CMT TRF Customer User Manual

FEBRUARY 2014

To order additional copies of this document, contact:

NYSE Arca

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Modified reports are presented to Tape (where applicable), Audit, and DTCC (where applicable). 50

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II. Overview

The Client Management Tool (CMT) is an online web tool that provides the ability to view, create, cancel, and re-submit reports sent to the FINRA/NYSE TRF. You can choose to view reports under a variety of filters and export details to Excel.

III. Registration

CMT is a Flash (Flex) based application that runs in a web browser via HTTPS. While it is not necessary to download/install any third party software on your local machine, you will need to download the Flash Player plug-in (ver. 10), as well as a browser certificate verifying the email address used for all credentials. The latest Flash plug-in can be obtained at the Adobe Flash website http://get.adobe.com/flashplayer. For the certificate, we use Comodo Email Certificate Validation; you will receive an email with a link to access this certificate.

You will use your ArcaVision username and password to login to the CMT. Make sure your ArcaVision username and password are active BEFORE you attempt access to CMT by accessing the ArcaVision site at www.arcavision.com and login with your username/password. ArcaVision accounts expire after 90 days of inactivity, and because CMT uses your ArcaVision login, you will need to make sure your account does not expire. In the event your account is expired, you will need to have your ArcaVision username and password reset. This can be accomplished at the ArcaVision website

In addition, due to the sensitive nature of the data, you will need to complete a CMT user agreement. If you do not have an active ArcaVision account or do not have the CMT agreement on file, please contact Client Relationship Services or your Relationship Manager.

IV. Access

Once your CMT documentation is approved, you will receive an email containing your CMT credentials (email certificate validation). If you are new to ArcaVision, you will also receive a separate email with "Welcome to ArcaVision" which contains your username and instruction on creating a password. Getting access to CMT for the first time is a two step process:

1. **ArcaVision** – if you are new to ArcaVision, you will need to access the email sent with instructions on creating a password. Click on the link in the email to go to the password creation page, enter your username and passcode provided in the email, and a password of your choosing (must contain at least ONE upper case letter and ONE number).

   You may test your username password by logging in to ArcaVision at www.arcavision.com

2. **Comodo Email Certificate Validation** – you will receive an email invitation which contains a link to download the browser certificate that validates your email address.

   Email: NYSE Product - Comodo Certificate Information

   Dear NYX Shelly Murphy,

   Access to an NYSE support product has been requested on your behalf. In order to access the application, a Comodo Internet Security Certificate is required; you will need to download and install this certificate. NYSE products that require this certificate include:

   NYSE Arca and NYSE Amex Client Management Tool (CMT)
   NYSE Client Management Tool for TRF (CMT TRF)
   NYSE Arca and NYSE Amex Global Execution Management System (GEMS)
   NYSE Global Execution Management System for Step-out Services (GEMS SOS)
   NYSE Technologies (Mexder)

   To download the certificate:

   * Click on the following link to access the Certificate Manager screen https://hard.cert-manager.com/customer/nyseclient/smime?action=invite&requestCode=202AjI7VEg6hnScSRZQ6O59ZU&email=smurphy%40nyx%2ecom. If the code is not automatically on the screen, please copy and paste your request code into the ?Code:? field

   Your request code is: 202AjI7VEg6hnScSRZQ6O59ZU

* Type in a PIN number (of your choosing) to protect your email certificate. You will be asked for this PIN number again when installing the certificate to your browser. The PIN can be alpha or numeric. Note: the PIN is also known as the password for the private key in the Internet browser certificate import screen.

* Type in a PassPhrase. The PassPhrase is used as a hint to what PIN you have chosen.

* When the Download screen appears, click on the Download button, and save the certificate to your local drive. Please take note of which folder you saved the certificate in for later access.

* Import the certificate into the Internet browser you will use to access the permissioned product. Note: If you require access to this product using the same login name from multiple machines, please tick the checkbox Mark this key as exportable.

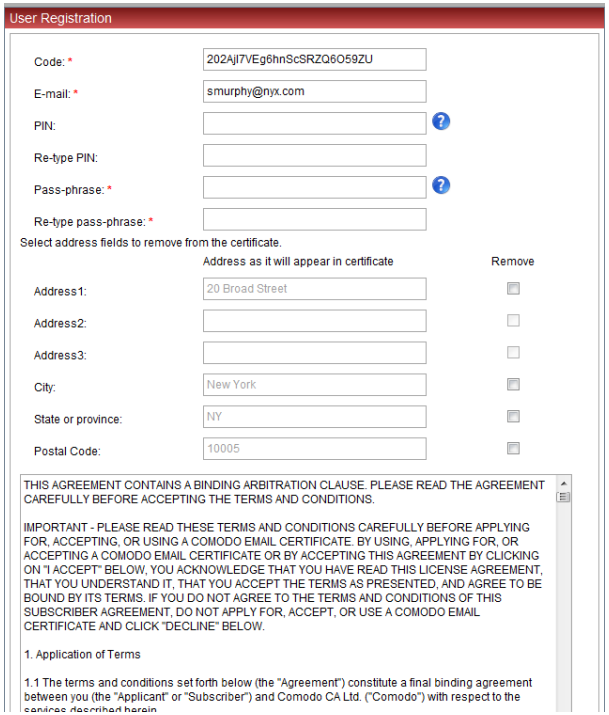
For additional instructions, please refer to the product help guide for your permissioned product.

If you require additional assistance with obtaining or installing your security certificate, please contact Client Relationship Services at CRS@nyx.com.

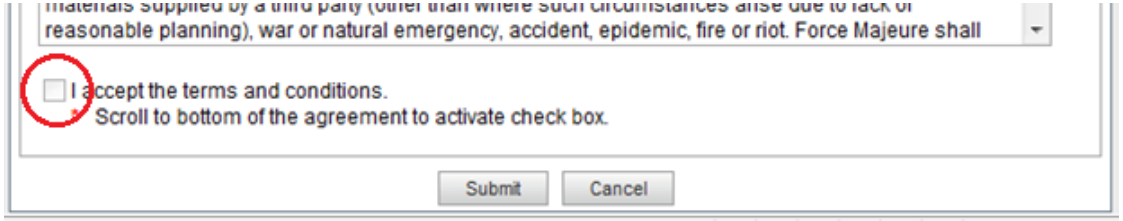
For additional product specific support, please contact:

CMT: CMT@nyx.com
GEMS: GEMSUserRequest@nyx.com
GEMS SOS: BrokerServices@nyx.com
NYSET: Service.Desk@nyx.com

a. Click on the link in the email which opens your default browser and will access the Certificate Manager on the Comodo website

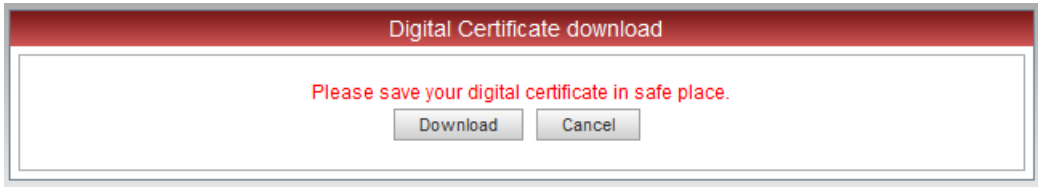


b. You will be required to enter a PIN and Passphrase.
   Enter PIN (7 character max) and re-enter to confirm. The PIN is a secure password that you will use to install the certificate to the browser
c. Enter passphrase and re-enter to confirm. The Passphrase is meant to be a hint to your PIN (may be used to help you remember a forgotten PIN)
d. The address information does not need to be completed. It defaults to an Exchange related location.
e. Please scroll to the bottom of the terms and conditions and check the “I accept the terms and conditions” tick box.

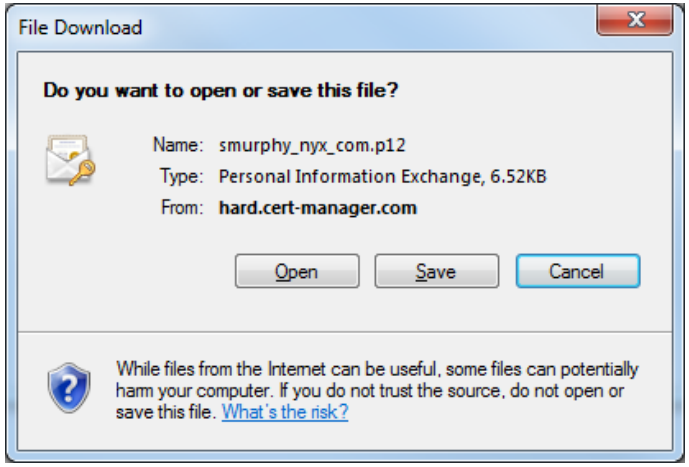


f. Click "submit"

g. The "Digital Certificate download screen appears; click the Download button.



h. Save certificate to the default location specified by your computer. (or some other location deemed "safe"). Please take note of this location. Click Close once the download is complete.

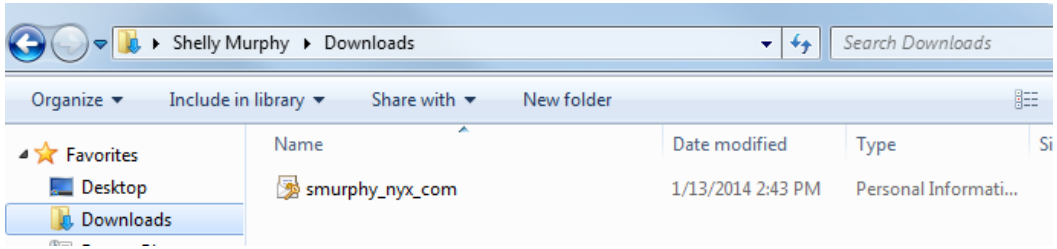


- **Install certificate into Browser**

  You will need to install this certificate in the browser located on the computer you will use to access the CMT. This will allow you *and only you* to access your firm's order and execution data. You will only need to install the certificate once; after that, the browser will be certified and you can directly access the Client Management tool.

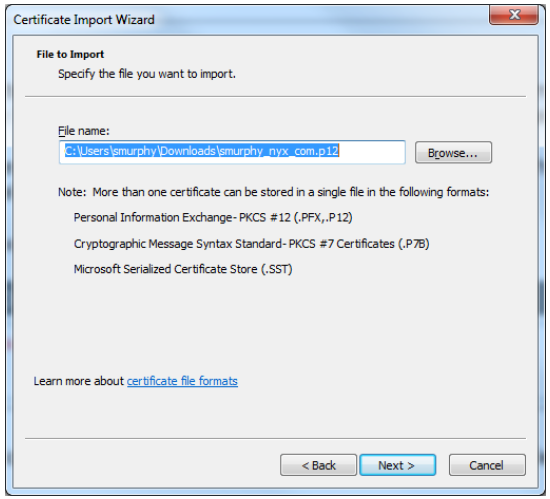
  Internet Explorer

  1. Locate the Digital Certificate you downloaded and double-click the filename.

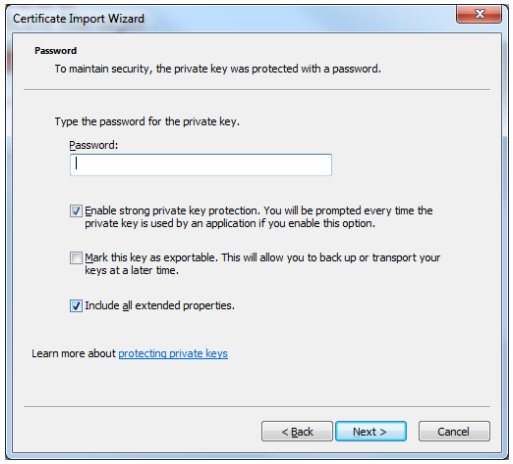


2. This will initiate the Certificate Import Wizard. Click "Next"

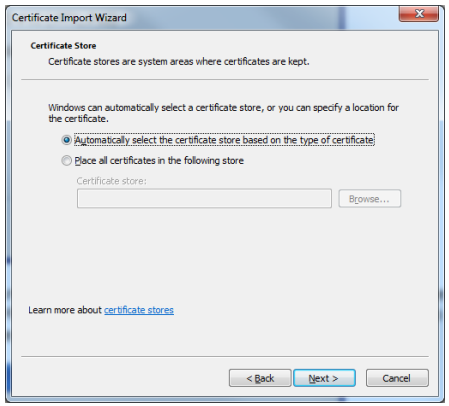
3. A pop-up screen requesting you specify the file to import will appear and will already contain the name of the certificate. Click "Next" to continue.



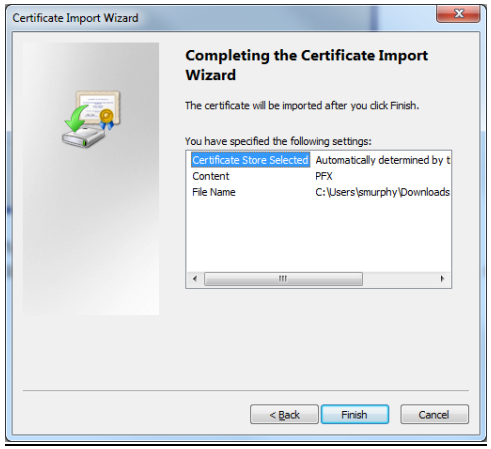
4. You will be requested to type in your password for the private key. **The password is the PIN** you defined when you initially downloaded the certificate. Leave the default tick boxes checked. If you plan to use this product at multiple workstations, click the box "Mark this key as exportable". This will allow you to back up the key as needed. Click "Next".



5. Allow the system to select where to store the certificate by keeping the default selection "Automatically select the certificate store based on the type of certificate". Click "Next".

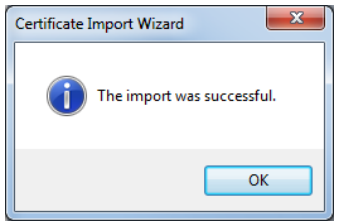


6. On the Completing the Certificate Import Wizard screen, click “Finish”.



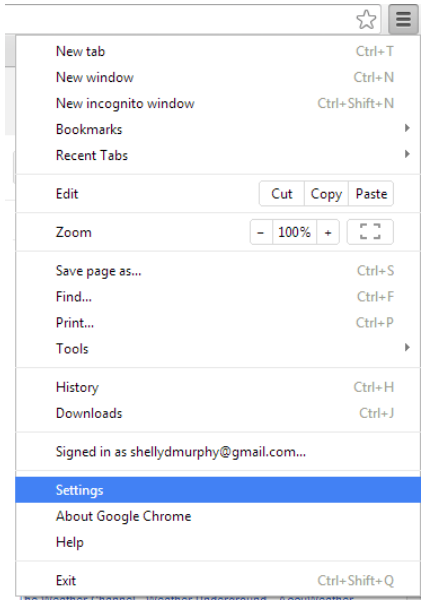
7. A notification regarding Importing a new private exchange key will pop-up. Click “OK”.

8. Click "OK". Installation is complete!

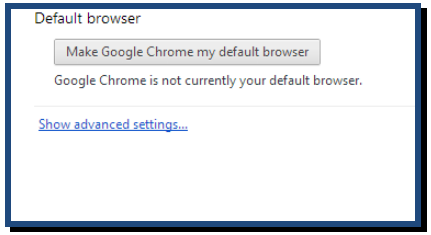


Chrome

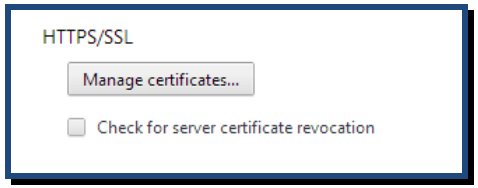
1. Launch Chrome. Click on Settings.



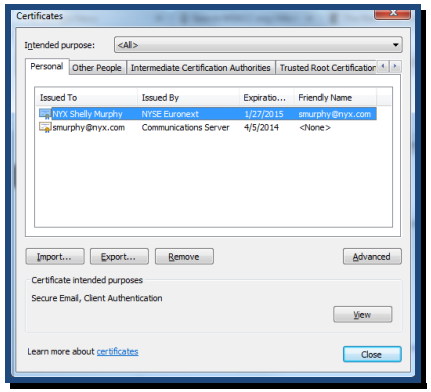
2. Click on Show Advanced Settings…



3. Scroll down through the settings and click on Manage certificates:

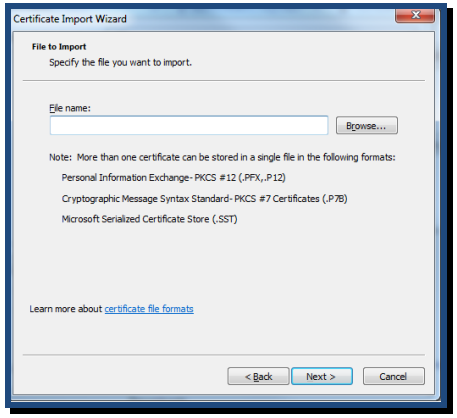


4. Chrome populates the available certificates. Click on the correct certificate for access to the NYSE related product and click the Import… button.

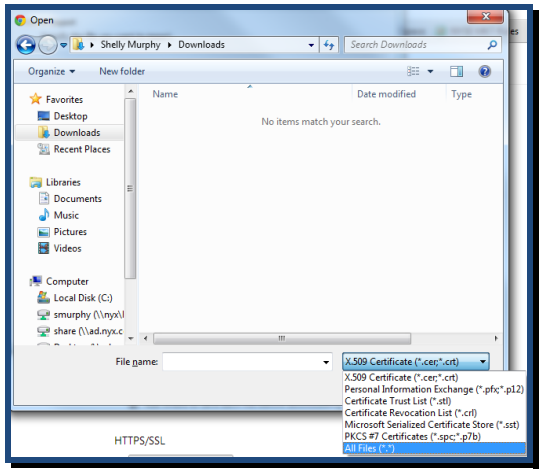


5. This action will initiate the Certificate Import Wizard. Click "Next".

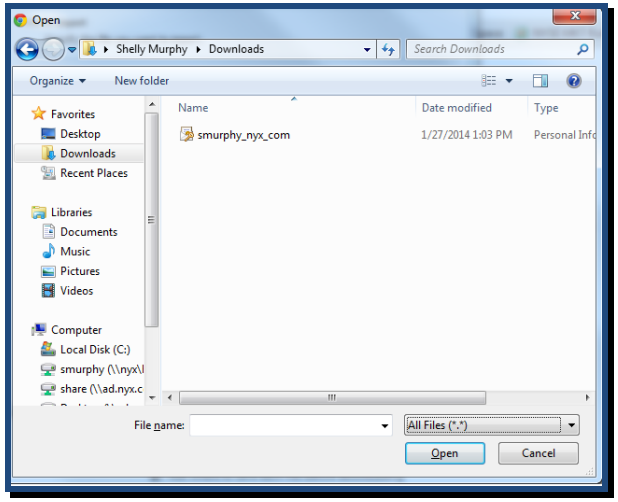
6. A pop-up screen requesting you specify the file to import. You will need to Browse to the location you saved the certificate.



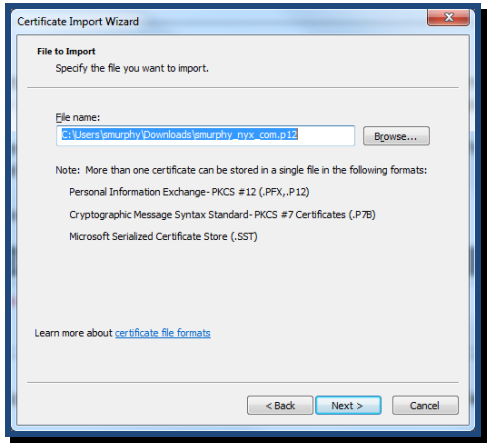
7. The file type for the Comodo type is not the default type. Click on the filename drop down menu and choose All Files (*.*).



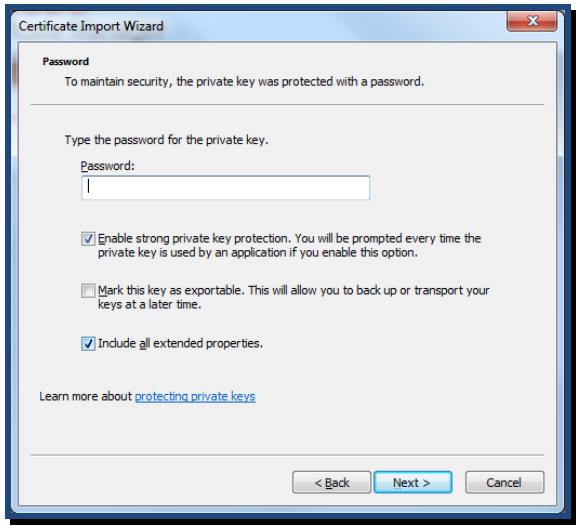
8. Your Comodo certificate should appear on the screen. Choose the certificate and click Open.



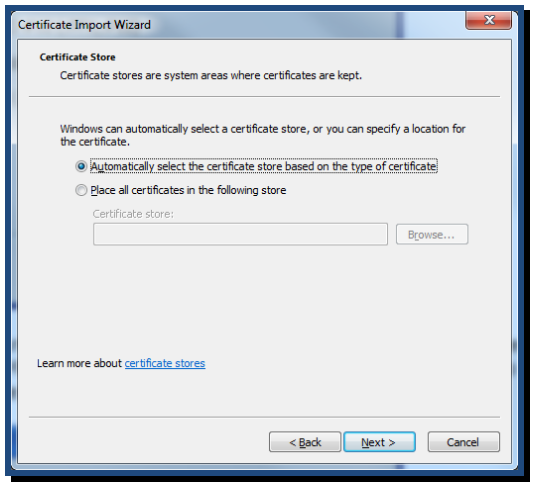
9. A pop-up screen requesting you specify the file to import will appear and will already contain the name of the certificate. Click "Next" to continue.



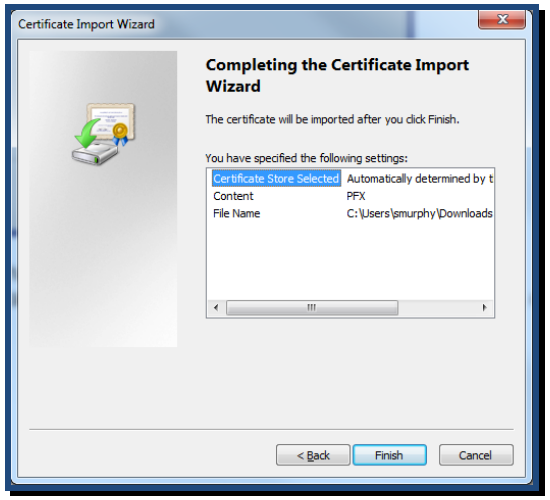
10. You will be requested to type in your password for the private key. The password is the PIN you defined when you initially downloaded the certificate. Leave the default tick boxes checked. If you plan to use this product at multiple workstations, click the box "Mark this key as exportable". This will allow you to back up the key as needed. Click "Next".



11. Allow the system to select where to store the certificate by keeping the default selection "Automatically select the certificate store based on the type of certificate". Click "Next".

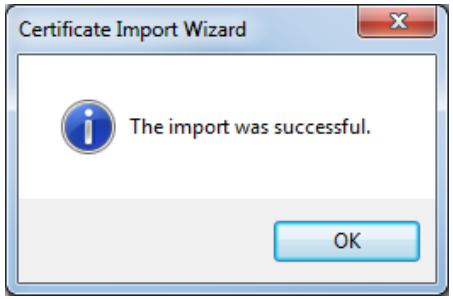


12. On the Completing the Certificate Import Wizard screen, click “Finish”.



13. A notification regarding Importing a new private exchange key will pop-up. Click “OK”.

14. Click "OK". Installation is complete!

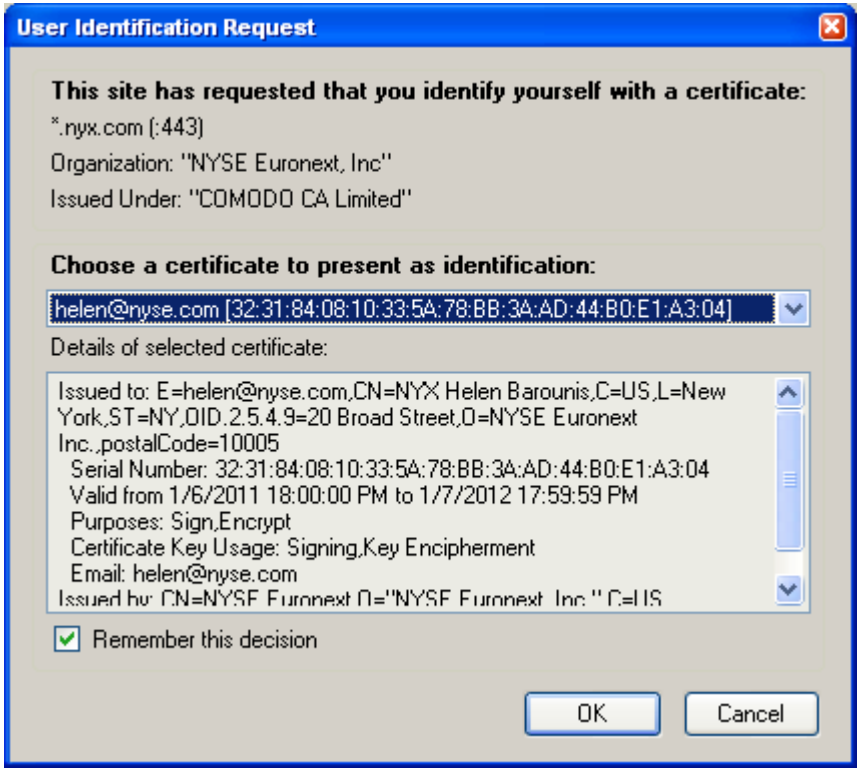


V. Client Management Tool

To login to CMT for TRF, go to https://cmtool.nyx.com

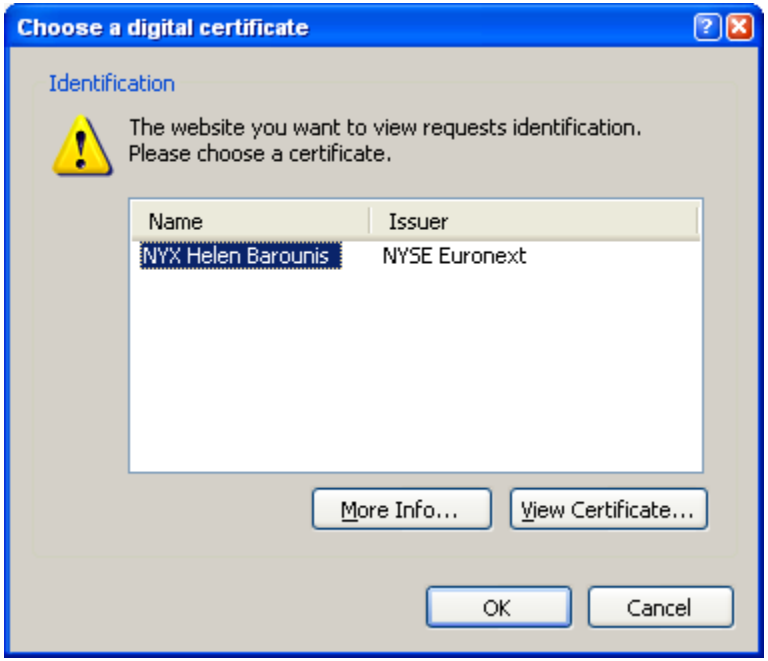
The FIRST time you log in to the site, you may encounter messages affirming your security certificate; simply click "OK" to continue on to the CMT login screen. Affirmation screens may look like the following:

Internet Explorer


User Identification Request
This site has requested that you identify yourself with a certificate:
*.nyx.com (:443)
Organization: "NYSE Euronext, Inc"
Issued Under: "COMODO CA Limited"
Choose a certificate to present as identification:
helen@nyse.com [32:31:84:08:10:33:5A:78:BB:3A:AD:44:B0:E1:A3:04]
Details of selected certificate:
Issued to: E=helen@nyse.com,CN=NYX Helen Barounis,C=US,L=New York,ST=NY,OID.2.5.4.9=20 Broad Street,O=NYSE Euronext Inc.,postalCode=10005
Serial Number: 32:31:84:08:10:33:5A:78:BB:3A:AD:44:B0:E1:A3:04
Valid from 1/6/2011 18:00:00 PM to 1/7/2012 17:59:59 PM
Purposes: Sign,Encrypt
Certificate Key Usage: Signing,Key Encipherment
Email: helen@nyse.com
Remember this decision
OK
Cancel

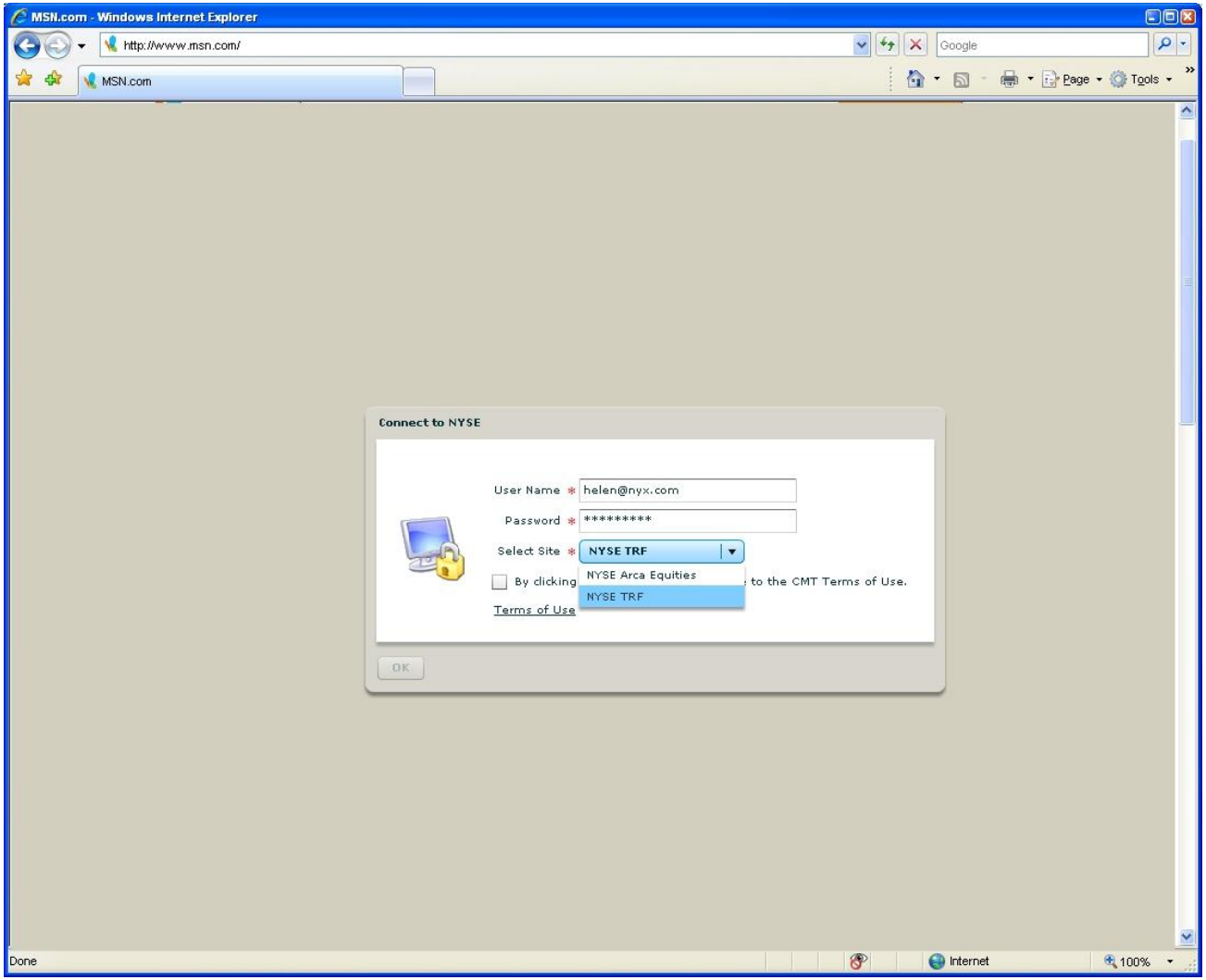
OR

Firefox

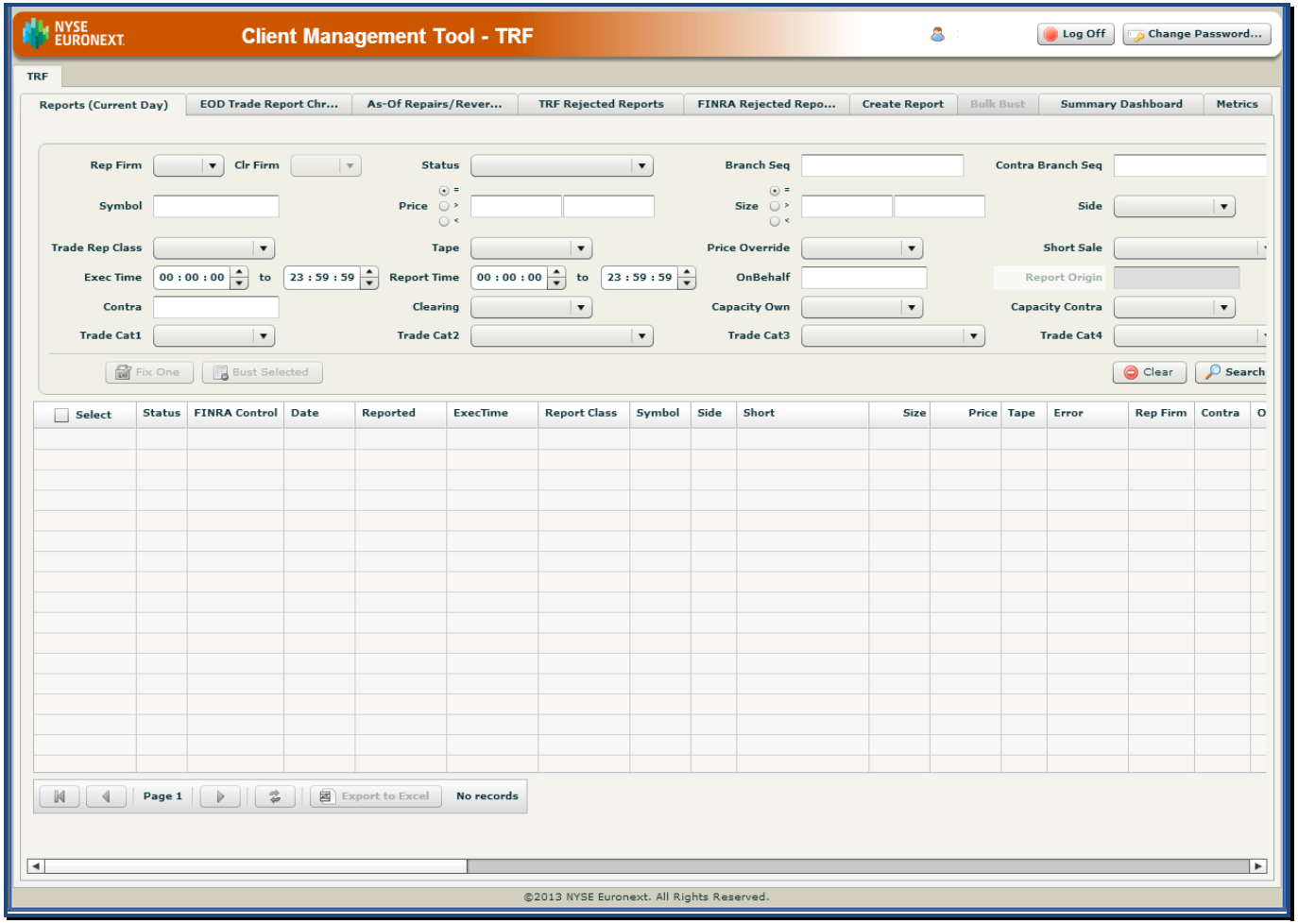


If you attempt to access CMT without having downloaded or establishing your certificate, you will get an error message, either not acknowledging the website, or denying you access:

If the certificate is installed properly, you will get the login screen. Please login using your ArcaVision username and password.

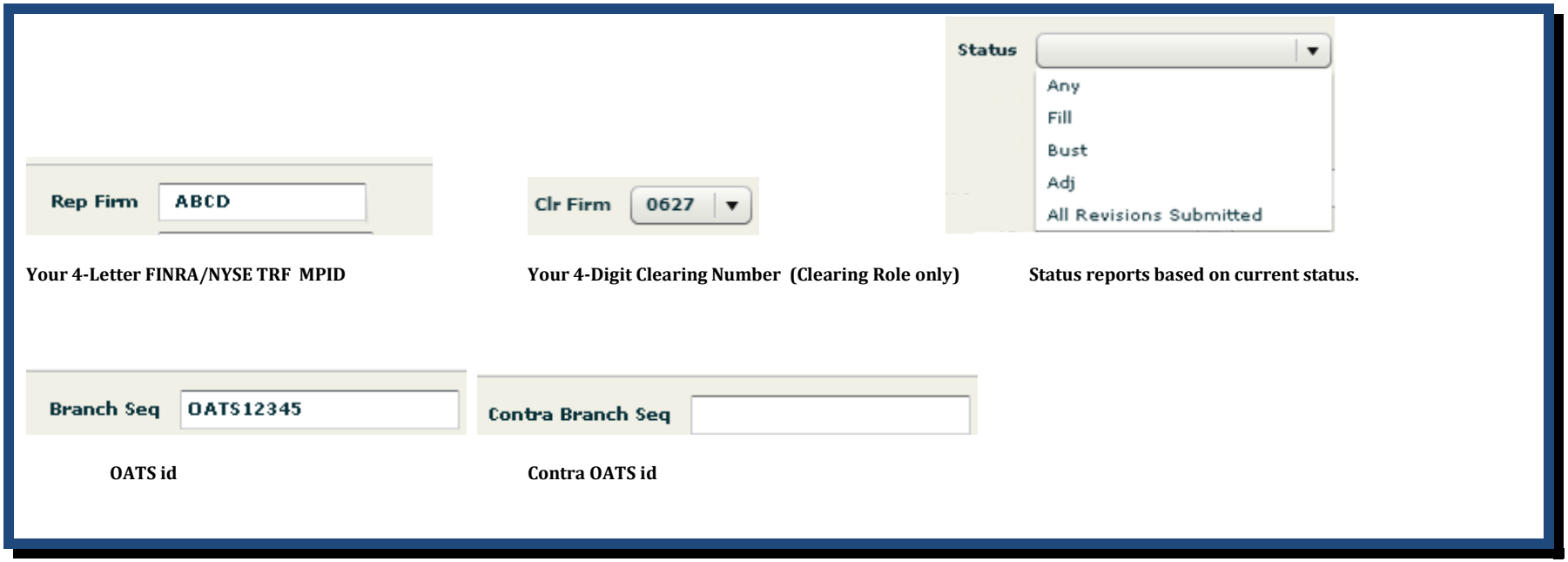

MSN.com - Windows Internet Explorer
http://www.msn.com/
MSN.com
Connect to NYSE
User Name
helen@nyx.com
Password
Select Site
NYSE TRF
NYSE Arca Equities
NYSE TRF
By clicking
to the CMT Terms of Use.
Terms of Use
OK
Done
Internet
100%

VI. Reports Screen



Filter reports for any combination of categories.

A. Report Fields



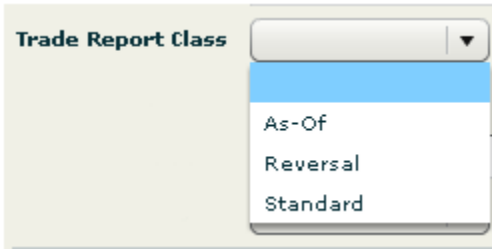
Your 4-Letter FINRA/NYSE TRF MPID

Your 4-Digit Clearing Number (Clearing Role only)

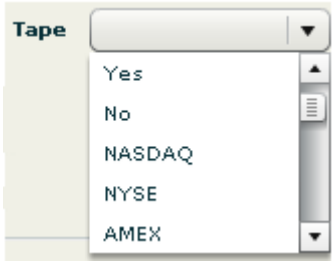
Status reports based on current status.

OATS id

Contra OATS id



Search for special report classes.



Filter Publish Indicator

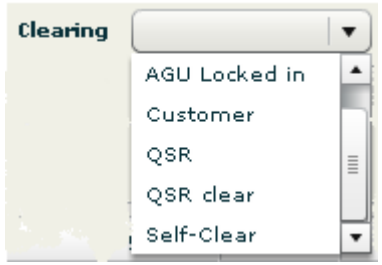
Short Sale Reasons

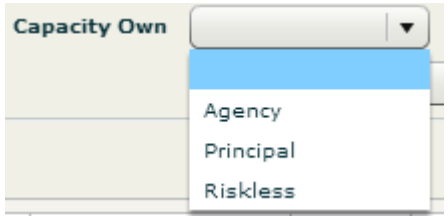
View reports by execution time or by acknowledgment of FINRA/NYSE TRF.

Search by basic report details.

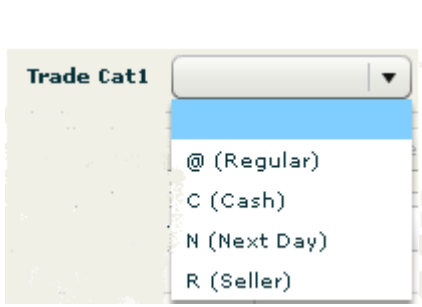
View reports by your TRF FIX connection ID

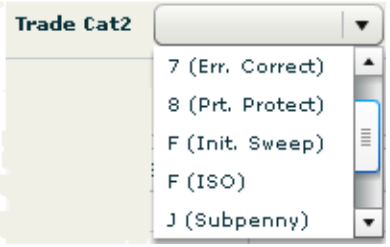
Find reports by specific contra parties

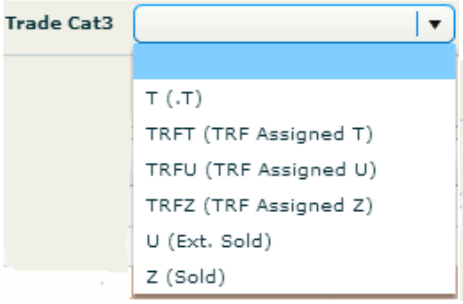


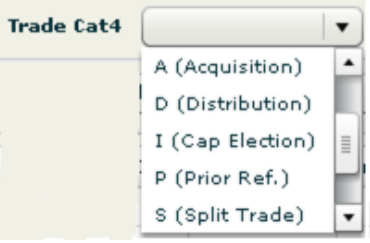


View by Clearing arrangement **View by capacity (Own or Contra)**







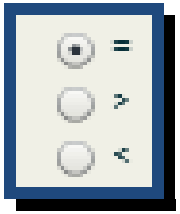


View by Trade Categories:

B. Size and Price Filtering

Throughout the CMT, users can filter for size and price using exact values, ranges, or less-than/greater than functions.

Functions: Equivalent (=); Greater Than (>); and Less Than (<)



Filtering Size by a Range:

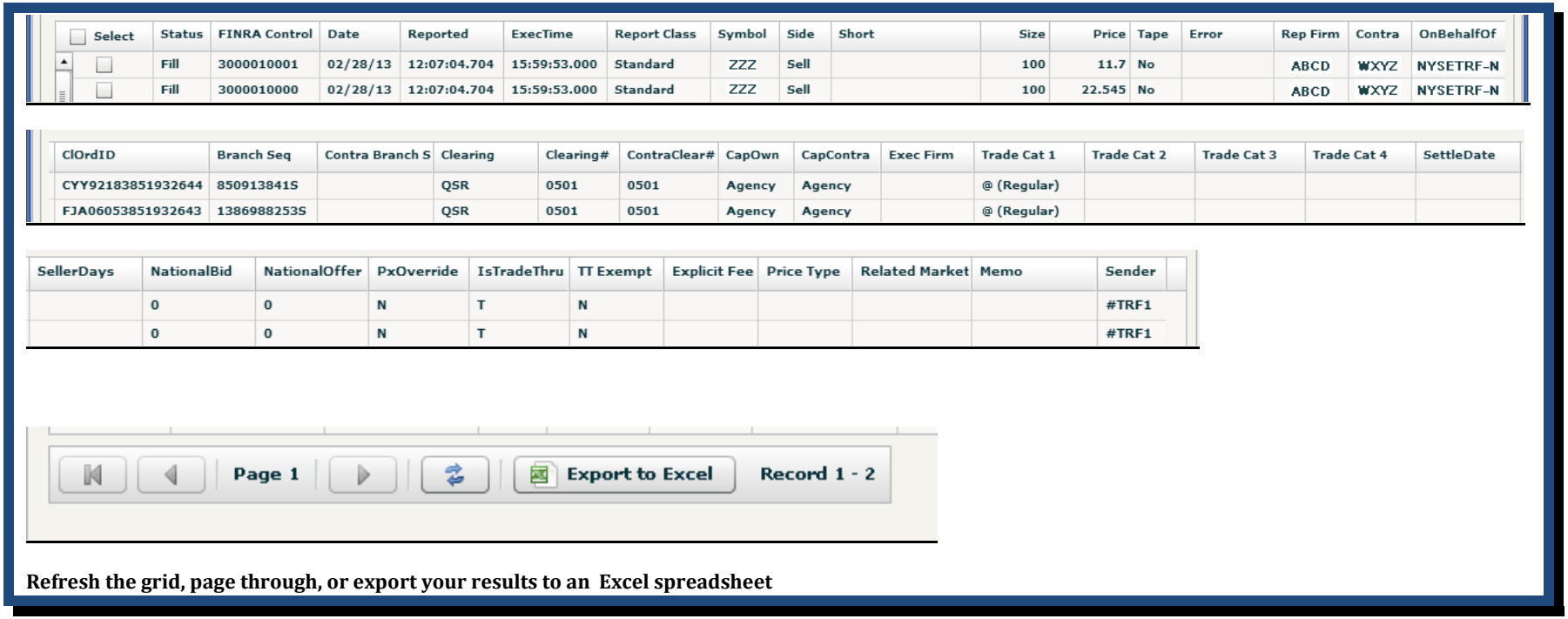
Enter a minimum value in the left window, and a maximum value in the right window. (The function buttons will automatically gray out)

Filtering Price by a Range:

Enter a minimum value in the left window, and a maximum value in the right window. (The function buttons will automatically gray out)

C. Reports Grid

The Reports grid provides the results of your customized query, exportable into an Excel spreadsheet at the click of a button.



Refresh the grid, page through, or export your results to an Excel spreadsheet

D. Excel Report Output

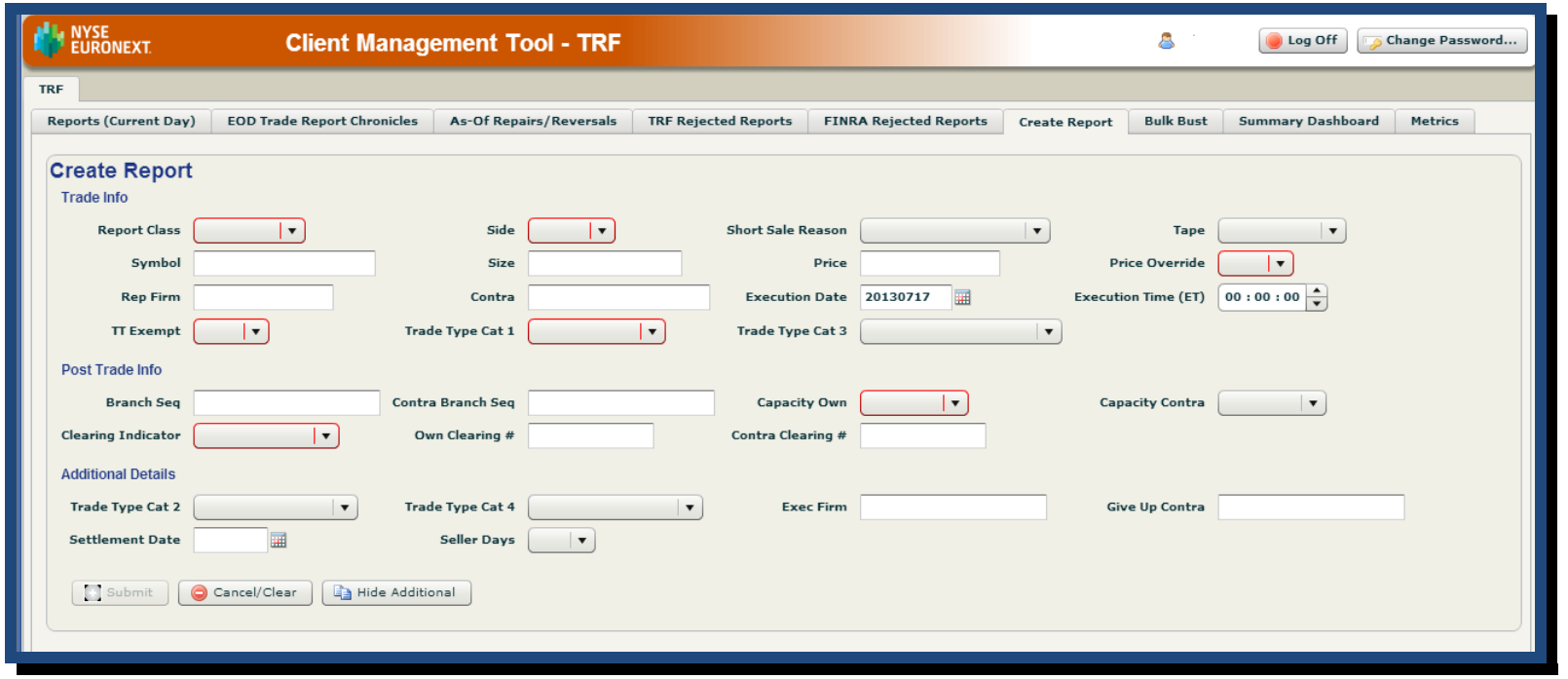
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Status	FINRA Control	Date	Reported	ExecTime	Report Class	Symbol	Side	Short	Size	Price	Tape	Error	Rep Firm	Contra	OnBehalfOf	ClOrdID
2	Fill	3000010001	02/28/13	12:07:04.704	15:59:53.000	Standard	ZZZ	Sell		100	11.7	N		ABCD	WXYZ	NYSETRF-N	CYY92183851932644
3	Fill	3000010000	02/28/13	12:07:04.704	15:59:53.000	Standard	ZZZ	Sell		100	22.545	N		ABCD	WXYZ	NYSETRF-N	FJA06053851932643

1	Branch Seq	Contra Branch Seq	Clearing	Clear#	ContraClear#	CapOwn	CapContra	Exec Firm	Trade Cat 1	Trade Cat 2	Trade Cat 3	Trade Cat 4	SettleDate	Seller Days
2	850913841S		QSR	99999	11111	Client	Client		8					
3	1386988253S		QSR	99999	11111	Client	Client		8					

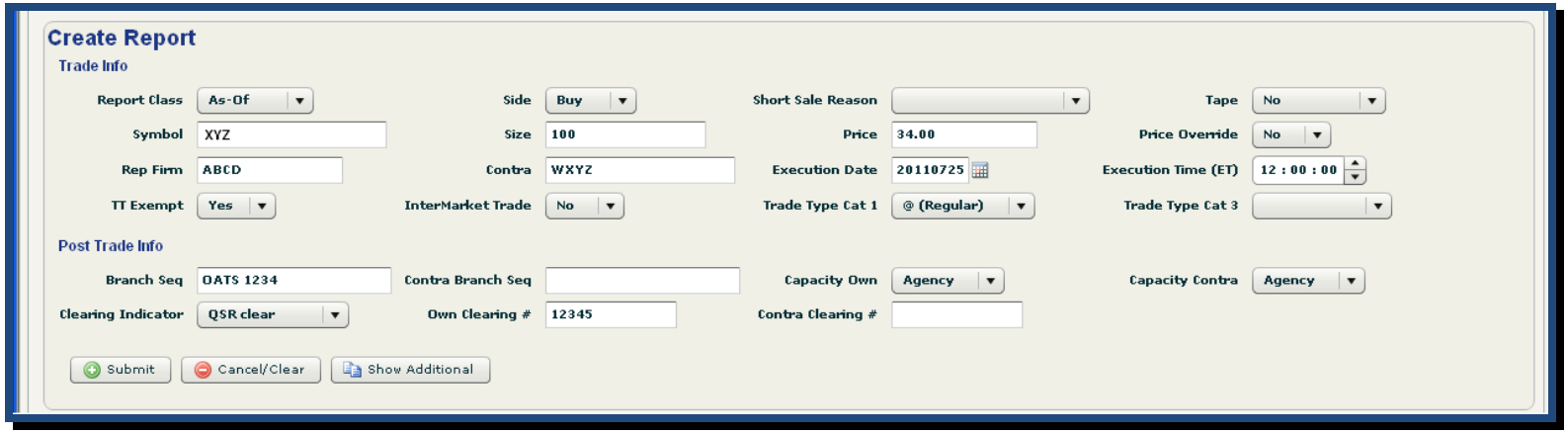
1	Trade Cat 4	SettleDate	Seller Days	NationalBid	NationalOffer	PxOverride	IsTradeThru	TT Exempt	ExplicitFee	PriceType	MarketCenter	Memo	Owner Cat 2	Contra Cat 2	Sender
2				25.53	25.54	N	T	N							#TRF1
3				25.57	25.61	N	T	N							#TRF1

VII. Create Report Screen:

Create new TRF reports or modify and resumbit TRF rejects ftom this screen.



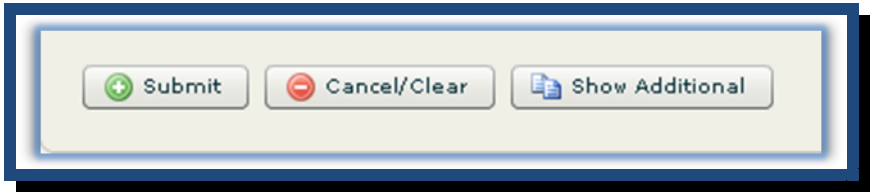
The Create Report entry screen is divided into two categories: Trade Info and Post Trade Info.



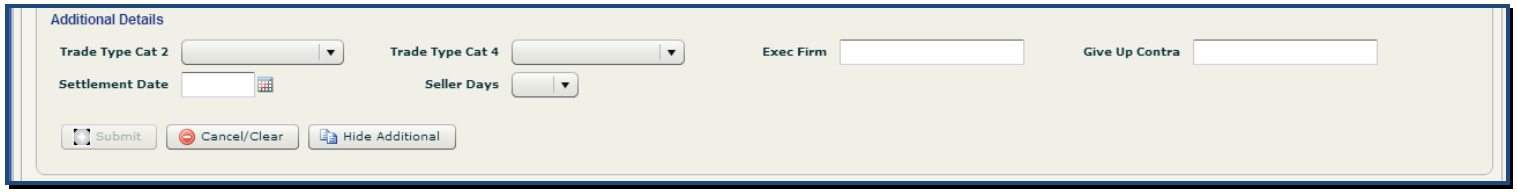
The options for each field mirror those found on the Reports search page.

A. Show Additional

The most commonly used fields are available at first glance. However, more specialized reports are facilitated by clicking the "Show Additional" button at the bottom of the report entry screen:



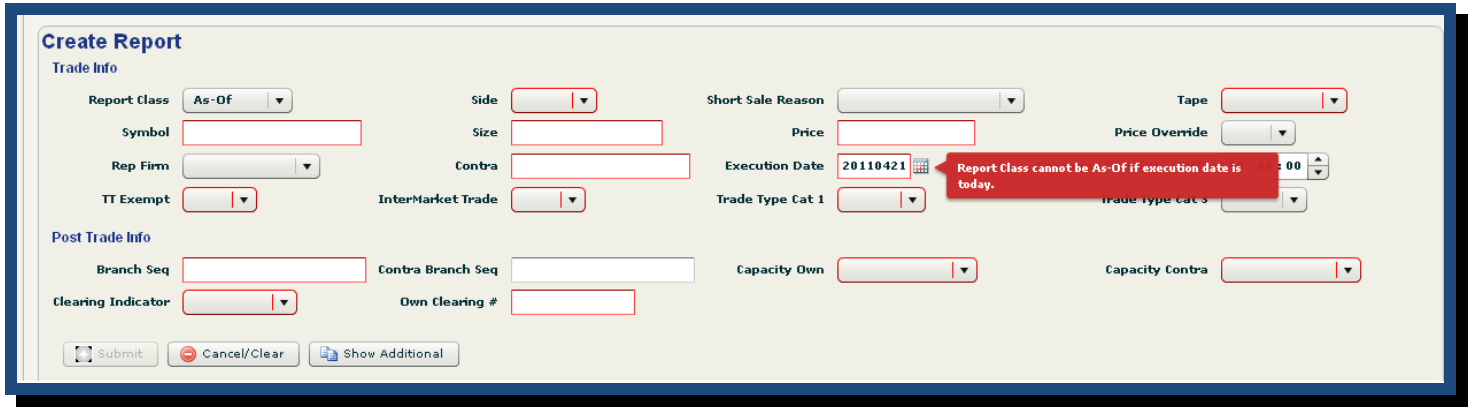
Additional fields will appear below "Post Trade Info", with the option to re-hide, by clicking on "Hide Additional".

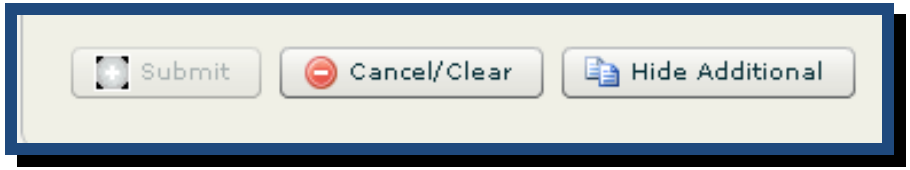


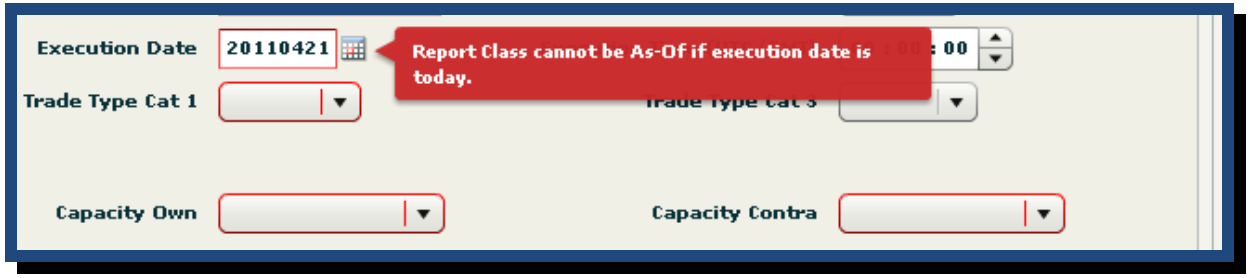
B. Submit

The Submit button will remain "lit-up" unless your Created report does not conform to certain reporting guidelines.

Example: Customer enters Standard report with a prior Execution Date. Result: Submit button becomes inoperable.

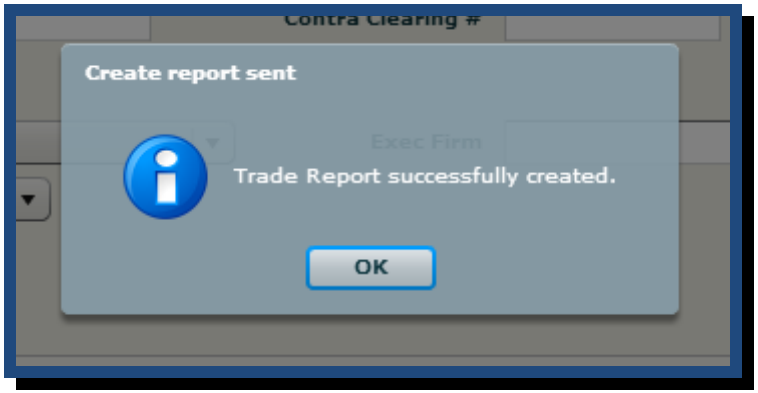






C. Submission Confirmation

After creating your report and submitting, a pop-up confirmation will indicate if preliminary logic has been satisfied:



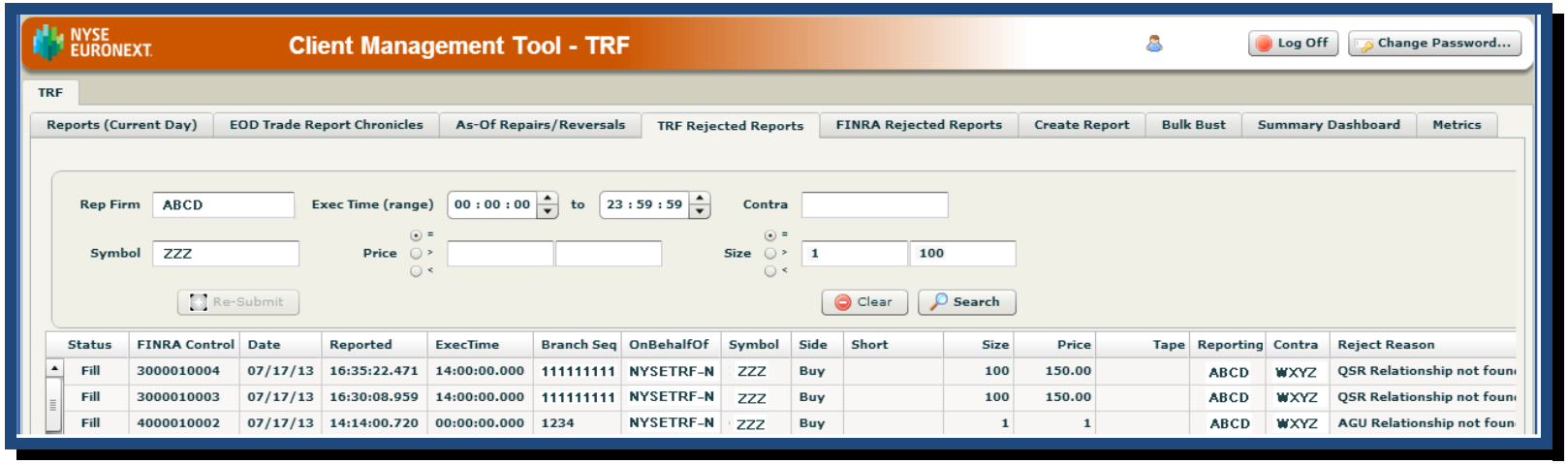
VIII. Engine Rejected Reports

Reports can be rejected by the reporting engine for a variety of reasons. If you find that either a CMT Created Report, or an existing Report sent through your FIX connection to the TRF ends up on the "TRF Rejected Reports" tab, the following is true:

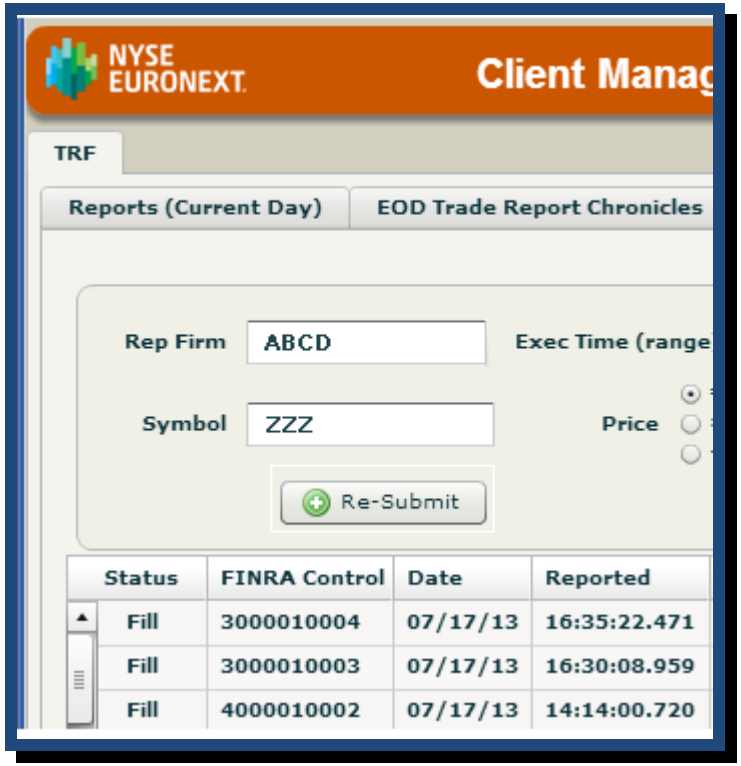
1. **Your reports has not been presented to either SIAC or SIP.**
2. **Your report has not been presented to Finra for audit trail purposes.**

These reports, instead, have been stopped at the engine gateway (GW), and thus requires the customer to correct any unacceptable tags or details before attempting to resubmit.

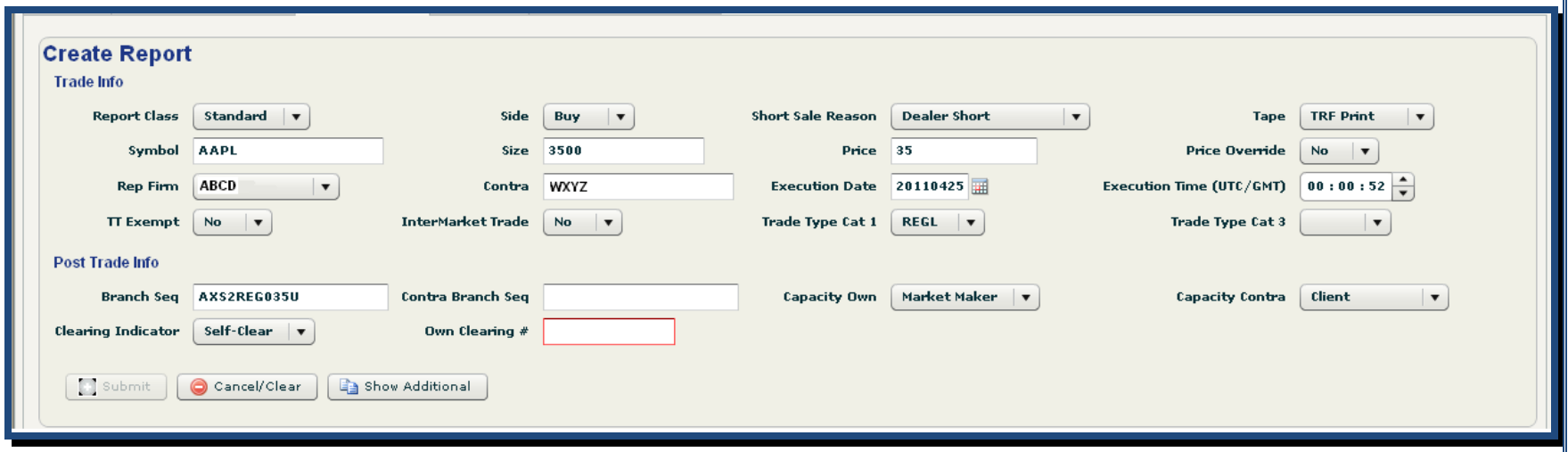
In the highlighted example below, a report in AAPL was rejected by the TRF engine with the error "Sold out of Seq not applicable"



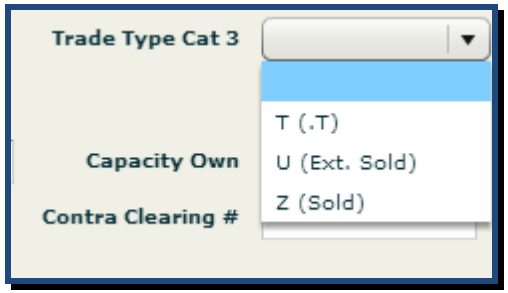
Click on the "Re-Submit" button after highlighting your rejected report:



After clicking Re-Submit, you will be taken to the "Create Report" page, which will be pre-populated with the details of your rejected report.



Make the necessary change, as per the Reject message:



And click Submit:

After receiving the submission confirm pop-up, check the Reports or the TRF Engine Rejects tab again to ensure that the proper correction was made.

IX. Finra Rejected Reports

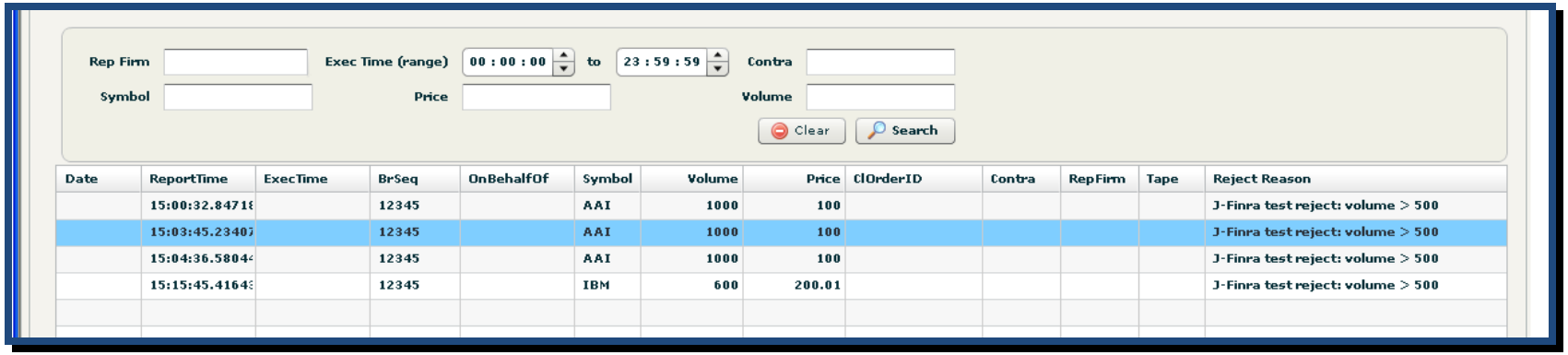
A trade report accepted by the TRF engine may not necessarily be accepted by Finra for audit trail reporting purposes. These rejects will populate the "Finra Rejects" tab on your CMT screen.

The following is true regarding Finra rejects:

1) **If Tape was designated "Yes", the report has already been sent to SIP or SIAC for processing to the tape.**

2) **The Finra audit trail obligation(s) regarding both the tape and non-tape (if applicable) related reports remains to be fulfilled.**

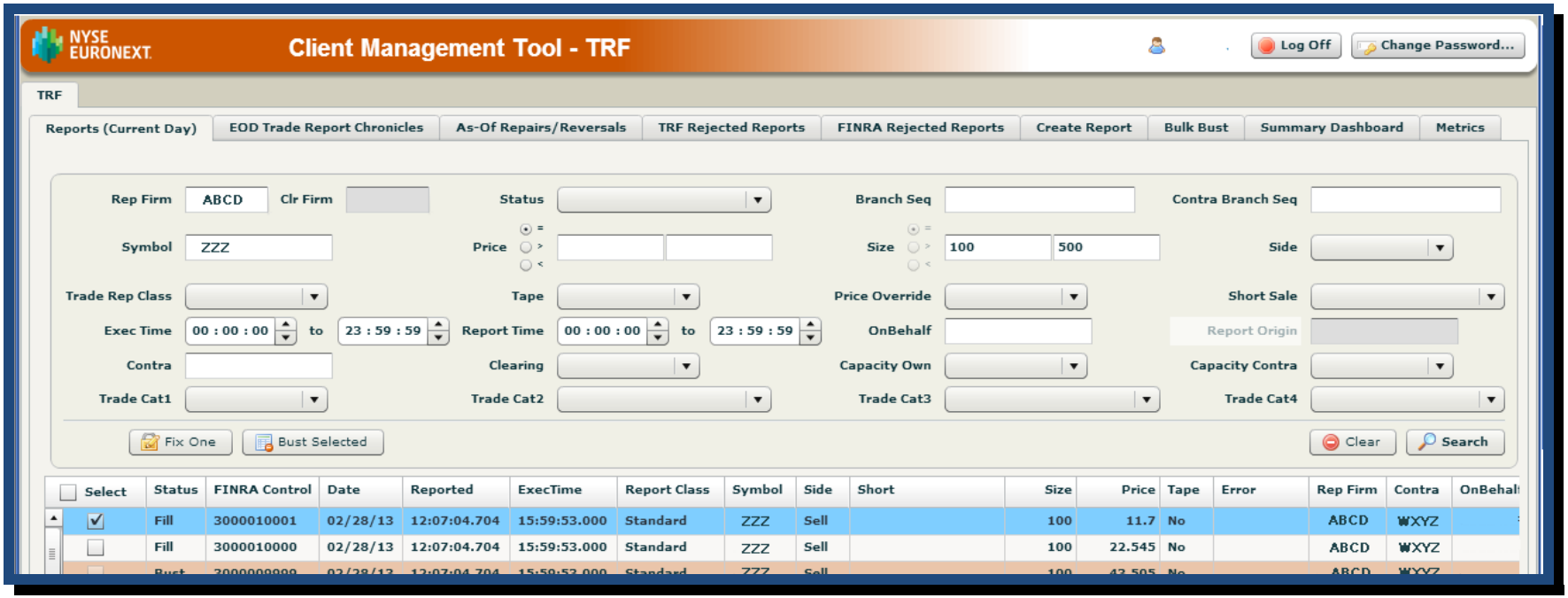
Contrary to Engine Rejects, Finra Rejected Reports are frequently <u>not</u> fix-able on the CMT. The NYSE TRF Operations group will fix and re-submit these reports on your behalf, presuming there are no extenuating circumstances with Finra or the customer which may prevent re-submission. In such case, a member of TRF Operations will contact you to determine the best course of action to ensure you are meeting your reporting obligation.

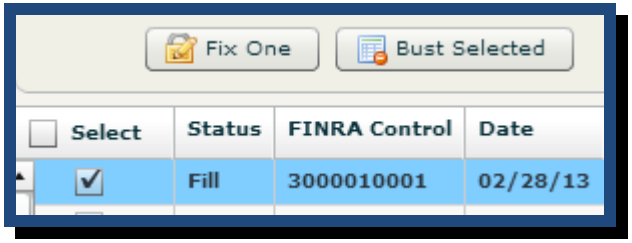


Date	ReportTime	ExecTime	BrSeq	OnBehalfOf	Symbol	Volume	Price	ClOrderID	Contra	RepFirm	Tape	Reject Reason
	15:00:32.8471		12345		AAI	1000	100					J-Finra test reject: volume > 500
	15:03:45.2340		12345		AAI	1000	100					J-Finra test reject: volume > 500
	15:04:36.5804		12345		AAI	1000	100					J-Finra test reject: volume > 500
	15:15:45.4164		12345		IBM	600	200.01					J-Finra test reject: volume > 500

X. Fixing Reports

Visit the Reports page and mark the checkbox adjacent to the individual report you wish to correct. (Note: Only one trade report can be modified at a time.)



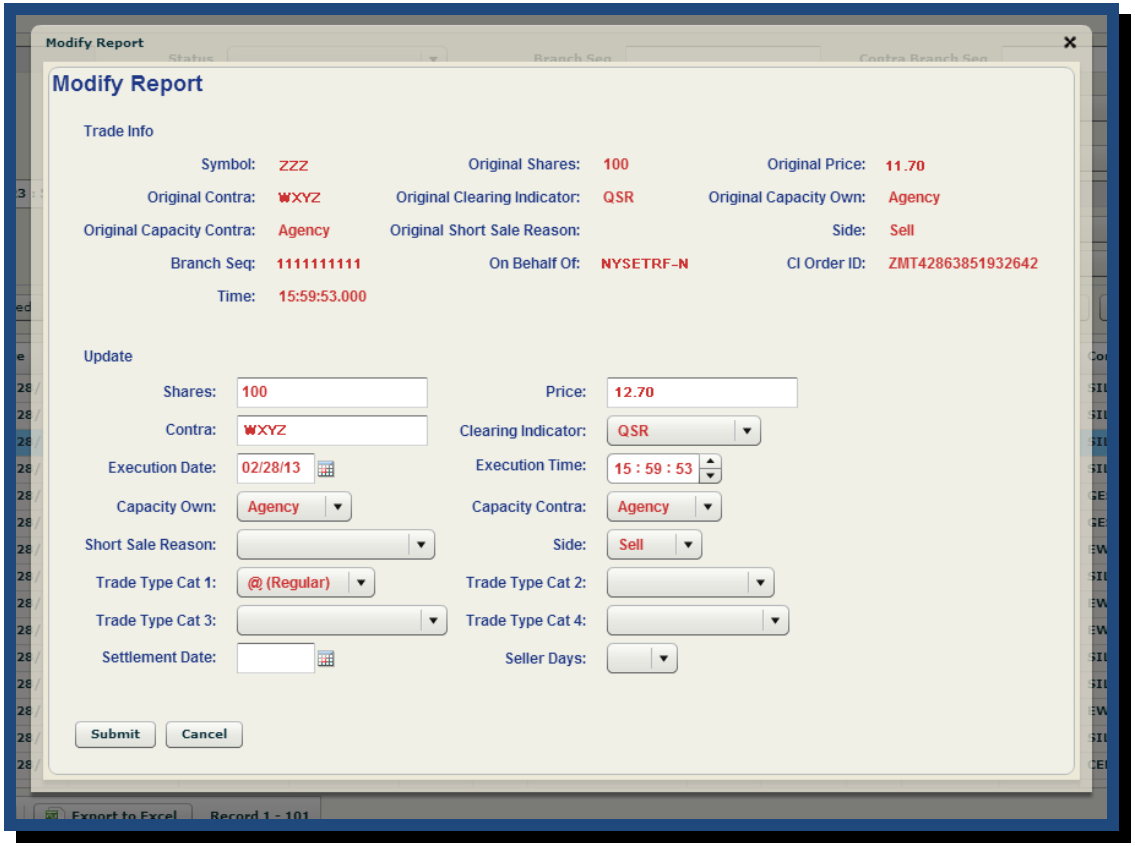


After checking the box, the "Fix One" and "Bust Selected buttons will light up. Select "Fix One".

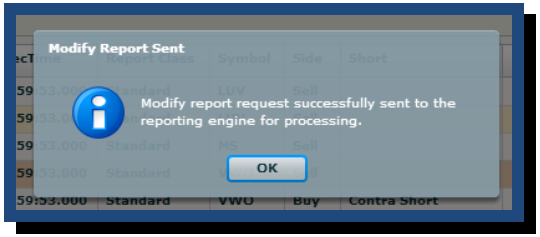
A. Modify Report

You will now see a "Modify Report" screen pop up, with your report information at the top under "Trade Info".

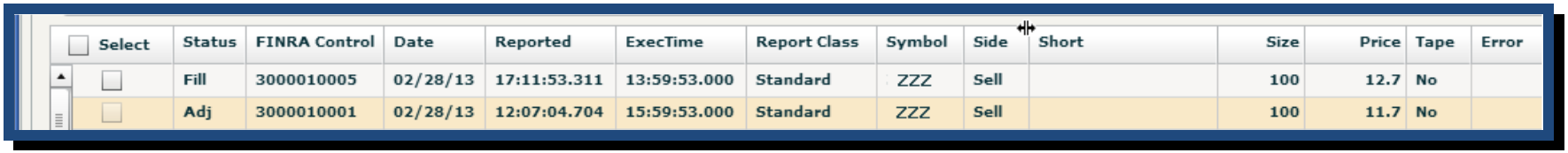
Below that, under "Update", you will find several pre-populated fields which you can edit and re-submit. (In the case below, the Original Price has been adjust from "11.70" to "12.70").



After you've modified the appropriate detail(s), submit the modified report and a pop-up window will indicate if you have successfully submitted your modification.

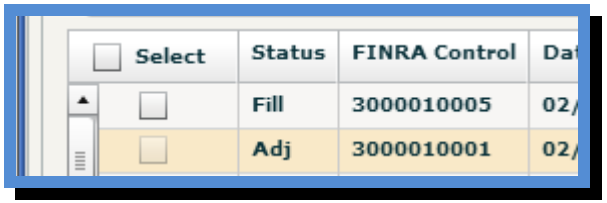


The Reports page will show two reports when you conduct a search using a common identifier on both reports, e.g. Branch Seq.



Select	Status	FINRA Control	Date	Reported	ExecTime	Report Class	Symbol	Side	Short	Size	Price	Tape	Error
☐	Fill	3000010005	02/28/13	17:11:53.311	13:59:53.000	Standard	ZZZ	Sell		100	12.7	No	
☐	Adj	3000010001	02/28/13	12:07:04.704	15:59:53.000	Standard	ZZZ	Sell		100	11.7	No	

The original report will be re-displayed with Status "Adj". The corrected report will be displayed with Status "Fill"



Select	Status	FINRA Control	Dat
☐	Fill	3000010005	02/
☐	Adj	3000010001	02/

*****PLEASE NOTE THAT CORRECTED TRADE REPORTS ARE PRESENTED TO FINRA AUDIT TRAIL AS A CANCEL-AND-NEW TRADE*****

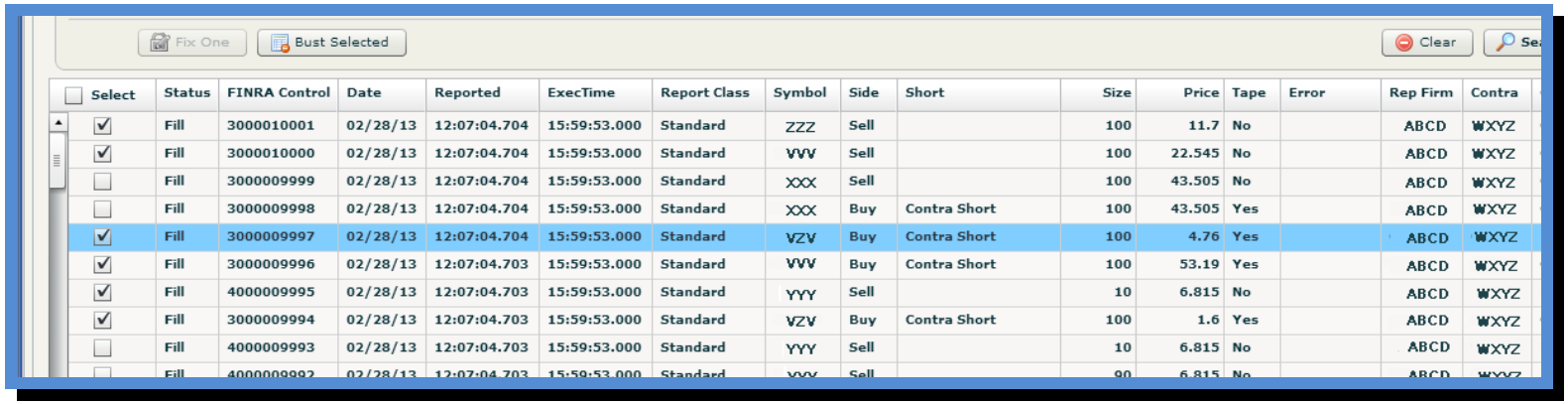
Modified Report Behavior

Modified reports are presented to Tape (where applicable), Audit, and DTCC (where applicable).

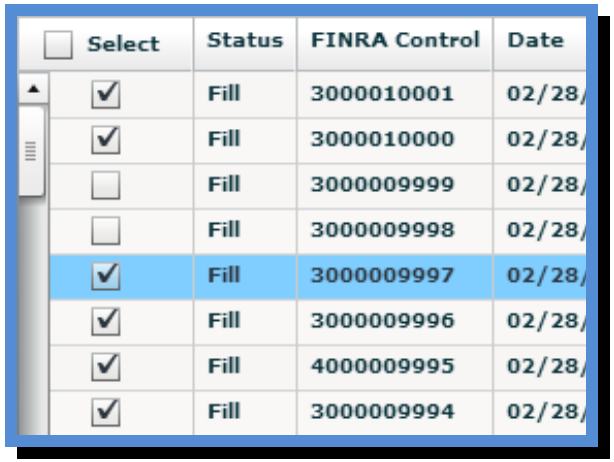
	Modified Field										
Same Day Result	**Clearing**	**Shares**	**Price**	**Contra**	**ExecDate**	**ExecTime**	**Cap Own**	**Cap Contra**	**Short Reason**	**Side**	**Trade Cats 1-4**
QSR/Customer/Self											
Tape	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report
Audit	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report
QSR N											
Audit	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report
DTCC	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report	Reversal / New Report
Tape	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report
AGU Lock-In											
Audit	Break / New Report	Break / New Report	Break / New Report	Break / New Report	Break / New Report	Break / New Report	Break / New Report	Break / New Report	Break / New Report	Break / New Report	Break / New Report
DTCC	Reversal/ New Report	Reversal New Report	Reversal New Report	Reversal New Report	Reversal New Report	Reversal New Report	Reversal New Report	Reversal New Report	Reversal New Report	Reversal New Report	Reversal New Report
Tape	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report	Cancel/ New Report
As Of Result											
QSR/Customer/Self											
Tape	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report
Audit	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report
QSR N											
Audit	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report
DTCC (T+1 only)	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report
Tape	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report
AGU Lock-In											
Audit	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report
DTCC (T+1 only)	Reversal/ As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report	Reversal As-Of Report
Tape	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report	Reversal/ As-Of Report

XI. Busting Reports

Same day trade reports may be busted on a one-by-one basis, or up to 50 at a time, using the checkbox functionality under "Select".

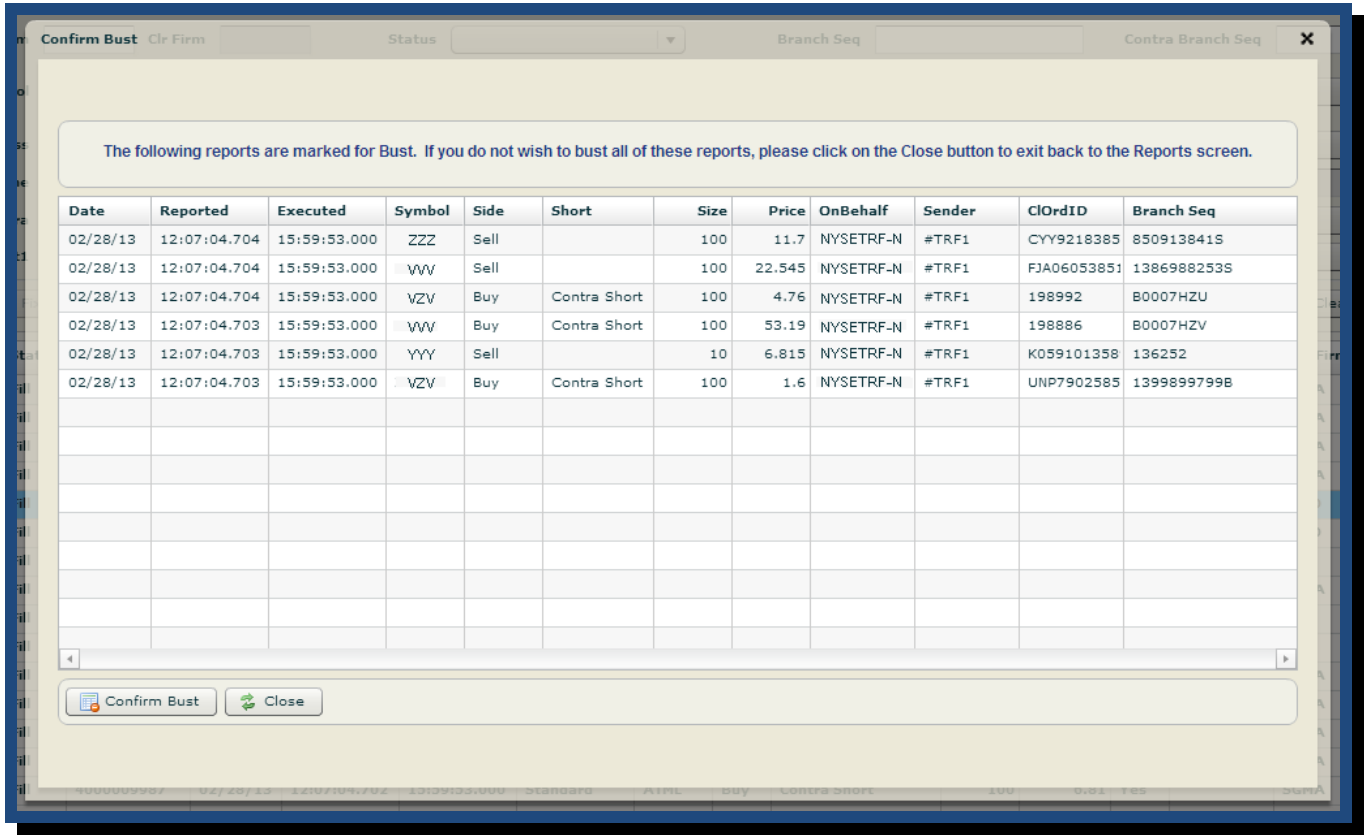


Select	Status	FINRA Control	Date	Reported	ExecTime	Report Class	Symbol	Side	Short	Size	Price	Tape	Error	Rep Firm	Contra
☑	Fill	3000010001	02/28/13	12:07:04.704	15:59:53.000	Standard	ZZZ	Sell		100	11.7	No		ABCD	WXYZ
☑	Fill	3000010000	02/28/13	12:07:04.704	15:59:53.000	Standard	VVV	Sell		100	22.545	No		ABCD	WXYZ
☐	Fill	3000009999	02/28/13	12:07:04.704	15:59:53.000	Standard	XXX	Sell		100	43.505	No		ABCD	WXYZ
☐	Fill	3000009998	02/28/13	12:07:04.704	15:59:53.000	Standard	XXX	Buy	Contra Short	100	43.505	Yes		ABCD	WXYZ
☑	Fill	3000009997	02/28/13	12:07:04.704	15:59:53.000	Standard	VZV	Buy	Contra Short	100	4.76	Yes		ABCD	WXYZ
☑	Fill	3000009996	02/28/13	12:07:04.703	15:59:53.000	Standard	VVV	Buy	Contra Short	100	53.19	Yes		ABCD	WXYZ
☑	Fill	4000009995	02/28/13	12:07:04.703	15:59:53.000	Standard	YYY	Sell		10	6.815	No		ABCD	WXYZ
☑	Fill	3000009994	02/28/13	12:07:04.703	15:59:53.000	Standard	VZV	Buy	Contra Short	100	1.6	Yes		ABCD	WXYZ
☐	Fill	4000009993	02/28/13	12:07:04.703	15:59:53.000	Standard	YYY	Sell		10	6.815	No		ABCD	WXYZ
☐	Fill	4000009992	02/28/13	12:07:04.703	15:59:53.000	Standard	YYY	Sell		90	6.815	No		ABCD	WXYZ



Select	Status	FINRA Control	Date
☑	Fill	3000010001	02/28/
☑	Fill	3000010000	02/28/
☐	Fill	3000009999	02/28/
☐	Fill	3000009998	02/28/
☑	Fill	3000009997	02/28/
☑	Fill	3000009996	02/28/
☑	Fill	4000009995	02/28/
☑	Fill	3000009994	02/28/

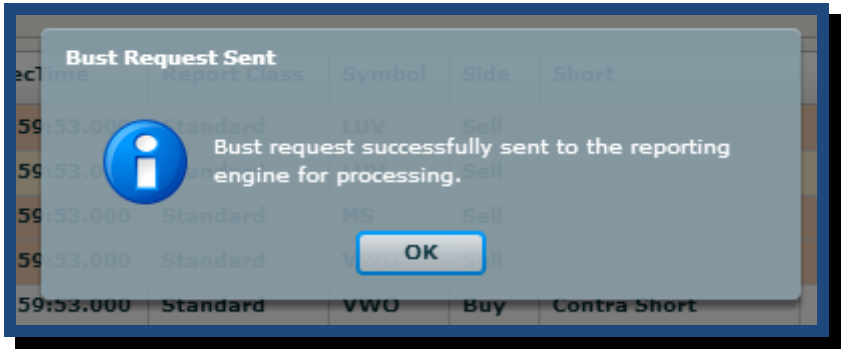
Click on "Bust Selected", and you will receive a pop-up table for confirmation:



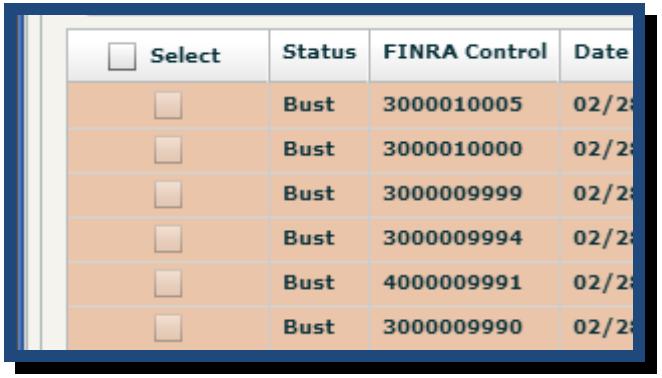
Date	Reported	Executed	Symbol	Side	Short	Size	Price	OnBehalf	Sender	ClOrdID	Branch Seq
02/28/13	12:07:04.704	15:59:53.000	ZZZ	Sell		100	11.7	NYSETRF-N	#TRF1	CYY9218385	850913841S
02/28/13	12:07:04.704	15:59:53.000	WW	Sell		100	22.545	NYSETRF-N	#TRF1	FJA06053851	1386988253S
02/28/13	12:07:04.704	15:59:53.000	VZV	Buy	Contra Short	100	4.76	NYSETRF-N	#TRF1	198992	B0007HZU
02/28/13	12:07:04.703	15:59:53.000	WW	Buy	Contra Short	100	53.19	NYSETRF-N	#TRF1	198886	B0007HZV
02/28/13	12:07:04.703	15:59:53.000	YYY	Sell		10	6.815	NYSETRF-N	#TRF1	K059101358	136252
02/28/13	12:07:04.703	15:59:53.000	VZV	Buy	Contra Short	100	1.6	NYSETRF-N	#TRF1	UNP7902585	1399899799B

Click on "Confirm Bust", to process your busts.

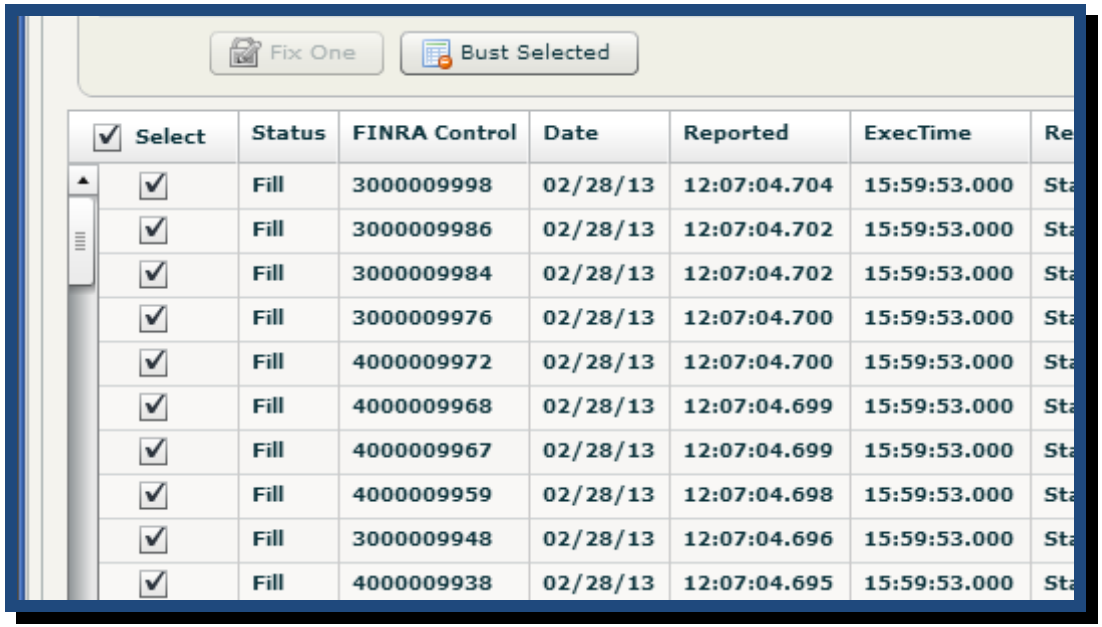
Upon successful submission, the following window will pop-up:



Filtering for "Busts" under Status on the Reports tab will return the following:

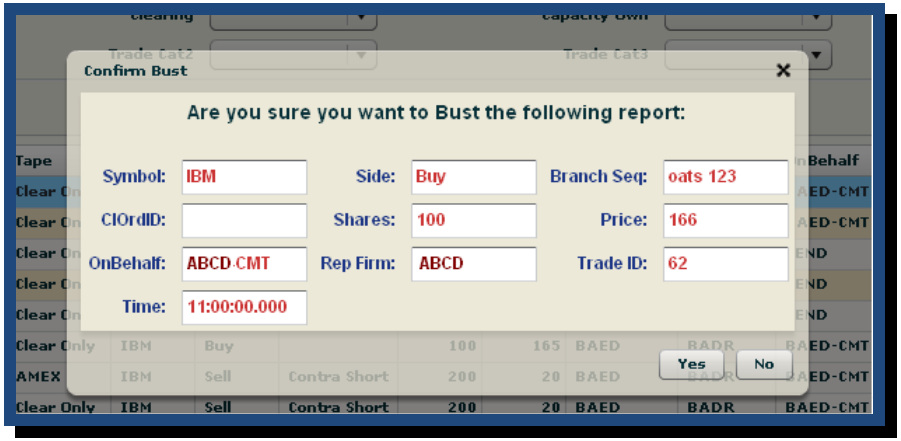


Clicking on the checkbox adjacent to "Select" will checkbox all of the orders on the page (up to 100); A pop-up confirmation will appear after clicking "Bust Selected".



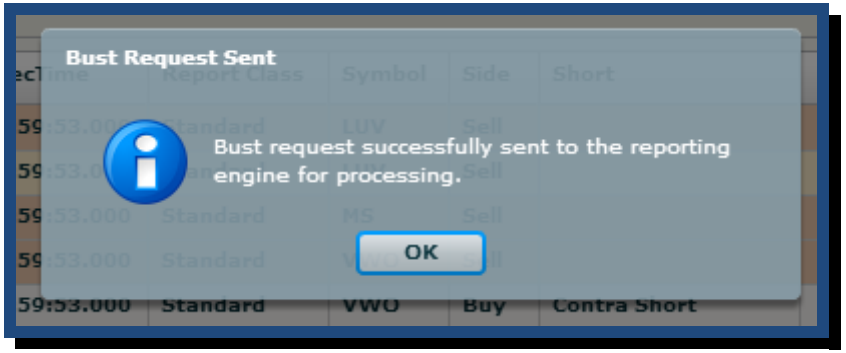
B. Single Bust Confirmation

For a single bust, the following confirmation screen will pop up before completing the action:

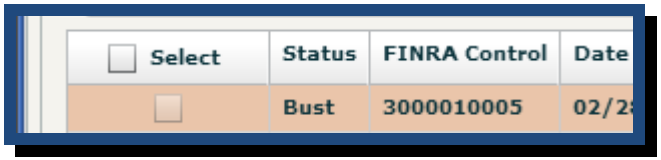


Click "Yes" to proceed.

A confirmation pop up will follow:



Return to the Reports page to confirm that the bust has taken place:



XII. Bulk Busts

Customers are prohibited from busting trade reports in bulk on CMT. Customers may, however, provide written notification to TRF Operations , requesting that multiple reports be canceled by TRF Operations from the tape and/or audit trail, utilizing the CMT. This written request must be accompanied by an Excel Spreadsheet delineating each report to be busted, containing at minimum the following information:

1. **Time of Execution and/or Submission**
2. **Side**
3. **Symbol**
4. **Size**
5. **Price**
6. **Contra**
7. **Br Sequence/OATS ID**

The representative of the Reporting Firm making this request must also include the following in the body of the e-mail:

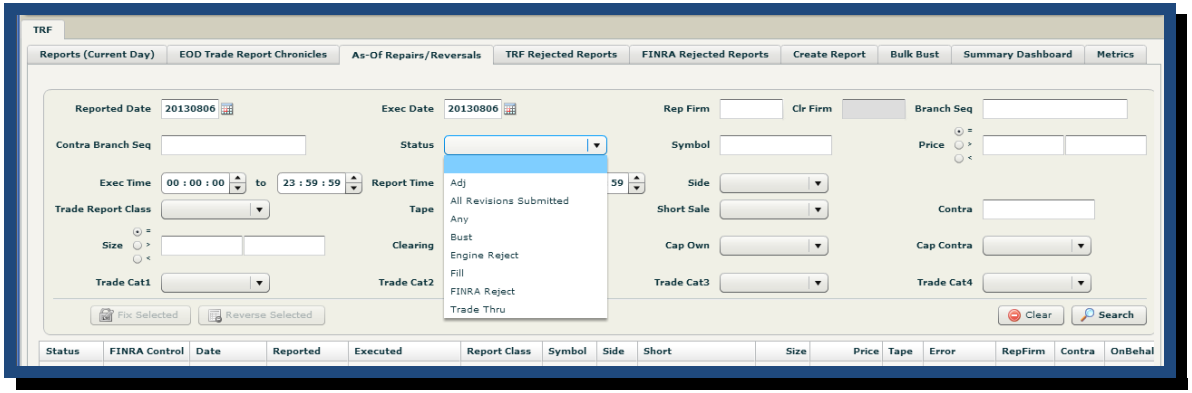
1. **Full Name**
2. **Firm Name**
3. **Title**
4. **Phone Number**
5. **E-mail Address**
6. **Explanation of Circumstances for Request**

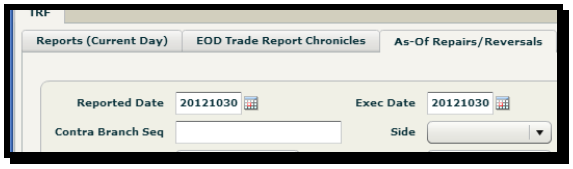
After receiving such information, TRF Operations will forward the request to Finra for approval.

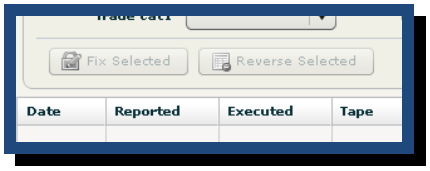
XIII. As-Of Repairs and Reversals/Breaks

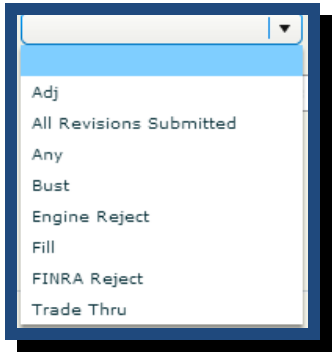
Customers are able to repair or reverse TRF reports that have occurred in the following time range:

- ✓ **Reports marked with a Clearing Indicator of "AGU" or "QSR N" can be acted on within a maximum T+1 timeframe.**
- ✓ **All other reports may be repaired or reversed, from T-1 through T-365. However, beyond T-180, the customer is required to provide their own original report record for the sake of repairs or reversals.**
- ✓ **Provides 6-months back-data .**
- ✓ **Filter for Finra and Engine Rejects, Possible Trade Thrus, Previously Revised Reports**

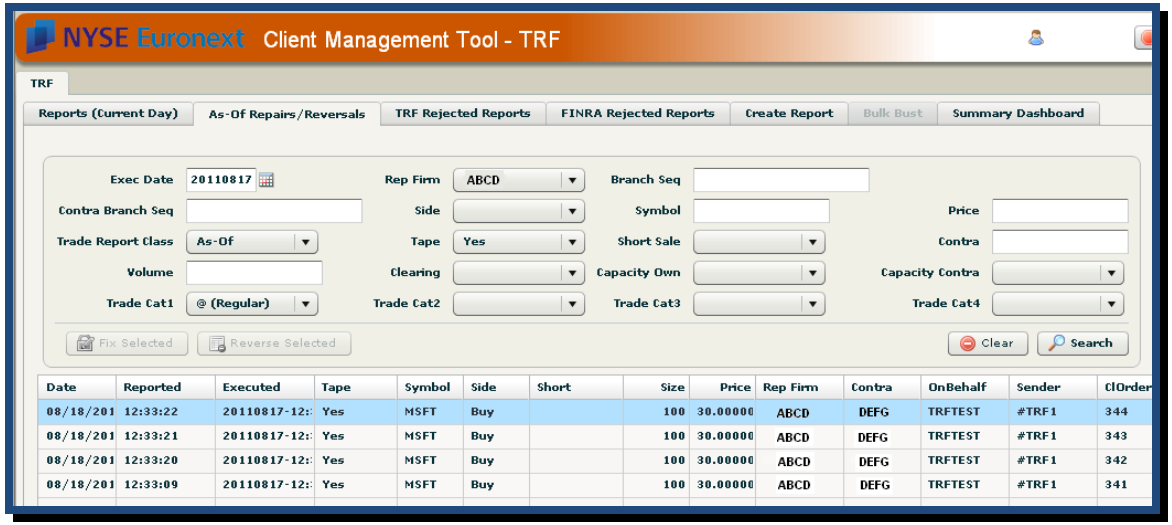








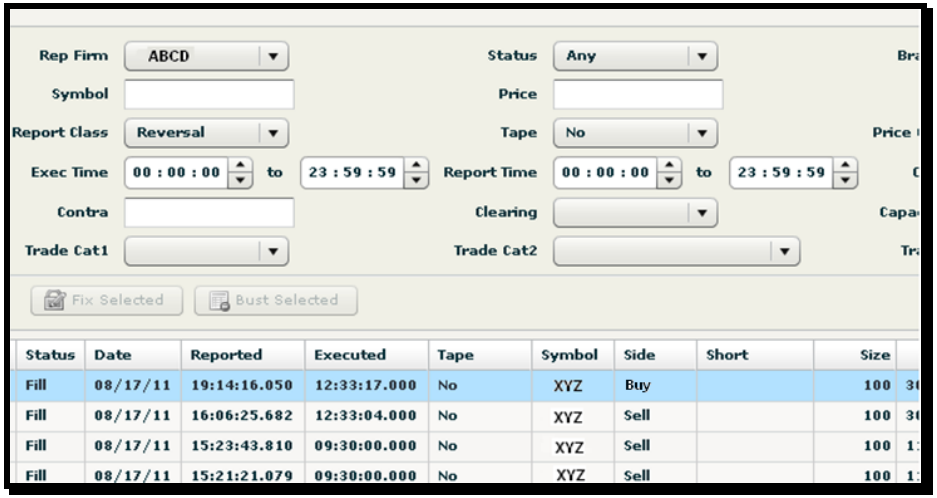
XIV. Message Flow for Previous Day Reversals



Filter and select the report you wish to correct or reverse.

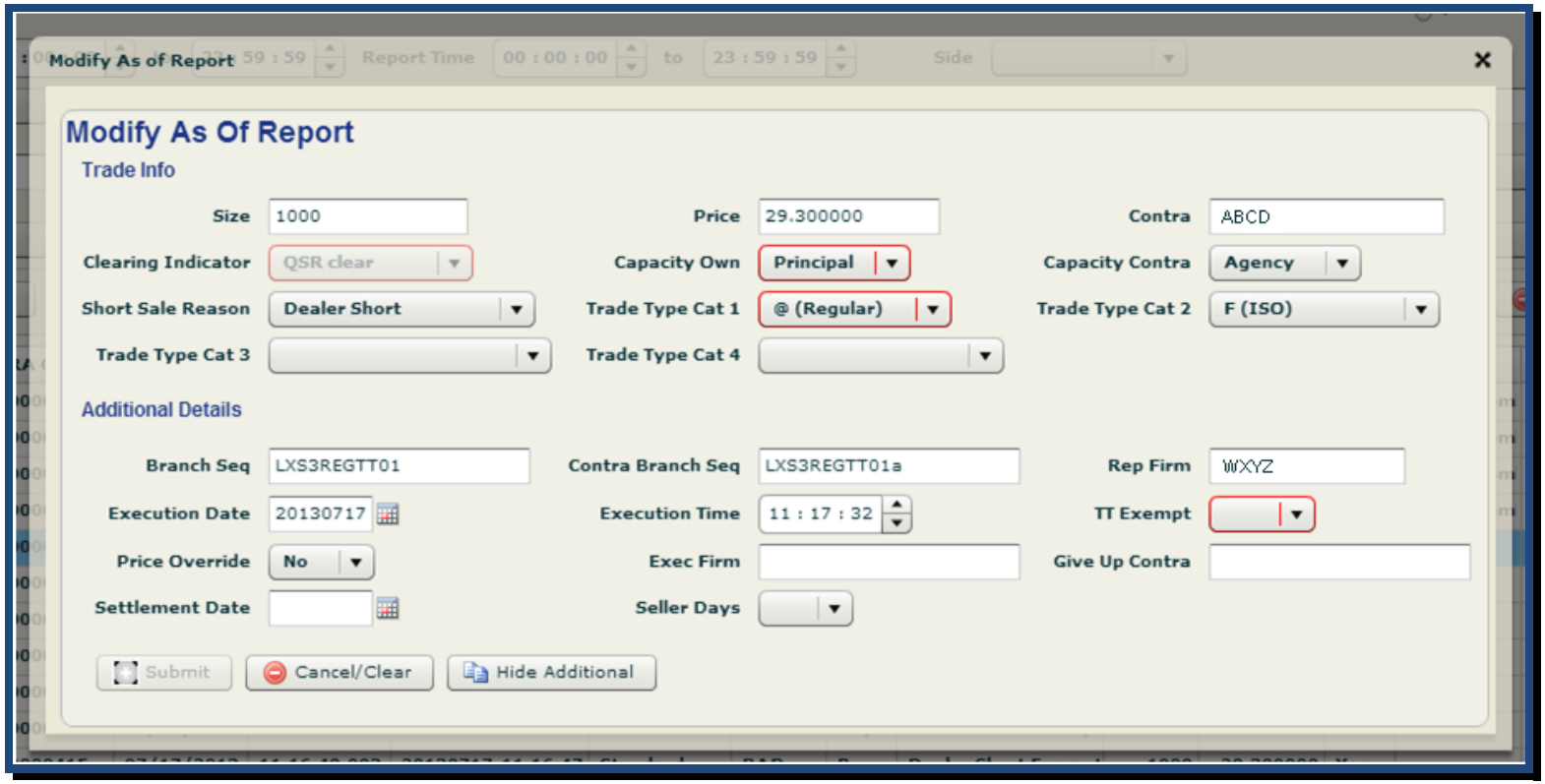
Confirm the report you are reversing and click "Yes"

Verify the Reversal by searching under the Reports (Current Day) tab, and filtering for Trade Report Class "Reversal":

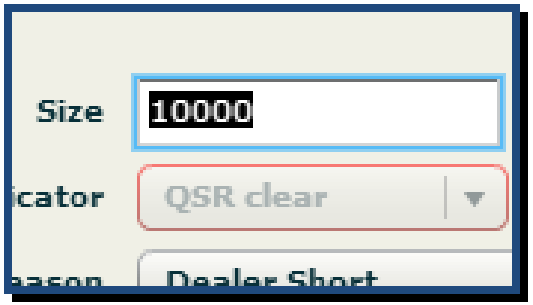

Rep Firm
ABCD
Status
Any
Symbol
Price
Report Class
Reversal
Tape
No
Exec Time
00 : 00 : 00
to
23 : 59 : 59
Report Time
00 : 00 : 00
to
23 : 59 : 59
Contra
Clearing
Trade Cat1
Trade Cat2
Fix Selected
Bust Selected
Status
Date
Reported
Executed
Tape
Symbol
Side
Short
Size
Fill 08/17/11 19:14:16.050 12:33:17.000 No XYZ Buy 100
Fill 08/17/11 16:06:25.682 12:33:04.000 No XYZ Sell 100
Fill 08/17/11 15:23:43.810 09:30:00.000 No XYZ Sell 100
Fill 08/17/11 15:21:21.079 09:30:00.000 No XYZ Sell 100

XV. Message Flow for Previous Day Fixes

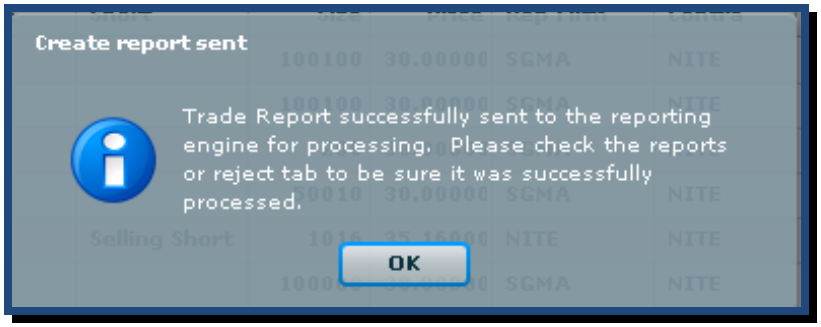
Find and select the message you wish to fix (as above). The following example screen will pop-up:



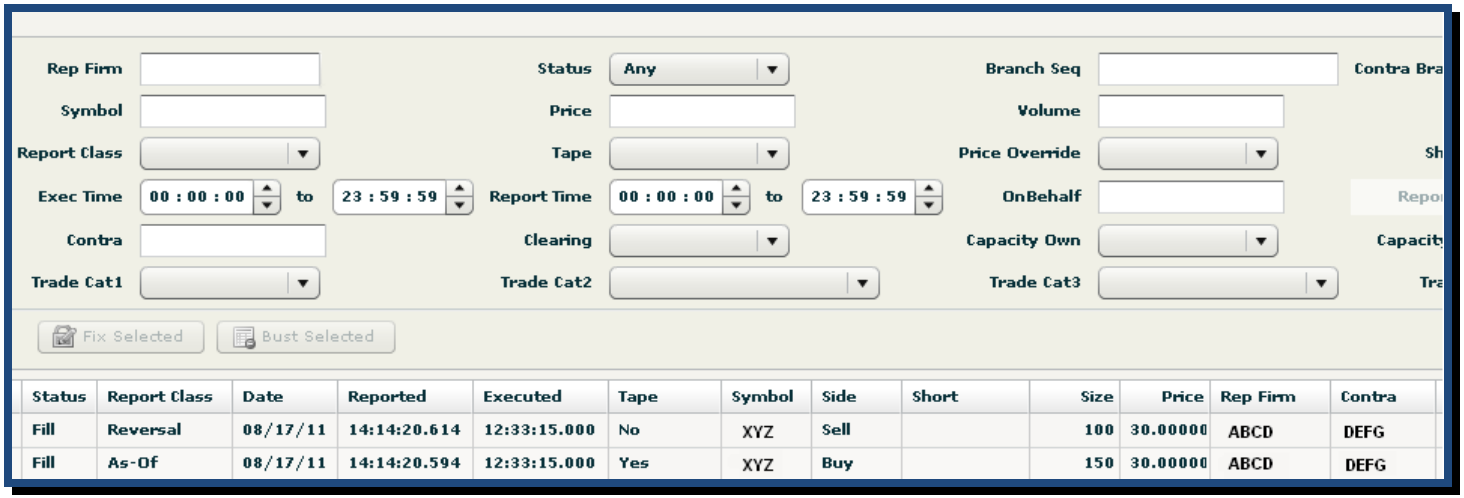
Select the field you wish to fix. In this case, we will increase the share size:



Submit the fix:



The TRF CMT engine will submit a reversal for the original QSR N report and issue a new report with the requested fix:

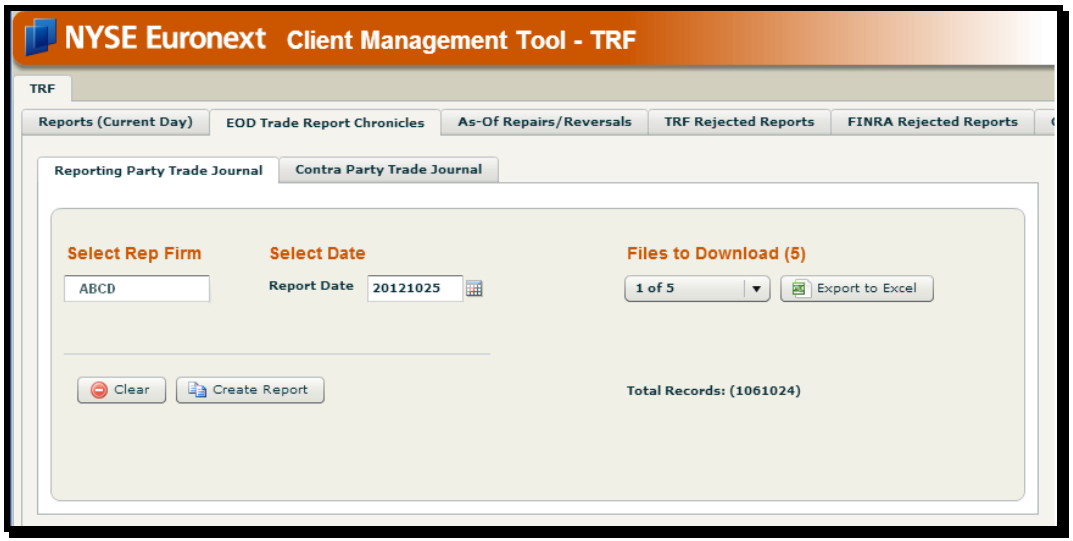


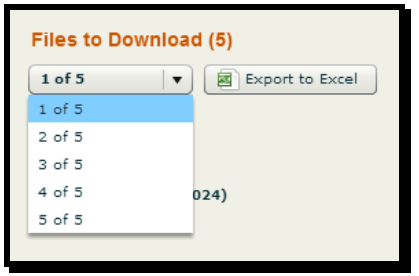
The reports page will feature both the Reversal (opposite side of original report) and the As-Of fix, as seen here

XVI. EOD Trade Report Chronicles

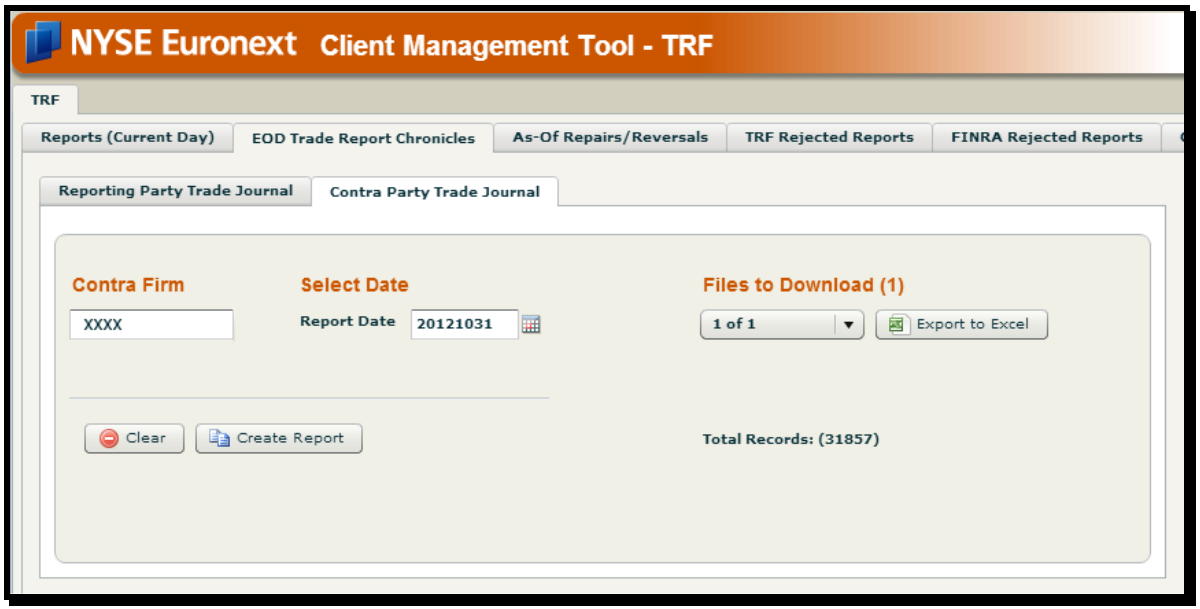
CMT users have the capability of downloading their daily reporting activity as Reporting Firm or as Contra, using the EOD Trade Report Chronicle.

Reporting Firm View – Customers can query all Finra/NYSE TRF reports by a single Reporting Firm MPID. Total records are available with maximum 250,000 per file, downloadable to Excel. Data available going back six months.





Contra Firm View – Customers can query all Finra/NYSE TRF reports where their MPID is reported as contra party to a trade report. Total records available and maximum 250,000 per file, downloadable to Excel. Data available going back six months.



XVII. FINRA/NYSE TRF Clearing Definitions

Finra/NYSE TRF provides customers with several clearing and non-clearing options when reporting to the facility. Customer must designate whether their reports fall into one of the following clearing categories: Customer, QSR, QSR N, AGU Locked In, or Self-Clear.

A. AGU Lock-In

Customers may send reports to the FINRA/NYSE TRF if they have agreements in place which authorize them to act on behalf of other Finra members. These agreements establish the reporting relationship with the FINRA SRO, and are required before a Reporting Firm can report on behalf of another broker-dealer. AGU Lock-In reports are cleared directly to DTCC by the Finra/NYSE TRF

B. QSR (Qualified Special Representatives)

Customers may send reports to the FINRA/NYSE TRF if they have agreements in place which authorize them to act on behalf of other Finra members. These agreements establish the reporting relationship with the FINRA SRO, and are required before a Reporting Firm can report on behalf of another broker-dealer. QSR reports are treated as locked-in, non-clearing transactions.

C. QSR N

Customers may send reports to the FINRA/NYSE TRF if they have agreements in place which authorize them to act on behalf of other Finra members. These agreements establish the reporting relationship with the FINRA SRO, and are required before a Reporting Firm can report on behalf of another broker-dealer. QSR N reports are treated as locked-in, clearing eligible transactions. FINRA/NYSE TRF will report these transactions directly to DTCC on behalf of the customer.

D. Customer

Non-clearing transaction, typically used for agency crosses, in which the Reporting Firm is also listed as the Contra on executions that will be assigned to an internal customer of the Reporting Firm.

E. Self Clearing

The reporting firm is Self-Clearing the transaction.

XVIII. Clearing/Non-Clearing Processing

A. AGU Lock-In Behavior

When "busting "or "canceling/adjusting" a same day AGU Lock In report, TRF sends a trade "Break" message to Finra, which Finra in turn reverses on your behalf to DTCC; If you have elected to "Fix" the report, TRF then submits a new Trade Report on your behalf with the information you have provided on the rectified report. When making a previous day "bust" or "fix", TRF will submit to Finra a "Reversal" message. Finra/NYSE TRF forwards to DTCC and, if the report is being "fixed", TRF will submit to Finra an As-Of Trade Report with your specified changes to the original report, which Finra will then forward to DTCC on your behalf. Additionally, a prior-day cancel/as-of cancel/new Trade Report will be submitted to the appropriate tape plan as required.

***** PLEASE NOTE: AGU LOCK -INS may only be rectified on a maximum timeframe of T-1 through the TRF. You will need to make arrangements directly with DTCC for any changes to reports which were originally submitted T-2 or earlier. Furthermore, any changes made directly with DTCC must also be rectified with the tape and Finra Audit Trail.*****

B. QSR Behavior

When "busting "or "canceling/adjusting" a same day QSR (non-clearing) report, TRF will submit to Finra a trade "Cancel" message and a new Trade Report (if applicable). Additionally, the Tape will be automatically rectified by the TRF. For previous day changes (fixes or busts), a reversal will be submitted to the Tape and to Finra, followed by a new As-Of trade report (if applicable).

C. QSR N Behavior

When "busting "or "canceling/adjusting" a same day QSR N report, TRF will submit a "Cancel" message to the Tape and Finra, and then submit a Reversal record directly to DTCC on your behalf. A new Trade Report will be submitted on your behalf (if applicable). For previous day changes (fixes or busts), the same scenario will apply.

***** PLEASE NOTE: QSR N Reports may only be rectified on a maximum timeframe of T-1 through the TRF. You will need to make arrangements directly with DTCC for any changes to reports which were originally submitted T-2 or earlier. Furthermore, any changes made directly with DTCC must also be rectified with the tape and Finra Audit Trail.*****

D. Customer/Self Clearing Behavior

When "busting "or "canceling/adjusting" a same day Customer/Self Clearing report, TRF will submit to Finra a trade a "Cancel" message, and a new Trade Report (if applicable). Additionally, the Tape will be automatically rectified by the TRF. For previous day fixes or busts, a reversal will be submitted to the Tape and to Finra, followed by a new As-Of trade report (if applicable).

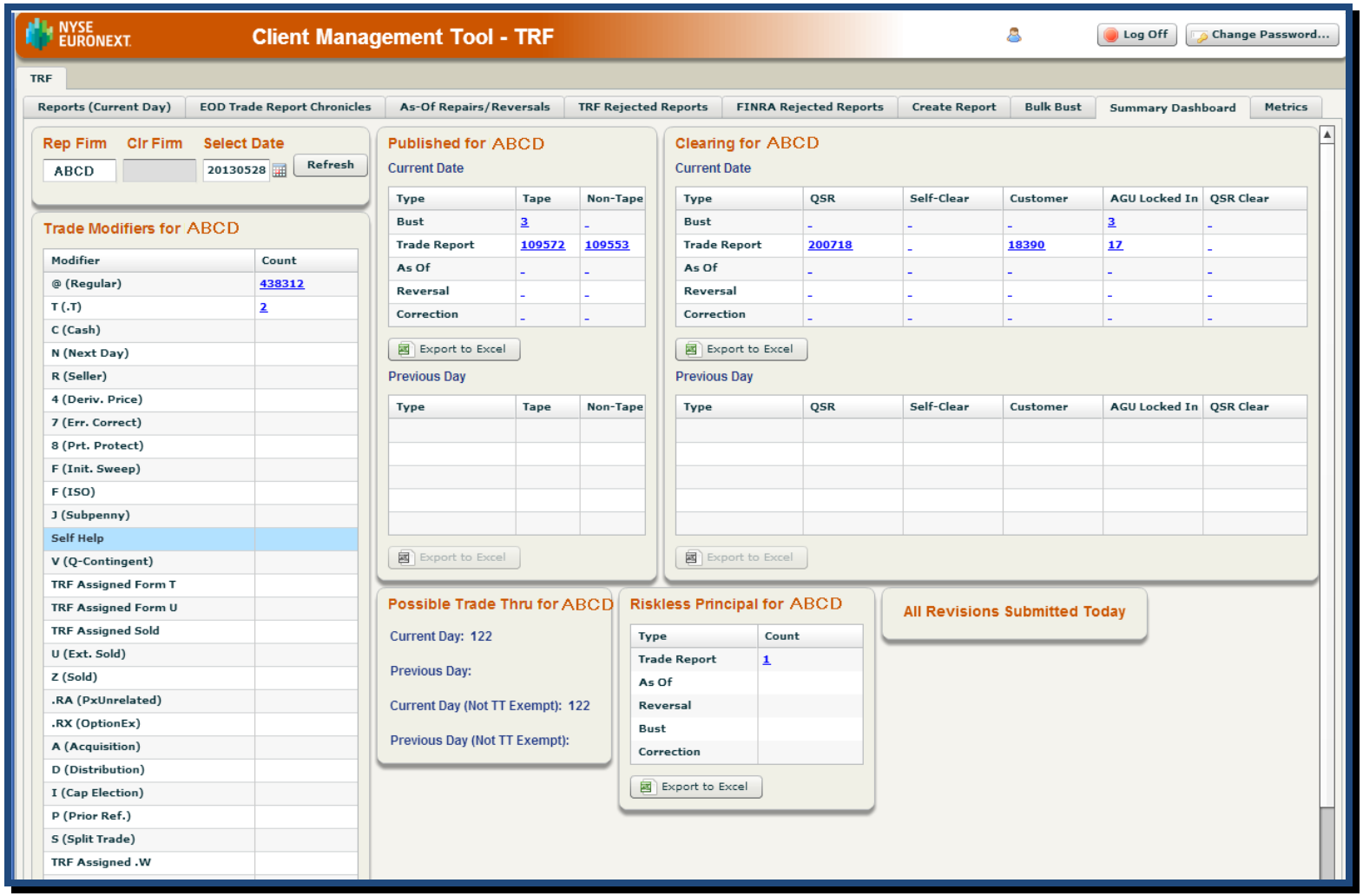
XIX. Summary Dashboard

A. Overview

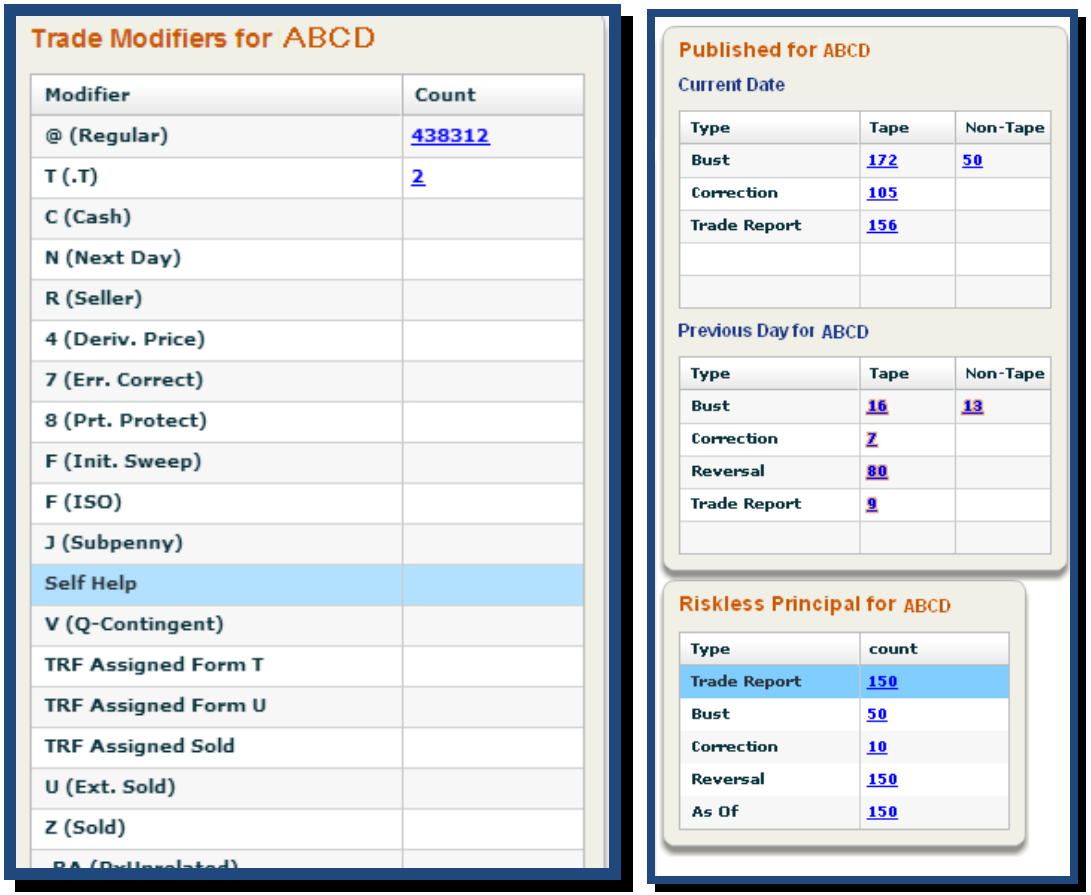
The Summary Dashboard is designed to provide TRF Reporting firms key information about their report flow at a glance, with the option of retrieving detailed information about any and all such reports which may be considered an "exception"

B. Screen

The Summary Dashboard can be accessed from the tab at the far right of your screen:


NYSE EURONEXT
Client Management Tool - TRF
Log Off
Change Password...
TRF
Reports (Current Day)
EOD Trade Report Chronicles
As-Of Repairs/Reversals
TRF Rejected Reports
FINRA Rejected Reports
Create Report
Bulk Bust
Summary Dashboard
Metrics
Rep Firm
Clr Firm
Select Date
ABCD
20130528
Refresh
Trade Modifiers for ABCD
Modifier
Count
@ (Regular) 438312
T (.T) 2
C (Cash)
N (Next Day)
R (Seller)
4 (Deriv. Price)
7 (Err. Correct)
8 (Prt. Protect)
F (Init. Sweep)
F (ISO)
J (Subpenny)
Self Help
V (Q-Contingent)
TRF Assigned Form T
TRF Assigned Form U
TRF Assigned Sold
U (Ext. Sold)
Z (Sold)
.RA (PxUnrelated)
.RX (OptionEx)
A (Acquisition)
D (Distribution)
I (Cap Election)
P (Prior Ref.)
S (Split Trade)
TRF Assigned .W
Published for ABCD
Current Date
Type
Tape
Non-Tape
Bust 3 -
Trade Report 109572 109553
As Of - -
Reversal - -
Correction - -
Export to Excel
Previous Day
Type
Tape
Non-Tape
Export to Excel
Clearing for ABCD
Current Date
Type
QSR
Self-Clear
Customer
AGU Locked In
QSR Clear
Bust - - - 3 -
Trade Report 200718 - 18390 17 -
As Of - - - - -
Reversal - - - - -
Correction - - - - -
Export to Excel
Previous Day
Type
QSR
Self-Clear
Customer
AGU Locked In
QSR Clear
Export to Excel
Possible Trade Thru for ABCD
Current Day: 122
Previous Day:
Current Day (Not TT Exempt): 122
Previous Day (Not TT Exempt):
Riskless Principal for ABCD
Type
Count
Trade Report 1
As Of
Reversal
Bust
Correction
Export to Excel
All Revisions Submitted Today

A closer look at the categories:



Trade Modifiers for ABCD

Modifier	Count
@ (Regular)	438312
T (.T)	2
C (Cash)	
N (Next Day)	
R (Seller)	
4 (Deriv. Price)	
7 (Err. Correct)	
8 (Prt. Protect)	
F (Init. Sweep)	
F (ISO)	
J (Subpenny)	
Self Help	
V (Q-Contingent)	
TRF Assigned Form T	
TRF Assigned Form U	
TRF Assigned Sold	
U (Ext. Sold)	
Z (Sold)	

Published for ABCD

Current Date

Type	Tape	Non-Tape
Bust	172	50
Correction	105	
Trade Report	156	

Previous Day for ABCD

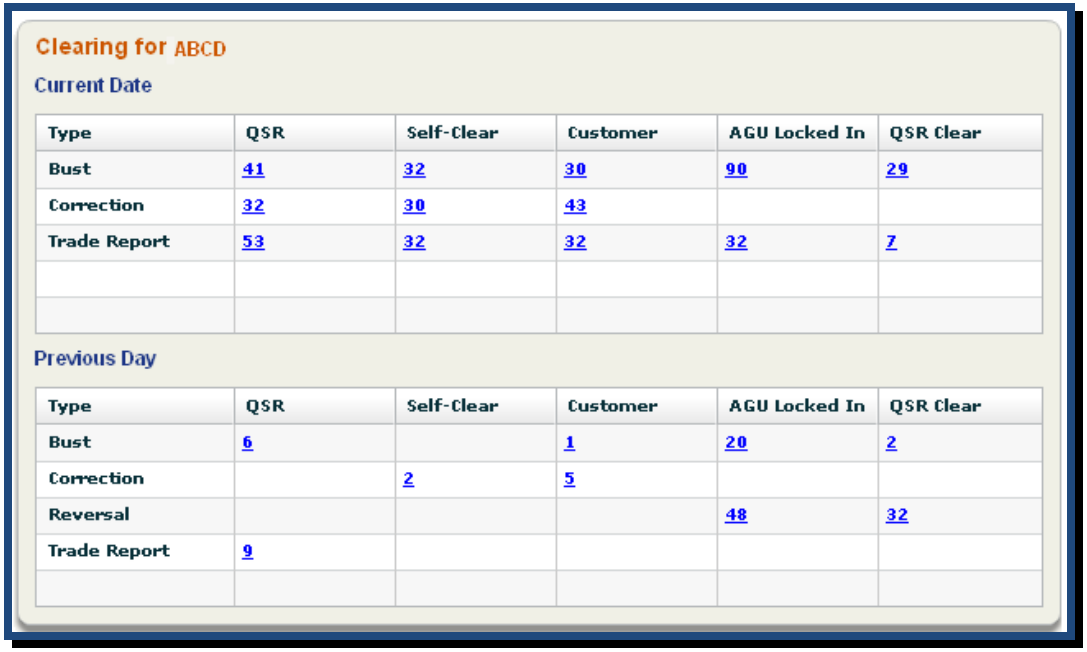
Type	Tape	Non-Tape
Bust	16	13
Correction	7	
Reversal	80	
Trade Report	9	

Riskless Principal for ABCD

Type	count
Trade Report	150
Bust	50
Correction	10
Reversal	150
As Of	150

Click on any number to link you to the reports contained therein. Monitor by Trade Modifiers, Current and T-1 data, and Riskless Principal transactions.

You can also monitor your activity by clearing type and keep track of any changes you may have made during the day.



Clearing for ABCD

Current Date

Type	QSR	Self-Clear	Customer	AGU Locked In	QSR Clear
Bust	41	32	30	90	29
Correction	32	30	43		
Trade Report	53	32	32	32	7

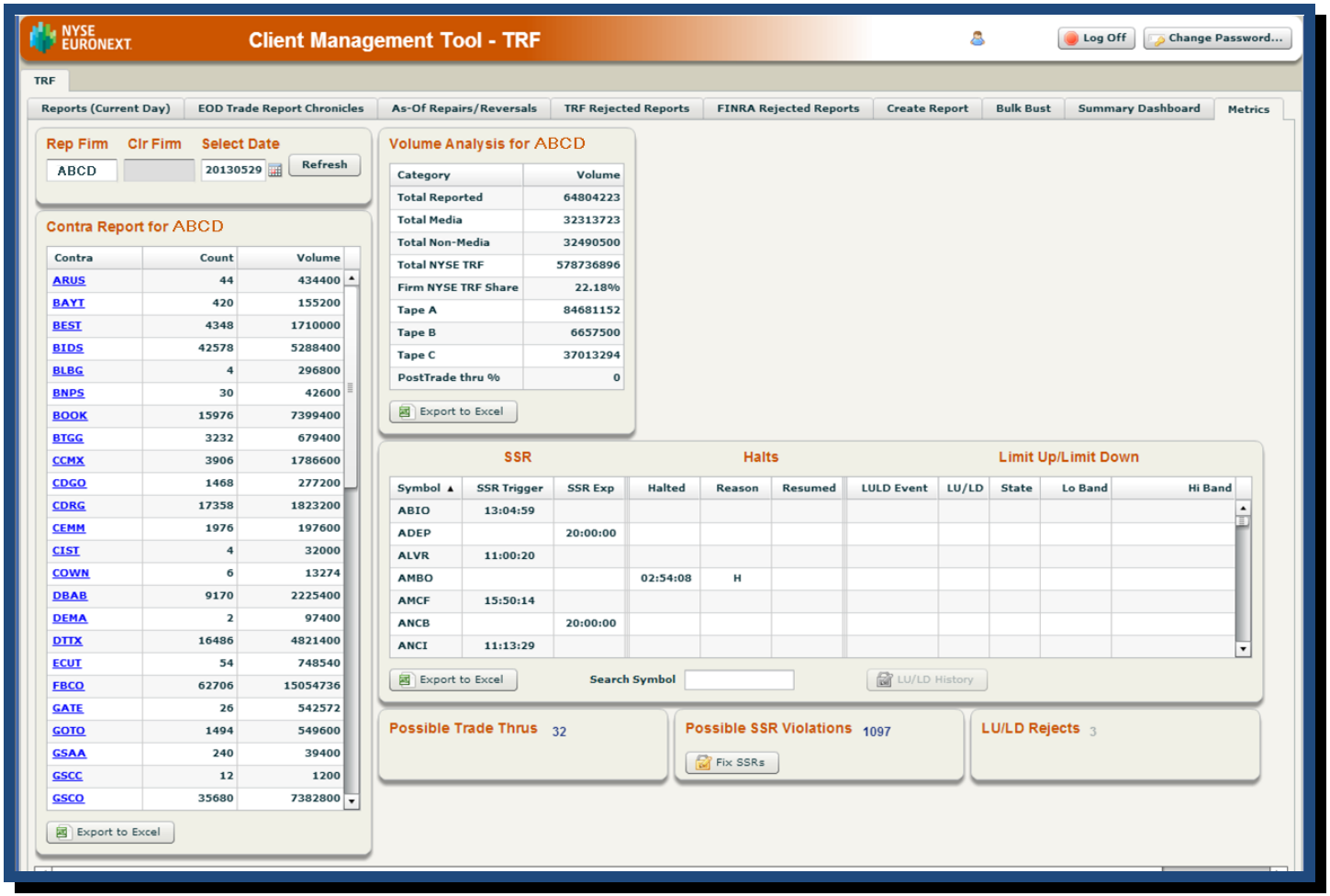
Previous Day

Type	QSR	Self-Clear	Customer	AGU Locked In	QSR Clear
Bust	6		1	20	2
Correction		2	5		
Reversal				48	32
Trade Report	9				

Additionally, you can easily track all of your intraday submitted revisions to same-day or as-of reports by clicking here:

After clicking this button, you will be transferred to the Reports (Current Day) tab, automatically filtered for "All Revisions Resubmitted" for the corresponding MPID highlighted on the Summary Dashboard. Busts and adjusts on same day trades, reversals and corrections on an as-of basis, will all be visible here.

XX. Metrics Page

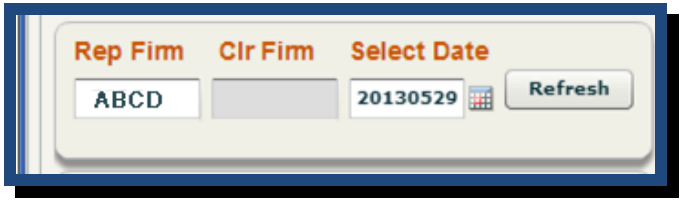


A. Overview

The "Metrics" tab provides FINRA/NYSE TRF® users with an overview of key statistics, contra customer breakouts, a Sell Short Restriction monitor, Halt moniot, and Limit Up Limit Down monitor.

B. Date Selection

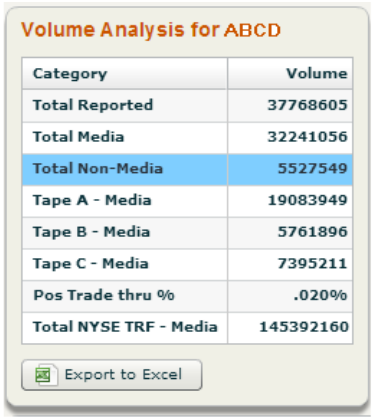
The "Metrics" tab is visible for individual trading days, with 6 months of history and exportable to Excel.



Customers may search as the Rep Firm, or, if permissioned, as a Clearing Firm. Click on the calendar icon to select a date.

C. Volume Analysis

The Volume Analysis table provides key statistics for the Date selected.



Volume Analysis for ABCD

Category	Volume
Total Reported	37768605
Total Media	32241056
Total Non-Media	5527549
Tape A - Media	19083949
Tape B - Media	5761896
Tape C - Media	7395211
Pos Trade thru %	.020%
Total NYSE TRF - Media	145392160

Export to Excel

Total Reported = Shares (media and non-media) reported by MPID or Clearing ID

Total Media = Shares reported to the TRF as "Media" by MPID or Clearing ID (includes oddlots)

Total Non-Media = Shares reported to the TRF as "Non-Media" by MPID or Clearing ID

Tape A – Media = Total Media Shares in Tape A symbols, by MPID or Clearing ID

Tape B – Media = Total Media Shares in Tape B symbols, by MPID or Clearing ID

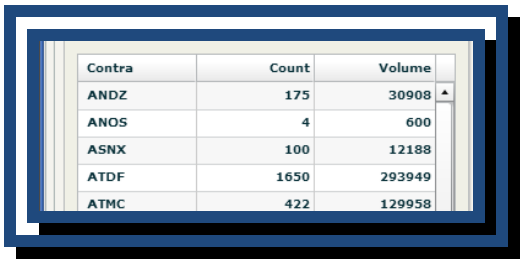
Tape C – Media = Total Media Shares in Tape C symbols, by MPID or Clearing ID

PosTrade thru % = Percentage of Media Reports Flagged as Possible Trade Thru, by MPID or Clearing ID

Total NYSE TRF – Media = Total "Media" share reported by all participants of the FINRA/NYSE TRF®

D. Contra Report

The Contra Report table provides statistics on contra party population (media and non-media), per user MPID or Clearing ID. Data is broken down by trade Count and Volume. All columns are sortable



Contra	Count	Volume
ANDZ	175	30908
ANOS	4	600
ASNX	100	12188
ATDF	1650	293949
ATMC	422	129958

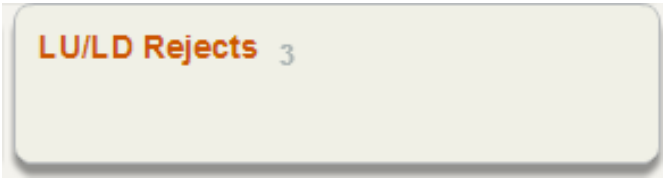
E. SSR Monitor

The SSR Monitor features a clickable counter of all "Media" reports which are possibly in violation of Sell Short Restrictions (SSR) in various symbols.

Click on the counter to bring up a detailed table of the reports in question.

F. Limit Up Limit Down Rejects

The LU/LD Rejects counter alerts users to reports rejected by the TRF Engine due to violation of Limit Up or Limit Down bands. Users should navigate to the TRF Rejects tab to locate any LU/LD Rejects.



G. SSR, Halts, and Limit Up/Limit Down Monitor

Users can keep track of symbol-specific events throughout the day with the SSR, Halts, and Limit Up/Limit Down Monitor.

Customers can sort for all events by Symbol, or by any other column on the table.

The SSR table records intraday SSR Triggers, and also maintains SSR symbols carried over from the previous, initiating day, marked to expire at "20:00:00" of the current trading day.

Customer can view all intraday Halts and Unhalts for any particular symbol.

SSR | Halts

Symbol ▲	SSR Trigger	SSR Exp	Halted	Reason	Resumed
CYBX			17:26:08	H	
CYBX				U	18:00:01

Halt Codes:

H = Regulatory Halt

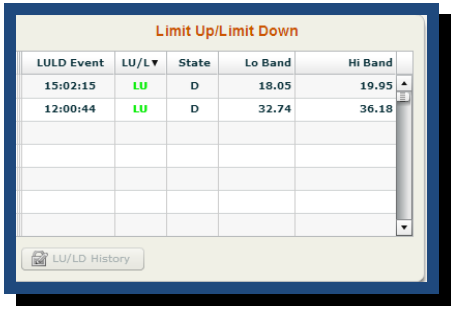
K = LULD Halt

1, 2, or 3 = Marketwide Circuit Breaker Halt

O = Open

U = Unhalt

The Limit Up/Limit Down monitor provides information on the most recent LU/LD event occurring during the current trading day in any given symbol.



LULD Event – Timestamp of the event

LU/LD – Direction of the event (LU = Limit Up [green]; LD = Limit Down [red])

State – Code describing nature of the LU/LD event

C = Bid Limit State Entered (LU)

D = Bid Limit State Exited (LU)

E = Ask Limit State Entered (LD)

F= Ask Limit State Exited (LD)

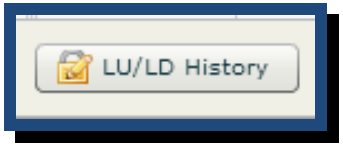
I = Bid Entered / Ask Exited (LU)

J = Bid Exited / Ask Entered (LD)

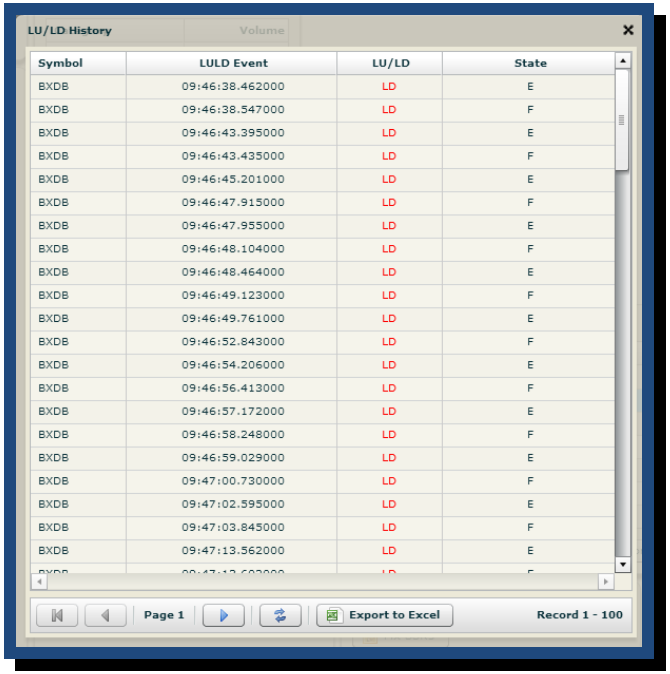
Lo Band – Lower band price at time of event

Hi Band – Upper band price at time of event.

Clicking on the color-coded LU or LD indicator will light up the LU/LD History button.



Click on the button to display all of the LU/LD events for that particular symbol during the current trading day.



XXI. Support

Please contact the NYSE Arca Trade Desk at (888) 513-9873 for any questions regarding the Finra/NYSE TRF, or contact Chris Mazzacano directly at 312-442-7053

XXII. Appendix

A. Trade Category Key

Trade Cat1:	@ (Regular), C (Cash), N (Next Day), R (Seller)
Trade Cat2:	4 (Deriv. Price), 7(Err. Correct), 8 (Prt. Protect), F (Init. Sweep), F (ISO), J (Subpenny), Self Help, V (Q-Contingent)
Trade Cat3	T (Form T), U (Ext Sold), Z (Sold)
Trade Cat4:	.RA (PxUnrelated), .RS (Option Ex), A (Acquisition), D (Distribution), I (Cap Election), P (Prior Ref), S (Split Trade), W (Avg. Price), W (Stopped)

B. Tape Designation Key

Yes:	TRF report to Tape, executed OTC and printed as ADF.
No:	Non-tape report to Finra, executed OTC

Related Markets:	Nasdaq, NYSE, AMEX, BSX (Boston), BATS, BATSY, EDGA, EDGX, NSX (National), ISX, CHX (Midwest), PSE (NYSEArca), CBSX, Unknown, Uspecified, ACT, Nasdaq PSX, ADF, Foreign

C. Clearing Indicators Key

AGU Locked In:	Reporting Firm has established AGU relationship with Contra and Finra; Finra/NYSE TRF will submit reports on behalf of Reporting Firm directly to DTCC.
Customer:	Clearing will be fulfilled by customer
QSR:	Reporting Firm has established QSR relationship with Contra and Finra; Contra must be Finra member; No clearing.
QSR Clear:	Reporting Firm has established QSR relationship with Contra and Finra; NYSE TRF will submit reports on behalf of Reporting Firm directly to DTCC.
Self-Clear:	Reporting Firm is a self-clearing participant.

D. *Report Status Key*

Reports	
Any:	All reports reflected within the selected parameters.
Fill:	Reports which have been accepted by Finra and reported to the tape (if Tape=Yes)
Bust:	Report which has been removed from Finra audit trail and the tape (if Tape=Yes)
Adj:	Original trade report which has since been modified.

All Revisions Resubmitted:	Busts, adjusts, reversals, and cancels combines in one report

As-Of Repairs/Reversals

Engine Reject:	*Report rejected by the TRF Engine on a previous day.*
FINRA Reject:	*Report rejected by FINRA on a previous day.*
Trade Thru:	*Report marked as a Possible Trade Through on a previous day*
Fill:	Reports which have been accepted by the engine and reported to the tape (if Tape=Yes)
Bust:	Report which has been removed from Finra audit trail and the tape (if Tape=Yes)
All Revisions Resubmitted:	Busts, adjusts, reversals, and cancels combines in one report

E. Excel Output Fields

Reporting Firm View

	Reports	EOD Reports	As Of Repairs	TRF Rejects	FINRA Rejects
Status	☆	☆	☆	☆	
FINRA Control	☆	☆	☆	☆	☆
Date	☆		☆		☆
Reported	☆	☆	☆	☆	☆
Executed		☆	☆		
ExecTime	☆			☆	☆
Report Class	☆	☆	☆		☆
Symbol	☆	☆	☆	☆	☆
Side	☆	☆	☆	☆	☆
Short	☆	☆	☆	☆	☆
Size	☆	☆	☆	☆	☆
Price	☆	☆	☆	☆	☆
Tape	☆	☆	☆	☆	☆
Error	☆	☆	☆		
Reject Reason				☆	☆
Resubmitted				☆	
Rep Firm	☆	☆	☆	☆	☆
Contra	☆	☆	☆		☆
OnBehalfOf	☆	☆	☆	☆	☆
ClOrdIDInt	☆	☆	☆	☆	☆
Branch Seq	☆	☆	☆	☆	☆
Contra Branch Seq	☆	☆	☆		
Clearing	☆	☆	☆		
Clear#	☆	☆	☆		

ContraClear#	☆	☆	☆
CapOwn	☆	☆	☆
CapContra	☆	☆	☆
Exec Firm	☆	☆	☆
Trade Cat 1	☆	☆	☆
Trade Cat 2	☆	☆	☆
Trade Cat 3	☆	☆	☆
Trade Cat 4	☆	☆	☆
Seller Date	☆	☆	☆
Seller Days	☆		☆
National Bid	☆	☆	☆
National Offer	☆	☆	☆
PxOverride	☆	☆	☆
IsTradeThru	☆	☆	☆
TT Exempt	☆	☆	☆
Explicit Fee	☆		☆
Price Type	☆		☆
Market Center	☆		☆
Memo	☆		☆
Sender	☆	☆	☆