

# **Oracle® Revenue Management and Billing Cloud Services**

Release 7

File Upload Interface User Guide

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## Oracle Revenue Management and Billing Cloud Services File Upload Interface User Guide

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# Preface

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## About This Document

This document lists and describes various features of File Upload Interface utility in Oracle Revenue Management and Billing. It describes all screens related to File Upload Interface modules and explains how to perform various tasks in the application.

## Intended Audience

This document is intended for the following audience:

- End-Users
- Implementation Team
- Consulting Team
- Development Team

## Organization of the Document

The information in this document is organized into the following sections:

Section No.	Section Name	Description
Section 1	Introduction	Provides an overview of Master Configuration and File Upload Interface Configuration.
Section 2	File Request Type	Provides an overview of File Request Type. It also explains the process of defining, searching, viewing, editing, copying and deleting file request type.
Section 3	File Upload Dashboard	Describes and explains the File Upload Dashboard. It also explains how to search, view file details using the file upload dashboard. It also lists and describes the tasks you can perform when viewing file record details.
Section 4	File Management System	Describes and explains the File Management System. It also explains how to search, view uploaded file details on SFTP server using the file management system

## Related Documents

You can refer to the following documents for more information:

Document	Description
<i>Oracle Revenue Management and Billing Banking User Guide</i>	Lists and describes various banking features in Oracle Revenue Management and Billing. It also describes all screens related to these features and explains how to perform various tasks in the application.
<i>File Upload Interface Version 2.7.0.1.0 Batch Execution Guide</i>	Provides detail information about various batches to be executed while performing tasks such as uploading, processing and updating status of files using File Upload Interface.
<i>File Upload Interface (FUI) Version 2.7.0.1.0 Quick Reference Guide</i>	Provides a detail explanation of ORMB approach for Data Conversion and integration. It describes parameters related to File Upload Interface Master Configuration and explains how to perform important tasks using File Upload Interface.

## Conventions

The following conventions are used across the document:

Convention	Meaning
<b>boldface</b>	Boldface indicates graphical user interface elements associated with an action, or terms defined in the text.
<i>italic</i>	Italic indicates a document or book title.
monospace	Monospace indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or information that an end-user needs to enter in the application.

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# 1. Introduction

Oracle Revenue Management and Billing (ORMB) provides one or more master configuration that may be used for configuration. A master configuration is an object that enables an implementation to define configuration for features in the system.

ORMB application provides File Upload Interface Configuration which defines the parameters used by the file upload and transform process. The system allows you to define a file request type that is used to upload file records.

A file record is processed using the defined File Request Types. Each individual file will have records with reference to same File Request Type. Each single record in a file is staged using a File Upload and Transform (C1-FTRAN) batch. The file request type helps the system to understand how to process the uploaded file.

## 1.1 Master Configuration

A master configuration is an object that enables an implementation to define configuration for features in the system. A master configuration is defined using a business object. The Master Configuration List zone lists every category of master configuration.

To view Master Configuration,

1. From the Admin menu, select M and then click Master Configuration. The Master Configuration zone appears.

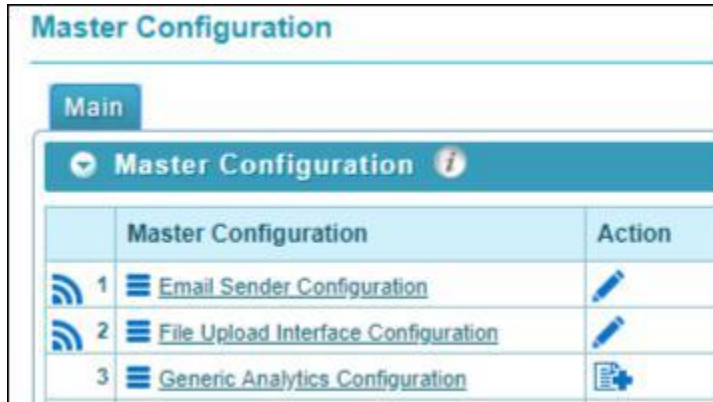


Figure 1: Master Configuration

2. The Master Configuration zone contains the following columns:

Column Name	Description
Master	Displays the name of the business object using which entity configuration is done
Action	Provides options to update the respective master configurations. The valid actions are: <ul style="list-style-type: none"> <li>• <b>Edit:</b> allows you to edit the master configuration</li> <li>• <b>Add:</b> allows you to add parameters to the master configuration</li> </ul>

3. To view configuration details of a particular business object, click Broadcast ( ) icon corresponding to the business object.
4. The Master Configuration Details zone appears. It lists the parameters related to the master configuration.

**Tip:** If a master configuration record already exists for a given master configuration business object, the broadcast icon may be used to view details information about the adjacent master configuration.

Figure 2: Master Configuration Details

## 1.2 File Upload Interface Configuration

File Upload Interface Configuration defines the parameters used by the file upload and transform process. It lists the business object that contains the information for Master Configuration of File Request Type. It also allows you to define, edit, copy and delete a file request type, using which you can upload a file request.

To configure the File Upload Interface:

1. From the Admin menu, select M and then click Master Configuration.
2. The Master Configuration zone appears. You will see a list of master configurations.
3. The icons in Action column highlight their usage purpose.
  - Add – Used to add parameters to the master configuration
  - Edit – Used to edit existing configuration details
4. If Add button appears against a File Upload Interface Configuration, click Add button to add the configuration details.

**Note:** If a master configuration record does not exist for File Upload Interface, the Add button is visible against the File Upload Interface Configuration. If a master configuration record exists for File Upload Interface, then the Edit button is visible.



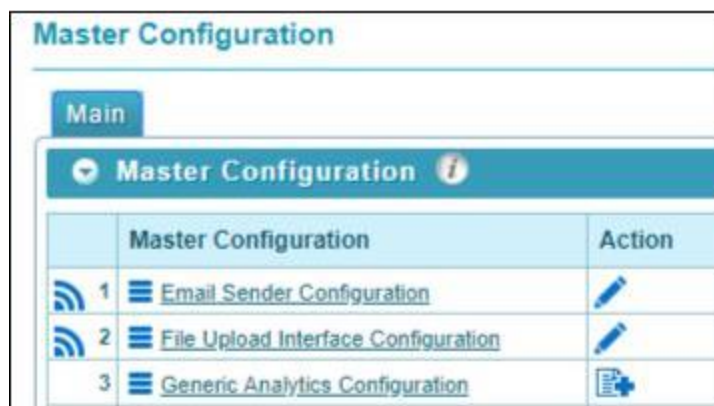


Figure 3: File Upload Interface Configuration

## 1.2.1 Editing File Upload Interface Configuration

### Prerequisites

To edit a File Upload Interface master configuration, you should have File Upload Interface configuration business objects defined in the application

### Procedure

To edit a file upload configuration, you need to do the following:

1. From the Admin menu, select M and then click Master Configuration. The Master Configuration screen appears.
2. Click Edit button against a File Upload Interface Configuration. The Master Configuration screen appears. It contains the following fields:

Field Name	Description	Mandatory (Yes/No)
Master Configuration	Used to indicate name of the master entity <b>Note:</b> You cannot edit the Master Configuration Name.	Yes
Validate Checksum	Used to validate file integrity before staging file contents in ORMB system If True, checksum validation is done for that uploaded file.	No
Validate Duplicate File Name	Used to decide whether to check for duplicate file name before uploading a file If False, file with same name can be uploaded multiple times.	No
Audit Log Required	Used to decide whether to log transition of status after processing each File Request	No
Archive File	Used to decide whether to relocate the file to another location after processing on SFTP server	No
Archive File Location	Used to specify the file path used for archiving the successfully staged files The path always starts with either:	Yes (mandatory if Archive File flag is True)

	<ul style="list-style-type: none"> <li>• <b>@SHARED_DIR</b> that is the configured path of shared directory</li> <li>• <b>@INSTALL_DIR</b> that is the configured path of installation directory, defined with the property: <code>spl.runtime.environ.SPLEBASE</code> in <code>spl.properties</code> file</li> </ul>	
Archive Error File Location	<p>Used to specify the file path used for archiving the error files</p> <p>Path always starts with either:</p> <ul style="list-style-type: none"> <li>• <b>@SHARED_DIR</b> that is the configured path of shared directory</li> <li>• <b>@INSTALL_DIR</b> that is the configured path of installation directory, defined with the property: <code>spl.runtime.environ.SPLEBASE</code> in <code>spl.properties</code> file</li> </ul>	Yes (mandatory if Archive File flag is True)
File Encryption Required	Used to decide whether to first decrypt and then extract the files on SFTP server	No
File Decryption Algorithm	Used to define the algorithm to be used for decrypting the third party provided encrypted file before uploading in ORMB staging	Yes (mandatory if File Encryption Required flag is True)
Cipher Type	<p>Used to get the encrypted keystore password that is required to read <code>ouaf_keystore</code> file that holds the encrypted file key</p> <p>The values available are:</p> <ul style="list-style-type: none"> <li>• AES - Advanced Encryption Standards</li> <li>• DES - Data Encryption Standard</li> <li>• RSA - RSA with AES</li> </ul>	Yes (mandatory if File Encryption Required flag is True)
Decryption Key	<p>Private key used to decrypt the encrypted file</p> <p>Decryption key is updated in <code>ouaf_keystore</code> file and not stored in database.</p>	Yes (mandatory if File Encryption Required flag is True)
Upload File Directory	<p>Used to get the uploaded files on SFTP server in SFTP poller batch and used in File Management System UI to list all those uploaded files</p> <p>This is the directory path for files uploaded on SFTP server.</p>	No

**Main**

**Master Configuration** \* C1-FileUploadInterfaceConfig

**Validate Checksum**

**Validate Duplicate File Name**

**Audit Log Required**

**Upload File Directory** @INSTALL\_DIR/POLLER\_UPLOAD\_FILE

**Archive File**

**Archive File Location** @INSTALL\_DIR/FILES\_UPLOADED

**Archive Error File Location** @INSTALL\_DIR/ERROR\_FILES

**File Encryption Required**

**File Decryption Algorithm** C1-FRDA  File Request Decryption Algorithm

**Cipher Type** Advanced Encryption Standards ▼

**Decryption Key** DSBHDFGH567567IUIU76867

**Figure 4: File Upload Interface Configuration**

## 2. File Request Type

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Oracle Revenue Management and Billing allows you to define a file request type using which you can upload and transform a record. File Request Type is a configuration that allows you to upload files in different formats and transforms the files to ORMB compliant formats. It also helps the system to understand how to process the uploaded file.

The File Request Type page allows you to define, edit, copy, and delete a File request type. You can also view the parameters associated with the file request type. This page consists of the following sections:

- **Search** - allows you to search for a file request type. It contains the following sections:
  - **Search Criteria** – allows you to search for file request type. There are two search fields:
    - **File Request Type** - allows you search for a file request by name
    - **Description** - allows you to search for a file request by its description
  - **Search Results** - displays results based on the specified search criteria. It contains following columns:
    - **File Request Type** - used to indicate the name of file request type
    - **Description** - used to indicate the description of file request type
    - **Edit** - allows you to edit an existing file request type
    - **Delete** - allows you to delete an existing file request type
    - **Duplicate** - allows you to create a duplicate file request type
- **File Request Type** - displays details of the file request type. This zone contains the following sections:
  - **Main** - Indicates the basic configuration details of a file request
  - **Services** - Indicates the defined services for a file request
  - **Messages** – Indicates the message defined for a file request
  - **Transformation Details** – Indicates the defined configuration to transform file requests
  - **Record Actions** - Displays buttons to edit, delete and duplicate file requests
  - **Record Information** – has following fields:
    - **Business Object** - indicates the Business Object using which the file request type is created. It is linked to the respective business object.
    - **Create Date/Time** – displays the creation date and time of business object

The screenshot displays the 'Data Transformation' configuration section, which is divided into three sub-sections:

- Header Transformation:** A table with columns 'Sequence', 'Field Name', 'Required', and 'Default Value'. It contains six rows for fields: BUSINESSDATE, TXNSOURCECD, TXNHEADERDTM, HEADERNBRRECS, HEADERTXNVOL, and HEADERTXNAMT.
- Footer Transformation:** A table with columns 'Sequence', 'Field Name', 'Required', and 'Default Value'. It is currently empty.
- Field Transformation:** A table with columns 'Sequence', 'Field Name', 'Map Field XPath', 'Required', 'File Record Identifier', and 'Default Value'. It contains four rows:
 

Sequence	Field Name	Map Field XPath	Required	File Record Identifier	Default Value
0	TXNDTTM	C1-TransStageUpload@brand@txnDtmm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SYSDATE
1	EXECUTE BATCH	C1-TransStageUpload@executeBatch	<input type="checkbox"/>	<input type="checkbox"/>	
2	TXNSOURCECD	C1-TransStageUpload@brand@txnSourceC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	TXNRECTYPECD	C1-TransStageUpload@brand@txnRecType	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 5: File Request Type section

## 2.1 Defining a File Request Type

To define a File Request Type, you should have File Request business objects defined in the application.

To define a file request type:

1. From the Admin menu, select F and then click File Request Type.
2. Select Add from the options.

**Tip:** You can also define file request type from File Request Type Search zone. To define a file request type, navigate to Admin > F > File Request Type > Search. Click Add on the File Request Type zone.

3. The File Request Type zone appears. It contains the following sections:
  - **Main** - Used to specify basic configuration details about file requests
  - **Services** - Used to define services to be executed for file requests
  - **Messages** - Used to define messages for file requests
  - **Data Transformation** – Used to define configuration for transforming file requests

### 2.1.1 Defining Parameters for File Request Type

The Main section within the File Request Type zone allows you to define important parameters related to file requests. To define parameters:

1. From the Admin menu, select F and then click File Request Type.
2. Select Add from the options.

**Tip:** You can also define file request type from File Request Type Search zone. To define file request type, navigate using Admin > F > File Request Type > Search. Click Add button on File Request Type Search zone.

3. The File Request Type zone appears.
4. The Main section contains the following fields:

Field Name	Description	Mandatory (Yes/No)
------------	-------------	--------------------

File Request Type	Used to define identifier code of the file request type	Yes
Description	Used to define description of file request type	Yes
File Transformation Required	Flag used to transform uploaded file to XML <b>Note:</b> This is required if the file record is to be transformed to ORMB conform service schema.	No
File Atomicity	Flag used to commit or rollback all transactions for any single failure	No
File Format	Used to define the file formats supported for file transformation Valid formats are: CSV, XML, Fixed Position, JSON, PSV, Tilde Separated Values	Yes (mandatory if File Transformation Required check box is selected)
File Extension	Used to specify file extensions that are picked from SFTP server for upload and process batch execution	
Upload and Process File Simultaneously	Flag used to upload and process file records in a single batch using File Transform and Upload (C1-FTRAN) batch. <b>Note:</b> If flag is True, it is not required to execute File Request Process (C1-FREQP) batch.	No
Root XML Tag	Used to indicate the name of root tag being used in client supported XML	Yes (mandatory if File Transformation Required check box is selected and File Format is XML)
File Header Required	Flag used to specify whether file will have header details If True, then first row data is passed as header string to "File Validation Algorithm"	No
Header XML Tag	Used to indicate name of the header tag element of a file in XML format and would be used to get the header element block from the corresponding XML file	Yes (mandatory if File Format is XML and File Header Required check box is selected)
File Footer Required	Flag used to specify whether file has footer details. If True, then last row data is passed as header string to "File Validation Algorithm"	No
Footer XML Tag	Used to indicate the name of footer tag being used in XML and would be used to get the footer element block from the corresponding XML file	Yes (mandatory if File Format is XML and

		File Footer Required check box is selected)
Service	Flag used to validate if processing details need to be captured for individual records. The same details will be used on File Request dashboard for navigating to its created or updated corresponding entity.	No
Skip Duplicates	Flag used to skip execution of multiple records in a single file. Multiple entries in a file are identified using "Record Identifier" configured in "Transformation Details" section.	No
File Validation Algorithm	Used to indicate algorithm used for file header, footer and checksum validation	Yes (mandatory if File Header Required or File Footer Required flags in File Request Type is True, or if Validate Checksum flag in File Upload Interface Master Configuration is True)
Data Transformation Algorithm	Used to indicate the algorithm called to transform uploaded file to the required ORMB compliance service schema	Yes (mandatory if File Transformation Required check box is selected)
Maximum Retry for Error Record	Used to define the maximum number of retry attempts allowed for any failed record  <b>Note:</b> The value should be greater than 0.	No
Validate Record Payload	Flag used to process only those records having payloads for all those configured services of File Request Type  For example, if services for Person, Account and Contract are configured for this File Request Type, and legacy system wants to upload data only for Account using the same File Request Type, then Validate Service flag should be <b>False</b>	No
Display Profile	Used to select the display profile to be linked with the file request type  It is used to support client defined date format.	No
Date Format	Used to define the client supported date format  <b>Note:</b> This field is visible and mandatory only if Display Profile selected is <b>Other</b> .	Yes (mandatory if Display Profile selected is Other)

Time Format	Used to define the client supported time format <b>Note:</b> This field is visible and mandatory only if Display Profile selected is <b>Other</b> .	Yes (mandatory if Display Profile selected is Other)
File Upload Approval Required	Used to specify if this file request type corresponding file is uploaded using approval workflow	No
External System	Used to specify external system for a file request type. This is an info field.	No
File Record Size Greater than 32 KB	Flag used to optimize performance. If “True” then “REQUEST” field with “CLOB” data type will be used to capture file record payload. Else, record payload will be	No



Figure 6: Defining File Request Type Parameters

### 2.1.2 Defining Services for File Request Type

The Services section within the File Request Type zone allows you to define services to be executed for this corresponding File Request Type. For every File Request Type you should have at least service mapping defined in the application.

To define service for a file request type:

1. From the Admin menu, select F and then click File Request Type.
2. Select Add from the options.

**Tip:** You can also define file request type from File Request Type Search zone. To define file request type, navigate using Admin > F > File Request Type > Search. Click Add ( ) button on File Request Type Search zone.

3. The File Request Type zone appears.

**Note:** Ensure that you expand the Services section while defining, editing, or copying a file request type.

The Services section consists of following fields:

Field Name	Description	Mandatory (Yes/No)
Sequence	Used to define the sequence of service invocation and execution	Yes



Service Type	Used to define the type of service Valid values are: <ul style="list-style-type: none"> <li>• Business Object (BO)</li> <li>• Business Service (BS)</li> <li>• Service Script (SS)</li> </ul>	Yes
Service Name	Used to specify the name of the service to be invoked and executed for every record processing	Yes
FK Reference	Used to navigate to corresponding UI, to check the created or updated details	No
Pre-Processing Algorithm	Used to specify the algorithm to be used for pre-processing the execution of corresponding service	No
Post-Processing Algorithm	Used to define the algorithm to be called after successful processing of a record	No
Operation	Used to define the operation to be performed for the individual Service (Business Object) Valid operations are: <ul style="list-style-type: none"> <li>• Add</li> <li>• Update</li> <li>• Replace</li> <li>• Delete</li> </ul>	No
Dependent Service Name	Used to address Payload nesting level and dependent service execution and signifies parent-child relationship	No
Defer Completion	Flag used to defer the completion of successfully processed request and the final status is updated once the corresponding BO Life cycle is completed  <b>Note:</b> An API is available to update the final status of the respective request.	No

**Note:** You can configure one or more services. A device can be the child of another service. You can also configure a service with no inter-dependency. Moreover, it is typical to link a child service to the primary service in a File Request Type. It is also possible to link child services as child objects to other child services. This allows hierarchies of objects to be modelled in a File Request Type.

4. Enter sequence number in Sequence field.
5. Select service type from the Service Type drop-down list.
6. Enter service name in Service Name field. You can use the Search ( ) to search for service name.
7. Enter FK reference code in FK Reference Code. You can use the Search ( ) icon to search for foreign key reference code.
8. Enter pre-processing algorithm or post processing algorithm in Pre Processing Algorithm or Post

9. Processing Algorithm fields. You can use the Search ( ) icon to search for respective algorithms.
10. Select the operation mode to be performed from the Operation drop-down list.
11. Specify a child of other service in Dependent Service Name field.
12. Select the Defer Completion checkbox to defer the completion of successfully processed request.

**Tip:** You can configure more than one service for a file request type. To do this, click Add icon corresponding to the Sequence field. To remove a service from the file request type, click Delete icon corresponding to that service.

Sequence	Service Type	Service Name	FK Reference	Pre-Processing Algorithm	Postprocessing Algorithm	Operation	Dependent Service Name	Defer Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Figure 7: Defining Services

### 2.1.3 Defining Messages for File Request Type

The Messages section allows you to update the status of error file record with reference to the configured messages. You can configure multiple messages with either “Retry” or “Sent for Approval” status. If record processing fails in return with the configured error message then it will be updated with its corresponding status. Else, the file record will be updated with Error status.

Message Category	Message Number	File Record Status
<input type="text"/> 3 CIS Customer Information	<input type="text"/> 253 %1 field missing	<input type="text"/> Retry

Figure 8: Defining Messages

To define messages for a file request type:

1. From the Admin menu, select F and then click File Request Type.
2. Select Add from the options.

**Tip:** You can also define file request type from File Request Type Search zone. To define file request type, navigate using Admin > F > File Request Type > Search. Click Add button on File Request Type Search zone.

3. The File Request Type zone appears. Ensure that the Messages section is expanded when you are defining, editing, or copying a file request type. The Messages section consists of following fields:

Field Name	Description	Mandatory (Yes/No)
Message Category	Used to specify message category	Yes
Message Number	Used to specify number to handle Retry or Sent for Approval status	Yes
File Record Status	Used to specify status for every file record	Yes

4. Enter message category number and message number in Message Category field and Message Number field. You can use the Search button to search for message category and fetch file request type message number respectively.

**Note:** When you enter the message category and message number, the message description corresponding to the message number appears in the Message Text field.

**Tip:** You can configure more than one messages for a file request type. Click Add button corresponding to Message Category field. To remove a message from the file request type, click Delete button corresponding to that service.

## 2.1.4 Defining Data Transformation for File Request Type

The Transformation Details section allows you to define the configuration for transforming file requests. It is required for transformation of each individual file record into required XML format that complies with ORMB service schema.

To define transformation details, you must ensure that the Data Transformation Required flag is set as True.

**Figure 9: Defining Data Transformation**

To define transformation details for a file request type:

1. From the Admin menu, select F and then click File Request Type.
2. Select Add from the options.

**Tip:** You can also define file request type from File Request Type Search zone. To define file request type, navigate using Admin > F > File Request Type > Search. Click Add ( ) button on File Request Search Type zone.

3. The File Request Type zone appears. Ensure that you expand the Transformation section when you are defining, editing, or copying a file request type. The Transformation section consists of following fields:

Field Name	Description	Mandatory (Yes/No)	Comments
Sequence	Used to map field values in CSV or PSV format files. The sequence number will be proportionate to the fields in a file.	Yes	For example, if a CSV file has a record details such as ZZBBS1, CA, 94701, true, Redwood Shores, USA, California. There are seven comma-separated field values in this record. It refers that sequence numbers from one to seven can be configured. <b>Note:</b> You can map or configure same sequence fields (Number of fields can refer to same field value provided in an

			individual record). Sequence Number "ZERO: 0" is reserved values.
Field Name	Used to define unique field name, which will have the mapped file sequence field value	Yes	A map with these configured "Field Names" and the corresponding "Field Values" is provided as an input to transformation algorithm
Source Field Path	Used to specify field Xpath expression referencing elements in XML/JSON file to be uploaded by legacy system	No	This is required if you have selected 'XML' or 'JSON' as file format type.
Map Field XPath	Used to specify syntax in an Xpath expression referencing elements in the instructions' referenced business objects	No	This is required if ORMB provided "Data Transformation sample algorithm" is to be used.
Start Position	Used to indicate the starting position from where you want to transform the characters from the file	No	This is required if you have selected 'Fixed Position' as file format type.
End Position	Used to indicate the ending position in a file	No	This is required if you have selected 'Fixed Position' as file format type.
Required	Flag used to perform mandatory field level validations for every record while uploading data using File Transform and Upload (C1-FTRAN) Batch	No	
File Record Identifier	Flag used for checking duplicate entries of a file record before uploading in ORMB system	No	This will also be used to get the file record identifiers field values and display those details on "File Record Identifier Details" zone in "File Record Detail" dashboard
Default Value	Used to set the default values while formation of record payload	Yes Mandatory when "Sequence Number" is "ZERO: 0"	You can set default values to Date field using Date picker or using below listed predefined date constants: ":BUS_DATE" for Business Date -This is process date. ":SYSDATE" for System date– This is System Date. ":STD_DATE" for Standard date - This will be LOCALE date.

		default values.	<p>“:BUS_DTTM” for Business Date time- This is process date time.</p> <p>“:SYS_DTTM” for System date time – This is System Date Time.</p> <p>“:STD_DTTM” for Standard date time - This will be LOCALE date time.</p> <p>You can also use either of the following constants defined in File Validation Algorithm:</p> <p>‘:DEFAULT1’</p> <p>‘:DEFAULT2’</p> <p>‘:DEFAULT3’</p> <p>‘:DEFAULT4’</p> <p>‘:DEFAULT5’</p> <p>For more information, refer to the Applying Default Values Set in File Validation Algorithm to a Field section in File Upload Interface Quick Reference Guide.</p>

4. Enter sequence, field name in respective fields: Sequence, Field Name.
5. Enter path in an XPath expression in Source Field XPath field.
6. Enter syntax in an XPath expression in Map Field XPath field. You can use the Search icon to search for file request transform map field zone.
7. Select Required, Record Identifier check boxes, if required.

Tips: When you select Fixed Position as File Format, you can also specify Start Position and End Position values.

You can configure more than one transformation details for a file request type. Click Add icon corresponding to File Segment Type field. To remove a message from the file request type, click Delete icon corresponding to that service.

8. Click on Save to complete the process of defining a new file request type.

## 2.2 Searching a File Request Type

The Search zone allows you to search for file request types that are already defined in the system. To search a file request:

1. From the Admin menu, select F and then click File Request Type.
2. Select Search from the options. The Search File Request Type zone appears.
3. The Search File Request Type section contains the following fields:

Field Name	Description
File Request Type	Allows you search file request by name

Description	Allows you to search file request by its description
-------------	--

4. Enter the file request name in File Request Type field or the description of file request type in Description field.
5. Click Search. The search results which match specified search criteria appear in File Request Type Search List zone.

## 2.3 Viewing Details of a File Request

The File Request Type List helps you to view the parameters associated with the file request type defined in the system. To view the details of a file request:

1. From the Admin menu, select F and then click File Request Type. Select Search from the options.
2. Search for the file request type. For information on searching a file request type, refer Searching a File Request Type section.
3. The File Request Type Search List zone contains the following columns:

































Field Name	Description
File Request Type	Used to display the name of file request type
Description	Used to display the description of file request type
Edit	Used to edit the details of the file request type
Delete	Used to delete a file request type <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Note: You can delete a File Request Type only when you have not created a file record using the File Request Type         </div>
Duplicate	Used to define a new file request type using an existing file request type schema

## File Request Type

Main

Search File Request Type

File Request Type  Description

	File Request Type	Description	Edit	Delete	Duplicate
	1 ACCOUNT_DELETE	Xml for account delete			
	2 ACCOUNT_REPLACE	Xml for account replace			
	3 ACCOUNT_UPDATE	Xml for account Update without pre processing			
	4 ACCOUNT_UPDATE_PP	Xml for account Update with pre processing			
	5 CONTRACT_ADD	Xml Contract Add			
	6 CONTRACT_DELETE	Xml for contract delete			
	7 CONTRACT_REPLACE	XML contract replace			
	8 CONTRACT_UPDATE	Xml for contract update			

**Figure 10: File Request Type Search List**

- Click **Broadcast** icon corresponding to the file request type to view the details.

Note: By default, the File Request Type zone does not appear in the File Request Type screen. It appears only when you click Broadcast icon corresponding to a File Request Type in the File Request Type List zone.

- The File Request Type zone appears. This zone contains the following sections:
  - Main** - Used to specify basic configuration details about file requests.
  - Services** - Used to define services to be executed for the file records with corresponding file requests.
  - Messages** - Used to define messages for file requests.
  - Transformation Details** – Used to define configuration for transforming file requests. Record Actions - Displays buttons to edit, delete and duplicate file request type.
  - Record Information** - Displays name and creation date, time of Business Object.
- Main section provides basic information about the File Request Type. It contains the following fields:

Field Name	Description
File Request Type	Used to display the name of file request type
Description	Used to display the description of file request type
Data Transformation Required	Used to indicate whether the file record is transformed to ORMB conform service schema
File Atomicity	Used to indicate whether file atomicity flag is True or False
File Format	Used to indicate the file formats supported for file transformation

File Extension	Used to indicate extension of files picked from SFTP server for upload and process batch execution
Upload and Process File Simultaneously	Used to indicate whether file records are uploaded and processed in a single batch using File Transform and Upload (C1-FTRAN) batch
Root XML Tag	Used to indicate the name of root tag being used in XML
File Header Required	Used to indicate whether file has header details
Header XML Tag	Used to indicate name of the header tag element of a file in XML format
File Footer Required	Used to indicate whether file has footer details
Footer XML Tag	Used to indicate the name of footer tag being used in XML
Service Log Required	Used to indicate if processing details are captured for individual records
Skip Duplicates	Used to indicate whether execution of multiple records in a single file is skipped
File Validation Algorithm	Used to indicate algorithm called to validate file header, footer and checksum
Data Transformation Algorithm	Used to indicate algorithm called to transform uploaded file to the required ORMB compliance service schema
Maximum Retry for Error Record	Used to indicate the number of maximum retry attempts allowed for any failed record
Validate Record Payload	Used to indicate whether the records having payloads for all those configured services of File Request Type are processed
Display Profile	Used to indicate the display profile ID linked with the file request type
External System	Used to indicate external system for a file request type This is field is just for information.
File Record Size Greater than 32KB	Used to indicate whether "REQUEST" field with "CLOB" data type is used to capture file record payload

7. Services section defines services for the file request type. It contains the following fields:

Field Name	Description
Sequence	Used to indicate the sequence number of service invocation and execution
Service Type	Used to indicate the type of service
Service Name	Used to Indicate the name of the service invoked and executed for every record processing
FK Reference	Used to indicate the foreign key reference which specifies the created upload request type



Pre-Processing Algorithm	Used to indicate algorithm called during pre-processing and execution of corresponding service
Post-Processing Algorithm	Used to indicate the algorithm that is called after successful processing of a record
Operation	Used to indicate the operation performed for the individual Service (Business Object)
Dependent Service Name	Used to indicate the Payload nesting level and dependent service execution <div style="border: 1px solid black; padding: 2px;">Note: This signifies a parent-child relationship.</div>
Defer Completion	Flag used to defer the completion of successfully processed record and the final status will be updated once corresponding BO Life cycle is completed <div style="border: 1px solid black; padding: 2px;">Note: An API is provided to update the final status of the respective request</div>

8. Messages section defines messages for the file request type. It contains the following fields:

Field Name	Description
Message Category	Used to indicate the message category
Message Number	Used to indicate message number to handle Retry or Sent for Approval status
Record Status	Used to indicate the status of every failed file record

9. Data Transformation section defines configuration for transforming file requests. It contains three sections:

- Header Transformation
- Footer Transformation
- Field Transformation

Transformation details are captured for the following fields:

Field Name	Description
Sequence	Used to indicate sequence of service invocation and execution while uploading data using File Transform and Upload (C1-FTRAN) Batch
Field Name	Used to indicate field name specific to Payment stage upload and Transaction business services file request transformation
Source Field Path	Used to indicate field name specific to Payment stage upload and Transaction business services file request transformation
Map Field XPath	Used to indicate XPath expression uploading data using File Transform and Upload (C1-FTRAN) Batch
Required	Flag used to perform mandatory field level validations for every record while uploading data using File Transform and Upload (C1-FTRAN) Batch
File Record Identifier	Flag used for checking duplicates entries of a file record before uploading in ORMB system

Default Value	Used to indicate default value for Sequence
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## 2.4 Editing a File Request Type

To edit a file request type, you should have File Upload Interface configuration business objects defined in the application. Follow the procedure below to edit a file request type:

1. From the Admin menu, select F and then click File Request Type. Select Search from the options.
2. Search for the file request type. For information on searching a file request type, refer [Searching a File Request Type](#) section.
3. In the File Request Type Search List zone, click Edit icon in the Edit column corresponding to the File Request Type to edit the required details.

**Tip:** You can also view defined details of a file request type and accordingly decide to edit the respective request type. Click the Broadcast icon corresponding to the File Request Type. The File Request Type zone appears. Click on Edit button in the Record Actions section.

4. The File Request Type zone appears. It contains the following sections:
  - **Main** - Used to specify basic configuration details about the file request type. This section contains the following fields:

Field Name	Description	Mandatory (Yes/No)
File Request Type	Used to define name of the file request type	Yes
Description	Used to define description of file request type	Yes
Data Transformation Required	Flag used to transform uploaded file to XML  <div style="border: 1px solid black; padding: 2px;">Note: This is required if the file record is to be transformed to ORMB conform service schema</div>	No
File Atomicity	Flag used to commit or rollback all transactions for any single failure	No
File Format	Used to define the file formats supported for file transformation  The valid formats are: CSV, XML, Fixed Position, JSON, PSV, Tilde Separated Values	Yes (If File Transformation Required check box is selected)  <div style="border: 1px solid black; padding: 2px;">Note: By default, the File Format selected is XML.</div>
File Extension	Used to specify file extensions which will be picked from SFTP server for upload and process batch execution	No
Upload and Process File Simultaneously	Flag used to upload and process file records in a single batch using File Transform and Upload (C1-FTRAN) batch	No

	<b>Note:</b> If the flag is True, you need not execute File Request Process (C1-FREQP) batch.	
Root XML Tag	Used to indicate the name of root tag being used in XML	Yes (Conditional)  <b>Note:</b> This field is required when file format is "XML" and "File Transformation Required" flag is True.
File Header Required	Flag used to specify whether file will have header details  <b>Note:</b> If True, then first row data will be passed as header string to "File Validation Algorithm".	No
Header XML Tag	Used to indicate name of the header tag element of a file in XML format. This will be used to get the header element block from the corresponding XML file.	Yes (Conditional)  <b>Note:</b> This is required when file format is "XML" and "File Header Required" flag is True and "File Transformation Required" flag is True.
File Footer Required	Flag used to specify whether file will have footer details  <b>Note:</b> If True, then last row data will be passed as header string to "File Validation Algorithm".	No
Footer XML Tag	Used to indicate the name of footer tag being used in XML This will be used to get the footer element block from the corresponding XML file.	Yes (Conditional)  <b>Note:</b> This field is required when file format is "XML" and "File Footer Required" flag is True and "File Transformation Required" flag is True.
Service Log Required	Flag used to validate if processing details need to be captured for individual records  The same details will be used on File Request dashboard for navigating to its created or updated corresponding entity.	No

Skip Duplicates	Flag used to skip execution of multiple records in a single file Multiple entries in a file are identified using "Record Identifier" configured in "Transformation Details" section.	No
File Validation Algorithm	Used to indicate algorithm used for file header, footer and checksum validation.	Yes (Conditional)  Note: This is required when either "File Header Required" or "File Footer Required" flags in File Request Type or "Validate Checksum" flag in "File Upload Interface Master Configuration" is True.
Data Transformation Algorithm	Used to indicate algorithm called to transform uploaded file to the required ORMB compliance service schema	Yes (Conditional)  Note: This is required when "Data Transformation Required" flag is True.
Maximum Retry for Error Record	Used to define the number of maximum retry attempts allowed for any failed record  Note: The value should be greater than 0.	No
Validate Record Payload	Flag used to process only those records having payloads for all those configured services of File Request Type For example, If services for Person, Account and Contract are configured for this File Request Type and legacy system wants to upload data only for Account using the same File Request Type, then Validate Service flag should be False.	No
Display Profile	Used to select the display profile ID to be linked with the file request type It is used to support client defined date format.  Note: To select display profile ID, it is mandatory to define a display profile when you set up your users.	No
External System	Used to specify external system for a file request type This field is just for information	No

File Record Size Greater than 32KB	Flag used to optimize performance If "True" then "REQUEST" field with "CLOB" data type is used to capture file record payload. Else, record payload is staged in "BO_DATA_AREA" field with "VARCHAR2(32000)" data type.	No
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- **Services** - Used to define services to be executed for the file records with corresponding file request type. This section contains the following fields:

Field Name	Description	Mandatory (Yes/No)
Sequence	Used to define sequence of service invocation and execution	Yes
Service Type	Used to define the type of service The valid values are: <ul style="list-style-type: none"> <li>• Business Object (BO)</li> <li>• Business Service (BS)</li> <li>• Service Script (SS)</li> </ul>	Yes
Service Name	Used to specify the name of the service to be invoked and executed for every record processing.	Yes
FK Reference	Used to navigate to corresponding UI, to check the created or updated details	No
Pre-Processing Algorithm	Used to specify algorithm to be used for pre-processing the execution of corresponding service. For example, this can be used to update the XML payload with more elements or override the operation based on the condition or skip this service execution.	No
Post-Processing Algorithm	Used to define the algorithm to be called after successful processing of a record	No
Operation	Used to define the operation to be performed for the individual Service (Business Object) The valid operations are: Add, Update, Replace, Delete	No
Dependent Service Name	Used to address Payload nesting level and dependent service execution This signifies parent-child relationship.	No
Defer Completion	Flag used to defer the completion of successfully processed request and the final status will be updated once corresponding BO Life cycle is completed.  <b>Note:</b> An API is provided to update the final status of the respective request.	No

**Note:** One or more services can be configured. Service can be child of other service. Service with no interdependency can also be configured. Moreover it is typical for child service to be linked to primary service in a file request type; it is also possible to link child services as child objects to other child services. This allows hierarchies of objects to be modelled in a file request type.

- **Messages** – Used to define messages for the file request type. This section contains the following fields:

Field Name	Description	Mandatory (Yes/No)
Message Category	Used to specify message category	Yes
Message Number	Used to specify number to handle Retry or Sent for Approval status	Yes
Record Status	Used to specify status for every file record	Yes

- **Data Transformation Details** – Used to define configuration for transforming file requests. This section contains the following fields:

Field Name	Description	Mandatory (Yes/No)	Comments
Sequence	Used to map field values in CSV or PSV format files The sequence number will be proportionate to the fields in a file.	Yes	For example, if a CSV file has record details such as ZZBBS1,CA,94701,true,Redwood Shores,USA,California There are seven comma-separated field values in this record. It refers that sequence numbers from one to seven can be configured.  <div style="border: 1px solid black; padding: 5px;">Note: You can map or configure same sequence number to multiple fields (Number of fields can refer to same field value provided in an individual record). Sequence Number “ZERO: 0” is reserved for capturing default values.</div>
Field Name	Used to define unique field name, which will have the mapped file sequence field value	Yes	A map with these configured “Field Names” and the corresponding “Field Values” is provided as an input to transformation algorithm.
Map Field XPath	Used to specify syntax in an Xpath expression, referencing elements in	No	<div style="border: 1px solid black; padding: 5px;">Note: This is required if ORMB provided “File Request</div>

	the instructions' referenced business objects		Transformation sample algorithm" is to be used.
Required	Flag used to perform mandatory field level validations for every record while uploading data using File Transform and Upload (C1-FTRAN) Batch	No	
Record Identifier	Flag used for checking duplicates entries of a file record before uploading in ORMB system	No	This will also be used to get the file record identifiers field values and display those details on "File Record Identifier Details" zone in "File Record Detail" dashboard.
Default Value	Used to set the default values while formation of record payload	Yes (Conditional) <b>Note:</b> This is required when "Sequence Number" is "ZERO: 0". Sequence Number "ZERO: 0" is reserved for capturing default values.	You can set default values to Date field using Date picker or using below listed predefined date constants: ":BUS_DATE" for Business Date time – This will be process date time ":SYSDATE" for System date time - This will be System Date Time ":STD_DATE" for Standard date time - This will be LOCALE date time. You can also use either of the following constants defined in File Validation Algorithm: ' :DEFAULT1' ' :DEFAULT2' ' :DEFAULT3' ' :DEFAULT4' ' :DEFAULT5' For more information, refer to the Associating File Validation Algorithm with Default Value section in File Upload Interface Quick Reference Guide.

#### 5. Modify the required fields.

**Note:** If you want to define more than one message or service or transformation details for a file request type, click Add icon in the respective sections. Similarly, if you want to delete a message or service or transformation details, click Delete icon in the respective sections.

6. Click Save. The changes made to the file request type are saved.

## 2.5 Copying a File Request Type

Instead of creating a new file request type, you can use an existing file request type to create a new File Request Type. This is possible by copying a file request type. On copying a file request type, all details, including the service are copied to the new file request type. You can also edit the respective details.

To copy a File Request Type:

1. From the Admin menu, select F and then click File Request Type. Select Search from the options.
2. Search for the file request type. For information on searching a file request type, refer Searching a File Request Type section.
3. In the File Request Type List zone, click Duplicate icon in the Duplicate column corresponding to the File Request Type whose copy you want to create.

**Tip:** Alternatively, you can click Broadcast icon corresponding to the File Request Type to copy the required details. The File Request Type zone appears. Click on Duplicate button in the Record Actions section.

4. The File Request Type zone appears. It contains sections detailed in section 2.4.
5. Enter the required fields.
6. Click Save. The new file request type is defined.

**Note:** If you want to define more than one message or service or transformation details for a file request type, click Add icon in the respective sections. Similarly, if you want to delete a message or service or transformation details, click Delete icon in the respective sections.

## 2.6 Deleting a File Request Type

To delete a File Request Type:

1. From the Admin menu, select F and then click File Request Type. Select Search from the options.
2. Search for the file request type. For information on searching a file request type, refer searching a File Request Type section.
3. In the Search Results section, click the Delete icon in the Delete column corresponding to the file request type that you want to delete. A message appears confirming whether you want to delete the file request type.

**Note:** You can delete a file request type only if you have not uploaded a file in ORMB system using the corresponding File Request Type.

4. Click OK. The file request type is deleted.



**Tip:** You can also view defined details of a file request type and accordingly decide to delete the respective request type. Click the Broadcast icon corresponding to the File Request Type. The File Request Type zone appears. Click on Delete button in the Record Actions section.

## 3. File Upload Dashboard

Once you create a file request, you can have an overview of uploaded files in ORMB staging using file upload dashboard. The file upload dashboard allows you to:

- Search for file details
- View files as per status
- Update status of records
- View File Record Service Details
- View File Record Identifier Details
- View File Record Status Transitions
- View File Record Error Message History

To launch File Upload Dashboard:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears. This zone contains the following two sections:
  - **Search Criteria** - allows you to search for a file request using various search criteria
  - **Search Results** - allows you to view the search results based on the specified search criteria.

### 3.1 Searching File Details

The Search File zone allows you to search for file detail using various search criteria. To search file details, you need to follow below steps:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.

Figure 11: Searching File Details

3. This zone contains the following fields:

Field Name	Description	Mandatory (Yes/No)
File Name	Allows you to search by uploaded or staged file name	No
File Request Type	Allows you to search by file request description	No
File Status	Allows you to search by file request status Valid values are: <ul style="list-style-type: none"> <li>• Approval Pending</li> <li>• Completed</li> <li>• Error</li> </ul>	Yes

	<ul style="list-style-type: none"> <li>• Pending</li> <li>• Rejected</li> </ul>	
External System	Allows you to search by external system	No
File Business From Date	Allows you to search file details that are uploaded from legacy system on or after a particular date	No
File Business To Date	Allows you to search file details that are uploaded from legacy system on or before a particular date	No
File Upload From Date	Allows you to search file details that are uploaded or staged in ORMB system on or after a particular date	No
File Upload To Date	Allows you to search file details that are uploaded or staged in ORMB system on or before a particular date	No

4. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that specifying either of File Name or File Request Type criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

5. Select status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

6. Click Search. The search results appear based on the specified search criteria.

## 3.2 Viewing File Details

When viewing file details, you have four options while selecting file status. They are:

- **Completed** – Files that are successfully staged
- **Pending** – Files that hold partially uploaded records  
For example, if a file has 10 records and only five records are successfully uploaded with remaining five failing due to some errors, the file status will be considered as Pending.
- **Error** – Files that have records not uploaded due to any failed validations
- **Rejected** – Files for which the File Validation Algorithm fails
- **Approval Pending** – Files for which approval is required

You have three modes to view file details based on their respective status:

- View file details with Completed or Pending status
- View file details with Error or Rejected status
- View file details with Approval Pending status

### 3.2.1 Viewing File Details with Completed or Pending Status

This section explains how to view file details with Completed or pending status. It also explains how to view files in below mentioned status.

- Pending
- Processed
- Error
- Retry
- Skipped
- In Progress

You can also view file header and footer details of respective files.

#### 3.2.1.1 Viewing Details of a File

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

Tip: You can use the ‘%’ wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

Note: Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.

The Search Results section contains the following columns:

Field Name	Description
File ID	Used to display unique auto generated File ID
File Name	Used to display name of the uploaded or staged file
File Request Type	Used to display the file request type associated with this record
Pending Records	Used to display number of records in Pending status <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Tip: Click the link to view the file record detail</div>
Processed Records	Used to display number of records in Processed status <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Tip: Click the link to view the file record detail</div>
Error Records	Used to display number of records in Error status <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Tip: Click the link to view the file record detail</div>
Retry Records	Used to display number of records in Retry status

	Tip: Click the link to view the file record detail
Ignore Records	Used to display number of records in Ignore status Tip: Click the link to view the file record detail
Skipped Records	Used to display number of records in Skipped status Tip: Click the link to view the file record detail
In Progress Records	Used to display number of records in In Progress status Tip: Click the link to view the file record detail
Records with Retry Limit Exceeded	Used to display number of records in Retry Limit Exceeded status Tip: Click the link to view the file record detail
Total Records	Used to display total number of records in this file Tip: Click the link to view the file record detail
File Business Date	Used to display the date on which the file was uploaded from legacy system Note: This date is specified in file header and is referred and set using File Validation Algorithm.
File Upload Date Time	Used to display the date and time when file was uploaded or staged in ORMB system

File ID	File Name	File Request Type	Pending Records	Processed Records	Error Records	Retry Records	Ignore Records	Skipped Records	In Progress Records	Records with Retry Limit Exceeded	Total Records	File Business Date	File Upload Date Time
1	000000010	CH_REC_ADCT_0R_000	0	1	0	0	0	0	0	0	1	02-12-2019	02-12-2019 07:12PM
2	000000010	CH_REC_ADCT_0R_000	0	0	0	1	0	0	0	0	1	02-12-2019	02-12-2019 07:03PM
3	000000010	CPM000000010	0	0	1	0	0	0	0	0	1	02-12-2019	02-12-2019 08:50PM
4	000000010	CPM000000010	0	0	1	0	0	0	0	0	1	02-12-2019	02-12-2019 08:51PM
5	000000010	CH_REC_A001_0R_000	0	0	1	0	0	0	0	0	1	02-12-2019	02-12-2019 08:44PM
6	000000010	CH_REC_A001_0R_000	0	0	1	0	0	0	0	0	1	02-12-2019	02-12-2019 08:44PM
7	000000010	CH_REC_ADCT_0R_000	0	0	1	0	0	0	0	0	1	02-12-2019	02-12-2019 08:51PM

Figure 12: Viewing Details of a File

### 3.2.1.2 Viewing Linked File Request Type

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the ‘%’ wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.

File ID	File Name	File Request Type	Pending Records	Processed Records	Error Records	Retry Records	Ignore Records	Skipped Records	In Progress Records	Records with Retry Limit Exceeded	Total Records	File Business Date	File Upload Date
1	000000018 CH_NBD_ACCT_PR_Web	New File Request To Account Admin Separation	2	0	0	0	0	0	0	0	2	02-10-2019	02-10-2019 07:13
2	000000014 CH_NBD_ACCT_PR_Web	New File Request To Account Admin Separation	2	0	0	1	0	0	0	0	2	02-10-2019	02-10-2019 07:09
3	000000013 CPHongHueg_L01_Web	CIS Customer File Request	2	0	0	0	0	0	0	0	2	02-10-2019	02-10-2019 06:59
4	000000012 CPHongHueg_L02_Web	CIS Customer File Request	2	0	0	0	0	0	0	0	2	02-10-2019	02-10-2019 06:51
5	000000011 CH_NBD_PRN_PR_Web	Payment File Request To Service PRN	2	0	0	0	0	0	0	0	2	02-10-2019	02-10-2019 06:44
6	000000010 CH_NBD_ACCT_PR_Web	New File Request To Account Admin Separation	2	0	0	0	0	0	0	0	2	02-10-2019	02-10-2019 06:41
7	000000009 CH_NBD_ACCT_PR_Web	New File Request To Account Admin Separation	2	0	0	0	0	0	0	0	2	02-10-2019	02-10-2019 06:37

Figure 13: Viewing Linked File Request Type

- Click on the link in File Request Type column. The File Request Type zone appears.
- This zone contains the configurations of the selected file. The configured values are displayed across following sections:

- Main** – Indicates the basic configuration details of a file request
- Services** – Indicates the defined services for a file request
- Messages** – Indicates the messages for a file request
- Data Transformation** – Indicates the defined configuration to transform file requests

File Request Type

Main

File Request Type: <input type="text" value="TXNACOMN"/>	Description: <input type="text" value="Minimum fields from TXNADD"/>
Data Transformation Required: <input checked="" type="checkbox"/>	File Atomicity: <input type="checkbox"/>
File Format: <input type="text" value="Comma Separated Values (CSV)"/>	File Extension: <input type="text" value="csv"/>
Upload and Process File Simultaneously: <input checked="" type="checkbox"/>	Skip Duplicates: <input type="checkbox"/>
File Header Required: <input checked="" type="checkbox"/>	Data Transformation Algorithm: <input type="text" value="Data Transformation Algorithm"/>
File Footer Required: <input type="checkbox"/>	Validate Record Payload: <input type="checkbox"/>
Service Log Required: <input checked="" type="checkbox"/>	File Upload Approval Required: <input type="checkbox"/>
File Validation Algorithm: <input type="text" value="Simple File Validation Algorithm"/>	Time Format: <input type="text" value="HH:mm:ss"/>
Maximum Retry for Error Record: <input type="text" value="3"/>	File Record Size Greater Than 32 KB: <input type="checkbox"/>
Display Profile: <input type="text" value="Other"/>	
Date Format: <input type="text" value="dd-MMM-yyyy"/>	
External System: <input type="text"/>	

Services

Sequence	Service Type	Service Name	FK Reference	Pre-Processing Algorithm	Post-Processing Algorithm	Operation	Dependent Service Name	Defer Complete
10	Business Service (FIBS)	C1-TranDtlStageUpload				Add (ADD)		<input type="checkbox"/>

Messages

Message Category	Message Number	File Record Status
3 CIS Customer Information	253 %1 field missing	Retry (RET)

Data Transformation

Header Transformation

Sequence	Field Name	Required	Default Value
1	BUSINESSDATE	<input type="checkbox"/>	
2	TXNSOURCECD	<input type="checkbox"/>	
3	TXNHEADERDTM	<input type="checkbox"/>	
4	HEADERNBRECS	<input type="checkbox"/>	
5	HEADERTXNVOL	<input type="checkbox"/>	
6	HEADERTXNAMT	<input type="checkbox"/>	

Footer Transformation

Sequence	Field Name	Required	Default Value

Field Transformation

Sequence	Field Name	Map Field XPath	Required	File Record Identifier	Default Value
0	TXNDTTM	C1-TranDtlStageUpload/0/trandtl/bnDttm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	:SYSDATE
1	EXECUTEBATCH	C1-TranDtlStageUpload/executeBatch	<input type="checkbox"/>	<input type="checkbox"/>	
2	TXNSOURCECD	C1-TranDtlStageUpload/0/trandtl/bnSourceCd	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	TXNRECTYPECD	C1-TranDtlStageUpload/0/trandtl/bnRecType	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 14: File Request Type Zone

### 3.2.1.3 Viewing Files in 'Pending' Status

To view the files in Pending status:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.
6. In the Search Results section, click on the link in the Pending column to view the details.

**Note:** Each count is hyperlinked to respective status. You need to click on the respective count to view the respective details. You must select a value greater than 0 in the corresponding column, for the results to appear on the File Record Detail screen.

7. The File Record Details zone appears. It displays following information:

Field Name	Description
File Record ID	Used to display the unique auto generated request id
Record Payload	Used to display the payload used for request processing Click on the View Payload icon to view the record payload
Transformed Payload	Used to display the transformed payload. Click on the View Payload icon to view the record payload
Retry Count	Used to display number of Retry attempts done
File Record Status	Used to display the record level status
Upload Date Time	Used to display the ORMB system date and time when the records were uploaded
Last Update Date Time	Used to display the date and time of last updated records

### 3.2.1.4 Viewing Files in 'Processed' Status

To view the files in Processed status:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.
6. In the Search Results section, click on the link in the Processed column to view the details.

**Note:** You must select a value greater than 0 in the Processed column, for the results to appear on the File Record Detail screen.

7. The File Records list appears. It displays following information:

Field Name	Description
File Record ID	Used to display the unique auto generated request id
Record Payload	Used to display the payload used for request processing Click on the View Payload icon to view the record payload
Transformed Payload	Used to display the transformed payload. Click on the View Payload icon to view the record payload
Retry Count	Used to display number of Retry attempts done
Record Status	Used to display the record status
Upload Date Time	Used to display the ORMB system date and time of uploading records
Last Update Date Time	Used to display the date and time of record updates

#### File Record Details

The screenshot shows a web interface for 'File Records'. At the top, there is a 'Main' tab and a 'File Records' header. Below the header, it indicates '1 Results, Page 1 of 1 (1 records)'. There is an 'Update Record Status' button. The main content is a table with the following columns: File Record ID, Record Payload, Transformed Payload, Retry Count, File Record Status, Upload Date Time, and Last Update Date Time. The table contains one row with the following data: File Record ID: 26200890000000000000, Record Payload: (empty), Transformed Payload: (empty), Retry Count: 0, File Record Status: Processed, Upload Date Time: 02-12-2019 07:14PM, Last Update Date Time: 02-12-2019 07:14PM.

File Record ID	Record Payload	Transformed Payload	Retry Count	File Record Status	Upload Date Time	Last Update Date Time
26200890000000000000			0	Processed	02-12-2019 07:14PM	02-12-2019 07:14PM

Figure 15: File Records

### 3.2.1.5 Viewing Files in 'Error' Status

To view the files in Error status:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.



5. Click Search. The search results appear based on the specified search criteria.
6. In the Search Results section, click on the link in the Error column to view the details.

**Note:** Each count is hyperlinked to respective status. You need to click on the respective count to view the respective details.

7. You must select a value greater than 0 in the Error column, for the results to appear on the File Record Detail screen.
8. The File Record Details zone appears. It displays following information:

Field Name	Description
File Record ID	Used to display the unique auto generated request id
File Record Identifier	Identifier used for checking duplicates entries of a file record before uploading in ORMB system
Error Message	Used to display the error message of file request
Retry Count	Used to display number of Retry attempts done
Record Payload	Used to display the payload used for request processing Click on the View Payload icon to view the record payload
Transformed Record Payload	Used to display the transformed payload. Click on the View Payload icon to view the transformed payload



**Figure 16: Viewing Files in 'Error' Status**

You also have an option to view details of Error message with respective number of records of the corresponding broadcasted file. This can be done using File Error Message List zone.

To view error message list:

1. Click on the Broadcast icon corresponding to File ID column in Search File Details Results zone for which you need to view Error list.

**Note:** You will see details only for files in Error status.

2. The File Error Message List zone appears. This zone contains the following sections:

Field Name	Description
Message Category	Used to display category of the message
Message Number	Used to display number to handle Retry or Sent for Approval status
Retry Records	Used to display number of records in Retry status

	Tip: Click on count to view all the records with Retry status.
Records with Retry Limit Exceeded	Used to display number of records in Retry Limit Exceeded status Tip: Click on count to view all the records with Retry Limit Exceeded status.
Error Records	Used to display number of records in Error status Tip: Click on count to view all the records with Error status.

	File ID	File Name	File Request Type	Pending Records	Proc	
	1	0000000035	Ch_REC_ACCT_6R.test	<a href="#">New File Request for Account Addd operation</a>	<a href="#">0</a>	<a href="#">1</a>
	2	0000000034	Ch_REC_ACCT_5R.test	<a href="#">New File Request for Account Addd operation</a>	<a href="#">0</a>	<a href="#">0</a>
	3	0000000033	CPBPricingFeed_LD1.csv	<a href="#">CPB Pricing File Request</a>	<a href="#">0</a>	<a href="#">0</a>
	4	0000000032	CPBPricingFeed_LD0.csv	<a href="#">CPB Pricing File Request</a>	<a href="#">0</a>	<a href="#">0</a>
	5	0000000031	Ch_REC_PER_2R.test	<a href="#">Person Add_No Service Log</a>	<a href="#">0</a>	<a href="#">0</a>
	6	0000000030	Ch_REC_ACCT_3R.test	<a href="#">New File Request for Account Addd operation</a>	<a href="#">0</a>	<a href="#">0</a>
	7	0000000029	Ch_REC_ACCT_2R.test	<a href="#">New File Request for Account Addd operation</a>	<a href="#">0</a>	<a href="#">0</a>
	8	0000000027	Ch_REC_PER_1R.test	<a href="#">Person Add_No Service Log</a>	<a href="#">0</a>	<a href="#">1</a>
	9	0000000026	PRICEITEMSIMPLEApproval11.xml	<a href="#">Price Item Upload</a>	<a href="#">0</a>	<a href="#">1</a>
	10	0000000025	PRICEITEMSIMPLEApproval10.xml	<a href="#">Price Item Upload</a>	<a href="#">0</a>	<a href="#">0</a>
	11	0000000024	PRICEITEMSIMPLEApproval9.xml	<a href="#">Price Item Upload</a>	<a href="#">0</a>	<a href="#">0</a>
	12	0000000023	PRICEITEMSIMPLEApproval8.xml	<a href="#">Price Item Upload</a>	<a href="#">0</a>	<a href="#">0</a>
	13	0000000022	PRICEITEMSIMPLEApproval7.xml	<a href="#">Price Item Upload</a>	<a href="#">0</a>	<a href="#">1</a>
	14	0000000021	DEMOUPLOADPRICEITEMSIMPLEApproval2.xml	<a href="#">Price Item Upload</a>	<a href="#">0</a>	<a href="#">1</a>

File Error Message List					
	Message Category	Message Number	Retry Records	Records with Retry Limit Exceeded	Error Records
1	11001-Standard	401-%1 %2 not found.	<a href="#">0</a>	<a href="#">0</a>	<a href="#">2</a>

Figure 17: File Error Message List

### 3.2.1.6 Viewing Files in 'Retry' Status

To view the files in Retry status:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.

- In the Search Results section, click on the link in the Retry column to view the details.

**Note:** You must select a value greater than 0 in the Retry column, for the results to appear on the File Record Details screen.

- The File Record Details zone appears. It displays following information:

Field Name	Description
File Record ID	Used to display the unique auto generated request id
File Record Identifier	Flag used for checking duplicates entries of a file record before uploading in ORMB System
Error Message	Used to display the error message of file request
Retry Count	Used to display number of Retry attempts done
Record Payload	Used to display the payload used for request processing Click on the View Payload icon to view the record payload
Transformed Payload	Used to display the transformed payload. Click on the View Payload icon to view the record payload

- Click on the Broadcast icon corresponding to Request Id column to view File Record Error Message History for that record.

### 3.2.1.7 Viewing Files in 'Skipped' Status

To view the files in Skipped status:

- From the main Menu, select Tools and click File Upload Dashboard.
- The Search File zone appears.
- Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

- Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

- Click Search. The search results appear based on the specified search criteria.
- In the Search Results section, click on the link in the Skipped column to view the details.

**Note:** Each count is hyperlinked to respective status. You need to click on the respective count to view the respective details.

- You must select a value greater than 0 in the Skipped column, for the results to appear on the File Record Details screen.

The File Record Details zone appears. It displays following information:

Field Name	Description
File Record ID	Used to indicate the unique auto generated request id
Record Payload	Used to display the payload used for request processing Click on the View Payload icon to view the record payload
Transformed Payload	Used to display the transformed payload. Click on the View Payload icon to view the record payload
Retry Count	Used to display number of Retry attempts done
Record Status	Used to indicate the status of the record
Upload Date Time	Used to display the ORMB system date and time of uploading records
Last Update Date Time	Used to display the date and time of record update

#### File Record Detail

The screenshot shows a web interface titled 'File Record Detail'. At the top, there is a 'Main' tab and a search bar labeled 'Search File Record Detail'. Below the search bar, it indicates '1 Results. Page 1 of 1 (1 records)'. There is an 'Update Record Status' button. Below this is a table with the following columns: Request Id, Record Payload, Transformed Record Payload, Retry Count, Record Status, Record Upload Date Time, and Record Update Date Time. The table contains one row with the following data: Request Id: 430002900000000000000000, Record Payload: (empty), Transformed Record Payload: (empty), Retry Count: 0, Record Status: Skipped, Record Upload Date Time: 02-15-2018 05:41AM, Record Update Date Time: 02-15-2018 05:41AM. There are small icons next to the Request Id and Record Payload columns.

Request Id	Record Payload	Transformed Record Payload	Retry Count	Record Status	Record Upload Date Time	Record Update Date Time
430002900000000000000000			0	Skipped	02-15-2018 05:41AM	02-15-2018 05:41AM

**Figure 18: Viewing Files in 'Skipped' Status**

- Click Broadcast icon corresponding to Request Id to view service execution details, record identifier details, status transition and error message history details for that record.

### 3.2.1.8 Viewing Files in 'In Progress' Status

To view the file requests in the Progress status:

- From the main Menu, select Tools and click File Upload Dashboard.
- The Search File zone appears.
- Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

- Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

- Click Search. The search results appear based on the specified search criteria.
- In the Search Results section, click on the link in the In Progress column corresponding to the File ID to view the details.

- The File Record Details zone appears. It displays the selected Request ID with the status as In Progress in the Status column.

Note: You must select a value greater than 0 in the In Progress column, for the results to appear in the File Record Details zone.

- Click Broadcast icon to view the details in Status Transition zone. This zone displays the Status and Reason along with the Transition Date Time.

### 3.2.1.9 Viewing File Header and Footer Details

To view the file header and footer details:

- From the main Menu, select Tools and click File Upload Dashboard.
- The Search File zone appears.
- Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

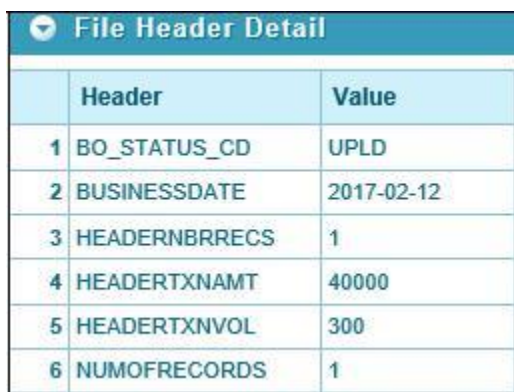
Tip: You can use the '%' wildcard character in File Name field.

- Select Completed or Pending status from the File Status drop-down list.

Note: Default value for File Status is set to Completed.

- Click Search. The search results appear based on the specified search criteria.
- Click Broadcast icon corresponding to File ID to view the header and footer details.
- The file header details appear in File Header Detail section. This section has following fields:

Field Name	Description
Header	Used to indicate the field name of respective 'Header Segment Type' in Transformation Details section
Value	Used to indicate the value of respective Header Segment Type
	Note: This column will show both, Header values specified in the file and Default value as specified in the Transformation Details.



File Header Detail		
	Header	Value
1	BO_STATUS_CD	UPLD
2	BUSINESSDATE	2017-02-12
3	HEADERNBRRECS	1
4	HEADERTXNAMT	40000
5	HEADERTXNVOL	300
6	NUMOFRECORDS	1

Figure 19: File Header Detail

The file footer details appear in File Footer Detail section. This section has following fields:

Field Name	Description
Footer	Used to indicate the field name of respective 'Footer Segment Type' in Transformation Details section
Value	Used to indicate the value of respective Footer Segment Type <div style="border: 1px solid black; padding: 2px;">           Note: This column will show both, Footer values specified in the file and Default value as specified in the Transformation Details.         </div>

File Footer Detail	
Footer	Value
1 RECORDS	1

Figure 20: File Footer Detail

### 3.2.2 View Files with Error or Rejected Status

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

Tip: You can use the '%' wildcard character in File Name field.

4. Select Error or Rejected status from the File Status drop-down list.

Note: Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.
6. The Search Results section contains the following columns:

Field Name	Description
File ID	Used to display unique auto generated File ID
File Name	Used to display name of the uploaded or staged file
File Request Type	Used to display the file request type associated with this record
Error Message	Used to display the error message
File Business Date	Used to display the date on which the file was uploaded from legacy system <div style="border: 1px solid black; padding: 2px;">           Note: This date is specified in file header and is referred and set using File Validation Algorithm.         </div>
File Upload Date Time	Used to indicate the date and time when file was uploaded or staged in ORMB system

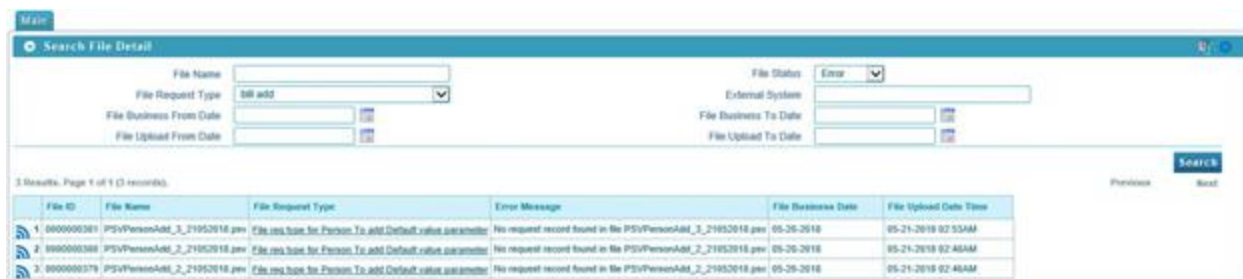


Figure 21: View Files with Error or Rejected Status

### 3.2.3 Viewing Specific File Record Details

This section lists and describes the following tasks you can perform when viewing file record details:

- View File Record Service Details
- View File Record Identifier Details
- View File Record Status Transition Details
- View File Record Error Message History Details

#### 3.2.3.1 File Record Service Details

The File Record Service Detail zone displays service execution details of the successfully processed records. To view file record service details:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the '%' wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.
6. In the Search Results section, click on the link in any of the status columns.

**Note:** You must select a value greater than 0 in the respective columns, for the results to appear in the File Record Details zone.

7. The File Record Details zone appears. Click Broadcast icon corresponding to Request Id column.
8. The File Record Service Details zone appears. This zone contains the following columns:

Field Name	Description
Sequence	Used to display sequence of service execution
Service Name	Used to indicate the name of the invoked service for this record
Entity Information	Used to display entity information for the FK Reference selected in Request Type screen

Service Payload	Used to display the service transformed payload passed to the corresponding service for processing the record
Service Record Status	Used to indicate the service level status of that record



The screenshot shows a table titled "File Record Service Detail" with a light blue header. Below the header is a table with five columns: Sequence, Service Name, Entity Information, Service Payload, and Service Record Status. The first row contains the following data: Sequence: 1, Service Name: 10 C1-BILLWRAP SVC, Entity Information: Date: 10-03-2017, Complete, Due: 09-01-2021, Service Payload: (empty), and Service Record Status: Processed.

Sequence	Service Name	Entity Information	Service Payload	Service Record Status
1	10 C1-BILLWRAP SVC	Date: 10-03-2017, Complete, Due: 09-01-2021		Processed

Figure 22: File Record Service Details

### 3.2.3.2 File Record Identifier Details

The File Record Identifier Detail zone displays the record identifier details of respective record within a file. To view file record identifier details:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File Detail zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

Tip: You can use the '%' wildcard character in File Name field.

4. Select Completed or Pending status from the File Status drop-down list.

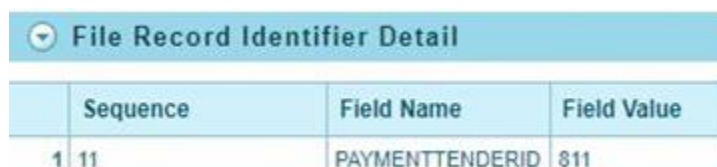
Note: Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.
6. In the Search Results section, click on the link in any of the status columns.

Note: You must select a value greater than 0 in the respective columns, for the results to appear in the File Record Details zone.

7. The File Record Details zone appears. Click Broadcast icon corresponding to Request Id column.
8. The File Record Identifier Details zone appears. This zone contains the following columns:

Field Name	Description
Sequence	Used to display the order in which the records must be transformed
Field Name	Used to indicate the field for which you want to define the record identifier
Field Value	Used to display the field value for the record identifier



The screenshot shows a table titled "File Record Identifier Detail" with a light blue header. Below the header is a table with three columns: Sequence, Field Name, and Field Value. The first row contains the following data: Sequence: 1, Field Name: PAYMENTTENDERID, and Field Value: 811.

Sequence	Field Name	Field Value
1	PAYMENTTENDERID	811

Figure 23: File Record Identifier Details



### 3.2.3.3 File Record Status Transition

The File Record Status Transition zone displays the status transition details of respective record within a file. To view file record status transition details:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

Tip: You can use the ‘%’ wildcard character in File Name field.

4. Select Completed or Pending from the File Status drop-down list.

Note: Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.
6. In the Search Results section, click on the count in any of the status columns.

Note: You must select a value greater than 0 in respective columns, for the results to appear in the File Record Details zone.

7. The File Record Details zone appears. Click Broadcast icon corresponding to Request Id column.
8. The File Record Status Transition zone appears. This zone contains the following columns:

Field Name	Description
Transition Date Time	Used to display the status transition date and time of a file record
File Record Status	Used to display the status of transitioned records
Status Update Reason	Used to display the reason of status updates
Updated By	Used to display the name of the user who has transitioned the corresponding record status

File Record Status Transition				
	Transition Date Time	Record Status	Status Update Reason	Updated By
1	06-18-2018 02:43AM	Pending	Record uploaded	Admin Banking
2	06-17-2018 10:43PM	Error	State changed from PEN to ERR	Admin Banking

Figure 24: File Record Status Transition

### 3.2.3.4 File Record Error Message History

The File Record Error Message History zone displays the error details for the respective failed record within a file. To view error details:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File Detail zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the ‘%’ wildcard character in File Name field.

4. Select Completed or Pending from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria.
6. In the Search Results section, click on the count in Error column.

**Note:** You must select a value greater than 0, for the results to appear in the File Record Detail zone.

7. The File Record Details zone appears. Click Broadcast ( ) icon corresponding to Request Id column.
8. The File Record Error Message History zone appears. This zone contains the following fields:

Field Name	Description
Error Log Date Time	Displays the date and time of file record error log entry
Error Message	Displays the file record error message

File Record Error Message History	
Error Log Date Time	Error Message
1 06-17-2018 10:43PM	Input request field 61-EFFDATE has an invalid date 01-01-1950 in file 'PSVPersonAdd_19_18062018 psv' at record 1, expected in either yyyy-MM-dd or yyyy-MM-dd-HH-mm-ss format

**Figure 25: File Record Error Message History**

### 3.3 Updating Record Status

You can update file records with Pending or Error or Retry Limit Exceed status to ‘Retry’ status. To update record status, you need to follow below steps:

1. From the main Menu, select Tools and click File Upload Dashboard.
2. The Search File zone appears.
3. Specify file name in File Name or select file request type from the File Request Type drop-down list. Note that either of File Name or File Request Type filter criteria is mandatory.

**Tip:** You can use the ‘%’ wildcard character in File Name field.

4. Select Completed or Pending from the File Status drop-down list.

**Note:** Default value for File Status is set to Completed.

5. Click Search. The search results appear based on the specified search criteria. Click on the count present in Pending or Error or Retry Limit Exceed columns in Search Results section.

**Note:** Records with only Pending (PEN) or Error (ERR) or Record with Retry Limit Exceeded (RTLE) status can be updated.

Each status count is hyperlinked to respective detail. You need to click on the respective count to view the respective details.

You must select a value greater than 0 in the corresponding column, for the results to appear in the

6. Search File Record Details zone. The File Record Details screen appears. Select the Request Id whose status you want to update.

File Record Details Bookmark Refresh

Main

File Records Data Loader

7 Results, Page 1 of 1 (7 records) Previous Next

**Update Record States**

File Record ID	File Record Identifier1	File Record Identifier2	File Record Identifier3	File Record Identifier4	File Record Identifier5	Error Message	Retry Count	Record Payload	Transformed Payload
412008900000000000000000						Division RBS not found	0		
412008900000000000000000						Division RBS not found	0		

**Figure 26: Updating Record Status**

7. Click Update Record Status button. The File Request Detail Update Reason window appears. Enter a reason.

File Request Detail Update Reason

Records with 'Error' and 'Retry Limit Exceed' status will be updated to 'Retry'. Records with 'Pending' status will be updated to 'Error'.

Reason

OK Cancel

**Figure 27: File Record Details Update Reason**

8. Click OK. The record status is updated.

## 4. File Management System

You can have an overview of uploaded files in SFTP server using file management system. The file management allows you to:

- File Search filter
- View files as per status

To launch File Management System:

1. From the main Admin Menu, select F and click File Management System.
2. The Search File Management System zone appears. This zone contains the following two sections:
  - **Search Criteria** - allows you to search for an uploaded file using various search criteria
  - **Search Results** - allows you to view the search results based on the specified search criteria.

### 4.1 Searching File

The Search File Management System zone allows you to search for file detail using various search criteria. To search uploaded file details, you need to follow below steps:

1. From the main Admin Menu, select F and click File Management System.
2. The Search File zone appears.

Figure 28: Searching File

3. This zone contains the following fields:

Field Name	Description	Mandatory (Yes/No)
File Name	Allows you to search by uploaded or staged file name	No
File Request Type	Allows you to search by files uploaded with this file request type	No
File Status	Allows you to search by file request status Valid values are: <ul style="list-style-type: none"> <li>• Ready to Upload</li> <li>• Copy in Progress</li> <li>• Approval Pending</li> <li>• Pending to Process</li> </ul>	No
File Path	Allows you to search by uploaded file path on SFTP server	No

File Upload From Date	Allows you to search by files uploaded from this date	No
File Upload To Date	Allows you to search by files uploaded till this date	No

4. Click Search. The search results appear based on the specified search criteria.

## 4.2 Viewing Uploaded File Details

When viewing file details, you have four options while selecting file status. They are:

- Ready To Upload
  - Copy in Progress
  - Approval Pending
  - Pending to Process
1. From the main Admin Menu, select F and click File Management System.
  2. The Search File Management System zone appears.
  3. If required, you can specify any of the filter criteria. Filter criteria is optional.

Tip: You can use the ‘%’ wildcard character in File Name field.

4. Click Search. The search results appear based on the specified search criteria.
5. The Search Results section contains the following columns:

Field Name	Description
File Name	Name of the uploaded file
File Request Type	This column will have value for only those files that has already been uploaded in ORMB staging with ‘Pending’ and ‘Approval Pending’ status.
File Path	File Path for files that has already been uploaded in ORMB staging will always be ‘ORMB Staging’
File Status	Uploaded file available with this status
File Size	File Size will be shown for only those files that has not yet uploaded in ORMB staging.
File Upload Approval Required	This is the flag to show whether approval is required to process this file.
Approval Transaction ID	This is the approval transaction ID of the file. This will be a hyperlink, on click it will navigate to its corresponding approval transaction.
Upload Date Time	File upload date time on SFTP server

6. You can have an overview of list of files uploaded on SFTP server.
7. In addition to these, this list will also have those files in ORMB staging with ‘Pending’ and ‘Approval Pending’ status i.e. files that has been uploaded in ORMB staging but not processed.
8. File overview is categorized into four different file status,

- Ready To Upload – These files available to upload in ORMB staging.
- Copy in Progress – File upload on SFTP server is in progress.
- Approval Pending – File uploaded in ORMB staging and awaiting for approval required to process the file.
- Pending to Process – File uploaded in ORMB staging and now available to process.

File Name	File Request Type	File Path	File Status	File Size (KB)	File Upload Approval Required	Approval Transaction ID	Upload Date Time
1 Country_21122018_2.txt	Country.create	ORMB Staging	Approval Pending	0	YES	455497733167276	12-21-2018 02:45PM
2 Country_21122018_3.txt	Country.create	ORMB Staging	Approval Pending	0	YES	843883519384488	01-09-2019 04:18PM
3 Country_21122018_4.txt	Country.create	ORMB Staging	Approval Pending	0	YES	357096678043119	01-09-2019 04:28PM
4 Ch_REC_ACCT_1R.txt	New File Request for Account Add operation	ORMB Staging	Pending To Process	0	NO		02-12-2019 06:28PM
5 REC_BILL_1R_N.txt	bill.add	ORMB Staging	Pending To Process	0	NO		02-15-2019 03:21PM

**Figure 29: File Management System overview**