FINRA eFOCUS User Guide:
Training and Reference Manual

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FINRA eFOCUS OVERVIEW

INTRODUCTION

Members must compose and submit SEC Financial and Operational Combined Uniform Single (FOCUS) reports to FINRA as required under SEC Rule 17a-5. The FINRA FOCUS application, referred to as FINRA eFOCUS, is a financial reporting application that allows you to enter and submit your company's financial information electronically to FINRA.

ROLES AND RESPONSIBILITIES

The FINRA eFOCUS application supports four user roles: reader, editor, submitter, and approver. Individuals using the application may be assigned multiple roles. To request access to FINRA eFOCUS or change your user role(s), please contact the Gateway Call Center at 1 (800) 321-6273.

ACCESS VIA FINRA GATEWAY

LOGGING ON TO FINRA GATEWAY

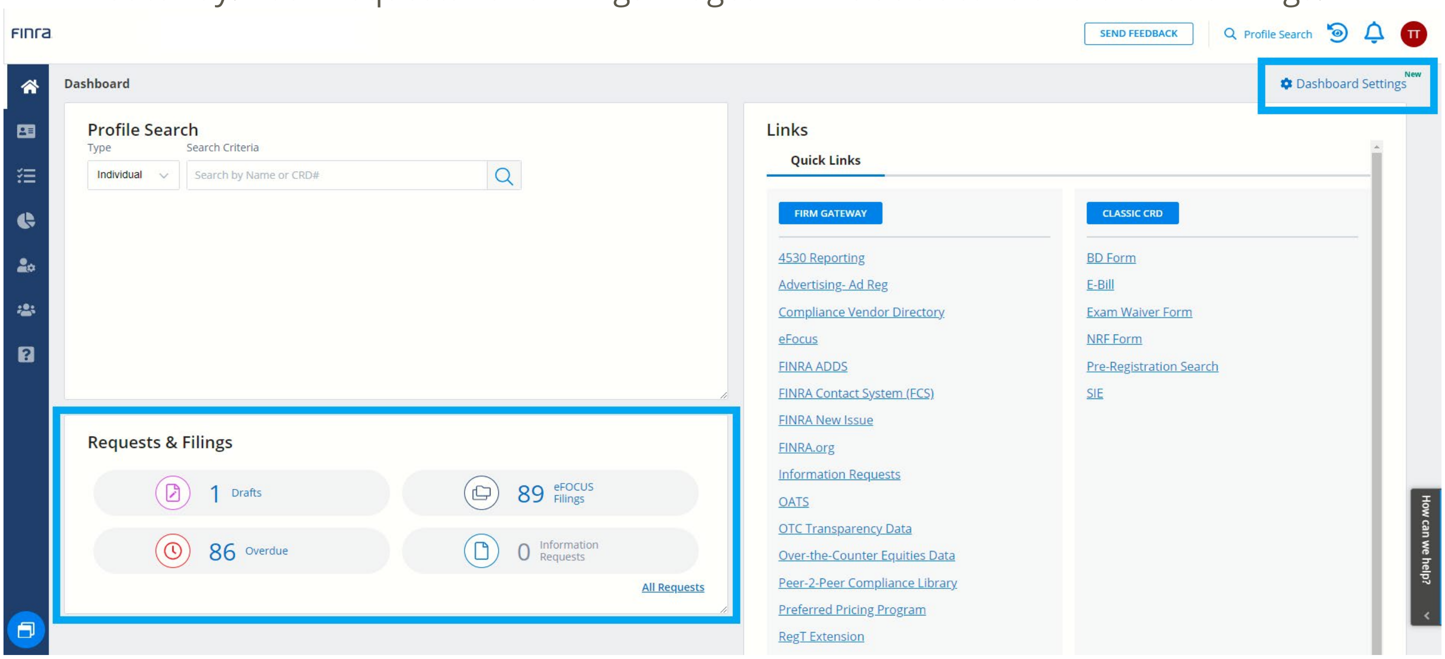
eFOCUS users will be able to access the eFOCUS system after having gained access to FINRA Gateway.

Accessing FINRA eFOCUS via FINRA Gateway:

1. Log into the FINRA Gateway at: https://gateway.finra.org
2. Enter your FINRA-issued user ID and password.

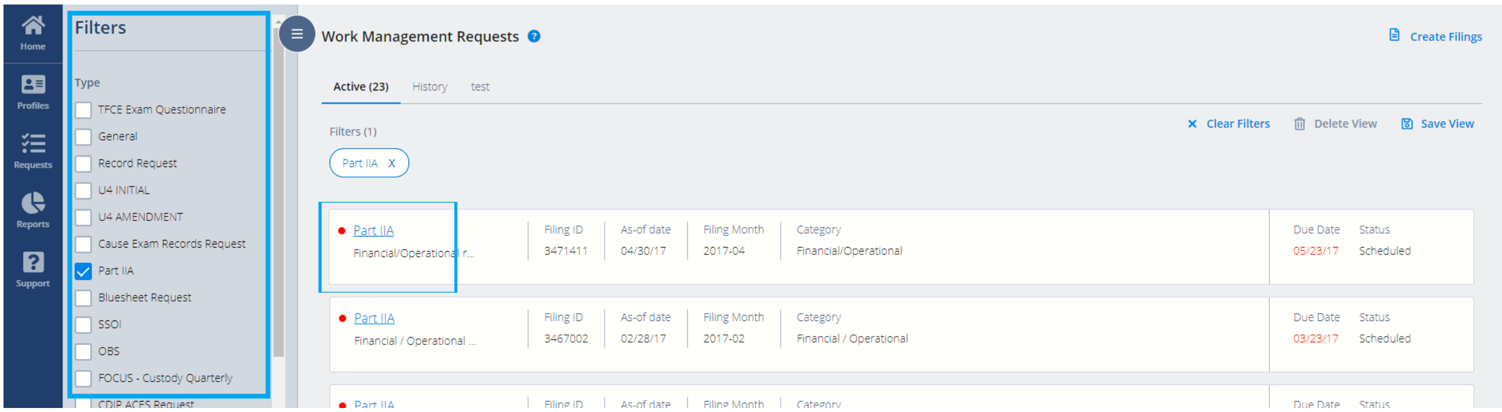
REQUESTS AND FILINGS WIDGET

You can add a widget to your FINRA Gateway landing page in the "Dashboard Settings" section of FINRA Gateway. Your Requests and Filings widget will include active and overdue filings.



FINDING YOUR SCHEDULED FILING

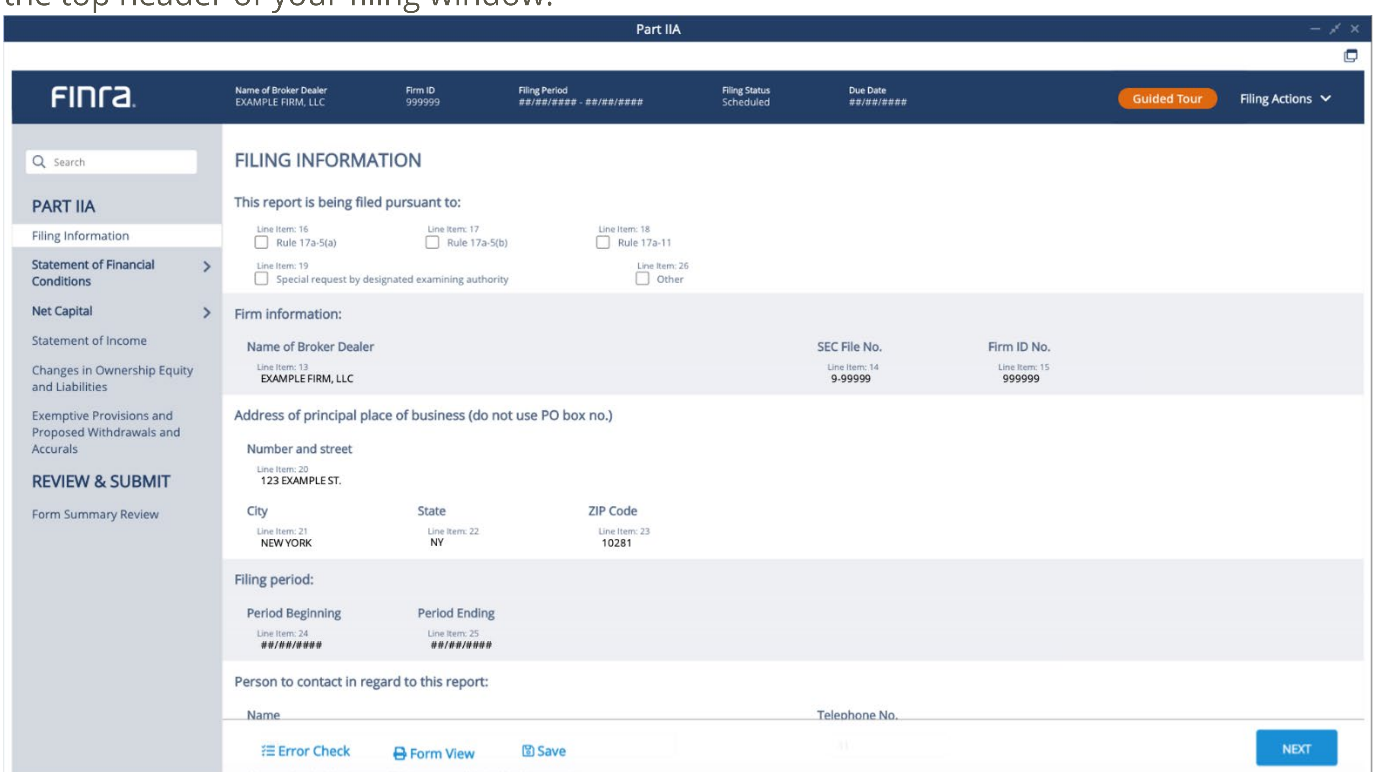
All scheduled eFOCUS filings can be found in the "Requests" section of the left-hand navigation of the FINRA Gateway landing page. Once within the Requests section of FINRA Gateway, you will be able to filter your scheduled filing search by filing type and request type.



NEW FEATURES AND ENHANCEMENTS

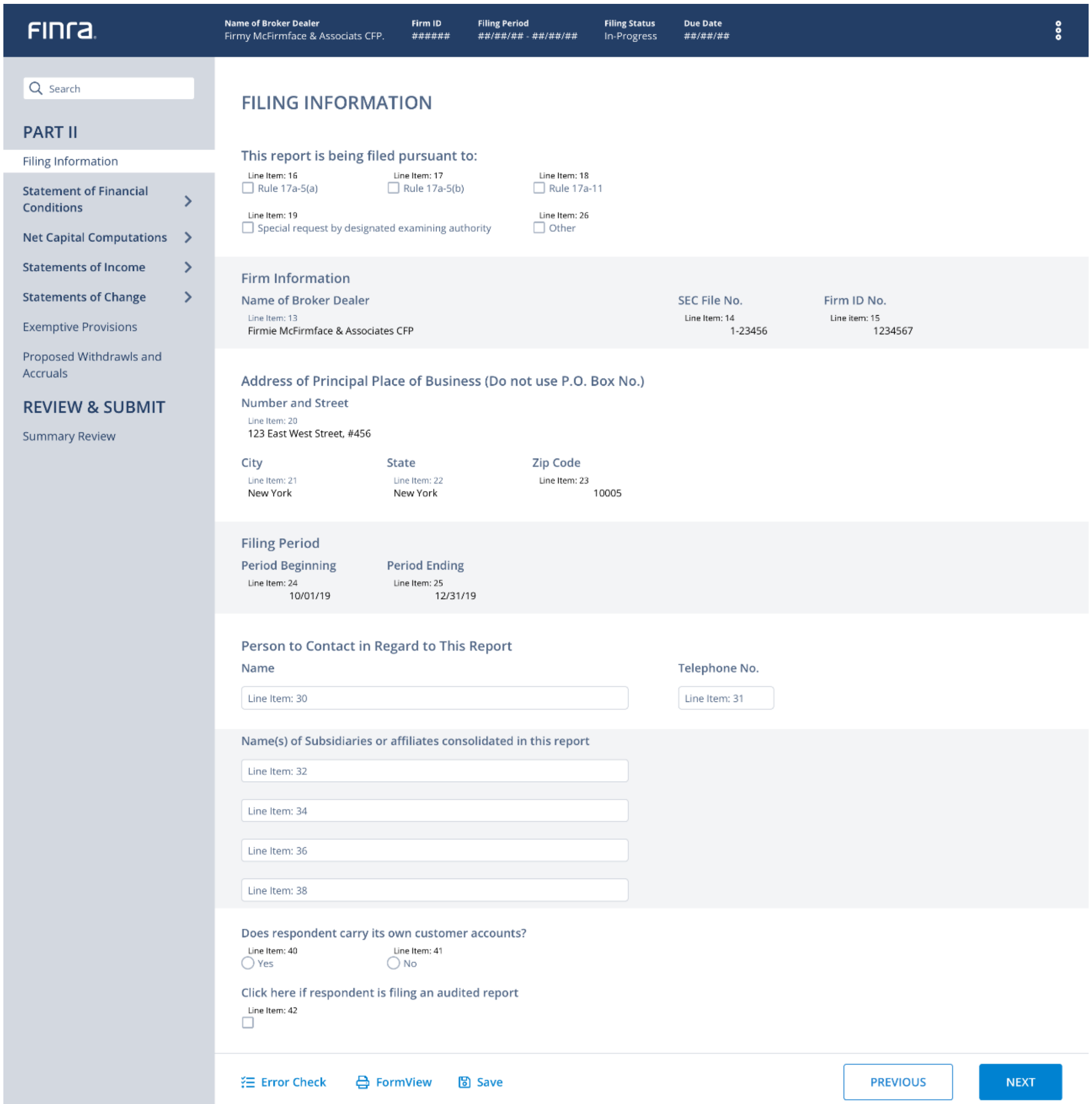
GUIDED TOUR

The eFOCUS system offers a Guided Tour functionality upon opening your scheduled filing in the redesigned system. You can trigger this tour by clicking on the orange "Guided Tour" button in the top header of your filing window.



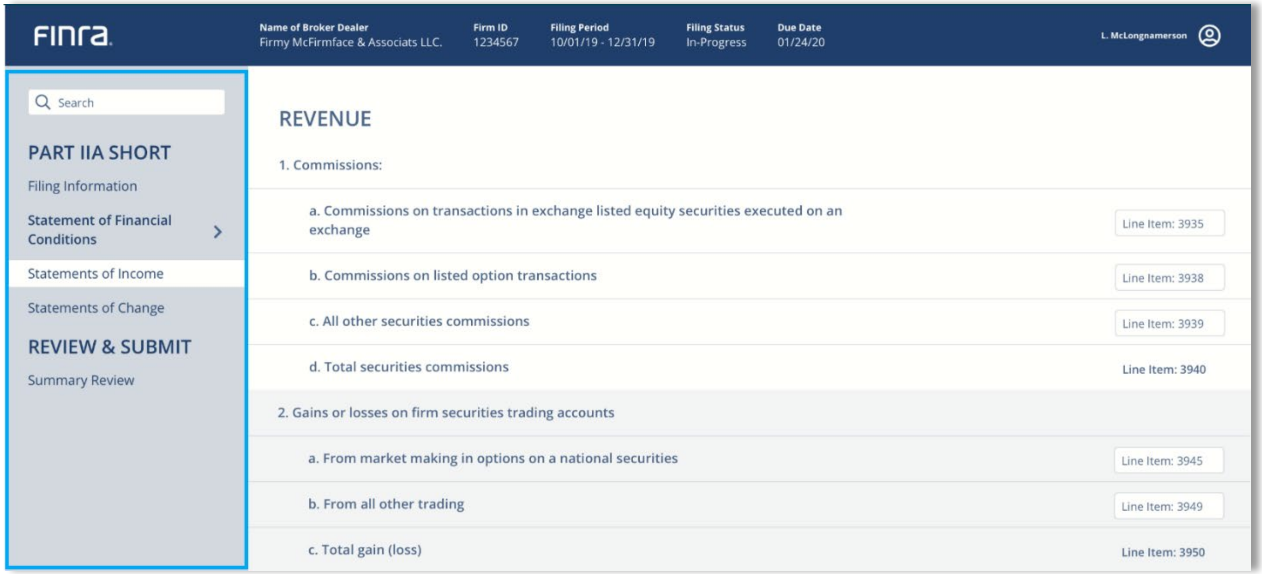
FORM LAYOUT

The eFOCUS system features a more intuitive and clearer layout for every form type. The redesigned form pages offer easy field-to-field navigation and value input.



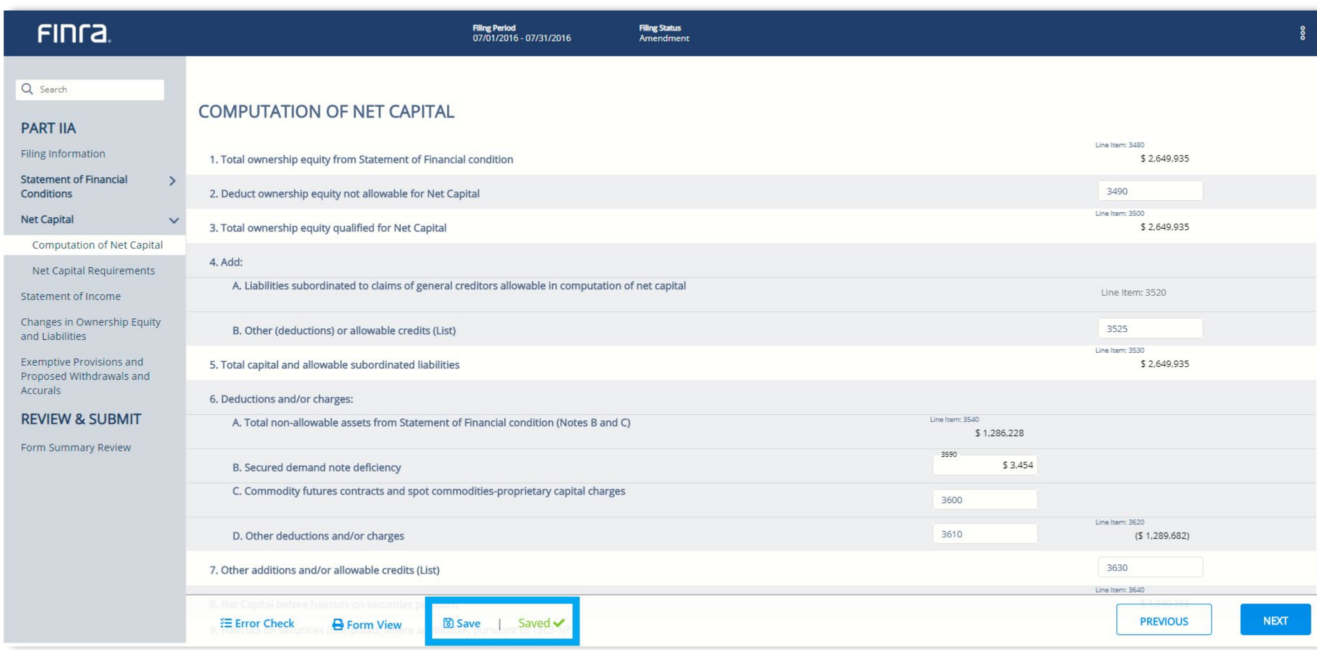
LEFT NAVIGATION

eFOCUS now offers a much more navigable section-to-section left-hand navigation bar, where pages and sections of filings are clearly labeled and easy to find. Users can expand and collapse sections of the left navigation containing smaller sub-section pages.



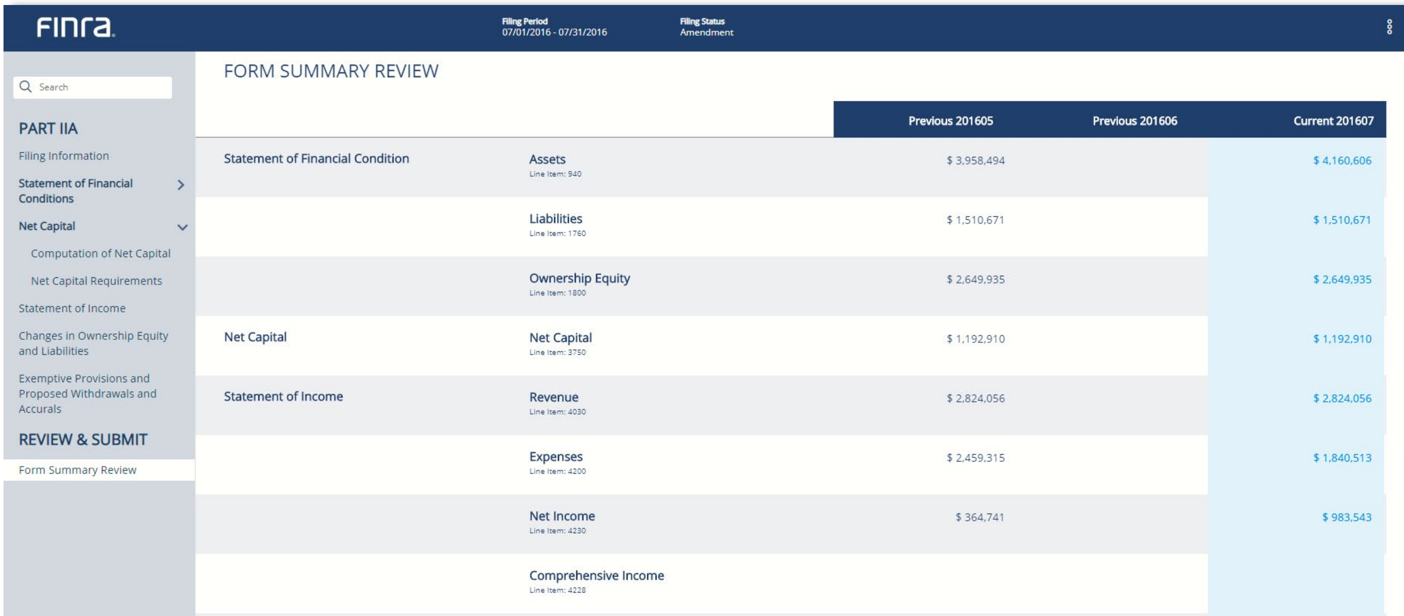
AUTOSAVE

Users no longer need to worry about potential work loss in the event of getting logged out of the system. 60 seconds after a most recent edit, the system will save any input values and work in the filing. Users still can explicitly click “Save” to trigger an immediate save on their work.



FORM SUMMARY REVIEW

Prior to submission, users will be presented with a summary review page allowing them to check all major aggregates throughout the form. Here, they can review and potentially catch any incorrect or concerning total values.



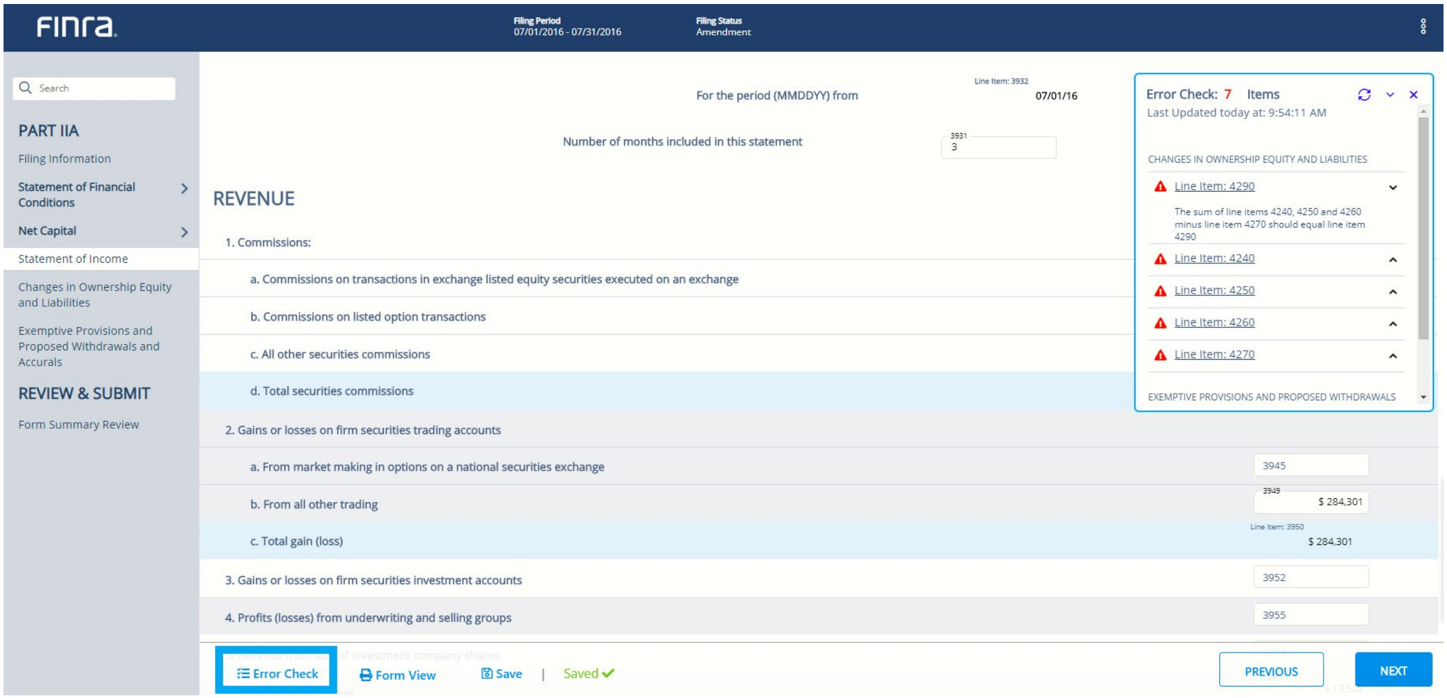
OTHER FEATURES

ERROR CHECKS

Prior to submission, users must adhere to hard validations associated with certain line items. At any point during the filing process, a user can click on "Error Check" in the bottom left of the filing screen to see any errors that have not been addressed and navigate directly to those line items by clicking on the hyperlinked "line item" number in the Error Check box.

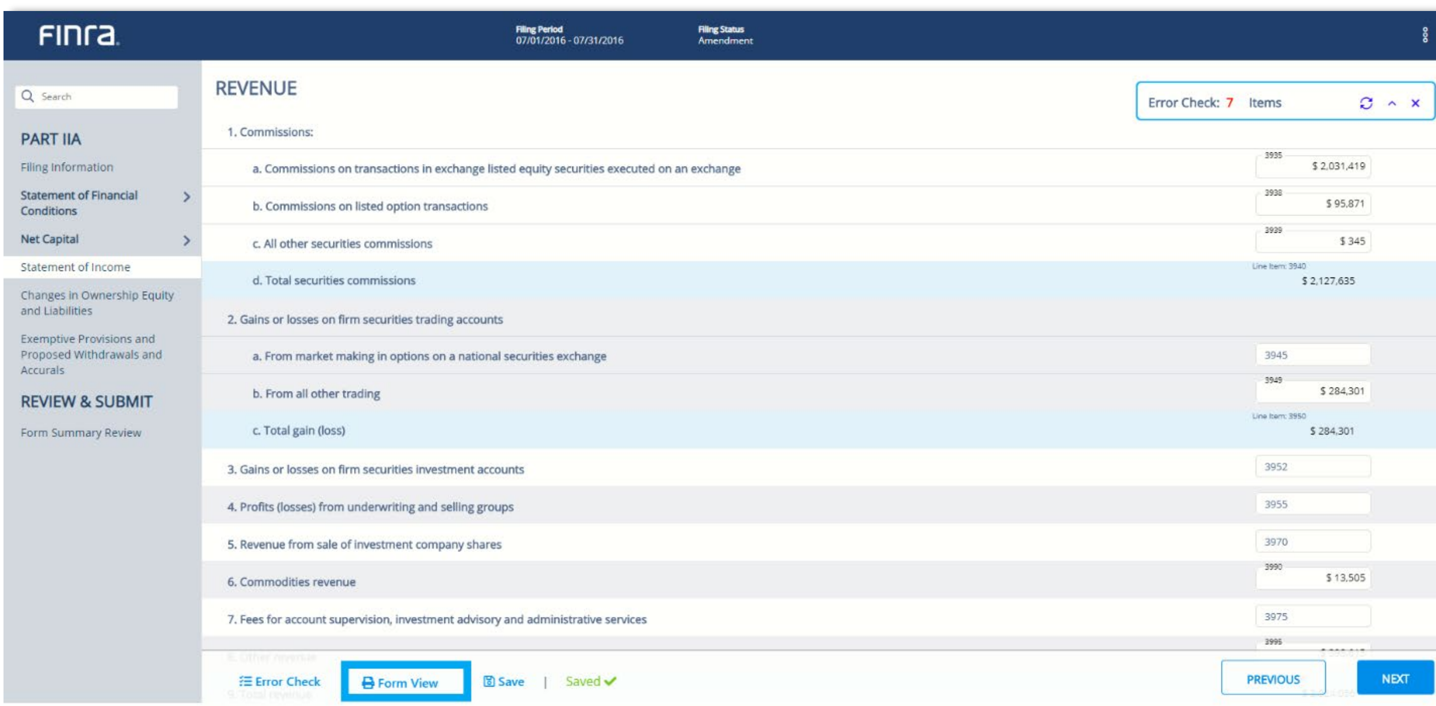
Users will also be presented with this box upon submission if they have not satisfied the errors in the error check box.

Errors will be marked with a red triangular error icon throughout the form.



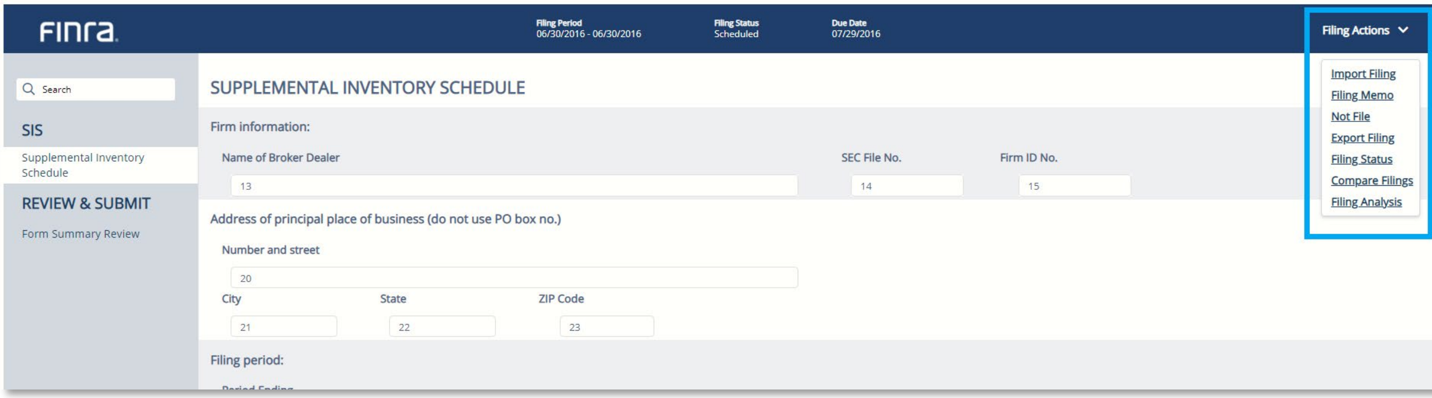
PDF FORM VIEW AND PRINT

Users will maintain the ability to print their eFOCUS filings after selecting “Form View”. In this view, users will be presented with a PDF version of their filing(s) that represent the original version of SEC and FOCUS forms. This PDF will appear in a second browser tab or window consistent with a user’s PC standard PDF view behavior.



FILING ACTIONS

You can find additional actions to take for your current filing in the top right-hand corner of your filing screen. These available actions will vary based on filing status and type.

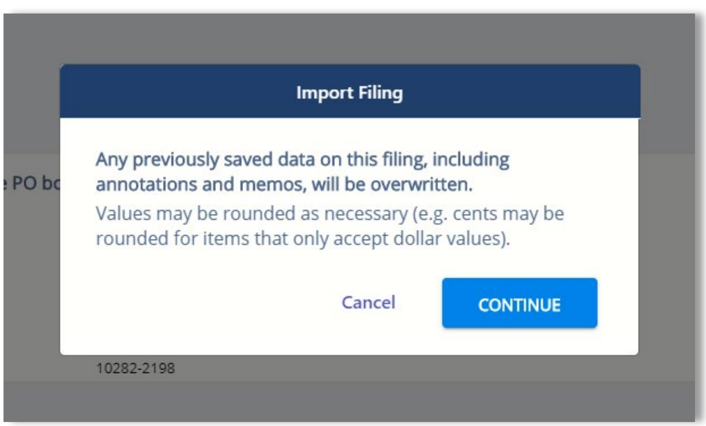


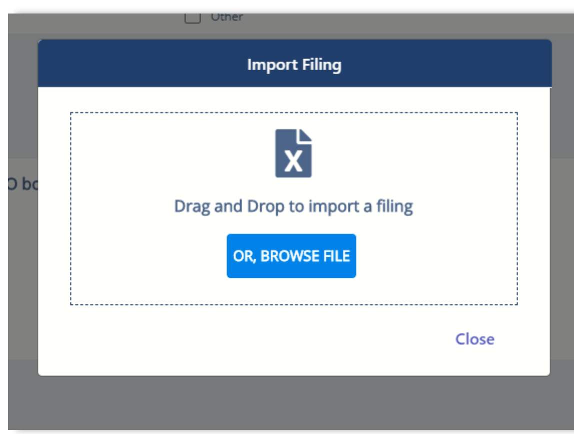
IMPORT YOUR FILING

The Import Filing button allows you to import an external file into a FOCUS Filing. At this time, only XLS/XLSX ("Excel") templates can be used to import your filings.

FINRA eFOCUS reviews the imported file to determine if there are any errors. An example of an error is if a numeric value is expected in a line item and the imported file contains alphabetic characters in that line item. If no errors are detected, you can complete the import process. If errors are detected, all errors must be corrected in the file and then you can re-import the file. FINRA eFOCUS will not allow you to import a file that has errors. Any field ID input associated with an auto-calculated field in the system will be overridden and re-calculated once imported.

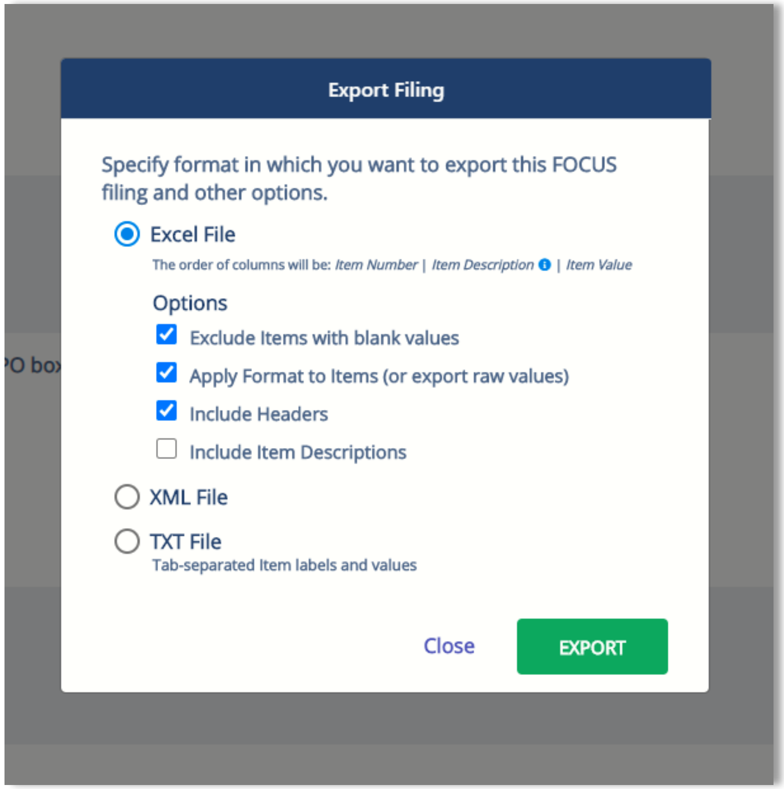
After importing a file, you can manually enter information into the filing. Once you have entered information manually into the filing, if you decide to re-import a file, all previously entered information will be overwritten - you cannot retain previously entered information





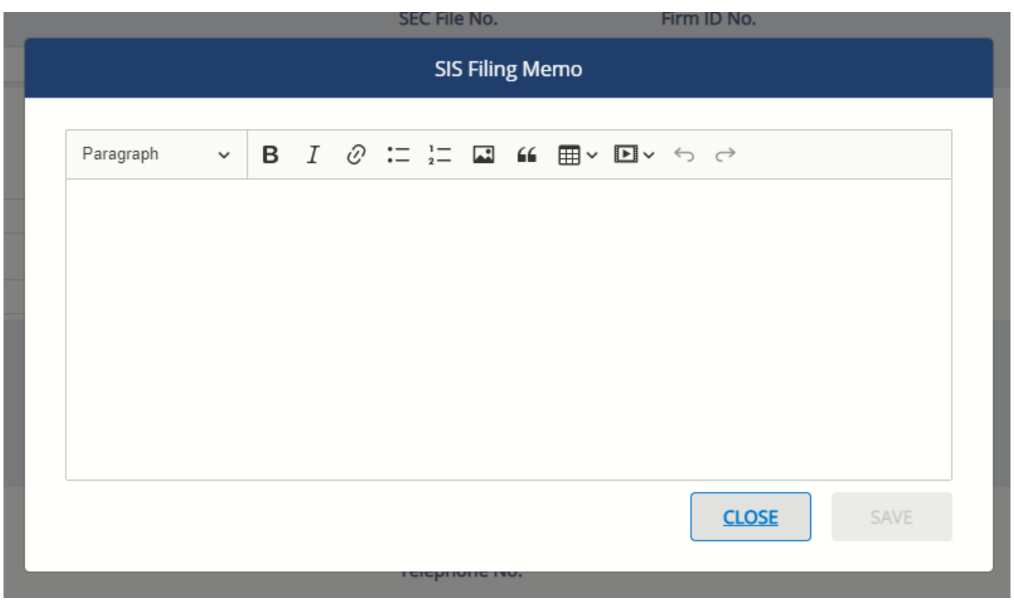
EXPORT YOUR FILING

You can export your filing's values in Excel, XML, and TXT formats. This feature is found in the top right of your eFOCUS filing:



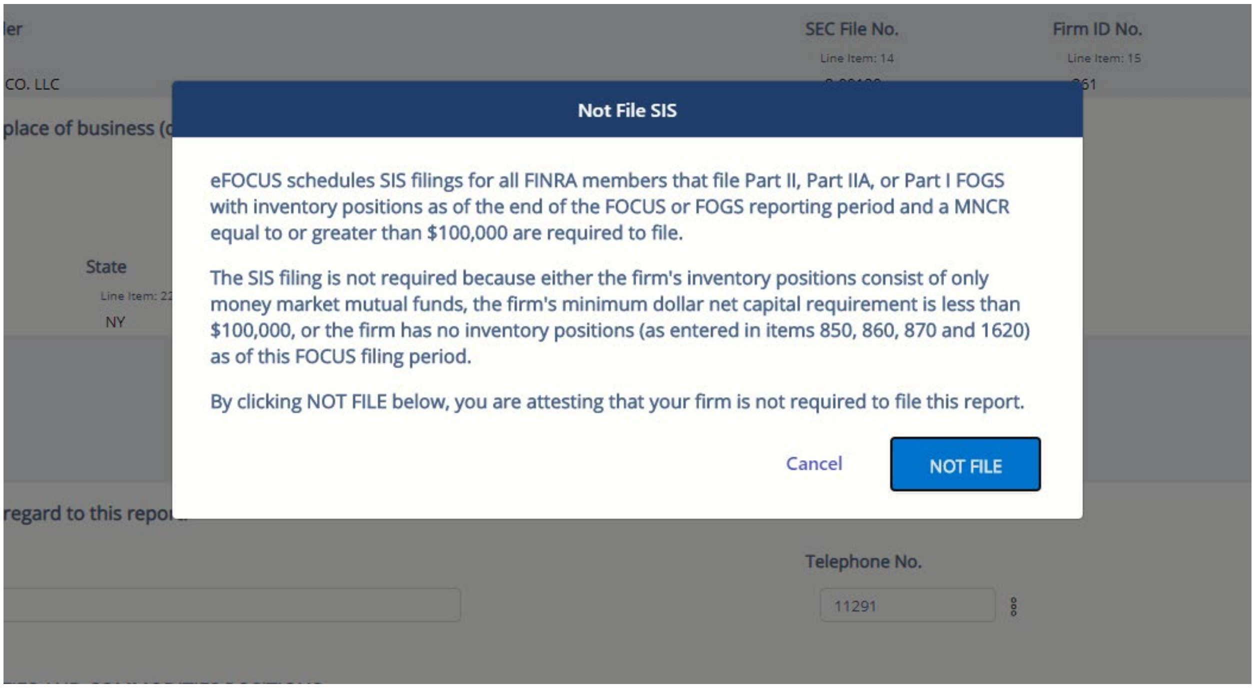
ADDING A FILING MEMO

If you would like to provide FINRA's Risk Monitoring team with additional information about your filing, you can add a memo to your entire filing prior to submission that will be visible to FINRA.



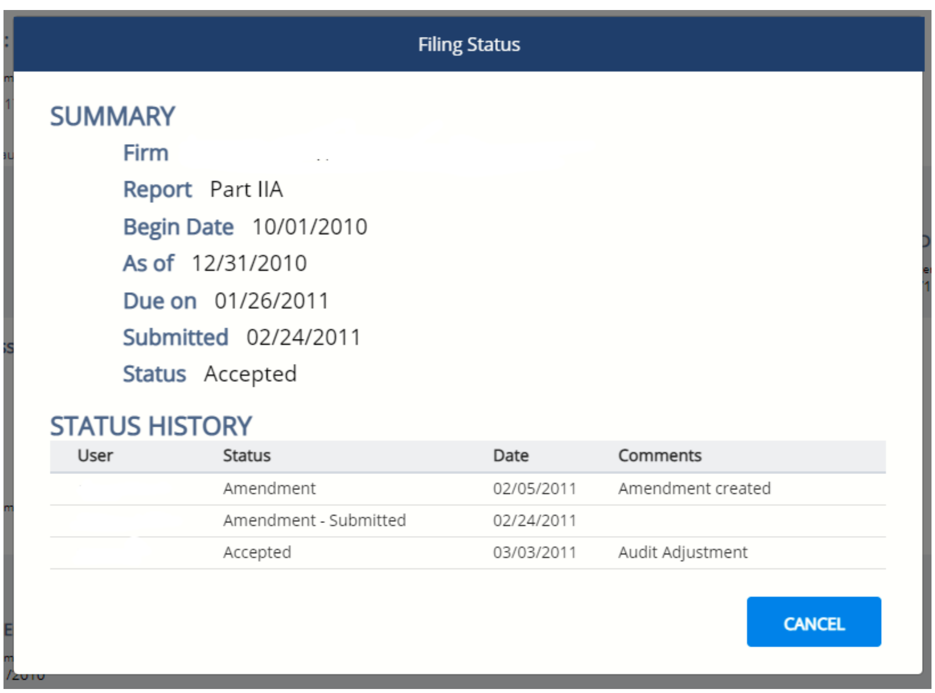
NOT FILE

If applicable, you can elect to “Not File” your SIS and OBS filings.



VIEW FILING STATUS

You can view the filing status of your filing as well as previous statuses of your chosen filing by clicking “Filing Status” in the Filing Actions section.



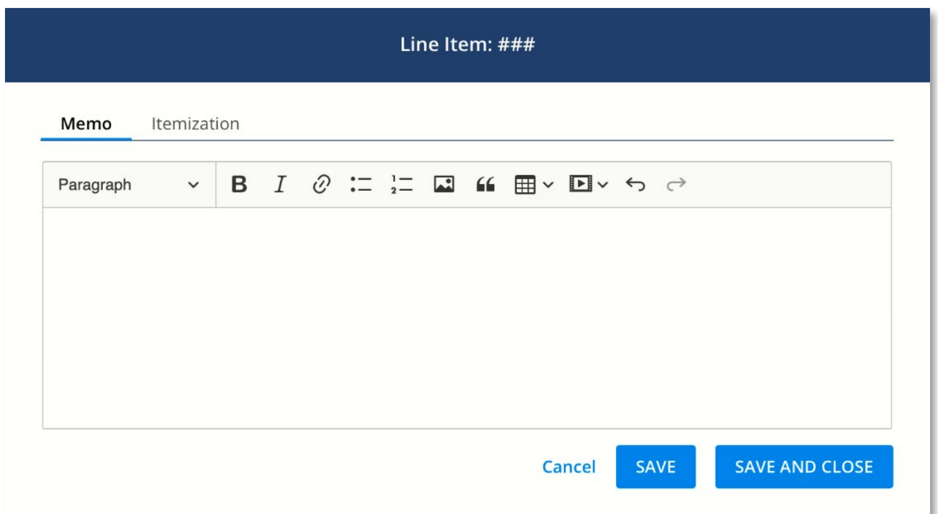
LINE ITEM TOOLS

You can enter memos and itemizations at the field level and view a field's history. If available, some fields also offer additional contextual help regarding a field's purpose under the "Help" tab of the line item tools pop-up.

Line Item Tools are available after clicking on the ellipsis icon next to the line item box. For both memos and itemizations, you will have the ability to "Save" your work and continue working without closing the window, "Save and Close" the modal, and "Cancel" adding memos and itemizations.

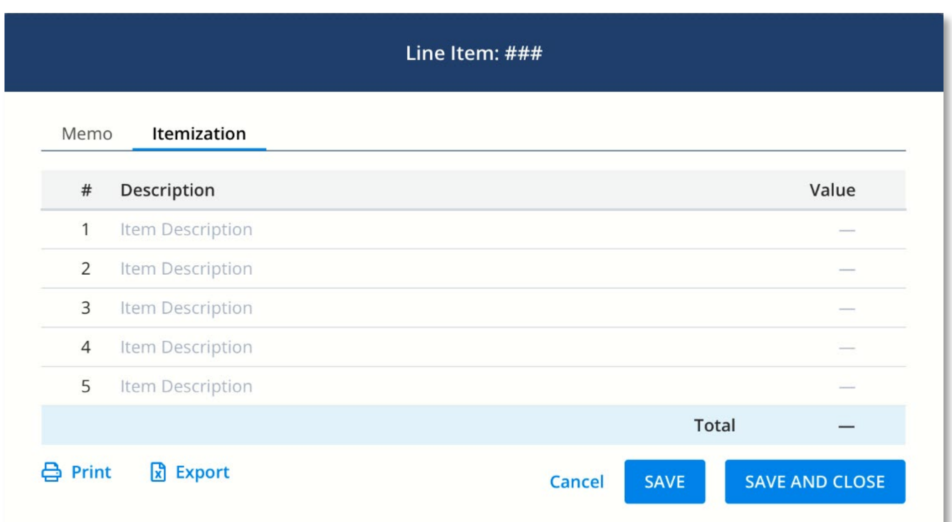
MEMOS

Line item memos will be visible to FINRA.



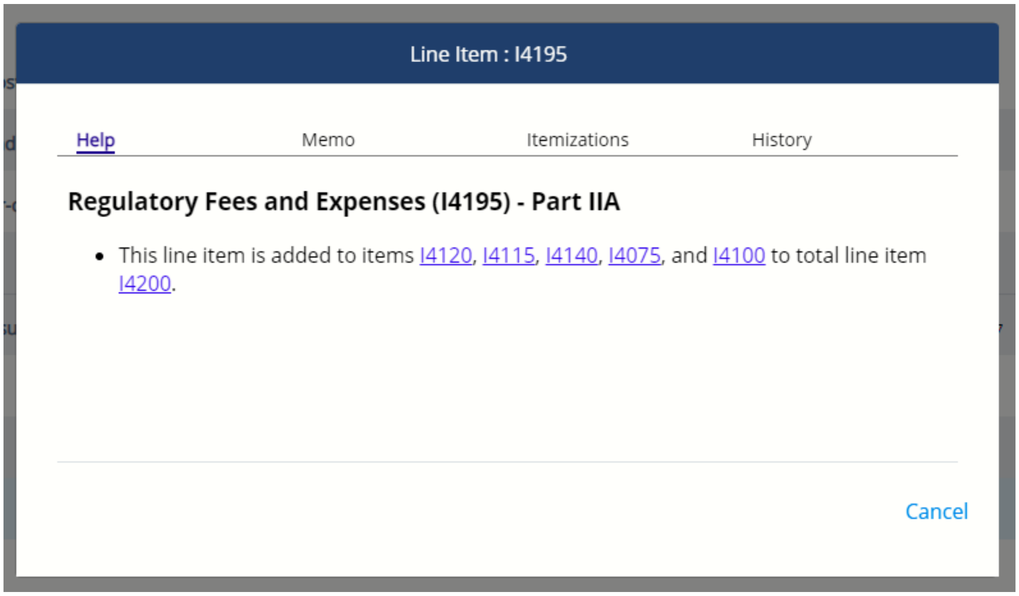
ITEMIZATIONS

You can break down the total of a line item value via "Itemizations". Itemizations are also printable and exportable.



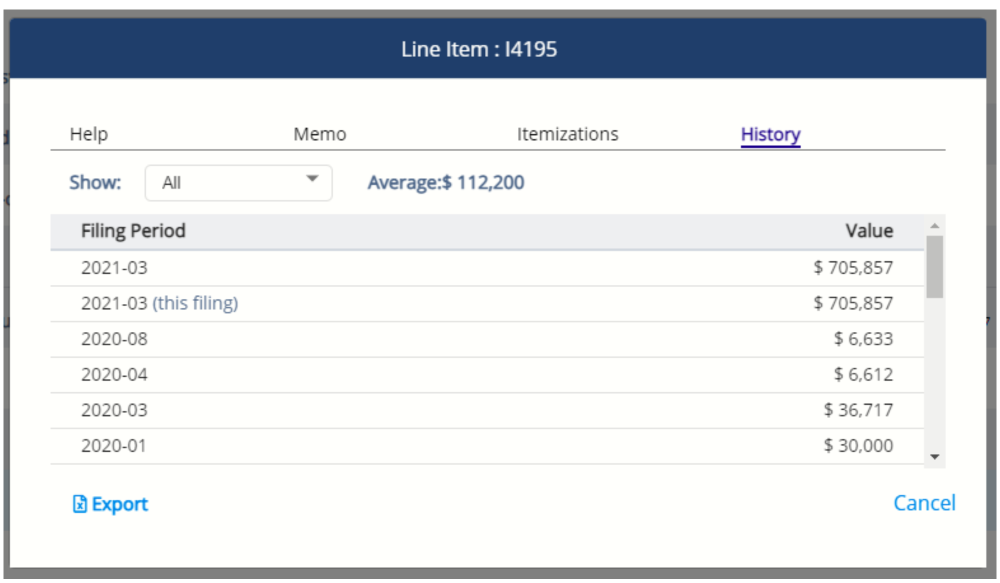
HELP

If contextual field-level help is available, you will be able to click on the “Help” tab of Line Item Tools to find additional explanations of a line item in your filing.



HISTORY

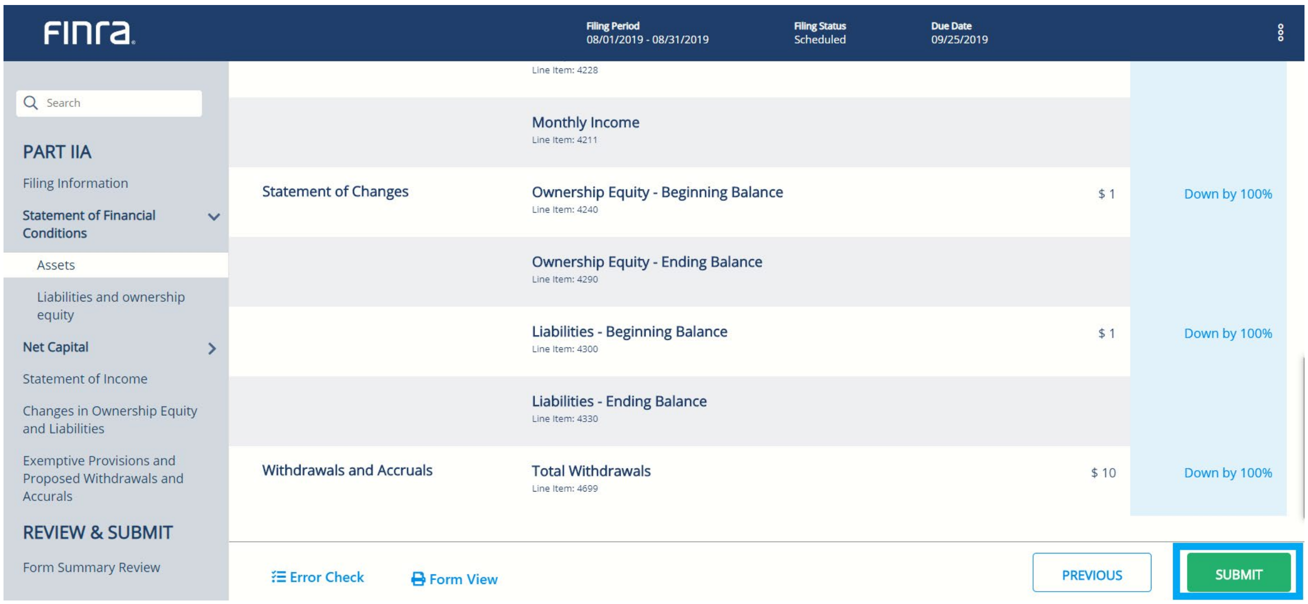
You can view a field’s input value history from the previous 6, 12, 24, or all submissions. You can see the field’s overall value from the range you select and export your line item field’s historical values into a spreadsheet.

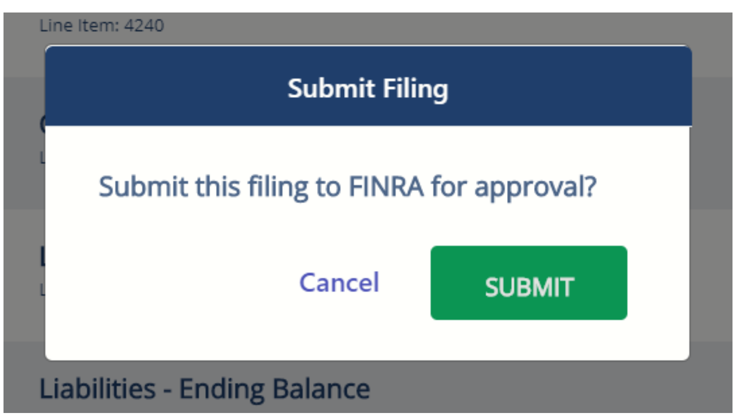


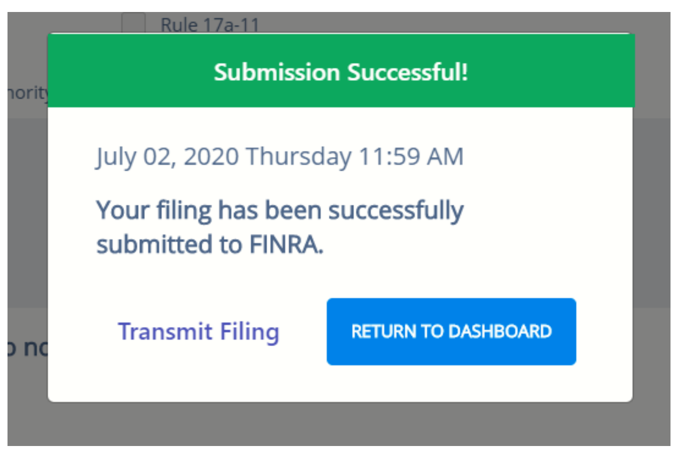
SUBMITTING A FILING

You can submit a filing to FINRA from within an open filing in the top right of the eFOCUS header. Before a filing can be submitted to FINRA, verify that the error checks have passed. The filing cannot successfully submit until all errors have been addressed. You will be prompted with an error check window if all errors have not been satisfied.

Once you have submitted the filing to FINRA, it can no longer be edited. You must create an amendment from the FINRA Gateway "Completed" tab if you wish to make changes to filing content.



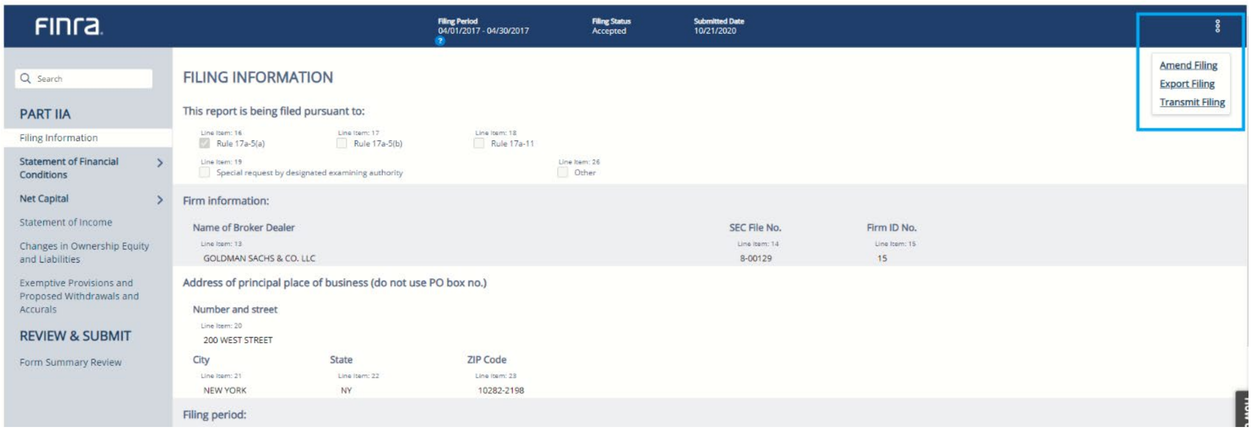


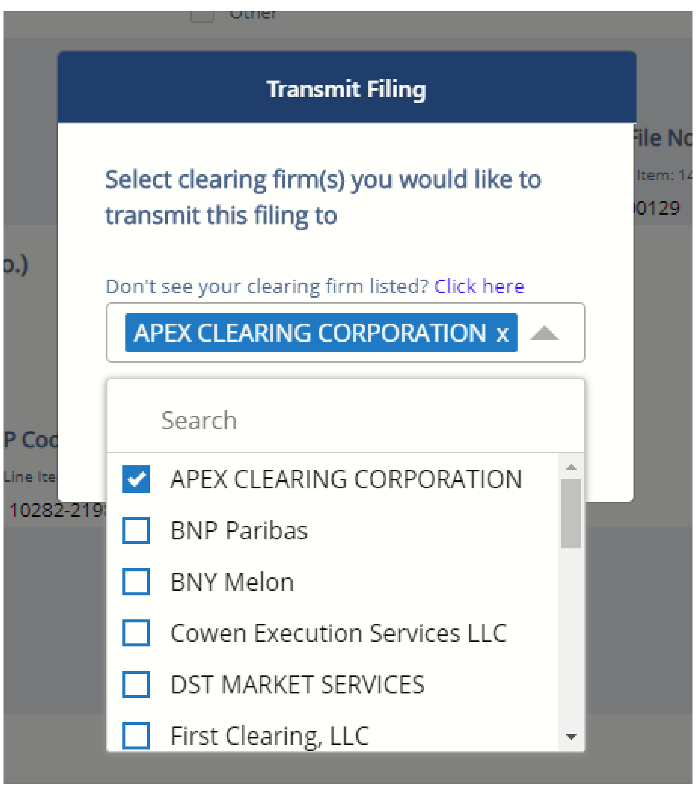


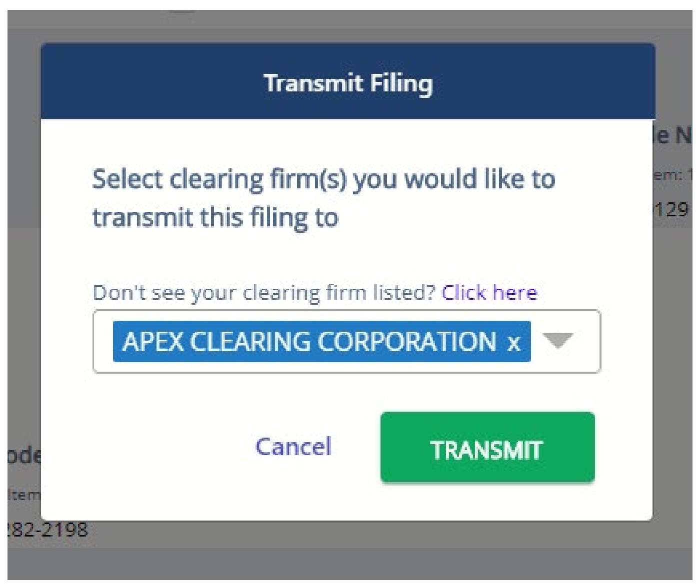
TRANSMITTING A FILING

You may be asked by your clearing firm to send your completed FOCUS filings through FINRA eFOCUS. You must manually transmit each filing you wish to send.

Once you have submitted your eFOCUS filing, you will be prompted to transmit your filing from within your post-submission pop-up. You can also find the “Transmit Filing” option in the Filing Actions section in the top right corner of the filing window.



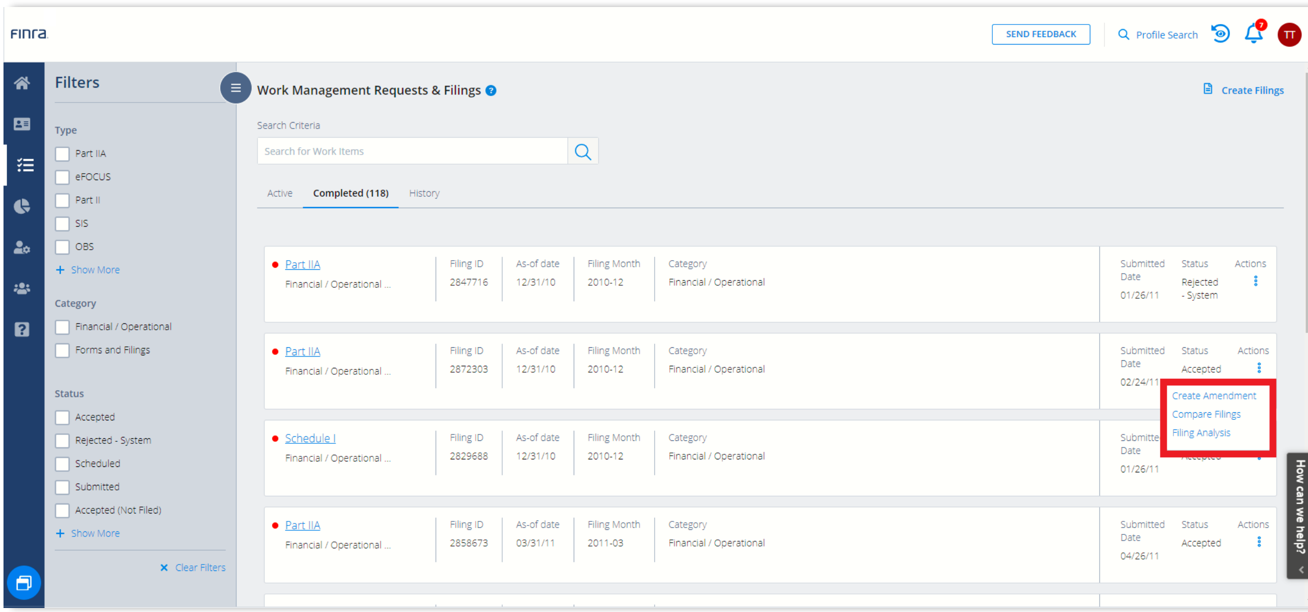


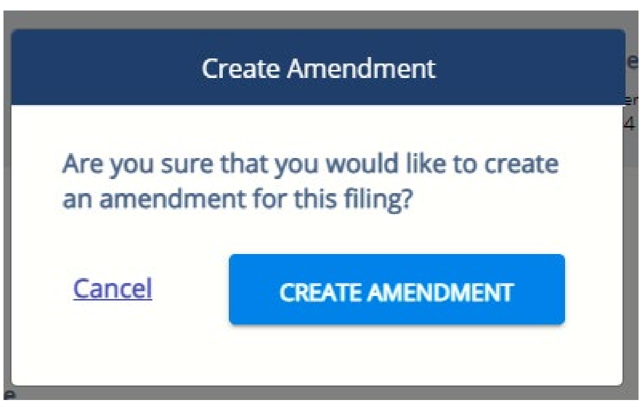


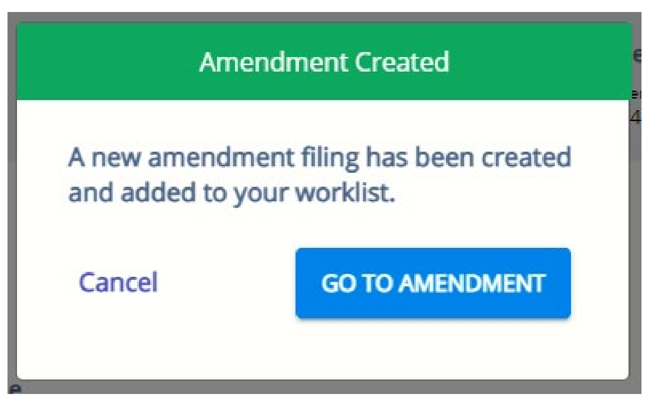
CREATING AN AMENDMENT

Once you have submitted an eFOCUS filing, you can find your recently submitted filing in the "Completed" tab of your Work Management Requests list. Click on the Filing Actions icon to the right of your filing and select "Create an Amendment" to generate an Amendment.

Once created, your amendment will be found in the "Active" tab as a scheduled amendment filing.





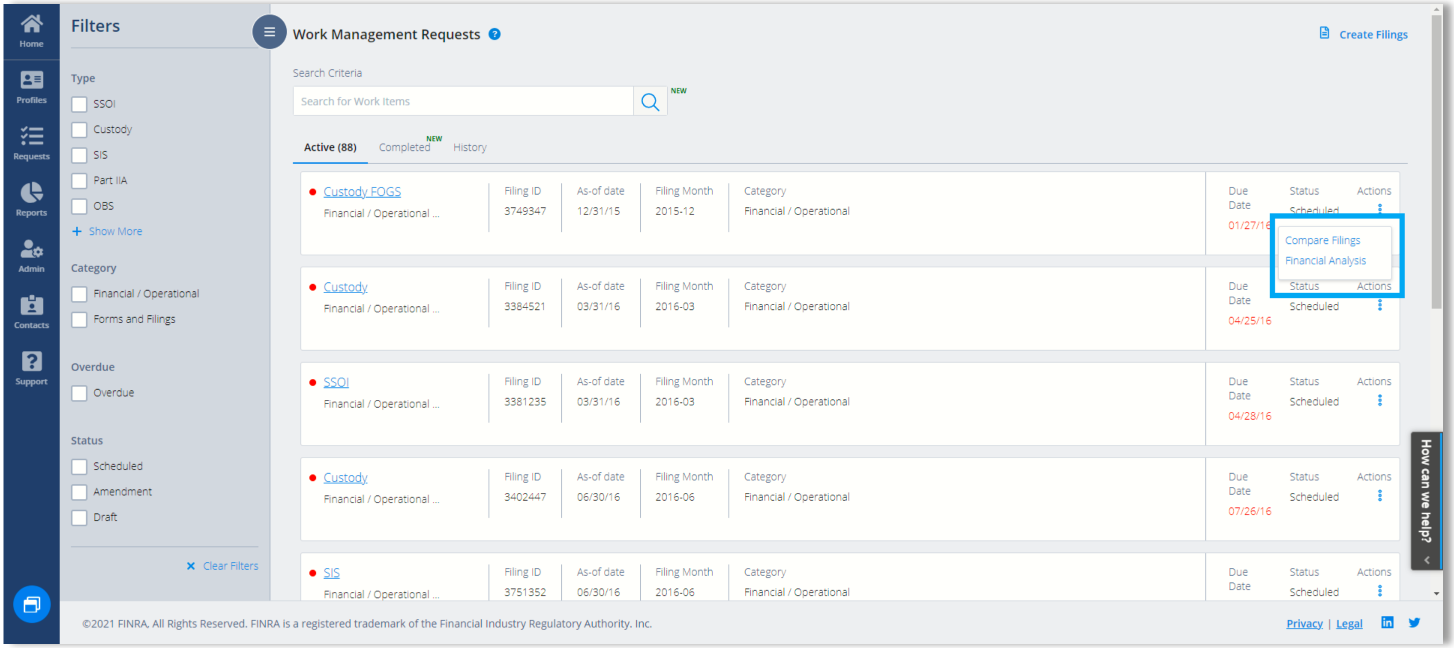


COMPARE FILING AND FILING ANALYSIS

You can access the "Compare Filing" and "Filing Analysis" functionality for a specific filing from the FINRA Gateway Requests Dashboard. Clicking on these links within the Filing Actions icon will direct you to the eFOCUS legacy system to access your chosen analysis tool.

Compare Filings: Allows you to generate a comparison of line items.

Filing Analysis: Allows you to view the history of line items in Accepted filings.



RESOURCES AND CONTACT INFORMATION

Gateway Call Center: 1 (800) 321-6273
HelpDesk team: customersupport@finra.org