

Introduction to GABRIEL ONLINE TRAINING

This tutorial is about GABRIEL, the Financial Conduct Authority's (FCA) and Prudential Regulation Authority's (PRA) online system for submitting regulatory data. This tutorial explains how firms enter, validate and submit returns in GABRIEL.



Table of Contents

INTRODUCTION 3

TOPIC 1: OVERVIEW OF GABRIEL..... 6

TOPIC 2: GETTING STARTED 12

TOPIC 3: SUBMITTING DATA ONLINE 37

SUMMARY 98

Introduction

GABRIEL stands for GATHERing Better Regulatory Information EElectronically. It is a flexible, user-friendly web-based application that makes it easier for you to complete and submit regulatory data to the FCA/PRA.

Electronic reporting enables the FCA and PRA to 'tailor' returns to your regulated activities so that you do not need to report information that is not relevant to your business. It also allows us to collect, validate and analyse the data more efficiently.

Once you have submitted your data, you can retrieve and view it for as long as it is stored on GABRIEL.

Introduction – Objectives

When you have finished this tutorial, you will be able to:

- register for a GABRIEL account
- set up and manage users
- view and understand your firm's reporting schedule
- view system and policy help text for support
- prepare, validate and submit returns online
- request a resubmission of a data item

Introduction – Overview

This tutorial will cover the following four topics:

- Overview of GABRIEL
- Getting Started
- Submitting Returns Online
- Summary

Topic 1: Overview of GABRIEL

In this topic you'll learn about GABRIEL and why it has been developed.

Why has GABRIEL been developed?

The GABRIEL system is the Financial Conduct Authority's (FCA) and Prudential Regulation Authority's (PRA) strategic data collection and reporting system.

It collects and analyses information about authorised firms and their activities as part of FCA's or PRA's supervision strategies.

We use this data to:

- monitor individual firms
- construct risk profiles
- identify trends in the market for thematic work

Risk-based Supervision

We supervise firms according to the risks they present to our statutory objectives.

We measure these risks by their potential impact on the market and the probability of them occurring.

The nature and extent of our supervisory relationship with an individual firm depends on whether we consider the firm to pose a high, medium or low risk to our objectives.

Electronic reporting provides the basis for risk-based supervision. This relies on having accurate and up-to-date information about firms to allow us to target our resources effectively.

What are your reporting requirements?

Your reporting requirements are determined by your firm's category and the nature of your business. The format and content of these requirements are set out in the Financial Services Handbook, Chapter 16 of the Supervision Manual (SUP16).

When you login to GABRIEL you will only be asked for the regulatory data that your firm needs to report.

These reporting requirements are subject to strict time limits under SUP16.3.13. If a firm does not meet these time limits we will charge the firm an administration fee. If the firm still does not submit the information we require, we may take enforcement action, which can result in the firm losing its permission to carry on regulated activities.

Submission Methods

GABRIEL gives you four ways to submit your regulatory data to the FCA and PRA.

You should use the method that is most suitable to your firm:

1. Online
2. Offline
3. Web Upload
4. Direct Communication

Note: This tutorial covers the **Online Return** method in detail as we envisage this will be the most popular choice for firms. If you intend to use any of the other three methods, please refer to the relevant GABRIEL system help text.

Submission Methods

Online

Using the online method, you will be able to enter data directly into GABRIEL, save work-in-progress and validate and submit data, all via a web-browser.

Offline

Using the offline method, you can download a PDF version of the data item from GABRIEL and input your data offline. When you have completed the data items offline, you can upload the PDF version to GABRIEL where you can validate and submit the data online.

Web Upload

Using Web Upload, you will produce an XML file that is compliant with definitions published in FCA's Data Reference Guide. You will then upload this file to GABRIEL. The relevant sections of the online data items being pre-populated ready for you to review, validate, and submit using the online system.

Direct Communication

Using Direct Communication, you will produce an XML file that is compliant with the definitions published in FCA's Data Reference Guide. This file is then transferred to us using a secure file transfer mechanism. GABRIEL will process the file and validate the data before automated submission.

Topic 2: Getting Started

In this topic you'll learn how to start using GABRIEL.

Registration

If you are a newly authorised firm, you will receive a registration invitation from us to register.

An identified approved person from your firm is required to register the firm. He or she is responsible for:

- registering his/her firm to use GABRIEL
- nominating the firm's Principal User (PU)

Registration

The approved person will be asked to supply the following details during registration:

- Individual Reference Number
- Date of birth
- National Insurance Number

Once your firm's registration details have been authenticated, the approved person must nominate a Principal User (PU) for the system.

The PU can then create other users on the system.

Registration

There are three levels of users: Principal User, Firm Administrator and Normal Firm User.

Principal User (PU)

This person will be the senior user for the firm and have access to the whole system. They can set up and control other users within the firm. The PU can delegate any detailed data entry to other users.

Firm Administrator

The system will allow the PU to delegate duties to another person who can have almost the same rights, so the Firm Administrator can carry out all the functions, including adding other users to the system. But the PU will remain the main contact with the FCA for any issues concerning GABRIEL.

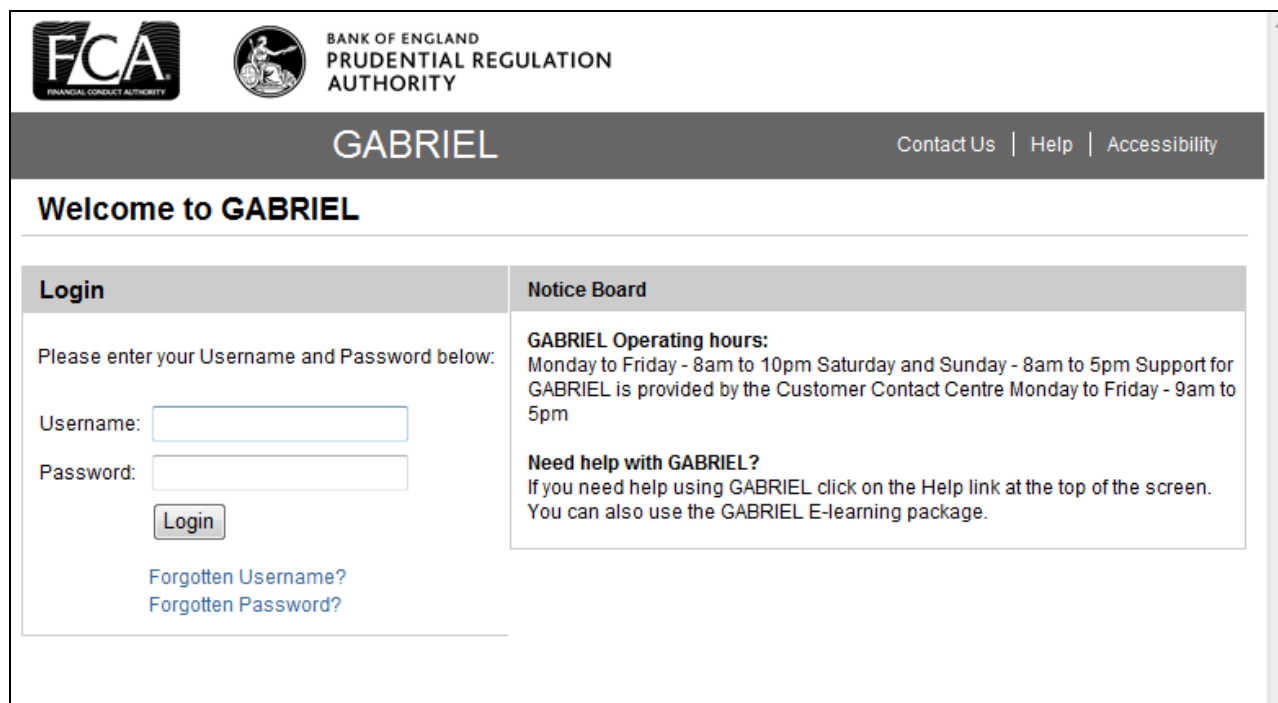
Normal Firm User

The PU or the Firm Administrator can add other users. These users can be granted varying access to the data items your firm is required to submit.

Each new user will receive a username and an initial password to access GABRIEL.

If you need to use GABRIEL and do not have a username and password, contact the PU or Firm Administrator within your firm.

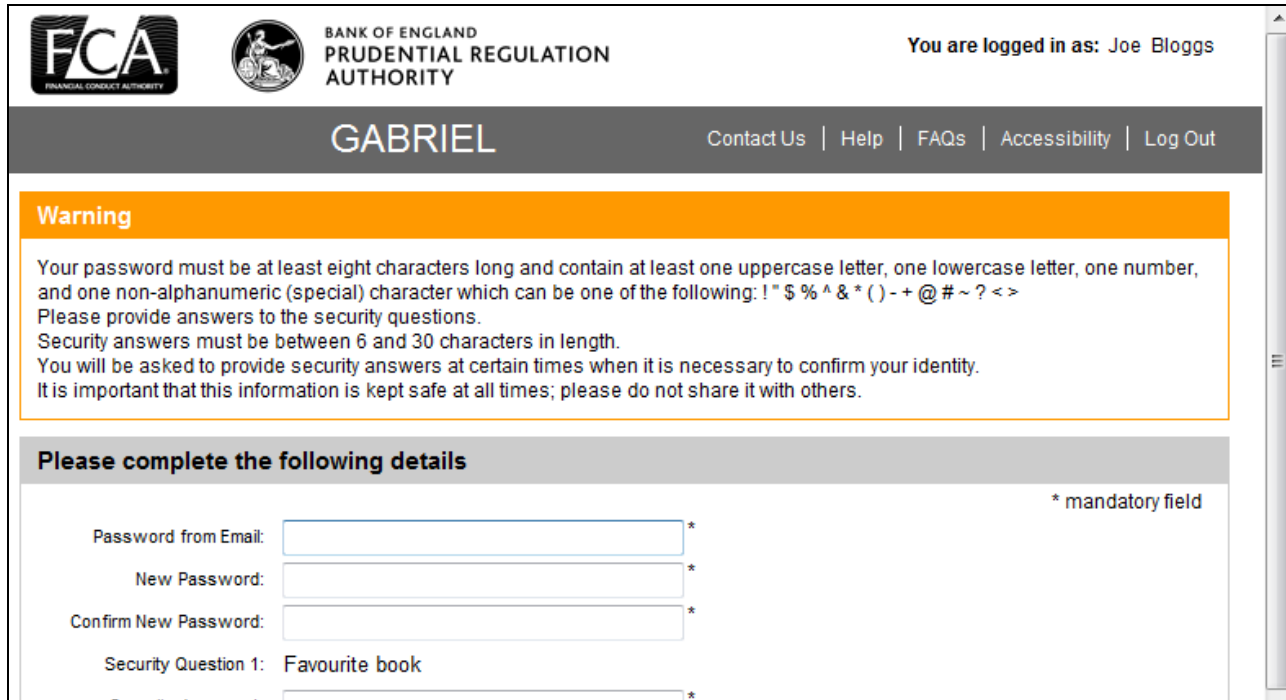
First Time Login



The screenshot shows the GABRIEL login interface. At the top, there are logos for the FCA and the Bank of England Prudential Regulation Authority. Below these is a dark grey header with the word 'GABRIEL' and links for 'Contact Us', 'Help', and 'Accessibility'. The main content area is titled 'Welcome to GABRIEL'. It is divided into two columns. The left column, titled 'Login', contains a prompt to enter username and password, two input fields, a 'Login' button, and links for 'Forgotten Username?' and 'Forgotten Password?'. The right column, titled 'Notice Board', contains information about operating hours and a link for help.

Login	Notice Board
<p>Please enter your Username and Password below:</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgotten Username?</p> <p>Forgotten Password?</p>	<p>GABRIEL Operating hours: Monday to Friday - 8am to 10pm Saturday and Sunday - 8am to 5pm Support for GABRIEL is provided by the Customer Contact Centre Monday to Friday - 9am to 5pm</p> <p>Need help with GABRIEL? If you need help using GABRIEL click on the Help link at the top of the screen. You can also use the GABRIEL E-learning package.</p>

The first time you login to GABRIEL, please enter the username and password you have been given by email.



FCA BANK OF ENGLAND PRUDENTIAL REGULATION AUTHORITY

You are logged in as: Joe Bloggs

GABRIEL

[Contact Us](#) | [Help](#) | [FAQs](#) | [Accessibility](#) | [Log Out](#)

Warning

Your password must be at least eight characters long and contain at least one uppercase letter, one lowercase letter, one number, and one non-alphanumeric (special) character which can be one of the following: ! " \$ % ^ & * () - + @ # ~ ? < >

Please provide answers to the security questions.

Security answers must be between 6 and 30 characters in length.

You will be asked to provide security answers at certain times when it is necessary to confirm your identity.

It is important that this information is kept safe at all times; please do not share it with others.

Please complete the following details

* mandatory field

Password from Email: *

New Password: *

Confirm New Password: *

Security Question 1: Favourite book *

As this is the first time you login, GABRIEL will ask you to change your password, this ensures that only you can log in with your username.

Your password must be at least eight characters long and contain at least one uppercase letter, one lowercase letter, one number, and one non-alphanumeric (special) character which can be one of the following: ! " \$ % ^ & * () - + @ # ~ ? < >
Please provide answers to the security questions.
Security answers must be between 6 and 30 characters in length.
You will be asked to provide security answers at certain times when it is necessary to confirm your identity.
It is important that this information is kept safe at all times; please do not share it with others.

Please complete the following details

* mandatory field

Password from Email: *

New Password: *

Confirm New Password: *

Security Question 1: Favourite book

Security Answer 1: *

Confirm Security Answer 1: *

Security Question 2: Favourite film

Security Answer 2: *

Confirm Security Answer 2: *

Security Question 3: Name of your first school

On this screen you will also be asked to complete three security questions.

Please complete the following details

* mandatory field

Password from Email:

●●●●●●●●

*

New Password:

●●●●●●●●

*

Confirm New Password:

●●●●●●●●

*

Security Question 1:

Favourite book

Security Answer 1:

●●●●●●

*

Confirm Security Answer 1:

●●●●●●

*

Security Question 2:

Favourite film

Security Answer 2:

●●●●●●

*

Confirm Security Answer 2:

●●●●●●

*

Security Question 3:

Name of your first school

Security Answer 3:

●●●●●●●●

*

Confirm Security Answer 3:

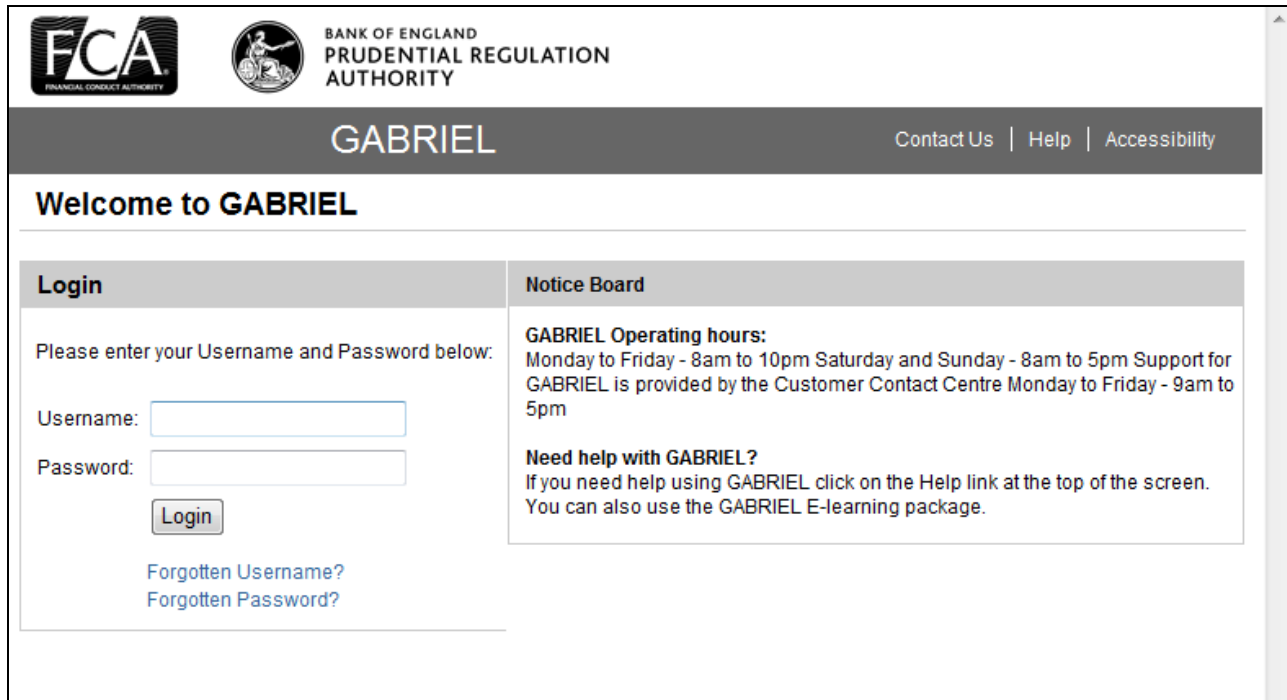
*

Save

Remember your answers as you may need them in future, for example, if you have forgotten your password.

Click **Save**.

Login and Logout



The screenshot shows the GABRIEL login interface. At the top, there are logos for the FCA and the Bank of England Prudential Regulation Authority. Below these is a dark grey header with the word 'GABRIEL' in white, and links for 'Contact Us', 'Help', and 'Accessibility'. The main content area is titled 'Welcome to GABRIEL'. It is divided into two columns. The left column is titled 'Login' and contains the text 'Please enter your Username and Password below:'. It has input fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgotten Username?' and 'Forgotten Password?'. The right column is titled 'Notice Board' and contains two sections: 'GABRIEL Operating hours:' with details for Monday to Friday, Saturday, and Sunday, and 'Need help with GABRIEL?' with instructions on where to find help.

Login	Notice Board
<p>Please enter your Username and Password below:</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgotten Username?</p> <p>Forgotten Password?</p>	<p>GABRIEL Operating hours: Monday to Friday - 8am to 10pm Saturday and Sunday - 8am to 5pm Support for GABRIEL is provided by the Customer Contact Centre Monday to Friday - 9am to 5pm</p> <p>Need help with GABRIEL? If you need help using GABRIEL click on the Help link at the top of the screen. You can also use the GABRIEL E-learning package.</p>

To login to GABRIEL, enter a valid username and password. These details will have been issued to you by GABRIEL via email when you were set up as a user.

Enter your username in lower case.

Enter your password.

Click **Login**.



The screenshot shows the GABRIEL portal interface. At the top, there are logos for the FCA and the Bank of England Prudential Regulation Authority. The user is logged in as Joe Bloggs, Principal User for firm: Gabriel Principal-User. The main header displays 'GABRIEL' and navigation links: Contact Us, Help, FAQs, Accessibility, and Log Out. A left sidebar contains a menu with options: Firm and User Administration, View Schedule, My Details, View Submission History, XML Submission, View Resubmission Requests, and Product Sales Data. The main content area is titled 'Firm Schedule - Reporting Period' and shows the FRN: 123456 and Firm Name: XYZ Finance Company. A yellow warning box states: 'Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. Need help? Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.' Below this is a table with columns: Return Due Date, Reporting Period Start, and Reporting Period End. The first row shows a return due on 11/08/2014, with a reporting period from 01/06/2014 to 30/06/2014, and a 'Ready to Complete' button.



Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014	01/06/2014	30/06/2014	Ready to Complete

If any information is incorrect an error message will be displayed and you will then be able to try again.

Three invalid login attempts will result in your user account being suspended and you will need to contact your firm's Principal User or Firm Administrator to have your account reactivated. If you are the Principal User or Firm Administrator, then you will need to contact the FCA/PRA Customer Contact Centre.

Once you have successfully logged in you will be taken to your firm's reporting schedule screen - your Home page.

To logout at any point click **Log Out**.



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AUTHORITY


You are logged in as: Joe Bloggs
Principal User for firm: Gabriel Principal-User

GABRIEL | [Contact Us](#) | [Help](#) | [FAQs](#) | [Accessibility](#) | [Log Out](#)

[Firm and User Administration](#)
[View Schedule](#)
[My Details](#)
[View Submission History](#)
[XML Submission](#)
[View Resubmission Requests](#)
[Product Sales Data](#)

[Print](#)

Message from webpage

 Any unsaved data on the current session will be lost. Are you sure you want to Log out?

[OK](#) [Cancel](#)

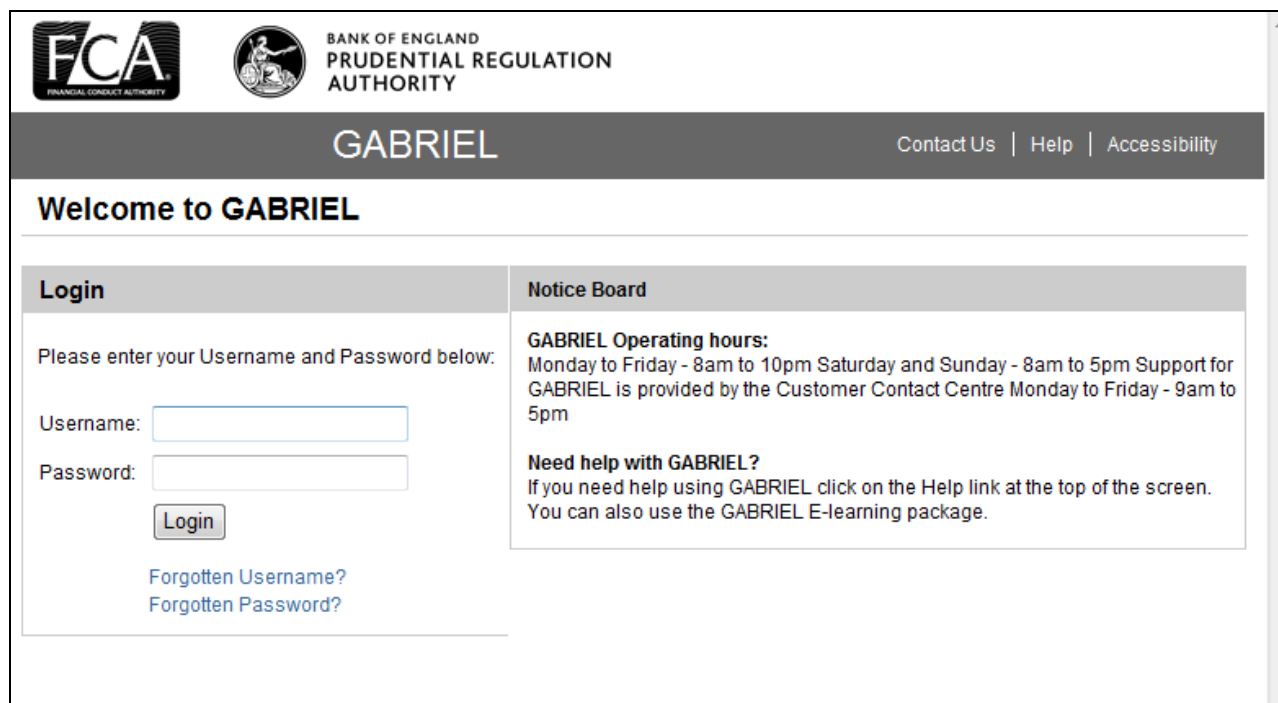
to expand the

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014	01/06/2014	30/06/2014	Ready to Complete

Click **OK** to confirm you wish to log out.



Changing Your Password



The screenshot shows the GABRIEL login interface. At the top, there are logos for the FCA and the Bank of England Prudential Regulation Authority. Below these is a dark grey header with the word 'GABRIEL' and links for 'Contact Us', 'Help', and 'Accessibility'. The main content area is titled 'Welcome to GABRIEL'. It is divided into two columns. The left column, titled 'Login', contains a prompt to enter username and password, input fields for both, a 'Login' button, and links for 'Forgotten Username?' and 'Forgotten Password?'. The right column, titled 'Notice Board', contains information about operating hours and a link for help.

Login	Notice Board
<p>Please enter your Username and Password below:</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgotten Username? Forgotten Password?</p>	<p>GABRIEL Operating hours: Monday to Friday - 8am to 10pm Saturday and Sunday - 8am to 5pm Support for GABRIEL is provided by the Customer Contact Centre Monday to Friday - 9am to 5pm</p> <p>Need help with GABRIEL? If you need help using GABRIEL click on the Help link at the top of the screen. You can also use the GABRIEL E-learning package.</p>


Once you are logged into GABRIEL you can change your password at any time.

**BANK OF ENGLAND
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AUTHORITY**

You are logged in as: Gabriel Principal-User
Principal User for firm: Gabriel Principal-User

GABRIEL | [Contact Us](#) | [Help](#) | [FAQs](#) | [Accessibility](#) | [Log Out](#)

[Firm and User Administration](#)
[View Schedule](#)
[My Details](#)
[View Submission History](#)
[XML Submission](#)
[View Resubmission Requests](#)
[Product Sales Data](#)

[Print](#) 

Firm Schedule - Reporting Period



FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click **[+]** to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014	01/06/2014	30/06/2014	Ready to Complete

Click **My Details**.


BANK OF ENGLAND
 PRUDENTIAL REGULATION
 AUTHORITY

You are logged in as: Gabriel Principal-User
 Principal User for firm: Gabriel Principal-User

GABRIEL

[Contact Us](#) | [Help](#) | [FAQs](#) | [Accessibility](#) | [Log Out](#)

Firm and User Administration
 View Schedule
My Details
 View / Change Personal Details
 Change Password
 View Submission History
 XML Submission
 View Resubmission Requests
 Product Sales Data

[Print](#)


My Details



FRN: 123456 **Firm Name:** XYZ Finance Company

This screen allows you to update your personal details within GABRIEL. If you are an Approved Person, changing personal information here does NOT constitute formal notification of the change as required by SUP 10A.14.15R of the FCA Handbook and SUP10B 12.16R of the PRA Handbook. Formal notification of the change to an approved person's personal details must be carried out via the Approved Persons Form D.

Please Note - Changing User permissions:
 To change user permissions (such as access to particular data items) you must contact your Principal User / Firm Administrator.

Choose an option:

Click **Change Password**.



BANK OF ENGLAND
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AUTHORITY

You are logged in as: Gabriel Principal-User
Principal User for firm: Gabriel Principal-User

GABRIEL

Contact Us | Help | FAQs | Accessibility | Log Out

Firm and User Administration

View Schedule

My Details

View / Change Personal Details


Change Password

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

Print 



Warning

The current session may have unsaved data. Are you sure you want to continue?

Continue

Cancel

Click **Continue**.



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY

You are logged in as: Gabriel Principal-User
Principal User for firm: Gabriel Principal-User

GABRIEL

Contact Us | Help | FAQs | Accessibility | Log Out

Firm and User Administration

View Schedule

My Details

View / Change Personal Details


Change Password

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

◀ back | Print 

My Details

FRN: 123456 Firm Name: XYZ Finance Company

Change Password

* mandatory field

Old Password: *

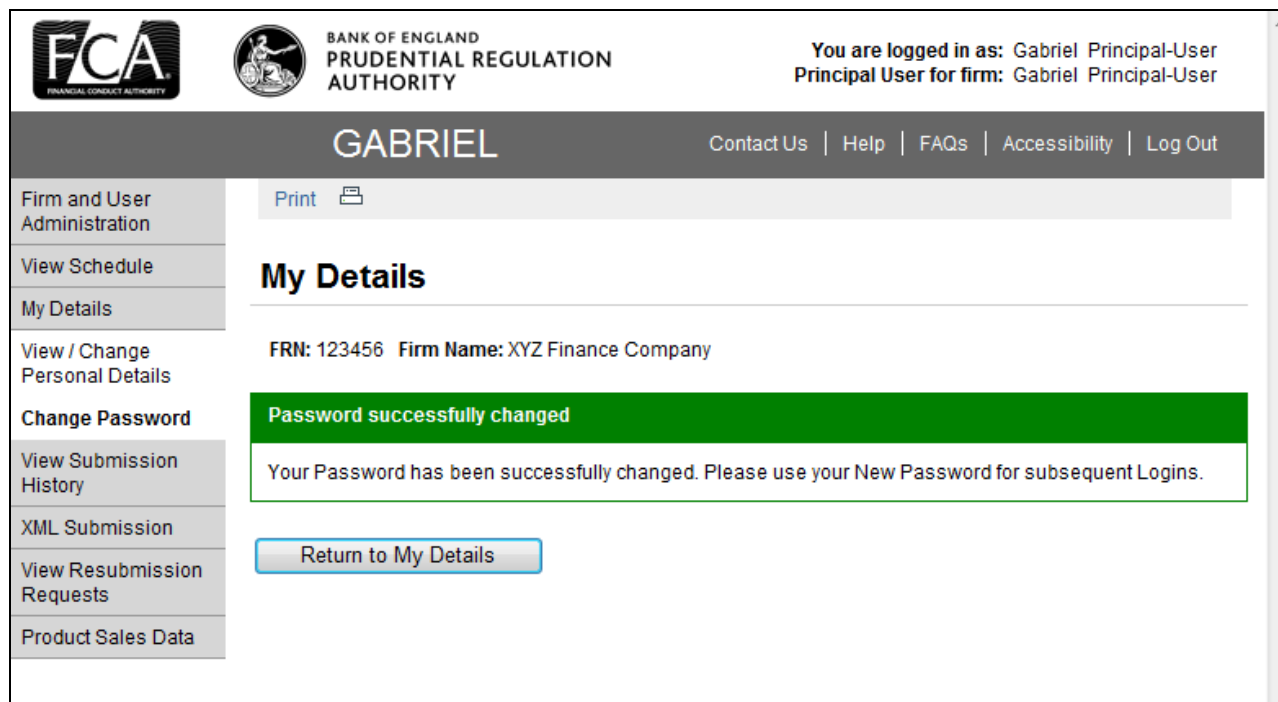
New Password: *

Confirm New Password: *

Save

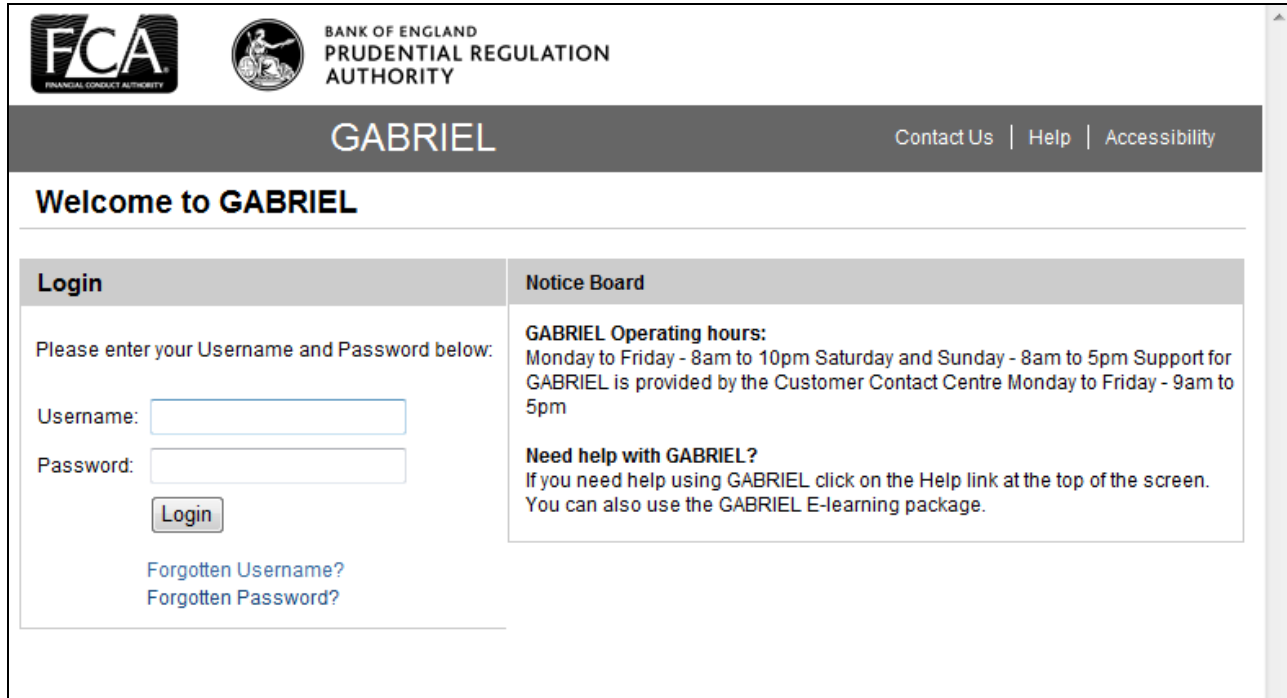
To change your password, enter your current password, and then your new password twice. You will not be able to use a password that you have previously used.

Click **Save**.

The screenshot shows the GABRIEL system interface. At the top, there are logos for the FCA and the Bank of England Prudential Regulation Authority. The user is logged in as 'Gabriel Principal-User'. A sidebar on the left contains navigation links such as 'Firm and User Administration', 'View Schedule', 'My Details', 'View / Change Personal Details', 'Change Password', 'View Submission History', 'XML Submission', 'View Resubmission Requests', and 'Product Sales Data'. The main content area is titled 'My Details' and shows the user's FRN (123456) and firm name (XYZ Finance Company). A green banner displays the message 'Password successfully changed', followed by a confirmation text: 'Your Password has been successfully changed. Please use your New Password for subsequent Logins.' A 'Return to My Details' button is located below the message. A 'Print' button is also visible at the top of the main content area.

A message will be displayed confirming your password has been successfully been updated.

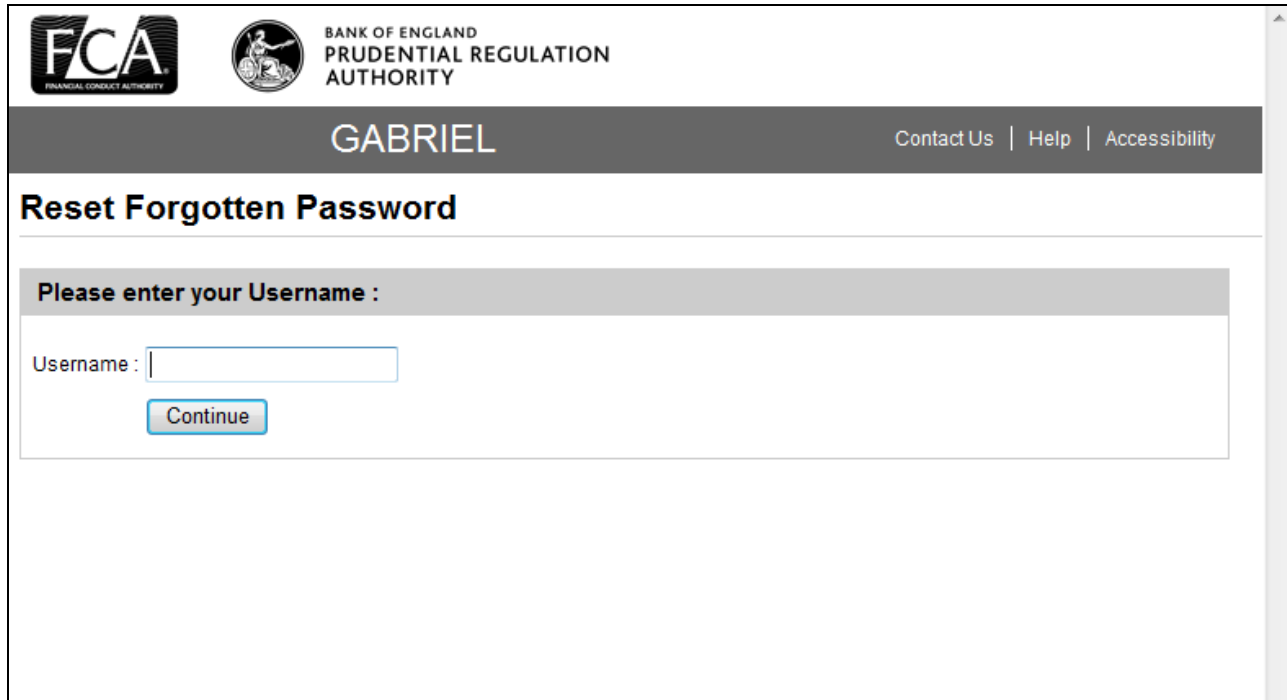
Forgotten Your Password





The screenshot shows the GABRIEL login interface. At the top, there are logos for the FCA and the Bank of England Prudential Regulation Authority. Below these is a dark grey header with the word 'GABRIEL' and links for 'Contact Us', 'Help', and 'Accessibility'. The main content area is titled 'Welcome to GABRIEL'. It is divided into two columns. The left column, titled 'Login', contains a prompt to enter username and password, two input fields, a 'Login' button, and links for 'Forgotten Username?' and 'Forgotten Password?'. The right column, titled 'Notice Board', contains information about operating hours and a link for help.

Login	Notice Board
<p>Please enter your Username and Password below:</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgotten Username? Forgotten Password?</p>	<p>GABRIEL Operating hours: Monday to Friday - 8am to 10pm Saturday and Sunday - 8am to 5pm Support for GABRIEL is provided by the Customer Contact Centre Monday to Friday - 9am to 5pm</p> <p>Need help with GABRIEL? If you need help using GABRIEL click on the Help link at the top of the screen. You can also use the GABRIEL E-learning package.</p>

If you have forgotten your password you can reset it automatically by clicking the **Forgotten Password?** link.



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GABRIEL [Contact Us](#) | [Help](#) | [Accessibility](#)

Reset Forgotten Password

Please enter your Username :


Username :

[Continue](#)

Enter your username.

Click **Continue**.



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AUTHORITY

GABRIEL [Contact Us](#) | [Help](#) | [Accessibility](#)

[back](#) [Print](#) 

Reset Forgotten Password

Enter Security Details

Security Question : Favourite film

Security Answer :

[back](#)

If you are the Principal User, you have to answer two security questions correctly in order to receive your new password by email.



If you are not the Principal User, you will be asked a single question.

Answer the security question displayed.

Click **Reset Password**.



GABRIEL will now send you your new password via email. Click the activation link in the email to complete the password reset process.



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PRUDENTIAL REGULATION
AUTHORITY

You are logged in as: Gabriel Principal-User
Principal User for firm: Gabriel Principal-User

GABRIEL | [Contact Us](#) | [Help](#) | [FAQs](#) | [Accessibility](#) | [Log Out](#)

[Firm and User Administration](#)

[View Schedule](#)

[My Details](#)

[View Submission History](#)

[XML Submission](#)

[View Resubmission Requests](#)

[Product Sales Data](#)

[Print](#)

Firm Schedule - Reporting Period



FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014	01/06/2014	30/06/2014	Ready to Complete

If you need to change your personal details, for example when your email address changes, click **My Details**.



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY

You are logged in as: Gabriel Principal-User
Principal User for firm: Gabriel Principal-User

GABRIEL

Contact Us | Help | FAQs | Accessibility | Log Out

Firm and User Administration

View Schedule

My Details

View / Change Personal Details


Change Password

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

Print 

My Details

FRN: 123456 Firm Name: XYZ Finance Company

This screen allows you to update your personal details within GABRIEL. If you are an Approved Person, changing personal information here does NOT constitute formal notification of the change as required by SUP 10A.14.15R of the FCA Handbook and SUP10B 12.16R of the PRA Handbook. Formal notification of the change to an approved person's personal details must be carried out via the Approved Persons Form D.

Please Note - Changing User permissions:
To change user permissions (such as access to particular data items) you must contact your Principal User / Firm Administrator.

Choose an option:

Click **View / Change Personal Details**.

View Resubmission Requests

Product Sales Data

First Name

Gabriel

mandatory field

Surname

Principal-User

*

Security question 1

Favourite book

Security answer 1

.....

Confirm Security answer 1

.....

Security question 2

Favourite film

Security answer 2

.....

Confirm Security answer 2

.....

Security question 3

Name of your first school

Security answer 3

.....

Confirm Security answer 3

.....

Email Address

mark.milton@fca.org.uk

*

Confirm Email Address

mark.milton@fca.org.uk

*

Telephone Number

0123-456-7890

*

Save

Using this screen you can update your personal details.

Please note that you cannot change your permissions here, to do this you will need to contract your Principal User or Firm Administrator.

Firm and User Administration	My Details
View Schedule	FRN: 123456 Firm Name: XYZ Finance Company
My Details	
View / Change Personal Details	Personal details updated
Change Password	The details have been saved.
View Submission History	
XML Submission	
View Resubmission Requests	
Product Sales Data	

Personal Details

First Name * mandatory field

Surname *

Security question 1

Security answer 1

Confirm Security answer 1

Security question 2

Security answer 2

A message will appear when your details have been successfully updated.

Topic 3: Submitting Data Online

In this topic you'll learn how to:

- view your reporting schedule
- complete a return online
- submit data online
- ask for a resubmission

Data Items

Throughout GABRIEL, and the rest of this tutorial, we frequently refer to the terms 'data items' and 'data elements'. So it is important we explain what they mean.

Data Items

A data item is a group of reportable facts, such as a balance sheet or an income statement. Each data item has a unique reference number, for example a balance sheet is FSA001.

Data items must be submitted to the FCA/PRA by a firm or other regulated entity under Financial Services Handbook Supervision Manual (SUP 16) or provisions referred to in SUP 16.

Data Element

Each data item contains a number of data elements. A data element is a numbered data entry field, for example data element number 15 of FSA001 is 'Goodwill'.

Return

The set of data items a firm is required to submit on the same submission due date are grouped into a 'return'. So on your reporting schedule you will see a list of 'returns' for different submission due date(s).

Firm Schedule

[Firm and User Administration](#)
[View Schedule](#)
[My Details](#)
[View Submission History](#)
[XML Submission](#)
[View Resubmission Requests](#)
[Product Sales Data](#)

[Print](#)

Firm Schedule - Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
[+] Return due 11/08/2014	01/06/2014	30/06/2014	Ready to Complete
[+] Return due 11/08/2014	01/04/2014	30/06/2014	Ready to Complete
[+] Return due 02/09/2014	01/04/2014	30/06/2014	Ready to Complete
[+] Return due 23/09/2014	01/04/2014	30/06/2014	Ready to Complete

You will see your firm's tailored reporting schedule on the **Firm Schedule - Reporting Period** screen.

This schedule displays your firms rolling reporting requirements for the next 12 months. This is produced automatically based on your regulatory activities, legal status and accounting reference date (ARD).

The set of data items a firm is required to submit on the same submission due date are grouped into a return.

The schedule presents the returns in due date order.

Their reporting period start and end dates.

And, any relevant status flag for the returns.

Firm Schedule continued

There are three important timeframes to be aware of when reviewing your reporting schedule:

Reporting period This is the period that you must report regulatory data for. This can cover a period of one month, three months, six months or 12 months.


The length of your reporting period reflects your reporting frequency. It is based on the type of business you are permitted to undertake and the relevant reporting thresholds set out in the FCA or PRA handbook, for example business volumes.

Submission date This is the period (in days) after the end of the relevant reporting period and indicates the time you have to complete and submit the return. It is the number of business days between the Reporting Period End and the Due Date.

This can be calculated on the Firm Reporting Schedule screen. Your Submission Period can range from seven to 45 business days, depending on the type of business your firm undertakes and the data items you are due to submit.

Due date This is the deadline for you to complete and submit a set of data items (return) using GABRIEL.

Firm and User Administration
View Schedule
My Details
View Submission History
XML Submission
View Resubmission Requests
Product Sales Data


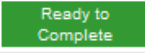

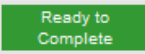

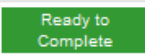

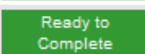
Print 

Firm Schedule - Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
 Return due 11/08/2014	01/06/2014	30/06/2014	
 Return due 11/08/2014	01/04/2014	30/06/2014	
 Return due 02/09/2014	01/04/2014	30/06/2014	
 Return due 23/09/2014	01/04/2014	30/06/2014	

Within GABRIEL, you can quickly view the data items in a return by clicking the plus [+] symbol next to the **Return due** date.

In this expanded view, you can see the individual data items and their status.

<input type="checkbox"/>	Return due 12/02/2015	01/10/2014	31/12/2014
<input type="checkbox"/>	Return due 12/02/2015	01/07/2014	31/12/2014
<input type="checkbox"/>	Return due 12/02/2015	01/01/2014	31/12/2014
<input type="checkbox"/>	Return due 05/03/2015	01/10/2014	31/12/2014
<input type="checkbox"/>	Return due 05/03/2015	01/07/2014	31/12/2014
<input type="checkbox"/>	Return due 27/04/2015	01/01/2014	31/12/2014
<input type="checkbox"/>	Return due 30/04/2015	01/01/2014	31/12/2014
<input type="checkbox"/>	Return due 30/04/2015	01/01/2015	31/03/2015
<input type="checkbox"/>	Return due 15/05/2015	01/01/2015	31/03/2015
<input type="checkbox"/>	Return due 08/06/2015	01/01/2015	31/03/2015
<input type="checkbox"/>	Return due 30/06/2015	01/01/2014	31/12/2014
<input type="checkbox"/>	Return due 28/07/2015	01/04/2015	30/06/2015
<input type="checkbox"/>	Return due 11/08/2015	01/04/2015	30/06/2015
<input type="checkbox"/>	Return due 11/08/2015	01/01/2015	30/06/2015
<input type="checkbox"/>	Return due 02/09/2015	01/04/2015	30/06/2015
<input type="checkbox"/>	Return due 02/09/2015	01/01/2015	30/06/2015
<input type="button" value="Expand All"/>			

To expand all the reporting returns on your schedule at once, click the **Expand All** button at the bottom of the schedule.

	RMA-K Adviser charges	No data
	RMA-L Consultancy charges	No data
<input type="checkbox"/>	Return due 02/09/2015	01/04/2015 30/06/2015
	FSA008 Large Exposures(UK consolidation group)	No data
<input type="checkbox"/>	Return due 02/09/2015	01/01/2015 30/06/2015
	FSA001 Balance Sheet(UK consolidation group)	No data
	FSA002 Income Statement(UK consolidation group)	No data
	FSA003 Capital Adequacy(UK consolidation group)	No data
	FSA004 Breakdown of Credit Risk Data(UK consolidation group)	No data
	FSA014 Forecast Data from Firms(UK consolidation group)	No data
	FSA015 Sectoral Information(UK consolidation group)	No data
	FSA017 Interest rate gap report(UK consolidation group)	No data
	Collapse All	

Click **Collapse All** to restore the screen.

Data Items (1)

Firm and User Administration	back					
View Schedule	<h3>Firm Schedule - Data Items in Reporting Period</h3>					
My Details	FRN: 123456 Firm Name: XYZ Finance Company					
View Submission History	<p>Click on the data item link to view / edit. Click [+] to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.</p>					
XML Submission	<p>To submit a PSD report, select the report and click Submit.</p>					
View Resubmission Requests	<p>Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.</p>					
Product Sales Data	<h4>Reporting Period Information</h4> <p>Data Item Due Date: 11/08/2014 Reporting Period Start Date: 01/04/2014 Reporting Period End Date: 30/06/2014</p>					
	<table><thead><tr><th>Select Item</th><th>Data Item</th><th>Completion Status</th><th>Cross Validation?</th><th>Resubmission</th></tr></thead></table>	Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
Select Item	Data Item	Completion Status	Cross Validation?	Resubmission		

This screen displays all the data items that are contained within a return for a given due date. The system tailors the reporting requirements to reflect your regulatory activities, legal status, and in some cases, your group structure.

Reporting Period Information				
Data Item Due Date: 11/08/2014				
Reporting Period Start Date: 01/04/2014				
Reporting Period End Date: 30/06/2014				
Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="button" value="+"/> FSA001 Balance Sheet	Draft		
<input type="checkbox"/>	<input type="button" value="+"/> FSA002 Income Statement	No data		
<input type="checkbox"/>	<input type="button" value="+"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="button" value="+"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="button" value="+"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="button" value="+"/> FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	<input type="button" value="+"/> PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	<input type="button" value="+"/> PSD002 Product Sales Data - Retail Investments	No data		
<input type="button" value="Select All"/>				

This screen also displays the data item's: **Completion Status**, **Cross Validation** requirements (if any) and **Resubmission** status (if the data item has been released for resubmission).

Click the plus symbol [+] to view more information about the data item.

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Draft		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	No data		
	Cross Validation Items: Reporting Period Start: 01/04/2014 Reporting Period End: 30/06/2014 Due Date: 11/08/2014 Last Updated By: Last Updated: Version: 1 Submitted By: Submitted Date:			
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA017 Interest rate gap report	No data		

This displays some useful information about the data item such as **Cross Validation Items**, which tells you:

- which data items are cross validated against it
- the person who submitted it
- the person who last updated it
- the date and time it was updated

Reporting Period Information				
Data Item Due Date: 11/08/2014				
Reporting Period Start Date: 01/04/2014				
Reporting Period End Date: 30/06/2014				
Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Draft		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	No data		
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD002 Product Sales Data - Retail Investments	No data		
<input type="button" value="Select All"/>				

To complete a data item, follow this process:

1. Key data into the data item
2. Save data
3. Amend data
4. Validate and save data
5. If cross validation is required, cross validate data items

To complete a particular data item, click its name.

Firm and User Administration	back Print Current Page Print / Save Data Item as PDF
View Schedule	FRN: 123456 Firm Name: XYZ Finance Company
My Details	
View Submission History	
XML Submission	
View Resubmission Requests	
Product Sales Data	

FSA002 - Income Statement

[1](#) [2](#) [next](#)

Reporting Period Information

Due Date : 11/08/2014	Reporting Period Start : 01/04/2014	Reporting Period End :
-----------------------	-------------------------------------	------------------------

Special Instructions

This data item should be completed on a cumulative basis for the firm's current financial year up to the reporting date.

The list of Firm Reference Numbers for group members is populated automatically for data items reported on a group basis prior to submission.

For further help click [here](#) [?](#)

Currency	GBP	Currency Units	thousands	Reporting Basis	unco
----------	-----	----------------	-----------	-----------------	------

This data item is made up of two pages. Use these buttons to move between the pages.

Special Instructions

This data item should be completed on a cumulative basis for the firm's current financial year up to the reporting date.

The list of Firm Reference Numbers for group members is populated automatically for data items reported on a group basis. Please verify the list prior to submission.

For further help click [here](#) ?

Currency	GBP	Currency Units	thousands	Reporting Basis	unconsolidated
----------	-----	----------------	-----------	-----------------	----------------

Group reference number ?

FRN for group member(s) ?

	A	B
	Of which Trading book	Total
1. Financial & operating income - total	?	*
2. Interest income		
3. of which on retail secured loans		
4. on retail unsecured loans (including bank deposits)		
5. on card accounts		

You can enter data directly into this data item.

14.	Other fee and commission income	<input type="text"/>
15.	Trading income (losses)	<input type="text"/>
16.	of which on trading investments	<input type="text"/>
17.	charges on UCITS sales / redemptions	<input type="text"/>
18.	on foreign exchange	<input type="text"/>
19.	other trading income	<input type="text"/>
20.	Gains (losses) arising from non-trading instruments	<input type="text"/>
21.	Realised gains (losses) on financial assets & liabilities (other than HFT and FVTPL)	<input type="text"/>
22.	Dividend income	<input type="text"/>
23.	Other operating income	<input type="text"/>
24.	Gains (losses) on disposals of HFS non-current assets & discontinued operations	<input type="text"/>

1 | 2 | [next](#)

FSA002 - Income Statement
Page 1 of 2

There are two ways to save your work:

- Save as draft
- Validate and save

We will cover the Validate and save option later on.

Choose the **Save as draft** option, if you want to save your data without the system checking it for any validation errors.

For example, you may have been filling in one section of the data item but you do not have the data to complete all of the questions. You can save as draft and go back and edit it when you have all the information you need.

GABRIEL		Contact Us Help FAQs Accessibility Log Out
Firm and User Administration	◀ back Print Current Page Print / Save Data Item as PDF	
View Schedule	FRN: 123456 Firm Name: XYZ Finance Company	
My Details	Successful	
View Submission History	Data Item saved successfully.	
XML Submission		
View Resubmission Requests		
Product Sales Data		
<h3>FSA002 - Income Statement</h3>		
1 2 next		
Reporting Period Information		
Due Date : 11/08/2014 Reporting Period Start : 01/04/2014 Reporting Period End : 03/03/2015		
Special Instructions		
This data item should be completed on a cumulative basis for the firm's current financial year up to the reporting date.		
The list of Firm Reference Numbers for group members is populated automatically for data items reported on a group basis.		

After saving as draft, the **Success Message** will appear...

View Resubmission Requests

Product Sales Data

can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Item Due Date: 11/08/2014

Reporting Period Start Date: 01/04/2014

Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Draft		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	Draft		
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	

...and the **Completion Status** will also change to **Draft**.

Data Items (2)

FRN: 123456 Firm Name: XYZ Finance Company

Click on the data item link to view / edit. Click [+] to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information				
Data Item Due Date:	11/08/2014			
Reporting Period Start Date:	01/04/2014			
Reporting Period End Date:	30/06/2014			

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	+ FSA001 Balance Sheet	Draft		
<input type="checkbox"/>	+ FSA002 Income Statement	Draft		
<input type="checkbox"/>	+ FSA003 Capital Adequacy	Waiting for cross validation	Yes	

Once you have completed a data item, you can validate it.

When you validate a data item, GABRIEL checks the data against inbuilt validation rules. These rules test the completeness and accuracy of the information you have entered, for example the validation rules may check that the total of a column is correct and display the errors if it is not.

There are two ways to validate your data:

1. You can click the **Validate and save** button within the individual data item screen
2. Select the item(s) and click **Validate** in the **Firm Reporting Schedule** screen

Option 2 is better if you want to validate two or more data items at the same time.

Here we will show you how to validate within the data item.

14.	Other fee and commission income	
15.	Trading income (losses)	
16.	<i>of which</i> on trading investments	
17.	charges on UCITS sales / redemptions	
18.	on foreign exchange	
19.	other trading income	
20.	Gains (losses) arising from non-trading instruments	
21.	Realised gains (losses) on financial assets & liabilities (other than HFT and FVTPL)	
22.	Dividend income	
23.	Other operating income	
24.	Gains (losses) on disposals of HFS non-current assets & discontinued operations	

12next

Save as draftValidate and save

FSA002 - Income StatementPage 1 of 2

When you are sure you've completed a data item correctly, click **Validate and save**.

[back](#) [Print Current Page](#) [Print / Save Data Item as PDF](#)

FRN: 123456 Firm Name: XYZ Finance Company

View Errors

Element	Error Type	Error Message
1B	Validation	Field must match calculation: $1B = 2B + 7B + 15B + 20B + 21B + 22B + 23B + 24B$
44B	Validation	Field must match calculation: $44B = 1B - 25B - 34B$

FSA002 - Income Statement [help](#) [?](#)

[1](#) [2](#) [next](#)

Reporting Period Information

Due Date : 11/08/2014 Reporting Period Start : 01/04/2014 Reporting Period End : 30/06/2014

Special Instructions
This data item should be completed on a cumulative basis for the firm's current financial year up to the reporting date.

GABRIEL checks that the data you've entered is valid.

If the data is valid, it displays a validation successful message, and changes the data item status to either **Ready to submit** or **Waiting for cross validation**.

If the data is invalid, the validation errors will be displayed at the top of the page and the data item status changes to **Failed validation**.

You can still return to a validated section and change data until you submit the data item.

In this example, two errors have been identified in your balance sheet. As well as these errors being displayed at the top of the page, the relevant data elements are also highlighted.

Currency	GBP	Currency Units	thousands	Reporting Basis	unconsolidated
Group reference number	<input data-bbox="511 367 544 399" type="text" value="?"/>	<input data-bbox="576 367 730 399" type="text"/>			
FRN for group member(s)	<input data-bbox="511 409 544 441" type="text" value="?"/>	<input data-bbox="576 409 730 441" type="text"/>			
				A Of which Trading book	B Total
1. Financial & operating income - total	<input data-bbox="966 493 998 525" type="text" value="?"/>	<input data-bbox="1006 493 1193 535" type="text"/>			1000 *
2. Interest income					900
3. of which on retail secured loans					400
4. on retail unsecured loans (including bank deposits)					500
5. on card accounts					
6. other					
7. Fee and commission income					
8. of which Gross commission and brokerage					
9. Performance fees					
10. Investment management fees					

Next, you will need to review and correct the individual errors and revalidate the data item.

In this example data element 22A must be greater than, or equal to, the sum of 6A and 8A, therefore one or more of the data elements should be corrected.

14.	Other fee and commission income	<input type="text"/>
15.	Trading income (losses)	<input type="text"/>
16.	<i>of which</i> on trading investments	<input type="text"/>
17.	charges on UCITS sales / redemptions	<input type="text"/>
18.	on foreign exchange	<input type="text"/>
19.	other trading income	<input type="text"/>
20.	Gains (losses) arising from non-trading instruments	<input type="text"/>
21.	Realised gains (losses) on financial assets & liabilities (other than HFT and FVTPL)	<input type="text"/>
22.	Dividend income	<input type="text"/>
23.	Other operating income	<input type="text"/>
24.	Gains (losses) on disposals of HFS non-current assets & discontinued operations	<input type="text"/>

[1](#) [2](#) [next](#)

FSA002 - Income Statement Page 1 of 2

Once you have corrected the errors you will need to revalidate the data item by selecting **Validate and save**.

Data Items (3)

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Item Due Date: 11/08/2014
 Reporting Period Start Date: 01/04/2014
 Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Draft		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD002 Product Sales Data - Retail Investments	No data		

Select All

You can also validate data items from the **Data Items for a Reporting Period** screen.

From this screen you can validate one or many data items at the same time.

First, select the data items you want to validate.

Reporting Period Information

Data Item Due Date: 11/08/2014
Reporting Period Start Date: 01/04/2014
Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input checked="" type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Draft		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD002 Product Sales Data - Retail Investments	No data		

Select All

Select Action

Validate Cross Validate Submit

Then, click **Validate**.

[back](#)

Firm Schedule - Data Items in Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Error

Validation of the selected Data Item(s) has resulted in errors.

Click on the data item link to view / edit. Click [+] to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Item Due Date:	11/08/2014
---------------------	------------

If the data items successfully pass the validation rules, a validation successful message is displayed and the relevant **Completion Status** will change to **Ready to submit** or **Waiting for cross validation**.

If any of the data items fail the validation rules, the validation failure message will be displayed and the relevant completion status will change to **Failed validation**. You then need to select the relevant data item to view the specific error message.

Data Items (4)

[back](#)

Firm Schedule - Data Items in Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Error

Validation of the selected Data Item(s) has resulted in errors.

Click on the data item link to view / edit. Click [+] to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Item Due Date: 11/08/2014

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Item Due Date: 11/08/2014
Reporting Period Start Date: 01/04/2014
Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	+ FSA001 Balance Sheet	Failed validation		
<input type="checkbox"/>	+ FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	+ FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	+ FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	+ FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	+ FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	+ PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	+ PSD002 Product Sales Data - Retail Investments	No data		

Select All

[back](#)
[Print Current Page](#)
[Print / Save Data Item as PDF](#)

FRN: 123456 Firm Name: XYZ Finance Company

View Errors

Element	Error Type	Error Message
20B	Validation	Total field must equal sum of components: 20B = Sum[5B:19B]
45A	Validation	Field must match calculation: 45A = 20A + 20B

FSA001 - Balance Sheet [help](#)

[1](#)
[2](#)
[3](#)
[next](#)

Reporting Period Information

Due Date : 11/08/2014
Reporting Period Start : 01/04/2014
Reporting Period End : 30/06/2014

Special Instructions
The list of Firm Reference Numbers for group members is populated automatically for data items reported on a group basis. Please verify the list prior to submission.

7.	Securities eligible for use in central bank operations	5006	2006
8.	Deposits with, and loans to, credit institutions	10008	45008
9.	Loans and advances to customers	10011	30011
10.	Debt securities	10015	10015
11.	Equity shares	10017	32017
12.	Investment in group undertakings	10016	5016
13.	Reverse repurchase agreements and cash collateral on securities borrowed	10010	35010
14.	Derivatives	10009	27009
15.	Goodwill	5621	5021
16.	Other intangible assets	5745	7045
17.	Tangible fixed assets	50027	46027
18.	Prepayments and accrued income	20020	31020
19.	Other assets	1371477	1328977
20.	Total assets	1547986	1566186 *

[1](#)
[2](#)
[3](#)
[next](#)

7.	Securities eligible for use in central bank operations	5006	2006
8.	Deposits with, and loans to, credit institutions	10008	45008
9.	Loans and advances to customers	10011	30011
10.	Debt securities	10015	10015
11.	Equity shares	10017	32017
12.	Investment in group undertakings	10016	5016
13.	Reverse repurchase agreements and cash collateral on securities borrowed	10010	35010
14.	Derivatives	10009	27009
15.	Goodwill	5621	5021
16.	Other intangible assets	5745	7045
17.	Tangible fixed assets	50027	46027
18.	Prepayments and accrued income	20020	31020
19.	Other assets	1371477	1328977
20.	Total assets	1547986	1656186 *

1 2 3 next

Save as draft Validate and save

Page 1 of 2

8.	Deposits with, and loans to, credit institutions	10008	45008
9.	Loans and advances to customers	10011	30011
10.	Debt securities	10015	10015
11.	Equity shares	10017	32017
12.	Investment in group undertakings	10016	5016
13.	Reverse repurchase agreements and cash collateral on securities borrowed	10010	35010
14.	Derivatives	10009	27009
15.	Goodwill	5621	5021
16.	Other intangible assets	5745	7045
17.	Tangible fixed assets	50027	46027
18.	Prepayments and accrued income	20020	31020
19.	Other assets	1371477	1328977
20.	Total assets	1547986	1656186 *

1 2 3 next

Save as draft Validate and save

Page 1 of 2

back

Firm Schedule - Data Items in Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Successful

These Data Item(s) have been successfully validated.

Click on the data item link to view / edit. Click [+] to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Items Due Date:	11/08/2014
----------------------	------------

Print

Firm Schedule - Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014	01/06/2014	30/06/2014	Ready to Complete
Return due 11/08/2014	01/04/2014	30/06/2014	Ready to Complete
Return due 02/09/2014	01/04/2014	30/06/2014	Ready to Complete
Return due 23/09/2014	01/04/2014	30/06/2014	Ready to Complete
Return due 28/10/2014	01/07/2014	30/09/2014	
Return due 11/11/2014	01/07/2014	30/09/2014	

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Item Due Date: 11/08/2014
 Reporting Period Start Date: 01/04/2014
 Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD002 Product Sales Data - Retail Investments	No data		

Select All

Some data items require cross validation with other data items before they can be submitted. All cross validation must be completed before submission.

If a data item needs to be cross validated, Yes will be displayed in the **Cross Validation?** column.

Data Items – Cross Validation

Reporting Period Information

Data Item Due Date: 11/08/2014
Reporting Period Start Date: 01/04/2014
Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	+ FSA001 Balance Sheet	Ready to submit		
<input type="checkbox"/>	+ FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	+ FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	+ FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	+ FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	+ FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	+ PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	+ PSD002 Product Sales Data - Retail Investments	No data		


Select All

Select Action

Validate

Cross Validate

Submit


[Print Selected Data Item\(s\)](#)

To see which data item(s) you need to cross validate with, click the plus symbol [+] next to the relevant data item.

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
	Cross Validation Items: FSA007, FSA004 Reporting Period Start: 01/04/2014 Reporting Period End: 30/06/2014 Due Date: 11/08/2014 Last Updated By: gprincipal-user Last Updated: 21/07/2014 Version: 1 Submitted By: Submitted Date:			
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD002 Product Sales Data - Retail Investments	No data		
<input type="button" value="Select All"/>				
<div> Select Action <input type="button" value="Validate"/> <input type="button" value="Cross Validate"/> <input type="button" value="Submit"/> </div>				

All data items that cross validate with the selected data item are displayed.

Reporting Period Information

Data Item Due Date: 11/08/2014
Reporting Period Start Date: 01/04/2014
Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA001 Balance Sheet	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	<input type="checkbox"/> FSA003 Capital Adequacy	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA004 Breakdown of Credit Risk Data	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA007 Operational Risk	Waiting for cross validation	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	<input type="checkbox"/> PSD002 Product Sales Data - Retail Investments	No data		

Select All


Select Action

Validate Cross Validate Submit

Select all the data items that need to be cross validated.

Click **Cross Validate**.

◀ back

Print 

Confirmation Message for Cross Validation

FRN: 123456 Firm Name: XYZ Finance Company

Confirm Cross Validation

Are you sure you wish to Cross Validate the selected Data Items?

Ok

Cancel

◀ back

Confirm to cross validate the selected data items.

[back](#)

Firm Schedule - Data Items in Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Error

Cross Validation failed. There are one or more validation errors. Please select the relevant Data Items to correct the errors.

Click on the data item link to view / edit. Click **[+]** to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Item Due Date:	11/08/2014
---------------------	------------

GABRIEL checks that the data is successfully cross validated.

If cross validation is successful, GABRIEL displays a cross validation successful message and the data item's status changes to **Ready to submit**.

If the cross validation was unsuccessful, the cross validation failure message will be displayed.

for you to send the report to us.

Reporting Period Information

Data Item Due Date: 11/08/2014
Reporting Period Start Date: 01/04/2014
Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	+ FSA001 Balance Sheet	Ready to submit		
<input type="checkbox"/>	+ FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	+ FSA003 Capital Adequacy	Failed cross validation	Yes	
<input type="checkbox"/>	+ FSA004 Breakdown of Credit Risk Data	Failed cross validation	Yes	
<input type="checkbox"/>	+ FSA007 Operational Risk	Failed cross validation	Yes	
<input type="checkbox"/>	+ FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	+ PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	+ PSD002 Product Sales Data - Retail Investments	No data		

Select All

Select Action

Select the data item with **Failed validation** to view the specific errors.

7.	payment and settlement	
8.	agency services	
9.	asset management	
(Under Alternative Standardised Approach)		
Nominal amount of loans and advances - 3 year average ?		
10.	retail banking	
11.	commercial banking	14388
12.	Capital requirements before risk transfer mechanisms and expected loss deductions	1464763
13.	Expected loss captured in business practice excluded from capital requirements	0
14.	Total capital alleviation due to risk transfer mechanisms	0
15.	Capital required - total	<div>14388</div> <div>1464763</div>

1

2

next

Save as draft

Validate and Save

Review and correct these errors.

[back](#)

Firm Schedule - Data Items in Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Successful
These Data Item(s) have been successfully validated.

Click on the data item link to view / edit. Click [+] to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Items Due Date:	11/08/2014
----------------------	------------

Once you have corrected all the data items, you will then need to run through the cross validation process again.

[back](#)

Firm Schedule - Data Items in Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Successful
Cross Validation successful. There are no validation errors.

Click on the data item link to view / edit. Click [+] to view more information. You can also validate, submit, print, download PDF and Extract to XML, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.

Reporting Period Information

Data Items Due Date:	11/08/2014
----------------------	------------

We have designed GABRIEL to be as flexible as possible for when you submit data.

You can submit data in two ways:

1. Submit individual data items as you complete them
2. Submit all data items due on a single date together, as a single return

Data Item Due Date: 11/08/2014


Reporting Period Start Date: 01/04/2014

Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	+ FSA001 Balance Sheet	Ready to submit		
<input type="checkbox"/>	+ FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	+ FSA003 Capital Adequacy	Ready to submit	Yes	
<input type="checkbox"/>	+ FSA004 Breakdown of Credit Risk Data	Ready to submit	Yes	
<input type="checkbox"/>	+ FSA007 Operational Risk	Ready to submit	Yes	
<input type="checkbox"/>	+ FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	+ PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	+ PSD002 Product Sales Data - Retail Investments	No data		

Select All

Select Action


 **Print Selected Data Item(s)**

You can print data item(s) or download them in read-only PDF format. To do this, select the data item(s) you wish to print/download.

To submit data navigate to the **Firm Schedule - Data Items in Reporting Period** screen. Before you can submit data items their completion status must be **Ready to submit**.

Select the data item(s) you want to submit. Any data items that cross validate with each other must be submitted together.

Click **Submit**.

[← back](#) [Print](#) 

Submit Data Items

You are about to submit FSA003, FSA004, FSA007

SUP16.3.11R requires a firm to submit returns containing all the information required. Knowingly or recklessly giving the FCA or PRA information which is false or misleading in a material particular may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). Any additional information of relevance should be provided by letter direct to the appropriate Regulator.

Are you sure that you want to submit the selected data item(s)?

Please select 'Yes' to submit or 'No' to cancel

[← back](#)

A warning message appears. Read this notice and click **Yes** if you wish to submit the data items.

Note: Once an item has been submitted to the FCA/PRA, you can only be resubmitted by requesting a resubmission.

Data Items have been submitted

The selected data item(s) have been submitted successfully.

Please click 'Return' to complete any remaining data items for this return.

When you believe that you have submitted all due data items and returns, please click 'View Schedule'.

Return Due Date	Reporting Period Start	Reporting Period End
11/08/2014	01/04/2014	30/06/2014
FSA001 Balance Sheet		Ready to submit
FSA002 Income Statement		Ready to submit
FSA017 Interest rate gap report		No data
PSD001 Product Sales Data - Mortgage		No data
PSD002 Product Sales Data - Retail Investments		No data

Return

More outstanding returns exist on your schedule. Please click 'View Schedule'(on left hand menu) to complete any remaining returns.

The system processes the data items and then confirms that they have been successfully submitted. In addition, a confirmation email will be sent to the Submitter and the Principal User.

for you to send the report to us.

Reporting Period Information

Data Item Due Date: 11/08/2014
 Reporting Period Start Date: 01/04/2014
 Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	+ FSA001 Balance Sheet	Ready to submit		
<input type="checkbox"/>	+ FSA002 Income Statement	Ready to submit		
<input type="checkbox"/>	+ FSA003 Capital Adequacy	Submitted	Yes	
<input type="checkbox"/>	+ FSA004 Breakdown of Credit Risk Data	Submitted	Yes	
<input type="checkbox"/>	+ FSA007 Operational Risk	Submitted	Yes	
<input type="checkbox"/>	+ FSA017 Interest rate gap report	No data		
<input type="checkbox"/>	+ PSD001 Product Sales Data - Mortgage	No data		
<input type="checkbox"/>	+ PSD002 Product Sales Data - Retail Investments	No data		

The **Completion Status** of the data item(s) changes to **Submitted**.

Remember, you only meet your firm's reporting obligations when ALL the data items for a reporting due date are submitted.

View Submission History

Administration
View Schedule
My Details
View Submission History
XML Submission
View Resubmission Requests
Product Sales Data

Firm Schedule - Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014 <input type="checkbox"/>	01/06/2014	30/06/2014	Ready to Complete
Return due 11/08/2014 <input type="checkbox"/>	01/04/2014	30/06/2014	Ready to Complete
Return due 02/09/2014 <input type="checkbox"/>	01/04/2014	30/06/2014	Ready to Complete
Return due 23/09/2014 <input type="checkbox"/>	01/04/2014	30/06/2014	Ready to Complete
Return due <input type="checkbox"/>			

To view all returns and items that you have previously submitted, click **View Submission History**.

Administration	<h2>View Submission History</h2> <p>FRN: 123456 Firm Name: XYZ Finance Company</p> <div>Enter Search Details</div> <table><thead><tr><th></th><th>From</th><th>To</th><th></th></tr></thead><tbody><tr><td>HandBook Reference:</td><td><input type="text"/></td><td><input type="text"/></td><td>(dd/mm/yyyy)</td></tr><tr><td>Completion Status:</td><td><input type="text"/></td><td><input type="text"/></td><td>(dd/mm/yyyy)</td></tr><tr><td>Reporting Basis:</td><td><input type="text"/></td><td><input type="text"/></td><td>(dd/mm/yyyy)</td></tr><tr><td></td><td><input type="text"/></td><td><input type="text"/></td><td>(dd/mm/yyyy)</td></tr><tr><td>Maximum number of records:</td><td><input type="text" value="25"/></td><td><input type="button" value="Search"/></td><td></td></tr></tbody></table> <div>To view a submission click on the relevant 'Reporting Period End' date listed</div>		From	To		HandBook Reference:	<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)	Completion Status:	<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)	Reporting Basis:	<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)		<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)	Maximum number of records:	<input type="text" value="25"/>	<input type="button" value="Search"/>	
		From	To																						
HandBook Reference:		<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)																					
Completion Status:		<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)																					
Reporting Basis:		<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)																					
		<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)																					
Maximum number of records:		<input type="text" value="25"/>	<input type="button" value="Search"/>																						
View Schedule																									
My Details																									
View Submission History																									
XML Submission																									
View Resubmission Requests																									
Product Sales Data																									

You can filter this list by specific submission periods.

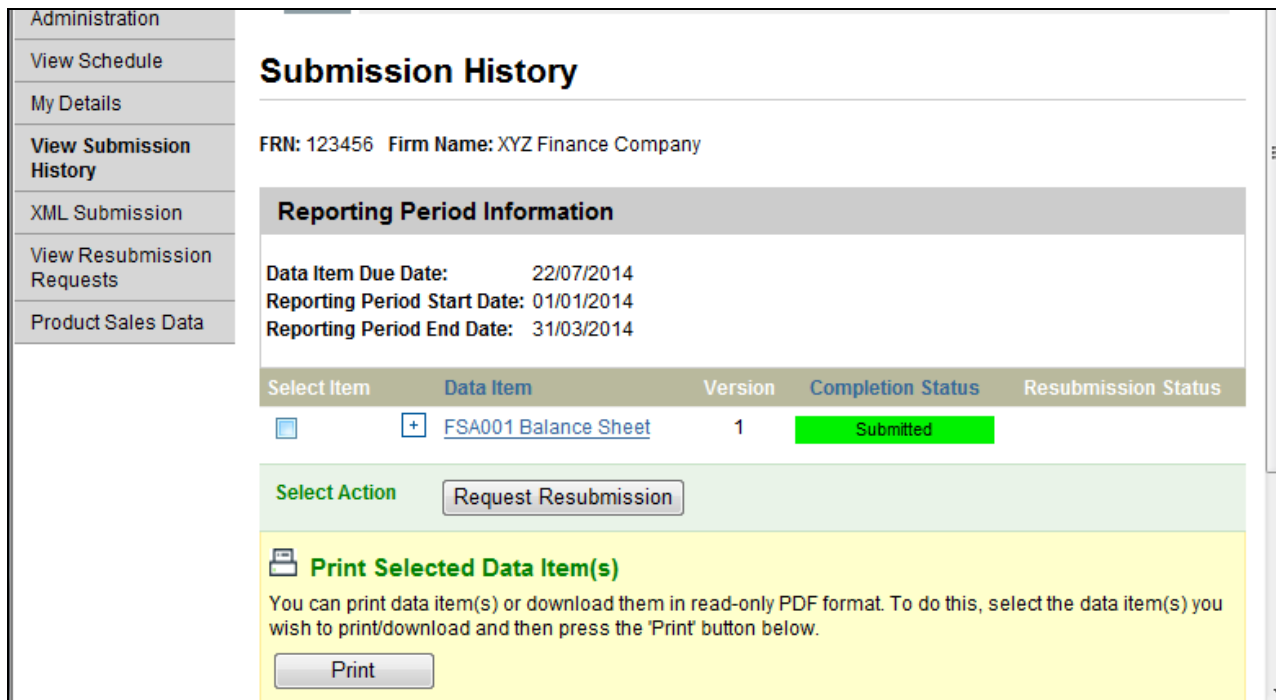
Or, by Handbook Reference.

Completion Status.

And **Reporting Basis.**

Choose your selection criteria and click **Search.**

Resubmissions



The screenshot shows the 'Submission History' page in the GABRIEL system. On the left is a navigation menu with options: Administration, View Schedule, My Details, View Submission History (highlighted), XML Submission, View Resubmission Requests, and Product Sales Data. The main content area has a header 'Submission History' and displays firm information: FRN: 123456 Firm Name: XYZ Finance Company. Below this is a 'Reporting Period Information' section with the following details: Data Item Due Date: 22/07/2014, Reporting Period Start Date: 01/01/2014, and Reporting Period End Date: 31/03/2014. A table lists the submitted data items:

Select Item	Data Item	Version	Completion Status	Resubmission Status
<input type="checkbox"/>	FSA001 Balance Sheet	1	Submitted	

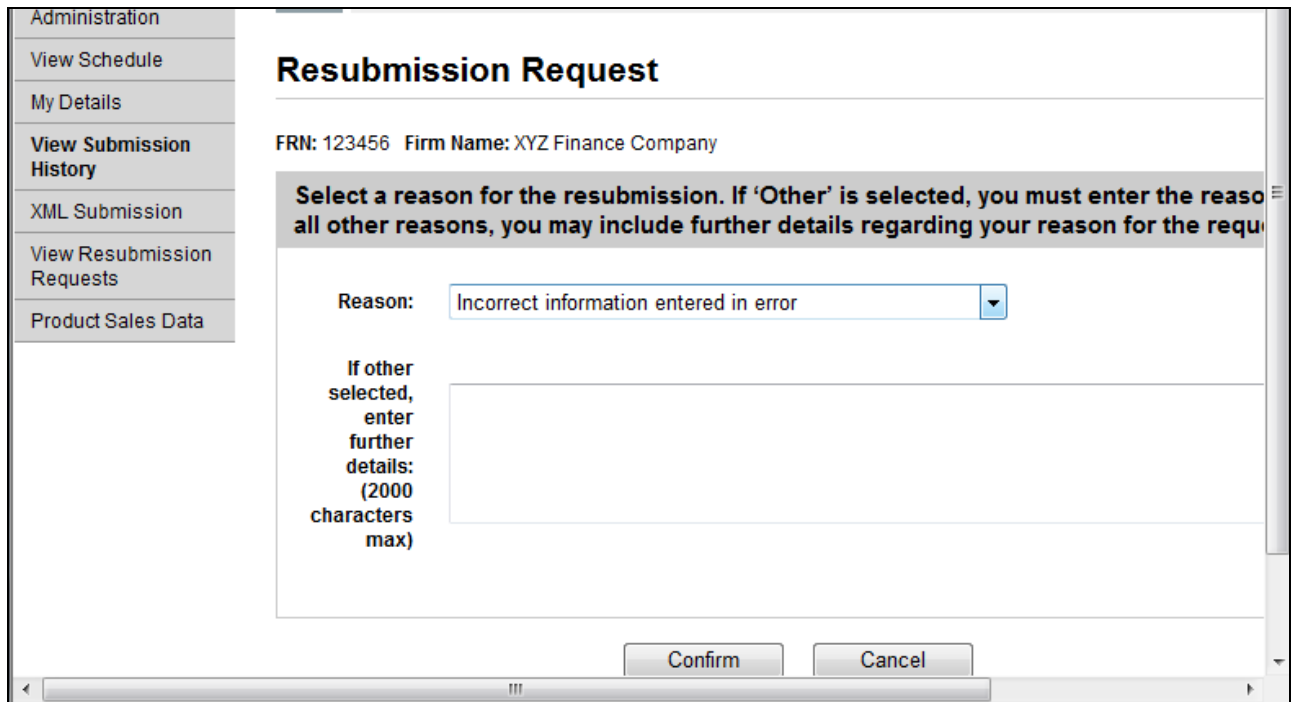
Below the table, there is a 'Select Action' section with a 'Request Resubmission' button. At the bottom, there is a yellow box with a printer icon and the text 'Print Selected Data Item(s)', followed by instructions on how to print or download data items in PDF format, and a 'Print' button.

Within GABRIEL you can resubmit a complete return or specific data items in a return. If you want to resubmit a data item or return, first select the original submission.

All the returns that your firm has submitted are listed on this screen, sorted by date order.

Select the data items you want to resubmit.

Click **Request Resubmission**.



The screenshot shows a web interface for a 'Resubmission Request'. On the left is a vertical navigation menu with links: Administration, View Schedule, My Details, View Submission History (highlighted), XML Submission, View Resubmission Requests, and Product Sales Data. The main content area has the title 'Resubmission Request' and displays 'FRN: 123456 Firm Name: XYZ Finance Company'. Below this is a grey instruction box: 'Select a reason for the resubmission. If 'Other' is selected, you must enter the reason. For all other reasons, you may include further details regarding your reason for the request.' The 'Reason:' label is followed by a dropdown menu showing 'Incorrect information entered in error'. To the left of a large text input area is the text: 'If other selected, enter further details: (2000 characters max)'. At the bottom right are 'Confirm' and 'Cancel' buttons.

On this screen, you enter the reason why you want to resubmit your data, so we can consider your request.

You can select a reason from the dropdown list, or enter your own reason. We recommend that you provide a detailed description explaining why you wish to resubmit.

Click Confirm.

Administration

View Schedule

My Details

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

Submission History

FRN: 123456 Firm Name: XYZ Finance Company

Successful

Your resubmission request has been submitted. It will now be reviewed by the FCA and PRA and you will be contacted with the outcome.

Reporting Period Information

Data Item Due Date: 22/07/2014
Reporting Period Start Date: 01/01/2014
Reporting Period End Date: 31/03/2014

Select Item	Data Item	Version	Completion Status	Resubmission Status
<input type="checkbox"/>	FSA001 Balance Sheet	1	Submitted	Pending

Select Action

Request Resubmission

The request is then considered by the FCA or PRA based on who your primary regulator is and could take several days to process.

Once it is processed, an email notifying you of the decision will be sent to the resubmission requestor and the Principal User.

To view your firm's resubmission requests, click **View Resubmission Requests**.

Administration

View Schedule

My Details

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

View Resubmission Requests

FRN: 123456 Firm Name: XYZ Finance Company

Click on the relevant 'Requested Date' to view further information about the resubmission request.

Note: To request a resubmission or view your submission history please select the Submission History page

Requested Date	Type	Status	Resubmission Due Date
24/07/2014	Firm Request	Pending	

Page 1 of 1

Any resubmission requests are displayed.

To view more details, select the relevant request.

Firm and User Administration

View Schedule

My Details

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

back

Print

Resubmission Request

FRN: 123456

Firm Name: XYZ Finance Company

Status :

PENDING

Type :

Firm Request

Resubmission Reason :

Missed off Trading Liabilities in return.

FIRM Requester :

Gabriel Principal-user

Requested :

24/07/2014 12:42

Resubmission Due Date :

07/08/2014

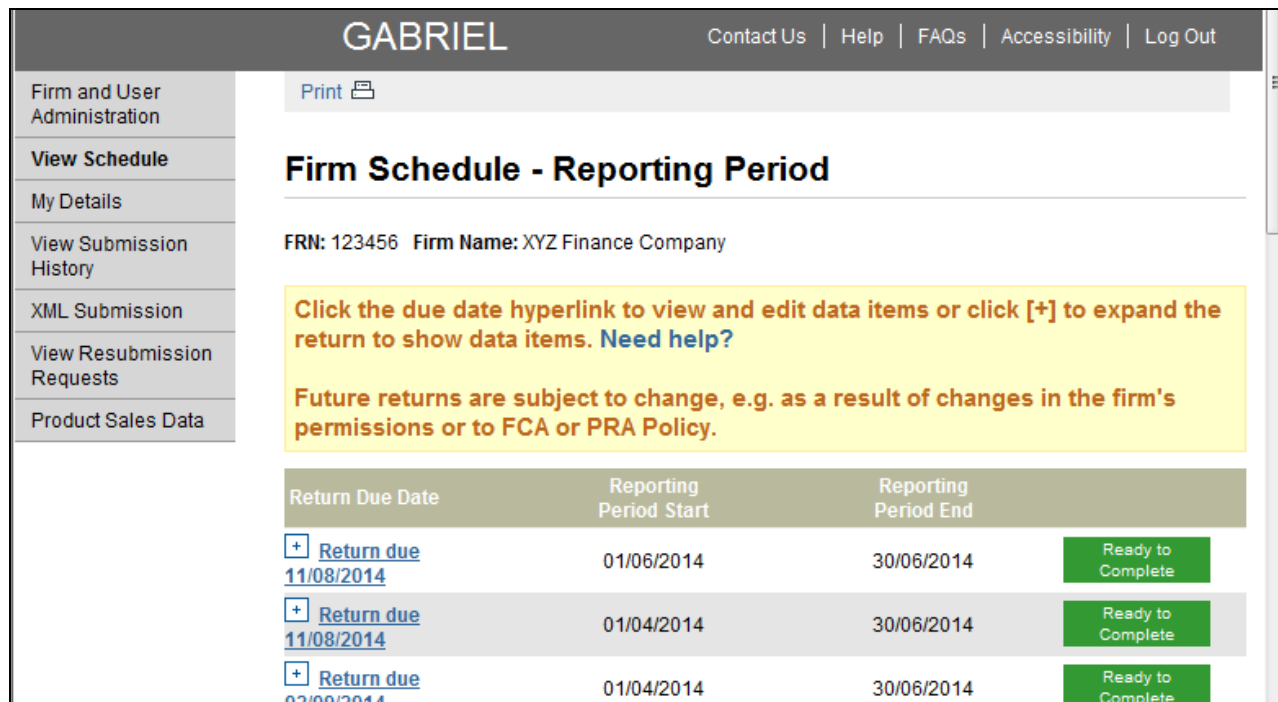
FCA/PRA Approver :

Approved / Rejected Date :


Rejection

If we reject your resubmission request the screen will display the **Rejection Reason**.

Help Text



GABRIEL Contact Us | Help | FAQs | Accessibility | Log Out



Print 

Firm Schedule - Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014 	01/06/2014	30/06/2014	Ready to Complete
Return due 11/08/2014 	01/04/2014	30/06/2014	Ready to Complete
Return due 02/09/2014 	01/04/2014	30/06/2014	Ready to Complete

To make it easier for firms to understand and complete returns, GABRIEL provides two types of help text online:


System Help

Policy Help

If you have any problems using GABRIEL or completing the data items, please refer to these as your first port of call.


Each GABRIEL screen has a help link in the top right hand corner. Clicking this link will take you to the **System Help** text screen.






GABRIEL


[back](#) [Print](#) 



Help


Help Topics





 **Account Activation and Registration**

-  [Activating your Account](#)
-  [Registering a Firm User](#)
-  [Registering a PU](#)
-  [Unlocking your Account](#)
-  [View Change Personal Details](#)

 **Logging In and Passwords**

-  [Logging In and Out](#)
-  [Managing Passwords](#)

 **Other Topics**

-  [Emails](#)
-  [Extract to Excel](#)
-  [Glossary](#)
-  [Group Reporting](#)

Registering a Firm User


To register as a normal User on GABRIEL your firm Principal User must first set you up on GABRIEL. When they have done this, you will receive a GABRIEL activation email.

Once you have received the activation email you will need to:

1. Click on the activation link contained within the email. This will open a dedicated login link.
2. Enter your unique username and temporary password contained within the email.
3. You will then be taken to the GABRIEL Principal User registration page where you will need to enter the following:
 - Your old security password (from your email)
 - A new password
 - Three Security Answers to the predefined Security Questions

In this example, the **System Help** text explains how to register a firm user.

FSA001 - Balance Sheet

[help](#) 


[1](#) [2](#) [3](#) [next](#)

Reporting Period Information



Due Date : 29/04/2013	Reporting Period Start : 01/01/2013	Reporting Period End : 31/03/2013
-----------------------	-------------------------------------	-----------------------------------

Special Instructions


The list of Firm Reference Numbers for group members is populated automatically for data items reported on a group basis. Please verify the list prior to submission.

For further help click [here](#) 

Currency	USD	Currency Units	thousands	Reporting Basis	solo-consolidated
----------	-----	----------------	-----------	-----------------	-------------------

Group reference number		<input type="text"/>
FRN for group member(s)		<input type="text"/>

Assets



If you need help with a data item, please refer to the **Policy Help** text.

Click the **help** icon next to the name of the data item.

GABRIEL

[Print](#) 

FRN: 980010 Firm Name: MER Test Firm 980010

FSA001 - Balance Sheet

Guidance Notes can be found at <http://fsahandbook.info/FSA/html/handbook/SUP/16/Annex25>.

Visit the GABRIEL Help pages [FSAnnn Data Items: Frequently asked questions](#) to find additional information on this data item.

This is an example of the **Policy Help** text screen.

Currencies

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Change Firm

Firm and User Administration

View Schedule

My Details

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

Print

Firm Schedule - Reporting Period

FRN: 980010 Firm Name: MER Test Firm 980010

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FSA Policy.

Return Due Date	Reporting Period Start	Reporting Period End
Return due 29/04/2013	01/01/2013	31/03/2013
Return due 14/05/2013	01/01/2013	31/03/2013
Return due 05/06/2013	01/01/2013	31/03/2013
Return due 26/07/2013	01/04/2013	30/06/2013
Return due 06/08/2013	01/04/2013	30/06/2013

To change the currencies, select **Firm and User Administration**.

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Change Firm

Firm and User Administration

Maintain / Add User

Reset Password

View Sent Emails

Re-assign Principal User

View Currencies

Update Currencies


View Schedule

My Details

View Submission History

XML Submission

View Resubmission Requests

Print 

Firm and User Administration

FRN: 980010 Firm Name: MER Test Firm 980010

Choose an option:

Maintain / Add User

Reset Password

View Sent Emails

Re-assign Principal User

View Currencies

Update Currencies

Select **Update Currencies** to change the reporting currency for all returns.

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[Change Firm](#)
[Firm and User Administration](#)
[Maintain / Add User](#)
[Reset Password](#)
[View Sent Emails](#)
[Re-assign Principal User](#)
[View Currencies](#)
[Update Currencies](#)
[View Schedule](#)
[My Details](#)
[View Submission History](#)
[XML Submission](#)
[View Resubmission Requests](#)

[Print](#)

Update Currencies

FRN: 980010 Firm Name: MER Test Firm 980010

This screen allows firms to update their Currencies. For further information see [Managing firm currencies](#). Note that any changes you make to the currencies will not be saved unless you click Save Changes.

Any changes to currency settings will be effective from 22/02/2013

Reporting Basis	Reporting Currency
Solo-Consolidated	USD (US Dollar) ▼
UK Consolidation Group	GBP (Pound Sterling) ▼
UK Integrated Group	GBP (Pound Sterling) ▼
Unconsolidated	GBP (Pound Sterling) ▼

If you are not in the **Liquidity** regime, you will only see the reporting basis and a dropdown list of permitted currencies to choose from.

If you are in the Liquidity regime and are reporting FSA047 & FSA048, you will see a further section that has dropdown lists for **Reporting Basis**, **Material Currency** and **Reporting Currency**.

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Change Firm

Firm and User Administration

Maintain / Add User

Reset Password

View Sent Emails

Re-assign Principal User

View Currencies

Update Currencies


View Schedule

My Details

View Submission History

XML Submission

View Resubmission Requests

Print 

Update Currencies

FRN: 980010 Firm Name: MER Test Firm 980010

Firm Currencies Updated

Changes have been saved and will be applied to data items for periods ending today and onwards.

This screen allows firms to update their Currencies. For further information see [Managing firm currencies](#). Note that any changes you make to the currencies will not be saved unless you click Save Changes.

Any changes to currency settings will be effective from 22/02/2013

Reporting Basis	Reporting Currency
Solo-Consolidated	USD (US Dollar)
UK Consolidation	

Once set, the new currencies will apply to the future scheduled returns, but not the returns that are **Ready to Complete**.

If you need to change the reporting currency for any **Ready to Complete** returns, you will need to correct the reporting currency via the web upload process.

You can also review your chosen currencies by selecting **View Currencies**.

93

Web Upload

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 [Help](#) |
 [FAQs](#) |
 [Accessibility](#) |
 [Log Out](#)

Firm and User Administration

View Schedule


My Details

View Submission History

XML Submission

View Resubmission Requests

Product Sales Data

Print 

Firm Schedule - Reporting Period

FRN: 123456 Firm Name: XYZ Finance Company

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
Return due 11/08/2014	01/06/2014	30/06/2014	Ready to Complete
Return due 11/08/2014	01/04/2014	30/06/2014	Ready to Complete
Return due 02/09/2014	01/04/2014	30/06/2014	Ready to Complete

You can upload XML files that might be produced by some third party software vendors or supplied by the FCA/PRA.

To begin, click **XML Submission**.

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Firm and User Administration

View Schedule

My Details

View Submission History

XML Submission


View Direct Communication Results

Upload XML

Maintain / Add Firm System

View Resubmission Requests

Product Sales Data

Print 

XML Submission

Firm FRN: 123456 Firm Name: XYZ Finance Company

Choose an option:

View Direct Communication Results

Upload XML

Maintain / Add Firm System

Click **Upload XML**.

95

GABRIEL

Contact Us | Help | FAQs | Accessibility | Log Out

Firm and User Administration

View Schedule

My Details

View Submission History

XML Submission


View Direct Communication Results

Upload XML

Maintain / Add Firm System

View Resubmission Requests

Product Sales Data

Print 

Firm FRN: 123456 Firm Name: XYZ Finance Company

Successful

You have successfully uploaded your Data Item(s) into the online system. Your Data Item(s) are now available for validation and submission online.

After uploading a correct XML, the **Success Message** will appear.

Product Sales Data

To submit a PSD report, select the report and click Submit.

Note: NGP reports cannot be submitted in GABRIEL, they are shown on your schedule as a reminder for you to send the report to us.


Reporting Period Information

Data Item Due Date: 11/08/2014
Reporting Period Start Date: 01/06/2014
Reporting Period End Date: 30/06/2014

Select Item	Data Item	Completion Status	Cross Validation?	Resubmission
<input type="checkbox"/>	<input type="checkbox"/> FSA047 Daily Flows (All Currencies)	Draft	Yes	
<input type="checkbox"/>	<input type="checkbox"/> FSA048 EMR (All Currencies)	Draft	Yes	

Select All

Select Action

 **Print Selected Data Item(s)**

You can print data item(s) or download them in read-only PDF format. To do this, select the data item(s) you wish to print/download and then press the 'Print' button below.

All Web uploads will be set to **Draft** in the schedule so that you can continue to edit the data if needed before validating and submitting.

Summary

We hope that this tutorial will enable you to submit your returns to the FCA/PRA using GABRIEL.

In this tutorial you have learned how to:

- register for GABRIEL
- view and understand your firm's schedule
- prepare, validate and submit returns online
- resubmit returns

Top Tips

Here's a list of top tips on how to get the best out of GABRIEL:

- Collect data as you go along
- Ensure you allow yourself plenty of time to complete and submit your returns
- Inform the FCA or PRA immediately if you have any difficulties submitting your returns on time (for example, you can't resolve a validation error)
- Check the GABRIEL homepage for up-to-date GABRIEL information and training
- Use the Trial System within GABRIEL to familiarise yourself with the system

Resources

As well as this training package, there are a number of other sources of information to help you use GABRIEL.

- Online help text – GABRIEL has full system and policy help text functionality
 - [Frequently Asked Questions](#)

If you have problems using GABRIEL, and you have tried using the above resources, please speak to your Principal User. If you are the Principal User, please call our Firm Contact Centre on 0845 606 9966, email: fcc@fca.org.uk).

To access the GABRIEL system, please click [here](#).

Thank you for completing this tutorial on GABRIEL. If you wish to revisit any of the topics, click the Menu option on the top left hand corner of this window and select the relevant topic.