

SimpleBankReporter Usage Guide

An EXCEL based tool and related methodology to facilitate reporting to European Authorities and minimise cost and time

Important Note: All the data figures referred in this document are dummy and do not correspond to actual real reported data

Prerequisites to start Usage (1)

- Sign-up to SimplePraxis “Client Management” portal as an eligible User.
- Download EXCEL Tool as follows:
- Go to the site: <http://www.simplepraxis.net> and Sign In to the “Client Management Portal” (you need to have successfully Sign Up first):
- From there, choose the menu “Download EXCEL” to download the EXCEL tool.

XBRL Reporting Tool

Download and learn how to use our Excel-based XBRL validation tool. [Download Excel Tool](#)

⚠ API Key Required
N.B. You'll need an API key to use the Excel tool. [Subscribe to a product first to generate an API key if you have not done so already.](#)

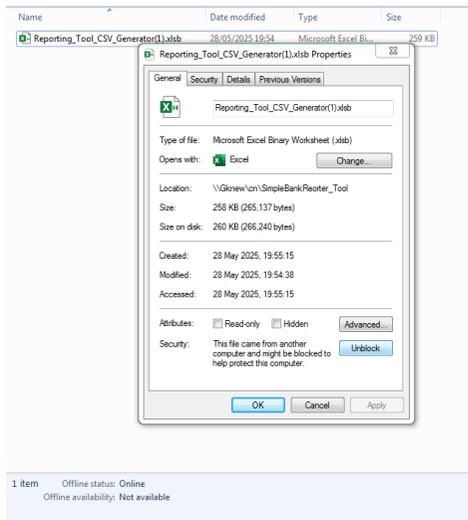
About the XBRL Reporting Tool

Everything you need to know about using our Excel-based XBRL validation tool.

Purpose	This Excel tool helps you generate and validate XBRL files for regulatory reporting.
Requirements	<ul style="list-style-type: none">• Microsoft Excel (2016 or newer)• An active subscription• An API key (generated from your client details page)
Getting Started	<ol style="list-style-type: none">1. Download the Excel tool using the button above2. Open the file in Microsoft Excel3. Enable macros if prompted4. Enter your API key in the designated field5. Follow the instructions in the tool to generate or validate XBRL files

Prerequisites to start Usage (2)

- Copy the EXCEL client to one folder of your computer from which you will access it.
- You can even create a shortcut of your EXCEL client to your computer desktop.
- Go to the EXCEL file in your folder.
- Right click mouse on the file and press the “Properties” menu selection.
- On the bottom right of the Properties window press the button “Unblock” to unblock the EXCEL macros on this file.



Enter User Coordinates and Select a Report to Create (1)

On sheet summary, enter:

- LEI (cell) (with the usually required .CON or .IND suffix as appropriate)
- Reference date
- Country

To be able to create a report, select a Report Type from the lookup on cell ...

- Moreover identify the correct Module Parameters on the upper right part of the screen. The parameters are initially set to some default values which you need to instantiate properly in order to work for you.
- An exceptional parameter required to specify above anything else is the "Report File Path" that specifies to which folder in your local disk, the resulting report file will be created.
- Note that before you create any report, you need to create the corresponding folder to deposit its contents. Every different Report Type for one Entity has to be deposited into a distinct folder.
- Press the button "List Tables" to list all the tables corresponding to this report type.

SIMPLE BANK REPORTER Tool - Information Specification

Select Report Mo	COREP_LCR_DA	API Key	_RUT9OLULrLg-MG9tFDLYn27ihxHdhXXxYdmIU-8lrg
Report Coordinat	Financial Entity Code: MYLEICODE252525252.CON ReferenceDate: 31/12/2024 Country: DE	Module Parame	Report Files path: c:\SimpleBankReporter_Tool\COREPLC baseCurrency: EUR decimalsInteger: 0 decimalsMonetary: -3 decimalsPercentage: 4 decimalsDecimal: 2

**Activity Flow (please press the buttons sequentially each one after the finishing previous activity)
(Start After Specifying all the correct module informaiton above)**

1) First of all, wait until the tool displays all the required templates to start data entry in EXCEL
Thereafter you need to go to each Template (EXCEL sheet) separately and enter the right data)
ATTENTION: If you want to clean workbook from Previous Data, press again "List Tables" to get clean sheets empty of any data!

Enter User Coordinates and Select a Report to Create (2)

- On completing the Table listing action, the user is ready to start data entry on the specific report.
- For safety reasons, it is recommended to Save the EXCEL after listing the Tables.
- **It is beneficial to save this EXCEL copy with a specific file name indicating also the report type and even the reference data** or any other information that the user prefers.

Specify TRUE and FALSE Filing Indicators (1)

- A fundamental part of a Report Creation, is for the user to identify which Templates (i.e. Filing Indicators) will be reported and which will not be reported.
- This is specified by going to the “FilingIndicators” sheet, an example of which is shown below.
- On column “B” there is the “SubmissionStatus” information.
- There the user has to specify a value that will be either TRUE (if this Filing Indicator will be reported) or FALSE (if this Filing Indicator will not be reported).
- The system automatically places by default all SubmissionStatus as TRUE. But thereafter the user has to enter the right value depending on the reporting obligations for each such Filing Indicator (i.e. Template).
- Very Important Note:
 - For every Filing Indicator specified as FALSE, the user needs to Delete all the EXCEL sheets corresponding to it. Otherwise, the report submissions will be Rejected.

Types of Templates – Fixed number of rows (“closed”) vs. variable number of rows (“open”) dictated by key columns

- Almost all the Templates have fixed columns
- Regarding rows, some Templates have also fixed number of rows and are called “closed” templates.
- On the other hand, some Templates have variable number of rows, depending on the data items the user wants to enter. These are called “open” templates.
- The number of rows in an open Template is always dictated by one or more Key Columns.
- Key columns accept different key values per row.
- Each such different combination of key values per row, defines also different data items for the non-key columns of this Template.
- Data entry on “closed” templates is straightforward and the user has just to enter the appropriate value for each distinct cell of the Template.
- An example of a closed Template filled with values, has already been provided before.

Data Entry for “open row” Templates

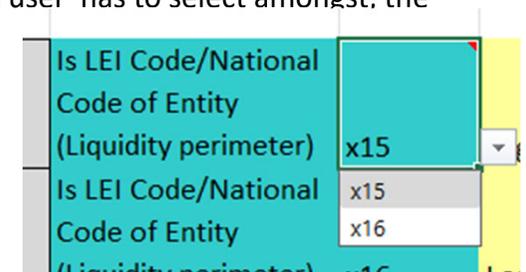
- “Open row” templates enable the user to enter as many rows as he/she considers appropriate for this specific report on that specific template.
- The user has to create a new Row each time (by copy/paste from one initial blank row).
- Then he/she has to fill the appropriate values per row.

C 77.00 - Liquidity coverage - Perimeter

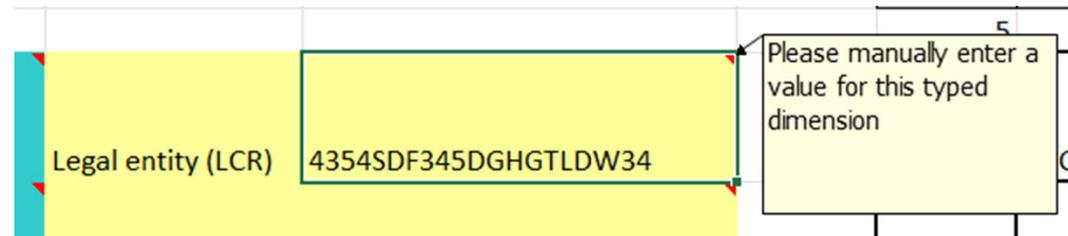
C 77.00 - Liquidity coverage - Perimeter							
CER		Is LEI Code eba_dim:CER					
LEN		Legal enti eba_dim:LEN					
	Parent or subsidiary	Name of entity	Code of entity LEN	Type of code CER	National code	Country code of entity	Type of entity
	0005	0010	0020	0021	0022	0040	0050
Entities of	999 Parent eba_RP:x55	ABC	4354SDF345DGHGTLDW34	x15	4354SDF345DGHGTLDW34	AUSTRIA eba_GA:AT	Credit institution eba_ZZ:x44
Entities of	999 Parent eba_RP:x55	sdvgae	3465DQV5FLKVCQE235WE	x15	3465DQV5FLKVCQE235W	CYPRUS eba_GA:CY	Investment firm eba_ZZ:x45
Entities of	999 Parent eba_RP:x55	sfdva	3921FDVJLDEVWR349FVW	x15	3921FDVJLDEVWR349FV	BULGARIA eba_GA:BG	Credit institution eba_ZZ:x44
Entities of	999 Parent eba_RP:x55	dfave	2331SDHG235409EDFVERF	x16	2331SDHG235409EDFVER	BULGARIA eba_GA:BG	Type of entity other than credit institutions and investment firm
Entities of	999 Parent eba_RP:x55	faesd	8712FV12RKEKNVCO5421H	x16	8712FV12RKEKNVCO5421	BELGIUM eba_GA:BE	Credit institution eba_ZZ:x44
Entities of	999 Parent eba_RP:x55	rfigh	2312DJBCEQJFCB34687AW	x16	2312DJBCEQJFCB34687A	CYPRUS eba_GA:CY	Investment firm.Initial capital other than according to Article 17

Key Value data entry for Key columns.

- Key values have always to be non-Null (otherwise the report will be rejected when submitted)
- In addition, each combination of Key Values per template has to be Unique. Duplicate combinations of Key values on the same Template also result in report Rejection.
- There are 2 types of Key values to be considered based on the corresponding Key Property:
- Enumerated Key Values are entered through a lookup displayed on the corresponding cell, where a user has to select amongst, the corresponding enumerated value



- Non-enumerated values are entered, on the cells where a tooltip notifies the user to enter a value there, with a message such as: “Please manually enter a value for this typed dimension”



Non-Key Value data entry for Non-Key columns and for Closed Template cells

- There are 2 types of non-Key values to be considered:
- Enumerated Values are entered through a lookup displayed on the corresponding cell, where a user has to select amongst, the corresponding enumerated value (as already mentioned for key values just before)
- Non-enumerated values are entered by user typing on the corresponding cell. In this case the user has to pay attention to enter a value that corresponds to the Correct Data Type for this cell.
- For some non-key cells, the user may not enter any (non-key) value if there is nothing applicable to enter in this specific case. This is acceptable as long as the value in this cell is not mandatory to be reported.

Multiple Sheets for the same Template

- The reporting standards allow for specific Templates to have more than one sheets
- This occurs, when we want to report each separate sheet for a separate category of data of this Template (e.g. a separate sheet for transactions on each different country)
- There are 2 distinct cases of Multiple template sheets:
- Fixed number of sheets (“closed sheets”): In this case, the table listing provides ready this fixed number of sheets per Template. Each separate sheet of this template is identified by the Table code followed by the sheet code in brackets.
For example for Table C 07.00.a for sheet code 003, the EXCEL sheet name is: C 07.00.a (003)
- Variable number of sheets (“open sheets”): In this case, the different sheets per template are dictated by different Key values of one or more Properties. For example, there maybe required to report the same Template data many times, each time for the transactions on a different currency. But in each case we report as many different Currencies (i.e. sheets) as it is required and this is changing on a case by case basis.
- Data entry for “closed sheets” is straightforward: For each specific sheet the user has to enter the corresponding appropriate data on each cell of the corresponding template.

Creation of “Open” Sheets

- As mentioned above, each Open Sheet depends on the values of one or more Key Properties.
- The user has him/herself to create each open sheet and provide the appropriate name to this sheet.
- The standard table Listing process provides one empty Template from which we create one or more Open Sheets by Copying/Pasting the corresponding standard Template sheet. Note that this standard Template Sheet can be used to represent itself one open sheet for a specific Value on the Key Properties.
- Each separate open sheet of this template is identified NECESSARILY by the Table code followed by a distinctive (Unique) sheet code in brackets.
- The distinctive Sheet code in brackets can be anything but it is a good practice to correspond to the KeyValues for the key Properties that identify the sheet.
- For example for Table C 76.00.w for sheet dictated by currency EUR and country ES, the EXCEL sheet name can be something like: C 76.00.w (EUR_ES)

day outflows		
day inflows		
adjusted amount		
according to Article 9: unadjusted		
total 30 day outflows		
total 30 day inflows		
total amount		
C 76.00.w (EUR)	C 76.00.w (USD)	<u>C 76.00.w (DKK)</u>

Data Entry on “Open” Sheets

- After creating an Open Sheet, the user has first of all to enter the Values on the corresponding Key Properties of the Sheet.
- Each Key Value combination has to be Unique amongst all the distinct Sheets of the same Template. Otherwise, the report submission will be Rejected.
- No one Key Property Value is allowed to be empty on any sheet. If a report has any empty key values on a sheet it is Rejected (as also happens for key values on open rows).
- Afterwards, the user can enter the values on each separate EXCEL sheet in the usual data entry way already described.
- Note: It is possible to encounter a Template with multiple Open sheets, but also the Template itself maybe Open (with Key columns and open rows). An example of this is actually occurring for templates such as C 08.05.1.a and C 08.05.1.b for COREP OF module.

Completion of Data Entry

- After completing data entry for every template on every separate EXCEL sheet, the user has to carefully review all the data contents.
- **Attention has to be primarily paid to entering non-null and unique key values per template and also amongst open sheets of the same template.**
- Also for cells with free values (not with lookup values) to enter the data with the appropriate data type.
- After completing data quality review and also filing indicator review, the user has to:
 - SAVE the file with a distinct file name
 - Go again to the “Summary” EXCEL sheet to deploy report.
- Note that a report can be completed incrementally or by more than one persons by sharing this EXCEL file and entering, reviewing and always Saving the appropriate data every time
- **It is also possible to create multi-copies of the EXCEL file to be reviewed by different people or to be available for any resubmissions etc.** Still, in this case, make sure that the file to be finally deployed and submitted contains ALL of the required data into it.

Prepare Report for Deployment

- After completing report creation and review and saving the report in EXCEL, this report is ready to be deployed.
- As already known, there are 2 distinct report formats where the report can be directly deployed from the EXCEL file:
 1. CSV format
 2. XBRL/XML format
- Both the above formats can be automatically extracted by the EXCEL file using the “SimpleBankReporter” tool mechanism.

Important Notes and Prerequisites:

1. Up to now, any registered user even without any Active Subscription, can download the EXCEL, List the Tables of a report and experiment with Templates.
2. However, to be able to deploy a Report, you need to have an Active Subscription (including a Trial one if applicable).
3. To acknowledge the Subscription, **you need to download from the Site an API Key and Paste it into this EXCEL workbook on sheet “Summary”**

Generate an API Key and Paste it for the corresponding Module to deploy (1)

1. From the main menu at the top, select “Subscriptions”
2. Go to the active subscription corresponding to the current Module in EXCEL and select “View Details”
3. Scroll down to the page to the section “API Keys” and select “Manage API Keys”
4. Then scroll down to this opened page and select “Generate New API Key”
5. A pop-up is presented with the generated new API key. Please Copy this key.
6. **Go to EXCEL workbook, sheet “Summary”, cell: J3 and Paste this new API key there.** Now you are ready to deploy report.

Client Manager

Dashboard

Clients

Products

Subscriptions

Excel Tool

Product	Status	Current Period	
COREP	active	6/4/2025 -8/4/2025	View details

Generate an API Key and Paste it for the corresponding Module to deploy (2)

API Keys

Name	Key	Status
API Key 2025-07-10	active
API Key 2025-07-11	active

[Manage API Keys →](#)

API Keys
Manage API keys for accessing the XBRL Tool API

XBRL Tool API Endpoints
Your API key can be used to access the following endpoints:

```
POST /api/xbrl-tool?endpoint=GenerateCSVZip/COREP_LE/FR/GAAP/CON/2022-12-31/DUMMYLEI123456789012
```

```
POST /api/xbrl-tool?endpoint=GenerateXBRLXML/COREP_LE/FR/GAAP/CON/2022-12-31/DUMMYLEI123456789012
```

Include your API key in the Authorization header as a Bearer token.

Name	Status	Created	Expires	Last Used	Actions
API Key 2025-07-10	active	10/07/2025	10/07/2026	10/07/2025	Revoke
API Key 2025-07-11	active	11/07/2025	11/07/2026	Never	Revoke

A list of your API keys

API keys are used to authenticate requests to the XBRL Tool API

[Generate New API Key](#)

API Key Generated
Copy your API key now. You won't be able to see it again!

`AkERMfpQ9v1H80s088Zw2c8sr6e0KTPPwg0YoaF`

Close

I	J	K	L	M	N
[Yellow bar]					
[Blue bar]					
API Key AkERMfpQ9v1H80s088Zw2c8sr6e0KTPPwg0YoaRs4GA					

Generate CSV file through the EXCEL tool (1)

- Make sure you are on the “Summary” sheet and any data entry has been finalised and reviewed and the EXCEL file is saved.
- Make also sure you have selected a destination folder on your computer (in cell: **K5** of this EXCEL sheet)
- Press the button “Generate meta-CSV”. This generates a CSV format for the report contents but not yet ready to be deployed. Please be aware that for bigger reports, this generation may take several minutes and let the system do its job.
- If the specified user by email and LEI is not eligible to create such Report by the Tool, then the tool is not proceeding to any further actions and a message is provided to the user
- If the user has run out of Units (one Unit is one EXCEL data cell in the report workbook) then the tool notifies him/her to add extra units to his/her subscription and thereafter to proceed.
- To save Units and Cost, the user can gradually generate only part of Filing Indicators from the entire report or select some part of filing indicators to re-generate when he/she wants to correct some few things in a report and not be charged for re-generating all the report cells again.

Generate meta-CSVs

After finishing data entry and after auditing the data and be sure everything is correct and complete, then press this button to generate the meta-csv files that are the basis for the report formatting

ATTENTION: Try to do this Action when you really want to generate Report XBRL/CSV or XBR/XML files.

This action is consuming “paid Units” (the number of cells transferrd to meta-csv files) and is liable to Cost!

To save time and cost, you can look at destination folder and perform this action progressively for a subset of FilingIndicators each time by selecting them below:

From

FilingIndicator: C 00.01

To

FilingIndicator: C 77.00

