



BANK OF ENGLAND

OSCA Specification

December 2018

Version 6

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1. Revisions table

Date issued	Version	Reason for change
29.02.2016	1	Original document.
31.01.2017	2	Includes updated details required for new accounts, a reminder on the importance of resetting your OSCA passwords, a template for raising issues with the OSCA team (along with guidelines for managing OSCA performance) and requirements for requests for the Bank to upload forms on OSCA. All content has been reviewed to ensure this provides the most up to date and helpful information.
01.12.2017	3	Reflect version 3 of the IC and IO forms
31.05.2018	4	Updates relate to the addition of a privacy notice, support hours amended (from 08.30 - 17.30 to 09.00 to 17.00) and clarification around responsibilities for users leaving firms.
31.08.2018	5	Reflect version 2 of the AD and AL forms
07.12.2018	6	Updating Statistical Website page links & adding that OSCA will only retain the previous 13 month's data.

If you wish to see previous versions of this document, please email osca.queries@bankofengland.co.uk.

When changes are made to this document, a Statistical Notice will be issued announcing that a new version is available online and the revisions table will be updated.

2. Introduction

OSCA (Online Statistical Collection Application) is a web based application that allows users to manually key in data or upload XML Data files containing statistical data. Reporters are able to download Excel templates that can be saved as XML Data files for uploading. The data is then validated on OSCA before being submitted to the Bank. OSCA also has Web Services which allow reporters' own internal applications to interact with it.

OSCA can be accessed via the following:

- OSCA live site - <https://osca.bankofengland.co.uk>
- OSCA test site - <https://osca-test.bankofengland.co.uk>

A username and password is required to access both the live and test versions of OSCA. Please see section 5 for instructions on how to request an account.

This specification contains information that reporting institutions must be aware of before using the OSCA application. This includes details on what is needed to start using OSCA, schema versions, how to test, account structures and contingency solutions. Additional [OSCA Tutorials](#) are available on the [Data Collection internet page](#) which support the day to day use of OSCA and provide how to information alongside this specification. Any additional questions directed to osca.queries@bankofengland.co.uk.

OSCA is used to submit data to the Bank but should not be used as a store of data submissions. The Bank will keep up to 13 months of data in the system to allow for annual resubmissions.

3. Service hours

OSCA is available 24 hours a day, 7 days a week. Our internal reporting system is open 7:30am to 7:30pm, Monday to Friday. Form submissions made outside of these hours will process once the system reopens

Our standard support hours are 9:00am to 5:00pm, Monday to Friday. If you require assistance from the OSCA team please contact osca.queries@bankofengland.co.uk or telephone +44(0) 20 7601 5360.

We aim to reply to all emails within one working day. However, there may be times when this is delayed due to increased volume of queries during the reporting rounds. In this situation, calls will be dealt with in priority order based on form submission deadlines. In order to ensure your query is dealt with as efficiently as possible, please familiarise yourselves with the processes outlined in this document and ensure all relevant information is provided.

The Bank of England periodically undertakes maintenance of the system. Maintenance windows take place as required outside UK business working hours or significant deadlines. During this time, OSCA may be unavailable. We endeavour to provide 48 hours' notice where possible.

4. Getting started

All reporting institutions have access to OSCA and details on access can be found under section 5. Support documentation can be found on the [Data Collection internet page](#). If further OSCA training is required please contact osca.queries@bankofengland.co.uk.

All institutions have been allocated a 4 digit electronic reporting code. You can find the code for your institution on the 'Upload Reports Using a File' page in brackets after your institution name.



Reports Upload: 'osca test' (1001)

This page shows the reporting forms uploading options.

Select Form:

Select Submit Mode:

For queries related to the forms themselves, presentations can be found under each form on the 'forms, definitions and validations' tab of the [Data Collection internet page](#). These documents provide on overall of the forms themselves and how to report the required data. They also provide specific contacts for any further queries.

4A. Privacy Notice - How we use your information

How we use your information - This notice only covers the information you submit to us for the purpose of creating and maintaining your account. You may receive other specific privacy notices relevant to your actions on this portal. If you are unable to locate a relevant notice or would like to find out more, you can get in touch via our website at www.bankofengland.co.uk/privacy

Information we collect – Through your engagement with us, the Bank of England ('we' or the 'Bank') collects personal data about you. This information includes your name and business contact information.

Why we need your personal data - We collect your personal data to create an account for you, control user access and to be able to communicate with you. The processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority of the Bank. That is, to support the financial stability of the UK

What we do with your personal data - We use your data for the purposes of creating and maintaining your account. We will keep your personal data for 6 years from the point at which your account is closed.

Your rights - You have a number of rights under data protection laws (for example, you have the right to ask us for a copy of the personal data the Bank holds about you. This is known as a 'Subject Access Request'. You can ask us to change how we process or deal with your personal data, and you may also have the right in some circumstances to have your personal data amended or deleted.

To find out more about those rights, to make a complaint, or to contact our Data Protection Officer, please see our website at bankofengland.co.uk/privacy

4B. System requirements and cookies

All you need to access OSCA is an internet connection and web browser. There are, however, some small performance issues associated with use of Safari, Firefox and Chrome. We recommend using the latest version of internet browsers for improved performance when using OSCA.

A user's default proxy timeout (an IT proxy setting on the webpage) may impact performance issues. When OSCA completes processes, it goes away to complete these checks. When the process takes longer than the users default timeout, the server assumes the connection has ended so cancels the connection. Therefore, firewalls designed to time out after a set loading period may prevent some processes from completing and result in issues such as the screen timing out. Therefore, extending your proxy timeout may help to reduce the occurrence of these issues, but we cannot confirm that this is successful for all users. If you feel that this is an option you would like to look into, please contact osca.queries@bankofengland.co.uk and we would be happy to speak to yourselves or your IT team directly to provide further information.

Cookies are only used to authenticate and validate users. OSCA does not use cookies for history and for any other form of sensitive information. The cookie will expire when the browser is left and there is no activity.

OSCA does not execute any type of scripts on the client machines. Due to the authentication mechanism applied however, you must accept cookies.

5. User management

5A. New Accounts

If you require a new user account, please email osca.queries@bankofengland.co.uk with the following information. Emails must come from, or be copied to, current OSCA users for that firm. If the firm has an administrator(s), these users must be included in the email request. Account requests cannot be discussed over the phone.

- **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 Code)** -
- **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** –

Accounts are created by a third party supplier so may take a number of days to be created. One of the team will set up the account and send the new user their account details.

All OSCA users and reporting institution contacts are automatically subscribed to receive an email reminder for our [statistical notice](#) which provides important information surrounding reporting for statistical data.

5B. Account types

The following are the account types for OSCA;

Reporter - The majority of OSCA users have a Reporter account. This allows them to input/upload forms, validate and make submissions. A summary of their capabilities are detailed below:

- Input/upload a form submission
- Validate a form – both internal validations in the submission process and cross-validation
- View future reporting schedules for their reporting institution
- View submission history of their forms
- View and edit their user profile
- Download form templates, definitions and validations
- Download schema documentation

Administrator – We recommend that each institution has at least one Administrator. These users have full administrative rights, allowing them to allocate form roles to Reporters to make them responsible for the submission of particular forms and make users inactive. Additionally, they can create subgroups for their users and assign a Subgroup Administrator who can deactivate users in the sub-group. Details of how administrators can perform these tasks can be found under section 5F – Administrator Roles.

Reporting institutions can have as many users as they require, but have the responsibility of ensuring account requirements are regularly reviewed.

Test Flag - The test flag allows forms to be submitted that do not affect live returns but, instead, they pass to a test environment. This may be ideal if you wish to validate a form without the risk of submitting the data. Both reporters and administrators can be given access to the test flag. The option can be selected when using the 'Upload Reports Using a File' or 'Create / Edit a Report Using the Online Editor' by changing the Select Submit Mode;



Online Report Editor: 'osca test ' (0001)

Use the online report editor to complete or edit a form submission.

Select Form:

Select Submit Mode:

Form AD - Analysis of deposits from UK residents

Select Reporting Date:

Select

Select Submit Mode:

Standard
Test

5C. Creating the account

After receiving an account request we look to create the new OSCA account as quickly as possible. As noted, the account set up is completed with a third party supplier, so can take around 5 working days to complete and may take longer in busy period.

As soon as the account is complete, we will provide the username, password and a link to the application directly to the new user by email.

If you see an error screen when entering your credentials, please try manually typing instead of copying and pasting. If you continue to face issues, please email osca.queries@bankofengland.co.uk.

5D. Accounts no longer required

If an account is no longer required, please contact osca.queries@bankofengland.co.uk ASAP. It is important that we are advised of any staff changes to ensure there is no unrequired access to the system and firms data. Accounts will be made inactive to prevent the account being accessed.

In order to meet audit requirements, OSCA accounts will be de-activated if either of the following is met;

- The account has not been used for over 6 months
- An out of office has been received stating that the user has left the company, is on long term sick or on maternity leave.

When OSCA accounts are de-activated, they will also be removed from all our contact groups. If you no longer require your account but would still like to be a contact, please let us know when you request the account de-activation. See section 5E for further details.

Accounts with administrator / subgroup administrator access are able to make users inactive. This is done by un-ticking the active tick box next to their username in the users table. If this method is used, it is important to email osca.queries@bankofengland.co.uk so that these changes can be reflected in our OSCA mailing lists.

5E. Contact Only

Reporting institutions may have contacts that are not users of the OSCA system. If the contacts for statistical reporting within your institution need updating, you must email osca.queries@bankofengland.co.uk.

For any new contacts, please provide the following information;

- **Name**
- **Email Address**
- **Institution(s) (Name & Reporting Code) -**
- **Direct Contact Number –**
- **Address –**

Contacts will also be subscribed to receive an email reminder for our statistical notice.

5F. Passwords

Accounts are created on an interface and then sync across to OSCA, so passwords are automatically generated. Please reset your password to something memorable by selecting 'Change Your Password' option on your User Profile.

Passwords must have the following criteria;

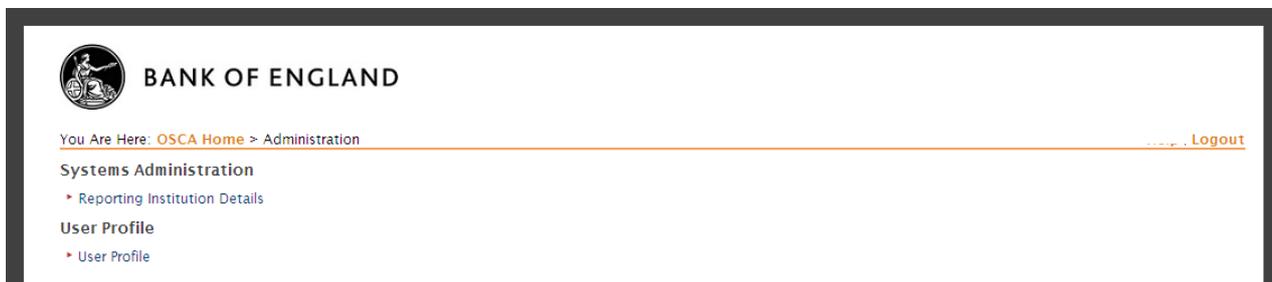
- Minimum of 9 characters in length
- Three out of four of the following;
 - Lowercase letter
 - Uppercase letter
 - Numbers
 - Symbols
- Must not be a repetition of a previous password.

If you have any difficulties changing your password or have forgotten your password, please contact osca.queries@bankofengland.co.uk. Your account will become locked out after multiple invalid login attempts so you will need to contact osca.queries@bankofengland.co.uk to have your account unlocked. When your password is reset, by the Bank or within OSCA, please wait 24 hours before re-setting your password again within the system.

Please note, we are unable to provide any account or password details over the phone.

5G. Administrator Roles

The image below shows the options available to an Administrator user by clicking the 'Administration' link on the OSCA homepage. Reporters only see the 'User Profile' option to view and edit their user details.



The 'Reporting Institution Details' page contains a table showing all of the roles currently assigned to the institution. To assign these roles to particular users, the Institution Administrator needs to create subgroups and add users to them. Users inherit the permissions of the subgroup they are in, and new user accounts are automatically added to the 'standard group'. We advise Institution Administrators move users into subgroups they have created so they are aware of the defined set of form roles each user has.

To create a new subgroup, the Institution Administrator simply scrolls down the 'Reporting Institution Details' page to the subgroups table and selects the 'Create a New Subgroup' button.



Once created, the Institution Administrator can select the subgroup in the table and view the subgroup details. This page shows the roles allocated to the subgroup, the users in the subgroup and an event log of recent activity.

To allocate a Subgroup Administrator, the Institution Administrator checks the box next to the allocated user in the 'Subgroup Users' table. Each subgroup can have as many Subgroup Administrators as they require. These users can view the event log, activate/deactivate users in the subgroup and are considered the principal contacts.

Subgroup: ' standard group ' of ' administrators ' (9999)

- [Back to the Reporting Institution List](#)
- [Back to the Reporting Institution](#)
- [Back to Administration](#)
- [Edit Details](#)
- [Edit Roles](#)

Roles

Name	Description
administrator	full control over users, firms account and roles.

Group: 'standard group' of 'administrators' (9999)

Subgroup Users

Username ▲	Active	Subgroup Administrator
0000_SuperAdmin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_O_Muir	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_L_Lambert	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_TestAdmin1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_TestUser1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_D_Hyett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_M_Robson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_A_Beagley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_B_Thorogood	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_C.Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_D.Walters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_H.Graham	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_J.Pettet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0000_S.Corbett	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Save Changes](#)  [Export to Excel](#)

Event Log for the Past 5 Weeks

[Go to the Event Log](#)

Event Time ▲	Username	Event
19-04-2013 16:04:43	0000_SuperAdmin	Administration: Subgroup group

To edit the roles allocated to the subgroup, click 'Edit Roles'. This loads a page showing the roles granted and not granted to the subgroup. To add a role, check it in the 'Roles NOT Granted' table and click 'Add Checked Roles'. To remove a role, uncheck it in the 'Roles Granted' table and click 'Remove Unchecked Roles'.

When adding or removing Roles, you will need to click the 'Refresh' button in the application to show that the action has been completed.

Roles Granted

Allow	Role	Description
<input checked="" type="checkbox"/>	form ad	Form AD - Analysis of deposits from UK residents
<input checked="" type="checkbox"/>	form al	Form AL - Analysis of lending to UK residents
<input checked="" type="checkbox"/>	form be	Form BE - Additional sectoral data
<input checked="" type="checkbox"/>	form bg	Form BG - Transactions with nonresidents - geographic location
<input checked="" type="checkbox"/>	form bt	Form BT - Balance sheet and Addendum
<input checked="" type="checkbox"/>	form cl	Form C1 - UK registered institutions country exposure report

[Remove Unchecked Roles](#)

Roles NOT Granted:

Allow	Role	Description
<input type="checkbox"/>	form ca	Form CA - Currency analysis of liabilities and claims other than in sterling and euros
<input type="checkbox"/>	form cc	Form CC - Country analysis of UK external claims
<input type="checkbox"/>	form ce	Form CE - UK Owned Banking Groups Country Exposure Report
<input type="checkbox"/>	form cl	Form CL - Country analysis of UK external liabilities
<input type="checkbox"/>	form cq	Form CQ - Quarterly return for credit unions
<input type="checkbox"/>	form cx	Form CX - Capital expenditure and finance leasing data
<input type="checkbox"/>	form cy	Form CY - Annual return form credit unions
<input type="checkbox"/>	form di	Form DI - Coordinated Direct Investment Survey
<input type="checkbox"/>	form dq	Form DQ - Total derivatives business in banks trading and banking books
<input type="checkbox"/>	form els	Form ELS - Eligible Liabilities Return
<input type="checkbox"/>	form er	Form ER - Effective Interest Rates Return
<input type="checkbox"/>	form ft	Form FT - Foreign Affiliates Statistics
<input type="checkbox"/>	form gt	Form GT - Gilts and Treasury Bills return
<input type="checkbox"/>	form hc	Form HC - UK Bank Holding Companies Return
<input type="checkbox"/>	form hf	Form HF - Foreign direct investment transactions
<input type="checkbox"/>	form hi	Form HI - Country analysis: Levels of inward foreign direct investment
<input type="checkbox"/>	form ho	Form HO - Country analysis: Levels of outward foreign direct investment
<input type="checkbox"/>	form ic	Form IC - Further analysis of credit card lending to UK individuals
<input type="checkbox"/>	form io	Form IO - Further analysis of loans and advances to UK individuals
<input type="checkbox"/>	form is	Form IS - Further analysis of secured lending to UK individuals
<input type="checkbox"/>	form isa	Further analysis of secured lending to UK individuals
<input type="checkbox"/>	form ln	Form LN - return
<input type="checkbox"/>	form mm	Form MM - Specialist Mortgage Institutions, Analysis of Secured Lending to Individuals and Individual Trusts
<input type="checkbox"/>	form mq	Form MQ - Specialist Mortgage Institutions Balance Sheet
<input type="checkbox"/>	form pl	Form PL - Profit and Loss Return
<input type="checkbox"/>	form rsl	Form RSL - Gilt Repo and Stock Lending Activity
<input type="checkbox"/>	form vp	List of SPVs and LLPs
<input type="checkbox"/>	form wo	Form WO - Analysis of net write-offs

[Add Checked Roles](#)

[Cancel](#)

6. Schemas

You can download all of the schema documentation from the OSCA homepage via the 'Schema Download' link.



BANK OF ENGLAND

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

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.

Reporting Forms
The forms are listed below:

AD
AL
BE
BG
CT
CA
CC
CE
CL
DQ
ER
FT
GT
HF
IC
IO
IS
ISA
LN
PL
RSL
WO

AD - Analysis of deposits from UK residents

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

Reporting Period Information
Reporting Date: Mar-2013

OSCA Links

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

The form details can also be found on 'Forms, Definitions and Validations' tab of the [Data Collection internet page](#).

Each form will have some or all of the following:

- XML schema file
- XML sample file
- Excel form template
- JPEG schema diagram
- PDF generated documentation
- Form presentations

Please note - XML files produced will need to have the namespace prefix 'ns1' for the files to load onto OSCA. If you are taking the template directly from the OSCA application, 'ns1' will already be populated.

6A. Schema Validations and XML schema queries

The first stage of validation in OSCA, when uploading the XML data file, are schema validations. These will appear as a message after you select 'Load.' If you are having trouble uploading your XML Data file please check the following areas. If you continue to have difficulties please email the completed XML Data file, Excel template and a screenshot of the error message to osca.queries@bankofengland.co.uk.

- **Ensure the form has been saved in the format XML Data.** If you attempt to upload an Excel file, or a file in any other format, you will receive the below error message. For instructions on saving your form in the XML Data format please see section [10.1](#) on form submissions.

Form BT - Balance sheet

Unrecognised file extension. Please try again.

Select Reporting Date: Feb - 2014

Select the file to upload:

Download a blank form: 

- **If you receive the error message 'Unrecognised MIME type' please ensure you have closed the Excel version of your form and attempt the upload again.**
- **Ensure the front page of the template has been populated.** The reporting institution code and reporting date should match what is displayed on the 'Upload Reports Using a File' screen.



Reports Upload: 'osca test (1001)

This page shows the reporting forms uploading options.

Select Form: BT

Select Submit Mode: Standard

Form BT - Balance sheet

Select Reporting Date: Feb - 2014

Select the file to upload:

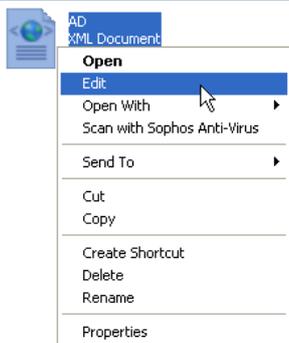
Browse... Load

Download a blank form: [icon]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		Private and confidential														
3																
4		BALANCE SHEET														
5																
6		Reporting Institution Code:					1001									
7		4 digit code														
8																
9		Reporting Date as at :					01/02/2014									
10		dd/mm/yyyy e.g. 31/01/2010														
11																
12																

- **Ensure the reporting date is in the correct format** – When you populate your Excel template, you must ensure that the reporting date is the 1st of the reporting period you are submitting the return for. For example, if you are a quarterly BT reporter submitting for the end of Q1 2013, you will need to populate the reporting date as 01/03/2013. The date format is 01/MM/YYYY.
 - You can check the date used and make any necessary amendments by returning to the Excel template you used to populate your data. This will need to be resaved as an XML Data file before uploading. If the Excel file is not available, you can simply check/change the date in the XML file you saved. This can be done by following the below steps:

Right clicking on the relevant file and select 'Edit'



You will now be able to see the Reporting Date near the top of the document. You can change the date by simply typing in the correct date. For example, below is a screenshot of an incorrect Reporting Date.

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ns1:FormAD-AnalysisOfDeposits xmlns:ns1="urn:bankofengland:osca:mfsd-m:ad:1" targetSystemId="MFSD-M">
  <ReportHeader>
    <Submitter>
      <ReportingInstitution>0001</ReportingInstitution>
    </Submitter>
    <ReportDetails>
      <ReportingDate>2013-03-31</ReportingDate>
    </ReportDetails>
  </ReportHeader>
  <FormAD-Table units="£000s">
    <AgricultureHuntingAndForestry>
      <Sterling>803604</Sterling>
      <Euro>6088</Euro>
      <OtherCurrencies>2724</OtherCurrencies>
    </AgricultureHuntingAndForestry>
    <Fishing>
      <Sterling>21932</Sterling>
      <Euro>118</Euro>
    </Fishing>
  </FormAD-Table>
</ns1:FormAD-AnalysisOfDeposits>
```

To change the reporting date simply delete the incorrect part of the date as if you were deleting a word using any word processor. In this case 31 needs to be deleted and changed to 01.

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ns1:FormAD-AnalysisOfDeposits xmlns:ns1="urn:bankofengland:osca:mfsd-m:ad:1" targetSystemId="MFSD-M">
  <ReportHeader>
    <Submitter>
      <ReportingInstitution>0001</ReportingInstitution>
    </Submitter>
    <ReportDetails>
      <ReportingDate>2013-03-31</ReportingDate>
    </ReportDetails>
  </ReportHeader>
  <FormAD-Table units="£000s">
    <AgricultureHuntingAndForestry>
      <Sterling>803604</Sterling>
      <Euro>6088</Euro>
      <OtherCurrencies>2724</OtherCurrencies>
    </AgricultureHuntingAndForestry>
    <Fishing>
      <Sterling>21932</Sterling>
      <Euro>118</Euro>
    </Fishing>
  </FormAD-Table>
</ns1:FormAD-AnalysisOfDeposits>
```

Above shows 31 has been deleted. You then need to type in 01 as you would use any word processor.

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ns1:FormAD-AnalysisOfDeposits xmlns:ns1="urn:bankofengland:osca:mfsd-m:ad:1" targetSystemId="MFSD-M">
  <ReportHeader>
    <Submitter>
      <ReportingInstitution>0001</ReportingInstitution>
    </Submitter>
    <ReportDetails>
      <ReportingDate>2013-03-01</ReportingDate>
    </ReportDetails>
  </ReportHeader>
  <FormAD-Table units="£000s">
    <AgricultureHuntingAndForestry>
      <Sterling>803604</Sterling>
      <Euro>6088</Euro>
      <OtherCurrencies>2724</OtherCurrencies>
    </AgricultureHuntingAndForestry>
    <Fishing>
      <Sterling>21932</Sterling>
      <Euro>118</Euro>
    </Fishing>
  </FormAD-Table>
</ns1:FormAD-AnalysisOfDeposits>
```

You then need to select 'File' and 'Save'. The XML file is now ready to upload with the correct date.

- **Ensure decimal places have not been entered on a form that does not accept such values.** The ER return accepts percentages as up to 2 decimal places in column H only. No other form should be reported with decimal places.
- **Invalid elements** – An element which is empty, and which should have an integer value should either be populated with a figure, even if that figure is zero, or be removed from the file (by deleting the row).

E.g. Using the CE - <Bank></Bank> is an invalid element. <Bank>0</Bank> will validate, or completely removing <Bank></Bank> will also validate.

- **Forms should be completed as plain text.** Therefore there should not be calculation formulas used or links to other spreadsheets. If you find these useful for completing your return please create a separate version of your form without them which you save in the XML Data format and upload to OSCA. You will find the 'Paste Values' function in the 'Paste Special' menu useful for this.

The second stage is internal validation and details can be found under section 7B –OSCA Internal Form Validations.

6B. Schema versions

When a new form is created, or if there are changes to an existing form, an announcement will be made via a Statistical Notice and details added to the 'New and Upcoming' tab of the [Data Collection internet page](#).

Once the forms are required for live submission, the documentation will be moved to the 'Forms, Definitions and Validations' tab.

The schemas for the new/changed forms will be released to OSCA shortly after the form changes have been announced. The schemas will be added to the 'Schema Download' area of OSCA.

Below is a table that shows which schema version you should be using for each form.

OSCA form name	Dimensions	Number of boxes	Effective from	Version
AD	3	213	Jan-11	1
AD	3	1296	Jan-19	2
AL	3	402	Jan-11	1
AL	3	1551	Jan-19	2
BE	3	233	Jan-10	1
BE	3	315	Jan-14	2
BG	4	14	Jan-12	1
BG	4	15	Dec-12	2
BG	4	13	Mar-16	3
BH	4	89	Mar-16	1
BN	3	162	Jan-14	1
BT	3	590	Jan-10	1
BT	3	622	Jan-14	2
C1	4	31	Jun-11	1
CA	4	23	Dec-07	1

CC	4	58	Dec-07	1
CC	4	268	Mar-14	2
CE	4	46	Dec-04	1
CE	4	72	Mar-14	2
CL	4	19	Dec-07	1
CL	4	67	Mar-14	2
CX	3	96	Dec-07	1
CX	3	108	Mar-15	2
DQ	3	84	Dec-07	1
DQ	3	1014	Mar-15	2
ELS	3	47	Sep-10	1
ER	3	349	Jan-11	1
ER	3	509	Jan-16	2
FI	4	12	Mar-13	1
FO	4	12	Mar-13	1
FT	4	3	Dec-09	1
GT	3	12	May-09	1
GT	3	69	Jan-16	2
IC	3	14	Jan-10	1
IC	3	18	Jan-13	2
IC	3	24	Apr-18	3
IO	3	6	Jan-10	1
IO	3	18	Jan-13	2
IO	3	56	Apr-18	3
IS	3	64	Jan-10	1
IS	3	78	Jan-13	2
LN	3	186	Apr-11	1
LN	3	510	Jan-16	2
MM	3	70	Oct-02	1
MM	3	89	Jan-13	2
MQ	3	90	Oct-02	1
MQ	3	96	Jan-13	2
PB	3	72	Jan-14	1
PL	3	475	Jan-11	1
PL	3	505	Mar-16	2
PM	3	28	Mar-13	1
RSL	3	216	May-04	1
VP	3	N/A	Mar-11	1
WO	3	51	Mar-08	1
WO	3	99	Jan-14	2

7. Form submissions

Form submissions can be made to OSCA in 3 different ways: manually inputting data online, uploading a completed Excel template in XML Data format or using Web Services to automate the process (usually with the aid of a software house). Reporters can use whichever of these method(s) they prefer.

Additional guidance on form submissions can be found below:

- **All boxcodes, in all forms, must be completed manually.** This includes total/subtotal boxes and country breakdown boxes on 4D forms. Though formulas may be used to calculate these boxes, form data must be provided as plain text.
- **Only the ER form will accept decimals.**
- **MM and MQ supplementary data** should all be included in one tag, and separated with a comma and a space e.g. group one, group two, group three, etc.
- **When inputting a VP form on OSCA via the Online Editor,** all text should be entered as normal. However, when entering any dates such as 'Date of Issue'; these should be entered in the format of yyyy-mm-dd.
- **When inputting/editing a 4D form on the Online Editor** countries must be added individually. Select the appropriate country from the dropdown list and enter the data into the boxes.

TOT	Total of all non-resident customers (A+B+C) below.						
EO	EU Institutions						
OO	Other Institutions						
U9	Unallocated						
C	Country breakdown						
	Antigua	1	1	1	1		Insert

You then need to click 'Insert' to add the data into the form.

TOT	Total of all non-resident customers (A+B+C) below.						
EO	EU Institutions						
OO	Other Institutions						
U9	Unallocated						
C	Country breakdown						
	Abu Dhabi						Insert
AA	Antigua	1	1	1	1		Delete Edit

If the country is no longer required click 'Delete'. If you need to change the data, click 'Edit' and the boxes for this country will become editable again.

TOT	Total of all non-resident customers (A+B+C) below.						
EO	EU Institutions						
OO	Other Institutions						
U9	Unallocated						
C	Country breakdown						
	Abu Dhabi						Insert
	Antigua	1	1	1	1		Save Cancel

You need to click 'Save' next to the country you are editing to lock the data into the form. If editing is no longer required click 'Cancel'.

We advise all 4D forms are submitted using the file upload route. Due to their size we believe users will find it easier to complete these returns offline and then load them into OSCA when complete.

- **To load a form that has been previously saved to draft or submitted,** click on 'Create/Edit a Report Using the Online Editor'.



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 [Change]

OSCA Links

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

Reporting Forms

The forms are listed below:

- AD AL BE BG BN BT C1 CA CC CE CL CX DI DQ ELS ER FI FO FT GT HC IC IO IS LN MM MQ PB PL 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-2014
 Submission Deadline: 15-07-2014
 Submission Status: Pending

Under the form name banner you will see a box which includes the 'Load Form' button. Clicking this will load the draft/ submission already saved to the application. To note, you must select the correct reporting period.



Online Report Editor: 'osca test' (1001)

Use the online report editor to complete or edit a form submission.

Select Form: AD

Select Submit Mode: Standard

Form AD - Analysis of deposits from UK residents

Select Reporting Date: Jun-2014

An existing record has been found in the application.
 Reporting Date: Jun-2014
 Report Status: Pending

Print Form Export to Excel Reset Editor

Validate Save to Draft Submit

		Items in brackets correspond to SIC 2007 classification codes		
		Sterling		Other Currencies
		E	E	C
1	Agriculture, hunting and forestry (1, 2)			
2	Fishing (3)			
3	Mining and quarrying (5 - 9)			

You will receive confirmation the form has successfully loaded and you can amend the data as necessary on the editor. Once completed, to submit your form you will need to follow the usual steps of 'Validate' then 'Submit'. Alternatively, you can save the changes to draft if you are not ready to submit.

Online Report Editor: 'osca test' (1001)
Use the online report editor to complete or edit a form submission.

Select Form:

Select Submit Mode:

Form AD – Analysis of deposits from UK residents

The form has been loaded

Select Reporting Date:

An existing record has been found in the application,
Reporting Date: Jun-2014
Report Status: Pending

[Print Form](#) [Export to Excel](#) [Reset Editor](#)

[Validate](#) [Save as Draft](#) [Submit](#)

Report Header		Reporting Date: <input type="text" value="Jun-2014"/>			Reporting Institution Code: <input type="text" value="0001"/>		
Items in brackets correspond to SIC 2007 classification codes							
		Sterling		Euro		Other Currencies	
		£		€		£	
1	Agriculture, hunting and forestry (1, 2)	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
2	Fishing (3)	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
3	Mining and quarrying (5 - 9)	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>

- The ‘Select Reporting Date’ dropdown on the ‘Upload Reports Using a File’ and the ‘Create/Edit a Report Using the Online Editor’ updates automatically. The update occurs on the first day of the new reporting period, reflecting the reporting frequency of the form. There will be up to 2 years of reporting periods in this dropdown list, after this point reporting dates will begin to drop off.

Form AD – Analysis of deposits from UK residents

Select Reporting Date:

Select the file to upload:

Download a blank form: [\[icon\]](#)

- Dec - 2012
- Jan - 2013
- Feb - 2013
- Mar - 2013
- Apr - 2013
- May - 2013
- Jun - 2013
- Jul - 2013
- Aug - 2013
- Sep - 2013
- Oct - 2013
- Nov - 2013
- Dec - 2013
- Jan - 2014
- Feb - 2014
- Mar - 2014
- Apr - 2014
- May - 2014
- Jun - 2014**

- To saving an Excel template in the XML Data format – save the completed Excel form template in the XML Data format. Form templates are available on OSCA by following the ‘Upload Reports Using a File’ link on the homepage or on the ‘Forms, Definitions and Validations’ tab of the following page <https://www.bankofengland.co.uk/statistics/data-collection>



Reports Upload: 'osca test' (0001)

This page shows the reporting forms uploading options.

Select Form:

Select Submit Mode:

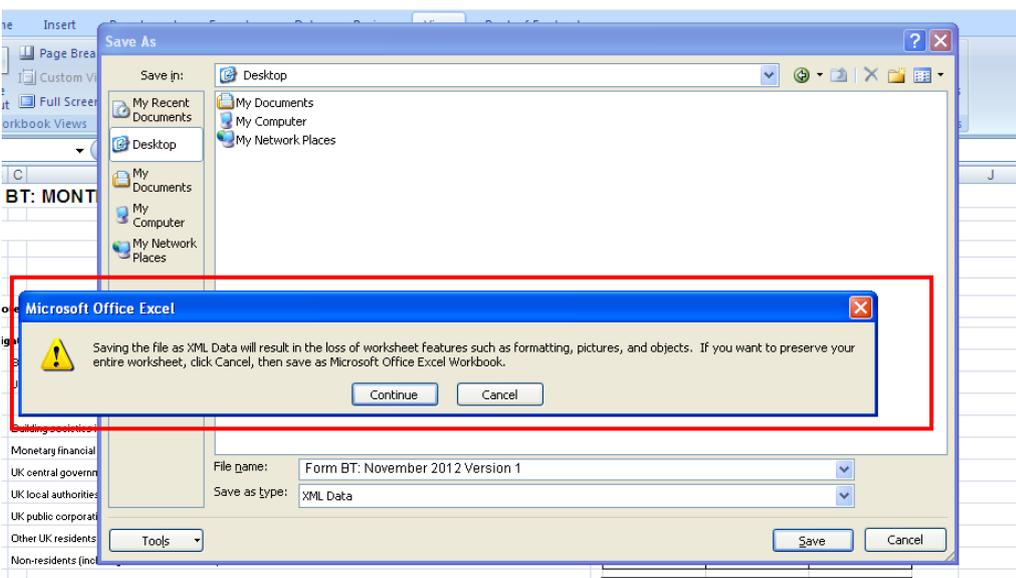
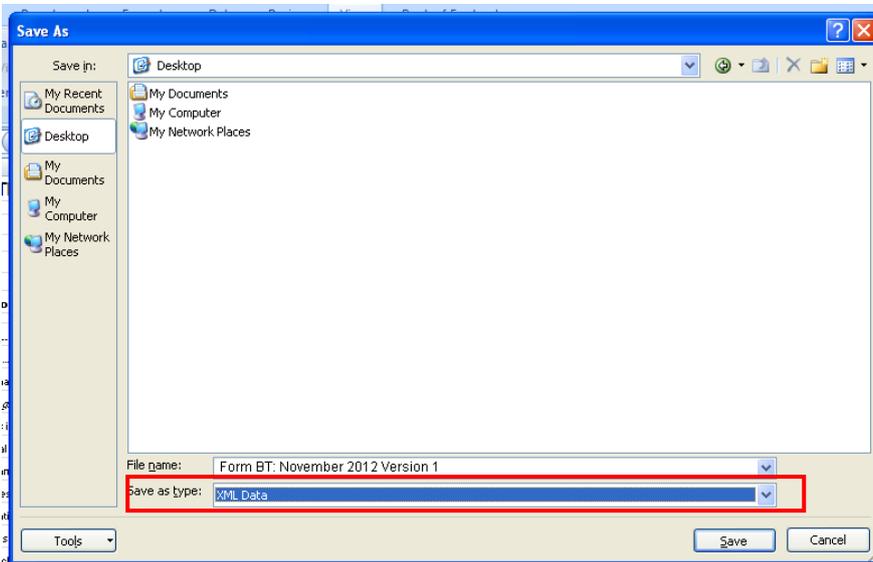
Form AD - Analysis of deposits from UK residents

Select Reporting Date:

Select the file to upload:

[Download a blank form](#)

When the template has been populated you need to select the 'Save as type' to be 'XML Data'. The XML Data format has different features to Excel so you will be asked to confirm you wish to save in this way.



7A. OSCA Internal Form Validations

Most OSCA forms have internal validations. Details of these can be found the 'Forms, Definitions and Validations' tab of the [Data Collection internet page](#).

The internal validations take place after the form has been loaded, schema validations have passed successfully (see section 6A for further details) and the 'validate' button is selected;

 **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: ER

Select Submit Mode: Standard

Form ER - Effective interest rates return

Select Reporting Date: Dec - 2015

If internal validations are successful, a message will appear stating that 'You have successfully validated your report against x rule(s). You can now 'Save to Draft' or 'Submit.' If you 'Save to Draft' the form will need to be validated again before you can submit.

 **BANK OF ENGLAND**

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

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

Select Form: ER

Select Submit Mode: Standard

Form ER - Effective interest rates return

Select Reporting Date: Dec - 2015

If the validations are not successful, a table will appear listing those that have failed. This shows the validation rule itself and the values of the data within each of the related cells. The data will need to be reviewed to ensure it validates. The form cannot be submitted until the validations have passed.

Validation Errors

Validation Form

Export to Excel

ID	Table	BoxCode	Operator	Validation	Values
1		CAL11	=	CAL1+CAL2+CAL3+CAL4+CAL5+CAL6+CAL7+CAL8+CAL9+CAL10	0=2424+4+2424+2424+24+2424
2		CAL11	=	CAL1+CAL2+CAL3+CAL4+CAL5+CAL6+CAL7+CAL8+CAL9+CAL10	0=542654+0+0+0+0+0+0+0+0+0+0
3		CAL11	=	CAL1+CAL2+CAL3+CAL4+CAL5+CAL6+CAL7+CAL8+CAL9+CAL10	0=4254+0+244+0+0+0+0+0+0+0
4		CAL11	=	CAL1+CAL2+CAL3+CAL4+CAL5+CAL6+CAL7+CAL8+CAL9+CAL10	0=24+42+0+0+24+0+0+24+0+0
5		CAL11	=	CAL1+CAL2+CAL3+CAL4+CAL5+CAL6+CAL7+CAL8+CAL9+CAL10	0=0+24+0+0+0+0+0+0+0+0
6		CAL1	=	Sum of all entries	2424=542654+4254+24+0
7		CAL2	=	Sum of all entries	4=0+0+42+24
8		CAL3	=	Sum of all entries	2424=0+244+0+0
9		CAL4	=	Sum of all entries	2424=0+0+0+0
10		CAL6	=	Sum of all entries	2424=0+0+0+0
11		CAL7	=	Sum of all entries	24=0+0+0+0
12		CAL8	=	Sum of all entries	424=0+0+24+0
13		CAL9	=	Sum of all entries	2422=0+0+0+0

7B. OSCA Cross Form Validations

Some forms also have cross form validations between them and the details of these can be found on the 'Forms, Definitions and Validations' tab of the [Data Collection internet page](#).

These are focused on checking data elements which appear on multiple forms within a reporting period.

Cross form validations do not need to pass before the form is submitted. However, these can be checked by selecting 'Cross Validate a Report' on the home page.

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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 DI DQ ELS ER FI FO FT GT HC IC IO IS LN MM MQ PB PL PM RSL
VP WO

CC - Country analysis of UK external claims

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

Reporting Period Information
Reporting Date: Dec-2015
Submission Deadline: 29-01-2016
Submission Status: Submitted

A cross validation summary will appear showing the status of the in-form and cross form validations. The first screen shot shows an example of failed cross form validations and the second an example of passed cross form validations.

 **BANK OF ENGLAND**

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

Reporting Validation
This page shows the reporting validation options.

Select Form:

Select Submit Mode:

BE - Form BE - Additional sectoral data

Select Reporting Date:

Cross Validation Summary

Form Code	Cross Validation Form Availability Status	Submission Status	Schema Validation Status	In-Form Validation Status	Cross Validation Status
BE	Ready	Resubmitted	Passed	Passed	
BT	Ready	Resubmitted	Passed	Passed	9 failed

 **BANK OF ENGLAND**

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

Reporting Validation
This page shows the reporting validation options.

Select Form:

Select Submit Mode:

CX - Form CX - Capital expenditure and finance leasing data

Select Reporting Date:

Cross Validation Summary

Form Code	Cross Validation Form Availability Status	Submission Status	Schema Validation Status	In-Form Validation Status	Cross Validation Status
CX	Ready	Resubmitted	Passed	Passed	
BE	Ready	Submitted	Passed	Passed	Passed
BT	Ready	Resubmitted	Passed	Passed	Passed

To note – this report will show all forms that the particular form cross validates against, even if your reporting institution is not required to submit that form. In this instance, the ‘Cross Validation Form Availability Status’ will remain as ‘DataNotAvailable.’

7C. Checking the status of a form

The OSCA application does not provide you with a receipt of submission as the application itself informs you when the form has been received. You can check the status of your form in either Submission History or Reporting Period Information, which are both found in the Reporting Forms table on the homepage.

Both places include a submission status that updates automatically as you perform an action; this is the confirmation your form has been received. Each form which will initially have a status of ‘Waiting Population’ but will change to ‘Pending’ when the form is saved to draft, ‘Submitted’ when the form has processed and has been received at the Bank and ‘Resubmitted’ if the form is submitted multiple times.

To note, there is one situation in which OSCA will show as 'Submitted' even if it is a resubmission. This occurs when, after the original submissions, the form due to be re-submitted is saved to draft before being resubmitted. The form status then shows as 'Submitted' even though it is a resubmission. However, the Bank will still be aware that there has been a resubmission. If confirmation is required for your records, please email osca.queries@bankofengland.co.uk.

To also note, as standard, we do not remove any forms from the reporting schedule in OSCA in case resubmissions are required. Therefore, a reporter that no longer reports a certain form will see an entry for the previously submitted form. The deadline date, however, will not change from the last submission required. Further information is provided in section 9 – changes to reporting requirements.

The different options are shown below. Please check the submission status once you perform one of these actions to ensure the form has processed correctly.

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

BT – Balance sheet

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

Reporting Period Information

Reporting Date: Jan-2014
 Submission Deadline: 11-02-2014
 Submission Status: **Waiting Population**

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

BT – Balance sheet

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

Reporting Period Information

Reporting Date: Jan-2014
 Submission Deadline: 11-02-2014
 Submission Status: **Pending**

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

BT – Balance sheet

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

Reporting Period Information

Reporting Date: Jan-2014
 Submission Deadline: 11-02-2014
 Submission Status: **Submitted**

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

BT – Balance sheet

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

Reporting Period Information

Reporting Date: Jan-2014
 Submission Deadline: 11-02-2014
 Submission Status: **Resubmitted**

On the Submission History page you can also view the date, time and username of the account that performed the action.

Form BT – Balance sheet

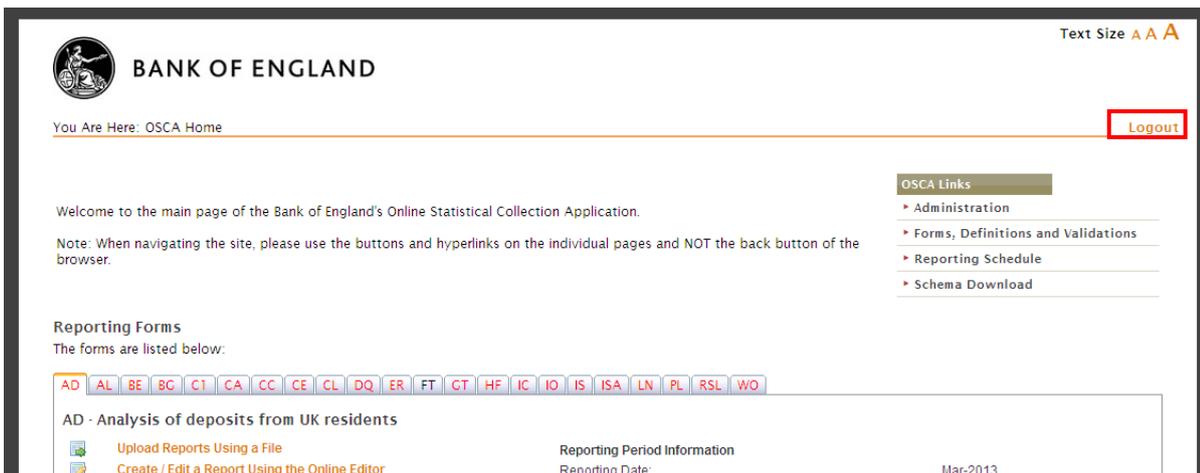
 Export to Excel

Reporting Date	Deadline	Status	Submitted Date	Submitter	X-Form Validation	Content	Logs
Dec-2012	10-01-2013	Pending	18/12/2013 11:14:58	0001_B.Thorogood_Tes	View	View	View
Jan-2013	11-02-2013	Waiting Population			View		View
Feb-2013	11-03-2013	Waiting Population			View		View
Mar-2013	10-04-2013	Resubmitted	08/01/2014 14:32:52	0001_S.Corbett	View	View	View
Apr-2013	10-05-2013	Pending	23/05/2013 10:29:52	0001_O.Muir_Test	View	View	View
May-2013	11-06-2013	Waiting Population			View		View
Jun-2013	09-07-2013	Pending	12/12/2013 15:11:49	0001_B.Thorogood_Tes	View	View	View
Jul-2013	09-08-2013	Waiting Population			View		View
Aug-2013	10-09-2013	Waiting Population			View		View
Sep-2013	09-10-2013	Pending	09/12/2013 10:47:36	0001_B.Thorogood_Tes	View	View	View
Oct-2013	11-11-2013	Waiting Population			View		View
Nov-2013	10-12-2013	Submitted	06/12/2013 10:32:50	0001_B.Thorogood_Tes	View	View	View
Dec-2013	10-01-2014	Resubmitted	17/01/2014 15:14:38	0000_SuperAdmin_Test	View	View	View
Jan-2014	11-02-2014	Waiting Population			View		View

Fig. 2

7D. Signing out of OSCA

At the end of every session, please ensure you click the ‘Logout’ button in the right hand upper corner of the screen, rather than just closing the browser. There is a security timeout of approximately 30 minutes; inactivity over this length of time will result in you being automatically logged out of OSCA and any unsaved changes will be lost.



BANK OF ENGLAND

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

Reporting Forms
The forms are listed below:

AD AL BE BC CT CA CC CE CL DQ ER FT GT HF IC IO IS ISA LN PL RSL WO

AD - Analysis of deposits from UK residents

Upload Reports Using a File Reporting Period Information
Create / Edit a Report Using the Online Editor Reporting Date: Mar-2013

8. Revisions to data

Reporters can view the reporting schedule specific to their institution by clicking the ‘Reporting Schedule’ link on the OSCA homepage. This details the forms you are expected to submit and the deadline for each form. **Forms must be submitted by 5pm on the deadline day.**

However, we understand it is sometimes necessary to make revisions to your data and welcome resubmissions to ensure the data is accurate. Through OSCA you are able to make revisions by manually editing the form, uploading the amended XML Data file or submitting an updated form via Web Services.

Revisions to data from previous reporting periods are sometimes required. If you need to do this, select the reporting date on OSCA and resubmit the form.

9. System Issues

9A. OSCA Performance Issues

When experiencing a performance issue on OSCA, please contact osca.queries@bankofengland.co.uk using the following email template. This allows us to deal with emails more effectively and collate additional information to help us look to prevent issues going forward.

- **Reporting Institution Name(s) -**
- **Reporting Institution Code(s) -**
- **Description of the issue (please provide as much information as possible) -**
- **Form(s) impacted -**
- **Priority - [guide below]**
- **Are other users impacted? If so, please provide login ID's -**
- **Internet browser and versions used -**
- **Screen shots -**

Below is a high level guide to applying a priority and will help us to manage our responses appropriately;

- **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.

9B. Contingency / Form Uploads

Form submissions must be received by 5pm on the deadline day. If you are experiencing difficulties when submitting via OSCA, please contact osca.queries@bankofengland.co.uk for assistance.

When performance issues are preventing you from uploading your forms yourselves, the contingency method is for the form to be uploaded on your behalf by the team at the Bank. If you are unable to make a submission via OSCA, complete an Excel template and save it in the XML Data format. This file then needs to be sent via secure email to osca.queries@bankofengland.co.uk. When sending in your xml file, please provide an explanation as to why you need us to upload on your behalf. For example, this may be because of an OSCA issue (in which case, please provide full details) or an issue locally. We appreciate this adds time onto the request, but this information is required for our audit and also allows us to obtain information as part of our investigations.

10. Changes to reporting requirements

The reporting thresholds for each statistical return can be viewed on the reporting schedule section of OSCA. This promotion/demotion criteria is meant only as guidance as any changes are not confirmed

unless our Reporting Compliance team contact the organisation with a letter detailing the change. A reply slip will need to be returned confirming acknowledgement of the letter.

The institution will see the changes our Compliance team have alerted them to at the beginning of the reporting period of the change. If an additional form is now required a tab for this form will appear on the reporting forms table. If a form is no longer required this will continue show on the reporting forms table to allow the institution to view the content of previous submissions and the submission history information. Your reports schedule will be empty and the last reporting period will continue to be displayed. If the frequency of a form changes the reporting dates of future submissions will be updated to reflect this.

If you have any questions on reporting requirements please direct them to

DSDCompliance@bankofengalnd.co.uk

11. Testing

Test Flag - Reporters can have a test role allocated to their account to send test files via the live application. This type of testing may be useful when an institution first starts using OSCA, when a new user is set up, or when an institution has a new form to report as a result of reporting requirement changes.

When making submissions, either manually inputting or uploading an XML Data file, you need to change the submit mode from 'Standard' to 'Test' to use this role. Further details can be found under section 5B for Account Types – Test Flag. Please contact osca.queries@bankofengland.co.uk to have the test role added to your account.

OSCA Test Environment - Alternatively, reporters may request access to the OSCA Test environment. This is ideal for more detailed testing such as cross form validations. Any changes, such as new forms, are added to this environment for a period of time for the Bank to test before they are implemented to production. Reporters may also choose to test during this time. If this access is required, please email osca.queries@bankofengland.co.uk with the details listed under section 5A -New Accounts.

We are unable to guarantee that the test environment, or any content on it, will always be available or match the live environment; due to the environment also being used for any internal testing. Any issues related to this environment will be dealt with at a lower priority than queries raised for live.

12. Web Services

The OSCA WCF service uses industry standard tools and technologies. It is a service-oriented application which enables SOAP communication between the client and the service, encouraging the interoperability of applications. The application-to-application communication is secured by using SSL (which operate over

HTTPS protocol). If you would like a copy of the OSCA WCF service technical specification and/or examples of the WSDL files, please contact osca.queries@bankofengland.co.uk.

12A. Institution accounts for Web Services

In order to submit via Web Services, you will require a Web Services account for your institution. This should be requested in the same way as described in section 5A – New Accounts by contacting osca.queries@bankofengland.co.uk. If you are using a software house, this information will need to be shared with them. Further details on software houses can be found in section 12 – Software House Testing.

As well as a Web Services account for the institution, all users involved in the submission of OSCA returns will need their own OSCA account. These individual accounts are the focus of the User management and Account type sections below. They should be used for submitting via the File Upload or Online Editor routes, checking the status and submission history of a form and accessing the administration functionality. This ensures the Submission History area and the event logs identify the user performing the action, and the appropriate permission levels are granted on an individual basis.

13. Software houses

Recognised software houses are given access to the pre-production version of OSCA for their testing. This is identical to the live site reporting institutions use but also has the capacity to test new/changed forms and new functionality.

13A. How to become a software house recognised by the Bank of England as having tested statistical electronic reporting

To be added to the 'Software houses recognised by the Bank of England' list found on the Bank's website you need to successfully test the submission of XML files for all of the returns collected via OSCA. For details of these forms and what version of the XML you should use, refer to the schema versions table in section 6 - Schemas. Please contact osca.queries@bankofengland.co.uk in the first instance for further information and assistance.

14. Glossary

3D forms	These forms have columns and rows, and no country element.
4D forms	These are forms with a country element in at least one section of the form.

Administrator account	This level of account has all of the abilities of a reporter account but also has full administrative rights. This allows them to edit the form roles allocated to reporter accounts, create subgroups and make users inactive. They also have full access to the event logs for the institution. Only the OSCA Queries team can grant administrator access.
Bank of England website	www.bankofengland.co.uk Information regarding statistical reporting can be found on the below link: www.bankofengland.co.uk/statistics/data-collection
BBA	British Bankers Association
BoE	Bank of England
CoB	Close of Business- 5pm
Reporting Compliance	This team deals with promotions/demotions in line with the reporting thresholds. Before any changes Compliance will contact the organisation with a letter detailing the change. A reply slip will need to be returned confirming acknowledgement of the letter. Your OSCA account will be updated with the change at the beginning of the reporting period it is effective from. For more information please contact DSDcompliance@bankofengland.co.uk
Cross form validations	These relate to validation rules between statistical returns. These rules can be checked both when the forms have been saved to draft and when the forms have been submitted. Data Reception monitor cross validations and will be in contact to ask for a resubmission if there are errors found which are yet to be resolved. The validation rules can be found on the below link: https://www.bankofengland.co.uk/statistics/data-collection
Deadline	This is the date we expect to receive your form submission by. The deadline will always be 5pm, close of business, on this day.
DSD	Data & Statistics Division (Previously SRDD - Statistics and Regulatory Data Division)
Electronic reporting	All reporting forms are submitted electronically via OSCA.
Event log	These logs record activities performed by users to the nearest second. Access is restricted to administrator accounts and the logs are found on user profiles (past 500 events), subgroup details and reporting institution details pages (both show the past 5 weeks). Please contact osca.queries@bankofengland.co.uk if you require any further assistance, the OSCA team can view more details on an individual event.
Excel template	An Excel template of each form is provided on the 'Upload Reports Using a File' page. This is correctly formatted to upload to OSCA once completed.

External code	All reporting institutions have an external code for their reporting. If you are using the File Upload route this must be entered in the 'Reporting Institution Code' box on the front sheet of the form template. Your code can be found in brackets after your institution name on the reports editor and reports upload pages.
File Upload	This is one of the three methods of reporting on OSCA, found using the 'Upload Reports Using a File' option on the homepage. Completed Excel templates must be saved as XML Data before being uploaded. Once loaded, data is shown on the Online Editor where you can validate and submit the return.
Form cycle	Each form is given a form cycle in order to allocate it to an institution, grant a start date and control how frequently the form is expected. This then populates the Reporting Forms table that an institution sees on their homepage.
Green Notice	Green Notices are issued by DSD to cover significant and/or strategic proposals for Bank of England Reporting. If any of these proposals are finalised and are to be implemented they will appear in the Statistical Notice to reporting institutions. Green Notices are issued at the same time as Statistical Notices and follow the same naming convention to avoid any confusion. They are sent out, as required, electronically, to all OSCA users and contacts for each reporting institution.
Group account	This is for reporting institutions that have multiple legal entities. They have a 'Change Reporting Institution' dropdown on their homepage allowing them to change between their entities.
Inform (internal) validations	These relate to validation rules within a particular form. All of these rules must be met in order to submit your form on OSCA. The validation rules can be found on the below link: https://www.bankofengland.co.uk/statistics/data-collection
MIDAS	A Bank of England internal data analysis system used by DSD.
Online Editor	This is one of the three methods of reporting on OSCA, found using the 'Create/Edit a Report Using the Online Editor' option on the homepage. Data can be manually entered/edited before validating and submitting the return.
OSCA	Online Statistical Collection Application
OSCA Queries	This is the contact for queries regarding OSCA. Contact by email osca.queries@bankofengland.co.uk or telephone 0207 601 5360.
Pending	One of the four submission statuses. This means the form has been saved to draft, it has not yet been submitted to the Bank.
Plausibility checks	Once your form has been submitted to the Bank the data passes to the relevant analyst. If they have any questions to ask relating to the data provided they will do this via email.
Production	This is the live version of OSCA used by reporting institutions. It can be accessed from the following link:

	https://osca.bankofengland.co.uk/Website/Login
Pre-production	This is a test version of OSCA used primarily by software houses. Reporting institutions can also have accounts for pre-production and should request these by emailing osca.queries@bankofengland.co.uk . It can be accessed from the following link: https://osca-test.bankofengland.co.uk/Website/Login
Reporter account	This level of account has the ability to input, validate and submit returns subject to the role permissions granted to their account by their administrators. Within the administration section of OSCA a reporter can edit their user details and change their password.
Reporting date	Forms are reported on either a monthly, quarterly, bi-annual or annual basis. When uploading a file the reporting date should be completed in the format 01/MM/YYYY.
Reporting Schedule	There is a link to this on the OSCA homepage. Each form you are expected to report has a row in this table. This shows the submission deadline, reporting status, submitted date and submitted for the current reporting period. If you are no longer expected to report a form it will still display here but will no longer update.
Reporting thresholds	This is the promotion/demotion criteria for all statistical returns. This can be viewed from the Reporting Schedule section of OSCA, though this is only for guidance as any changes will be communicated by Compliance.
Resubmitted	One of the four submission statuses. This means the form has been submitted multiple times.
Roles	Everything on OSCA is allocated as a role. This includes forms, the test submit option and administrator access. Granting or removing roles allows each user to be given specific permissions. Only the OSCA team can grant administrator access but all other roles can be granted/ removed by administrator users of the institution.
Schema documentation	Each form has a set of schema documentation which consists of a diagram, Excel template, generated documentation, sample XML file and schema XSD file. There is also common schema documentation used for all forms, and country schema documentation which is only used for 4D forms. All documentation can be accessed from the schema download link found on the OSCA homepage.
Software house	Software houses aid reporting institutions in submitting to the Bank. A list of Software houses recognised by the Bank of England as being able to transmit data in the required format can be found on the below link. There is no requirement from the Bank of England for an institution to use a software house. www.bankofengland.co.uk/statistics/data-collection
Statistical Notice	Statistical Notices are issued by DSD to update the definitions and guidance contained in the Banking Statistics Yellow Folder. Any information DSD need to share with the reporting population will be communicated through a statistical notice. They are sent out, as required, electronically, to all OSCA users and contacts for each reporting institution.

Statistical reporting	OSCA only collects statistical returns. A full list of all statistical forms can be found on the below link: https://www.bankofengland.co.uk/statistics/data-collection
Subgroup	Subgroups are a way of assigning roles to reporter accounts. Users inherit the roles of the subgroup they are in so these groups can be used to limit access to particular forms or a particular entity. Administrators control the roles each subgroup has access to and can create new subgroups.
Subgroup administrator	This level of account has all of the abilities of a reporter account but also has some additional administrative rights. For the subgroup they are in they can view/edit the user profile of users, make users inactive and view an event log of activity for the last 5 weeks.
Submission status	Each form has a submission status which tells you the status of the form. This will be either waiting population, pending, submitted or resubmitted. Having a submitted or resubmitted status is confirmation your form has been received. Users should check the status of their form after they perform an action to ensure data has been received successfully.
Submit mode	Forms will have a submit mode of 'Standard' as a default. This means form data, once submitted, will pass directly to our live database. The other submit mode is 'Test' and forms submitted using this route do not affect live data but instead pass to a test environment. If you wish to have the 'Test' mode added to your account please contact OSCA Queries on osca.queries@bankofengland.co.uk or telephone 0207 601 5360.
Submitted	One of the four submission statuses. This means the form has processed and has been received at the Bank.
User profile	All accounts have the user profile option in the Administration section of OSCA. This area allows users to update their user details, change their password and view the roles allocated to their account. Group reporters can see their associated reporting institutions on this page. Subgroup administrator and administrator accounts also have an event log showing their last 500 events.
Waiting population	One of the four submission statuses. This means there has been no action on the form.
Web Services	This is one of the three methods of reporting on OSCA. It allows reporters' own internal applications to interact with OSCA. This is normally used with the aid of a software house. For more information please contact OSCA Queries on osca.queries@bankofengland.co.uk or telephone 0207 601 5360.
XML data	Excel templates, once completed, must be saved as XML Data in order to be uploaded to OSCA. To do this open the 'Save As' window on Excel and select 'XML Data' from the 'Save as Type' dropdown list.

Yellow folder	The 'Yellow Folder' comprises of all forms, definitions, validations and boxcodes. This is available online by following the below link: https://www.bankofengland.co.uk/statistics/data-collection
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