# Instructions for Reporting of Quarterly statistics - Other Financial Institutes, OFI

## Statistics Sweden's web page for OFI reporting

Forms are available in Excel format on Statistics Sweden's web page for OFI: https://scb.se/ofi.

It is recommended that reporting institutes visit the web page prior to filling out the report, in order to verify if there is any new versions of forms or instructions available.

## Working with the OFI-statistics forms

A form may be downloaded from the web page above, and operates like any ordinary Excel workbook. It is to be saved locally before filling out the form.

Technical requirements for reporting institutes are to have working internet access and Microsoft Excel version 2007 or more recent.

When opened in Excel, the form may display the message "Marcos have been disabled". Choosing "Enable content" makes the functionalities of the form available for use, however it is not a requirement.

The form may be filled out manually in the workbook itself, or by loading data stored in text- or XML-files to the form. Any files which are to be loaded into the form must be formatted as described in this document.

The form contains data controls, acting as support during the reporting. These are located in separate control cells, kept in columns to the right of the reported numbers. You may double click on a control cell to get an overview of which cells are included in a certain control. The included cells are then marked in different colours according to the formula function in Excel.

When the form is ready to be sent in to Statistics Sweden, you may do so by logging in the OFI web page: https://scb.se/ofi. Press the "Log in"-button and fill out user name and password. The login credentials

are sent to new reporting institutes by mail. When you are logged in, choose the current period and form. Fill out the contact information. The report may be uploaded from your computer to the web page when the above steps are completed. You will receive a receipt when Statistics Sweden has accepted your report, verifying that the transmission was successful.

## Description of the form's assisting functionalities

There are a number of functionalities assisting the reporting, manifested in the shape of buttons in the "Start" sheet. To use the functions (buttons) you must enable macros. The "Start" sheet further contains information on the deadline for reporting, as well as an overview of any controls that may have risen an error as a consequence of inconsistencies in the data supplied.

The "Summary" sheet provides connections between each cell of the report and its' attributes, such as underlying variable code, reported value ("Var.Värde"), sheet ("Spec"), column, row, accounting item ("Kontolsag"), maturity ("Löptid"), collateral ("Säkerhet"), country ("Land") and currency ("Valuta"). Variable codes are Statistics Sweden's ID-construction for each item, and is primarily meaningful to reporting institutes wishing to utilize the built in functionalities of the form to read data from text files or XML-files. There is also a special form which shows the variable codes in each cell available on the website for reporting institutes. The form may be useful as a guidance to visualize how the variable codes are related to rows and headlines in the form.

The "Summary" sheet may also be used to verify consistency between a parent company and its foreign branches. Stock values reported in the branch report cannot be larger than corresponding stock values in the parent report, since the branch is to be included in the report of the parent. A parent – branch control may be conducted by taking the following steps:

- Go to the "Summary" sheet in the parent and the branch reports.
- Copy the values from the reports and paste them next to each other in a separate sheet.
- Calculate the difference for all values and filter the differences to see whether any values are larger for the branches than the parent.

The functionalities available in the shape of buttons in the "Start" sheet are described below:

**Load a text file to the form** – Reads a text file with variable codes and values in standard format, and distributes the data into the corresponding cells of the form.

**Create a text file from the form** – creates a text file with variable codes from the values that are filled out in the form. May be used to find the expected structure of any text files which are to be read by the report's built in macros.

**Sum several forms** – Adds values from one or several other forms into the current form. The function can, for example, be used to sum up different branch reports into an aggregated branch report.

- Any forms you wish to sum must be of the same version.
- Save all the forms that are to be summed in the same folder.
- Verify the validity of each report by opening them one at a time and search for possible control errors.

**Load an XML-file to the form** – Reads an XML-file with variable codes and values in standard format, and distribute the data into the corresponding cells of the form.

**Create an XML-file from the form** - creates a XML-file with variable codes from the values that are filled out in the form. May be used to find the expected structure of any XML files which are to be read by the report's built in macros.

**Repair summation controls** – repairs any controls that may have been damaged or deleted.

## Format for text files

Text files are expected to follow ANSI encoding, formatted as one item per line. The hash tag character ("#") represents the beginning of a line, and pieces of information within one and the same line are separated by a semi colon (";").

Each line is expected to contain the following three pieces of information:

1. The initial character "R", indicating the intent to transmit a row.
2. The variable code associated with the accounting item which the row is to carry. Connections between items and variable codes are available in the "Summary" sheet.
3. The value which is to be associated with the item.

An example of a valid text file could look like this:

#R;5_A_EF_X_X_X_DK_N_V_B_A;70000

#R;5_A_EF_LR_X_X_DK_N_V_B_A;70000

#R;5_A_EF_X_X_X_DK_N11_V_B_A;70000

Though not explicitly stated above for the sake of clarity, each value (“70000”) is expected to be succeeded by a new line character. Standard text editors will do this automatically when encoding the file given input such as illustrated above.

## Format for an XML-file

The main element in the XML-schema used in the OFI report is <Row>, with the sub elements <Variable code> and <Value> – see table below for a brief description.

| **<Row>** | **Row** |
|---|---|
| Variabel code | The code which used by Statistics Sweden to identify the item which is to be reported. |
| Value | Reported amount. Should be reported in thousands crowns and interest rates in singular with decimals. A comma (“,”) or dot (“.”) can be used as decimal delimiter. |

Character encoding is defined according to the ISO-8859-1 standard.

The underscore (“_”) character, which occurs in the variable code, corresponds to 95 in ASCII encoding.

The file can have any freely chosen name, but is of course required to end in “.xml”, for example: “OFIVPBOL_20200930.xml”.

An example of what an XML-file adhering to the expected standard may look like is given below:

```
<?xml version="1.0" encoding="ISO-8859-1" standalone="yes"?>
<WorksheetDB>
    <Row>
        <Variabelkod>2_A_M2C_LB_X_X_1E_N121112_SEK_N_A</Variabelkod>
        <Varde>1</Varde>
    </Row>
    <Row>
        <Variabelkod>2_A_M2C_LB_X_X_1E_N121111_SEK_N_A</Variabelkod>
        <Varde>2</Varde>
    </Row>
    <Row>
        <Variabelkod>2_A_M2C_LB_X_X_1E_N121121_SEK_N_A</Variabelkod>
        <Varde>3</Varde>
    </Row>
</WorksheetDB>
```