

# **CMT TRF Customer User Manual**

SEPTEMBER 2016

To order additional copies of this document, contact:

#### NYSE CMT TRF

#### 11 Wall Street, Trading Floor New York, NY 10005

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# I. Contents

I.	Contents	2
II.	Overview	6
III.	Registration	6
IV.	Access	7
٧.	Client Management Tool	27
VI.	Reports Screen	31
A	Report Fields	32
В.	Size and Price Filtering	35
C.	Reports Grid	36
D	Excel Report Output	37
VII.	Create Report Screen:	38
A.	Show Additional	39
В.	Submit	40
C.	Submission Confirmation	41

VII.	Bulk Upload	42
VIII.	Engine Rejected Reports	. 42 <u>6</u>
IX.	Finra Rejected Reports	50
X. F	ixing Reports	51
A.	Modify Report	53
Мо	dified Report Behavior	55
Мо	dified reports are presented to Tape (where applicable), Audit, and DTCC (where applicable)	55
XI.	Busting Reports	56
Clic	k on "Bust Selected", and you will receive a pop-up table for confirmation:	57
В.	Single Bust Confirmation	60
XII.	Bulk Busts	61
XIII.	As-Of Repairs and Reversals/Breaks	62
XIV.	Message Flow for Previous Day Reversals	64
XV.	Message Flow for Previous Day Fixes	66
Find a	nd select the message you wish to fix (as above). The following example screen will pop-up:	67
XVI.	EOD Trade Report Chronicles	69

XVII.	FINRA/NYSE TRF Clearing Definitions	71
A.	AGU Lock-In	71
В.	QSR (Qualified Special Representatives)	71
C.	QSR N	71
D.	Customer	71
E.	Self Clearing	71
XVIII.	Clearing/Non-Clearing Processing	72
A.	AGU Lock-In Behavior	72
В.	QSR Behavior	72
C.	QSR N Behavior	72
D.	Customer/Self Clearing Behavior	73
XIX.	Summary Dashboard	73
A.	Overview	73
The	Summary Dashboard is designed to provide TRF Reporting firms key information about their report flow at a glance, with the option of	of
retr	rieving detailed information about any and all such reports which may be considered an "exception"	73
В.	Screen	73
XX.	Metrics Page	77
_		

A.	Overview	78
В.	Date Selection	78
C.	Volume Analysis	79
D.	Contra Report	80
E.	SSR Monitor	80
F.	Limit Up Limit Down Rejects	81
G.	SSR, Halts, and Limit Up/Limit Down Monitor	81
XXI.	Support	86
XXII.	Appendix	86
A.	Trade Category Key	86
В.	Tape Designation Key	86
C.	Clearing Indicators Key	87
D.	Report Status Key	87
F	Excel Output Fields	89

#### II. Overview

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

### III. Registration

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

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

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

#### IV. Access

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

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

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

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

Fmail: NYSF Product - Comodo Certificate Information

Dear NYX Shelly Murphy,

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

NYSE Arca and NYSE Amex Client Management Tool (CMT)

NYSE Client Management Tool for TRF (CMT TRF)

NYSE Arca and NYSE Amex Global Execution Management System (GEMS)

NYSE Global Execution Management System for Step-out Services (GEMS SOS)

NYSE Technologies (Mexder)

To download the certificate:

\* Click on the following link to access the Certificate Manager screen <a href="https://hard.cert-">https://hard.cert-</a>
<a href="manager.com/customer/nyseclient/smime?action=invite&requestCode=202AjI7VEg6hnScSRZQ6059ZU&email=smurphy%40nyx%2eco">https://hard.cert-</a>
<a href="manager.com/customer/nyseclient/smime?action=invite&requestCode=202AjI7VEg6hnScSRZQ6059ZU&email=smurphy%40nyx%2eco</a>
<a href="manager.com/customer/nyseclient/smime?action=invite&requestCode=202AjI7VEg6hnScSRZQ6059ZU&email=smurphy%40nyx%2eco</a>
<a href="manager.com/customer/nyseclient/smime?action=202AjI7VEg6hnScSRZQ6059ZU&email=smurphy%40nyx%2eco</a>
<a href="manager.com/customer/nyseclient/smime?action=202AjI7VEg6hnScSRZQ6059ZU&email=smurphy%40nyx%2eco</a>
<a href="manager.com/customer/nyseclient/smime?action=202AjI7VEg6hnScSRZQ6059ZU&email=smurphy%40nyx%2eco</a>
<a href=

Your request code is: 202AjI7VEg6hnScSRZQ6O59ZU

- \* Type in a PIN number (of your choosing) to protect your email certificate. You will be asked for this PIN number again when installing the certificate to your browser. The PIN can be alpha or numeric. Note: the PIN is also known as the password for the private key in the Internet browser certificate import screen.
- \* Type in a PassPhrase. The PassPhrase is used as a hint to what PIN you have chosen.
- \* When the Download screen appears, click on the Download button, and save the certificate to your local drive. Please take note of which folder you saved the certificate in for later access.
- \* Import the certificate into the Internet browser you will use to access the permissioned product. Note: If you require access to this product using the same login name from multiple machines, please tick the checkbox Mark this key as exportable.

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

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

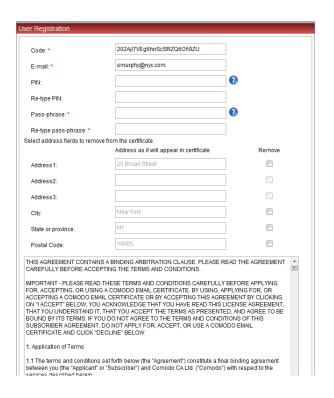
For additional product specific support, please contact:

смт: CMT@nyx.com

GEMS: <u>GEMSUserRequest@nyx.com</u> GEMS sos: BrokerServices@nyx.com

NYSET: Service.Desk@nyx.com

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



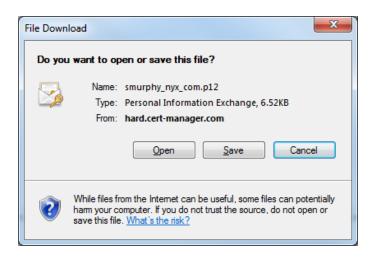
- b. You will be required to enter a PIN and Passphrase. Enter PIN (7 character max) and re-enter to confirm. The PIN is a secure password that you will use to install the certificate to the browser
- c. Enter passphrase and re-enter to confirm. The Passphrase is meant to be a hint to your PIN (may be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



- f. Click "submit"
- g. The "Digital Certificate download screen appears; click the Download button.



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

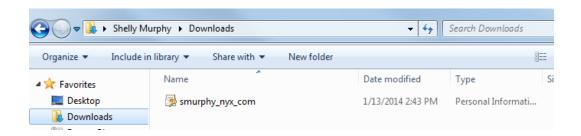


#### • Install certificate into Browser

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

#### Internet Explorer

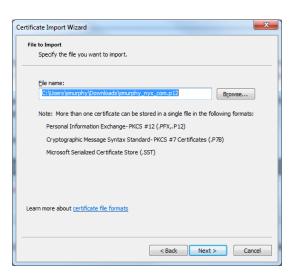
1. Locate the Digital Certificate you downloaded and double-click the filename.



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



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



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



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



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



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

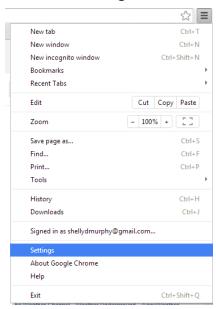


8. Click "OK". Installation is complete!

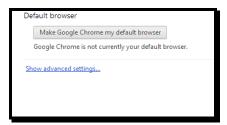


#### **Chrome**

1. Launch Chrome. Click on Settings.



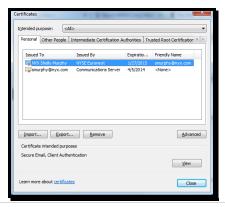
2. Click on Show Advanced Settings...



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



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



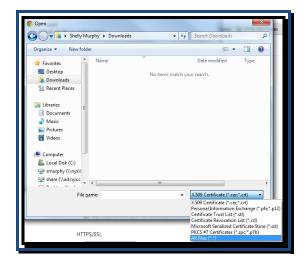
5. This action will initiate the Certificate Import Wizard. Click "Next".



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



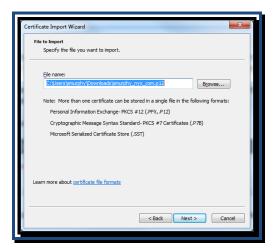
7. The file type for the Comodo type is not the default type. Click on the filename drop down menu and choose All Files (\*.\*).



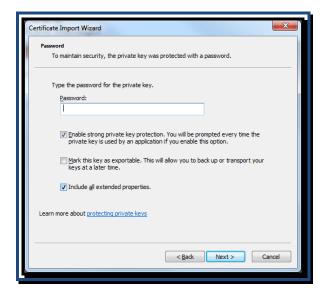
8. Your Comodo certificate should appear on the screen. Choose the certificate and click Open.



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



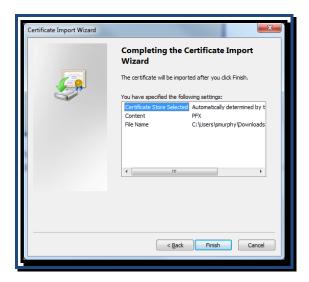
10. You will be requested to type in your password for the private key. The password is the PIN you defined when you initially downloaded the certificate. Leave the default tick boxes checked. If you plan to use this product at multiple workstations, click the box "Mark this key as exportable". This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



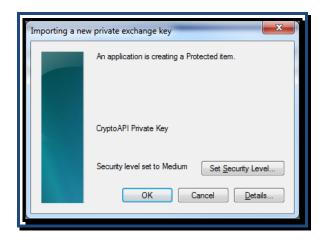
11. Allow the system to select where to store the certificate by keeping the default selection "Automatically select the certificate store based on the type of certificate". Click "Next".



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



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



14. Click "OK". Installation is complete!

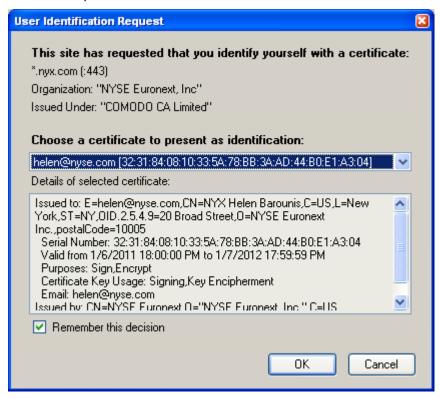


### V. Client Management Tool

To login to CMT for TRF, go to <a href="https://cmtool.nyx.com">https://cmtool.nyx.com</a>

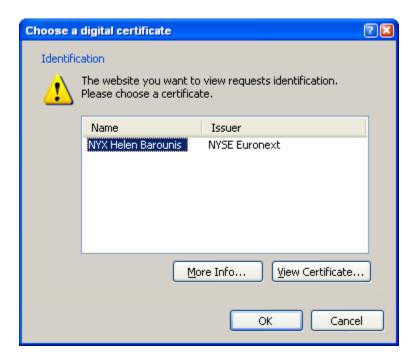
The FIRST time you log in to the site, you may encounter messages affirming your security certificate; simply click "OK" to continue on to the CMT login screen. Affirmation screens may look like the following:

Internet Explorer



OR

#### Firefox



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



#### Secure Connection Failed

An error occurred during a connection to cmtool.nyx.com.

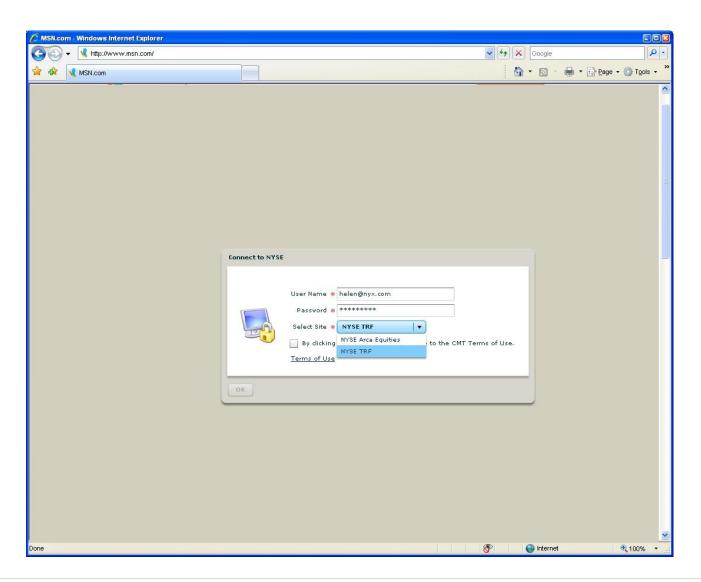
SSL peer was unable to negotiate an acceptable set of security parameters.

(Error code: ssl\_error\_handshake\_failure\_alert)

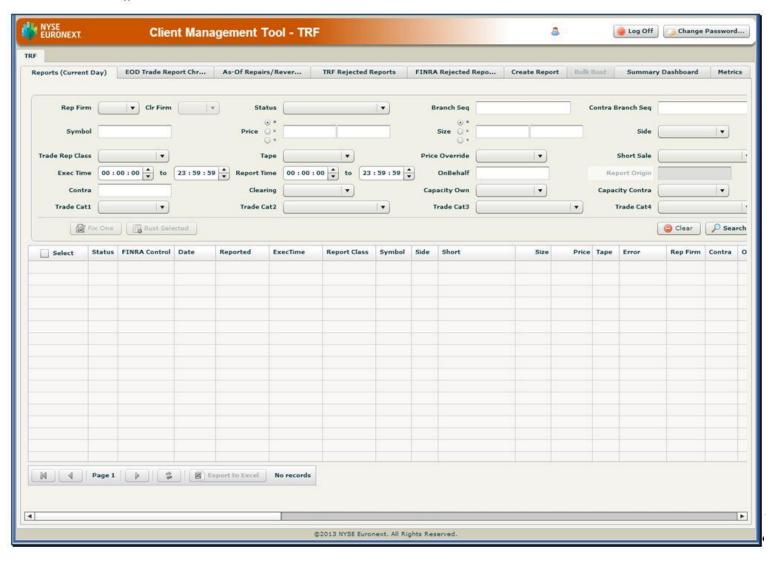
- The page you are trying to view can not be shown because the authenticity
  of the received data could not be verified.
- Please contact the web site owners to inform them of this problem.
   Alternatively, use the command found in the help menu to report this broken site.

Try Again

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

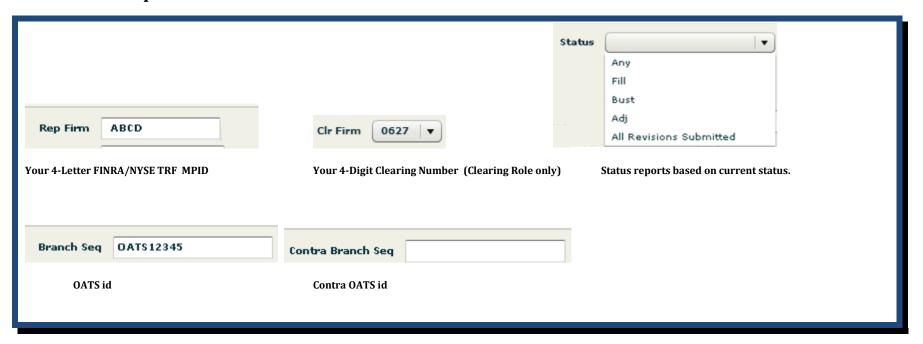


# VI. - Reports-Screen¶



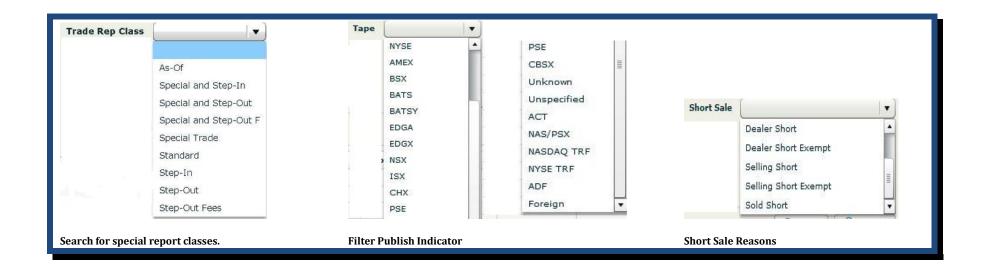
Filter reports for any combination of categories.

# A. **Report Fields**



# TRF CMT Customer User Manual

September 26, 2016



Exec Time 09:80:00 to 15:59:59 Report Time 00:00:00 to 23:59:59				
View reports by execution time or by acknowledgment of FINRA/NYSE TRF.				

Symbol	ABC	Price	25.35	Volume	95000	Side Buy ▼	
Search by basic report details.							
OnBeha	NYSETRF-N		Contra DEFG				

View reports by your TRF FIX connection ID

Find reports by specific contra parties





### B. Size and Price Filtering

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



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



Filtering Size by a Range:

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



Filtering Price by a Range:

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



### C. Reports Grid

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



# D. **Excel Report Output**

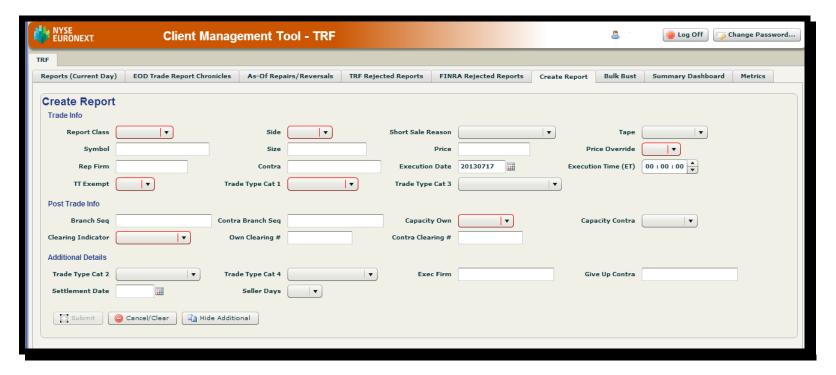
<b>A</b>	Α	В	С	D	Е	F	G	Н	I	J	K	L	M	N	0	Р	Q	
1	Status	FINRA Control	Date	Reported	ExecTime	Report Class	Symbol	Side	Short	Size	Price	Tape	Error	Rep Firm	Contra	OnBehalfOf	ClOrdID	
2	Fill	3000010001	02/28/13	12:07:04.704	15:59:53.000	Standard	ZZZ	Sell		100	11.7	N		ABCD	WXYZ	NYSETRF-N	CYY92183851932644	
3	Fill	3000010000	02/28/13	12:07:04.704	15:59:53.000	Standard	ZZZ	Sell		100	22.545	N		ABCD	WXYZ	NYSETRF-N	FJA06053851932643	

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

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

# VI. Create Report Screen:

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



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



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

### A. Show Additional

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



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



### B. Submit

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

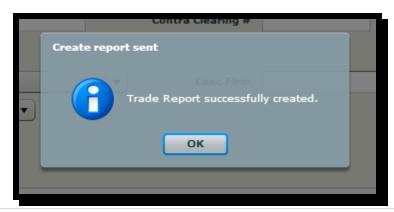
Example: Customer enters Standard report with a prior Execution Date. Result: Submit button becomes inoperable.

Create Report							
Report Class	As-Of ▼	Side	▼	Short Sale Reason	•	Tape	▼
Symbol		Size		Price		Price Override	▼
Rep Firm		Contra		Execution Date		cannot be As-Of if execution dat	e is : 00 ÷
TT Exempt	•	InterMarket Trade	<b>v</b>	Trade Type Cat 1	today.	irade Type cat 3	
Post Trade Info							
Branch Seq		Contra Branch Seq		Capacity Own		Capacity Contra	▼
Clearing Indicator	▼	Own Clearing #					
Submit (	○ Cancel/Clear	ow Additional					



### **C. Submission Confirmation**

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



# VII. Bulk Upload Page:

The Bulk Upload Page allows for the submission of up to 500 reports via an ASCII formatted, comma delimited .txt file on this screen. Creation of the comma delimited text file can be accomplished using the template below and then copy/pasting the values into a .txt file.

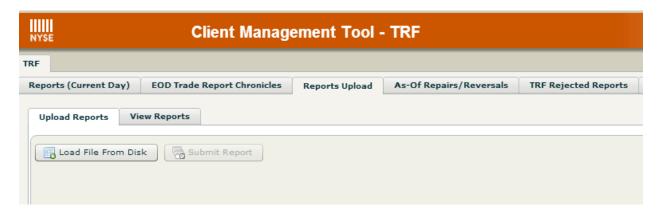


NYSE TRF CMT Bulk Upload Sample and St

Once the user inputs the required data in the correct fields, the user will then copy/paste the values from column 'BJ' into a .txt file.



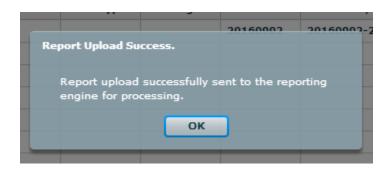
Go to the "Reports Upload" tab.



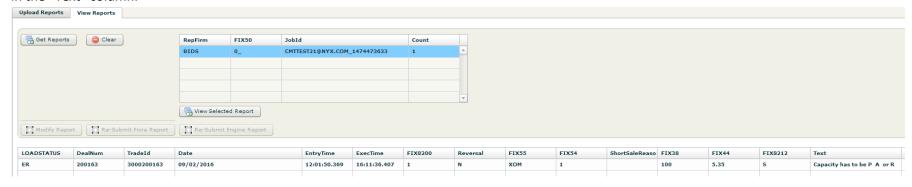
- 1. Select the "Load File From Disk" radio button and choose a comma delimited .txt or .csv file to load
  - a. Reports will appear in the grid on this page for your reference before submission



- 2. Select the "Submit Report" radio button to submit the report once user verifies data
  - a. Status of the submission will appear in a pop-up window



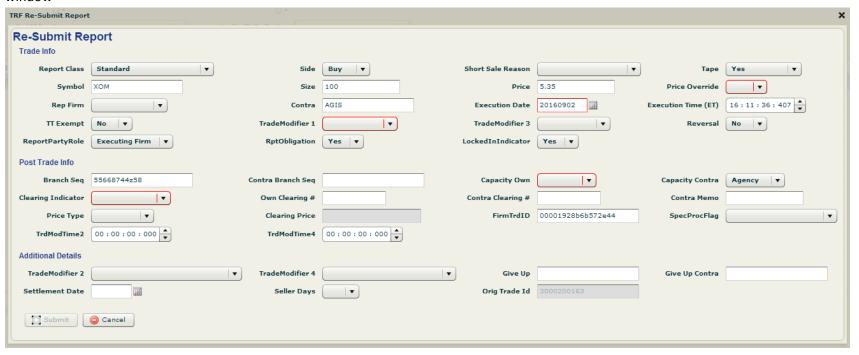
3. Select the "View Reports" tab and then the "Get Reports" radio button to view the reports submitted. Check the "Load Status" column to confirm submission or to see if the report was rejected. If it was rejected, it will show 'ER' in the "Load Status" column and the reject reason in the "Text" column.



This particular report (not taken from examples embedded above) was rejected due to the absence of the Capacity field. Users can modify single reports to fix any potential errors.

4. Select the report and then select the "Re-Submit Engine Report" radio button. This will bring the user to the "TRF Rejected Reports" tab

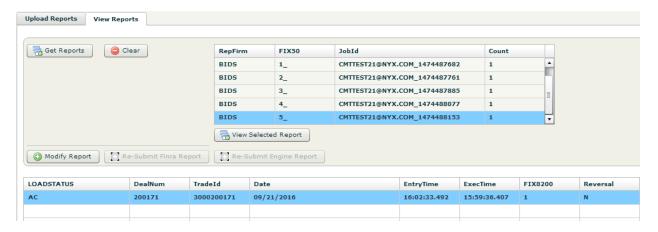
5. Select the report in the grid and hit resubmit. This will pop-up the "Re-Submit Report" window



6. Amend the field/fields in question and click submit

Users are capable of exporting the reports to excel after they've been submitted for their records.

7. A report that was accepted by the NYSE TRF and sent to FINRA will have 'AC' in the "Load Status" column



8. Users can then check back on the "Reports (Current Day)" tab to view and/or modify the reports they've submitted via the bulk upload

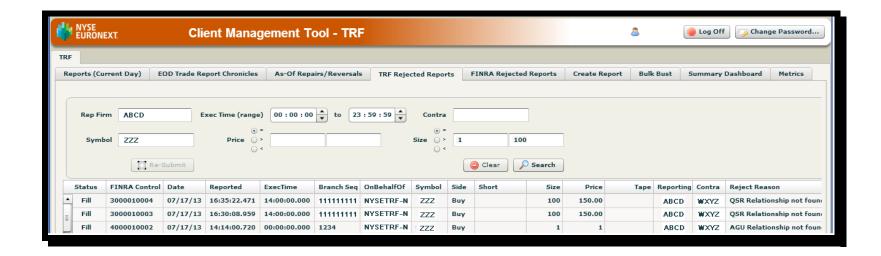
## **VIII. Engine Rejected Reports**

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

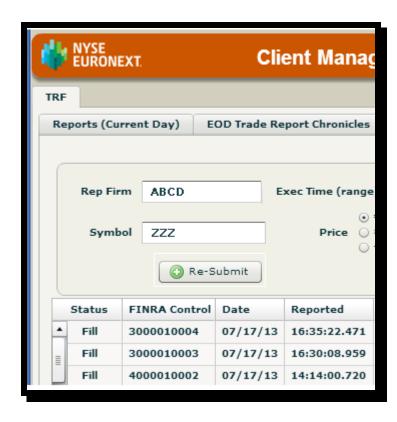
- 1. Your report has not been presented to either SIAC or SIP.
- 2. Your report has not been presented to Finra for audit trail purposes.

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

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



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



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



Make the necessary change, as per the Reject message:



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

## IX. Finra Rejected Reports

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

The following is true regarding Finra rejects:

- 1) If Tape was designated "Yes", the report has already been sent to SIP or SIAC for processing to the tape.
- 2) The Finra audit trail obligation(s) regarding both the tape and non-tape (if applicable) related reports remains to be fulfilled.

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



# X. Fixing Reports

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



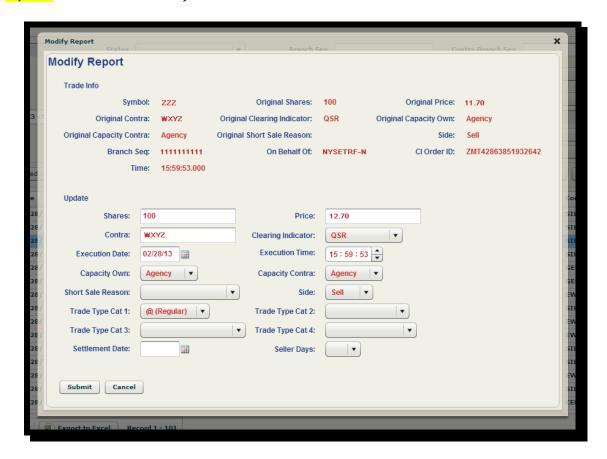


After checking the box, the "Fix One" and "Bust Selected buttons will light up. Select "Fix One".

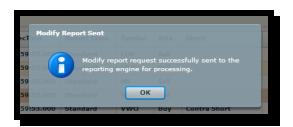
## A. Modify Report

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

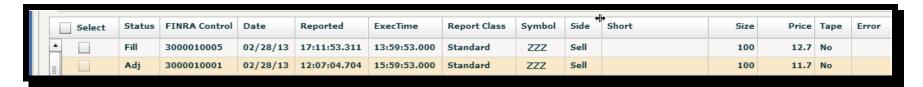
Below that, under "Update", you will find several pre-populated fields which you can edit and re-submit. (In the case below, the Original Price has been adjusted from "11.70" to "12.70").



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



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



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



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

# **Modified Report Behavior**

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

	Modified Field								-		
Same Day Result	Clearing	<u>Shares</u>	<u>Price</u>	<u>Contra</u>	<u>ExecDate</u>	<u>ExecTime</u>	Cap Own	Cap Contra	Short Reason	<u>Side</u>	Trade Cats 1-4
QSR/Customer/Self											
Tape	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
Audit	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
QSR N											
Audit	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
DTCC	Reversal /	Reversal /	Reversal /	Reversal /	Reversal /	Reversal /	Reversal /	Reversal /	Reversal /	Reversal /	Reversal /
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
Tape	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
AGU Lock-In											
Audit	Break /	Break /	Break /	Break /	Break /	Break /	Break /	Break /	Break /	Break /	Break /
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
DTCC	Reversal/	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
Tape	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/	Cancel/
	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report	New Report
As Of Result											
QSR/Customer/Self											
Tape	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/
	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
Audit	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/
	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
QSR N											
Audit	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/
	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
DTCC (T+1 only)	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/
` "	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
Tape	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/
·	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
AGU Lock-In											
Audit	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/
	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
DTCC (T+1 only)	Reversal/	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal	Reversal
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
Tape	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/	Reversal/
	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report	As-Of Report
							2				

### **XI.** Busting Reports

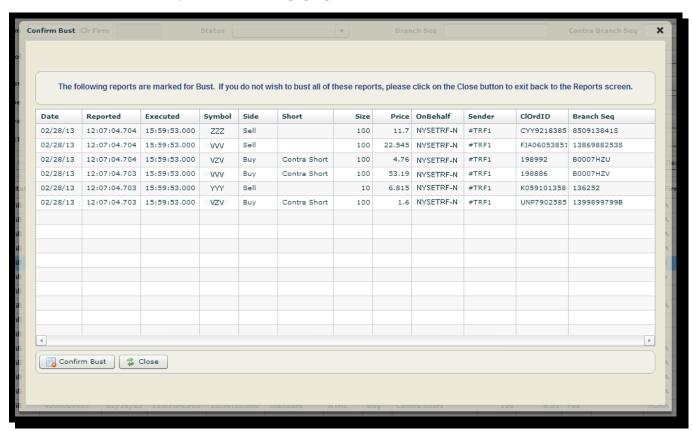
Same day trade reports may be busted on a one-by-one basis, or up to 50 at a time, using the checkbox functionality under "Select".





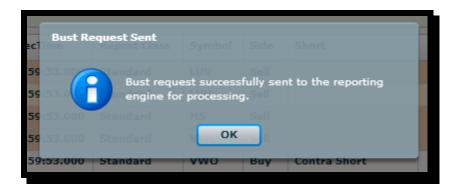


Click on "Bust Selected", and you will receive a pop-up table for confirmation:



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

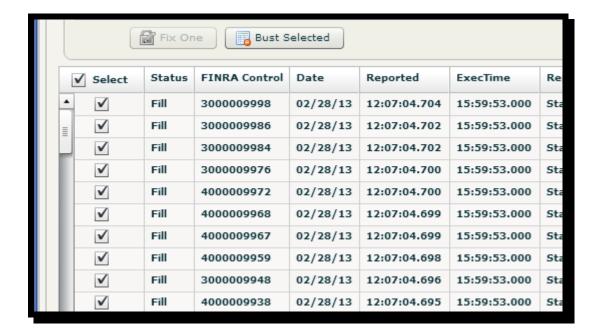
Upon successful submission, the following window will pop-up:



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



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



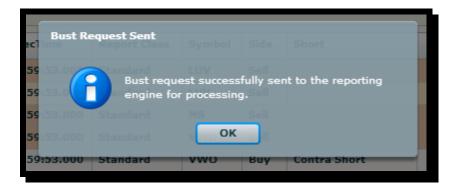
### B. Single Bust Confirmation

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

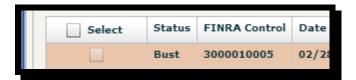


Click "Yes" to proceed.

A confirmation pop up will follow:



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



### XII. Bulk Busts

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

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

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

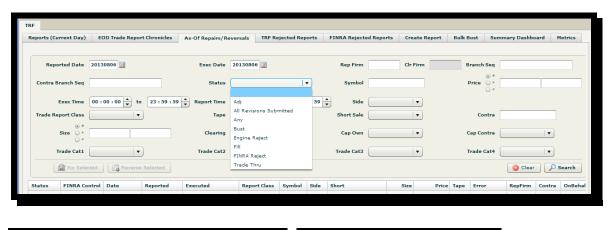
- 1. Full Name
- 2. Firm Name
- 3. Title
- 4. Phone Number
- 5. E-mail Address
- 6. Explanation of Circumstances for Request

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

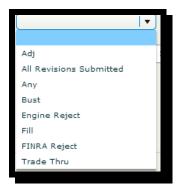
# XIII. As-Of Repairs and Reversals/Breaks

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

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







# **XIV. Message Flow for Previous Day Reversals**

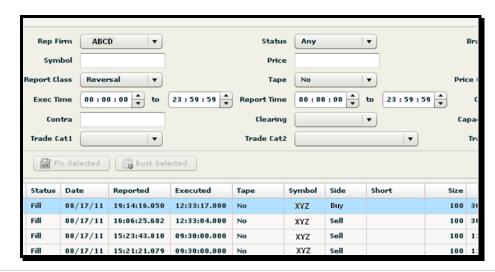


Filter and select the report you wish to correct or reverse.

#### Confirm the report you are reversing and click "Yes"

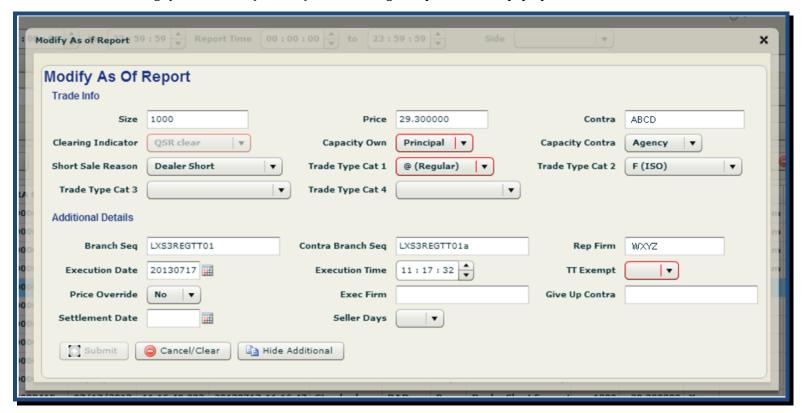


Verify the Reversal by searching under the Reports (Current Day) tab, and filtering for Trade Report Class "Reversal":



# **XV.** Message Flow for Previous Day Fixes

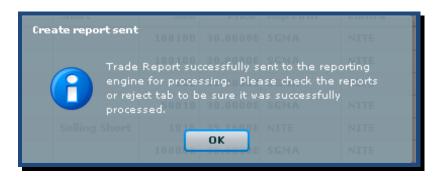
Find and select the message you wish to fix (as above). The following example screen will pop-up:



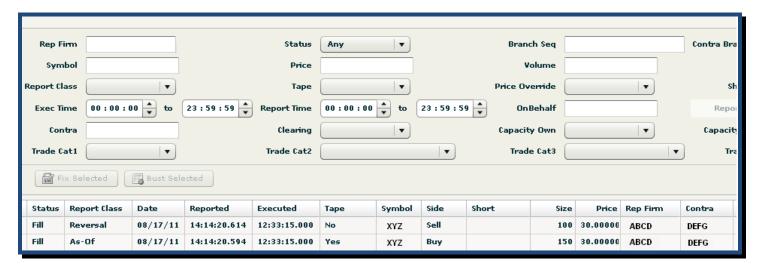
Select the field you wish to fix. In this case, we will increase the share size:



#### Submit the fix:



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

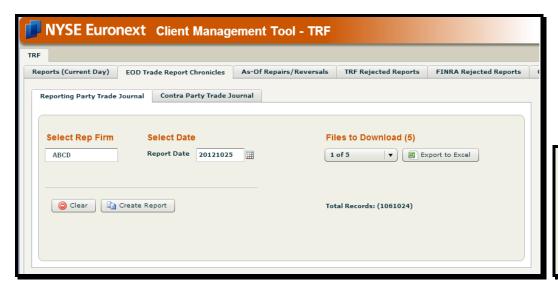


The reports page will feature both the Reversal (opposite side of original report) and the As-Of fix, as seen here

# **XVI. EOD Trade Report Chronicles**

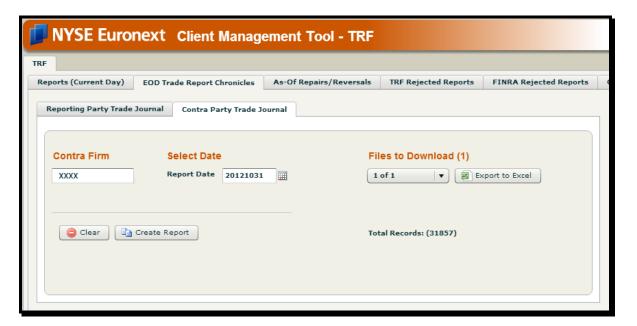
CMT users have the capability of downloading their daily reporting activity as Reporting Firm or as Contra, using the EOD Trade Report Chronicle.

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





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



## **XVII.FINRA/NYSE TRF Clearing Definitions**

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

#### A. AGU Lock-In

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

### B. QSR (Qualified Special Representatives)

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

### C. QSR N

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

### D. Customer

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

### E. Self Clearing

The reporting firm is Self-Clearing the transaction.

# XVIII. Clearing/Non-Clearing Processing

#### A. AGU Lock-In Behavior

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

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

### B. QSR Behavior

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

### C. QSR N Behavior

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

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

### D. Customer/Self Clearing Behavior

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

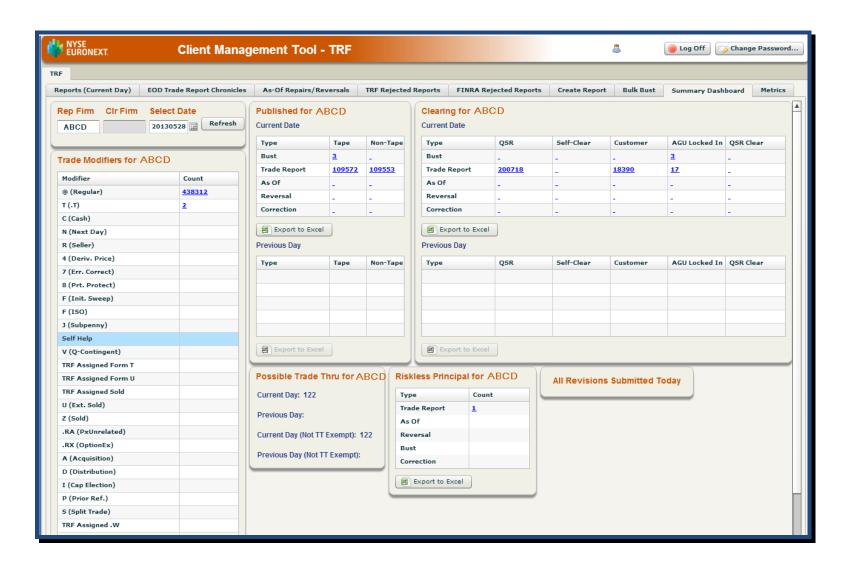
# XIX. Summary Dashboard

### A. Overview

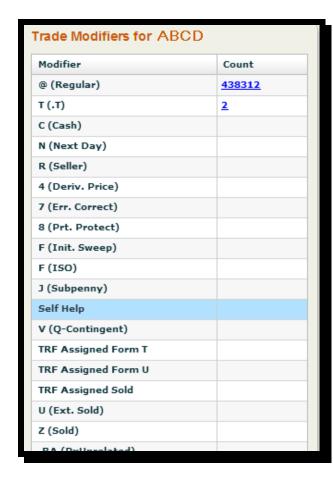
The Summary Dashboard is designed to provide TRF Reporting firms key information about their report flow at a glance, with the option of retrieving detailed information about any and all such reports which may be considered an "exception"

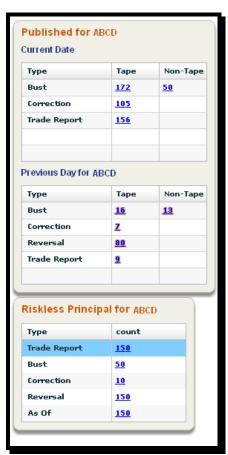
#### B. Screen

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



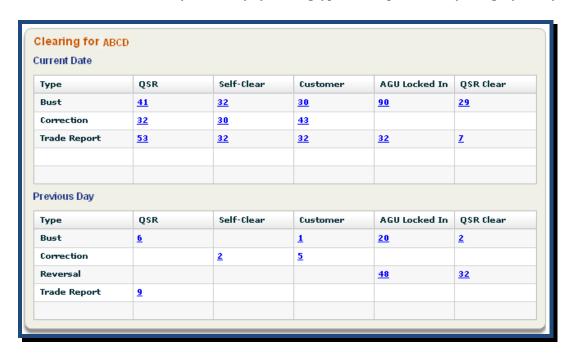
#### A closer look at the categories:





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

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

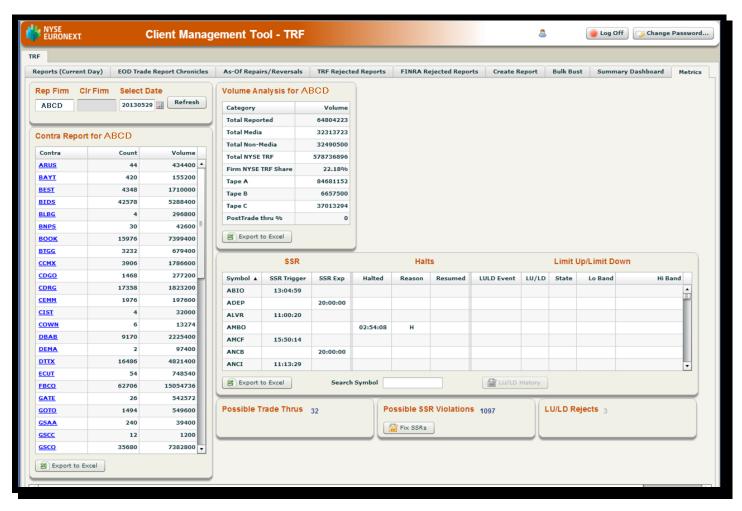


Additionally, you can easily track all of your intraday submitted revisions to same-day or as-of reports by clicking here:

All Revisions Submitted Today

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

# XX. Metrics Page



### A. Overview

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

### B. Date Selection

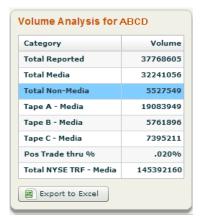
The "Metrics" tab is visible for individual trading days, with 6 months of history and exportable to Excel.



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

### C. Volume Analysis

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



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

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

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

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

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

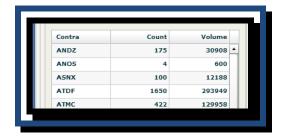
Tape C - Media = Total Media Shares in Tape C symbols, by MPID or Clearing ID

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

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

### D. Contra Report

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



### E. SSR Monitor

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



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

### F. Limit Up Limit Down Rejects

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



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

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





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

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

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



#### **Halt Codes:**

**H = Regulatory Halt** 

K = LULD Halt

1, 2, or 3 = Marketwide Circuit Breaker Halt

O = Open

U = Unhalt

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



**LULD Event - Timestamp of the event** 

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

State - Code describing nature of the LU/LD event

C = Bid Limit State Entered (LU)

D = Bid Limit State Exited (LU)

E = Ask Limit State Entered (LD)

F= Ask Limit State Exited (LD)

I = Bid Entered / Ask Exited (LU)

J = Bid Exited / Ask Entered (LD)

Lo Band - Lower band price at time of event

Hi Band - Upper band price at time of event.

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



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



# XXI. Support

Please contact the NYSE Trade Desk at 212-896-2830 (Option 1/2) for any questions regarding the Finra/NYSE TRF

# XXII. Appendix

### A. Trade Category Key

**Trade Cat1:** @ (Regular), C (Cash), N (Next Day), R (Seller)

Trade Cat2: 4 (Deriv. Price), 7 (Err. Correct), 8 (Prt. Protect), F (Init. Sweep), F (ISO), J (Subpenny), Self Help, V (Q-Contingent)

Trade Cat3 T (Form T), U (Ext Sold), Z (Sold)

Trade Cat4: .R (PxUnrelated), .X (Option Ex), P (Prior Ref), , W (Avg. Price), W (Stopped)

### B. Tape Designation Key

**Yes:** TRF report to Tape executed OTC and printed as ADF.

**No:** Non-tape report to Finra, executed OTC

Related Markets: Nasdaq, NYSE, AMEX, BSX (Boston), BATS, BATSY, EDGA, EDGX, NSX (National), ISX, CHX (Midwest),

PSE (NYSEArca), CBSX, Unknown, Uspecified, ACT, Nasdaq PSX, ADF, Foreign

## C. Clearing Indicators Key

**AGU Locked In:** Reporting Firm has established AGU relationship with Contra and Finra; Finra/NYSE TRF will submit reports on behalf of Reporting

Firm directly to DTCC.

**Customer:** Clearing will be fulfilled by customer

**QSR:** Reporting Firm has established QSR relationship with Contra and Finra; Contra must be Finra member; No clearing.

QSR Clear: Reporting Firm has established QSR relationship with Contra and Finra; NYSE TRF will submit reports on behalf of Reporting Firm

directly to DTCC.

**Self-Clear:** Reporting Firm is a self-clearing participant.

## D. Report Status Key

#### **Reports**

**Any:** All reports reflected within the selected parameters.

Fill: Reports which have been accepted by Finra and reported to the tape (if Tape=Yes)

**Bust:** Report which has been removed from Finra audit trail and the tape (if Tape=Yes)

**Adj:** Original trade report which has since been modified.

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

### As-Of Repairs/Reversals

**Engine Reject:** Report rejected by the TRF Engine on a previous day.

**FINRA Reject:** Report rejected by FINRA on a previous day.

**Trade Thru:** Report marked as a Possible Trade Through on a previous day

**Fill:** Reports which have been accepted by the engine and reported to the tape (if Tape=Yes)

**Bust:** Report which has been removed from Finra audit trail and the tape (if Tape=Yes)

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

# E. Excel Output Fields

# **Reporting Firm View**

	Damanta	EOD Demonts	As Of	TRF	FINRA
	Reports	Reports	<u>Repairs</u>	<u>Rejects</u>	<u>Rejects</u>
Status	☆	☆	☆	☆	
FINRA Control	☆	☆	☆	☆	$\Rightarrow$
Date	☆		☆		$\Rightarrow$
Reported	☆	☆	☆	☆	☆
Executed		☆	☆		
ExecTime	☆			☆	☆
Report Class	☆	*	☆		☆
Symbol	☆	☆	☆	☆	☆
Side	☆	☆	☆	☆	☆
Short	☆	☆	☆	☆	☆
Size	☆	☆	☆	☆	☆
Price	☆	$\Rightarrow$	☆	☆	☆
Tape	☆	☆	☆	☆	☆
Error	☆	$\Rightarrow$	☆		
Reject Reason				☆	☆
Resubmitted				☆	
Rep Firm	☆	$\Rightarrow$	☆	☆	*
Contra	☆	$\Rightarrow$	☆		*
OnBehalfOf	☆	☆	☆	☆	☆
ClOrdIDInt	☆	☆	☆	<b>☆</b>	☆
Branch Seq	☆	☆	☆	<b>☆</b>	☆

**89** | Page

CONFIDENTIAL

Contra Branch Seq	☆	☆	☆
Clearing	☆	☆	☆
Clear#	☆	☆	☆
ContraClear#	☆	☆	☆
CapOwn	☆	☆	☆
CapContra	☆	☆	☆
Exec Firm	☆	☆	☆
Trade Cat 1	☆	☆	☆
Trade Cat 2	☆	☆	☆
Trade Cat 3	☆	☆	☆
Trade Cat 4	☆	☆	☆
Seller Date	☆	☆	☆
Seller Days	$\Delta$		☆
National Bid	$\Delta$	☆	☆
National Offer	$\Delta$	☆	☆
PxOverride	☆	☆	☆
IsTradeThru	$\Delta$	☆	☆
TT Exempt	☆	☆	☆
Explicit Fee	☆		☆
Price Type	☆		☆
Market Center	☆		☆
Memo	☆		☆
Sender	☆	☆	☆