

CCF/CCF-II/MDH Transmission Guides



3.06 ID System Institution Instructions: Function User's Guide (IINC/IINM)

**Version 02
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3.06 ID System Institution Instruction: Function User's Guide

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1. Procedural Outline

1.1 Purpose of Institution Instructions

Institution Instructions have two purposes:

- To enable an institution to communicate allocations electronically to an executing broker-dealer
- To provide machine-readable records for institutions that wish to use the matching features of the ID system

Institution Instructions can be used either in conjunction with Notification of Order Execution (NOE) or independently. It is suggested that Institution Instructions be routed to the branch identifier number when a branch submits an NOE.

DTC has the ability to provide notification to entities participating in an Institution Instruction transaction, and can set up any of the following entities to receive Institution Instructions on a standing basis: submitting institution, executing broker-dealer's branch, executing broker-dealer, executing broker-dealer's clearing broker, step-in branch, step-in broker-dealer, step-in broker-dealer's clearing broker.

1.1.i Structure of Institution Instructions

Institution Instructions are structured to provide the following:

- **A Common Record**, containing information common to an allocation; for example, shares, institutional internal account number (see Section 6.2 on page 15)
- **A Detail Allocation Record**, containing information specific to an allocation; for example, shares, institutional internal account number (see Section 6.3 on page 24)
- **A Trailer Record**, to indicate that an allocation "set" (that is, a common record plus a detail allocation record) is complete and for sending after the last detail record for a set of allocations; for use only with new allocations or substitutions (see Section 6.4 on page 37)
- **A Warning Message Record**, to indicate that a trailer record was not submitted for a set of allocations; for use only with new allocations or substitutions (see Section 6.5 on page 38)

Please note that each common record, detail allocation record, and trailer record must begin with a transaction header, which serves as a standard prefix to all application records. For transaction header format, see Section 6.1 on page 14.



1.1.ii Types of Machine-Readable Instructions

The following four types of machine-readable Institution Instructions are available:

- New allocations submitted by an institution
- Cancellation of all allocations for a given set of allocations, using a single common record input by the institution
- Substitution of individual detail allocation(s) by the institution
- Error Replacement Processing using a Substitution Transaction Type
- Rejection of all allocations for a given set of allocations by means of a single common record input by a broker-dealer

These four types of machine-readable instructions are described in the following subsections.

1.2 New Allocation Submitted by an Institution

Institution Instructions (IIs) require institutions to submit:

- A common record and subsequent detail allocation records for each account to be allocated (see Section 1.1.a above)
- A trailer record to indicate that the set of allocations is complete

The common record and the trailer record both include a “submitting institution number” and an “institution block reference number,” thus uniquely identifying and linking the II set of allocations. After DTC receives the II, DTC validates the data and forwards it to the branch or executing broker-dealer, and also, if necessary, to required step-in branch(es) or step-in broker-dealer(s) and corresponding clearing broker(s).

1.2.i Institution Instruction Submitted Without Trailer Record

If an II is submitted without the required trailer record, then:

- DTC waits five minutes.
- DTC distributes a warning message to the branch or executing broker.
- DTC withholds all other output-machine-readable and PTS tickets—from the executing broker-dealer’s clearing broker, step-in branch(es) or step-in broker-dealer(s) and clearing broker(s) until the trailer record is received.

For further information, see Section 4, Data Distribution Processing, on page 9.



1.2.ii Trade Not Fully Allocated

If an institution cannot fully allocate a trade, the Institution Internal Account Number field of the corresponding detail allocation record must include a dummy allocation, indicated by all 9s. This entry notifies the branch or executing broker-dealer that the institution is aware that the trade has not been fully allocated. DTC, however, still processes such an allocation set in which the detail allocation total of the shares/face value does not equal the total shares/face value in the common record.

1.2.iii Step-Out Processing Required

If step-out processing is required, institutions must include step-out information in the Detail Allocation Record: ID Step-In Branch/ID Step-In Broker in positions 388 through 395, or Non-ID Step-In Broker in positions 396 through 399. Entries in these fields cause step-out processing to be invoked, and allocation instructions are sent to the ID step-in broker-dealer(s) and corresponding clearing broker(s). Instructions are not sent to Non-ID step-in broker-dealers.

If step-out processing is not required, the step-out processing fields of the Detail Allocation Record must be space filled.

For further information, see Section 2, Step-Out Processing, on page 7.

1.2.iv Reject/Cancellation Reason

When processing a new allocation instruction, institutions must enter Unspecified (000) in the Reject/Cancellation Reason Code field within the common record and in the Cancellation Reason Code field within the detail allocation record. A code other than Unspecified (000) for a Transaction Type = 1 results in an unacceptable value error.



1.3 Cancellation of All Allocations Within a Set via the Common Record

An institution can cancel a previously submitted set of allocations by submitting only the common record with the information contained in the original common record submitted, plus an appropriate cancellation reason code. DTC provides the cancelled common record, without detail allocation records, to the branch or executing broker-dealer and its clearing broker and, if step-out processing is used, to the step-in branch(es) or step-in broker-dealer(s) and clearing broker(s).

The cancellation transaction deactivates the original set of allocations from the system. This allows the institution to re-use the block reference identifier of the cancelled set of allocations for submitting a new allocation set (Transaction Type = 1).

The following fields are required on an Institution Instruction cancellation transaction:

- All fields within the Transaction Header (26 bytes)
- Transaction Type
- Data Type
- Submitting Institution
- Institution Block Reference Identifier
- Cancellation Reason Code

When an institution cancels a set of allocations that has original detail allocation(s) that have already matched, DTC sets the Cancellation After Matching indicator within the common record to “Yes”, and sends the cancelled common record back to the submitting institution.

In addition, the cancelled common record (indicating an “attempt to cancel” after matching has occurred) is forwarded to the branch or executing broker-dealer, the executing broker's clearing broker and, if step-out processing is used, to the step-in branch(s) or step-in broker-dealer(s) and its clearing broker(s). This provides notification to all entities participating in the transaction that the entire allocation has attempted to be cancelled (“attempt to cancel” transactions do not deactivate the original set of allocations from the system).



1.4 Substitution of Individual Allocations by the Institution

To cancel and substitute detail allocation(s), institutions must use the following procedure:

- Submit the common record (transaction type = 4) plus the detail allocation record(s) to be canceled (substitution indicator = C)
- Enter a cancellation reason code per detail allocation
- Immediately after the cancelled allocation record(s), submit the detail allocation record(s) (substitution indicator = S) that must take the place of the cancelled allocation record(s)
- Add a trailer record to the set of substitute allocations to signify that the set of allocations is complete
- Submit instructions of equal shares for those that were cancelled

Upon receipt, DTC validates the data and forwards the Substitution common and detail allocation records to the branch or executing broker-dealer and its clearing broker and, if step-out processing is used, the records are forwarded to the step-in branch(s) or step-in broker-dealer(s) and its clearing broker(s).

It is important to note that if the trailer record is not submitted with the set of substituted allocations, DTC distributes a warning message only to the branch or executing broker and institution, five minutes after receipt of the last detail record for the set of allocations. DTC holds all other output (machine-readable and PTS tickets) to the executing broker-dealer's clearing broker, step-in branch(s), step-in broker-dealer(s), and step-in broker-dealers' clearing broker(s) until the trailer is received for the set of allocations.

For further information about this processing, see Section 4, Data Distribution Processing, on page 9.

If an institution substitutes an individual allocation, and the original allocation has already matched, then:

- DTC sets the Cancellation After Matching indicator within the detail record to "Yes" and sends the records back to the submitting institution
- DTC forwards the records to the branch or executing broker-dealer and its clearing broker, and to branch(s) or step-in broker-dealer(s) and its clearing broker(s) if step-out processing is being used.

If an institution wishes to substitute for a previous single "dummy allocation," the dummy allocation must be cancelled by means of reason code 64.

Multiple detail records can be used to substitute a single detail allocation, including a dummy allocation.



1.5 Error Replacement Processing using a Substitution Transaction Type

If an institution submits a detail allocation record(s) that contains one or more errors within the set of allocations, including the trailer record, the institution can either cancel the entire set of allocations, or replace the detail record(s) that was processed with the error(s).

However, if one or more of the detail allocation records has already matched to a Confirm, it is not possible to cancel the entire set of allocations. The institution can then replace individual detail level error(s) by using a Substitution Transaction Type. To send an Error Replacement, the institution must do the following:

- Submit a common record (transaction type = 4) and the corrected detail allocation record(s) (substitution indicator = R) of the details that were processed with the error(s)
- Submit a trailer record with the set of Replacement allocations to signify that the set of allocations is complete

It is important to note the following:

- The Replacement detail allocation record(s) submitted must include the same detail reference identifier and/or the DTC control number of the original detail record processed with the error(s). The DTC control number is mandatory if one of errors is attributed to the detail reference identifier.
- If the trailer record is not submitted with the set of substituted allocations, DTC distributes a warning message only to the branch or executing broker and institution five minutes after receipt of the last detail record for the set of allocations.

Upon receipt, DTC validates the data and forwards the Substitution common and Replacement detail allocation record(s) to the branch or executing broker-dealer and its clearing broker; and if step-out processing is used, the records are forwarded to the step-in branch(s) or step-in broker-dealer(s) and its clearing broker(s).

If DTC has distributed to the branch or executing broker and institution a warning message because of the lack of a trailer record, it withholds all other output (machine-readable and PTS tickets) to the executing broker-dealer's clearing broker, step-in branch(s), step-in broker-dealer(s), and step-in broker-dealers' clearing broker(s) until the trailer is received for the set of allocations.

Detail allocation errors are returned to the submitter in their back-end error file. Users are encouraged to retrieve any messages in this file after submitting a transmission in order to identify and correct any errors. In addition, Warning messages are distributed to Submitting Institutions with any back-end errors.

For further information about this processing, see Section 4, Data Distribution Processing, on page 9.



1.6 Rejection of all Allocations within a Set via the Common Record

Only a branch or executing broker-dealer can reject all allocations within a set of allocations in the same manner an institution processes cancellations. Rejections of individual allocations within a set are not allowed. When a branch or executing broker-dealer rejects a set of allocations, DTC forwards the rejected common record back to the submitting institution. Additionally, DTC forwards the rejected common record to the branch(es) or step-in broker-dealer(s) and its clearing broker(s) when step-out processing is being used. If an original allocation has already matched, DTC sends the rejected common record with an error code back to the submitter.

A Rejection transaction type *does not deactivate* the set of allocations from the system. Only the institution can deactivate a set of allocations by submitting a Cancellation prior to any single detail record Matching to a Confirmation.

The following fields are required on an Institution Instruction Rejection transaction:

- All fields within the Transaction Header (26 bytes)
- Transaction Type
- Data Type
- Submitting Institution
- Institution Block Reference Identifier
- Branch or Executing Broker-Dealer Number
- Rejection Reason Code

2. Step-Out Processing

DTC's step-out processing service enables institutions to notify one or more step-in broker-dealers and an executing (step-out) broker-dealer of allocation instructions by way of a single electronic transmission. Institutions wishing to utilize IIs for step-out processing do so at the account level (detail record).

When the institution populates the ID step-in branch/ID step-in broker field (positions 388–395 of Detail Allocation Section) or the Non-ID step-in broker field (position 396–399 of Detail Allocation Section), step-out processing is invoked and allocation instructions are distributed to the ID step-in broker-dealer(s) and its clearing broker(s) (instructions are not forwarded to Non-ID step-in broker-dealers). DTC generates a common record with the exact quantity amounts allocated to each step-in broker-dealer along with the detail records designated for each step-in broker-dealer.

Distribution of the records is contingent upon the institution submitting the trailer record for the set of allocations. Information necessary for processing step-outs is routed to the branch or executing (step-out) broker-dealer and its clearing broker-dealer participating in the transaction, instructing them as to the quantity and security that are to be delivered to the step-in broker-dealer(s). Step-out processing has been



designed to allow some information to be communicated to the executing broker-dealer, but not to the step-in broker-dealer, and vice-versa; thereby maintaining client confidentiality (see specifications for the fields which involve data suppression for step-out processing).

When utilizing step-out processing for trades involving multiple step-in broker-dealers, institutions must complete the detail allocation(s) for a single step-in broker-dealer before processing the detail allocation(s) for subsequent step-in broker-dealers.

3. Matching

DTC's Matching Service enables specific fields on broker-dealer trade input to be matched to fields on Institution Instructions. In order for matching to take place, both the institution and broker-dealer must elect to participate in matching by updating the appropriate indicators within the General Information Screen in DTC's Standing Instructions Database (SID). Switching the Matching indicator to "Y", is an entity level agreement instructing DTC to attempt to match all trade submissions (IIs and Trade Input), by routing them to DTC's Matching module. DTC attempts to match only those trade submissions for which the designated counterparty is also participating in DTC's Matching service.

DTC's Matching service can either be combined with II allocation processing or used independently ("Matching Only"). This facility is controlled within the submission function and record layout of II system design. Specifically, it is controlled by the "Broker Notify" indicator within the record layout (page 11). When the Broker Notify indicator is set to "N" and both counterparties are Matching participants, the system routes the II to DTC's Matching module only. The system does not distribute the II to the corresponding broker-dealer. In turn, efficiency is gained because broker-dealers do not need to be set up at DTC for II output in order to participate in DTC's Matching service in this scenario.

DTC attempts to match those institutional accounts resident in SID and cross-referenced (linked) by the broker-dealer. This ensures customer account (institution internal account number) uniqueness, in order to generate the appropriate settlement instructions and other data necessary for the matched confirmation.

However, DTC is developing a facility to allow a broker-dealer to match without having to cross-reference (link) its broker-dealer internal account numbers in SID. Broker-dealers electing to use this facility are expected to submit fully configured trade input to DTC (that is, trade details, broker and customer delivery instructions, and interested parties), as SID does not augment trade input for non cross-referenced accounts. The ID agent and agent Internal account number fields become required matching fields if the broker-dealer does not cross-reference to institution internal account numbers in SID.

DTC's Matching Service provides flexibility by giving institutions the ability to exclude specific settlement locations and security types from the Matching process. This ability is maintained within the institution's Matching Profile located in SID. In addition, the Matching Profile enables institutions to indicate their preference for matching on Trade Date and/or Trade Price (profile default is YES). For matching purposes, only the net settlement amounts reported on Institution Instructions and Trade Input are considered (taking



any tolerance parameters defined by the institution into account). Institutions have the ability to define tolerance parameters in SID on a per trade or net settlement amount basis. Matching fields are further described within the specification document.

4. Data Distribution Processing

DTC generates output for the branch or executing broker-dealer and submitting institution interactively, as the records are received for machine-readable users. If a set of allocations is followed by a trailer record, allocation messaging processes normally.

DTC holds all other output (machine-readable) for the executing broker-dealer's clearing broker, step-in branch(s), step-in broker-dealer(s), and step-in broker-dealer(s) clearing broker(s) until the trailer record is received. This enables ID to generate a common record with the exact quantity amounts for clearing and step-in entities based on their participation in the transaction. If the trailer record is not received within five minutes of DTC processing the last detail allocation record for a set of allocations (set of allocations is determined by institution block reference identifier), DTC generates a warning message record only to the branch or executing broker-dealer and submitting institution.

The text of this warning message is, "A Trailer Record was not submitted for the set of allocations. Output will not be distributed to step-in entities and clearing entities until the Trailer Record is received." This signifies that the set of allocations was not processed with a trailer record.

DTC does not generate the warning message if the submitting institution previously cancelled the allocation. However, the message is generated if the executing broker-dealer previously rejected the allocation. Accordingly, the branch or executing broker-dealer can still receive a trailer record and additional new details after an II is rejected.

Submitting institutions receive the warning message record with any other back-end errors (II request edit report). Branch or executing broker-dealers receive the warning message record through normal output message queues.

For users requesting PTS output, a PTS Summary Ticket, followed by allocation details, is generated only for the branch or executing broker-dealer and institution five minutes after DTC processes the last detail record for a set of allocations for which no trailer record is received. The PTS Summary Ticket indicates that the trailer record was not processed for the set of allocations and that a warning message has been sent to the institution. The PTS Summary Ticket displays the total quantity amounts per allocation for the set of allocations processed by DTC at the time.

If PTS Summary Tickets were initially generated prior to receipt of the trailer record, the branch or executing broker-dealer and submitting institution can receive a PTS Summary Ticket followed by allocation details indicating amendment. The amended PTS Summary tickets are distributed if and when the submitting institution sends in the trailer record to signify that the set of allocations is complete. The executing broker-



dealer's clearing broker, step-in branch(s), step-in broker-dealer(s), and step-in broker-dealer(s) clearing broker(s) receive output via PTS Ticket only after the trailer record is received from the institution. All substitution allocations have to be followed by a trailer record. Upon receipt of the trailer record, DTC redistributes updated PTS Summary tickets (followed by supporting detail tickets) to all ID users choosing to receive this output. The summary tickets reflect old and new values (quantities) for the set of allocations.



5. Version 02 Fields and Field Changes

5.1 Common Record

New/Changed Field	Field Name	Description
New Field	NOE Reference Identifier	Optional Field used by Institutions or Vendors to identify corresponding NOEs
New Field	Institution Order Routing Number	Optional Field used by Institutions or Vendors to identify specific trade order number and/or route messages through internal systems
New Field	Step-Out Indicator	Required Field used by Institutions to inform Branch or Executing broker-dealer at the common level that step-outs are included within the set of allocations
Change	Trade Date	Modified to accommodate for year 2000
Change	Settlement Date	Modified to accommodate for year 2000

5.2 Detail Record

New/Changed Field	Field Name	Description
New Field	Detail Reference Identifier	Required Field used by Institutions or Vendors to identify account allocation independent of the common level or "block" level
New Field	Allocation Reason Code	Optional Field used by Institutions to specify to a Branch or Executing broker-dealer of the type of commitment the allocation is satisfying outside of Step-Out processing
Change	Substitution Indicator	New value of an "R" to facilitate Error Replacement Processing
Change	Executing Broker-Dealer Internal Account Number	Modified to an optional Input Field (for future use) to be used by Institutions or Vendors not utilizing SID, to provide the Branch or Executing broker-dealer with its internal account number identifying the Institution's client. Formerly output Field only
Change	Step-In Broker-Dealer Internal Account Number	Modified to an optional Input Field (for future use) to be used by Institutions or Vendors not utilizing SID, to provide the Step-In Branch or Step-In broker-dealer with its internal account number identifying the Institution's client. Formerly output Field only.



5.3 Common and Detail Record

New/Changed Field	Field Name	Description
New Field	Recipient Role	Output Field generated by DTC identifying the receiver of the II record by role
New Field	Recipient ID#	Output Field generated by DTC identifying the receiver of the II record by ID number



6. Record Formats: Overview

The following record formats contain the application data necessary for ID to process Institution Instructions. Seven additional communication-oriented fields, the Transaction Header, a total of 26 characters, precede each section of the application data.

Each input field marked “Val (for DTC Validation) = Yes” is validated against several criteria.

Output records contains more fields than input records. The fields that appear only on the output record are displayed in italics. Input that does not meet the edit criteria is returned to the submitter. The record is preceded by a mailbox prefix (Appendix P) and followed by an error block (Appendix O) to identify the field(s) in error.

A record that contains an error is reported with a question mark (?) in the Feedback Indicator field within the Transaction Header. An error code explaining the reason for rejection is appended to the record. It is a 40- byte field which can include five error responses; each error response contains a 4- byte field identifier and a 4- byte error code. The potential errors are detailed at the end of this specification.

For codes, please refer when necessary to Chapter 3.04, Interactive ID Input/Output Information.



6.1 Institution Instructions Input–Transaction Header

Italics = output

Position	Length	Format	Field Name	Validate	Transaction Header Field Description
1–1	1	Character X(1)	Feedback Indicator	<i>Output</i>	<i>This field is used by DTC to indicate the return of this record because of errors. A full description of this processing is available in a separate document ‘Interface Control Management’.</i> * = <i>If no errors</i> ? = <i>If record contained errors</i>
2–2	1	Character X(1)	Production/ Test Indicator	Y	Required indicator: P = Production T = Test
3–8	6	Character X(6)	Record Type	Y	IIDATA = Institution Instructions Input and Output
9–10	2	Numeric 9(2)	Record Suffix	Y	The physical record number; required because some services can have more than one physical record within a complete logical record 01 = Common or Detail Record
11–12	2	Numeric 9(2)	Version Number	Y	Version number of the input that defines the record format, incremented as fields are added to or deleted from the format 02 = new version 01 = first version Refer to cover page of this document for version number.
13–18	6	Character X(6)	Record Sequence Number	N	Submitter assigned transaction identifier (optional); returned only during error reporting.
19–26	8	Character X(8)	Addressee	<i>Output</i>	<i>Eight-character DTC destination of user for whom the record is produced, enabling a group user to redistribute the record</i>



6.2 Common Section

Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 1 of 9)
27–27	1	Numeric 9(1)	Transaction Type	Y	<p>1 = Allocation (Institution Input) 3 = Common Cancellation (Institution Input) 4 = Substitution (Institution Input) 5 = Common Rejection (Broker Input)</p> <p>A reason code is required in position 225–227 for cancellations and rejections.</p>
28–28	1	Character X(1)	Data Type	Y	C = Common.
29–37	9	Character X(9)	DTC Control Number	Output	A unique control number assigned by DTC to every Instruction.
38–45	8	Numeric 9(8)	Submitting Institution	Y	<p>Eight-digit ID of the submitting institution; right justified, zero filled.</p> <p>The entry here must be the same number as Institution Number field in Detail Section, position 58–65 (until further defined).</p>
46–57	12	Character X(12)	Institution Block Reference Identifier	Y	<p>A unique number the Institution must use to identify a “block” or “set” of allocations. If Transaction Type (position 27) is equal to:</p> <ul style="list-style-type: none"> 1 = a unique number the Institution must use to identify a “block” or set of allocations (DTC will reject if not unique for transaction type 1) 5 = the identifier of the set of allocations the Branch or Broker is rejecting 3 := the identifier of the set of allocations the institution is cancelling 4 = the identifier of the set of allocations the institution is substituting.



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 2 of 9)
58–65	8	Numeric 9(8)	Branch or Executing Broker-Dealer Number	Y	<p>Eight-digit ID of the branch or executing broker; right justified, zero filled</p> <p>The branch number should be used if supplied by the executing-broker in position 28–35 of the NOE. If NOE is not available or not being used, enter the branch number if known and applicable to the trade; otherwise, enter the executing broker's ID.</p> <p>DTC will publish the ID numbers to be used for broker-dealer's having multiple numbers in the ID Directory.</p>
66–66	1	Character X(1)	Branch or Broker Notify Indicator	Y	<p>Y= Send this instruction to the branch, or to the executing broker-dealer, and hold for Matching, if indicated in SID</p> <p>N= Don't send this instruction to the branch or executing broker-dealer; hold for Matching only (Matching indicators must be set to "Y" in SID, or error will result).</p>
67–83	17	Numeric 9(12)V9(5)	Total Allocation Shares/ Face Value	Y	<p>Total shares/face value allocated for a set of allocation instructions. Must be greater than zero for Regular Way trades.</p> <p>Cancellations, Substitutions, and Rejections, must contain the same value as the original allocation.</p>
84–86	3	Character X(3)	Currency Code	Y	<p>The currency of settlement which must contain a valid 3-character ISO currency code (see Chapter 3.04)</p> <p>This is a required matching field for all country locations (excluding the U.S.), and for international depositories (e.g., EUROCLEAR, CEDEL, FNB Chicago–London).</p>
87–97	11	Character X(11)	Price	Y	<p>Price per share at which the security was traded.</p> <p>May contain a decimal in any position; all other positions must be numeric. Whole numbers do not require a decimal and a maximum of 11 whole numbers may be used. For decimal positions, there can be a maximum of ten positions to the right of the decimal. Right justified and zero filled.</p> <p>Must be greater than zero for <i>Regular Way</i>.</p> <p>This field can be made an optional matching field by the institution in SID.</p>



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 3 of 9)
98-98	1	Numeric 9(1)	Buy/ Sell Indicator	Y	1 = sell-broker is receiving 2 = buy-broker is delivering This is a required matching field.
99-106	8	Numeric 9(8)	Trade Date	Y	Date when the trade was executed in <i>ccymmdd</i> format. <i>Trade Date can be made an optional matching field by the institution in SID.</i>
107-114	8	Numeric 9(8)	Settlement Date	Y	Date when the trade is to be settled in <i>ccymmdd</i> format. Can be zeros for Settlement Type (position 224): = 2 (When Issued) = 3 (When Distributed) = 4 (When Issued or Distributed). This is a required matching field.
115-116	2	Character X(2)	Security Numbering System	Y	AT = Wertpapierkennnummer (Austria) AU = Australia BE = Secretariat des Valeurs Mobilières-sum (Belgium) BR = Brazil CE = CEDEL CH = Valorenummer (Switzerland) DE = Wertpapierkennnummer (Germany) DK = Fondskode (Denmark) ES = Spain EU = EUROCLEAR FR = SICOVAM (France)

(continued)



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 4 of 9)
115–116 Security Numbering System (continued)					<p> GB = SEDOL (United Kingdom) IE = Ireland IS = ISIN IT = Codice UIC (Italy) JP = QUICK (Japan) LU = Luxembourg MX = Mexico NL = Netherlands NO = Norway RU = Reuters SE = Sweden US = CUSIP (United States) XS = Common Code (CEDEL/EUROCLEAR) 99 = User Originated </p> <p>The number 99 may be used with the security identifier field, but should be used with the Ticker Symbol (position 129–142) or Security Description (position 143–220).</p>
117–128	12	Character X(12)	Security Identifier	Y	<p>The identification number assigned to the security:</p> <p> 117–118 = ISIN Country Code (ISIN only) 119–127 = Security Number 128–128 = ISIN Check Digit (ISIN only) </p> <p>One of the following three fields must be entered to identify the security: <i>Security Identifier, Ticker Symbol or Security Description.</i></p> <p>A mandatory field when <i>Security Numbering System</i> is CUSIP, SEDOL, or ISIN, as ID calculates check digits and other components for these numbering systems.</p> <p>This is a required matching field.</p>



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 5 of 9)
129-142	14	Character X(14)	Ticker Symbol	Y	<p>The ticker symbol can be used as an optional way to identify equity securities for allocations. The U.S. Ticker Symbol generally contains security identifier, suffix and/or class</p> <p>Identifies the U.S.ticker symbol:</p> <p>129-138 = Base Symbol 139-141 = Suffix 142-142 = Class</p> <p>One of the following three fields must be entered to identify the security: <i>Security Identifier, Ticker Symbol or Security Description.</i></p>
143-220	78	Character X(78)	Security Description	Y	<p>If no security identifier or ticker symbol exists, the name of the issue and any other unique characteristics of the issue type.</p> <p>One of the following three fields must be entered to identify the security: <i>Security Identifier, Ticker Symbol or Security Description.</i></p>



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 6 of 9)
221-223	3	Character X(3)	Security Type	Y	<p>A valid Security Type value is a required matching field for all settlement locations except DTC. Also, a value of other than spaces is required for Matching of non-DTC-eligible securities.</p> <p> SPACES = Not Determined ABS = Asset-Backed Security AGS = Agencies BAS = Banker's Acceptances CDS = Corporate Debt Securities CER = Representative Certificates CMO = Collateralized Mortgage Obligation COD = Certificate of Deposit CON = Convertible Bond CPA = Commercial Paper CPN = Coupons CSH = U.S.Cash Wire EBD = Eurobonds ECD = Euro CD ECP = Euro CP ENT = Euronotes FMR = Freddie Mac Remics FNM = Fannie Mae FNR = Fannie Mae Remics FPA = Face or Principal or Nominal Amount FRM = Freddie Mac Remics GDS = Government Debt Securities GMR = Ginnie Mae Remics GNM = Ginnie Maes ITS = Inflation Indexed Treasury Securities MBS = Mortgage-Backed Securities MMI = Money Market Instrument MSC = Miscellaneous MTN = Medium Term Notes MUN = Municipal Bonds NSD = Non U.S.Sovereign Debt OMB = Other Mortgage Backed Securities OMM = Other Money Market Instruments OPC = Option Contracts OPS = Option Shares PRC = Premium Contracts PRS = Premium Shares RTE = Rentes RTS = Rights SHS = Equities (Shares) </p>



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 7 of 9)
221–223			Character Security Type (Continued)		TBI = Treasury Bills TEM = Tax Exempt Money Markets TRB = Treasury Bonds TRN = Treasury Notes TRS = Treasury Strips UNT = Units WTS = Warrants XCP = Tax Exempt Commercial Paper
224–224	1	Numeric 9(1)	Settlement Type	Y	1 = Regular Way 2 = When Issued 3 = When Distributed 4 = When Issued or Distributed
225–227	3	Numeric 9(3)	Reject Cancellation Reason Code	Y	The reason an institution is cancelling or a Broker is rejecting a prior allocation. A value other than Unspecified (000) is required for Cancellations (transaction type = 3) and Rejections (transaction type = 5). 000 = Unspecified 001 = Trade Date Wrong 002 = Settlement Date Wrong 003 = Security Identifier Wrong 004 = Security Number System Wrong 005 = Security Type Wrong 006 = Security Description Wrong 007 = Settlement Type Wrong 009 = Buy/Sell Wrong 010 = Total Shares/Face Value Wrong 011 = Price Wrong 014 = Currency Code Wrong 057 = Ticker Symbol Wrong 058 = Allocation Wrong 059 = Don't Know Execution 065 = Branch or Executing Broker Wrong 066 = Transaction Type Wrong 067 = Branch or Broker Notify Wrong 068 = Institution Block Reference ID Wrong 069 = Submitting Institution Wrong 086 = NOE Reference Identifier Wrong 087 = Institution Order Routing Number Wrong 088 = Step-Out Indicator Wrong



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 8 of 9)
228–243	16	Character X(16)	NOE Reference Number	N	The Broker reference number of a corresponding NOE. May be spaces. Multiple = institution allocates across more than one NOE. Across = institution allocates several across a single NOE.
244–259	16	Character X(16)	Institution Order Routing Number	N	An order number enabling an institution to identify and/or route the order to a vendor specified terminal; can be spaces.
260–260	1	Character X(1)	Step-Out Indicator	N	Used to inform Branch or Executing Broker that allocation set includes Step-Out processing. Y = If step-out processing exists within the set of allocations N = If No step-outs exist within the set of allocations
261–450	190	Character X(190)	Filler		DTC use only; do not use.
Following fields appear in Output Record only					
451–458	8	Numeric 9(8)	Executing Broker-Dealer Number	output	<i>Eight-digit ID of the executing broker-dealer; right justified, zero filled.</i> <i>When the Standing Instructions Database is used for branch processing, and a branch ID code is entered on Institution Instruction input, this field is populated from SID with the corresponding executing broker-dealer ID number of the branch and placed on Institution Instruction output. If an executing broker-dealer ID was entered on input, this field contains the same executing broker number.</i> <i>When a branch identifier is supplied in the branch or executing broker-dealer field (positions 58–65), the executing broker-dealer field becomes a DTC matching field.</i>
459–459	1	Character X(1)	Cancellation After Matching Indicator	output	<i>Indicator that the institution has attempted to cancel a set of allocations after at least one of the detail allocations has matched to a confirm.</i> <i>Spaces = initial value</i> <i>Y = cancellation.</i>
460–467	8	Numeric 9(8)	Recipient ID	output	<i>Eight-digit ID of the entity receiving this common record.</i>



Position	Length	Format	Field Name	Validate	Common Section Field Description (Part 9 of 9)
468-469	2	Numeric 9(2)	Recipient Role	output	<p><i>The Recipient's Role in the institution allocation instruction.</i></p> <ul style="list-style-type: none"> 03 = Executing Broker-Dealer 08 = Executing Broker-Dealer's Clearing Broker 21 = Submitting Institution 23 = Executing Broker-Dealer's Branch 25 = Step-in Broker-Dealer 27 = Step-in Broker-Dealer's Branch 31 = Step-in Broker-Dealer's Clearing Broker.



6.3 Detail Allocation Section

Italics = output

Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 1 of 13)
27–27	1	Character X(1)	Substitution Indicator	Y	<p>O = Original (for use with transaction type ! On the common record. C = Cancellation* S = Substitution* R = Error Replacement*</p> <p>* For use with transaction type 4 on the common record, Substitution.</p>
28–28	1	Character X(1)	Data Type	Y	D = Detail Allocation
29–37	9	<i>Character X(8)</i>	<i>DTC Control Number</i>	<i>output</i>	<p><i>A unique control number is assigned by DTC to every Instruction.</i></p> <p><i>The DTC Control Number is an optional input field for Error Replacement Processing (Substitution Indicator = R). The Control Number must be used when a detail level error is attributed to the detail reference identifier field.</i></p>
38–45	8	Numeric 9(8)	Submitting Institution	Y	<p>Eight-digit ID of the submitting Institution; right justified, zero filled.</p> <p>This must be the same as the ID number positions 38–45 on the common record. It must also be the same as the entry in the Institution Number field (positions 58–65 below), until further defined.</p>
46–57	12	Character X(12)	Institution Block Reference Identifier	Y	Same as the identifier in Common Record (positions 46–57).
58–65	8	Numeric 9(8)	Institution Number	Y	<p>Eight-digit ID Number of the Institution; right justified, zero filled.</p> <p>This is a required matching field.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 2 of 13)
66–81	16	Character X(16)	Institution Internal Account Number	Y	The internal account number identifying the institution's client; left justified, with trailing spaces. If Step-Out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.
82–98	17	Numeric 9(12)V9(5)	Shares/ Face Value	Y	The accumulation of shares/face value for a set of allocations and should be equal to the <i>Total Allocation Shares/Face Value</i> in positions 67–83 in the Common Record. Must be numeric; must be greater than zero for <i>Settlement Type</i> 1 (regular way trade); right justified, zero filled. This is a required matching field.
99–99	1	Character X(1)	Allocation Commission Type Indicator	Y	C = Cents Per Share F = Fixed Dollar D = Discount percent of Settlement Amount U = Unknown The Allocation Commission Type Indicator applies to the <i>Commission</i> (positions 158–166) and <i>Broker of Credit Commission</i> (positions 167–175). When the indicator is 'C' (Cents Per Share) or 'F' (Fixed Dollar), the commission amounts must be numeric. When the indicator is 'D' (Discount Percent of Settlement Amount), the commission amounts must contain a numeric value equal to or less than 100%. When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.
100–107	8	Numeric 9(8)	ID Broker of Credit	Y	Eight-digit ID of the Broker of Credit for executing or step-in broker-dealer. Right justified, zero filled. This entry must be zeros when there is no ID Broker of Credit; or when a Non-ID Broker of Credit or Correspondent Broker is present. When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 3 of 13)
108–157	50	Character X(50)	Non-ID Broker of Credit or Non-ID Correspondent Broker Identifier	N	<p>The identifier of the Broker of Credit or Correspondent Broker for the executing or step-in broker-dealer when not a member of the ID system</p> <p>Must be equal to spaces when there is no Non-ID Broker of Credit, Non-ID Correspondent Broker; or an ID Broker of Credit is being used.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p>
158–166	9	Character X(9)	Commission	Y	<p>The executing or step-in broker's commission allocated to this transaction; stated as cents per share, dollar amount or discount percent of <i>Net Amount</i> as specified by the value stated in the Allocation Commission Type Indicator field (position 99).</p> <p>This entry can contain decimal point in any position, or spaces if unknown or not applicable.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>
167–175	9	Character X(9)	Broker of Credit Commission	Y	<p>The executing or step-in broke/dealer's commission allocated to this transaction. The commission can be stated as cents per share, dollar amount or discount percent of <i>Net Amount</i> as specified by the value stated in the Allocation Commission Type Indicator field (position 99).</p> <p>This entry can contain decimal points in any position or spaces if unknown or not applicable.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output will contains spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 4 of 13)
176–186	11	Numeric 9(9)V9(2) Character X(11)	Interest	Y	<p>The interest accrued on a bond that must be accounted for in its sale. Right justified and zero filled. This entry may be spaces.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>
187–195	9	Numeric 9(7)V9(2) Character X(9)	SEC Fees/ Registration/ Shipping Fees	Y	<p>The statutory fee levied on the sale of equity securities registered on a U.S.exchange, or any fees charged for registration and shipping of securities settling outside the US; right justified, zero filled. This entry can be spaces.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>
196–204	9	Numeric 9(7)V9(2) Character X(9)	Local Tax	Y	<p>The state, local or province tax that applies to this transaction. Right justified and zero filled. This entry can be spaces.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 5 of 13)
205–213	9	Numeric 9(7)V9(2) Character X(9)	Country Tax	Y	<p>The country or federal tax that applies to this transaction. Right justified and zero filled. This entry can be spaces.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>
214–222	9	Numeric 9(7)V9(2) Character X(9)	Other Charges	Y	<p>The sum of any charges that apply to this transaction for which no other field has been designated; right justified, zero filled. This entry can be spaces.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>
223–236	14	Numeric 9(12)V9(2) Character X(14)	Principal Amount	Y	<p>The quantity multiplied by the price. Right justified and zero filled, may be spaces.</p> <p>An optional field used by the institution to resolve unmatched trades. The ID System only matches on <i>Net Amount</i> (within tolerance parameters, if applicable).</p>
237–250	14	Numeric 9(12)V9(2) Character X(14)	Net Amount	Y	<p>Settlement Amount is <i>shares/face value times price</i> plus interest, plus or minus (based on side) SEC Fees/Registration and Shipping fees, Local Tax, Country Tax, Commissions, and Other Charges fields.</p> <p>Entry here must be greater than zero for settlement type = 1 (Regular Way). Can be spaces when not matching. Right justified and zero filled.</p> <p>This is a required matching field.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 6 of 13)
251–251	1	Character X(1)	Split Currency Settlement Indicator		<p>Indicator of whether the security and cash settle in different locations.</p> <p>Y = Yes N = No</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p>
252–254	3	Character X(3)	Settlement Location	Y	<p>Country or depository in which the security is to be settled. Left justified and space filled; the primary values are:</p> <p>DTC = The Depository Trust Company FED = The Federal Reserve Bank PTC = Participants Trust Company EUR = EUROCLEAR CED = CEDEL FNB = First National Bank of Chicago, London US = U.S.Physical BRC = Broker Custody</p> <p>For two-character ISO country codes, see Chapter 3.04, Interactive ID Input/Output Information.</p> <p>This is a required matching field.</p>
255–262	8	Numeric 9(8)	Agent ID Number	Y	<p>ID number for the agent; zeros when Institution's account is resident on SID. Right justified and zero filled.</p> <p>This field must be supplied with valid data by the institution if the institution's account is not resident in SID. When the institution's account is resident in SID, the Agent ID Number and Agent Internal Account Number are derived from the SID</p> <p>This is a required matching field.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 7 of 13)
263–278	16	Character X(16)	Agent Internal Account Number	--	<p>Agent's internal account number. Should be zeros when the Institution's account is resident on SID. Left justified and space filled.</p> <p>This field must be supplied with valid data by the institution if the institution's account is not resident in SID. When the institution's account is resident in SID, the Agent ID Number and Agent Internal Account Number are derived from the SID</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p> <p>This is a required matching field.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 8 of 13)
279-281	3	Numeric 9(3)	Cancellation Reason Code	Y	<p>The reason an institution is cancelling a prior detail allocation.</p> <p>A value of Unspecified (000) must be used for New Allocations (Transaction type=1, substitution indicator=O) and substituted detail allocations (Transaction type= 4, substitution indicator=S). A value other than Unspecified (000) is required for cancelling a detail allocation (Transaction type=4 and substitution indicator=C).</p> <ul style="list-style-type: none"> 000 = Unspecified 008 = Settlement Location Wrong 010 = Shares/Face Value Wrong 013 = Interest Wrong 016 = Commission/Fee Wrong 017 = Split Indicator Wrong 019 = SEC Fees/Reg/Shipping Amount Wrong 020 = Local Tax Wrong 021 = Country Tax Wrong 022 = Other Charges Wrong 023 = Net Amount Wrong 060 = Commission Type Wrong 062 = Institution Account Number Wrong 063 = ID Step-In Broker Wrong 064 = Dummy Allocation Substitution 070 = ID Agent Wrong 071 = ID Agent Internal Account Number Wrong 072 = Principal Amount Wrong 073 = ID Broker of Credit Wrong 074 = Non-ID Broker of Credit Wrong or Non-ID Correspondent Broker Wrong 075 = Institution Number Wrong 076 = Non-ID Step-in Broker Wrong 077 = Step-in Broker Notify Indicator Wrong 079 = Step-Out Reason Code 1 Wrong 080 = Step-Out Reason Code 2 Wrong 081 = Step-Out Reason Code 3 Wrong 082 = Step-Out Reason Text Wrong 085 = Broker of Credit Commission Fee Wrong 089 = Detail Reference Identifier Wrong 090 = Allocation Reason Code Wrong



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 9 of 13)
282–293	12	Character X(12)	Detail Reference Identifier	Y	Account level identifier, enabling the institution to reference the detail record independent of the common record, or “block” reference identifier. Must be unique for each detail within the set of allocations and institution “block” reference identifier. It can be reused if the detail allocation is cancelled.
294–296	3	Character X(3)	Allocation Reason Code	Y	<p>A code enabling an institution to specify to a broker the type of commitment the allocation is satisfying outside of Step-out processing; if no code is entered, defaults to spaces.</p> <p>001 = Research 002 = Client Directed 003 = Client Recapture/Rebate 004 = Liquidation 005 = Soft Dollar 006 = Client Soft Dollar 007 = Contracted Services 008 = Minority Firm Business 009 = Custodial Expenses</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contains spaces.</p>
297–312	16	Character X(16)	Executing Broker-Dealer Internal Account Number	Y	<p>Executing broker-dealer's internal account number identifying the institution's client; optional input field (for future use).</p> <p>When the Standing Instructions Database is being used, data is retrieved from SID and placed on Institution Instruction output.</p> <p>When step-out processing is used, data in this field is suppressed. The executing broker and step-in broker's output contains spaces.</p>
313–387	75	Character X(75)	Filler	N	<p>DTC use only; do not use.</p> <p>This is for future use and is part of the input record. The fields that follow begin in position 388 on the Input record.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 10 of 13)
388–395	8	Character X(8)	ID Step-In Branch or ID Step-In Broker	Y	<p>Eight-character ID of Step-In Branch or Step-In Broker. Right justified and zero filled. This field is used to invoke Step-out processing. Must be spaces when Step-out processing is not used. If Step-Out processing is used, one of the two Step-In brokers is required.</p> <p>The ID step-in branch or step-in broker cannot submit a Rejection; the branch or executing broker must reject the set of allocations on behalf of the step-in branch or step-in broker.</p>
396–399	4	Character X(4)	Non ID Step-In Broker	N	<p>Identifier is maintained by the NASD of the Step-In Broker, when not a member of the ID System. Left justified and space filled.</p> <p>The Institution notifies this entity outside of the ID System. Must be spaces when an ID Step-In Branch or Broker is specified. Must be spaces when Step-out processing is not used. If Step-Out processing is used, one of the two Step-In brokers is required.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contain spaces.</p>
400–415	16	Character X(16)	Step-In Broker-Dealer Internal Account Number	Y	<p>Step-In broker's internal account number identifying the institution's client. Optional input field (for future use).</p> <p>When SID is being used, these fields are retrieved from the SID and placed on Institution Instruction output.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contain spaces.</p>
416–416	1	Character X(1)	Step-In Branch or Broker Notify Indicator	Y	<p>Y = Send this instruction to the Step-in Branch, or to the Step-in Broker-Dealer. N = Don't send this instruction to the Step-in Branch or Step-in Broker-Dealer.</p> <p>Must be spaces when Step-out processing is not used.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 11 of 13)
417-419	3	Character X(3)	Step-Out Reason Code 1	Y	<p>The reason why an institution is stepping out a detail allocation.</p> <p>000 or Spaces = Unspecified 001 = Research 002 = Client Directed 003 = Client Recapture/ Rebate 004 = Liquidation 005 = Soft Dollar 006 = Client Soft Dollar 007 = Contracted Services 008 = Minority Firm Business 009 = Custodial Expenses</p> <p>Must be spaces when Step-out processing is not used.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contain spaces.</p>
420-422	3	Character X(3)	Step-Out Reason Code 2	Y	<p>Reason an Institution is stepping out a detail allocation; possible values same as Step-Out Reason Code 1 (positions 417-419).</p> <p>Must be spaces when Step-out processing is not used.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contain spaces.</p>
423-425	3	Character X(3)	Step-Out Reason Code 3	Y	<p>Reason an Institution is stepping out a detail allocation; possible values same as Step-Out Reason Code 1 (positions 417-419).</p> <p>Must be spaces when Step-out processing is not used.</p> <p>When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contain spaces.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 12 of 13)
426–450	25	Character X(25)	Step-Out Reason Text	N	Reason an Institution is stepping out a detail allocation; can be spaces; if step-out processing is not used, spaces required This field provides for the communication of non-standard or out-of-ordinary reasons for stepping out. When step-out processing is used, data in this field is reported to the step-in broker, not the executing broker. The executing broker's output contain spaces.
The following fields appear in Output Record only Input record = 450 characters; output record = 555 characters					
451–475	25	Character X(25)	Filler	output	<i>DTC use only; do not use.</i> <i>This is part of the output record. The fields that follow begin in position 476 on the output record.</i>
476–483	8	Numeric 9(8)	Executing Broker-Dealer's Clearing Broker	output	<i>Eight-digit ID of the entity that is to receive or deliver on behalf of the Executing Broker.</i> <i>When SID is being used, these fields are retrieved from SID and placed on Institution Instruction output.</i>
484–499	16	Character X(16)	Executing Broker's Account Number at Clearing Broker	output	<i>The executing broker's account number at the Clearing Broker.</i> <i>When SID is being used, these fields are retrieved from SID and placed on Institution Instruction output.</i>
500–500	1	Character X(1)	Cancellation After Matching Indicator	output	<i>Indicator of whether the institution attempted to substitute this allocation after it matched to a confirm.</i> <i>Space = initial value</i> <i>Y = cancellation attempted after match.</i>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 13 of 13)
501–501	1	Character X(1)	Matched Indicator	output	<p>Indicator of whether the instruction is intended for matching to trade input, and, if it has matched.</p> <p>0 = not destined for matching 1 = destined for matching (unmatched) 2 = allocation has matched 3 = unmatched institution instruction (end of day)</p> <p>When SID is being used, these fields are retrieved from the SID and placed on Institution Instruction output.</p>
502–502	1	Character X(1)	Institution SID Account Found Indicator	output	<p>Y = account found N = account not found</p> <p>When SID is being used, these fields are retrieved from the SID and placed on Institution Instruction output.</p>
503–503	1	Character X(1)	Broker-Dealer SID Account Found Indicator	output	<p>Y = account found N = account not found S = account supplied by submitter (for future use)</p> <p>When SID is being used, these fields are retrieved from the SID and placed on Institution Instruction output.</p>
504–512	9	Character X(9)	Original DTC Control Number	output	<p>The DTC control number assigned to original allocation. Populated on transaction type 4 cancellation details.</p>
513–513	1	Character X(1)	Step-In Broker-Dealer SID Account Found Indicator	output	<p>Y = account found N = account not found S = account supplied by submitter (for future use)</p> <p>When SID is being used, these fields are retrieved from the SID and placed on Institution Instruction output.</p>
514–521	8	Character X(8)	Step-In Broker- Dealer's Clearing Broker	output	<p>Eight-character ID of the entity that is to receive or deliver on behalf of the ID Step-In Broker-Dealer.</p> <p>When SID is being used, these fields are retrieved from the SID and placed on Institution Instruction output.</p>



Position	Length	Format	Field Name	Validate	Detail Allocation Field Description (Part 14 of 13)
522-537	16	Character X(16)	Step-In Broker- Dealer's Account Number at Step-In Clearing Broker	output	<p>The step-in broker's account number at Step-In Clearing Broker.</p> <p>When SID is being used, these fields are retrieved from SID and placed on Institution Instruction output.</p>
538-545	8	Character X(8)	ID Step-In Broker	output	<p>Eight-character ID number of Step-in Broker. Right justified and zero filled.</p> <p>When SID is being used, these fields are retrieved from SID and placed on Institution Instruction output.</p> <p>When SID is being used for branch processing, and a ID step-in branch code is entered on Institution Instruction input, this field is populated from SID with the corresponding step-in broker-dealer ID number of the step-in branch and placed on Institution Instruction output. If a step-in broker-dealer ID number was entered on input, this field contains the same step-in broker-dealer ID number.</p> <p>When a branch identifier is supplied in the ID Step-in branch or ID Step-in broker-dealer field (position 388 - 395) to invoke Step-Out processing, the ID Step-in broker field becomes a DTC Matching field.</p>
546-553	8	Numeric 9(8)	Recipient ID	output	Eight-character ID of the entity receiving this detail record.
554-555	2	Numeric 9(2)	Recipient Role	output	<p>The Recipient's Role in the (II) allocation instruction</p> <p>03 = Executing Broker-Dealer 08 = Executing Broker-Dealer's Clearing Broker 21 = Submitting Institution 23 = Executing Broker-Dealer's Branch 25 = Step-in Broker-Dealer 27 = Step-in Broker-Dealer's Branch 31 = Step-in Broker-Dealer's Clearing Broker.</p>



6.4 Trailer Section

Position	Length	Format	Field Name	Validate	Trailer Section Field Description
27–27	1	Character X(1)	Transaction Type	Y	1 = Allocation (Institution Input) 4 = Substitution (Institution Input)
28–28	1	Character X(1)	Data Type	Y	L = Last record (Trailer) of the set.
29–37	9	Character X(9)	<i>DTC Control Number</i>	<i>Output</i>	<i>Same as control number assigned by DTC to the common record</i>
38–45	8	Numeric 9(8)	Submitting Institution	Y	Eight-digit ID of the submitting institution; right justified, zero filled Same ID number as on the common and detail records.
46–57	12	Character X(12)	Institution Block Reference Identifier	Y	A unique number the Institution must use to identify a “block” or set of allocations (transaction type = 1); or substituting (type 4). Same identifier as on the common section.
58–450	393	Character X(393)	Filler		DTC use only; do not use.



6.5 Warning Message

Italics = Output.

Position	Length	Format	Field Name	Validate	Warning Message Field Description
27–27	1	Character X(1)	Transaction Type	output	1 = Allocation (Institution Input) 4 = Substitution (Institution Input)
28–28	1	Character X(1)	Data Type	output	W = Warning message
29–37	9	Character X(9)	DTC Control Number	output	Same as control number assigned by DTC to the common record.
38–45	8	Numeric 9(8)	Submitting Institution	output	Eight-digit ID of the submitting institution; right justified, zero filled.
46–57	12	Character X(12)	Institution Block Reference Identifier	output	A unique number the institution must use to identify a "block" or set of allocations (transaction type = 1); or substituting (type 4)
58–450	393	Character X(393)	Description Text	output	Warning message text "A Trailer Record was not submitted for the set of allocations. Output will not be distributed to step-in entities and clearing entities until the Trailer Record is received."



7. Institution Instruction Error Codes

An eight-byte ICM error code is returned to the user indicating the reasons why a message failed DTC validation. The eight-byte code is divided into two parts: a four-byte field code that identifies the field where an error occurred, and a four-byte error reason code that describes the type of error that occurred.

Field Code	Reason Code	Explanation	Page 1 of 7
GABN	9AAE	Transaction Type Transaction Type not equal to: 1 = Allocation (Institution Input only) 3 = Common Cancellation (Institution Input only) 4 = Substitution (Institution Input only) 5 = Common Rejection (Broker Input only) or the submitter is not eligible to input this record type.	
	IACG	Only transaction type 1 or 4 can be submitted with a trailer.	
GABO	9AAE	Data Type Data Type not equal to: C = Common D = Detail Allocation L = Trailer	
	IAA7	Common record not found for submitted detail record because: <ul style="list-style-type: none"> • Common record was not submitted • Common record was submitted with an error • Block Reference identifier of detail record does not agree with an active common block reference identifier 	
	IAA8	Detail record(s) are not submitted for detail allocations or substitutions; transaction type 1 or 4	
	IABC	Detail record(s) are submitted for cancellations or rejections; transaction type 3 or 5	
	IABG	Step-out part missing in input when cancelling a stepped-out detail or step-out part found in input when cancelling an allocation that is not stepped-out	
	IACF	Trailer record is submitted without a corresponding common record	
	IACH	Extra trailer record is submitted when Allocation is complete	
CAAQ	9AAN	Submitting Institution Submitting Institution not eligible for ID Processing	
	IAAE	Submitting Institution has elected not to receive the II rejection.	



Field Code	Reason Code	Explanation	Page 2 of 7
CAAA	9AAN	Institution Institution not eligible for ID Processing	
	9AAE	Institution does not equal submitting Institution	
	9AAF	Institution is not numeric	
	IAAL	Institution has elected to match Broker trade input but Institutional Account not found in SID.	
GAAT	IAAN	Institution Reference Number Institution Block Reference Number of the common record matches a previously entered allocation (for original allocation).	
	IAA4	Institution Block Reference Number does not match a previous allocation. (for rejects, cancellations and/or error replacement).	
	IAA1	Institution Block Reference Number of the common record matched an already cancelled allocation.	
	IABD	Institution Block Reference Number of the common record matched an already rejected allocation.	
CAGJ	IAAN	Detail Reference Identifier Detail Reference Identifier in the detail allocation record within the set of allocations, is a duplicate and not unique.	
	9AA5	Detail Reference Identifier contains spaces.	
CAAB	9AAN	Branch or Executing Broker/Dealer Branch or Executing Broker/Dealer not eligible for ID Processing.	
	9AAF	Branch or Executing Broker/Dealer not numeric.	
	IAAE	The Branch or Executing Broker-Dealer and its Clearing broker have elected not to receive the institution instruction and Branch or Broker Notify Indicator = Y.	
	IAA4	The Branch or Executing Broker/Dealer attempting to reject is not the Branch or Executing Broker/Dealer on the original Institution Instruction.	
	IABI	Branch or Executing Broker attempted rejection after matching.	
EAAB	9AAE	Branch or Broker Notify Indicator Branch or Broker Notify Indicator not equal to Y or N.	
GAC3	9AAE	Allocation Reason Code Allocation reason code is not equal to one of the acceptable values; refer to the input/output specifications for acceptable values.	



Field Code	Reason Code	Explanation	Page 3 of 7
DAA3	9AAF	Total Allocation Shares/Face Value Total Allocation Shares/Face Value not numeric.	
	9AAH	Total Allocation Shares/Face Value must be greater then zero for Settlement Type = 1 (Regular way).	
	IABB	Total Allocation Shares/Face Value of cancellation, rejection or substitution is not equal to Total Allocation Shares Face Value of the original record.	
GAAI	9AAE	Currency Code The ISO currency code is not equal to one of the acceptable values; see Chapter 3.04, Interactive ID Input/Output Information for acceptable values	
DAAD	9AAF	Price Price not numeric.	
	9AAH	Price must be greater than zero for settlement type = 1 (Regular Way).	
EAAA	9AAE	Buy/Sell Indicator Buy/Sell Indicator not equal to 1 or 2	
BAAB	9AAJ	Trade Date Trade Date not numeric or one of the following invalid conditions apply: • Must be greater than zero • Trade date must be a valid date (for example, not Feb 30)	
	IAAF	Trade Date is greater than current date for settlement in the US.	
	IAAG	Trade Date exceeds the current date by more than one day for trades settling outside of the U.S.(accommodation of time zone differences).	
	IAAH	Trade Date is less than current date minus 250 settlement days.	
BAAA	9AAJ	Settlement Date Settlement date not numeric or one of the following invalid conditions apply: • Settlement date must be within two years of the current date. • When settlement location is DTC or BRC, settlement date must be a valid settlement date for DTC. • When settlement location is other than DTC or BRC, settlement date must be a valid calender date (for example, not Feb. 30). • Date cannot be zeros for settlement type = 1 (Regular Way).	
	9AAK	Settlement date is less than trade date.	



Field Code	Reason Code	Explanation	Page 4 of 7
GAAP	9AAE	Security Numbering System Security Numbering System is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information for acceptable values	
GAAP	9AAO	Security Identifier The Security Number Format does not conform to the standards for the Security Numbering System.	
	9ABE	ISIN The ISO Country Code is invalid. If the settlement location is DTC or BRC, the country code must be US. If the country code is US, the CUSIP check digit must be valid. If the country code is GB, the first two positions after the country code must be zero. The SEDOL check digit must be valid. Security identifier is blank.	
	9AAP	CUSIP The ISO Country Code is not blank. The International Check digit is not blank. The CUSIP check digit is invalid.	
	9AAQ	SEDOL The ISO Country Code is not blank. The International Check digit is not blank. The first two digits of the security number are not zeros. The SEDOL check digit is invalid.	
	9AA5	Security identifier is blank when intended for matching.	
	IAA6	One of the three fields that identify the security (Security Identifier, Ticker Symbol or Security Description) must be entered.	
GAAE	9AAE	Security Type Security Type is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information.	
	9AA5	Security Type is blank when intended for matching and the security is ineligible at DTC.	
	9ABE	Security Type is blank when Security Numbering System = IS.	
GAAG	9AAE	Cancellation Reason Code Cancellation Reason Code is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information.	
	9AAA	Cancellation Reason Code is not equal to zeros for transaction types 1 and 4.	



Field Code	Reason Code	Explanation	Page 5 of 7
GABI	9AAE	Rejection Reason Code Rejection Reason Code is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information	
GABP	9AAE	Substitution Indicator Substitution Indicator not equal to: O Original C Cancellation S Substitution R Replacement	
	9AEH	Set is not complete to cancel/substitute detail record.	
	IAA9	Substitution Indicator not equal to O for transaction type 1 (Allocation).	
	IABA	Substitution Indicator not equal to C, S, or R for transaction type 4 (Substitution).	
GABQ	9AAE	Institution Internal Account Number is spaces Institution Internal Account Number is spaces	
DAAA	9AAF	Shares/Face Value Shares/Face Value not numeric.	
	9AAH	Shares/Face Value must be greater than zero for settlement type = 1 (Regular Way).	
	IAAJ	Shares/Face Value on input for DTC or BRC is greater than 999,999,999. Note that this is the maximum value acceptable for processing in DTC's settlement systems and only applies to input intended for matching with DTC and BRC settlement locations.	
GABL	9AAE	Allocation Commission Type Indicator Allocation Commission Type Indicator is not equal to C or F or D or U.	
	9AAA	Allocation Commission Type Indicator is equal to U when Commission Fee and the Broker of Credit Commission Fee are greater then zero.	
CAAN	9AAN	ID Broker of Credit Broker of Credit not eligible for ID processing.	
	9AAF	Broker of Credit not numeric.	
	9AA6	Both ID Broker of Credit and Non-ID Broker of Credit or Non-ID Correspondent Broker have been submitted.	
CAAF	9AAN	ID Step-In Broker ID Step-In Broker not eligible for ID processing.	
	9AAF	ID Step-In Broker not numeric.	



Field Code	Reason Code	Explanation	Page 6 of 7
	IAAE	The ID Step-In Broker-Dealer and its Clearing Broker has elected not to receive the institution instruction and Step-In Broker Notify Indicator = Y.	
CAAS	9AAE	Non-ID Step-In Broker Non-ID Step-In Broker must be spaces when an ID Step-In Broker is specified.	
EAA6	9AAE	Step-In Broker Notify Indicator Step-In Broker Notify Indicator not equal Y or N.	
GAAD	9AAE	Settlement Type The Settlement Type is not equal to: 1 Regular Way 2 When Issued 3 When Distributed 4 When Issued and Distributed	
DAAE	9AAF	Net Amount Net Amount is not numeric.	
	9AAH	Net Amount must be greater than zero for Settlement type = 1 (Regular Way).	
	9AAK	Net Amount on input for DTC or BRC is greater than \$9,999,999,999.99. Note that this is the maximum value acceptable for processing in DTC's settlement systems and only applies to input intended for matching with a DTC or BRC settlement location.	
DAAJ	9AAF	Commission Fee Commission Fee is not numeric (spaces is the only non-numeric acceptable value).	
	9AAE	Commission Fee value is greater than 100% when Allocation Commission Type Indicator is D (Discount % of Settlement Amount); this field is used for Broker of Credit Commission Fee and Step-In Commission Fee).	
DAA4	9AAF	Broker of Credit Commission Fee Broker of Credit Commission Fee is not numeric (spaces is the only non-numeric acceptable value).	
DAAI	9AAF	Interest Interest is not numeric (spaces is the only non-numeric acceptable value).	
DAAL	9AAF	SEC Fees/Registration and Shipping SEC Fees/Registration and Shipping is not numeric(spaces is the only non-numeric acceptable value).	
DAAN	9AAF	Local Tax Local Tax is not numeric (spaces is the only non-numeric acceptable value).	



Field Code	Reason Code	Explanation	Page 7 of 7
DAAO	9AAF	Country Tax Country Tax is not numeric (spaces is the only non-numeric acceptable value).	
DAAH	9AAF	Other Charges Other Charges is not numeric (spaces is the only non-numeric acceptable value).	
DAAF	9AAF	Principal Amount Principal Amount is not numeric (spaces is the only non-numeric acceptable value).	
EAAC	9AAF	Split Currency Indicator The split indicator is not equal to Y or N.	
GAAS	9AAE	Settlement Location The settlement location is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information for acceptable values.	
CAAH	9AAF	Agent ID Number Agent ID Number is not numeric.	
	9AAN	Agent is not eligible for ID processing.	
	9AA5	Agent ID is not supplied when Institution Account is not resident in SID.	
CAAA	IAAW	No Match/No Distribution Institution input an instruction which was not designated for matching and did not elect to notify the broker or branch.	
AAAI	IAA3	Production/Test Indicator Production/Test Indicator on Common and Detail records are not the same.	
AAAJ	IAB6	Record Suffix Record suffix is not equal to 01 or 02.	
AAAK	9AAE	Version Number Version number is not equal to 01 or 02.	
CAAY	9AAN	Clearing Broker Clearing broker is not eligible for ID processing.	
	IAAE	Clearing broker elected not to receive Institutional Instructions.	
CAAB	IABI	Reject/Already Matched Executing broker attempted to reject a set of allocations after at least one detail allocation has matched to confirm.	



Field Code	Reason Code	Explanation	Page 8 of 7
GABW	9AAE	Step-Out Reason Code 1 Step-Out reason code 1 is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information, Section 7.4, for acceptable values.	
GABX	9AAE	Step-Out Reason Code 2 Step-Out reason code 2 is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information, Section 7.4, for acceptable values.	
GABV	9AAE	Step-Out Reason Code 3 Step-Out reason code 3 is not equal to one of the acceptable values; see Chapter 3.04, Institution Instruction Input/Output Information, Section 7.4, for acceptable values.	