



**Online Reporting and Information Management System (ORIMS)
Manage Financial Returns User Guide for
Banks & Trust Companies**

March 31, 2015
Version 1.0



Version History

Version	Changes	Date
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1. Introduction

The Online Reporting and Information Management System (ORIMS) application provides secure access for entities regulated by the Central Bank of The Bahamas (CBoB) to submit regulatory returns. With ORIMS, entities have the ability to complete and submit returns, request a return submission, view reports, view documents and manage user details.

The first time you access ORIMS, you will be required to set up your account, which involves setting your password and preferred language.

1.1 Using this Document

This document uses the following conventions to increase clarity:

- Bold text indicates a selection or data field to be filed in.
- Italics indicate a reference to a section within this document or a page within the ORIMS Portal.

In addition, there are three (3) types of sidebars, each identified by an icon:

	Information – These sidebars contain detail, or describe optional steps.
	Caution – These sidebars point out a possibility that may cause unexpected behavior and tell you how to correct the issue, if you encounter it.
	Warning – These sidebars alert you to something important that can affect your ability to use ORIMS.

1.2 Technical Requirements

For best performance, the following technical requirements are recommended:

- Microsoft Internet Explorer version 7 or above, Firefox version 4 or above, or Google Chrome version 10 or above;
- For viewing your forms in PDF (and printing where signatures are required), you will need a PDF viewer, such as Adobe Acrobat Reader (version 8.0 or above);
- Forms can be exported as spreadsheets. For this you will need Microsoft Excel 2003 or above (the viewer application for Excel will also work);
- Cookies enabled; and



- JavaScript enabled.

Note that the ORIMS Portal has been tested and certified with the specified web browsers listed above.

1.3 Support

If you encounter an issue or problem with the ORIMS Portal that isn't covered by this Guide, you can:

- Contact your organization's Financial Reporting Administrator (FRA)
- Contact CBoB at : orimshelp@centralbankbahamas.com



2. Logging into the ORIMS Portal

This section outlines how you can log into the ORIMS Portal, change and reset your password, manage your personal details to ensure such information is current and accurate and choose your language of preference to access the system.

To log into the ORIMS Portal, you need to access the ORIMS Portal website provided to your organization by CBoB. Once connected, ORIMS Portal login page displays.

- If you are logging into the ORIMS Portal for the first time, please see section 2.1: Logging into the ORIMS Portal and First Time Users.
- If you have forgotten your ORIMS Portal password, please see section 2.2: Resetting your ORIMS Portal password.

2.1 Logging into the ORIMS Portal and First Time Users

To log into the ORIMS Portal

Begin at the ORIMS Portal Login page.

ORIMS Portal

Home

Not logged in

Welcome to ORIMS Portal

ORIMS Portal is an on-line application that manages all of your formal communications with your regulator. Using ORIMS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile – the current information held by the regulator about your company – and keep it up to date.

To access ORIMS Portal, please enter your username and password below (password is case sensitive).

Username:

Password:

Login

[Forgotten Password](#)

1. Enter the email address used to create your user account in the **Username** field.
2. Enter the password that you received in the email when the account was created in the **Password** field.
3. Click **Login** to continue.

	Incorrect Login Attempts:
	After three or more times of incorrect login attempts, your account will be locked out. If this happens, you can click the Forgotten Password link to reset your account. See section 2.2: Resetting your ORIMS Portal password.

4. If this is your **first** login, you will be **mandated** to change the password for security purposes.



5. In the **Current password** field, enter your temporary ORIMS Portal password.
6. In the **New password** field, enter a new ORIMS Portal password.

	Passwords:
	Please ensure that your new password contains: 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$). It must be at least 8 characters and not more than 30 characters with no blank spaces, otherwise it will be invalid.

7. In the **Confirm new password field**, re-enter your new ORIMS Portal password.
8. Click **Save** to set your ORIMS Portal password.

	Organization Selection:
	In ORIMS, you can be associated with more than one organization (e.g. a Public Bank & Trust Company and a Restricted Nominee Trust Company). Follow the steps below to select the organization that you would like to work on.

If you have permission to access more than one organization:

1. Follow the steps above to log in.

The Select organization page displays.

2. Click the drop-down menu.
3. Select the name of the organization you want to access.



4. Click **Login**.

If you are a First Time User, you will be prompted to review your user account details.

ORIMS Portal

Home Draft Returns Submission Reports Documents Manage Users My Details Help Logout

Lalera Carey McPhee, Test Bank 1 ([Change](#)) View/Edit My Details Update My Password

My User Details

Review your user account details below. To update, please enter new details and click the update button.

First name: *

Surname: *

Email address: *

Telephone number:

International Area code Number

Assigned permissions / roles:

Assigned to	Type	Roles
CompaniesForReportsLIAT	Group	Financial Reporting Administrator, Financial Reporting Officer, IRS

5. If your user details are correct, click **Update**.

2.2 *Resetting your ORIMS Portal password*

The ORIMS Portal password reset functionality allows you to reset your forgotten password.

To reset your password, you begin at the Login page.

ORIMS Portal

Home

Not logged in

Welcome to ORIMS Portal

ORIMS Portal is an on-line application that manages all of your formal communications with your regulator. Using ORIMS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile – the current information held by the regulator about your company – and keep it up to date.

To access ORIMS Portal, please enter your username and password below (password is case sensitive).

Username: *

Password: *

[Forgotten Password](#)

1. From the Login page, click the 'Forgotten Password' link.

The following Forgotten Password page displays:



Online Reporting and Information Management System

ORIMS Portal

Home

Not logged in

Forgotten Password

To receive by email a new randomly generated password, which will allow you to reactivate your account and choose a new password please enter your email address below

Email address:

Submit

2. In the **Email address field**, enter your email address registered in ORIMS.
3. Click **Submit**. The Forgotten Password page informs you that a temporary password has been emailed to you.

Once steps 2 and 3 are completed, the confirmation page displays.

ORIMS Portal

Home

Not logged in

Forgotten Password

Your new password has been emailed to 'locarey@centralbankbahamas.com'. You will need to update this when you login for the first time.

4. Navigate to your email and search for an email with subject: "Account Reactivation".
5. Copy the new password and navigate back to ORIMS.
6. Click the Home menu item.

ORIMS Portal

Home

Not logged in

Welcome to ORIMS Portal

ORIMS Portal is an on line application that manages all of your formal communications with your regulator. Using ORIMS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile – the current information held by the regulator about your company – and keep it up to date.

To access ORIMS Portal, please enter your username and password below (password is case sensitive).

Username:

Password:

Login

[Forgotten Password](#)

7. Enter your **Username**.
8. Enter your temporary **Password**.
9. Click **Login**.
10. Follow the steps outlined in **section 2.1: Logging into the ORIMS Portal and First Time Users**, to change your password, update your user details, etc.



3. Managing Financial Returns

The ORIMS solution provides functionality to complete and submit financial returns to the CBoB. This section covers how to complete and submit financial returns, how to view returns, and how to view and correct errors in a financial return.

There are two (2) ways to complete and submit a financial return in ORIMS. One way is to upload a data file, which is detailed in *section 3.1: Complete and Submit a Financial Return via Data Upload*. The other way is to enter data manually into the system which is detailed in *section 3.2: Complete and Submit a Return Manually*.

Rules and Errors

Whether you are entering information manually into a return or uploading data, the data is validated against rules that are set up within each return. Two (2) separate rules are used to validate returns: structural and validation.

- Structural rules validate the format and structure of the data being reported, such as entering numeric versus textual information, as appropriate.
- Validation rules validate the accuracy of the data being reported, such as a set of data points summing to a total correctly as well as values which should be identical in one form or another.

Depending on how a return is configured in the application, structural validation occurs when the Validate and Save button is clicked or when a file is uploaded. When you attempt to submit a return, validation rules are applied. If a return fails validation, you are presented with an error message. *Returns with errors, display with a white exclamation mark in a red circle on the Draft Returns page. In the event of an error, you will need to correct the information to continue.*

Validation rules can be applied to specific sections of a return, but if any section fails validation, the return cannot be processed as the entire return needs to be valid before it can be submitted. Validation rules are documented in the Return Rules report specific to each return type. Return Rules reports can be found in the ORIMS Documents menu item.

Return Processing

Returns are processed by the application, either online or offline, depending on how they have been configured. For returns that are successfully processed online, ORIMS displays a page informing you that the submission has been accepted. If ORIMS detects an error in a return processed online, the errors are displayed on-screen immediately following the validation process, either upon selecting “Validate and Save” for structural rules or upon attempted submission for validated rules. For returns processed offline, ORIMS alerts you to errors via email as well as displaying a new entry in the Notifications section of the ORIMS Portal Welcome page.

Refer to the List of Returns on the ORIMS information page for more information on returns and how they are processed.



Draft Return Key Icons

The Draft Return page displays icons that are used to depict specific return information. The key icons are described as follows:



Form set: a double set of folders represents an entire return which could consist of one or many forms, also known as sections.

Folder: a single folder represents a structural grouping of forms, also known as sections.

Repeatable Folder: a single folder with blue arrows indicates a folder that has repeatable sections. Repeatable Folders are only applicable to corporate returns.

Form: a page symbol indicates a section with a return.

Add Section: a page with a green plus sign allows forms, also known as sections, to be added to a return where applicable.

Validated: the white check mark in a green circle symbol indicates the return has been validated, meaning that it has passed structural rules and is ready to be submitted.

In Draft: the pencil symbol indicates this return has been saved as a draft and not yet validated.

No Data – Mandatory: the red star symbol indicates there is no data in this return and that mandatory fields may exist.

3.1 Completing and Submitting a Financial Return via Data Upload

Financial returns can be completed and submitted using the Upload Data feature in ORIMS.

	File Formats
	The acceptable file formats for uploading data to ORIMS are (depending on the return): .doc, .docx



To upload a financial return:

Begin at the Welcome page.

ORIMS Portal

Home Draft Returns Submission Reports Documents Manage Users My Details Help Logout

Lalera Carey-Muphee, Test Bank 1 ([Change](#))

Welcome to ORIMS Portal

You have successfully logged in. You can now use ORIMS Portal to complete and submit all required returns on-line.

You should regularly check that your company profile is up to date by clicking on "Company Profile" on the menu above. If any details on your profile are out of date, you should contact your regulator.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With ORIMS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use ORIMS Portal, please click on the help link in the top right-hand corner of your screen.

1. Click the Draft Returns menu item.

ORIMS Portal

Home Draft Returns Submission Reports Documents Manage Users My Details Help Logout

Lalera Carey-Muphee, Test Bank 1 ([Change](#))

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

Return name	Reference	Revision	Status	Return end date	Due date	PDF
CRS Monthly	CRS00014	0.1	No Data	31/12/2014	26/03/2015	

	Return Revision
	<p>The revision column of the Draft Returns page displays the current version number of the return. Draft returns are displayed at 0.1 for the first draft and each subsequent revision increases by a whole number such as 1.1, 2.1, etc.</p> <p>The revision column of the Submission History page displays the current revision number of the return. Submitted returns display on the Submission History page as revision 1.0 for the first submission and each subsequent submission increases by a whole number such as 2.0, 3.0, etc.</p>



2. Click the return name to be completed. Note from the screen displayed below that the symbol for No Data – Mandatory is shown against each return name.

ORIMS Portal

Home Draft Returns Submission Reports Documents Manage Users My Details Help Logout

Latera Carey Mcphee, Test Bank 1 ([Change](#))

Draft Return

Please select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF-format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY

Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data	Mandatory

ERS Monthly Status: No Data

		ERS		Upload Data	
		Total Liabilities	Liabilities & Capital Reserves	Edit View	
		Form2	Form 2	Edit View	
		Ofh Assets & Liab.	Other Assets & Liabilities	Edit View	
		Deposit Base	Analysis of Deposits by Depositors	Edit View	
		F/C Resident Deposits	Analysis of Foreign Currency Deposits of Residents	Edit View	

3. Click the Upload Data link, as highlighted in step 2.

ORIMS Portal

Home Draft Returns Submission Reports Documents Manage Users My Details Help Logout

Latera Carey-McPhee, Test Bank 1 ([Change](#))

Upload Data

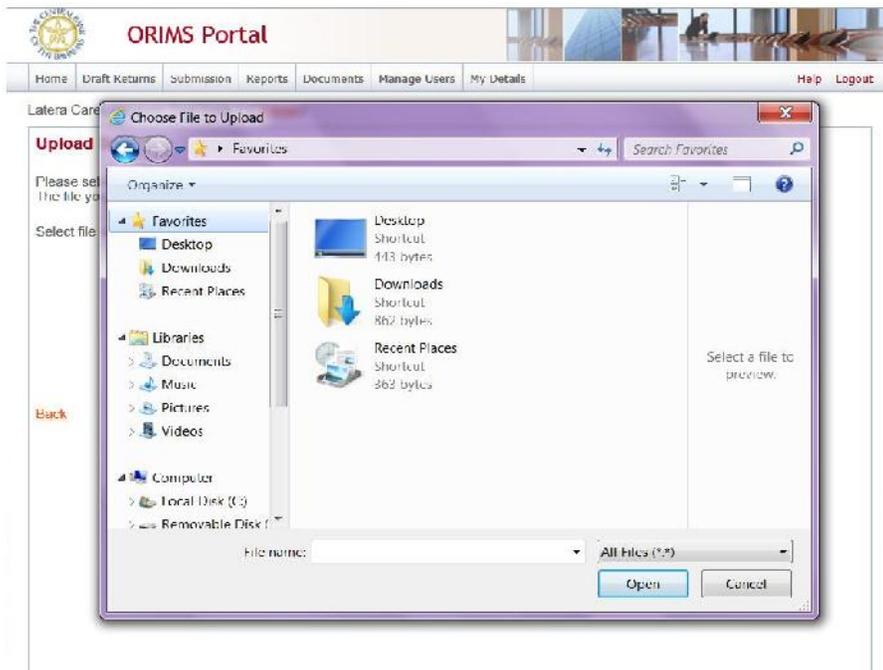
Please select a file which contains the data that you wish to upload into "ERS". Allowed file types are: xls, xlsx. The file you select will be processed immediately and any validation issues will be displayed below.

Select file to upload:

[Back](#)



- Click Browse and select the return data file.



- Click Open.

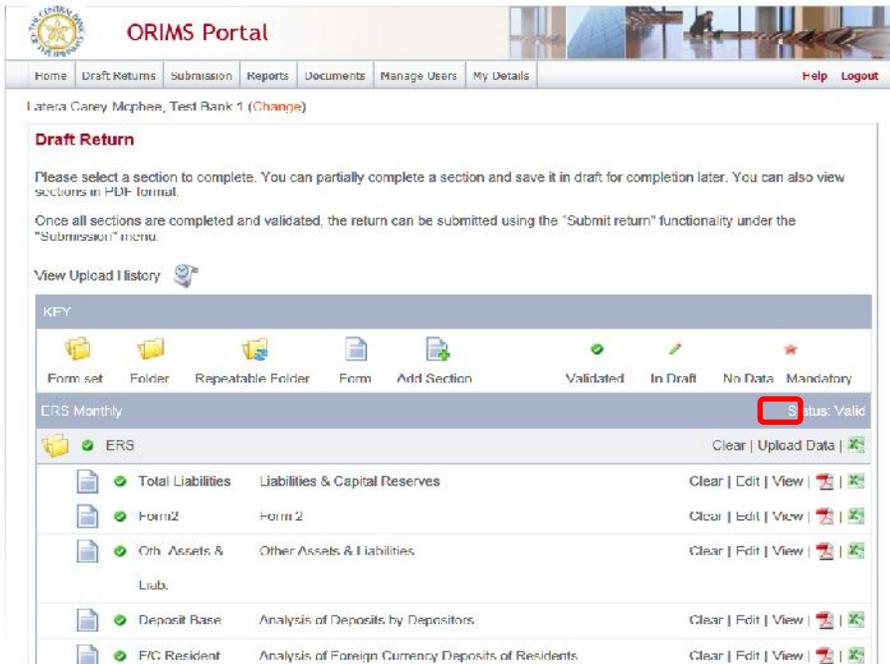
	Incorrect File Format
	Using an incorrect file format for uploading data will cause an error in ORIMS. Be sure to use the acceptable file formats.

- Once the upload is complete, the following is displayed indicating 'successfully uploaded data'.



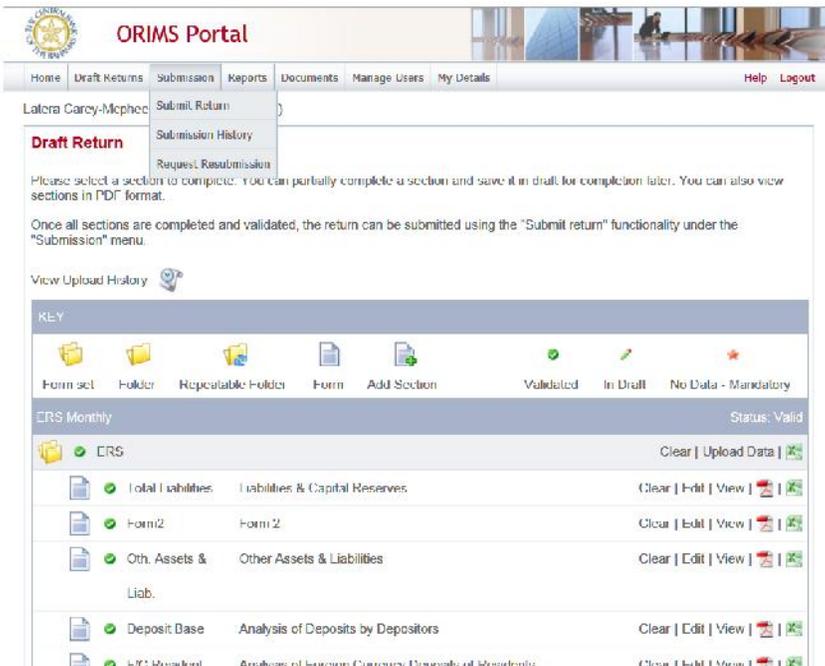


7. Select Back.



8. Note from the screen displayed in step 7 that the symbol for Validated is shown against each return name and the status has changed to 'Valid'.

9. Next, hover your mouse over the Submission menu item.



10. Select Submit Return.



Laterra Carey-McPhee, Test Bank 1 [\(Change\)](#)

Submit Return

The returns that are ready for submission are listed below.

Please select the return that you wish to submit. Additional validation will then be carried out on the return prior to submission. If the return passes this validation, you will then be asked to confirm your submission.

Return name	Reference	Revision	Return end date	Due date	Action
EBS Monthly	FRS00014	01	31/12/2014	26/03/2015	Submit

11. In the Action column, click the Submit link of the return to be submitted.

Laterra Carey-McPhee, Test Bank 1 [\(Change\)](#)

Submission Validation Issues

Our checks have found some issues that need to be reviewed before you can submit. Please see below for details.

Type	Problem	Additional information
Warning	Please ensure that 'B\$ total assets' on the Total Assets & Contingent Liabilities form equals 'B\$ total liabilities' on Total Liabilities & Capital Reserves form.	Re-submit. Ensure that B\$ Assets less B\$ Liabilities equal B\$ Position as at last working day of the month.

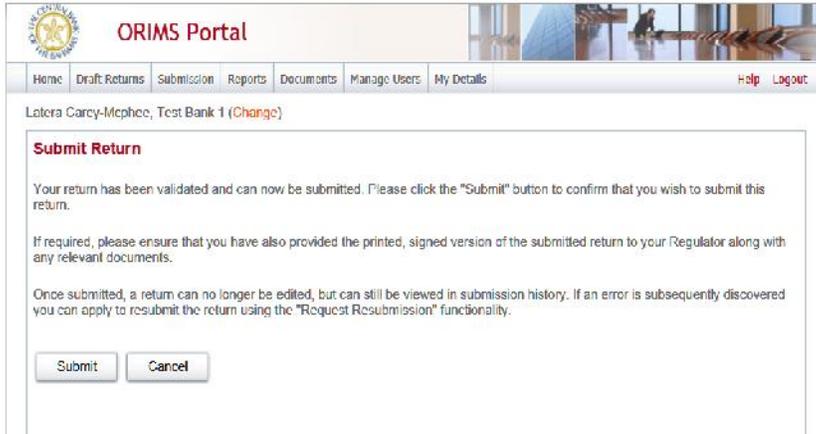
Your return has warnings, but no errors. You may address the above warnings or continue to submit.

[Printer Friendly Format](#) | [Show errors in new window](#)

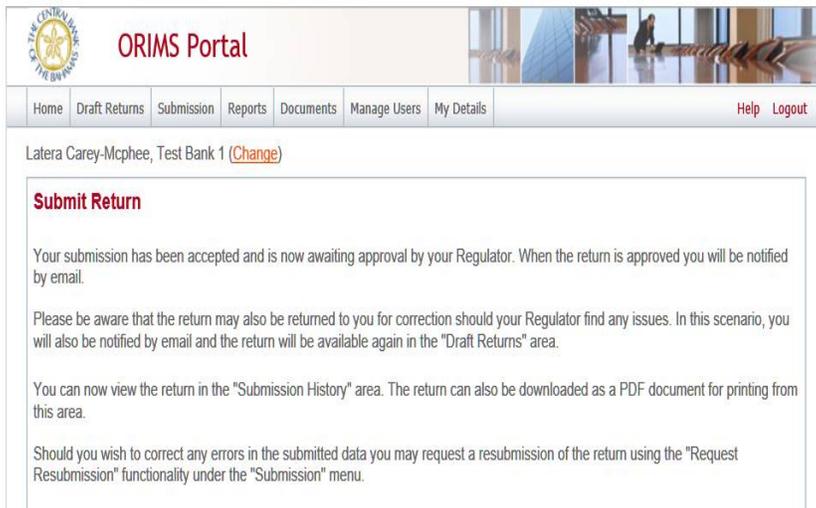
	Submission Validation Issues
	Note that the warning shown indicates that the B\$ Position (that is B\$ Assets less B\$ Liabilities) has a value other than 'zero'. This is acceptable for Commercial Banks only. All other regulated entities should not see this warning upon submission of the return and will see step 13 only.



12. Click Continue to submit.



13. Click Submit.



	If a virus is detected during upload:
	Uploaded files are scanned for viruses. If a virus is detected the file will not be uploaded.

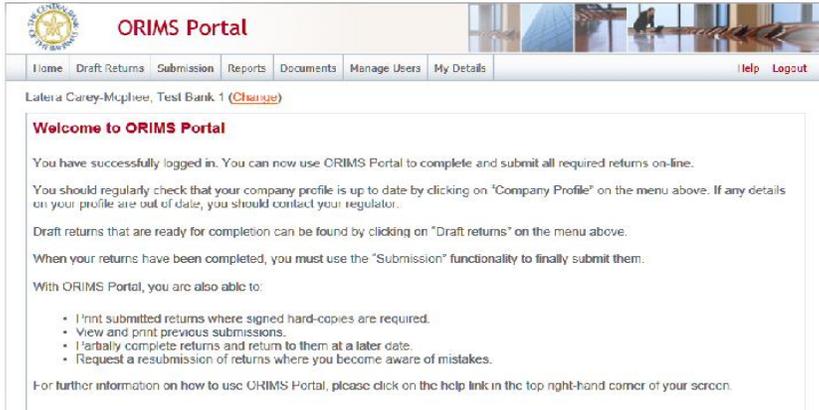
	If an error occurred:
	If your return has errors, they will be displayed on the screen.



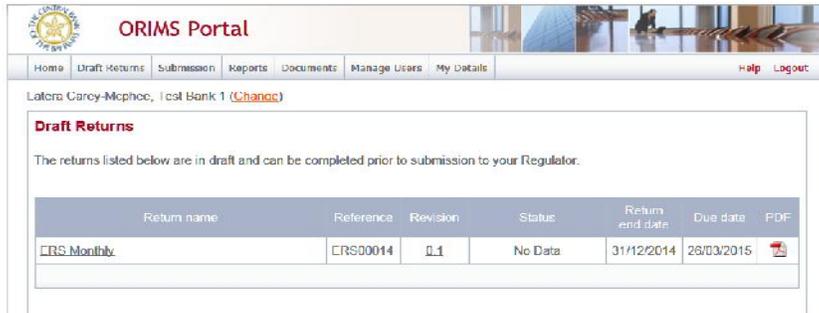
3.2 Completing and Submitting a Return Manually

To manually enter a return:

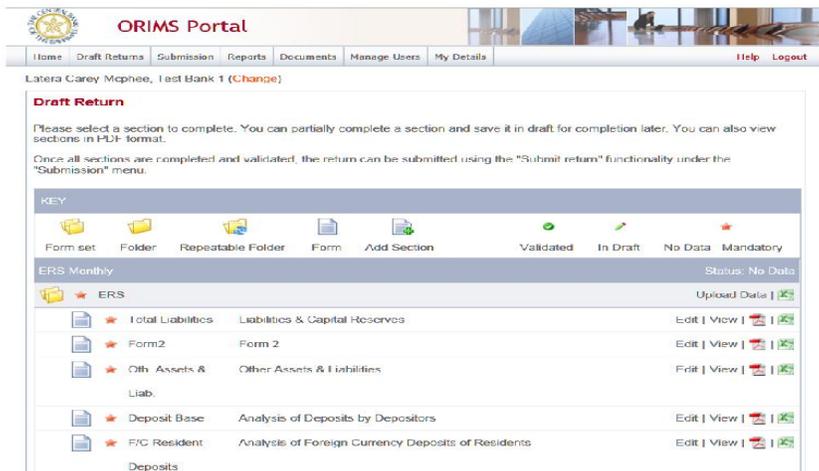
Begin at the ORIMS Welcome Page.



1. Click the Draft Returns menu item.



2. Click the return name to be completed.





3. Click the Edit link.

ORIMS Portal

Home Draft Returns Submissions Reports Documents Manage Users My Details Help Logout

Istera Carey Mephee Test Bank 2 (Change)

Liabilities & Capital Reserves Total Liabilities

Entity Name: Test Bank 2
Reporting Date: 31/12/2014

Form 1 Monthly Statement of Liabilities & Capital Reserves

(B\$000s)

LIABILITIES	B\$	US\$	OTHER	TOTAL
1. Deposits	0	0	0	0
a) Demand Deposits (Checking Accounts)				0
b) Savings Deposits				0
c) Fixed Deposits:	0	0	0	0
(i) Up to 3 months				0
(ii) Up to 6 months				0
c) Suspense Account				0
d) Other				0
9. Long-term Debt (Tier 2 Capital)	0	0	0	0
a) Hybrid Debt/Equity				0
b) Unsecured Subordinated Loan Stock				0
10. Shareholders Funds	0	0	0	0
a) Paid-up Share Capital				0
b) Minority Interest				0
11. Reserves				0
12. Provisions	0	0	0	0
a) Specific				0
b) General Loan Loss Reserves				0
13. Profit & Loss Account	0	0	0	0
a) Retained Earnings				0
b) Accrued Profit for the Current Year				0
14. Total Liabilities & Capital Reserves	0	0	0	0
15. Foreign Exchange Forward Contracts: Sale				0
16. Related Party Deposits				0

[Back](#)

At this point the return can either be saved as a draft or validated and saved. Saving a return as a draft leaves it on the Draft Returns page with a status of 'In Draft' meaning it has not been validated. Validating and saving the return indicates that the return is complete and ready for attempted submission.



- Click the Validate & Save button.
- Once all the returns have been completed and validated, steps 9 through 13 of section 3.1: Completing and Submitting a Financial Return via Data Upload are carried out.

3.3 Viewing a Financial Return

Financial returns can be viewed prior to and after being submitted. Use the Draft Returns menu item to view returns that have not been submitted and the Submission History sub-menu item to view returns that have been submitted. These menu items can also be used to view the Audit Log of a return which is a record of each revision of a completed or in-draft return.

To view a draft return:

Begin at the Welcome page.

Latera Carey-McPhee, Test Bank 2 ([Change](#))

Welcome to ORIMS Portal

You have successfully logged in. You can now use ORIMS Portal to complete and submit all required returns on-line.

You should regularly check that your company profile is up to date by clicking on "Company Profile" on the menu above. If any details on your profile are out of date, you should contact your regulator.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With ORIMS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use ORIMS Portal, please click on the help link in the top right-hand corner of your screen.

- Click the Draft Returns menu item.

Latera Carey-McPhee, Test Bank 2 ([Change](#))

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

Return name	Reference	Revision	Status	Return end date	Due date	PDF
ERS Monthly	ERS00015	0.1	No Data	31/12/2014	26/03/2015	



- Click the name of the return to be viewed.

Draft Return

Please select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submission" menu.

KEY

Form set	Folder	Repeatable Folder	Form	Add Section	Validated	In Draft	No Data	Mandatory

FRS Monthly Status: No Data

		ENS	Upload Data
		Total Liabilities: Liabilities & Capital Reserves	Edit View
		Form2: Form 2	Edit View
		Oth. Assets & Liab: Other Assets & Liabilities	Edit View
		Deposit Base: Analysis of Deposits by Depositors	Edit View
		FC Resident Deposits: Analysis of Foreign Currency Deposits of Residents	Edit View

- Click the View link to view the return, or, if there is more than one return section, click the View link to view each section separately.

Form 2 Form2

Entity Name: Test Bank 2

Reporting Date: 31/12/2014

Statement of Assets & Contingent Liabilities

(\$000s)

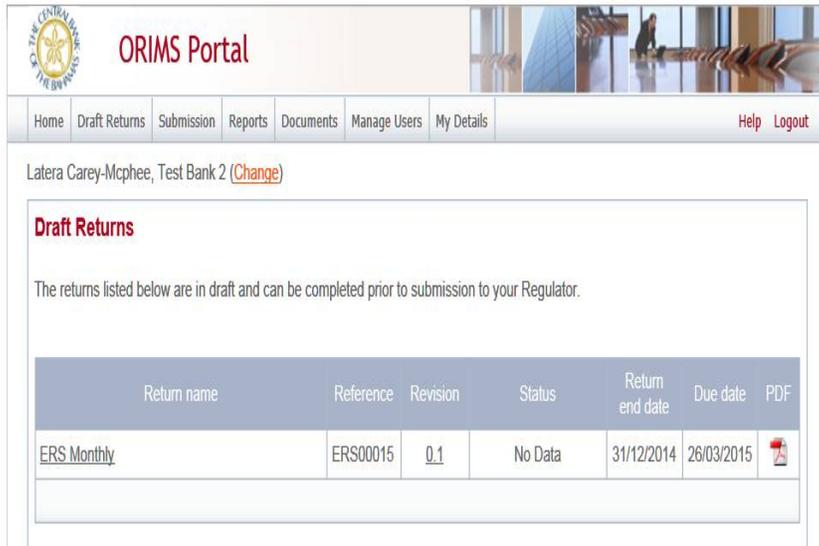
ASSETS	BS	US\$	OTHER	TOTAL
1. Notes & Coins				0
2. Balance with Central Bank				0
3. Government Securities	0	0	0	0
a) Bahamas Government	0	0	0	0
i) Locally Issued	0	0	0	0
a) Treasury Bills (up to 1 year original maturity)				0
b) Long-term Securities				0
ii) Externally Issued	0	0	0	0
a) Treasury Bills (up to 1 year original maturity)				0

- Using the scroll bars, view the draft return.



To view the audit log of a draft financial return:

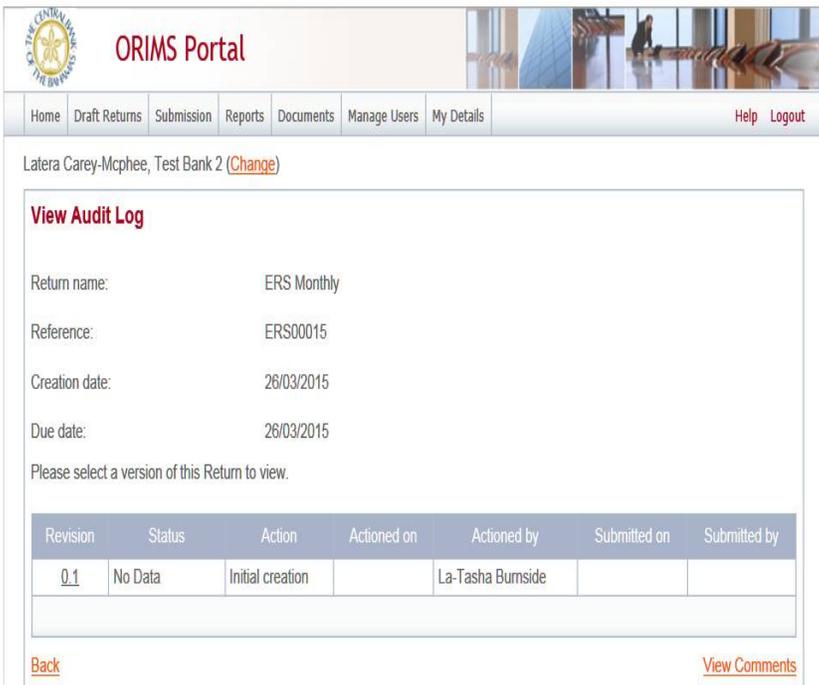
Begin on the Draft Returns page.



The screenshot shows the ORIMS Portal interface. At the top, there is a navigation menu with links for Home, Draft Returns, Submission, Reports, Documents, Manage Users, and My Details. The user is currently on the Draft Returns page, which displays the text "Latera Carey-McPhee, Test Bank 2 (Change)". Below this, the "Draft Returns" section contains a message: "The returns listed below are in draft and can be completed prior to submission to your Regulator." A table lists the draft returns:

Return name	Reference	Revision	Status	Return end date	Due date	PDF
ERS Monthly	ERS00015	0.1	No Data	31/12/2014	26/03/2015	

1. Click the revision number of the return. The View Audit Log page opens displaying information such as what action was taken, who performed the action and when it was done.



The screenshot shows the "View Audit Log" page in the ORIMS Portal. It displays the following information:

Return name: ERS Monthly
 Reference: ERS00015
 Creation date: 26/03/2015
 Due date: 26/03/2015

Please select a version of this Return to view.

Revision	Status	Action	Actioned on	Actioned by	Submitted on	Submitted by
0.1	No Data	Initial creation		La-Tasha Burnside		

At the bottom of the page, there are links for [Back](#) and [View Comments](#).



To view a submitted financial return:
Begin at the Welcome page.

Latera Carey-Mcphee, Test Bank 2 [\(Change\)](#)

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You should regularly check that your company profile is up to date by clicking on "Company Profile" on the menu above. If any details on your profile are out of date, you should contact your regulator.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With ORIMS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use ORIMS Portal, please click on the help link in the top right-hand corner of your screen.

1. Hover your mouse over the Submission menu item.
2. Click the Submission History sub-menu item.

Latera Carey-Mcphee, Test Bank 1 [\(Change\)](#)

Submission History

Please select a submission to view

Drag a column header here to group by that column.

Return name	Reference	Revision	Status	Return end date	Submitted date
ERS Monthly	ERS00014	1.0	Submitted For Approval ⚠	31/12/2014	28/03/2015



Return Revision

The revision column of the Submission History page displays the current version number of the return. Submitted returns display on this page as revision 1.0 for the first submission and each subsequent submission increases by a whole number such as 2.0, 3.0, etc.



3. Click the name of the return to be viewed.

4. Click the View link to view the return, or, if there is more than one return section, click the View link for each section to be viewed.
5. Using the scroll bars, view the submitted return.

To view the audit log of a submitted financial return:

Begin at the Submission History page.

1. Click the revision number of the return. The Audit Log page opens displaying information such as what action was taken, who performed the action and when it was done.



3.4 Viewing Errors

To view errors:

Begin at the Welcome page.

1. Click the Draft Returns menu item.

The screenshot shows the ORIMS Portal interface. The user is logged in as 'Laterra Carey-McPhee, Test Bank 2'. The 'Draft Returns' section is active, displaying a table of draft returns. The table has columns for Return name, Reference, Revision, Status, Return end date, Due date, and PDF. One return is listed: 'FRS Monthly' with Reference 'FRS00015', Revision '0.1', Status 'Valid' (with a red exclamation mark icon), Return end date '31/12/2014', and Due date '26/03/2015'.

2. Locate a return with an error icon next to the status (red circle with an exclamation mark).
3. Click the error icon or the status to open the Validation Issues page.

The screenshot shows the 'Validation Issues' page for the 'FRS Monthly' return. It lists nine validation errors and warnings. Each entry includes a Type (Warning or Error), a Problem description, and Additional information for resolution.

Type	Problem	Additional information
Warning	1. Please ensure that 'B\$ total assets' on the 'Total Assets & Contingent Liabilities' form equals 'B\$ total liabilities' on 'Total Liabilities & Capital Reserves' form.	Re-submit. Ensure that B\$ Assets less B\$ Liabilities equal B\$ Position as at last working day of the month.
Warning	2. Please ensure that 'B\$ total assets' on the 'Total Assets & Contingent Liabilities' form equals 'B\$ total liabilities' on 'Total Liabilities & Capital Reserves' form.	Re-submit. Ensure that B\$ Assets less B\$ Liabilities equal B\$ Position as at last working day of the month.
Error	3. Please ensure that 'total assets' on the 'Total Assets & Contingent Liabilities' form equals 'total liabilities' on 'Total Liabilities & Capital Reserves' form.	Re-submit. Ensure that 'Total Assets' equal 'Total Liabilities'.
Error	4. Please ensure that 'total assets' on the 'Total Assets & Contingent Liabilities' form equals 'total liabilities' on 'Total Liabilities & Capital Reserves' form.	Re-submit. Ensure that 'Total Assets' equal 'Total Liabilities'.
Error	5. Please ensure that 'total liabilities' on the 'Statement of Liabilities & Capital Reserves' form equals 'the detailed breakdown of total liabilities' on the 'Maturity-Wise Analysis of Liabilities and Assets' form.	Re-submit. Ensure that the breakdown for 'total liabilities by maturity' is correct.
Error	6. Please ensure that 'total liabilities' on the 'Statement of Liabilities & Capital Reserves' form equals 'the detailed breakdown of total liabilities' on the 'Maturity-Wise Analysis of Liabilities and Assets' form.	Re-submit. Ensure that the breakdown for 'total liabilities by maturity' is correct.
Error	7. Please ensure that 'total liabilities' on the 'Statement of Liabilities & Capital Reserves' form equals 'the detailed breakdown of total liabilities' on the 'Interest Rate Sensitivity of Liabilities and Assets' form.	Re-submit. Ensure that the breakdown for 'total liabilities by interest rate sensitivity' is correct.
Error	8. Please ensure that 'total liabilities' on the 'Statement of Liabilities & Capital Reserves' form equals 'the detailed breakdown of total liabilities' on the 'Interest Rate Sensitivity of Liabilities and Assets' form.	Re-submit. Ensure that the breakdown for 'total liabilities by interest rate sensitivity' is correct.
Error	9. Please ensure that 'B\$ fixed deposits due to OI FIs' on the 'Statement of Liabilities & Capital Reserves' form equals 'B\$ fixed deposits due to OI FIs' on	Re-submit. Ensure that B\$ Fixed Due to OI FIs equals B\$ Fixed Due to OI FIs.

3.5 Correcting Validation Errors on a Financial Return

If a return does not pass validation, you will be informed via an error message that displays on-screen. The error message specifies the rule, or rules, that have failed. You will need to correct the data in order to submit the return. Cross-validation errors can also occur.



ORIMS Portal

Home | Draft Returns | Submission | Reports | Documents | Manage Users | My Details Help | Logout

Latera Carey-McPhee, Test Bank 2 [\(Change\)](#)

Submission Validation Issues

Our checks have found some issues that need to be reviewed before you can submit. Please see below for details.

Type	Problem	Additional information
Warning	Please ensure that 'B\$ total assets' on the Total Assets & Contingent Liabilities form equals 'B\$ total liabilities' on Total Liabilities & Capital Reserves form.	Re-submit. Ensure that B\$ Assets less B\$ Liabilities equal B\$ Position as at last working day of the month.
Error	Please ensure that 'total assets' on the Total Assets & Contingent Liabilities form equals 'total liabilities' on Total Liabilities & Capital Reserves form.	Re-submit. Ensure that Total Assets equal Total Liabilities.
Error	Please ensure that 'total liabilities' on the Statement of Liabilities & Capital Reserves form equals 'the detailed breakdown of total liabilities' on the Maturity-Wise Analysis of Liabilities and Assets form.	Re-submit. Ensure that the breakdown for 'total liabilities by maturity' is correct.
Error	Please ensure that 'total liabilities' on the Statement of Liabilities & Capital Reserves form equals 'the detailed breakdown of total liabilities' on the Interest Rate Sensitivity of Liabilities and Assets form.	Re-submit. Ensure that the breakdown for 'total liabilities by interest rate sensitivity' is correct.
Error	Please ensure that 'B\$ fixed deposits due to OLFIs' on the Statement of Liabilities & Capital Reserves form equals 'B\$ fixed deposits due to OLFIs' on Analysis of Inter-financial Institutions' Transactions form.	Re-submit. Ensure that B\$ Fixed Due to OLFIs on both forms agree.

[Printer Friendly Format](#) | [Show errors in new window](#)

To re-validate a return entered via data upload:

	Errors in the data:
	To complete and re-validate a return entered via a data file upload, the data file must be corrected prior to being re-loaded into ORIMS.

Begin at the Draft Returns page.

ORIMS Portal

Home | Draft Returns | Submission | Reports | Documents | Manage Users | My Details Help | Logout

Latera Carey-McPhee, Test Bank 2 [\(Change\)](#)

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

Return name	Reference	Revision	Status	Return end date	Due date	PDF
ERS Monthly	ERS00015	0.1	Valid	31/12/2014	26/03/2015	

1. Click the return name to open the return.



Online Reporting and Information Management System

ORIMS Portal

Home | Draft Returns | Submissions | Reports | Documents | Manage Users | My Details | Help | Logout

Laterra Carey Mcphee, Test Bank 2 (Change)

Draft Return

Please select a section to complete. You can partially complete a section and save it in draft for completion later. You can also view sections in PDF format.

Once all sections are completed and validated, the return can be submitted using the "Submit return" functionality under the "Submissions" menu.

View Upload History

KEY

Form set	Folder	Repeatable folder	Form	Add Section	Validated	In Draft	No Data	Mandatory
ENS Monthly Status: Valid								
ENS								Clear Upload Data
Total Liabilities	Liabilities & Capital Reserves							Clear Edit View
Form 2	Form 2							Clear Fill View
OTH Assets & Liab.	Other Assets & Liabilities							Clear Edit View
Deposit Base	Analysis of Deposits by Depositors							Clear Fill View

2. Click the Upload Data link.

ORIMS Portal

Home | Draft Returns | Submissions | Reports | Documents | Manage Users | My Details | Help | Logout

Laterra Carey Mcphee, Test Bank 2 (Change)

Upload Data

Please select a file which contains the data that you wish to upload into ERS. Allowed file types are: .xls, .xlsx. The file you select will be processed immediately and any validation issues will be displayed below.

Select file to upload:

[Back](#)

3. Click Browse to navigate to the appropriate corrected file.

ORIMS Portal

Home | Draft Returns | Submissions | Reports | Documents | Manage Users | My Details | Help | Logout

Laterra Carey Mcphee, Test Bank 2 (Change)

Upload Data

Please select a file which contains the data that you wish to upload into ERS. Allowed file types are: .xls, .xlsx. The file you select will be processed immediately and any validation issues will be displayed below.

Select file to upload:

[Back](#)

Choose File to Upload

Organize | Favorites | Search Favorites

Desktop Shortcut 413 bytes

Downloads Shortcut 862 bytes

Recent Places Shortcut 362 bytes

File name: | All files (*.*)

Open | Cancel

4. Select the appropriate corrected file.
5. Click Open. The file is uploaded.



	Manual Correction
	If the return has an online display, you could also make the correction in the return manually in the web form.

To re-validate a financial return entered manually:

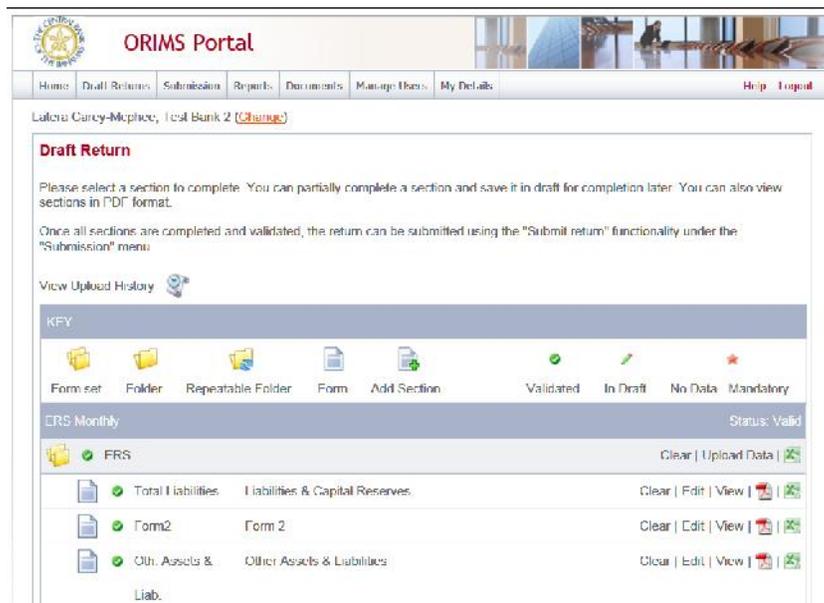
Begin at the Draft Returns page.



The screenshot shows the ORIMS Portal interface. The user is logged in as 'Lalera Carey-McPherson, Test Bank 2'. The 'Draft Returns' section is active, displaying a table of draft returns. The table has columns for Return name, Reference, Revision, Status, Return end date, Due date, and PDF. One return is listed: 'ERS Monthly' with Reference 'ERS00015', Revision '0.1', Status 'Valid' (with a red warning icon), Return end date '31/12/2014', and Due date '26/03/2015'.

Return name	Reference	Revision	Status	Return end date	Due date	PDF
ERS Monthly	ERS00015	0.1	Valid 	31/12/2014	26/03/2015	

1. Click the return name to open the return.



The screenshot shows the ORIMS Portal interface for editing a draft return. The user is logged in as 'Lalera Carey-McPherson, Test Bank 2'. The 'Draft Return' section is active, displaying instructions and a list of sections to be completed. The sections are: 'Total Liabilities', 'Form2', and 'Oth. Assets & Liab.'. Each section has a 'Clear', 'Edit', and 'View' link. The 'Form2' section is highlighted.

Section Name	Description	Actions
ERS		Clear Upload Data 
Total Liabilities	Liabilities & Capital Reserves	Clear Edit View 
Form2	Form 2	Clear Edit View 
Oth. Assets & Liab.	Other Assets & Liabilities	Clear Edit View 

2. Click the Edit link.



ORIMS Portal

Home | Draft Returns | Submissions | Reports | Documents | Manage Users | My Details | Help | Logout

Lalera Carey-McPherson, Test Bank 2 [\(Change\)](#)

Liabilities & Capital Reserves Total Liabilities

Entity Name: Test Bank 2
Reporting Date: 31/12/2014

Form 1 Monthly Statement of Liabilities & Capital Reserves

(B\$000s)

LIABILITIES	B\$	US\$	OTHER	TOTAL
1. Deposits	1,159,537	1,198,346	157,852	2,515,735
a) Demand Deposits (Checking Accounts)	433,483	299,761	63,910	797,154
b) Savings Deposits	124,127	56,464	10,001	190,592
c) Fixed Deposits:	601,927	842,121	83,941	1,527,989
(i) Up to 3 months	283,551	116,800	62,432	1,072,888
(ii) Up to 6 months	114,120	40,020	13,205	167,125

3. Correct the appropriate data.
4. Click Validate & Save. The return is updated.

To correct cross-return validation errors:

As validation rules validate data within a return and across returns, correcting cross-return validation errors involves working within multiple returns. In the following examples, three of the return forms being submitted need to be corrected. While the statement of Assets was submitted successfully, the statement of Liabilities and the Inter-Financial statement failed as one of the data points does not agree. Therefore, to correct the data, the two statements have to be corrected.

Begin at the Request Resubmission page.

ORIMS Portal

Home | Draft Returns | Submissions | Reports | Documents | Manage Users | My Details | Help | Logout

Lalera Carey-McPherson, Test Bank 1 [\(Change\)](#)

Request Resubmission

Select the return that you would like to request a resubmission for.

Resubmission requests may be granted automatically or may require review by your Regulator, based on the reasons you provide on the next page. If your resubmission request is granted, you will be notified by email and the return will appear in the "Draft Returns" area where you will be able to edit it before resubmission.

Showing returns from: 2014

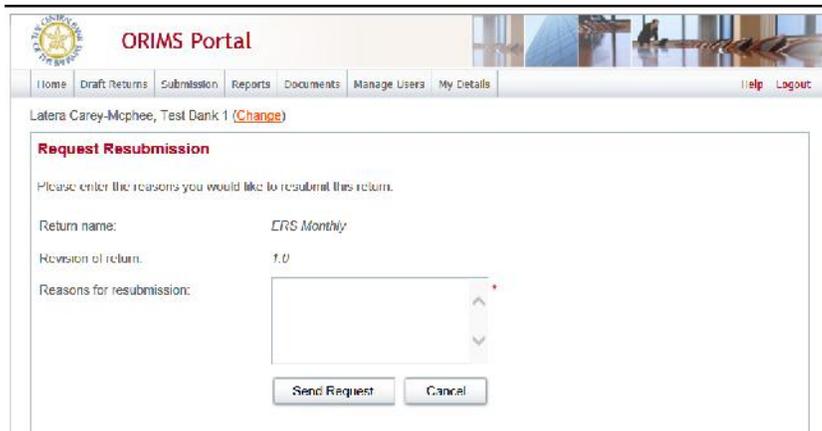
Drag a column header here to group by that column.

Return name	Reference	Revision	Return end date	Due date	Action
ERS Monthly	ERS00014	1.0	31/12/2014	28/03/2015	Request Resubmission

1. Click the Request Resubmission link in the Action column for the ERS Monthly.



	Resubmission Requests:
	Resubmission requests are not automatically granted in ORIMS. You will be notified once the re-submission request has been approved.



2. Enter a brief explanation for requesting the resubmission in the Request Resubmission page.
3. Click the Send Request button.



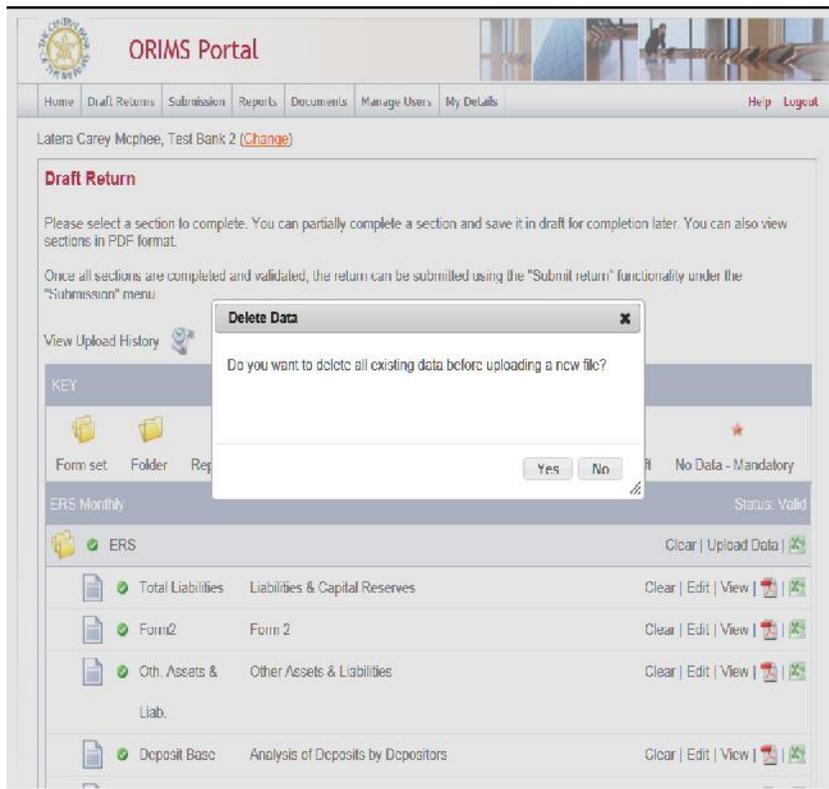
4. Click the Confirm button on the confirmation page. The ERS Monthly is now ready to be corrected and re-submitted.



5. Once, the re-submission request has been granted by CBoB. Click the Draft Returns menu item to open the Draft Returns page.
6. When re-uploading the corrected data, the following dialogue box will appear, click the Yes



button to confirm the deletion of the data and to allow the revised file to be selected.



7. Then steps 3 through 13 of section 3.1: Completing and Submitting a Financial Return via Data Upload will apply.

	<p>Manual Correction Re-submission</p> <p>If the return has an online display, you could also make the correction in the return manually in the web form and request a re-submission. In this instance, you should follow step 7 of section 3.2: Completing and Submitting a Financial Return Manually.</p>
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4. Viewing Reports

Reports are viewed from the Reports menu item. The following information details the different ways reports can be searched.

To view reports (using the report name to search):

Begin at the ORIMS Welcome page.

ORIMS Portal

Home | Draft Returns | Submission | Reports | Documents | Manage Users | My Details | Help | Logout

Lattera Carey-Mophee, Test Bank 2 ([Change](#))

Welcome to ORIMS Portal

You have successfully logged in. You can now use ORIMS Portal to complete and submit all required returns on-line.

You should regularly check that your company profile is up to date by clicking on "Company Profile" on the menu above. If any details on your profile are out of date, you should contact your regulator.

Draft returns that are ready for completion can be found by clicking on "Draft returns" on the menu above.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With ORIMS Portal, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use ORIMS Portal, please click on the help link in the top right-hand corner of your screen.

1. Click the Reports menu item.

ORIMS Portal

Home | Draft Returns | Submission | Reports | Documents | Manage Users | My Details | Help | Logout

Lattera Carey-Mophee, Test Bank 2 ([Change](#))

Search for Reports

Please enter search criteria to find the reports you wish to view. If no search criteria is entered then all reports which you have access to will be returned.

You can use '%' as a wildcard, e.g. entering 'A%' will return all records where the text begins with 'A'

Report name:

Report type(s):

Return type(s). (Aggregates)

<input type="checkbox"/> ADS Formset	<input type="checkbox"/> Interest Rate Report
<input type="checkbox"/> Daily BS\$ Position	<input type="checkbox"/> CQ
<input type="checkbox"/> ERS - Credit Unions	<input type="checkbox"/> ERS
<input type="checkbox"/> IBS	<input type="checkbox"/> Weekly

Publication date ranges:

Records per page:

2. Enter the report name and click the Search button. The report title displays at the bottom of the page.

3. Click the report title. The report opens for viewing.



To view reports (using the return type to search):

Begin at the Search for Reports page.

1. Click the box next to the appropriate return type (or types) to be searched. A check mark displays in the selected return type(s) check box.
2. Click the Search button. The report opens for viewing.

To view reports (using the publication date to search):

Begin at the Search for Reports page.

1. Select the ellipses button at the end of the Publication date ranges field. A calendar displays.
2. Select a start date for the range.
3. (Optional) Select an end date for the range.
4. Click the Search button. The report opens for viewing.

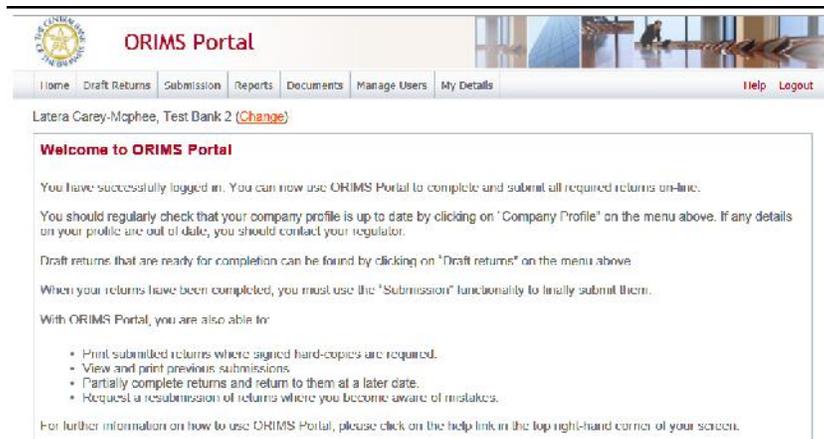


5. Viewing Documents

The Documents menu item provides the ability to view reference documents in the Portal Documents folder.

To view documents:

Begin at the ORIMS Welcome page.



1. Click the Documents menu item.



2. Double-click the Documents folder.
3. Double-click the Portal Documents folder.
4. Double-click the specific folder to be viewed.
5. Select the document to be viewed.
6. Click the green down arrow. A message displays prompting you to open or save the document.
7. Click the Open button. The document opens for viewing.



6. Managing Your Details

From the My Details menu item you can view and/or edit your user details and change your password. Although you have the ability to change your personal information it is strongly recommended that changes to your first and last name and email address be changed by your Financial Reporting Administrator (FRA) to ensure that these user details are updated in ORIMS.

Information that can be edited includes your first and last name, email address, and telephone number. Information that can be viewed is your assigned permissions. Information that you can edit directly include your telephone number.

To edit your user details:

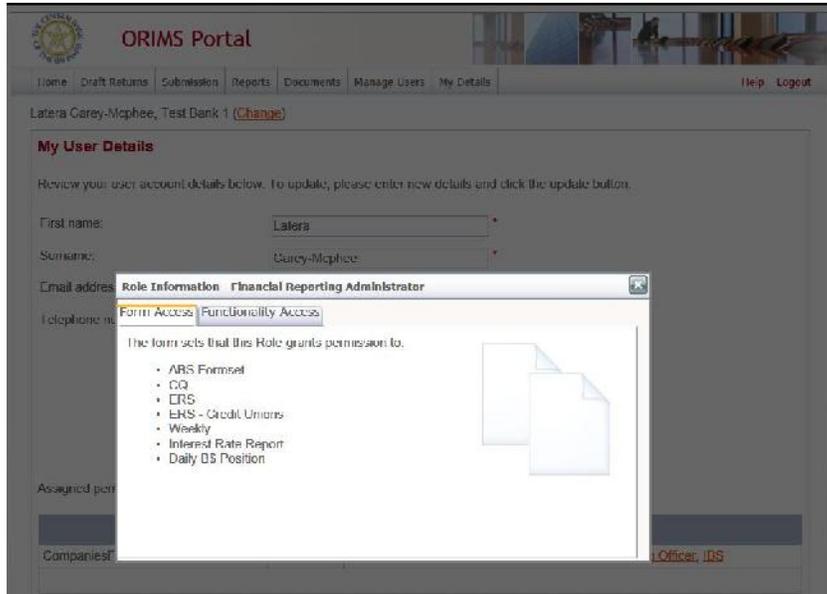
1. Hover your mouse over the My Details menu item.
2. Click the View/Edit My Details sub-menu item.

Assigned to	Type	Roles
CompaniesForReportsUAT	Group	Financial Reporting Administrator, Financial Reporting Officer, IRS

3. Enter your new telephone number in the Telephone number field.
4. Click the Update button.

To view assigned permissions:

1. Click the name of the role in the **Roles** column within the **Assigned permissions/roles** section.
2. Click each tab to view information about the permissions assigned to your role.



To change your password:

1. Hover your mouse over the **My Details** menu item.
2. Click the **Update My Password** sub-menu item.



3. In the **Current password** field, enter your current password.
4. In the **New password** field, enter a new password.

	<p>Valid Passwords:</p> <p>Please ensure that your new password is at least 8 characters but not more than 30 characters and contains: 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$).</p>
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5. In the **Confirm new password** field, re-enter your new password.
6. Click **Save**.



7. Creating a User in ORIMS Portal

The Financial Reporting Administrator (FRA) can create additional users for the roles of Financial Reporting Officer (FRO) and IBS Officer, who will also have responsibility for editing/submitting Returns. These persons can be assigned a role and they will then have access to that entity information only. An 'activation' email with a randomly generated password is sent to the email address of the new user.

To create a new user:

1. Hover your mouse over the **Manage Users** menu item.

The screenshot shows the ORIMS Portal interface. At the top, there is a navigation menu with items: Home, Draft Returns, Submission, Reports, Documents, Manage Users, and My Details. The 'Manage Users' menu is open, showing two options: 'Create User' and 'View/Edit User'. Below the menu, the main content area displays a 'Welcome to ORIMS Portal' message. The message includes instructions on how to use the portal, such as logging in, checking company profiles, and submitting returns. A 'Notifications' section is visible at the bottom, showing a table with columns for Dismiss, Received, and Subject. A notification is listed with the subject 'A return 'CRS for 30/03/2015' has been created for the company 'Test Bank 2'.

2. Click the **Create User** sub-menu item.

A screen is displayed to enter the details of the new user and roles which can be assigned to a particular user.

The screenshot shows the 'Create ORIMS Portal User' form. The form is titled 'Create ORIMS Portal User' and includes the following fields and options:

- First name: [Text input field]
- Surname: [Text input field]
- Email address: [Text input field]
- Telephone number: [Text input field] (with sub-fields for International, Area code, and Number)
- Permission: [List of roles with checkboxes]
 - Financial Reporting Administrator
 - Financial Reporting Officer
 - IBS
- Create: [Submit button]



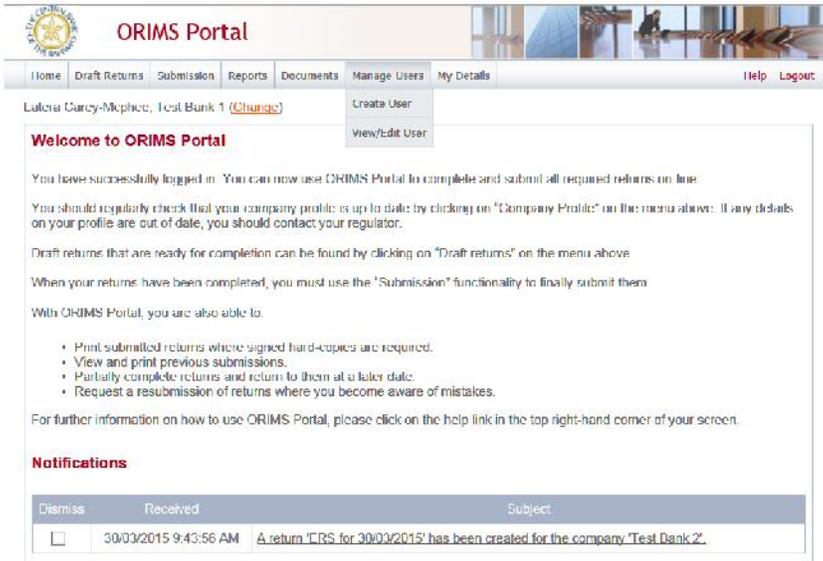
3. Enter the **First name** of the new user.
4. Enter the **Surname** of the new user.
5. Enter the **email address** of the new user.
6. Select the **Permission**.
7. Then click Create.

An automated email notifying the new user how to access the ORIMS Portal will be sent.

To View/Edit a User:

This functionality allows the FRA to view the other users who have access to the entity. The details or permissions of users can change over time therefore, the FRA can edit the details of the entity users.

1. Hover your mouse over the **Manage Users** menu item.



2. Click the **View/Edit User** sub-menu item.

A screen is displayed listing all the entity users.





3. To view the details of an individual entity user, click the 'View/Edit' button corresponding to the individual you wish to view under the Action column.

The details of the company user are displayed.

The screenshot shows the 'View ORIMS Portal User' interface. At the top, there is a navigation bar with 'Home', 'Draft Returns', 'Submission', 'Reports', 'Documents', 'Manage Users', and 'My Details'. Below this, the user's name 'Latera Carey-Mophee, Test Bank 1' is displayed with a '(Change)' link. The main content area is titled 'View ORIMS Portal User' and contains the following information:

- First name: La-Tasha
- Surname: Burmside
- Email address: LSDurmside@centralbankbahamas.com
- Telephone number: 1 242 3022683
- Permission: Financial Reporting Administrator, Financial Reporting Officer, IRS
- Activation status: Active

An 'Edit' button is located at the bottom of the user details section.

4. To edit these details, click **Edit**.

The details become editable on a new screen.

The screenshot shows the 'Edit ORIMS Portal User' interface. It includes a message: 'This functionality allows you to edit the user details of the selected ORIMS Portal user.' The user details are presented as follows:

- First name: La-Tasha (input field)
- Surname: Burmside (input field)
- Email address: LSDurmside@centralbankbahamas.com (input field)
- Telephone number: 1 242 3022683 (input fields for International, Area code, and Number)
- Permission: Financial Reporting Administrator, Financial Reporting Officer, IRS
- Activation status: Active, Deactivated

'Cancel' and 'Save' buttons are located at the bottom of the form.

5. Update the **First name**.
6. Update the **Surname**.
7. Update the **Email address**.
8. Select the **Permission**.
9. Select the **Activation status**.



	Activation Status:
	A user can also be deactivated, which will mean that their permissions will be removed for the entity in question.

10. Click Save.

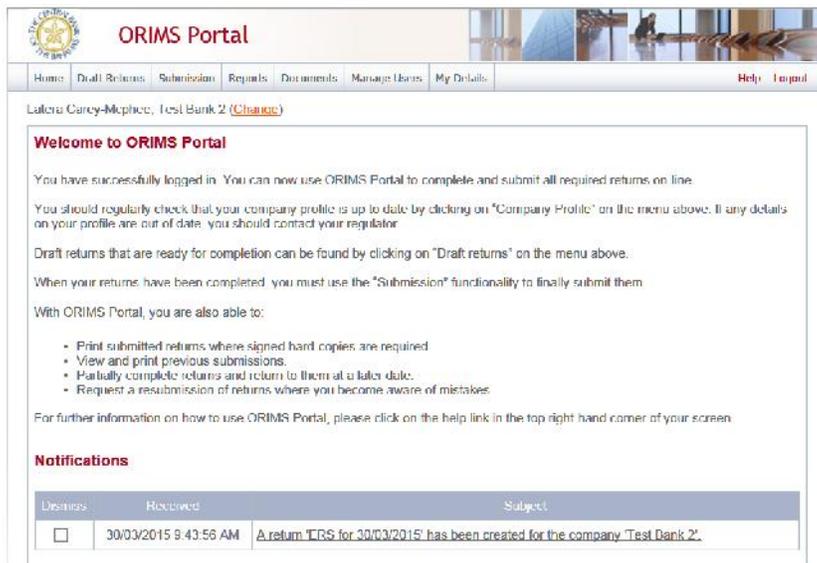


8. Managing Notifications

Notifications provide information such as when a return is ready to be completed as well as when a return processed offline is submitted successfully or presents an error. Notifications are emailed to you and can also be viewed and deleted from the Welcome page accessed through the Home menu item.

To view a notification:

1. Click the **Home** menu item. The notifications display.



2. In the **Subject** column, view the notification information.

To delete a notification:

1. In the **Dismiss** column, click the check box associated with the notification to be deleted. The notification is deleted.

	Email notifications:
	As notifications are also sent by email, you will still have a record of the content in your email even if you delete the notification from within ORIMS.



9. Logging Out

ORIMS provides the ability to logout of your current session.

To logout of ORIMS:

1. Click the **Logout** link located on the top right of the application. A window displays asking if you are sure you want to logout.
2. Click **OK**. The login page displays.

9.1 Inactivity Logout

Each ORIMS session is set to logout automatically after two hours of inactivity.

	<p>If you logged out due to inactivity:</p> <p>The ORIMS Portal does not automatically save your work. It does not return you to what you were working on when the forced logout occurred. It is important to save your work often.</p>
---	---



10. Tips, Tricks and Troubleshooting

10.1 Saving Your Work

It is important to remember to save your work often. As stated in Section 9.1: Inactivity Logout, each ORIMS session is set to logout automatically after two hours of inactivity. If you are logged out due to inactivity, ORIMS does not return you to what you were working on prior to the forced logout.

10.2 Microsoft Excel

You can save a return in Microsoft Excel format by using the Excel button on the Draft Return page. This button enables a return to be saved to a specified area outside of ORIMS.

10.3 Two Users Working on the Same Return

It is possible to have more than one user working on the same return within ORIMS. Note that ORIMS does not inform you when another user is working on the same return. Two separate scenarios are described below; both scenarios involve two users, User 1 and User 2, accessing the same return at the same time.

Scenario 1 – Validate & Save: User 1 clicks the Validate & Save button on the return and the data is saved at version 1.1. Then User 2 clicks the Validate & Save button and also saves the return, overwriting the data saved by User 1 and updates the revision of the return to 2.1. In this circumstance, the data in the return saved last is the return data ORIMS displays as the most current.

Scenario 2 – Submit: User 1 successfully submits the return. User 2 attempts to submit the return but receives an access denied message as this return has already been submitted by User 1.

	View Audit Log:
	To determine who worked on a specific revision of a return, use the View Audit Log feature as described in <i>Section 3.3: Viewing a Financial Return</i> .

10.4 Printing Returns

To print a return, use the Excel icon on the Draft Return page to open the return in Microsoft Excel format then use the print feature in Microsoft Excel.