Pension Fund XBRL Upload User Guidelines Document

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1. Introduction

This document is a guide for users who will be uploading XBRL files to the Central Bank of Ireland via the Online Reporting Platform (ONR). The document will encompass the process for submitting pension fund returns via XBRL for single and bulk uploads.

Screenshots and accompanying text will describe scenarios when the file upload has been both successful and unsuccessful. The penion fund information included here is for illustrative purpose only and does not reflect any real pension funds.

2. XBRL File Load

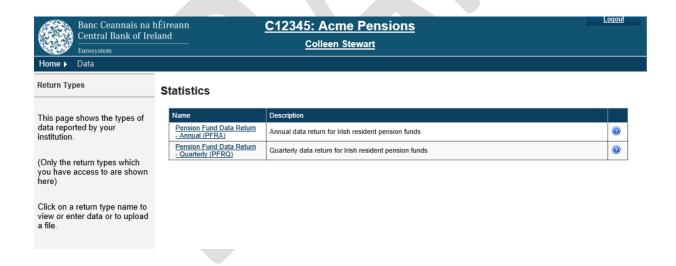
Navigation to the File Upload Screen

To upload an XBRL return instance the user will log-on to the ONR system with their normal user details and will be presented with the following Home Page screen.

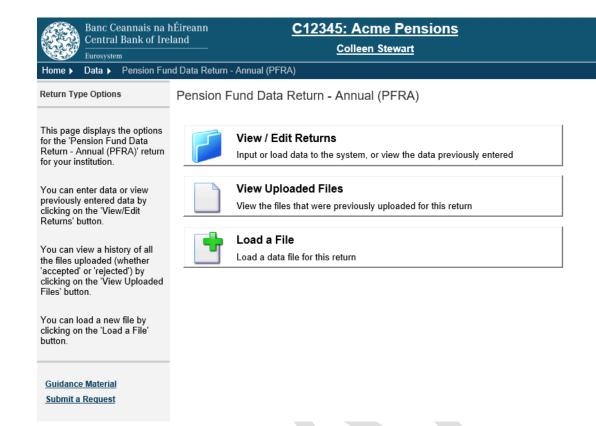


The user will select the "**View / Edit Data**" option and will be presented with a list of returns types that they / their firm have permission to upload.

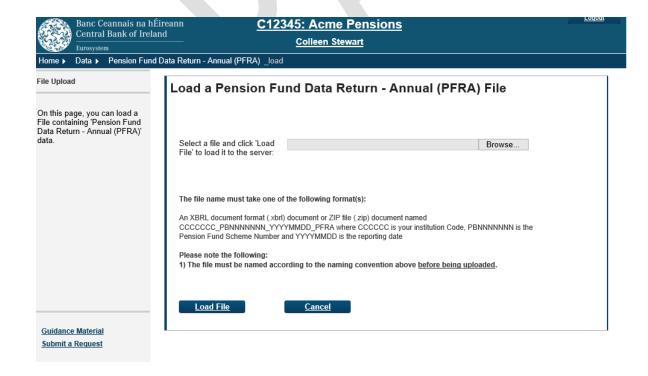
The user will then select the return that they are submitting.



The user is then presented with the below options. The user should select the load a file option.



The user is then presented with the load screen.



The user will select the "Browse" button to locate an XBRL file or the relevant zip on their local network and once located they will choose the "Load File" option at the bottom of this screen. The file must comply with the standard checks outlined below in order to be accepted. Once it passes these checks, the file validation process will begin.

3. Standard checks

Registered administrators can upload a zip file that contains one or more XBRL files. Alternatively, you can upload a single xbrl file. The below checks cover both scenarios.

Zip file:

- 1) The naming convention of the zip file is checked and must be in the following format:
 - C-Code_XXXX.zip
 - C-Code unique identifier assigned to each institution on ONR.
 - XXXX is either PFRA (Annual) or PFRQ (Quarterly). Must align with the return name chosen on the statistics page. Please see screenshot below for reference:



- Zip is a valid file extension for current return type.

- 2) Ensure the zip file size does not exceed 10MB.
- Ensure that each zip file does not contain any directories or sub-directories once unzipped.
- Ensure that the zip file contains only .xbrl files.

<u>Note:</u> If any checks fail then the zip file, and all files in the zip, will be rejected and no further processing of any file occurs. An intuitive message will be displayed on screen notifying the user of the validation error.

If all zip file checks are passed successfully then standard checks are applied to each XBRL file in the zip file. These same checks are applied if you are uploading a single XBRL file.

XBRL file:

- 1) The naming convention of the XBRL file is checked and must be in the following format:
- C-Code_PensionFundSchemeNumber_YYYYMMDD_XXXX.xbrl
- C-Code unique identifier assigned to each institution on ONR.
- Pension Fund Scheme Number.
- YYYYMMDD is the reporting reference date (not submission date) e.g. 20191231 for the 2019 PFRA Annual file.
- XXXX is either PFRA (Annual) or PFRQ (Quarterly). Must align with the return name chosen on the statistics page.
- Extension is .xbrl
- Content type of file is XBRL
- 2) Ensure reporting date is not greater than date of upload.

- 3) File size must be less than 10MB.
- 4) Ensure only the registered administrator that is responsible for the pension fund is submitting the return. The system will use the C-code and pension fund scheme number to check that the combination is valid.

<u>Note:</u> If any checks fail then an intuitive message will be displayed on screen notifying the user of the validation error. To help the registered administrator understand exactly why the failure has occurred the message will include the file name details and information about the type of failure and what component has caused the failure. An email notification will also be sent to the registered administrator.

Screenshot of sample email notification:



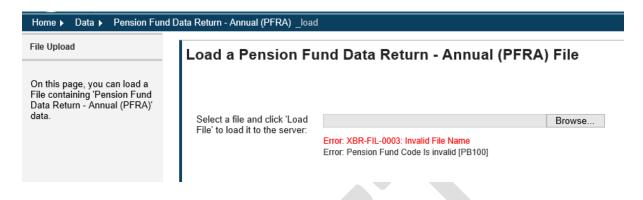
The file 'C12345_PB99_20190331_PFRA.xbrl' has been processed. This file has been rejected.

For further details on the invalid records, login to the Online Reporting website.

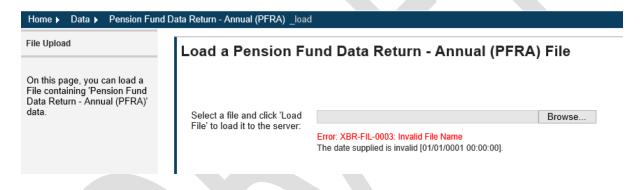
This is an automatically generated message. Please do not reply to this email.

Error Message examples:

Invalid pension fund scheme number:



Invalid reporting date:



Maximum file size limit exceeded:



The Central Bank of Ireland conducts a number of extra checks on submissions for Pension Funds.

These are outside the Filing Rules and Formula Validations, supplied by EIOPA.

These rules are only applicable to XBRL submissions, that is:

Online Reporting	ONR	Entry Point (Module)	Name (in Taxonomy)
Name	Code		
Annual Pension	PFA	aei.xsd	Annual ECB Add-on
Funds Return			reporting Pension
			Funds individual
Quarterly Pension	PFQ	qei.xsd	Quarterly ECB Add-on
Funds Return			reporting Pension
			Funds individual

These checks are run in order, and if one fails the file is immediately rejected, no other checks are validated. Therefore, if there is a mistake with both the Pension Fund Identification Code and the Reference Date, ONR will only show the Pension Fund Identification Code error.

After these checks are passed, the file goes onto Filing Rule Validation and then Taxonomy Formula Rule Validation.

Pension Fund Identification Code

We expect the Pension Fund Identification Code e.g. PB123456 to be in cell **R0080** on the Basic Information Sheet. This is on the following sheets for Annual and Quarterly returns.

Annual: PFE.01.02.30.01

Quarterly: PFE.01.02.31.01

TOC PFE.01.02.30.01 Basic Infor	PFE.01.02.30.01 Basic Information [Pension funds with ECB ad					
		C0010				
		C0010				
Country of authorisation	R0010	IRELAND				
Reporting submission date	R0020	2019-04-20				
Reporting reference date	R0030	2019-02-28				
Financial year end	R0040	2019-12-31				
Currency used for reporting	R0050	USD				
Initial submission or re-submission	R0060	Initial submission				
Pension fund name	R0070	Pension Fund One				
Pension fund identification code and type of code	R0080	SC/PB0000010				
Pension fund category	R0090	Occupational retireme	ent bu			

Pension Fund Identification Code Cell

The code is expected in the form SC/PBNNN where PBNNN is the pension fund code. SC stands for "Specific Code used in the local market, attributed by supervisory authority".

If a file is not uploaded with the correct data in this cell/datapoint, the following error will be shown in ONR:

★ XBR-FIL-0006: XBRL Taxonomy Error

Error: The Pension Fund Identification Code in cell R0080 of the Basic Information Template (PFE.01.02.30.01) is incorrect and/or is not in the required format. Per Central Bank of Ireland record, the identification code for this firm is SC/PB0000010.

Reference Date

The Reference, or Reporting Period as it's known in ONR is expected in the cell **R0030** of the Basic Information Template. This is on the following sheets for Annual and Quarterly returns (same as before).

Annual: PFE.01.02.30.01

Quarterly: PFE.01.02.31.01

TOC PFE.0	PFE.01.02.30.01 Basic Information [Pension funds with ECB add-ons]					
			C0010			
	C0010					
Country of authorisation	R0010	IRELAND				
Reporting submission date	R0020	2019-04-20				
Reporting reference date	R0030	2019-02-28				
Financial year end		R0040	2019-12-31			

Reference Date Cell

If a submission is uploaded with an incorrect Reference Date, then the following error will be shown in ONR:

★ XBR-FIL-0006: XBRL Taxonomy Error

Error: The Reporting reference date in cell R0030 of the Basic Information Template (PFE.01.02.30.01) does not match the Reporting Reference Date of this submission (2019-02-28) and/or it is not in the required format (YYYY-MM-DD).

Central Bank of Ireland Identifier

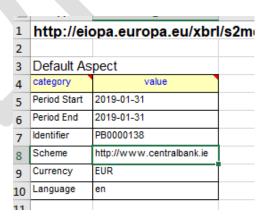
We expect the scheme in the XBRL file to be http://www.centralbank.ie e.g.

<xbrli:entity>

<xbrli:identifier scheme="http://www.centralbank.ie">PB0000138</xbrli:identifier>

</xbrli:entity>

In Excel, this would be the scheme in the TOC sheet.



Scheme Cell

If a submission is uploaded with an incorrect Scheme, then the following error will be shown in ONR:

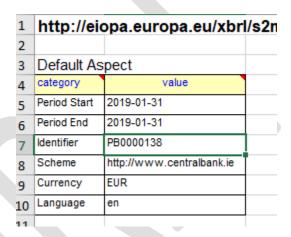
XBR-FIL-0006: XBRL Taxonomy Error

Error: Identifier scheme is not 'http: //www.centralbank.ie' in all Contexts.

Note that the scheme will usually appear multiple times in the XBRL file, so if any of the schemes is not http://www.centralbank.ie then the above error will appear.

Pension Fund Identification Code Unique

We expect the Pension Fund Identification Code to be unique within an XBRL file. This is also set in the TOC sheet in Excel.



Once all standard checks have been passed then each file is processed separately and can have the following checks applied:

- Filing rules
- Taxonomy blocking
- Taxonomy non-blocking

4. Filing rules

Once a file passes the standard checks, the filing rules are then applied to the return. Filing rules are ECB/EIOPA-specified checks intended to validate the coding, structure and syntax of XBRL instance returns, rather than facts contained within the return. Please note XBRL returns will **only** be submitted for the detailed reporting population.

The ECB/EIOPA filing rules are accessible via this <u>link</u>.

There are three categories of filing rules:

- Rules identified as "MUST" in their definition need to be followed. Instance documents breaking any of these rules will be considered invalid and hence rejected.
- Rules identified as "SHOULD" imply preference or best practice and a degree of tolerance, following the principle of "comply or explain". The rule should be respected unless there are good reasons not to do so. Failure to follow the rule will in general not result in rejection of an instance document.
- Rules identified as "MAY" imply permission and describe actions that can be taken or constructs that can be used. Utilising these options will not result in rejection of an instance document.

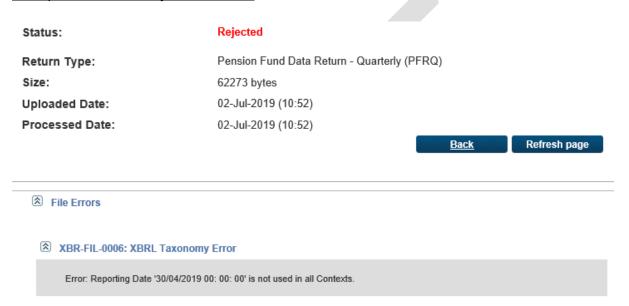
Once you complete the excel reporting templates you will then pass the excel file through your XBRL mapping tool of choice. If any errors appear in the mapping tool, you can then reference the filing rules above. After some trial and error, a complete XBRL file will be generated by the mapping tool. This XBRL file can then be uploaded to ONR.

If an XBRL file is uploaded to ONR and filing errors are found the following process will apply:

The file will be given a status of 'Rejected'.

- The processing of the file will cease if more than 5 filing rule errors are found or when all filing rules have been applied.
- The 'Rejected' file will be viewable on ONR.
- A notification email will be generated for the Registered Administrator.
- The filing rule errors will also be viewable and exportable to excel.

Example of XBRL file rejected in ONR:



Filing Rule Example:

2.13 - XBRL period consistency

multiplePeriodsUsed: All periods declared in the XBRL contexts of an instance document (elements xbrli:xbrl/xbrli:context/xbrli:period/xbrli:instant) MUST refer to the same reference date.

```
<xbrli:context id="Context1">
  <xbrli:entity>
   <xbrli:identifier scheme="ESCH">PB550102</xbrli:identifier>
  </xbrli:entity>
  <xbrli:period>
  <xbrli:instant>2019-04-30/xbrli:instant>
  </xbrli:period>
</xbrli:context>
<xbrli:context id="Context2">
  <xbrli:entitv>
   <xbrli:identifier scheme="ESCH">PB550102</xbrli:identifier>
  </xbrli:entity>
  <xbrli:period>
   <xbrli:instant>2019-05-02/xbrli:instant>
  </xbrli:period>
  <xbrli:scenario>
  <xbrldi:explicitMember dimension="s2c dim:BL">s2c LB:x5029<p
  </xbrli:scenario>
</mbrli:context>
<xbrli:context id="Context3">
  <xbrli:entitv>
   <xbrli:identifier scheme="ESCH">PB550102</xbrli:identifier>
  </xbrli:entity>
  <xbrli:period>
   <xbrli:instant>2019-04-30/xbrli:instant>
  </xbrli:period>
  <xbrldi:explicitMember dimension="s2c_dim:BL">s2c_LB:x5030/xbrldi:explicitMember>
  </xbrli:scenario>
</mbrli:context>
```

All reference dates must be the same throughout the XBRL file. In the screenshot above one reference date is set to 2019-05-02 instead of 2019-04-30.

Taxonomy rules

Blocking rules

Once all filing rules have been passed it is required that Taxonomy 'blocking' validations are applied to the return. The taxonomy validations (blocking and non-blocking) can be found on the EIOPA website under:

https://dev.eiopa.eu/Taxonomy/Full/2.5.0/pf/EIOPA PensionFunds Validations 2.5.0.xls x

On the Business Validations tab, apply a filter on column P (Applicable entry points) and select any rule containing 30 and/or 31. Entry point 31 is for the Quarterly validations and entry point 30 is for the Annual validations. In column AD (Severity) you can select 'Blocking' or 'Non-blocking'.

If an XBRL file is uploaded to ONR and taxonomy blocking errors are found the following process will apply:

- The file will be given a status of 'Rejected'.
- The processing of the file will cease, if more than 10 'blocking' errors are found, or when all blocking errors have been applied to the file.
- The 'Rejected' file will be viewable on ONR on the View Uploaded files page.
- A notification email will be generated for the RA.
- The 'blocking' errors will also be viewable and exportable to XML.

Taxonomy 'blocking' validation example:

Validation: PBV11

 $PF.02.01: \{r0030\} = \{r0040\} + \{r0050\}$

Error Message - The item "Equities" should be equal to the sum of the items "Equities - listed" and "Equities - unlisted".

Error message in ONR:

Non-blocking rules

Once 'blocking' validations have been passed, it is required that Taxonomy 'non-blocking' validations are applied to the return. The non-blocking validations are in the same excel file mentioned above.

If an XBRL file is uploaded to ONR and taxonomy non-blocking errors are found the following process will apply:

- The file will be given a status of 'Accepted'.
- The file will be viewable on ONR on the View Uploaded Files page.
- The file will be attached to the associated return instance in the View/Edit returns view.
- The status of the return instance will be changed to 'Valid'.
- A notification email will be generated for the RA.
- Each of the non-blocking errors will also be viewable and exportable to XML file can be downloaded when viewing the file attached to the return instance.

Taxonomy 'non-blocking' validation example:

Validation: PEV53

 $\{ PFE.02.01, r0280, c0040 \} + \{ PFE.02.01, r0290, c0040 \} < = \{ EP.03.01, er0080, ec0010 \} - \{ EP.03.01, er0120, ec0010 \} - \{ EP.03.01, er0130, ec0010 \}$

Error Message - The item "technical reserves" minus "claims of pension funds on pension managers" and entitlements to non-pension benefits" in EP.03.01 is not smaller equal to the sum of the items "technical provisions" and "margin for adverse deviation" in PFE.02.01

As this is a non-blocking validation you can export the warnings in xml format by accessing the valid return and using the 'Warnings' button.

In line with ONR standard processing, once a file has a status of 'Accepted' a notification email is generated for the RA and the return can be finalised as it will now have a status of 'Valid'.



The file 'C12345_PB99_20190331_PFRA.xbrl' has been processed. This file has been accepted.

This is an automatically generated message. Please do not reply to this email.

Deactivated rules

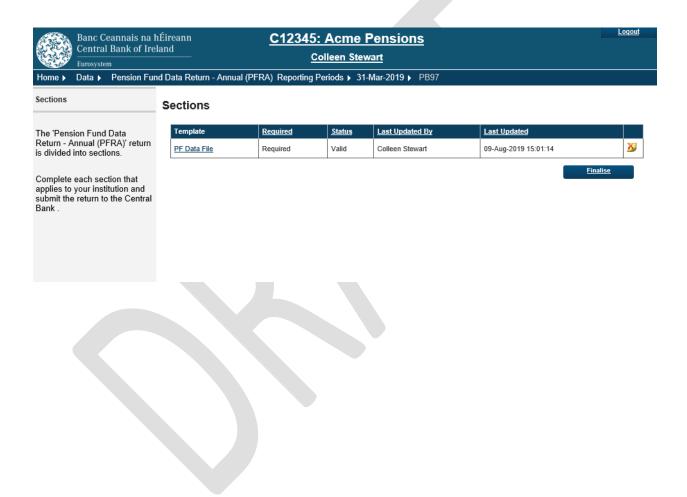
The Central Bank has deactivate a number of the EIOPA taxonomy rules, these rules have been deactivated in order to allow for the Central Bank specific collection.

As we are not collecting template PF.06.03 we have turned off rules PBV70, PBV71, PBV68, PBV69

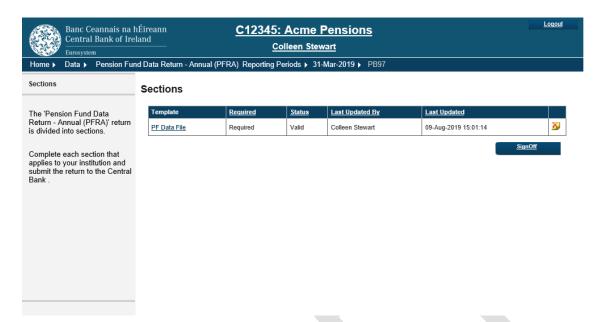
In order to facilitate the collection of Unit linked Insurance Contracts as assets we have turned off rules PEV77, PEV84, PEV106.

6. Finalising and Signing Off Returns

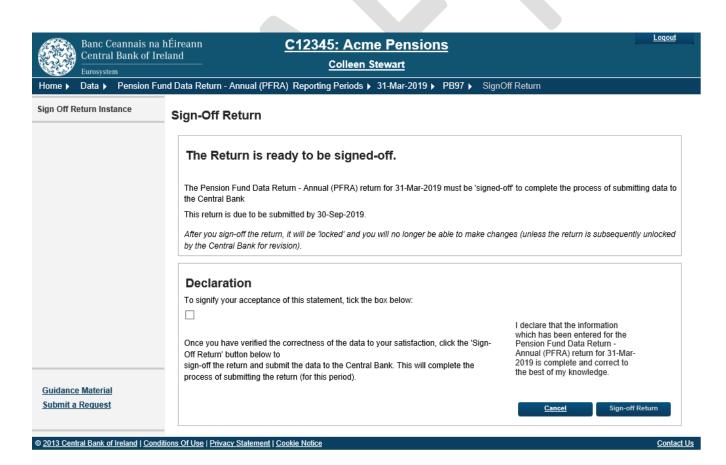
Once the return has been accepted as valid, it will need be finalised and signed off. The user reverts to the view/edit screen. Once the file has been validated, there should be an option to finalise the return.



Once finalised the return must be signed off in order to be submitted to the Bank.



When the sign of button has been selected the below screen will appear.



The user signing off must tick the Declaration check box confirming that the Returns information is complete and correct before the "Sign-Off Return" button is enabled. Once this is done, a sign-off confirmation screen is displayed to them.

