

## **File Transfer Function**

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**FUNCTION NAME:                    SSA FILE TRANSFER**

**WHEN TO USE:**

- To add Stock Segregated Account with Statement Service (SSA) via **uploading** a SSA batch file from CCASS terminals to the HKSCC host computer.

**AVAILABLE FUNCTIONS:**

- A. Authorise SSA Batch File Upload  
To authorise the SSA batch file to be uploaded.
- B. SSA Batch File Upload  
To upload the authorised SSA batch file.

**AVAILABLE FUNCTION TIME:**

- SSA batch file can be uploaded between 8:00 a.m. to 2:30 p.m.

**BATCH PROCESSING SCHEDULE:**

- CCASS will validate the uploaded SSA files at around 2:45 p.m.
- After the SSA batch file is validated and processed by CCASS, a *SSA Batch Input Control Report* (See Section 4.3 on Report Description) will be generated to indicate which SSA records are rejected and to give a summary of the result for the validated SSA batch file.

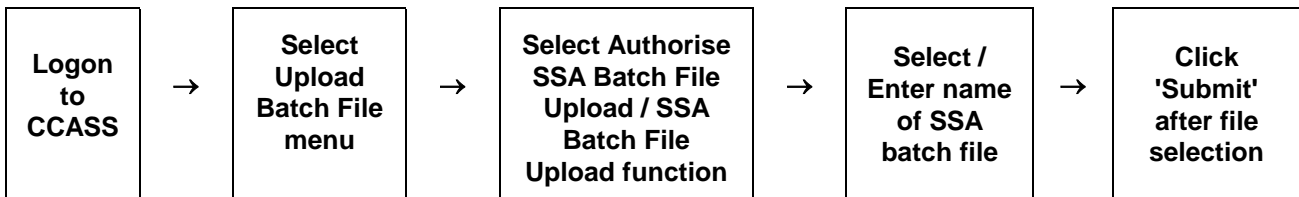
**FUNCTIONAL DESCRIPTION:**

- This function is available to all participants to add a high volume of SSA via file upload. Subscription to this service is not required.
- Instead of adding SSA one at a time by on-line data entry, a SSA batch file containing a number of SSA is uploaded to the HKSCC host computer to save effort. The SSA batch file is a DOS file created according to a certain format stipulated by HKSCC. See Section 5.16 on SSA batch file layout.
- It is allowed to upload SSA batch file to HKSCC host computer more than once on CCASS day before 2:30 p.m.. The File Indicator [9(4)] recorded in each SSA upload file has to be unique within same day. Upload files with duplicate "File Indicator" will be rejected by CCASS upon submission.
- The SSA batch file can be stored in any connected disk drive for SSA batch file uploading.
- For SSA file transfer, the file name to be sent to CCASS can be any valid file name.
- To upload SSA batch file, an authoriser has to authorise the SSA batch file being uploaded, then the maker perform the file transmission via the SSA BATCH FILE UPLOAD function.

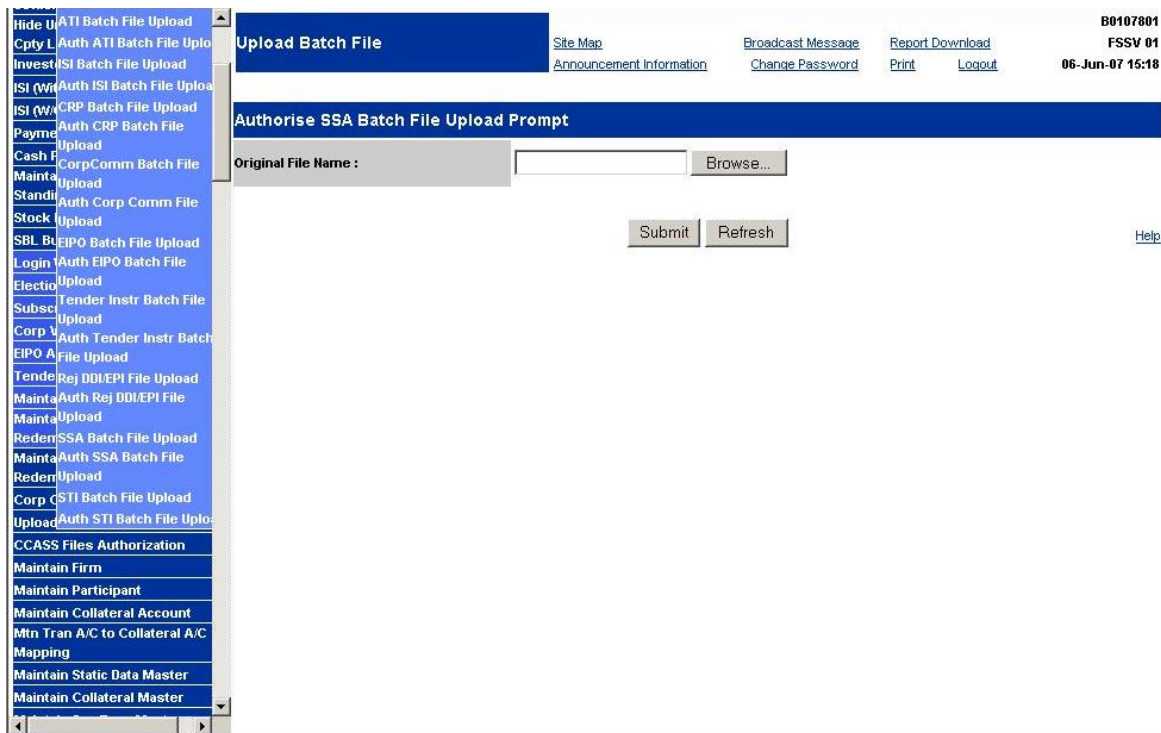
**Section 5.15**  
**SSA File Transfer**

- Upon selection of batch upload function, a new window will be displayed for maker to perform the upload function by selecting the respective authorised batch file, maker can access both upload function and other online functions concurrently.
- After SSA batch file validation, participants can use the REPORT DOWNLOAD function (Section 4.1) to check the availability of the *SSA Batch Input Control Report*, and print the report if necessary.

The access path for SSA File Transfer is:



**SSA FILE TRANSFER - Sample Screen**



**DESCRIPTION OF FIELDS:**

<u>Field</u>	<u>Description/Format</u>
ORIGINAL FILE NAME	<ul style="list-style-type: none"> <li>- name of the SSA batch file to be uploaded.</li> <li>- batch file can be selected via the connected disk drive by clicking the BROWSE button.</li> </ul>