BANK OF ENGLAND

BEEDS portal | Bank of England Electronic Data Submission portal

User guide

Capital+ – Version 1.0

July 2017

Contents

Document versions

Version	Issue Date	Description
1.0	July 2017	First version of the BEEDS portal user guide for Capital+. This document is relevant to Capital+ firms only.

1. Introduction

The Bank of England Electronic Data Submission (BEEDS) portal is an online application that manages formal data submissions between PRA-authorised firms and the Bank of England. The portal enables firms to complete and submit all regulatory data submissions online. Firms can also view the information held about them by the Bank of England and keep it up to date.

a. Bank of England contact details

- For all queries relating to the BEEDS portal, contact PRA Firm Enquiries:
  PRA.FirmEnquiries@bankofengland.co.uk | 020 3461 7000

- For enquiries that do not relate to the BEEDS portal, firms should liaise with their usual Bank of England contact.

- Formal notification of changes to firm details should be made as usual to the FCA.

2. General user information

a. Account practices

BEEDS portal accounts are automatically made inactive if a user does not log in for over 120 days. It is therefore recommended that users regularly login to the BEEDS portal to ensure that their account remains active. If an account has been made inactive, users should contact PRA.FirmEnquiries@bankofengland.co.uk.

The BEEDS portal will time out after an hour of inactivity. Entering data in fields is not considered activity so it is recommended that users regularly save forms while editing.

b. Minimum IT requirements

The recommended minimum computer requirements for using the portal are:

➢ Microsoft Internet Explorer version 11 or above, Firefox version 36 or above, Google Chrome version 28 or above, or Safari 7 (for OSX only) or above.
➢ To view returns in PDF (and printing where signatures are required) a PDF viewer is required, such as Adobe Acrobat Reader (version 8.0 or above).
➢ To export the template for returns as spreadsheets Microsoft Excel 2003 or above is required. N.B. the viewer application for Excel will enable forms to be exported.
➢ To print hard copies of returns a printer connection is required.
➢ The recommended screen resolution is at least 1024 x 768 or higher for optimal display.

c. Terms and conditions

We recommend that users take time to read the 'Terms and Conditions' of the BEEDS portal before entering the site.

Should users have any queries, they should contact PRA.FirmEnquiries@bankofengland.co.uk or 020 3461 7000.

d. Privacy policy

We also recommend that users take time to read the 'Privacy Policy' section of the BEEDS portal before entering the site.

Should users have any queries, they should contact PRA.FirmEnquiries@bankofengland.co.uk or 020 3461 7000.

e. Testing

The BEEDS portal should not be used for testing files. All files submitted through the BEEDS portal are considered a legal submission by the Bank of England.

All testing of the BEEDS portal should be completed in the designated UAT environment windows.

The Bank of England may choose to offer making a User Acceptance Testing (UAT) environment available for firms to test their Capital+ submissions in advance of making a legal submission to the BEEDS portal. Any test windows will be communicated to all BEEDS portal principal users.

Login details for the UAT environment are separate to the login details provided to the LIVE BEEDS portal and will be provided at the beginning of the testing window. Emails from the UAT environment will be sent from 'beedsuat_donotreply'.

The UAT environment is made available for firms to test their Capital+ submissions can be legally submitted, that is that the file passes validation checks. The data will not be reviewed by the Bank of England and queries will not be raised with firms.

We do not guarantee that our site, or any content on it, will always be available or be uninterrupted but provide this UAT service on a reasonable endeavours basis.

f. Alternative Processing Plan (APP)

In the unlikely event of the BEEDS portal being unavailable ahead of a submission deadline, the Bank of England may decide to invoke its Alternative Processing Plan (APP). In this scenario, principal users may be asked to send their file submissions through secure email if their firm is yet to submit ahead of the deadline.

3. Log In

a. Before logging in

To log into the BEEDS portal, users will need the email address associated with their account, their password, and their phone in order to receive the session security code (see section c. below).

b. First time log in

When a user account is created on the application, a randomly generated password will be sent to the user via email. The portal can be accessed with the user's email address as their username, and the password as provided.

The password must be changed when the user accesses the portal for the first time. Passwords must contain at least one capital letter, lowercase letter, number and special character; must not contain spaces; and must be of length 8-30 characters.

If a user enters their login details incorrectly, a CAPTCHA code will be displayed which will need to be entered before continuing.

Users will have four attempts to log in before the account is locked, after this, the 'Forgotten Password' link can be used to unlock the account.

When a user logs in for the first time, a screen will be displayed allowing the user to update their details. The user will also need to set security questions (see section d. below)

c. Session security code

A session security code is required each and every time a user logs in to the BEEDS portal. This will be sent via SMS to the mobile or landline telephone number supplied by the user.

Users are advised to provide a mobile telephone number rather than a landline as the code can be difficult to understand when relayed to a landline. However if users choose to use a landline, they are reminded to utilise the repeat functionality if necessary. If the code cannot be understood, users are advised to request a new code by restarting the login process.

Note that the code is valid for ten minutes after entering the username and password. If a user does not enter the code within ten minutes, the log in process will have to be restarted.

d. Security questions

Security questions are set up when a user first logs into the BEEDS portal. Users will be required to select four questions from four separate dropdown lists of predefined questions. Questions and answers must be unique and be at least four characters.

Security questions can be updated via 'My Details', 'Update Security Questions'.

e. Firm selection

If a user is associated with more than one firm, the BEEDS portal will display a drop down list of firms from which the user can select.

This selection can be changed once logged in by clicking 'Change firm' next to the firm name.
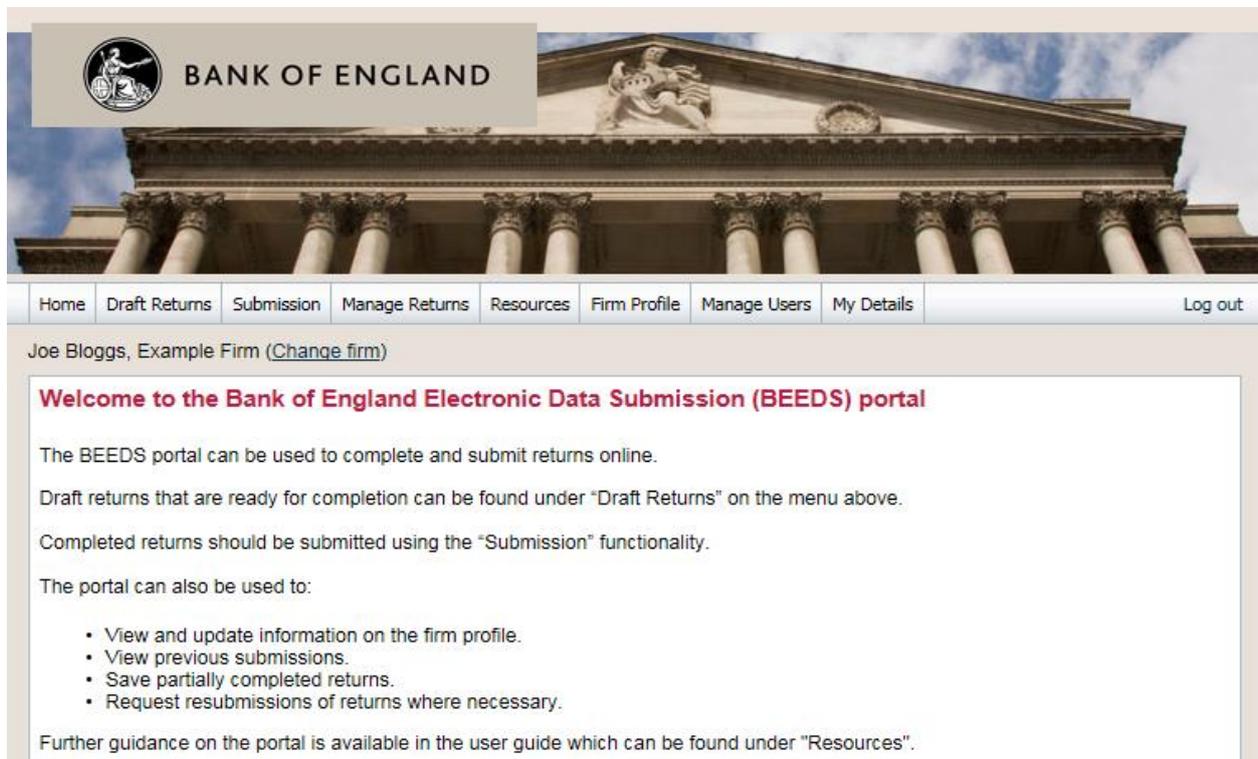
f. Forgotten password

To reset their password, a user can click the 'Forgotten Password' link displayed under the login fields on the BEEDS portal login page.

After the user enters the displayed CAPTCHA code, email address and security questions, a link will be sent via email with instructions on how to reset their password.

g. Home screen

The home screen lists all notifications that have been emailed to the user. Notifications can be dismissed and then will not be displayed again on the home screen.

4. Capital+ returns

Capital+ returns will be scheduled for release by the Bank of England and users will be notified when a return is available for completion.

Returns can be viewed under 'Draft Returns'.

The 'Draft Returns' page displays a list of all available returns for completion with corresponding information such as the status of each return.

The return will be assigned two categories based on the firm's reporting requirements. This will be PRA101, PRA102 or PRA103, and the frequency of reporting.

Returns that are displayed within 'Draft Returns' are not classed as submitted to the Bank of England

The status of a firm return will be one of three:

- ➢ **No data** – return has not been populated with data
- ➢ **Complete** – file has been uploaded but it has validation errors which the firm must resolve before being accepted
- ➢ **Accepted** – file upload has been accepted by the Bank of England

Returns will be scheduled based on reporting frequency and either PRA101, PRA102 or PRA103,

The relevant templates, along with the validation rules are available to download from the Bank of England website. These will also be available within the 'Resources' area of the BEEDS portal.

a. Submit returns

Files should only be uploaded when they are finalised and ready for legal submission. Firms should not submit files purely to test their processes. All testing of the BEEDS portal should be completed in the designated UAT environment windows.

Users will be unable to view the submitted data on the BEEDS portal, and will only be available to view the return details.

- To submit a return, click 'Upload Data' as shown below, then click 'Browse' to select a file to upload
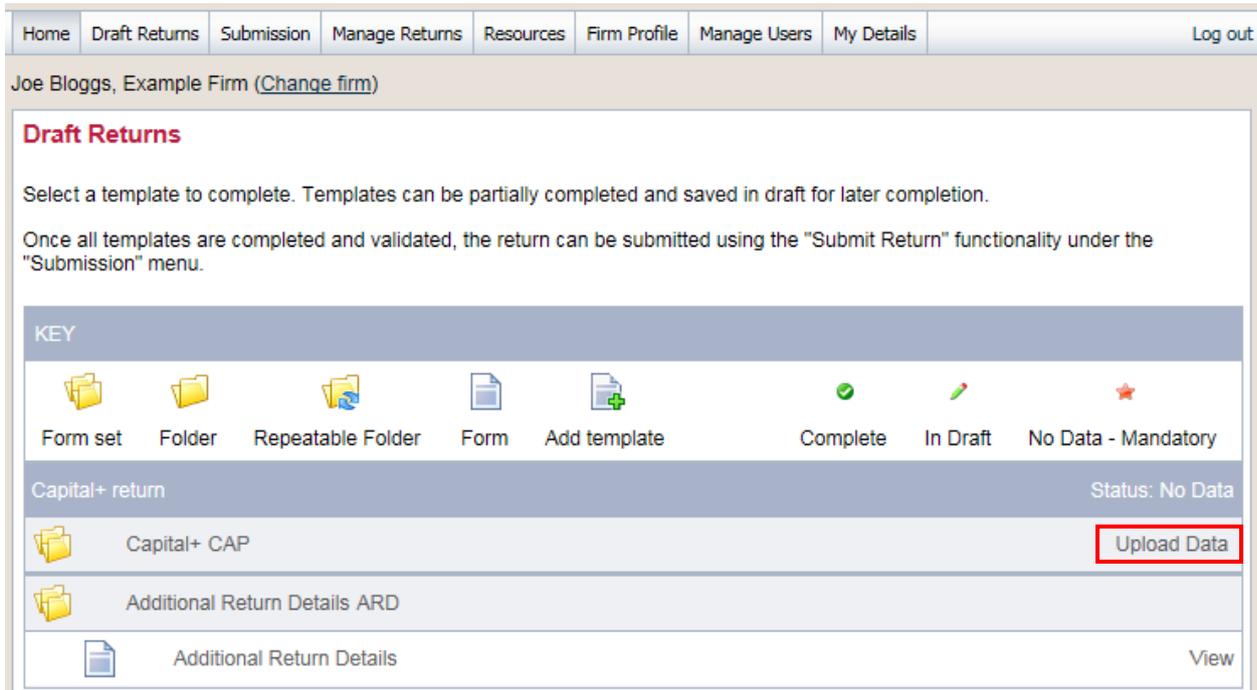
- Allowed file types are: .xbrl, .zip. To speed up the upload process it is recommended that XBRL files greater than 10MB are compressed using the standard .zip format. No other compression formats are currently accepted.

- A progress indicator will be displayed when uploading a file.

The uploaded file will be subject to the following checks. Data that passes all validation rules will be automatically submitted. The user will receive an email notification confirming this submission.

- **File type checks**

Only XBRL files (zipped or unzipped) will be accepted for Capital+ returns and users will be informed immediately if a file fails this check. Click the delete icon on the right to remove the file and then upload a file of the correct format.

- **Validation rule checks**

Files that are of the correct file type that are accepted for processing will be checked for validation rules. This check can take a few minutes depending on the size of the uploaded file.

If errors are found, the user will receive an email notification and the errors will be available to view in 'Draft Returns' by clicking on the error icon.

To upload a corrected file, click on the return name and then 'Upload Data' and 'Browse' as before.

b. Request Resubmissions

This functionality enables users to alert the Bank of England of a mistake in a previously submitted return that requires correcting. All requests for resubmission will be automatically granted.

- To request a resubmission, navigate to the 'Submission' menu and click 'Request Resubmission'.
  - All previously submitted returns will be displayed by year.
- Click the 'Request Resubmission' link related to the return that requires correcting.
  - Details of the resubmission request are displayed.

- Select the most appropriate option from the dropdown list and fill in the 'Reasons for resubmission' field. Users may also wish to upload a supporting document by selecting the 'Browse' button.
  - Click 'Confirm' to proceed with the request

5. Ad Hoc Returns

The two ad hoc returns listed below can be created by firm users with the appropriate permissions, unlike Capital+ returns which are created by the Bank of England. The returns must then be submitted manually after completion. Users will not be notified when a return is available for completion as these can be created by the user at any time.

- Change Principal User
- Non-compliance for Capital+

These returns must be manually submitted.

The table below outlines the purpose of each ad hoc return.

Return name	Return description
Change principal user	This return allows a firm to request a change to a principal user. The return will be reviewed by the Bank of England and then the system will then be updated with the details of the new principal user. NB: A 'Change Principal User' return should be submitted in advance of the principal user moving roles.
Non-Compliance for Capital+	In exceptional circumstances, a firm may request an extension to the deadline for submission of a Capital+ return. The request will be considered by the firm's PRA supervisor and by the Regulatory Data Group and if a response will be provided. If the request is accepted, a new submission deadline will be agreed. If rejected, the firm will be expected to meet the original deadline.

The status of an ad hoc return will be one of five:

- ➢ **No Data** – information has not been entered or uploaded
- ➢ **In Draft** – information has been entered or uploaded but there are mandatory fields outstanding
- ➢ **Complete** – all mandatory fields have been completed and the return is ready to submit to the Bank of England
- ➢ **Pending approval** – information has been submitted and is being reviewed by the Bank of England
- ➢ **Accepted** – information has been accepted by the Bank of England**.**

a. Create returns

- To create an ad hoc return, navigate to 'Manage Returns' and click on 'Create Return'.
    - o The returns that can be created by the user will be displayed.

- Select a return and name it appropriately.

- Enter the earliest date from when the information is effective under 'Date effective from'.

- Click 'Create' to confirm the creation.

b. Complete returns

- Once created, the return can be viewed and completed under 'Draft Returns'.
    - o Select the return's name and the templates will be displayed.

- To complete a template, click 'Edit'.
    - o Complete/upload information as appropriate ensuring that information is entered into the mandatory fields marked with a red asterisk.
    - o Some fields only allow certain types of data to be entered (e.g. dates, letters, numbers) which will result in error messages being displayed if entered incorrectly.

- When the return is either partially or fully completed there is an option to save the modifications for later review by clicking 'Save as Draft'.

- Once all relevant information has been entered, the return can be validated by clicking 'Validate & Save'.
  - If no errors are found, the return status will update and the return will be ready for manual submission. **Note that the return is not submitted at this point.**

c. Submit returns
- To submit a return, ensure all mandatory templates in the return have been validated and the status of the return is 'Complete'.

- Navigate to 'Submission' and click 'Submit Return'.
  - All validated returns ready for submission will be displayed.

- Click 'Submit' and confirm the submission.

- The application will update the return status and send an automated acknowledgement email to the user.

d. Resubmit returns

Follow the same steps as above in section 4b to request a resubmission for an ad-hoc return.

6. View Submission History

This functionality allows users to review all Capital+ and ad hoc returns that have been previously submitted.

- To view submitted returns, navigate to the 'Submission' menu and click 'Submission History'.
  - All previously submitted returns will be displayed and filtering fields can be used to search for a return.

- Click on the return name to view the most recent version and click on the revision number to see a list of submitted versions.

- All templates in the return will be listed and these can be viewed by clicking on their names.

- To view returns that have been uploaded but not necessarily submitted, navigate to 'Draft Returns', click on a return name and then click the 'View Upload History' icon above the list of templates.
  - A list of returns that have been uploaded will be displayed alongside their status.
  - If errors are displayed, the file has not been processed.

7. Resources

This functionality allows users to access useful information relating the BEEDS portal, including the most up to date BEEDS portal user guide, and other documents such as Capital+ templates and validation rules.

- To access a file, click 'Resources' on the portal menu.
  - The application will display the document explorer.
  - To view the relevant document, users must expand the 'Portal documents' folder and then select the 'Capital+' folder option.

- Files can be filtered using the 'Filter by' field.

- Select a file and click on the green download icon.

8. Firm Profile

This functionality allows users to view profile information held by the Bank of England about their firm.

- Navigate to 'Firm Profile'.
    - o The application will display the principal user details section and the reporting entity details. This can be viewed by clicking on the 'Principal User Details' or 'Reporting Entity Details'.

- The principal user details of a firm can be changed by creating an ad hoc 'Change Principal User' return under 'Manage Returns'.
    - o The return will need to be completed under 'Draft Returns' and then submitted under 'Submission'. More detailed information can be found in the 'Complete Ad Hoc Returns' section of this guide.
- The Reporting Entity Details section can be changed by contacting PRA.FirmEnquiries@bankofengland.co.uk.

- Formal notification of changes should also be made as usual to the FCA as appropriate.

9. Manage Users

Each firm has one nominated principal user who may wish to create secondary users to assist with submitting returns. Newly created users can be assigned a role which defines the level of access the user will have.

Only principal users have access to manage secondary user accounts.

All users are responsible for any account they are provided with by the Bank of England to access the BEEDS portal. Regular audits should be undertaken by firms of all user accounts, roles and use of the application. The Bank of England recognises the need for alternative contacts and therefore strongly encourages firms to create secondary users.

a. Create users
- To create a new user, navigate to 'Manage Users' and click 'Create User'.
    - o Enter the details of the new user and select the user roles available
    - o Details of the roles are displayed in the user role table and can also be viewed by clicking on the role name on screen. We recommend that users are assigned all available permissions.

- Click 'Create'.
    - o The user details will be displayed and can be edited by clicking 'Edit'.

- The new user will receive an email with a randomly generated password which can be used to access the portal.

NB: Each firm can have a maximum of ten active users, i.e. one principal user and nine secondary users.

b. View / Edit users
This functionality allows the principal user to view and edit other users with access to their firm. A principal user can also deactivate other users by changing their activation status to 'deactivated'.

- To view all secondary users, navigate to 'Manage Users' and click on 'View/Edit User'.

- Click the 'View/Edit' button corresponding to a user.
  - User details will be displayed.

- To edit these details click 'Edit'.
  - User details will be displayed and can be edited.

- Update name, contact details, permissions and activation status where required, and then click 'Save'.
  - Updated user details will be displayed.

N.B. Email addresses cannot be changed. Users should contact PRA.FirmEnquiries@bankofengland.co.uk if they wish to amend an email address for a secondary user.

11. User Role Information

The following table defines user roles in terms of their functional permissions, the returns they have access to, and the notifications they will receive. Users can be assigned more than one role if required.

		Roles				
		Principal User	Additional User	Upload Capital+ Returns	View Only (Capital+)	Create Returns (CPU, NC)
Functional Permissions	Edit return	Y	Y	N	N	N
	View return	Y	Y	Y	Y	N
	Clear / delete data	Y	Y	N	N	N
	Upload data	Y	Y	Y	N	N
	Submit return	Y	Y	Y	N	N
	Create return	N	N	N	N	Y
	View firm profile	Y	Y	N	Y	N
	Manage users	Y	N	N	N	N
	View resources	Y	Y	N	Y	N
Returns accessible	Capital+ returns	N	N	Y	Y	N
	Firm Profile	Y	Y	N	Y	N
	Change principal user	Y	Y	N	Y	Y
	Non-compliance for Capital+	Y	Y	N	Y	Y
Emails	Return available for completion	Y	Y	N	N	N
	Submission confirmation*	Y	Y	N	N	N
	Ad hoc return accepted*	Y	Y	N	N	N
	Ad hoc return rejected*	Y	Y	N	N	N
	Passed validation checks*	Y	Y	N	N	N
	Failed validation checks*	Y	Y	N	N	N
	Submission deadline approaching	Y	Y	N	N	N
	Submission overdue	Y	Y	N	N	N
	Return resubmitted	Y	Y	N	N	N
	Resubmission requested*	Y	Y	N	N	N

*Emails will also be sent to the user who triggers the notification.

As well as taking note of emails, firm users are advised to regularly log into the BEEDS portal to view notifications.

Principal users are assigned the following permissions by the Bank of England:
- Capital+ Principal User
- Create Returns (CPU, NC)
- Upload Capital+ Returns

When creating additional users, principal users should refer to table above and assign roles appropriately.

12. My Details

This functionality allows users to view and update their own user details.

a. View/Edit my details
- To update user details, navigate to 'My Details' and click 'View/Edit My Details'.
    - User details will be displayed and can be edited.
    - Note that the email address provided is the username required to log into the portal and determines where notifications are sent. The telephone number provided determines where the session security code is sent each time the user logs into the portal.
    - A user's BEEDS portal password must be entered when updating user details. Users cannot amend their email address. Users should contact PRA.FirmEnquiries@bankofengland.co.uk if they wish to change their email address
    - Confirmation is sent to the contact details that have not been updated.

Exclude the '0' when using the international telephone code 44. For example, the telephone number for PRA Firm Enquiries would be formatted as '44 203 4617000'.

- Edit details as required and click 'Update'.

b. Update password
- To change the password used to log in to the portal, navigate to 'My Details' and click 'Update Password'.

- Enter the current password and a new password and click 'Save'.

c. Update security questions
- To change the security questions that are associated with the account, navigate to 'My Details' and click 'Update Security Questions'.

- Users should select four new unique questions and enter their answers and click 'Save'.

13. FAQs

13.1 What should I do if I have not received login details?

Ensure that the principal user has entered your email address correctly and contact PRA.FirmEnquiries@bankofengland.co.uk if incorrect. If you have still not received login details, you should contact PRA.FirmEnquiries@bankofengland.co.uk

13.2 What should I do if I cannot log in?

If you have forgotten your username, it is the email address associated with your account. This can be

viewed by the principal user under 'Manage Users'.

If you have forgotten your password, you can select 'Forgotten Password' on the BEEDS portal login page and a link will be emailed to you with instructions on how to reset your password. If you are still unable to login or cannot complete the forgotten password process successfully, PRA.FirmEnquiries@bankofengland.co.uk should be contacted.

13.3 How do I set up secondary users?

Each firm may have one principal user account only. The principal user can set up secondary users under 'Manage Users', 'Create User'.

13.4 Can the principal user be changed?

To change the principal user, a 'Change Principal User' return should be created under 'Manage Returns', 'Create Return'. The return will need to be completed under 'Draft Returns' and then submitted under 'Submission'. This will create a request that will have to be approved by the PRA before the change is made.

13.5 How do I change a user's contact details?

The principal user can change the name or contact details of another user under 'Manage Users', 'View/Edit Users' by selecting the View/Edit link beside the user. The details will then be displayed which can be updated by clicking 'Edit'. Email addresses cannot be amended, contact PRA.FirmEnquiries@bankofengland.co.uk if you wish to change an email address.

Your own details can be updated under 'My Details', 'View/Edit My Details'.

13.6 How do I change the firm profile section?

The contact details of a firm can be changed by creating a 'Change Principal User' return under 'Manage Returns', 'Create Return'. The return will need to be completed under 'Draft Returns' and then submitted under 'Submission'.

Formal notification of changes should also be made as usual to the FCA.

13.7 What should I do if I have not received confirmation of submission?

If you have not received a notification after submitting a return, check the status of the return. PRA.FirmEnquiries@bankofengland.co.uk should be contacted if you have not received an expected email.

13.8 How do I request a resubmission?

To request a Resubmission, navigate to 'Submission', 'Request Resubmission', select the 'Request Resubmission' link beside a return. Approval will be granted automatically through the portal for firm returns and ad hoc returns.

13.10 From which email address will notifications be sent?

Users will receive automated emails from 'beeds_donotreply'

13.11 How do I check the version of my browser?

Refer to the 'Resources' section on the BEEDS portal where you will be able to find instructions on how to view the version of your browser. Also refer to the 'Minimum IT Requirements'.

13.12 Does BEEDS support machine to machine transfer?

The BEEDS portal does not currently support machine to machine transfer. All XBRL file uploads can only be made in the BEEDS portal. Please refer to 'Capital+ Returns' to submit files.

14. Glossary

Term	Definition
BEEDS	Bank of England Electronic Data Submission
Principal user	Each firm has one nominated principal user who can create and manage secondary users
Return	A submission of data to the Bank of England
FCA	Financial Conduct Authority
Alternative Processing Plan (APP)	In the unlikely scenario that the BEEDS portal is unavailable ahead of the submission deadline, principal users may be asked to submit via secure email as the alternative process
UAT	User Acceptance Testing environment