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# STDI

## Introduction

### Overview

The Deposit Inquiry (STDI) function allows you to inquire about deposits that have not been transferred by the Transfer Agent (TA). STDI allows you to:

- View all outstanding items that are considered as aging according to DTC's aging criteria
- View deposits that are in STOP status
- Access the PDRJ function to view rejected Fast Automated Securities Transfer (FAST) transactions.

### When to Use

Use STDI to view your rejected deposit transactions. STDI is available:

- On business days from 6:00 a.m. to 11:00 p.m. eastern time
- On Saturdays from 7:00 a.m. to 3:00 p.m. eastern time.

## List of Procedures

### Viewing Unprocessed Deposits

Use the following procedure to view all outstanding deposits.

- 1 Type STDI on the Enter Function screen and press ENTER.

*Result-* The Deposit Inquiry Menu appears.

- 2 Type one of the following in the Option field:

- 1: To view deposits that are considered as aging according to DTC's aging criteria
- 2: To view deposits in STOP status
- 4: To view all outstanding deposits for a specific security.

*Note-* Option 3 takes you to the PDRJ function, which is not covered here. See PDRJ for information about this option.

- 3 *Optional.* To view deposits for a specific security or date, enter values in the **CUSIP** and **Deposit Date** fields.

*Note-* The **CUSIP** field is **required** for option 4.

- 4 *Group Users only,* enter the Participant number for the deposits you want to view in the **Participant** field.

- 5 Press ENTER.

*Result-* One of the following screens appears:

- Aging Deposit Inquiry if you selected option 1
- Stop Deposit Inquiry if you selected option 2
- All Deposit Inquiry if you selected option 4.

- 6 *Optional.* Position the cursor to the left of the item whose message details you want to view and press PF6/18.

*Result-* The Aging Message Detail screen appears.

*Note-* You can view message details only if 'See Detail' appears in the **Message** field.

## List of Screens

### Aging Deposit Inquiry Screen

The Aging Deposit Inquiry screen appears when you select option 1 on the Deposit Inquiry Menu, and displays a list of aging deposits.

#### Sample Screen

```

EAAB                                PARTICIPANT DEPOSIT INQUIRY                HH:MM:SS
00002199-99                          AGING DEPOSIT INQUIRY                MM/DD/YY

      CUSIP:    123456789      DTC TEST CUSIP      N/FAST
      PARTICIPANT:    2199      DTC TEST ACCOUNT

DEPOSIT          TYPE/  STATUS
DATE            QUANTITY  VALUE      STAT  DATE  MESSAGE  DATE
-----
03/08/00                10      11,080 L AGD 03/08/00  SEE DETAIL  03/31

TOTAL:                10      11,080
PF6/18  DETAIL SCREEN                ***  CONTINUE  **
PF4/16  LAST PG  PF5/17  FIRST PG  PF10/22  PG BK  PF11/23  PG FORWARD  PF7/19  MENU

```

#### Field Descriptions

This field	Displays
CUSIP	The CUSIP number and security description.
Participant	Your Participant number and name. <i>For Group Users</i> , this is the Participant number you entered on the Deposit Inquiry Menu.
Deposit Date	The date the deposit entered the system.
Quantity	The number of shares.
Value	The dollar value of the deposit.

This field	Displays
Type/ Stat	The type and status codes. The type codes are: <ul style="list-style-type: none"> <li>• L: Legal</li> <li>• R: Regular.</li> </ul> The status codes are: <ul style="list-style-type: none"> <li>• AGD: Aging deposits</li> <li>• STD: Deposits in STOP status</li> <li>• PDR: Pending deposit rejects</li> <li>• I/T: Deposits in IN-TRANSFER status.</li> </ul>
Status	The date on which the listed status was applied to the deposit.
Message	'See Detail' if a message detail was entered for the deposit. Press PF6/18 to display the Aging Message Detail screen.
Date	The date the message was created.

## Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Aging Deposit Inquiry screen:

This key	Allows you to
PF4/16	Access the last page of the display.
PF5/17	Access the first page of the display.
PF6/18	Access the Aging Message Detail screen.

## Aging Message Detail Screen

The Aging Message Detail screen appears when you press PF6/18 on the Aging Deposit Inquiry, Stop Deposit Inquiry or All Deposit Inquiry screen, and displays the details of comments entered for the selected deposit.

*Note-* You can only display message details for the deposits that display 'See Detail' in the **Message** field.

## Sample Screen

```

TX99          P A R T I C I P A N T   T R A N S F E R   A C T I V I T Y   MM/DD/YY
00002199-99          A G I N G   M E S S A G E   D E T A I L           HH:MM:SS

AGING MESSAGE DATE: 03/07/2000
COMMENTS:
LETTER SENT TO TA

PF7/19: PREV SCREEN          PF10/22: PAGE BACKWARD          PF11/23: PAGE FORWARD

```

## Field Descriptions

This field	Displays
Aging Message Date	The date the message was entered.
Comments	The text of the comments.

## All Deposit Inquiry Screen

The All Deposit Inquiry screen appears when you select option 4 on the Deposit Inquiry Menu, and displays a list of all currently unprocessed deposits, or all unprocessed deposits for the specified CUSIP and/or date.

The All Deposit Inquiry screen contains the same fields and function keys as the Aging Deposit Inquiry screen.

## Deposit Inquiry Menu

The Deposit Inquiry Menu allows you to select the type of deposits you want to view. You can also specify a CUSIP and/or deposit date, or you can access the PDRJ function to view rejected FAST deposits.

## Sample Screen

```
EAAF      P A R T I C I P A N T   T E R M I N A L   S Y S T E M      MM/DD/YY
00002199 - 99                      DEPOSIT INQUIRY MENU      HH:MM:SS

          1. AGED DEPOSITS
          2. POTENTIAL REJECTS - STOPS
          3. PENDING FAST REJECTS
          4. ALL DEPOSITS

          OPTION          ==>
          CUSIP           ==>
          DEPOSIT DATE    ==>
          PARTICIPANT     ==>

          **  SELECT AN OPTION AND PRESS ENTER TO CONTINUE  **

          PF8/PF20: END FUNCTION      PF9/PF21: SIGNOFF
```

## Field Descriptions

This field	Allows you to
Option	Enter one of the following options: <ul style="list-style-type: none"><li>• 1: To view aging deposits</li><li>• 2: To view deposits in STOP status</li><li>• 3: To access PDRJ</li><li>• 4: To view all deposits.</li></ul>
CUSIP	Limit the resulting display to transactions involving a specific security. Enter a nine-digit CUSIP number. <i>Optional</i> for options 1, 2 and 3, <b>required</b> for option 4.
Deposit Date	Limit the resulting display to transactions that were entered on a specific date. Enter a date in <b>mmddyy</b> format. <i>Optional</i> .
Participant	<i>Group Users only</i> , enter the Participant number for the deposits you want to view.

## Stop Deposit Inquiry Screen

The Stop Deposit Inquiry screen appears when you select option 2 on the Deposit Inquiry Menu, and displays a list of deposits that may potentially be rejected.

The Stop Deposit Inquiry screen contains the same fields and function keys as the Aging Deposit Inquiry screen.

## Messages

You may encounter the following messages when using the STDI function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
ERROR DURING CALL TO ROUTINE = > RETURN-CODE =	A system problem has occurred.	Contact DTC's Customer Support Center: <ul style="list-style-type: none"> <li>(888) 382-2721 (for Participants outside New York City).</li> </ul>
INQUIRY INELIGIBLE FOR THIS PARTICIPANT	You are not eligible for the STDI function.	Contact your Participant Services Representative.
INVALID KEY HIT	An invalid key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
NO DATA ENTERED	ENTER was pressed, but data was entered.	Enter values in all required fields.
NO RECORD FOUND FOR THIS REQUEST	No record was found that matches the specified criteria.	Information only; no action required.
PAGE REQUESTED BEFORE FIRST PAGE	PF10/22 was pressed to scroll backward, but the beginning of the display has been reached.	Information only; no action required.
PAGE REQUESTED PAST LAST PAGE	PF11/23 was pressed to scroll forward, but the end of the display has been reached.	Information only; no action required.
PAST CUTOFF TIME- USE ENTER KEY TO EXIT	The cutoff time for this function has been reached.	See When to Use for information about the availability of this function.
PROBLEM WITH DB2 TABLE, SQL = NOTIFY STS PROGRAM SUPPORT	A system problem has occurred.	Contact DTC's Customer Support Center: <ul style="list-style-type: none"> <li>(888) 382-2721 (for Participants outside New York City).</li> </ul>

# Security Transfer External (STSE)

## Introduction

### Overview

The Security Transfer External (STSE) function allows you to make online inquiries about your withdrawal-by-transfer (WT) activity.

For aged WTs, a 20-character message indicating the current status of the item or the reason for the transfer delay is displayed in the Message field. The aging message is supplemented by free-form comments if more detailed information is available regarding the aged WT.

### When to Use

Use STSE to inquire about your current WT activities. STSE is available:

- On business days from 6:00 a.m. to 8:00 p.m. eastern time
- On Saturdays from 7:00 a.m. to 3:00 p.m. eastern time.

## List of Screens

STSE consists of the following screens:

This screen	Allows you to
Inquiry Request	Specify the WT activities you want to view.
Participant Transfer Activity	View a list of WT activities that match your search criteria.
Aging Message Detail	Displays comments supplementing the aging message, if any.



# Procedures

## Viewing Withdrawal-by-Transfer (WT) Activities

Use the following procedure to view your current WT activities.

**Note:** Before using this procedure, see the [Reference](#) section to familiarize yourself with the screens you will see when using this function, and to prepare any information you may need to provide for entry fields and option selections.

- | Step | Action   |
|------|--|
| 1    | Type <b>STSE</b> on the Enter Function screen and press ENTER.<br><i>Result</i> –The Inquiry Request screen appears.   |
| 2    | Type the CUSIP of the security for the activities you want to view in the <b>CUSIP Number</b> field.   |
| 3    | Type <b>W</b> in the <b>Activity Type</b> field.   |
| 4    | <i>Optional.</i> To view items for a specific date, enter the date in <b>the In-Transfer Date</b> field in <b>mmddyy</b> format.<br><b>Note:</b> If you leave this field blank, all open items are displayed.  |
| 5    | Press ENTER.<br><i>Result</i> –The Participant Transfer Activity screen appears.   |
| 6    | <i>Optional.</i> To view details of the aging message, place your cursor to the left of the desired item and press PF6/18.<br><i>Result</i> –The Aging Message Detail screen appears.<br><b>Note:</b> Applicable only to those items showing a value in the <b>Message</b> field.  |
| 7    | <i>Optional.</i> To view previously entered Transfer Assignment Control Forms (TACFs), place your cursor to the left of the desired item and press PF3/15.<br><i>Result</i> –The TRF Assignment Cntl Form screen appears, showing the TACF for the selected transaction. This screen contains all details initially entered for the WT.<br><b>Note:</b> This screen is part of the AWTI function and is not documented here. |

# Reference

## Inquiry Request Screen

The Inquiry Request screen allows you to specify the WT activities you want to view.

```
EAAB  S E C U R I T I E S   T R A N S F E R   P R O C E S S I N G
MM/DD/YY
000021990-099
HH:MM:SS

-----INQUIRY REQUEST-----

CUSIP NUMBER      ==>
ACTIVITY TYPE     ==>
IN-TRANSFER DATE  ==>

PF8/20  END FUNCTION                PF9/21  SIGNOFF
```

### Field Descriptions

This field	Allows you to
CUSIP Number	Enter the CUSIP number of the security whose activities you want to view.
Activity Type	Enter a <b>W</b> to view withdrawal activities.
In-Transfer Date	Specify an in-transfer date for the activities you want to view. Enter a date in <b>mmddy</b> format.

### Participant Transfer Activity Screen

The Participant Transfer Activity screen appears when you enter your search criteria on the Inquiry Request screen and displays the results of your search. From this screen, you can view the details of aging messages.

							PAGE
1							
QAAD P A R T I C I P A N T T R A N S F E R A C T I V I T Y							
HH:MM:SS							
00002199 - 99							
MM/DD/YY							
CUSIP 123456789 DTC TEST CUSIP < W/T FAST STOCK IN DATE ALL							
ITEM	SHRS	TOTAL	REFERENCE	ID	RESUB	OT DT	AGING MESSAGE
DATE	-----						
-----							
0033-03-06	200		L01872	7CG-7588			0210
0033-03-07	200		T87137	5VN-0427			0210
0033-03-08	400		L01801	6FR-0029			0210
0033-03-09	400		R80012	5EP-0293			0210
0070-02-12	100		L02074	41V-8237			0320
0070-02-13	100		L09557	6AP-7717			0320
0070-02-14	295		L01707	4BD-2193			0320
0070-02-15	500		L01895	72C-1380			0320
0070-02-16	0		L01846	038-3674			0320
0070-04-01	0		L01846	038-3674	0320		0327
0081-02-20	1		L03354	640-9492			0329
0081-03-01	50		T00138	079-5125			0329
0081-03-02	100		T20132	641-6661			0329
0081-03-03	100		T30157	641-6661			0329
0081-03-04	300		T63135	631-0892			0329
PF4/16 LAST PG PF6/18 AGING MESSAGE PF10/22 PG UP							*** CONTINUES
***							
PF5/17 FIRSTPG PF7/19 PREVSCRN PF11/23 PGDOWN PF3/15 AWTINQ							

### Field Descriptions

This field	Displays
CUSIP	The CUSIP number and description of the security specified on the Inquiry Request screen.
In Date	A date, if one was entered on the Inquiry Request screen; otherwise, this field displays the word "All."
Item	<p>A number identifying the date, page number, and line number of the item as listed on the Shipment Control List (SCL). This value breaks down as follows:</p> <p>First group of four digits: The Julian date (the last digit of the year followed by the three-digit day)</p> <p>Second group, two digits: The page number of the SCL</p> <p>Third group, 2 digits: The line number of the SCL.</p>

This field	Displays
Shrs Total	The total number of shares withdrawn.
Reference ID	An identifier provided by the Participant when the withdrawal-by-transfer (WT) request was entered.
Resub	The date on which the WT request was resubmitted to the transfer agent (TA).
OT Date	The out-transfer date (completion date).
Message	The first part of the aging message, if any. To view the entire message and any associated comments, place your cursor to the left of the item and press PF6/18.
Date	The date the aging message was entered into the system.

## Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Participant Transfer Activity screen:

This key	Allows you to
PF3/15	Access the TRF Assignment Cntl Form screen. <i>Note</i> —This screen is part of the AWTI function and is not documented here.
PF4/16	Access the last page of the display.
PF5/17	Access the first page of the display.
PF6/18	Access the Aging Message Detail screen for those items with a value displayed in the <b>Message</b> field.

## Aging Message Detail Screen

The Aging Message Detail screen appears when you select an item on the Participant Transfer Activity screen to view the details of the aging message. This screen only appears if a value shows in the **Message** field for the selected item.

EAAB	PARTICIPANT TRANSFER ACTIVITY
MM/DD/YY	
00002199-99	AGING MESSAGE DETAIL
HH:MM:SS	
AGING MESSAGE DATE: 11/02/1999	
COMMENTS:	
TA OUT OF CERTIFICATES	
CERTIFICATES ISSUED 10/26/99. EXPECTING DELIVERY SHORTLY.	
*END OF DATA*	
PF7/19: PREV SCREEN	PF10/22: PAGE BACKWARD
FORWARD	PF11/23: PAGE

## Field Descriptions

This field	Displays
Aging Message Date	The date the aging message was entered into the system.
Comments	The complete text of the aging message and any associated comments.

## Messages

You may encounter the following messages when using the STSE function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

### INVALID KEY HIT

**Probable Cause:** An invalid PF key was pressed.

**Suggested Resolution:** Press one of the valid PF keys listed at the bottom of the screen.

### INVALID CUSIP NO

**Probable Cause:** An invalid CUSIP was specified.

**Suggested Resolution:** Enter a valid nine-digit CUSIP number.

### INVALID ACTIVITY

**Probable Cause:** An invalid entry was made in the **Activity Type** field.

**Suggested Resolution:** Enter a **W**.

### INVALID TRANSFER DATE

**Probable Cause:** An invalid date was entered in the **In-Transfer Date** field.

**Suggested Resolution:** Enter a valid transfer date in *mmddy* format.

# STSL

## Introduction

### Overview

The Online Legal Deposits (STSL) function allows you to view legal deposits that were accepted by DTC, cleared by the Transfer Agent, and rejected by DTC or the Transfer Agent.

*Note-* You can view all legal deposits or selected deposits for a specific CUSIP number and/or date.

### When to Use

Use STSL to view the current status of your legal deposits. STSL is available:

- On business days from 6:00 a.m. to 11:00 p.m. eastern time
- On Saturdays from 7:00 a.m. to 3:00 p.m. eastern time.

### Associated Products

STSL is used in association with the following Deposits service products:

## List of Procedures

### Viewing Cleared Legal Deposits

Use the following procedure to view legal deposits that have been cleared at DTC (in-transfer) or cleared by the TA (out-transfer).

- 1** Type STSL on the Enter Function screen and press ENTER.  
*Result-* The Legal Deposits Inquiry Menu appears.
- 2** Type one of the following in the **Option field**:  
**1: To view in-transfer deposits**  
**2: To view out-transfer deposits.**
- 3** *Optional.* To limit the resulting display, enter values in any of the following fields:  
**CUSIP Number:** To list only transactions involving a specific security, enter a valid nine- digit CUSIP number  
**Date:** To list only transactions from a specific date, enter a date in **mmddy** format  
**Dep Facility:** To list only transactions from a specific deposit facility, enter the facility's four-digit number.
- 4** Press ENTER.  
*Result-* One of the following screens appears, depending on the selected option:
  - Legal Deposits Cleared DTC (In-Transfer)
  - Legal Deposits Cleared TA (Out-Transfer).

## Viewing Rejected Legal Deposits

Use the following procedure to view legal deposits that were rejected by DTC or by the TA.

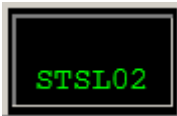
- 1 Type STSL on the Enter Function screen and press ENTER.  
*Result-* The Legal Deposits Inquiry Menu appears.
- 2 Type 3 in the **Option field**.
- 3 *Optional.* To limit the resulting display, enter values in any of the following fields:
  - **CUSIP Number:** To list only transactions involving a specific security, enter a valid nine-digit CUSIP number
  - **Date:** To list only transactions from a specific date, enter a date in **mmddyy** format
  - **Dep Facility:** To list only transactions from a specific deposit facility, enter the facility's four-digit number.
- 4 Press ENTER.  
*Result-* The Legal Deposits Rejected screen appears.
- 5 *Optional.* To view the reason for the rejection of a transaction, place your cursor to the left of that transaction and press ENTER.  
*Result-* The reason for the rejection appears in the **Reject Reason** field near the bottom of the screen.

## List of Screens

### Legal Deposits Cleared DTC (In-Transfer) Screen

The Legal Deposits Cleared DTC (In-Transfer) screen appears when you select option 1 on the Legal Deposits Inquiry Menu, and displays a list of legal deposits that match your search criteria and have been cleared at DTC.

### Sample Screen



### Field Descriptions

This field	Displays
CUSIP Number	The CUSIP number of the security involved in the transaction.
In-Transfer Date	The date the deposit cleared at DTC.
Shares	The number of shares.
Reference ID	A unique identification number assigned to this deposit.



## Function Keys

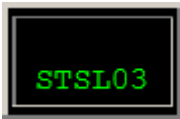
In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Legal Deposits Cleared DTC (In-Transfer) screen:

This key	Allows you to
PF4/16	Access the last page of the display.
PF5/17	Access the first page of the display.

## Legal Deposits Cleared TA (Out-Transfer) Screen

The Legal Deposits Cleared TA (Out-Transfer) screen appears when you select option 2 on the Legal Deposits Inquiry Menu, and displays a list of legal deposits that match your search criteria and have been cleared by the Transfer Agent (TA).

### Sample Screen



### Field Descriptions

This field	Displays
CUSIP Number	The CUSIP number of the security involved in the transaction.
In-Transfer Date	The date the deposit cleared at DTC.
Shares	The number of shares.
Reference ID	A unique identification number assigned to this deposit.
Out-Transfer Date	The date the deposit was cleared by the TA.
Issue Date	The date the stock was issued by the TA.

## Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Legal Deposits Cleared TA (Out-Transfer) screen:

This key	Allows you to
PF4/16	Access the last page of the display.
PF5/17	Access the first page of the display.

## Legal Deposits Inquiry Menu

The Legal Deposits Inquiry Menu allows you to specify the deposits you want to view, and enter optional search criteria to limit the resulting display.

### Sample Screen



### Field Descriptions

This field	Allows you to
Option	Enter one of the following to specify the type of legal deposits you want to view: <ul style="list-style-type: none"><li>• 1: To view in-transfer deposits cleared at DTC</li><li>• 2: To view out-transfer deposits cleared by the Transfer Agent (TA)</li><li>• 3: To view rejected deposits.</li></ul>
CUSIP Number	View deposits for a specific security. Enter a valid nine-digit CUSIP number.
Date	View deposits for a specific date. Enter a valid date in <b>mmddyy</b> format.
Dep Facility	

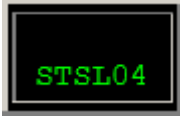
### Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, you can press PF2/14 on the Legal Deposits Inquiry Menu to access a help facility for STSL.

## Legal Deposits Rejected Screen

The Legal Deposits Rejected screen appears when you select option 3 on the Legal Deposits Inquiry Menu, and displays a list of legal deposits that were rejected by DTC or by the Transfer Agent (TA).

### Sample Screen



### Field Descriptions

This field	Displays
CUSIP Number	The CUSIP number of the security involved in the transaction.
In-Transfer Date	The date the deposit cleared at DTC.
Shares	The number of shares.
Reference ID	A unique identification number assigned to this deposit.
Reject Date	The date the deposit was rejected.
Rejected By	T/A if rejected by the Transfer Agent or DTC if rejected by DTC.
Reject Reason	The reason for the rejection. This appears when you place your cursor to the left of an item and press ENTER, and displays the reject reason for that item.

### Function Keys

In addition to the standard function keys described in Using the Standard Function Keys, the following are available on the Legal Deposits Rejected screen:

This key	Allows you to
PF4/16	Access the last page of the display.
PF5/17	Access the first page of the display.

## Messages

You may encounter the following messages when using the STSL function. Messages are listed in alphabetical order, along with an explanation and suggested resolution for each.

Message Text	Possible Cause	Suggested Resolution
ALREADY ON FIRST PAGE	PF5/17 was pressed to access the first page of data, but the first page is already displayed.	Information only; no action required.
ALREADY ON LAST PAGE	PF4/16 was pressed to access the last page of data, but the last page is already displayed.	Information only; no action required.
INVALID	The value in the indicated field is invalid.	Enter a valid value.
INVALID KEY HIT	An invalid key was pressed.	Press one of the valid PF keys listed at the bottom of the screen.
LINE INVALID TO DISPLAY REJECT REASON	An attempt was made to display the <b>Reject Reason</b> , but this action is invalid for the selected transaction.	Information only; no action required.
NO RECORDS FOUND FOR THIS REQUEST	There are no deposits in the database that match the specified criteria.	Enter different criteria.
NOT NUMERIC	Non-numeric data was entered in the indicated field.	Enter a numeric value.
PAST CUTOFF TIME-USE ENTER KEY TO EXIT	The cutoff time for this function has been reached.	See <i>When to Use</i> for information about the availability of this function.
REQUIRED	The indicated field was left blank; entry is required.	Enter the applicable value.
TRANSMISSION ERROR- PLEASE REKEY DATA	An error occurred during transmission of the last transaction entered.	Reenter the last transaction.