

Steps to Fill-up and Upload the RIT of Large Loan Monitoring System (LLMS)

1. Use Microsoft Office Version 2007 or Upper
2. Download the Input Template file [LargeLoanTemplate.xlsm](#) from website of Bangladesh Bank

3. Steps to Fill up the Input Template :

- Open the RIT file [LargeLoanTemplateVer2.xlsm](#)
- Then click on **Options...** button of Security Warning to enable Macro
- Then click on **Enable this content** for **Macro**
- Click on **Ok** button

Initially, there are three sheets in the given RIT

1. **Codefile:**

This sheet is used as reference values of all Lists(Combo Box) used in this Template. To ensure the correctness, you must not change any value on this sheet. This sheet is hidden.

2. **LoanPortfolio:**

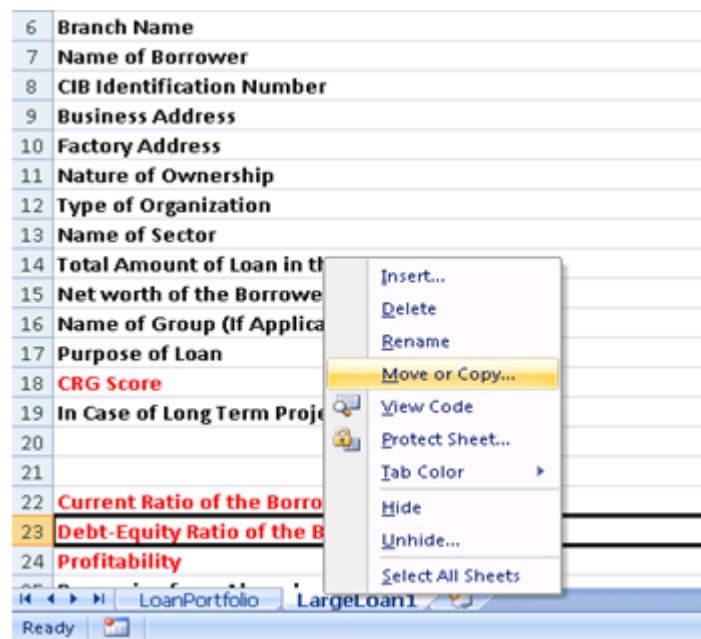
This sheet is used for fill up the information of Loan portfolio of a bank. It is mandatory for all bank to fill up the sheet and upload it every month even no large loan available for this month.

3. **LargeLoan1:**

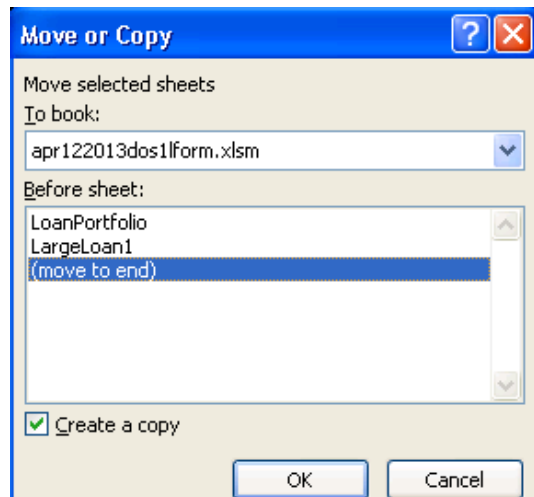
This sheet is used for fill up the information of a single large Loan of a bank. If there is more than one large loan for any month, then copy the LargeLoan1 Sheet as described below.

Steps for copying the LargeLoan1 sheet are as follows:

Right click on name of LargeLoan1 sheet. Then the following dialogue box will appear in the screen.



- a. Click on **Move or Copy**, then fill up the following as below. Must Tick ☒ Create a copy .

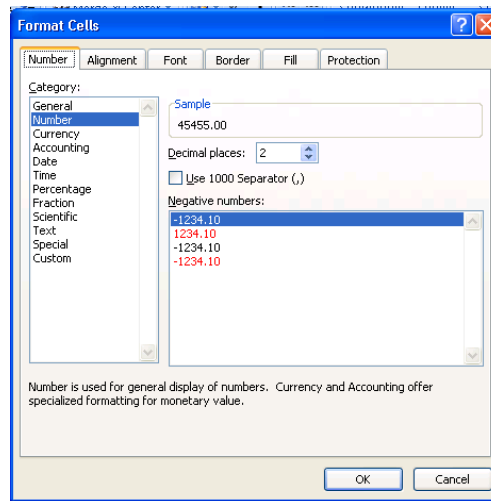


- b. **Rename** the newly copied sheet of individual Large Loan same as the Name of Borrower. (i.e. MSABC, No space allow)
- c. Repeat steps a to c for fill up each Individual Large Loan.

Then fill up the information of all sheets of the Input template for large loan.

Follow The Instructions to fill up the RIT template :

1. Use Only Downloaded Template.
2. Do not change any field name (text) , format etc.
3. You must select data from the Lists(combo box) where applicable. Never try to type/edit in List item.
4. There is a hidden sheet "codefile" which is used as Reference of combo values in this RIT. Do not delete or rename the sheet or change any cell value.
5. The font color of mandatory field is blue. Must fill up those fields.
6. The format of all the Date field in the template is DD-MMM-YYYY. Such as 9-Apr-2013, 15-Sep-2013.
7. The format of all the amount field is number as follows. Do not Change the format.

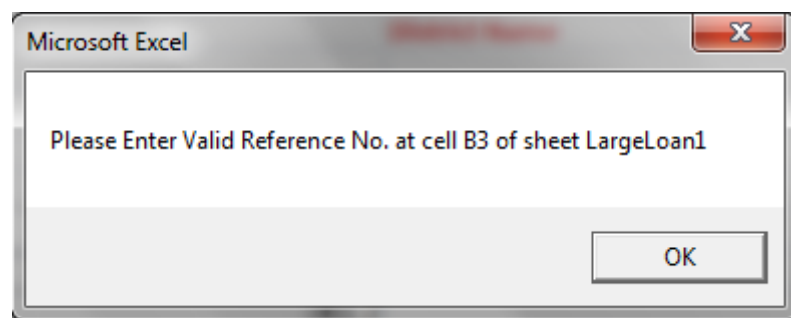


8. Do not use any **comma, delimiter, %, ratio(:), Tk, \$, /** symbol in **Debt-Equity Ratio of the Borrower** and **Profitability and Current Ratio of the Borrower** field.

Field name	Example	Remarks
Profitability	50.00	* Do not use % symbol
Current Ratio of the Borrower	1.04	* Do not use ratio(:) symbol
Debt-Equity Ratio of the Borrower	0.73	* Do not use ratio(:) symbol

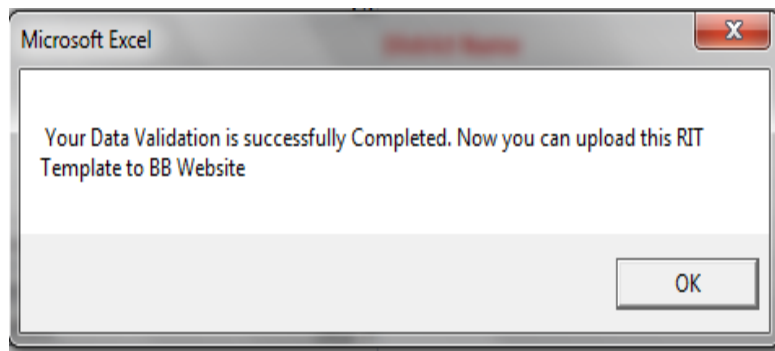
Steps for Validating the RIT Input Template of large Loan:

- After fill up all the information, Click on **Data Validate**  Command Button of any Sheet to validate your entry in all sheets. If any cell of Input Template is filled up by an invalid data, then an error message will display in the screen and the background color of that cell will be **Red**. Correct the data according to error message and click again on **Data Validate**  Command Button of any Sheet .



An example of error message

- Repeat above Step 1 until the following dialogue box is displayed on screen



3. After completing the validation of Data, Upload the template to website of Bangladesh bank.

Log In Steps to Upload the RIT into Bangladesh Bank Website

- Type in Browser : <http://www.bb.org.bd>
- Click on **Services**
- Click on **E-Services**
- Click on **Web Upload**
- Click on [Large Loan Statement](#)
- Click on **Sign In**
- Type : **User Login Id**
- Type : **Password**
- Click on **Sign In** button

Steps To Upload the RIT Input Template of Large Loan

- Click on **Upload**
- Click on **Monthly**
- Click on **Browse** button to upload the CSV file & select the RIT file
- Click on **Upload**
- Finally "**Successfully Upload File**" message will shown
- Click on **Ok**

For any queries, contact with the following persons:

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