

## **STINA guidelines**

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### **Manual Upload**

#### **What is Manual Upload?**

Manuel Upload is used to manually upload a report to Danmarks Nationalbank via its website. This feature is part of the STINA system and is an alternative to automatic transmission via the Excel spreadsheet supplied or via STINA Online.

#### **Who can use Manual Upload?**

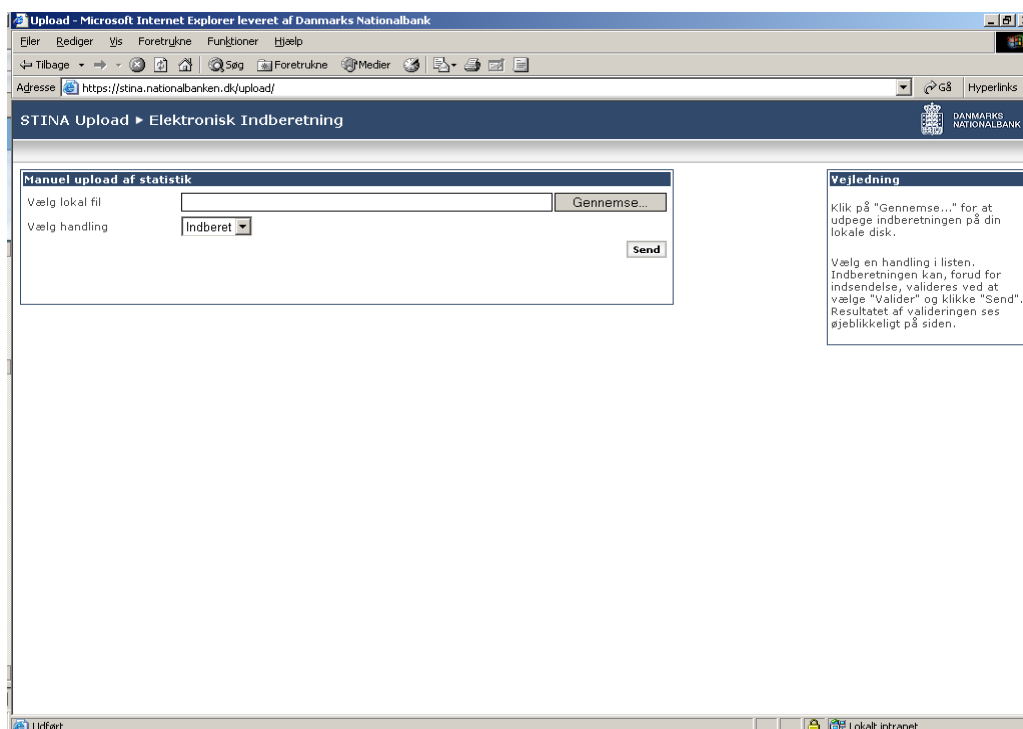
If you report on a monthly basis, we recommend that you transmit the report directly from the spreadsheet or via STINA Online. Reporting and error correction are not as fast and effective in Manual Upload.

You should choose Manual Upload if

- ◆ you cannot report directly via the spreadsheet, e.g. because your enterprise has a proxy server.
- ◆ you cannot install the required extra programs.

#### **What is the procedure?**

1. Enter the data in the Excel spreadsheet supplied for the relevant reporting type. The guidelines for the spreadsheet solution and the reporting guidelines for the relevant reporting type are on the CD-ROM you have received and are also available at Danmarks Nationalbank's website.
2. Save the report as an XML file: on the menu line, select "Danmarks Nationalbank", "Save as XML". The program suggests that you save the XML file in the folder specified in "Danmarks Nationalbank", "Setup". You may select another folder if you prefer. *The suggested file name should not be changed.* Press "Save". The file name comprises the name of the report, the CVR no. (enterprise registration no.) of the enterprise, the reference period and the serial number of the report (e.g. BOP\_12345678\_200506\_1.xml).
3. Open your Internet browser and enter the following in the address field:  
stina.nationalbanken.dk/upload  
This is the only way to access Manuel Upload.
4. The following very simple web page is displayed (at present only in Danish):



5. Press the "Gennemse" (View) button, find the XML reporting file you just saved, cf. step 2, and open by double-clicking it.
6. Under "Vælg handling" (Select action), check that "Indberet" (Report)<sup>1</sup> has been selected.
7. Press the "Send" button. The report is transmitted to Danmarks Nationalbank and checked for formatting errors. At the same time a quick check for data consistency errors (objective errors) is performed. The control layers are defined in more detail on the last page.
8. The result of the process is displayed in the "Status" field. A green text: "There were 0 errors in the document" means that the report has been received and approved. A red text: "There were X errors in the document" means that errors were found in the report. See the two examples on the next page. If errors were found, you must go back to the spreadsheet, correct the error(s) and resubmit the report, see step 9.

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<sup>1</sup> You can also select "Valider" (Validate) to test your report without saving it at Danmarks Nationalbank. You can e.g. use this function the first time you are reporting, or to test the XML files you have generated from your own IT systems.

STINA Upload ▶ Elektronisk Indberetning

**Manuel upload af statistik**

Vælg lokal fil:

Vælg handling:

<b>Statistic</b>	BOP-2
<b>Serial No.</b>	3
<b>Reference Periode.</b>	200507
<b>Comp. Id No.</b>	66607615
<b>Name</b>	AGCO Danmark A/S
<b>Adresse</b>	Hammerholmen 17-19, 2650-Hvidovre
<b>Contacts</b>	Bodil Abrahamsson bodilabrahamsson@uk.agcocorp.com +44 2476852064
<b>Status</b>	<b>There were 0 errors in the document.</b> Right click <a href="#">here</a> and choose "Save Destination As..." to get local copy.

**Vejledning**

Klik på "Gennemse..." for at udpege indberetningen på din lokale disk.

Vælg en handling i listen. Indberetningen kan, forud for indsendelse, valideres ved at vælge "Valider" og klikke "Send". Resultatet af valideringen ses øjeblikkeligt på siden.

STINA Upload ▶ Elektronisk Indberetning

**Manuel upload af statistik**

Vælg lokal fil:

Vælg handling:

<b>Statistic</b>	BOP-2
<b>Serial No.</b>	2
<b>Reference Periode.</b>	200507
<b>Comp. Id No.</b>	66607615
<b>Name</b>	AGCO Danmark A/S
<b>Adresse</b>	Hammerholmen 17-19, 2650-Hvidovre
<b>Contacts</b>	Bodil Abrahamsson bodilabrahamsson@uk.agcocorp.com +44 2476852064
<b>Status</b>	<b>Der var 1 fejl i dokumentet.</b> Right click <a href="#">here</a> and choose "Save Destination As..." to get local copy.
<a href="#">Hide errors</a>	<p>1 The 'netto' attribute has an invalid value according to its data type.</p> <p>ark: ALL_OVLA gruppe: OPA felt: netto værdi: 3,9675</p>

**Vejledning**

Klik på "Gennemse..." for at udpege indberetningen på din lokale disk.

Vælg en handling i listen. Indberetningen kan, forud for indsendelse, valideres ved at vælge "Valider" og klikke "Send". Resultatet af valideringen ses øjeblikkeligt på siden.

9. Any errors found in the report are described in the status field. The sheet and group where the error was found are stated.
- If you cannot identify the error on the basis of the description, move the error texts to the spreadsheet. The fields with errors will then turn red.
- 9.1. Right-click "here" in the line under the red status text, and select "Save destination as".
- 9.2. We recommend that you select the folder where you placed the XML reporting file, cf. step 2.

- 9.3. You *must* check if the suggested file name is "result.xml". Note: If only the name "result" is displayed, you have not activated the Office function for displaying the file extension. Just add ".xml" after "result". Save the file.
  - 9.4. Return to your Excel spreadsheet with the data entries.
  - 9.5. On the menu line, select "Danmarks Nationalbank", "Read", "Read result file". The program automatically opens the folder specified under "Danmarks Nationalbank", "Setup", cf. step 2. Find the result file and open it by double-clicking it. Fields with errors now turn red. Let the cursor rest over a field to see the error description.
  - 9.6. Correct the errors. Go back to step 2, and repeat the procedure until all errors have been eliminated.
- If you do not need to download the errors to the spreadsheet to identify them, you need only perform steps 9.4 and 9.6.

### **Error messages in Manual Upload**

Error messages are structured as follows:

- ◆ Part 1 describes the error.
- ◆ Part 2 indicates the sheet and group where the error is found, as well as the value and content of the field.
- ◆ Part 3, beginning with "<data", includes the entire spreadsheet line containing the field with an error.

The report is checked for errors in several layers (see below), and STINA does not proceed to the next layer until all errors in the preceding layer have been identified. In some cases new errors may therefore be identified after you have corrected all the errors indicated!

1. *Formatting*: It is checked that the report complies with all formatting requirements in the reporting guidelines (that the file is "well-formed XML" and consistent with its XML schema).
2. *Validity*: It is checked that the reporting period is correct and the enterprise is known.
3. *Objective checks*: A number of logical/objective checks on the reported data are performed.