



aSISt

Application Basics - User Guide

FINGO Team

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Table of contents

Intro	ntroduction		
1	aSISt d	application start-up	7
2	aSISt s	structure	8
	2.1	Module tabs	9
	2.2	Global functions apply to the entire application	10
	2.2.1	Local settings – application language	11
	2.2.2	User settings – color themes	12
	2.3	View switch	12
	2.4	Data refreshing	13
	2.5	Filtering the list of reports	14
	2.6	Keyboard shortcuts	30
	2.7	Working on single and multi-workstation versions	31
	2.7.1	Single workstation version	31
	2.7.2	Multi workstation version	32
3	Creating and editing users accounts		
	3.1	Creating a new user	36
	3.2	Modifying existing users accounts	37
	3.3	Roles management	37
4	"Reports" module		39
	4.1	"Documents" view	39
	4.1.1	Available functions	40
	4.1.2	Window with active report tabs	41
	4.2	"Reports list" mode	44
5	The entire report preparation cycle		45
	5.1	Creating a new report	45
	5.2	Report settings modification	46
	5.3	Opening a closed report	47
	5.4	External data import	47
	5.5	Group deletion of surplus zeroes	48



	0.0	Copyring data from other reports	49
	5.7	Entering data	49
	5.7.1	Entering data in PLN/thousands of PLN	50
	5.7.2	Adding references/comments to cells	50
	5.7.3	Turning on/off various elements of the window and validation panel	51
	5.8	Calculating control rules	52
	5.9	Validation of entered data	53
	5.10	Displaying errors in reports	55
	5.11	Rule severity	55
	5.12	Reconciling and correcting invalid data	56
	5.13	Filtering, sorting and data search	57
	5.14	Go to "editing in revision mode"	58
	5.15	Generating report	58
	5.16	Closing a report	59
6	Enteri	ng corrections into generated reports	60
	6.1	Functions used to correct reporting data	60
	6.2	Report status change	60
7	Blocki	ng/unblocking a report	61
8	Functi	ons for report forms printing	62
9	Data l	oss prevention	63
	9.1	Backup	63
	9.2	Reporting period archive	64
	9.3	Export and import of data	65
10	Deletii	ng reporting data	66
	10 1	Reporting data deletion policies	66



Table of figures

Figure 1. aSISt Log In panel	7
Figure 2. Window with active report tabs	8
Figure 3. Window with active reports list from the aSISt database	8
Figure 4. Selecting a new module	9
Figure 5. Predefined filters of reports list for "Periods"	16
Figure 6. Predefined filters of reports list for "Reports"	17
Figure 7. Predefined filter of reports list for "Banks"	17
Figure 8. View of the list of reports after using predefined period and taxonomy filters	18
Figure 9. Window for creating advanced filters	19
Figure 10. Window for creating a new filter for the standard period	20
Figure 11. Window for creating a new filter for the relative periodpriod	21
Figure 12. Description of the "standard period" and "relative period" definitions	21
Figure 13. Window for creating a new filter for the standard period interval	22
Figure 14. Window for creating a new filter for the relative interval time period	23
Figure 15. Description of the time interval definition from - to for the "standard period" ar	nd "relative
period"	23
Figure 16. Window for creating advanced user filters	24
Figure 17. Window for creating advanced bank filters	25
Figure 18. Window for saving filters for "List of reports"	
Figure 19. Setting a name for defined filters	27
Figure 20. View of reports list after using predefined period and taxonomy filters and savin	g the filter
template	28
Figure 21. List of saved filters	29
Figure 22. Display of tables opened in various modes	33
Figure 23. List of table editing modes	33
Figure 24. Creating and editing users accounts	36
Figure 25. Roles management	38
Figure 26. Functions menu available in "Reports" mode	40
Figure 27. Window with two active report tabs (color theme: "Blue moon – light")	42
Figure 28. Reports list created in aSISt (color theme: "Lemon")	44
Figure 29. Closing a report	59
Figure 30. Management of the data deletion policies	67
Figure 31. Policy edition	
Figure 32. Deletion of reporting data	69
Figure 33. List of deleted reports (explorer view)	69



Introduction

aSISt application is a tool that facilitates banks:

- preparation and generation of data compliant with taxonomies published by
 - EBA:
 - ALMM EBA ITS,
 - o Benchmarking Credit risk EBA ITS,
 - Benchmarking EBA ITS,
 - Benchmarking IMV EBA ITS,
 - Benchmarking Market risk measures EBA ITS,
 - COREP LR EBA ITS,
 - COREP OF EBA ITS,
 - Encumbrance EBA ITS,
 - FINREP EBA ITS,
 - FINREP Ind. EBA ITS,
 - FP EBA ITS,
 - FRTB EBA ITS,
 - LCR EBA ITS,
 - LCR DA EBA ITS,
 - LE EBA ITS,
 - NSFR EBA ITS,
 - O EIOPA:
 - SOLVENCY,
 - Single Resolution Board:
 - Critical functions reporting,
 - LDR consolidated reporting,
 - LDR other,
 - LDR point of entry,
 - LDR resolution group reporting,
- performing analysis of reported data and creating comprehensible documents in the form of brochures containing required data, using "Analytical reports manager" and "Manage brochures" modules;
- entering data directly into prepared reports from different data sources through "Data mapping",
 "Snapshot storage" and ETL (tool assisting data transformation process) modules;
- setting own rules expanding data verification for prepared reports using "Rules" module.



aSISt:

- ensures compatibility of all reported data in compliance with the taxonomy selected in each report,
- owing to its modular structure, allows for multiple or only several tools for the task at hand;
- offers a range of reports and functionality according to the owned license.

This document provides simplified information regarding preparation of reports in aSISt.

Detailed descriptions of all aSISt functionalities are contained in:

- Application basics,
- Analytical reports module and catalogue variables;
- Data mapping module and snapshot module.

These documents are available online at https://support.asist-xbrl.eu/en under Service -> aSISt Documentation, under the following address: https://support.asist-xbrl.eu/en/docs.

1 aSISt application start-up

To launch the application, select:

• START menu "Programs" aSISt

or

click icon a on the desktop

The log in panel will appear, as shown in Figure 1.



Figure 1. aSISt log in panel.

A predefined system administrator account is set as follows:

- login admin
- password admin

Each user logging into the aSISt system should have a personal login and password.

The person with the permission to create and modify user accounts is the system administrator.



After aSISt start-up, the "Reports" tab is always shown by default - it allows the user to see all reports.

The displayed window can have one of the two following forms:

 "Reports" view – with active report tabs on which the user has recently worked or which the user forgot to close before exiting the application (see Figure 2)

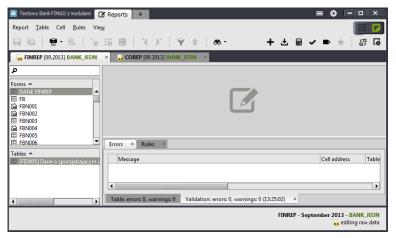


Figure 2. Window with active report tabs

• "Reports list" view – with a list of all reports in the aSISt database – this window is displayed if the user closed all report tabs before exiting the application (see Figure 3)

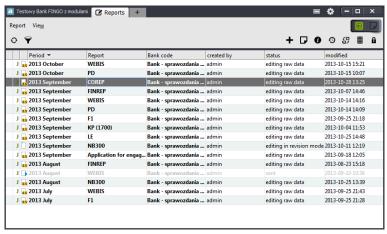


Figure 3. Window with active reports list from the aSISt database

2 aSISt structure

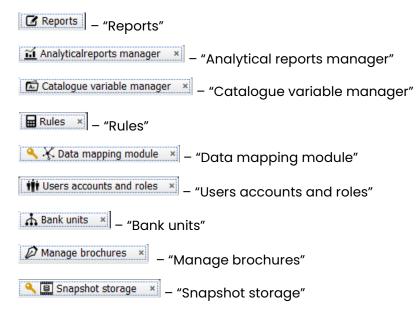
aSISt has a modular structure and **most functions are grouped in tabs** relating to respective modules.



Some functions apply to the entire application, regardless of the module used. These functions are located in the upper right part of the window, **on the notification bar**.

2.1 Module tabs

A full list of available modules:



Always after application start-up:

- "Reports" tab is active
- and

or

• "Users accounts and roles" – "My data" tab is available.

Other module tabs are available only for users:

- with extended aSISt license covering required modules,
- with administrator permissions.

To **select a new module** (see Figure 4):

- use the function key on the module tabs bar
- choose the required module on the aSISt function menu



Figure 4. Selecting a new module



aSISt allows users to work in multiple modules at the same time.

To change the currently selected module, click a requested tab on the module tabs bar.

Currently active module is indicated by a highlighted (brighter) module tab.

Except "Reports" tab, which is always visible at the module tabs bar, other tabs can be opened and closed at any time.

To select functions available in individual module tabs:

select a corresponding function from the toolbar menu

or

click a corresponding function icon

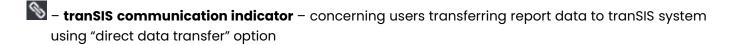
or

• use a corresponding keyboard shortcut.

To view a description of an available function, simply place the mouse cursor over the function icon.

2.2 Global functions apply to the entire application

Notification bar is located in the upper right part of the window, to the right of the module tabs bar, irrespective of functions relating to individual modules grouped in module tabs. It contains the following icons:



It indicates connection status with tranSIS system:

- communication with tranSIS system is enabled
- communication with tranSIS system is disabled (no data or messages can be sent or received to and from tranSIS)
- notification about a new message from tranSIS icon displayed only with enabled "Communication with tranSIS" function and with enabled connection to tranSIS system, when aSISt receives a new message. This icon will disappear by clicking on it, by choosing icon, or selecting: tranSIS

 tranSIS communication , that is by reading received messages.

 tranSIS communication

 The property of the property of
- **memory indicator** notifies the user about memory usage by aSISt and remaining memory. To display icon information, hover over the icon with the mouse cursor.



- aSISt functions group functions applying to the entire application, i.e.:
 - About aSISt provides information on application version and database type,
 - Update allows users to update aSISt,
 - Settings allows users to change aSISt settings (after any settings change, restart of the application is required),
 - <u>History of operations</u> displays operation history,
 - allows users to activate available modules:



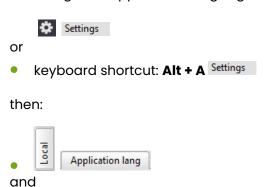
- Preparing backup allows users to make a backup copy (applies only to Derby database),
- Restoring database backup allows users to restore the application from a backup copy (applies only to Derby database),
- b Exit shuts down the application.

Other available functions:

- screen minimize and maximize buttons
- close button - changes color to red if hovered over with a mouse

2.2.1 Local settings – application language

To change the application language, select "Local settings" – "Application language" from:



select one, desired language:





2.2.2 User settings – color themes

To change a color theme in aSISt, change user settings by choosing "Color themes" through:



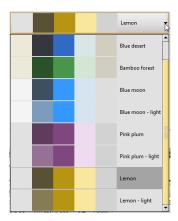
or

keyboard shortcut: Alt + A Settings

then:



select one, desired color theme:



2.3 View switch

In most of the module tabs, below global functions relating to the entire application, there is a **view switch** which allows users to swiftly switch between:

a document list

and

documents chosen for editing or viewing.

Depending on the chosen view "View switch" can be placed in one of the two following positions:

– with "Documents" view enabled





When one view is active, the other one is inactive

The active view is shown in green, inactive view – in black.

To switch between work modes, simply click the inactive part of the switch. There is no need to close any documents before changing work modes.

When you are in "Documents" view and wish to select "Document list" view choose:



or

keyboard shortcut: Ctrl + 1.

The screen will now be showing a list of documents previously created in documents module tab and the "View switch" will now look as follows:

Double-clicking on a chosen document will:

- open the document,
- automatically switch view to document viewing/editing mode,
- change the function switch into:

When you are in "Document list" view and wish to quickly switch to already opened documents choose:



or

keyboard shortcut: Ctrl + 2.

Different functions, specific to an active module, are available, depending on the currently active view.

2.4 Data refreshing

In most module tabs, including "Reports" module, there are functions allowing for refreshing data displayed on aSISt screen.

These functions are useful when the user wishes to:

- filter displayed data,
- display incoming tranSIS and outgoing aSISt messages (with enabled "Communication with tranSIS" function),



- use the multi workstation aSISt license and save, in a single database, edits from multiple workstation at the same time;
- prepare reports against control rules.

"Refresh" function can be selected through:

• Menu View O Refresh

● icon [©].

This function is available:

when viewing various lists in various modules.

"Refresh table content and related data" function may be used in "Reports" tab:

- "Documents" view,
- menu **Table** Refresh table content and related data
 or

keyboard shortcut F5.

This function:

- works only in "Reports" tab,
- can be selected after opening a table with data to refresh,
- can be used on a multi workstation version to refresh data including information saved on other workstations,
- refreshes data in dependent reports, prepared against control rules.

2.5 Filtering the list of reports

In "List of reports" mode you can display only some of the reports that interest users, using the filters placed here.

To start "Filter the list of reports" function you should:

in the module tab Reports in "List of reports" mode select:

Menu "View" Show filter

or:



icon ♥.

This function:

- is available for all the users,
- makes it easier to check and verify reports located in database,
- allows to select displayed information by fields:
 - reporting period: Period

 type of report: Report,

 bank's code: Bank code
- it allows to:
 - use available predefined filters,
 - o define, save and select advanced user filters.

It is possible to select the presented list of reports in terms of:

- one or several fields with applied filters,
- combinations of predefined filters and user filters.

After applying the search filter:

- the function icon presenting "Filtering", changes its color from black 🔽 to blue 🔽,
- the form of fields, associated with the created filters changes to:
 - o **advanced predefined filter** (for example: previous month) when one of the available pre-defined filters was used for filtering,
 - o **user filter** (user filter ...) when the applied filter is based on the previously defined user filter.

After applying a filter and restart the aSISt application, each time the list of reports is filtered in terms of recently used filters.

To delete applied search filters you should:

- select the filter function, clicking on the icon: \$\overline{\textstyle \textstyle \te
- select the icon next to the period filter: *.

This function:

- allows you to quickly disable all filters set for: periods, types of reports, Banks;
- displays a full list of reports located in the aSISt database.



After deleting all the search filters:

- fields in which is possible to set filters, take the form:
 - reporting period: Period
 type of report Report
 bank code Bank code
- reports are presented for all:
 - o periods,
 - o taxonomies,
 - o banks.

2.5.1.1 Predefined filters

To present only selected reports on the list of reports, it is possible to use the available predefined filters (see Figure 8).

To do this you should:

point the cursor on the place where you want to apply the filter:



- indicate one of the available filter on the displayed list:
 - o for the Period (see Figure 5):



Figure 5. Predefined filters of reports list for "Periods"

For example:

If the current period is May 2019, then for the filter:

- o last 12 months the reports will be displayed from the last 12 months,
- previous month— the reports will be displayed from 04.2019,
- o previous month -1 the reports will be displayed from 03.2019,



- o end of previous quarter the reports will be displayed from 03.2019,
- o end of previous quarter 1 the reports will be displayed from 12.2019,
- end of previous year the reports will be displayed from 12.2018,
- o end of previous year 1 the reports will be displayed from 12.2017,
- o for Reports (see Figure 6):

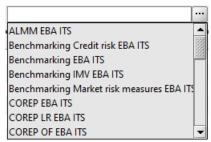


Figure 6. Predefined filters of reports list for "Reports"

Search and indicate one proper taxonomy, through:

- o registration the fragment of the required taxonomy name or
- o using a scroll bar,
- o for the Bank Code (see Figure 7):

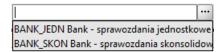


Figure 7. Predefined filter of reports list for "Banks"

Select the required bank from the presented list.

An example form of the "List of reports" after applying the filters: period and taxonomy is shown in Figure 8.



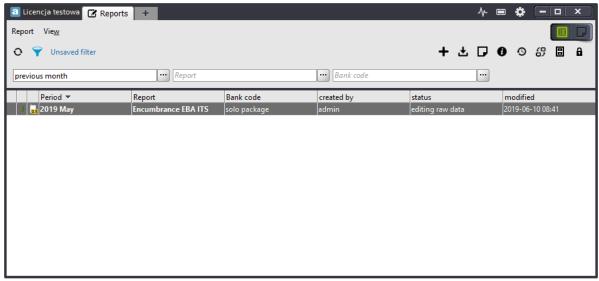


Figure 8. View of the list of reports after using predefined period and taxonomy filters

To delete previously selected filters, you should:

select the icon **, located next to the period filter.

2.5.1.2 User filters

Beside simple and easy predefined filters, possible to be used in the "List of reports", the user can define his own filters and save them to use later.

To define user filters, you should:

- point the cursor on in next to the position for which you want to use the filter:
 - o reporting period: Period,
 - o type of report Report
 - o bank code Code or bank name ...,
- in the new window, different for each filter (see Figure 9, Figure 13, Figure 14, Figure 16) define the required filter settings.

To delete previously selected filters, you should:

select the icon *, located next to the period filter.

Advanced period filters

The window in which the user can define his own period filters is shown in Figure 9.



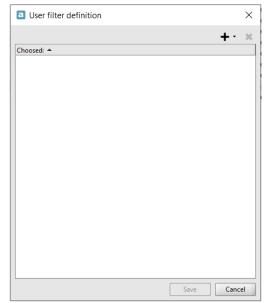


Figure 9. Window for creating advanced filters

They are available here as the form of function icons, that allow you to:



* - delete a filter.

After selecting the "Add the period" function, a window opens as shown in Figure 10.

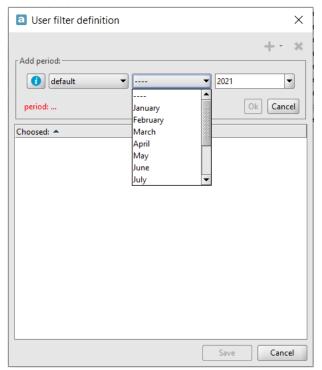


Figure 10. Window for creating a new filter for the standard period

It is possible to define one:

- standard period (see Figure 10):
 - o requesting a specific:
 - o month,
 - o year,
- relative period (see Figure 11):
 - o associated with the current period,
 - o demanding:
 - o value **X** specifying the shift in relation to the current period,
 - o referring to:
 - o month,
 - o quarter,
 - o year.

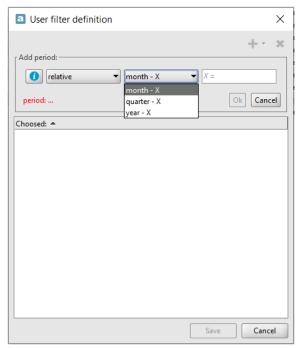


Figure 11. Window for creating a new filter for the relative period

If the user has doubts how to determine the chosen periods correctly, he can use the hints available in the filter creation window under the icon: 10, which content is shown in Figure 12.

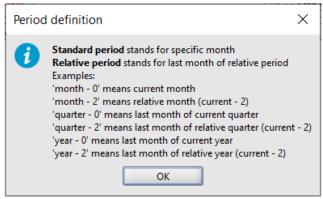


Figure 12. Description of the "standard period" and "relative period" definitions

To define the period filter correctly, you should:

- indicate the required period,
- confirm the selection with Ok button,
- finish defining the advanced filters by selecting Save button.



Within one advanced period filter, it is possible to indicate many different periods.

You can also select the "Add range" function and attach the required time period.

After selecting the "Add compartment" function, a window opens as shown in Figure 13.

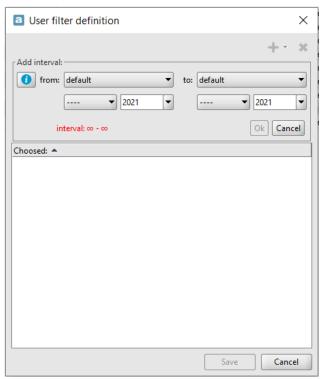


Figure 13. Window for creating a new filter for the standard period interval

Just like choosing the "Add period" function and adding the "Time interval", it is possible to refer to the standard period as well as to the relative period.

The "Add interval" function allows to define:

- standard time interval (see Figure 13):
 - o requiring a **period from period to** for a specific:
 - o month,
 - o year,
- relative time interval (see Figure 14)
 - o associated with current period,
 - o requiring:
 - o a relative period from a relative period to,
 - o value X determining the change of the relative period in relation to the current period,
 - o referring to:
 - o month,
 - o quarter,



- year,
- a mixed time interval, that is:
 - o from the standard period to the relative period,
 - o from the relative to the standard period.

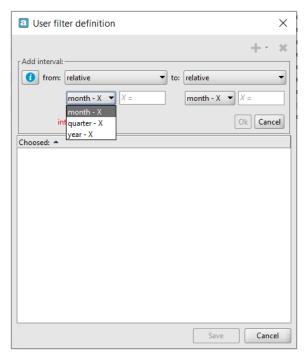


Figure 14. Window for creating a new filter for the relative interval time period

If the user has doubts how to define correctly the time intervals, he can use the hints available in the filter creation window under the icon: , which content is shown in Figure 15.

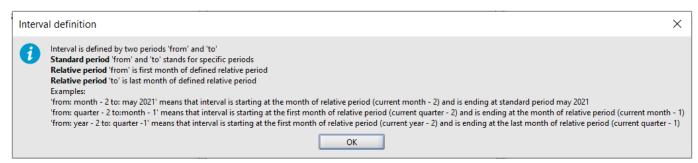


Figure 15. Description of the time interval definition from - to for the "standard period" and "relative period"

To define a new filter with a "time interval from – to", you should proceed as in "for period" filter definition, that is:

- indicate the required time period,
- confirm the selection with ok button,
- finish defining the advanced filter by selecting Save



To delete a defined filter for a period, you should:

- mark the field with "Period" filter,
- select the "Delete" button.

Advanced report filters

The window in which the user can define his **own report filters** Figure 16.

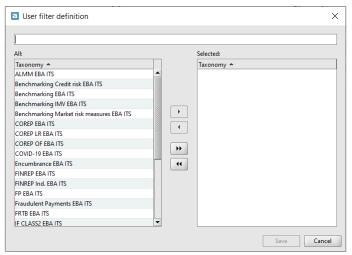


Figure 16. Window for creating advanced user filters

In the left window – a list of all available for selection taxonomies is displayed, however to the right panel window – are transferred these taxonomies to which the reports located in aSISt database will be filtered.

To find the required taxonomy in the left window panel list, you can:

- start entering the taxonomy name in the field _______ above the left window panel,
- use the scroll bar.

Moving the taxonomies from the left to the right window is done by using the buttons:

- selection of all available taxonomies,
- selection of one or more marked taxonomies in the left window panel.



If you made a mistake and put wrong taxonomies in the right window panel, then by using the button:

- you can delete one or more previously selected taxonomies,
- you can delete all the taxonomies moved to the right window panel.

To define your own filter for reports, you should:

- find and transfer the required taxonomies from the left to the right window panel,
- confirm the selection by using or button.

To delete defined filter for reports, you should:

- mark the fields with "Reports" filter,
- select the "Delete" button.

Advanced bank filters

The window in which the user can define his **own bank filters** is shown in Figure 17.

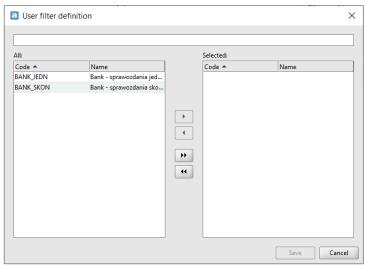


Figure 17. Window for creating advanced bank filters

In the left window – a list of all banks is displayed, however to the right panel window – are transferred these banks which are displayed in the aSISt database.

To find the required banks on the left window panel list, you can:



•	start entering the code of required banks in the field	above the left window
	panel or	

• use the scroll bar.

Moving the selected banks from the left to the right window panel takes place in the same way as choosing the taxonomy, that is:

- selection of all banks,
- selection of one or more marked banks.

If you made a mistake and put wrong banks in the right window panel, then by using the button:

- you can delete selected banks from the right panel,
- you can delete all the banks moved to the right window panel.

To define your own filter for banks, you should:

- find and transfer the required banks from the left to the right window panel,
- confirm the selection by using ok button.

To delete defined filter for a bank, you should:

- mark the field with "Bank code" filter,
- select the "Delete" button.

2.5.1.3 Saving filters

If the defined filters are often used by users, then you can:

- save the filters, giving them an easy name to interpret;
- select them at any time without defining it again.

To save a new filter, you should:

set the required filtering for: period, type of taxonomy and bank code;



- click next to the icon with filter:
- in the new window (see Figure 18)
 - o select +

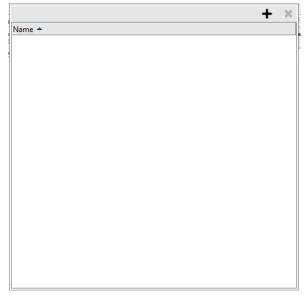


Figure 18. Window for saving filters for "List of reports"

and then:

- in the next window (see Figure 19):
 - o set the name of defined filters (max 1000 signs).

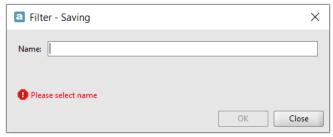


Figure 19. Setting a name for defined filters

After saving new filters, name of the saved template is presented next to the icon with filter, as shown in example Figure 20.



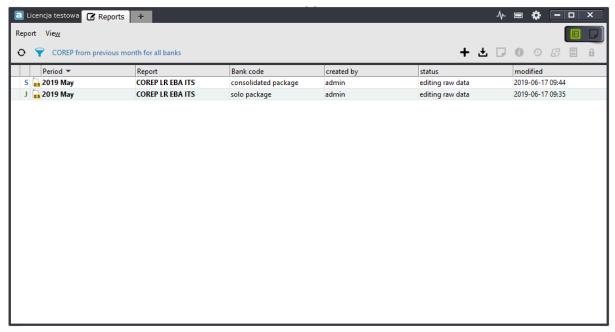


Figure 20. View of reports list after using predefined period and taxonomy filters and saving the filter template

On the list can be saved:

- selected predefined filters (composed of properly set periods, types of taxonomy and banks, or based on any combination of them),
- user-defined filters,
- combinations of predefined filters and user filters.

2.5.1.4 Management of saved filters

All saved filters go to the list from which they can be restarted later.

To display the list of saved filters, you should:

• Click next to the icon with filter on the leading link to the list of created filters: (the name of the last saved filters is displayed there),

All saved filters are presented on a list in the order of their creation, as shown in Figure 21.



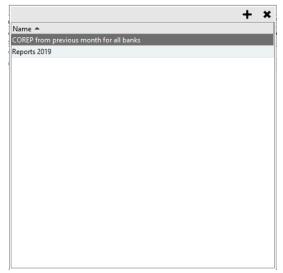


Figure 21. List of saved filters

To turn on previously defined and saved filters and to present only some of the reports on the list, according to the required filter, you should:

- display a list of saved filters (see Figure 21),
- find the required filter,
- double-click the left mouse button on the highlighted filter.

If the saved filter does not fully meet the expectations of the user, because some requirements have changed and the change applies only some of the set elements, it is **possible to modify the active filter** and save it under a new name.

To modify a saved filter, you should:

- active the required filter,
- apply the required changes,
- select in the new window,
- select the icon

To delete a previously defined and saved filter from the list, you should:

- display a list of saved filters, selecting
- find the required filter,
- set a pointer on this filter and select the icon



2.6 Keyboard shortcuts

Most functions in aSISt are accessible in three different ways:

- from function menu,
- through function icon,
- through keyboard shortcut

and the choice between them is a matter of the user's personal preferences.

The following keyboard shortcuts can be used in aSISt:

Alt + ←	Last selected cell
-	
Alt + →	Next selected cell
Alt + A	aSISt functions
Ctrl + `	Go to element
Ctrl + 1	Switch to "Report list" view
Ctrl + 2	Switch to "Documents" view
Ctrl + A	Select all
Ctrl + C	Copy selected area
Ctrl + E	Export data
Ctrl + I	Import data
Ctrl + N	New report
Ctrl + O	Manage reports
Ctrl + P	Print active table
Ctrl + S	Save table
Ctrl + V	Paste contents of previously selected area
Ctrl + F8	Show all tabs
Ctrl + Shift + F8	Hide all tabs
Ctrl + F9	Open/close "List of forms"
Ctrl + F10	Open/close "Editing panel"
Ctrl + F11	Open/close "Tools panel"
Ctrl + F12	Open/close "Status panel"
Ctrl + Alt + F	Show filter settings
Ctrl + Alt + O	Show sorting settings
Ctrl + Alt + T	Set table headlines automatically
Ctrl + Shift + 1	Open/close "Errors" tab
Ctrl + Shift + 2	Open/close "Rules details" tab
Ctrl + Shift + 3	Open/close "XBRL details" tab
Ctrl + Shift + 4	Open/close "Search results" tab
Ctrl + Shift + 5	Open/close "Cell comment" tab



Ctrl + Shift + 6	Open/close "Mapping verification results" tab
Ctrl + Shift + 7	Open/close "Communication with tranSIS" tab
Ctrl + Shift + E	Switch between tables
Ctrl + Shift + F	Find cell
Ctrl + Shift + H	Find/replace value
Ctrl + Shift + P	Print filled tables
Ctrl + Shift + R	Find rule
Ctrl + Shift + S	Save all tables
Ctrl + Shift + T	Find table
F5	Refresh table contents and relevant data
FII	Open/close full screen mode

2.7 Working on single and multi-workstation versions

aSISt can work:

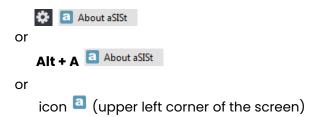
- as a single workstation version on Oracle or Derby database,
- as a multi workstation version on Oracle database.

Information regarding possibilities of the aSISt version owned by the user (single vs. multi workstation) can be found in the license file: **aSISt.license**.

Choice of database for aSISt to work on:

- is made by the user during the first start-up of the application,
- is saved in db.properties file.

To check which version of aSISt has been installed, select "aSISt - information" through:



2.7.1 Single workstation version

Single workstation version means that aSISt is installed and used on a single computer only.

Single workstation aSISt can work:



- on Derby database utilizing a built-in database used most often,
- on Oracle database utilizing an external Oracle database.

2.7.2 Multi workstation version

Multi workstation version allows multiple users to work simultaneously on multiple aSISt workstations connected with a single database.

This version of aSISt always requires:

Oracle database

On a multi workstation version multiple users can work at the same time on:

- tables of different reports without any restrictions to editing of these tables,
- different tables of the same report without any restrictions to editing of these tables,
- same table of the same report, opening the table in one of following modes:

"exclusive editing":

- o first user to open the table has permission to edit it,
- every following user can open the table in read-only mode,

"shared editing":

multiple users can edit the same table simultaneously,

"read-only":

o a user opens the table in a read–only mode and does not block the possibility to edit the table by other users.

2.7.2.1 Working on tables opened in various modes

While opening the table, the user can decide in which mode to open it (see Figure 22):

- whether the table should be opened for editing or in read-only mode,
- whether other users will be able to edit the same table simultaneously or should it be opened
 exclusively so other users can open it in a preview mode only.



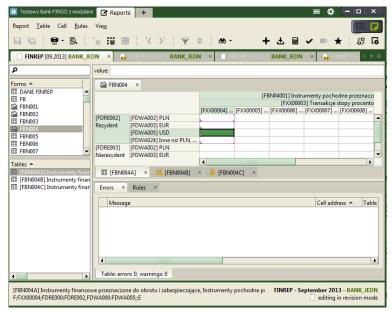


Figure 22. Display of tables opened in various modes

When you open the table in a standard way (i.e. **double-clicking with the left mouse button** on the table name):

- first-time opened table:
 - will always open in "exclusive editing" mode,
 - will be editable by the user who opened it only,
 - o will have a following symbol [™] next to its name, see Figure 22: ^{™ [FBN004A] ×};
- every other time the table is opened:
 - o it always opens in "read-only" mode,
 - o it is possible to view its content, without a possibility to edit it;
 - all cells inside the table are greyed out,
 - o a following icon 🔓 appears next to the table name, see Figure 22: 🕒 [FBN004C] 🔻

To open a report table in "shared editing" mode, that enables users to edit its contents, the user needs to:

- double-click with the right mouse button on a table name,
- choose one of the required table editing modes (see Figure 23).



Figure 23. List of table editing modes

Choosing Open table in "exclusive editing" mode by clicking:



Open table in "exclusive editing" mode

will result in:

• opening the table in the standard way, as by **double-clicking its name with the left mouse button** (see Figure 22).

Choosing Open table in "shared editing" mode by clicking:

Open table in "shared editing" mode

will result in:

- opening the table for simultaneous editing, allowing other aSISt users to edit it at the same time;
- an additional icon next to the table name 🚣 , see Figure 22: 🔼 [FBN004B] 💉

Choosing Open table in "read-only" mode by clicking:

Open table in "read only" mode

will result in:

- opening the table in read-only mode, allowing other aSISt users to edit it at the same time;
- displaying the table with all cells greyed out, without the ability to edit them;
- an icon next to the table name 🔒 , see Figure 22: 🔒 [FBN004C] 💉

2.7.2.2 Refreshing data entered and saved on other workstations

To **refresh data** entered on other workstations:

select Table menu Refresh table content and related data

or

use a keyboard shortcut: F5

or

close and open the table.

2.7.2.3 Resolving conflicts arising from data saving

While entering data in "shared editing" mode some of the following problems may occur:

- one cell can be filled with different values on two different workstations and then
- trying to save data by the second user will result in "data conflict" error message.

In case a data conflict arises:

- the invalid cell in which the conflict occurred will be displayed in light red color 50 000,000,
- next to the table name a special red version of "shared editing" icon will appear:



- in the lower part of the screen the conflicts tab **Conflicts** will contain information concerning existing conflicts,
- in case of multiple conflicts, each one will be displayed in a separate line.

To easily resolve existing conflicts, move to "Conflicts" tab and:

- ullet select the line with the conflict to solve first position in the line has to look as follows: $oxed{oldsymbol{\subset}}$
- select one of the activated icons:
 - when you want to resolve a conflict by saving local data,
 - when you want to recover previous value from the database,
- accept the displayed message.

After a conflict has been solved:

- the cell and table icon colors change:
 - o cells in which there occurred a conflict are now displayed in light yellow: 50 000,00 ,
 - o the icon next to the table symbolizing "shared editing" is back to normal: 🚣 ,
- "Conflicts" tab does not contain any information,
- it is possible to save entered data.

3 Creating and editing users accounts

To create or modify users accounts, open "Users accounts and roles" through:



or

- which is located on the module tabs bar (see Chapter <u>2.1 Module tabs</u>) and from the displayed list

(see Figure 4) select:

A new module tab will open – ** Users accounts and roles ** – in which functions are grouped as follows:

- "Users accounts management" (see Figure 24),
- "Roles management" (see Figure 25).

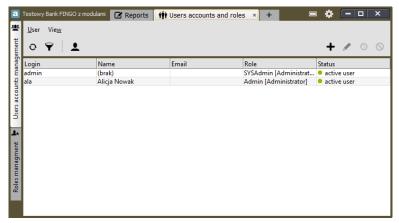


Figure 24. Creating and editing users accounts

Function availability in this module depends on user permissions in aSISt:

- function "My data" is available to all users from "Users accounts management" tab,
- other functions are active only for the aSISt administrator.

While setting permissions, the administrator can use:

- predefined roles automatically created by the application:
 - o system administrator,
 - o administrator,
 - operator,
 - o analytical reports operator,
 - reader

and

• **new roles, created by the system administrator** – corresponding to individual needs of users working with the application, created in the "Roles management" tab.

3.1 Creating a new user

To create a new user account, go to "Users accounts management" tab,

use "Add user" function by selecting:

• User menu + Add

or

icon +.

This function:

- is available only to users with system administrator permissions,
- allows creating one account for each user.



3.2 Modifying existing users accounts

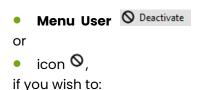
To modify an existing user account, go to "Users accounts management" tab:

select (highlight) the desired user on the list

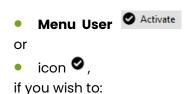
and select one of the available functions: "Edit", "Deactivate", "Activate" through:



• change previously entered user information (with the exception of "User name").



deactivate an active user account.



reactivate an account of an inactive user.

3.3 Roles management

After choosing "Roles management" tab, the screen shown should look like the one on Figure 25 with a list of assignable aSISt user roles:

- predefined roles automatically created by the application,
- new roles created by the system administrator.

<u>fingo.systems</u> 37



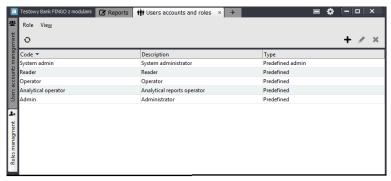


Figure 25. Roles management

This list can be extended with new roles adjusted to individual need of aSISt users.

The system administrator decides about permissions while creating new roles. Newly created roles can vary significantly from predefined roles, automatically created by the application.

All functions shown in this menu are available to the system administrator only.

To create a new role, use "Add role" function by selecting:

• Menu Role + Add

or

• icon +.

Created roles can be:

- modified:
 - o after selecting (highlighting) the desired role and
- deleted:
 - o after selecting (highlighting) the desired role and
 - choosing function: ** Remove ,

provided that the role is not assigned to any user.

Predefined roles:

- can't be modified nor deleted, but
- based on them, the administrator can create new roles:
 - after selecting (highlighting) the desired predefined role, on the basis of which a new role will be created;
 - using function ^{Ldit} and
 - o in the last step, choosing:



4 "Reports" module

"Reports" module is the main module of aSISt application which:

- is always visible in the application (users cannot close this tab, as opposed to other module tabs),
- allows users to:
 - o prepare and generate different report data files in required formats,
 - o enter corrections to reports,
 - manage reports.

The number of available reports depends on:

- owned license and
- user permissions.

As most of the module tabs, "Reports" tab has the "view switch" allowing the user to swiftly switch between:

- opened, earlier prepared reports the document icon is active (highlighted in green)
- reports list the documents list icon is active (highlighted in green).

Depending on the active view, different functions are available to users.

Some functions are available in both modes, not just in one.

4.1 "Documents" view

"Documents" view (see Figure 2), for which the document view switch is as follows with:

- functions involved in the entire reporting cycle,
- functions connected with editing settings of prepared reports,
- functions allowing for a change in report statuses.

It provides simply all functions needed by banks and other users for reports preparation.



4.1.1 Available functions

In "Documents" mode _____, all possible functions (see Figure 26) are grouped in the menu:

- Report,
- Table,
- Cell.
- Rules,
- View.

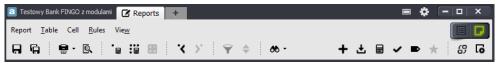


Figure 26. Functions menu available in "Reports" mode

Additionally, most commonly used functions are available as function icons, below the function menu (see Figure 25).

Icons available in the left part of the icon bar facilitate: data entering, compatibility and entered data printing. The icons are as follows:

- 🔲 save data in the current table,
- save data in all tables of the active report,
- = print active table/all filled tables of the active report,
- print preview,
- = calculate cell value based on defined rules,
- calculate values of all defined rules for the active report,
- 📒 refresh XBRL Formula,
- go to last selected cell,
- go to next selected cell,
- 🚩 filter data in listing tables,
- 🗢 sort data in listing tables,
- 🇆 find cell/rule/table/value,



Icons available in the right part of the icon bar depict functions concerning the full reporting cycle, namely:

+ - create new report,

- import data from file,

- calculate rules,

validate data,

go to editing in compatibility mode,

★ – generate active report.

The icons were placed in an order in which the functional processes of a full reporting cycle are carried out.

Additionally, there are also icons displaying functions, allowing entering changes into prepared reports, namely:

- change report status,

- modify report settings.

All these functions, regardless whether chosen from the function menu or by clicking on the icon, always play the same role in the application.

4.1.2 Window with active report tabs

Regardless of the type of reports in preparation, data layout displayed on the screen of an active report will always be the same (the sample layout is presented on Figure 2).

In aSISt, users can use different color themes (see Figure 27) activated by selecting:





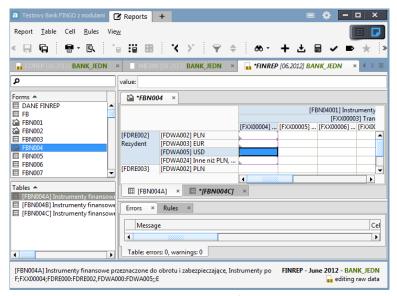


Figure 27. Window with two active report tabs (color theme: "Blue moon – light")

The main part of the screen consists of:

- function menu left side of the first line,
- view switch, allowing users to quickly switch between "Reports" and "Reports list" modes right side of the first line;
- tools panel, containing function icons of most common functions:
 - o functions facilitating entering data to tables left side,
 - functions involved in the whole reporting cycle, functions regarding modifications in report settings and status change – right side.

Below the function icons there is the active reports tabs bar.

The user can work on multiple reports at the same time without exiting them, however, in case of computer memory problems, it might be necessary to close part of them.

To switch between opened reports, click the tab of a desired report.

Active report is indicated with a highlighted tab.

The main application window includes:

- **in the upper part of the left panel** list of all available report forms, selected when creating a report and consisting of:
 - one table (e.g.: FB),
 - o multiple tables (e.g.: 4 FBN001),
- in the lower part of the left window panel:
 - o list of tables from forms selected in the upper part of the left panel.



For example:

- o after selecting a form fighthereof in the upper part of the window panel,
- o the lower panel will display a list of tables from FNB001, i.e.:

in the upper part or the right panel:

- tabs with names of opened forms,
- **table**, selected from the list of all available tables from the upper of lower part of the left panel (the selected table must be marked with the following icon: !!!);
- tabs with names of opened tables.

To switch between opened forms/tables, click the tab of a desired form/table.

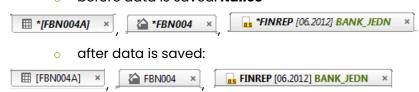
Tabs with an active table and form to which they belong always will be highlighted.

For example:

On Figure 27 you may see an active table FBN004A from the form FBN004.

Tab names are displayed:

o before data is saved: italics



• in the lower part of the right panel:

- function tabs selected in "Validation panel" from "View" menu, i.e.: errors, rules, XBRL details, search results, cell comments, mapping verification results and transis communication (with "Communication with transis" function enabled);
- above the list of all forms there is a form search filter which:
 - o allows quick lookup of a desired form,
- status panel (bottom screen line) displays information about opened, active report:
 - left corner:
 - name of an active report table,
 - cell address (of the highlighted cell),
 - cell value (of the highlighted cell),
 - empty, when no table is opened;
 - right corner:



- sum of values selected in an active table (useful when reconciling tables),
- report name,
- reporting period,
- report status,
- information regarding "Display in thousands" function use (for reports with this function activated from "View" menu).

Amount of information displayed on the screen may change depending on user settings selected in "View" menu.

Additionally, cells of opened report tables can be decorated in various ways, depending on whether any control rules are applied:

- when there are no control rules in a cell,
- when there is any control rules applied to the cell, except for any calculation rules;
 - when there are rules applied to the cell and at least one of them is a calculation rule.

For more information regarding triangle colors in the lower left corner see Chapter <u>5.10 Displaying errors</u> in reports.

4.2 "Reports list" mode

When selecting "Reports" module, "Reports list" **displays a list of created reports**, which can look like the one on Figure 28 (compare with Figure 3– different color themes were used).

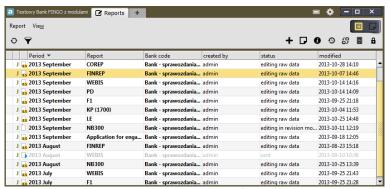


Figure 28. Reports list created in aSISt (color theme: "Lemon")

The list displays information on all reports in the database.

Non-editable report (sent, generated, rejected, accepted) – are displayed with brighter font Editable reports (entry data edition, edition in revision mode) – are displayed with normal font

Highlighting selected report activates functions, which allow to:



open a desired report and automatically change mode to "Report documents" – (same effect as double-clicking the highlighted report with the left mouse button),
 report details,
 report history,
 report status change,
 report archives management.

These functions allow the user to get information on reports without opening them.

Additionally, in "Reports list" mode the user can also:

O – refresh displayed information ("View" menu),

- filter displayed information ("View" menu),

+ – create a new report ("Reports" menu).

5 The entire report preparation cycle

Report data preparation in aSISt requires the user to use multiple functions, some of which are necessary to complete the reporting cycle. Others simply facilitate processes of correct data preparation.

Most of the functions, which are shortly described below, are necessary to complete the report data generation.

5.1 Creating a new report

To create a new report, select "New report" through:

Menu Report + New report...

or

icon+

or



keyboard shortcut: Ctrl + N.

This function:

- can be selected from:
 - o "Documents" view 💴,
 - o "Report list" view 💷 🗐
- allows all users with administrator permissions to create new reports,
- requires opening reports separately,
- gives cooperative banks a possibility to send reports directly to the banking association, to create
 a report only after the adequate message has been received through tranSIS: "period publication...";
- the user trying to create a new report receives Period not published yet error message, which means that the message about publication of said report was not yet received by the cooperative bank and report creation will not be possible.

5.2 Report settings modification

In case of entering invalid data while creating a report, the user with administrator permissions is able to **modify entered settings**.

To modify the report settings, activate "Documents" view , select "Report settings" through:

• Report menu Report settings

or

• icon 6.

This function:

- allows changing following settings of an opened, active report:
 - o applicable taxonomy "Basic data" tab,
 - o available report forms "Forms" tab,
 - o taxonomy dimensions "Explicit Dimensions" tab,
 - personal bank dimensions "Typed dimensions" tab,
- can be used only in reports with editing status ("entry data editing" or "rounded data editing"),
- is available only to users with administrator permissions.

After creating a new report and introducing its optional modifications, the user can:

- manually enter data or
- import data generated by the system.



5.3 Opening a closed report

If a created **report** was closed for any reason and the "Documents" view **is not displayed on the report tabs bar,** and the report preparation cycle was not finished, **the user needs to**:

- use "View switch" and select "Report list" view then:
- open the closed report.

To open an existing report from the database, **in "Report list" view** the user needs to select **"Open report"** function through:

Report menu D Open report

or

• icon 🗖

or

left mouse button double-click on a desired report.

Opening a report with status:

- "entry data editing" or "edition in revision mode" allows to edit the report,
- "generated", "sent", "rejected", "being verified" and "accepted" opens the report in read-only mode, editing is blocked which is indicated by the icon next to the table name of that report. "Report settings" function is also blocked in these reports so users cannot enter any changes.
 To edit a non-editable report, the status of this report needs to be changed to "entry data editing" or "edition in revision mode". These statuses are described in detail in Chapter 6.2 Report status change.

5.4 External data import

To import external data into a report, while in "Documents" view select "Import external data" through:

• Menu Report 🛨 Import external data

or

• icon **±**

or

keyboard shortcut: Ctrl + I.

This function:

allows to import external data into a report from files recognized by the system:



o in one of the acceptable formats:

```
Import type:

(a) CSV - text files (*.txt)
(b) XML - xml files (*.xml)
(c) Excel - excel files (*.xml)
(c) XBRL - xml files (*.xml)
(c) WEBIS - text files (*.xml)
(c) PEGAZ - XML file (*.xml)
(c) BFG - XML file (*.xml)
(c) PD - text files (*.txt)
(c) F1 - files in supervisor format (*.*)
(c) F7 ( number accounts ) - files in supervisor format (*.*)
(c) GIIF - XML file (*.xml)
(c) NGL - text files (*.txt)
```

and

o with an acceptable type of data identifiers:

```
Labels:

Technical Labels

Full labels
```

• is usable only in reports with editing status "entry data editing" or "edition in revision mode".

For all reports there are two always active formats: CVS and EXCEL.

5.5 Group deletion of surplus zeroes

To quickly delete surplus zeroes imported from a banking system, select "Find/replace value" through:

Cell menu Find/replace value...

or

keyboard shortcut: Ctrl + Shift + H.

This function allows users to:

- quickly find desired values in an active report,
- replace all desired values with new values.

To properly **delete surplus zeroes (transferred to the application with data import)** with "Find/replace value" function, the user need to:

- 1. define the replace rules as:
 - text search:
 - "0,00" for reports with "entry data editing" status,
 - "O" for reports with "edition in revision mode" status,
 - change to: empty unfilled area (lack of data),
- 2. define adequate search rules:



- search method: "entire phrase",
- source table: "all", or any other refined range, according to the user needs;
- search range: "values",
- fact type: "arithmetic",
- 3. after receiving a list with positions containing zeroes:
 - click Replace values button,
- 4. save the changes with "save" function.

After going through all the above steps, zeroes will be deleted in all displayed positions.

Note:

 Performing this action will delete all zeroes from the input search range, including zeroes that were filled in deliberately, due to the control rules present in the required taxonomy.

5.6 Copying data from other reports

If the user wants to **copy data from a different reporting period**, e.g. copy tables from an old report to a new one because data remains unchanged for the current period, then it is possible to do so.

In "Documents" view , for an opened table, select "Load data from other report" through:

Table menu Load data from other report

This function:

- copies data to the opened, active table from a different reporting period;
- is applied after selecting a report from which the user wishes to copy data.

5.7 Entering data

Required data is entered into respective report tables selected:

- from the left screen panel of an opened report, from the upper or lower list of forms;
- through "Find table" function, by selecting:

keyboard shortcut: **Ctrl + Shift + T** or

Table menu Find table...



Next to an open form, there needs to be the following icon ##, for example: ## [FBN002A].

5.7.1 Entering data in PLN/thousands of PLN

While entering data there is a possibility to:

- enter data and display them in PLN:
 - o it applies to all reports in preparation,
- enter data and display them in thousands of PLN:
 - o after invoking function: "Work in thousands" in the "View" menu,
 - o it applies only to reports with data displayed in thousands.

To activate **"Work in thousands"** function, the user needs to be in "Documents" view and select the function from **"View"** menu:

View menu Work in thousands

This function is available only for Polish reports.

5.7.2 Adding references/comments to cells

To add a comment to any cells from a table, the user can select one of following functions: "Cell references" or "Cell comment" (it depends on whether the text should be visible only in aSISt application or also after generating the report).

To activate "Cell references" function, after selecting a desired cell, go through:

- Cell menu Cell properties Cell details Cell references
- click the right mouse button and select: Cell properties Cell details Cell references

This function:

or

• is active for all reports.

Text entered via this function:

- is independent from the cell value,
- is connected with the used taxonomy type, once entered it can be seen in all reporting periods (also in newly created periods);
- is not saved in the generated file,



- can be used as a handy notebook for the user,
- can be modified at any time,
- is visible only in aSISt.

To activate "Cell comment" function, in the "View" menu select:

• View menu Validation panel ✓ Cell comment

or

keyboard shortcut: Ctrl + Shift + 5.

This function:

- is active for all reports,
- creates a tab Comment in the lower part of the screen in which required comments can be entered.

A cell with a comment attached has a blue triangle in its upper right corner.

An entered comment:

- is saved within the generated file,
- relates to one reporting period only (the one in which the comment was created),
- is visible in aSISt but also at the superior institution to which the report is sent.

5.7.3 Turning on/off various elements of the window and validation panel

When entering data into tables with large amount of columns and lines, the user can use various functions which turn on/off different elements of the window and validation panel, and are accessible in the "View" menu.

Among all these functions, the following are most commonly used:

"Hide all" - invoked through:

keyboard shortcut: Ctrl + Shift + F8

or

View menu | Validation panel | Hide all |

This function:

 allows simultaneous closing down of all active tabs in "Validation panel" menu, displayed in the lower part of the screen, without the need to close them down one by one.

"Show all" - invoked through:

keyboard shortcut: Ctrl + F8



or

• View menu Validation panel Show all .

This function:

 allows simultaneous activation of all tabs available in "Validation panel" menu, without the need to activate them one by one.

"Documents list" - invoked through:

keyboard shortcut: Ctrl + F9

or

View menu Window components Documents list

This function:

allows turning on/off the documents list available in the active report.

"Full screen mode" - invoked through:

keyboard shortcut: F11

or

• View menu Window components Full screen mode

This function:

allows turning on/off the full screen mode.

5.8 Calculating control rules

When preparing a report with **calculation control rules** in "Documents" view , the user is able to use following functions: "Calculate data", "Calculate table cell values" and "Calculate cell value".

"Calculate data" function can be activated through:

• Report menu 🗎 Calculate data

or

icon

This function:

calculates all possible calculation rules for an active report,



- can be used multiple times, but it is advised to use it after:
 - importing data from an external file,
 - data entering,
 - executing "Go to editing while waiting for approval".

"Calculate table cell values" function can be activated through:

icon 🟭.

This function:

- calculates all possible rules for an active table,
- is inactive when the table doesn't contain any values or calculations.

"Calculate cell value" function can be activated through:

• **Cell** menu Galculate cell value or

• icon ¹⊞.

This function:

- calculates value of one, active cell;
- is grey and inactive when selected cell doesn't contain any calculation rules or there are no values in the fields connected with this cell.

All cells containing "calculation control rules" are indicated as follows ., namely

- in the upper left corner with a symbol '='
- in the lower left corner with a triangle '\'\'

If the prepared report does not contain any calculation rules then invoking these functions does not have any effect on the report.

5.9 Validation of entered data

To verify whether the data entered are in accordance with the control rules set by the regulator, **validation of entered data** is required.

In "Documents" view , a function allowing data validation is named "Validates report". To invoke this function go through:



Menu Report Validates report

or

icon ✓.

This function:

- allows verification of data validation in an active report according to:
 - o used taxonomy (XBRL Rules) and additional NBP rules,
 - o individual bank rules (if the bank has an aSISt license with "Rules" module available and has set its own control rules),
 - o rules set out by other institutions supervising the correct preparation of reports,
- can and should be used multiple times for a complete validation of entered data.

All errors in entered data are displayed in the "Errors" tab Errors in the lower part of the screen in a form of:

errors – blocking the possibility to generate the report (triangles in the cells with unfulfilled rules are colored in red),

warnings – allowing generation of the report, despite unfulfilled rules (triangles in the cells with unfulfilled rules are colored in yellow).

After clicking individual lines with errors:

- the user is taken to the fields with:
 - calculation rules errors,
 - o obligatory rules errors,
- details about unfulfilled rules are displayed:
 - o for correctness rules,
 - for conditional rules,
 - o for XBRI formula rules.

If validation ends:

- with errors the user needs to correct incompatible data with the control rules,
- with warnings the user should perform a detailed analysis of existing problems.

Errors, which appear during validation process, do not disappear automatically from the error list after their deletion/correction, unlike the errors appearing during data entering.

Only after invoking the "Validation" function again the errors will disappear from the list.



5.10 Displaying errors in reports

Colors of triangles in the cells with control rules indicate the error reporting level.

- Grey triangles may indicate that:
 - the rules in that cell are ignored or
 - **there is no need to check rule validity** in that cell because there are no values entered into the required fields.
- Yellow triangles indicate that:
 - rules inside that cell are unfulfilled, but generation of the report will still be possible;
 - in errors tab unfulfilled rules are displayed as warnings.
- Red triangles indicate that:
 - rules inside that cell are unfulfilled and generation of the report will not be possible,
 - in errors tab unfulfilled rules are displayed as errors.
- Green triangles indicate that:
 - all rules contained in that field are fulfilled.

One cell can contain multiple rules and be connected with other cells via those rules. For triangles to be green in those cells, all rules in all connected cells must be fulfilled.

5.11 Rule severity

Rule severity depends of the rule type.

Severity for XBRL Formula rules is determined as follows:

- "Validation Rules" provided as Excel file by the supervisor or
- the lowest severity defined in the "group settings" or
- the lowest severity defined in the "rule provider" or
- formula set in XBRL standard.

To check out severity for XBRL Formula rule go through:

- in module indicate the rule set from the list,
- select menu "Rules"
 Edit Selected set
- choose the rule from the list and click on it once,
- select 0.



"Settings" available in rule details describe rule severity

| Settings: | Warning | Warnin

To check out severity for XBRL Formula rule go through:

- click the cell with an activated rule,
- in the "Rules" tab Rules indicate the rule,
- in the right side of the table in the "Description" tab Description is presented severity:

 Severity define in XBRL: 'warning'
- if there is no "Severity" entry, the rule severity is not specified.

Severity for individual bank rules is determined as follows:

- severity defined for the rule or
- severity defined in the "group settings"
- severity defined in the "rule provider".

5.12 Reconciling and correcting invalid data

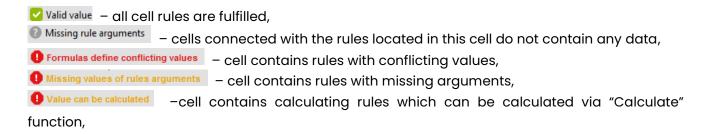
Detailed information about conflicts in rules are displayed in "Documents" view

- after clicking any line with an error in the "Errors" tab
 - correctness rules.
 - o conditional rules,
 - XBRL Formula rules,
- after clicking upper or lower left corner of a cell,
- after selecting one of the following functions:
 - Rules menu Cell rules details Rules

All these functions:

display the same information about rules contained in cells.

While viewing cell rule details in the upper line of displayed information, the user can find following notifications:





• cell contains an invalid value.

5.13 Filtering, sorting and data search

If prepared reporting tables contain large amounts of data, the user can use following functions for help with data validation and verification: "Filter...", "Sorter settings...", "Find cell...".

To use "Filter..." select:

Menu View Filter...

or

keyboard shortcut: Ctrl + Alt + F

or

• icon from "Tools panel"

or

icon ♥ located above a selected table.

This function:

- allows filtering data from tables according to user defined settings,
- enables:
 - turning on/off used filters,
 - editing filters,
 - o saving defined settings for later use,
 - o inverting filter settings.

To use "Sorter settings..." select:

● Menu View

Sorter settings...

or

• keyboard shortcut: Ctrl + Alt + O

or

• icon 🕈 from "Tools panel"

or

• icon • located above a selected table.

This function:

- allows sorting data contained in the tables,
- enables:
 - turning on/off defined sorting,
 - editing sorting settings,
 - saving defined settings for later use,

<u>fingo.systems</u> 57



o inverting sorting settings.

To use "Find cell..." select:

Menu cell Find cell...

or

• keyboard shortcut: Ctrl + Shift + F.

This function:

- allows a quick lookup of cells in an active report (e.g. numbers like ISIN),
- treats every report independently and searches a desired cell only in an opened, active report.

5.14 Go to "editing in revision mode"



Menu Report Switch to "editing in revision mode" (data rounding)

or

• icon **■**.

This function:

- depending on the type of report, after rounding the entered amounts:
 - to full value of currency

or:

o to thousands of currency's value,

causes transition into the revision mode,

- in case of reports displaying data which is not rounded, causes transition into the revision mode without rounding the amounts;
- can be used at any time while preparing reports, but only before using "Generate report" function;
- conditions the activation of "Generate report" function which allows generating and sending reports,
- changes report status to "Editing in revision mode".

To eliminate errors caused by rounding the amounts after using the "Go to editing in revision mode", it is advised to use once more the function of rule calculating and data validation.

5.15 Generating report

If the report:

contains complete data,



- has "editing in revision mode" status
- and its validation does not show any errors (warnings are an exception)

then

next step of the entire reporting cycle is report generation.

To generate a file with validated data, the user has to be in "Documents" view and use "Generate report" function through:

● Menu Report ★ Generate report

or

icon ★.

This function:

- allows to generate an active report,
- enables saving the report on the hard drive,
- with active "Communication with tranSIS" function and active connection with tranSIS database, additionally allows the user to send generated file to tranSIS system;
- changes report status to:
 - o sent for reports sent to tranSIS via "Sent to tranSIS" option,
 - o generated for reports generated and saved on the hard drive.

5.16 Closing a report

Reports generated and sent to EBA or other verification unit should be closed and it should disappear from the **reports bar** in "Documents" view

To close an opened report in "Documents" view _____, use "Close report" function through:

Menu Report Close report

Close active
Close others
Close all

and one of the following options:

or

click
 — on the report tab (when hovered over with a mouse, the icon changes color to red
 — see Figure 29).



Figure 29. Closing a report



6 Entering corrections into generated reports

If for some reason a prepared and generated report contains invalid data and requires modification, the user is able to use specific functions allowing data correction, and generate the report once more.

6.1 Functions used to correct reporting data

If EBA or other verification unit didn't accept report which was earlier prepared in aSISt application, then **to make corrections** the user needs to:

- o open the report desired to be modified (see Chapter <u>5.3 Opening a closed report)</u>,
- o change status of the report to an editing status (see Chapter 6.2 Report status change),
- o enter desired changes:
 - in report settings (see Chapter <u>5.2 Report settings modification</u>)
 and/or
 - in report data,
- proceed to further steps of "The entire reporting cycle":
 - calculating control rules (see Chapter <u>5.8 Calculating control rules</u>),
 - validation of entered data (see Chapter <u>5.9 Validation of entered data</u>),
 - revising and correcting invalid data (see Chapter <u>5.11 Reconciling and correcting invalid data</u>),
 - "editing in revision mode" only when the report has "entry data editing" status (see Chapter <u>5.13 Go to "editing in revision mode")</u>,
 - generating report (see Chapter <u>5.14 Generating report</u>),
 - closing the corrected report (see Chapter <u>5.15 Closing a report</u>).

6.2 Report status change

To use "Change report status" select:

• Report menu & Change report status

or

● icon 🥰

This function:

- can be selected from:
 - "Documents" view ,
 - "Reports list" view



- allows for easy status change:
 - o in an active report in "Documents" view,
 - o in highlighted report in "Reports list" view,
- applies to only one report at the same time,
- is most commonly used when the user needs to correct a report with a non-editing status ("generated", "sent", "being verified", "accepted" or "rejected"),
- is available only to users with administrator permission.

7 Blocking/unblocking a report

To block a report, select in module tab Reports, while in "Report list" view and use "Block report" function by:

- selecting (highlighting) a report to block on the report list,
- and then choosing:

or

icon [♠].

This function:

- is available only in "Reports list" view
- applied only to one, selected (highlighted) report from the list;
- blocks the selected report, preventing other users from editing it or generating it;
- can be used on any report, regardless of its status;
- is available only to users with system administrator permissions.

To unlock a report, select in module tab Reports , while in "Report list" view and use "Unblock report" function by:

- selecting (highlighting) a report to unblock on the report list,
- an then choosing:
- Menu Report unblock report

or

• icon 🗗.

This function:

- is available only in "Reports list" view
- applies only to one, selected (highlighted) report from the list;
- unblocks the selected report, allowing its modification.



Function availability for various aSISt users:

- in commercial banks this function can be used with no restrictions,
- available to users sending reports to tranSIS system (including cooperative banks)
 - with "work in tranSIS mode" option enabled blocking/unblocking of reports is available
 only through the tranSIS system, in the aSISt application it is unavailable;
 - with "work in tranSIS mode" option disabled this function is also available in aSISt application.

8 Functions for report forms printing

To enter changes in table settings for printing, the user can choose: "Table header formatting", "Print preview", "Page setup", "Print options" and "Label of table header".

All these functions:

- are available in "Documents" view
- apply only to the active report.

After selecting "Table header formatting" through:

• View menu Table headers formatting

and selecting one of the functions:

Table auto layout

Adjust table auto layout

Default table settings

it is possible to:

- perform automatic alteration of line and table header sizes,
- enter personal changes to suggested automatic settings,
- restore default table settings.

To print a prepared report, the user can choose one of following functions: "Print active table..." or "Print non-empty tables...".



To invoke "Print active table..." function, select:

Menu Table Print active table...
 icon and then Print active table...

keyboard shortcut: Ctrl + P.

To select "Print non-empty tables..." function, select:

• Menu Table Print non-empty tables...

Or

keyboard shortcut: Ctrl + Shift + P.

9 Data loss prevention

While preparing a report, remember:

- to back up the data,
- that aSISt allows for data restoration from backup files through specific functions in emergency situations.

aSISt has following functions allowing to back up and restore entered data:

- creating and restoring data from a backup file,
- creating and restoring report archives and
- export and import of data.

In the entire reporting cycle, the system reminds users often to create a backup in an appropriate notification.

Functions preventing data loss can be also used at any time of the report preparation.

9.1 Backup

To create a backup file for the entire aSISt application, select: "Preparing backup" through:



or



் ம் E<u>x</u>it

or

 located in the upper right screen corner (the button will turn red when hovered over with a mouse

and select



This function:

- is available only in the single workstation version (Derby),
- is applied to the entire aSISt application and is independent from:
 - o the active module,
 - o the view ("Documents" or "Reports list").

To create a backup for a multi workstation or a single workstation version with Oracle database, the user needs to use ORACLE database tools.

In emergency situations, to restore data use "Restoring database backup" function through:



This function:

- is available only in the single work station version (Derby),
- is applied to the entire aSISt application and is independent from:
 - o the active module,
 - the view ("Documents" or "Report list").

To restore data from backup for a multi workstation or a single workstation version with Oracle database, the user needs to use ORACLE database tools.

9.2 Reporting period archive

To create a new report archive select "Create archive" function through:

Report menu Create archive

This function:

- is available in "Documents" view
- applies only to the active report.

This function can be used by selecting "Archives management" through:



- **Report** menu Archives managment and then:
- icon +.

This function:

- in "Documents" view
 - applies only to the active report,
- in "Reports list" view
 - o requires the user to select (highlight) a desired report from the reports list.

If the user wishes to restore a report to a former state from a created archive, it is possible to do so through "Restore archive" function by selecting:

- Report menu Archives managment
- then:
- icon ∴

and

selecting a desired archive from the displayed archive list.

This function:

- used in "Documents" view
 - o applies only to the active report,
- used in "Reports list" view
 - o requires the user to select (highlight) a desired report from the reports list.

9.3 Export and import of data

All or selected reporting data can also be:

- exported through "Export data" function and then
- imported, when the user needs to restore it through "Import external data" function.

To use "Export data" function, select:

• **Report** menu ★ Export data

or

<u>fingo.systems</u> 65



keyboard shortcut: Ctrl + E.

This function:

- is available in "Documents" view
- applies only to the active report.

To use "Import external data" function, select:

- or
- icon 🕹

or

keyboard shortcut: Ctrl + I.

This function:

- is available in "Documents" view
- applies only to the active report.

10 Deleting reporting data

Deleting reporting data is an **irreversible** operation and it is therefore **strongly recommended to make a backup copy** and read the information available in this chapter of the manual.

The creating of a backup is described:

- for the single workstation version (Derby) in chapter <u>9 Data loss prevention</u>
- for the multi workstation version (Oracle) in chapter " 7.3. Backup and restore of the Oracle database schema" of the <u>aSISt Technical documentation</u>, available at: https://support.asist-xbrl.eu/en/docs/.

10.1 Reporting data deletion policies

"Reporting data deletion policies" function:

- is available to users having an extended aSISt licence,
- is available from the main application menu Reporting data deletion policies ,
- allows new deletion policies to be defined for specific types of reports and periods, by selecting the icon
 also allowing them to be edited
 or deleted



is available to users with the "remove report" privilege (which, by default, is granted to users with the role "Admin" and "System Admin"). In case of the absence of the necessary permission, the icons for "add new policy", "edit" and "remove" will not be available.

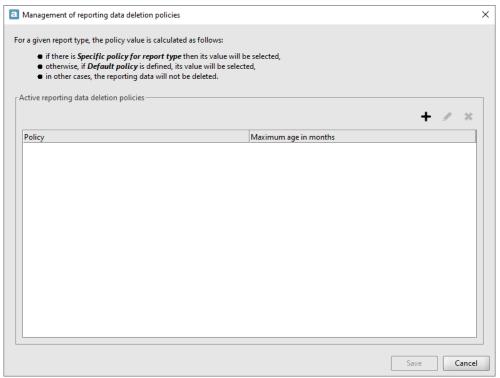


Figure 30. Management of the data deletion policies

Defining a new policy is performed by selecting:

- "Policy" the type of policy (default or individual, described below)
 - "Default (reports without their own policy)" for all reports without an individual policy defined
 - Individual for a specific type of report, e.g. ALMM EBA ITS
- "Maximum age in months" the period for which reports will be marked for deletion

Example 1:

For a "Default" policy defined on 01.06.2023 and a value of 75 months, all reports older than 01.03.2017 will be marked for deletion.

Example 2:

For a "Default" policy defined on 01.06.2023 and a value of 75 months and an individual policy for the "ALMM EBA ITS" report also defined on the same date and a value of 60 months, "ALMM EBA ITS" reports older than 01.06.2018 and all other reports older than 01.03.2017 will be marked for deletion.



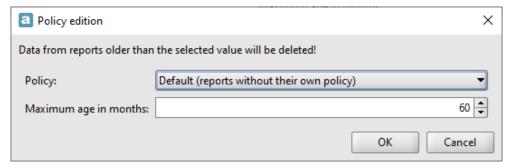


Figure 31. Policy edition

Deletion of reports is achieved by:

- defining the appropriate policy through the function "Management of the data deletion policies"
- closing the aSISt application

Once defined, the policy will cause reports with the indicated parameters to be deleted every time aSISt is closed, regardless of the privileges of the user currently working.

Reports will not be deleted:

• if the report is blocked for editing by another user (an attempt to delete will be made each time the aSISt application is closed)

<u>fingo.systems</u> 68



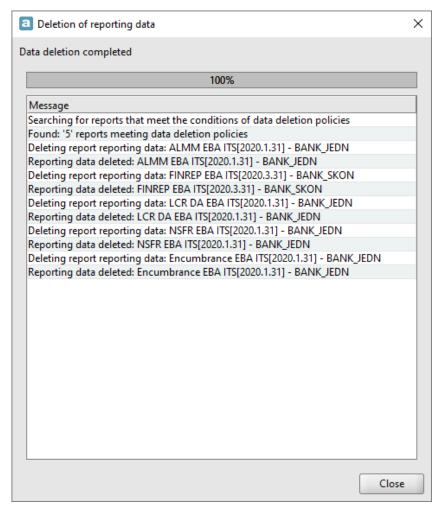


Figure 32. Deletion of reporting data

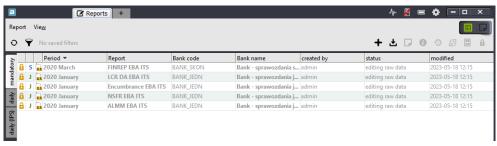


Figure 33. List of deleted reports (explorer view)

The time to delete reports depends on the amount of data marked for deletion. This operation can be particularly time consuming the first time it is performed.