



# Bulk handling of reduced returns

To assist registered administrators in meeting the reporting obligations of reduced pension funds, ONR incorporates some bulk handling features, including bulk upload, bulk finalise, and bulk sign off. This brief note explains how to avail of this functionality.

## Bulk Upload

Navigate to the 'Load a File' feature as normal but instead of uploading individual excel files you can upload a zip folder containing multiple returns for a number of your pension funds.

Zip folder naming convention: C-Code\_PFRAR.zip

There is no limit on the number of files contained within a zip file. However, when zipped, the file should be no larger than 10mb. Also, please ensure that the zipped file contains no subfolders.

The screenshot shows the 'Pension Fund Data Return – Annual Reduced (PFRAR)' interface. The header includes the Central Bank of Ireland logo, the user name 'C12345: Acme Pensions', and a 'Logout' button. Below the header is a navigation bar with 'Home', 'Data', and 'Pension Fund Data Return – Annual Reduced (PFRAR)'. The main content area is titled 'Return Type Options' and 'Pension Fund Data Return – Annual Reduced (PFRAR)'. It contains a list of actions: 'View / Edit Returns', 'View Uploaded Files', 'Load a File' (highlighted in yellow), 'Bulk Finalise Returns', and 'Bulk Signoff Returns'. Each action has a brief description of its function. A sidebar on the left provides detailed instructions for each action. At the bottom, there are links for 'Guidance Material' and 'Submit a Request', and a footer with copyright information and a 'Contact Us' link.

The naming convention for each file in your zip folder should follow the format outlined below:

C-Code\_PensionFundSchemeNumber\_YYYYMMDD\_PFRAR.xlsx

- C-Code – unique identifier assigned to each institution on ONR.
- Pension Fund Scheme Number (PB Number).
- YYYYMMDD is the reporting reference date (not submission date).



## Bulk Finalise

Once your zip file has been uploaded successfully, and the individual excel files have been accepted by the system, you will be able to bulk finalise returns based on the reporting period.

Note that data should only be finalised (and signed off) once you are content that it is accurate.

When you select a reporting period to bulk finalise, only those pension funds that fall under this reporting period and that have a valid return will be finalised.

In the image below, you can see the reporting period 30-Sep-2019 has been selected which shows two valid returns. In this instance the bulk finalise button will only finalise those two valid returns.

Home ▶ Data ▶ Pension Fund Data Return – Annual Reduced (PFRAR Bulk Finalise)

Bulk Finalise Returns

Reporting Period: 30-Sep-2019

This page allows the user to Bulk Finalise all Valid Returns for a Reporting Period. The returns will only be Finalised if they pass all cross form rule checks.

Reporting Period	No. of Returns	Blank	Valid	Finalised	Signed-off	Being Revised
30-Sep-2019	12	8	2	0	0	1

Back Export to Excel Bulk Finalise

After using bulk finalise a message similar to the below will be displayed in ONR:

Home ▶ Data ▶ Pension Fund Data Return – Annual Reduced (PFRAR Bulk Finalise)

Bulk Finalise Returns

Reporting Period: [dropdown]

This page allows the user to Bulk Finalise all Valid Returns for a Reporting Period. The returns will only be Finalised if they pass all cross form rule checks.

Back Export to Excel Bulk Finalise

**There are no Reporting Periods available to Bulk Finalise**

Reporting Period : 30-Sep-2019

2 Returns successfully Finalised (0 of which had Warnings).

0 Returns failed to Finalise

## Bulk Sign Off

After you finalise your returns you can use bulk sign off to submit the data to the Central Bank in one go.

Note that the data is not officially received by the Central Bank until it has been signed off.

Continuing with the above example, the two valid returns that have now been bulk finalised will now appear under bulk sign off for the same reporting period. Once satisfied, simply check the declaration tick-box and click the 'Bulk SignOff' button.



Bulk SignOff Returns

Reporting Period **30-Sep-2019**

This page allows the user to Bulk SignOff all Finalised Returns for a Reporting Period. The returns will only be Signed Off if they pass all cross form rule checks.

Reporting Period	No. of Returns	Blank	Valid	Finalised	Signed-off	Being Revised
30-Sep-2019	12	8	0	2	0	1

**These Returns are ready to be signed-off.**

The Pension Fund Data Return – Annual Reduced (PFRAR) return(s) for 30-Sep-2019 must be 'signed-off' to complete the process of submitting data to the Central Bank

After you sign-off these returns, they will be locked and you will no longer be able to make changes (unless the returns are unlocked by the Central Bank for revision)

**Declaration**

To signify your acceptance of this statement, tick the box below:

Once you have verified the correctness of the data to your satisfaction, click the 'Bulk Sign-Off Return' button below to sign-off the returns and submit the data to the Central Bank. This will complete the process of submitting these returns (for this period).

I declare that the information which has been entered for the Pension Fund Data Return – Annual Reduced (PFRAR) return (s) for 30-Sep-2019 is complete and correct to the best of my knowledge.

[Export to Excel](#)

[Bulk SignOff](#)

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[Guidance Material](#)  
[Submit a Request](#)

After using bulk sign off you will receive an email notification and a message similar to the below will be displayed in ONR:

Bulk SignOff Returns

Reporting Period

This page allows the user to Bulk SignOff all Finalised Returns for a Reporting Period. The returns will only be Signed Off if they pass all cross form rule checks.

[Back](#)

**There are no Reporting Periods available to Bulk Sign Off**

Reporting Period : 30-Sep-2019  
2 Returns successfully Signed Off (0 of which had Warnings).  
0 Returns failed to Sign Off