

BEEDS portal | Bank of England Electronic Data Submission Portal User guide

Submitting a return

This User guide explains how to submit a return BEEDS

1. Once you are logged in navigate to the Menu and Returns

The screenshot shows the BEEDS Portal interface. At the top, there is a dark blue header with 'Bank of England' on the left and 'BEEDS Portal' on the right. Below the header, the user's name 'Scott Simmons, BoE Test Reporter (CDOD use only)' is displayed, along with a '(Change firm)' link and user icons. A yellow 'Menu' button is visible on the left. The main heading is 'Welcome to the BEEDS portal'. The text explains that the portal is used for creating, editing, and submitting returns online. It lists the submission functionality: submitting finalised returns, viewing submission history, and requesting resubmissions. It also mentions that the portal can be used for account management and viewing the firm profile. Further guidance is available in the user guide under 'Help and Guidance'.

2. The returns available to you will be listed on the page below, click on the Return Name you would like to submit against.

The screenshot shows the 'Draft Returns' page in the BEEDS Portal. The header is the same as the previous screenshot. The main heading is 'Draft Returns'. Below the heading, there is a description: 'This page allows you to perform all activities related to managing returns.' There are two buttons: 'Create Return' and 'View Submissions'. Below the buttons is the section 'Upload/Edit Returns' which contains a table of returns.

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
	BTL228320	0.1	Quarterly	Complete	31/12/2019	30/01/2020	
	AGD1000001675	1.1		In Draft	28/11/2018		
	AGS1000001676	1.1		Complete	28/11/2018		
	BSTU40955	0.1	qrg	No Data	18/12/2022		

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3. Click on 'Upload Data' as shown on the screen below

Bank of England BEEDS Portal

Scott Simmons , BoE Test Reporter (CDOD use only)
([Change firm](#))

Menu

View Return

Return name: [Redacted] Return reference: [Redacted]
Return end date: [Redacted] Return due date: [Redacted]
Return status: [Redacted] Categories: [Redacted]

Actions

Upload Data

Select a template to view

00 CSDR Nick Overdue	Status: No Data
CSDR CSDR ⓘ	

[Back](#)

4. Click 'Choose File' and select the correct file.

Upload Data [X]

The FormSet below will be populated with data by uploading a file.

[Redacted] Choose File

The file will be processed. If any validation errors are found, the user will receive an email and the errors will be available to view in the portal.

ⓘ Allowed file types are: xml,zip. If .xbri is a valid file type, to speed up the upload process it is recommended that XBRL/IXBRL files greater than 10Mb are compressed using the standard .zip format. No other compression formats are currently accepted.

Cancel

5. Once the file has been uploaded the below page will display, if the file has no errors you will be able to see your submission by going to Menu > Returns and click on the 'View Submissions' button

Draft Returns

This page allows you to perform all activities related to managing returns.



If there are any errors you will receive an email notifying you of this.

Upload Data ✕

The FormSet below will be populated with data by uploading a file.

Choose File

The file will be processed. If any validation errors are found, the user will receive an email and the errors will be available to view in the portal.

✔ The file has been accepted for processing. If any validation errors are found, the user will receive an email and the errors will be available to view in the portal. These errors are placed within 'Errors & Warnings' in the Actions in the View Return page.

! Allowed file types are: xml.zip. If .xbrl is a valid file type, to speed up the upload process it is recommended that XBRL/IXBRL files greater than 10Mb are compressed using the standard .zip format. No other compression formats are currently accepted.

Done