

FCA explains RegData: video transcript

Validating your data

RegData validates your data against rules in the system to ensure it is complete and accurate.

You can validate your data in 2 ways – within your data item, or from your schedule.

Validating your data within your data item.

For some fields in the data item, RegData will automatically identify if the data meets certain rules as you fill in the form, eg if you enter letters where only numbers are allowed.

Once you've finished filling in the 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 view an error, click on View Error.

Errors will also be highlighted within the data item.

Fix all errors and try validating your data again.

You'll see a confirmation message at the top of the screen once you've successfully validated your data.

The status of your data item will change to Ready to submit or Waiting for cross validation.

Validating your data from your schedule.

You can validate 1 or more data items directly from your schedule.

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

You'll see this message if any data item fails validation.

You'll need to go into each data item and correct all errors individually.

Some data items need to be cross validated with other data items.

In your Reporting Schedule, click on the i symbol beside the data item awaiting cross validation.

This will show you which other data items you need to cross validate with.

Select the items which need to be validated against each other and click on cross validate.

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 and cross validate once again.

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

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