



Banking Supervision Reporting System

User Manual for Normal Users

Downloading Template Reports and Submitting Reports

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Banking Supervision Reporting System

User Manual for Downloading Template Reports and Submitting Reports

I. Accessing to Banking Supervision Reporting System

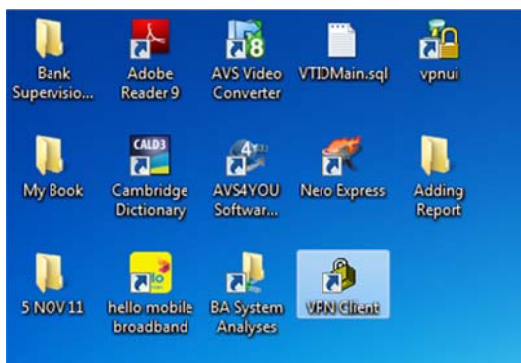
Banking Supervision Reporting System is a web-based system which is run online with a trusted and secure connection (Virtual Private Network). The system can be accessed via any web browsers such as Internet Explorer, Firefox, Safari, etc.

In order to access to Banking Supervision Reporting System, a user must:

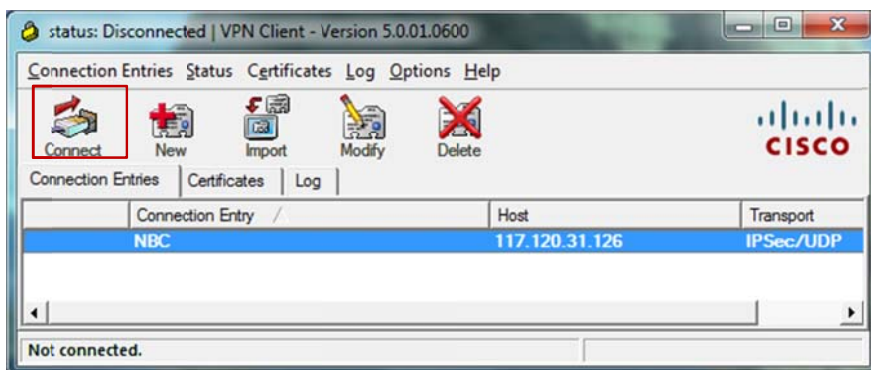
- 1- Establish VPN Connection to NBC private network: a user must have Login information to VPN Client
- 2- An eToken with its Passkey: the eToken and passkey are provided by NBC system administrator
- 3- Username and Password for logging into Banking Supervision Reporting System which are provided by NBC system administrator

Step 1: Establishing VPN Connection

- Open VPN Client by double clicking its icon on your desktop or using program file on the Start menu



- After VPN Client is opened, click on the Connection Name. For example, click on **NBC** as shown in the following screen and click on **Connect** button.



- After clicking on the Connect button, the following screen will be displayed. Then input Username and Password and then click OK button.



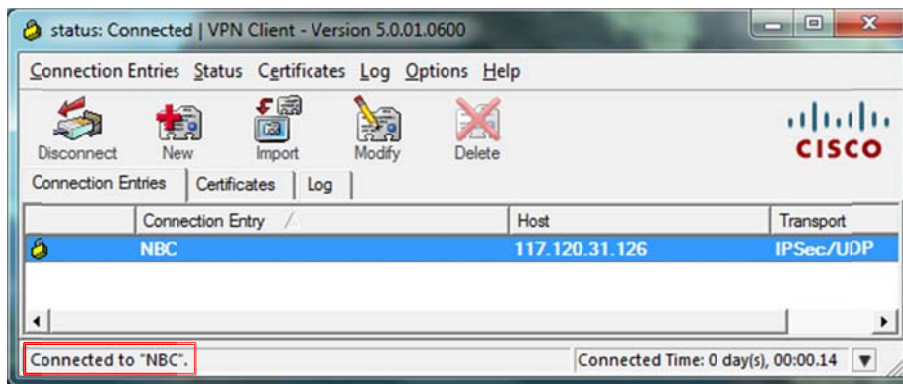
*** Note: Password is composed of two parts: **token Passkey** and **pin code** that displays on the token.

For example:

- Token Passkey is **1234** and
- The pin code displays on the token is **449054** (token refresh new pin code every 59 seconds)
- The Password is **1234449054**

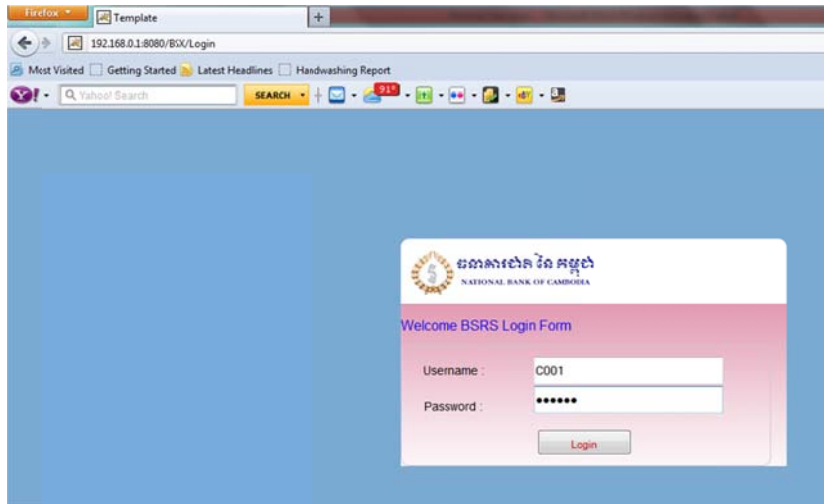


You are now connected to NBC private network



Step 2: 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



Firefox - Template

192.168.0.1:8080/BSU/Login

Most Visited Getting Started Latest Headlines Handwashing Report

Yahoo! Search

ធនាគារជាតិ នៃ កម្ពុជា
NATIONAL BANK OF CAMBODIA

Welcome BSRS Login Form

Username : C001

Password : *****

Login

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



ធនាគារជាតិ នៃ កម្ពុជា
NATIONAL BANK OF CAMBODIA

Home Upload and Download Report Change password Help Sign Out

Home

Welcome to the Banking Supervision and Statistics system of the National Bank of Cambodia. This web-based platform allows commercial banks, who are under the supervision of the NBC, to submit bank return information and statistics data to the Supervision Department of NBC. Please refer to the guide book found on this website for details information on how to upload files or use the web form to submit the data to the NBC.

Exchange Rate update at 2011/10/17 15:38:54

No	CURRENCIES	UNIT	BID	ASK	AVERAGE
1	ដុល្លារអាមេរិក	KHR/USD	1 4083	4090	4087
2	ឥឡូវ	KHR/EUR	1 5890	5902	5896
3	ដុល្លារអូស្ត្រាលី	KHR/AUD	1 4307	4316	4312
4	ដុល្លារកាណាដា	KHR/CAD	1 4161	4170	4165
5	យ៉ាន់ជីន	KHR/CHY	1 639	641	640
6	បាតថៃ	KHR/THB	1 138	137	137
7	ដុល្លារវៀតណាម	KHR/VND	1000 196	198	196

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- As shown in the above screen, there are 5 main menus on the website:
 1. **Home:** the homepage shows notification message and the daily exchange rate from NBC
 2. **Upload and Download Report:** For downloading template reports, submitting your reports, and for downloading reports that are already submitted to the system
 3. **Change Password:** change your password that is used for logging into the system
 4. **Help:** Contact Us and Download User manual menu
 5. **Sign Out:** Log out of the system

II. Upload and Download Report

Reports are grouped by periodic submission into a single excel template file (except template for annual business plan) 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 (see detail in Template Reports file)
- COA Monthly: Monthly Report of Uniform COA and COA Short
- Quarterly:
 - Quarterly Report on Network Information
 - Quarterly Report Loans Written off
 - Quarterly Report on Restructured Loans
- Annual Business Plan: Annual Report on Business Plan (Microsoft word file)
- Annual Financial: Annual Report on Balance sheet

Report for Statistic Department

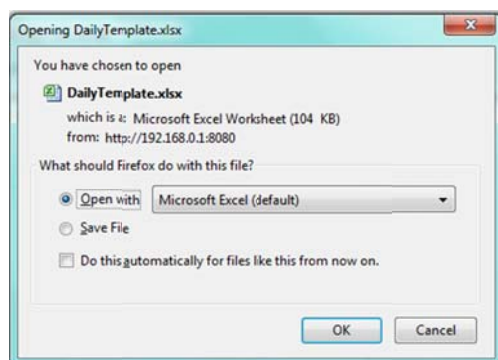
- Weekly Statistic: Loans and Deposits to government
- Monthly Statistic: Call Report on Spread Sheet
- COA Monthly Statistic: Uniform Chart of Accounts (COA) and Other Depository Corporations Report (ODC)

II.1 Downloading Template Reports

All commercial banks and financial institutes have to use Template Reports for submitting all kinds of report to NBC. The Template Reports can be downloaded on the website.

To download the template reports, click on the left menu that contents time frequency (Daily, Weekly, Bi-Weekly Based Period, etc) and then click on the download link “Download របាយការណ៍គំរូដែលត្រូវផ្តល់ជូនធនាគារជាតិនៃកម្ពុជាដោយគ្រឹះស្ថានធនាគារប្រចាំ...”.

Example: To download the Template Report for daily report, Click on Daily tap on the left menu, then click on “Download របាយការណ៍គំរូដែលត្រូវផ្តល់ជូនធនាគារជាតិនៃកម្ពុជាដោយគ្រឹះស្ថានធនាគារប្រចាំថ្ងៃ”. After click on the download link, the download screen will be displayed as the following.



II.2 Checking Deadline for Report Submission

Each report submission has a deadline. The deadline is set by NBC. User might check the report deadline within the report menu. The following shows that the duration for submitting the daily report for 2011/11/01 to 2011/11/01 is from 2011/11/15 22:59:00 to 2011/11/16 23:59:00.

Daily report for 2011/11/01 To 2011/11/01

Open Session at : 2011/11/15 22:59:00

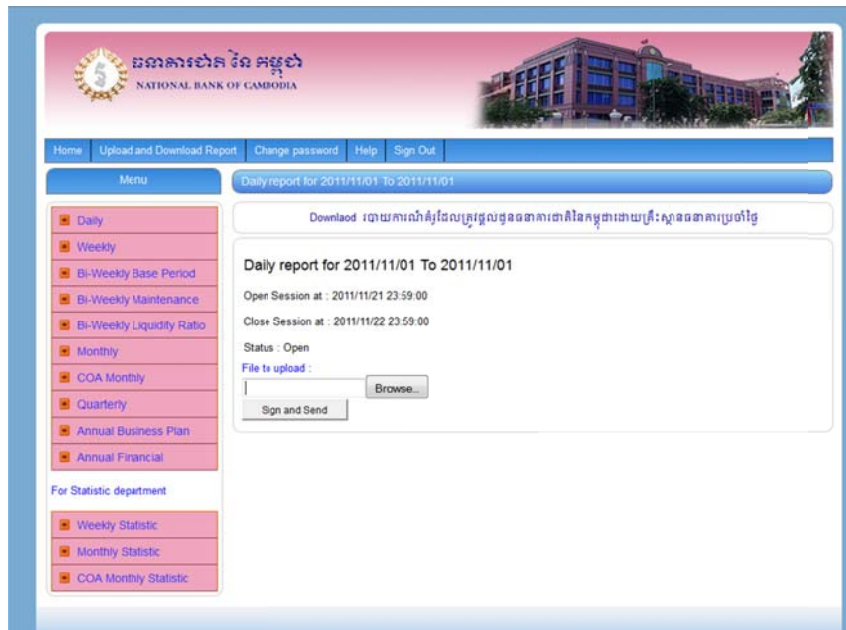
Close Session at : 2011/11/16 23:59:00

Status : Daily report for 2011/11/01 To 2011/11/01 is closed.

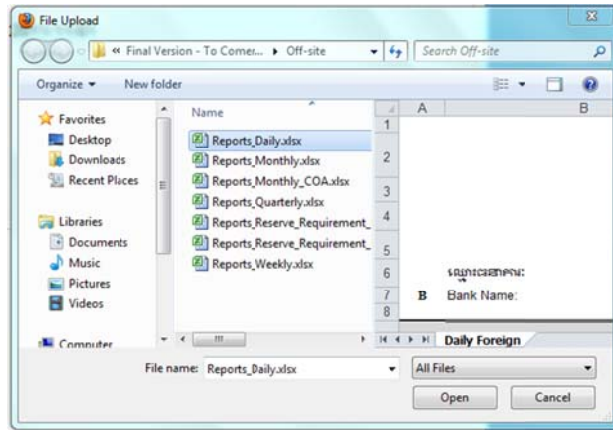
- Open Session: Date and Time that user is able to submit the reports
- Close Session: Deadline of report submission
- Status: Report submission status: Opened/Closed

II.3 Submitting Daily Report - Daily Report on Daily foreign currency cash settlement

Step1: Click on Daily on the left menu => Click on Browse button to select the daily report for uploading



Step2: Choose a file for uploading and then click on Open button. For example Report_Daily.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed => Input your pin code of eToken and then click on Sign button



*** Note: Plug in a wrong Token or use other Token the following error message will be shown and you are not able to upload your report

“Invalid eToken! Please contact NBC System administrator to solve this problem”

*** Note: If you input an invalid PIN Code, an error message will be displayed as the following:



If the report has been uploaded successfully, the following screen will be displayed.

Click on “Click Here” link to view/download your report.

Daily report for 2011/11/01 To 2011/11/01

Open Session at : 2011/11/21 23:59:00

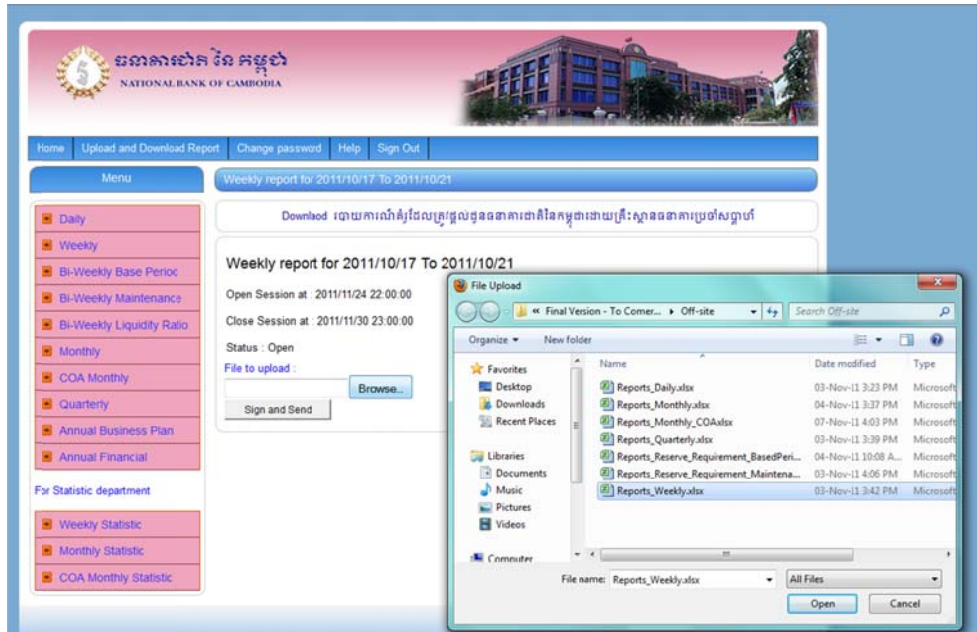
Close Session at : 2011/11/22 23:59:00

Status : Your Daily report for 2011/11/01 To 2011/11/01 has been uploaded at 2011/11/22 14:26:48 and waiting for authorization. To download your uploaded file [Click Here](#)

II.4 Submitting Weekly Report - Weekly Report on Riel Cash Statement

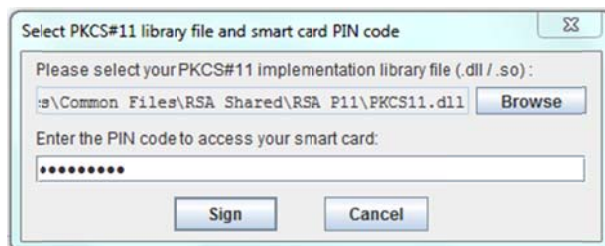
Step1: Click on Weekly on the left menu => Click on Browse button to select the weekly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Report_Weekly.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

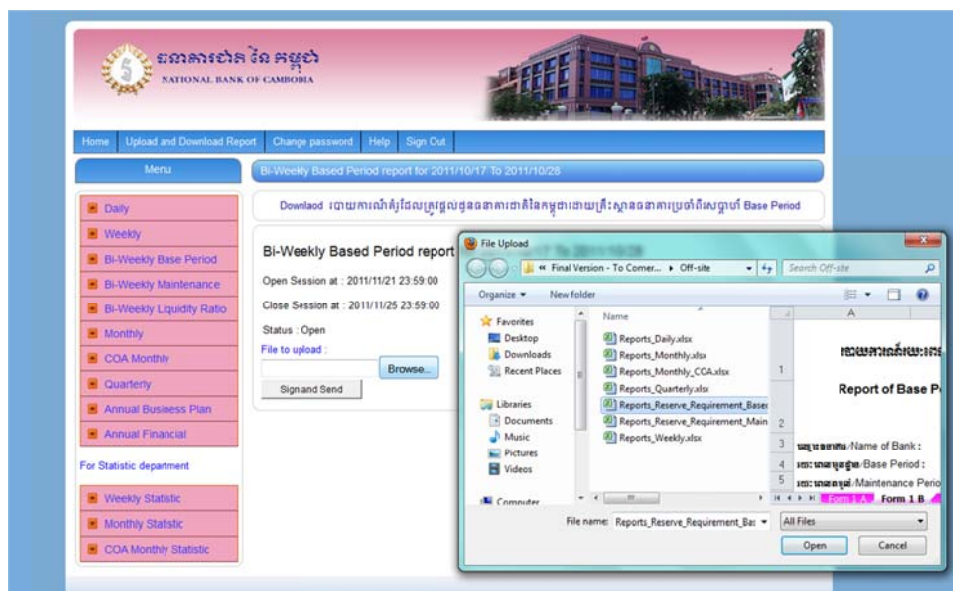
Click on "Click Here" link to view/download your report.



II.5 Submitting Bi-Weekly Based Period - Report of Base Period on Reserve Requirement

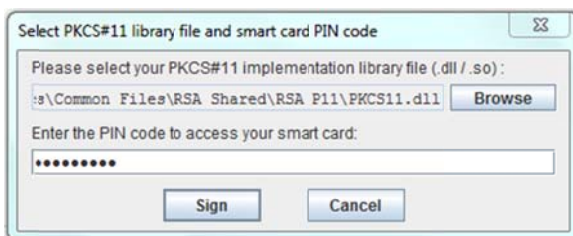
Step1: Click on “Bi-Weekly Based Period” on the left menu => Click on Browse button to select the Bi-Weekly Based Period report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Reports_Reserve_Requirement_BasedPeriod.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

Click on “Click Here” link to view/download your report.

Bi-Weekly Based Period report for 2011/10/17 To 2011/10/28

Open Session at : 2011/11/21 23:59:00

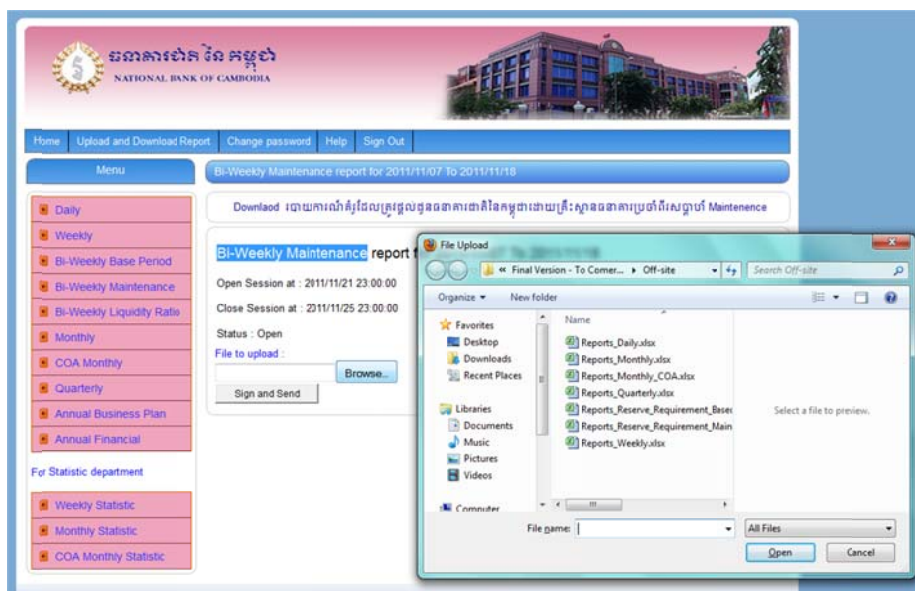
Close Session at : 2011/11/25 23:59:00

Status : Your Bi-Weekly Based Period report for 2011/10/17 To 2011/10/28 has been uploaded at 2011/11/24 09:41:15 and waiting for authorization. To download your uploaded file [Click Here](#)

II.6 Submitting Bi-Weekly Maintenance - Report of Maintenance Period on Reserve Requirement

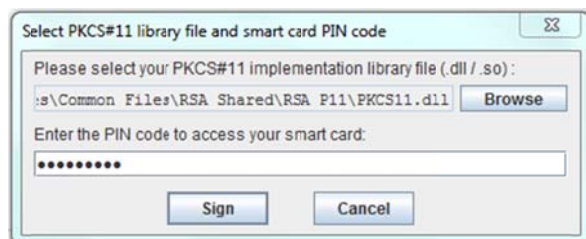
Step1: Click on “Bi-Weekly Maintenance” on the left menu => Click on Browse button to select the Bi-Weekly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Reports_Reserve_Requirement_Maintenance.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

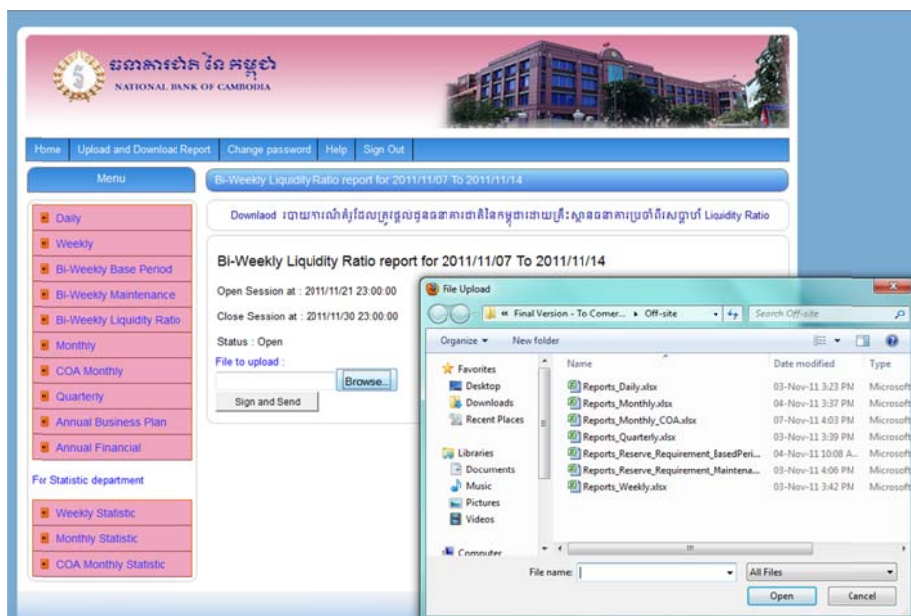
Click on “Click Here” link to view/download your report.



II.7 Submitting Bi-Weekly Liquidity Ratio - Report of Liquidity Ratio, Deposit Performance, and Deposit outside Cambodia

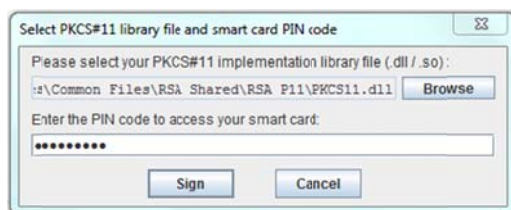
Step1: Click on “Bi- Weekly Liquidity Radio” on the left menu => Click on Browse button to select the Bi- Weekly Liquidity Radio report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Reports_Weekly_Liquidity_Radio.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

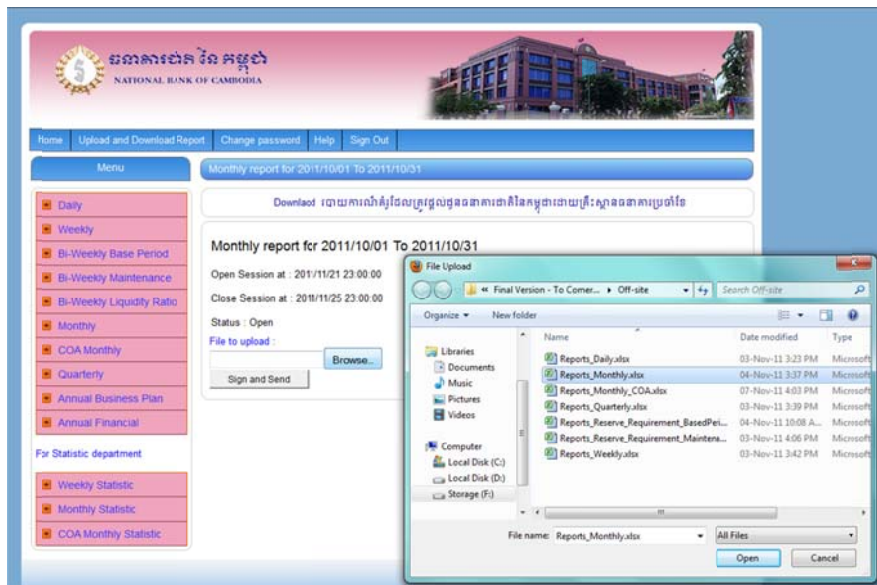
Click on “Click Here” link to view/download your report.



II.8 Submitting Monthly Report - All Monthly reports

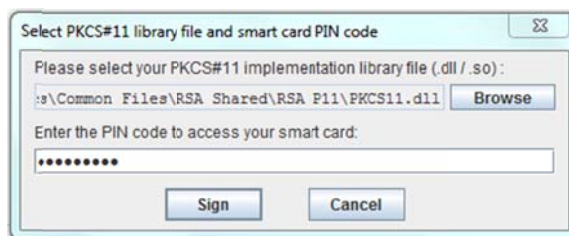
Step1: Click on “Monthly” on the left menu => Click on Browse button to select the Monthly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Reports_Monthly.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

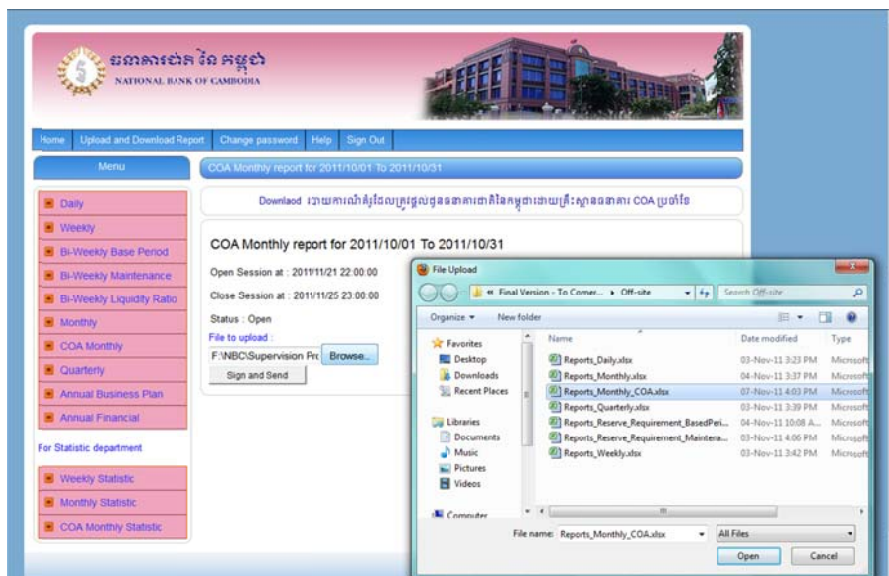
Click on “Click Here” link to view/download your report.



II.9 Submitting COA Monthly - Monthly Report of Uniform COA and COA Short

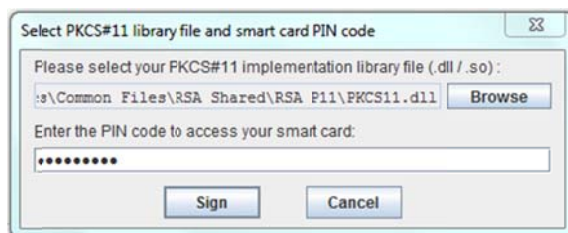
Step1: Click on “COA Monthly” on the left menu => Click on Browse button to select the COA Monthly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Reports_Monthly_COA.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

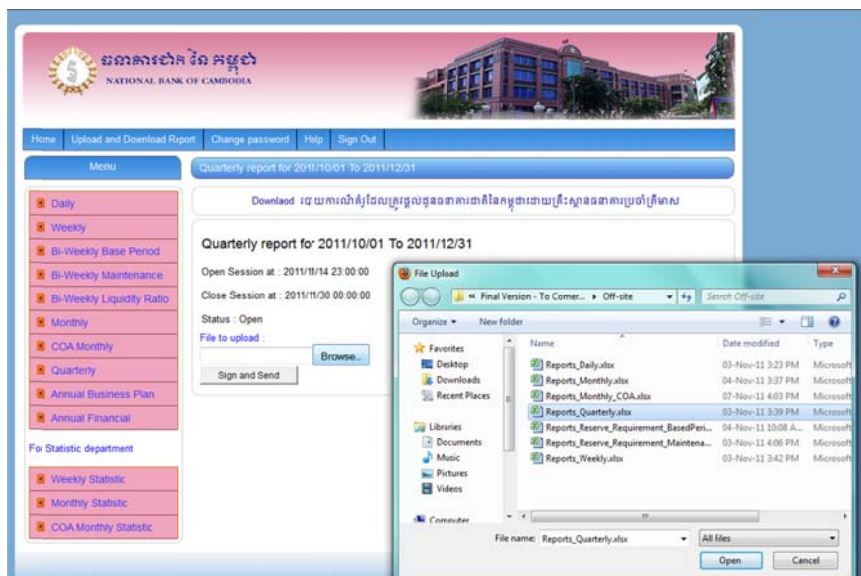
Click on “Click Here” link to view/download your report.



II. 10 Submitting Quarterly Reports

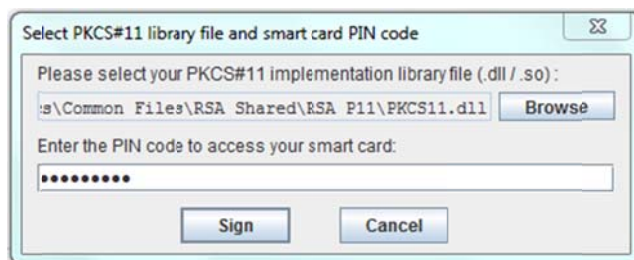
Step1: Click on “Quarterly” on the left menu => Click on Browse button to select the Quarterly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Reports_Quarterly.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

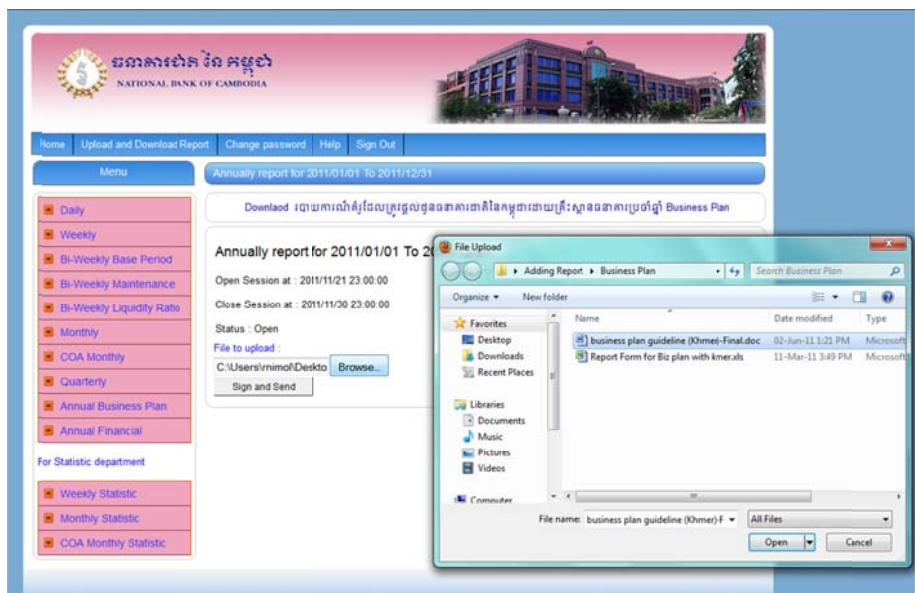
Click on “Click Here” link to view/download your report.



II. 11 Submitting Annual Business Plan - Annual Report on Business Plan (Microsoft word file)

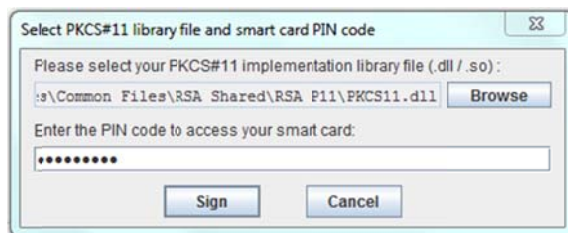
Step1: Click on “Annual Business Plan” on the left menu => Click on Browse button to select the Annual Business Plan report for uploading

Step2: Choose a file for uploading and then click on Open button. For example business plan guideline (Khmer)-Final.doc



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

Click on “Click Here” link to view/download your report.

Annually report for 2011/01/01 To 2011/12/31

Open Session at : 2011/11/21 23:00:00

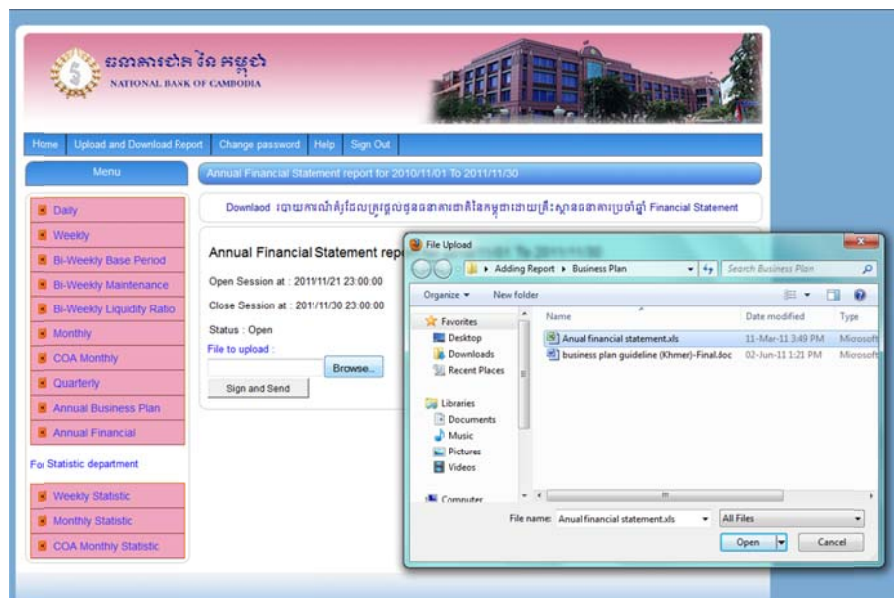
Close Session at : 2011/11/30 23:00:00

Status : Your Annually report for 2011/01/01 To 2011/12/31 has been uploaded at 2011/11/24 09:53:22 and waiting for authorization. To download your uploaded file [Click Here](#)

II.12 Submitting Annual Financial Statement - Annual Report on Balance sheet

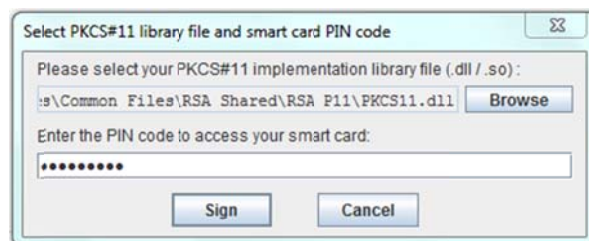
Step1: Click on “Annual Financial” on the left menu => Click on Browse button to select the Annual Financial Statement report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Annual_financial_statement.xls



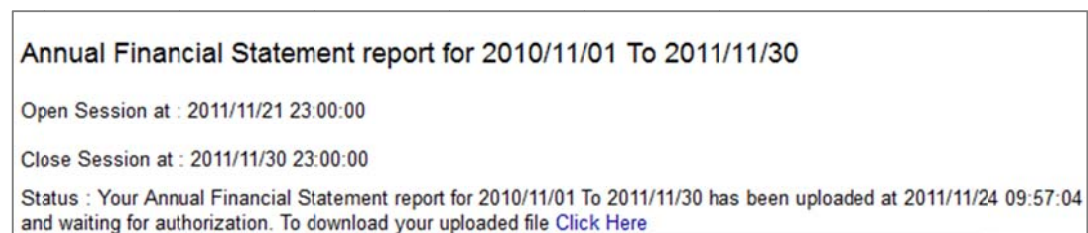
Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

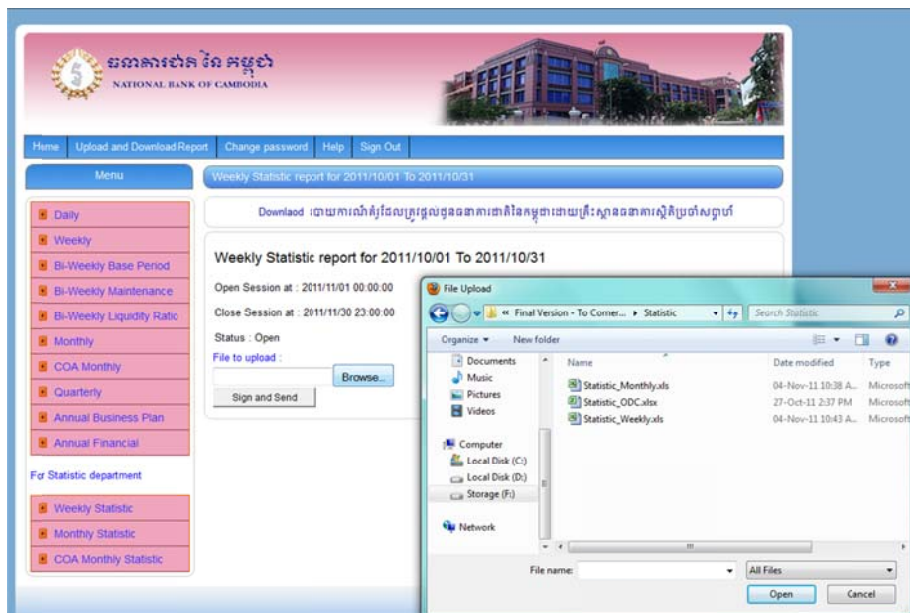
Click on “Click Here” link to view/download your report.



II.13 Submitting Statistic Department Weekly – Report on Loans and Deposits to government

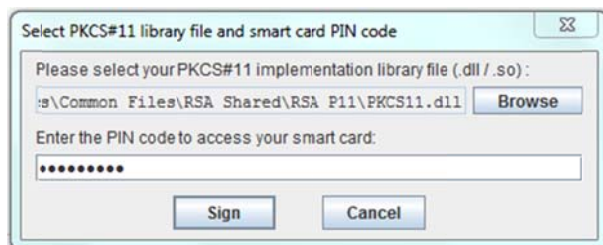
Step1: Click on “Weekly Statistic” on the left menu => Click on Browse button to select the weekly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Statistic_Weekly.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

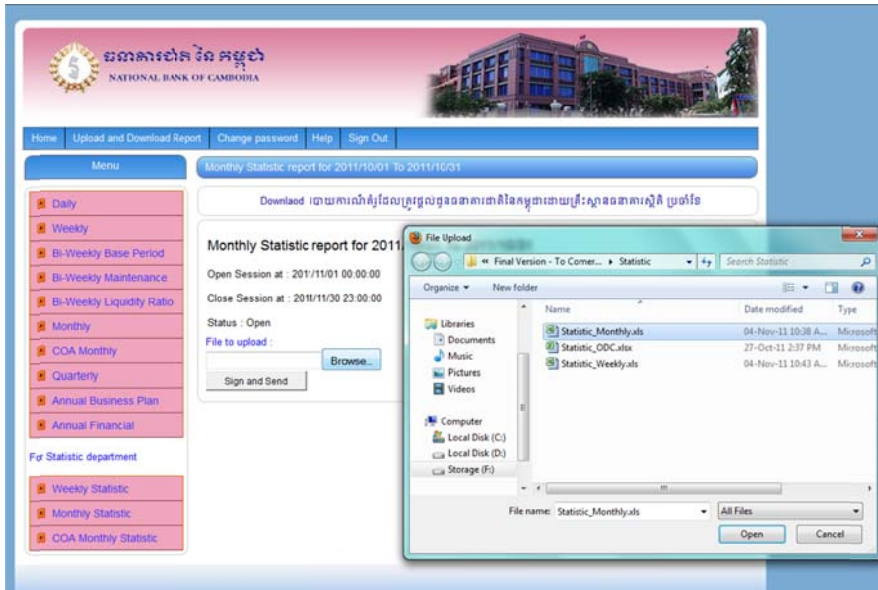
Click on “Click Here” link to view/download your report.



II.14 Submitting Statistic Department Monthly - Call Report on Spread Sheet

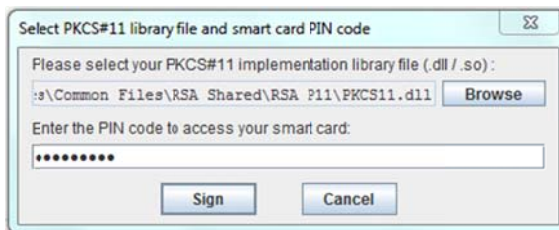
Step1: Click on “Monthly Statistic” on the left menu => Click on Browse button to select the monthly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Statistic_Monthly.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

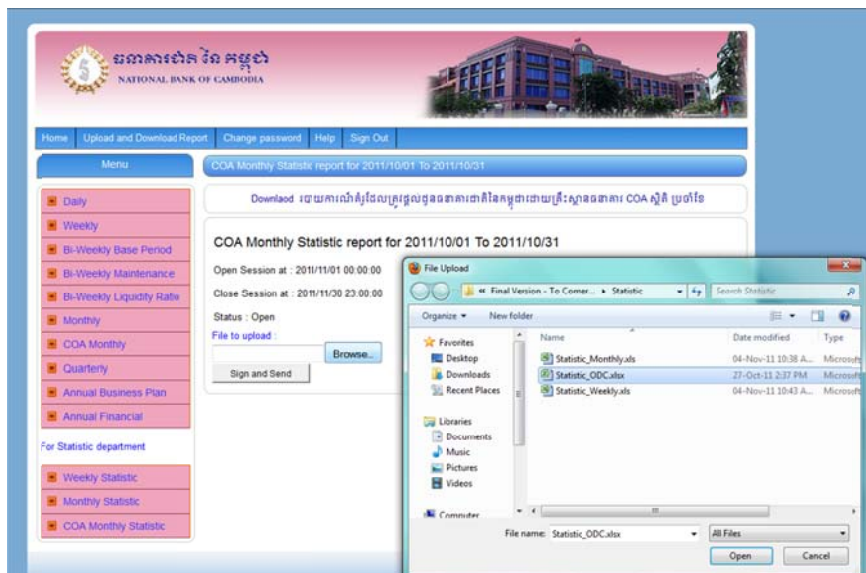
Click on “Click Here” link to view/download your report.



II.15 Submitting Statistic Department COA and ODC Report

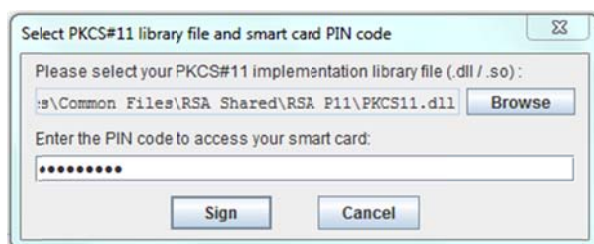
Step1: Click on “COA Monthly Statistic” on the left menu => Click on Browse button to select the monthly report for uploading

Step2: Choose a file for uploading and then click on Open button. For example Statistic_ODC.xls



Step3: Click on Sign and Send button and then a pop up screen will be displayed.

Step4: Input your pin code of eToken and then click on Sign button



If the report has been uploaded successfully, the following screen will be displayed.

Click on “Click Here” link to view/download your report.



Report Authorization: All reports that have been submitting to the system are not sent to NBC unless they are authorized by the reports authorizers. Only authorizers have right to authorize reports (send reports to NBC) and to reject reports (report will not be send to NBC). Please inform the report authorizers to check and authorize those reports before the report deadline (session closed).

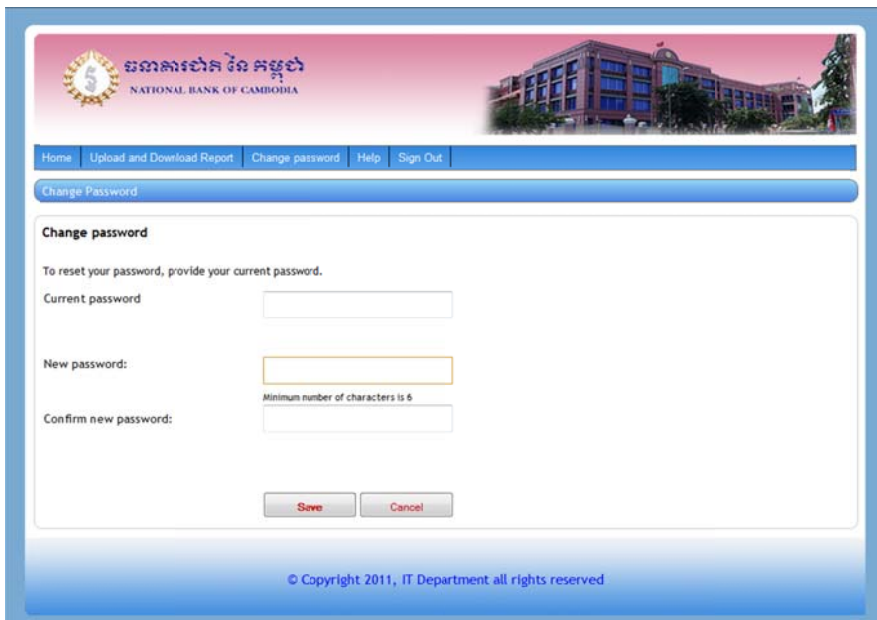
Resubmit Report: If you make mistakes in the reports and want to re-submit them, you can ask the report authorizer to reject your reports and then you can re-submit them. Please note that the report re-submission can be done only when the reports have not been authorized (reports are not send to NBC yet).

If reports are already sent to NBC and you would like to re-submit them, you have to contact NBC using information on the Contact Us screen.

Late Report Submission: All report submissions have their own deadline, set by NBC. You are not able to submit reports after the deadline. There is a special case for uploading reports after the deadline. Please contact NBC if you want to upload reports after the deadline. Only authorizer can upload Late Reports.

III. Change Password

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



The screenshot shows the 'Change Password' form on the National Bank of Cambodia website. The form is titled 'Change Password' and includes a sub-header 'Change password'. Below this, there is a instruction: 'To reset your password, provide your current password.' The form contains three input fields: 'Current password', 'New password:', and 'Confirm new password:'. The 'New password:' field has a note below it stating 'Minimum number of characters is 6'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The footer of the page indicates '© Copyright 2011, IT Department all rights reserved'.