

STINA guidelines

Spreadsheet solution

Introduction

The introduction is intended for staff within enterprises reporting to Danmarks Nationalbank via STINA's spreadsheet solution.

Data can be entered manually or read as comma separated (CSV) or XML files. The guidelines describe the process step by step. The spreadsheet solution is developed for more than 2,000 rows in each reporting form, but the total number of possible rows in the file depends on the capacity of your PC. For larger data quantities, you should consider automated reporting.

1. Starting up electronic reporting

Before you can report via STINA, you must first install 3 or 4 extra programs¹ from Microsoft on your PC. These can all be found on the CD-ROM and at Danmarks Nationalbank's website². Follow the detailed descriptions on the next couple of pages and carry out what is necessary for your local platform.

Filling in, saving and transmitting the actual report are described in sections 2, 3 and 4.

However, please note that if your PC is re-installed or replaced, or if you borrow a colleague's PC for reporting purposes, you will need to repeat the procedures in section 1.

Software installation

The following extra programs must be installed:

1. Microsoft MS XML version 4.0
2. Microsoft Soap toolkit, version 2.0
3. Microsoft Scripting Host, version 5.6
4. (VB 6.0 Runtime if your operating system is Windows 98.)

For further details, see "Installation of extra programs for the Excel spreadsheet solution" on the CD-ROM or at Danmarks Nationalbank's website.

¹ We recommend that you contact your IT unit about "Software installation" and "Requirements for setup of Excel and communication with the Internet".

² www.nationalbanken.dk under Rules > Statistics – Electronic reporting (STINA) > STINA ver. 2.0.

Requirements for setup of Excel and communication with the Internet

If your Excel has high security level (Tools, Macro, Security, Security Level), the level must be altered to Medium. If this is not possible the spreadsheet template must be installed with macros in another way. It is a precondition for the functioning of the spreadsheet that the macros are active. If the Excel menu line does not contain the item "Danmarks Nationalbank", the macros are not installed with the spreadsheet.

If your Excel version XP or 2003, you must select Tools, Macro, Security, Trusted Sources and tick "Trust access to Visual Basic Project".

If your enterprise has a proxy server communicating with the Internet, the proxy server must be defined in the spreadsheet, see below.

Opening the spreadsheet from the CD-ROM

1. We recommend that you create a special folder for storing the reports, e.g. C:\Nationalbanken\- 2. Place the CD-ROM containing the reporting material in the drive, open Explorer and find the spreadsheet on D:\Excel-based reporting\- 3. Click the Excel icon to activate the spreadsheet template.
- 4. Select **Yes** if asked whether to open the template with macros. If the macros are not activated, the spreadsheet will not function as intended.
- 5. If the necessary extra programs have not been installed, a dialog box will be displayed telling you which program has not been found, cf. the examples in the Appendix.
- 6. On the Excel menu line select "Danmarks Nationalbank", "Setup". If you created a special folder under item 1 the path must be entered under "Full path to report file" and "Full path to result file" (e.g. C:\Nationalbanken\BOP\).
The report is automatically saved in "<path name>\indberetning.xml" immediately before it is transmitted to Danmarks Nationalbank. The result of the automatic controls is saved in "<path name>\result.xml".
- 7. You should check if the setup is correct by pressing the "Test" button under "Setup test". If the answer is "OK" you have set up the spreadsheet correctly. If one or more error lists are shown, please read the instructions in them.
- 8. If your enterprise uses a proxy server to communicate with the Internet, the proxy server must be defined under "Proxy setup". The definitions and check of the setup is described in section "4. The menu item "Danmarks Nationalbank", "Setup", page 9.
- 9. Check if the communication with Danmarks Nationalbank's servers is in order by pressing the "Test" button under "Communications test". If

the answer is "OK" the transmission channel is OK. If the answer is a ! and an error message the problem must be remedied before any report can be transmitted to Danmarks Nationalbank. Normally, communication problems must be dealt with by your IT unit. You are always welcome to contact STINA Helpdesk (+45 3363 6814) where we might be able to help you.

10. Save an empty version of the spreadsheet, which you can start from when creating a new report. Select "File", "Save As..." and find the folder which you created under item 1. Save the spreadsheet. We recommend that you keep the file name from the CD-ROM. Do not include spaces, commas, full stops (periods), hyphens or special characters in the name. Once the spreadsheet is saved we suggest that you activate write protection in order to avoid unintentional modifications.

Downloading the spreadsheet from the Internet

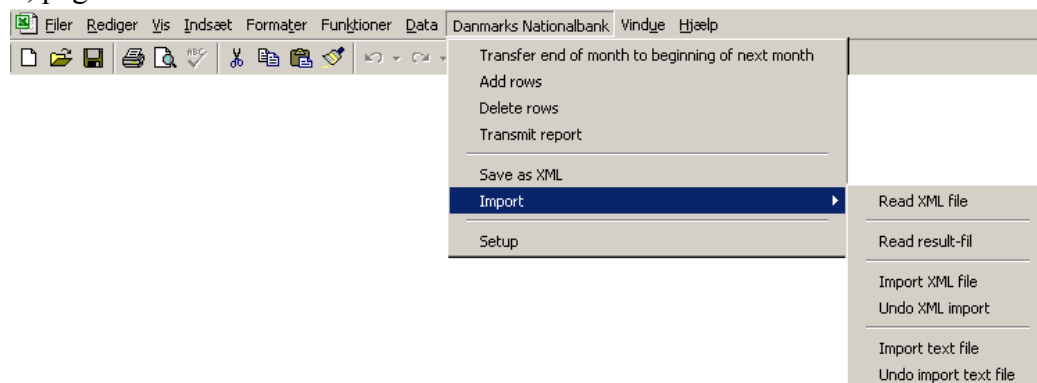
1. We recommend that you create a special folder for storing the reports, e.g. C:\Nationalbanken\- 2. Go to Danmarks Nationalbank's website, www.nationalbanken.dk
- 3. Click "English".
- 4. Click "Rules" > "Statistics – Electronic reporting (STINA)" > "STINA ver. 2.0" > "Reporting material" and the name of the report, the material of which you need.
- 5. Select the spreadsheet template by clicking "Excel reporting spreadsheet" for [reporting name]".
- 6. Please note that it may take some time to download a template, depending on your Internet connection.
- 7. Continue with item 4 above under "Opening the spreadsheet from the CD-ROM".

2. Filling in the report

1. Open the empty spreadsheet template you saved on your pc, cf. item 10 above. Remember to *activate* the macros.
2. Enter the relevant data in the sheets. For each field, a defined format is specified which must be complied with (e.g. a date format). For further details about the data to be entered, see the guidelines for the relevant reporting.
3. Please note that help will be displayed if you let the mouse pointer hover over the spreadsheet fields with red comments.
4. You can copy from your own spreadsheets to the STINA spreadsheet using the ordinary Windows copy-and-paste functions. However, we have observed some instability in Excel if you use the mouse to shift between the STINA spreadsheet and your own spreadsheet. This instability is most pronounced in Office 2003. In our experience this error

does not occur if you use Alt+Tab to shift between the two spreadsheets.

5. On the Excel menu line you find the item "Danmarks Nationalbank" under which are a number of features that you must use when filling in, saving and transmitting a report. For further description, see section 4, page 5.



6. Please note that the reporting period must match the month *for* which you are reporting, not the month *in* which you are reporting.
7. *Always start a new reporting period with the serial number 1.* It is important that you do not change the serial number, except for setting it at 1 for the first report for the month. The spreadsheet automatically increases the serial number if required.
8. After entering the data, save the report to the chosen path, cf. item 1 under "Opening the spreadsheet from the CD-ROM"/"Downloading the spreadsheet from the Internet". Use a regular name structure such as *CVR no._reporting period_serial number* (61092919_200501_02.xml). If you save the file as an XML file you need not save the Excel spreadsheet.

3. Transmitting the report to Danmarks Nationalbank

When all data have been entered, the report must be transmitted to Danmarks Nationalbank.

1. On the menu line select "Danmarks Nationalbank", "Transmit report". A copy of the report is automatically saved in XML format to <path name>\indberetning.xml, where <path name> is the path entered under the menu item "Setup".
2. The report is validated, and a moment later you will receive a response from Danmarks Nationalbank.
3. If the message in the displayed dialogue box is "The report contained 0 errors", it has been received and registered by Danmarks Nationalbank.
4. If the message in the dialogue box is "The report contained x errors", you can press either the "Export to spreadsheet" button, which inserts the error list as the last sheet on your spreadsheet, or the "Print" button to print out the error list.

5. Correct the errors indicated in the error list. The sheets and fields where they were found are indicated. In addition, the individual fields have been highlighted in red, and the error description is displayed if you let the mouse pointer hover over the field.
6. When the errors have been corrected, repeat from item 1 until you get the result in item 3.

Evaluation at Danmarks Nationalbank

When Danmarks Nationalbank has received and registered the report, it is reviewed for major deviations and changes in relation to previous months. If we have any queries, you will be contacted.

4. The menu item "Danmarks Nationalbank"

Under this menu item you will find a number of features to be used when filling in, saving and transmitting a report.

Transfer end of month to beginning of next month

This menu item is used to prepare a new reporting period by moving all relevant information from the report of the preceding month to the new month's report. Danmarks Nationalbank has determined which data are to be transferred, i.e. the fields where the content does not normally change from one reporting period to the next. The positions at the end of the preceding reporting period are entered as positions at the beginning of the new reporting period.

Open the empty spreadsheet template. To begin with, you read in the preceding month's XML file by selecting "Import", "Read XML file". Then select "Transfer end of month to beginning of next month". The feature automatically creates the necessary number and types of rows that existed in the report for the preceding month.

You should avoid combining "Transfer end of month to beginning of next month" with the features "Import", "Import XML file" and "Import text file" respectively, since the features *add* the number of rows contained in the files to the number of rows already existing in your new reporting spreadsheet.

Add rows

Is used for inserting more rows in a group on the spreadsheet. A group is rows with identical text in the first column. Up to 5 identical rows can be inserted at the same time.

Before the menu item is activated, an entry field (white) must be selected in the group where the rows are to be inserted. The rows are inserted below the position of the cursor.

Delete rows

Removes one or more selected rows. Only rows within the same group can be deleted. A group is rows with identical text in the first column.

Before the menu item is activated, an entry field (white) must be selected in the row to be deleted. If you want to delete several rows in the same group, highlight the entry fields downwards.

Transmit report

Saves the spreadsheet content as an XML file and automatically transmits it to Danmarks Nationalbank via the Internet. Shortly afterwards you will receive a file with the result of Danmarks Nationalbank's evaluation of the report, cf. above. A copy of the transmitted report is saved automatically to <path name>\indberetning.xml – <path name> being the path entered in the menu item "Setup". The two files are overwritten next time you report to Danmarks Nationalbank.

This menu item opens a dialogue box displaying status and error messages on a current basis. When it reads "Error list complete" in the box, you can insert the text from the box as the last sheet on the spreadsheet by pressing (in the overlapping box) the "Export to spreadsheet" button, or you can print the text by pressing the "Print" button. This may make it easier for you to find the errors in the spreadsheet. In addition, the individual fields on the sheets containing errors are coloured red, and the error description is automatically displayed if you let the mouse pointer hover over the field.

Save as XML

Saves the spreadsheet content as an XML file which can then be read into the spreadsheet from the "Import" > "Read XML file" menu item. The structure of this XML file is the same as in the file created when you transmit to Danmarks Nationalbank.

We recommend that you keep an XML copy of all error-free reports in the folder structure you created when installing the spreadsheet. Use a regular name structure for such as *cvr no. _reporting period _serial number* (61092919_200501_02.xml). The spreadsheet automatically suggests a file name according to this structure.

Import > Read XML file

The menu item is used primarily in combination with the feature "Transfer end of month to beginning of next month", cf. above, or with reading in a result file, cf. below.

Reads in an XML file to the spreadsheet. When the file is read, the spreadsheet content is cleared, and the XML file replaces the previous content. If you need to add anything to the existing content of the spreadsheet, use the "Import XML file" menu item instead.

The XML file must be formatted in the same way as the XML file reported to Danmarks Nationalbank. It may be generated on the basis of a spreadsheet template using the "Save as XML" menu item or by retrieval as described in the material on automated reporting.

Import > Read result file

This menu item is at present of no practical use. Danmarks Nationalbank is in the process of establishing more ways to transmit the reports, and then the menu item will be used.

Reads in a result file (result.xml). The file contains the result of Danmarks Nationalbank's evaluation of the report. The file is used in connection with the automatic reports to generate error lists and to colour red the fields containing errors.

It is vital that the spreadsheet contains the exact same data as when the result file was generated. Otherwise it will not be possible to produce a correct error list, and the error markings will be displayed in the wrong fields.

Import > Import XML file

Reads in an XML file without deleting the existing content of the spreadsheet. Thus the menu item can be used to import data from several separate XML files. The import feature automatically adds the necessary number of rows to the spreadsheet and can import data to several groups and form sheets at the same time.

As mentioned under the "Import" > "Read XML file" menu item, the XML file must be formatted as the report file for Danmarks Nationalbank. Please note that the XML file is added to the spreadsheet's existing rows. This means that no test is performed to see whether the same data have been imported previously.

Import > Undo XML import

Immediately after having used "Import XML file" you can undo the import and remove all rows added.

Import > Import text file

This feature is used to import comma- and semicolon-separated (CSV) files.

On the sheet, select any field in the row where the text-file data are to be imported. Then select the menu item and the file to be imported.

Data can only be imported to one group on a sheet at a time, and for each line in the file the number of fields must be equal to the number of open cells in a spreadsheet row. Data are imported into new rows added after the already completed rows in the group. If there are fewer fields on a line in the text file than open cells in a row on the spreadsheet, no data will be im-

ported in the last cells, and the import will continue in a new row in the spreadsheet for each line in the text file. Similarly surplus fields in the text file are discarded if there are more fields in the text file than open cells in a row on the spreadsheet.

If the import looks incorrect, you can undo the imported rows by selecting "Import", "Undo import text file".

Import > Undo import text file

Immediately after having used "Import text file" you can undo the import and remove all new rows added.

Setup

The screenshot shows a 'Setup' dialog box with the following fields and buttons:

- Communications test:** A text box labeled 'URL' and a 'Test' button.
- Setup test:** A 'Test' button.
- Local setup:** Two text boxes. The first is labeled 'Full path to report file' and the second is labeled 'Full path to result file'. Both contain the text 'C:\Nationalbanken\BOP\'. There are also 'Cancel' and 'OK' buttons at the bottom of the dialog.
- Proxy setup:** Four text boxes labeled 'URL', 'Port', 'User Name', and 'Password'.

The feature is primarily used when installing the spreadsheet the first time, and if your enterprise makes changes in your platform.

Communications test

Before you do the test, you must make sure that you have Internet access. No user data are transmitted to Danmarks Nationalbank during the test.

By pressing the "Test" button it is checked if the communication to the servers of Danmarks Nationalbank is in order. An OK shown to the left of the button indicates that the transmission channel is OK. An ! in the same

position and an error message indicates that the problem must be remedied before any report can be transmitted to Danmarks Nationalbank. Normally, your IT unit will have to deal with communication problems. You are always welcome to contact STINA Helpdesk (+45 3363 6814) where we might be able to help you.

Setup test

By pressing the "Test" button it is checked

- ◆ if the necessary extra programs are installed on the PC,
- ◆ if the path name of the report file (indberetning.xml) and the result file are indicated correctly under "Local setup", and
- ◆ if you have read and write access to the drive and the folder.

If an OK is shown to the left of the button, the information is correct. An ! shown in the same position indicates errors and an error message appears. The error messages concerning the extra programs are shown in the Appendix, indicating how to correct the error. You are always welcome to contact STINA Helpdesk (+45 3363 6814) where we can probably help you.

Local setup

Indicate the path to the two files generated during the transmission of a report. The report is automatically saved in "indberetning.xml", immediately after it is transmitted to Danmarks Nationalbank. The result of the automatic controls is automatically saved in "result.xml". The two files are overwritten next time you report to Danmarks Nationalbank.

The default path suggested by Danmarks Nationalbank is C:\Nationalbanken\<reporting name>\indberetning.xml. If during the installation of the spreadsheet you created another folder structure, this must be entered here. The file names cannot be altered.

The above-mentioned path is suggested automatically when the menu item "Save as XML" is selected.

Proxy setup

If your enterprise uses a proxy server³ the spreadsheet will need some basic information for connecting to Danmarks Nationalbank. If you are not sure whether your enterprise uses a proxy server, please contact your IT unit.

The unit will also be able to enter the necessary values:

³ A proxy server is a computer network service which allows clients to make indirect network connections to other network services. A client connects to the proxy server, then requests a connection, file, or other resource available on a different server. The proxy provides the resource, possibly by connecting to the specified server, or by serving it from a cache. In some cases, the proxy may alter the client's request or the server's response for various purposes. A common proxy application is a caching Web proxy. This provides a nearby cache of Web pages and files available on remote Web servers, allowing local network clients to access them more quickly or reliably.

- ◆ URL: The network address of the proxy server can be an IP address or a server name.
- ◆ Port: The port is an interface for communicating with the proxy server – it is a number between 0 and 65535.
- ◆ User Name: The account name to logon to the proxy server.
- ◆ Password: The password for the account.

The User name and Password values can be left blank if no authentication is needed.

The spreadsheet is only able to use basic authentication. If your enterprise uses a proxy server with relies on integrated Microsoft Authentication (NTLM), the spreadsheet will not be able to transmit the report to Danmarks Nationalbank. In this case we recommend that the enterprise uses STINA Online instead of the spreadsheet..

5. Further information

The information on the spreadsheet features, reporting guidelines and control rules can be found at www.nationalbanken.dk under Rules > Statistics – Electronic reporting (STINA) > STINA ver. 2.0. Here you will also find country and currency codes.

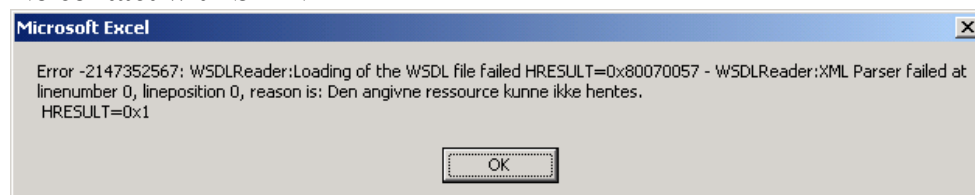
You are also welcome to contact the STINA Helpdesk at +45 3363 6814 or by e-mail to stina@nationalbanken.dk.

Appendix

Error messages indicating that extra programs have not been installed

The screen dumps display technical errors which may occur while using the spreadsheet.

No contact with STINA

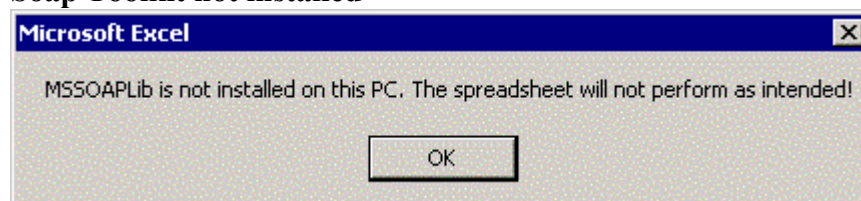


(the Danish sentence reads: The download of the specified resource has failed.)

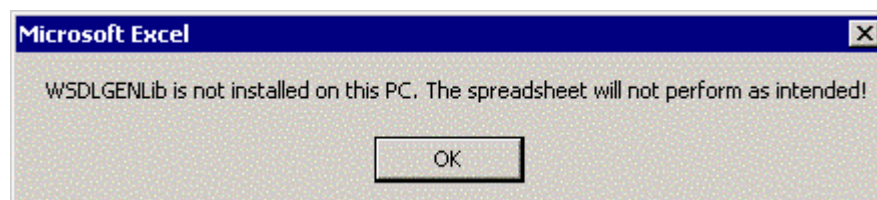
This error message is displayed if the operating system does not support 128-bit encryption, or if there is no Internet connection.

Contact your IT unit to find the error source.

Soap Toolkit not installed



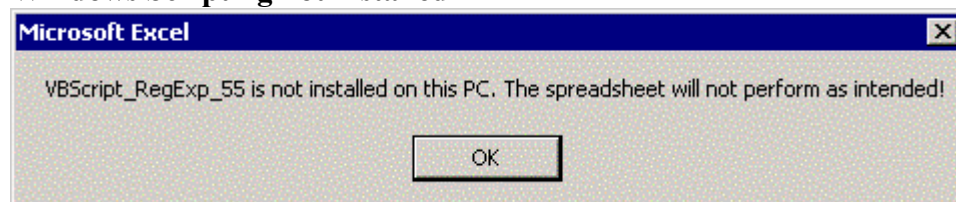
OR



If both these error messages are displayed, Soap Toolkit 2.0 has not been installed. If only the second one is displayed, Soap Toolkit 3.0 may have been installed instead of version 2.0.

In both cases, Soap Toolkit 2.0 must be installed as described under "Installation of extra programs for the spreadsheet solution".

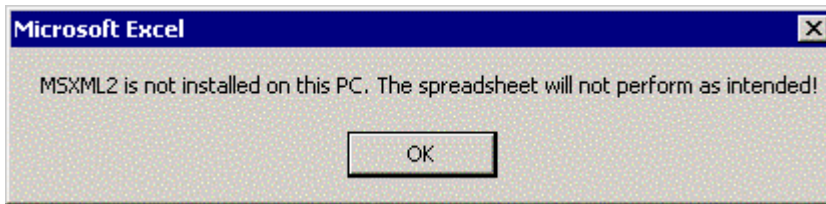
Windows Scripting not installed



This error message is displayed if Windows Scripting 5.6 has not been installed. An earlier version of Windows Scripting is not sufficient.

If the error message is displayed, install Windows Scripting as described under "Installation of extra programs for the spreadsheet solution".

MSXML 4.0 not installed



This error message is displayed if Microsoft XML Parser 4.0 has not been installed.

Install MSXML as described under "Installation of extra programs for the spreadsheet solution".