



## Financial Supervision Authority's user instructions for its system for reporting the financial standing and risks of supervised entities

Version	Date	Change description
1.0	30.6.2022	First version.
1.1	19.9.2022	Screen views and descriptions have been updated.
1.2	21.3.2023	Corrected information about communication.
2.0	30.3.2023	Added subscription to email notifications and discussion functionality as well as supplemented Reporting using Excel templates.
2.1	19.6.2023	Updated section 6.2.1 Reporting using forms and 6.1 Uploading of reports to Reporter Portal.
3.0	16.10.2023	Added chapter 10 for AIFMD reporting. Added exceptions to email notifications for late reports.
3.1	10.1.2024	Added section 5.7 Submission of reports; supplemented subsection 6.2.1.1 Completing header information in national data collections; supplemented chapter 9 Discussion functionality.
3.2	28.3.2024	Updated sections 4 Reporter's contact information, 5.7 Submissions of reports and 9 Discussion functionality.
4.0	13.11.2024	Added section 5.4 Monitoring of reporting > Monitoring of reports > Details. Updated sections 5.1 Library, 5.3 Monitoring of reporting > Monitoring of reports, 5.7 Submissions of reports, 6.1 uploading of reports to Reporter Portal, 6.2 Using reporting forms and 9 Discussion functionality.

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## 1 Logging in to the system

Login to the Financial Supervisory Authority's system for reporting the financial standing and risks of supervised entities (Reporting System) takes place using Suomi.fi e-Authentications and the Suomi.fi e-Authorisations service. The system has two separate elements. Through the Reporter Portal, reporters submit reports to the Financial Supervisory Authority (FIN-FSA) and communicate securely. The Validation Service is a separate element for testing reports before their submission to the FIN-FSA.

### 1.1 Suomi.fi identification and authorisation

For Suomi.fi authentication and authorisation, there are separate instructions, which can be found on the FIN-FSA's website at [https://www.finanssivalvonta.fi/globalassets/en/reporting/suomifi\\_e-authorizations\\_instructions\\_en.pdf](https://www.finanssivalvonta.fi/globalassets/en/reporting/suomifi_e-authorizations_instructions_en.pdf).

## 1.2 Reporter Portal

The Reporter Portal contains reporter-specific reporting obligations. In the Reporter Portal, the reporter can fulfil its reporting obligations either by uploading reports it has produced itself or by completing data collection-specific reporting forms. Forms are not recommended for use in large-scale reporting. In the portal, the reporter receives reporting feedback on submitted reports.

After the reporting deadline for submitting a correction report, please contact the FIN-FSA using the discussion functionality of the Reporter Portal. At the same time, provide a clarification as to why the report is being submitted again. It is not possible to resubmit a report without the invalidation of the previous report.

In the future, communication between the FIN-FSA and the reporter will take place via the Reporter Portal.

The address of the Reporter Portal is:

<https://reporting.finanssivalvonta.fi>

## 1.3 Validation Service

The Validation Service is a test environment for reporters. It is recommended that reports are sent to the Validation Service for checking before they are submitted as official reports to the FIN-FSA. These reports will not be used for supervisory purposes. It is possible to submit reports for future reporting dates. Submitted reports will be removed from the Reporter Portal four (4) weeks after their receipt.

The address of the Validation Service is:


<https://validation-service-reporting.finanssivalvonta.fi>.

## 2 Supported browsers

The browsers supported by the Reporter Portal and Validation Service are:

- Microsoft Edge
- Google Chrome
- Apple Safari.

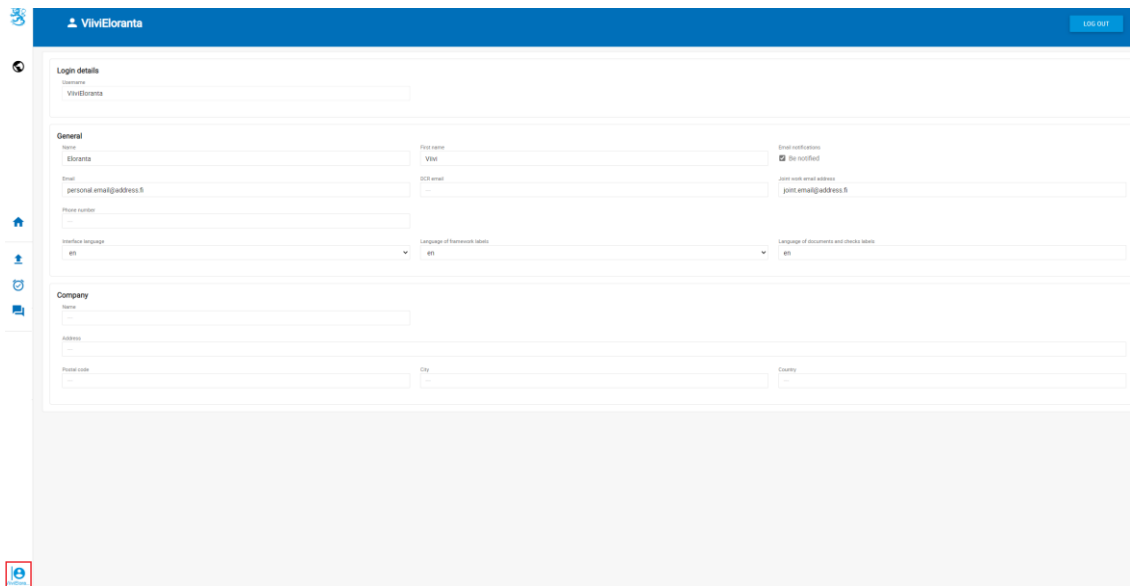
## 3 Refreshing screens

Reporter Portal screens are refreshed by clicking the icon  , for example after uploading a report.

#### 4 Reporter's contact information

When logging in to the Reporter Portal for the first time, the reporter must provide contact information. If this information changes, it must be updated.

The contact information form can be found at the bottom left of the navigation panel in connection with the user information by clicking the icon where the user ID is displayed.



Contact information includes the opportunity to subscribe to email notifications about a Reporter Portal incoming message and missing report. Email notifications are subscribed to by selecting the item Be notified. Email notifications can be ordered to a personal email address and/or a joint email address by completing the fields Email and/or Joint work email address. More information on the content of email notifications can be found in section 9 *Discussion functionality* of the user instructions.

Please note. If a user's access authorisations are to be revoked in the near future, the user should disable email notifications before the authorisations are revoked. If a user receives email notifications from the Portal and the access authorisations have already been revoked, the NewReportingSystem helpdesk should be contacted.

In the contact information it is also possible to change interface language, language of framework labels and language of documents and checks labels. It is recommended to use the same language for all settings. For the first two settings, the language can be changed from the dropdown menus, while the abbreviation of the language must be written for the last setting. Supported languages are Finnish, Swedish and English.

After completing the form, remember to click the **Save** icon.

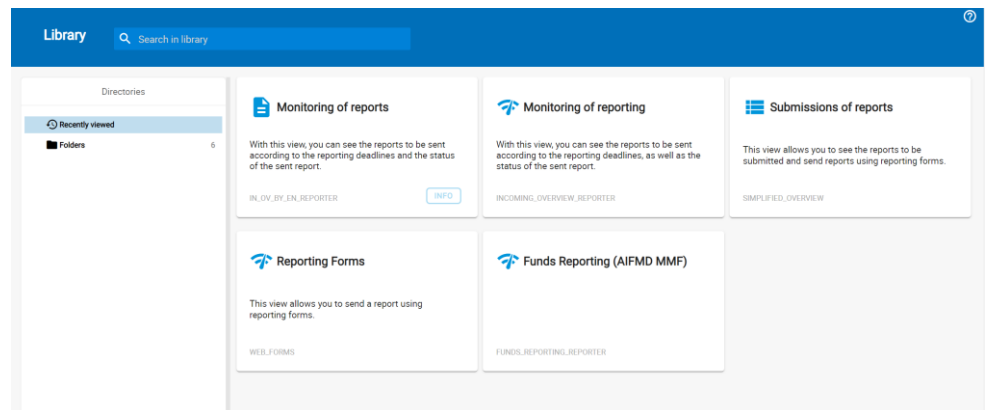
The page must be refreshed after the changes, for example by pressing F5.

## 5 Reporter Portal displays

### 5.1 Library

The following Reporter Portal displays are accessed through the Library page:

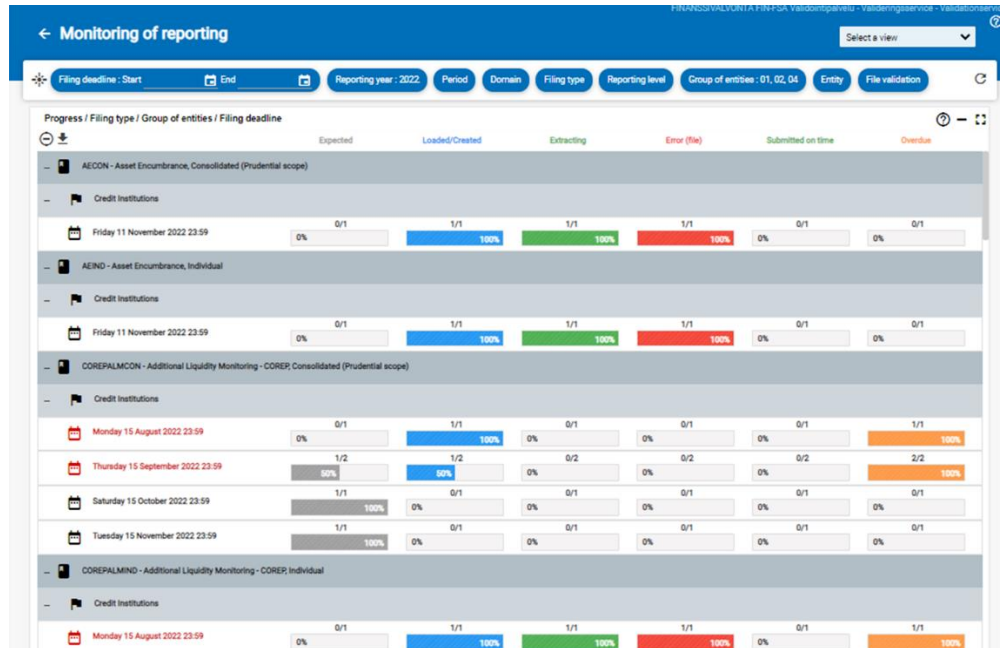
- Monitoring of reporting
  - Monitoring of reports
  - Details
- Monitoring of reports
- Submissions of reports
  - Overview
  - Filing and Controls
- Reporting forms
  - Tables
- Funds Reporting (AIFMD MMF)
  - Selected fund
  - Report's details



Library shows as default the **Recently viewed** displays. If one of the displays listed above is not visible, select **Folders** from the Directory on the left side.

### 5.2 Monitoring of reporting

The Monitoring of reporting display includes the reports to be submitted according to the reporting deadlines as well as the status of submitted reports.



The bars in the display describe the progress of reporting.

The following menu lists are available in the display:

- Filing deadline: Start and End
- Reporting year
- Period
- Domain
- Filing type
- Reporting level
- Group of entity
- Entity
- File validation

Reporting progress is displayed by data collection:

- Expected
- Loaded / Created
- Extracting
- Error (file)
- Submitted on time
- Overdue

The grey Expected bar shows the proportion of expected reports for each period. When all expected reports for the period have been submitted, the Expected bar will show zero.

The blue Loaded/created bar shows whether a report for the period has been loaded to or created in the system using the reporting forms. However, this does not yet mean that the report has been submitted.

The green Extracting bar is activated when a report loaded to the system or created with the reporting forms is accepted for submission.

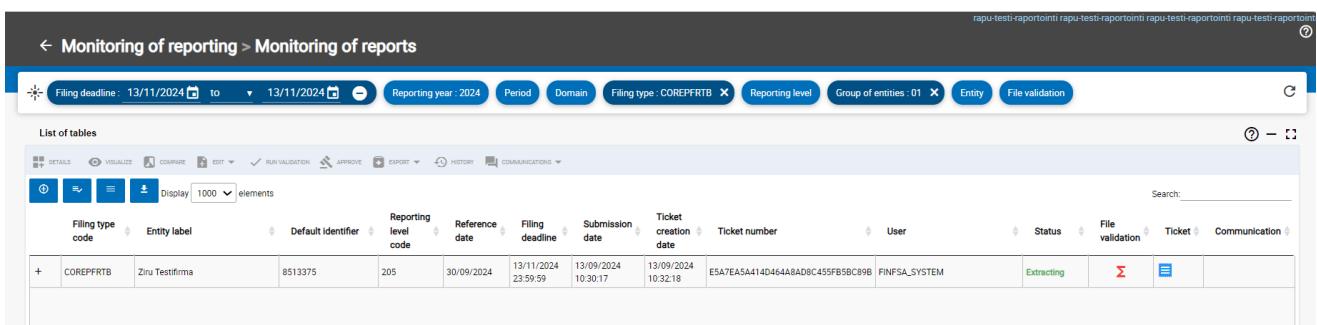
A red Error (file) bar will appear if errors are found in the content of the submitted report.

The green Submitted on time bar and the orange Overdue bar are activated depending on whether the submitted report was received by the reporting deadline or after the deadline.

Click on reporting deadline to move to a more detailed display, where more detailed information about an individual report can be found, see next section.

### 5.3 Monitoring of reporting > Monitoring of reports

The Monitoring of reports display has a list of reports to be submitted. The menu lists in the display are the same as in the Monitoring of reporting display.



The screenshot shows the 'Monitoring of reports' interface. At the top, there are filters for 'Filing deadline' (13/11/2024), 'Reporting year' (2024), 'Period', 'Domain', 'Filing type' (COREPFRFB), 'Reporting level', 'Group of entities' (01), 'Entity', and 'File validation'. Below the filters is a 'List of tables' section with a search bar and a table. The table has the following columns: Filing type code, Entity label, Default identifier, Reporting level code, Reference date, Filing deadline, Submission date, Ticket creation date, Ticket number, User, Status, File validation, Ticket, and Communication. The first row is highlighted in blue and contains the following data: COREPFRFB, Ziru Testifirma, 8513375, 205, 30/09/2024, 13/11/2024 23:59:59, 13/09/2024 10:30:17, 13/09/2024 10:32:18, ESA7EA5A4140464A8AD8C455F85BC89B, FINFSA\_SYSTEM, Extracting, a red error icon, and empty cells for Ticket and Communication.

Filing type code	Entity label	Default identifier	Reporting level code	Reference date	Filing deadline	Submission date	Ticket creation date	Ticket number	User	Status	File validation	Ticket	Communication
COREPFRFB	Ziru Testifirma	8513375	205	30/09/2024	13/11/2024 23:59:59	13/09/2024 10:30:17	13/09/2024 10:32:18	ESA7EA5A4140464A8AD8C455F85BC89B	FINFSA_SYSTEM	Extracting	Σ		

The following information is available for an individual report:

- Filing type code
- Entity label
- Default identifier
- Reporting level code
- Reference date
- Filing deadline
- Submission date
- Ticket creation date
- Ticket number
- User
- Status
- File validation
- Ticket
- Communication

The functions of the display become available by clicking the reporting obligation so that the row turns blue. For an unsubmitted report, the only available function is **Details**. Additional functions available for a submitted report include **Visualise**, **Run validation**, **Export**, **History** and **Communication**.

← Monitoring of reporting > Monitoring of reports

Filing deadline: 13/05/2024 to 13/05/2024 Reporting year: 2024 Period Domain Filing type: COREPFRTB Reporting level Group of entities: 01 Entry File validation

List of tables


DETAILS VISUALIZE COMPARE SORT RUN VALIDATION APPROVE EXPORT HISTORY COMMUNICATIONS

Display 1000 elements Search:

Filing type code	Entity label	Default identifier	Reporting level code	Reference date	Filing deadline	Submission date	Ticket creation date	Ticket number	User	Status	File validation	Ticket	Communication
COREPFRTB	Ziru Testfirma	8513375	205	31/03/2024	13/05/2024 23:59:59	31/07/2024 14:11:05	07/11/2024 13:25:23	04D7962BC60544E48F52464EED011062	FINFSA_SYSTEM	Extracting	Σ		

- The **Details** button takes you to a subdisplay where you can see all the submitted versions of the report. The display is presented in more detail in section 5.4 Monitoring of reporting > Monitoring of reports > Details.
- The **Visualise** button opens the report visualised in a new window. In the window, you can download the report in Excel format to your computer and check the report's validation feedback.
- The **Run validation** button opens the validation feedback in a new window.
- The **Export** button allows you to download the submitted report and the validation feedback as an Excel file to your computer. The report can also be downloaded as an XBRL, XML or CSV file. For further information on report validation, see section 7 *Validation feedback*.
- The **History** button opens a window showing the event history of the file and any messages linked to the report.
- The **Communication** button allows you to view discussions linked to the report and start a new discussion.

The **Compare**, **Edit** and **Approve** buttons are not enabled in the display.

The **History** and **Communication** buttons are available at the report level if the report has been submitted via the Load file page. If the report has been submitted via the Submissions of reports or Reporting forms displays, the buttons become available by selecting an individual form from the report. The report's forms can be accessed from the  icon on the left.





← Monitoring of reporting > Monitoring of reports

Filing deadline: 13/11/2024 to 13/11/2024 Reporting year: 2024 Period Domain Filing type: COREPFRFB Reporting level Group of entities: 01 Entity File validation

List of tables

Filing type code	Entity label	Default identifier	Reporting level code	Reference date	Filing deadline	Submission date	Ticket creation date	Ticket number	User	Status	File validation	Ticket	Communication
COREPFRFB	Ziru Testfirma	8513375	205	30/09/2024	13/11/2024 23:59:59	13/09/2024 10:30:17	28/10/2024 14:11:31	0A98932DBBAD400CB935BA803AA4405C	FINFSA_SYSTEM	Extracting	Σ		
Table code	Number of loaded files		Status										
C0001	3		Extracting										
C0000	3		Extracting										
C0100	3		Extracting										

In the form level information, it is possible to see the following:

- Table code
- Number of loaded files
- Status

#### 5.4 Monitoring of reporting > Monitoring of reports > Details

The Details button takes you to a subdisplay showing all the submitted versions of the report.

← Monitoring of reporting > Monitoring of reports

Filing deadline: 13/11/2024 to 13/11/2024 Reporting year: 2024 Period Domain Filing type: COREPFRFB Reporting level Group of entities: 01 Entity File validation

List of tables

Filing type code	Entity label	Default identifier	Reporting level code	Reference date	Filing deadline	Submission date	Ticket creation date	Ticket number	User	Status	File validation	Ticket	Communication
COREPFRFB	Ziru Testfirma	8513375	205	30/09/2024	13/11/2024 23:59:59	13/09/2024 10:30:17	13/09/2024 10:32:18	ESATEA5A414D464ABAD8C455FB58C99B	FINFSA_SYSTEM	Extracting	Σ		
Table code	Number of loaded files		Status										
C0001	2		Extracting										
C0000	2		Extracting										
C0100	2		Extracting										

← Monitoring of reporting > Monitoring of reports > Details

Filing deadline: 13/11/2024 to 13/11/2024 Reporting year: 2024 Period: 09 Filing type: COREPFRFB Reporting level: 205 Group of entities: 01 Entity: 45182

List of tables

Filing version number	File submitted	Update date	Identifier (LEI)	Entity code	Entity label	Status	Validation	Ticket status
+ Filing version No. 2	8513375_205_TK_COREP030100_COREPFRFB_2024-09-30_20240913103146194.xml	13/09/2024 10:32:19	745400ZKX45750T5N959	45182	Ziru Testfirma	Extracting	Σ	Extracting
+ Filing version No. 1	8513375_205_TK_COREP030100_COREPFRFB_2024-09-30_20240913103005228.xml	13/09/2024 10:31:08	745400ZKX45750T5N959	45182	Ziru Testfirma	Invalidated	Σ	Invalidated

The following details are available from reports:

- Filing version number
- File submitted
- Update date

- Identifier (LEI)
- Entity code
- Entity label
- Status
- Validation
- Ticket status

In EBA and EIOPA data collections, it is possible to compare the same form between filing versions. Select forms by holding down the CTRL key, then press **Compare**.

Filing version number	File submitted	Update date	Identifier (LEI)	Entity code	Entity label	Status	Validation	Ticket status
Filing version No. 2	8513375_205_TX_COREP030100_COREPFRTB_2024-09-30_20240913103146194.xbrl	13/09/2024 10:32:19	745400ZKZ45750T5N959	45182	Ziru Testfirma	Extracting	Σ	Extracting
<b>Update date</b>		<b>Table code</b>	<b>Table label</b>		<b>Status</b>	<b>Table validation</b>		
13/09/2024 10:32:19		C0001	Nature of Report - COREP		Extracting	Σ		
13/09/2024 10:32:18		C9000	Trading book and market risk thresholds (TBT)		Extracting	Σ		
13/09/2024 10:32:19		C9100	Alternative Standardised Approach: Summary (MKR ASA SUM)		Extracting	Σ		
Filing version No. 1	8513375_205_TX_COREP030100_COREPFRTB_2024-09-30_20240913103005228.xbrl	13/09/2024 10:31:08	745400ZKZ45750T5N959	45182	Ziru Testfirma	Invalidated	Σ	Invalidated
<b>Update date</b>		<b>Table code</b>	<b>Table label</b>		<b>Status</b>	<b>Table validation</b>		
13/09/2024 10:31:08		C0001	Nature of Report - COREP		Invalidated	Σ		
13/09/2024 10:31:08		C9000	Trading book and market risk thresholds (TBT)		Invalidated	Σ		
13/09/2024 10:31:08		C9100	Alternative Standardised Approach: Summary (MKR ASA SUM)		Invalidated	Σ		

The forms are in a new window on two different tabs. The cell is orange if the values differ between the forms, and red if the value is completely missing from the other form. You can see the new and old value by hovering the mouse over the cell.

	Trading book				Non-trading book		In % of total assets
	Of which: Trading book business for the purposes of Article 94 CRR		Positions subject to foreign exchange risk		Positions subject to Commodities risk		
	Total	In % of total assets	0040	0050	0060		
Month 3	0010	1	0020	1	0040	0050	0070
Month 2	0020	1		1			
Month 1	0030	200		1			

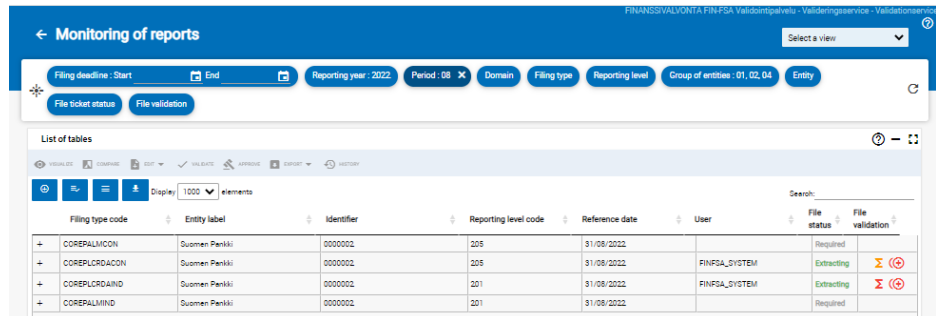
On- and off- balance sheet business subject to market risk

Breakdown by regulatory book

Old value : 1  
New value : 200

## 5.5 Monitoring of reports

The Monitoring of reports display includes the reports to be submitted according to reporting deadlines as well as the status of submitted reports.



Filing type code	Entity label	Identifier	Reporting level code	Reference date	User	File status	File validation
+ COREPALMCON	Suomen Penkki	0000002	205	31/08/2022		Required	
+ COREPLCRDQCON	Suomen Penkki	0000002	205	31/08/2022	FINFSA_SYSTEM	Extracting	✖ ⚠
+ COREPLCRD4IND	Suomen Penkki	0000002	201	31/08/2022	FINFSA_SYSTEM	Extracting	✖ ⚠
+ COREPALMIND	Suomen Penkki	0000002	201	31/08/2022		Required	

The following menu lists are available in the display:

- Filing deadline: Start and End
- Reporting year
- Period
- Domain
- Filing type
- Reporting level
- Group of entities
- Entity
- File ticket status
- File validation

A report to be submitted is identified by the fact that the user and file validation columns are empty.

For further information on report validation, see section 7 *Validation feedback*.

It is possible to see report information by form by clicking on the icon to the left of the reporting type:

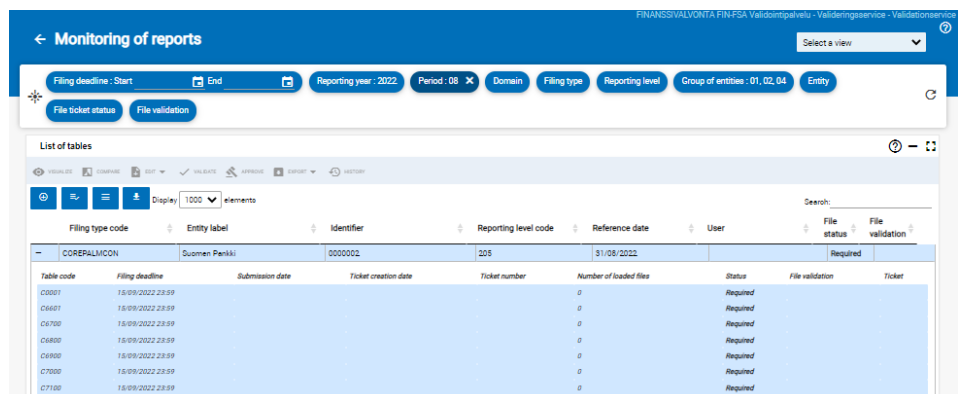


Table code	Filing deadline	Submission date	Ticket creation date	Ticket number	Number of loaded files	Status	File validation	Ticket
C0001	15/09/2022 23:59				0	Required		
C6001	15/09/2022 23:59				0	Required		
C6700	15/09/2022 23:59				0	Required		
C6800	15/09/2022 23:59				0	Required		
C6900	15/09/2022 23:59				0	Required		
C7000	15/09/2022 23:59				0	Required		
C7100	15/09/2022 23:59				0	Required		

In the form level information, it is possible to see the following:

- Table code
- Filing deadline
- Submission date
- Ticket creation date
- Ticket number
- Number of uploaded files
- Status
- File validation
- Ticket

For further information on report validation, see section 7 *Validation feedback*.

## 5.6 Reporting forms

This display allows reports to be submitted using reporting forms (reporting forms). For more detailed instructions on using reporting forms, see section 6.2 *Using Reporting forms*.

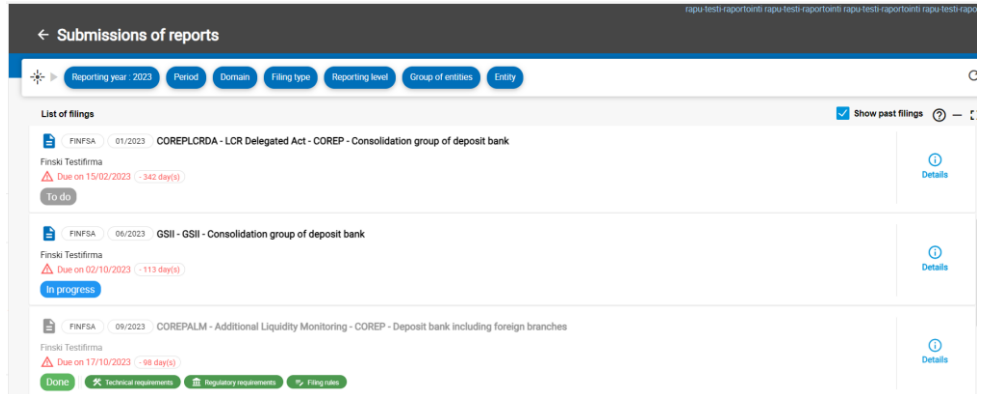
## 5.7 Submissions of reports

In the Submissions of reports display, it is possible to examine reporting obligations and proceed to the submission of reports using reporting forms. This display is available for all data collections except AIF, AIFM, MMF, CSDR, MREL TLAC and RESOL. The AIF, AIFM and MMF reporting forms are available from the Fund reporting (AIFMD MMF) display, more detailed instructions on which are in the section 10.1 *Fund reporting (AIFMD MMF) display* of these user instructions.

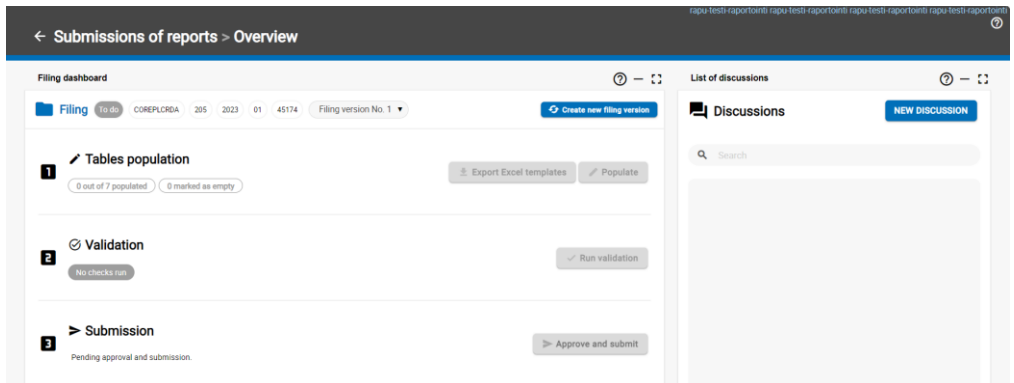
- Reporting year
- Period
- Domain
- Filing type
- Reporting level
- Group of entities
- Entity

Reporting obligations show the deadlines for reports and a possible warning message if a report is overdue. The status of the report can be **To do**, **In progress** or **Done**. In the completed reports, the results of checks are displayed in different colours (green = no errors, orange = warning, red = error).

The **Show past filings** option shows submitted and approved reports whose filing deadlines are in the past. The **Details** button, on the other hand, shows which forms are included in the report.



Clicking a reporting obligation takes you to the ‘Overview’ display, where the latest version of the report is displayed. The top line shows the filing status, the filing type, the reporting level, the year, the period and the entity. If there are several versions of a report, the reporting version to be examined can be selected via the **Filing version number** button. The submission of a new report can be started by clicking the **Create new filing version** button.



The stages for submitting a report are:

1. Tables population

Shows how many of the forms have been filled in (= status is other than expected or required) and how many are marked empty (= no values have been saved). You can download empty templates from **Export Excel templates** button. The **Populate** button allows you to proceed to the visualisation and filling in of the report in the ‘Filing and Controls’ display.

2. Validation

The **Run validation** button allows you to check the results of format and authority checks for a report. The validation results will open in the ‘Filing and Controls’ display.

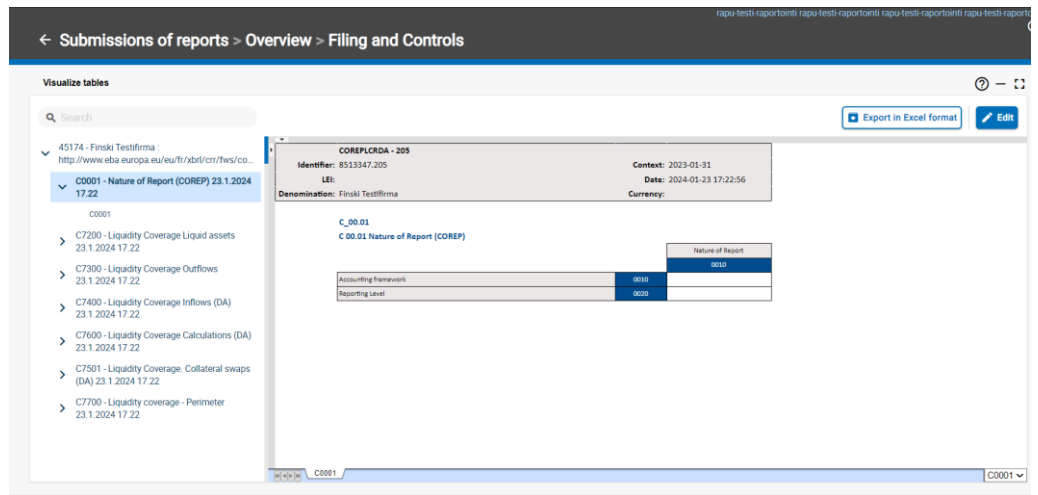
3. Submission:

If you are satisfied with the results of the checks, you can send the report to the FIN-FSA by clicking the **Approve and submit** button.

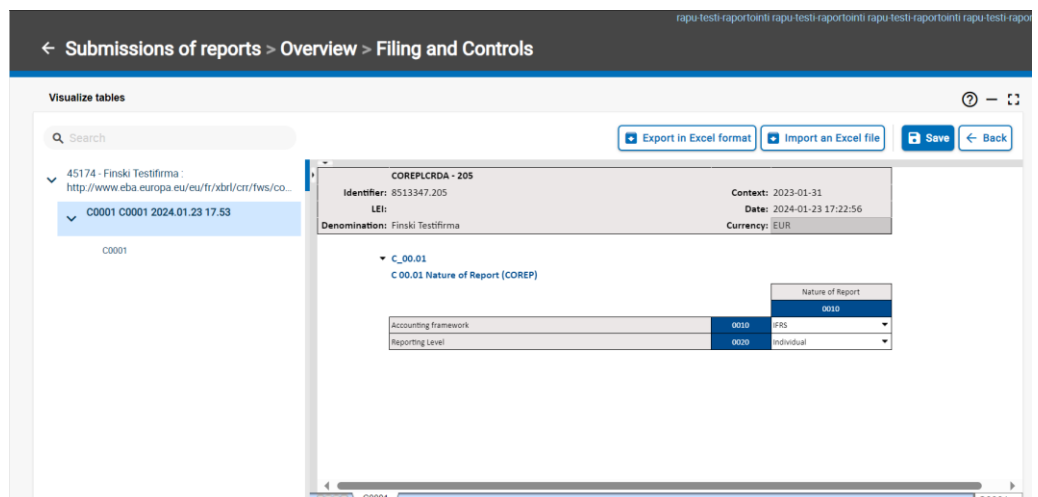
4. Feedback reports (only for reports sent to the ECB, EBA or EIOPA)

Shows the status of feedback received from the ECB, EBA and EIOPA.

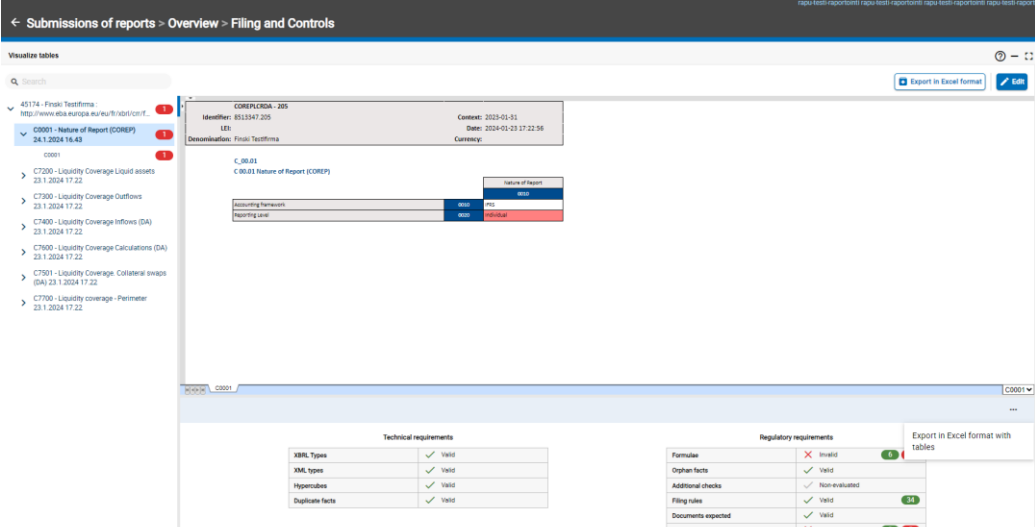
The **Populate** button in the 'Overview' display opens the report visualisation in the 'Filing and controls' display. **Export in Excel format** button downloads the report to your computer. The **Edit** button allows you to fill in the report using reporting forms.



In edit mode, you can fill in values manually or import a report completed in Excel using the **Import in Excel format** button. For more detailed instructions, see section 6.2 **Using reporting forms**. Remember to save the changes before you return to the 'Overview' display.



The **Run validation** button in the 'Overview' display opens the check results in the 'Filing and Controls' display. You can navigate to individual checks by clicking the check category. You can download the report and the results of the checks to your computer as an Excel file by clicking the three dots on the grey background and then the **Export in Excel format with tables** button.

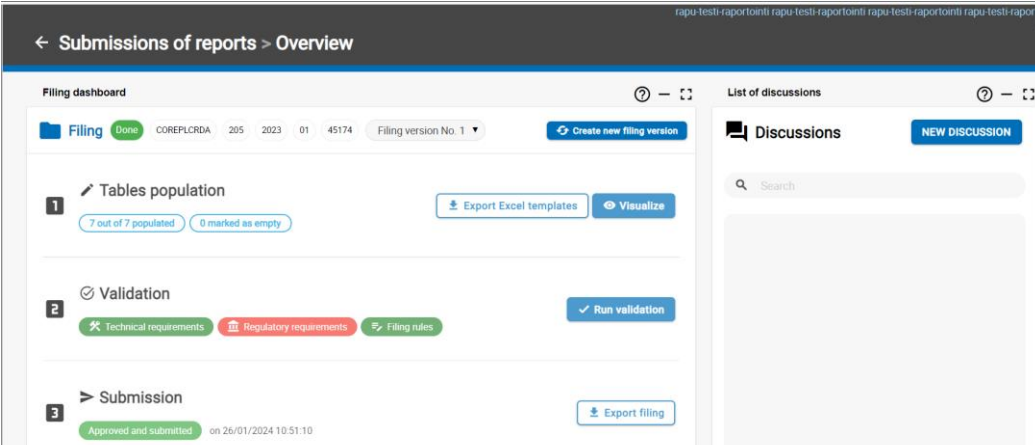


The screenshot shows the 'Filing and Controls' interface for a report. The main area displays a table with columns for 'Accounting framework' and 'Reporting level'. Below this, there are two summary tables: 'Technical requirements' and 'Regulatory requirements'.

Technical requirements	
XBRL Types	Valid
XML types	Valid
Hyperlinks	Valid
Duplicate facts	Valid

Regulatory requirements	
Formulae	Invalid (1)
Orphan facts	Valid
Additional checks	Non-evaluated
Filing rules	Valid (1)
Documents expected	Valid
Missing tables	Invalid (2)


The status of the report will be 'Approved and submitted' when the report has been successfully approved and submitted to the portal. You can download the report to your computer in XBRL format by pressing the **Export filing** button.



The screenshot shows the 'Filing dashboard' interface. The main area displays a progress bar with three steps: 1. Tables population (7 out of 7 populated), 2. Validation (Technical requirements, Regulatory requirements, Filing rules), and 3. Submission (Approved and submitted on 26/01/2024 10:51:10). The 'Run validation' button is highlighted in blue.

If the report has received feedback from the ECB, EBA or EIOPA, the feedback can be downloaded using the **Export feedback reports** button.

4


 **Feedback reports**

Accepted on 25/01/2024 11:29:52

[Export feedback reports](#)

**Please note.** This stage is also visible for reports that are not intended to receive external feedback. In that case, the status is permanently **Pending feedback report**. The Reporter does not need to worry about this.

4

 **Feedback reports**


Pending feedback report...

## 5.8 Load file

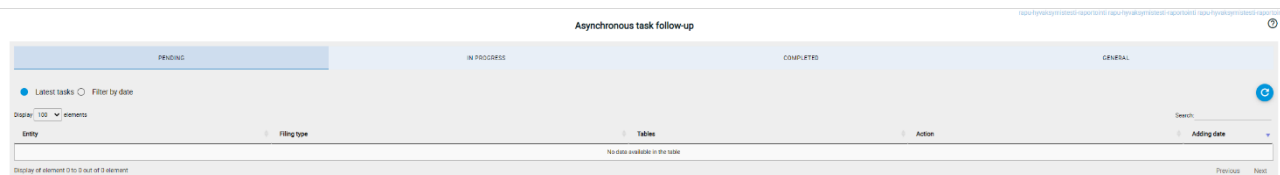
The Load file display can be found in the left navigation panel. [↑](#)

In the display, report files are uploaded to the Reporter Portal. For more detailed instructions on uploading report files, see section 6.1 *Uploading of reports to the Reporter Portal* of the user instructions.

## 5.9 Asynchronous task monitoring


The Asynchronous tasks display can be found in the left navigation panel. 

In the Reporter Portal, it is possible to see in the Asynchronous task monitoring display the processing stages of files that require processing time. Most reporters will not need this function to monitor the submission of reports.





## 5.10 Discussions

The Discussions display can be found in the left navigation panel. 

For more detailed instructions, see section 9 *Discussion functionality* of the user instructions.

## 6 Submission of reports to the Reporter Portal

### 6.1 Uploading of reports to the Reporter Portal

Reports can be submitted to the Reporter Portal by uploading report files to the portal manually. In that case, the report files must be generated outside the Reporter Portal before uploading. Multiple report files can be submitted at the same time by compressing the reports into a ZIP file.

The report files must meet the technical specifications in order to be successfully uploaded to the Reporter Portal. The specifications include e.g. the file name and identifier. A description of machine-language data transmission of XBRL format reports (EBA and EIOPA) can be found on the FIN-FSA website:

[https://www.finanssivalvonta.fi/globalassets/eba\\_eiopa\\_its\\_description\\_of\\_electronic\\_reporting.pdf](https://www.finanssivalvonta.fi/globalassets/eba_eiopa_its_description_of_electronic_reporting.pdf).

A description of machine-language data transmission of CSV format reports (VIRATI and VAKRA) is available at the address:

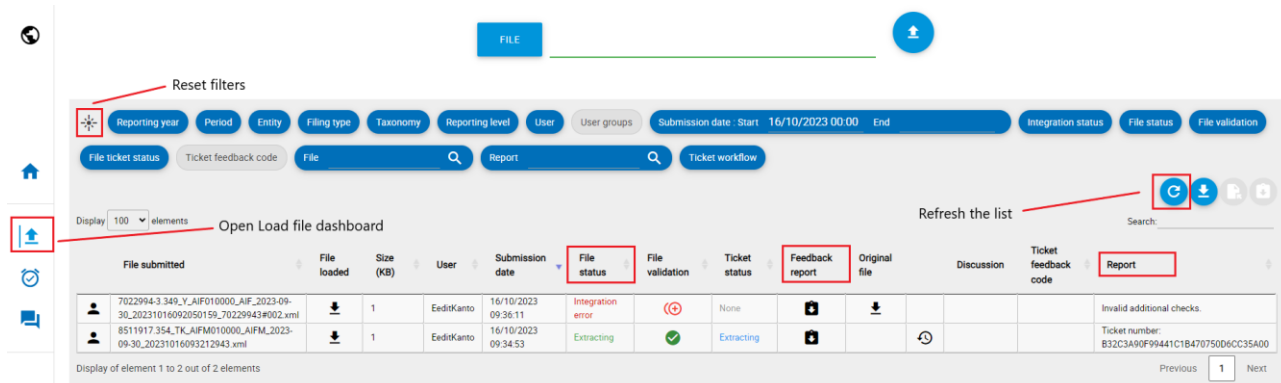
[https://www.finanssivalvonta.fi/globalassets/en/reporting/description-of-electronic-reporting/virati\\_vakra\\_description\\_of\\_electronic\\_reporting.pdf](https://www.finanssivalvonta.fi/globalassets/en/reporting/description-of-electronic-reporting/virati_vakra_description_of_electronic_reporting.pdf).

Uploading of reports takes place on the Load file screen, which can be found in the left navigation panel of the Reporter Portal. The Load file screen displays the reports uploaded by the user on the same day. Of the reports uploaded before the current date, only reports approved by the Portal and to which the reporter has rights through the current session's Suomi.fi mandates are displayed. Reports with integration errors are deleted from the list at the end of the day. Reports displayed in the list can be restricted using the filters at the top of the screen, by date of uploading of the reports, for example.

Uploading of a report is done by selecting File, then selecting the correct report file from the workstation files. Once the selection has been made, the file name will be displayed in the centre of the screen. The report is uploaded by clicking the blue upload button located on the right of the display, after which the upload will start. The Reporter Portal first notifies that the report file is being uploaded, after which the Reporter Portal gives another notification that the report file has been uploaded. The report is automatically validated in connection with uploading.






Please note. If filter selections have been made in the display when uploading reports, the report will not be displayed immediately after uploading. By clearing the filters using the 'Reset filters' option, all uploaded reports will appear in the list.





Update the display using the 'Refresh the list' option until the File status column is updated with the report status Extracting or Integration error. If the report status is Extracting, check the File validation column for the report validation result. The validation result is described in more detail in the validation report, which can be downloaded to your own device by selecting the option in the Feedback report column. If the report status is Integration error, check the feedback in the Report column.



The screenshot shows a web interface for file management. At the top, there's a 'FILE' button and a search bar. Below that, a row of filter buttons includes 'Reporting year', 'Period', 'Entity', 'Filing type', 'Taxonomy', 'Reporting level', 'User', 'User groups', 'Submission date', 'Integration status', 'File status', and 'File validation'. A 'Reset filters' button is located to the left of these filters. Below the filters, there are search bars for 'File ticket status', 'Ticket feedback code', 'File', and 'Report'. A 'Refresh the list' button is on the right. The main area contains a table with columns: File submitted, File loaded, Size (KB), User, Submission date, File status, File validation, Ticket status, Feedback report, Original file, Discussion, Ticket feedback code, and Report. Two rows of data are visible, with the first row showing 'Integration error' and the second row showing 'Extracting'. Red boxes highlight the 'Reset filters' button, the 'Refresh the list' button, and the 'File status' and 'Report' columns.

The uploaded report file will appear in its own row in the list. The Load file screen provides information about the report and the result of the upload in different columns, and it is possible to restrict the display with the aid of filters. The columns on the screen are explained below.

Column	Description
 / 	Submission method <ul style="list-style-type: none"> <li> manual</li> <li> via SFTP connection</li> </ul>
File submitted	Filename of the submitted XBRL report
File loaded	Uploading of report file
kb	Size of report file in kilobytes
User	Sender of the report
Submission date	Submission date of the report
File status	Report processing status
File validation	Report validation status
Ticket status	FIN-FSA's internal file status
Feedback report	Downloading of report feedback file
Ticket feedback code	Reporting feedback code (unavailable at the moment)
Ticket workflow	Status of external feedback received by the report   = ECB feedback

	<p> = ECB delivery notification</p> <p> = EBA feedback</p> <p> = EIOPA PF feedback</p> <p> = EIOPA S2 feedback</p> <p>Feedback colours:</p> <ul style="list-style-type: none"> <li>• Grey = Report has not received external feedback</li> <li>• Green = Report does not contain validation errors</li> <li>• Yellow EIOPA feedback = Report contains warning level errors</li> <li>• Red EIOPA feedback = Report contains error level errors</li> <li>• Red ECB or EBA feedback = Report contains warning or error level errors.</li> </ul>
Report	Report number or information about errors in the report.

When the report is uploaded successfully, the File status column receives the value Extracting. For further information on report validation, see section 7 *Validation feedback*.

## 6.2 Using reporting forms

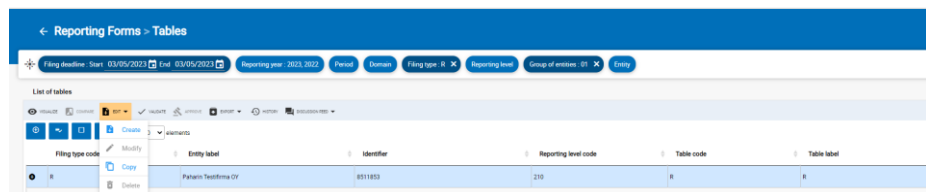
Reporting forms can be used to create a report in the Reporter Portal. The function has its own display Reporting forms. Reports downloaded via "Load file" cannot be edited using the reporting forms. If the completion of a report has been started in the Submissions of reports or Reporting forms displays, the completion of the report should be finished in the same displays.

Navigate on the Reporting forms display by selecting the desired data collection and information date using the filters. Selecting the desired row opens a new display, Reporting forms > Tables, in which the selected report is displayed by form.

Reporting forms allow the creation of reports by entering values into ready-made forms or Excel templates. Reporting forms are completed one form at a time. Rows or columns should not be added to or deleted from the Excel templates provided by the Reporter Portal. Templates which include a functionality to add new rows are an exception.

### 6.2.1 Reporting using forms

Reporting using a form takes place on the Reporting Forms > Tables display, in which case the Edit tool is activated. Click the **Edit** tool and select **Create**. The next time you edit the form, select Edit -> Modify. The selected form opens in a new Instances window. In the Instances window, the form is completed by entering values. The **Save** function saves the values in the form.



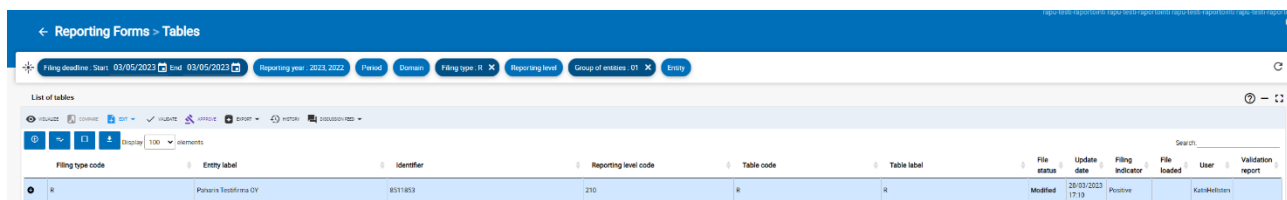
If an earlier version of a report has already been submitted using the reporting forms, the **Copy** function, by which the data from the earlier version of the report can be imported for re-editing, can also be selected in the Edit menu. After copying, the report is edited by selecting Edit -> Edit. The Copy function is only available for the latest submitted version of a report. If no version of a report has been previously submitted, the only selectable option in the menu is Create.

If the reporter wants to report the form blank with a positive filing indicator, the form must be opened and the blank form saved.

If the reporter wants to report the form blank with a negative filing indicator, the form must not be opened and saved. The reporter can preview a table using the **Visualize** function without affecting table's filing indicator.

If the reporter has not completed the required expected forms, the system will not allow the report to be saved.

Once the form is saved, it changes to Created status. At the same time, all the other forms in the same report will change from Expected or Required status to Created status, even if the other forms have not been completed with values.



When the report you want to complete contains currency-specific forms, the currencies appear in the Instances window as their own sheets at the bottom left of the screen. The first sheet contains the currencies total in euros. Selecting **Add a sheet** allows currency-specific sheets to be added. The key features of significant currency sheets are summarised in the image below.

Reporting Forms > Tables

Instances

COREPLCRDAIND - 201  
Identifier: 0000002.201  
LEI: 7437007ALEZNCJGTGA67  
Denomination: Suomen Pankki  
Context: 2022-10-31  
Date: 2022-09-17 15:54:19  
Currency:

Significant Currency selection

C 72.00 (LC)DA Liquidity Coverage. Liquid assets. Significant currencies (DA)

	0010	0020	0030	0040
TOTAL UNADJUSTED LIQUID ASSETS	0050			
Total unadjusted level 1 ASSETS	0050			
Total unadjusted level 1 assets including extremely high quality covered bonds	0050			
Cash and banknotes	0060		100,00%	
Withdrawable central bank reserves	0060		100,00%	
Central bank assets	0060		100,00%	
Central government assets	0070		100,00%	
Regional government / local authorities assets	0080		100,00%	
Public Sector Entity assets	0090		100,00%	
Recognisable domestic and foreign currency central government and central bank assets	0100		100,00%	
Credit institution (protected by Member State government, promotional bonds) assets	0110		100,00%	
Multinational development bank and international organisations assets	0120		100,00%	
Qualifying EU shares/securities underlying in coins/banknotes and/or central bank exposures	0130		100,00%	
Qualifying EU shares/securities underlying in Level 1 assets including extremely high quality covered bonds	0140		100,00%	
Alternative Liquidity Approaches: Central bank credit facility	0150		100,00%	
Central institutions: Level 1 EHC covered bonds which are considered liquid assets for the depositing credit institution	0160		100,00%	
Alternative Liquidity Approaches: Inclusion of Level 2A assets recognised as Level 1	0170		100,00%	
Total unadjusted level 2 extremely high quality covered bonds	0180		100,00%	
Extremely high quality covered bonds	0190		100,00%	
Qualifying EU shares/securities underlying in extremely high quality covered bonds	0200		100,00%	
Central institutions: Level 2 EHC covered bonds which are considered liquid assets for the depositing credit institution	0210		100,00%	
Total unadjusted level 2 ASSETS	0220		100,00%	

Currency  
Total  
sheet

Significant  
Currency  
sheets

On the 'Significant currency' form, the currency to be used must be entered in two fields: the selection of the significant currency via the drop-down menu and the three-letter abbreviation of the currency according to ISO 4217 in the 'Currency' field in the upper left corner.

Instances

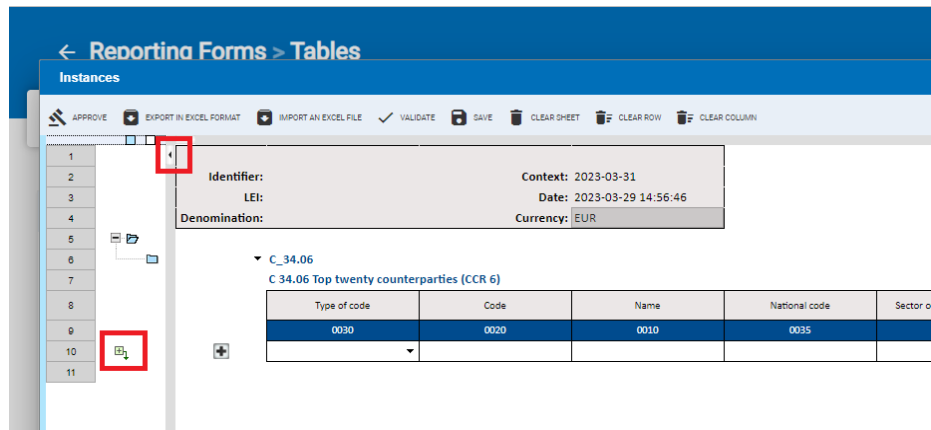
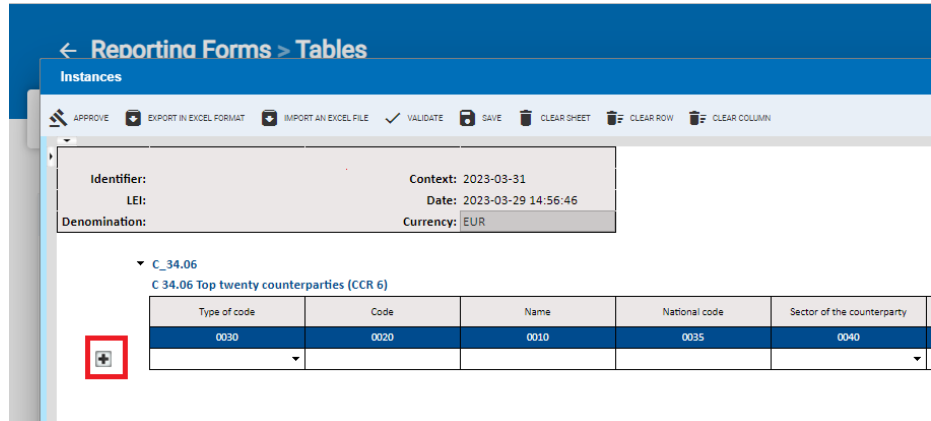
COREPLCRDAIND - 201  
Identifier: 7437007ALEZNCJGTGA67.201  
LEI: 7437007ALEZNCJGTGA67  
Denomination: Suomen Pankki  
Context: 2022-11-30  
Date: 2022-06-29 08:31:28  
Currency: USD

C 72.00 (LC)DA Liquidity Coverage. Liquid assets. Significant currencies (DA)

Significant currency: US Dollar

	0010	0020	0030
TOTAL UNADJUSTED LIQUID ASSETS	0010		

In forms where it is possible to add rows, rows can be added either from the button that appears in front of the row or by clicking the arrow found in the upper left corner and then the button that appears in the sidebar that opens.



### 6.2.1.1 Completing header information in national data collections (VIRATI and VAKRA)

In national data collections, the reporter must also complete information in the Header tab using the reporting forms. All fields of the Header table must be completed as shown in the image below. The system precompletes the Header tab on behalf of the reporter with all of the information, except for the Name, Phone number, E-mail address and Nothing to report fields, which the reporter must complete themselves.

Header	
System code	LTC
Reporting institution category	210
Reporting institution ID code type	1 = TK code
Reporting institution ID code	8511853
Reporting date	20230401
Date of data	20230331
Header code	HEADER
Name	Firstname Lastname
Phone number	0123456789
E-mail	e.mail@address.fi
Workbook version	9.6.3.2
Nothing to report	0 = Normal reporting

**XBRL Portal**  
About  
23/02/2023

**Forms > Tables**

**About**

Invoke EREG  
Version 9.6.3.2

When reporting a so-called zero report, information is entered only in the Header tab and the option 1 = Not reported is selected from the drop-down menu in the Not reported field. Otherwise, the selection is always 0 = Normal report.

Header	
System code	LTC
Reporting institution category	210
Reporting institution ID code type	1 = TK code
Reporting institution ID code	8511853
Reporting date	20230401
Date of data	20230331
Header code	HEADER
Name	Firstname Lastname
Phone number	0123456789
E-mail	e.mail@address.fi
Workbook version	9.6.3.2
Nothing to report	0 = Normal reporting 1 = Nothing to report

In national reportings LTC, KP, R and S, the user must select the transaction code for the form identifying information that appears on the actual reporting forms. In other national data collections, the identifying information is only displayed in the Header tab and the system precompletes the transaction code.

In data collections LTC, KP, R and S, the Header form is a separate tab in connection with the actual reporting form, and in other national reportings it is a separate form.

Filing type code	Reporting Frequency	Entity label	Identifier (LEI)	Default identifier	Reporting level code	Reference date
LTC					201	30/09/2023
Table code				Number of loaded files		
LTC				0		
VJ					465	31/12/2023
Table code				Number of loaded files		
VJ011				3		
VJ012				3		
VJ013				3		
VJ031				3		
VJ034				3		
VJ041				3		
VJ051				3		
HEADER				3		

### 6.2.2 Reporting using Excel templates

It is possible to complete reporting forms in the Reporter Portal using Excel. Select the form to be completed and open it in the Instances window (Edit -> Create). Save an empty spreadsheet by selecting

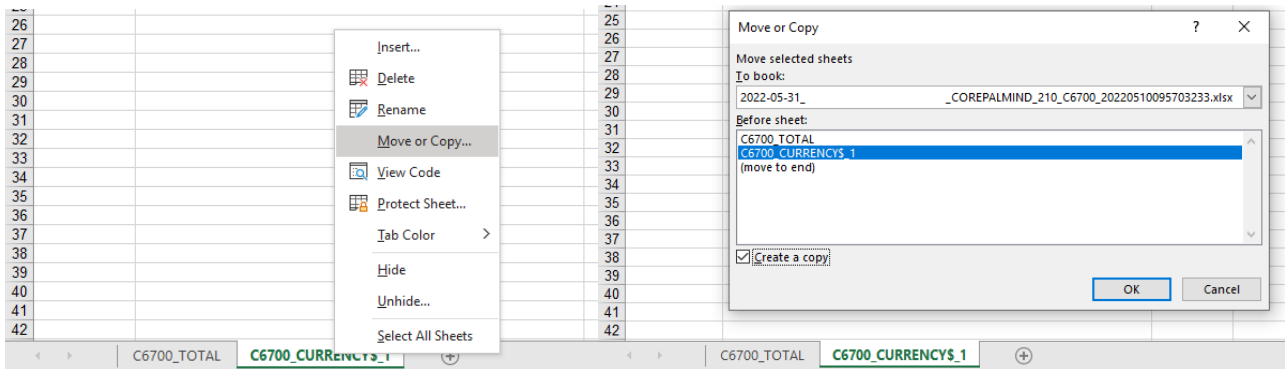


**Save**, after which the **Export to Excel format** function is activated. Selecting 'Export in Excel format' will save to your computer an Excel file into which you can enter the data to be reported.

Rows or columns should not be added to or deleted from the Excel templates provided by the Reporter Portal. Adding or deleting will result in an error when data are transferred from Excel templates to the Reporter Portal. Templates which include a functionality to add new rows are an exception.

Completing forms that contain currency-specific tables using Excel templates requires selections on the Reporting forms Instances screen before exporting the form to Excel. Select the first significant currency sheet and a currency in the drop-down menu. On the significant currency sheet, add a value to a cell and select Save. Then select 'Export in Excel format'. An Excel file containing the significant currency form as its own sheet will be downloaded to the computer.

If you wish to add significant currency forms in the Excel template, create copies from the significant currency sheet. On significant currency sheets, information about the currency should be entered both via the drop-down menu and in the 'Currency' field in the upper left corner. The three-letter currency abbreviation according to ISO 4217 is entered in the Currency field.



When the form file created in Excel is complete, it is saved and transferred back to the Reporter Portal to the form Instances screen. Select **Import an Excel file** and select the previously saved Excel. Click OK. The cell values in Excel are updated in the Reporting Portal form. Select Save before closing the Instances window.

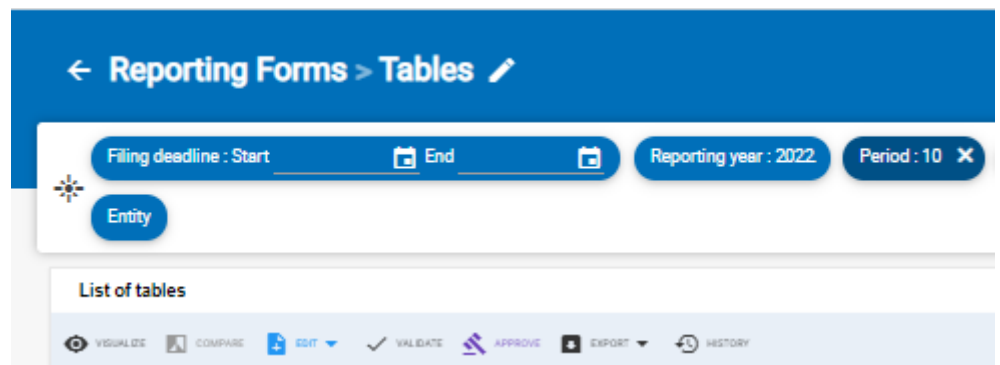
### 6.2.3 Validation and submission of reporting forms

The report is ready for submission when all of the report's forms have been completed. Forms cannot be submitted individually. It is recommended to validate a report before submitting it. To validate an individual form, select it in the Reporting Forms > Tables view and click Validate. To validate all forms at the same time, all forms must first be selected. The latest version of all forms can be selected using the

Select the latest element of each parent row button. Then click Validate.

When **Validate** is selected, the portal generates a validation report containing the desired validation types and format. The available validation types depend on the forms being validated. The validation report can be viewed either in the portal, in Excel or in XML format. In Excel format, you can choose whether you want the validation report to include the completed forms in addition to updates.

Once the report has been validated and is ready for submission, select one of the report's tables and **Approve**. A pop-up window will open, noting that all the report's tables will be submitted at the same time. Select OK.



### 6.3 Submitting reports using SFTP connection

Reports can also be submitted to the Financial Supervisory Authority directly from the reporter's own reporting system via an interface (A2A) provided for the reporter. For submitted reports, the reporting entity will receive reporting feedback via the interface (A2A) directly to its own reporting system.

Use of the interface requires contacting, using secure email, the address NewReportingSystem(at)finanssivalvonta.fi. Secure email instructions can be found online:

<https://www.finanssivalvonta.fi/globalassets/use-of-secure-email-in-reporting.pdf>.




















### 7 Validation feedback

Validation feedback is available from the Reporter Portal in the following formats:

- Excel
- HTML
- XML

On the Load file screen, validation feedback (Excel, HTML, and XML) is available from Validation feedback. Excel feedback is not published when a report has not been successfully uploaded in the Reporter Portal. On the screens, validation feedback is available from File validation.

When a validation error is found in a report, the Reporter Portal will display an icon regarding the validation error type.

Icon	Description
	No error found
	Missing table error
	XBRL types
	XML types
	Hypercubes
	Duplicate facts
	Schema
	Taxonomy validation
	Calculations
	Formulae (blocking error)
	Formulae (warning)
	Orphan facts
	Filing rules (blocking error)
	Filing rules (warning)
	iXBRL filing rules
	Additional checks (blocking error)
	Additional checks (warning)
	Check (error)
	Checks (warning)

### 7.1.1 Excel validation feedback

Excel validation feedback contains a summary of the validated report and the validations performed, both the validation result by form and the invalid validations.

The validation feedback summary page provides basic information about the report, validations performed, and validation feedback by form.

The validation status is shown in green when validation is approved (OK), minor content errors in yellow (warning) and errors in red (blocking error).

From the summary page, it is possible to review form-specific validation feedback by clicking on the validation status.

On the forms, the report validation status appears as either yellow (Warning) or red (Error) data points. You can display the validation next to the data point by hovering the mouse cursor over it.

Context: 31.12.2021					
Date: 15.1.2022 0:00					
Currency: EUR					
				<b>eba_v4474_m</b> : v4474_m: [C 72.00.a (c0040)] {r0030} = sum(r0040-0170)	
				<b>eba_v10188_m</b> : v10188_m: [C 76.00.a] {r0290} = ({r0040} + {r0100} + {r0160} + {r0220}) - min(({r0040} + {r0100} + {r0160} + {r0220}), {r0280})	
	Amount/Market value	Standard weight	Applicable weight	Value according to Article 9	
	0010	0020	0030	0040	
0010	400 000 000		3.00%	40 000 000	
0020	170 000 000		3.00%	20 000 000	
0030	140 000 000			10 000 000	
0040	10 000 000	100.00%	3.00%	300 000	

### 7.1.2 HTML validation feedback

The HTML validation feedback includes information on the following:

- Report identifying information
- Summary of validations
- More detailed breakdown of validation errors.

### 7.1.3 XML validation feedback

XML validation feedback is intended to be used in the reporter's own reporting system, see section 6.3 *Submitting reports using SFTP connection*.

## 8 Report visualisation

A submitted report can be downloaded from the Reporter Portal in Excel format, as follows:

1. Go to Monitoring of reporting > Monitoring of reports
2. Select the report you wish to view
3. Click the **Visualise** button
4. Data can be uploaded by clicking the **Export in Excel Format** icon.

## 9 Discussion functionality

The Reporter Portal's discussion functionality consists of discussions held in the Portal and email notifications subscribed to from the Portal. The discussion functionality is not available in the validation service.

Receiving email notifications requires that the user has entered an email address in their contact information and activated the option Receive email notifications. Subscribing to email notifications is described in more detail in section 4 *Reporter's contact information*. Email notifications include notifications about messages that have arrived in the Reporter Portal as well as reminders about missing reports.

Email notifications are sent from the address:  
no-reply.notifications(at)finanssivalvonta.fi.

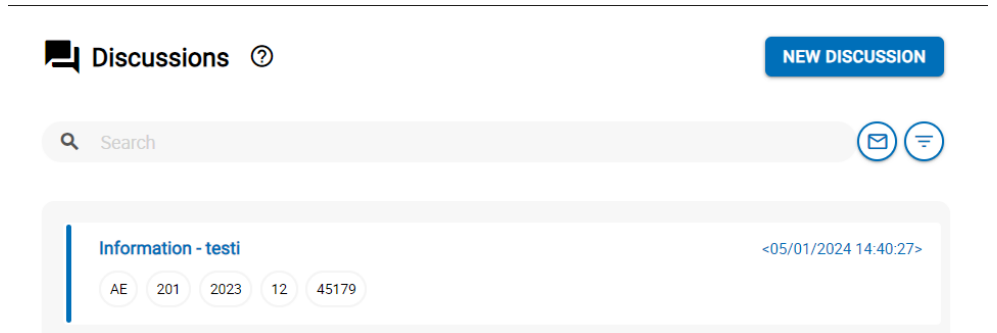
A notification of a new message in Reporter Portal is entitled *FIN-FSA / New message on the Reporter Portal / Uusi viesti Raportojien portaalissa / Nytt meddelande i Rapportörsportalen*. A notification of a late report is entitled *FIN-FSA / Notification of missing report / Ilmoitus puuttuvasta raportista / Meddelande om rapport som saknas*. Email notifications subscribed to in the Reporter Portal cannot be read in the Portal.

When receiving email notifications, please note that email notifications are always sent according to the access authorisations of the last login. Example situation: a user has mandates to access the Portal on behalf of three entities, but last time the user logged in only on behalf of one entity. In this case, email notifications will only be sent for the entity in question. It is therefore recommended that, each time, users always log in on behalf of all the entities.

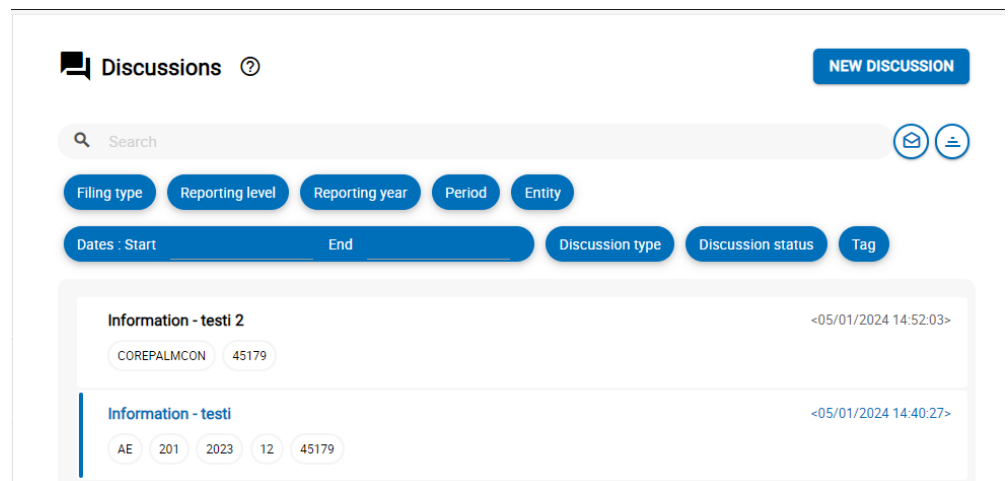
Please note. Notifications of late reports are not sent for Solvency 2, Pension fund, AIFMD and National reporting data collections excluding LTC, KP and S.

A discussion can be held in the Discussions display as well as in the Monitoring of reporting > Monitoring of individual reports, Monitoring of reports, and Submission of reports displays.

By default, the Discussions display shows unread messages, which are highlighted in blue. All messages can be displayed by pressing the letter icon next to the search bar. The filter icon next to the letter icon, on the other hand, displays menu lists that allow you to restrict messages by, for example, entity or reporting type. The search bar finds messages based on the message title and tags.

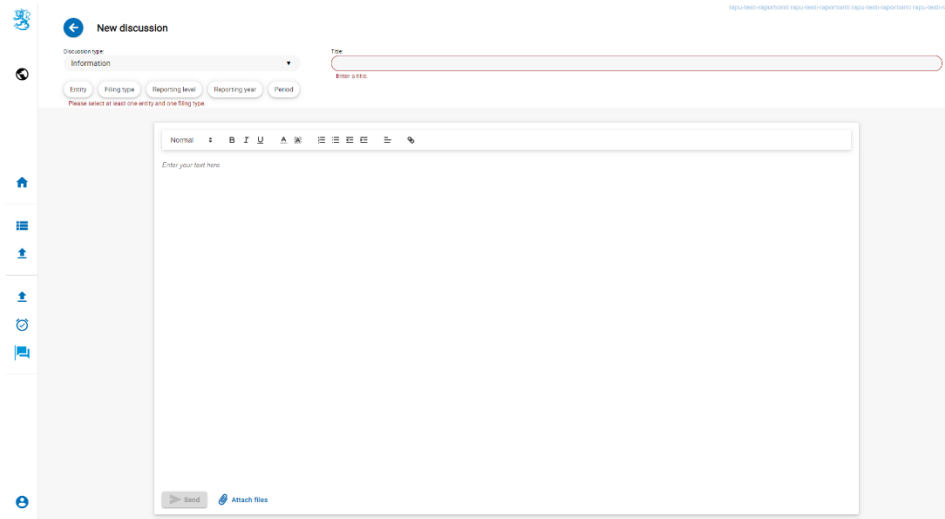


Read messages can be reset to unread by pressing the left edge of the message.



In the Discussions display, the option Information is used as the type of discussion. A name must be given to a new discussion and one entity selected from the Entity menu list and at least one data collection selected from the Reporting type menu selection. The selectable values in the Entity and Reporting type menu lists are determined according to the user's Suomi.fi mandates. These selections also restrict who can see the discussion in the future. The menu lists for reporting institution category, reporting year and period do not restrict the rights of other users to see the conversation.

For data security reasons, we recommend that the matters of only one entity be addressed in any single discussion. If your matter concerns several entities of the same group, amalgamation or fund manager, you can mention the entities in the text field of the message. The number of entities selected for messages will be limited to one during 2025.

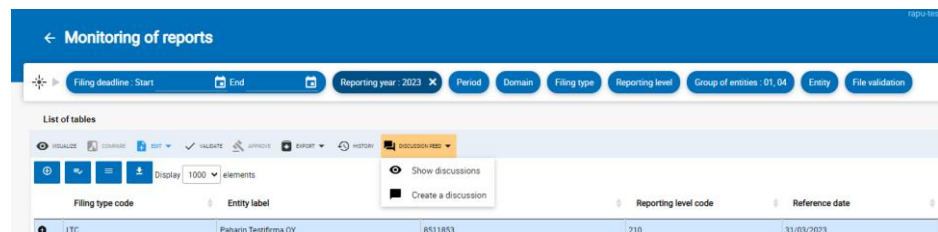


An attachment can be added to the discussion by selected Attach files.

The discussion is added to the Reporter Portal by selecting Send. The discussion remains visible in the Discussions display. The FIN-FSA's response is shown in the Discussions display.

In the Monitoring of reporting > Monitoring of reports and Monitoring of reporting displays, a discussion type can be initiated on a received report from the option Discussion feed.

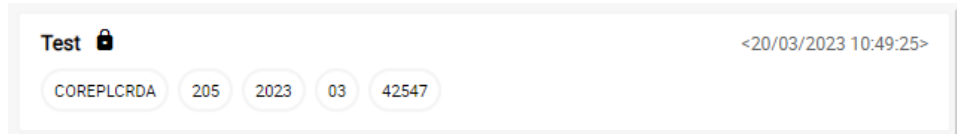
In a discussion initiated from Discussion feed, the type Invalidation request can be used in addition to the discussion type Information. Invalidation request is selected as the discussion type in a situation where the reporter makes a request to invalidate a report in order to upload a correction report.



Filing type code	Entity label	Reporting level code	Reference date
LTC	Paharin Testfirma OY	8511853	31/03/2023

Only discussions related to the latest report version are displayed in the discussion feed of the Report monitoring display. Discussions related to old report versions can be found in the Discussions display.

A discussion may be terminated by the FIN-FSA, after which no more messages can be added to the discussion. A closed discussed can be recognised by the lock icon on the right side of the title. If the reporter or the FIN-FSA still wants to continue a terminated discussion, a new discussion must be created.



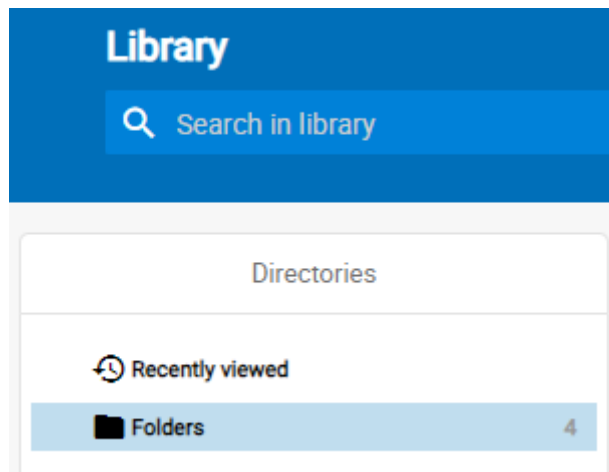
## 10 AIFMD and MMF reporting

### 10.1 Fund reporting (AIFMD MMF) dashboard

Fund reporting (AIFMD MMF) is a dashboard created for AIF and AIFM data collections. These data collections are not found in other dashboards, such as Monitoring of reports or Monitoring of reporting. In addition, unlike other data collections, the AIF and AIFM reporting forms are only available from the Fund reporting (AIFMD MMF) dashboard.

#### ← Funds Reporting (AIFMD MMF)

The Fund reporting (AIFMD MMF) dashboard can be found on the front page of the portal, just like the other displays. If the display is not immediately visible when opening the portal, select Folders on the left side of the window to see all available dashboards.

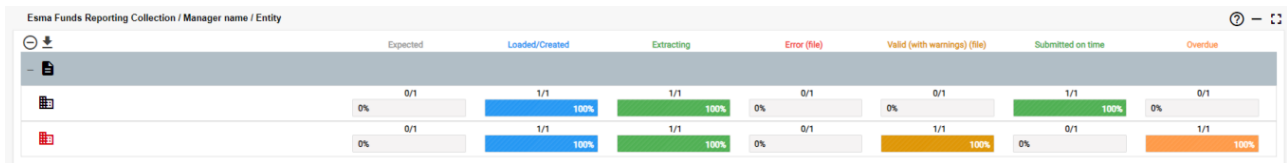


In the dashboard, the funds and their managers are presented hierarchically so that the name of the fund manager is shown at the top level of the hierarchy. Both the fund manager and its funds are displayed under the name of the fund manager. On the right side of the list are displayed the statuses of the reports, which are interpreted as follows:

- Expected: If the status is grey, the report has not yet been submitted.
- Loaded/Created: The report has been created with reporting forms, but has not yet been submitted
- Extracting: Report submitted

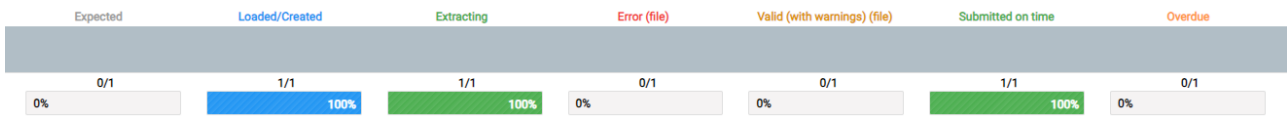


- Error (file): The report has been submitted, but it contains errors
- Valid (with warnings) (file): The report has been submitted, but it contains validation errors. These include, for example, CAM errors in AIFM reports and CAF errors in AIF reports.
- Submitted on time: Report submitted before the deadline
- Overdue: The report has not yet been submitted and its deadline has already passed. A report also receives this status if it has been submitted, but only after the deadline

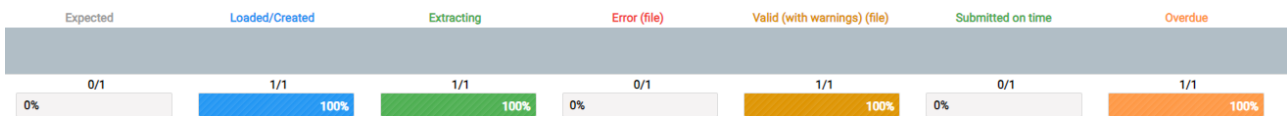


Please note. The statuses Expected, Loaded/Created and Extracting are mutually exclusive, i.e. the same report can only have one of these statuses at a time. Similarly, the statuses Submitted on time and Overdue are mutually exclusive.

An example of the status of a report when it has been submitted before the deadline and does not contain any errors:



An example of the status of a report when it has been submitted after the deadline and contains errors requiring correction:



Selecting a fund manager or one of its funds will open a secondary view 'Selected fund', showing more detailed information on the expected and submitted reports for the selected entity.

← Funds Reporting (AIFMD MMF) > Selected Fund

Filing deadline :  to

With regard to AIFMs, the secondary view shows, in addition to basic information such as the name and default identifier, the reporting level code of the report as well as the ESMA AIFM reporting code. With

regard to AIFs, in addition to basic information, the view shows the report's ESMA AIF reporting code and the fund type.

## 10.2 Submitting AIFMD reports

### 10.2.1 Load files

AIFMD report files, like other data collections, are submitted in the Load file dashboard, which can be found in the sidebar on the left side of the portal. A report is submitted by selecting File in the top corner of the Load file dashboard, by locating the report on your own device and by selecting the upload icon on the right. Alternatively, the report can be dragged directly into the dashboard and by pressing the load icon. After uploading, the report can be seen in the list view at the bottom of the dashboard. The uploading of files and the features of the dashboard are described in more detail in section 6.1 'Uploading of reports to Reporter Portal'.

The report files must meet the technical specifications in order to be successfully uploaded to the Reporter Portal. The specifications include, among other things, the name of the file and the inclusion of the schema specification version in the report file. A description of electronic reporting of XML-format reports (ESMA) is available on the FIN-FSA website:

[https://www.finanssivalvonta.fi/globalassets/esma\\_description\\_of\\_electronic\\_reporting.pdf](https://www.finanssivalvonta.fi/globalassets/esma_description_of_electronic_reporting.pdf).

When an AIF report is submitted to the portal, the system adds its fund identifier to the file name of the submitted report. If a single report file contains multiple AIF reports, the system splits the file view into a listing at the fund level. In this way, the reporter sees the validation result for each fund separately.

### 10.2.2 Reporting forms

AIF and AIFM reports can be submitted using reporting forms, which are completed in the secondary view 'Selected fund'. Go to the Fund reporting (AIFMD) dashboard and find the manager or fund on whose behalf you wish to submit the report. Select the entity, and the portal will redirect you to the secondary view 'Selected fund'. Select the correct reporting reference date and expand the '+' icon on the left side of the window to see the template list of the expected report. Select one of the templates, e.g. HEADER, and go to the reporting forms from the selection bar tool Edit -> Create. A new window opens, where you can complete the form.

As a rule, for each report, all of the templates listed for the report must be completed. This is despite the fact that the status of templates HEADER and 24-1 is Requested and the status of the others is

Expected. An exception is the so-called zero reports, whose submission is discussed in section 10.2.4 'Zero report using reporting forms'.

When the report is completed, it must be validated before it is submitted. Validate the whole report by selecting the whole report instead of an individual template as well as 'Validate' from the tool selection bar. Select the validation type to include additional checks in the validation report, after which you can check the validation result either directly in the portal by selecting View report or by exporting the output of the validations in XML or Excel format to your own device. For more information on the interpretation of the validation report, see section 10.3 'Validation of AIFMD reports'.

If the report does not contain validation errors, it is ready to be submitted. Select the whole report, then select 'Approve' from the tool selection bar. The system will notify you that the forms have been submitted and the report moves to Extraction pending status. The report moves after processing to the Extracting status, at which time the FIN-FSA has received the report.

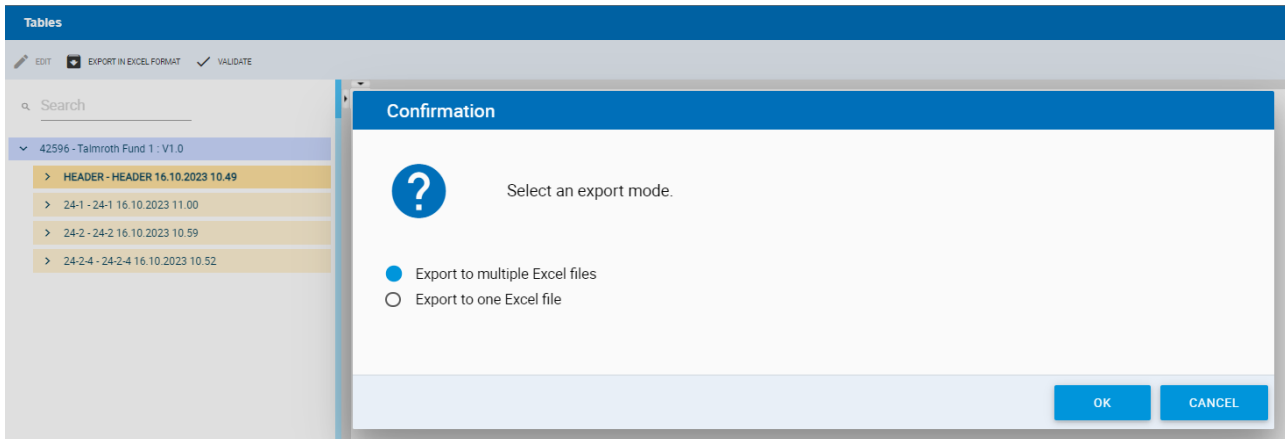
If the report contains validation errors that prevent submission, the system opens a validation display. Check the report for errors, correct them and approve the report for resubmission.

### 10.2.3 Amendment report using reporting forms

When submitting an amendment report using reporting forms, it is not recommended to use the Edit -> Copy function, but to import the Excel files of the previous report into empty reporting forms. Instructions on how to submit a correction report using Excel forms are given below.

*Step 1, saving data from the previous version of the report into Excel files.*

In the Fund reporting (AIFMD) view, find the report for which you want to submit an amendment report. Open the secondary view 'Selected fund' and select the report. In the tool selection bar select 'Visualize'. When the visualisation of the report opens, the top bar of the display shows the option 'Export in Excel format'. In Excel format, select 'Export to multiple Excel files' and OK. A zip file containing the reported forms will be downloaded to the user's device as the user's own Excel files.



*Step 2, initialisation of the reporting forms.*

Expand the report in the Selected fund display to see all the forms contained in the report. Select one of the forms and choose Edit -> Create.

Filing deadline	Filing type code	Default identifier	Identifier type	Entity label	Reporting level code	AIFM Reporting Code	AIF Reporting Code	Fund Type for AIFMD Reporting	File validation	Status
30/09/2023	AIF		FSAFUNDID		349		29	PEQP		Extracting
31/10/2023 23:59			HEADER							Extracting
31/10/2023 23:59			24-1							Extracting
31/10/2023 23:59			24-2							Extracting
31/10/2023 23:59			24-2-4							Extracting

If you are submitting an amendment report after the reporting deadline, the previous version of the report must be invalidated before a new one is created. In that case, the user should contact the FIN-FSA's reporting experts via the discussion functionality. More information on the discussion functionality can be found in chapter 9 'Discussion functionality' of this user manual.

*Step 3, importing data from the previous report into the forms.*

With the reporting form open, select 'Import an Excel file' and fetch from your device a previously saved Excel file of the corresponding template from the previous report. Once the file is imported, the data of the previous version of the report will be displayed on the template. Save and close the form.

Repeat steps 2 and 3 for the other forms. Once the data of the previous report has been imported, you can correct the data of the report. Remember to validate the whole report before approval, as described in section 10.2.2 'Reporting forms'.



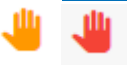

### 10.2.4 Zero report using reporting forms

When an AIF or AIFM zero report is submitted using reporting forms, only the HEADER and 24-1 templates are completed. The HEADER template is completed in its entirety. For an AIFM report, template 24-1 fields 4-21 are completed, and for an AIF report, template 24-1 fields 4-23.

Please note. When completing a zero report using reporting forms, take the following steps before saving template 24-1: When moving to the 'Nothing to report flag' field, select 'True' as the field value and press the enter key on your keyboard or select an empty cell on the form with the cursor. Selecting an empty cell activates the drop-down list option. Only then can the form be saved. For AIF reports, the activation of the zero report option can be checked before saving by checking that cell 057 'Predominant AIF type' is empty. Once cell 057 is empty, the form can be saved.

### 10.2.5 Validation of AIFMD reports

AIFMD reports include four different validation types:

Icon	Validation type	Description
	Schema	Completion of report according to ESMA-specified schema
	Additional checks	Correspondence of report data with FIN-FSA entity register
	Checks	ESMA CAF and CAM validations
	Missing tables	Report's correspondence with the list of expected templates

Errors in the schema of the report may be related either to the XML structure itself or to incorrectly completed fields. Incorrect fields are referred to according to the technical name of the field, in which case the technical guidance for AIFMD reporting published by ESMA can be used as an aid in interpretation. The technical names of the fields can be found in the column 'XML type' of the document 2013-1358\_aifmd\_reporting\_it\_technical\_guidance-revision6.xlsx: [https://www.esma.europa.eu/sites/default/files/2023-06/2013-1358\\_aifmd\\_reporting\\_it\\_technical\\_guidance-revision6.zip](https://www.esma.europa.eu/sites/default/files/2023-06/2013-1358_aifmd_reporting_it_technical_guidance-revision6.zip).

In additional checks, certain reported fields are compared with the information about the entity entered in the FIN-FSA's entity register. The following fields in AIFMD reports are compared with the entity register:

**AIFM**

- 016: AIFM reporting code

**AIF**

- 005: AIF content type
- 016: AIFM national code
- 020: AIF reporting code
- 057: Predominant AIF type

If changes have taken place in the reporting obligation, they must be reported on the reporting obligation notification form:

[https://www.finanssivalvonta.fi/globalassets/fi/lomakkeet/paaomamarkkinat/aifmd\\_reporting\\_obligation\\_notification\\_form\\_en.xlsx](https://www.finanssivalvonta.fi/globalassets/fi/lomakkeet/paaomamarkkinat/aifmd_reporting_obligation_notification_form_en.xlsx). Please send the completed form by email to: [AIFMDReportingHelpdesk@fiva.fi](mailto:AIFMDReportingHelpdesk@fiva.fi).

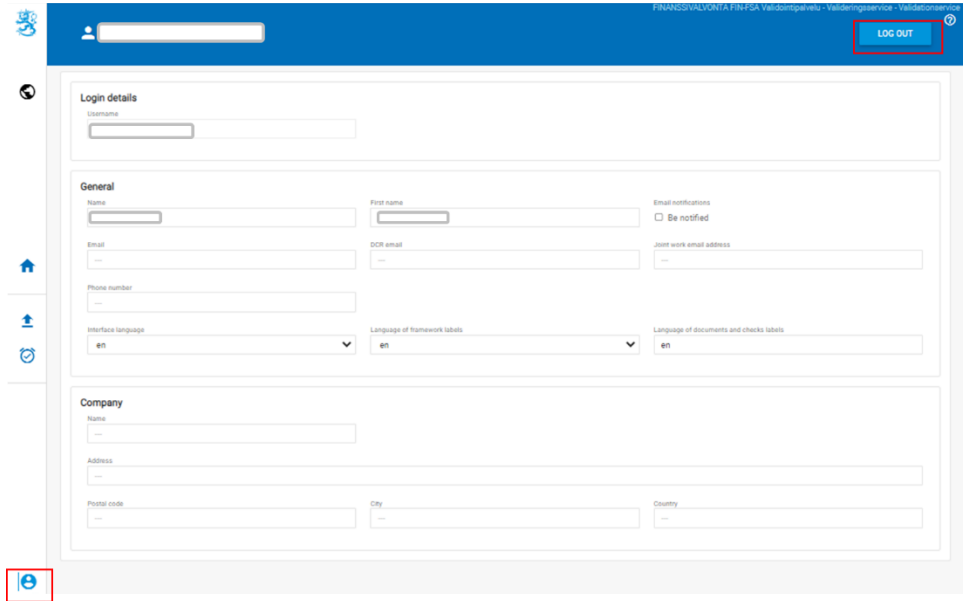
The validation type Checks is based on the CAF and CAM validations of AIFMD reports maintained by ESMA. Even if reports containing CAF and CAM errors are accepted in the system, the reporter is still obliged to correct the reports according to the feedback from the validation report.

The Missing tables error refers to a situation where the report did not contain the expected list of templates. AIF and AIFM reports must include at least the templates HEADER and 24-1 and, depending on the reporting obligation, other templates may also be expected for AIF reports. Check the expected templates list in advance in the Fund reporting (AIFMD) dashboard.

## 11 Logging out

Remember to exit via “Logout” when you stop using the service, so that the connection to the data on the Reporter Portal is not left open and potentially accessible by third parties.

First click the icon in the lower left corner that shows your username, and then click the **Log out** button in the upper right corner.



The screenshot shows a user profile page in the Reporter Portal. The page has a blue header with a user profile icon and a 'LOG OUT' button. The main content area is divided into three sections: 'Login details', 'General', and 'Company'. The 'Login details' section has a 'Username' field. The 'General' section includes fields for 'Name', 'First name', 'Email', 'DCR email', 'Joint work email address', 'Phone number', 'Interface language' (set to 'en'), 'Language of framework labels' (set to 'en'), and 'Language of documents and checks labels' (set to 'en'). There is also a checkbox for 'Be notified'. The 'Company' section includes fields for 'Name', 'Address', 'Postal code', 'City', and 'Country'. A red box highlights the 'LOG OUT' button in the top right corner and a red box highlights a small icon in the bottom left corner of the page.

## 12 Reporter Portal contact information

Questions related the Reporter Portal may be sent to:  
[newreportingsystem\(at\)fiva.fi](mailto:newreportingsystem(at)fiva.fi).