



BANK OF ENGLAND

OSCA Tutorials

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1. Overview

Uploading a Form

- ▶ Forms can be submitted to the OSCA application by either the Online Editor or File Upload. This allows forms and data amendments to be completed either online or offline, depending on the users preference. Both of these options can be reached from the homepage.

Upload Reports Using a File

- ▶ File Upload allows users to complete a form return offline using Excel before uploading the data to OSCA. Correctly formatted templates are provided for each form on the OSCA homepage. Select the appropriate form tab in the reporting forms table and click 'Upload Reports Using a File'.
- ▶ On the cover sheet of the form template, fill in the reporting date and reporting code. Once complete, the form must be saved in 'XML data' format to upload to OSCA.
- ▶ Once uploaded, the form will open in the Online Editor allowing users to edit the data before validating it.

Create Reports Using the Online Editor

- ▶ The Online Editor allows users to manually input their data onto OSCA. Before beginning, ensure the correct form name and reporting period are selected.
- ▶ The Online Editor is accessed by the 'Create/Edit a Report Using the Online Editor' link on the homepage. Forms can be entered and/or edited using the tool. When editing, you can load the form which is already on the system for the selected reporting period rather than re-entering the entire form.
- ▶ The Online Editor can be used, after uploading a report, to view and edit the form before validation.

Validation

- ▶ After checking the data in the form is correct it needs to be validated. This ensures the data provided meets set inform validation rules (a list of these rules can be found by following the '[Forms, Definitions and Validations](#)' link on the Bank of England homepage). Any validation errors are shown in a table and must be resolved before the form can be submitted.
- ▶ Once successfully validated, the form can be either submitted or saved to draft. If there is already a version of the form on OSCA, confirmation is required to overwrite the existing record. OSCA only holds one version of a form for each reporting period.
- ▶ Once a form has been submitted, or saved to draft, cross form validations can be checked. These validation rules relate to data elements which appear on multiple forms for the reporting period. To view the status and details of any errors, select the 'Cross Validate a Report' link on the homepage.

Start Up

- ▶ Secure access to OSCA is provided through the login screen. If you experience problems logging please contact OSCA Queries.
- ▶ The homepage provides links to the different functions of OSCA for core processes such as inputting/uploading data, cross validating reports and viewing the submission history for each form.

Accounts & Passwords

- ▶ Users can reset their password through the administration link on the homepage.
- ▶ All requests for accounts and password resets must be emailed to OSCA queries, as these details cannot be discussed over the phone.
- ▶ For full details on account requirements, please see the OSCA specification.

User Details and Roles

- ▶ The profile page enables users to view the roles allocated to them by their reporting institution. A brief description of each role is given. Institutions which are part of a group can also see their associated reporting institutions.
- ▶ 4-digit reporting codes can be found on the 'upload reports using a file' page.
- ▶ Accounts can have either 'reporter' or 'administration' access.

Common Problems

- ▶ **XML Shema error message appear when trying to upload a form** - Ensure the form and reporting period selected are the same as the form you are trying to upload. To prevent schema validation errors use the form templates provided and save them in XML data format, before uploading. If you are still experiencing problems after checking these areas please contact osca.queries@bankofengland.co.uk
- ▶ **Overwriting an existing submission/draft form** - For each reporting period OSCA only holds one version of each form. Therefore, when resubmitting or re-saving a form, a warning appears asking if you wish to overwrite the existing record. Click 'Yes, submit' to confirm this is the most recent version of the form and to store it on the system.
- ▶ **Timing out** - Ensure you continually save forms to draft to prevent losing any unsaved data; as a security measure OSCA will time out after a prolonged period of inactivity. The timeout period is 30 minutes, and after this time you will be logged out automatically and any unsaved changes will be lost.

Further information can be found on our [OSCA specification](#).

Reporting Schedules

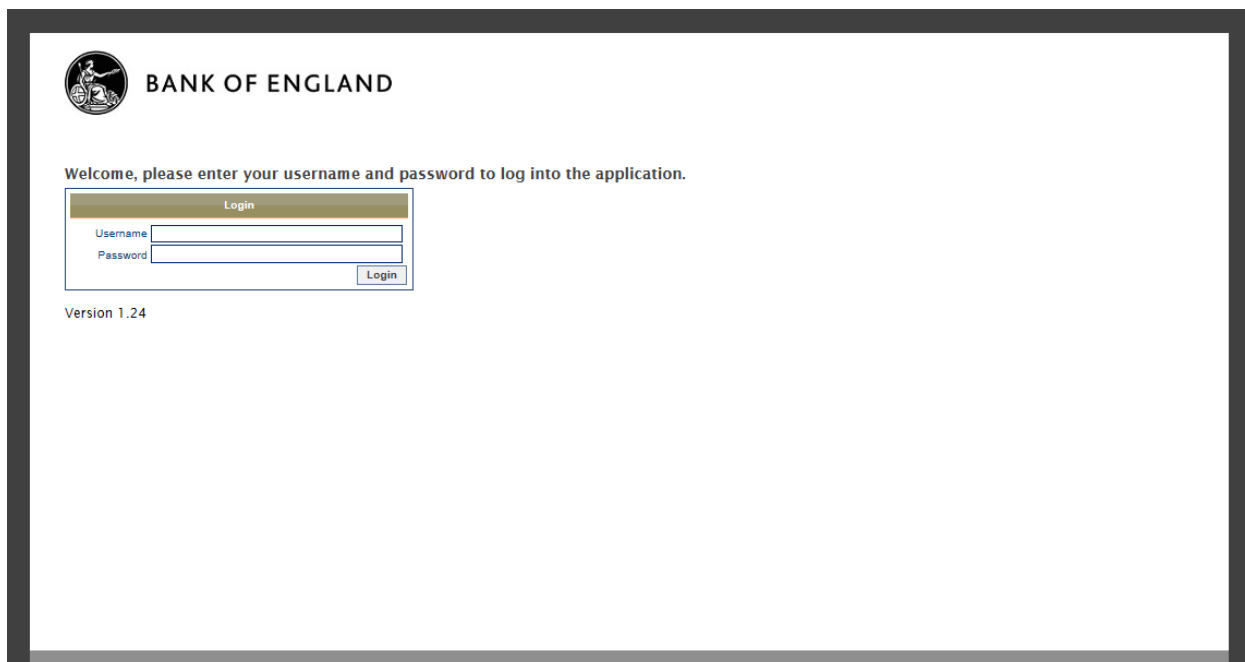
- ▶ A reporting schedule tailored to your institution is available from the OSCA homepage. For the current reporting period; it details the forms expected from your institution, the associated deadline and current submission status.
- ▶ Reporting periods vary as forms can be submitted monthly, quarterly, bi-annually or annually depending on your individual reporting requirements.
- ▶ Forms are allocated a status to show their stage in the submission process. Each form has its own status and must show as either submitted or resubmitted by 5pm on deadline day.

Waiting Population	There is yet to be any action on this form
Pending	The form is currently in draft format, it has not been submitted yet
Submitted	The form has been successfully submitted
Resubmitted	The form has been successfully resubmitted

- ▶ The reporting schedule also contains a link to show the submission history for each form. This provides information on submissions made for the current and previous reporting periods. If applicable, the cross form validation status can also be viewed [here](#).

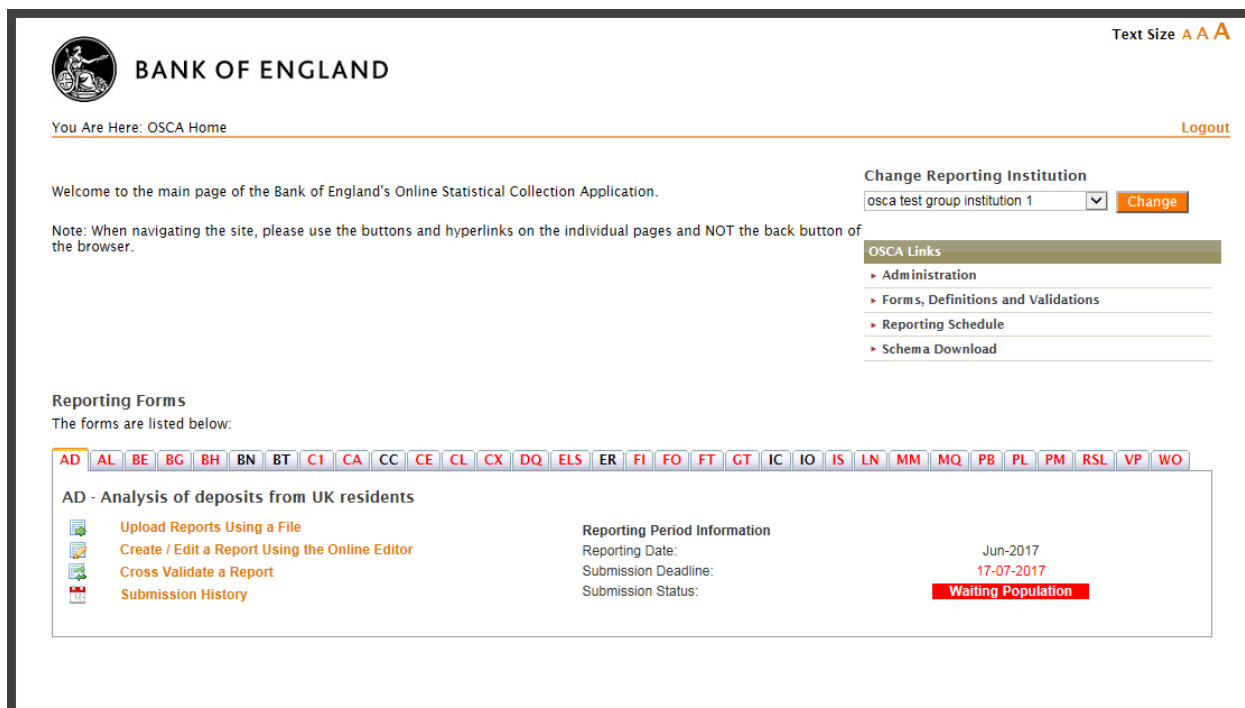
2. Start Up

The OSCA (Online Statistical Collection Application) is a system for reporting institutions to securely submit data to the Bank of England. The application is internet based and submissions can be made by either uploading a file or manually inputting the data using the Online Editor.




The screenshot shows the Bank of England OSCA login interface. At the top left is the Bank of England logo and the text "BANK OF ENGLAND". Below this is a welcome message: "Welcome, please enter your username and password to log into the application." A login box contains fields for "Username" and "Password", and a "Login" button. Below the login box, it says "Version 1.24".

Secure access to OSCA is provided through the login screen. You will be given your own OSCA username and password to use. If you experience an issues when logging in please contact OSCA Queries.



The screenshot shows the Bank of England OSCA Home page. At the top left is the Bank of England logo and the text "BANK OF ENGLAND". At the top right is a "Text Size" selector with three "A" icons. Below the logo is a breadcrumb trail: "You Are Here: OSCA Home" and a "Logout" link. The main content area has a welcome message: "Welcome to the main page of the Bank of England's Online Statistical Collection Application." Below this is a note: "Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser." To the right of the note is a "Change Reporting Institution" dropdown menu with "osca test group institution 1" selected and a "Change" button. Below the dropdown is a section titled "OSCA Links" with a list of links: "Administration", "Forms, Definitions and Validations", "Reporting Schedule", and "Schema Download". On the left, there is a section titled "Reporting Forms" with the text "The forms are listed below:". Below this is a row of buttons for different reporting forms: AD, AL, BE, BG, BH, BN, BT, CI, CA, CC, CE, CL, CX, DQ, ELS, ER, FI, FO, FT, GT, IC, IO, IS, LN, MM, MQ, PB, PL, PM, RSL, VP, WO. Below the buttons is a section titled "AD - Analysis of deposits from UK residents" with four links: "Upload Reports Using a File", "Create / Edit a Report Using the Online Editor", "Cross Validate a Report", and "Submission History". To the right of this section is a "Reporting Period Information" box with the following details: "Reporting Date: Jun-2017", "Submission Deadline: 17-07-2017", and "Submission Status: Waiting Population".

The OSCA Homepage provides links to the different functions of OSCA. This is centred on the Reporting Forms table, where users can input/upload data, cross validate a report or view their submission history.


BANK OF ENGLAND
Text Size [A](#) [A](#) [A](#)

You Are Here: OSCA Home
 Logout

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution
 osca test group institution 1 Change

OSCA Links

- Administration
- Forms, Definitions and Validations
- Reporting Schedule
- Schema Download

Reporting Forms
 The forms are listed below:


AD AL BE BG BH BN BT C1 CA CC CE CL CX DQ ELS ER FI FO FT GT IC IO IS LN MM MQ PB PL PM RSL VP WO

AD - Analysis of deposits from UK residents

Upload Reports Using a File
 Create / Edit a Report Using the Online Editor
 Cross Validate a Report
 Submission History

Reporting Period Information
 Reporting Date: Jun-2017
 Submission Deadline: 17-07-2017
 Submission Status: **Waiting Population**

Users can see an overview of the submission status for the selected form on the right hand side of the table. Form Status must be submitted (or resubmitted) by 5pm on the submission deadline. If a form has been previously saved to draft, and a pending status is showing, you must re-load and submit the data. If the submission status is red, the form has not been submitted. This can be due to the form submission deadline being in the future or the firm not submitting by the due day.


BANK OF ENGLAND
Text Size [A](#) [A](#) [A](#)

You Are Here: OSCA Home
 Logout

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution
 osca test group institution 1 Change

OSCA Links

- Administration
- Forms, Definitions and Validations
- Reporting Schedule
- Schema Download

Reporting Forms
 The forms are listed below:

AD AL BE BG BH BN BT C1 CA CC CE CL CX DQ ELS ER FI FO FT GT IC IO IS LN MM MQ PB PL PM RSL VP WO

AD - Analysis of deposits from UK residents


Upload Reports Using a File
 Create / Edit a Report Using the Online Editor
 Cross Validate a Report
 Submission History

Reporting Period Information
 Reporting Date: Jun-2017
 Submission Deadline: 17-07-2017
 Submission Status: **Waiting Population**

Form submissions can be made using either the Online Editor or by uploading a form. Links to both options can be found on the left-hand side of the table. After following these links, you will need to confirm the reporting period you are providing data for. The table also has links to view the cross form status of the selected form as well as a history of submissions.

OSCAqueries@bankofengland.co.uk | +44 (0) 20 7601 5360

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BANK OF ENGLAND

You Are Here: [OSCA Home](#) Text Size [A](#) [A](#) [A](#)

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution

osca test group institution 1 ▼ Change

OSCA Links

- ▶ [Administration](#)
- ▶ [Forms, Definitions and Validations](#)
- ▶ [Reporting Schedule](#)
- ▶ [Schema Download](#)

Reporting Forms

The forms are listed below:

AD AL BE BG BH BN BT C1 CA CC CE CL CX DQ ELS ER FI FO FT GT IC IO IS LN MM MQ PB PL PM RSL VP WO

AD - Analysis of deposits from UK residents

- [Upload Reports Using a File](#)
- [Create / Edit a Report Using the Online Editor](#)
- [Cross Validate a Report](#)
- [Submission History](#)


Reporting Period Information

Reporting Date: Jun-2017

Submission Deadline: 17-07-2017

Submission Status: Waiting Population

OSCA Links provide options which are not specific to a particular form. Administration allows you to view and edit your user profile, while the 'Reporting Schedule' link shows each of the forms you are required to submit and their current status. By following the 'Forms, Definitions and Validations' and 'Schema Download' links, you can access documents which will assist you in submission.



BANK OF ENGLAND

You Are Here: [OSCA Home](#) Text Size [A](#) [A](#) [A](#)

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution

osca test group institution 1 ▼ Change

OSCA Links

- ▶ [Administration](#)
- ▶ [Forms, Definitions and Validations](#)
- ▶ [Reporting Schedule](#)
- ▶ [Schema Download](#)

Reporting Forms

The forms are listed below:

AD AL BE BG BH BN BT C1 CA CC CE CL CX DQ ELS ER FI FO FT GT IC IO IS LN MM MQ PB PL PM RSL VP WO

AD - Analysis of deposits from UK residents

- [Upload Reports Using a File](#)
- [Create / Edit a Report Using the Online Editor](#)
- [Cross Validate a Report](#)
- [Submission History](#)

Reporting Period Information

Reporting Date: Jun-2017

Submission Deadline: 17-07-2017

Submission Status: Waiting Population

At the end of your session, after ensuring you have saved or submitted your work; please logout of the OSCA application. A prolonged period of inactivity will result in you automatically being logged out. This is a security feature and it is advised you continually save your submission to prevent any data being lost.

3. Reporting Schedule

A reporting schedule specific to your institution is available from the OSCA Homepage. This schedule details the forms you are required to submit to the Bank of England for the current reporting period, along with their deadline and current submission status.

BANK OF ENGLAND

You Are Here: OSCA Home [Logout](#)

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution
osca test group institution 1 [Change](#)

OSCA Links

- Administration
- Forms, Definitions and Validations
- Reporting Schedule**
- Schema Download

Reporting Forms
The forms are listed below:

AD AL BE BG BH BN BT C1 CA CC CE CL CX DQ ELS ER FI FO FT GT IC IO IS LN MM MQ PB PL PM RSL VP WO

AD - Analysis of deposits from UK residents

Upload Reports Using a File
 Create / Edit a Report Using the Online Editor
 Cross Validate a Report
 Submission History

Reporting Period Information
 Reporting Date: Jun-2017
 Submission Deadline: 17-07-2017
 Submission Status: **Waiting Population**

Meeting reporting thresholds does not automatically result in a change to your reporting. Reporting levels are regularly reviewed internally. If your reporting requirements change, a formal notification letter will be sent out and a timescale set, taking into consideration the additional reporting burden.

You Are Here: [OSCA Home](#) > Reporting Schedule [Logout](#)

Reporting Schedule
This page shows the most recent reporting schedule.

[Export to Excel](#)

Change Reporting Institution
osca test group institution 1 [Change](#)

Form	Reporting Date	Submission Deadline	Reporting Status	Submitted Date	Submitter	Submission History
AD	01-06-2017	17-07-2017	Waiting Population			View
AL	01-06-2017	17-07-2017	Waiting Population			View
BE	01-06-2017	17-07-2017	Waiting Population			View
BC	01-04-2017	26-06-2017	Waiting Population			View
BH	01-04-2017	12-06-2017	Waiting Population			View
BN	01-06-2017	18-07-2017	Submitted	24-07-2017 10:53:05	0000_E_Dray_Test	View
BT	01-06-2017	13-07-2017	Pending	12-07-2017 14:22:32	0000_E_Dray_Test	View
C1	01-04-2017	22-06-2017	Waiting Population			View
CA	01-04-2017	24-05-2017	Waiting Population			View
CC	01-04-2017	30-05-2017	Pending	24-07-2017 11:36:08	0000_D_Hicks_Test	View
CE	01-04-2017	22-06-2017	Waiting Population			View
CL	01-04-2017	30-05-2017	Waiting Population			View
CX	01-04-2017	30-05-2017	Waiting Population			View
DQ	01-04-2017	30-05-2017	Waiting Population			View
ELS	01-06-2017	14-07-2017	Waiting Population			View
ER	01-06-2017	19-07-2017	Submitted	24-07-2017 10:53:59	0000_E_Dray_Test	View
FI	01-04-2017	30-05-2017	Waiting Population			View
FO	01-04-2017	30-05-2017	Waiting Population			View
FT	01-01-2017	03-10-2017	Waiting Population			View
GT	01-06-2017	20-07-2017	Waiting Population			View
IC	01-06-2017	19-07-2017	Submitted	21-07-2017 15:15:26	0000_E_Dray_Test	View
IO	01-06-2017	19-07-2017	Submitted	21-07-2017 15:15:36	0000_E_Dray_Test	View
IS	01-06-2017	19-07-2017	Waiting Population			View
LN	01-06-2017	19-07-2017	Waiting Population			View
MM	01-06-2017	14-07-2017	Waiting Population			View
MQ	01-04-2017	15-05-2017	Waiting Population			View
PB	01-06-2017	13-07-2017	Waiting Population			View
PL	01-04-2017	19-06-2017	Waiting Population			View
PM	01-06-2017	21-07-2017	Waiting Population			View
RSL	01-04-2017	22-05-2017	Waiting Population			View
VP	01-04-2017	22-05-2017	Waiting Population			View
WO	01-04-2017	30-05-2017	Waiting Population			View

The current reporting thresholds for these forms (12k).

The Reporting Schedule can be accessed by clicking the appropriate heading within OSCA Links. A brief

overview for the current reporting period is provided in the table on the OSCA Homepage, but following the link provides a full schedule including past reporting periods.


The Reporting Schedule shows information about each form your institution reports. This is for the current reporting period, which varies between forms as submissions can be monthly, quarterly, bi-annually or annually depending on reporting requirements. The Submission Deadline is also provided, colour coded to show if the form has been submitted (blue), is yet to be submitted (green) or is overdue (red). Once submitted, the date and username of the submitter are shown.

The Reporting Status shows the stage of submission the form is currently at. If no action has been taken it will show as 'Waiting Population' (red), if the form is saved to draft it will show as 'Pending' (yellow), 'Submitted' (green) after the first submission and 'Resubmitted' (blue) after any additional submissions.


You Are Here: [OSCA Home](#) > Reporting Schedule [Logout](#)

Reporting Schedule
This page shows the most recent reporting schedule.

Change Reporting Institution
osca test group institution 1 Change

 [Export to Excel](#)

Form	Reporting Date	Submission Deadline	Reporting Status	Submitted Date	Submitter	Submission History
AD	01-06-2017	17-07-2017	Waiting Population			View
AL	01-06-2017	17-07-2017	Waiting Population			View
BE	01-06-2017	17-07-2017	Waiting Population			View
BC	01-04-2017	26-06-2017	Waiting Population			View
BH	01-04-2017	12-06-2017	Waiting Population			View
BN	01-06-2017	18-07-2017	Submitted	24-07-2017 10:53:05	0000_E.Dray_Test	View
BT	01-06-2017	13-07-2017	Pending	12-07-2017 14:22:32	0000_E.Dray_Test	View
CI	01-04-2017	22-06-2017	Waiting Population			View
CA	01-04-2017	24-05-2017	Waiting Population			View
CC	01-04-2017	30-05-2017	Pending	24-07-2017 11:36:08	0000_D.Hicks_Test	View
CE	01-04-2017	22-06-2017	Waiting Population			View
CL	01-04-2017	30-05-2017	Waiting Population			View
CX	01-04-2017	30-05-2017	Waiting Population			View
DQ	01-04-2017	30-05-2017	Waiting Population			View
ELS	01-06-2017	14-07-2017	Waiting Population			View
ER	01-06-2017	19-07-2017	Submitted	24-07-2017 10:53:59	0000_E.Dray_Test	View
FI	01-04-2017	30-05-2017	Waiting Population			View
FO	01-04-2017	30-05-2017	Waiting Population			View
FT	01-01-2017	03-10-2017	Waiting Population			View
GT	01-06-2017	20-07-2017	Waiting Population			View
IC	01-06-2017	19-07-2017	Submitted	21-07-2017 15:15:26	0000_E.Dray_Test	View
IO	01-06-2017	19-07-2017	Submitted	21-07-2017 15:15:36	0000_E.Dray_Test	View
IS	01-06-2017	19-07-2017	Waiting Population			View
LN	01-06-2017	19-07-2017	Waiting Population			View
MM	01-06-2017	14-07-2017	Waiting Population			View
MQ	01-04-2017	15-05-2017	Waiting Population			View
PB	01-06-2017	13-07-2017	Waiting Population			View
PL	01-04-2017	19-06-2017	Waiting Population			View
PM	01-06-2017	21-07-2017	Waiting Population			View
RSL	01-04-2017	22-05-2017	Waiting Population			View
VP	01-04-2017	22-05-2017	Waiting Population			View
WO	01-04-2017	30-05-2017	Waiting Population			View

The current **reporting thresholds** for these forms  (12k).

The Submission History link provides further details regarding the submission of the chosen form in each reporting period. This includes the Status, Deadline and information on Cross Form Validation.



Submission History for OSCA Test Group Institution 1

Select Form:

Change Reporting Institution

[Change](#)Select Submit Mode: Select Reporting Date:

Form AD - Analysis of deposits from UK residents

[Export to Excel](#)

Reporting Date	Deadline	Status	Submitted Date	Submitter	X-Form Validation	Content	Logs
Jul-2016	15-08-2016	Submitted	22/08/2016 14:08:54	0000_E.Dray_Test	View	View	View
Aug-2016	15-09-2016	Resubmitted	21/09/2016 14:00:26	0000_H.Casey_Test	View	View	View
Sep-2016	17-10-2016	Waiting Population			View		View
Oct-2016	15-11-2016	Submitted	06/11/2016 14:23:22	0000_E.Dray_Test	View	View	View
Nov-2016	15-12-2016	Waiting Population			View		View
Dec-2016	17-01-2017	Waiting Population			View		View
Jan-2017	15-02-2017	Waiting Population			View		View
Feb-2017	15-03-2017	Waiting Population			View		View
Mar-2017	19-04-2017	Submitted	11/04/2017 09:04:26	0000_E.Dray_Test	View	View	View
Apr-2017	16-05-2017	Waiting Population			View		View
May-2017	15-06-2017	Waiting Population			View		View
Jun-2017	17-07-2017	Waiting Population			View		View

The Submission History page is split into two tables. The first includes very similar information to the table on the previous page, looking back over previous reporting periods.

Mar-2017	19-04-2017	Submitted	11/04/2017 09:04:26	0000_E.Dray_Test	View
Apr-2017	16-05-2017	Waiting Population			View
May-2017	15-06-2017	Waiting Population			View
Jun-2017	17-07-2017	Waiting Population			View

Reports Schedule

Form Code	Reporting Date	Deadline
AD	01-07-2017	15-08-2017
AD	01-08-2017	15-09-2017
AD	01-09-2017	16-10-2017
AD	01-10-2017	15-11-2017
AD	01-11-2017	15-12-2017
AD	01-12-2017	16-01-2018
AD	01-01-2018	15-02-2018
AD	01-02-2018	15-03-2018
AD	01-03-2018	17-04-2018
AD	01-04-2018	16-05-2018
AD	01-05-2018	15-06-2018
AD	01-06-2018	16-07-2018
AD	01-07-2018	15-08-2018
AD	01-08-2018	17-09-2018
AD	01-09-2018	15-10-2018
AD	01-10-2018	15-11-2018
AD	01-11-2018	17-12-2018

The second table refers to future submissions. It lists each reporting date and the deadline the form is due to be submitted by.

4. Uploading a Form: File Upload

Forms can be submitted to OSCA by either the Online Editor or File Upload. This allows forms and data amendments to be compiled either online or offline, depending on the users preference.

File Upload allows users to complete a form offline in Excel and then upload the data to OSCA. Templates for each of the forms are provided for users on the [OSCA website](#). To upload a completed file, the form must be saved in XML data format.

A link to uploading a form is available from the OSCA Homepage. To ensure data is entered correctly, please ensure you specify the Form Name and Reporting Period of your return before uploading.

BANK OF ENGLAND

You Are Here: OSCA Home Logout

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution
osca test group institution 1 Change

OSCA Links

- Administration
- Forms, Definitions and Validations
- Reporting Schedule
- Schema Download

Reporting Forms
The forms are listed below:

AD	AL	BE	BG	BH	BN	BT	CI	CA	CC	CE	CL	CX	DQ	ELS	ER	FI	FO	FT	GT	IC	IO	IS	LN	MM	MQ	PB	PL	PM	RSL	VP	WO
----	----	----	----	----	----	-----------	----	----	----	----	----	----	----	-----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	----	----

BT - Balance sheet

[Upload Reports Using a File](#)
[Create / Edit a Report Using the Online Editor](#)
[Submission History](#)

Reporting Period Information
 Reporting Date: Jun-2017
 Submission Deadline: 13-07-2017
 Submission Status: Resubmitted

From the OSCA Homepage, select the tab in the Reporting Form table for the form you wish to upload. Then follow the link 'Upload Reports Using a File'. You will select the Reporting Period for the submission once you are on this page. The latest reporting date will automatically be selected.

BANK OF ENGLAND

You Are Here: OSCA Home > Reports Upload Logout

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT Select

Select Submit Mode: Standard Select

Form BT - Balance sheet

Select Reporting Date: Jun - 2017 Select

Select the file to upload:
 Download a blank form [Download a blank form](#) Browse... Load

The following details the steps from completing the Excel template to submitting the form on OSCA.

OSCAqueries@bankofengland.co.uk | +44 (0) 20 7601 5360

Data & Statistics Division | Bank of England | Threadneedle Street | London EC2R 8AH

Once the template form has opened you can input your data into the boxes. You must ensure the Reporting Institution Code and Reporting Date fields are completed on the front page for the form to pass schema validations. The Reporting Date should be entered in the format 01/MM/YYYY.

Form BT

BALANCE SHEET

Reporting Institution Code: (4 digit code)

Reporting Date as at: (01/MM/YYYY e.g. 01/12/2013)

Complete this information if the form is being emailed rather than being uploaded directly to OSCA. This is only to be used as a contingency after agreement from one of the OSCA team.

Reporting institution

In the event of a query, the Bank of England may contact (block letters please)

Name Tel No Ext

E-mail

Notes on Completion

If you have any technical difficulties in completing this form or uploading to OSCA please contact:

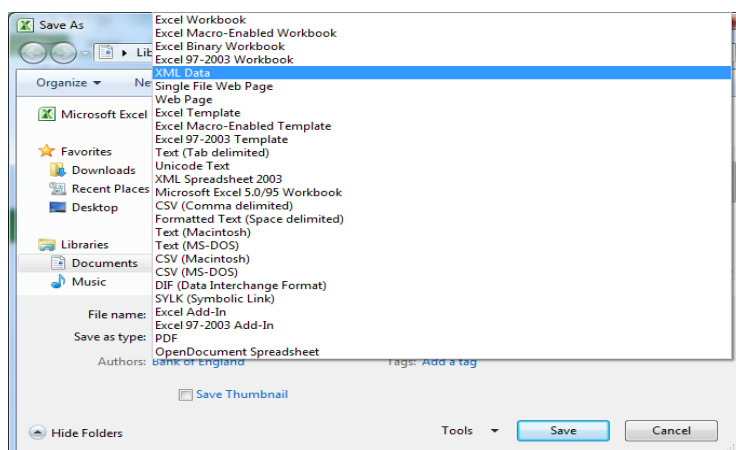
E-mail: osca.queries@bankofengland.co.uk Tel No: 020 7601 5360

Monthly reporters should complete this form as at the last day of the calendar month. Quarterly reporters

FORM BT: MONTHLY / QUARTERLY BALANCE SHEET INFORMATION

		£000s			
		Sterling	Euro	Other currencies	Item no
1	Notes in circulation				1
2	Sight deposits				2
2A	Bank of England				2A
2B	UK banks other than Bank of England				2B
2BG	of which: intra-group				2BG
2C	Building societies in the UK				2C
2D	Monetary financial institutions in the UK other than banks and building societies				2D
2E	UK central government				2E
2F	UK local authorities				2F
2G	UK public co-operations				2G
2H	Other UK residents				2H
2J	Non-residents				2J

Once you have completed your form, it must be saved in 'XML Data' format, by selecting this from the 'Save as type' drop down list. XML data has different features to Microsoft Excel. Therefore, an information message regarding this will appear as you try to save the file as XML data, this is to be expected and you must select 'Continue'.



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Once the template has been completed and saved in XML data format, it can be uploaded to OSCA. A link to the file upload option is available from the OSCA Homepage. From the Homepage select the tab in the Reporting Form table for the form you wish to upload and select 'Upload Reports Using a File'.

BANK OF ENGLAND

You Are Here: OSCA Home Text Size **A A A**

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution
osca test group institution 1 Change

OSCA Links

- Administration
- Forms, Definitions and Validations
- Reporting Schedule
- Schema Download

Reporting Forms
The forms are listed below:

AD AL BE BG BH BN **BT** C1 CA CC CE CL CX DQ ELS ER FI FO FT GT IC IO IS LN MM MQ PB PL PM RSL VP WO

BT - Balance sheet

Upload Reports Using a File
Create / Edit a Report Using the Online Editor
Submission History

Reporting Period Information
Reporting Date: Jun-2017
Submission Deadline: 13-07-2017
Submission Status: Resubmitted

From here, ensure you select the correct Reporting Period for the form you are uploading. It will auto generate for the latest reporting period. If this date does not match the date on the saved form you will be unable to load the form. You will need to browse for the saved form.

BANK OF ENGLAND

You Are Here: OSCA Home > Reports Upload Logout

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT Select

Select Submit Mode: Standard

Form BT - Balance sheet

Select Reporting Date: Jun - 2017

Select the file to upload: Browse... Load

Download a blank form:

When the form has been selected press 'Load' to open the data on OSCA.

BANK OF ENGLAND

You Are Here: OSCA Home > Reports Upload Logout

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT Select

Select Submit Mode: Standard

Form BT - Balance sheet

Select Reporting Date: Jun - 2017

Select the file to upload: C:\Users\326556\Desktop\form_bt2014OSCA Load

Download a blank form:

The form will then open within the Online Editor allowing you to view and edit the data provided in the different sections of the form.

BANK OF ENGLAND

You Are Here: [OSCA Home](#) > Reports Upload [Logout](#)

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT

Select Submit Mode: Standard

Form BT - Balance sheet

Select Reporting Date: Jun - 2017

Select the file to upload:

Download a blank form:

Report Header

Reporting Date: Jun-2017 Reporting Institution Code: 1651

Select Table: Liabilities (£000s)

		Liabilities (£000s)		
		Sterling	Euro	Other currencies
		£	€	C
1	Notes in circulation	0	0	0
2	Sight deposits	0	0	0

Once you have checked the form you need to validate it. This will ensure the data you have provided meets the set inform validation rules. This stage must be completed successfully before you can submit the form to OSCA.

BANK OF ENGLAND

You Are Here: [OSCA Home](#) > Reports Upload [Logout](#)

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT

Select Submit Mode: Standard

Form BT - Balance sheet

Select Reporting Date: Jun - 2017

Select the file to upload:

Download a blank form:

Report Header

Reporting Date: Jun-2017 Reporting Institution Code: 1651

Select Table: Liabilities (£000s)

		Liabilities (£000s)		
		Sterling	Euro	Other currencies
		£	€	C
1	Notes in circulation	0	0	0
2	Sight deposits	0	0	0

Validating the form will either show a success message or a table of the validation rules which have been broken. If you received any validation errors, these must be resolved by editing the data in OSCA or uploading a new file. Once you have successfully validated your form you can either 'Save to Draft' or 'Submit'. Forms must be submitted before 5pm on the deadline; (dates can be viewed on the Reporting Schedule).

 **BANK OF ENGLAND**

You Are Here: [OSCA Home](#) > Reports Upload [Logout](#)

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT

Select Submit Mode: Standard

Form BT - Balance sheet

You have successfully validated your report against 156 rule(s). You can now 'Save to Draft' or 'Submit'.

Select Reporting Date: Jun - 2017

Select the file to upload:

Download a blank form: 

Report Header

Reporting Date: Jun-2017	Reporting Institution Code: 1651
--------------------------	----------------------------------

Select Table: Liabilities (E000s)

When submitting a form to OSCA, if you have a previous record on the system or a form saved to draft you will need to confirm you wish to overwrite it OSCA only holds the most recent record for each Reporting Period. To continue, select 'Yes, submit' and the form will be submitted.

 **BANK OF ENGLAND**

You Are Here: [OSCA Home](#) > Reports Upload [Logout](#)

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT

Select Submit Mode: Standard

Form BT - Balance sheet

Select Reporting Date: Jun - 2017

Select the file to upload:

Download a blank form: 

Warning !

An existing record has been found in the application,
Reporting Date: Jun - 2017
Report Status: Resubmitted
If you continue, this will overwrite the old record. Do you wish to continue?

Once you have submitted your form you will see a success message and a prompt to return to the Homepage. From there you can cross validate the form or begin your next activity.

 **BANK OF ENGLAND**

You Are Here: [OSCA Home](#) > Reports Upload [Logout](#)

Reports Upload: 'osca test group institution 1' (1651)
This page shows the reporting forms uploading options.

Select Form: BT

Select Submit Mode: Standard

Form BT - Balance sheet

Select Reporting Date: Jun - 2017

Select the file to upload:

Download a blank form: 

Submission Results

You have successfully **resubmitted** your report as **standard submission** into the application.
Report Status: Resubmitted
Reporting Date: Jun - 2017
[Back to Homepage](#)

5. Uploading a Form: Online Editor

Forms can be submitted to OSCA by either the Online Editor or File Upload. This allows forms and data amendments to be compiled either online or offline, depending on the users preference.

The Online Editor allows users to manually input their own data into OSCA. If a form has already been entered for the selected reporting period it can be loaded to be amended, rather than re-entering the entire form.

A link to the Online Editor is available from the OSCA Homepage. To ensure data is entered correctly, specify the Form Name and Reporting Date of your return before inputting.

The following details the steps from inputting the form on OSCA to submission.

From the OSCA Homepage select the tab in the Reporting Form table that you wish to input. Then follow the link 'Create/Edit a Report Using the Online Editor'. The Reporting Date for the submission will be selected once on this page. The latest reporting date will automatically be selected.

The Online Editor opens showing a blank form for the current Reporting Period. To change this, click the drop down arrow next to 'Select Reporting Date'.

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You Are Here: [OSCA Home](#) > Reports Editor [Logout](#)

Online Report Editor: 'osca test group institution 1 ' (1651)
Use the online report editor to complete or edit a form submission.

Select Form: [Select](#)

Select Submit Mode:

Form BT - Balance sheet

Select Reporting Date:

An existing record has been found in the application,
Reporting Date: Jun-2017
Report Status: Resubmitted

[Load Form](#)


[Print Form](#) [Export to Excel](#) [Reset Editor](#) [Validate](#) [Save to Draft](#) [Submit](#)

Report Header

Reporting Date: Reporting Institution Code:

Select Table:

If a form has already been loaded onto OSCA for the selected Reporting Period or saved to draft then there is the option to load the data. This can be done by pressing the 'Load Form' button. Take care to load saved data before validating and submitting.



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You Are Here: [OSCA Home](#) > Reports Editor [Logout](#)

Online Report Editor: 'osca test group institution 1 ' (1651)
Use the online report editor to complete or edit a form submission.

Select Form: [Select](#)

Select Submit Mode:

Form BT - Balance sheet

[The form has been loaded](#)

Select Reporting Date:

An existing record has been found in the application,
Reporting Date: Jun-2017
Report Status: Resubmitted

[Load Form](#)

[Print Form](#) [Export to Excel](#) [Reset Editor](#) [Validate](#) [Save to Draft](#) [Submit](#)


Report Header

Reporting Date: Reporting Institution Code:

Select Table:

Liabilities (£000s)		
Sterling	Euro	Other currencies
£	€	C

The application shows confirmation that the existing form has been loaded and the data populates the boxes of the form. If the form has not been populated before you can simply enter your data into each of the boxes. Click on the headings to see the different sections of the selected form.



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You Are Here: [OSCA Home](#) > Reports Editor [Logout](#)

Online Report Editor: 'osca test group institution 1 ' (1651)
Use the online report editor to complete or edit a form submission.

Select Form: [Select](#)

Select Submit Mode:

Form BT - Balance sheet

[The form has been loaded](#)

Select Reporting Date:

An existing record has been found in the application,
Reporting Date: Jun-2017
Report Status: Resubmitted

[Load Form](#)

[Print Form](#) [Export to Excel](#) [Reset Editor](#) [Validate](#) [Save to Draft](#) [Submit](#)


Report Header

Reporting Date: Reporting Institution Code:

Select Table:

Liabilities (£000s)		
Sterling	Euro	Other currencies
£	€	C

Once you have input/amended your data, select 'Validate'. This will check the data provided against inform validation rules. This stage must be completed successfully before you can submit the form.



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You Are Here: [OSCA Home](#) > Reports Editor [Logout](#)

Online Report Editor: 'osca test group institution 1' (1651)
Use the online report editor to complete or edit a form submission.

Select Form:

Select Submit Mode:

Form BT - Balance sheet

You have successfully validated your report against 156 rule(s). You can now 'Save to Draft' or 'Submit'.

Select Reporting Date:

An existing record has been found in the application,
Reporting Date: Jun-2017
Report Status: Resubmitted


Report Header	
Reporting Date: <input type="text" value="Jun-2017"/>	Reporting Institution Code: <input type="text" value="1651"/>

Select Table:

Liabilities (£000s)

Validating the form will either show a success message or a table of the validation rules which have been broken. In order to continue the form must be successfully validated. If any errors are shown, they must be resolved and the form will need to be validated again.

Once successfully validated either 'Save to Draft' or 'Submit' the form to OSCA. Forms must be submitted before the deadline 5pm; dates can be viewed on the Reporting Schedule.



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You Are Here: [OSCA Home](#) > Reports Editor [Logout](#)

Online Report Editor: 'osca test group institution 1' (1651)
Use the online report editor to complete or edit a form submission.

Select Form:

Select Submit Mode:

Form BT - Balance sheet

Select Reporting Date:

An existing record has been found in the application,
Reporting Date: Jun-2017
Report Status: Resubmitted

Warning !

An existing record has been found in the application,
Reporting Date: Jun - 2017
Report Status: Resubmitted

If you continue, this will overwrite the old record. Are you sure you wish to continue?

When submitting a form, if you have a previous record on the system (or a form saved to draft) you will need to confirm you wish to overwrite it; OSCA only holds the most recent record for each Reporting Period. To continue, select 'Yes, submit' and the form will be submitted.

Once you have submitted your form you will see a success message and a prompt to return to the Homepage. From there you can cross validate the form or begin your next activity.



BANK OF ENGLAND

You Are Here: [OSCA Home](#) > Reports Editor

[Logout](#)

Online Report Editor: 'osca test group institution 1' (1651)
Use the online report editor to complete or edit a form submission.

Select Form: [Select](#)

Select Submit Mode:

Form BT - Balance sheet

Select Reporting Date:

Submission Results
You have successfully resubmitted your report as standard submission into the application.
Report Status: Resubmitted
Reporting Date: Jun - 2017
[Back to Homepage](#)

6. Cross Validation

Cross validation rules are focused on checking data elements which appear on multiple forms within a reporting period. Forms are checked against these rules after they have been internally validated and submitted to OSCA. To view the cross validation status of a form, follow the link on the OSCA Homepage.

BANK OF ENGLAND

You Are Here: OSCA Home Text Size **A A A**

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution
osca test group institution 1 Change

OSCA Links

- Administration
- Forms, Definitions and Validations
- Reporting Schedule
- Schema Download

Reporting Forms
The forms are listed below:

AD AL BE BG BH BN BT C1 CA CC CE CL CX DQ ELS ER FI FO FT GT IC IO IS LN MM MQ PB PL PM RSL VP WO

AD - Analysis of deposits from UK residents

Upload Reports Using a File
Create / Edit a Report Using the Online Editor
Cross Validate a Report
Submission History

Reporting Period Information
Reporting Date: Jun-2017
Submission Deadline: 17-07-2017
Submission Status: **Waiting Population**

The Reporting Forms table on the OSCA Homepage contains a link called 'Cross Validate a Report'. Following this takes you to a summary page, displaying the status and any problems found when cross validating the selected form with all applicable forms.

Reporting Validation
This page shows the reporting validation options.

Select Form: **BG** Change Reporting Institution
osca test group institution 1 Change

Select Submit Mode: **Standard**

BG - Form BG - Transactions with non-residents - geographic location

Select Reporting Date: **Apr - 2017**

Cross Validation Summary

Form Code	Cross Validation Form Availability Status	Submission Status	Schema Validation Status	In-Form Validation Status	Cross Validation Status
BC	Ready	Submitted	Passed	Passed	
PL	Ready	Submitted	Passed	Passed	10 failed

Cross Validation Result

Export to Excel

External Code	Rule ID	Form Code	Box Code	Operator	Validation	Values	Related Form	Rule Validation Status
1651	2089	BC	BC13A	=	PL33A	0=134906	PL	Failed
1651	2090	BC	BC13B	=	PL33B	0=15791	PL	Failed
1651	6550	BC	BC1	=	PLE26A+PLE26A+PLC26A	0=45271+0+128191	PL	Failed
1651	6552	BC	BC3	=	PL31A	0=130046	PL	Failed
1651	6553	BC	BC4	=	PL31B	0=40893	PL	Failed
1651	6554	BC	BC5	=	PLE30A+PLE30A+PLC30A	0=0+0+0	PL	Passed
1651	6556	BC	BC7	=	PL32A	-102038=0	PL	Failed
1651	6557	BC	BC8	=	PL32B	0=0	PL	Passed
1651	6558	BC	BC9	=	PL27	759031=135199	PL	Failed
1651	6559	BC	BC10	=	PL28	284189=30791	PL	Failed
1651	6560	BC	BC11	=	PL34	226397=54849	PL	Failed
1651	6561	BC	BC12	=	PL35	362698=65989	PL	Failed

Cross validation is summarised using two tables. The first lists each form which is subject to cross validation within the selected form. It includes the submission status of each form and the different validation status' (schema validation, in-form validation and cross form validation). It details how many, if any, validation rules

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were not met. If the reporting institution is not required to submit a particular form, the status will remain as data not available'.

The second table specifically lists the errors found in cross validation. It specifies all of the rules by their rule ID, box codes and values before listing whether it passed or failed validation. All cross validation rules must be met for the forms to be valid.

Cross form validations are only in the system once. For example, the BT has no cross form validations against it, so the option to cross validate is not available. However, a number of forms cross validate against the BT, so the BT form will appear on the cross validation page for those forms.

To address any validation errors identified in the summary you will need to resubmit one, or both, of the corresponding forms. This can be done through either the Online Editor or by uploading the amended form.

After a resubmission has been made, the 'Cross Validate a Report' should be re-run. The 'Cross Validation Summary' below shows a report where all errors have been resolved and the validation rules have passed.

Reporting Validation
 This page shows the reporting validation options.
 Select Form: FI ▼
 Select Submit Mode: Standard ▼

Change Reporting Institution
osca test group institution 1 ▼ Change

FI - form fi

Select Reporting Date: Jan - 2017 ▼

Cross Validation Summary

Form Code	Cross Validation Form Availability Status	Submission Status	Schema Validation Status	In-Form Validation Status	Cross Validation Status
FI	Ready	Submitted	Passed	Passed	
BT	Ready	Submitted	Passed	Passed	Passed

Cross Validation Result

Export to Excel

External Code	Rule ID	Form Code	Box Code	Operator	Validation	Values	Related Form	Rule Validation Status
1651	6856	FI	F13	=	8TE19CDA + 8TE19CDA + 8TC19CDA - FI6	8965=8124+2016+1315-2490	BT	Passed

7. Accounts, User Details and Roles

Reporting Institutions must keep OSCA Queries up to date with all requirements for OSCA accounts and contacts for their firm.

New Accounts

The following information must be provided for all OSCA account requests. **Please note that new accounts are created by a third party so can take around a week to set up**, and longer during busy periods, so please keep this in mind when changes are required.

Name

Email Address

Level of account (Reporter/Administrator) - Both reporters and administrators can complete, validate and submit returns but only administrators can change access levels, make accounts inactive and view event logs.

Institution(s) they should have access to (Name & Reporting Codes) – For those requiring access to more than one institution, please include full details for each as this is required for our audit purposes.

Test flag (yes/no) - The test flag allows forms to be submitted that do not affect live returns, instead they pass to a test environment.

Direct Contact Number –

Address –

Firm contacts

All OSCA users form part of our contact information for the firm. If someone requires being included in firm communications, but does not require an account, the following information must be provided.

Name

Email Address

Direct Contact Number –


Address –

OSCA users may advise that their account is no longer required but they wish to remain as a contact.

The OSCA Account

Users can view and edit their profile by following the Administration link on the OSCA Homepage. You can also view the roles allocated within your institution.

To access your user profile, click Administration which is found below the OSCA links heading on the homepage.



BANK OF ENGLAND

You Are Here: [OSCA Home](#) [Logout](#)

Welcome to the main page of the Bank of England's Online Statistical Collection Application.

Note: When navigating the site, please use the buttons and hyperlinks on the individual pages and NOT the back button of the browser.

Change Reporting Institution
osca test group institution 1 [Change](#)

OSCA Links

- [Administration](#)
- [Forms, Definitions and Validations](#)
- [Reporting Schedule](#)
- [Schema Download](#)

Reporting Forms
The forms are listed below:


[AD](#) [AL](#) [BE](#) [BG](#) [BH](#) [BN](#) [BT](#) [CI](#) [CA](#) [CC](#) [CE](#) [CL](#) [CX](#) [DQ](#) [ELS](#) [ER](#) [FI](#) [FO](#) [FT](#) [GT](#) [IC](#) [IO](#) [IS](#) [LN](#) [MM](#) [MQ](#) [PB](#) [PL](#) [PM](#) [RSL](#) [VP](#) [WO](#)

AD - Analysis of deposits from UK residents

- [Upload Reports Using a File](#)
- [Create / Edit a Report Using the Online Editor](#)
- [Cross Validate a Report](#)
- [Submission History](#)

Reporting Period Information

Reporting Date: Jun-2017
Submission Deadline: 17-07-2017
Submission Status: **Waiting Population**



BANK OF ENGLAND

You Are Here: [OSCA Home](#) > [Administration](#) [Logout](#)

Systems Administration

- [Reporting Institution Details](#)

User Profile

- [User Profile](#)

Within Administration all users have the option to view/edit their User Profile by following the link. This is also where you can reset your password.



BANK OF ENGLAND

You Are Here: [OSCA Home](#) > [Administration](#) > [User Profile](#) [Logout](#)

User Profile: 0000_E.Dray_Test

[Edit the User Profile](#)
[Change Your Password](#)

User Details

Username:	0000_E.Dray_Test
Email Address:	Elizabeth.Dray@bankofengland.gsi.gov.uk
Full Name:	
Job Title:	
Department:	
Reporting Institution:	administrators
Subgroup:	standard group

Your user profile is displayed in a table format

Additional options are available to Sub-Group Administrators and Institution Administrators; more information regarding the different accounts and their functions can be found in the [OSCA Specification](#).

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Below the user details there is a table showing the roles you have been allocated by your reporting institution, along with a brief description for each. If your institution is part of a group, the Group table at the bottom of the page will show your associated reporting institutions.

Roles

Role Name	Description
administrator	full control over users, firms account and roles.
test role	Test role description
form ad	Form AD - Analysis of deposits from UK residents
form al	Form AL - Analysis of lending to UK residents
form be	Form BE - Additional sectoral data
form bg	Form BC - Transactions with non-residents - geographic location
form bh	Form BH - Bank Holding Companies
form bt	Form BT - Balance sheet and Addendum
form cl	Form C1 - UK registered institutions country exposure report
form ca	Form CA - Currency analysis of liabilities and claims other than in sterling and euros
form cc	Form CC - Country analysis of UK external claims
form ce	Form CE - UK Owned Banking Groups Country Exposure Report
form cl	Form CL - Country analysis of UK external liabilities
form cq	Form CQ - Quarterly return for credit unions
form cx	Form CX - Capital expenditure and finance leasing data
form cy	Form CY - Annual return form credit unions
form di	Form DI - Coordinated Direct Investment Survey
form dq	Form DQ - Total derivatives business in banks trading and banking books
form els	Form ELS - Eligible Liabilities Return
form er	Form ER - Effective Interest Rates Return

8. Performance and System Issue

Email Template

When experiencing a performance issue on OSCA, please contact osca.queries@bankofengland.co.uk using the following email template.

- **Reporting Institution Name(s) -**
- **Reporting Institution Code(s) -**
- **Description of the issue -** Please provide as much information as possible
- **Form(s) impacted -**
- **Priority -** Select from one of the following;
 - **High** - An issue stopping you using the system and you have a deadline on that day.
 - **Medium** - An issue stopping you using the system and you have a deadline for the next few days.
 - **Low** - A small issue found with the system, but it is not impacting you from completing your required process.
- **Are other users impacted? If so, please provide login ID's -**
- **Internet browser and versions used -**
- **Screen shots -**

Contingency / Form Uploads

If you are unable to make a submission via OSCA, due to a system issue, you must;

- Complete an Excel template and save it in the XML Data format
- Send the file to osca.queries@bankofengland.co.uk ensuring you **provide an explanation as to why you need the Bank to upload the form on your behalf**. For example, this may be because of an OSCA issue (in which case, please provide full details and a screen shot) or an issue locally.