User’s Manual

For

Special Foreign Currency Account Monitoring System (SFCAMS)

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Introduction: The purpose of this software is to monitoring Foreign Currency Account Transaction. This document will guide you step by step how to use this software for reporting Special FC Account Transactions. It has to mention that until further instructions is given by FEPD; you have to report only those FC A/C transactions, which are opened by approval of FEPD of Bangladesh Bank.
When you browse Bangladesh Bank website [www.bb.org.bd](http://www.bb.org.bd) you will find an icon with link named “E-Services” at the bottom of the Home page. Click on the E-Services ([http://www.bb.org.bd/eservices.php](http://www.bb.org.bd/eservices.php)) link. Now, you will see the list of web based applications and among them click on Special Foreign Currency Account Monitoring System (SFCAMS) link to access the system and follow the following steps.

**Step1:** At this stage, please provide the **valid user ID and Password** which has been informed by email and if you do not get user ID for the application yet, you have to contact for user id with FEPD immediately.
**Step 2:** After providing valid user ID and Password you will get the following screen. In the top of the screen you will find the following tabs:

1. **Entry**
   - **A/C Information**: When you will click on this tab, you will find a screen and you have fill up all information related to FC Account’s holder.
   - **A/C Transactions**: When you will click on this tab, you will find a screen and have to give transactional information of a particular FC A/C

2. **Reports**
   - When will you click on this tab, will get an tab “Day End Report” which will show all transactions made by a branch of bank during the day.

3. **ChangePassword**: When you will on this tab, you will get a screen and you will be able change your password.
Step 3: Then, click on "Entry" tab, you will get the following screen and from this screen and click on "AddNew" button for providing A/C Details information.
Step4: One by one you have to enter asking information of a FC account holder’s. “A/C No” must be entered what exactly you are using your own system. After providing all information of an A/C holder’s you have to click on “save” button.
Step5: When you will click on “A/C Transactions” tab you will get the following screen. This screen contains the following three types of information.

1. A/C Search: Put A/C No Which FC A/C transaction information you want to report and click on “GO” button.
2. FC A/C Basic Information: This area contains only basic information related to enter A/C No.
3. Transaction Details: This area contains FC A/C transaction information what are made during the day.
**Step6:** After clicking on "GO" button, you will see the basic information about the provided A/C then click on "AddNew" button for making new transaction.
**Step 7:** By this screen, you have to make transaction according to the A/C of a branch for a bank.
Step8: When will click on Reports tab, you will see the list of transactions made by a branch of a bank during the day and you will be able to get a print out by click on print link which is located left side in the bottom of the report.

Conclusion: This document is intended for demonstration of basic operation of the system. During test live run BB will accept and appreciate any suggestions from your end. The software will live as soon as possible after run successfully during the test run.