



INFOSTAT

Data Collection Platform



USER MANUAL

Version 2.0

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NEWS

News

INFOSTAT Data Collection Portal has been changed to make it compliant with new technologies that do not require the Flash Player plugin and are able to adapt the *layout* to the user device (laptop, tablet, smartphone).

The functionalities, provided by the portal, are unchanged.

Minimum requirements

The new version requires one of the following versions of the browser: Google Chrome (version 56+ recommended) and Mozilla Firefox (version 52+ is recommended). Internet Explorer is not recommended; although the application works correctly, some graphic components may not be displayed in an optimal way. A minimum screen resolution of 1280x720 is also required

For technical questions, send an e-mail to the mailbox rdvi.helpdesk@bancaditalia.it .

1. ENABLING AND MANAGEMENT FUNCTIONS

1.1. Operating instructions for using “INFOSTAT” services

The Data Collection Platform (hereinafter INFOSTAT) is an IT infrastructure to support the preparation and transmission of periodical statistical and supervisory reports to the Bank of Italy (hereinafter Bol).

Access to INFOSTAT is available on the Bol website¹ or at the internet address “<https://infostat.bancaditalia.it>”. The INFOSTAT platform offers several functions for managing deadlines, compiling and sending data reports to the Bol.

Due to the confidential nature of the information processed, access to the platform is only granted to authorized users.

The credentials (username and password) chosen by the operator during the registration phase will be required for each subsequent access to INFOSTAT.

Communication on the Internet network uses the https protocol (secure connection).

INFOSTAT is designed to deal with a wide range of information exchanges with the Bol. This manual contains information that applies to any information exchange with the Bol; it should be considered, however, that some functions may be inhibited if not covered by the specific legislations that regulate each specific data exchange.

The images shown in this manual are examples of the features supported by the platform; they may differ from the ones that users will face in relation to a specific survey.

For technical questions and for all matters relating to access to INFOSTAT and the use of related services, send an e-mail to the mailbox rdvi.helpdesk@bancaditalia.it.

¹ <https://www.bancaditalia.it/statistiche/raccolta-dati/informazioni-general/raccolta-internet/index.html?com.dotmarketing.htmlpage.language=1>

1.2. **Registration, authentication and access to INFOSTAT**

To access INFOSTAT it is necessary to have a USERNAME and a PASSWORD acquired through the function for **registering** on the Bol website (shown on the Home screen as **Registration**). Once registration has been completed, **access** to INFOSTAT requires user **authentication** by entering the USERNAME and the PASSWORD.

Detailed information on registration and authentication are available in the "INFOSTAT - Authorizations and accessing instructions"².

² "INFOSTAT - Authorizations and accessing instructions" are available on Bol website (<https://www.bancaditalia.it/statistiche/raccolta-dati/informazioni-general/raccolta-internet/index.html?com.dotmarketing.htmlpage.language=1>)

1.3. Accreditation and access to services

At the end of the authentication process, users can access the INFOSTAT Home Page.

The data preparation and forwarding interface can be viewed in English by clicking on 'English version' (upper right)

Services for the exchange of data with the Bol are accessible by clicking on 'Access to Services'.

To access these services it is first necessary to use one of the following functions:

- Enter a PIN (if users have the PIN code sent to their reference partner by the Bol);
- Request for delegation (to operator that is already authorized).

The screenshot displays the INFOSTAT web application interface. The browser window shows the URL: <https://infostat.bancaditalia.it/infostat/login.do?metodo=loginUtente&lingua=EN>. The page header features the Banca d'Italia logo and 'EUROSISTEMA' branding, with a 'Versione Italiana' link. A navigation bar contains 'Enter PIN', 'Request delegation', and 'Authorization management'. The main content area is divided into two columns: 'SURVEY' on the left and 'COLLECTIVE INVESTMENTS UNDERTAKINGS - ACCOUNTS' on the right. The 'SURVEY' column has a tree view with 'Collective investments undertakings - Accounts' selected. The right column displays 'Survey T1 is related to' and 'CONTACT: Statistics Collection and Processing Department - Credit and financial institutions' supervisory reports. Below this are 'LINK:' options for 'Reference regulations' and 'Infostat Guide'. At the bottom of the right column are 'SERVICES ACCESS' and 'MESSAGES' buttons. On the far right, there is a 'TECHNICAL SUPPORT' section with a 'FAQ' link, contact information for the help desk (+39 0647926459), and an 'INFO USER' section with a welcome message for MARIA ROSARIA BUZZI, username ROSARIA, and last login on 14-05-2013 08:27:04. Links for 'Edit personal data' and 'Change password' are also present. A 'LAST UPDATING' section at the bottom left shows 'GENERAL NEWS' with 'Rilevazioni di Vigilanza' and 'Albi ed Elenchi di Vigilanza' listed, and a note 'No news. 14-5-2013'.

Detailed information on functions for “Entering the PIN” and the “Request for Delegation” are available in the “ INFOSTAT - Authorizations and accessing instructions”³

³ “INFOSTAT - Authorizations and accessing instructions” are available on Bol website (<https://www.bancaditalia.it/statistiche/raccolta-dati/informazioni-generalis/raccolta-internet/index.html?com.dotmarketing.htmlpage.language=1>)

2. Access to services for data preparation and transmission

2.1. Schedule

By selecting the "Access to Services" function from the INFOSTAT Home page, users have access to the section of the website dedicated to services for data preparation and transmission.

The home page is organized around a 'Schedule'.

The schedule is a tool that provides the partner with annual summaries of its reporting obligations.

The interface shows an annual calendar that shows the months in which deadlines for data submission fall, for each of the surveys on which the partner is required to send periodical reports to the Bol.

The screenshot shows the 'Schedule' page in the INFOSTAT system. At the top, there is a navigation bar with 'Schedule', 'Messages', and 'Users'. Below this, a 'Select partner' dropdown is set to 'UTENTE TEST 23 NUOVA RACCOLTA (503235)' and 'Select year' is set to '2018'. The main area displays a calendar for the year 2018, with the month of July highlighted. A callout box points to the 'Calendar' and 'Agenda' buttons, stating: 'Select view mode: calendar or agenda'. Another callout box points to the partner and year selection, stating: 'Select the partner and the reference calendar year'. A third callout box points to the highlighted July cell, stating: 'Select the 'cell' of interest in order to activate the services menu'. On the right side, there are sections for 'MESSAGES MANAGEMENT' and 'UTILITY' with buttons for Transmit, Check, Confirm, Import, Export, and Print. An 'Upload file function' section is also visible at the bottom right.

Users may select both the partner for whom they intend to operate (if they are authorized to act on behalf of multiple partners) and the calendar year for which they want to view the report deadlines.

The schedule can be viewed either as a table (calendar) or as agenda. Choose the view mode using the buttons located over the schedule.

In the "calendar" view mode, the rows refer to the surveys and the columns to the months in which reporting deadline falls.

By moving the mouse over a highlighted cell, other information are shown in addition to the accounting reference date, the date from which data may be processed and the deadline for submitting the report to the Bol.

By one of the highlighted cells of the schedule selecting with the mouse, if the date from which data may be processed has expired, functions related to the data processing are activated. These functions are grouped into two general categories:

- Category: 'Data Entry' (if available for selected survey). It includes functions related to the data entry service (data entering, checking, the diagnostic-, and official submission) and auxiliary functions (management of confirmations, consultation of messages exchanged with the Bol);
- Category: 'Upload file function'. It includes services intended for partners who do not use data entry online to prepare their due reports: loading functions and diagnostic functions of external reporting data files (produced independently by partners, compliant with the agreed formats), sending confirmations of data and consultation of messages exchanged with the Bol.

By default the services menu shows the functions related to the 'data entry' category, but it is possible at any time to switch to the other category of services by clicking on the reference tool bar.

By default, the "agenda" view mode is shown when a specific survey was selected from the survey list of the home page. In this case, deadlines are grouped by due date and appear in chronological order.

From the survey list of the homepage it's also possible to select a group of surveys. In that case the dropdown field on the header of the agenda can help in selecting single surveys of interest within the group.

Due date	Ref. date	Survey
31 January, 2018	31 December, 2017	Monthly Financial Events
	31 December, 2017	Quarterly Non-financial Transactions
	31 December, 2017	Monthly Financial Transactions and Positions
28 February, 2018	31 January, 2018	Monthly Financial Events
	31 January, 2018	Monthly Financial Transactions and Positions
31 March, 2018	28 February, 2018	Monthly Financial Events
	28 February, 2018	Monthly Financial Transactions and Positions
30 April, 2018	31 March, 2018	Monthly Financial Events
	31 March, 2018	Quarterly Non-financial Transactions
	31 March, 2018	Monthly Financial Transactions and Positions
31 May, 2018	30 April, 2018	Monthly Financial Events
	30 April, 2018	Monthly Financial Transactions and Positions
31 June, 2018	31 December, 2017	Annual Stock Data

In case there is more the one reference date for the same reporting deadline, a detailed list of expected flows are shown in the "agenda"

In the calendar view, instead, different reference date with the same reporting deadline are aggregate in a single cell.

2.2. Data entry

Data entry consists of a set of services available to partners for compiling, checking and transmitting data to the Bol.

It is a virtual space for the exclusive use of partners where they can enter, edit and check data also during multiple sessions distributed over time. Until the time of the official transmission of data to the Bol, no operation carried out in the data entry is an 'official' interaction with the Bol.

The services available are as follows:

- Survey Management
 - o The editing function for entering data
 - o Data display
- Message management
 - o The diagnostic: for checking input data
 - o The transmission function: to officially forward data to the Bol
 - o Confirmation management: to confirm possible reports for which remarks are made
 - o The visualization of messages exchanged with the Bol
- Utility
 - o The function for importing data: to prepare a report using data already transmitted to the Bol or an external file
 - o The printing function: to print the latest data officially transmitted to Bdl or data that are currently inside the data entry space and still have a 'working' status

Once authorized, users will be able to work on behalf of their reference partners using the data entry functions, read all messages sent and received (regardless of the user who directly transmitted the data), request the diagnostic function and manage the confirmation of remarks.

The screenshot shows the 'Schedule' page in the INFOSTAT system. At the top, there is a navigation bar with 'Schedule', 'Messages', and 'Users'. Below this, a 'Schedule' button is visible. The main content area includes a 'Select partner' dropdown set to 'UTENTE TEST 5 - NUOVA RACCOLTA (503052)' and a 'Select year' dropdown set to '2018'. A calendar grid shows surveys for each month from Jan to Dec. The 'Annual Stock Data' survey for June is highlighted in yellow. To the right, a 'Data Entry function' panel contains 'SURVEY:' options (Full edit, Partial edit, Browse), 'MESSAGES MANAGEMENT:' options (Transmit, Check, Confirm, Browse), and 'UTILITY:' options (Import, Export, Print). Below this is an 'Upload file function' panel with another 'MESSAGES MANAGEMENT:' section (Transmit, Check, Confirm, Browse). Four blue callout boxes provide instructions: one points to the 'Full edit' button, another to the yellow cell in the calendar, a third to the 'Import' and 'Print' buttons, and a fourth to the 'Transmit' and 'Check' buttons.

Click for the editing function, select the option of interest ('Full' vs. 'Partial')

Survey / reference date

'Import' and 'Print' allow access to related services

'Transmit' and 'Check' allow access to related services

2.2.1. Data entry – Entering data (the ‘Edit’ function)

Data entry is carried out using the ‘Edit’ function. A request for edit can be total, if you want to take charge of the entire reporting scheme, or partial, in case you want to update a specific section of the reporting scheme itself. In both cases, the request for the ‘Edit’ function of the data entry activates a panel composed of two sections. The section on the left side shows the phenomena/subjects covered by the survey, organized in a hierarchical structure (taxonomy) compliant with the reporting scheme. The right section shows, for each phenomenon selected, the frame for assisted data entry, set out according to the structure of the data.

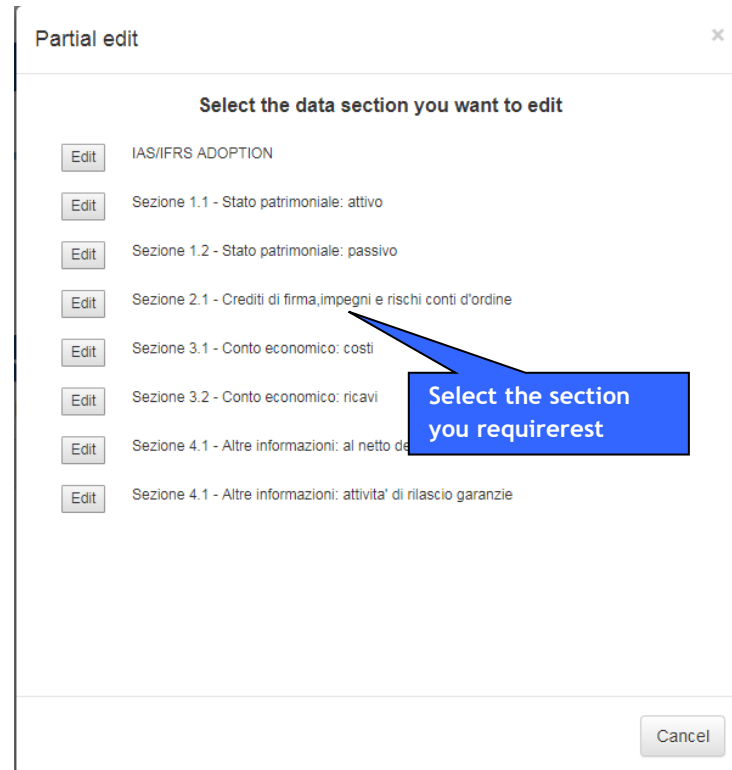
The screenshot displays the Banca d'Italia INFOSTAT interface. At the top left, the Banca d'Italia logo and 'EUROSISTEMA' are visible. The top navigation bar includes 'Schedule', 'Messages', and 'Users'. A search field is located at the top left of the taxonomy panel. A blue callout box points to this search field with the text: "Filter phenomena typing part of the description or of the code". The taxonomy is organized into sections: I SEZIONE: STATO PATRIMONIALE (1.1 ATTIVO: CASH, SUBSCRIBED CAPITAL UNPAID; 1.2 PASSIVO: CAPITAL); II SEZIONE: CREDITI DI FIRMA, IMPEGNI, E RISCHI E CONTI D'ORDINE (2.1 CREDITI DI FIRMA, IMPEGNI, E RISCHI E CONTI D'ORDINE); III SEZIONE: CONTO ECONOMICO (3.1 COSTI). A blue callout box points to a selected item in the taxonomy with the text: "Select the subject of interest to enable data editing". The right side of the interface shows a data entry form for the selected item: "ITEM: (6400000) Cassa e disponibilita'". The form includes fields for "ENTE SEGNALANTE: 50323", "PERIODICITA': 2018-03-31", "RESIDENZA DELLA CONTROPARTE: 1", "DIVISA DELL'OPERAZIONE: 1", "DURATA DELL'OPERAZIONE SEGNALATA: 3", "VOCE: 6400000", and "IMPORTO DELLA SEGNALAZIONE:". At the bottom of the form are three buttons: "Save data", "Delete data", and "Cancel data".

Above the phenomena list, a search field allows to filter the items typing part of the description or of the code.

In order to minimize potential operator errors associated with the activity of typing data, information with a preset value are already compiled and can not be modified.

'Partial' Edit - Update of a single data section

You can access the edit of a single data section by choosing the 'Partial edit' option from the data entry menu. A list is displayed showing all the sections of the survey; it is then possible to select the one to be edited .



The partial edit option provides functions similar to those of the 'full edit' option; the only difference is that it only makes the data in the selected section available for updating.

The function is intended to allow the contemporaneous updating by different persons of the data belonging to the same survey but related to different data sections reporting scheme . When a user is modifying a section, it will not be available to other users.

Mask for data entry with 'single' observations.

For Phenomena whose information does not have to be broken down according to the values of one or more classification variables, a mask appears with all the preset data and only the 'amount' variable available to be typed.

Survey: Financial intermediaries ex art. 106 of the Banking law
Partner: UTENTE TEST 23 NUOVA RACCOLTA (503235)

ITEM: (6400000) Cassa e disponibilita'
ENTE SEGNALANTE: 50323
PERIODICITA': 2018-03-31
RESIDENZA DELLA CONTROPARTE: 1
DIVISA DELL'OPERAZIONE: 1
DURATA DELL'OPERAZIONE SEGNALATA: 3
VOCE: 6400000
IMPORTO DELLA SEGNALAZIONE:

Buttons: Save data, Delete data, Cancel data

Callouts: Back to the Schedule, Type the value, Save data, Delete data

If the 'amount' variable provides for signalling the presence/absence of a phenomenon, the data entry mask will show a 'check-box' that corresponds to the 'amount' variable and that can be activated if you want to enter the preset conventional value

Survey: Financial intermediaries ex art. 106 of the Banking law
Partner: UTENTE TEST 23 NUOVA RACCOLTA (503235)

ITEM: _(6437000) Bilancio ias
ENTE SEGNALANTE: 50323
PERIODICITA': 2018-03-31
DIVISA DELL'OPERAZIONE: 1
RESIDENZA DELLA CONTROPARTE: 1
DURATA DELL'OPERAZIONE SEGNALATA: 3
VOCE: 6437000
IMPORTO DELLA SEGNALAZIONE: 1
NOTHING TO REPORT:

Buttons: Save data, Delete data, Cancel data

Callout: Activate the check-box if the information is required

Mask for data entry with 'multiple' observations.

Phenomena whose information needs to be broken down according to the combined values of one or more classification variables, are shown on the right using a mask with a matrix structure in which it is possible to insert values for classification and measure variables.

The screenshot shows the INFOSTAT data entry interface. At the top, there is a header with the Banca d'Italia logo, the text 'EUROSISTEMA', a language dropdown set to 'English', and user information 'Maurizi Paola' with 'Info' and 'Exit' buttons. Below this is a navigation bar with 'Schedule', 'Messages', and 'Users' options, and a 'Back' button. The main content area is titled 'In process' and displays a survey form for 'Financial intermediaries ex art. 107 of the Banking law, payment...'. The form includes fields for 'Partner:', 'PERIODICITA': (2017-12-31), 'DURATA DELL'OPERAZIONE SEGNALATA': (3), and 'VOCE': (5200000). Below these fields is a table with columns: 'DESTINAZIONE PATRIMONIO', 'RESIDENZA DELLA CONTROPARTE', 'DIVIS... DELL'OPERAZIONE', and 'IMPORTO DELLA SEGNALAZIONE'. The table contains two rows of data. Callouts with blue boxes and arrows point to various UI elements: 'Click to insert a new observation' points to a plus sign icon; 'To duplicate related row' points to a copy icon; 'Data filters' points to a dropdown menu; 'Clear data filters' points to a trash icon; 'To modify related row. You can open editor even clicking on the row' points to an edit icon; and 'To delete related row' points to a delete icon. At the bottom of the table, there are 'Save data' and 'Cancel data' buttons.

Click to insert a new observation

To duplicate related row

Data filters

Clear data filters

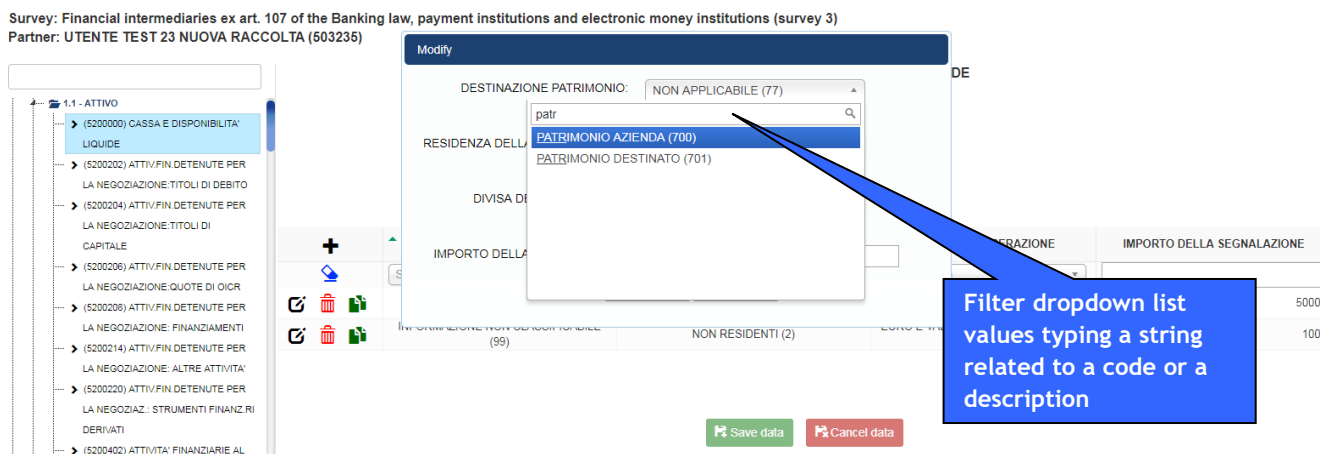
To modify related row. You can open editor even clicking on the row

To delete related row

DESTINAZIONE PATRIMONIO	RESIDENZA DELLA CONTROPARTE	DIVIS... DELL'OPERAZIONE	IMPORTO DELLA SEGNALAZIONE
NON APPLICABILE (77)	RESIDENTI (1)	VALUTE DIVERSE DALL'EURO E DA QUELLE DEI PAESI UME (2)	50000
INFORMAZIONE NON CLASSIFICABILE (99)	NON RESIDENTI (2)	EURO E VALUTE NAZIONALI DEI PAESI UME (1)	1000

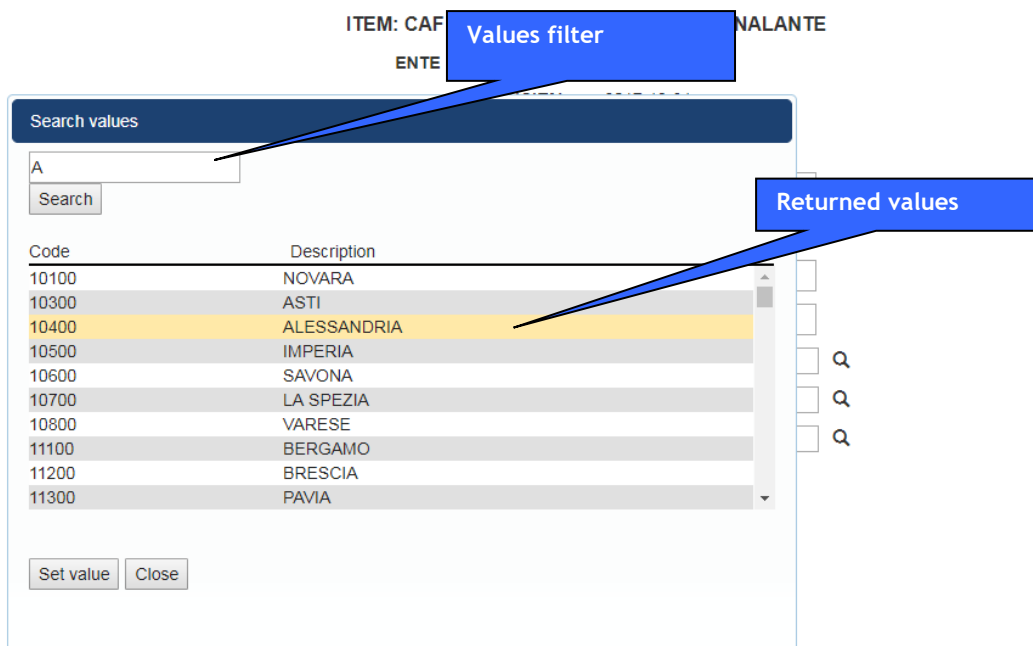
Functions that support 'Edit'

To minimize the risk of error in entering the values of classification variables, a dropdown list of permitted values is available. The list can also be filtered typing part of the code or of the description in order to facilitate the research.



For variables that can assume a finite set of values, but for which it is permissible to enter values that were not previously recorded, a search function is available for the values already present. This function is activated by clicking on the "lens" icon located next to the relative cell.

^ (503052)



Control functions within the edit phase

When saving the changes made in entering the data, the procedure checks that values entered for each classification variable are consistent with the set of permitted values for the variable itself. Any errors are highlighted in correspondence to the field affected.

107 of the Banking law, payment institutions and electronic money institutions (survey 3)

COLTA (503235)

DESTINAZIONE PATRIMONIO: Required field. Specify a value
Select a value...

RESIDENZA DELLA CONTROPARTE: Required field. Specify a value
Select a value...

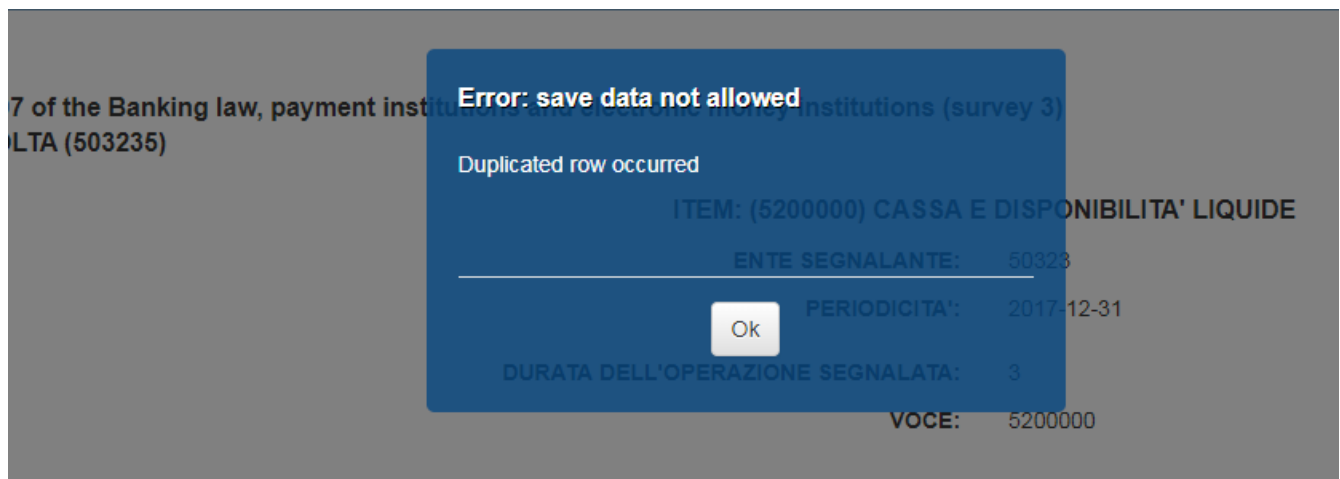
DIVISA DELL'OPERAZIONE: Required field. Specify a value
Select a value...

IMPORTO DELLA SEGNALAZIONE: Required field. Specify a value

Save Close

Save data Cancel data

In case there are errors during the saving phase, a warning message with the error description is shown:



Saving data is in any case allowed even if there are 'formal' errors such as, for example, the presence of a value not included among those allowed for a variable.

Only a few kinds of errors do not allow data to be saved, such as:

- presence of double observations;
- values not compliant with agreed formats (e.g. presence of alphabetic characters where numeric type variables are required).

Editing operations are not allowed when functions of official data transmission or diagnostic are ongoing; in this circumstance, in the left section of the screen (taxonomy), icons associated with these phenomena are shown in red to indicate that they are unavailable.

List of data entry remarks

Below is a list of possible errors that may occur during the data entry phase:

ERROR	PROBLEM	PROBLEM DESCRIPTION	SOLUTION
You can not update the survey report because, at the same time, activities of other users are ongoing (data are not available and can't be changed, and the icons associated with phenomena are shown in RED).	Data transmission or diagnostic ongoing	During data transmission/diagnostic it is not possible to access the edit frame to carry out updates.	Please try again at a later stage to verify data availability.
Duplicated observation in the database.	Duplicated observation	You must not include observations with identical values referring to the same classification variables. The error leads to blocking.	Correct the reported value for one or more classification variables inside the duplicated row or delete the whole row.
Variable with a wrong format	Wrong format	Format of entered values must comply with that provided for the variable. The error leads to blocking.	Correct the entered value.
Variable with a value that is not allowed	Wrong value	Entered values must belong to the list of values admitted for each variable. The error leads to blocking.	Correct the entered value.

Data consultation

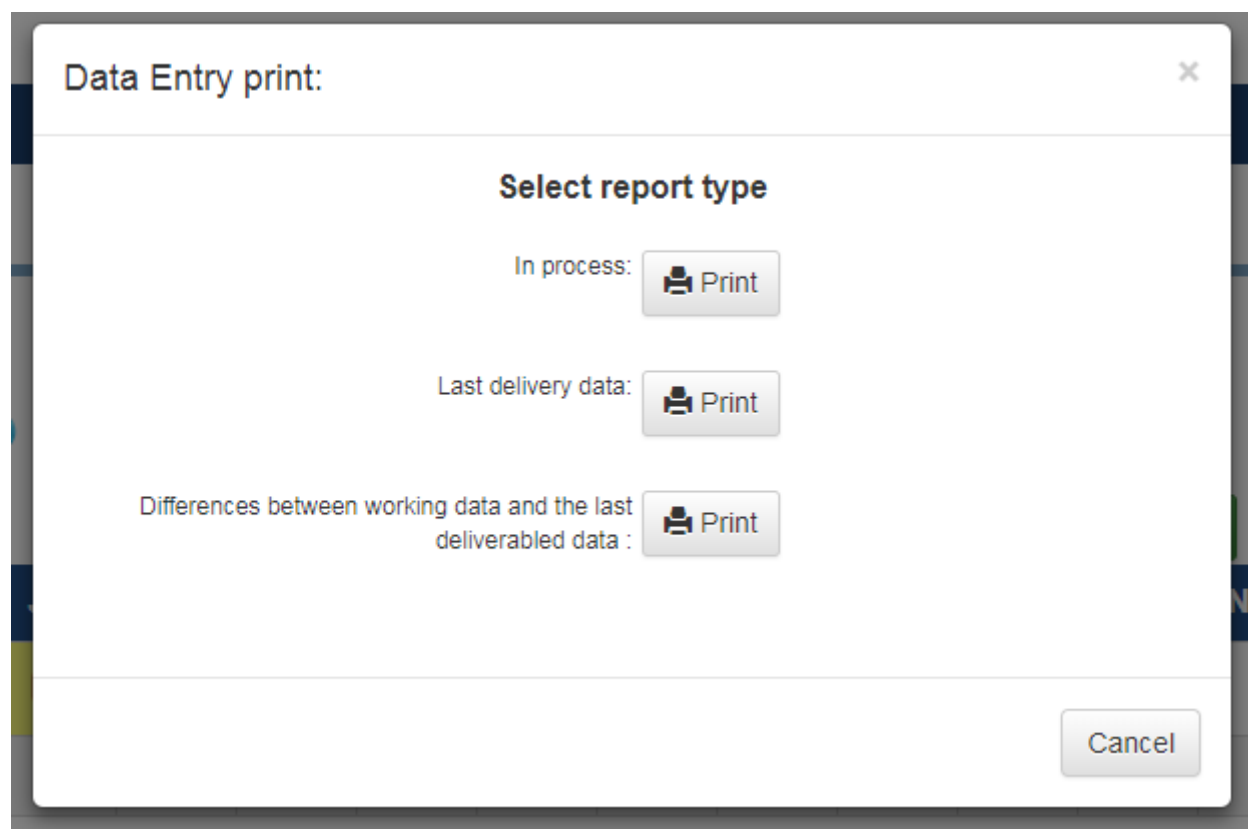
The data consultation function, accessed by pressing the 'survey: browse' button, shows a frame similar to that used by the survey edit function.

Buttons for updating data are, however, not present.

Printing data

The function, which is accessed via the 'Print' button, allows the printing of data currently stored 'inside' the data entry space (option: 'working data') or data referring to the last official transmission to the Bol made using the 'data entry' function (Option: 'Last delivery of data').

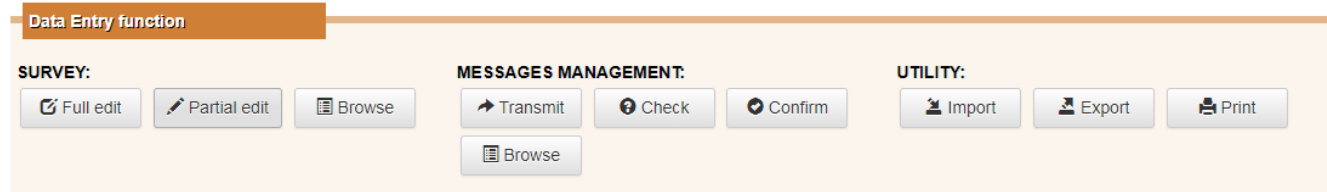
It is also possible to print the differences between data currently being processed and data from the last official transmission made to the Bol. The latter option is available only if the two information sets involved differ from each other



2.2.2. Data entry – Data import and export

The data entry tool supports import and export of data functions. They can be activated using the corresponding buttons in the 'Utility' section of the data entry services menu.

Note: The data import into the data-entry can not be used for files exceeding 1 mega in size.



DATA IMPORTING

In order to facilitate the data entry phase, data may be imported from different kinds of sources (data already transmitted to the Bol using the data entry tool/external files). This function can be activated by pressing the 'import' button and works in two different ways

- Total replacement: imports data of interest deleting any data already present in the data entry space.
- Integration: imports data of interest and adds them to data already present in the data entry space.

The data source can be chosen from the following options:

- Last data delivered: Resets the data entry working space with data referring to the last official data transmission to the Bol for the reference accounting date. In this case the function always operates in a 'total replacement' way.
- Previous period: Resets the data entry working space with data officially transmitted to the Bol on a previous reference accounting date (to be indicated). It is possible to import all the data from a particular survey or just those related to a single data section(to be indicated).¹⁴
- External file: allows data to be imported from on an external file. The function supports the CSV format or the 'Puma' format. If the CSV format is chosen, the 'separator' used in the CSV file itself must be indicated. It is possible to import all data or just those related to a single data section (to be indicated).

When importing data from an external file, users must specify how to manage possible errors during the import itself (inconsistencies in the data structure or 'duplicated' observation); the following options are provided:

- Block import in case of errors: in case of errors the import function stops and shows a list of the errors found so far, with evidence of the incorrect data;
- Skip errors: in case of errors the function continues in any case with the importing of correct records; at the end it displays a list of all the errors detected with the evidence of the incorrect data to be discarded.

¹ Data sections that are separately manageable are the same as those for which 'partial editing' is allowed (see corresponding paragraph).

Import external file
✕

Partner: UTENTE TEST 23 NUOVA RACCOLTA(503235)

Survey: Financial intermediaries ex art. 107 of the Banking law,
payment institutions and electronic money institutions (survey
3)

Due date: 31/12/2017

Choose import type: CSV
 PUMA

Select file to import:

Insert field separator:

Select errors management: skip errors
 stop import on error

Choose import type: total replace
 integration

Chosen Criteria: DATA DI RIFERIMENTO DELLA SEGNALAZIONE=20171231
Reporting institution=50323

Select data section to import: selected 8 sections

DATA EXPORT

The 'Export' button allows you to produce a CSV file containing the data currently stored inside the data entry space with regard to the survey and the accounting date selected in the schedule. The function requires you to specify the source of the data to be exported:

- Data being processed: data entered (and stored) in the data entry space not yet transmitted to the Bol;
- Last data delivery: data relating to the last official transmission to the Bol, irrespective of their possible coincidence with data currently stored in the data entry space.

It is also possible to only export the 'structure' of the survey (the 'template') in CSV format. In this case, the exported file contains no data but the set of variables required by the reference survey. This function is activated by the 'Template export' button

CSV FORMAT - OPERATING INSTRUCTIONS.

The structure required for a data file in CSV format to be imported into the data entry space is the same as that of the 'template'. This can be exported using the 'export' function of the data entry tool.⁵

This file can also be compiled in Excel, but taking the precaution, once the data has been entered, of saving the file as 'CSV (Comma delimited list)'

Note that in this way the CSV file produced uses “;” as separator.

By way of an example, the following figure shows the structure of a data file compiled in Excel for the survey '3A' (which uses the template downloaded for the survey '3A'). Below are some instructions for compiling the data file, applicable to the surveys covered by the 'Circular 154 of 22 November 1991'.

	A	B	C	D	E	F	G	H	I	J
1	ID FENOMENO	ENTE SEGNALANTE	DATA DI RIFERIMENTO DELLA SEGNALAZIONE	TITOLO	FENOMENI RILEVATI	DURATA	RESIDENZA	REGIONE CONTROPARTE	DIVISA	IMPORTO
2	3A_6400000	50312	20091231		6400000	3	1		1	10000
3	3A_6400800	50312	20091231		6400800	3	1		1	4000
4	3A_6401200	50312	20091231		6401200	3	1		1	10000
5	3A_6401600	50312	20091231		6401600	3	1		1	597160
6	3A_6402000	50312	20091231		6402000	3	1		1	1000
7	3A_6402400	50312	20091231		6402400	3	1		1	1500
8	3A_6402800	50312	20091231		6402800	3	1		1	7800
9	3A_6403202	50312	20091231		6403202	3	1		1	1500
10	3A_6403206	50312	20091231		6403206	3	1		1	500
11	3A_6403210	50312	20091231		6403210	3	1		1	2400
12	3A_6403600	50312	20091231		6403600	3	1		1	3000
13	3A_6404002	50312	20091231		6404002	3	1		1	15000
14	3A_6404006	50312	20091231		6404006	3	1		1	12000
15	3A_6413600	50312	20091231		6413600	3	1		1	32000
16	3A_6414000	50312	20091231		6414000	3	1		1	92000
17	3A_6423400	50312	20091231		6423400	3	1		1	1500
18	3A_6429600	50312	20091231		6429600	3	1		1	480
19	3A_6432600	50312	20091231		6432600	3	1		1	9000

Column 'ID FENOMENO' (phenomenon id.) must be compiled by entering a string in the format: 'survey_phenomenon code' - e.g. 3A_6400000;

Column 'DATA DI RIFERIMENTO DELLA SEGNALAZIONE' (survey reference date) shall include, for each input record, the reference accounting data in the format: yyyyymmdd;

Column 'ENTE SEGNALANTE' (reporting agent) shall include, for each input record, the reporting agent code without the control code;

Column 'FENOMENI RILEVATI' (phenomenon code) shall include the phenomenon code (following reference reporting instructions) - e.g. 6400000;

Columns referring to classification variables shall report codes compliant with the reference reporting instructions;

Columns referring to classification variables that are not present in the input record structure shall not be compiled (should therefore remain blank);

Column "IMPORTO" (amount) shall indicate the amount to be reported.

⁵ Each survey uses a different template that reflects each individual structure.

2.2.3. Data entry - Diagnostic

The Diagnostic service is a tool available to partners that enables a preliminary verification of the data entered, before their official transmission to the Bol. In any case, after data transmission, checks will be repeated in full by the Bol. The Bol also reserve the right to perform additional checks on reports in relation to the various needs of data use.

The Diagnostic service can be requested without limitations and returns messages with attachments reporting the remarks, in the same way as for the official transmission of data (see below). The remarks generated by the diagnostic program (see § 10) are exclusively delivered for partners' internal use. If there are no errors, the diagnostic returns a message with positive feedback.

The screenshot shows the Banca d'Italia INFOSTAT interface. At the top, there is a header with the Banca d'Italia logo and the text 'BANCA D'ITALIA EUROSISTEMA'. Below the header, there is a navigation bar with 'Schedule', 'Messages', and 'Users'. The main content area is titled 'Check' and contains the following information:

- Survey: Annual Stock Data
- Upload type: Check
- Partner: UTENTE TEST 5 - NUOVA RACCOLTA
- Reporting institution: 503052
- Start delivery date: Sun 31/12/2017
- Reporting date: 31/12/2017
- 0/06/2018

Below this information, there is a section for 'Partner notes' with a text input field. To the right of the input field, there is a callout box that says 'optional note to be associated with the message'. Below the input field, there is a 'PREVIEW CHANGES' button and a 'Check' button. A callout box points to the 'Check' button with the text 'Press to start the diagnostic'. Another callout box points to the 'PREVIEW CHANGES' button with the text 'Generate a PDF with the preview of changes'.

The diagnostic performs two types of checks:

- Formal checks: referring to the correctness of single observation values;
- Deterministic checks: aim to check consistency between the various parts of the data report. This category of controls also includes checks on the trend of reported phenomena which compare data referring to different time periods and cross-checks which compare data from different surveys (for the same reference date).

2.2.4. Data entry – Data transmission

The data transmission function allows partners to officially proceed with the submission of their reports to the Bdl.

Survey: Annual Stock Data
Upload type: Transmit

Partner: UTENTE TEST 5 - NUOVA RACCOLTA
Reporting institution: 503052

Start delivery date: Sun 31/12/2017
Reporting date: 31/12/2017

End delivery date: 30/06/2018

Choose delivery type
 Send
 Nothing to report

Partner notes:

optional note to associate with the message

Press to start with the official data transmission

PREVIEW CHANGES Transmit

Data entry - Remarks

Once officially transmitted, data are subjected to a checking phase by the Bol aimed at verifying their reliability. During this phase the Bol may also carry out controls additional to those performed by the diagnostic.

Remarks generated during this phase are accessible in INFOSTAT. Partners must examine the aforementioned remarks in a timely manner. To facilitate this activity, the same remarks are also emailed to the partners.

Partners answer to the communication of remarks by revising their reports or sending confirmation messages.

If there are no remarks, partners will receive no messages of positive feedback.⁶

More details about reports on remarks are presented in the relevant paragraph.

Note: If Data Entry is used to produce reports, it is not possible to send revision or confirmation files using the upload function. Revisions are to be transmitted through a new complete report which will replace the former. This process may be performed either by using data entry or by uploading the file using the proper function. Confirmations may be sent using the specific function.

⁶ A message with positive feedback, instead, is provided when the absence of remarks is found in the diagnostic phase.

Data entry - Revision management

The data entry function does not provide a specific function for sending revisions to data already transmitted (regardless of the delivery method that was used: data entry/upload). Therefore if partners choose to send revisions to data already delivered using the data entry tool, they will have to make a completely new transmission of their data (with the necessary corrections). They will therefore select the reference accounting date of interest in the schedule, restore the data referring to their last delivery inside the data entry space, go to the edit mask of the data entry and update their reports with the necessary revisions, saving the changes made.

It is possible to see data updates using the following functions on the data entry menu: 'print' or 'preview changes'; the latter function is available on screen by pressing the 'Check' and 'Transmit' buttons (through which revised data are sent to the diagnostic process or to the Bol).

BANCA D'ITALIA
EUROSISTEMA

English ⓘ

Schedule Messages Users ▾

xxxx yyyy ⓘ Info ⌂ Exit

⏪ Back

Delivery

Survey: Annual Stock Data Partner: UTENTE TEST 5 - NUOVA RACCOLTA Start delivery date: Sun 31/12/2017 End delivery date: 30/06/2018
Upload type: Transmit Reporting institution: 503052 Reporting date: 31/12/2017

Choose delivery type

Send Partner notes:
 Nothing to report

PREVIEW CHANGES Transmit

2.2.5. Data entry – Confirmation management

Services connected with the Data entry function include a specific service for the ‘confirmation’ of deterministic checks.

You must first move onto the cell corresponding to the ‘accounting date’ of interest: this activates the ‘Confirm’ Button. Pressing this button opens a frame with the list of all deterministic checks sent to the partner. In the absence of deterministic remarks, a message will appear informing the user that there are no remarks to confirm.

The frame for confirmation management therefore lists deterministic remarks accompanied by the same information contained in the communication of the remarks that was delivered to partners. To confirm a remark, simply select the appropriate check-box. Users may also enter an explanatory text in the column of the explanatory notes to comment on the confirmation; the possibility to insert the note is enabled after activating the check of confirmation.

Once you have completed the updating the confirmation frame by activating the check on all the remarks you want to confirm, press the ‘Send confirmations’ button to forward the message.

Survey: Quarterly Non-financial Transactions **Partner:** UTENTE TEST 5 - NUOVA RACCOLTA **Protocol N.:** IT201800000000171828

Protocol date: 2018-02-28 16:47:59 **Attached document:** doc0IT201800000000171828.pdf

Remarks on deterministic checks

Remark 2 - Controllo andamentale sui ricavi per servizi di comunicazione	AGGREGATES LIST	MEASURE VARIABLES
Confirm: <input type="checkbox"/> Notes on confirm:	AGGREGATO 1: get per ricavi servizi di comunicazione AGGREGATO 2: Ricavi servizi di comunicazione. Trimestre precedente	IMPORTO_IMPEXP = 200 IMPORTO_IMPEXP = 2000000

Send confirm

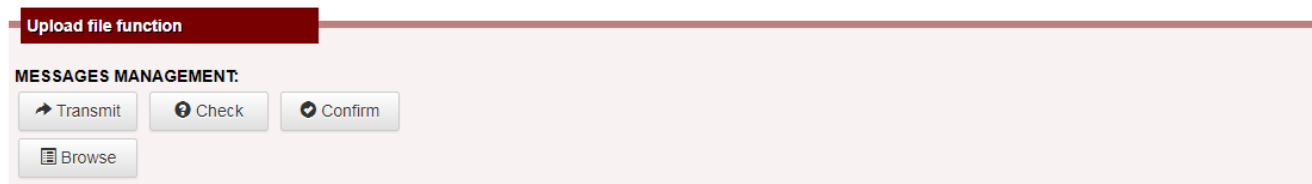
Activate the ‘check’ to confirm the remark

Explanatory note of the confirmation (optional)

Press to send confirmations

2.4. Upload functions

Upload functions allow users to make the diagnostic and the transmission of reports prepared using own procedures to the Bol.



Characteristics of messages

Messages of data transmission must be produced in compliance with agreed formats for each particular survey.⁷

The upload functions verify that formats are consistent with the specific requirements; if they are not, a 'discard' message is produced.

This message is put on the website and can be viewed using the message display functions ('Browse' button or 'Messages' option of the main menu); it is also sent to partners' mailboxes.

Note: To use the Upload Function correctly, there should always be consistency between the selection of the delivery type (flag 'Transmission', 'Revision' or 'Confirmation') and the type of file that is delivered. For example, if you intend to make a second transmission that completely replaces the previous one you should select 'Transmission' and not 'Revision'.

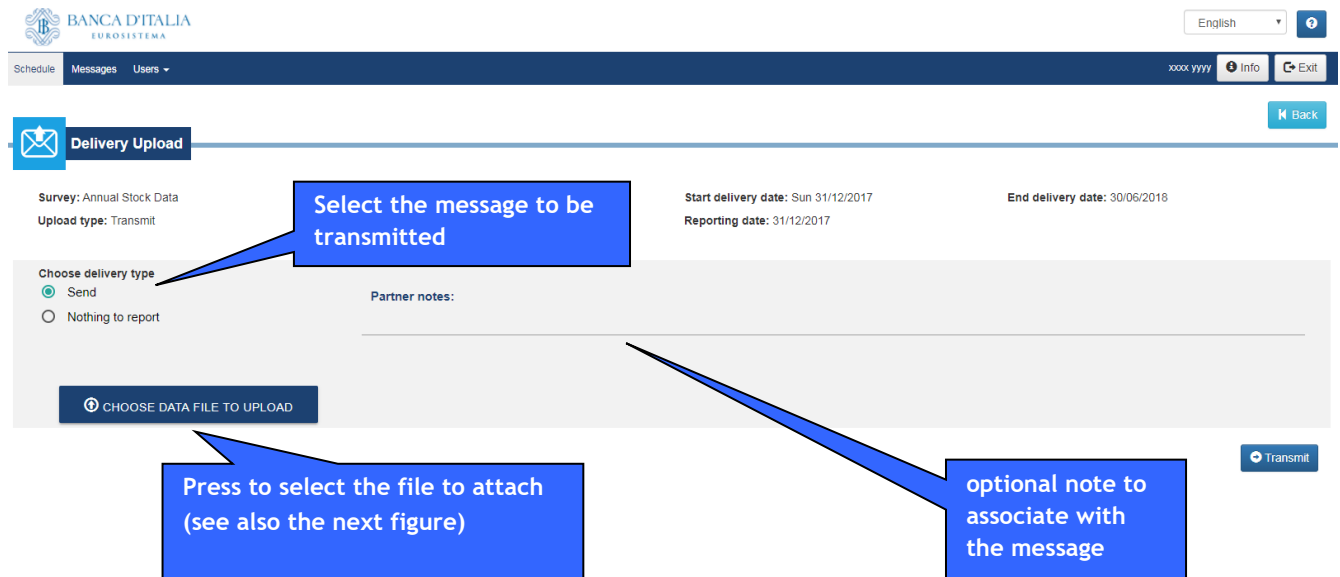
2.4.1. Upload functions – Data diagnostic and transmission

The upload function, accessed through the 'Check' or 'Transmission' options of the connected services menu, opens the following frame:

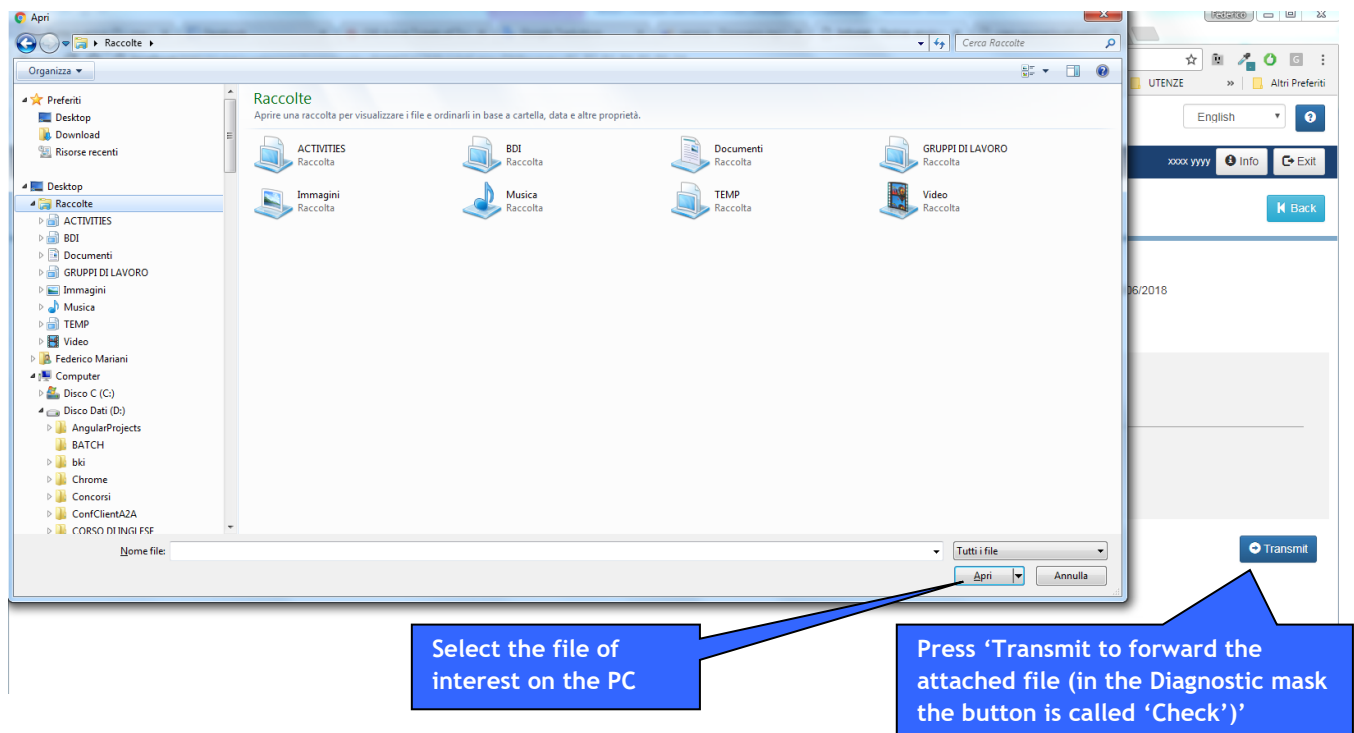
⁷ For supervisory reports, in particular, technical specifications about the format of the file to be transmitted using the upload functions are contained in Volume I of the 'Circular 154 of 22 November 1991' (<http://www.bancaditalia.it/compiti/vigilanza/normativa/archivio-norme/circolari/c154/>) and in the manual on procedures for exchanging information (<http://www.bancaditalia.it/statistiche/raccolta-dati/segnalazioni/normativa-segnalazioni/asf.pdf>).

In this case, consider that some of the fields of the 'Puma' file are not relevant and we suggest compiling them using the 'null' value, specifically:

- For the 'NUMINV' field (progressive transmission number for the message type 001 e 002) we suggest always using the value '00'
- For the 'NUMLOT' field (progressive number of the information set for message type 002) we suggested using the value '00000000000000'.



The 'Add file' button opens a panel that allows the search for the file to be transmitted/checked on the operator's computer.



The diagnostic makes three types of checks: storage, formal and deterministic checks (see §10).

Upload functions - Remarks

Once officially transmitted, data are submitted by the Bol to a checking phase aimed at verifying their reliability. As regards the remarks produced during the official checking phase and by the diagnostic, the same considerations made for the data entry functions apply.

Upload functions - Revision management

A Revision of data already transmitted can be made by transmitting a revision file of (of the single record that needs to be updated) or by transmitting the whole report again. In both cases the file transmission is carried out using the 'Transmit' function already shown.

Note: The revisions can not be submitted to the diagnostic function

Upload functions - Confirmation management

Partners using their own procedures to produce report files will forward the confirmations file (independently produced) using the aforementioned 'transmit' function.

Alternatively, confirmations can be managed using the specific function activated by the 'Confirm' button in the same way as described for data entry.

Warnings on revisions and confirmations (both sent via data-entry or via upload)

Revisions and confirmations must be submitted separately.

Revisions and confirmations must have different production dates. It has to be remembered that the confirmations sent via the Data Entry function assume the date assigned by the software as the 'production date'; revisions/confirmations sent via the Upload Function assume the date indicated in the files as the 'production date'.

Message management

Message structure

Messages exchanged between partners and the Bol can contain different informative elements (referred to as 'annexes', such as data reports, confirmations, remarks and documents).

Each message is assigned a serial number (protocol) and further descriptive attributes (sender, transmission date, etc.). If upload functions are used, part of this information (e.g. Partner code, survey code or production date) must be included in the message, as specified by the relevant survey regulations.

Message display

The message display function allows users to see the main identification elements of messages and their annexes. The message display function has two distinct sections referring to sent messages (e.g. data reports) and received messages (e.g. remarks or notifications). It is possible to access specific messages using the search parameters provided by the interface.

It is possible to access the message display function in the manner described below.

Activation from the main menu

The message display function can be activated from INFOSTAT main menu, by selecting the appropriate option:



It then displays the following frame:



This screenshot shows the 'Messages' display interface. It includes a search bar, filter options for 'Survey', 'Production date', 'Protocol N.', 'Protocol date', 'Ref. date', and 'Send type'. A table lists message details. Several blue callout boxes provide instructions: 'Click to display messages sent or messages received' points to the 'MESSAGE RECEIVED' and 'MESSAGE SENT' tabs; 'Filters to set search criteria for messages' points to the filter dropdowns; 'List filters' points to a 'List filters' button; 'Search for the latest message' points to the search bar; 'Select protocol number to display message details' points to a protocol number in the table; and 'Select protocol number of original message to display its details' points to an 'Original message' link in the table.

Survey	Production date	Protocol N.	Protocol date	Ref. date	Send type	Message type	Original message
Quarterly Non-financial Transactions	2018-03-21 16:58:02	IT201800000000172142	2018-03-21 16:58:02	2008-12-31	Send		
Quarterly Non-financial Transactions	2018-03-21 16:57:02	IT201800000000172141	2018-03-21 16:57:02	2008-12-31	Send		
Quarterly Non-financial Transactions	2018-03-21 15:18:34	IT201800000000172140	2018-03-21 15:18:34	2008-12-31	Send		
Monthly Financial Events	2018-03-15 11:25:22	IT201800000000172112	2018-03-15 11:25:22	2008-12-31	Send		
Annual Stock Data	2018-03-15 11:07:42	IT201800000000172111	2018-03-15 11:07:42	2008-12-31	Send		
Quarterly Non-financial Transactions	2018-02-28 16:17:58	IT201800000000171828	2018-02-28 16:17:58	2012-03-31	Send		IT20120000000001166
Quarterly Non-financial Transactions	2018-02-28 16:17:58	IT201800000000171827	2018-02-28 16:17:58	2012-03-31	Send		IT201800000000171826

Protocol message IT20180000000388101

Survey: EVENTI MENSILI FINANZIARI (EMF)
Production date: 2018-03-19 12:52:41
Protocol N.: IT20180000000388101
Protocol date: 2018-03-19 12:52:41
Ref. date: 2008-12-31
Send type: invio ufficiale
Message state: messaggio spedito
Message type: notifica di delega
Original message:
Notes:
Operator: PRDRMOGG

Message attachments

Download	Fragment type	Message attachment
	Documenti	doc0IT20180000000388101.pdf
	Dati	data0IT20180000000388101.xml

Close

Select the icon to download the file

On selecting the message of interest, a window is opened with the message details. In correspondence with the annex an icon appears that allows the file to be downloaded. In the case of messages sent using the data entry function, downloading is not allowed.

Activation through the 'Data Entry' and 'Upload' service menus

The message display function can also be called up through the Schedule. In this case you will only get messages related to the selected survey and the reference accounting date.

Select partner: Select year:

Survey	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly Financial Events	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]
Quarterly Non-financial Transactions	[icon]			[icon]						[icon]		
Annual Stock Data						[icon]						
Monthly Financial Transactions and Positions	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]	[icon]

Data Entry function

SURVEY: Full edit, Partial edit, Browse

MESSAGES MANAGEMENT: Transmit, Check, Confirm, Browse

UTILITY: Import, Export, Print

Upload file function

MESSAGES M: Transmit, Browse

Callouts:
 - Select the Schedule cell of interest (points to the highlighted cell in the calendar)
 - Press the 'Browse' button (points to the 'Browse' button in the 'MESSAGES MANAGEMENT' section)

Whether accessing through the data entry function or the upload function, the following panel is displayed:

Scadenario | Consulta Messaggi | Gestione autorizzazioni

Messaggi RICEVUTI | Messaggi INVIATI

Rilevazione: Annual Stock Data | Selezione il partner: UTENTE TEST 5 - NUOVA RACCOLTA | Tipo messaggio: --- Tutti i valori ---

Da: | A: | Inizio lavorazione: 2017-12-31 | Cerca | Pulisci

Messaggio più recente

Rilevazione	Data di produzione	N.ro Protocollo	Data Protocollo	Data di Riferimento	Modalità Inoltro	Tipo messaggio	Messaggio originale
Annual Stock Data	2018-03-14 08:40:31	IT201800000000373705	2018-03-14 08:40:31	2017-12-31	Invio Ufficiale	Notifica di protocollo	IT201800000000373704
Annual Stock Data	2018-02-19 10:13:31	IT201800000000314855	2018-02-19 10:13:31	2017-12-31	Invio Ufficiale	Notifica di protocollo	IT201800000000314854
Annual Stock Data	2018-02-19 09:30:06	IT201800000000314544	2018-02-19 09:30:06	2017-12-31	Invio Ufficiale	Notifica di protocollo	IT201800000000314543
Annual Stock Data	2018-02-19 09:06:44	IT201800000000314343	2018-02-19 09:06:44	2017-12-31	Invio Ufficiale	Notifica di protocollo	IT201800000000314341
Annual Stock Data	2018-02-16 08:46:29	IT201800000000308468	2018-02-16 08:46:29	2017-12-31	Invio Ufficiale	Notifica di protocollo	IT201800000000308467
Annual Stock Data	2018-02-02 16:18:14	IT201800000000261664	2018-02-02 16:18:15	2017-12-31	Invio Ufficiale	Rilievo	IT201800000000233781
Annual Stock Data	2018-01-25 16:23:47	IT201800000000234010	2018-01-25 16:23:47	2017-12-31	Invio Ufficiale	Rilievo	IT201800000000233781
Annual Stock Data	2018-01-25 16:03:29	IT201800000000233782	2018-01-25 16:03:29	2017-12-31	Invio Ufficiale	Notifica di protocollo	IT201800000000233781
Annual Stock Data	2018-01-25 15:57:32	IT201800000000233719	2018-01-25 15:57:32	2017-12-31	Invio Ufficiale	Notifica di protocollo	IT201800000000233717

Callouts:
 - Click to display messages sent or messages received (points to the 'Consulta Messaggi' button)
 - Filters to set search criteria for messages (points to the filter dropdowns)
 - List filters (points to the 'Tipo messaggio' dropdown)
 - Search for the latest message (points to the 'Messaggio più recente' checkbox)
 - Select protocol number to display message details (points to the 'N.ro Protocollo' column)
 - Select protocol number of original message to display its details (points to the 'Messaggio originale' column)

Related messages

Messages sent/received are often related to one another.

Received messages, in particular, can show a reference to the 'original' message that determined them (for example, the remarks message will show a reference to the original message of the official data transmission that produced the remarks); sent messages instead may have an 'answer' message.

If this reference is present it will be possible to see the related message by clicking on the appropriate link: this will open a window containing a summary of the information referring to the original message and the possibility to download the corresponding attached file.

