

RegData user guide

Finding a previously submitted 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.

This user explains how to find a data item you have previously submitted.

1. Navigating to your submission history

After logging in, select **Submission History** at the top of the screen:



To find a data item, you can either scroll through your list of previously submitted returns, or use the search functionality.

Scroll through the list of returns at the bottom of the page and either click on the + symbol for the relevant return, or on **Expand All Returns**:

Expand All Returns			
Start Date ↕	End Date ↕	Due Date ↕	
02/06/2014	01/06/2014	01/07/2014	
☐ Data Items		Completion Status	Attachments
☐ REP001 Close Link Report I		Submitted	Save PDF
☐ PSD007 Product Sales Data - Mortgage Performance I		Submitted	Save PDF
☐ PSD007 Product Sales Data I		Submitted	Save PDF
☐ REP008 Notification of Disciplinary Action I		Satisfied for group	Save PDF
02/06/2014	01/06/2014	01/07/2014	
☐ Data Items		Completion Status	Attachments
☐ REP006a Recovery Plans Notification I		Previous Version	Save PDF
☐ REP007a Resolution Plans Notification I		Submitted	Save PDF
☐ REP010 List of Overseas Regulators and Organogram I		Previous Version	Save PDF
☐ REP015 Retirement Income Flow Data I		Satisfied for group	Save PDF
+ 02/06/2014	09/06/2014	05/07/2014	
+ 02/06/2014	01/06/2018	31/01/2019	
+ 02/06/2014	01/01/2019	30/04/2019	

Click on the data item that you are looking for.

2. Using the search criteria to find a submitted data item

Use the search returns option at the top of the screen.

You can search with multiple criteria:

- the Handbook Reference for the data item, eg CCR007, FSA001
- the data items completion status, eg Submitted, Resubmission
- Reporting Basis, eg Unconsolidated, Solo-Consolidated
- the reporting period start and end dates for the data item
- the submission due date for the data item
- when the data item was submitted

Enter the criteria you wish to use to search, then click on **find**:

Search Returns

Handbook Reference

Select Handbook Reference ▼

Completion Status

Select Completion Status ▼

Reporting Basis

Select Reporting Basis ▼

Reporting Period Start Date

From

DD/MM/YYYY

To

DD/MM/YYYY

Reporting Period End Date

From

DD/MM/YYYY

To

DD/MM/YYYY

Submission Due Date

From

01/06/2014

To

09/06/2014

Submitted Date

From

DD/MM/YYYY

To

DD/MM/YYYY

CLEAR

FIND

The results of your search will appear below the Search Returns box.

Scroll down to see your results, and click on the required data item.

September 2020

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