

File Transfer Function

FUNCTION NAME: MULTI-COUNTER TRANSFER INSTRUCTION FILE TRANSFER

WHEN TO USE:

- To **upload** Multi-counter Transfer Instructions (MCTIs) in the form of an MCTI batch file from CCASS terminals to the HKSCC host computer.

AVAILABLE FUNCTIONS:

- A. Authorise Multi-counter Transfer Instruction Batch File Upload
To authorise the MCTI batch file to be uploaded.
- B. Multi-counter Transfer Instruction Batch File Upload
To upload the authorised MCTI batch file.

AVAILABLE FUNCTION TIME:

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

BATCH PROCESSING SCHEDULE:

- CCASS will validate the uploaded MCTI files at around 9:15 a.m., 10:15 a.m., 12:30 p.m., and 2:30 p.m..
- After uploading, the MCTI batch file will be validated and processed by CCASS. A *Multi-counter Transfer Instruction Batch Input Control Report* (See Section 4.3 on Report Description) will be generated to indicate which MCTI records are rejected and to give a summary of the validation results for each MCTI batch file.

FUNCTIONAL DESCRIPTION:

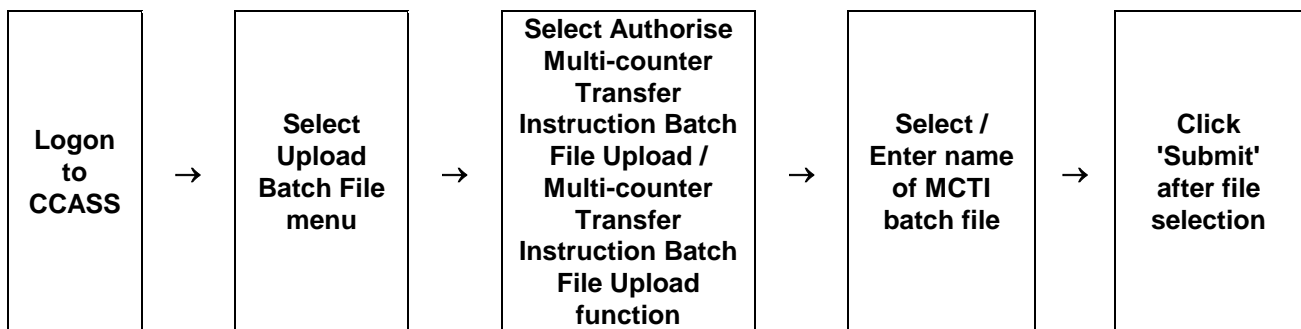
- This function is available to all participants to upload MCTIs. Subscription to this service is not required.
- Instead of inputting MCTIs one at a time by on-line data entry, a MCTI batch file containing a number of MCTIs can be uploaded to the HKSCC host computer to save effort. The MCTI batch file is a DOS file created according to a certain format stipulated by HKSCC. See Section 5.18 on MCTI batch file layout.
- *The File Indicator [9(4)] recorded in each MCTI upload file has to be unique within same day. Upload files with duplicate "File Indicator" will be rejected by CCASS upon submission.*
- A MCTI batch file can be stored in any connected disk drive for MCTI batch file uploading.
- For MCTI file transfer, the file name to be sent to CCASS can be any valid file name.
- All MCTI batch files uploaded will be processed. The processing sequence of MCTI batch files is determined by the time of the CCASS terminals used for the uploading. This means that the file with the earliest time (as specified in the CCASS terminals) recorded in the upload file will be processed first.

Section 5.17

MCTI File Transfer

- Individual records will be processed in the order as carried in the uploaded MCTI batch file.
- To upload MCTI batch file, an authoriser has to authorise the MCTI batch file being uploaded, then the maker perform the file transmission action via the MULTI-COUNTER TRANSFER INSTRUCTION BATCH FILE UPLOAD function.
- 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 the scheduled MCTI batch file validation run, participants can use the REPORT DOWNLOAD function (Section 4.1) to check the availability of the *Multi-counter Transfer Instruction Batch Input Control Report*, and print the report if necessary.

The access path for MCTI File Transfer is:



MULTI-COUNTER TRANSFER INSTRUCTION FILE TRANSFER - Sample Screen

Upload Batch File

Authorise Multi-counter Transfer Instruction File Upload Prompt

Original File Name :

Help

H00001 HKSCC H00001 H0000117
FTRV 01
10-Apr-12 18:57

DESCRIPTION OF FIELDS:

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