CySEC XBRL Portal

Manual for
Investment Firms Submissions

Version 1.0, November 2022

Submission of EBA reports to CySEC

For submitting your XBRL files to CySEC you have two options:

1. You can either provide your own zipped XBRL file and upload it directly to the CySEC Portal or,
2. Use the built-in Excel to XBRL Conversion feature.

If your XBRL file is already prepared and ready for submission, you can skip the next paragraph.

Creation of the XBRL EBA Report with Microsoft Excel

In order to convert an Excel file, you will need to download the latest taxonomy visualization (Excel template). Only this template can be used for conversion purposes as it contains a specific expected structure.

To download that Excel template, just click on *Taxonomies* on the CySEC Portal main site.

On the next page you can click on the *Download*-Button of the correct taxonomy you need and select *Download Taxonomy Visualization File*. Please use the entry points column for identifying the correct taxonomy.

Fill the Excel with all data you have to submit, including the **General Information** tab. The general information tab requires some additional meta information like the Reporting Period (due date) and LEI code. These fields are required to perform a proper conversion.
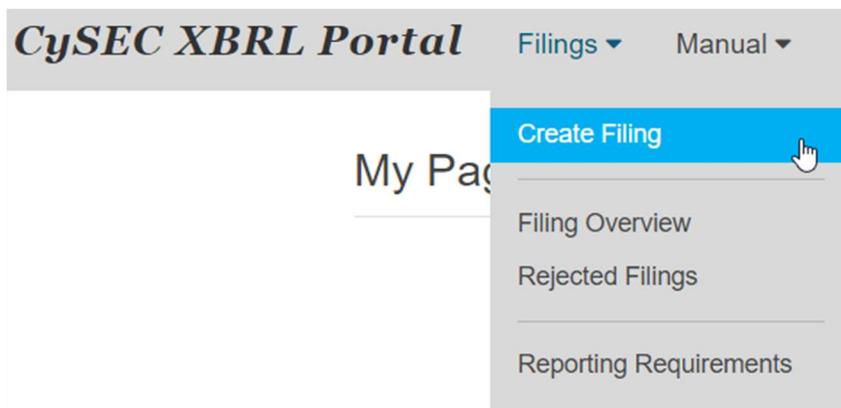
	A	B	C	D
1	Taxonomy Entry Point	http://www.eba.europa.eu/eu/fr/xbrl/crr/fws/if/its-002-2021/2021-05-08/mod/if_class2_ind.xsd		
2	Reporting Period			
3	Context Identifier (LEI)			
4	Context Identifier Schema	http://standards.iso.org/iso/17442		
5	Default Currency (ISO Code)	EUR		
6	All used Units			
7	Default Monetary Decimals		-3	
8	Default Pure Decimals		4	
9	Apply EIOPA Minimum Decimals	FALSCH		
10	Add Negative Filing Indicator	FALSCH		
11	Add Filing Indicator Positive Filed Attribute	WAHR		
12				

Please note, that only the values inside the tables can be submitted! All additional information (comments, additional sheets, calculations inside the tables, etc.) will be removed, while the Excel file is converted to XBRL. The CySEC system will not store a version of the submitted Excel file, it will only keep the valid XBRL conversion result.

Once you are finished with your data input, please save the Excel workbook and place it in a regular zip-file.

Submission of the EBA Report

To submit your prepared EBA report (either zipped Excel Template or zipped XBRL file) to CySEC, please click on *Filings > Create Filing*.

CySEC XBRL Portal Filings ▾   Manual ▾

My Pag

Create Filing

Filing Overview

Rejected Filings

Reporting Requirements

Select your zipped EBA report and click on *Submit Filing*.

≡ Upload Filing

Reporting Entity	
File	Choose file No file chosen
Comment	

Submit Filing

Your filing will be processed immediately. If a technical error occurs the filing will be rejected. Take a look at the Rejected Filings Area to see the reason of refusal.
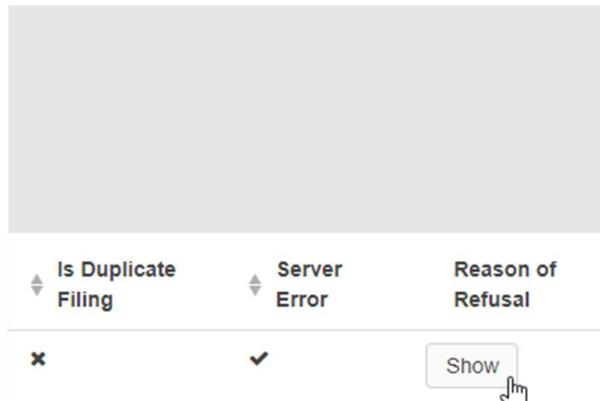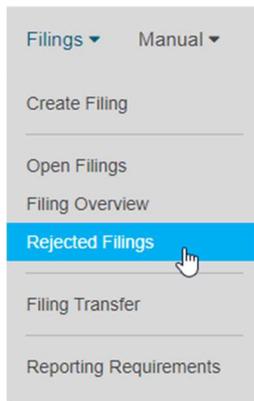
If the processing (and XBRL conversion) was successful you can find your submission under *Filings > Filing Overview*.

Common Errors of rejected filings

1. Due date

Your report needs to refer the correct due date, for example 2022-12-31.

2. Reports cannot be uploaded twice

Your report has already been uploaded and the same report cannot be uploaded twice. You need to provide at least one change to original file.

XBRL Validation and EBA Filing Rules

If you submit your report to CySEC the XBRL Processor will evaluate some XBRL validation rules that are part of the related XBRL taxonomy. On top of that the EBA filing rules evaluation will take place.

You can take a look at the validation result by clicking the *Show* (XBRL Validity) button on the *Filing Details* page of your submitted filing.
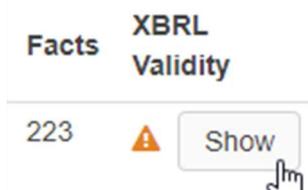
On the EBA homepage you can find a detailed Excel sheet with all XBRL validations performed during the XBRL validation process.