Reporting in the RUTS template

Concerns all RUTS templates (RUTSsv, RUTSkoBIS and RUTSkoBISh).

SCB

Statistics Sweden's website for institutions reporting

Reporting templates in Excel format can be accessed on Statistics Sweden's website for reporters of financial markets statistics (including RUTS): http://www.scb.se/fms

Statistics Sweden informs reporting institutions of significant changes to the template. The current versions of the templates and the instruction can always be found on the website for reporting.

Submitting the report

The completed form is submitted though Statistics Sweden's web portal for data collection: www.insamling.scb.se.

You log on using your user name and password. In our web portal you will be asked to choose your reporting template, reporting period and to provide contact details. In the next step you will be able to upload your template from you local hard drive. The process is ended when you receive a receipt stating that the file has been received in good order.

Nb: The completed form has to be saved by the reporting institution for at least 2 years from the date the report was submitted, along with any accompanying material, according to the Riksbank's Statute Book (RBFS 2018:1).

Using the RUTS template

General information about the template
- **Format**: The templates are regular Excel files that is saved locally when completing the report. In other words, you don't have to be online on Statistics Sweden's webpage in order to fill in the template. You do need Microsoft Excel, version 2007 or later.
- **Filling in the form**: The templates can be filled in manually by typing or by loading text-file or XML-file into the template. Files that are loaded into the template must be according to the format described below this document. It is also possible to fill in the template by linking cells to other Excel worksheet.

The functions of the form

Sheet "Start"

On the template's first sheet "Start" you will find a number of features shown as buttons that you can use to facilitate your reporting. In order to use the template's functions you need to make sure that the security setting in Excel allows activation of macros (the use of macros is not necessary, however, to fill in the form). On the "Start" sheet you will

also find information of the number of error consistency checks and the deadline for submitting the report to Statistics Sweden.

The buttons in this sheet have the following functions:

Load text file to template (Läsa in textfil till blanketten) – loads text file into template and presents the values in their corresponding cells. The text file must have the format described below in this document.

Create text file from template (Skapa textfil från blanketten) – creates text file based on the values filled in the template cells.

Aggregate templates (Summera flera blanketter) – Aggregates the values from one or several templates into one single template. The feature can, for instance, be used to create one single aggregated branch report from single branches report.

- All templates used must be of the same version
- Save all templates that are to be aggregated in the same folder
- Before aggregating, please make sure to open each template individually and check for consistency errors

Load XML-file to template (Läsa in XML-fil till blanketten) – loads XML-file into template and presents the values in their corresponding cells. The XML-file must have the format described below in this document.

Create XML-file from template (Skapa XML-fil från blanketten) – creates XML-file based on the values filled in the template cells.

Repair consistency checks (Reparera summeringskontroller) – repairs any consistency checks that have been damaged or erased.

Sheet "Summary" (RUTSsv)

In RUTSsv there is a sheet called "Summary" that is by default hidden, but brought out by right-clicking on the tab sheets and choosing "show".

On the sheet "Summary" the underlying variable codes to each cell is presented along with the reported value (Var.Värde), sheet (Spec), column (Kolumn), row (Rad), account type (Kontoslag), maturity (Löptid), security (Säkerhet), country (Land) and currency (Valuta). Variable codes are SCB ID designation for each cell and has foremost importance for users who load the reporting values to the template from text file or XML-file. On our website for reporters you can access a special template that has variable codes displayed in each cell. This template is intended to facilitate the understanding of how the variable codes relate to rows and columns in the template.

Checking controls

Consistency checks

The forms include consistency checks that support the reporting. The consistency checks control that e.g. subcategories sum up to the total sum reported. **No consistency checks may be flagged in the submitted report.** The consistency checks can be found in separate cells to the right of the reporting tables. To see how the control is constructed, simple double click on the control cell.

Parent-branch consistency check

For institutions reporting RUTSsv that also hand in an aggregated branch report, consistency between the branch report and the parent report can be checked following the steps below. For outstanding amounts, the branch report can't report higher numbers than the parent as the parent includes the outstanding amounts of the branches.

- Open both the parent and aggregated branch report.
- Copy all content on the "Summary" sheet in the parent report to an empty Excel workbook.
- Copy column C "variabelvärden" from "Summary" sheet in the branch report and paste it next to the corresponding values for the parent.
- Calculate the difference (parent minus branches) for all values in a separate column.
- Sort the values to see possible negative values.
- If there are negative values, this may indicate that something needs to be corrected. Note that revaluations however may be larger for the branches.

Format for text-file

The file must have at least one line. The information in a line must contain line type, variabelid, value and <NR>. The information in a line must be separated with the character semicolon (;).

Line type	#R
Variabelid	SCB:s code identifying variable
Value	The amount is stated in Tkr (thousands Swedish kronor) and interest rate in single,amount with decimals. Decimals should be given with coma "," or dot ".".
<NR>	Every line stops with an end of line. The end of line is carriage return, decimal 13 or carriage return + line feed, decimal 13 + decimal 10.

The character underscore (_), which is represented in variabelid, corresponds to decimal 95.

Character Set: ANSI

The file can have any name, but must have the file extension".txt" e.g. " RUTSkoBISh_20131231.txt".

Example of content in a text file (exempel.txt):
#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

Content description XML-file

An XML file contains data in rows similar to those in a text file. The data in an XML file is defined by an XML scheme which specifies which values and formats that are valid.

The XML scheme contains the main element <row> which has subelements <Variabelkod> and <value>.

<Row>	Rad
Variabelkod	SCB: s code to identify variable (Variabelid)
Värde	The amount is stated (Value) in Tkr (thousands Swedish kronor) and interest rate in single,amount with decimals. Decimals should be given with comma ”,” or dot ”.”.

Standard for character set is defined as ISO-8859-1.

The character underscore (_), which is represented in variabelid, corresponds to decimal 95.

The file can have any name, but must have the file extension".xml" e.g. "RUTSkoBISh_20131231.xml".

Example for content in an XML-file (exempel.xml):
```
<?xml version="1.0" encoding="ISO-8859-1" standalone="yes"?>
<WorksheetDB>
            <Row>

            <Variabelkod>5_A_EF_X_X_X_DK_N_V_B_A</Variabelkod>
                    <Varde>70000</Varde>
            </Row>
```

```
<Row>

<Variabelkod>5_A_EF_LR_X_X_DK_N_V_B_A</Variabelkod>
<Varde>70000</Varde>

</Row>
<Row>

<Variabelkod>5_A_EF_X_X_X_DK_N11_V_B_A</Variabelkod>
           <Varde>70000</Varde>

</Row>
</WorksheetDB>
```