

FINRA/NYSE TRF® Portal User Manual

May 23, 2025

Document Version 1.0

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1. Introduction

The FINRA/NYSE TRF Portal hosted on PRISM replaces the legacy CMT Platform providing a more streamlined and enhanced user experience.

Major changes included in the migration to NYSE TRF Portal include:

- Move from Certificate based application hosted on Adobe AIR by Harman to web-based application
- · Streamlined bulk actions and file uploads
- Available 24/7 to allow firms to access and review their activity. Trade Management actions only available during normal TRF business hours which are Monday through Friday, 8:00 am - 8:00 pm ET

Section 2 - Application and Login Overview

This section outlines the features in Prism that are consistent across all windows within the application.
 These universal tools are designed to support easy navigation and enhance your experience throughout the platform.

Section 3 - Trade Report Management

- Trade management functionality tabs
 - Trades
 - Rejected Trades
 - Transactions
 - Transactions History

2. TRF Portal Login Procedure

Please follow the link below to navigate the procedure to be followed for TRF Portal login setup.

https://www.nyse.com/publicdocs/nyse/FINRA NYSE TRF Portal Login Procedure.pdf

3. General Application

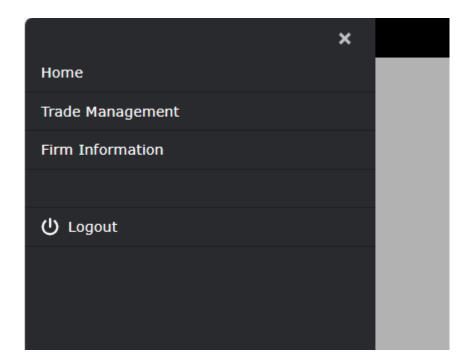
When a user performs a login, they have the choice to navigate to **Trade Management** or **Firm Information** screen

Switching between **Trade Management** and **Firm Information** screens can be performed by clicking the three horizontal bars in the upper lefthand corner which will open the main menu from which the desired screen can be selected.

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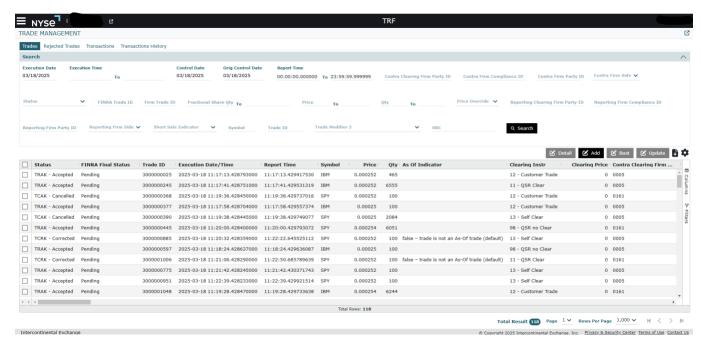


The screen layout displays the search filters on the top half with the results grid displayed on the bottom.

For example, the **Trade Management** is shown below:

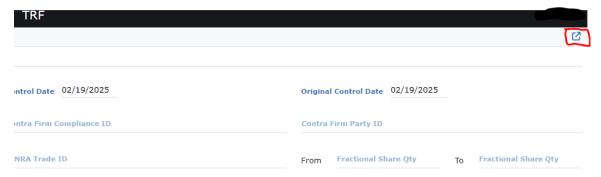
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Within the **Trade Management** window, all line items will now be retained even after a log-out and subsequent login to the UI.

Since the application lives within browser screens, users can launch the current application page in a new browser tab by clicking the highlighted icon below.



3.1 Grids

Grids continue to support sorting, column reordering and hiding, as well as filtering. After making any adjustments, the grid configuration can be saved to preferences. Multiple configurations can be saved and loaded.

All actions on a grid row are now taken by clicking the appropriate button at the top of the grid which will change depending which grid is being worked on.

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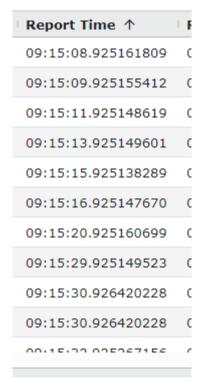


3.2 Exporting to Excel



The full contents of any grid can be exported to an Excel Spreadsheet by clicking the download button at the top righthand side of the grid.

3.3 Sorting



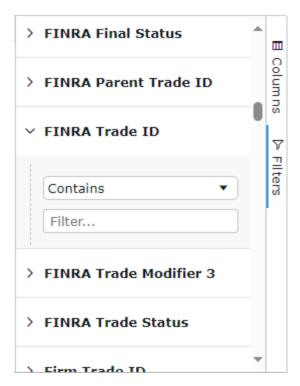
To sort, simply click on the column header. Clicking a second time will reverse the sort. The arrow icon will display the sort of column and the sort order (bottom up or top down)

3.4 Filtering

Filtering grids can be accomplished two different ways:

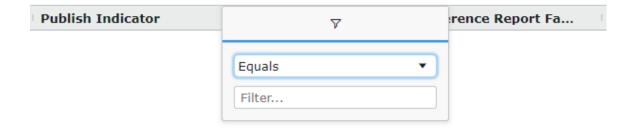
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First by clicking the "Filters" button on the right side of any grid. This will open a panel that will display all columns. You can filter as many columns as you like.

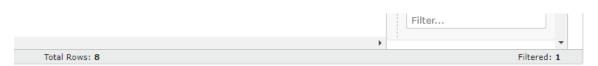
Alternatively, hover the mouse over any column and the filter button (three horizontal bars) will display. You can then add the filter directly to the column.



Each column can have two filter values, and the filter can be set to require both (AND) or either (OR). The criteria can be Equals, Does not equal, Greater than, Greater than or equal to, Less than, Between, Blank or Not blank.

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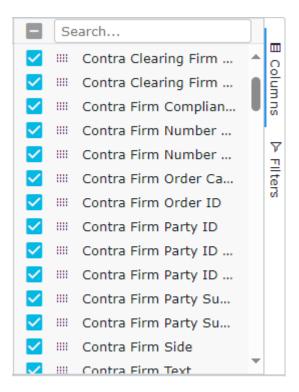




The bottom of every grid will show the total number of rows along with the number displayed through filtering. In the screen shot above, there are 8 total rows, but only 1 row is displayed. Any time you see a difference in the value, a filter is applied. *Be mindful to check this first if data is missing.*

3.5 Column Reordering

Columns can be reordered by clicking and dragging a column header to the desired position.

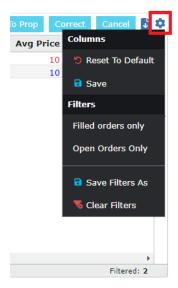


Alternatively, the **Columns** panel on the right side of the grid can be utilized. Open the panel, click and hold the highlighted icon and drag the column up or down to the desired position. Any column can also be displayed or hidden by checking or unchecking the checkbox next to the column.

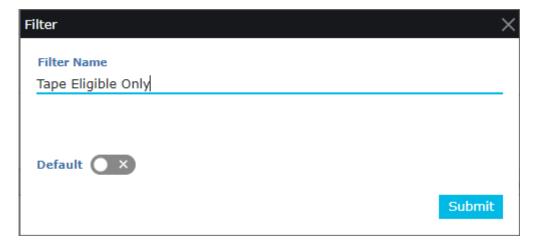
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3.6 Saving and Loading Grid Configurations



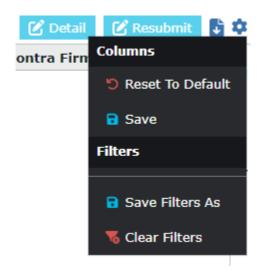
Column and filter configurations can be saved and loaded by clicking the gear icon at the top righthand corner of any grid. This needs to be performed should you wish to retain any grid configurations for subsequent logins.



Multiple different filter configurations can be saved, by giving each their own Filter Name which can then be loaded as desired. After setting the desired filters, click **Save filters As** and a new dialog will open - allowing you to name the filter configuration. Checking the **Default** button will cause this filter to be automatically loaded upon your next login to the application.

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Switching between existing filter configurations can be done by clicking the name of the saved filter. From here you can also **Save**, **Edit** or **Delete** the selected filter.

Clicking Clear Filters will remove all current filters.

4. Trade Report Management

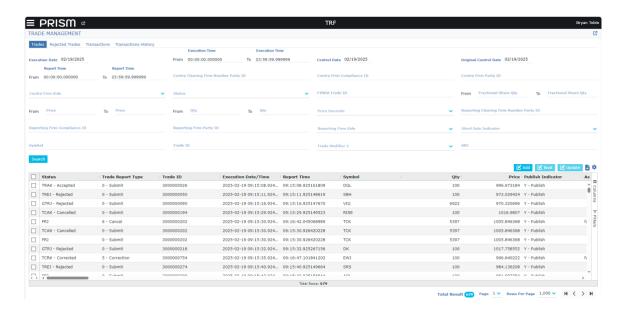
The Trade Management page allows users to add, modify and bust trade reports. There are four different tabs within the Trade Management page each displaying trade report information. All pages allow for Excel exports.

- Trades Displays the latest state of the trade reports. Reports can be updated and/or busted from this tab. File uploads are also executed from this tab
- Rejected Trades Displays all rejected trade reports. Can be filtered by Engine (TREJ), Gateway (GTRJ) or FINRA (FRJ) rejects. Firms can update and resubmit reports from this tab
- Transactions Displays all actions taken and status changes for each trade report submitted on t-date. No actions can be executed on this tab. It is a search only tab.
- Transaction History Displays all actions performed and status changes submitted on a specified t-date in the past. No actions can be executed on this tab. It is a search only tab

4.1 Trades

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- Within the Trades tab the Search filters are displayed at the top of the screen and the results grid displayed below the filters
- SRC Search Filter = C will display reports submitted or adjusted through TRF Portal by the firm

3.1.1 Add Trades

Firms may submit files to Add one or up to 5,000 trade reports via bulk file upload by clicking the, 'Add,' button atop the right-hand corner of the results grid



 Firms can download the Example file to use as a template when creating their file. Once complete, the firm shall upload the file

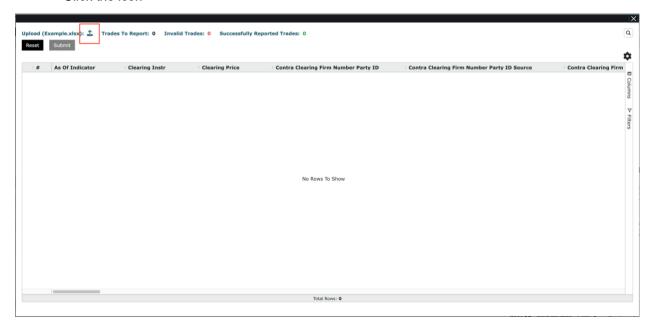


Upload the file

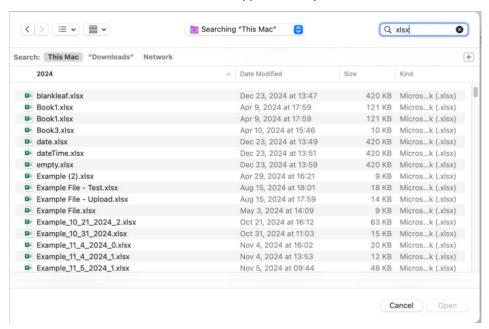
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Click the icon



- Select the file to upload
 - 1. xlsx and xls files are supported to upload.



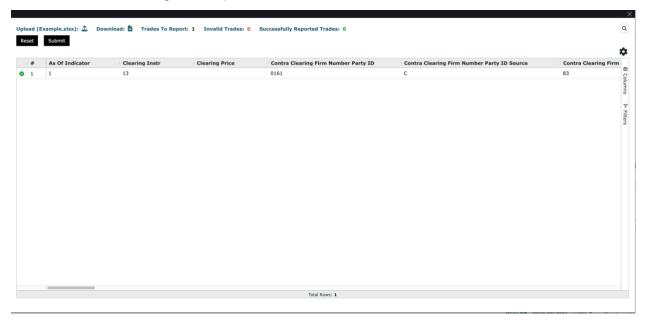
- Once the file has been uploaded, TRF Portal will validate all fields to determine formatting is validated prior
 to submitting to the Pillar engine. Firms will be alerted to bad formatting by receiving alerts in the bottom
 right corner. (NOTE Business validations like Pricing Validations and Trade Modifiers are not validated.
 Validations are format only.)
- View the trades from the uploaded file

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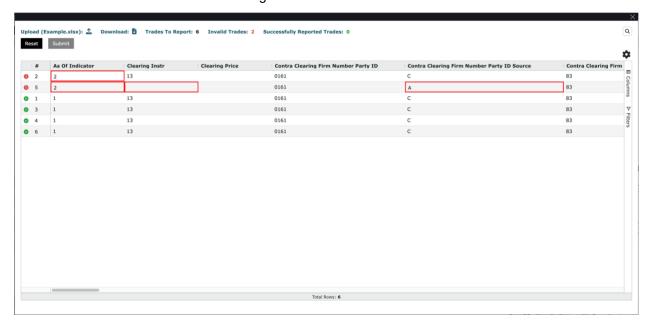
In the screenshot below, all trades from the uploaded file are displayed in the table.

All the trades are good to report.



In the screenshot below a few trades are not validated to report.

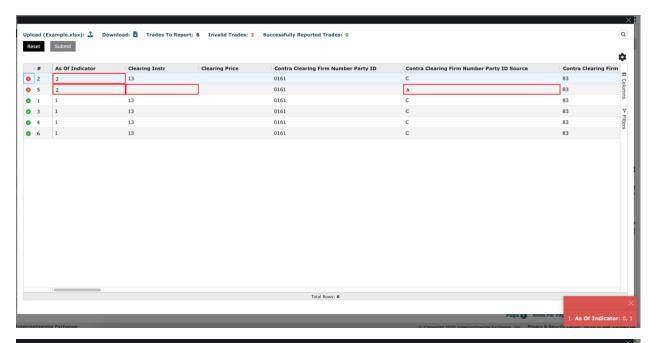
- 1. The invalid trades are placed at the top with the same excel index.
- 2. The invalid trades are marked with red exclamation.
- 3. The invalid data in trades are marked with red border.
- 4. The valid trades are marked with green check.

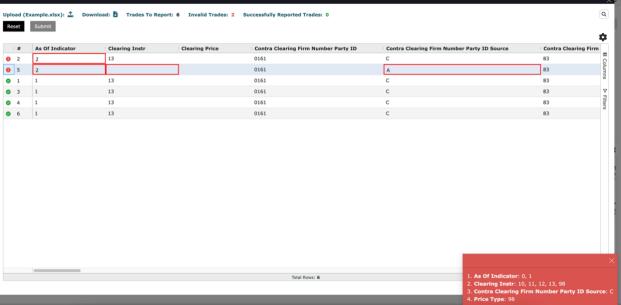


5. Click red exclamation, and the detail of invalid data are listed at pop-up window.

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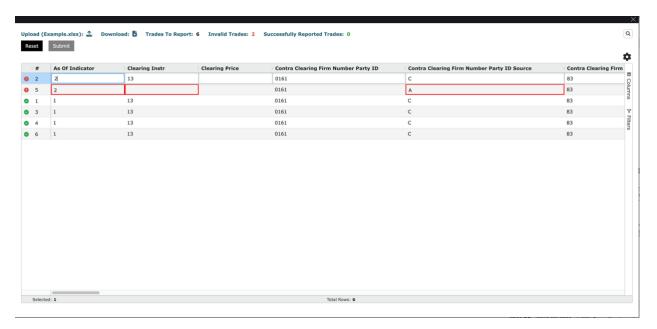




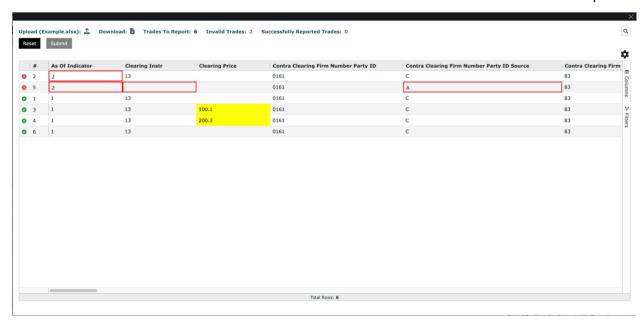
- Edit the trades from the uploaded file (All the trades in the table can be updated.)
- Double clicking to the row can trigger to edit.

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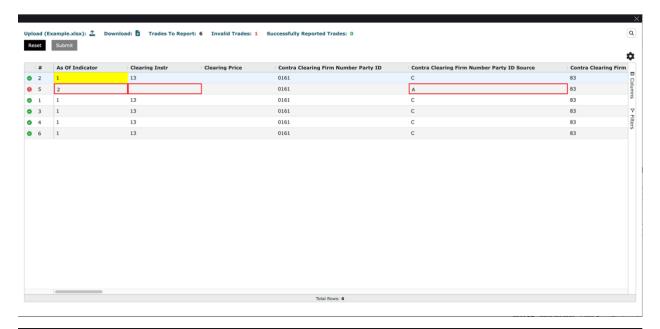
- The edited data in trades are marked with yellow background.
 - 1. The edited data means that this data from the table is different from the one from the uploaded file.

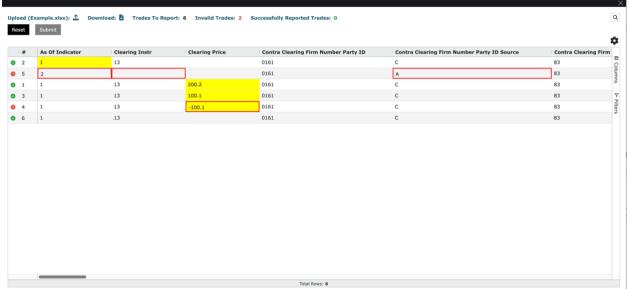


- After the edit is done, the validation is applied to this edited trade.
 - 1. The invalid trades are marked with red exclamation. The valid trades are marked with green check.
 - 2. The invalid data in trades are marked with red border.
 - Click red exclamation, and the detail of invalid data are listed at pop-up window.

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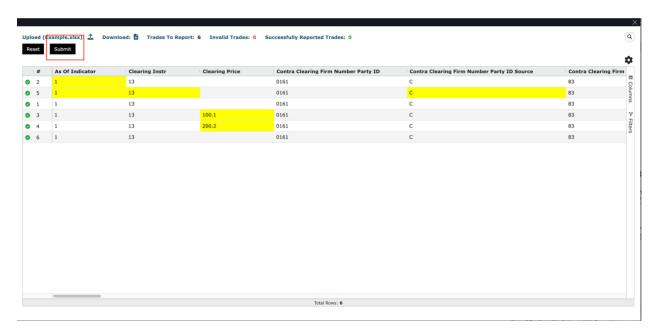


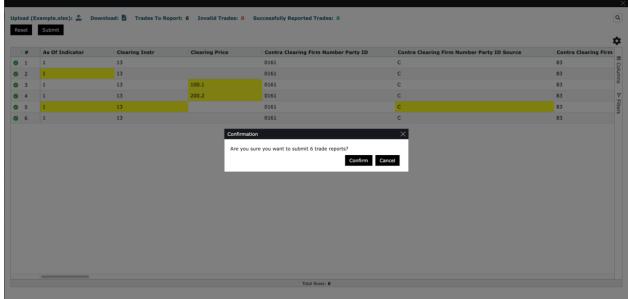


- Submit the trades from the uploaded file
 - o Click the "submit" button to report all the trades in the tale,
- Submit button will be able to click if all the trades are good to report.

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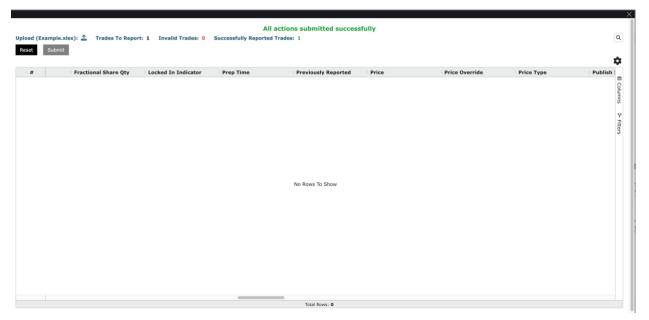




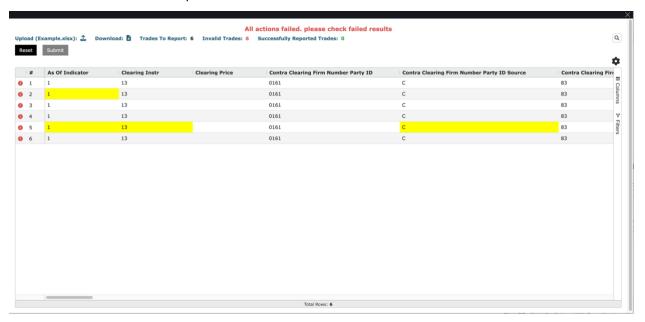
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• All the trades success to report



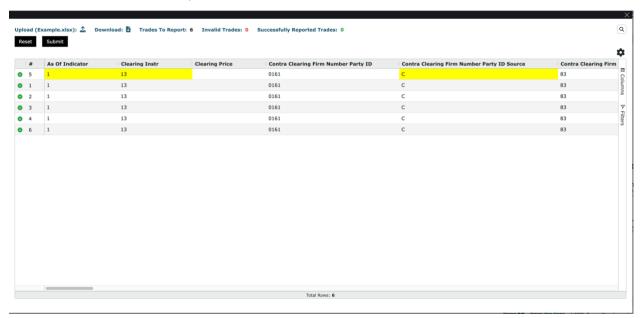
• All the trades fail to report



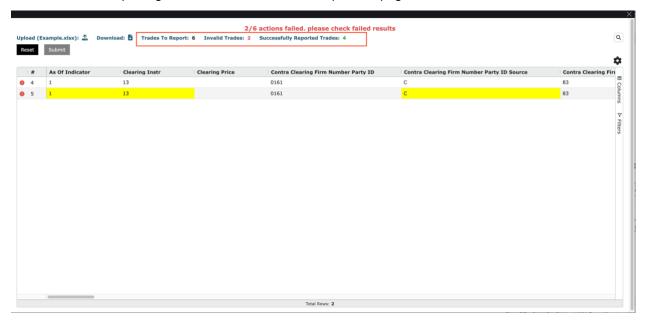
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• Part of trades fail to report



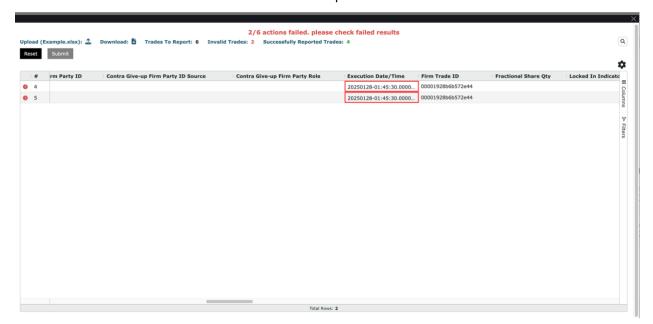
- 1. The trades that were successfully reported are removed from the table.
- 2. The trades that failed to report are kept in the table.
- 3. The reporting information is listed at the top of the page.



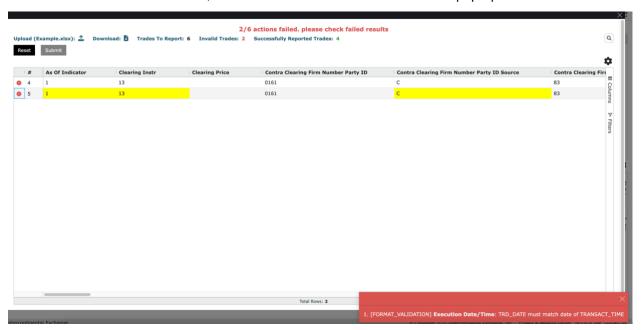
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4. The invalid data in the trades that fail to report are marked with red border.



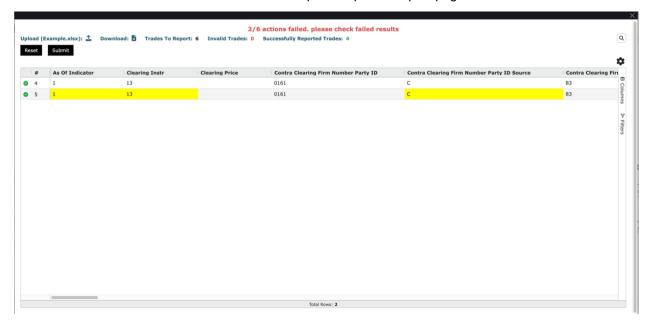
5. Click red exclamation, and the detail of invalid data are listed at pop-up window.



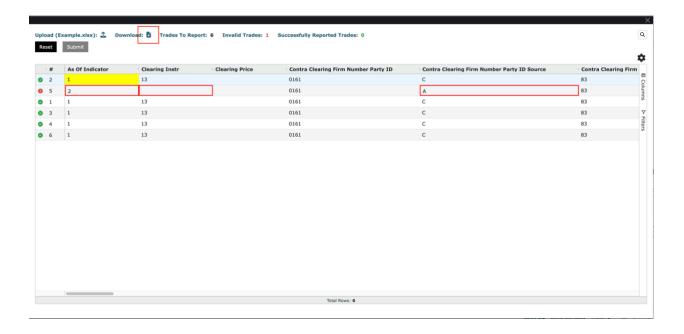
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6. Edit the failed trades and submit to report or quit the report page.



- Download the trades in table
 - o Click the icon, and the data in table is downloaded as one excel file.

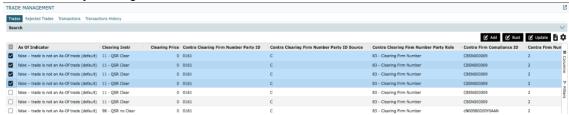


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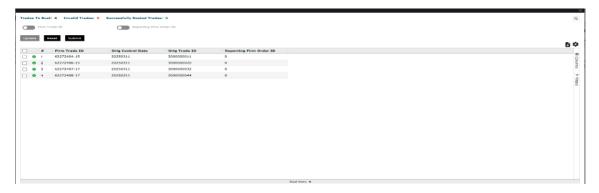


4.1.2 Bust (Cancel T-Date/Reverse T+N)

- (CANCEL) original control date and execution dates are T-Date:
- 1. Select trades by clicking on the check button



2. Click on Bust button and the following screen should be displayed



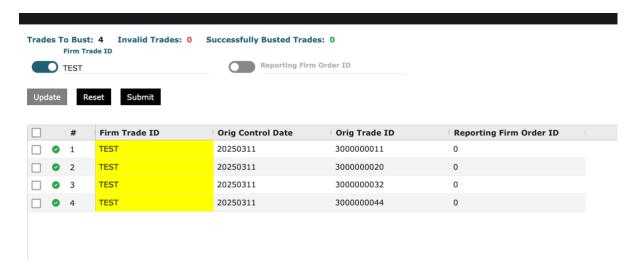
3. Turn on toggle for any values that need to be changed, enter new values, and select records to apply the changes



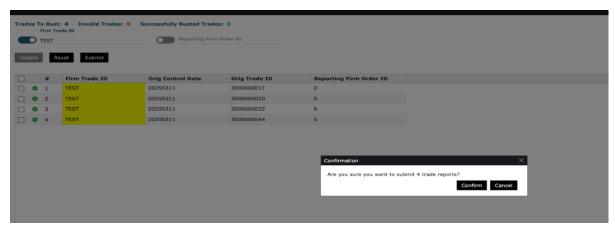
4. Click update button, updated values are highlighted in yellow

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5. Click submit button, and then click" confirm" button on the following confirmation box



6. If the submission is successful, following message should be displayed



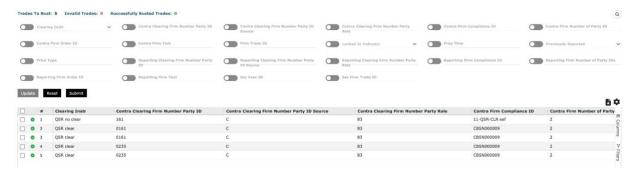
- (REVERSAL) Original control date and execution date are not today:
- 1. Select trades by clicking on the check button

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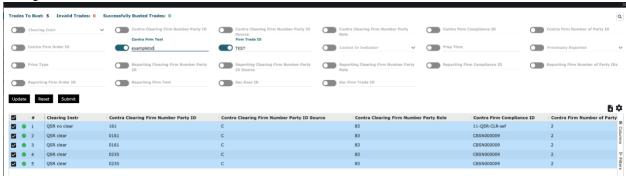




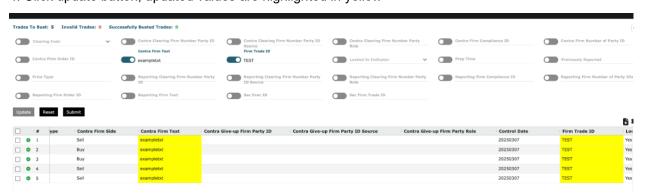
2. Click on Bust button and the following screen should be displayed



3. Turn on toggle for any values that need to be changed, enter new values, and select records to apply the changes



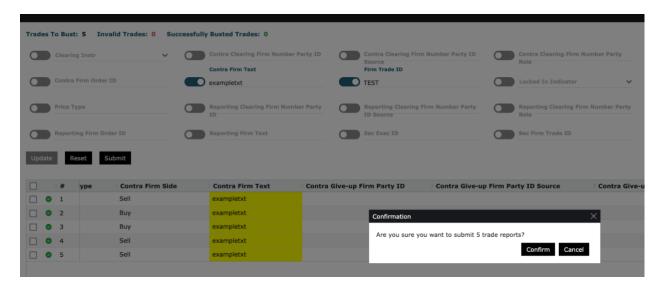
4. Click update button, updated values are highlighted in yellow



5. Click submit button, and then click" confirm" button on the following confirmation box

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6. If the submission is successful, following message should be displayed



4.1.3. Trade Report Update

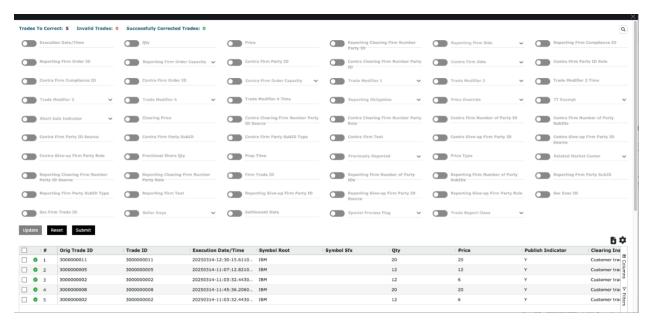
- Correct Trades
 - View the selected trades

All the selected trades are displayed in the table.

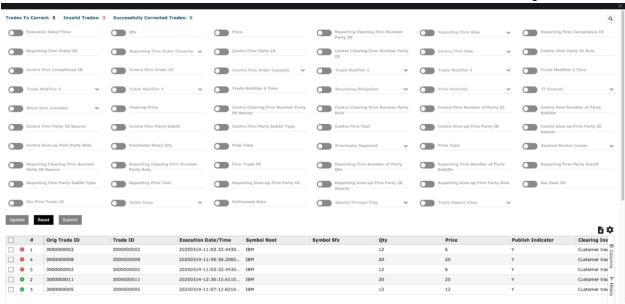
• All the trades are valid to correct.

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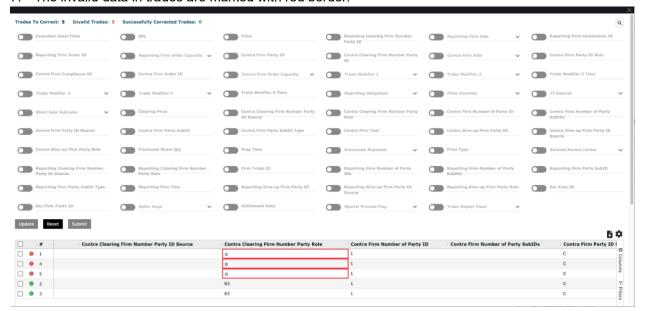
- Some trades are not valid to correct.
- 6. The invalid trades are marked with red exclamation. The valid trades are marked with green check.



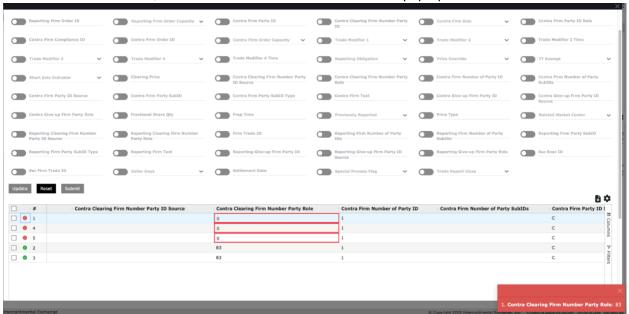
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7. The invalid data in trades are marked with red border.



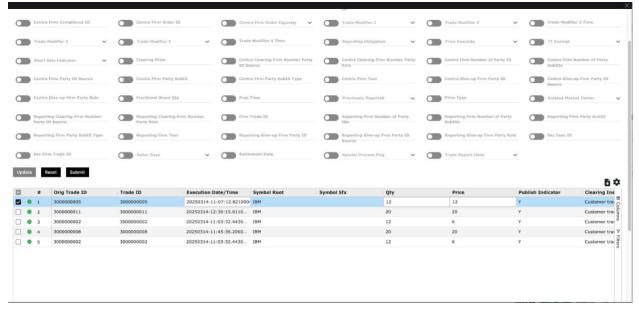
8. Click red exclamation, and the detail of invalid data are listed at pop-up window.



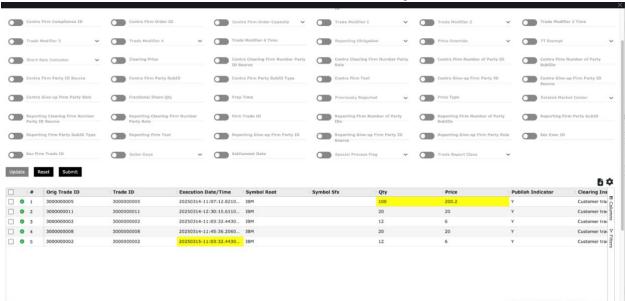
- Correct the single trade
 - Double clicking to the row can trigger to edit.
 - 1. The data within the input box can be edited.
 - 2. The data without the input box is read-only.

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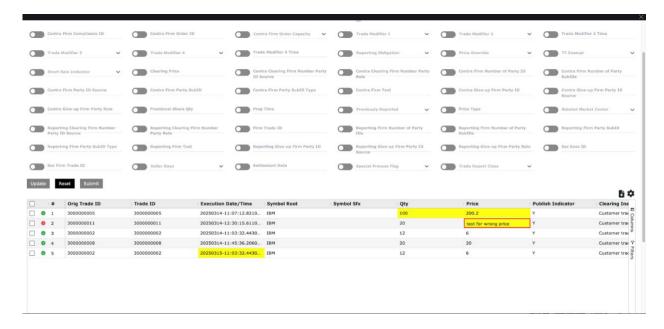
- The edited data in trades are marked with yellow background.
 - 2. The edited data means that this data is different from the original one.

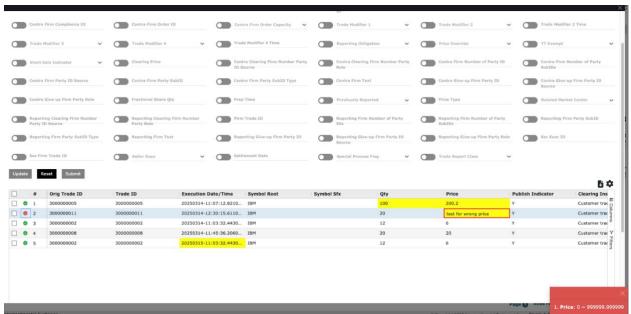


- After the edit is done, the validation is applied to this edited trade.
 - 4. The invalid trades are marked with red exclamation. The valid trades are marked with green check.
 - 5. The invalid data in trades are marked with red border.
 - 6. Click red exclamation, and the detail of invalid data are listed at pop-up window.

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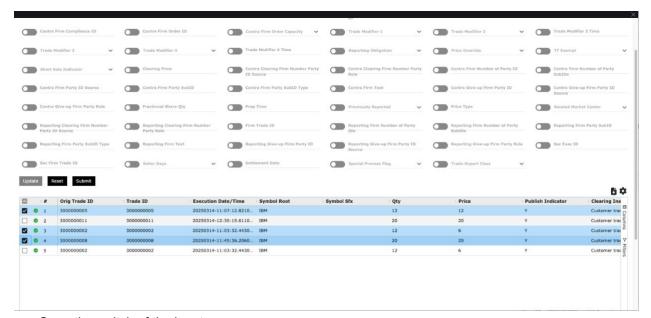




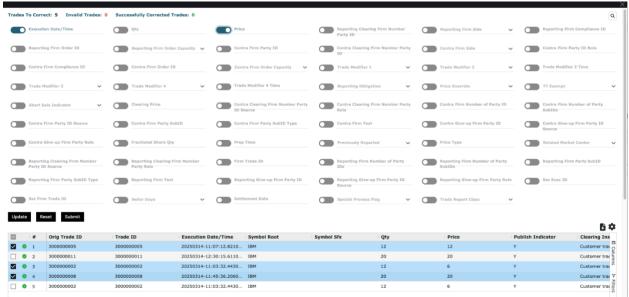
- Correct the multiple trades
 - Click the checkbox of the trades

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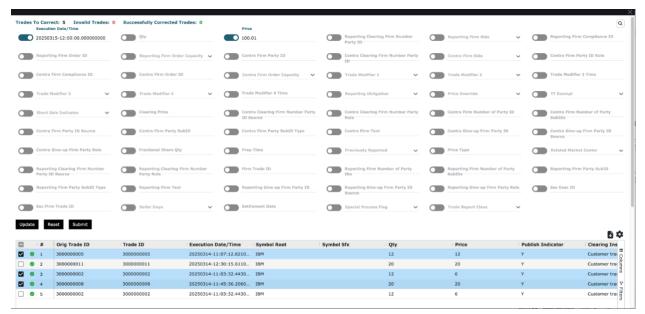
Open the switch of the input



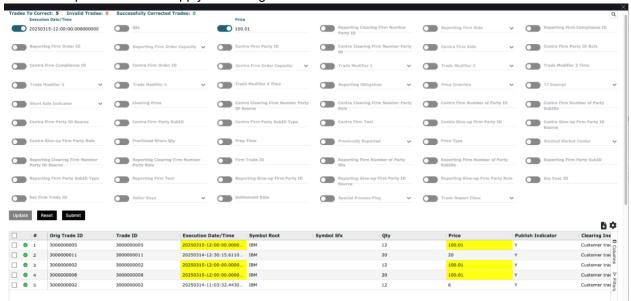
- Input the value after the open switch
 - 1. The input with the open switch will be applied to the selected trades.
 - 2. The input with close switch will keep the same value as the original one at the selected trades.

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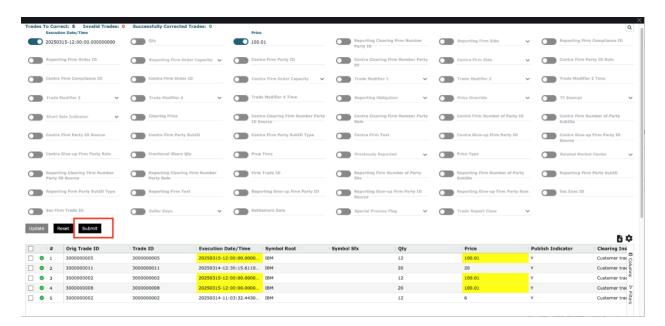
Click "Update" button to apply the changes to the selected data

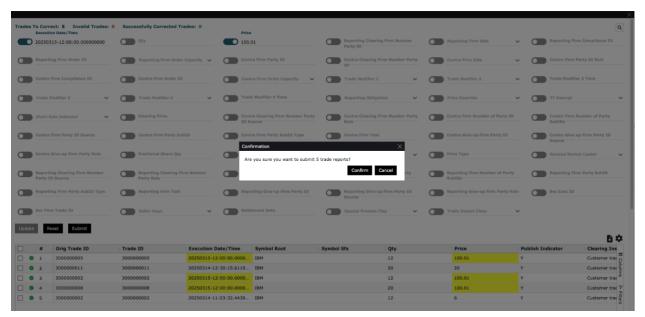


- Submit the corrected trades
 - Click the "submit" button to submit all the trades in the tale,
 - Submit button will be able to click if all the trades are good to submit.

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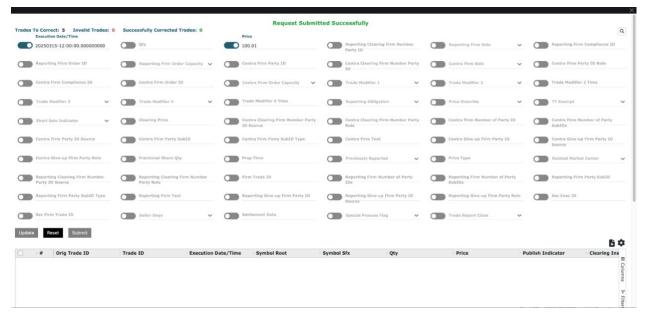




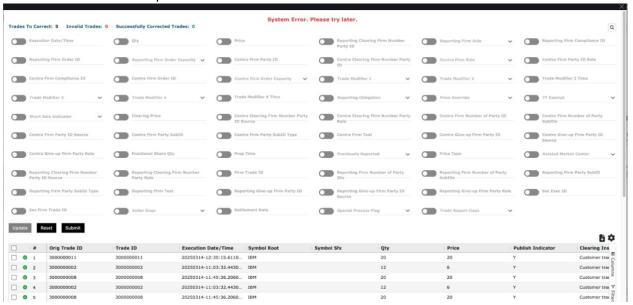
- Send Corrected Trades
 - o All the trades success to report

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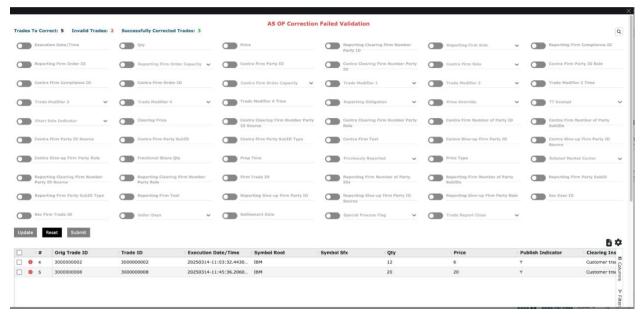
All the trades fail to report



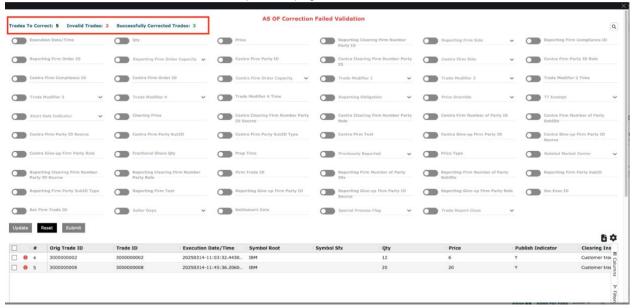
Part of trades fail to report

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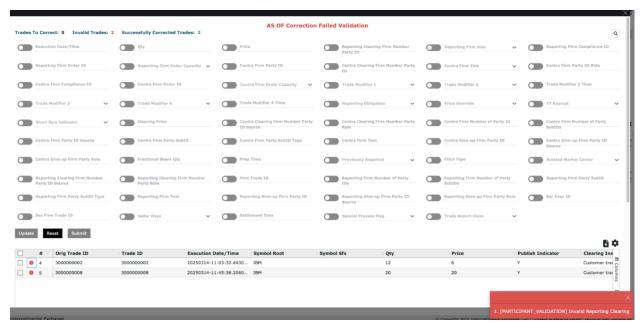
- 7. The successfully corrected trades are removed from the table.
- 8. The trades that failed to correct are kept in the table.
- 9. The information is listed at the top of the page.



- 10. The invalid data in the trades that failed to report are marked with red border.
- 11. Click red exclamation, and the detail of invalid data are listed at pop-up window.

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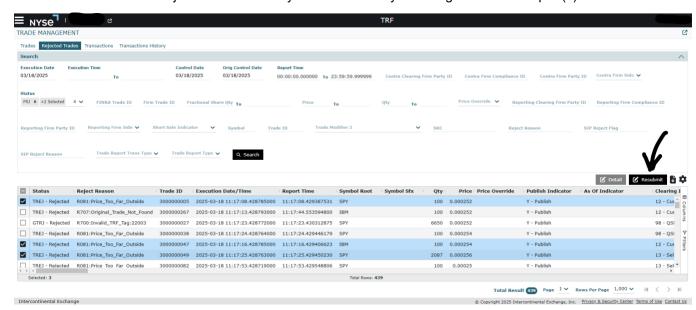




12. Edit the failed trades and resubmit to correct. Or quit the page.

4.2 Rejected Trades Tab

- Rejected Trades tab displays ALL reject types
 - Engine Reject TREJ Trade report passed Gateway validations but rejected on the Engine
- FINRA Reject FRJ Trade report passed NYSE TRF validations but rejected at FINRA
 - Gateway Reject GTRJ -Trade report rejected on the Gateway and never got sent to the Engine
- Users can Resubmit rejected trades one by one or in Bulk by selecting the desired report(s) to resubmit

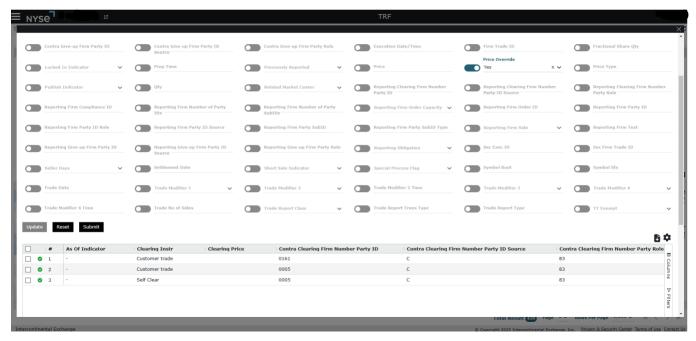


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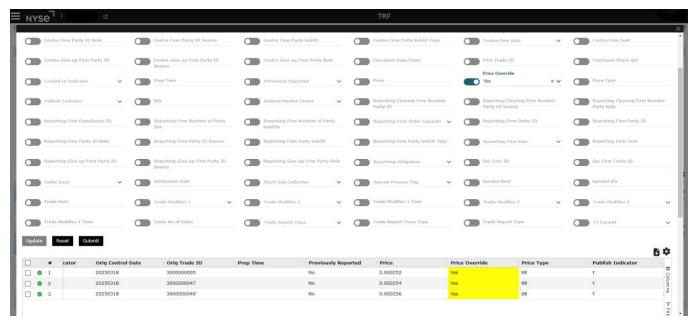
^{*}Firms can select or multiple trade reports to modify



• After selecting Resubmit, a window will populate to allow user to select which field to correct/update before Resubmitting. In this example, the user is setting the Price Override Flag to Yes on three trade reports.



Users can confirm the fields updated by the field being highlighted in yellow before Resubmitting



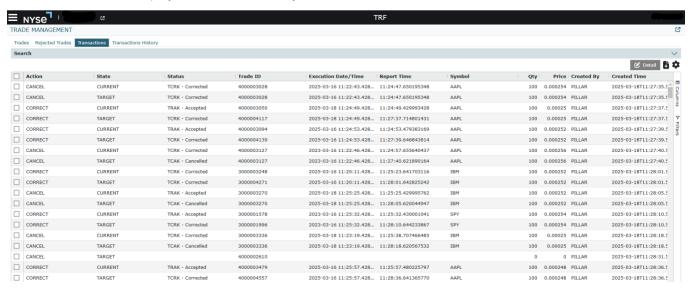
- Once the user confirms the values in the fields, they can resubmit.
- Users can check the status of the Resubmitted trade report on the Trades Tab

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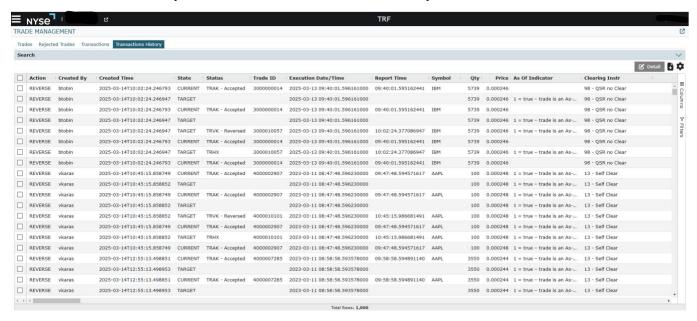
4.3 Transactions Tab

Transactions tab displays all actions taken by member firms on T-Date



4.4 Transactions History Tab

• Transactions History is a historical lookback at actions taken by member firms



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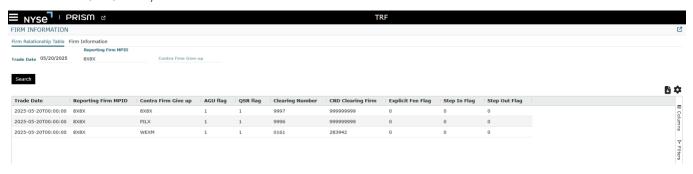


5. Firm Information

Firm Information Tab includes general information about the firm along with a list of its relationships on file.

5.1 Firm Relationship Table

- Details firms' relationships on file
 - o 0 = No; 1 = Yes



5.1 Firm Information

· Details firm's information



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Appendix A: Document Version History

Date	Version Number	Change Summary
5/23/2025	1.0	Initial publication

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