

User manual
e-Line Balance of Payments

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1 Introduction

1.1 What is e-Line Balance of Payments?

De Nederlandsche Bank (DNB) is responsible for compiling the Dutch balance of payments and the Dutch international investment position. For this purpose, DNB periodically collects data on transactions and positions in external claims and liabilities from selected groups of reporting entities.

The e-Line Balance of Payments application allows you to send your reports to DNB via the internet securely and conveniently.

The e-Line Balance of Payments website consists of two parts:

1. A public part, freely accessible to everyone; and
2. A secure part, only accessible to reporting entities who can log in via one of the following two methods:
 - a. an eHerkenning account that is authorised for e-Line Balance of Payments
 - b. a registration number issued by DNB and a password that was created in the registration process

1.2 Getting started

Section 2 provides a quick start guide to e-Line Balance of Payments. Ten steps will guide you through its main functions. Should you need further explanation, please use sections 3 and 4 of this manual as a reference. Section 6 tells you how and when you can contact our Service Desk for support.

Please note: There may be some minor differences (such as differences in layout) between the screenshots in this user manual and the actual application.

Please note: We advise against using browser buttons (such as *Back*, *Forward*, *Refresh* (F5) and *Stop*) when using e-Line Balance of Payments.

2 Quick start guide: e-Line Balance of Payments in ten steps

The following ten steps will guide you through the main functions of e-Line Balance of Payments.

Step 1: Navigating to e-Line Balance of Payments

- Go to <http://www.dnb.nl>.
- Click on "English" in the top right-hand corner.
- Click on "Statistics" in the menu bar directly below.
- Click on "e-Line BB" in the menu.
The "e-Line Balance of Payments" window appears.
- Click on "Logging into e-Line Balance of Payments" on the right of the screen.
The "Logging into e-Line Balance of Payments" window appears.

Step 2: Logging in for the first time

Please note: If you are using **eHerkenning**, please proceed directly to **Step 3**.

Before using e-Line Balance of Payments for the first time, you must register for use. Proceed as follows:

- Click on "First time log in" on the right of the screen.
The "First time log in" window appears.
- Enter your registration number in the "Relation id" field.
- Enter your shared secret in the "Shared secret" field (use capitals).
- Choose a password in accordance with the validity rules listed at the bottom of the screen and enter it in the "Choose password" field.
- Confirm your password by re-typing it in the "Repeat password" field.
- Click on the "Process" button.
Your registration number is now ready for use.

More information? Read section 3.1.

Step 3: Logging in

Now you can log in. There are two ways to do so:

Logging in using eHerkenning:

Please note: Your eHerkenning account must have **at least confidence level 3** in order to log in to e-Line Balance of Payments.

- In the "Logging into e-Line Balance of Payments" window, select "Log in".
The "Log in as reporter" window appears.
- Click on "Log in using eHerkenning".
The eHerkenning window appears.
- Click on "English" in the top right-hand corner to switch to English.
- Select your authentication method in the drop-down menu.
- Click on "Continue".
- Follow the instructions. As every authentication method has its own instructions, these are not described in this user manual.

Please note: Select **e-Line Balance of Payments** when you are asked which services you wish to use.

Once you have completed the instructions of your authentication method, you will be logged in to e-Line Balance of Payments within a few seconds. If this is the first time, you will first have to accept the terms and conditions in order to use the application.

Logging in using your registration number and password:

- In the "Logging into e-Line Balance of Payments" window, select "Log in". The "Log in as reporter" window appears.
- Enter your registration number in the "Relation id" field.
- Enter your password in the "Password" field.
- Click on "Log in".
You will now be logged in to e-Line Balance of Payments. If this is the first time, you will first have to accept the terms and conditions in order to use the application.

More information? Read section 3.2.

Step 4: Opening the reporting obligations overview

Once you have logged in, the "Registration data" window appears.

- Select "Obligations" to open the reporting obligations overview.

More information? Read section 4.2.

Step 5: Opening a report

To find and open a report from the reporting obligations overview, proceed as follows:

- Use the "Select a year" drop-down menu in the top left-hand corner to show the reports for a given year.
- Make a selection of the reports by using the available filtering options.
- Select the report you wish to view by clicking on it.
- Click on the "Open" button.

Tip: Alternatively, double-click on the report to open it.

More information? Read sections 4.2 and 4.3.

Step 6: Entering and importing data

You can now enter your data. You can do so manually or by importing data from CSV or XML files. Please read section 4.7 if you wish to import data from your own system.

You can add a line to the subform by clicking on "Add line" or remove one or multiple lines from the subform by clicking on "Remove selected lines" after selecting the line(s) you wish to remove.

If you have nothing to report, see section 4.8 on how to set a report to nil.

More information? Read sections 4.4 to 4.8.

Step 7: Validating data

When you have completed your report, you must have e-Line Balance of Payments validate all data you entered. Proceed as follows:

- Click on the "Action" button on the right of the screen.
This will open a menu listing one of the following two actions:
 1. "Validate report" (if all changes have been saved)
 2. "Validate report (including save)" (if not all changes have been saved yet)
- Select the available action. "Validate report (including save)" will first save the report and then validate its data.

More information? Read section 4.9.

Step 8: Sending a report

Once e-Line Balance of Payments has validated all data and has not found any blocking errors, you can send your report to DNB.

- Click on the "Action" button on the right of the screen.
- Select "Send".
The report will now be sent to DNB.

After you have sent your report, DNB will also verify it. You can find the state of your report in the reporting obligations overview.

More information? Read section 4.12.

Step 9: Saving and closing a report

A report is automatically saved at specific moments. You can also save the report manually if not all changes have yet been saved. To do so, proceed as follows:

- Click on the "Action" button on the right of the screen.
- Select "Save". If this command is unavailable, the report has already been saved automatically.
The report is saved and the "Save" command is no longer available in the "Action" menu.

The report can be closed by returning to the reporting obligations overview, using the "Obligations" link. This will automatically save any unsaved changes.

More information? Read section 4.10.

Step 10: Logging off

To log off from e-Line Balance of Payments, proceed as follows:

- In the top right-hand corner, click on .
- Select "Log off".
This will terminate your session and bring you back to the "Log in as reporter" window of e-Line Balance of Payments.

Please note: If you logged in using **eHerkenning**, you need to close **all the windows of your browser** to log off from eHerkenning as well.

More information? Read section 3.6.

3 Registration, log-on and log-off procedures

To use the e-Line Balance of Payments application, you need to be connected to the internet.

- Go to <http://www.dnb.nl>.
- Click on "English" in the top right-hand corner.
- Hover your mouse over "Statistics" in the menu bar directly below.
- Click in the drop-down menu on "e-Line BB". See Figure 1.

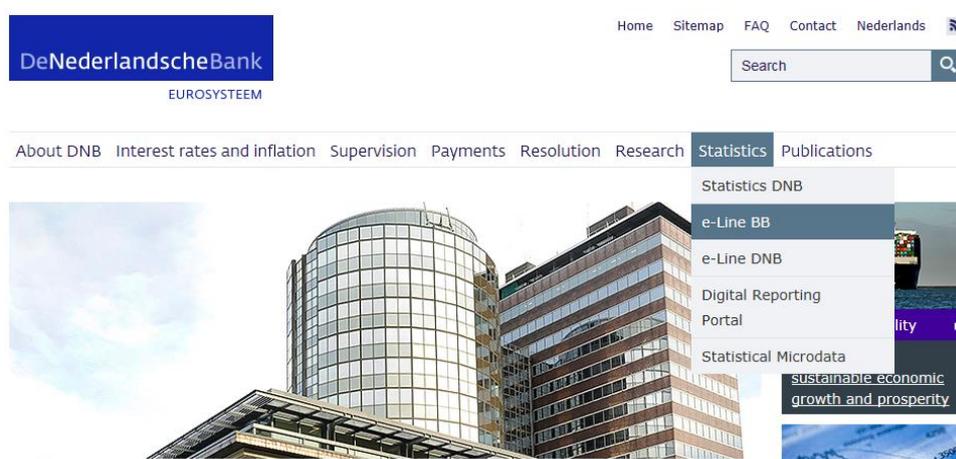


Figure 1 – DNB website

The e-Line Balance of Payments window appears. See Figure 2.



Figure 2 – e-Line Balance of Payments

- Click on "Logging into e-Line Balance of Payments" on the right of the screen. The "Logging into e-Line Balance of Payments" window appears. See Figure 3.

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Logging into e-Line Balance of Payments

Via the banners on this page you can log in and start the reporting process. Before you can report through this website, you need to be in possession of a registration number and an initial registration code. Both are assigned at the initiative of DNB.

You can log into e-Line Balance of Payments on working days from 07:00 - 19:00 hours.

The time left until closing time will be displayed onscreen.
Note: Please ensure that you save your data before closing time.

You cannot log in during the weekend or on the following holidays: Good Friday, Easter Monday, Ascension Day, Whit-Monday, Christmas Day and Boxing Day, New Year's Day, 27 April (King's Day) and – once every five years – on 5 May (Liberation Day).

Listen to this page

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First time log in

Log in

New password

Figure 3 – Logging into e-Line Balance of Payments

What you need to do next depends on whether this is your first e-Line Balance of Payments session *and* whether you are using eHerkenning:

You are using eHerkenning:

- You can log in directly (see section 3.2 *Logging in*).

You are not using eHerkenning:

- If you are using e-Line Balance of Payments for the first time, you must register as a new reporting entity (see section 3.1 *Logging in for the first time*).
- If you have forgotten your password, you can create a new one (see section 3.3 *Creating a new password*).
- If you are a registered reporting entity, you can log in with your registration number and password (see section 3.2 *Logging in*).

3.1 Logging in for the first time

Please note: This functionality only applies to creating a password for your **registration number** and therefore does not apply to users of **eHerkenning**.

Before you log in for the first time with your registration number and password, you must register as a new e-Line Balance of Payments user. The registration letter we sent you contains the information you need for registration:

- A **registration number**: this is a unique number provided by DNB, which you use in combination with a password to log in to e-Line Balance of Payments.
- A **shared secret**: this is a special code that we use to verify whether you are authorised to use e-Line Balance of Payments.

How to proceed

- Click on "First time log in" on the right of the screen.
The "First time log in" window appears. See Figure 4.

First time log in e-Line Balance of Payments

Before you can report through this website you need to have a relation id as well as a shared secret, obtained from De Nederlandsche Bank. When you log on for the first time, with this information, you have to define a password. Then you are able to log on.

Relation id

Shared secret

Choose password

Repeat password

Process Clear fields

- Relation id has to be filled in
- Shared secret has to be filled in
- Password should have a length of at least 9 characters
- Password should contain an uppercase character
- Password should contain a lowercase character
- Password should contain a number
- Password may not contain a special character
- The shared secret can not be part of the new password
- It is not allowed that the password contains more than half the relation id
- It is not allowed that more than half of the password consists of the same character
- Both passwords should be equal

Figure 4 – First time log in

- Enter your registration number in the "Relation id" field.
- Enter your shared secret in the "Shared secret" field (use capitals).
- Choose a password in accordance with the validity rules and enter it in the "Choose password" field. The password validity rules are listed below the entry fields.
- Confirm your password by re-typing it in the "Repeat password" field.
- Click on "Process".
Once e-Line Balance of Payments has successfully processed your registration details, the following message appears:

First time log in e-Line Balance of Payments

Your initial registration has been successful. You can now [log in](#).

Figure 5 - Confirmation of registration

- Click on "log in" to go to e-Line Balance of Payments.

Tip: If you have made an error in any of the entries, you can clear all fields at once by simply clicking the "Clear fields" button.

Please note: If you use an incorrect shared secret three times in a row, access will be **blocked**. If this happens, please contact the **DNB Service Desk** (see section 6 *Opening hours and support*).

Please note: Keep your registration details safe after you have registered. You will need them, for instance, when creating a new password.

Tip: How to deal with registration numbers, shared secrets and passwords:

- Only disclose **registration numbers** to staff responsible for completing reports.
- Keep **shared secrets** in a safe place, preferably a strongbox.
- If the staff member responsible for keeping the shared secret leaves your organisation, apply for a **new shared secret** from DNB.
- If a staff member responsible for completing reports leaves your organisation, create a **new password**.

3.2 Logging in

To log in to e-Line Balance of Payments, click on "Log in" on the right side in the "Logging into e-Line Balance of Payments" window. Subsequently, the "Log in as reporter" window will appear. See Figure 6.

e-Line Balance of Payments
Log in as reporter
 You can log in using either 'eHerkenning' or by using your registration id and password

eHerkenning

Log in using eHerkenning

Relation id

Password

Remember relation id

Log in

Figure 6 – Log in as reporter

What you need to do next depends on how you wish to log in to e-Line Balance of Payments:

- If you wish to log in using **eHerkenning**, see section 3.2.1 *Logging in using eHerkenning*.
- If you wish to log in using your **registration number** and **password**, see section 3.2.2 *Logging in using your registration number and password*.

Please note: The **terms and conditions** will appear when you log in to e-Line Balance of Payments for the first time. You have to accept them in order to use the application.

3.2.1 Logging in using eHerkenning

If you have an eHerkenning account that is authorised for using e-Line Balance of Payments, you can directly log in to the application.

Please note: Your eHerkenning account must have **at least confidence level 3** in order to log in to e-Line Balance of Payments.

How to proceed

- Click on "Log in using eHerkenning".

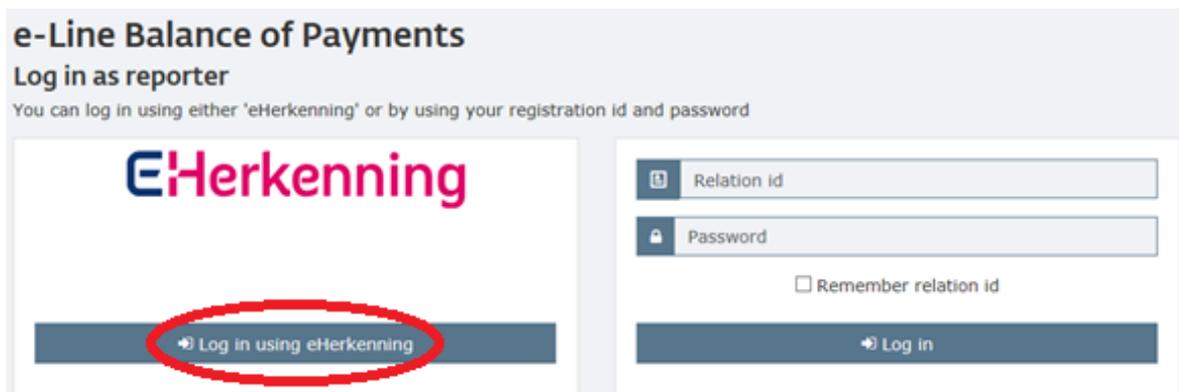


Figure 7 – Logging in using eHerkenning

The eHerkenning window appears (if it is in Dutch, click on "English" in the top right-hand corner to change to English). See Figure 8.

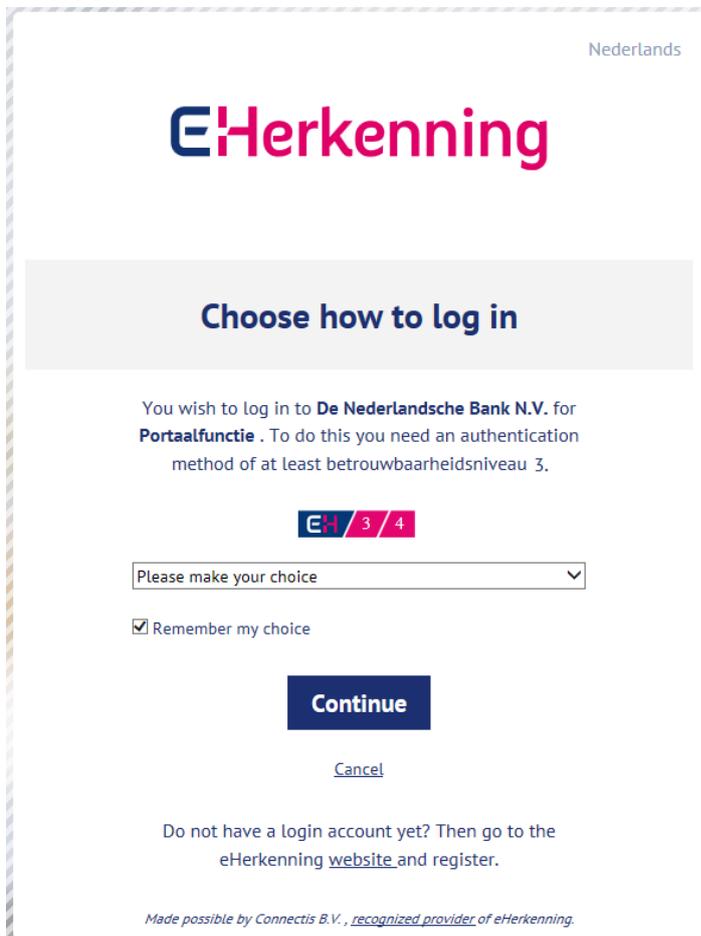


Figure 8 - eHerkenning

- Select your authentication method in the drop-down menu.
- Click on "Continue".
A new window appears in which you enter your eHerkenning credentials. What this window looks like, depends on the authentication method you have selected.
- Follow the instructions. As every authentication method has its own instructions, these are not described in this user manual.

Please note: Select **e-Line Balance of Payments** when asked which services you wish to use.

Once you have completed the instructions of your authentication method, you will be logged in to e-Line Balance of Payments within a few seconds and see the "Registration data" window. See *Figure 9* for an illustrative example.

View register Obligations

Registration data

Registration changes

To pass on changes in the data mentioned below: [contact us](#)

NAW	
Organisation	Surrogaat tbv E-Line
Mailing address	Postbus 90
Postal code and city	1000 AB AMSTERDAM
Country	Nederland
Visiting address	Oosteinde 1
Postal code and city	1017 ZN AMSTERDAM
Country	Nederland

Figure 9 – Registration data (illustrative example)

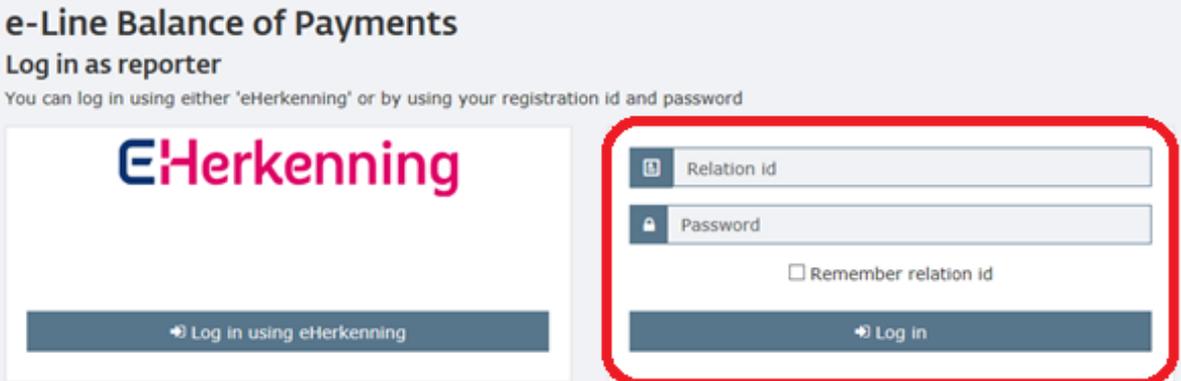
3.2.2 Logging in using your registration number and password

Please note: The following instructions do not apply to users of eHerkenning. For instructions on how to log in using eHerkenning, see § 3.2.1 *Logging in using eHerkenning*.

Once you have successfully registered for use (see section 3.1 *Logging in for the first time*), you can log in by entering your registration number and password. We sent you your registration number and you created your password when you registered for use. If you forgot your password, you can create a new one (see section 3.3 *Creating a new password*).

How to proceed

- Enter your registration number in the "Relation id" field.
- Enter your password in the "Password" field.
- Click on "Log in".



e-Line Balance of Payments
Log in as reporter
You can log in using either 'eHerkenning' or by using your registration id and password

eHerkenning

Log in using eHerkenning

Relation id

Password

Remember relation id

Log in

Figure 10 – Logging in using your registration number and password

Within a few seconds, you will be logged in to e-Line Balance of Payments, after which the “Registration data” window appears. See Figure 9 for an illustrative example.

Tip: If you prefer your registration number to appear automatically next time you log in, check the “Remember relation id” box.

Tip: For security reasons, we recommend that you **change** your password regularly. See section 3.4 *Changing your password*.

Please note: If you use an incorrect password five times in a row, access will be **blocked**. If this happens, please contact the **DNB Service Desk** (see section 6 *Opening hours and support*).

3.3 Creating a new password

Please note: This functionality only applies to creating a new password for your **registration number** and therefore does not apply to users of **eHerkenning**.

If you lost or forgot your password, use your registration number and its shared secret to create a new one. Your shared secret is a special code used to verify whether you are authorised to access e-Line Balance of Payments. This code was mailed to your organisation by DNB.

How to proceed

- In the “Logging into e-Line Balance of Payments” window, click on “New password” on the right of your screen. The “New password” window appears. See Figure 11.

New password e-Line Balance of Payments

On this page you can define a new password if, for example, you have forgotten your current password. To do this, you need to have a relation id and a shared secret

Relation id

Shared secret

New password

Repeat password

Process Clear fields

- ✘ Relation id has to be filled in
- ✘ Shared secret has to be filled in
- ✘ Password should have a length of at least 9 characters
- ✘ Password should contain an uppercase character
- ✘ Password should contain a lowercase character
- ✘ Password should contain a number
- ✘ Password may not contain a special character
- ✘ The shared secret can not be part of the new password
- ✘ It is not allowed that the password contains more than half the relation id
- ✘ It is not allowed that more than half of the password consists of the same character
- ✘ Both passwords should be equal

Figure 11 – Creating a new password

- Enter your registration number in the “Relation id” field.
- Enter your shared secret in the “Shared secret” field (use capitals).
- Choose a password in accordance with the validity rules and enter it in the “New password” field. The password validity rules are listed below the entry fields.
- Confirm your password by re-typing it in the “Repeat password” field.
- Click on “Process”.

Once you have created your new password, the following message appears:

New password e-Line Balance of Payments

Your new password has been accepted. You can now [log in](#).

Figure 12 – New password created

- Click on “log in” to go to e-Line Balance of Payments.

Tip: If you have made an error in any of the entries, you can clear all fields at once by simply clicking the “Clear fields” button.

Please note: If you try to create a new password using an incorrect shared secret three times in a row, access will be **blocked**. If this happens, please contact the **DNB Service Desk** (see section 6 *Opening hours and support*).

3.4 Changing your password

Please note: This functionality only applies to creating a new password for your **registration number** and therefore does not apply to users of **eHerkenning**.

We recommend that you change your password regularly to prevent unauthorised use. To change your password, you must be logged in to e-Line Balance of Payments.

How to proceed

- In the "Logging into e-Line Balance of Payments" window select "Log in".
 - Log in as usual (see section 3.2 *Logging in*), after which the "Registration data" window appears.
 - In the top right-hand corner, click on .
 - Select "Change password".
- The "Change password" window appears in which the "Relation id" field is automatically filled with your registration number. See Figure 13.

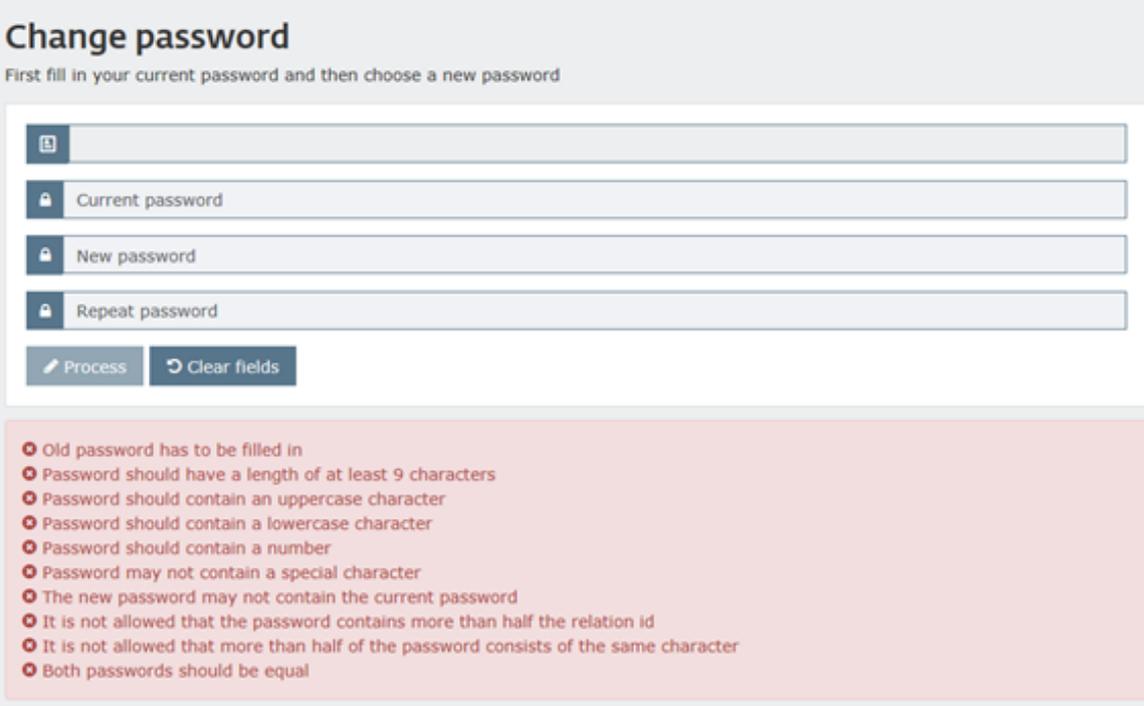


Figure 13 – Changing your password

- Enter your current password in the "Current password" field.
 - Choose a new password in accordance with the validity rules and enter it in the "New password" field. The password validity rules are listed below the entry fields.
 - Confirm your new password by re-typing it in the "Repeat password" field.
 - Click on "Process".
- Your password has now been changed.

Tip: If you have made an error in any of the entries, you can clear the "Current password", "New password" and "Repeat password" fields at once by simply clicking the "Clear fields" button.

Please note: If you try to change your password using an incorrect current password five times in a row, access will be **blocked**. You can continue to work in e-Line Balance of Payments until you log out. If this happens, please contact the **DNB Service Desk** (see section 6 *Opening hours and support*).

3.5 Switching language

e-Line Balance of Payments is available both in Dutch and English. You can switch from Dutch to English (and the other way around) anywhere in the application, except for the reporting obligations overview and reports.

On the *First time log in*, *New password* and *Log in as reporter* pages, you can switch to English / Dutch by clicking *English / Nederlands* in the top right-hand corner.

On all other pages, click  and then select *English / Nederlands*.

Please note: Because of technical reasons, certain texts in e-Line Balance of Payments will still be in **Dutch** when using the English version of the application. Please also keep in mind that some reporting profiles are only available in Dutch.

3.6 Logging off

You can log off from e-Line Balance of Payments at any time.

How to proceed

- In the top right-hand corner, click on .
- Select "Log off".
This will close your e-Line Balance of Payments session and bring you back to the "Log in as reporter" window.

Please note: If you logged in with **eHerkenning**, you need to close **all the windows of your browser** to log off from eHerkenning as well.

4 Reporting

4.1 Checking registration data

Before you start reporting, first check your organisation's registration data. These are the details known to DNB. There are three different types of details to be checked:

- Your organisation's name and address.
- DNB and Chamber of Commerce (KvK) registration numbers.
- Specific organisation details.

How to proceed

- Log in to e-Line Balance of Payments (see section 3.2 *Logging in*).
The "Registration data" window appears.
- Check the details for any errors.

Please note: You may need to scroll down to see all details.

You cannot edit these details yourself. Please inform DNB immediately in case of errors or missing information. This must be done in writing. You can do so by post or email:

- **By post within the Netherlands:**

De Nederlandsche Bank N.V.
Attn Statistics Division, DSC
Antwoordnummer 2670
1000 PA Amsterdam

- **By post from abroad:**

De Nederlandsche Bank N.V.
Attn Statistics Division, DSC
Postbus 98
1000 AB Amsterdam
The Netherlands

- **By email:** sir.dra@dnb.nl

Please note: Always state your **registration number**.

You can still fill in and send your reports.

4.2 Accessing the reporting obligations overview

After checking the registration data for your organisation, you may proceed to complete your report(s). To access the overview of all your reporting obligations, click on "Obligations" at the top of the screen.

4.2.1 Contents of the reporting obligations overview

See Figure 14 for an illustrative example of the reporting obligations overview. The overview shows a comprehensive list of your organisation's reporting obligations, as well as those your organisation represents or manages. The default view shows *all reporting obligations* for the *current calendar year* for the *first reporting entity* in the "Select a reporting entity" drop-down menu.

Please note: DNB will make reporting obligations available no later than the second business day after the end of each reporting period.

View register Obligations Contact

Report obligations for Surrogaat tbv E-Line (10000000)

2016 Surrogaat tbv E-Line (10000000) Open Re-report Action

period	freq.	state	profile	exp.	nr.	name	saved	sent	confirmed
2016-01/2016...	Year	Being processed	BFI	2017-05-01	10000000	Surrogaat tbv E-L...	2017-01-25 11:49		
2016-01	Month	Satisfied	BFI		10000000	Surrogaat tbv E-L...		2016-10-18 16:38	2016-10-18 16:38
2016-02	Month	Being processed	BFI	2016-03-21	10000000	Surrogaat tbv E-L...	2016-12-15 09:31		
2016-03	Month	Being processed	BFI	2016-04-21	10000000	Surrogaat tbv E-L...	2016-09-14 14:26		
2016-05	Month	Being processed	BFI		10000000	Surrogaat tbv E-L...	2016-10-27 12:58		
2016-05	Month	Satisfied	BFI	2016-08-19	10000000	Surrogaat tbv E-L...	2016-09-08 16:53	2016-08-09 09:36	2016-08-09 09:36
2016-06	Month	Being processed	BFI	2016-08-19	10000000	Surrogaat tbv E-L...	2016-12-15 09:47		
2016-07	Month	Being processed	BFI	2016-08-19	10000000	Surrogaat tbv E-L...	2016-12-15 09:38		

Figure 14 - Reporting obligations overview (illustrative example)

The overview consists of the following columns:

Column	Description
Period	The period covered by the reporting obligation
Frequency	The reporting frequency (monthly, quarterly or annually)
State	The reporting obligation's state (see the next table)
Profile	The reporting obligation's profile
Expected	The deadline by which you must send the report to DNB
Number	The registration number of the reporting obligation's reporting entity
Name	The name of the reporting obligation's reporting entity
Saved	The date and time when the report was last saved
Sent	The date and time when the report was sent to DNB
Confirmed	The date and time when the report was approved or rejected by DNB.

The "State" column may contain the following states:

State	Meaning
Open	The report has never been opened yet
Being processed	The report has been opened at least once
Sent	The report has been sent, but DNB has not processed it yet
Rejected	The report has been sent, and DNB has processed, but <u>not</u> accepted it
Satisfied	The report has been sent, and DNB has processed <i>and</i> accepted it
Re-report	DNB has created a new reporting obligation for a report previously sent

4.2.2 Selecting reporting obligations

To find the correct reporting obligation in the reporting obligations overview, first select a *year*. You will then be presented with various options for selecting reporting obligations.

4.2.2.1 Select year

First select the **year** of the reporting obligation you wish to open.

How to proceed

- Click on the "Select a year" drop-down menu.
The drop-down menu shows the current year and the three previous years.

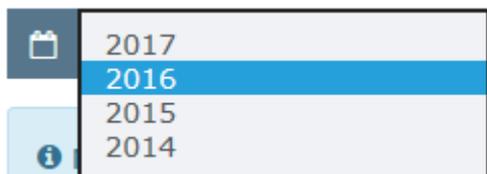


Figure 15 – "Select a year" drop-down menu

- Select the year of the reporting obligation.
The reporting obligation overview will now display *all the reporting obligations* of the *first reporting entity* (in the "Select a reporting entity" drop-down menu), for the **selected year**.

4.2.2.2 Select reporting entity

Click on the "Select a reporting entity" drop-down menu and select a **specific reporting entity** to view *all its reporting obligations* for the *selected year*.

Please note: If there is only *one* reporting entity for a particular year, then it will be preselected in the drop-down menu, and it will not be possible to select any other reporting entities from this menu.

How to proceed

- Click on the "Select a reporting entity" drop-down menu.
The drop-down menu will display only the first 100 reporting entities.



Figure 16 – "Select a reporting entity" drop-down menu (illustrative example)

- If you see the reporting entity you are looking for in the drop-down menu, click on it.
- If you do *not* see the reporting entity you are looking for in the drop-down menu, clear the selected value from the top of the drop-down menu by using the backspace key and then enter all or part of the name or registration number of the reporting entity you are looking for. Click on the reporting entity once it appears in the drop-down menu.

The reporting obligations overview will now display *all reporting obligations* of the **selected reporting entity** for the *selected year*.

4.2.2.3 Filter by reporting profile (only available if more than ten reporting entities are displayed)

If in any one year there are reporting obligations for more than ten reporting entities, the "Filter" checkbox will appear to the left of the "Select a reporting

entity” drop-down menu. Check this box to open a drop-down menu that allows you to search for reporting obligations of a **specific reporting profile** of *all reporting entities* for the *selected year*.

Tip: If there are not more than ten reporting entities for the selected year, you can still filter by reporting profile by first retrieving the full list of reporting obligations and then by filtering on the *profile* column. See § 4.2.2.4 *View all reporting obligations* and § 4.2.2.5 *Filter by column* how to do this.

How to proceed

- Check the “Filter” box.
The “Select a reporting entity” drop-down menu will be replaced by the “Select a reporting profile” drop-down menu. To the right of this menu are two option buttons which you can use to indicate whether you wish to see only those reporting obligations, for the selected reporting profile, that are still *not satisfied* or whether you wish to see *all* reporting obligations of that selected reporting profile. The option “Not satisfied” is selected by default.



Figure 17 – “Select a reporting profile” drop-down menu

- Select the reporting profile from the drop-down menu.
You will now see the reporting obligations for the **selected reporting profile** that are still *not satisfied*, for *all reporting entities* in the *selected year*.
- If you would also like to see the reporting obligations that are *satisfied*, in addition to those that are not, click on the “All” option button.
- Uncheck the “Filter” box to again select by *reporting entity*.

4.2.2.4 View all reporting obligations

In the reporting obligations overview, it is possible to view **all reporting obligations** for **all reporting entities** for the *selected year*. If there is only *one* reporting entity for the selected year, then all reporting obligations for that year are shown in the reporting obligations overview by default. If there are *multiple* reporting entities for the selected year, then proceed as follows:

How to proceed

- Click on the “Action” menu and then select “Show all obligations”.
The reporting obligations overview will now display **all reporting obligations** for **all reporting entities** for the *selected year*.

Please note: If there are many reporting obligations for the selected year, it may take **up to one minute** to retrieve this list.

Please note: If you have chosen to filter results by one or more *columns* (see section 4.2.2.5 *Filter by column*), this filter will remain active if you choose to *view all reporting obligations*.

4.2.2.5 Filter by column

In the reporting obligations overview, it is at all times possible to filter one or more columns by a **specific attribute**.

How to proceed

- In the heading of the relevant column click on . This will appear when you hover your cursor over the heading.
The following filter menu will appear:

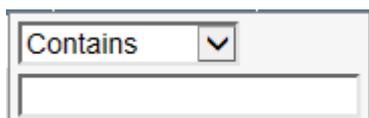


Figure 18 – Filter menu

- In the drop-down menu, select a filter method (*Contains, Equals, Does not equal, Begins with or Ends with*)
- Enter your filter text in the entry field.

This will show only reports that meet your filter criterion. You can also use multiple column filters. This will show only reports that have *all* the filter criteria you entered. For example, simply view monthly reports for January by using the “End on -01” filter in the “period” column, together with the “Equals *Month*” filter in the “frequency” column.

- You can easily undo column filtering by clearing the filter value you entered.

Tip: You can **sort** information in a column alphabetically or chronologically by clicking on that column's heading. Clicking a second time reverses the order, and a third click undoes the sorting order.

4.2.3 The buttons in the reporting obligations overview

The buttons in the top right-hand corner of the overview (see Figure 14) allow you to perform various actions. You can:

- Open a report (see section 4.3 *Opening a report*)
- Re-report (see section 4.13 *Re-reporting*)
- View all reporting obligations (see section 4.2.2.4 *View all reporting obligations*)
- Export an XSD template (see section 5 *Information for programmers*)
- Print a report (see section 4.11 *Printing a report*)

4.3 Opening a report

You can open a report by first clicking on the relevant line in the reporting obligations overview and then on the “Open” button, or by double-clicking on the line. Then select the form and the subform you wish to complete.

Please note: In the new version of e-Line Balance of Payments, reports can only be **saved** and **opened** via **the servers of DNB**. This means that locally saved reports cannot be opened anymore and its data need to be entered or imported again.

How to proceed

- Open the report:
 - Double-click on the report of your choice;
 - or*
 - Select the report of your choice.
 - Click on the “Open” button.

A message appears informing you that the report is being retrieved. Next, the selected report is shown. It contains *forms*, which are subdivided into *subforms*.

- At the top left-hand side of the screen, click in the "Form" drop-down menu and select the form you wish to complete. Figure 19 illustrates this.

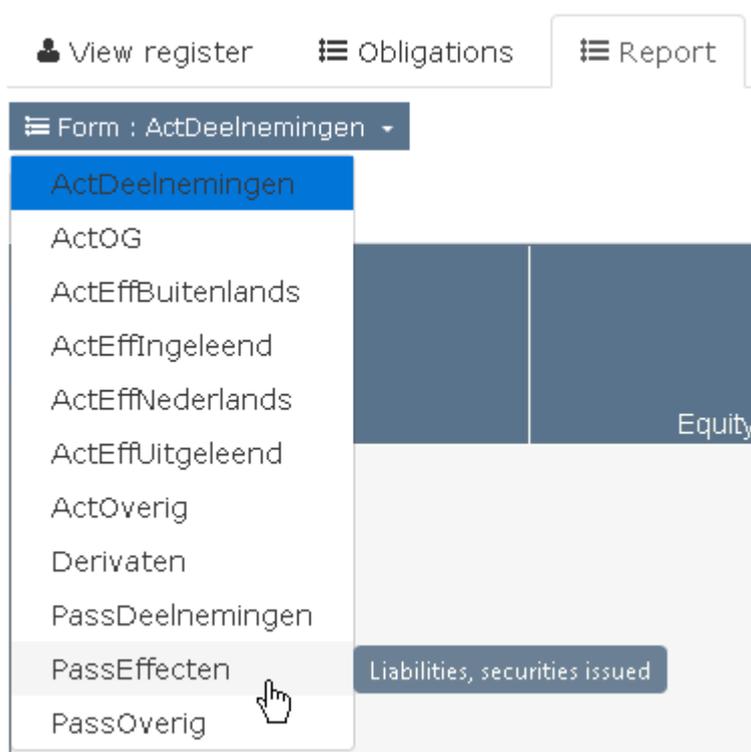


Figure 19 – "Form" drop-down menu

After you click the form, it is opened, showing links to its subforms at the top. Figure 20 illustrates this.

- Click on the subform you wish to complete. The selected subform will now be opened.

View register Obligations Report

Form : ActEffBuitenlands

AEB-A AEB-AI AEB-G AEB-K AEB-KGI

Line	Type of security	Country of issuer	Sector of issuer

Figure 20 – Links to subforms

Tip: The **full description** of forms, subforms and column headings is displayed if you hover your mouse over them. Figures 21, 22 and 23 illustrate this.

View register Obligations Report

Form : ActDeelnemingen

- ActDeelnemingen
- ActOG
- ActEffBuitenlands
- ActEffIngeleend
- ActEffNederlands
- ActEffUitgeleend
- ActOverig
- Derivaten
- PassDeelnemingen
- PassEffecten
- PassOverig

	Equity
Liabilities, securities issued	

Figure 21 – Full description of a form



Figure 22 – Full description of a subform

Closing position	Interest openi...	Interest accrued	Inter
Position at the end of the month (excl. accrued interest)			

Figure 23 – Full text of a column heading

4.4 Entering data

Enter your data in the report's subforms.

Please note: We advise against **multiple users** working on the same report or on reports with the same combination of *reporting profile* and *reporting entity* at the same time. This also applies to a single user working in **multiple browser tabs** simultaneously. Data may be **lost** if you do so.

Please note: The **opening positions** will be automatically entered if the state of the report is "Open" by **copying** the **closing positions** of the previous, *submitted* report (if applicable). Should the opening positions be missing because the state of the report was "Being processed" at the moment the previous report was sent, or be changed or deleted by you, then you can **restore** the opening positions by setting the report to **nil** and subsequently **undo** this. See section 4.8 *Setting a report to nil*.

How to proceed

- To add a new line, click on the "Add line" button.
- To remove one or more lines, first select the line(s) you wish to remove and then click on the "Remove selected lines" button. You can select a *single* line by simply clicking on it and you can select *multiple* lines by clicking on them while holding the Control key to select lines one by one or holding the Shift key to include all lines in between.

Please note: You may have to scroll down to see further lines.

- Click on a field to start entering data. Simply use the Tab key to jump to the next entry field.

You can enter data into two types of fields:

- Free-text fields, in which you can enter text or numbers after having clicked on them.
- Fields with a drop-down menu. After you click on the field, a drop-down menu will open, in which you click on a menu item. **Confirm** your selection by pressing the **Tab** or **Enter key** or by **clicking on any other entry field** in the subform. See Figure 24 for an example of a drop-down menu.

Type of security	Sector of issuer	Opening position (mar...
AandelenNBeurs - Unquoted	BLI - Investment funds	0
PartWTBbel - Participations in licensed (Wft) investment funds		0
<ul style="list-style-type: none"> AandelenBeurs - Quoted shares AandelenNBeurs - Unquoted shares PartNWTBbel - Participations in non-licensed investment funds PartNWTBgeldm - Participations in non-licensed money market funds PartWTBbel - Participations in licensed (Wft) investment funds PartWTBgeldm - Participations in licensed (Wft) money market funds 		

Figure 24 – Drop-down menu

Please keep the following in mind when entering data:

- In each line you complete, all fields are mandatory.
- All entry fields for amounts and numbers contain a "0" by default. You do not need to remove it first when entering a *positive* number. Just enter the number behind it and the "0" will disappear once you leave the field. For example, "0500" will automatically be changed to "500". However, you must first remove the "0" before you enter a *negative* number.

Please note: In some cases, an entry field may not contain a "0" by default and be blank instead. This may happen, for example, when opening a report that was opened and edited in the old version of e-Line Balance of Payments. **You will still need to enter a value in any blank entry field.** For example, if there were no purchases, enter a "0" for *Purchases*.

- Enter all amounts in thousands of euros. This means 1.000 euro must be entered as "1", and 1.000.000 euro must be entered as "1.000".
- Use numbers without decimals, both for amounts and for numbers. This means you must round amounts and numbers if they have decimals.
- Amounts and numbers may have no more than 16 digits.
- Some fields cannot have negative values, such as *Purchases* and *Sales*.
- You may use a **dot** to separate thousands, but this is not mandatory. Separators will automatically appear once you leave the field after having entered a value of 1.000 or more. For example, "15000" will automatically be changed to "15.000".
- For each line, the closing position (where applicable) must exactly equal the opening position plus purchases, minus sales, and including any other changes. Of course, this does not apply to subforms that do *not* deal with changes.
- Opening positions of the report must be equal to closing positions of the *previous* period. If a report for the previous period has an incorrect closing position while it has already been sent to DNB, you can correct that report and send it again via the "re-reporting" procedure. See section 4.13 *Re-reporting*.

4.5 Editing data

You can edit data as long as you have not sent your report to DNB.

Please note: If you have sent your report to DNB, you can **re-report** if you need to correct that report and send it again. See section 4.13 *Re-reporting*.

How to proceed

- To edit data in a **free-text field**, click on the field. The cursor will appear behind the value entered and you can change the value.
- You can change a value in a **field with a drop-down menu** simply by clicking on that value. A drop-down menu will appear, allowing you to select a different value. **Confirm** your selection by pressing the **Tab** or **Enter key** or by **clicking on any other entry field** in the subform.

4.6 Adding remarks

e-Line Balance of Payments offers the possibility of adding remarks or explanatory notes in a central place.

Tip: To prevent being asked for explanations, it is recommended that you explain substantial items.

How to proceed

- Click on the "Action" button on the right of the screen.
- Select "Add remarks".
The "Remarks" window appears (see Figure 25). Here you can add remarks about every aspect of the report.

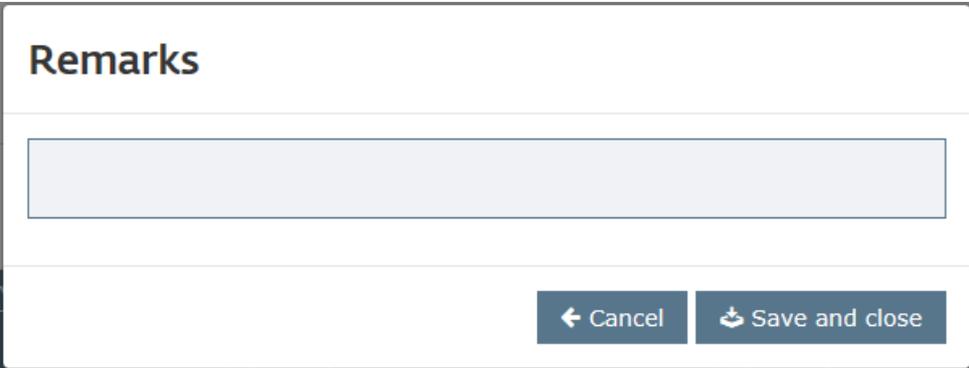


Figure 25 – The "Remarks" window

- Enter your remarks in the entry field.
- After you have finished, save your remarks by clicking on the "Save and close" button.
- If you do not wish to save them, click on "Cancel".

You can view and edit the saved remarks by selecting "Add remarks".

4.7 Importing data

You can import data from files in your own system into e-Line Balance of Payments, provided they meet certain requirements. Files must be either in XML or CSV format.

Tip: For information about creating XML and CSV files, see the document entitled "**Creation of XML or CSV files**" on <http://www.dnb.nl/en/statistics/eline-bb/general-user-documentation>.

Tip: In case of importing an incorrect file, you can easily set the report to nil and subsequently undo this. This will remove all data from the report and then restore its opening positions. See section 4.8 *Setting a report to nil*.

How to proceed

- Open the report in which you wish to import data.
- Click on the "Action" button on the right of the screen.
- Select "Import (merge)" or "Import (overwrite)". The difference between these two actions is explained in the two grey boxes below.
- Click on "Please select input file".
A window appears that allows you to browse and select your file.
- Select the XML or CSV file you wish to import by double-clicking on the file.
The file is imported and the data are shown in the report. You can now add or edit data manually.

Please note: If you select **Import (merge)**, newly imported data are **added** to previously entered data that have the same combination of attributes, such as *Type of security*, *Country of issuer* and *Sector of issuer* in the same subform as in the import file. If the import file contains a valid line that *cannot* be added to a line in the existing report, a *new* line in the relevant subform is created that contains all the values for that line in the import file.

Please note: In the case of **Import (overwrite)** all report data - if the import file is valid - will first be **deleted** and then the selected file will be imported.

Should the import file contain data that cannot be imported, an error message will list the errors. No data will be imported, not even those data that would otherwise have been imported. This means the file is either imported in full or not at all, but never in part.

Please note: If the import is successful, the entire report is automatically **saved**.

4.8 Setting a report to nil

If there is nothing to report for a certain period, because all opening and closing positions are 0 *and* no changes took place during the reporting period, you can set the report to nil. You must still send the report to DNB. You can only set an entire report to nil and not just a form or subform you are working on.

How to proceed

- Open the report you wish to set to nil.
- Click on the "Action" button on the right of the screen.
- Select "Set Nil".
A message window appears: "Please confirm that you wish to set the report to nil. This action will remove any data from the report."
- Click on the "OK" button.
Report data are deleted and the message "This report is Nil." appears. See Figure 26.



Figure 26 – Report set to nil

Please note: After a report has been set to nil, it is automatically **saved**. This means the data from the report can no longer be retrieved by reopening the report.

If you have set a report to nil, you can simply undo this as follows:

- Click on the “Action” button on the right of the screen.
- Select “Undo Nil”.
This ensures that the report is no longer set to nil. The opening positions are restored, but any data previously entered in report lines are not.

4.9 Validating data

You can verify data you entered for validity at any time.

Please note: The new version of e-Line Balance of Payments no longer allows you to validate subforms only. You can only validate *a complete report*.

How to proceed

- Click on the “Action” button on the right of the screen.
This will open a menu listing one of the following two actions:
 1. “Validate report” (if all changes have been saved)
 2. “Validate report (including save)” (if not all changes have been saved yet)
- Select the available action. “Validate report (including save)” will first save the report and then validate its data.

Should the validation reveal that invalid data were entered, a message listing errors will be shown. See Figure 27 for an illustrative example. If no invalid data are found, you will see an OK message.

e-Line balance of payments error

i Linking check with previous period will not be carried out.

x ActDeelnemingen.AD-C

i In line 2, DeelnemingenAct=CrossUgKl10 Land=BE Tegensector=MON is/are not unique.

i Line 3, column Tegensector: The sector you entered cannot be found in the list of sectors.

x ActEffBuitenlands.AEB-A

i Line 1: for Eindstand, a difference of -1 was found.

Close
Print

Figure 27 – e-Line Balance of Payments error message after validation (illustrative example)

Tip: You can print the error message by clicking on the “Print” button at its bottom right-hand corner.

Please note: If the system shows an OK message, this does not necessarily mean your report is *correct*. It is your own responsibility to send a correct report.

Frequently occurring validation messages:

- **No blocking errors found:** the report can be sent to DNB.
- **Geen cijfers achter de komma (No numbers with decimals) / Geen negatief getal en geen cijfers achter de komma (No negative values and no numbers with decimals):** only numbers without decimals are accepted and some fields cannot have negative values. See section 4.4 *Entering data*.

Please note: This validation message also occurs for blank numeric fields as there is, because of technical reasons, no distinct validation message for this situation.

- **Linking check with previous period will not be carried out:** this message is always shown when the first report for a reporting profile is validated, because no previous period is available with which the linking check can be carried out. This message is therefore shown for information purposes rather than to alert you to an error.
- **Report for the preceding period has not yet been sent. Consequently, the linking check cannot be carried out:** the report for the previous period

has not yet been sent to DNB. A report can only be sent after the report for the previous period has been sent to *and* approved by DNB.

- **Reporting obligation for the preceding period has not yet been satisfied. Consequently, the linking check cannot be carried out:** the report for the previous period has been sent to DNB, but has not yet been assigned "Satisfied" state. A report can only be sent after the report for the previous period has been assigned "Satisfied" state.
- **For line [attributes], a difference of [difference] was found between Beginstand (Opening position) and Eindstand (Closing position) of the preceding report:** a report's opening positions must be equal to the previous report's closing positions. If this is not the case, the report cannot be sent to DNB. For example, if in a specific subform of the January 2016 monthly report the closing position is 150 in a line with the attributes **Type of security:** *Quoted shares*, **Country of issuer:** *Belgium*, **Sector of issuer:** *Investment funds*, the monthly report for February 2016 must have a line in the same subform with exactly the same combination of attributes that has an opening position of 150. Line numbers do not play a role here.
- **In line [number], [attributes] is/are not unique:** in each subform, the combination of attributes must be unique for each line. For example, if a subform contains a line with the attributes **Type of security:** *Quoted shares*, **Country of issuer:** *Belgium*, **Sector of issuer:** *Investment funds*, another line in the same subform may not contain exactly the same combination of attributes.
- **Line [number]: for Eindstand (Closing position), a difference of [difference] was found:** this message is shown if the closing position does not equal the opening position plus purchases, minus sales, and including any other changes for the same line.

4.10 Saving and closing a report

Your report is automatically saved at specific times, for example when you navigate to a different subform, return to the reporting obligations overview or log off from e-Line Balance of Payments. In addition, it is automatically saved if you have not saved it manually several minutes after you have made a change.

If there are still unsaved changes, you can save your report *manually* as follows:

How to proceed

- Click on the "Action" button on the right of the screen.
- Select "Save". If this command is unavailable, the report has already been saved automatically.
The report is saved and the "Save" command is no longer available in the "Action" menu.

The report can be closed by returning to the reporting obligations overview, using the "Obligations" link. This will automatically save any unsaved changes.

4.11 Printing a report

Before a report is printed, e-Line Balance of Payments first creates a PDF file.

Please note: To read and print PDF files, you will need **Adobe Acrobat Reader**. You can download this freeware from <http://www.adobe.com>.

To create a PDF document from the report, proceed as follows:

Procedure 1: from the report

- Open the report you wish to print.
- Click on the "Action" button on the right of the screen.
This opens a menu that shows one of the following two actions:
 1. "PDF Print" (if all changes have been saved)
 2. "PDF Print (including save)" (if not all changes have been saved yet)
- Select the available action.
- Within a few seconds, you will be given the option to either open or save the PDF file of the report. The action "PDF Print (including save)" will first save the report before it creates a PDF file.

Procedure 2: from the reporting obligations overview

- In the reporting obligations overview, click on the report you wish to print.
- Click on the "Action" button.
A menu containing several actions will be opened.
- Select "PDF print".
Within a few seconds, you will be given the option to either open or save the PDF file of the report.

Please note: Reports with an "Open" or "Re-report" state cannot be printed from the reporting obligations overview. Once a report has the "Being processed" state a PDF file can be created.

4.12 Sending a report

You can send your report to DNB via the e-Line Balance of Payments application.

You must send reports in which you have entered data and reports that you have set to nil (see section 4.8 *Setting a report to nil*). Before sending the reports, first check that they do not contain any errors (see section 4.9 *Validating data*).

Please note: You cannot send a report until all data have been validated and **no errors** were found (see section 4.9 *Validating data*). Only then will the "Send" menu option become available.

Once you have entered all required data in the report and the validation subsequently results in no errors found, send your report as follows:

How to proceed

- Click on the "Action" button on the right of the screen.
- Select "Send".
A message will appear to inform you that the report has been sent to DNB.
- Click "OK".
You will now return to the reporting obligations overview.

The report has been sent to DNB and is no longer editable. Its state has changed from "Being processed" to "Sent". After DNB has checked and approved the report, the state will change to "Satisfied". If DNB does not approve it, the state will change to "Rejected". A change of state becomes visible once you refresh the overview.

4.13 Re-reporting

It is possible to edit a previously sent report and send it again to DNB. This procedure is called "re-reporting" and applies to reports with a "Sent", "Rejected" or "Satisfied" state.

Please note: The re-reporting procedure has changed in the new version of e-Line Balance of Payments.

How to proceed

- In the reporting obligations overview, click on the report you wish to edit and send again.
- Click on the "Re-report" button at the top of the reporting obligations overview. An editable copy of the sent report is created and opened. It has "Being processed" state. The original report will remain visible in the reporting obligations overview as long as you have not sent the new report to DNB.
- Make your changes to the report, validate it and send it. Procedures are the same as for the original report.

Please note: If there is a **linking difference** between a corrected report and the **sent** report for the **subsequent period**, a message will highlight the differences after validation if no other errors are found. When you send the corrected report, a copy of the report for the subsequent period with "Re-report" state will automatically be created, which you must correct and send to DNB **within 10 business days**.

5 Information for programmers

When you import files in XML format, they must be created according to DNB's XML template. This template defines the correct format and submission requirements for the reporting files.

The template for your report can be exported both from the reporting window and the reporting obligations overview. From the reporting window, you can do so by clicking on the "Action" button and selecting "Output scheme". From the reporting obligations overview, you can click on the report, click "Action" and then choose "Output scheme". In both cases, the XSD file can now be downloaded in accordance with your browser's default method.

Please note: An XML template will have limited **validity**. This means that a template for a particular month may differ from that for an earlier or later period. DNB will make every effort to keep changes to the XML templates to a minimum. Changes will be announced on the e-Line Balance of Payments website.

Please note: If you create reporting files for multiple profiles, it is important that you export the correct template for each profile.

The template has the .XSD file extension. You can save the template to a folder on your hard disk after you have exported it from e-Line Balance of Payments and open it in your XML development environment.

6 Opening hours and support

6.1 Opening hours

e-Line Balance of Payments is available on **business days between 7:00 and 19:00 (CET)**.

Availability of e-Line Balance of Payments on business days between 22:00 and 7:00 (CET), on weekends and on holidays is not possible because of daily maintenance on our systems. Occasionally DNB reserves the right to shut down e-Line Balance of Payments earlier if the required maintenance demands this. DNB communicates this at least one week in advance on the **problems and maintenance page** of e-Line Balance of Payments (<http://www.dnb.nl/en/statistics/eline-bb/problems-and-maintenance/index.jsp>) if the urgency of the maintenance allows us to.

The time left until closing time will be displayed onscreen.

Please note: Ensure that you save your data *before* closing time.

6.2 Problems working with e-Line Balance of Payments

If you have any trouble using the system, you can phone the **DNB Service Desk** on **business days between 8:00 and 18:00 (CET)**. Please have your registration number ready. You can also contact the DNB Service Desk by e-mail.

DNB Service Desk

Phone no.: +31 20 524 6111

e-mail: ict-servicedesk@dnb.nl

Internet: <http://www.dnb.nl/en/statistics/eline-bb/servicedesk/>

6.3 Questions about reporting

If you have a question about the substance of the reporting requirements, you should phone or e-mail your contact at DNB. Please have your registration number ready when calling.

6.4 Changes to your registration details

Please send any changes to your registration details by post or email to:

- **By post within the Netherlands:**
De Nederlandsche Bank N.V.
Attn Statistics Division, DSC
Antwoordnummer 2670
1000 PA Amsterdam
- **By post from abroad:**
De Nederlandsche Bank N.V.
Attn Statistics Division, DSC
Postbus 98
1000 AB Amsterdam
The Netherlands
- **By email:** sir.dra@dnb.nl

Please state your registration number if you send us changes to your registration details.