

# MULTI-TRADE ENTRY AND TRADE RECALL

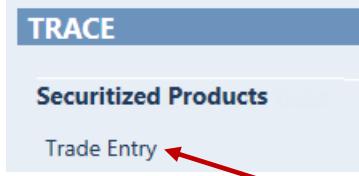
## QUICK REFERENCE GUIDE

### OVERVIEW

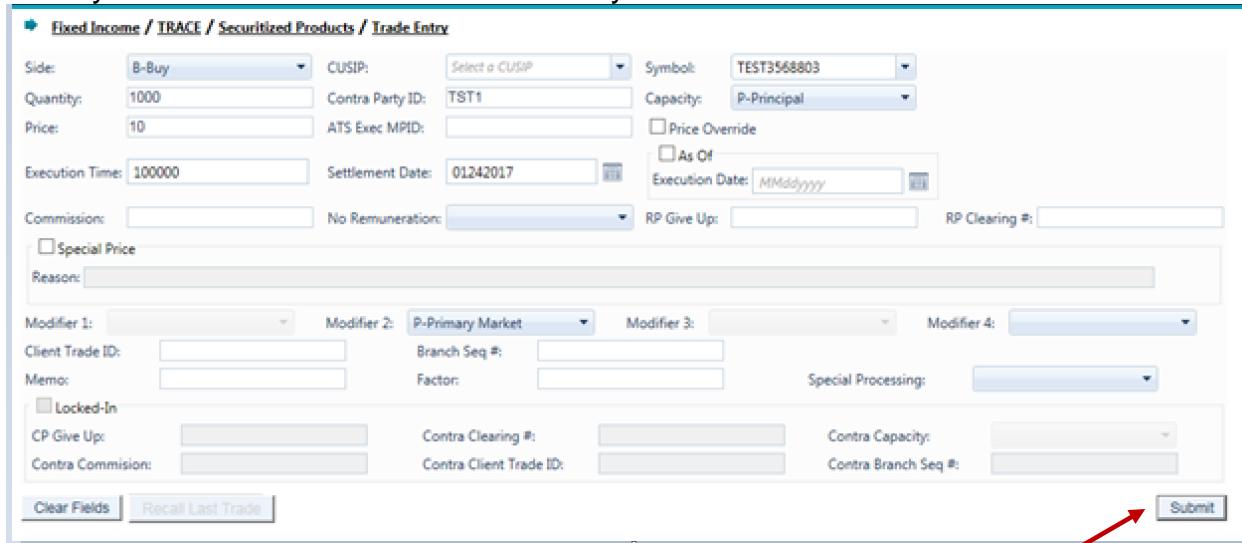
This Quick Reference guide is designed to help users understand basic functionality of the new Multi-Trade Entry and Trade Recall Screens for Securitized Products and Corporates and Agency Debt. The Multi-Trade Entry allows up to 50 trades with similar details to be submitted at once. The Trade Recall allows submission of a new trade that contains similar details from the previously entered trade. For a complete guide of the full functionality users can visit <http://www.finra.org/industry/trace/trace-documentation>.

### RECALL FUNCTIONALITY

1. Select Fixed Income from the Main Menu, and under TRACE Securitized Products or TRACE Corporate & Agency Debt, click on Trade Entry.



2. Enter your trade details into the Trade Entry Screen and click the “Submit” button.



Fixed Income / TRACE / Securitized Products / Trade Entry

Side:	B-Buy	CUSIP:	Select a CUSIP	Symbol:	TEST3568803
Quantity:	1000	Contra Party ID:	TST1	Capacity:	P-Principal
Price:	10	ATS Exec MPID:		<input type="checkbox"/> Price Override <input type="checkbox"/> As Of Execution Date: MMddyyyy	
Execution Time:	100000	Settlement Date:	01242017		
Commission:		No Remuneration:		RP Give Up:	RP Clearing #:
<input type="checkbox"/> Special Price Reason:					
Modifier 1:	Modifier 2:	P-Primary Market	Modifier 3:	Modifier 4:	
Client Trade ID:		Branch Seq #:		Special Processing:	
Memo:		Factor:			
<input type="checkbox"/> Locked-In					
CP Give Up:		Contra Clearing #:		Contra Capacity:	
Contra Commission:		Contra Client Trade ID:		Contra Branch Seq #:	
<input type="button"/> Clear Fields		<input type="button"/> Recall Last Trade		<input type="button"/> Submit	

3. If the trade was successfully submitted, the trade details will clear out of the screen and you will see the accepted message, control number and trade details at the bottom of the screen. Only then will the “Recall Last Trade” button be enabled.
4. Click the “Recall Last Trade” button. Your last submitted trade details will be populated in the Trade Entry screen.

Fixed Income / TRACE / Securitized Products / Trade Entry

Side:	B-Buy	CUSIP:	Select a CUSIP	Symbol:	TEST3568803
Quantity:	1000	Contra Party ID:	TST1	Capacity:	P-Principal
Price:	10	ATS Exec MPID:		<input type="checkbox"/> Price Override	
Execution Time:	100000	Settlement Date:	01242017	<input type="checkbox"/> As Of	Execution Date: MMddyyyy
Commission:		No Remuneration:		RP Give Up:	RP Clearing #:
<input type="checkbox"/> Special Price <b>Reason:</b> <input type="text"/>					
Modifier 1:	Modifier 2: P-Primary Market	Modifier 3:	Modifier 4:		
Client Trade ID:	Branch Seq #:				
Memo:	Factor:		Special Processing:		
<input type="checkbox"/> Locked-In	Contra Clearing #:	Contra Capacity:			
CP Give Up:	Contra Client Trade ID:	Contra Branch Seq #:			
Contra Commission:					
<input type="button" value="Clear Fields"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold; margin-right: 10px;" type="button" value="Recall Last Trade"/>		<input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold;" type="button" value="Submit"/>			

5. You can now make any necessary changes to the trade details to submit another trade.

Fixed Income / TRACE / Securitized Products / Trade Entry

Side:	B-Buy	CUSIP:	Select a CUSIP	Symbol:	TEST3568803
Quantity:	10010	Contra Party ID:	TST1	Capacity:	P-Principal
Price:	10	ATS Exec MPID:		<input type="checkbox"/> Price Override	
Execution Time:	100000	Settlement Date:	01242017	<input type="checkbox"/> As Of	Execution Date: MMddyyyy
Commission:		No Remuneration:		RP Give Up:	RP Clearing #:
<input type="checkbox"/> Special Price <b>Reason:</b> <input type="text"/>					
Modifier 1:	Modifier 2: P-Primary Market	Modifier 3:	Modifier 4:		
Client Trade ID:	Branch Seq #:				
Memo:	Factor:		Special Processing:		
<input type="checkbox"/> Locked-In	Contra Clearing #:	Contra Capacity:			
CP Give Up:	Contra Client Trade ID:	Contra Branch Seq #:			
Contra Commission:					
<input type="button" value="Clear Fields"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold; margin-right: 10px;" type="button" value="Recall Last Trade"/>		<input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px; font-weight: bold;" type="button" value="Submit"/>			

6. If the trade is successfully submitted, the trade fields will clear and you will see the accepted message with control number and trade details at the bottom of the screen.

**NOTE:** If you click the “Submit” button without changing any of your trade details, a warning will popup “You are about to Submit a Duplicate Trade. Are you sure you want to Submit?” You can click on the “Cancel” button to get out of the popup and back to the Trade Entry screen to edit your trade details or click the “Ok” button to submit the duplicate trade.

## MULTI-TRADE ENTRY

1. Select Fixed Income from the Main Menu, and under TRACE Securitized Products or TRACE Corporate & Agency Debt, click on Multi-Trade Entry.



2. The Multi-Trade Entry screen opens

### ENTERING MULTIPLE TRADES USING THE ADD TRADES ICON

1. Click on the Add Trades Icon . Enter the shared trade details into the Trade Entry popup.

2. Enter the number of trades you want to add to into the Multi-Trade Entry Grid, and click the "Add Trades" button.

3. The Add Trades popup will close and the trades will be added into the Multi-Trade Entry Screen.

Fixed Income / TRACE / Securitized Products / Multi-Trade Entry

Multi-Trade Entry										
3 Total Rows		0 Total Accepted		0 Total Rejected		0 Total Warnings		Submit Trades		
Row Number	Status	Control #	Reject Reason Description		Side	Symbol	CUSIP	Quantity	Contra Party ID	Cap
1					B-Buy	TEST3568803		1000	tst1	P-Princi
2					B-Buy	TEST3568803		1000	tst1	P-Princi
3					B-Buy	TEST3568803		1000	tst1	P-Princi

4. Once the trades are in the grid, the user can modify the appropriate fields by selecting the dropdowns, clicking on check boxes and filling in the text boxes. Any changes to fields will be in red. If there is a formatting error on a numeric field, the Row Number and field background color will turn light red. Trades with formatting errors will not be submitted if not fixed.

5. Once you have edited your trade data, click the “Submit Trades” button on the right top corner of the grid to process **ALL** trades in the grid.

Fixed Income / TRACE / Securitized Products / Multi-Trade Entry

Multi-Trade Entry										
3 Total Rows		0 Total Accepted		0 Total Rejected		0 Total Warnings		Submit Trades		
Row Number	Status	Control #	Reject Reason Description		Side	Symbol	CUSIP	Quantity	Contra Party ID	Cap
1					B-Buy	TEST3568803		1000	tst1	P-Princi
2					S-Sell	TEST3568803		2000	tst2	A-Agent
3					B-Buy	TEST3568803		3000	tst1	P-Princi

6. A popup will come up asking the user “Are you sure you want to submit # Trades?” The user can click the “Ok” button to Submit the trades in the grid, or the “Cancel” button to close the popup and go back to the Multi-Trade Entry Screen

7. The grid will show your 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.

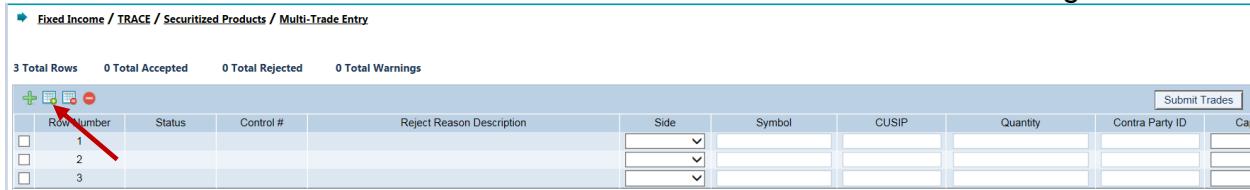
Fixed Income / TRACE / Securitized Products / Multi-Trade Entry

Multi-Trade Entry									
3 Total Rows		1 Total Accepted		1 Total Rejected		1 Total Warnings		Submit Trades	
Row Number	Status	Control #	Reject Reason Description		Side	Symbol	CUSIP	Quantity	Contra Party ID
1	Warning		080 - 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

**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, it needs to be manually deleted.

## ENTERING MULTIPLE TRADES USING THE ADD NEW TRADE ICON

1. Click on the Add New Trades Icon . This will add one blank row to the grid at a time.



The screenshot shows a grid with the following columns: Row Number, Status, Control #, Reject Reason Description, Side, Symbol, CUSIP, Quantity, Contra Party ID, and Cap. At the top, there are buttons for '3 Total Rows', '0 Total Accepted', '0 Total Rejected', and '0 Total Warnings'. On the far right, there is a 'Submit Trades' button. The 'Add New Trade' icon (a green plus sign inside a blue square) is located in the top-left corner of the grid area, with a red arrow pointing to it.

2. The user can manually enter their trade details directly into the grid, by selecting the dropdowns, clicking on check boxes and filling in the text boxes. Any changes to fields will be in red.

**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.

3. Once you have entered all your trade data, click the “Submit Trades” button on the right top corner of the grid to process ALL trades in the grid.



The screenshot shows the grid with three rows of trade data. The first row has a status of 'Accepted' (green). The second row has a status of 'Rejected' (red), with a reject reason of 'S-Sell' and a control number of 'tst2'. The third row has a status of 'Accepted' (green). A red arrow points to the 'Submit Trades' button at the top right of the grid.

Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Contra Party ID	Cap
1	Accepted			B-Buy	TEST3568803		1000	tst1	A-Agent
2	Rejected		S-Sell	S-Sell	TEST3568803		2000	tst2	P-Principal
3	Accepted			B-Buy	TEST3568803		3000	tst1	P-Principal

4. 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.
5. The grid will show your 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.

3 Total Rows		1 Total Accepted		1 Total Rejected		1 Total Warnings			
	Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Contra Party ID
<input type="checkbox"/>	1	Warning		090 - MUST ENTER SECURITY SYMBOL OR CUSIP	B-Buy			1000	
<input type="checkbox"/>	2	Rejected	1000000042	182 - INVALID TRADE MODIFIER 2	B-Buy	TEST3568803		1000	tst1
<input type="checkbox"/>	3	Accepted	1000000038		S-Sell	TEST3568803		1001	tst1

**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, it needs to be manually deleted.

## HOW TO DELETE SELECTED TRADES IN THE MULTI-TRADE ENTRY GRID

1. The user can delete selected trades by clicking the checkbox of the trade(s) to be deleted.
2. Once the trades have been selected, depress Delete Selected Trades Icon.

3 Total Rows		0 Total Accepted		0 Total Rejected		0 Total Warnings			
	Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Contra Party ID
<input type="checkbox"/>	1								
<input checked="" type="checkbox"/>	2								
<input type="checkbox"/>	3								

3. The selected trade(s) will be removed from the grid.

2 Total Rows		0 Total Accepted		0 Total Rejected		0 Total Warnings			
	Row Number	Status	Control #	Reject Reason Description	Side	Symbol	CUSIP	Quantity	Contra Party ID
<input type="checkbox"/>	1								
<input type="checkbox"/>	2								

## HOW TO DELETE ALL TRADES IN THE MULTI-TRADE ENTRY GRID

1. The user can delete all trades in the grid by depressing the Delete All Trades Icon to remove **all rows** 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	Contra Party ID
<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