

STINA guidelines

STINA Online

Introduction

The guidelines are intended for staff within enterprises reporting to Danmarks Nationalbank via STINA Online (directly via the Internet). They describe the reporting process step by step.

In STINA Online it is possible to create a new report or edit an existing report. It does not matter whether it has been created in STINA Online or transmitted to STINA via one of the other two reporting solutions (Excel spreadsheet or automated reporting).

STINA Online can handle large data volumes, but very large reports (totaling more than 5,000 rows) may entail slightly longer response times.

Starting up as an electronic reporter

The enterprise needs a *digital signature* in the form of employee certificates of the OCES type from TDC in order to use STINA Online. The certificate states the enterprise's CVR number and a special RID number identifying the individual employee of the enterprise. The digital signature is described in the document "Obtaining a digital signature from TDC", which also refers to TDC's website (only in Danish).

Once the enterprise has obtained the necessary employee certificates, the next step is to be connected to STINA Online. The enterprise sends *Registration form STINA Online* for the relevant reporting type to Danmarks Nationalbank, stating the enterprise's CVR number, the RID numbers and the e-mail addresses of the employees who are to carry out the reporting. A registration form must be sent for each reporting type to which the enterprise reports.¹ Connection is described in detail in the document "Connection to STINA Online".

Access to STINA Online requires that an *Internet browser* has been installed on the PCs used for the reporting. STINA Online has been tested on Microsoft Internet Explorer version 6.0, Netscape version 7.1 and Mozilla Firefox 0.9.2.

¹ This means that the enterprise can give the employees access on an individual basis to the relevant report(s), without other employees having access.

Furthermore the use of *encrypted transmission* to/from the enterprise using HTTPS protocols must be possible. Some enterprises have for security reasons blocked the use of encrypted transmission, and if this is the case the enterprise's firewall (port 443) must be opened for HTTPS protocol to Danmarks Nationalbank's STINA server (<https://stina.nationalbanken.dk>).

1. Starting STINA Online

1. Enter the address stina.nationalbanken.dk in the browser.
2. Press the button Login in the box to the right.
3. If you have several certificates, select the certificate for the relevant reporting type.
4. Enter the certificate password, if required.

When the certificate has been validated, a split screen is presented. The upper part shows the reports submitted to Danmarks Nationalbank, and the lower part shows the enterprise's draft reports in STINA Online.

Submitted reports

For each submitted report "Period" (reporting period followed by the serial number – in brackets – of the report) and "Status" are displayed. Status can be "Approved" (no errors have been found by the automatic controls) or "There are errors" (errors have been found by the controls). If there are errors, they must be corrected, and the report must be resubmitted.

If a submitted report is in grey letters, it contains errors or has been opened in STINA Online. It can only be opened from the "Drafts" section.

Drafts

A draft is a report that has been created/edited in STINA Online, but not yet submitted to or approved by Danmarks Nationalbank.

For each draft report "Period" (reporting period) and "Status" are displayed. Status can be "Draft", "Processing by Danmarks Nationalbank" or "There are errors".

"Draft" means that the report has not been submitted to or approved by Danmarks Nationalbank. When the report is submitted, the status changes to "Processing by Danmarks Nationalbank". If the report is approved, it automatically moves to "Submitted reports". If the report is not approved, it remains under "Drafts", and the status changes to "There are errors". The errors must be corrected and the report resubmitted.

Please note that you must *always* click the "Refresh" button in the browser or in the STINA Online menu line to see the changes in status.

Under "Drafts" several users can enter data in one report. However, this requires careful coordination among the users to avoid that one user deletes what another user has entered. Technically, the drafts are placed in a draft

database at Danmarks Nationalbank. There is no control of the number of users of a draft, so several users can edit a report simultaneously if they have accessed separate forms. However, if two users have accessed the same form, only the data entered by one user are registered. It is therefore recommended to restrict data entry in a report to one user at a time. The report is not to be submitted to Danmarks Nationalbank until the last user has entered his or her data.

Serial numbers

Each report has a serial number. It increases by one every time a report is submitted to Danmarks Nationalbank. STINA Online automatically assigns the serial number². That is why the serial number field is locked. This also applies to the CVR number and reporting period fields.

2. Creating a new report

1. Select the reporting type in the drop-down box to the top left in the STINA Online menu line.
2. Click the "Create" button in the menu line.
3. Find the created report under "Drafts", and open it by clicking the link in the title of the report on the left-hand side of the line.
4. If there is an *approved* report for the previous month, the data from the end of the previous month are automatically copied to the beginning of the new month together with other information that is deemed by Danmarks Nationalbank to be unchanged from one month to another. As mentioned, this facility only works if the report for the previous month has been approved!
5. Any changes in transferred data must be corrected.

3. Filling in a report

1. The reporting forms are accessed via tabs which can be seen just under the STINA Online menu line. Enter the relevant data in the forms.
2. The fields for serial number, CVR number and reporting period are locked, as they are automatically managed by STINA Online.
3. You *cannot* use the arrow keys to move from field to field. Use the tabulator key or the mouse instead.
4. If a field turns red when you click the "Save" button or try to move to another form, the data are not consistent with the format requirements of Danmarks Nationalbank (e.g. date format).
5. Fields with red commentary notes have help texts, which can be viewed when the mouse hovers over the field.

² The serial numbers in STINA Online are numbers with two decimals. The first serial number in a reporting period is 1.01, followed by 1.02, 1.03, etc. An edited report originally submitted via an Excel spreadsheet or automated reporting gets an updated serial number in the STINA Online system. Thus, serial number 5 becomes 5.01, 5.02, etc.

6. You can exit the report by returning to the overview (click the "Overview" button in the STINA Online menu line). The data are automatically saved when you exit the report. It remains under "Drafts".
7. If you do not click the "Save" or "Overview" button in STINA Online menu line before closing the browser or selecting another website, you will lose the data entered in the active form since you last clicked "Save" or "Overview".
8. Submit the report to Danmarks Nationalbank by checking the small box to the left in "Drafts" and clicking the "Submit" button in the menu line.
9. The controls normally take 10-30 seconds, unless the report is very large (more than 5,000 rows) or there are a large number of users in the system. *You must click the "Refresh" button in the browser or STINA Online menu line to see the results of the automatic controls that are carried out when a report is submitted.*
10. If the report contains no errors, it automatically moves from "Drafts" to "Submitted reports".
11. If the report contains errors, it remains under "Drafts" with the status "There are errors". It can also be viewed under "Submitted reports" in grey letters, but can only be opened under "Drafts". The errors must be corrected and the report resubmitted.

4. Editing an existing report

1. Find the report containing errors under "Drafts", and open it by clicking the link in the title of the report on the left-hand side of the line.
2. Click the "Show errors" button to see the list of errors. Go directly to an error by clicking the error line in the list. Fields containing errors are marked red in the forms. If information is missing (e.g. contact details), you only jump to the form in question. The error must be identified via the system error message.
3. When the report has been corrected, press the "Overview" button in the STINA Online menu line. The report is automatically saved. If you do not click the "Save" or "Overview" button before closing the browser or selecting another website, you will lose the data entered in the active form since you last clicked "Save" or "Overview".
4. The report is still under "Drafts". Reopen it to proceed with reporting.
5. Submit the report to Danmarks Nationalbank by checking the small box to the left in "Drafts" and clicking the "Submit" button in the menu line.
6. The controls normally take 10-30 seconds, unless the report is very large (more than 5,000 rows) or there are a large number of users in the system. *You must click the "Refresh" button in the browser or STINA Online menu line to see the results of the automatic controls that are carried out when a report is submitted.*

7. If the report contains no errors, it automatically moves from "Drafts" to "Submitted reports".
8. If the report still contains errors, it remains under "Drafts" with the status "There are errors". It can also be viewed under "Submitted reports" in grey letters, but can only be opened under "Drafts". The errors must be corrected and the report resubmitted.

5. Facilities in STINA Online

STINA Online offers a range of facilities:

Add more rows to a form

Open the form in which you need to add more rows. In the drop-down box in the STINA Online menu line, select the row to be inserted. Click the "Insert" button. If you are in doubt about the type of row to insert, you can get help in the reporting guidelines. You can find them on www.nationalbanken.dk under Rules > Statistics – Electronic reporting (STINA) > STINA ver. 2.0. You can insert up to 9 rows at a time by changing the small number "1" between the drop-down box and the "Insert" button.

Delete rows

Open the form in which you want to delete rows. Click the button "Delete" in the STINA Online menu line to open a window with a small box to the left of the existing rows. Check the rows to be deleted. Click the "Delete rows" button.

Save entered data

Data entered are automatically saved when you move from one tab to another or press the "Overview" button in the STINA Online menu line. This means that you only lose unsaved data under the active tab in case of computer or power failure. Click the "Save" button frequently to save entries under the active tab.

Reporting errors

Open the report containing errors under "Drafts" and click the "Show errors" button in the STINA Online menu line to see the list of errors. Go directly to an error by clicking the error line in the list. Fields containing errors are marked red in the forms. If information is missing (e.g. contact details), you only jump to the form in question. The error must be identified via the system error message.

Even though the indicated errors are corrected and there are no more indications, the report may still contain errors. The error control is only carried out when the report is submitted to Danmarks Nationalbank, and the automatic controls take place in three separate steps:

1. The report is first checked for form errors (e.g. date format),

2. followed by a check for errors in the "Masterdata" sheet, and
3. for objective errors (e.g. whether the position at the beginning of the month + transactions = the position the end of the month) and for compliance with the reporting guidelines.

There may be no errors in step 1 for the system to proceed with checking for errors in step 2, etc. You may therefore have to correct errors in several stages.

Search facilities

You can search on all tabs containing data, but it is only possible to search one tab at a time, i.e. the active tab. You can search for a specific figure in a specific column. Select the column to be searched in the drop-down box in the STINA Online menu line. In the field to the left of the drop-down box, enter the value to be searched for. Click the "Add" button to see the search expression. Repeat the procedure to combine several search expressions.

Build expression

(At present the text lines in the drop-down box are not in English. They correspond to the headings of the columns in the sheet. In the above example: ISO country code for foreign debtor).

Beholdning primo måneden	=	<input type="text" value="234"/>	<input type="button" value="Delete"/>	<input type="button" value="Update"/>	<input type="button" value="AND"/>
Fritekst	=	<input type="text" value="AT"/>	<input type="button" value="Delete"/>	<input type="button" value="Update"/>	<input type="button" value="AND"/>
ISIN-kode	=	<input type="text" value="SE%"/>	<input type="button" value="Delete"/>	<input type="button" value="Update"/>	

(Cf. above: Position at the beginning of the month. Free text. ISIN code).

Click the "Search" button to see the filtered search result in the form.

Build expression

(Cf. above: ISO country code for foreign debtor).

Click the "Back" button in the menu line to return to the reporting form.

The only search criterion in this method is whether a column equals a value, not whether the column is greater or smaller than a given value. If such a search is needed, you can make a *wildcard search*. In a wildcard search you search for all values starting with the requested string by adding "%" at the end of the string. A search for e.g. "SE%" finds all rows where the column contains text starting with SE.

Build expression

(Cf. above: ISIN code).

6. Further information

Detailed information on the STINA system, reporting guidelines and control rules can be found at www.nationalbanken.dk. Select English language by clicking the "English" button. Select Rules > Statistics – Electronic reporting (STINA). Country and currency codes can also be found there.

If you have any questions or need further guidance, please contact STINA Helpdesk, tel.: +45 3363 6814 or e-mail to stina@nationalbanken.dk.