

# DANMARKS NATIONALBANK

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## Quick Guide to FIONA Online

Reporting of financial accounts to Danmarks Nationalbank



# Starting FIONA Online - 1

## Introduction – only relevant for new reporters

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- Inform Danmarks Nationalbank's FIONA Online Servicedesk (previous STINA Helpdesk) that you have an enterprise NemID
  - If you have the old enterprise digital signature, you can use it until DanID converts it to NemID
- Make sure that your pc accepts installation of Microsoft Silverlight
- When you receive a welcome mail, click on the first link to log on to Danmarks Nationalbank's extranet (<https://ekstranet.nationalbanken.dk>)
- The actual installation of Microsoft Silverlight begins automatically when you log on to the extranet
- **NOTE: if your company's firewall is very restrictive the exchange of data with FIONA Online may be slowed down.**

# Starting FIONA Online - 2

The initial webpage of Danmarks Nationalbank's ekstranet. If you press "Log på", skip the next slide. Or press "About extranet" to the left to read about the extranet.



DANMARKS  
NATIONALBANK

Ekstranet

[Om ekstranet](#)  
[About extranet](#)

Velkommen til  
Nationalbankens ekstranet

Log på




Danmarks Nationalbank Telefon: 3363 6363  
Havnegade 5 Email: info@nationalbanken.dk  
1093 København K



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# Starting FIONA Online - 3

After reading about the extranet, press "Logon". Please use telephone +45 3363 6814, FIONA Servicedesk, instead of the general number mentioned.

 DANMARKS NATIONALBANK | Ekstranet

Om ekstranet  
About extranet

## Welcome to the extranet of Danmarks Nationalbank

### ABOUT EXTRANET

The extranet of Danmarks Nationalbank is a secure channel for exchanging information between the central bank and its collaborators. The extranet can only be accessed by users who are invited by Danmarks Nationalbank.

Users outside Denmark can access the extranet by using one time passcodes sent to the users mobile phone and email. This requires that you have provided your mobile number to your contact person within Danmarks Nationalbank (the site responsible). To receive the necessary passcodes you have to fill in your e-mail. Shortly after you will receive two passcodes sent by SMS and mail.

If you have questions on how to log into the extranet, you can contact the site responsible or Danmarks Nationalbank Communication (phone +45 33 63 70 00).

**Logon**

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Danmarks Nationalbank    Telefon: 3363 6363  
Havnegade 5                Email: info@nationalbanken.dk  
1093 København K

# Starting FIONA Online - 4

Log on with NemID for enterprises (the tab selected below) or the old enterprise digital signature (tab "Log på med Medarbejdersignatur"). At present only in Danish.

DANMARKS NATIONALBANK Ekstranet

Om ekstranet  
About extranet

Velkommen til Nationalbankens ekstranet

Log på med Medarbejdersignatur Log på med NemID SMS / mail

NEM ID  
Danmarks Nationalbank

Bruger-id  ?

Adgangskode  ?

Næste

Husk at jeg vil bruge NemID

245802980  
301549086  
4 NEM ID 3  
938867285

Genvej  
 → Få hjælp nu  
 → Bestil medarbejdersignatur  
 → Glemte adgangskode

Danmarks Nationalbank Telefon: 3363 6363  
Havnegade 5 Email: info@nationalbanken.dk  
1093 København K

**User ID**

**Password**

**Next**

**Remember that I want to use NemID**

**Shortcuts**

- Help
- Order enterprise signature
- Forgot password

# Starting FIONA Online - 5

After log on, "Mine områder" (My areas) opens. Below we have already pressed "In English" to the right. Press "FIONA Online".

The screenshot displays the Ekstranet user interface. At the top left, the logos for DANMARKS NATIONALBANK and FINANSTILSYNET are visible. The user is logged in as Birthe Merethe Jensen, Testvirksomhed 3 ... with a dropdown menu for My Areas and a Sign out button. A language selector dropdown is circled in red, showing 'På dansk'. The main content area is titled 'MyAreas' and features a large banner for 'FIONA Online' with the subtitle 'FIONA Online samarbejdsområde'. A left sidebar contains links for 'About the Extranet', 'Questions And Answers', 'Contact', and 'Områdeadministration'. The footer provides contact information for both Danmarks Nationalbank and Finanstilsynet.

DANMARKS NATIONALBANK FINANSTILSYNET Ekstranet Birthe Merethe Jensen, Testvirksomhed 3 ... My Areas Sign out På dansk

**MyAreas**

**FIONA Online**  
FIONA Online samarbejdsområde

About the Extranet  
Questions And Answers  
Contact  
Områdeadministration

Danmarks Nationalbank  
Havnegade 5  
1093 København K  
Telefon: 3363 6363  
Email: kommunikation@nationalbanken.dk

Finanstilsynet  
Århusgade 110  
2100 København Ø  
Telefon: 3355 8282  
Email: Finanstilsynet@ftnet.dk

# Starting FIONA Online - 6

FIONA Online's front page opens, where news and relevant material can be published. Select "FIONA Online" in the grey bar. At present only in Danish.

The screenshot shows the FIONA Online interface. At the top, there are logos for DANMARKS NATIONALBANK and FINANSTILSYNET, followed by the text 'FIONA Online'. To the right, there is a user profile for 'Birthe Merethe Jensen, Testvirksomhed 3 ...' and a 'Log ud' button. Below this is a navigation bar with 'Hjem', 'FIONA Online' (circled in red), 'Dokumenter', and 'Meddelelser'. The main content area is titled 'Forside' and contains two sections: 'Seneste dokumenter' and 'Seneste Meddelelser'. The 'Seneste dokumenter' section shows a table with columns for 'Type', 'Navn', 'Ændret', and 'Ændret af', but it is currently empty. The 'Seneste Meddelelser' section shows a table with columns for 'Meddelelestitel', 'Forfatter', and 'Date', with one entry: 'Velkommen til arbejdsområdet' by 'Systemkonto' on '06-01-2012'. On the right side, there are sections for 'Om Området' and 'Links'. The footer contains contact information for both Danmarks Nationalbank and Finanstilsynet.

# Starting FIONA Online - 7

Now you can see a list of your reports. You need to press "In English" again (is done below). When your enterprise reports for the first time the list is empty.

The screenshot shows the FIONA Online interface. At the top left is the Danmarks Nationalbank logo and the text "FIONA Online". On the right, there is a user profile "Birthe Jensen, Danmarks Nationalbank(235..." and a "Log ud" button. Below the navigation bar, there are tabs for "Secured area", "Reports", "Messages", and "New message". A "På dansk" link is circled in red. The main content area is titled "Report overview for Testvirksomhed 3 ERHVM/BMP6 (34567891)". Below this is a table with the following data:

| Send/Delete              | Period | Serial No. | Status   | Last Edited    | Last Edited By |
|--------------------------|--------|------------|----------|----------------|----------------|
| <input type="checkbox"/> | 201202 | Draft      |          | 1/7/2013 14:39 | Birthe         |
|                          | 201206 | 1.0000     | Approved |                |                |
|                          | 201207 | 1.0000     | Approved |                |                |
|                          | 201208 | 2.0000     | Approved |                |                |
|                          | 201209 | 1.0000     | Approved |                |                |
|                          | 201210 | 1.0000     | Approved |                |                |
|                          | 201211 | 5.0000     | Approved |                |                |

Below the table are several buttons: "Send draft(s)", "Delete draft(s)", "Create draft...", "Print", and "Refresh".

At the bottom left, there is contact information for Danmarks Nationalbank:
   
Danmarks Nationalbank, Telefon: 3363 6363
   
Havnegade 5, Email: kommunikation@nationalbanken.dk
   
1093 København K



# The reporting steps

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The rest of the presentation guides you through the basic elements of reporting via FIONA Online

- Create draft
- Fill in draft (3 optional ways which may be combined!)
  - (Explanation to columns in mouse-over texts, and maintain column headings when scrolling down through rows)
  - Key in data in the individual fields
  - Copy data from spreadsheet
  - Import data from XML file
- Save draft
- Submit data
- Control of data

# Explanation to columns in mouse-over texts

By pointing in the heading of a column the explanation is shown

## ERHVM/FPM, draft for the period 201210

|            |           |    |    |     |      |      |      |             |             |       |      |
|------------|-----------|----|----|-----|------|------|------|-------------|-------------|-------|------|
| OBU2b      | Derivater | LA | LP | LKK | OEA  | OEP  | FOEP | VirkDataAar | F1Aar       | F2Aar | EKAa |
| masterdata | VirkData  | F1 | F2 | AK1 | AK2a | AK2b | OB1  | OB2a        | <b>OB2b</b> | REPO  | AKU1 |

### Form OB2b: Debt instruments without ISIN code - balance

|                                    | Identification of the debt instrument | Information about the debt instrument |                  |   | Opening balance | Changes during the period |  |
|------------------------------------|---------------------------------------|---------------------------------------|------------------|---|-----------------|---------------------------|--|
|                                    | Internal code                         | Valuation principle                   | Accrued interest | Net transactions  |                 | Exchange-rate             |  |
| <b>Codelist</b>                    | -                                     | L12                                   | L30              | The value of the debt instrument is inclusive of accrued interest (dirty prices) or exclusive of accrued interest (clean prices). |                 |                           |  |
| Debt instruments without ISIN code | 1-DE                                  | A ▼                                   | J ▼              | 1,000,000   | 2,000,000       | 7,500                     |  |
| Debt instruments without ISIN code | 2-CN                                  | M ▼                                   | N ▼              | 2,000,000   | -100,000        | 2,000                     |  |

# Keeping the column headings visible in forms with many rows

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- If your report contains forms with more rows than you can see on your screen, and you want to scroll down, you can either use the arrows on your keyboard or your mouse:
- If you use the **arrows** on your keyboards the headings of the columns remain visible at the top at all times
- But if you use your mouse or the scrollbar to the right in the form, the column headings will scroll upwards and disappear (we are working on a solution)

# Create draft - 1

## Press "Create draft..."

The screenshot shows the FIONA Online interface. At the top left is the Danmarks Nationalbank logo and the text 'FIONA Online'. On the right, it shows the user 'Birthe Jensen, Danmarks Nationalbank(236...' and a 'Log ud' button. Below this is a navigation bar with 'Secured area', 'Reports', 'Messages', and 'New message'. The main content area is titled 'Report overview for Testvirksomhed 3 ERHVM/BMP6 (34567891)'. It features a table with columns: Send/Delete, Period, Serial No., Status, Last Edited, and Last Edited By. The table contains one draft entry (Serial No. 201202) and six approved entries (Serial Nos. 201206-201211). Below the table are buttons for 'Send draft(s)', 'Delete draft(s)', 'Create draft...' (highlighted with a red circle), 'Print', and 'Refresh'. At the bottom left, contact information for Danmarks Nationalbank is provided.

DANMARKS NATIONALBANK

FIONA Online

Birthe Jensen, Danmarks Nationalbank(236... | Mine områder | Log ud

Secured area | Reports | Messages | New message | Save all errors as an xml file | Change company | På dansk | Help

### Report overview for Testvirksomhed 3 ERHVM/BMP6 (34567891)

ERHVM/FPM

| Send/Delete              | Period | Serial No. | Status   | Last Edited    | Last Edited By |
|--------------------------|--------|------------|----------|----------------|----------------|
| <input type="checkbox"/> | 201202 | Draft      |          | 1/7/2013 14:39 | Birthe         |
|                          | 201206 | 1.0000     | Approved |                |                |
|                          | 201207 | 1.0000     | Approved |                |                |
|                          | 201208 | 2.0000     | Approved |                |                |
|                          | 201209 | 1.0000     | Approved |                |                |
|                          | 201210 | 1.0000     | Approved |                |                |
|                          | 201211 | 5.0000     | Approved |                |                |

Send draft(s) | Delete draft(s) | **Create draft...** | Print | Refresh

Danmarks Nationalbank | Telefon: 3363 6363 | Havnegade 5 | 1093 København K | Email: kommunikation@nationalbanken.dk

# Create draft - 2

Fill in report type, period and previous report. To finish press "Create draft".

The screenshot shows the FIONA Online interface for 'Testvirksomhed 3 ERHVM/BMP6 (34567891)'. A 'Create draft' dialog box is open, prompting the user to fill in the following fields:

- Choose report type for the draft report: ERHVM/FPM
- Choose period for the draft: 201202
- Also choose the previous report from which to retrieve end balances, or if you want to create an empty draft. (An empty dropdown menu is shown.)
- I want to start with an empty draft.

The 'Create draft' button is circled in red. The background interface shows a table of reports and navigation buttons like 'Send draft(s)', 'Delete draft(s)', 'Create draft...', 'Print', and 'Refresh'.

| Send/Delete              | Period | Serial No. | Status   | Last Edited    | Last Edited By |
|--------------------------|--------|------------|----------|----------------|----------------|
| <input type="checkbox"/> | 201202 | Draft      |          | 1/7/2013 14:39 | Birthe         |
|                          | 201206 | 1.0000     | Approved |                |                |
|                          | 201207 | 1.0000     | Approved |                |                |
|                          | 201208 | 2.0000     | Approved |                |                |
|                          | 201209 | 1.0000     | Approved |                |                |
|                          | 201210 | 1.0000     | Approved |                |                |
|                          | 201211 | 5.0000     | Approved |                |                |

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Email: kommunikation@nationalbanken.dk

# Create draft - 3

Now you are ready to fill in the draft. Select forms in the tabs. Note: in Masterdata the CVR number, reporting period and serial number are filled in by the system.



FIONA Online

Birthe Jensen, Danmarks Nationalbank(236...

Mine områder

Log ud

Secured area Reports Messages New message Save all errors as an xml file Change company På dansk Help

ERHVM/FPM, draft for the period 201202

OBU2b
  Derivater
  LA
  LP
  LKK
  OEA
  OEP
  FOEP
  VirkDataAar
  F1Aar
  F2Aar
  EKAa
  EKAb
  EKPa
  EK Pb
  StoreTrans

masterdata
  VirkData
  F1
  F2
  AK1
  AK2a
  AK2b
  OB1
  OB2a
  OB2b
  REPO
  AKU1
  AKU2
  AKU3
  OBU1
  OBU2a

Master data - Information about the reporting enterprise

|                                      |          |
|--------------------------------------|----------|
| Enterprise registration (CVR) number | 34567891 |
| Reporting period (yyyy-mm)           | 201202   |
| Serial number                        | 1.0000   |

Information about the department

|                   |                             |
|-------------------|-----------------------------|
| Name              | Testvirksomhed 3 ERHVM/BMP6 |
| Street and number |                             |
| Postal code       |                             |
| Postbox           |                             |
| City              |                             |
| Telephone number  |                             |

Contacts

Danmarks Nationalbank  
Havnegade 5  
1093 København K

Telefon: 3363 6363  
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## Fill in draft - 1

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- You can choose to fill in the report in 3 different ways which may be combined! They are described in the following slides:
  - Key in data in the relevant fields
  - Copy data from spreadsheet
  - Import data from XML file
- The reporting guidelines describe what to report in the individual forms
- We have among other things made an overview of the coherence between the new and the old forms
- The documents are available at our website [here](#) (right click on link and select "Open hyperlink")

# Fill in draft - 2

Key in data: Go to the relevant form and enter data in the fields. Click a field to activate it (blue).



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FIONA Online

Birthe Jensen, Danmarks Nationalbank(235...

Mine områder

Log ud

Secured area Reports Messages New message Save all errors as an xml file Change company På dansk Help

ERHVM/FPM, draft for the period 201202

|            |           |    |    |     |      |      |      |             |             |       |      |       |       |       |            |
|------------|-----------|----|----|-----|------|------|------|-------------|-------------|-------|------|-------|-------|-------|------------|
| OBU2b      | Derivater | LA | LP | LKK | OEA  | OEP  | FOEP | VirkDataAar | F1Aar       | F2Aar | EKAa | EKA b | EKP a | EKP b | StoreTrans |
| masterdata | VirkData  | F1 | F2 | AK1 | AK2a | AK2b | OB1  | OB2a        | <b>OB2b</b> | REPO  | AKU1 | AKU2  | AKU3  | OBU1  | OBU2a      |

Form OB2b: Debt instruments without ISIN code - balance

|                                    | Identification of the debt instrument | Information about the debt instrument |                  | Opening balance | Changes during the reporting period |                       |               |                  | Closing balance |
|------------------------------------|---------------------------------------|---------------------------------------|------------------|-----------------|-------------------------------------|-----------------------|---------------|------------------|-----------------|
|                                    | Internal code                         | Valuation principle                   | Accrued interest |                 | Net transactions                    | Exchange-rate changes | Price changes | Reclassification |                 |
| Codelist                           | -                                     | L12                                   | L30              |                 |                                     |                       |               |                  |                 |
| Debt instruments without ISIN code |                                       |                                       |                  |                 |                                     |                       |               |                  |                 |

Send

Save

Save errors as xml file

Import data

Show cube

Print

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Quick guide to FIONA Online



# Fill in draft - 3

## Copy data from spreadsheet, e.g. Excel

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- You have two options:
  - In a specific form you want to insert several rows in the same row type, e.g. "Options" in form Derivater (Derivatives). Select "Paste into selected row type".
  - In a specific form you want to insert one (and only one) row per row type, e.g. "Trade credits", "Lending and deposits" and "Currency" in form LA. Select "Paste".
- See also "Tips and tricks to FIONA Online" for more details about copying from Excel.

# Fill in draft - 4

Copy data from spreadsheet 1: Select the data in your spreadsheet, copy (press Ctrl+C), go to the relevant form and right click in the relevant row

| Secured area                                 |                  | Reports | Messages         | New message   |                  | Save all errors as an |      |             |       |       |      |       |
|--|------------------|---------|------------------|---|------------------|-----------------------|------|-------------|-------|-------|------|-------|
| ERHVM/FPM, draft for the period 201210       |                  |         |                  |   |                  |                       |      |             |       |       |      |       |
| masterdata                                   | VirkData         | F1      | F2               | AK1   | AK2a             | AK2b                  | OB1  | OB2a        | OB2b  | REPO  | AKU1 | AKU2  |
| OBU2b  | <b>Derivater</b> | LA      | LP               | LKK   | OEA              | OEP                   | FOEP | VirkDataAar | F1Aar | F2Aar | EKAa | EKA b |
| <b>Form Derivater: Financial derivatives</b> |                  |         |                  |   |                  |                       |      |             |       |       |      |       |
| Codelist                                     | Country          | Sector  | Underlying asset | Market value at the beginning of the reporting period | Net transactions | Reva                  |      |             |       |       |      |       |
|  | L2               | L4      | L27              |   |                  | Price changes         |      |             |       |       |      |       |
| <b>Options</b>                               |                  |         |                  |   |                  |                       |      |             |       |       |      |       |
| Swaptions                                    | ▼                | ▼       | ▼                |   |                  |                       |      |             |       |       |      |       |
| Employee stock options                       | ▼                |         |                  |   |                  |                       |      |             |       |       |      |       |
| Options                                      | ▼                | ▼       | ▼                |   |                  |                       |      |             |       |       |      |       |
| Other options                                | ▼                | ▼       | ▼                |   |                  |                       |      |             |       |       |      |       |
| <b>Forward-type contracts</b>                |                  |         |                  |   |                  |                       |      |             |       |       |      |       |
| Forward contracts                            | ▼                | ▼       | ▼                |   |                  |                       |      |             |       |       |      |       |
| Futures                                      | ▼                | ▼       | ▼                |   |                  |                       |      |             |       |       |      |       |





# Fill in draft - 6

Copy data from spreadsheet 2: Select data in your spreadsheet, copy (press Ctrl+C), go to the relevant form and right click in the relevant row



FIONA Online

Birthe Jensen, Danmarks Nationalbank (236... | Mine områder | [Log ud](#)

Secured area | Reports | Messages | New message | Save all errors as an xml file | Change company | På dansk | Help

ERHVM/FPM, draft for the period 201202

| masterdata  | VirkData  | F1       | F2     | AK1      | AK2a     | AK2b                      | OB1             | OB2a             | OB2b             | REPO  | AKU1 | AKU2  | AKU3 | OBU1 | OBU2a      |
|---|-----------|----------|--------|----------|----------|---------------------------|-----------------|------------------|------------------|-------|------|-------|------|------|------------|
| OBU2b   | Derivater | LA       | LP     | LKK      | OEA      | OEP                       | FOEP            | VirkDataAar      | F1Aar            | F2Aar | EKAa | EKAAb | EKPa | EKPb | StoreTrans |
| <b>Form LA: Receivables - trade credits, intergroup lending and other lending</b> |           |          |        |          |          |                           |                 |                  |                  |       |      |       |      |      |            |
|   | Country   | Currency | Sector | Industry | Maturity | Enterprise group relation | Opening balance | Net transactions | Exchange changes |       |      |       |      |      |            |
| Codelist  | L2        | L3       | L4     | L5       | L8       | L6                        |                 |                  |                  |       |      |       |      |      |            |
| Trade credits   |           |          |        |          |          |                           |                 |                  |                  |       |      |       |      |      |            |
| Lending   |           |          |        |          |          |                           |                 |                  |                  |       |      |       |      |      |            |
| Deposits and currency   |           |          |        |          |          |                           |                 |                  |                  |       |      |       |      |      |            |

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# Fill in draft - 7

Select "Paste". Important in the spreadsheet: only enter data in the correct columns in the different rows and only one row per row type.



FIONA Online

Birthe Jensen, Danmarks Nationalbank(236...

Mine områder

Log ud

Secured area Reports Messages New message Save all errors as an xml file Change company På dansk Help

ERHVM/FPM, draft for the period 201202

|            |           |    |    |     |      |      |      |             |       |       |      |       |      |      |            |
|------------|-----------|----|----|-----|------|------|------|-------------|-------|-------|------|-------|------|------|------------|
| masterdata | VirkData  | F1 | F2 | AK1 | AK2a | AK2b | OB1  | OB2a        | OB2b  | REPO  | AKU1 | AKU2  | AKU3 | OBU1 | OBU2a      |
| OBU2b      | Derivater | LA | LP | LKK | OEA  | OEP  | FOEP | VirkDataAar | F1Aar | F2Aar | EKAa | EKA b | EKPa | EKPb | StoreTrans |

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

|                       | Country | Currency | Sector | Industry | Maturity | Enterprise group relation | Opening balance | Net transactions | Exchange-1 changes |
|-----------------------|---------|----------|--------|----------|----------|---------------------------|-----------------|------------------|--------------------|
| Codelist              | L2      | L3       | L4     | L5       | L8       | L6                        |                 |                  |                    |
| Trade credits         |         | DKK      |        |          | K        | U                         | 0               | 4,000,000        | 0                  |
| Lending               | DE      | EUR      | 1120   | CAZ      | F        | M                         | 10,000,000      | 500              | -25                |
| Deposits and currency | SE      | SEK      |        |          | F        | N                         | 200             | 3,000,000        | 10                 |

Send

Save

Save errors as xml file

Import data

Show cube

Print

Danmarks Nationalbank  
Havnegade 5  
1093 København K

Telefon: 3363 6363  
Email: kommunikation@nationalbanken.dk



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# Fill in draft - 8

Import data from XML file: An XML file can contain data for all forms and row types. Select "Import data". This box appears.

The screenshot shows the FIONA Online interface. At the top left is the Danmarks Nationalbank logo and the text 'FIONA Online'. At the top right, it says 'Birthe Jensen, Danmarks Nationalbank(236...' and 'Mine områder' with a 'Log ud' button. The main area is titled 'ERHVM/FPM, draft for the period 201202' and contains a grid of tabs for different report sections. A dialog box titled 'Import data from xml file' is open in the center. The dialog box contains the following text:

Import data from xml file

Add more data to some parts of the report by reading an xml-file.

Read data from:

[Text input field] [Browse...]

If the xml-file and the report both contains data in a specific group then...

- Overwrite the content of the group in the report by the content the group has in the xml-file.
- Add the content the group has in the xml-file to the content of the group has in the report.

[OK] [Cancel]

At the bottom of the interface, there are buttons for 'Send', 'Save', 'Save errors as xml file', 'Import data', 'Show cube', and 'Print'. At the bottom left, there is contact information for Danmarks Nationalbank: 'Danmarks Nationalbank, Havnegade 5, 1093 København K, Telefon: 3363 6363, Email: kommunikation@nationalbanken.dk'.

## Fill in draft - 9

### Import data from XML file (continued)

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- Press "Browse" and locate the XML file in your system
- Select either overwrite or add the content
  - Overwrite: Existing data will be overwritten by the new data
  - Add: The new data will be added to the existing data
- Press "OK"
- The XML file is being imported
- You can see an example of the structure of an XML file [here](#) (right click on link and select "Open hyperlink")

## Save draft - 1

---

- In FIONA Online you can at any time save a draft of the report you are in the process of filling in. We recommend that you press "Save" before you leave a form.
- In addition, the system automatically saves a copy at regular intervals
- This may be useful if e.g.
  - you do not receive data for the individual forms at the same time
  - several persons are responsible for filling in the report
  - you are suddenly interrupted in the reporting



# Save draft - 2

You are in the process of filling in the report and wish to save the draft to get back to it later. Press "Save".



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FIONA Online

Birthe Jensen, Danmarks Nationalbank(236...

Mine områder

Log ud

Secured area Reports Messages New message Save all errors as an xml file Change company På dansk Help

ERHVM/FPM, draft for the period 201202

|            |           |    |    |     |      |      |      |             |       |       |      |       |      |      |            |
|------------|-----------|----|----|-----|------|------|------|-------------|-------|-------|------|-------|------|------|------------|
| masterdata | VirkData  | F1 | F2 | AK1 | AK2a | AK2b | OB1  | OB2a        | OB2b  | REPO  | AKU1 | AKU2  | AKU3 | OBU1 | OBU2a      |
| OBU2b      | Derivater | LA | LP | LKK | OEA  | OEP  | FOEP | VirkDataAar | F1Aar | F2Aar | EKAa | EKA b | EKPa | EKPb | StoreTrans |

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

|                       | Country | Currency | Sector | Industry | Maturity | Enterprise group relation | Opening balance | Net transactions | Exchange rate changes |
|-----------------------|---------|----------|--------|----------|----------|---------------------------|-----------------|------------------|-----------------------|
| Codelist              | L2      | L3       | L4     | L5       | L8       | L6                        |                 |                  |                       |
| Trade credits         |         | DKK      |        |          | K        | U                         | 0               | 4,000,000        | 0                     |
| Lending               | DE      | EUR      | 1120   | CAZ      | F        | M                         | 10,000,000      | 500,000          | -25,000               |
| Deposits and currency | SE      | SEK      |        |          | F        | N                         | 200,000         | 3,000,000        | 10,000                |

Send Save Save errors as xml file Import data Show cube Print

Danmarks Nationalbank  
Havnegade 5  
1093 København K

Telefon: 3363 6363  
Email: kommunikation@nationalbanken.dk



DANMARKS  
NATIONALBANK

4 January 2013  
Quick guide to FIONA Online

# Save draft - 3

This box appears. Press "OK" and leave FIONA Online.



FIONA Online

Birthe Jensen, Danmarks Nationalbank(236...

Mine områder

Log ud

Secured area | Reports | Messages | New message | Save all errors as an xml file | Change company | På dansk | Help

**ERHVM/FPM, draft for the period 201202**

masterdata | VirkData | F1 | F2 | AK1 | AK2a | AK2b | OB1 | OB2a | OB2b | REPO | AKU1 | AKU2 | AKU3 | OBU1 | OBU2a

OBU2b | Derivater | **LA** | LP | LKK | OEA | OEP | FOEP | VirkDataAar | F1Aar | F2Aar | EKAa | EKAb | EKPa | EK Pb | StoreTrans

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

|                       | Country | Currency | Sector | Industry | Maturity | Enterprise group relation | Opening balance | Net transactions | Exchange-r changes |
|-----------------------|---------|----------|--------|----------|----------|---------------------------|-----------------|------------------|--------------------|
| CodeList              | L2      | L3       |        |          |          | L6                        |                 |                  |                    |
| Trade credits         |         | DKK      |        |          |          |                           | 0               | 4,000,000        | 0                  |
| Lending               | DE      | EUR      |        |          |          |                           | 10,000,000      | 500,000          | -25,000            |
| Deposits and currency | SE      | SEK      |        |          | F        | N                         | 200,000         | 3,000,000        | 10,000             |

**FIONA Online**  
The draft report is saved.  
OK

Send | Save | Save errors as xml file | Import data | Show cube | Print

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Havnegade 5  
1093 København K

Telefon: 3361 6363  
Email: kommunikation@nationalbanken.dk



# Save draft - 4

Next time you open FIONA Online, double click on the draft to open the report and continue to fill in the forms

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Secured area | Reports | Messages | New message | Save all errors as an xml file | Change company | På dansk | Help

Report overview for Testvirksomhed 3 ERHVM/BMP6 (34567891)

ERHVM/FPM

| Send/Delete              | Period | Serial No. | Status   | Last Edited    | Last Edited By |
|--------------------------|--------|------------|----------|----------------|----------------|
| <input type="checkbox"/> | 201202 | Draft      |          | 1/7/2013 18:05 | Birthe         |
|                          | 201206 | 1.0000     | Approved |                |                |
|                          | 201207 | 1.0000     | Approved |                |                |
|                          | 201208 | 2.0000     | Approved |                |                |
|                          | 201209 | 1.0000     | Approved |                |                |
|                          | 201210 | 1.0000     | Approved |                |                |
|                          | 201211 | 5.0000     | Approved |                |                |

Send draft(s) | Delete draft(s) | Create draft... | Print | Refresh


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# Submit data - 1

When you have filled in all data, press "Send"

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 Log ud

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Secured area
Reports
Messages
New message

 Save all errors as an xml file
 
Change company
På dansk
Help

**ERHVM/FPM, draft for the period 201202**

| OB2b       | Derivater | LA | LP | LKK | OEA  | OEP  | FOEP | VirkDataAar | F1Aar | F2Aar | EKAa | EKA b | EKPa | EKPb | StoreTrans |
|------------|-----------|----|----|-----|------|------|------|-------------|-------|-------|------|-------|------|------|------------|
| masterdata | VirkData  | F1 | F2 | AK1 | AK2a | AK2b | OB1  | OB2a        | OB2b  | REPO  | AKU1 | AKU2  | AKU3 | OBU1 | OBU2a      |


**Master data - Information about the reporting enterprise**

|                                      |          |
|--------------------------------------|----------|
| Enterprise registration (CVR) number | 34567891 |
| Reporting period (yyyy-mm)           | 201202   |
| Serial number                        | 1.0000   |

**Information about the department**

|                   |                             |
|-------------------|-----------------------------|
| Name              | Testvirksomhed 3 ERHVM/BMP6 |
| Street and number |                             |
| Postal code       |                             |
| Postbox           |                             |
| City              |                             |
| Telephone number  |                             |

**Contacts**


Save
Save errors as xml file
Import data
Show cube
Print

Danmarks Nationalbank | Telefon: 3363 6363  
 Havnegade 5 | Email: kommunikation@nationalbanken.dk  
 1093 København K

# Submit data - 2

If your report does not pass the format controls this box appears. You may e.g. have forgotten to fill in a currency in a row. Correct the error and press "Send" again.

The screenshot shows the FIONA Online interface for reporting. The main window displays a form for "ERHVM/FPM, draft for the period 201202". The form includes sections for "Master data - Information about the reporting enterprise" and "Information about the department". A modal dialog box titled "Message from Danmarks Nationalbank" is overlaid on the form, indicating that 1 error was found in the report. The error details are as follows:

| Ark  | Gruppe       | Felt      | Vaerdi | Position | Fejlbeskrivelse             |
|------|--------------|-----------|--------|----------|-----------------------------|
| OB2b | OB2bUdenIsin | RenteSats |        | 1.3.1.1  | Feltet 'RenteSats' mangler. |

The dialog box also includes an "OK" button. The background form shows the following data:

**Enterprise registration (CVR) number:** 34567891  
**Reporting period (yyyy-mm):** 201202  
**Serial number:** 1.0000

**Information about the department:**  
**Name:** Testvirksomhed

**Contacts:**

At the bottom of the interface, there are buttons for "Send", "Save", "Save errors as xml file", "Import data", "Show cube", and "Print".

# Control of data - 1

## Objective control of the report

---

- When you have submitted the report it undergoes a number of objective controls to establish if it can be approved
- Irrespective of the result of the controls you receive an email/message with the result
- If there are errors you are notified that the report is not approved. You receive an email with a link to a list showing the error type and in which form. The list is opened in FIONA Online (requires log on).
- You must correct the errors and submit the report again
- See also the document "Overview of data controls for the reporting of financial accounts"

# Control of data - 2

## Analytical control of the report

---

- If the report has passed the objective controls it is given the status "Approved" in FIONA Online and your reporting is completed.
- Afterwards the report undergoes a number of analytical controls and becomes part of our statistical data. In this process we may need to contact you regarding further understanding of the reported data.
- This type of communication takes place via email and telephone