Uploading of the Pension Funds Returns in the CBM's INFOSTAT Portal

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Central Bank of Malta
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1) Ensure that all the checks are OK in the *'checks'* sheet prior to submitting the return to the CBM.

2) In the *'Cover sheet'* sheet click on 'Generate Annual XML file' to generate the file for the period ending December or 'Generate Quarterly XML file' for any other quarter. This is done so that an XML file is created. This file is to be uploaded in the portal.[1]

<div style="display: flex; gap: 2em;">

Generate Annual XML file

Generate Quarterly XML file

</div>

3) Click on this link http://infostat-cbm.centralbankmalta.org.mt/ to access the portal and login using your username and password. You can also access the portal through the CBM website. If this is the first time accessing the portal you can create an account by selecting *'Click here to Register'*.
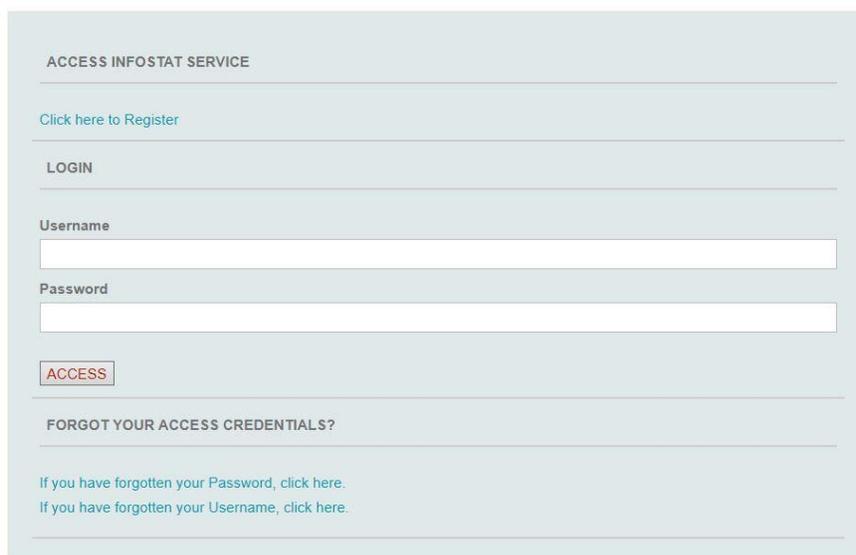
ACCESS INFOSTAT SERVICE

Click here to Register

LOGIN

Username

Password

ACCESS

FORGOT YOUR ACCESS CREDENTIALS?

If you have forgotten your Password, click here.
If you have forgotten your Username, click here.

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[1] Common errors which may occur when generating the XML file are explained in Section C: Errors when generating XML.

4) Choose the Pension Funds return Survey from the list of surveys on the left panel and then click on **Services access**.

5) In the following screen you will see the reference dates for which you can submit data of the survey in question. In case you are responsible for reporting data of more than one institution, the required entity can be selected from the corresponding drop-down menu. Also, the year selected has to be the due date year.
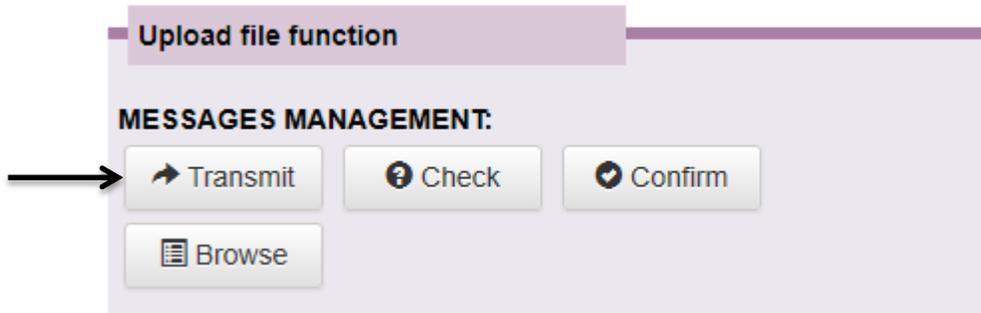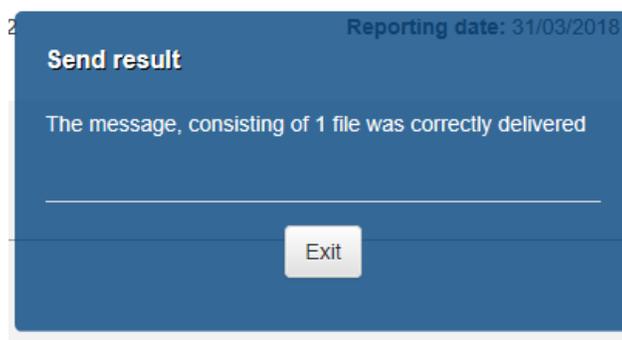

6) Once the submission date has been selected, the following menu will appear on the right hand side of the screen. From this menu, select the **Transmit** button underneath the heading **Upload file function.**

Upload file function

**MESSAGES MANAGEMENT:**

→ Transmit   ❓ Check   ✅ Confirm

📋 Browse

7) This leads to the file upload screen where you are to click on **Choose data file to upload**. You have to upload the XML file that was generated as shown in step 2.

✉️ **Delivery Upload**   ⏮ Back

Survey: Pension Funds Return   **Partner:** Pension Scheme Test   **Start delivery date:** Sun 30/06/2019   **End delivery date:** 01/07/2019
Upload type: Transmit   **Reporting institution:** CBM_PFTEST   **Reporting date:** 30/06/2019

Partner notes:

ⓘ CHOOSE DATA FILE TO UPLOAD
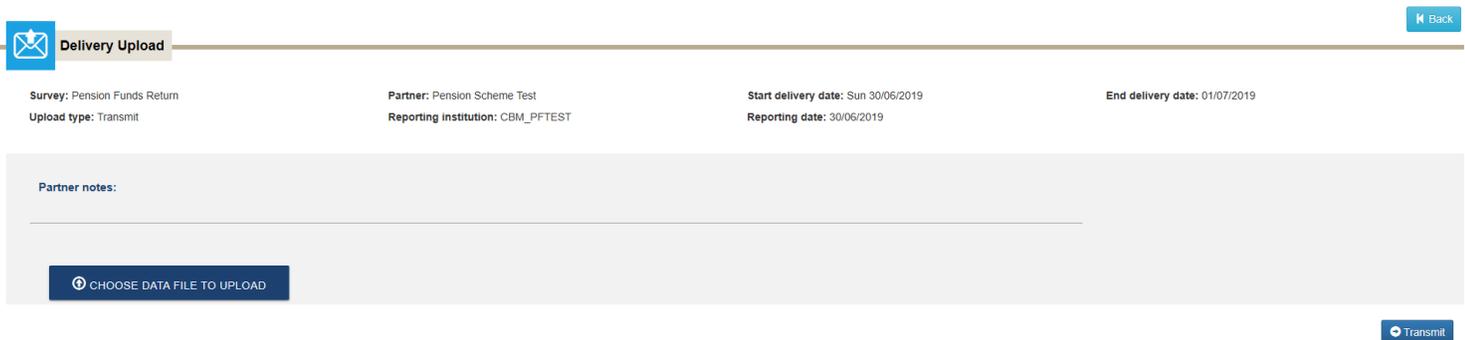
➕ Transmit

8) Clicking the **Transmit** button will show you the below message acknowledging the submission.

Reporting date: 31/03/2018

Send result

The message, consisting of 1 file was correctly delivered

Exit

9) To confirm that the submission was completed successfully and without errors, you can now click on the **Browse** button.

4
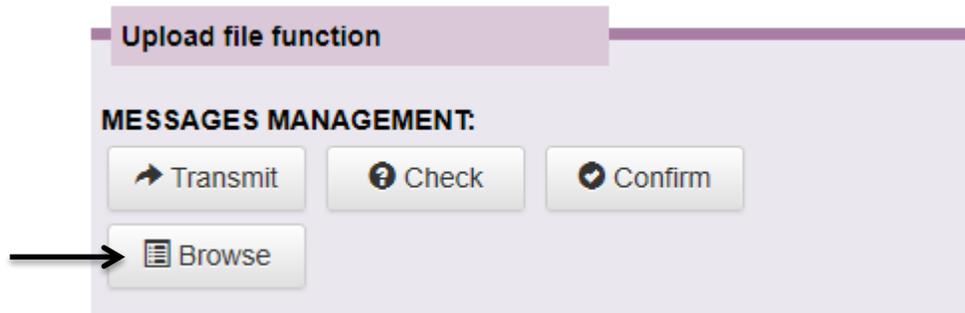
10) Upon clicking on **Browse**, you can go to the **Messages Received** tab. The messages can be seen by clicking on the **Protocol number** column.

For every submission a row will be shown for the *'Protocol Notification'*. This is an acknowledgement that a submission has been made from your end.

11) Following this process, you might also receive a *'Remark'* or a *'Discard'* message. These are automatically sent by the system if the file contains any type of error:

    a) A **Discard** message indicates that the file has not been received due to some serious error which led to the system not being able to identify the file.

    b) A **Remark** message indicates that the data has been received by the CBM but there are some errors which need to be looked into and confirmed or revised.

A copy of any messages in this page will also be sent by e-mail to the person who uploaded the return. A list of common errors that may arise are shown in Section A and Section B.

12) Note that if only the protocol notification is shown, then the file has been successfully submitted to the CBM with no failing checks.

Any queries can be answered either by phone or by sending an email to *PensionFunds@centralbankmalta.org*.

Below is a list of system generated errors which can occur and how the issues can be resolved.

Section A: Discard Errors

1. **Wrong Header Info**

The message has been discarded; the following errors have been detected:

Message header check remarks

MESSAGE: WRONG HEADER INFO
Check ID: 1
Found value: CMPFS - CBM_PFTEST - 30/06/2018
Expected value: CMPFS - CBM_PFTEST - 30/06/2019

The possible mistakes which result in a Wrong Header Info error are:

a. The submitted survey is not the same as the one which has been selected in the portal.
b. The Pension Fund ID inputted in the Cover Sheet of the return is either incorrect or does not belong to the company which has been selected in the portal.
c. The date in the cover sheet of the return is not the same as the one which has been selected in the portal.

2. **File XML errato: An invalid XML character was found**

MESSAGE: File XML errato: An invalid XML character (Unicode: 0x50) was found in the prolog of the document.
Check ID: 1

Reason for error: The file submitted is not in a correct XML format. A common mistake is that an Excel file is submitted instead. Regenerate an XML file and submit it through the portal.

3. **File XML errato: Content is not allowed in prolog**

MESSAGE: File XML errato: Content is not allowed in prolog.
Check ID: 1

Reason for error: The XML file was possibly not generated correctly. Commonly, a blank XML file is submitted. A new XML file must be generated and submitted through the portal.

4. Substitution Message Wrong Sequence

MESSAGE: SUBSTITUTION MESSAGE WRONG SEQUENCE
Check ID: 7
Found value: 19/02/2018 - 09:49:55.00

Reason for error: The file has already been submitted or is not the latest XML file generated. If a revised file is expected, a new XML file must be generated and resubmitted through the CBM portal.

Section B: Remark Errors

1. Duplicate observation

```
CUBE: CMPFS_46610
MESSAGE: DUPL_126
Check ID: 3
```

Variable	Value	Error Message
CLOSING POSITION	80	
CLOSING POSITION INTEREST ACCRUED	0	
CURRENCY DENOMINATION OF INSTRUMENTS	USD	
ENTITY ID		
INTEREST ACCRUED FLOW	0	
NET TRANSACTIONS (SALES LESS REDEMPTIONS)	20	
PENSION FUND ID		
RECLASS FLOW	12	
RECEIVED AND SOLD INTEREST DURING THE	0	
REFERENCE_DATE	20180630	
RESIDENCE OF COUNTERPARTY	7H	
REVALUATION_FLOW	3	
REVALUATION AND OTHER CHANGES ON INTEREST ACCRUED	0	
SECTOR OF THE COUNTERPARTY	S124	
TYPE OF INSTRUMENT	46610	

Reason for error: A duplicate row was detected within the data. For each instrument, there must only be one row for each unique combination of Country, Sector and Currency.

2. Wrong format value

```
CUBE: CMPFS_46960
MESSAGE: Datapoint is not structured as expected or some variables feature invalid values.
Check ID: 1 ( already sent with message reference number   MT201900000000004482 )
```

Variable	Value	Error Message
CLOSING POSITION	80	
CLOSING POSITION INTEREST ACCRUED	0	
CURRENCY DENOMINATION OF INSTRUMENTS		WRONG FORMAT VALUE
ENTITY ID		
INTEREST ACCRUED FLOW	0	
PAID AND PURCHASED INTEREST DURING THE	0	
NET TRANSACTIONS (SALES LESS REDEMPTIONS)	5	
PENSION FUND ID		
RECLASS FLOW	6	
REFERENCE_DATE	20180630	
RESIDENCE OF COUNTERPARTY	AL	
REVALUATION_FLOW	57	
REVALUATION AND OTHER CHANGES ON INTEREST ACCRUED	0	
SECTOR OF THE COUNTERPARTY	S125	
TYPE OF INSTRUMENT	46960	

Reason

for error: The value inputted is not in the same format as expected by the system.

Examples:

- In a particular column, for example, the currency was left blank.
- An amount for the closing stock was reported with a negative sign, which is not allowed.

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3. Total Assets must be equal to total liabilities

```
OBJECT: CMPFS_DCE_CHECK_REST_Q - DCE CHECK CUBE

0 - DCE OPERAND CUBE

Check ID: 2

   Details

      KEY :
       ENTITYID :                     ,
       REFERENCE_DATE = '20180630'
      -----------------------------------------------------------------------------------------
      VALIDATION RULE CELL : Total Assets must be equal to Total Liabilities
      -----------------------------------------------------------------------------------------
      VALIDATION RULE DESCRIPTION : TOTAL_ASSETS=TOTAL_LIABILITIES
      -----------------------------------------------------------------------------------------
      RULE ID : PFS001
      -----------------------------------------------------------------------------------------
      RUNID : 1589
      -----------------------------------------------------------------------------------------
      OFFENDING VARIABLES :
       TOTAL_ASSETS = '80',
       TOTAL_LIABILITIES = '20',
       DIFFERENCE = '60'
      -----------------------------------------------------------------------------------------
```

Reason for error: The total amount of assets listed in the Assets sheet is not equal to the total amount of liabilities listed in the liabilities sheet.

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4. Opening position and flows must tally between reporting periods

```
Details
KEY :
 CURRENCY = 'ALL CURRENCIES EXCEPT EUR, JPY, USD',
 REFERENCE_DATE = '20181231',
 ENTITYID =                     ,
 COUNTRY = 'JERSEY',
 SECTOR = 'CENTRAL BANK'
-----------------------------------------------------------------------------------------
VALIDATION RULE CELL : Opening positions and flows must tally between reporting periods
-----------------------------------------------------------------------------------------
VALIDATION RULE DESCRIPTION : OPENING_POSITION+REVALUATION_FLOW+RECLASS_FLOW+NET_TRANS=CLOSING_POSITION
-----------------------------------------------------------------------------------------
RULE ID : PFS028
-----------------------------------------------------------------------------------------
RUNID : 1587
-----------------------------------------------------------------------------------------
OFFENDING VARIABLES :
 OPENING_POSITION = '1290',
 REVALUATION_FLOW = '-1981',
 RECLASS_FLOW = '1189',
 NET_TRANS = '1090',
 CLOSING_POSITION = '1289',
 DIFFERENCE = '-299'
-----------------------------------------------------------------------------------------
```

<u>Reason for error</u>: The closing (outstanding) position reported in the previous period, added to the transactions and other flows in the current period, must be equal to the closing position of the current period.

Section C: Errors when converting the EXCEL file to XML

1. **Type Mismatch**

Reason for error: Either the country, sector or currency that was selected was not present in the drop-down menu provided.

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2. **Wrong Path**

Reason for error: The program is not able to access the desktop of the pc. In this case kindly forward the MS Excel file to the CBM using email address statsreg@centralbankmalta.org indicating the desired path where the program will save the XML file.