

# **USER MANUAL**

## **CRR & SLR**

**DESIGN, DEVELOPED & DISTRIBUTED BY**



**INFORMATION SYSTEMS DEVELOPMENT DEPARTMENT (ISDD)  
BANGLADESH BANK, HEAD OFFICE, DHAKA**

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## How to Start the System

To start the system, go to any browser of your computer. Check whether the internet is available or not. Go to the address [www.esps.bb.org.bd](http://www.esps.bb.org.bd) and the following screen will appear.

## The Main Window

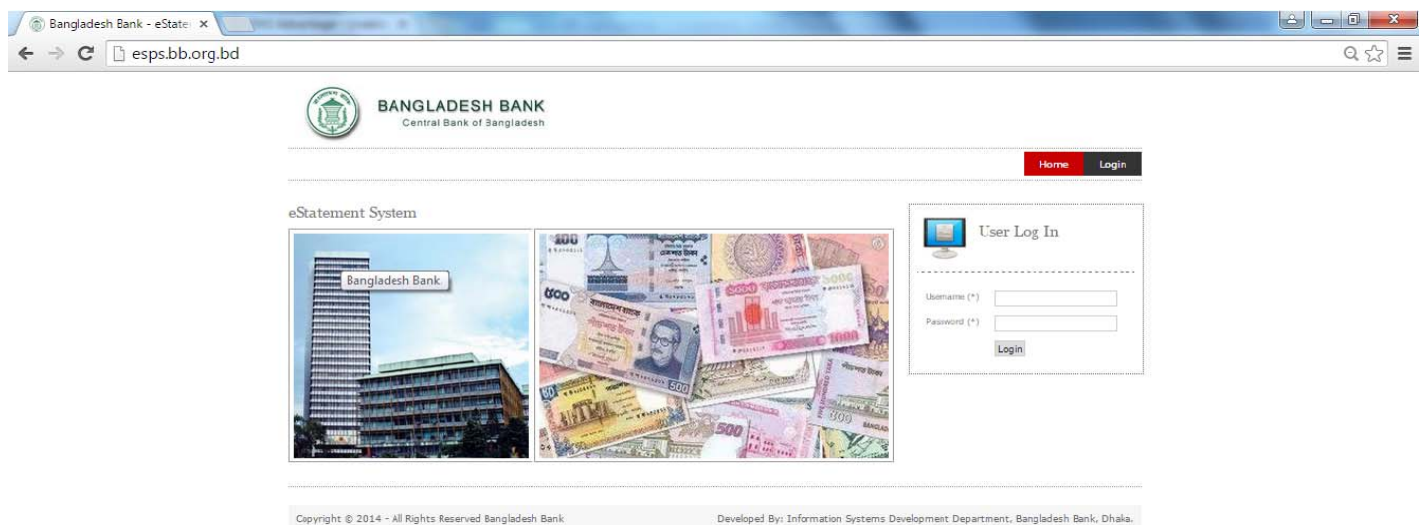


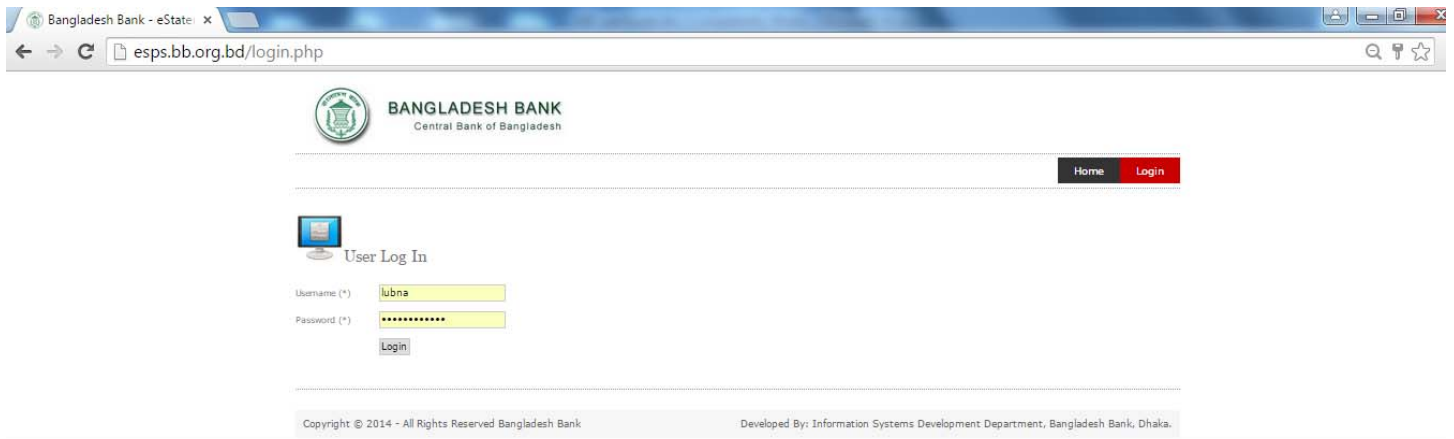
Fig 1: Main Window

## The Login Process

At the login box

- enter the appropriate user name
- password for the user
- then click 'Login' button

- The home page with permitted menu will appear.



## The Home Page

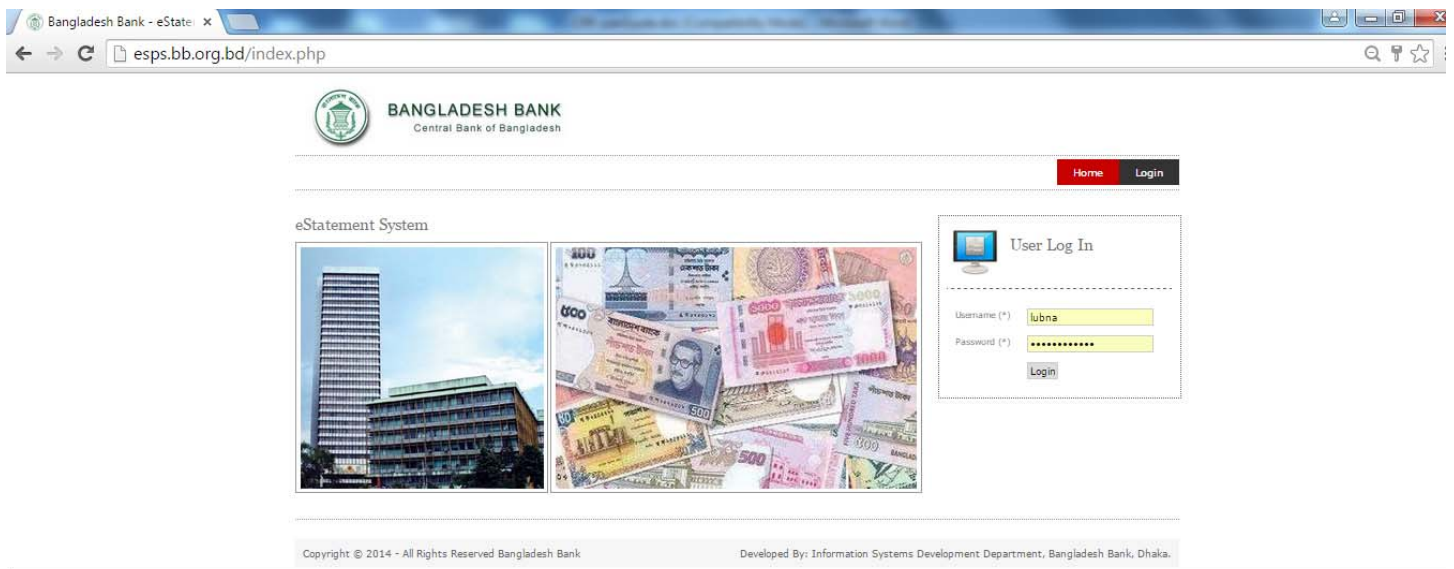


Fig 3: Home page window

## The Main Menu

The main menu consists of the following sections:

- Home
- Template Upload/Template Save
- My Account
- Logout

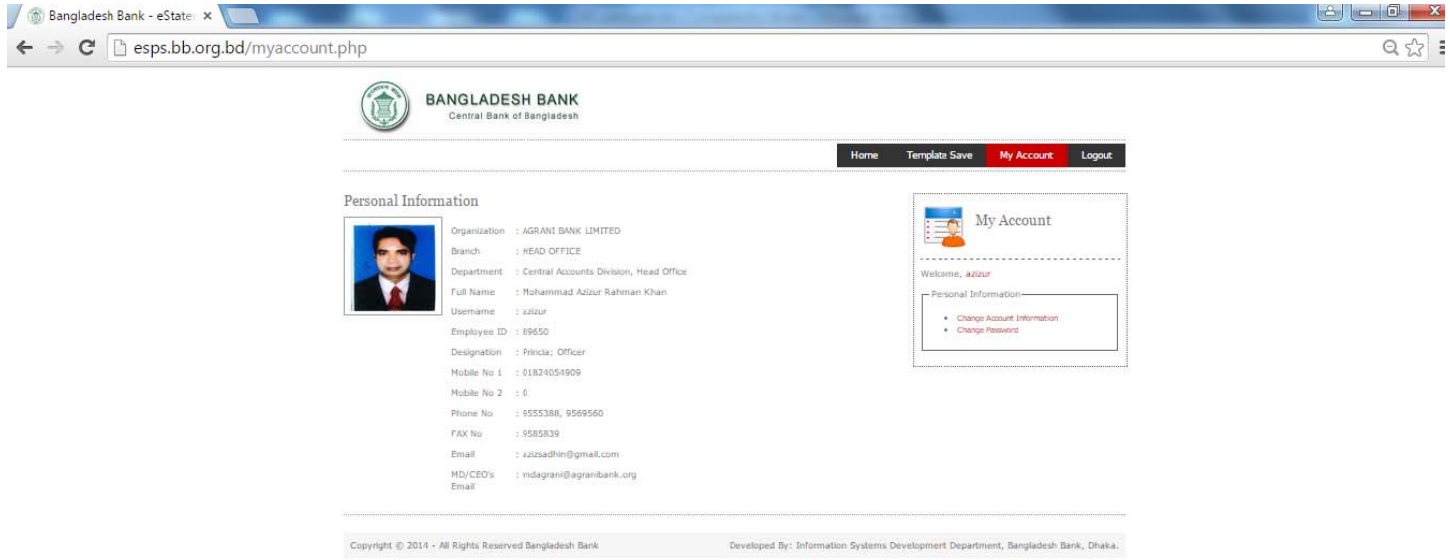
## The HOME menu

Click the home menu from anywhere and you will reach the home page of the system.

## The Account Information

### My Account

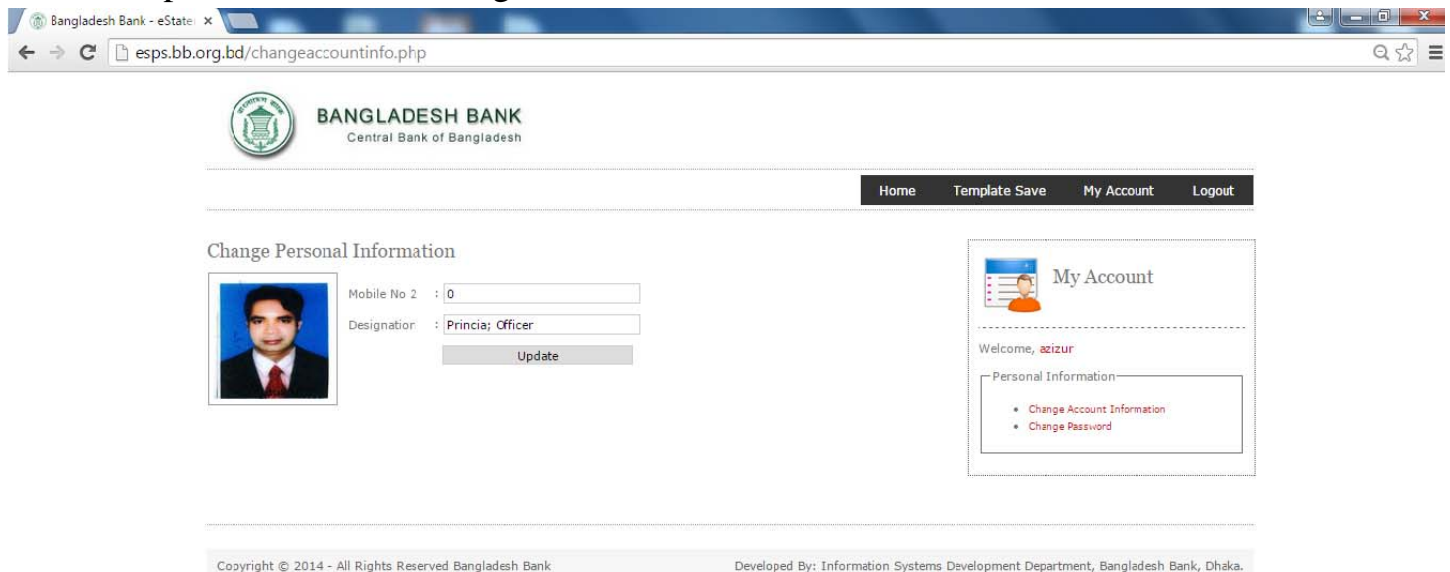
– Click this menu to view the current user information.



## Change Account Information

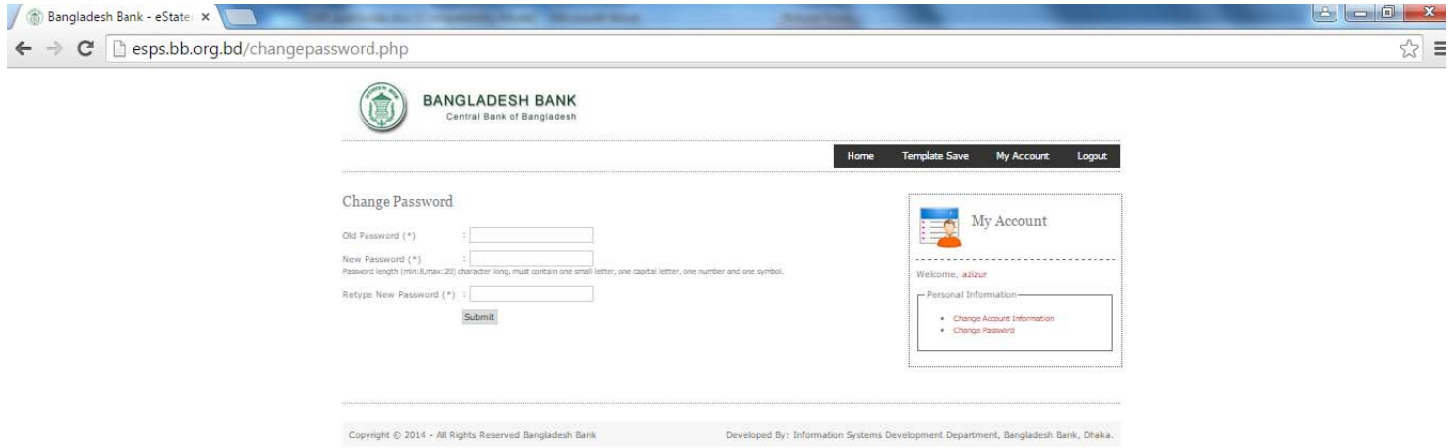
– Click this menu to update user information.

– Click update to save the changes.



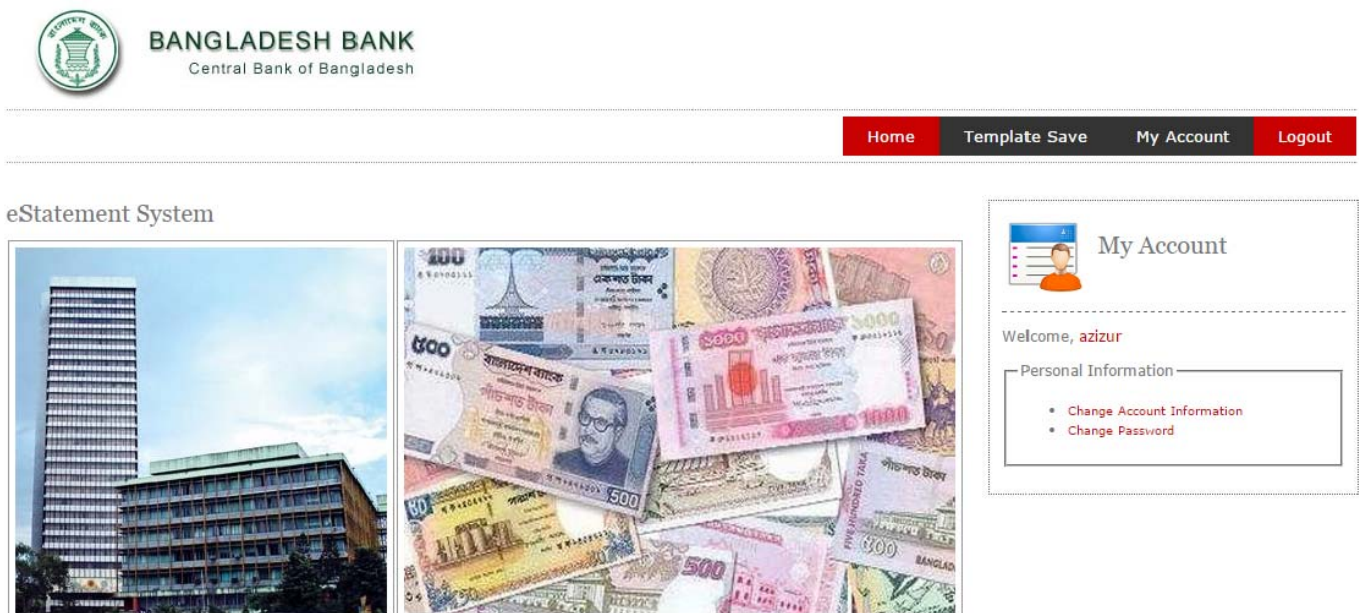
## Change Password

- To change password first type initial password or old password.
- Type new password.
- Retype new password to confirm and click Submit.
- User must change password after first login or after reset user.



## Logout

- Click Logout to exit from the system.
- Re-login or close the browser window/tab.



## Template Upload Step

- Click the template upload menu
- Select Bank type from the drop down list
- Click the Browser button open the excel sheet
  - o Excel extension format must be .xls
  - o All field must be text format in excel
- Click the start button. If you cancel the data upload then click the cancel button. As shown in Fig-1.
- Successfully Data Inserted and show desired excel data as shown in fig-1. If you cancel the uploaded data then click the cancel button by going to scroll bar down click on cancel bottom. As shown in Fig-2. 😊

Home
Template Upload
My Account
Logout

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DB4 Template Upload File

AGRANI BANK LIMITED Bank Type: CONVENTIONAL B + Browse Start upload Cancel upload

DB-4(C)_AGRANI (25).xls	31.23 KB	
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Data Result

Sheet 1 (DB-4C)

Data Successfully Inserted.

Date	Week No				
	03072014	10072014	17072014	24072014	31072014
Demand Liabilities	First Week Amount	Second Week Amount	Third Week Amount	Fourth Week Amount	Fifth Week Amount
1. Customer Deposit	47805119	42430808	43881294	39074855	40162440
2. Deposit From Banks	1798356	1678018	1742561	1989212	1821063
3. Borrowing From Banks	230000	1020000	825000	451500	1520000
4. Deposit From Financial Institution	12914	12914	12914	12914	12914
5. Borrowing From Financial Institution	0	0	0	0	0
6. Other Demand Liabilities	6982296	6348799	6295476	6247291	6389475
Sub-Total	56708685	51490339	52557245	47775572	49905892
i) Sub-Total of Countable Demand Liabilities (1+4+5+6)	54680329	48792321	49999684	45334880	46564829
B. Time Liabilities:					
1. Customer Deposit	279260301	271401193	279108484	277544232	277397887
2. Deposit From Banks	8150290	7925194	7957197	7998719	8030324

Fig-1

Home
Template Upload
My Account
Logout

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DB4 Template Upload File

AGRANI BANK LIMITED Bank Type: CONVENTIONAL B + Browse Start upload Cancel upload

DB-4(C)_AGRANI (25).xls	31.23 KB
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Data Result

5. Borrowing From Financial Institution	0	0	0	0	0
6. Other Demand Liabilities	6862296	6348799	6295476	6247291	6389475
Sub-Total	56708685	51490339	52557245	47775572	49905892
i) Sub-Total of Countable Demand Liabilities (1+4+5+6)	54680329	48792321	49989684	45334880	46564829
<b>B. Time Liabilities:</b>					
1. Customer Deposit	279260301	271401193	279108484	277544232	277397667
2. Deposit From Banks	8150290	7925194	7957197	7986719	8030324
3. Borrowing From Banks	0	0	0	0	0
4. Deposit From Financial Institution	116371	145574	125138	123247	123256
5. Borrowing From Financial Institution	0	0	0	0	0
6. Other Time Liabilities	11620601	12094708	13128766	10223053	10867897
Sub-Total	299147583	291568669	300319585	295877251	296419144
ii) Sub-Total of Countable Time Liabilities (1+4+5+6)	290997273	283641475	292362388	287890532	288388820
Total of Countable Liabilities (i+ii)	345677602	332433796	342352072	333225392	334953649

Cancel

Fig-2

### Template Save Step

- Click the Template Save Menu
- Select Bank type from the drop down list
- Select the desired date from date calendar.
- Click Search button
- Show the data based on bank type and base date
- Click the Authorized button, the data displayed on these windows will save
- Click the Rejected button, the data displayed on these windows will reject.



- Click on the tracking generate PDF click button. You will generate the tracking number and save it to further security purposes.


DB4 Template Save

Advanced search  
 AGRANI BANK LIMITED BT:  Base Date:

Save As

Result  
**STATEMENT DB-4(c)**

Date	04-SEP-14	11-SEP-14	18-SEP-14	25-SEP-14	
<b>Demand Liabilities</b>					<b>ATDTL</b>
Customer Deposit	36915473	37502884	37954955	38379083	37688098.75
Deposit From Banks	1695199	1653023	1557372	1675846	1645360
Borrowing From Banks	1620000	1260000	720000	190000	947500
Deposit From Financial Institution	13478	13478	13478	12914	13337
Borrowing from Financial Institutions	0	0	0	0	0
Other Demand Liabilities	6525746	7107592	6022063	6510991	6551290
<b>Time Liabilities</b>					
Customer Deposit	280451235	281034244	282545778	283814633	281961472.5
Deposit From Banks	11060513	12786003	14993819	17115734	13989017.25
Borrowing From Banks	0	0	0	0	0
Deposit from Financial Institutions	617957	615307	611226	612079	614142.25
Borrowing from Financial Institutions	0	0	0	0	0
Other Time Liabilities	10994775	13061994	13272352	15121705	13112706.5

 **My Account**

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Welcome, **azizur**

Personal Information

- [Change Account Information](#)
- [Change Password](#)