

# Data Transfer System (Data-DTS)

Abstract: automated transfer of static data to fundinfo

Version 1.3.2

Revision date: 20 February 2018

data\_transfer\_system\_data-dts\_abstract\_op-p-en-000004-1.3.2

---

## 1. Summary

This document describes the automated transfer of static data to fundinfo.

Static data is the underlying information required for the correct publication of your fund range on [www.fundinfo.com](http://www.fundinfo.com) and the correct delivery of documents to your distribution partners.

## 2. Requirements

fundinfo's system is built on the openfunds standard ([www.openfunds.org](http://www.openfunds.org)). For details regarding the current field lists, please consult <https://www.openfunds.org/fieldmenu/fields/>. Please contact us in case you are unsure which template/field version is the appropriate.

In order to use the Data-DTS service, static data needs to be delivered proactively using a template which you have previously successfully validated at <https://validate.fundinfo.com/Data/Spreadsheet>.

## 3. Specification

The necessary default templates are available here:

<https://about.fundinfo.com/en/support/user-guides/>

Please consult our user manual with value specifications at

[https://about.fundinfo.com/media/1941/fundinfo\\_static\\_data\\_template\\_value\\_specification\\_op-p-en-000006.pdf](https://about.fundinfo.com/media/1941/fundinfo_static_data_template_value_specification_op-p-en-000006.pdf) for any questions you might have regarding data fields, validation checks or template versions.

## 4. Transmission process

For ongoing transmissions, please note the following:

### 4.1 File transfer via FTP

- The file transfer is performed by uploading your file on fundinfo's FTP.
- We will create your fund house account and provide the credentials upon request.
- Please inform [data-team@fundinfo.com](mailto:data-team@fundinfo.com) once you have pushed the first file, as our IT needs to implement the daily automated pick-up.

### 4.2 Implementation:

- The file name and file extension is fix-implemented; so please always stick to the same file name when uploading a new version (by replacing the previous one).
- Our system is case sensitive, so even a change of lower case to capital letters makes a difference. If you push a file with a different file name, the upload will fail without notifying us.
- As best practice we suggest using a naming convention with reference to the content of the file; e.g. for static data, we might use *[name of fundhouse]\_StaticData*.

In case there is a specific client setup requiring a customized template version, naming convention might be different. We will discuss with you the best name to use in such situations.

#### 4.3 Processing:

- Kindly note that our ftp folder is accessed several times per day, every 4 hours. Our operations team will receive an automatic notification once you have pushed a new file onto the FTP server.
- If the file validation fails, you will be notified, as our system is unable to process the file.
- In case the validation result is positive, all changes/instructions are checked by our operations team prior to upload. In case of questions/inconsistencies, you will be contacted for clarification.
- We will do our best to process all notifications which reach us with the 12pm ftp access (UCT+1 Zurich time). In case of huge workload, it might happen that changes can't be processed on the day of the upload. In such cases, you will be notified.
- All changes submitted in the afternoon will only be checked/processed the next Zurich business day.
- Due to the overnight database synchronisation, all modifications will be reflected on our platform and client systems one day after processing.

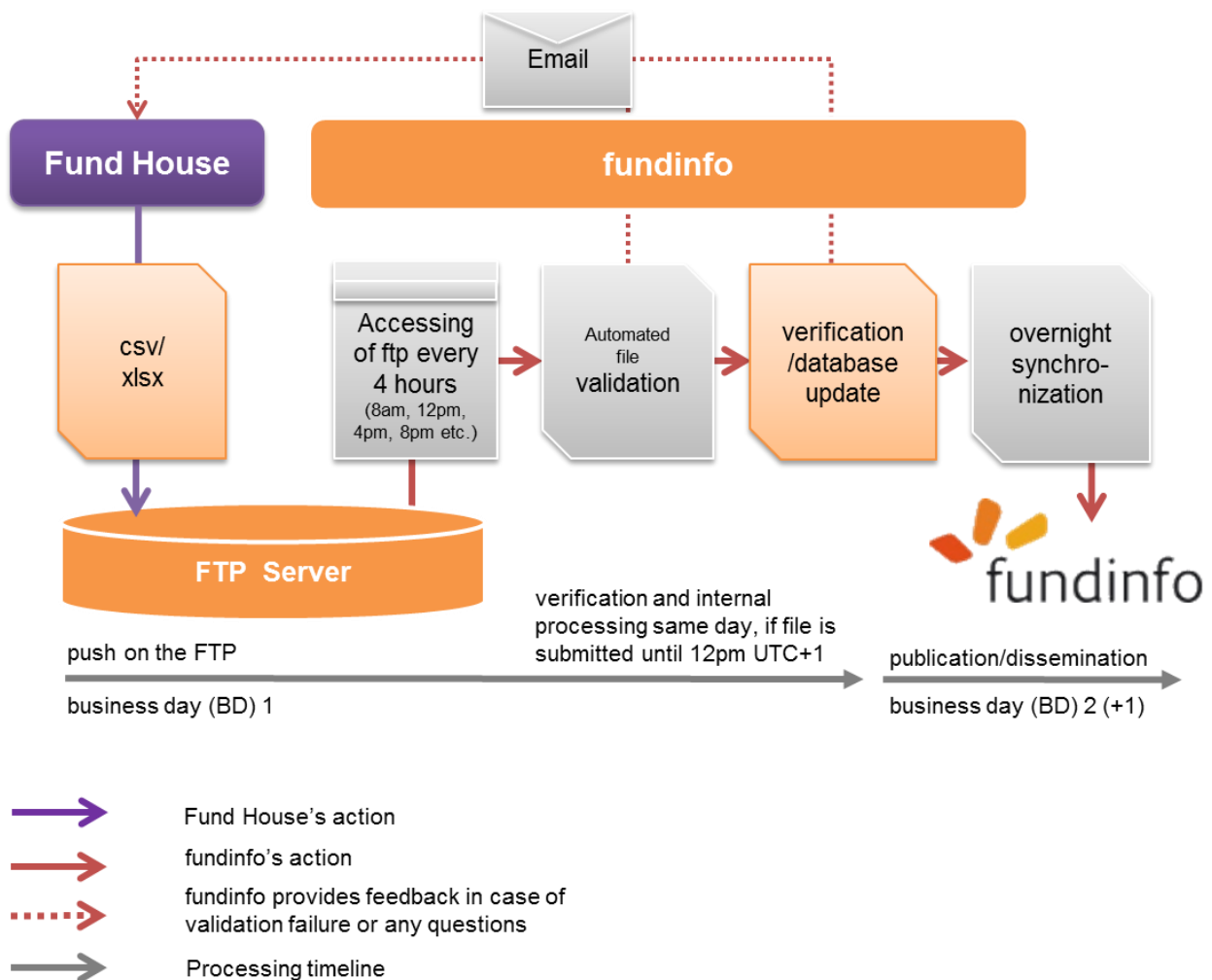


Fig. 1: Process for delivering static data to fundinfo (left-to-right)

#### 4.4 Data Scope

- The file should always contain the full scope of data points and lines (share classes).
- Files containing a subset of your funds or data points will not be processed.

#### 4.5 Important to know

- Once the FTP push is effective, the file becomes the sole source of your company's static data. As a result, fundinfo's system will no longer accept manual changes and all amendments will need to be reflected in the static data file via the FTP upload.
- Once the process is up- and running, you will only be notified by fundinfo in case of inconsistencies / queries.
- As our system recognises new files automatically, you do not need to inform us as soon as you have pushed a new file.

### 5. Revision History

Version	Date	Author	Description
1.0.0	19.05.2015	<a href="mailto:birgit.partin@fundinfo.com">birgit.partin@fundinfo.com</a>	Initial version
1.0.1	06.06.2015	<a href="mailto:birgit.partin@fundinfo.com">birgit.partin@fundinfo.com</a>	Update
1.1.0	12.04.2016	<a href="mailto:birgit.partin@fundinfo.com">birgit.partin@fundinfo.com</a>	New layout
1.2.0	15.11.2016	<a href="mailto:birgit.partin@fundinfo.com">birgit.partin@fundinfo.com</a>	New URL on manuals
1.3.0	09.01.2017	<a href="mailto:birgit.partin@fundinfo.com">birgit.partin@fundinfo.com</a>	Updated processing frequency
1.3.1	09.02.2017	<a href="mailto:birgit.partin@fundinfo.com">birgit.partin@fundinfo.com</a>	Update of Office Hours
1.3.2	20.02.2018	<a href="mailto:birgit.partin@fundinfo.com">birgit.partin@fundinfo.com</a>	Reference to openfunds field list updated

### 6. Contact information

**fundinfo AG**  
 Staffelstrasse 12  
 8045 Zürich  
 Switzerland

Static data team  
 Birgit Partin, Head of Operations

**Office Hours Switzerland:**  
 08:30 – 17:30 UTC +1 (daylight saving: UTC +2)  
 Phone +41 44 286 91 09

[data-team@fundinfo.com](mailto:data-team@fundinfo.com)  
[birgit.partin@fundinfo.com](mailto:birgit.partin@fundinfo.com)