

MASTER DATA OF SCHEDULED BANKS' BRANCHES

Statistics & Data Warehouse Department

State Bank of Pakistan

User Manual

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Introduction:

State Bank of Pakistan (SBP) being the central bank of the country and regulator of banking sector needs to have a vigilant eye on the performance of the financial sector falling under its purview. To carry out its functions effectively, SBP acquires certain datasets from reporting institutions (Data Providers) on different frequencies (Daily, Weekly, Monthly, and Quarterly etc.) for various purposes. The list of data providers includes, but not limited to, Scheduled Banks (Banks), Development Finance Institutions (DFIs), Microfinance Institutions (MFIs), and other financial / non-financial companies. In order to collect data from data providers, SBP has established a Data Acquisition Portal (DAP).

With the expanding scope of data collection, many datasets such as ‘Half Yearly Banking Statistics’ and ‘Denomination wise Cash Balances’ are based on branch level data. The branch-level data enables SBP in compilation of regional statistics in addition to carry out its functions effectively. For accurate and effective data acquisition of branch level data, SBP has developed a module ‘Master Data of Branches’ for relevant data providers.

This module is developed after acquiring data from all possible sources including the banks themselves.

This manual serves as a user guide for this module. This will enable users to review their data, fill the data gaps and report any data anomaly to SBP.

Master Data of Branches Application

This application module is based on reports through which end users can verify the data of branches as well as make corrections, if required. The branch codes that are available in this database should be same that banks assign to their branches and communicate to their customers through their signboards, website, and cheque books etc. Following is a step-by-step guideline for usage of this application module:

Getting Access to the module

Please refer to chapter 3 of this manual for getting access to this module.

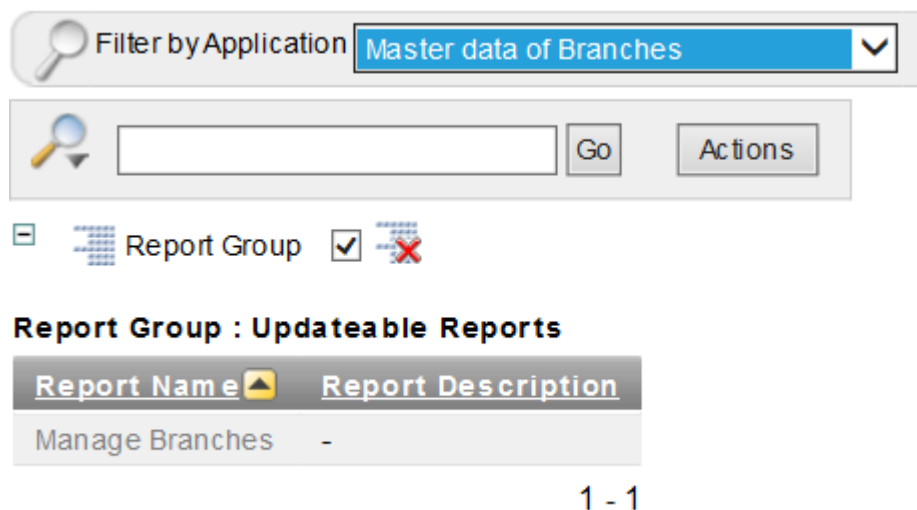
Once you have obtained access to the module, please follow the steps below:

Navigating to “Master Data of Branches” module:

Step 01: Click on ‘**Reports**’ Tab. On this screen, you will be shown a list of application modules on which you have access. User should be able to see a link to “**Master Data of Branches**” application module here.





Step 02: Click on ‘**Master Data of Branches**’ application. User should be able to view the screen below:









Output of Report “Manage Branches”:

Click ‘**Manage Branches**’. User can see the output as “All Branches” in the default view

 Display 

List of Branches

 Rows 

	Branch Code 	Branch Name	License No	License Date	Residence Cou
	-	S.WAL MADINA CLY NAIABADI	6172	07-Jun-1974	Pakistan
	-	MONERI PAYAN	7511	02-Nov-1975	Pakistan
	-	PIND MUNIUM	13013	06-Aug-1992	Pakistan

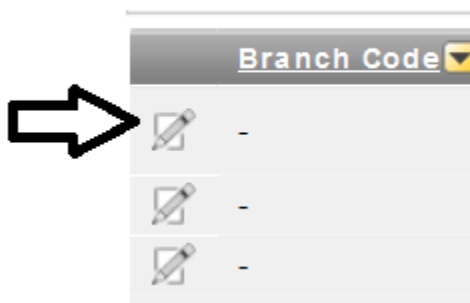
Following columns/fields may be seen as output for all reports.

Sr.#	Field Name	Updatable
1	Branch Code *	Yes
2	Branch Name	No
3	License No	No
4	License Date	No
5	Residence Country	No
6	Is Urban Branch	No
7	Authorized Dealer Code	No
8	Effective Start Date	No
9	Closure Date	No
10	Address	No

Data Updation:

Banks can input codes for all those branches whose codes are missing. Missing codes are shown with a hyphen (-) sign under Branch Code field. Once the data is entered, user cannot change it any further. Below steps will illustrate the editing process.

Step 01: Click on ‘**Edit**’ button to make rectification, only in case of blank information of ‘**Branch Code**’.



Step 02: Below screen will appear for adding new branch code. No other field will be editable. Enter valid information of '**Branch Code**' and press '**Apply Changes**' to save the record. Please note the system will check duplication of branch code at this stage.

Manage Branch		Cancel	Apply Changes
* Branch Code	<input type="text"/>		
* Branch Name	Abdul Wali Khan University, Mardan		
* Residence Country	PAK - Pakistan		
* Is Urban	Yes		

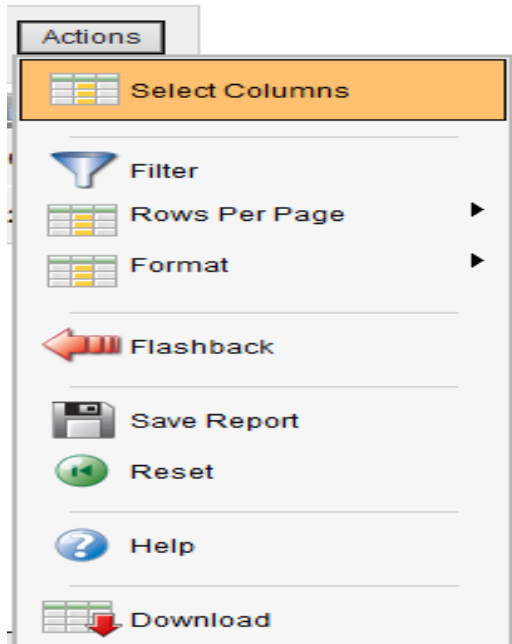
Important Note:

As shown in above table, only field '**Branch Code**' is updatable. Authorized users of data providers can update this field only in case of blank information. However, in case of duplicate or wrong information is found in Branch Code field, DWH Support Team of SDWD may be contacted for its rectification. Please note that once information is updated, user cannot make any further changes. End user may also contact DWH Support Team of SDWD (dwhsupport@sbp.org.pk), in case of any discrepancy found in this regard.

Selection of Display Columns/Fields:

End users can select/de-select the columns/fields to be displayed in output.

Step 01: Click on 'Action' button and then press 'Select Columns' menu item;



Step 2: From the popup menu shown below, click on the “Do not Display” filed(s) available on left side and then click on ‘**single arrow >**’ to include single field in the output report. Use “**double arrow >>**” to include all fields.

Display

All Branches

Back

List of Branches

Go

Rows
20

Actions

Select Columns

Do Not Display

Display in Report


Address


Branch Code
Branch Name
License No
License Date
Residence Country
Is Urban Branch
Authorized Dealer Code
Effective Start Date
Closure Date

Cancel

Apply







List of Branches

 Rows







 **Select Columns**

Do Not Display

Display in Report



Branch Name
License No
License Date
Residence Country
Is Urban Branch
Authorized Dealer Code
Effective Start Date
Closure Date
Address

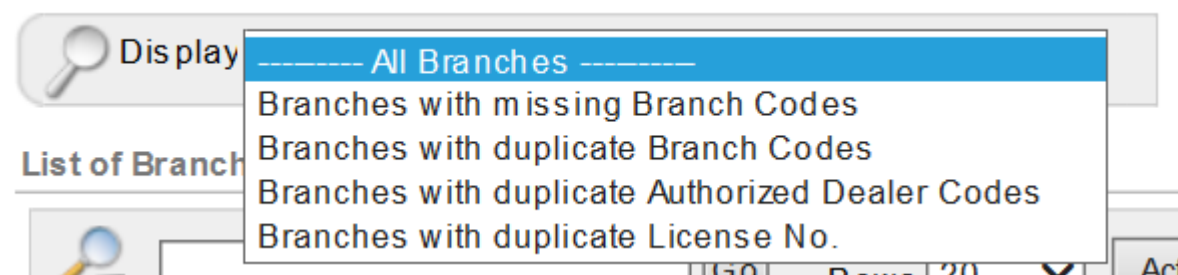


Click “**Apply**”. Users can view the selected fields in report output. The user may also customize this report using different options available under Action Button and save one or more customized views to this report using “Save Report” option available under the same “Action” button for future use.

Available Reports

There are five reports available in ‘**Master Data of Branches Application**’.

1. All Branches
2. Branches with Missing Branch Codes
3. Branches with Duplicate Branch Codes
4. Branches with Duplicate Authorized Dealer Codes
5. Branches with Duplicate License Number



1) All Branches

This is the default report to see the list of all branches of a bank. This report is a super set of all other reports available in the module. Remaining four reports are consequent subsets of this report.

2) Branches with Missing Branch Codes

This report displays list of those branches for which Bank's assigned branch code is not available in the database. Hyphen (-) appears for branches where codes are missing. When all branches data is updated, there might be no record visible in this report.

3) Branches with Duplicate Branch Codes

This report will display the branch codes that are assigned to more than one branches in this database. Correct branch code(s) of such branches is to be communicated to DWH Support Team for rectification. DWH Support Team may require extra information such as branch address, branch license number etc for making these changes.

4) Branches with Duplicate Authorized Dealer Codes:

This report displays the list of branches with duplicate Authorized Dealer (AD) Codes. This code is issued by Statistics and Data Warehouse Department of SBP and available on DAP. These codes are also used in reporting of ITRS. If any of the branch code is missing for duplicated AD code, user can enter it. For rectification of AD Code, user has to contact DWH Support Team along with the document issued by SDWD for issuance of AD code



5) Branches with Duplicate License Number:

This report shows the list of branches whose license numbers are found to be duplicate in DAP database.

Downloading Output of the Reports.


Users may '**Download**' the output of a report in various formats.

Step 01: After generating output of desired report, press '**Actions**' button.


 Display ----- All Branches ----- 

Back


List of Branches




Go

 Rows 20 

Actions



Branch Code 

Branch Name


License No


License Date



Reside



Step 02: Click on '**Download**' option


Actions


 Select Columns


 Filter


 Rows Per Page 


 Format 

 Flashback

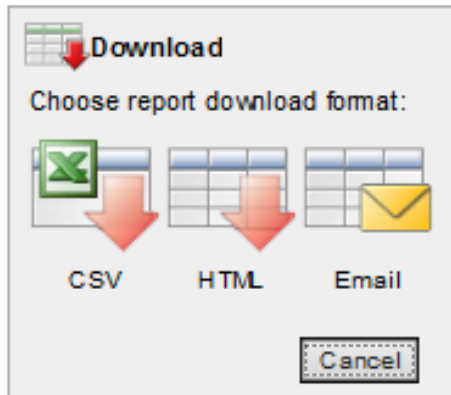
 Save Report

 Reset

 Help

 Download

Step 03: Choose download format.



Step 04: Save the file.



User Management

Authorized administrators can assign dataset “Master Data of Branches” to any of its user(s). This may be achieved just like assigning responsibility to any other dataset on DAP. Below are the step-by-step guidelines:

Managing rights on ‘Master Data of Branches Application’:

Step 01: Click on ‘**User Management**’ Tab

Step 02: Click on ‘**Management Responsibilities**’ Tab

Step 03: Select the ‘**Dataset Type**’ from drop down list.

Step 04: Select the user to assign the dataset type and then double click or use the right arrow to move the user name from left pane to right pane.

Step 05: Set the role as ‘Operator. (Please note any role from Administrator/Operator/Viewer’ can be assigned)

Acronyms

Acronym	Detail
AD Code	Authorized Dealer Code
DAP	Data Acquisition Portal Ver4.0
ITRS	International Transactions Reporting System
SBP	State Bank of Pakistan
SDWD	Statistics and Data Warehouse Department