BANK OF ENGLAND

OSCA | Quick Start Guide

Start Up

► Secure access to OSCA is provided through the login screen. Care should be taken when entering your username and password as they are case-sensitive. If you experience problems logging in, or wish to have an account set up, please do not hesitate in contacting OSCA Queries on osca.queries@bankofengland.co.uk

► The homepage provides links to the different functions of OSCA. Core processes such as inputting/uploading data, cross validating reports and viewing the submission history for each form are easily accessible from the homepage via the reporting forms table.

User Details and Roles

► Using the administration link on the homepage users can view and edit their profile. It is important all fields are filled in and kept up to date.

► The profile page also 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.

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 the stage in the submission process they are at. Each form has its own status and must show as either submitted or resubmitted by 5pm on the day of its deadline.

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.

Common Problems

Error messages 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 there areas please contact OSCA Queries on 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.

OSCA | Quick Start Guide

📁 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'. The same link is used to upload the form when it is completed.

► On the cover sheet of the template ensure the reporting date and reporting code are entered. When completed, the form it must be saved in XML data format to upload to OSCA.

► Ensure the correct form name and reporting period are selected when uploading the form by using the provided filters. 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 using a file 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 homepage). Any errors in validating are shown in a table and must be resolved before the form can be submitted.

► When 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.

► When a form has been submitted or saved as a draft cross form validation 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.