Head Office Report

**Prerequisites**：

1. access to the server ICBCFSLSSDW1(10.224.18.189). must be the administrator of HO server
2. access to the W drive

[\\10.224.18.26\common\DIST\HeadOffice\](file:///\\10.224.18.26\common\DIST\HeadOffice\)

[\\10.224.18.26\common\DIST\DataWH](file:///\\10.224.18.26\common\DIST\DataWH)

1. access to the SQL server Database, server role: public & sysadmin
2. Access to the SSRS portal and specific folders.
3. Receive the fail files: FailDeliver\_15c31.xls and FailReceive\_15c31.xls
4. access to the [10.224.14.13].[FS IC]

Disable FS DW Load and LOAD CSV Fixed Length Files job before this process.

Run on ICBCFSLSSDW1 server

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

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1. When open it should have below files, which is generated from DW server.

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1. Copy Cashny, CASHOI, COLPLDLY, EXOPEN, GLFAIL, and RATES files. GO one up which is [\\10.224.18.26\common\DIST\HeadOffice\TSSDATA](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/TSSDATA) 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.

[\\10.224.18.26\common\DIST\DataWH\Custody\Data](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/DataWH/Custody/Data)

1. GO to [\\10.224.18.26\common\DIST\HeadOffice\Lonnet](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/Lonnet) folder. 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 [\\10.224.18.26\common\DIST\HeadOffice\Lonnet](https://outlook.office.com/local/path/file:/10.224.18.26/common/DIST/HeadOffice/Lonnet) folder.

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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(Comma delimited) into \\10.224.18.26\common\DIST\HeadOffice\Common CSV Load\Inbound folder

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Save the files as shown:

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Run SQL script to check Rate date?

Update enableLoad=’yes’, and Last\_COB\_Date = ‘2025-01-29’

Run LOAD CSV job Successfully.

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.

1. Run FS DW Load job successfully.
2. 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 Load 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

Declare @Date date

set @Date = '2024-12-24'

select \* from Tss.Cash where BatchCOBDate = @Date

select \* from Tss.CASHOI where BatchCOBDate =@Date

select \* from dbo.ContraAccount where BatchCOBDate = @Date

select \* from Tss.FailTrans where BatchCOBDate = @Date

select COUNT (BatchCOBDate) as ContraMaster from Tss.SecurityMaster where BatchCOBDate = @Date

select COUNT (BatchCOBDate)as COLPLDLY from rwa.SecurityOnDeposit where BatchCOBDate = @Date

select COUNT (BatchCOBDate) as EXOPEN from Tss.Trans where BatchCOBDate = @Date --(EXOPEN+EXOPEL Combine)

1. If you see data in the table, then go ahead and run **HO Load Db, Gen Rpt & Data Suite** job successfully.
2. Create two folders on your desk top

HO\_Report\_20240723.

Daily HO Report

1. Go to <http://icbcfslssdw1/Reports/Pages/Folder.aspx> and save below reports XSLS into HO\_Report\_20240723

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**Run below reports and save as EXCEL**

**MIS Report**

**Stock Loan Deficit Change Analysis**

**Trade type detail**

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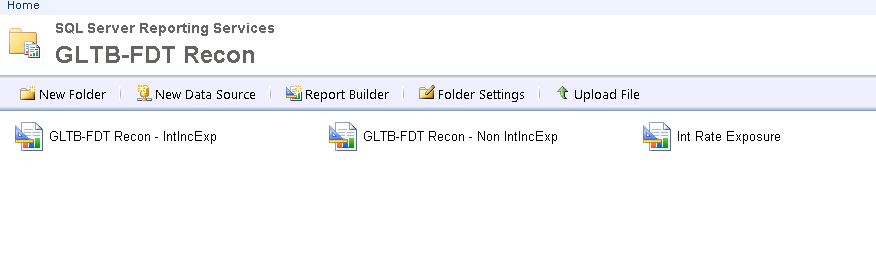
**Capital Adequacy Report**

**Currency Risk Report**

**FDT**

**GL SUM**

**Simple Recon GLTB FDT**



**GLTB-FDT Recon – Non IntIncExp**

**GLTB-FDT Recon – IntIncExp**

1. Also create CSV files into the same folder

--- Create CSV format files run under FSInterface database

**TssFail**

**SecLEndOS**

**TssTrans**

use FSInterface

exec [dbo].[up\_Dump\_SecLendOS] '20240627';

exec [dbo].up\_Dump\_TSSFail '20240627';

exec [dbo].[up\_Dump\_TSSTrans] '20240627';

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

Total two Excel.

**OPS Fail**

--include two sheet: Summary and Detail

-- Tab# 1 Summary

select TAG\_CAGE\_NBR as "Trade ID", Trader as "Trading Account", ISO\_Code as Currency, BR\_Acct8 as "Contra Account", Company\_Name as Counterparty, Cusip, Rec\_Del\_Lit as "Buy Sell", Fail\_Bus\_Days as "Biz Days", MTM\_Amt as "Mkt Value", Signed\_USD\_Fail\_Amt as "End Money (USD)", USD\_Exposure as Exposure, YAP\_Acct as "Original Contra Account", BPS\_YAP\_Name as "Original Counterparty"

From [10.224.15.74].[Reports].[Extract].[TMP\_HO\_FAILS\_Wk]

where [FileCOBDate] = '2024-12-30 00:00:00.000'

Order by TAG\_CAGE\_NBR;

--- Tab# 2 Detail

select TAG\_CAGE\_NBR as "Trade ID", Trader as "Trading Account", ISO\_Code as Currency, BR\_Acct8 as "Contra Account", Company\_Name as Counterparty, Cusip, Rec\_Del\_Lit as "Buy Sell", Signed\_Qty as PAR, Signed\_USD\_Fail\_Amt as "End Money USD", SettleDate as "Settle Date", Fail\_Bus\_Days as "Biz Days", Current\_Factor as Factor, FactorMM as "Factor Month", 0 as BBGPrice, '' as BBGPriceDate, SecPrice as Broadridge\_Mkt\_Price, PriceDate as Broadridge\_Mkt\_Price\_Date, PriceSource as Broadridge\_Price\_Source, MTM\_Amt as Broadridge\_Mkt\_Val, BBGMktVal, PriceDiff, DifferencePct, DifferenceRange, YAP\_Acct as "Original Contra Account", BPS\_YAP\_Name as "Original Counterparty"

From [10.224.15.74].[Reports].[Extract].[TMP\_HO\_FAILS\_Wk]

where [FileCOBDate] = '2024-12-30 00:00:00.000'

Order by TAG\_CAGE\_NBR;

**Risk Fails**

SELECT NewRef, RefNo, Type, HO\_TradeType,TradingAccount, CUSIP, SecurityDesc,TradeDate, AsOF\_TradeDate, SettlementDate, ReturnDate, TradeType, ContraAccount, ContraShortName, NameAddr1, Original\_Client\_Acct, Original\_Client\_SN, Original\_Client\_Name, Par, Principal, BuySell, RepoRate, EXCLUDE, RESCOUNTRY, RISKCOUNTRY, INDUSTRY, CUSTTYPE, RELATIONSHIP, CustTypeDesc, CountryRating

FROM [10.224.15.74].[Reports].[Extract].[TMP\_HO\_EXOPEN]

where [FileCOBDate] = '2024-12-30'

ORDER BY Exclude, RefNo, ContraShortName, AsOF\_TradeDate; ---- 629

1. Set the flag true and Run **HO Load Db, Gen Rpt & Data Suite job** successfully.

update [FS DW].[etl].[SSIS Configurations]

set ConfiguredValue = 'True'

where ConfigurationFilter = 'HO'

and PackagePath = '\Package.Variables[User::SendFilesAnyway].Properties[Value]'

1. Set the flag false and run the job **HO Load Db, Gen Rpt & Data Suite** one more time just make sure report will not generate multiple times.

update [FS DW].[etl].[SSIS Configurations]

set ConfiguredValue = 'False'

where ConfigurationFilter = 'HO'

and PackagePath = '\Package.Variables[User::SendFilesAnyway].Properties[Value]'

1. 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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**Liqulity 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.

--The formular of Excel sheet Variances:

L4-L17 =O4-S4

L4, L8, L14, L16, L17 yellow highlighted

S6 ='Receivable Rebates'!D7

S8 ='Loan And Borrow'!T81

S14 ='Loan And Borrow'!T82

22.Enable the FS DW Load and LOAD CSV Fixed Length Files job

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

Ps:

1. Need to disable the Change\_date job during Holiday.
2. Quarterly LOFFA: change date, Exec etl.sp\_loffa\_QBS\_Export. After users confirmed. run the job QBS File Export.
3. DW reports > FS STG Missing or Blank Contra.

**Emergency operation.**

Case 1

If the HO files cannot load before 10 am:

1.disable copy credit job.

2.after load files, run load daily equity position

3. run copy credit job and enable it.

Case 2

1.Load equity positions job.

2.Run this query. delete from IDC\_BBG\_Price\_for\_reports where systemdate = 'yyyy-mm-dd' (only required when there are wrong reports)

3.Re-run ‘Copy credit risk reports job”

4. run “LOAD Bloomberg price ” job

5. Release credit risk report: run ssrs submission job, run margin trade job

Case 3

If there are any issued for the file that data cannot load before 10am

Disable the FS DW Load job, LOAD CSV Fixed Length Files job, copy Data to CreditRisk DB job, Run SSRS Submission Send Email job and Trade Margin report Data Load-Report Export job. Also Load Equity Position job