



Downloading PBS Transactions

Use the Settlement Services Activity Research Tool to view and download your PBS transactions.

- 1 On the PBS home page (<http://pwebpts/pbsmain/>), click **Settlement Services**.



PBS Home page

The Welcome to Settlement Services page appears.

- 2 In the Activity Research Tool area, click either the **CUSIP** link, the **Activity Code** link, or the **Collateral Group – All** link.



Activity Research Tool area on the Welcome to Settlement Services page



Note: If you click the **Activity Code** link, the Activity Ordered by Activity Code page appears. The page is similar to the Activity Ordered by Transaction ID page (when the **CUSIP** link is clicked) and the Collateral Group Activity page (when the **Collateral Group – All** link is clicked).

3 To view your transactions, enter your search criteria and click **Search**.

Click **Search** to view your transactions.

Click **Download** to download your first 1000 transactions as a .csv file.

Click **Download More** to download additional transactions.

Activity Ordered by Activity Code page

Your search results appear below your search criteria.

Click the **Transaction ID** link to view details of the transaction.

Click the **Reason** icon to view a list of Reason Codes.

Click the **Status** icon to view a list of Status Codes.

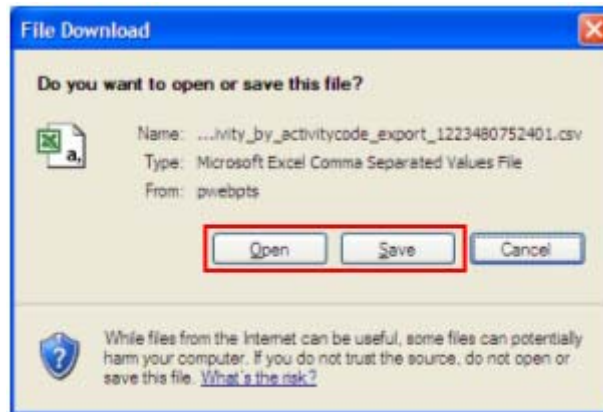
Action	Transaction ID	Time	Activity	Reason	Contra	CUSIP	Quantity	Amount (\$)	Source	Status
▼	000000-34	21:13	Cusip Swng	000	0	29267E106	65	\$0.00	SWGS	Made
▼	000000-3A	21:13	Cusip Swng	000	0	62948Q107	6,600	\$0.00	SWGS	Made
▼	000000-3D	21:13	Cusip Swng	000	0	62948Q107	7,400	\$0.00	SWGS	Made
▼	000000-3F	21:13	Cusip Swng	000	0	62948Q107	6,022	\$0.00	SWGS	Made
▼	000000-9A	21:16	Cusip Swng	000	0	62948Q107	65	\$0.00	SWGL	Made
▼	000000-AC	21:16	Cusip Swng	000	0	29267E106	6,600	\$0.00	SWGL	Made
▼	000000-E3	21:16	Cusip Swng	000	0	29267E106	7,400	\$0.00	SWGL	Made
▼	000000-BB	21:16	Cusip Swng	000	0	29267E106	6,022	\$0.00	SWGL	Made

Search Results



- To download your transactions to a .csv file, click **Download**. You will be prompted to either open or save the file.

Note: The **Download More** button retrieves additional search results once the **Download** button is first used, up to 1,000 rows per download, starting at the point where the previous download ended.



File Download window

- Click **Open** to view your transactions in spreadsheet format or click **Save** to save your transactions to your computer.

	A	B	C	D	E	F	G	H	I	J
1	Transactio	Time	Activity	Reason Cc	Contra	CUSIP	Quantity	Amount(\$)	Source	Status
2	000000-34	21:13	Cusip Swr	0	0	29267E10	65	\$0.00	SWGS	Made
3	000000-3A	21:13	Cusip Swr	0	0	62948Q10	6,600	\$0.00	SWGS	Made
4	000000-3D	21:13	Cusip Swr	0	0	62948Q10	7,400	\$0.00	SWGS	Made
5	000000-3F	21:13	Cusip Swr	0	0	62948Q10	6,022	\$0.00	SWGS	Made
6	000000-9A	21:16	Cusip Swr	0	0	62948Q10	65	\$0.00	SWGL	Made
7	000000-AC	21:16	Cusip Swr	0	0	29267E10	6,600	\$0.00	SWGL	Made
8	000000-B3	21:16	Cusip Swr	0	0	29267E10	7,400	\$0.00	SWGL	Made
9	000000-BE	21:16	Cusip Swr	0	0	29267E10	6,022	\$0.00	SWGL	Made
10	000001-2A	21:19	Funds Rsr	0	0	000000000	0	#####	FRES	Made
11	000001-33	21:19	Funds Rsr	0	0	000000000	0	#####	FRES	Made
12	000004-BC	21:30	DO - Recv	30	7252	868861204	1,300,000	#####	DOS	PndC
13	000004-FE	21:30	DO - Recv	30	7252	055622104	100,000	#####	DOS	PndC
14	000005-08	21:30	DO - Recv	30	725	78462F103	16,000	#####	DOS	PndM
15	000006-35	21:31	DO - Recv	620	534	14147M40	4,500	#####	BALO	PndM
16	000007-9A	21:31	ACATS S	0	0	000000000	0	#####	ACAT	Made
17	000016-82	21:32	DO - Recv	0	888	G0299510	280	\$0.00	CNS	Made
18	000016-C3	21:32	DO - Recv	0	888	G0391010	41	\$0.00	CNS	Made
19	000019-2E	21:32	DO - Recv	0	888	G3159C10	14,174	\$0.00	CNS	Made
20	000019-34	21:32	DO - Recv	0	888	G3203010	500	\$0.00	CNS	Made
21	00001A-C	21:32	DO - Recv	0	888	G4933P10	17,170	\$0.00	CNS	Made

Your transactions downloaded into a .csv file



About the Spreadsheet

The Activity Research Tool creates a new spreadsheet containing your search results each time you set up search criteria and click the **Search** button. When you click the **Download** button to retrieve the search results in spreadsheet format, you retrieve the first 1,000 rows of the spreadsheet. The **Download More** button retrieves the next 1,000 rows in sequence each time it is clicked.

If you conduct a new search before downloading the entirety of your transactions, the starting point referenced by the **Download More** button is lost.

***Note:** Spreadsheets created using the **Download More** button do not have a title row at the top because they are part of the previous spreadsheet sequence retrieved by the **Download** button.*