

TRAQS

TRACE™ Trade Reporting and Compliance Engine  
OTC Corporate Bonds and Agency Debt

USER GUIDE

REFERENCE MANUAL

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JANUARY 31, 2022 – VERSION 5.1



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## INTRODUCTION

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On January 23, 2001, the Securities and Exchange Commission ("SEC") approved proposed rules requiring FINRA<sup>®</sup> members to report over-the-counter ("OTC") secondary market transactions in eligible fixed income securities to FINRA and subject certain transaction reports to dissemination. The Trade Reporting and Compliance Engine ("TRACE<sup>™</sup>") is a FINRA-developed vehicle that facilitates this mandatory reporting and also provides increased price transparency to market participants/investors in corporate bonds. The rules, referred to as the "TRACE Rules," are contained in the Rule 6700 Series.

Information regarding specific questions about transaction reporting for OTC Corporate Bonds and Agency Debt can be found in FINRA Rules (TRACE 6700 Series Rules) and also in the Market Transparency section of FINRA Website for Industry Professionals, available at:

<http://www.finra.org/Industry/Compliance/MarketTransparency/TRACE/index.htm>

### ***FINRA TRACE Reporting and Quotation Service Technical Platform***

All broker/dealers who are FINRA member firms have an obligation to report transactions in OTC Corporate Bonds and Agency Debt to TRACE. TRACE allows bond dealers and brokers to enter pre-negotiated priced trades via a web interface where the trades are subject to validation.

The FINRA TRACE Reporting and Quotation Service technical platform has been developed as a central communication source and is the primary collector, disseminator and support service that will be used to assist all members for the posting of quotes and reporting of trades to FINRA. This platform has been designed to be reliable, scalable, and efficient in order to support multiple FINRA products and the end user. All TRACE interfaces (Web, FIX and API) map to this system in order for users to perform the required actions and to receive pertinent information about transactions and securities to/from FINRA.

The application consists of a messaging hub with various internal and external interfaces to other systems and parties. The core processor will utilize transmission systems and protocols that provide equivalent access for all participants.

The core system applies imbedded business logic that insures proper system access with validations necessary to insure the accuracy, timeliness and integrity of the price data submitted by members for audit trail. All transactions received are used by FINRA to provide market wide surveillance.

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## TRANSACTIONS/SECURITIES SUBJECT TO MANDATORY TRADE REPORTING

1. Fixed income transactions that must be reported under the TRACE 6700 Series Rules are those OTC secondary market transactions involving a "TRACE-eligible security". Effective March 1, 2010, the Rules require that primary market transactions involving a "TRACE-eligible security" also be reported;
2. The term "TRACE-eligible security" means all United States dollar denominated debt securities; Investment Grade and Non-Investment Grade (as defined in the TRACE Rules); issued by United States and/or foreign private corporations; and: (1) registered with the SEC; or (2) issued pursuant to Section 4(2) of the Securities Act of 1933 (Securities Act) and purchased or sold pursuant to Rule 144A under the Securities Act;
3. The term "TRACE-eligible security" specifically excludes debt securities that at issuance have a maturity less than a year; sovereign debt; development bank debt; and money market instruments.

### Eligible Security Types Include:

- Investment-grade debt, including Rule 144A
- High-yield and unrated debt of U.S. companies and foreign private companies, including PORTAL-designated debt
- Medium-term notes
- Convertible debt and other equity-linked corporate debt not listed on a national securities exchange
- Capital trust securities
- Equipment trust securities
- Floating rate notes
- Global bonds issued by U.S. companies and foreign private companies
- Risk-linked debt securities (e.g. "catastrophe bonds")
- Effective March 1, 2010, U.S. Dollar denominated debt securities issued by an Agency or issued or guaranteed by a Government Sponsored Enterprise

## REPORTING PARTY OBLIGATIONS

FINRA members are obligated to report their side of every respective transaction in eligible OTC Corporate Bonds and Agency Debt securities. TRACE will accept the trade reports of reporting firms or their designated third-party reporting intermediaries. The reporting party is determined as follows:

<b>Transactions Between</b>	<b>Who Reports</b>
Two FINRA members	Both the Buying and Selling FINRA member
A FINRA member and a non-FINRA member	A FINRA member
A FINRA member and a customer	A FINRA member



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**NOTE:** FINRA member firms cannot qualify each other as “customers.” Only an end customer (a non-FINRA member institutional or retail account) can be designated “C” (for Customer) in the trade report.

For example, firms ABCD and EFGH are both FINRA members. Firm EFGH is a correspondent of firm ABCD, which is a clearing firm and also has execution capability. For complete audit trail purposes, any transactions that occur between these two member firms must be reported by both firms under each firm’s own TRACE Market Participant ID (MPID) or by the clearing firm on the correspondent firm’s behalf, under a pre-signed FINRA/TRACE Uniform Services Agreement. Under no circumstances may the clearing firm use the “C” designation for its own correspondent customer base, since each firm’s identity would then be anonymous to regulatory/surveillance personnel and the audit trail would be broken.

## WEBSITE SECURITY AND CONFIGURATION REQUIREMENTS

The TRAQS website uses a combination of Transport Layer Security (TLS) encryption and an Okta cloud based authentication platform referred to as the NASDAQ MFA Service to protect data that is being transferred from the client to FINRA and back. To access the TRAQS website for trade reporting, the user must be entitled to use the product, have an assigned Username and password, answer the security questions and have at least one second factor authentication method. The available second factor authentication methods include Okta Verify, Google Authenticator, SMS Authentication, and Voice Call Authentication. See Enrolling in Multi-Factor Authentication (MFA) to Access TRAQS Website User Guide for more information.

The minimum connectivity and software requirements are:

Broadband Internet Access

Microsoft Internet Explorer - best supported by latest version

or

Google Chrome - best supported by latest version

or

Mozilla Firefox - best supported by latest version

All content on each page should be visible on a screen with a resolution of 1024x768.

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## WEBSITE ACCESS LEVELS

All users who wish to access the OTC Corporate Bonds and Agency Debt secure website, whether FINRA member firms or third-party reporting intermediaries, must complete and submit a FINRA Transparency Services Participation Agreement (FPA). The FPA and TRAQS users are managed via the FINRA Participant Data Management System.

Information about FINRA Legal Agreements can be found at <https://www.finra.org/filing-reporting/trace/transparency-services-legal-agreements>.

~~All users who wish to access the OTC Corporate Bonds and Agency Debt secure website, whether FINRA member firms or third-party reporting intermediaries, must complete and submit a~~

- ~~1. FINRA Transparency Services Participation Agreement (FPA)~~
- ~~2. FINRA Order Form~~

~~Links and instructions for completing both forms can be found at <https://www.finra.org/filing-reporting/trace/transparency-services-legal-agreements>.~~

Users will be responsible for enrolling in Multifactor Authentication (MFA) and maintaining their assigned user id and passwords once assigned. It is NOT recommended that accounts are shared between users at the same firm.

Users are inactivated after failing to login for 90 days.

Once a user has been authorized and access is gained the user will be able to view and utilize the Homepage functions as well as specific functions related to the trade reporting of OTC Corporate Bonds and Agency Debt securities.

This includes:

- Trade Entry
- Multi-Trade Entry
- Trade Management
- Reversals
- Historical Trades
- Reject Scan
- Unmatched Trade Reports
- Matched Trade Reports
- Daily List
- Security Scan
- Current Security Halt View
- Security Halt History
- Participant Scan
- Time and Sales Scan (requires a separate authorization)

- Market Aggregates (Mkt Close)
- Market Aggregates (EOD)
- Indices
- Trade Report File Upload

In order to begin the process of gaining access or reactivating an inactive user for the TRACE OTC Corporate Bonds and Agency Debt TRAQS website, users should contact **FINRA Operations at 866.776.0800 or [finraoperations@finra.org](mailto:finraoperations@finra.org)**.

## WEBSITE ACCESS LEVELS FOR CORPORATE AND AGENCY DEBT

- **Level I Service** includes TRACE reporting and data retrieval capabilities but does not include TRACE real-time market data. This level is charged at a reduced rate from the Level II service and suits the needs of a participant that only occasionally trades debt instruments or who is not interested in seeing market data through the website.
- **Level II Service** is the full-service Web browser that provides a participant with trade reporting capabilities as well as access to real-time TRACE market data. (Note: Currently, real-time market data is accessible for Corporate and Agency Debt instruments only).

FINRA expects that firms will elect to have a combination of Level I and Level II Web browsers based on the needs of their personnel (thereby reducing a firm's overall website service cost).

## CONTACTS

FINRA Client Contact Information:

<b>General Product Inquiries; Product Functionality; Web Signup; FIX connectivity signup</b>	FINRA Operations 866.776.0800 <a href="mailto:finraoperations@finra.org">finraoperations@finra.org</a>
<b>Connectivity support issues</b>	NASDAQ Technical Services 212.231.5180
<b>Legal Issues</b>	FINRA Office of General Counsel 202.728.8071
<b>Product implementation and enhancement information</b>	FINRA Product Management 866.899.2107 <a href="mailto:FINRAProductManagement@finra.org">FINRAProductManagement@finra.org</a>
<b>TRACE transaction reporting issues</b>	FINRA Market Regulation 240.386.5126 <a href="mailto:bondreporting@finra.org">bondreporting@finra.org</a>

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## WEB APPLICATION OVERVIEW

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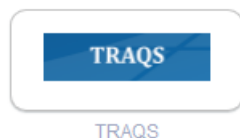
The TRACE Web Application is designed for ease of use and functionality flow for the user. All trade reporting functions and respondent data queries are made intuitive via a set of links and subpages. Although the application is primarily geared toward trade reporting, there are many other features that are made available that should be used to optimize the client experience. The sections that follow in the User Guide describe in detail how to use all functionality within the web application, how to interpret the data that is returned, and how to act on that data when necessary.

*Data is compiled from multiple sources, including but not limited to Refinitiv, S&P, Moody's, and Black Knight Technologies.*

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## LOGGING INTO TRAQS

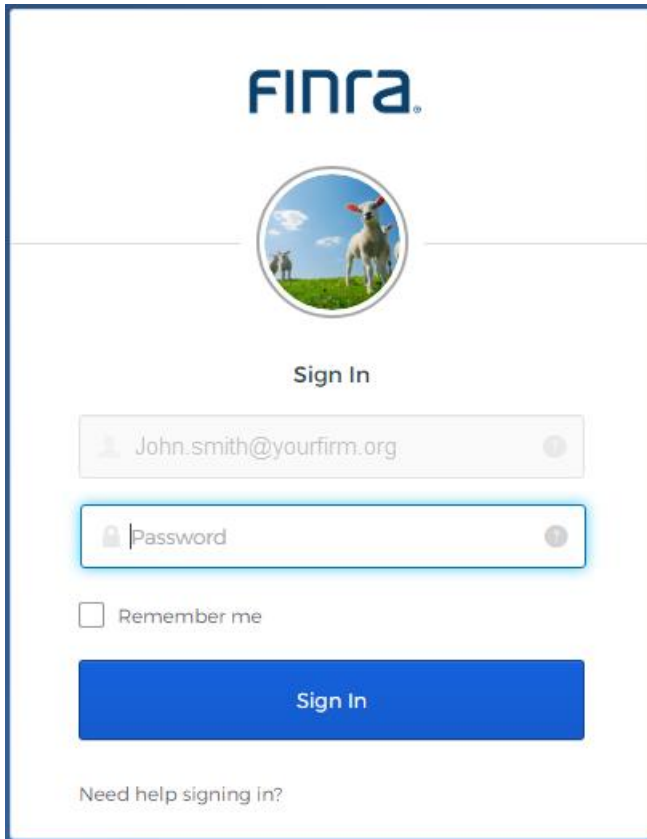
1. Enter the TRAQS URL in your browser **OR** from the Main Page (Home page) click on the TRAQS website icon in your Profile page. **Note:** If you access TRAQS thru the profile page you will not have to enter your factor again.



2. Enter your **Username (email address)** and click **Next**. Click the **Remember me checkbox** to save your Username for the next time you sign in.

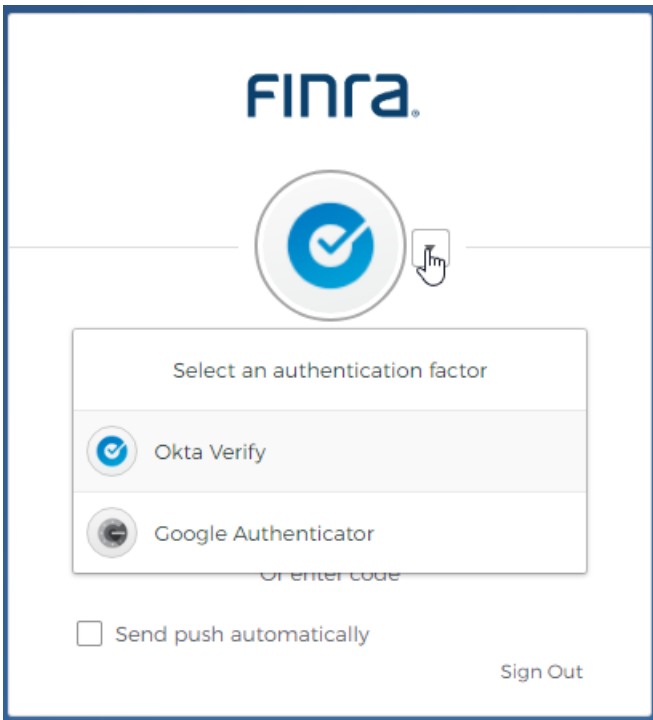
A screenshot of the FINra sign-in page. At the top is the "FINra" logo. Below it is a grey silhouette of a person's head and shoulders. Underneath the silhouette is the text "Sign In". There is a text input field with a person icon on the left and a question mark icon on the right, containing the placeholder text "Username (email address)". Below the input field is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the word "Next" in white text. At the very bottom of the page is the text "Need help signing in?".

- 
3. Enter your **Password** and click **Sign In**.



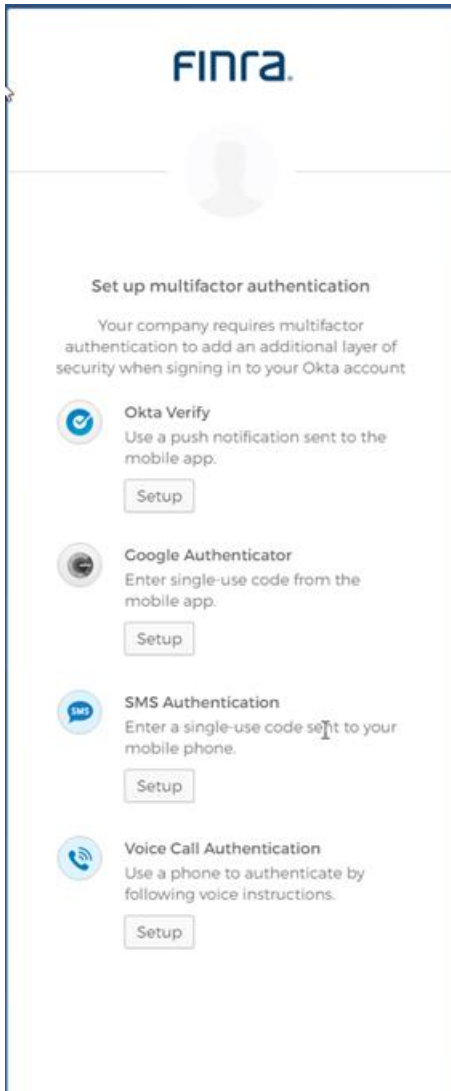
The screenshot shows the FINRA sign-in interface. At the top is the FINRA logo. Below it is a circular profile picture of a cow. Underneath the picture is the text "Sign In". There are two input fields: the first contains the email address "John.smith@yourfirm.org" and the second is labeled "Password". Below the password field is a checkbox labeled "Remember me". A large blue button labeled "Sign In" is positioned below the checkbox. At the bottom left of the form area is a link that says "Need help signing in?".

4. Select the desired authentication method by clicking the **Drop-Down Arrow**. The drop down will contain every authentication method you are enrolled in. **Note:** In the following example we are using Okta Verify.



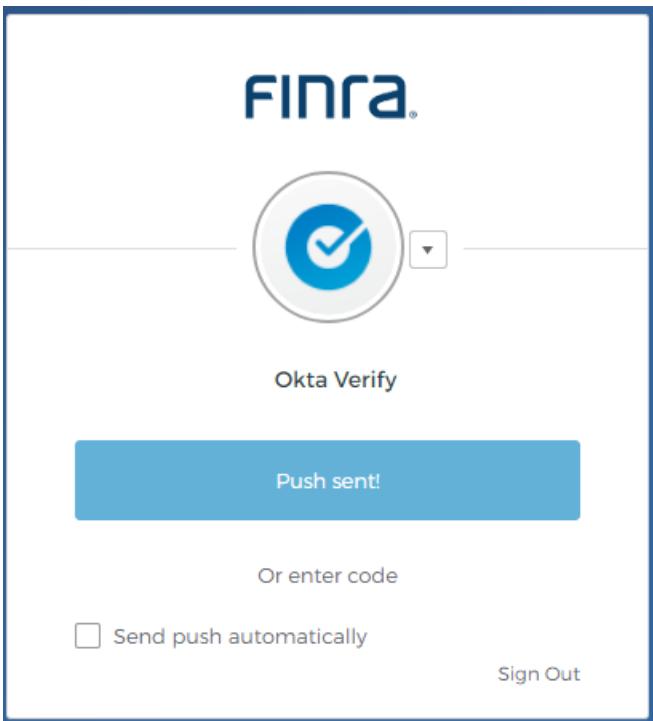
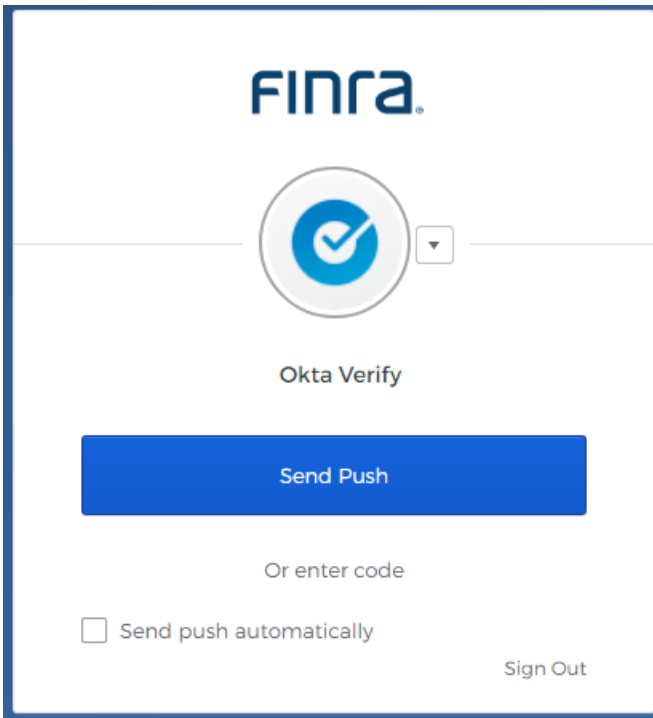
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4a. If you did not set up an Authentication Method your screen will look like this. Set up an Authentication. Complete the steps outlined in [Section 1](#) of this document to set up a new authentication method.



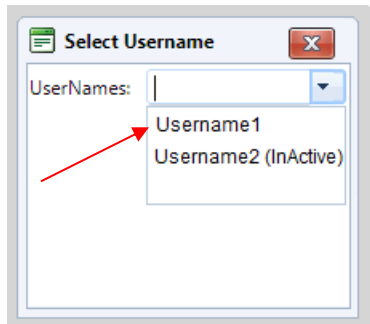
5. Verify the account using the desired Authentication method. The users can click **Send Push** or **Enter Code** button to verify their account. **Note:** If users would like an automatic push notification, please select the **Send Push Automatically** check box.





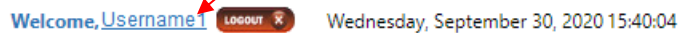
6. Users will next be directed into the TRAQS website, if a user has only one username associated with their Username (email address).

- 
- If a user has multiple usernames associated with their Login (email address) there will be several available options in the drop-down list of usernames. Choose the **Username** you want to use and click the **Select** button

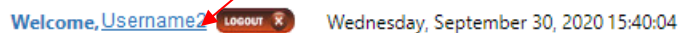
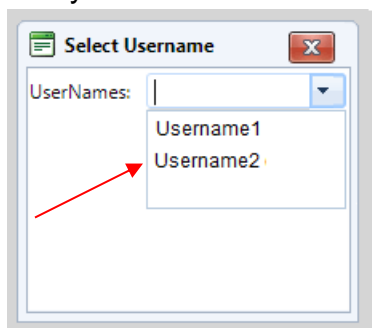


**Note:** If your username in the drop down above has “InActive” beside it. Please call Market Operations at 1-866-776-0800 option 2 prior to logging in.

- You will now be using the credentials from the username you selected
- To switch to different Username. Click the **Username** link found at the top right corner of TRAQS screen.

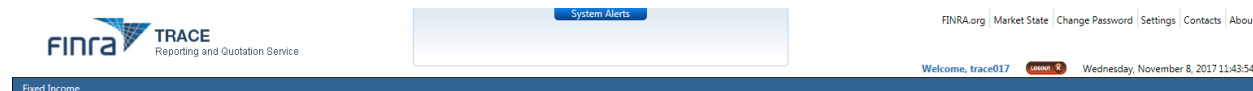


Popup screen will come up, select a **Different Username**, click the **Select** button and you will see the username change.



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## TRAQS HOME PAGE – [HTTPS://WWW.FINRATRAQS.ORG](https://www.finratraqs.org)



### Home Page and Masthead

#### MASTHEAD LINKS

These links are located in the top right corner of the Home Page and are accessible throughout all screens. Users can access them at any time when viewing the web application.

Users wishing to return to the Home Page can do so by clicking on the FINRA logo at the top of the Masthead.

It is not recommended that users utilize the “back” button on their browsers to navigate to previous pages and links. Users should navigate using the specific tools within the application.

#### **FINRA.org**

Navigates the user to a new tab at [www.FINRA.org](http://www.FINRA.org). FINRA.org is the main FINRA website which provides users links to such topics as education, compliance and transparency.

#### **Market State**

Indicates the current state of the market across facilities.  
When available the following information will be returned:

- Current Market State
  - Pre-Open
  - Open
  - After Hours
  - End of Reporting
- Date
- Time
- Facility
- Product
- Sub Product
- Function

Market State

Facility: TRACE Product: CA Filter

Current Market State	Date	Time	Facility	Product	Sub-Product	Function
Market Open	11/18/2011	08:00:00	TRACE	CA	AGCY	Trade
Market Open	11/18/2011	08:00:00	TRACE	CA	CHRC	Trade
Market Open	11/18/2011	08:00:00	TRACE	CA	CORP	Trade
Market Open	11/18/2011	08:00:00	TRACE	CA	ELN	Trade

### Market State

### Change Password

Redirects user to a site, which allows the user to change their password that gains access to the website.

### Settings

User Settings

System Alerts

TRACE

Select the following messages to subscribe to

Facility

+ [x] TRACE

Security Halts and Resumes  Email

System Status  Email

Admin Messages  Email

Email Address

Enter an email

Submit

### Settings

The Settings link allows the user to setup specific messages to be viewed for the current day; including:

- Security Halts and Resumes
- System Status

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- Administrative Messages

Users have the choice for which type of messages they want to view. Once the user chooses a set of messages to receive all message types chosen will be forwarded to the user

If users wish to view specific messages they must elect them in the settings for the specific FINRA facility (TRACE).

- Click on Settings on Menu Bar
  - Under System Alerts select TRACE
    - Under Facility select TRACE
  - Check the messages you want to receive
  - Check Email if the messages should also be delivered to your e-mail account; note this is not required
  - Enter the recipient E-Mail address in the “Enter an email” text box; note only one E-mail address is allowed
- Click “Submit” to activate the request

### **Contacts**

Provides a list of support contacts for various functions and topics that the user may need assistance or guidance on.

### **About**

Lists the current Web Software Version, Messaging Version, and Messaging File Version being supported.



## **System Alerts**

The System Alerts screen, located in the Masthead will display specific messages that the user has subscribed to in the Settings function described above. System Alerts are messages generated to quickly notify the user of system and market events.

To preserve optimum screen viewing and space considerations only the three most recent messages will be displayed at any given time. The user must select the “System Alerts” icon button in the Masthead in order to receive the balance of messages that have been delivered for that day.

Clicking on “System Alerts” will reposition the user to a new screen that presents additional detail regarding each message for the day in most recent to least recent chronology.

System Alerts									
Facility: <input type="text"/>									
Message Id	Action	Facility	Product	Sub Product	Function	Message	Updated By	Updated Date	Updated Time
8	EVNT	TRACE	SP	MBS	T	Market Open	EventServer	3/7/2011	8:00:00 AM
7	EVNT	TRACE	SP	CMO	T	Market Open	EventServer	3/7/2011	8:00:00 AM
6	EVNT	TRACE	SP	TBA	T	Market Open	EventServer	3/7/2011	8:00:00 AM
5	EVNT	TRACE	SP	ABS	T	Market Open	EventServer	3/7/2011	8:00:00 AM
4	EVNT	TRACE	SP	MBS	T	Start of Day	EventServer	3/7/2011	7:30:00 AM
3	EVNT	TRACE	SP	CMO	T	Start of Day	EventServer	3/7/2011	7:30:00 AM
2	EVNT	TRACE	SP	TBA	T	Start of Day	EventServer	3/7/2011	7:30:00 AM
1	EVNT	TRACE	SP	ABS	T	Start of Day	EventServer	3/7/2011	7:30:00 AM

### System Alerts (Expanded View)

Details for the messages include:

- Message ID
- Action (Event, Admin, etc...)
- Facility (TRACE, OTCE, etc...)
- Product
- Sub-Product
- Function
- Message Details
- Message Date/Time

#### **Emergency Market Condition (EMC) Actions:**

The System Alerts screen is where EMC conditions will be displayed. If the announcement of an EMC occurs, an EMC halt message will be displayed; when the EMC is lifted and activity resumes an EMC resume message will be displayed. An EMC icon will also be displayed next to the System Alerts tag in the Masthead for the duration of the halt condition and will be removed when the resumption of activity has occurred. EMC messages are automatically displayed to the user. There is no function to enable/disable this message type and display icon.

## MAIN MENU BAR

The Menu Bar is available at the top of every page. Included in the Menu Bar are FINRA reporting facilities that users access in order to comply with specific FINRA rules. Users choose what FINRA reporting facilities to perform related transactions on. Sub-menu choices for specific products and specific transaction functions are accessible underneath each reporting facility menu item.

Reporting Facilities included in the Menu Bar are:






- Fixed Income
  - Includes sub menu functions for specific TRACE-Eligible Securities, including Securitized Products, Agency Debt, and OTC Corporate Bonds











**NOTE:** For purposes of this User Guide only TRACE OTC Corporate Bonds and Agency Debt functionality detail is explained in depth. User Guides for all other reporting facilities listed will be included under separate cover.

TRACE is a FINRA developed vehicle that facilitates the mandatory reporting of over the counter market transactions in eligible fixed income securities. All broker/dealers who are FINRA member firms have an obligation to report transactions in to TRACE under an SEC approved set of rules.

### **Helpful hints/data action icons**

The TRACE Web Application is designed to be user friendly in order to assist clients in performing their trade reporting capabilities and other necessary functions. Many of the functions are intuitive, however, in order to ensure users clearly understand how to most effectively use the product a short description of many of the common tools are described below. Specific Application functions, including field definitions and validations, workflow, and screen shots are illustrated in later sections of this User Guide.

<b>Web Application Tool</b>	<b>Description/User Hint</b>
Comma Separated Value (CSV) Export 	A comma-separated values or character-separated values (CSV) file is a simple text format for a <a href="#">database</a> table. Each record in the table is one line of the text file. Users click on the CSV Icon on Data Grid pages to copy the screen information to a CSV file. The Icon is located in the upper right hand corner of the data grid pages for the selected function.
Refresh Page 	Refreshes the current screen display to allow users to view recent changes to the data grid for the selected information. Users click on the Refresh Icon to perform this function. The Icon is located in the upper right hand corner of the data grid pages for the selected function.
Print 	Allows users to receive a hard copy of the data grid information. Users click on the Print Icon to enact this process. The Icon is located in the upper right hand corner of the data grid pages for the selected function.
Save Settings 	This function saves user settings for specific data grid pages (e.g. Security Scan). Settings that can be saved include data column width and sort criteria. After the user manipulates the affected fields and saves the settings the process is automatically applied. The Save Settings Icon is located in the upper right hand corner of the data grid for the selected function.
Clear Settings 	Clear Settings reverts the data grid pages back to the system default settings. The Clear Settings Icon is located in the upper right

	corner of the data grid pages for the selected function.
Adding A New Record 	Produces a popup for entering data such as for a Trade Entry when utilizing the Trade Management function. The Add Trades Icon also produces a Trade Entry popup for entering multiple data in the Multi-Trade Entry function
Adding a New Trade 	The Add New Trade Icon is located in the left hand corner of the data grid in the Multi-Trade Entry function. This allows the user to manually enter a single row at a time.
Deleting Selected Trades 	The Delete Selected Trades Icon is located in the left hand corner of the data grid in the Multi-Trade Entry function. This allows the user to manually delete selected records at a time.
Deleting All Trades 	The Delete All Trades Icon is located in the left hand corner of the data grid of the Multi-Trade Entry function. This allows the user to delete all rows with one click.
Perform a Reversal on desired trade 	Produces a popup for reversing the specific transaction targeted in the Historical Trades data search.
Updating data in a row 	The data in the popup is reloaded and the user is allowed to promote an action on that data. This function is most commonly used to process trade corrections.
Delete a targeted record 	Produces a popup to confirm Deletion of the current record. The grid data is reloaded when the popup closes.
Repair a record 	Produces a repair record popup which allows users to modify a transaction that was previously rejected.
Close popup 	Allows user to close a repair window.
Trade Upload Template 	The Trade Upload Template is a pre-defined format used to send in batches of trade, cancel, correction, and reversal transactions.

<b>Web Application Tool</b>	<b>Description/User Hint</b>
Drop Down Boxes	Users click on a drop down box to have filter criteria presented and then click on the desired choice.
Check Boxes	Check boxes flag certain conditions that may be required to process specific transactions. In some cases checking a box may enact



	additional fields associated with a function; i.e. Locked-In trades.
Text Boxes	These are free form boxes that allow users to type in necessary information. Usually the text boxes have character limits; i.e. 20 characters or 50 character maximum.
Combination Text/Drop Down Boxes	These tools allow a choice of either typing in an entry (i.e. Security symbol) or selecting the data item from a drop down box.
Calendar Views	The Calendar View is an Icon that allows the user to click on the calendar in order to select specific dates and date ranges to filter out the respondent data. Users may also manually enter dates in text boxes that are adjacent to the Calendar Views.
Filter	After specific data is entered to search for information (i.e. Daily List) the Filter button is depressed to initiate the transaction and the user should receive the resultant data grid.
Submit	Must be used to process transactions for functions like Trade Reports and Reversals This is a button located on the respective web pages that must be depressed to enact the function.
Data Grid Column Views	This function can be used in concert with the Save Settings, whereby the user can choose to customize which data grid columns should be viewed for their web page results. The user needs to right click on the data grid column heading and can then click on the appropriate checkbox(s) to determine which columns should appear or not appear in a resulting data query. Users can also re-order the columns to be viewed by right-clicking on a column and placing it in the new desired column position.

[Fixed Income](#) / [TRACE](#) / [Corporate & Agency Debt](#) / [Trade Management](#)

Trades Reported:  TRACE Ctrl #:  CUSIP:  Symbol:

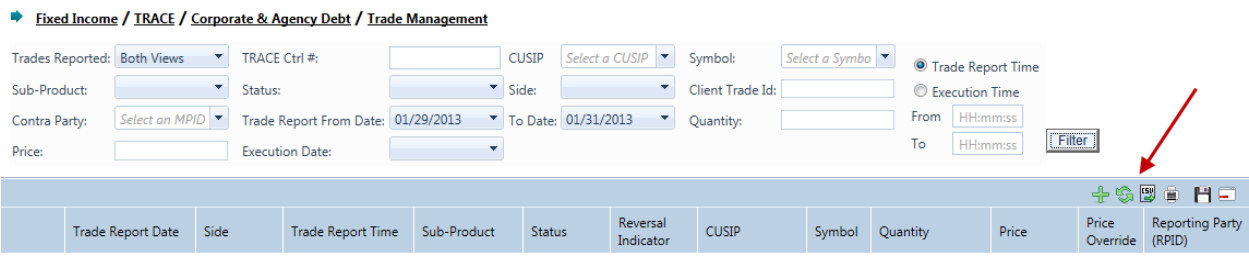
Sub-Product:  Status:  Side:  Client Trade Id:

Contra Party:  Trade Report From Date:  To Date:  Quantity:

Price:  Execution Date:

Trade Report Time  
 Execution Time

From:  To:



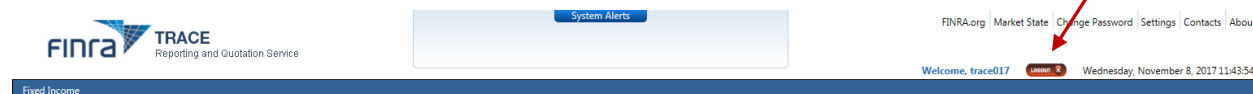
Trade Report Date	Side	Trade Report Time	Sub-Product	Status	Reversal Indicator	CUSIP	Symbol	Quantity	Price	Price Override	Reporting Party (RPID)
-------------------	------	-------------------	-------------	--------	--------------------	-------	--------	----------	-------	----------------	------------------------

**Website Tools**

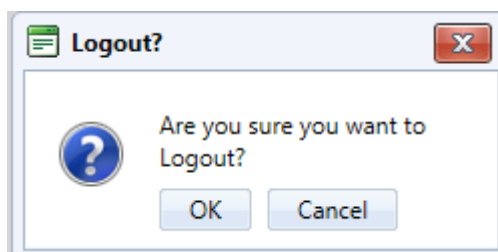
---

## LOGGING OUT OF TRAQS

1. Click the **Logout**  icon



2. A popup will be displayed asking the user “Are you sure you want to Logout?” Click **Ok** to Logout of the TRAQS system. Click **Cancel** to return to TRAQS



3. The user will see the FINRA TRAQS login screen when successfully logged out of the TRAQS system
4. Users may also logout of TRAQS by clicking on the “X” in the top right corner of the browser window. When a new browser is opened and the user enters the TRAQS URL the login window will appear.

**NOTE:** Closing the tab in the browser **does not** log the user out of the TRAQS system.

## TRACE PRODUCT WEBSITE FUNCTIONALITY

TRACE for Corporate and Agency Debt (functionality prior to 2/6/12 vs. TRACE for Corporate and Agency Debt (functionality after 2/6/12)

Website Function	Pre 2/6/12	Post 2/6/12
Home Page	X	X
FINRA Home	X	X
Market State		X
Change Password		X
Settings		X
Contacts	X	X
About		X
System Alerts	X	X
Trade Entry	X	X
Trade Management	X	X
Reversal	X	X
Historical Trades		X
Reject Scan	X	X
Trade Report Alerts	X	X – Now called Unmatched Trade Reports
Matched Trade Reports		X
Daily List	X	X
Bond Scan	X	X - Now called Security Scan
Current Security Halt View		X
Security Halt History		X
Participant Scan	X	X
Product Administrator		X
Time and Sales	X	X
Market Aggregates	X	X
Bond Index Data	X	X

## ACTIONS ON TRANSACTIONS DONE IN THE LEGACY TRACE REPORTING SYSTEM

A new technical version of the TRACE reporting system for Corporate and Agency Debt was initiated in February 2012. Once the Corporate and Agency Debt transactions began to report via the new system, the legacy system was no longer available for reporting transactions.

Cancel, correction (No/Was), and reversal actions affecting trades done in the legacy system will be applied in the following way:

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## CANCELS

Users will have the ability to cancel Corporate and Agency Debt trade reports submitted during the past rolling 20 business days (T-20), inclusive of the current day. **With the initial implementation of Corporate and Agency Debt, users shall only be able to cancel trades that were submitted in the new system.** Corporate and Agency Debt trades entered via the legacy system will not be made available for canceling in the new application. Users must produce a reversal transaction to eliminate these trades.

## CORRECTIONS (No/WAS)

Users will have the ability to correct Corporate and Agency Debt trade reports submitted during the past rolling 20 business days (T-20), inclusive of the current day. **With the initial implementation of Corporate and Agency Debt users shall only be able to correct trades that were submitted in the new system.** In other words, Corporate and Agency Debt trades entered via the legacy system prior to the production migration to the new system will not be made available for correction in the new system.

## REVERSALS

Users will have the ability to submit Reversals on Corporate and Agency Debt trade reports submitted prior to the past rolling 20 business days (T-20).

Users **will have the ability to submit Reversals against trades that were entered via the legacy system.** Since it is not a requirement that the new system maintains limited historical data for validating legacy trades, the new system will accept the trade details entered on a legacy Reversal without performing the “limited Reversal validation” currently in place for other types of reversals (validation of a legitimate original trade based on Original Control Number, Reporting Party and Security).

Legacy trades will be required to be submitted with an Original Control Date (despite Control Dates not being used in the legacy system). Firms should use the trade report date of when the original trade was submitted in the legacy system, as the Original Control Date (conforming to the YYYYMMDD Control Date format).

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## TRADE REPORTING REQUIREMENTS

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Effective July 1, 2005, FINRA members are obligated to report secondary market trades in OTC Corporate Bonds within fifteen minutes of trade execution. Effective March 1, 2010, FINRA members are obligated to report secondary market trades in Agency Debt securities to TRACE within fifteen minutes of trade execution. Any further possible reductions in the reporting timeframe would be submitted for approval as rule filings with the SEC and announced in FINRA *Regulatory and Technical Notices* and on the TRACE website.

Effective March 1, 2010, FINRA members are required to report primary market trades to TRACE. If a primary market trades qualifies as a List or Fixed Offering Price Transaction under Rule 6710(q) or as a Takedown Transaction under Rule 6710(r), it is subject to T+1 reporting, i.e., firms have until close of business of the following business day from the execution date to report the trade to TRACE. All other primary market trades, such as trades executed at market prices, are subject to 15 minute reporting.

**Note: Please refer to the FINRA Rules for complete guidance on all trade reporting issues.**

### NORMAL SYSTEM AND MARKET HOURS

The Eastern Time operating hours of the TRACE system are as follows:

Market/System Open: 8:00 A.M.

Market Close: 5:15 P.M.

System Close: 6:30 P.M.

Please refer to the TRACE Holiday Calendar for the schedule of holidays and early closings: <https://www.finra.org/filing-reporting/trace/trace-holiday-calendar>

## TRADE ENTRY

The Trade Entry page is used to enter original and As-Of transactions. The reporting party should enter all of the required fields from their firm's point of view of the trade. Trade reports for OTC Corporate Bonds and Agency Debt transactions will be retained in the system on a rolling 20 day period (T-20) and available for subsequent trade management processing (trade cancel or trade correction). A cancel of a previously reported trade submitted prior to the T-20 period is allowed via submission of the Reversal function. These functions are detailed in later chapters of this user guide. Users have the ability to clear data in any of the respective fields or can clear the entire form by clicking on "Clear Fields".

Users have the ability to recall their last successful trade by clicking on the "Recall Last Trade" button (This will only be enabled when a successful trade is submitted, this button will be disabled when the screen is first opened). When enabled, this will allow the user to populate the trade entry screen with the last submitted trade for the user to edit the information and submit another similar trade.

In order to have any transaction processed the "Submit" button must be clicked once all required fields have been populated.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Trade Entry

Fixed Income / TRACE / Corporate & Agency Debt / Trade Entry

Side:	<input type="text"/>	CUSIP:	<input type="text" value="Select a CUSIP"/>	Symbol:	<input type="text" value="Select a Symbol"/>
Quantity:	<input type="text"/>	Contra Party ID:	<input type="text"/>	Capacity:	<input type="text"/>
Price:	<input type="text"/>	ATS Exec MPID:	<input type="text"/>	Trading Market Indicator:	<input type="text"/>
Execution Time:	<input type="text" value="HHmmss"/>	Settlement Date:	<input type="text" value="MMddyyyy"/>	<input type="checkbox"/> As Of	<input type="text"/>
Commission:	<input type="text"/>	No Remuneration:	<input type="text"/>	RP Give Up:	<input type="text"/>
<input type="checkbox"/> Special Price					
Reason: <input type="text"/>					
Modifier 1:	<input type="text"/>	Modifier 2:	<input type="text"/>	Modifier 3:	<input type="text"/>
Client Trade ID:	<input type="text"/>	Branch Seq #:	<input type="text"/>	Special Processing:	<input type="text"/>
Memo: <input type="text"/>					
<input type="checkbox"/> Locked-In					
CP Give Up:	<input type="text"/>	Contra Clearing #:	<input type="text"/>	Contra Capacity:	<input type="text"/>
Contra Commission:	<input type="text"/>	Contra Client Trade ID:	<input type="text"/>	Contra Branch Seq #:	<input type="text"/>

### Trade Entry

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## TRADE ENTRY FIELDS AND ALLOWED VALUES

### **Side (Required)**

- *Buy* - Click this drop down to enter a report where the reporting party was the buyer.
- *Sell* - Click this drop down to enter a report where the reporting party was the seller.

### **CUSIP (Required if Symbol is not entered)**

Enter the appropriate 9-digit CUSIP number or the TRACE symbol associated with the trade.

**NOTE:** If reporting by CUSIP, the TRACE system will automatically recognize a bond trading when-issued ("WI") rather than regular way by the settlement date. However, if reporting by TRACE reporting symbol, users should check to see if two symbols have been assigned to one CUSIP number and use the one designated for WI trading. When an issue is trading on a WI basis, the same CUSIP number will be set up with two different reporting symbols, one for the WI status bond, and the other for the regular way bond. For firms reporting by symbol, it is important to make sure that the correct symbol has been selected when submitting a TRACE report. After settlement date, the system will not accept a regular way transaction under the WI symbol, unless it is an As-Of submission.

### **Symbol (Required if CUSIP is not entered)**

Enter the appropriate 14 character TRACE symbol or CUSIP number that has been assigned to the security by FINRA Operations.

### **Quantity (Required)**

This field represents the dollar amount of the trade. This field allows volume reported up to 99,999,999,999.99 and commas should not be used.

If no decimal is entered the value after the decimal will be interpreted as .00. For example if 1000 is entered the default value the system will interpret will be 1000.00.

**Note: please refer FINRA Rule 6730 for guidance on quantity reporting:**

[http://finra.complinet.com/en/display/display\\_main.html?rbid=2403&element\\_id=4399](http://finra.complinet.com/en/display/display_main.html?rbid=2403&element_id=4399)

### **Contra Party ID (Required)**

Enter the Market Participant Contra Party ID (CPID) of the other party to the trade. If the Contra party is a customer, "C" may be reported as a valid entry. If the Contra Party is a non-member Affiliate (Affiliate Trade), "A" may be reported as a valid entry. FINRA member firms cannot qualify each other as a customer; all FINRA member firms must be identified by their own MPID, regardless of their business role (introducing broker, executing broker, etc.).

### **Capacity (Required)**

Click the appropriate drop down value to indicate whether the reporting party is acting as Principal or Agent in the transaction. A value must be chosen for each transaction. Transactions submitted without a Capacity will be rejected.

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**NOTE: Regarding Agent Trades:**

For regulatory audit trail purposes, TRACE requires that all sides of all trades be reported. Because of this, trades where your firm acts as agent should be reported in the same way that a principal trade would be reported. For a complete description of how to properly report agent transactions, see “How To Report Agent Transactions” section below.

**Price (Required)**

Enter the price at which the trade was executed as a percentage of par. Valid entry format is 9999.999999. For example, a security traded at 98.625 should be reported as “98.625”. For principal trades, the price must include any markups or markdowns. For agent trades, the price field should NOT include the commission charged, since commission is reported in a separate field. . For ELNs, price is reported as a dollar amount (price per share).

TRACE will validate the price that the user has submitted by comparing it to other recent transactions in the same security. If the reported price is substantially different than the price determined by TRACE to be the “current market” for that security, an error message will be generated.

If a price reject occurs, the user should go back and check the price to be sure it is accurate, or that data for the wrong security is not being submitted.

If after checking the price and security it is concluded that the data is correct, the Price Override checkbox can be selected.

If the trade report still fails the price validation with the Override checked, users will need to contact FINRA Operations at **866.776.0800**, and report the trade over the telephone. Operations will inquire as to why the price is substantially different than what normal conditions should dictate.

**Price Override**

All transactions entered into TRACE are subject to a price validation. The Price Override checkbox allows a wider variance for the entered price to be accepted, which may be necessary in a rapidly moving security. If the entered price is greater than the override variance allows, the transaction will still be rejected. Trades which still reject, even when the Price Override is selected, must be reported telephonically to FINRA Operations Emergency Trade Reporting at **866.776.0800**. This flag should only be used after an initial attempt to report the trade resulted in a rejection due to price variance, not on initial input of the trade report.

**ATS Execution MPID**

This field allows Reporting firms to identify if a trade is an ATS execution (the trade was executed on an ATS’s platform) by entering the ATS’ MPID. An ATS may or may not be a party (RP or CP) in these transactions

CPID of (C or A) are not allowed on ATS Executions

**Trading Market Indicator (Required)**

This field allows the user to indicate whether the trade is a secondary market trade or primary market trade executed at market price (S1), or if the trade is a primary market trade that qualifies as a List or Fixed Offering Price Transaction or a Takedown Transaction (P1).



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**NOTE:** S1 trades are subject to 15-minute reporting; P1 trades are subject to T+1 reporting. The Trading Market Indicator field is a drop-down field that requires the user to choose the value.

**Execution Time (Required)**

Enter the time at which the trade was executed. All reported times are Eastern Time and must be entered in military time format, HHmmss (except that seconds may be entered as "00" if your system is not capable of reporting seconds). For example, if a trade was executed at 2:30 p.m., the execution time should be reported as 143000.

**Settlement Date (Required)**

OTC Corporate Bond and Agency Debt trade reports require a Settlement Date to be included in the report. The format for the field is MMdyyyyy.

**As-Of Indicator**

This field is used if an execution was done on a previous day and not yet reported. Click the As-Of button if the trade was executed on a prior day. (i.e., the trade was executed yesterday, but was not reported to TRACE until today). The original trade execution date (MMdyyyyy) must be entered in the accompanying Execution Date field for As-Of trade reporting.

**Execution Date (Required when As-Of Indicator Check Box is selected)**

Date which is used when an As-Of trade is entered. The format is MMdyyyyy.

**Commission (Required if applicable)**

The flat dollar amount charged as commission. Field for this entry is 999999.99. If no data is entered after the decimal the system will default to .00. For example, 1000 will be represented as 1000.00. Commission will only be accepted when Capacity is Agent.

**No Remuneration**

Allows firms to indicate if a trade does or does not include Remuneration

N = Does not include Remuneration

Blank = (Default) Does include Remuneration

If commission amount (either buyer or seller) is entered, No Remuneration should be Blank

N is only applicable for Customer and Affiliate trades (CPID=C or A)

N is only applicable where TMI=S1

**RP Give Up**

Enter a valid MPID of the firm on whose behalf you are submitting the trade, (i.e., a clearing firm submitting on behalf of a correspondent, would enter the correspondent's MPID in the RP Give Up field.).

**RP Clearing #**

This is an optional entry field for the reporting party's clearing firm number.

---

### **Special Price Indicator**

Check this box to indicate the existence of a special trade condition that impacted the execution price.

### **Special Price Reason (Required when Special Price Indicator Check Box is selected)**

The Special Price Indicator Reason field is a fifty character alphanumeric field used to input the special conditions underlying a specified trade, and will be shown to the Contra side. If the Special Price Indicator field is selected the Special Price Reason field must be filled in.

### **Modifier 1-3 (Not Applicable for input on transactions)**

#### **Modifier 4**

This is a qualifying entry field used to indicate the trade was executed under the following circumstance:

<b>Modifier</b>	<b>Description</b>
W	Weighted Average Price

If the above condition is not applicable to the transaction the field can be left blank.

#### **Client Trade ID**

This field is an optional 20 character alphanumeric text box which is used to indicate a user reference number.

#### **Branch Seq #**

This is an optional entry field. The Branch Sequence # is an in-house reference number assigned to the trade by the Reporting Party. It is typically used by firms with several branch offices that want to identify which branch input a particular trade. This field will accept from one to eight alphanumeric characters.

#### **Memo**

This is a field used for firm internal memo purposes. The contra side of the trade will not be able to view details of this field.

#### **Special Processing**

The Special Processing field allows a trade to be marked for special processing. If the user chooses to use the "P = Position Transfer" value they must first gain authorization from FINRA Operations **866.776.0800**. Operations will set the authorization for the applicable transactions.

For "A = Affiliate – Principal Transaction Indication" The user does not need to gain authorization from FINRA Operations.

**Note:** As defined in FINRA Rule 6730 (d)(4)(E), the affiliate principal transaction indication should be used where a member purchases or sells a security and, within the same trading day, engages in a back-to-back trade with its non-member affiliate in the same security at the same price (without a mark-up or commission assessed). This will suppress the trade from dissemination.

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The format for this field is 1 alphanumeric.

### **Locked-In**

This is a check box that is optional. The field allows the user to indicate the trade is locked-in and if so satisfies both sides (Buy/Sell) for the trade reporting requirement.

By checking the Locked-In box the following fields will be enabled on the trade entry screen. Unchecking the Locked-In checkbox will clear and disable all of the above fields so it is necessary to have the box checked if any or all of these fields need to contain data.

- CP Give Up
- Contra Clearing Number
- Contra Capacity
- Contra Commission
- Contra Client Trade ID
- Contra Branch Sequence #

**NOTE:** A Uniform Services Agreement (USA) must be in place for firms to be eligible to perform Locked-In transactions.

### **CP Give Up**

Data entered is to identify the Contra Give Up MPID and is enabled only on Locked-In trades and becomes present when the Locked-In checkbox is selected. This is an optional field.

### **Contra Clearing #**

This optional field is to identify the Contra party clearing number and is enabled only on Locked-In trades and becomes present when the Locked-In checkbox is selected.

### **Contra Capacity (Required on Locked-In trades)**

This is a drop down box which is required for Locked-In-In trades in order for the user to indicate if the contra party's transaction was done as Principal or Agent. The field becomes enabled only when the Locked-In checkbox is selected.

### **Contra Commission**

This field is enabled only when the Locked-In checkbox is selected and describes the dollar amount charged as commission on the contra party. This is an optional field.

### **Contra Client Trade ID**

This optional field is a 20 byte alphanumeric text box and describes the user reference number of the contra party for Locked-In trades. The field is only enabled when the Locked-In checkbox is enabled. This field cannot be used to perform trade management.

---

### **Contra Branch Seq#**

The Contra Branch Sequence # is an in-house reference number assigned to the trade by the Contra side. This field will accept from one to eight alphanumeric characters, and is only enabled when the Locked-In checkbox is selected. This is an optional field.

## **HOW TO REPORT EXECUTIONS DONE ON A NON-BUSINESS DAY**

Although rare, executions can occur on non-business days. These transactions need to be reported, however TRACE will accept a trade report with a non-business execution date. In order to report these transactions, do the following:

### **For S1 trades (secondary market or primary market executed at market price)**

- Within the first 15 minutes of the first business day after the execution date, report the transaction to TRACE.
- The non-business execution date will be used as the execution date. Report the transaction as an “as-of” trade.
- In the Execution Time field, enter the actual time of the trade when it occurred on the non-business date.
- Trading Market Indicator = S1 (if trade qualifies as secondary market or primary market trade executed at market price).

### **For P1 trades (primary market executed at list or fixed offering price / takedown transaction)**

- Within the first business day after the execution date, report the transaction to TRACE.
- The non-business date will be used as the execution date.
- In the Execution Time field, enter the actual time of the trade when it occurred on the non-business date.
- Trading Market Indicator = P1 (if trade qualifies as a primary market trade executed at list or fixed offering price, or is a takedown transaction).

## **HOW TO REPORT AGENT CAPACITY TRANSACTIONS**

In order to capture a complete audit trail for regulatory use, Agent capacity transactions need to be reported in the same way that principal transactions are reported. What this means is that if your firm acts as agent for your customer, the trade reports you must submit will “look” like you stood between your customer and the contra party.

For example, Firm XYZ receives an order from a customer to sell \$10,000 of a corporate bond security. Acting as the customer’s agent, XYZ sells the security to ABC. Although, technically the customer sold the security to ABC with XYZ acting as their agent, the reports from XYZ would be made as follows:

*Report #1: XYZ BUY \$10,000 from C as Agent @ 98 and charged \$50.00commission*

*Report #2: XYZ SELL \$10,000 to ABC as Agent @98.*

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Notice that even though XYZ SOLD the security FOR their customer, they actually reported a BUY FROM the customer, followed by a SELL TO ABC. This is how a principal trade would be reported as well. Be aware that the trade tickets your firm generates for agent trades will most likely be different from the report you must submit. In the example above, you would probably have only a single SELL ticket, showing the customer vs. ABC, yet in TRACE you are reporting a BUY FROM the customer, followed by a SELL TO ABC.

## GIVE UP AND LOCKED-IN TRADE PROCESSING

A "Give Up" trade report is reported by one FINRA Member on behalf of another FINRA Member who has a reporting responsibility. In order to do this, "Uniform Service Agreements" are required for every firm for which the reporting firm will submit. A simple example of a Give-Up would be a clearing firm that reports on behalf of its correspondent firms. The clearing firm reports the trade by "giving up" the name of the correspondent in the RP Give Up field. The trade report will be considered to have come from the correspondent for regulatory and billing purposes.

## REQUIRED AGREEMENTS TO PROCESS GIVE UP AND LOCKED-IN TRANSACTIONS

Participant Service Agreements are agreements between two member firms allowing one firm to report trades on behalf of another firm. A firm may enter trade reports on behalf of another FINRA Member if the relationship has been established via a Participant Service Agreement (PSA).

A firm may report on behalf of the Executing Party side, the Contra Side or both sides of a trade.

Service Agreements are unilateral relationships. If an agreement states that A is allowed to report on behalf of B the System shall not allow B to report on behalf of A unless a separate agreement is in place specifying that relationship.

**Note: Instructions for the FINRA Participant Service Agreements, including links to the necessary agreements for Give Up and Locked-In transaction submission can be found at**

**<http://www.finra.org/Industry/Compliance/MarketTransparency/TRACE/Legal/p005600>**

**NOTE:** For give-up transactions reported via the website both the reporting party and give-up (correspondent) can subsequently correct or cancel that trade report. A clearing firm can report for a correspondent firm by putting the correspondent's MPID in the "RP Give-Up" field.

Locked-in trades are only able to be canceled or corrected by the reporting party to the trade.

## REPORTING GIVE UP TRANSACTIONS

A Clearing firm wishes to enter a transaction on behalf of a correspondent:

- The clearing firm enters the MPID of the correspondent in the RP Give Up textbox field
- The clearing firm marks the trade as a Buy or Sell, based on whether the correspondent firm bought or sold
- Depending on what capacity the correspondent acted, the clearing firm marks the transaction as Principal or Agent in the Capacity drop down field
- The clearing firm enters any modifiers relevant to the transaction

Fixed Income / TRACE / Corporate & Agency Debt / Trade Entry

Side: [Dropdown] CUSIP: [Select a CUSIP] Symbol: [Select a Symbol]

Quantity: [Text] Contra Party ID: [Text] Capacity: [Dropdown]

Price: [Text] ATS Exec MPID: [Text] Trading Market Indicator: [Dropdown]  Price Override

Execution Time: [HHmmss] Settlement Date: [MMddyyyy]  As Of  
Execution Date: [MMddyyyy]

Commission: [Text] No Remuneration: [Dropdown] RP Give Up: [Text] RP Clearing #: [Text]

Special Price  
Reason: [Text]

Modifier 1: [Dropdown] Modifier 2: [Dropdown] Modifier 3: [Dropdown] Modifier 4: [Dropdown]

Client Trade ID: [Text] Branch Seq #: [Text] Special Processing: [Dropdown]

Memo: [Text]

Locked-In

CP Give Up: [Text] Contra Clearing #: [Text] Contra Capacity: [Dropdown]

Contra Commission: [Text] Contra Client Trade ID: [Text] Contra Branch Seq #: [Text]

Clear Fields Recall Last Trade Submit

### Locked-In Trade Entry Partition

Locked-In transactions are trade reports representing both sides of a transaction. Alternative Trading Systems, (ATSS) Electronic Communications Networks (ECNs), and clearing firms have the ability to match buy and sell orders, and create “locked-in” executions ready for settlement that require no further comparison by the involved parties.

ATSS and ECNs that are FINRA members (as opposed to those registered as an exchange) have the ability to report on behalf of multiple parties using a single trade report to TRACE and indicate that the trade is “locked-in” by using the Locked-In function and entering both the Reporting Party Give Up (RP Give Up) and Contra Party Give Up (CP Give Up) in the Trade Report Screen. A clearing firm that executes a trade with one of its correspondents can likewise submit a “locked-in” trade, since the clearing firm clears the trade for the correspondent. In order to do this, “Uniform Service Agreements” (GUs and Locked-In trades are covered by the same agreement) are required for every firm for which the ATS/ECN or clearing firm will submit trade reports. Depending on the scenario, a “One-sided” or “Two-sided” Locked-In trade can be submitted (as described in the Table below).

**NOTE:** The seller's Customer side and the buyer's Customer side are additional separate reports not covered by the Locked-In report. The use of the Locked-In trade processing function for trade reporting is optional. Instead, two separate reports, one from the Clearing firm's point of view, followed by another report from the Correspondent's point of view (using the Give-Up field) can be used instead. – When both sides of the trade are customers Locked In reports cannot be done.

**NOTE:** The trade reporting firm's identifier must be entered in the Contra Party ID field for Locked-In trades. Locked-In trades must also be reported as Sell transactions. Trades submitted as Locked-In and as a Buy will be rejected.

## REPORTING LOCKED-IN TRANSACTIONS

The table below describes common Locked-In trade scenarios and how users should use the web site to process the respective trade data.

Scenario	How To Report
<p><b>Simple Give Up</b> Clearing firm reports a trade for one of its correspondents</p>	<ul style="list-style-type: none"> <li>• The clearing firm enters the MPID of the correspondent in the RP Give Up textbox.</li> <li>• The clearing firm enters the MPID of the contra party in the Contra Party ID textbox.</li> <li>• The clearing firm marks the trade as buy or sell depending on if the correspondent firm bought or sold.</li> <li>• The clearing firm marks the capacity indicator as Principal or Agent depending on which capacity the correspondent acted.</li> <li>• The clearing firm enters any other trade details and modifiers that applied to the correspondent's trade.</li> <li>• The Locked-In Indicator is left blank for this transaction.</li> </ul>

Scenario	How To Report
<p><b>One-sided Locked-In Trade</b>  A clearing firm executes a trade with one of its correspondents, creating a “locked-in” trade with the correspondent. To report this trade, the clearing firm fills in the following:</p> <p>OR</p> <p>A FINRA member ATS/ECN matches a Buy and a Sell order from FINRA member firms using its system which causes two executions to occur, and creates two “locked-in” trades. Each counterparty knows the ATS/ECN as its contra, i.e., the ATS/ECN provides anonymity through settlement. Two One-sided Locked-In trades would be reported Locked-In</p>	<ul style="list-style-type: none"> <li>• The clearing firm (or ATS/ECN) enters its own MPID in the Contra Party ID textbox (which makes it look like the clearing firm or ATS/ECN is trading with itself).</li> <li>• The clearing firm marks the trade as a Sell in the Side field drop down box (<b>Only Sell transactions are permitted for Locked-In trades</b>).</li> <li>• <i>The clearing firm clicks the Locked-In checkbox; this enables additional fields to be populated in the Trade Entry screen.</i></li> <li>• The clearing firm marks the capacity indicator for itself and the correspondent. Since Locked-In trades must always be reported as a Sell, if the clearing firm Sold then the clearing firm marks its capacity in the Capacity dropdown and the correspondent’s capacity in the Contra Capacity dropdown.</li> <li>• The clearing firm enters any other trade details and modifiers that applied to the clearing firm.</li> <li>• The clearing firm enters the MPID of the correspondent firm in the proper Give Up field depending on whether the correspondent is the seller or buyer in the trade. <ul style="list-style-type: none"> <li>○ If the correspondent is the seller then the correspondent’s MPID is entered in the RP Give Up textbox</li> <li>○ If the correspondent is the buyer then the correspondent’s MPID is entered in the CP Give Up textbox.</li> </ul> </li> <li>• The clearing firm enters any other relevant data pertaining to the transaction for the correspondent in the balance of the fields in the Locked-In partition of the Trade entry screen.</li> </ul>

**NOTE:** Although the One-sided Locked-In trade report is entered as a Sell, it satisfies both sides’ trade reporting requirement. A buy trade report is not required for this type of transaction.



Scenario	How To Report
<p><b>Two-sided Locked-In Trade</b>  A clearing firm is reporting on behalf of two fully disclosed correspondent firms that traded with each other.  Locked-In  OR</p> <p>A FINRA member ATS/ECN matches a Buy and a Sell order from FINRA member firms using the ATS/ECN system, which causes an execution to occur, and generates a “locked-in” trade in which the two counterparties ARE DISCLOSED TO ONE ANOTHER.</p>	<ul style="list-style-type: none"> <li>• The clearing firm or ATS/ECN enters its own MPID in the Contra Party ID textbox.</li> <li>• The clearing firm marks the trade as Sell. The report is made from the point of view of the correspondent who SOLD.</li> </ul> <p><b>Locked-In</b></p> <ul style="list-style-type: none"> <li>• The clearing firm enters the MPID of the Selling correspondent in the “RP Give Up” field.</li> <li>• <i>The clearing firm clicks the Locked-In checkbox; this enables additional fields to be populated in the Trade Entry screen.</i></li> <li>• The clearing firm enters the MPID of the Buying correspondent in the CP Give Up textbox.</li> <li>• The clearing firm marks the appropriate capacity indicators for both correspondents in the Capacity and Contra Capacity dropdowns.</li> <li>• The clearing firm enters any other relevant trade data.</li> </ul>

**NOTE:** Although the Two-sided Locked-In trade report is submitted as a Sell, it satisfies both sides’ trade reporting requirement. Therefore a Buy trade report is not required. Both correspondents recognize the other as their contra party.

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## ACCEPTED AND REJECTED TRADE REPORTS

### **Accepted Trade Reports**

When a trade report is submitted, TRACE will validate the transaction and, if accepted, will return a positive confirmation message acknowledgement to the submitting party. The confirmation message will return the following data:

- Control Date
- Control Number
- CUSIP
- Symbol
- Security Description
- Client Trade ID

**NOTE:** Trade cancellations and corrections can be performed on transactions that were reported to TRACE either on the current day or reported historically; T-20. Users have the ability to act on trades reported prior to the T-20 period by utilizing the Reversal function. These functions are explained in greater detail in the sections below.

### **Rejected Trade Reports**

If the trade is rejected after submitting the trade entry, TRACE will return an error code () to the submitting user. The reject format will include:

- System-assigned reject reference number
- Reject Code
- Reject Reason

Any trade rejected by TRACE should be repaired and resubmitted to TRACE as soon as possible by the reporting member. Rejects not acted on by the daily TRACE system close will close automatically.

- For secondary market and primary market trades executed at a market price that are reported to and rejected from TRACE during the last 15 minutes before system shutdown, the report must be resubmitted within the first 15 minutes of system open on the next business day in order to not be considered late. (No additional extension applies.)
- For secondary market and primary market trades executed at market price executed within the last 15 minutes before system shutdown, submitted for the first time, "As-Of", the following business day and then rejected, an additional 15-minute extension is granted.
- If a member executes a secondary market or primary market trade executed at market price when the system is closed--either after system hours, or on a weekend or a holiday—the trade must be submitted the next business day within 15 minutes of system open.

The following guidelines apply to the resubmission of rejected reports of secondary market and primary market trades executed at market price:

If the trade was executed	Report
Between 5:45:01 p.m. ET and 6:29:59 p.m. ET Not reported on Trade Date	Report on an As-Of basis on the morning of the following business day beginning at 8 a.m. ET within 15 minutes of system open. No extension applies.
Between 6:30:01 p.m. ET and 7:59:59 a.m. ET on a business day (when system is closed)	Report on an As-Of basis on the morning of the following business day, if reporting T+1; or, for pre-system-open trades, report on Trade Date beginning at 8 a.m. ET.
On a weekend or holiday	Report on an As-Of basis on the morning of the following business day beginning at 8 a.m. ET within 15 minutes of system open.

If a trade report of a primary market trade that is a list or fixed offering price transaction or a takedown transaction is rejected, the trade must be corrected and resubmitted within the T+1 reporting period for P1 trades.

**Warning Alerts:**

The system has the capability to provide users with a warning if the entered data will not pass specific validations. In this type of event the transaction will not be considered “Rejected” and therefore will not be eligible for repair via the Reject Repair function. The user must attempt to correct the information directly on the screen and resubmit the data entry to bypass further warning alerts.

Examples where this type of condition would exist would be if the user entered a non-numeric quantity or non-numeric price or entered an invalid symbol. Depending on the type of warning, these messages may or may not include the word “Warning.” Warning messages can also be differentiated from actual reject messages by the fact that a Reject Control Number will not be present on the message.

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## MULTI-TRADE ENTRY

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The Multi-Trade Entry page is used to enter multiple original and/or As-Of transactions (Maximum of 50 at a time). The reporting party should enter all of the required fields from their firm's point of view of the trade.

The user can enter trades via the Trade Entry Popup or manually via the Grid.

The Multi-Trade Entry will show the following information on the top left portion of the screen:

- Total Rows (# of rows in the grid)
- Total Accepted (# of accepted trades after user clicks submit)
- Total Rejected (# of rejected trades after user clicks submit)
- Total Warnings (# of warnings after user clicks submit)

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Multi-Trade Entry

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Fixed Income / TRACE / Corporate & Agency Debt / Multi-Trade Entry

0 Total Rows   0 Total Accepted   0 Total Rejected   0 Total Warnings

Submit Trades

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Cont
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### Multi-Trade Entry

## MULTI-TRADE ENTRY FIELD DEFINITIONS AND ALLOWED VALUES

Field	Description
Total Rows	Total Number of rows in the grid (Display Only, located on the top left side of the screen)
Total Accepted	Total Number of Trades that were Accepted after submission (Display Only, located on the top left side of the screen)
Total Rejected	Total Number of Trades that were Rejected after submission (Display Only, located on the top left side of the screen)
Total Warnings	Total Number of Trades that have Warnings after submission (Display Only, located on the top left side of the screen)
Row Number	Row Number in the grid (Display Only, located in the grid)
Status	Results of the Trades that were submitted (Accepted, Rejected, Warning) Blank before submission (Display Only, located in the grid)
Control #	Control number of accepted trades and rejected control number of the rejected trades. Warnings will be blank (Display Only, located in the grid)
Reject Reason Description	Reject reason code and description of rejected trades and warnings (Display Only, located in the grid)

The other columns in the grid are below. See [Trade Entry Fields and Allowed Values](#) for more information.


Side	Reporting Party Clearing Number
CUSIP	Special Price Indicator
Symbol	Special Price Reason
Quantity	Trade Mod 1
Contra Party (CPID)	Trade Mod 2
Reporting Party Capacity	Trade Mod 3
Price	Trade Mod 4
ATS Execution MPID	Client Trade Identifier
Trading Market Indicator	Branch Sequence #
Price Override	Memo
Execution Time	Special Processing Flag
Settlement Date	Locked-In Indicator

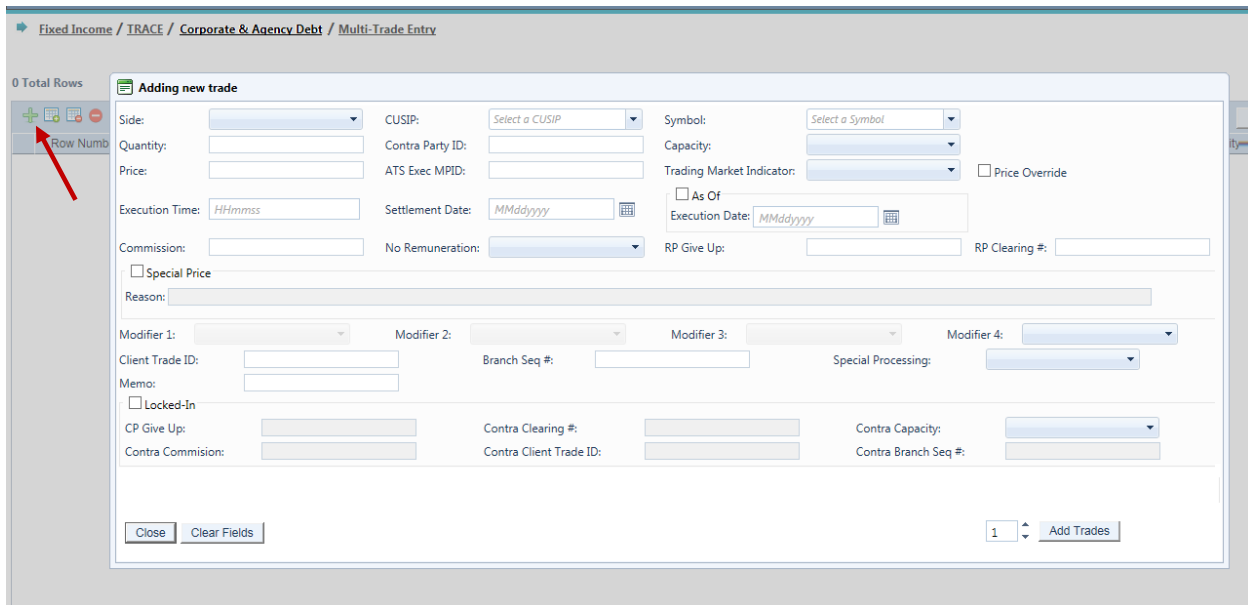
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As Of Indicator  
Execution Date  
Seller's Commission  
Buyer's Commission  
No Remuneration  
Reporting Party Give Up (RPGU)

Contra Party Give Up (CPGU)  
Contra Client Trade Identifier  
Contra Capacity  
Contra Clearing Number  
Trading Market Indicator  
Contra Branch Sequence #

## HOW TO ENTER MULTIPLE TRADES VIA THE TRADE ENTRY POPUP

1. Click on the Add Trades Icon  located on the left side of the Multi-Trade Entry Screen
  - The Trade Entry popup will be displayed
2. The user will enter all trade information (see [Trade Entry Fields and Allowed Values](#))
3. Fill out the “Add Trades” text box (default will be 1) or use the spinner buttons located at the bottom right corner of the screen to tell the system how many Trades to enter into the Multi-Trade Entry Screen. Once the number of trades is filled in the user can depress the “Add Trades” button to add the said number of trades to the Multi-Trade Entry Screen.
4. The user can depress the “Clear Fields” button located at the bottom left of the popup to clear the Trade Entry popup
5. The user can depress the “Close” button to exit the Trade Entry popup without populating trades into the Multi-Trade Entry screen



Fixed Income / TRACE / Corporate & Agency Debt / Multi-Trade Entry

0 Total Rows

Adding new trade

Side:  CUSIP:  Symbol:

Quantity:  Contra Party ID:  Capacity:

Price:  ATS Exec MPID:  Trading Market Indicator:   Price Override

Execution Time:  Settlement Date:   As Of

Execution Date:

Commission:  No Remuneration:  RP Give Up:  RP Clearing #:

Special Price

Reason:

Modifier 1:  Modifier 2:  Modifier 3:  Modifier 4:

Client Trade ID:  Branch Seq #:  Special Processing:

Memo:

Locked-In

CP Give Up:  Contra Clearing #:  Contra Capacity:


Contra Commission:  Contra Client Trade ID:  Contra Branch Seq #:


Close Clear Fields

1 Add Trades

**Multi-Trade Entry pop-up**

## HOW TO ENTER TRADES MANUALLY VIA THE GRID

1. Click on the Add New Trade Icon  located on the left side of the Multi-Trade Entry Screen. This will add one blank row to the grid. **Note** this icon will become disabled when the max (50) numbers of trades are in the grid and become enabled when there are less than 50 rows in the grid.
2. The user can manually enter their trade details directly into the grid. Please see the Trade Entry Fields and Allowed Values for more details on how to enter a trade.

**(NOTE: If the user has trades in the grid then clicks the Add Trades Icon  to enter trades via the Multi-Trade Entry popup, any information in the grid will be lost when the trade information in the pop-up is added.)**

Fixed Income / TRACE / Corporate & Agency Debt / Multi-Trade Entry

3 Total Rows 0 Total Accepted 0 Total Rejected 0 Total Warnings

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Cont
1								
2								
3								

## HOW TO EDIT TRADES IN THE GRID

1. Once the trades are in the grid (via the “Add New Trade” (Manually) or the “Add Trades” (Trade Entry Popup)), the user can modify the appropriate fields by selecting the dropdowns, clicking on check boxes and filling in the text boxes before submitting what is in the grid (changes will be in red).

Fixed Income / TRACE / Corporate & Agency Debt / Multi-Trade Entry

1 Total Rows 0 Total Accepted 0 Total Rejected 0 Total Warnings

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Cont
1				B-Buy	TEST3568803		1000	TST1

## HOW TO CORRECT A FORMATTING ERROR



1. Once the trades are in the grid (via the “Add New Trade” (Manually) or the “Add Trades” (Trade Entry Popup)), the user can modify the appropriate fields by selecting the dropdowns, clicking on check boxes and filling in the text boxes before submitting what is in the grid (changes will be in red). If there is a formatting error on any numeric field, the Row Number and field background color will turn light red. Trades with formatting errors will not be submitted if not fixed.



1 Total Rows 0 Total Accepted 0 Total Rejected 0 Total Warnings

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity
<input type="checkbox"/> 1							a


## HOW TO DELETE SELECTED TRADES IN THE GRID

- The user can delete selected trades by clicking the checkbox  of the trade(s) to be deleted and depress Delete Selected Trades  Icon to remove the selected trade(s) from the grid. **Note** this icon will be disabled until the user clicks on a checkbox(s) then it will become enabled.

3 Total Rows 0 Total Accepted 0 Total Rejected 0 Total Warnings

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Cont
<input type="checkbox"/> 1								
<input checked="" type="checkbox"/> 2								
<input type="checkbox"/> 3								

## HOW TO DELETE ALL TRADES IN THE GRID

- The user can delete all trades in the grid by depressing the Delete All Trades  Icon to remove **all rows** in the grid. **Note** this icon will be disabled until the user has trade(s) in the grid.

4 Total Rows 0 Total Accepted 0 Total Rejected 0 Total Warnings

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Cont
<input type="checkbox"/> 1				B-Buy	TEST3568803	1023		tst1
<input type="checkbox"/> 2				S-Sell	TEST3568803	1000		tst1
<input type="checkbox"/> 3				B-Buy	TEST3568803	1643		tst1
<input type="checkbox"/> 4				S-Sell	TEST3568803	1045		tst1

## HOW TO SUBMIT ALL TRADES IN THE GRID

- Once trades are in the grid (Via Manually or the Trade Entry popup) the user can click the “Submit Trades” button on the right top corner of the grid to process **ALL** trades in the grid. A popup will come up asking the user “Are you sure you want to Submit # Trades?” The user can click the “Ok” button Submit the trades, or “Cancel” button to close the popup and go back to the Multi-Trade Entry Screen
- The grid will show the user if the trades have been accepted, rejected, or warnings in the status column. Any items that have failed will be sorted to the top of the grid.


- Warning messages (yellow) will be first, Control # will be blank (warnings will not be in the reject repair screen); Reject Reason Description will show the description of the warning. Warnings can be edited for resubmission.
- Rejected messages (red) will be second, Control # will be contain the Reject Control number (rejects will be in the reject repair screen); Reject Reason Description will show the description of the reject. Rejects can be edited for resubmission.
- Accepted trades (green) will be third, Control # will contain the accepted control number; Reject reason code will be blank. Accepted Trades will be grayed out. Accepted trades cannot be resubmitted.

**(NOTE: When clicking on the “Submit Trades” button, this submits everything in the grid that doesn’t have a status of Accepted. If there is something in the grid (status of Warning, Rejected or Blank) that you don’t want to submit, they need to be manually deleted.**

Fixed Income / TRACE / Corporate & Agency Debt / Multi-Trade Entry

3 Total Rows    1 Total Accepted    1 Total Rejected    1 Total Warnings

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Cont
1	Warning		090 - MUST ENTER SECURITY SYMBOL OR CUSIP	B-Buy			1000	
2	Rejected	1000000042	182 - INVALID TRADE MODIFIER 2	B-Buy	TEST3568803		1000	tst1
3	Accepted	1000000038		S-Sell	TEST3568803		1001	tst1

 Submit Trades

## TRADE MANAGEMENT

The Trade Management function enables the user to search and view trades that were reported to TRACE within the past rolling 20 business days (T-20). Users can search by specific filtering capability, and to perform cancel and corrections on selected trades as necessary.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Trade Management

Fixed Income / TRACE / Corporate & Agency Debt / Trade Management

Trades Reported: Both Views    TRACE Ctrl #:    CUSIP: Select a CUSIP    Symbol: Select a Symbol     Trade Report Time  
Sub-Product:    Status:    Side:    Client Trade Id:     Execution Time  
Contra Party: Select an MPID    Trade Report From Date: 01/31/2013    To Date: 01/31/2013    Quantity:    From: HH:mm:ss  
Price:    Execution Date:    To: HH:mm:ss    Filter

	Trade Report Date	Side	Trade Report Time	Sub-Product	Status	Reversal Indicator	CUSIP	Symbol	Quantity	Price	Price Override	Reporting Party (RPID)
	01/31/2013	S-Sell	16:22:16	CORP	T-Newly Repc	N	708696BMO	FEJA	2,000.00	100.000000		IBAB
	01/31/2013	B-Buy	16:21:19	CORP	T-Newly Repc	N	708696BMO	FEJA	1,000.00	99.000000		IBAB

### Trade Management

## TRADE MANAGEMENT SEARCH FILTERS

Users have the ability to review specific trade activity by utilizing filter criteria from the Trade Management main menu.

Users can customize their search by: Trades Reported

- By You (Returns only trades reported by you)
- By Contra (Returns only trades reported by Contra party alleged against your firm)
- Both Views (Default; returns trades reported by you and trades reported by the contra party)
- Trade Report To and From Date (Defaults to current date)
  - Choose date for query in dropdown ( up to T-20)
- TRACE Ctrl #
  - Enter the TRACE Control # to display a specific trade. If this field is left empty all trades will be displayed based upon other filter criteria selected
- CUSIP
  - Enter the nine digit CUSIP or select a security from the dropdown to view all trades for a specific CUSIP. If this field and the Symbol field are left blank trades for all securities will be displayed
- Symbol
  - Enter the symbol or select a symbol from the dropdown to view all trades for a specific symbol. If this field and the CUSIP field are left blank trades for all securities will be displayed

- 
- Quantity
    - Enter the quantity for the desired trade(s)
  - Price
    - Enter the prices for the desired trade(s)
  - Sub-Product
    - Choose the type of Product to be displayed from the dropdown box; choices are CORP, ELN, AGCY, CHRC.
  - Status- From the dropdown box choose the type of transaction to be displayed
    - Newly Reported Trade
    - Canceled
    - Correction Canceled (The cancel portion of a trade that was modified).
    - Correction New Trade (New trade as a result of a trade correction)
    - Reversals
    - All
  - Side From the dropdown box choose the transaction side to be viewed.
    - Buy – Displays trades where your firm was the buyer
    - Sell – Displays trades where your firm was the seller
  - Client Trade ID
    - Enter the internal Client Trade Identifier for a specific trade
  - Contra Exec Party
    - Enter the Contra Party Identifier or select one from the dropdown box to view trades with a specific contra party. If this field is left blank trades with all contra parties will be displayed based upon other filter criteria selected
  - Execution Date
    - Choose the execution date for query in dropdown ( up to T-20)
  - Trade Report Time
    - Choose the trade report time for the query
  - Execution Time
    - Choose the execution time for the query

## TRADE MANAGEMENT FIELD DEFINITIONS

Field	Description
Trade Report Date	The date the trade was reported to TRACE.
Trade Report Time	The time the trade was reported to TRACE.
Sub-Product	The type of choices returned are CORP (Corporate Bond), ELN (Equity Linked Note), AGCY (Agency Bond), CHRC (Church Bond).
Status	Selection choices are: <ul style="list-style-type: none"> <li>Newly Reported Trade</li> <li>Canceled</li> <li>Correction Canceled (The cancel portion of a trade that was modified)</li> <li>Correction New Trade (New trade as a result of a trade correction)</li> <li>Reversals</li> </ul>
Reversal Indicator	Illustrates if the transaction was a reversal.
Side	Indicates whether the trade was reported as a buy or sell.
Symbol	The symbol of the security in the trade report.
CUSIP	The CUSIP Number of the affected security in the trade report.
Quantity	Displays the quantity reported in the trade (in dollar amount).
Price	Displays the prices at which the trade was executed.
Price Override	Indicates if a price override was used to process the trade report.
ATS Execution MPID	The identifier if the trade is an ATS Execution
Reporting Party (RPID)	The identifier of the trade reporting party.
Reporting Party Give Up (RPGU)	The identifier of the trade reporting party Give Up (if entered) firm.
Reporting Party Capacity	Displays the capacity (Principal or Agent) for the reporting party.
Reporting Party Clearing Number	Displays the clearing number for the trade reporting party.
Contra Party (CPID)	Displays the identifier of the contra party to the trade.
Contra Party Give Up (CPGU)	Displays the Give Up (if entered) identifier for the contra party to the trade.
Contra Capacity	Displays the capacity (Principal or Agent) of the contra party to the trade.
Contra Clearing Number	Displays the clearing number for the contra party to the trade.
Locked-In Indicator	Lists if the Locked-In Indicator was selected for the trade.
As Of Indicator	Lists if the As Of Indicator was selected for the trade.
Execution Date	Displays the date the trade was executed.

<b>Field</b>	<b>Description</b>
Execution Time	Displays the time the trade was executed.
Trade Mod 1	Not applicable for entry for Corporate and Agency Debt.
Trade Mod 2	Not applicable for entry for Corporate and Agency Debt.
Trade Mod 3	This will be a system-assigned value if applicable and can contain the following values: <ul style="list-style-type: none"> <li>• T = Trade reported outside normal market hours</li> <li>• Z = Trade reported during normal market hours and reported late</li> <li>• U = Trade reported outside normal market hours and reported late</li> </ul>
Trade Mod 4	Displays the modifier associated with the trade.
Trading Market Indicator	States if the transaction was executed in the primary or secondary market.
Settlement Date	Displays the date the trade is reported to settle.
Seller's Commission	The flat dollar amount charged as commission on the sell side.
Buyer's Commission	The flat dollar amount charged as commission on the buy side.
No Remuneration	Indicates if a trades does or does not include Remuneration
Branch Sequence #	Displays code denoting the reporting party's branch office and sequence number associated with the trade report.
Contra Branch Sequence #	Displays code denoting the contra party's branch office and sequence number associated with the trade report.
Memo	This is a field used for firm internal memo purposes. The contra side of the trade will not be able to view details of this field.
Special Processing Flag	Indicates if the trade report was signified as Position Transfer or Affiliate – Principal Transaction Indication
Special Price Indicator	Displays a notation if a special condition was used on the trade.
Special Price Reason	Displays the reason for the Special Price.
Cancel Receipt Date	Date the Cancel was Received
Cancel Receipt Time	Time the Cancel was Received
Method of Entry	Displays the way the trade were reported to TRACE; either FIX connection or Web entry.
Control Date	Reflects the date the system received the trade report.
Control Number	The Control Number is the unique 10-digit TRACE assigned control number of the trade.
Prior Control Date	The date for the control number of a trade that is being corrected.


Field	Description
Prior Control Number	The Control Number for the original trade that was subsequently corrected by a new trade. The new trade will be assigned its own Control Number.
Client Trade Identifier	Indicates the trade reporting party internal user reference number for the trade report.
Contra Client Trade Identifier	Indicates the contra party's internal user reference number for the trade report.
Web User ID	User ID of the person that submitted the trade

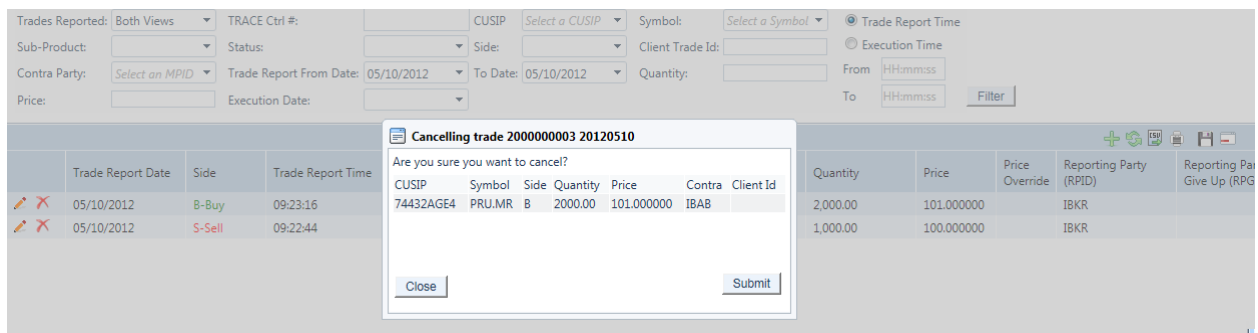
## CANCELING/CORRECTING A TRANSACTION

Users are able to act on previously accepted trade reports. Trades that were submitted during the past 20 business days (T-20) are available to be cancelled or corrected.

**Note: Trades can be cancelled or corrected outside the T-20 timeframe via the Reversal function described in chapter 6.**


### To cancel a transaction

1. Identify the trade to be acted on as a result of the search criteria performed
2. Click on the cancel icon  next to the trade report
  - A popup will be displayed reflecting the following data fields and information
  - Symbol and CUSIP of the affected trade report
    - Side
    - Quantity
    - Price
    - Contra Party
    - Control #
    - Client Trade Identifier
3. Depress Submit to enact the cancel of the selected trade
4. Depress Close to exit without canceling transaction



**Cancel Trade pop-up**

### To correct a transaction

- 
1. Identify the trade to be acted on as a result of the search criteria performed
  2. Click on the pencil icon  next to the trade report
- A popup will be displayed reflecting the details of the original trade and stating that a correction action is being pursued

The following data fields are populated with trade details and unless noted can be modified

- Side
  - CUSIP (Cannot be modified)
  - Symbol (Cannot be modified)
  - Quantity
  - Contra Party ID
  - Capacity
  - Price
  - Price Override
  - ATS Execution MPID
  - Trading Market Indicator
  - Execution Time
  - Settlement Date
  - As Of Indicator
  - Execution Date
  - Commission
  - No Remuneration
  - Reporting Party Give Up
  - Reporting Party Clearing Number
  - Special Price Indicator
  - Special Price Reason
  - Trade Modifier 1 (Disabled)
  - Trade Modifier 2 (Disabled)
  - Trade Modifier 3 (Disabled)
  - Trade Modifier 4
  - Client Trade Identifier
  - Branch Sequence #
  - Correction Reason
  - Memo
  - Special Processing Flag
  - Locked-In Indicator
  - Contra Party Give Up
  - Contra Clearing Number
  - Contra Capacity
  - Contra Commission
  - Contra Client Trade Identifier
  - Contra Branch Sequence #
  - TRACE Control #(Cannot be modified)
  - TRACE Control Date (Cannot be modified)
3. Modify the appropriate fields and depress Submit to enact the trade correction.
    - A new trade with details and a new TRACE Control Number will replace the modified trade.



- Depress Close to exit the correction process without enacting the changes to the transaction.


**Correcting a Trade**

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Trade Reports data grid once their selection and filter criteria has been submitted to TRACE.

### ***Launching the Trade Entry Popup***

Users working within the Trade Management functions of the website have the ability to process new trades without having to exit the Trade Management area. Once a user conducts a filtered search and information is returned in the Data Grid a new Trade

Entry Icon  will be available on the page to allow a new trade report to be submitted. The trade entry form launched from this Icon will have the same capabilities of trade reports submitted from the main Trade Report form available from the Corporate and Agency Debt link on the website.

### ***Trade Management Data Refresh***

As users modify data during the course of the day information contained on the website is updated. Users have the ability to refresh the current screen display of data grid by selecting the data refresh icon. The process will return the data grid with the most recent information contained in the selected data set.

### ***Trade Management Comma Separated Value File (CSV) Export***

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Once a user performs the selection filtering for the Trade Management data to be returned they have the ability to export the Trade Management data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Trade Management menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities. Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Trade Management data**

Hard copies of the information contained in a Trade Management request can be produced by clicking on the Print icon located in the upper right corner of the Trade Management menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**

Users have the ability to customize and save the data grid settings that are the result of a scan. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Trade Management filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears, then drag the column heading line to resize
  - To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set
- Once the desired filtering has been completed click on Save Settings

Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Trade Management filtered search
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
- Uncheck any box that contains a column to be removed from the data grid
- Click on Save Settings to enact the change

---

### ***Clearing the Settings***

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Scan Settings but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Trade Management data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

## REVERSALS

The Reversals page is used to cancel or correct trades that were submitted prior to the T-20 period. Users must enter the same details of the entire original transaction when cancelling a trade that was submitted during this period. If a trade needs to be corrected for a transaction completed prior to T-20 users should cancel the original trade via the Reversal function and then enter an As-Of trade with the correct trade details.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Reversals

**Fixed Income / TRACE / Corporate & Agency Debt / Reversals**

Control Date:  Control #:

Side:  CUSIP:  Symbol:

Quantity:  Contra Party ID:  Capacity:

Price:  ATS Exec MPID:  Trading Market Indicator:   Price Override

Execution Time:  Settlement Date:   As Of  
Execution Date:

Commission:  No Remuneration:  RP Give Up:  RP Clearing #:

Special Price  
Reason:

Modifier 1:  Modifier 2:  Modifier 3:  Modifier 4:

Client Trade ID:  Branch Seq #:  Special Processing:

Memo:

Locked-In

CP Give Up:  Contra Clearing #:  Contra Capacity:

Contra Commission:  Contra Client Trade ID:  Contra Branch Seq #:

### Reversals

---

## REVERSALS FIELDS AND ALLOWED VALUES

### **Control Date (Required)**

Reflects the date the system received the original trade report.

### **Control # (Required)**

The Control Number is the unique 10-digit TRACE assigned control number of the trade.

### **Side (Required)**

- *Buy* - Click this drop down to enter a report where the reporting party was the buyer.
- *Sell* - Click this drop down to enter a report where the reporting party was the seller.

### **CUSIP (Required if Symbol is not entered)**

Enter the appropriate 9-digit CUSIP number or the TRACE symbol associated with the trade.

### **Symbol (Required if CUSIP is not entered)**

Enter the appropriate 14 character TRACE symbol or CUSIP number that has been assigned to the security by FINRA Operations.

### **Quantity (Required)**

This field represents the dollar amount of the trade. This field allows volume reported up to 99,999,999,999.99 and commas should not be used.

If no decimal is entered the value after the decimal will be interpreted as .00. For example if 1000 is entered the default value the system will interpret will be 1000.00.

### **Contra Party ID (Required)**

Enter the Market Participant Contra Party ID of the other party to the trade. If the Contra party is a customer, "C" may be reported as a valid entry. If the Contra Party is a non-member Affiliate (Affiliate Trade), "A" may be reported as a valid entry. FINRA member firms cannot qualify each other as a customer; all FINRA member firms must be identified by their own MPID, regardless of their business role (introducing broker, executing broker, etc.).

### **Capacity (Required)**

Click the appropriate drop down value to indicate whether the reporting party acted as Principal or Agent in the transaction. A value must be chosen for each transaction. Transactions submitted without a Capacity will be rejected.

### **Price (Required)**

Enter the price at which the trade was executed as a percentage of par. Valid entry format is 9999.999999. For example, a security traded at 98.625 should be reported as "98.625". For principal trades, the price must include any markups or markdowns. For agent trades, the price field should NOT include the commission charged, since commission is reported in a separate field. For ELNs, price is reported as a dollar amount (price per share).

---

### **Price Override**

All transactions entered into TRACE are subject to a price validation. The Price Override checkbox allows a wider variance for the entered price to be accepted, which may be necessary in a rapidly moving security. If the entered price is greater than the override variance allows, the transaction will still be rejected. Trades which still reject, even when the Price Override is selected, must be reported telephonically to FINRA Operations at **866.776.0800**. This flag should only be used after an initial attempt to report the trade resulted in a rejection due to price variance, not on initial input of the trade report.

### **ATS Execution MPID**

This field allows Reporting firms to identify if a trade is an ATS execution (the trade was executed on an ATS's platform) by entering the ATS' MPID. An ATS may or may not be a party (RP or CP) in these transactions  
CPID of (C or A) are not allowed on ATS Executions

### **Trading Market Indicator (Required)**

This field allows the user to indicate whether the trade is a secondary market trade or primary market trade executed at market price (S1), or if the trade is a primary market trade that qualifies as a List or Fixed Offering Price Transaction or a Takedown Transaction (P1).

**NOTE:** S1 trades are subject to 15-minute reporting; P1 trades are subject to T+1 reporting. The Trading Market Indicator field is a drop-down field that requires the user to choose the value.

### **Execution Time (Required)**

Enter the time at which the trade was executed. All reported times are Eastern Time and must be entered in military time format, HHmmss (except that seconds may be entered as "00" if your system is not capable of reporting seconds). For example, if a trade was executed at 2:30 p.m., the execution time should be reported as 143000.

### **Settlement Date (Required)**

OTC Corporate Debt and Agency Debt trade reports require a Settlement Date to be included in the report. The format for the field is MMdyyy.

### **As-Of Indicator**

This field is used if an execution was done on a previous day and not yet reported. For Reversal transactions the As-Of button will be automatically checked by the system and cannot be manipulated by the user.

### **Execution Date (Required when As-Of Indicator check box is selected):**

The original trade execution date (MMdyyy) must be entered in the field.

---

**Commission (Required if applicable)**

The flat dollar amount charged as commission... Field for this entry is 999999.99. If no data is entered after the decimal the system will default to .00. For example, 1000 will be represented as 1000.00. Commission is only accepted when Capacity is Agent.

**No Remuneration**

Allows firms to indicate if a trade does or does not include Remuneration

N = Does not include Remuneration

Blank = (Default) Does include Remuneration

If commission amount (either buyer or seller) is entered, No Remuneration should be Blank

N is only applicable for Customer and Affiliate trades (CPID=C or A)

N is only applicable where TMI=S1

**RP Give Up**

Enter a valid MPID of the firm on whose behalf you are submitting the trade, (i.e., a clearing firm submitting on behalf of a correspondent, would enter the correspondent's MPID in the RP Give Up field.).

**RP Clearing #**

This is an optional entry field for the reporting party's clearing firm number.

**Special Price Indicator**

Check this box to indicate the existence of a special trade condition that impacted the execution price.

**Special Price Reason (Required when Special Price Indicator Check Box is selected)**

The Special Price Reason field is a fifty character alphanumeric field used to input the special conditions underlying a specified trade, and will be shown to the Contra side. If the Special Price Indicator field is selected the Special Price Reason field must be filled in.

**Modifier 1-3 (Not Applicable)**

**Modifier 4**

This is a qualifying entry field used to indicate the trade was executed under the following circumstance:

<b>Modifier</b>	<b>Description</b>
W	Weighted Average Price.

If the above condition is not applicable to the transaction the field can be left blank.

**Client Trade ID**

This field is an optional 20 character alphanumeric text box which is used to indicate a user reference number.

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### **Branch Seq #**

This is an optional entry field. The Branch Sequence # is an in-house reference number assigned to the trade by the Reporting Party. It is typically used by firms with several branch offices that want to identify which branch input a particular trade. This field will accept from one to eight alphanumeric characters.

### **Memo**

This is a field used for firm internal memo purposes. The contra side of the trade will not be able to view details of this field.

### **Special Processing**

The Special Processing field allows a trade to be marked for special processing. If the user chooses to use the “P = Position Transfer” value they must first gain authorization from FINRA Operations **866.776.0800**. Operations will set the authorization for the applicable transactions.

For “A = Affiliate – Principal Transaction Indication” The user does not need to gain authorization from FINRA Operations.

**Note:** As defined in FINRA Rule 6730 (d)(4)(E), the affiliate principal transaction indication should be used where a member purchases or sells a security and, within the same trading day, engages in a back-to-back trade with its non-member affiliate in the same security at the same price (without a mark-up or commission assessed). This will suppress the trade from dissemination.

The format for this field is 1 alphanumeric.

### **Locked-In**

This is a check box that is optional. The field allows the user to indicate the trade is Locked-In and if so satisfies both sides (Buy/Sell) for the trade reporting requirement. By checking the Locked-In box the following fields will be enabled on the trade entry screen:

- CP Give Up
- Contra Clearing #
- Contra Capacity
- Contra Commission
- Contra Client Trade ID
- Contra Branch Seq #

**Note: Unchecking the Locked-In checkbox will clear and disable all of the above fields so it is necessary to have the box checked if any or all of these fields need to contain data.**

### **CP Give Up**

Data entered is to identify the Contra Give Up MPID and is enabled only on Locked-In trades and becomes present when the Locked-In checkbox is selected. This is an optional field.



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### **Contra Clearing #**

This optional field is to identify the Contra party clearing number and is enabled only on Locked-In trades and becomes present when the Locked-In checkbox is selected.

### **Contra Capacity (Required on Locked-In trades)**

This is a drop down box which is required for Locked-In trades in order for the user to indicate if the transaction was done as Principal or Agent. The field becomes enabled only when the Locked-In checkbox is selected.

### **Contra Commission**

This field is enabled only when the Locked-In checkbox is selected and describes the dollar amount charged as commission on the buy side. This is an optional field.

### **Contra Client Trade ID**

This optional field is a 20 byte alphanumeric text box and describes the user reference number for Locked-In trades. The field is only enabled when the Locked-In checkbox is enabled. This field cannot be used to perform trade management.

### **Contra Branch Seq #**

The Contra Branch Sequence # is an in-house reference number assigned to the trade by the Contra side. This field will accept from one to eight alphanumeric characters, and is only enabled when the Locked-In checkbox is selected. This is an optional field.

## **REVERSAL ACTION**

Upon entering the data the user should depress Submit to enact the reversal.

If the reversal is accepted the following information will be returned to the user:

- Control Date
- Control Number
- CUSIP
- Symbol
- Security Description
- Client Trade ID

If the reversal is rejected the following information will be returned to the user:

- System assigned reject number
- Reject Reason Code
- Reject Reason

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## HISTORICAL TRADES

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The Historical Trade Scan allows users to view transactions that are >T+20, and if desired to perform a reversal on specific transactions within the scan.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Historical Trades

Fixed Income / TRACE / Corporate & Agency Debt / Historical Trades

Control Date:  TRACE Ctrl #:  CUSIP:  Symbol:  Status:

Client Trade Id:  Trade Report From Date:  To Date:  Execution Date:

Control Date	TRACE Control #	Client Trade Id	Status	CUSIP	Symbol	Reporting Party (RPID)	Reporting Party Give Up (RPGU)	Execution Date	Execution Time
20120628	2000000007		T-Newly Reported Tra	36962GP81	GE.GPT	IBAB		06/28/2012	09:30:00
20120703	2000000001		T-Newly Reported Tra	46627B8E0	JPM.GBO	IBAB		07/03/2012	12:00:00
20120807	2000000001		C-Correction Canceled	36966RWD4	GE.GPR	IBAB		08/07/2012	09:00:00
20120807	2000000002		C-Correction Canceled	36966RWD4	GE.GPR	IBAB		08/07/2012	08:50:00
20120807	2000000003		R-Correction New Tra	36966RWD4	GE.GPR	IBAB		08/07/2012	08:30:00

### Historical Trades

## HISTORICAL TRADES SEARCH FILTERS

Users have the ability to filter specific data searches from the Historical Trades query depending on the information desired. Note, at least one field must contain data for the search to be completed. Users can customize their search by:

- Trade Report Date (To and From Dates)
- Control Date
- TRACE Control #
  - Enter the TRACE Control # to display a specific trade. If this field is left empty then all trades will be displayed based upon other filter criteria selected.
- CUSIP
  - Enter the nine digit CUSIP or select a security from the dropdown to view all trades for a specific CUSIP. If this field and the Symbol field are left blank trades for all securities will be displayed
- Symbol
  - Enter the symbol or select a symbol from the dropdown to view all trades for a specific symbol. If this field and the CUSIP field are left blank trades for all securities will be displayed
- Status
  - Newly Reported Trade
  - Canceled
  - Correction Canceled (The cancel portion of a trade that was modified)
  - Correction New Trade (New trade as a result of a trade correction)
  - Reversal

- All
- Client Trade Id
  - Enter the internal Client Trade Identifier for a specific trade
- Execution Date (Single Date selection)

Once the user has decided upon the information to be retrieved the “Filter” button should be depressed to return the desired data results.

## HISTORICAL TRADES FIELD DEFINITIONS

Field	Description
Control Date	Reflects the date the system received the original trade report.
TRACE Control #	The Control Number is the unique 10-digit TRACE assigned control number of the trade.
Client Trade Identifier	Indicates the trade reporting party internal user reference number for the trade report.
Status	Selection choices are: <ul style="list-style-type: none"> <li>• Newly Reported Trade</li> <li>• Canceled</li> <li>• Correction Canceled (The cancel portion of a trade that was modified)</li> <li>• Correction New Trade (New trade as a result of a trade correction)</li> <li>• Reversals</li> </ul>
CUSIP	The CUSIP Number of the affected security in the trade report.
Symbol	The symbol of the security in the trade report.
Reporting Party ID	The identifier of the trade reporting party.
Reporting Party Give Up (RPGU)	The identifier of the trade reporting party give up firm.
Execution Date	The date the execution of the trade took place.
Execution Time	Displays the time the trade was executed.

## REVERSAL ACTIONS ON A TRANSACTION:

Users are able to perform Reversals via the Historical Trades scan. The Reversal icon, located next to each transaction in the data grid, can be selected in order to isolate the transaction and begin the process of a Reversal on that specific transaction.

### To reverse a transaction

1. Identify the trade to be acted on as a result of the search criteria performed
2. Click on the reversal icon next to the trade report

Fixed Income / TRACE / Corporate & Agency Debt / Historical Trades

Reversing trade 2000000014 20130123

Control Date: 20130123 Control #: 2000000014

Side: [Dropdown] CUSIP: 013817AV3 Symbol: BB3690916

Quantity: [Text] Contra Party ID: [Text] Capacity: [Dropdown]

Price: [Text] ATS Exec MPID: [Text] Trading Market Indicator: [Dropdown]  Price Override

Execution Time: 050000 Settlement Date: MMddyyyy  As Of Execution Date: 01232013

Commission: [Text] No Remuneration: [Dropdown] RP Give Up: [Text] RP Clearing #: [Text]

Special Price  
Reason: [Text]

Modifier 1: [Dropdown] Modifier 2: [Dropdown] Modifier 3: [Dropdown] Modifier 4: [Dropdown]

Client Trade ID: FIXCATRADE4 Branch Seq #: [Text] Special Processing: [Dropdown]

Memo: [Text]

Locked-In

CP Give Up: [Text] Contra Clearing #: [Text] Contra Capacity: [Dropdown]

Contra Commission: [Text] Contra Client Trade ID: [Text] Contra Branch Seq #: [Text]

Close Submit

### Historical Trades Reversal

## REVERSALS FIELDS AND ALLOWED VALUES

### **Control Date (will be pre-populated; cannot be changed)**

Reflects the date the system received the original trade report.

### **Control # (will be pre-populated; cannot be changed)**

The Control Number is the unique 10-digit TRACE assigned control number of the trade.

### **Side (Required)**

- *Buy* - Click this drop down to enter a report where the reporting party was the buyer.
- *Sell* - Click this drop down to enter a report where the reporting party was the seller.

### **CUSIP (will be pre-populated; cannot be changed)**

### **Symbol (will be pre-populated; cannot be changed)**

### **Quantity (Required)**

This field represents the dollar amount of the trade. This field allows volume reported up to 99,999,999,999.99 and commas should not be used. If no decimal is entered the value after the decimal will be interpreted as .00. For example if 1000 is entered the default value the system will interpret will be 1000.00.

---

### **Contra Party ID (Required)**

Enter the Market Participant Contra Party ID of the other party to the trade. If the Contra party is a customer, "C" may be reported as a valid entry. If the Contra Party is a non-member Affiliate (Affiliate Trade), "A" may be reported as a valid entry. FINRA member firms cannot qualify each other as a customer; all FINRA member firms must be identified by their own MPID, regardless of their business role (introducing broker, executing broker, etc.).

### **Capacity (Required)**

Click the appropriate drop down value to indicate whether the reporting party acted as Principal or Agent in the transaction. A value must be chosen for each transaction. Transactions submitted without a Capacity will be rejected.

### **Price (Required)**

Enter the price at which the trade was executed as a percentage of par. Valid entry format is 9999.999999. For example, a security traded at 98.625 should be reported as "98.625". For principal trades, the price must include any markups or markdowns. For agent trades, the price field should NOT include the commission charged, since commission is reported in a separate field.

### **Price Override**

All transactions entered into TRACE are subject to a price validation. The Price Override checkbox allows a wider variance for the entered price to be accepted, which may be necessary in a rapidly moving security. If the entered price is greater than the override variance allows, the transaction will still be rejected. Trades which still reject, even when the Price Override is selected, must be reported telephonically to FINRA Operations at **866.776.0800**. This flag should only be used after an initial attempt to report the trade resulted in a rejection due to price variance, not on initial input of the trade report.

### **ATS Execution MPID**

This field allows Reporting firms to identify if a trade is an ATS execution (the trade was executed on an ATS's platform) by entering the ATS' MPID. An ATS may or may not be a party (RP or CP) in these transactions  
CPID of (C or A) are not allowed on ATS Executions

### **Trading Market Indicator (Required)**

This field allows the user to indicate whether the trade is a secondary market trade or primary market trade executed at market price (S1), or if the trade is a primary market trade that qualifies as a List or Fixed Offering Price Transaction or a Takedown Transaction (P1).

**NOTE:** S1 trades are subject to 15-minute reporting; P1 trades are subject to T+1 reporting. The Trading Market Indicator field is a drop-down field that requires the user to choose the value.

---

### **Execution Time (Required)**

Enter the time at which the trade was executed. All reported times are Eastern Time and must be entered in military time format, HHmmss (except that seconds may be entered as "00" if your system is not capable of reporting seconds). For example, if a trade was executed at 2:30 p.m., the execution time should be reported as 143000.

### **Settlement Date (Required)**

OTC Corporate Debt and Agency Debt trade reports require a Settlement Date to be included in the report. The format for the field is MMdyyy.

### **As-Of Indicator (Should always be checked and cannot be changed)**

This field is used if an execution was done on a previous day and not yet reported. For Reversal transactions the As-Of button will be automatically checked by the system and cannot be manipulated by the user.

### **Execution Date (will be pre-populated):**

The original trade execution date (MMdyyy) must be entered in the field.

### **Commission (Required if applicable)**

The flat dollar amount charged as commission... Field for this entry is 999999.99. If no data is entered after the decimal the system will default to .00. For example, 1000 will be represented as 1000.00. Commission is only accepted when Capacity is Agent.

### **No Remuneration**

Allows firms to indicate if a trade does or does not include Remuneration

N = Does not include Remuneration

Blank = (Default) Does include Remuneration

If commission amount (either buyer or seller) is entered, No Remuneration should be Blank

N is only applicable for Customer and Affiliate trades (CPID=C or A)

N is only applicable where TMI=S1

### **RP Give Up**

Enter a valid MPID of the firm on whose behalf you are submitting the trade, (i.e., a clearing firm submitting on behalf of a correspondent, would enter the correspondent's MPID in the RP Give Up field.).

### **RP Clearing #**

This is an optional entry field for the reporting party's clearing firm number.

### **Special Price Indicator**

Check this box to indicate the existence of a special trade condition that impacted the execution price.

---

**Special Price Reason (Required when Special Price Indicator Check Box is selected)**

The Special Price Reason field is a fifty character alphanumeric field used to input the special conditions underlying a specified trade, and will be shown to the Contra side. If the Special Price Indicator field is selected the Special Price Reason field must be filled in.

**Modifier 1-3 (Not Applicable for Corporate and Agency Debt transactions)**

**Modifier 4**

This is a qualifying entry field used to indicate the trade was executed under the following circumstance:

<b>Modifier</b>	<b>Description</b>
W	Weighted Average Price.

If the above condition is not applicable to the transaction the field can be left blank.

**Client Trade ID (will be pre-populated)**

This field is an optional 20 character alphanumeric text box which is used to indicate a user reference number.

**Branch Seq #**

This is an optional entry field. The Branch Sequence # is an in-house reference number assigned to the trade by the Reporting Party. It is typically used by firms with several branch offices that want to identify which branch input a particular trade. This field will accept from one to eight alphanumeric characters.

**Memo**

This is a field used for firm internal memo purposes. The contra side of the trade will not be able to view details of this field.

**Special Processing**

The Special Processing field allows a trade to be marked for special processing. If the user chooses to use the "P = Position Transfer" value they must first gain authorization from FINRA Operations **866.776.0800**. Operations will set the authorization for the applicable transactions.

For "A = Affiliate – Principal Transaction Indication" The user does not need to gain authorization from FINRA Operations.

**Note:** As defined in FINRA Rule 6730 (d)(4)(E), the affiliate principal transaction indication should be used where a member purchases or sells a security and, within the same trading day, engages in a back-to-back trade with its non-member affiliate in the same security at the same price (without a mark-up or commission assessed). This will suppress the trade from dissemination.

The format for this field is 1 alphanumeric.

---

### **Locked-In**

This is a check box that is optional. The field allows the user to indicate the trade is Locked-In and if so satisfies both sides (Buy/Sell) for the trade reporting requirement. By checking the Locked-In box the following fields will be enabled on the trade entry screen:

- CP Give Up
- Contra Clearing #
- Contra Capacity
- Contra Commission
- Contra Client Trade ID
- Contra Branch Seq #

**Note: Unchecking the Locked-In checkbox will clear and disable all of the above fields so it is necessary to have the box checked if any or all of these fields need to contain data.**

### **CP Give Up**

Data entered is to identify the Contra Give Up MPID and is enabled only on Locked-In trades and becomes present when the Locked-In checkbox is selected. This is an optional field.

### **Contra Clearing #**

This optional field is to identify the Contra party clearing number and is enabled only on Locked-In trades and becomes present when the Locked-In checkbox is selected.

### **Contra Capacity (Required on Locked-In trades)**

This is a drop down box which is required for Locked-In trades in order for the user to indicate if the transaction was done as Principal or Agent. The field becomes enabled only when the Locked-In checkbox is selected.

### **Contra Commission**

This field is enabled only when the Locked-In checkbox is selected and describes the dollar amount charged as commission on the buy side. This is an optional field.

### **Contra Client Trade ID**

This optional field is a 20 byte alphanumeric text box and describes the user reference number for Locked-In trades. The field is only enabled when the Locked-In checkbox is enabled. This field cannot be used to perform trade management.



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### **Contra Branch Seq #**

The Contra Branch Sequence # is an in-house reference number assigned to the trade by the Contra side. This field will accept from one to eight alphanumeric characters, and is only enabled when the Locked-In checkbox is selected. This is an optional field.

1. A popup will be displayed reflecting the following data fields and information
  - a. Trade Control Number and Control Date
  - b. Side
  - c. Quantity
  - d. Price
  - e. Contra Party
  - f. Control #
  - g. Client Trade Identifier
2. Depress Submit to enact the cancel of the selected trade
3. Depress Close to exit without canceling transaction

### **Reversal Action**

Upon entering the data the user should depress Submit to enact the reversal.

If the reversal is accepted the following information will be returned to the user:

- Control Date
- Control Number
- CUSIP
- Symbol
- Security Description
- Client Trade ID

If the reversal is rejected the following information will be returned to the user:

- System assigned reject number
- Reject Reason Code
- Reject Reason

**NOTE:** Once a transaction has been reversed from the Historical Trades Scan, that transaction will no longer appear in the Scan, but will then reside in the Trade Management data grid and marked with a Status of "Y" (Reversals). If the user takes further action on this trade from the Trade Management data grid (e.g. cancel) the reversal will be considered canceled and the trade data will again appear in the Historical Trades Scan as with the original trade details until it is potentially acted upon again.


## **DATA ACTIONS**

Users have the ability to perform various functions with the resultant Historical Trade data grid once their selection and filter criteria has been submitted to TRACE.

### ***Launching the Trade Entry Popup***

Users working within the Historical Trades function of the website have the ability to process new trades without having to exit the area. Once a user conducts a filtered

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search and information is returned in the Data Grid a new Trade Entry Icon  will be available on the page to allow a new trade report to be submitted. The trade entry form launched from this Icon will have the same capabilities of trade reports submitted from the main Trade Report form available from the Corporate and Agency Debt link on the website.

### **Historical Trades Data Refresh**

Information contained in the Historical Trades data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of data grid by selecting the Refresh Icon located in the upper right corner of the Historical Trades menu band. This action will return the data grid with any new information contained in the selected data set.

### **Historical Trades Comma Separated Value File (CSV) Export**

Once a user performs the selection filtering for the Historical Trades data to be returned they have the ability to export the data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Historical Trades menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Historical Trades**

Hard copies of the information contained in a Historical Trades request can be produced by clicking on the Print icon located in the upper right corner of the Historical Trades menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**

Users have the ability to customize and save the data grid settings that are the result of a scan. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Historical Trades filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears, then drag the column heading line to resize

- 
- To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set
  - Once the desired filtering has been completed click on Save Settings

Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Historical Trades filtered search
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
- Uncheck any box that contains a column to be removed from the data grid
- Click on Save Settings to enact the change

### **Clearing the Settings**

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Scan Settings but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Historical Trades data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

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## REJECT SCAN

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The Reject Scan allows a trade reporting party to search and view rejected trades by utilizing specific search filtering criteria. Reporting parties can repair rejected transactions (trades, corrections, reversals) regardless of the originating source (Web entry or FIX) for the trade.

Current day transaction rejects will be able to be viewed and acted on in the reject scan. Transaction rejects produced for prior day(s) activity within the T-20 time period will be view only and cannot be acted on.

Note: If a trade entry is rejected and then corrected on the trade entry form itself the trade reject for that attempted transaction will still appear in the Reject Scan. Users should be cautious when reviewing these trades in the Reject Scan since a repair of this type of reject will cause a duplicate trade report since the reject repair had already taken place on the trade entry form.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Reject Scan

The screenshot shows the 'Reject Scan' interface. At the top, there is a breadcrumb trail: 'Fixed Income / TRACE / Corporate & Agency Debt / Reject Scan'. Below this are search filters: 'Entry Type' (dropdown), 'CUSIP' (text input with 'Select a CUSIP' dropdown), 'Symbol' (text input with 'Select a Symbol' dropdown), 'Trade Report Date' (dropdown set to '01/19/2017'), 'Reject Status' (dropdown), 'Reject Reason Code' (text input), and 'Execution Date' (calendar icon). A 'Filter' button is located to the right of the filters. Below the filters is a table with the following columns: Reject Time, Reject Reason Code, Reject Control Number, Reject Status, Repaired Time, Entry Type, Client Trade Identifier, Side, Symbol, CUSIP, and Sub-Produ. The table contains two rows of data:

Reject Time	Reject Reason Code	Reject Control Number	Reject Status	Repaired Time	Entry Type	Client Trade Identifier	Side	Symbol	CUSIP	Sub-Produ
10:54:36	132-INVALID TRADING MAR	2000000016	J-Rejected		T-Newly Reported Trade		B-Buy		000324AA1	CORP
10:15:37	132-INVALID TRADING MAR	2000000002	J-Rejected		T-Newly Reported Trade		B-Buy	GABA/GA		CORP

### Reject Scan

## REJECT SCAN SEARCH FILTERS

Users have the ability to review specific transaction rejects by utilizing filter criteria from the Reject Scan main menu. Users can customize their search by:

- Trade Report Date (2 days available; current day is editable; previous day is view only)
- Entry Type
  - Trade Report Date (default is current day and these transactions are editable; previous day will be viewable but rejects from that day are not editable)
  - New Trade
  - Correction
  - Reversal
- CUSIP (The CUSIP Number assigned to the security)
  - Enter the CUSIP or select from the dropdown box
- Symbol (The TRACE symbol assigned to the security)
  - Enter the symbol or select from the dropdown box

- Reject Status (Select from the dropdown box)
  - Failed
  - Rejected (Rejects that require follow up action)
  - Repaired (Rejects that have been successfully repaired on the website)
  - Closed Rejects (Rejects that were closed by an unsuccessful repair or close request)
  - All
- Reject Reason Code
- Execution Date
- Depress Filter to enact the search request

## REJECT SCAN FIELD DEFINITIONS

Field	Description
Reject Time	The time the reject occurred.
Reject Reason Code	Displays the reject code associated with the transaction.
Reject Control Number	The TRACE-assigned reject number for the transaction.
Reject Status	Identifies the current state of the specific reject; Values are: <ul style="list-style-type: none"> <li>○ Rejected (Rejects that require follow up action)</li> <li>○ Repaired (Rejects that have been successfully repaired on the website)</li> <li>○ Repair Failed</li> <li>○ Closed Rejects (Rejects that were closed by an unsuccessful repair or close request)</li> </ul>
Repaired Time	The Time the Reject was Repaired
Entry Type	Identifies the type of transaction in the scan; Values are: <ul style="list-style-type: none"> <li>• Trade Entry</li> <li>• Correction</li> <li>• Reversal</li> </ul>
Client Trade Identifier	The Client Trade Identifier indicates an internal user reference number for the transaction.
Side	The side of the trade that the reporting party was on.
Symbol	The symbol of the security in the trade report.
CUSIP	The CUSIP Number of the affected security in the trade report.
Sub Product	The type of Corporate or Agency Debt Product; choices returned are CORP, AGCY, ELN, CHRC.

Quantity	The size of the trade report (in dollars).
Price	The price of the trade report.
Reporting Executing Party (RPID)	The identifier of the trade reporting executing party for the execution.
Reporting Executing Party Give Up (RPGU)	The identifier of the trade reporting give up party for the execution.
Contra Executing Party (CPID)	The contra side of the execution.
Contra Executing Party Give Up (CPGU)	The identifier of the contra give up party for the execution.
Execution Date	Displays the date the trade was executed.
Execution Time	Displays the time the trade was executed.
Method of Entry	Displays the way the client facilitated the transaction; choices are web, non-web.

**Reject Control Number**

When a transaction has been originally rejected by the TRACE system due to a failed validation check(s) a system Reject Control Number will be assigned to that specific transaction. This number will be identified in the Data Grid as a result of a Reject Scan request and will be a unique number for that specific transaction.


If a user, subsequent to the original reject, attempts to repair the rejected transaction and the repair also is rejected a new Reject Control Number will be assigned to that transaction,

**REPAIRING A REJECT**

**Trade Entry Repair**

This function allows a user to repair a reject of an attempted trade entry.

To enact a repair of a trade entry:

1. Access the transaction via the Reject Scan
2. Click the Repair Icon  on the line of the trade transaction to be repaired
3. The Trade Entry – Repair Window will appear with the details of the rejected transaction populated in the data fields and the Reject Reason Code(s) will be located on the screen
4. Adjust the information in the data fields that correspond to the reject
5. Depress Submit to enact the Trade Entry Repair

Fixed Income / TRACE / Corporate & Agency Debt / Reject Scan

Trade Entry - Repair 2000000002

**Reject Reason: 187: INVALID SETTLEMENT DATE**

Side: B-Buy    CUSIP: Select a CUSIP    Symbol: TEST.AA

Quantity: 1000.00    Contra Party ID: TST1    Capacity: P-Principal

Price: 10.000000    ATS Exec MPID:    Trading Market Indicator: P1-Primary Mkt - List/Fix     Price Override

Execution Time: 100000    Settlement Date: MMddyyyy     As Of    Execution Date:   

Commission:    No Remuneration:    RP Give Up:    RP Clearing #:   

Special Price

Reason:   

Modifier 1:    Modifier 2:    Modifier 3:    Modifier 4:   

Client Trade ID:    Branch Seq #:    Special Processing:   

Memo:   

Locked-In

CP Give Up:    Contra Clearing #:    Contra Capacity:   

Contra Commission:    Contra Client Trade ID:    Contra Branch Seq #:   

Close    Submit

## Trade Entry Repair

### Repairing a Reject – Trade Entry Fields

The following data fields are populated with trade details and unless noted can be modified


- Side
- CUSIP
- Symbol
- Quantity
- Price
- Price Override
- ATS Execution MPID
- Trading Market Indicator
- Contra Party ID
- Capacity
- Execution Time
- Settlement Date
- As Of Indicator
- Execution Date
- Commission
- No Remuneration
- RP Give Up
- RP Clearing Number
- Special Price Indicator

- 
- Special Price Reason
  - Trade Modifier 1 (Disabled)
  - Trade Modifier 2 (Disabled)
  - Trade Modifier 3 (Disabled)
  - Trade Modifier 4
  - Client Trade ID
  - Branch Seq #
  - Memo
  - Special Processing Flag
  - Locked-In Indicator
  - CP Give Up
  - Contra Clearing #
  - Contra Capacity
  - Contra Commission
  - Contra Client Trade ID
  - Contra Branch Seq #

### **Trade Correction Repair**

This function allows a user to repair a reject of an attempted trade correction.

To enact a repair of a trade correction:

1. Access the transaction via the Reject Scan
2. Click the Repair Icon  on the line of the correction transaction to be repaired
3. The Correction – Repair Window will appear with the details of the rejected transaction populated in the data fields and the Reject Reason Code(s) will be located on the screen
4. Adjust the information in the data fields that correspond to the reject
5. Depress Submit to enact the Correction Repair



Fixed Income / TRACE / Corporate & Agency Debt / Reject Scan

**Correction - Repair 2000000004**

**Reject Reason: 132: INVALID TRADING MARKET INDICATOR**

Side: B-Buy CUSIP: 123456BA2 Symbol: TEST.AA  
Quantity: 1000.00 Contra Party ID: TST1 Capacity: P-Principal  
Price: 10.000000 ATS Exec MPID: Trading Market Indicator:  Price Override  
Execution Time: 100000 Settlement Date: 01202017  As Of  
Execution Date:   
Commission: No Remuneration: RP Give Up: RP Clearing #:  
 Special Price  
Reason:  
Modifier 1: Modifier 2: Modifier 3: Modifier 4:  
Client Trade ID: Branch Seq #: Special Processing:  
Memo:  
 Locked-In  
CP Give Up: Contra Clearing #: Contra Capacity:  
Contra Commission: Contra Client Trade ID: Contra Branch Seq #:

Close Submit

### Correction Repair

#### Repairing a Reject – Correction Fields

The following data fields are populated with correction details and unless noted can be modified:


- Side
- CUSIP (Cannot be modified)
- Symbol (Cannot be modified)
- Quantity
- Contra Party ID
- Capacity
- Price
- Price Override
- ATS Execution MPID
- Trading Market Indicator
- Execution Time
- Settlement Date
- As Of Indicator
- Execution Date
- Commission
- No Remuneration
- RP Give Up
- RP Clearing #
- Special Price Indicator
- Special Price Reason
- Trade Modifier 1 (Disabled)
- Trade Modifier 2 (Disabled)
- Trade Modifier 3 (Disabled)

- 
- Trade Modifier 4
  - Client Trade ID
  - Branch Seq #
  - Correction Reason
  - Memo
  - Special Processing Flag
  - Locked-In Indicator
  - CP Give Up
  - Contra Clearing #
  - Contra Capacity
  - Contra Commission
  - Contra Client Trade ID
  - Contra Branch Seq #

### **Reversal Repair**

Users are able to repair a reject of a Reversal that was processed during the current day.

To enact a repair of a Reversal:

1. Access the transaction via the Reject Scan
2. Click the Repair Icon  on the line of the Reversal transaction to be repaired \
3. The Reversal – Repair Window will appear with the details of the rejected transaction populated in the data fields and the Reject Reason Code(s) will be located on the screen
4. Adjust the information in the data fields that correspond to the reject
5. Depress Submit to enact the Reversal Repair

Fixed Income / TRACE / Corporate & Agency Debt / Reject Scan

Reversal - Repair 2000000006

**Reject Reason: 132: INVALID TRADING MARKET INDICATOR**

Control Dat: 20111014 Control # 2000000250

Side: B-Buy CUSIP: Select a CUSIP Symbol: TEST.AA

Quantity: 1000 Contra Party ID: TST1 Capacity:

Price: ATS Exec MPID: Trading Market Indicator:  Price Override

Execution Time: 090000 Settlement Date: MMdyyyyy  As Of Execution Date: 10142011

Commission: No Remuneration: RP Give Up: RP Clearing #:

Special Price

Reason:

Modifier 1: Modifier 2: Modifier 3: Modifier 4:

Client Trade ID: REF0000000000000000AG Branch Seq #: Special Processing:

Memo:

Locked-In

CP Give Up: Contra Clearing #: Contra Capacity:

Contra Commission: Contra Client Trade ID: Contra Branch Seq #:

Close Submit

## Reversal Repair

### Repairing a Reject – Reversal Fields

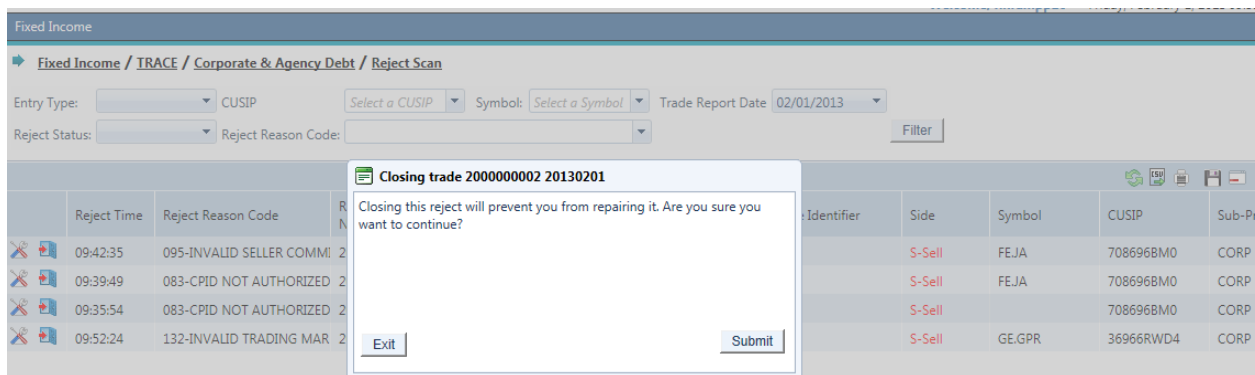
The following data fields are populated with trade details and unless noted can be modified:

- Control Date (Cannot be modified)
- Control # (Cannot be modified)
- Side
- CUSIP (Cannot be modified)
- Symbol (Cannot be modified)
- Quantity
- Contra Party ID
- Capacity
- Price
- Price Override
- ATS Execution MPID
- Trading Market Indicator
- Execution Time
- Settlement Date
- As Of Indicator
- Execution Date
- Commission
- No Remuneration
- RP Give Up
- RP Clearing Number
- Special Price Indicator
- Special Price Reason
- Trade Modifier 1 (Disabled)
- Trade Modifier 2 (Disabled)
- Trade Modifier 3 (Disabled)

- Trade Modifier 4
- Client Trade Identifier
- Branch Sequence #
- Memo
- Special Processing Flag
- Locked-In Indicator
- CP Give Up
- Contra Clearing Number
- Contra Capacity
- Contra Commission
- Contra Client Trade Identifier
- Contra Branch Sequence #


## CLOSING A REJECT

Once a user has accessed a record from the Reject Scan they must decide if they are to take action on that record, either attempt to repair it or close the record. A “Close” reject action will indicate the user does not wish to take action on the rejected transaction instead of attempting to modify the record and have the system re-process it. However, once the close action is selected users will not have another opportunity to repair that specific transaction.



### Closing a Reject

To close a repair of a rejected transaction:

1. Access the transaction via the Reject Scan
  2. Click the Close Icon  on the line of the transaction to be repaired
  3. The Close Reject Popup window will appear
  4. A system validation will ask if you wish to close the repair function
  5. Depress Submit and then X to affect the Close reject
- Or
6. Depress Exit to escape the window without closing the reject

If no user action is taken on a rejected transaction because the user closed the repair function or if no repair action was taken by the user by the time of system close the

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system will consider that transaction closed and will not allow the user to attempt to repair it.

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Reject Scan data grid once their selection and filter criteria has been submitted to TRACE.

### **Reject Scan Data Refresh**

Information contained in the Reject Scan data grid is can be updated during the course of the day. Users have the ability to refresh the current screen display of data grid by selecting the Refresh Icon located in the upper right corner of the Reject Scan menu band. This action will return the data grid with any new information contained in the selected data set.

### **Reject Scan Comma Separated Value File (CSV) Export**

Once a user performs the selection filtering for the Reject Scan data to be returned they have the ability to export the reject Scan data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Reject Scan menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Reject Scan**

Hard copies of the information contained in a Reject Scan request can be produced by clicking on the Print icon located in the upper right corner of the Reject Scan menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**

Users have the ability to customize and save the data grid settings that are the result of a scan. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Reject Scan filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears, then drag the column heading line to resize

- 
- To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set
  - Once the desired filtering has been completed click on Save Settings

Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Reject Scan filtered search
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
- Uncheck any box that contains a column to be removed from the data grid
- Click on Save Settings to enact the change

### **Clearing the Settings**

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Scan Settings but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Reject Scan data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

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## UNMATCHED TRADE REPORTS

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Unmatched Trade Reports are produced to ensure trades are accurate versus what a contra party to a trade is verifying. These reports are available to FINRA reporting firms for trades done on an intra-dealer (not customer) basis, and where their reported trades do not have a corresponding match against the reported contra broker dealer's trade report or could potentially be duplicate submissions, or where trades were reported against them (alleged) and no matching report was found.

In order to support this function TRACE stores the current day and past three business days of data (on a rolling basis) and users may enter the trade date they are interested in viewing.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Unmatched Trade Reports

Trade Report Date	Execution Date	Execution Time	Sub-Product	Reporting Party (RPID)	Reporting Party Give Up (RPGU)	Contra Party (CPID)	Contra Party Give Up (CPGU)	Symbol	CUSIP
02/01/2013	02/01/2013	09:00:00	CORP	IBAB		IBKR		FEJA	708696BM0

### Unmatched Trade Reports

## UNMATCHED TRADE REPORTS SEARCH FILTERS

Users have the ability to filter specific data searches from the Unmatched Trade Reports query depending on the information desired. Users can customize their search by:

- Trades Reported By
  - By Both Views (Default) By You or By Contra
- CUSIP
- Symbol
- Quantity
- Price
- Contra
- Sub Product
- Trade Report Date (To and From Dates; past 4 rolling business dates)
- Execution Date (Single Date selection; past 4 rolling business dates)

Once the user has decided upon the information to be retrieved the "Filter" button should be depressed to return the desired data results.

To clear the screen of the returned data results and return to a new data submission form the user can right click and press “Refresh” or select the Unmatched Trade Reports from the Corporate and Agency Debt drop down on the TRACE main menu.

## UNMATCHED TRADE REPORTS FIELD DEFINITIONS

Field	Description
Trade Report Date	The date the trade was reported to TRACE.
Execution Date	The date the execution of the trade took place.
Execution Time	The time which the trade was executed.
Reporting Party ID (RPID)	The identifier of the trade reporting executing party for the trade.
Reporting Party Give Up (RPGU)	The identifier of the trade reporting give up party for the execution.
Contra Party ID (CPID)	The firm who was on the opposite side of the trade.
Contra Party Give Up (CPGU)	The identifier of the contra give up party for the execution.
Symbol	The symbol of the security in the trade report.
CUSIP	The CUSIP Number of the affected security in the trade report.
Side	The side of the trade that the reporting party was on.
Quantity	The size of the trade report (in dollars).
Price	The price of the trade report.
Sub Product	The type of choices returned are CORP (Corporate Bond), ELN (Equity Linked Note), AGCY (Agency Bond), CHRC (Church Bond).
Settlement Date	Displays the date the trade is reported to settle.
Trading Market Indicator	Indicates if the trade was executed in the primary or secondary market.
Client Trade Identifier	The Client Trade Identifier indicates an internal user reference number for the transaction.
Branch Sequence #	The Branch Sequence # is an in-house reference number assigned to the trade by the Reporting Party.
Control Number	The Control Number is the unique 10-digit TRACE assigned control number of the trade.

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Unmatched Trade Reports data grid once their selection and filter criteria has been submitted to TRACE.

### **Unmatched Trade Reports Data Refresh**

Information contained in the Unmatched Trade Reports data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of data grid by selecting the Refresh Icon located in the upper right corner of the



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Unmatched Trade Reports menu band. This action will return the data grid with any new information contained in the selected data set.

### **Unmatched Trade Reports Comma Separated Value File (CSV) Export**



Once a user performs the selection filtering for the Unmatched Trade Reports data to be returned they have the ability to export the Unmatched Trade reports data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Unmatched Trade Reports menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Unmatched Trade Reports**



Hard copies of the information contained in an Unmatched Trade Reports request can be produced by clicking on the Print icon located in the upper right corner of the Unmatched Trade Reports menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**



Users have the ability to customize and save the data grid settings that are the result of a scan. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Unmatched Trade Reports filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears, then drag the column heading line to resize
  - To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set
- Once the desired filtering has been completed click on Save Settings

Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Unmatched Trade Reports filtered search

- 
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
  - Uncheck any box that contains a column to be removed from the data grid
  - Click on Save Settings to enact the change

### **Clearing the Settings**

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Scan Settings but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Unmatched Trade Reports data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

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## MATCHED TRADE REPORTS

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Matched Trade Reports are produced to allow the client to differentiate trades that are considered matched versus an unmatched status. These reports are available to FINRA reporting firms for trades done on an intra-dealer (not customer) basis, and where their reported trades have a corresponding match against the reported contra broker dealer's trade report.

In order to support this function TRACE stores the current day and past three business days of data (on a rolling basis) and users may enter the trade date they are interested in viewing.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Matched Trade Reports

➔ [Fixed Income](#) / [TRACE](#) / [Corporate & Agency Debt](#) / [Matched Trade Reports](#)

CUSIP:  Symbol:  Contra:  Quantity:   
Trade Report From Date:  To Date:  Execution Date:  Price:   
Sub-Product:

Matched Control Number	Trade Report Date	Execution Date	Execution Time	Sub-Product	Reporting Party ID (RPID)	Reporting Party Give Up (RPGU)	Contra Party (CPID)
2	02/07/2013	02/07/2013	09:53:36	CORP	NITE		WCHV
2	02/07/2013	02/07/2013	09:53:36	CORP	WCHV		NITE

### Matched Trade Reports

## MATCHED TRADE REPORTS SEARCH FILTERS

Users have the ability to filter specific data searches from the Matched Trade Reports query depending on the information desired. Users can customize their search by:

- CUSIP
- Symbol
- Quantity
- Price
- Sub Product
- Contra
- Trade Report Date (To and From Dates; past 4 rolling business dates)
- Execution Date (Single Date selection; past 4 rolling business dates)

Once the user has decided upon the information to be retrieved the "Filter" button should be depressed to return the desired data results.

To clear the screen of the returned data results and return to a new data submission form the user can right click and press "Refresh" or select the Matched Trade Reports from the Corporate and agency Debt drop down on the TRACE main menu.

## MATCHED TRADE REPORTS FIELD DEFINITIONS

Field	Description
Matched Control Number	A unique control number that tracks the match of each side of the trade.
Matched Date	The date the trade was Matched
Trade Report Date	The date the trade was reported to TRACE.
Execution Date	The date the execution of the trade took place.
Execution Time	The time which the trade was executed.
Reporting Party ID (RPID)	The identifier of the trade reporting executing party for the trade.
Reporting Party Give Up (RPGU)	The identifier of the trade reporting give up party for the execution.
Contra Party ID (CPID)	The firm who was on the opposite side of the trade.
Contra Party Give Up (CPGU)	The identifier of the contra give up party for the execution.
Symbol	The symbol of the security in the trade report.
CUSIP	The CUSIP Number of the affected security in the trade report.
Side	The side of the trade that the reporting party was on.
Quantity	The size of the trade report (in dollars).
Price	The price of the trade report.
Sub Product	The type of choices returned are CORP (Corporate Bond), ELN (Equity Linked Note), AGCY (Agency Bond), CHRC (Church Bond).
Settlement Date	Displays the date the trade is reported to settle.
Trading Market Indicator	Indicates if the trade was executed in the primary or secondary market.
Client Trade Identifier	The Client Trade Identifier indicates an internal user reference number for the transaction.
Branch Sequence #	The Branch Sequence # is an in-house reference number assigned to the trade by the Reporting Party.
Control Number	The Control Number is the unique 10-digit TRACE assigned control number of the trade.

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Matched Trade Reports data grid once their selection and filter criteria has been submitted to TRACE.

**Matched Trade Reports Data Refresh**



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Information contained in the Matched Trade Reports data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of data grid by selecting the Refresh Icon located in the upper right corner of the Matched Trade Reports menu band. This action will return the data grid with any new information contained in the selected data set.

### **Matched Trade Reports Comma Separated Value File (CSV) Export**

Once a user performs the selection filtering for the Matched Trade Reports data to be returned they have the ability to export the Matched Trade reports data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Matched Trade Reports menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Matched Trade Reports**

Hard copies of the information contained in a Matched Trade Reports request can be produced by clicking on the Print icon located in the upper right corner of the Matched Trade Reports menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**

Users have the ability to customize and save the data grid settings that are the result of a scan. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Matched Trade Reports filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears, then drag the column heading line to resize
  - To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set
- Once the desired filtering has been completed click on Save Settings

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Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Matched Trade Reports filtered search
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
- Uncheck any box that contains a column to be removed from the data grid
- Click on Save Settings to enact the change

### ***Clearing the Settings***

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Scan Settings but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Matched Trade Reports data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

## DAILY LIST

The Daily List is a summary of the security and participant additions, deletions, and symbol changes made to the Data Master file on a given day. Clicking on the Daily List menu item will take the user directly to the most recent Daily List available.

Users can filter out data by specific date in order to view a historical capture of a day's Daily List.

The Daily List is available on an intra-day basis, i.e., additions, deletions and symbol changes performed during the current day will be available for viewing the intra-day Daily List will be updated real-time starting at approximately 8:00am ET, up until system close. The intra-day Daily List will be a cumulative list, meaning all adds/deletes/changes will continue to appear throughout every updated list during the day.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Daily List

Fixed Income / TRACE / Corporate & Agency Debt / Daily List

Daily List Type: Security Search By: Symbol Search Criteria:

From Date: 1/1/2013 To Date: 2/1/2013 Category: SA-Security Addition Sub-Product:

DL Date	DL Time	DL Reason Description	Sub-Product	Trade Report Effective Date	Symbol	CUSIP	Bloomberg Symbol	Issuer Name
01/02/2013	15:57:05	BLK-New Addition	AGCY	01/03/2013	TEST3947091	TEST12340		TEST 1234 0
01/04/2013	15:26:32		ELN	01/09/2013		284904109		ELECTROFUEL INC
01/09/2013	08:18:35		ELN	01/08/2013	TVCR3949113	894174200		TRAVELCENTERS AMER LLC
01/16/2013	11:52:21	DEX-Delisted from Exchange	CORP	01/16/2013	JPM3950868	46625H647	BBG00008NJ40	JPMORGAN CHASE & CO
01/16/2013	11:52:36	DAR-Delisted from ARCA	AGCY	01/16/2013	OPIZ3950869	690353WC7	BBG003M5P8Z4	OVERSEAS PRIVATE INVESTM
01/16/2013	11:53:05	DEX-Delisted from Exchange	CORP	12/16/2010	BAC3950870	06052R476		Bank of America Corporation
01/16/2013	11:56:51	DEX-Delisted from Exchange	CORP	01/16/2013	UBS3950871	90265K205	BBG0015WRQZ6	UBS AG
01/16/2013	12:25:52	DEX-Delisted from Exchange	CORP	01/16/2013	BCS3950872	06740C238	BBG0019J0D34	BARCLAYS BK PLC

### Daily List Security

## DAILY LIST SEARCH FILTERS

Users have the ability to filter specific data searches from the Daily List depending on the information desired. Users can customize their search by:

- Daily List Type (Either Security or Participant; Default = Security)
- Search By
  - If Daily List Type is Security then users can search by Symbol or Security Name
  - If Daily List Type is Participant then users can search by MPID or Firm Name
- Date Range (Enter in the dates of a Daily List that are to be reviewed) Default is current day only.
- Search Criteria
- Category
  - Additions
  - Deletions

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## Changes

- Sub Product

Once the user has decided upon the information to be retrieved the “Filter” button should be depressed to return the desired data results.

To clear the screen of the returned data results and return to a new data submission form the user can right click and press “Refresh” or select the Daily List from the Corporate and Agency Debt drop down on the TRACE main menu.

## FIELD DEFINITIONS: SECURITY

### DAILY LIST TYPE: SECURITY; CATEGORY: ADDITION OR DELETION

Field	Description
DL Date	The date chosen for the Daily List report.
DL Time	The time the daily list was published.
DL Reason Description	Reason for the action being taken on the security;
Sub Product Type	The Sub Product identifier for the Corporate or Agency Debt security; CORP, ELN, AGCY, CHRC.
144A Indicator	A flag which indicates if the security is a 144A security.
Convertible Flag	A flag which indicates a bond that can be exchanged at the option of the holder into preferred or common stock at a pre-set ratio.
Trade Report Effective Date – Additions only	Not used to determine timeliness of transaction reporting; to determine specific reporting requirements for TRACE-Eligible Securities, please refer to FINRA Rule 6730.
Effective Date – Deletions only	The effective date of the security deletion.
Symbol	The security symbol affected in the addition.
CUSIP	The CUSIP Number of the affected security in the addition.
Bloomberg Symbol	Industry identifier of the symbol as assigned by Bloomberg.
Issuer Name	The security issuer name.
Description	The security issuer name description.
Coupon Rate	The interest payment made on the security.
Maturity Date	The date when the principal amount of the security is repaid to the investor along with the final interest payment.
Dissemination Flag	Indicates if the security will be eligible for its transaction data to be disseminated.
Comments	Provides further explanation of affected transaction.





DAILY LIST TYPE: SECURITY; CATEGORY: CHANGES

Field	Description
DL Date	The date chosen for the Daily List report.
DL Time	The time the daily list was published.
Update Date	The date the updated record was produced.
Update Time	The time the record was produced.
DL Reason Description	Reason for the action being taken on the security.
Old Sub Product Type	The previous Sub Product type for the affected security; potential values are: CORP, ELN, AGCY, and CHRC.
New Sub Product Type	The new Sub Product type for the affected security; potential values are: CORP, ELN, AGCY, CHRC..
Old Trade Report Effective Date	Not used to determine timeliness of transaction reporting; to determine specific reporting requirements for TRACE-Eligible Securities, please refer to FINRA Rule 6730.
New Trade Report Effective Date	Not used to determine timeliness of transaction reporting; to determine specific reporting requirements for TRACE-Eligible Securities, please refer to FINRA Rule 6730.
Old Symbol	The original security symbol affected in the change.
New Symbol	The new symbol of the security affected in the change.
Old CUSIP	The previous CUSIP Number of the affected security in the change.
New CUSIP	The new CUSIP Number of the affected security in the change.
Old Issuer Name	The previous security issuer name affected in the transaction.
Old Bloomberg Symbol	The previous Bloomberg symbol of the affected security in the change.
New Bloomberg Symbol	The new Bloomberg symbol of the affected security in the change.
New Issuer Name	The new security issuer name in the transaction.
Old Description	The previous security description affected in the transaction.
New Description	The new security description affected in the transaction.
Old Coupon Rate	The previous interest payment made on the security.
New Coupon Rate	The new interest payment made on the security.

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<b>Field</b>	<b>Description</b>
Old Maturity Date	The previous date when the principal amount of the security is repaid to the investor along with the final interest payment.
New Maturity Date	The new date when the principal amount of the security is repaid to the investor along with the final interest payment.
Old Dissemination Flag	Indicates the previous dissemination status for the security.
New Dissemination Flag	Indicates the new dissemination status for the security.
Old 144A Indicator	Indicates the previous 144A state of a security.
New 144A Indicator	Indicates the new 144A state of a security.
Old Convertible Flag	Indicates the previous convertible status for the security
New Convertible Flag	Indicates the new convertible status for the security
Comments	Provides further explanation of affected transaction.

Daily List Type:  Search By:  Search Criteria:   
 From Date:  To Date:  Category:   
 Sub-Product:

DL Date	Effective Date	MPID	Firm Name	Comments
01/28/2013	06/01/2007	SALI	Sterne, Agee & Lea	Participant Addition
01/11/2013	06/01/2007	DEVJ	COLDBROOKE FINA	Participant Addition
01/04/2013	01/04/2013	FAIS	FREDERICK ANDRE	Participant Addition
01/04/2013	06/01/2007	BSMM	BUFFKIN SULLIVAN	Participant Addition
01/03/2013	06/25/2009	XYZ3	FD CAPITAL ADVIS	Participant Addition

### Daily List Participant

## FIELD DEFINITIONS: PARTICIPANT

### DAILY LIST TYPE: PARTICIPANT; CATEGORY: ADDITION OR DELETION

Field	Description
DL Date	The date chosen for the Daily List report.
Effective Date	The date the respective action (addition, deletion) is applied.
MPID	The market participant identifier of the firm being affected by the transaction.
Firm Name	The name of the firm being affected by the transaction.
Comments	Provides further explanation of affected transaction.

### DAILY LIST TYPE: PARTICIPANT; CATEGORY: CHANGE

Field	Description
DL Date	The date chosen for the Daily List report.
Update Date	The date the updated record was produced.
Update Time	The time the record was produced.
DL Reason Description	Reason for the action being taken by the transaction.
Effective Date	The date the transaction on the participant is effective.
Old MPID	The previous market participant identifier.
New MPID	The new market participant identifier.
Old Firm Name	The previous name of the market participant.
New Firm Name	The new name of the market participant.
Comments	Provides further explanation of affected transaction.

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Daily List data grid once their selection and filter criteria has been submitted to TRACE.

### Daily List Data Refresh

Information contained in the Daily List data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of data grid by

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selecting the Refresh Icon located in the upper right corner of the Daily List menu band. All pages containing data for the filtered search criteria will be returned. This action will return the data grid with any new information contained in the selected data set.

### ***Daily List Comma Separated Value File (CSV) Export***



Once a user performs the selection filtering for the Daily List data to be returned they have the ability to export the Daily List data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Daily List menu band. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### ***Printing the Daily List***



Hard copies of the information contained in a Daily List request can be produced by clicking on the Print icon located in the upper right corner of the Daily List menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

## SECURITY SCAN

The Security Scan allows the user to view securities handled in the TRACE system. Users can filter a request to view a specific subset of securities or can choose to view all securities. The resultant information provided for each request is “View Only” as users will not have any ability to manipulate this data. Once the user determines the information to be returned they must submit the request by selecting “Filter” on the request screen.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Security Scan

Fixed Income / TRACE / Corporate & Agency Debt / Security Scan

CUSIP  Symbol   
Sub-Product  Issuer Name

Symbol	CUSIP	Bloomberg Symbol	Sub-Product	Bond Type	Bond Type Description	Issuer Name	Security Description
OCN.GL	67574RAA3	BBG00004NWX8	CORP	CFIN	CFIN-Corporates	OCWEN CAP TR	Capital Security
OMC.GC	681919AL0	BBG0008PTZW1	CORP	CSVC	CSVC-Corporates	OMNICOM GROUP INC	Senior Note
PENN.GF	707569AK5	BBG000650CP7	CORP	CSVC	CSVC-Corporates	PENN NATL GAMING INC	Senior Subordinated Not
LRV.GO	53117CAJ1	BBG00009WQ06	CORP	CFIN	CFIN-Corporates	LIBERTY PPTY LTD PARTNERSHIP	Senior Note
MTH.GH	59001AAK8	BBG000087PF5	CORP	CIND	CIND-Corporates	MERITAGE HOMES CORP	Senior Note
UNS.GD	909205AB2	BBG000088PF1	CORP	CUTL	CUTL-Corporates	UNISOURCE ENERGY CORP	Senior Note
FEJA	708696BM0	BBG000056D66	CORP	CUTL	CUTL-Corporates	PENNSYLVANIA ELEC CO	Senior Note
ALLY3666145	3704A0XX5	BBG00009WYR0	CORP	CFIN	CFIN-Corporates	GENERAL MTRS ACCEP CORP SMARTNOTES BOOK	Unsecured Note
ALLY3666146	3704A0XY3	BBG00009WYN4	CORP	CFIN	CFIN-Corporates	GENERAL MTRS ACCEP CORP SMARTNOTES BOOK	Unsecured Note

### Security Scan

## SECURITY SCAN SEARCH FILTERS

Users have the ability to filter specific data searches from the Security Scan depending on the information desired. Leaving all fields blank will return all securities in the SP database. Users can also customize their search by the following fields:

- CUSIP – this is a drop down selection tool that allows the users to leave blank (to return all CUSIP numbers); choose a specific CUSIP Number from the drop down box pre-loaded list, or, manually type in the specific CUSIP Number.
- Symbol – this is a drop down selection tool that allows users to leave blank (to return all securities); choose a specific symbol from the drop down box pre-loaded list, or, manually type in the specific known security symbol.
- Issuer name – this is a drop down selection tool that allows the user to choose the Issuer Name of the security. Multiple records of an Issuer Name may be returned for this query.
- Sub Product – this is a drop down selection tool that allows the user to choose between the sub product classes in TRACE-Eligible Corporate and Agency Debt; CORP, ELN, AGCY, CHRC.

Users have the ability to process new Security Scan requests by clearing the current data grid.

To clear the screen of the previous returned data results and refresh the page to a new data submission form the user can right click and press “Refresh” or select the Security Scan from the Corporate and Agency Debt drop down on the TRACE main menu.

## SECURITY SCAN FIELD DEFINITIONS

Field	Description
CUSIP	The CUSIP Number assigned to the security.
Symbol	The assigned symbol for the security.
Bloomberg Symbol	Industry identifier of the symbol as assigned by Bloomberg.
Sub Product	The Sub Product identifier for the Corporate and Agency Debt; values are CORP, ELN, AGCY, CHRC.
Issuer Name	Elongated name of the security.
Security Description	The description of the security.
Coupon Rate	The interest payment made on the security.
Coupon Type	The specific type of coupon associated with the security.
Coupon Type Description	The description of the Coupon Type associated with the security.
Interest Type	The Interest Type for the affected security.
Interest Type Description	The Interest Type description for the affected security.
Trade Report Effective Date	Not used to determine timeliness of transaction reporting; to determine specific reporting requirements for TRACE-Eligible Securities, please refer to FINRA Rule 6730.
Dissemination Flag	Indicates if the security is eligible for dissemination.
Maturity Date	The date when the principal amount of the security is repaid to the investor along with the final interest payment.
Grade	Will be blank filled.
144A Indicator	A flag which indicates if the security is a 144A security.
Convertible Flag	A flag which indicates a bond that can be exchanged at the option of the holder into preferred or common stock at a pre-set ratio.

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Security Scan data grid once their selection and filter criteria has been submitted to TRACE.

### **Security Scan Data Refresh**



Information contained in the Security Scan data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of the

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data by selecting the Refresh icon located in the upper right corner of the Security Scan menu band. This action will return the data grid with any new information contained in the selected data set.

### **Daily List Comma Separated Value File (CSV) Export**

Once a user performs the selection filtering for the Security Scan data to be returned they have the ability to export the Scan data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Security Scan menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Security Scan**

Hard copies of the information contained in a Security Scan request can be produced by clicking on the Print icon located in the upper right corner of the Security Scan menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**

Users have the ability to customize and save the data grid settings that are the result of a scan. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Security Scan filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears, then drag the column heading line to resize
  - To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set
- Once the desired filtering has been completed click on Save Settings



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Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Security Scan filtered search
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
- Uncheck any box that contains a column to be removed from the data grid
- Click on Save Settings to enact the change

### ***Clearing the Settings***

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Scan Settings but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Security Scan data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

## CURRENT SECURITY HALT VIEW

The Security Halt View is a display-only function that allows the user to see all securities that are currently in a halted state or securities that have been resumed during the current day. This display does not show pending halt or resume actions. The following states will be processed by TRACE to inform the users of status:

- Halted
  - Trading Resumed
- Select Fixed Income from the Main Menu
  - Under TRACE Corporate and Agency Debt
    - Click on Current Security Halt View

Fixed Income / TRACE / Corporate & Agency Debt / Current Security Halt View

Original Halt Date	Halt Time	Sub-Product	CUSIP	Symbol	Security Description	Halt State	Reason Code	Trade Resumption Date	Trade Resumption Time
01/27/2012	14:08:03	CORP		G.GT		Halted	H10 -Halt - SEC Trading Suspension		
01/25/2012	16:22:58	CORP	00846UAC5	A.GC	AGILENT TECHNOLOGIES	Halted	T1 -Halt - News Pending		
01/24/2012	13:44:00	CORP		NSAN.GE		Halted	T1 -Halt - News Pending		
01/24/2012	13:28:15	CORP	931422AD1	WAG.GA	WALGREEN CO	Halted	H10 -Halt - SEC Trading Suspension		

### Current Security Halt View

## CURRENT SECURITY HALT VIEW FIELD DEFINITIONS

Field	Description
Original Halt Date	The date which the original halt took place for the affected security.
Halt Time	The time which the original halt took place for the affected security.
Sub Product	The Corporate and Agency Debt Sub Product affected by the halt action.
CUSIP	The CUSIP Number assigned to the security.
Symbol	The affected security's symbol. Will state EMC if emergency market halt.
Security Name	The name of the affected security.
Halt State	The current halt state that the security is in; values are Halted, Quoting Resumed, Trading Resumed.
Reason Code	The Halt reason; Associated code values are:T1 News Pending <ul style="list-style-type: none"> <li>- H10 Halt (SEC Suspension)</li> <li>- H11 Halt (regulatory Concern)</li> <li>- H12 Halt (SEC Revocation)</li> <li>- U1 Halt (Foreign Market/Regulatory)</li> <li>- U4 Halt - EMC (Emergency Market Condition)</li> <li>- C11Resume – (Trade Halt Concluded By Other Regulatory Authority; Quotes/Trades to Resume)</li> <li>- C13 Resume – EMC Resume</li> </ul>
Trade Resumption Date	The date trade reporting resumes.

Field	Description
Trade Resumption Time	The time trade reporting resumes.

## Data Actions

Users have the ability to perform various functions with the resultant Current Security Halt View data grid once their selection and filter criteria has been submitted to TRACE.

### **Current Security Halt View Data Refresh**

Information contained in the Current Security Halt View data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of the data by selecting the Refresh icon located in the upper right corner of the Current Security Halt View menu band. This action will return the data grid with any new information contained in the selected data set.

### **Current Security Halt View Comma Separated Value File (CSV) Export**

Once a user performs the selection filtering for the Current Security Halt View data to be returned they have the ability to export the Scan data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Current Security Halt View menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Current Security Halt View**

Hard copies of the information contained in a Current Security Halt View request can be produced by clicking on the Print icon located in the upper right corner of the Security Scan menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**

Users have the ability to customize and save the data grid settings that are the result of a data search. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Current Security Halt View filtered search
- View data grid and change desired settings

- 
- To change Column Width click on the Column Heading until the East-West arrow appears., then drag the column heading line to resize
  - To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set.
  - Once the desired filtering has been completed click on Save Settings

Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Current Security Halt View filtered search
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
- Uncheck any box that contains a column to be removed from the data grid
- Click on Save Settings to enact the change

### **Clearing the Settings**

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Current Security Halt View but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Current Security Halt View data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

## SECURITY HALT HISTORY

The Security Halt History is a display-only function that allows the user to review halt activity for security(s) during a specific date range (default setting will be for the previous day). Users are able to select a date range to view all halt and resume activity for the affected security(s). The following states will be processed by TRACE to inform the users of status:

- Halted
  - Trading Resumed
- Select Fixed Income from the Main Menu
  - Under TRACE Corporate and Agency Debt
    - Click on Security Halt History

Fixed Income / TRACE / Corporate & Agency Debt / Security Halt History

From Date: 1/1/2013 To Date: 1/31/2013 CUSIP Select a CUSIP Symbol Select a Symbol Filter

Original Halt Date	Halt Time	Sub-Product	CUSIP	Symbol	Security Description	Halt State	Reason Code	Trade Resumption Date	Trade Resumption Time
No records to display.									

### Security Halt History

## SECURITY HALT HISTORY SEARCH FILTERS

A Date or Date Range is always required

- To view all historical halt/resume activity for all securities in a date/date range users enter the From Date or date range , leave the Symbol and CUSIP field blank and then depress Filter.
- To view halt/resume activity for a specific symbol or CUSIP in a date/date range, users should enter in the Symbol or CUSIP, the From Date or date range and then depress Filter.

## SECURITY HALT HISTORY FIELD DEFINITIONS

Field	Description
Original Halt Date	The date, in reverse chronological order, which the original halt took place for the affected security.
Halt Time	The time which the original halt took place for the affected security.
Sub Product	The Corporate and Agency Debt Sub Product affected by the halt action.
CUSIP	The CUSIP Number assigned to the security.
Symbol	The affected security's symbol. Will state EMC if emergency market halt.
Security Name	The name of the affected security.
Halt State	The halt state that the security was in for the data record; values are Halted, Quoting Resumed, Trading Resumed.
Reason Code	The Halt reason; Associated code values are:

Field	Description
	<ul style="list-style-type: none"> <li>- H10 Halt (SEC Suspension)</li> <li>- H11 Halt (Regulatory Concern)</li> <li>- H12 Halt (SEC Revocation)</li> <li>- U1 Halt (Foreign Market/Regulatory)</li> <li>- U4 Halt - EMC (Emergency Market Condition)</li> <li>- C11Resume – (Trade Halt Concluded By Other Regulatory Authority; Quotes/Trades to Resume)\</li> <li>- C13 Resume – EMC Resume</li> </ul>
Trade Resumption Date	The date trade reporting resumes.
Trade Resumption Time	The time trade reporting resumes.

**DATA ACTIONS**

Users have the ability to perform various functions with the resultant Security Halt History data grid once their selection and filter criteria has been submitted to TRACE.

**Security Halt History Data Refresh** 

Information contained in the Security Halt History data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of the data by selecting the Refresh icon located in the upper right corner of the Security Halt History menu band. This action will return the data grid with any new information contained in the selected data set.

**Security Halt History Comma Separated Value File (CSV) Export** 

Once a user performs the selection filtering for the Security Halt History data to be returned they have the ability to export the History data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Security Halt History menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user’s internal file directory.

**Printing the Security Halt History** 

Hard copies of the information contained in a Security Halt History request can be produced by clicking on the Print icon located in the upper right corner of the Security History menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

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## **Saving your Settings**

Users have the ability to customize and save the data grid settings that are the result of a data search. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Security Halt History filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears., then drag the column heading line to resize
  - To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set.
- Once the desired filtering has been completed click on Save Settings

Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- Perform desired Security Halt History filtered search
- View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
- Uncheck any box that contains a column to be removed from the data grid
- Click on Save Settings to enact the change

## **Clearing the Settings**

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Security Halt History but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Security Halt History data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

## PARTICIPANT SCAN

The Participant Scan allows users to retrieve information about other clients that use the TRACE system. The information available as a result of a data query includes the client's Market Participant ID (MPID), the client name, their role in the marketplace, and their clearing number.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Participant Scan

Fixed Income / TRACE / Corporate & Agency Debt / Participant Scan

MPID test Firm Name Select a Name Filter

MPID	Product	SubProduct	Firm Name
TEST	CA	AGCY	TEST MPID
TEST	CA	CHRC	TEST MPID
TEST	CA	CORP	TEST MPID
TEST	CA	ELN	TEST MPID

**Participant Scan**

## PARTICIPANT SCAN SEARCH FILTERS

**To view all firms in the data set:**

- Leave both the MPID and Firm Name text boxes empty and depress Submit.
  - All data fields for all firms in the system will be returned in the data grid.

To query a specific firm:

- Enter the MPID or choose from the roster of MPID's in the MPID textbox dropdown, or;
- Enter the name of the firm by choosing the firm name from the roster of names in the Firm Name textbox/dropdown. Data fields for the selected firm will be returned in the data grid.

## PARTICIPANT SCAN FIELD DEFINITIONS

Field	Description
MPID	The Market Participant Identifier.
Firm Name	The full name of the client firm.

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Participant Scan data grid once their selection and filter criteria has been submitted to TRACE.

### **Participant Scan Data Refresh**

Information contained in the Participant Scan data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of the



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data by selecting the Refresh icon located in the upper right corner of the Participant Scan menu band. This action will return the data grid with any new information contained in the selected data set.

### **Participant Scan Comma Separated Value File (CSV) Export**



Once a user performs the selection filtering for the Participant Scan data to be returned they have the ability to export the Scan data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Participant Scan menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Participant Scan**



Hard copies of the information contained in a Participant Scan request can be produced by clicking on the Print icon located in the upper right corner of the Participant Scan menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

### **Saving your Settings**



Users have the ability to customize and save the data grid settings that are the result of a data search. Settings that can be change include column width, sort criteria and page size. The next time the user views the affected data grid the changes that were enacted and saved will be apparent.

To save settings:

- Perform desired Participant Scan filtered search
- View data grid and change desired settings
  - To change Column Width click on the Column Heading until the East-West arrow appears., then drag the column heading line to resize
  - To regroup the data set Columns click on the Column Heading until the North-South-East-West arrow appears. Then drag the chosen columns to the desired location
  - To regroup the data by Ascending/Descending order click on the Column Heading then right click and choose the desired way to sort the data set.
- Once the desired filtering has been completed click on Save Settings

Users may choose to eliminate certain fields listed in the table above from their data grid. To customize which fields will appear in a filtered search:

- 
- Perform desired Participant Scan filtered search
  - View data grid and right click on Column Heading and then click on Columns A list of Columns and associated checkboxes appears
  - Uncheck any box that contains a column to be removed from the data grid
  - Click on Save Settings to enact the change

### **Clearing the Settings**

TRACE provides functionality that allows users to change settings that were previously customized. In the event a user has customized the Participant Scan but would like to have them reset to the system default the Clear settings Icon, located in the upper right corner of the Participant Scan data grid page can be depressed to return any changes made to column width, data sorting choices or page size.

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## TIME AND SALES SCAN

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The Time and Sales function enables the user to view trade activity for the current day as well as get access to daily and weekly summary activity for securities. The Time and Sales function provides transactional and historical trade data for each issue in the system. All data displayed shall be current and displayed in real-time.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Time and Sales Scan

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➔ Fixed Income / TRACE / Corporate & Agency Debt / Time & Sales Scan

CUSIP  Symbol  Statistics

From Date:   To Date:   Sort By:

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### Time and Sales Scan

## TIME AND SALES SEARCH FILTERS

Users can filter on the following fields to access the data to be returned to view Time and Sales activity:

- CUSIP
  - Type in the CUSIP of the security symbol in the textbox or choose from the roster of CUSIP's in the dropdown
- Symbol
  - Type in the security symbol in the textbox or choose from the roster of symbols in the dropdown
- Choose the type of Statistic to be viewed from the dropdown
  - Trades
  - Daily Summary
  - Weekly Summary
- Choose a Date Range to view from;
  - A Start date is required on the Daily and Weekly Summary requests
  - The End date will default to current date if left blank
- Sort By
  - Most recent data first is default
  - Select the trade report date from the dropdown (all dates T-20); default is current date

CUSIP:  Symbol:  Statistics:   
 From Date:  To Date:  Sort By:

**Time & Sales Search Results: Detail Trades**

Security: TEST.AA 123456BA2 Note AGCY

52 Week High/Low High Price: High Date Attained: Low Price: Low Date Attained:

Report Date	Report Time	Exec Date	Exec Time	Status	ATS Indicator	Reporting Party Type	Contra Party Type	Side	Quantity Disseminated (Qty Dissem)	Price	Yield	Remuneration Indicator	Modifier 1 (Mod1)	Modifier 2 (Mod2)	Modifier 3 (Mod3)	Modifier 4 (Mod4)	Special Price Indicator (Spec Price)	As-Of Indicator (As-Of)
No records to display.																		

**Time and Sales Trade Details**

**TIME AND SALES DATA GRID FIELD DEFINITIONS – TRADE DETAILS**

Field	Definition/Values
Security Detail	Symbol, CUSIP, Description, Sub Product, “144a” NOTE: “144A” will show in the security detail line for any 144A security that was disseminated.
52 Week High/Low	High Price, High Price Date Attained, Low Price, Low Price Date Attained.
Trade Report Date	The date the specific trade report was entered into the system.
Trade Report Time	The time of the trade report.
Execution Date	The date the trade was executed.
Execution Time	The time the trade was executed.
Status	The status of the trade report within the Time and Sales Scan; associated values are: <ul style="list-style-type: none"> <li>• Newly Reported Trade</li> <li>• Canceled</li> <li>• Correction Canceled (The cancel portion of a trade that was modified)</li> <li>• Correction New Trade (New trade as a result of a trade correction)</li> <li>• Reversals</li> </ul>
Side	This field identifies the side (i.e., Buy or Sell) from the reporting party’s perspective. Only one side of an Inter-dealer transaction is disseminated, which will be identified as the sell side from the reporting party’s perspective. <ul style="list-style-type: none"> <li>• B = Reporting party bought from contra party</li> <li>• S = Reporting party sold to contra party</li> </ul>
Reporting Party Type	Identifies the type of entity that reported the trade <ul style="list-style-type: none"> <li>• D = Reporting party is a Broker/Dealer</li> <li>• T = ATS</li> </ul>
Contra Party Type	Identifies the type of contra party which the reported trade was executed against (a Broker/Dealer or Customer (non-FINRA member)). <ul style="list-style-type: none"> <li>• D = Contra party is a Broker/Dealer</li> <li>• C = Contra party is a Customer (non-FINRA member)</li> <li>• T = ATS</li> <li>• A = Affiliate</li> </ul>

Field	Definition/Values
ATS Indicator	Identifies if a trade is an ATS Execution based on either the Reporting Party or Contra Party being an ATS, or if the trade was executed on an ATS. <ul style="list-style-type: none"> <li>• Y = ATS Execution</li> <li>• Blank</li> </ul>
Quantity Disseminated	Disseminated volume for the transaction.
Price	The price of the trade report.
Yield	The Yield field indicates the effective rate of return earned on a security as calculated by the system and is expressed as a percentage.
Remuneration	<ul style="list-style-type: none"> <li>• C = Commission Included in Price</li> <li>• M = Markup or Markdown Included in Price</li> <li>• N = No Commission or Markup/Markdown Included in Price</li> <li>• Blank</li> </ul>
Modifier 3	<ul style="list-style-type: none"> <li>• T = Trade reported outside normal market hours</li> <li>• Z = Trade reported during normal market hours and reported late</li> <li>• U = Trade reported outside normal market hours and reported late</li> </ul>
Modifier 4	Value: W Weighted Average Price
Special Price Indicator	Indicates the existence of a special trade condition that impacted the execution price.
As Of Indicator	Indicates that the trade is being reported on an as-of basis.
Prior Report Date	Indicates if the trade was reported on a previous day and what that day was.

Fixed Income / TRACE / Corporate & Agency Debt / Time & Sales Scan

CUSIP:  Symbol:  Statistics:  From Date:  To Date:  Sort By:

**Time & Sales Search Results: Daily Summary**  
Security: TEST.AA 123456BA2 Note AGCY  
52 Week High/Low High Price: High Date Attained: Low Price: Low Date Attained:

Execution Date	High Price	Low Price	Last Sale Price	Most Recent Price	Most Recent Yield
01/17/2017	0.000000	0.000000	0.000000	99.000000	

### Time and Sales Daily Summary

## TIME AND SALES DATA GRID FIELD DEFINITIONS – DAILY SUMMARY DETAILS

Field	Definition/Values
Security Detail	Symbol, CUSIP, Description, Sub Product.
52 Week High/Low	High Price, High Price Date Attained, Low Price, Low Price Date Attained.
Trade Date	The date of the summary view.

Field	Definition/Values
High Price	The highest price the security was trade reported for during the trade date.
Low Price	The lowest price the security was trade reported for during the trade date.
Last Sale Price	The trade price for the trade report that was last sale eligible.
Most Recent Price	The trade price for the trade report that was most recently reported but not last sale eligible.

Fixed Income / TRACE / Corporate & Agency Debt / Time & Sales Scan

CUSIP:  Select a CUSIP Symbol: TEST.AA Statistics: Weekly Summary  
 From Date:  To Date:  Sort By: Most Recent

**Time & Sales Search Results: Weekly Summary**  
 Security: TEST.AA 123456BA2 Note AGCY  
 52 Week High/Low High Price: High Date Attained: Low Price: Low Date Attained:

Week Beginning	High Price	High Date Attained	Low Price	Low Date Attained
No records to display.				

### Time and Sales Weekly Summary

## TIME AND SALES DATA GRID FIELD DEFINITIONS – WEEKLY SUMMARY DETAILS

Field	Definition/Values
Security Detail	Symbol, CUSIP, Description, Sub Product.
52 Week High/Low	High Price, High Price Date Attained, Low Price, Low Price Date Attained.
Week Beginning	The start calendar week.
High Price	The highest price the security was trade reported for during the selected week.
High Date Attained	The date of the week during the query period which the high price was attained.
Low Price	The lowest price the security was trade reported for during the selected week.
Low Date Attained	The date of the week during the query period which the low price was attained.

## DATA ACTIONS

Users have the ability to perform various functions with the resultant Time and Sales Scan data grid once their selection and filter criteria has been submitted to TRACE.

### **Time and Sales Scan Data Refresh**

Information contained in the Time and Sales data grid is sometimes updated during the course of the day. Users have the ability to refresh the current screen display of the data by selecting the Refresh icon located in the upper right corner of the Time and Sales menu band. This action will return the data grid with any new information contained in the selected data set.

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### ***Time and Sales Scan Comma Separated Value File (CSV) Export***



Once a user performs the selection filtering for the Time and Sales Scan data to be returned they have the ability to export the History data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Time and Sales Scan menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### ***Printing the Time and Sales Scan***



Hard copies of the information contained in a Time and Sales Scan request can be produced by clicking on the Print icon located in the upper right corner of the Time and Sales Scan menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.

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## MARKET AGGREGATES (MARKET CLOSE)

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The Market Aggregates (Mkt Close) statistics provide information to the user from Start of Day (8:00 a.m. ET) to market close (5:15 p.m. ET). The information available via this function includes:

- Market Breadth
  - Most Active Investment Grade Bonds
  - Most Active High Yield Bonds
  - Most Active Convertible Bonds
- Select Fixed Income from the Main Menu
  - Under TRACE Corporate and Agency Debt
    - Click on Market Aggregates (Mkt Close)

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➔ [Fixed Income](#) / [TRACE](#) / [Corporate & Agency Debt](#) / [Market Aggregates \(Mkt Close\)](#)

Type:  Date:

### Market Aggregates (Mkt Close)

## MARKET AGGREGATES (MKT CLOSE) SEARCH FILTERS

Users can filter on the following fields to access the data to be returned for market aggregate information:

- Type (CORP, AGCY, 144A; one selection must be made)
- Date: (MMDDYYYY) (must be entered)

**Note:** Market Breadth will be for CORP, AGCY or 144A. Most Active will be for CORP or 144A only.

## MARKET BREADTH CORPORATE BONDS FIELD DEFINITIONS

This data grid will include information for the following categories:

- All Securities
- Investment Grade
- High Yield
- Convertibles

Field	Description
Total Securities Traded	The total number of issues traded that day.
Advances	The total number of issues where the closing price for that day is higher than the prior closing price.
Declines	The total number of issues where the closing price for that day is lower than the prior closing price.



<b>Field</b>	<b>Description</b>
Unchanged	The total number of issues where the closing price for that day remains the same as the prior closing price.
52 Week High	The total number of issues where the closing price for that day is higher than a prior closing price within the past 52 business weeks (on a rolling basis).
52 Week Low	The total number of issues where the closing price for that day is lower than a prior closing price within the past 52 business weeks (on a rolling basis).
Total Volume (\$ Par)*	Represents the current day's total traded par value (in millions).

## MARKET BREADTH AGENCY DEBT FIELD DEFINITIONS

This data grid will include information for the following categories:

- All Securities
- Freddie Mac
- Fannie Mae
- FHLB (Federal Home Loan Banks)

<b>Field</b>	<b>Description</b>
Total Securities Traded	The total number of issues traded that day.
Advances	The total number of issues where the closing price for that day is higher than the prior closing price.
Declines	The total number of issues where the closing price for that day is lower than the prior closing price.
Unchanged	The total number of issues where the closing price for that day remains the same as the prior closing price.
52 Week High	The total number of issues where the closing price for that day is higher than a prior closing price within the past 52 business weeks (on a rolling basis).
52 Week Low	The total number of issues where the closing price for that day is lower than a prior closing price within the past 52 business weeks (on a rolling basis).
Total Volume (\$ Par)*	Represents the current day's total traded par value (in millions).

## MOST ACTIVE CORPORATE BONDS FIELD DEFINITIONS

This data grid will include information for the top 10 Most Active Investment Grade Bonds; High Yield Bonds, or Convertible Bonds.

<b>Field</b>	<b>Description</b>
Issuer Name	Issuer of the bond.
Symbol	Current TRACE bond symbol.
CUSIP	CUSIP of the bond.

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Coupon Rate	Current coupon rate of the bond.
Maturity Date	Maturity date (month and year) of the bond.
Rating (Moody's, S&P)	A bond's rating as provided by Moody's, and S&P ratings (in that order).
High Price	Highest traded price for the current day in the issue.
Low Price	Lowest traded price for the current day in the issue.
Last Price	The current day's closing price in the issue.
Change	The difference in the current day's closing price versus the prior closing price.
Yield%	The weighted average yield of the bond.

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## MARKET AGGREGATES (END OF DAY)

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The Market Aggregates (EOD) statistics provide information to the user from Start of Day (8:00 a.m. ET) to End of Day (6:30 p.m. ET). The information available via this function includes:

- Market Breadth
- Market Sentiment
- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Market Aggregates (EOD)

➔ [Fixed Income](#) / [TRACE](#) / [Corporate & Agency Debt](#) / [Market Aggregates \(EOD\)](#)

Type:  Date:

### Market Aggregates (EOD)

## MARKET AGGREGATES (EOD) SEARCH FILTERS

Users can filter on the following fields to access the data to be returned for market aggregate information:

- Type (CORP, AGCY, 144A; one selection must be made)
- Date: (MMDDYYYY) (must be entered)

## MARKET BREADTH CORPORATE BONDS FIELD DEFINITIONS

This data grid will include information for the following categories:

- All Securities
- Investment Grade
- High Yield
- Convertibles

Field	Description
Total Securities Traded	The total number of issues traded that day.
Advances	The total number of issues where the closing price for that day is higher than the prior closing price.
Declines	The total number of issues where the closing price for that day is lower than the prior closing price.
Unchanged	The total number of issues where the closing price for that day remains the same as the prior closing price.
52 Week High	The total number of issues where the closing price for that day is higher than a prior closing price within the past 52 business weeks (on a rolling basis).

<b>Field</b>	<b>Description</b>
52 Week Low	The total number of issues where the closing price for that day is lower than a prior closing price within the past 52 business weeks (on a rolling basis).
Total Volume (\$ Par)*	Represents the current day's total traded par value (in millions).

## MARKET BREADTH AGENCY DEBT FIELD DEFINITIONS

This data grid will include information for the following categories:

- All Securities
- Freddie Mac
- Fannie Mae
- FHLB (Federal Home Loan Banks)

<b>Field</b>	<b>Description</b>
Total Securities Traded	The total number of issues traded that day.
Advances	The total number of issues where the closing price for that day is higher than the prior closing price.
Declines	The total number of issues where the closing price for that day is lower than the prior closing price.
Unchanged	The total number of issues where the closing price for that day remains the same as the prior closing price.
52 Week High	The total number of issues where the closing price for that day is higher than a prior closing price within the past 52 business weeks (on a rolling basis).
52 Week Low	The total number of issues where the closing price for that day is lower than a prior closing price within the past 52 business weeks (on a rolling basis).
Total Volume (\$ Par)*	Represents the current day's total traded par value (in millions).

## MARKET SENTIMENT CORPORATE BONDS FIELD DEFINITIONS

This data grid will include information for the following categories:

- Issue Type – Data categorized by all Securities, Investment Grade, High Yield, Convertible Bonds, Church Bonds, Equity Linked Notes
- Total # of Transactions - The count of valid transactions for the report period
- Total Securities Traded - The count of unique securities that have at least 1 valid trade report for the report period
- Total Volume (\$ Par)\* - The sum of entered volume for the report period.

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	<b>Field</b>	<b>Description</b>
All Securities	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
All Securities	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for all securities
All Securities	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for all securities
All Securities	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for all securities
All Securities	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for all securities
All Securities	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for all securities
Investment Grade	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
Investment Grade	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for Investment Grade Bonds
Investment Grade	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for Investment Grade Bonds
Investment Grade	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Investment Grade Bonds
Investment Grade	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA

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	<b>Field</b>	<b>Description</b>
Investment Grade	Inter-Dealer	member who is not a FINRA member firm for Investment Grade Bonds Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for Investment Grade Bonds
High Yield	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
High Yield	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for High Yield Bonds
High Yield	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for High Yield Bonds
High Yield	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for High Yield Bonds
High Yield	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for High Yield Bonds
High Yield	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for High Yield Bonds
Convertible Bonds	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
Convertible Bonds	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for Convertible Bonds
Convertible Bonds	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for Convertible Bonds
Convertible Bonds	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a

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<b>Field</b>		<b>Description</b>
Convertible Bonds	Affiliate Sell	non-member affiliated entity of a FINRA member who is not a FINRA member firm for Convertible Bonds Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Convertible Bonds
Convertible Bonds	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for Convertible Bonds
Church Bonds	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
Church Bonds	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for Church Bonds
Church Bonds	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for Church Bonds
Church Bonds	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Church Bonds
Church Bonds	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Church Bonds
Church Bonds	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for Church Bonds
Equity Linked Notes	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
Equity Linked Notes	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for Equity Linked Notes

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	<b>Field</b>	<b>Description</b>
Equity Linked Notes	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for Equity Linked Notes
Equity Linked Notes	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Equity Linked Notes
Equity Linked Notes	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Equity Linked Notes
Equity Linked Notes	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for Equity Linked Notes

## MARKET SENTIMENT AGENCY DEBT FIELD DEFINITIONS

This data grid will include information for the following categories:

- Issue Type – Data categorized by all Securities, Investment Grade, High Yield, Convertible Bonds, Church Bonds, Equity Linked Notes
- Total # of Transactions - The count of valid transactions for the report period
- Total Securities Traded - The count of unique securities that have at least 1 valid trade report for the report period
- Total Volume (\$ Par)\* - The sum of entered volume for the report period.

	<b>Field</b>	<b>Description</b>
All Securities	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
All Securities	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for all securities
All Securities	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for all securities
All Securities	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-



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	<b>Field</b>	<b>Description</b>
		member affiliated entity of a FINRA member who is not a FINRA member firm for all securities
All Securities	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for all securities
All Securities	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for all securities
Fannie Mae	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
Fannie Mae	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for Fannie Mae
Fannie Mae	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for Fannie Mae
Fannie Mae	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Fannie Mae
Fannie Mae	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Fannie Mae
Fannie Mae	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for Fannie Mae
FHLB	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
FHLB	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for FHLB
FHLB	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for FHLB

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	<b>Field</b>	<b>Description</b>
FHLB	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for FHLB
FHLB	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sold to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for FHLB
FHLB	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for FHLB
Freddie Mac	All Securities	Total figures as described below for the five Issue Types: Customer Buy, Customer Sell, Affiliate Buy, Affiliate Sell, and Inter-Dealer
Freddie Mac	Customer Buy	Trades reported to TRACE where the reporting firm indicates it bought from a customer who is not a FINRA member firm for Freddie Mac
Freddie Mac	Customer Sell	Trades reported to TRACE where the reporting firm indicates it sold to a customer who is not a FINRA member firm for Freddie Mac
Freddie Mac	Affiliate Buy	Trades reported to TRACE where the reporting firm indicates it bought from a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Freddie Mac
Freddie Mac	Affiliate Sell	Trades reported to TRACE where the reporting firm indicates it sell to a non-member affiliated entity of a FINRA member who is not a FINRA member firm for Freddie Mac
Freddie Mac	Inter-Dealer	Trades reported to TRACE where the reporting firm indicates it sold to a FINRA member firm for Freddie Mac

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## INDICES

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The FINRA-Bloomberg Active US Corporate Bond Indices are comprised of the “active” (most frequently traded) fixed coupon bonds represented by FINRA TRACE. The index values are generated at 5:15pm ET using TRACE transactions from that business day and are posted after 5:30 pm ET. The indices are rebalanced on a monthly basis – see Membership Eligibility Criteria. Pages provide real-time updates of corporate bond activity throughout the day.

- Select Fixed Income from the Main Menu
- Under TRACE Corporate and Agency Debt
  - Click on Indices

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➤ [Fixed Income](#) / [TRACE](#) / [Corporate & Agency Debt](#) / [Indices](#)

### FINRA-Bloomberg Active US Corporate Bond Indices

Select the date to see Daily indices detail:

#### Indices

## INDICES SEARCH FILTERS

Users can filter on the following fields to access the data to be returned for Indices information:

- Date: (MMDDYYYY – rolling year)

## INDICES GRID FIELD DEFINITIONS

How to understand the Index Tables:

Total Return (Index) measures the total amount earned by owning a security over the time period. It incorporates the accrued interest on the bond during ownership, coupons paid out on the bond, and rise and fall of the bond's price. It is the most complete measure of the amount of money made on holding fixed income issues in the index.

Price (Index) is the weighted average Index price of all bonds in the index. Please see below for details.

Yield (Index) is the weighted average Index yield of all bonds in the index. Please see below for details.

Change - Calculated as today's value less yesterday's value.

Volume - Total par value traded for all bonds in the index in millions of U.S. dollars - this is the total volume reported to TRACE and is not constrained by Disseminated Volume caps.

➤ [Fixed Income / TRACE / Corporate & Agency Debt / Indices](#)

### FINRA-Bloomberg Active US Corporate Bond Indices

Select the date to see Daily indices detail:

**Index Date:**  
**01/01/2016**

[About the Indices](#)

#### Investment Grade (NBBI) [Membership Details](#)

	Index Value	Change
Total Return		
Price		
Yield		
Volume *		

\* Par Value in \$ Millions

#### Investment Grade Top 10 Most Active Bonds

Symbol	CUSIP	Rank
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#### Investment Grade Leading Movers

Symbol	CUSIP	Bond Price	Change
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#### Investment Grade Lagging Movers

Symbol	CUSIP	Bond Price	Change
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#### High Yield (NBBH) [Membership Details](#)

	Index Value	Change
Total Return		
Price		
Yield		
Volume *		

\* Par Value in \$ Millions

#### High Yield Top 10 Most Active Bonds

Symbol	CUSIP	Rank
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#### High Yield Leading Movers

Symbol	CUSIP	Bond Price	Change
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#### High Yield Lagging Movers

Symbol	CUSIP	Bond Price	Change
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## TRADE REPORT FILE UPLOAD

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The Trade Report File Upload supports the ability for clients to send multiple transaction records to FINRA in one specific instance. This function is built to be used if there are serious systemic problems the user has encountered that are preventing them from conducting their normal transaction reporting functions, and will be authorized on a case-by-case basis.

To use the upload process the client must contact FINRA Operations (866.776.0800) in order to be granted access to the menu which supports the function. Once the user completes the transactions via the upload process FINRA will suspend authorization to use the upload process until a future event requires it to be re-initialized. Because this authorization will be given to the user on a case-by-case basis, the upload functionality will be a temporary setting to be used as needed only and will not be available to the user on a consistent basis.

Once authorized by FINRA to enact the Trade Report File Upload the user will:

1. Select Fixed Income from the Main Menu
2. Under TRACE, Corporate and Agency Debt select Trade Report File Upload



### Menu

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## Trade Report File Upload Screen



Fixed Income

Fixed Income / TRACE / Corporate & Agency Debt / Trade Report File Upload

Select

Upload File Submit Trades Resubmit Selected

### Trade Report File Upload

#### Trade Report File Upload Template

The Trade Report File Upload Template Icon allows the user to access a pre-defined Excel file that contains all related fields for each trade message types. Separate worksheets have been defined for each message type: Trade Entry, Trade Cancels, Trade Corrections, and Trade Reversals.

Once the Trade Report File Upload Template is completed the Trade Report Upload Menu will be used to submit trades. A file with a maximum of 1000 rows, inclusive per trade action (each worksheet) can be submitted at a time. For example: 250 Trade Entries, 250 Trade Cancels, 250 Trade Corrections, and 250 Trade Reversals.

**Note:** The total worksheets cannot have more than 1000 rows in total.

#### **File creation:**

In order to properly use the Trade Report Upload function the user must begin by creating Trade Report File Upload spreadsheet.

1. First click on the Excel Trade Report File Upload Template Icon. This will launch the Excel Trade Report File Upload Template.
2. If the template opens in protected view click on the “Enable Editing” button at the top of the workbook.
3. Next enter the data accordingly (See Trade Report Upload Formats section as a guide) (The data can include Trade Entry, Trade Cancel, Trade Correction, and Trade Reversal messages all in one file (with multiple tabs for each transaction function)). Required columns are highlighted in yellow in each tab. Once the data is entered the user should save the file as xlsx file type to the desired location on the user’s network or personal file computer drive and exit out of Excel.

#### **File Submission:**

Once the Trade Report File Upload spreadsheet has been created the user can now upload it into the system for submission.

1. Upload the file you created by clicking “Select” on the menu and embed the file to the textbox
2. Once the file is in the textbox click on the Upload File button. This will upload the row(s) of data onto the screen for the user to view
3. Once the file has been uploaded and all the data has been reviewed click on the Submit Trades button to engage the submission process and have the transaction data processed. Once the transactions have been processed the screen will return a status indicating if the data has been accepted or if there are any errors within the file. Any items that have failed the upload process will be available for review at the top of the screen.
4. If there are errors the user can correct the trades individually by using the edit button (Pencil icon). The user can save the edits, close the edit window to return to the previous screen and click the resubmit button to resubmit the transactions that were adjusted. The user can also make the necessary changes to the previously uploaded xlsx file and re upload the trades that were rejected.

**NOTE: If the user chooses to make the changes on the xlsx file that was previously uploaded any accepted transactions need to be removed from the xlsx worksheet(s) before the file is resubmitted.**

## TRADE REPORT UPLOAD FORMATS

Each function within the upload process includes specific field requirements and dependencies that are depicted in the tables below. These formatting rules must be followed when creating the original transaction file.

### TRADE ENTRY

Fields	Instructions	Values
Function	Required Trade Entry	T
Reporting Party ID (RPID)	Required MPID of the Reporting Party	
Side	Required Buy, Sell	B, S
CUSIP	Optional Either CUSIP or Symbol must be provided	
Symbol	Optional Either Symbol or CUSIP must be provided	
Quantity	Required 9999999999.99 Up to 14 alphanumeric including decimal Whole amounts can be entered without decimal	
Contra Party ID (CPID)	Required MPID of the Contra Party, ‘C’ for Customer, or ‘A’ for Affiliate Trade	MPID, C, A

<b>Fields</b>	<b>Instructions</b>	<b>Values</b>
Reporting Party Capacity	Required Principal, Agent	P, A
Price	Required 9999.999999 Up to 11 alphanumeric including decimal Whole amounts can be entered without decimal	
Price Override	Required when applicable Override, No Override	O, Blank
ATS Execution MPID	MPID of the ATS Execution	MPID
Trading Market Indicator	Required Primary market trade subject to T+1 reporting Secondary market or primary market trade subject to 15 minute reporting	P1, S1
Execution Time	Required HHMMSS Must include leading zeros	
Settlement Date	Required MMDDYYYY Must include leading zeros	
As-Of Indicator	Required when applicable As-Of Trade, T-Date entry (Current Day)	Y, Blank
Execution Date	Required when applicable MMDDYYYY Must include leading zeros If As-Of Indicator is 'Y', Execution Date should be prior to the current date otherwise Execution date can be left blank to indicate current day trade	
Sellers Commission	Required when applicable 999999.99 Up to 9 alphanumeric including decimal Whole amounts can be entered without decimal Commission will only be accepted when Capacity is Agent	
Buyers Commission	Required when applicable 999999.99 Up to 9 alphanumeric including decimal Whole amounts can be entered without decimal Commission will only be accepted when Capacity is Agent	
No Remuneration	Trade does or does not include Remuneration Does not include remuneration Does Include Remuneration	N, Blank
Reporting Party Give-Up (RPGU)	Required when applicable MPID of the Reporting Party Give-Up	



<b>Fields</b>	<b>Instructions</b>	<b>Values</b>
Reporting Party Clearing Number	Optional Reporting Party Clearing Number	
Special Price Indicator	Required when applicable Special Price, Not Special Price	Y, Blank
Special Price Reason	Required when Special Price Indicator is Y	
Trade Modifier 1	Must be Blank	Blank
Trade Modifier 2	Must be Blank	Blank
Trade Modifier 3	Must be Blank	Blank
Trade Modifier 4	Required when applicable: Weighted Average Price None of the Above Apply	W, Blank
Client Trade ID	Optional User assigned Reference Number	
Branch Sequence Number	Optional	
Memo	Optional	
Special Processing	Required when applicable Position Transfer, No Special Processing, or Affiliate – Principal Transaction Indication	P, Blank, A
Locked-In Indicator	Required when applicable Side must be 'S' on Locked-In trades	Y, Blank
Contra Party Give-Up (CPGU)	Required when applicable when Locked-In Indicator is 'Y' MPID of the Contra Party Give-Up	
Contra Clearing Number	Optional when locked-In Indicator is 'Y' Contra Party Clearing Number	
Contra Capacity	Required when Locked-In indicator is 'Y' Principal, Agent, Blank (non-Locked-In trades)	P, A, Blank
Contra Client Trade ID	Optional when locked-In Indicator is 'Y' User assigned Reference Number on Contra side	
Contra Branch Sequence Number	Optional when Locked-In Indicator is 'Y'	
Preparation Time	Optional HHMMSS Must include leading zeros	

## TRADE REVERSAL

Fields	Instructions	Values
Function	Required Trade Reversal	Y
Original Control Date	Required YYYYMMDD	
Original Control Number	Required	
Reporting Party ID (RPID)	Required MPID of the Reporting Party	
Side	Required Buy, Sell	B, S
CUSIP	Optional Either CUSIP or Symbol must be provided	
Symbol	Optional Either Symbol or CUSIP must be provided	
Quantity	Required 9999999999.99 Up to 14 alphanumeric including decimal Whole amounts can be entered without decimal	
Contra Party ID (CPID)	Required MPID of the Contra Party, 'C' for Customer, or 'A' for Affiliate Trade	MPID, C, A
Reporting Party Capacity	Required Principal, Agent	P, A
Price	Required 9999.999999 Up to 11 alphanumeric including decimal Whole amounts can be entered without decimal	
Price Override	Required when applicable Override, No Override	O, Blank
ATS Execution MPID	MPID of the ATS Execution	MPID
Trade Market Indicator	Required Primary market trade subject to T+1 reporting Secondary market or primary market trade subject to 15 minute reporting	P1, S1
Execution Time	Required HHMMSS Must include leading zeros	
Settlement Date	Required MMDDYYYY Must include leading zeros	
As-Of Indicator	Required As-Of Trade	Y
Execution Date	Required MMDDYYYY Must include leading zeros	

<b>Fields</b>	<b>Instructions</b>	<b>Values</b>
Sellers Commission	Required when applicable 999999.99 Up to 9 alphanumeric including decimal Whole amounts can be entered without decimal Commission will only be accepted when Capacity is Agent	
Buyers Commission	Required when applicable 999999.99 Up to 9 alphanumeric including decimal Whole amounts can be entered without decimal Commission will only be accepted when Capacity is Agent	
No Remuneration	Trade does or does not include remuneration Does not include remuneration Does Include Remuneration	N, Blank
Reporting Party Give-Up (RPGU)	Required when applicable MPID of the Reporting Party Give-Up	
Reporting Party Clearing Number	Required when applicable Reporting Party Clearing Number	
Special Price Indicator	Required when applicable Special Price, Not Special Price	Y, Blank
Special Price Reason	Required when Special Price Indicator is Y	
Trade Modifier 1	Must be Blank	Blank
Trade Modifier 2	Must be Blank	Blank
Trade Modifier 3	Must be Blank	Blank
Trade Modifier 4	Required when applicable Weighted Average Price None of the Above Apply	W, Blank
Client Trade ID	Required when applicable User assigned Reference Number	
Branch Sequence Number	Required when applicable	
Memo	Required when applicable	
Special Processing	Required when applicable Position Transfer, No Special Processing or Affiliate – Principal Transaction Indication	P, Blank, A
Locked-In Indicator	Required when applicable	Y, Blank
Contra Party Give-Up (CPGU)	Required when applicable when Locked-In Indicator is 'Y' MPID of the Contra Party Give-Up	
Contra Clearing Number	Optional when locked-In Indicator is 'Y' Contra Party Clearing Number	
Contra Capacity	Required when Locked-In indicator is 'Y' Principal, Agent, Blank (non-Locked-In trades)	P, A, Blank
Contra Client Trade ID	Optional when locked-In Indicator is 'Y' User assigned Reference Number on Contra side	

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<b>Fields</b>	<b>Instructions</b>	<b>Values</b>
Contra Branch Sequence Number	Optional when Locked-In Indicator is 'Y'	
Preparation Time	Optional HHMMSS Must include leading zeros	

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## TRADE CANCEL

<b>Fields</b>	<b>Instructions</b>	<b>Values</b>
Function	Required Trade Cancel	X
Control Date	Required YYYYMMDD	
Control Number	Optional Either Control Number or Client Trade Identifier must be provided	
Client Trade Identifier	Optional Either Client Trade Identifier or Control Number must be provided	
Reporting Party ID (RPID)	Required when Client Trade Identifier is provided	
CUSIP	Required when Client Trade Identifier is provided	
Symbol	Required when Client Trade Identifier is provided	

## TRADE CORRECTION

Fields	Instructions	Values
Function	Required Trade Correction	R
Original Control Date	Required YYYYMMDD	
Original Control Number	Optional Either Original Control Number or Original Client Trade Identifier must be provided	
Original Client Trade Identifier	Optional Either Original Control Number or Original Client Trade Identifier must be provided	
Original Reporting Party ID (RPID)	Required when Original Client Trade Identifier is provided	
Original CUSIP	Required when Original Client Trade Identifier is provided	
Original Symbol	Required when Original Client Trade Identifier is provided	
Reporting Party ID (RPID)	Required MPID of the Reporting Party	
Side	Required Buy, Sell	B, S
CUSIP	Optional Either CUSIP or Symbol must be provided	
Symbol	Optional Either Symbol or CUSIP must be provided	
Quantity	Required 9999999999.99 Up to 14 alphanumeric including decimal Whole amounts can be entered without decimal	
Contra Party ID (CPID)	Required MPID of the Contra Party, 'C' for Customer, or 'A' for Affiliate Trade	MPID, C, A
Reporting Party Capacity	Required Principal, Agent	P, A
Price	Required 9999.999999 Up to 11 alphanumeric including decimal Whole amounts can be entered without decimal	
Price Override	Required when applicable Override, No Override	O, Blank
ATS Execution MPID	MPID of the ATS Execution	MPID
Trade Market Indicator	Required Primary market trade subject to T+1 reporting Secondary market or primary market trade subject to 15 minute reporting	P1, S1

<b>Fields</b>	<b>Instructions</b>	<b>Values</b>
Execution Time	Required HHMMSS Must include leading zeros	
Settlement Date	Required MMDDYYYY Must include leading zeros	
As-Of Indicator	Required when applicable As-Of Trade, T-Date entry (Current Day)	Y, Blank
Execution Date	Required when applicable MMDDYYYY Must include leading zeros If As-Of Indicator is 'Y', Execution Date should be prior to the current date otherwise Execution date can be left blank to indicate current day trade	
Sellers Commission	Required when applicable 999999.99 Up to 9 alphanumeric including decimal Whole amounts can be entered without decimal Commission will only be accepted when Capacity is Agent	
Buyers Commission	Required when applicable 999999.99 Up to 9 alphanumeric including decimal Whole amounts can be entered without decimal Commission will only be accepted when Capacity is Agent	
No Remuneration	Trade does or does not include remuneration Does not include remuneration Does Include Remuneration	N, Blank
Reporting Party Give-Up (RPGU)	Required when applicable MPID of the Reporting Party Give-Up	
Reporting Party Clearing Number	Optional Reporting Party Clearing Number	
Special Price Indicator	Required when applicable Special Price, Not Special Price	Y, Blank
Special Price Reason	Required when Special Price Indicator is Y	
Trade Modifier 1	Must be Blank	Blank
Trade Modifier 2	Must be Blank	Blank
Trade Modifier 3	Must be Blank	Blank
Trade Modifier 4	Required when applicable Weighted Average Price None of the Above Apply	W, Blank
Client Trade ID	Optional User assigned Reference Number	
Branch Sequence Number	Optional	

Fields	Instructions	Values
Memo	Optional	
Special Processing	Required when applicable Position Transfer, No Special Processing or Affiliate – Principal Transaction Indication	P, Blank, A
Locked-In Indicator	Required when applicable Side must be 'S' on Locked-In trades	Y, Blank
Contra Party Give-Up (CPGU)	Required when applicable when Locked-In Indicator is 'Y' MPID of the Contra Party Give-Up	
Contra Clearing Number	Optional when locked-In Indicator is 'Y' Contra Party Clearing Number	
Contra Capacity	Required when Locked-In indicator is 'Y' Principal, Agent, Blank (non-Locked-In trades)	P, A, Blank
Contra Client Trade ID	Optional when locked-In Indicator is 'Y' User assigned Reference Number on Contra side	
Contra Branch Sequence Number	Optional when Locked-In Indicator is 'Y'	
Preparation Time	Optional HHMMSS Must include leading zeros	

## DATA ACTIONS

### **Trade Report File Upload Comma Separated Value File (CSV) Export**



Once a user performs the selection filtering for the data to be returned they have the ability to export the data into a Comma Separated Value (CSV) format by selecting the CSV icon located in the upper right corner of the Trade Report File Upload menu band. All pages containing data for the filtered search criteria will be returned. Typically users will export a CSV file into a Microsoft Excel spreadsheet. This will allow the user to further manipulate the data and perform its own analysis within its own system capabilities.

Once the CSV icon is selected the user will be prompted to open the file or to perform a Save on the file. Opening the file will transfer the data, including data headings immediately into a spreadsheet. Choosing Save will require the user to create a file path and name which will then become the current location of the file within the user's internal file directory.

### **Printing the Trade Report File Upload**



Hard copies of the information contained in the Upload request can be produced by clicking on the Print icon located in the upper right corner of the Trade Report File Upload menu band or by right clicking when the desired screen image is in view. All of the information set including column format will be printed for the current page being displayed.



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## DATA FIELD DEFINITIONS

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### **As-Of Indicator**

The As-Of field is used if an execution was done on a previous day and not yet reported. . (i.e., the trade was executed yesterday, but was not reported to TRACE until today). The original trade execution date (MMDDYYYY) must be entered in the accompanying Execution Date field for As-Of trade reporting.

The format for this field is 1 alphanumeric.

### **ATS Execution MPID**

This field allows Reporting firms to identify if a trade is an ATS execution (the trade was executed on an ATS's platform) by entering the ATS' MPID. An ATS may or may not be a party (RP or CP) in these transactions

CPID of (C or A) are not allowed on ATS Executions

### **Branch Sequence Number**

The Branch Sequence Number is an in-house reference number assigned to the trade by the Reporting Party. It is typically used by firms with several branch offices that want to identify which branch input a particular trade.

The format for this field is 1-8 alphanumeric.

### **Buyer Commission**

The Buyer Commission is a flat dollar amount charged as commission by the buyer. Commission will only be accepted when Capacity is Agent.

The format for this field is 999999.99 (8 numeric) up to 9 alphanumeric including decimal. Whole amounts can be entered without decimal. If no data is entered after the decimal the system will default to .00. For example, 1000 will be represented as 1000.00.

### **Contra Party ID (CPID)**

The Market Participant Contra Party ID (CPID) is the MPID of the other party to the trade. If the Contra party is a customer, "C" may be reported as a valid entry. If the Contra Party is a non-member Affiliate (Affiliate Trade), "A" may be reported as a valid entry. FINRA member firms cannot qualify each other as a customer; all FINRA member firms must be identified by their own MPID, regardless of their business role (introducing broker, executing broker, etc.).

The format for this field is 4 alphanumeric.

### **Contra Party Give-Up (CPGU)**

The Contra Party Give-Up is the MPID of the Contra Party Give-Up. Used only on Locked-In trades.

The format for this field is 4 alphanumeric.

### **Contra Party Type**

Identifies the type of contra party which the reported trade was executed against (a Broker/Dealer or Customer (non-FINRA member).

D = Contra party is a Broker/Dealer

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C = Contra party is a Customer (non-FINRA member)

T = ATS

A = Affiliate

### **Client Trade Identifier**

The Client Trade Identifier is used to indicate a user reference number.

The format for this field is 20 alphanumeric.

### **Contra Branch Sequence Number**

The Contra Branch Sequence Number is an in-house reference number assigned to the trade by the Contra side. Used only on Locked-In trades.

The format for this field is 1-8 alphanumeric.

### **Contra Clearing Number**

The Contra Clearing Number identifies the clearing number associated with the Contra party. Used only on Locked-In trades.

The format for this field is 4 numeric.

### **Contra Client Trade Identifier**

The Contra Client Trade Identifier describes the user reference number of the contra party for Locked-In trades.

The format for this field is 20 alphanumeric

### **Contra Party Capacity**

The Contra Party Capacity indicates if the contra party's transaction was done as Principal or Agent. This is required for Locked-In-In trades.

The format for this field is 1 alphanumeric.

### **Control Date**

The Control Date reflects the date the system received the trade report.

The format for this field is YYYYMMDD (8 numeric).

### **Control Number**

The Control Number is the unique TRACE assigned control number of the trade.

The format for this field is 10 numeric.

### **CUSIP**

The CUSIP number associated with the trade.

The format for this field is 9 alphanumeric.

### **Execution Date**

The Execution Date is used when an As-Of trade is entered.

The format for this field is MMDDYYYY (8 numeric). Must include leading zeros.

### **Execution Time**

The Execution Time is the time at which the trade was executed. All reported times are Eastern Time and must be entered in military time format. If seconds are unknown "00"

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must be entered. For example, if a trade was executed at 2:30 p.m., the execution time should be reported as 143000.

The format for this field is HHMMSS (6 numeric). Must include leading zeros.

### **Function**

The Function field is the type of transaction in the upload file. This is a required field.

- T – New trade entry
- Y – Trade Reversal
- X - Trade Cancel
- R – Trade Correction

The format for this field is 1 alphanumeric.

### **Locked-In Indicator**

The Locked-In is a field to state that a transaction is locked in. The field allows the user to indicate the trade is locked-in and if so satisfies both sides (Buy/Sell) for the trade reporting requirement.

The format for this field is 1 alphanumeric.

### **Memo**

The Memo field is used for firm internal memo purposes. The contra side of the trade will not be able to view details of this field.

The format for this field is 10 alphanumeric.

### **No Remuneration**

Allows firms to indicate if a trade does or does not include Remuneration

N= Does not include remuneration

Blank=(Default) Does include remuneration

### **Original Client Trade Identifier**

The Original Client Trade ID Indicates a user reference number for a trade and can be modified on trade corrections.

The format for this field is 20 alphanumeric.

### **Original CUSIP**

The Original CUSIP reflects the CUSIP in a trade that has been processed and can be modified on trade corrections.

The format for this field is 9 alphanumeric.

### **Original Reporting Party ID (RPID)**

The Original Reporting Party ID reflects the reporting party to a trade that has been processed and can be modified on trade corrections.

The format for this field is 4 alphanumeric.

### **Original Symbol**

The Original Symbol reflects the symbol in a trade that has been processed and can be modified on trade corrections.

The format for this field is 14 alphanumeric.

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### **Preparation Time**

The Preparation Time field is the time at which the trade was prepared, same as report time or third party submissions. All reported times are Eastern Time and must be entered in military time format. If seconds are unknown "00" must be entered. For example, if the preparation time is 2:30 p.m., the preparation time should be reported as 143000.

The format for this field is HHMMSS (6 numeric). Must include leading zeros.

### **Price**

The Price field is the price at which the trade was executed as a percentage of par. The format for this field is 9999.999999 (10 numeric) up to 11 alphanumeric including decimal. Whole amounts can be entered without decimal.

### **Price Override**

The Price Override allows a wider variance for the entered price to be accepted, which may be necessary in a rapidly moving security. All transactions entered into TRACE are subject to a price validation.

The format for this field is 1 alphanumeric.

### **Quantity**

The Quantity field represents the dollar amount of the trade. This field allows volume reported up to 99,999,999,999.99 and commas should not be used.

The format for this field is 99999999999.99 (13 numeric) up to 14 alphanumeric including decimal. Whole amounts can be entered without decimal.

### **Reporting Party ID (RPID)**

The Reporting Party is the identifier of the firm reporting the trade.

The format for this field is 4 alphanumeric

### **Reporting Party Give-Up (RPGU)**

The Reporting party Give-Up field is the MPID of the firm on whose behalf you are submitting the trade, (i.e., a clearing firm submitting on behalf of a correspondent, would enter the correspondent's MPID in the RP Give-Up field.).

The format for this field is 4 alphanumeric.

### **Reporting Party Clearing Number**

The Reporting Party Clearing Number is used for the reporting party's clearing firm number.

The format for this field is 4 numeric.

### **Reporting Party Capacity**

The Reporting Party Capacity defines whether the reporting party is acting as Principal or Agent in the transaction. A value must be chosen for each transaction.

The format for this field is 1 alphanumeric.

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### **Reporting Party Type**

Identifies the type of entity that reported the trade

D = Reporting party is a Broker/Dealer

T = ATS

### **Seller Commission**

The Seller Commission is the flat dollar amount charged as commission for the seller. Commission will only be accepted when Capacity is Agent.

The format for this field is 999999.99 (8 numeric) up to 9 alphanumeric including decimal. Whole amounts can be entered without decimal. If no data is entered after the decimal the system will default to .00. For example, 1000 will be represented as 1000.00.

### **Settlement Date**

The Settlement Date for Securitized Products trade reports is required to be included in the report.

The format for the field is MMDDYYYY (8 numeric). Must include leading zeros.

### **Side**

The Side field represents if the reporting Party was the buyer or the seller

- *Buy* - the reporting party was the buyer.
- *Sell* - the reporting party was the seller.

The format for this field is 1 alphanumeric.

### **Special Price Indicator**

The Special Price Indicator indicates the existence of a special trade condition that impacted the execution price.

The format for this field is 1 alphanumeric.

### **Special Price Reason**

The Special Price Reason field is used to input the special conditions underlying a specified trade, and will be shown to the Contra side. If the Special Price Indicator field is entered the Special Price Reason field must be filled in.

The format for this field is 50 alphanumeric.

### **Special Processing**

The Special Processing field allows a trade to be marked for special processing. If the user chooses to use the "P = Position Transfer" value they must first gain authorization from FINRA Operations **866.776.0800**. Operations will set the authorization for the applicable transactions.

For "A = Affiliate – Principal Transaction Indication" The user does not need to gain authorization from FINRA Operations.

**Note:** As defined in FINRA Rule 6730 (d)(4)(E), the affiliate principal transaction indication should be used where a member purchases or sells a security and, within the same trading day, engages in a back-to-back trade with its non-member affiliate in the

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same security at the same price (without a mark-up or commission assessed). This will suppress the trade from dissemination.

The format for this field is 1 alphanumeric.

### **Symbol**

The Symbol field is a TRACE Symbol that has been assigned to the security by FINRA Operations.

### **Trading Market Indicator**

The Trading Market Indicator field allows the user to indicate whether the trade is a secondary market trade or primary market trade executed at market price (S1), or if the trade is a primary market trade that qualifies as a List or Fixed Offering Price Transaction or a Takedown Transaction (P1).

**NOTE:** S1 trades are subject to 15-minute reporting; P1 trades are subject to T+1 reporting.

The format for this field is 2 alphanumeric.

### **Trade Modifier 1-2**

The Trade Modifiers 1 and 2 should be Blank on input.

### **Trade Modifier 3**

The Trade Modifier 3 is the Extended Hours/Late modifier. This is a system generated field.

This Modifier should be Blank on input.

### **Trade Modifier 4**

The Trade Modifier 4 is a qualifying entry field used to indicate the trade was executed under one the following circumstances:

<b>Modifier</b>	<b>Description</b>
W	Weighted Average Price

If the above conditions are not applicable to the transaction the field can be left blank. The format for this field is 1 alphanumeric.

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## GLOSSARY

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### **Agency Bond**

Effective March 1, 2010, executions of agency bonds are reportable to TRACE. An agency bond is defined as a U.S. Dollar denominated debt security issued by an Agency or issued or guaranteed by a Government Sponsored Enterprise.

### **Agent**

A broker or intermediary authorized by the principal party to execute trades on its behalf with a third party and for which the trader is paid a commission that is specifically identified on the customer's confirmation.

### **As-Of transaction**

A transaction reported by a FINRA member on a date later than the actual transaction date. In TRACE, trades executed after the system closes, between 6:30 p.m. and 11:59:59 p.m. ET, must be reported on the next business day within the timeframe specified in the TRACE Rules as As-Of trades, effective the previous business day. FINRA members will be allowed to enter the trade date for an "As-Of" for a period of up to one calendar year. As-Of transactions are not included in the day's market aggregates (i.e., high, low, last sales), but, if eligible, will be disseminated when reported.

### **Commission**

Fees paid to a broker for executing a trade as agent based on the number of securities traded or the dollar amount of the trade.

### **Contra Party**

A FINRA member or non-member (either a non-member firm or an end customer) on the other side of the trade. Contra parties that are non-FINRA members will be identified with the letter "C" (for Customer) or non-member Affiliate (Affiliate Trade), "A". FINRA members CANNOT consider other FINRA members their customers with respect to TRACE reporting of contra parties.

### **CUSIP**

CUSIP stands for the Council on Uniform Securities Identification Procedures. A CUSIP number is a unique nine-character alphanumeric code appearing on the face of each stock or security certificate that is assigned to a security by Standard & Poor's Corporation. CUSIP numbers are the property of the American Bankers Association (ABA) and are administered by Standard & Poor's. The number is used to expedite clearance and settlement.

### **Equity-Linked Note**

Typically a debt instrument whose return on investment is tied to the equity markets. It may be tied to a single stock, a basket of stocks, or an index. Equity-Linked Notes can either have a par value of \$1000, or can be traded in shares as units (like an equity instrument). The Issue Master identifies Equity-Linked Note issues and the Issue Par value file identifies Equity-Linked Notes that trade in shares as units (par value = 1).

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TRACE rules require that trades of Equity-Linked Notes not listed on a national exchange be reported to TRACE.

**Execution Date**

The date on which the trade took place. If the transaction was reported on a later date (an As-Of trade or a Reversal), this field will be populated with the date on which the trade originally took place.

**Execution Time**

The actual trade time corresponding to the time stamp on the trader's ticket and as reported by a FINRA member firm into the TRACE system. If the transaction reported was an As-Of trade or a Reversal, this field will be populated with the time (as well as the date) on which the original trade was executed. In transactions where the price is determined by a spread off a benchmark, the execution time will be considered the time that the benchmark yield is determined.

**High Yield Security**

A high-yield security is by definition a "Non-Investment Grade" security under the TRACE Rules. A high-yield security is a corporate security that is rated as speculative grade by a nationally recognized statistical rating agency (i.e., Ba1 or lower by Moody's Investors Services or BB+ or below by Standard & Poor's Corporation). For purposes of TRACE dissemination, unrated (NR/NA) debt securities are also classified as Non-Investment Grade securities.

**Investment Grade Security**

A security rated in one of its four highest generic rating categories by a nationally recognized statistical rating agency (i.e., Baa3 or better by Moody's Investors Service or BBB- or better by Standard & Poor's Corporation).

**Issuing Entity**

The trust or other entity created at the direction of the sponsor or depositor that owns or holds the pool assets and in whose name the asset-backed securities supported or serviced by the pool assets are issued.

**Last Sale Price**

The "last" sale price reported for the specific security throughout the day, up until 5:15 p.m. ET. Although the market does not have an official close, and can function as long as a trader is willing to deal, for purposes of establishing a historical benchmark at a single point in time, after the bulk of the day's trading is over, TRACE uses 5:15 p.m. ET, as the cutoff time for determining a "last" sale price. The authentic last reported sale of the day, which includes all disseminated trade reports up until the TRACE system closes at 6:30 p.m. ET is referred to as "Most Recent Price." *Please see Most Recent Price.*

**Last Sale Yield**

The yield calculated by TRACE associated with the current last sale price of the day.



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### **Market Participant**

For purposes of TRACE, a FINRA member that is also a TRACE participant.

### **Market Participant Identifier (MPID)**

A unique, four-character alphanumeric identifier created by FINRA, used to identify a FINRA member market participant. The MPID is used to identify the contra party on a trade report.

### **Modifier**

Codes used to provide additional qualifying information about a transaction. Modifiers include those to indicate special trade conditions, or a trade that has been reported late.

### **Most Recent Trade Price**

The last price reported for a given security on a given trade date. The Most Recent Trade Price may have been reported to TRACE after the 5:15 PM ET cutoff time for calculation of daily summary data.

### **Price**

The reported price for a reported transaction must be inclusive of a mark-up or markdown, but is exclusive of a commission, since a commission is reported in a separate field. TRACE will, however, incorporate the commission into the disseminated price.

### **Principal**

Dealers who execute for their own accounts at net prices (prices that include either a markup or markdown). Dealers cannot act as both principal and agent in the same transaction.

### **Quantity**

Dollar (Face Value) amount of the trade. Units (i.e., number of bonds) are not applicable.

For Equity Linked Notes (ELNs), multiply the number of shares by the price in order to report the Quantity as a dollar amount

### **Reporting Party**

A FINRA member firm that is required under FINRA Rule 6700 Series to report transactions in eligible corporate securities into TRACE. In the case of "Give Up" transactions, the Reporting Party is the firm submitting the report, and the MPID of the firm responsible for actually reporting would be put into the "Give Up" field.

### **Reversal Transaction**

A trade cancellation for a trade report that was originally submitted into TRACE before T-20.

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### **Late Trade**

As outlined in FINRA Rule 6700 Series there can be two types of late trades identified; "U" = Trades reported after market hours and reported late; "Z" = Trades reported during market hours and reported late.

### **Special Price Flag**

This field denotes trades that were consummated contrary to the current standard convention for the particular security. Also known as a "specified trade", e.g., when a debt security that conventionally and in the current market is traded at a price that reflects a due bill or warrant, is, in the transaction to be reported, traded as specified without the due bill or warrant, a price deviation from the normal market is to be expected. Note that a trade identified with a "Special Price Indicator" will, if eligible, be disseminated, but will not be incorporated in the calculation of the day's high, low and last price for the security.

### **Sponsor**

The person who organizes and initiates an asset-backed securities transaction by selling or transferring assets, either directly or indirectly, including through an affiliate, to the issuing entity

### **Symbol**

The unique TRACE regulatory reporting symbol that is assigned to each TRACE-reportable security by FINRA Operations. Firms can identify the security traded using either the Symbol or CUSIP number.

### **TRACE™**

Under FINRA Rule 6700, FINRA members are required to report OTC secondary market transactions in eligible fixed income securities to FINRA. The Trade Reporting and Compliance Engine (TRACE) is the FINRA-developed vehicle that facilitates the mandatory trade reporting of eligible corporate bonds and the public dissemination of market data, subject to certain restrictions.

### **Trading Market Indicator**

Effective March 1, 2010, primary market trades are reportable to TRACE. Primary market trades that execute at a List or Fixed Offering Price, or Takedown Transactions, are reportable within T+1. Other primary market trades, such as primary market trades that execute at market prices, are reportable within 15 minutes of execution, along with secondary market trades. In order to distinguish between the two types of trades relevant to the reporting timeframe requirement, the Trading Market Indicator allows firms to designate a T+1 reportable primary market trade as "P1". Primary market trades and secondary market trades reportable on a 15-minute basis are designated as "S1". Please refer to the FINRA 6700 Series Rules for complete definition and guidance of reporting primary market trades.

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### **Weighted Average Price**

A transaction in which the price is determined by a weighted average of the prices of prior related transactions. Denoted by the “W” modifier.

### **When Issued**

A security trading on a “when, as, and if issued” basis. The term refers to a conditional security: one authorized for issuance but not yet actually issued. All “when issued” transactions are on an “if” basis, to be settled if and when the actual security is issued. Note: The term “When Issued” generally connotes transactions taking place in the primary market; however, for purposes of TRACE, which captures secondary market transactions only, “WI” securities are those generally created as the result of a corporate event, such as reorganization.

### **Yield**

The Yield is the effective rate of return earned on a security expressed as a percentage. TRACE will calculate and disseminate the lower of Yield to Call (retirement of the security at a date prior to maturity) or Yield to Maturity. The call that is used for TRACE is the one that produces the worst yield (excluding sinking fund calls). For certain variable-rate securities, no yield will be displayed.

## USER APPLICATION FUNCTIONALITY

Function	TRACE 2.4 (pre 2/6/12)	TRACE (1.0; post 2/6/12)
Allowing FIX protocol for the reporting of trades	Not supported	Supported
Trade quantity reporting rules	The <b>unit</b> amounts (number) of bonds are reported.	The <b>dollar</b> amount of trade is reported.
Commission reporting rules	Commission is reported as <b>points</b> per bond.	Commission is reported as a <b>flat</b> dollar value.
Capacity reporting rules	Capacity defaults to principal.	Capacity must be submitted on <b>all</b> trades; either principal or Agent.
Weekend/Holiday as valid trade dates	Not allowed.	Allowed. See rules for reporting trades executed on a non-business day in section 4.
Reporting a Settlement Date	Report by using a trade modifier.	Report by using the actual settlement date. System validations do not differentiate regular way vs. non-regular way settlement based on the Settlement Date submitted by the user.
Trade modifier usage	Available values are: .W, .ND, .C, .S	Only .W is available; other modifiers are eliminated due to Settlement Date now its own data entry field for each trade.
AGU/Locked-In trade reporting	AGU rules and functionality apply.	AGU's are now called "Locked-In" transactions; refer to section 4 for rules and web site usage including screen data population elements and data selection choices.
Trade data retention	Single Day system	T-20 to affect cancels and corrections; Reversals to affect >T-20 trades.
No Was transaction terminology	Supported.	Cancel and Correction functions expanded to replace what was known as a "No was" transaction.
Reversals	Current rules apply, using a Reversal of a previously reported trade.	Trades T-20 may be canceled using a limited data set from the transaction; trades submitted prior to T-20 can be cancelled, but require a full data set. Historical trade corrections are permitted by canceling the trade and then entering an as-of trade.

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Give Up Identifier	Stated as "Your Give Up."	Stated as "RP Give Up."
Contra Party	Stated as "Contra MPID."	Stated as "Contra Party ID."
Contra Party Give Up	Stated as "Contra Give Up."	Stated as "CP Give Up."

## REVISION HISTORY

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.0	December 6, 2011	Original version of Web user guide for Corporate and Agency Debt.
1.1	January 23, 2012	<ul style="list-style-type: none"> <li>• Chapter 9 – Unmatched Scan; changed availability of data to 4 rolling business days</li> <li>• Chapter 10 – Matched Scan; changed availability of data to 4 rolling business days</li> </ul>
2.0	May 17, 2012	<ul style="list-style-type: none"> <li>• Added Sub Product to the Matched Scan Filter and Data Grid</li> <li>• Added Sub Product to the Unmatched Scan Filter and Data Grid</li> <li>• Include RPGU in Historical Trade Scan Data Grid</li> <li>• Added Daily List Time to Display Grid</li> <li>• Added Bloomberg Symbol to Daily List Display Grid</li> <li>• Added Sub Product to the Daily List Search Filter</li> <li>• Added Trade Report Time and Execution Time to the Trade Management Search Filter</li> <li>• Changed FINRA Product Management email address in Contacts</li> </ul>
3.0	November 13, 2012	<ul style="list-style-type: none"> <li>• Redefine Trade Report Effective Date in Daily List and Security Scan sections of document</li> </ul>
4.0	February 15, 2013	<ul style="list-style-type: none"> <li>• Rebranded instances of “TRAQS” to “TRACE.”</li> </ul>
4.1	May 23, 2013	<ul style="list-style-type: none"> <li>• Updated Appendix A, Trade Report File Upload.</li> </ul>
4.2	April 25, 2014	<ul style="list-style-type: none"> <li>• Added 144A Indicator to Daily List Adds and Delete events</li> <li>• Added Old 144A Indicator and New 144A Indicator to Daily List Change events</li> <li>• Added 144A as a selection choice for Market Aggregates</li> <li>• Added Cancel Receipt Date and Cancel Receipt Time to Trade Management</li> </ul>
4.3	February 2, 2015	<ul style="list-style-type: none"> <li>• Added new fields in Time and Sales Screen: Side, Reporting Party Type and Contra Party Type</li> <li>• Removed Reporting Party Side Field from Time and Sales Screen</li> <li>• Time and Sales Screen will Display “144A” in the security Description for all securities that were Disseminated</li> <li>• Added Repaired Time column to the Reject Scan Screen</li> <li>• Added Execution Date filter to the Reject Scan Screen</li> </ul>

		<ul style="list-style-type: none"> <li>• Added Matched Date column to the Matched Screen grid</li> <li>• Added Web User ID column to the Trade Management Screen grid</li> </ul>
4.4	June 8, 2015	<ul style="list-style-type: none"> <li>• Added a new value “A” to the Contra Party ID field for identification of Affiliates of member firms that can be reported as a Contra Firm to a trade.</li> <li>• Added a new value “A” to the Special Processing Flag field for non-dissemination of an Affiliate trade.</li> <li>• Added new Market Aggregates (End Of Day) Section</li> <li>• Updated Market Aggregates (Market Close) Section</li> </ul>
4.5	December 9, 2015	<ul style="list-style-type: none"> <li>• Added 2 new fields to the following screens: Trade Entry, Trade Management, Correction, Reversal, Historical Reversal, Trade Entry Repair, Correction Repair, Reversal Repair: No Remuneration and ATS Execution MPID</li> <li>• Added 2 new fields to the Time and Sales Screen: Remuneration and ATS Indicator</li> <li>• Removed Commission field from the Time and Sales Screen</li> <li>• Added new values to Reporting Party Type and Contra Party Type in the Time and Sales screen</li> <li>• Added 2 new fields No Remuneration and ATS Execution MPID to Trade Report File Upload: Trade Entry, Trade Reversal, and Trade Correction</li> </ul>
4.6	January 25, 2017	<ul style="list-style-type: none"> <li>• Added New Multiple Entry Screen and Recall functionality</li> <li>• Removed Fitch Rating from Market Aggregates (Market Close) Screen</li> <li>• Added New Convertible Flag to the Daily List (Security: Additions, Deletions, Changes) and to the Security Scan</li> </ul>
4.7	November 15, 2017	<ul style="list-style-type: none"> <li>• Added logout functionality</li> </ul>
5.0	October 29, 2020	<ul style="list-style-type: none"> <li>• Added Login and Changing of User Name functionality, Updated Website Security and Configuration section and Logout functionality</li> </ul>
<a href="#">5.1</a>	<a href="#">January 31, 2022</a>	<ul style="list-style-type: none"> <li>• <a href="#">Updated Website Access Levels section with FPA (FINRA Transparency Services Participation Agreement)</a></li> </ul>