

FCA explains RegData: video transcript

Inputting data in a data item

A 'data item' is each individual form you need to fill in, eg CCR007, FSA001.

A 'return' is all data items due for the same reporting period, due on the same due date.

There are several methods for completing data items within your return.

This video focuses on how to directly input data on your return using the online RegData system.

In your Reporting Schedule, you'll see which returns are due, overdue, or not due.

Select the return you want to edit and click on the + symbol to see all the underlying data items that need to be completed.

You can view all data items across all returns by selecting Expand all returns.

In the return, you'll see each data item(s) that you need to complete by the due date.

If any data items need to be cross-validated (validated against each other).

And any attachments that have been saved against a return.

Click on the data items you wish to enter data for.

Click on the i symbol next to the data item for more information.

Within the data item, first refer to the Reporting Information and Completion Guidance for instruction.

Enter data in each applicable field.

If a question has a red asterisk (*) the question is mandatory and must be filled in.

When you're ready, you can either save or validate the data.

Save data lets you save what you've entered as a draft without validating or submitting.

This is helpful if you don't have all your data to hand, and need to come back later to complete the form.

RegData also automatically saves what you've entered every 2 minutes.

Validate data lets you verify that what you have entered meets the system's validation rules.

For example, to check that you haven't entered a letter where a number is required.

After validating the data, you may have some errors which need to be fixed.

You'll see a summary of these errors at the top of the screen.

The fields that need to be corrected will be highlighted in red.

Once you've amended the red fields, validate the data again.

Once you've entered and validated the data in the data item, it will be ready to either be cross-validated with other data items (if required), or submitted as part of the return.

Watch more explainer videos: www.fca.org.uk/firms/regdata/resources