Banking Supervision Reporting System

User Manual for Administrator

Members, Users, Sessions, and Input Reports Management

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Members, Users, Sessions, and Input Reports Management

I. Accessing to Banking Supervision Reporting System

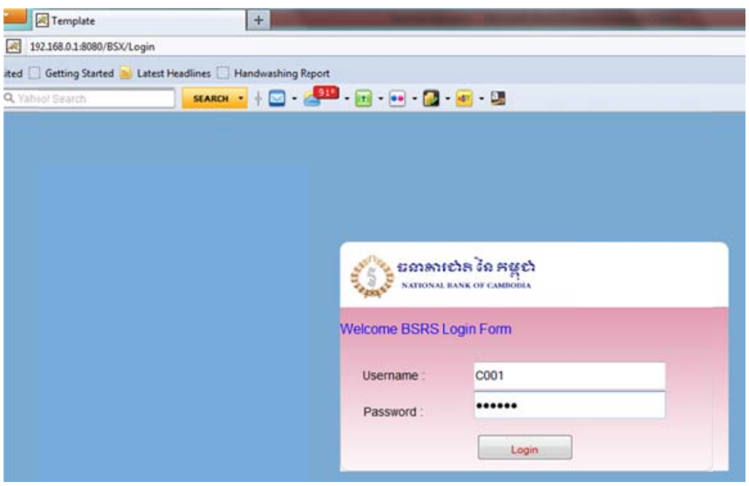
Banking Supervision Reporting System (BSRS) can be accessed via any web browsers such as Internet Explorer, Firefox, Safari, etc.

In order to access to Banking Supervision Reporting System, a user must have username and password for logging into the system.

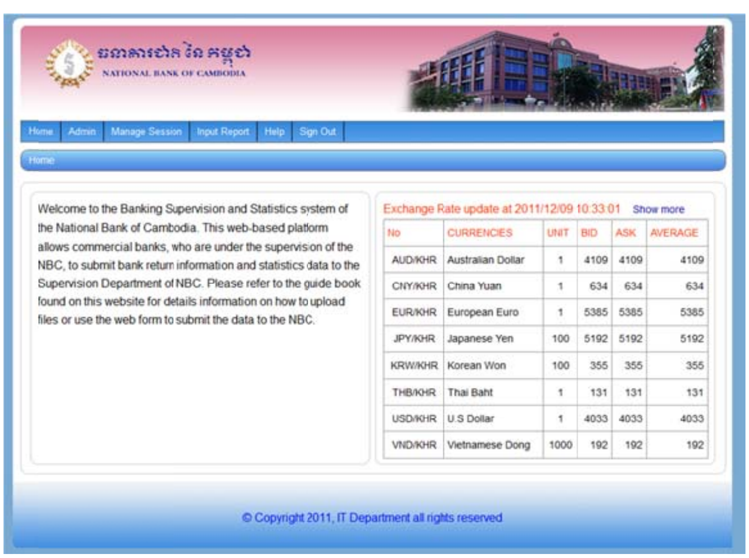
Logging into Banking Supervision Reporting System

- Open your web browser (For example Firefox, IE…) and then type in this url **http://192.168.0.1:8080/BSX/Login** in the address bar of your web browser.

- Input Username and Password for logging into the system and click on Login button



- After you have logged in successfully, the system Homepage will be displayed as following:



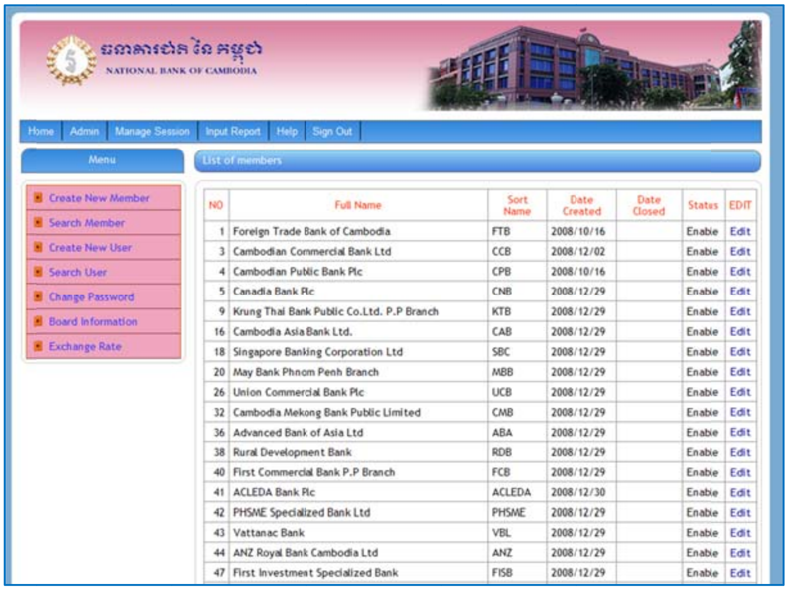
As shown in the above screen, there are 6 main menus on the website:

1. **Home:** the homepage shows notification message and the daily exchange rate
2. **Admin:**
    - Allows administrators to add new member (commercial banks and specialized banks members), and search for members
    - Allows administrators to add new site user, and search for users
    - Allows administrators to change their password for logging to the website
    - Allows administrators to change notification which will be displayed to normal users and authorizers of commercial banks and specialized banks.
    - Allows administrator to manage daily exchange rate
3. **Manage Session:** This menu allows administrator to manage (open and close) sessions for all kind of reports (daily, weekly, bi-weekly, monthly, etc.)
4. **Input Report:** View/download all reports that commercial banks and specialized banks submitted to NBC. This menu also allows administrators to open special sessions for late report submissions.

    Reports are grouped by periodic submission into a single excel template file including:
    - Daily: Daily Report on Daily foreign currency cash settlement
    - Weekly: Weekly Report on Riel Cash Statement
    - Bi-Weekly Based Period: Report of Base Period on Reserve Requirement
    - Bi-Weekly Maintenance: Report of Maintenance Period on Reserve Requirement
    - Bi-Weekly Liquidity Ratio: Report of Liquidity Ratio, Deposit Performance, and Deposit Outside Cambodia
    - Monthly: All Monthly reports
    - COA Monthly: Monthly Report of Uniform COA and COA Short
    - Annual Business Plan: Annual Report on Business Plan (submitted as MS. Word version)
    - Annual Financial: Annual Report on Balance sheet
5. **Help:** Contact Us and Download User manual menu
6. **Sign Out:** Log out of the system

II. Admin Menu

To access to the Admin Menu, click on Admin on the top menu and then the following screen will be displayed.



There are 6 menus for the Admin:

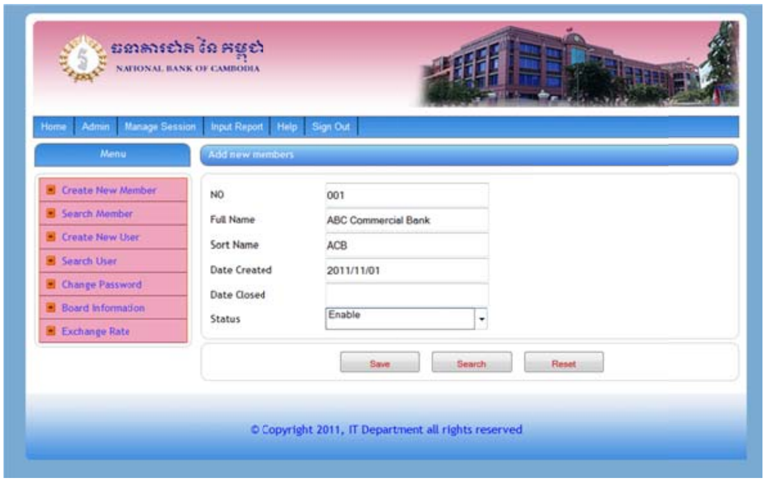
- Create New Member
- Search Member
- Create New User
- Search User
- Change Password
- Board Information
- Exchange Rate

II. 1 Create New Member

Create new member screen allows administrator to add new information of commercial banks or specialized banks.

To access to Create New Member screen, click on Admin menu => click on Create New Member on the left menu. The Create New Member screen has the following information:

- No.
- Full name: Name of commercial banks or specialized banks
- Short Name: Abbreviation name of commercial banks or specialized banks
- Date created: Date that commercial bank or specialized bank was operated
- Date Closed: Date that commercial bank or specialized bank was closed
- Status: Enable/Disable

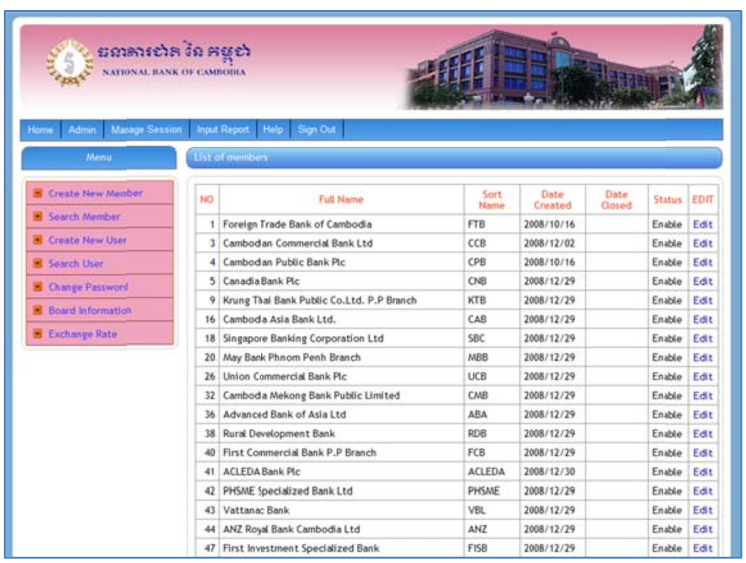


- **Save button:** After filling all information on add new member screen => click on Save button to add new member.
- **Search button:** Click on Search button to go to Search Member screen
- **Reset button:** Clear all information that administrator input on this screen

II.2 Search Member

Search Member screen allows administrators to view, and edit information of commercial banks and specialized banks.

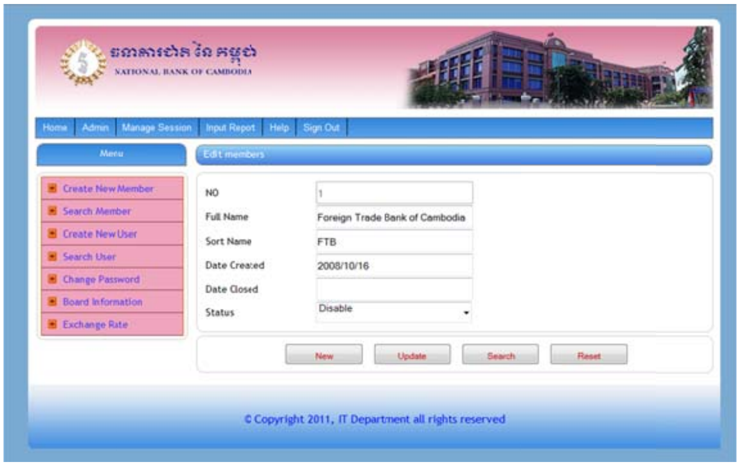
To access to the Search Member screen, click on Admin on the top menu => click on Search Member on the left menu.



<u>**Edit Member**</u>

To edit information of each member, click on Edit link in Edit column.

For example, click Edit on FTB row => the following screen will be shown:



- **New** button: Click on this button to open the create new member screen
- **Update** button: Fill in information on the update screen => click on Update button to update bank's information
- **Search** button: Click on Search button to go to Search Member screen
- **Reset** button: Click on Reset button to clear information that administrator have input

II.3 Create New User

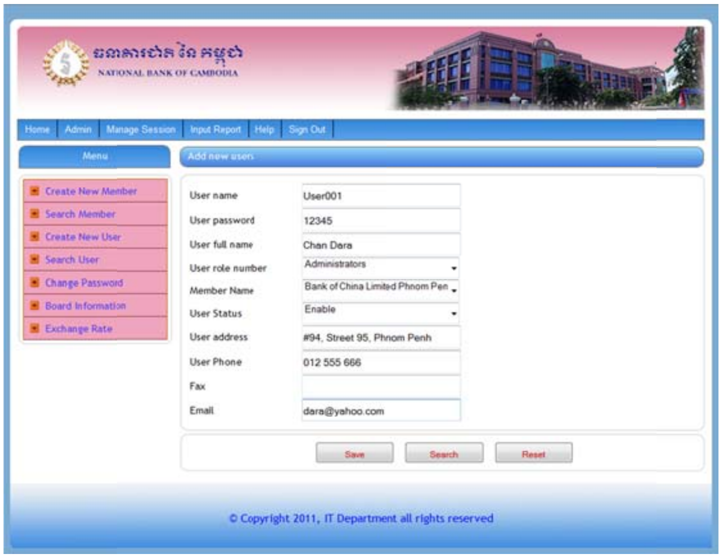
Users are persons who can access to use the system. Each user has different role. Only administrators can add, update, enable and disable users.

There are 8 user roles as the following:

- **Administrator:** has full right to manage the system, administrator can manage member banks information, manage user information, manage sessions, and manage input reports.
- **User**: Users are able to view only some input reports which are allowed by administrators. This use has no right to manage session or manage user information.
- **Member Administrator**: Authorizer of Commercial bank - has right to reject and authorize reports submitted by normal users. Authorizers are users who submit late reports after upload session were closed.
- **Member User**: Normal User of Commercial bank (report uploader) – has right to upload all kind of reports. Reports that are submitted to the system by users will not be sent to NBC unless they have been authorized by authorizer.
- **Onsite Admin**: Administrator for on-site website
- **Onsite User**: Normal user for on-site website
- **Statistic Admin**: has right to manage session and input reports of Statistic department
- **Statistic User**: has right to view/download input reports of Statistic department

<u>Adding New User</u>

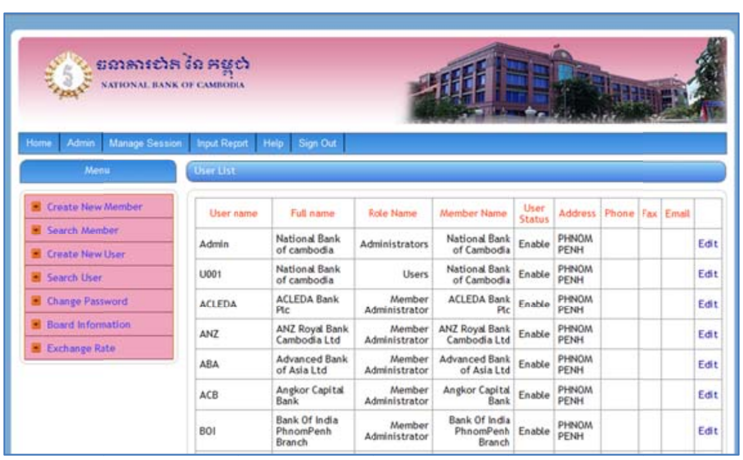
To add a new user, click on Admin on the top menu => click on Create New User on the left menu then the following screen will be displayed => Fill in information and then click on Save button



- **User name:** name for logging to the website
- **User Password**: password for logging to the website
- **User Full Name**: last name and first name of the user
- **User Role**: select a user role – administrator, user, member administrator, etc.
- **Member Name**: select bank name that the user working in
- **User Address**: full address of the user
- **User Phone**
- **Fax**
- **Email**
- **Save button**: click on this button to add a new user
- **Search button**: click on this button to open Search User page
- **Reset button**: click on this button to clear information that administrator have inputted

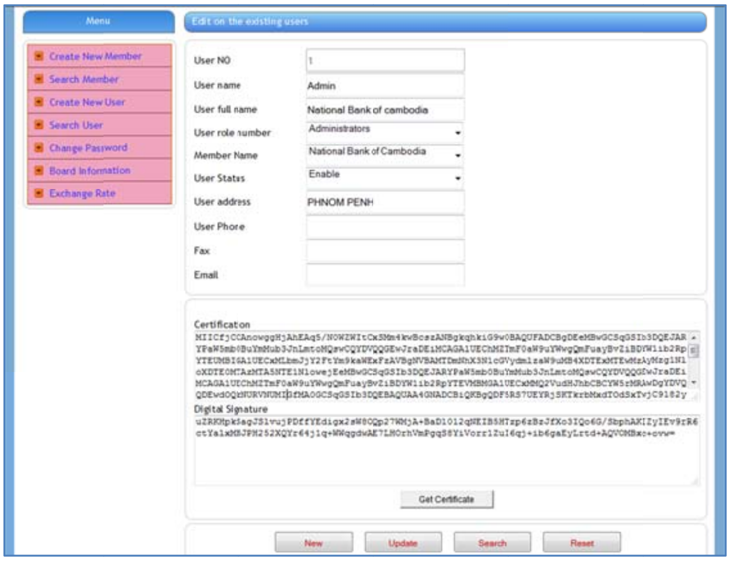
II.4 Search User

Search User screen allows administrators to view/edit user information in the system.



Edit a User

To edit a user, click on Edit link on the search user screen => fill in information that you want to edit => click on Update button

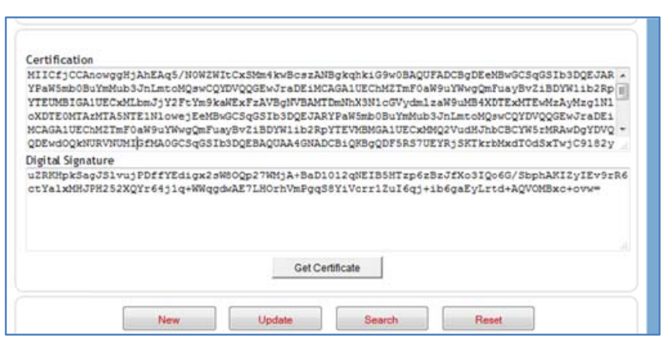


- **New button:** click on this button to open Create New User screen
- **Update button:** click on this button to update user information
- **Search button:** click on this button to open Search User screen
- **Reset button:** click on this button to clear all information administrator input on the screen
- **Get Certificate:** for assigning/updating digital signature to the user

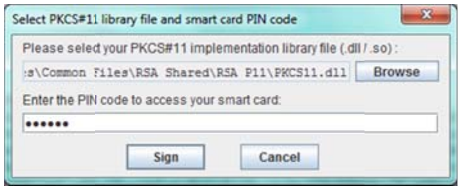
Assign Digital Signature to a User

Normal users (report uploader) and authorizers must use eToken for submitting, rejecting, and authorizing reports. Before handing in eToken to the users, administrator must add certificate to the eToken (assign digital signature) for that user.

To assign digital signature to a user => Plug in an eToken in your computer's USB port => On the Edit User screen => Click on Get Certificate button

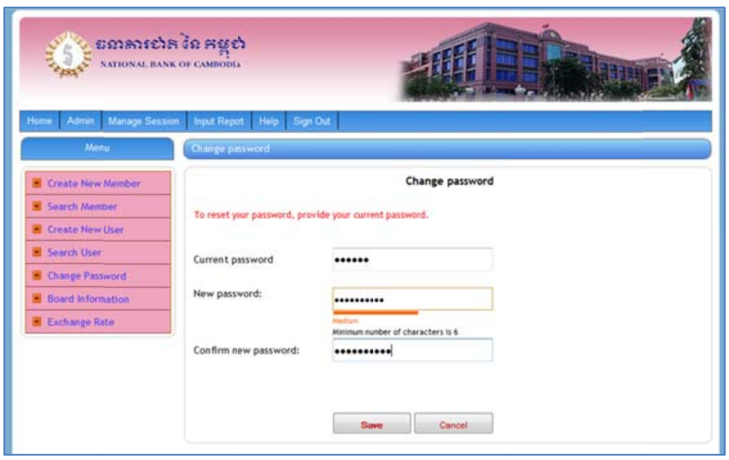


Input passkey of the eToken => click on Sign button => click on Update button



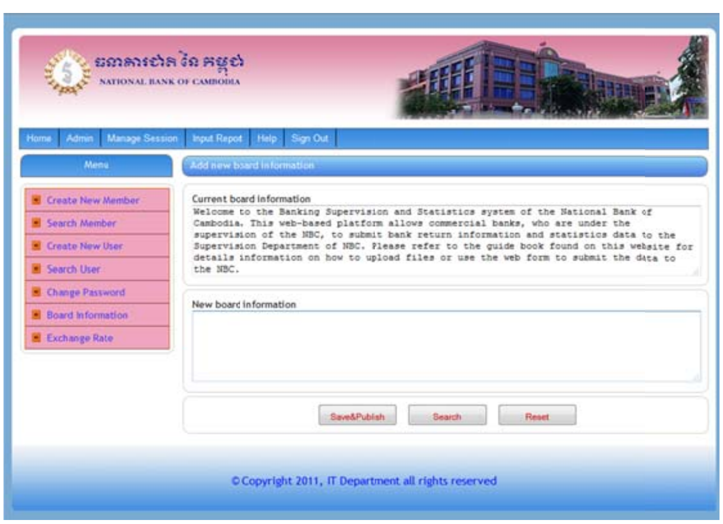
II.5 Change Password

To change your password for accessing the website, click on admin menu => click on Change Password on the left menu => Input your current password and your new password => click on Save button



II.6 Board Information

This screen is used for editing notification that shows on authorizers and users homepage. To change new notification, type notification in "New Board Information" textbox => click on Save & Publish button.



- **Search button:** Click on this button to go to Search notification screen
- **Reset button:** click on this button to clear all information administrator input on the screen

Search Notification

Search Notification page allows administrator to view all notifications that previously added to the system.

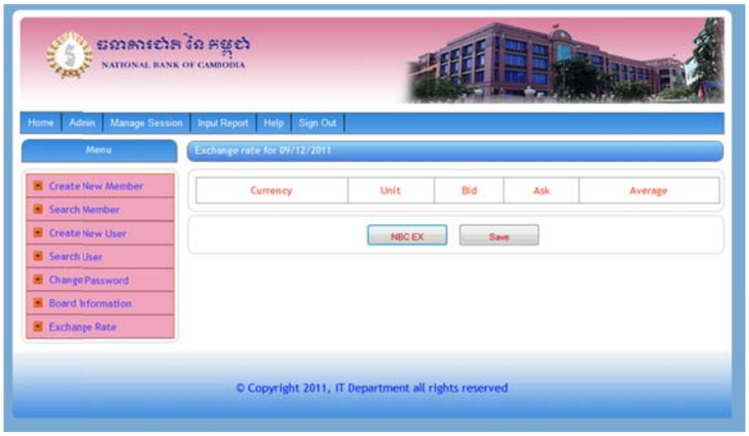
To edit each notification, click on Edit link => the following screen will be displayed.

- **Current board information:** show old notification
- **Message:** type in new notification on this textbox
- **New button:** click on this screen to open add new notification screen
- **Update&Publish button:** Fill in information in the message textbox => click on this button to update current notification
- **Search button:** click on this button to open Search Nonfiction screen
- **Reset button:** click on this button to clear all information administrator input on the screen

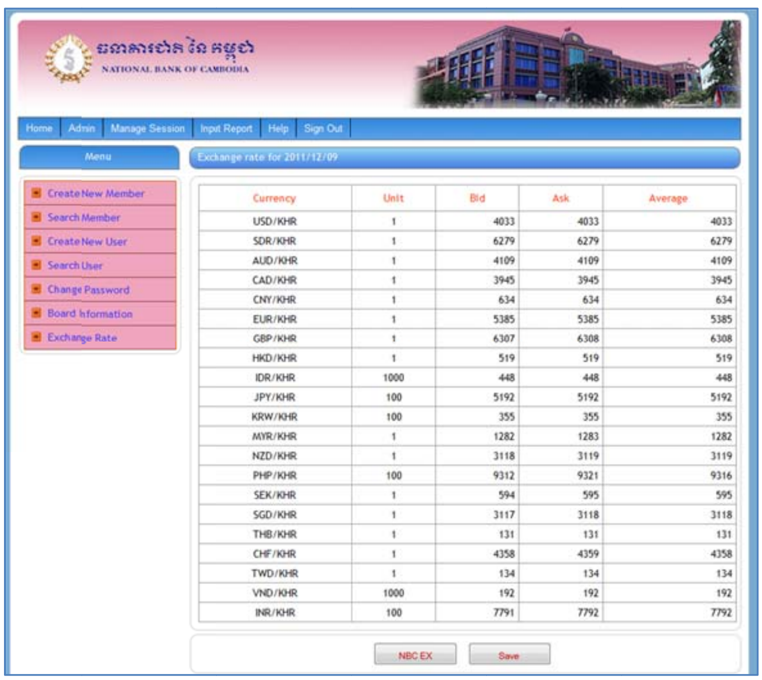
II.7 Exchange Rate

The Exchange rate page allows administrators to get current exchange rate from NBC website without entering each rate to the system.
By click on NBC Ex button, the exchange rate will be automatically updated to the Banking Supervision Reporting System.

To update the daily exchange => click on NBC Ex button =>



=> wait until the table of the exchange rate updated => click on save button to save the exchange rate BSRS.



Currency	Unit	Bid	Ask	Average
USD/KHR	1	4033	4033	4033
SDR/KHR	1	6279	6279	6279
AUD/KHR	1	4109	4109	4109
CAD/KHR	1	3945	3945	3945
CNY/KHR	1	634	634	634
EUR/KHR	1	5385	5385	5385
GBP/KHR	1	6307	6308	6308
HKD/KHR	1	519	519	519
IDR/KHR	1000	448	448	448
JPY/KHR	100	5192	5192	5192
KRW/KHR	100	355	355	355
MYR/KHR	1	1282	1283	1282
NZD/KHR	1	3118	3119	3119
PHP/KHR	100	9312	9321	9316
SEK/KHR	1	594	595	595
SGD/KHR	1	3117	3118	3118
THB/KHR	1	131	131	131
CHF/KHR	1	4358	4359	4358
TWD/KHR	1	134	134	134
VND/KHR	1000	192	192	192
INR/KHR	100	7791	7792	7792

III. Manage Session

Administrator must set upload sessions (report deadline) for all kind of reports. Session of reports divided as the following:

- Daily Session: session for the daily report
- Weekly Session: session for the weekly report
- Bi-Weekly BP session: session for reserved requirement report (based period)
- Bi-Weekly MT session: session for reserved requirement report (maintenance period)
- Bi-Weekly LR session: session for reserved requirement report (liquidity radio)
- Monthly Session: session for all monthly reports
- COA Monthly Session: session for monthly report of COA and short COA
- Quarterly Session: session for quarterly report
- Annual BP Session: session for annual business plan
- Annual FS Session: session for financial statement report

All sessions have the same process for setting up. The following is an example for open and close session of the daily report.

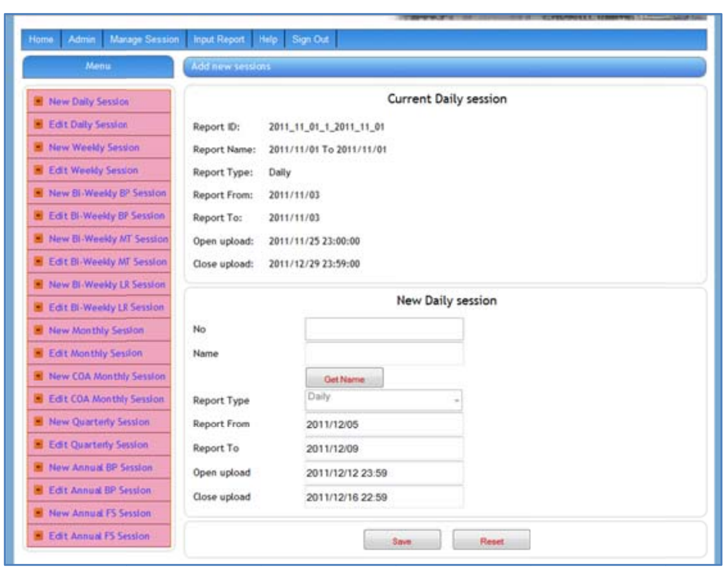
<u>Example of managing Daily Session</u>

III.1 Create New Daily Session

To create a new daily session, click on admin menu => click on New Daily Session => the following session will be displayed.

- Current Daily Session: shows information of current daily session

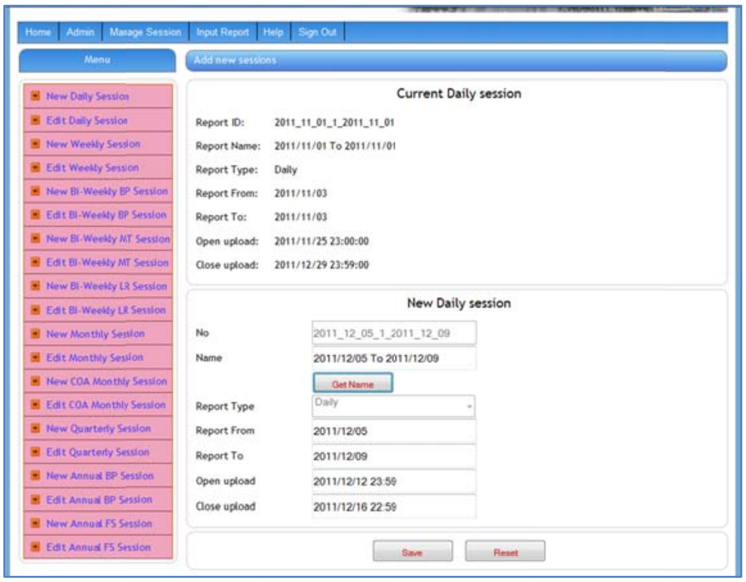
- New Daily Session: allow administrators to add new information for the daily session (create new session)



- Report ID
- Report Name
- Report Type: Daily, weekly, bi-weekly, monthly, etc.

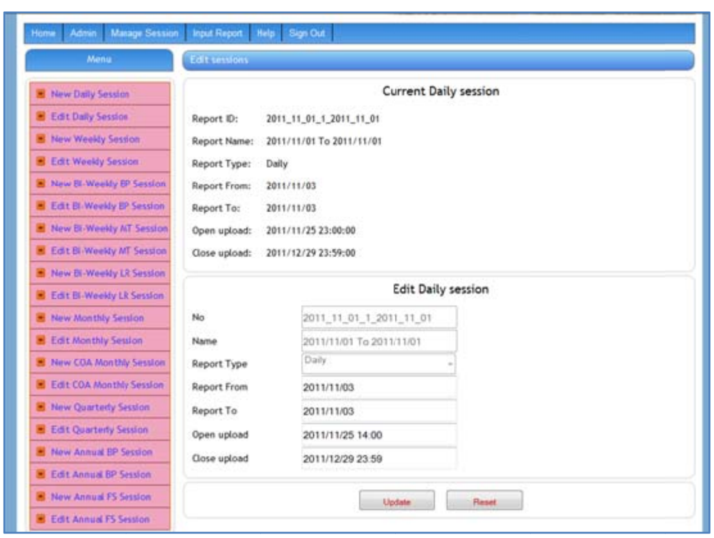
- Report From: Start date of the report
- Report To: End date of the report
- Open Upload: Date of when to allow use to upload the report
- Close Upload: Deadline of report submission

To add a New Daily Session, click on Admin menu => click on New Daily Session on the left menu => Fill in information on the following screen => Click on Get Name button => Click on Save button.



III.2 Edit Daily Session

To add a New Daily Session, click on Admin menu => click on Edit Daily Session on the left menu => Fill in information on the following screen => Click on Update button.



IV. Input Report

All reports uploaded to the system by commercial banks and specialized banks (except reports for Statistic department) are listed on Input Report screen. By using this screen administrators can:

- Check report session (open/close)
- Check if the reports are already uploaded to the system
- Reject reports that are uploaded to the system
- View/Download all reports
- Open Special Sessions (session for late report submission) for commercial banks and specialized banks

- **Member Name:** Name of commercial banks or specialized banks

- **Name:** Report name in the system

- **Duration:** Time frequency such as daily, weekly, bi-weekly, monthly, ect.

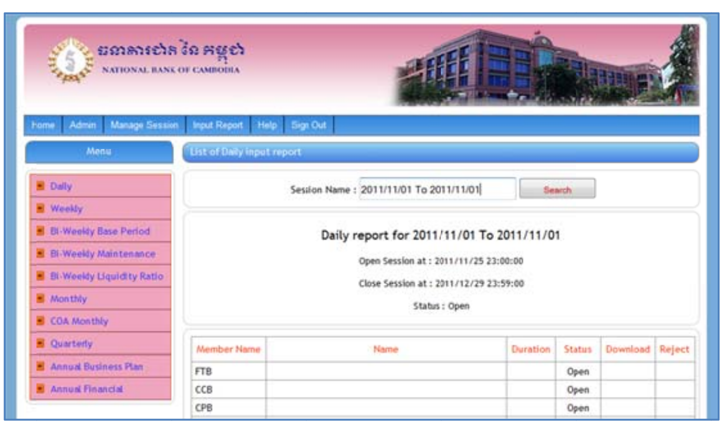
- **Status:** Upload status – Open/Close/Special Open

- **Download:** Link for view/download report

- **Reject:** Link for reject report

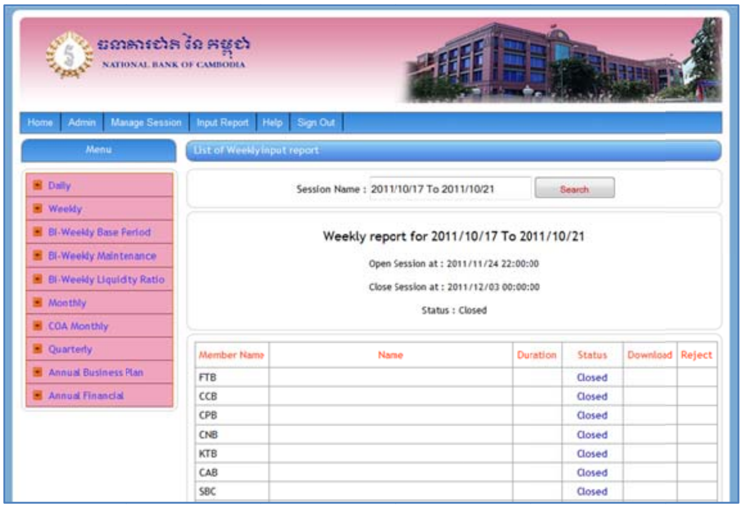
<u>Session Opened</u>

The following screen shows that session for the daily report from 2011/11/01 to 2011/11/01 opened at 2011/11/25 23:00:00 and closed at 2011/12/29 23:59:00. Upload status of the daily report is opened for FTB, CCB, and CPB bank.



<u>Session Closed</u>

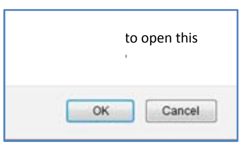
The following screen shows that session for the weekly report from 2011/10/07 to 2011/10/12 opened at 2011/11/24 22:00:00 and closed at 2011/12/03 00:00:00. Upload status of the weekly report is closed for all banks in the list.



Open a special session for late report submission

When the upload session is closed, users of commercial banks and specialized banks are not able to upload reports to the system. Administrators are able to open a special session for each commercial banks and specialized banks.

To open a special session for a bank, e.g FTB, click on Closed link in the Status column and then a message will be alerted as the following => click on OK to open the special session,



Pending Status

The pending status means that normal user of commercial bank already uploaded the report but the authorizer hasn't authorized/approved the report yet. This means that the report is not submitted to NBC yet

PHSME			Open		
VBL			Open		
ANZ	2011_11_01_1_2011_11_01_44_20111205092931.xlsx	Daily	Pending		
FISB			Open		

Download and Reject Report

When Download and Reject links are shown mean that normal user of commercial bank already uploaded the report and the authorizer has already authorized the report. This means that the report is submitted successfully to NBC and administrators are able to view/download or reject the report.

VBL			Open		
ANZ	2011_11_01_1_2011_11_01_44_20111205092931.xlsx	Daily	Authorized	Download	Reject
FISB			Open		