MNBHelpdesk@kermann.hu

+36 (1) 445-2789

Statistical and Supervisory Integrated Data Reception System (STEFI)

User manual

Data provider functions

STEFI v5.0

15.10.2025

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

CONTENTS

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

1. INTRODUCTION

1.1. General description

The purpose of the system is to provide data providers with a controlled electronic channel for the submission of data reporting for central bank and supervisory purposes to the MNB, with the required level of authentication, and to forward the data reporting submitted in this manner to the MNB's IT data collection systems.

1.2. Terms

Term	Description
Sender	Institution, organisation, other legal entity that is permitted and/or obliged to submit data reporting on its own behalf or on behalf of another party
Data provider	Institution, organisation, other legal entity that is obliged to perform data reporting
Internal user	MNB employee who, in accordance with their responsibilities and permissions, prepares or manages the definition of data reporting, tasks and announcements, and administers and maintains the system
External user	User authorised by the sender and/or data provider who performs tasks according to their responsibilities and submits data reporting
Data reporting (definition)	The data reporting package defined in the MNB's data reception systems, which includes the validity, reference period, frequency, structure, extension, verification rules, etc. of the data reporting
Data reporting	Data reporting ordered by law or decision, containing the details of the sender and data provider
Task or task group	Display mode in the task list. A task or group of tasks created from tasks with the same data reporting code, reference period and deadline that affect one or more users
Data reporting or basic task	Task relating to a sender and/or data provider
Metadata reporting	Data reporting (without task) relating to a sender and/or data provider
Natural identifiers of a task	A group of fields that uniquely identify the task without an identification number: • Data reporting code • Sending institution (registration number, name) • Data provider (registration number, name) • Reference period • Deadline
Task identifier	Unique identifier for each task in the database
K number	Identifier of the Data Reporting received
Task types	• Supervisory data reporting • Central bank data reporting • Central bank-dimensioned data reporting • Task to be answered • KTM task • Questionnaire • Task to be confirmed
Completion status	• Current completion status of basic tasks

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Dates related to tasks	• **Time of publication**: Date and time specified by an MNB employee or automatically retrieved. The task or announcement will appear in the task list from this date and time onwards. • **Deadline**: Date and time specified by an MNB employee or automatically retrieved. The sender/data provider must complete the given task by this date and time. • **Expiration date**: Date and time specified by an MNB employee or automatically retrieved. The given task or announcement will be visible in the task list of external users until this date and time. • **Reference period (start-end)**: the period (with start and end dates) to which the data content of the data reporting refers.
EBA-dimensioned data[1]	Data reporting files in XBRL format (*.XBRL)
Reporting log	Submitted data reporting, available in ERA, as well as central bank and central bank-dimensioned data reporting and the related error lists, can be searched and retrieved
Logs	• Error log • Activity log
Filing number	a. Data reporting tasks (Supervisory, Central Bank, Central Bank-dimensioned and KIR-generated questionnaires) are assigned a filing number when the task is created. b. For other types of tasks, the filing number received after the task was published.

1.3. Icons

Task list icons:

Preview   Edit/Task details   Task group details

Task status icons: Published

Data reporting status icons:

Pending completion   Objection raised   Accepted   Answered   Completed

Other icons:

Related task   Not completed by deadline   Add   Attachment

Attachment required   Late

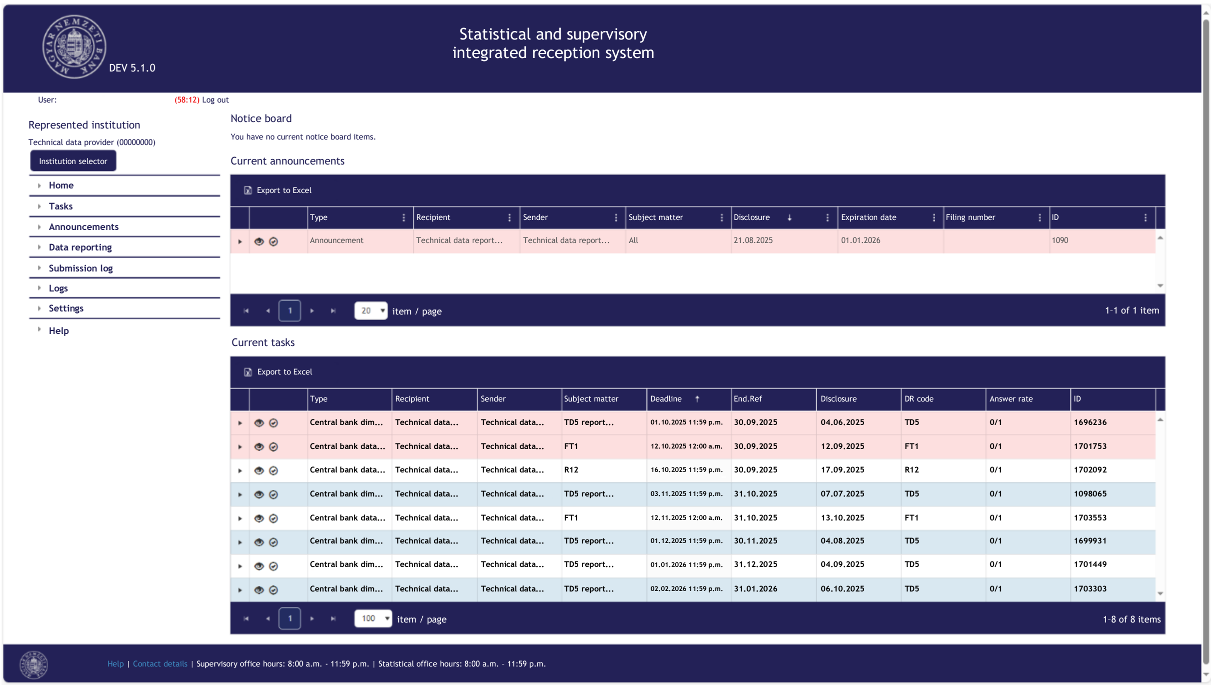
[1] This function will be developed later.

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

1.4. Navigating the system

The structure of the system screens is illustrated in the image below.



Page structure

The **Header** contains the name of the system – Statistical and Supervisory Integrated Reception System – and the current version number of the application.

The **Menu** on the left side of the screens is the primary tool for navigating the system. The functions can be accessed by opening the main menu items and clicking on the submenu items:

Menu structure

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

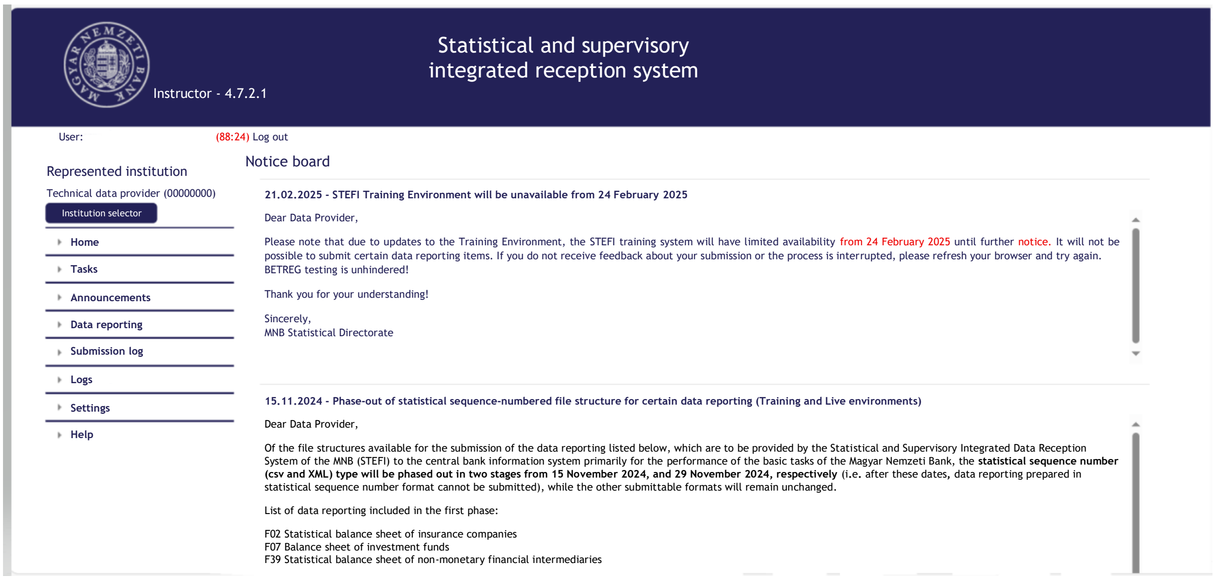
The user block area between the menu and the header displays the name of the **logged-in user**, the so-called **Time Lock**, and the **Logout** button. You can also manually log out of the system by clicking on the **Logout** button.

User: **Teszt Elek** (58:54) Log out

User block

The time lock counts down continuously from 60 minutes during periods of user inactivity. As soon as the user shows activity, the time lock countdown stops and then automatically restarts in the event of a period of inactivity. Shortly before logout, the page turns grey and a message window with the heading Attention appears, warning you of the impending automatic logout.

Attention message:



In case of inactivity, the system will automatically log out the user.

The institution represented by the logged-in user can be viewed and modified under the **User block**.

Display and Modify Represented Institution

Represented institution

Technical data provider (00000000)

Institution selector

If the user has started a workflow, clicking on the button will display a confirmation message. After approval, the user's session will be closed without saving, and the system will redirect the user to the ERA system, where they can select an institution.

Links to the Terms of Use, Frequently Asked Questions and Contact Details are available in the **Footer**. The opening hours of the STEFI system are also displayed here. Opening hours are regulated separately for the submission of supervisory and central bank data reporting. Data reporting sent outside of opening hours will be accepted by the system, but will only be processed during the next opening hours.

The main **Workspace** of the application is located in the centre of the screen. All functions available from the menu are displayed in this area.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

2. FIRST STEPS

2.1 Basic conditions for using the system

- Internet browser (Chrome or Microsoft Edge recommended)
  For file uploads to work correctly, you must enable access to local file paths from JavaScript in your browser settings on the client side.
  Tools, Internet Option, Security, Custom, "Include local directory path When uploading files to a server" -> "Enable".
  In addition, we recommend adding STEFI accesses to the Trusted Sites list so that client-side script operations, loading and access are not blocked.
  The above can be managed through both house rules and local settings.
- Java SE Development Kit 8 (32-bit)
- Valid and approved ERA registration
- Users submitting supervisory reporting must install MNB Signer
- A user can only log in to the STEFI external interface from one browser

2.2 User registration, setting permissions

In order to use the system, it is necessary for the user to register in the registration database (RegDB) linked to the ERA system operated by the MNB for the institution on whose behalf they wish to act. Confirmed registration is required for using the STEFI system.

User registration must be completed in accordance with the current User Manual published on the MNB ERA website. Following user activation, submission of the registration form and approval by the MNB, full functionality of both the ERA system and the Statistical and Supervisory Integrated Data Reception System (STEFI) becomes available.

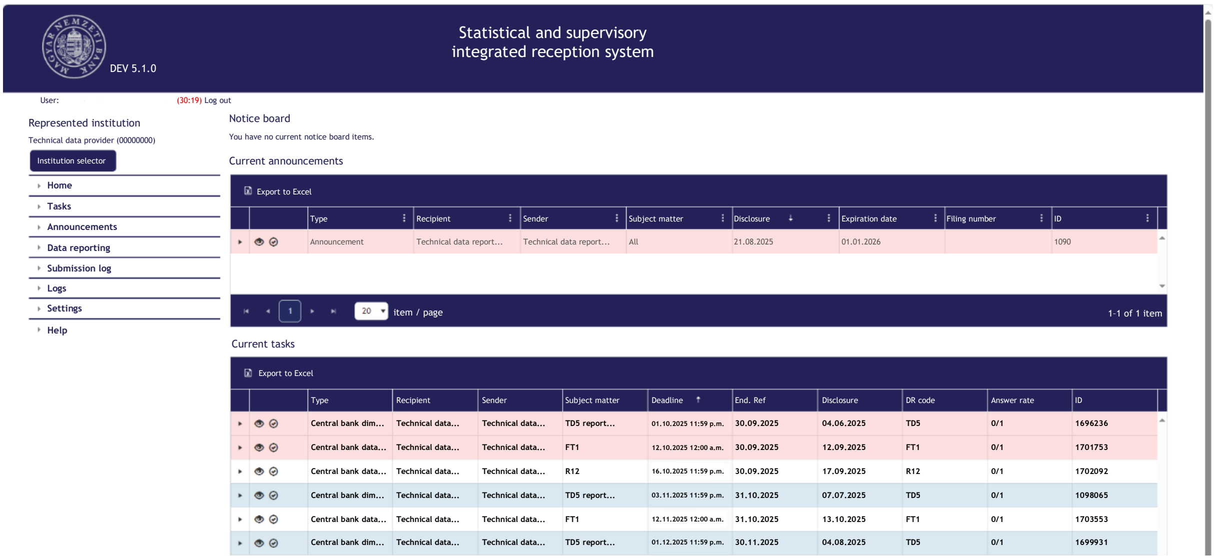
A user from the given institution with administrator rights can configure the permissions of other users acting on behalf of the institution on the interface available under the “Registration database / STEFI permissions” menu item of the ERA system.

Using the interface available under the “STEFI notifications” menu item, it is possible to configure to which notification addresses, in which cases and at what intervals users acting on behalf of the institution receive notifications (email addresses must be listed separated by commas, without spaces).

Users can select the institution they currently represent in the ERA system and then proceed to the STEFI system.

2.3. Home screen for external users

After successful ERA identification, the external User performing the data reporting will see the following home screen:



Home screen

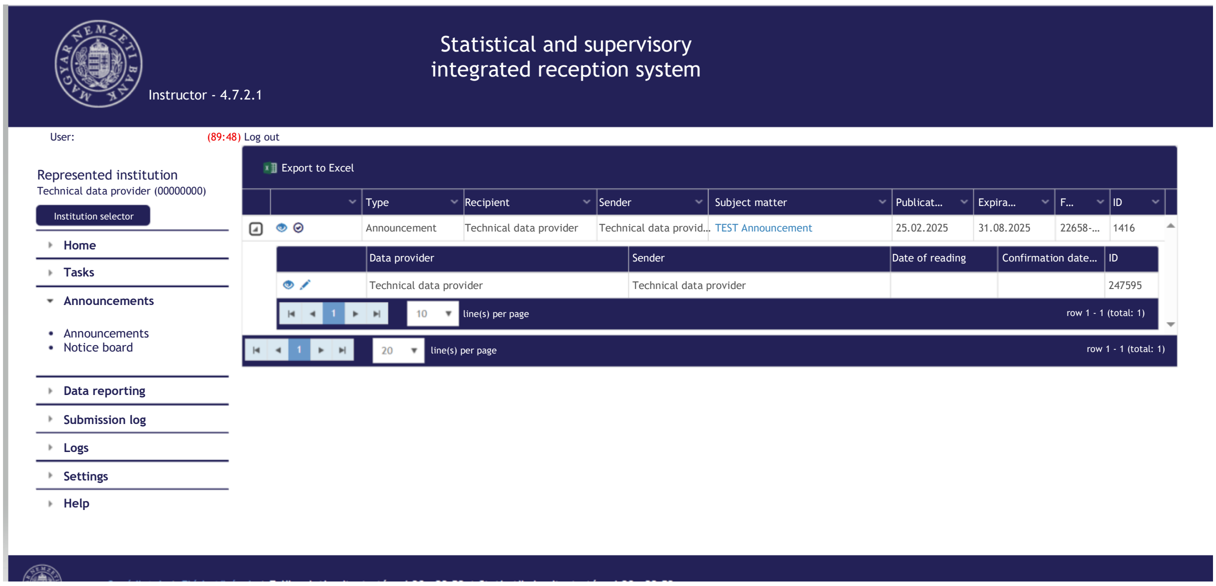
The current notices, announcements and tasks for the logged-in user appear on the screen.

2.3.1. Notice board on the Home Screen

Among Notice board-type announcements, the most recent ones are always displayed at the top. You can scroll down to view older ones. The Notice board displays general information, e.g. version update date.

2.3.2. Announcements on the Home Screen

Announcement-type announcements are displayed on the home page in descending order by publication date by default, but this order can be changed by clicking on the header. You can export the current announcements by clicking on the *Export to Excel* button. By expanding the arrow in front of the Announcement, the listed Data Provider(s) to whom the given Announcements applies can be viewed.



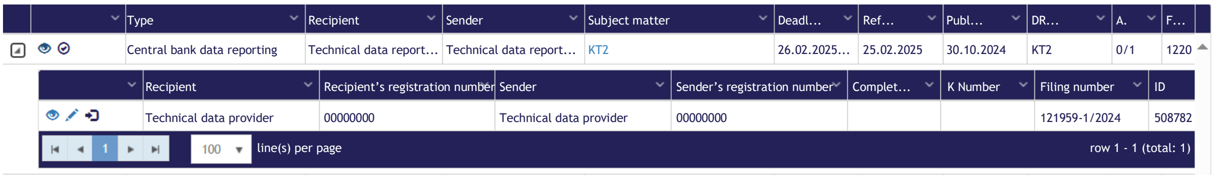
Announcement

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Click on the Preview icon to view a preview of the Announcement. The window can be closed by clicking outside the window or by clicking on the x in the upper right corner.
Clicking on the Details icon displays the Announcement data sheet, where you can read the subject and text of the message, and send a Confirmation if the MNB employee requested this when creating the Announcement.

2.3.3. Tasks on the Home Screen

Tasks pending completion are displayed on the home page in ascending order by Deadline. Clicking on the *Export to Excel* button exports the current task list. By clicking on the arrow in front of the task, you can see the listed Data Provider(s).



Tasks

Click on the Preview icon to view a preview of the Task. The window can be closed by clicking outside the window or by clicking on the x in the upper right corner.
Clicking on the Details icon or, in the case of Preview, the *Details* button will display the task or data reporting data sheet. It is possible to navigate *Back* (Task List), proceed to *Completion*, and *Save notifications*.

3. DATA REPORTING

3.1. File name convention

3.1.1. File name requirements for central bank and central bank-dimensioned data reporting

Frequency of central bank data reporting:

20□□	00–99	In the case of annual frequency
20□□ F□	1 or 2	In the case of semi-annual frequency
20□□ N□	1–4	In the case of quarterly frequency
20□□ □□	01–12	In the case of monthly frequency
20□□ H□□	01–52	In the case of weekly frequency
20□□ □□ □□	01–31	In the case of daily frequency
20□□ □□ □□	...	Ad hoc

The system uses the following file name conventions and verifies them when submitting data reporting to the central bank:

Daily: AAAYYMMDDZZZZZZZZ.txt e.g.: K12250222ZZZZZZZZ.txt

Weekly: AAAYYH01ZZZZZZZZ.txt e.g.: E5325H06ZZZZZZZZ.txt

Monthly: AAAYYMMZZZZZZZZ.txt e.g.: E612509ZZZZZZZZ.txt

Quarterly: AAAYYN1ZZZZZZZZ.txt e.g.: P0425N2ZZZZZZZZ.txt

Semi-annual: AAAYYF1ZZZZZZZZ.txt e.g.: F1425FEZZZZZZZZ.txt

Annual: AAAYYZZZZZZZZ.txt e.g.: R2824ZZZZZZZZ.txt

Ad hoc: AAAYYMMDDZZZZZZZZ.txt e.g.: P52241104ZZZZZZZZ. txt

AAA is the identification code for data collection - fixed, 3 characters long.

YYMMDD reference date code (YEAR, MONTH, DAY) – variable, 6 characters long

ZZZZZZZZ data provider registration number

- 3 characters – GIRO code
- 8 characters – Registration number
- 8 characters – FB code
- 12 characters – ISIN code

Submittable extensions:

Central bank data reporting: txt, xls, xlsx, xml, csv, zip, timestamp, no extension

Central bank-dimensioned data reporting: csv, zip, timestamp, no extension

3.1.2. Requirements for file names of data reporting that can be submitted in a package

In the case of central bank data reporting, the file names in the compressed file must comply with the requirements set out in Section 3.1.1.

In the case of supervisory data reporting, the file names in the compressed archive must be specified as follows:

data provider registration number_data reporting code_end of reference period (YYYYMMDD).(dot)extension

e.g.: HU0000701842_50N_20180813.txt

YYYYMMDD reference date code (YEAR, MONTH, DAY) – variable, 8 characters long

The package to be submitted must contain at least two files, and their contents must not be identical! The file name cannot contain accented characters.

3.1.3. File naming requirements for mandatory attachments

Some data reporting items have mandatory attachments. The file naming convention for these attachments is as follows:

data provider registration number_end of reference period_prescribed file name.(dot)prescribed extension

e.g.: 00000000_20251231_szovjelcorep.pdf

If the report includes a mandatory attachment, after the file has been uploaded STEFI will verify whether the name of the mandatory attachment and the name of the XML file generated based on the name of the uploaded file match. If so, it warns you that the file must be renamed:

“The name of the uploaded file matches the name of a mandatory attachment. Please rename the file!”

3.1.4. File naming requirements for special data reporting

3.1.4.1. Transaction report (MIFIR)

When submitting a transaction report, the following file name convention must be followed.

data provider registration number_report code (DATTRA)_end of reference period.(dot)required extension

e.g.: 00000000_DATTRA_20240901.xml

Submittable file extensions: xml, zip

3.1.4.2. KKTA

In the case of KKTA data reporting, the following file naming conventions must be followed.

data provider registration number_report code_end of reference period.(dot)mandatory extension

e.g.: 00000000_KKTA_20250331.xml

Submittable file extensions: xml, zip

3.1.4.3. PADWEB

For STEFI PADWEB data reporting, files with.xls and .xlsx extensions can be submitted. There are no other file naming conventions.

3.1.5. Parameterised special data reports

With the appropriate permissions, internal STEFI users can also configure special reports. The special data reports created here appear under the “Data reporting” menu item as separate menu items for External Users who have the rights defined for the given data reporting.

If a file name convention verification has been set up on the STEFI internal interface for the special data reports, the data reports can only be submitted if the file name specified there is entered correctly.

Submittable extension:

If no file name convention verification has been set up on the internal interface, the report can be submitted with any file name.

The following parameterised special data reporting items are currently available in STEFI:

- HITREG
- HITREGPV
- HITREGPVOV
- BETREG
- EVAN
- J01
- KELERADF
- P74
- P76

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

3.2. Submittable file formats

Type of data reporting	List of accepted file formats
Central bank data reporting	Excel (z-axis), XML, Statistical row code format (z-axis) CSV, Supervisory CSV
Central bank-dimensioned data reporting	Statistical row code format (z-axis)
Supervisory data reporting	Excel, Supervisory CSV, xbrl

3.3. Structure of report files

3.3.1. General requirements

Content requirements:

When submitting file-based data reports, the following general principles must be observed:

- In a single report file, data from one data collection may be reported.
- In the case of **central bank** reports, a full report must always be submitted (both as an original and as a modifying report), i.e. a submitted report is considered to constitute data reporting for all tables belonging to the data collection. Consequently, a report (except for a negative report) must contain at least one row (record) for each table to be reported. **If a table is missing or a table that is not part of the data collection is included, the report will be rejected.**
- In the case of **supervisory** reports, partial reports may also be submitted, i.e. if a table in the report does not contain a mandatory field, it is not mandatory to submit it. If a table that does not contain a mandatory field is not included in the supervisory report, the reception system converts it into a negative table and forwards it to the MNB data reception system.
- In the records of the report files, the table codes must be included as defined by the data collection systems (based on the rule set).
- A table can have three different meanings:
    - The table contains data, i.e. it has cells that contain data. In this case, cells in the table that are not included in the report or are empty (no data entered) and are of a numeric type are considered to have a value of zero. (In this case, central bank reports may contain an “N/A” [meaning “no data”] value in a numeric cell.)
    - The table arrives empty, i.e. all cells in the submitted rows are empty. (There cannot even be “N/A” entries.) In this case, the system treats all numeric data as zero and character and date data as empty.
    - The table arrives as null: every cell is treated as if it were “N/A”.
- In the case of a submission exemption, the data provider may not submit the report at all. **If it is submitted nevertheless, the entire report will be rejected.**
- Each record in the report file contains the data for one row of a table associated with the data collection in the previously specified (type-dependent) structure. **If a record contains fewer or more data items than the number of cells specified in the given row of the table, the report will be rejected.**

General restrictions:

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

- For all reported tables, the system treats data in rows that have not been submitted (or cells in submitted rows that do not contain data) as zero for numeric types in central bank reports and as empty in supervisory reports, and as empty in both cases for character and date types. Consequently, to report an empty table, it is sufficient to specify a row of empty cells in the table.
- The order of tables and rows in the report can be arbitrary (except in reports containing repeating rows or repeating blocks)
- If a mandatory field in a table is not included in the report or is empty, an error message will appear. If a table is submitted negatively, no formal verification is performed on this table, so no error messages are generated for its mandatory fields.
- If the number of decimal places is specified, entering fewer than this will be considered an error; if more are entered, STEFI will round them off in the case of central bank transactions, while in the case of supervisory transactions, the report will be rejected.
- Text information may contain letters from the 1250 character set.
- Data series containing only empty columns can be included or omitted as desired.
- In the case of repeating rows (lists), the sequence number part of the row codes must be generated sequentially, incrementing by one. **If a sequence number is missing, the report will be rejected.** One exception to this are the central bank's row code CSV and XML formats, where repeating rows may have the same sequence number (1) in each repeating row, from which STEFI generates a continuously increasing row code.
- In the case of repeating blocks, the block sequence numbers must be continuous and increment by one in the prescribed number of positions (in the format 001, 002, ..999). **If a sequence number is missing, the report will be rejected.**
- When making modifications, the entire report must be submitted with the modified values.

Restrictions on rows and cell data in CSV format reports:

- The values in the columns must be separated by commas, and each row must consist of the number of columns specified for the table. If the fields following the last data point in the row are empty, commas must still be included.
- Text data "between the two commas" can also be enclosed in quotation marks. (The system interprets values between quotation marks as text fields, so this is an error in the case of numeric cells.)
- In the case of central bank reports, when sending a field containing free text, the content of the field must be enclosed in quotation marks if the text itself contains a comma character or if the text itself contains quotation marks. Quotation marks that originally appear in the text must be doubled. The system supports commas in text between quotation marks.
- In the case of supervisory reports, free text fields must not contain commas.
- No numbers are allowed in the column values, and there are no characters (,,) between the two separators in empty columns. The decimal point is the separator for decimal places. Values must in all cases be provided in the file in the magnitude prescribed for the report (HUF, HUF, etc.).
- Lines must not be broken; row endings must be indicated by one and only one CR+LF (carriage return + line feed). The last line must also be terminated with a CR+LF pair.
    - If only LF arrives, we also consider this a line break.
- Special characters in the file:
    - record separator character: ASCII codes 13 and 10 (this is the enter or return key),
    - field separator character: ASCII code 44 (comma),
    - negative sign (always before the number): ASCII code 45 (minus sign),

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

- decimal point: ASCII code 46 (dot),
- quotation mark: ASCII code 34 (”),
- @ symbol: ASCII 64 code.

If the above requirements are not met, the structure of the report cannot be interpreted correctly. Errors may cause data misalignment and incorrect interpretation, and therefore such reports will be rejected.

3.3.2. CSV format, file structure required for statistical purposes

General requirements:

- Each record contains the data for a given row of a given table belonging to the data collection, preceded by the same identification data for each record relating to the specific report.
- The first five fields of the record are defined identically for all reports and are the same in every row, followed by fields that depend on the data collection tables.

Structure of a record:

#	Field name	Note
1	Data collection code	Exactly 3 alphanumeric characters. Identification code for data collection.
2	Reference period	yyyymmdd: A field completed in accordance with the frequency of the data collection, which differs from the file name specification only in that the year must be provided in full, using four digits.
3	Data provider identifier	The data provider’s 8-digit registration number.
4	Date of completion	Date specified in yyyymmdd: format, where the month and day must be specified with two digits (using a zero, where necessary).
5	Nature of the document	“E” stands for original, “M” stands for modified. “N” means negative if there is no table code in the record. (At this point, the entire report may consist solely of this one record.) If there is a table code, it indicates that the table is a negative report. At this point, only this one record can appear on this table, and it cannot contain any cell data.
6	Table code or sequence number	The **table code** is a short, variable-length alphanumeric identifier that identifies the table within the data collection (for example, TEL or P5901). If the Decree identifies the table by a sequence number (as in the case of the P59 data reporting), the table code is formed by concatenating the data reporting code and the table sequence number (in the example: P5901) The serial number is the sequence number of the table (e.g. 01)
7	Row code	The row **code** is an alphanumeric identifier of variable length that identifies the row within the table. The following rules apply to row code creation: **For fixed sequence numbered tables** (The table code: TEA2, TEA3, TEA4, TEA5, TAJ, TRE, TRH, TRN) must be formed by concatenating the table code reported in field 06 and the numeric identifier contained in the table row column. The row code must be preceded by an “@” character. Example: The row code for row 02 of the TRH table in the R02 data collection: @TRH02 **In the case of open tables** (where the table sequence number column contains the identifiers “..” and “nn”), the table code must be formed by concatenating the table code reported in field 06 and the numeric identifier corresponding to

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

		the table sequence number. The systems producing the report must be designed in such a way that this part of the row code is not of fixed length but can be changed. According to the current definition, for balance of payments tables the numeric identifier generally has the following format: 0001, 0002, …, 9999 The row code must be preceded by an "@" character. Examples: • The row code for row 01 in table TB01 of the R02 data collection: @TB010001 • The row code for row 02 in the BEFT6 table of the R24 data collection: @BEFT6002 The rule for generating the row code differs from the above in the case of the TORZS table of the R01 report and the TEL table of the R29 report, as these tables are so-called repeating-block tables; therefore, data providers must complete the tables as many times as they have partners subject to reporting. In these two tables, the row code must be formed by concatenating the table code, a three-character numeric block sequence number (001, 002, ..., 999, increasing by 1 for each partner), and the numeric identifier found in the table sequence number column. Example: The data provider has four reporting partners in the TORZS table. The table is 03. Row code for the second partner in the "Partner name" row: @TORZS00203.
From 8	Cell data	The cell data within the specified row is separated by commas in the order of the table columns. In the case of statistical row code CSV format (z-axis), the entry of cell data within a given row begins with the entry of the **z-axes** defined for data reporting.

Based on verifications related to the required record structure, the report will be rejected and will therefore not be processed by the system in the following cases:

- The values in the first three fields of the records (data collection code, reference period, data provider ID) do not match for all records.
- The data provider does not match the data provider registration number specified in the file name.
- The reference time does not match the reference period specified in the file name.
- A table contains a row code that does not exist, or a table contains a row more than once.

Negative report or table entry:

- **A negative report** contains one row in which the document type is "N" and there are no further fields after the first five fields in the record. **In the event of non-compliance, the report will be rejected.**
- A **table** in the report is **negative** if the record document type field contains "N" and the table code field is filled in. In this case, there can be no row identifier or cell data in the record, and only this one record can be included in the report for this table. **Otherwise, the report will be rejected.**
- A report is considered equivalent to a negative report if all tables prescribed in the data collection are reported as negative.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

3.3.3. CSV format file structure required for supervisory purposes

General requirements for the file structure of reports:

- Each record contains data from a row in a table associated with the data collection.
- The first three fields of the record are defined identically for each report, appearing in each row, and the start and end times of the reference period are the same in each row, followed by fields that depend on the data collection tables. If the table contains a “Mode” column, each record in the table is terminated by the O/M indication (original or modified row).

Structure of a record:

Sequence number	**Field name**	**Note**
1	Row code	The so-called supervisory row code identifying a given row in the reported table. (The beginning of this matches the code of the table, so it also identifies the table.)
2	Start of reference period	The first day of the reference period. Date provided in yyyymmdd format, where the month and day numbers must be given using two digits with leading zeros.
3	End of reference period	The last day of the reference period. Date provided in yyyymmdd format, where the month and day numbers must be given using two digits with leading zeros.
From 4	Cell data	The cell data within the specified row is in the order of the table columns.
Last	O/M indicator	Indication of original or modified data series. Only if the table contains a “Mod” column. This is not used by the START system.

Based on verifications related to the required record structure, the report will be rejected and will therefore not be processed by the system in the following cases:

- The start and end dates of the reference period in a record differ from those in other records.
- A table contains a row code that does not exist, or a table contains a row more than once.

Negative report or table entry:

- Negative values cannot be indicated in this file format.

A **table** in the report **is negative** if the table identifier appears in place of the row code, the start and end dates of the reference period, and – if the table contains a “Mod” column – the O/M indicator is filled in, but all cell data in the record is empty. At this point, only this one record can be in the report on this table. **Otherwise, the report will be rejected.**

3.3.4. XML format report file

Central bank reporting files in XML format accepted by STEFI undergo a two-stage verification process. The first phase primarily performs a formal verification of the XML file based on an XML schema definition (*W3C XML-XSD schema standard, http://www.w3.org/XML/Schema#dev*). In the second phase, additional formal and content rules not specified by the XSD file are verified. Only reports that meet both verifications will be accepted.

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

Supervisory reports in XML format cannot be accepted.

XSD definition defining the schema of XML files

```
<?xml version="1.0" ?>
<xs:schema id="StartDataCollection" targetNamespace="http://www.mnb.hu/StartAdatGyujtes.xsd"
xmlns="http://www.mnb.hu/StartAdatGyujtes.xsd"
xmlns:xs="http://www.w3.org/2001/XMLSchema" attributeFormDefault="qualified"
elementFormDefault="qualified">
<xs:element name="Report">
<xs:complexType>
<xs:sequence>
<xs:element name="DataCollectionCode" minOccurs="1" maxOccurs="1">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:length value="3" />
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="DataProviderID" minOccurs="1" maxOccurs="1" type="DataProviderID"></xs:element>
<xs:element name="Frequency">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:enumeration value="Daily"/>
<xs:enumeration value="Weekly"/>
<xs:enumeration value="Monthly"/>
<xs:enumeration value="Quarterly"/>
<xs:enumeration value="SemiAnnual"/>
<xs:enumeration value="Annual"/>
<xs:enumeration value="AdHoc"/>
</xs:restriction>
</xs:simpleType>
<xs:element name="ReferencePeriodFrom" type="xs:date" minOccurs="1" maxOccurs="1" />
<xs:element name="ReferencePeriodTo" type="xs:date" minOccurs="1" maxOccurs="1" /> <xs:element
name="DataSenderIdentifier" minOccurs="0" maxOccurs="1" type="DataProviderID" />
<xs:choice maxOccurs="1" minOccurs="1">
<xs:element name="Negative" type="xs:string" fixed="yes" maxOccurs="1" minOccurs="1" />
<xs:element name="Table" minOccurs="1" maxOccurs="unbounded">
<xs:complexType>
<xs:sequence>
<xs:choice maxOccurs="1" minOccurs="1">
<xs:element name="Negative" type="xs:string" fixed="yes" maxOccurs="1" minOccurs="1" />
<xs:element name="Row" minOccurs="0" maxOccurs="unbounded">
<xs:complexType>
<xs:sequence>
<xs:choice>
<xs:element name="RowCode" maxOccurs="1" minOccurs="1">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:maxLength value="40" />
<xs:minLength value="1" />
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="SequenceNumber" type="xs:positiveInteger" maxOccurs="1" minOccurs="1" />
</xs:choice>
<xs:element name="CellData" minOccurs="0" maxOccurs="unbounded">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:maxLength value="1024" />
</xs:restriction>
</xs:simpleType>
</xs:element>
</xs:sequence>

</xs:complexType>

</xs:element>
</xs:choice>
</xs:sequence>
<xs:attribute name="TableCode" form="unqualified" use="required">
<xs:simpleType>
<xs:restriction base="xs:string">
<xs:maxLength value="10" />
</xs:restriction>
</xs:simpleType>
</xs:attribute>
</xs:complexType>
</xs:element>
</xs:choice>
</xs:sequence>
</xs:complexType>
</xs:element>
<xs:simpleType name="DataProviderID">
<xs:restriction base="xs:string">
<xs:length value="8" />
```

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

```
</xs:restriction>
</xs:simpleType>
</xs:schema>
```

The most important restrictions expressed by the XSD schema:

- The root item must be “Report”.
- The items “DataCollectionCode”, “DataProviderRegistrationNumber”, “ReferencePeriodFrom” and “ReferencePeriodTo” under the “Report” XML item must be specified in that order. The “DataSenderRegistrationNumber” item must only be specified (and is then mandatory) if the data sender is not the same as the data provider.

Item name	Note
DataCollectionCode	The data collection code is exactly 3 characters long.
DataProviderRegistrationNumber	The data provider’s 8-digit registration number (first 8 digits of tax number).
ReferencePeriodFrom	The first day of the reference period. Date provided in yyyy-mm-dd format, where the month and day numbers must be given using two digits with leading zeros.
ReferencePeriodTo	The last day of the reference period. Date provided in yyyy-mm-dd format, where the month and day numbers must be given using two digits with leading zeros.
DataSenderIdentifier	The 8-digit registration number of the organisation submitting the data. Optional. (Only to be provided if different from the data provider.)

When submitting **a negative report**, under the “Report” item, after the above items, a “Negative” item must be specified, the content of which must be “Yes”. No further items may be specified under “Report” in this case.

If the report **is not negative**, then after entering the header items defined above under “Report”, you must enter as many “Table” items as there are tables in the data collection definition. The XML attribute “TableCode” must be specified for the “Table” item, which must be a code of up to 10 characters for the table. In this case, the “Negative” option cannot appear under the “Report” option.

When submitting a **negative table**, a “Negative” item must be specified under the “Table” item, with a value of “Yes”. No further items can be specified under the “Report” item in this case.

If the table is **not negative**, you can specify the individual table rows by entering the “Row” items under “Table”. In this case, the “Negative” item cannot appear under the “Table” item.

For the row, under the “Row” item, you must specify the “Row code” item from the “Row number” and “Row code” items. The row number is a positive number, and the row code is a text code with a maximum length of 40 characters. If a given row is not included in the table, the system will treat it as default (numeric data as zero, character and date data as empty).

A “Cell Data” item cannot appear in a row, or it must appear as many times as there are columns in the given table (although the latter is not expressed in the XSD schema definition, the system verifies that it is fulfilled). In the first case, all cells are interpreted with default values. If the "Cell Data" field is empty, the system will treat it as default.

The format for entering date fields must be "yyyy-mm-dd" in accordance with the W3C XML schema standard *date* base type (where the month and day numbers are preceded by a zero and given as two digits).

Additional restrictions not specified by the XSD schema:

- The number of "Cell Data" items to be specified under the "Row" item must match the number of columns in the data table definition.
- It is important to note that the XSD schema does not define content restrictions (e.g. whether the specified table code exists in the system); these are checked by the system after the schema has been verified.

Additional restrictions defined by the XML standard:

XML items and attributes cannot contain the following characters: "<", ">", "&". Instead, "&lt", "&gt" and "&amp" should be used.

3.3.5. EXCEL format

3.3.6. The report file can be submitted by downloading the Excel template generated by the MNB's data reception systems based on the rule set and filling it in with the relevant data, provided that this format is permitted for the given type of data reporting (see Section 3.1.5 Parameterised special data reports

With the appropriate permissions, internal STEFI users can also configure special reports. The special data reports created here appear under the "Data reporting" menu item as separate menu items for External Users who have the rights defined for the given data reporting.

If a file name convention verification has been set up on the STEFI internal interface for the special data reports, the data reports can only be submitted if the file name specified there is entered correctly.

Submittable extension:

If no file name convention verification has been set up on the internal interface, the report can be submitted with any file name.

The following parameterised special data reporting items are currently available in STEFI:

- HITREG
- HITREGPV
- HITREGPVOV
- BETREG
- EVAN
- J01
- KELERADF
- P74
- P76

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

Submittable file formats file formats)

3.3.6.1. Additional rules for EXCEL format if the data reporting recipient system is KIR or START

- A negative table can be sent as an Excel file by submitting the table empty (without any row codes).
- In the case of the central bank, if all tables are empty, the data reporting will be converted into a negative report.
- In the case of the central bank, the name of the Excel file must also comply with the central bank's file naming convention.
- Date-type data must be inserted into the Excel file without separator characters. If the data provider nevertheless sends the dates in a different format, but as date-type fields, STEFI will remove the separator characters and convert the date to the YYYYMMDD format, and then forward it to the MNB's data reception systems.

3.3.6.2. Rules for filling in numeric fields

- If the data collection system expects numeric values in a cell according to the rule set, then the data in that cell must be set to a numeric value in the Excel file. There cannot be any data in the cell that Excel considers to be text!

- Attention! If the data collection system requires the exact decimal value to be entered according to the rules – **even if the value is zero** – it can sometimes be difficult to enter these values in Excel. In this case, a period must be used to indicate the decimal point; otherwise, a comma may also be used.

  If the decimal value to be entered is zero, Excel sometimes ignores decimal values when commas are used (depending on the regional settings of the local computer). In such cases, we recommend that the decimal value be entered with a period instead of a comma, so that Excel will interpret it as a decimal value and will not leave out the zeros after the decimal point.
  For example, if we need to enter a number with a fixed value of 6 decimal places, we must enter it in the Excel cell as follows: 31020.000000, or if the value is zero, then as follows: 0.000000

3.3.6.3. Additional rules for EXCEL format if the data reporting recipient system is KAR

Line breaks are not permitted in Excel fields. If one is included, STEFI will flag it as a structural error.

3.3.6.3.1. Additional rules for date types:

If data is provided in Excel format, the date and time fields in Excel are forwarded by STEFI in the same format as they appear in Excel.

In order to ensure proper transmission to the data recipient system, date-type data must be provided in the following file formats:

- YYYYMMDD (8 characters in total)
- YYYY.MM.DD (separated by periods)
- YYYY-MM-DD (separated by hyphens)
- YYYY/MM/DD (separated by slashes)

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

3.3.6.3.2. Z-axis reports completion, verification

Z-axis reports are special reports to be sent in Excel, for which a z-axis (or z-axes) can also be specified for individual tables.

Depending on the completeness of the Z-axis and related data, STEFI verifies the validity of the Z-axis tables in the Z-axis data reporting as follows:

Type	Z-axis column Z-axis code (yes/no)	Data (yes/no)	Data details	Incorrect during verification? (yes/no)	Note
1 sheet – 1 Z-axis – 1 Z-axis code	Yes	No		No (will be negative)	When submitted, there will be a negative table in xml, but only once. E.g.: <Table TableCode="C_07.00.d" Negative="true" />
1 sheet – 1 Z-axis – multiple Z-axis codes	Yes	No		Yes	Error message during verification: "The Z-Axes are not filled in correctly in the "#TableCode#" table of the report."
1 sheet – 1 Z-axis – No code included	No	Yes		Yes	Error message during verification: "The Z-Axes are not filled in correctly in the "#TableCode#" table of the report."
1 sheet – 1 Z-axis – No code included	No	No		No (the table is negative)	During submission there is negative table in xml and only once. E.g.: <Table TableCode="C_07.00.d" Negative="true" />
1 sheet – 1 Z-axis – multiple Z-axis codes	Yes – but not in every row, some are missing the code	No/Yes		Yes	Error message during verification: "The Z-Axes are not filled in correctly in the "#TableCode#" table of the report."
1 sheet – 1 Z-axis – multiple Z-axis codes	Yes	Not in every row	No data for all rows of Z-axis code	Yes	Error message during verification: "The Z-Axes are not filled in correctly in the "#Table Code#" table of the report."
1 sheet – 1 Z-axis – multiple Z-axis codes	Yes	Not in every row	There is data for at least one row of each Z-axis code.	No ("positive" table)	During submission, the table data is included in xml, not negatively.

1 sheet - If there are multiple Z-axes, there is an 'AND' relationship between the Z-axes - the Z-axis will only be filled in if all Z-axes are filled in with code.

3.3.7. XBRL format

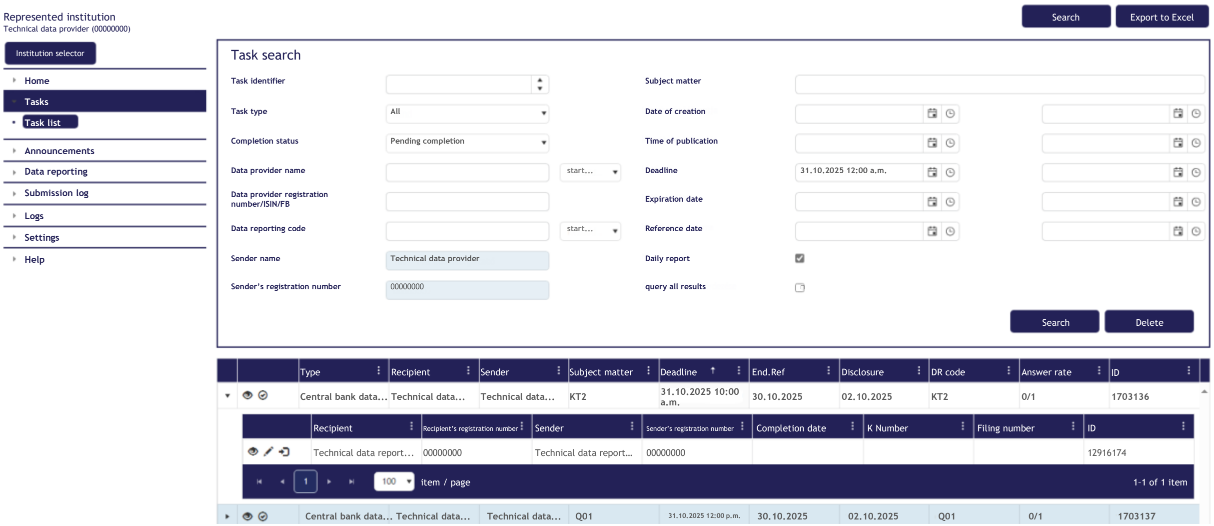
Features of the XBRL format that can be imported into STEFI:

- file extension: .xbrl
- the uploaded file is a valid XML file
- the LEI code of the data provider must be included in every entity/identifier tag in the XML file, as follows:
  - For reference periods smaller than 01.12.2022, the LEI code of the reporting institution in RegDB
  - For reference periods larger than 01.12.2022, the data provider institution must start with its LEI code in RegDB
- In the XML file, the end date of the reporting period must be included in every period/instant tag.

3.4. Task management

3.4.1. Task search for external users

The Task search function is available under the “Tasks -> Task list” menu item.



Task search

By default, Daily Data Reporting Items Pending Completion are listed.

Users can only search for, list and complete tasks assigned to institutions selected in their ERA. In the task search, you can narrow down the contents of the Task List using fixed search fields specific to the tasks. By filling in the search fields, it is advisable to reduce the number of tasks to be listed.

Next to certain search fields, from a drop-down list users can select which search function to use for that field. You can enter the following values:

a. Starts: based on the value entered in the related search field, the results list displays all results that begin with the entered value

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

b. Contains: based on the value entered in the related search field, the results list displays all results that contain the entered value
c. Exact match: based on the value entered in the related search field, the results list displays all results that exactly match the entered value (default)

In such cases, the field provides auto-complete search, which means that when you start typing the name of the data provider institution, the system will offer a list of results after 3 characters, from which you can select the name of the institution to add it to the list of institutions to search.

To start the search, you must enter at least one search criterion. Then, click on the *Search* button to start the search, which will display a list of tasks that match the specified criteria.

The search fields are combined using an "AND" condition. For example, if *Central Bank data reporting* is set as the Task type and the deadline is set to *31.12.2024 11:59 p.m.*, the search results will only list central bank-type tasks that have a deadline no later than 31.12.2024 11:59 p.m.

When searching in the field, the system does not distinguish between upper- and lower-case letters; it searches for the entire character string entered.

When searching in date fields, selecting a date from the calendar automatically fills in the time as 12:00 a.m. and 11:59 p.m. The date can also be entered manually, and the time must be entered alongside the date.

Pressing the *Delete* button clears the search criteria, allowing you to start a new search with new criteria.

The search box can be activated by clicking on the *Search* button in the upper right corner.

If the user has the Basic right to Export, the search results can be saved by clicking on the *Export to Excel* button. If you do not have this Basic right, the button will not appear on the interface.

3.4.2. Task list

The display of columns can be turned on or off using the dots next to the column header. The order of the displayed items can be changed for each column (descending or ascending). The order of the columns can be changed using the drag-and-drop method.

		Type	Recipient	Sender	Subject matter	Deadline ↑	End.Ref	Disclosure	DR code	Answer rate	ID
▸		Central bank data...	Technical data...	Technical data...	KT2	13.10.2025 10:00 a.m.	10.10.2025	14.09.2025	KT2	0/1	1701836
▸		Central bank data...	Technical data...	Technical data...	KT2	13.10.2025 10:00 a.m.	11.10.2025	14.09.2025	KT2	0/1	1701837
▸		Central bank data...	Technical data...	Technical data...	KT2	13.10.2025 10:00 a.m.	12.10.2025	14.09.2025	KT2	0/1	1701838
▸		Central bank data...	Technical data...	Technical data...	Q01	13.10.2025 12:00 p.m.	12.10.2025	14.09.2025	Q01	0/1	1701839
▸		Central bank data...	Technical data...	Technical data...	Q02	13.10.2025 12:00 p.m.	12.10.2025	14.09.2025	Q02	0/1	1701840
▸		Supervisory data...	Technical data...	Technical data...	XXX report...	13.10.2025 1:00 p.m.	10.10.2025	16.06.2025	XXX	0/1	1696630
▸		Supervisory data...	Technical data...	Technical data...	XXX report...	13.10.2025 1:00 p.m.	11.10.2025	16.06.2025	XXX	0/1	1696632
▸		Supervisory data...	Technical data...	Technical data...	XXX report...	13.10.2025 1:00 p.m.	12.10.2025	16.06.2025	XXX	0/1	1696633
▸		Central bank data...	Technical data...	Technical data...	KT2	14.10.2025 10:00 a.m.	13.10.2025	15.09.2025	KT2	0/1	1701865
▸		Central bank data...	Technical data...	Technical data...	Q01	14.10.2025 12:00 p.m.	13.10.2025	15.09.2025	Q01	0/1	1701866
▸		Central bank data...	Technical data...	Technical data...	Q02	14.10.2025 12:00 p.m.	13.10.2025	15.09.2025	Q02	0/1	1701867
▸		Supervisory data...	Technical data...	Technical data...	XXX report...	14.10.2025 1:00 p.m.	13.10.2025	17.06.2025	XXX	0/1	1696697
▸		Central bank data...	Technical data...	Technical data...	KT2	15.10.2025 10:00 a.m.	14.10.2025	16.09.2025	KT2	0/1	1702006
▸		Central bank data...	Technical data...	Technical data...	Q01	15.10.2025 12:00 p.m.	14.10.2025	16.09.2025	Q01	0/1	1702007
▸		Central bank data...	Technical data...	Technical data...	Q02	15.10.2025 12:00 p.m.	14.10.2025	16.09.2025	Q02	0/1	1702008
▸		Supervisory data...	Technical data...	Technical data...	XXX report...	15.10.2025 1:00 p.m.	14.10.2025	18.06.2025	XXX	0/1	1696744
▸		Central bank data...	Technical data...	Technical data...	KT2	16.10.2025 10:00 a.m.	15.10.2025	17.09.2025	KT2	0/1	1702089
▸		Central bank data...	Technical data...	Technical data...	Q01	16.10.2025 12:00 p.m.	15.10.2025	17.09.2025	Q01	0/1	1702090
▸		Central bank data...	Technical data...	Technical data...	Q02	16.10.2025 12:00 p.m.	15.10.2025	17.09.2025	Q02	0/1	1702091
▸		Supervisory data...	Technical data...	Technical data...	XXX report...	16.10.2025 1:00 p.m.	15.10.2025	19.06.2025	XXX	0/1	1696790

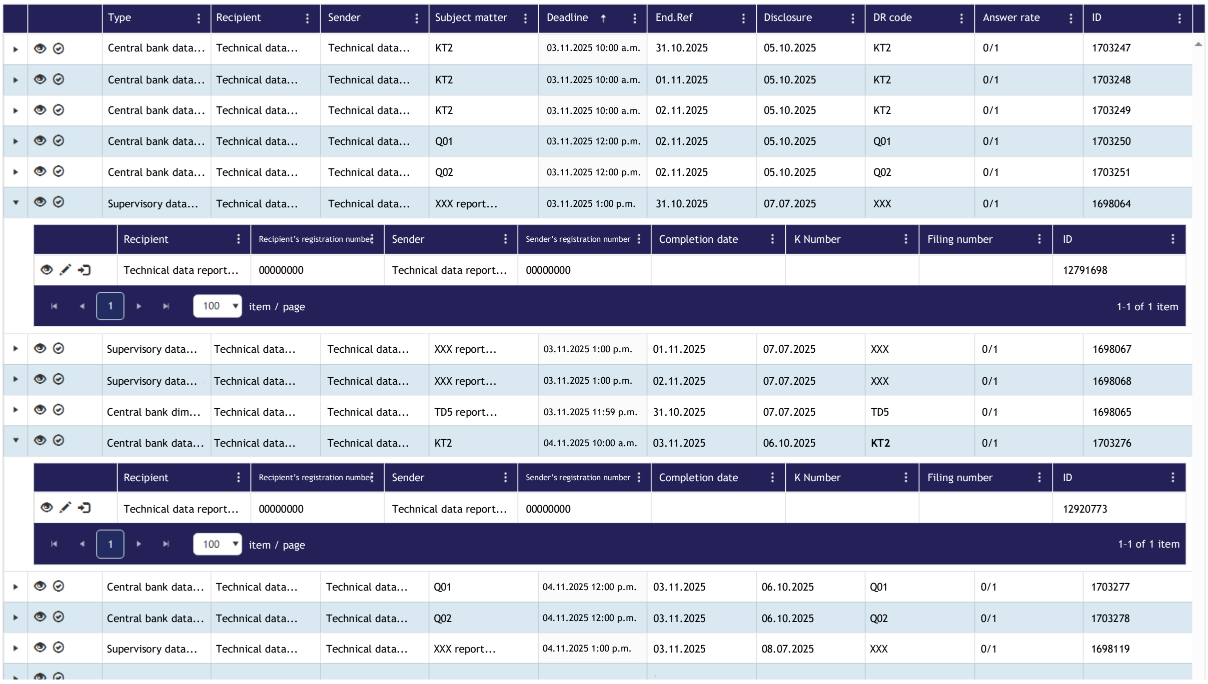
1 2 3 4 5 | 20 item / page | 1-20 from 100 items

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

The number of items listed on one page at the bottom of the table can be modified (in the graphic above: 20 items per page).

3.4.2.1. Export list

Tasks listed according to certain filter criteria can be exported to an Excel file. This option is permission-dependent, meaning that only users with the appropriate permissions can export such lists. In the export, the tasks are displayed according to data providers. Thus, if someone lists a Task that involves two Data Provider institutions, two rows will appear in the Excel file, showing the data for each Data Provider.



Type	Recipient	Sender	Subject matter	Deadline	End.Ref	Disclosure	DR code	Answer rate	ID
Central bank data...	Technical data...	Technical data...	KT2	03.11.2025 10:00 a.m.	31.10.2025	05.10.2025	KT2	0/1	1703247
Central bank data...	Technical data...	Technical data...	KT2	03.11.2025 10:00 a.m.	01.11.2025	05.10.2025	KT2	0/1	1703248
Central bank data...	Technical data...	Technical data...	KT2	03.11.2025 10:00 a.m.	02.11.2025	05.10.2025	KT2	0/1	1703249
Central bank data...	Technical data...	Technical data...	Q01	03.11.2025 12:00 p.m.	02.11.2025	05.10.2025	Q01	0/1	1703250
Central bank data...	Technical data...	Technical data...	Q02	03.11.2025 12:00 p.m.	02.11.2025	05.10.2025	Q02	0/1	1703251
Supervisory data...	Technical data...	Technical data...	XXX report...	03.11.2025 1:00 p.m.	31.10.2025	07.07.2025	XXX	0/1	1698064

Recipient	Recipient's registration number	Sender	Sender's registration number	Completion date	K Number	Filing number	ID
Technical data report...	00000000	Technical data report...	00000000				12791698

1 | 100 item / page | 1-1 of 1 item

Type	Recipient	Sender	Subject matter	Deadline	End.Ref	Disclosure	DR code	Answer rate	ID
Supervisory data...	Technical data...	Technical data...	XXX report...	03.11.2025 1:00 p.m.	01.11.2025	07.07.2025	XXX	0/1	1698067
Supervisory data...	Technical data...	Technical data...	XXX report...	03.11.2025 1:00 p.m.	02.11.2025	07.07.2025	XXX	0/1	1698068
Central bank dim...	Technical data...	Technical data...	TD5 report...	03.11.2025 11:59 p.m.	31.10.2025	07.07.2025	TD5	0/1	1698065
Central bank data...	Technical data...	Technical data...	KT2	04.11.2025 10:00 a.m.	03.11.2025	06.10.2025	**KT2**	0/1	1703276

Recipient	Recipient's registration number	Sender	Sender's registration number	Completion date	K Number	Filing number	ID
Technical data report...	00000000	Technical data report...	00000000				12920773

1 | 100 item / page | 1-1 of 1 item

Type	Recipient	Sender	Subject matter	Deadline	End.Ref	Disclosure	DR code	Answer rate	ID
Central bank data...	Technical data...	Technical data...	Q01	04.11.2025 12:00 p.m.	03.11.2025	06.10.2025	Q01	0/1	1703277
Central bank data...	Technical data...	Technical data...	Q02	04.11.2025 12:00 p.m.	03.11.2025	06.10.2025	Q02	0/1	1703278
Supervisory data...	Technical data...	Technical data...	XXX report...	04.11.2025 1:00 p.m.	03.11.2025	08.07.2025	XXX	0/1	1698119

3.4.3. Completing tasks from the Task List

You can view your tasks by clicking on the *Preview* icon, which you will recognise from the Home page, in the Task List. From here, you can click on the *Details* button to proceed to the Data Reporting page, where you can complete the task. By clicking on the Task Group Details icon, you will be taken directly to the Data Reporting page. From here, you can complete the tasks by clicking on the *Complete* button. Tasks can be completed according to the task type.

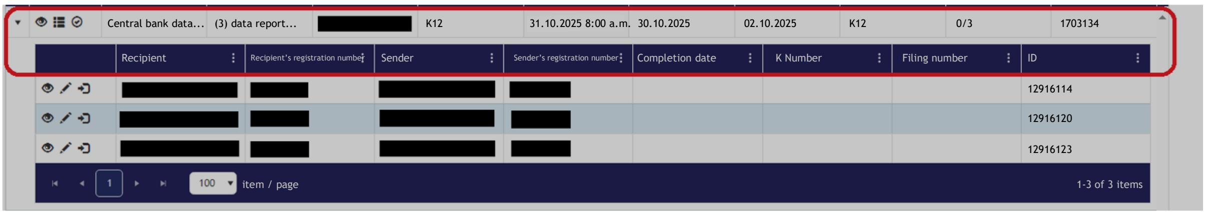
3.4.3.1. Completing supervisory and central bank tasks in bulk from a file

If the sender wants to upload pre-prepared data files, this is the appropriate option.

The tasks are grouped together in the task list under the same data reporting code. The "Sender" task list displays as many basic tasks as there are data providers on whose behalf the task can be completed when a task group is opened.

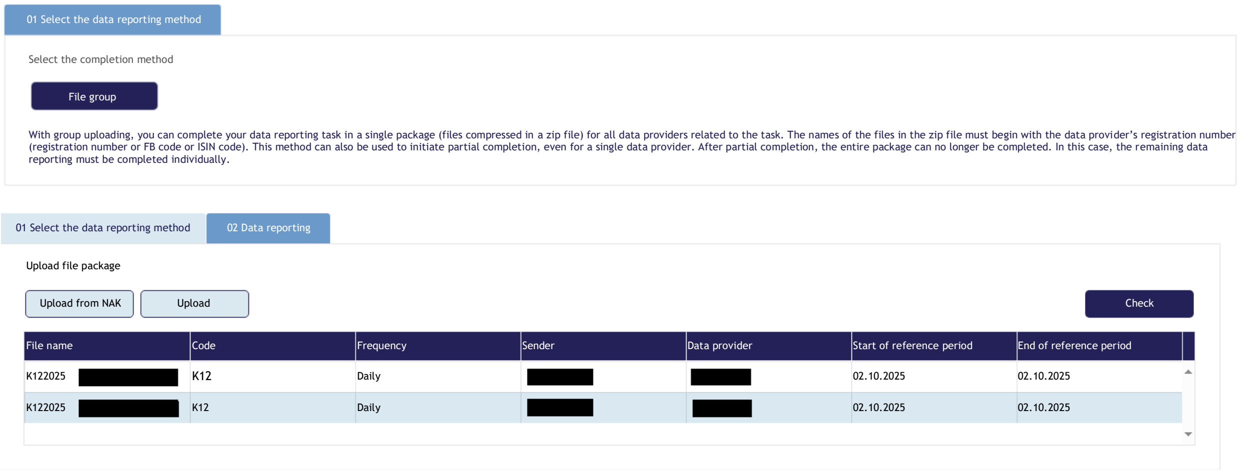
In the Task, click on the Task Group Details icon to go to the Data Reporting page, where the task can be completed in groups.

Only Senders who can submit reports on behalf of multiple Data Providers may submit data reports in bulk. If, by default, a sending institution is selected that can only send reports on behalf of one Data Provider, the user will receive a message stating, "*Cannot be completed in group because fewer than two data providers are assigned to the sender",* and the *Complete* button will be inactive. In such cases, it is necessary to select a sender which can submit reports on behalf of multiple Data Providers.



Bulk completion

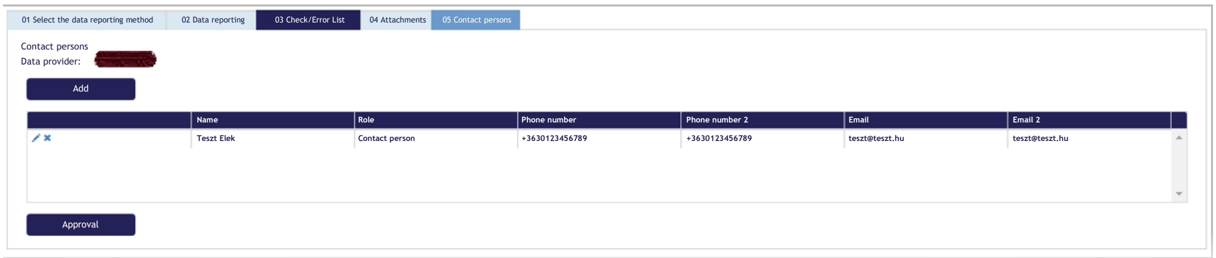
By clicking on the *Complete* button, you can complete in bulk. By clicking on the *File Group* button, you can attach a compressed file on the "Data reporting" tab.



Select and upload a file group

After uploading, you can see the items of the compressed file. When you click on the *Check* button, based on the rules package in the Reception System, the system verifies whether the uploaded files comply with the rules package. In the case of file packages, attachments cannot be added to the data reporting; the "Attachment" tab is disabled. If verification was successful, the control jumps to step 5 of the data reporting completion process, the "05 Contact persons" tab, where you must enter the currently valid contacts and their contact details, or, if they already exist, update and approve their details. In the case of data reporting packages, this is specified as follows:

- If the report in question is not included in the exception list, all contact persons belonging to the data providers included in the package must be displayed in the list and approved by the sender.
- If the report is on the exception list, only the approval of the senders' contacts is required.



05 Contact persons page

Contacts persons page – Functions of the *Add* button:

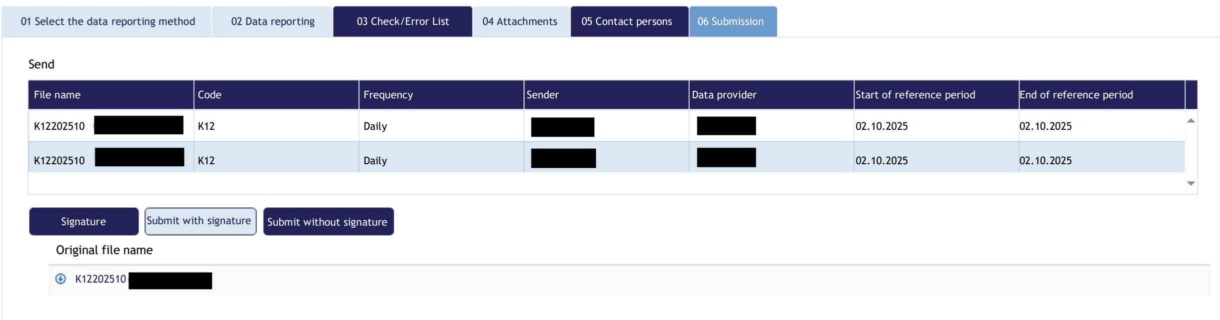
- Clicking on this button opens a pop-up window with an interface for entering new contact persons
- Required fields: Contact person's name, Role, Phone number, Email.
- A maximum of 10 natural persons may be specified in relation to a sender-data provider report.
- The contact person can only be saved if the user has provided a valid email address and phone number.
- When you click on the *Save* button, the saved record appears in the contacts person list.

Contacts persons page – Functions of the *Approve* button:

- By clicking on this button, the user can approve the contact persons in the list and then proceed to the final 06 Submission interface.
- Data reporting cannot be continued if at least one contact person has not been assigned to the data reporting in question.

After entering the Contact persons, the data report can be submitted, and the process jumps to the "06 Submission" page. Depending on the data reporting code, the program may request an electronic signature. Certified registration in RegDB is required to sign such reports, as reports requiring a signature can only be submitted with certified registration. (The MNB data reporting decrees and decisions ordering the completion of data reporting requirements specify which data reporting requirements are subject to signature.)

Reports that do not require a signature can be submitted without a signature. If a data report does not require a signature, after successful verification, the *Signature* and *Submit without signature* buttons will become active on the interface. Users who have a certified registration may submit their reports with a signature, but they also have the option of submitting them without a signature.

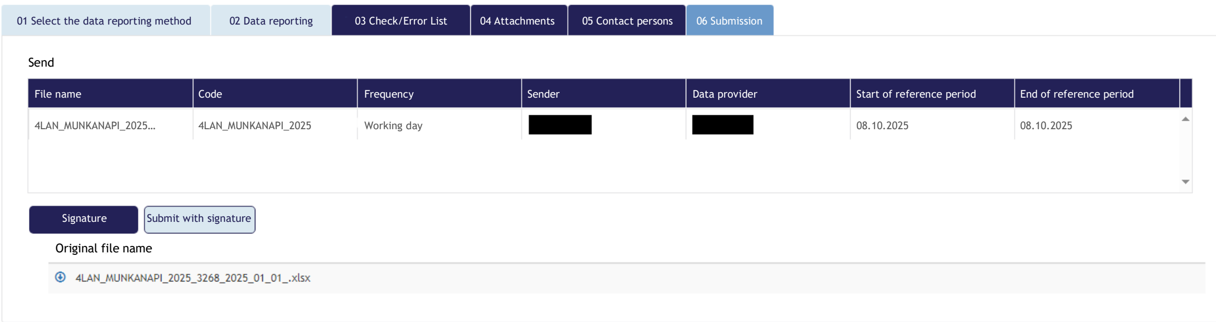


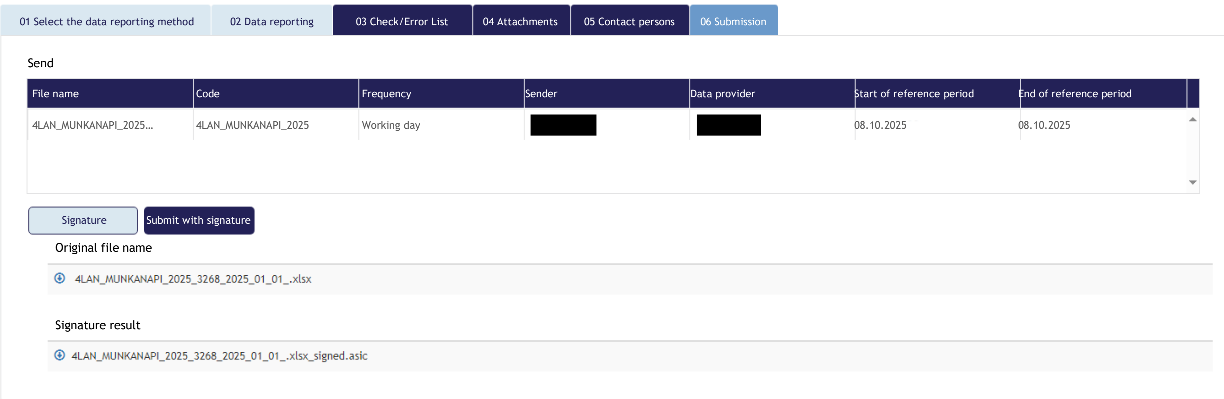
Submission of a report that does not require a signature

When submitting reports that require a signature, the *Submit with signature* button will remain inactive until the *Signature* has been provided. To do this, click on the *Signature* button, which will automatically launch the MNB

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Signer program. After clicking on the *Start* button, select *Start sign*, then select the certificate and click *OK*. A dialog box requesting the PIN code will appear on the screen. After entering the correct code, the message "*Signature successful!*" will appear, the *Signature* button will become inactive, the *Submit with signature* button will become active, and the downloadable file *Jelentes_sign.asic* will appear.

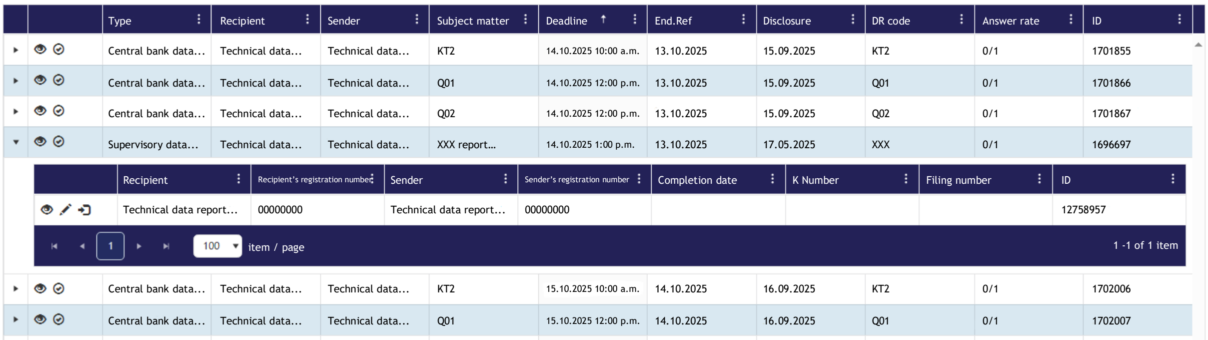




Signature

3.4.3.2. Completing Supervisory and Central Bank tasks from files

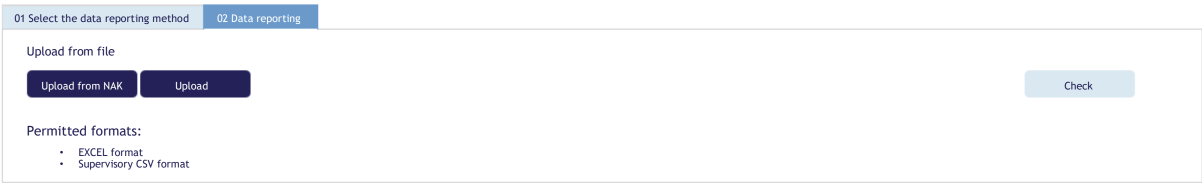
When completing a basic task, click on the Task Details icon to complete the task. You will be taken to the Data Reporting page.



Completion by basic task

By clicking on the *Complete* button, you can complete the basic task. Select File mode for completion. After clicking on the *File* button, the *Upload from NAK* option appears (if the data provider has RegDB NAK permission) as well as the *Upload* button.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

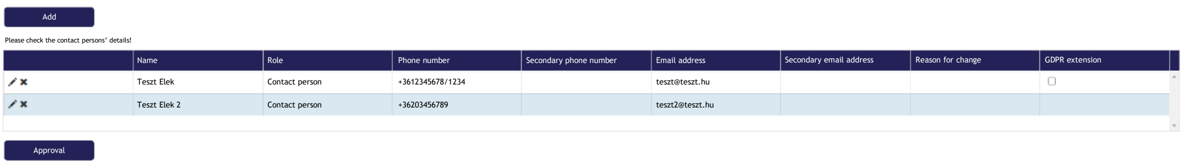


Select a file using the *Upload* button. The uploaded file and its data are displayed in tabular form on the interface. Use the *Check* button to verify that the uploaded file complies with the rule set.

In the case of supervisory data reporting, it is possible to add an attachment. There are two types: one is when the data reporting must be accompanied by an attachment. In this case, only mandatory attachments may be attached. If the data reporting is not subject to mandatory attachments, a maximum of 5 files may be attached. The contents of the attached files may NOT be identical.

The number, format, and naming convention of the files to be attached to the data report are specified for each report (e.g. REGISTRATION_NUMBER_end_of_reference_period_report_code.xml or pdf).

If verification was successful, the control jumps to step 5 of the data reporting process, the "05 Contact persons" page, where you must enter the currently valid contacts and their contact details, or, if they already exist, update and approve their details.



	Name	Role	Phone number	Secondary phone number	Email address	Secondary email address	Reason for change	GDPR extension
	Teszt Elek	Contact person	+3612345678/1234		teszt@teszt.hu			
	Teszt Elek 2	Contact person	+36203456789		teszt2@teszt.hu			

GDPR extension "check box"

Contacts persons page – Functions of the *Add* button:

- Clicking on this button will open a pop-up window with an interface for entering new contact persons
- Required fields: Contact person's name, Role, Phone number, Email.
- A maximum of 10 natural persons may be specified in relation to a sender-data provider report.
- The contact can only be saved if the user has provided a valid email address and phone number.
- A GDPR validity date is set for each external contact person upon registration, and the system calculates the end of the GDPR validity period based on the parameter year value calculated from the date of registration. When you click on the *Save* button, the saved record appears in the Contact persons list.

Once the validity date expires, the person will no longer be available in the Contact persons list because they will be anonymised.

Contact persons page – GDPR extension checkbox button functions:

  - The user has the option to extend the validity period of their own GDPR. This is possible if the email address of the logged-in user matches the email address of one of the contact persons in the Contact persons column (either the primary or secondary contact)
  - If the checkbox next to a contact person is checked, the user will receive the following warning message when clicking on the *Approve* button: "Please note that clicking this button will extend the GDPR validity period of the selected user by an additional *2* years. Do you want to continue?"). In the case of a positive answer, the interface will jump to "06 Submission"; if the answer is negative, there will be no extension and the interface will remain on the "05 Contact persons" tab. The GDPR validity period of the selected row only takes place after "06 Submission", i.e. after successful completion of data reporting.
- If the validity date has expired, the contact person will be anonymised by the system.

- The personal data (name, phone numbers, email addresses) of users whose GDPR validity has expired can be searched anonymously in the system (in the name and email address fields).
- The GDPR extension will only take place after “06 Submission”, i.e. after successful completion of data reporting.

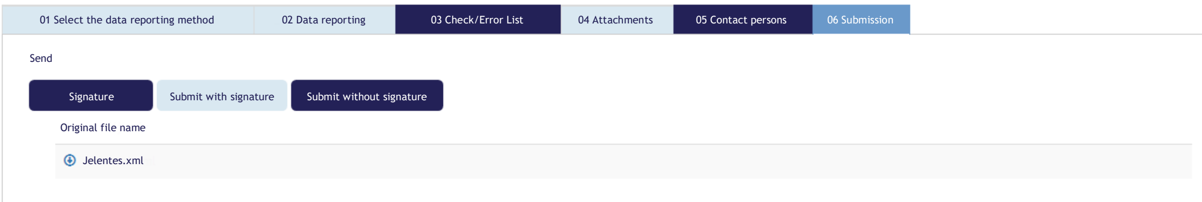
Contacts persons page – Functions of the *Approve* button:

- By clicking on this button, the user can approve the contact persons in the list and then proceed to the final “06 Submission” interface.
- Data reporting cannot be continued if at least one contact person has not been assigned to the data reporting in question.

After entering the contact persons, the data report can be submitted, and the process moves to the “06 Submission” page.

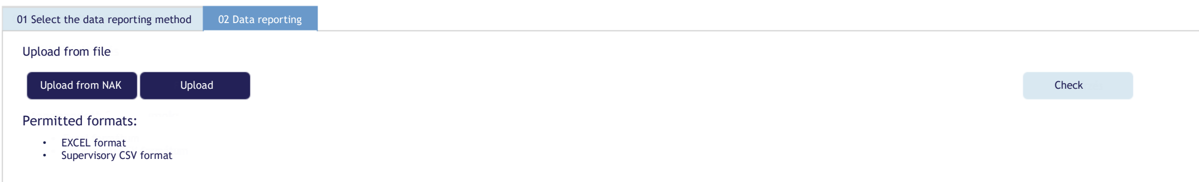
Depending on the data reporting code, the program may request an electronic signature. Certified registration in RegDB is required to sign such reports, as reports requiring a signature can only be submitted with certified registration. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)

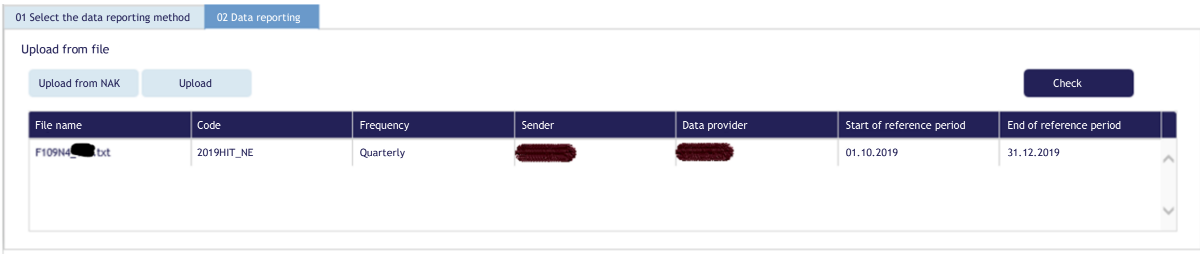
Reports that do not require a signature can be submitted without a signature. If a data report does not require a signature, after successful verification, the *Signature* and *Submit without signature* buttons will become active on the interface. Users who have a certified registration may submit their reports with a signature, but they also have the option of submitting them without a signature.



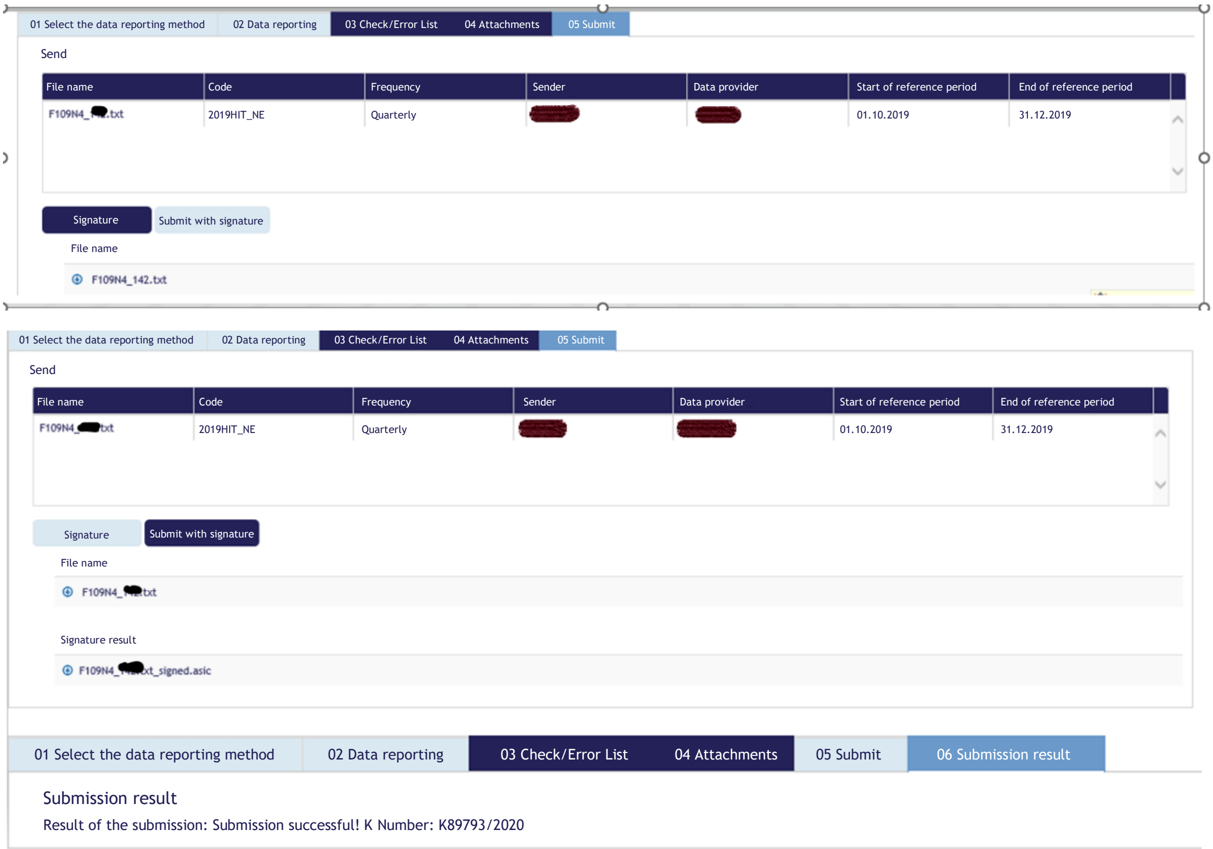
Submission of a report that does not require a signature

When submitting reports that require a signature, *the Submit with signature* button will remain inactive until the *Signature* has been provided. To do this, click on the *Signature* button, which will automatically launch the MNB Signer program. After clicking on the *Start* button, select *Start sign*, then select the certificate and click *OK*. A dialog box requesting the PIN code will appear on the screen. After entering the correct code, the message “*Signature successful!*” will appear, the *Signature* button will become inactive, the *Submit with signature* button will become active, and the downloadable file *Jelentes_sign.asic* will appear.





Select file



Verification, Signature, K Number

3.4.3.3. Completion of Supervisory and Central Bank tasks from online tables

3.4.3.3.1. Submission process with online table

Only Elementary Tasks can be completed using the online table; bulk completion is not possible.

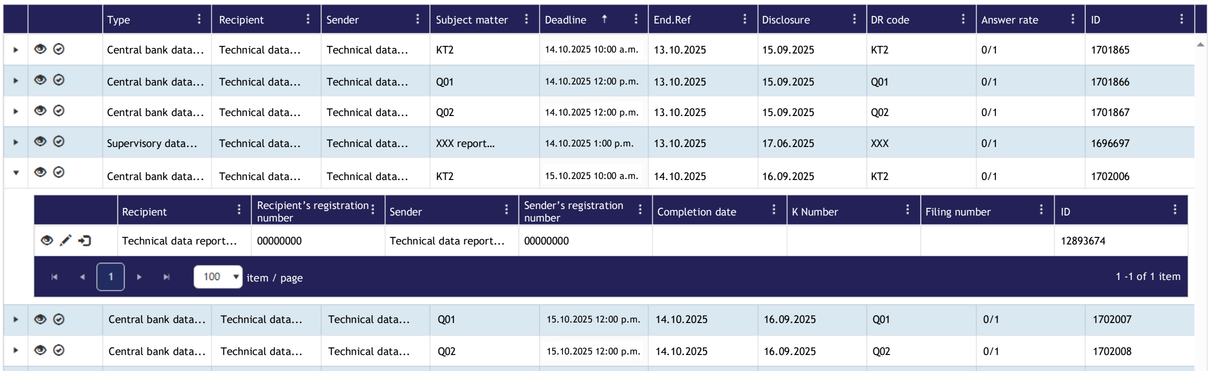
Central bank-dimensioned data reporting cannot be completed from online tables.

The Elementary Task can be completed by clicking on the Task details icon. You will be taken to the Data Reporting page.

By clicking on the *Complete* button, you can complete the basic task. Click on the *Online Table* button.

MNBHelpdesk@kermann.hu

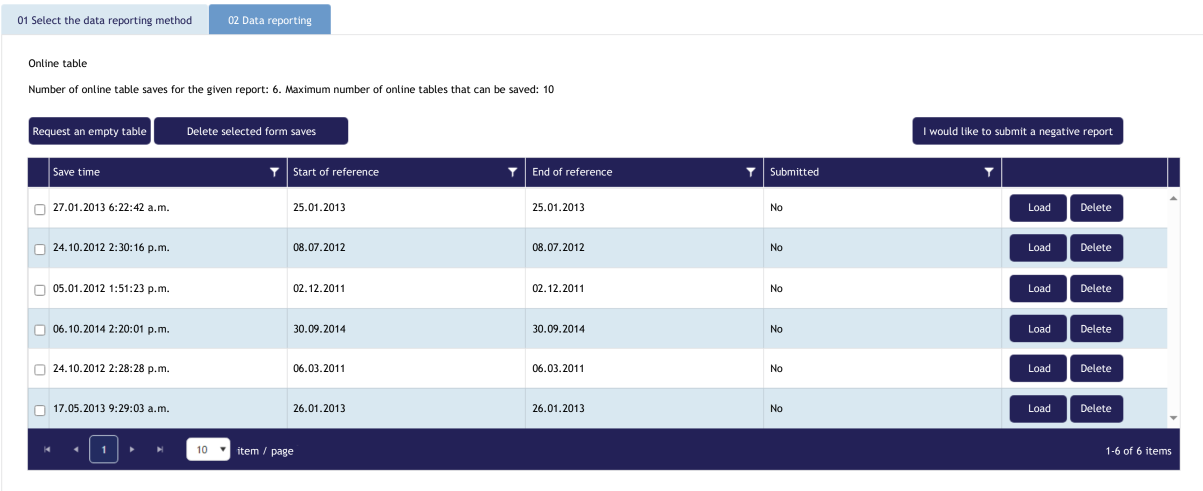
+36 (1) 445-2789



Complete

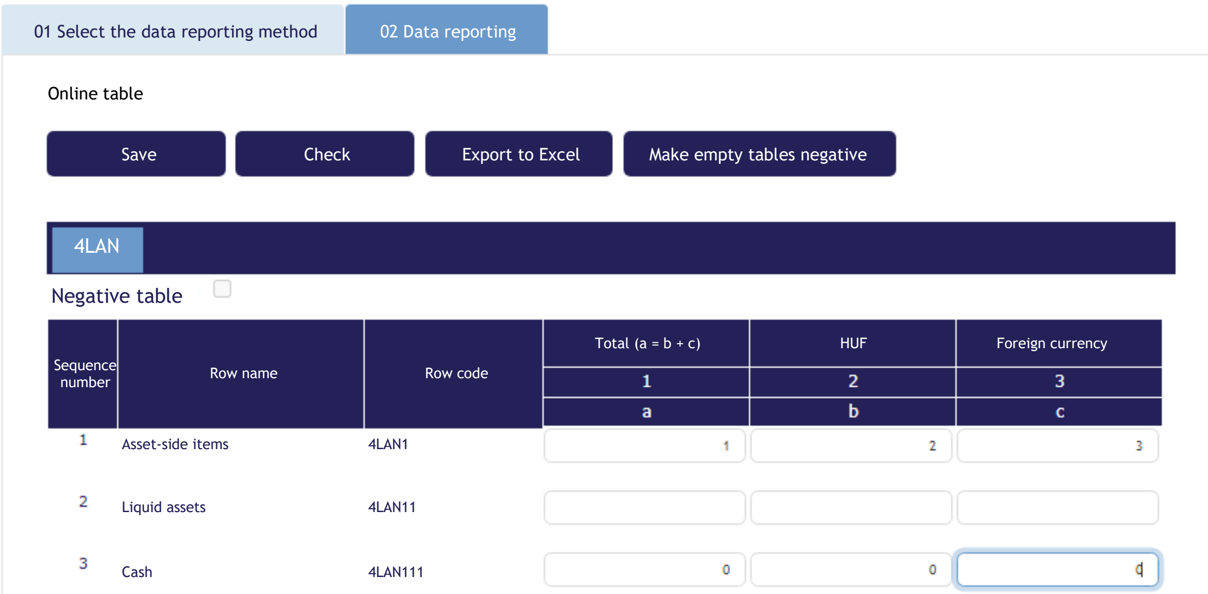
Online table

You can choose to modify an older table by clicking on the *Load* button, or to enter data into an empty table by clicking on the *Request empty table* button.



Saved or empty table

Whichever data entry method you select from the two mentioned above (*Request an empty table* or *Load)*, you will see the following screen:



Filling out an online table

Online tables are generated based on a set of rules created by the data collection system for the given data reporting:

Based on the XML rule set, the system displays the following table items:

- Tables: tabs (Exception tabs also appear, but with grey tabs, inactive)
- Columns: column names are displayed according to the rule set
- Rows: can be general rows, repeating rows, repeating blocks
- Cells: code-list cells are displayed as drop-down lists; merged header cells are displayed in a merged format

The following fields in the generated online table are displayed in accordance with the formal rules of the rule set:

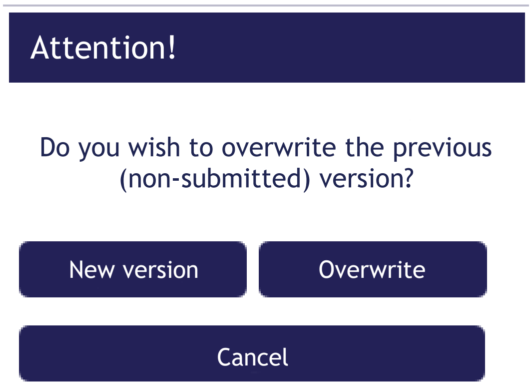
- Number: right-aligned and grouped in thousands.
- Decimal place: pre-filled with the required decimal places
- Money: right-aligned and grouped in thousands.
- Date: YYYYMMDD date format and date selector
    - After entering the following values in the fields, the user receives an error message:
        - Space at the beginning or end of a field
        - Tab in the field
        - New line (line break) in the field
- If you enter a value in the percentage fields using a comma (,) instead of a period (.), you will receive an error message

By clicking on the *Save* button, you can save the current state of the edited online table before submitting it. Using the *Export to Excel* button, you can send the table data to an Excel file.

After filling out the online form, click on the *Check* button to verify that the information you entered complies with the rule set.

If you click on the *Save* or *Check* button and there is no online table version saved for the current reference period, the data you have entered will be saved in a separate row without displaying any further dialog boxes.

If there was a previously saved online table version for the currently selected reference period, the system will ask whether to overwrite the existing previous save or create a new version of the currently edited version.

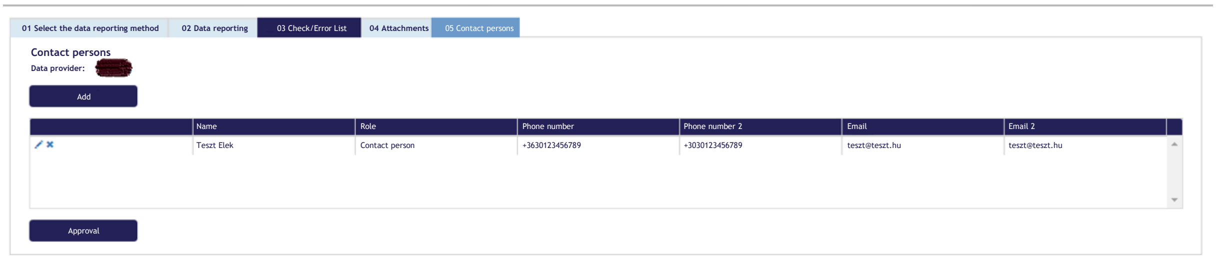


When saving, it asks if you want to create a new version

After pressing the *Check* button, if there are no errors violating the rules and the data reporting is not subject to mandatory attachments, the online table can be submitted. In the case of supervisory data reporting, it is possible to add an attachment before submitting the online table. There are two types: if the data reporting requires attachments, then only the mandatory attachment(s) may be attached. If the data reporting is not subject to mandatory attachments, a maximum of 5 files may be attached. The contents of the attached files may NOT be identical.

The number, format, and naming convention of the file(s) to be attached to the data report requiring attachments are specified for each report (e.g.: REGISTRATION_NUMBER_end_of_reference_period_report_code.xml or pdf).

If verification did not find errors, the control jumps to step 5 of the completion of the data reporting, the “05 Contact persons” page, where you must enter the currently valid contact persons and their contact details, or, if they already exist, update and approve their details.



05 Contact persons page

Contacts persons page – Functions of the *Add* button:

- Clicking on this button will open a pop-up window with an interface for entering new contact persons
- Required fields: Contact name, Role, Phone number, Email
- A maximum of 10 natural persons may be specified in relation to a sender-data provider report.
- The contact person can only be saved if the user has provided a valid email address and phone number.
- When you click on the Save button, the saved record appears in the contacts persons list.

Contacts persons page – Functions of the *Approve* button:

MNBHelpdesk@kermann.hu

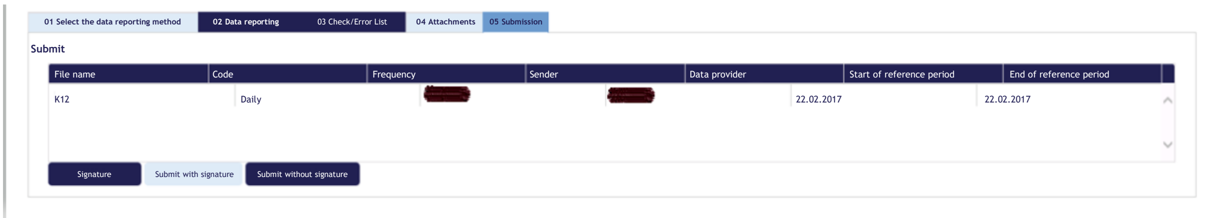
+36 (1) 445-2789

- By clicking on this button, the user can approve the contact persons in the list and then proceed to the final "05 Submission" interface.
- Data reporting cannot be continued if at least one contact person has not been assigned to the data reporting in question.

After entering the contact persons, the data report can be submitted, and the process jumps to the "05 Submission" page.

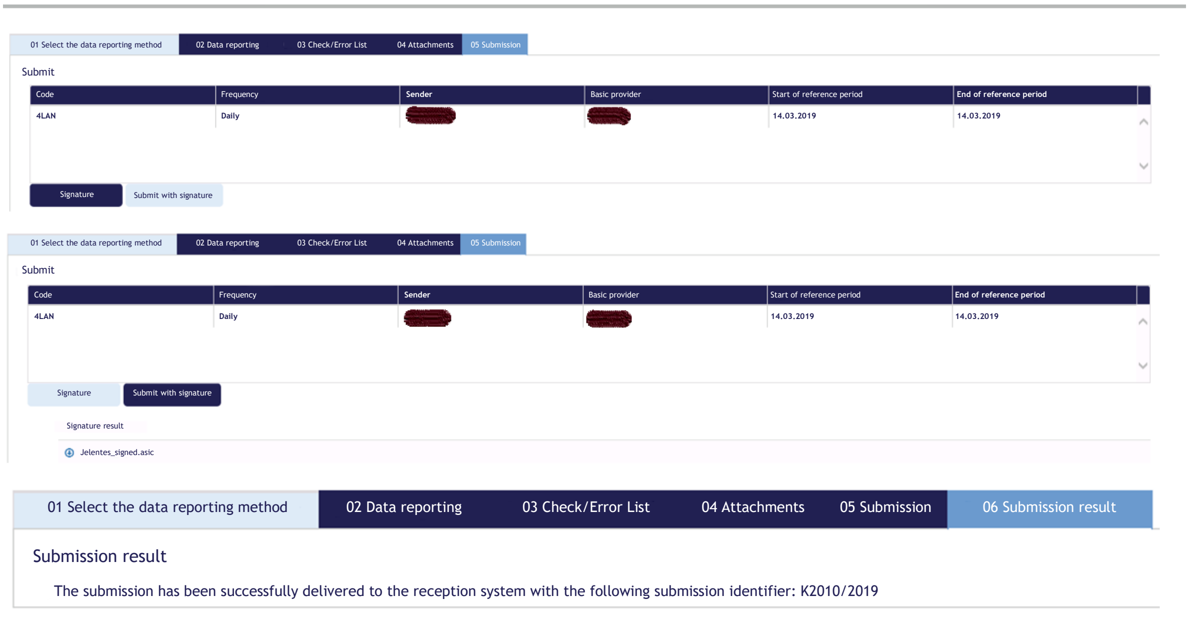
Depending on the data reporting code, the program may request an electronic signature. Certified registration in RegDB is required to sign reports, as reports requiring a signature can only be submitted with certified registration. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)

Reports that do not require a signature can be submitted without a signature. If a data report does not require a signature, after successful verification, the *Signature* and *Submit without signature* buttons will become active on the interface. Users who have a certified registration may submit their reports with a signature, but may also choose to submit them without a signature.



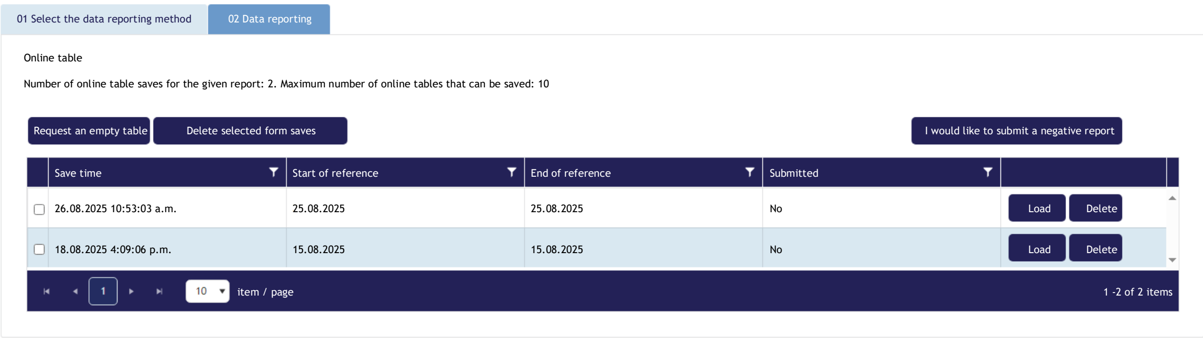
Submission of a report that does not require a signature

When submitting reports that require a signature, the *Submit with signature* button will remain inactive until the *Signature* has been provided. To do this, click on the *Signature* button, which will automatically launch the MNB Signer program. After clicking on the *Start* button, select *Start sign*, then select the certificate and click *OK*. A dialog box requesting the PIN code will appear on the screen. After entering the correct code, the message "*Signature successful!*" will appear, the *Signature* button will become inactive, the *Submit with signature* button will become active, and the downloadable file *Jelentes_sign.asic* will appear.



Submission of a report requiring signature, K Number

3.4.3.3.2. Saved versions of the online table



Saved versions of online tables

If you clicked on completion with an online table option when completing the data reporting, then

- You can request an empty table.
- You can submit a negative report.
- Once the saved online table has been loaded, you can continue with the completion process as described in the previous section.

In addition to the functions listed above, you can also choose the following function buttons to maintain and manage the versions of online tables saved so far:

- *Delete* - use this button to delete the online table version in the given row.
- *Delete selected form saves* - use this button to delete selected online table saves in bulk, provided you have selected them beforehand using the checkbox at the beginning of the row.
- By clicking on the indicators in the column headers, you can filter and search according to the columns in the table, as well as sort the rows in the table.

The number of online tables that can be saved and the number of online tables saved so far are displayed on the interface above the list of saved online tables:

“*Number of online table saves for the given report: X. Maximum number of online tables that can be saved: Y*”

The following messages may appear in connection with this:

- When loading the list of saved online tables, if you have reached the maximum number of saves (X=Y): *“You have reached the maximum number of online saves for this report. It is not possible to save a new version, so it is not possible to load an empty table or load a submitted save! (Number of saves: {X}; Number of possible saves: {Y})”*.
- When loading the list of saved online tables, if you are close to the maximum number of saves (X=Y-1): *“You will soon reach the maximum number of saved online table versions. (Number of saves: {X}; Number of possible saves: {Y})”*.

3.4.3.4. Completing KTM tasks

Viewing and completing KTM tasks is only possible with the appropriate permissions. If the user does not have KTM permissions, KTM tasks will not be displayed.

After listing KTM tasks, click on the Task Details icon to complete the task. You will be taken to the KTM task page, where you should click on the *Complete* button.

There are two types of messages: Accepted or Objection Raised. When completing the task, it is possible to attach a file. If “Accepted”, it is not mandatory to fill in the Message text field. After Submission, the status of the Task

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

will be Accepted. If the Message Type is “Objection Raised”, the Message Text field becomes mandatory, and the response can be submitted only after it has been completed. After submission, the status of the task changes to Objection Raised.

Multiple “Objections Raised” may be submitted for a KTM task, provided that an objection was already raised in the first response. After this, only “Objection Raised” messages can be sent until the objection deadline expires.

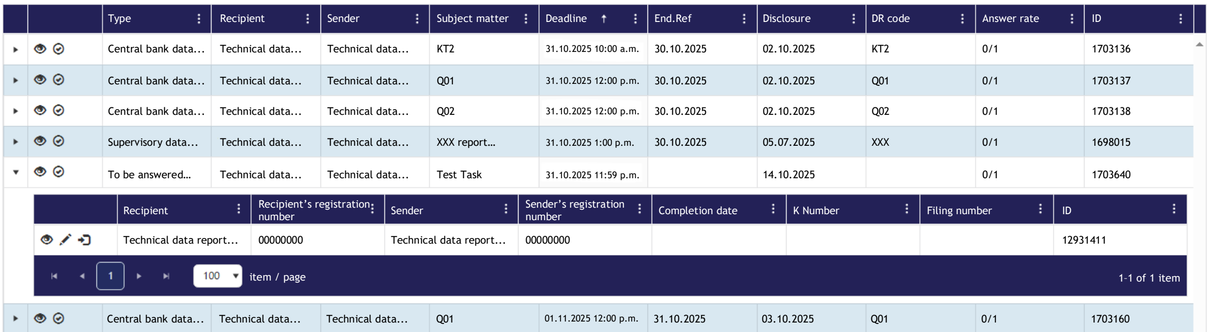
3.4.3.5. Completing tasks to be answered

You can initiate completion of a task to be answered by clicking on the Task details icon or, in the case of Preview, by clicking on the *Details* button. On the task data sheet, pressing the *Complete* button will display the interface at the bottom of the page.

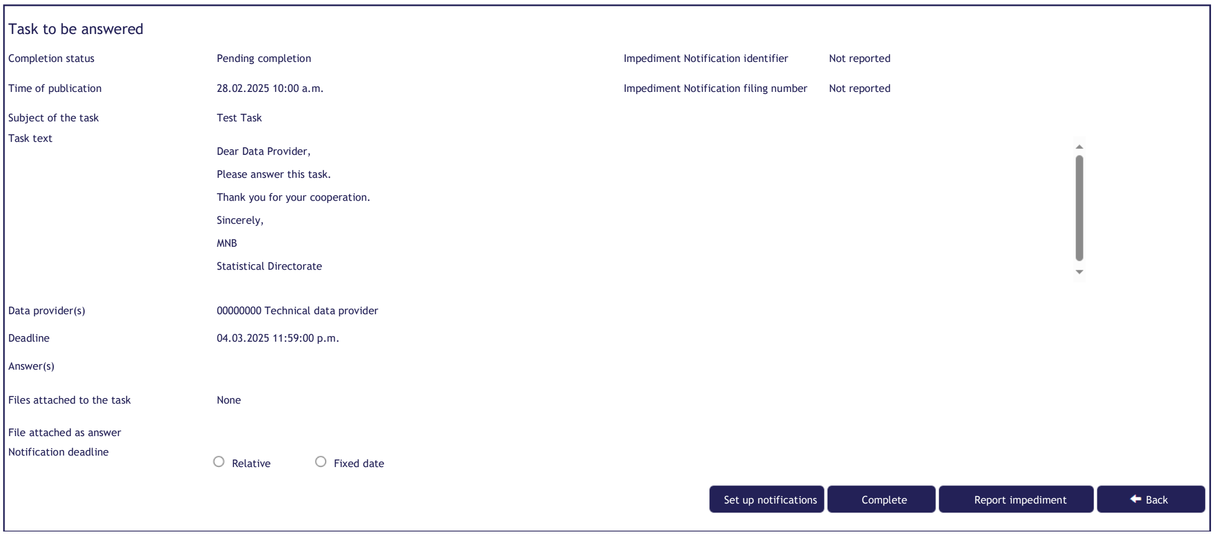
The Message type can only be Answered and cannot be sent until you have actually answered it in the Message text field. The data provider has the option to attach a file to the task. After submission, the status of the task changes to Answered.

If the Task to be Answered has a Related Task, the task cannot be submitted until the data provider has completed the Related Task.

Upon submission, the Modifying Report Required indicator must be specified on the interface by selecting Yes or No; in addition, the Related K Number may be provided.



Completing a basic task to be answered



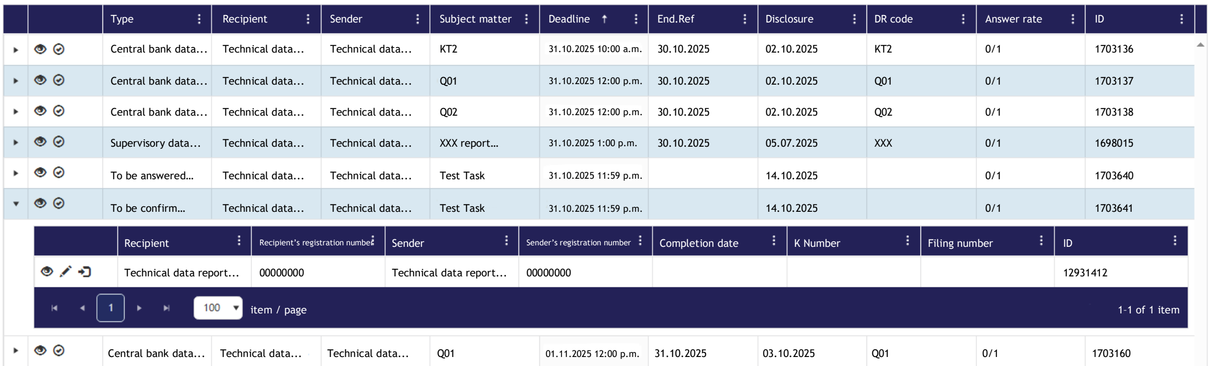
Modifying report indicated and related K Number

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

3.4.3.6. Completing a task to be confirmed

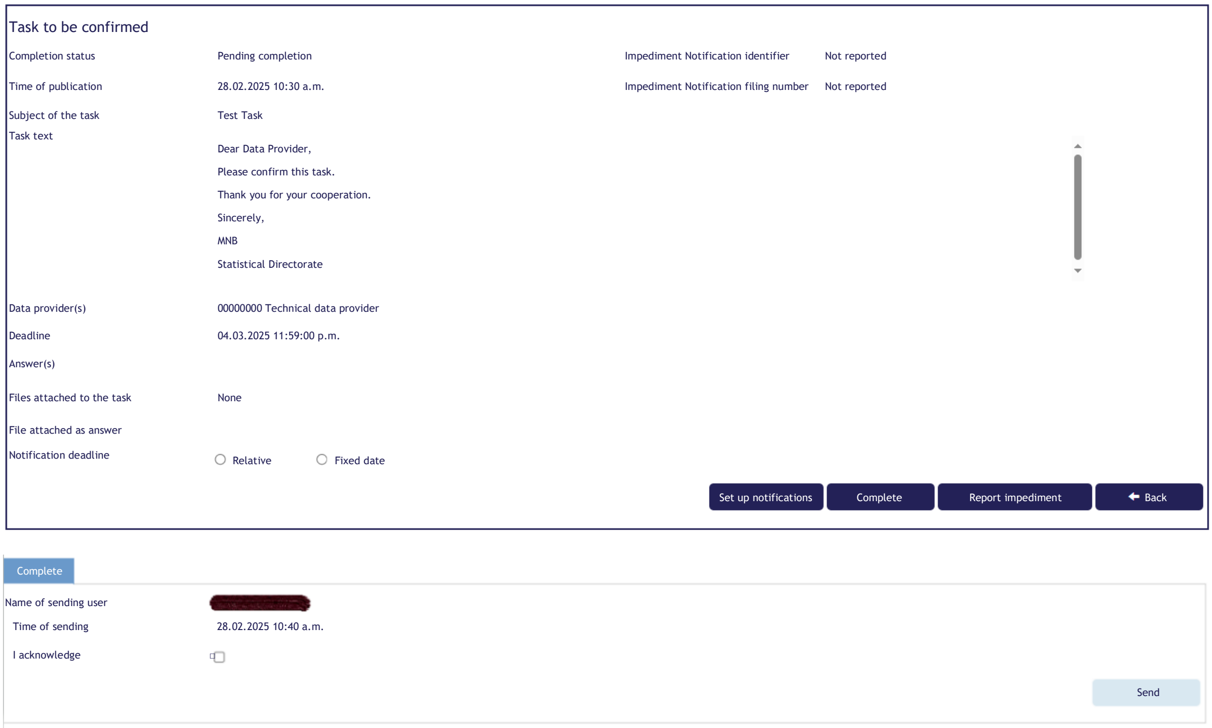
Completion of a task to be confirmed can be initiated by clicking on the Task details icon or, in the case of Preview , by clicking on the *Details* button.



Details of the task to be confirmed

On the task data sheet, pressing the *Complete* button will display the detailed task interface at the bottom of the page.

On the screen that appears, select the "*I acknowledge*" checkbox and then click on the *Submit* button to complete the task to be confirmed.



Completing a task to be confirmed

After that, the status of the task will change to "Accepted".

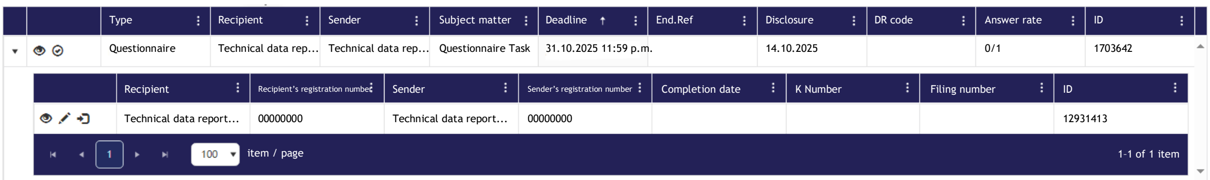
If the Task to Be Confirmed has a Related Rask , the task cannot be submitted until the data provider has completed the Related Task.

Tasks to be confirmed will not be sent via the Reception System.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

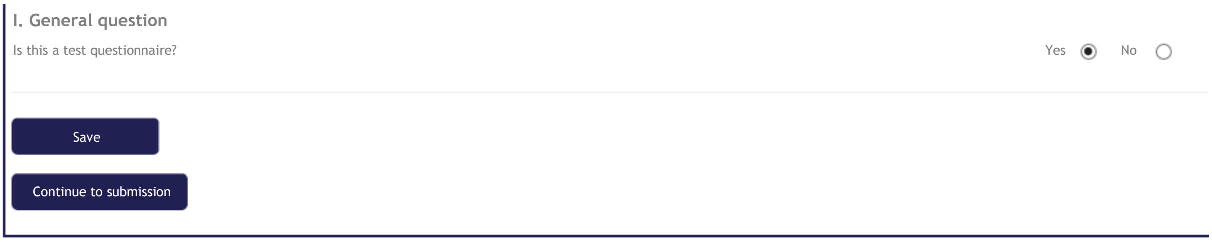
3.4.3.7. Completing a questionnaire-type task

You can start completing a questionnaire-type task by clicking on the Task details icon or, in Preview mode, by clicking on the *Details* button. On the Questionnaire data sheet, pressing the *Complete* button will display the attached questionnaire to be completed.



Completing a questionnaire

You can save the questionnaire by clicking on the *Save* button. This is always useful, but its primary purpose is to allow users to continue filling out a partially completed questionnaire at a later time if they had to interrupt it for some reason. You can only submit the questionnaire after filling in the mandatory fields.



Saving a questionnaire

By clicking on the *Continue to submission* button, you will be taken to the Submission page. The *Submit* button will not be active until the *Signature* has been completed. To do this, click on the *Signature* button, which will automatically launch the MNB Signer program. After pressing the *Start* button, select *Start sign*, then select the certificate and enter the PIN code, then click *OK*. The message "*Signature successful!*" appears on the screen, the *Signature* button becomes inactive, the *Submit with signature* button becomes active, and the *Kerdoiv_sign.asic* downloadable file appears. By clicking on *Submit with signature*, the task will receive its K Number and change to Completed status.

Questionnaire submission process

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

Certified Registration in RegDB is required to complete questionnaire-type tasks. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)

If the Questionnaire has a Related Rask , it cannot be submitted until the data provider has completed the Related Task.

3.4.4. Metadata reporting

Data reporting

Data reporting by entering metadata is available in the “Data r Bank, Central Bank-Dimensioned and Supervisory data report can be submitted b

Data reporting

Data reporting package

This can happen in two ways. Either by a Sending Institutic n behalf of a Data Reporting Institution (Data Reporting), or in bulk, when a Ser on behalf of several Data Reporting Institutions (Data Reporting Package). In th ages, files must be uploaded in a compressed file.

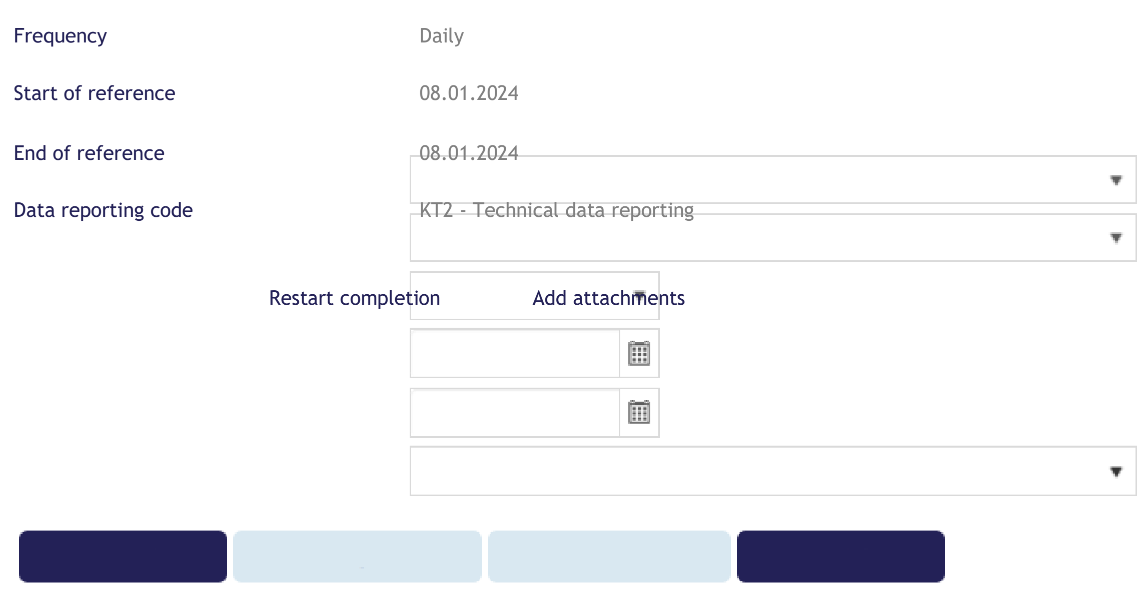
Keler

Data reporting menu

3.4.4.1. From the original data file

The Sender, Data Provider, Decree, Frequency, Reference Periods, and Data Reporting Code must all be specified before the *Submit* button becomes active. By clicking on the *Submit* button, you can choose how you want to submit your data, i.e. whether you want to submit it from a File or an Online Table.

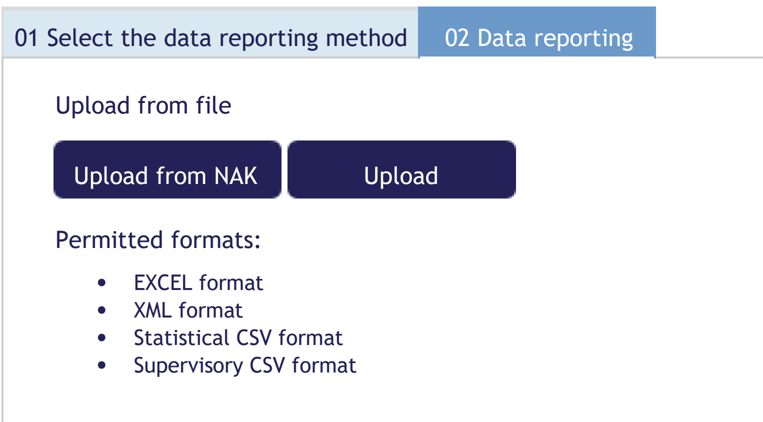
The nature of the data reporting certificate is Original if you have not yet submitted a successful data reporting for the previously provided data. (If a Task has also been created for the same data, the related task will automatically be set to Completed status after submission.)



Metadata reporting from a file

Clicking on the *File* button takes you to the “Data reporting” tab, where you can choose between NAK upload or simple file upload. The *Upload* button appears, and if the data provider is authorised to do so, the *Upload from NAK* button also appears.

A list of file formats permitted for submitting the given report will also appear on the screen below the upload button(s).

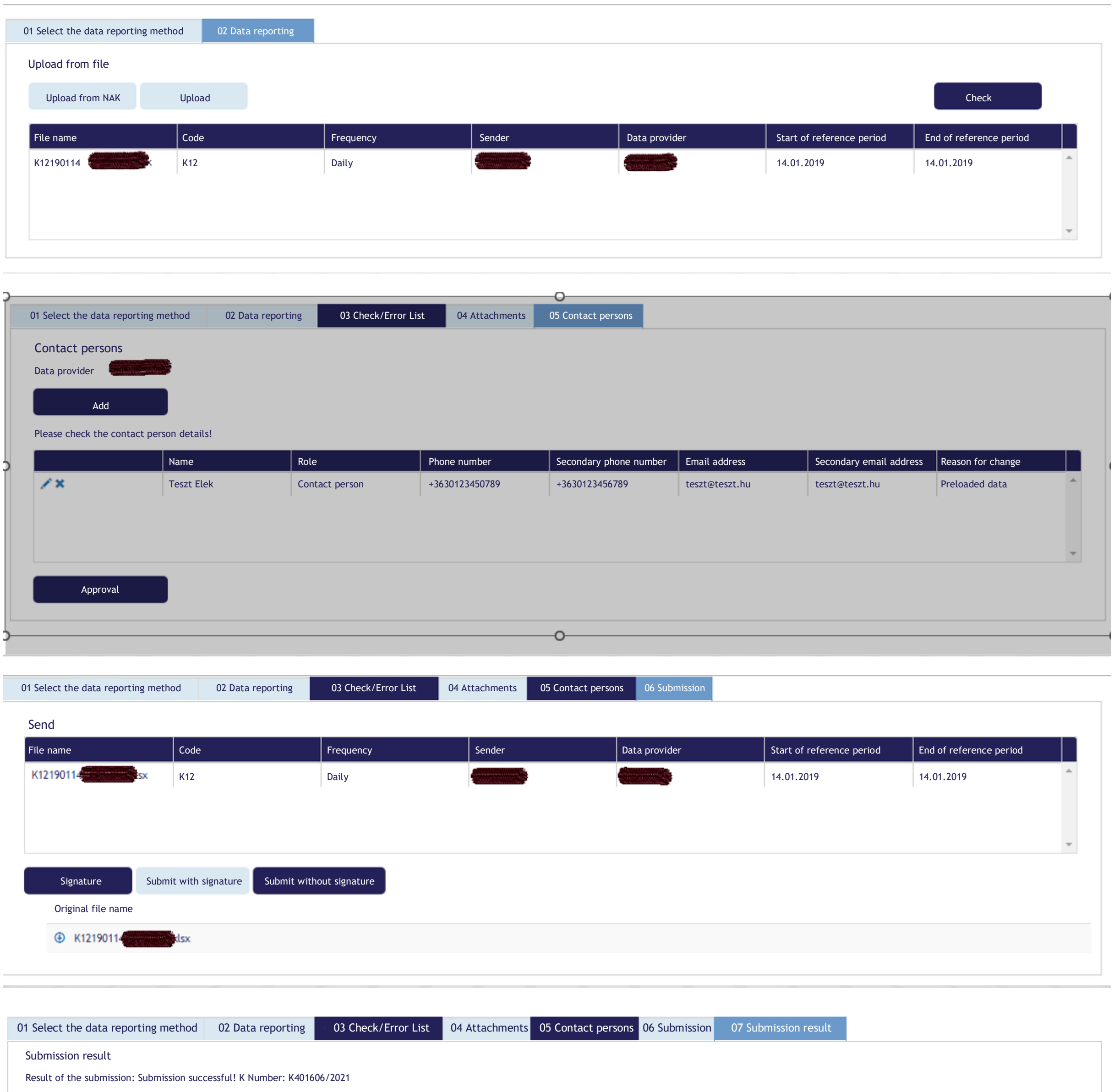


Data reporting from file

- Clicking on the *Upload* button opens the File Selector, which allows you to select the file you want to upload.
- Clicking on the *Upload from NAK* button opens the NAK File Selector (Section 3.5).

After selecting the file, the data will appear in a non-editable table. By clicking on the *Check* button, the program checks whether the uploaded file complies with the data reporting definitions. If no errors are found in the Error List for the uploaded file, the completion process jumps to the "Contact persons" tab. After updating and approving the contact person data, the data report can be submitted on the "Submission" tab.

When submitting reports that require a signature, the *Submit with signature* button will remain inactive until the *Signature* has been provided. To do this, click on the *Signature* button, which will automatically launch the MNB Signer program. After pressing the *Start* button, select *Start sign*, then select the certificate and enter the PIN code, then click *OK*. The message "*Signature successful!*" appears on the screen, the *Signature* button becomes inactive, the *Submit with signature* button becomes active, and the downloadable file *Jelentes_sign.asic* appears. By clicking on the *Submit with signature* button, the task will receive its K Number and change to Completed status. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)



Process of completing original data reporting with a file

MNBHelpdesk@kermann.hu

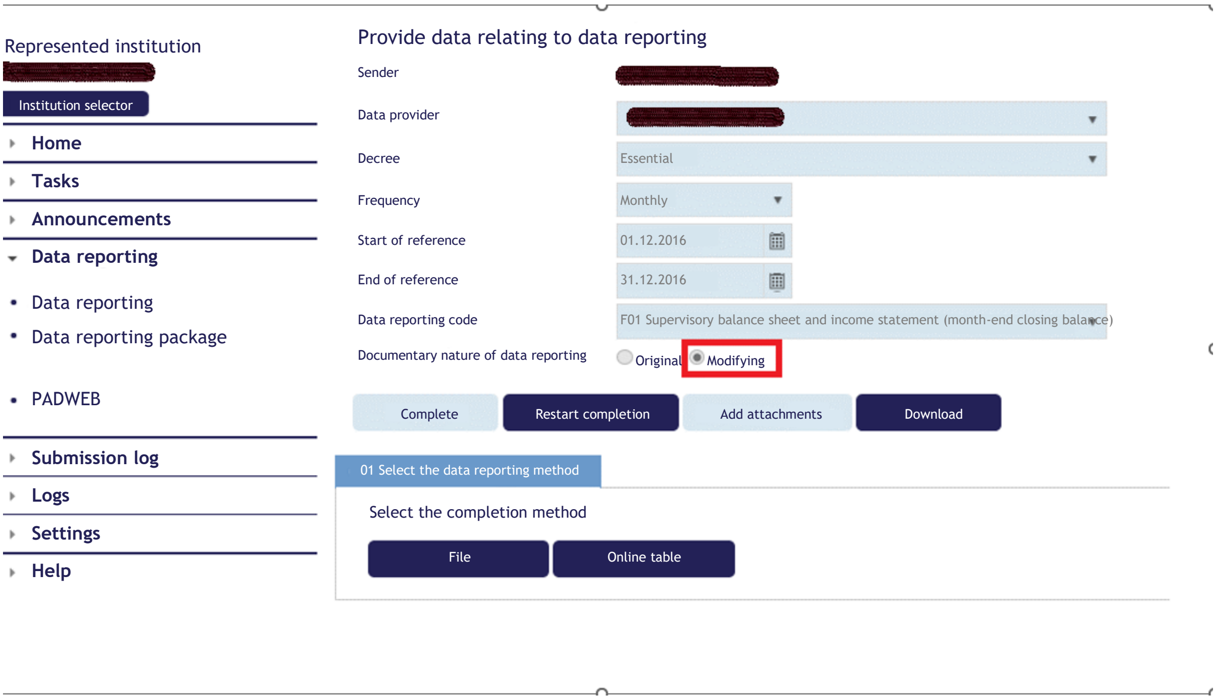
+36 (1) 445-2789

Reports that do not require a signature can be submitted without a signature. If a data report does not require a signature, after successful verification, the *Signature* and *Submit without signature* buttons will become active on the interface. Users who have a certified registration may submit their reports with a signature, but they also have the option of submitting them without a signature.

3.4.4.2. Modifying data reports from a file

When submitting supervisory data reports, it is possible to modify a previously successfully completed data report by setting the type of data reporting document to “Modifying”. At this point, a modification is received regarding the data report that was previously submitted. The file must contain the “m” designation in at least one line. (In the case of central bank data reporting, it is not possible to submit a report as “Modifying”.)

(The rest of the completion process is the same as described in Section 3.4.4.1.)



Modifying data reporting from a file

3.4.4.3. Negative data reporting from a file

Negative data reports can be submitted as both Original and Modified data reports.

An entire data report can be negative, or specific tables within a data report can be negative.

In the case of a central bank report, if all tables in the report are negative, a negative report can be submitted. The content of this is as follows: Report code, Reference period, Registration number, Deadline, N. If the report to be submitted contains a negative table, that table is marked with an “N”. It looks like this: Report code, Reference period, Registration number, Deadline, N, Table code.

In the case of a supervisory data report, if there is no mandatory field in the table, all rows of the table must be included in the report, without data. This will make the table negative. Tables containing mandatory fields in supervisory reports cannot be submitted negatively.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

After selecting the file, the data will appear in a non-editable table. By clicking on the *Check* button, the program checks whether the uploaded file complies with the data reporting definitions. If no errors are found in the error list for the uploaded file, the completion process jumps to the “05 Contact persons” tab. After updating and approving the contact person data, the data report can be submitted on the “06 Submission” tab.

When submitting reports that require a signature, the *Submit with signature* button will remain inactive until the *Signature* has been provided. To do this, click on the *Signature* button, which will automatically launch the MNB Signer program. After pressing the *Start* button, select *Start sign*, then select the certificate and enter the PIN code, then click *OK*. The message “*Signature successful!”* appears on the screen, the *Signature* button becomes inactive, the *Submit with signature* button becomes active, and the downloadable file *Jelentes_sign.asic* appears. By clicking on the *Submit with signature* button, the task will receive its K Number and change to Completed status. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)

Reports that do not require a signature can be submitted without a signature. If a data report does not require a signature, after successful verification, the *Signature* and *Submit without signature* buttons will become active on the interface. Users who have a certified registration may submit their reports with a signature, but they also have the option of submitting them without a signature.

3.4.4.4. Original data reporting from Online Table

Central bank-dimensioned data reporting cannot be completed from online tables.

For certain reports, users have the option of completing original data reporting from an online table. For this purpose, the *Original* indicator must be selected on the interface, and after clicking on the *Complete* button, the *Online Table* completion method must be selected. You can request an empty table or load a saved table.

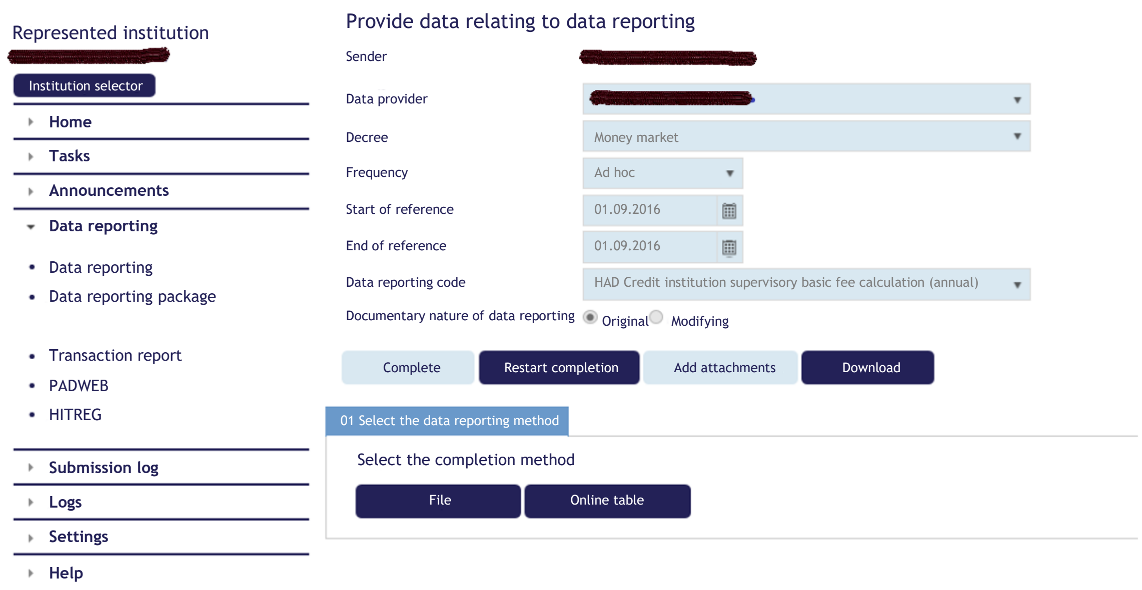
After filling in the table, click on the *Check* button to verify that the data entered complies with the rules described in the rule set. If no errors are found, the completion process jumps to the “Contact persons” tab. After updating and approving the contact person data, the online table can be submitted.

In the case of supervisory data reporting, it is possible to add an attachment. There are two types: if the data reporting requires attachments, then only the mandatory attachment(s) may be attached. If the data reporting is not subject to mandatory attachments, a maximum of 5 files may be attached. The contents of the attached files may NOT be identical.

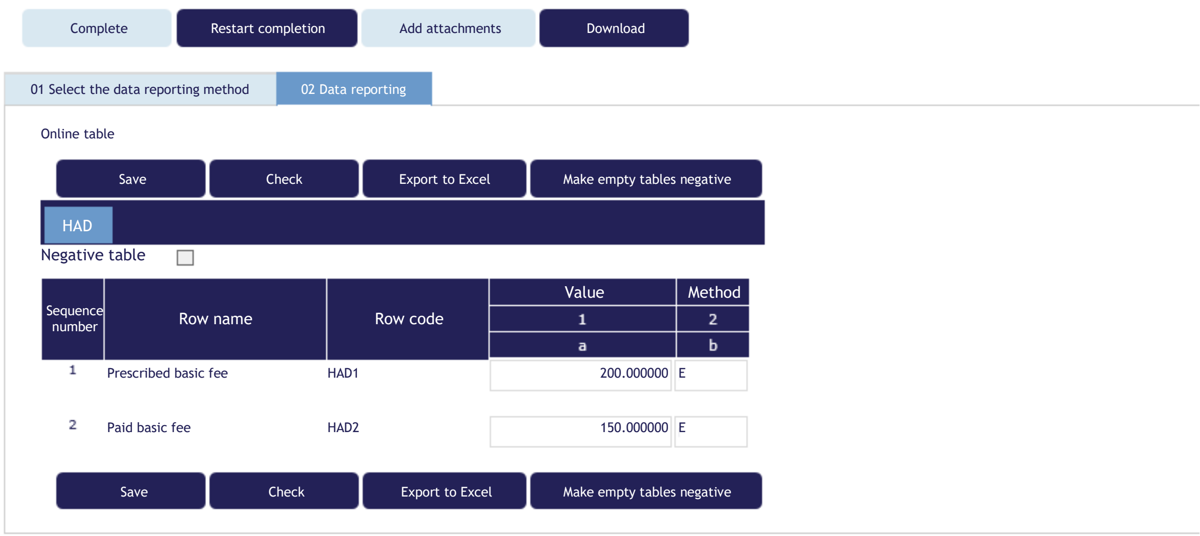
The number, format, and naming convention of the file(s) to be attached to the data report requiring attachments are specified for each report (e.g.: REGISTRATION_NUMBER_end_of_reference_period_report_code.xml or pdf). Depending on the data reporting code, the program may request an electronic signature. Certified registration in RegDB is required to sign reports, as reports requiring a signature can only be submitted with certified registration. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)

Reports that do not require a signature can be submitted without a signature. If a data report does not require a signature, after successful verification, the *Signature* and *Submit without signature* buttons will appear on the interface. Users who have a certified registration may submit their reports with a signature, but they also have the option of submitting them without a signature.

When submitting reports that require a signature, the *Submit with signature* button will remain inactive until the *Signature* has been provided. To do this, click on the *Signature* button, which will automatically launch the MNB Signer program. After clicking on the *Start* button, select *Start sign*, then select the certificate and click *OK*. A dialog box requesting the PIN code will appear on the screen. After entering the correct code, the message “*Signature successful!”* will appear, the *Signature* button will become inactive, the *Submit with signature* button will become active, and the downloadable file *Jelentes_sign.asic* will appear.



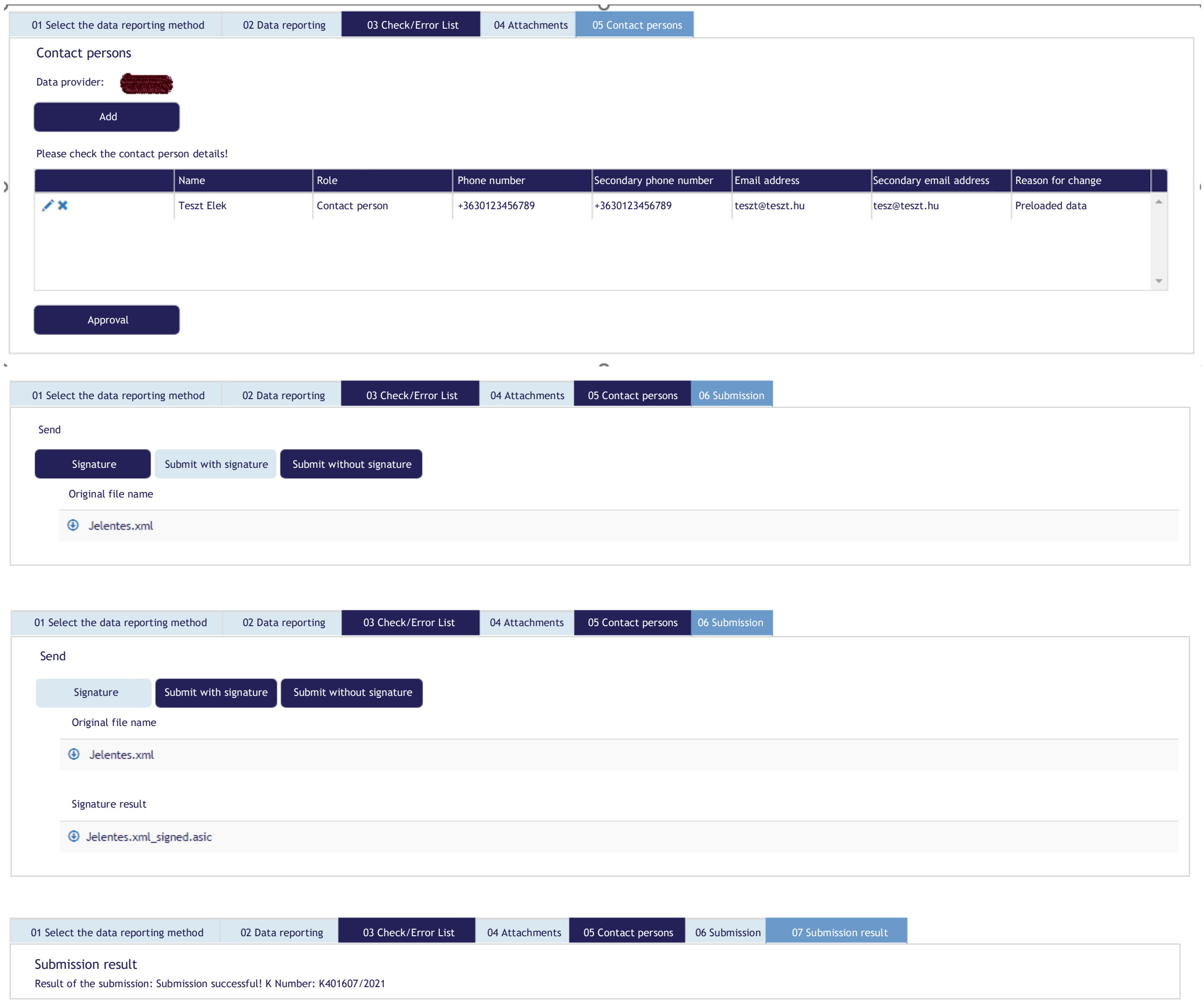
Represented institution
[redacted]
Institution selector
Home
Tasks
Announcements
Data reporting
Data reporting
Data reporting package
Transaction report
PADWEB
HITREG
Submission log
Logs
Settings
Help
Provide data relating to data reporting
Sender
[redacted]
Data provider
[redacted]
Decree
Money market
Frequency
Ad hoc
Start of reference
01.09.2016
End of reference
01.09.2016
Data reporting code
HAD Credit institution supervisory basic fee calculation (annual)
Documentary nature of data reporting
Original
Modifying
Complete
Restart completion
Add attachments
Download
01 Select the data reporting method
Select the completion method
File
Online table



Complete
Restart completion
Add attachments
Download
01 Select the data reporting method
02 Data reporting
Online table
Save
Check
Export to Excel
Make empty tables negative
HAD
Negative table
Sequence number
Row name
Row code
Value
Method
1
2
a
b
1
Prescribed basic fee
HAD1
200.000000
E
2
Paid basic fee
HAD2
150.000000
E
Save
Check
Export to Excel
Make empty tables negative

MNBHelpdesk@kermann.hu

+36 (1) 445-2789



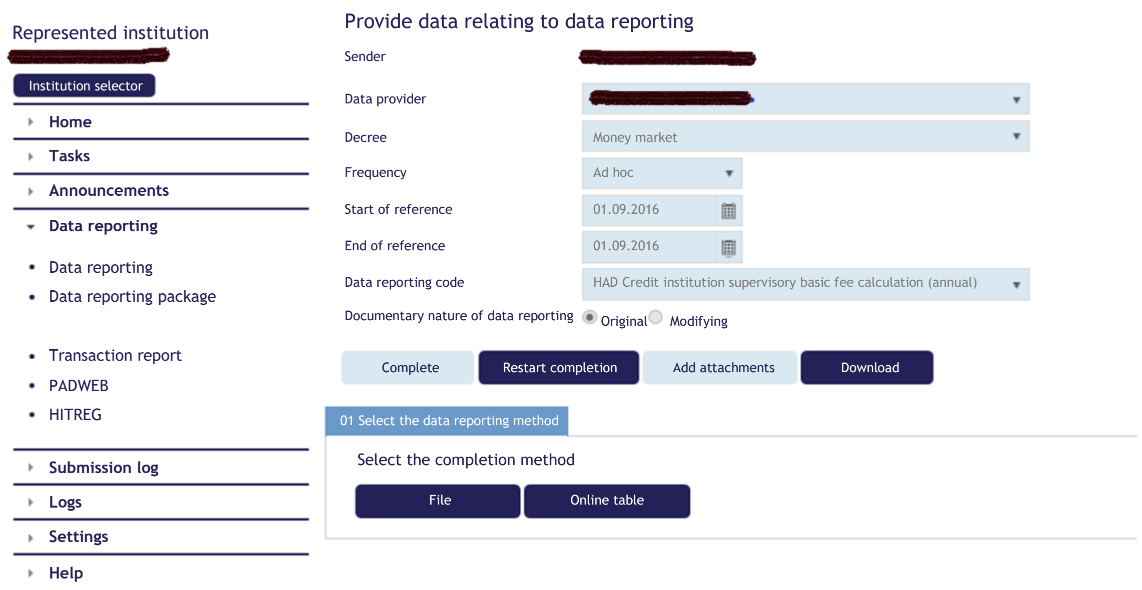
Data reporting from an Online Table

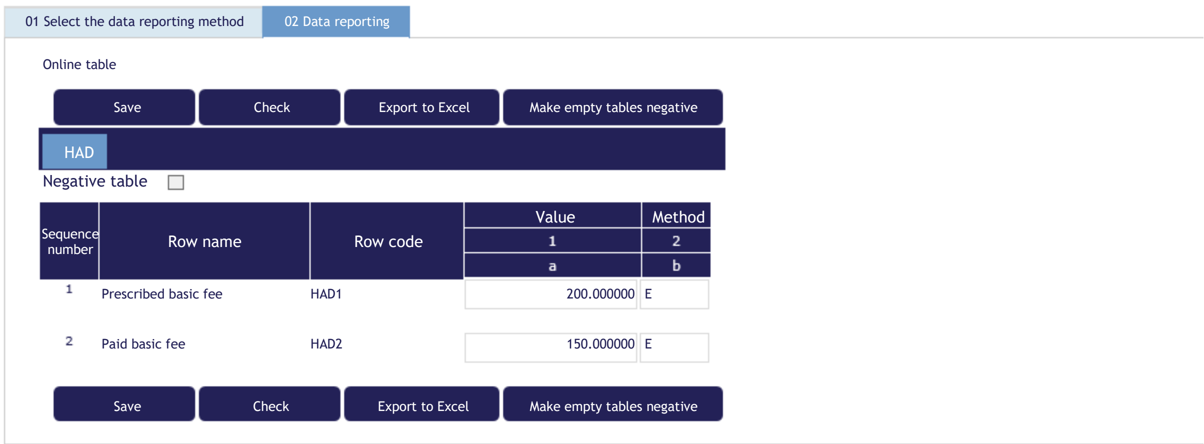
3.4.4.5. Modifying data reporting from an Online Table

In the case of supervisory data reporting, you have the option to modify a previously completed data report by setting the Data Reporting document type to “Modifying”. At this point, a modification is sent to the previously submitted document from an Online Table. The letter “M” must appear in one of the rows of the online table.

Central bank-dimensioned data reporting cannot be completed from online tables.

(The completion process is the same as described in Section 3.4.4.4.)





Modifying data reporting from Online Table

3.4.4.6. Negative data reporting from an Online Table

Negative data reports can be submitted for both Original and Modifying data reports. You can indicate which of your tables is negative by checking the box in the upper left corner of the Online Table.

A negative central bank report can be submitted by selecting the *Online Table* option and then clicking on the *I would like to submit a negative report* button.

Negative supervisory reports cannot be submitted if the data report contains mandatory fields.

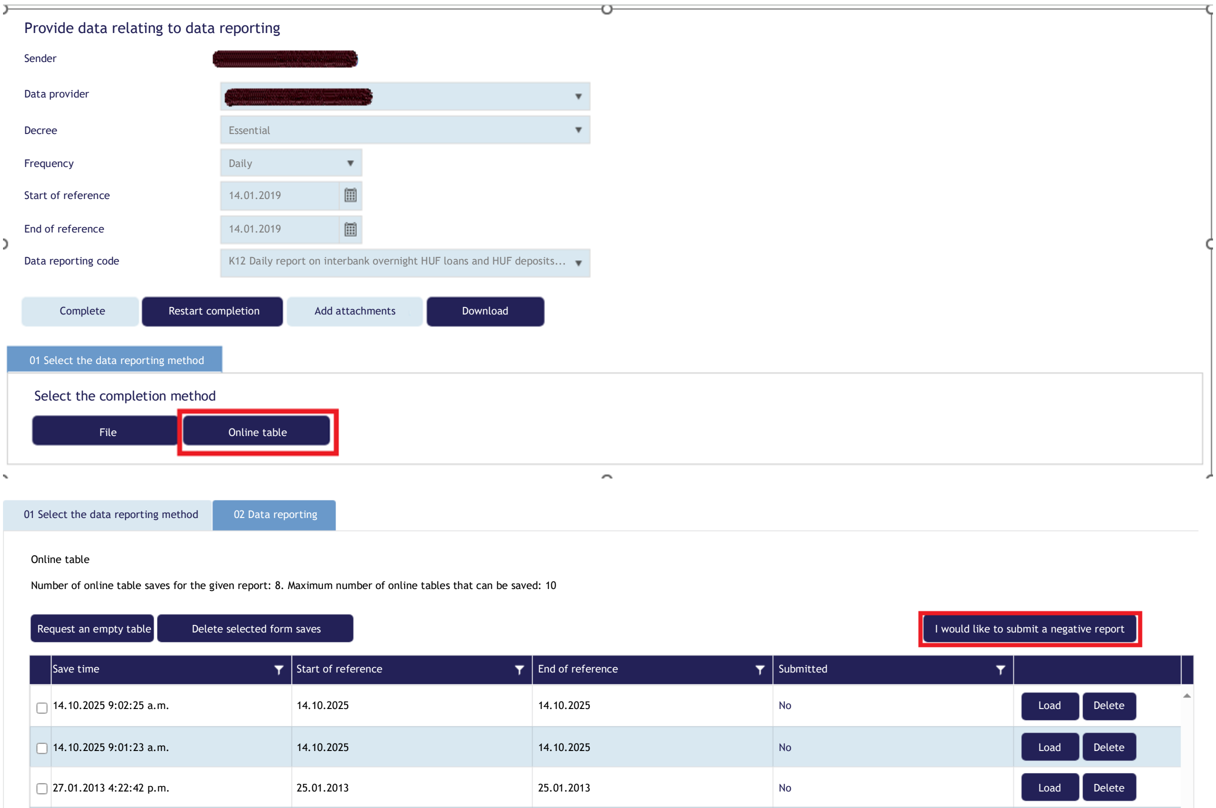
Press the *Complete* button and select Data reporting from online table. Fill in the table and click on the *Check* button to check that the completed table complies with the rules. If no errors are found in the error list for the completed table, the completion process jumps to the "Contact persons" tab. After updating and approving the contact person data, the data report can be submitted.

Depending on the data reporting code, the program may request an electronic signature. Certified registration in RegDB is required to sign reports, as reports requiring a signature can only be submitted with certified registration. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

Reports that do not require a signature can be submitted without a signature. If a data report does not require a signature, after successful verification, the *Signature* and *Submit without signature* buttons will appear on the interface. Users who have a certified registration may submit their reports with a signature, but they also have the option of submitting them without a signature.



Negative data reporting from online table

3.4.4.7. Errors in uploading a file or file package - Check/Error list

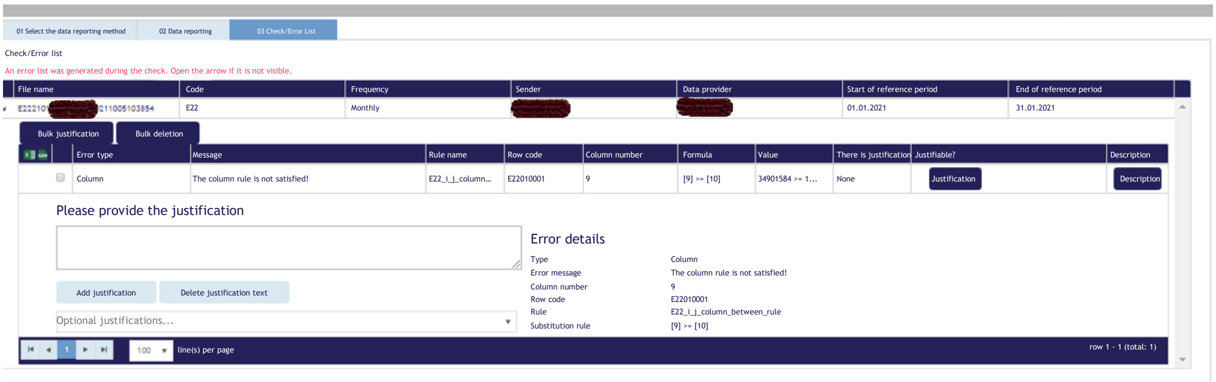
Errors may occur during the upload of files or file packages.

The error list appears automatically after the data report has been verified, if the verified data report is NOT error-free

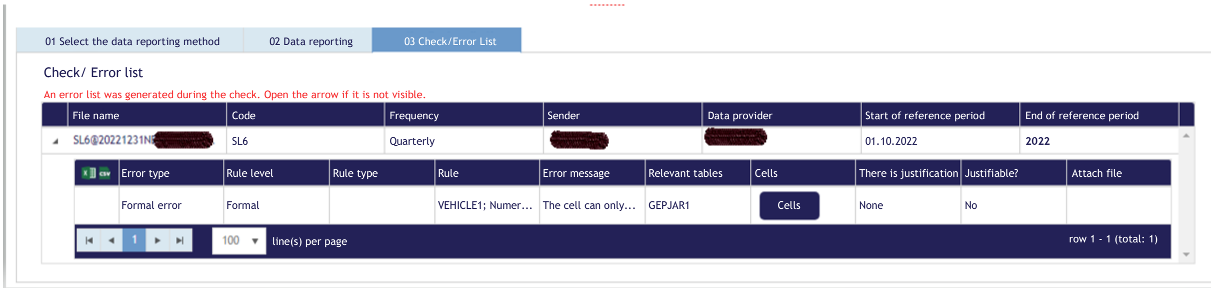
I. Click to export the contents of the error list to Excel
II. For reports to be sent to KAR:
    - The error list only contains errors returned by the rule engine
    - Grouped errors are displayed individually in a separate row
III. For reports to be sent to START, the rule description is also included in the export.[2]
IV. For reports to be submitted to KAR, the names of the tables in which errors occur during structural verification are included in the export's error message.[3]

[2] Based on incident IN:70931

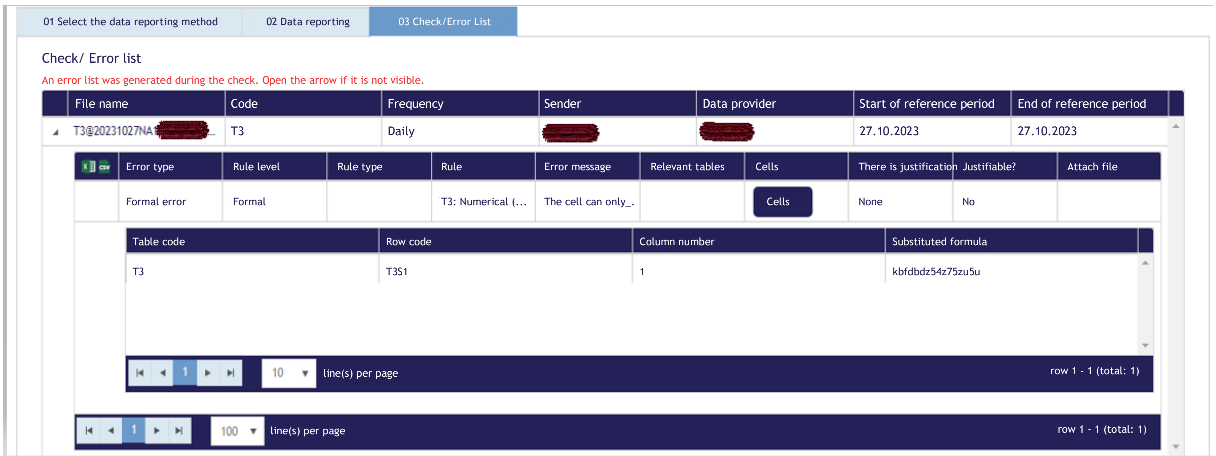
[3] Based on incident IN:69537



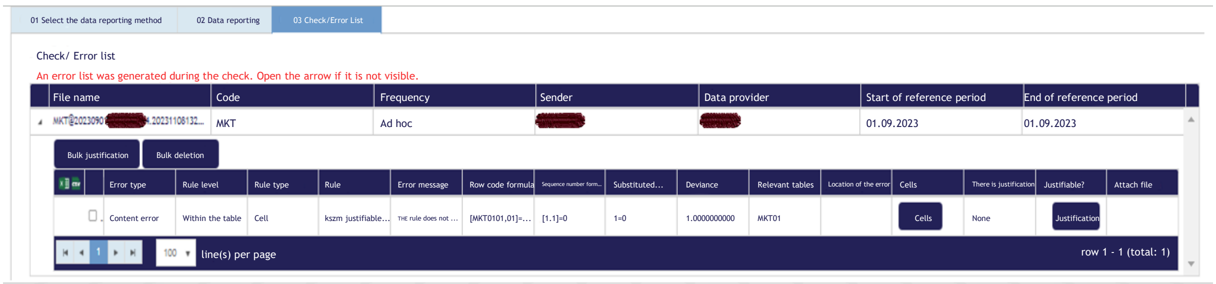
For reports to be sent to START and KIR with error list justification



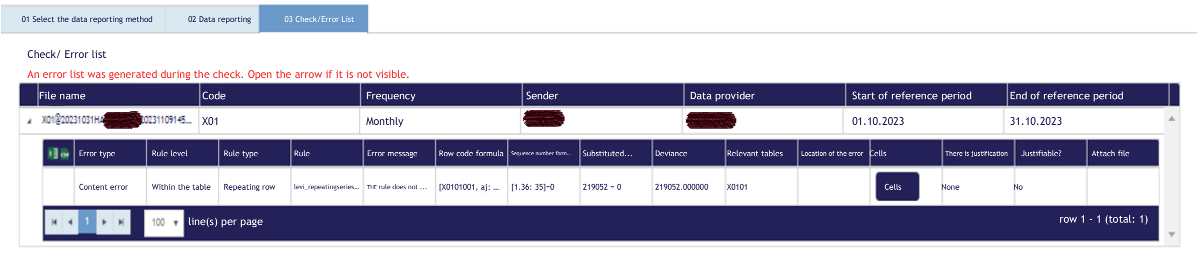
Tabular formal error list for reports submitted to KAR



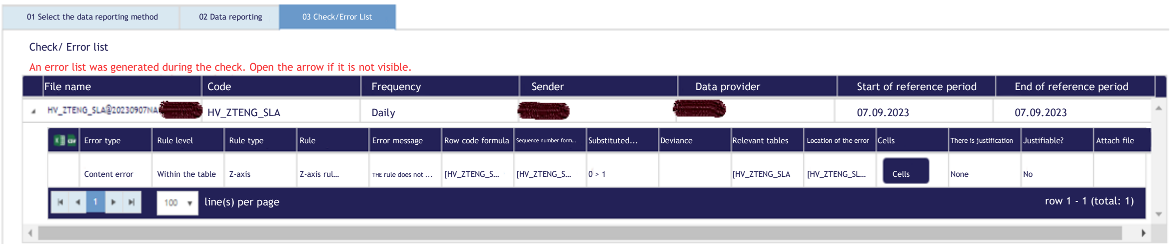
Dimensioned formal error list for reports to be submitted to KAR



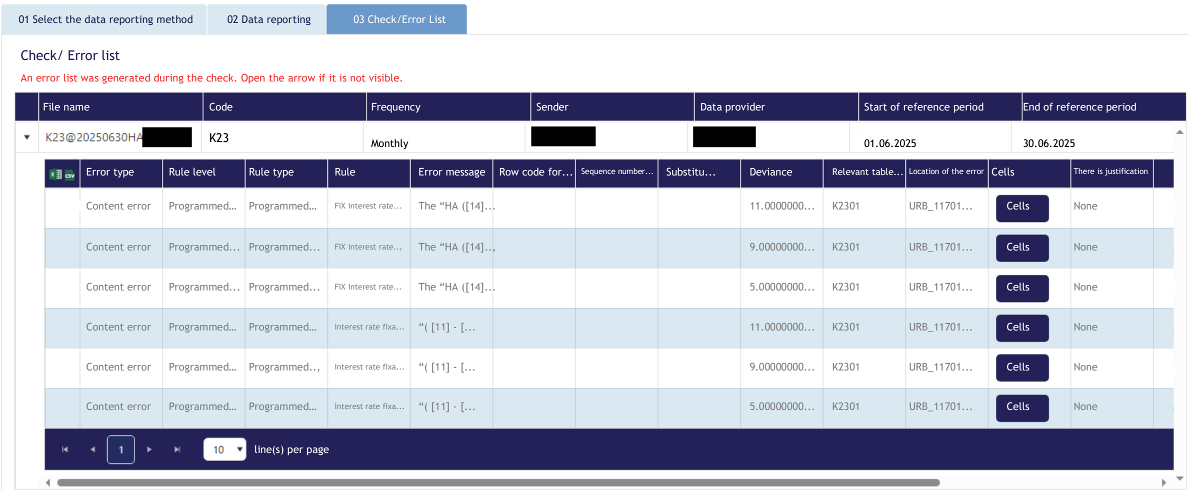
Tabular content error list (cell, column and row errors) for reports to be submitted to KAR



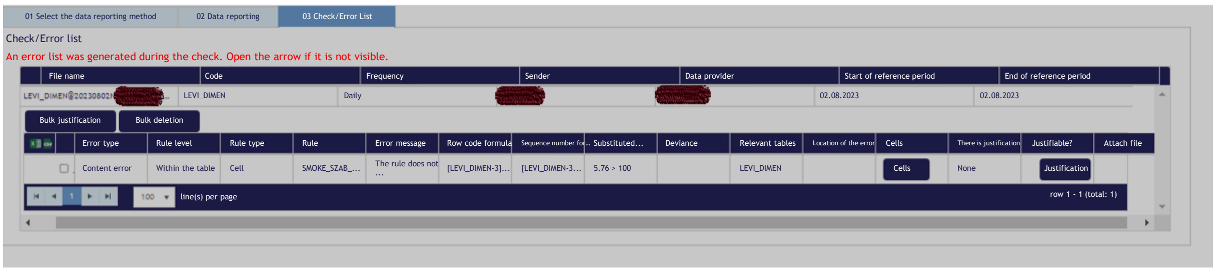
Tabular content error List (repeating row errors) for reports to be submitted to KAR



Tabular content error List (z-axis errors) for reports to be submitted to KAR



Tabular content error List (programmed errors) for reports to be submitted to KAR



Dimensioned, content error (cell, column, repeating row error) error list for reports to be sent to KAR

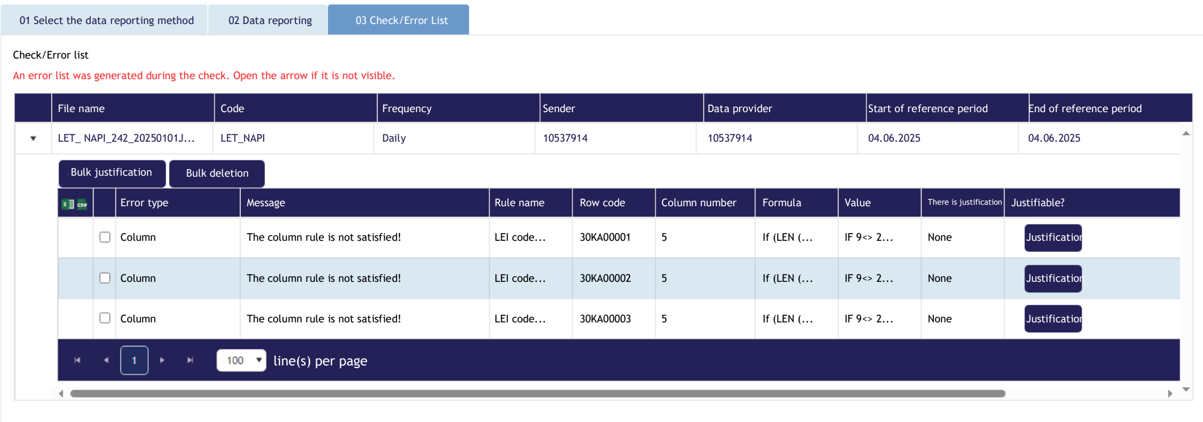
If the file name does not comply with the prescribed naming conventions (only in the case of Central Bank data reports), clicking on the *Check* button will cause the program to display a red error message informing the user that the file name is incorrect and submission cannot be continued. If the data in the file is incomplete (e.g. a line has been accidentally deleted) but the file name is correct, the file content does not match the rules described in the rule set. It is not possible to proceed until the user corrects the attached file. If you click on the *Check* button and the system still finds error(s), further corrections are needed in the file content. If no errors are found, you can continue completion of the data reporting.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

The system is prepared to handle unexpected errors if the connected systems are unavailable. The essence of this is that the user can complete the data reporting process. The system can check the report to be submitted. The user will be notified if their submitted report cannot be processed immediately. An email notification will be sent upon successful processing.

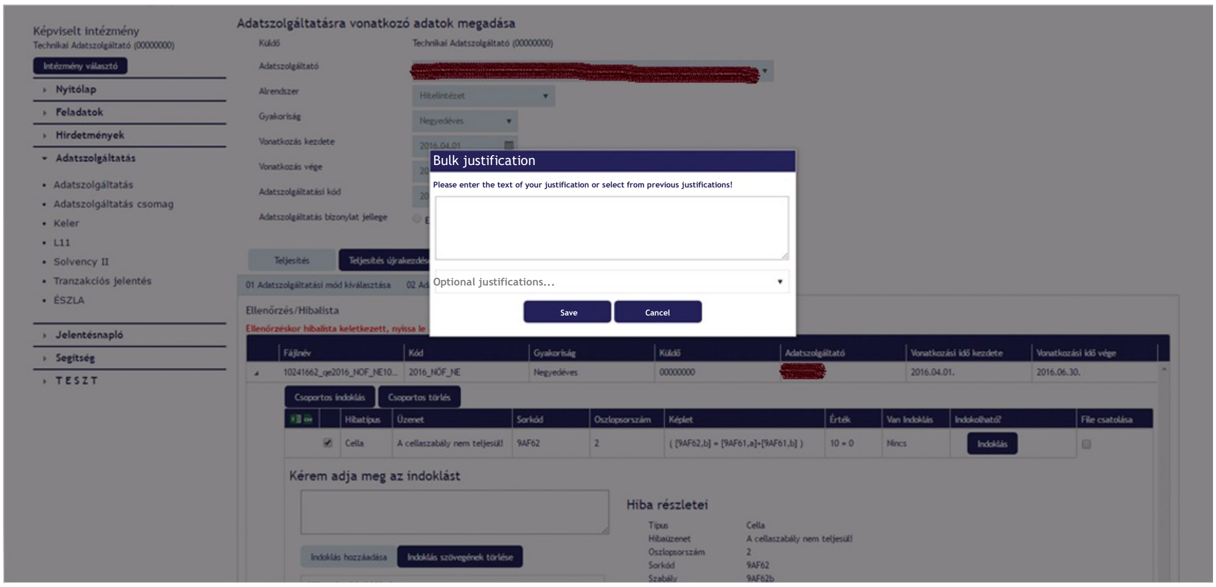
3.4.4.8. Bulk justification and deletion of justifications

Justifiable errors may also arise during the verification of data reporting. These errors can be justified in writing or by uploading a file. In both cases, it is possible to justify one or more errors. In this case, the same justification will apply to all errors in the case of text justification. Previously recorded justifications can be deleted individually or in bulk.



Bulk justification and deletion of justifications

In the case of both bulk justification and deletion of justifications, the errors to be handled must be selected in the error list by checking the checkbox at the beginning of the row. The checkboxes appear when all errors in the error list can be justified. Clicking on the *Bulk justification* button opens a pop-up window where you can enter the justification text or select the appropriate justification from the previously recorded justifications. If there was a previous justification for the error, it will be overwritten with the new justification text.



Bulk justification pop-up window

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Clicking on the *Delete in bulk* button opens a confirmation window; if you approve, the selected justifications will be deleted, regardless of whether they were file or text justifications.

You can export the entire error list to an Excel file using the Excel icon in the upper left corner of the error list. The Excel file will contain all errors, regardless of how many appear on the interface. The CSV icon next to the Excel icon can be used to export the entire error list to CSV format.

3.4.4.9. Other metadata reporting functions

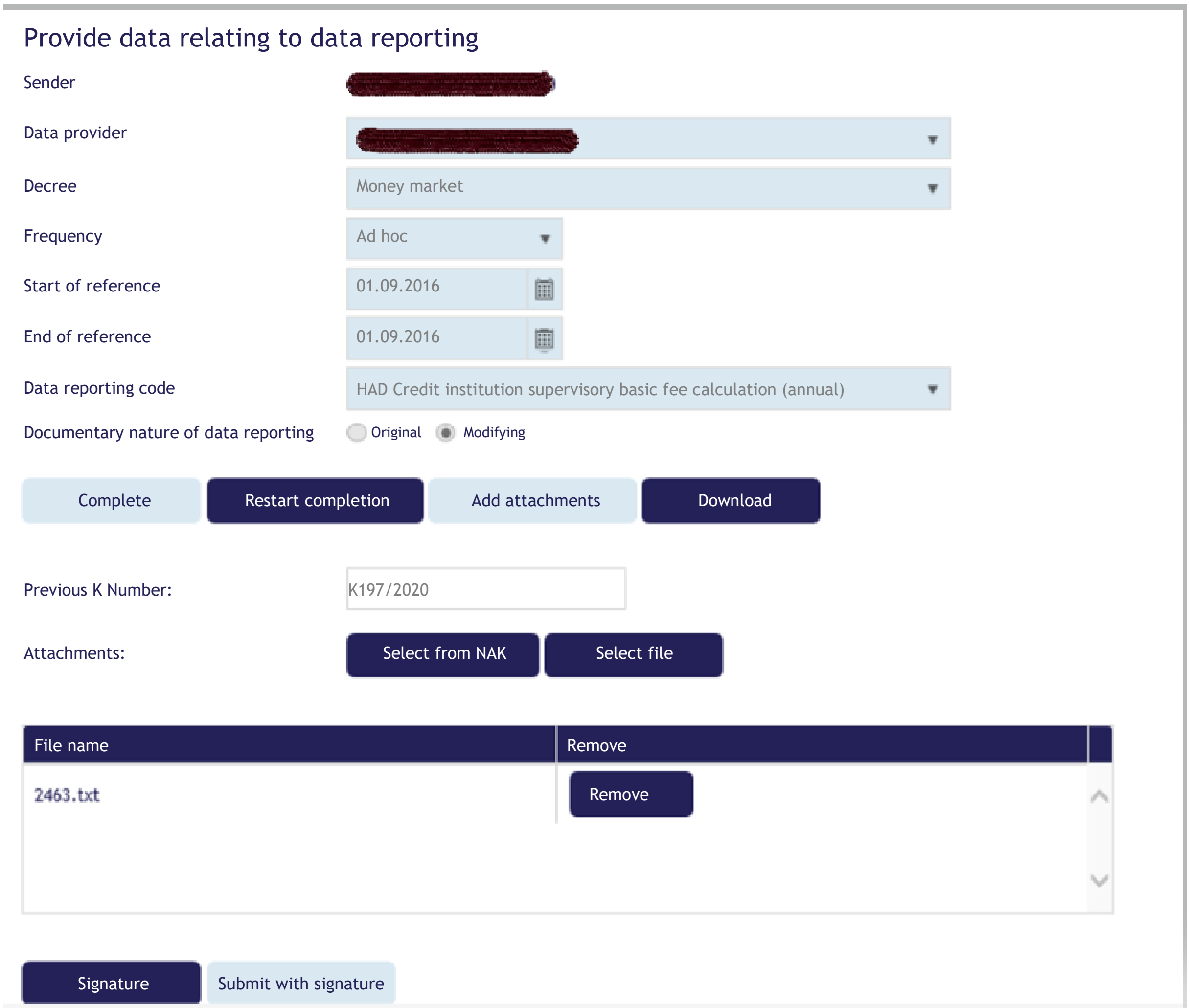
3.4.4.9.1. Attachment function – sending attachments later

The attachment (Modifying) can be submitted as an additional file to the data report. Therefore, the original data report's K Number and data are required. The original K Number is verified based on the Data Provider, Decree, Frequency, Reference Period, and Data Reporting Code.

After filling in the originally specified data, the Data Reporting document status changes to "Modifying", at which point the *Add attachments* button becomes active. When you click on the *Signature* button, the previous K Number is checked first.

If the K Number check is successful, the MNB Signer program will load. After selecting the signature certificate and entering the PIN code, the attachment will be submitted, and the submitted file will receive a K Number from the Reception System. (The Magyar Nemzeti Bank determines which Data Reporting Code requires an electronic signature.)

MNBHelpdesk@kermann.hu
+36 (1) 445-2789



Submit modifying document

3.4.4.9.2. Download button – data reporting Excel template

After selecting the data reporting code, you can download the Excel template for the selected data report by clicking on the *Download* button. The user can fill in this downloaded template, then upload it as a file to complete the data reporting, provided that the type of data reporting allows for completion in Excel format.

3.4.5. Impediment Notifications

An Impediment Notification may be submitted only for data reporting whose deadline has not yet expired, for which the assigned task is not in Completed status, and for which no Impediment Notification has yet been submitted.

Impediment Notifications can be sent for the following types of reports:

- Among data reporting-type reports: Reports to be sent to the KIR, KAR, START data collection system
- Data reporting package
- Tasks to be Approved, Answered or Confirmed

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

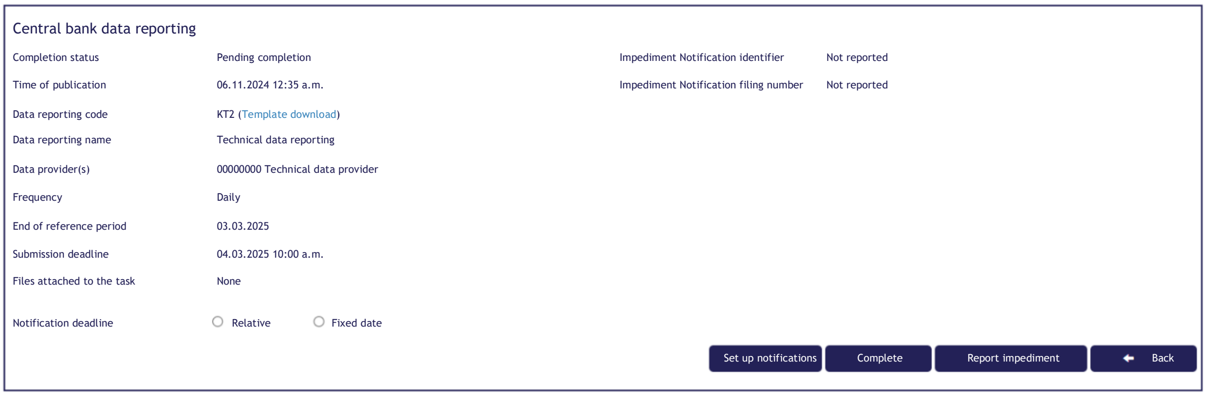
An Impediment Notification report cannot be submitted for the following:

- Questionnaires
- KTM

Special reports for which no task has been created

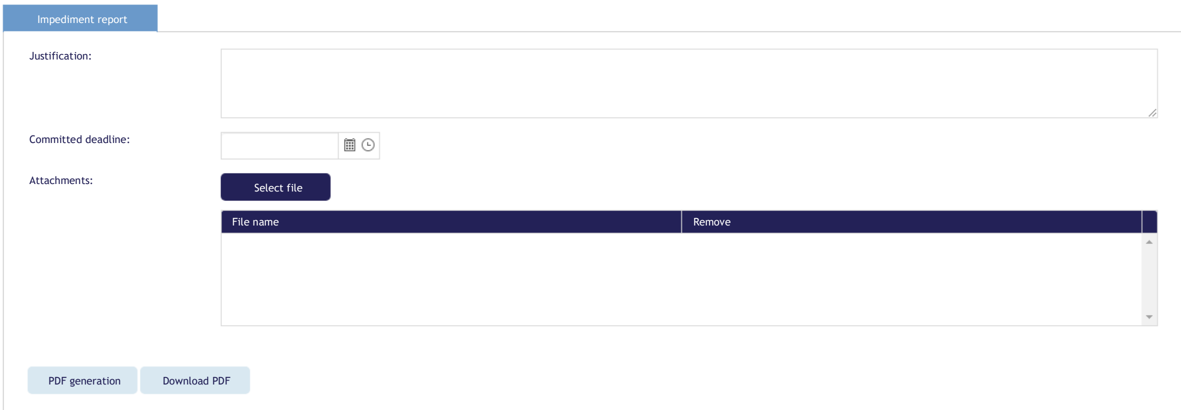
3.4.5.1.1. Submitting an Impediment Notification from a task with a Data Provider

To send an Impediment Notification, navigate to the “Details” page of the selected task on the Task List page by clicking on the pencil icon.



Task List – Launch an Impediment Notification

Then, click on the *Report impediment* button to display the Impediment Report interface:



Task list – Impediment Report interface

Available function keys and fields:

- Select file: optional, allows you to attach one or more files.
- Justification: The justification must be provided, must be at least 6 characters long, must contain letters, and must contain at least 2 different characters.
- PDF generation: Press this button to generate the Impediment Notification PDF.
- PDF download: Click on the button to download the generated PDF.
- Signature: Press the button to sign the Impediment Notification. The Impediment Notification signature is independent of the obligation to sign the report.
- Submission with signature: the Impediment Notification will be submitted with a signature.
- Submission without signature: the Impediment Notification will be submitted without a signature.

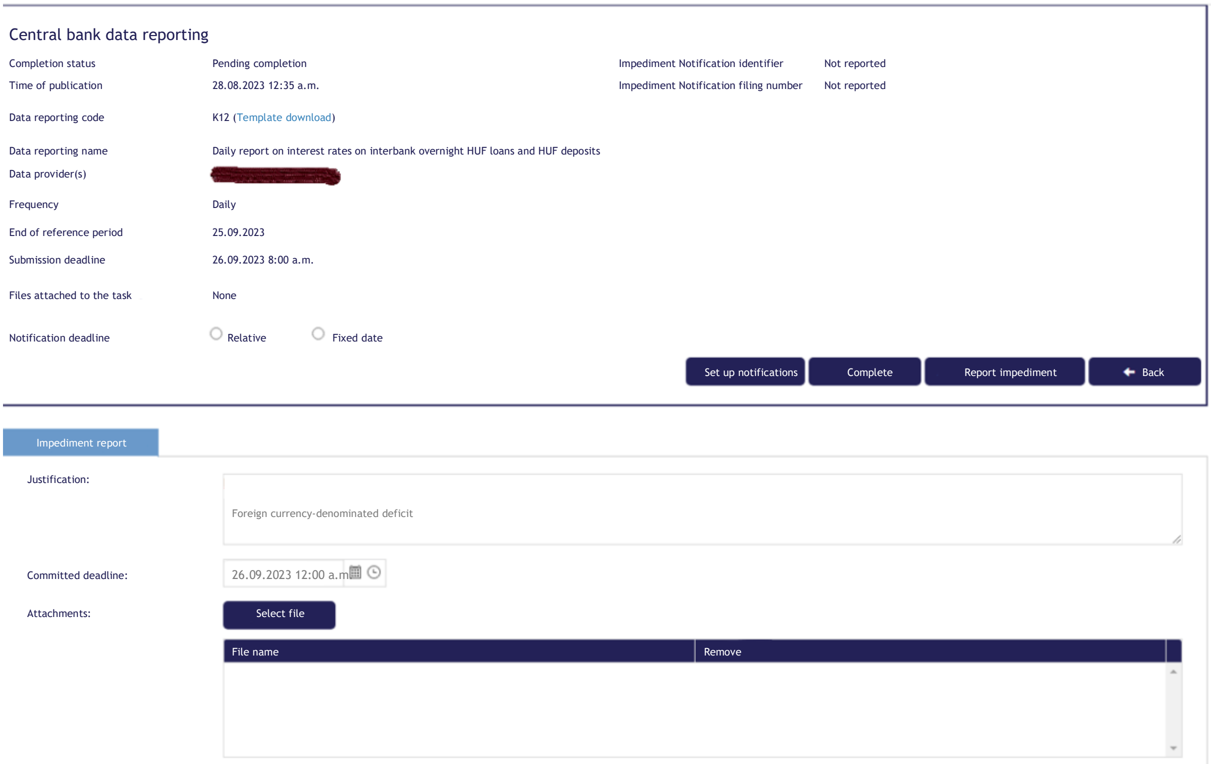
After selecting the file and providing a justification, the *PDF generation* button becomes active. By clicking on the button, the system generates the PDF. The *PDF download* button becomes active. Clicking on it downloads the generated PDF.

Impediment Notifications are downloaded in a zip package containing the submitted Impediment Notification PDF file and any optionally uploaded attachments. If you download multiple Impediment Notification files, multiple files will appear in the package. In the event of reported impediments in data reporting packages, the impediment files in each package will be downloaded.

The *Signature* and *Submit without signature* buttons appear active on the interface, while the *Submit with signature* button appears inactive. Clicking on the *Signature* button automatically launches the MNB Signer program. After successful signing, the *Submit with signature* button becomes active.

After successful submission, the following message will appear on the screen:
“The result of the impediment: Successful impediment! Identifier: XXX”

If an impediment report has already been sent for a task, or if the task has expired, the *Submit* and *Signature* buttons will not appear on the Impediment Report interface, but the PDF generation and PDF download functions will be available:



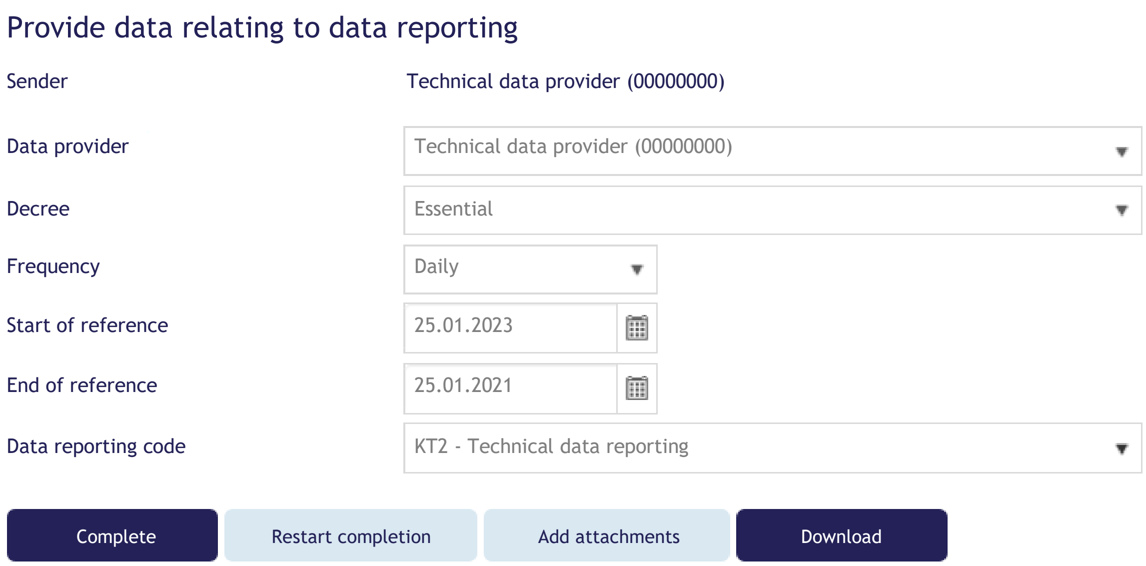
Impediment notification – expired deadline

3.4.5.1.2. Submitting an Impediment Report under the “Data reporting” menu item

Under the “Data reporting” menu item, after entering the report code, the *Report impediment* button will appear if there is a pending data reporting task that has not yet been completed:

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

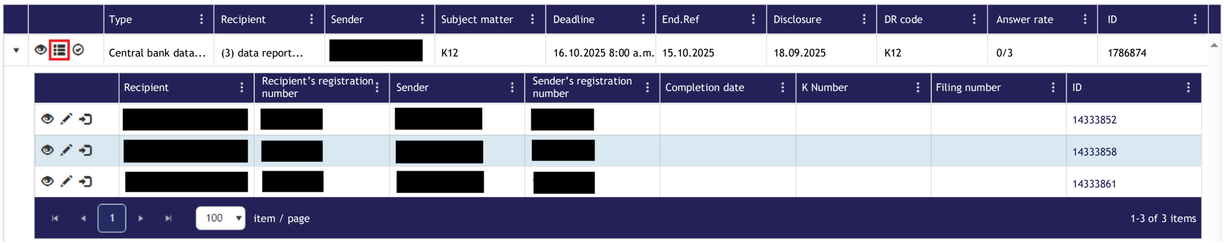


Data Reporting – Report an Impediment

Clicking on the *Report impediment* button opens the Impediment report interface. The submission process is the same as described in Section 3.4.5.1.1.

3.4.5.1.3. Submitting impediment notifications in bulk

Impediment notifications can also be sent in bulk. In the case of a task list, clicking on the hamburger icon will launch bulk Impediment Notification sending:

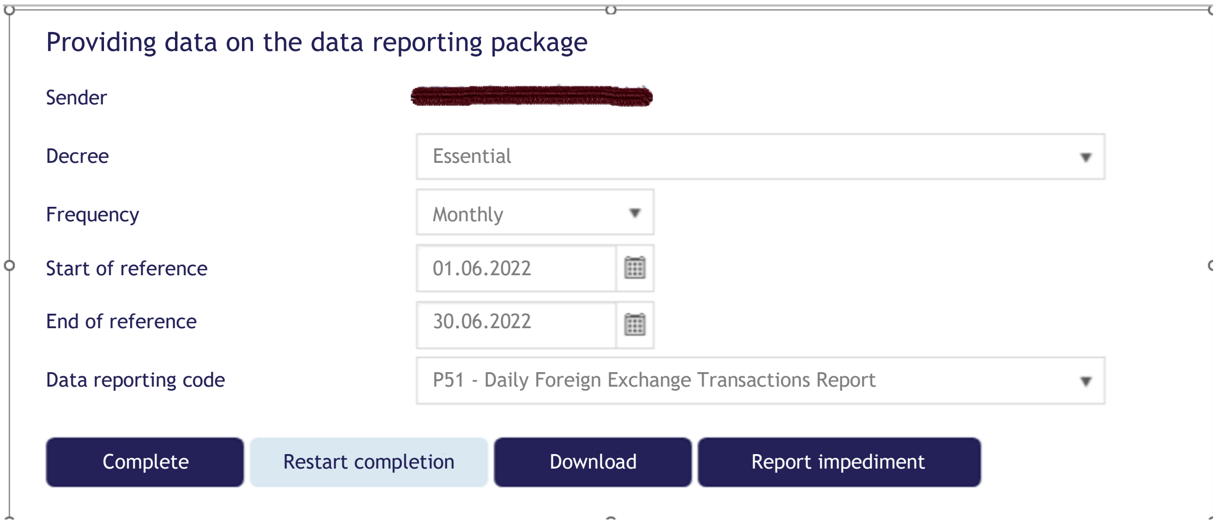


Impediment Report From Task List

MNBHelpdesk@kermann.hu

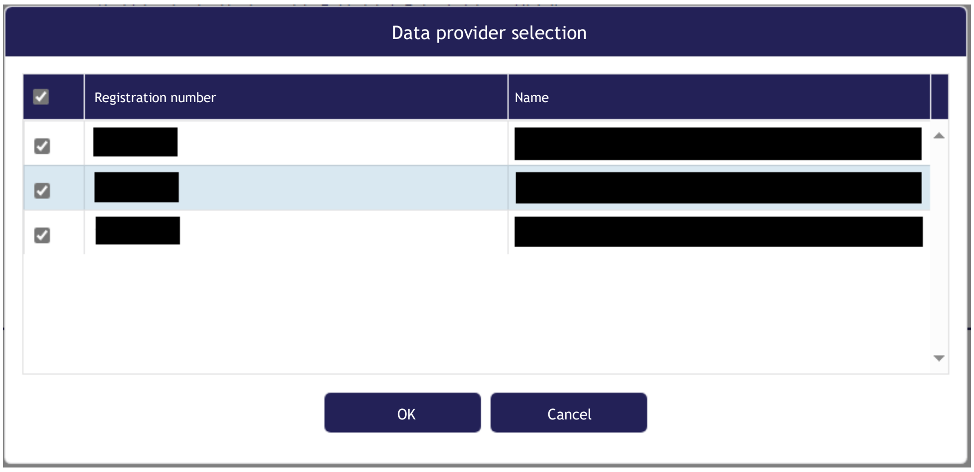
+36 (1) 445-2789

In the “Data reporting package” menu item, after entering the report code, the *Report impediment* button appears:



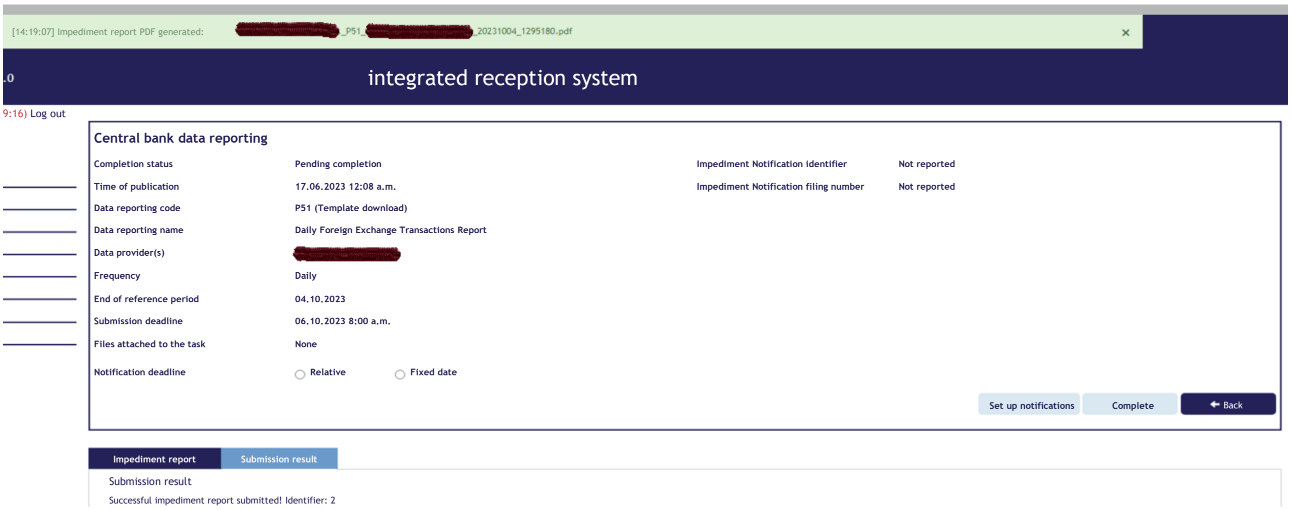
Impediment Report under the Data reporting package menu item

When you click on the *Report impediment* button, the following window will appear, where you must select the Data Providers on whose behalf the Impediment Notification will be submitted:



Data provider selection pop-up window

After selecting the Data Providers, the Impediment Report interface appears. The submission process is the same as described in Section 3.4.5.1.1.



Status screen upon successful submission of an Impediment Notification

3.5. NAK (Uploading large files)

A service (NAK) has been developed within the MNB, which allows data providers' representatives to send large files to the MNB via a reliable channel. The NAK service stores uploaded files for a specified period of time and makes them available to related systems for further processing.

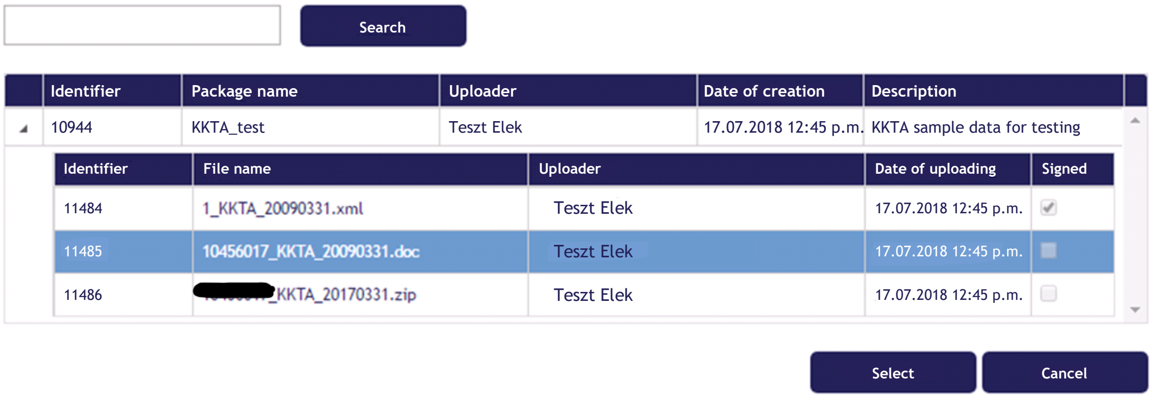
Data reporting items supporting NAK uploads in STEFI:

- Data reporting items that can be completed from the "Data reporting" menu item
- Data reporting items that can be fulfilled from the "Data reporting package" menu item
- Data reporting items that can be completed from Task
- From the special data reporting menu items:
- BÉT
- KELER
- Transaction report
- KKTA
- PADWEB
- HITREG
- HITREGPV
- HITREGPVOV
- BETREG
- EVAN
- KELERADF
- P74
- P76

The data reporting obligation can be fulfilled not only by using files uploaded directly from the STEFI interface, but also by using files uploaded to NAK in advance. The "Select from NAK" function is available for all of the data reporting items listed.

For more information on uploading reports initiated from Data Reporting from NAK: Chapter 3.5.1.3

The *Upload from NAK* button is available to users whose currently selected institution has an approved registration for the NAK service in RegDB.



NAK file selection interface

3.5.1.1. Fields appearing on the interface

Field	Type	Description
[Search term]	Text	Filter criteria for package identifier, package name, file identifier or file name.
Identifier	Static text	Package or file identifier in the NAK system.
Package name	Static text	Package name in the NAK system.
File name	Static text	File name and extension in the NAK system.
Uploader	Static text	The name of the user who uploaded the file to the NAK system (full name and username, e.g. “Test Elek (telek)”.
Date of uploading	Static text	Date of upload to the NAK system.
Description	Static text	Text description of the package provided by the uploader when uploading to NAK.
Signed	Checkbox (read-only)	Indication of whether the file is electronically signed.

3.5.1.2. Functions available from the interface

Button	Description
Search	The button can be used to filter the list of files in NAK.
Select	Clicking on the *Select* button closes the table used to select files uploaded to NAK, and the data of the selected file is displayed statically on the interface. The button is only active if exactly one file is selected (packages cannot be selected).
Cancel	Clicking on the *Cancel* button closes the table used to select files uploaded to NAK and clears the value of [Search term].

3.5.1.3. NAK pre-check

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

The task of NAK pre-checking is to perform preliminary checks on files uploaded to NAK in an asynchronous manner. It is available under the "Data reporting/NAK pre-check" menu item for users whose currently selected represented institution has an approved registration for the NAK service in RegDB.

The NAK pre-check is **only** used to check reports submitted under **the "Data reporting" menu item**.

It is not possible to justify errors on this interface; users can only do so during the completion process. For this reason, the justification column does not contain buttons, but displays information.

If the data reporting code of the uploaded NAK file is included in the CompressedReportXMLReportCodes parameter and the uploaded file exceeds the limit set in the NAKCheckSizeLimit parameter, the file will receive a "Verified, with unjustifiable error" status.

I. In this case, the user will receive the following error message in the pop-up window: "The size of the uploaded NAK file exceeded the maximum size (set in the NAKCheckSizeLimit parameter), so it cannot be submitted!"

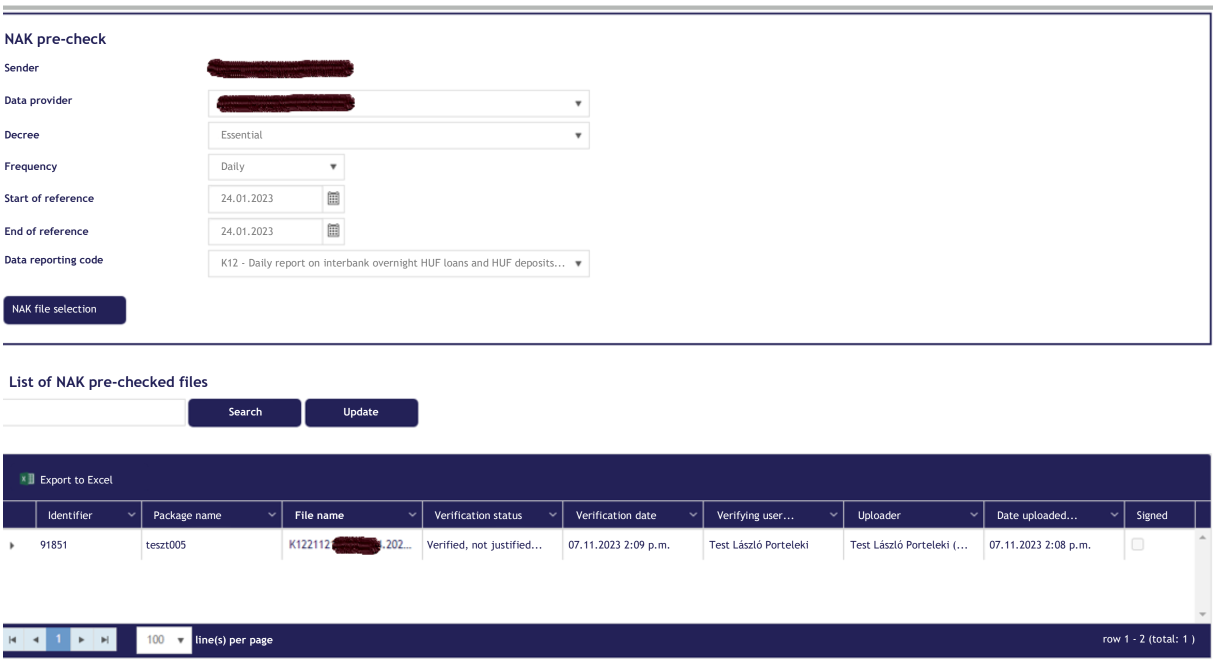
II. The NAKECheckSizeLimit parameter can be left blank (i.e. the set value is 0), in which case the above limit is not checked, i.e. STEFI attempts the check regardless of the NAK file size.

The error list can be exported to Excel and CSV formats.

Initiation of NAK pre-check

The NAK pre-check can be started by pressing the *Check* button.

Similar to menu item **Hiba! A hivatkozási forrás nem található.** ***Hiba! A hivatkozási forrás nem található.***, metadata can be entered on the interface, and then, by clicking on the *Upload from NAK* button, a list of files that have been previously uploaded to NAK and are available to the Institution that has logged in will be displayed. From the items appearing in the list, you must select a file that will be checked.



NAK pre-check interface

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

Clicking on the *Cancel* button returns the user to the metadata entry screen, while clicking on the *Select* button starts the verification process.

If a file has already been checked, clicking on the *Select* button will display a warning window containing the date of the last check, the name of verifying person, and the result of the check. Pressing the *OK* button starts the check, pressing the *Cancel* button interrupts the process.

List of NAK pre-checked files

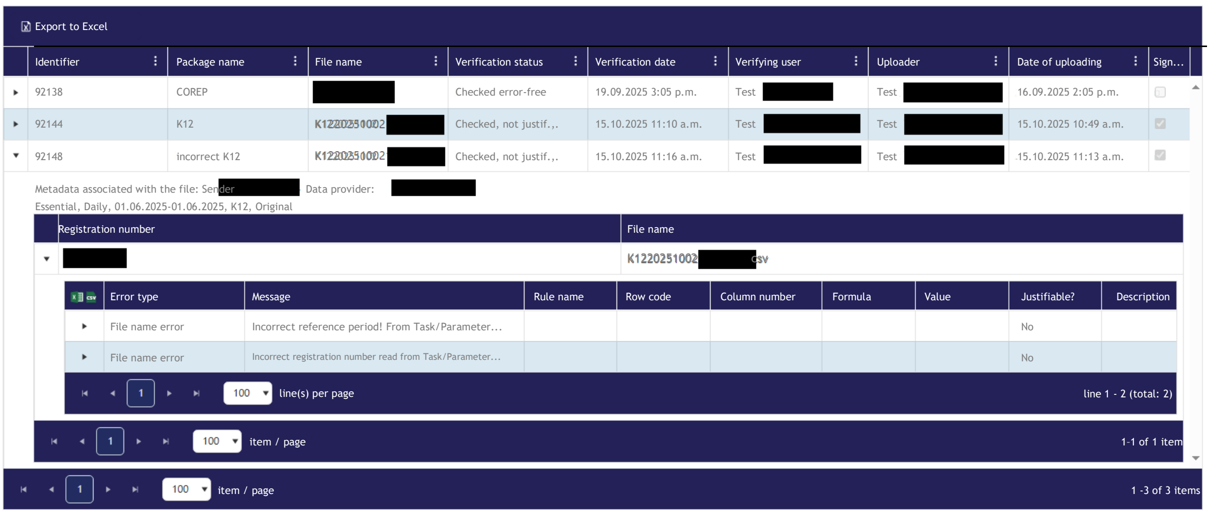
Once a file has been selected, clicking on the *Update* button will display the file in the list of NAK pre-checked files with information related to the file, including Check Status.

At the beginning of each row in the table, there is an arrow. Clicking on it will display the file name and the sender's registration number. Clicking on this will display the detailed results of the check.

The list of checked files can be exported using the *Export to Excel* button at the top of the table.

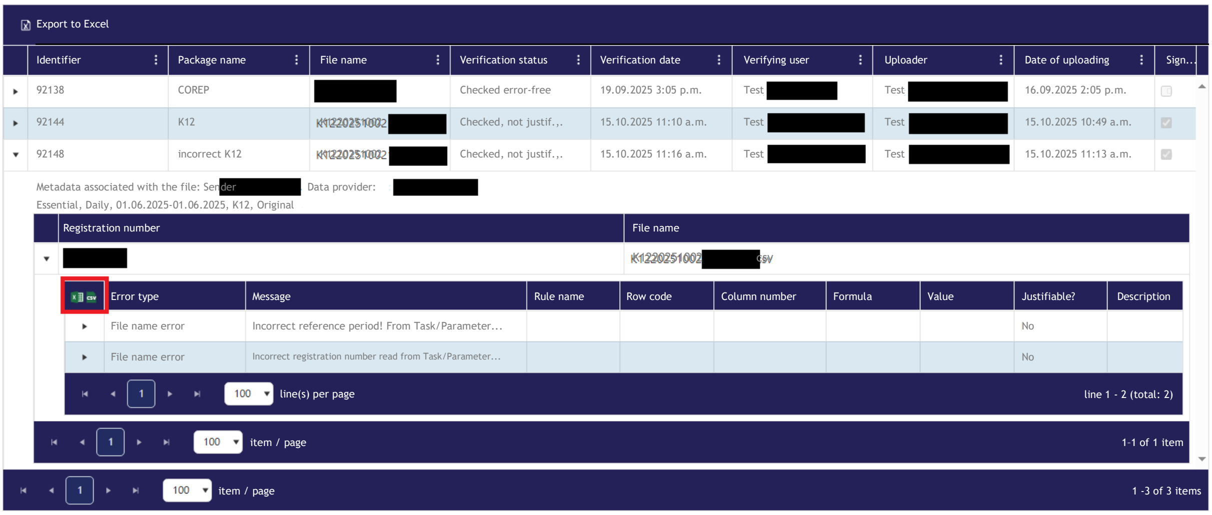
If the file is error-free, the text "Error-free based on check" will appear.

If the status is "With error" or "With justifiable error", the error list can be viewed:



List of files uploaded for NAK pre-check

An error list for a specific file can also be exported to Excel or CSV by clicking on the Excel/CSV icon.



Error list export

For reports launched in the ***Data reporting*** menu, if you select "*Upload from NAK*", you will only be able to access files uploaded to NAK that have passed pre-checking and have been given a status of "Error-free" or "With justifiable error". If a report file has a justifiable error, justification may be provided during the data reporting completion process.

3.6. Special data reporting

3.6.1. PIF

PIF data reporting is special data report that can be completed in STEFI using the "Data reporting/Data reporting" menu item (function for submitting data reports by filling in metadata), but with special functions.

PIF data reporting is only accessible to users whose currently selected represented institution has an approved registration for the PIF service in RegDB.

PIF data reporting cannot be completed using an online table, so this option does not appear.
No attachment can be attached to PIF data reports; therefore, this also does not appear.
Only files with the following extensions are allowed to be uploaded: .xls, .xlsx, .zip.
No file name convention check
The content of the uploaded file is not checked – the *Check* button does not appear on the interface – PIF data reports must be signed; they must be signed in accordance with normal data reporting requirements.

3.6.2. ESZLA

ESZLA data reporting is a special type of data reporting that can be completed via the task specified in STEFI and submitted under the "Data reporting/Data reporting" menu item.

ESZLA (30U) data reporting tasks are only accessible to users whose currently selected represented institution has an approved registration for the ESZLA service in RegDB.

If the user wishes to complete an ESZLA data reporting task, they can do so by following the steps listed below. Find the task in the STEFI Task List and click on the *Complete* button, or go to the "Data reporting/Data reporting" menu item and enter the metadata:

- ESZLA data reporting cannot be completed using an online table
- No attachments can be added to an ESZLA data report

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

- Data reporting can only be uploaded in zip format
- The rules for checking file name conventions are as follows:
    - **nnnnnnnn_30U_YYYYMMDD.zip** (example: 12345678_30U_20240331.zip), where nnnnnnnn is the data provider's registration number and YYYYMMDD is the date of the report.
- The content of the uploaded file is not checked - the *Check* button does not appear on the interface. ESZLA data reports must be signed in accordance with normal data reporting requirements.

3.6.3. KELER

KELER data reporting can be completed using the special menu item "Data reporting/BÉT".

The "KELER" menu item is only available to KELER Központi Értéktár Zártkörűen Működő Részvénytársaság [10873151].

The following function buttons appear on the KELER data reporting interface:

Button	Description
Upload	This will open the operating system's standard file selection window.
Upload from NAK	1) Clicking on it opens the upload interface from NAK, which is identical to the data reporting file upload from NAK function. 2) Since KELER data reports require a signature, only files that have been signed and uploaded to NAK can be selected on NAK. The button is only active if exactly one file is selected (packages cannot be selected).
Restart	The Completion process can be restarted with a click.
Check	The *Check* button only checks the column number and column type. If the uploaded data report is error-free, the *Signature* button will become active on the interface. Otherwise, you will receive an error list.
Contact persons	After a successful check, the interface displays the list of contact persons associated with the given data reporting. If the contact person data in the list are correct, click on the *Approve* button on the interface. If there have been changes in the contact person list, you will need to modify or delete the relevant records and, if necessary, add new contact persons.
Signature	The button will become active after successful contact person approval and will start the signing process when clicked. By clicking on the *Signature* button, the MNB Signer program will load. After selecting the certificate and entering the PIN code, the report will be signed and the name of the signed file (.asic) will appear on the interface under the "*Signature result"* text.
Submit	After successful signing, the *Signature* button will become inactive and the *Submit* button will become active. Upon clicking, STEFI will submit the uploaded and signed KELER reports. 1) During submission, the recipient provides a K Number, which is also displayed on the STEFI interface. 2) A message will appear on the STEFI interface to confirm successful submission: "Result of the submission: Submission successful! K Number: XXX"

3.6.4. BÉT

Data reporting to the BÉT can be completed using the special menu item “Data reporting/BÉT”.

The “BÉT” menu item is only available for the Budapesti Értéktőzsde Zártkörűen Működő Részvénytársaság.

Fields appearing on the BÉT interface:

Field	Description
Submission type	The drop-down field has the following possible values: 1) Orderbook ord 2) OrderbookRepro ob 3) TradeInfoTable kinf 4) TradeList trd 5) OrderBookSupplement aj_kieg

Functions available on the BÉT interface:

Button	Description
Upload	This opens the operating system’s standard file selection window.
Upload from NAK	1) Clicking on it opens the upload from the NAK interface, which is identical to the data reporting file upload from NAK function. 2) Since data reporting to the BSE requires a signature, only files that have been signed and uploaded to NAK can be selected on NAK.
Restart	The Completion process can be restarted with a click.
Check	When you click on the *Check* button, the system checks the uploaded file as follows: 1) In the case of BÉT data reporting, there are no formal or content-related rules to be checked: only the type of attached file(s) and file name convention are checked. a. file name convention: BET_{type}_{date}.txt If the uploaded data report is error-free, the *Signature* button will become active on the interface. Otherwise, you will receive an error message.
Contact persons	After a successful check, the interface displays the list of contact persons associated with the given data reporting. If the contact person data in the list are correct, click on the *Approve* button on the interface. If there have been changes in the contact person list, you will need to modify or delete the relevant records and, if necessary, add new contact persons.
Signature	The button will become active after successful approval of contact persons and will start the signing process when clicked. By clicking on the *Signature* button, the MNB Signer program will load. After selecting the certificate and entering the PIN code, the report will be signed and the name of the signed file (.asic) will appear on the interface under the “*Signature result”* text.
Submit	After successful signing, the *Signature* button will become inactive and the “*Submit*” button will become active. Upon clicking, STEFI will submit the uploaded and signed BÉT reports. 1) During submission, the recipient provides a K Number, which is also displayed on the STEFI interface.

Button	Description
	2) A message will appear on the STEFI interface to confirm successful submission: "Result of the submission: Submission successful! K Number: XXX"

3.6.5. CSDR7

CSDR7 data reporting is tab-free data reporting that can be completed not through a special menu item, but by completing a task or under the "Data reporting/Data reporting" menu item. No tables or rules apply to the data report.

Only users whose currently selected represented institution has an approved registration for the CSDR7 service in RegDB can submit CSDR7 data reports (either from the task or meta page).

3.6.5.1. Features of CSDR7:

	Monthly CSDR7	Annual CSDR7
Decree	Capital market	Capital market
Frequency	Monthly	Annual
Data reporting code	DATMSF	DATASF
Data provider	KELER	KELER

3.6.5.2. Compliance with CSDR7

The CSDR7 data reporting can be completed by searching for it in the STEFI Task List, clicking on the given task and the *Complete* button, or by entering the metadata via the "Data reporting/Data reporting" menu item.

Completion differs from normal data reporting in the following ways:

- CSDR7 data reporting can only be completed by uploading files, not via online tables, and it is not possible to submit negative reports
- There is no template for CSDR7 data reporting, so the *Download* button is not available
- No attachments can be added to CSDR7 data reports
- Files can also be uploaded via NAK; NAK uploads work in the same way as normal data reporting.
- Checking file name conventions

The file names of uploaded files are checked according to the following rules:

File name format:

<LEI>_<FILETYPE>_ <KOD>_<SSZ>.<KIT>

Data	Check
<LEI>	The LEI number of the data provider specified on the interface.
<FILETYPE>	In the case of monthly frequency: DATMSF, In the case of annual frequency: DATASF
<KOD>	Generated code, separated by hyphens, with the following values: **In the case of monthly frequency:**

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

	• LEI code of the settlement system – which is a fixed value and must correspond to the value specified in the CSDR7_SettlementLEI parameter • Displaying the year to which the report relates in four characters • Two characters indicating the month to which the report refers **In the case of annual frequency:** • LEI code of the settlement system – which is a fixed value and must correspond to the value specified in the CSDR7_SettlementLEI parameter • Displaying the year to which the report relates in four characters
<SSZ>	Four-digit number
<KIT>	The file extension can only be .zip.

File content check

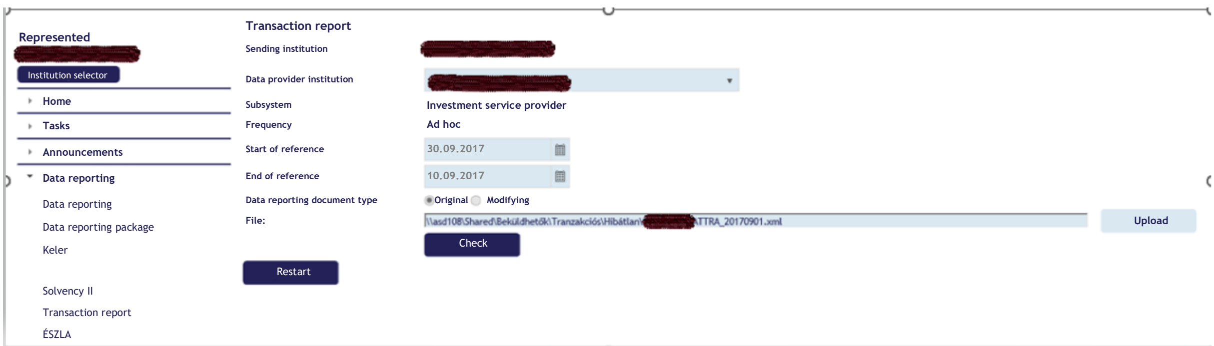
During content check, the following aspects are examined:

- The uploaded .zip file can only contain one file with the same name as the .zip file, with the .xml extension.

The .xml file is valid xml.

3.6.6. Transaction reports (MIFIR)

Transaction data reports can be submitted under the “Data reporting/Transaction” menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the Transaction Report service in RegDB.



Transaction report

The interface contains the following fields:

Field	Type	Description
Sending institution	Static text	The registration number and name of the represented institution currently selected by the logged-in user. This is static text that cannot be modified on this interface.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Field	Type	Description
Data provider institution	Selection list	The registration number and name of the data provider institution. This field is required.
Subsystem	Static text	Name of the subsystem to which the data report is sent. Non-modifiable, static text, with a fixed value of "Investment service provider".
Frequency	Selection list	Frequency of submitting data reporting. Its value is ad hoc on a fixed basis.
Start of reference	Date	Start date of data reporting reference. The start of the reference must be less than or equal to the end of the reference. This field is required.
End of reference	Date	End of data reporting reference. This field is required. The end of the reference cannot be later than the current system date.
Documentary nature of data reporting	Radio buttons	The originality of data reporting, which can be selected using radio buttons. Its values can be: ▪ Original ▪ Modifying
File	Static text	The path and name of the file selected using the "Upload" button. It only appears if you have selected a file using the *Upload* button.

After filling in the mandatory fields, the *Upload from file* button will appear, and – if the data provider is authorised to do so – the *Upload from NAK* button will also appear.

- Clicking on the *Upload* button opens the File Selector, which allows you to select the files you want to upload. The name of the selected file appears in the *File* field along with the path, followed by the *Check* and *Restart* buttons.
- Clicking on the *Upload from NAK* button opens the NAK File Selector (Section 3.5). When you click on the *Select* button, the *Check* and *Restart* buttons appear.

Clicking on the *Restart* button deletes the selected file and allows you to upload a new file. By clicking on the *Check* button, the program performs a check based on the following criteria:

- Whether the file name complies with the convention: nnnnnnnn_DATTRA_YYYYMMDD.xml, where nnnnnnnn is the data provider's registration number and whether YYYYMMDD is the date of the report.
- Whether the data provider registration number and end of the reference period specified on the interface match the data in the file name.
- If the data provider fulfils its obligation by uploading a .zip file, it verifies that the .zip file contains only one file with the same name as the .zip file, with the .xml extension.

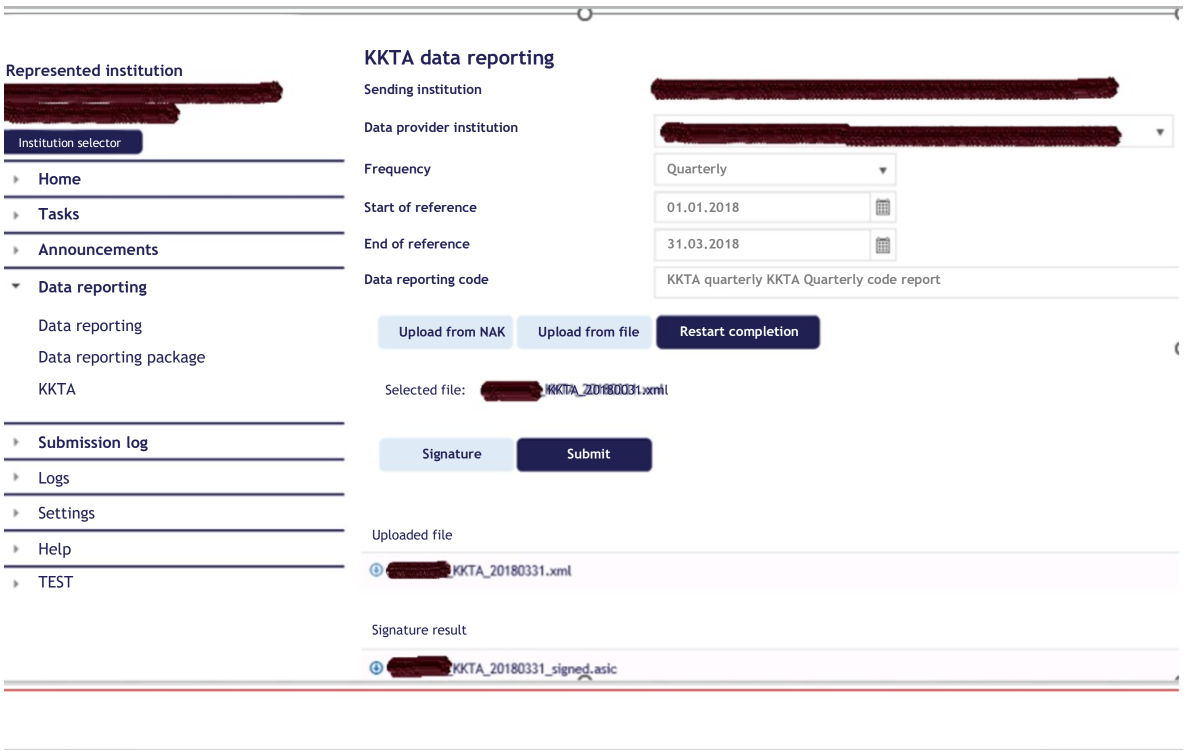
If the uploaded data report is error-free, the completion process jumps to the "Contact persons" tab, where, after updating and approving the contact person data, the *Signature* and *Submit* buttons appear on the interface (files uploaded from NAK are already signed, so this is not necessary here). Otherwise, the error list will be displayed. Clicking on the *Signature* button loads the MNB Signer program. After selecting the certificate and

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

entering the PIN code, click on the *Submit* button to start submitting the report. If submission is successful, the report will receive a K Number.

3.6.7. KKTA reports

KKTA data reports can be submitted under the "Data reporting/KKTA" menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the KKTA service in RegDB.



KKTA report

The interface contains the following fields:

Field	Type	Description
Sending institution	Static text	The registration number and name of the represented institution currently selected by the logged-in user. This is static text that cannot be modified on this interface.
Data provider institution	Selection list	The registration number and name of the data provider institution. This field is required.
Frequency	Selection list	Frequency of submitting data reporting. Its value can be ad hoc, annual, semi-annual, quarterly, monthly, or weekly. This field is required.
Start of reference	Date	Start date of data reporting reference. When completing ad hoc data reporting, the deadline specified by the supervisory authority and recorded in the KKTA system must be entered in the reference period field; in such cases, the start and end dates of the reference

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Field	Type	Description
		period are the same. If the start and end dates of the reference period do not match, the data reporting cannot be submitted, and the system will issue a warning. "When reporting data on an ad hoc basis, the start and end dates of the reference period must be the same". The start of the reference must be less than or equal to the end of the reference. This field is required.
End of reference	Date	End of data reporting reference. If the user changes the value of the field, the Start of Reference field is automatically filled in according to the frequency (if the frequency is "Ad Hoc", the start and end of reference are the same). The end of the reference cannot be later than the current system date. This field is required.
Data reporting code	Selection list	Definition code and name of data reporting. This field is required.
File	Static text	The path and name of the file selected using the *Upload* button. (Only appears if you have already selected a file using the *Upload from file* button.

After filling in the mandatory fields, the *Upload from file* button and *Upload from NAK* button will appear.

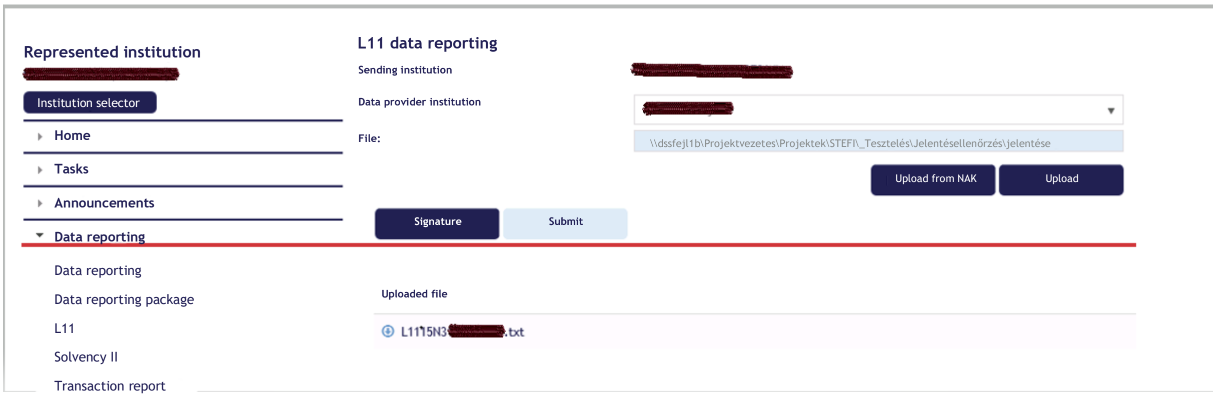
- Clicking on the *Upload from file* button opens the File Selector, which allows you to select the files you want to upload. The name of the selected file appears in the *File* field along with the path, followed by the *Check* and *Restart* buttons.
- Clicking on the *Upload from NAK* button opens the NAK File Selector, which is described in NAK section 3.5. After selecting the NAK file, the *Check* and *Restart* buttons will appear.

Clicking on the *Restart* button deletes the selected file and allows you to upload a new file. By clicking on the *Check* button, the program performs a check based on the following criteria:

- The file must comply with the KKTA file name convention: DRregistrationnumber_KKTA_endofreferenceperiod. e.g. 00000000_KKTA_20170101
- The file extension can only be .xml or .zip.

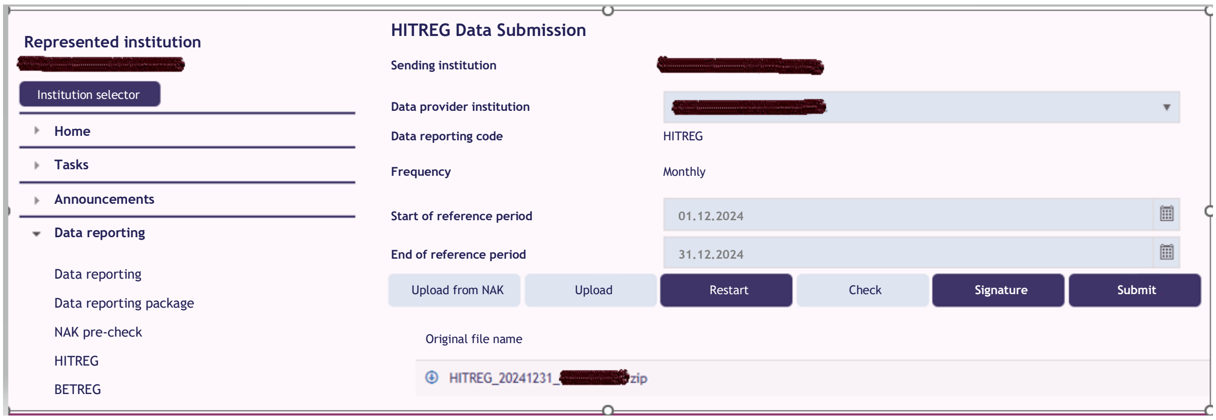
If the uploaded data report is error-free, the completion process jumps to the "Contact persons" tab. After updating and approving the contact person data, the *Signature* and *Submit* buttons appear on the interface (files uploaded from NAK are already signed, so this is not necessary here). Otherwise, the error list will be displayed. Clicking on the *Signature* button loads the MNB Signer program. After selecting the certificate and entering the PIN code, click on the *Submit* button to start submitting the report. If submission is successful, the report will receive a K Number.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789



3.6.8. HITREG reports

HITREG data reports can be submitted under the “Data reporting/HITREG” menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the HITREG service in RegDB.



HITREG data submission

The interface contains the following fields:

Field	Type	Description
Sending institution	Static text	The registration number and name of the represented institution currently selected by the logged-in user. This is static text that cannot be modified on this interface.
Data provider institution	Selection list	If you select the entire package, its value will be the same as the value in the Sending institution field. If you select a complex package, its value is “Multiple data providers”. The value of the field is automatically filled in depending on the selected Package type and cannot be modified.
Data reporting code	Static text	The definition code and name of the data reporting, value “HITREG”. This is static text that cannot be modified on this interface.
Frequency	Static text	Frequency of submitting data reporting. Its value is monthly in the case of HITREG reports.
Start of reference period	Date	Start date of data reporting reference. This field is required.

Field	Type	Description
End of reference period	Date	The end of the data reporting period is automatically filled in based on the start of the reporting period and the frequency. This field is required. The end of the reference cannot be later than the current system date.

- Clicking on the *Upload* button opens the File Selector, which allows you to select the files you want to upload. The name of the selected file appears *on* the *interface*, after which the Check and *Restart* buttons become active.
- Clicking on the *Upload from NAK* button opens the NAK File Selector, which is described in NAK section 3.5.

Clicking on the *Upload* button *or Upload from NAK* button again deletes the selected file and allows you to upload a new file.

The file to be submitted must comply with the following file naming conventions and metadata requirements specified on the interface:

The naming convention: JJJJJJ_YYYYMMDD_AAAAAAAA_T.zip

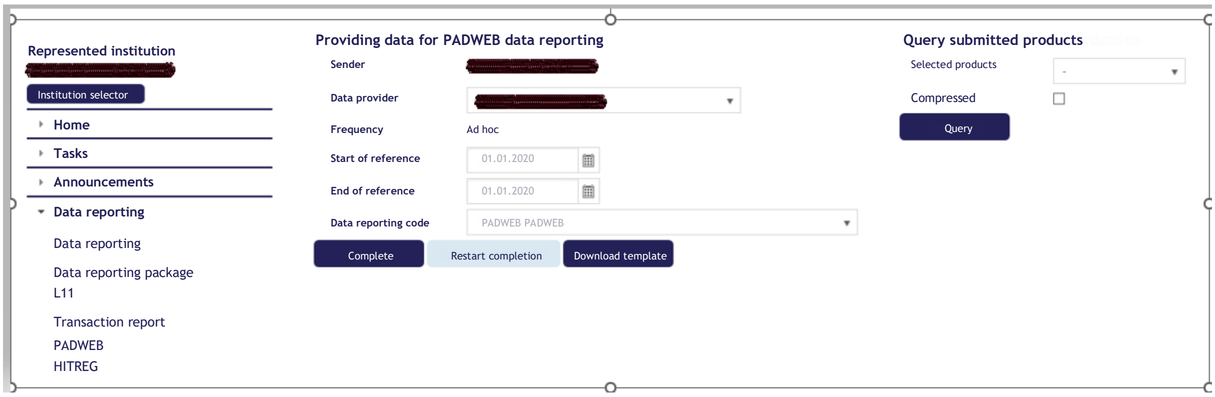
where

- JJJJJJ: the report identifier (= HITREG).
- YYYYMMDD: reference period end, where YYYY is the year, MM is the month and DD is the day.
- AAAAAAAA: the data provider's registration number (8-digit number, defined value set, registration number of the institution represented by the logged-in user (data provider)).
- T: Package type (specified value set: T).
- .zip: file name extension, .zip compressed file is the expected deliverable.

If the file naming convention of the uploaded data report is correct, the completion process jumps to the "Contact persons" tab. After updating and approving the contact person details, the *Submit* button becomes active on the interface (files that are not signed can be selected from NAK). Otherwise, the error list will be displayed. Clicking on the *Submit* button will start the report submission process. If submission is successful, the report will receive a K Number.

3.6.9. PADWEB reports

PADWEB data reports can be submitted under the "Data reporting/PADWEB" menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the PADWEB service in RegDB.



PADWEB report

The following fields are available on the interface:

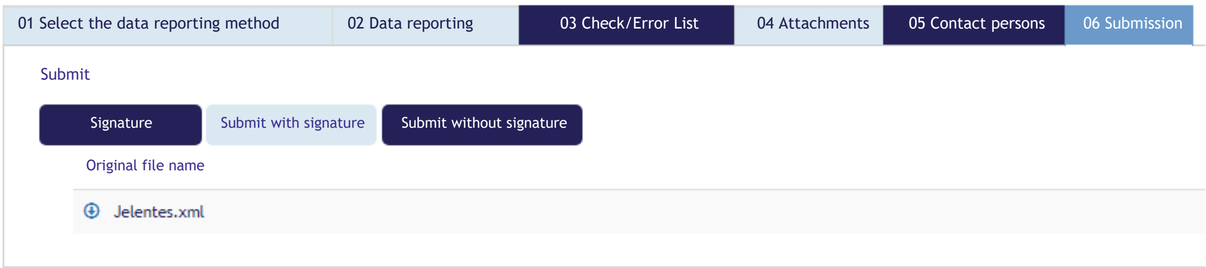
Field	Type	Description
Sender	Static text	The registration number and name of the represented institution currently selected by the logged-in user. This is static text that cannot be modified on this interface.
Data provider	Selection list	The registration number and name of the data provider institution. This field is required.
Frequency	Static text	= Ad hoc
Start of reference	Date	Start date of data reporting reference. = End of reference The end of reference field is automatically filled in with the provided date. It cannot be later than the current system date. This field is required.
End of reference	Date	End of data reporting reference. This field is required.
Data reporting code	Selection list	Definition code and name of data reporting. This field is required.

You can start submitting your report by clicking on the *Submit* button. Clicking on the *File* buttons that appear opens the File Selector window, which allows you to select the files you want to submit. If the upload is successful, the name of the selected file will appear in the *File* field and the *Check* button will appear.

If the uploaded data report is error-free, the completion process jumps to the “Contact persons” tab. After updating and approving the contact person data, the *Signature* button appears on the interface; otherwise, the error list appears.

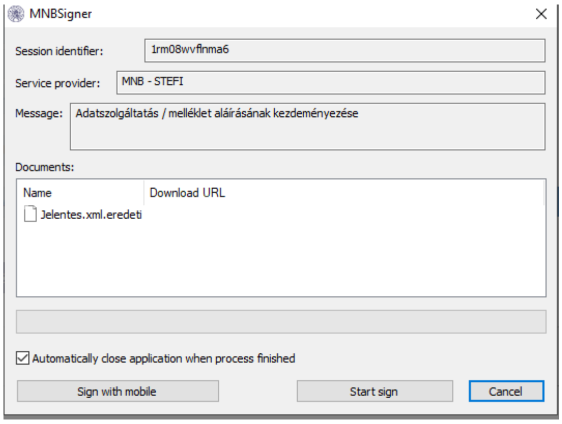
MNBHelpdesk@kermann.hu

+36 (1) 445-2789

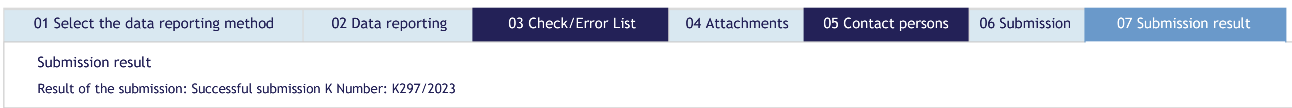


Submitting an error-free PADWEB report

Clicking on the *Signature* button loads the MNB Signer program. After selecting the certificate and entering the PIN code, click on the *Submit with signature* button to start submitting the report. If submission is successful, the report will receive a K Number.

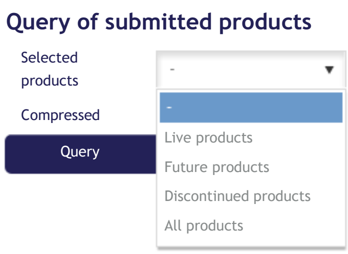


MNB Signer pop-up window for signing



Successful submission result, K Number displayed

Query of submitted products



Query of submitted products

In addition to data reporting, PADWEB also offers a query function on its special reporting interface: logged-in data providers can retrieve products submitted in connection with the logged-in institution from a drop-down list.

- Selected products:

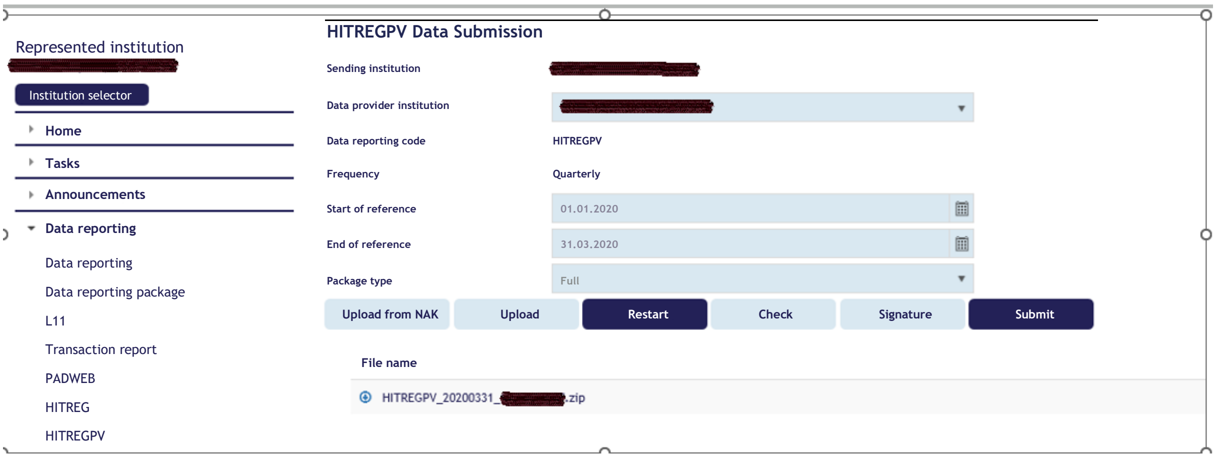
- Live products (when selected, only live, active products will be received)
- Future products (when selected, only future products will be received)
- Discontinued products (when selected, only discontinued products will be received)
- All products (when selected, all submitted products will be received)

- Selection button: Compressed?
  - Not selected by default: meaning unzipped
  - Selected: the user receives the submitted products back in a zipped Excel file

By selecting the appropriate product list and clicking on the *Query* button, the data provider will receive the products in Excel format.

3.6.10. HITREGPV reports

HITREGPV data reports can be submitted under the "Data reporting/HITREGPV" menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the HITREGPV service in RegDB.



HITREGPV data submission

The interface contains the following fields:

Field	Type	Description
Sending institution	Static text	The registration number and name of the represented institution currently selected by the logged-in user. This is static text that cannot be modified on this interface.
Data provider institution	Selection list	If you select the entire package, its value will be the same as the value in the Sending institution field. If you select a complex package, its value is "Multiple data providers". The value of the field is automatically filled in depending on the selected Package type and cannot be modified.
Data reporting code	Static text	The definition code and name of the data reporting, value "HITREGPV". This is static text that cannot be modified on this interface.
Frequency	Static text	Frequency of submitting data reporting. Its value is quarterly in the case of HITREGPV reports.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Field	Type	Description
Start of reference period	Date	Start date of data reporting reference. This field is required.
End of reference period	Date	The end of the data reporting period is automatically filled in based on the start of the reporting period and the frequency. This field is required. The end of the reference cannot be later than the current system date.
Package type	Selection list	The default value of the selection list is Full if the Sender and Data Provider institutions are the same. A complex package should be selected if the sending institution is not sending the HITREGPV data reporting solely on its own behalf.

- Clicking on the *Upload* button opens the File Selector, which allows you to select the files you want to upload. The name of the selected file appears *on* the *interface*, after which the Check and *Restart* buttons become active.
- Clicking on the *Upload from NAK* button opens the NAK File Selector, which is described in NAK section 3.5.

Clicking on the *Upload* button *or Upload from NAK* button again deletes the selected file and allows you to upload a new file.

The file to be submitted must comply with the following file naming conventions and metadata requirements specified on the interface:

a) If the package type is: O (Complex), then JJJJJJJ_YYYYMMDD_KKKKKKKK _C.zip

where

- JJJJJJJ: the report identifier (= HITREGPV).
- YYYYMMDD: reference period end, where YYYY is the year, MM is the month, and DD is the day.
- KKKKKKK: sender registration number (8-digit number, defined value set, registration number of the institution represented by the logged-in user (sender))
- C: Package type (specified value set: O).
- .zip: file name extension, .zip compressed file is the expected deliverable.

b) If the package type is: T (Full), then JJJJJJ_YYYYMMDD_AAAAAAAA_C.zip

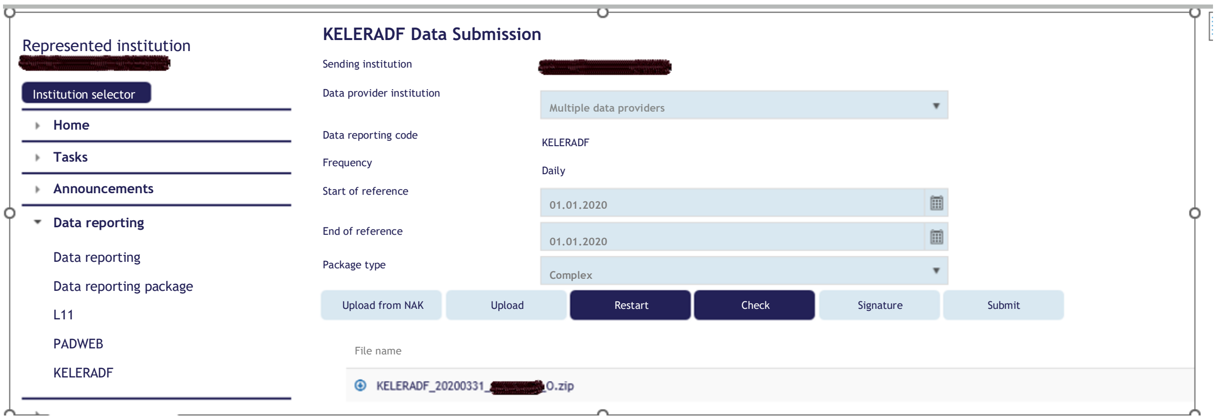
where

- JJJJJJJ: the report identifier (= HITREGPV).
- YYYYMMDD: reference period end, where YYYY is the year, MM is the month and DD is the day.
- AAAAAAAA: the data provider's registration number (8-digit number, defined value set, registration number of the institution represented by the logged-in user (data provider)).
- C: Package type (specified value set: T).
- .zip: file name extension, .zip compressed file is the expected deliverable.

If the file naming convention of the uploaded data report is correct, the completion process jumps to the "Contact persons" tab. After updating and approving the contact person details, the *Submit* button becomes active on the interface (files that are not signed can be selected from NAK). Otherwise, the error list will be displayed. Clicking on the *Submit* button will start the report submission process. If submission is successful, the report will receive a K Number.

3.6.11. KELERADF reports

KELERADF data reports can be submitted under the "Data reporting/KELERADF" menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the KELERADF service in RegDB.



KELERADF data submission

The interface contains the following fields:

Field	Type	Description
Sending institution	Static text	The registration number and name of the represented institution currently selected by the logged-in user. This is static text that cannot be modified on this interface.
Data provider institution	Selection list	If you select the entire package, its value will be the same as the value in the Sending institution field. If you select a complex package, its value is "Multiple data providers". The value of the field is automatically filled in depending on the selected Package type and cannot be modified.
Data reporting code	Static text	Data reporting definition code and name, value "KELERADF". This is static text that cannot be modified on this interface.
Frequency	Static text	Frequency of submitting data reporting. Value in the case of a KELERADF report: Daily.
Start of reference period	Date	Start date of data reporting reference. This field is required.
End of reference period	Date	The end of the data reporting period is automatically filled in based on the start of the reporting period and the frequency. This field is required. The end of the reference cannot be later than the current system date.
Package type	Selection list	The default value of the selection list is Full if the Sender and Data Provider institutions are the same.

Field	Type	Description
		A complex package should be selected if the sending institution is not sending the KELERADF data reporting solely on its own behalf.

- Clicking on the *Upload* button opens the File Selector, which allows you to select the files you want to upload. The name of the selected file appears on the interface, after which the *Check* and *Restart* buttons become active.
- Clicking on the *Upload from NAK* button opens the NAK File Selector, which is described in NAK section 3.5.

Clicking on the *Upload* button or *Upload from NAK* button again deletes the selected file and allows you to upload a new file.

The file to be submitted must comply with the following file naming conventions and metadata requirements specified on the interface:

a) If the package type is: O (Complex), then JJJJJJJ_YYYYMMDD_KKKKKKKK _C.zip

where

- JJJJJJJJ: report identifier (= KELERADF).
- YYYYMMDD: reference period end, where YYYY is the year, MM is the month, and DD is the day.
- KKKKKKK: sender registration number (8-digit number, defined value set, registration number of the institution represented by the logged-in user (sender))
- C: Package type (specified value set: O).
- .zip: file name extension, ZIP compressed file is the expected deliverable.

b) If the package type is: T (Full), then JJJJJJ_YYYYMMDD_AAAAAAAA_C.zip

where

- JJJJJJJJ: report identifier (= KELERADF).
- YYYYMMDD: reference period end, where YYYY is the year, MM is the month and DD is the day.
- AAAAAAAA: the data provider's registration number (8-digit number, defined value set, registration number of the institution represented by the logged-in user (data provider)).
- C: Package type (specified value set: T).
- .zip: file name extension, .zip compressed file is the expected deliverable.

If the file naming convention of the uploaded data report is correct, the completion process jumps to the "Contact persons" tab. After updating and approving the contact person details, the *Submit* button becomes active on the interface (files that are not signed can be selected from NAK). If the file name is incorrect, the error list will be displayed. Clicking on the *Submit* button will start the report submission process. If submission is successful, the report will receive a K Number.

3.6.12. P74

The P74 data reports can be submitted under the "Data reporting/P74" menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the P74 service in RegDB.

The P74 data report is a supervisory, credit institution data report without a table. No tables or rules apply to the data report.

The interface contains the following fields:

- Sending institution:
  - Automatically loaded, inactive.
  - Value: the registration number of the institution represented by the logged-in user in the P74 service.
    The field format: TTTTTTTT – Name, where TTTTTTTT is the institution's registration number and Name is the institution's full name as listed in RegDB.
- Data provider institution:
  - Automatically loaded, inactive.
  - Its value can be one of two types:
    - If the value of the package type field is *Full*, it matches the content of the Sender field (if no obligation is defined based on the data provided, the *Full* value will not appear)
    - If the value of the package type field *is Complex*, then its value is "Multiple data providers"
  - The field format:
    - Package = Full, then: Name: the full name of the institution according to RegDB
    - Package = Complex, then "Multiple data providers"
  - Default value: institution identical to Sender
- Data reporting code:
  - automatically loaded = P74, inactive
- Frequency
  - Automatically loaded = Annual, inactive
- Start of reference period
  - Empty by default
  - Date selector, into which the date can also be entered manually: In YYYY.MM.DD format
  - When the date selector appears, it is set to the current date
  - It can be only the first day of the year
- End of reference period
  - Automatically loaded from the start of the reference period and calculated based on frequency (end of year), inactive
- Package type
  - If the institution represented by the logged-in user cannot submit data reporting on behalf of another institution, the value of the field is *Full*
  - If the institution represented by the logged-in user can also submit data reporting on behalf of another institution, the value set can be selected from the drop-down menu, with the following values:
    - Full: default
    - Complex: this value is displayed only if, for the sending institution represented by the logged-in user in the P74 service, more than one data provider is assigned as a reporting entity in the MNB data reception system.

Uploading P74 data:

After correctly entering the reference period and selecting the package, click on the *Upload* button to start the data reporting process. If the logged-in user also has a NAK registration for the sending institution represented in the P74 service, data reporting can also be completed via NAK by clicking on the *Upload from NAK* button.

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

The file can be uploaded from the user's computer (local location) by clicking on the *Upload* button. In the case of NAK, the file to be submitted can be selected from files previously uploaded to NAK. Exactly one attachment can be submitted for data reporting.

From a local location, only files that do not exceed the size specified in the NAK size limit parameter (see the Parameters section) are allowed to be uploaded. If the size of the file to be attached from a local location exceeds the limit specified in the parameter, the file cannot be attached and the user receives an error message: "The file size exceeds the <parameter> value and therefore cannot be attached."

P74 file naming convention:

During the file upload process – or when selecting from NAK – the STEFI interface performs a name convention check as follows.

- The first three characters are "P74" followed by the character "_".
- The next eight characters indicate the end of the reference period, which corresponds to the end of the reference period selected on the interface, without separator characters (e.g. on the interface: 31.12.2024, then 20241231 in the file). Then the character "_".
- The following eight characters
    - if the package type is Full, then the data provider's registration number (AAAAAAAA), followed by the character "_".
    - if the package type is Complex, then the registration number (KKKKKKKK) of the institution represented by the logged-in user (sender), followed by the character "_".
- The next character is the package type (O or T), which corresponds to the package type selected on the form. Thus, if Full is selected on the interface, then T; if Complex is selected on the interface, then O.
- The last four characters of the file name: ".zip"

If the name of the file to be uploaded does not comply with the above naming convention, the file cannot be uploaded and the user will receive an error message:

"The attached file does not comply with the specified naming convention or the data specified on the interface. The expected file name: P74_YYYYMMDD_AAAAAAAA_T.zip" or "The attached file does not comply with the specified naming convention or the data specified on the interface. The expected file name: P74_YYYYMMDD_KKKKKKKK_O.zip" depending on the package type.

Submission of P74 data reporting:

If the file naming convention of the uploaded data report is correct, the completion process jumps to the "Contact persons" tab. After updating and approving the contact person details, the *Submit* button becomes active on the interface (files that are not signed can be selected from NAK). Clicking on the *Submit* button will start the report submission process. If submission is successful, the report will receive a K Number. The signature requirement for submissions is based on the metadata specified in the internal target system report definition.

3.6.13. P76

P76 data reports can be submitted under the "Data reporting/P76" menu item. This menu item is available to users whose currently selected represented institution has an approved registration for the P76 service in RegDB.

The P76 data report is a credit institution data report without a table. No tables or rules apply to the data report.

The following fields are available on the interface:

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

Field	Type	Description
Sending institution	Static text	The registration number of the institution represented by the logged-in user in the P76 service. This field cannot be modified on this interface; it is inactive. Field format: TTTTTTTT – Name, where TTTTTTTT is the institution's registration number and Name is the institution's full name as listed in RegDB.
Data provider institution	Selection list	- If you select the entire package, its value will be the same as the value in the Sending institution field. (If no obligation is defined based on the data, the Full value will not be displayed.) - If you select a complex package, its value is "Multiple data providers". Automatically filled field, cannot be modified on this interface. Field format: - package = Full, then Name (long name of the institution according to RegDB) - package = Complex, then "Multiple data providers" Default value: institution identical to Sender
Data reporting code	Static text	P76, cannot be modified on this interface.
Frequency	Static text	Weekly, cannot be modified on this interface.
Start of reference	Date	Start date of data reporting reference. - Empty by default. - Date selector, into which the date can be entered manually: In YYYY.MM.DD format. - When the date selector appears, it is set to the current date. - It can only be the first day of the week.
End of reference	Date	End of data reporting reference: - Automatically loaded from the start of the reference period and calculated based on frequency (end of week), inactive

Package type	Selection list	- If the institution represented by the logged-in user <u>cannot</u> submit data reporting on behalf of another institution, the value of the field is *Full*
		- If the institution represented by the logged-in user can also submit data on behalf of another institution, the value set can be selected, with the following values:
		  ○ Full: default
		  ○ Complex: this value is displayed only if, for the sending institution represented by the

Field	Type	Description
		logged-in user in the P76 service, more than one data provider is assigned as a reporting entity in the MNB data reception system.

Uploading P76 data:

After correctly entering the reference period and selecting the package, click on the *Upload* button to start the data reporting process. If the logged-in user also has a NAK registration for the sending institution represented in the P76 service, data reports can also be completed via NAK by clicking on the *Upload from NAK* button.

- Clicking on the *Upload* button opens the File Selector, which allows you to select the files to be uploaded from the user's computer (local location). The name of the selected file appears on the interface, after which the *Check* and *Restart* buttons become active.
- Clicking on the *Upload from NAK* button opens the NAK File Selector, which is described in NAK section 3.5.

Clicking on the *Upload* button or *Upload from NAK* button again deletes the selected file and allows you to upload a new file.

P76 file naming convention:

During the file upload process – or when selecting from NAK – the STEFI interface performs a name convention check as follows.

a) If the package type is: O (Complex), then JJJ_YYYYMMDD_KKKKKKKK_C.zip

where

- JJJ: report identifier (=P76)
- YYYYMMDD: reference period end, where YYYY is the year, MM is the month, and DD is the day.
- KKKKKKK: the registration number of the institution represented by the logged-in user (sender)
- C: the type of package corresponding to the package type selected on the form (Complex=O)
- .zip: file name extension, .zip compressed file is the expected deliverable.

b) If the package type is: T (Full), then JJJ_YYYYMMDD_AAAAAAAA_C.zip

where

- JJJ: report identifier (=P76)
- YYYYMMDD: reference period end, where YYYY is the year, MM is the month and DD is the day.
- AAAAAAAA: the data provider's registration number
- C: the type of package that corresponds to the package type selected on the form (Full=T)
- .zip: file name extension, .zip compressed file is the expected deliverable.

Submission of P76 data reporting:

If the file name convention of the uploaded data report is correct, the *Submit* button will become active on the interface after the contact person details have been updated and approved. Otherwise, the error list will be displayed. Clicking on the *Submit* button will start the report submission process. If submission is successful, the report will receive a K Number.

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

4. Other functions

4.1. Announcements

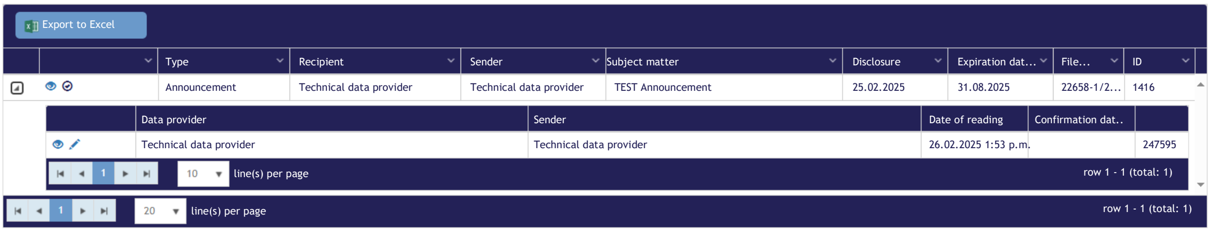
Announcements can be accessed from the Announcements menu on the left. Multiple data providers can be displayed for a given Announcement, depending on the institutions on whose behalf the external user is authorised to perform data reporting.

You can export the list of announcements by clicking on the *Export to Excel* button.

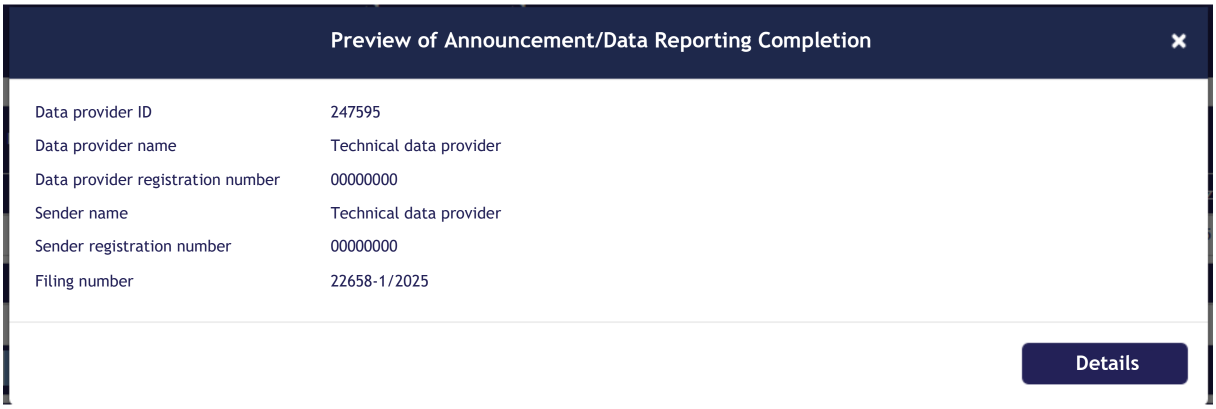
Links in announcements will open in a new window by default.

From the date of publication, the system sends a notification about the publication of new announcements to the affected users in the first email sending job run.

Clicking on the Preview icon displays a preview of the announcement. Clicking on the Details icon will display the Announcement data sheet, where you can see the details of the announcement, and if the MNB has requested confirmation of receipt of the announcement, you can do so on this interface, if you have not already done so.



List of Announcements



Filing number	22658-1/22025
Time of publication	25.02.2025
Expiration time	31.08.2025
Subject matter	TEST Announcement
Text	Dear Data Provider, Please view this TEST Announcement. Thank you for your cooperation. Sincerely, MNB Statistical Directorate

Back

Announcement data sheet

4.2. Notices

Notices can be accessed from the “Announcements/Notices” menu on the left. The notice list contains current notices (i.e. published, not yet expired, not withdrawn) that have been read and those that have not yet been read, in descending order by date of publication.

Links posted in Notices will open in a new window by default.

After the publication date, a notification about publication of a new notice is sent to the users concerned.

Clicking on the Preview icon or the text of the item will display a preview of the notice. Clicking on the Details icon displays the Notice data sheet, where you can see the details of the given notice.

	Type	Subject matter	Disclosure	Expiration date	Filing number	
	Notice	Notice	15.10.2025	31.12.2025		1405
	Notice	Test notice board	15.10.2025	31.10.2025		1404

1 20

Notice list

Time of publication	15.10.2025
Expiration time	30.11.2025
Subject matter	Notice with attachment
Text	Email sending test
Attachments to the Notice board	

File name	Date of uploading	
4LAN_MUNKANAPI_2025_3268_2025_01_01_.xlsx	15.10.2025 12:07:36 p.m.	Download

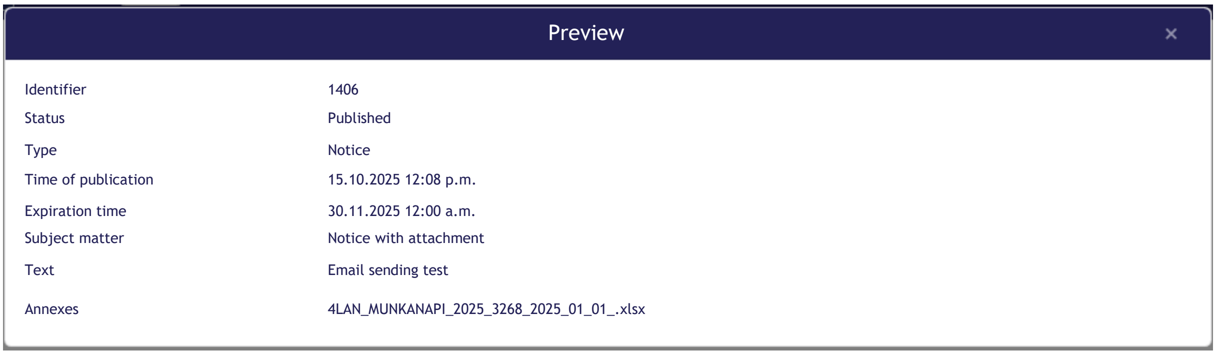
1 1-1 of 1 item

Back

Notice details

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

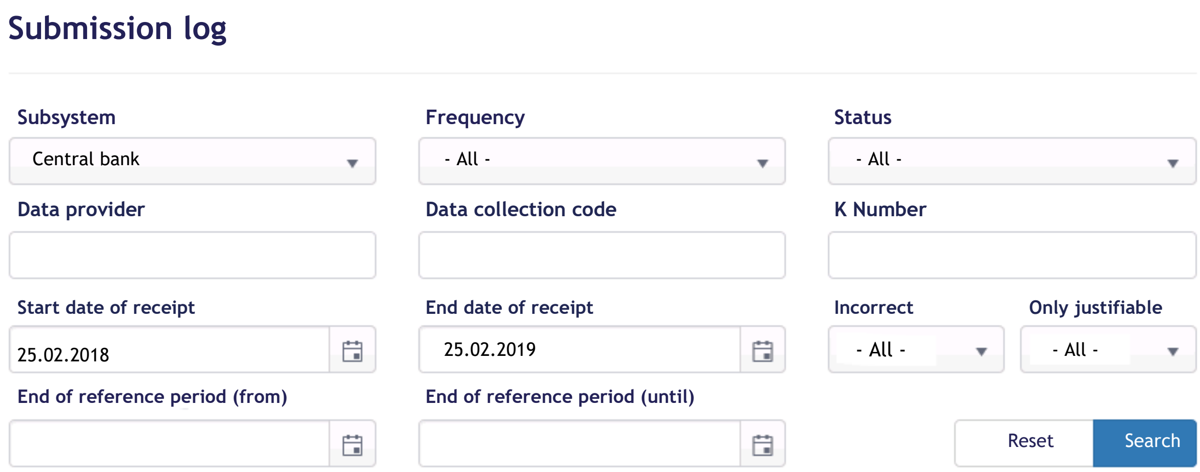


Notice preview

4.3. Submission log

4.3.1. Submission log in ERA

It can be accessed from the left-hand menu under the “Submission log” menu item. When you click on the “*Submission log”* submenu item *in ERA,* the system redirects you to the “ERA submission log” page. Here you can search for and check the data reporting items that have been submitted.

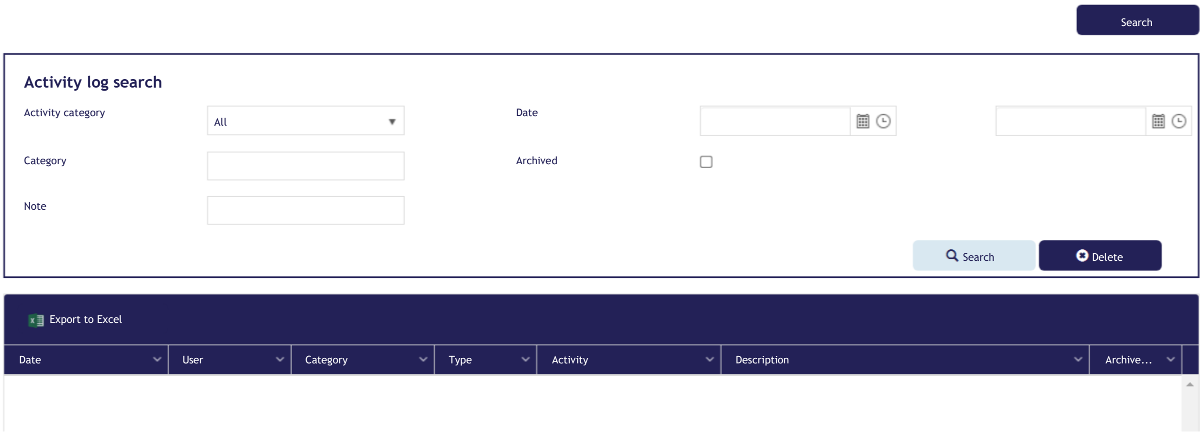


ERA submission log

4.4. Logs

4.4.1. Activity log

The Activity log appears blank by default until at least one search criterion is entered.



Activity Log

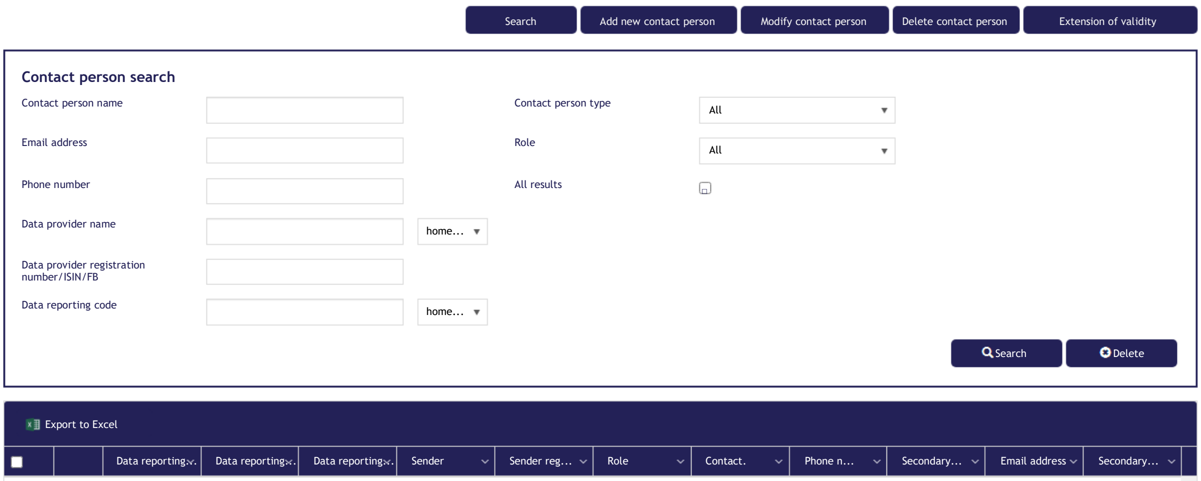
The Activity Log lists the activities performed by the logged-in user (e.g. Submitting Data Reports, completing, answering, approving Tasks, viewing Announcements, etc.).

By clicking on the *Export to Excel* button, the current list of results can be exported.

4.5. Settings

4.5.1. Contact persons

In the “Settings/Contact person” menu, we keep track of data providers’ contact persons. The list of contacts persons also displays internal MNB employees with the role of “Case Officer” associated with the given sending institution, but their data cannot be edited, only viewed.



Contact person search screenshot

Features of the contact person search screen:

- Those contact persons can be searched for and listed for which the currently logged-in sending institution has a data reporting obligation.
- In the contact person search, you can narrow down the list of contact persons using search fields specific to contacts.
- The search fields are combined using an “AND” condition.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

- The set filter criteria can be deleted by clicking on the *Delete* button.
- Clicking on the *Search* button/icon will display a list of contact persons that match the specified criteria.
- The area containing the search parameters for the contact person search can be opened/closed using the *Search* button above the search box.
- The *Search* button starts a search based on the currently specified filter criteria.
- The *Delete* button clears the contents of the search fields.

Search fields for contact person searches:

Field/Column: CONTACT PERSON NAME	
Controller type:	The field provides auto-complete search, which means that when the user starts typing the name of the contact person, the system offers a list of results after 3 characters, from which the name of the contact person can be selected and added to the search results. The auto-complete function searches using “contains” searches.
Related logic:	When searching for a contact person name, the system lists all matches where the contact person name is the specified value.
Field/Column: EMAIL ADDRESS	
Controller type:	Free text
Related logic:	1) Two email addresses can be assigned to users, and the field searches both email addresses. 2) The function performs a “starts with” search (i.e. it lists results that begin with the specified value).
Field/Column: PHONE NUMBER	
Controller type:	Free text
Related logic:	1) Two phone numbers can be assigned to users, and the field searches for both phone numbers. 2) The function performs a “starts with” search (i.e. it lists results that begin with the specified value).
Field/Column: DATA PROVIDER NAME	
Controller type:	The field provides auto-complete search, which means that when the user starts typing the name of the data provider institution, the system offers a list of results after 3 characters, from which the name of the given institution is added to the list of institutions to be searched. The auto-complete function searches by “starts with” (i.e. typing “magy” will only bring up institutions beginning with Magy).
Value set:	Data providers’ name from RegDB
Related logic:	1) After entering 3 characters, the system automatically suggests possible data provider names (filtering is based on “starts with”). 2) If you enter more characters, the list of possible data providers will be narrowed down. 3) If an institution has been selected in the “Data provider name” field, the institution’s registration number/ISIN code/FB code will be entered in the

MNBHelpdesk@kermann.hu

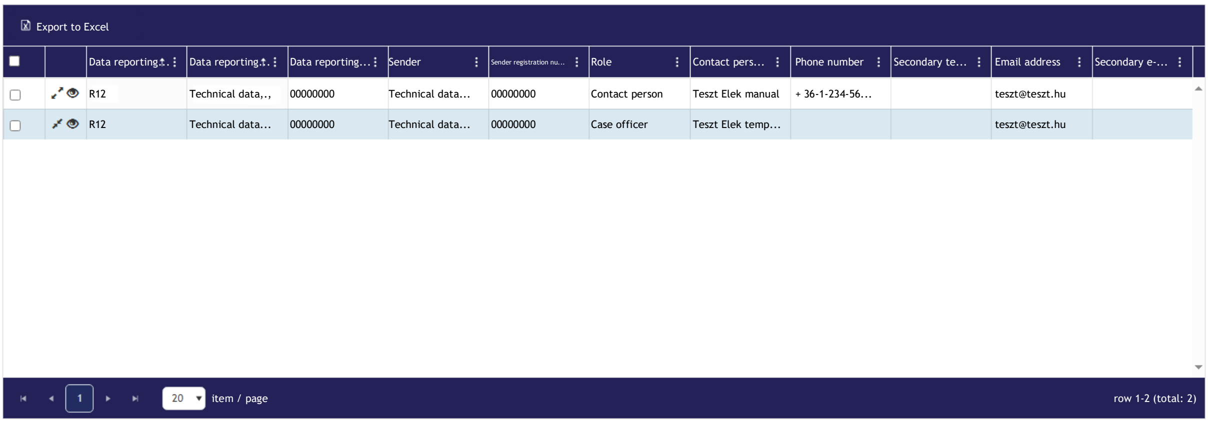
+36 (1) 445-2789

	"Data provider registration number/ISIN/FB" field, which cannot be modified from this point on (inactive). (If you want to enter a registration number/ISIN code/FB code, you must first delete the name of the institution.)
Field/Column: DATA PROVIDER REGISTRATION NUMBER/ISIN/FB	
Controller type:	Free text
Related logic:	If an institution has been selected in the "Data provider name" field, the institution's registration number/ISIN code/FB code will be entered in the "Data provider registration number/ISIN/FB" field, which cannot be modified from this point on (inactive). (If you want to enter a registration number/ISIN code/FB code, you must first delete the name of the institution.)
Field/Column: DATA REPORTING CODE	
Controller type:	Free text
Related logic:	The function searches by "starts with" (i.e., typing "M0" will find all data reporting codes starting with M0).
Field/Column: CONTACT PERSON TYPE	
Controller type:	Drop-down list
Value set:	1) All 2) External contact person 3) Internal contact person
Field/Column: ROLE	
Controller type:	Drop-down list
Value set:	1) All 2) Contact person 3) Information officer 4) Sender 5) Case officer
Field/Column: QUERY ALL RESULTS	
Controller type:	Checkbox
Related logic:	1) When disabled (value=no): the query returns only the first 100 results, but a warning message informs the user that there are more results: "The search results do not contain all items. You can narrow down the list by refining your search criteria." 2) When enabled (value=yes): all tasks matching the search criteria are listed, but first the user is notified in a warning message that this may take a long time: "Attention! Querying hundreds of hits is time-consuming!

The contact person list displays the contact persons that match the search fields entered on the contact person search screen.

MNBHelpdesk@kermann.hu

+36 (1) 445-2789



Contact person list screen

Columns in the contact person list:

Field/Column: INDICATOR	
Controller type:	Checkbox
Related logic:	A checkbox appears next to each item on the list, allowing you to select a row. Empty by default.
Field/Column: ICONS	
Controller type:	Table column
Value set:	- **Preview:** clickable icon; - **External contact person**; - **Internal contact person**
Related logic:	**Preview:** Clicking on the icon displays the contact person preview interface. **External contact person:** institutional employee; **Internal contact person:** MNB employee
Field/Column: DATA REPORTING CODE	
Controller type:	Table column
Related logic:	Data reporting code
Field/Column: DATA PROVIDER	
Controller type:	Table column
Value set:	1) Data provider name 2) “Multiple data providers”
Related logic:	If the data report is included in the list of exceptions and was submitted as part of a data reporting package, the value of the data provider column is: “Multiple data providers”
Field/Column: DATA PROVIDER REGISTRATION NUMBER	
Controller type:	Table column
Value set:	1) Data provider registration number 2) “Multiple data providers”

MNBHelpdesk@kermann.hu

+36 (1) 445-2789

Related logic:	If the data report is included in the list of exceptions and was submitted as part of a data reporting package, the value of the data provider's registration number column is: "Multiple data providers" The exception list can be set in the *Adatszolgaltatascsomag_kapcsolatkivetel* config parameter.
Field/Column: SENDER	
Controller type:	Table column
Value set:	Name of sending institution
Field/Column: SENDER'S REGISTRATION NUMBER[4]	
Controller type:	Table column
Value set:	Registration number of the sending institution
Related logic:	-
Field/Column: ROLE	
Controller type:	Table column
Value set:	Type of role associated with a given contact person: 1) Contact person 2) Information Officer 3) Sender 4) Case officer
Field/Column: CONTACT PERSON NAME	
Controller type:	Table column
Value set:	Contact person name
Field/Column: PHONE NUMBER	
Controller type:	Table column
Value set:	Contact person's telephone number, which may be: 1) Landline 2) Mobile phone number 3) Foreign phone number
Related logic:	If an extension is also specified, it will appear in the field separated by a / symbol. Only the telephone numbers of institutional users belonging to the data provider are displayed in the field; those of MNB users are not visible.
Field/Column: SECONDARY PHONE NUMBER	
Controller type:	Table column
Value set:	Contact person's telephone number, which may be: 1) Landline 2) Mobile phone number 3) Foreign phone number

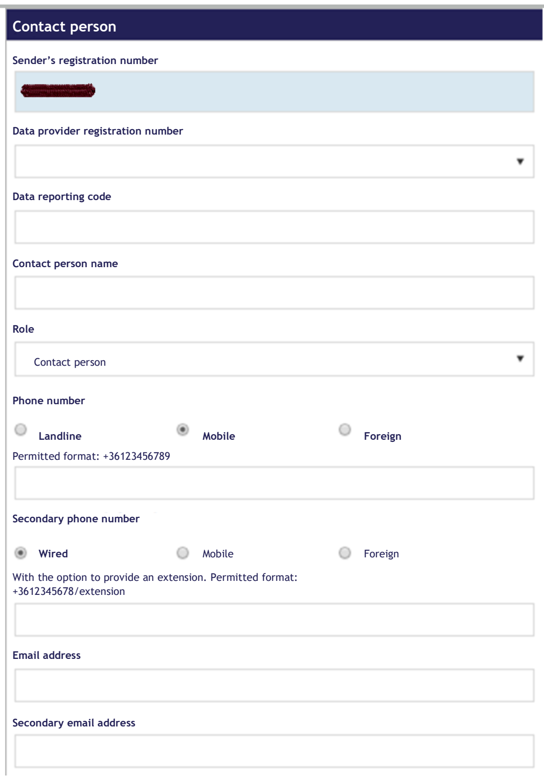
[4] IN85486 upon request

Related logic:	If an extension is also specified, it will appear in the field separated by a / symbol. Only the telephone numbers of institutional users belonging to the data provider are displayed in the field; those of MNB users are not visible.
Field/Column: EMAIL ADDRESS	
Controller type:	Table column
Value set:	Contact person email address
Field/Column: SECONDARY EMAIL ADDRESS	
Controller type:	Table column
Value set:	Contact person’s secondary email address

The default listing of the contact person list is sorted alphabetically by data reporting code.

The following functions can be launched here:

- *Add new contact person* button:
  Using this, you can add a New contact person to the system.



Add new contact screen

  A maximum of 10 natural persons may be specified in relation to a sender-data provider-data provision code trio.

- *Modify contact person* button:
  The data of the selected contact person can be modified in the pop-up window that appears when you click on it.

MNBHelpdesk@kermann.hu
+36 (1) 445-2789

The data of the MNB contact person, i.e. the “Case Officer” contact person, cannot be changed.
KTK GDPR validity date: when the contact person is changed, the new date will be derived from the date of the change.

- *Delete contact person* button:
  When you click on this button, a pop-up window will appear asking you to confirm the deletion of the contact person row (“Do you want to delete this contact person and their data?”). Click on the *Delete* button to delete the contact person. The MNB contact person, i.e. the “Case Officer”, cannot be deleted.
  It is not possible to delete all contact persons for a given sending institution-data provider-data reporting code trio; at least one valid row must remain. In such cases, the following error message is displayed: “The operation cannot be performed; at least one valid contact person must remain!”

- *Export to Excel* button: The list displayed on the screen can be saved to an Excel file with a single click.

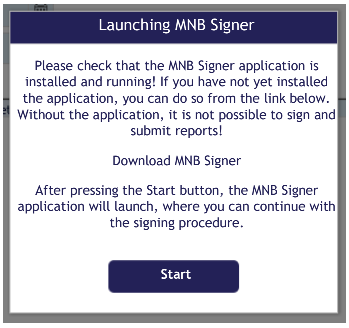
- *GDPR EXTENSION* button: When you click on this button, a pop-up window will appear asking you to confirm the extension of the GDPR validity of the selected contact person rows (”Please note that clicking this button will extend the GDPR validity period of the selected users by an additional *2* years. Do you want to continue?”). If the answer is yes, the validity period of the selected rows under the GDPR will be extended; if the answer is no, there will be no extension.

4.6. Help

The User Manual for the Integrated Statistical and Supervisory Reception System is available under the Help menu. Using this, users can obtain a comprehensive overview of the data reports that can be generated in the system. The manual is available to users in PDF format, which requires a PDF reader program to view.

4.7. MNB Signer

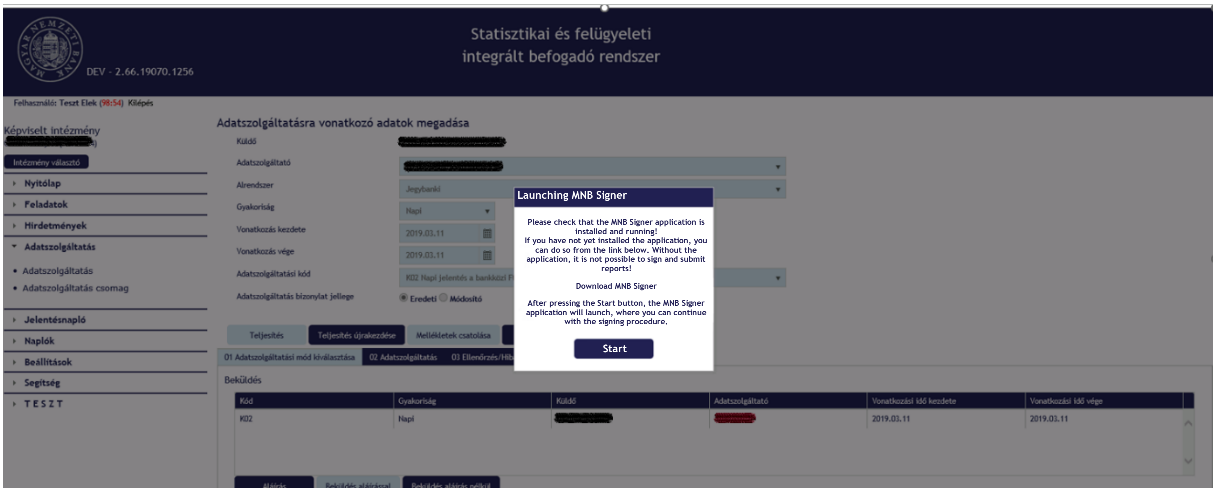
The MNB Signer desktop application must be used for electronic signatures. If several files need to be signed by the user when completing data reporting, this must always be done in one step, by signing all files simultaneously. If the application is not running, when you select the signature function, the system will offer to download the application in a pop-up window. If the application is already installed and running, click on the *Start* button to begin the signing process.



Warning when initiating a signature

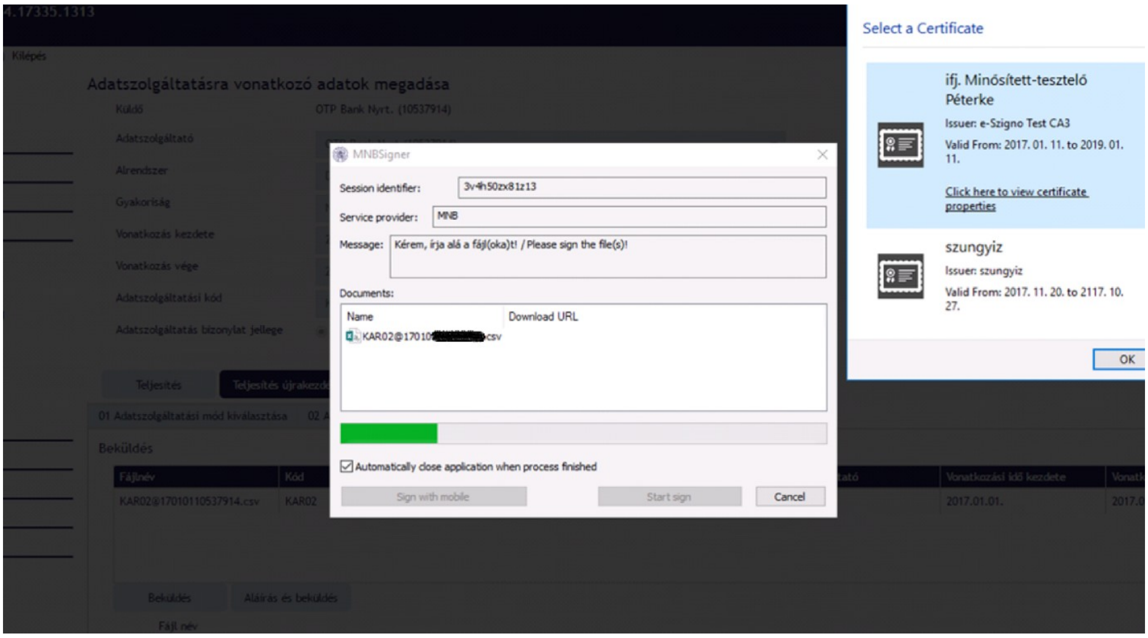
The electronic signature of reports to be submitted in the system is provided by the signature infrastructure used by the MNB, which was developed by Microsec. To sign, the MNB Signer application must be installed on the client's side and the user must have a valid certificate.

If signing a report is required or optional, clicking on the *Signature* button will open a window where you can start the signing process by clicking on the *Start* button in the information window.



Signature when submitting data reports

The MNB Signer pop-up window displays the files to be signed, which can also be downloaded here. The *Start Sign* button initiates the actual signing process, where the signature is made after selecting the appropriate certificate and entering the PIN code.



The MNB Signer user interface