



# **MFI CONSOLIDATED DATA COLLECTION (KOTI) RECORD STRUCTURE**

**Version 1.4**

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Version	Date	Validity	Changes
1.0	29 May 2009	1 June 2009	First version of record structure
1.1	11 September 2009	14 September 2009	Some concepts specified and errors corrected
1.1.1	2 October 2009	5 October 2009	Email address on page 6 corrected
1.2	4 December 2009	7 December 2009	New report-level validation rules KOTI.ALL.R1 KOTI.ALL.R2 KOTI.ALL.R3  Changes to validations of following CS record fields Transaction (field 5) BIS unit (field 6) Country code (field 10) Misspellings corrected in some record fields.
1.3	17 March 2010	1 April 2010	Changes to validations of following 000 record field: - Reporting period (field 6)  Changes to validations of following CS record fields: - Transaction (field 5) - BIS unit (field 6) - Instrument (field 7) - Conversion currency (field 12) - KOTI.ALL.R3
1.4	1 July 2010	1 July 2010	Changes to validations of following CS record fields: - Transaction (field 5)



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## 1 INTRODUCTION

This document describes the structure of records and submission of data to the Bank of Finland relating to MFI consolidated data collection (KOTI). KOTI reporting instructions and classifications are described in document **INSTRUCTIONS FOR MFI STATISTICAL REPORTING**.

The Bank of Finland can be contacted on questions relating to record structures and submission of data. Please direct any questions to [Rahoitustilastot@bof.fi](mailto:Rahoitustilastot@bof.fi).



## 2 SUBMISSION OF DATA TO THE BANK OF FINLAND

**KOTI data are submitted to the Bank of Finland no later than the last banking day of the month following the reference period. The data are submitted electronically using the DCS service (Data Collection Service).**

### 2.1 DCS data transfer

Reporters submit the data to the Bank of Finland using the DCS service. The service is maintained by the service provider, ie the DCS operator. The DCS operator is Itella Information Oy.

The reporter (or alternatively the data provider) should first order a DCS service user ID via the ID order service at <https://sol.itella.net/ec/bof-tunnustilaus>. Once the ID order has been approved, the reporter will receive by post a key code card which is needed, in addition to user ID and password, for logging into the DCS system.

The DCS service is used to transmit a report file consisting of reported data as described in the record descriptions presented in this document. The file is validated at the DCS service for data content, eg the technical integrity of the data and the correctness of record field structures and contents. These checks are done as described in this document.

A validated and approved report file is transmitted to the Bank of Finland. Erroneous reports are not transmitted to the Bank of Finland; instead, the DCS service sends an error report to the data provider. Errors must be corrected and the entire report is sent again via the DCS service. Correspondingly, when a correction needs to be made to a report that has already been sent, the entire report must be sent again via the DCS service.

### 2.2 Testing

Reporting may be tested in the DCS service's separate test environment by designating the contents of the report as test data (see batch record field 5). Test reports are sent to the operator in the usual manner and the data are validated.



### 2.3 Problem situations

As part of the DCS service, the operator provides an Itella Helpdesk service, available 24 hours a day, 7 days a week (24/7). The HelpDesk can be contacted by phone, tel. +358 205 388 500, or by email: [helpdesk@itella.net](mailto:helpdesk@itella.net). Itella HelpDesk provides advice in the following matters:

- problems with functioning of DCS service
- user IDs, passwords, key code lists
- data connection (VPN-secured FTP or SFTP)

The Bank of Finland provides advice on contents of report files and other matters, and related questions should preferably be directed to [rahoitustilastot@bof.fi](mailto:rahoitustilastot@bof.fi).

### 3 REPORT FILE

Report files are created as CSV (Comma Separated Value) files using semicolons as separators. The character set used in the file must be ISO Latin 9 (ISO 8859-15).

#### 3.1 Naming of file

The name of the file is the code that identifies the survey, ie KOTI, the period subject to reporting and the reporting fund management company's business ID (8 digits, no hyphen). Q refers to quarterly data.

If the reporter corrects data that has already been sent, the same file name must always be used. The DCS operator deletes the file after processing it. If the transfer directory still contains a previous (unprocessed) file, overwriting or deletion of the previous file prevents the processing of the corrected file.

KOTI\_<YYYY>Q<qq>\_<Reporter's business ID>.CSV.

Example: KOTI report for the first quarter of 2009 (January – March):

KOTI\_2009Q01\_01234562.CSV

#### 3.2 File structure

A file consist of **one** reporter's KOTI data. Each reporter's report comprises one batch report, a variable number of consolidated records (CS) and one balance sheet record (BS). Batch record is always the first record. Except for the batch record, the records can be in any order.

The following table gives the different record types.

Record	Record type (first field in the row)	Usage	Number of fields
Technical batch record	000	Technical record that begins the file	1
Conent record	CS	Consolidated record	1...N
Balance sheet record	BS	Balance sheet total and other totals	1

#### 4 RECORD DESCRIPTIONS

The following general rules apply to the fields:

- Fields are separated from each other with a semicolon (ASCII 59). There is no semicolon after the last field of the row.
- The contents of record fields may not contain quotation marks, CR (Carriage Return) or LF (Line Feed) characters. The CR-LF character pair is added to the last row of the file.
- Records are separated from each other with the CR-LF character pair.
- Alphanumeric fields are demarcated with quotation marks. Quotation marks are not counted in the length of the field.
- Decimals, if any, of numeric values are separated with a comma.
- Numeric fields shall only include a negative sign.

Structure	Usage
Number(x[,y])	Indicates numeric data. Maximum length of the field in parentheses. Number of potential or mandatory decimals is shown with comma. The comma and following numbers are not obligatory if zero. For example, format <i>Number(18,2)</i> indicates that the field may contain a maximum of 18 characters, of which 16 integers and 2 decimals.
Char(x)	Indicates alphanumeric data of a fixed number of characters. Length of the field in parentheses. Value of the field is either empty or contains the specified number of characters.
Varchar(x)	Indicates alphanumeric data comprising a variable number of characters. Maximum length of the field in parentheses.

In numeric fields the value zero is an acceptable mandatory value unless there is a specific validation rule in the field requiring a non-zero figure.

If there are no data to be entered in an alphanumeric field, the field can be left empty and without quotation marks.





Fields marked *Reserved* are left empty and without quotation marks.

If there are no data to be entered in the last fields of a record, the semicolons of those fields can be omitted.

If more than one code list is mentioned in connection with a field, the value entered in the field must be from one of the code lists provided (for example, country code can be chosen from ISO 3166 country list or international organisations code list).

Not all values in code lists are necessarily usable.

#### 4.1 Batch record 000

The batch record (000 record) contains general information on the record. The report always includes one batch record, and it is the first record of the file.

##### 4.1.1 Record fields and validation

Sequence	Field	Code list	Structure	Rule	Left-hand side	Operator	Right-hand side
01	<b>Record type</b> "000" = Batch record	1: Record type	Char(3)	001	Value of 000 record field 1 (Record type)	=	"000"
02	<b>Type of data provider's identifier</b>  Type of data provider's identifier. Valid business ID of data providers operating in Finland.	3: Type of identifier	Char(1)	001	Value of 000 record field 2 (Type of data provider's identifier)	=	Value from "Type of identifier" (Code list 3)
03	<b>Data provider's identifier</b>  Data provider's identifier. Valid business ID of data providers operating in Finland. Business ID without hyphen in format NNNNNNNN		Char(8)	001 002	Value of 000 record field 3 (Data provider's identifier)  IF value of 000 record field 2 (Type of data provider's identifier) is "Y", THEN value of 003 record field 3 (Data provider's identifier)	<=> =	Mandatory  Valid business ID
04	<b>Survey code</b> "KOTI" = Consolidated data collection survey		Char(4)	001	Value of 000 record field 4 (Survey code)	=	"KOTI"
05	<b>Data type</b> "N"= Test data; not transmitted to the Bank of Finland "T"= Test data, transmitted to the Bank of Finland "P"= Production data	2: Data type	Char(1)	001	Value of 000 record field 5 (Data type)	=	Value from "Data type" (Code list 2)

<b>06</b>	<b>Reporting period</b> Quarter subject to reporting in format <YYYY>Q<qq>		Char(7)	001 002	Value of 000 record field 6 (Reporting period) Value of 000 record field 6 (Reporting period)	=	in format <YYYY>Q<qq>  KOTI name of file <YYYY>Q<qq> <Reporter's business ID> CSV part in format <YYYY>Q<qq>
<b>07</b>	<b>Creation date and time</b>  Date and time at which report was created in format <YYYY><MM><DD><HH><MM> (= year-month-day-hour-minutes)		Char(12)	001	Value of 000 record field 7 (Creation date and time)	=	in format <YYYY><MM><DD><HH><MM>
<b>08</b>	<b>Number of rows</b>  Number of rows in the file including batch record.		Number(7)	001	Value of 000 record field 8 (Number of rows)	=	Value must equal number of rows in the report
<b>09</b>	<b>Reporter's comment</b> Possible short comment relating to the report.		Varchar (500)				

#### 4.1.2 Examples

The batch record in the example below indicates that the file contains a test report comprising 122 rows. The correctness of the report is validated by the DCS service but the file is not transmitted to the Bank of Finland.

```
"000";"Y";"12345671";"KOTI";"N";"2009Q01";"200903051234";122;"Test report"
```

The batch record in the example below indicates that the report includes 1523 rows of production data for the second quarter (April–June) of 2009.

```
"000";"Y";"12345671";"KOTI";"P";"2009Q02";"200903051234";1523
```

## 4.2 Consolidated record CS

### 4.2.1 Record fields and validation

Sequence	Field	Code list	Structure	Rule	Left-hand side	Operator	Right-hand side
01	<b>Record type</b> "CS" = Consolidated record	1: Record type	Char(4)	001	Value of CS record field 1 (Record type)	=	"CS"
02	<b>Type of reporter's identifier</b>  Type of identifier, always "Y" = business ID	3: Type of identifier	Char(1)	001	Value of CS record field 2 (Type of reporter's identifier)	=	"Y"
03	<b>Reporter's identifier</b>  MFI's business ID without hyphen in format NNNNNNNN		Char(8)	001	Value of CS record field 3 (Reporter's identifier)	=	"NNNNNNNN"
04	<b>Allocation of balance sheet items</b>  Specifies balance sheet items: "A" = Asset "L" = Liability "O" = Off-balance sheet item	5: Allocation of balance sheet items	Char(1)	001	Value of CS record field 4 (Allocation of balance sheet items)	=	Mandatory
05	<b>Transaction</b>  "S" = Stock "I" = Inward risk "O" = Outward risk	6: Transaction	Char(1)	001  002	IF value of record field 4 (Allocation of balance sheet items) is "A" AND value of CS record field 6 (BIS unit) is "G" OR "F" and value of CS record field 7 (Instrument) is "111" OR "115", THEN value of CS record field 5 (Transaction)  OTHERWISE value of CS record field 5 (Transaction)	=  =	"S", "O" OR "I"  "S"



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06	<b>BIS unit</b> "G" = Group "F" = Foreign affiliate	26: BIS unit	Char(1)	001	Value of CS record field 6 (BIS unit)	=	Mandatory
				002	IF value of record field 4 (Allocation of balance sheet items) is "O", THEN value of CS record field 6 (BIS unit)	=	"G"
				003	IF value of record field 4 (Allocation of balance sheet items) is "L", THEN value of CS field 6 (BIS unit)	=	"F"
07	<b>Instrument</b>  Classification of security:  "111" = Cross-border claims "112" = Commitments given to a third party on behalf of a customer "113" = Irrevocable commitments given in favour of a customer "114" = Derivatives "115" = Local claim or liability of a foreign affiliate	8b: Instrument	Varchar(3)	001	IIF value of CS field 4 (Allocation of balance sheet items) is "A" AND value of CS record field 6 (BIS unit) is "G", THEN value of CS record field 7 (instrument)	=	"111", " OR "114"
				002	IF value of CS field 4 (Allocation of balance sheet items) is "O" AND value of CS record field 6 (BIS unit) is "G", THEN value of CS record field 7 (Instrument)	=	"112" OR "113"
				003	IF value of CS record field 4 (Allocation of balance sheet items) is "A" OR "L" AND value of CS field 6 (BIS unit) is "F", THEN value of CS field 7 (Instrument)	=	"115"
08	<b>Internal identifier</b> Internal unchangeable code used by reporter for identification of security.		Varchar(100)				
09	<b>Sector</b> Sector code of counterparty to the item in accordance	11: Sector	Varchar(6)	001	Value of CS record field 9 (Sector)	=	Mandatory



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	with Statistics Finland's Classification of Sectors 2000, without prefix "S."			002	IF value of CS record field 10 (Country code) is "FI", THEN value of CS record field 9 (Sector)	<>	1314" OR "1312"
				003	IF value of CS record field 10 (Country code) is <> "FI", THEN value of CS record field 9 (Sector)	<>	""13141" OR "13149"
<b>10</b>	<b>Country code</b>  Home country of item counterparty in accordance with ISO 3166 or list of international organisations.	9: Country, ISO 3166  9b: International organisations 9c: Unknown country	Varchar(5)	001	Value of CS record field 10 (Country code)	=	Mandatory
<b>11</b>	Reserved			001	Value of CS record field 11	=	null
<b>12</b>	<b>Conversion currency</b>  ISO 4217 code of currency from which book value (field 13) has been converted.	10: Currency (ISO 4217) 10b: Unknown currency 10c: Currency (withdrawn)	Char(3)	001	IF value of CS record field 5 (Transaction) is "S" AND value of CS record field 7 (Instrument) is "111" OR "115", THEN value of CS record field 12 (Conversion currency)	=	Mandatory
<b>13</b>	<b>Book value</b>  Total book value of loan or deposit reported in EUR and rounded to two decimal places.		Number(20,2)	001	Value of CS record field 13 (Book value)	=	Mandatory
<b>14</b>	<b>Book value currency</b>  ISO 4217 code of currency in which book value (field 13) is reported. Currency of value is always "EUR".	10: Currency (ISO 4217)	Char(3)	001	Value of CS record field 14 (Book value currency)	=	"EUR"
<b>15</b>	Reserved			001	Value of CS record field 15	=	null



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<b>16</b>	<b>Remaining maturity</b>  Original maturity of loans  "1" = Up to 1 year "2" = Over 1 year and up to 2 years "3" = Over 2 years	14: Remaining maturity	Char(1)	001	IF value of CS record field 5 (Transaction) is "S" AND value of CS record field 7 (Instrument) is "111" OR "115", THEN value of CS record field 16 (Remaining maturity)	=	Mandatory
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#### 4.2.2 Examples

"CS";"Y";"12345671";"A";"S";"G";"111";;"111";"JP";;"JPY";1200300,00;"EUR";"3"

"CS";"Y";"12345671";"L";"S";"G";"114";;"2";"FI";;"EUR";2200300,00;"EUR";"3"

### 4.3 Balance sheet record BS

#### 4.3.1 Record fields and validation

The balance sheet record BS is used for reporting the group's balance sheet total. In addition to rules on structure and mandatoriness, the record must also fulfil the following conditions.

	Sequence	Field	Code list	Structure	Rule	Left-hand side	Operator	Right-hand side
Record type	01	<b>Record type</b> "BS" = Balance sheet record	1: Record type	Char(2)	001	Value of 000 record field 1 (Record type)	=	"BS"
Data on reporter	02	<b>Type of reporter's identifier</b> Type of identifier, always "Y" = business ID	3: Type of identifier	Char(1)	001	Value of BS record field 2 (Type of reporter's identifier)	=	"Y"
	03	<b>Reporter's identifier</b>  MFI's business ID without hyphen in format NNNNNNNN		Char(8)	001	Value of BS record field 3 (Reporter's identifier)	=	"NNNNNNNN"
	04	<b>Reporting frequency</b>	4: Reporting frequency	Char(1)	001	Value of BS record field 4 (Reporting frequency)	=	"Q"
	05	<b>Reporter's name</b>		Varchar (100)	001	Value of BS record field 5 (Reporter's name)	=	Mandatory
	06	Reserved			001	Value of BS record field 6	=	null
	07	Reserved			001	Value of BS record field 7	=	null
	08	Reserved			001	Value of BS record field 8	=	null
	09	Reserved			001	Value of BS record field 9	=	null
	10	Reserved			001	Value of BS record field 10	=	null
	11	Reserved			001	Value of BS record field 11	=	null
	12	Reserved			001	Value of BS record field 12	=	null
	13	Reserved			001	Value of BS record field 13	=	null
Consolidated assets	14	<b>Total consolidated assets</b>  Total amount of group's assets		Number (20,2)	001	Value of BS record field 14 (Total consolidated assets)	>	0,00



### 4.3.2 Examples

"BS";"Y";"12345671";"Q";"Abc";;;;;;;;;;1000;

### 4.4 Report-level validation rules

The following validation rules do not relate to individual fields but pertain to a combination of several fields or the report on the whole.

#### 4.4.1 Coherency

##### Rule KOTI.000.R1

- The report file includes the records of one (1) reporter. Hence, the field Reporter's identifier (field 3) has identical value in batch and content records.

##### Rule KOTI.000.R2

- The report file must include at least both the 000 and the BS records.

##### Rule KOTI.000.R3

Total figure (3) calculated from the rows of the report and Group receivables (1) reported with BS record units may deviate (+-) EUR 5000,00.

No	Reported item	Record code	Instru ment	Allocation of balance sheet items	Transaction	Fields to be summed up	Operator
1	TOTAL CONSOLIDATED ASSETS	BS				Total consolidated assets (field 14)	
2	Cross-border claims					Book value (field 13)	=
	Cross-border claims	CS	111	A	S	x	+
3	TOTAL CONSOLIDATED ASSETS					=2	=
	DIFFERENCE					=1-3	