

2009

Reporting Guide by
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HOW TO USE NBFCs SPREADSHEET BASE QUESTIONNAIRE FOR REPORTING TO SBP.



Statistics & Data Warehouse Department
STATE BANK OF PAKISTAN

Mission Statement

"Our mission is to ensure timely dissemination of high quality statistics for the monetary and macro-economic policies leading to the prosperity of Pakistan"

Vision Statement

"The Statistics and Data Warehouse Department aspires to set and maintain the highest standards of excellence in the compilation and dissemination of efficient statistics."

Preface

The Statistics & Data Warehouse Department of State Bank of Pakistan takes initiatives to adopt internationally recognized standard best practices of data collection, compilation & dissemination to provide sound footings with quality data to the policy makers, researchers and other national and international stakeholders. This department ensures timely dissemination of high quality statistics for the monetary and macro-economic policies leading to the prosperity of Pakistan.

This document “Development of computer program for NBFCs Data acquisition through spreadsheet” will ease the officials of NBFCs for the purpose of accurate and efficient reporting. The team of Statistics & DWH department expects warm response from the official of NBFCs as commitment to the nation to make our data-bases strong in quality. The data-bases are the assets of the nation and useful to the variety of stakeholders.

Development of computer program for NBFCs Data acquisition through spreadsheet is the first phase of the developmental project “Training to NBFCs & Insurance cos. For Reporting Monetary & Financial Statistics”.

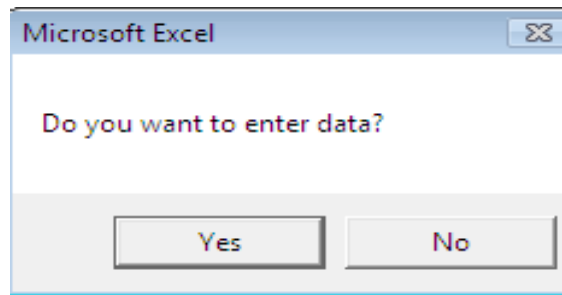
After successfully accomplishing this project two week comprehensive training were imparted to all NBFCs and Insurance companies on basic concepts & working of the data acquisition system.

The team wishes to acknowledge, with thanks, its indebtedness for the guidance of the Director Statistics & DWH department , Departmental management team and valuable contributions made by officers of Monetary & Financial Statistics Divisions who facilitated the completion of this project.

Procedure

Below is the stepwise description of Visual basic base NBFCs data acquisition system.

- 1 Reporting officer need to make a folder name “NBFCs” on their PC in directory: D (path like D:\NBFCs).
- 2 Download questionnaire from SBP web on below link.
http://www.sbp.org.pk/departments/stats/NBFC_Guide/index.htm
, Save this file "NBFC_BS" in the folder name “NBFCs”.
- 3 By Opening file user will receive message below automatically



Or click "Enter_Data" button for data input.

Enter_Data

The screenshot shows the Microsoft Excel interface. The ribbon includes 'View', 'Developer', 'Add-Ins', and 'Extols'. The 'Extols' ribbon has buttons for 'Unprotect Sheet', 'Protect Workbook', 'Share Workbook', and 'Track Changes'. Below the ribbon, a table is visible with columns: Code, Opening stock, Transactions, Valuation changes, Other changes in, and Closing stock. The 'Enter_Data' button is highlighted in the Help menu, and an arrow points from the 'Enter_Data' text above to this button.

Code	Opening stock	Transactions	Valuation changes	Other changes in	Closing stock
0000000	0	0	0	0	0
0000000	0	0	0	0	0

Note: Stepwise guide line is available in the Help menu.

Please read help guide before using this questionnaire

Back

- Please make a folder name "NBFCs" on your PC in directory :D (path like D:\NBFCs). Save this file "NBFC_BS" in the folder name "NBFCs".
- Open this file you will receive message for data entry automatically or click this button for data input
- Please insert essential information through this inputform. Select your company name from the list box given in inputform
- Please date format must be (yyyymm) e.g 200901, 200902.
- All fields of the input form are essential except comments & mobile no.
- Enter all these information in this input box and then save it with save button given in input box.
- note: if you are submitting data for the new month open previous month file & simply change the reporting month field & Save it.

The screenshot shows a help guide with numbered instructions and an 'Input Form' window. The 'Input Form' has fields for: Company Name, Company Address, Company Address1, Reporting Month (with a dropdown menu), Name of the Reporting Officer, Contact No, Mobile No, and Comments. There are 'Save', 'Edit', 'ClearAll', and 'Exit' buttons at the bottom. Arrows from the instructions point to the corresponding fields in the input form. A 'Back' button is also visible in the top right of the help guide area.

This Data acquisition system is linked with the visual basic program which will automatically perform following tasks sequentially.

A. All those essential information that companies used to miss previously, system (Program-protected spreadsheet) will require all essential information through below input box.

The screenshot shows a window titled "Input Form" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains the following fields and controls:

- Company Name:** A dropdown menu.
- Company Address:** A single-line text input field.
- Company Address1:** A single-line text input field.
- Reporting Month:** A single-line text input field with a placeholder "yyymm" below it.
- Name of the Reporting Officer:** A single-line text input field.
- Contact No:** A single-line text input field.
- Mobile No:** A single-line text input field.
- Comments:** A multi-line text area with a placeholder text: *"If You have any suggestion to improve data quality do inform Statistics & DWH Department of SBP."*
- Buttons:** "Save" (green text), "Edit", "ClearAll" (red text), and "Exit".

Below are the list of essential information that input box will call to proceed

- Companies code with name.
- Address.
- Contact no.
- Reporting month.
- Name of the reporting officer.
- Comments if any.

Note; User will have to select company name to combo box list

Input Form

Company Name

ABL-Income Fund-301003
ABL-Income Fund-301003
AKD-Income Fund-301004
AKD-Index Tracker Funds-301005
AKD-Investment Management Limited-302006
AKD-Opportunity Funds-301007
Al-Falah GHP Investment Management Ltd. -302008
Al-Falah GHP Principal Protected Fund-301009
Al-Falah Alpha Fund-301010

Reporting Month

yyyyymm

Contact No

Mobile No

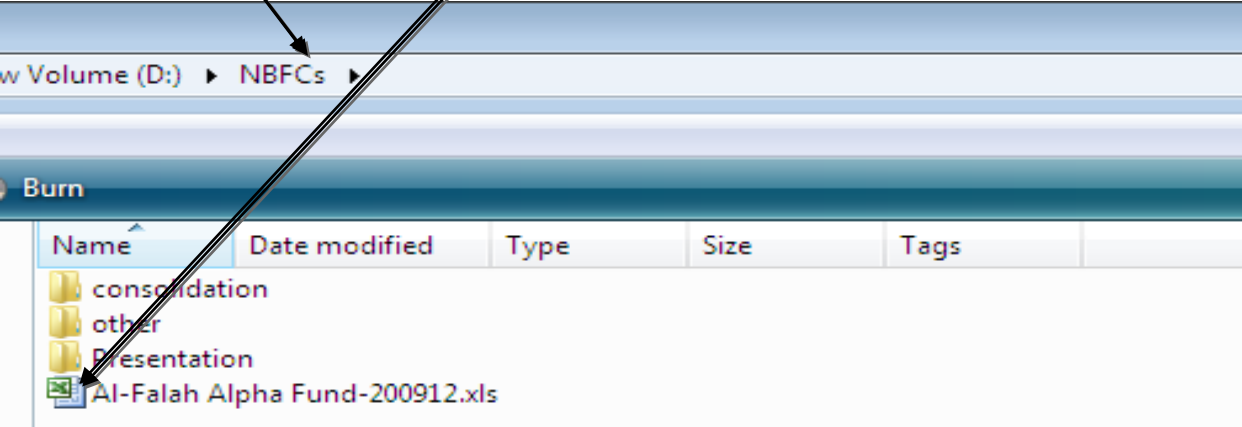
Comments

"If You have any suggestion to improve data quality do inform Statistics & DWH Department of SBP."

Save Edit ClearAll Exit

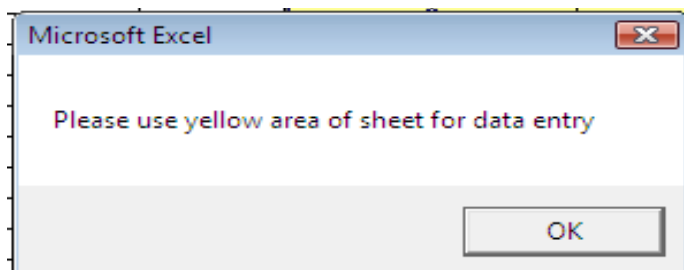
As all above information are entered in input box, click "save" file will be automatically save in path :(D\NBFCs) with filename

(Company name)(Reporting month)

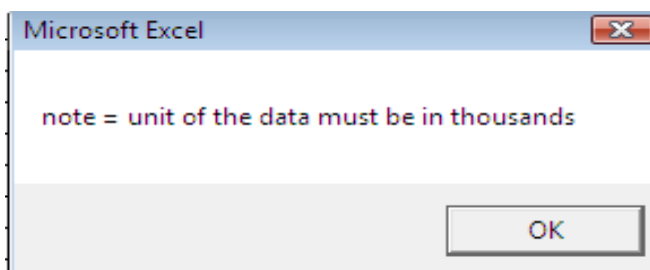


B. Following data validation checks are built-in in every relevant cell which will guide user for the valid entry.

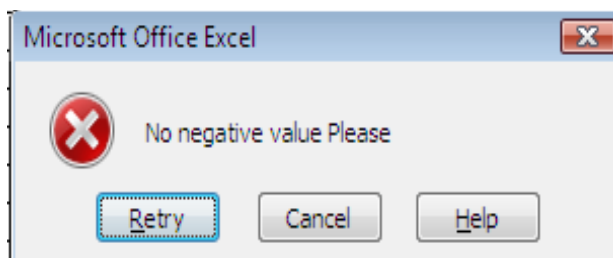
- 1. All other cells are locked besides input area which is specified by yellow color.**



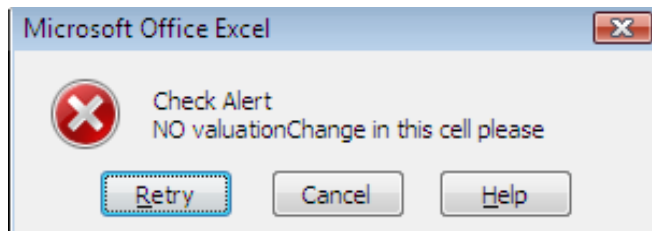
- 2. Unit of the data must be in thousand.**



- 3. No negative value against opening balance, acquisition of fixed assets & depreciation.**



- 4. No valuation change against national currency.**

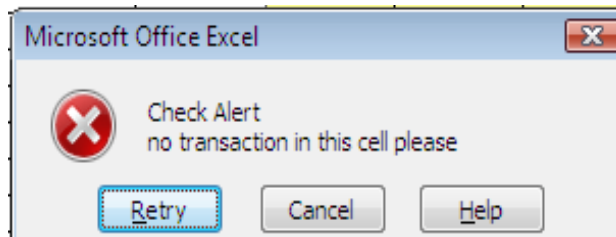


5. Must have Valuation change in Foreign Currency.

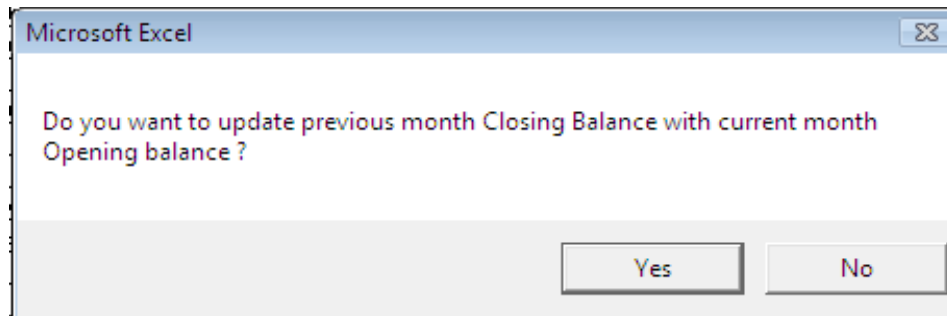
credit money institutions	012220000			
residents	012230000			
Deposits	013000000			
currency	013100000			
bank	013110000			
credit money institutions	013120000			
deposit accepting institutions	013130000			
financial intermediaries	013140000			

If you have data in Foreign Currency ,Please do enter valuation change aswell

6. No transaction against depreciation & valuation adjustment.

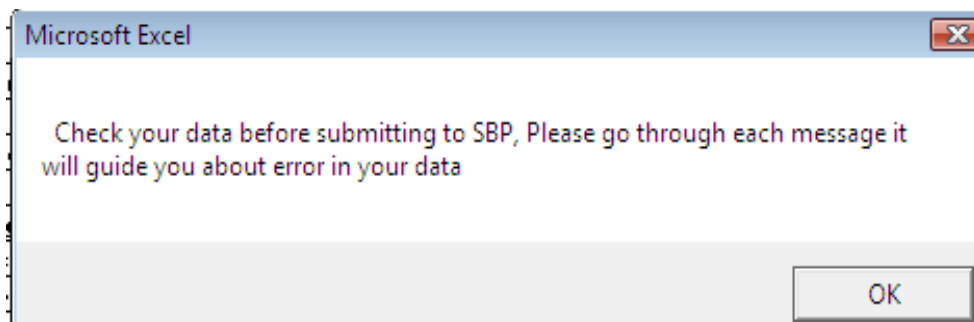


C. As most of the companies closing balance of the previous month mismatch with the current month opening balance. To overcome this discrepancies Excel will automatically update previous month closing balance with current month opening balance. For instance reporting officer want to submit data for the latest month, he need to open previous month file & simply change the reporting month field, upon saving, a new file will generate along with alert message given below. To update previous month closing balance with current month opening balance simply Click "yes".



This operation will permanently take away mismatch in previous month closing balance with this month opening balance.

- D. Apart from all above validation checks, when user will end up the data entry he will have to go through checkbox.**



Below is the Checkbox for data validation

The screenshot shows a 'Data Checks' dialog box with the following content:

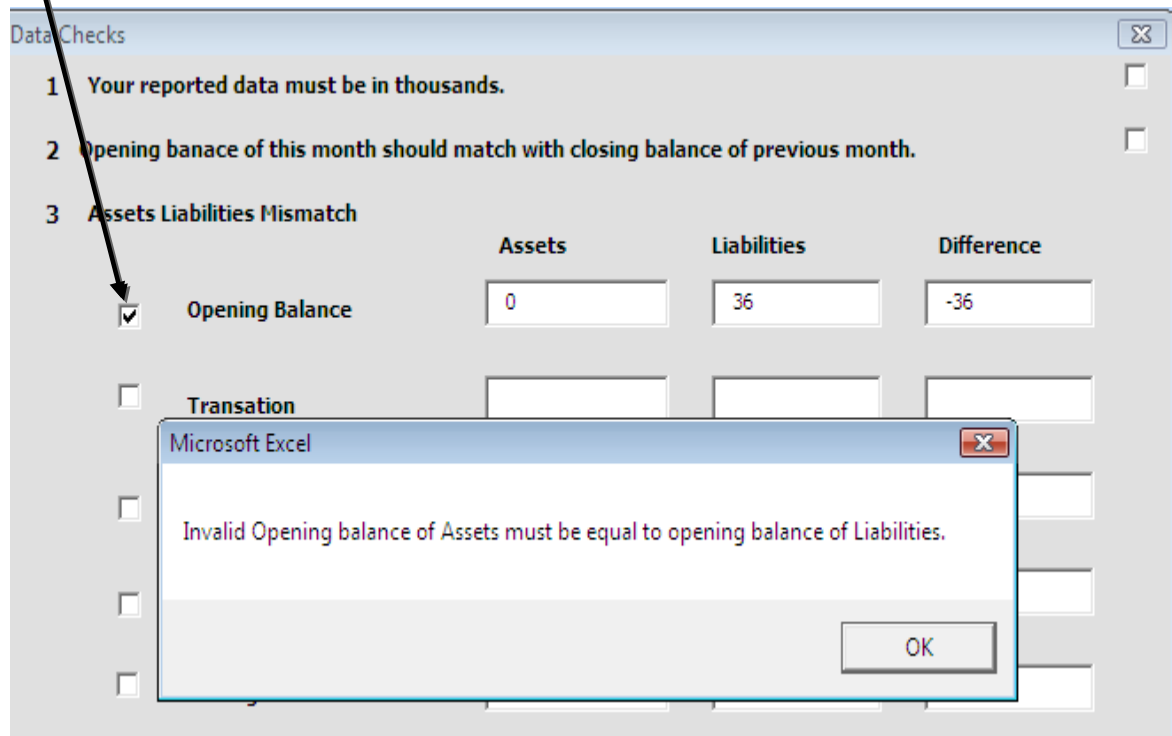
- 1 Your reported data must be in thousands.
- 2 Opening banace of this month should match with closing balance of previous month.
- 3 Assets Liabilities Mismatch
 - Assets Liabilities Difference
 - Opening Balance
 - Transation
 - Valuation Change
 - Other Changes in Volume
 - Closing Balance
 - Depreciation Mismatch
- 4 Negative Stock in Closing Balance
note : Please go though closing balance column if you have negative stock it will appear in red color , these are all invalid please remove it.
-Ve Closingstock

Buttons: ClearAll, Exit

Above Check box consists following data validation checks.

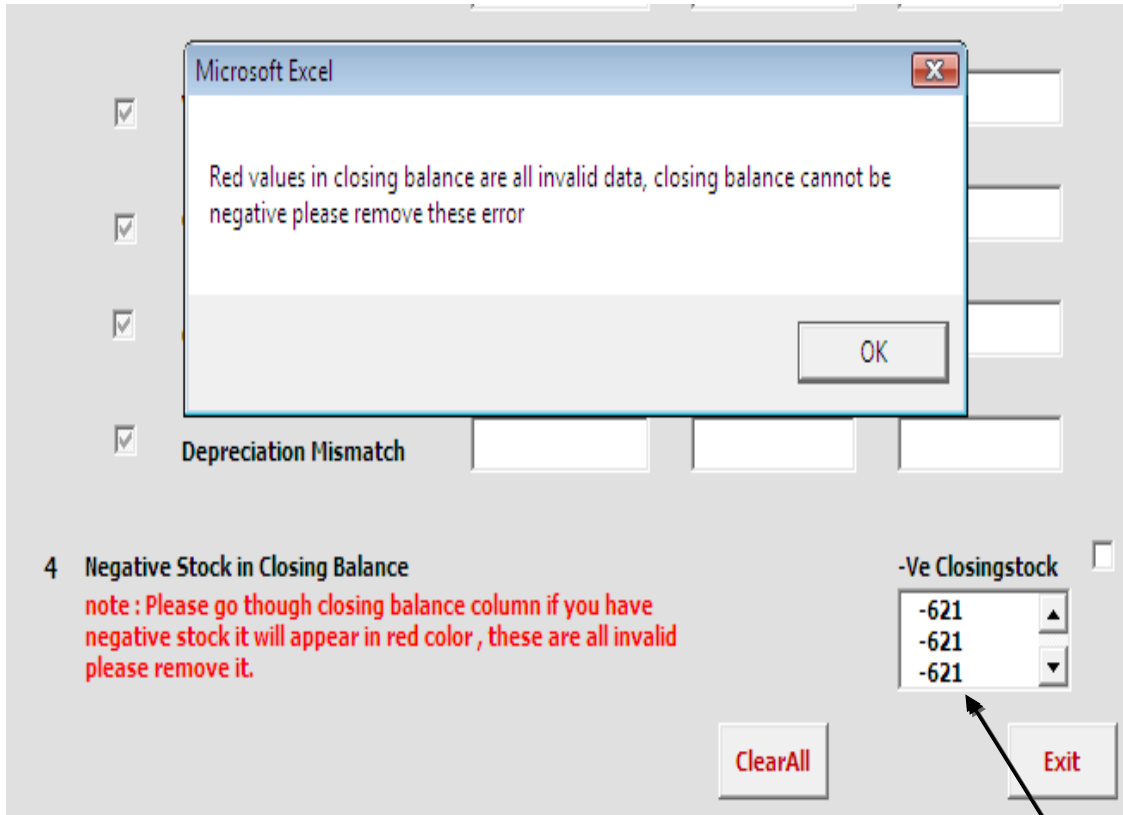
1. Reminder for data unit in thousands.
2. Closing balance of the previous month should match with the opening balance of current month.

3. Assets side Total of Opening balance = Liabilities side Total of Opening balance.



Note: message box will guide user about discrepancy in data.

4. Total Transaction on assets side = total Transaction on Liabilities side.
5. Total valuation change on assets side = total valuation change Liabilities side.
6. Total other change in volume on assets side = total other change in volume on Liabilities side.
7. Total closing balance on assets side = total closing balance on Liabilities side.
8. Accumulated balance against code 080000000 must match with closing balance against code 152000000.
9. No negative stock in closing balance.



If there is any negative stock in closing balance check box will enlist all negative stock in list box and negative value will appear in red colour in closing balance column in balance sheet.

2 NPIs(Non market)	162420000					0
5 Local governments	162500000					0
6 Household	162600000	36	-657	0	0	-621
1 Employers	162610000					0
2 Own account workers	162620000					0
3 Employees	162630000					0
4 Recipients of property and transfer incomes	162640000	36	-657			-621

Contact person

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Please read help guide before using this questionnaire

Back

1 Please make a folder name "NBFCs" on your PC in directory :D (path like D:\NBFCs).
Save this file "NBFC_BS" in the folder name "NBFCs".

2 Open this file you will receive message for data entry automatically
or click this button for data input

F	G	H	I	J	K	L
Opening stock	Transactions	Valuation changes	Other changes in	Closing stock	Enter_Data	
0	0	0	0	0		
0	0	0	0	0		
-	-	-	-	-		

3 Please insert essential information through this input form
Select your company name from the list box given in input form

4 Please date format must be (yyyymm)
e.g 200901 , 200902.

5 All fields of the input form are essential except
comments & mobile no.

6 Enter all these information in this input box and then save it with
save button given in input box .

7 note: if you are submitting data for the new month,
open previous month file & simply change the
reporting month field & Save it .

Input Form

Company Name

Company Address

Company Address1

Reporting Month

yyyymm

Name of the Reporting Officer

Contact No

Mobile No

Comments

**If You have any suggestion to improve data quality do inform Statistics & DWH Department of SBP.*

Save Edit ClearAll Exit

8 Click "yes" to update your previous month closing Balance
with this month opening balance.

Microsoft Excel

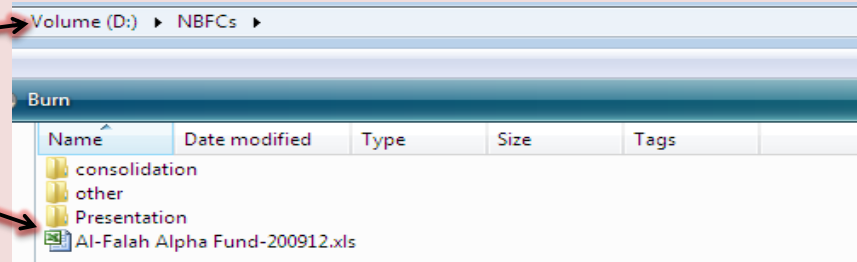
Do you want to update previous month Closing Balance with current month Opening balance ?

Yes No

Please read help guide before using this questionnaire

Back

9 File will be automatically save in path :(D\NBFCs) with filename (company name)(reporting month).



10 If Data input is completed please check your data through this check box.

11 Click on each check box to validate your data.

Data Checks

1 Your reported data must be in thousands.

2 Opening banace of this month should match with closing balance of previous month.

3 Assets Liabilites Mismatch

	Assets	Liabilities	Difference
<input type="checkbox"/> Opening Balance			
<input type="checkbox"/> Transaction			
<input type="checkbox"/> Valuation Change			
<input type="checkbox"/> Other Changes in Volume			
<input type="checkbox"/> Closing Balance			
<input type="checkbox"/> Depreciation Mismatch			

4 Negative Stock in Closing Balance -Ve Closingstock

note : Please go thogh closing balance column if you have negatve stock it will appear in red color , these are all invalid please remove it.

12 As Assets & Liabilites at each column must equal therefore difference at each check box must be zero.

13 There should not any negative Stock in closing balance , this box will indicate negative stock in closing balance column in red color.

Note Please submit error free data to SBP.
do not change file name as system assign name to the file.

if you have any query contact

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