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6.12 BROADCAST FUNCTION (BCST)

[Overview](#)

[How To Broadcast](#)

[Messages And Corrections](#)



6.12.1 Overview

The Participant Terminal System (*PTS*) Broadcast function (BCST) permits the communication of information from Participants to other Participants and from Participants to DTC.

The User has the option of sending any of three preformatted messages. Each message is preceded by an address line used for identification of the message recipients. The screen accommodates up to three addresses.

The completed message (ticket) is directed to the sender's and receiver's *PTS* station printers.

The BCTR function, which simulates the use of BCST, is available for training purposes.



6.12.2 How To Broadcast

<u>Step</u>	<u>Action</u>
-------------	---------------

Step 1	Enter 'BCST' when the Enter Function Prompt Screen appears (Figure 1).
---------------	--

```
XXXX                                D E P O S I T O R Y   T R U S T
MM/DD/YY                            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
#####-##
HH:MM:SS

ENTER FUNCTION: BCST
```

Figure 1 BCST Enter Function Prompt Screen

Step 2	Press the 'ENTER' key to obtain the Broadcast Message Function Screen (Figure 2).
---------------	---

```
###      DEPOSITORY TRUST CO. PARTICIPANT TERMINAL SYSTEM      MM/DD/YY
#####-##      BROADCAST MESSAGE FUNCTION                      HH:MM:SS

TO SELECT PREFORMATTED MESSAGE - ENTER REFERENCE # ==>

      109 - SETTLEMENT ADJUSTMENT
      110 - SETTLEMENT ADJUSTMENT AFFIRMATION
      121 - RECALL OF DELIVERY

PF8/20:EXIT      PF9/21:LOGOFF
```

Figure 2. Broadcast Message Function Screen

Step 3	Select one of the following Reference Number options and enter it on the Broadcast Message Function Screen:
---------------	---

- 109: for the Settlement Adjustment preformatted message.
- 110: for the Settlement Adjustment Affirmation preformatted message.
- 121: for the Recall of Delivery preformatted message.



6.12.2 How To Broadcast *(continued)*

Note: Screen 121 is not available to a G User (Group Sign-on).

Step 4 Press the 'ENTER' key to obtain the DTC Preformatted Broadcast Message Facility Screen (Figures 3, 4 and 5).

Step 5 Enter the data on the DTC Preformatted Broadcast Message Facility Screen selected in Step 3. When using Reference Numbers 109 and 110, the first address in the Address field is filled in by the system.

- 109 Settlement Adjustment (Figure 3)
- 110 Settlement Adjustment Affirmation (Figure 4)
- 121 Recall of Delivery (Figure 5)

109 Settlement Adjustment (Figure 3):

```
### THE DEPOSITORY TRUST CO. PARTICIPANT TERMINAL SYSTEM MM/DD/YY
#####-## DTC PREFORMATTED BROADCAST MESSAGE FACILITY HH:MM:SS
ADDRESSES ==> D53 2198
-----
***** SETTLEMENT ADJUSTMENT *****
* DEL.PART: 00002199 *REC.PART 00002198

CONTACT NAME PHONE# CONTACT NAME PHONE#
J.DOE 111-1111 J.SMITH 111-1111
QTY OLD: 000000100 QTY NEW: 000000200

CUSIP: 459200101 SECURITY NAME:

REASON FOR ADJ:
02 - FREE DEL
07 - SHARE CHANGE

COMMENTS:
PF7/19:MENU PF8/20:EXIT PF9/21:LOGOFF
```

Figure 3. DTC Preformatted Broadcast Message Facility Screen for Settlement Adjustment (Reference # 109)



6.12.2 How To Broadcast *(continued)*

Enter the following information:

- Addresses: there are four address fields. The first address is generated by the system. The second address **MUST** be the contra-Participant and is required. For a G User, the second address must not be a member of the group. The third and fourth addresses are optional and may be entered by the Participant if needed. A maximum of 11 characters can be entered in each address field.
- Del. Part. and Rec. Part.: the delivering and the receiving Participant numbers. These are separate fields; a maximum of 8 digits can be entered in each field.
 - For a P User, either the delivering or receiving Participant must match the sign-on Participant.
 - For a G User, one of these numbers must be a member of the group and the other number **must not** be a member of the group.
- Contact Name: the contact name at the delivering/receiving Participant. A maximum of 18 characters can be entered; optional.
- Phone #: the telephone number of the delivering/receiving Participant. A maximum of 13 digits can be entered; optional.
- Qty Old: the original number of securities. For debt issues, enter a maximum 9 digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9 digit security quantity.
- Qty New: the new number of securities. For debt issues, enter a maximum 9 digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9 digit security quantity.
- CUSIP: a valid 9 character CUSIP number.
- Security Name: the name of the security identified with the CUSIP. A maximum of 20 characters can be entered; optional.
- Reason For Adjustment: the reason for the adjustment. One of the following must be entered:
 - 02: FREE DEL
 - 07: SHARE CHANGE

Continue the procedure by following Steps 6 through 9.



6.12.2 How To Broadcast *(continued)*

110 Settlement Adjustment Affirmation (Figure 4):

```
###          THE DEPOSITORY TRUST CO. PARTICIPANT TERMINAL SYSTEM      MM/DD/YY
#####-## B R O A D C A S T   M E S S A G E   F U N C T I O N      HH:MM:SS
          DTC PREFORMATTED BROADCAST MESSAGE FACILITY
ADDRESSES ==>  D53                2198
-----
***** SETTLEMENT ADJUSTMENT AFFIRMATION *****

* DEL.PART: 00002199          * REC.PART: 00002198
CONTACT NAME      PHONE#      CONTACT NAME      PHONE #
J.SMITH          111-1111      J.DOE             111-1111

          REFERENCE NUMBER: 1087
          (FROM SETTLEMENT ADJUSTMENT REQUEST TICKET)

          AFFIRMED (YES OR NO): N

          REASON FOR DISAGREEMENT: THIS IS A TEST

          PF7/19:MENU   PF8/20:EXIT   PF9/21:LOGOFF
```

Figure 4. DTC Preformatted Broadcast Message Facility Screen for Settlement Adjustment Affirmation (Reference #110)

Enter the following information:

- Addresses: there are four address fields. The first address is generated by the system. The second address **MUST** be the contra-Participant and is required. For a G User, the second address must not be a member of the group. The third and fourth addresses are optional and may be entered by the Participant if needed. A maximum of 11 characters can be entered in each address field.
- Del. Part. and Rec. Part.: the delivering and the receiving Participant numbers. These are separate fields; a maximum of 8 digits can be entered in each field.
 - For a P User, either the delivering or receiving Participant must match the sign-on Participant.
 - For a G User, one of these numbers must be a member of the group and the other number must not be a member of the group.



6.12.2 How To Broadcast *(continued)*

- Contact Name: the contact name at the delivering/receiving Participant. A maximum of 18 characters can be entered; optional.
- Phone #: the telephone number of the delivering/receiving Participant. A maximum of 13 digits can be entered; optional.
- Reference Number: the 4 digit number generated when the matching Settlement Adjustment Ticket was printed.
- Affirmed: enter YES if the settlement adjustment is valid, otherwise enter NO.
- Reason For Disagreement: a comment field that explains why NO was entered in the Affirmed field. A maximum of 40 characters can be entered; optional.

Continue the procedure by following Steps 6 through 9.

121 Recall Of Delivery (Figure 5):

```
###          THE DEPOSITORY TRUST CO. PARTICIPANT TERMINAL SYSTEM      MM/DD/YY
#####-##          DTC PREFORMATTED BROADCAST MESSAGE FACILITY      HH:MM:SS

***** RECALL OF DELIVERY TO COVER SHORT POSITION DUE TO CALL LOTTERY *****

DEL.PART:    00002199    DEST: 01    REC.PART: 00002198    DEST: 02

CONTACT NAME          PHONE          CONTACT NAME          PHONE #
J. SMITH              111-1111    J. DOE                111-1111
ORIGINAL QTY: 100    QTY RECALLED: 50
ORIGINAL DOLLARS: 100000.00    RECALLED DOLLARS: 50000.00

CUSIP:    222222AB2          SECURITY NAME:

ORIGINAL DELIVERY DATE MM / DD / YY    CALL PUBLICATION DATE: MM / DD / YY

REDEMPTION DATE:    MM / DD / YY

ACCOUNT NAME/#: DTC TEST ACCOUNT
CORRESPONDENT PARTICIPANT:
PF7/19: MENU PF8/20: EXIT PF9/21: LOGOFF
```

Figure 5. DTC Preformatted Broadcast Message Facility Screen for Recall of Delivery to Cover Short Position Due to Call Lottery (Reference # 121)

Enter the following information:

- Del. Part. and Rec. Part.: the delivering and the receiving Participant numbers. These are separate fields; a maximum of 8 characters can be entered in each field.



6.12.2 How To Broadcast *(continued)*

- For a P User, either the delivering or receiving Participant must match the sign-on Participant.
- For a G User, one of these numbers must be a member of the group and the other number must not be a member of the group.
- Dest: the 2 digit printer Destination ID for the delivering Participant. To obtain your printer Destination ID, use the Message Destination Inquiry (MSGD) function of *PTS* (refer to Section 2.05).
- Dest: the 2 digit printer Destination ID for the receiving Participant. The field is 2 digits long.
- Contact Name: the contact name at the delivering/receiving Participant. The field is 18 characters long.
- Phone #: the telephone number of the delivering/receiving Participant. The field is 13 digits long.
- Original Qty: the original number of securities. For debt issues, enter a maximum 9 digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9 digit security quantity.
- Quantity Recalled: the number of securities recalled. For debt issues, enter a maximum 9 digit maturity or principal dollar value to the nearest whole dollar, and for other issue types, enter a maximum 9 digit security quantity.
- CUSIP: a valid CUSIP number. The field is 9 characters long.
- Original Dollars: the amount of original dollars in dollars, decimal and cents. The field is 14 characters long.
- Recalled Dollars: the amount of recalled dollars in dollars, decimal and cents. The field is 14 characters long; optional.

Note: This field must be entered if the Qty Recalled field is filled in.

- Security Name: the name of the security identified with the CUSIP. The field is 20 characters long; optional.
- Original Delivery Date: the date that the original quantity was delivered in MM/DD/YY format. Valid months are 01 to 12. Valid days are 01 to 31. The field is 6 digits long.



6.12.2 How To Broadcast *(continued)*

- Call Publication Date (actual): the date that the call notification was published in MM/DD/YY format. Valid months are 01 to 12. Valid days are 01 to 31. The field is 6 digits long.
- Redemption Date: the date that the securities are being redeemed in MM/DD/YY format. Valid months are 01 to 12. Valid days are 01 to 31. The field is 6 digits long.
- Account Name/#: the account name and/or number. The field is 20 characters long.
- Correspondent Participant: the name or the correspondent account number used by a clearing agent to identify a correspondent/executing broker. A maximum of 20 characters can be entered.

Continue the procedure by following Steps 6 through 9.

Step 6

Press either:

- 'PF7/19' key to erase the message and return to the Broadcast Message Function Screen.
- 'ENTER' key to transmit the message. The Broadcast Message Function Screen appears with the message 'PREFORMATTED MESSAGE <message number> HAS BEEN TRANSMITTED'.

Note: If errors occur, an appropriate error message is displayed on Line 1 of the DTC Preformatted Broadcast Message Facility Screen. Correct and re-enter the transaction and press the 'ENTER' key.

Step 7

Receive a completed message ticket from the Unsolicited Message System over *PTS* at the delivering Participant printer destination entered on the screen. Retain the message ticket for proof of delivery.

Step 8

Repeat Steps 3 through 6 to send additional messages.

Step 9

Press either:

- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.



6.12.3 Messages And Corrections

Message	Reason	Corrective Action
ADDRESS DOES NOT EXIST	An address was not found in the table.	Enter an existing address.
CUSIP NUMBER DOES NOT EXIST	The Participant must enter a currently valid CUSIP number.	Enter an existing CUSIP number.
CUSIP REQUIRED	The Participant must enter a valid CUSIP number.	Enter a valid CUSIP number.
ENTER DEL. PART #	The delivering Participant number must be entered.	Enter a valid Participant number.
ENTER REC. PART #	The receiving Participant number must be entered.	Enter a valid Participant number.
ENTER TWO DIFFERENT PARTICIPANTS	The delivering and receiving Participant numbers cannot be the same number.	Enter two different Participant numbers.
ENTER VALID ADDRESSES	The Participant entered an invalid address(es).	Enter a valid address(es).
ERROR WRITING TO TICKET FILE	An error occurred when attempting to create a ticket.	Try again at a later time.
INVALID CUSIP NUMBER	The Participant must enter a valid CUSIP number.	Enter a valid CUSIP number.
INVALID DOLLAR AMOUNT	The dollar amount must include the dollar amount, decimal point and cents.	Enter a valid dollar amount.
INVALID KEY PRESSED	The Participant pressed an invalid PF key.	Press the correct key.

**6.12.3 Messages And Corrections** *(continued)*

Message	Reason	Corrective Action
INVALID PARTICIPANT	This number must be a valid Participant number.	Enter a valid Participant number.
INVALID REASON	The reason must be a two digit number selected from the reason codes displayed at the bottom of the screen.	Enter a valid reason code.
INVALID SELECTION	Participant entered a number other than 109, 110 or 121.	Enter 109, 110 or 121.
KEY IN REFERENCE NUMBER	The reference number from the settlement Adjustment Ticket is required.	Enter the reference number.
NO DATA ENTERED	No data was entered in the input fields.	Enter the data.
NUMERIC QTY NEW FIELD - OPTIONAL	The Qty New field must be numeric.	Enter a numeric Qty New number.
NUMERIC QTY OLD FIELD - OPTIONAL	The Qty Old field must be numeric.	Enter a numeric Qty Old number.
QTY MUST BE MULTIPLES OF 1000	The Qty (quantity) must be multiples of 1000 for the interim of the Odd Lot Debt conversion.	Enter a Qty (quantity) in multiples of 1000.
REASON REQUIRED	A reason code must be selected.	Enter a reason code.
2ND ADDRESS MUST MATCH THE OTHER PARTICIPANT	The second addressee must be one of the Participants but not the sending participant.	Enter the correct participant number.



6.12.3 Messages And Corrections *(continued)*

Message	Reason	Corrective Action
SIGNON ID MUST MATCH DELIVERER OR RECEIVER PART #	For P Users, one of the Participant numbers should match the Sign-on ID.	Enter the Sign-on ID's Participant number.
TWO ADDRESSES ARE REQUIRED	Two addresses are required in the Address fields.	Enter a second addressee.
YES OR NO REQUIRED FOR AFFIRMED FIELD	Yes or No is required in the Affirmed field.	Enter Yes or No.

BDSI:

Introduction

Overview

The Branch Deposit Online Inquiry (BDSI) function allows you to inquire about the status of your branch deposits. Branches send their customers' physical deposits directly to DTC. Deposit details are captured by your internal systems and passed to DTC.

When the physical securities arrive at DTC, the CUSIP and quantity are balanced automatically. All certificates and legal documents are manually examined and validated before the appropriate medallion stamps required by the transfer agent for transferring securities are applied. All good items are automatically booked to your DTC account.

You are notified of problems or discrepancies with deposits throughout the day. Items that can be resolved are routed for normal crediting. Items that cannot be resolved are returned to you or pended. If an item cannot be resolved by the end of the day (between 5:00 p.m. and 6:45 p.m. eastern time), the item will pend. Any action taken is based upon your instructions only.

When to Use

Use BDSI when you want to inquire about the status of your branch deposits. You can also request that images of a deposit be sent to up to six recipients via fax or e-mail.

BDSI is available from 6:00 a.m. to 10:00 p.m. eastern time.

List of Procedures:

Viewing Deposit Information

Use the following procedure to access information about deposits you made into DTC.

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

Result- The Deposit Selection Menu appears.

- 2 In the **Option field, type the number to the left of the Branch Deposits Inquiry (BDSI) option and press ENTER.**

Result- The Branch Deposits Inquiry Menu appears.

Note- You can also access this function directly, although Menu Bar options will not be available unless you access it via the service menu.

- 3 Type the applicable information in the entry fields provided and press ENTER.

Result- One of the following screens appears:

- Summary List, if more than one record exists that matches the criteria that you entered. This screen does not appear if the ID is entered.

- Detail Inquiry screen, if only one record exists that matches the criteria that you entered.
- 4 *Optional.* To request that an image of the deposit be sent to up to six recipients by either fax or e-mail, press PF1/13 on the Detail Inquiry screen.

Result- The Imaging Fax and E-Mail System screen appears. Enter data in the required fields.

Viewing Detail Deposit Information

Use the following procedure to access detail information for deposits you made into DTC.

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

Result- The Deposit Selection Menu appears.

- 2 In the **Option field**, **type the number to the left of the Branch Deposits Inquiry (BDSI) option and press ENTER.**

Result- The Branch Deposits Inquiry Menu appears.

Note- You can also access this function directly, although Menu Bar options will not be available unless you access it via the service menu.

- 3 Type the applicable information in the fields and press ENTER.

Result- One of the following screens appears:

- Summary List, if more than one record exists that matches the criteria that you entered. This screen does not appear if the ID is entered.
- Detail Inquiry screen, if only one record exists that matches the criteria that you entered.

- 4 Type S in the **SEL** field on the Summary List next to a selected deposit and press ENTER.

Result- The Detail Inquiry screen appears.

List of Screens:

Branch Deposits Inquiry Menu

The Branch Deposits Inquiry Menu allows you to access information for deposit (s) you made to DTC.

Sample Screen

```
MENU  HELP
***  YOU HAVE 0000 DEPOSITS WITH OPEN ERRORS  ***
QAA3  BRANCH DEPOSITS                               MM/DD/YY
00002199-01  INQUIRY MENU                           HH:MM:SS

ID      =>
BRANCH SENT DATE =>
```



```

BRANCH ID      =>
CUSIP          =>
QUANTITY       =>
DEPOSIT TYPE   =>
STATUS         =>
OPEN ERRORS(X) =>
ROUTE INDICATOR =>
BATCH NUMBER   =>
ARF NUMBER     =>
STATUS TYPES:  1  NOT YET STARTED
                2  RECEIVED          7  DROPPED          11  NOT RECEIVED
                4  COMPLETED        8  DELETED          12  RESEARCH BY REORG
                5  PENDED            9  PELDED           13  CANCELED
                6  RETURNED         10  VOIDED          14  REROUTED
PF9/21: SIGNOFF
PF12/24: IMAGE
PF8/20: END FUNCTION

```

Field Descriptions

This field	Allows you to
Menu Bar	Return to the Deposit Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
ID	Enter the control ID. This field is composed of the following: <ul style="list-style-type: none"> • Deposit Date in the YYYYMMDD format • Branch ID: the two-to-four-alphanumeric character branch ID • Sequence Number: the four-digit sequence number.
Branch Sent Date	Enter the date that all deposits were sent from your branch to DTC in YYYYMMDD format.
Branch ID	Enter one of the following: <ul style="list-style-type: none"> • The two-to-four-alphanumeric character branch ID • COND: Multiple deposits; each has its own certificates with only one legal document attached to cover all the deposits • CONS: Multiple deposits; there is only one certificate that covers all the deposits. <i>Note:</i> You must enter the branch ID and either the ID or the Branch Sent Date.
CUSIP	Enter a valid CUSIP number.
Quantity	Enter a maximum of ten whole numbers followed by a decimal and five decimal positions.
Deposit Type	Enter one of the following: <ul style="list-style-type: none"> • 01: Regular Deposits • 02: Legal Deposits • 06: Reorg Deposits

This field	Allows you to
	<ul style="list-style-type: none"> • 05: Bearer Deposits • 09: Trailing document • 10: Custody Deposits • 56: Reorg Bearer Deposits
Status	Type one of the following: <ul style="list-style-type: none"> • 1: Not Yet Started • 2: Received • 4: Completed • 5: Pended • 6: Returned • 7: Dropped • 8: Deleted • 9: PELDed • 10: Voided • 11: Not Received • 12: Research by Reorg • 13: Canceled • 14: Rerouted.
Open Errors (X)	Type X to view errors that were created
Route Indicator	Type one of the following: <ul style="list-style-type: none"> • 04: Custody deposit that is sent to the DTC vault at 55 Water Street • 05: Custody deposit that is sent to the transfer agent.
Batch Number	Type the assigned batch number.
ARF Number	Type the Automatic Routing Facility number.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can use PF3/15 on the Branch Deposits Inquiry Menu to return to the QSIP function, but only if you accessed BDSI via QSIP.

Certificate Information Inquiry Screen

The Certificate Information Inquiry screen appears when you press PF2/14 on the Detail Inquiry screen, and allows you to access certificate information for a deposit.

Sample Screen



```

QAA3          BRANCH DEPOSITS          MM/DD/YY
00002199-01   CERTIFICATE INFORMATION INQUIRY  HH:MM:SS
                                           PAGE: 1
ID: 20044444 999 2222  CUSIP: 123456789

          CERT NO          DENOMINATION          ISSUE DATE          CPN COUPON DATE          SIC
-----
0000000I0075          1,000.00000          2000-03-02          000          N          GOOD

* END OF DATA *

PF3/15: ERROR INFO          PF4/16: DOC INFO          PF8/20: END FUNCTION
PF6/18: PREV SCREEN        PF7/19: MAIN MENU          PF11/23: PAGE FORWARD
PF9/21: SIGN OFF           PF10/22: PAGE BACKWARD

```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Deposit Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
ID	The control ID.
CUSIP	The CUSIP number of the security.
Cert No	The certificate identification number.
Selection	Untitled field to the left of the Cert No field that allows you to enter S and access the SIC History Inquiry screen.
Denomination	The certificate denomination.
Issue Date	The date on which the certificate was issued.
Cpn	The coupon number.
Coupon Date	The date on the coupon.
SIC Chk	One of the following: <ul style="list-style-type: none"> • Y: A SIC check is needed. • N: A SIC check is not needed.
SIC Response	The result of the SIC check if one had been done.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Certificate Information Inquiry screen.

This key	Allows you to
PF3/15	Access the Participant Errors Inquiry screen.
PF4/16	Access the Document Information Inquiry screen.

Detail Inquiry

The Detail Inquiry screen appears when you type S in the **Sel** field next to a specific item on the Summary List screen and press ENTER. The Detail Inquiry screen allows you to access information for a deposit.

Sample Screen

```

MENU    HELP
QAA3
00002199-40          BRANCH DEPOSITS          MM/DD/YY
                   DETAIL INQUIRY           HH:MM:SS
PART ID: 00002199          PAGE 1 OF 1
ID: 12345678 JOHN 0001    CUSIP: 987654321    QUANTITY: 1,332.00000
DAMID: 009999999 ACCT/SUB ACCT: /          VALUE: 1,409.18800
DEPOSIT STATUS: PENDED    PHYS EXAM STATUS: NOT PERFORMED
BALANCE STATUS: NOT PERFORMED    LEGAL STATUS: NOT REQUIRED
DAM STATUS: CREDITED      MISC: GOOD    CERT CNT: 0    DOC CNT: 0

DEPOSIT TYPE: 01          ORIG ID: 00000000 NY 0107    PCS TYPE:
AIRBILL:                  REORG IND: N    ARF ID:
SEC ID: 6DF042            SEC DESC: TEST SYSTEMS CORP
PRIORITY IND: Y    NAME CHG:    ROUTING IND: 04    OLD CUSIP:
SIC: NOT REQUESTED        MICRO/IMAGE ID: M01818999999 ACTION IND:
                                BATCH ID
CUSTOMER ACCOUNT: 00987654
*****
LAST CHANGE:              DATE: YYYY-MM-DD    TIME: HH.MM.SS
KEY:                      DATE:              TIME:
EXAM:                     DATE:              TIME:

PF1: FX E-ML  PF3: ERRORS  PF5: LETTERS  PF7: MAIN MENU  PF9: LOGOFF  PF11: PG FWD
PF2: CERTS    PF4: DOCS    PF6: PREV SCRN  PF8: END FUNC  PF10: PG BWD  PF12: IMAGE

```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Deposit Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
ID	The control identification number.
CUSIP	The CUSIP number of the security.
Quantity	The total amount of the deposit.
DAMID	The DAM identification number.
Acct/Sub Acct	The type of account or sub account as assigned by ATP.
Value	The value of the deposit.

This field	Displays
Deposit Status	The current status of the deposit.
Phys Exam Status	The condition of the deposit after a physical examination of the certificates.
Balance Status	Whether or not the deposit quantity matches the information given.
Legal Status	Whether or not all legal requirements are met.
DAM Status	One of the following: <ul style="list-style-type: none"> • Credited • Pending • Rejected • Custody.
Misc	Whether or not there are errors that are not included in the error list.
Cert Cnt	The number of certificates.
Doc Cnt	The number of documents attached.
Deposit Type	The type of deposit.
Orig ID	The original deposit identification number.
PCS Type	The Please Code Status <ul style="list-style-type: none"> • 00: Non Please • 01: Pending Insert • 02: Participant Review • 03: Pending Participant Review • 04: Participant Review Complete • 05: Underwriting Review • 06: Underwriting Review Complete • 07: Please Code Resolved • 08: Void.
Airbill	The mailing identification number.
Reorg Ind	Whether or not the deposit is a Reorganization item.
Sec ID	The security identification number.
Sec Desc	The security description.
Priority Ind	Whether or not the item is a priority item.
Name Chg	Whether or not there has been a name change on the security.
Routing Ind	Whether the item is a deposit intended for the vault or should be sent to the transfer agent.
Old CUSIP	The previous CUSIP number, if applicable.
SIC	The result of a Securities Information Center check.
Micro/Image ID	The DTC identification number for the microfiche or image showing that deposit.

This field	Displays
Action Ind	Whether the item is (R) rerouted or (C) canceled.
Customer Account	The customer's account number.
Batch ID	The batch identification number.
Last Change	The last date and time any change was made to the item.
Key	The ID used and the last date and time any entry was made to the item.
Exam	The ID used and the last date and time any physical examination was made of the item.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Detail Inquiry screen.

This key	Allows you to
PF1/13	Access the Imaging Fax and E-mail System screen to request that an image of the deposit be sent to up to six recipients by either fax or e-mail.
PF2/14	Access the Certificate Information Inquiry screen.
PF3/15	Access the Participant Errors Inquiry screen.
PF4/16	Access the Document Information Inquiry screen.
PF5/17	View letter information.
PF12/24	View images of your deposit certificate.

Document Information Inquiry

The Document Information Inquiry screen appears when you press PF4/16 on the Detail Inquiry screen and displays document information.

Sample Screen

```

MENU      HELP
X$V1      BRANCH DEPOSITS -- PARTICIPANT NAME      MM/DD/YY
00002199-99  DOCUMENT INFORMATION INQUIRY              HH:MM:SS
                                           PAGE:    1
ID: 999999999 0001 0006  CUSIP: 123456789  QUANTITY: 1,500.00000

D O C U M E N T      RECEIVED DOC  ADDED
ID  DESCRIPTION      STATUS  DATE  SQ  DATE  AIRBILL TDOC
-----
001 STOCK/BOND POWER      GOOD   01/07/97  01  00/00/00
016 AFFIDAVIT OF DOMICILE  NOT RECD 00/00/00  02  00/00/00
011 COURT APPT- EX/ADM/P REP  NOT RECD 00/00/00  03  00/00/00
017 INHERITANCE TAX WAIVER  CLOSED  00/00/00  04  00/00/00

```

```

* END OF DATA *
PF2/14: CERT INFO      PF3/15 : ERROR INFO
PF6/18: PREV SCREEN   PF7/19 : MAIN MENU    PF8/20 : END FUNCTION
PF9/21: SIGN OFF      PF10/22: PAGE BACKWARD PF11/23: PAGE FORWARD

```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Deposit Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
ID	The control identification number of the deposit.
CUSIP	The CUSIP number of the security.
Quantity	The total amount of the deposit.
Document ID	The document identification number.
Document Description	A description of the trailing document.
Status	The condition of the document.
Received Date	The date on which the document was received.
Doc Sq	The sequence number of the document.
Added Date	The date on which the document was added.
Airbill TDOC	The airbill number of the trailing document.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Document Information Inquiry screen.

This key	Allows you to
PF2/14	Access the Certificate Information Inquiry screen.
PF3/15	Access the Participant Errors Inquiry screen.

Participant Errors Inquiry

The Participant Errors Inquiry screen appears when you press PF3/15 on the Detail Inquiry screen and displays deposit errors.

Sample Screen



```

MENU      HELP

NOT ALL RESPONSES HAVE BEEN RECEIVED FROM THE PARTICIPANT
X$V1      BRANCH DEPOSITS - PARTICIPANT NAME      MM/DD/YY
00002199-99      PARTICIPANT ERRORS INQUIRY      HH:MM:SS
ID: 19979999 0001 0001      CUSIP: (P) 132999962      QTY: (P)      10.00000
ST: KEYED      (D)      (D)

      SEQ      CERT NO.      DENOMINATION      ISSUE DATE      CPN
-----
(P) 001      0061      10.00000
(D)

1. LEOPOLD BLOOM AND      4. DUBLIN, OHIO
2. MOLLY BLOOM TEN BY ENT      5.
3. 7 ECCLES ST.      6.
~~~~~ ERROR 001 OF 001 - ( OPEN: 001 RESV: 000 CNCL: 000 ) ~~~~~
STATUS: SENT      CODE: 05-03      DESC: REGISTRATION / CERT DIFFERENCE

RESOLVED BY:      DATE:      TIME:
DETECTED BY:      DATE:      TIME:
CONFIRMED BY:      DATE:      TIME:
CANCELLED BY:      DATE:      TIME:

PF6/18: PREV SCREEN      PF2/14: CERT INFO      PF4/16: DOC INFO
PF9/21: SIGN OFF      PF7/19: MAIN MENU      PF8/20: END FUNCTION
PF10/22: PAGE BACKWARD      PF11/23: PAGE FORWARD

```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Deposit Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
ID	The control identification number.
CUSIP	The CUSIP number of the security.
Qty	The total amount of the deposit.
Seq	The sequence number of the certificate.
Issue Date	The date on which the certificate was issued.
Cert No	The certificate identification number.
Denomination	The certificate denomination.
Cpn	The coupon number.
Registration Information	The name (s) and address (es) of the certificate holder (s).
Status	The status of the deposit.
Code	The error code.
Desc	The description of the error.
Resolved By	The ID of the person who resolved the error.
Detected By	The ID of the person who detected the error.
Confirmed By	The ID of the person who confirmed the error.
Canceled By	The ID of the person who cancelled the deposit.

Function Keys

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

This key	Allows you to
PF2/14	Access the Certificate Information Inquiry screen.
PF4/16	Access the Document Information Inquiry screen.

SIC History Inquiry Screen

The SIC History Inquiry screen appears when you enter S to the left of an item on the Certificate Information Inquiry screen, displaying a history of Securities Information Center (SIC) checks.

Sample Screen

```

MENU      HELP
QAB7      BRANCH DEPOSITS      MM/DD/YY
00002199-01  SIC HISTORY INQUIRY      HH:MM:SS
                                           PAGE: 001
ID: 20013456 73A 1450  CERT NO: 00000C999999

      DATE      TIME      USER      SIC
      -----      -----      -----      -----
      YYYY-MM-DD  HH.MM.SS  SIC      GOOD      TRN#123456789012345

PF6/18: PREV SCREEN      PF8/20: END FUNC      PF10/22: PREV CERT
PF7/19: MAIN MENU      PF9/21: SIGNOFF      PF11/23: NEXT CERT
  
```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Deposit Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
ID	The control identification number.
Cert No	The certificate number.
Date	The date on which the check was done.

This field	Displays
Time	The time the check was done.
User	The person who did the check.
SIC Status	The condition of the certificate when it was checked including whether or not it met legal requirements.

Summary List

The Summary List appears when you type the applicable information on the Branch Deposits Inquiry Menu and press ENTER. The Summary List displays a list of deposits, if there are any, and allows you to access information for the deposit (s).

Note- This screen only appears if there is more than one deposit that matches the criteria you entered. It does not appear if you entered the ID of a specific deposit.

Sample Screen

```

MENU  HELP
QAA3
00002199-01          BRANCH DEPOSITS          MM/DD/YY
                      SUMMARY LIST          HH:MM:SS
                                  PAGE: 1

SEL      CONTROL ID      CUSIP      TOTAL QTY      CERT DEP  CURR
-----
12345678 JOHN 0001  987654321    1,332.00000    000 REG  RECEIVED
23456789 001  2434 G4567I89B    6,500.00000    001 REG  RECEIVED

ENTER 'S' TO SELECT AND PRESS ENTER TO VIEW DETAIL SCREENS

PF6/18: PREV SCREEN      PF7/19: MAIN MENU      PF8/20: END FUNCTION
PF9/21: SIGN OFF        PF10/22: PAGE BWD     PF11/23: PAGE FWD

```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the Deposit Selection Menu, access Help for this screen, or access other related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Sel	An entry field that allows you to type S next to a Control ID to access detail information.
Control ID	The identification number of the item.
CUSIP	The CUSIP number of the security.

This field	Displays
Total Quantity	The total amount of the deposit.
Cert Cnt	The number of certificates.
Dep Type	One of the following deposit types: <ul style="list-style-type: none"> • 01: Regular Deposits • 02: Legal Deposits • 06: Reorg Deposits • 05: Bearer Deposits • 09: Trailing Document • 10: Custody Deposits • 56: Reorg Bearer Deposits.
Curr Status	The current status of the deposit.

Messages

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

Message Text	Possible Cause	Suggested Resolution
0400- WRITEQ ERROR-CONTACT BDS SUPPORT	A systems problem occurred.	Contact the BDS Support group.
0500- READQ ERROR-CONTACT BDS SUPPORT	A systems problem occurred.	Contact the BDS Support group.
ALREADY ON FIRST ERROR	The participant tried to scroll backward while viewing the first error.	Press the PF11/23 key to scroll forward.
ALREADY ON FIRST PAGE	The participant tried to scroll backward while viewing the first page of data.	Press the PF11/23 key to scroll forward.
ALREADY ON LAST ERROR	The participant tried to scroll forward while viewing the last error.	Press the PF10/22 key to scroll backward.
ALREADY ON LAST PAGE	The participant tried to scroll forward while viewing the last page of data.	Press the PF10/22 key to scroll backward.
BDS DATA BASE ERROR	A systems problem occurred.	Contact DTC's Network Operations group or the BDS Program Support group.
BRANCH ID MUST BE COMBINED WITH BRANCH DATE OR CUSIP	The participant did not enter the branch ID with the branch date or CUSIP.	Enter the branch ID with the branch date or CUSIP.
BRANCH ID MUST BE COMBINED WITH BRANCH DATE, CUSIP, STATUS TYPE, OR OPEN ERRORS	The participant did not enter the branch ID with the branch date, CUSIP, status type or open errors.	Enter the branch ID with the branch date, CUSIP, status type or open errors.
C ONLY VALID FOR CONS OR	The participant entered C for a	Enter S.

Message Text	Possible Cause	Suggested Resolution
COND BRANCHES	branch that is a regular branch.	
CANNOT SEND IMAGE- CALL IMAGE SUPPORT- R. COD	A systems problem occurred.	Contact the BDS Support group.
CANNOT SEND IMAGE- DB2 ERR- CALL BDS SUPPORT	A systems problem occurred.	Contact the BDS Support group.
CANNOT SEND IMAGE- DIP DAM ID NOT FOUND	The image cannot be sent because there is no deposit image ID for it.	Contact the BDS Support group.
CANNOT SEND IMAGE- LINK PROBLEM, CALL SUPPORT	A systems problem occurred.	Contact the BDS Support group.
CANNOT SEND IMAGE- NO DAM ID FOR THIS DEPOSIT	The image cannot be sent because there is no deposit automation ID for it.	Contact the BDS Support group.
CANNOT SEND IMAGE- USER NOT AUTHORIZED	The image cannot be sent because the participant is not authorized to receive it.	Contact the BDS Support group.
CONTROL ID IS INVALID	The participant entered an invalid control ID.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
CONTROL ID IS NOT FOUND	The participant entered a control ID that does not exist.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
CONTROL ID MUST NOT BE COMBINED WITH ANY OTHER DATA	The participant entered the control ID with other fields.	Enter the control data and erase any other data.
CONTROL ID NOT FOUND	The participant entered a control ID that does not exist.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
CONTROL ID NOT FOUND. PLACE IN SUPERVISOR TRAY	The participant entered a control ID that does not exist.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
CONTROL ID NOT FOUND. PLEASE TRY AGAIN	The participant entered a control ID that does not exist.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
DATABASE ERROR PLEASE CONTACT PROGRAM SUPPORT	A systems problem occurred.	Contact the BDS Support group.
DATABASE IN USE AT THIS TIME	A systems problem occurred.	Contact the BDS Support group.
DATABASE IS IN USE. PLEASE TRY AGAIN LATER	A systems problem occurred.	Contact the BDS Support group.
DATABASE IS UNAVAILABLE. PLEASE TRY AGAIN LATER	A systems problem occurred.	Contact the BDS Support group.
DATABASE UPDATE CONCURRENCY ERROR ON TABLE	A systems problem occurred.	Contact the BDS Support group.

Message Text	Possible Cause	Suggested Resolution
DATABASE IS IN USE. PLEASE TRY AGAIN LATER	A systems problem occurred.	Contact the BDS Support group.
DB2 ERROR# IN PARA. CALL BDS GROUP	A systems problem occurred.	Contact the BDS Support group.
DB2 UNAVAILABLE AT THIS TIME	A systems problem occurred.	Contact the BDS Support group.
DEPOSIT ID MUST BE COMBINED WITH BRANCH DATE OR CUSIP	The participant must enter the deposit ID with the branch date or CUSIP.	Enter the deposit ID with the branch date or CUSIP.
DEPOSIT TYPE MUST BE COMBINED WITH BRANCH DATE, CUSIP OR STATUS TYPE	The participant must enter the deposit ID with the branch date, CUSIP or status type.	Enter the deposit ID with the branch date, CUSIP or status type.
DEPOSIT TYPE MUST BE EITHER 1, 2, 5, 6, 7, OR 56	The participant entered an invalid deposit type.	Enter a valid deposit type (1, 2, 5 6, 7 or 56).
EMPLOYEE SIGNON NOT ON PROFUSER FILE	The participant is not authorized to access this function.	Contact the BDS Support group.
ENTER"X" TO SELECT OPEN ERRORS	The participant did not enter X in the Open Errors (X) field.	Enter X in the Open Errors (X) field.
ENTER CONTROL ID	The participant did not enter the control ID.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
ERROR DURING CALL TO ROUTINE-->. RETURN CODE = = >.	A systems problem occurred.	Contact the BDS Support group.
ERROR IN PROFUSER FILE	A systems problem occurred.	Contact the BDS Support group.
ERROR IN RECEIVING DATA	A systems problem occurred.	Contact the BDS Support group.
GENCALL ERROR	A systems problem occurred.	Contact the BDS Support group.
INVALID CONTROL ID	The participant entered an invalid control ID.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
INVALID CUSIP	The participant entered an invalid CUSIP number.	Enter a valid CUSIP number.
INVALID DATE	The participant entered an invalid date.	Enter a valid date.
INVALID ID	The participant entered an invalid control ID.	Enter a valid control ID as follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
INVALID KEY	The participant pressed an invalid PF key.	Press a valid PF key.
ITEM BRANCH DATE NOT FOUND, PLEASE TRY AGAIN	There were no records for the criteria entered by the participant.	Enter different criteria.

Message Text	Possible Cause	Suggested Resolution
MASTER TABLES PROBLEM- TRY AGAIN LATER	A systems problem occurred.	Contact the BDS Support group.
NO CERTIFICATE INFO	There were no records for the criteria entered by the participant.	Enter different criteria.
NO CERTIFICATES ENTERED	There were no records for the criteria entered by the participant.	Enter different criteria.
NO COMMENT AVAILABLE	There is no comment information available for that deposit.	Enter different criteria.
NO DATA ENTERED	The participant did not enter any data.	Enter all required data.
NO DOCUMENT INFO	There is no document information available for that deposit.	Enter different criteria.
NO DOCUMENT INFORMATION	There is no document information available for that deposit.	Enter different criteria.
NO ERROR INFORMATION	There is no error information available for that deposit.	Enter different criteria.
NO RECORD MEETS THIS CRITERIA, PLEASE TRY AGAIN	There were no records that met the criteria entered by the participant.	Enter different criteria.
NOT ALL ERROR MESSAGES HAVE BEEN SENT TO THE PARTICIPANT	This message appears on the Detail Inquiry Screen.	No action needed.
NOT ALL RESPONSES HAVE BEEN RECEIVED FROM THE PARTICIPANT	There were errors in the deposit that the participant did not respond to.	No action needed.
OPEN ERROR OPTION CAN ONLY BE COMBINED WITH BRANCH ID	The participant can only enter X in the Open Error (X) field with the Branch ID field.	Enter X in the Open Error (X) field with the Branch ID field.
PARTICIPANT NOT ELIGIBLE	The participant is not authorized to use the BDSI function.	Contact Participant Services.
PAST CUTOFF TIME- PRESS "ENTER" KEY TO EXIT	The cutoff time for accessing the BDSI function has passed.	Try the BDSI function the next business day.
PGE BACK READQ ERROR- CONTACT BDS SUPPORT	A systems problem occurred.	Contact the BDS Support group.
PGE BACK WRITEQ ERROR- CONTACT BDS	A systems problem occurred.	Contact the BDS Support group.
PGE FWD READQ ERROR- CONTACT BDS SUPPORT	A systems problem occurred.	Contact the BDS Support group.
PGE FWD WRITEQ ERROR- CONTACT BDS SUPPORT	A systems problem occurred.	Contact the BDS Support group.
PGM ERROR ON XCTL/LINK TO	A systems problem occurred.	Contact the BDS Support group.
PLEASE ENTER CONTROL ID	The participant did not enter a	Enter a valid control ID as

Message Text	Possible Cause	Suggested Resolution
	control ID.	follows: Gregorian date Branch and Sequence number (example: 19970211 0001 1).
PLEASE ENTER CUSIP	The participant did not enter a CUSIP.	Enter a valid CUSIP.
PLEASE ENTER DATA	The participant did not enter data.	Enter all required data.
PLEASE TRY AGAIN LATER	A systems problem occurred.	Contact the BDS Support group.
PROBLEM IN PROCESSING REQUEST	A systems problem occurred.	Contact the BDS Support group.
PROFUSE FILE IS NOT OPEN	A systems problem occurred.	Contact the BDS Support group.
PROGRAM NOT ACCESSIBLE IN PARA. CALL BDS GROUP	A systems problem occurred.	Contact the BDS Support group.
PROGRAM TIMESTAMP ERROR	A systems problem occurred.	Contact the BDS Support group.
PTSFNBL ERROR, RC = . CONTACT PROGRAMMING SUPPORT	A systems problem occurred.	Contact the BDS Support group.
ROUTE INDICATOR MUST BE COMBINED WITH BRANCH SENT DATE ONLY	The participant must enter the route indicator with the branch sent date.	Enter the route indicator with the branch sent date. Valid route indicators are 4 (Custody Vault) or 5 (Custody Transfer Deposits).
ROUTE INDICATOR MUST BE EITHER 4 OR 5	The participant entered an invalid route indicator.	Enter a valid route indicator.
STATUS TYPE 4 MUST BE COMBINED WITH BRANCH DATE	The participant must enter a status type 4 (completed) with the branch sent date.	Enter a status type 4 (completed) with the branch sent date.
STATUS TYPE MUST BE FROM LIST BELOW	The participant entered an invalid status type.	Enter a valid status type (1, 4, 5, 6, 7, 8 or 9).
UNAVAILABLE NOW	A systems problem occurred.	Contact the BDS Support group.
UNRESOLVED ERRORS NOTIFY BDS PROGRAM SUPPORT- RC	A systems problem occurred.	Contact the BDS Support group.
YOU HAVE DEPOSITS WITH OPEN ERRORS	This message contains the number of deposits with errors that were not resolved.	No action needed.

BILL:

Introduction

Overview

The Billing Online Inquiry (BILL) function allows you to view your monthly billing information for any period within the past two years. You can also reprint your monthly DTC and ID bills.

There are two levels of summarized information available, based on the type of transaction:

- Product level (i. e. , DOs, Deposits, etc.)
- Billing Group level (sub-product level, i. e. , Corporate securities deposits, branch deposits, etc.).

You can view current detail information for the bill. You can access the PTS portion of your bill online and view:

- The total monthly PTS billing amount
- The breakdown of services used
- The item count associated with each service.

BILL provides you with two years of historical information (volumes and charges) for any billing category.

When to Use

Use the BILL function when you need information about your monthly billing, or to reproduce your monthly DTC and ID bills.

BILL is available 24 hours a day on business days.

Associated Products

The BILL function is used in association with the Claims product.

List of Procedures:

Printing Your Monthly DTC or ID Bill

Use the following procedure to print your DTC monthly bill or your ID monthly bill.

1 Type BILL on the Enter Function screen and press ENTER.

Result- The Bill Online Inquiry screen appears.

2 Type one of the following in the **Selection** field:

- 2: To reprint a DTC Monthly Bill

- 3: To reprint an ID Monthly Bill.

3 In the **Period** field, type a date that occurred within the last two years in **yymm** format.

4 Press ENTER.

Result- The Monthly Bill Reprint screen appears.

Note- The ID version of the screen contains the letters ID in the title.

5 Fill in the entry fields with the required information about number of copies, delivery method, address, and routing instructions.

6 Press ENTER to validate the data.

Note- Error messages appear when invalid data is encountered, and the fields in error are highlighted. See *Messages*.

7 Press PF1/13 to submit the print request.

Viewing Tax Information

Use this procedure when you want to view information regarding taxes collected from you by various states.

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.

1 Type BILL on the Enter Function screen and press ENTER.

Result- The Bill Online Inquiry screen appears.

2 Type 5 in the **Selection** field on the BILL Online Inquiry.

3 In the **Period** field, type a date that occurred within the last two years in **yymm** format.

4 Press ENTER.

Result- The Tax Summary- Inquiry screen appears, displaying a list of states and the tax collected for those states.

5 Type S in the **View** field to the left of the desired state and press ENTER.

Result- The Tax Detail- Inquiry screen appears displaying a breakdown of products for which tax was collected for that state, in Zip Code order.

Viewing Your DTC Monthly Bill

Use the following procedure to view your monthly bill from DTC.

1 Type BILL on the Enter Function screen and press ENTER.

Result- The Bill Online Inquiry screen appears.

2 Type 1 in the **Selection** field.

3 In the **Period** field, type a date that occurred within the last two years in **yymm** format.

4 Press ENTER.

Result- The Product Summary- Inquiry screen appears, displaying a list of charge categories.

5 Type S in the **View** field to the left of the desired charge category and press ENTER.

Result- The Billing Summary- Inquiry screen appears, displaying a list of billing groups.

6 Type S in the **View** field to the left of the desired billing group and press ENTER.

Result- The Billing Detail- Inquiry screen appears, displaying a list of sub-groups.

7 Type one of the following in the **View** field to the left of the desired sub-group:

- D: To view the Category Detail screen
- H: To view the Billing History- Inquiry screen.

Note- If you type D to the left of an Underwriting or Bond sub-group, the Issue Listing screen appears.

Viewing Your PTS Monthly Bill

Use the following procedure to view your PTS online billing information.

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.

1 Type BILL on the Enter Function screen and press ENTER.

Result- The Bill Online Inquiry screen appears.

2 Type 4 in the **Selection** field.

3 In the **Period** field, type a date that occurred within the last two years in **yymm** format.

4 Press ENTER.

Result- The PTS Billing Summary- Inquiry screen appears, displaying a list of charge categories.

5 Type S in the **View** field to the left of the desired category and press ENTER.

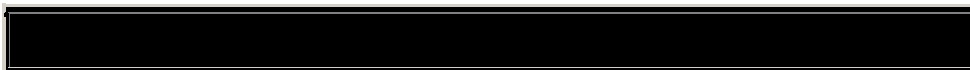
Result- The PTS Billing Detail- Inquiry screen appears.

List of Screens:

Bill On-Line Inquiry Screen

The Bill On-Line Inquiry screen allows you to specify a month and year and select the type of inquiry or reprint option you need.

Sample Screen



```

X$VC          THE DEPOSITORY TRUST COMPANY          MM/DD/CCYY
00002199 -99          BILL ON-LINE INQUIRY          HH:MM:SS

1 ==> DTC MONTHLY BILL
2 ==> PRINT DTC MONTHLY BILL
3 ==> PRINT ID MONTHLY BILL
4 ==> PTS ON-LINE BILLING
5 ==> TAX INFORMATION INQUIRY

SELECTION 01 (1, 2, 3, 4, OR 5)
PERIOD      (YYMM)
ENTER PERIOD AND YOUR SELECTION AND HIT ENTER

KEY IN THE REQUIRED INFORMATION AND PRESS <ENTER> KEY

```

Field Descriptions

This field	Allows you to
Selection	Specify your inquiry or print option. Enter your selection as two digits (01, 02, 03, 04) .
Period	Specify the month and year for the inquiry or print option, in <i>yy</i> <i>mm</i> format.

Billing Detail- Inquiry Screen

The Billing Detail- Inquiry screen appears when selected from one of the summary screens, and displays the details of the billing inquiry you selected on the summary screen.

Sample Screen

```

SDFS CONTROL RELEASE HAS OCCURRED.
T$VV          THE DEPOSITORY TRUST COMPANY          MM/DD/CCYY
00002199-99          BILLING DETAIL - INQUIRY          HH:MM:SS

PARTICIPANT:      2199 NAME: TEST          PERIOD: 9712
GROUP:  CORP STOCK DO          AMOUNT BILLED: 153,109.30
VIEW   SUB-GROUP          ACTIVITY          RATES          AMOUNT
          BILLING UNITS

PTS ZONE B/DELIVE          3,945          0.470000          1,854.15
CCF ZONE A          -2          0.180000          -0.36
CCF ZONE B          108,240          0.470000          50,872.80
MDH ZONE B          31,829          0.470000          14,959.63
REC-CCF,MDH,PTS          35,982          0.290000          10,434.78
DO DROPS          4,371          0.610000          2,666.31
DO-ID          42,191          0.200000          8,438.20
DO ID-RECEIVE          81,247          0.200000          16,249.40
COLL GROUP MOVE(D)          72,825          0.430000          31,314.75
CANCEL PEND DO          44          0.650000          28.60
DRS DO (DEL)          21          0.450000          9.45
DO-CNS          58,011          0.075000          4,350.82

```

'H'-ENTER HIST.VIEW	'D'-ENTER DETAIL INFO	PF3-15 BILL SUMM	PF6-18 RETURN	PF11-23 FORWARD	PF10-22 BACKWARD
------------------------	--------------------------	---------------------	------------------	--------------------	---------------------

Field Descriptions

This field	Displays
Participant	Your participant number and name.
Period	The year and month you specified on the Bill Online Inquiry screen.
Group	The billing group you selected on the Billing Summary- Inquiry screen.
Amount Billed	The amount billed to your account for the selected sub-product type.
View	An entry field that allows you to specify whether you want to view history information or category details.
Sub-Group	The specific billing category.
Activity Billing Units	The number of billable units (items or shares).
Rates	The rate applicable to the billing group.
Amount	The amount billed for the specific billing group.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF3/15 on the Billing Detail- Inquiry screen to return to the Billing Summary- Inquiry screen.

Billing History- Inquiry Screen

The Billing History- Inquiry screen displays past details for the sub-group you selected on the Billing Detail- Inquiry or the Category Detail screen.

Sample Screen

```

T$VV          THE DEPOSITORY TRUST COMPANY          MM/DD/CCYY
00002199-99          BILLING HISTORY - INQUIRY          HH:MM:SS

PARTICIPANT:      2199 NAME: TEST
SUB-GROUP:  PTS ZONE B/DELIVER
                ACTIVITY
                MMY          BILLING UNITS          AMOUNT BILLED
0596          6,124          2,878.28
0696          4,146          1,948.62
0796          5,535          2,601.45
0896          4,487          2,108.89
0996          1,889          887.83
1096          2,805          1,318.35
1196          4,492          2,111.24
1296          1,794          843.18
0197          1,755          824.85
0297          3,883          1,825.01

```

0397		3,779	1,776.13	
0497		2,543	1,195.21	
ENTER	PF3-15	PF6-18	PF11-23	PF10-22
NEXT SUB-GROUP	BILL SUMM	PREV.SCR	FORWARD	BACKWARD

Field Descriptions

This field	Displays
Participant	Your participant number and name.
Sub-Group	The sub-group you selected on the Billing Detail- Inquiry screen or the Category Detail screen.
MMYY	The month and year for each listed item.
Activity/Billing Units	The total number of items or shares for the selected period.
Amount Billed	The amount billed to your account for each listed item.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, you can press PF3/15 on the Billing History- Inquiry screen to return to the Billing Summary- Inquiry screen.

Billing Summary- Inquiry Screen

The Billing Summary- Inquiry screen appears when you select a product category on the Product Summary- Inquiry screen, and displays a list of billing groups from which you can select the type of billing summary you want to view.

Sample Screen

```

SDFS CONTROL RELEASE HAS OCCURRED.
T$VV          THE DEPOSITORY TRUST COMPANY          MM/DD/CCYY
00002199-99   BILLING SUMMARY - INQUIRY           HH:MM:SS

PARTICIPANT:   2199   NAME: TEST                   PERIOD:  9712
PRODUCT: DO CHARGES   TOTAL AMOUNT:             177,139.22
VIEW          BILLING GROUPS                   AMOUNT

CORP STOCK DO                153,109.30
CORP BOND DO                  6,801.39
REG. MUNI DO                  16,724.45
BEARER MUNI DO                504.08
SDFS CORP DO                   .00
SDFS REG MUNI DO               .00
SDFS BEARER MUNI DO           .00

ENTER      'S'-ENTER   PF4-16  PF5-17  PF6-18  PF10-22  PF11-23
SELECT INFO  DETAIL     PREV MO  NEXT MO  PREV SCR  BACKWARD  FORWARD

```

Field Descriptions

This field	Displays
Participant	Your participant number and name.
Period	The year and month you specified on the Bill Online Inquiry screen.
Product	The product category you selected on the Product Summary-Inquiry screen.
Total Amount	The total charges for all billing groups for the specified month.
View	An entry field that allows you to select the billing group for which you want to view billing information.
Billing Groups	A brief description of the sub-product type.
Amount	The month's charges for the specified billing group.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Billing Summary- Inquiry screen:

This key	Allows you to
PF4/16	Display the previous month's billing groups.
PF5/17	Display the next month's billing groups. <i>Note</i> -If you are already viewing the latest month's data, the message'No data available for the next month' appears.
PF6/18	Return to the previous screen.

Category Detail Screen

The Category Detail screen appears when you enter D in the **View** field on the Billing Detail- Inquiry screen, and displays activity/billing unit breakdowns for the selected billing group.

Sample Screen

```

T$VV          THE DEPOSITORY TRUST COMPANY          MM/DD/CCYY
00002199-99          CATEGORY DETAIL                HH:MM:SS

PARTICIPANT:      2199   NAME: TEST                PERIOD:  9712
SUB-GROUP:  ACTIVE ISSUES          AMOUNT BILLED: 4,201.50

ACTIVITY\BILLING UNITS:          184,875   NUMBER OF DAYS:  22
AVERG:                8,403

DETAILS:          ACTIVITY\BILLING          BILL BREAKDOWN
RATE1:    0.500000          UNITS BREAKDOWN          4,201.50
RATE2:    0.000000          8,403                    0.00
RATE3:    0.000000          0                        0.00
RATE4:    0.000000          0                        0.00
RATE5:    0.000000          0                        0.00

```

ENTER	PF2-14	PF3-15	PF6-18
NEXT SUB-GROUP	HIST.VIEW	BILL SUMM	PREV.SCR

Field Descriptions

This field	Displays
Participant	Your participant number and name.
Period	The year and month you specified on the Bill Online Inquiry screen.
Sub-Group	The sub-group you selected on the Billing Detail- Inquiry screen.
Amount Billed	The amount billed to your account for the selected item.
Activity/Billing Units	The total items or shares for the selected period.
Averg	The result of a fee schedule algorithm, where the average is equal to Billing Units divided by Number of Days . <i>Note</i> -For some categories, such as shares, additional calculations are applied to determine the average.
Number of Days	The number of business days for which you were active in the specified period.
Details	The layers of rates in effect (for stratified categories).
Activity/Billing Units Breakdown	The number of units for the displayed range.
Bill Breakdown	The number of units for the range times the rate for the range.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Category Detail screen:

This key	Allows you to
PF2/14	Display the Billing History- Inquiry screen for the selected sub-group.
PF3/15	Return to the Billing Summary- Inquiry screen.
PF6/18	Return to the previous screen.

Issue Listing Screen

The Issue Listing screen appears when you type D in the **View** field on the Billing Detail- Inquiry screen, and displays the CUSIP, description, and closing date for the selected billing group.

Sample Screen

```

Q$V1          THE DEPOSITORY TRUST COMPANY          MM/DD/YY
00002199-99   BILLING DETAIL - INQUIRY             HH:MM:SS
              ISSUE LISTING
PART-NO: 00002199 NAME: TEST PART          PERIOD: 200012
BILLING CATEGORY: 061520   BOND BEO-SINGLE

CUSIP      CLOSING DT      ISSUE DESCRIPTION / CLEARING THRU
879713CE3  12/05/00              P-FLOATS PT-999

718903KQ9  12/05/00              P-FLOATS PT-888

13066VBM6  12/13/00              CALIFORNIA HOUSING FINANCE AGENCY

79729HEV4  12/05/00              P-FLOATS PT-777

79729HEX0  12/05/00              P-FLOATS PT-666

928324CW0  12/05/00              P-FLOATS PT-555

MORE

PF6/18-PREV  PF10/22-BKWD  PF11/23-FRWD

```

Field Descriptions

This field	Displays
Participant	Your participant number and name.
Period	The year and month you specified on the Bill Online Inquiry screen.
Billing Category	The billing category you selected on the Billing Detail- Inquiry screen.
CUSIP	The CUSIP number.
Closing Date	The issue closing date in <i>mm/dd/yy</i> format.
Issue Description Clearing Thru	The short description and the participant number of the firm that the issue clears through.

Monthly Bill Reprint Screen

The Monthly Bill Reprint screen allows you to reprint any DTC or ID bill from the past two years.

Sample Screen

```

T$VV          THE DEPOSITORY TRUST COMPANY          MM/DD/CCYY
00002199-99   MONTHLY BILL REPRINT                HH:MM:SS

PARTICIPANT:   2199   NAME: TEST                      PERIOD: 9712

NUMBER OF COPIES: 1 (1-5)

DELIVERY MEDIUMS: 1 I-INTERFACE      1-RECON  2-AIRBORNE
                   3-FEDERAL EXPRESS  4-MAIL   5-DHL    6-EXPRESS MAIL

```



```

              7-OTHER   OTHER:

MAILING ADDRESS: COMPANY: TEST
                  ATTN:
                  STREET:
                  TOWN:           STATE:
                                ZIP:   -

ROUTING INSTRUCTIONS:

ENTER           PF1-13
VALIDATE       SUBMIT REQUEST
KEY IN NO OF COPIES, DELIVERY MEDIUMS, COMPANY NAME AND ATTENTION NAME
HIT ENTER TO CONTINUE OR HIT CLEAR TO CANCEL

```

Field Descriptions

This field	Allows you to
Participant	View your participant number and name.
Period	Specify the year and month for which you want a reprinted bill.
Number of Copies	Specify up to five copies of the reprint.
Delivery Mediums	Select a delivery method for the reprinted bills. <i>Note</i> -If "Other" is selected, enter the appropriate value in the free-form Other field.
Mailing Address	Enter the company name and complete address for delivery of the reprint (s).
Routing Instructions	Enter any special routing instructions, such as "48th Floor. "

Product Summary- Inquiry Screen

The Product Summary- Inquiry screen appears when you select option 1 on the Bill Online Inquiry screen, and displays a list of product categories from which you can select the type of billing summary you want to view.

Sample Screen

```

SDFS CONTROL RELEASE HAS OCCURRED.
T$VV          THE DEPOSITORY TRUST COMPANY          MM/DD/CCYY
00002199-99   PRODUCT SUMMARY - INQUIRY           HH:MM:SS

PARTICIPANT:   2199   NAME: TEST                   PERIOD:  9712
                TOTAL AMOUNT:                   1,355,327.31

VIEW           TYPE OF CHARGE (PRODUCT)          AMOUNT
LONG POSITION           19,599.91
SETTLEMENT CHARGES    980.42
DO CHARGES            177,139.22
COD CHARGES           1,090.40
CUSTODY SERVICE              .00
DEPOSIT CHARGES         4,795.50
BRANCH DEPOSITS              .00
TRANSFER CHARGES        36,794.96
REORGANIZATION CHARGES  4,581.05

```

	UNDERWRITING CHARGES	47,581.90				
	COLLATERAL LOAN CHARGES	.00				
	SUB-ACCOUNTING	99.06				
ENTER	'S'-ENTER	PF4-16	PF5-17	PF6-18	PF10-22	PF11-23
SELECT INFO	BREAKDOWN	PREV MO	NEXT MO	PREV SCR	BACKWARD	FORWARD

Field Descriptions

This field	Displays
Participant	Your participant number and name.
Period	The year and month you specified on the Bill Online Inquiry screen.
Total Amount	The total charges for the specified month.
View	An entry field that allows you to select the product category for which you want to view billing information.
Type of Charge (Product)	A brief description of each product category.
Amount	The cash amount of charges for the specified category.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the Product Summary- Inquiry screen:

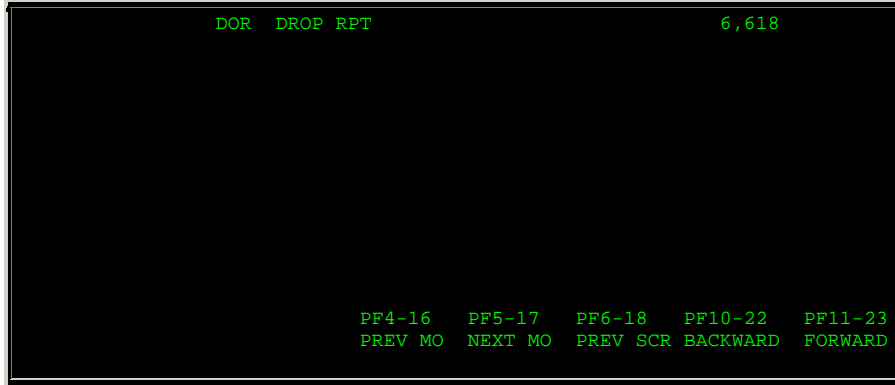
This key	Allows you to
PF4/16	Display the previous month's product categories.
PF5/17	Display the next month's product categories. <i>Note</i> -If you are already viewing the latest month's data, the message'No data available for the next month' appears.
PF6/18	Return to the Bill Online Inquiry screen.

PTS Billing Detail- Inquiry Screen

The PTS Billing Detail- Inquiry screen allows you to view your PTS billing information for the charge category you selected on the Billing Summary- Inquiry screen.

Sample Screen

T\$VV	THE DEPOSITORY TRUST COMPANY	MM/DD/CCYY	
00002199-99	PTS BILLING DETAIL - INQUIRY	HH:MM:SS	
PARTICIPANT:	2199	NAME: TEST	PERIOD: 9712
PRODUCT: DO DROPS	TOTAL AMOUNT:	529.44	
	TYPE OF CHARGE	ITEM COUNT	



Field Descriptions

This field	Displays
Participant	Your participant number and name.
Period	The year and month you specified on the Bill Online Inquiry screen.
Product	The charge category you selected on the Billing Summary-Inquiry screen.
Total Amount	The amount your account was billed for the selected charge category.
Type of Charge	A further breakdown of the charges.
Item Count	The total number of items billed for each category.

Function Keys

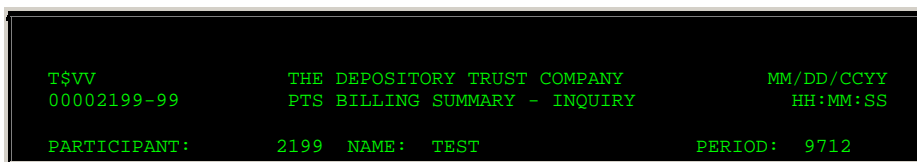
In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the PTS Billing Detail- Inquiry screen:

This key	Allows you to
PF4/16	View the details for the previous month.
PF5/17	View the details for the next month.

PTS Billing Summary- Inquiry Screen

The PTS Billing Summary- Inquiry screen allows you to view your PTS billing information from the last two years.

Sample Screen



VIEW	TYPE OF CHARGE	TOTAL PTS BILLING AMOUNT: ITEM COUNT	49,451.37 AMOUNT			
	DO DROPS	6,618	529.44			
	DROP ACTIVITY	5,602	448.16			
	MDH MESSAGES	458,140	36,651.20			
	UNSOLICITED MESSGE	53	4.24			
	MESSAGES	3,474	277.92			
	INQUIRIES	125,043	10,003.44			
	PRE-UPDATE EDITS	4,574	365.92			
	REPRINT	4	.32			
	RAD CANCEL(REC)	21	13.65			
	SDFS RAD MESSAGES	669	53.52			
	BUY-IN (MESSAGES)	3,212	1,092.08			
	LEGAL NOTICE ORDER	82	11.48			
ENTER	'S'-ENTER	PF4-16	PF5-17	PF6-18	PF10-22	PF11-23
SELECT INFO	BREAKDOWN	PREV MO	NEXT MO	PREV SCR	BACKWARD	FORWARD
NO SELECTIONS MADE.						

Field Descriptions

This field	Displays
Participant	Your participant number and name.
Period	The year and month you specified on the Bill Online Inquiry screen.
Total PTS Billing Amount	The total billing from PTS for the specified period.
View	An entry field that allows you to select the type of charge for which you want to view billing details.
Type of Charge	A list of applicable charge categories.
Item Count	The total number of items billed for each category.
Amount	The amount your account has been billed for each category.

Function Keys

In addition to the standard function keys described in *Using the Standard Function Keys*, the following are available on the PTS Billing Summary- Inquiry screen:

This key	Allows you to
PF4/16	View the summary for the previous month.
PF5/17	View the summary for the next month.
PF6/18	Return to the previous screen.

Tax Detail Inquiry Screen

The Tax Detail- Inquiry screen appears when you type S in the **View** field next to a selected state on the Tax Summary- Inquiry screen and allows you to view a breakdown of each product for which tax was collected in that state, by zip code.

Sample Screen

PRODUCT	ZIP CODE	BILLED AMOUNT	STATE TAX	LOCAL TAX
SETTLE ENVELOPE	10041	62.00	2.48	2.64
DIV SETT CREDIT LIST	10041	20.00	0.80	0.85
SNI EQUIP	10080	5,400.00	216.00	229.50
PU2 EQUIP	10080	1,150.00	46.00	48.88

Field Descriptions

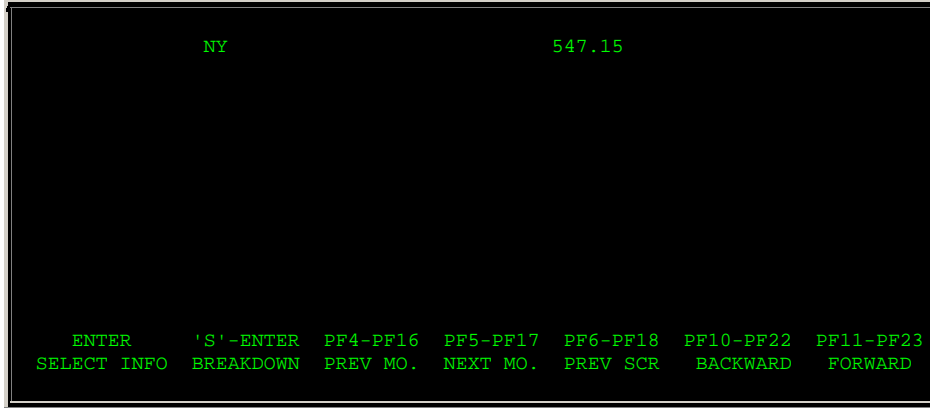
This field	Displays
Participant	Your participant number.
Name	Your participant name.
Period	The date of the information.
State	The name of the state for which tax was collected.
Total Tax	The total amount of tax collected from the states you selected.
Product	The product for which the tax was collected.
Zip Code	The Zip Code in that state under which the product falls.
Billed Amount	The amount billed for the product.
State Tax	The amount of state tax collected.
Local Tax	The amount of local tax collected.

Tax Summary-Inquiry Screen

The Tax Summary- Inquiry screen appears when you type 5 in the **Selection** field on the BILL On-Line Inquiry Menu and allows you to view a listing of all states for which tax was collected and the amount collected.

Sample Screen

VIEW	STATE	TAX COLLECTED



Field Descriptions

This field	Displays
Participant	Your participant number.
Name	Your participant number.
Period	The date of the information.
Total Tax	The total amount of tax collected from all the states listed.
View	An entry field that allows you to type S to access detail information.
State	The name of the state for which tax was collected.
Tax Collected	The amount of tax collected.

Messages

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

Message Text	Possible Cause	Suggested Resolution
ACCESS VIOLATION.	The Participant has a sign-on violation.	Contact DTC's Customer Support Center at (888) 382-2721.
AT BEGINNING USE PF11/23 TO BROWSE FORWARD.	PF10/22 was pressed to scroll backward, but the beginning of available data for this display has been reached.	Press PF11/23 to scroll forward.
AT END USE 10/22 TO BROWSE BACKWARDS.	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.
END OF BILLING DETAIL LIST.	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.
ENTER COMPANY NAME.	The company name was not specified in the Company field.	Enter the appropriate company name.

Message Text	Possible Cause	Suggested Resolution
ENTER STATE.	The state was not specified in the State field.	Enter the appropriate two-letter state code.
ENTER STREET.	The street address was not specified in the Street field.	Enter the appropriate street address.
ENTER TOWN.	A town was not specified in the Town field.	Enter the appropriate town.
ENTER ZIP CODE.	A zip code was not specified in the Zip field.	Enter the appropriate zip code.
FUNCTION QUIESCED- USE ENTER KEY TO EXIT.	The function is temporarily unavailable.	Try again later.
FUNCTION TEMPORARILY UNAVAILABLE.	The function is temporarily unavailable.	Try again later.
INVALID DATE- MM MUST BE BETWEEN 1 AND 12.	The month specified in the Period field had an invalid month.	Re-enter the date in <i>yy</i> mm format, with the <i>mm</i> value between 01 and 12.
INVALID DATE. PLEASE RE-ENTER.	An invalid date was entered.	Enter a valid date in <i>yy</i> mm format.
INVALID DELIVERY MEDIUMS. PLEASE RE-ENTER.	An invalid value was entered in the Delivery Medium field.	Enter a value between 1 and 7.
INVALID KEY PRESSED.	The PF key pressed is not valid for the screen or function being used.	Press one of the valid PF keys listed at the bottom of the screen.
INVALID NO OF COPIES. PLEASE RE-ENTER.	An invalid number of copies was specified.	Enter a value between 1 and 5.
INVALID SELECTION.	An invalid selection was entered in the field where your cursor is positioned.	Enter a valid selection.
KEY IN THE REQUIRED INFORMATION AND PRESS ENTER KEY.	Required fields were left blank.	Enter the required information and press ENTER.
NO DATA AVAILABLE FOR THE DATE.	There is no data available for the time period entered in the Period field.	Enter another time period.
NO DATA AVAILABLE FOR THE NEXT MONTH.	PF5/17 was pressed to display information for the next month, but no information is available.	Information only; no action required.
NO DATA AVAILABLE FOR THE PREV MONTH.	PF4/16 was pressed to display information for the previous month, but no information is available.	Information only; no action required.
NO DATA AVAILABLE FOR THIS PERIOD.	There is no data available for the date entered in the Period field.	Enter another date.
NO SELECTION MADE.	No selection was made.	Enter a valid selection.
NOT NUMERIC ENTRY PLEASE RE-ENTER.	A non-numeric value was entered in a numeric-only field.	Enter a numeric value.
ONLY ONE SELECTION CAN BE MADE.	More than one selection was made.	Specify one selection only.

Message Text	Possible Cause	Suggested Resolution
ONLY VALID SELECTION IS "S".	An invalid character was entered in the View field.	Type an S in the View field and press ENTER.
PAST CUTOFF TIME- USE ENTER KEY TO EXIT	The function is only available during specific time periods.	See <i>When to Use</i> for information about when to use the BILL function.
PAST-CUTOFF TIMES MSG.	The function is only available during specific time periods.	See <i>When to Use</i> for information about when to use the BILL function.
PLEASE ENTER THE OTHER DELIVERY MEDIUM.	The Other field was left blank when option 7 was specified in the Delivery Medium field. This information is required for delivery of reprints.	Specify the type of delivery medium you wish to use in the Other field.
PLEASE ENTER THE MAILING ADDRESS- HIT ENTER TO CONTINUE OR HIT CLEAR TO CANCEL.	The Mailing Address was left blank. This information is required for delivery of reprints.	Enter the Mailing Address and press ENTER to continue, or press CLEAR to cancel.
SELECTIONS SHOULD BE ALL "D" OR ALL "H".	ENTER was pressed on the Billing Detail- Inquiry screen, but H (history) or D (detail) was not specified.	Type a D or an H and press ENTER.
THE field IS REQUIRED.	A required field was left blank.	Enter a value in the field in which your cursor is positioned.
THE field IS REQUIRED. PLEASE ENTER PERIOD, HIT ENTER KEY TO CONTINUE.	The Period field was left blank, but an entry is required.	Enter a date in <i>yymm</i> format.
THERE IS NO MORE DATA TO DISPLAY.	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.
UNABLE TO PROCESS REPRINT DUE TO FILE PROBLEM. PLEASE TRY LATER.	A systems problem occurred.	Contact DTC's Customer Support Center at (888) 382-2721.
VALID DELIVERY MEDIUMS ARE 1,2,3,4,5,6,7.	The specified delivery medium is not valid.	Enter a valid delivery medium (1 through 7) .

BOOK:

Introduction

Overview

The Books Closing Inquiry (BOOK) function allows you to view non-municipal CUSIP numbers for Dividend and Proxy announcements for each record date maintained. You can view three days of record date CUSIPs on the RDP Books Closing Report.

Each CUSIP has an indicator identifying the announcement type, "P" for Proxy and "D" for Dividend items. An asterisk (*) follows the indicator for items with positions that are captured based on a cutoff date prior to the actual record date of the item (such as items with non-New York Transfer Agents). These items are referred to as New York Cutoff Issues. You can use BOOK to obtain the actual record date of New York Cutoff Issues, as well as any other supplemental information about any CUSIP displayed.

When to Use

Use BOOK to view three days of record date CUSIPs in the RDP Books Closing Report. This includes the current business day and two days into the future, providing you with an aid for submitting deposits and requests for transfer.

For example, if you need to know the record date for a security you want to deposit, you could use BOOK to determine that date.

BOOK is available:

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

Associated Products

BOOK is used in association with the Announcements product.

List of Procedures:

Viewing the Books Closing Report

Use the following procedure to view three days of record date CUSIPs in the RDP Books Closing Report.

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

Result- The Dividend Selection Menu appears.

- 2 Type the number that appears to the left of the BOOK function in the **Enter** Option field, type a CUSIP number in the **CUSIP** field (*optional*), then press ENTER.

Result- The Books Closing Inquiry screen appears.

Note- You can also access this function directly, although Menu Bar options will not be available unless you access it via the service menu.

- 3 *Optional.* To change the display to a different date, type the record date you want to view in the **Record/Cutoff Date** in *mmddy* format, then press ENTER.

Result- The Books Closing Inquiry screen is populated with the selected information.

Note- The record date you enter must be a date within the last three business days.

- 4 *Optional.* To scroll the display to a specific CUSIP, enter the number in the **Skip To CUSIP** field and press ENTER.

Result- The selected CUSIP moves to the beginning of the display.

List of Screens:

Books Closing Inquiry Screen

The Books Closing Inquiry screen displays a list of CUSIPs for the selected date and their corresponding designations as either a Dividend or a Proxy announcement.

Sample Screen

```

MENU      HELP
SELECT A CUSIP BY ENTERING 'O' IN COMMAND COLUMN AND PRESSING ENTER
EAAB      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
D0002199-01      BOOKS CLOSING INQUIRY      TIME: HH:MM:SS
=====
RECORD/CUTOFF DATE: 10 / 12 / 1998      SKIP TO CUSIP:
* = N.Y. CUTOFF IS
SUE; D = DIVIDEND; P = PROXY
CMD      CUSIP      CMD      CUSIP      CMD      CUSIP      CMD      CUSIP
- 007984107 P*    - 593736101 P
- 03838A109 P*    - 635902109 P*
- 053690103 P     - 715915104 P*
- 158907105 P*    - 740584107 P
- 25063V102 P*    - 778903104 P

- 258564103 P     - 795427202 P
- 37934B108 P*    - 803909100 P
- 45244H103 P*    - 88156K102 P*
- 453219107 P*    - 885912105 P*
- 471155101 P*    - 92238K106 P*
- 490057106 P*    - 933912107 P*

- 54266P100 P     - 983939109 P
- 54412E108 P

COMMAND: 'O' = OTHER FUNCTIONS      NO MORE.
=====
ENTER:PROCESS  PF8/20:END  PF9/21:SIGNOFF  PF10/22:BACKWARD  PF11/23:FORWARD

```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if

This field	Displays
	<p>listed. Click below the desired option and press ENTER.</p> <p><i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.</p>
Record/Cutoff Date	Today's date.
Skip To CUSIP	An entry field that allows you to bring a specific CUSIP to the top of the display. Enter a full or partial CUSIP number.
Designation	<p>One or more of the following designations for each CUSIP:</p> <ul style="list-style-type: none"> • D = Dividend • P = Proxy • * = N. Y. Cutoff Issue.
CMD	An entry field that allows you to access the Function Selection screen.
CUSIP	The CUSIP number for each entry in the display.

Function Selection Screen

The Function Selection screen appears when you enter O (Other Functions) in the **CMD** field on the Books Closing Inquiry screen. The CUSIP, activity type, record date and payable date of the selected line item are carried over. From this screen, you can access any of several related functions, allowing you to perform various inquiries and activities for a security without having to reenter the CUSIP in each function.

Sample Screen

```

MENU      HELP
PLEASE SELECT AN OPTION
EAAE      THE DEPOSITORY TRUST COMPANY      DATE: MM/DD/CCYY
D0002199-01      FUNCTION SELECTION      TIME:  HH:MM:SS
=====

      CUSIP
-----
      007984107

      1. ANNOUNCEMENT INQUIRY      -DIVA
      2. DIVIDEND ANNOUNCEMENT WHAT'S NEW
-DAWN
      3. DUE BILLS      -DUEB

      ENTER OPTION:  ___
=====
ENTER: PROCESS      PF6/18:RETURN

```

Field Descriptions

This field	Displays
Menu Bar	An access bar that allows you to return to the service menu, access help for this screen, or access related functions, if listed. Click below the desired option and press ENTER. <i>Note-</i> If you do not use a mouse, press HOME, press TAB until your cursor is below the desired option, then press ENTER.
Participant	The specified participant number and name. <i>Note- Group Users only.</i>
CUSIP	The CUSIP number carried over from the previous screen.
Function/ Activity	A brief description of the function or activity carried over from the previous screen.
Record Dt	The security's record date.
Pay Dt	The security's payable date.
Display Area	A list of accessible functions for the selected CUSIP and activity. <i>Note-</i> If you are not signed up for a listed function, that line appears in low intensity and the message 'Ineligible' appears to the right. If you select that function, the message 'You do not have the necessary PTS eligibility to access the selected function' appears at the top of the screen. <i>For Group Users,</i> if you are not allowed to access the specified participant's data for a listed function, that line appears in low intensity and the message 'Not authorized' appears to the right. If you select that function, the message 'Group User not authorized for displayed participant & selected function combo' appears at the top of the screen.
Enter Option	An entry field that allows you to select the next function you want to access.

Messages

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

Message Text	Possible Cause	Suggested Resolution
ERROR CALLING DATE MODULE	A systems problem has occurred.	Contact DTC's Customer Support Center at (888) 382-2721.
FILE NOT OPEN	A systems problem has occurred.	Contact DTC's Customer Support Center at (888) 382-2721.
INVALID DATE SELECTED	An invalid record date was entered in the Record/Cutoff Date field.	Enter one of the dates that appear on the Books Closing Inquiry Disclaimer screen.

Message Text	Possible Cause	Suggested Resolution
INVALID KEY HIT	The PF key pressed is not valid for the screen or function being used.	Press one of the valid PF keys listed at the bottom of the screen.
NO FURTHER FORWARD SCROLLING POSSIBLE	PF11/23 was pressed to scroll forward, but the end of available data for this display has been reached.	Press PF10/22 to scroll backward.
NO FURTHER BACKWARD SCROLLING POSSIBLE	PF10/22 was pressed to scroll backward, but the beginning of available data for this display has been reached.	Press PF11/23 to scroll forward.
NO RECORDS FOR SELECTED DATE	There are no records for the selected Record Date.	Select another Record Date.
PAST CUTOFF TIME- USE ENTER KEY TO EXIT	The function is only available during specific time periods.	See When To Use for information about when to use the BOOK function.
PLEASE POSITION CURSOR AT DATE DESIRED FOR VIEWING	The system is prompting you to select a date for viewing.	Position the cursor to the desired record date.



6.01 BROADCAST SYSTEM (BROE)

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6.01.1 Overview

The PTS Broadcast System permits Participants to communicate information on a timely basis. Messages can be created and transmitted to Participant terminals and printers at any time within the current day or the following five business days, as specified by the sender. The sender can also specify the recipient(s) of their message as a single User, a group of Users, or class-wide Users.

Six functions are available on the PTS Broadcast System which allow the Participant to control the transmission of its own messages. Each function is briefly described below:

- **Inquiry:** This function allows the User to view messages that have been scheduled for delivery or receipt. The User can select a single message by indicating its ID number, or any messages that were sent or received by the User within a specified date and time range.
- **Schedule:** This function allows the User to create a freeform message and enter the desired schedule date/time of delivery of each message. This information is then validated and approved by the system.
- **Reschedule:** This function allows the User to change the date and time of any message that has already been scheduled for delivery. This information is then validated and approved by the system.
- **Copy:** This function allows the User to copy any message to serve as a model for creating new messages. Changes to the message's text and the scheduling information can also be made with this function.
- **Cancel:** This function allows the User to delete a message from the system.
- **Revise:** This function allows the User to change the text of any message they created, and the scheduling information for that message.

A tutorial is also available for new Users.



6.01.2 How To Access The Broadcast System

<u>Step</u>	<u>Action</u>
-------------	---------------

Step 1	Enter 'BROE' when the Enter Function Prompt Screen appears (refer to Figure 1).
---------------	---

Step 2	Press the 'ENTER' key.
---------------	------------------------

Note: The Broadcast System Participant Menu Screen appears (refer to Figure 2).

Step 3	Select one of the following:
---------------	------------------------------

- 1: Inquiry
- 2: Schedule
- 3: Reschedule
- 4: Copy
- 5: Cancel
- 6: Revise
- T: Tutorial

or

Press either:

- 'ENTER' key to apply.
- 'PF1/13' key to apply.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.



6.01.2 How To Access The Broadcast System *(continued)*

```
###                                D E P O S I T O R Y   T R U S T
10/22/87
0000009-07                        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
11:21:10

ENTER FUNCTION: BROE
```

Figure 1. BROE Enter Function Prompt Screen

```
TERM                                DTC PTS BROADCAST FACILITY                                10/31/86
0000004-01                          DTC PARTICIPANT MENU                                    16:30:00

                                OPTION = >__< =

                                1  INQUIRY
                                2  SCHEDULE
                                3  RESCHEDULE
                                4  COPY
                                5  CANCEL
                                6  REVISE

                                T  TUTORIAL

PFKEYS ENTER>APPLY                1/13> APPLY                8/9/20/21/CLEAR> EXIT
```

Figure 2. Broadcast System Participant Menu



6.01.3 How To Inquire About A Message

<u>Step</u>	<u>Action</u>
Step 1	Select Option '1' from the Broadcast System Participant Menu.
Step 2	Press the 'ENTER' or 'PF1/13' key. Note: The Participant Inquiry Screen appears (refer to Figure 1). To View A Single Message:
Step 3	Enter the following information on the Participant Inquiry Screen: <ul style="list-style-type: none">• INQUIRE BY = > < = - enter Option 1.• MESSAGE ID = = = = = > NN NNNNNNNN' - enter the two-digit date code plus one space plus the eight-digit message number.
Step 4	Press the 'ENTER' or 'PF5/17' key. Note: The Message Information Screen appears with data about the origin, destination, and status of each message (refer to Figure 2).
Step 5	Perform one of the following: <ul style="list-style-type: none">• Press the 'ENTER' or 'PF5/17' key to view the message on the DTC <i>PTS</i> Broadcast Facility Screen (refer to Figure 3). <p style="text-align: center;">or</p> <ul style="list-style-type: none">• Change the 'Y' to 'N' in the SHOW MESSAGE TEXT? field to return to the Participant Inquiry Screen.



6.01.3 How To Inquire About A Message *(continued)*

To View All Messages Sent Or Received Within A Date/Time Range:

Step 6 Enter the following information on the Participant Inquiry Screen:

- INQUIRE BY =><= - enter Option 2.
- ALL SENT/RECEIVED> - enter 'S' to view all messages that were sent by the User within a particular date/time range or 'R' to view all messages that the User received within a particular date/time range.

Step 7 Press the 'ENTER' or 'PF5/17' key.

Step 8 Fill in the date and time ranges in the DATE/TIME RANGE fields, as described below:

- FROM Date - enter in MM/DD/YY format.
- FROM Time - enter in HH:MM:SS format.
- TO Date - enter in MM/DD/YY format.
- TO Time - enter in HH:MM:SS format.

Step 9 Press the 'ENTER' key.

Note: If the User entered 'S' in the ALL SENT/RECEIVED> field, the Messages Scheduled By P NNNNNNNN Screen appears with a list of all messages that met the selection criteria just entered (refer to Figure 4). If the User entered 'R' in this field, the Messages Received By P NNNNNNNN Screen appears with a list of all messages that met the selection criteria just entered (refer to Figure 5).



6.01.3 How To Inquire About A Message *(continued)*

Step 10 Enter 'V' next to the message to be viewed and press the 'ENTER' key.

Note: The Inquire Message Text Screen appears with the text of the message the User selected (refer to Figure 6).

Step 11 Press the 'PF4/16' key to go back to the screen list to select another message to view; optional.

Step 12 Enter 'P' next to any message to reprint the text of that message, and press the 'ENTER' key.

Note: More than one message may be sent to print at the same time. The message(s) is/are reprinted on any printer where the User's ID is connected.

Step 13 Press either:

- 'PF6/18' key to return to the Participant Inquiry Screen from the Message Information Screen, the Messages Scheduled Screen, and the Messages Received Screen.
- 'PF7/19' key to return to the Broadcast System Participant Menu from the Participant Inquiry Screen, Message Information Screen, the Messages Scheduled Screen, and the Messages Received Screen.
- 'PF8/20' or 'PF9/21' key to end the processing session from the Participant Inquiry Screen, Message Information Screen, the Messages Scheduled Screen, and the Messages Received Screen.
- 'PF10/22' key to move the cursor to the top of the list from the Messages Scheduled Screen and the Messages Received Screen.
- 'PF11/23' key to return to the Participant Inquiry Screen from the Messages Scheduled Screen and the Messages Received Screen.



6.01.3 How To Inquire About A Message (continued)

```
TERM                      DTC PTS BROADCAST FACILITY
08/06/86
#####-##                PARTICIPANT INQUIRY
12:54:35

INQUIRE BY = > 1 < =

      1 MESSAGE ID = = = = => 11 00056000

      2 ALL SENT/RECEIVED> S                DATE/TIME RANGE

                                         _____
                                         OPTION 2

                                         FROM      TO
08/06/86 08/06/86
00:00:00 23:59:59

PFKEYS      5/17/ENTER> APPLY      7/19> MAIN MENU      8/9/20/21/CLEAR
```

Figure 1. Participant Inquiry Screen

```
TERM                      DTC PTS BROADCAST FACILITY                08/06/86
#####-##                MESSAGE INFORMATION                12:54:35

MESSAGE ID NUMBER> 11 00056000                SENDER'S SIGNON ID=> D0000003
                                                SENDER'S USER CLASS> D

TEXT ORIGIN   = = = = > FREEFORM
MESSAGE TYPE  = = = = > G
DELIVERY TIME = = = = > 10:00:00                DELIVERED? = = = = = = > Y
ELIVERY DATE = = = = > 08/06/86
STATUS OF MESSAGE > NORMAL

_____ DESTINATIONS
_____

UPPER CLASS 1 = = > H    SIGN ON ID 1 = = > ALL    DESTINATION 1 = = > *
1
      2 = = > d                2 = = > d0000003                2 = = > *
1
      3 = = >                3 = = >                3 = = >
      4 = = >                4 = = >                4 = = >
      5 = = >                5 = = >                5 = = >

SHOW MESSAGE TEXT? Y/N = > x < =
ENTR/5/17 > APPLY 6/18 > INQU 7/19 > MAIN MENU 8/9/20/21/CLEAR >
```

Figure 2. Message Information Screen



6.01.3 How To Inquire About A Message (continued)

```
TERM STATUS = NORMAL DTC PTS BROADCAST FACILITY NOT DELIVERED      10/31/86
#####-##          --VIEW TEXT AND HIT 1/13--          04-00050000
16:31:00
Msg#04-00050000 From 00000001-01 To 00000000-00          Sent 10/31/86 16:24:01

          text of message appears here for viewing

HIT PF 1/13 TO CONTINUE, 7/19 TO RETURN TO MENU, 8/9/20/21 TO EXIT
```

Figure 3. DTC PTS Broadcast Facility Screen

```
TERM                      DTC PTS BROADCAST FACILITY                      08/06/86
#####-##          MESSAGES SCHEDULED BY P 00000001          12:54:35
=VIEW
P=REPRINT          FROM> 08/06/86 00:00:00          TO> 08/06/86 23:59:59
MESSAGE-ID          -DELIVERY TIME-          DESTINATION          LIST-(CLASS, SIGNON ID)
(CODE-RBA)          DATE          HH-MM          (1)          (2)          3)          (4)          (5)
18 000002AD          08/06/86 02:00          DALL
18 00054000          08/06/86 12:00          DD00000003
18 00067EFO          08/06/86 14:50          DALL
18 00073OAD          08/06/86 22:00          DALL          PALL
18 00086ADF          08/06/86 23:59          P000000161

PAGE = 1          *****END QUALIFYING RECORDS*****
ENT> APPLY 10/22> TOP 11/23> + 6/18> INQU 7/19> MAIN MENU 8/9/20/21/CLEAR
```

Figure 4. Messages Scheduled By P NNNNNNNN Screen



6.01.3 How To Inquire About A Message (continued)

```
TERM          DTC PTS BROADCAST FACILITY          08/06/86
#####-##          MESSAGES RECEIVED BY P 00000001          12:54:35

VIEW          FROM> 08/06/86 00:00:00          TO> 08/06/86 23:59:59
EXT          MESSAGE-ID          -DELIVERY TIME-          -SENT FROM-          -GLOBAL-
(V)          (CODE-RBA)          DATE          TIME          CLASS          SIGNON
DESTINATION
          18 00054000          08/06/86          10:43:24          D          D0000003          *ALL
          18 00067DFE          08/06/86          12:00:00          D          D0000003          DALL
          18 00073000          08/06/86          22:34:00          D          D0000003          DALL
V          18 00077EFO          08/06/86          22:50:00          D          D0000003          *ALL
          18 00084DAO          08/06/86          23:00:00          D          D0000003          *ALL
          18 00086000          08/06/86          23:55:00          D          D0000003          *ALL

PAGE=          1          ****END QUALIFYING RECORDS****
ENT> VIEW 10/22> TOP 11/23> + 6/18> INQU 7/19> MAIN MENU 8/9/20/21/CLEAR
```

Figure 5. Messages Received by P NNNNNNNN Screen

```
TERM          STATUS=NORMAL DTC PTS BROADCAST FACILITY NOT DELIVERED
10/31/86
#####-##          -VIEW TEXT AND HIT 1/13-04-00050000
16:31:00
Msg #04-00050000 From 00000001-01 To 00000000-00 Sent 10/31/86
16:24:01

          text of message appears here for viewing

HIT PF1/13 TO CONTINUE,          7/19 TO RETURN TO MENU,          8/9/20/21 TO EXIT
```

Figure 6. Inquire Message Text Screen



6.01.4 How To Schedule A Message

<u>Step</u>	<u>Action</u>
Step 1	Select Option '2' from the Broadcast System Participant Menu.
Step 2	Press the 'ENTER' or 'PF1/13' key. Note: The Schedule Message Text Screen appears (refer to Figure 1).
Step 3	Enter the text of the message on the screen. Note: Remember to include leading blank spaces at the left.
Step 4	Press the 'ENTER' key to view the format of the message you are creating.
Step 5	Press the 'PF1/13' key to save the text. Note: The Schedule Screen appears (refer to Figure 2).
Step 6	Fill in the time routing information using one of two options, as indicated below: <ul style="list-style-type: none">• IMMEDIATE DELIVERY: 'Y' indicates that the User wants the message delivered the next time the system delivery extractor runs. Note: The delivery extractor runs every few minutes. <p style="text-align: center;">or</p> <ul style="list-style-type: none">• DELIVERY TIME: enter in HH:MM:SS format. Note: The time must be within the 23:59:59 range.



6.01.4 How To Schedule A Message *(continued)*

- DELIVERY DATE: enter in MM-DD-YY format.

Note: The date must be the current date or one of the next five business days.

Step 7 Fill in the message destination information as follows:

- USER CLASS: enter the one-character class code. The valid codes are displayed on the screen.
- SIGN ON ID NUMBER: enter the Broker or sign-on number. 'ALL' indicates that the message must be sent to all Users of the specified User Class.
- DESTINATION OVERRIDE: enter the two-character printer destination code. If the code is not entered, the message will be routed to all of the receivers' printers; optional.

Step 8 Repeat Step 7 for each destination.

Note: There is a limit of five destinations.

Step 9 Press the 'ENTER' or 'PF1/13' key.

Note: The Schedule Report Results Screen is displayed, indicating the ID number assigned to this message and the actual scheduling date and time. This number must be used to perform the Reschedule, Copy, Cancel, and Revise functions for this particular message. If the message is global, a reminder appears at the bottom of the screen to call DTC Network Operations to view the message and release it for delivery (refer to Figure3).

Step 10 Press either:

- 'PF7/19' key to return to the Broadcast System Participant Menu from the Schedule Screen and the Schedule Report Results Screen.
- 'PF8/20' or 'PF9/21' key to end the processing session from the Schedule Screen and the Schedule Report Results Screen.



6.01.4 How To Schedule A Message (continued)

```
TERM STATUS=NORMAL DTC PTS BROADCAST FACILITY NOT DELIVERED 10/31/86
#####-## ENTER TEXT, HIT PF1 TO SAVE 16:30:00

Msg #00-00000000 From #####-## To 00000000-00 Sent 10/31/86 16:30:00

enter free form msg here

USE BLANKS IN LEFT MARGIN AND BETWEEN WORDS TO PRESERVE FORMAT
```

Figure 1. Schedule Message Text Screen

```
TERM DTC PTS BROADCAST FACILITY MESSAGE CREATE 10/31/86
#####-## 16:31:00

IMMEDIATE DELIVERY> ___(Y=YES)
DELIVERY TIME> HH.MM.SS DELIVERY DATE> MM-DD-YY

ENTER UP TO 5 DESTINATIONS
USER CLASS SIGN ON ID NUMBER DEST OVERRIDE
1 = > ___ = = > ___ = = > ___
2 = > ___ = = > ___ = = > ___
3 = > ___ = = > ___ = = > ___
4 = > ___ = = > ___ = = > ___
5 = > ___ = = > ___ = = > ___

PARTICIPANT = P ENTER SIGNON OPTIONAL
NON-PARTIC = M OR 'ALL' FOR
DTC INTERNAL = D GLOBAL MESSAGES

ENTER/1/13> APPLY OR CONFIRM 7/19> RETURN TO MENU 8/9/20/21> EXIT
```

Figure 2. Schedule Screen



6.01.4 How To Schedule A Message (continued)

```
TERM          DTC PTS BROADCAST FACILITY MESSAGE CREATE      10/31/86
P0000000-00                                16:32:00
STATUS=HELD                                NOT DELIVERED
MESSAGE LOGGED
MESSAGE ID NUM 04-00050000

IMMEDIATE DELIVERY> Y-(Y=YES)
DELIVERY TIME> 16.32.00                DELIVERY DATE> 10-31-86  FRIDAY

ENTER UP TO 5 DESTINATIONS
USER CLASS      SIGN ON ID NUMBER      DEST OVERRIDE DELIVERED
1 = > P          = = > ALL           = = > _             NO
2 = > H          = = > N0000003       = = > _             NO
3 = > D          = = > D0000004       = = > 01            NO
4 = > _          = = > _____     = = > _             -
5 = > _          = = > _____     = = > _             -

PARTICIPANT = P          ENTER SIGNON          OPTIONAL
NON-PARTIC  = M          OR 'ALL' FOR
DTC INTERNAL = D          GLOBAL MESSAGES
ALL CLASSES = H

ENTER/1/13> APPLY OR CONFIRM 7/19> RETURN TO MENU 8/9/20/21> EXIT
PROCESSING COMPLETE          CALL DTC TO RELEASE GLOBAL MESSAGES
```

Figure 3. Schedule Report Results Screen



6.01.5 How To Reschedule A Message

<u>Step</u>	<u>Action</u>
Step 1	Select Option '3' from the Broadcast System Participant Menu.
Step 2	Press the 'ENTER' or 'PF1/13' key. Note: The Reschedule Screen appears (refer to Figure 1).
Step 3	Enter the ID number of the message to be rescheduled in the MESSAGE ID NUM field (two-digit date code plus one space plus the eight-digit message number).
Step 4	Enter the delivery date/time information as described below, and press the 'PF1/13' key. <ul style="list-style-type: none">• IMMEDIATE DELIVERY: 'Y' notifies the system that the User wants the message delivered the next time the system delivery extractor runs. Note: The delivery extractor runs every few minutes. <p style="text-align: center;">or</p> <ul style="list-style-type: none">• NEW DELIVERY TIME: enter in HH:MM:SS format. Note: This time must be within the 23:59:59 range.• NEW DELIVERY DATE: enter in MM-DD-YY format. Note:<ol style="list-style-type: none">1. This date must be the current date or one of the next five business days.



6.01.5 How To Reschedule A Message *(continued)*

2. The Reschedule Message Text Screen appears (refer to Figure 2).

Step 5 Press the 'PF1/13' key to continue.

Note: The Reschedule Report Results Screen is displayed with the actual scheduling date and time. If the message is global, a reminder appears at the bottom of the screen to call DTC Network Operations to view the message and release it for delivery (refer to Figure 3).

Step 6 Press either:

- 'PF7/19' key to return to the Broadcast System Participant Menu from the Reschedule Screen, the Reschedule Message Text Screen, and the Reschedule Report Results Screen.
- 'PF8/20' or 'PF9/21' key to end the processing session from the Reschedule Screen, the Reschedule Message Text Screen, and the Reschedule Report Results Screen.



6.01.5 How To Reschedule A Message *(continued)*

```
TERM                                DTC PTS BROADCAST FACILITY      10/31/86
#####-##                          RESCHEDULE A MESSAGE            16:30:16

MESSAGE ID NUM  04  00050000
IMMEDIATE DELIVERY  __ (Y = YES)
NEW DELIVERY TIME HH-MM-SS          NEW DELIVERY DATE MM/DD/YY

PF 1/13> APPLY                        7/19> RETURN TO MENU            8/9/20/21> EXIT
```

Figure 1. Reschedule Screen

```
TERM STATUS = NORMAL  DTC PTS BROADCAST FACILITY NOT DELIVERED
10/31/86
#####-##                __VIEW TEXT AND HIT 1/13__  04-00050000
16:31:00
    Msg#04-00050000  From 00000001-01 To 00000000-00  Sent 10/31/86
16:24:01

                                text of message appears here for viewing

HIT PF 1/13 TO CONTINUE, 7/19 TO RETURN TO MENU, 8/9/20/21 TO EXIT
```

Figure 2. Reschedule Message Text Screen



6.01.5 How To Reschedule A Message *(continued)*

```
TERM                      DTC PTS BROADCAST FACILITY          10/31/86
#####-##                RESCHEDULE A MESSAGE                16:30:16

MESSAGE ID NUM 04-00050000
IMMEDIATE DELIVERY ___ (Y = YES)
NEW DELIVERY TIME 13:00:00          NEW DELIVERY DATE 11/04/86   TUESDAY

PF 1/13> APPLY                7/19> RETURN TO MENU        8/9/20/21> EXIT
```

Figure 3. Reschedule Report Results Screen



6.01.6 How To Copy A Message

<u>Step</u>	<u>Action</u>
Step 1	Select Option '4' from the Broadcast System Participant Menu.
Step 2	Press the 'ENTER' or 'PF1/13' key. Note: The Copy A Message Screen appears (refer to Figure 1).
Step 3	Enter the ID number of the message to be copied in the MESSAGE ID NUM field.
Step 4	Press the 'ENTER' or 'PF1/13' key. Note: The Copy Message Text Screen appears (refer to Figure 2).
Step 5	Modify the text as desired.
Step 6	Press the 'ENTER' key to view the format of the message's text.
Step 7	Press the 'PF1/13' key to save the text. Note: The Message Routing Screen appears with the routing information of the original message. This screen is identical to the Schedule Screen (refer to procedure 6.01.4 for further information).
Step 8	Modify the information on this screen as desired, using the same steps contained in Procedure 6.01.4.
Step 9	Press the 'ENTER' or 'PF1/13' key. Note: The Copy Report Results Screen appears, listing the ID number of the new message, and the delivery date/time information. This screen is identical to the Schedule Report Results Screen (refer to Procedure 6.01.4 for further information).



6.01.6 How To Copy A Message *(continued)*

Step 10 Press either:

- 'PF7/19' key to return to the Broadcast System Participant Menu from the Copy Screen and the Copy Report Results Screen.
- 'PF8/20' or 'PF9/21' key to end the processing session from the Copy Screen, the Copy Message Text Screen, and the Copy Report Results Screen.



6.01.6 How To Copy A Message *(continued)*

```
TERM          DTC PTS BROADCAST FACILITY MESSAGE CREATE    10/31/86
#####-##                COPY A MESSAGE                16:32:00

MESSAGE ID NUM  04-00050000

1/13> APPLY                    7/19> RETURN TO MENU    8/9/20/21> EXIT
```

Figure 1. Copy A Message Screen

```
TERM STATUS = NORMAL DTC PTS BROADCAST FACILITY    DELIVERED    10/31/86
#####-##                __OVERTYPE TO MODIFY__  04-00050000    16:31:00
Msg#00-00000000    From 00000001-01 To 00000000-00    Sent 10/31/86  16:31:00

                                text of original message appears here

HIT PF1/13 TO SAVE,  HIT ENTER TO REFRESH, ANY EXIT KEY TO EXIT
```

Figure 2. Copy Message Text Screen



6.01.7 How To Cancel A Message

<u>Step</u>	<u>Action</u>
Step 1	Select Option '5' from the Broadcast System Participant Menu.
Step 2	Press the 'ENTER' or 'PF1/13' key. Note: The Cancel A Message Screen appears (refer to Figure 1).
Step 3	Enter the ID number of the message to be 'canceled' (deleted) in the ENTER MESSAGE ID NUM field.
Step 4	Press the 'ENTER' or 'PF1/13' key. Note: The Cancel Message Text Screen appears (refer to Figure 2).
Step 5	Press the 'PF1/13' key to continue processing. Note: <ol style="list-style-type: none">1. The Cancel Report Results Screen appears, indicating that the message has been canceled.2. The message can still be accessed for the Copy, Revise, and Reschedule functions for the remainder of the day.3. The screen will indicate if the message was previously canceled.
Step 6	Press either: <ul style="list-style-type: none">• 'PF7/19' key to return to the Broadcast System Participant Menu from the Cancel Screen and the Cancel Report Results Screen.• 'PF8/20' or 'PF9/21' key to end the processing session from the Cancel Screen, the Cancel Message Text Screen (the message will not be canceled), and the Cancel Report Results Screen.



6.01.7 How To Cancel A Message *(continued)*

```
TERM          DTC PTS BROADCAST FACILITY MESSAGE CREATE      10/31/86
D0000003-00          CANCEL A MESSAGE                      16:31:00

ENTER MESSAGE ID NUM = = = > 04 - 00050000

ENTER/1/13> APPLY OR CONFIRM      7/19> RETURN TO MENU    8/9/20/21> EXIT
      (process message will appear here)
```

Figure 1. Cancel A Message Screen

```
TERM STATUS = NORMAL DTC PTS BROADCAST FACILITY NOT DELIVERED
10/31/86
#####-##          CANCEL A MESSAGE          04-00050000  16:31:00
Msg#04-00050000    From 00000001-01 To 00000000-00 Sent 10/31/86
16:00:00

          message text will appear here

HIT PF 1/13 TO SAVE, ANY EXIT KEY TO EXIT
```

Figure 2. Cancel Message Text Screen



6.01.8 How To Revise A Message

<u>Step</u>	<u>Action</u>
Step 1	Select Option 6 from the Broadcast System Participant Menu Screen.
Step 2	Press the 'ENTER' or 'PF1/13' key. The Revise A Message Screen appears (Figure 1).
Step 3	Enter the ID number of the message to be revised in the MESSAGE ID NUM field.
Step 4	Press the 'ENTER' or 'PF1/13' key. Note: The Revise Message Text Screen appears (refer to Figure 2).
Step 5	Modify the text as desired.
Step 6	Press the 'ENTER' key to view the format of the message's text.
Step 7	Press the 'PF1/13' key to save the text. Note: The Message Routing Screen appears with the scheduling information of the original message. This screen is identical to the Schedule Screen (refer to Section 6.01.4).
Step 8	Modify the information on this screen as desired, using the steps contained in Section 6.01.4.
Step 9	Press the 'ENTER' or 'PF1/13' key. Note: The Revise Report Results Screen appears, listing the ID number of the message, and the delivery date/time information. This screen is identical to the Schedule Report Results Screen (refer to Procedure 6.01.4).



6.01.8 How To Revise A Message *(continued)*

Step 10 Press either:

- 'PF7/19' key to return to the Broadcast System Participant Menu from the Revise Screen, and the Revise Report Results Screen.
- 'PF8/20' or 'PF9/21' key to end the processing session from the Revise Screen, the Revise Message Text Screen, and the Revise Report Results Screen.



6.01.8 How To Revise A Message *(continued)*

```
TERM          DTC PTS BROADCAST FACILITY MESSAGE CREATE    10/31/86
#####-##          REVISE A MESSAGE                    16:32:00

MESSAGE ID NUM 04-00050000

1/13> APPLY          7/19> RETURN TO MENU    8/9/20/21> EXIT
```

Figure 1. Revise A Message Screen

```
TERM STATUS = NORMAL DTC PTS BROADCAST FACILITY      DELIVERED 10/31/86
#####-##          --OVERTYPE TO MODIFY--    04-00050000 16:31:00
Msg#00-00000000    From 00000001-01 To 00000000-00 Sent 10/31/86 16:31:00

                                text of original message appears here

HIT PF 1/13 TO SAVE, HIT ENTER TO REFRESH, ANY EXIT KEY TO EXIT
```

Figure 2. Revise Message Text Screen



6.01.9 How To Use The Tutorial

<u>Step</u>	<u>Action</u>
Step 1	Select Option "T" from the Broadcast System Participant Menu.
Step 2	Press the 'ENTER' or 'PF1/13' key. Note: The Tutorial Menu Screen appears.
Step 3	Select the name of the function that you need assistance with. Note: A tutorial screen appears for each function you select.