Financial Industry Regulatory Authority

Order Audit Trail System

Subscriber Manual

November 19, 2007

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Financial Industry Regulatory Authority

MEMO

TO	☒ Senior Management ☒ Legal and Compliance ☒ OATS Primary Contact ☒ OATS Technical Contact ☒ Operations ☒ Systems/Technology ☒ Trading
FROM	Paul J. McKenney Assistant Director, OATS Operations, Market Regulation
SUBJECT	OATS Subscriber Manual
DATE	November 19, 2007

Enclosed is the latest edition of the *OATS Subscriber Manual*, dated *November 16, 2007*. This document was originally published October 13, 1998 for member firms and third parties using the Order Audit Trail System^SM (OATS^SM). Updated editions were published as follows:

- 1999 – January 19, April 8, June 10, August 12
- 2000 – September 14, December 13
- 2001 – May 7, July 30, October 29, December 9
- 2002 – April 8, July 15, October 14, Deember 16
- 2003 – April 14, July 28, September 29, December 15
- 2004 – March 29, June 14, October 4
- 2005 – February 14, April 25, June 21, September 12
- 2006 – January 3, April 10, August 1, November 20

This document, and all updates to this and other documentation regarding OATS, will be posted to the OATS Web Pages available via the FINRA Web Site at *www.finra.org/oats*.

The November 19, 2007 edition of the *OATS Subscriber Manual* document includes updates to enhancements in support of OTC equity security reporting to OATS as well as other technical enhancements which will be available in the OATS Production environment on February 4, 2008 and available in the OATS Certificate Test environment on December 10, 2007.

All changes and clarifications made since the November 20, 2006 edition are incorporated in this version. A list of changes and their corresponding chapters or sections within this document appears on the following page. The page numbering has changed, and there are additional minor formatting changes that are not detailed in this list.

Page	Change
Throughout	Updated the Subscriber Manual to align with changes made in the OATS Technical Specifications dated November 13, 2006, December 11, 2006, March 21, 2006 and August 6, 2007
Throughout	Effective August 20, 2007, the reporting deadline for OATS submissions was extended to 5:00 A.M. OATS reportable order events that occurred during a particular OATS Business Day must be reported to OATS by 5:00 A.M. Eastern Time the following calendar day.

The following enhancements will be available in the OATS Production environment on February 4, 2008 and in the OATS Certification Test environment on December 10. 2007.

Page	Change
Chapter 6	FORE Status Details will display the File Transfer Method of 'I' for IFT Submissions.
Chapter 6	OATS has defined four Unmatched Reason Codes for each of the unmatched data types, including Unmatched Execution, Unmatched NASDAQ Route, Unmatched Interfirm – Orders Routed and Unmatched Interfirm – Orders Received. Every unmatched OATS order will now have one associated unmatched reason. Unmatched data will now be available for download via FTP and IFT.
Chapter 6	OATS has enhanced the ROE rejection repair process by auto-populating the Rejected ROE Resubmit Flag and the Firm ROE ID of the resubmitted ROE in order to properly link repairs with previously rejected orders. ROE Rejections which are downloaded via the OATS Web Interface as well as retrieved via IFT or FTP will include the auto-populated Rejected ROE Resubmit Flag and Firm ROE ID.
Chapter 6	The OATS Web Interface will provide the ability for users to view Rejections and Unmatched Reports by a selected MPID.

This is a companion document to the *OATS Reporting Technical Specifications*, which can be found at *www.finra.org/oatsspecifications*. Refer to that document for a description of order reporting responsibilities, ROE and FORE layout, and descriptions of each order report.

To obtain the latest information or answers to questions about OATS and the *OATS Reporting Technical Specifications*, contact FINRA Business and Technology Support Services. Support Services will provide firms and third parties with necessary information to comply with the Rules and to develop, test, and implement their order-reporting applications. FINRA Technology

Support is available from 8:00 a.m. Monday to 8:00 a.m. Saturday, Eastern Time. FINRA Business Support is available Monday through Friday from 8:00 a.m. until 6:00 p.m., Eastern Time.

	Technical Support	*Business Support*
Telephone:	800-321-6273	800-321-6273
Fax:	240-386-6499	240-386-4841
Email:	*supportservices@finra.org*	*supportservices@finra.org*
WWW:	*http://www.finra.org*	*http://www.finra.org*

Please provide your Broker/Dealer Number (if appropriate), name, title, firm's name, and a phone number when contacting Support Services via phone, fax, or email. General information is maintained on the OATS Web Pages at *www.finra.org/oats*.

Contents

Chapter 1

Introduction to the Order Audit Trail System

This chapter introduces the background of the Order Audit Trail System℠ (OATS℠) and provides an overview of the role member firms play in the implementation of OATS. The following topics are covered:

- About this manual
- Overview of technical requirements
- Definitions of key terms
- Effective dates of NASD Rules 6950 – 6958
- OATS reporting hours and late criteria
- Data retention requirements
- Registering with OATS
- Conducting system testing
- Accessing the OATS application
- Software specifications
- OATS addresses
- Getting Business and Technology support

The Order Audit Trail System (OATS) is part of an integrated audit trail of order, quote, and trade information for Nasdaq-listed equity securities and OTC equity securities ("OATS reportable securities"). This audit trail system, developed by NASD in response to the August 1996 settlement with the Securities and Exchange Commission (SEC), is used in FINRA's surveillance activities.

NASD Rules 6950 through 6958 (OATS Rules), require member firms to develop a means for electronically capturing and reporting to OATS order data on specified events in the life cycle of each order for OATS reportable securities, including convertible bonds, and to record the times of these events to the second. In addition, OATS Rules require member firms to synchronize all business clocks used to record the time and date of market events to a time source designated by FINRA.

About This Manual

This edition of the *OATS Subscriber Manual* applies to the the following versions of the OATS application:

This manual is intended for all Order Sending Organizations (OSOs) — both member firms and third parties acting on the behalf of member firms. It contains procedures for:

- Performing self-administration of user accounts and contact information
- Sending (and testing the capability to send) order data to OATS
- Using the OATS application on the Web to submit and repair ROEs
- Obtaining feedback from OATS

This is a companion document to the *OATS Reporting Technical Specifications* which can be found at *www.finra.org/oatsspecifications*. Refer to that document for a description of order reporting responsibilities, ROE and FORE layout, and descriptions of each order report.

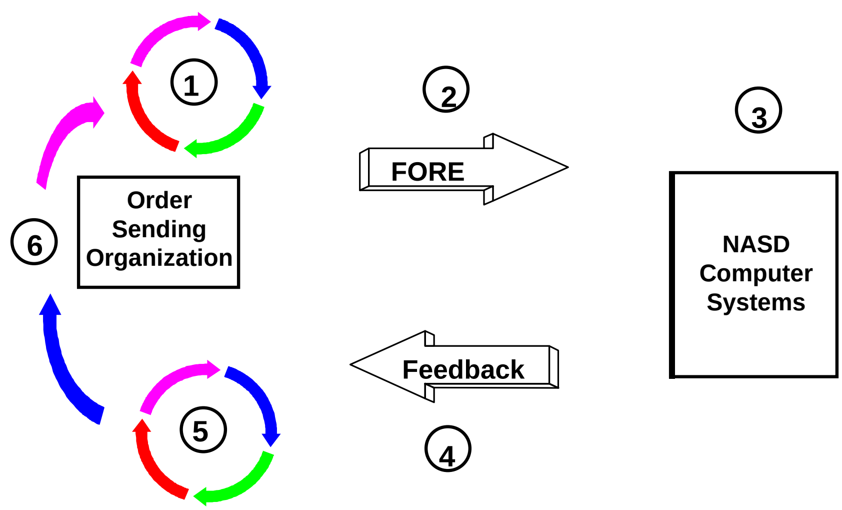
For electronic copies of OATS publications or for additional information, see the OATS Web Pages at *http://www.finra.org/oats*.

Important! The screen captures in this manual are intended solely for the purpose of graphical example. Order data is simulated, and fictional firm names and MPIDs are substituted wherever possible.

Overview of Technical Requirements

Figure 1-1 graphically represents the OATS reporting process and information flow.

Figure 1-1. Overview of OATS Reporting Technical Requirements and Information Flow



1. Order Sending Organizations (OSOs) generate Reportable Order Event records (ROEs) and package them in Firm Order Report (FORE) files.
2. The Transmitting OSO sends the FORE file(s) to OATS via FTP, Internet File Transfer (IFT) or email. ROEs may also be entered directly into the OATS Web Interface.
3. OATS validates the FOREs and ROEs.
4. OATS generates FORE status within one hour. It is available via the original method of transmission and the Web. (For files submitted via

FTP, and IFT, firms must “pull” status information from OATS. OATS will not “push” information to OSOs via FTP and IFT. OATS will send an email reply with the status of a FORE transmitted via email.) Firms may obtain additional feedback, including ROE Rejections, Reporting Statistics, Matching Statistics and Unmatched Reports. Refer to Chapter 6 for information about how and when you can access this feedback.

5. Transmitting OSOs correct any rejected FOREs or ROEs. (NOTE: Firms cannot assume that their Transmitting OSO will repair ROE rejections on their behalf.)
6. Transmitting OSOs generate new ROEs, repackage them in FORE files, and submit the new files to OATS. Alternatively, Transmitting OSOs and firms can use the Web Interface to repair ROE rejections.

Effective Dates for OATS Order Reporting Rules

OATS Rules effective dates:

- March 1, 1999 for electronic orders in Nasdaq–listed equity securities received at the trading desk of market makers and for all electronic orders received by ECNs
- August 1, 1999 for all electronic orders in Nasdaq–listed equity securities
- July 10, 2006 for all orders in Nasdaq–listed equity securities
- February 4, 2008 for all orders in OTC equity securities

OATS Reporting Hours and Late Criteria

OATS will accept FOREs 24 hours per day, 5 days per week, from 08:00 Eastern Time on Monday to 08:00:00 Eastern Time on Saturday. Events that occur during a particular OATS Business Day must be reported by 05:00:00 Eastern Time the following calendar day. Reports received after the deadline will be marked late by FINRA. An OATS Business Day begins the second after the close of the Nasdaq Stock Market on one market day and ends at the close of the Nasdaq Stock Market on the next market day. For example, Wednesday's OATS Business Day begins at 16:00:01 Eastern Time on Tuesday and ends at 16:00:00 Eastern Time on Wednesday. Any events occurring during this time period must be reported to OATS by 05:00:00 Eastern Time on Thursday. Table 1-1 illustrates the time periods involved.

Table 1-1. Scenarios for OATS Order Reporting Hours

Event Occurs	Holiday	Business Day	Report Due to OATS
Wednesday 15:15 ET	N/A	Wednesday	Thursday 05:00 ET
Wednesday 17:15 ET	N/A	Thursday	Friday 05:00 ET
Friday 10:00 ET	N/A	Friday	Saturday 05:00 ET
Friday 19:30 ET	N/A	Monday	Tuesday 05:00 ET
Friday 19:30 ET	Following Monday	Tuesday	Wednesday 05:00 ET
Saturday 06:00 ET	N/A	Monday	Tuesday 05:00 ET
Monday 14:00 ET	Monday	Tuesday	Wednesday 05:00 ET

Retaining OATS Data

As stated in NASD Rule 6954, each reporting member must retain records of the information required to be recorded under this rule in accordance with NASD Rule 3110 and SEC Rule 17a-4(b). Thus, OATS records must be preserved at least three years, the first two years in an accessible place.

Registering with OATS

All FINRA member firms that meet the definition of Reporting Member under NASD Rule 6951(n) and receive and/or handle orders for OATS reportable securities must register for OATS. Non-member entities acting as a third party to transmit OATS order information on behalf of a member firm must also register for OATS.

To register and gain initial access to OATS, the following forms must be completed and submitted to FINRA:

1. **Subscriber Initiation and Registration Form (SIRF)**
   http://www.finra.org/oatsregistration

   The SIRF form requires member firms and third parties to identify when they will begin reporting to the OATS production environment, the organizations reporting on their behalf, and the transport method that they will use for reporting, including File Transfer Protocol (FTP), Internet File Transfer (IFT), email or via the OATS Web Interface.

   Section 5 of the SIRF includes a detailed Registration Activity Checklist, which every firm registering for OATS must complete. The Registration Activity Checklist includes the location to which each of the required forms must be submitted and references to useful OATS Documentation and Frequently Asked Questions.

2. **FINRA Entitlement Agreement (FEA)**
   http://www.finra.org/fea

   The FEA entitles a firm to FINRA non-public, controlled access applications. All firms that require access to OATS are required to submit an FEA.

3. **FINRA Account Administrator Entitlement Form (AAEF)**
   http://www.finra.org/aaef

   Instructs FINRA to create OSO Account Administrator and/or FTP/IFT accounts for a firm.

FINRA member firms that fail to complete and return the above forms or fail to perform all required registration activities will not be able to report OATS data to the FINRA; failure to report order information by the specified OATS implementation date is in violation of NASD Rules 6955 and 6956 which may be considered to be in violation of NASD Rule 2110.

For additional information about Registration and OATS reporting, refer to NASD Rules 6950 through 6958 and *Notice to Members* 98-033, 98-073, and 99-04. Information about OATS is also available via the FINRA Web Site at *www.finra.org/oats*.

A firm that is registered with OATS and changes its business practices in such a way that it is required to report to OATS in a different phase than previously noted must submit a revised Registration Form to ensure compliance with the OATS Rules.

Organizations that plan to transmit data to OATS via FTP must submit a completed order for an OATS circuit to access the OATS/SAVVIS network. For additional information about obtaining an OATS circuit, contact the Sales Department at SAVVIS directly at 800-728-8471, Option 2.

Conducting System Testing

OATS provides an independent environment for testing, referred to the OATS Certification Test (CT) environment. All parties transmitting information to OATS should test their systems thoroughly before they begin reporting production data. The test environment will be available before and during production. OSOs will have access to the test environment any time they want to retest their reporting software.

Important! OSOs that have not successfully tested in the OATS test environment will not be allowed to submit order data to the OATS production environment. For a copy of the OATS Testing Guidelines and approval criteria for the production environment, please contact OATS Business Support at 800-321-6273.

Before testing with the OATS application can begin, OSOs must register with OATS and obtain a valid User ID and password. OSOs can transmit to the OATS test environment via FTP as soon as they have a connection to the OATS/SAVVIS private network and have been assigned an OSO ID, User ID, and password. Refer to Chapter 4 for detailed information on transmitting procedures in OATS. If using IFT, specific software must be purchased and installed prior to testing.

OATS processes all order data it receives in the test environment in the same way as in the production environment. For example, after sending order data to OATS, you can obtain or view feedback on the status of that data. The differences between the test and production environments are the addresses used to contact OATS and the availability of immediate record rejections (during testing, you may immediately access Reportable Order Event (ROE) syntax rejections after transmitting a FORE file; this function is not available in the production environment).

The test environment is available 24 hours per day, 5 days per week, from 8:00 a.m. Eastern Time on Monday to 8:00 a.m. Eastern Time on Saturday.

The test environment will be available prior to reporting to the production environment begins. For example, if changes or additions are made to an OSO's order processing system, that processing system should be thoroughly tested in the testing environment before transmitting files to the production environment.

FINRA encourages OSOs to test using actual market data and volume. All OATS reportable securities symbols are valid for testing. Symbols for non-OATS reportable securities are rejected by the test environment.

Different addresses are used to access the test and production environments; these addresses are displayed in Table 1-2 of this chapter.

Accessing the OATS Application

All firms must have access to the OATS Web Interface in order to receive information about file and record rejections, statistics about order reporting, and OATS announcements. OATS also provides the capability to correct rejections and enter order data via the Web. To obtain access, firms may choose to contract for access to the OATS/SAVVIS private network, or an Internet Service Provider (ISP), such as America Online (AOL). In order to use the OATS Web Interface, firms must register for OATS and use a browser that is 128-bit encrypted (the non-export version). All firms should obtain access to the OATS Web Interface before their assigned Scheduled Reporting Date in order to become familiar with its functionality and to allow them to test their reporting software with OATS. If a firm is using one or more third parties for reporting, it must work closely with those organizations in the OATS testing environment to resolve any issues before they begin reporting to the OATS production environment.

FINRA has contracted with SAVVIS to create a private dedicated network to connect any OSO to FINRA facilities. This network uses the TCP/IP suite and provides 56K-bps or 128K-bps access from each OSO. OSOs can use the OATS/SAVVIS network for FTP file submission/file status retrieval.

Each OSO requesting OATS/SAVVIS network connectivity or connectivity between its existing networks and the OATS/SAVVIS network, will be expected to execute a contract for service with SAVVIS. Firms may contact the Sales Department at SAVVIS directly via phone (800-728-8471, Option 2) for details of this contractual arrangement.

Note: If at any time you change the configuration of your connection to the OATS/SAVVIS network, notify SAVVIS at 800-486-9999, Option 2.

Alternately, Internet users can obtain access to FINRA through the Internet via email, IFT using SecureTransport™ software from Tumbleweed Communications, or the World Wide Web. Internet users are expected to maintain their own contracts with the ISP of their choice. Users may obtain dedicated facilities or use dial-up facilities for Internet connection to their ISP.

Software Specifications

Accessing the OATS application and exchanging order information with OATS requires the domestic, 128-bit encrypted version of one of the following browsers. The full installation of each browser includes a mail client that has the same qualities as the browser, including version number. UNIX mail clients are not supported.

Browser	Companion Mail Client
Internet Explorer 5.0	Outlook Express 6.0
Netscape Communicator 4.72	Netscape Messenger 4.72

To access an OATS FTP site, you may use any FTP client compatible with RFC 959. To access the OATS IFT site, you must purchase Tumbleweed Communications' SecureTransport™ client software.

Why Strong Encryption Is Required

Strong Encryption refers to the size of the key—128 bits—that is used to encrypt an email message. Strong Encryption provides the highest level of protection to information transmitted over the Internet, and so is particularly suited to confidential on-line transactions. Only U.S. or Canadian citizens may acquire 128-bit encrypted versions of Netscape and Microsoft browser and email software.

Due to the confidential nature of the market data you exchange with OATS, all browser and email software used to communicate with OATS must use 128-bit Strong Encryption, rather than 40-bit Standard Encryption. Specifically, this software includes Netscape Communicator 4.72 and Internet Explorer 5.5, and their companion mail clients, Netscape Messenger and Outlook Express. If OATS receives an email that is not sufficiently encrypted, OATS will disable the corresponding User ID.

About the 128-Bit Version of Internet Explorer

If you already have Internet Explorer, you may still need to download the 128-bit add-on component. Both Internet Explorer and the 128-bit add-on component are available from the Microsoft Web Site at no charge. The download process is seamless; the version of Internet Explorer you are currently running is automatically detected, and your version of Internet Explorer upgrades automatically.

Although Outlook Express may also be added on to your existing version of Internet Explorer, *do not choose this option*. If you acquire Outlook Express separately in this way, it may not be 128-encrypted, and your emails to OATS will be returned to you unread. The only way to ensure that you are running the 128-bit version of Outlook Express is to download the 128-bit version of Internet Explorer.

If you are not sure whether or not you have the 128-bit add-on already installed, open Internet Explorer. From the **Help** menu, select **About Internet Explorer**. If the 128-bit add-on component is installed, the value next to **Cipher Strength** will read **128-bit**.

Important! Always consult your internal support personnel and be aware of applicable corporate policies before upgrading or downloading software.

To Download the 128-Bit Version of Internet Explorer

1. Access the following Web Site via a U.S. or Canadian Internet service provider: *http://www.microsoft.com*
2. Search and choose a browser or browser upgrade (in most cases, accept Microsoft's suggestion for your operating system).
3. Follow the instructions on the screen to download the installation file.
4. Run the installation file to install the browser and mail client on your computer.

About the 128-Bit Version of Netscape Communicator

Netscape Communicator is the name given to a suite of Internet tools that include the Netscape Navigator browser and Netscape Messenger mail client. If you already have the Netscape Navigator browser, you may still need to download the 128-bit encrypted version of Netscape Communicator to exchange order information via email with OATS using Netscape Messenger.

If you are not sure whether or not you already have the 128-bit encrypted version installed, do the following.

1. From the **Help** menu, select **About Communicator**.
2. Scroll down to find the section that reads “Contains encryption software from RSA Data Security, Inc.”
3. If the next paragraph reads “This version supports U.S. security…”, you have 128-bit security. If it reads “This version supports International security…”, you have 40-bit security and must upgrade to 128-bit.

Important! Always consult your internal support personnel and be aware of applicable corporate policies before upgrading or downloading software.

To Download the 128-Bit Version of Netscape Communicator

1. Access the following Web Site via a U.S. or Canadian Internet service provider: *http:// http://browser.netscape.com/downloads*
2. Click the appropriate Product Version link.
3. Follow the instructions on the screen to download the installation file.
4. Run the installation file to install the browser and mail client on your computer.

OATS Addresses

The test and production environments are available via the OATS addresses listed in Table 1-2. Use the production environment addresses to report actual production data beginning on the assigned Scheduled Reporting Date.

Updates made to account information in one site will not affect the other environment. For example, if a user changes his or her password while in the production environment, this change will not affect the testing environment. A password must be changed separately within each environment. (To decrease the chance of accidentally transmitting to the wrong environment, it is recommended that different passwords be used in each environment.)

Table 1-2 displays the addresses to use to access the OATS test and production environments via each access method.

Table 1-2. OATS Addresses

Access Type	Test	Production
Web via Internet	https://oatstest.finra.org	https://oats.finra.org
FTP – SAVVIS	oatstest-ftp.finra.org	oats-ftp.finra.org
Email via Internet	testoatsfiles@finra.org	oatsfiles@finra.org
IFT	iftcert.finra.org	ift.finra.org
Email for requesting the OATS Certificate	testoatskey@finra.org	oatskey@finra.org

IP Addresses for FTP and IFT Transmission

When communicating with OATS via FTP and IFT, OSOs should use the DNS names listed in Table 1-2, OATS Addresses, rather than physical IP addresses, because OATS will be using multiple FTP servers and round-robin DNS to perform load balancing.

FINRA will load the FTP, and IFT addresses listed in Table 1-2 onto the OATS Internet DNS as well as a DNS that is connected to the OATS/SAVVIS network. Most OSOs that have Internet connections will be able to resolve the logical FTP host names through the Internet DNS; however, if the sending client computer does not have access to the Internet, the OATS/SAVVIS network DNS can be used to resolve these logical addresses.

Getting Business and Technology Support

If you have a problem or question and cannot find the solution in the *OATS Subscriber Manual*, the *OATS Reporting Technical Specifications (www.finra.org/oatsspecifications)*, or the *Frequently Asked Questions (www.finra.org/oatsfaqs)* on the OATS Web Pages, contact FINRA Business and Technology Support Services. Technology support is available from 8:00 a.m. Monday to 8:00 a.m. Saturday, Eastern Time. Business support is available Monday through Friday, 8:00 a.m. to 6:00 p.m., Eastern Time. FINRA Business and Technology Support Services will provide firms and third parties with necessary information to comply with the Rules and to develop, test, and implement their order reporting applications.

Please provide your name, title, firm's name, Broker Dealer Number, and a phone number when contacting FINRA Business and Technology Support Services via phone, fax, or email.

	Technical Support	Business Support
Telephone:	800-321-6273	800-321-6273

Fax:	240-386-6499	240-386-4841
Email:	*supportservices@finra.org*	*supportservices@finra.org*
WWW:	*http://www.finra.org*	*http://www.finra.org*

To get more information about OATS, visit the OATS Web Pages at *http://www.finra.org/oats*.

Chapter 2

Getting Started with the OATS Application

This chapter explains how to log on to the OATS Web Interface for the first time, how to view OATS announcements, and how to manage passwords. Procedures include:

- OATS application access privileges
- Getting started with the OATS Web Interface
- Managing passwords
- Viewing OATS Web and FTP/IFT announcements

The objective of OATS is to recreate daily market activity by capturing and maintaining order data reported by FINRA member firms. The three types of OATS information that are exchanged between OATS and an OSO are:

- **Order data -** Firm Order Reports (FOREs) that include original ROEs, resubmitted ROEs that were previously rejected, and corrections or deletions to previously-accepted ROEs
- **Feedback -** FORE status, ROE rejections, reporting statistics, match statistics, unmatched reports
- **Administrative information -** account maintenance activities performed by the OATS Administrator

FINRA provides four mechanisms for OSOs to exchange this information with OATS. These are:

- FTP via the OATS/SAVVIS private network
- IFT via the Internet and SecureTransport™ (Tumbleweed Communications) software
- Email attachment via the Internet using the SMTP mail protocol
- OATS Web Interface

Table 2-1 summarizes the availability of OATS functions via each transport method. A check indicates that the function is available now and may be tested. If no value appears in a cell, that function will not be implemented via that access method.

Table 2-1. Availability of OATS Function by Access Method

	Access Method			
OATS Function	**FTP**	**IFT**	**Email**	**Web**
Submit FOREs Containing New, Corrected, or Deleted ROEs	✓	✓	✓	
Interactively Enter ROEs				✓
Obtain or View ROE Rejections	✓	✓		✓
Interactively Repair ROE Rejections				✓
Obtain or View FORE Status	✓	✓	✓	✓
Obtain or View Report Statistics				✓
Obtain a Copy of All ROEs Entered Via the Web in Current Session				✓
View Match Statistics				✓
View and Download Unmatched Reports	✓	✓		✓
View OATS Web Announcements				✓
View OATS FTP/IFT Announcements	✓	✓		
User and Contact Administrative Functions				✓

Access Levels for the OATS Application

There are four levels of OATS user access:

1. **OSO Administrator**
   OSO Administrators are responsible for managing all OATS user accounts for their organization. There may be more than one OSO Administrator at an OSO. At least one OSO Administrator will be designated as the primary Account Administrator in FINRA Entitlement.

   OATS privileges for OSO Administrators include:

   - Edit personal account information and reset own password in FINRA Entitlement
   - Create new, edit and reset passwords for OSO/Firm User and OSO Read-Only user accounts in FINRA Entitlement
   - Request to add new and edit other OSO Administrators and FTP/IFT user accounts to FINRA Entitlement
   - Transmit and view order data via email and the web
   - Repair rejected ROEs
   - Create new, edit and delete OSO Relationships

  - Obtain feedback from OATS, including OATS Announcements, Reporting Statistics and Matching Statistics

2. **OSO/Firm User**
   OATS privileges for OSO/Firm Users include:
   - Edit personal account information and reset own password in FINRA Entitlement
   - Transmit and view order data via email and the web
   - Repair rejected ROEs
   - Create new, edit and delete OSO Relationships
   - Obtain feedback from OATS, including OATS Announcements, Reporting Statistics and Matching Statistics

3. **OSO Read-Only User**
   OATS privileges for OSO Read-Only Users include:
   - Edit personal account information and reset own password in FINRA Entitlement
   - Obtain feedback from OATS, including OATS Announcements, Reporting Statistics and Matching Statistics

4. **FTP/IFT User**
   FTP/IFT Users transmit data to OATS via FTP or IFT. FTP/IFT users are required to login to FINRA Entitlement prior to the first use of their account, in order to reset their password and provide other required information. FTP/IFT Users are NOT required to login to FINRA Entitlement on a daily basis in order to transmit data.

   OATS privileges for FTP/IFT Users include:
   - Edit personal account information and reset own password in FINRA Entitlement. (Note:The password for an FTP/IFT User account does not expire, however it may be changed using FINRA Entitlement)
   - Transmit order data via FTP or IFT
   - Obtain feedback from OATS, including FTP/IFT Announcements and Rejections (Note: Only one FTP/IFT User may be designated to receive OATS ROE Rejection reports)

Security Tip: In order to secure your data, password-protect your screen saver, and always close your browser when you have finished using the OATS Web Interface. Also, create user accounts for each individual OATS User at a firm. Refrain from having multiple OATS users using the same OATS user ID and password.

Getting Started with the OATS Web Interface

Access to the OATS Web Interface is managed by FINRA Entitlement. Upon navigating to the OATS test or production Web address, users will be prompted to login to FINRA Entitlement. Upon successful login, FINRA Entitlement will grant the user access to the OATS test or production Web Interface. (For addresses, Refer to OATS Addresses in Chapter 1 of this document.)

Important! All users, including FTP/IFT users, are required to access the OATS Website prior to logging into OATS for the first time in order to reset their password.

For new OSO Administrator and FTP/IFT user accounts, an Account Administrator Entitlement Form (AAEF) (*www.finra.org/aaef*) must be submitted.

OSO/Firm User and OSO Read-Only users must request an OSO Administrator to create an account on their behalf.

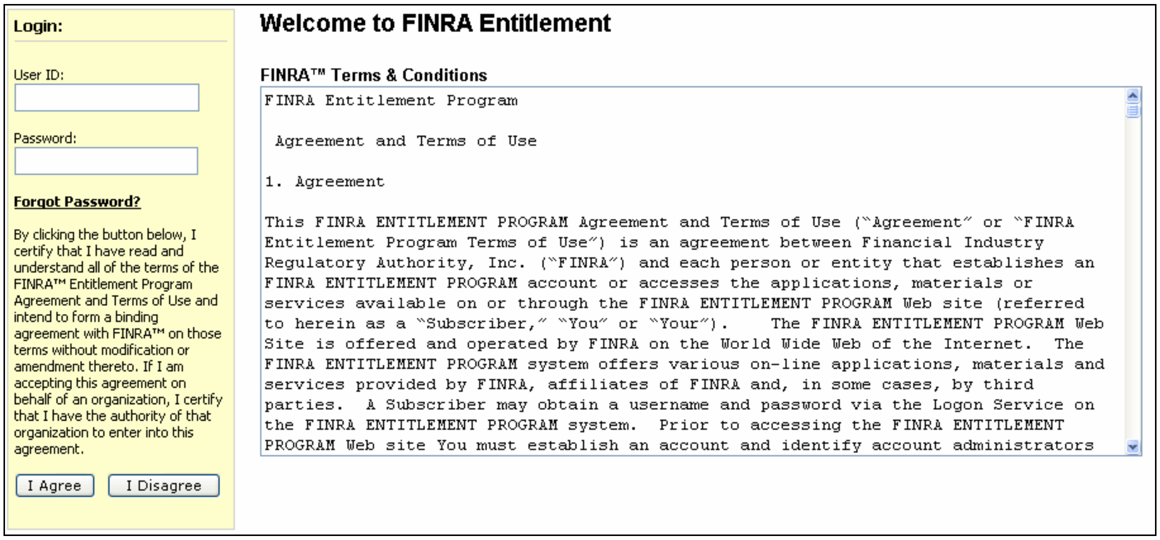
Refer to Chapter 3 Performing User Administration of this document for steps on how to create and request for new OATS user accounts.

To Open the OATS Web Interface

1. Open the Web browser.
2. In the Address bar (in Explorer) or Location bar (in Navigator), type the appropriate Web address (For addresses, Refer to OATS Addresses in Chapter 1 of this document).

   The **FINRA Entitlement Login Screen** appears (see Figure 2-1).

Figure 2-1. FINRA Entitlement Login Screen



Tip: To reach OATS quickly, create a "Bookmark" or "Favorite" in your browser to the applicable Web addresses:

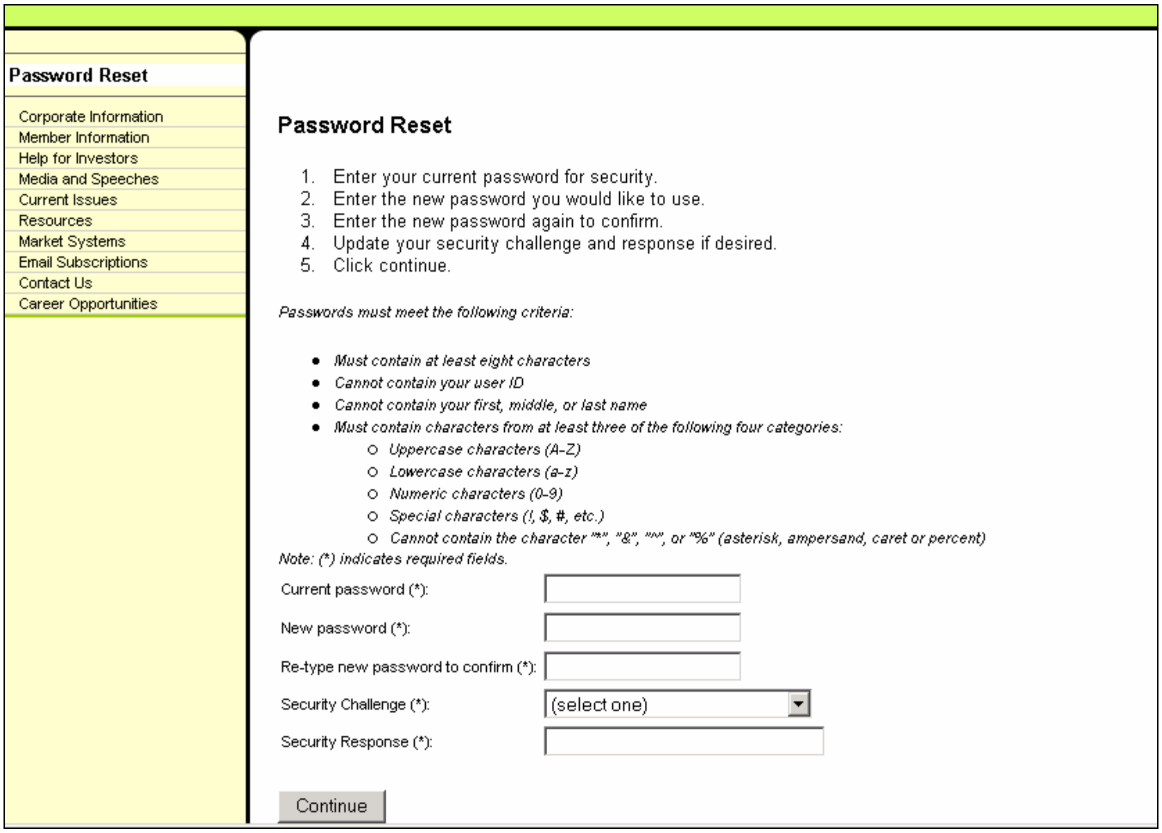
For OATS Certification Test: https://oatstest.finra.org

For OATS Production: https://oats.finra.org

3. Enter your User ID and initial password, and then click I Agree.

Once you have successfully entered your user ID and password, the **Password Reset** window will appear (see Figure 2-2).

Figure 2-2. Password Reset



Note: Field names which end with an (*) indicate a required field.

4. In the **Current Password** box, type your current password.

5. In the **New Password** box, type your new password.

Note:

OATS passwords must meet the following criteria:

1. Contain at least eight characters
2. Cannot contain your user ID
3. Cannot contain your first, middle, or last name
4. Contain characters from at least three of the following categories:
   - o Uppercase characters (A-Z)
   - o Lowercase characters (a-z)
   - o Numeric characters (0-9)
   - o Special characters (!, $, #, etc.)
   - o Cannot contain the character "*", "&", "^", or "%" (asterisk, ampersand, caret or percent)

FINRA expires passwords every 120 days, except for FTP/IFT user passwords, which do not expire.

6. In the **Re-type New Password** box, type your new password again.

7. Select the Security Challenge question for which you will provide a response from the **Security Challenge** drop-down list.

8. In the **Security Reponse** box, type your response to the Security Challenge question.

9. Click Continue to submit your Password Reset request.

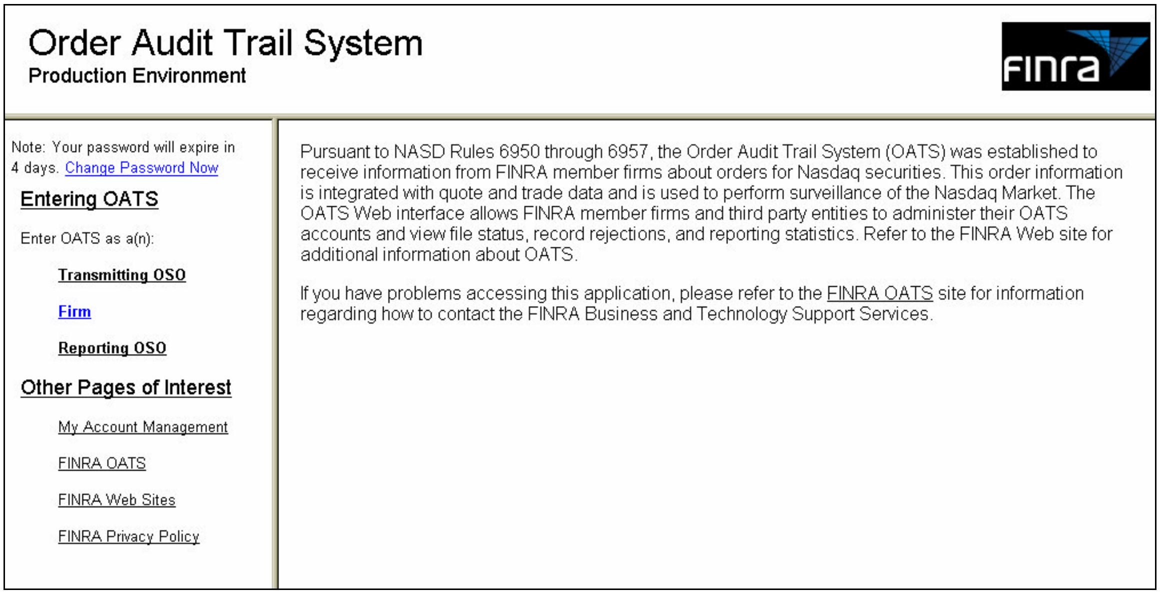
   Once you have successfully changed your password, the **Password Reset Confirmation** window will appear (see Figure 2-3).

Figure 2-3. Password Reset Confirmation

10. Click Continue to login to OATS using your new Password.

    Once you have successfully logged into OATS using your new Password, the **Order Audit Trail System** window will appear (see Figure 2-4).

Figure 2-4. Order Audit Trail System



11. Select the perspective from which you want to view OATS reporting and feedback data.

    a. Click the **Transmitting OSO** link to view data for all files you have submitted on behalf of firms.

    b. Click the **Firm** link to restrict the view of reporting and feedback data to your own firm (MPID).

    c. Click the **Reporting OSO** link if your organization is authorized to view data submitted by another OSO on behalf of one or more member firms.

    The **OATS Reporting and Feedback** window appears.

Figure 2-5. OATS Reporting and Feedback

OATS Reporting and Feedback

Don't forget to check the OATS **Announcements** for important bulletins. The Announcements page was last updated on *Wednesday, 11/07/2007 05:32:45 PM* .

OATS provides feedback to firms and Order Sending Organizations (OSOs) regarding the status of their submissions to OATS. Status update information includes:

FORE Status Notification
Displays the acceptance or rejection status of all FOREs in a selected OATS reporting date range.

Reporting Statistics
Provides daily summary statistics of reporting activity occurring in a selected OATS reporting date range.

Order/Trade Match Statistics
Provides daily summary statistics of order/trade matching activity occurring in a selected OATS reporting date range.

NASDAQ Route Match Statistics
Provides daily summary statistics of NASDAQ order matching activity occurring in a selected OATS reporting date range.

Interfirm Route Match Statistics
Provides daily summary statistics of interfirm route matching activity occurring in a selected OATS reporting date range.

ROE Rejection Advanced Search
Allows the user to specify criteria by which to search for rejected ROEs.

ROE Rejections By FORE
Identifies FOREs for a selected OATS reporting date that contain rejected ROEs, and the number of rejected ROEs in each FORE.

The following reporting and feedback options are available from this window:

FORE Status Notification — Displays the acceptance or rejection status of a Firm Order Report (FORE) file. The FORE status is available within one hour after the FORE is received (for details, see Chapter 6 “Understanding FORE Status”).

Reporting Statistics — Provides daily summary statistics of reporting activity occurring within the OATS Reporting Day (for details, see Chapter 6 “Reporting Statistics”).

Order/Trade Match Statistics — Provides daily summary statistics of order and NASD Trade Reporting Facility trade matching activity on a selected OATS Reporting Day. Statistics include the total number of Execution Reports and Combined Order/Execution reports submitted, the total number of reports OATS attempted to match with NASD Trade Reporting Facility trades, and the number and percentage of reports that OATS attempted to match, but that did not link to a trade in an NASD Trade Reporting Facility (for details, see Chapter 6 “Order/Trade Match Statistics”).

NASDAQ Route Match Statistics – Provides daily summary statistics, for a selected OATS Reporting Day, for matching between Route or Combined Order/Route reports with a Destination Code that represents the NASDAQ Exchange and order records reported to the NASDAQ Exchange. Statistics include total Route and Combined Order/Route reports submitted, the total number of reports OATS attempted to match with NASDAQ Exchange orders, the number of unmatched Route and Combined Order/Route Reports, and the unmatched percentage (for details, see Chapter 6 “Unmatched NASDAQ Route Reports”).

Interfirm Route Match Statistics – Provides daily summary statistics, for a selected OATS Reporting Day, for matching between Route or Combined Order/Route reports which are routed to another member firm or ECN and Route or Combined Order/Route Reports received by another member firm or ECN. Statistics include the total Route and Combined Order/Route reports submitted, the total number of reports OATS attempted to match, the number of unmatched Route and Combined Order/Route Reports, and the unmatched percentage (for details, see Chapter 6 “Interfirm Route Match Statistics”).

ROE Rejection Advanced Search — Allows you to specify criteria by which to search for rejected ROEs (for details, see Chapter 6 “To Perform an Advanced Search of ROE Rejections”).

ROE Rejections By FORE — Identifies FOREs submitted on the selected date and the number of rejected ROEs related to them (for details, see Chapter 6 “To View a Summary of ROE Rejections by FORE”).

ROE Rejection Summary — Summarizes ROE rejection reasons for a selected OATS Reporting Day, sorted by count of ROE rejections (for details, see Chapter 6 “To View a Summary of All ROE Rejections in All FOREs”).

Download All ROE Rejections — Allows OSO/Firm users to Download All ROE Rejections for a selected OATS reporting date.

Group Symbol Repair — ROEs for a selected OATS reporting date that failed validation due to invalid issue symbols or market participant identifiers may be repaired in groups (for details, see Chapter 6 ”Repairing ROE Rejections in Groups”).

Send ROEs — Allows OSO/Firm users to view a list of ROEs that have been created or repaired, and then send them to OATS (for details, see Chapter 4 “Transmitting ROEs Via the OATS Web Interface”).

Unmatched Execution Reports — Identifies Execution and Combined Order/Execution Reports for a selected OATS Reporting Day that do not link with trades reported to an NASD Trade Reporting Facility (for details, see Chapter 6 “Unmatched Execution Reports”).

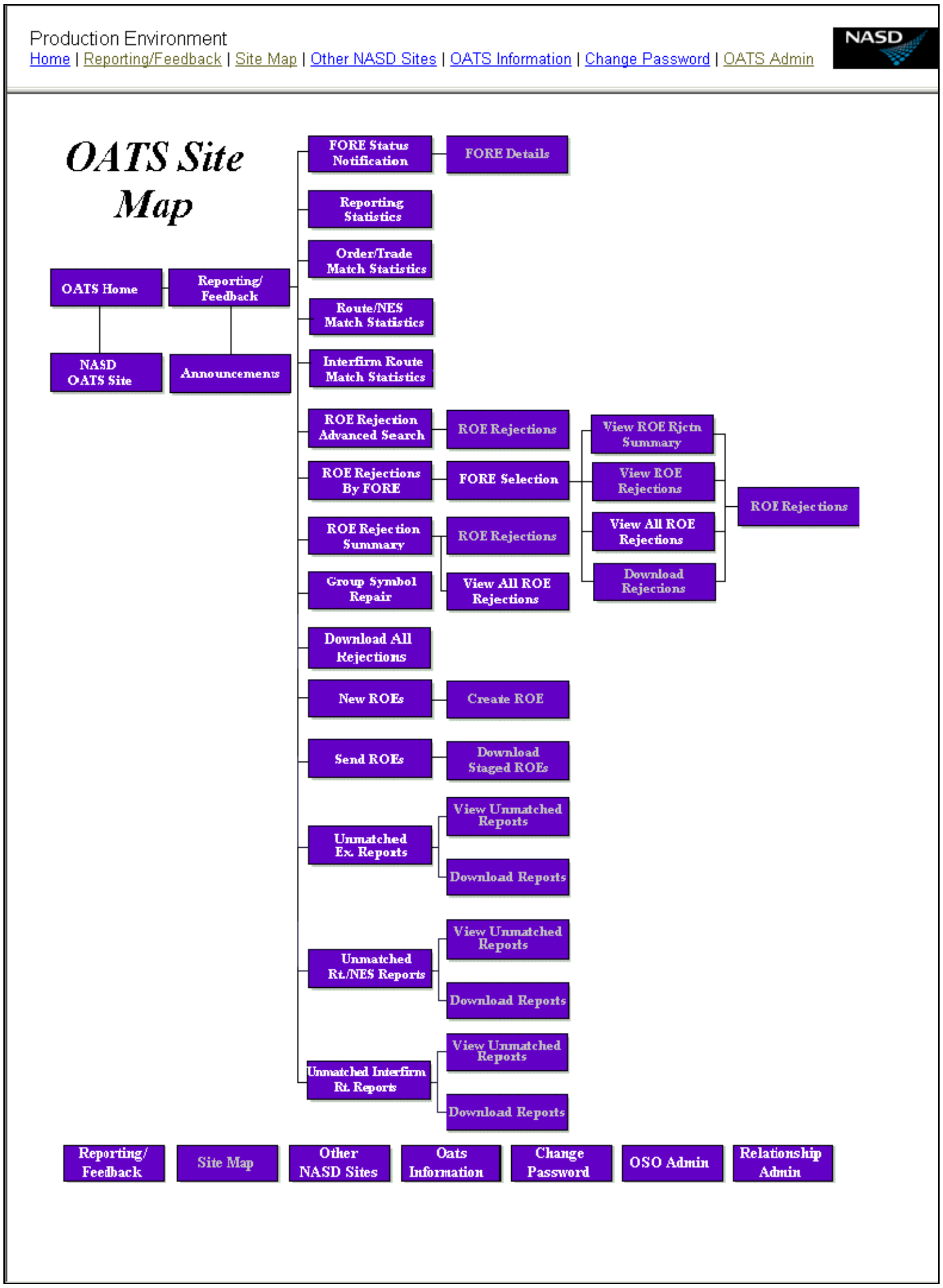
Unmatched NASDAQ Route Reports – Identifies Route and Combined Order/Route Reports for a selected OATS Reporting Day that do not link with orders reported to the NASDAQ Exchange (for details, see Chapter 6 “Unmatched NASDAQ Route Reports”).

Unmatched Interfirm Route Reports - Orders Routed - Route and Combined Order/Route Reports submitted by the firm representing orders sent to another member firm or ECN where a match could not be made.(For details, see Chapter 6 “Unmatched Interfirm Route Reports”).

Unmatched Interfirm Route Reports - Orders Received - Route and Combined Order/Route Reports submitted to OATS where the firm is identified as the Sent to Firm MPID and a match could not be made.(For details, see Chapter 6 “Unmatched Interfirm Route Reports”).

Site Map – Click this link to get a graphical view of the reporting and feedback functions of the OATS Web Interface. Click any box in the OATS Site Map to access the corresponding window within the OATS Web Interface. Boxes that are gray are not accessible from the OATS Site Map (for details, see Figure 2-6).

Figure 2-6. OATS Site Map



Home – Click this link to return to the OATS home page.

Other FINRA Sites — Click this link to reach other FINRA Web Sites, including FINRA, Nasdaq Stock Market, and Nasdaq Trader.

OATS Information — Click this link to view general information about OATS, review the OATS Frequently Asked Questions, download documentation, or go to the main FINRA OATS Page (*http://www.finra.org/oats)*.

To Close the OATS Web Interface

- Click the ☒ button in the top right corner of each open browser window.

Security Tip: The only way to log out of OATS is to close your browser. As a security precaution, always close your browser when you have finished using the OATS Web Interface.

Viewing OATS Announcements

There are two types of OATS Announcements:

1. Web Announcements
2. FTP/IFT Announcements

OATS Web Announcements contain information related to the operation of OATS, including scheduled system outages and changes to the OATS application. Ongoing announcements and frequently asked questions will be posted to the OATS Web Pages, which are found on FINRA Web Site (*http://www.finra.org/oats*).

Web announcements are available via two methods. During user login and via a link on the **OATS Reporting and Feedback** window in the OATS Web Interface.

During login, the user may see their last unread announcement. The link to the OATS Announcements window provides a more robust list of announcements. The OATS Announcements window will list up to 10 announcements on a page with each page accessible via the arrow keys.

OATS FTP/IFT Announcements also contain information related to the operation of OATS, and may contain information specific to FTP/IFT OATS functionality. Please refer to Chapter 6 "**,** for information on how to retrieve FTP/IFT Announcements.

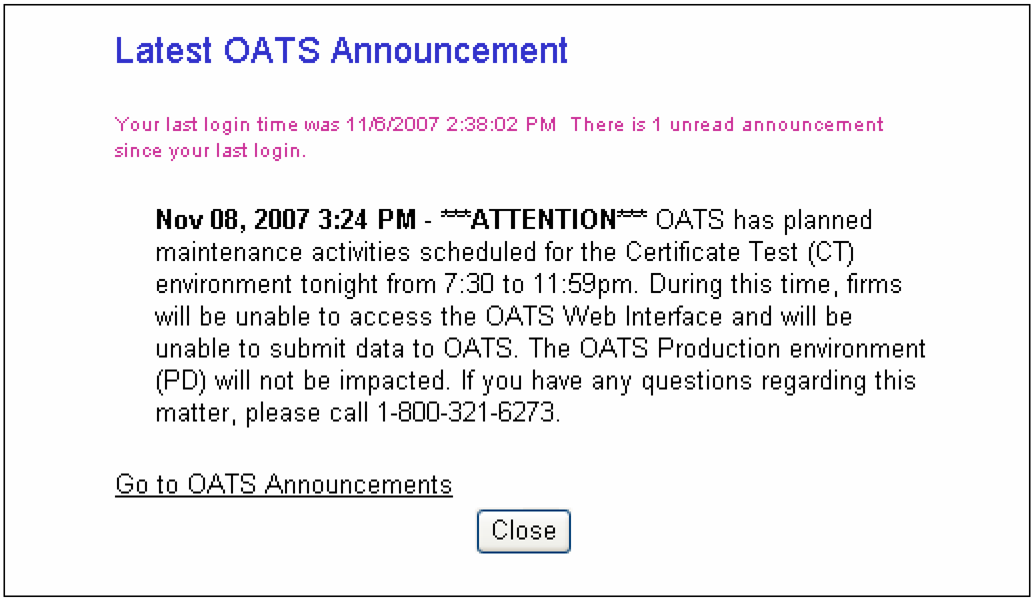
To View OATS Web Announcements via the User Login

1. Log in to the OATS Web Interface. (see instructions earlier in this chapter- To Open the OATS Web Interface)

2. If a user logs in to OATS and has not read the last posted announcement since the last login (up to 14 days in the past), OATS will open a new browser and display the latest unread announcement. (see Figure 2-7)

3. Click the **Go to OATS Announcements** link near the bottom of the window. The **OATS Announcements** window appears.

Figure 2-7. Latest OATS Announcement



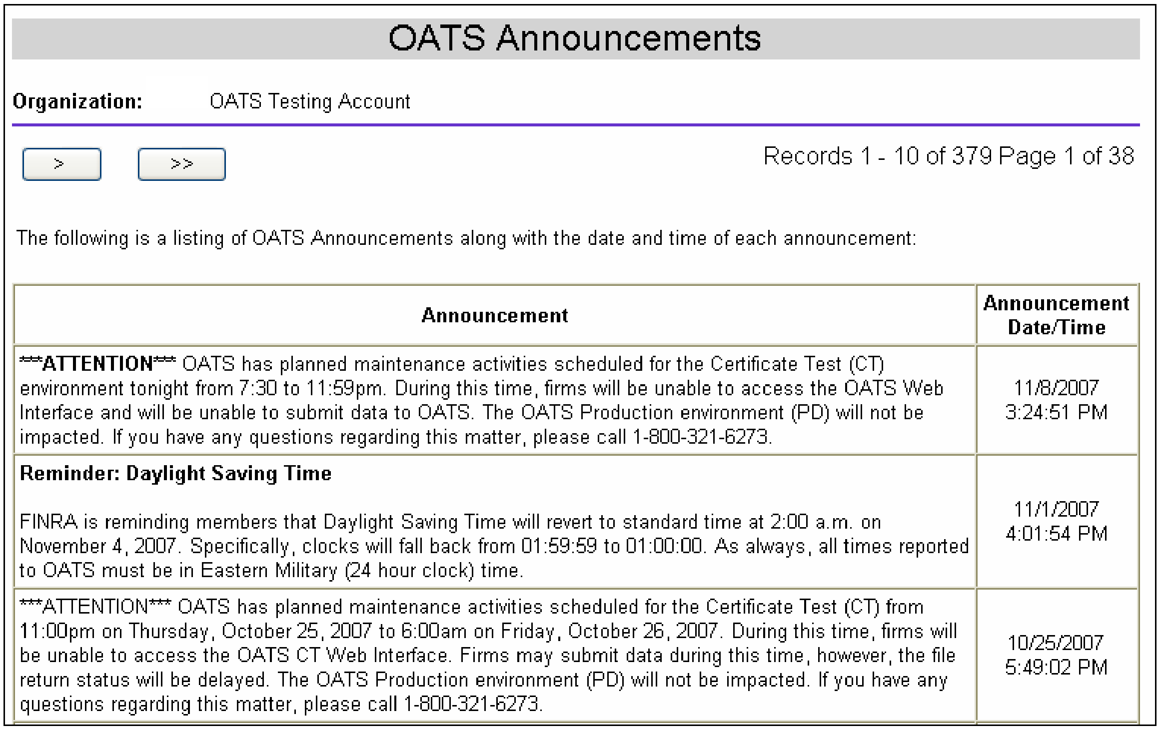
To View OATS Web Announcements via the OATS Reporting and Feedback Window

1. From the **OATS Reporting and Feedback** window, click the **Announcements** link near the top of the window. The **OATS Announcements** window appears.

2. Click the right arrow key to page through the OATS Announcements.

3. A new window will appear with up to 10 more announcements.

Figure 2-8. OATS Web Announcements



OATS Announcements

Organization: OATS Testing Account

[>] [>>] Records 1 - 10 of 379 Page 1 of 38

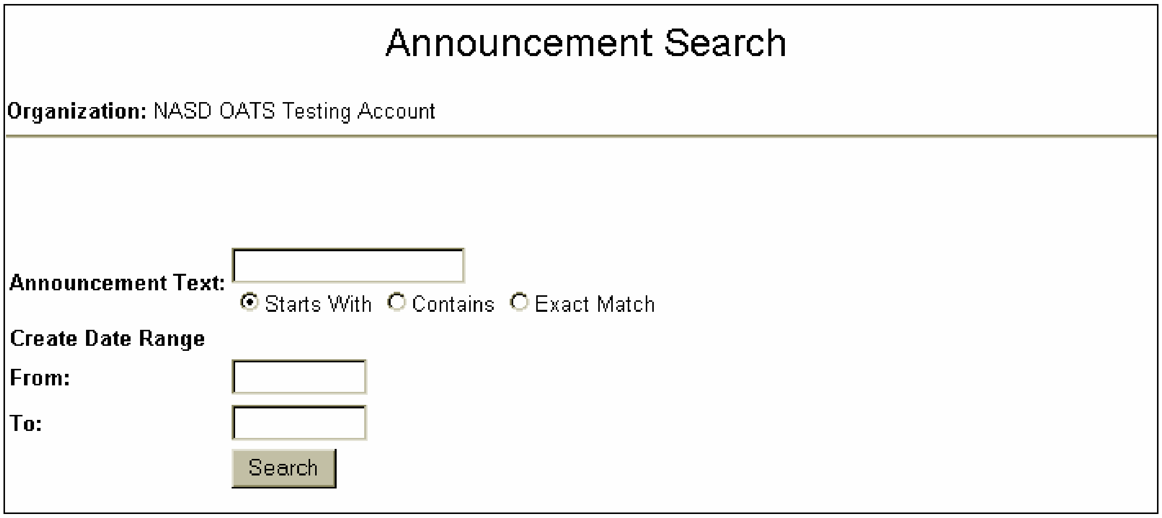
The following is a listing of OATS Announcements along with the date and time of each announcement:

Announcement	Announcement Date/Time
ATTENTION OATS has planned maintenance activities scheduled for the Certificate Test (CT) environment tonight from 7:30 to 11:59pm. During this time, firms will be unable to access the OATS Web Interface and will be unable to submit data to OATS. The OATS Production environment (PD) will not be impacted. If you have any questions regarding this matter, please call 1-800-321-6273.	11/8/2007 3:24:51 PM
Reminder: Daylight Saving Time FINRA is reminding members that Daylight Saving Time will revert to standard time at 2:00 a.m. on November 4, 2007. Specifically, clocks will fall back from 01:59:59 to 01:00:00. As always, all times reported to OATS must be in Eastern Military (24 hour clock) time.	11/1/2007 4:01:54 PM
ATTENTION OATS has planned maintenance activities scheduled for the Certificate Test (CT) from 11:00pm on Thursday, October 25, 2007 to 6:00am on Friday, October 26, 2007. During this time, firms will be unable to access the OATS CT Web Interface. Firms may submit data during this time, however, the file return status will be delayed. The OATS Production environment (PD) will not be impacted. If you have any questions regarding this matter, please call 1-800-321-6273.	10/25/2007 5:49:02 PM

Search for Previous Web Announcements

The OATS Announcements window will list up to 10 announcements on a page. In order to view past announcements, you can perform a **Search for Previous Announcements** by clicking on the Search button. The OATS announcements search link can be accessed via the **OATS Announcements** window.

Figure 2-9. OATS Announcements Search



To Search for OATS Web Announcements

1. From the **OATS Announcements** window, click the **Search** button. The **OATS Announcements Search** window appears.
2. Fill in the appropriate information and then click the **Search** button.
3. A new window will appear containing the results of your search.

Note: Accurately filling out at least one field will allow for a search.

Managing Passwords

OSO Administrators manage the initial access of all OSO users into the OATS test and production environments. OSO Administrators may also reset the passwords for OSO/Firm and OSO Read-Only users..

All users may manage their own passwords. Users will login to the OATS Web Interface for the first time using the initial password that was provided to them by the OSO Administrator or FINRA Business and Technical Support Services. Upon first login, the user will be prompted to change their password.

FINRA expires passwords every 120 days, except for FTP/IFT user passwords, which do not expire. Upon expiration of your password, you will be prompted to change your password using FINRA Entitlement.

Note:

OATS passwords must meet the following criteria:

1. Contain at least eight characters
2. Cannot contain your user ID
3. Cannot contain your first, middle, or last name
4. Contain characters from at least three of the following categories:
    - Uppercase characters (A-Z)
    - Lowercase characters (a-z)
    - Numeric characters (0-9)
    - Special characters (!, $, #, etc.)
    - Cannot contain the character "*", "&", "^", or "%" (asterisk, ampersand, caret or percent)

FINRA expires passwords every 120 days, except for FTP/IFT user passwords, which do not expire.

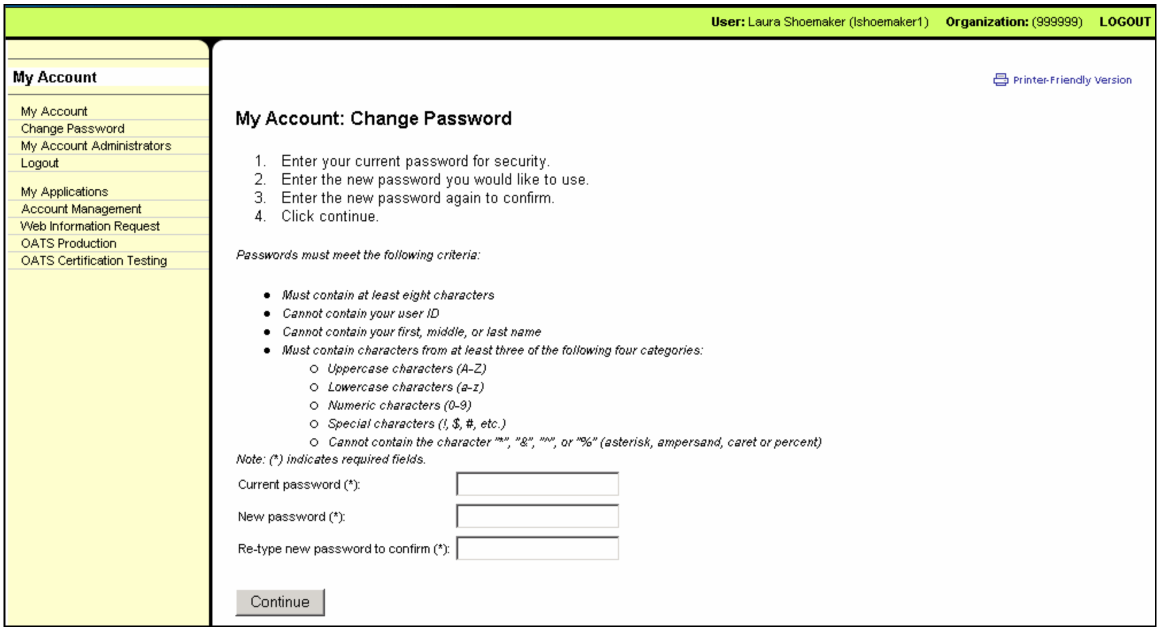
To Change Passwords

The following process describes how a user can reset their own password.

1. Navigate to the **OATS Reporting and Feedback** window (for procedure, refer to, “Getting Started with the OATS Web Interface,” discussed previously in this chapter).

2. Click the **Change Password** link at the top of the window. The **Change Password** window will appear (see Figure 2-10).

Figure 2-10. Change Password



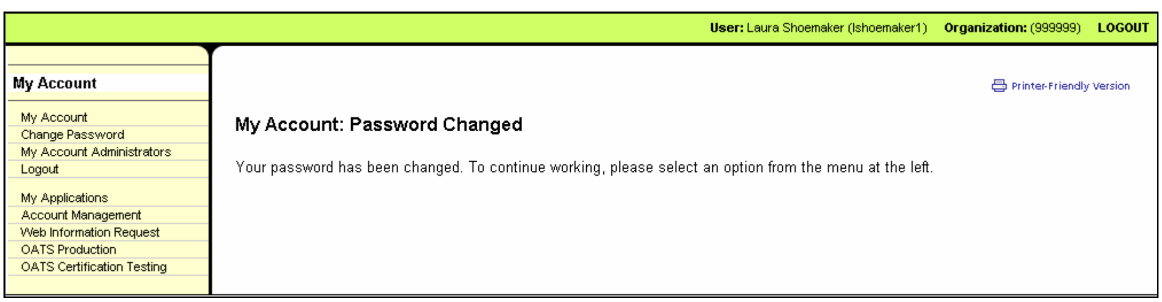
3. In the **Current Password** box, type your current password.

4. In the **New Password** box, type your new password. Passwords must be at least eight characters and lowercase.

5. In the **Re-type New Password** box, type your new password again.

6. Click Continue to submit your Password Reset request. The **Password Changed** confirmation window will appear (see Figure 2-11).

Figure 2-11. Password Changed Confirmation



7. Click on the **OATS Production** or the **OATS Certification Test** link on the left side of the screen to continue working in OATS.

Chapter 3

OATS Administration

OSO Administrators manage new user accounts, account information updates, and maintain user contacts. All functions related to new user accounts, password resets, or modify/delete user accounts will be handled using the FINRA Entitlement platform. All functions related to user lists, contacts and relationships will be handled using the OATS Web Interface.

The FINRA Entitlement tool provides additional functionality related to user administration, which is not discussed in this document. For more information on FINRA Entitlement, including job aids and other useful resources, refer to the FINRA Entitlement Web pages at *www.finra.org/entitlement*.

This chapter explains how to set up users and contacts and maintain user and contact information. Procedures include:

- Viewing a list of all users
- Adding new users
- Modify/Deleting user accounts
- Reseting user passwords
- Viewing a list of contacts
- Adding a contact
- Editing contact information
- Deleting a contact

Performing User Administration

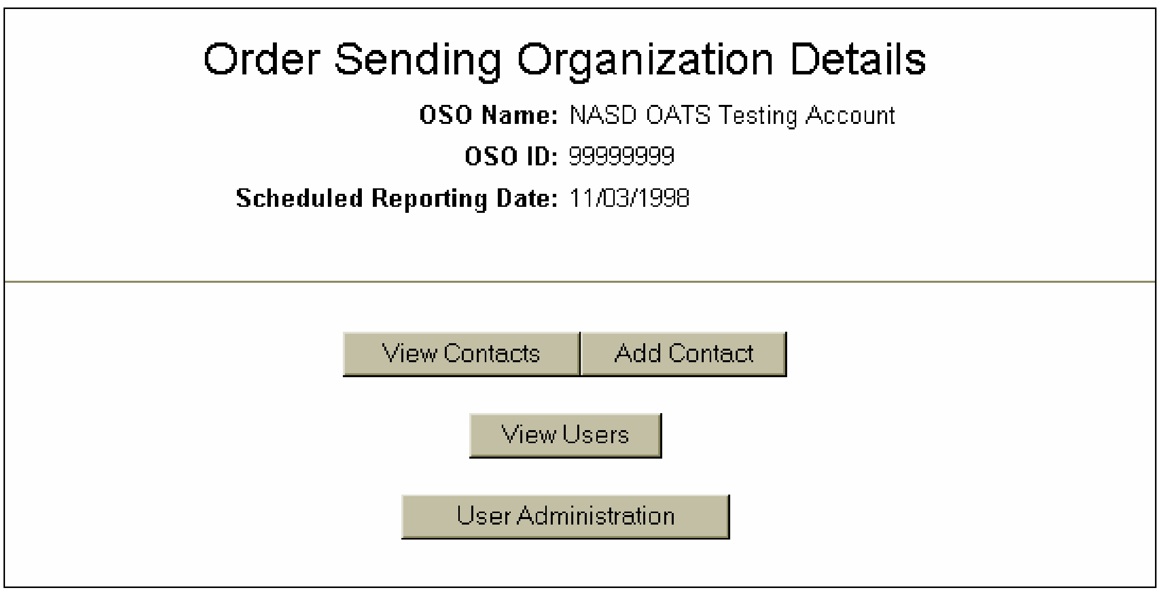
An OSO Administrator is the only user type that can perform user administration functions. These functions include viewing a list of users, adding a user, editing user information, resetting user passwords, and deleting a user.

To View a List of All Users

1. Navigate to the **OATS Reporting and Feedback** window (for procedures, refer to Chapter 2).

2. If you are an Administrator, click the **OSO Admin** link at the top of the window. The **Order Sending Organization Details** window appears, displaying the information that OATS stores about the OSO. (see Figure 3-1).

Figure 3-1. Order Sending Organization Details



3. Click View Users. The **User Information** window appears, displaying all OSO OATS users (see Figure 3-2).

Figure 3-2. User Information

Production Environment
Home Reporting/Feedback Site Map Other NASD Sites OATS Information Change Password OSO Admin Relationship Admin

NASD

User Information

User ID	Last Name	First Name	User Role	OSO Name(if applicable)	Status
200341ur1	200341use	r	OSO Administrator	OATS Testing Organization	Active
cantillp	Cantillo	Patricia	OSO/Firm User	OATS Testing Organization	Active
desotop	Desoto	Patricia	OSO Administrator	OATS Testing Organization	Active
desotopa	desoto	patricia	OSO Administrator	OATS Testing Organization	Active
fredf	password	fredf	FTP/IFT User	OATS Testing Organization	Disabled
georgew	George	Wilma	OSO Administrator	OATS Testing Organization	Active
graalmas	Graalman	Steve	OSO Administrator	OATS Testing Organization	Active
gregs	Greg	sailesh	FTP/IFT User	OATS Testing Organization	Active
grimesr	grimes	ronni	FTP/IFT User	OATS Testing Organization	Disabled

Note: User Accounts created within the past 24 hours will not be available for view in OATS.

Request to Add an OSO Administrator or FTP/IFT User

To add a new OSO Administrator or FTP/IFT User account, an OSO Account Administrator must complete and submit an **Account Administrator Entitlement Form (AAEF)** to the FINRA Entitlement Group. The provision of an AAEF instructs FINRA to create OSO Administrator and/or FTP/IFT accounts for your firm.

1. Navigate to the **Account Administrator Entitlement Forms (AAEF)** page: *http://www.finra.org/aaef*

    a. For Member Firms, under the OATS Section, click on the **FINRA Member Firms** link.

    b. For Non-member Firms and Service Providers, under the OATS Section, click on the **Service Providers** link.

2. Download the document.

3. Submit the completed AAEF form to:

    FINRA Entitlement Group
    9509 Key West Avenue
    Rockville, Maryland 20850
    Fax: 240-386-4669

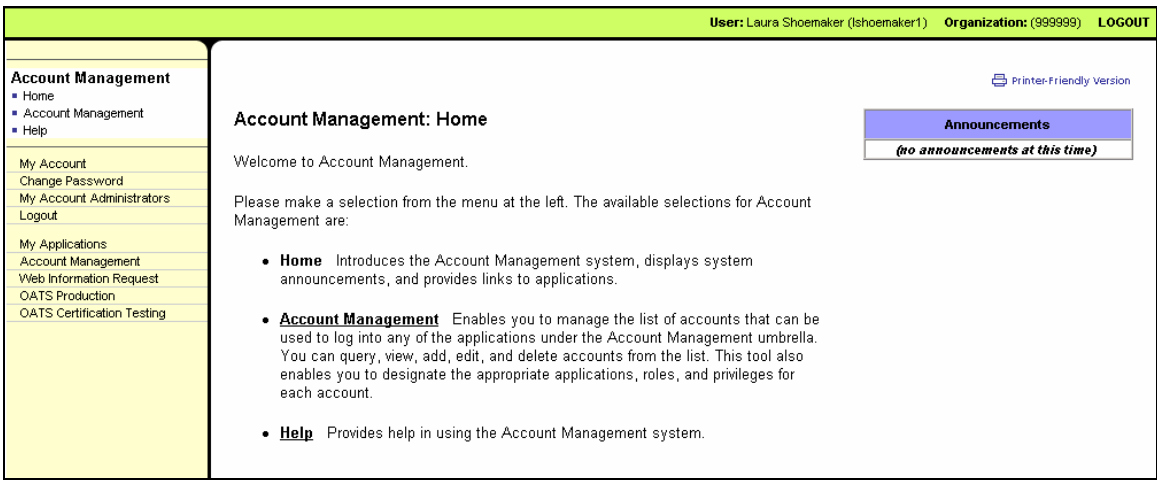
4. Upon receipt, a member of the FINRA Entitlement Group will contact the user with their userid and initial password.

To Add an OSO/Firm User or OSO Read-Only User

1. Navigate to the **Order Sending Organization Details** window (for procedure, refer to “Performing User Administration”, detailed earlier in this chapter).

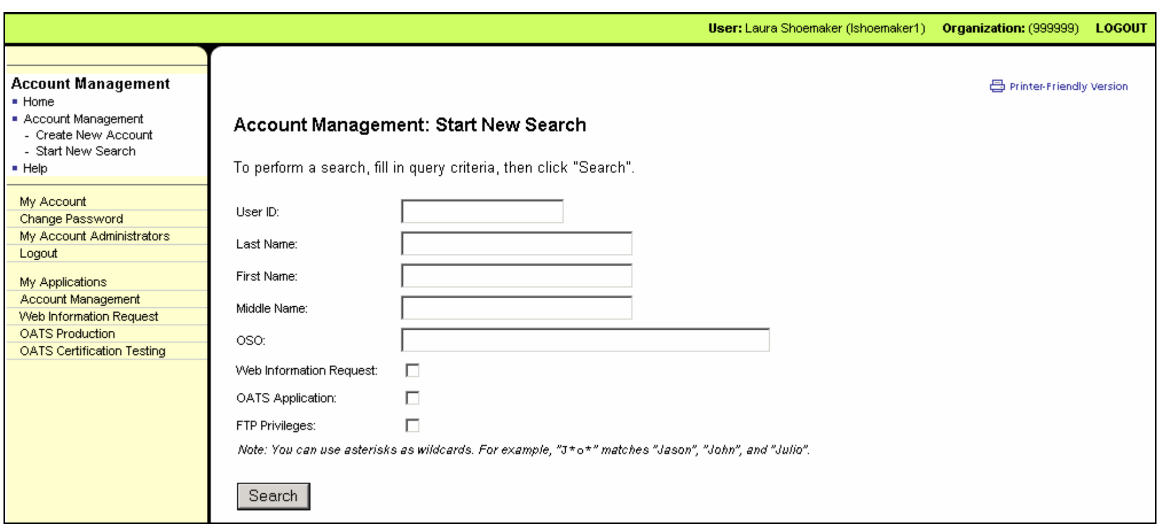
2. Click User Administration. The **Account Management: Home** page appears (see Figure 3-3).

Figure 3-3. Account Management: Home



3. Click the **Account Management** link located under the Account Management title in the upper left of the page or the link located in the middle of the page. **The Account Management: Search** window will appear (see Figure 3-4).

Figure 3-4. Account Management: Search



Tip: It is recommended prior to adding a new user, that a search is conducted for the user's name to ensure that an account does not already exist for the user.

4. Populate the Last Name and other known fields to search for the user.

   Click 

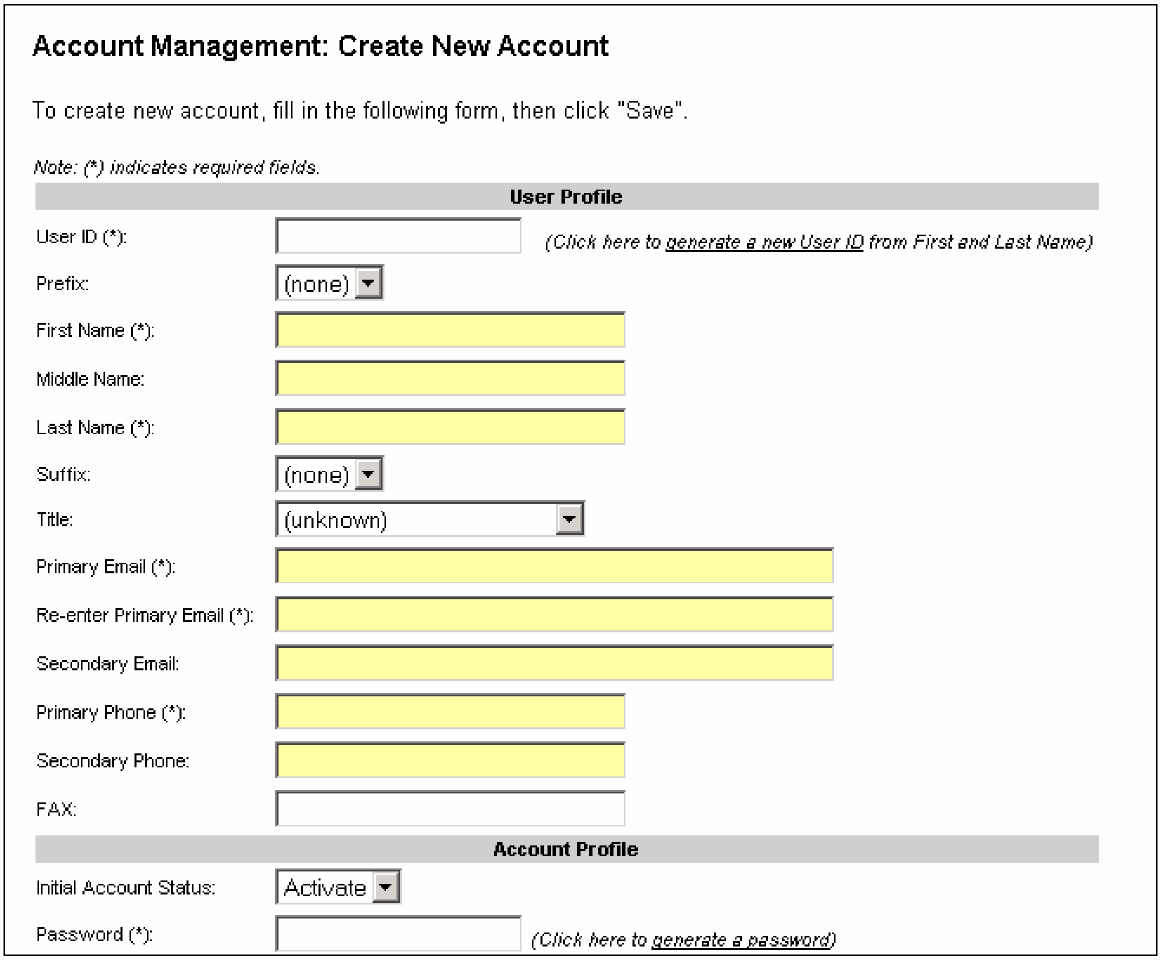
. The search results will appear.

5. If the user appears in the search results, refer to "To Request to Modify, Disable or Delete an OSO Administrator or FTP/IFT User" or "To Modify OSO/Firm User or OSO Read-Only User Accounts" detailed later in this chapter.

   If the user does not appear in the search results, click on the **Create New Account** link in the upper left of the screen. The **Account Management: Create New Account** window will appear (see Figure 3-5).

Figure 3-5. Account Management: Create New Account

(User Profile and Account Profile)



Account Management: Create New Account

To create new account, fill in the following form, then click "Save".

Note: (*) indicates required fields.

User Profile

User ID (*): (Click here to generate a new User ID from First and Last Name)

Prefix: (none)

First Name (*):

Middle Name:

Last Name (*):

Suffix: (none)

Title: (unknown)

Primary Email (*):

Re-enter Primary Email (*):

Secondary Email:

Primary Phone (*):

Secondary Phone:

FAX:

Account Profile

Initial Account Status: Activate

Password (*): (Click here to generate a password)

Note: Field names which end with an (*) indicate a required field.

6. Enter the new user's **First Name**and **Last Name** in the appropriate boxes in the **User Profile** Section.

7. Click on the ***generate a new User ID*** link next to the **User ID** box. This will automatically generate a new User ID.

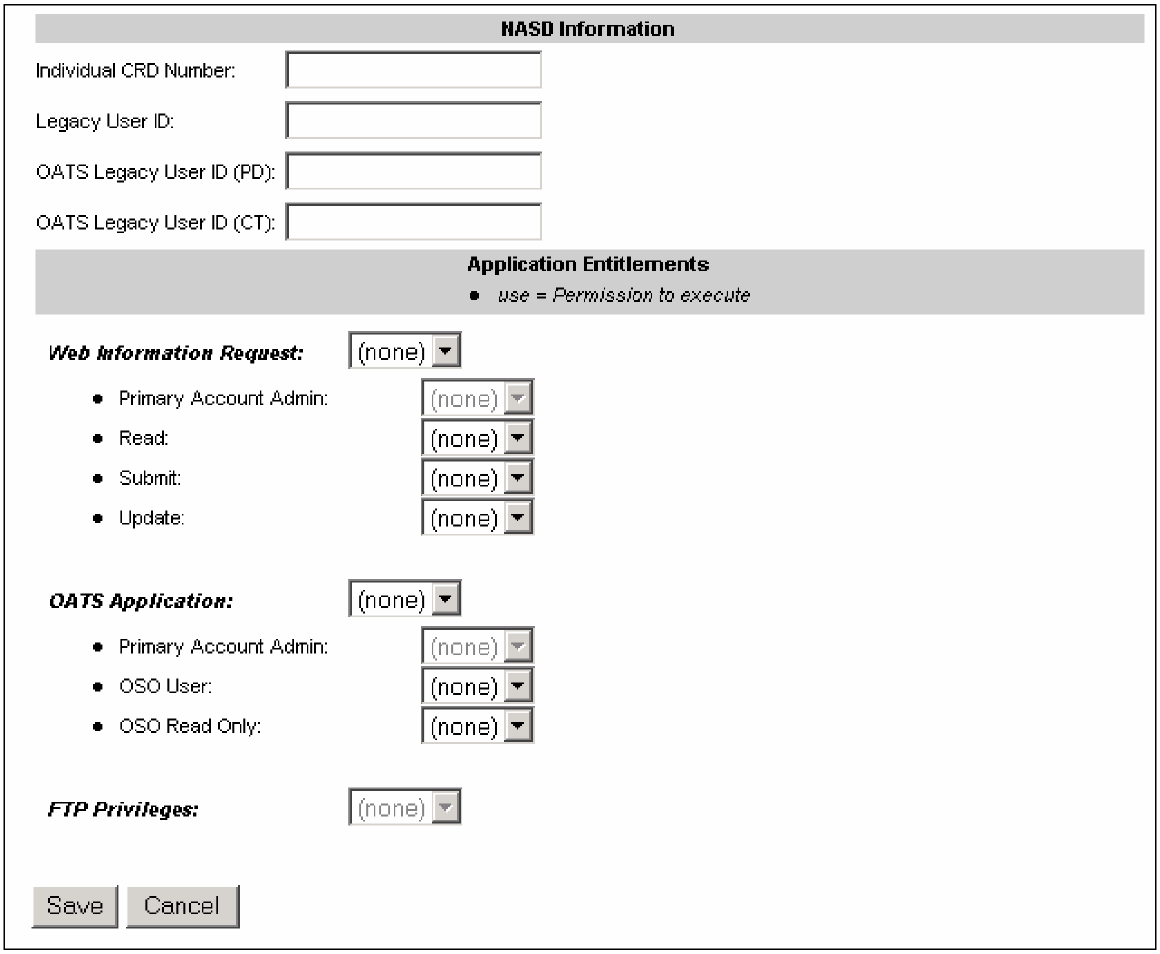
8. Enter the **Primary Email**, **Re-enter Primary Email**, **Primary Phone** and other known information in the **User Profile** section.

9. Verify that the **Initial Account Status** is set to Activate in the **Account Profile** section.

10. Click on the ***generate a password link*** next to the Password box in the Account Profile section. This will automatically generate a new temporary password.

11. Scroll down to the **FINRA Information and Application Entitlements** sections (see Figure 3-6).

Figure 3-6. Account Management: Create New Account (Application Entitlements)



12. If applicable, enter the **Individual CRD Number** of the user in the appropriate box in the FINRA Information section. Please Note: All other fields in the FINRA Information section which relate to OATS are not required.

13. In the **Application Entitlements** Section, in the **OATS Application** sub-section, do the following:

To add an OSO/Firm User:

a. Select **use** from the drop down box next to the **OATS Application** title

b. Select **use** from the drop down box next to the **OSO/Firm** User.

To add an OSO Read-Only User:

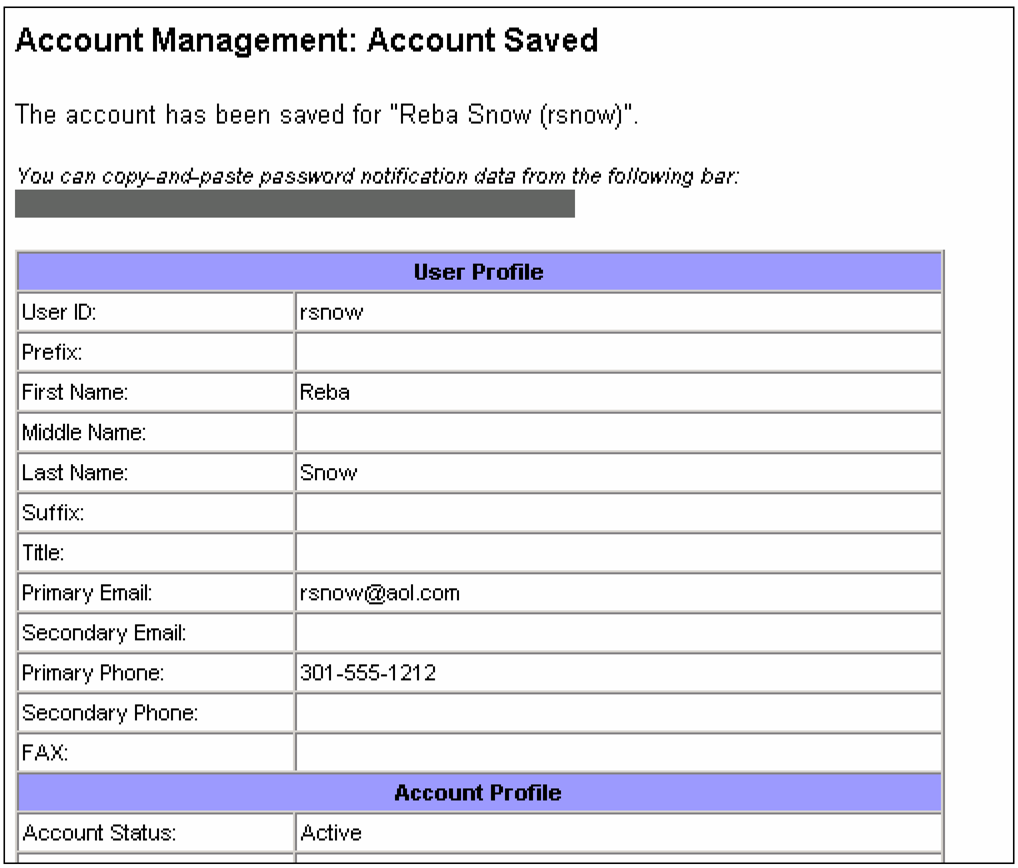
a. Select **use** from the drop down box next to the **OATS Application** title

b. Select **use** from the drop down box next to the **OSO Read-Only** User.

14. Click the Save button to add the new user or the Cancel button to cancel the new user request.

15. If Save was clicked, the **Account Management: Account Saved** window will appear, which includes the account information and the userid and password notification message (see Figure 3-7).

Figure 3-7. Account Management: Account Saved



Account Management: Account Saved

The account has been saved for "Reba Snow (rsnow)".

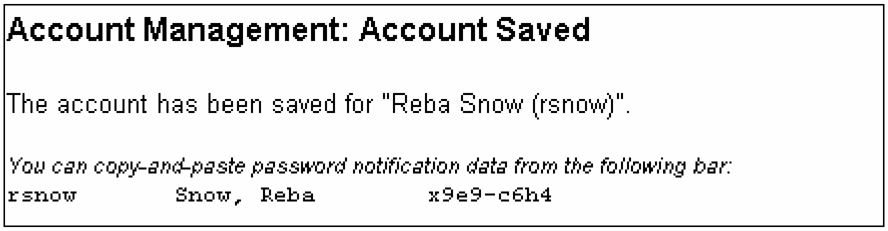
You can copy-and-paste password notification data from the following bar:

User Profile	
User ID:	rsnow
Prefix:	
First Name:	Reba
Middle Name:	
Last Name:	Snow
Suffix:	
Title:	
Primary Email:	rsnow@aol.com
Secondary Email:	
Primary Phone:	301-555-1212
Secondary Phone:	
FAX:	
Account Profile	
Account Status:	Active

16. Highlight the gray bar, which appears just below the text "*You can copy-and-paste password notification data from the following bar:*"

The userid and password notification data will be presented and available for copying and pasting into a resource which can be used to notify the user of their userid and initial password (see Figure 3-8).

Figure 3-8. Account Management: Account Saved Notification Data



Within 24 hours, the new User ID and initial password may be used to access the OATS PD and CT applications.

17. Click on the **OATS Production** or the **OATS Certification Test** link on the left side of the screen to continue working in OATS.

Note: New User Accounts will be able to access OATS within 24 hours.

Request to Modify, Disable or Delete an OSO Administrator or FTP/IFT User

To modify, disable or delete an OSO Administrator or FTP/IFT User account, an OSO Administrator must complete and submit an **FINRA Entitlement Modification Form** to the FINRA Entitlement Group. The provision of the Modification Form instructs FINRA to take action on existing OSO Administrator and/or FTP/IFT accounts for your firm.

1. Navigate to the **FINRA Entitlement Modification Forms** page: *http://www.finra.org/modificationforms*

2. For Member Firms, under the OATS Section, click on the **FINRA Member Firms** link.

3. For Non-member Firms and Service Providers, under the OATS Section, click on the **Service Providers** link.

4. Submit the completed FINRA Entitlement Modification form to:

   FINRA Entitlement Group
   9509 Key West Avenue
   Rockville, Maryland 20850

Fax: 240-386-4669

5. Upon receipt, a member of the FINRA Entitlement Group will contact the user and/or the OSO Administrator with confirmation that the request has been completed.

Tip: If the user you request to delete is an FTP/IFT User who has been designated as the receiver of ROE rejection reports, be sure to indicate on the FINRA Entitlement Modification Form the FTP/IFT User who will assume that role. This will ensure that your organization can continue to receive ROE rejection reports via FTP and IFT.

For more information on the ROE Rejection Retrieval process, please refer to Chapter 6 , “Retrieving ROE Rejections Via FTP and IFT”

To Modify OSO/Firm User or OSO Read-Only User Accounts

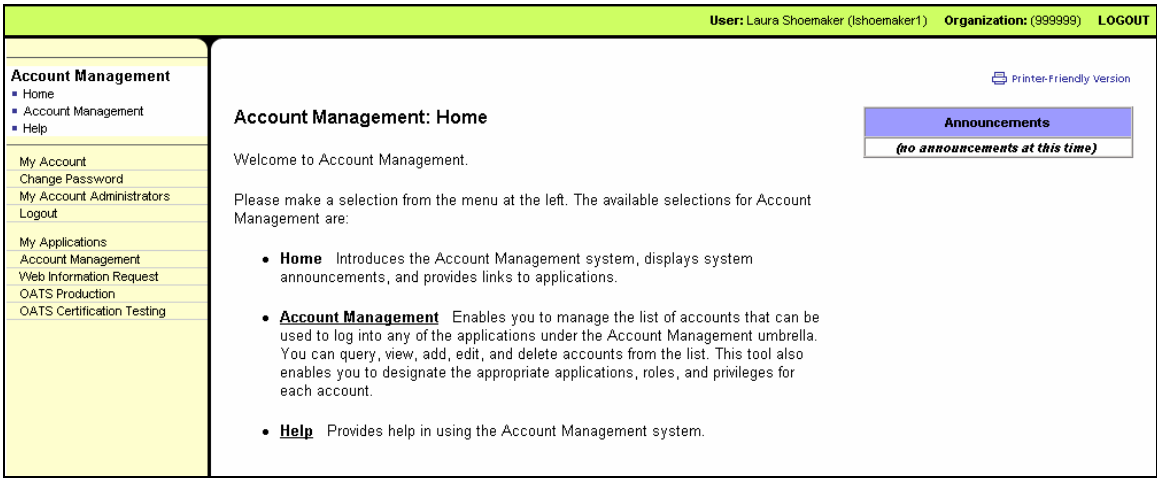
Using FINRA Entitlement, OSO Administrators are able to modify OSO/Firm User and OSO Read-Only User Accounts. Modifications include updating User Profile information, Activating/Disabling an account, and adding or removing privileges.

The following process describes how to modify an OSO/Firm User or OSO Read-Only user account:

1. Navigate to the **Order Sending Organization Details** window (for procedure, refer to “Performing User Administration”, detailed earlier in this chapter).

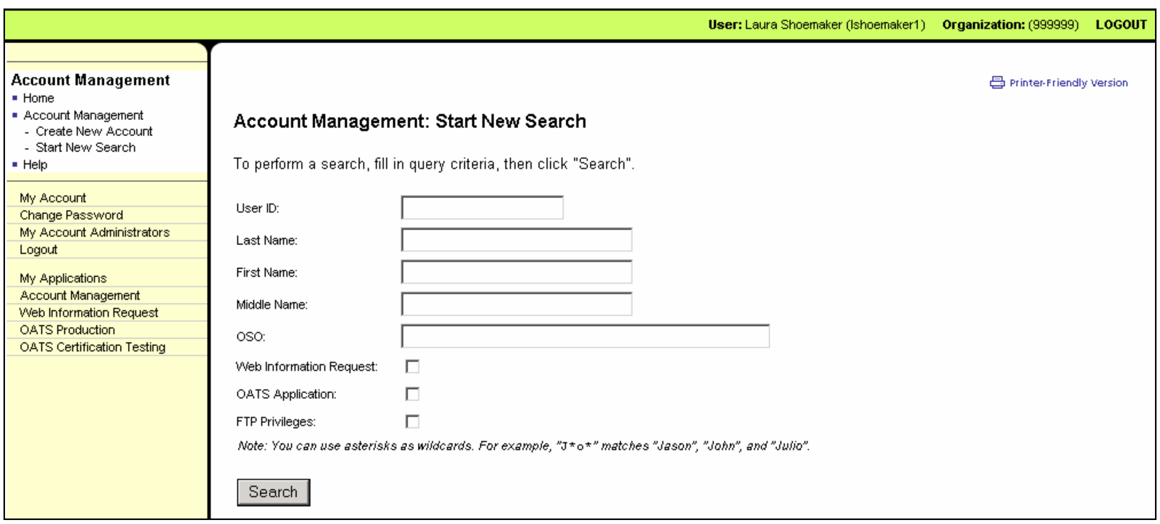
2. Click User Administration. The **Account Management: Home** window appears (see Figure 3-9).

Figure 3-9. Account Management: Home



3. Click the **Account Management** link located under the Account Management title in the upper left of the page or the link located in the middle of the page (see Figure 3-10).

Figure 3-10. Account Management: Search



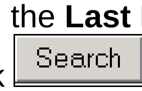
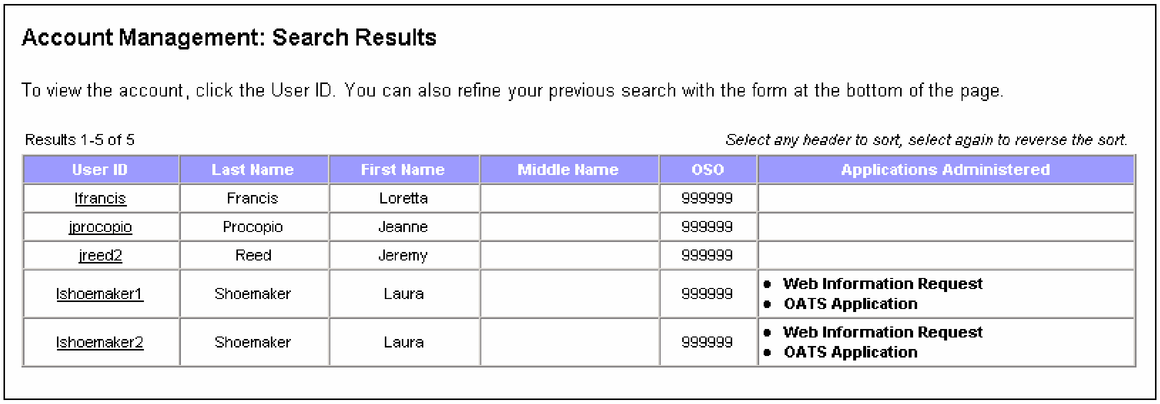
4. Search for the user account to be edited by populating the **Last Name** field and other known fields to search for that person. Click  . The **Account Management: Search Results** window will appear (see Figure 3-11).

Figure 3-11. Account Management: Search Results



Account Management: Search Results

To view the account, click the User ID. You can also refine your previous search with the form at the bottom of the page.

Results 1-5 of 5

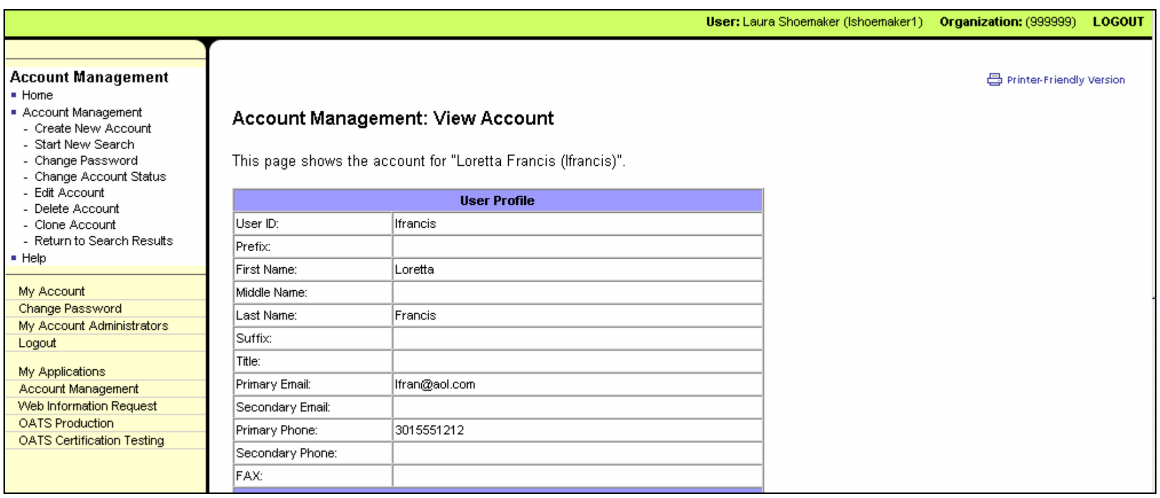
Select any header to sort, select again to reverse the sort.

User ID	Last Name	First Name	Middle Name	OSO	Applications Administered
lfrancis	Francis	Loretta		999999	
jprocopio	Procopio	Jeanne		999999	
jreed2	Reed	Jeremy		999999	
lshoemaker1	Shoemaker	Laura		999999	• Web Information Request • OATS Application
lshoemaker2	Shoemaker	Laura		999999	• Web Information Request • OATS Application

5. Click the link in the **User ID** column for the user account to be modified. If the user is an OSO/Firm User or OSO/ Read-only User, the following view of the **User Details** window appears (see Figure 3-12).

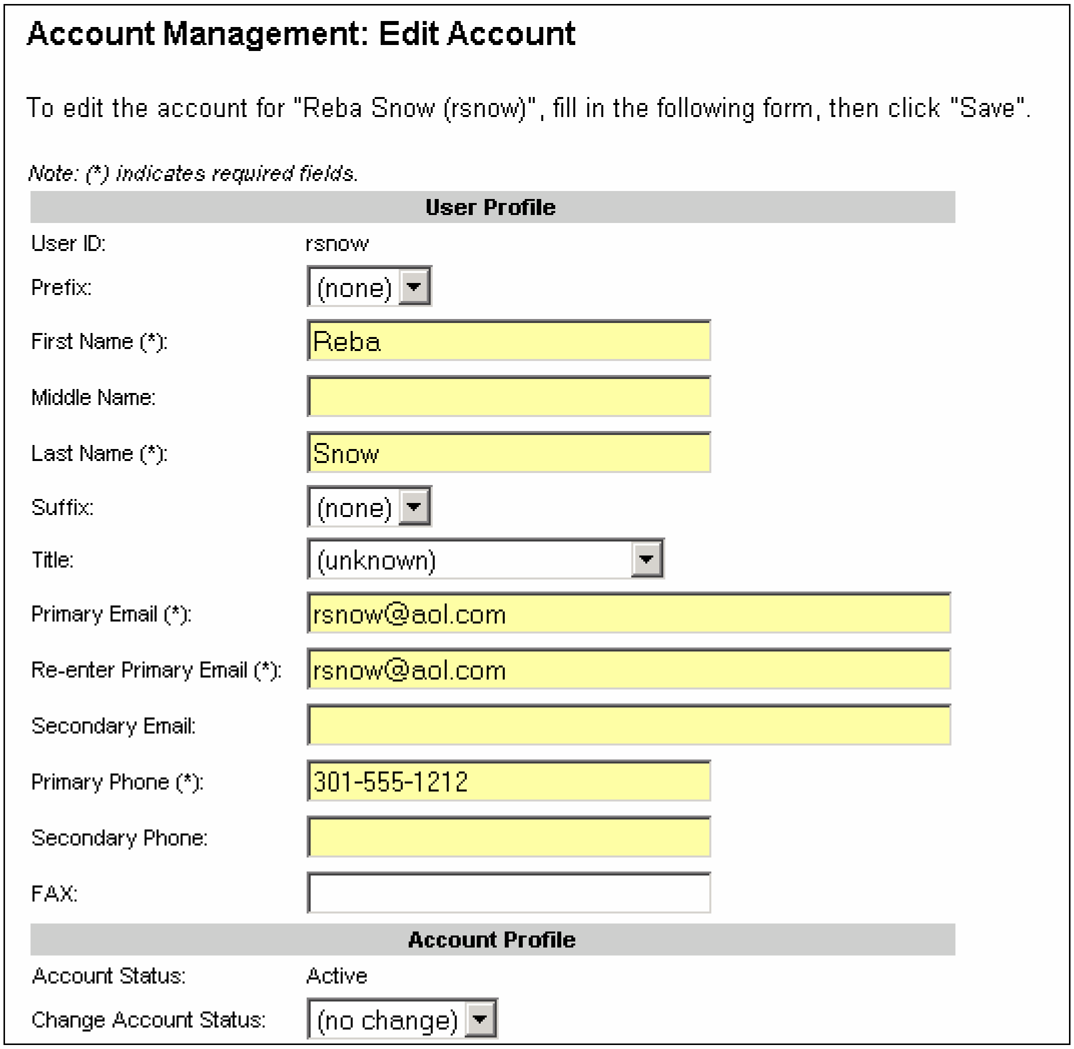
Note: OSO Administrators are only able to modify OSO/Firm Users and OSO Read-only user accounts.

Figure 3-12. Account Management: View Account



6. Click on the **Edit Account** link located under the Account Management title in the upper left of the page. The following **Account Management: Edit Account** window appears (see Figure 3-13).

Figure 3-13. Account Management: Edit Account



Account Management: Edit Account

To edit the account for "Reba Snow (rsnow)", fill in the following form, then click "Save".

Note: (*) indicates required fields.

User Profile	
User ID:	rsnow
Prefix:	(none)
First Name (*):	Reba
Middle Name:	
Last Name (*):	Snow
Suffix:	(none)
Title:	(unknown)
Primary Email (*):	rsnow@aol.com
Re-enter Primary Email (*):	rsnow@aol.com
Secondary Email:	
Primary Phone (*):	301-555-1212
Secondary Phone:	
FAX:	

Account Profile	
Account Status:	Active
Change Account Status:	(no change)

7. To update contact information, update the appropriate fields in the **User Profile** section.

8. To activate or disable the account, select the appropriate value in the **Change Account Status** drop-down box in the **Account Profile** section. If the user account need only to have the OATS privileges removed, do not change the account status. Instead, please refer to step 10 of this process.

Important! Disabling a user account will disable access to all FINRA Applications.

---

9. To update FINRA information, update the appropriate fields in the **FINRA Information** section.

10. To add or remove OATS privileges, update the appropriate fields in the **Application Entitlements** section, in the **OATS Application** sub-section.

11. Click the Save button to update the user account or the Cancel button to cancel the update request.

12. Click on the **OATS Production** or the **OATS Certification Test** link on the left side of the screen to continue working in OATS.

To Delete OSO/Firm User or OSO Read-Only User Accounts

OSO Administrators are able to delete OSO/Firm User and OSO Read-Only User accounts. Deleting an account should be reserved for purposes of permanently removing a user account for all FINRA applications to which the user has been granted access, including OATS.

If the user account need only to have the OATS privileges removed, please refer to “To Modify OSO/Firm User or OSO Read-Only User Accounts”, detailed earlier in this chapter).

Important! Deleting a user account will permanently erase the user’s data and will remove access to all FINRA systems.

1. Navigate to the **Account Management: Home** page (for procedure, refer to “To Add an OSO/Firm User or OSO Read-Only User”, detailed earlier in this chapter).

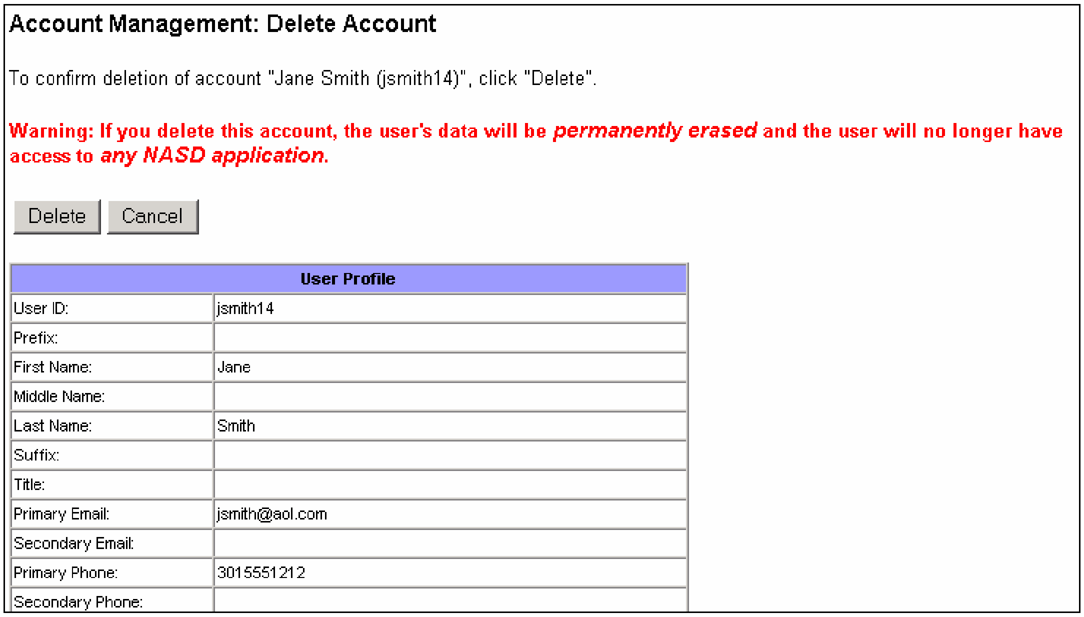
2. Click the **Account Management** link located under the Account Management title in the upper left of the page or the link located in the middle of the page (refer to Figure 3-10).

3. Search for the user account to be edited by populating the **Last Name** field and other known fields to search for that person. Click Search. The **Account Management: Search Results** window will appear (refer to Figure 3-11).

4. Click the link in the **User ID** column for the OSO/Firm User or OSO Read-Only user account to be deleted.

5. Click the **Delete Account** link located under the Account Management title in the upper left of the page. The **Account Management: Delete Account** window appears (see Figure 3-14).

Figure 3-14. Account Management: Delete Account



6. Click the Delete button to Delete the user account or the Cancel button to cancel the delete request. If deleted, the **Account Management: Delete Account Confirmation** window will appear (see Figure 3-15).

Figure 3-15. Account Management: Delete Account Confirmation

Account Management: Account Has Been Deleted

The account for "Jane Smith (jsmith14)" has been deleted.

User Profile	
User ID:	jsmith14
Prefix:	
First Name:	Jane
Middle Name:	
Last Name:	Smith
Suffix:	
Title:	
Primary Email:	jsmith@aol.com
Secondary Email:	
Primary Phone:	3015551212
Secondary Phone:	
FAX:	
Account Profile	
Account Status:	Active
Account Created on:	2005.08.02 16:12 EDT
Security Challenge:	Father's middle name

7. Click on the **OATS Production** or the **OATS Certification Test** link on the left side of the screen to continue working in OATS.

Security Tip: As a security precaution, promptly delete user accounts for individuals who should no longer have access to OATS, as well as all other FINRA Applications.

To Reset User Passwords

OSO Administrators are able to reset passwords for OSO/Firm User, OSO Read-Only User and FTP/IFT user accounts.

1. Navigate to the **Account Management: Home** page (for procedure, refer to "To Add an OSO/Firm User or OSO Read-Only User", detailed earlier in this chapter).

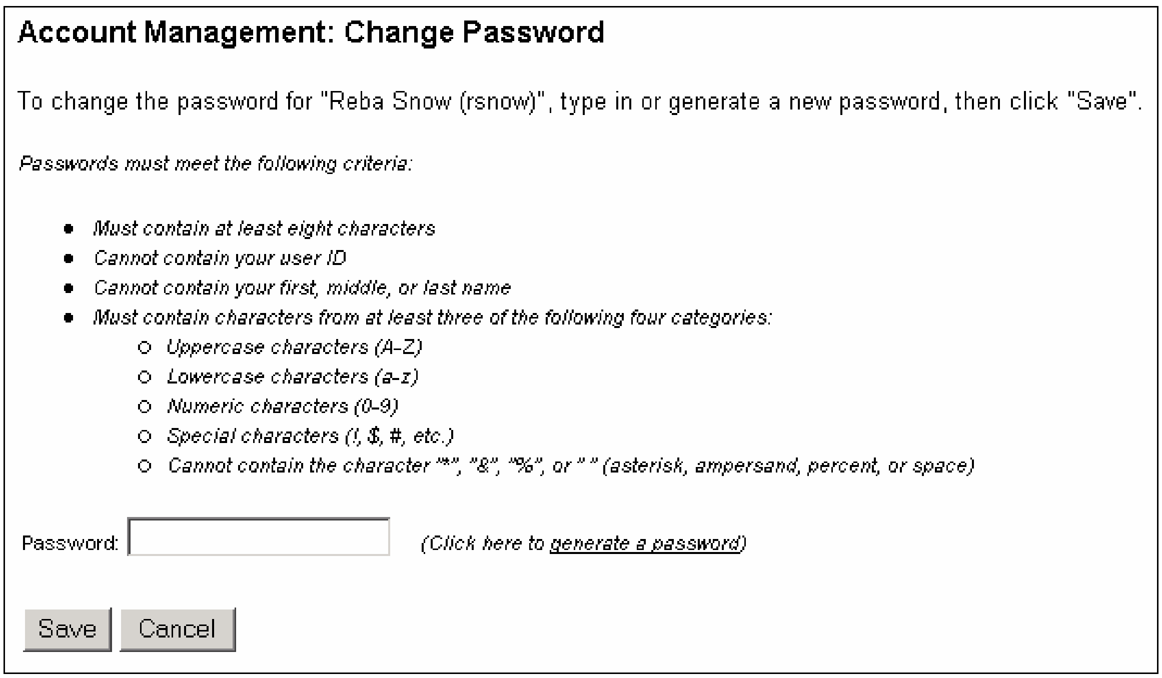
2. Click the **Account Management** link located under the Account Management title in the upper left of the page or the link located in the middle of the page (refer to Figure 3-10).

3. Search for the user account to be edited by populating the **Last Name** field and other known fields to search for that person. Click Search. The **Account Management: Search Results** window will appear (refer to Figure 3-11).

4. Click the link in the **User ID** column for the user account for which the password will be reset.

5. Click on the **Change Password** link located under the Account Management title in the upper left of the page. The **Account Management: Change Password** window appears (see Figure 3-16).

Figure 3-16. Account Management: Change Password

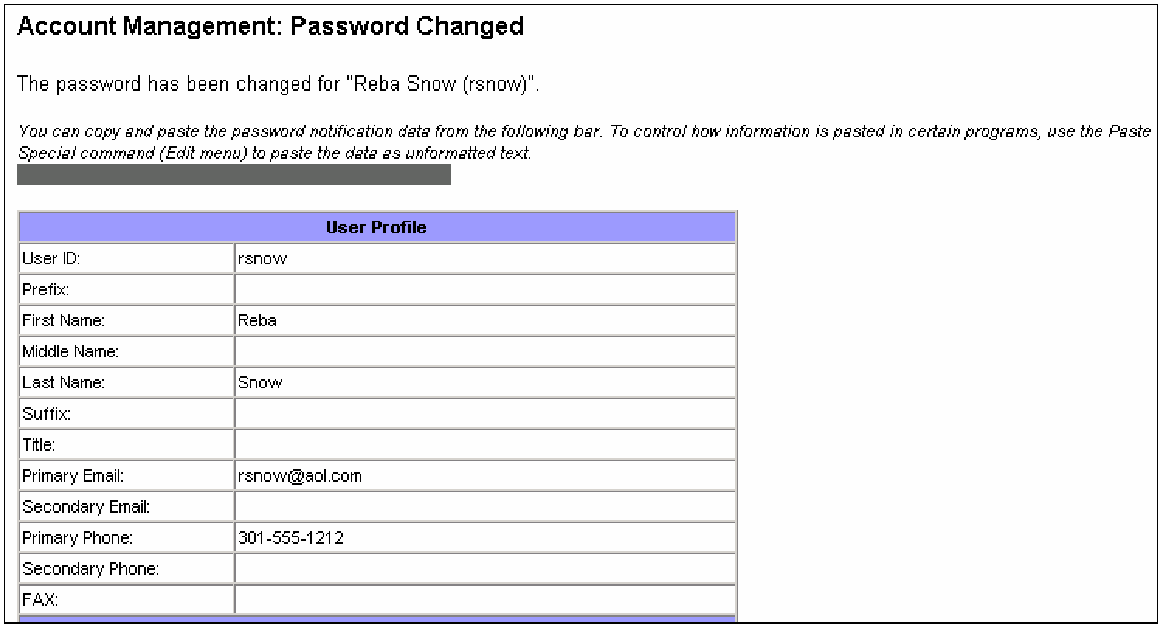


6. Type in a new password or click the *generate a password* link.

7. Click the Save button to reset the password or the Cancel button to cancel the password reset request.

8. If Save was clicked, the **Account Management: Password Changed** page will be presented, which includes the account information and the userid and password notification message (see Figure 3-17).

Figure 3-17. Account Management: Password Changed



Account Management: Password Changed

The password has been changed for "Reba Snow (rsnow)".

You can copy and paste the password notification data from the following bar. To control how information is pasted in certain programs, use the Paste Special command (Edit menu) to paste the data as unformatted text.

User Profile	
User ID:	rsnow
Prefix:	
First Name:	Reba
Middle Name:	
Last Name:	Snow
Suffix:	
Title:	
Primary Email:	rsnow@aol.com
Secondary Email:	
Primary Phone:	301-555-1212
Secondary Phone:	
FAX:	

9. Highlight the gray bar, which appears just below the text "*You can copy-and-paste password notification data from the following bar…*"

   The userid and password notification data will be presented and available for copying and pasting into a resource which can be used to notify the user of their userid and initial password (refer to Figure 3-8).

10. Click on the **OATS Production** or the **OATS Certification Test** link on the left side of the screen to continue working in OATS.

Performing Contact Administration

Administrators are responsible for maintaining a list of contacts with whom OATS technical and regulatory staff can communicate concerning a variety of issues. The contact types required by OATS and their responsibilities are:

- **Administrator** — The primary contact for the OATS program. This contact will receive all OATS-related mailings directed to the organization. Additionally, this contact is responsible for managing User IDs and passwords, updating organization data, and disseminating OATS information throughout the organization. This person must be able to respond quickly to requests and information from FINRA.

- **Technical Support Contact** — Assists FINRA in resolving OATS-related technical difficulties.

- **Compliance Contact** — Assists FINRA in resolving OATS-related compliance issues.

Contacts are first designated during OATS registration. It is the Administrator's responsibility to keep this information current.

The Administrator is the only user that can perform contact administration functions. These functions include viewing a list of OSO contacts, adding a contact, editing contact information, and deleting a contact.

Important! It is very important that firms keep the OATS Contact information updated on the Web. When we have an issue that affects your firm or OSO, we will use these contact numbers on the Web to contact your firm

---

To View a List of Contacts

1. Navigate to the **Order Sending Organization Details** window (for procedure, refer to "To View a List of All Users," detailed earlier in this chapter).
2. Click View Contacts. The **OSO Contact Information** window appears, displaying all contacts associated with the OSO (see Figure 3-18).

Figure 3-18. OSO Contact Information

OSO Contact Information

OSO Name	First Name	Last Name	Contact Type
NASD OATS Testing Account	Kevin	McEvoy	A
NASD OATS Testing Account	Wilma	George	A
NASD OATS Testing Account	Jennifer	Komarow	A
NASD OATS Testing Account	Millicent	Johnson	A
NASD OATS Testing Account	Paul	McKenney	A
NASD OATS Testing Account	Fernando	Cabrejo	A
NASD OATS Testing Account	Dave	McIntosh	A
NASD OATS Testing Account	Raymond	James	A
NASD OATS Testing Account	Patricia	Waugh	A
NASD OATS Testing Account	James	Mullins	A
NASD OATS Testing Account	Carlton	Tillman	A
NASD OATS Testing Account	Nick	Celenza	A
NASD OATS Testing Account	Jeff	Sullivan	A
NASD OATS Testing Account	Holly	Lokken	A

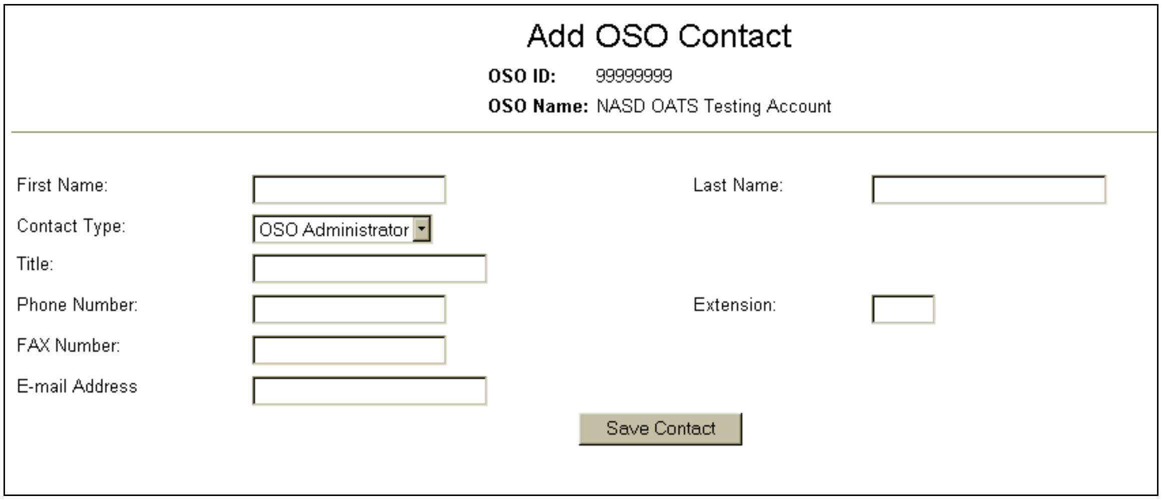
3. Click a name link to see detailed information about that contact.

To Add a Contact

1. Navigate to the **Order Sending Organization Details** window (for procedure, refer to “Performing User Administration”, detailed earlier in this chapter).

2. Click Add Contact. The **Add OSO Contact** window appears (see Figure 3-19).

Figure 3-19. Add OSO Contact



3. Enter information about the new contact in the appropriate boxes. Select an option from the **Contact Type** drop-down list. See “Performing Contact Administration,” detailed earlier in this chapter, for details about the responsibilities of each contact type.

4. Click [Save Contact]. The message “Your request was successfully processed” appears on top of the **OSO Contact Information** window.

To Edit Information About a Contact

1. Navigate to the **Order Sending Organization Details** window .

2. Click [View Contacts]. The **OSO Contact Information** window appears, displaying all contacts associated with the OSO.

3. Click the **First Name** or **Last Name** link corresponding with the contact you want to edit. The **OSO Contact Detail** window appears for the selected contact (see Figure 3-20).

Figure 3-20. OSO Contact Detail

4. Edit the contact's information as desired.

5. Click Update Contact. The message "Your request was successfully processed" appears on top of the **OSO Contact Detail** window.

To Delete a Contact

1. Navigate to the **OSO Contact Information** window (for procedure, see "To Edit Information About a Contact," detailed earlier in this chapter.

2. Click the **First Name** or **Last Name** link corresponding with the contact you want to delete. The **OSO Contact Detail** window appears for the selected contact (see Figure 3-20).

3. Click Delete Contact. The message "Your request was successfully processed" appears on top of the **OSO Contact Detail** window.

Relationship Administration

This chapter explains how to set up relationships with third parties so that they are able to submit orders on your behalf.

Procedures include:

- Viewing a list of relationships

- Adding a new relationship
- Editing a relationship
- Deleting a relationship

Performing Relationship Administration

An Administrator of the firm is the only user that can perform Relationship administration functions. These functions include viewing, adding, editing and deleting relationships.

To View a list of all Relationships

1. Navigate to the Main window **Order Audit Trail System.**
2. Click on the **Transmitting OSO/Firm/Reporting OSO** link. The **OATS Reporting and Feedback** window appears.
3. Click the **Relationship Admin** link at the top of the window. The **Relationship Selection** screen is displayed.
4. Select the first radio button and click the **View Relationship** button. The **Firm OSO Relationships** window appears, displaying all active relationships for the firm. (see Figure 3-21).

Figure 3-21. Firm-OSO Relationships

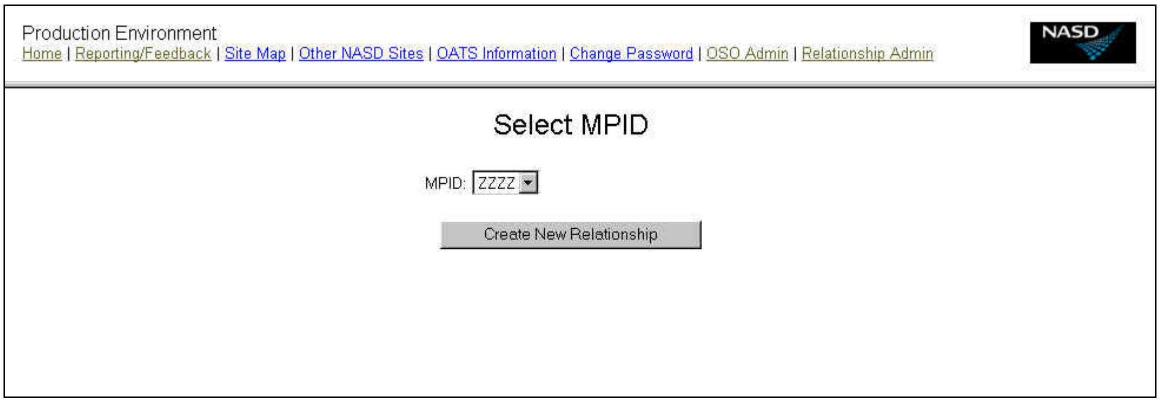
MPID	OSO ID	OSO Name	Type of Relationship	Effective Date	Expiration Date	First Reporting Date	Create Date
ZZZZ	99999999	NASD OATS Testing	Transmitting	04/17/2001		10/02/2001	04/17/2001 08:13:43 AM
ZZZZ	99999999	NASD OATS Testing	Transmitting	04/17/2001			04/17/2001 08:20:20 AM
ZZZZ	99999999	NASD OATS Testing	Transmitting	01/01/1950		11/23/2000	04/12/2001 03:35:28 PM

To Add a Relationship

1. Navigate to the **Firm-OSO Relationships** window (for procedure refer to “To view a list of all Relationships”, detailed earlier in this chapter).

2. Click **Create Firm OSO Relationship** button at the bottom of the window. The **Select MPID** window appears (see Figure 3-22).

Figure 3-22. Select MPID



3. Select the appropriate MPID from the MPID drop-down list. Click the Create New Relationship button. The **Create New Firm-OSO Relationship** Window appears (see Figure 3-23).

Figure 3-23. Create New Firm-OSO Relationship

4. Enter the third parties OSO ID, Effective Date and Expiration Date of the relation in the appropriate boxes.

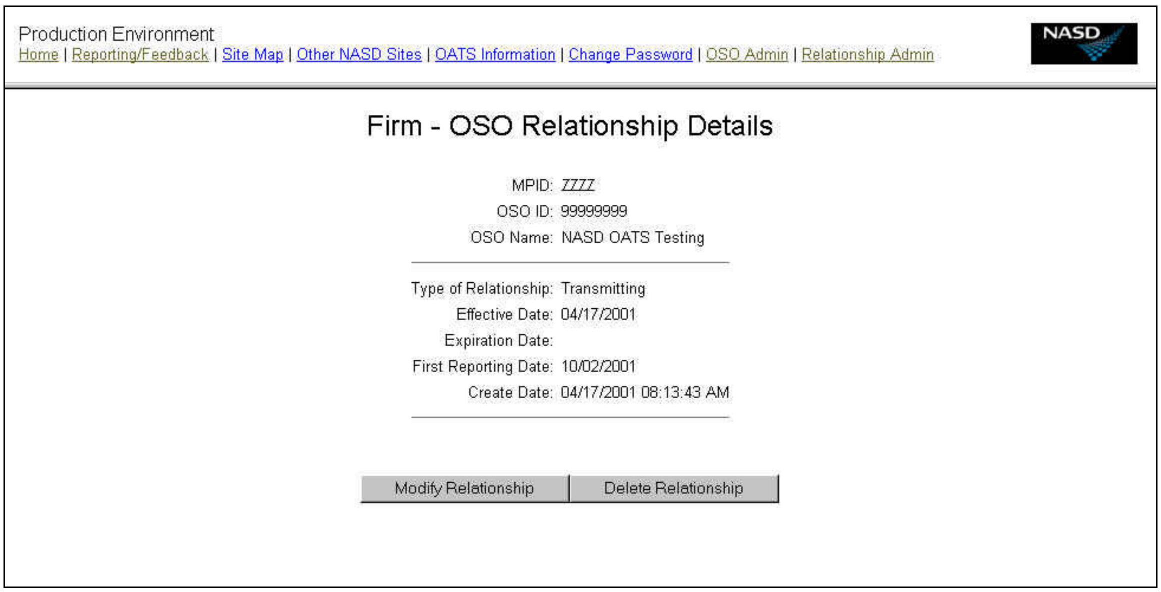
Tip: Click on the **Search for OSO** link in this window to display the **OSO**

Advanced Search window. Enter the search criteria and click on Search, **OSO Information** window appears. Click on the OSO ID link to populate the OSO ID on the **Create New Firm-OSO Relationship** window.

5. Select the type of relation from the **Type of Relationship** drop-down list. Your choices are Reporting and Transmitting.

6. Click the **Create New Relationship** button. The message "Your request was successfully processed." appears on top of the **Firm - OSO Relationship Details** window (see Figure 3-24).

Figure 3-24. Firm-OSO Relationship Details



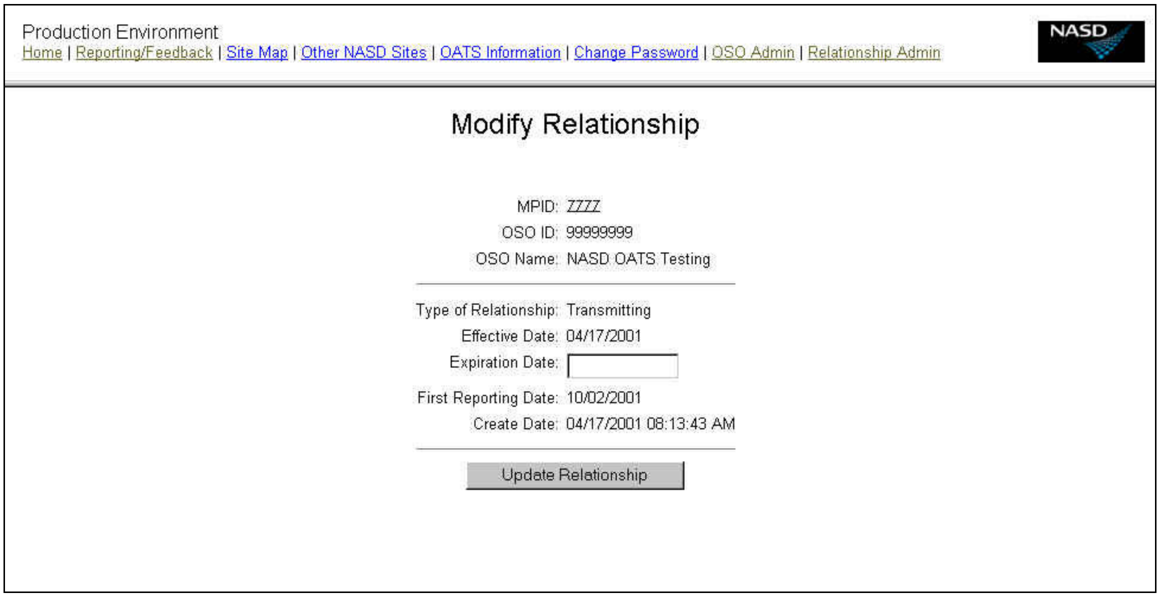
To Edit a Relationship

1. Navigate to the **Firm-OSO Relationships** window (refer to "To view a list of all Relations", detailed earlier in this chapter).

2. Click the desired OSO ID link in the **OSO ID** column. The **Firm-OSO Relationship Details** window appears (see Figure 3-24).

3. Click **Modify Relationship.** The **Modify Relationship** window appears (see Figure 3-25).

Figure 3-25. Modify Relationship



4. The date when you want the third party to stop transmitting on your behalf should be entered in the Expiration Date column, and then click **Update Relationship** button**.** The message “Your request was successfully Processed” appears at the top of the **Firm OSO Relationship Details** window.

To Delete a Relationship

1. Navigate to the **Firm-OSO Relationships** window (refer to “To view a list of all Relations”, detailed earlier in this chapter).

2. Click the desired OSO ID link in the **OSO ID** column. The **Firm-OSO Relationship Details** window appears (see Figure 3-24).

3. Click **Delete Relationship**. A pop-up window appears confirming the deletion of the relationship (see Figure 3-26).

Figure 3-26. Firm-OSO Relationship Details (Confirmation)

4. To delete the relationship, Click **OK** and the **Firm-OSO Relationships** screen appears. Or to cancel the deletion, click **Cancel**.

Chapter 4

Transmitting Order Data to OATS

This chapter presents procedures for transmitting order data to OATS via FTP, IFT and email, and transmitting new, corrected, and deleted order events via the OATS Web Interface. Specific topics are:

- Transmitting a FORE file via FTP
- Transmitting a FORE file via IFT
- Managing the OATS Certificate
- Transmitting a FORE file via Email
- Transmitting ROEs via the OATS Web Interface
- Correcting and deleting ROEs via the OATS Web Interface
- Downloading and sending ROEs to OATS
- Deadlines for ROE submission

Note: Firms may contract with their clearing firms or third party entities to transmit information to OATS on their behalf. Firms based outside the United States and Canada **must** submit OATS information via a U.S.- or Canadian-based provider. Or Firms may utilize the Phase III Reporting Tool, which is available via the OATS Web Interface. Firms outside of the U.S. and Canada will not have access to any of the transport options described in this chapter.

Data Flow Examples

The graphics on the following pages depict a typical exchange of OATS information between an OSO and the FINRA. Figure 4-1 depicts FORE file submission and feedback retrieval via FTP; Figure 4-2 depicts FORE file submission and feedback retrieval via IFT; and, Figure 4-3 depicts FORE file submission and feedback retrieval via email. In each example, files contain one or more FOREs, and ROE rejections are repaired using the Web Interface.

In each example, Step 1 depicts an OSO preparing and submitting a FORE file; Step 2 shows FINRA receipt and processing of each FORE's envelope (header and trailer) and generation of a file status message; Step 3 involves examination of the file status message and possible retransmission by the OSO; Step 4 illustrates additional processing of each ROE in the submission, with the possible generation of ROE rejections; and, Step 5 demonstrates the OSO retrieving, repairing, and resubmitting the rejected ROEs.

Transmitting a FORE File Via FTP

Before using FTP, OSOs must order an OATS circuit through SAVVIS to access the OATS network (for details, see Chapter 1 , “Registering with OATS”). To send a FORE to OATS via FTP, the sender must have an FTP User account, which the OSO Administrator creates (for details, see Chapter 3 , “To Add an OSO/Firm User or OSO Read-Only User”).

Persons assigned an FTP User account may not use that account to access the OATS Web Interface, and persons assigned OSO/Firm User and OSO Administrator accounts may not send FOREs to OATS via FTP.

FORE files sent via FTP have a file size limit of 4MB. Within one hour of receipt of the FORE file, OATS automatically generates a FORE status message for each FORE, which may be retrieved via FTP (for procedure, see Chapter 6 “Retrieving FORE Status Via FTP and IFT”).

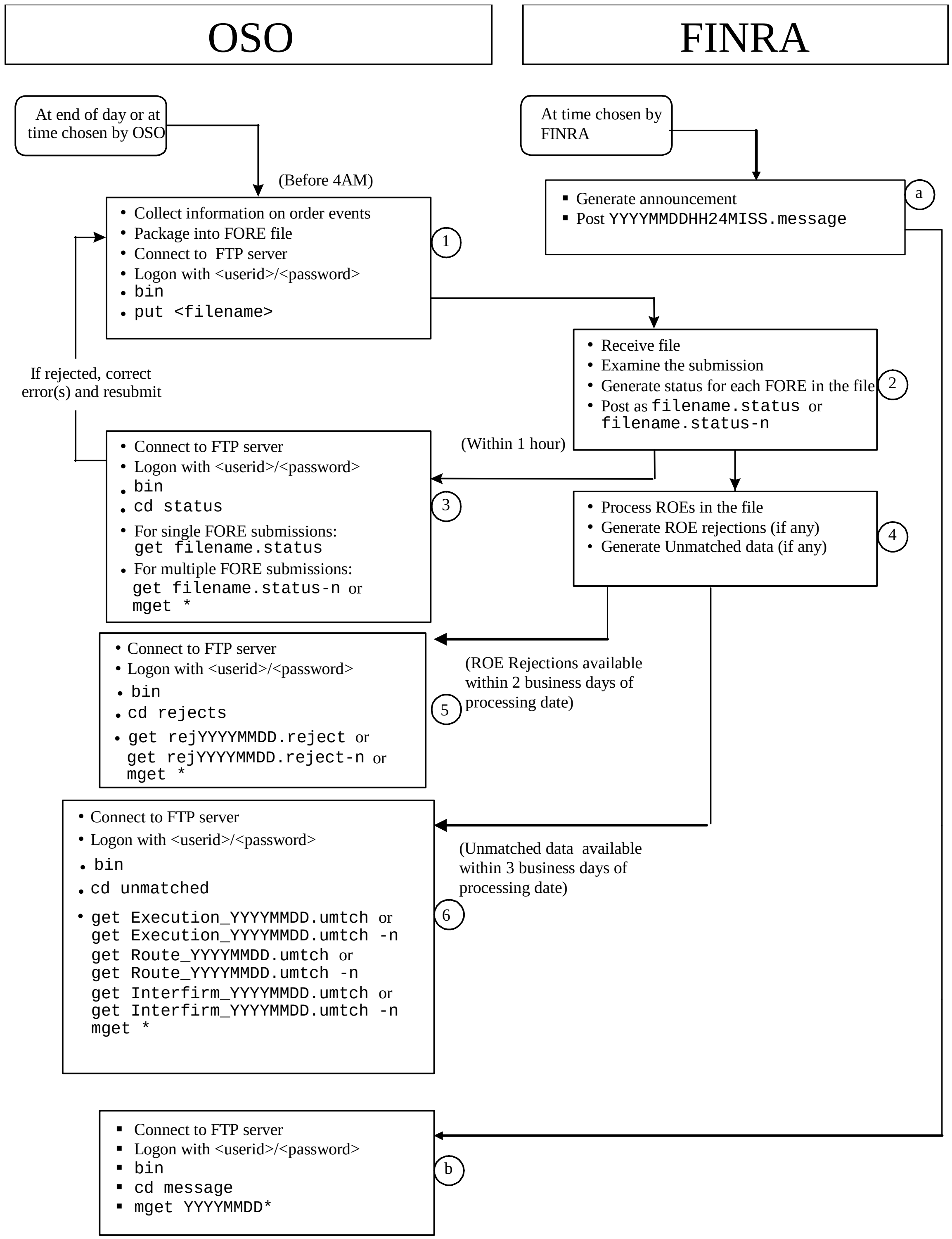
A variety of FTP software is available for different operating systems and platforms. No particular platform or operating system is required to transmit files to OATS. The only requirement is an appropriate communications application.

Tip: OSOs do not have to send FOREs and retrieve feedback via the same mechanism.

Note: For FTP users, it is important that OSOs and member firms maintain a static IP address for the sending environment or machine. Any changes or additions to the sending IP address will need 10 working days to be processed by FINRA. Sending IP address changes made without the knowledge of FINRA will result in the firms inability to connect and submit OATS data.

Figure 4-1 illustrates the procedure for exchanging data with OATS via FTP.

Figure 4-1. Typical Information Flow Using FTP Submission



To Transmit a FORE File Via FTP

1. From the **Start** menu, choose **Programs**, **MS-DOS Prompt**. Your default prompt appears; for example, **c:**.

2. Type **ftp** and then the address you have assigned to OATS, or other named path according to your firm's naming conventions; for example, **oatstest-ftp.finra.org** to access the test environment or **oats-ftp.finra.org** to access the production environment.

3. Press **Enter**.

4. When prompted, type your User ID and password. (This User ID and password should correspond with an FTP User account. For details on creating an FTP User account, see Chapter 3 "To Add an OSO/Firm User or OSO Read-Only User"). You are now in your home directory on the OATS server. The prompt changes to **ftp>**.

Tip: To confirm that you are in your home directory on the OATS server, type **pwd** at the prompt, and then press **Enter**. Your home directory path should appear; for example, **\export\home\xyzuser**. Your User ID appears in the place of **xyzuser**.

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5. FINRA recommends using the binary transfer type. To set the transfer type to binary, type **bin**, and then press **Enter**.

6. To send the FORE to OATS, type **put <drive>:\\<path>\\<filename>.<ext>**; for example, **c:\data\forefile_1.txt**. It is recommended that FORE file names be unique within one calendar month. FORE files sent via FTP may not have file name extensions of *.status* or *.rejects*, and may not include colons or spaces within the file name.

7. To end the FTP session, type **close**. To return to the MS-DOS prompt, type **quit**.

Tip: To get help with FTP commands, at the **ftp** prompt, type **help**.

Transmitting a FORE File Via Internet File Transfer (IFT)

Transmitting FOREs via IFT is an option suited for firms that would like the functionality of FTP and the convienence of the Internet, without the cost of a dedicated circuit.

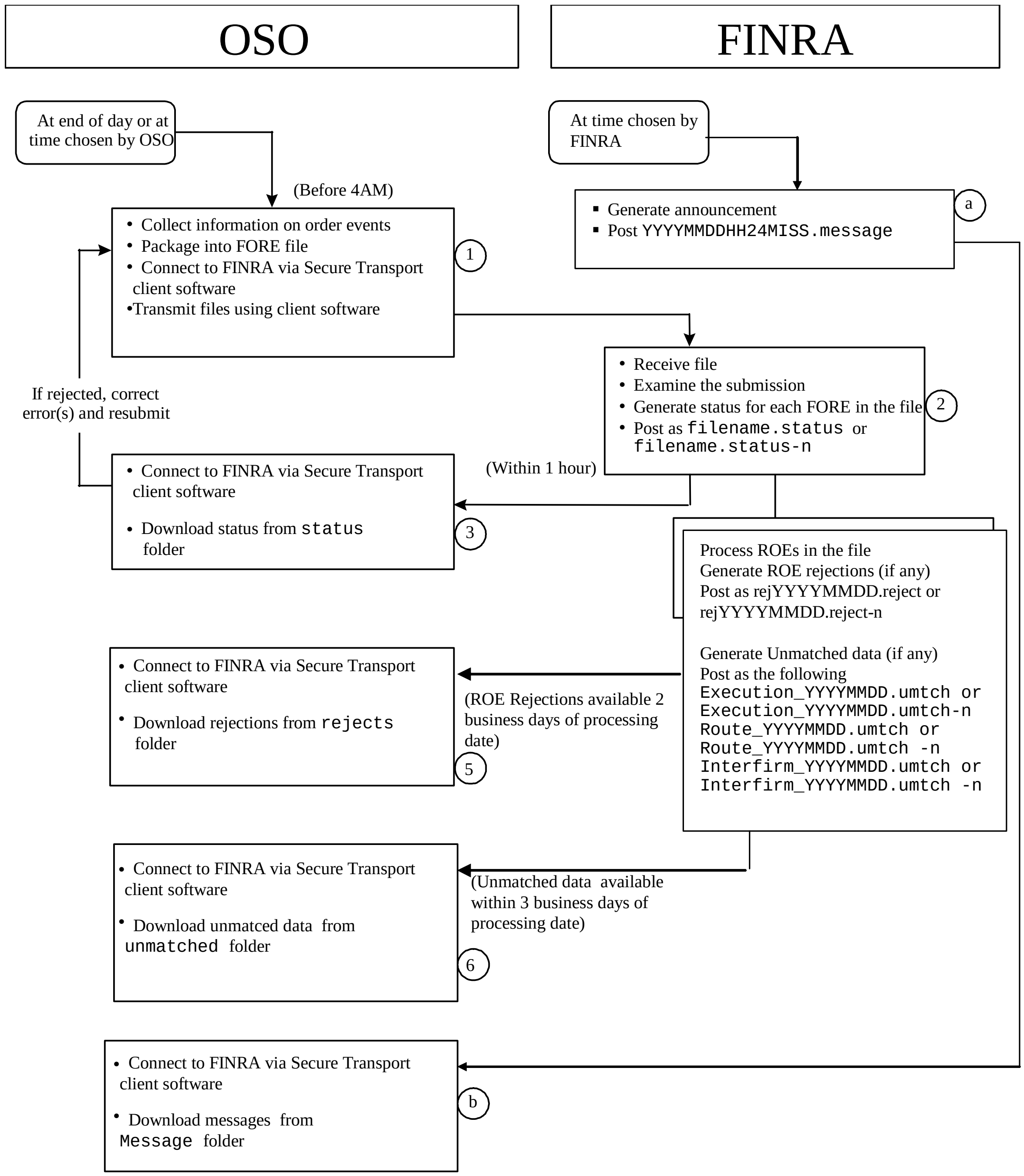
Before using IFT, OSOs must order and install the SecureTransport™ software from Tumbleweed Communications. To send a FORE to OATS via IFT, the sender must have an FTP/IFT User account, which the OSO Administrator creates (for details, see Chapter 3 “To Add an OSO/Firm User or OSO Read-Only User”).

Persons assigned an FTP /IFT User account may not use that account to access the OATS Web Interface, and persons assigned OSO/Firm User and OSO Administrator accounts may not send FOREs to OATS via IFT.

FORE files sent via IFT have a file size limit of 4MB. Within one hour of reciept of the FORE file, OATS automatically generates a FORE status message for each FORE, which may be retrieved via IFT (for procedure, see Chapter 6 “Retrieving FORE Status Via FTP and IFT”).

The Secure Transport™ software from Tumbleweed Communications is available by contacting Tumbleweed Support & Services directly via phone (650.216.2109), email (support@tumbleweed.com), or the web (http://www.tumbleweed.com/support/contact.html). Figure 4-2 illustrates the procedure for exchanging data with OATS via IFT.

Figure 4-2. Typical Information Flow Using IFT Submission


OSO
FINRA
At end of day or at time chosen by OSO
(Before 4AM)
• Collect information on order events
• Package into FORE file
• Connect to FINRA via Secure Transport client software
•Transmit files using client software
1
If rejected, correct error(s) and resubmit
At time chosen by FINRA
▪ Generate announcement
▪ Post YYYYMMDDHH24MISS.message
a
• Receive file
• Examine the submission
• Generate status for each FORE in the file
• Post as filename.status or filename.status-n
2
(Within 1 hour)
• Connect to FINRA via Secure Transport client software
• Download status from status folder
3
Process ROEs in the file
Generate ROE rejections (if any)
Post as rejYYYYMMDD.reject or rejYYYYMMDD.reject-n
Generate Unmatched data (if any)
Post as the following
Execution_YYYYMMDD.umtch or
Execution_YYYYMMDD.umtch-n
Route_YYYYMMDD.umtch or
Route_YYYYMMDD.umtch -n
Interfirm_YYYYMMDD.umtch or
Interfirm_YYYYMMDD.umtch -n
• Connect to FINRA via Secure Transport client software
• Download rejections from rejects folder
(ROE Rejections available 2 business days of processing date)
5
• Connect to FINRA via Secure Transport client software
• Download unmatced data from unmatched folder
(Unmatched data available within 3 business days of processing date)
6
• Connect to FINRA via Secure Transport client software
• Download messages from Message folder
b

To Transmit a FORE File Via IFT

1. From the **Start** menu, choose **Programs**, **ValiCert, SecureTransport™ Client, SecureTransport™**.
2. Connect to the IFT service throught the SecureTransport™ software.
3. Follow the SecureTransport™ procedures for submitting files. SecureTransport™ has a separate menu item for submitting files. FORE files sent via FTP may not have file name extensions of *.status* or *.rejects*, and may not include colons or spaces within the file name.
4. To end the IFT session and close the IFT connection, close the SecureTransport™ client.

Tip: To get help with IFT commands, reference the SecureTransport**™** User's Guide or visit the Tumbleweed Communications web site at http://www.tumbleweed.com/.

Transmitting a FORE File Via Email

Transmitting FOREs via email is an option suited for firms that have a small number of ROEs to send in each FORE and/or do not have a direct connection to the OATS network.

FINRA supports the domestic, 128-bit encrypted versions of the Microsoft Outlook Express and Netscape Messenger mail clients. All email messages to OATS, except the OATS Certificate request, must be 128-bit encrypted. If OATS receives an email that is not sufficiently encrypted, the OATS transmission will be rejected and the corresponding User ID will be disabled. At that time, the user must be re-enabled by FINRA or an OSO Administrator who will issue a new password to be used to enter the OATS site. For more information about email encryption, see Chapter 1 "Why Strong Encryption Is Required".

Note: Firms that transmit FOREs primarily via FTP or IFT may submit them via email at any time.

FOREs sent to OATS via email must be encrypted. Each of the two supported mail clients must be prepared to send encrypted mail. Outlook Express users and Netscape Messenger users must have both an OATS Certificate and a Digital ID.

The email data flow is identical to the FTP data flow described in Figure 4-1, with the exception of Steps 1 and 3. In Step 1, the firm does not connect to FINRA; rather, it sends an email to the OATS mailbox at FINRA. In Step 3 in the email data flow, OATS automatically returns a FORE status message within one hour of receipt of the FORE to the email address that was used to send the FORE.

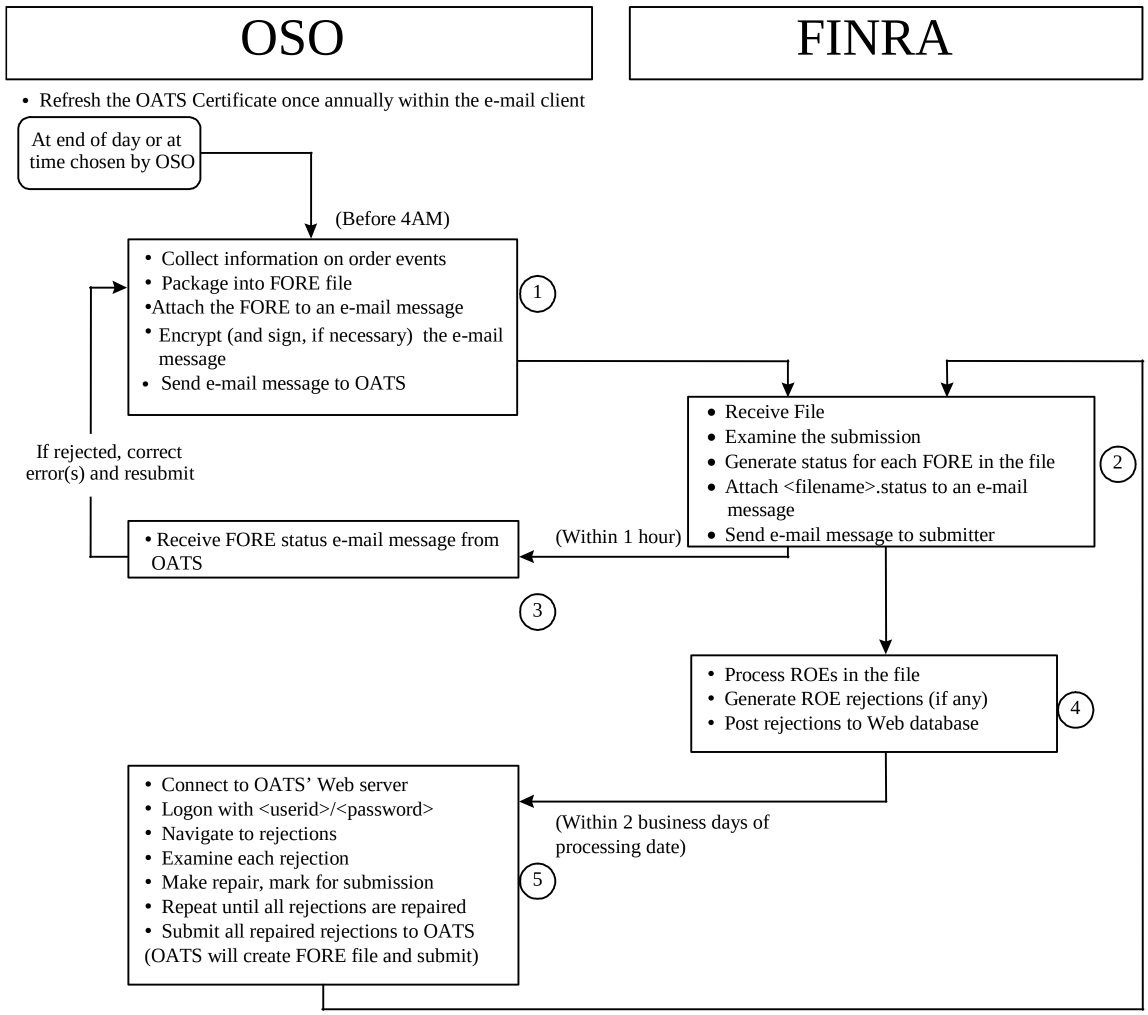
For all files transmitted to OATS via email, there is a file size limit of 1.5MB. There is no limit on the number of ROEs that can be in the attached FORE, though a FORE containing 10,000 to 15,000 ROEs, depending on the types of ROEs, may come close to the 1.5MB size limit. FORE files sent via email may not have filename extensions of *.status, .reject*, *or .umtch* and may not include colons or spaces within the file name.

FORE files must be submitted as attachments and each file must be included in a separate message. An OSO that transmits files on behalf of several other firms can submit more than one FORE per file, but each file will still have to be included in a separate message. Each attachment must be named uniquely, as the returned FORE status email will reference the attachment name rather than the message subject in its **Subject** box. It is also recommended that FORE files sent via email do not have file name extensions of *.status,.reject*, *or .umtch* and may not include colons or spaces within the file name.

Sending a FORE to OATS via email is illustrated in Figure 4-3 and involves the following steps:

1. Acquiring a Digital ID, if required by your mail client.
2. Requesting the OATS Certificate (and refreshing it annually). *Procedures regarding OATS Certificate can be found later in this chapter under “Managing the OATS Certificate”.
3. Trusting the OATS Certificate.
4. Storing the OATS Certificate in the mail client’s Address Book, if necessary.
5. Composing an email message, attaching the FORE, and sending it to OATS.

Figure 4-3. Typical Information Flow Using Email Submission



Acquiring a Digital ID

Digital IDs (also known as digital signatures) reside on a user's PC and contain information that uniquely identifies the user, allowing the user to digitally sign email messages. Although OATS does not require users to digitally sign email messages, a user's mail client, for example, Netscape Messenger, may not allow a user to send an encrypted message without acquiring a digital ID. Digital IDs are issued by independent certificate authorities.

To get a Digital ID, contact a certificate authority, and then follow their procedures. Always consult with the your company's internal technical support personnel and be aware of applicable corporate policies before upgrading or downloading software.

Managing the OATS Certificate

The OATS Certificate is used by a user's mail client to S/MIME encrypt email messages, and is required for all mail clients that will be exchanging order data with OATS. An OSO that will submit files via email must obtain the OATS Certificate via a non-encrypted, unsigned email request, and then store the OATS Certificate within the mail client's Address Book. Each OSO that submits files via email is required to refresh the OATS Certificate annually by deleting the old one and requesting a new one. (Although FINRA does not intend to require you to refresh the OATS Certificate more often than once annually, it reserves the right to do so if necessary.) Use the addresses below to request the OATS Certificate.

Note: All users must request separate OATS Certificates for the test and production environments. Use the Internet email address to request the OATS Certificates, even if you are a subscriber to the OATS network. In addition, each individual workstation used to access the OATS network must have its own OATS Certificate, i.e., one Certificate cannot be used on more than one workstation.

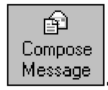
Table 4-1. Email Addresses for Requesting the OATS Certificate

Access Type	Test	Production
Email via Internet	*testoatskey@finra.org*	*oatskey@finra.org*

To Request the OATS Certificate

The first procedure applies only to Outlook Express 5.0, while the second procedure applies only to Netscape Messenger 4.72. The steps involved in requesting the OATS Certificate may vary for other mail clients and versions. For assistance in using versions other than those mentioned above, call FINRA Business and Technology Support Services at 1-800-321-6273.

To Request the OATS Certificate Using Outlook Express

1. In the Outlook Express Inbox, click . The **New Message** dialog box appears.

2. In the **To** box, type **testoatskey@finra.org** to access the test environment, or **oatskey@finra.org** to access the production environment.

3. In the **Subject** box, type **OATS Certificate Request** (this statement is not case-sensitive but must be spelled correctly).

4. Leave the body of the message blank. Do not encrypt or digitally sign the message.

Tip: Before sending the request for the OATS Certificate, confirm that the address from which you want to send FOREs is specified as the default account. To do this in Outlook Express, from the **Tools** menu, select **Accounts**. The **Internet Options** dialog box appears. If the account from which you want to send FOREs is already the default, “mail (default)” appears in its **Type** column. To set a different account as the default, select it from the list, and then click .

---

5. Click .

To Request the OATS Certificate Using Netscape Messenger

1. In the Netscape Messenger Inbox, click . The **Composition** dialog box appears.

2. Click  to display the **Address** tab. In the **To** box, type **testoatskey@finra.org** to access the test environment, or **oatskey@finra.org** to access the production environment.

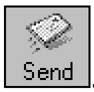
3. In the **Subject** box, type **OATS Certificate Request** (this statement is not case-sensitive but must be spelled correctly).

4. Leave the body of the message blank. Do not encrypt or digitally sign the message.

Tip: Before sending the request for the OATS Certificate, confirm that the address from which you want to send FOREs is specified. To do this in *Netscape Messenger*, from the **Edit** menu, select **Preferences**. The **Preferences** dialog box appears. Select the **Identity** category under **Mail & Newsgroups**. The **Identity** dialog box appears. Confirm that the **Email address** and **Reply-to address** boxes both reflect the email address from which you intend to submit FOREs to OATS. If you made a change to the addresses, click 

. If you did not make a change, click 

.

5. Click 

.

To Trust the OATS Certificate

When you first receive the OATS Certificate via email, you may need to specify within your mail client that FINRA is a trusted sender of email. Once the OATS Certificate is trusted within your mail client, it may be stored in the mail client's Address Book and then used to exchange order data with OATS.

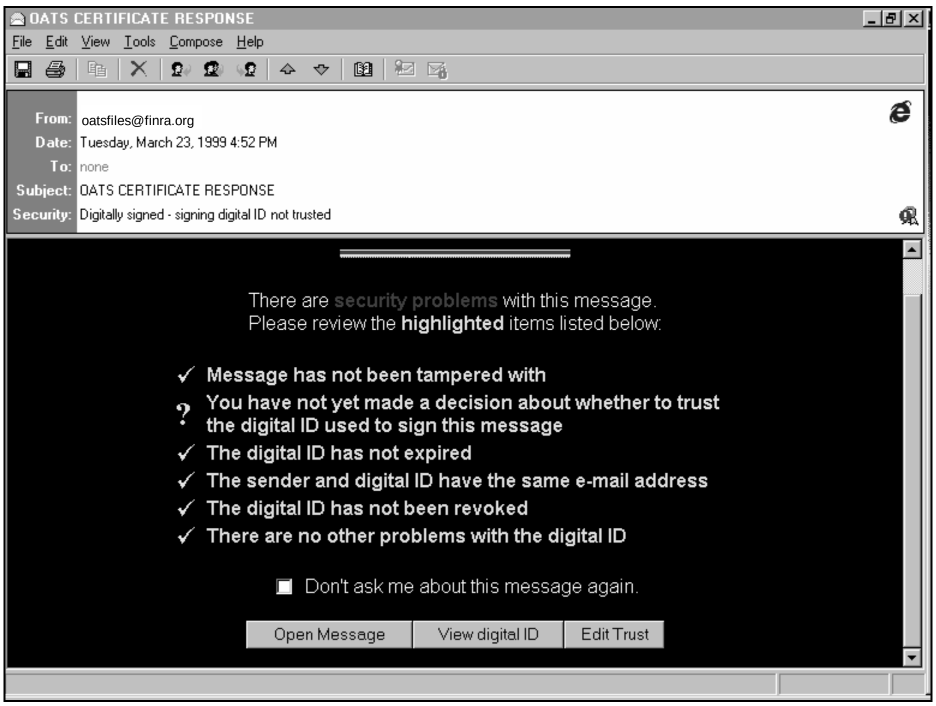
The first procedure applies only to Outlook Express 5.0, while the second procedure applies only to Netscape Messenger 4.72 The steps involved in trusting the OATS Certificate may vary for other mail clients and versions. For assistance in using versions other than those mentioned above, call FINRA Business and Technology Support Services at 1-800-321-6273.

To Trust the OATS Certificate Using Outlook Express

1. In the Outlook Express Inbox, select the OATS reply message.

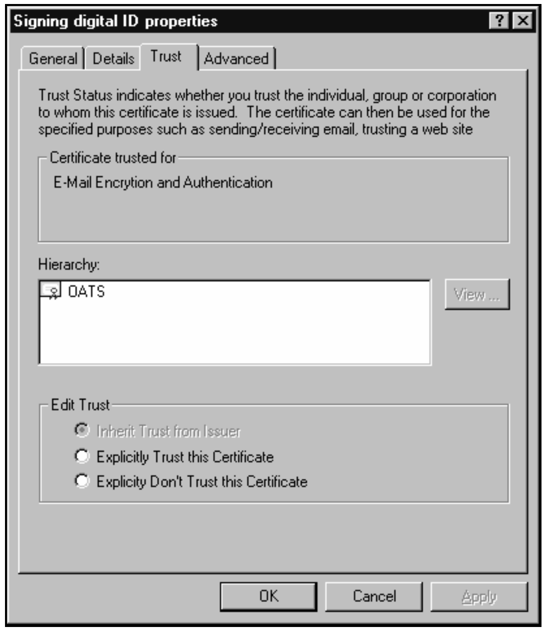
2. Double-click the message to open it. If you see **Security: Digitally signed and verified** underneath the Subject line of the reply email, the Certificate has been automatically trusted and you can add the Certificate to your email address book. To complete this, see 'To Add Certificate to the Address Book' later in this chapter. If the body of the message indicates there are security problems with the Certificate, as seen in Figure 4-4, proceed with step 3.

Figure 4-4. OATS Certificate Response, Digital ID Not Trusted



3. Click Edit Trust. The **Signing digital ID properties** dialog box appears (see Figure 4-5).

Figure 4-5. Signing Digital ID Properties Dialog Box



4. Select the **Explicitly Trust this Certificate** option.

5. Click 

.

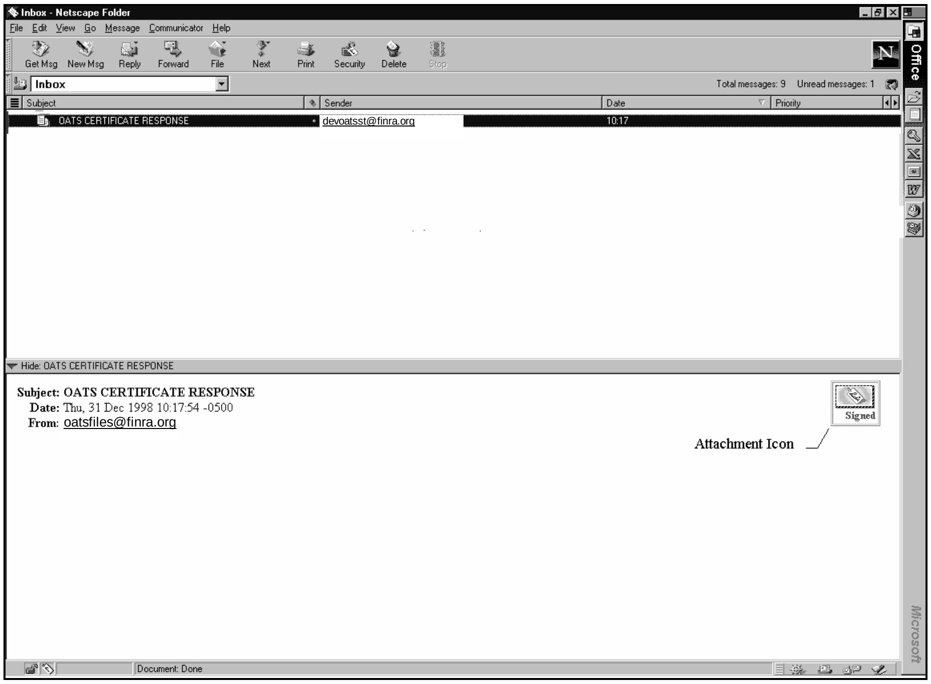
6. Click 

.

To Trust the OATS Certificate Using Netscape Messenger

1. In the Netscape Messenger Inbox, select the OATS reply message.

Figure 4-6. Netscape Messenger Inbox

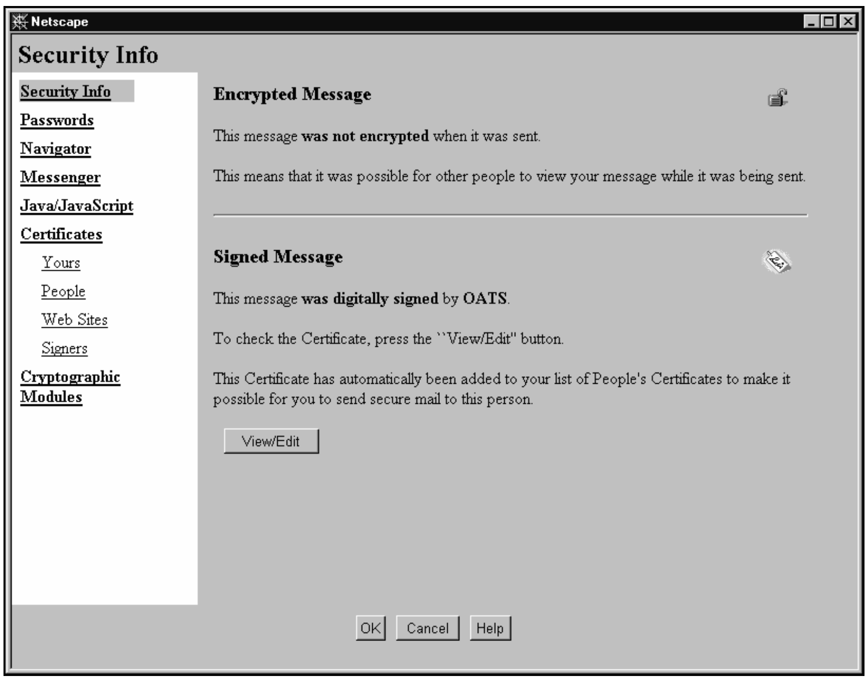


2. Without opening the message, click the attachment icon in the lower half of the Inbox. If the text on the icon reads “Signed” (see Figure 4-6), the Certificate is already trusted, and you do not need to continue with this procedure. If the text on the icon reads, “Invalid Signature,” continue with this procedure to trust the Certificate. The **Security Info** dialog box appears (see Figure 4-7).

Tips:

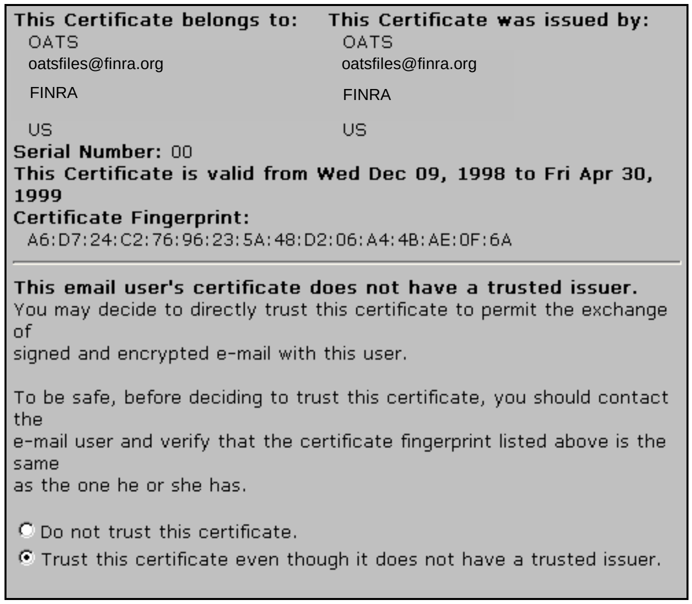
- If you cannot see the attachment icon in the Inbox, from the **View** menu, click **Show** and then **Message**. The lower half of the Inbox appears, displaying the OATS Certificate attachment.
- If the OATS Certificate does not accompany the reply message, this may indicate that your server software is not accepting signed mail (this is often the default setting). See your network administrator to have the option set to receive signed mail so that you can exchange order data with OATS. For more details, contact FINRA Business and Technology Support Services.

Figure 4-7. Security Info Dialog Box



3. Click View/Edit. **The View/Edit A Personal Certificate** dialog box appears. Scroll down to see the shole dialog box (see Figure 4-8).

Figure 4-8. View/Edit A Personal Certificate Dialog Box



4. Click **Trust this certificate even though it does not have a trusted issuer**. The **Security Info** dialog box appears.

5. Click OK.

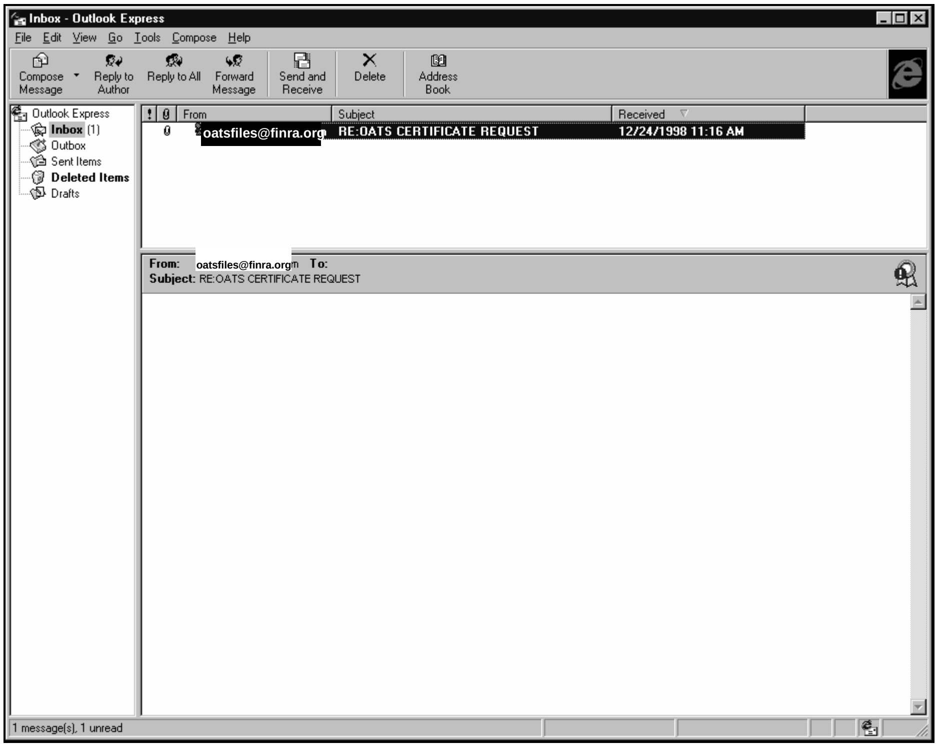
To Add the OATS Certificate to the Address Book

The first procedure applies only to Outlook Express 5.0 (which accompanies Internet Explorer 4.0, version 4.72), while the second procedure applies only to Netscape Messenger 4.72. The steps involved in adding the OATS Certificate to the mail client's Address Book may vary for other mail clients and versions. For assistance in using versions other than those mentioned above, call FINRA Business and Technology Support Services at 1-800-321-6273.

To Add the OATS Certificate to the Address Book Using Outlook Express

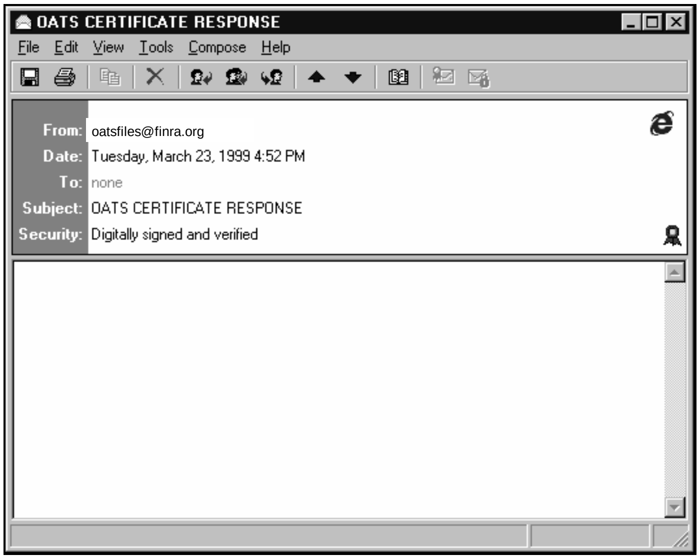
1. In the Outlook Express Inbox, select the OATS reply message.

Figure 4-9. Outlook Express Inbox



2. Double-click the message to open it. If the **Security** box in the header does not read “Digitally signed and verified” as seen in Figure 4-10, you must trust the Certificate. See “To Trust the OATS Certificate,” as discussed earlier in this chapter.

Figure 4-10. OATS Certificate Response Message



3. Place your cursor in the **From** box, and then right-click. A pop-up menu appears.

4. From the pop-up menu, select **Add to Address Book**. The **Properties** window for the address in the **From** box appears.

5. Click OK to add the OATS address and Certificate to your Address Book. The Outlook Express Inbox appears.

To Add the OATS Certificate to the Address Book Using Netscape Messenger

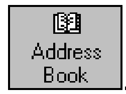
Upon receipt of an email from OATS, Netscape Messenger automatically stores the OATS Certificate in its Address Book. However, it may still be necessary to trust the OATS Certificate. See "To Trust the OATS Certificate," as discussed earlier in this chapter.

To Refresh the OATS Certificate

The OATS Certificate must be refreshed annually. Before requesting a new Certificate from OATS, use the following procedure to delete the previous year's Certificate.

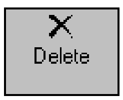
The first procedure applies only to Outlook Express 5.0 (which accompanies Internet Explorer 4.0, version 4.72), while the second procedure applies only to Netscape Messenger 4.72. The steps involved in refreshing the OATS Certificate may vary for other mail clients and versions. Refer to “Managing the OATS Certificate” in this chapter, for assistance in refreshing the OATS Certificate and transmitting a FORE file via email. For assistance in using versions other than those mentioned above, call FINRA Business and Technology Support Services at 1-800-321-6273.

To Refresh the OATS Certificate Using Outlook Express

1. From the Outlook Express Inbox, click 

. The **Address Book** window appears.

2. Click the OATS address entry.

3. Click 

or press the **Delete** key on your keyboard. A confirmation message appears.

4. Click **Yes** to delete the OATS Certificate.

5. Request a new OATS Certificate.

6. Trust the new OATS Certificate.

7. Add the new OATS Certificate to the Address Book.

To Refresh the OATS Certificate Using Netscape Messenger

1. Click 

. The **Security Info** window appears.
2. Click the **People** link. All certificates that are loaded on your computer appear.
3. Select the OATS Certificate.
4. Click 

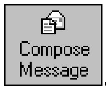
 or press the **Delete** key on your keyboard. A confirmation message appears.
5. Click **Yes** to delete the OATS Certificate.
6. Request a new OATS Certificate.
7. Trust the new OATS Certificate.
8. Add the new OATS Certificate to the Address Book.

To Transmit a FORE Via Email

The first procedure applies only to Outlook Express 5.0 (which accompanies Internet Explorer 4.0, version 4.72), while the second procedure applies only to Netscape Messenger 4.72. The steps involved in transmitting a FORE via email may vary for other mail clients and versions. Refer to “Managing the OATS Certificate” in this chapter, for assistance in transmitting a FORE file via email. For assistance in using versions other than those mentioned above, call FINRA Business and Technology Support Services at 1-800-321-6273.

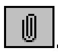
To Transmit a FORE File Via Email Using Outlook Express

1. Build a FORE file (refer to the *OATS Reporting Technical Specifications* for layout and format).

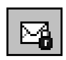
2. Click 

. The **New Message** dialog box appears.

3. In the **To** box, type **testoatsfiles@finra.org** to access the test environment or **oatsfiles@finra.org** to access the production environment. The **Subject** box may be left blank (OATS ignores subject text).

4. Click . The **Attachment** dialog box appears.

5. Select your FORE file from the appropriate folder, and then click **Attach**.

6. On the toolbar, click  to encrypt the message and  to digitally sign the message.

7. Click 

. OATS will reply with a status message called *NameofFOREFile Status Report* within one hour. If you do not receive the reply within one hour, perform the following checks:
   a. Confirm that you typed the correct address and subject text in your email message; if so, you may be experiencing a delay in receiving Internet mail. Proceed to next step.
   b. Check for FORE status on the OATS Web Interface (for procedure, see Chapter 6 "Viewing FORE Status").
   c. If you still have not received a response from OATS, contact FINRA Business and Technology Support Services.

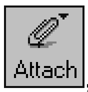
To Transmit a FORE Via Email Using Netscape Messenger

1. Build a FORE file (refer to the *OATS Reporting Technical Specifications* for layout and format).

2. Click 

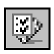
. The **Composition** dialog box appears.

3. Click  to display the **Address** tab. In the **To** box, type the appropriate email address for the test or production environment. The **Subject** box may be left blank (OATS ignores subject text).

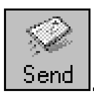
4. Click 

, and then from the pop-up menu, click **File**. The **Enter file to attach** dialog box appears.

5. Select your FORE file from the appropriate folder, and then click **Open**.

6. Click  to display the **Message Sending Options** tab.

7. Click the **Encrypted** checkbox. Optionally, click the **Signed** checkbox.

8. Click 

. OATS will reply with a FORE status message called *NameofFOREFile Status Report* within one hour. If you do not receive the reply within one hour, perform the following checks:
   a. Confirm that you typed the correct address and subject text in your email message; if so, you may be experiencing a delay in receiving Internet mail. Proceed to next step.
   b. Check for FORE status on the OATS Web Interface.
   c. If you still have not received a response from OATS, contact FINRA Business and Technology Support Services.

Notes:

- You must use a unique Firm FORE ID for each FORE submission within a single OATS Reporting Day. Any FORE submitted within a day that has a duplicate Firm FORE ID will be rejected as a duplicate file.
- To avoid overwriting the corresponding FORE status files, use a unique external filename for each FORE submission within one calendar month.
- An OSO that transmits files for several other firms must submit a separate FORE for each firm. Each file must have a Firm FORE ID that is unique within the OATS Reporting Day.

Transmitting ROEs Via the OATS Web Interface

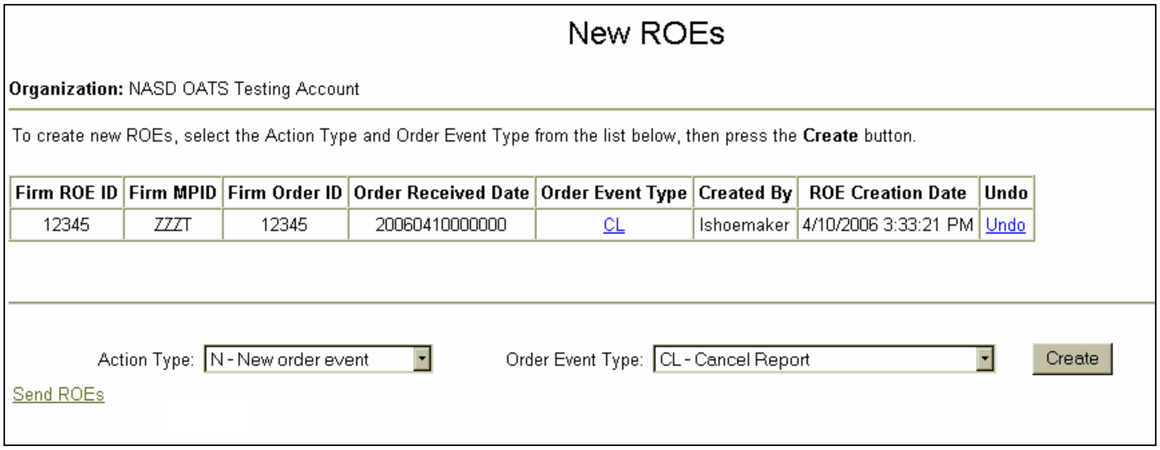
An alternative to sending ROEs already packaged in a FORE to OATS is sending individual ROEs via the OATS Web Interface. Sending ROEs via the OATS Web Interface is an option suited for firms that have fewer than 100 ROEs to send to OATS daily. ROEs sent via this method are packaged into a FORE automatically by OATS. Alternatively, Firms may utlize the Phase III Reporting Tool, which is available via the OATS Web Interface. Refer to Chapter 5 of this document for procedures using the Phase III Reporting Tool.

Important! To meet the order reporting rules and requirements for data retention of order information, firms that submit ROEs or repair rejected ROEs via the Web Interface must retain a copy of the ROEs at their firm. Ensure that you download a copy of all ROEs entered via the OATS Web Interface before you exit the current session (for procedure, see “To Download and Send ROEs to OATS,” discussed later in this chapter). After you exit the current session, the ROEs are no longer available.

To Create New ROEs

1. Navigate to the **OATS Reporting and Feedback** window (for procedure, see Chapter 2 , “Getting Started with the OATS Web Interface”).
2. Click the New ROEs link. The New ROEs window appears, displaying all new, corrected, and deleted ROEs that have not been sent to OATS. (see Figure 4-11)

Figure 4-11. New ROEs



3. Select **N** (New Order Event) from the **Action Type** drop-down list box. The other choices are:

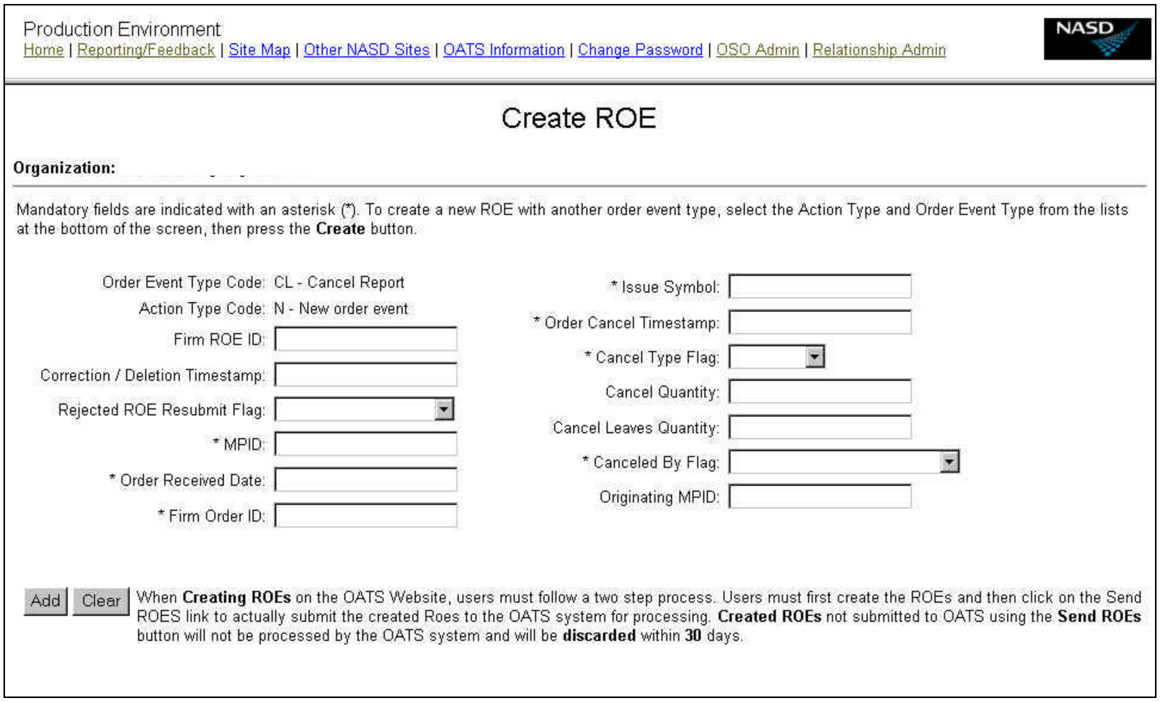
   - **D**- Deleted Order Event
   - **C**- Corrected Order Event

4. Select an option from the **Order Event Type** drop-down list box. The choices are:

   - **CL**- Cancel Report
   - **CR**- Cancel/Replace Report
   - **DS**- Desk Report
   - **EX**- Execution Report
   - **NW**- New Order Report
   - **OE**- Combined Order/Execution Report
   - **OR**- Combined Order/Route Report
   - **RT**- Route Report

5. Click Create. The **Create ROE** window appears. (This window, Figure 4-12, displays different fields depending on the combination of Action Type and Order Event Type.)

Figure 4-12. Create ROE



Production Environment
Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

NASD

Create ROE

Organization:

Mandatory fields are indicated with an asterisk (*). To create a new ROE with another order event type, select the Action Type and Order Event Type from the lists at the bottom of the screen, then press the **Create** button.

Order Event Type Code: CL - Cancel Report
Action Type Code: N - New order event
Firm ROE ID:
Correction / Deletion Timestamp:
Rejected ROE Resubmit Flag:
* MPID:
* Order Received Date:
* Firm Order ID:

* Issue Symbol:
* Order Cancel Timestamp:
* Cancel Type Flag:
Cancel Quantity:
Cancel Leaves Quantity:
* Canceled By Flag:
Originating MPID:

Add | Clear

When **Creating ROEs** on the OATS Website, users must follow a two step process. Users must first create the ROEs and then click on the Send ROES link to actually submit the created Roes to the OATS system for processing. **Created ROEs** not submitted to OATS using the **Send ROEs** button will not be processed by the OATS system and will be **discarded** within **30** days.

6. Enter information about the new ROE in the appropriate boxes in the window. Fields that are always mandatory are indicated by an asterisk (*), but some fields become mandatory based on values entered into other fields (see the *OATS Reporting Technical Specifications* for permitted values and definitions for each field). To clear all entries in the window and start over, click **Clear**.

7. To add the new ROE to the staging area (the holding place for all new, corrected, and repaired ROEs until you send them to OATS), click **Add**. The **Create ROE** window reappears, ready to receive another ROE with the same Order Event Type and Action Type. To change the Order Event Type or Action Type, select options from the drop-down lists at the bottom of the screen, and then press **Create**. Repeat steps 5 through 7.

Tip: If OATS detects a syntax or other error in any of your entries in the **Create ROE** window, a notification message explaining the error appears on top of the window. Correct the entry and then click Add again.

8. Send the ROEs to OATS (for procedure, see “To Download and Send ROES to OATS” discussed later in this chapter) and then close the OATS Web Interface (for procedure, see Chapter 2 “To Close the OATS Web Interface”).

Correcting and Deleting ROEs

A firm may determine through routine data reconciliation procedures that information previously sent to and accepted by OATS is invalid. OATS provides two mechanisms to correct inaccurate reports: corrections and deletions. Corrections are made in response to data entry errors that resulted in one or more values within a ROE being entered incorrectly at the firm. Deletions are made in response to order events that did not actually occur but were mistakenly reported.

Firms should submit a correction to OATS only if they discover a mistake, such as a data entry error, in a ROE that has already been submitted to OATS and accepted by the system. Corrections should never be used to reflect a change requested by a customer. For example, if an order quantity is mistakenly entered as 100 rather than 1,000, the firm should correct the error via a correction. However, if the customer requests that an order quantity be changed from 100 to 1,000 shares, the firm must instead generate a Cancel/Replace Report.

Firms should submit a deletion to OATS only if they discover that a ROE was mistakenly sent to OATS and accepted. For example, if a firm mistakenly reports that an order was canceled when it was actually executed, a deletion should be submitted for the Cancel Report. A deletion should also be used if a ROE is submitted to OATS with an incorrect Order Receiving Firm Order ID, Order Receiving Firm Order Received Date, or Order Receiving Firm MPID.

Notes:

- A correction should only be submitted for events previously accepted by OATS; corrections should *not* be generated for rejected ROEs. A correction is not the same as a repair. Firms must “repair” rejected records; they must “correct” accepted records. See Chapter 6 “ROE Rejection Navigation in the OATS Web Interface” for procedures for repairing and resubmitting rejected ROEs.
- A Deletion Report will not clear a rejection from the **ROE Rejections** window in the OATS Web Interface. It should not be used to clear rejected records.

For more information, refer to Deadlines for ROE Submission, Deadline for ROE Rejection Repair, and Deadline for ROE Corrections and Deletions later in this chapter.

Specific rules must be adhered to when submitting corrections and deletions. Refer to the *OATS Reporting Technical Specifications* for these procedures.

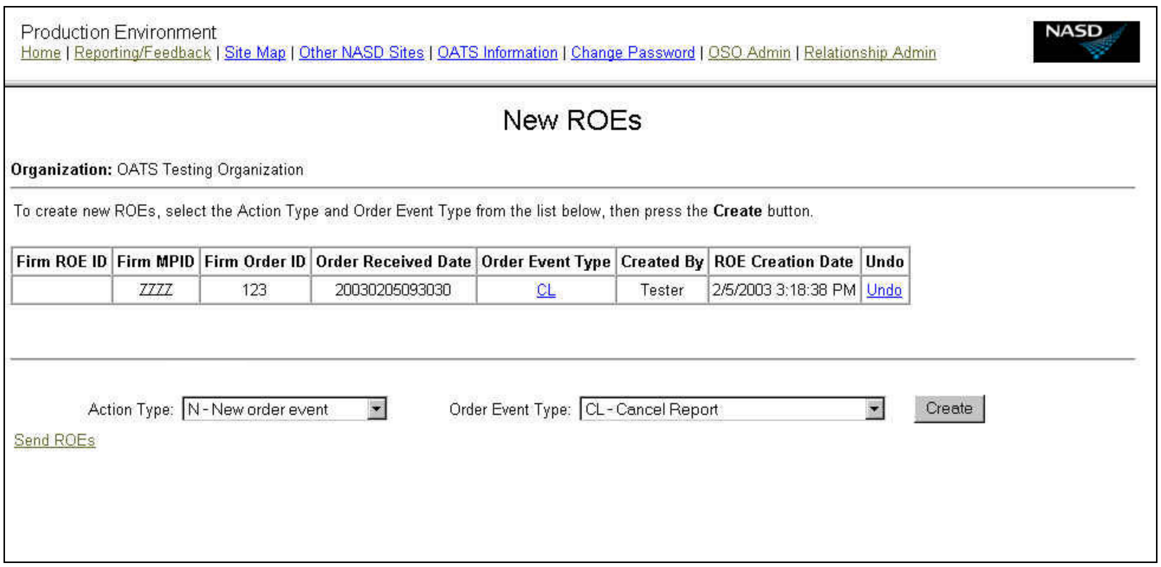
The following procedures illustrate how to use the Web to submit corrected and deleted ROEs. Since this option requires you to submit each corrected and deleted ROE separately, it may be more suitable for firms with very few ROEs to submit via the web. Those firms with many corrected and deleted ROEs may prefer to package them in a FORE and then submit them to OATS via FTP, IFT, or email.

To Correct Previously-Accepted ROEs

1. Navigate to the **OATS Reporting and Feedback** window.

2. Click the **New ROEs** link. The **New ROEs** window appears, displaying all new, corrected, and deleted ROEs that have not yet been sent to OATS (see Figure 4-13).

Figure 4-13. New ROEs



3. Select **C** from the **Action Type** drop-down list box. See, “To Create New ROEs,” earlier in this chapter, for Action Type definitions.

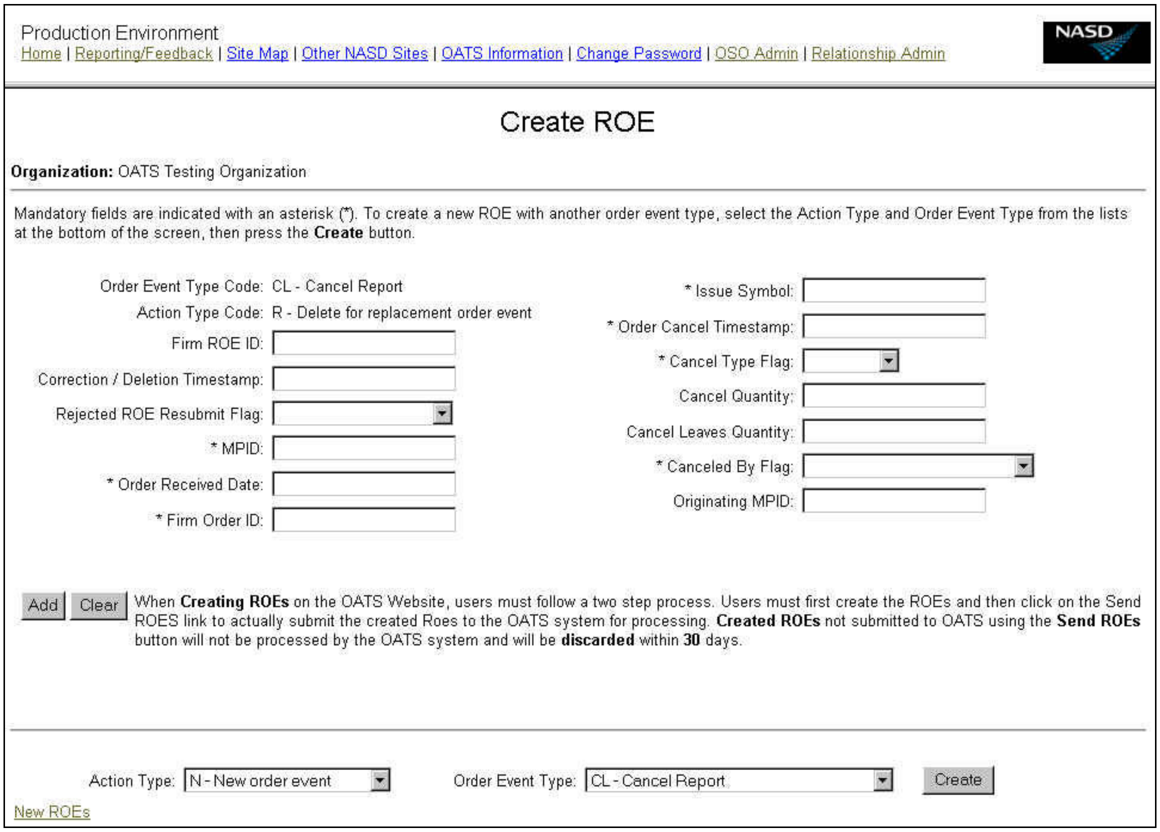
Important! To correct a ROE, you must submit a pair of ROEs, the first to identify and replace the ROE ***as it was originally submitted*** (Action Type **R**), and the second to correct the ROE (Action Type **C**).

4. Select the order event type of the original ROE you are correcting from the **Order Event Type** drop-down list box.

5. Click Create. The **Create ROE** window appears as seen in Figure 4-14. (This window displays different fields depending on the combination of Action Type and Order Event Type you select.) Notice that the Action Type has

changed from the **C** you selected to **R**, indicating that you must first identify and replace the original ROE.

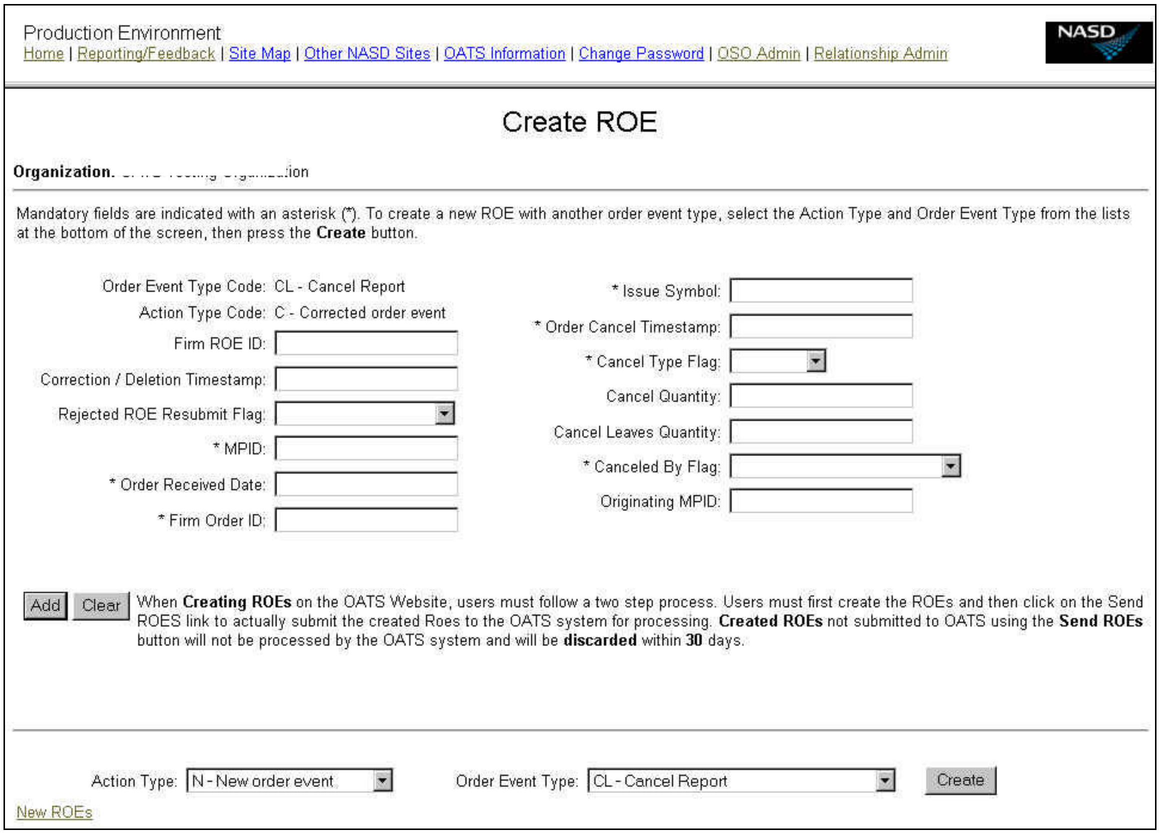
Figure 4-14. Create ROE, Replaced ROE



6. Enter the text of the ROE exactly as it was originally submitted. Fields that are always mandatory are indicated by an asterisk (*), but some fields become mandatory based on values entered into other fields (see the *OATS Reporting Technical Specifications* for permitted values and definitions for each field). To clear all entries in the window and start over, click Clear.

7. Click Add. The **Create ROE** window appears as seen in Figure 4-15. Notice that the Action Type Code changes to **C** and the values entered on the replaced ROE are copied into the fields on the “corrected” ROE to aid data entry.

Figure 4-15. Create ROE, Corrected ROE



8. Enter the text of the corrected ROE. All information contained in the original ROE must be repeated in the corrected ROE, not just the information that changed. Fields that are always mandatory are indicated by an asterisk (*), but some fields become mandatory based on values entered into other fields (see the *OATS Reporting Technical Specifications* for permitted values and definitions for each field). To clear all entries in the window and start over, click Clear.

9. To add the replaced and corrected ROEs to the **Send ROEs** window, where they will be stored until you send them to OATS, click Add. The **Create ROE** window appears, ready to receive another corrected ROE with the same Order Event Type. To change the Order Event Type or Action Type, select options from the drop-down lists at the bottom of the screen, and then press Create.

10. Send the ROEs to OATS and then close the OATS Web Interface (for procedure, see Chapter 2 “To Close the OATS Web Interface”).

Tip: If OATS detects a syntax or other error in any of your entries in the

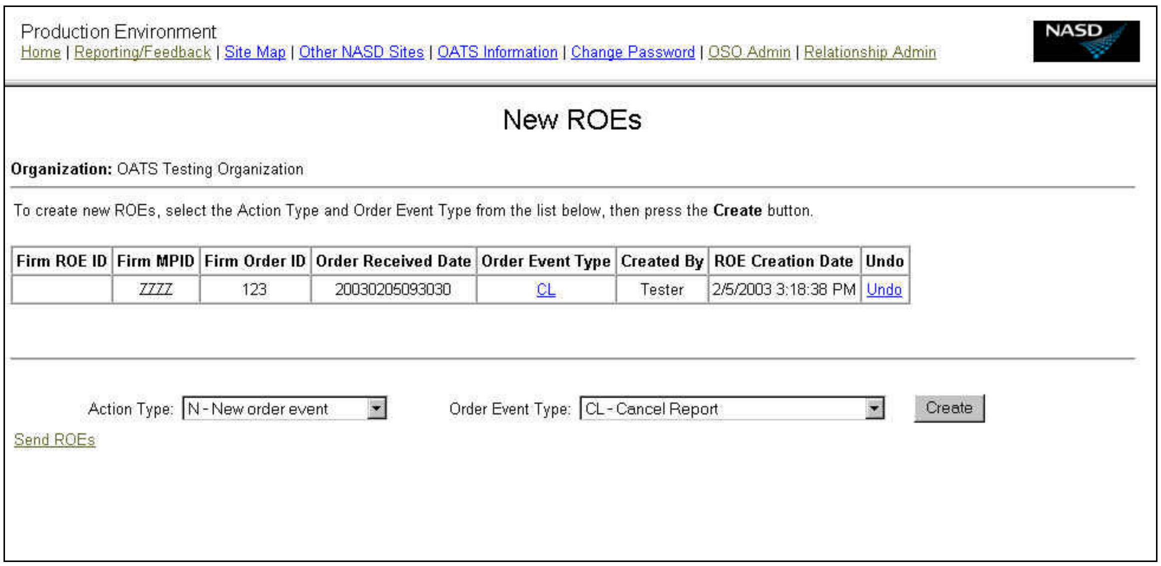
Create ROE window, a notification message explaining the error appears on top of the window. Correct the entry and then click Add again

To Delete Previously-Accepted ROEs

1. Navigate to the **OATS Reporting and Feedback** window.

2. Click the **New ROEs** link. The **New ROEs** window appears as seen in Figure 4-16, displaying all new, corrected, and deleted ROEs that have not yet been sent to OATS.

Figure 4-16. New ROEs



3. Select **D** from the **Action Type** drop-down list box.

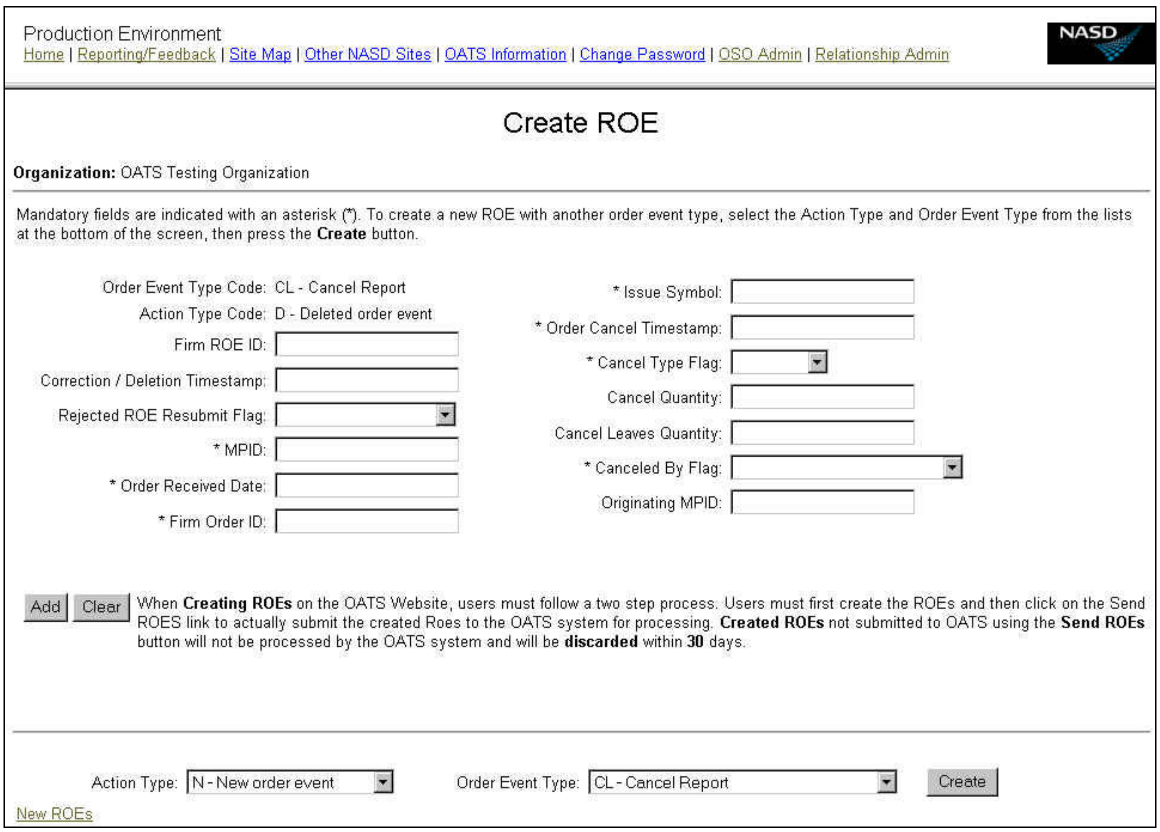
4. Select an option from the Order Event Type drop-down list box. The choices are:

   - **CL**- Cancel Report
   - **CR**- Cancel/Replace Report
   - **DS**- Desk Report
   - **EX**- Execution Report
   - **NW**- New Order Report

- **OE**- Combined Order/Execution Report
- **OR**-Combined Order/Route Report
- **RT**- Routing Report

5. Click Create. The **Create ROE** window appears as seen in Figure 4-17. (This window displays different fields depending on the combination of Action Type and Order Event Type.)

Figure 4-17. Create ROE, Deleted ROE



6. Enter the text of the ROE you want to delete exactly as it was originally submitted. Fields that are always mandatory are indicated by an asterisk (*), but some fields become mandatory based on values entered into other fields (see the *OATS Reporting Technical Specifications* for permitted values and definitions for each field). To clear all entries in the window and start over, click Clear.

7. To add the deleted ROE to the **Send ROEs** window, where it will be stored until you send it to OATS, click Add. The **Create ROE** window reappears, ready to receive another ROE with the same Order Event Type and Action Type. To change the Order Event Type or Action Type, select options from the drop-down lists at the bottom of the screen, and then press Create. Repeat steps 5 through 7.

Tip: If OATS detects a syntax or other error in any of your entries in the **Create ROE** window, a notification message explaining the error appears on top of the window. Correct the entry and then click Add again.

---

8. Send the ROEs to OATS and then close the OATS Web Interface (for procedure, see Chapter 2 “To Close the OATS Web Interface”).

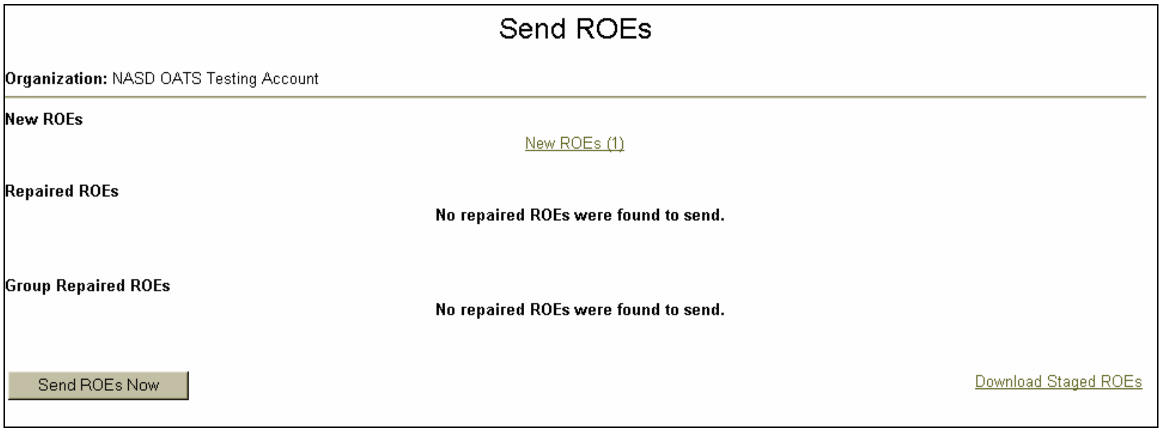
To Download and Send ROEs to OATS

1. Navigate to the **OATS Reporting and Feedback** window.

2. Click the **Send ROEs** link. The **Send ROEs** window appears as seen in Figure 4-18, displaying all ROEs that you have created or repaired but have not yet sent to OATS.

Important! For those "Reporting Members" and/or "Reporting Agents", who utilize the OATS Web Interface to create and/or repair ROEs, it is essential that these ROEs be recorded on behalf of the "Reporting Member" and that they be sent to OATS for processing. All ROEs after being created or repaired on the Web are submitted to a "staging area" within the site. THEY ARE NOT SENT TO OATS. This "staging area" is accessed through the 'Send ROEs' link on the OATS Reporting and Feedback page. At 'Send ROEs' the user is able via the 'Download Staged ROEs' link to record these ROEs and via the 'Send ROEs Now' button to transmit them to OATS. Any ROE(s) submitted only to the "staging area" and not sent to OATS within 30 days will be removed by the system.

Figure 4-18. Send ROEs



3. To edit or view details about a ROE before sending it to OATS, click the corresponding **Order Event Type** link. The **Create ROE** (for new ROEs) or the **ROE Repair** (for repaired ROEs) window appears.

   a. After editing (if applicable), click Update.

   b. To remove a ROE from the **Send ROEs** window before sending it to OATS, click the corresponding **Undo** link. This removes the ROE from the window, reverses (undoes) any repairs made to the ROE, and resets the Repair status to “Unrepaired.”

Important! This is your only opportunity to download new, repaired, and group repaired ROEs before sending them to OATS so that you can maintain your data for retention purposes.

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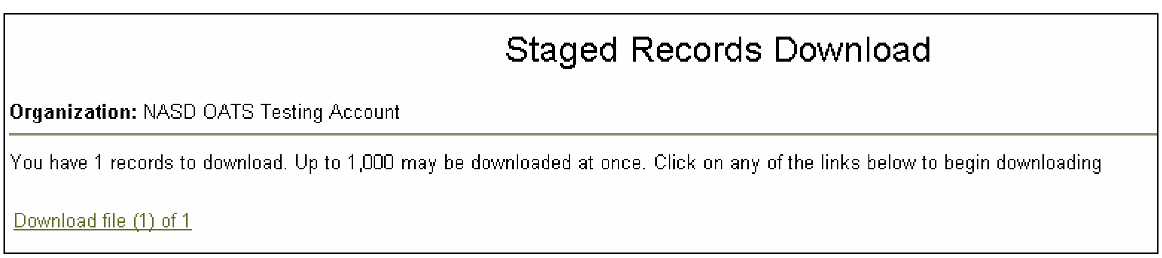
4. To download ROES that were created or repaired during this session.

   a. Click the Download Stage ROEs link. The Staged Records Download window appears as seen in Figure 4-19.

Figure 4-19. Staged Records Download



5. Download ROEs that were added or repaired during this session.

   a. Right-click the **Download File (x) of y** link to display a menu.

b. In Netscape Navigator, choose **Save Link As**; in Microsoft Internet Explorer, choose **Save Target As**. The **Save As** dialog box appears.

c. In either browser, select a location, file name, and file type. Select a file type that allows you to easily format the data, such as a comma-delimited or spreadsheet file type.

d. Click Save.

Note: If you click the **Download File (x) of y** link rather than right-click it, there is a difference between Netscape Navigator and Internet Explorer. In Netscape Navigator, the ROEs appear in comma-delimited format in a window, which you can copy and paste into another application. In Internet Explorer, a dialog box appears, allowing you to save the data to a file.

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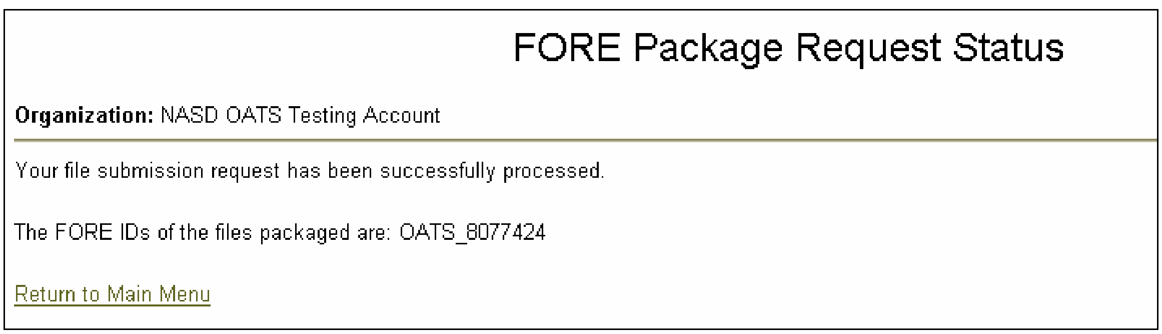
6. To send all ROEs that appear in the window to OATS, click Send ROEs Now. The OATS system packages all ROEs into separate FOREs by MPID and sends the files to OATS. The **FORE Package Request Status** window appears as seen in Figure 4-20, displaying the FORE IDs that OATS assigned to each FORE. Within one hour, check the FORE status on the Web by referencing these FORE IDs.

Figure 4-20. FORE Package Request Status



Deadlines for ROE Submission

All order events that occur during a particular OATS Business Day must be reported by 05:00 a.m. Eastern Time the following calendar day. Order reports that are submitted later than this deadline will be marked late by FINRA.

New Order, Cancel/Replace, Combined Order/Execution and Combined Order/Route reports that have a Time in Force Code of ‘GTC’, ‘GTD, or ‘GTM’ remain on line in the OATS system for **two years**. Subsequent events associated with these orders, therefore, must be reported within two years of the original order submission or they will be rejected for context.

New Order, Cancel/Replace, Combined Order/Execution and Combined Order/Route reports that do not have a Time in Force Code of 'GTC', 'GTD, or 'GTM' remain on line in the OATS system for **five days**. Subsequent events associated with these orders, therefore, must be reported within five days of the original order submission or they will be rejected for context.

The five OATS Business Days allowed between OATS' acceptance of a New Order, Cancel/Replace, Combined Order/Execution or Combined Order/Route reports and subsequent events related to those orders begins on the OATS Reporting Day that OATS accepted the original order submission and ends four OATS Reporting Days later. For example, if an order is submitted to OATS on Friday and OATS accepts it by 05:00 a.m. Eastern Time on Saturday, all related order events must be submitted by 05:00 a.m. Eastern Time the following Friday.

Deadline for ROE Rejection Repair

All repairable rejected ROEs must be repaired and resubmitted within five OATS Business Days.

The five OATS Business Days allowed between OATS' acceptance of a New Order, Cancel/Replace, Combined Order/Execution or Combined Order/Route reports and repairs related to those orders begins on the OATS Reporting Day that OATS accepted the original order submission and ends four OATS Reporting Days later. For example, if an order is submitted to OATS on Friday and OATS accepts it by 05:00 a.m. Eastern Time on Saturday, all related order events must be submitted by 05:00 a.m. Eastern Time the following Friday.

Firms are responsible for researching and repairing their own ROE rejections. Firms that utilize a Reporting Agent(s) may need to coordinate with them to ensure that its ROE rejections are repaired and resubmitted in a timely manner.

Deadline for ROE Corrections and Deletions

New Order, Cancel/Replace, Combined Order/Execution and Combined Order/Route reports that have a Time in Force Code of 'GTC', 'GTD, or 'GTM' remain on line in the OATS system for **two years.** Corrections and deletions associated with these orders, therefore, must be reported within two years of the original order submission or they will be rejected for context.

New Order, Cancel/Replace, Combined Order/Execution and Combined Order/Route reports that do not have a Time in Force Code of 'GTC', 'GTD, or 'GTM' remain on line in the OATS system for **five days**. Corrections and deletions associated with these orders, therefore, must be reported within five days of the original order submission or they will be rejected for context. (See NOTE below)

The five OATS Business Days allowed between OATS' acceptance of a New Order, Cancel/Replace, Combined Order/Execution or Combined Order/Route reports and repairs related to those orders begins on the OATS Reporting Day that OATS accepted the original order submission and ends four OATS Reporting Days later. For example, if an order is submitted to OATS on Friday and OATS accepts it by 05:00 a.m. Eastern Time on Saturday, all related order events must be submitted by 05:00 a.m. Eastern Time the following Friday.

Chapter 5

Phase III Reporting Tool

As part of the OATS Phase III enhancements, FINRA has developed an enhanced feature of the OATS web functionality, which enables users to enter order data in a user-friendly and efficient manner.

The Phase III Reporting Tool provides the ability for firms to establish a Firm Profile, enter, download and submit up to 250 OATS reportable order events per day.

Using the Phase III Reporting Tool, users are able to do the following:

- Establish a Firm Profile
- Create Orders Events
- Create Related Events
- Download and Submit Order Events

The Phase III Reporting Tool enables OATS Administrators and OSO/Firm users to enter reportable order events via the Web. The organization of the data entry screens is based on orders and subsequent actions taken on the order event. This functionality facilitates users entering orders throughout the day as well as entering data once per day.

Upon submission, the OATS application will package and submit the data to OATS for processing.

Access the Phase III Reporting Tool

The Phase III Reporting Tool is accessed from the OATS Web Interface. Users can link to the Phase III Reporting Tool from the OATS Reporting and Feedback page of the OATS Web Interface.

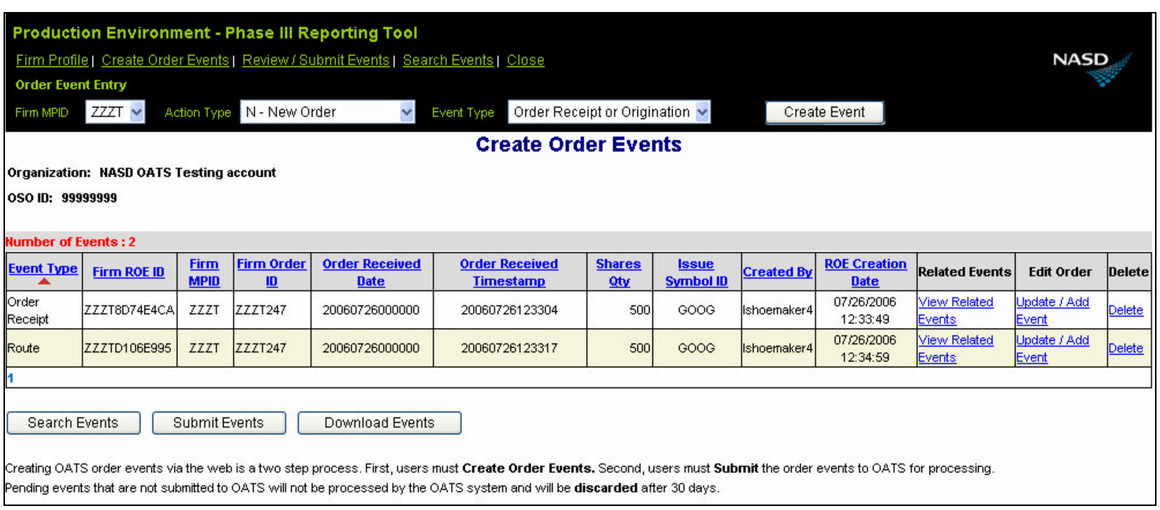
To Open the Phase III Reporting Tool

1. Navigate to the **OATS Reporting and Feedback window** (for procedure, see Chapter 2 "Getting Started with the OATS Web Interface").

2. If you are an Administrator or an OSO/Firm user, click the **Phase III Reporting Tool** link at the top of the window. The Phase III Reporting Tool will open in a new window (see Figure 5-1).

Note: The Phase III Reporting Tool will open in a new window. Users may work in the OATS Web Interface and the Phase III Reporting Tool simultaneously.

Figure 5-1. Phase III Reporting Tool



3. To close the Phase III Reporting Tool, click the **Close** link located at the top of the window.

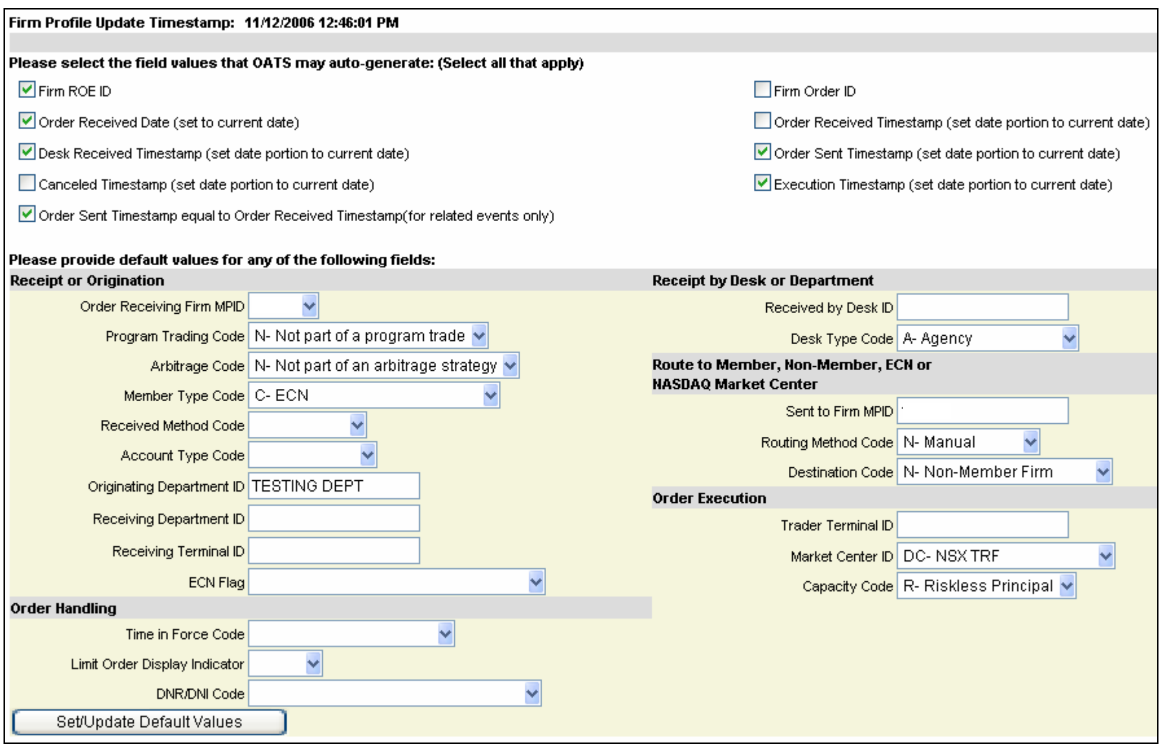
Establish a Firm Profile

The Firm Profile feature will enable users to select specific fields for OATS to auto-generate and set default values. Based on a user's Firm Profile, OATS will pre-populate values on every order entry screen. This feature allows firms to designate values for fields, which are often the same for each order event.

To Establish a Firm Profile

1. From the Phase III Reporting Tool, click the **Firm Profile** link at the top of the window. The **Firm Profile** window appears (see Figure 5-2).

Figure 5-2. Firm Profile



2. Select the checkbox next to any field that OATS may auto-generate on the firm's behalf. The choices are:

   - Firm ROE ID
   - Firm Order ID
   - Order Received Date

- Date portion of Order Received Timestamp
- Date portion of Desk Received Timestamp
- Date portion of Order Sent Timestamp
- Date portion of Canceled Timestamp
- Date portion of Execution Timestamp
- Order Sent Timestamp equal to Order Received Timestamp (for related events only)

Note:

- Selecting fields to be auto-generated is optional. Firms may select any field, which is available on the Firm Profile screen to be auto-generated.

- For selected Timestamp fields, OATS will auto-generate the date portion of the field with the current date. Users are required to provide the time portion of the field in HHMMSS format except when a user selects the Order Sent Timestamp equal to Order Received Timestamp option.

- Selecting the Order Sent Timestamp equal to Order Received Timestamp option will set both the date and time portion of the Order Sent Timestamp equal to the date and time portion of the Order Received Date. The Order Sent Timestamp will only be auto-generated for related Route events.

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3. Provide default values for any field that OATS may auto-populate on the firm's behalf. Fields with a pre-determined set of values, a drop down list will be provided. The fields which are available to be auto-populated are:

- Order Receiving Firm MPID
- Program Trading Code
- Arbitrage Code
- Member Type Code
- Received Method Code
- Account Type Code
- Originating Department ID
- Receiving Department ID
- Receiving Terminal ID

- ECN Flag
- Time in Force Code
- Limit Order Display Indicator
- DNR/DNI Code
- Received by Desk ID
- Desk Type Code
- Sent to Firm MPID
- Routing Method Code
- Destination Code
- Trader Terminal ID
- Market Center ID
- Capacity Code

Note: Setting default values is optional. Firms may set default values for any fields which are available on the Firm Profile screen to be auto-populated.

4. To create the Firm Profile, click Set/Update Default Values, located at the bottom of the screen.

To Update a Firm Profile

1. From the Phase III Reporting Tool, click the **Firm Profile** link at the top of the window. The **Firm Profile** window appears with the existing Firm Profile information populated.

2. Update the Firm Profile by doing the following:

   - Select additional fields that OATS may auto-generate
   - Deselect fields that OATS should no longer auto-generate
   - Provide default values for additional fields
   - Update default values for existing fields

Tip: To remove a default value from a field which has a drop down list of values, select the <blank> value. The <blank> is the first selection in all drop down lists.

3. To update the Firm Profile, click Set/Update Default Values.

Create Order Events

The Phase III Reporting Tool enables users to enter approximately 250 order events. Firms that routinely exceed 250 order events per day are encouraged to explore other reporting mechanisms designed for larger volumes, such as IFT or FTP. The organization of the data entry screens is based on Orders and the subsequent actions taken on the order. Users are able to select a specific action taken on the order, which facilitates users entering orders throughout the day or all at once.

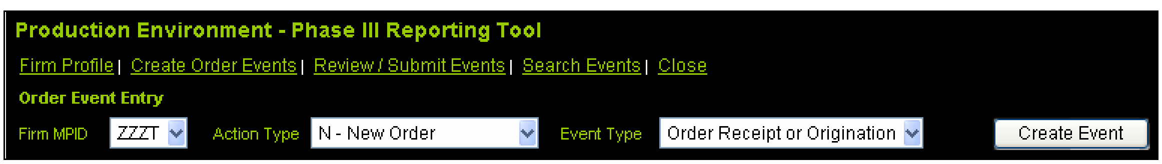
Creating Order Events using the Phase III Reporting Tool is a two-step process. First, users must create the order events. Once created, an event is considered a Pending Event until it is submitted. Second, users must submit the events to OATS for processing.

Pending events that are not submitted to OATS will NOT be processed and will be discarded after 30 days.

To Create Events

1. From the Phase III Reporting Tool, select the following values from the **Order Event Entry menu** located at the top of the window (see Figure 5-3).

Figure 5-3. Order Event Entry Menu



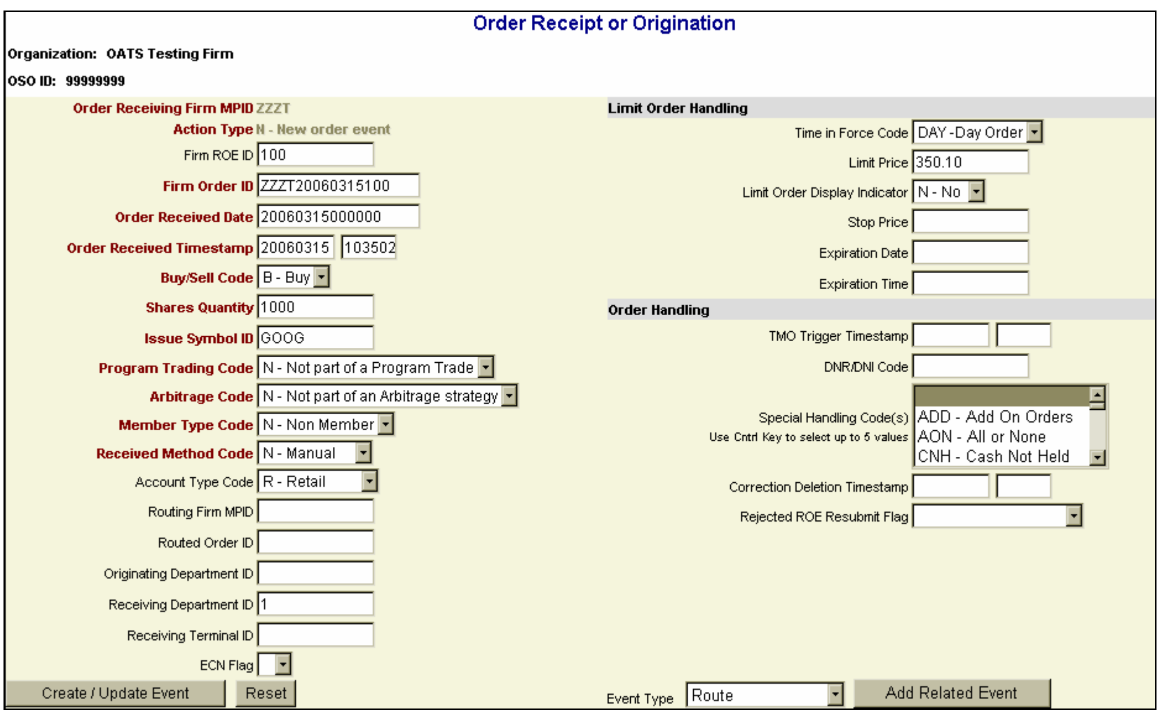
- **Firm MPID** – Select the MPID for which the order event will represent.
- **Action Type** – Select the action type code of the order event. The choices are:
    - **N** – New Order Event
    - **D** – Deleted Order Event
- **Event Type** – Select the event type, which the order event will represent. The choices are:

- o **Order Receipt or Origination** – Records the receipt of an order from a customer, another member or non-member, or orders originated within a member firm.
- o **Route to Member, Non-Member, ECN or NASDAQ Exchange** – Records routing of an order to another member firm, ECN, non-member or NASDAQ Exchange for handling or execution.
- o **Receipt by Desk or Department within a Firm** – Records the full or partial receipt of an order at a desk or department within a member firm.
- o **Order Execution** – Records the full or partial execution of an order.
- o **Order Cancellation** – Records the full or partial cancellation of an order.
- o **Order Modification** – Records the modification of an order.

2. Click 

. The selected order event data entry screen will appear. All applicable Firm Profile data will be auto-populated. Figure 5-4 demonstrates the **Order Receipt or Origination** data entry screen.

Figure 5-4. Order Receipt or Origination



3. Enter the required information about the order event. Although required fields are indicated in bold face, additional fields may become mandatory based on values entered into other fields. Refer to the *OATS Reporting Technical Specifications* for permitted values and field definitions for each field.

   To clear all updates and entries, and to reset the data entry screen to values as set in the Firm Profile, click Reset.

Important! Members are strongly encouraged to review the fields automatically populated based on default settings established in the Firm Profile for each order to ensure they are applicable to that specific order. Failure to override a default setting for a specific order that results in inaccurate information being transmitted to OATS may result in a violation of the OATS Rules.

Notes:

- To identify the required format for input fields, place the mouse cursor over the field value input box. The required input format will be presented.
- Required fields are indicated by bold face and font color.
- Auto-generated and auto-populated fields may be changed as needed.
- Refer to the *OATS Reporting Technical Specifications* for the definition of each field and the conditions of when the field is required.
- The Reset action will reset the screen to the values populated and auto-generated as per the Firm Profile.
- To select multiple Desk Handling or Special Handling codes, use the Ctrl key.

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4. Click Create / Update Event. The created event will be validated for syntax and semantics. A confirmation message will be presented that the record has been created/updated (see Figure 5-5). If the order event does not pass validations, an error message will be presented indicating the data errors (see Figure 5-6). Once the event is validated, it is stored in pending status until it is submitted by the user.

Figure 5-5. Order Event Added/Updated Confirmation Message

Order Event has been created/Updated. The event is in the pending status and has not been submitted. Go to the Create Order Events page to submit events to OATS for processing.

Figure 5-6. Order Events Validation Errors

Error(s)

- Missing Routing Firm MPID

Note: If the order event has a syntax or other error, the order event data entry screen will display a notification message which includes the error(s). Correct the error(s) and click Create/Update Event.

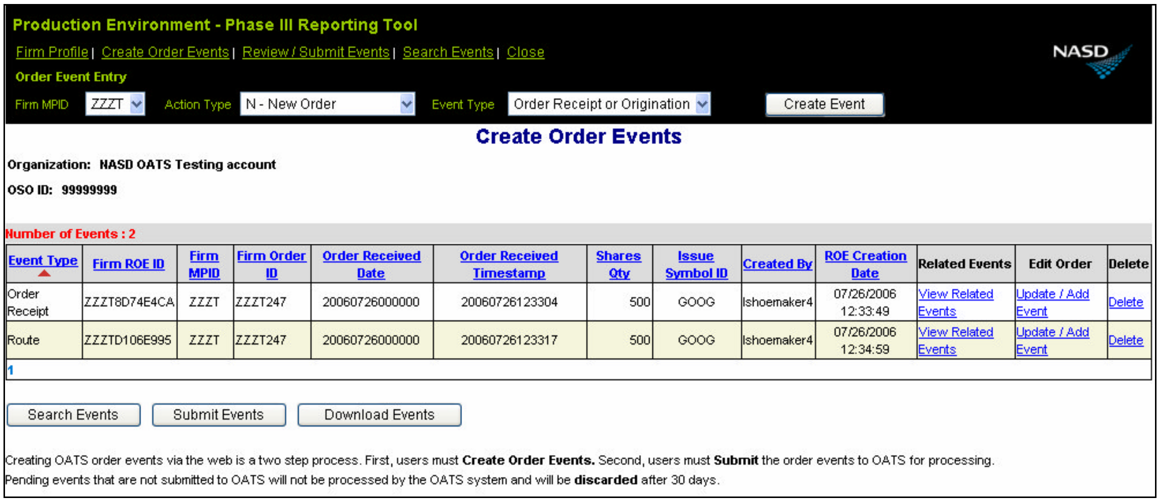
Important: Although the Phase III Reporting Tool validates for syntax and semantics prior to submission, submitted data is also validated for context rejections. Context rejections are posted to the OATS Web Interface within 24 hours. Firms are reminded of their obligation to review and repair any rejections within five business days. Rejections may be viewed in the Reporting and Feedback window of the OATS Web Interface. More information on viewing and repairing rejections can be found in Chapter 6 of this document.

5. To create another order event, repeat steps 1 through 4.

To Update Pending Events or Review Pending Event Details

1. From the Phase III Reporting Tool, click the **Review/Submit Events** link at the top of the window. The **Create Order Events** window appears (Figure 5-7), which includes the **Pending Order Events** table. The **Pending Order Events** table displays the previously created orders that have not been submitted.

Figure 5-7. Create Order Events

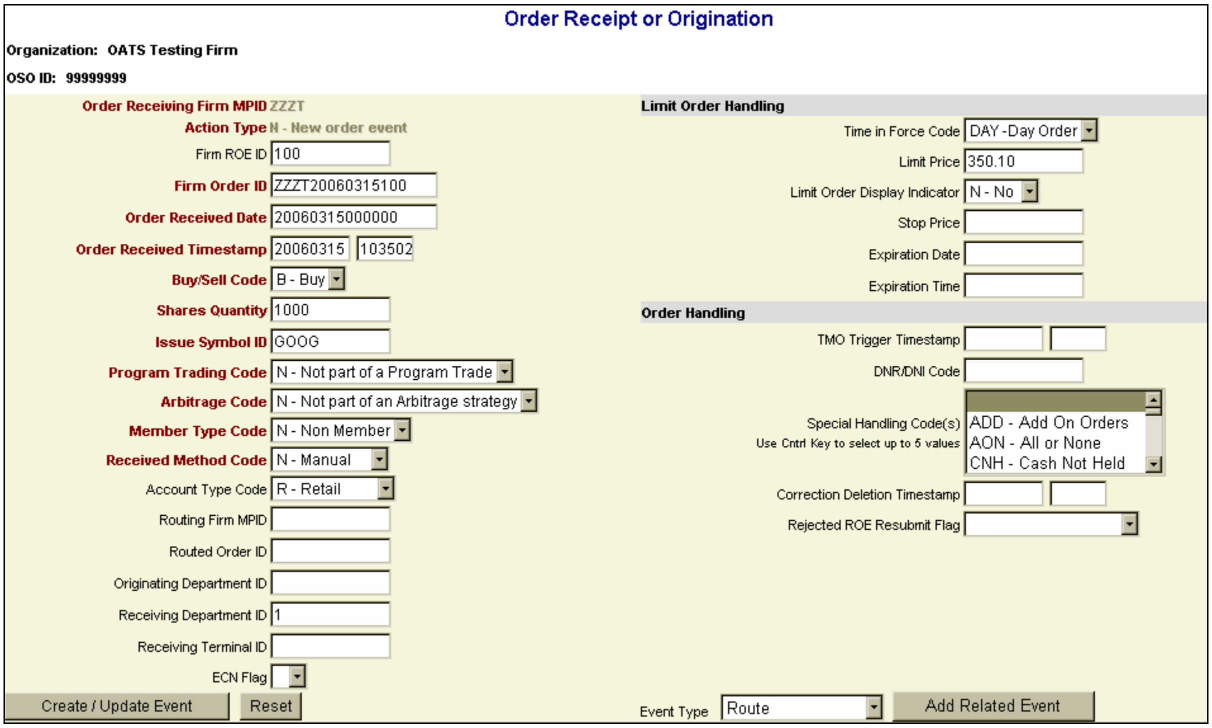


Important: The **Create Order Events** screen contains the **Pending Order Events** table, which displays all previously created orders, sorted by order identifier (Firm MPID, Firm Order ID and Order Received Date) and ROE creation date.

Pending events that are not submitted to OATS will NOT be processed and will be discarded after 30 days.

2. Click the **Add/Update Event** link of the record to be updated. The order entry screen of the selected record will open in update mode (see Figure 5-8).

Figure 5-8. Order Receipt or Origination Event in Update Mode



3. Review the event details or update the field values as needed.

4. Click Create / Update Event to validate the event and store it in pending status.

To Sort Pending Events

1. From the Phase III Reporting Tool, click the **Review/Submit Events** link at the top of the window. The **Create Order Events** window appears, which includes the previously created orders that have not been submitted.

Number of Events : 2

Event Type	Firm ROE ID	Firm MPID	Firm Order ID	Order Received Date	Order Received Timestamp	Shares Qty	Issue Symbol ID	Created By	ROE Creation Date	Related Events	Edit Order	Delete
Order Receipt	ZZZT8D74E4CA	ZZZT	ZZZT247	20060726000000	20060726123304	500	GOOG	lshoemaker4	07/26/2006 12:33:49	View Related Events	Update / Add Event	Delete
Route	ZZZTD106E995	ZZZT	ZZZT247	20060726000000	20060726123317	500	GOOG	lshoemaker4	07/26/2006 12:34:59	View Related Events	Update / Add Event	Delete

1

2. Click the Column Heading of the data field by which the data should be sorted. The choices are:

- Event Type
- Firm ROE ID
- Firm MPID

- Firm Order ID
- Order Received Date
- Order Received Timestamp
- Shares Quantity
- Issue Symbol ID
- Created By User
- ROE Creation Date

Notes:

- The Pending Events table can be sorted in ascending and descending order. Click once for ascending and click twice for descending.
- Sorting is applied all pending events. Therefore, if pending events span across 2 or more pages, all data will be sorted.

To Delete Pending Events

1. From the Phase III Reporting Tool, click the **Review/Submit Events** link at the top of the window. The **Create Order Events** window appears, which includes the previously created orders (Pending Events) that have not been submitted.

Figure 5-9. Pending Events

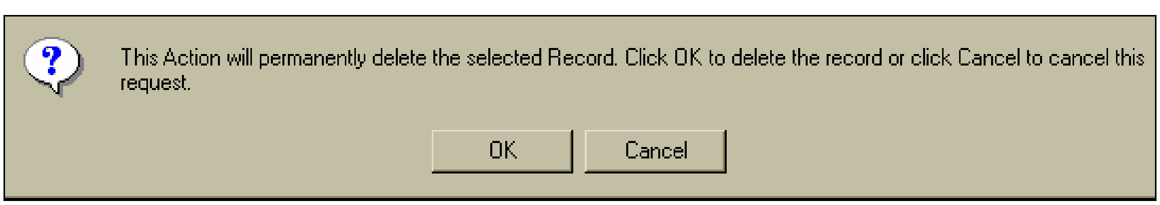
Number of Events : 2

Event Type	Firm ROE ID	Firm MPID	Firm Order ID	Order Received Date	Order Received Timestamp	Shares Qty	Issue Symbol ID	Created By	ROE Creation Date	Related Events	Edit Order	Delete
Order Receipt	ZZZT8D74E4CA	ZZZT	ZZZT247	20060726000000	20060726123304	500	GOOG	lshoemaker4	07/26/2006 12:33:49	View Related Events	Update / Add Event	Delete
Route	ZZZTD106E995	ZZZT	ZZZT247	20060726000000	20060726123317	500	GOOG	lshoemaker4	07/26/2006 12:34:59	View Related Events	Update / Add Event	Delete

1

2. Click the **Delete** link of the record to be updated. A confirmation message will appear (see Figure 5-10).

Figure 5-10. Delete Confirmation Window



3. Click **OK** to delete the record or click **Cancel** to cancel the request.

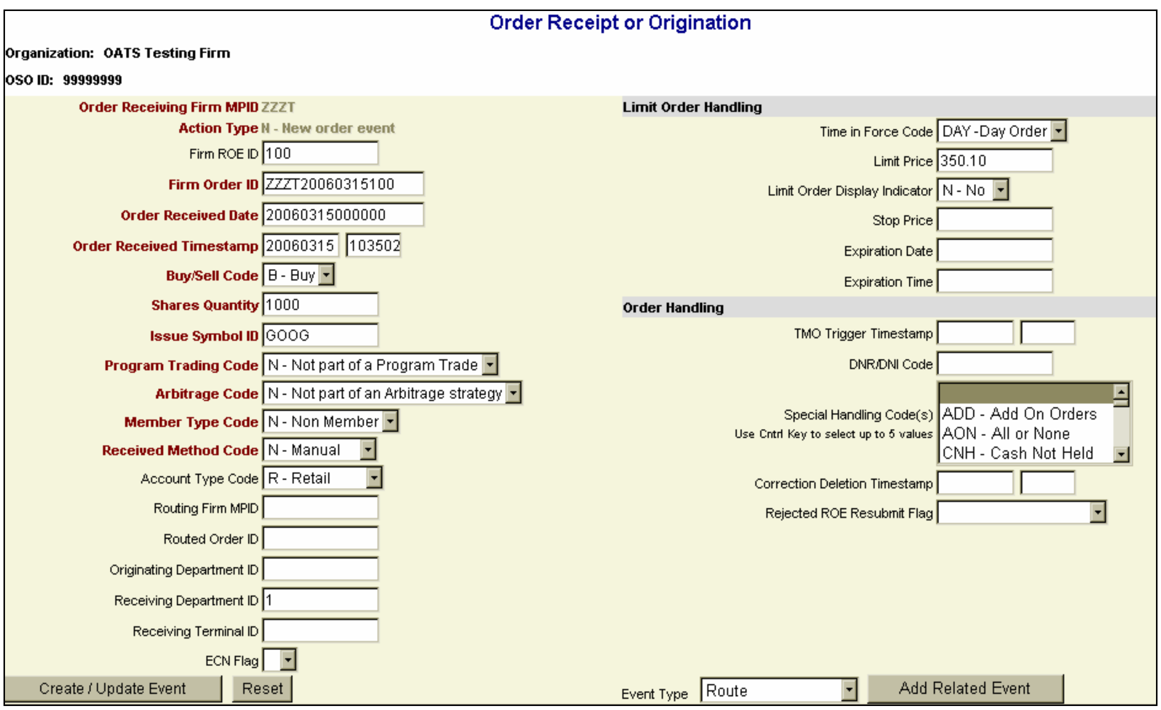
Related Events

The Phase III Reporting Tool provides the ability for users to create related events for an order, such as executions, routes and cancellations/modifications. If a user has created an order that has not yet been submitted to OATS, the user may simply highlight the pending order and create the related event as described below. If the original order has already been submitted to OATS, and no longer appears on the user's **Pending Events** table, the user must create the related event directly from the **Order Event Entry** menu using the same order identifier (Firm MPID, Firm Order ID and Order Received Date) that was submitted with the original order. If the same order identifier submitted with the original order is not used, the related event will be rejected by OATS as a context rejection.

To Create Related Events For Pending Events

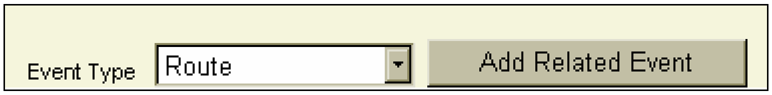
1. Open a previously created order event from the **Pending Order Events** table.

Figure 5-11. Pending Order Event



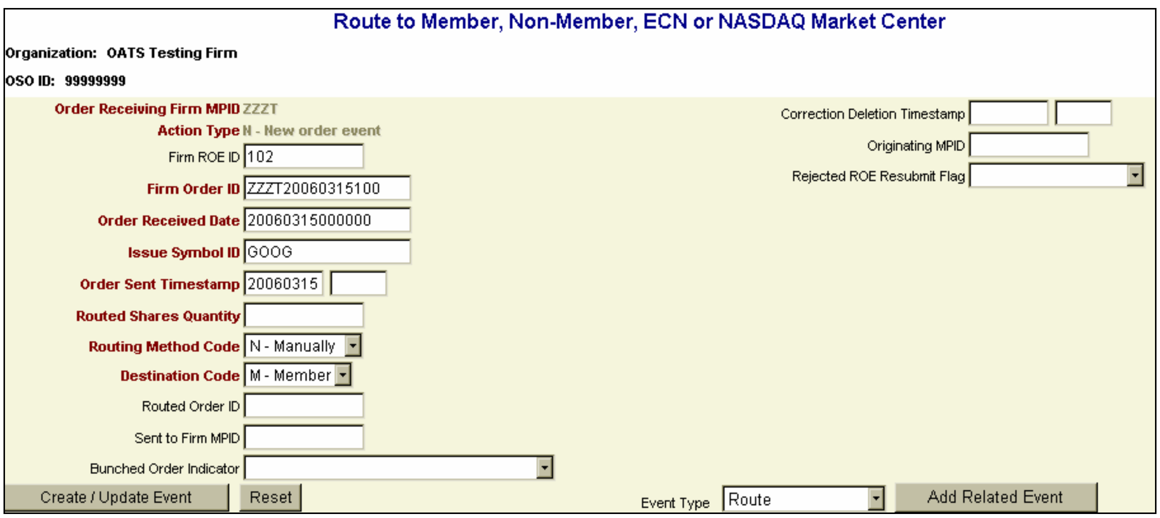
2. Select an **Event Type** from the **Related Event menu** located at the bottom of the screen and click Add Related Event (see Figure 5-12).

Figure 5-12. Related Event Menu



The selected order event data entry screen will appear. The Firm MPID, Firm Order ID, Order Received Date, Issue Symbol and applicable Firm Profile data will be auto-populated. Figure 5-13 displays a Route to Member, Non-Member, ECN or NASDAQ Exchange event with the related information and Firm Profile data pre-populated.

Figure 5-13. Route to Member, Non-Member, ECN or NASDAQ Exchange – Related Event



3. Enter or edit the event information and click Create / Update Event. The created event will be validated for syntax and semantics. A confirmation message will be presented that the record has been added/updated.

Important! The order identifier (Firm MPID, Firm Order ID and Order Received Date) and the issue symbol should not be updated. These fields must be equal for all Related Events, otherwise the related events will be rejected during the context validation process.

---

4. To create another related event, repeat steps 2 and 3.

To Create Related Events For Previously Submitted Events

1. Select the **Firm MPID**, **Action Type** and **Event Type** from the **Order Event Entry menu** located at the top of the window (see Figure 5-3).

Figure 5-14. Order Event Entry Menu

The selected order event data entry screen will appear.

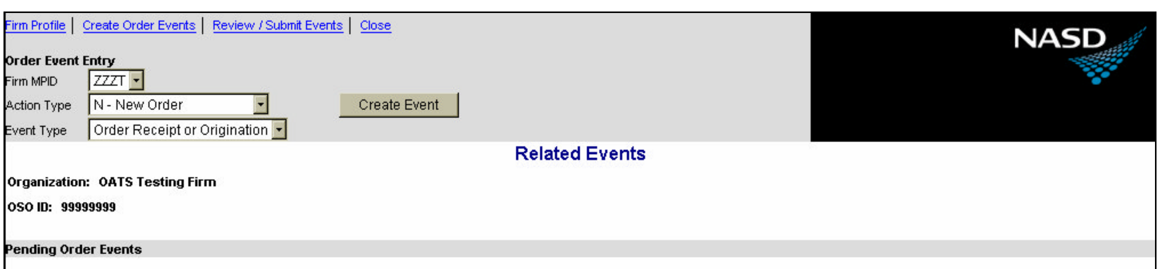
2. Enter the order identifier of the previously submitted event (Firm MPID, Firm Order ID, Order Received Date) as well as all other event information and click Create / Update Event.

To View Related Events

1. From the Phase III Reporting Tool, click the **Review/Submit Events** link at the top of the window. The **Create Order Events** window appears, which includes the pending events that have not been submitted.

2. Click the **View Related Events** link for one of the records containing the desired order identifier. The **Related Events** screen will open, presenting all events that are related to the selected order (see Figure 5-15).

Figure 5-15. Related Events



Event Type	Firm ROE ID	Firm MPID	Firm Order ID	Order Received Date	Order Received Timestamp	Shares Qty	Issue Symbol ID	Created By	ROE Creation Date	Related Events	Edit Order	Delete
Order Receipt	100	ZZZT	ZZZT0060315100	20060315000000	20060315103502	1000	GOOG	OatsTeam	1/26/2006 9:57:59 AM	View Related Events	Update / Add Event	Delete
Route	101	ZZZT	ZZZT0060315100	20060315000000	20060315104408	500	GOOG	OatsTeam	1/26/2006 9:57:59 AM	View Related Events	Update / Add Event	Delete

1

Notes:

- The **Related Events** screen will present all events with the same order identifier (Firm MPID, Firm Order ID and Order Received Date) as the selected event. The table will be sorted by ROE Create date, with the Order Receipt or Origination displayed first. Users may add/update or delete events from this screen.

- The **Related Events** table is sortable. Refer to “To Sort Pending Events.”

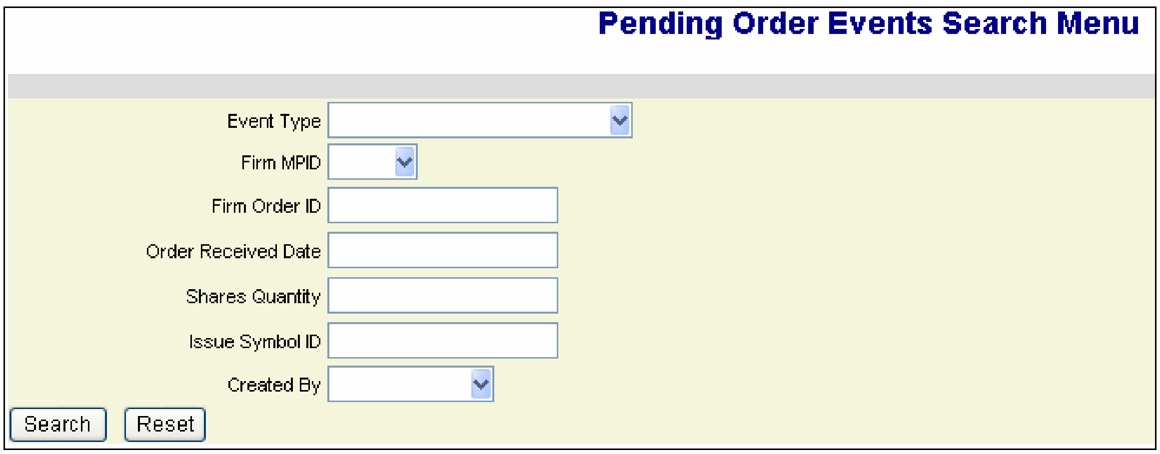
Search Events

The Phase III Reporting Tool provides the ability for a firm to search all Pending Events.

To Search Pending Events

1. From the Phase III Reporting Tool, click the **Search Events link** at the top of the window. The **Pending Order Events Search Menu** appears (see Figure 5-16).

Figure 5-16. Pending Order Events Search Menu



2. Enter the search criteria by entering data values in any of the search menu fields. The choices are:

   - Event Type
   - Firm MPID
   - Firm Order ID
   - Order Received Date
   - Shares Quantity
   - Issue Symbol ID
   - Created By User ID

3. Click Search. The **Pending Order Event Search Results** page will appear which includes all pending events which match the search criteria.

Figure 5-17. Pending Order Events Search Results

Pending Order Events Search Results

Organization: NASD OATS Testing account

OSO ID: 99999999

Number of Events : 2

Event Type	Firm ROE ID	Firm MPID	Firm Order ID	Order Received Date	Order Received Timestamp	Shares Qty	Issue Symbol ID	Created By	ROE Creation Date	Related Events	Edit Order	Delete
Order Receipt	ZZZT8D74E4CA	ZZZT	ZZZT247	20060726000000	20060726123304	500	GOOG	lshoemaker4	07/26/2006 12:33:49	View Related Events	Update / Add Event	Delete
Route	ZZZTD106E995	ZZZT	ZZZT247	20060726000000	20060726123317	500	GOOG	lshoemaker4	07/26/2006 12:34:59	View Related Events	Update / Add Event	Delete

1

Search Events

Notes:

- If the list of pending events spans across 2 or more web pages, the search will consider data from all pages.
- The **Search Results** table is sortable. Refer to "To Sort Pending Events."

4. Click Search Events to return to the **Pending Order Events Search Menu**.

Download and Submit Events to OATS

The Phase III Reporting Tool enables users to download and/or submit pending order events to OATS for processing. The download feature provides users the ability to electronically capture and record OATS data. The submit feature will create a FORE file and transmit the FORE to OATS for processing.

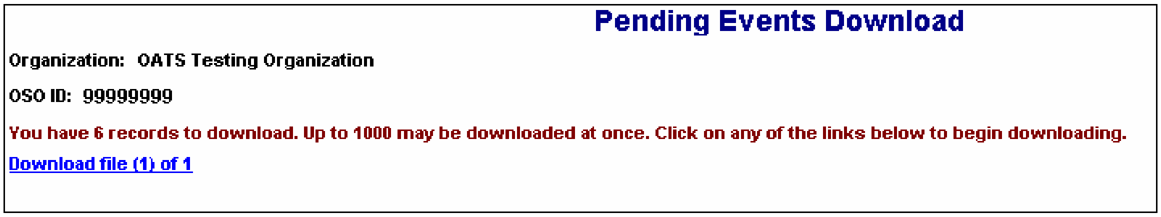
To Download Events

OATS Rules require that members must record OATS information in electronic form and must retain records of such information in accordance with NASD Rule 3010 and SEC Rule 17a-4(b). Thus, OATS records must be preserved at least three years, the first two years in an accessible place. The OATS Phase III Reporting Tool provides a mechanism to assist firms in complying with the electronic capture and recording keeping requirements of the OATS Rules via the **Download Function**.

1. From the Phase III Reporting Tool, click the **Review/Submit Events** link at the top of the window. The **Create Order Events** window appears, which includes the previously created orders that have not been submitted.

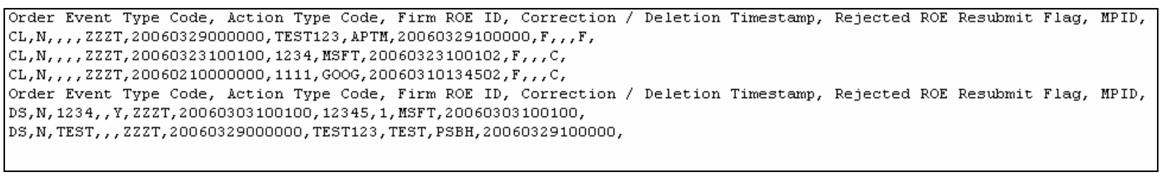
2. Click  . The **Pending Events Download** page will appear (see Figure 5-18).

Figure 5-18. Pending Events Download



3. Click the **Download File** link and the text file appears in a new browser window (see Figure 5-19).

Figure 5-19. Text File for Download



```
Order Event Type Code, Action Type Code, Firm ROE ID, Correction / Deletion Timestamp, Rejected ROE Resubmit Flag, MPID,
CL,N,,,,ZZZT,20060329000000,TEST123,APTM,20060329100000,F,,,F,
CL,N,,,,ZZZT,20060323100100,1234,MSFT,20060323100102,F,,,C,
CL,N,,,,ZZZT,20060210000000,1111,GOOG,20060310134502,F,,,C,
Order Event Type Code, Action Type Code, Firm ROE ID, Correction / Deletion Timestamp, Rejected ROE Resubmit Flag, MPID,
DS,N,1234,,Y,ZZZT,20060303100100,12345,1,MSFT,20060303100100,
DS,N,TEST,,,ZZZT,20060329000000,TEST123,TEST,PSBH,20060329100000,
```

4. To download the text file, do the following:

   a. From the browser menu, select **File → Save As**

   b. Enter the **File Name**

   c. Select **Text (*.txt)** from the **Save as Type** list

   d. Click **Save**

Note: OATS will create ROEs based on the order events created by the user(s) of the Order Sending Organization. Based on specific data scenarios, OATS will determine the report types, which include combined reports. Therefore, the number of events created using the Phase III Reporting Tool may not equal the number of ROEs created when OATS packages the FORE file.

Tip: There are several methods to convert text files to data files. The following procedure provides the steps to convert a text file to an Excel file:

---

1. Open Excel
2. From the Excel menu, select **Data → Get External Data → Import Text File**
3. Select the text file and click **Import**
4. Select **Delimited** as the Original Data Type, click **Next**
5. Check **Comma** in the Delimiters box, click **Next**
6. Holding the Shift key, scroll all the way to the right in the Data Preview window and click on the last column (this will highlight all columns in the file)
7. Select **Text** in as the Column Data Format, click **Finish**, then click **OK**
8. Save the File

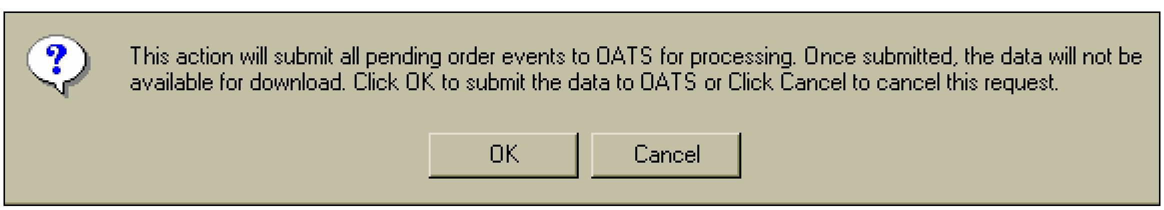
To Submit Events

Important! Once data has been submitted, it will no longer appear in the Pending Events table. Therefore, it is very important that users download their data before submitting to OATS so that they have a readily accessible record of what was submitted. Users will need to refer to this download to obtain order identifiers when creating related events for previously submitted orders.

1. From the Phase III Reporting Tool, click the **Review/Submit Events** link at the top of the window. The **Create Order Events** window appears, which includes the previously created orders that have not been submitted.

2. Click [Submit Events]. A confirmation message will appear (see Figure 5-20).

Figure 5-20. Submit Events



3. Click **OK** to submit the data, or click **Cancel** to cancel the request.

Important: Although the Phase III Reporting Tool validates for syntax and semantics prior to submission, submitted data is also validated for context rejections. For example, an Order Cancellation event that is submitted with a different order identifier than a corresponding or previously submitted Order

Receipt or Origination will be rejected.

Context rejections are posted to the OATS Web Interface within 24 hours. Firms are reminded of their obligation to review and repair any rejections within five business days. Rejections may be viewed in the Reporting and Feedback window of the OATS Web Interface. More information on viewing and repairing rejections can be found in Chapter 6 of this document.

Chapter 6

Getting Feedback from OATS

This chapter details methods that OSOs can use to get feedback regarding the status of their submissions to OATS. OATS provides feedback in the form of FORE status reports, ROE rejections, and reporting statistics. More details on ROE formats can be found in *OATS Reporting Technical Specifications*. Procedures and discussion in this chapter include:

- Viewing FORE status on the Web and via email
- Retrieving FORE status via FTP, and IFT
- Reporting statistics
- Match statistics
- Viewing ROE rejections on the Web
- Retrieving ROE rejections via FTP and IFT
- Repairing and resubmitting ROE rejections
- Repairing ROE rejections in groups
- Skipping records during ROE repair
- Viewing Unmatched Reports on the Web
- Retrieving Unmatched Reports via FTP and IFT
- Retrieving OATS FTP/IFT Announcements

The feedback types that are available from OATS are FORE status, ROE rejections, reporting statistics, order/trade match statistics, unmatched Execution Reports, and unmatched Route Reports. OATS provides this feedback by multiple mechanisms; however, some types of feedback are only available via a single mechanism. The sections below discuss each type of feedback and which access mechanisms are available for each type.

Understanding FORE Status

Firms can obtain the FORE status using the same transport method used to submit the FORE. Only one status file per FORE is generated. The FORE status is also available on the OATS Web Interface and is accessible to the OSO that sent the FORE, the firm that is the subject of reporting, and the Reporting OSO.

A status file is returned via the method of submission and consists of two or more records, which include:

- Status header which indicates approval (“A”) or rejection (“R”)
- Zero or more status exception records which describe the errors, if any; (Note: An accepted FORE may have an exception record, such as when the ROE count is wrong)
- Status trailer

More details about the contents of FORE status files are contained in the *OATS Reporting Technical Specifications*.

Viewing FORE Status

The purpose of FORE status is to indicate whether a FORE was accepted or rejected. FOREs can be accepted with one or more warnings. Warnings indicate that there was an error in the file that was not serious enough to cause the file to be rejected, but that should be corrected in future submissions. Do not resubmit FOREs that are accepted with warnings. This will result in duplicate FOREs.

FORE status is provided on the OATS Web Interface and via the method used for file submission within one hour after the FORE is received. It remains on the OATS Web Interface for one calendar month (for example, from 28 March until 27 April) and on the OATS FTP server for 15 calendar days.

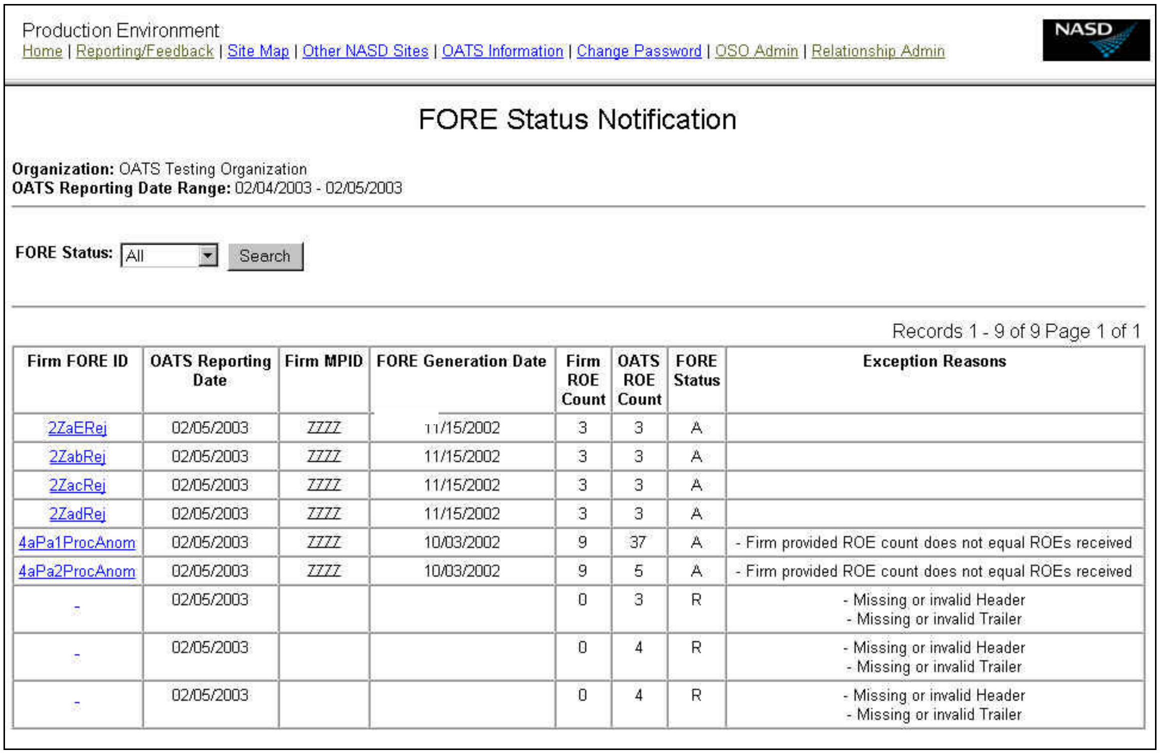
Important!

- If a FORE is accepted, OATS processes the ROEs within it.
- If a FORE is rejected, OATS does not process any of the ROEs within that file. You must correct and repackage the FORE and resubmit it to OATS by the 05:00 deadline for reporting or the records within it will be marked late by OATS.

To View FORE Status On the Web

1. Navigate to the **OATS Reporting and Feedback** window (for procedure, see Chapter 2 , "Getting Started with the OATS Web Interface").
2. In the **Begin Date** and **End Date** boxes on the left side of the window, enter the reporting date range.
3. Click the **FORE Status Notification** link. The **FORE Status Notification** window appears as seen in Figure 6-1, displaying the status of all FOREs submitted in the specified OATS reporting date range.

Figure 6-1. FORE Status Notification (OSO View)



Production Environment

Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

NASD

FORE Status Notification

Organization: OATS Testing Organization
OATS Reporting Date Range: 02/04/2003 - 02/05/2003

FORE Status: All Search

Records 1 - 9 of 9 Page 1 of 1

Firm FORE ID	OATS Reporting Date	Firm MPID	FORE Generation Date	Firm ROE Count	OATS ROE Count	FORE Status	Exception Reasons
2ZaERej	02/05/2003	ZZZZ	11/15/2002	3	3	A	
2ZabRej	02/05/2003	ZZZZ	11/15/2002	3	3	A	
2ZacRej	02/05/2003	ZZZZ	11/15/2002	3	3	A	
2ZadRej	02/05/2003	ZZZZ	11/15/2002	3	3	A	
4aPa1ProcAnom	02/05/2003	ZZZZ	10/03/2002	9	37	A	- Firm provided ROE count does not equal ROEs received
4aPa2ProcAnom	02/05/2003	ZZZZ	10/03/2002	9	5	A	- Firm provided ROE count does not equal ROEs received
-	02/05/2003			0	3	R	- Missing or invalid Header - Missing or invalid Trailer
-	02/05/2003			0	4	R	- Missing or invalid Header - Missing or invalid Trailer
-	02/05/2003			0	4	R	- Missing or invalid Header - Missing or invalid Trailer

If you logged on as a Transmitting OSO or Reporting OSO and have submitted data for more than one firm, you see the FORE IDs for all files you have submitted. If you logged on as a firm, only the FORE IDs belonging to your firm appear in the list. For a detailed description of the contents of a FORE status file, see Appendix C of the *OATS Reporting Technical Specifications*.

Table 6-1 explains the information provided for each FORE that is listed in the **FORE Status Notification** window.

Table 6-1. Contents of the FORE Status Notification

FORE Status Information	Definition
Firm FORE ID	The internal Firm FORE ID provided by the OSO in the header of the FORE.
OATS Reporting Date	The date when the file was reported to OATS; for example, an OATS Reporting Date of 7/16/99 assumes that the file was reported between 05:01 on 7/16/99 and 05:00 on 7/17/99.
Submitted By	The OSO that submitted the file (Firm view only).
Firm MPID	Provided by the OSO in the header of the FORE (OSO view only).
FORE Generation Date	Provided by the OSO in the header of the FORE.
Firm ROE Count	Provided by the OSO in the header of the FORE.
OATS ROE Count	Total number of ROEs received from an OSO as counted by OATS.

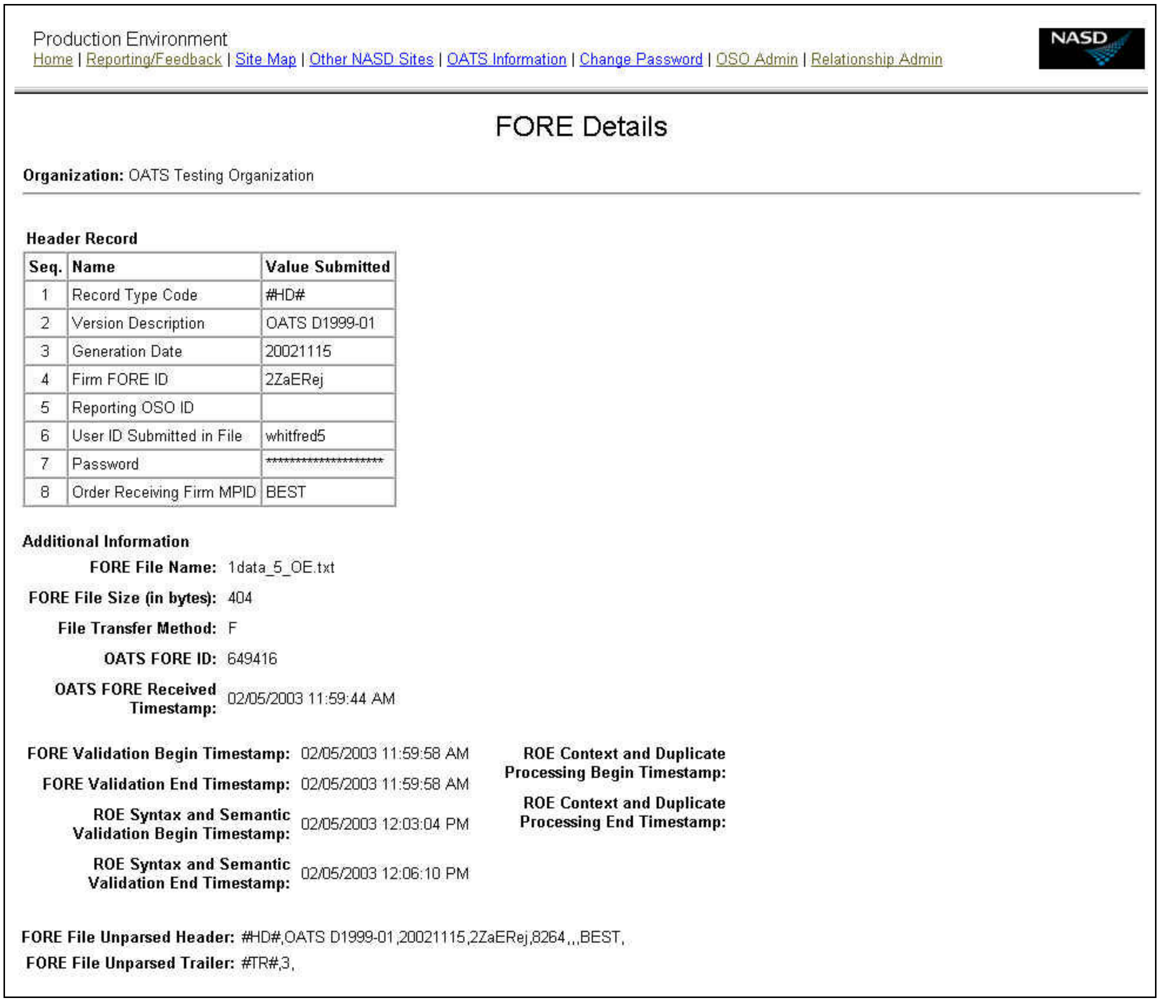
FORE Status	Indicates whether OATS accepted (“A”) or rejected (“R”) the FORE.
Exception Reasons	Indicates a problem with the FORE whether or not it was accepted. For details on each exception reason and how to respond to them, see Appendix B, “Error Messages.”

4. To limit your view of FORE status files in the table to those FOREs that have either been accepted or rejected, choose **Accepted** or **Rejected** from the **FORE Status** drop-down list, and then click Search.

5. To view additional FORE information, such as FORE header and trailer data, click a **Firm FORE ID** link. The **FORE Details** window appears (see Figure 6-2).

Tip: When you enter the reporting date range, remember that when OATS assigns a file to a reporting date, it assumes that the file belongs to the market day included in the prior 04:01 to 04:00 reporting period; for example, a file reported on Saturday at 04:00 belongs to Friday’s market day, and a file reported on Tuesday at 03:00 belongs to Monday’s market day.

Figure 6-2. FORE Details


Production Environment
Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

FORE Details

Organization: OATS Testing Organization

Header Record

Seq.	Name	Value Submitted
1	Record Type Code	#HD#
2	Version Description	OATS D1999-01
3	Generation Date	20021115
4	Firm FORE ID	2ZaERej
5	Reporting OSO ID	
6	User ID Submitted in File	whitfred5
7	Password	********************
8	Order Receiving Firm MPID	BEST

Additional Information

FORE File Name: 1data_5_OE.txt
FORE File Size (in bytes): 404
File Transfer Method: F
OATS FORE ID: 649416
OATS FORE Received Timestamp: 02/05/2003 11:59:44 AM

FORE Validation Begin Timestamp: 02/05/2003 11:59:58 AM
FORE Validation End Timestamp: 02/05/2003 11:59:58 AM
ROE Syntax and Semantic Validation Begin Timestamp: 02/05/2003 12:03:04 PM
ROE Syntax and Semantic Validation End Timestamp: 02/05/2003 12:06:10 PM
ROE Context and Duplicate Processing Begin Timestamp:
ROE Context and Duplicate Processing End Timestamp:

FORE File Unparsed Header: #HD#,OATS D1999-01,20021115,2ZaERej,8264,,,BEST,
FORE File Unparsed Trailer: #TR#,3,

6. The **FORE Details** window contains information provided by an OSO in the FORE header and trailer. It also provides processing information that is helpful in determining the progress of the file as it is validated by OATS (see Table 6-2).

Table 6-2. Contents of the FORE Detail

FORE Detail Information	Description
Record Type Code	The Record Type Code supplied in the FORE header.
Version Description	The Version Description supplied in the FORE header.
Generation Date	The Generation Date supplied in the FORE header.
Firm FORE ID	The Firm FORE ID supplied in the FORE header.
Reporting OSO ID	The Reporting OSO ID supplied in the FORE header.
User ID Submitted in File	The User ID associated with the FORE.
Password	The Password will not be displayed on this screen as a security precaution.

Order Receiving Firm MPID	The Order Receiving Firm MPID supplied in the FORE header.
FORE File Name	The name of the Fore file.
FORE File Size	The size of the FORE file in bytes .
File Transfer Method	Method used for transmitting the file. Values are 'F' (FTP), 'I' (IFT), 'E' (Email), and 'W' (Web).
OATS FORE ID	A unique identifier assigned to the FORE by OATS.
OATS FORE Received Timestamp	The date and time OATS received the FORE.
FORE Validation Begin Timestamp	The date and time OATS began validating the FORE header and trailer.
FORE Validation End Timestamp	The date and time OATS finished validating the FORE header and trailer.
ROE Syntax and Semantic Validation Begin Timestamp	The date and time OATS began validating the syntax of the ROEs contained within the FORE. Syntax and semantic checks ensure each ROE contains required fields and each field provided has the correct format and allowed values.
ROE Syntax and Semantic Validation End Timestamp	The date and time OATS finished validating the syntax of the ROEs contained within the FORE.
ROE Context and Duplicate Processing Begin Timestamp	The date and time OATS began validating the ROEs in the FORE against other ROEs previously received. Context and duplicate checking begins after the end of the OATS Reporting Day. Context checks ensure the existence of required relationships between ROEs. Duplicate checks determine if a ROE fully duplicates another ROE or if two or more orders from the same firm have duplicate order identifiers.
ROE Context and Duplicate Processing End Timestamp	The date and time OATS finished context and duplicate processing of ROEs within the FORE.
FORE File Unparsed Header	The original header contained in the FORE. This unparsed text may be helpful for trouble shooting if OATS cannot accurately parse the header.
FORE File Unparsed Trailer	The original trailer contained in the FORE. This unparsed text may be helpful for trouble shooting if OATS cannot accurately parse the trailer.

To View FORE Status Via Email

If you send a FORE file via email, OATS replies within one hour via email with one status message per FORE (header/trailer combination). The status file called *NameofFOREFile-n Status Report*, where *n* indicates the order in which each FOREfile falls within the original email submission. For example, when only one FORE accompanied the original submission, the status message would be called *NameofFOREFile-1 Status Report*; if multiple FOREs accompanied the original submission, the second status message would be called *NameofFOREFile-2 Status Report*, and so on. If you do not receive the status message(s) within one hour, contact FINRA Technology Support Services.

FORE status files are formatted according to the description in Appendix C, "Order Report Formats," in the *OATS Reporting Technical Specifications*; this format is the same when status is retrieved via email, File Transfer Protocol (FTP), and Internet File Transfer (IFT).

Retrieving FORE Status Via FTP and IFT

Many user Interfaces allow you to transfer files between systems using FTP. A variety of FTP software is available. Any operating system and any type of software that transmits data via FTP is acceptable.

Since the IFT procedure uses a commercial off-the-shelf software package, the steps outlined in this document include a mix of OATS specific and client specific procedures. The training for how to use the SecureTransport™ software is beyond the scope of this document and must be done by the transmitting OSO. An overview of steps to follow is outlined later in this chapter. For more information on the use of the client software, refer to the vendor web site, http://www.tumbleweed.com/.

FORE status files are formatted according to the description in Appendix C, “Order Report Formats,” in the *OATS Reporting Technical Specifications*; this format is the same when status is retrieved via email and FTP.

Note: All information obtained from OATS via FTP must be “pulled” from the OATS server. OATS will not “push” any information to member firms via FTP.

To Retrieve FORE Status Via FTP

1. From the **Start** menu, choose **Programs**, **MS-DOS Prompt**. Your default prompt appears; for example, **c:**.

2. If you are testing your order reporting system, type **ftp** and then the address you have assigned to OATS, or other named path according to your firm’s naming conventions; for example, **ftp-oatstest.finra.org** to access the test environment or **ftp-oats.finra.org** to access the production environment.

3. Press **Enter**.

4. When prompted, type your User ID and password. You are now in your home directory on the OATS server, and the prompt changes to **ftp>**.

Tip: To confirm that you are in your home directory on the OATS server, type **pwd** at the prompt, and then press **Enter**. Your home directory path should appear; for example, **\export\home\xyzuser**. The name of your user should appear in the place of **xyzuser**.

5. FINRA recommends using the binary transfer type. To set the transfer type to binary, type **bin**, and then press **Enter**.

6. To change to the directory in which OATS stores FORE status files, type **cd status**.

7. You can retrieve a single FORE status file (that is, if the FORE file did not contain multiple FOREs), a specific FORE status file, or multiple FORE status files (that is, if the FORE file contained multiple FOREs).

8. To retrieve a single FORE status file, type **get filename.status-1**, where **<filename>** is the name of the FORE file as it was submitted, and **1** indicates that you are retrieving the first and only status file that OATS generated for that FORE file; for example, **get forefile.status-1**.

9. To retrieve a specific FORE status file, type **get filename.status-n**, where **<filename>** is the name of the FORE file as it was submitted, and **n** indicates the order in which the FORE, and hence the status file, falls within the original submission; for example, **get forefile.status-3**.

10. To retrieve multiple FORE status files, type **mget <filename>***, where **<filename>** is the name of the FORE file as it was submitted, and ***** is a wildcard character; for example, **mget forefile***.

11. Each FORE status file is retrieved from the OATS server and placed on the drive and path you started from in step 1. If you want the file to reside on a different drive and path, you can specify that drive and path after the get or mget statement; for example, **get filename.status-n <drive>:\<path> or mget <filename>* <drive>:\<path>**.

12. To end the ftp session, type **close**. To return to the MS-DOS prompt, type **quit**.

Tip: To get help with FTP commands, at the **ftp** prompt, type **help**.

To Retrieve FORE Status Via Internet File Transfer (IFT)

1. From the **Start** menu, choose **Programs, Valicert, SecureTransport™ Client, SecureTransport™.**

2. Connect to the IFT service through the SecureTransport™ software.

3. Follow the SecureTransport™ procedures for retrieving files. SecureTransport™ has a separate menu item for retrieving Status files.
4. Retrieve your files from the “status” sub-directory using SecureTransport™.
5. You can reteive a single FORE status file (that is, if the FORE file did not contain multiple FOREs), a specific FORE status file, or multiple FORE status files (that is, if the FORE file contained multiple FOREs).
6. To end the IFT session and close the IFT connection, close the SecureTransport™ client.

Tip: To get help with IFT commands, reference the Secure Transport™ User’s Guide or visit the Tumbleweed Communications web site at www.tumbleweed.com

Reporting Statistics

On a daily basis, OATS provides summary statistics on the Web for reporting activity occurring within the period comprising the OATS Reporting Day (for a definition of OATS Reporting Day, see Appendix A, “Glossary”). Statistics include counts of the number of received files and order events, as well as the number of rejections by type of event.

Reporting statistics are available on the OATS Web Interface within one business day after the end of the OATS Reporting Day. See Table 6-8. Availability of ROE Rejection, to determine the availability of reporting statistics.

Reporting statistics are available on the OATS Web Interface for one calendar month (for example, from 28 March until 27 April).

Understanding Reporting Statistics

Reporting statistics provide a summary of your daily OATS submissions. The actual counts vary, depending on whether you entered OATS as a Firm, Transmitting OSO, or Reporting OSO. For example, if you are a firm that submits data on behalf of other firms, the **OSO Reporting Statistics** window reflects counts for all firms for which you submitted data. The **Firm Reporting Statistics** window reflects counts for your firm only. The **Reporting OSO Statistics** window reflects counts of all records belonging to firms that designated you as a Reporting OSO.

The following table shows the statistics that appear in the **OSO Reporting Statistics** and **Reporting OSO Statistics** windows.

Table 6-3. OSO Reporting Statistics and Reporting OSO Statistics

Statistic	Description
FORE Received Count	Total number of FOREs received from an OSO
Total Reports Received	Total number of ROEs received from an OSO
Reporting Activity Date	The OATS Reporting Day for which the statistics were calculated
Late Report Count	Number of ROEs that were received late
Resubmit Count	Number of ROEs that were resubmitted
New Order Reports	Number of New Order Reports received where the Canceled Timestamp AND the Desk Received Timestamp fields are blank.
New Order Reports with Cancel	Number of New Order Reports received where the Canceled Timestamp is populated AND the Desk Received Timestamp is blank.
New Order Reports with Desk	Number of New Order Reports received where the Canceled Timestamp is blank AND the Desk Received Timestamp is populated.
New Order Reports with Desk and Cancel	Number of New Order Reports received where the Canceled Timestamp AND the Desk Received Timestamp are populated.
Cancel Reports	Number of Cancel Reports received
Cancel/Replace Reports	Number of Cancel/Replace Reports received.
Execution Reports	Number of Execution Reports received
Combined Order/Execution Reports	Number of Combined Order/Execution Reports received where the Desk Received Timestamp is blank.
Combined Order/Execution Reports with Desk	Number of Combined Order/Execution Reports received where the Desk Received Timestamp is populated.
Routing Reports Received	Number of Routing Reports received
Desk Reports Received	Number of Desk Reports received

Combined Order/Route Reports	Number of Combined Order/Route Reports received where the Canceled Timestamp AND the Desk Received Timestamp fields are blank.
Combined Order/Route Reports with Cancel	Number of Combined Order/Route Reports received where the Canceled Timestamp is populated AND the Desk Received Timestamp is blank..
Combined Order/Route Reports with Desk	Number of Combined Order/Route Reports received where the Canceled Timestamp is blank AND the Desk Received Timestamp is populated.
Combined Order/Route Reports with Desk and Cancel	Number of Combined Order/Route Reports received where the Canceled Timestamp AND the Desk Received Timestamp is populated.
Total Rejections	Total number of ROEs rejected
Combined Order/Route Rejections	Number of Combined Order/Route Reports rejected where the Canceled Timestamp AND the Desk Received Timestamp fields are blank.
Combined Order/Route with Cancel Rejections	Number of Combined Order/Route Reports rejected where the Canceled Timestamp is populated AND the Desk Received Timestamp is blank.
Combined Order/Route with Desk Rejections	Number of Combined Order/Route Reports rejected where the Canceled Timestamp is blank AND the Desk Received Timestamp is populated.
Combined Order/Route with Desk and Cancel Rejections	Number of Combined Order/Route Reports rejected where the Canceled Timestamp AND the Desk Received Timestamp fields are populated.
New Order Rejections	Number of New Order Reports rejected where the Canceled Timestamp AND the Desk Received Timestamp fields are blank.
New Order with Cancel Rejections	Number of New Order Reports rejected where the Canceled Timestamp is populated AND the Desk Received Timestamp is blank.
New Order with Desk Rejections	Number of New Order Reports rejected where the Canceled Timestamp is blank AND the Desk Received Timestamp is populated.
New Order with Desk and Cancel Rejections	Number of New Order Reports rejected where the Canceled Timestamp AND the Desk Received Timestamp fields are populated.
Cancel Rejections	Number of Cancel Reports rejected
Cancel/Replace Rejections	Number of Cancel/Replace Reports rejected.
Execution Rejections	Number of Execution Reports rejected
Combined Order/Execution Rejections	Number of Combined Order/Execution Reports rejected where the Desk Received Timestamp is blank.
Combined Order/Execution with Desk Rejections	Number of Combined Order/Execution Reports rejected where the Desk Received Timestamp is populated.
Routing Rejections	Number of Routing Reports rejected
Desk Rejections	Number of Desk Reports rejected

The statistics that appear in the **Firm Reporting Statistics** window, at the firm level, apply to all ROEs submitted on behalf of the firm by all OSOs. The types of statistics in the **Firm Reporting Statistics** window are identical to those in the **OSO Reporting Statistics** and **Reporting OSO Statistics** windows, except that there is no FORE Received Count.

Note: The **Firm Reporting Statistics** window can also be viewed at the MPID level for firms with multiple MPIDs. If an individual MPID is selected, the statistics that are displayed will apply to all ROEs submitted on behalf of the MPID. (See Figure 6-5)

To View Reporting Statistics

1. Navigate to the **OATS Reporting and Feedback** window.
2. In the **Begin Date** and **End Date** boxes on the left side of the window, enter the reporting date range.

Tip: When you enter the reporting date range, remember that when OATS assigns a file to a reporting date, it assumes that the file belongs to the market day included in the prior 04:01 to 04:00 reporting period; for example, a file reported on Saturday at 04:00 belongs to Friday's market day, and a file reported on Tuesday at 03:00 belongs to Monday's market day.

3. Click either the **OSO Reporting Statistics**, **Firm Reporting Statistics**, or **Reporting OSO Statistics** link in the left frame (the available link reflects the role you selected when you entered OATS). The window with the same name as that role appears.

In the **OSO Reporting Statistics** window, as seen in Figure 6-3, the values in the **Total** column reflect the total number of ROEs you sent on behalf of one or more FINRA member firms and the total number of ROEs that OATS rejected. If you sent ROEs on your own behalf, they are also included in the count.

Figure 6-3. OSO Reporting Statistics

OSO Reporting Statistics

Organization: ABC Company
OATS Reporting Date Range: 12/23/2005

Data Summarized As of: Wednesday, 12/28/2005 09:59:06 AM

Friday, 12/23/2005

	Reports Received	Rejections		Reports Received	Rejections
New	188,564	19,749	Combined Order/Execution	0	0
New with Cancel	100,000	19,749	Combined Order/Execution with Desk	123,456	0
New with Desk	44,564	0	Cancel	976	0
New with Desk and Cancel	44,000	0	Route	999	0
Combined Order/Route	0	0	Desk	0	0
Combined Order/Route with Cancel	800,023	0	Execution	584	0
Combined Order/Route with Desk	5,000	0	Total ROEs	1,309,842	34,498
Combined Order/Route with Desk and Cancel	0	0	Late Reports	0	
Cancel/Replace	876	0	Resubmits	5	
			FORE Received Count		

If you are viewing the **Firm Reporting Statistics (Firm Level)** window, as seen in Figure 6-4, the values in the **Total** column reflect the total number of ROEs sent on behalf of your firm and the total number of ROEs that OATS rejected for the firm.

Figure 6-4. Firm Reporting Statistics (Firm Level)

Firm Reporting Statistics

Organization: ABC Company
OATS Reporting Date Range: 12/23/2005

Data Summarized As of: Wednesday, 12/28/2005 09:59:06 AM

MPID: All Search

Friday, 12/23/2005

	Reports Received	Rejections		Reports Received	Rejections
New	188,564	19,749	Combined Order/Execution	0	0
New with Cancel	100,000	19,749	Combined Order/Execution with Desk	123,456	0
New with Desk	44,564	0	Cancel	976	0
New with Desk and Cancel	44,000	0	Route	999	0
Combined Order/Route	0	0	Desk	0	0
Combined Order/Route with Cancel	800,023	0	Execution	584	0
Combined Order/Route with Desk	5,000	0	Total ROEs	1,309,842	34,498
Combined Order/Route with Desk and Cancel	0	0	Late Reports	0	
Cancel/Replace	876	0	Resubmits	5	

If the firm has multiple MPIDs, the counts displayed on the **Firm Reporting Statistics (MPID Level)** window can be viewed by selecting one specific MPID from the drop down box and clicking the Search button, as seen in Figure 6-5. The values in the **Total** column reflect the total number of ROEs sent on behalf of the selected MPID and the total number of ROEs that OATS rejected for the selected MPID.

Figure 6-5. Firm Reporting Statistics (MPID Level)

Firm Reporting Statistics

Organization: ABC Company
OATS Reporting Date Range: 12/23/2005

Data Summarized As of: Wednesday, 12/28/2005 09:59:06 AM

MPID: ABCC Search

Friday, 12/23/2005

	Reports Received	Rejections		Reports Received	Rejections
New	188,564	19,749	Combined Order/Execution	0	0
New with Cancel	100,000	19,749	Combined Order/Execution with Desk	123,456	0
New with Desk	44,564	0	Cancel	976	0
New with Desk and Cancel	44,000	0	Route	999	0
Combined Order/Route	0	0	Desk	0	0
Combined Order/Route with Cancel	800,023	0	Execution	584	0
Combined Order/Route with Desk	5,000	0	Total ROEs	1,309,842	34,498
Combined Order/Route with Desk and Cancel	0	0	Late Reports	0	
Cancel/Replace	876	0	Resubmits	5	

In the **Reporting OSO Statistics** window, as seen in Figure 6-6, the values in the **Total** column reflect the total number of ROEs OSOs sent on behalf of one or more FINRA member firms and the total number of ROEs that OATS rejected. The table only displays ROEs that were associated with your Reporting OSO ID.

Figure 6-6. Reporting OSO Statistics

Reporting OSO Statistics

Organization: ABC Company
OATS Reporting Date Range: 12/23/2005

Data Summarized As of: Wednesday, 12/28/2005 09:59:06 AM

Friday, 12/23/2005

	Reports Received	Rejections		Reports Received	Rejections
New	188,564	19,749	Combined Order/Execution	0	0
New with Cancel	100,000	19,749	Combined Order/Execution with Desk	123,456	0
New with Desk	44,564	0	Cancel	976	0
New with Desk and Cancel	44,000	0	Route	999	0
Combined Order/Route	0	0	Desk	0	0
Combined Order/Route with Cancel	800,023	0	Execution	584	0
Combined Order/Route with Desk	5,000	0	Total ROEs	1,309,842	34,498
Combined Order/Route with Desk and Cancel	0	0	Late Reports	0	
Cancel/Replace	876	0	Resubmits	5	
			FORE Received Count		

Order/Trade Match Statistics

OATS attempts to match OATS Execution and Combined Order/Execution reports to trades reported to a Trade Reporting Facility that meet the following conditions:

- Reporting Exception Code is blank
- Action Type Code is ‘N’ (New) or ‘C’ (Corrected)
- Market Center ID represents an NASD Trade Reporting Facility

The following fields are used for the Order/Trade match critiera:

a. MPID
b. Execution Date
c. Branch/Sequence Number
d. Issue Symbol
e. Execution Timestamp.

OATS attempts this match for the OATS Reporting Day when the report is received, and if there is no match, OATS will attempt to match again on the next OATS Reporting Day. If after two days OATS cannot find a corresponding trade record with the exact same values in these fields, the OATS report is considered to be "unmatched." Statistics summarizing the unmatched Execution and Combined Order/Execution Reports may be viewed or downloaded via the OATS Web Interface after completion of this process, normally two business days after submission of the original FORE. For details about viewing and downloading individual unmatched Execution Reports for a selected OATS Reporting Day, see “Viewing and Downloading Unmatched Execution Reports,” later in this chapter.

Understanding Order/Trade Match Statistics

Order/Trade Match Statistics are not immediately available as several days of order and NASD Trade Reporting Facility trade data is needed to perform the matching function.

The following table shows the statistics that appear in the **Order/Trade Match Statistics** window (see Table 6-4).

Table 6-4. Statistics in the Order/Trade Match Statistics

Statistic	Description
Total EX and OE Reports	Total number of Execution (EX) and Combined Order/Execution Reports (OE) submitted for the OATS Reporting Day.
Attempted Match	Number of reports without Exception Codes and with Action Type Codes of 'N' (New) or 'C' (Corrected) that OATS attempted to match to NASD Trade Reporting Facility trades.
Unmatched	Number of reports that OATS was unable to match with NASD Trade Reporting Facility trades.
Unmatched Percent	Percentage of reports that OATS attempted to match with NASD Trade Reporting Facility trades, but were unable to do so.

To View Order/Trade Match Statistics via the Web

1. Navigate to the **OATS Reporting and Feedback** window.
2. In the **Begin Date** and **End Date** boxes on the left side of the window, enter the reporting date range.

Tip: When you enter the reporting date range, remember that when OATS assigns a file to a reporting date, it assumes that the file belongs to the market day included in the prior 04:01 to 04:00 reporting period; for example, a file reported on Saturday at 04:00 belongs to Friday's market day, and a file reported on Tuesday at 03:00 belongs to Monday's market day.

3. Click the **Order/Trade Match Statistics** link in the left frame. The **Order/Trade Match Statistics** window appears. (see Figure 6-7)

Figure 6-7. Order/Trade Match Statistics

Order/Trade Match Statistics

Organization: OATS Test Organization
OATS Reporting Date Range: 10/30/2007 - 11/12/2007

The following Order/Trade Match Report Statistics are provided:
Total EX and OE Reports: Total number of Execution and Combined Order/Execution reports submitted by the firm for a specified OATS Reporting Date.
Attempted Match: Number of Execution and Combined Order/Execution reports where an attempt to match is required. A match attempt is required if the Execution type report has an Action Type Code of New or Corrected and contains a Market Center ID which represents an NASD Trade Reporting System.
Unmatched: Number of Execution and Combined Order/Executions reported to OATS where a match could not be made.
Unmatched Percent: Equals the "Unmatched" divided by the "Attempted Match" submitted on a specified OATS Reporting Date.

Several days of OATS order and trade data is needed to perform matching functions. Therefore, Order/Trade Match Statistics will not be immediately available.

Data Summarized As of: Monday, 11/12/2007 03:13:54 PM

MPID: All Search

Tuesday, 10/30/2007

Order/Trade Match Statistics:

Total EX and OE Reports	Attempted Match	Unmatched	Unmatched Percent
20,162	15,709	8	0.05

NASDAQ Route Match Statistics

OATS attempts to match OATS Route and Combined Order/Route reports that represent a route to the NASDAQ Exchange that meet the following conditions:

- Destination Code represent the NASDAQ Exchange (‘XQ’)
- Action Type Code is ‘N’ (New) or ‘C’ (Corrected)
- Routing Method Code is ‘E’ (Electronic), ‘S’ (Smart Router) or ‘I’ (Intermarket Sweep Order)

The following fields are used to match routes to the NASDAQ Exchange:

a. Firm ID/Client ID to OATS Order Receiving Firm MPID
b. Order Entry Date to OATS Order Sent Timestamp (Date portion)
c. Order Update Timestamp to OATS Order Sent Timestamp (Time portion)
d. Order ID to OATS Routed Order ID (RT) or Sent to Routed Order ID (OR)[1]
e. Issue Symbol to Issue Symbol ID

[1] Depending on the access protocol the firm employs, the Order ID generally refers to: the “User Order ID” in QIX; the “.UID” in CTCI; the “ClOrdID” in FIX; the “Order Token” in OUCH and to the “Order Token/Client Order ID” in RASH.

OATS attempts this match for the OATS Reporting Day when the report is received, and if there is no match, OATS will attempt to match again on the next OATS Reporting Day. If after two days OATS cannot find a corresponding order record with the exact same values in these fields, the OATS report is considered to be "unmatched." Statistics summarizing the unmatched Route and Combined Order/Route Reports may be viewed or downloaded via the OATS Web Interface after completion of this process, normally two business days after submission of the original FORE. For details about viewing and downloading individual unmatched Route Reports for a selected OATS Reporting Day, see "Viewing and Downloading Unmatched NASDAQ Route Reports," later in this chapter.

Understanding NASDAQ Route Match Statistics

NASDAQ Route Match Statistics are not immediately available as several days of order and NASDAQ Exchange order data is needed to perform the matching function.

The following table shows the statistics that appear in the **NASDAQ Route Match Statistics** window (see Table 6-5).

Table 6-5. Statistics in the NASDAQ Route Match Statistics

Statistic	Description
Total RT and OR Reports	Total number of Route (RT) and Combined Order/Route (OR) Reports submitted for the OATS Reporting Day.
Attempted Match	Number of reports with a Destination Code Code of 'XQ' (NASDAQ Exchange), an Action Type Codes of 'N' (New) or 'C' (Corrected), and a Routing Method Code of 'E' (Electronic), 'S' (Smart Router) or 'I' (Intermarket Sweep) that OATS attempted to match to NASDAQ Exchange orders.
Unmatched	Number of reports that OATS was unable to match with NASDAQ Exchange orders.
Unmatched Percent	Percentage of reports that OATS attempted to match with NASDAQ Exchange orders, but were unable to do so.

To View NASDAQ Route Match Statistics via the Web

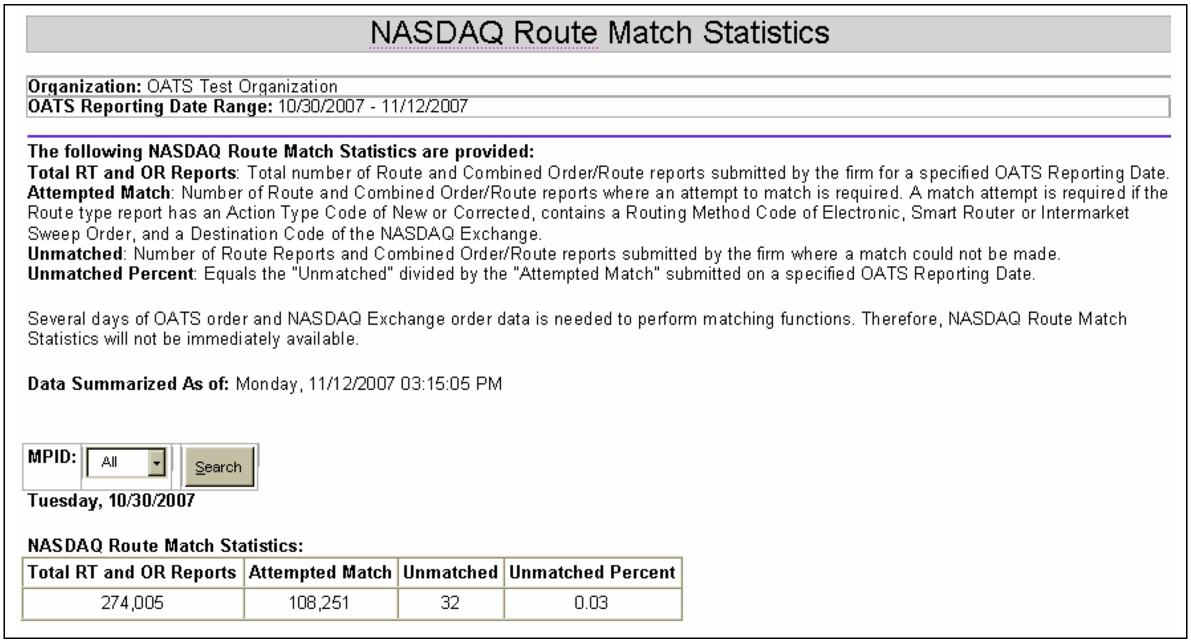
1. Navigate to the **OATS Reporting and Feedback** window.

2. In the **Begin Date** and **End Date** boxes on the left side of the window, enter the reporting date range.

Tip: When you enter the reporting date range, remember that when OATS assigns a file to a reporting date, it assumes that the file belongs to the market day included in the prior 04:01 to 04:00 reporting period; for example, a file reported on Saturday at 04:00 belongs to Friday's market day, and a file reported on Tuesday at 03:00 belongs to Monday's market day.

3. Click the **NASDAQ Route Match Statistics** link in the left frame. The **NASDAQ Route Match Statistics** window appears. (see Figure 6-8).

Figure 6-8. NASDAQ Route Match Statistics



NASDAQ Route Match Statistics

Organization: OATS Test Organization
OATS Reporting Date Range: 10/30/2007 - 11/12/2007

The following NASDAQ Route Match Statistics are provided:
Total RT and OR Reports: Total number of Route and Combined Order/Route reports submitted by the firm for a specified OATS Reporting Date.
Attempted Match: Number of Route and Combined Order/Route reports where an attempt to match is required. A match attempt is required if the Route type report has an Action Type Code of New or Corrected, contains a Routing Method Code of Electronic, Smart Router or Intermarket Sweep Order, and a Destination Code of the NASDAQ Exchange.
Unmatched: Number of Route Reports and Combined Order/Route reports submitted by the firm where a match could not be made.
Unmatched Percent: Equals the "Unmatched" divided by the "Attempted Match" submitted on a specified OATS Reporting Date.

Several days of OATS order and NASDAQ Exchange order data is needed to perform matching functions. Therefore, NASDAQ Route Match Statistics will not be immediately available.

Data Summarized As of: Monday, 11/12/2007 03:15:05 PM

MPID: All Search

Tuesday, 10/30/2007

NASDAQ Route Match Statistics:

Total RT and OR Reports	Attempted Match	Unmatched	Unmatched Percent
274,005	108,251	32	0.03

Interfirm Route Match Statistics

OATS attempts to match all OATS Route and Combined Order/Route reports to another member firm or ECN to New, Cancel/Replace, Combined Order/Execution or Combined Order/Route reports reported by the member firm to which the order was routed. OATS attempts to match route reports that meet the following conditions:

- Destination Code is 'M (Member) or 'E' (ECN)
- Action Type Code is 'N' (New) or 'C' (Corrected)
- Routing Method Code is 'E' (Electronic), 'S' (Smart Router) or 'I' (Intermarket Sweep Order)

The following fields are compared during Interfirm Route Matching:

a. Sent to Firm MPID to Firm MPID

b. MPID to Routing Firm MPID

c. Routed Order ID (RT) or Sent to Routed Order ID (OR) to Routed Order ID

d. OATS Order Sent Timestamp (date and time) is within +/- 3 seconds of the Order Received Timestamp

e. Routed Shares Quantity to Order Shares Quantity

f. Issue Symbol ID to Issue Symbol ID

OATS attempts this match for two consecutive days, starting with the day the report is received. If OATS cannot match the Route or Combined Order/Route report with the values in these fields, the OATS report is considered to be "unmatched." These Unmatched Route and Combined Order/Route reports may be viewed or downloaded via the OATS Web Interface two business days after submission of the original FORE. For details about viewing and downloading individual unmatched Route Reports for a selected OATS Reporting Day, see “Viewing and Downloading Unmatched Interfirm Route Reports,” later in this chapter.

The Interfirm Route Match Statistics include two types of statistics:

- **Orders Routed** – Statistics based on the number of Route and Combined Order/Route reports submitted by the firm where an attempt to match is required.

- **Orders Received** – Statistics based on the number of Route and Combined Order/Route reports submitted to OATS where the firm is identified as the Sent to Firm MPID and an attempt to match is required.

Understanding Interfirm Route Match Statistics

Interfirm Route Match Statistics are not immediately available as several days of order data is needed to perform the matching function.

The following table shows the statistics that appear in the **Interfirm Route – Orders Routed Match Statistics** window (see Table 6-6).

Table 6-6. Orders Routed Match Statistics

Statistic	Description

OATS Reporting Date Range	The reporting date range for which the counts are calculated.
Total RT and OR Reports	Total number of Route (RT) and Combined Order/Route (OR) Reports submitted by the firm for a specified OATS Reporting Date.
Attempted Match	Number of Route and Combined Order/Route reports where an attempt to match is required. A match attempt is required if the Route type report contains a Routing Method Code of ’E’ (Electronic), ‘S’ (Smart Router) or ‘I’ (Intermarket Sweep), a Destination Code of ’M’ (Member Firm) or ’E’ (ECN) and an Action Type Code of ’N’ (New) or ’C’ (Corrected).
Unmatched	Number of Route Reports and Combined Order/Route Reports submitted by the firm where a match could not be made.
Unmatched Percent	Percentage of reports that OATS attempted to match and a match could not be made.

The following table shows the statistics that appear in the **Interfirm Route – Orders Received Match Statistics** window (seeTable 6-7).

Table 6-7. Orders Received Match Statistics

Statistic	**Description**
OATS Reporting Date Range	The reporting date range for which the counts are calculated.
Attempted Match	Number of Route and Combined Order/Route reports where the firm is identified as the Sent to Firm MPID and an attempt to match is required. A match attempt is required if the Route type report contains a Routing Method Code of ’E’ (Electronic), ‘S’ (Smart Router), or ‘I’ (Intermarket Sweep), a Destination Code of ’M’ (Member Firm) or ’E’ (ECN) and an Action Type Code of ’N’ (New) or ’C’ (Corrected).
Unmatched	Number of Route Reports and Combined Order/Route Reports reported to OATS where the firm is identified as the Sent to Firm MPID and a match could not be made.
Unmatched Percent	Percentage of reports that OATS attempted to match and a match could not be made.

To View Interfirm Route Match Statistics via the Web

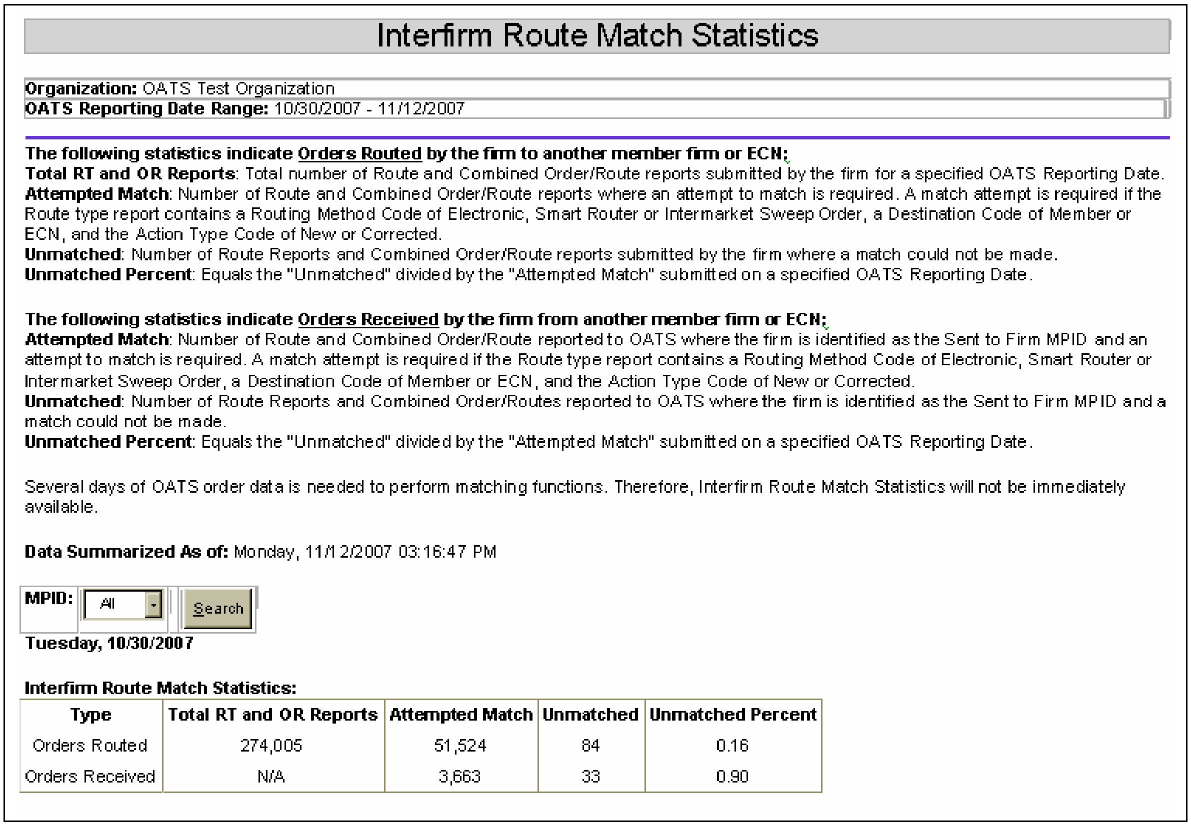
1. Navigate to the **OATS Reporting and Feedback** window.

2. In the **Begin Date** and **End Date** boxes on the left side of the window, enter the reporting date range.

Tip: When you enter the reporting date range, remember that when OATS assigns a file to a reporting date, it assumes that the file belongs to the market day included in the prior 04:01 to 04:00 reporting period; for example, a file reported on Saturday at 04:00 belongs to Friday’s market day, and a file reported on Tuesday at 03:00 belongs to Monday’s market day.

3. Click the **Interfirm Route Match Statistics** link in the left frame. The **Interfirm Route Match Statistics** window appears. (see Figure 6-9)

Figure 6-9. Interfirm Route Match Statistics



Interfirm Route Match Statistics

Organization: OATS Test Organization
OATS Reporting Date Range: 10/30/2007 - 11/12/2007

The following statistics indicate Orders Routed by the firm to another member firm or ECN:
Total RT and OR Reports: Total number of Route and Combined Order/Route reports submitted by the firm for a specified OATS Reporting Date.
Attempted Match: Number of Route and Combined Order/Route reports where an attempt to match is required. A match attempt is required if the Route type report contains a Routing Method Code of Electronic, Smart Router or Intermarket Sweep Order, a Destination Code of Member or ECN, and the Action Type Code of New or Corrected.
Unmatched: Number of Route Reports and Combined Order/Route reports submitted by the firm where a match could not be made.
Unmatched Percent: Equals the "Unmatched" divided by the "Attempted Match" submitted on a specified OATS Reporting Date.

The following statistics indicate Orders Received by the firm from another member firm or ECN:
Attempted Match: Number of Route and Combined Order/Route reported to OATS where the firm is identified as the Sent to Firm MPID and an attempt to match is required. A match attempt is required if the Route type report contains a Routing Method Code of Electronic, Smart Router or Intermarket Sweep Order, a Destination Code of Member or ECN, and the Action Type Code of New or Corrected.
Unmatched: Number of Route Reports and Combined Order/Routes reported to OATS where the firm is identified as the Sent to Firm MPID and a match could not be made.
Unmatched Percent: Equals the "Unmatched" divided by the "Attempted Match" submitted on a specified OATS Reporting Date.

Several days of OATS order data is needed to perform matching functions. Therefore, Interfirm Route Match Statistics will not be immediately available.

Data Summarized As of: Monday, 11/12/2007 03:16:47 PM

MPID: All Search

Tuesday, 10/30/2007

Interfirm Route Match Statistics:

Type	Total RT and OR Reports	Attempted Match	Unmatched	Unmatched Percent
Orders Routed	274,005	51,524	84	0.16
Orders Received	N/A	3,663	33	0.90

ROE Rejections

Reportable Order Event (ROE) rejections are ROEs that failed to pass validation checks (ROE rejections are formatted according to the description in Appendix C, "Order Report Formats," in the *OATS Reporting Technical Specifications*), and are available on the Web and via FTP and IFT after the end of the next OATS Reporting Day, as detailed in

Table 6-8.

ROE rejections are available to the OSO that sent the FORE, the firm that is the subject of reporting, if different from the OSO, and one other firm, called a Reporting OSO, that may have been authorized to send and view order data.

ROE rejections are not posted to the OATS Web Interface until after processing for an OATS Reporting Day is complete.

Tip: To check whether or not rejections and statistics are available on the **OATS Reporting and Feedback** window, look for the latest available date in the **Date** list under the ROE rejections links. This date is the last OATS Reporting Day when statistics and rejections were processed.

Important! Rejected ROEs will be accessible for approximately 30 days after rejecting; however, the deadlines for repairing and resubmitting rejected ROEs still apply (see Chapter 4 , "Deadlines for ROE Submission").

Table 6-8. Availability of ROE Rejection

OATS Business Day	Cut-off Period	Due to OATS	Rejections Available
Monday	Friday 4:01 p.m. – Monday 4:00 p.m.	Tuesday 5:00 a.m.	Wednesday 5:00 a.m.
Tuesday	Monday 4:01 p.m. – Tuesday 4:00 p.m.	Wednesday 5:00 a.m.	Thursday 5:00 a.m.
Wednesday	Tuesday 4:01 p.m. – Wednesday 4:00 p.m.	Thursday 5:00 a.m.	Friday 5:00 a.m.
Thursday	Wednesday 4:01 p.m. – Thursday 4:00 p.m.	Friday 5:00 a.m.	Monday 5:00 a.m.
Friday	Thursday 4:01 p.m. – Friday 4:00 p.m.	Saturday 5:00 a.m.	Tuesday 5:00 a.m.
Saturday	------	Tuesday 5:00 a.m.	Wednesday 5:00 a.m.
Sunday	------	Tuesday 5:00 a.m.	Wednesday 5:00 a.m.

Types of ROE Rejections

Each rejected ROE has one or more error messages associated with it (see Appendix B, "Error Messages," for a list of all error messages in OATS). Errors may be detected during syntax and context checks. Syntax checks determine that formats and lengths are correct, values are valid, and field value comparisons are correct. Context checks compare the ROE against previously-received ROEs and identify duplicates and discrepancies. One ROE may have more than one rejection reason. Examples of each ROE rejection type follow.

Syntax Rejections

Common reasons for a ROE's syntax rejection include missing mandatory fields, invalid fields, and invalid field combinations (invalid Issue Symbols and MPIDs are syntax rejections). Most syntax errors can be avoided through system testing; however, some syntax errors may occur at any time, such as an unanticipated issue or firm symbol change, and resolving them may require help from FINRA Business and Technology Support Services. Refer to the *OATS Reporting Technical Specifications* for details on correct ROE syntax.

Context Rejections

If a ROE is rejected because of a context error, its syntax is correct, but there is a problem with the record in relation to other records. An Execution, Route, Cancel/Replace, Desk, or Cancel Report will be rejected as a context error if it does not link to an existing order in OATS. Reasons an order might not exist in OATS include the following: the New Order Report was submitted and rejected because of a syntax error; the order was received before the firm began reporting to OATS; the OSO submitting the New Order Report has not yet submitted it; and the new (market or day limit) order was reported more than five days ago.

In the case of context rejections, the OATS Web Interface provides the option of viewing the *chain* of all ROEs that OATS has rejected with the same OATS Order ID (the combination of three identifiers — Firm MPID, Order Received Date, and Firm Order ID). For example, if OATS receives a New Order Report and an Execution Report for the same order, but the New Order Report has a syntax error, OATS will reject both reports — the New Order Report for syntax and the Execution Report for context (the Execution Report did not link to a New Order Report that had been accepted by OATS; if the Execution Report had a syntax error, the New Order Report would be unaffected). Viewing relationships between ROEs in the chain will help determine the true cause of the rejection. Once the reason for the context rejection has been corrected (e.g., repairing a New Order Report with a syntax error), the records rejected for context errors should be resubmitted to OATS.

Duplicate Rejections

Another type of context error is a duplicate. There are two types of duplicates: true duplicates and key duplicates. True duplicates are two or more identical ROEs; in this case OATS will accept the first record and reject all subsequent identical records. True duplicates have a rejection type of “Duplicate” on the **ROE Rejection Summary** window. *True duplicates should not be resubmitted to OATS.*

Table 6-9. True Duplicate Records - Selected Fields

ROE Field	New Order Report 1	New Order Report 2
Order Receiving Firm MPID	FIRM	FIRM
Order Received Date	YYYYMMDDHHMMSS	YYYYMMDDHHMMSS
Order Receiving Firm Order ID	ABC123	ABC123
Order Received Timestamp	1999031498102533	1999031498102533
Issue Symbol ID	MSFT	MSFT
Buy/Sell Code	B	B
Shares Quantity	100	100
Limit Price	140	140

Key duplicates occur when two or more orders contain the same OATS Order ID but have different order details. All records with key duplications are rejected unless the key duplication occurs over different OATS Reporting Days. If the duplication occurs over more than one OATS Reporting Day, the ROEs submitted on the first OATS Reporting Day will be retained, while all ROEs received on subsequent OATS Reporting Days with the duplicate OATS Order ID will be rejected.

The following table illustrates two orders rejected as key duplicates.

Table 6-10. Key Duplicate Records - Selected Fields

ROE Field	New Order Report 1	New Order Report 2
Order Receiving Firm MPID	FIRM	FIRM
Order Received Date	YYYYMMDDHHMMSS	YYYYMMDDHHMMSS
Order Receiving Firm Order ID	ABC123	ABC123
Order Received Timestamp	1999031498102533	1999031498153010
Issue Symbol ID	MSFT	ORCL
Buy/Sell Code	B	SL

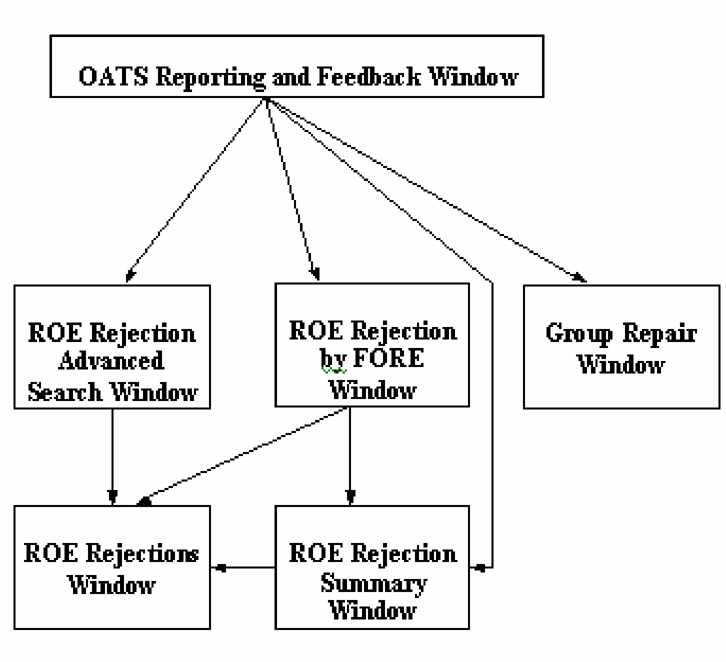
Shares Quantity	100	50
Limit Price	140	23

Both New Order Reports in Table 6-10 have the same OATS Order ID, yet they are for different orders. Because OATS cannot determine which order should be retained, both New Order Reports and all events with the same OATS Order ID will be rejected. To correct the error, the Order Receiving Firm Order ID on one of the orders should be changed to a value that is unique within the Order Received Date. All events associated with the order should also receive the new Order ID. To help identify all rejected events with the same OATS Order ID, key duplicates can be viewed in a chain. Once the correction to the Order Receiving Firm Order ID is made, the entire chain can be resubmitted to OATS.

ROE Rejection Navigation in the OATS Web Interface

The OATS Web Interface offers many methods for viewing ROE rejections, and the same window name (such as **ROE Rejections** window or **ROE Rejection Summary** window) may display different data, based on your ROE rejection selection criteria. Figure 6-10 shows the relationship between each window from which you can display, repair, or download ROE rejections in the OATS Web Interface.

Figure 6-10. ROE Rejection Windows in the OATS Web Interface



Viewing ROE Rejections on the Web

Your view of ROE rejections varies based on which role you assumed when you entered OATS — Firm, Transmitting OSO, or Reporting OSO. If you entered OATS as a Firm, you see only the ROE rejections corresponding to your firm. If you entered OATS as a Transmitting OSO, you see the ROE rejections for your firm (if applicable) and all firms for which you sent data. If you entered OATS as a Reporting OSO, you see the ROE rejections for all firms that have authorized you to view their data.

In the test environment, you can view ROEs with syntax rejections immediately by selecting today's date from the **Date** list, and then clicking a link to one of the ROE Rejection views. ROEs rejected due to incorrect Issue Symbols or Firm MPIDs are not available until the end of the OATS Reporting Day.

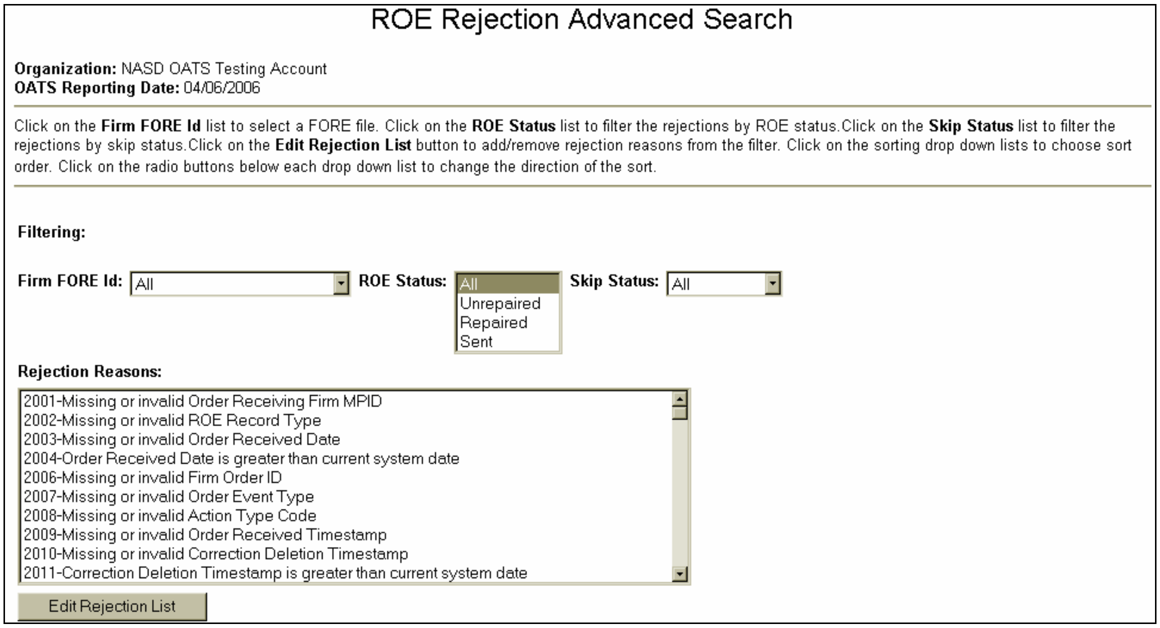
In the production environment, you can view ROEs with syntax rejections after the end of the next OATS Reporting Day. In both the test and production environments, context rejections are available after the end of the next OATS Reporting Day.

ROE rejections are available on the OATS Web Interface for one calendar month; for example, from 28 March until 27 April.

To Perform an Advanced Search of ROE Rejections

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the **Date** list below the ROE rejection links, select the OATS Reporting Day associated with the ROE rejections you want to view.
3. Click the **ROE Rejection Advanced Search** link in the left frame. The **ROE Rejection Advanced Search** window appears. (see Figure 6-11).

Figure 6-11. ROE Rejection Advanced Search


ROE Rejection Advanced Search
Organization: NASD OATS Testing Account
OATS Reporting Date: 04/06/2006
Click on the Firm FORE Id list to select a FORE file. Click on the ROE Status list to filter the rejections by ROE status.Click on the Skip Status list to filter the rejections by skip status.Click on the Edit Rejection List button to add/remove rejection reasons from the filter. Click on the sorting drop down lists to choose sort order. Click on the radio buttons below each drop down list to change the direction of the sort.
Filtering:
Firm FORE Id: All
ROE Status: All
Unrepaired
Repaired
Sent
Skip Status: All
Rejection Reasons:
2001-Missing or invalid Order Receiving Firm MPID
2002-Missing or invalid ROE Record Type
2003-Missing or invalid Order Received Date
2004-Order Received Date is greater than current system date
2006-Missing or invalid Firm Order ID
2007-Missing or invalid Order Event Type
2008-Missing or invalid Action Type Code
2009-Missing or invalid Order Received Timestamp
2010-Missing or invalid Correction Deletion Timestamp
2011-Correction Deletion Timestamp is greater than current system date
Edit Rejection List

Tip: When you filter ROE rejections, you eliminate all ROEs that do not meet your selected criteria; for example, if you filter by OATS_100 (the FORE ID), Unrepaired (the ROE status), and Missing or Invalid Correction Deletion Timestamp (the selected Rejection Reason), your resulting list of ROEs will *only* include unrepaired ROEs from OATS_100 that were rejected due to a missing or invalid Correction Deletion Timestamp. In addition, if the resulting list of ROEs spans more than one page, you apply the original filter again when you page up or page down, potentially changing the total number of records (such as “Records 1-25 of 25”) from page to page. For example, if you have filtered out repaired ROEs and you repair ROEs on one page, and then page down, this applies the filter and the total number of ROEs decreases by the number of ROEs you have repaired.

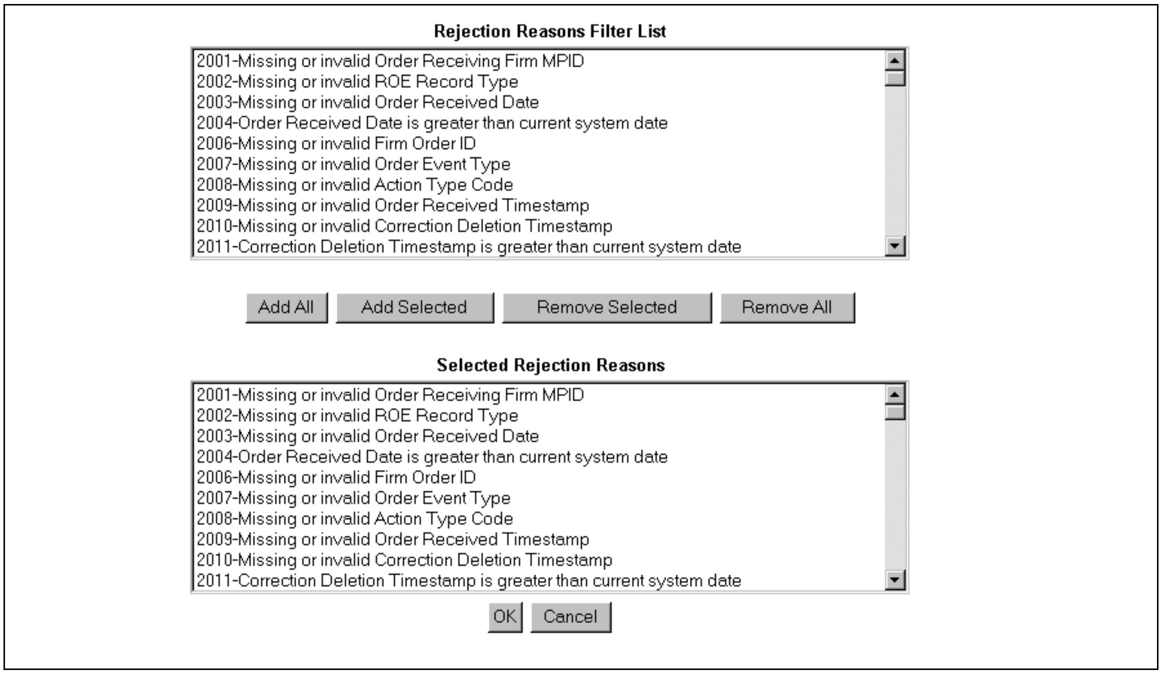
4. To view rejections for a single MPID, select the **MPID** from the list.

5. To filter by ROE status, click an option in the **ROE Status** list to select which rejections in the selected FORE(s) will be included in the filter. Choose to view **All**, **Unrepaired** (not yet repaired or sent to OATS), **Repaired** (repaired but not yet sent to OATS), or **Sent** (repaired and sent to OATS) ROE rejections.

6. To filter by Skip status, click an option in the **Skip Status** list. Choose to view **All**, **Skipped**, or **Not Skipped** ROE rejections (for more information, see “Skipping Records During ROE Repair,” later in this chapter).

7. To filter by rejection reasons that do not appear in the **Rejection Reasons** list, click Edit Rejection List to add or remove rejection reasons from the filter. You must include at least one rejection reason in the filter. The **Rejection Reasons Selection** window appears. (see Figure 6-12)

Figure 6-12. Rejection Reasons Selection



7. From the **Rejection Reasons Filter List**, select the rejection reasons you want to see represented in your final list of ROEs.

8. To add all rejection reasons to the **Selected Rejection Reasons** list, click Add All. To remove all rejection reasons from the **Selected Rejection Reasons** list, click Remove All.

9. To select consecutive rejection reasons, click the first reason, hold down the **Shift** key, click the last reason, and then release the **Shift** key. To select non-consecutive rejection reasons, click the first reason, hold down the **Ctrl** key, click other reasons, and then release the **Ctrl** key. To add the selected rejection reasons to the **Selected Rejection Reasons** list, click Add Selected. To remove the selected rejection reasons from the **Selected Rejection Reasons** list, click Remove Selected.

10. Click OK to accept your selections, or click Cancel to abandon them. The **ROE Rejections Advanced Search** window appears.

11. Choose the primary and optionally, secondary, order by which to sort the resulting list of ROE rejections. The default primary sort order is OATS Order ID, but Event Type Code or ROE Status are also primary sort options. Secondary sort options are Event Type Code and ROE Status. Click the

Ascending or **Descending** options below each list to choose the direction of the sort.

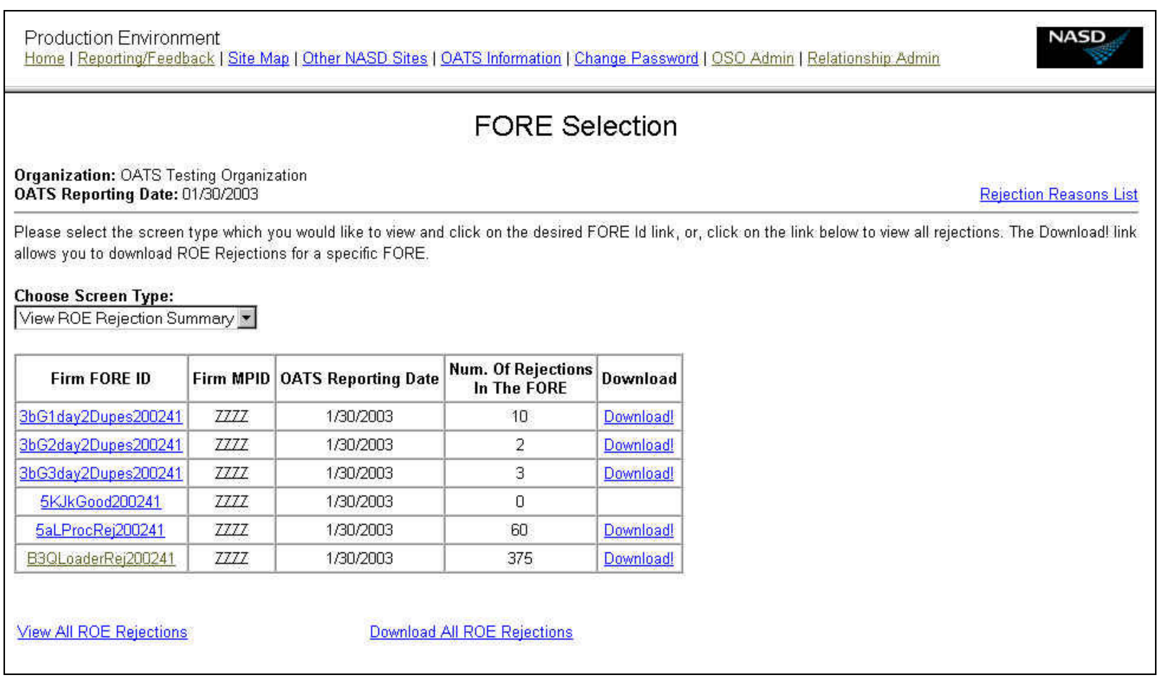
12. Click Search. The **ROE Rejections** window appears, displaying the results of your filtered search.

Tip: Only selected combinations of sort criteria are allowed. If you select an invalid combination, OATS will alert you to the invalid selection.

To View a Summary of ROE Rejections by FORE

1. Navigate to the **OATS Reporting and Feedback** window.
2. In the **Date** box in the middle of the left frame, click the down arrow to display a list of available OATS Reporting Days. Select the date for which you want to view ROE rejections.
3. Click the **ROE Rejections by FORE** link in the left frame. The **FORE Selection** window appears as seen in Figure 6-13 displaying a summary of all FOREs and the number of ROE rejections in each FORE.

Figure 6-13. FORE Selection



Production Environment
Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

NASD

FORE Selection

Organization: OATS Testing Organization
OATS Reporting Date: 01/30/2003

Rejection Reasons List

Please select the screen type which you would like to view and click on the desired FORE Id link, or, click on the link below to view all rejections. The Download! link allows you to download ROE Rejections for a specific FORE.

Choose Screen Type:
View ROE Rejection Summary

Firm FORE ID	Firm MPID	OATS Reporting Date	Num. Of Rejections In The FORE	Download
3bG1day2Dupes200241	ZZZZ	1/30/2003	10	Download!
3bG2day2Dupes200241	ZZZZ	1/30/2003	2	Download!
3bG3day2Dupes200241	ZZZZ	1/30/2003	3	Download!
5KJkGood200241	ZZZZ	1/30/2003	0	
5aLProcRej200241	ZZZZ	1/30/2003	60	Download!
B3QLoaderRej200241	ZZZZ	1/30/2003	375	Download!

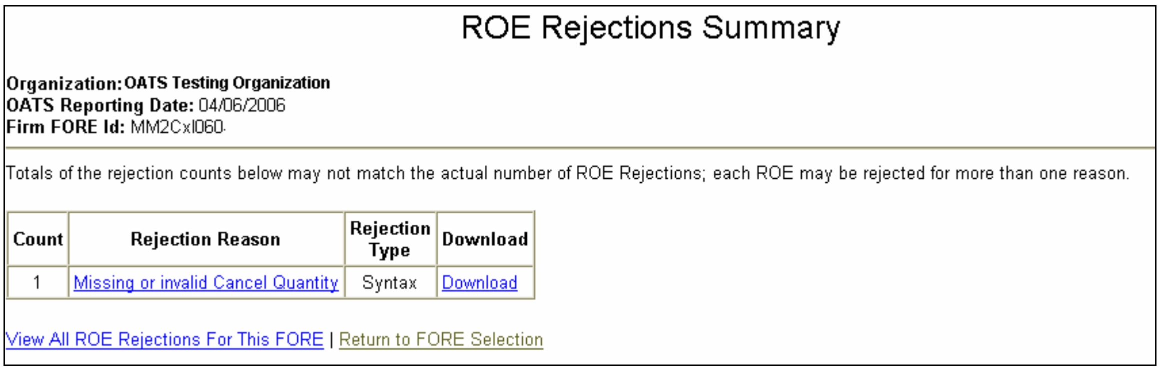
View All ROE Rejections   Download All ROE Rejections

4. To view Rejections by FORE for a single MPID, select the **MPID** from the list.

5. In the **Choose Screen Type** drop-down list, select **View ROE Rejection Summary**.

6. In the **Firm FORE ID** column, click the desired FORE's link. The **ROE Rejections Summary** window appears for the selected FORE. (see Figure 6-14)

Figure 6-14. ROE Rejections Summary, One FORE



ROE Rejections Summary

Organization: OATS Testing Organization
OATS Reporting Date: 04/06/2006
Firm FORE Id: MM2CxI060

Totals of the rejection counts below may not match the actual number of ROE Rejections; each ROE may be rejected for more than one reason.

Count	Rejection Reason	Rejection Type	Download
1	Missing or invalid Cancel Quantity	Syntax	Download

View All ROE Rejections For This FORE | Return to FORE Selection

Tips:

- Since each ROE may be rejected for more than one reason, the value in the **Count** column may not match the actual number of ROEs rejected.

- To view and repair the ROE rejection details for all ROE rejections in this FORE with the same rejection reason, click a **Rejection Reason** link. The **ROE Rejections** window appears.

- To view and repair all ROE rejection details for this FORE, click the **View All ROE Rejections** link at the bottom of the page. The **ROE Rejections** window appears.

- To view ROE rejections for a different FORE, click the **Return to FORE Selection** link. The **FORE Selection** window appears.

To View a Summary of All ROE Rejections in All FOREs

1. Navigate to the **OATS Reporting and Feedback** window.

2. From the **Date** list below the ROE rejection links, select the OATS Reporting Day associated with the ROE rejections you want to view.

3. Click the **ROE Rejection Summary** link. The **ROE Rejections Summary** window appears. (see Figure 6-15)

Figure 6-15. ROE Rejections Summary, All FOREs

ROE Rejections Summary

Organization: OATS Testing Organization
OATS Reporting Date: 04/06/2006

Totals of the rejection counts below may not match the actual number of ROE Rejections; each ROE may be rejected for more than one reason.

* If your Rejection Reason has a count of 1,000 ROEs or greater, it is advisable to download the ROEs for repair instead of repairing them through the web site. choose to repair these ROEs through the web, your browser may time out before all of the ROEs become available.

Count	Rejection Reason	Rejection Type	Download
1,747	Execution report is for an order that does not exist in OATS	Context	Download
801	Cancel Report is for an order that does not exist in OATS	Context	Download
397	Cancel/Replace Report is for an order that does not exist in OATS	Context	Download
378	Route report is for an order that does not exist in OATS	Context	Download
15	Issue is not reportable to OATS	Syntax	Download
2	Duplicate Order Identifiers reported on same day	Context	Download
1	Missing or invalid Cancel Quantity	Syntax	Download

View All ROE Rejections | Return to FORE Selection

4. To view rejections and/or download rejections for a single MPID, select the **MPID** from the list.

Tips:

- To view and repair the ROE rejection details for all ROE rejections in all FOREs (on this OATS Reporting Day) with the same rejection reason, click a **Rejection Reason** link. The **ROE Rejections** window appears.
- To view and repair all ROE rejection details for all FOREs (on this OATS Reporting Day), click the **View All ROE Rejections** link at the bottom of the page. The **ROE Rejections** window appears.
- To view ROE rejections for a selected FORE rather than for all FOREs, click the **Return to FORE Selection** link. The **FORE Selection** window appears.

To View ROE Rejection Details by FORE

1. Navigate to the **OATS Reporting and Feedback** window.

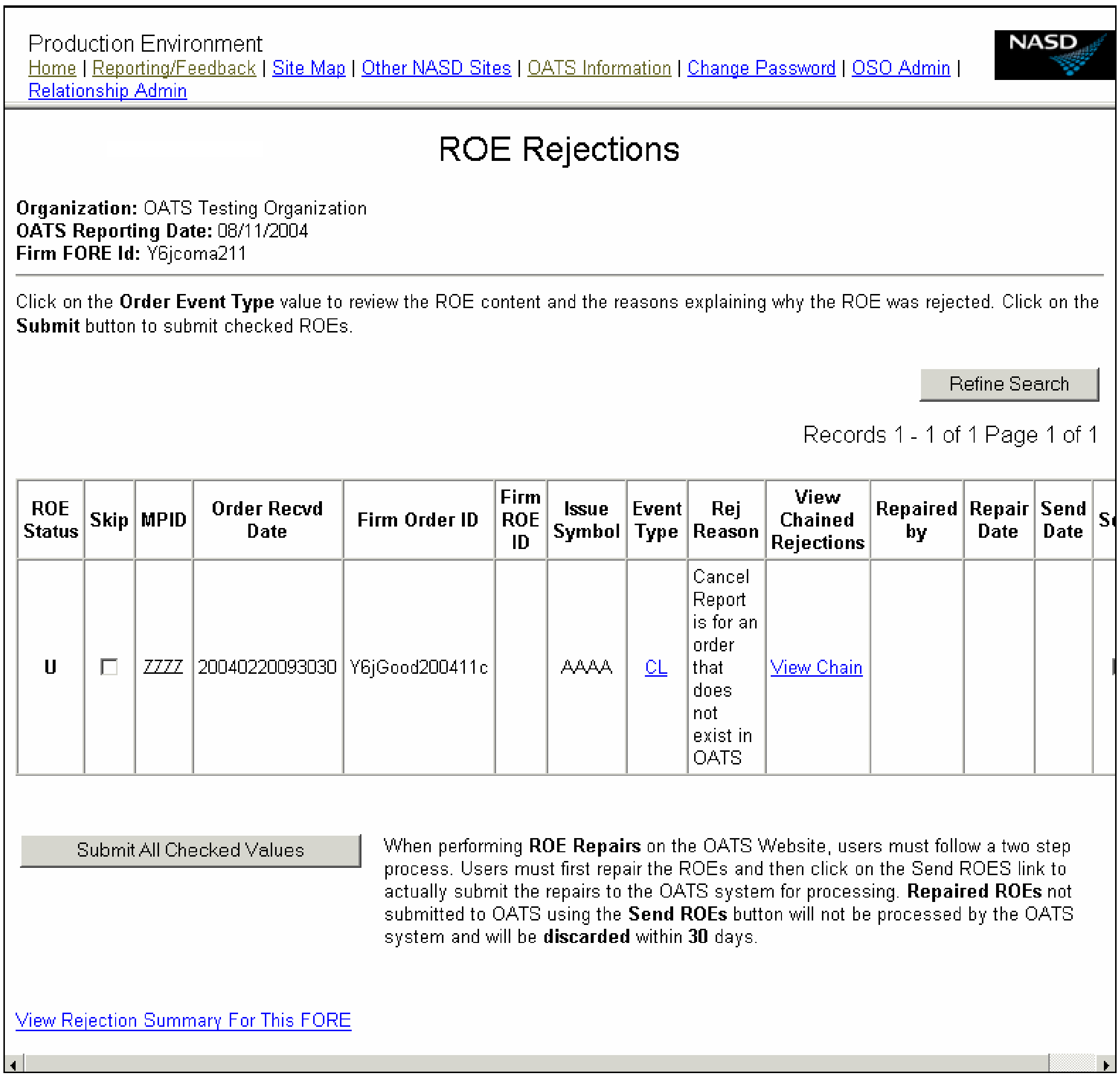
2. From the **Date** list below the ROE rejection links, select the OATS Reporting Day associated with the ROE rejections you want to view.

3. Click the **ROE Rejections by FORE** link. The **FORE Selection** window appears.

4. In the **Choose Screen Type** drop-down list, select **View ROE Rejections**.

5. In the **Firm FORE ID** column, click the desired FORE's link. The **ROE Rejections** window appears as seen in Figure 6-16, displaying all ROE rejections for the selected FORE.

Figure 6-16. ROE Rejections, One FORE



Tips:

- To view a custom list of ROE rejections, click Refine Search. The **ROE Rejection Advanced Search** window appears. Refer to "To Perform an Advanced Search of ROE Rejections," earlier in this chapter.
- To repair a ROE, click its **Event Type** link. For more information about repairing ROE rejections, see "Repairing and Resubmitting ROE Rejections," later in this chapter.
- To skip a ROE so that you can filter by Skip status in the **ROE Rejection Advanced Search** window, select the ROE's **Skip** box.
- To view a summary of ROE rejection reasons for this FORE, click the **View Rejection Summary for This FORE** link.
- ROE rejections with more than one rejection reason contain the value <*Multiple Reasons*> in the **ROE Rejections** window. To view all rejection reasons for that ROE, click the **Event Type** link.
- If the rejection reason is *Context*, a **View Chain** link appears in the **View Chained Rejections** column. Click this link to display all rejected ROEs with the same OATS Order ID. The entire chain appears, even if another Transmitting OSO submitted the ROEs on your behalf.

To View All ROE Rejection Details in All FOREs

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the **Date** list below the ROE rejection links, select the OATS Reporting Day associated with the ROE rejections you want to view.
3. Click the **ROE Rejections by FORE** link. The **FORE Selection** window appears.
4. Click the **View All ROE Rejections** link at the bottom of the page. The **ROE Rejections** window appears as seen in Figure 6-17 with ROE rejections sorted by FORE.

Figure 6-17. ROE Rejections, All FOREs

Production Environment
Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

NASD

ROE Rejections

Organization: OATS Testing Organization
OATS Reporting Date: 08/06/2004

Click on the **Order Event Type** value to review the ROE content and the reasons explaining why the ROE was rejected. Click on the **Submit** button to submit checked ROEs.

When performing **ROE Repairs** on the OATS Website, users must follow a two step process. Users must first repair the ROEs and then click on the Send ROES link to actually submit the repairs to the OATS system for processing. **Repaired ROEs** not submitted to OATS using the **Send ROEs** button will not be processed by the OATS system and will be **discarded** within **30** days.

Refine Search

Records 1 - 4 of 4 Page 1 of 1

OATS Repo....g Date: 8/6/2004 **Firm FORE ID:** 4x5154rej11

ROE Status	Skip	MPID	Order Recvd Date	Firm Order ID	Firm ROE ID	Issue Symbol	Event Type	Rej Reason	View Chained Rejections	Repaired by	Repair Date	Send Date
U	☐	ZZZZ	20040220093030	4x5154acp11a		AAAA	EX	Missing or Invalid Execution Price				
U	☐	ZZZZ	20040220093030	4x_51542acpt11m		AAAA	OE	<Multiple Reasons>				

OATS Reporting Date: 8/6/2004 **Firm FORE ID:** n3CrazyDates

ROE Status	Skip	MPID	Order Recvd Date	Firm Order ID	Firm ROE ID	Issue Symbol	Event Type	Rej Reason	View Chained Rejections	Repaired by	Repair Date	Send Date	S
U	☐	ZZZZ	20030229093030	n3CrazyDates1		AAAA	NW	<Multiple Reasons>					
U	☐	ZZZZ	20030229093030	n3CrazyDates8		AAAA	OR	<Multiple Reasons>					

Submit All Checked Values

View Rejection Summary For This FORE

Tips:

- To view a custom list of ROE rejections, click Refine Search. The **ROE Rejection Advanced Search** window appears (see “Perform an Advanced Search of ROE Rejections” detailed earlier in this chapter).
- To repair a ROE, click its **Event Type** link (see “Repairing and Resubmitting

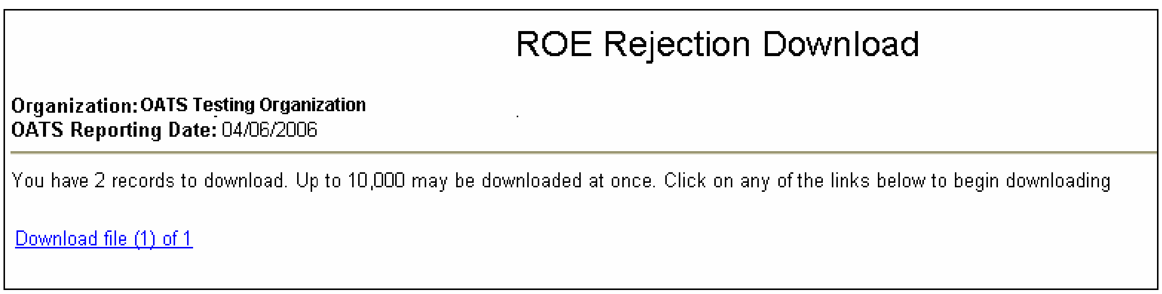
ROE Rejections" detailed later in this chapter).

- To skip a ROE so that you can filter by Skip status in the **ROE Rejection Advanced Search** window, select the ROE's **Skip** box (see "To Skip a ROE" detailed later in this chapter).

To Download ROE Rejections

1. Navigate to the **OATS Reporting and Feedback** window.
2. In the **Date** box in the middle of the left frame, click the down arrow to display a list of available dates. Select the OATS Reporting Day from this list for which you want to download ROE rejections.
3. Click the **ROE Rejections by FORE** link in the left frame. The **FORE Selection** window appears.
4. Click the **Download** link in the row corresponding with the FORE you want to download. One or more links appear, depending on how many ROE rejection records the FORE contains (each link has a limit of 10,000 ROE rejection records).

Figure 6-18. ROE Rejection Download



5. To view the formatted ROE rejection text without downloading it, click each **Download file (*x*) of *n*** link, where *x* is the file's sequential number and *n* is the total number of files. The formatted ROE rejection text appears in the browser window. You may have to scroll to the right to view all of the text.

Figure 6-19. Formatted ROE Rejection Text in Browser

```
#RH#,OATS D1999-01,19990604,50,1,Y
#RD#,2003,,,,,N,OATS_101,#OE#,DS,N,102,19990410030502,,XYZC,19ab960417,ORD ID,JAC,199904171304
#RD#,2006,,,,,N,OATS_101,#OE#,RT,N,,19990410030502,,XYZC,19990410,,LEGG,,TEST1,19990410030303,
#RD#,2010,,,,,N,OATS_101,#OE#,OE,N,105,XXXX,,XYZC,19990409,ORD 3,,,19990409150311,N,TEST1,B,,,
#RD#,2010,2123,,,,N,OATS_101,#OE#,NW,N,,XXXX,,XYZC,19990415,ORD 2,,,19990415150305,Y,WWWW,SL,5
#RD#,2304,,,,,N,OATS_101,#OE#,CL,N,100,19990410030502,,XYZC,19990228,JIMFILE1,19990228052006,F
#RD#,2202,,,,,N,OATS_101,#OE#,EX,N,,19990410030502,,XYZC,19990410,ORD ID,19990410030502,20331,
#RD#,2152,,,,,N,OATS_101,#OE#,CR,N,,19990410030502,,XYZC,19990405,RORD,19990412,JIMFILE1,,,199
#RT#,7
```

Notes:

- The Rejection Reason(s) and the text of the originally submitted ROE (delimiters changed to commas if required) will be presented.
- The Rejected ROE Resubmit Flag will be set to 'Y'.
- If the Firm ROE ID was populated in the original submission, OATS will populate the Firm ROE ID with the same value. If the Firm ROE ID was not populated, the Firm ROE ID will be populated with an OATS assigned identifier.
- In cases where ROEs have been rejected for multiple syntax reasons, OATS may not be able to auto-populate the Rejected ROE Resubmit Flag or the Firm ROE ID.

6. To download an ASCII text file of the formatted ROE rejection text (ROE rejection text files are formatted according to the description in Appendix C, "Order Report Formats," in the *OATS Reporting Technical Specifications*) do the following:

   a. Right-click the first **Download file (*x*) of *n*** link, and then from the floating menu, choose **Save Target As** from within Internet Explorer or **Save Link As** from within Netscape Navigator. The **Save As** dialog box appears.

   b. Name the file, changing the file extension from **.asp** to **.txt**, if necessary.

   c. Select a location for the file on your hard drive.

   d. Click Save.

   e. Repeat steps "a" through "d" for each link that appears in the **ROE Rejection Download** window.

To Download ROE Rejection Reasons

1. Navigate to the **OATS Reporting and Feedback** window .

2. If you do not want to also view ROE rejections, you do not have to select an OATS Reporting Day from the **Date** box.

3. Click the **ROE Rejections by FORE** link in the left frame. The **FORE Selection** window appears.

4. To view a list of ROE rejection codes, descriptions, and expiration dates without downloading it, click the **Rejection Reasons List** link at the top of the **FORE Selection** window. A list of all rejection reasons appears in the browser window. (see Figure 6-20 below)

Figure 6-20. Rejection Reasons List (Partial List)

```
2029, Issue is not reportable to OATS
2030, Issue Symbol invalid for Order Event Date
2031, ROE line length exceeds maximum length
2033, Additional fields specified in ROE but are not defined for this ROE type.
2034, Firm in the ROE must equal submitting firm (MPID in header or firm logged on)
2035, Invalid ROE Delimiter
2102, Invalid Routing Firm MPID
2107, Missing or invalid Routed Order ID
2108, Invalid Sent To Routed Order ID
2110, Missing or invalid Buy Sell Code
2111, Missing Time In Force Code
2112, Invalid Time In Force Code
2113, Missing Expiration Date
2115, Invalid Expiration Date
2117, Expiration Date is less than the Order Received Date
2118, Missing or invalid Expiration Time
2119, Expiration Time required for Good Till Time orders
2120, Missing or invalid Shares Quantity
2123, Missing or invalid Received Method Code
2125, Missing or invalid Account Type Code
2126, Invalid Receiving Terminal ID
2128, Invalid Receiving Department ID
2129, Invalid Program Trading Code
2130, Invalid Arbitrage Code
2131, Invalid Limit Price
2133, Invalid Stop Price
2136, Invalid Do Not Reduce Do Not Increase Code
```

5. To download a list of ROE rejection codes and descriptions to a ASCII text file, do the following:

   a. Right-click the Rejection Reasons List link, and then from the floating menu, choose Save Target As from within Internet Explorer or Save Link As from within Netscape Navigator. The Save As dialog box appears.

   b. Name the file, changing the file extension from .asp to .txt, if necessary.

   c. Choose a location for the file on your hard drive.

   d. Click Save.

Retrieving ROE Rejections Via FTP and IFT

Although an organization may have more than one FTP/IFT User, only one of those FTP/IFT users may retrieve ROE rejections via FTP or IFT. This user must be designated. (Refer to Chapter 3 “Request to Modify, Disable or Delete an OSO Administrator or FTP/IFT User”).

OATS generates one rejection report for all FOREs sent by an OSO on a single OATS Reporting Day. If the amount of ROE rejection data causes the rejection report to exceed the file size limit of 4MB, OATS creates as many continuation files as necessary to hold all ROE rejection data; for example, if a file has 8MB of rejection data, OATS would create two rejection files.

ROE rejection text files are formatted according to the description in Appendix C, “Order Report Formats,” in the *OATS Reporting Technical Specifications*. ROE rejection files will be stored in the **rejects** subfolder and will be named as follows: **rejYYYYMMDD.reject** . YYYYMMDD represents the OATS Reporting Day when the ROEs were submitted and subsequently rejected.

Notes:

- The Rejection Reason(s) and the text of the originally submitted ROE (delimiters changed to commas if required) will be presented.
- The Rejected ROE Resubmit Flag will be set to ‘Y’.
- If the Firm ROE ID was populated in the original submission, OATS will populate the Firm ROE ID with the same value. If the Firm ROE ID was not populated, the Firm ROE ID will be populated with an OATS assigned identifier.
-
- In cases where ROEs have been rejected for multiple syntax reasons, OATS may not be able to auto-populate the Rejected ROE Resubmit Flag or the Firm ROE ID.

To Retrieve ROE Rejections Via FTP

1. From the **Start** menu, choose **Programs**, **MS-DOS Prompt**. Your default prompt appears; for example, **c:**. Navigate to the directory where you want your retrieved ROE rejections to be stored; for example, **c:\rejects**.

2. Type **ftp** and then the address you have assigned to OATS, or other named path according to your firm’s naming conventions; for example,

ftp-oatstest.finra.org to access the testing system or **ftp-oats.finra.org** to access the production system.

3. Press **Enter**.

4. When prompted, type in your User ID and password. You are now in your home directory on the OATS server, and the prompt changes to **ftp**.FINRA recommends using the binary transfer type.

5. To set the transfer type to binary, type **bin**, and then press **Enter**.

Tip: To confirm that you are in your home directory on the OATS server, type **pwd** at the prompt, and then press **Enter**. Your home directory path should appear; for example, **/export/home/xyzuser**. The name of your OSO should appear in the place of **xyzuser**.

---

6. To switch to the directory in which OATS stores ROE rejection text files, type **cd rejects**.

Tip: To see a list of all ROE rejection text files in this directory, type **ls**.

---

7. You can retrieve a single ROE rejection text file for a single OATS Reporting Day or multiple ROE rejection text files for a single OATS Reporting Day.

8. To retrieve a single ROE rejection text file for a single OATS Reporting Day, type **get rejYYYYMMDD-n.reject**, where **YYYYMMDD** is the OATS Reporting Day when the FORE was submitted, and **n** indicates which ROE rejection text file you are retrieving; in this case, **get rej19990630-1.reject**, since you are retrieving the first and only ROE rejection text file that OATS generated.

9. To retrieve multiple ROE rejection text files for a single OATS Reporting Day, type **mget rejYYYYMMDD***, where **YYYYMMDD** is the OATS Reporting Day when the FOREs were submitted, and ***** is a wildcard character; for example, **mget rej19990630***.

10. Each ROE rejection text file is retrieved from the OATS server and placed on the drive and path you started from in step 1. If you want the file to reside on a different drive and path, you can specify that drive and path after the get statement; for example, **get rej19990630-1.reject <drive>:\<path**>.

11. To end the ftp session, type **close**. To return to the MS-DOS prompt, type **quit**.

Tips:

- To get help with FTP commands, at the **ftp** prompt, type **help**.
- To download a list of ROE rejection codes and descriptions, follow the procedures for downloading ROE Rejection Reasons.

To Retrieve ROE Rejections Via IFT

1. From the **Start** menu, choose **Programs**, **ValiCert, SecureTransport™ Client, SecureTransport™**.
2. Connect to the IFT service through the SecureTransport™ software.
3. Follow the SecureTransport™ procedures for retrieving files. SecureTransport™ has a separate menu item for retrieving rejection files.
4. Retrieve your files from the "**rejects**" sub-directory using SecureTransport™.
5. To end the IFT session and close the IFT connection, close the SecureTransport™ client.

Tip: To get help with IFT commands, reference the SecureTransport**™** User's Guide or visit the Tumbleweed Communications web site at http://www.tumbleweed.com/.

Repairing and Resubmitting ROE Rejections

ROE rejections are distinct from corrections and deletions in that ROE rejections with few exceptions must be repaired and resubmitted to OATS, while corrections and deletions are performed at the organization's discretion when it is discovered that data accepted by OATS is incorrect. Unmatched reports are distinct from rejections in that they involve accepted reports which requires a comparison with trades reporting to an NASD Trade Reporting Facility for resolution. Likewise, unmatched routes are also distinct from rejections in that they involve accepted reports which require a comparison with an organization's NASDAQ Exchange order for resolution. There are two ways to repair and resubmit a ROE.

1. **Resubmit the repaired ROE in a new FORE** — A ROE may be regenerated, packaged in a new FORE, and resubmitted to OATS via FTP, IFT, or email. The following rules apply to repaired ROEs.

a. The firm must indicate that the ROE is a rejection resubmission by setting the Rejected ROE Resubmit Flag to “Y” (Yes) for each resubmitted ROE.

b. The Firm ROE ID of the resubmitted ROE must be populated and must be equal to the Firm ROE ID of the rejected order. OATS will auto-populate this field in the download file(s) available via IFT, FTP and the Web Interface.

   - If the Firm ROE ID was populated in the original submission, OATS will populate the Firm ROE ID with the same value.
   - If the Firm ROE ID was not populated in the original submission, OATS will populate the Firm ROE with an OATS assigned identifier.

c. The resubmitted ROE may either be commingled with other ROEs in a FORE, or sent in a FORE that contains only rejection resubmissions.

d. When ROEs are repaired and resubmitted via FTP, IFT, or email, their status in the **ROE Rejections** window is updated.

2. **Repair the ROE via the Web** —OATS automatically packages ROEs repaired via the OATS Web Interface into a FORE. When ROEs are repaired and resubmitted via the OATS Web Interface, their status in the **ROE Rejections** window changes to *R* (repaired but not yet sent) or *S* (sent).

Notes:

- Transmitting OSOs may only repair ROEs they submitted. Order Receiving Firms (and their designated Reporting OSOs) may repair all ROEs that were submitted on their behalf.
- If another entity is transmitting on your behalf, you must ensure that either that entity or you are repairing all rejected records and making corrections. Firms cannot assume that their Transmitting OSO will repair all rejections.

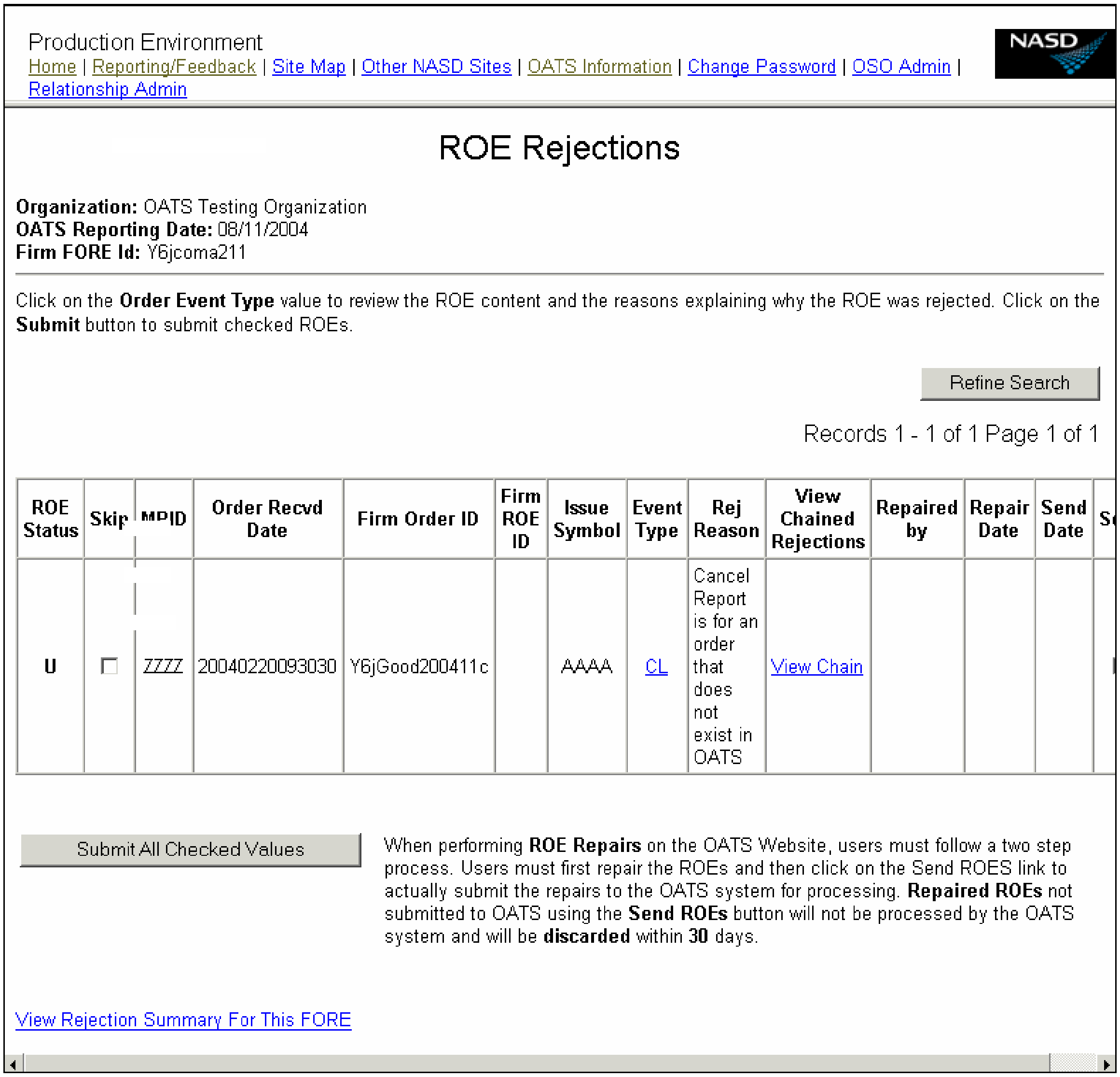
For assistance with troubleshooting ROE rejections, and for detailed information on Unmatched Execution, Unmatched NASDAQ Route and Unmatched Interfirm Route data, contact FINRA Business Support Services.

To Repair Individual ROEs Via the Web

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the **Date** list below the ROE rejection links, select the OATS Reporting Day associated with the ROE rejections you want to view.

3. Navigate to a **ROE Rejections** window (see Figure 6-21) that displays the ROE rejections you want to repair (see “Viewing ROE Rejections on the Web” described earlier in this chapter).

Figure 6-21. ROE Rejections



Production Environment
Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

NASD

ROE Rejections

Organization: OATS Testing Organization
OATS Reporting Date: 08/11/2004
Firm FORE Id: Y6jcoma211

Click on the **Order Event Type** value to review the ROE content and the reasons explaining why the ROE was rejected. Click on the **Submit** button to submit checked ROEs.

Refine Search

Records 1 - 1 of 1 Page 1 of 1

ROE Status	Skip	MPID	Order Recvd Date	Firm Order ID	Firm ROE ID	Issue Symbol	Event Type	Rej Reason	View Chained Rejections	Repaired by	Repair Date	Send Date	S
U	☐	ZZZZ	20040220093030	Y6jGood200411c		AAAA	CL	Cancel Report is for an order that does not exist in OATS	View Chain				

Submit All Checked Values

When performing **ROE Repairs** on the OATS Website, users must follow a two step process. Users must first repair the ROEs and then click on the Send ROES link to actually submit the repairs to the OATS system for processing. **Repaired ROEs** not submitted to OATS using the **Send ROEs** button will not be processed by the OATS system and will be **discarded** within **30** days.

View Rejection Summary For This FORE

Notes:

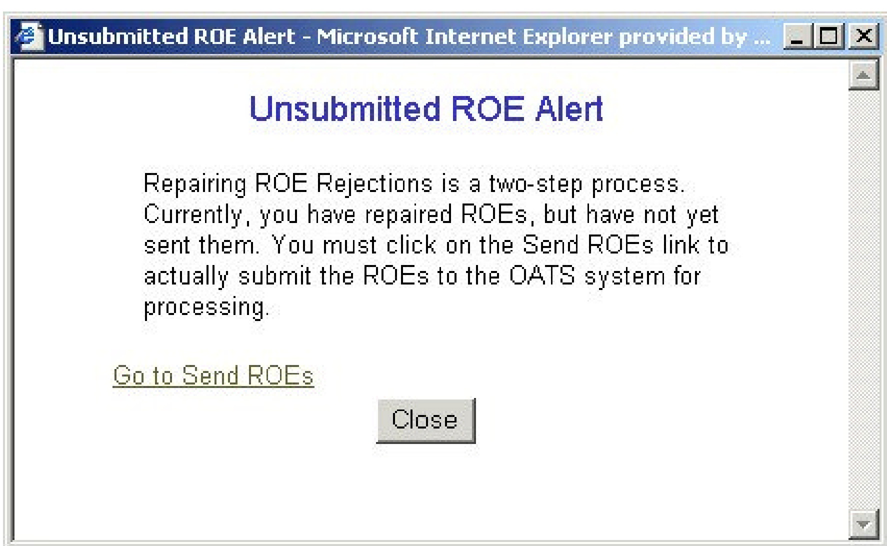
- When a New Order or Cancel/Replace Order is repaired and there are subsequent order events which were rejected because the original order “does not exist in OATS”, those ROEs are automatically repaired. The user need not select the “Send” check box and the “Send Checked ROEs” button for repairing the aforementioned orders.

Tips:

- The value in the **ROE Status** column shows whether the ROE has not yet been repaired (*U*), was repaired but not yet sent to OATS (*R*), or sent to OATS (*S*).
- The context error that caused the rejection could be a result of a syntax error earlier in the chain of ROEs (for details, see "Syntax Rejections," discussed earlier in this chapter). If you have already corrected the error that caused the context rejection, and want to resubmit it to OATS, click the box in that ROE's **Send** column. Only ROEs with context rejections include this option. To send all selected ROEs to the **Send ROEs** window, click Submit All Checked Values or click the page navigation buttons (the arrows at the bottom of the page).
- To view a different page of ROE rejections, click the right single arrow button to move ahead one page, the left single arrow button to move back one page, the right double arrow button to view the last page, and the left double arrow button to view the first page. To view a summary of ROE rejections in the selected FORE, click the **View FORE Rejection Summary** link. To select a new FORE, click the **Return to FORE Selection** link.

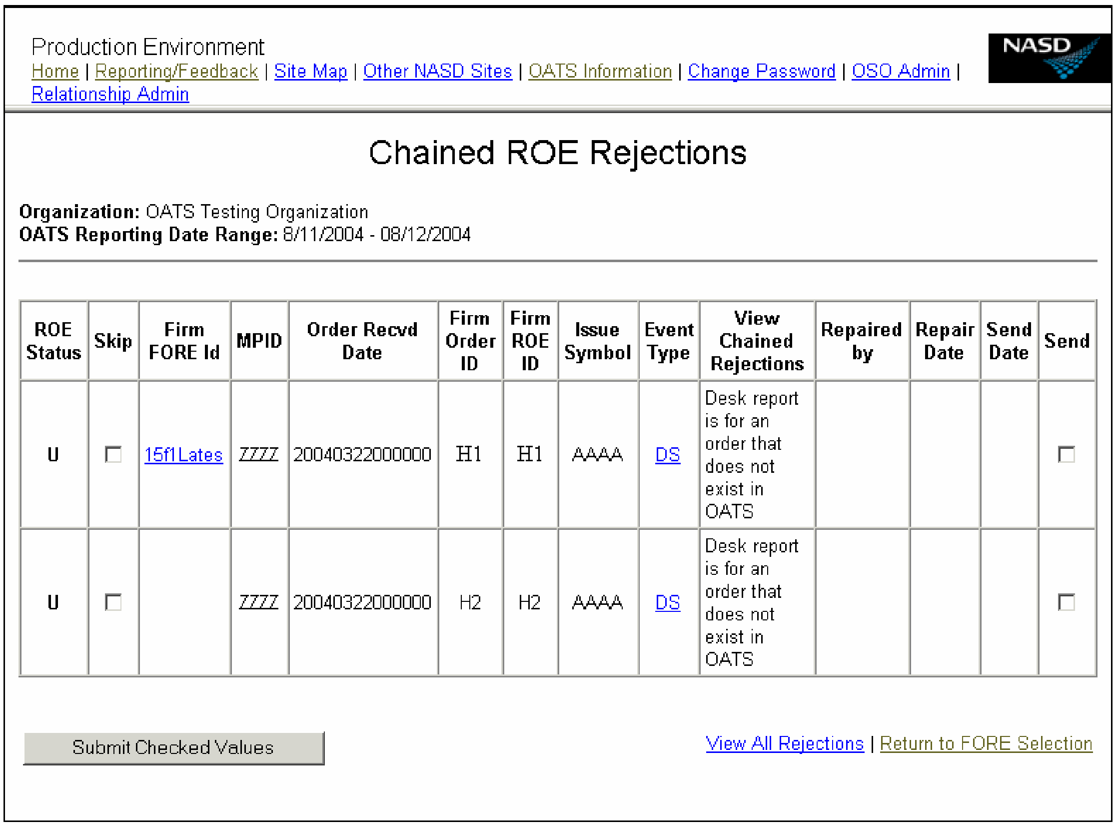
4. If a user navigates to the ROE Rejections window and there are ROEs that were previously repaired (ROE Status = R) but not resubmitted to OATS, a pop up screen will be displayed reminding the user to resubmit repaired ROEs (see Figure 6-22).

Figure 6-22. Unsubmitted ROE Repair Alert reminder



5. If the rejection reason is *Context*, a **View Chain** link appears in the **View Chained Rejections** column. Click this link to display all rejected ROEs with the same OATS Order ID. The entire chain appears, even if another Transmitting OSO submitted the ROEs on your behalf.

Figure 6-23. Chained ROE Rejections



Production Environment
Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

NASD

Chained ROE Rejections

Organization: OATS Testing Organization
OATS Reporting Date Range: 8/11/2004 - 08/12/2004

ROE Status	Skip	Firm FORE Id	MPID	Order Recvd Date	Firm Order ID	Firm ROE ID	Issue Symbol	Event Type	View Chained Rejections	Repaired by	Repair Date	Send Date	Send
U	☐	15f1Lates	ZZZZ	20040322000000	H1	H1	AAAA	DS	Desk report is for an order that does not exist in OATS				☐
U	☐		ZZZZ	20040322000000	H2	H2	AAAA	DS	Desk report is for an order that does not exist in OATS				☐

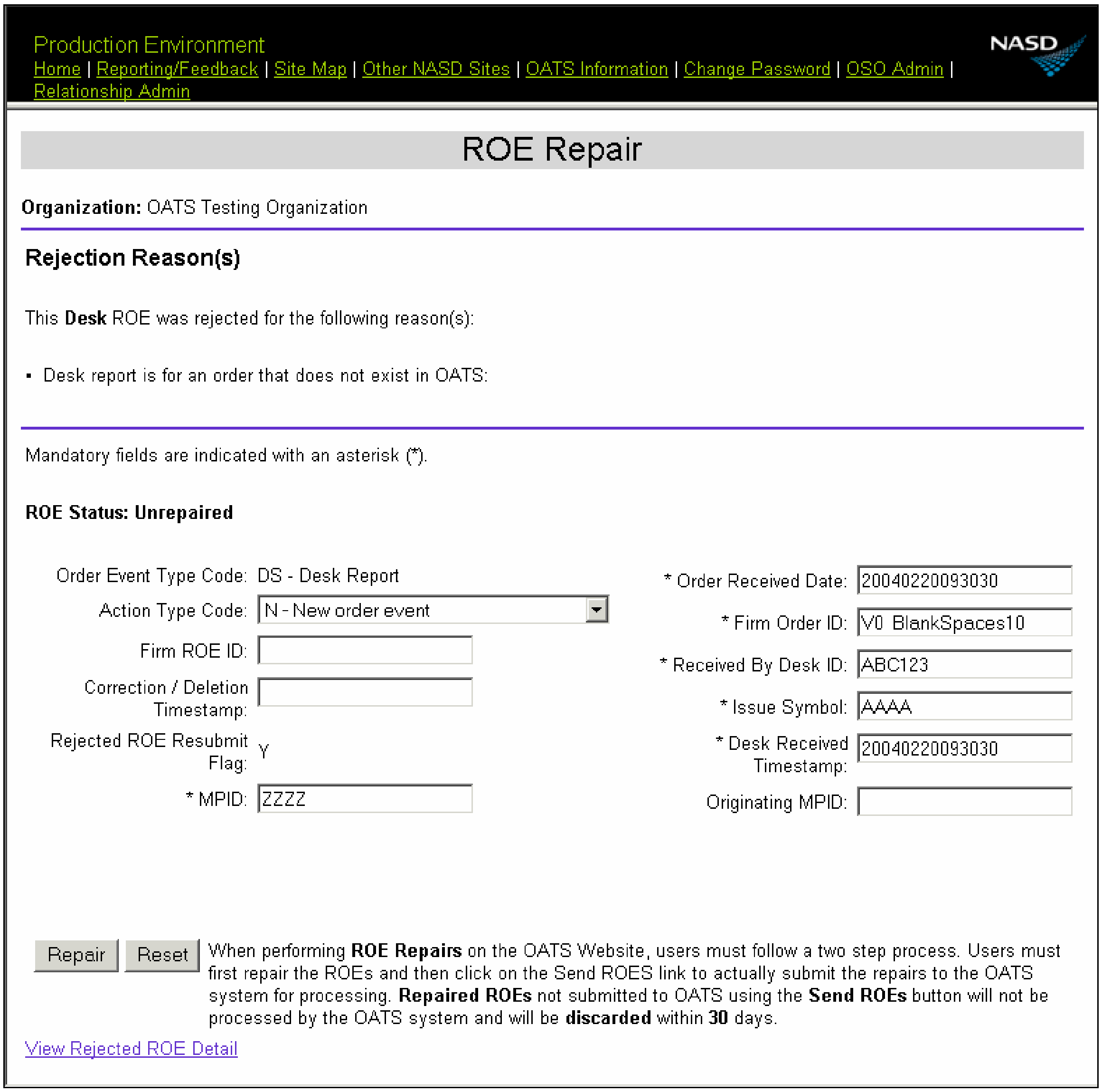
Submit Checked Values

View All Rejections | Return to FORE Selection

6. From either the **ROE Rejections** (refer to Figure 6-21) or **Chained ROE Rejections** (refer to Figure 6-23) windows, click the **Order Event Type** link to review a ROE's content and the reason(s) it was rejected. The **ROE Repair** window (see Figure 6-24) appears; ROE fields containing errors appear in red.

Note: The **ROE Repair** window appears only if the ROE's repaired status is **U**, or if the ROE's repaired status is **R** and you belong to the organization that repaired the ROE. The **ROE and Rejection Reasons** window (see Figure 6-25) appears if the ROE's repaired status is **S**, or if the ROE's repaired status is **R** and you do not belong to the organization which repaired it.

Figure 6-24. ROE Repair



Note: The Rejected ROE Resubmit Flag will be set to 'Y'. If the Firm ROE ID was populated in the original submission, OATS will populate the Firm

ROE ID with the same value. If the Firm ROE ID was not populated, the Firm ROE ID will be populated with an OATS assigned identifier.

7. To move to the **ROE and Rejection Reasons** window (see Figure 6-25) from the **ROE Repair** window, click the **View Rejected ROE Detail** link. The **ROE and Rejection Reasons** window displays the ROE as it was originally submitted, even if it has been subsequently repaired. (In this window it is possible to page back and forth through ROEs in the chain of rejected records.)

Figure 6-25. ROE and Rejection Reasons

8. In the **ROE Repair** window, correct the fields that caused the ROE to be rejected. For details on ROE format, see the *OATS Reporting Technical Specifications*. For details on rejection reasons generated by OATS, see Appendix B, "Error Messages." To clear all fields that you have repaired in error, click Reset.

Important! The Action Type Code should not be changed when you repair and resubmit a rejected record. Action Type Code "C" and the Correction/Deletion Timestamp should only be used when submitting a correction to an order that was previously accepted by OATS.

9. In the **ROE Rejection and Reasons** window, there are four buttons, which allows the user to browse through all the rejected ROEs.

   - <<: The “To First Record” button allows user to go to the first record in the chain of all rejected records.
   - <: The “To Previous Record” button allows user to go to the previous record in the chain of all rejected records.
   - >: The “To Next Record” button allows user to go to the next record in the chain of all rejected records.
   - >>: The “To Last Record” button allows user to go to the last record in the chain of all rejected records.

10. Click Repair. The **ROE Rejections or Chained ROE Rejections** window appears (depending on which window you started from in step 5). The status of each repaired ROE changes to “R.”

11. Download and Send the repaired ROEs to OATS (for procedure, see Chapter 4 , “Transmitting ROEs Via the OATS Web Interface”).

Repairing ROE Rejections in Groups

A time-saving alternative to repairing ROEs with Issue Symbol or Firm MPID errors individually is repairing them in one action via the OATS Web Interface.

ROEs repaired using the Group Repair function must meet three qualifications:

1. They must have only one rejection reason
2. They must have been rejected due to one of the following rejection reasons:
   - Missing or invalid Order Receiving Firm Market Participant ID
   - Invalid Sent To Firm Market Participant ID
   - Invalid Routing Firm Market Participant ID
   - Missing or invalid Issue Symbol ID
   - Issue Symbol invalid for Order Event Date
   - Issue not reportable to OATS

3. There must be less than 500 rejected ROEs for the particular rejection reason for which the Group Repair function is applied.

Additionally, ROEs eligible for group repair must reference only reportable issues (that is, Small Cap and National Market), and may not be part of a correction or deletion transaction.

To Repair ROE Rejections in Groups Via the Web

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the **Date** list below the ROE rejection links, select the OATS Reporting Day associated with the ROE rejections you want to view.
3. Click the **Group Symbol Repair** link. The **Group Repair** window appears. (see Figure 6-26)

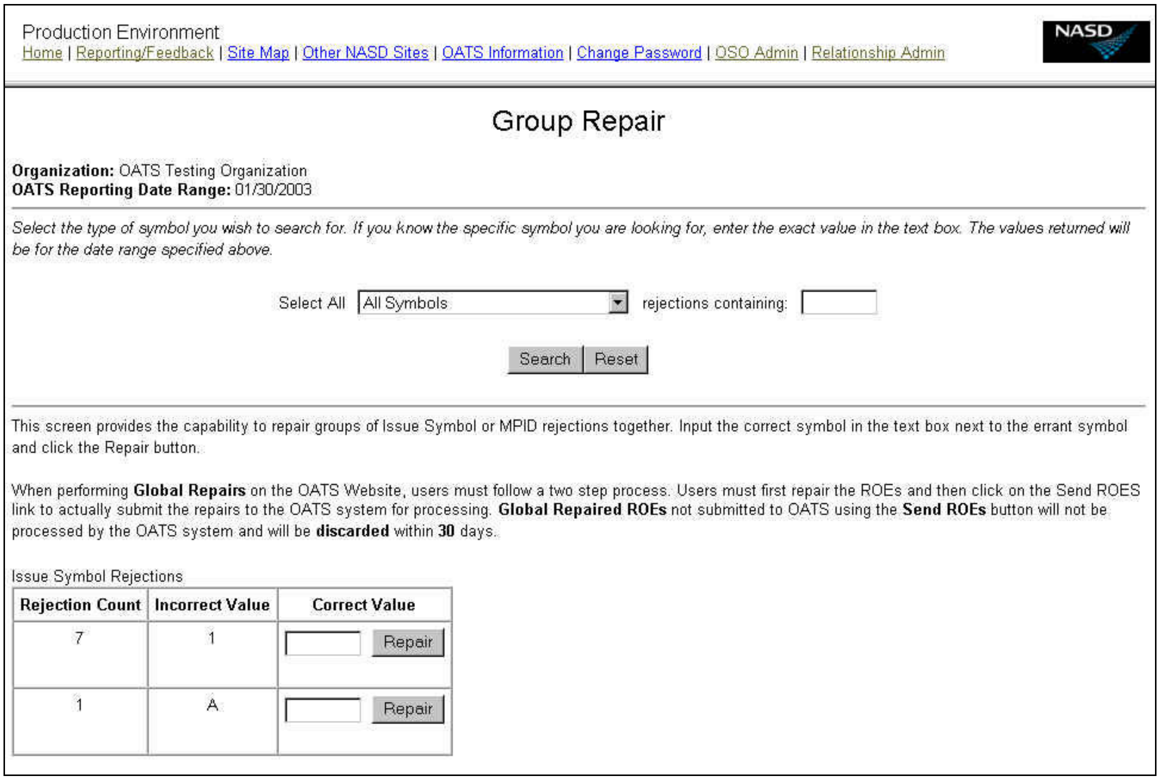
Figure 6-26. Group Repair

4. To repair Issue Symbols, select **Issue Symbol ID** from the **Select All** list. To repair MPIDs, select **Firm, Sent To,** or **Routing Firm MPIDs** from the **Select All** list. To repair both Issue Symbols and MPIDs, select **All Symbols** from the **Select All** list.
5. If you know the specific Issue Symbol or MPID you want to repair, type the incorrect symbol in the box to the right of **rejections containing**; otherwise, leave that box blank.
6. Click 

. A table summarizing the ROEs meeting the specifications you selected appears in the **Group Repair** window.
7. In the **Correct Value** column, type the new symbol that should replace the incorrect value (i.e. symbol).

8. Click Repair. The corrected ROEs are added to the **Send ROEs** window. The **Group Repair** window row appears again with a summary of your repair.

Figure 6-27. Group Repair With Repair Summary



9. Repeat steps 7 and 8 for each symbol in the list.

10. To clear the values in the window and repair a different symbol, click Reset.

Notes:

- There must be less than 500 rejected ROEs for the particular rejection reason for which the Group Repair function is applied.
- The status of each repaired ROE is set to **R**.
- Group repairs are summarized in the **Send ROEs** window. Each repaired ROE is not individually listed (see Figure 4-18. Send ROEs).

Skipping Records During ROE Repair

While repairing rejected ROEs, you do not have to repair them all at once, but may instead choose to skip some. Skipping a ROE allows you to selectively view or hide it on the OATS Web Interface using the Skip flag, but does not delete the ROE, edit the ROE's content, or impact the repair status. Reasons for skipping ROEs during ROE repair include the following:

1. To hide those ROEs that you do not want or need to repair, such as true duplicates (ROEs in which each data value is exactly the same, as described in "Duplicate Rejections," earlier in this chapter), while you repair other ROEs.

2. To keep a "to do list" of the ROEs that you have already repaired and resubmitted via email, FTP, or IFT. When you submit repaired ROEs via one of these methods, OATS does not automatically update the list of ROE rejections on the Web.

3. To selectively view or hide a subset of ROEs based on your own criteria.

As displayed in Figure 6-28, the **ROE Rejection Advanced Search**, **ROE Rejections by FORE** and **ROE Rejection Summary**, windows all display their results in a window called **ROE Rejections**. Although you can skip or unskip ROEs from any **ROE Rejections** window, you can only include or exclude (filter) selected ROEs using Skip status when you arrive at the **ROE Rejections** window via the **ROE Rejection Advanced Search** window.

If you arrive at the **ROE Rejections** window via the **ROE Rejection Summary** or **ROE Rejections by FORE** windows, you will be able to see the Skip status of all ROEs, but will not be able to filter them based on this status. The next two sections describe how to skip and unskip ROEs, followed by a description of how to filter ROEs based on Skip status via the **ROE Rejections Advanced Search** window.

To Skip a ROE

1. From the **ROE Rejections** window, select the **Skip** box corresponding with each record you want to skip.

2. Either click [Submit All Checked Values] or page through the list of ROE rejections (by clicking the single or double arrow buttons) to save the records in the OATS database.

To Remove Skip Status

1. From the **ROE Rejections** window, clear the **Skip** box corresponding with each record you want to unskip.

2. Either click Submit All Checked Values or page through the list of ROE rejections (by clicking the single or double arrow buttons) to save the records in the OATS database.

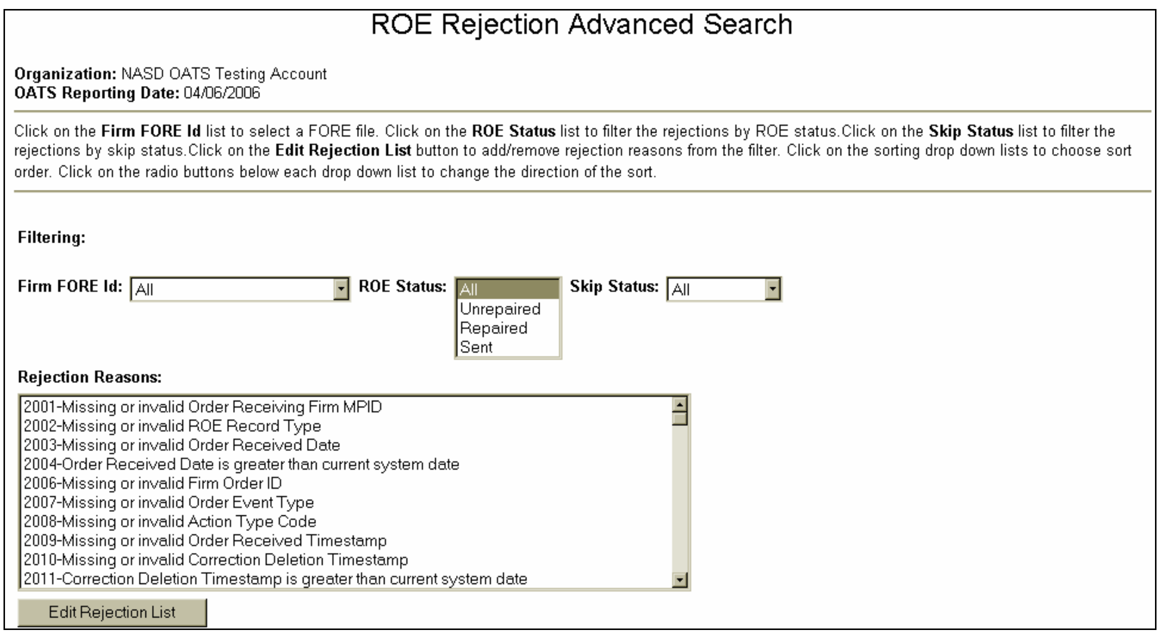
To Filter ROEs Based on Skip Status

1. Navigate to the **OATS Reporting and Feedback** window.

2. Click the **ROE Rejection Advanced Search** link. The **ROE Rejection Advanced Search** window appears. (see Figure 6-28)

Tip: You can also arrive at the **ROE Rejection Advanced Search** window by clicking Refine Search from any other view of the **ROE Rejections** window.

Figure 6-28. ROE Rejection Advanced Search



3. In the **Skip Status** box, select **All**, **Skipped**, or **Unskipped**, depending on how you want to filter your list of ROE rejections.

4. Select any other filter options in this window (see “To Perform ROE Rejection Advanced Search” detailed earlier in this chapter).

5. Click Search. The **ROE Rejections** window appears, displaying the result of your filtered search.

Unmatched Execution Reports

Unmatched Execution Reports are Execution and Combined Order/Execution Reports that do not link with trades reported to an NASD Trade Reporting Facility.

OATS attempts to match for the OATS Reporting Day when the report is received, and if there is no match, OATS will attempt to match again on the next OATS Reporting Day. If after two days, OATS cannot find a corresponding trade record, the OATS report is considered to be unmatched.

Each unmatched ROE will have one associated error message. (For a list of error messages, see Appendix B - Error Messages). The primary reasons for unmatched ROEs include:

- Late Reported ROEs - Execution or Combined Execution is reported more than one OATS business day after the order was executed.

- Branch Sequence Number- value supplied to OATS does not match to a corresponding trade report.

- Execution Timestamp - all values supplied to OATS except the Execution Timestamp match to a corresponding trade report.

Unmatched ROEs may also occur when a Branch Sequence Number is identified but the MPID, Issue Symbol, or a combination of fields do not match to a corresponding trade. OATS considers these ROEs unmatched due to a secondary data error.Unmatched Execution and Combined Order/Execution Reports may be retrieved via FTP, IFT and the OATS Web interface within three business days of the processing date of the original FORE. Unmatched Execution Report text files are formatted according to the description in Appendix C, “Order Report Formats,” in the *OATS Reporting Technical Specifications*.

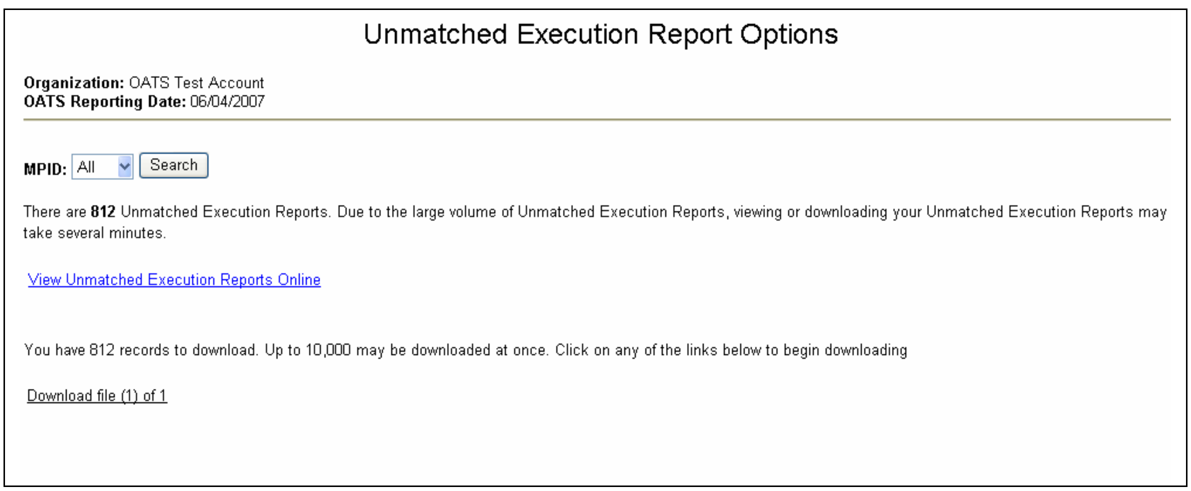
Viewing and Downloading Unmatched Execution Reports via the Web

You may view a summary of unmatched Execution Reports for a selected OATS Reporting Day, view the details of a single unmatched Execution Report, view the text of up to 10,000 unmatched Execution Reports online, and download all unmatched Execution Reports to a text file. Execution Reports and Combined Order/Execution Reports are not considered unmatched until OATS makes unsuccessful attempts on two consecutive OATS Reporting Days to match the order reports to NASD Trade Reporting Facility trades.

To View Unmatched Execution Reports Online

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the **Date** box below the **Unmatched Execution Reports** link, select the OATS Reporting Day associated with the unmatched Execution Reports you want to view.
3. Click the **Unmatched Execution Reports** link. The **Unmatched Execution Report Options** window appears. (see Figure 6-29)

Figure 6-29. Unmatched Execution Report Options



Notes:

- Unmatched records for all MPIDs will be displayed as the default view.
- To view or download Unmatched records for a single MPID, select the MPID from the drop down list.

4. Click the View Unmatched Execution Reports Online link. The Unmatched Execution Report Summary window appears as seen in Figure 6-30, displaying up to the first 10,000 unmatched Execution or Combined

Order/Execution Reports that were submitted on the selected OATS Reporting Day.

Figure 6-30. Unmatched Execution Report Summary

Unmatched Execution Report Summary

Organization: OATS Test Account
OATS Reporting Date: 06/04/2007

If the Market Center ID is 'D' (ADF) or 'Q' (NASDAQ), OATS attempts to match the Execution or Combined Order/Execution to a trade in ACT or TRACS. There must be an exact match on Branch/Sequence Number, Firm MPID, Issue Symbol, Execution Date, Execution Time and Market Center ID in order for an execution in OATS to be linked to a trade.

Click on the **Branch/Sequence Number** value to review the ROE content.

> >>

Records 1 - 25 of 812 Page 1 of 33

OATS Reporting Date: 06/04/2007

Unmatched Reason	MPID	Branch/Sequence Number	Issue Symbol	Execution Date and Time	Firm Order ID	Firm ROE Id	Event Type	Market Center ID
3001	ZZZT	00000000	MSFT	20070604162656	AOG200706049788_01		EX	Q
3001	ZZZT	AAA0397	FNLY	20070604125132	000000083991913400000	FNLY0	OE	L
3001	ZZZT	AAA0397	FNLY	20070604125132	XS334361969	38593713198	EX	L
3001	ZZZT	AAA0773	CBST	20070604145259	2301068677PH_CLNT1	38593846378	EX	L
3001	ZZZT	AAA0959	BEBE	20070604155740	XS334370830	38594024901	OE	L

Note: To view a different page of unmatched ROEs, click the right single arrow button to move ahead one page, the left single arrow button to move back one page, the right double arrow button to view the last page, and the left double arrow button to view the first page. To download unmatched Execution Reports, click the **Download Unmatched Execution Reports** link (for procedure, see "To View and Download Unmatched Execution Report Text," later in this chapter).

5. To view the details of a single ROE, click the **OATS Branch Sequence Number** link. The **Unmatched Execution Report Data** window appears (see Figure 6-31).

Figure 6-31. Unmatched Execution Report Data

Unmatched Execution Report Data

Organization: OATS Test Account
OATS Reporting Date: 06/04/2007

Return to Unmatched Execution Report Summary

Unmatched Reason: New order ROE indicates routing but could not be matched to existing order

Firm FORE ID:	OATS_10994091	Action Type Code:	N
MPID:	ZZZT	Correction/Deletion Timestamp:	
Branch/Sequence Number:	00000000	Rejected ROE Resubmit Flag:	
Issue Symbol:	MSFT	Order Received Date:	20070604162656
Execution Timestamp:	20070604162656	Trader Terminal ID:	AOG
Execution Quantity:	600,000	Reporting Exception Code:	
Firm ROE ID:		Execution Type Indicator:	F
Firm Order ID:	AOG200706049788_01	Leaves Quantity:	
Order Event Type Code:	EX	Market Center ID:	Q
		Capacity Code:	P
		Execution Price:	30.7

To View and Download Unmatched Execution Report Text

1. Navigate to the **OATS Reporting and Feedback** window.

2. From the **Date** box below the **Unmatched Execution Reports** link, select the OATS Reporting Day associated with the unmatched Execution Reports you want to view.

3. Click the **Unmatched Execution Reports** link. The **Unmatched Execution Report Options** window appears.

4. To view the Unmatched Execution Report text, click (using the left mouse button) each **Download file (x) of n** link, where x is the file's sequential number and n is the total number of files. The Unmatched Execution Report text appears in the browser window (see Figure 6-32). You may have to scroll to the right to view all of the text.

Figure 6-32. Unmatched Execution Report Text in Browser

```
#UH#,OATS D1999-01,20071112,,1,Y
#UD#,3001,OATS_10994091,ZZZT,00000000,MSFT,20070604162656,600000,,AOG200706049788_01,EX,N,,,20070604162656,AOG,,F,,Q,30.7,P
#UD#,3001,MLCOU_20070604_1,ZZZT,AAA0397,FNLY,20070604125132,2000,FNLY0,0000008399191340000,OE,N,,,20070604000000,,,,,L,6.385
#UD#,3001,RP_N_200706042,ZZZT,AAA0397,FNLY,20070604125132,2000,38593713198,XS334361969,EX,N,,,20070604000000,,,P,13668,L,6.38
#UD#,3001,RP_N_200706045,ZZZT,AAA0773,CBST,20070604145259,100,38593846378,2301068677PH_CLNT1,EX,N,,,20070604000000,,,P,0.0000
#UD#,3001,RP_N_2007060423,ZZZT,AAA0959,BEBE,20070604155740,320,38594024901,XS334370830,OE,N,20070604220056,,20070604000000,,,
#UD#,3001,RP_N_2007060423,ZZZT,AAA0978,MENT,20070604155802,180,38594024894,XS334370354,OE,N,20070604220056,,20070604000000,,,
#UD#,3001,RP_N_2007060423,ZZZT,AAA0984,AFCE,20070604155803,190,38594024897,XS334370664,OE,N,20070604220056,,20070604000000,,,
```

5. To download an ASCII text file of the Unmatched Execution Report text do the following:

a. Right-click the first **Download file (*x*) of *n*** link, and then from the floating menu, choose **Save Target As** from within Internet Explorer or **Save Link As** from within Netscape Navigator. The **Save As** dialog box appears.

b. Name the file, changing the file extension from **.asp** to **.txt**, if necessary.

c. Select a location for the file on your local drive.

d. Click Save.

e. Repeat steps a through d for each link that appears in the **Unmatched Execution Report Options** window.

Unmatched NASDAQ Route Reports

Unmatched NASDAQ Route Reports are Route and Combined Order/Route Reports that do not link with orders submitted to the NASDAQ Exchange. OATS attempts to match for the OATS Reporting Day when the report is received, and if there is no match, OATS will attempt to match again on the next OATS Reporting Day. If after two days, OATS cannot find a corresponding order record, the OATS report is considered to be unmatched.

Each unmatched route will have one associated error message. (For a list of error messages, see Appendix B - Error Messages). The primary reasons for unmatched routes include:

- Late Reported ROEs - Route or Combined Order/Route is reported more than one OATS business day after the order was routed.
- Routed Order ID/Sent to Routed Order ID - value supplied to OATS does not match to a corresponding NASDAQ Order.
- Order Sent Timestamp - all values supplied to OATS except the Order Sent Timestamp match to a corresponding NASDAQ Order.

Unmatched routes may also occur when a Routed Order ID/Sent to Routed Order ID is identified but the MPID, Issue Symbol, or a combination of fields do not match to a corresponding NASDAQ Order. OATS considers these routes unmatched due to a secondary data error.

Unmatched Route and Combined Order/Route Reports may be retrieved via FTP, IFT and the OATS Web interface within three business days of the processing date of the original FORE. Unmatched NASDAQ Route Report text files are formatted according to the description in Appendix C, “Order Report Formats,” in the *OATS Reporting Technical Specifications*.

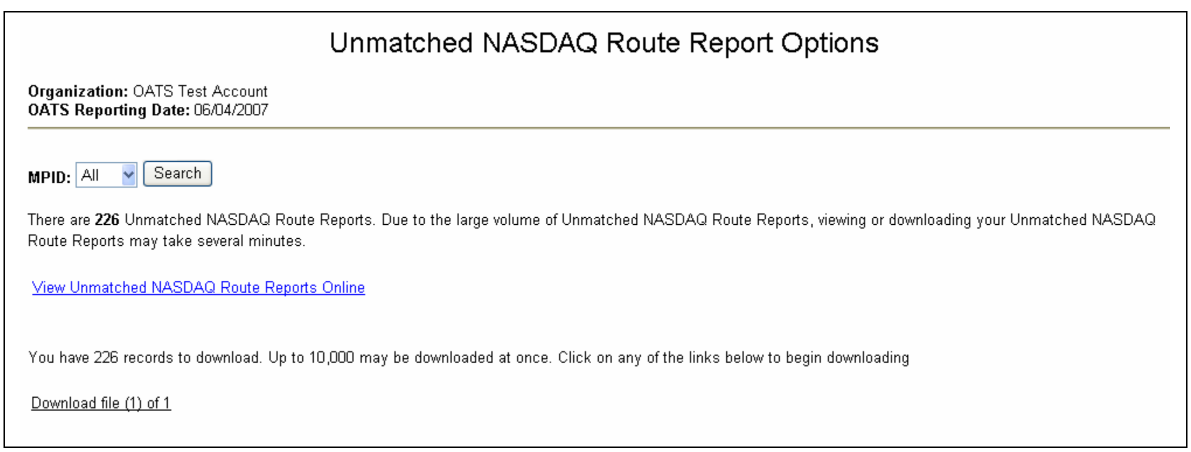
Viewing and Downloading Unmatched NASDAQ Route Reports via the Web

You may view a summary of unmatched NASDAQ Route Reports for a selected OATS Reporting Day, view the details of a single unmatched Route Report, view the text of up to 10,000 unmatched Route Reports online, and download all unmatched Route Reports to a text file. Route Reports and Combined Order/Route Reports are not considered unmatched until OATS makes unsuccessful attempts on two consecutive OATS Reporting Days to match the OATS order reports to NASDAQ Exchange orders.

To View Unmatched NASDAQ Route Reports Online

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the **Date** box below the **Unmatched NASDAQ Route Reports** link, select the OATS Reporting Day associated with the unmatched Route Reports you want to view.
3. Click the **Unmatched NASDAQ Route Reports** link. The **Unmatched NASDAQ Route Report Options** window appears. (see Figure 6-33)

Figure 6-33. Unmatched NASDAQ Route Report Options



Notes:

- Unmatched records for all MPIDs will be displayed as the default view.

- To view or download Unmatched records for a single MPID, select the MPID from the drop down list.

4. Click the **View Unmatched NASDAQ Route Reports Online** link. The **Unmatched NASDAQ Route Report Summary** window appears as seen in Figure 6-34, displaying up to the first 10,000 unmatched Route or Combined Order/Route Reports that were submitted on the selected OATS Reporting Day.

Figure 6-34. Unmatched NASDAQ Route Report Summary

Unmatched NASDAQ Route Report Summary

Organization: OATS Test Account
OATS Reporting Date: 06/04/2007

OATS attempts to match Route and Order/Route reports to NASDAQ Exchange orders by comparing four fields: Order Receiving Firm MPID, Routed Order ID (RT)/Sent to Routed Order ID (OR), Issue Symbol ID, and Order Sent Timestamp.The Destination Code is XQ - NASDAQ Exchange.

Click on the **Routed Order ID (RT)/Sent To Routed Order ID (OR)** value to review the ROE content.

> >>

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OATS Reporting Date: 06/04/2007

Unmatched Reason	MPID	Routed Order ID (RT)/ Sent To Routed Order ID (OR)	Issue Symbol	Order Received Date	Order Sent Date and Time	Firm Order ID	Firm ROE Id	Event Type	Destination Code	Bunched Order Indicator
3001	ZZZT	HA154749OM6	DDSS	20070604000000	20070604093016	000014568210RHO1-01	38594012158	RT	U	
3001	ZZZT	AYA 1	CTAS	20070604000000	20070604080936	XS3343483871P	38594047282	OR	U	
3001	ZZZT	AYA 10	MSFT	20070604000000	20070604080936	XS3343484201P	38594047296	OR	U	
3001	ZZZT	AYA 102	IRETS	20070604000000	20070604081831	XS3343485071P	38594047308	OR	U	

Note: To view a different page of unmatched ROEs, click the right single arrow button to move ahead one page, the left single arrow button to move back one page, the right double arrow button to view the last page, and the left double arrow button to view the first page. To download unmatched Route Reports, click the **Download Unmatched NASDAQ Route Reports** link (for procedure, see "To View and Download Unmatched NASDAQ Route Reports," later in this chapter).

5. To view the details of a single ROE, click the **OATS Routed Order ID** link. The **Unmatched NASDAQ Route Report Data** window appears.

Figure 6-35. Unmatched NASDAQ Route Report Data

Unmatched NASDAQ Route Report Data

Organization: OATS Test Account
OATS Reporting Date: 06/04/2007

Return to Unmatched NASDAQ Route Report Summary

Unmatched Reason: New order ROE indicates routing but could not be matched to existing order

Firm FORE ID:	RP_N_2007060442	Order Event Type Code:	RT
MPID:	ZZZT	Sent to Firm MPID:	NSDQ
Routed Order ID:	HA154749OM6	Action Type Code:	N
		Correction/Deletion Timestamp:	
Issue Symbol:	DDSS	Rejected ROE Resubmit Flag:	
Order Sent Timestamp:	20070604093016	Order Received Date:	20070604000000
		Routing Method Code:	E
Routed Shares Quantity:	300	Bunched Order Indicator:	
Firm ROE ID:	38594012158	Sent To Routed Order ID:	
Firm Order ID:	000014568210RHO1-01	Destination Code:	U

To View and Download Unmatched NASDAQ Route Report Text

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the **Date** box below the **Unmatched NASDAQ Route Reports** link, select the OATS Reporting Day associated with the unmatched Route Reports you want to view.
3. Click the **Unmatched NASDAQ Route Reports** link. The **Unmatched NASDAQ Route Report Options** window appears.
4. To view the **Unmatched NASDAQ Route Report** text, click (using the left mouse button) each **Download file (*x*) of *n*** link, where *x* is the file's sequential number and *n* is the total number of files. The Unmatched NASDAQ Route Report text appears in the browser window (see Figure 6-36). You may have to scroll to the right to view all of the text.

Figure 6-36. Unmatched NASDAQ Route Report Text in Browser

```
#EH#,OATS D1999-01,20071112,,1,Y
#ED#,3001,RP_N_2007060442,ZZZT,HA154749OM6,DDSS,20070604093016,300,38594012158,000014568210RHO1-01,RT,NSDQ,N,,,2007060400000
#ED#,3001,RP_N_2007060444,ZZZT,AYA 1,CTAS,20070604080936,6100,38594047282,XS3343483871P,OR,SIZE,N,20070604220540,,2007060400
#ED#,3001,RP_N_2007060444,ZZZT,AYA 10,MSFT,20070604080936,20600,38594047296,XS3343484201P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 102,IRETS,20070604081831,2227,38594047308,XS3343485071P,OR,SIZE,N,20070604220540,,20070604
#ED#,3001,RP_N_2007060444,ZZZT,AYA 103,GOOD,20070604081831,511,38594047306,XS3343484941P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 104,APRO,20070604081831,462,38594047304,XS3343484491P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 11,INTC,20070604080936,17000,38594047294,XS3343484081P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 1195,CINF,20070604134902,900,38594048268,XS3343669391P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 1196,ORCL,20070604134902,2000,38594048276,XS3343669601P,OR,SIZE,N,20070604220540,,20070604
#ED#,3001,RP_N_2007060444,ZZZT,AYA 1197,MSFT,20070604134902,2300,38594048274,XS3343669551P,OR,SIZE,N,20070604220540,,20070604
#ED#,3001,RP_N_2007060444,ZZZT,AYA 1198,INTC,20070604134902,1800,38594048272,XS3343669521P,OR,SIZE,N,20070604220540,,20070604
#ED#,3001,RP_N_2007060444,ZZZT,AYA 1199,CSCO,20070604134902,1700,38594048270,XS3343669401P,OR,SIZE,N,20070604220540,,20070604
#ED#,3001,RP_N_2007060444,ZZZT,AYA 12,CSCO,20070604080936,16300,38594047284,XS3343483881P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 13,GOOG,20070604080936,700,38594047292,XS3343484021P,OR,SIZE,N,20070604220540,,2007060400
#ED#,3001,RP_N_2007060444,ZZZT,AYA 14,AAPL,20070604080936,2800,38594047276,XS3343483751P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 2,DISCA,20070604080936,11700,38594047290,XS3343483941P,OR,SIZE,N,20070604220540,,200706040
#ED#,3001,RP_N_2007060444,ZZZT,AYA 233,BLDP,20070604092430,1000,38594047310,XS3343485601P,OR,SIZE,N,20070604220540,,200706040
```

5. To download an ASCII text file of the **Unmatched NASDAQ Route Report** text do the following:

a. Right-click the first **Download file (*x*) of *n*** link, and then from the floating menu, choose **Save Target As** from within Internet Explorer or **Save Link As** from within Netscape Navigator. The **Save As** dialog box appears.

b. Name the file, changing the file extension from **.asp** to **.txt**, if necessary.

c. Select a location for the file on your local drive.

d. Click 

.

e. Repeat steps a through d for each link that appears in the **Unmatched NASDAQ Route Report Options** window.

Unmatched Interfirm Route Reports

Unmatched Interfirm Route Reports are Route and Combined Order/Route Reports that do not link to one corresponding New, Cancel/Replace, Combined Order/Execution or Combined Order/Route Report.

OATS attempts to match for the OATS Reporting Day when the report is received, and if there is no match, OATS will attempt to match again on the next OATS Reporting Day. If after two days, OATS cannot find a corresponding order record, the OATS report is considered to be unmatched.

Each unmatched order will have one associated error message. (For a list of error messages, see Appendix B - Error Messages). The primary reasons for unmatched orders include:

- Late Reported ROEs - Route or Combined Order/Route is reported more than one OATS business day after the order was routed.

- Routed Order ID/Sent to Routed Order ID-value supplied to OATS does not match to a corresponding Receiving Firm Order.

- Order Sent Timestamp-all values supplied to OATS except the Order Sent Timestamp match to a corresponding Receiving Firm Order.

Unmatched routes may also occur when a Routed Order ID/Sent to Routed Order ID is identified but the MPID, Issue Symbol, Shares Quantity or a combination of fields do not match to a corresponding Receiving Firm Order. OATS considers these orders unmatched due to a secondary data error.

Unmatched Route and Combined Order/Route Reports may be retrieved via FTP, IFT and the OATS Web interface within three business days of the processing date of the original FORE.

OATS provides two Unmatched Interfirm Route Reports:

- **Orders Routed** – Route and Combined Order/Route Reports submitted by the firm representing orders sent to another member firm or ECN where a match could not be made.
- **Orders Received** – Route and Combined Order/Route Reports submitted to OATS where the firm is identified as the Sent to Firm MPID and a match could not be made.

Unmatched Interfirm Route Report text files are formatted according to the description in Appendix C, “Order Report Formats,” in the *OATS Reporting Technical Specifications*.

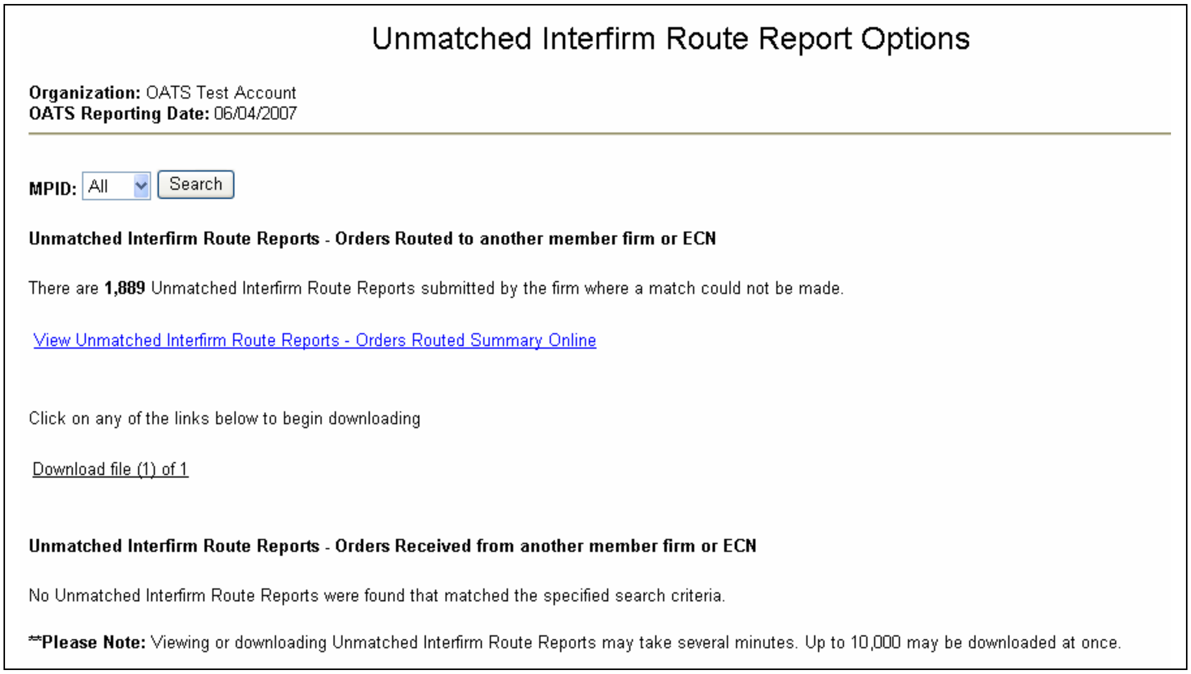
Viewing and Downloading Unmatched Interfirm Route Reports via the Web

You may view a summary of unmatched Interfirm Route Reports for a selected OATS Reporting Day, view the text of up to 10,000 unmatched Route Reports online, download data associated with unmatched Route Reports to a text file and in some cases, view the details of a single unmatched Route Report,.

To View Unmatched Interfirm Route Reports Online

1. Navigate to the **OATS Reporting and Feedback** window.
2. From the Date box below the **Unmatched Interfirm Route Reports** link, select the OATS Reporting Day associated with the unmatched Route Reports you want to view.
3. Click the **Unmatched Interfirm Route Reports** link. The Unmatched Interfirm Route Report Options window appears. (see Figure 6-37)

Figure 6-37. Unmatched Interfirm Route Report Options

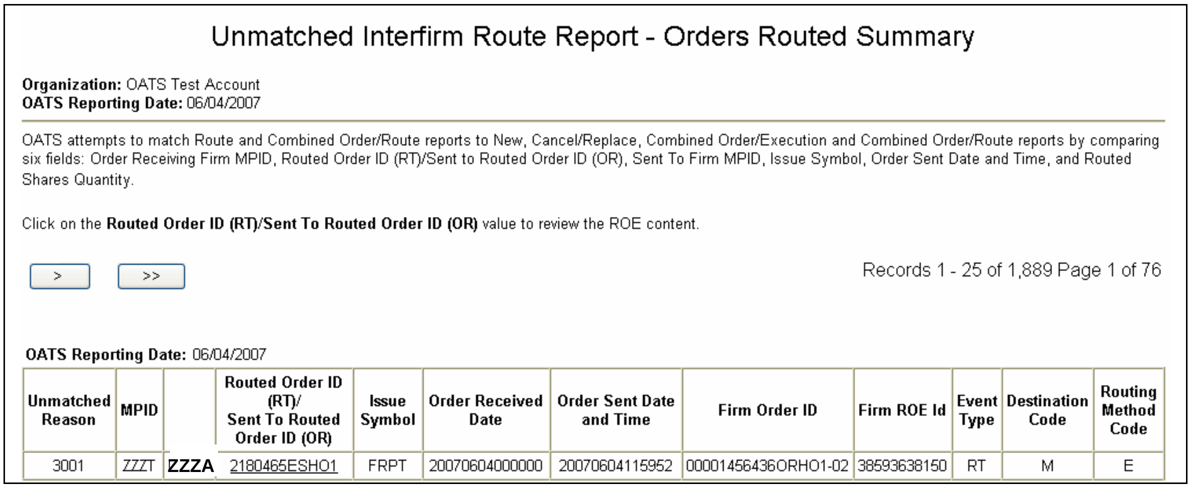


Notes:

- Unmatched records for all MPIDs will be displayed as the default view.
- To view or download Unmatched records for a single MPID, select the MPID from the drop down list.

4. To view the Orders Routed Summary, click the **View Unmatched Interfirm Route Reports – Orders Routed Summary Online** link. The **Unmatched Interfirm Route Report - Orders Routed Summary** window appears, as seen in Figure 6-38, displaying up to the first 10,000 unmatched Route or Combined Order/Route Reports that were submitted on the selected OATS Reporting Day.

Figure 6-38. Unmatched Interfirm Route Report – Orders Routed Summary



Unmatched Interfirm Route Report - Orders Routed Summary

Organization: OATS Test Account
OATS Reporting Date: 06/04/2007

OATS attempts to match Route and Combined Order/Route reports to New, Cancel/Replace, Combined Order/Execution and Combined Order/Route reports by comparing six fields: Order Receiving Firm MPID, Routed Order ID (RT)/Sent to Routed Order ID (OR), Sent To Firm MPID, Issue Symbol, Order Sent Date and Time, and Routed Shares Quantity.

Click on the **Routed Order ID (RT)/Sent To Routed Order ID (OR)** value to review the ROE content.

> >>

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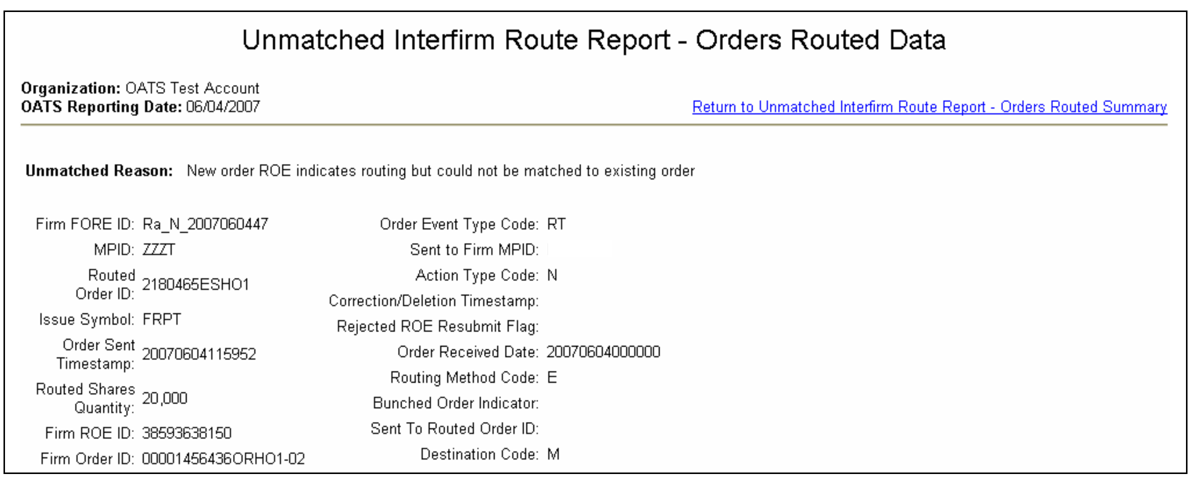
OATS Reporting Date: 06/04/2007

Unmatched Reason	MPID		Routed Order ID (RT)/ Sent To Routed Order ID (OR)	Issue Symbol	Order Received Date	Order Sent Date and Time	Firm Order ID	Firm ROE Id	Event Type	Destination Code	Routing Method Code
3001	ZZZT	**ZZZA**	2180465ESHO1	FRPT	20070604000000	20070604115952	00001456436ORHO1-02	38593638150	RT	M	E

Note: To view a different page of unmatched ROEs, click the right single arrow button to move ahead one page, the left single arrow button to move back one page, the right double arrow button to view the last page, and the left double arrow button to view the first page. To download unmatched Route Reports, click the **Download Unmatched Interfirm Route Reports** link (for procedure, see “To View and Download Unmatched Interfirm Route Reports,” later in this chapter).

5. To view the details of a single unmatched ROE identified in the Orders Routed report, click the OATS Routed Order ID link. The **Unmatched Interfirm Route Report Data** window appears.

Figure 6-39. Unmatched Interfirm Route Report Data



Unmatched Interfirm Route Report - Orders Routed Data

Organization: OATS Test Account
OATS Reporting Date: 06/04/2007

Return to Unmatched Interfirm Route Report - Orders Routed Summary

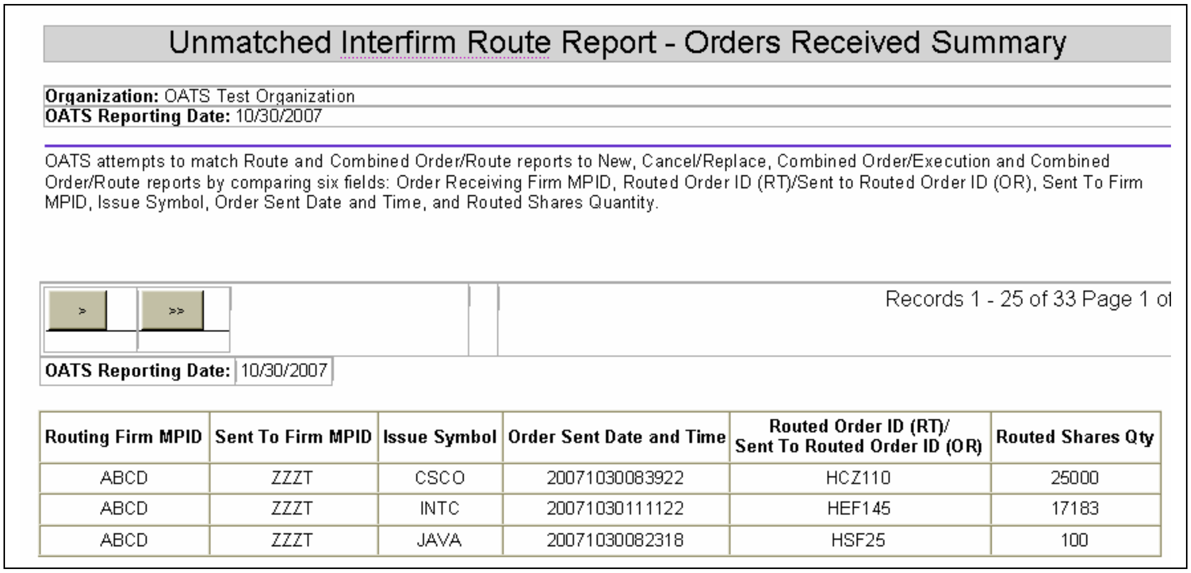
Unmatched Reason: New order ROE indicates routing but could not be matched to existing order

Firm FORE ID:	Ra_N_2007060447	Order Event Type Code:	RT
MPID:	ZZZT	Sent to Firm MPID:	
Routed Order ID:	2180465ESHO1	Action Type Code:	N
		Correction/Deletion Timestamp:	
Issue Symbol:	FRPT	Rejected ROE Resubmit Flag:	
Order Sent Timestamp:	20070604115952	Order Received Date:	20070604000000
		Routing Method Code:	E
Routed Shares Quantity:	20,000	Bunched Order Indicator:	
Firm ROE ID:	38593638150	Sent To Routed Order ID:	
Firm Order ID:	00001456436ORHO1-02	Destination Code:	M

6. To view the Orders Received Summary, from the Unmatched Interfirm Route Report Options window, click the **View Unmatched Interfirm Route Reports – Orders Received Summary Online** link. The **Unmatched Interfirm Route**

Report - Orders Received Summary window appears, as seen in Figure 6-40, displaying data associated with up to the first 10,000 unmatched Route or Combined Order/Route Reports that were received on the selected OATS Reporting Day.

Figure 6-40. Unmatched Interfirm Route Report – Orders Received Summary



Unmatched Interfirm Route Report - Orders Received Summary

Organization: OATS Test Organization
OATS Reporting Date: 10/30/2007

OATS attempts to match Route and Combined Order/Route reports to New, Cancel/Replace, Combined Order/Execution and Combined Order/Route reports by comparing six fields: Order Receiving Firm MPID, Routed Order ID (RT)/Sent to Routed Order ID (OR), Sent To Firm MPID, Issue Symbol, Order Sent Date and Time, and Routed Shares Quantity.

> >>

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OATS Reporting Date: 10/30/2007

Routing Firm MPID	Sent To Firm MPID	Issue Symbol	Order Sent Date and Time	Routed Order ID (RT)/ Sent To Routed Order ID (OR)	Routed Shares Qty
ABCD	ZZZT	CSCO	20071030083922	HCZ110	25000
ABCD	ZZZT	INTC	20071030111122	HEF145	17183
ABCD	ZZZT	JAVA	20071030082318	HSF25	100

Note: To view a different page of data associated with the unmatched ROEs, click the right single arrow button to move ahead one page, the left single arrow button to move back one page, the right double arrow button to view the last page, and the left double arrow button to view the first page. To download the data associated with the unmatched Route Reports, click the **Download Unmatched Interfirm Route Reports** link (for procedure, see "To View and Download Unmatched Interfirm Route Reports," later in this chapter).

To View and Download Unmatched Interfirm Route Report - Orders Routed and Orders Received Text

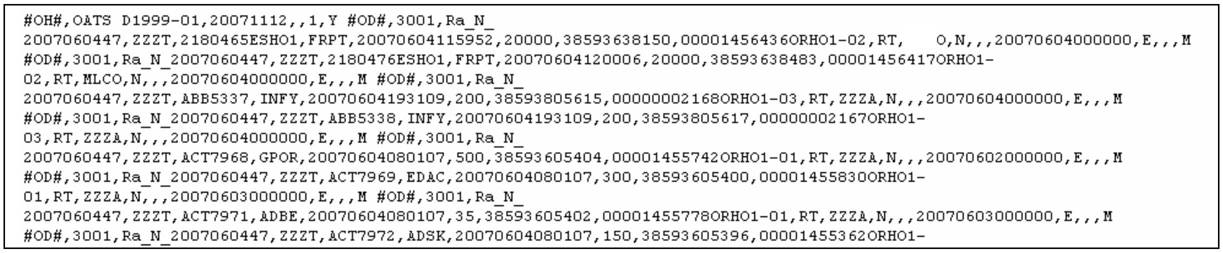
1. Navigate to the **OATS Reporting and Feedback** window.

2. From the **Date** box below the **Unmatched Interfirm Route Reports** link, select the OATS Reporting Day associated with the unmatched Route Reports you want to view.

3. Click the **Unmatched Interfirm Route Reports** link. The **Unmatched Interfirm Route Report Options** window appears.

4. To view the Unmatched Interfirm Route Report text, click (using the left mouse button) each **Download file (*x*) of *n*** link, where *x* is the file's sequential number and *n* is the total number of files. The Unmatched Interfirm Route Report text appears in the browser window (see Figure 6-41). You may have to scroll to the right to view all of the text.

Figure 6-41. Unmatched Interfirm Route Report – Orders Routed Text in Browser




```
#OH#,OATS D1999-01,20071112,,1,Y #OD#,3001,Ra_N_
2007060447,ZZZT,2180465ESHO1,FRPT,20070604115952,20000,38593638150,00001456436ORHO1-02,RT,   O,N,,,20070604000000,E,,,M
#OD#,3001,Ra_N_2007060447,ZZZT,2180476ESHO1,FRPT,20070604120006,20000,38593638483,00001456417ORHO1-
02,RT,MLCO,N,,,20070604000000,E,,,M #OD#,3001,Ra_N_
2007060447,ZZZT,ABB5337,INFY,20070604193109,200,38593805615,00000002168ORHO1-03,RT,ZZZA,N,,,20070604000000,E,,,M
#OD#,3001,Ra_N_2007060447,ZZZT,ABB5338,INFY,20070604193109,200,38593805617,00000002167ORHO1-
03,RT,ZZZA,N,,,20070604000000,E,,,M #OD#,3001,Ra_N_
2007060447,ZZZT,ACT7968,GPOR,20070604080107,500,38593605404,00001455742ORHO1-01,RT,ZZZA,N,,,20070602000000,E,,,M
#OD#,3001,Ra_N_2007060447,ZZZT,ACT7969,EDAC,20070604080107,300,38593605400,00001455830ORHO1-
01,RT,ZZZA,N,,,20070603000000,E,,,M #OD#,3001,Ra_N_
2007060447,ZZZT,ACT7971,ADBE,20070604080107,35,38593605402,00001455778ORHO1-01,RT,ZZZA,N,,,20070603000000,E,,,M
#OD#,3001,Ra_N_2007060447,ZZZT,ACT7972,ADSK,20070604080107,150,38593605396,00001455362ORHO1-
```


5. To download an ASCII text file of the Unmatched Interfirm Route Report text do the following:

   a. Right-click the first Download file (x) of n link, and then from the floating menu, choose Save Target As from within Internet Explorer or Save Link As from within Netscape Navigator. The Save As dialog box appears.

   b. Name the file, changing the file extension from .asp to .txt, if necessary.

   c. Select a location for the file on your local drive.

   d. Click Save.

   e. Repeat steps a through d for each link that appears in the **Unmatched Interfirm Route Report Options** window

Retrieving Unmatched Reports via FTP and IFT

OATS generates at least one unmatched file for each of the matching processes for each OATS Reporting Day. The FTP/IFT User who has been designated as receiving ROE Rejections will receive the unmatched report files. (Refer to Chapter 3 "Request to Modify, Disable or Delete an OSO Administrator or FTP/IFT User").

Unmatched report files will have a size limit of 4MB. If the amount of unmatched reports for a particular matching process exceeds the 4MB size limit, OATS will create continuation files as necessary to hold the unmatched data.

Unmatched report text files are formatted according to the description in Appendix C, "Order Report Formats," in the *OATS Reporting Technical Specifications*. Unmatched reports will be stored in the **unmatched** subfolder. The following naming convention will be used for the unmatched reports:

- **Unmatched Execution Reports**: Execution_YYYYMMDD.umtch
- **Unmatched NASDAQ Route Reports**: Route_YYYYMMDD.umtch
- **Unmatched Interfirm Route Reports– Orders Routed**: Interfirm_YYYYMMDD.umtch
- **Unmatched Interfirm Route Reports– Order Received** will NOT be available via FTP or IFT.

YYYYMMDD represents the OATS Reporting Day the ROEs were submitted.

To Retrieve Unmatched Reports Via FTP

1. From the **Start** menu, choose **Programs**, **MS-DOS Prompt**. Your default prompt appears; for example, **c:**. Navigate to the directory where you want your retrievedUnmatched reports to be stored; for example, **c:\unmatched**.
2. Type **ftp** and then the address you have assigned to OATS, or other named path according to your firm's naming conventions; for example, **ftp-oatstest.finra.org** to access the testing system or **ftp-oats.finra.org** to access the production system.
3. Press **Enter**.
4. When prompted, type in your User ID and password. You are now in your home directory on the OATS server, and the prompt changes to **ftp**.FINRA recommends using the binary transfer type.
5. To set the transfer type to binary, type **bin**, and then press **Enter**.

Tip: To confirm that you are in your home directory on the OATS server, type **pwd** at the prompt, and then press **Enter**. Your home directory path should appear; for example, **/export/home/xyzuser**. The name of your OSO should appear in the place of **xyzuser**.

---

6. To switch to the directory in which OATS stores ROE rejection text files, type **cd unmatched**.

Tip: To see a list of all unmatched reports text files in this directory, type **ls**.

7. You can retrieve a specific unmatched report text file for a single OATS Reporting Day or all unmatched report files for a single OATS Reporting Day.

8. To retrieve a specific unmatched report, type **get type_YYYYMMDD-n.umtch**, where **type** is the unmatched report type, for example Execution, **YYYYMMDD** is the OATS Reporting Day when the FORE was submitted, and **n** indicates which unmatched text file you are retrieving. For example, get **Execution_20080204-1.umtch** will retrieve that file only.

9. To retrieve all unmatched report text files for a single OATS Reporting Day, type **mget *YYYYMMDD***, where ***** is a wildcard character, **YYYYMMDD** is the OATS Reporting Day when the FORE was submitted. For example, **mget *20080204*** will retrieve all unmatched report files for February 4, 2008.

10. Each unmatched report text file is retrieved from the OATS server and placed on the drive and path you started from in step 1. If you want the file to reside on a different drive and path, you can specify that drive and path after the get statement; for example, **get rej19990630-1.reject <drive>:\<path**>.

11. To end the ftp session, type **close**. To return to the MS-DOS prompt, type **quit**.

Tip: To get help with FTP commands, at the **ftp** prompt, type **help**.

To Retrieve Unmatched Reports Via IFT

1. From the **Start** menu, choose **Programs**, **ValiCert, SecureTransport™ Client, SecureTransport™**.

2. Connect to the IFT service through the SecureTransport™ software.

3. Follow the SecureTransport™ procedures for retrieving files. SecureTransport™ has a separate menu item for retrieving unmatched report files.

4. Retrieve your files from the "**unmatched**" sub-directory using SecureTransport™.

5. To end the IFT session and close the IFT connection, close the SecureTransport™ client.

Tip: To get help with IFT commands, reference the SecureTransport™ User's Guide or visit the Tumbleweed Communications web site at http://www.tumbleweed.com/.

Retrieving OATS FTP/IFT Announcements

OATS FTP/IFT Announcements are a text file with the following naming convention:

YYYYMMDDHH24MISS .message

- YYYYMMDD is the date the message file was created (example: 20050725)
- HH24MISS is the timestamp the message file was created. The time format will present time in 24 hour format (example: 140101 is equivalent to 2:01:01 p.m.)

Notes All information obtained from OATS via FTP must be "pulled" from the OATS server. OATS will not "push" any information to member firms via FTP.

To Retrieve FTP/IFT Announcements Via FTP

1. From the **Start** menu, choose **Programs**, **MS-DOS Prompt**. Your default prompt appears; for example, **c:**.
2. If you are testing your order reporting system, type **ftp** and then the address you have assigned to OATS, or other named path according to your firm's naming conventions; for example, **ftp-oatstest.finra.org** to access the test environment or **ftp-oats.finra.org** to access the production environment.
3. Press **Enter**.
4. When prompted, type your User ID and password. You are now in your home directory on the OATS server, and the prompt changes to **ftp>**.

Tip: To confirm that you are in your home directory on the OATS server, type **pwd** at the prompt, and then press **Enter**. Your home directory path should appear; for example, **\export\home\xyzuser**. The name of your user should appear in the place of **xyzuser**.

5. FINRA recommends using the binary transfer type. To set the transfer type to binary, type **bin**, and then press **Enter**.

6. To change to the directory in which OATS stores FORE status files, type **cd message**.

7. To retrieve a specific FTP/IFT Announcement, type **get <filename>.message**, where **<filename>** is the name of the file and is in the format YYYYMMDDHH24MISS>.message; for example, **get 20050727130101.message**.

8. To retrieve all FTP/IFT Announcements for a single date, type **mget YYYYMMDD***, where **YYYYMMDD** is the date of the message file(s); for example, **mget 20050725***

9. Each FTP/IFT Announcement message file is retrieved from the OATS server and placed on the drive and path you started from in step 1. If you want the file to reside on a different drive and path, you can specify that drive and path after the get or mget statement; for example, **get filename.message <drive>:\<path> or mget <filename>* <drive>:\<path>**.

10. To end the ftp session, type **close**. To return to the MS-DOS prompt, type **quit**.

Tip: To get help with FTP commands, at the **ftp** prompt, type **help**.

To Retrieve FTP/IFT Announcements Via Internet File Transfer (IFT)

1. From the **Start** menu, choose **Programs, Valicert, SecureTransport™ Client, SecureTransport™.**

2. Connect to the IFT service through the SecureTransport™ software.

3. Follow the SecureTransport™ procedures for retrieving files. SecureTransport™ has a separate menu item for retrieving Status files.

4. Retrieve your files from the “message” sub-directory using SecureTransport™.

5. You can retreive a single FTP/IFT Announcement message file or multiple message files.

6. To end the IFT session and close the IFT connection, close the SecureTransport™ client.

Tip: To get help with IFT commands, reference the Secure Transport™ User's Guide or visit the Tumbleweed Communications web site at www.tumbleweed.com

Chapter 7

Firm Relationship with OSO Administration

In order to enhance member firm security, the OATS Web Interface now allows firms to manage their Order Sending Organization (OSO) relationships. Previously, a firm may have had any OSO report on their behalf. Now, each relationship must be defined and managed by the firm, which lets the firm control who reports their data to OATS.

PLEASE NOTE: Once the expiration date has passed, the OSO **will not** be able to report for the member firm.

Follow the instructions in this OATS Subscriber Manual to effectively manage the Firm-OSO relationship.

This chapter explains how member firms can view and manage their links with Order Sending Organizations (OSOs). Procedures include:

- Accessing the Firm-OSO relationship area
- Viewing a Firm-OSO relationship
- Viewing the Firm-OSO relationship details
- Modifying / Updating a Firm-OSO relationship
- Creating a new Firm-OSO relationship
- Performing an Advanced OSO search
- Deleting the Firm-OSO relationship
- Viewing an OSO-Firm relationship

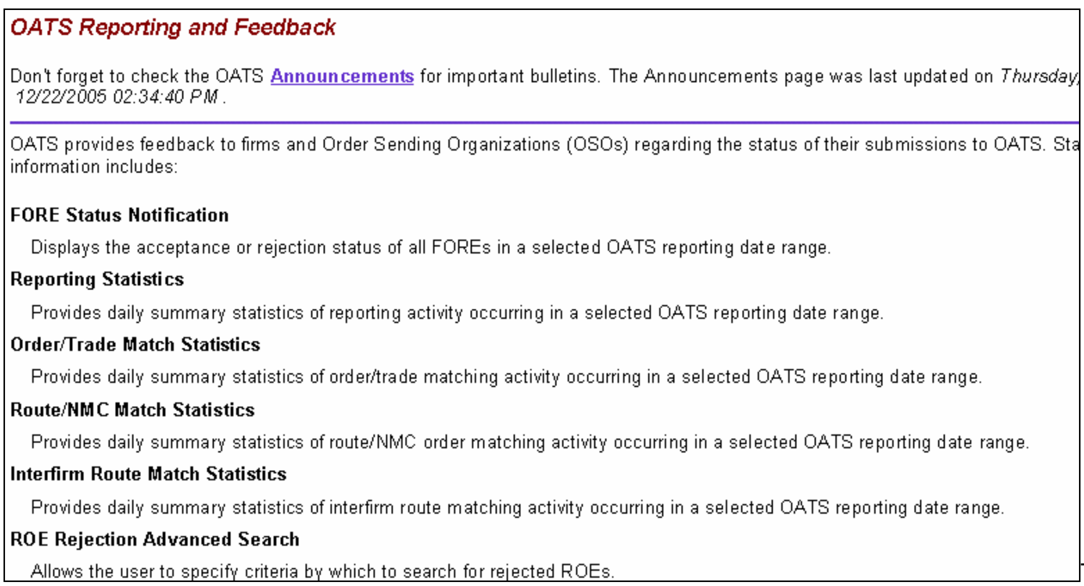
Performing Firm-OSO Relationship Administration

In order to perform Firm-OSO relationship administration, an OSO Administrator only to access the OATS Web Interface.

To Access the Firm-OSO Relationship Area

1. Navigate to the **Order Audit Trail System** window (for procedures, refer to Chapter 2 “Getting Started with the OATS Web Interface”).
2. Click the **Firm** hyperlink on the left side navigation bar or type https://oats.finra.org in the web address window of your browser. The OATS Reporting and Feedback window appears displaying an option to select **Relationship Admin**. (see Figure 6-1)

Figure 7-1. OATS Reporting and Feedback



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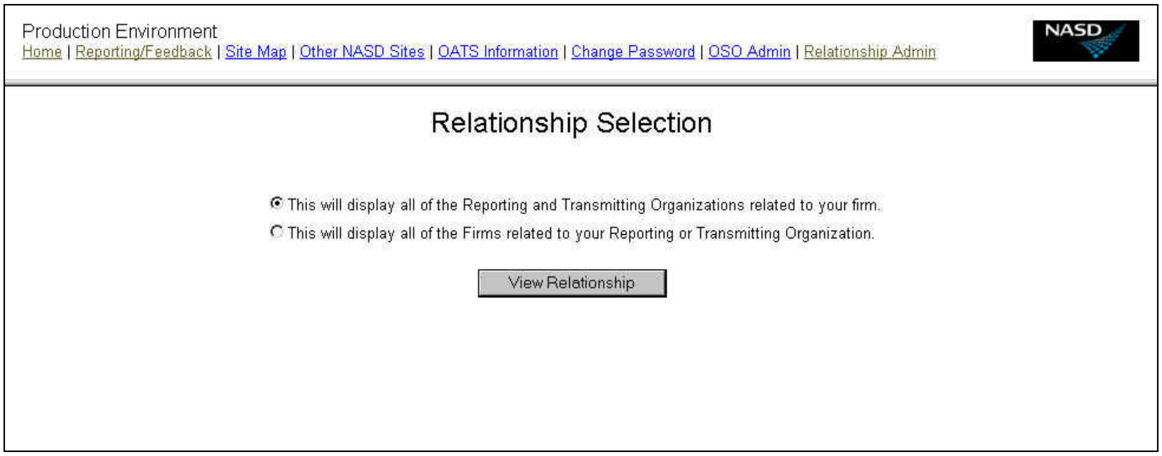
To View a Firm-OSO Relationship

1. Navigate to the **OATS Reporting and Feedback** window (for procedure, refer to “To Access the Firm-OSO Relationship Area,” detailed earlier in this manual).
2. Click the **Relationship Admin** hyperlink on the upper navigation bar. (Note: The **Relationship Admin** hyperlink is available on all Firm-OSO

Relationship administration windows.) The **Relationship Selection** window appears with two viewing options.

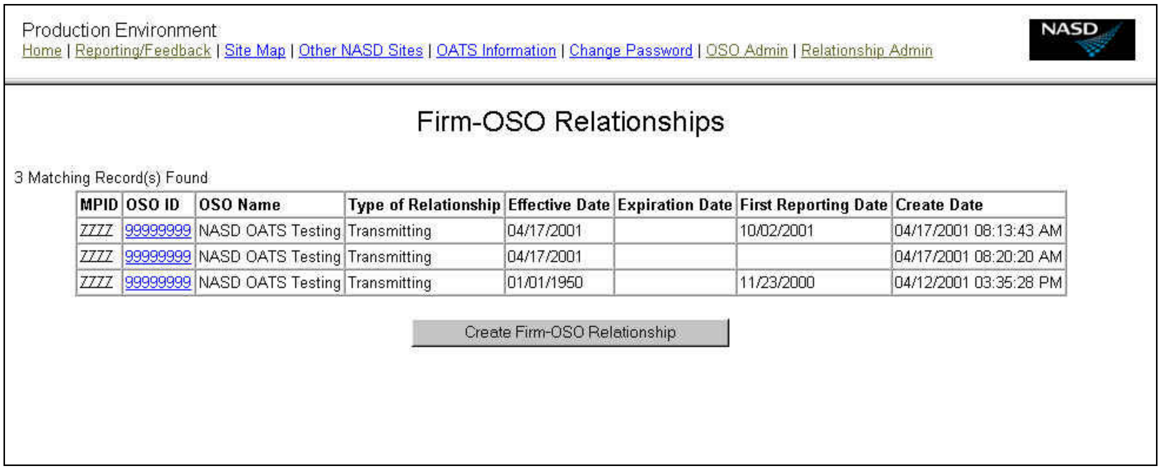
Figure 7-2. Relationship Selection



3. Click the first radio button to display all of the Reporting and Transmitting Organizations related to your firm and select the **View Relationship** button. The **Firm-OSO Relationships** window appears that displays all of the active relationships associated with the NASTRAC MPID. This window provides the following information for matching records: (see Figure 6-3)

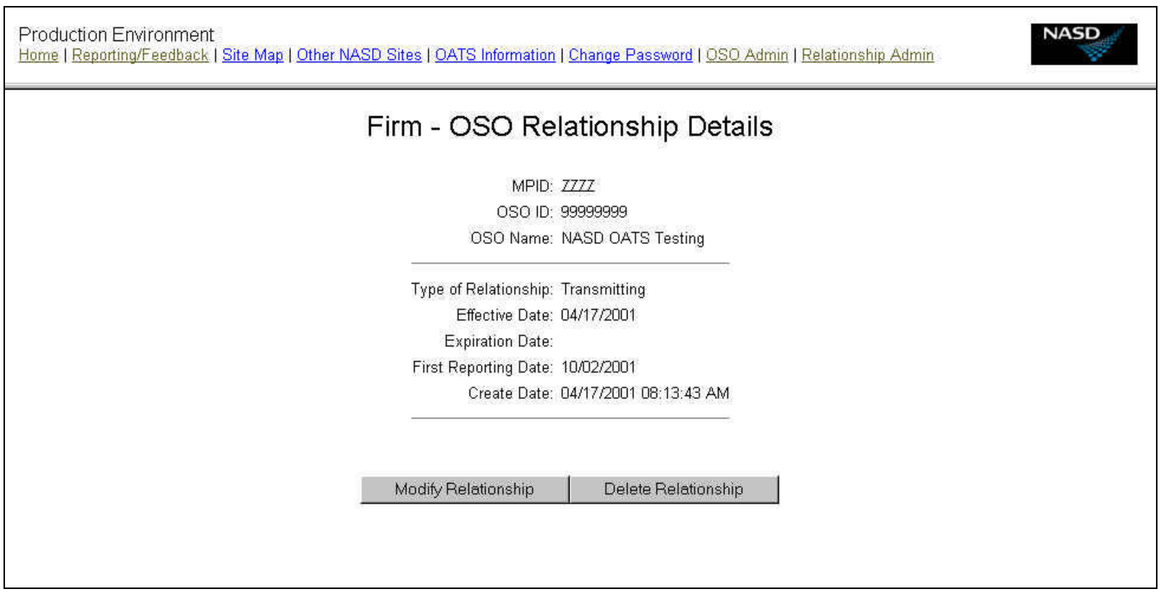
- MPID – Market Participant ID
- OSO ID – Order Sending Organization ID
- OSO Name - Order Sending Organization Name
- Type of Relationship – Either transmitting or reporting
- Effective Date – Date the relationship became effective
- Expiration Date – Date the relationship expires
- First Reporting Date – Date of initial reporting
- Create Date – Date the relationship was created

Figure 7-3. Firm-OSO Relationships



MPID	OSO ID	OSO Name	Type of Relationship	Effective Date	Expiration Date	First Reporting Date	Create Date
ZZZZ	99999999	NASD OATS Testing	Transmitting	04/17/2001		10/02/2001	04/17/2001 08:13:43 AM
ZZZZ	99999999	NASD OATS Testing	Transmitting	04/17/2001			04/17/2001 08:20:20 AM
ZZZZ	99999999	NASD OATS Testing	Transmitting	01/01/1950		11/23/2000	04/12/2001 03:35:28 PM

Figure 7-4. Firm-OSO Relationship Details



To View the Firm-OSO Relationship Details

1. Navigate to the **Firm OSO Relationships** window (for procedure, refer to "To View a Firm-OSO Relationship," detailed earlier in this manual).
2. Click the **OSO ID** result hyperlink. The **Firm – OSO Relationship Details** window appears that provides the following information: (see Figure 6-4)

- MPID – Market Participant ID
- OSO ID – Order Sending Organization ID
- OSO Name – Order Sending Organization Name
- Type of Relationship – Either transmitting or reporting
- Effective Date – Date the relationship became effective
- Expiration Date - Date the relationship expires
- First Reporting Date – Date of initial reporting
- Create Date – Date the relationship was created

Figure 7-5. Firm-OSO Relationship Details

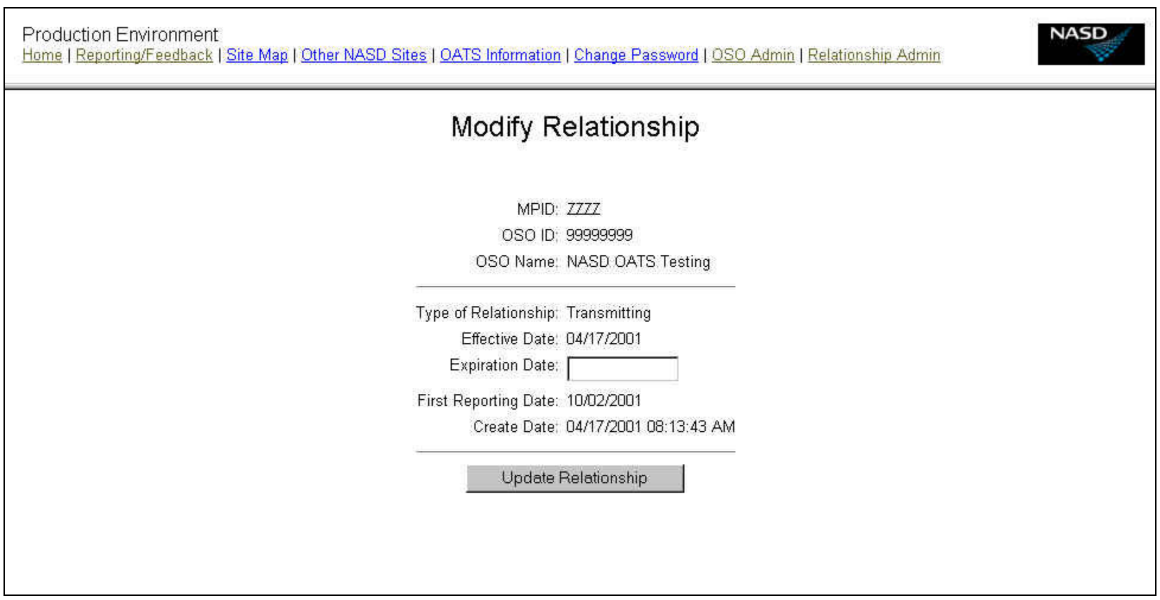
To Modify/Update a Firm-OSO Relationship

Modifying the Firm-OSO Relationship consists of changing the expiration date only. In order to change the effective date, the relationship must be deleted (see “Deleting a Firm-OSO Relationship,” detailed later in the manual) and a new relationship created (see “To Create a New Firm-OSO Relationship,” detailed later in the manual).

1. Navigate to the **Firm – OSO Relationship Details** window (for procedure, refer to “To View the Firm-OSO Relationship Details,” detailed earlier in this manual).

2. Click the **Modify Relationship** button. The **Modify Relationship** window appears. (see Figure 6-6)

Figure 7-6. Modify Relationship

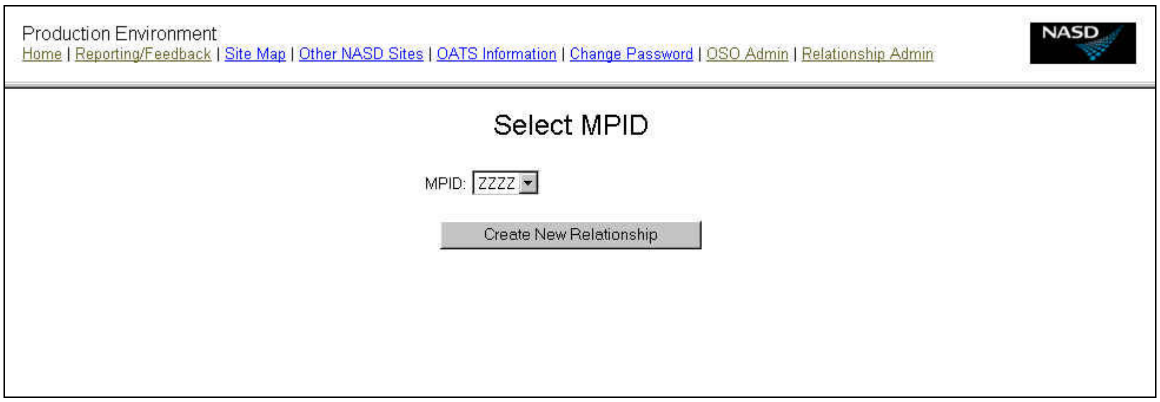


3. Enter an Expiration Date using the format mm/dd/yyyy.
4. Click the **Create Firm-OSO Relationship** button. The **Firm – OSO Relationship Details** window appears. (see “To View the Firm-OSO Relationship Details,” for more details)

To Create a New Firm-OSO Relationship

1. Navigate to the **Firm-OSO Relationships** window (for procedure, refer to "To View a Firm-OSO Relationship," detailed earlier in this manual).
2. Click the **Create Firm-OSO** button. The **Select MPID** window appears.
3. Select the MPID for the relationship. The drop down list box contains all MPIDs associated with the firm in NASTRAC. (see Figure 6-7)

Figure 7-7. Select MPID



4. Click the **Create New Relationship** button. The **Create New Firm-OSO Relationship** window appears that displays the MPID and allows the user to enter relationship information. (see Figure 6-8)

Figure 7-8. Create New Firm-OSO Relationship

5. Enter an OSO ID. An OSO ID may be found by clicking the **Search for OSO** hyperlink that displays the **OSO Advanced Search** window. (Completing

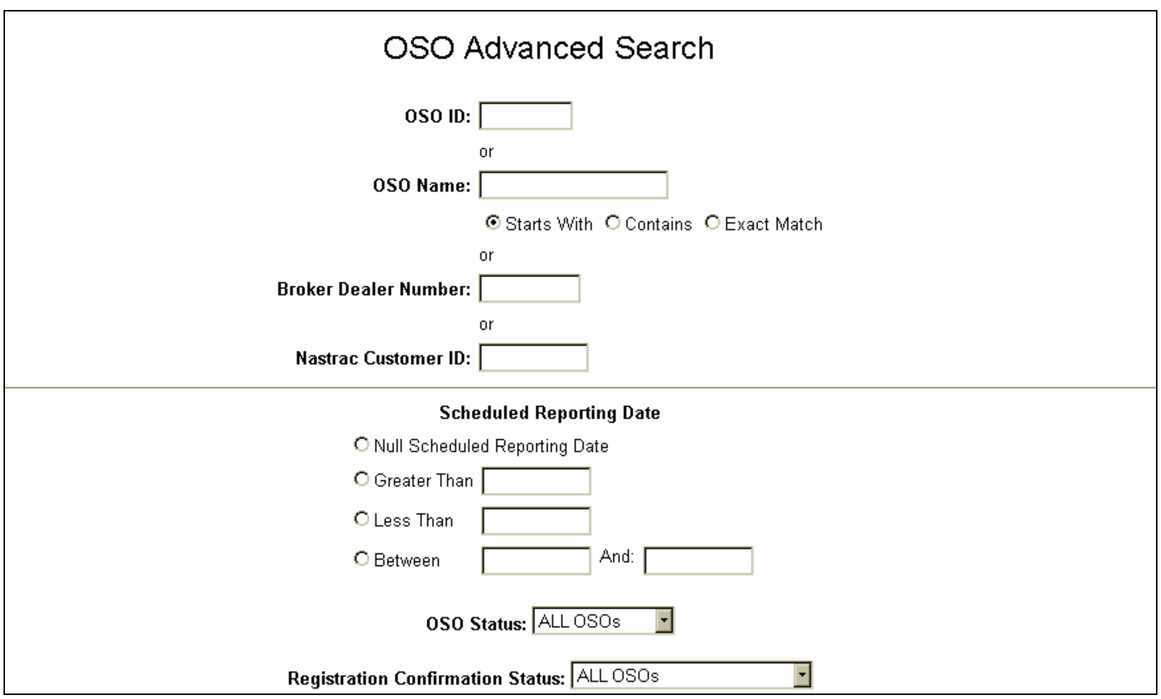
the **OSO Advanced Search** automatically populates the OSO ID field. See "OSO Advanced Search," later in this manual for more information)

6. Select a Type of Relationship of either Reporting or Transmitting.
7. Enter an Effective Date and optional Expiration Date with a format of mm/dd/yyyy. The Effective Date must be the current date or a date in the future. The Expiration Date must be equal to or greater than the Effective Date.
8. Click the **Create New Relationship** button. If the creation of the relationship is successful, the **Firm – OSO Relationship Details** window appears (see "To View the Firm-OSO Relationship Details," for more details). If the creation of the relationship fails due to a data entry error or a duplicate relationship, the **Create New Firm-OSO Relationship** window re-appears and allows the user to re-enter the relationship information.

OSO Advanced Search

1. Navigate to the **Create New Firm-OSO Relationship** window. (for procedure, refer to "To Create a Firm-OSO Relationship," detailed earlier in this manual).
2. Click the **Search for OSO** hyperlink. The **OSO Advanced Search** window appears (see Figure 6-9).

Figure 7-9. OSO Advanced Search



3. Enter either an OSO ID, OSO Name, Broker Dealer Number, or NASTRAC Customer ID. If using the OSO Name, also select the search criteria of “Starts With,” “Contains,” or “Exact Match.”
4. Select a Scheduled Reporting Date range or Null Scheduled Reporting Date. The date format is mm/dd/yyyy
5. Select the OSO Status.
6. Select the Registration Confirmation Status.
7. Click the **Search** button (not shown). The **OSO Information** window appears with the matching results (see Figure 6-10)

Figure 7-10. OSO Information

OSO Information

1 Matching Record(s) Found

Refine Search

OSO ID	OSO Name	Broker Dealer Number	Scheduled Reporting Date	Expiration Date	First Reporting Date	Create Date
99999999	NASD OATS Testing Account	99999999	11/3/1998		3/3/1999	10/1/1998 5:04:05 PM

8. Click the associated OSO ID hyperlink. The **Create New Firm-OSO Relationship** window appears with the OSO ID field populated with the selected OSO ID.

Delete a Firm-OSO Relationship

1. Navigate to the **Firm-OSO Relationship Details** window (for procedures, refer to "To View the Firm-OSO Relationship Details," detailed earlier in this manual.
2. Click the **Delete Relationship** button. A message box appears to confirm the deletion of the relationship (see Figure 6-11).

Figure 7-11. Firm-OSO Relationship Details

3. Click the **OK** button. The **Firm-OSO Relationships** window appears with the new list of relationships.
4. To cancel the deletion process, click the **Cancel** button.

To View an OSO-Firm Relationship

1. Navigate to the **OATS Reporting and Feedback** window (for procedure, refer to "To Access the Firm-OSO Relationship Area," detailed earlier in this manual).

2. Click the **Relationship Admin** hyperlink on the upper navigation bar. (Note: The **Relationship Admin** hyperlink is available on all Firm-OSO Relationship administration windows.) The **Relationship Selection** window appears with two viewing options.
3. Click the second radio button to display all of the firms related to your Reporting or Transmitting Organization and select the **View Relationship** button. The **OSO-Firm Relationships** window appears that displays all of the active relationships associated with the OSO ID. This window provides the following information for matching records: (see Figure 6-12)

   - OSO ID – Order Sending Organization ID
   - MPID – Market Participant ID
   - Firm Name - Firm Name
   - Type of Relationship – Either transmitting or reporting
   - Effective Date – Date the relationship became effective
   - Expiration Date – Date the relationship expires
   - First Reporting Date – Date of initial reporting
   - Create Date – Date the relationship was created

Figure 7-12. OSO-Firm Relationships

Production Environment
Home | Reporting/Feedback | Site Map | Other NASD Sites | OATS Information | Change Password | OSO Admin | Relationship Admin

OSO-Firm Relationships

1 Matching Record(s) Found

OSO ID	MPID	Firm Name	Type of Relationship	Effective Date	Expiration Date	First Reporting Date	Create Date
99999999	ZZZZ	NASD OATS Testing	Transmitting	04/17/2001		10/02/2001	04/17/2001 08:13:43 AM

Appendix A

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