

RegData user guide

Validating your data

This user guide explains how to validate your data.

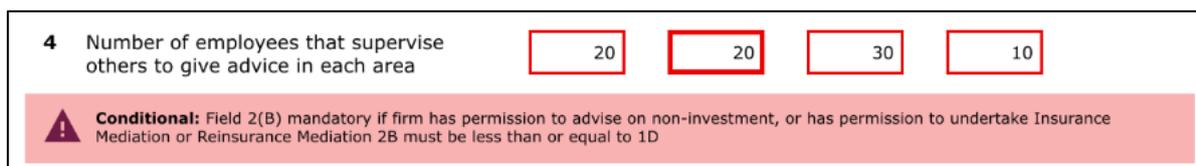
Once you have completed your data item, you need to validate your data against rules within RegData. You can do this in 2 ways:

- 1) within your data item, or
- 2) from your schedule

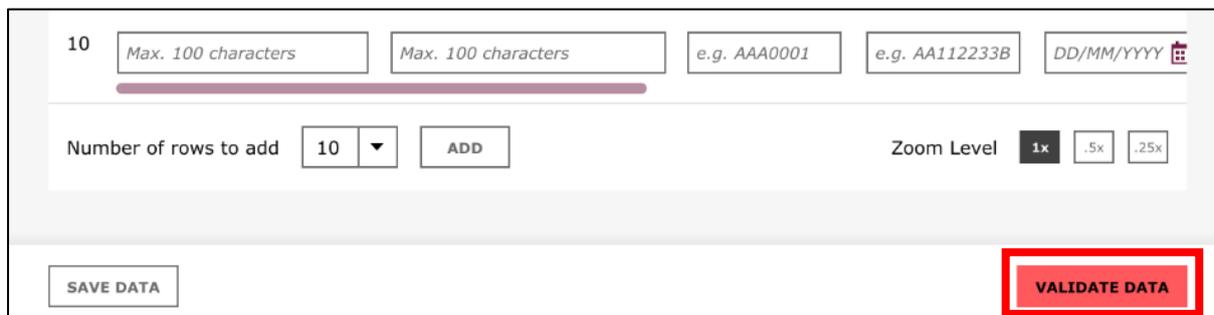
And you need to cross validate some data you have entered against other data items.

1. Validating your data within your data item

For some fields, as you complete the data item, RegData will identify if you are entering data that does not meet certain rules (eg if you enter letters where only numbers are allowed):



Once you've finished filling in your data item, scroll down and click on **validate data**:



If there are any errors, you'll see these at the top of the page. If you have multiple errors, you may have to click on **View All Errors** to see them all.

To be taken to the field in the data item where validation failed, click on **View Error** for each error:

18 Issues Found (15 Validation Errors, 3 Warnings) HIDE DETAILS ▲

Validation Errors (15) Warnings (3)

- Field 2(A) is incorrect View Error
- Conditional: Field 2(B) mandatory if firm has permission to advise on non-investment, or has permission to undertake Insurance Mediation or Reinsurance Mediation 2B must be less than or equal to 1D View Error
- Field 2(C) is incorrect View Error

[+ View All Errors](#)

Errors that you need to fix will be highlighted in the form. Fix all errors:

General Information					
	Advising on mortgages	Advising on non-investment insurance	Advising on retail investment products	Advising on second (and subsequent) charge mortgages	Total
	A	B	C	E	D
17 Did the firm do any of the following regulated activities during the reporting period?	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	
1 Total number of employees at the firm as at the end of the reporting period					<input type="text" value="50"/>
<i>Of which:</i>					
2 Number of employees that give advice in each area	<input type="text" value="e.g.0"/>	<input type="text" value="e.g.0"/>	<input type="text" value="e.g.0"/>	<input type="text" value="e.g.0"/>	

When you've fixed all the errors, click on **validate data** to revalidate your data. You'll see a confirmation message at the top of the screen once you've successfully validated your data:

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The data item(s) has been successfully validated. You must still submit by the due date. ✕

The status of the data item will change to Ready to Submit, or Waiting for Cross Validation.

2. Validating your data from your Reporting Schedule

From your Reporting Schedule, you can validate 1 or more data items.

Select the relevant data item(s) and click on **validate data**:

Due Date ↕	Start Date ↕	End Date ↕	Current Status ↕
+ 01/07/2014	01/06/2014	02/06/2014	OVERDUE
- 01/07/2014	01/06/2014	02/06/2014	OVERDUE
<input type="checkbox"/> Data Item	Completion Status	Attachment	
<input type="checkbox"/> FSA001 Balance Sheet ⓘ	No Data	Save PDF	
<input checked="" type="checkbox"/> FSA018 UK integrated group - Large Exposures (UK integrated group) ⓘ	Draft	Save PDF	
<input type="checkbox"/> FSA005 Market Risk (solo-consolidated) ⓘ	Waiting for Cross Validation	Save PDF	
<input type="checkbox"/> FSA008 Large Exposures ⓘ	Resubmission	Save PDF	
<input type="checkbox"/> RMA-G Training and Competence ⓘ	Waiting for Cross Validation	Save PDF	
<input type="button" value="UPLOAD DATA"/>	<input checked="" type="button" value="VALIDATE DATA"/>	<input type="button" value="CROSS VALIDATE"/>	<input type="button" value="SUBMIT DATA"/>
			DOWNLOAD ▼

You'll see this message if any data items fail validation. You will need to go into each data item and correct all errors:

The data item(s) has failed validation. Please review and correct all errors within the relevant data item(s).

Once you have corrected the errors, you can revalidate your data, either within the data item or from your Reporting Schedule.

Once your data has been successfully validated, you will receive a confirmation message at the top of the screen, and the status of the data item will change to Ready to Submit, or Waiting for Cross Validation:

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The data item(s) has been successfully validated. You must still submit by the due date.

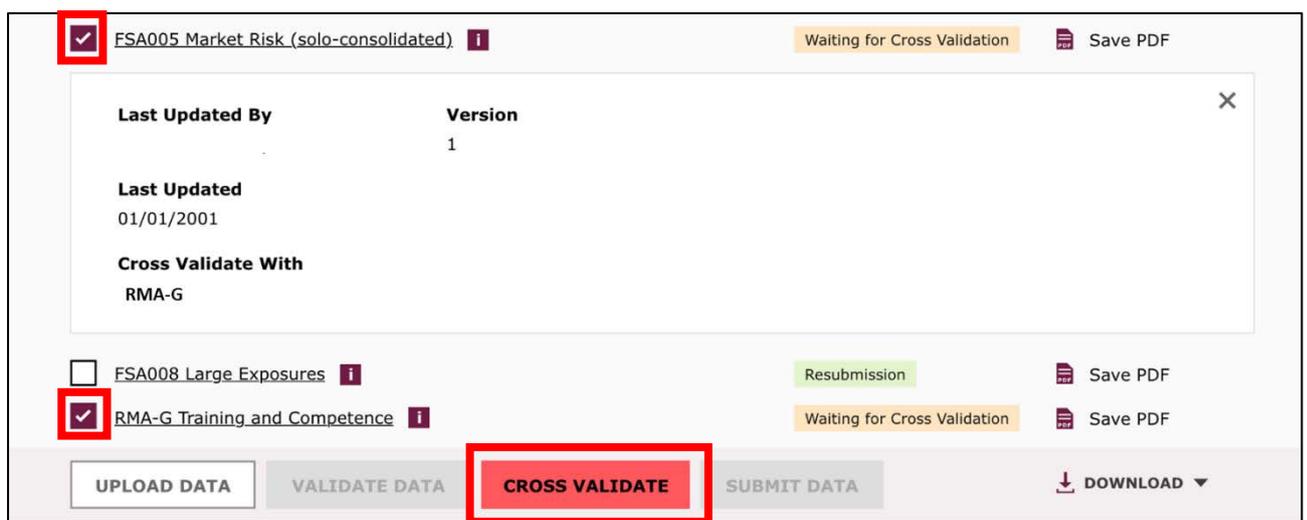
3. Cross validating your data

Some data items need to be cross validated against each other.

In your Reporting Schedule, for a data item with a status of Waiting for Cross Validation, click on the **i** symbol. This will show you which other data items you need to cross validate against.



Select all data items which need to be validated against each other, and click on **cross validate**:



If your cross validation was successful, you'll see a confirmation message at the top of the screen.

If there were any errors, you'll see a message and will need to fix these in the individual data items, validate the data items individually, and cross validate once again.