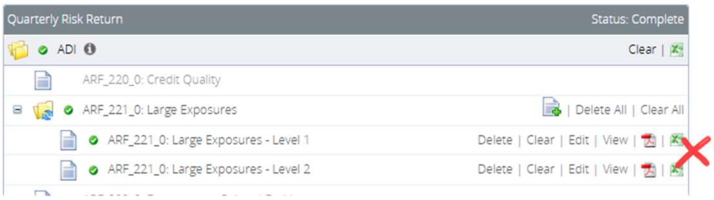
Excel layouts of D2A forms

APRA Connect will allow you to upload data via Excel. The templates published on the APRA website must be used and the structure should not be changed – other than described below.

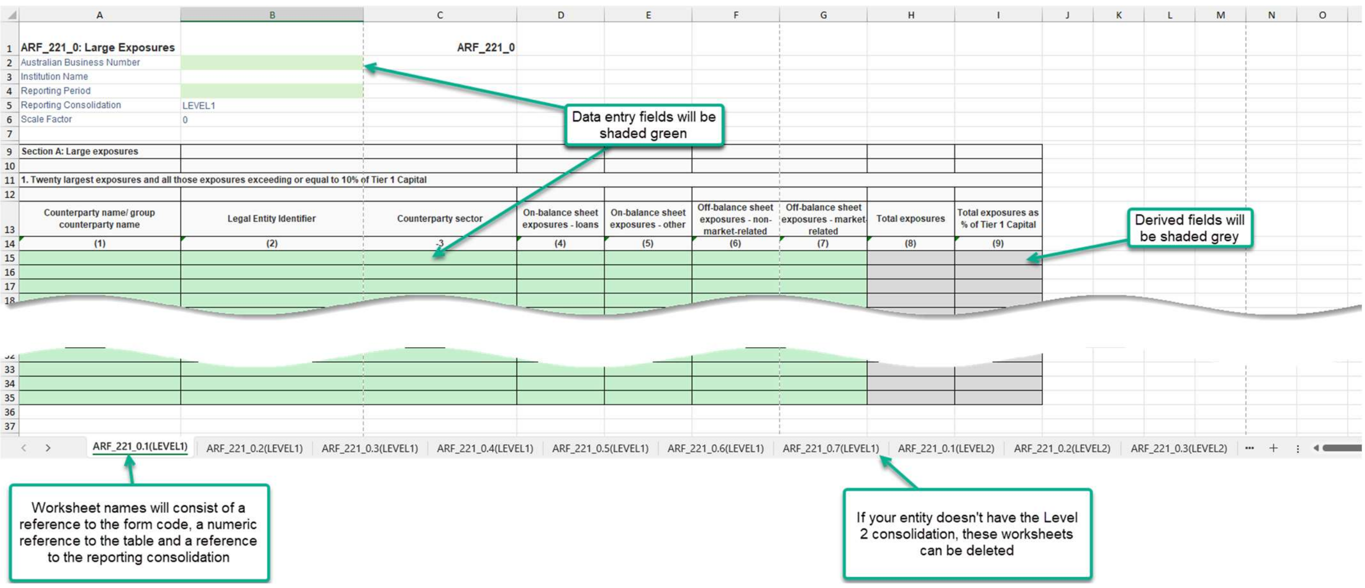
Important note: Entities cannot use the Excel icon shown on the View Return screen to upload data. This icon can be used to download data that has been entered on the form. The layout of the Excel file that is downloaded doesn't meet the upload criteria.



The following properties will be common across the templates for each form:

- D2A forms will be broken into separate worksheets if the form contains an open table
- Worksheet names will consist of a reference to the form code, a numeric reference to the table (if required) and a reference to the reporting consolidation (if required). For example: ARF_221_0.1(LEVEL1)
- A header area will appear on the first worksheet for each form and the relevant information must be correctly provided
- If a form is applicable to more than one reporting consolidation, worksheets for each reporting consolidation will be included in the template but can be deleted if not applicable
- Do not delete any rows in the template, doing so could lead to data quality issues

An **open table** is a table that contains a set of columns that could have any number of rows, where the number of rows are determined by the amount of data reported by the entity. An example in the D2A collections are the related entity/party forms (ARF_221_0, GRF_112_3, SRF_161_0)



Preparing your data for uploading

To prepare data for uploading via Excel:

1. Download the corresponding template from APRA's website

2. Enter the ABN and reporting period in the header section of the first worksheet of the form

3. For each worksheet:

    a. enter data into cells with a green background; or

    b. leave the cells or rows blank, if you don't have any data to report

4. If the form is applicable for more than one reporting consolidation, either:

    a. delete the worksheet if that reporting consolidation is not applicable to your entity; or

    b. leave the worksheets blank, if that reporting consolidation is applicable to your entity, but you have a nil form to report.

5. Save the file

Uploading D2A return data

To upload data, via Excel, into a migrated D2A form in APRA Connect:

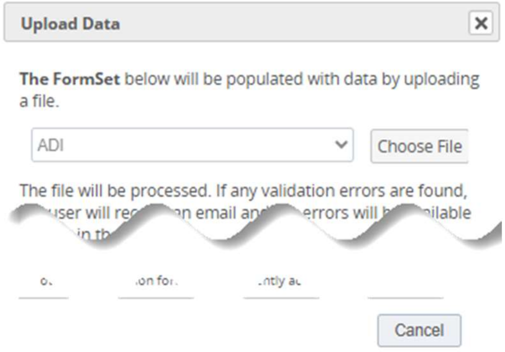
1. Log into APRA Connect

2. From the **Menu**, select **Returns**

3. Click the name of the return to open the return

4. Click **Upload Data**

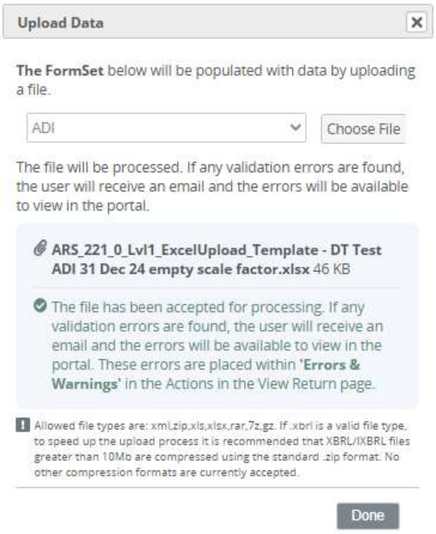
5. Click **Choose File**



6. Locate and select the prepared file to upload, click **Open**

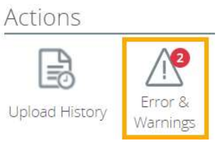
   The file type is validated and uploaded.

   On completion, the file name and upload status is displayed.



7. Click **Done**

   If any validation rules have been triggered, you can view them by clicking **Errors & Warnings**



   You can also view the uploaded data by clicking **Edit**

   In cases where the data is correct, when all mandatory validation errors have been addressed, you can click **Validate & Submit**

8. Click **Submit** to confirm that you have checked the data and provide an explanatory comment for the discrepancy in order to submit the return.

Have feedback or need help?

As you familiarise yourself with the proof of concept forms in the test environment, if you need assistance or have feedback, please contact us via DataAnalytics@apra.gov.au.