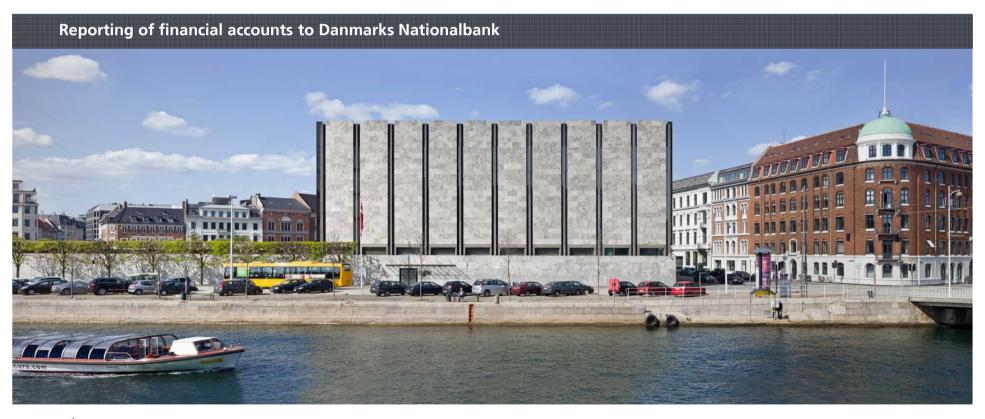
DANMARKS NATIONALBANK

Quick Guide to FIONA Online





Introduction – only relevant for new reporters

- 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.



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.



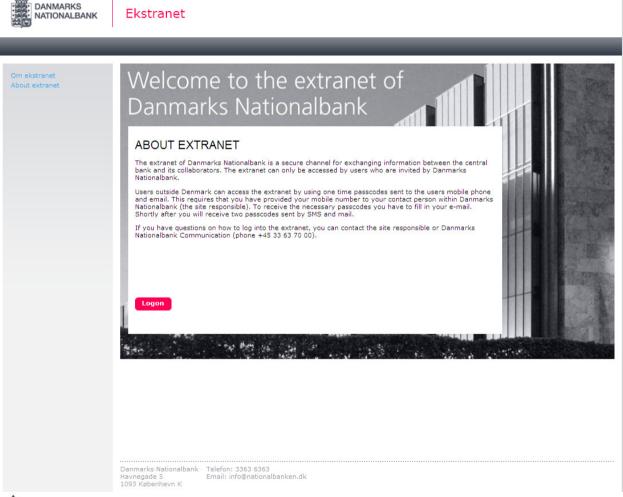
Ekstranet



Danmarks Nationalbank Telefon: 3363 6363

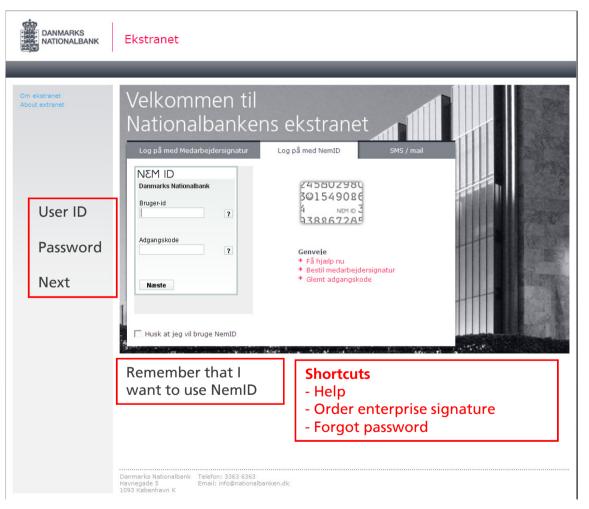


After reading about the extranet, press "Logon". Please use telephone +45 3363 6814, FIONA Servicedesk, instead of the general number mentioned.



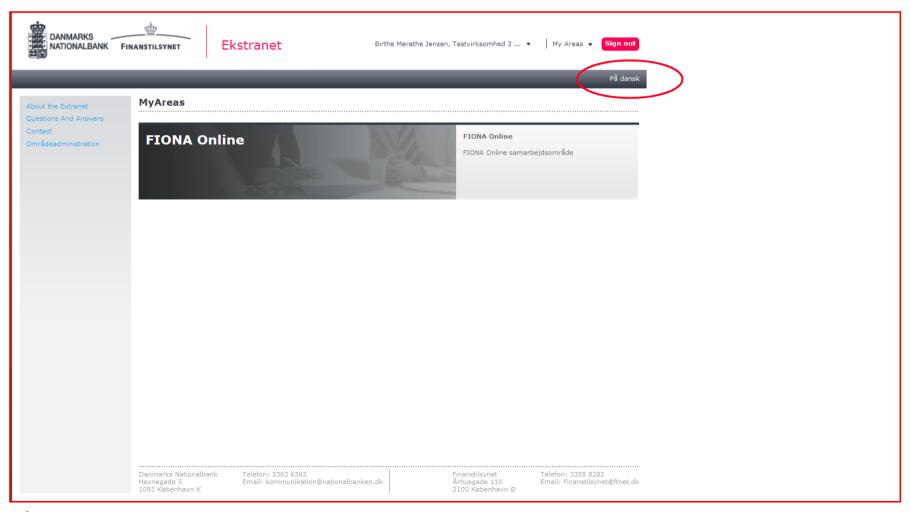


Log on with NemID for enterprises (the tab selected below) or the old enterprise digital signature (tab "Log på med Medarbejdersignatur"). At present only in Danish.



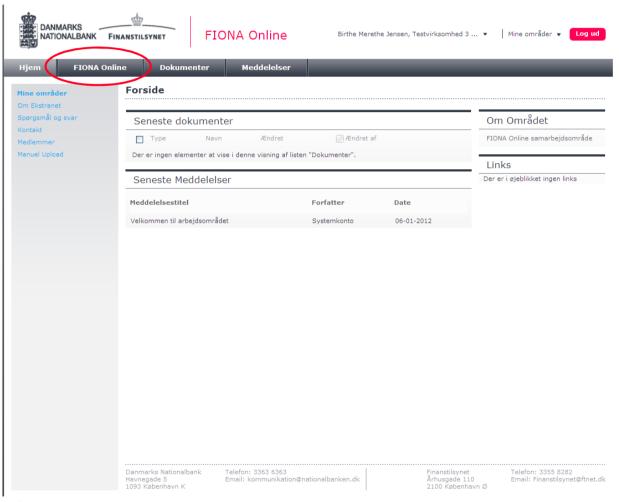


Starting FIONA Online - 5After log on, "Mine områder" (My areas) opens. Below we have already pressed "In English" to the right. Press "FIONA Online".



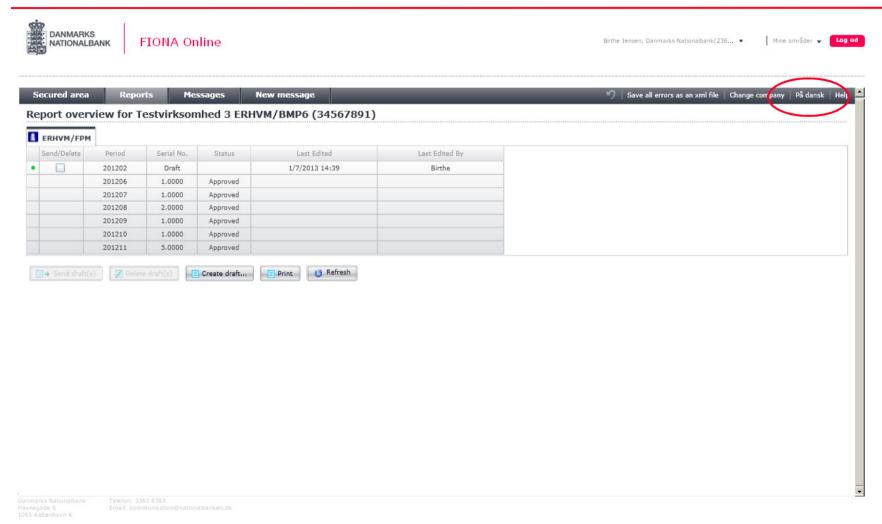


FIONA Online's front page opens, where news and relevant material can be published. Select "FIONA Online" in the grey bar. At present only in Danish.





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 reporting steps

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 [erivater	LA	LP	LK	к о	EA	OEP	FOEP	Virk	DataAar	F1Aar	F2Aar	EKAa
ĺ	masterdata		VirkData		F1	F2	AK1	AK2	2a	AK2b	OB1	OB2a	OB2b	REPO	AKU1

Form OB2b: Debt instruments without ISIN code - balance

	Identification of the debt instrument Information about t		the debt instrument					
	Internal code	Valuation principle	Accrued interest	Opening balance	Net transactions	Exchange-rate		
Codelist	* > * :	L12		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	Α •	J *	1,000,000	2,000,000	7,500		
Debt instruments without ISIN code	2-CN	М •	N •	2,000,000	-100,000	2,000		

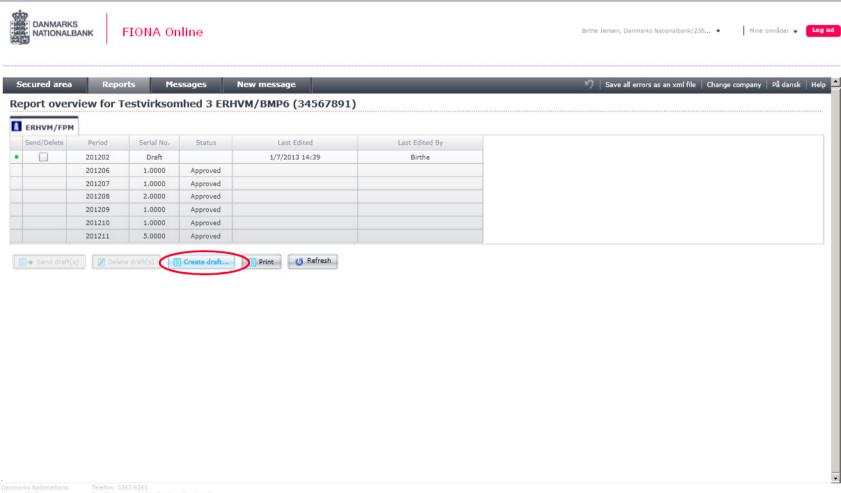
Keeping the column headings visible in forms with many rows

- 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 you 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..."

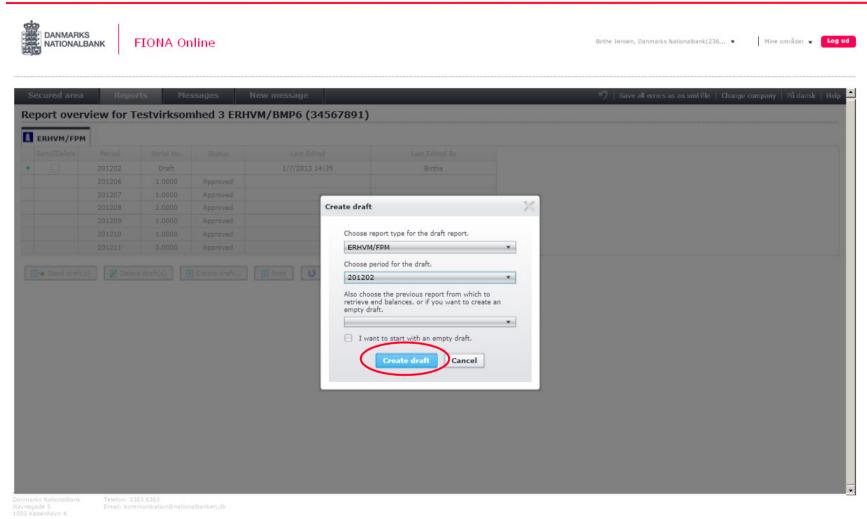






Create draft - 2

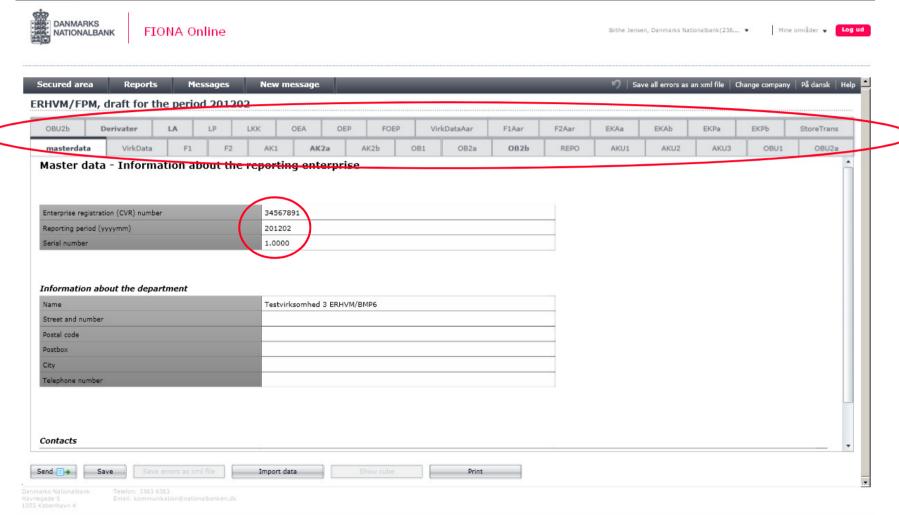
Fill in report type, period and previous report. To finish press "Create draft".





Create draft - 3

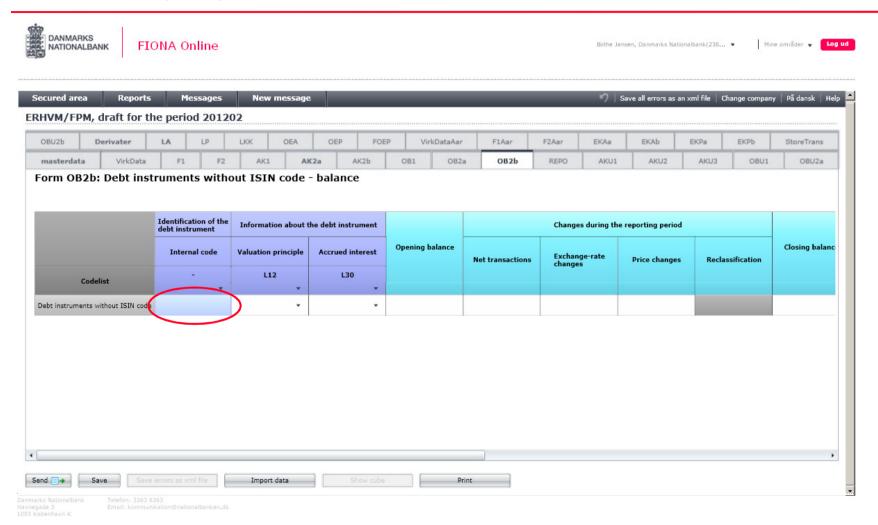
Now you are ready to fill in the draft. Select forms in the tabs. Note: in Masterdata the CVR number, reporting period and serial number are filled in by the system.



- 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")



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





Copy data from spreadsheet, e.g. Excel

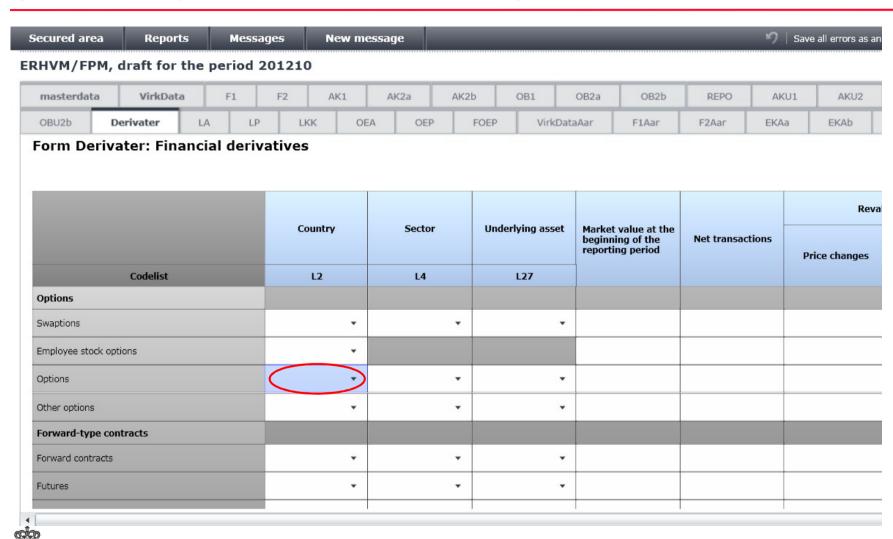
- You have two options:
 - In a specific form you want to insert several rows in the same row type, e.g. "Options" in form Derivater (Derivatives). Select "Paste into selected row type".
 - In a specific form you want to insert one (and only one) row per row type, e.g. "Trade credits", "Lending and deposits"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



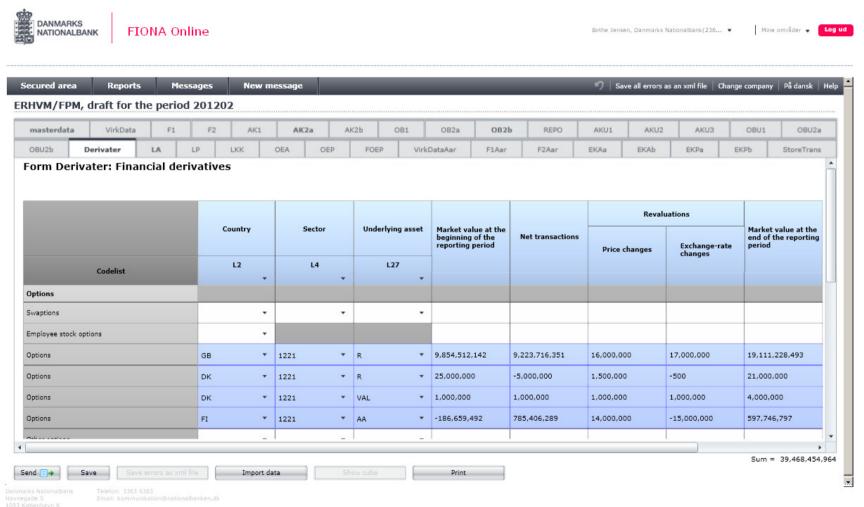
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Copy data from spreadsheet 1: Select the data in your spreadsheet, copy (press Ctrl+C), go to the relevant form and right click in the relevant row

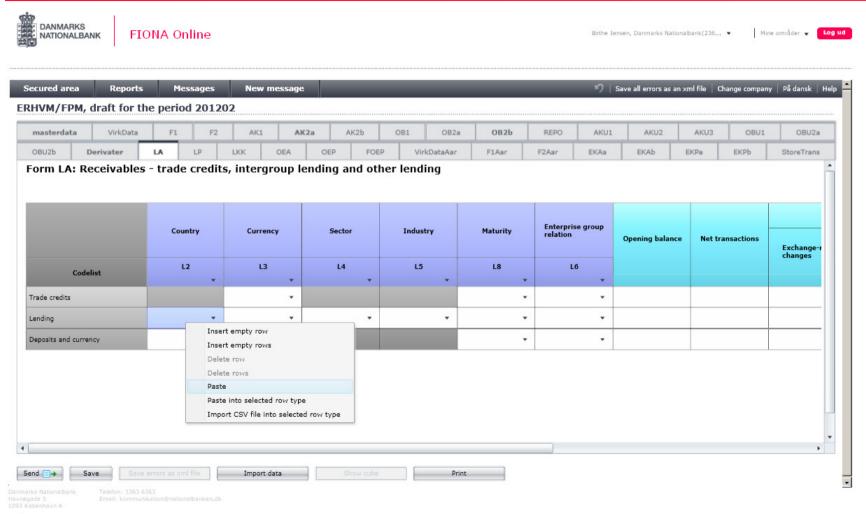


Select "Paste into selected row type". Data are now inserted and the correct number of rows are automatically added.



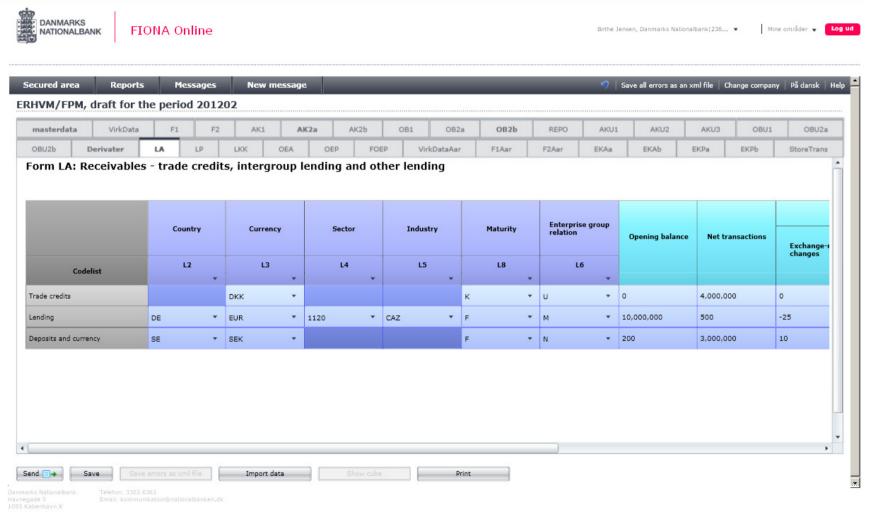


Copy data from spreadsheet 2: Select data in your spreadsheet, copy (press Ctrl+C), go to the relevant form and right click in the relevant row



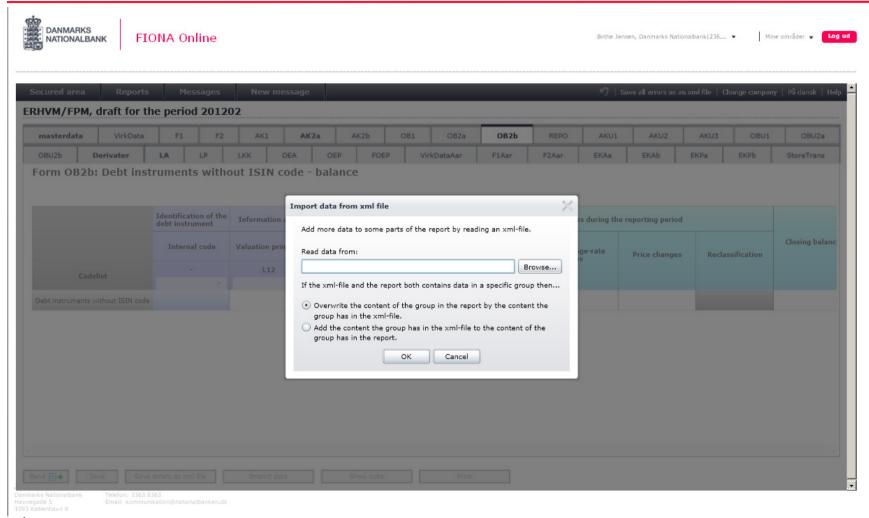


Select "Paste". Important in the spreadsheet: only enter data in the correct columns in the different rows and only one row per row type.





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





Import data from XML file (continued)

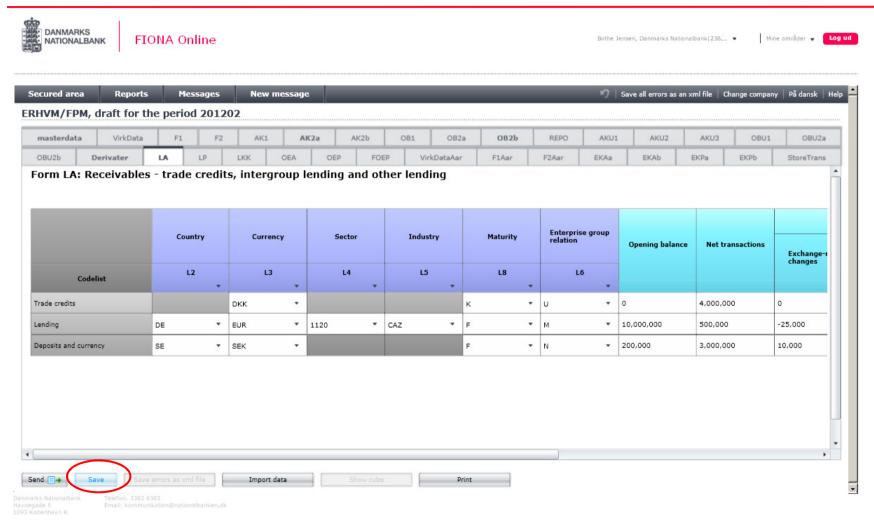
- Press "Browse" and locate the XML file in your system
- Select either overwrite or add the content
 - Overwrite: Existing data will be overwritten by the new data
 - Add: The new data will be added to the existing data
- Press "OK"
- The XML file is being imported
- You can see an example of the structure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



- 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

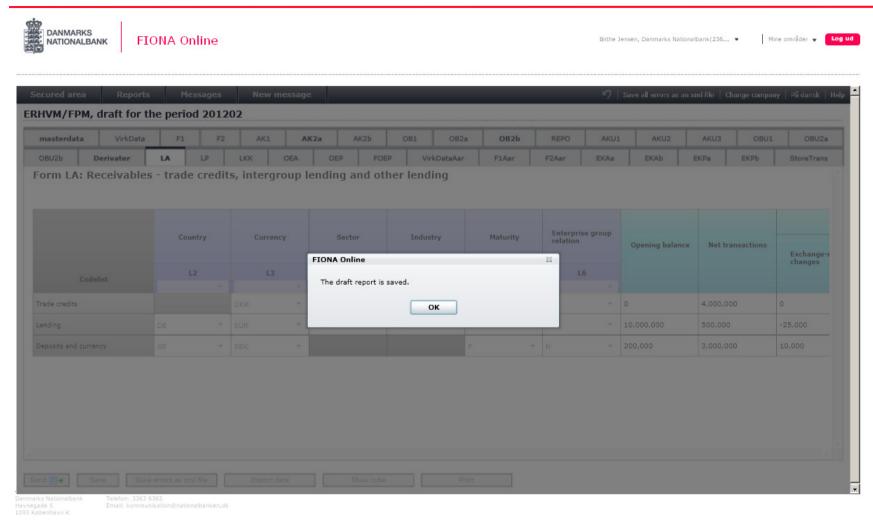


You are in the process of filling in the report and wish to save the draft to get back to it later. Press "Save".



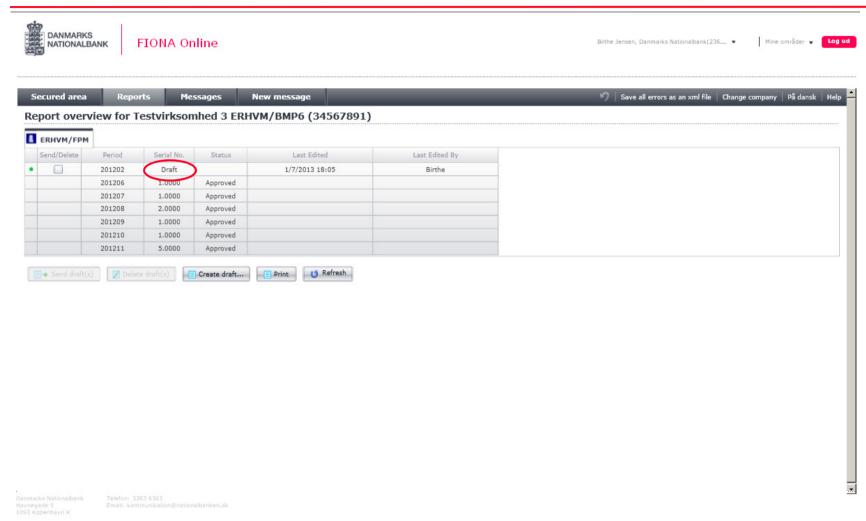


This box appears. Press "OK" and leave FIONA Online.





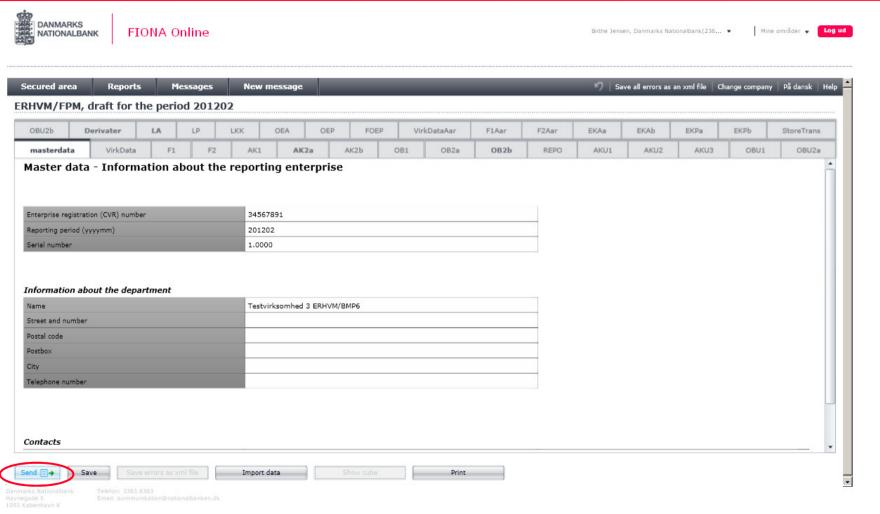
Next time you open FIONA Online, double click on the draft to open the report and continue to fill in the forms





Submit data - 1

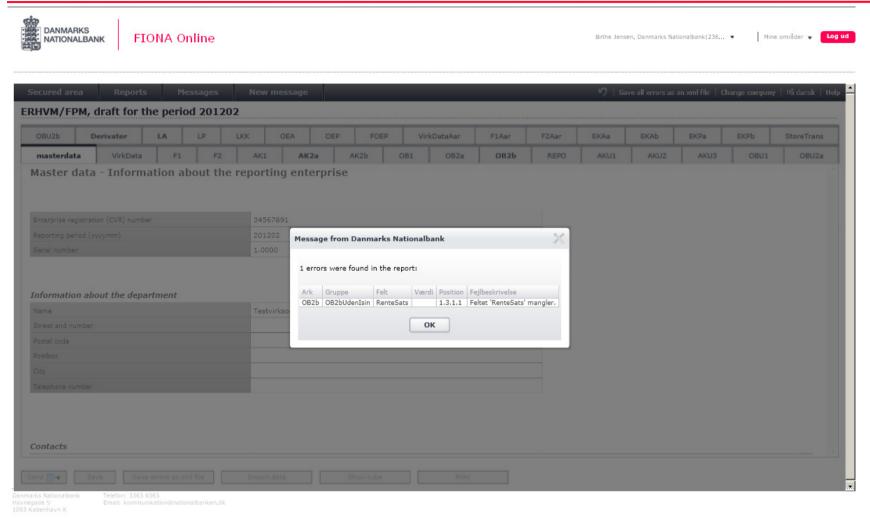
When you have filled in all data, press "Send"





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.





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 and 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

