



DDS File Management

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Overview:

The File Rename and Copy application is a batch application that finds all files with a specific extension, makes a copy in another folder, the copy having index values that allow for import into DDS. The original file is always left untouched.

Key Benefits:

This application allows your financial institution to stage files (e.g. csv files) for import into DDS without having to edit existing applications that do not create the files with the correct indexes.

Processing:

The application uses the Bank Option Code for the “Reports Target Directory” (e.g. M:\RPTS\) along with the “Effective Date” and the “External File Type” to create a list of files to copy and rename. The application removes any blank spaces, index delimiters, and matching effective date characters and builds a new file name using the optional “Shortened Name of Institution”, the file name, the original quenbr plus an increment value, and the effective date, and creates copies of the files in the “External File Path” location. If DDS is set up to accept files of the file type copied by the application then the files will be available to DDS properly indexed by the “Type 1” parameter value, which is used to choose the Index Delimiter. The application calls Windows system commands ‘dir’ and ‘copy’ in order to find the original files and to copy the files to a new location.

- An application runs on February 13th, 2013 and creates a csv file named MONTHLY_IMPAIRED_LOANS_REPORT.CSV
- The file name and location is M:\RPTS\20130213\126377\MONTHLY_IMPAIRED_LOANS_REPORT.CSV (126377 is the quenbr that the application was run in which created the csv file)
- The FileRenameAndCopy batch application is run at the end of the nightly batch runs with the following parameters
 - Effective Date – left blank – will have a value of 02-13-2013
 - External File Path – M:\OPTICAL\
 - External File Type - CSV
 - Shortened Name of Institution – FedCU
 - Type 1 Text – either an underscore or a hyphen, used as the Index Delimiter
- The applications runs a system command (‘dir’) to create a temporary file that contains all csv file in the directory M:\RPTS\20130213 and its subdirectories
- The application reads the temp file, creates new names, and executes a system command (‘copy’) to make the file copies
- A copy of the file from this example is created in M:\OPTICAL\ and is named FedCU_ MONTHLYIMPAIREDLOANSREPORT_ **126377-1_02132013**.csv. The two bold sections of the name comprise the index

- Parts of the new name are as follows:
 - FedCU
 - the optional short name of the financial institution
 - MONTHLYIMPAIREDLOANSREPORT
 - the new name with elements removed that could interfere with the import. The DDS import process in this example uses the underscore as the index separator, therefore all underscores need to be removed
 - 126377-1
 - an Indexed value for DDS: the original queue folder the csv file was located followed by a hyphen and a incremented number. The incremented number ensures that the index is unique if more than one queue was run in the same day to create different versions of the same file
 - 02132013
 - an Indexed value for DDS: the effective date
 - .CSV
 - The extension

Parameters:

The application has two parameter values created for the “Type 1 Text” parameter code used for the Index Delimiter on install: an underscore and a hyphen.

Parameter	Code	Description (how used)	Required	Default
Effective Date	EFF	The Effective Date value is used to find the report folder to copy files from. e.g. a value of 02-13-2013 will copy files from the Bank Option ‘RPTT’ Reports Target Directory for that date. An example is M:\RPTS\20130213. If the EFF Effective Date parameter is not set the application will use the Effective Date of the batch queue as the Effective Date. The Effective Date is also used as an index element in the new file name.	No	None
External File Type	FT	The application finds files with this extension to process. Only one value can be used at a time (e.g. CSV).	Yes	None

Parameter	Code	Description (how used)	Required	Default
External File Path	EXFP	The path into which the files will be copied (e.g. H:\OPTICAL). A backslash is not required on the end of the path	Yes	None
Shortened Name of Institution	SHNM	Optional Text to add to the beginning of the file name – e.g. FCU for Federal Credit Union.	No	None
Type 1 String	TYP1	This text is used to define the Index Delimiter Two values are available after installation: an underscore or a hyphen	Yes	None

Variables:

None.

Scheduling and re-run information (for batch applications):

The application can be run any time the financial institution would like to copy files for upload into the archive system. Nightly at the end of batch is recommended.

Report (s):

The report shows the original file location and name, and the new file location and name. A summary displays the total count of files processed, and both the success and failure counts.

Status	Original file name and location New file name and location

Copied to	M:\RPTS\20130213\126337\Criticized Assets 02-28-2013.CSV M:\OPTICAL\GFCU_CriticizedAssets02-28-2013_126337-1_02132013.CSV
Summary of file(s) copied from M:\RPTS\20130213 to M:\OPTICAL\	
Files Processed: 1	
Files Copied: 1	

Field Listing:

Field	Description
Status	Indicates whether the file was Replaced or Copied
Original file name and location	The fully qualified path of the original file

Field	Description
New file name and location	The fully qualified path of the new file
Summary Lines	
Summary of file(s) copied from	Displays the Origin and Destination paths
Files Processed:	The count of files processed
Files Copied:	The count of files successfully processed
Error Count:	The count of files that failed to be copied

Additional Requirements:

- DNA™ release level 3.x
- The batch date folders in the Reports Target Directory use YYYYMMDD
- A Windows batch server

Configuration Checklist:

Item	Test Environment	Production Environment
Parameters		

Revisions:

Date	App Version #	Change
02/2013	1.0.0.0	Application Created