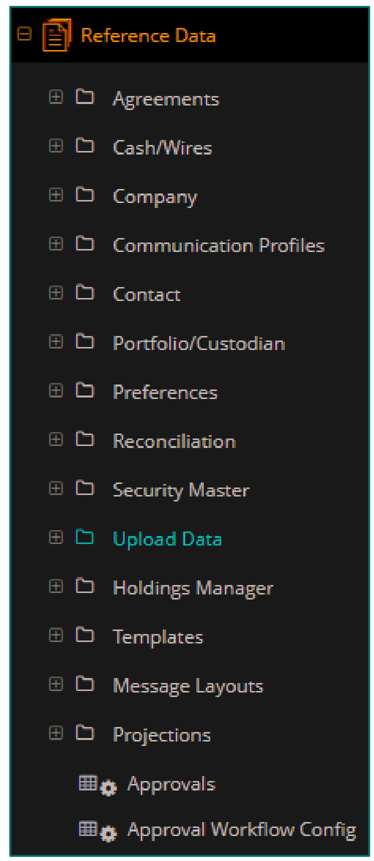
REFERENCE DATA: FILE UPLOAD

Reference Data is a **Hazeltree™** application management module responsible for storing and organizing customer's data (e.g. *Contacts*, *Securities, Agreements*) and data structure (e.g. *Portfolios*, *Accounts,*). The module also contains management screens (*Projection Management*), Templates editors (*Message Layouts, Collateral Templates*) and **Files Upload** tool. The later is the subject of this article.



FILES UPLOAD

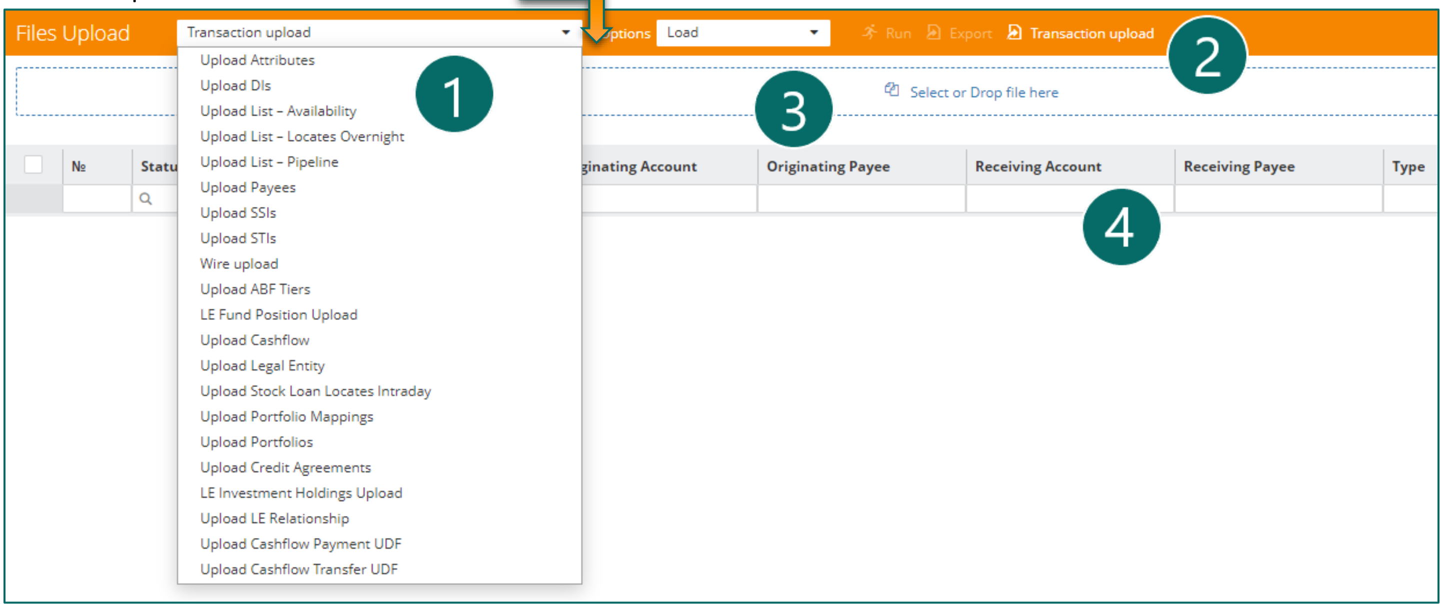
Files Upload is a Reference Data tool designed to manually upload massive arrays of data into the Hazeltree system independently from the Feed files processor. Files Upload screen is located under the *Upload Data* folder.

File Upload allows to upload the following data:

- Security transfers
- Transactions
- Wires
- Account Mappings
- Accounts
- Attributes
- DIs
- List – Availability
- List – Locates Overnight
- List – Pipeline
- Payees
- SSIs
- STIs
- ABF Tiers
- Legal Entities Fund Positions
- Legal Entities Investment Holdings
- Legal Entities Relationship
- Cashflows
- Legal Entities
- Stock Loan Locates Intraday

- Portfolio Mappings
- Portfolios
- Credit Agreements
- Cashflow Payment UDF
- Cashflow Transfer UDF

The Files Upload screen is reviewed below:



1. **Upload methods**: collection of all data types that can be uploaded and processed into the Hazeltree system.
2. **Upper toolbar**: set of instrument that allows to operate with the uploaded data.
3. **File drop area**: click to browse for the template file filled with data or drop the file here.
4. **Resulting table**: contains all loaded (or loaded and processed) data.

Upper Toolbar

Upper toolbar of the File Upload screen has a set of operational instruments to work with uploaded data. The Upper toolbar is review below:

1. **Upload method**: select the type of data you wish to upload. The Template button automatically changes according to the selected method.
2. **Options**: select the action that must be applied to the uploaded data (*Load* or *Loan & Run*).
3. **Run**: click to process the loaded data array.
4. **Export**: click to export uploaded data into an Excel document.
5. **Template download**: click to download the Excel template on your machine. The Template button automatically changes according to the selected method.
6. **Show only failed and edited**: this button appears strictly when the upload is completed. Using the checkmark you can filter out the edited and failed entries.

INFO! The difference between two options (*Load* and *Load & Run*) is in what happens after the file is loaded to the system. ***Load*** option merely displays the data converted from the uploaded Excel template in the Resultant table. ***Loan and Run***

option simultaneously converts the data from the uploaded file and instantly processes the data without having the Run button pressed.

NOTE! The processed data is automatically transported into the system. For instance, if you loaded and ran the Wire data, it will automatically create an entry on the *Transactions* screen (*Transaction Manager module*).

EXAMPLE

User Kaylo Van decides to seize the File Upload screen for testing purposes (later he intends to make use of this tool for uploading bulk data). He goes with the Wire uploaded. Having the template file populated with one entry, Kaylo uploads the data using the option ***Load***. The result is below:

Files Upload | Wire upload | Options: Load | Run | Export | UploadTemplate | Show only failed and edited

UploadTemplate.xlsx

	№	Status	Message	FromAccount	FromPayee	Recipient	ThirdParty	WireType	WireSubType
✓	1	Loaded (not processed)		ZZZ		ManUnited_MANUDBPB		Internal	

Kaylo presses the button ***Run*** to process the data, but, surprisingly, gets an error that says that the Settlement date is not specified.

	№	Status	Message	FromAccount
✓	1	Error	Settlement Date is required for Cash wire 'USD:ZZZ->ManUnited_MANUDBPB'	ZZZ

Kaylo returns to the template file, enters the Settlement date of the Wire and attempts to upload and process the file again. That worked and the Wire is successfully embedded into the system.

	№	Status	Message	FromAccount
	1	Success		ZZZ

Kaylo can proceed to the Transactions screen and continue working with the Wire as he is accustomed.

INFO! The above example illustrates the simplified process of uploading the data. Generally, the File Upload tool is used to insert massive blocks of data that are impossible to execute entering one by one.

IMPORTANT! Sometimes the processing can fail for some entries among the rest of the processed entries of the uploaded file. For not to manually select failed entries, use the Upper toolbar checkmark ***Show only failed and edited***. Correct them directly in the resulting table by double clicking on the field and repeat the processing by clicking the ***Run*** button.