



Trade Reporting System

User Manual

„REMIT reporting”
v. 1.0



Contents

1. User interfaces, incoming and outgoing data	2
1.1 Login screen	2
2. Report upload	3
2.1 REMIT report upload	3
2.1.1 Uploading one file	4
2.1.2 Uploading multiple files	5
2.2 REMIT report data entry	6
2.2.1 Saving templates	8
2.2.2 Loading templates	8
2.2.3 Deleting templates	9
2.2.4 Report submission.....	9
3. REMIT monitoring options	10
3.1 REMIT transaction monitoring	10
3.2 REMIT report monitoring	12
3.3 REMIT trade monitoring	13
4. General (activity) monitoring	16
5. User Information	16

General introduction

Current document presents the User Manual of the Trade Reporting System. A new, complete User Manual shall be attached to each release of Trade Reporting system, always corresponding to the modified version.

1. User interfaces, incoming and outgoing data

The following summary introduces the functionalities implemented in the system with screenshots, including the data displayed, the potential validations and the buttons used for accessing the different functions.

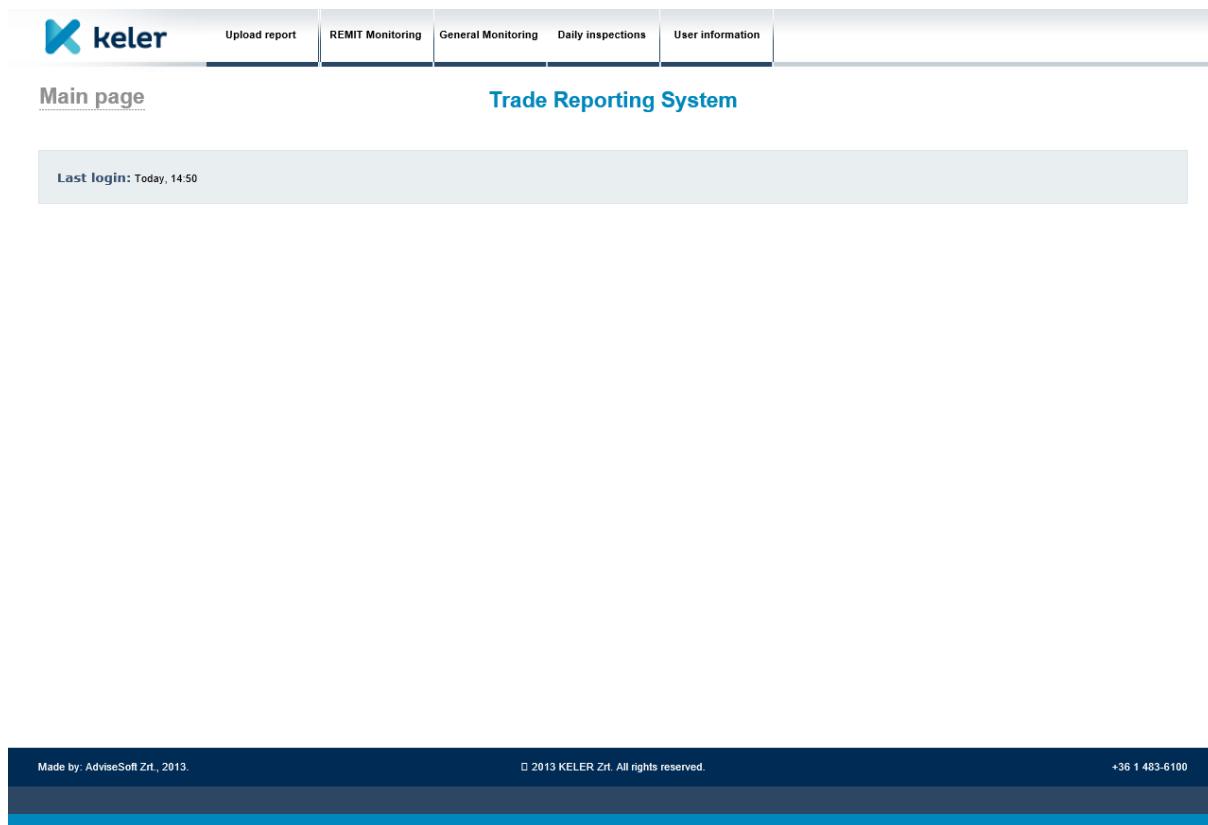
1.1 Login screen

Prior to login, the user can select the preferred language from the available options. Once language is set, the login screen shall automatically reload with the elements of the selected language. All further loaded screen tags and messages will be displayed in this language.

During normal operating hours, fields to enter the User ID and the Password shall appear on the login screen. Outside the operating hours, KELER's message shall inform the user that the system is not currently accessible. Once the User ID and the Password has been entered, the system authenticates the user. It is mandatory to change the password right after the first login or in case KELER as the „operator” provides a new password. Activities cannot be initiated by the user prior to the password change.

The initial screen where the user can login by entering the requested data.

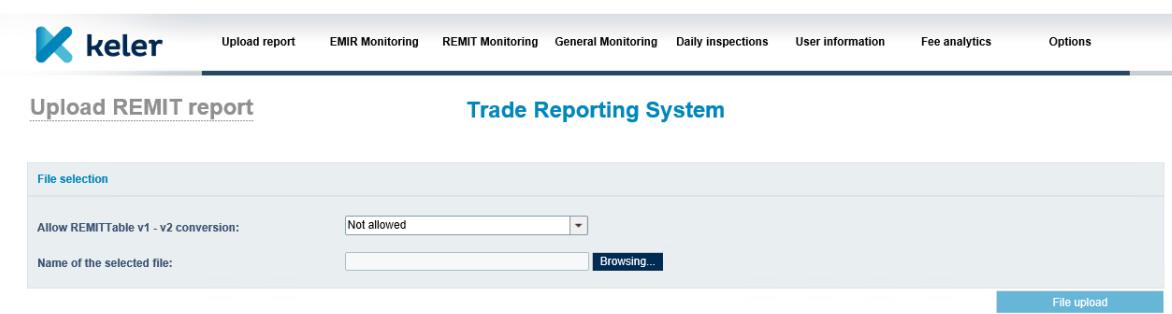




2. Report upload

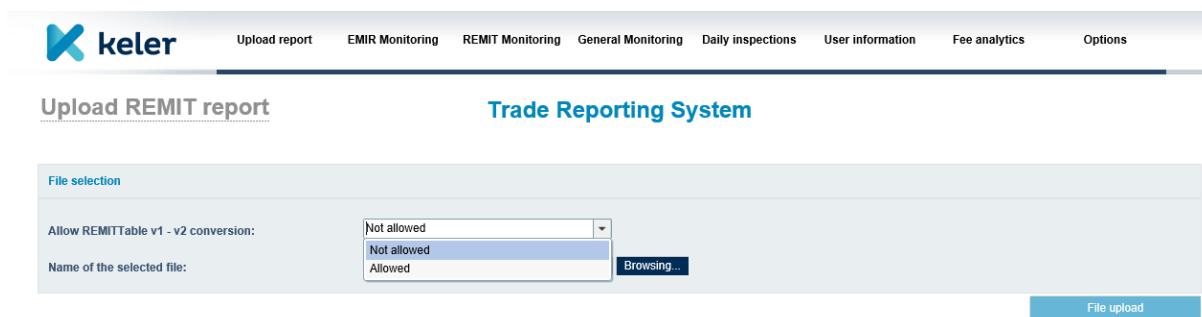
2.1 REMIT report upload

Reports can be uploaded either from the workstation of the user or from a driver of his local network. The user should select a file with ‘XML’ extension after opening the browser window.



The uploaded file shall be saved under a different file name other than its original one.

Reports with V1 schema can be uploaded with V1-V2 schema conversion. The function can be used by selecting the “Allowed” value option from the list. If the user allows the schema conversion, the reports will be converted to V2 schema during the uploading. By default, the system does not allow conversion.



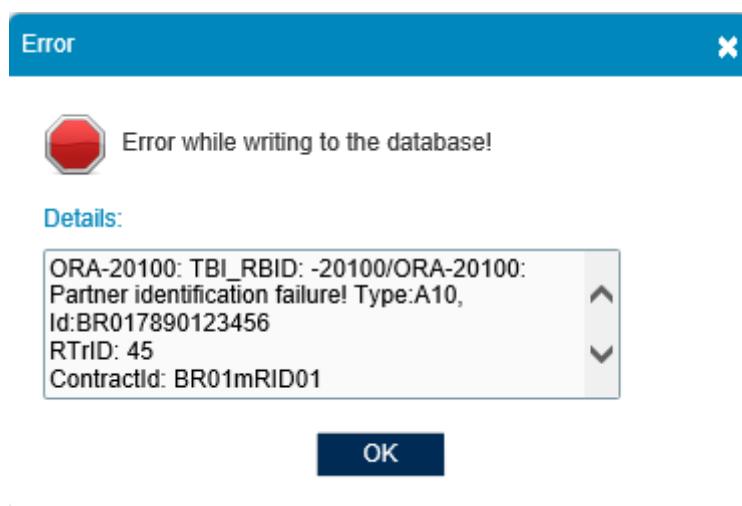
The screenshot shows the 'Upload REMIT report' section of the KELER system. It features a 'File selection' area with a dropdown menu set to 'Not allowed'. Below it is a 'Name of the selected file:' input field and a 'Browsing...' button. A blue 'File upload' button is located at the bottom right. The top navigation bar includes links for 'Upload report', 'EMIR Monitoring', 'REMIT Monitoring', 'General Monitoring', 'Daily inspections', 'User information', 'Fee analytics', and 'Options'.

2.1.1 Uploading one file

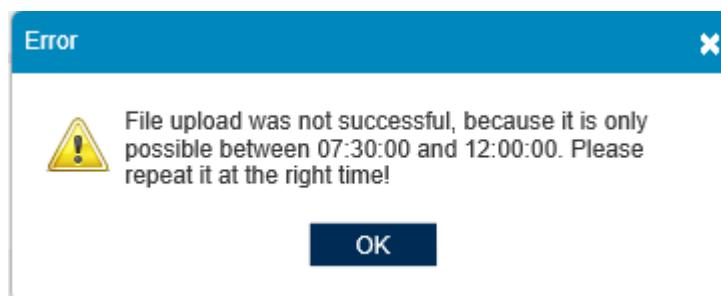
Once the file is successfully uploaded, the following confirmation shall appear.



In case a logical error is found in the report file, the following message shall pop up:



Uploading shall only be possible within the operating hours determined by KELER, that is from 8.30 a.m. to 6.00 p.m.. Outside the normal operating hours upload shall be rejected by the system and the following error message shall be displayed.



2.1.2 Uploading multiple files

It is possible to select and upload multiple files at the same time. By pressing **ctrl + left mouse button click** or **shift + left mouse button click** files in our folder can be selected one by one or in bulk. Once upload is completed, a summary table shall show up listing the results report by report.

If the upload is successful, the following signal will appear after each line (below).

File upload list	
File name	Upload result
Eletricity - BID.xml	✓
Eletricity - RIGHTS.xml	✓
Eletricity - Totalallocation.xml	✓
REMITTTable1_V1.xml	✓
REMITTTable1_V2.xml	✓

OK

If a red ‘error’ signal appears beside a report, the error description can be checked by clicking the icon.

File upload list	
File name	Upload result
Eletricity - BID.xml	✗
Eletricity - RIGHTS.xml	✗
Eletricity - Totalallocation.xml	✗
REMITTTable1_V1.xml	✗
REMITTTable1_V2.xml	✗

OK

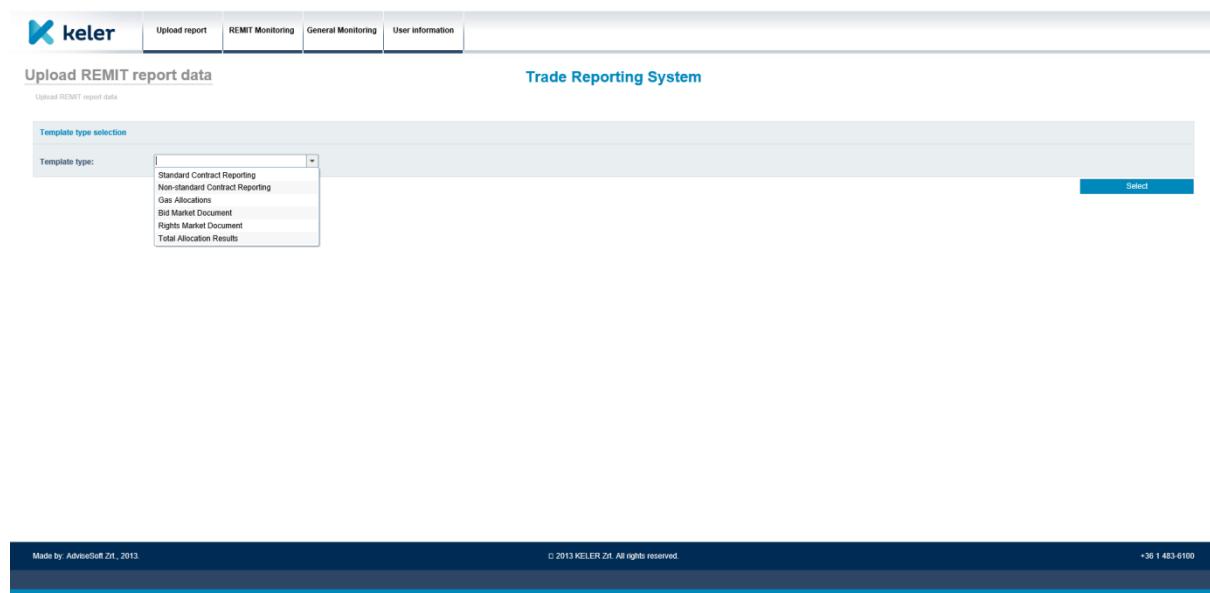
An additional, highlighted warning draws the users attention how to check the error reason in case the upload fails.



2.2 REMIT report data entry

The user is being offered the option to input or upload data manually on the upload screen. First, the preferred report type shall be selected. The following report types are available in the system:

- Standard contract reporting
- Non-standard contract reporting
- Gas allocations
- Electricity Bid Market document
- Electricity Rights market document
- Electricity Total allocation results



The screenshot shows the 'Upload REMIT report data' screen of the 'Trade Reporting System'. At the top, there are tabs for 'Upload report', 'REMIT Monitoring', 'General Monitoring', and 'User information'. Below the tabs, a sub-header reads 'Upload REMIT report data'. A 'Template type selection' section contains a dropdown menu labeled 'Template type:' with the following options: 'Standard Contract Reporting', 'Non-Standard Contract Reporting', 'Gas Allocations', 'Bid Market Document', 'Rights Market Document', and 'Total Allocation Results'. A blue 'Select' button is located to the right of the dropdown. At the bottom of the page, a footer bar includes the text 'Made by AdviseSoft Zrt., 2013', '© 2013 KELER Zrt. All rights reserved.', and a phone number '+36 1 483 6100'.

The REMIT data entry screen has been created in line with the centrally determined report structure, content can be entered in the report data fields accordingly. The field value shall be entered in the 'data entry/editor field' of each line of the report. If more than one relevant report data can be entered in a certain report line - e.g. for the contract report line the details of the contract shall be inserted - then a next editing field can be opened by clicking the given report line where the next available report data or report line can be selected. In case even further details should be provided for the newly opened report line again, another editing screen shall become accessible - and the sequence continues as long as all details of each element of a given report line have been inserted.



The screenshot shows a navigation bar with three tabs: 'Standard Contract Reporting', 'Contract List', and 'Contract (1)'. The 'Contract List' tab is currently active.

If a data element appears more than once within a report, then by moving the mouse on the field itself a '+' sign shall pop up above the data entry screen. Thus another element of the given field can be added. By choosing the '+' sign above the data entry/editor field opened by clicking on the recurring field, the data field block shall be inserted again as a to-be-completed report data set.

Once the user leaves the field following its completion, the system performs an automatic format verification on the inserted content. If the field value is not in line with the format requirements, the frame of the field turns red and an error message pops up on the right quoting the applicable format rule.

Contract Id: * 20150101_Contractid* ① Value must be match this pattern: [A-Za-z0-9_\\-]+

If a field value can be defined by a certain set of criteria (e.g. unit of quantity, etc.), a preset dropdown list of the potential values shall assist the completion of the given field.

- AU
- CO
- FU
- FW
- OP
- OP_FU
- OP_FW
- OP_SW
- OT
- SP
- SW

Date can be set by clicking the calendar icon and selecting the appropriate year, month and day.

2.2.1 Saving templates

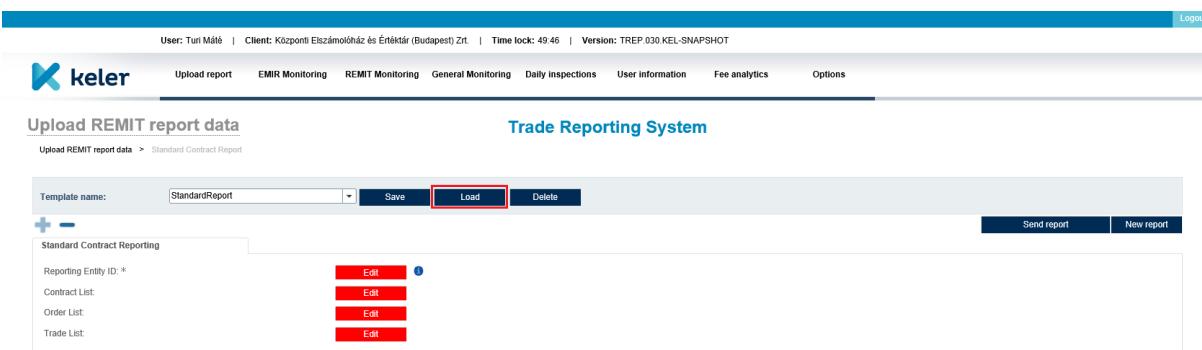
Once the report is completed partially or even fully, however the user intends to amend it or continue uploading data later, it is possible to save the actual status. The report shall be saved under the name provided in “Template name” field prior to clicking on the “Save” button.



The screenshot shows the 'Upload REMIT report data' interface. At the top, there are navigation links: Upload report, REMIT Monitoring, General Monitoring, and User information. Below these, the title 'Trade Reporting System' is displayed. A sub-menu 'Upload REMIT report data > Standard Contract Report' is shown. In the main area, there is a form with a 'Template name:' field containing 'Template1'. To the right of this field is a red-bordered 'Save' button. Other buttons include 'Load' and 'Delete'. Below the form, there is a 'Contract List' section with a single entry: 'Contract: *' followed by an 'Edit' button and a note 'Contains 1 element'. At the bottom right of the page are 'Send report' and 'New report' buttons.

2.2.2 Loading templates

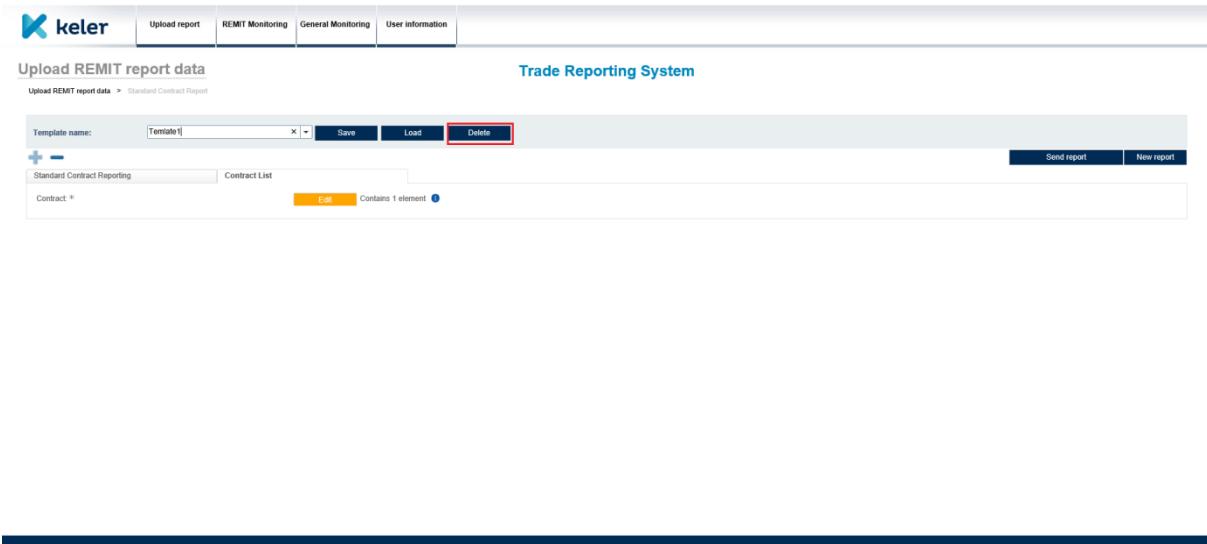
A report saved earlier can be reopened for further amendment anytime. The templates linked to a certain report type can be selected in the template picker, then the earlier saved work can be opened by clicking on the Load button.



The screenshot shows the same 'Upload REMIT report data' interface as the previous screenshot. The 'Template name:' field now contains 'StandardReport'. The red-bordered 'Load' button is highlighted. The rest of the interface is identical to the previous screenshot, including the 'Contract List' section and the bottom buttons.

2.2.3 Deleting templates

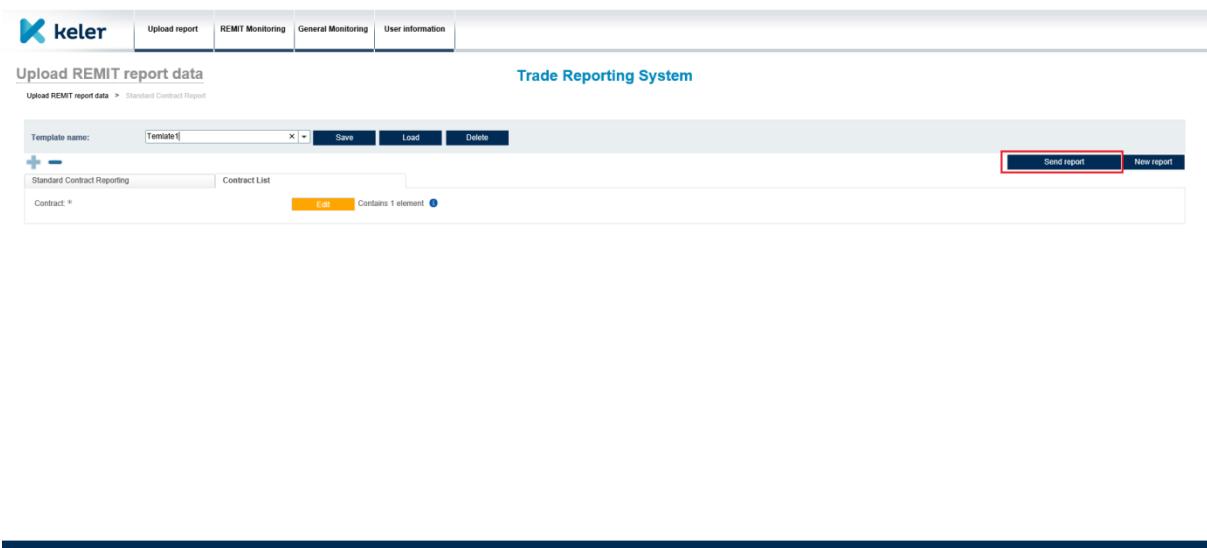
Templates the user does not intend to use any more can be deleted from the list of earlier saved reports.



The screenshot shows the 'Upload REMIT report data' section of the 'Trade Reporting System'. At the top, there are tabs for 'Upload report', 'REMIT Monitoring', 'General Monitoring', and 'User information'. Below these, a sub-menu for 'Upload REMIT report data' shows 'Standard Contract Report'. A template named 'Template1' is selected. The interface includes buttons for 'Save', 'Load', and 'Delete', with 'Delete' being highlighted with a red box. On the right, there are 'Send report' and 'New report' buttons. Below the main area, there's a 'Contract List' section with a single element labeled 'Contains 1 element'.

2.2.4 Report submission

Completed report templates can be submitted via the 'sending report' function.



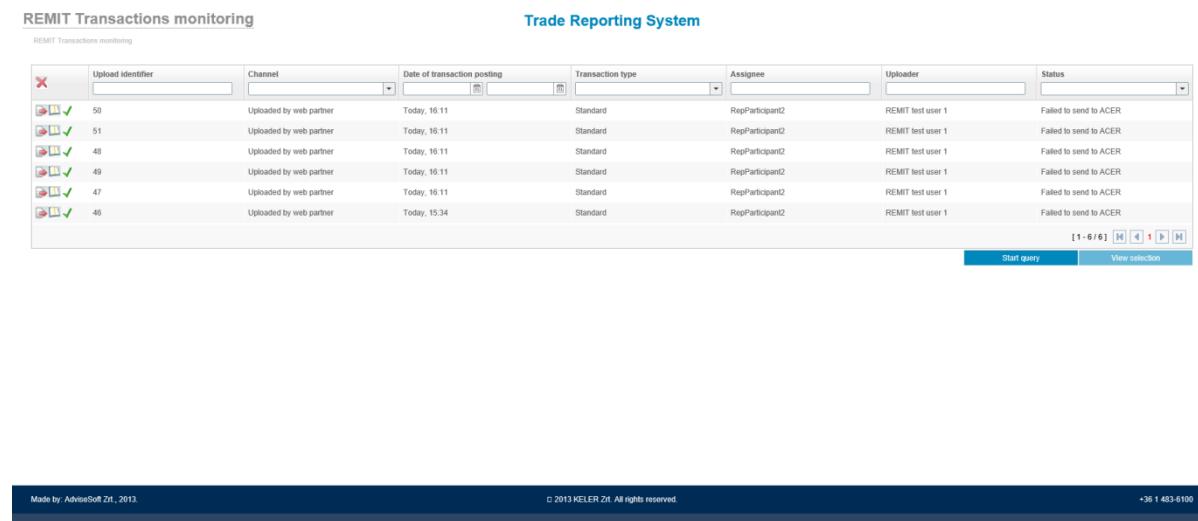
This screenshot is identical to the one above, showing the 'Upload REMIT report data' section of the 'Trade Reporting System'. It features the same navigation tabs, sub-menu, and template selection. The 'Delete' button is no longer highlighted; instead, the 'Send report' button at the top right of the main area is highlighted with a red box. The rest of the interface, including the contract list, remains the same.

3. REMIT monitoring options

3.1 REMIT transaction monitoring

The list of uploaded files shall appear on the REMIT transaction monitoring screen. Reports can be selected by filtering the results.

The report data of a partner (client) shall only be visible for the partner's authorized users and KELER's internal users.



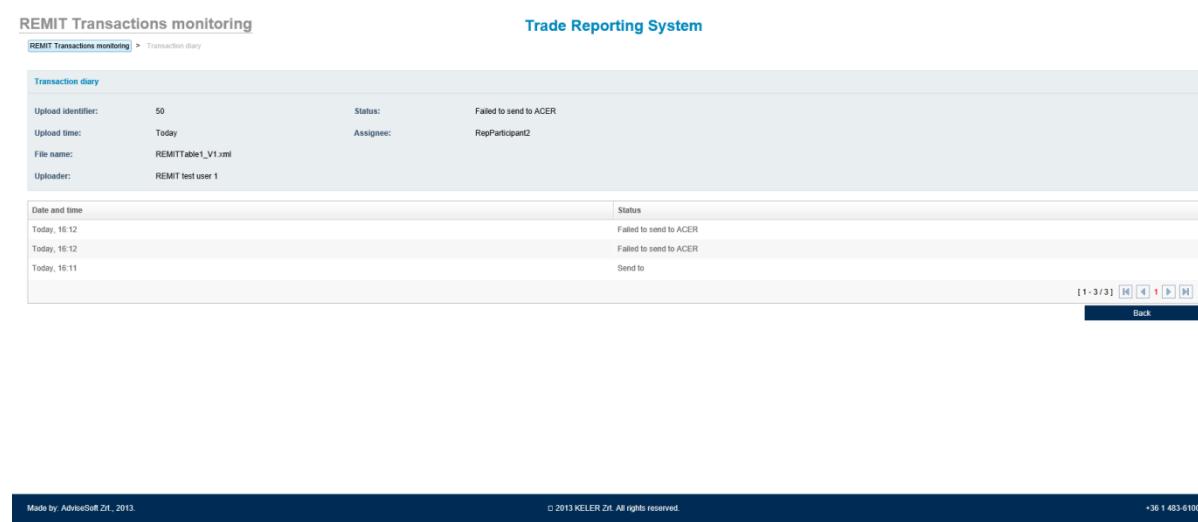
Upload identifier	Channel	Date of transaction posting	Transaction type	Assignee	Uploader	Status
50	Uploaded by web partner	Today, 16.11	Standard	RepParticipant2	REMIT test user 1	Failed to send to ACER
51	Uploaded by web partner	Today, 16.11	Standard	RepParticipant2	REMIT test user 1	Failed to send to ACER
48	Uploaded by web partner	Today, 16.11	Standard	RepParticipant2	REMIT test user 1	Failed to send to ACER
49	Uploaded by web partner	Today, 16.11	Standard	RepParticipant2	REMIT test user 1	Failed to send to ACER
47	Uploaded by web partner	Today, 16.11	Standard	RepParticipant2	REMIT test user 1	Failed to send to ACER
46	Uploaded by web partner	Today, 16.34	Standard	RepParticipant2	REMIT test user 1	Failed to send to ACER

[1-6/6] [4] [4] [1] [3] [H]

Start query | View selection

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By clicking on the „Transaction file log”  icon attached to a certain report file, the information logged by the system shall appear.



Upload identifier:	50	Status:	Failed to send to ACER
Upload time:	Today	Assignee:	RepParticipant2
File name:	REMITtable1_V1.xml		
Uploader:	REMIT test user 1		
Date and time		Status	
Today, 16.12		Failed to send to ACER	
Today, 16.12		Failed to send to ACER	
Today, 16.11		Send to	

[1-3/3] [4] [4] [1] [3] [H]

Back

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The ‘TR data query’  icon navigates the user to the transaction data query window where he/she can access the content of each file. Both sent and received files can be downloaded here. Sent files

can be reviewed by clicking on the  icon.

Download

REMIT Transactions monitoring

REMIT Transactions monitoring > TR query

Trade Reporting System

Transaction data request			
Upload identifier:	51	Transaction type:	Standard
Upload time:	Today	Status:	Failed to send to ACER
Uploader:	REMIT test user 1	Assignee:	RepParticipant2
Original file name:	REMITTable1_V2.xml		

[Download](#) [Download response](#) [Back](#)

The **Download response** button directs the user to the list of ‘xml’ files stored by TR.

REMIT Transactions monitoring

REMIT Transactions monitoring > TR query

Trade Reporting System

Transaction data request			
Upload identifier:	51	Transaction type:	Standard
Upload time:	Today	Status:	Failed to send to ACER
Uploader:	REMIT test user 1	Assignee:	RepParticipant2
Original file name:	REMITTable1_V2.xml		

[Download](#) [Download response](#) [Back](#)

The following screenshot introduces how the items of a transaction appear. The report can be downloaded in excel format.

REMIT Transactions monitoring

REMIT Transactions monitoring > Transaction items

Trade Reporting System

	Upload identifier	Transaction type	Contract ID	Partner code	Counterparty code	Status report	Transaction status
	456	Electricity - BID	mRID12	1234567890123456	1234567890123456		Failed to send to ACER
	455	Electricity- Totalallocation	123459	1234567890123456	1234567890123456		Failed to send to ACER
	452	Electricity - Rights	rights21twqs	1234567890123456	1234567890123456		Failed to send to ACER
	451	Gas	Gas_Test2	1234567890123456	1234567890123456		Failed to send to ACER
	450	Gas	Gas_Test1	1234567890123456	1234567890123456		Failed to send to ACER
	444	Electricity - Rights	rights21twq	1234567890123456	1234567890123456		Failed to send to ACER
	443	Electricity - BID	mRID11	1234567890123456	1234567890123456		Failed to send to ACER
	441	Electricity - BID	mRID10	1234567890123456	1234567890123456		Failed to send to ACER
	440	Electricity - Rights	rights21twf	1234567890123456	1234567890123456		Failed to send to ACER
	439	Gas	Gas_Test	1234567890123456	1234567890123456		Failed to send to ACER

[1 - 10 / 10] [«](#) [«](#) [1](#) [»](#) [»](#)

[Download](#) [Start query](#) [Back](#)

Prior to downloading the content, a pop-up question will assist to decide whether the complete report or solely the data displayed should be exported to an excel sheet. (Please see 3.3 for more details on this function.)

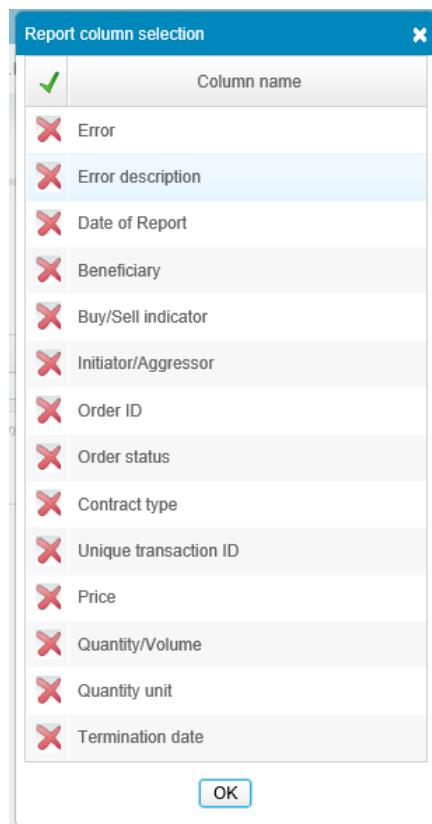
3.2 REMIT report monitoring

The report monitoring screen offers the option to review the submitted reports. The data of the listed items are going to be displayed in columns and they can be searched, filtered and sorted. If necessary, additional columns can be added to the ones listed by default, alternatively columns can be hidden as well. The following screen introduces the columns added to the original list:



The screenshot shows a web-based reporting system titled "REMIT Report monitoring" under the "Trade Reporting System". At the top, there are tabs for "Upload report", "REMIT Monitoring" (which is active), "General Monitoring", and "User information". Below the tabs, there's a search bar with fields for "Upload identifier", "Transaction type", "Contract ID", "Partner code", "Counterparty code", "Status report", "Transaction status", and "Lifecycle information". A message below the search bar says "There are no items to display!". At the bottom of the page, there are navigation buttons for "10-0 / 0" and "1 < > 10", followed by a "Download" button (which is highlighted with a red box) and a "Start query" button.

By default, only certain columns shall appear. The list can be extended by clicking on the top left button. The 'Checkmark'  in the top row is a short cut to extend the original list with all the available extra columns by one click. Apparently it is also possible to add only certain columns, one by one to the previous ones.



The same interface allows the user to export the data displayed by choosing the

Download

button.



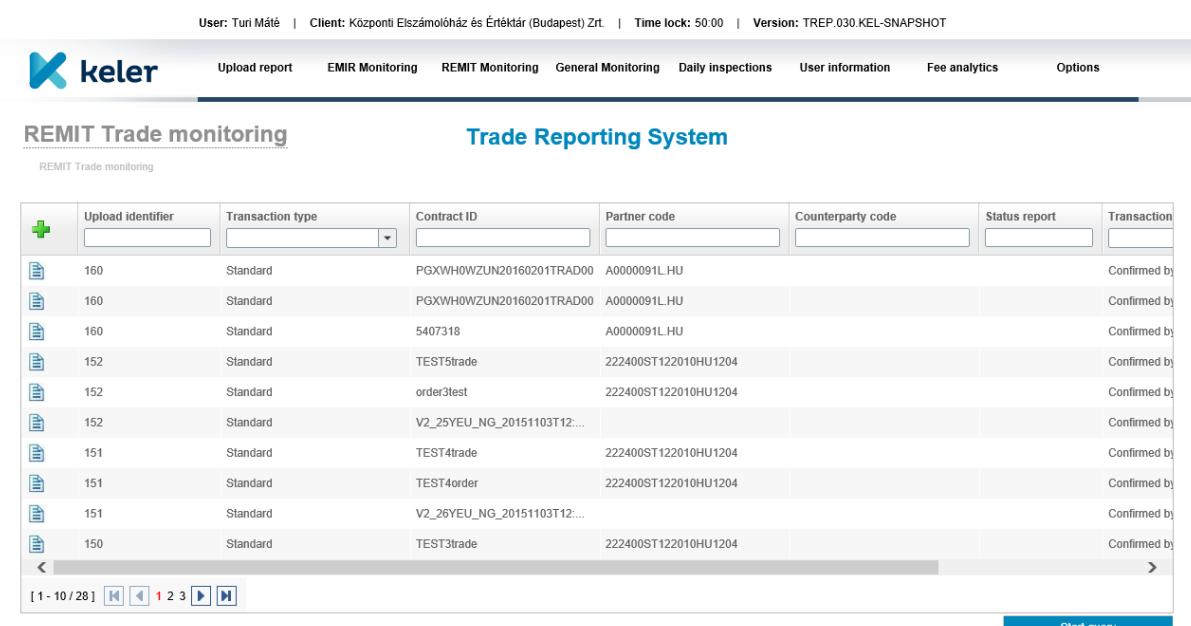
The screenshot shows the REMIT Report monitoring section of the Trade Reporting System. At the top, there are tabs for Upload report, REMIT Monitoring, General Monitoring, and User information. Below the tabs, a sub-header says "REMIT Report monitoring". A search bar contains fields for Upload identifier, Transaction type, Contract ID, Partner code, Counterparty code, Status report, Transaction status, and Lifecycle information. Below the search bar, a message says "There are no items to display!". At the bottom, there are navigation buttons (1-0/0) and a red-bordered "Download" button, followed by a "Start query" button.

3.3 REMIT trade monitoring

The objective of the trade register is to show the current business phase and status of trades submitted with standard or non-standard message communication / file upload and give a historic overview on REMIT reports.

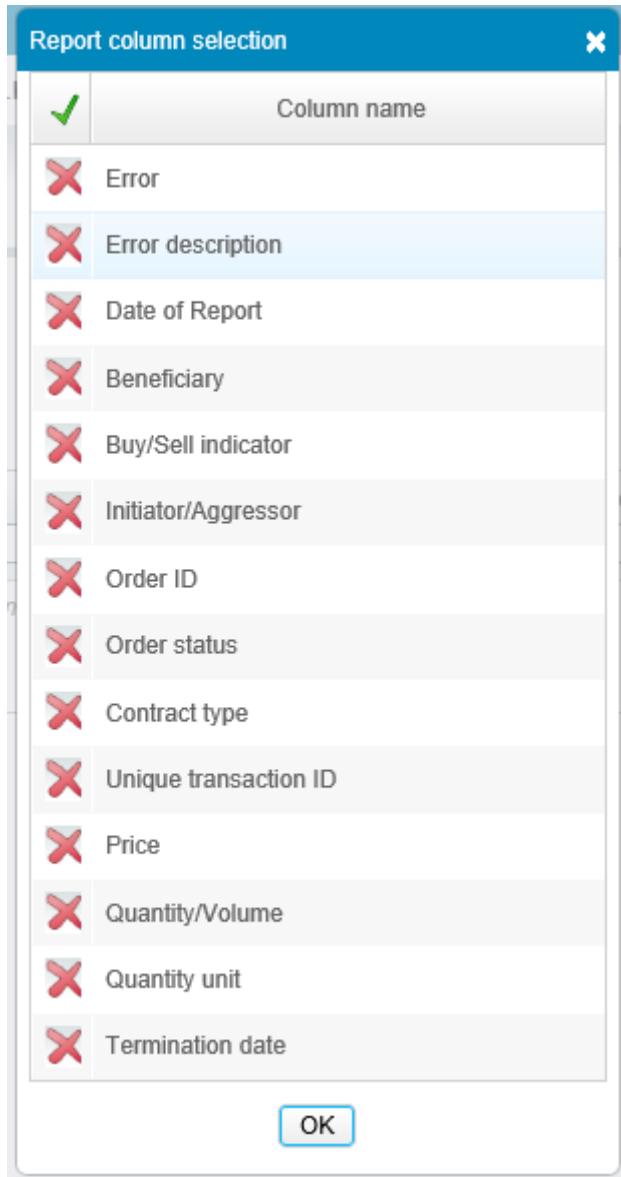
The register contains all the reports on uploaded new trades in a table. The actual status of the trades and their main, reported details shall appear in the table. Data can be searched, filtered and sorted by column. In addition to the columns listed by default, the table includes the ones additionally added as well.

The initial screen of the register summarizes only the message communication of successfully submitted standard or non-standard reports.



The screenshot shows the REMIT Trade monitoring section of the Trade Reporting System. At the top, there are tabs for Upload report, EMIR Monitoring, REMIT Monitoring, General Monitoring, Daily inspections, User information, Fee analytics, and Options. Below the tabs, a sub-header says "REMIT Trade monitoring". A search bar contains fields for Upload identifier, Transaction type, Contract ID, Partner code, Counterparty code, Status report, and Transaction status. The main area displays a table of 28 trade reports. Each row contains a file icon, an ID (e.g., 160, 152), a type (Standard), a contract ID, a partner code, a counterparty code, a status report, and a transaction status (all marked as "Confirmed by"). Navigation buttons at the bottom left show [1-10/28] and [1 2 3], and a "Start query" button at the bottom right.

The extension of columns is a function also available in terms of trade monitoring, though a different list of columns shall pop-up in case we click on the top left button - as introduced in section 3.2. Similarly, the ‘Checkmark’  in the top row can be applied as a short cut to extend the original list with all the available extra columns by one click.



By clicking the „Trade history” icon, the transactions of a given trade shall be listed in chronological order.

User: Turi Máté | Client: Központi Elszámolóház és Értéktár (Budapest) Zrt. | Time lock: 49:54 | Version: TREP.030.KEL-SNAPSHOT

REMIT Trade monitoring **Trade Reporting System**

REMIT Trade monitoring > Trade history

+	Upload identifier	Transaction type	Contract ID	Partner code	Counterparty code	Status report	Transaction
152	Standard	TEST5trade	222400ST122010HU1204			Accepted	Confirmed by

[1-1/1] [< < 1 > >]

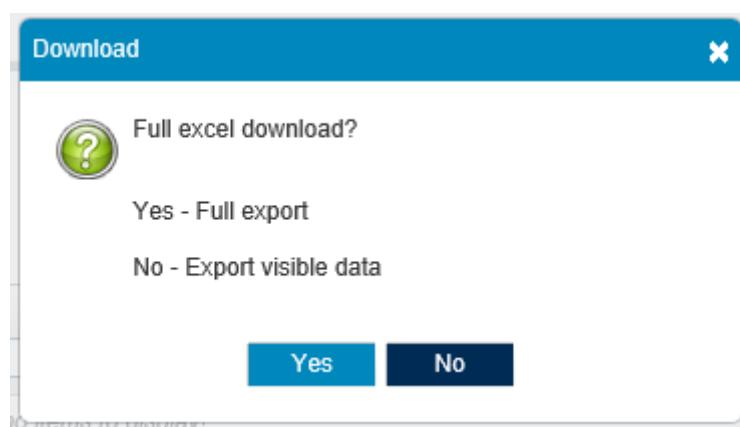
Download (highlighted with a red box) Start query Back

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As referred to in section 3.1., the user can download the content to an excel sheet by choosing the Download button. The pop-up question offers two types of exports:

- Full export: all fields of the listed reports are exported.
- Export of displayed data only: solely the fields of columns in the report monitoring screen shall be exported to the ‘xlsx file’.

The data of different types of reports within a file shall appear in separate worksheets.



4. General (activity) monitoring

The partner's (client's) user with 'Administrator' role can track the activity of 'Data manager' and other 'Administrator' users. In addition to the chosen filter criteria (e.g. user, data interval, activity) the list of search results shall include all necessary information on the activity registered by the user activity log.



Login code	Name	Partner	Login	Activity	Date of activity
rabil	Rabi László	KELER	Today, 09:37	Sikeres bejelentkezés	Today, 09:37

Major filter views:

- User:** the name of the person - it is possible to search only a part of a name (%like%).
- Date of activity:** the start and the end date of the user's activity.
- Activity:** selecting the type of activity.
- Partner:** selecting a client company.

5. User Information

It is mandatory to change the user's password right after the first login. Any user can perform maintenance but solely on its own data. Users are added and other data is maintained by KELER as the 'operator'.

By choosing this function, the user gets straight to its own maintenance site without applying filter criteria. The user can perform partial modification on its own data (e.g. password, phone number, e-mail address can be amended), but cannot modify any data set by the system administrator.

Explanation of important fields:

- User ID:** the login code of the user;
- User name:** full name with title;
- Language:** the language of the user;
- Password:** the login password;
- Password confirmation:** the password entered must be identical to the one entered in the previous field;
- Phone number:** phone number of the user;

- **E-mail:** e-mail address of the user;
- **Date of recording:** data entry date;
- **Date of modification:** latest amendment to the data;
- **Date of approval:** date of the 2nd level approval applied in line with the 4 eyes principle;
- **Partner:** the company (client) the user requested him/herself to be linked to, normally its employer on whose behalf he/she shall upload and view reports. KELER may appear as a partner too, then the user shall refer to an internal user;
- **Role:** the role assigned to the user which defines the basic rights.
- **Date of previous login:** the last time the user logged in to the system.

User information

User information

Trade Reporting System

User ID:	rabil	Partner:	Központi Elszámlálóház és Értéktár (Budapest) Zrt.
Username:	Rabi László	Time of last login:	Today, 09:37
Language:	Magyar	Date of modification:	2015. 07. 08. 16:22:35
Password:		Date of approval:	2015. 12. 01. 14:40:31
Password confirmation:			
Phone number:			
E-mail:	rabi.laszlo@keler.hu		