

COMSUITE Conversion Tool - Quick Reference Guide

(A). How to Launch COMSUITE Conversion Tool

After COMSUITE Conversion Tool installation, a shortcut icon will be automatically created on the desktop and on the Start/All Program.

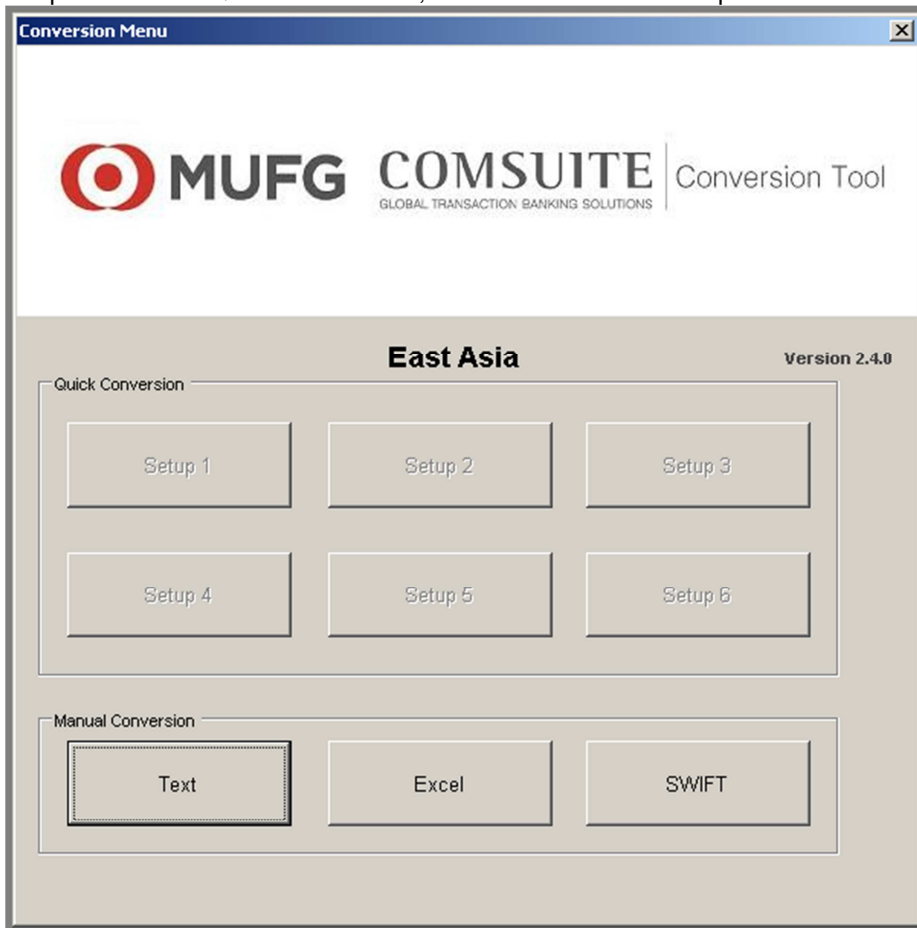
Double click on the shortcut icon to launch COMSUITE Conversion Tool application.



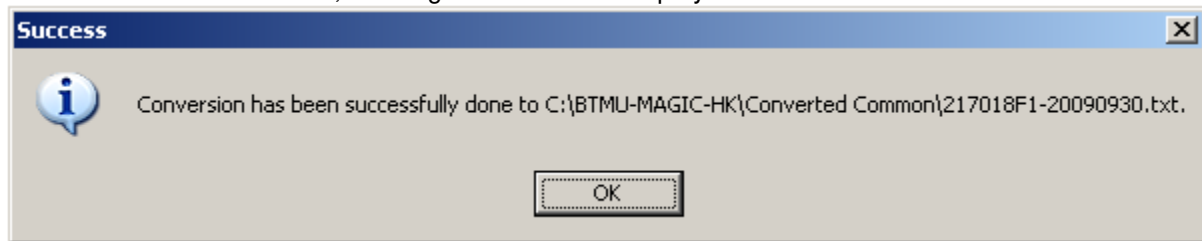
(B). How to Use Quick Conversion Menu

Quick Conversion Menu screen has 6 configurable buttons. If there is no setup done, the buttons will be disabled. Please contact our support staff for setup.

To proceed with Quick Conversion, click on relevant file template button as below.



On **successful conversion**, message below will be displayed.



Note: If there is error occurred during conversion, please capture screenshot and contact our support staff.

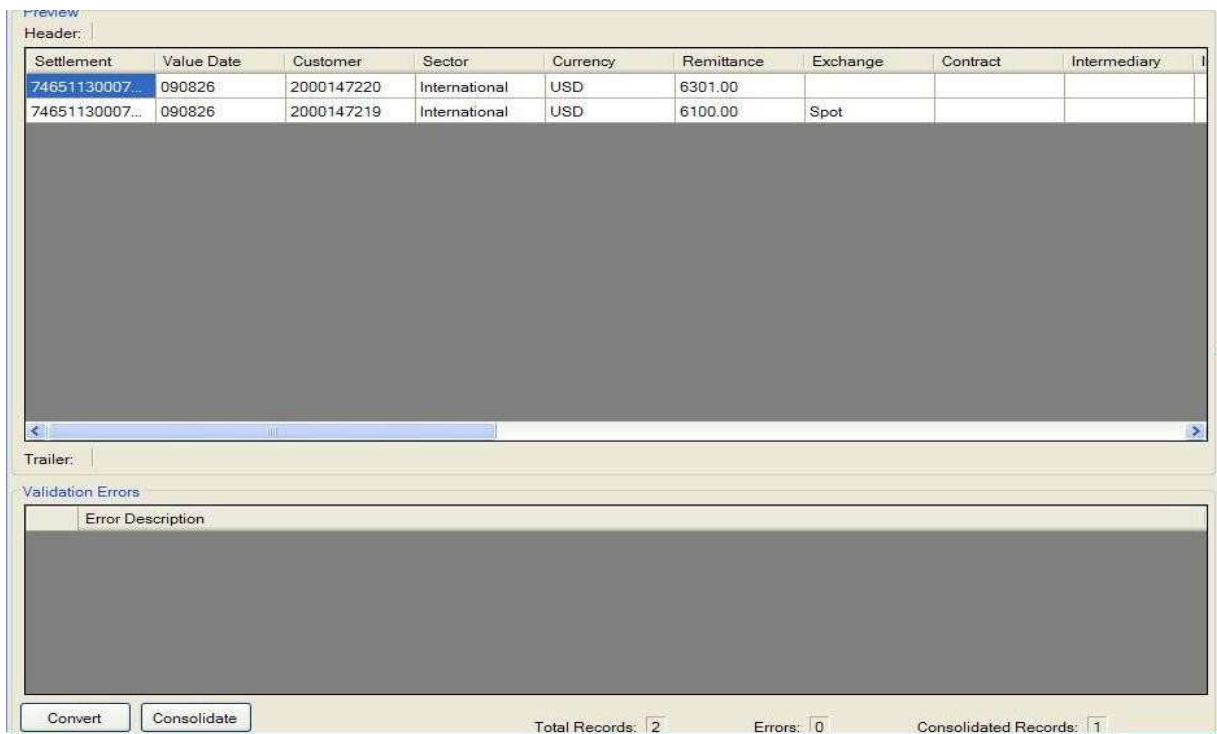
(C). How to Use Manual Conversion

To use manual conversion, you may click on the relevant button as below.

- Common transaction in Text, Fixed Width, CSV, Unstructured Text – click on “Text” button.
- Common transaction in Excel – click on “Excel” button.
- Common transaction in SWIFT – click on “SWIFT” button.

Fill in the required information and click “Preview”.

A preview window will be displayed and if there is any error, it will be highlighted and described.



To proceed with the conversion, click “Convert” button.

If you wish to 'Consolidate', select required criteria when prompted and click "Consolidate" as below.

There is an extra field called "Consolidate Field" is added in GCMS, GCMS Plus, iFTS-2, iRTMS, RTMS (Hong Kong) and CARROT Invoice master templates which can be used in Consolidation as a Group By criteria.

The screenshot shows a Windows-style dialog box titled "Consolidate Common Transaction Data". It contains several sections: "Group By" with a list of fields including "Group By", "Beneficiary Name", and "Consolidate Field", each with a checkbox; "Reference Fields" with a table for mapping fields; "Payment Options" with radio buttons for "+ve as Payment Option" and "-ve as Payment Option"; and "Payment Record" with a checkbox for "Sum up Gross Amount". A "Consolidate" button is at the bottom left.

Group By	
<input checked="" type="checkbox"/>	Group By
<input checked="" type="checkbox"/>	Beneficiary Name
<input checked="" type="checkbox"/>	Consolidate Field
<input type="checkbox"/>	

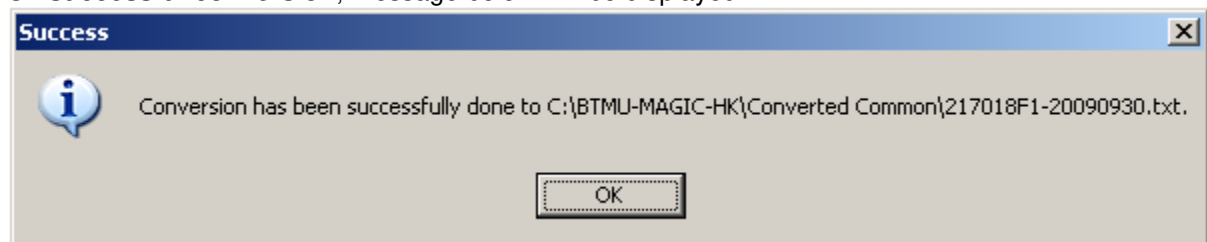
Reference Fields	
<input checked="" type="checkbox"/>	Append Field
<input type="checkbox"/>	Reference Fields

Payment Options: ☒ +ve as Payment Option ☐ -ve as Payment Option

Payment Record: ☐ Sum up Gross Amount

Consolidate

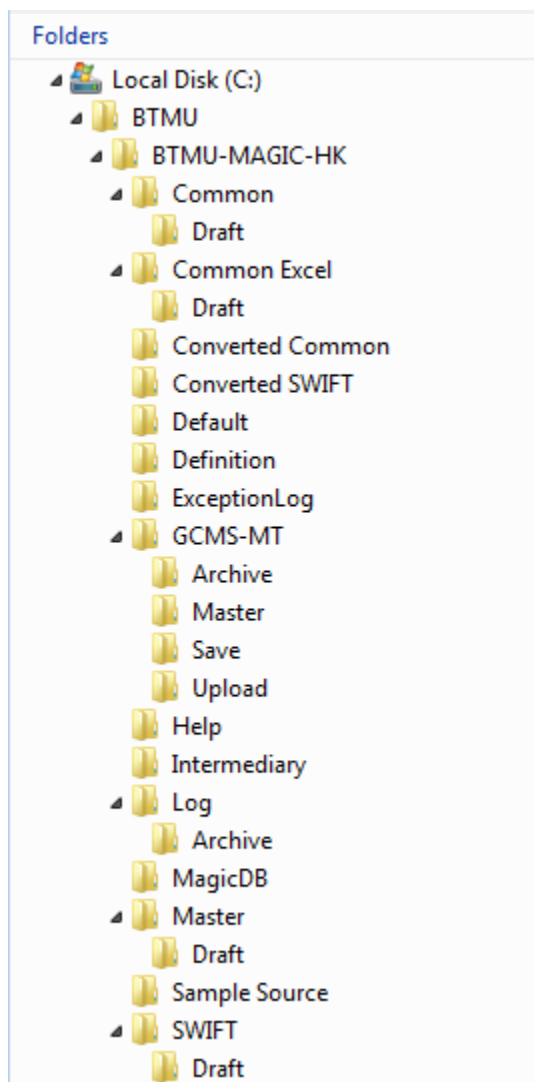
On **successful conversion**, message below will be displayed.



Note: In iRTMS format and iFTS-2 Single Line format conversion, an option whether summing up the amount values within each group is able to choose by user. The rest of the formats will sum up the amount value by default. No option is provided.

(D). How to Locate Source File and Output File

Below is the folder structure of COMSUIE Conversion Tool application. By default, COMSUIE Conversion Tool is installed into C:\BTMU\BTMU-MAGIC-HK folder.



Folders are created during the installation of COMSUIE Conversion Tool. You may re-configure the folders accordingly in the COMSUIE Conversion Tool Configuration file.

Folder definition:

\Master	: For master templates
\Common	: For common text format templates
\Common Excel	: For common excel format templates
\SWIFT	: For SWIFT format templates
\Converted Common	: For converted common output
\Converted SWIFT	: For converted SWIFT output
\Definition	: For definition file (defined from unstructured file format)
\Intermediary	: For intermediary file from unstructured file format
\GCMS-MT\Archive	: For backup of original file from \Upload if the same filename exist in \Upload when saving.
\GCMS-MT\Master	: For storing of Master files downloaded from GCMS website
\GCMS-MT\Save	: Defined as save folder for GCMS-MT output.
\GCMS-MT\Upload	: Defined as upload folder for GCMS-MT output. A copy of the output will be saved to \Save folder.
\<...>\Draft	: For storing respective draft templates
\Log	: Log files folder
\Log\Archive	: More than 1 year old log files will be archived to this folder
\ExceptionLog	: For storing exception log when this option is turned on.
\Help	: Help file folder
\MagicDB	: Storing database lookup reference table
\Default	: GCMS-MT Offline.ini and essential files

Optional

\GnuPGHome	: GnuPG Encryption files (for Sydney)
\GnuPG147	: GnuPG Encryption files (for India)

(E). Output File Naming Convention

COMSUIE Conversion Tool output file has the following naming convention:

Sr.	File Format	Common Output Filename
1	GCMS	Prefix (GCMS) + yyyyymmddhhMMss.txt
2	VPS	NNNNNN + F1-yyyyymmdd.txt (NNNNNN – Customer Account Number)
3	EPS	Prefix (EPS) + yyyyymmdd + hhMMss + .txt
4	iRTMS	Prefix (iRTMS) + XXyyyyymmddhhMMss.txt where (XX – CI, RM, GD, GC to indicate the different types of Master Templates)
5	iFTS	Prefix (iFTS) + yyyyymmddhhMMss.txt
6	iFTS2	Prefix (iFTS2) + yyyyymmddhhMMss.txt
7	Bulk Transfer	Prefix (BulkVN) + yyyyymmdd + hhMMss .txt
8	CWS	Prefix (CWS) + yyyyymmdd + hhMMss .csv
9	Mr. Omakase India	Prefix (_OMA_) + yyyyymmdd + hhMMss + FYI .txt (non- encrypted) Prefix (_OMA_) + yyyyymmdd + hhMMss .txt (encrypted)
10	Mr. Omakase India II	Prefix (_OMA_) + yyyyymmdd + hhMMss .txt (encrypted)
11	GCMS Plus	*Prefix (GCMSPlus) + yyyyymmddhhMMss.txt
12	Auto Debit	Prefix (AutoDebit) + yyyyymmddhhMMss +.csv Prefix (AutoDebit) + yyyyymmddhhMMss .txt (CRC-32 - 10 digits Control Code File)
13	Auto Cheque	Prefix (AutoCheque) + yyyyymmddhhMMss +.csv Prefix (AutoCheque) + yyyyymmddhhMMss .txt (CRC-32 - 10 digits Control Code File)
14	Funds Transfer Instruction	Prefix (FTI) + yyyyymmddhhMMss +.csv Prefix (FTI) + yyyyymmddhhMMss .txt (CRC-32 - 10 digits Control Code File)
15	CARROT Customer	Prefix (CARROTCustomer) + yyyyymmdd + hhMMss .csv
16	CARROT Invoice	Prefix (CARROTIvoice) + yyyyymmdd + hhMMss .csv
17	FPS	FPS + yyyyymmddhhMMss +.csv
18	Auto Cheque	AutoChequeACMS + yyyyymmddhhMMss +.csv AutoChequeACMS + yyyyymmddhhMMss .txt (CRC-32 - 10 digits Control Code File)
19	Funds Transfer Instruction	FTIACMS + yyyyymmddhhMMss +.csv FTIACMS + yyyyymmddhhMMss .txt (CRC-32 - 10 digits Control Code File)

Where:

- yyyy = 4 digits year
- mm = 2 digits month
- dd = 2 digits day
- hh = 2 digits hour
- MM = 2 digits minute
- ss = 2 digits second

These date and time are automatically defined by COMSUITE Conversion Tool, using system time where the application is running.

* If the number of records in the converting source file is exceeded 1000 records, and user let system proceed with conversion, the output file will have a postfix (_N) in the file name; whereby N=sequence number of Splitting Files. For example; converting 'GCMSPPlus20110627131005' with **1100 records** will be output as two separate files:

GCMSPlus20110627131005_1.txt (with first **1000** records)
GCMSPlus20110627131005_2.txt (with last **100** records)

Template Naming Convention:

<template name>.extension

- | | |
|--------------------|--------|
| 1. Master template | : .mmt |
| 2. Common template | : .mct |
| 3. Definition | : .mdt |
| 4. Intermediary | : .txt |

(F). Configuration for GCMS Money Transfer Data Entry

Offline.INI

GCMS-MT is using Offline.ini file with the following initial setting:

```
[SETUP]
chargeselection=1
prefix=GCMS
```

ChargeSelection is to define Duplex or Triplex.

- 0 (zero) = Duplex
- 1 (one) = Triplex.

Prefix is to define output filename prefix for GCMS-MT.

Example: GCMS20090909100112.txt

(G). Configuration for GCMS Hashing

COMSUITE Conversion Tool hashing can be Enabled/Disabled in the COMSUITE Conversion Tool System Configuration file (*BTMU- Magic-HK.exe.config*), this is independent from GCMS – Money Transfer function.

By default Hashing is Disabled (False).

```
<setting name="GCMSHashing" serializeAs="String">
  <value>False</value>
</setting>
```
