



Myanmar Microfinance Data Sharing Platform (MCIX)

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How to upload

(English)

September 2020



17. Upload Files

Upload Data

✓ Active Loans.csv uploaded successfully.

Upload your files

[Choose a file...](#)

[Start upload](#)

- Please download the template files with some sample entries here.
- File name must contain 'active loans' or 'write off' or 'monthly active borrower count by township'.
- The files must be CSV UTF-8 (Comma delimited) files.
- Township codes are available in MIMU township dataset, and please use the exact codes (such as MMR123456) otherwise the upload for these records will fail with "Invalid Township" status.
- The date must be 'dd/mm/yyyy' format. For instance – 31/10/2018 for Oct.31,2018.
- **Please do not split the info of one person in separate files. For instance, if one person has two loans, put both loans in the same file.**

Reference files

- [Explanation for templates](#)
- [MIMU dataset](#)

Templates for monthly uploads

- [Active Loans CERP](#)
- [Active loans](#)
- [Write off](#)
- [Monthly active borrower count by township](#)

Folder	Date ▾	Filename	User	Action
Inbox	20200903125756	Active Loans.csv	searchtest	Delete
Processed	20200902062132	20200902061232-Active Loans MF1.csv	searchtest	View Stats
Processed	20200823122656	20200823121438-Active Loans1.csv	searchtest	View Stats

- Upload data monthly to be put in the database – Active Loans, Write-off and Monthly active borrower count by township.
- Download the sample files from “Templates for monthly uploads” and fill the data.
- Click on “Choose File” to upload CSV file, select the file and click “upload”.
- If the file is still in “inbox”, you can delete the file.
- After the file is processed (*the next day after the file is uploaded*), you can view the uploaded status by clicking “[View Stats](#)” and view the rejected records by clicking the “Click here to download error details”.
- If the file is showing the Error, you need to check the columns and data of the uploaded file (may be columns are combined or missing or template is not latest one).

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- Need to upload as least two files monthly (Active loans and Monthly active borrower count by township). Use “Active loans CERP” for the Only CERP institution. If you have any write-off, you don’t need to upload write-off file.
- Please follow the instructions of **Template Explanation**
 - Use Valid File Names
 - File Type (CSV UTF-8 (Comma delimited))
 - Date Format dd/MM/yyyy (26/08/2020)
 - Month Format YYYYMM (202008)
 - Use pCodes (Township, Village, Ward)
 - Use Myanmar Text Unicode font for Myanmar words
 - Don’t put ‘-’ for blank





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View Stats

- View stats can show how many records are successfully processed and how many records are invalid.

File Upload Results

Upload statistics for **20200827103905-Active Loans CERP.csv**

Status	Record Count
1 Invalid NRC	2
2 Invalid Township	0
3 Duplicate Record	0
4 Other Invalid Record	0
5 Successfully Processed	0
6 Total Records	2

[Click here to download error details](#)

View the error details at Status

- View the rejection details at the last column “Status” of the downloaded file.

V	W
ReportingMonth	Status
202008	Invalid Principal Overdue Amount,
202008	Invalid Days In Delay,
202008	Invalid Principal Overdue Amount, Invalid Days In Delay,
202008	Incorrect format, Invalid Days In Delay,
202008	Duplicate Record, Invalid Days In Delay,





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The next day after uploading the files



1. Check the [Upload statistics](#) of uploaded files.
(If there have many rejected records, need to revise and upload it again).
2. Check the [Company Profile Statistics](#).
(If the percentage is less than 80%, need to upload more active loan data).
3. Check the [Permissions](#) (Field Level Access).



18. Company Profile Statistics

- Company Profile Statistics will display the comparison between the number of records uploaded and the number of records provided in ‘Monthly active borrower count by township’. As we are calculating the 80% rule based on the record counts provided in ‘Monthly active borrower count by township’, the comparison chart will serve as monitoring tool.
- [Click the MFI Name to view the details for all townships.](#)

Company Profile Statistics

2020-04 2020-09

[View](#) [Download](#)

Month	MFI	Active borrowers(stated)	Active borrowers(uploaded)	Active townships(stated)	Active townships(uploaded)	Total principal writeoffs(stated)	Percentage
1 2020-04	Mol Len Capital	0	228	0	18	0	100.0000%
2 2020-05	Mol Len Capital	28	19	4	5	0	67.8571%
3 2020-06	Mol Len Capital	5,000	236	3	10	70,000	4.7200%
4 2020-07	Mol Len Capital	0	20	0	13	0	100.0000%
5 2020-09	Mol Len Capital	20	0	1	0	0	0.0000%

Note:

(stated) → the total number stated in the 'Monthly active borrower count by township' template. This number is used in the 80% rule calculation and should be consistent with the number submitted to FRD at the end of each month.

(uploaded) → the total records uploaded via the 'Active loans' template.

Total principal write offs (stated) → the total write off amount for the entire organization entered in 'Monthly active borrower count by township' template.

Percentage → $\text{Active borrowers (uploaded)} / \text{Active borrowers (stated)}$



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Company Profile Statistics Details

- Company profile statistics details report is drillable from the summary page. This shows the comparison between the number of active borrowers stated in ‘Monthly active borrower count by township’ template and what was actually uploaded for the month. It is further broken down by township. Yes will appear in “Is Problematic” column of this report when one of these two conditions are met.
 1. Whenever there is some borrower count stated in ‘Monthly active borrower count by township’ template but no actual record is uploaded for that township. (i.e. the total uploaded record count is 0 and stated count is greater than 0). This can potentially mean that MFIs are not uploading data for a particular township although they have borrowers in that township.
 2. Whenever there are some borrowers uploaded via ‘Active loans’ template for a township but in the ‘Monthly active borrower count by township’ template, 0 was entered for that township. This could indicate MFIs made a mistake when uploading active loans.
 - This is to be transparent to all MFIs and enable peer monitoring. Only Yes rows will be viewable to all.
 - You can also access this page from Upload section.
-

Company Profile Statistics Details

Company Profile Statistics Details						
Show <input type="text" value="10"/> entries			Search: <input type="text"/>			
Institution	Division	Township	No Of Borrowers (stated)	No Of Borrowers (uploaded)	Percentage	Is Problematic
Mol Len Capital	AYEYARWADY	DANUBYU	0	1	100%	Yes
Mol Len Capital	KACHIN	MYITKYINA	2	8	400%	No
Mol Len Capital	AYEYARWADY	BOGALE	10	2	20%	No
Mol Len Capital	AYEYARWADY	MAUBIN	6	6	100%	No
Mol Len Capital	MAGWAY	SAW	0	2	100%	Yes
Mol Len Capital	EAST BAGO	DAIK-U	10	0	0%	Yes

Showing 1 to 6 of 6 entries

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20. Permissions

Reciprocity rule (field level access) is applied in Credit Report and you can visit this page to view which fields your organization currently has access and which not. Based on your level of comfort, you can upload additional field information for increased access.

Account Information | **Permissions**

- MFI may choose to share additional optional fields (listed below) in the monthly upload files.
- This screen shows which "optional" fields you can currently view based on your last uploaded files.
- If you would like to view all the fields, please include them in the monthly upload file.

Show entries Search:

Field Name	Access
DaysInDelay	Yes
DisbursedAmount	Yes
DisbursedDate	Yes
PrincipalOutstandingAmount	Yes
PrincipalOverdueAmount	Yes
WriteOff	Yes

Showing 1 to 6 of 6 entries Previous Next



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MCIX Microfinance Credit Information Exchange

GROW YOUR BUSINESS SAFELY

DON'T BE THE LAST MFI IN THE TOWNSHIP

MANAGE RISK WITH MCIX

JOIN NOW!

Tel : +95-9978669442
Email : info@mcixportal.com
Web : www.mcixportal.com

Thank You!

