

Run Book: Home Office Reporting

Contents

# Key information

## IP Addresses

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Items** | **IP** | **Service** |
| Credit Risk Server | UAT | 10.1.10.13 | NA |
| Prod | 10.224.18.189 | NA |
| DR | ? |  |
| DW Server | UAT | 10.1.10.13 | NA |
| Prod | 10.224.15.74 | <What service account is used> |
| DR | ? |  |
| Common Drive home | UAT |  |  |
| Prod | [\\10.224.18.26\common\](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) |  |
| DR | ? |  |
| Reporting Service | UAT |  |  |
| Prod | <http://icbcfslssdw1/Reports/Pages/Folder.aspx> | Is there a login? |
| DR | ? |  |

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Description** | **Revision Date** | **Revised By** |
| 1.0 | Initial Version | 11-Dec-2024 | Krishna Patel |

# Steps

1. Go to the shared drive for reports ( [\\10.224.18.26\common\DIST\HeadOffice\TSSDATA](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) for production) and look for folder with date you are running for.

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1. When open it should have below files

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1. Copy Cashny, CASHOI, COLPLDLY, EXOPEN, GLFAIL, and RATES files. GO one up which is [<Common Drive Home>\DIST\HeadOffice\TSSDATA](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) *(*[*\\10.224.18.26\common\*](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) *for production)* and Paste (replace with existing files in the folder). Open EXOPEL file and change the date at the end with the date you are running for and SAVE it.
2. Copy UNISEC file from the same folder and paste (replace with existing files in the folder) into below folder.

[<Common Drive Home>\DIST\DataWH\Custody\Data](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/DataWH/Custody/Data) *(*[*\\10.224.18.26\common\*](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) *for production)*

1. GO to [<Common Drive Home>\DIST\HeadOffice\Lonnet](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/Lonnet) folder. *(*[*\\10.224.18.26\common\*](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) *for production)*You will see about 17 files.
2. Create a folder with a date name you are running for and cut paste these files into that folder.
3. Now change the extension on files below with txt file, and copy it over back to [<Common Drive Home>\DIST\HeadOffice\Lonnet](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/Lonnet) folder. *(*[*\\10.224.18.26\common\*](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) *for production)*

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1. We receive an email every morning for Fail Files. Please ask Ravi to Forward that email to you. Save both the files as CSV into \\10.224.18.26\common\DIST\HeadOffice\Common CSV Load\Inbound folder

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1. Run LOAD CSV job Successfully.
2. Run FS DW job successfully.
3. After all the files are loaded, please wait for Chen to post GL files into below folder, check by the date you are running for.

[\\10.224.18.26\common\DIST\HeadOffice\Daily\_rpts\daily\_rpts\2024\202407](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/Daily_rpts/daily_rpts/2024/202407)

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1. Create a new folder in [\\10.224.18.26\common\DIST\HeadOffice\TSSDATA](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) and delete it.
2. Run FS DW job successfully to load the files.
3. Run Load CSV Fixed Length job successfully.
4. Check if the data is loaded into GL table before going to the next step. Run below queries in order. CHANGE THE DATE YOU ARE RUNNING FOR
5. If you see data in the table, then go ahead and run **HO Load Db, Gen Rpt & Data Suite** job successfully.
6. Create two folders on your desk top

HO\_Report\_20240723.

Daily HO Report

1. Go to the reporting server web page ([*http://icbcfslssdw1/Reports/Pages/Folder.aspx*](http://icbcfslssdw1/Reports/Pages/Folder.aspx) *in production)* and save below reports XSLS into HO\_Report\_20240723

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**Run below reports and save as EXCEL**A screenshot of a computer

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* MIS Report
* Stock Loan Deficit Change Analysis
* Trade type detail
* Capital Adequacy Report
* Currency Risk Report
* FDT
* GL SUM

**Simple Recon GLTB FDT**

1. Also create CSV files into the same folder

--- Create CSV format files run under FSInterface database

* **TssFail**
* **SecLEndOS**
* **TssTrans**

1. Run Reports FS Dw database and save as excel.

Total two Excel.

* **OPS Fail**
* **Risk Fails**

1. Set the flag true and Run **HO Load Db, Gen Rpt & Data Suite job** successfully.
2. Set the flag false and run the job one more time just make sure report will not generate multiple times.
3. Go to <http://icbcfslssdw1/Reports/Pages/Folder.aspx> and save below reports XSLS into HO\_Report\_20240723 which was created on your Desktop

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* **Liquidity Risk Report**

1. Go to <http://icbcfslssdw1/Reports/Pages/Folder.aspx>

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Run **HO Report** and save as excel in Daily HO Reports folder as Excels. Please see attached HO report for Formulas.

22.Please send it to the required parties. Thank you so much 😊