

HSBC*net* Automated File Delivery Service

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Creating schedules using HSBCnet Automated File Delivery

The Automated File Delivery (AFD) tool allows you to schedule reports and files to be sent to your HSBCnet computer or email account at specified times.

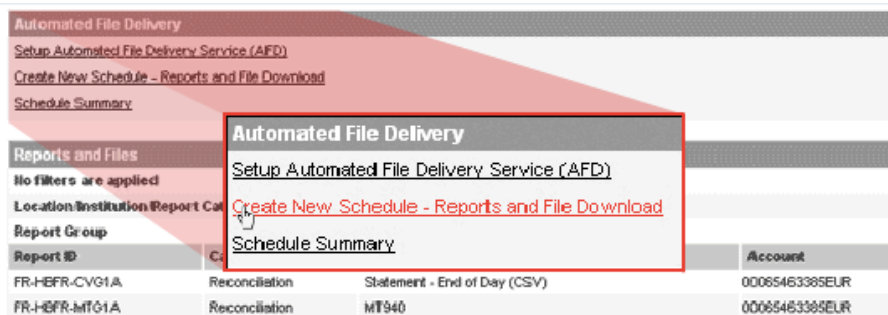
You can set different schedules to send reports at different times of the day. The schedules are flexible, but keep in mind that you should only create as many schedules as you need to avoid overloading your workstation with too many reports.

How do I create a new schedule?

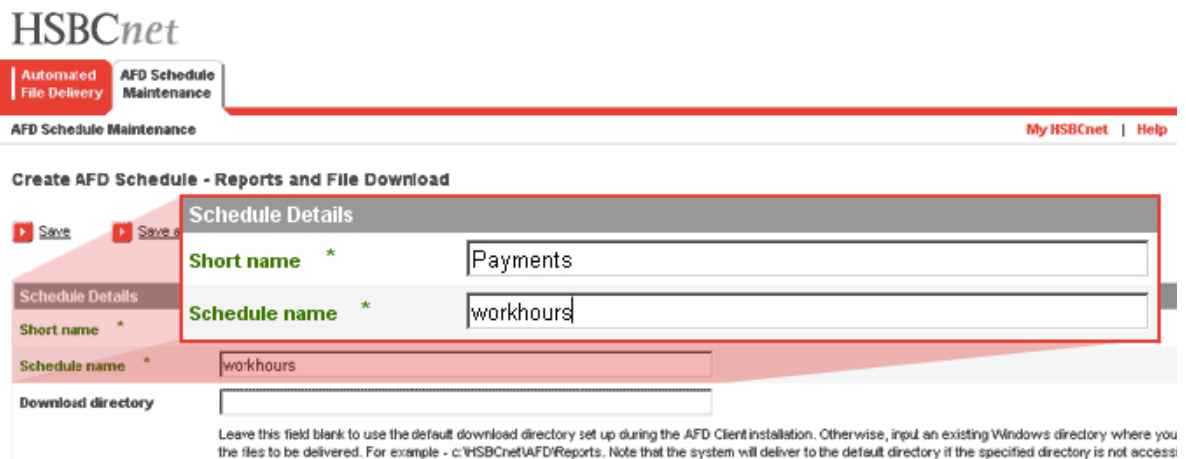
You can create different schedules to meet your business needs.

To create a schedule:

1. Under the **Automated File Delivery** menu, select **Create New Schedule – Reports and File Download**. The AFD Schedule Maintenance tab will open in HSBCnet.



2. Under **Schedule Details**, enter the **Short Name** and **Schedule Name**.
 - The **Short Name** is used to identify and search for your schedule.
 - The **Schedule Name** is used to identify and describe your schedule.



- Enter the required schedule details (marked with an asterisk *):
 - Receive reports:** How you will receive the reports by email.
 - Schedule frequency:** How often the schedule will run.
 - Generate report:** What time the schedule will run.
 - Time zone:** Your desired time zone.

Schedule Details

Short name *

Schedule name *

Download directory

Leave this field blank to use the default download directory set up during the AFD Client installation. Otherwise, input an existing Windows directory where you wish the files to be delivered. For example - \\HSBCnet\AFD\Reports. Note that the system will deliver to the default directory if the specified directory is not accessible.

Receive reports *

In Bulk - All selected reports will be received in one email

Individually - Reports will be received individually per email

Schedule frequency * Mon Tue Wed Thu Fri Sat Sun

The Month-end report will be generated on the first day of each month. To ensure that your report includes complete data for all the accounts you select, we suggest the default time to be 12:00pm GMT. If you change this default time, the report may not include data from the last day of the month.

Generate report *

At specific time h:mm h:mm h:mm

Every Hour(s) From h:mm To h:mm

Time zone *

Based on the time zone selected, our system will automatically adjust daylight saving where applicable

- In the **Report Summary List**, select the reports you want the schedule to download. You can find reports created by *Report Writer* in the **Customised Reports** tab.

Tip! Select all available reports or clear all selected reports using the **Select All** and **Clear All** buttons at the top and bottom of the **Report Summary List**.

Report Summary List

Standard Reports: Customised Reports

	Report ID	Report name	Category	File name	Unique file name
Australia HBAU					
<input type="checkbox"/>	AF010	AutoPay Payment Set Termination Advice	Custom	AF010AUHBAU	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AF011	AutoPay First Party Transaction Advice	Custom	AF011AUHBAU	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AF012	AutoPay Non-Payment Advice	Custom	AF012AUHBAU	<input checked="" type="checkbox"/>

- Click **Save**. You will be taken to a page that summarizes your schedule details (see next). The schedule will start running at the next specified time.

Note: To save your settings as a draft, click **Save as Incomplete**.

Acknowledgement - AFD Schedule (Create) - Reports and File Download

Schedule Information				
New status	Received by Bank			
Short name	Payments			
Schedule name	workhours			
Instruction reference number	UQC2DQU007L2			

Schedule Details	
Download directory	
Frequency	Daily - Mo Tu WTh Fr
At time	Every 4 hour(s) 12:00 - 20:00
Time zone	United Kingdom (GMT 0)
Receive reports	In Bulk - All selected reports will be received in one email

Report Summary List				
Standard Reports		Customised Reports		
Report ID	Report name	Category	File name	Unique file name
Brunei HBAP				
DD983R1	PICC Master Pooling Ne: Advantage Reallocation Position Report	Liquidity	DC983R1BNHBAP	<input checked="" type="checkbox"/>
DD985R1	PICC Master CC Interes: Allocation Report	Liquidity	DC985R1BNHBAP	<input checked="" type="checkbox"/>
DD985R2	PICC Master CC Interes: Allocation Summary Report	Liquidity	DC985R2BNHBAP	<input checked="" type="checkbox"/>
DD985R2A	PICC Master CC Interes: Allocation Summary Report (On-Request)	Liquidity	DC985R2ABNHBAP	<input checked="" type="checkbox"/>

How do I specify where my reports are saved?

Your reports will be saved to the default directory specified during set-up. You can specify a different directory to save your reports in the **Schedule Details**.

To specify where your reports are saved:

1. Create a new schedule.
2. Under **Schedule Details** > **Download directory**, enter your desired directory path.
3. Enter the remaining schedule details and click **Save**. The schedule will begin running at the next specified time and reports will be delivered to the new directory.

Note: If the new directory is inaccessible, files will be saved to the default directory.

Schedule Details	
Short name *	<input type="text" value="Payments"/>
Schedule name *	<input type="text" value="workhours"/>
Download directory	<input type="text"/>
<small>Leave this field blank to use the default download directory set up during the AFD Client installation. Otherwise, input an existing Windows directory where you wish the files to be delivered. For example - c:\HSBCnet\AFD\Reports. Note that the system will deliver to the default directory if the specified directory is not accessible.</small>	
Receive reports *	<input checked="" type="radio"/> In Bulk - All selected reports will be received in one email <input type="radio"/> Individually - Reports will be received individually per email

How do I specify how many emails I receive?

You can choose to receive your scheduled reports bundled in one email, or individually in separate emails.

To specify how many emails you receive:

1. Create a new schedule.
2. Under **Schedule Details > Receive Reports**, choose to receive reports **In Bulk** or **Individually**:
 - To receive all reports in one email, select **In Bulk**. Choose this option if your schedule will download only a few reports and files.
 - To download many reports and files from a single schedule, select **Individually**. This will avoid slowing down the system with a large file transfer.
3. Enter the remaining schedule details and click **Save**. The schedule will begin running at the next specified time.

Schedule Details

Short name *

Schedule name *

Download directory

Receive reports *

Receive reports *

In Bulk - All selected reports will be received in one email

Individually - Reports will be received individually per email

Leave this field blank to use the default download directory set up during the AFD Client installation. Otherwise, input an existing Windows directory where you wish the files to be delivered. For example - c:\HSBCnet\AFD\Reports. Note that the system will deliver to the default directory if the specified directory is not accessible.

How do I specify how often I receive reports?

You can select whether your schedule runs daily, weekly, or monthly.

To specify when your schedule runs:

1. Create a new schedule.
2. Under **Schedule Details > Schedule Frequency**, select how often you want the schedule to run using the drop-down menu:
 - **Daily**: Monday to Friday are automatically selected, with Saturday and Sunday as optional. You can change these settings by checking and unchecking the boxes next to each day.
 - **Weekly**: You can select to receive your reports on one or more days weekly by checking and unchecking the boxes next to each day.
 - **Month-end**: You will receive a report on the last calendar day of each month.
3. Enter the remaining schedule details and click **Save**. The schedule will begin running at the next specified time.

Schedule name *

Schedule frequency *

Receive reports *

Schedule frequency *

workhours

Daily

Mon Tue Wed Thu Fri Sat Sun

Leave this field blank to use the default download directory set up during the AFD Client installation. Otherwise, input an existing Windows directory where you wish the files to be delivered. For example - c:\HSBCnet\AFD\Reports. Note that the system will deliver to the default directory if the specified directory is not accessible.

In Bulk - All selected reports will be received in one email

Individually - Reports will be received individually per email

How do I set up recurring schedules?

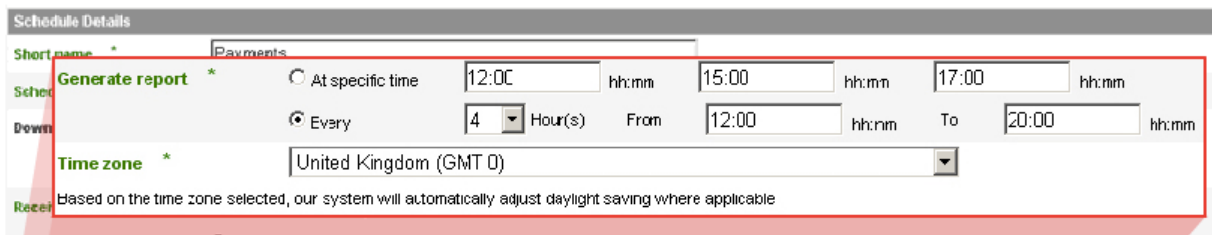
You can create a recurring schedule that runs every few hours within a given time period.

To create a recurring schedule:

1. Create a new schedule.
2. Under **Schedule Details > Generate Report**, enter how often you would like to run the schedule (Every X hours) and the time period when you would like the reports to be generated.

Note: Each schedule can run a maximum of 8 times within a given time period.

3. Specify your time zone.
4. Enter the remaining schedule details and click **Save**. The schedule will begin running at the next specified time.



The screenshot shows the 'Schedule Details' form with a red box highlighting the 'Generate report' section. The form includes the following fields:

- Short name ***: Payments
- Generate report ***:
 - At specific time: 12:00 hh:mm, 15:00 hh:mm, 17:00 hh:mm
 - Every: 4 Hour(s) From 12:00 hh:mm To 20:00 hh:mm
- Time zone ***: United Kingdom (GMT 0)

Based on the time zone selected, our system will automatically adjust daylight saving where applicable

Viewing and modifying schedules using HSBCnet Automated File Delivery

You can view your existing schedules by selecting **Schedule Summary** under the **Automated File Delivery** menu. From here, you can view, copy, delete, pause and reactivate your schedules.

- **To view schedule details**, click on the schedule's **Short name**.
- **To view schedule activity details**, click on the schedule's **Status**.

Tip! Use the **Quick Search** tool on the right of the screen to find a particular schedule.

Schedule Summary

To modify or create a new schedule from existing one, click on the action arrow of the Schedule.
To view schedule details, click on the Short name of the Schedule.
To view schedule activity details, click on the Status of the Schedule.

 Create new schedule

Short name	Schedule name	Type	Frequency	At time	Next activation	Status	Action
Payments	workhours	Schedule Download	Daily - Mo Tu We Th Fr	Every 4 hour (s) 12:00 - 20:00	17/02/2006 12:00	Active	

 [Back to top](#)

Quick Search

Short name

Schedule name

Type


Frequency


Next activation date (dd/mm/yyyy)

From

To

Schedule status

 Apply

 Clear

How do I modify my existing schedules?

You can modify existing schedules by changing the schedule's settings.

To modify a schedule:

1. In the **Schedule Summary**, click on the **Action arrow** of the schedule you want to modify.

Short name	Schedule name	Type	Frequency	At time	Next activation	Status	Action
Payments	workhours	Schedule Download	Daily - Mo Tu We Th Fr	Every 4 hour (s) 12:00 - 20:00	17/02/2006 12:00	Active	

2. Select **Modify**. The **AFD Schedule Maintenance** tab will open in the browser.
3. Make your desired changes and click **Save** to apply the changes to your schedule.

How do I create a new schedule from an existing one?

If you want to reuse a schedule's settings, you can create a new schedule from an existing one.

To create a new schedule from an existing one:

1. In the **Schedule Summary**, click on the **Action arrow** of the schedule you want to copy.

Short name	Schedule name	Type	Frequency	At time	Next activation	Status	Action
Payments	workhours	Schedule Download	Daily - Mo Tu We Th Fr	Every 4 hour (s) 12:00 - 20:00	17/02/2006 12:00	Active	

2. Select **Copy**. The **AFD Schedule Maintenance** tab will open in the browser.
3. Make any desired changes and click **Save** to apply the changes to your new schedule.

How do I delete a schedule?

If you no longer need a schedule, you can delete it.

To delete a schedule:

1. In the **Schedule Summary**, click on the **Action arrow** of the schedule you want to delete.

Short name	Schedule name	Type	Frequency	At time	Next activation	Status	Action
Payments	workhours	Schedule Download	Daily - Mo Tu We Th Fr	Every 4 hour (s) 12:00 - 20:00	17/02/2006 12:00	Active	

2. Select **Delete**. The system will ask for confirmation.
3. Provide confirmation and the schedule will be deleted.

How do I pause a schedule?

If you no longer need a schedule, but would like to save the settings for future use, you can pause it.

To pause a schedule:

1. In the **Schedule Summary**, click on the **Action arrow** of the schedule you want to pause.

Short name	Schedule name	Type	Frequency	At time	Next activation	Status	Action
Payments	workhours	Schedule Download	Daily - Mo Tu We Th Fr	Every 4 hour (s) 12:00 - 20:00	17/02/2006 12:00	Active	


2. Select **Suspend**. The system will ask for confirmation.
3. Provide confirmation and the schedule will be suspended.

How do I reactivate a paused schedule?

If you want to resume a paused schedule, you can reactivate it.

To restart a paused schedule:

1. In the **Schedule Summary**, click on the **Action arrow** of the schedule you want to reactivate.

Short name	Schedule name	Type	Frequency	At time	Next activation	Status	Action
Payments	workhours	Schedule Download	Daily - Mo Tu We Th Fr	Every 4 hour (s) 12:00 - 20:00	17/02/2006 12:00	Active	

2. Select **Reactivate**. The system will ask for confirmation.
3. Provide confirmation and the schedule will begin running at the next specified time.

Installation and troubleshooting

How do I set up my Automatic File Delivery Service?

If this is your first time using the Automatic File Delivery tool on *HSBCnet*, contact your System Administrator to set up the service for you.

What if I can't find the report I need in the Report List?

If the report you're looking for is not in the **Report Summary List** under the **Standard Reports** tab or the **Customised Reports** tab, contact your System Administrator to see if you have authorized access to that particular report.

Why doesn't my schedule create new reports?

The Automated File Delivery schedule only delivers reports that physically reside under the **Reports and File Download** tool; it does not create new reports. To create a new report, see *HSBCnet's* Reports and File Download documentation.