

## ASSET SERVICES

### ABOUT THE ADJUSTMENT PAYMENT ORDERS PAGE

**About the Adjustment Payment Orders Page**

The screenshot shows the DTCC Asset Services Global Corporate Actions website. The main navigation bar includes links for Home, Announcements, Instructions, Allocations, Adjustments, and Contact Us. The 'Adjustments' link is highlighted. Below the navigation bar, there is a 'Dashboard' section with a 'Not Processed APOs' link. The main content area is divided into several sections: 'Instructions', 'Announcements', 'Allocations (Today)', and 'Adjustments (Today)'. Each section contains a table of data. The 'Allocations (Today)' table shows columns for Allocation Type, Total Due, and Allocated. The 'Adjustments (Today)' table shows columns for Adjustment Type, Net Amount, and Gross. The footer of the page indicates 'DTCC Controlled - Non-Confidential'.

If your firm uses APO functionality, you're able to view which APOs are pending posting to your account and which APOs have been rejected by the contra party to your stock loan or repo transaction.

You can view the APOs from anywhere in CA Web without having to go to a specific event. Mouse over the **Adjustments** link on the menu bar. Then, click **Not Processed APOs**.

This is the Adjustment Payment Orders Summary page. Here you see two twisties in the closed position:

### Originating Party and Contra Party.

Up top, CA Web provides you with the APOs that originated at your firm. Below, you can access the APOs that were created by the contra party to a stock loan or repo transaction.

Next to each title, you can see an amount of transactions broken down by **Pending**, **Rejected**, and **Total**. The **Total** is the sum of the **Pending** and **Rejected** transactions.

To view the transactions, click anywhere on the row to open a twisty. To open both at once, click the **Expand All** button.

When opened, each table provides you with information about any APOs related to your account. Here is a list of APOs that came from your firm. Here is a list of APOs created by the contra parties to your transactions. The columns are sortable and exportable.

Click any column heading to sort the information alphabetically or numerically by that criterion. You can export the information to Excel or print the information you see on the screen.

Exporting the information to Excel exports all of the APOs for either table. If there are more APOs than are displayed on a single page, you will print all of the APOs for that party, not just the ones displayed on the page. Clicking any **Print** button, however, prints all of the data that is visible on the page itself.

Click any of the **CA ID** links to view further details about that APO. You will be brought to the Adjustments tab for that specific event record. For example, if you want to inquire about an APO that your firm originated that was rejected by the contra party, click the **CA ID** of an event with a "Rejected" status.

On the Adjustments tab for that event, look at the Adjustments Payment Order table. This top record has a status of "Rejected." Click the **View** hyperlink for this record. This opens a pop-up window containing comments that explain why the APO was rejected.

CA Web also allows you to reject APOs for which you are the contra party. Look at the Contra Party table on the Adjustment Payment Orders Summary page. The last item has a status of "Pending."

Click the **CA ID** hyperlink to view the Adjustments tab for that event record.

On the Adjustments tab for that event, look at the Adjustments Payment Order table. This bottom record has a status of "Pending." Click the **View** hyperlink for this record. This opens a pop-up window containing information about the pending APO.

If you need to reject this APO, enter your name, phone number, and the reason for rejection in these fields and click **Submit**.

CA Web returns a confirmation message after you submit your rejection. The record detail information is updated after you reject an APO for which you are the contra party.

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