16.9.2014

USER INSTRUCTIONS FOR THE BANK OF FINLAND'S REPORTING SERVICE

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

The instructions refer to the following surveys:

- Survey on foreign securities-based assets and liabilities of nonfinancial corporations, financial corporations and central government (SAVE)
- Survey of deposit banks and investment firms providing custody and asset management services (TIHA)
- Survey on investment funds' balance sheets (SIRA)
- MFI data collection (RATI)
- Consolidated data collection (KOTI)
- Data collection for payment statistics (MATI)

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1 USER ID AND REPORTING

1.1 User ID order and choosing the reporting method

The Bank of Finland informs reporters of their reporting obligation by post. After receiving such a letter, reporters should order user IDs and passwords to access the reporting service. Orders are placed online at:
https://sol.itella.net/b/ec/bof-tunnustilaus/

Before placing the ID order the reporter should choose the reporting method. The following options are available:

1. Web form: the reported data are saved in a web-based form. This option is for reporters with a small amount of data to be reported.

2. Web Upload: a CSV-formatted report is uploaded to the DCS service. This option is for reporters creating a CSV file from their own systems, where the file size is only a few thousand rows.

3. Direct secured network between reporter and Itella (alternatives VPN-secured FTP or SFTP). This option is for reporters who have large reports or who wish to automatize reporting. Your technical specialist is able to tell which of these can be used to transfer data via OpusCapita.

   The reporting method can be changed, as necessary.

1.2 Passwords and reporting

To log in to the DCS reporting service (web form or web upload), you will need the following:

- **User IDs**: Once the Bank of Finland has approved the ID order, the reporter will get the User IDs by email.
- **Passwords**: The reporter specifies the passwords in connection with the ID order. If you have forgotten the passwords, please contact OpusCapita Service Desk.
- **Access key list**: The list will be sent to the reporter by post within three days after approval of the ID order.

The reporting is done by logging into the reporting service at:
https://sol.itella.net/ec/bof/

Reporting can be tested in the test environment (https://test.sol.itella.net/ec/bof/). Note that a report delivered via the test environment **does not fulfil the reporting obligation**. An access key list is not needed for logging into the test environment.

An access key list includes 100 key pairs. A new access key list is sent to the main user's postal address when the reporter has used the 90th key pair. For questions relating to passwords, IDs and the use of the service, please contact OpusCapita Service Desk, tel. +358 (0)20 452 9348 / information.fi@opuscapita.com

2 MANAGEMENT OF MAIN USER CONTACT INFORMATION AND SUB-ACCOUNT INFORMATION

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

The first user ID ordered by a company will be the main user ID. If the main user changes, user information should be corrected via the link "User information" (Figure 1). By clicking on "User accounts" the main user can create sub-accounts in the reporting service. On the same page, by clicking on "Update" the main user can enter new passwords and update contact details for sub-accounts. User IDs are deleted by clicking on "Terminate".

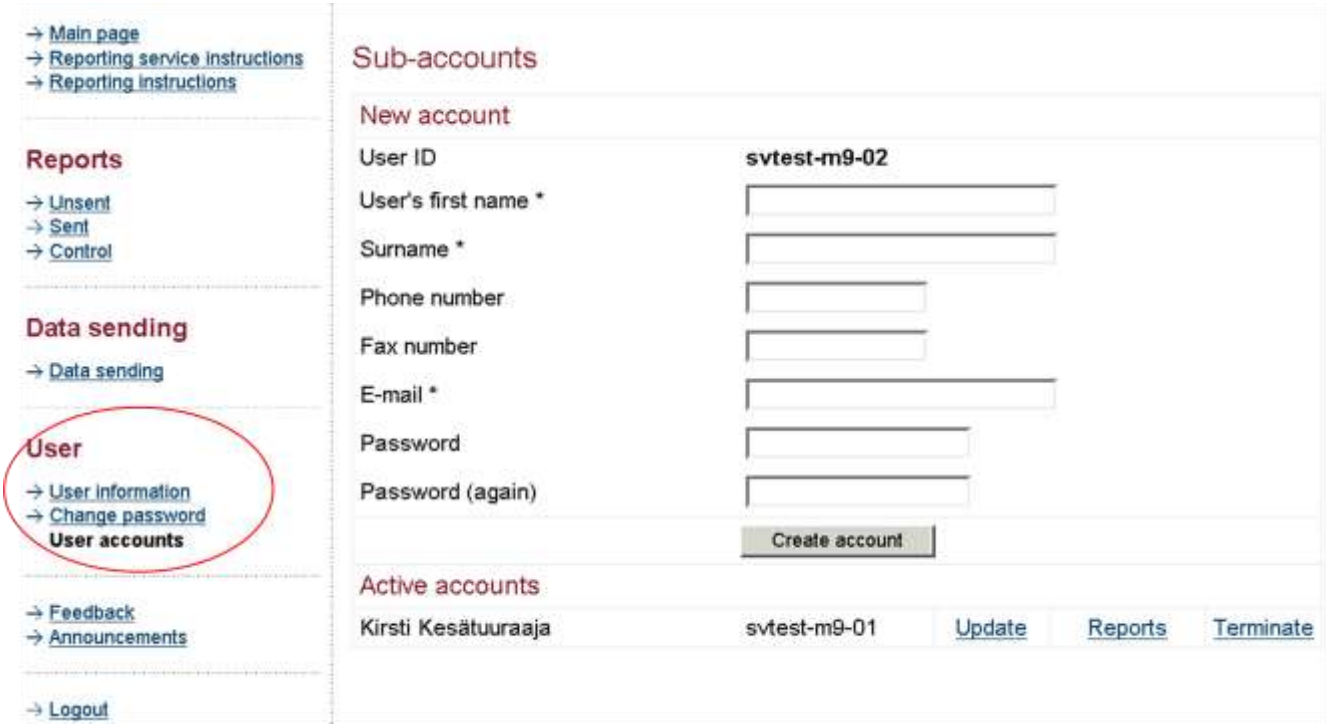

Figure 1. Management of sub-accounts via link "User accounts".

2.1 Missing main user information or significant changes to company's activities

If the main user has left the company and main user information has not been changed prior to the person's departure, a sub-account user should contact the Bank of Finland. With their own user IDs, sub-account users can only change their own password in the DCS service.

If the company's business ID changes, for example because of merger, a new user ID must be ordered. If a company subject to the reporting obligation winds up its operations or merges, the Bank of Finland must be notified of the change well in advance.

3 REPORTING WITH WEB FORM

The web form is available on the main page that opens after logging into the DCS reporting service: https://sol.itella.net/ec/bof/

- A web form **cannot be used** for the Survey of deposit banks and investment firms providing custody and asset management services (TIHA) or for Consolidated data collection (KOTI).

3.1 Entering and amending data in the web form

When the web form is filled in, several rows are added to some of the records, as shown in the example in Figure 2.

If you wish to sort the rows added, click on the heading, as shown in the example below. When you click on the row, the data in the row are shown in the fields. You can amend the data in the row by clicking on "Replace values".

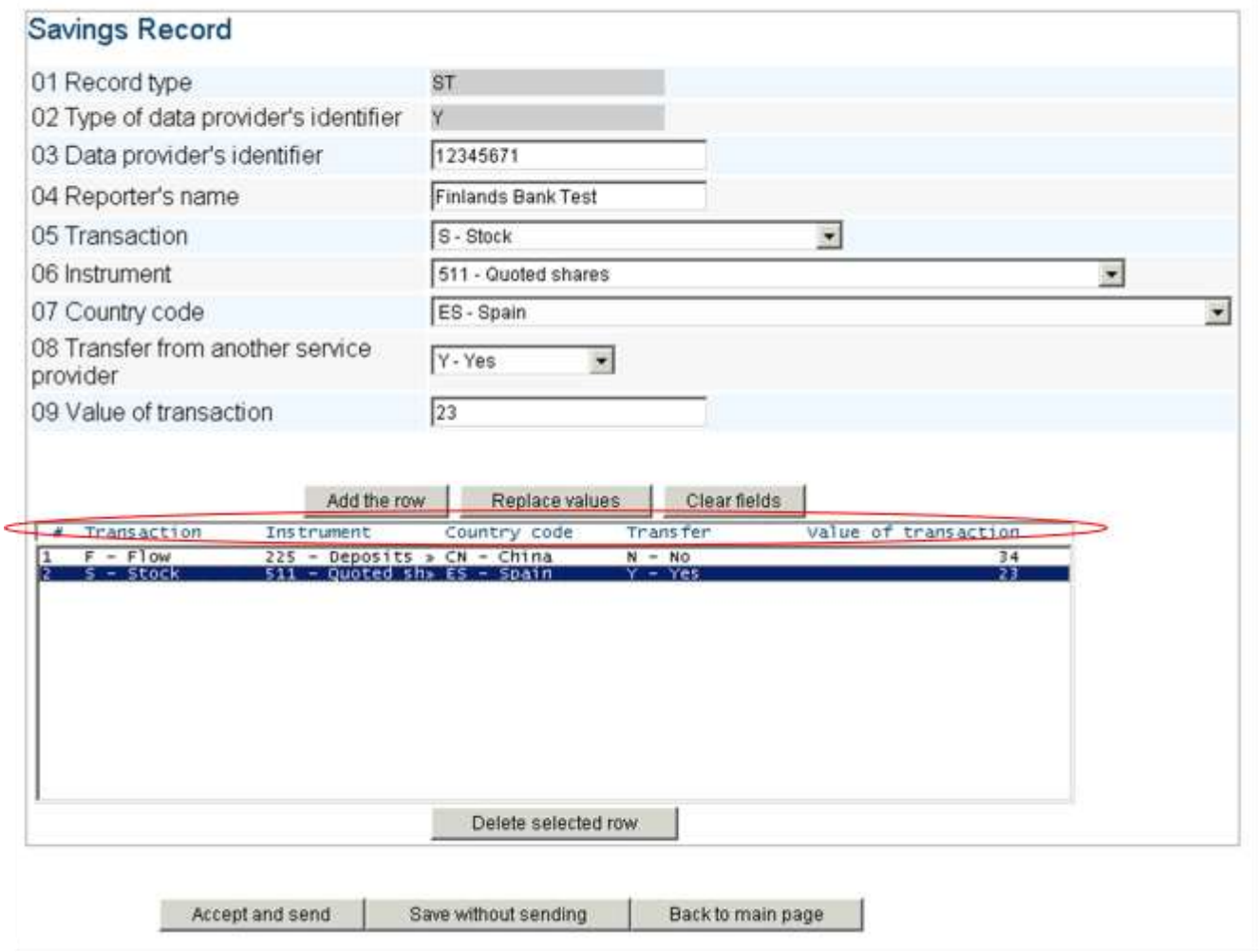

Figure 2. Example on how to view rows.

3.2 Sending the report

To send the report, click on the "Accept and send" button at the bottom of the web form (see Figure 2). Reports delivered are stored in the "Sent" folder where you can view an old report and use it as the basis of a new report, as necessary. If you click on the "Save without sending" button, an incomplete report will be saved to the "Unsent" folder.

If the report contains errors, data transfer is not possible. An example of an error message is shown in Figure 3 below.

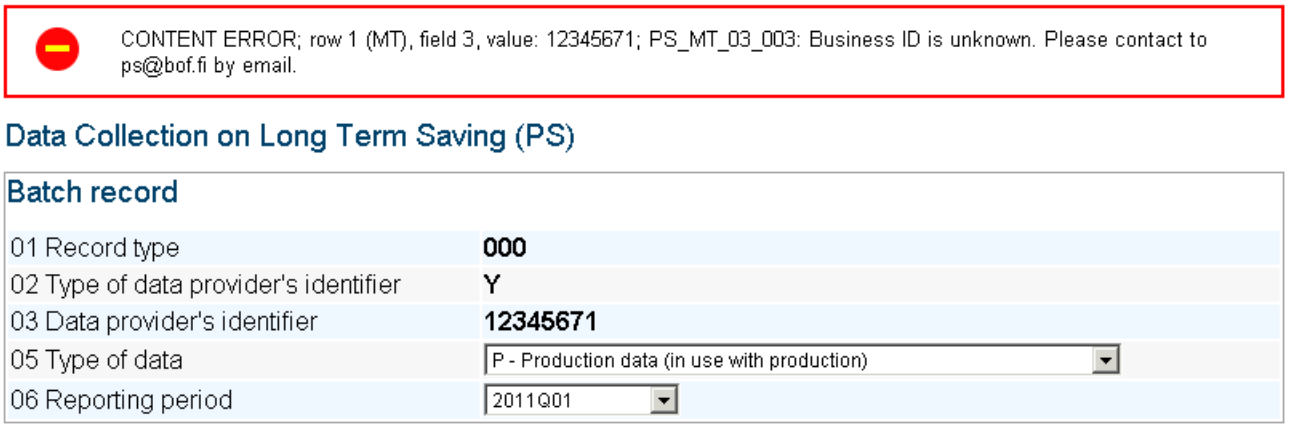

Figure 3. Example of an error message.

When a report is delivered successfully, a message appears at the top of the page (Figure 4) and the report can also be found in the "Sent" folder.

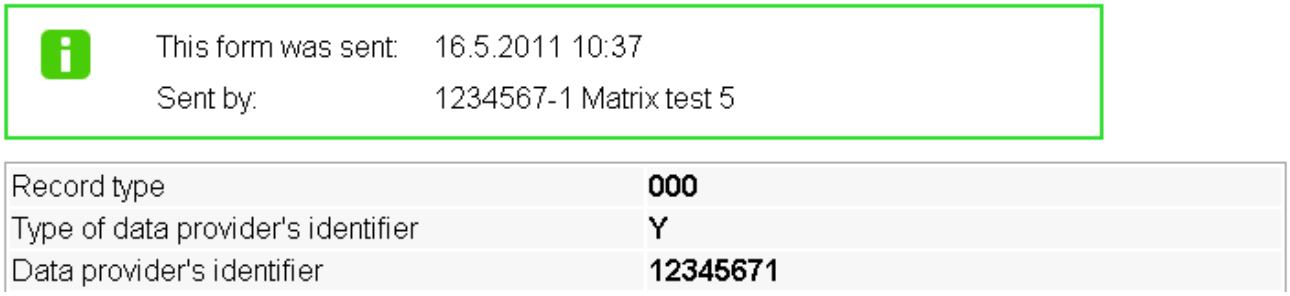

Figure 4. Message on a successful delivery of report.

4 REPORTING WITH WEB UPLOAD

Another option for transmitting data via the DCS service is to upload a completed report with the web upload function. First, log in to the reporting service the same way as when sending a report with a web form:
https://sol.itella.net/ec/bof/

Then click on "Data sending" and upload the file. Once the file is uploaded to the reporting service, the view as shown in Figure 5 appears. Click on "Accept" in this page; only then will the file be transferred to the Bank of Finland. If the data transfer is successful, a view as shown in Figure 6 appears.

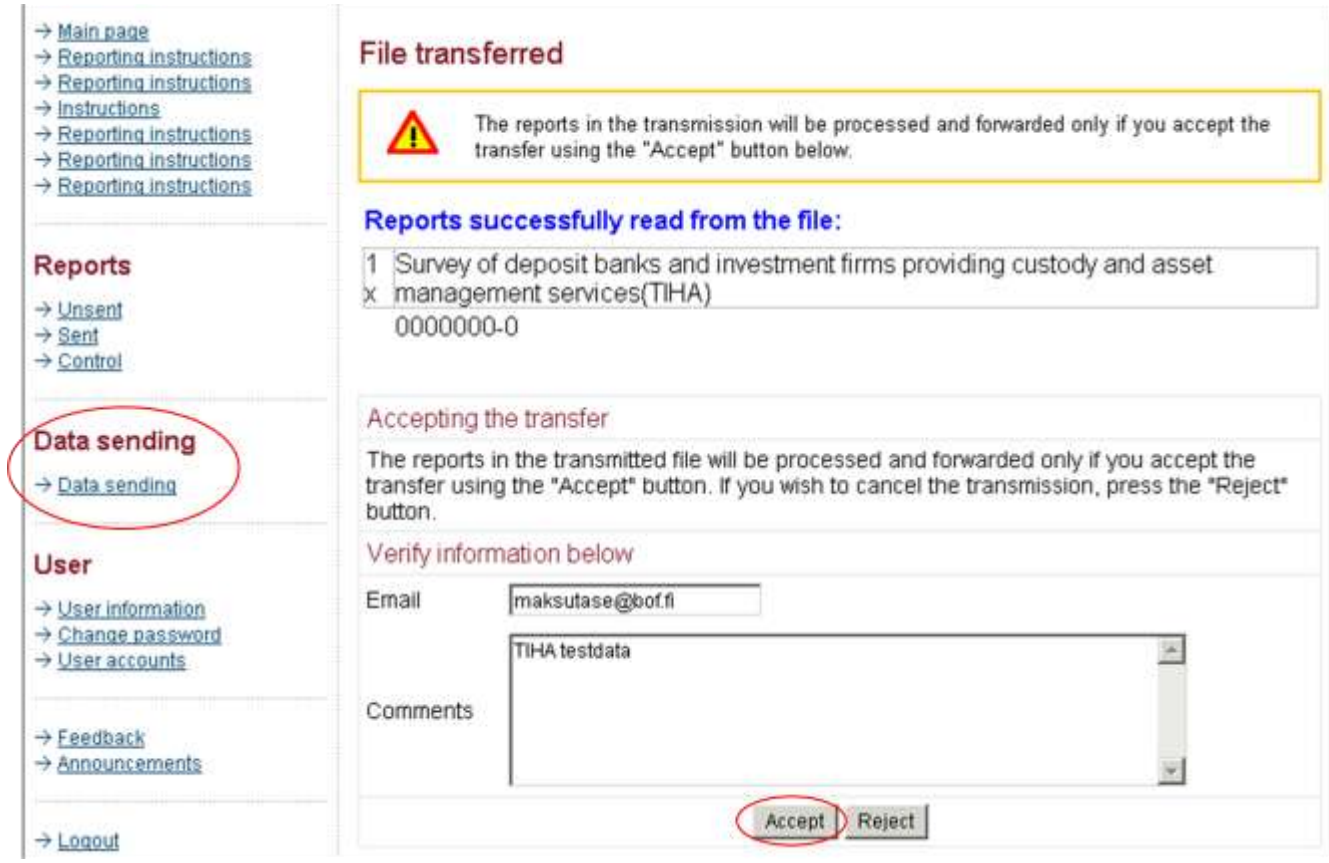

Figure 5. Reporting with web upload.

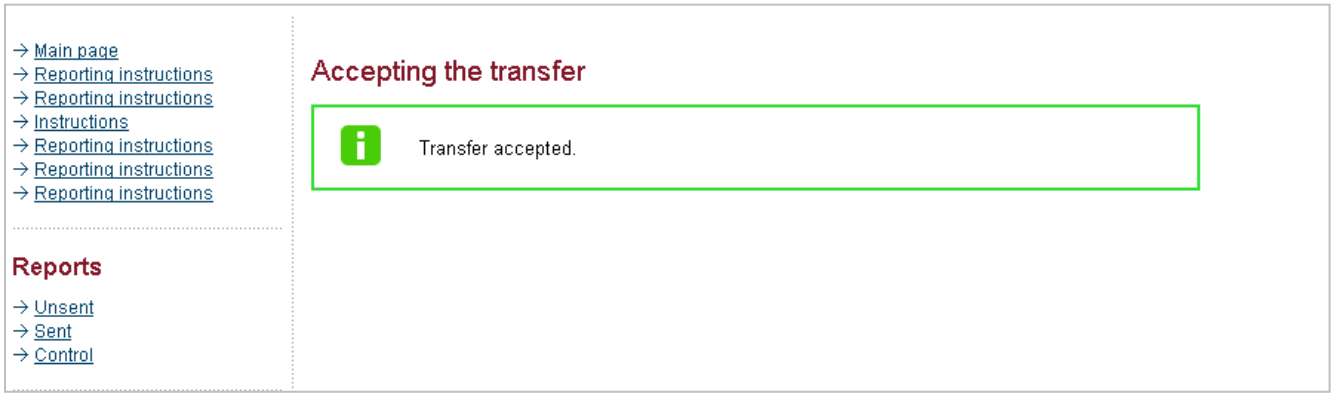

Figure 6. Confirmation of a successful delivery of report.

4.1 Error in file to be sent

If the file to be sent contains an error, a message as shown in Figure 7 below appears immediately after the file is uploaded into the DCS service. The errors indicated in the message must be corrected and the file must be uploaded again with the "Data sending" function.

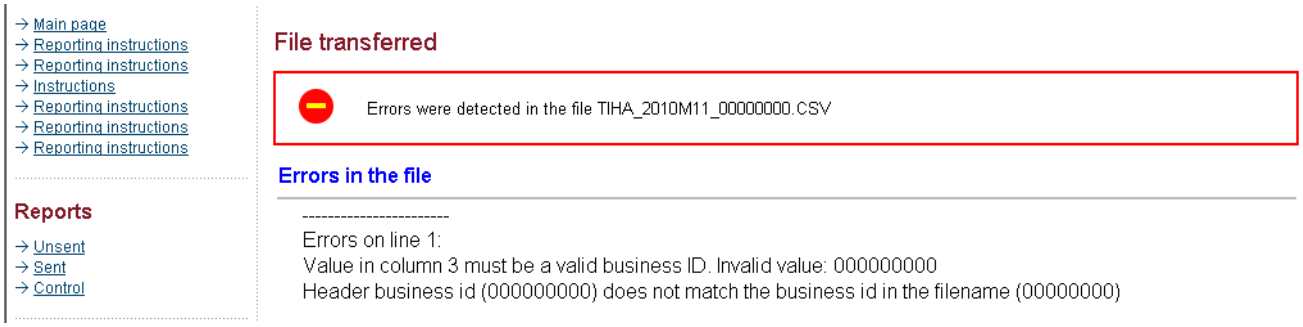

Figure 7. Example of an error message during web upload.

5 ADDITIONAL INFORMATION: MFI DATA COLLECTION AND SURVEY ON INVESTMENT FUNDS' BALANCE SHEETS (SIRA)

In the MFI data collection (RATI) and in the Survey on investment funds' balance sheets (SIRA), a feedback file containing a summary of the reported data can be found in the "Sent" folder. For more information, contact: Rahoitustilastot@bof.fi

Figure 8. MFI data collection (RATI), the "Sent" folder.

Figure 9. Survey on investment funds' balance sheets (SIRA), the "Sent" folder.