



Banking Supervision Reporting System

User Manual for Authorizers

Reports Authorization and Late Report Submission

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Banking Supervision Reporting System

User Manual for Reports Authorization and Late Report Submission

I. Accessing to Banking Supervision Reporting System

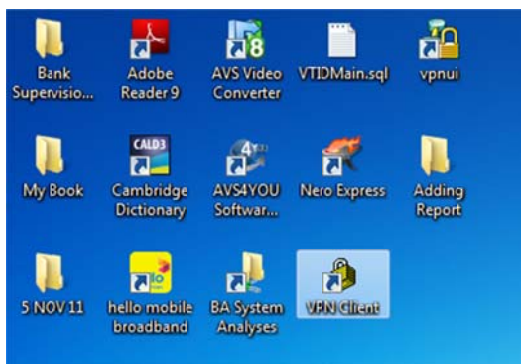
Banking Supervision Reporting System is a web-based system which is run online with a trusted and secure connection (Virtual Private Network). The system can be accessed via any web browsers such as Internet Explorer, Firefox, Safari, etc.

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

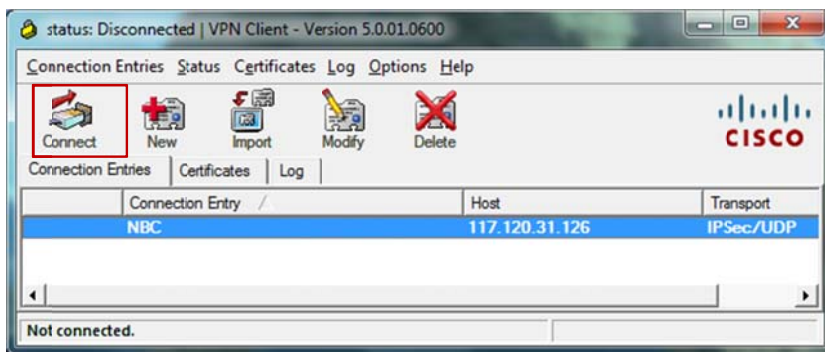
- 1- Establish VPN Connection to NBC private network: a user must have Login information to VPN Client
- 2- An eToken with its Passkey: the eToken and passkey are provided by NBC system administrator
- 3- Username and Password for logging into Banking Supervision Reporting System which are provided by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

Step 1: Establishing VPN Connection

- Open VPN Client by double clicking its icon on your desktop



- 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.



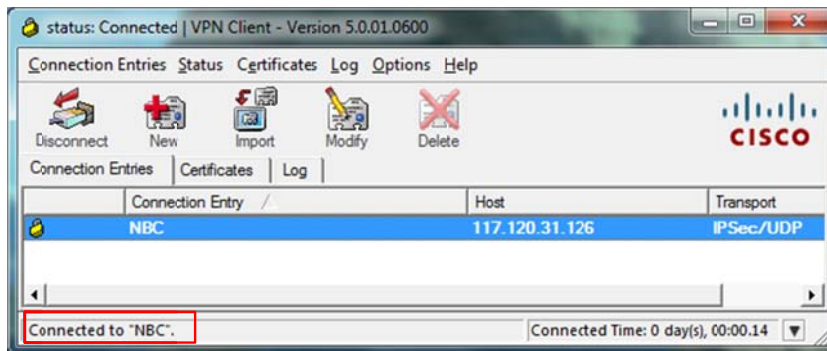
*** Note: Password is composed of two parts: **token Passkey** and **pin code** that is displays on the token.

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**



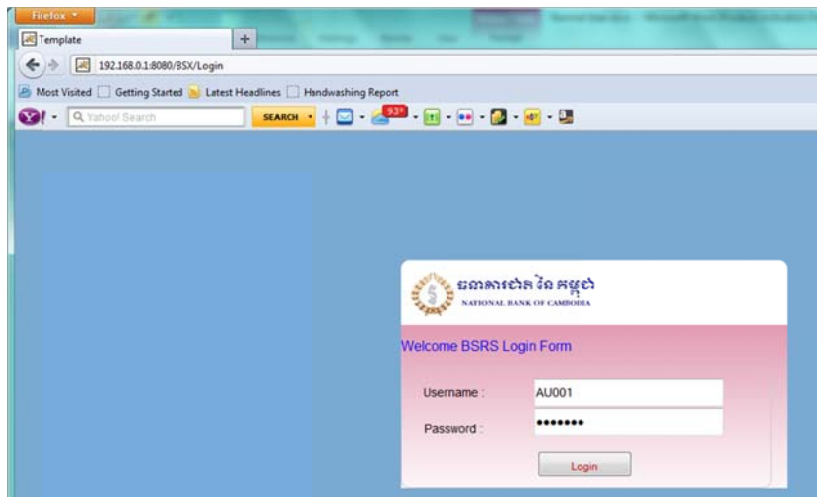
You are now connected to NBC private network



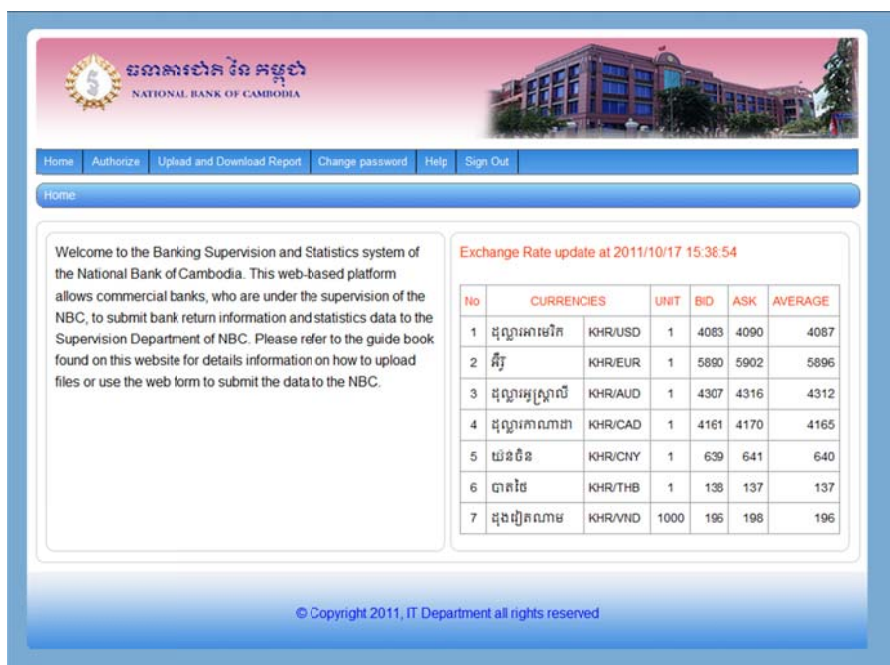
Step 2: Logging into Banking Supervision Reporting System

- 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



- 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 from NBC
 2. **Authorize:** Allow you to authorize all reports that have been submitting to the system
 3. **Upload and Download Report:** Allow you to upload reports after the report deadline (late report submission)
 4. **Change Password:** change your password that is used for logging into the system
 5. **Help:** Contact Us and Download User manual
 6. **Sign Out:** Log out of the system

II. Report Authorization

All reports that have been submitting to the system by normal users 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). You have to check and authorize those reports before the report deadline (session closed).

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
- 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 របាយការណ៍គំរូដែលត្រូវផ្តល់ជូនធនាគារជាតិនៃកម្ពុជាដោយគ្រឹះស្ថានធនាគារប្រចាំថ្ងៃ”.

II.2 No File Available to Authorize

Authorizers can access to authorize the reports only when the user has already submitted the reports, else status in the website will show that “File not available for you to authorize.” As you can see in the following screen:

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

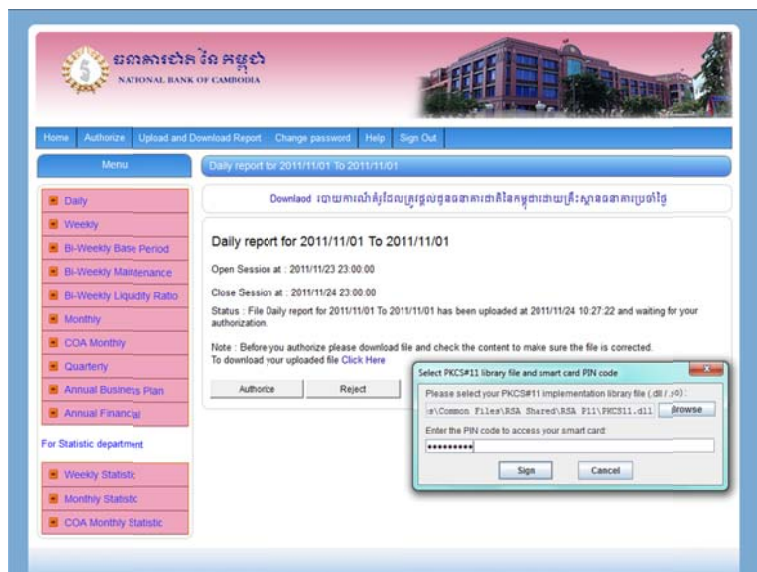
Status : File not available for you to authorize

II.3 Reject Daily Reports

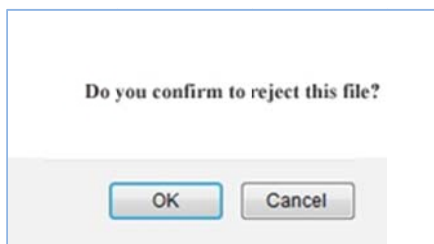
After users have submitted the report to system, the authorizer has rights to reject the report if it is not valid or it has any mistakes.

Step 1: Click Reject button to reject the reports and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to reject the report, or click Cancel button to return to the main menu.



*** 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



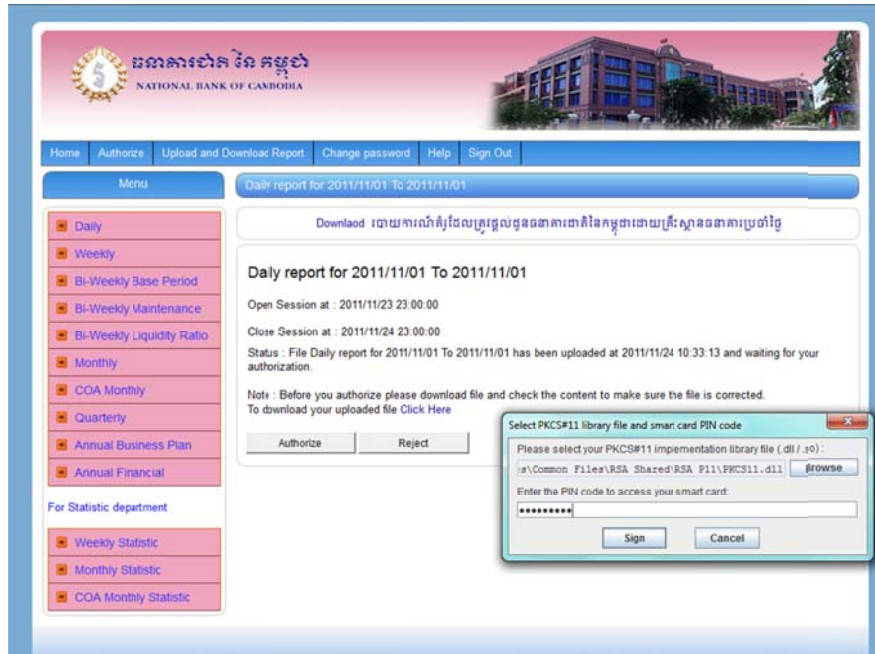
*** Note: If you input an invalid PIN Code, an error message will be displayed as the following:

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

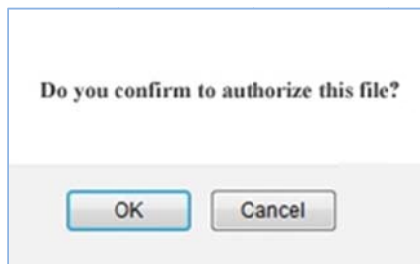
II.4 Authorize Daily Reports

Step 1: Click on Authorize Menu => Click on Daily on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

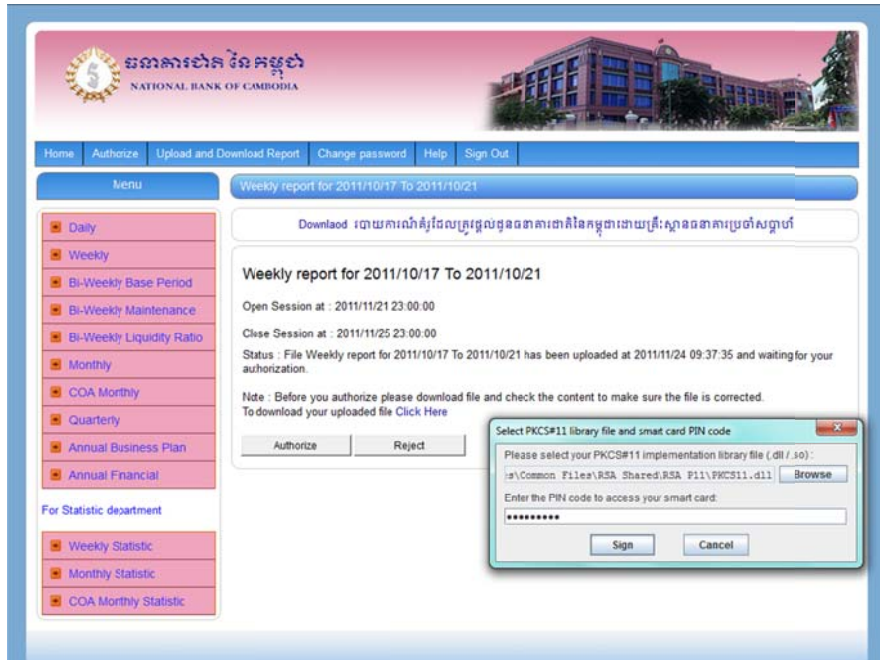
Click on Click Here link to view/Download the report.



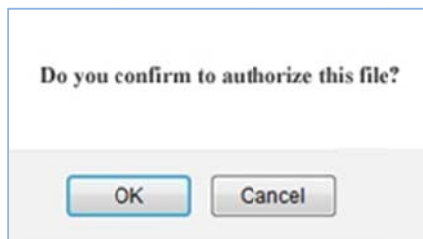
II.5 Authorize Weekly Reports

Step 1: Click on Authorize Menu => Click on Weekly on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

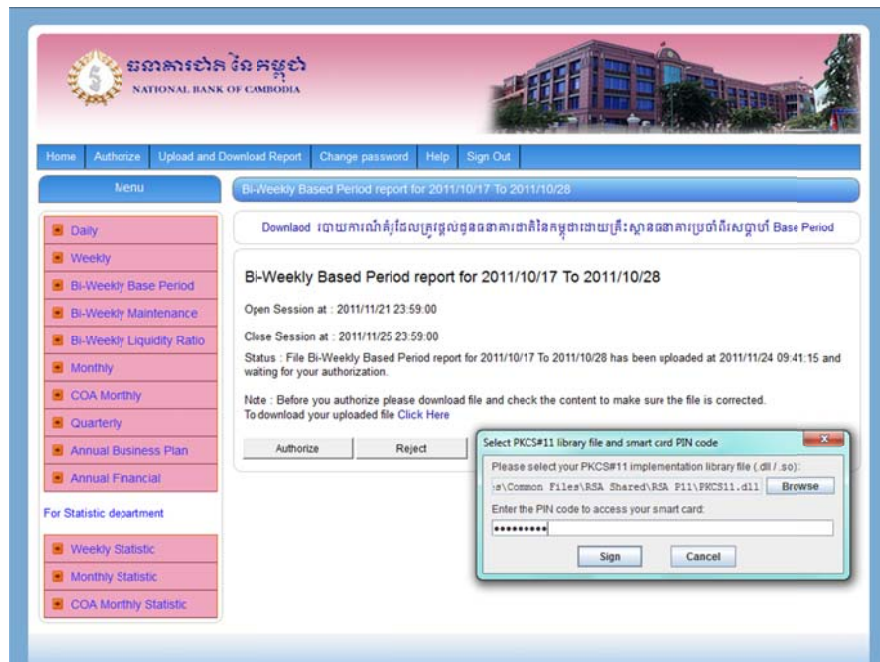
Click on Click Here link to view/Download the report.



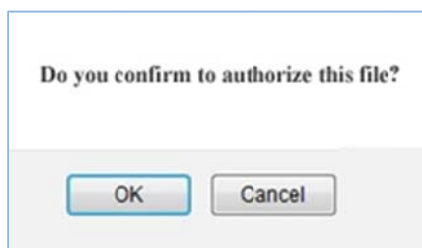
II.6 Authorize Bi- Weekly Reports – Reserve Requirement Based Period

Step 1: Click on Authorize Menu => Click on Bi-Weekly Based Period on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

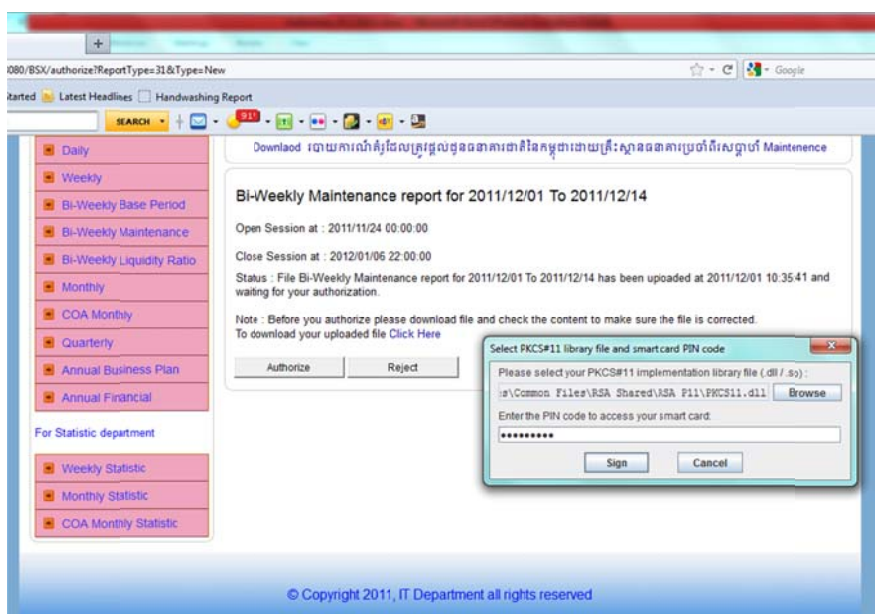
Click on Click Here link to view/Download the report.



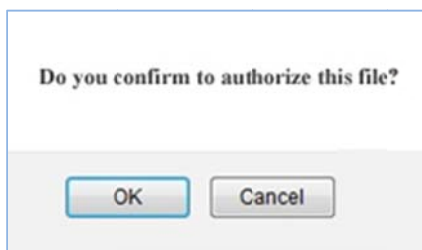
II.7 Authorize Bi-Weekly Reports – Reserve Requirement Maintenance Period

Step 1: Click on Authorize Menu => Click on Bi-Weekly Maintenance on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

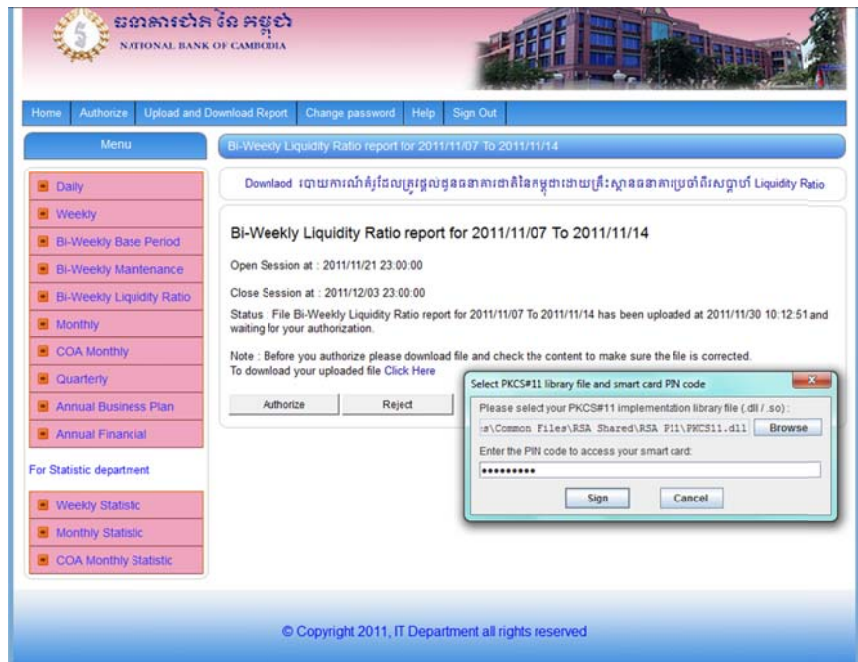
Click on Click Here link to view/Download the report.



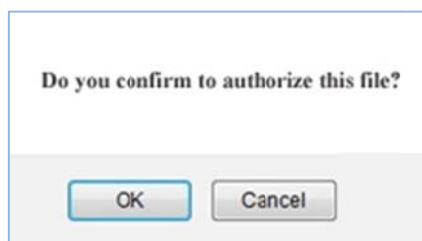
II.8 Authorize Bi-Weekly Liquidity Ration Report

Step 1: Click on Authorize Menu => Click on Bi-Weekly Liquidity Ratio on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

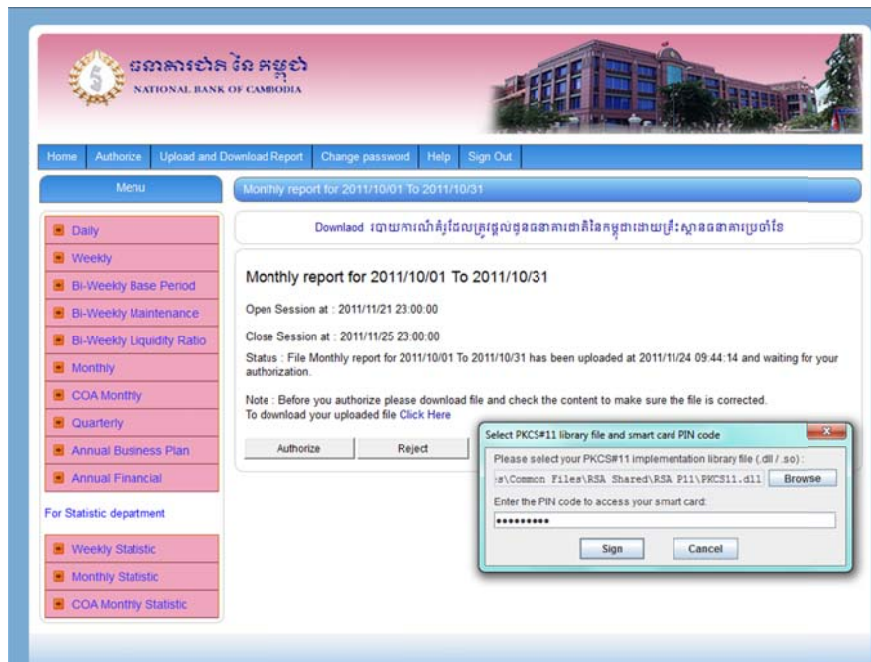
Click on Click Here link to view/Download the report.



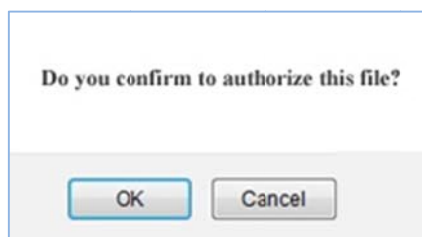
II.9 Authorize Monthly Reports

Step 1: Click on Authorize Menu => Click on Monthly on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

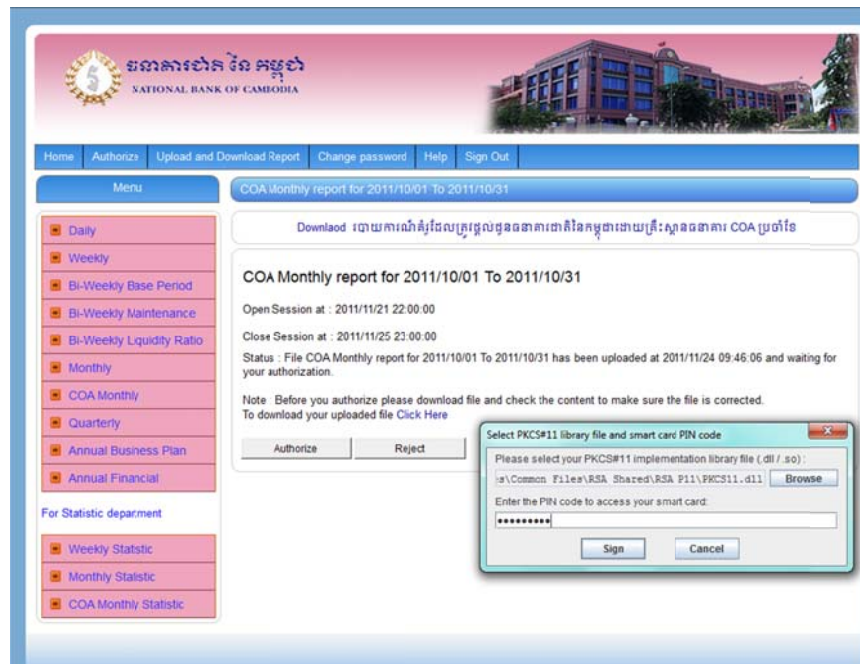
Click on Click Here link to view/Download the report.



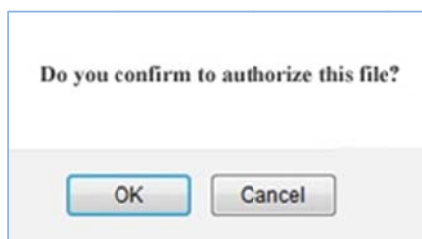
II.10 Authorize COA Monthly Reports

Step 1: Click on Authorize Menu => Click on COA Monthly on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

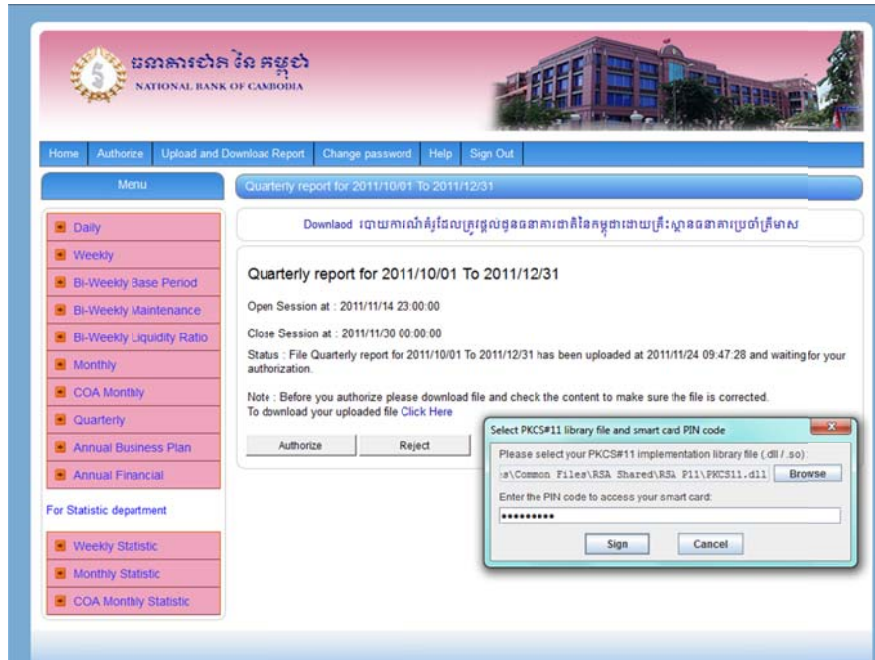
Click on Click Here link to view/Download the report.



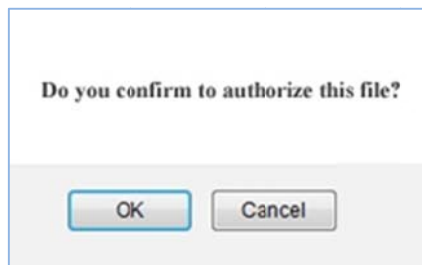
II.11 Authorize Quarterly Reports

Step 1: Click on Authorize Menu => Click on Quarterly on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

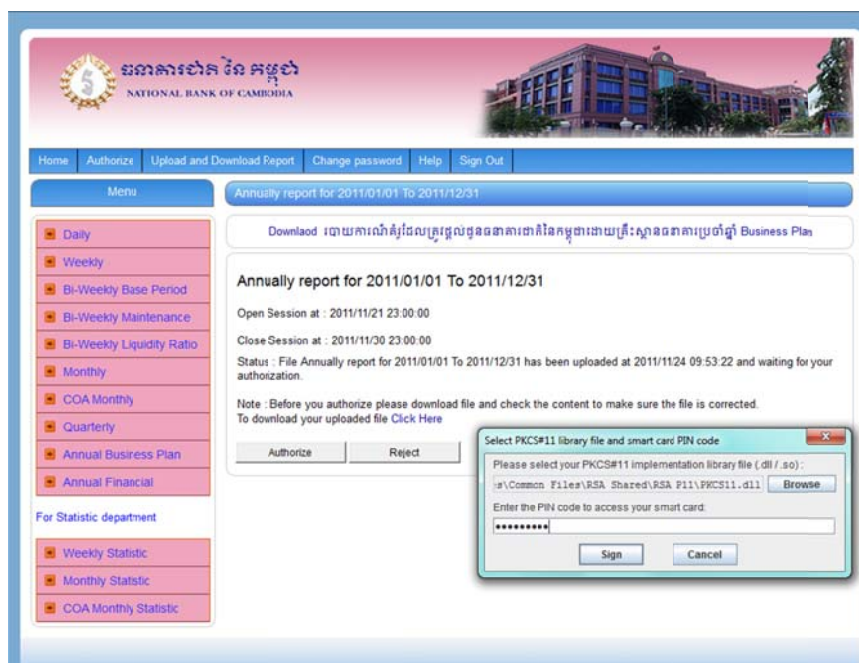
Click on Click Here link to view/Download the report.



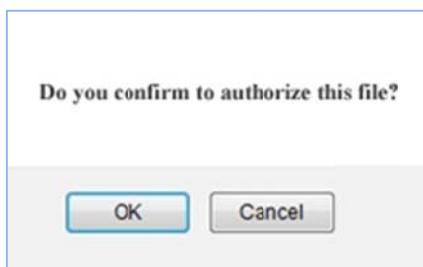
II.12 Authorize Annual Business Plan Report

Step 1: Click on Authorize Menu => Click on Annual Business Plan on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

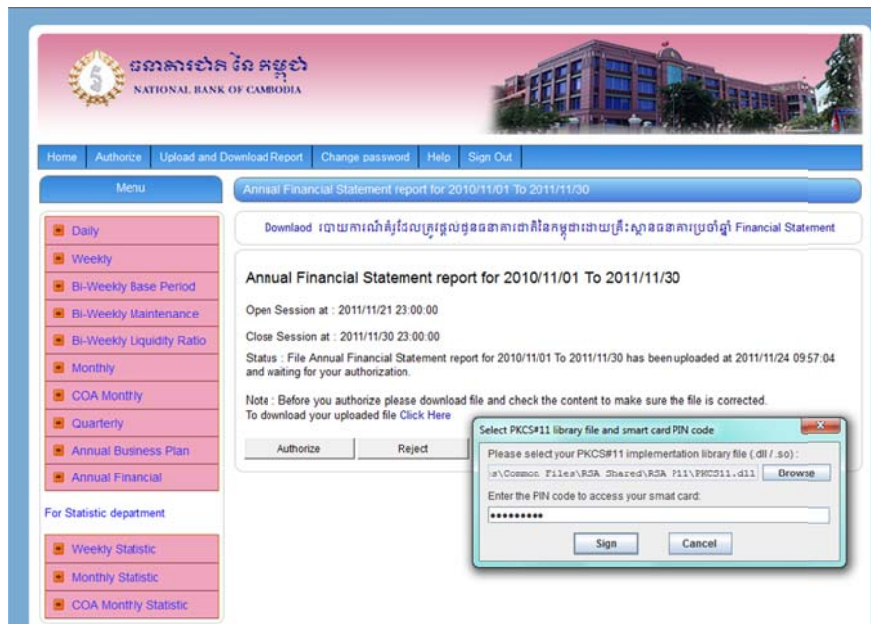
Click on Click Here link to view/Download the report.



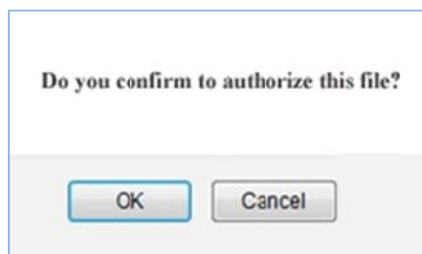
II.13 Authorize Annual Financial Statement Report

Step 1: Click on Authorize Menu => Click on Annual Financial on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

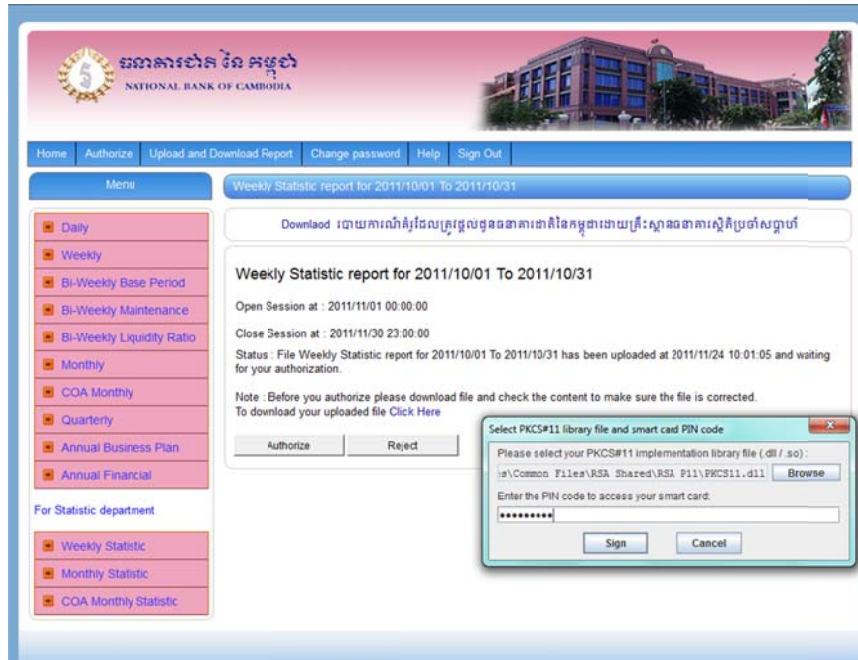
Click on Click Here link to view/Download the report.



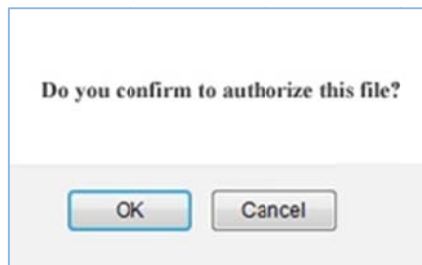
II.14 Authorize Weekly Report for Statistic Department

Step 1: Click on Authorize Menu => Click on Weekly Statistic on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

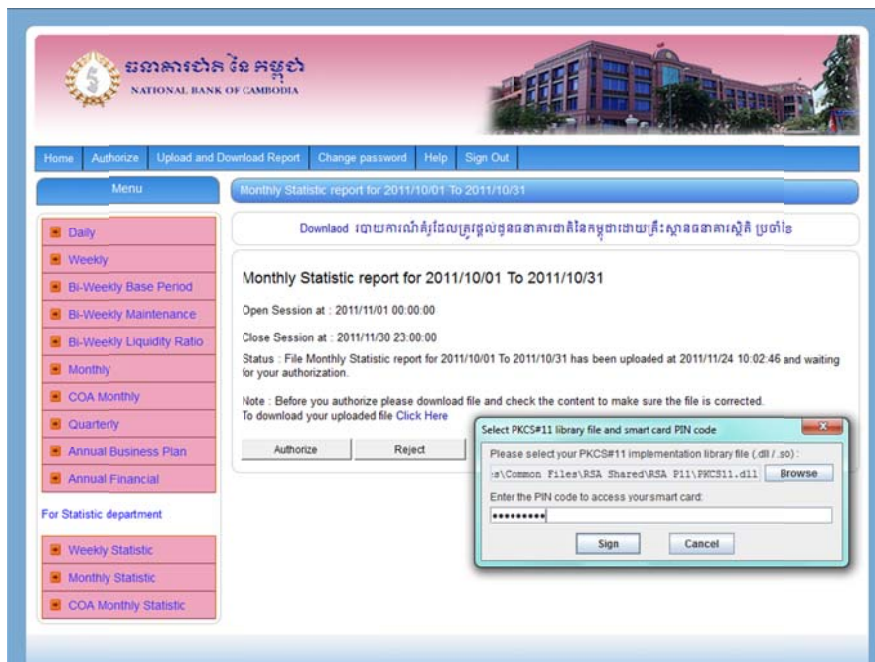
Click on Click Here link to view/Download the report.



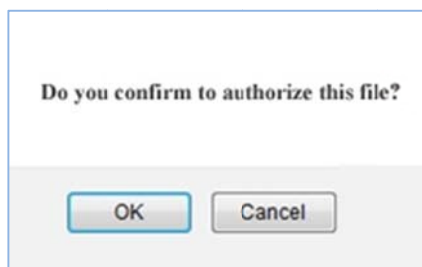
II.15 Authorize Monthly Reports for Statistic Department

Step 1: Click on Authorize Menu => Click on Monthly Statistic on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

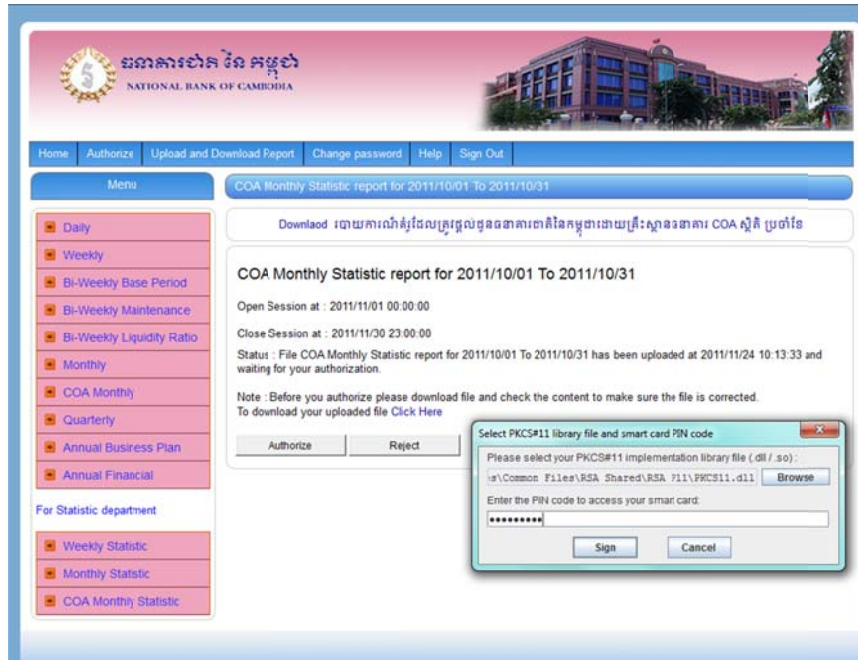
Click on Click Here link to view/Download the report.



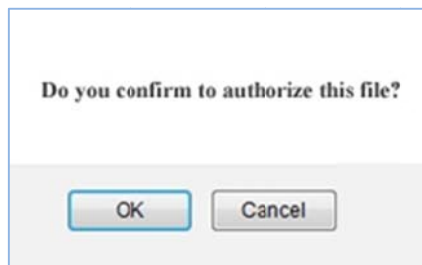
II.16 Authorize COA Monthly Reports for Statistic Department

Step 1: Click on Authorize Menu => Click on COA Monthly Statistic on the left menu => Click Authorize button and then a pop up screen will be displayed.

⇒ Input your pin code of eToken and then click on Sign button.



Step 2: click OK button if you want to authorize the reports, or click Cancel button to return to the main menu.



If the report has been authorized successfully (sent to NBC), the following screen will be displayed.

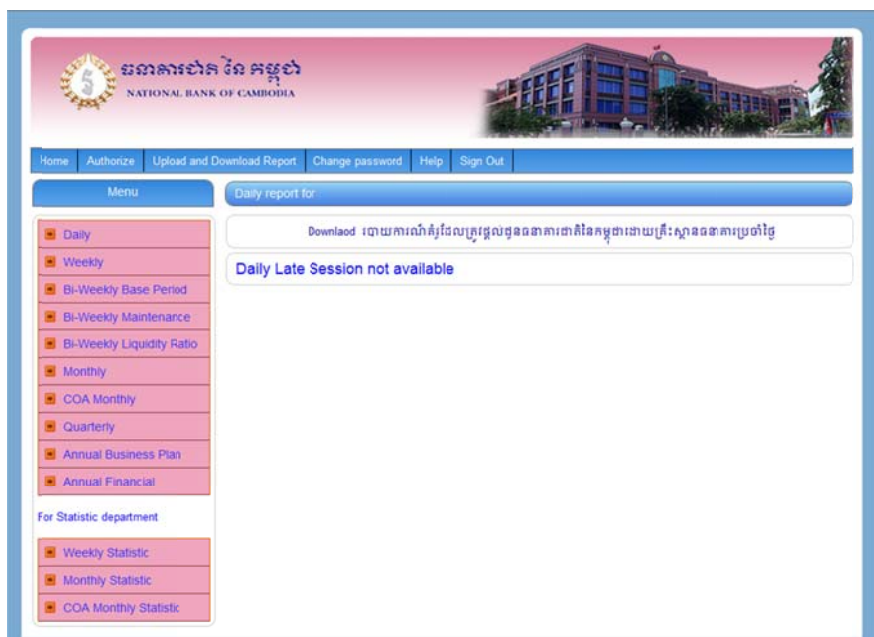
Click on Click Here link to view/Download the report.



III. Upload and Download Report (Late Report Submission)

All report submissions have their own deadline, set by NBC. Normal users 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.

The following screen shows that the session for late report submission is not available. You have to contact NBC to open a special session that allows you to upload your reports.



In Case administrator of National Bank of Cambodia already opened a special case for late reports submission then authorizer can submit the reports.

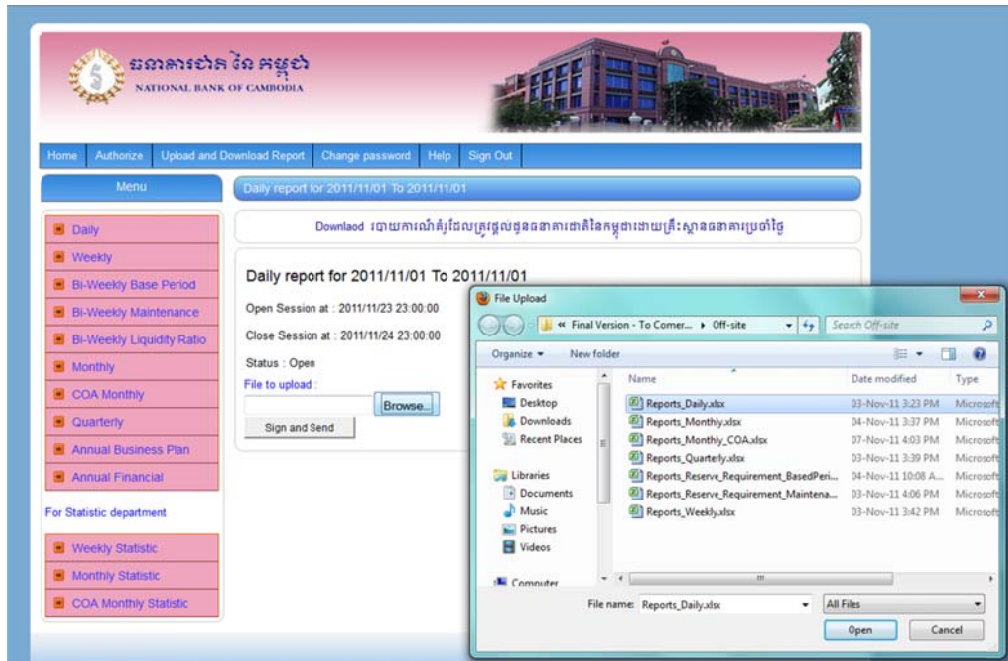
The late report submission screen has:

- 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

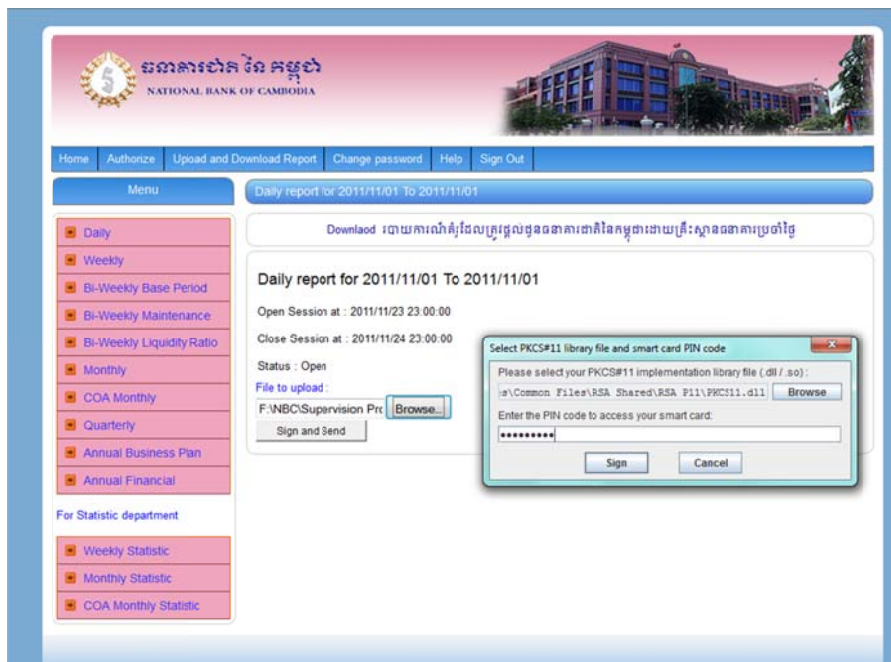
Uploading Reports (Special Open): All report's submissions have the same process. The following is an example for uploading the daily report.

Step1: 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



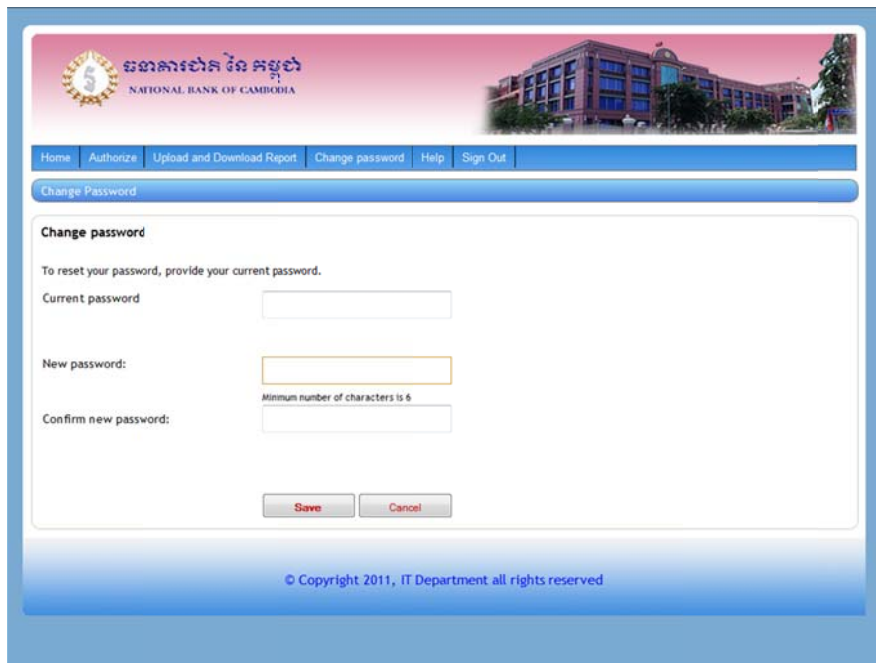
Step3: Click on Sign and Send button and then a pop up screen will be displayed.
 => Input your pin code of eToken and then click on Sign button



The report has been uploaded (sent to NBC) successfully.

IV. 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' page of the National Bank of Cambodia's website. The page has a blue header with the bank's logo and name in Khmer and English. Below the header is a navigation bar with links: Home, Authorize, Upload and Download Report, Change password, Help, and Sign Out. The main content area is titled 'Change Password' and contains the following text: 'Change password', 'To reset your password, provide your current password.', 'Current password:', 'New password:', 'Confirm new password:', and 'Minimum number of characters is 6'. There are three input fields for the password information and two buttons, 'Save' and 'Cancel', at the bottom. The footer of the page states '© Copyright 2011, IT Department all rights reserved'.