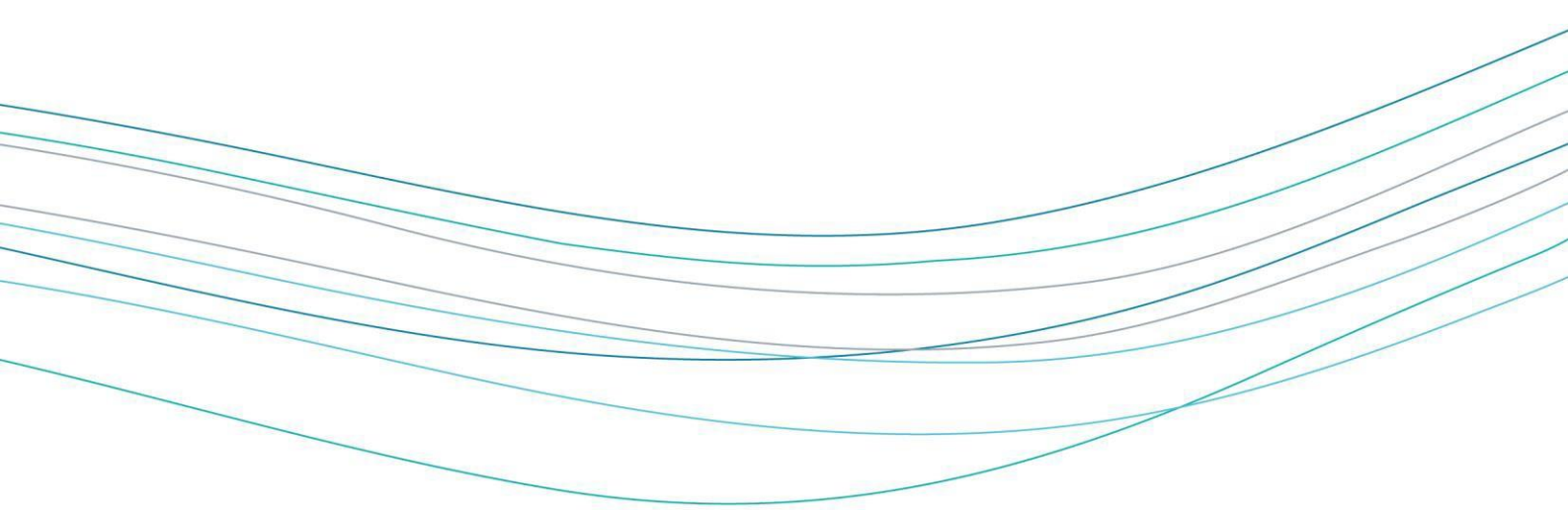


# Market Operator Portal - User Guide

Version 2.0 | 18<sup>th</sup> August 2022



## About this document

The Trading Party User Guide describes how to use the My MOSL MVI, from a Trading Party perspective, whether you are a Retailer or a Wholesaler.

The document is not intended to be read cover to cover, it is intended to serve as a reference guide whilst using the My MOSL MVI.

We have written this guide with a wide range of stakeholders in mind so don't expect each and every chapter to be relevant to you. If for example, you are not planning to use the MVI functionality, you may choose to skip *Chapter 5 - Medium Volume Interface (MVI) – Upload bulk transactions*.

This User Guide includes references to the obligations on Trading Parties as set out in the Market Terms. These references are to provide context only. Market Participants should always consult the Market Terms to understand their obligations.



Please note: Version 2.0 of this guide describes the functionality as at 18<sup>th</sup> August 2022; this document will be updated throughout the lifecycle of the My MOSL MVI Project as new functionality is delivered.

## How this guide is organised

We have divided this guide into 5 parts:

- ◆ Each of the first three parts provides you with an overview of the functionality available to you in the My MOSL MVI
- ◆ The remaining chapters provide you with the detailed instructions on how to perform specific functionality in the My MOSL MVI

In order to help you familiarise yourself with the content of our User Guide and find what you are looking for, we have summarised each section here:

### **Chapter 1      Getting started**

As with any other system, you first need access to the system and to log on. In this chapter we explain how to request access to the My MOSL MVI, where to find it, and how to resolve log on issues using self-service functions such as ‘Forgot Password’.

### **Chapter 2      My MOSL MVI layout and navigation**

The My MOSL MVI will follow the same “look and feel” as the existing public facing website (<http://www.mosl.co.uk>). In this chapter we explain how the home page is laid out, how to use the *Menu Item* pane, and how to log out of the My MOSL MVI.

### **Chapter 3      Administration**

*Placeholder section – to be completed at a future date*

### **Chapter 4      Automated Peek and Dequeue**

The process for performing “Peek and Dequeue” activities for transaction notifications via the LVI has its limitations. In this chapter, we explain how this process can be automated, and notifications accessible within the My MOSL MVI.

### **Chapter 5      Medium Volume Interface (MVI) – Upload bulk transactions**

The process for submitting medium to high volume transactions for a given activity without (or in place of) a High-Volume Interface (HVI) channel is a manual, time-consuming, and error-prone process. In this chapter we explain how to fill out the batch upload file template for bulk submissions of transactions, how to upload a completed template into the My MOSL MVI for validation and submission to CMOS, and how to monitor the success / failure of uploaded transactions within the My MOSL MVI.

## Icons used in this guide

To help guide you along the way and point out important information, we have used icons. These icons are located in the left margin. You may find the following icons used throughout this User Guide.



This icon is used to highlight important pieces of information that are worth taking note of.



This icon is used to display a definition or piece of information that provides some context outside of the use of the My MOSL MVI. This information will often be taken directly from the Market Architecture Plan (MAP).

# Table of Contents

About this document .....	2
How this guide is organised .....	3
Icons used in this guide.....	4
1 Administration .....	7
2 Automated Peek and Dequeue.....	8
In this chapter.....	8
2.1 Enabling the automated Peek and Dequeue service for your Trading Party.....	9
2.1.1 Trading Parties with LVI access only .....	9
2.1.2 Peek and Dequeue of MVI transaction notifications .....	9
This service is not intended for Trading Parties already using HVI as it will replace your existing Peek and Dequeue process and prevent your back-end systems from directly receiving CMOS transaction notifications. ...	9
2.2 Peek and Dequeue reports .....	10
2.2.2 View Dequeued Notifications report.....	11
2.2.2.1 Entering report filters .....	12
3 Medium Volume Interface (MVI) – Upload bulk transactions .....	14
In this chapter.....	14
3.1 Enabling MVI functionality for your Trading Party .....	16
3.1.1 Automated Peek and Dequeue of MVI transaction notifications .....	16
3.2 Creating a transaction file using the batch upload file template .....	17
In this section .....	17
3.2.1 Downloading the latest template version .....	17
3.2.2 Batch upload file template .....	18
3.2.2.1 Batch upload file format type and security .....	18
3.2.2.2 Batch upload file layout.....	19
3.2.2.3 Navigating within the batch upload file template .....	20
3.2.3 Completing the template.....	21
3.2.3.1 Selecting a transaction type .....	21
3.2.3.2 Selecting the CMOS environment.....	22
3.2.3.3 Transaction Type field columns.....	23
3.2.3.4 Entering data into the template .....	25
Entering data manually .....	26
Copying and pasting data .....	27
3.2.4 Validating your transaction data – conforming to the data definitions within CSD 0301 (Data Catalogue)...	29
3.2.4.1 Required, Required under certain conditions, and Optional fields .....	30
3.2.4.2 Additional Notes.....	30
3.2.4.3 Data types and field lengths.....	31
3.2.4.4 Enumerated Values .....	31
3.2.4.5 Transaction Level Validation.....	32
3.2.5 Checklist and tips .....	33
3.3 Uploading your batch upload file into the My MOSL MVI.....	33

In this section .....	33
3.3.1 The Upload Batch File screen .....	34
3.3.2 Upload File validation .....	36
3.3.2.1 “Batch Name is required” .....	36
3.3.2.2 “Please select file” .....	36
3.4 Importing and validating transaction records from your uploaded batch upload file .....	37
In this section .....	37
3.4.1 Import validation .....	37
3.4.1.1 Data Types and field lengths .....	38
3.4.1.2 Data Items Valid Set.....	38
3.4.1.3 Required Fields.....	38
3.5 Monitoring the progress of uploaded batch upload files .....	39
In this section .....	39
3.5.1 The View Batch Status screen.....	39
3.5.2 Viewing the progress of a specific batch upload file.....	41
3.6 Performing actions against uploaded batch upload files.....	43
3.6.1 View Reports .....	44
3.6.2 Submit Transactions and Cancel Batch actions.....	45
3.7 Monitoring the progress of a submitted batch upload file.....	45
3.8 Batch reports .....	46
3.8.1 General batch report layout .....	47
3.8.2 Batch Summary Report.....	48
3.8.2.1 Viewing “Failed” transaction records .....	50
3.8.3 Validation Errors report.....	52
3.8.4 CMOS Errors report .....	53

## 1 Administration

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## 2 Automated Peek and Dequeue

### In this chapter

- ◆ Enabling the automated Peek and Dequeue service for your Trading Party
- ◆ Peek and Dequeue Reports

Transaction notifications messages are made available by the Market Operator for you to collect and action accordingly, and are either:

- ◆ Solicited – An expected notification received by you, based on a transaction that you have initiated
- ◆ Unsolicited – An unexpected notification received by you based on a transaction that another Trading Party has initiated

Subsequently, A transaction notification message is dispatched via one of 2 channels:

- ◆ The Low Volume Interface (LVI), where the message can be managed via the “Manage Notifications” screen within the GUI
- ◆ The High Volume Interface (HVI), if you have implemented this within your own systems, and are therefore responsible for the management of the notification

My MOSL MVI provides an automated service to Peek and Dequeue all your transaction notifications that are received via the HVI channel.



Your obligations for the management of transaction notifications, whether via the LVI or HVI, are outlined in section 2.3.8 of *CSD 0402 – Transactional interface for Trading Parties having a low volume of Data Transactions* and section 2.3.9 of *CSD 0401 - Transactional interface for Trading Parties having a high volume of Data Transactions* respectively.



The automated Peek and Dequeue service is intended for Trading Parties with LVI access only.

**This service is not intended for Trading Parties already using HVI as it will replace your existing Peek and Dequeue process and prevent your back-end systems from directly receiving CMOS transaction notifications.**



## 2.1 Enabling the automated Peek and Dequeue service for your Trading Party

To enable the automated Peek and Dequeue service, your Trading Party's Contract manager will need to **opt-in** by submitting a request via the Proforma process described in the *Getting started* chapter.



By subscribing to the Peek and Dequeue service, **all** transaction notifications received on the HVI channel are automatically Peek and Dequeued and are accessible via the My MOSL MVI.

**This service is not intended for Trading Parties already using HVI as it will replace your existing Peek and Dequeue process and prevent your back-end systems from directly receiving CMOS transaction notifications.**

### 2.1.1 Trading Parties with LVI access only

- 💧 If you do not have an HVI implemented, and would like to make use of the automatic Peek and Dequeue service, you can submit a request, via the Proforma process described in the *Getting started* chapter, for all your transaction notifications to be received on the HVI channel

### 2.1.2 Peek and Dequeue of MVI transaction notifications

- 💧 The automated Peek and Dequeue service can be extended to include transaction notifications for MVI submissions, as the notifications are received via the HVI channel



**This service is not intended for Trading Parties already using HVI as it will replace your existing Peek and Dequeue process and prevent your back-end systems from directly receiving CMOS transaction notifications.**

The next chapter covers the MVI functionality, used for the bulk submission of transactions to CMOS via the My MOSL MVI.

## 2.2 Peek and Dequeue reports

### 2.2.1 General report layout

The report within the My MOSL MVI is illustrated in Figure 4-1, Click on **Peek and Dequeue** button to review peek and dequeue reports.

**My MOSL**

Welcome back, Yating! Create Batch

**Number of batches**

- Imported Batched: 114
- Queued Batches: 0
- Running Batches: 0
- Submitted Today: 0

**Batch status** Fields explained  Clear Filters Peek and Dequeue

Batch ID	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
23205	vbfbs	851	25	810	Completed		
23198	test_imported	851	25	914	Cancelled		
23197	test_submittedtoday	851	25	1028	Completed		
23196	test9	851	25	948	Completed		
23195	test8	851	25	957	Completed		

Items per page: 5 | 1 - 5 of 220

Figure 4-1: Peek and Dequeue report entry.

[Back to dashboard](#)

**Dequeued Notifications - Summary**

report headers

Export report

Originator's Reference	Transaction	SPID	Environment	Notification Received
45d1c1134c4e42c93850e0d375d9358	T102.M	3201282234519	MPS2	27/07/2022 16:15:37
c5c0c28989354d69870c59803a0139c	T102.M	3201282239352	MPS2	27/07/2022 16:15:37
15b66a87715d6617b70452525a15f5d0c	T102.M	3201282243512	MPS2	27/07/2022 15:10:37
200996eb41c740998d4b133d8114852	T102.M	3201282197518	MPS2	27/07/2022 15:10:37
269103ca1741a8840f895acca38c89	T102.M	3201282235515	MPS2	27/07/2022 15:10:37
48c775c108a24fb87ced079889762ee1	T102.M	320128226X517	MPS2	27/07/2022 15:10:37
5d7fae8d13b9d84d073944f6acc9e9d79	T102.M	3201282144511	MPS2	27/07/2022 15:10:37
64009996d93d40159eb2ca48040a5b2	T102.M	3201282286511	MPS2	27/07/2022 15:10:37
6e2020d059243f5a2f06002a7eb2	T102.M	3201282227518	MPS2	27/07/2022 15:10:37
6f5e65748ba74c79b180959b7d93dea7	T102.M	32012822308514	MPS2	27/07/2022 15:10:37
7223a17d010d4c8d9e3d00a12d815c	T102.M	3201282138514	MPS2	27/07/2022 15:10:37
738295cd512d409c9162d8b1fbd4254	T102.M	3201282200513	MPS2	27/07/2022 15:10:37
80a438f9d4f4a74a3ee187328f24f4	T102.M	320128225151X	MPS2	27/07/2022 15:10:37
82addf81a5554d9f822190db9932dce	T102.M	320128212K517	MPS2	27/07/2022 15:10:37
9f7fa1bdc594c8808a050f1e59a99a	T102.M	3201282162516	MPS2	27/07/2022 15:10:37
ad4e813199a3d99803cc07e4e03d9a0	T102.M	32012821151X	MPS2	27/07/2022 15:10:37
b4ab959f98441418190ed033ee4746e	T102.M	3201282204519	MPS2	27/07/2022 15:10:37
c1b5c51efa934c588c133c1d28aac05d	T102.M	3201282170513	MPS2	27/07/2022 15:10:37
e7b0ac211cd48cf82351444518080b6	T102.M	3201282154519	MPS2	27/07/2022 15:10:37
ec0b7668b874e73843ca23f9e712b1f	T102.M	3201282189510	MPS2	27/07/2022 15:10:37
e093099711a4f099944232a4d45c03	T102.M	3201282270514	MPS2	27/07/2022 15:10:37
f96bc292a0849ab6ea818700f5405	T102.M	3201282316511	MPS2	27/07/2022 15:10:37
0bc017618924b2a233447ca505a25	T102.M	3201282170W16	MPS2	27/07/2022 13:40:37
0daadcd053c049c7bde243723443b1fb	T102.M	3201282227W10	MPS2	27/07/2022 13:40:37
11f6e0b12384c24b97954144113bae0	T102.M	3201282146W14	MPS2	27/07/2022 13:40:37
11d0e0d5f5c04a6d8709d49c3a2b3ab	T102.M	3201282260W1X	MPS2	27/07/2022 13:40:37
422bc531c494cc594bceccaf071e8a9	T102.M	3201282200W16	MPS2	27/07/2022 13:40:37
440b0dda6c3241179d454416ebb8ec26	T102.M	3201282278W17	MPS2	27/07/2022 13:40:37

Environment: MPS2

Transaction: All

- T102.M
- T103.M
- T102.M
- T132.M
- T135.M

filter

Summary Detail

Figure 4-2: Peek and Dequeue report layout.

Click on ellipse button on top right of each windows and then **Export data**, allows you to export the results.



## 2.2.2 View Dequeued Notifications report

The *View Dequeued Notifications* report provides a detailed view of your transaction notifications that have been automatically Peek and Dequeued, illustrated in Figure 4-4, and a definition of the report columns in Figure 4-5.

Dequeued Notifications - Summary

Originators Reference	Transaction	SPID	Environment	Notification Received
45d1c11334cf4e3cb3850ed83755d358	T102.M	3201282324519	MPS2	27/07/2022 16:15:37
c5cdcb8b8b3546d687dccc5862acd133c	T102.M	3201282332516	MPS2	27/07/2022 16:15:37
15b66a87715d4617bb7d52525a15fddc	T102.M	3201282243512	MPS2	27/07/2022 15:10:37
20096ceb41c740998d4b133dc8114852	T102.M	3201282197518	MPS2	27/07/2022 15:10:37
2691034ca17f41a8840f895acca38c89	T102.M	3201282235515	MPS2	27/07/2022 15:10:37
46c775c1d8a24fba87ce079885792ee1	T102.M	320128226X517	MPS2	27/07/2022 15:10:37
5d7de8b03bd84d078d4c4fabccfeb679	T102.M	3201282146511	MPS2	27/07/2022 15:10:37
64009936c3d340159eb2ca4804d0a5b2	T102.M	3201282286511	MPS2	27/07/2022 15:10:37
6ef202d0a59243f5a82f060602a7ebb2	T102.M	3201282227518	MPS2	27/07/2022 15:10:37
6f5ee5745ba74c79b180959b7d93dea7	T102.M	3201282308514	MPS2	27/07/2022 15:10:37
7223e17e01604cfc80ee2fddb128e15c	T102.M	3201282138514	MPS2	27/07/2022 15:10:37
739295cd512b409c9162d8b1fbd4254	T102.M	3201282200513	MPS2	27/07/2022 15:10:37
80b438f94f64a74a3ee1f87328f24f4	T102.M	320128225151X	MPS2	27/07/2022 15:10:37
82addf61a6654d9f9822199d9be932dce	T102.M	320128212X517	MPS2	27/07/2022 15:10:37
9f7fa1b6c5f94df6808e05bf1e59af9a	T102.M	3201282162516	MPS2	27/07/2022 15:10:37
a4e6d13199a34f6980cccd7eaec3dae0	T102.M	320128211151X	MPS2	27/07/2022 15:10:37
b4ab955f9f8441418198edb33ee4746e	T102.M	3201282294519	MPS2	27/07/2022 15:10:37
c1b5c51efa934c588c133c1d26aacd5d	T102.M	3201282170513	MPS2	27/07/2022 15:10:37
e7b0acb211dd48cf8235144451808db6	T102.M	3201282154519	MPS2	27/07/2022 15:10:37
ecc6b7668b874e73843c423dfe712b1f	T102.M	3201282189510	MPS2	27/07/2022 15:10:37
f093c989a71b4f899e84228a4b6cb03	T102.M	3201282278514	MPS2	27/07/2022 15:10:37
f96bc2f92e084f9abeee818f700f5405	T102.M	3201282316511	MPS2	27/07/2022 15:10:37
0bcf017618924b62a2334e47ca5d6e25	T102.M	3201282170W16	MPS2	27/07/2022 13:40:37
0daadc4053c049c7d0e243723443b1fb	T102.M	3201282227W10	MPS2	27/07/2022 13:40:37
11bfe0b412384c24b879541f4f13baeb	T102.M	3201282146W14	MPS2	27/07/2022 13:40:37
11d0bdf5f94bed879bd43e2b2b8aab	T102.M	320128226XW1X	MPS2	27/07/2022 13:40:37
422bc531c4f34cc594bcecafc7108d9	T102.M	3201282200W16	MPS2	27/07/2022 13:40:37
440b0dda6c3241179d454416ebb8ec26	T102.M	3201282278W17	MPS2	27/07/2022 13:40:37

Figure 4-4: The *View Dequeued Notifications* report

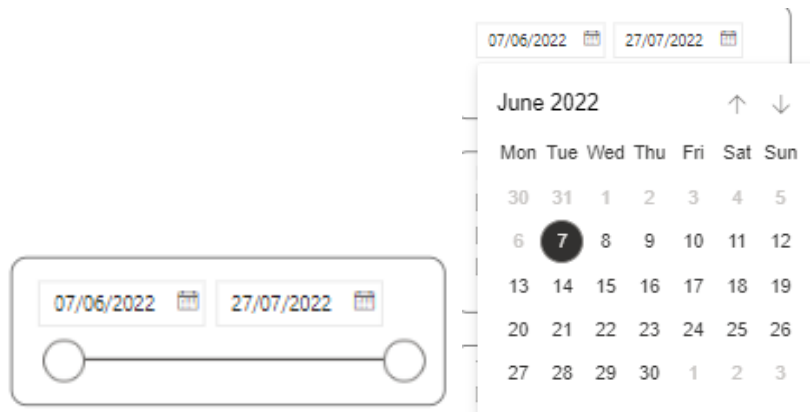
Report field name	Description
Originators Reference	Your Trading Party's transaction reference identifier
Transaction	The transaction type for the batch, e.g., "T104.W" (Submit Meter Details)
SPID	The SPID associated with the CMOS Notification
Notification Received	The date and time that the My MOSL MVI received the CMOS Notification

Figure 4-5: A definition of the report columns used in the *View Dequeued Notifications* report

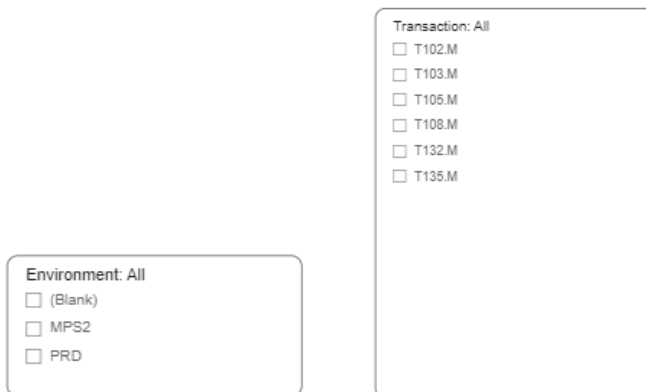
### 2.2.2.1 Entering report filters

The *View Dequeued Notifications* report has the following filter parameters:

- 🔹 **Date From** and **Date To** – Mandatory fields where you can either select a date range, or use the calendar widget to select a date:



- 🔹 You can also select the environment and transaction to be displayed.



Select **Detail** to see the dequeued notifications detail:

Dequeued Notifications - Detail

Originators Reference	Transaction	SPID	Environment	Notification Received	Notification Message
SVT.R20000619994	T108.M	3201158593W15	MPS2	15/06/2022 02:11:10	<pre>&lt;ns0:T108.M_NotifyTransfer &lt;ns0:Header&gt; &lt;ns0:DataTransaction&gt;T108 &lt;ns0:DataTransactionRefere &lt;ns0:OriginatorsReference&gt; &lt;ns0:TransactionSourceOrg &lt;ns0:TransactionDestinatior &lt;ns0:TransactionTimestamp &lt;ns0:DataTransactionSeque &lt;/ns0:Header&gt; &lt;ns0:PayLoad&gt; &lt;ns0:SPID&gt;3201158593W15! &lt;ns0:RegistrationStartDate&gt; &lt;ns0:RetailerID&gt;SEVERN-R- &lt;ns0:TextCommentField&gt;N- &lt;/ns0:PayLoad&gt; &lt;/ns0:T108.M_NotifyTransfe</pre>
SVT.R20000592337	T108.M	320114200XW1X		07/06/2022 09:47:51	<pre>&lt;ns0:T108.M_NotifyTransfer &lt;ns0:Header&gt; &lt;ns0:DataTransaction&gt;T108 &lt;ns0:DataTransactionRefere &lt;ns0:OriginatorsReference&gt; &lt;ns0:TransactionSourceOrg &lt;ns0:TransactionDestinatior &lt;ns0:TransactionTimestamp &lt;ns0:DataTransactionSeque &lt;/ns0:Header&gt; &lt;ns0:PayLoad&gt; &lt;ns0:SPID&gt;320114200XW1; &lt;ns0:RegistrationStartDate&gt;</pre>

07/06/2022 27/07/2022

Environment: All

(Blank)

MPS2

Transaction: T108.M

T102.M

T103.M

T105.M

T108.M

T132.M

T135.M

This gives notification message in details.

### 3 Medium Volume Interface (MVI) – Upload bulk transactions

#### In this chapter

- ◆ Enabling MVI functionality for your Trading Party
- ◆ Creating a transaction file using the batch upload file template
- ◆ Uploading your batch file into the My MOSL MVI
- ◆ My MOSL MVI importing and validating transaction records from your uploaded batch file
- ◆ Monitoring the progress of uploaded batch files (screens and reports)
- ◆ Performing actions against uploaded batch files
- ◆ Batch reports

The My MOSL MVI provides authorised Trading Parties with the functionality to bulk upload transactions into CMOS without the need for complex and expensive IT infrastructure.

Figure 5-1 illustrates the upload process, which is as follows:

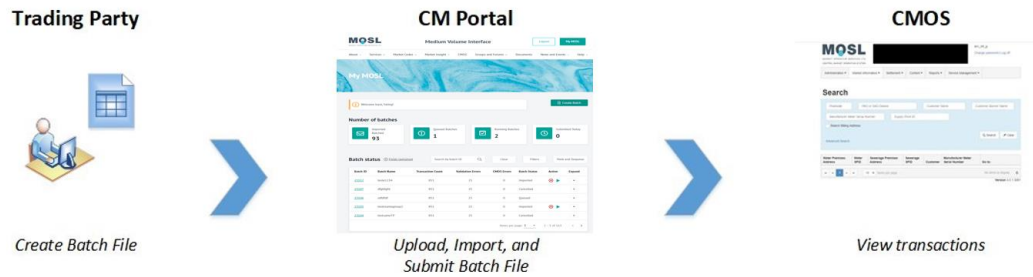
- 1 The Trading Party user using the MOSL batch upload file template to **create** a batch file of transaction records to be uploaded
- 2 The Trading Party user logging on to the My MOSL MVI to:
  - a. **Upload** the batch file into the My MOSL MVI, where the **import** process will perform an initial layer of validation against each transaction data record
  - b. Upon successful import, choose to **submit** the batch file where successfully validated transaction records will be sent CMOS

The My MOSL MVI also provides monitoring and reporting capabilities to track the progress of an uploaded batch file

- 3 Successfully submitted transactions can be **viewed** in CMOS



- All MVI submissions have corresponding CMOS transaction notifications received on the HVI channel.
- As part of MOSL’s fair usage policy there is a limit of 5 My MOSL MVI users per organisation,
- In addition, the number of transactions available to be submitted by an organisation is limited to 5000 per month.



**Figure 5-1: MVI Upload Bulk Transactions process**



Key terms used in this chapter

**Upload** – The uploading of a batch file that is to be processed by the My MOSL MVI

**Import** – The importing and validating of transaction data records from an uploaded file into the My MOSL MVI

**Submit** – The submission of successfully imported transaction data records from the My MOSL MVI to CMOS

### 3.1 Enabling MVI functionality for your Trading Party

- ◆ If your Trading Party is not currently configured to use the MVI functionality within the My MOSL MVI, your Trading Party's Contract manager will need to submit an amended Proforma as outlined in the *Getting started* chapter

This is covered in more detail in the *Automated Peek and Dequeue* chapter earlier in the guide.

#### 3.1.1 Automated Peek and Dequeue of MVI transaction notifications

- ◆ All MVI submissions have corresponding CMOS transaction notifications received on the HVI channel
- ◆ There is the *option* to have these transaction notifications in response to your MVI submissions to be automatically Peek and Dequeued and made accessible via the My MOSL MVI.
- ◆ To enable the automated Peek and Dequeue service, your Trading Party's Contract manager will need to include this as part of the Proforma submission, as detailed in the *Automated Peek and Dequeue* chapter earlier in the guide



**The auto Peek and Dequeue of transaction notifications is an opt-in service that will need to be requested as part of the Proforma process.**

**If you are already using the HVI for all or some of your transactions, auto Peek and Dequeue via the My MOSL MVI will NOT be enabled as this will prevent your back-end systems from directly receiving CMOS transaction notifications. You can choose to use the MVI functionality for transactions where you currently manage notifications using the HVI.**

**If you wish to use the MVI for transactions usually managed via the LVI, overrides at transaction level will need to be applied to ensure that transaction notifications from those MVI submissions continue to be received on the LVI, otherwise they will be received on the HVI channel. Please speak to the MOSL Digital Team if you wish to explore this option.**



## 3.2 Creating a transaction file using the batch upload file template

### In this section

- ◆ Downloading the latest template version
- ◆ Batch upload file template
- ◆ Completing the template
- ◆ Validating your transaction data – conforming to the data definitions within *CSD 0301 (Data Catalogue)*
- ◆ Downloading the latest template version
- ◆ Batch upload file template
- ◆ Completing the template
- ◆ Validating your transaction data – conforming to the data definitions within *CSD 0301 (Data Catalogue)*

### 3.2.1 Downloading the latest template version

The latest version of the batch upload file template is available for download from the MVI home page.

- 1 From the MVI home page as shown in Figure 5-2, select **Create Batch**

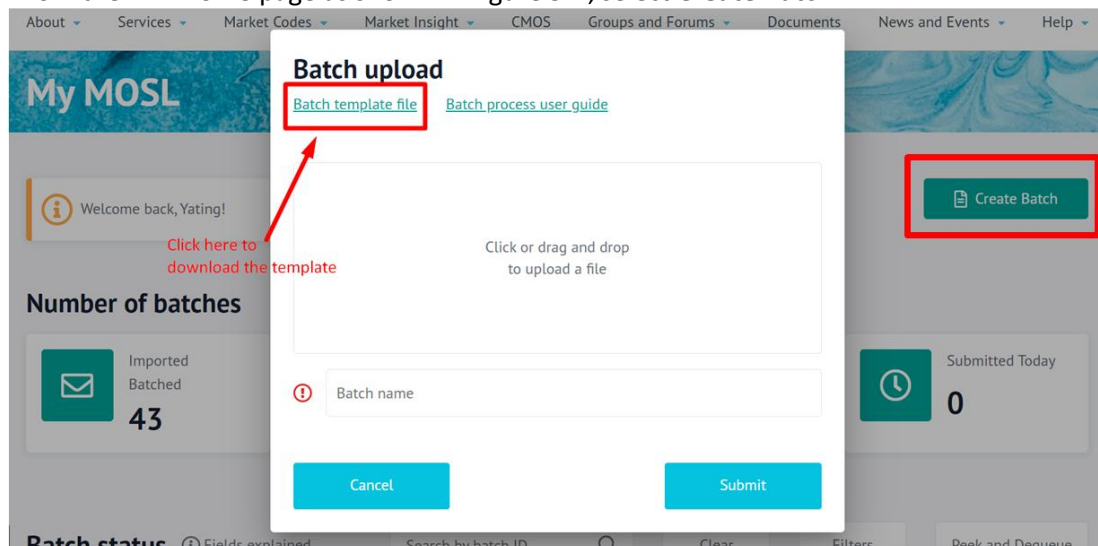


Figure 5-2: Access the latest MVI Batch upload file template version

- 2 The latest version of the MVI batch upload file template, and the **Batch Process User Guide** are indicated and available for download
- 3 Select the **Batch template file** to download the template



Always ensure that you are always using the latest version of the template when preparing your batch file.  
Any changes to the template will be communicated via the My MOSL MVI.

### 3.2.2 Batch upload file template

To upload transactions using the MVI functionality, they must be created using the MVI batch upload file template. It is specially designed for the MVI functionality and supports all\* available Wholesaler and Retailer transaction types that currently live in CMOS.

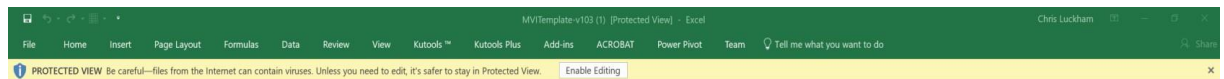


\* The Vacancy Change Application transaction (T134.W, T134.R) is not currently supported by the MVI – please do not create any batch files for this transaction type.

#### 3.2.2.1 Batch upload file format type and security

The template is in Excel file (XLSX) format and is a protected workbook to ensure that you only enter in transaction data in the specified areas.

When you first download and open the template, you may be prompted to enable editing of the document, as seen in Figure 5-3.



**Figure 5-3: The Batch upload file template is a protected document**

To enable editing of the template:

- Click on the Enable Editing button 



The My MOSL MVI will only accept batch upload files that are in **XLS** or **XLSX** format.

### 3.2.2.2 Batch upload file layout

The template is in Excel file (XLSX) format, and is a protected workbook to enable you to only enter in transaction data in the specified areas, as illustrated in Figure 5-4:

- 1 *Transaction Type (editable)* – Select, from a list of transactions, which Transaction Type to create
- 2 *Transaction Field columns (non-editable)* – Based on the Transaction Type selected, automatically display the list of transaction data items that need to be submitted for that transaction
- 3 *Transaction Record Number (non-editable)* – Transaction row number which can be used to reconcile transactions uploaded into the My MOSL MVI
- 4 *Transaction Record details (editable)* – Enter your transaction data items in this area
- 5 *End of transaction record marker (editable, but should not be altered)* – An indicator for the My MOSL MVI to identify the end of the transaction row
- 6 *Unused Transaction Column (editable, but should not be altered)* – A placeholder area for when a transaction type with further columns is selected

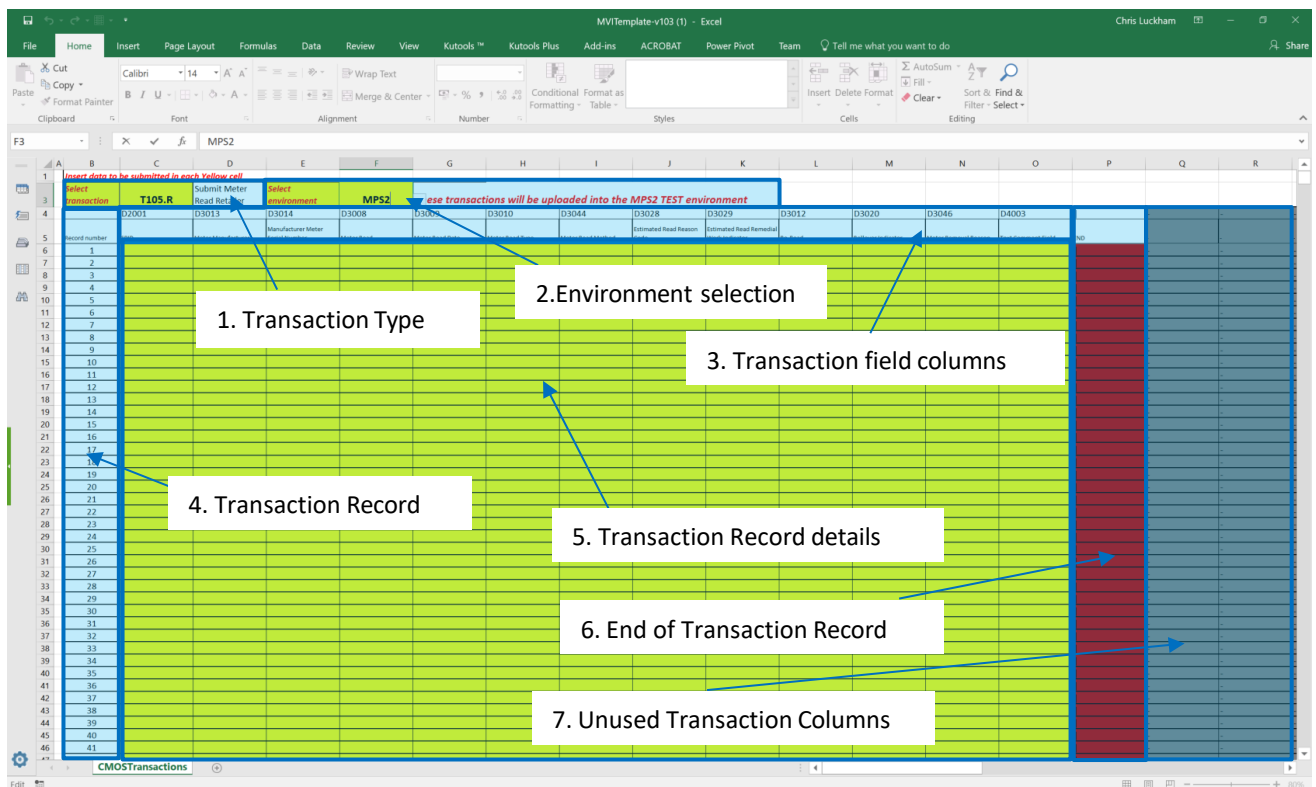



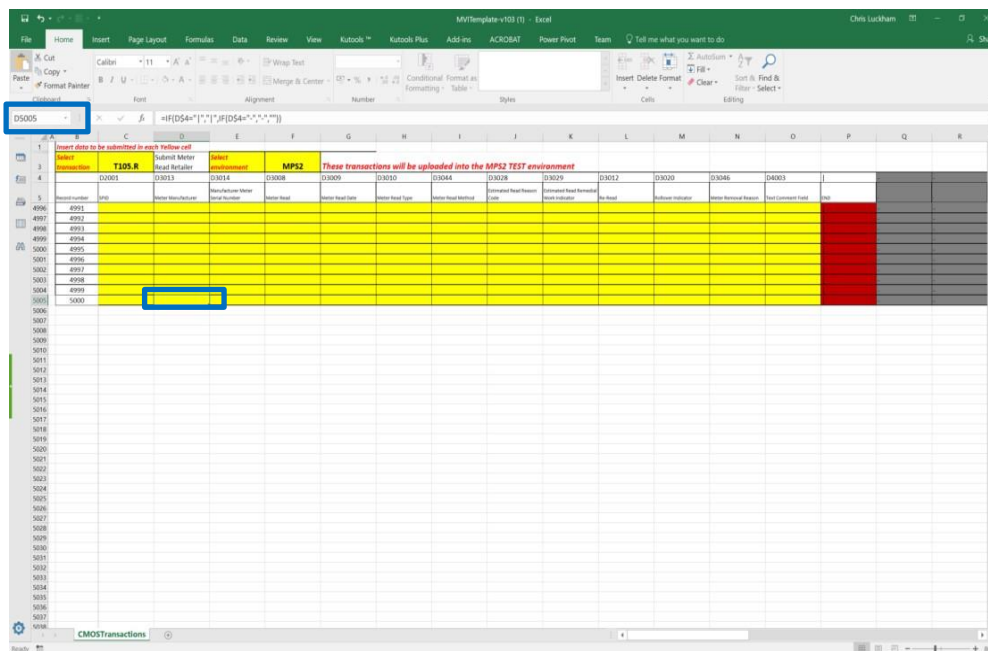
Figure 5-4: Layout of the MVI batch upload file template file

### 3.2.2.3 Navigating within the batch upload file template

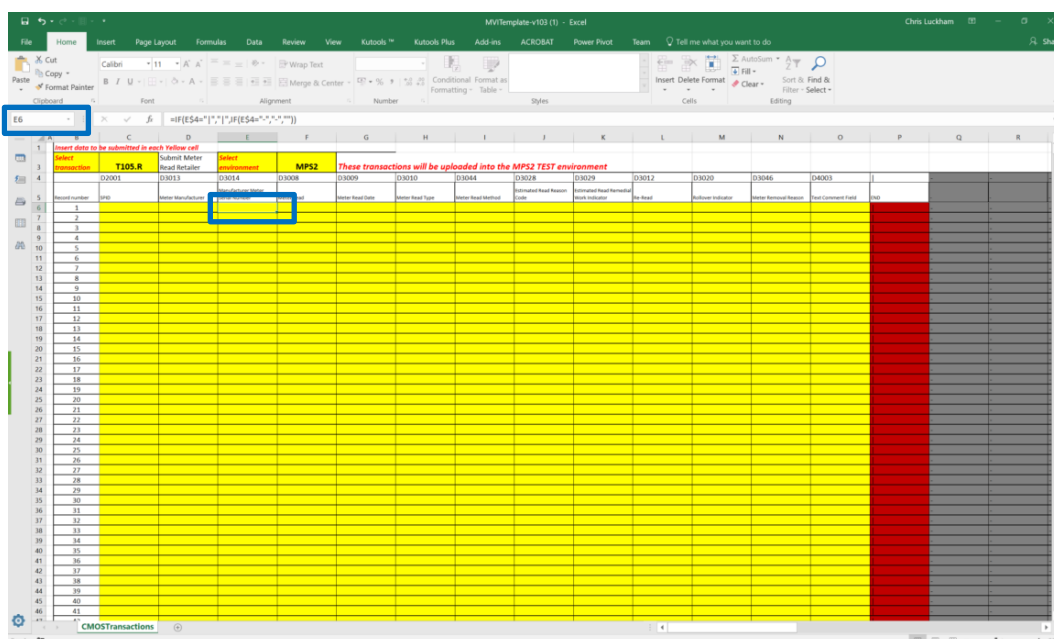
Sections of the template are purposefully locked to preserve the core format required by the MVI upload functionality to process the file.

The template also has a defined range of workspace cells and when you scroll to the top, bottom, extreme left or right parts of the template, it will loop you to the adjacent part of the template:

- 1 Select the **cell cursor**  to the bottom of the template



- 2 Press the **down arrow** key on your keyboard and the cursor will move to the next permissible cell in the next column



### 3.2.3 Completing the template



We recommend that you always use a new copy of the latest version of the template, rather than amend a previously created one.

#### 3.2.3.1 Selecting a transaction type

The template supports the entry of multiple transaction records for a single transaction type.



If you wish to submit multiple transactions across multiple transaction types, you will need to complete a separate template per transaction type.

To select a transaction type:

- 1 Click on the **down arrow** button  next to the **Select transaction** section

	A	B	C	D
1		<i>Insert data to be submitted in each Yellow cell</i>		
3		Select transaction	T105.R	Submit Meter Retailer
4			D2001	D3013

- 2 A drop-down list of all CMOS transaction types (Retailers and Wholesalers) will be available to you to choose from

	A	B	C	D
1		<i>Insert data to be submitted in each Yellow cell</i>		
3		Select transaction	T105.R	Submit Meter Retailer
4			D2001	D3013
5		Record number		Manufacturer
6		1		
7		2		
8		3		



The *Vacancy Change Application* transaction (T134.W, T134.R), whilst available within the list of transaction types, is not currently supported by the MVI – please do not create any batch upload files for this transaction type.

### 3.2.3.2 Selecting the CMOS environment

The template supports the entry of multiple transaction records for a single transaction type into a selected CMOS environment i.e. MPS2 or Production.

To select the environment type:

To select a transaction type:

- 1 Click on the down arrow button  next to the Select transaction section

	A	B	C	D	E	F	G	H	I	J	K
1	<i>Insert data to be submitted in each Yellow cell</i>										
3	<i>Select transaction</i>	<b>T105.R</b>	Submit Meter	<i>Select environment</i>	<b>MPS2</b>	<i>These transactions will be uploaded into the MPS2 TEST environment</i>					
4		D2001	D3013	D3014	D3008	D3009	D3010	D3044	D3028	D3029	
5	Record number	SPID	Meter Manufacturer	Manufacturer Meter Serial Number	Meter Read	Meter Read Date	Meter Read Type	Meter Read Method	Estimated Read Reason Code	Estimated Read Remedial Work Indicator	
6	1										

- 2 A drop-down list of all CMOS environments (MPS2 and PRD) will be available to you to choose from

	A	B	C	D	E	F	G	H	I	J	K
1	<i>Insert data to be submitted in each Yellow cell</i>										
3	<i>Select transaction</i>	<b>T105.R</b>	Submit Meter	<i>Select environment</i>	<b>MPS2</b>	<i>These transactions will be uploaded into the MPS2 TEST environment</i>					
4		D2001	D3013	D3014	MPS2	D3009	D3010	D3044	D3028	D3029	
5	Record number	SPID	Meter Manufacturer	Manufacturer Meter Serial Number	Meter Read	Meter Read Date	Meter Read Type	Meter Read Method	Estimated Read Reason Code	Estimated Read Remedial Work Indicator	
6	1										

### 3.2.3.3 Transaction Type field columns

After you have selected a transaction type from the drop-down list, the template will automatically refresh to display the list of associated transaction fields, also referred to as data items, as defined within *CSD 0301 (Data Catalogue)*, illustrated by Figure 5-5.

You will also notice that the order of the fields within the template are the same as the data items listed in *CSD 0301*.



*CSD 0301 (Data Catalogue)* provides the definitions for Data Items and Data Transactions used for Trading Party interaction with the Central Systems.

When entering in transaction data into the batch upload file, you will need to ensure that it follows the definitions as set out in *CSD 0301*. This is explained in more detail in the next section.

The top image shows a spreadsheet with columns labeled A through Q. A blue arrow points from the 'Transaction fields' section to the 'Data Items' table.

Transaction Number	T105.W, T105.R	
Transaction Name	Submit Meter Read	
From	Wholesaler, Retailer	
To	Market Operator	
Data Item Number	Name	Notes
D2001	SPID	Required unless meter is a Non-Market Meter
D3013	Meter Manufacturer	Required
D3014	Manufacturer Meter Serial Number	Required
D3008	Meter Read	Required
D3009	Meter Read Date	Required
D3010	Meter Read Type	See Additional Notes below
D3044	Meter Read Method	See Additional Notes below
D3028	Estimated Read Reason Code	Required only if D3044 is ESTIMATED
D3029	Estimated Read Remedial Work Indicator	Required only if D3044 is ESTIMATED
D3012	Re-Read	Required
D3020	Rollover Indicator	Optional
D3046	Meter Removal Reason	Required only if D3010 is "F". Not valid otherwise.
D4003	Text Comment Field	Optional
Description	A Meter Read submission from the Wholesaler or Retailer	
Additional Notes	CSD 0202 (Meter Read Submission: Process) provides details of valid combinations of Meter Read Type and Meter Read Method, and whether the Meter Read must be submitted by the Wholesaler or Retailer.	

Document reference CSD 0301 Version 1.0 Data Catalogue Page 204 of 343

Transaction fields, also known as Transaction "Data Items"

Figure 5-5: Transaction fields for a Submit Meter Read (Retailer) T105.R transaction [top image], which map to the data items defined in CSD 0301 – Data Catalogue [bottom image]



### 3.2.3.4 Entering data into the template

You have selected your transaction type and are now ready to start entering in your data. The yellow section, as highlighted in Figure 5-6 is the space allocated for you to enter in your transaction data.

The template is restricted to allow for a maximum of 5000 transaction records to be entered.

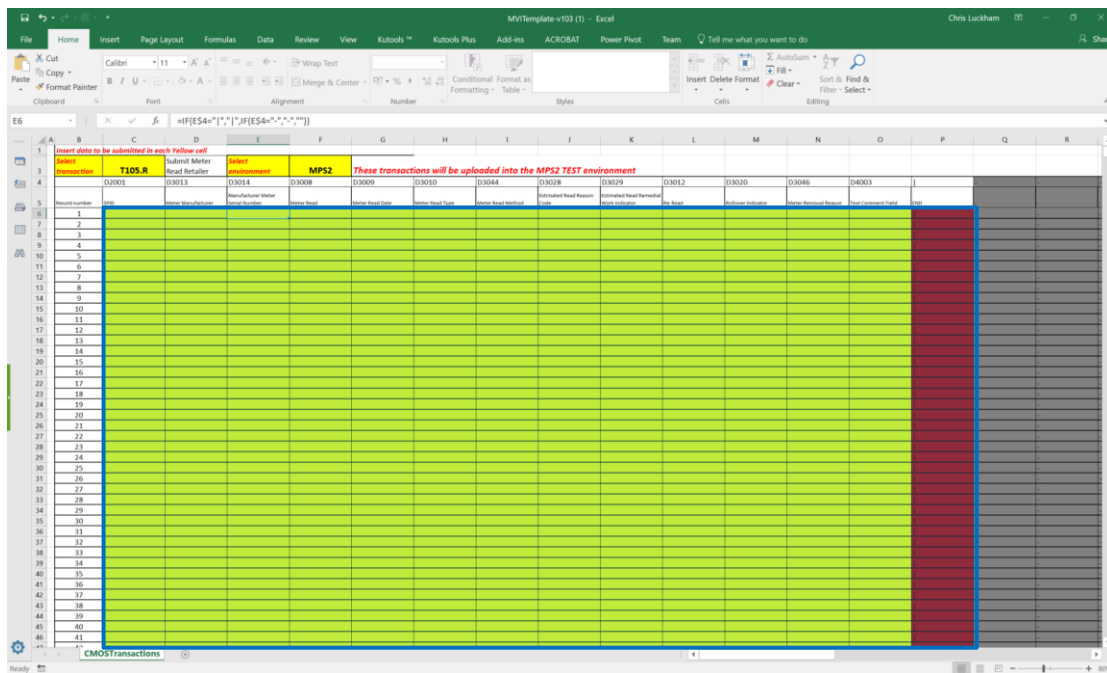


Figure 5-6: Transaction data is entered in the yellow area

You will notice that when you click on one of the yellow, red, grey cells of the template, it is pre-populated with a formula. The formulas are used to determine the column area allocated for the entry of transaction data based on the transaction that you have selected as illustrated in Figure 5-7.

Once you have selected your template, you can overwrite the formula values with your transaction data, ensuring you only enter data within the designated area, i.e. yellow cells.

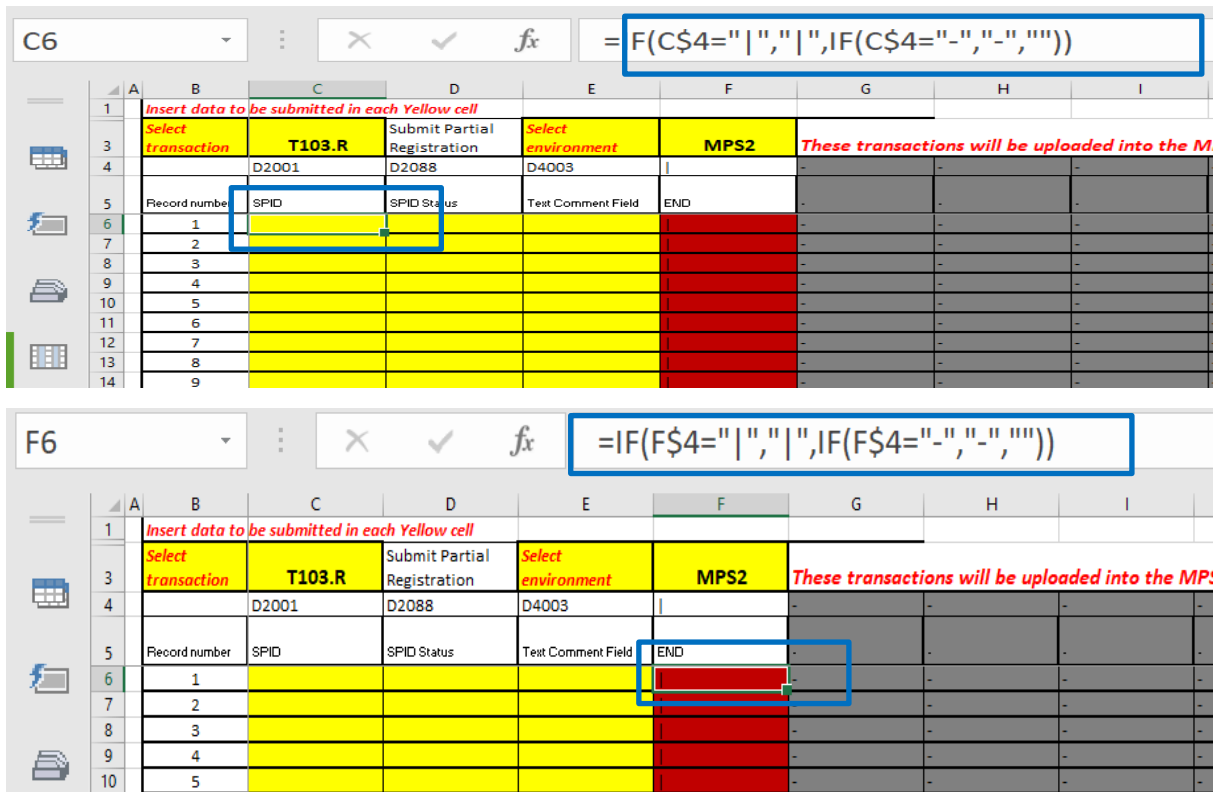


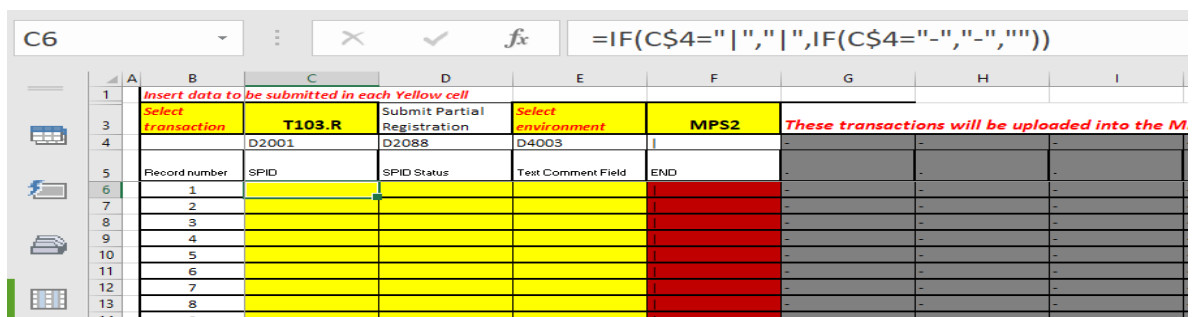
Figure 5-7: Formulas used to format the template based on your chosen transaction type. The top image illustrates a cell formatted to indicate that data is enterable, whereas the bottom image indicates a change in transaction type that requires fewer fields to be displayed, and reformats the cells accordingly

The template cells have been formatted to capture and store the data in Text format to ensure that the data is uploaded, imported, and submitted in the exact same format as its original entry.

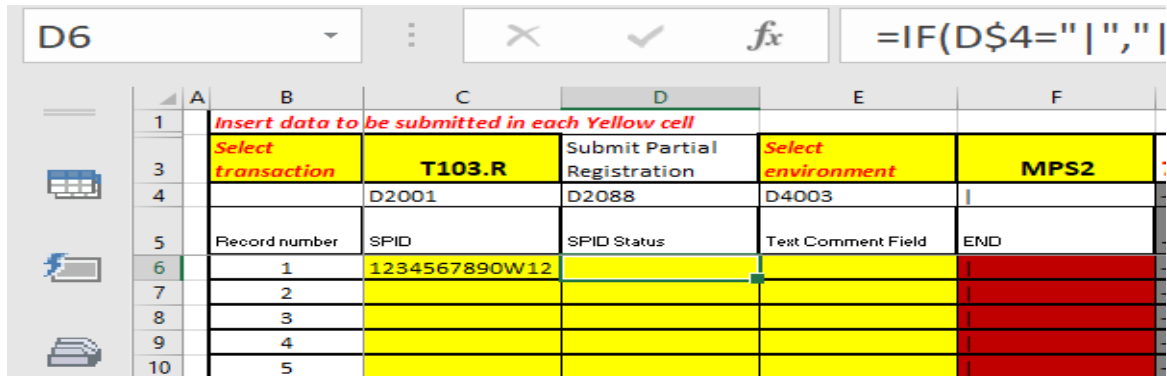


### Entering data manually

- 1 Select the **cell** to be edited



- 2 Type in the value and press the **Enter** key, or move to the next cell

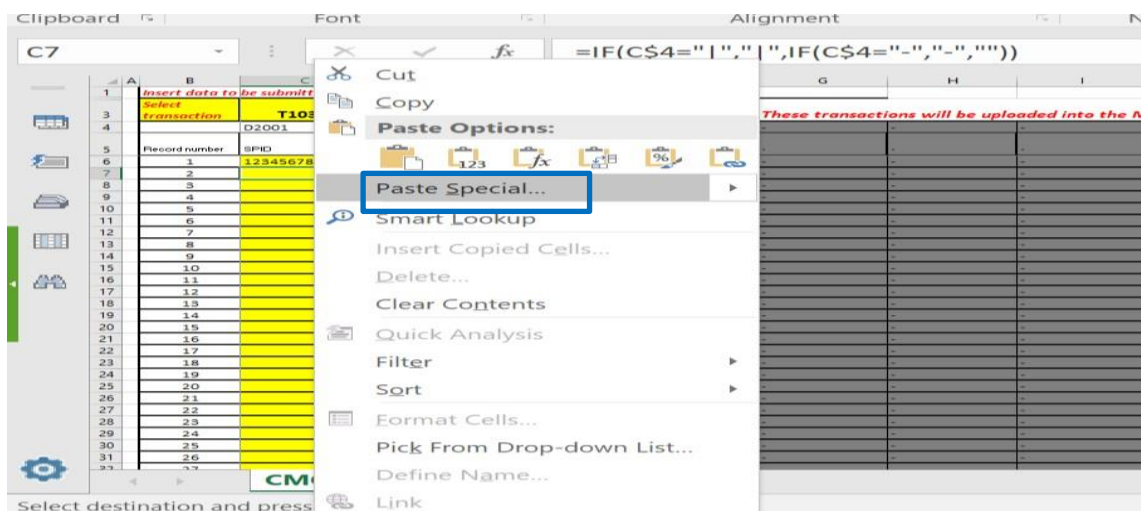


### Copying and pasting data

Whether you are copying (especially from external sources) and pasting into a single cell or block of cells within the template, you will need to ensure that the formatting of the cells is not modified.

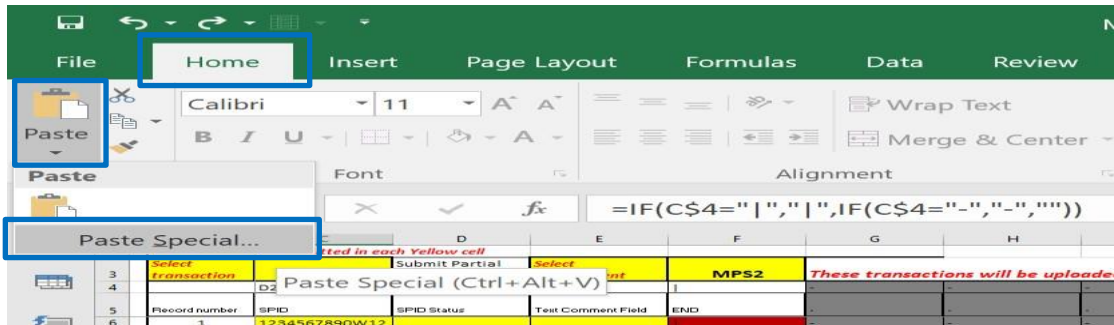
This can be achieved by using the Paste Special option. With the cell to be modified selected, either:

- 1 **Right click** on the cell to be modified and select the **Paste Special** option

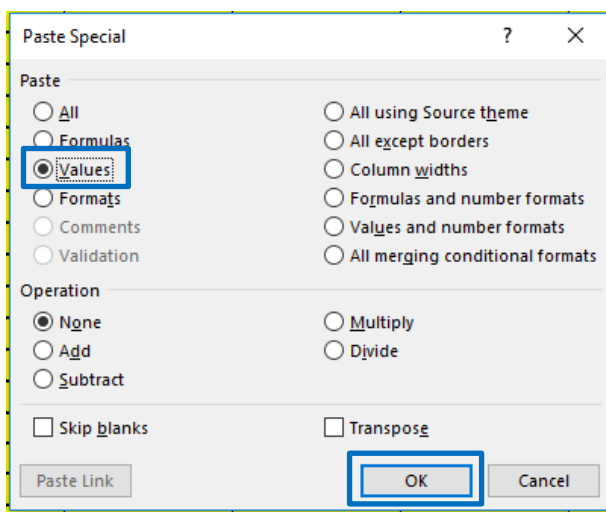


Or,

In the **Home** ribbon, click on the **down arrow** under the **Paste** button and select the **Paste Special** option



- 2 Select on the Values option  Values and click on the **OK** button



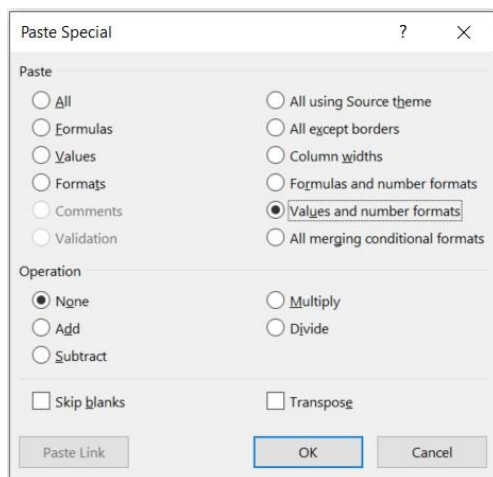
- 3 The value will be based with the original formatting preserved

	A	B	C	D	E	F	G
1		<i>Insert data to be submitted in each Yellow cell</i>					
3		<i>Select transaction</i>	<b>T105.R</b>	Submit Meter Read Retailer	<i>Select environment</i>	<b>MPS2</b>	<i>These transacti</i>
4			D2001	D3013	D3014	D3008	D3009
5		Record number	SPID	Meter Manufacturer	Manufacturer Meter Serial Number	Meter Read	Meter Read Date
6		1	1234567890W12				2018-05-04
7		2					



The example above demonstrates the entry of a data value. For *Date* values, the My MOSL MVI requires ISO standard of yyyy-mm-dd. Entries such as 2018-05-01 will be processed as 1<sup>st</sup> of May 2018 rather than the 5<sup>th</sup> of January 2018.

- 4 The MVI will also accept dates within the UK format e.g 23/10/2018. When copying from the source spreadsheet using dates please use the **Values and number formats**  Values and number formats radio option as specified below.



### 3.2.4 Validating your transaction data – conforming to the data definitions within CSD 0301 (Data Catalogue)

To ensure the successful submission to, and processing of your transactions to CMOS, the transaction data you enter in the template must confirm to the data definitions for your chosen transaction type as defined in *CSD 0301 (Data Catalogue)*.



*CSD 0301 (Data Catalogue)* provides the definitions for Data Items and Data Transactions used for Trading Party interaction with the Central Systems.

- ◆ The template is subject to “free text” entry, but does not provide any validation of the fields.
- ◆ A subset of validation is applied to the data by the My MOSL MVI prior to its submission to CMOS (covered in the *Import validation* section later in the guide), after which, CMOS will validate the transactions against the business rules.
- ◆ To minimise the occurrence of data-related errors, the following is a summary of “rules” that should be adhered to.

### 3.2.4.1 Required, Required under certain conditions, and Optional fields

- Search section 4.4 of *CSD 0301 (Data Catalogue)* for the transaction type you are entering (e.g. "T105.R")
- The *Notes* row of the transaction definition indicates whether a field is *Required*, *Required* under certain conditions, or *Optional*

Transaction Number		T105.W, T105.R	
Transaction Name		Submit Meter Read	
From	Wholesaler, Retailer		
To	Market Operator		
Data Item Number	Name	Notes	
Document reference CSD 0301 Version 1.0			
Data Catalogue Page 204 of 343			
D2001	SPID	Conditional	Required unless meter is a Non-Market Meter
D3013	Meter Manufacturer	Required	Required
D3014	Manufacturer Meter S	Required	Required
D3008	Meter Read	Required	Required
D3009	Meter Read Date	Required	Required
D3010	Meter Read Type	See Additional Notes below	See Additional Notes below
D3044	Meter Read Method	See Additional Notes below	See Additional Notes below
D3028	Estimated Read Reason Code	Required only if D3044 is ESTIMATED	Required only if D3044 is ESTIMATED
D3029	Estimated Read Remedial Work Indicator	Required only if D3044 is ESTIMATED	Required only if D3044 is ESTIMATED
D3012	Re-Read	Required	Required
D3020	Rollover Indicator	Optional	Optional
D3046	Meter Removal Reas	Required only if D3010 is "F". Not valid otherwise.	Required only if D3010 is "F". Not valid otherwise.
D4003	Text Comment Field	Optional	Optional
Description	A Meter Read submission from the Wholesaler or Retailer		
Additional Notes	CSD 0202 (Meter Read Submission: Process) provides details of valid combinations of Meter Read Type and Meter Read Method, and whether the Meter Read must be submitted by the Wholesaler or Retailer		

### 3.2.4.2 Additional Notes

- Search section 4.4 of *CSD 0301 (Data Catalogue)* for the transaction type you are entering (e.g. "T105.R")
- The *Additional Notes* row of the transaction definition provides further transaction-specific guidance on how the transaction data should be completed

### 3.2.4.3 Data types and field lengths

Each transaction field has a defined data type, i.e. the allowable format of value that will be accepted by CMOS. For example, a field may need to be formatted as text, date, integer, decimal etc.

Furthermore, for certain data types, the allowable field length is also defined that determines the maximum number of characters that should be entered.

The following steps enable you to determine what format the transaction fields in your template will require:

- 1 Search section 2.5 of *CSD 0301 (Data Catalogue)* for the transaction field you are entering (e.g. "D3044")

<b>Data Item Number</b>	D3044
<b>Data Item Name</b>	Meter Read Method
<b>Data Item Logical Type</b>	UTF-8string(12)
<b>Member of unique serial set</b>	no
<b>Member of Valid Set</b>	yes
<b>Data Group</b>	Meter
<b>Data Owner</b>	Retailer or Wholesaler
<b>Description</b>	The method of meter reading
<b>Further Details</b>	
<b>Used in Data Transaction</b>	T104.W, T104.M, T105.W, T105.R, T105.M, T117.W, T117.M, TCORR172.W, TCORR172.R, TCORR172.M, TCORR173.W, TCORR173.M, T181.W, T181.M

- 2 Check what is defined under the *Data Item Logical Type* field, with any field length restrictions indicated in brackets

<b>Data Item Name</b>	Meter Read Method
<b>Data Item Logical Type</b>	UTF-8string(12)
<b>Member of Unique</b>	

- 3 A definition of all data types is available in section 2.2 of *CSD 0301 (Data Catalogue)*, where you must ensure that your entries meet the defined criteria



For *Date* data types, the My MOSL MVI assumes the UK standard, i.e. day month year. Entries such as 4/5/2018 will be processed as 4<sup>th</sup> May 2018, and not 5<sup>th</sup> April 2018.

### 3.2.4.4 Enumerated Values

Where a transaction field must only be populated with data from an enumerated list, the My MOSL MVI will validate your entry.

The following steps enable you to determine whether or not the transaction fields in your template will require an enumerated value to be entered:

- 1 Search section 2.5 of *CSD 0301 (Data Catalogue)* for the transaction field you are entering (e.g. “D3044”)

<b>Data Item Number</b>	D3044
<b>Data Item Name</b>	Meter Read Method
<b>Data Item Logical Type</b>	UTF-8string(12)
<b>Member of unique serial set</b>	no
<b>Member of Valid Set</b>	yes
<b>Data Group</b>	Meter
<b>Data Owner</b>	Retailer or Wholesaler
<b>Description</b>	The method of meter reading
<b>Further Details</b>	
<b>Used in Data Transaction</b>	T104.W, T104.M, T105.W, T105.R, T105.M, T117.W, T117.M, TCORR172.W, TCORR172.R, TCORR172.M, TCORR173.W, TCORR173.M, T181.W, T181.M

- 2 Check whether the *Member of Valid Set* field is defined as yes

<b>Member of Valid Set</b>	yes
<b>Data Group</b>	Meter

- 3 If it is defined as yes, search section 3.2 of *CSD 0301 (Data Catalogue)* for the transaction field you are entering (e.g. “D3044”) to get a list of acceptable enumerated values

Data Item Number	Data Item Name	Code	Description
D3044	Meter Read Method	VISUAL	Visual Read
		CUSTOMER	Customer Read
		REMOTE	Remote Read
		ESTIMATED	Estimated Read
D3045	Meter Addition Request	ADD	Meter added except as part of a meter exchange

### 3.2.4.5 Transaction Level Validation

Each MVI transaction has several validation rules which are specified within the Error Codes document found on the [MOSL website](#) under CSD 0301: error codes panel.

As part of an ongoing process MOSL will be applying transaction level validation through MVI. These validations will allow trading parties to view validation errors before submitting to CMOS. Each new transaction that contains these validations will be delivered on a scheduled basis.



When your file is uploaded into the My MOSL MVI, validation will be applied to ensure that where a transaction field must only be populated with data from an enumerated list, that an appropriate value has been chosen.

You must ensure that for any *Required* field that requires an enumerated value, a value is entered and verified within your template.



### 3.2.5 Checklist and tips

You have completed your batch upload file template and are ready to upload it into the My MOSL

MVI. Below is a checklist of things to review as well as some tips:

- Ensure that you are using the latest version of the template. If you are unsure, then download the latest version from the My MOSL MVI as covered earlier in *Downloading the latest template version*
- Ensure that you have selected the correct transaction type, especially where a transaction is used across both Retailers and Wholesalers
- Ensure that you have entered all the required fields for each transaction record, especially fields that are conditional
- Ensure that you have conformed to the definitions for the Data Transaction and Data Items in *CSD 0301 (Data Catalogue)*
- Ensure that if you are copying data from external sources to paste into the template, that you use the **Paste Special** option, selecting the **Value** option to avoid any reformatting issues
- Ensure that there are no empty rows between transactions as the upload process will end processing of the file when it encounters an empty row in the template
- Ensure that the template does not exceed 5000 transaction records

## 3.3 Uploading your batch upload file into the My MOSL MVI

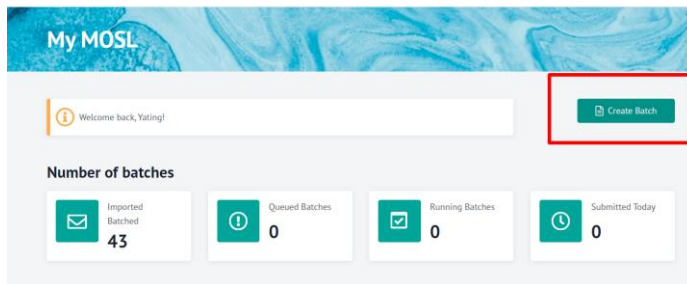
### In this section

- The *Upload Batch File* screen
- *Upload File* validation

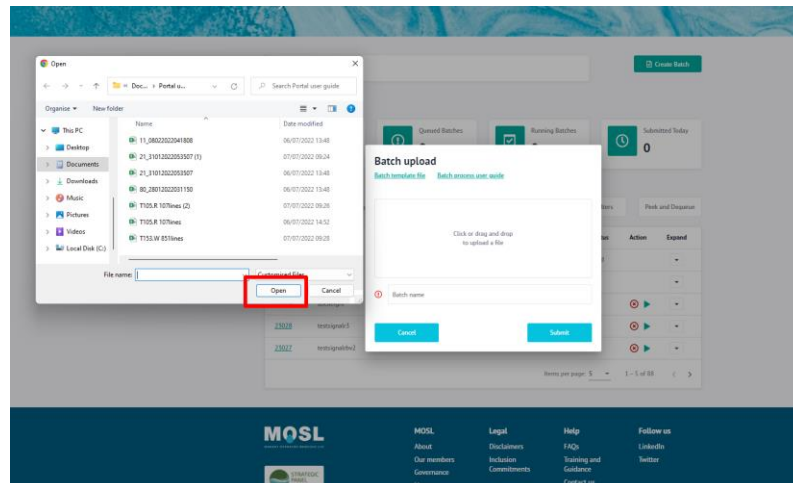
### 3.3.1 The Upload Batch File screen

You have prepared your batch upload file and are now ready to upload it into the portal:


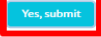
- 1 From the MVI home page, select **Create Batch**





- 2 In the **Batch upload** panel, and click on the blank area to choose your file to upload and click on the **Open** button




- 3 In the **Batch upload** panel, enter a batch name in the **Batch Name** field

- 4 Click on the **Submit** button  and click **Yes, submit** button  , the batch will be uploaded, any errors will appear under **Validation Errors** and **CMOS Errors**.

Batch ID	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
<a href="#">23061</a>	Test	851	25	0	Imported	 	

- 5 Click on the **Create Batch** button  to upload another file, or Click on the **down arrow** button to view the details, explained in the *Monitoring the progress of uploaded batch upload files* section later in the guide

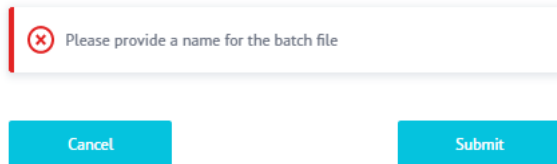
Batch ID ↑	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
<a href="#">23034</a>	test	0	0	0	Uploaded		

### 3.3.2 Upload File validation

The My MOSL MVI applies several validation checks as part of the *Upload File* process.

#### 3.3.2.1 “Batch Name is required”

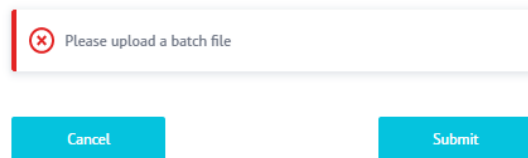
- An error message is displayed if you attempt to upload a file without entering a **Batch Name**



A screenshot of a web form showing a validation error. A white rectangular box with a red border contains a red 'x' icon and the text "Please provide a name for the batch file". Below the box are two cyan buttons: "Cancel" on the left and "Submit" on the right.

#### 3.3.2.2 “Please select file”

- An error message is displayed if you attempt to upload a file without selecting a **Batch File**



A screenshot of a web form showing a validation error. A white rectangular box with a red border contains a red 'x' icon and the text "Please upload a batch file". Below the box are two cyan buttons: "Cancel" on the left and "Submit" on the right.

### 3.4 Importing and validating transaction records from your uploaded batch upload file

#### In this section

- Import validation

#### 3.4.1 Import validation

When you have successfully uploaded a batch upload file, the Portal will start the process of importing and validating the transaction records.

Click on the **batch ID**, and click on **Validation Errors** to check error details.

Batch ID	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
<a href="#">23064</a>	test	0	0	0	Importing		▼

Summary **Validation Errors** CMOS Errors History Batch File Reports

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**Batch Summary**

Summary Validation Errors CMOS Errors History Batch File Reports

#### Validation Errors

1
**Error - Data Format**
1/25

<b>Data Item Description</b>	VOA BA Reference
<b>Data Item Name</b>	D2037
<b>Data Item Value</b>	012110157 000
<b>Error Description</b>	The value supplied is not correct. An incorrect value for a ASCII String has been supplied. Please see the description of ASCII strings in CSD 0301.
<b>Error Type</b>	Data Format
<b>Transaction ID</b>	8466923
<b>Transaction Name</b>	T153.W
<b>Transaction Sequence</b>	3

### 3.4.1.1 Data Types and field lengths

- Each transaction field has a defined data type, i.e. the allowable format of value that will be accepted by CMOS. For example, a field may need to be formatted as text, date, integer, decimal etc

Furthermore, for certain data types, the allowable field length is also defined that determines the maximum number of characters that should be entered



For Date data types, the My MOSL MVI assumes the UK standard, i.e. day month year. Entries such as 4/5/2018 will be processed as 4th May 2018, and not 5th April

Details on working with data types and field lengths are covered in the *Validating your transaction data – conforming to the data definitions within CSD 0301 (Data Catalogue)* section earlier in this guide.

### 3.4.1.2 Data Items Valid Set

- Where a transaction field must only be populated with data from an enumerated list, the My MOSL MVI will validate your entry

Details on working with enumerated values are covered in the *Validating your transaction data – conforming to the data definitions within CSD 0301 (Data Catalogue)* section earlier in this guide.

### 3.4.1.3 Required Fields

- Where fields are required within the transaction data, the My MOSL MVI will validate against required fields.

Details on working with mandatory fields are covered in *Validating your transaction data – conforming to the data definitions within CSD 0301 (Data Catalogue)* section earlier in this guide.

### 3.5 Monitoring the progress of uploaded batch upload files

#### In this section

- The *Batch Status* screen
- Viewing the status of an uploaded batch upload file

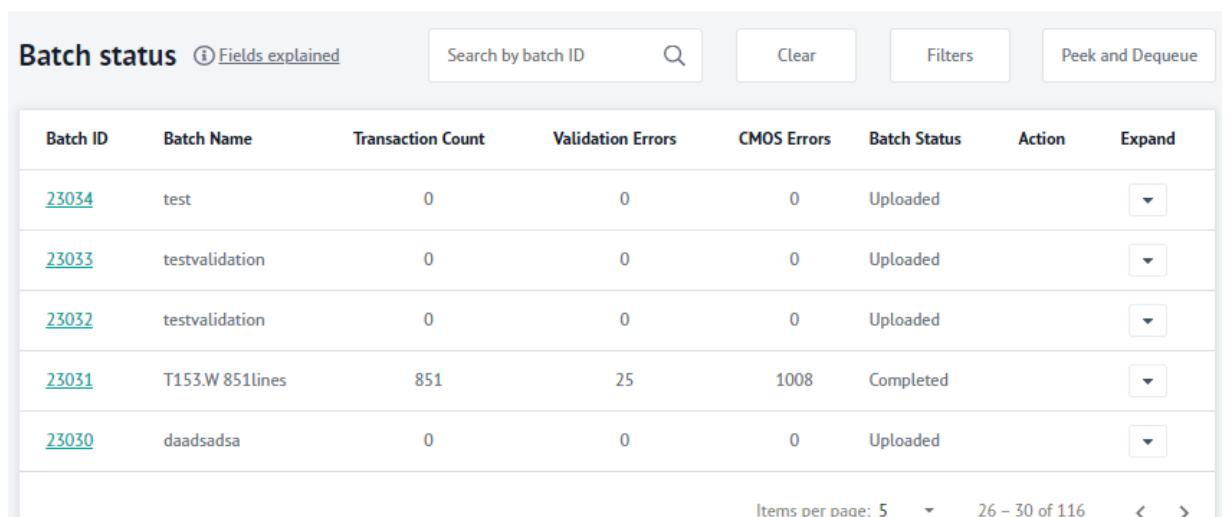
When you have successfully uploaded a batch upload file, you will be able to monitor its progress during importing and validation, submissions, and where configured to receive them, CMOS transaction notifications).

Monitoring is available across a series of screens and reports within the My MOSL MVI.

#### 3.5.1 The View Batch Status screen

You can view a summary of batch upload files for your Trading Party, i.e., batch upload files that you, or another user from your Trading Party have uploaded:

- 1 A list of all batch upload files for your Trading Party will be displayed on the home page, illustrated in **Figure 5-8**



Batch ID	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
<a href="#">23034</a>	test	0	0	0	Uploaded		▼
<a href="#">23033</a>	testvalidation	0	0	0	Uploaded		▼
<a href="#">23032</a>	testvalidation	0	0	0	Uploaded		▼
<a href="#">23031</a>	T153.W 851lines	851	25	1008	Completed		▼
<a href="#">23030</a>	daadsadsa	0	0	0	Uploaded		▼

Items per page: 5    26 – 30 of 116    < >

Figure 5-8: The *View Batch Status* screen provides a high-level summary of all batch upload files for your Trading Party. The table in **Figure 5-9** provides a definition of the columns used.

Report Field Name	Description																				
<b>Batch ID</b>	The unique identifier assigned to the batch upload file at the point of upload																				
<b>Environment Name</b>	The environment name identifies the upload environment for trading parties.																				
<b>Batch Status</b>	The current processing status of the batch upload file:																				
	<table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>Uploading</b></td> <td>Batch upload file is being uploaded</td> </tr> <tr> <td><b>Uploaded</b></td> <td>Batch upload file has been uploaded</td> </tr> <tr> <td><b>Importing</b></td> <td>Transaction records from the batch upload file are being imported</td> </tr> <tr> <td><b>Imported</b></td> <td>One or more transaction records from the batch upload file have been successfully imported and are eligible to be submitted to CMOS</td> </tr> <tr> <td><b>Error</b></td> <td>No transaction records from the batch upload file have been imported</td> </tr> <tr> <td><b>Scheduled</b></td> <td>Eligible records from the batch upload file are in a queue to be submitted to CMOS</td> </tr> <tr> <td><b>Running</b></td> <td>Eligible records from the batch upload file are being submitted to CMOS</td> </tr> <tr> <td><b>Completed</b></td> <td>Batch upload file process has been completed</td> </tr> <tr> <td><b>Cancelled</b></td> <td>An imported batch upload file has been cancelled, i.e. it can no longer be submitted to CMOS</td> </tr> </tbody> </table>	Status	Description	<b>Uploading</b>	Batch upload file is being uploaded	<b>Uploaded</b>	Batch upload file has been uploaded	<b>Importing</b>	Transaction records from the batch upload file are being imported	<b>Imported</b>	One or more transaction records from the batch upload file have been successfully imported and are eligible to be submitted to CMOS	<b>Error</b>	No transaction records from the batch upload file have been imported	<b>Scheduled</b>	Eligible records from the batch upload file are in a queue to be submitted to CMOS	<b>Running</b>	Eligible records from the batch upload file are being submitted to CMOS	<b>Completed</b>	Batch upload file process has been completed	<b>Cancelled</b>	An imported batch upload file has been cancelled, i.e. it can no longer be submitted to CMOS
	Status	Description																			
	<b>Uploading</b>	Batch upload file is being uploaded																			
	<b>Uploaded</b>	Batch upload file has been uploaded																			
	<b>Importing</b>	Transaction records from the batch upload file are being imported																			
	<b>Imported</b>	One or more transaction records from the batch upload file have been successfully imported and are eligible to be submitted to CMOS																			
	<b>Error</b>	No transaction records from the batch upload file have been imported																			
	<b>Scheduled</b>	Eligible records from the batch upload file are in a queue to be submitted to CMOS																			
	<b>Running</b>	Eligible records from the batch upload file are being submitted to CMOS																			
<b>Completed</b>	Batch upload file process has been completed																				
<b>Cancelled</b>	An imported batch upload file has been cancelled, i.e. it can no longer be submitted to CMOS																				
<b>Transaction Count</b>	The number of transactions uploaded into the portal This will be a sum of the <i>Validation Errors</i> and <i>Sent</i> values for a submitted batch record																				
<b>Validation Errors</b>	The number of transactions that have failed validation during the importing process																				
<b>Sent</b>	The number of transactions that have passed validation during the importing process, and has been submitted to CMOS This will be a sum of the <i>Submission Errors</i> and <i>Responses Received</i> values for a submitted batch record * Only once you have submitted the batch																				
<b>Submission Errors</b>	The number of transactions that have been submitted to CMOS, but have been rejected for not conforming to the transaction specification as defined in <i>CSD 0301 (Data Catalogue)</i> * Only once you have submitted the batch																				
<b>Responses Received</b>	The number of transactions that have received a transaction notification (success or failure) from CMOS * Only once you have submitted the batch, and only if your Trading Party is subscribing to the automatic Peek and Dequeue service																				
<b>Batch Name</b>	The name given to the batch upload file at the point of upload																				

**Figure 5-9:** A definition of the columns, including the *Batch Status* values, used in the *View Batch Status* screen



### 3.5.2 Viewing the progress of a specific batch upload file

From within the *Batch Status* screen:

- 1 For the desired batch record, click on any part of the row to bring up further details and actions

**Batch status** ⓘ [Fields explained](#)

Batch ID	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
<a href="#">23079</a>	moslgroupsignalrtest	851	25	0	Imported		
<a href="#">23078</a>	5650000	0	0	0	Uploaded		
<a href="#">23077</a>	123321	0	0	0	Uploaded		
<a href="#">23076</a>	65456456	851	25	0	Imported		
<a href="#">23075</a>	9878989	851	25	0	Imported		

Items per page: 5 1 - 5 of 135 < >

- 2 The batch summary will be displayed

Summary Validation Errors CMOS Errors History Batch File Reports




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#### Batch Summary

<b>Batch ID</b>	23079
<b>Batch Name</b>	moslgroupsignalrtest
<b>Transaction Count</b>	851
<b>Created by</b>	Chris
<b>Submitted</b>	07/07/2022 22:06 PM
<b>Completed</b>	
<b>Validation Errors</b>	25
<b>CMOS Errors</b>	0

- 3 On top of the panel, click on **Validation Errors**, **CMOS Errors**, **History**, **Batch File** and **Reports** to view details.
  - a. The **Validation Errors**, mentioned in section 5.4.
  - b. The **CMOS Error**,
  - c. The **History**, i.e., an audit trail of activity against the batch record, and
  - d. The available **Actions**, i.e., what further activity can be performed against the batch record

## History

 07/07/2022	 23:12	Status	<b>Imported</b>	Medium Volume Interface Service
 07/07/2022	 23:06	Status	<b>Importing</b>	Medium Volume Interface Service
 07/07/2022	 22:06	Status	<b>Uploaded</b>	Chris

### 3.6 Performing actions against uploaded batch upload files

When you have selected a specific batch record from the *Batch Status* screen, a list of available actions will be displayed, and are determined based on the status of your batch record as seen in Figure 5-10.

Status	View Reports	Submit Transactions	Cancel Batch
Uploading			
Uploaded			
Importing	✓		
Imported	✓	✓	✓
Error	✓		
Scheduled	✓		
Running	✓		
Completed	✓		
Cancelled	✓		

Figure 5-10: A list of actions available based on the *Batch Status* value of the batch record

### 3.6.1 View Reports

To view the report of a batch, click on the batch ID, and click on **Reports**, this will be accessible irrespective of the Batch Status record and will enable you to drill down and analyse the progress of your uploaded batch upload file and transactions in more detail, as illustrated in Figure 5-11.

Further guidance on the reports available are explained later in the *Batch reports* section in the guide.

**Batch status** [Fields explained](#)

Batch ID	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
<b>25205</b>	vbfbs	851	25	810	Completed		▼
<b>25198</b>	test_imported	851	25	914	Cancelled		▼
<b>25197</b>	test_submittedtoday	851	25	1028	Completed		▼
<b>25196</b>	test9	851	25	948	Completed		▼
<b>25195</b>	test8	851	25	957	Completed		▼

Items per page: 5 1 - 5 of 220 < >

[Back to dashboard](#)

Summary Validation Errors CMOS Errors History **Reports**

Row Number	Validation Status	Transaction Submitted	CMOS Response
1	OK	2022-08-04 14:59:45	WH
2	OK	2022-08-04 14:59:49	WH
3	OK	2022-08-04 14:59:49	WH
4	OK	2022-08-04 14:59:48	WH
5	OK	2022-08-04 14:59:49	WH
6	OK	2022-08-04 14:59:48	WH
7	OK	2022-08-04 14:59:49	WH
8	OK	2022-08-04 14:59:48	WH
9	OK	2022-08-04 14:59:48	WH
10	OK	2022-08-04 14:59:48	WH
11	OK	2022-08-04 14:59:56	WH
12	OK	2022-08-04 14:59:59	WH
13	OK	2022-08-04 14:59:56	WH
14	OK	2022-08-04 14:59:56	WH
15	OK	2022-08-04 14:59:59	WH
16	OK	2022-08-04 14:59:56	WH
17	OK	2022-08-04 14:59:59	WH
18	OK	2022-08-04 14:59:56	WH
19	OK	2022-08-04 14:59:56	WH
20	OK	2022-08-04 14:59:59	WH
21	OK	2022-08-04 19:00:00	WH
22	OK	2022-08-04 19:00:00	WH
23	OK	2022-08-04 19:00:00	WH
24	OK	2022-08-04 19:00:00	WH
25	OK	2022-08-04 19:00:00	WH
26	OK	2022-08-04 19:00:00	WH

851  
Transaction Count

25  
Validation Errors

826  
Responses Received

810  
CMOS Errors

Validation Error

CMOS Error

Summary Validation Errors CMOS Errors

**Figure 5-11: The option to View Reports is available for all batch records (top), which enables access to a suite of reports to analyse the progress of your batch upload file in more detail (bottom).**

### 3.6.2 Submit Transactions and Cancel Batch actions

The **Submit batch** and **Cancel Batch** buttons are only made accessible for batch records where the status is **Imported**, as illustrated in

**Batch status** [Fields explained](#) Search by batch ID


Batch ID	Batch Name	Transaction Count	Validation Errors	CMOS Errors	Batch Status	Action	Expand
<a href="#">23059</a>	updatebatchstatustest	1	0	0	Imported		<input type="button" value="v"/>
<a href="#">23058</a>	testuploadedstatus	1	0	0	Cancelled		<input type="button" value="v"/>
<a href="#">23057</a>	localmvttest	0	0	0	Uploaded		<input type="button" value="v"/>
<a href="#">23056</a>	testeteststst	0	0	0	Uploaded		<input type="button" value="v"/>
<a href="#">23055</a>	T153.W	851	25	0	Imported		<input type="button" value="v"/>

*submit batch* (green arrow pointing to the play button icon in the 'Imported' row)  
*cancel batch* (red arrow pointing to the red 'x' icon in the 'Cancelled' row)

Figure 5-12: The option to Submit Transactions for a batch record is only available where the **Batch Status** value is **Imported** (top image), else the option is not available.

### 3.7 Monitoring the progress of a submitted batch upload file

When you have successfully submitted a batch upload file, you will be able to monitor its progress across a series of screens and reports within the My MOSL MVI.

 The *Working examples and Troubleshooting* section later in the guide, runs through how to use these screens and reports to monitor your batch submission.

### 3.8 Batch reports

For each batch upload file uploaded into the portal, a series of reports are available to enable you to drill down and analyse the progress of your uploaded batch upload file and transactions in more detail.

A summary of the reports available, and what they detail can be seen in Figure 5-13.

Report Name	Description
<b>Batch Summary</b>	This report summarises the current status of all transactions in a batch including those that have failed validation, those that have CMOS errors and those that have been successful
<b>Validation Errors</b>	This report contains all transactions within the batch that have failed initial MVI data item format and length validation and will not be submitted to CMOS
<b>CMOS Errors</b>	This report contains all transactions within the batch that have been sent to CMOS and rejected. This includes the reason for rejection as defined in <i>CSD 0301 (Data Catalogue)</i>

**Figure 5-13: Summary of the available MVI reports**

### 3.8.1 General batch report layout

The reports within the My MOSL MVI uses a generic layout as illustrated in Figure 5-14, along with a breakdown of the report actions in Figure 5-15.

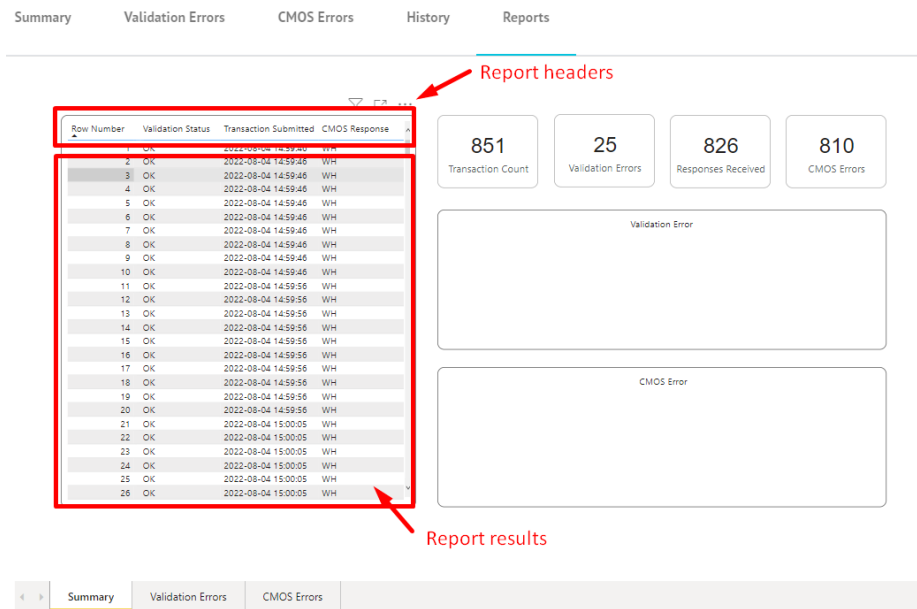
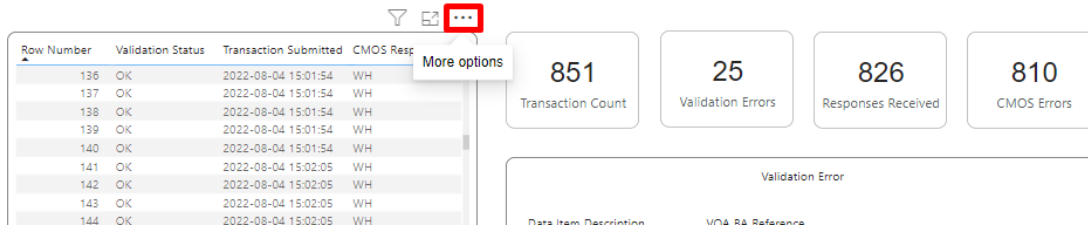


Figure 5-14: The MVI report layout within the My MOSL MVI

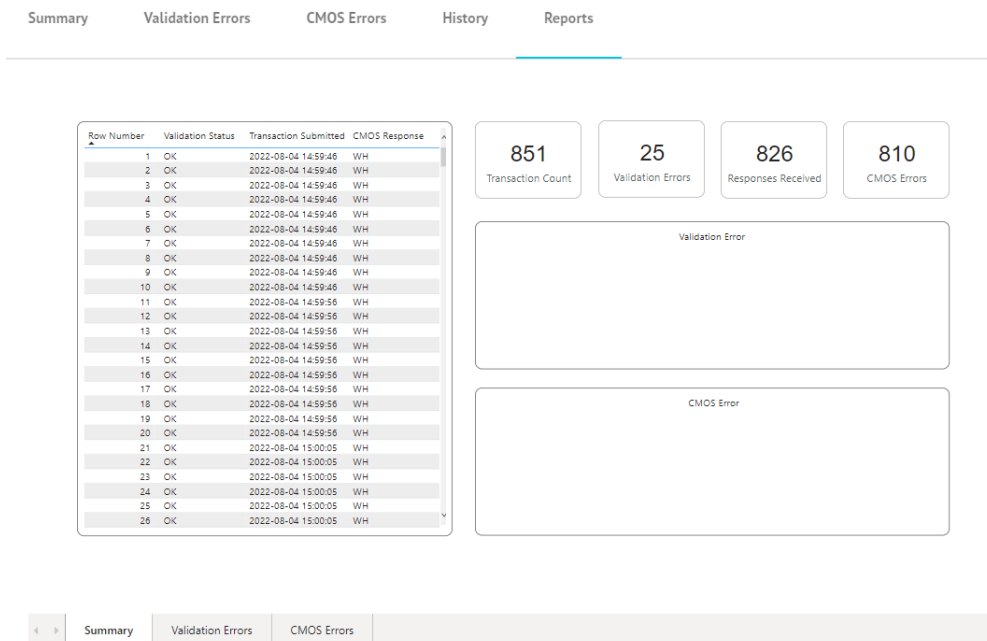


Click on **Ellipse** button and **Export data**. This allows you to export the results set.



### 3.8.2 Batch Summary Report

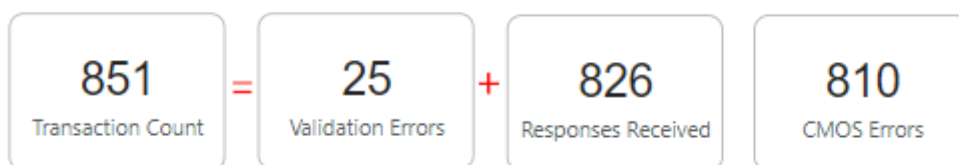
The *Batch Summary Report* provides a high-level view of the transaction records within your batch record, illustrated in Figure 5-16, and a definition of the report columns in Figure 5-17.



**Figure 5-16: The Batch Summary Report**



For a successful transaction, the transaction Count = Validation Errors + responses Received



Report field name	Description
-------------------	-------------



<b>Row Number</b>	The <i>Row Number</i> of the transaction record in the <i>Batch Summary Report</i> will map to the <i>Record Number</i> in your batch upload file	
<b>Validation Status</b>	The status of the transaction record in the batch following Import validation	
	<b>Status</b>	<b>Description</b>
	<b>OK</b>	Transaction record has been successfully imported into the My MOSL MVI, and is eligible to be submitted to CMOS
	<b>Failed</b>	Transaction record has failed to be imported into the My MOSL MVI due to an error
<b>Transaction Submitted</b>	The date and time that the My MOSL MVI sent the transaction to CMOS	
<b>COMS Response</b>	The response message type received from CMOS	

**Figure 5-17: A definition of the report columns used in the *Batch Summary Repo***

---

### 3.8.2.1 Viewing “Failed” transaction records

To view the details of transactions records with a status of “Failed”:

- 1 Open the **Batch Summary Report**
- 2 Click on the **Failed** value **Failed** under the **Validation Status** column of a transaction record

[← Back to dashboard](#)

Summary   Validation Errors   CMOS Errors   History   Reports

Row Number	Validation Status	Transaction Submitted	CMOS Response
71	Failed		
72	Failed		
73	Failed		
74	OK	2022-08-04 15:00:55	WH
75	OK	2022-08-04 15:00:55	WH
76	OK	2022-08-04 15:00:55	WH
77	OK	2022-08-04 15:00:55	WH
78	OK	2022-08-04 15:00:55	WH
79	OK	2022-08-04 15:00:55	WH
80	OK	2022-08-04 15:00:55	WH
81	OK	2022-08-04 15:01:08	WH
82	OK	2022-08-04 15:01:08	WH
83	OK	2022-08-04 15:01:08	WH
84	OK	2022-08-04 15:01:08	WH
85	OK	2022-08-04 15:01:08	WH
86	OK	2022-08-04 15:01:08	WH
87	OK	2022-08-04 15:01:08	WH
88	OK	2022-08-04 15:01:08	WH
89	Failed		
90	OK	2022-08-04 15:01:08	WH
91	OK	2022-08-04 15:01:15	WH
92	OK	2022-08-04 15:01:15	WH
93	OK	2022-08-04 15:01:15	WH
94	OK	2022-08-04 15:01:15	WH
95	OK	2022-08-04 15:01:15	WH
96	OK	2022-08-04 15:01:15	WH

851  
Transaction Count

25  
Validation Errors

826  
Responses Received

810  
CMOS Errors

Validation Error

Data Item Description: VOA BA Reference  
 Data Item Name: D2037  
 Data Item Value: 012110170 311  
 Error Code: ASCII String Parsing Error  
 Error Description: The value supplied is not correct. An incorrect value for a ASCII String I

CMOS Error

Summary   Validation Errors   CMOS Errors

Figure 5-18: Validation errors for a transaction record.

- 3 A report will appear detailing the validation errors for the transaction on the right-hand side of the window.



The *Working examples and Troubleshooting* section later in the guide, runs through how to troubleshoot the most common problems that you may encounter.

- Click on any successful transaction, report will appear detailing the technical message details sent to CMOS, and the corresponding CMOS response message, if your Trading Party is configured to receive them, as seen in Figure 5-19

Summary    Validation Errors    CMOS Errors    History    Reports

---

Row Number	Validation Status	Transaction Submitted	CMOS Response
1	OK	2022-08-04 14:59:46	WH
2	OK	2022-08-04 14:59:46	WH
3	OK	2022-08-04 14:59:46	WH
4	OK	2022-08-04 14:59:46	WH
5	OK	2022-08-04 14:59:46	WH
6	OK	2022-08-04 14:59:46	WH
7	OK	2022-08-04 14:59:46	WH
8	OK	2022-08-04 14:59:46	WH
9	OK	2022-08-04 14:59:46	WH
10	OK	2022-08-04 14:59:46	WH
11	OK	2022-08-04 14:59:56	WH
12	OK	2022-08-04 14:59:56	WH
13	OK	2022-08-04 14:59:56	WH
14	OK	2022-08-04 14:59:56	WH
15	OK	2022-08-04 14:59:56	WH
16	OK	2022-08-04 14:59:56	WH
17	OK	2022-08-04 14:59:56	WH
18	OK	2022-08-04 14:59:56	WH
19	OK	2022-08-04 14:59:56	WH
20	OK	2022-08-04 14:59:56	WH
21	OK	2022-08-04 15:00:05	WH
22	OK	2022-08-04 15:00:05	WH
23	OK	2022-08-04 15:00:05	WH
24	OK	2022-08-04 15:00:05	WH
25	OK	2022-08-04 15:00:05	WH
26	OK	2022-08-04 15:00:05	WH

851  
Transaction Count

25  
Validation Errors

826  
Responses Received

810  
CMOS Errors

Validation Error

CMOS Error

Data Item Description	Effective From Date
Data Item Name	D4006
Data Item Value	2017-04-18T00:00:00
Error Code	WH
Error Description	The Trading Party was not the Data Owner throughout the period specific

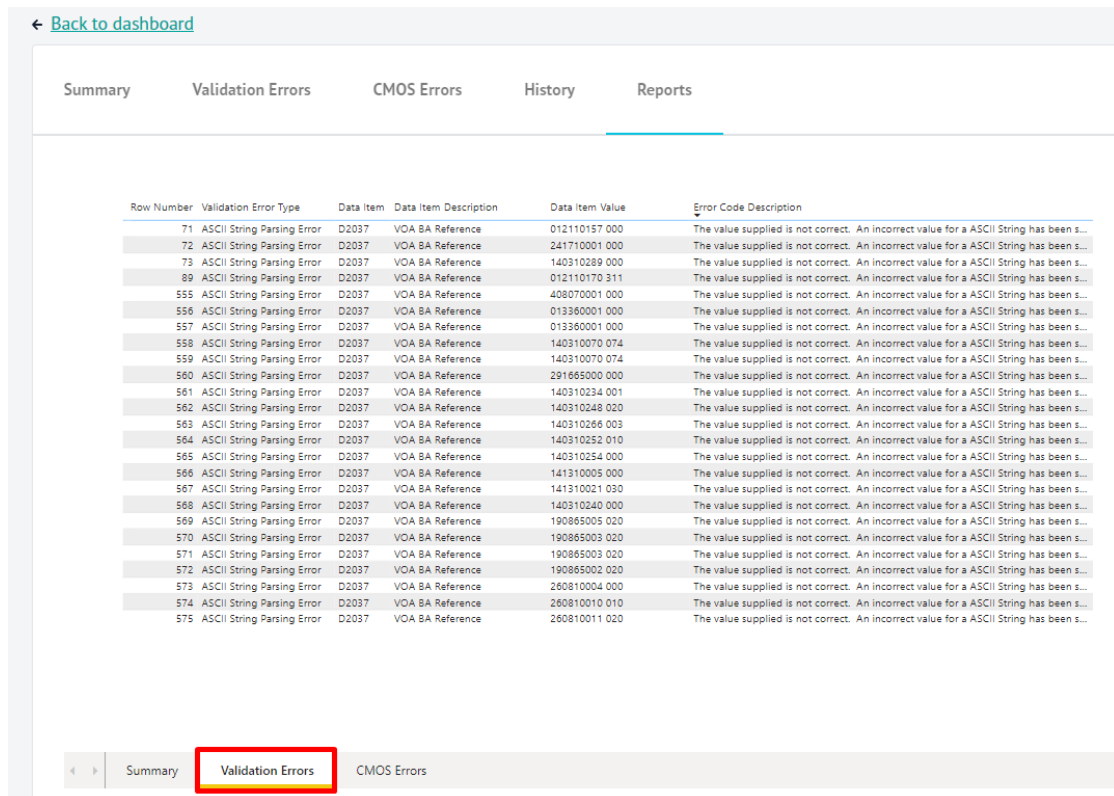
Summary    Validation Errors    CMOS Errors

**Figure 5-19: CMOS submission message for a successfully submitted transaction record, and corresponding CMOS response message, if your Trading Party is configured to receive them**

CMOS response messages are only available if you have opted-in to the Peek and Dequeue service as referred to in the *Automated Peek and Dequeue* chapter, and the *Automated Peek and Dequeue of MVI transaction notifications* section of this chapter.

### 3.8.3 Validation Errors report

The *Validations Error* report provides a detailed view of all the transaction records within your batch record that have failed to be imported, illustrated in Figure 5-16, and a definition of the report columns in Figure 5-17.



Row Number	Validation Error Type	Data Item	Data Item Description	Data Item Value	Error Code Description
71	ASCII String Parsing Error	D2037	VOA BA Reference	012110157 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
72	ASCII String Parsing Error	D2037	VOA BA Reference	241710001 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
73	ASCII String Parsing Error	D2037	VOA BA Reference	140310289 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
89	ASCII String Parsing Error	D2037	VOA BA Reference	012110170 311	The value supplied is not correct. An incorrect value for a ASCII String has been s...
555	ASCII String Parsing Error	D2037	VOA BA Reference	408070001 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
558	ASCII String Parsing Error	D2037	VOA BA Reference	013380001 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
557	ASCII String Parsing Error	D2037	VOA BA Reference	013380001 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
558	ASCII String Parsing Error	D2037	VOA BA Reference	140310070 074	The value supplied is not correct. An incorrect value for a ASCII String has been s...
559	ASCII String Parsing Error	D2037	VOA BA Reference	140310070 074	The value supplied is not correct. An incorrect value for a ASCII String has been s...
560	ASCII String Parsing Error	D2037	VOA BA Reference	291865000 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
561	ASCII String Parsing Error	D2037	VOA BA Reference	140310234 001	The value supplied is not correct. An incorrect value for a ASCII String has been s...
562	ASCII String Parsing Error	D2037	VOA BA Reference	140310248 020	The value supplied is not correct. An incorrect value for a ASCII String has been s...
563	ASCII String Parsing Error	D2037	VOA BA Reference	140310266 003	The value supplied is not correct. An incorrect value for a ASCII String has been s...
564	ASCII String Parsing Error	D2037	VOA BA Reference	140310252 010	The value supplied is not correct. An incorrect value for a ASCII String has been s...
565	ASCII String Parsing Error	D2037	VOA BA Reference	140310254 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
566	ASCII String Parsing Error	D2037	VOA BA Reference	141310005 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
567	ASCII String Parsing Error	D2037	VOA BA Reference	141310021 030	The value supplied is not correct. An incorrect value for a ASCII String has been s...
568	ASCII String Parsing Error	D2037	VOA BA Reference	140310240 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
569	ASCII String Parsing Error	D2037	VOA BA Reference	190885005 020	The value supplied is not correct. An incorrect value for a ASCII String has been s...
570	ASCII String Parsing Error	D2037	VOA BA Reference	190885003 020	The value supplied is not correct. An incorrect value for a ASCII String has been s...
571	ASCII String Parsing Error	D2037	VOA BA Reference	190885003 020	The value supplied is not correct. An incorrect value for a ASCII String has been s...
572	ASCII String Parsing Error	D2037	VOA BA Reference	190885002 020	The value supplied is not correct. An incorrect value for a ASCII String has been s...
573	ASCII String Parsing Error	D2037	VOA BA Reference	260810004 000	The value supplied is not correct. An incorrect value for a ASCII String has been s...
574	ASCII String Parsing Error	D2037	VOA BA Reference	260810010 010	The value supplied is not correct. An incorrect value for a ASCII String has been s...
575	ASCII String Parsing Error	D2037	VOA BA Reference	260810011 020	The value supplied is not correct. An incorrect value for a ASCII String has been s...

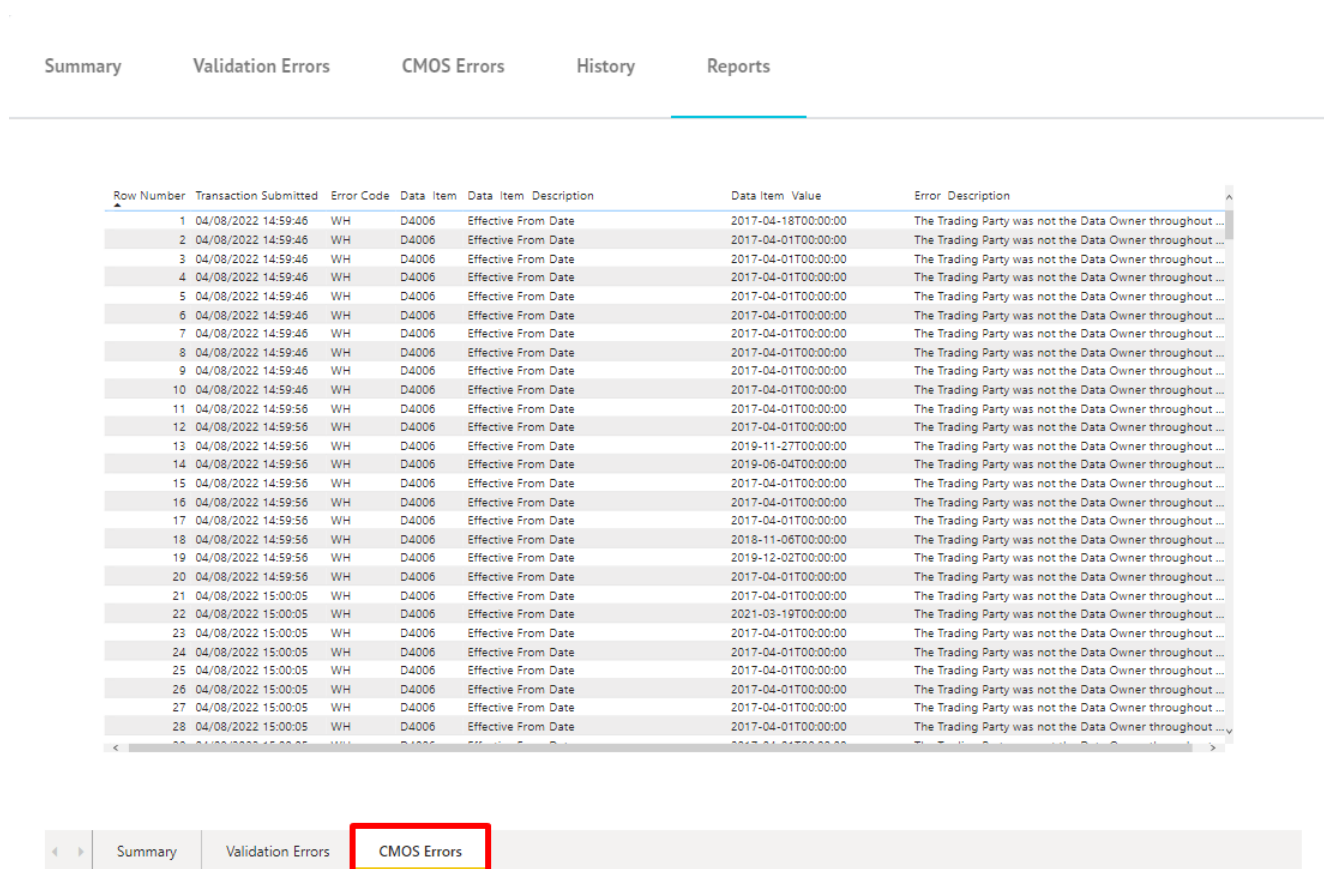
**Figure 5-21: The *Validation Errors* Report.** If an individual Data Item has failed more than one validation check, all errors will be listed within the report.

Report field name	Description
<b>Row Number</b>	The <i>Row Number</i> of the transaction record in the <i>Validation Errors</i> report will map to the <i>Record Number</i> in your batch upload file
<b>Validation Error Type</b>	The category of error generated by the CMOS
<b>Data Item</b>	The transaction record data item code that the validation error refers to
<b>Data Item description</b>	The transaction record data item that the validation error refers to
<b>Data Item Value</b>	The value entered in the batch upload file for the named Data Item
<b>Error Code Description</b>	The type of error generated by the CMOS

**Figure 5-22: A definition of the report columns used in the *Validation Errors Report***

### 3.8.4 CMOS Errors report

The *CMOS Errors* report provides a view of all the transaction records within your batch record that have failed to be accepted by CMOS, illustrated in Figure 5-23, and a definition of the report columns in Figure 5-24.



Row Number	Transaction Submitted	Error Code	Data Item	Data Item Description	Data Item Value	Error Description
1	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-18T00:00:00	The Trading Party was not the Data Owner throughout ...
2	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
3	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
4	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
5	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
6	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
7	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
8	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
9	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
10	04/08/2022 14:59:46	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
11	04/08/2022 14:59:56	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
12	04/08/2022 14:59:56	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
13	04/08/2022 14:59:56	WH	D4006	Effective From Date	2019-11-27T00:00:00	The Trading Party was not the Data Owner throughout ...
14	04/08/2022 14:59:56	WH	D4006	Effective From Date	2019-06-04T00:00:00	The Trading Party was not the Data Owner throughout ...
15	04/08/2022 14:59:56	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
16	04/08/2022 14:59:56	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
17	04/08/2022 14:59:56	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
18	04/08/2022 14:59:56	WH	D4006	Effective From Date	2018-11-06T00:00:00	The Trading Party was not the Data Owner throughout ...
19	04/08/2022 14:59:56	WH	D4006	Effective From Date	2019-12-02T00:00:00	The Trading Party was not the Data Owner throughout ...
20	04/08/2022 14:59:56	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
21	04/08/2022 15:00:05	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
22	04/08/2022 15:00:05	WH	D4006	Effective From Date	2021-03-19T00:00:00	The Trading Party was not the Data Owner throughout ...
23	04/08/2022 15:00:05	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
24	04/08/2022 15:00:05	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
25	04/08/2022 15:00:05	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
26	04/08/2022 15:00:05	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
27	04/08/2022 15:00:05	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...
28	04/08/2022 15:00:05	WH	D4006	Effective From Date	2017-04-01T00:00:00	The Trading Party was not the Data Owner throughout ...

Figure 5-23: The *CMOS Errors* report.

Report field name	Description
Row Number	The <i>Row Number</i> of the transaction record in the <i>Validation Errors</i> report will map to the <i>Record Number</i> in your batch upload file
Transaction Submitted	The transaction date and time (UTC +0)
Error Code	CMOS Error code
Data Item	The transaction record data item code that the validation error refers to
Data Item Description	The transaction record data item that the validation error refers to
Data Item Value	The value entered in the batch upload file for the named Data Item
Error Description	The type of error generated by the CMOS



You can check that you have conformed to the definitions for the Data Transaction and Data Items in *CSD 0301 (Data Catalogue)*.

You can also refer to the Validating your transaction data – conforming to the data definitions within CSD 0301 (Data Catalogue) section earlier in this guide.



You can look up the **Return Code** value in section 3.3 of *CSD 0301 (Data Catalogue)*, or in the **CMOS Error Codes** spreadsheet available on <https://mosl.co.uk/cmose> (**CMOS > Current Releases**) as seen in Figure 5-27.

The screenshot shows the MOSL website's CMOS page. The navigation menu includes 'About', 'Services', 'Market Codes', 'Market Insight', 'CMOS', 'Groups and Forums', 'Documents', 'News and Events', and 'Help'. The 'CMOS' menu item is highlighted with a red box. The main content area features a description of CMOS and a 'Click below to access' section with buttons for 'CMOS Production', 'CMOS MPS2', 'CMOS MPS', and 'MVI'. Below this, there are sections for 'CMOS – Next Release' and 'CMOS – Current Release'. The 'Error Codes 12.0.3.0' document is highlighted with a red box.

**Figure 5-27: A list of CMOS Error Codes are available on the MOSL website**

