

USER MANUAL

FIONA ONLINE 3 (FO3) REPORTING SYSTEM



Statistics

Version 3.3

Contact:

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Contents

1. Need help?	3
2. Operation and Info.....	3
3. What is FIONA Online 3 (FO3)?.....	3
4. How to access FIONA Online	4
4.1 System requirements	4
4.2 New FIONA user: Create a user account	4
4.3 Existing FIONA users: Access to other group-related companies' reporters.....	5
4.3.1 Specifically for reporters to investment fund statistics.....	6
5. Structure of FO3.....	6
5.1 Tables and the right-hand menu.....	8
5.2 Filtering and sorting	8
5.3 Front page	8
5.4 Reporter page	9
5.4.1 Draft list.....	9
5.4.2 Report list	10
5.5 Report/draft.....	11
5.6 Reviewer tools.....	12
6. Compare report/draft	14
7. Submitting reports.....	16
7.1 Submit a full and correct XML report directly	16
7.2 Create a new draft	17
7.3 Create an ultimo-to-primo draft (non-financial corporations only).....	18
7.4 Submission status	19
8. Edit a submitted report (replacement report).....	19
9. Fill in a draft – three methods	20
9.1 Enter data in the individual fields	20
9.2 Copy data from an Excel document	21
9.2.1 Copy data to new rows.....	21
9.2.2 Copy data to existing rows.....	23
9.3 Import data from an XML file.....	23

10. Types of errors in a submitted report.....	24
10.1 Format errors	24
10.2 Objective and analytical errors	24
11. Communication with a caseworker	25
11.1 General communication.....	25
11.2 Error-specific communication	26
11.3 New messages from the caseworker	27
12. Using the machine-to-machine solution	28
13. Using secure file transfer (SFTP).....	29

1. Need help?

In case you need help, contact the FIONA Service Desk for assistance (e.g. for help regarding log-in, FIONA Online as a system, content of the report etc.):

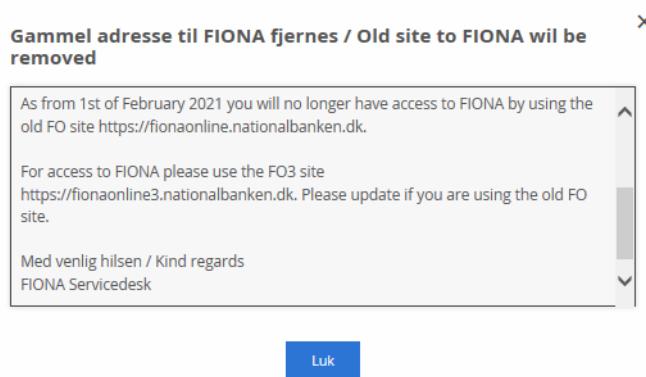
- Email: fiona@nationalbanken.dk
- Telephone: +45 33 63 68 14.

2. Operation and Info

FIONA Online is regularly being maintained and expanded. This means that you may experience periods of operational interruptions. Such interruptions will generally be announced in advance via the "Operation and Info" button in the light grey bar at the top of the page. A red warning triangle indicates that operational information is available:



Press the warning triangle to display a box with the information available:



You can subscribe to notifications about site updates via RSS on Danmarks Nationalbank's website. Please use the link at the bottom of the front page.

If you encounter system errors or inadequacies, please contact the FIONA Service Desk, see section 1.

3. What is FIONA Online 3 (FO3)?

FO3 is the common reporting system of the Danish Financial Supervisory Authority and Danmarks Nationalbank. The system allows users to:

- submit a final report in XML
- create and fill in a report
- correct an already submitted report
- view submitted reports
- view errors in a report
- communicate with a caseworker about a report

Use these links to the [FO3 platform](#) and the [Infopage for reporters](#).

4. How to access FIONA Online

4.1 System requirements

We recommend to use Google Chrome for FIONA Online. If you use another browser, some functionalities may not work as intended.

NOTE: The Google Chrome browser initially loads up to 100 rows from a report. If more than 100 rows have been filled in a given report, they will be hidden as shown below, where the rows exceeding row 100 are not visible:

Trade credits	BG	EUR	← Row number 100

To view the next 100 rows, select a cell in row 100. This updates the page to display rows 101-200:

Trade credits	BG	EUR
Trade credits	BR	EUR
Trade credits	BR	USD
Trade credits	CA	USD
Trade credits	CN	CNY
Trade credits	CN	DKK

4.2 New FIONA user: Create a user account

Read this section if you are a new user of FIONA. If you have already created a user account and want to access a reporting firm in FO3, skip to section 4.3.

Request to have a user account created by sending an email to the FIONA Service Desk (fiona@nationalbanken.dk) with the following information:

- Your contact details: name, email address and telephone number.
- Name of the reporter (e.g. name of the firm).
- Reporter's ID number (e.g. CVR no., FT no.)¹.
- The types of report you want to access (e.g. ERHVM, ERHVF, ERHVAA, KFIU, IFS2 or MFIF).

¹ Contact the FIONA the Service Desk (fiona@nationalbanken.dk) to get the ID number you need.

- Which email addresses that should receive notification emails, including information whether a submitted report can be approved or contains errors, or information that a caseworker has sent a message to the user through the FIONA Online platform.

The request must indicate that the user has been approved by a controller or another manager at a similar level in the firm.

The access system to FIONA Online is Microsoft Azure AD. When a user has been created for you, you will receive an information e-mail from noreply@nationalbanken.dk, followed by an invitation to FIONA Online from invites@microsoft.com.

When you accept the invitation to FIONA Online you will be asked to create your method of access. You will be able to choose between Microsoft Authenticator app or sms-code.

For reporting to the Danish Financial Supervisory Authority, you must instead fill in a registration form and submit it to the Danish Financial Supervisory Authority. Find more information through this link: [report to the Danish Financial Supervisory Authority](#).

4.3 Existing FIONA users: Access to other group-related companies' reporters

Read this section if you have already created a user account for FIONA Online and want to access an additional reporting firm.

You get access to other group-related companies' reporters by sending an email to the FIONA Service Desk (fiona@nationalbanken.dk) with the following information:

- Your contact details: name and email address
- Name of the reporter (e.g. name of the firm)
- Reporter's ID number (e.g. CVR no., FT no.)²
- The types of report you want to access (e.g. ERHVM, ERHVF, ERHVAA, KFIU, IFS2 or MFIF).
- Which email addresses that should receive notification emails, including information whether a submitted report can be approved or contains errors, or information that a caseworker has sent a message to the user through the FIONA Online platform.

² Contact the FIONA the Service Desk (fiona@nationalbanken.dk) to get the ID number you need.

The request must indicate that the user has been approved by a controller or another manager at a similar level in the firm. You will then be assigned the necessary rights, and you will see the reporter on the front page of FO3 when logging in.

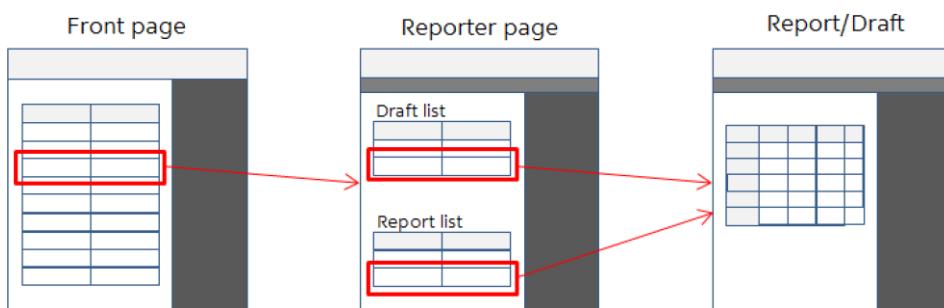
For reporting to the Danish Financial Supervisory Authority, you must instead fill in a registration form and submit it to the Danish Financial Supervisory Authority.

4.3.1 Specifically for reporters to investment fund statistics

Reporters to the investment fund statistics only need access to the managing company in FO3. This will automatically give the reporters access to all the funds managed by that company.

5. Structure of FO3

FO3 comprises three basic levels (the red arrows indicate the relationship between the levels):



When you log into FO3, the front page is displayed, showing a list of the reporters you have access to. When selecting one of the reporters, you will be directed to the specific reporter page. From the reporter page, you can open either a draft or a report already submitted. In a draft, you can change the content of the forms, while a report displays the data previously submitted.

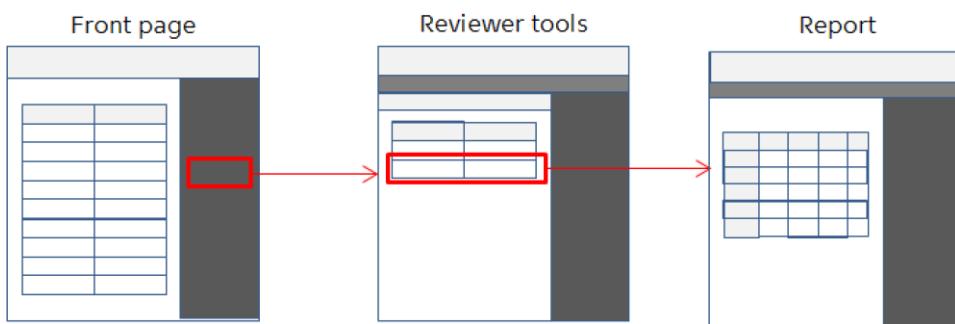
At the top of the window (the breadcrumb), you can always see your location at the three levels:³



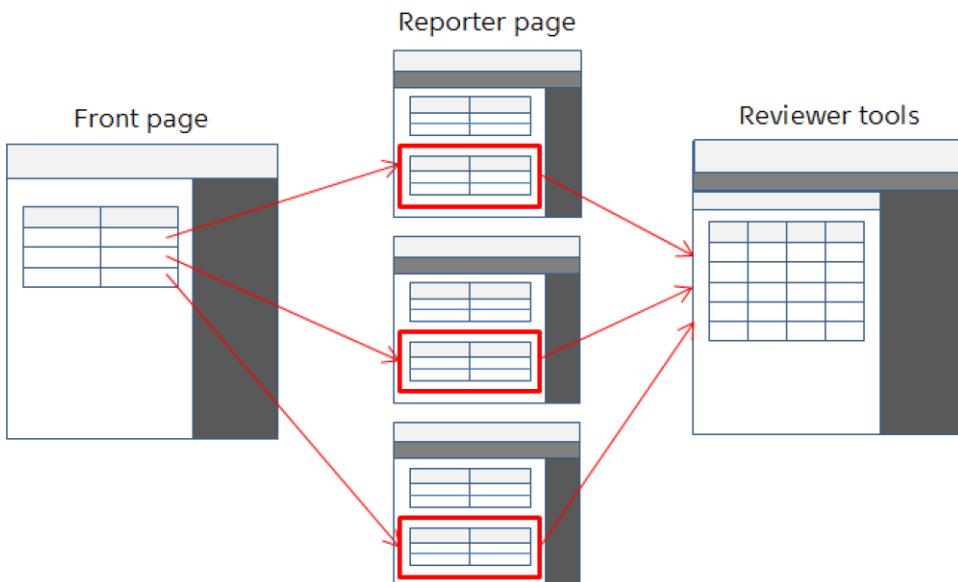
³ In the example, you have selected a specific report/draft. For instance, if you are on the front page, only "FIONA ONLINE" is displayed.

Switch between levels by clicking the individual parts. For example, clicking "FIONA ONLINE" always brings you back to the front page. Click the arrows (>) to navigate within the specific level. For example, by clicking the arrow after report/draft, you can switch to another report/draft for the same reporter and the same compilation.

In addition to the three basic levels, reviewer tools are available as an alternative to the reporter page. You can access the reviewer tools via the right-hand menu on the front page:



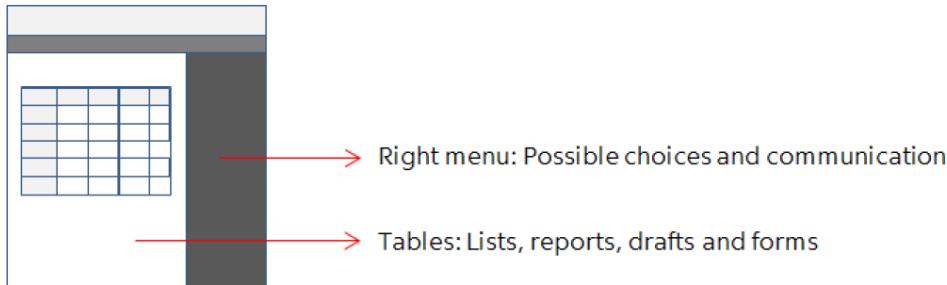
The reviewer tools are a combination of the front page (all reporters you have access to) and the related reporter pages (all submitted reports):



This means you can use the reviewer tools to form a general view of all reports submitted across the reporters you have access to. This makes the tool particularly useful if you are reporting on behalf of several reporters. If you want to display a specific view by filtering and sorting the report list on the reporter page, the reviewer tool is also particularly useful because your settings are saved. This is not possible on the reporter page.

5.1 Tables and the right-hand menu

Visually, the three levels and the reviewer tools are structured according to the same principle. In the white part to the left, you find tables (i.e. lists, reports, drafts and forms), while your possible choices and your communication with the caseworker are shown in the dark grey part to the right (the right-hand menu):



The possible choices and communication shown in the right-hand menu will change depending on your selection in the white part.

5.2 Filtering and sorting

In all tables, you can filter on one or more columns to view only a subset of the table's content. To do so, click the funnel  in the top right-hand corner of the columns you want to filter. If you have filtered a column, the funnel is displayed in black.

Some tables, you can also sort by one column, i.e. sort the table rows in ascending or descending order by column content. To do so, click the arrow  in the top left-hand corner of the column concerned. If you have sorted a column, the arrow is displayed in black.

5.3 Front page

The front page displays the reporters you have access to, in alphabetical order:

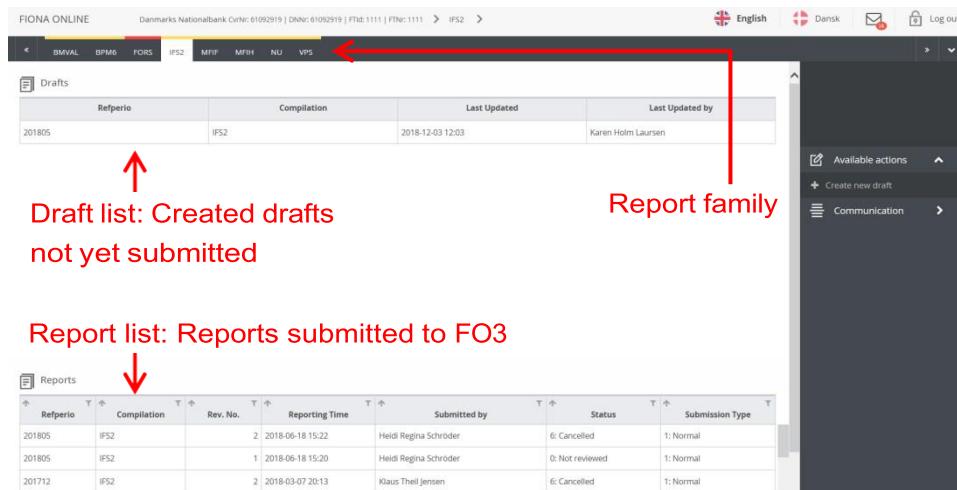
Reporter	Reporter Keys
Admelskab1	CvrNr: 90001111
Admelskab2	CvrNr: 90001112
Admelskab3	CvrNr: 90001113

When you double-click a reporter, its reporter page is displayed. Alternatively, single-click the reporter to mark it with a blue frame and then select "Open reporter" in the right-hand menu.

You can also submit a full and correctly filled in XML file⁴. To do so, select "Submit report file" in the right-hand menu, see section 7.1.

5.4 Reporter page

The reporter page shows all drafts in progress and all submitted reports for a specific reporter.



The screenshot shows the FIONA ONLINE reporter page. At the top, there is a navigation bar with tabs: BMVA, BPM6, FORS, IFS2, MFIF, MFIFH, NU, and VPS. The IFS2 tab is highlighted in white, while the others are in grey. A red arrow points to this tab. Below the navigation bar, there are two main sections: 'Drafts' and 'Reports'.

Drafts Section: This section is labeled 'Draft list: Created drafts not yet submitted'. It contains a table with columns: RefPeriod, Compilation, Last Updated, and Last Updated by. One row is shown: 201805, IFS2, 2018-12-03 12:03, Karen Holm Laursen.

Reports Section: This section is labeled 'Report list: Reports submitted to FO3'. It contains a table with columns: RefPeriod, Compilation, Rev. No., Reporting Time, Submitted by, Status, and Submission Type. Three rows are shown:

RefPeriod	Compilation	Rev. No.	Reporting Time	Submitted by	Status	Submission Type
201805	IFS2	2	2018-06-18 15:22	Heidi Regina Schröder	6: Cancelled	1: Normal
201805	IFS2	1	2018-06-18 15:20	Heidi Regina Schröder	0: Not reviewed	1: Normal
201712	IFS2	2	2018-03-07 20:13	Klaus Thell Jensen	6: Cancelled	1: Normal

On the right side of the page, there is a sidebar with a dark grey background. It is titled 'Available actions' and contains two items: 'Create new draft' and 'Communication'.

A dark grey bar is displayed at the top of the page. Here you can see the report families for which the reporter is to submit reports. The tab for the report family that is currently shown in the white part is highlighted in white. A report family may include several types of reports. Examples of report families are BPM6, IFS2, IFD2, MFIF, MFIH and NU.

The white part is divided into two: a draft list at the top and a report list at the bottom.

5.4.1 Draft list

The drafts displayed in the list have been created by a user – either as a new report or as a replacement report – and have not yet been submitted to FO3. Only one draft can exist at a time for each reference period.

When you single-click a draft in the draft list, it is selected. The right-hand menu now shows the "Draft" menu including these elements:

- **Send draft:** The draft is submitted. If there are no format errors, the draft disappears from the draft list and is displayed in the report list a little later.⁵ In case of format errors, the draft remains in the draft list, and a window appears stating the fields that do not meet the format requirements.
- **Compare:** The draft is compared with a report, see section 6.

⁴ A correct XML file means a file without format errors. The report may still contain both objective and analytical errors, see section 10.2.

⁵ During the automatic controls for errors, the report is not visible in any of the lists. The automatic controls usually takes less than 3 minutes, but it may take longer if the report is large or the system is under pressure.

- *Download as XML*: The draft is downloaded as an XML file.
- *Download as Excel*: The draft is downloaded as an Excel file.
- *Create new draft*: This function does not concern the selected draft, see section 7.2.
- *Open draft*: The draft opens and can be edited. You can also open a draft by double-clicking it in the draft list.
- *Delete draft*: The draft is deleted.
- *Communication*: See section 11.

5.4.2 Report list

The report list shows all the reports submitted to FO3 within the report family concerned.

The "Status" column can have these values:

- *Not reviewed*: The caseworker has not reviewed the report yet, but you do not have to do anything, unless contacted.
- *Approved*: The review of the report has been completed and approved by the caseworker.
- *Previously approved*: Only one report can be approved for each reference period. The report has previously been approved, but another report for the same reference period has later been given the status "Approved".
- *Approved - automatically*: The report has been approved, but the caseworker may have questions. This status applies only to some report families (such as BPM6).
- *Previously approved - automatically*: see "Previously approved" above.
- *Cancelled*: The report has been "deleted" and will not be included in any further production of statistics.
- *Contains errors*: The report has this status if the system has identified objective errors in the automatic controls, or if the caseworker has sent an email about analytical errors⁶. If the caseworker closes the errors, the status is changed to Approved or Not reviewed. As long as the report status is "Contains errors", you need to correct or comment on errors in the report to the caseworker.

When you single-click a report in the report list, it is selected. The right-hand menu now shows the "Report" menu including these elements:

- *Compare*: The report is compared with a draft/report, see section 6.
- *Create replacement draft*: Select this function if you want to edit the selected report. The report opens as a new, editable draft (displayed in the draft list), see section 8.

⁶ Depending on the size of the report and the pressure on the system, it may take a while from the report is displayed in the report list until its status changes to "Contains errors".

- *Create ultimo-to-primo draft*: Applies only to the BPM6 report family. The closing balances from the previous report (selected) is transferred to the openings balances in a new draft, see section 7.3.
- *Download as XML*: The report is downloaded as an XML file.
- *Download as Excel*: The report is downloaded as an Excel file.
- *Open report*: The report opens (but it is *not* editable). You can also open a report by double-clicking it in the report list.
- *Create new draft*: This function does not concern the selected report, see section 7.2.
- *Communication*: See section 11.

5.5 Report/draft

When you have opened a report/draft, the forms are displayed in the top dark grey bar. The form currently open is highlighted as white.

The currently open form is highlighted as white

Form LA: Receivables - trade credits, intergroup lending and other lending

TODO!

Trade credits
Closing balance
Her skal du oplyse beholdningerne ultimo perioden af din virksomheds finansielle tilgodehavende.

Name of row and column for the selected field

Click the small arrows before (<<) and after (>>) the forms to go to the first and last form, respectively. If you click the arrow on the far right (v), all the forms will be displayed in a dropdown menu where you can select a form.

If you select a cell in the table, the title of the relevant column and row type will be displayed at the top of the right-hand menu.

If you have opened a draft, you can change the content of the forms. These possible actions are available in the right-hand menu:

- *Send draft*: The draft will be submitted unless it contains format errors, see section 5.4.1.
- *Compare*: The draft is compared with a report, see section 6.
- *Insert empty row*: Here you can select the number of empty rows you want to insert into the form.
- *Insert rows from clipboard into new rows*: The content of the clipboard is inserted without deleting other content in the form, see section 9.2.1.
- *Delete selected rows*: The selected rows are deleted.
- *Delete all rows in row type*: A form may contain several row types. Here, all rows of the selected row type are deleted.
- *Delete all rows in table*: Everything in the form is deleted.

- **Import data from XML:** XML file data is added to the report, see section 9.3.
- **Download as XML:** The draft is downloaded as an XML file.
- **Download as Excel:** The draft is downloaded as an Excel file.

5.6 Reviewer tools

With the reviewer tools, you can create your own tables/overviews of submitted reports across all your reporters, reference periods and revision numbers for a given report family.

When you first use the reviewer tools, the page is empty because you have not created any tables yet. Create a table by clicking "+" in the top left-hand corner (there are no limits to the number of lists you can create):

A new list is created

The white field will be empty until you select a report family, while "Compilation", "From period" and "To period" are optional and simply allow you to filter the content of the table:

Double-click to rename the list

Mandatory Optional (allows filtering)

In the list you create, you can view/filter/sort on the columns below:

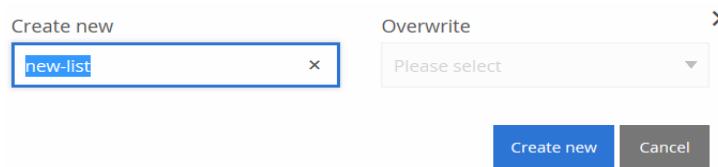
Reporter ID	Compilation	Reporter	Refperio	Rev. No.	Status	Obj. Errors	Submitted by	Reporting Time	Submission type
CvrNr: 61092919	IFS2	Danmarks Nationalbank	201805	2	6: Cancelled	0	Heidi Regina Schröder	2018-06-18 15:22	1: Normal
CvrNr: 61092919	IFS2	Danmarks Nationalbank	201805	1	0: Not reviewed	0	Heidi Regina Schröder	2018-06-18 15:20	1: Normal
CvrNr: 61092919	IFS2	Danmarks Nationalbank	201712	2	6: Cancelled	5	Klaus Theil Jensen	2018-03-07 20:13	1: Normal
CvrNr: 61092919	IFS2	Danmarks Nationalbank	201712	1	6: Cancelled	5	Karen Holm Laursen	2018-02-26 15:41	1: Normal
CvrNr: 61092919	IFS2	Danmarks Nationalbank	201711	3	7: Contains errors	2	Karen Holm Laursen	2018-09-11 13:51	1: Normal
CvrNr: 61092919	IFS2	Danmarks Nationalbank	201711	2	6: Cancelled	0	Klaus Theil Jensen	2018-02-14 08:35	1: Normal
CvrNr: 61092919	IFS2	Danmarks Nationalbank	201711	1	7: Contains errors	2	Klaus Theil Jensen	2018-02-14 08:28	1: Normal

Note these columns:

- Rev. No.:** For this column, you can filter to display only the highest revision number per reference period (the revision number increases by +1 with each draft submitted for a given reference period).
- Status:** The column shows the status of the report, see section 5.4.2.
- Obj. errors:** The column shows the number of objective errors in the report. In addition, there may also be analytical errors, but the number of these errors is displayed only in the "Report errors" tab in the report.
- Submission type:** The column shows whether the report is a normal report (1: Normal) or a test report (0: Test).

When you double-click a report in the table, a new tab opens in the browser with the report.

Even if you log off FO3, all the lists you have created are saved. You can also save a configuration, which makes it easy to restore it over and over again. Make a configuration by creating a table as described above with the filtering and sorting settings you want. Then click "Save configuration" in the right-hand menu to display this dialogue box:



Fill in the "Create new" field with the name you want for the list if you want to create a new configuration. If you want to change an existing configuration, select its name in the dropdown menu under "Overwrite".

When you click the blue "Create new" button, the configuration will be displayed in the right-hand menu, allowing you to restore the table at any time by clicking the configuration.

The screenshot shows the FIONA ONLINE interface with a table of reports. The top navigation bar includes 'FIONA ONLINE', 'Reviewer tools', 'English', 'Dansk', and 'Log out'. The table has columns for Reporter ID, Compilation, Reporter, Ref Period, Rev. No., Status, Obj. Errors, Submitted by, Reporting Time, and Submission. A red box highlights the 'new-list' button in the top right corner of the table header. A red arrow points from this box to the 'Configurations' option in the right-hand sidebar, which also includes 'Available actions', 'Save configuration', 'Edit configurations', and 'newlist'.

6. Compare report/draft

You can compare a report/draft with a previous report from the same reference period. On the reporter page, select or open the report/draft you want to use as a reference. Then select "Compare" in the right-hand menu. The following dialogue box is displayed:

The screenshot shows the 'Compare' dialogue box. It has two dropdowns: 'Comparing:' and 'and'. The 'Comparing:' dropdown is set to 'From version' and the 'and' dropdown is set to 'Draft (4/24/2018 2:09 PM)'. Below the dropdowns is the message 'Please, select reports to compare'.

The report/draft you selected or opened is shown in the blue box on the right. Now select the report you want to compare with in the "From version" box. You can only compare with a report with a lower revision number (a draft is always considered to have the highest revision number). Accordingly, the reference is always the report with the highest revision number. When you have selected a "From version", you will see only the forms containing differences in the dark grey bar at the top and only the rows with differences in the table below:

The screenshot shows the 'Forms with differences' section. A dark grey bar at the top is labeled 'AK2b'. Below it is a table with two rows. The first row has a dark grey background and is labeled 'Comparing: Rev. Nr.: 6 (2/11/2021 10:27 AM)(status: 7) and Rev. Nr.: 7 (2/11/2021 10:29 AM)(status: 0)'. The second row has a light grey background and is labeled 'Form AK2b: Shares and other equity investments without ISIN code - holdings'.

TODO!

	Identification of the share/equity	Information about the share/equity			Opening balance	Changes during			
		Internal code	Valuation principle	Voting rights >= 20 pct.		Transactions			
						Purchases /Sales	Capital increases	Capital reductions	
Shares and other equity investments without ISIN c...	Subsidiary 1	A	J	-300,000,000000000					
Shares and other equity investments without ISIN c...	Subsidiary 2	M	J	2,000,000,000000000					

Note:

- The function compares two rows where all non-numerical values are identical, so it can only be used to view differences in numerical values.
- The numbers in bold are differences. The numerical values in the report in "From version" are deducted from the numerical values in the report/draft used as reference. A dark grey (red) value indicates that the value is higher (lower) in the new report/draft than in the old one.

If you click once on one of the blue boxes (or both), the whole box turns blue and the value of the report/draft is also shown in the table:

AK2b

Comparing: Rev. Nr.: 6 (2/11/2021 10:27 AM) (status: 7) and Rev. Nr.: 7 (2/11/2021 10:29 AM) (status: 0)

Form AK2b: Shares and other equity investments without ISIN code - holdings

TODO!

	Identification of the share/equity			Information about the share/equity			Opening balance	Changes during			
	Internal code	Valuation principle	Voting rights >= 20 pct.	Transactions				Purchases /Sales	Capital increases	Capital reductions	
				L26	L31						
Shares and other equity investments without ISIN c...	Subsidiary 1	A	J			1,000,000.000000000					
Shares and other equity investments without ISIN c...	Subsidiary 2	M	J			6,000,000.000000000					
						-300,000.000000000					
						2,000,000.000000000					

AK2b

Comparing: Rev. Nr.: 6 (2/11/2021 10:27 AM) (status: 7) and Rev. Nr.: 7 (2/11/2021 10:29 AM) (status: 0)

Form AK2b: Shares and other equity investments without ISIN code - holdings

TODO!

	Identification of the share/equity			Information about the share/equity			Opening balance	Changes during			
	Internal code	Valuation principle	Voting rights >= 20 pct.	Transactions				Purchases /Sales	Capital increases	Capital reductions	
				L26	L31						
Shares and other equity investments without ISIN c...	Subsidiary 1	A	J			1,000,000.000000000					
Shares and other equity investments without ISIN c...	Subsidiary 2	M	J			6,000,000.000000000					
						-300,000.000000000					
						700,000.000000000					
						2,000,000.000000000					
						8,000,000.000000000					

7. Submitting reports

When you have logged into FO3, you have several options for submitting a report:

1. Submit a full and correct XML report directly
2. Create a new draft.
3. Create an ultimo-to-primo draft (i.e. an end of period to beginning of period draft) (applies only to the BPM6 report family)

You can also edit a report already submitted, see section 8.

7.1 Submit a full and correct XML report directly

You can submit a full and correct XML report directly from the front page without viewing a draft of it first. You can do so for a new period or if you want to submit a replacement report.

Select "Submit report file" in the right-hand menu. The following dialogue box is displayed:

The screenshot shows a modal dialog box titled "Submit report file". It contains several input fields and dropdown menus. At the top, there are two buttons: "Please choose a XML-file" (one is greyed out). Below that is a "Reporter" dropdown menu with "Please select" as the current value. A "Family" dropdown menu shows "Please wait". A "Compilation" dropdown menu also shows "Please wait". Under "Reference period", there is a checked checkbox "Include periods with submitted and approved reports" and a "Please wait" dropdown menu. At the bottom, there is a "Test submission" checkbox, a "Submit report file" button (which is blue), and a "Cancel" button.

Fill in the following:

- *Please choose an XML file:* The path to the full and correct XML file you want to submit.⁷
- *Reporter:* The dropdown menu shows the reporters you have access to (i.e. the same reporters as shown on the front page). Select the reporter which the XML file concerns.
- *Family:* The dropdown menu shows the report families for which the reporter can submit reports. Select the report family which the XML file concerns.

⁷ When the XML file is submitted, the XML fields idno, refperio, version and submissiontype are ignored. Accordingly, these values need not be consistent with the values you enter in the dialogue box.

- **Compilation:** The dropdown menu shows the compilations contained by the report family and for which the reporter is to submit reports. Select the compilation which the XML file concerns.
- **Reference period:** The dropdown menu shows the periods for which the report can be submitted. Select the period which the XML file concerns.
- **Test submission:** Tick this box if the XML file is to be submitted as a test report only.⁸

When you have filled in the fields, click the "Submit report file" button. If the report file contains no format errors, the report is received by FO3. If the file contains format errors, the report is rejected and a window is displayed, describing the format errors contained in the XML file.

7.2 Create a new draft

A new draft is created on the reporter page for the reporter requested. The compilation families (tabs) to be reported for are displayed in the dark grey bar at the top of the reporter page. If there is more than one compilation family, click the compilation family for which you want to create a draft. Click "Create new draft" in the right-hand menu to display this dialogue box:

Now fill in the following:

- **Please choose an XML file:** You do not need to fill in this field.
 - If you do not select an XML file, a draft without content is created.
 - If you select an XML file, the content of the file is imported into the draft.⁹ The XML file does not need to contain a fully filled in report, but may represent only parts of the full report.

⁸ A test report allows you to view the format errors and objective errors contained in a report without it being regarded as a report by a caseworker. A test report will not be included in any further production of statistics.

⁹ Please remember to submit a valid report when you have completed your test report work.

- **Compilation:** The dropdown menu shows the compilations contained by the report family and for which the reporter is to submit reports. Select the compilation for which you want to create a draft.
- **Reference period:** The dropdown menu shows the periods for which the report can be submitted. Select the period for which the draft is to be created.

When you have filled in the fields, click the blue "Create new draft" button. If you have selected an XML file and the file contains fields with format errors, these fields will be imported as empty fields in the draft and a warning such as the following will indicate the fields concerned:



7.3 Create an ultimo-to-primo draft (non-financial corporations only)

For BPM6 reports, you can create an ultimo-to-primo draft (i.e. an end of period to beginning of period draft) that automatically copies all master data and closing balances from the latest approved report and transfers these to a new draft. The closing balances from the previous report are inserted as opening balances in the new draft, and all you have to do is to add changes and the new closing balances.

To create an ultimo-to-primo draft from the reporter page, select the latest approved report in the report list and click "Create ultimo-to-primo draft" in the right-hand menu:

Refperio	Compilation	Last Updated	Last Updated by
201809	ERHVM		
201809	ERHVM		

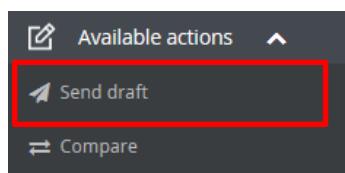
When the ultimo-to-primo draft has been created, it will be filled in with the master data, and closing balances from the previous report, inserted as opening balances:

The closing balances from the previous report are automatically inserted into the draft as opening balance:

Identification of the share/equity				Information about the share/equity			Opening balance	Closing balance
Internal code	Valuation principle	Voting rights >= 20 pct.						
-	L26	L31						
Shares and other equity investments without ISIN code	Subsidiary 1	A	J	1,000,000.000000...			1,000,000.000000...	

The master data from the previous report is automatically inserted into the ultimo-to-primo draft

When you have filled in the ultimo-to-primo draft, click "Send draft" in the right-hand menu and confirm the submission of the draft:



7.4 Submission status

When a draft is submitted in FIONA Online or via the submission channels FIONAasi and FionaSFTP, it is possible to track the submission via the menu item Submission Status.

Please note that the displayed status only concerns the format check of the file. To view any objective errors, the report must be viewed on the reporter page.

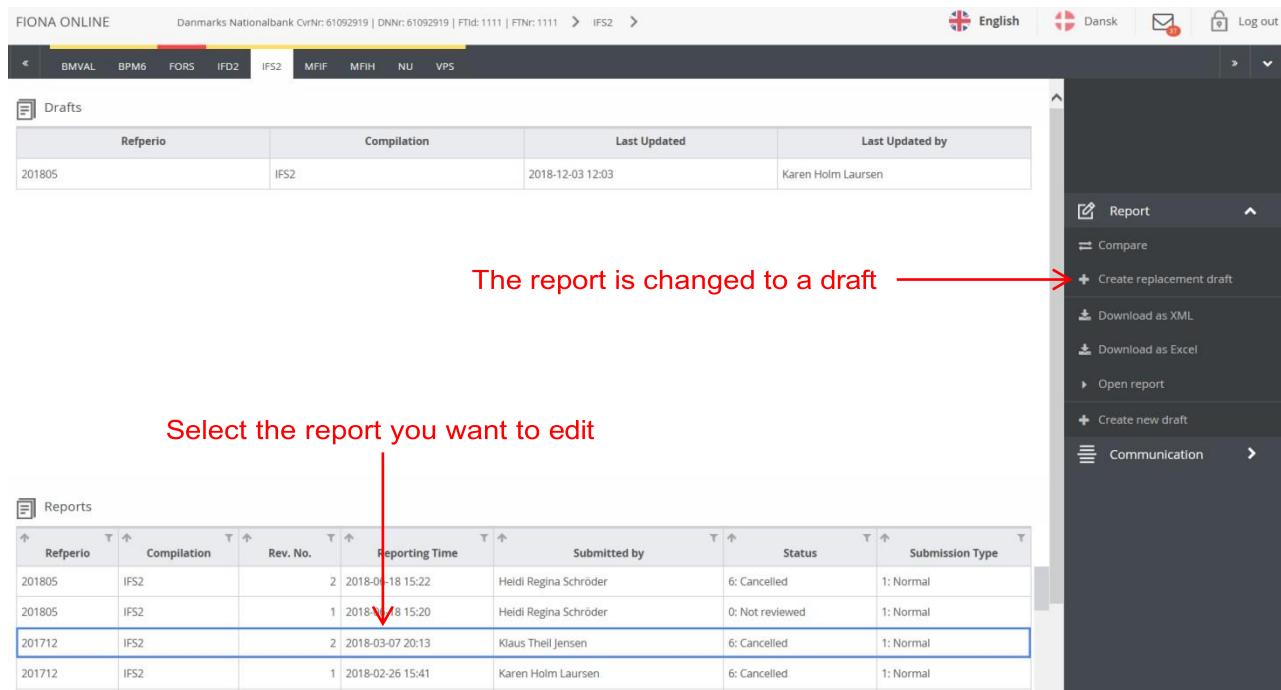
8. Edit a submitted report (replacement report)

If you have to submit a replacement report, you have the same options as when submitting a report:

- *Front page*: If you have a full and correct XML report where corrections have been made directly in the XML file, you can submit the report via the front page, see section 7.1. When selecting a period, remember to tick "Include periods with submitted and approved reports".
- *Reporter page*: You can create a new draft that is empty, partially filled in or completely filled in using XML files, see section 7.2. When selecting a period, remember to tick "Include periods with submitted and approved reports".

If you want to correct errors directly, single-click the report you want to edit in the report list. Then click "Create replacement draft" in the right-

hand menu (the same option is available in the right-hand menu when you have the report open):



The report is changed to a draft

Select the report you want to edit

Refperio	Compilation	Last Updated	Last Updated by
201805	IF52	2018-12-03 12:03	Karen Holm Laursen

Refperio	Compilation	Rev. No.	Reporting Time	Submitted by	Status	Submission Type
201805	IF52	2	2018-03-18 15:22	Heidi Regina Schröder	6: Cancelled	1: Normal
201805	IF52	1	2018-03-18 15:20	Heidi Regina Schröder	0: Not reviewed	1: Normal
201712	IF52	2	2018-03-07 20:13	Klaus Thell Jensen	6: Cancelled	1: Normal
201712	IF52	1	2018-02-26 15:41	Karen Holm Laursen	6: Cancelled	1: Normal

A draft is then created based on the report, and you can edit the draft using the same methods as described in section 9.

9. Fill in a draft - three methods

When you have opened a draft, you can fill it in/change it using three methods:

1. Enter data in the individual fields
2. Copy data from an Excel document
3. Import data from an XML file.

The three methods can be combined. Each method is described individually below.

9.1 Enter data in the individual fields

Go to the form you want to fill in. Click the field you want to fill in. The selected field is then highlighted with a blue frame:

- If no code list is linked to the field, enter the value
- If a code list is linked to the field, you can either enter one of the code list values or select it from the dropdown menu displayed when you double-click the field:

Form AK2b: Shares and other equity investments without ISIN code - holdings

TODO!

	Identification of the share/equity	Information about the share/equity			Opening balance
		Internal code	Valuation principle	Voting rights >= 20 pct.	
		-	L26	L31	
Shares and other equity investments without ISIN code	Subsidiary 1	A	J	700,000.000000...	
Shares and other equity investments without ISIN code	Subsidiary 2	M	J	8,000,000.000000...	
Shares and other equity investments without ISIN code	Subsidiary 3	A	N	1,500,000.000000...	
Shares and other equity investments without ISIN code					

Dropdown menu

You can move the selection in the form – i.e. the field with the blue frame – using the mouse, the arrow keys or the "Tab" key on your keyboard.

9.2 Copy data from an Excel document

You can copy data from an Excel document to a form in FO3 using two methods:

1. Copy data to new rows
2. Copy data to existing rows.

In both cases, you should note the language used in FO3, since decimal and thousands separators differ according to the language used (the language used in Excel is of no significance, however):

FO3 language		
Danish	English	
A period in Excel is translated into a	thousands separator	decimal separator
A comma in Excel is translated into a	decimal separator	thousands separator

Please also note that the date format in Excel is DD-MM-YYYY, while the date format in FO3 is YYYY-MM-DD. So to copy a date from Excel to FO3, you have to change the format in Excel.

9.2.1 Copy data to new rows

Select the data in your Excel document and press Ctrl+C on your keyboard. The number of selected columns in Excel may not exceed the number of columns in the form. The selection is imported from left to

right, starting in the first column. If you have selected fewer columns in Excel than the number of columns in the form, the last columns will be imported as empty fields. Click in any field in the first row of the form in FO3 under which you want to insert your rows. Then select "Insert rows from clipboard into new rows" in the right-hand menu:

The screenshot shows the FO3 interface with a table titled "Administrationsomkostninger (AdmOmk)". The table has columns for "Instrument", "Direkte omkostninger", and "Fælles omkostninger". The data rows are AdmOmk AO01, AdmOmk AO02, and AdmOmk AO03. The "Available actions" menu on the right includes options like "Send draft", "Compare", "Insert empty row", and "Insert rows from clipboard into new rows". The last option is highlighted with a red box.

	Instrument	Direkte omkostninger	Fælles omkostninger
AdmOmk	AO01	1.000.000	5.000
AdmOmk	AO02	1.000.000	5.000
AdmOmk	AO03	1.000.000	5.000

A dialogue window is displayed, requesting you to press **Ctrl+V** on your keyboard (do not close the window, but press **Ctrl+V** while it is open). The required number of rows with data from the clipboard is then created:

The screenshot shows the FO3 interface with the same table and clipboard data as the previous screenshot. An arrow points from the clipboard area to the table, indicating the data is being pasted. The table now includes new rows: AdmOmk AO04 and AdmOmk AO05, which are highlighted with a red box.

	Instrument	Direkte omkostninger	Fælles omkostninger
AdmOmk	AO01	1.000.000	5.000
AdmOmk	AO02	1.000.000	5.000
AdmOmk	AO04	5.000	0
AdmOmk	AO05	5.000	0
AdmOmk	AO03	1.000.000	5.000

Data cannot be imported if:

- too many columns are selected in Excel;
- the format of one of the fields copied is incorrect. In that case, a dialogue window pops up, describing the row and column containing errors.

9.2.2 Copy data to existing rows

Select data in your Excel document and press **Ctrl+C** on your keyboard. If you want to copy more than 100 rows, this method cannot be used; instead, you must use the method described in section 9.2.1. The number of selected columns in Excel may not exceed the number of columns in the form. Click the field in the form in which you first want to insert data. Press **Ctrl+V** on your keyboard to insert data from your clipboard. If you have selected fields that are already filled in, these fields will be overwritten:

	Instrument	Direkte omkostninger	Fælles omkostninger
AdmOmk	AO01	1.000.000	5.000
AdmOmk	AO02	1.000.000	5.000
AdmOmk	AO03	1.000.000	5.000

	Instrument	Direkte omkostninger	Fælles omkostninger
AdmOmk	AO01	1.000.000	5.000
AdmOmk	AO02	2.000.000	1.000.000
AdmOmk	AO03	3.000.000	1.000.000

Validation error - click here to undo

If the fields inserted contain format errors, these fields will be highlighted in red, and the right-hand menu will show the "Validation error – click here to undo" button:

	Instrument	Direkte omkostninger	Fælles omkostninger
	A001	1.000.000	5.000
	A002	A	1.000.000
	A003	A	1.000.000

When you click the "Validation error – click here to undo" button, all fields with validation errors are deleted such that they become empty, while inserted fields without format errors are retained.

9.3 Import data from an XML file

You can import either a full or partial XML report into an empty draft. In both cases, you can use the method described in section 7.2.

You can also import a partial XML report into an existing draft. Open the draft and select "Import data from XML" in the right-hand menu. Then enter the path to the XML file. When importing a partial XML report, you should note the following:

- If the XML file contains data for a form that can only contain a fixed number of rows, any existing data will be overwritten.
- If the XML file contains data for a form with no restrictions on the number of rows, data will be added to the form without overwriting the existing data.

10. Types of errors in a submitted report

10.1 Format errors

As long as a draft or XML file contains format errors, FO3 cannot receive the report. You will receive a message stating the format errors contained in your draft or XML file when you try to submit the draft or file.

10.2 Objective and analytical errors

If a report contains objective and/or analytical errors that you need to correct and/or consider, the report has status "Contains errors" (the status is displayed on the reporter page or in a list generated in the reviewer tools). The reviewer tools display the number of objective errors in a report, but not the number of analytical errors.

You can display all the objective and analytical errors you have to consider in a report by opening it. The errors are displayed under the "Report errors" tab in the top dark grey bar. When you click the tab, a table is displayed on the page:



Report errors

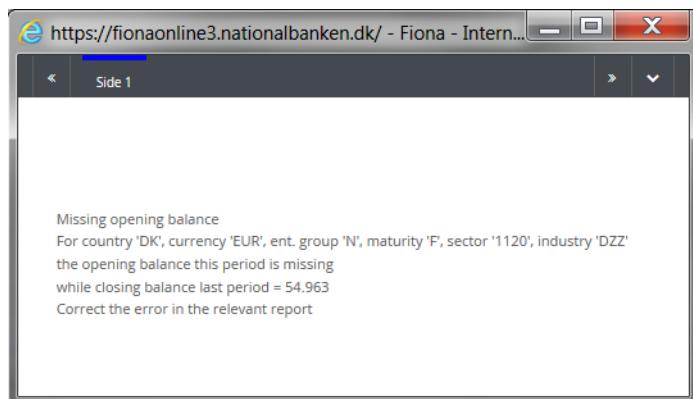
Category	Control	Form	Status	Errorsignature	Link
Analytic	BPM6_Negativ_Vaerdi_Ana_AK2b	AK2b	20: Review required	BPM6_Negativ_Vaerdi_Ana_AK2b:AK2b:GalPrimo::3162046:Primo	↗
Analytic	BPM6_Negativ_Vaerdi_Ana_AK2b	AK2b	20: Review required	BPM6_Negativ_Vaerdi_Ana_AK2b:AK2b:GalPrimo::3162061:Primo	↗
AnalyticReported	BPM6_analytisk_kontrol_Negative_renter_LPF		20: Review required		
Objective	BPM6_Negativ_Vaerdi_OEA	OEA	10: Ready automatically	BPM6_Negativ_Vaerdi_OEA:OEA:GalUltimo::589554:Ultimo	↗
Objective	BPM6_PrimoUltimo_Derivater	Derivater	10: Ready automatically	BPM6_PrimoUltimo_Derivater:Derivater:Normal:Swap:Swap-DK...	↗
Objective	BPM6_PrimoUltimo_Derivater	Derivater	10: Ready automatically	BPM6_PrimoUltimo_Derivater:Derivater:Normal:Swap:Swap-DK...	↗
Objective	BPM6_PrimoUltimo_Derivater	Derivater	10: Ready automatically	BPM6_PrimoUltimo_Derivater:Derivater:Normal:Termin:Termin...	↗
Objective	BPM6_PrimoUltimo_OEA_øvrigt	OEA	10: Ready automatically	BPM6_PrimoUltimo_OEA_øvrigt:OEA:ManglerDenne:OEAØvrig...	↗

The table columns provide the following information:

- **Category:** Is the error objective or analytical?
- **Control:** Name of control, providing some general information about the error, e.g. report, error group, form and row type.

- **Form:** Form on which the error was found. Some errors are a combination of several forms and in such cases, the "Form" column will indicate only one of the forms.
- **Status:** The status of the error. The information of this column is targeted at caseworkers from Danmarks Nationalbank.
- **Error signature:** Indicates the report family affected by the error, the type of error, the form containing the error, the type of row etc. The information of this column is targeted at caseworkers from Danmarks Nationalbank.
- **Link:** For some objective errors, this column will contain an arrow. Click the arrow → to navigate to the form containing the error. As the form has automatically been filtered, you will see only the rows affected by the error.

When you double-click one of the rows in the table under the "Report errors" tab, a new window is displayed with a detailed description of the error:



You must correct all the objective errors in the report and then submit a replacement report, see section 8.

Section 11.2 describes how you can communicate with a caseworker about a specific error.

11. Communication with a caseworker

As far as possible, you should communicate about your reports in FO3 where all report history is compiled and stored. Two types of dialogue are available:

1. General communication
2. Error-specific communication.

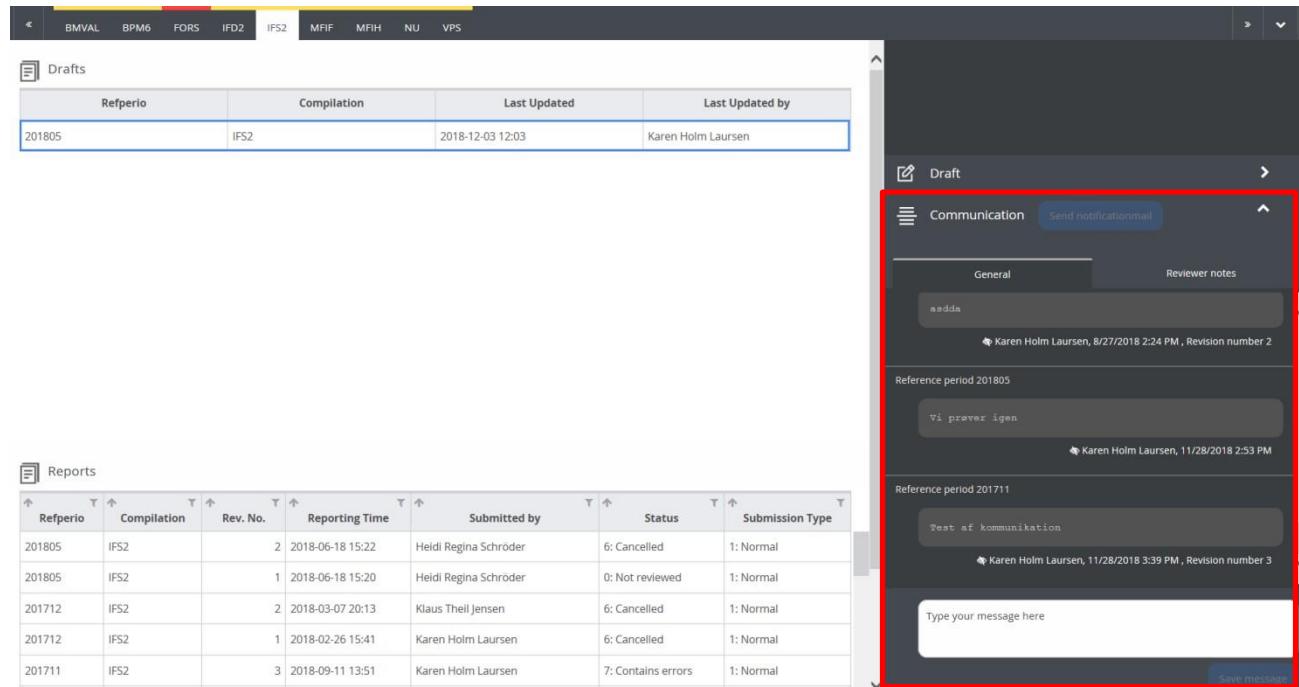
11.1 General communication

This dialogue is displayed in the right-hand menu three places in FO3:

1. On the reporter page when you have selected a report/draft

2. In the reviewer tools when you have selected a report
3. Inside a report.

There is one dialogue thread per reporter and compilation (across revision numbers and reference periods). Use this for communication that does *not* concern a specific error. The communication field is displayed in the right-hand menu. Click (>) next to "Communication" to display the menu:



The screenshot shows the reviewer tools interface with a top navigation bar and a main content area. On the left, there are two sections: 'Drafts' and 'Reports'. The 'Drafts' section shows a table with one row: Refperio (201805), Compilation (IFS2), Last Updated (2018-12-03 12:03), and Last Updated by (Karen Holm Laursen). The 'Reports' section shows a table with five rows, each with columns: Refperio, Compilation, Rev. No., Reporting Time, Submitted by, Status, and Submission Type. The rows are: 201805 (IFS2, Rev. 2, 2018-06-18 15:22, Heidi Regina Schröder, 6: Cancelled, 1: Normal); 201805 (IFS2, Rev. 1, 2018-06-18 15:20, Heidi Regina Schröder, 0: Not reviewed, 1: Normal); 201712 (IFS2, Rev. 2, 2018-03-07 20:13, Klaus Theil Jensen, 6: Cancelled, 1: Normal); 201712 (IFS2, Rev. 1, 2018-02-26 15:41, Karen Holm Laursen, 6: Cancelled, 1: Normal); and 201711 (IFS2, Rev. 3, 2018-09-11 13:51, Karen Holm Laursen, 7: Contains errors, 1: Normal). On the right, a 'Communication' menu is open, highlighted with a red box. The menu has tabs for 'General' and 'Reviewer notes'. It shows a list of messages: 'adda' (from Karen Holm Laursen, 8/27/2018 2:24 PM, Revision number 2); 'Vi prøver igen' (from Karen Holm Laursen, 11/28/2018 2:53 PM); and 'Test af kommunikation' (from Karen Holm Laursen, 11/28/2018 3:39 PM, Revision number 3). A text input field 'Type your message here' is at the bottom, and a 'Save message' button is at the bottom right.

If you want to create a new message for a specific report/draft, you must either:

- select the report/draft on the reporter list/draft list or
- select the report in the reviewer tools or
- open the report/draft.

Hereafter you can type your comment or question in the white box. Next, click "Send message" to create it in the thread. Just above the message, you can see the reference period which the message relates to. Just below the message, you can see who created it, when it was created and the revision number that the message concerns.

11.2 Error-specific communication

This dialogue box is displayed in the right-hand menu when you have opened a report containing errors and have selected the "Report errors" tab. There is one dialogue thread per error. Use this for communication about a specific error.

Report errors

Category	Control	Form	Status	Errorsignature	Link
Objective	IFS_1snull_SE_KlasRegno	SE	11: Treated automatically		→
Objective	IFS_Logsam_IS_FON_FondRegno	FON	11: Treated automatically		→

Available actions

Communication Send notificationmail

General Error specific Reviewer notes

Endnu en test
Karen Holm Laursen, 11/28/2018 2:54 PM, Revision number 3

Dobbelts test
Karen Holm Laursen, 11/28/2018 3:40 PM, Revision number 3

By dag - ny test
Karen Holm Laursen, 11/29/2018 8:06 AM, Revision number 3

Hej Karen
Anna Dahl Nielsen, 11/29/2018 8:20 AM, Revision number 3

Type your message here

Next, type your comment in the white box as described in section 11.1.

11.3 New messages from the caseworker

When you receive a new message from a caseworker, this is indicated e.g. on the front page where an envelope with a red circle showing the number of unread messages is displayed in the top right corner.

Clicking the envelope displays a list of the reports with unread messages.

For *general communication*, you will be directed to the report the communication concerns. In the right-hand menu in the report, you will see a yellow bell next to "Communication", indicating an unread message. Click (>) next to the bell to view the dialogue thread with the unread message:

Possible to navigate to unread messages here

Find unread messages here

The message will not be registered as read (i.e. the envelope on the front page and the yellow bell disappear) until you click "Mark messages as read" at the bottom of the communication tool, or until you have typed a new message in the field.

For *error-specific communication*, you will be directed to the relevant error list. Find the message by clicking (>) next to "Communication" in the

right-hand menu, select the "Error-specific" tab and scroll through the results of the control until a yellow bell appears:

12. Using the machine-to-machine solution

FIONA Service Interface, FIONAsi, allows automation of further areas of the data exchange between reporters and Danmarks Nationalbank.

FIONAsi, which is replacing the old STINA services, increases the security requirements. FIONAsi, which uses digital certificates for asymmetrical encryption, is a recognised, standardised method for secure document and information exchange.

To use FIONAsi, your firm must acquire a digital certificate from a recognised certification authority, exchange public keys with Danmarks Nationalbank and configure the application for certificate-oriented data exchange with FIONAsi.

FIONAsi is used as a collective term for a number of services made available by Danmarks Nationalbank to firms reporting to Danmarks Nationalbank.

Available services include:

- Stina (StinaService):
<https://stina.ekstranet.nationalbanken.dk/StinaService.svc>

This service allows firms to automate the submission of XML reports to Danmarks Nationalbank and the Danish Financial Supervisory Authority on the common FIONA Online platform. Reports must comply with the XML standard and the requirements of the individual reports. The service is identical to the old STINA web service, but protected by digital certificates in the new version.

The service is an alternative to reporting in FIONA Online

- XBRL (XBRLService):

<https://stina.ekstranet.nationalbanken.dk/XBRLService.svc>
 This service allows firms to automate the submission of XBRL reports to the Danish Financial Supervisory Authority on the common FIONA Online platform. Reports must comply with the XBRL standard and the requirements of the individual reports, e.g. Solvency II.
- Error lists (ErrorListService):

<https://stina.ekstranet.nationalbanken.dk/ErrorListService.svc>
 This service allows firms to automate error retrieval in submitted reports. The service is an alternative to viewing errors via FIONA Online. The XSD file describing the set-up of the responses returned is available from the FIONA Service Desk, see section 1. ErrorListService accepts the following four parameters:
 - Registration number
 - Reference period
 - Report type
 - Revision number.
- Sector and industry codes (CodeListService):

<https://stina.ekstranet.nationalbanken.dk/CodeListService.svc>
 This service allows firms to automate the retrieval of industry and sector codes as an alternative to manual retrieval on Danmarks Nationalbank's extranet (NEXT).

The set-up of these services consists of writing to a client that communicates with the relevant service(s), see the .svc-addresses listed above. The client must call the WSDL file stated in the link. The call can be written in either C# or Visual Basic.

13. Using secure file transfer (SFTP)

The FionaSFTP submission channel enables secure file transfer using encryption and authentication through the SSH protocol.

FionaSFTP is based on each reporter having their own account. The account is protected with a password and/or an SFTP login key (RSA key pair). Secure file transfer is carried out using commonly known SFTP tools. Danmarks Nationalbank supports the tools WinSCP and FileZilla. Reports can be compressed and encrypted before transfer.

Contact FIONA Servicedesk if you wish to use FionaSFTP. Fiona Servicedesk will create an SFTP account for the reporter in FIONA Online, where password, SFTP login key, and data encryption code are managed by the reporter's contact person(s).