

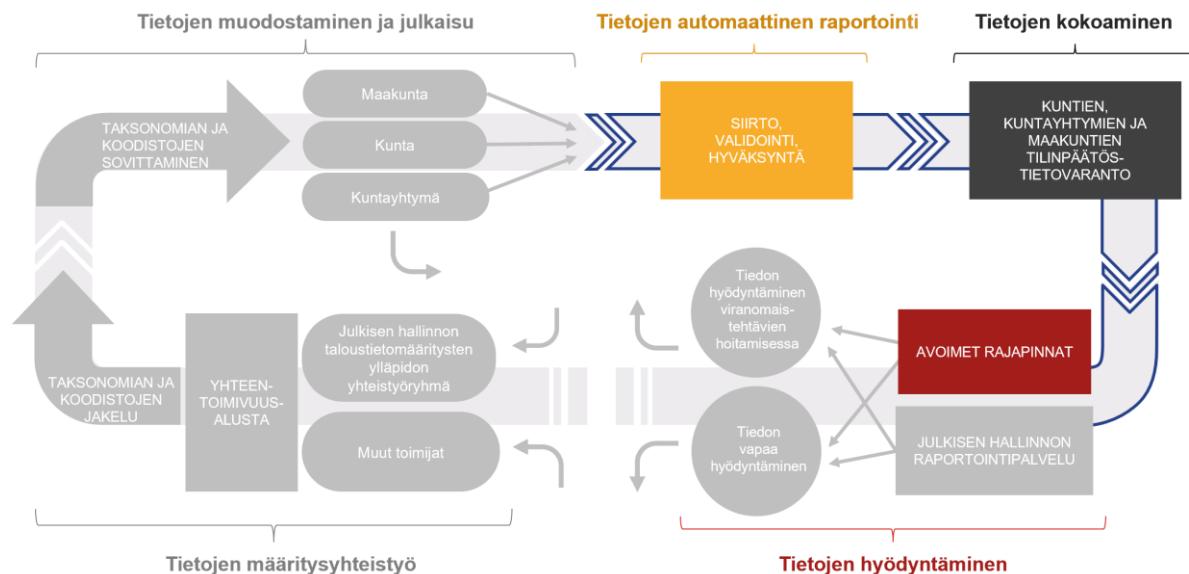
Palvelukuvaus kuntatalouden tietopalvelun käyttäjille

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1 Service

The national Municipal Financial Information Service offers a financial information reporting service for data producers (i.e. “reporters”) as well as the interfaces for utilising the information compiled in the service.



The service described here does not contain a public reporting service for the compiled information.

2 Concepts

XBRL (eXtensible Business Reporting Language) is an XML-based markup language for the presentation of financial information, e.g. financial statements, in electronic format. XBRL enables the automated formation and initial and further processing of documents containing financial information. All parties producing, transmitting and analysing data can benefit from documents that are in XBRL format. The financial information submitted to the Municipal Financial Information Service should primarily be sent to the Financial information transfer service in XBRL format.

The interoperability platform is a service maintained by the Population Register Centre at <https://yhteentoimiva.suomi.fi/>, and it consists of vocabularies, reference data and data streams, as well as data models required for data management.

3 Service owner and administrator

The service is owned and administered by the State Treasury, which is also in charge of the user register related to the service.

The content of the financial information is owned by the data producers, i.e. municipalities and joint municipalities reporting their data, who are also responsible for ensuring that the information is up to date and correct.

4 Service description target groups

4.1 Service content providers and roles

The content providers of the service are municipalities, joint municipalities, municipal enterprises, the Population Register Centre (for the interoperability platform), accounting firms or other parties producing information on behalf of the aforementioned.

Content-providing parties may have one or more roles:

- data reporter, who enters data into the service
- data viewer
- data approver
- data commenter.

In addition to the above, a representative of a responsible organisation will have authority to assign organisation-specific responsibilities, giving them the authority to grant access rights to the service to pertinent parties in terms of the organisation's operations.

4.2 Service users

In addition to data providers, the service is also used through the interface by municipalities, joint municipalities, the Association of Finnish Local and Regional Authorities, Statistics Finland, the Government, the National Institute for Health and Welfare, the Finnish National Agency for Education, the State Treasury, the public administration reporting service, the media, the general public and researchers, among others.

5 Service content

5.1 Available information

The service contains financial information concerning each municipality and joint municipality and their enterprises. In addition to this, the service also contains information on when the information was last updated.

A more detailed description of the information contained in the service can be found in the XBRL taxonomy of the municipalities and joint municipalities: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/#instructions>.

5.2 Retaining periods

The information will be available in the service from the time the information is published for as long as the service is in use.

5.3 Providing information

The information must be provided and approved (see section 5.4. for additional information) by the due dates specified in the XBRL taxonomy, at the latest. The State Treasury will provide further instructions on the deadlines for providing information.

Information provision schedule: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/>.

As part of their own reporting, municipalities must provide information on their enterprises. User instructions for data providers issued by the State Treasury: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/#instructions> .

5.4 Information approval and verifications concerning data quality

The information provided to the service will be transferred to the approval service for approval.

In the approval service, the information is subjected to automated quality verification to locate insufficient and faulty information. Any faulty information found must be corrected in the source system and provided to the information service again. All verification findings must be commented.

Any comments attached to the information are transferred with the information to the registry service, i.e. the actual financial data storage, after approval. There, they are available to the people utilising the information via the interface.

The information approval instructions can be found in the user manual: <https://vk-wordpress-bucket-prod.s3-eu-west-1.amazonaws.com/uploads/sites/4/2018/11/Opastus-kunnille-ja-maakunnille-talousaineiston-tuottamisessa-ja-hyodyntamisessa-1.4.pdf> .

If necessary, you can find further instructions on rectifying mistakes on the State Treasury website: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/> .

5.5 Neglecting to provide information

Information provision is entered into a log file, which is used to determine the time of the provision of the information.

If you experience any issues with providing the material, you should contact the State Treasury well in advance. The State Treasury, on the other hand, will contact the party providing information in the following events:

- 1) No information has been provided by the due date
- 2) The information has not been approved by the due date.

The information is reported in the same way as it is reported to the information service and it is used as a basis for decision-making.

5.6 Retrieving information from the service

Approved information that has been transferred to the register service can be accessed via the interface. You can find instructions on retrieving information in the user manual for the interface:

https://vk-wordpress-bucket-prod.s3-eu-west-1.amazonaws.com/uploads/sites/4/2018/11/Kunta_ja_maakuntatalouden_tietopalvelu_Ohjeet_rajapinnan_testaamiseen.pdf .

5.7 Updating the service (contents, classifications, etc.)

You can find the pertinent information in terms of providing information concerning service updates on the supported service versions as well as the publication schedule at: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/>.

You can also find information on service updates concerning data content and classifications at <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/> .

5.8 Managing user authorisation

The State Treasury is in charge of the management of main user authorisation for municipalities and joint municipalities providing information to the service. Municipalities and joint municipalities must inform the State Treasury of any changes to their administrators. The administrators of municipalities and joint municipalities are in charge of the authorisations of the users they manage.

The State Treasury is in charge of maintaining the personal data register in question.¹

Utilising the information does not require registration or a user ID.

5.9 Service information security and processing of personal data

The service complies with the legal requirements concerning personal data as well as good information security practices. For more information, please see

- the file description of the service for the processing of personal data²
- general information about the service: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/>
- the State Treasury data protection principles: <https://www.valtiokonttori.fi/en/state-treasury-in-brief/state-treasury-in-a-nutshell/data-protection/>.

5.10 The price of the service

The service is free of charge to all users.

¹ The production phase file description shall be completed later.

² the production phase file description shall be completed later.

6 Service availability and fault situations

6.1 Service hours

In accordance with Public Administration Recommendation 174, the supported service hours of the service are *P1: Normal office hours, Mon–Fri 8 am–4 pm*. During this time, the availability of the service is *K2: 99.0% availability, maximum downtime during service hours: 4 hours*.

When the service is operating normally, information may be reported to the service, viewed in the approval service and retrieved from the interface regardless of time of day or date. In practice, the information is available in the interface from the moment the information is published.

The service is down for maintenance every Wednesday 7–9 pm.

Any other breaks in the service known in advance are reported in the maintenance window.

6.2 Communicating fault situations

Any fault situations are reported to the reporters via the maintenance window. In addition to this, the users in the user register are notified of any significant faults via e-mail.

Communicating fault situations to those utilising the information is carried out via the maintenance window. In addition to this, those who have subscribed to the service newsletter are notified of any issues via e-mail, if necessary.

6.3 Response times

It usually only takes a few minutes from the time the information is received to the time the information is approved. You will be notified via e-mail when the reported information has been received.

The time it takes to retrieve information from the interface depends on the scope of the material. A typical duration is less than one minute.

7 Service support

7.1 How to get help/support

If you encounter an issue or need further information about the service, you may contact the State Treasury service channel: <https://jira.valtiokonttori.fi/plugins/servlet/desk/portal/2>.

You may also send questions via e-mail to kuntadata@valtiokonttori.fi.

In fault situations, personal support is available during office hours. You can also find instructions on using the service on the State Treasury website:

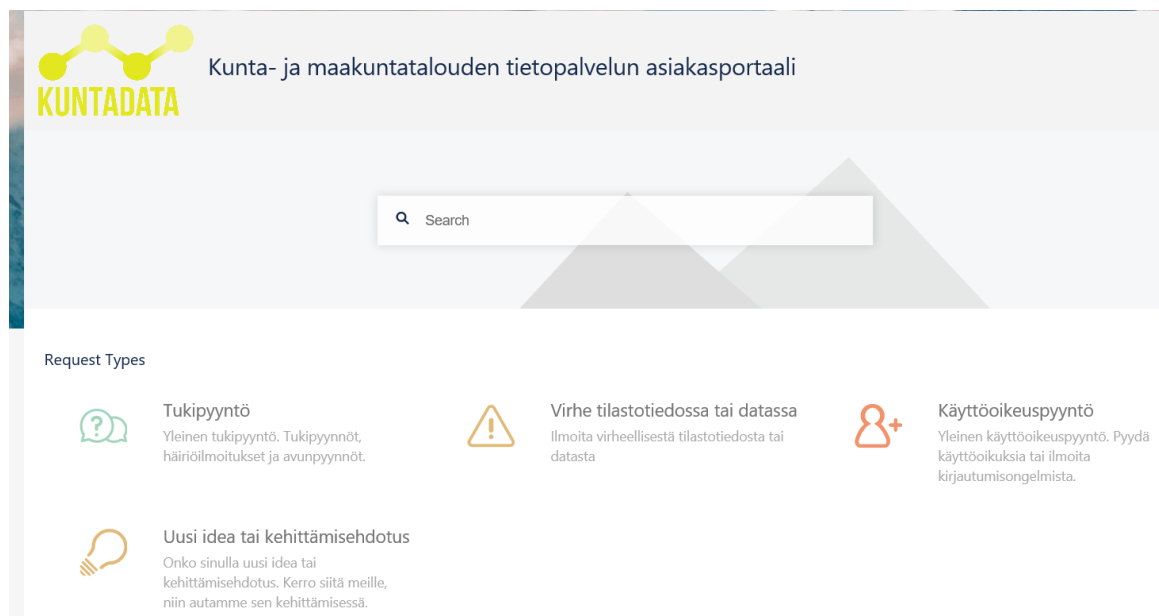
- Instructions: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/#instructions>

- Testing instructions: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/#testing>

Any faults and due dates related to information provision are communicated separately on the State Treasury website: <https://www.valtiokonttori.fi/en/service/financial-information-service-for-municipalities-and-counties/>.

7.2 Rectifying faulty information and providing development ideas

If you find any issues with the service, the information within or the operation, or you have a development idea, you may notify the State Treasury via the forms in the service channel. The service channel can be found at: <https://jira.valtiokonttori.fi/plugins/servlet/desk/portal/2>.



8 Updating the service description

This service description is valid until further notice.