



## **INSTRUCTIONS**

# **FIDAC**

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FINANSINSPEKTIONEN

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## FIDAC Reporting System

Finansinspektionen Data Collection (FIDAC) is Finansinspektionen's (FI) reporting system. FIDAC will replace several of the existing reporting systems for both scheduled and unscheduled reporting.

Reports are submitted in different technical formats depending on their content. FIDAC supports file uploads in several formats, including: XBRL, XML and JSON. Some reporting modules also have forms that can be used for manual entry.

FIDAC has its own section on fi.se under *Reporting*, via *Applying and reporting, Report in FIDAC*. This page contains information about the system and a link to the log-in page.

## Logging in

Anyone submitting a report must be identified in Finansinspektionen's systems. This identification step requires that users register for an account in the portal. We record all activity in our systems and save the data.

In order to submit a report via FIDAC, users must register for an account in the Reporting Portal and be delegated authorisation from a registered signatory. The system will identify and grant authorisation to natural persons who interact with FI on behalf of themselves or third parties. Legal persons will be identified via natural persons.

The link to the Authorisation Administration tool can be accessed via Finansinspektionen's website, <https://www.fi.se/en/applying-and-reporting/reporting2/>

All traffic between users' computers and FI's system will be encrypted for security purposes.

### AUTHORISATIONS

Authorisations are administered via *Administer authorisations* in the Reporting Portal. Different authorisations provide access to specific data collections.

# General administration in FIDAC

This section describes FIDAC's structure and how a user, once logged in, can navigate through the system.

After logging in to FIDAC, users will see a menu on the left and an overview of available data collections. The menu on the left will switch between scheduled and unscheduled data collections, and lists any unexpected reporting obligations.

The logged in person's name and language selection is available under the symbol in the top right corner.

The screenshot displays the 'Scheduled Reports' page in FIDAC. On the left, there is a navigation menu with 'Portal', 'Scheduled', 'Unscheduled', and 'Unexpected' options. The main content area is titled 'Scheduled Reports' and includes a search bar and a list of data collections. The list is organized into three categories: 'EU-regulated', 'Kartläggning', and 'National'. Each category contains several data collection entries with their respective reporting modules and file formats. A red arrow points from the 'FI' logo in the top left corner to the user profile icon in the top right corner.

Category	Data Collection	Reporting Module
EU-regulated	AIFMD	XML
	CSDR Article 7 - Settlement Fails	XML
	CSDR Article 9 - Internalised Settlement Reporting	XML
	EBA XBRL reporting	XBRL
	EIOPA FICOD XBRL reporting	XBRL
	EIOPA IORP 2 XBRL reporting	XBRL
	EIOPA Solvency II XBRL reporting	XBRL
	Qualitative reporting Solvency 2	PDF
	Kartläggning	Commercial Real Estate
FAB - Survey of household loans and savings		JSON
Survey of household loans and savings		JSON
Survey of household loans and savings - Aggregated		Web Form, JSON
National	Anti money laundering	Web Form, JSON

Click the FI logo to return to this overview.

## DATA COLLECTIONS AND REPORTING MODULES

A data collection in FIDAC can consist of a group of reporting modules, for example the data collection *EBA XBRL reporting*, which consists of several reporting modules, each submitted separately. The data collection *EBA XBRL reporting* is listed in FIDAC's overview and takes the user to all of the institution's reporting obligations for the EBA's reporting modules.

A data collection can also be "one to one" with a reporting module, for example the annual reporting module *Anti money laundering* report. Selecting a data collection displays its reporting obligations for each reporting module.

## LEFT MENU

The items listed in the left menu are links: *Scheduled* and *Unscheduled*. By clicking on *Scheduled*, the overview shown above is displayed, and the user can then choose from specific data collections. The data collections are broken down into *EU-reglerad* (*EU-regulated*), *Kartläggning* (*Survey*) and *Nationell* (*National*).

## REPORTING OBLIGATIONS

The data collections list the reporting obligations for the institution(s) on whose behalf the logged-in user is authorised to submit reports.

The reporting module is displayed for each reporting obligation. In this example, the reporting obligation *Large Exposures - COREP, Individual* is displayed for the data collection *EBA XBRL reporting*.

Reporting D...	Reporting Module	Reporting Entity	Status	Instl...	Submission Status	Actions
Dec 31, 2020	Remuneration High Earners rem_he_v3.0.1 - Unspecified	Testbanken 98100	Active	BANK	Overdue	...
Jun 30, 2021	Asset Encumbrance, Individual ae_ind_v3.0.1 - Individual	Testbanken 98100	Active	BANK	Overdue	...
Jun 30, 2021	Additional Liquidity Monitoring - COREP, Individual corep_alim_ind_v3.0 - Individual	Testbanken 98100	Active	BANK	Submitted: Valid	...
Jun 30, 2021	LCR Delegated Act - COREP, Individual corep_lcr_da_ind_v3.0 - Individual	Testbanken 98100	Active	BANK	Submitted: Valid	...
Jun 30, 2021	Large Exposures - COREP, Individual corep_le_ind_v3.0 - Individual	Testbanken 98100	Active	BANK	Overdue	...
Jun 30, 2021	Leverage Ratio - COREP, Individual corep_lr_ind_v3.0 - Individual	Testbanken 98100	Active	BANK	Overdue	...
Jun 30, 2021	Stable Funding - COREP, Individual corep_nsf_ind_v3.0 - Individual	Testbanken 98100	Active	BANK	Overdue	...
Jun 30, 2021	Own Funds - COREP, Individual corep_of_ind_v3.0 - Individual	Testbanken 98100	Active	BANK	Overdue	...
Jun 30, 2021	Fraudulent Payments psd_frp_v2.10 - Unspecified	Testbanken 98100	Active	BANK	Overdue	...

The whole row for each reporting obligation is clickable. Click a reporting obligation to display more information about it. See chapter *Status and validation* for more information about validation results. On this page, *Reporting Module ID*, *Reporting Entity ID* and *Submission Deadline* is displayed.

Scheduled / EBA XBRL reporting / LCR Delegated Act - COREP, Individual

### LCR Delegated Act - COREP, Individual

Reporting Obligation of Testbanken

Reporting Date: June 30th, 2021 | Reporting Module ID: corep\_lcr\_da\_ind\_v3.0 | Consolidation Scope: Individual | Reporting Entity ID: 98100

Overview | **Submission History (16)** | Validation Results (8) | Additional Data

**Submission**  
The latest submission received.

Submission Status: Submitted: Valid | Submission ID: 2022-0812-9846-7217 | Submission Group ID: 2f5b-e017-125f-c87a | Processing ID: 2022-0812-9846-7217 | Username: 100721 | Submission Timestamp: Aug 12, 2022, 3:33:58 PM | Institution: BANK | Submission Deadline: 08/11/2021

**Validation Results**  
Should\_OK: 2 | Info: 6

Tabs for *Submission History*, *Validation Results* and *Additional Data* are also displayed here.

Switch between data collections and reporting obligations via the *breadcrumb navigation* on the top of the page.

Scheduled / EBA XBRL reporting / LCR Delegated Act - COREP, Individual

## COLUMNS

The columns for the reporting obligations can be rearranged by clicking, holding, and dragging them to the left or right. In this example, the column *Submission Status* is moved to the left.

Reporting D...	Reporting Module	Reporting Entity	Submission Status
Dec 31, 2020	Remuneration High Earners rem_he_v3.0.1 • Unspecified	98100	Overdue

- The *Submission Status* column displays symbols and text for which status a reporting obligation has.
- The *Actions* column lists more options for the reporting obligation. *View Details* brings you to the overview page described in the previous chapter, *View Validation Results* brings you specifically to the validation results page and *View Templates* brings you to a page which displays submitted data (if available).

Status	Instituthuvudtyp	Actions
Active	BANK	...
Active		View Details
Active		View Validation Results
Active		View Templates

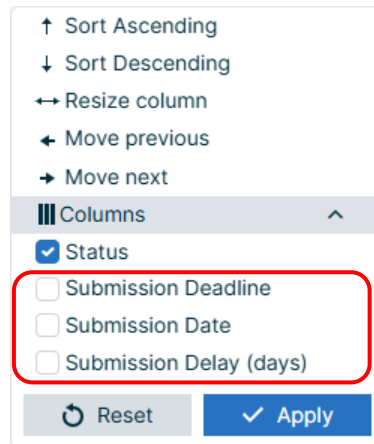
For form reports, the *Add New Report* option will be displayed which will open the form to start a new report.

View Details
Add New Report

More column options are available via the three dots, which are located next to each column header. Here you can move and sort columns but also add more.

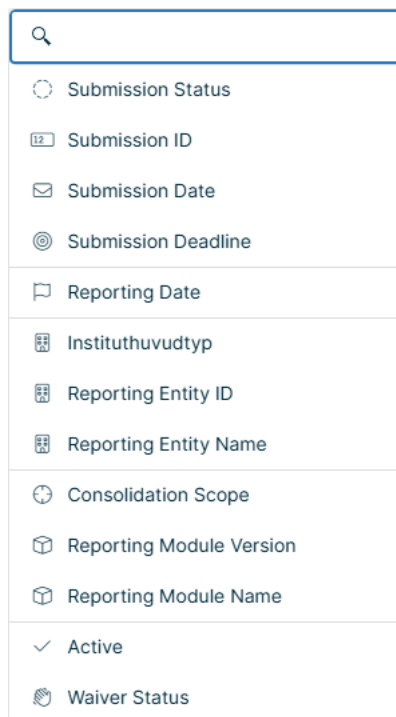
Reporting Module	Reporting Entity
Additional Liquidity Monitoring - COREP, Individual corep_alm_ind_v3.0 • Individual	⋮
LCR Delegated Act - COREP, Individual corep_lcr_da_ind_v3.0 • Individual	<ul style="list-style-type: none"> <li>↑ Sort Ascending</li> <li>↓ Sort Descending</li> <li>↔ Resize column</li> <li>← Move previous</li> <li>→ Move next</li> <li>Columns</li> </ul>

Click on *Columns* for more options. *Submission Deadline*, *Submission Date* and *Submission Delay (days)* can be selected, which will add them as columns in the overview.



### FILTERING REPORTING OBLIGATIONS

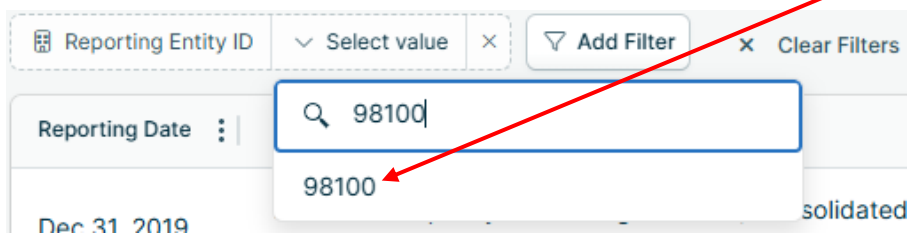
It is possible to filter with different categories. Click “Add Filter”, above the listed reporting obligations. Filtering can be done at single or multiple levels, depending on the desired result. These filtering options are available:



Choose one of the above alternatives in the drop-down menu. In this example, filtering is done on a reporting entity ID. Click *Select value*:



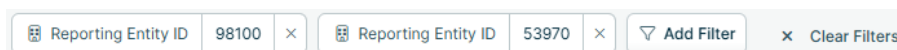
Enter the reporting entity's ID number and click Enter or click the listed ID.



The screenshot shows a filter bar with the following elements: a filter icon, the text 'Reporting Entity ID', a dropdown arrow, the text 'Select value', a close button 'x', a filter icon, the text 'Add Filter', and a close button 'x' followed by 'Clear Filters'. Below this, a search input field contains '98100' and a dropdown menu is open, showing the value '98100'. A red arrow points from the text above to the '98100' option in the dropdown. To the left of the search field, the text 'Reporting Date' and a vertical ellipsis are visible. Below the search field, the text 'Dec 31 2019' and 'solidated' are partially visible.

If no result is shown the Reporting Entity ID is not available in FIDAC.

It is possible to enter several ID's, Reporting Module Versions etc. by adding more filters with *Add Filter*.



The screenshot shows a filter bar with two filters: 'Reporting Entity ID 98100' and 'Reporting Entity ID 53970'. Each filter has a close button 'x'. To the right of the filters are the buttons 'Add Filter' and 'Clear Filters'.

It is also possible to combine filters, such as Reporting Entity ID and Reporting Module.

# Reporting

Submit a report in FIDAC by selecting a data collection and uploading an instance file. The file needs to correspond to an available reporting module, reporting entity ID and reference date.

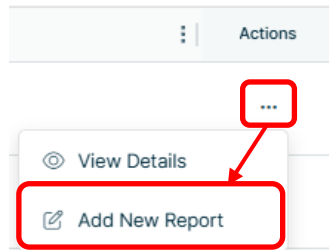
It is also possible to fill out a report via a form, for reporting modules where this option is available. In the overview section for data collections, it will say *Web Form*. The file format is JSON.

Anti money laundering

Web Form, JSON

## SUBMISSION BY FORM

For those reporting obligations that have a form, for example the *Anti Money Laundering* report, the form can be opened via the *Actions* column and *Add New Report*.



Below is an example of a form. The form is divided into a number of templates. For the templates that have a folder symbol, you can expand the folder to navigate to the underlying templates.

Portal

Reports

← Back | Create Report

Delete Save Preview

Penningtvätt/Anti money laundering  
Individual

Reporting Date  
Dec 31, 2025

Reporting Entity  
Swedbank AB

Go to template

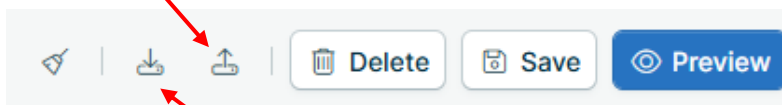
- Information om företags verksamhet
- A. Information om företags verksamhet**
- B. Information om företags verksamhet
- C. Kundkännedom
- D. Övervakning och rapportering
- E. Regelefterlevnad
- F. Utbildning
- Gränsöverskridande transaktioner
- H. Frysta tillgångar

A. Information om företags verksamhet

	Värde
Företagets huvudmän och säte	010
Hur många verkliga huvudmän har företaget totalt? [A1]	010
Hur många av ovanstående (om några) har skatterättslig hemvist utomlands? [A2]	020
I vilka länder förutom Sverige har företaget verkliga huvudmän sin skatterättsliga hemvist? [A3]	030
Har företaget gränsöverskridande verksamhet i Sverige (dotterbolag och filial)? [A4]	040
I vilket land har moderbolaget sitt säte? [A5]	050
Företagets nyckeltal	
Ange företaget omsättning per senaste årsbokslut [A6]	060
Ange företaget balansomslutning per senaste årsbokslut [A7]	070
För fondbolag och AIF-förvaltare, ange värdet av förvaltade tillgångar för alla förvaltade fonder senaste året. Se 'Visa beskrivning' [A8]	080
Företagets medarbetare	
Ange totalt antal medarbetare (i Sverige) [A9]	090
Företagets produktutbud:	
Ange företaget produktutbud [A10-A30]	100
Företagets verksamhet i andra länder	
Har företaget etablerat verksamhet utomlands genom dotterbolag, filial, ombud eller agentur av sådan art att den utländska verksamheten omfattas av lokala penningtvättregler? [A31]	310
Ange i vilka länder utländska verksamheter finns [A32]	320
Distributionskanaler	
Etableras affärsförbindelser genom fysiska möten med kunder? [A33]	330
Sker försäljning eller förmedling av tjänster och produkter genom fysiska möten med kunder? [A34]	340

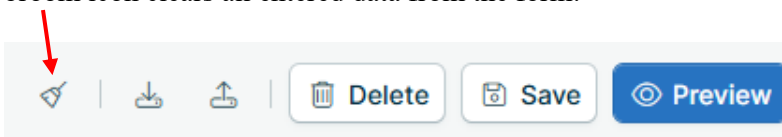
There are a few options in the form, in the top right corner.

*Upload* is used to attach a prepared JSON file containing data which will populate the form.



It is also possible to *Download* to retrieve a file containing the data entered in the form.

The broom icon clears all entered data from the form.

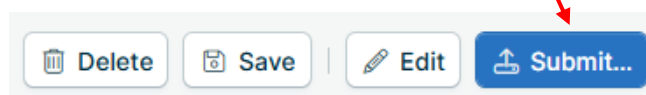


*Delete* will clear the data and close the form. *Save* stores the entered data as a draft, the report can be resumed at a later time by any user with authorisation for the entity.

*Preview* performs an initial schema validation, before the report can be submitted. If there are any schema validation errors, the templates and fields containing errors will be marked with a red question mark. There will also be a message at the bottom of the form, followed by the *Error Log* which can be clicked.

❗ There are validation errors. Please fix them before submitting! Error Log (1)

The Error Log will specify what is wrong. Usually, a required field is missing. Correct the error and click *Preview* again. *Submit* will be available once the report is ready, click it to submit the report.



Please note that the report may undergo business validation rules after it is submitted. If a validation error occurs, it will be shown in the email confirmation and the status “Submitted: Invalid” will be visible in the overview.

## SUBMISSION BY UPLOAD

It is possible to submit any report by uploading a file. Some data collections can only be submitted this way. For example, in *EBA* and *EIOPA XBRL reporting*, all reporting modules listed may only be submitted by uploading a report.

To upload a report, click the *Upload Report* button at the top of the reporting obligations view.

The screenshot shows the 'EBA XBRL reporting' interface. At the top right, there is a blue button labeled 'Upload Report' with a cloud icon. A red arrow points from the text above to this button. Below the button is a table of reporting obligations. The table has columns for Reporting Date, Reporting Module, Reporting Entity, Submission Status, Status, and Instituthuvudtyp. The table contains 9 rows of data, with most 'Submission Status' cells showing 'Overdue' in red and one showing 'Submitted: Valid' in green.

Reporting Date	Reporting Module	Reporting Entity	Submission Status	Status	Instituthuvudtyp	Actions
Dec 31, 2020	Remuneration High Earners rem_he_v3.0.1 • Unspecified	Testbanken 98100	Overdue	Active	BANK	...
Jun 30, 2021	Asset Encumbrance, Individual ae_ind_v3.0.1 • Individual	Testbanken 98100	Overdue	Active	BANK	...
Jun 30, 2021	Additional Liquidity Monitoring - COREP, Individual corep_alim_ind_v3.0 • Individual	Testbanken 98100	Submitted: Valid	Active	BANK	...
Jun 30, 2021	LCR Delegated Act - COREP, Individual corep_lcr_da_ind_v3.0 • Individual	Testbanken 98100	Submitted: Valid	Active	BANK	...
Jun 30, 2021	Large Exposures - COREP, Individual corep_le_ind_v3.0 • Individual	Testbanken 98100	Overdue	Active	BANK	...
Jun 30, 2021	Leverage Ratio - COREP, Individual corep_lr_ind_v3.0 • Individual	Testbanken 98100	Overdue	Active	BANK	...
Jun 30, 2021	Stable Funding - COREP, Individual corep_nstr_ind_v3.0 • Individual	Testbanken 98100	Overdue	Active	BANK	...
Jun 30, 2021	Own Funds - COREP, Individual corep_of_ind_v3.0 • Individual	Testbanken 98100	Overdue	Active	BANK	...
Jun 30, 2021	Fraudulent Payments nsrf_fm v2.10 • Unspecified	Testbanken 98100	Overdue	Active	BANK	...

The same button is also available in the detailed overview for a specific reporting obligation.

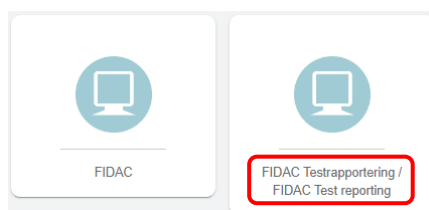
When reporting via file, it is important that the correct data collection has first been selected in the overview view. In the image above, *EBA XBRL reporting* has been selected, which can be verified at the top of the view. To report any of the reporting modules within the EBA framework, click the *Upload report* button at the top and attach the file to be submitted.

Once the file to be reported has been selected, a form is displayed where contact information is requested. Here, name, phone number, and email address should be provided. The email address entered will receive a confirmation email from FIDAC once the submitted file has been fully validated. The email will indicate whether the submitted report has been approved or not approved. To obtain information about any validation errors that have occurred, you need to check FIDAC. The validation information is displayed in the detailed view for the reporting obligation. See more information in the section *Status and validation*.

An initial check is performed to ensure that the file format is as expected. In the case of EBA XBRL reporting, the format must be XBRL-XML or XBRL-CSV. For information about which format should be used for each reporting module, please refer to the information on our [website](#). For reporting, for example, the Anti Money Laundering report, the format should be .json.

## TEST REPORTING

Test reporting has its own module in the Reporting Portal, *FIDAC Test reporting*.



In order to test the reporting procedure, click on the module FIDAC Test reporting and log in. The data collections available for test reporting will be shown in the menu to the left.

The method for test reporting is the same as for live reporting. The difference is that the test report is not sent to FI for analysis.

## UNEXPECTED SUBMISSIONS

If a report is uploaded using a file that does not correspond to any reporting obligation configured in FIDAC, the report will be placed under *Unexpected*, see the option in the menu to the left.

A reporting obligation consists of: what is to be reported (the specified schema reference in the file), when it is to be reported (the specific reference date), and who is reporting (the reporting entity). If a file is uploaded that does not match a reporting obligation, for example if the reference date in the file does not correspond to the reference date defined in the reporting obligation in FIDAC, the report will be placed under *Unexpected*.

Reports

Portal

Scheduled

Unexpected

Unexpected

Unexpected Submissions

Reporting Entity ID: 98100

Add Filter

Clear Filters

Showing results 1 to 9

Submission Date	Data Collection ID	Reporting Entity ID	Reporting Module Version	Consolidation Scope	Reporting Date
May 18, 2021, 3:16 PM	ebaits	98100	corep_le_ind_v3.0	Individual	Jun 30, 2021
May 19, 2021, 4:06 PM	tpn	98100	tpnq_v1	Individual	Jun 30, 2021
May 21, 2021, 8:39 AM	tpn	98100	tpnq_v1	Individual	Sep 30, 2021
May 21, 2021, 8:38 AM	tpn	98100	tpnq_v1	Individual	Jun 30, 2021
Jun 1, 2021, 4:02 PM	ebaits	98100	corep_lcr_da_ind_v3.0	Individual	Apr 30, 2021
Jun 2, 2021, 11:36 AM	tpn	98100	tpnq_v1	Individual	Jun 30, 2021
Sep 9, 2021, 1:14 PM	tpn	98100	tpnq_v1	Individual	Jun 30, 2021
Sep 9, 2021, 1:05 PM	tpn	98100	tpnq_v1	Individual	Jun 30, 2021
Sep 9, 2021, 1:12 PM	tpn	98100	tpnq_v1	Individual	Jun 30, 2021











Go to *Unexpected* to check whether there are any reports listed there. All reports that end up under *Unexpected* will have the status “Submitted: Invalid” along with information indicating that there is no active reporting obligation.

A useful tip is to check whether a confirmation email from FIDAC has been received at the email address provided in the contact information. The email contains information about whether the report has been approved or not. If no email is received, it may indicate that the report has been placed under *Unexpected*, as it is not considered received.


## STATUS AND VALIDATION

A reporting obligation may have different statuses depending on whether any reporting has taken place and whether the reporting has been validated as approved or not. The status also depends on whether the reporting deadline for the reporting obligation has passed.

Below are the different status symbols that may be displayed for a reporting obligation:

-  Submitted
-  Not Submitted
-  Overdue
-  Submitted: Received
-  Submitted: Valid
-  Submitted: Partially Valid
-  Submitted: Invalid
-  Submitted: Failed
-  Submitted: Suspended
-  Submitted: Processing

Click the icon with the rotating arrows to manually refresh the page and thereby update the status of a submitted report.

Showing results 1 to 50 · Page 1 

Click on a row for a reporting obligation to access more information about the specific report, its status, and validation results.

Scheduled / EBA XBRL reporting / LCR Delegated Act - COREP

### LCR Delegated Act - COREP

Reporting Obligation of Testbanken

Reporting Date: March 31st, 2024 | Reporting Module ID: corep\_lcr\_da\_v3.2 | Consolidation Scope: Individual | Reporting Entity ID: 98100

Overview | Submission History (1) | Validation Results (9) | Additional Data

**Submission** View Templates Status: Active

The latest submission received.

Submission Status <b>Submitted: Invalid</b>	Submission ID 2024-0402-a729-8ee2	Submission Group ID 556c-8b38-4e5d-f7a2	Processing ID 2024-0402-a729-8ee2.1	Instituthuvudtyp <b>BANK</b>
Username 100721	Submission Timestamp Apr 2, 2024, 4:00:11 PM			Submission Deadline 04/15/2024

> Artifacts - Submission File

**Validation Results**

<b>Error</b> 1	<b>Should_OK</b> 2	<b>Info</b> 6
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In the detailed view, you can download the submitted file (under the heading Reports) and view details about the validation (under Validation Results).

Overview | **Submission History (1)** | Validation Results (9) | Additional Data

Submission ID	Processing ID	Status	Submission Date	Corrected on	Username	Download	Report
2024-0402-a729-8ee2	2024-0402-a729-8ee2.1		04/02/2024 4:00 PM	Current	100721		

The view below shows the validation results.

Scheduled / EBA XBRL reporting / LCR Delegated Act - COREP

### LCR Delegated Act - COREP

Reporting Obligation of Testbanken

Reporting Date: March 31st, 2024 | Reporting Module ID: corep\_lcr\_da\_v3.2 | Consolidation Scope: Individual | Reporting Entity ID: 98100

Overview | Submission History (1) | **Validation Results (9)** | Additional Data

latest submission

<b>Error</b> 1	<b>Should_OK</b> 2	<b>Info</b> 6
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Add Filter Export XLSX

Severity	Validation Type	Validation ID	Validation Message
Info	Non-XBRL		Skipped Non-XBRL validations: e11276_e, e11300_n, e11301_e, e11302_n, e7497_e, v0340_m, v0492_m, v092...
Info	Cross-Module		Skipped Cross-Module validations: v0655_m, v0656_m, v0709_m, v08977_m, v08985_m, v08986_m, v0898...
Info	Cross-Time		Skipped Cross-Time validations: v1226_m, v1245_m
<b>Error</b>	FI Context	FI Context Rule 8	Missing filing indicators
Info	XBRL		XBRL taxonomy version: 3.1.0.0 / 3.2.0.0
Info	XBRL		Executed XBRL and filing rules: EBA Filing Rule 1.13, EBA Filing Rule 1.14, EBA Filing Rule 1.15, EBA Filing Rule 1...
Info	XBRL		Skipped XBRL and filing rules: eba_v10086_a, eba_v10179_m, eba_v10180_m, eba_v10181_m, eba_v10182_m, ...
Should_OK	Filing Rule	EBA Filing Rule 2.26	missingOrincorrectSoftwareInformation: Information on the software component used for production of the ...
Should_OK	Filing Rule	EBA Filing Rule 3.4	unusedNamespacePrefix: Namespace prefixes that are not used SHOULD not be declared in the instance do...

Information about validation errors is displayed in several columns. The first column shows the severity level, the next two show the type of validation and the ID associated with the error. The last column shows the validation error message.

Click on a row to see more details:

The screenshot shows a table with columns: Severity, Validation Type, Validation ID, and Validation Message. The 'Error' row is selected, and a 'Details' panel is open on the right. The details panel shows the following information:

- Severity: Error
- Validation Type: FI Context
- Validation ID: FI Context Rule 8
- Validation Message: Missing filing indicators
- Details: ['C\_75.01', 'C\_76.00', 'C\_77.00']
- Validation Formula: -

There are different severity levels. “Warning” is an example of a severity level where the validation rule indicates something that should be adjusted, but does not necessarily block the report. In this example, the report has received a warning:

The screenshot shows a table with columns: Severity, Validation Type, Validation ID, and Validation Message. The 'Warning' row is highlighted. The details panel is open for the 'Warning' row, showing the following information:

- Severity: Warning
- Validation Type: Business
- Validation ID: fi\_validation\_rule\_5
- Validation Message: If 'Geographical spread' is selected in field 2.5, 'SE' must not be included in field 2.6. If it is not selected, field...

Validation results with severity level “Info” provide only informational messages, such as which validation rules have been executed or which XBRL taxonomy is applied.

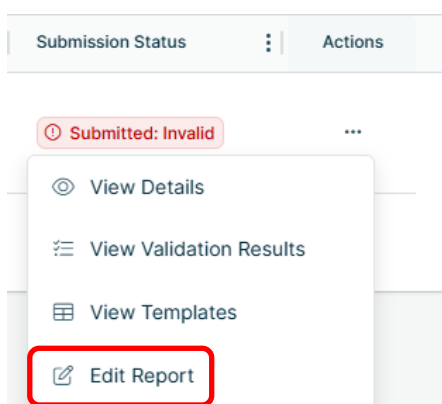
## REVISE A SUBMISSION

It is possible to revise all reporting obligations. For reporting modules that support both form based and file based reporting, revisions can be made either through the form or by uploading an updated file. For reporting modules that only support file based reporting, revisions must be made by uploading an updated file.

### Form

For a submitted reporting obligation that needs to be corrected via the form: open the form and update the necessary information. All information that should not be changed must remain. The most recently submitted version is always the valid one; if a value is removed in a revision, it will no longer be considered reported.

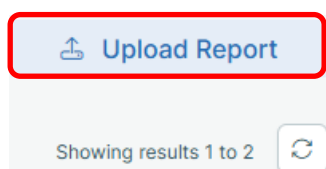
To edit a report, click *Edit Report* in the *Actions* column.



Once the information has been corrected, submit the report and check the status column. The *Submission date* column shows the date when the reporting obligation was last submitted. See page 8 for how to add the column.

### File

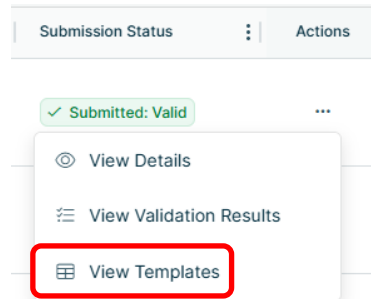
For a submitted reporting obligation that needs to be corrected via file: update the information in the file and upload it. Check the status column after the file has been submitted.



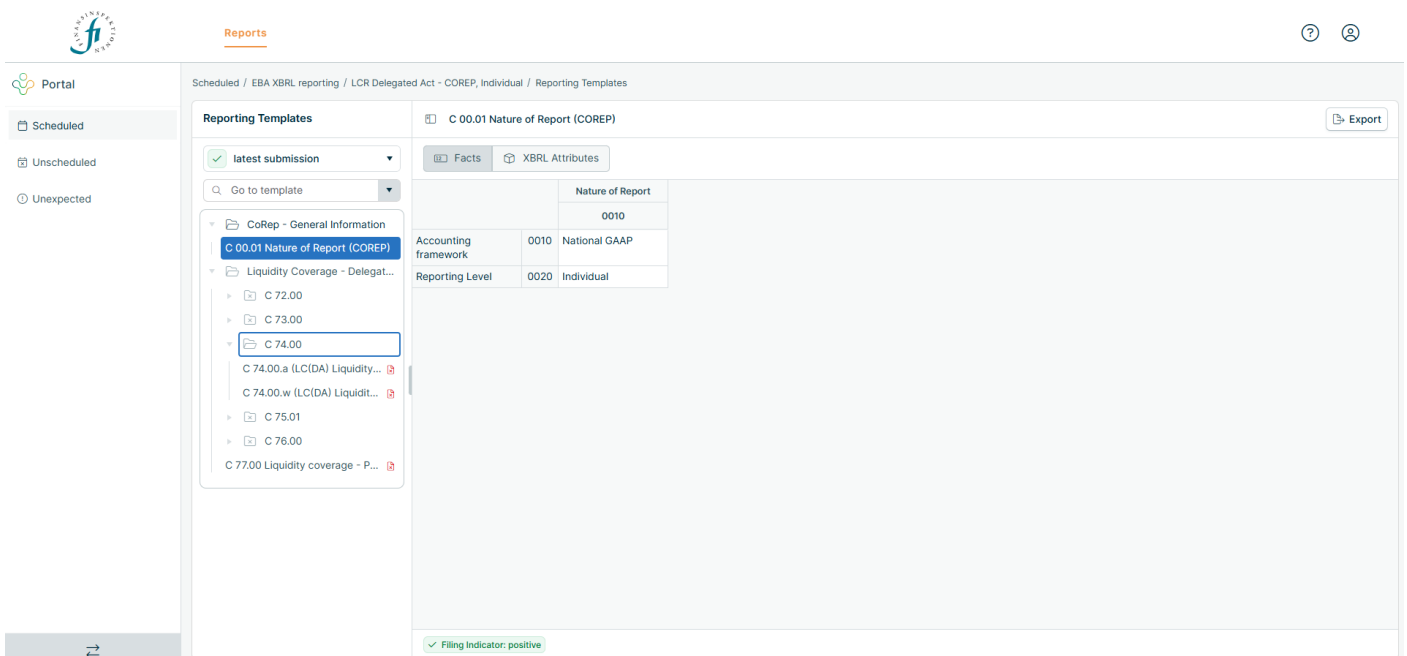
After a report has been submitted, the reporting obligations page is updated automatically.

# View Submitted Data

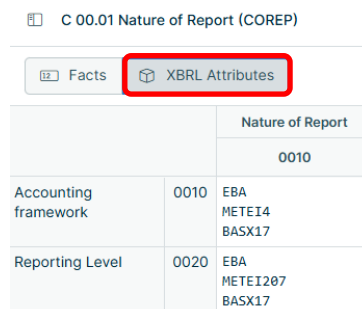
To review submitted data for a reporting obligation, click the three dots in the *Actions* column and select *View Templates*.



This function displays the reported values for a specific reporting obligation in a form view.



The default setting shows text and numbers for all cells. Select *XBRL attributes* to display the code references for the cells, making it easier to identify the content of the file. Select *Download* in the upper right corner to export the information as an Excel or CSV file.



For questions about these instructions, please contact [rapportering@fi.se](mailto:rapportering@fi.se)



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