

1.3.2011

USER INSTRUCTIONS FOR BANK OF FINLAND'S REPORTING SERVICE

Survey on foreign assets and liabilities of nonfinancial corporations, financial corporations and general government (SV)

Bank of Finland collects statistical data via the DCS reporting service (Data Collection Service). This document provides instructions on using the reporting service.

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1 USER ID AND LOGGING INTO THE REPORTING SERVICE

Bank of Finland informs reporters of their reporting obligation by mail. After receiving such a letter, reporters should order user IDs and passwords to access the reporting service. Orders are placed online:

<https://sol.itella.net/b/ec/bof-tunnustilaus/order?s=4n9ICreC82rnyIm&lang=en>

Once Bank of Finland has approved an ID order, an access key list will be posted to the reporter. Monthly reporting is done by logging into the reporting service at:

<https://sol.itella.net/a/ec/bof/auth?lang=en>

Reporting can be tested in the test environment (<https://test.sol.itella.net/a/ec/bof/auth?lang=en>). In this case, Bank of Finland should be informed (maksutase@bof.fi). Note that report delivered via test environment **does not fulfill the reporting obligation**.

Queries on passwords, IDs and use of the reporting service should be directed to Itella HelpDesk, tel. +358 20 452 9348, email helpdesk@itella.net.

1.1 One main user ID for one reporter

The user ID order should be placed by the person in the reporting enterprise who will be the main user of the service. The main user can create sub-accounts in the reporting service, as necessary.

It is recommended that sub-users should not order user IDs via the ID order service. If the main user has left the enterprise and main-user information has not been changed in the service, sub-users should contact Bank of Finland (maksutase@bof.fi).

2 MANAGEMENT OF USER CONTACT INFORMATION AND SUB-ACCOUNT INFORMATION

In communicating with Bank of Finland, it is important that contact information on the main user and sub-accounts is kept up-to-date.

If the main user changes, user information should be corrected using the link "User information".

The main user can create sub-accounts in the reporting service by clicking on "User accounts" (Figure 1). New passwords can be entered and contact details for sub-accounts updated by clicking on "Update". User IDs are deleted by clicking on "Terminate".

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Sub-accounts

| New account | | | | |
|---|--------------------------|------------------------|-------------------------|---------------------------|
| User ID | svtest-m9-02 | | | |
| User's first name * | <input type="text"/> | | | |
| Surname * | <input type="text"/> | | | |
| Phone number | <input type="text"/> | | | |
| Fax number | <input type="text"/> | | | |
| E-mail * | <input type="text"/> | | | |
| Password | <input type="password"/> | | | |
| Password (again) | <input type="password"/> | | | |
| <input type="button" value="Create account"/> | | | | |
| Active accounts | | | | |
| Kirsti Kesätuuraaja | svtest-m9-01 | Update | Reports | Terminate |

Figure 1. Management of sub-accounts in folder "User accounts".

3 HOW TO ENTER DATA IN THE WEB FORM

The survey includes three forms: "SVInfo", "Other investments" and "Intragroup". The following provides technical instructions on entering data in the forms. The actual reporting instructions can be found at:

http://www.suomenpankki.fi/en/tilastot/raportointiohjeet/BOP/SVohje2011_en.pdf

3.1 SVInfo (form 1)

Form "SVInfo" contains basic data on the reporting institution. Sections SVInfo.1 to SVInfo.5 are mandatory and must be filled in. If your answer to SVInfo.5 is "Yes", you must enter the name of the institution and its business ID. After entering the data, click **"Add the row"** to save the data in the first form. Move to the next form by clicking "Next" (see Figure 2).

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SVInfo.1 Reporting period year *: 2011 month *: 12

SVInfo.2 Type of report
 Initial data
 Amended

Basic data

SVInfo.3 Reporter
Name of the institution svtest-m8
Business ID 1484332-4

SVInfo.4 Does your enterprise have securities-based assets and/or liabilities from abroad outside the Group?
 Yes No info

SVInfo.5 Other Finnish companies belonging to the group included in the report
 The report contains information about other Finnish companies belonging to the group?
 Yes No
 Name of the institution *: Bank of Finland, Test Company 2 Business ID *: 1234567-1
 →

| # | Name of the institution | Business ID |
|---|---------------------------------|-------------|
| 1 | Bank of Finland, Test Company 1 | 0000000-0 |

SVInfo.6 Additional info

Figure 2. Form "SVInfo".

3.2 Other investments (form 2) and Intragroup (form 3)

Forms "Other investments" and "Intragroup" are used for reporting assets, liabilities and derivatives trades. Monthly closing balances are transferred automatically to opening balances of the next month. The value in column "Check" must be zero (see Figure 3) so that the report can be sent.

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3.3 How to add country

There are two alternatives for adding the country for debtors and creditors. You can click on the item to be reported (as shown in Figure 3: "SVA.A.2.1.1 long-term") or add the country by clicking the link "Select countries for reporting" in the upper left-hand corner of the form (Figure 3). In both cases, a menu opens (Figure 4) and you can select the country from the list.

If you insert country by clicking on the item to be reported, country/countries are added for the respective item only.

If you add a country by clicking the link "Select countries for reporting", you can add country/countries for all items (interleaf "All (0)"), or for individual items, as shown in Figure 4 in the example "SVE.A.1.1". When you save the data, the system will save only countries for items for which numerical data have been entered.

| OTHER INVESTMENTS | | | | | | | |
|--|---------------------------------|--|-------------------------------|---------------------------------|---|--|---------------|
| EUR m, two decimal places | | | | | | | |
| Select countries for reporting > Or Upload from file > | | | | | | | |
| FOREIGN LIABILITIES (SVA) | | | | | | | |
| (EXCL. LIABILITIES BASED ON SECURITIES AND INTRAGROUP LIABILITIES) | | | | | | | |
| SVA.A.2 OTHER LIABILITIES (excl. liabilities based on securities and intragroup liabilities) | SVA.B.2 Liabilities at start of | Changes in liabilities during reporting period | | | SVA.F.2 Liabilities at end of reporting | SVA.G.2 Interest accrued during reporting period | SVA.H.2 Check |
| | | SVA.C.2 Net change | SVA.D.2 Exchange rate changes | SVA.E.2 Other valuation changes | | | |
| SVA.A.2.1 Loans | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| SVA.A.2.1.1 Long-term | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| SVA.A.2.1.2 Short-term | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| SVA.A.2.2 Leasing credits (financial leasing) | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | 0,00 |
| SVA.A.2.3 Trade credits total | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | 0,00 |
| SVA.A.2.3.1 Long-term | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | 0,00 |

Figure 3. Upper part of form "Other investments".

Select countries to report

All (0) **SVE.A.1.1 (0)** SVE.A.1.2 (0) SVE.A.1.3 (0) SVE.A.1.4 (0) SVE.A.2.1 (0) SVE.A.2.2 (0) SVE.A.2.3 (0) SVF.A.1.1 (0)
 SVF.A.1.2 (0) SVF.A.1.3 (0) SVF.A.2.1 (0) SVF.A.2.2 (0) SVF.A.2.3 (0) SVF.A.2.4 (0)

Selected item to be added: SVE.A.1.1 Shares and other equity

| Countries to be added | Selected countries |
|--|---|
| ECB (European Central Bank) 4F EIB (European Investment Bank) 4C European Union Institutions (excluding ECB and EIB) 4A NIB (Nordic Investment Bank) 5H Other International Organisations 7A Afghanistan AF Albania AL Algeria DZ | |
| <input type="button" value="Add »"/> | |
| <input type="button" value="« Remove"/> | |
| | <input type="button" value="Accept"/> <input type="button" value="Cancel"/> |

Figure 4. Menu "Select countries to report".

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4 HOW TO SAVE THE SURVEY FOR LATER COMPLETION

Each survey form has button "Save without sending" at the bottom of the page (Figure 5). Click the button to save the report.

If you want to terminate data entry, click "Back to main page", so that your changes will not enter in the form.

Incomplete reports can be found in the main page by clicking the heading "Survey forms" and then the link:

[EXTERNAL ASSETS AND LIABILITIES FOR BALANCE OF PAYMENTS STATISTICS](#)

Alternatively, click the folder "Unsent" on the left side of the main page.

| INTRAGROUP FOREIGN ASSETS (SV F) ASSETS VIS-À-VIS FOREIGN SUBSIDIARIES, ASSOCIATES, BRANCHES AND FELLOW ENTERPRISES | | | | | | | | |
|--|---|---|-------------------------------------|---------------------------------------|------|---|--|---------------|
| SVF.A.2 FOREIGN ASSETS | SVF.B.2 Assets at start of reporting period | Changes in assets during reporting period | | | | SVF.F.2 Assets at end of reporting period | SVF.G.2 Dividends and interest accrued during reporting period | SVF.H.2 Check |
| | | SVF.C.2 Net change | SVF.D.2 Exchange rate changes | SVF.E.2 Other valuation changes | | | | |
| SVF.A.2.1 Shares and other equity | | 0,00 | | | | 0,00 | | |
| SVF.A.2.2 Bonds | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | |
| SVF.A.2.3 Money market instruments | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | |
| SVF.A.2.4 Loans and deposits (intragroup accounts) | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | |
| SVF.A.2.5 Trade credits total | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | 0,00 | |
| SVF.A.2.5.1 Euro area countries | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | 0,00 | |
| SVF.A.2.5.2 Other countries | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | | 0,00 | |

Figure 5. Buttons at the bottom of the last form.

5 HOW TO SEND THE REPORT

Send the report by clicking "Ready" at the bottom of the last form (see Figure 5). Click "Send form" in the page that opens (see Figure 6). Only then is the report sent to Bank of Finland.

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SUOMEN PANKKI
FINLANDS BANK
BANK OF FINLAND

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Figure 6. Sending the form.

After clicking "Send form", a page opens which confirms delivery of the report (Figure 7). The page contains links that enable you to see the reported data and print the forms, as necessary. You can check and amend data later in the "Sent" folder (see section 6).

SUOMEN PANKKI
FINLANDS BANK
BANK OF FINLAND

EXTERNAL ASSETS AND LIABILITIES FOR BALANCE OF PAYMENTS STATISTICS

2011 - February

This form has been sent.

| Form | Form status |
|-----------------------------------|-------------|
| SVInfo | Done |
| Other Investments | Done |
| Intragroup | Done |

[Return to main menu](#)

Figure 7. Confirmation of successful delivery of report.

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6 HOW TO VIEW AND AMEND REPORTS SENT

Reports that have been sent can be found under the heading "Reports" in file "Sent" (Figure 8). Links to each report sent are in the column "Report". Click the links to open and print the reports.

You can revise reports by clicking "Amend". **IMPORTANT!** If you wish to amend an "old" report that you have already sent, you must resend all subsequently sent reports. This is because each monthly closing balance is transferred automatically to the opening balance of the next month.

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Reports sent

Time limit 3 years ▾

Show deleted reports Yes No

Monthly reports

| Subject company ▲ | Date ▼ | Report ▲ | Sent ▲ | |
|-------------------|---------|--|--------------------|-----------------------|
| svtest-m9 | 2011-11 | Other Financial Institutions: Foreign claims and liabilities | 26.1.2011 13:07:04 | Amend |
| svtest-m9 | 2011-10 | Other Financial Institutions: Foreign claims and liabilities | 26.1.2011 13:05:35 | Amend |
| svtest-m9 | 2011-09 | Other Financial Institutions: Foreign claims and liabilities | 21.1.2011 12:07:48 | Amend |
| svtest-m9 | 2011-08 | Other Financial Institutions: Foreign claims and liabilities | 21.1.2011 11:49:47 | Amend |
| svtest-m9 | 2011-07 | Other Financial Institutions: Foreign claims and liabilities | 21.1.2011 11:43:58 | Amend |
| svtest-m9 | 2011-06 | Other Financial Institutions: Foreign claims and liabilities | 20.1.2011 12:54:17 | Amend |
| svtest-m9 | 2011-05 | Other Financial Institutions: Foreign claims and liabilities | 20.1.2011 9:37:25 | Amend |

Figure 8. File "Sent".

7 FEEDBACK AND QUERIES

Bank of Finland gives advice on data substance (maksutase@bof.fi). For technical questions, please contact Itella HelpDesk (accessible 24 hours a day, 7 days a week), tel. +358 20 452 9348, email helpdesk@itella.net.