3.49 FRACTIONAL INQUIRY AND RECORD MOVEMENT (FRIM)

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How To Perform A Whole Movement Of Fractional Shares
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3.49.1 Overview

The Fractional Inquiry And Record Movement (FRIM) function enables Participants to inquire about primary and contra-CUSIP numbers, move fractional UIT shares to a plan's sponsor, move whole shares or dollars back and forth between a primary and contra-CUSIP and truncate unwanted cent positions held under contra-CUSIP numbers.

3.49.2 How To Access

Step	Action
Step 1	Enter 'FRIM' when the Enter Function Prompt Screen appears (Figure 1).

```
 QT21                    D E P O S I T O R Y   T R U S T
MM/DD/YY
 00002199 - 99             PARTICIPANT TERMINAL SYSTEM
HH:MM:SS




ENTER FUNCTION: FRIM
```

Figure 1. FRIM Enter Function Prompt Screen

Step 2	Press the 'ENTER' key to obtain the Fractional Processing Main Menu Screen (Figure 2).

```
 X$VC                        FRACTIONAL PROCESSING
MM/DD/YY
 00002199-99                       MAIN MENU
HH:MM:SS


                           1.  PRIMARY/CONTRA CUSIP INQUIRY
                           2.  WHOLE MOVEMENT OF FRACTIONAL SHARES
                           3.  FRACTIONAL MOVEMENT OF UITS
                           4.  CENTS TRUNCATION



                             OPTION:



 PF8/20: END FUNCTION                                        PF9/21: SIGN
OFF
```

Figure 2. Fractional Processing Main Menu Screen

Step 3 Enter one of the following in the Option field on the Fractional Processing Main Menu Screen:

- 1: Primary/Contra CUSIP Inquiry
- 2: Whole Movement Of Fractional Shares
- 3: Fractional Movement Of UITS
- 4: Cents Truncation

or

Press either:

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

3.49.3 How To Perform A Primary/Contra CUSIP Inquiry

Step	Action
Step 1	Enter 1 in the Option field on the Fractional Processing Main Menu Screen (Section 3.49.2, Figure 1).
Step 2	Press the 'ENTER' key to obtain the Primary/Contra CUSIP Inquiry Screen (Figure 1).

```
 QT21                        PRIMARY/CONTRA CUSIP
MM/DD/YY
 00002199-99                       INQUIRY
HH:MM:SS

    PRIMARY CUSIP: _________
    CONTRA  CUSIP: _________

 PRIMARY CUSIP         DESCRIPTION        CONTRA  CUSIP    CONTRA
DESCRIPTION


PF7/19:  MENU     PF8/20: END FUNC
 PF9/21: SIGN OFF   PF10/22: PAGE CMT BWD   PF11/23: PAGE CMT FWD
```

Figure 1. Primary/Contra CUSIP Inquiry Screen

Step 3 Enter one of the following on the Primary/Contra CUSIP Inquiry Screen to narrow the range of information to be viewed or leave blank:

- Primary CUSIP: enter a valid primary CUSIP number.
- Contra-CUSIP: enter a valid contra-CUSIP number.

Step 4 Press the 'ENTER' key to obtain the corresponding information (Figure 2).

```
 QT21                        PRIMARY/CONTRA CUSIP
MM/DD/YY
 00002199-99                       INQUIRY
HH:MM:SS

    PRIMARY CUSIP: _________
    CONTRA  CUSIP: _________

 PRIMARY CUSIP         DESCRIPTION        CONTRA  CUSIP    CONTRA
DESCRIPTION

    406594200     HAMBURG BROOMWORKS*+      EAG594206     HAMBRG BRM WRKS B
*+
    448623116     WTS. HYCOR 8/6/1998+      EEJ623111     FRAC
WTSHYCOR061988+
    459200101     IBM - TEST RECORD         123456789     FAKE CONTRA CUSIP
    466900305     JR CONSULT INC NEW*-      EGG900301     JR CONSULTING INC
*-
    502160203     LSB INDS INC CV PR -      FAC160209     FRC LSB INDS
CVPFD-
    50354K300     LA-MAN CORP (NEW)  +      FAD54K306     FRC LA-MAN CO +
    518612106     LAURASIA RES LTD F*-      FBJ612101     FRC LAURASIA RES
F*-
    640903308     NEOLENS INC NEW    +      GEA903304     FRC NEOLENS INC
    665415204     NORTHERN MINERAL          GGF415200     FRC NORTHERN
MINERAL
    704324102     PAY TELEVISION CP  +      HAE324108     FRC PAY TV


PF7/19:  MENU     PF8/20: END FUNC
PF9/21: SIGN OFF  PF10/22: PAGE CMT BWD   PF11/23: PAGE CMT FWD
```

Figure 2. Primary/Contra CUSIP Inquiry Screen with information

Step 5 Press any of the following:

- 'PF7/19' key to return to the Fractional Processing Main Menu Screen.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.
- 'PF10/22' key to scroll backward.
- 'PF11/23' key to scroll forward.

3.49.4 How To Perform A Whole Movement Of Fractional Shares

Step	Action
Step 1	Enter 2 in the Option field on the Fractional Processing Main Menu Screen (Section 3.49.2, Figure 1).
Step 2	Press the 'ENTER' key to obtain the Whole Movement Of Fractional Shares Update Screen (Figure 1).

```
 QT21                  WHOLE MOVEMENT OF FRACTIONAL SHARES
MM/DD/YY
 00002199-99                        UPDATE
HH:MM:SS

  PARTICIPANT NUMBER   2199

  PRIMARY CUSIP:                            CONTRA CUSIP:
  SHARES   FROM:                            SHARES  FROM:



PLEASE HIT ENTER TO PROCESS SCREEN
  PF1/13:UPDATE   PF7/19:RETURN   PF8/20:END FUNCTION   PF9/21:SIGN OFF
```

Figure 1. Whole Movement Of Fractional Shares Update Screen

Step 3 Enter one of the following pairs on the Whole Movement Of Fractional Shares Update Screen:

- Primary CUSIP: enter a valid primary CUSIP number.
- Shares From: enter the amount of shares to be moved (e.g., 1, 2, 3).

or

- Contra-CUSIP: enter a valid contra-CUSIP number.
- Shares From: enter the amount of shares to be moved (e.g., 100,000 for one share, 200,000 for two shares).

Step 4 Press the 'ENTER' key to obtain the corresponding information and validate the data (Figures 2 and 3). The message '** HIT PF1/PF13 KEY TO PROCESS INSTRUCTION **' appears on the screen.

```
** HIT PF1/PF13 KEY  TO PROCESS INSTRUCTION **
 QT21                 WHOLE MOVEMENT OF FRACTIONAL SHARES
MM/DD/YY
 00002199-99                        UPDATE
HH:MM:SS

PARTICIPANT NUMBER   2199

PRIMARY CUSIP:  406594200                CONTRA CUSIP:
  SHARES   FROM:  1000                     SHARES  FROM:

CONTRA CUSIP:  EAG594206               PRIMARY CUSIP:
   SHARES    TO:  100000000              SHARES     TO:

PF1/13:UPDATE   PF7/19:RETURN   PF8/20:END FUNCTION   PF9/21:SIGN OFF
```

Figure 2. Whole Movement Of Fractional Shares Update Screen if the Primary CUSIP is entered

```
** HIT PF1/PF13 KEY  TO PROCESS INSTRUCTION **
 QT21                 WHOLE MOVEMENT OF FRACTIONAL SHARES
MM/DD/YY
 00002199-99                        UPDATE
HH:MM:SS

  PARTICIPANT NUMBER   2199

  PRIMARY CUSIP:                           CONTRA CUSIP:  EAG594206
  SHARES   FROM:                           SHARES  FROM:  00200000

CONTRA CUSIP:                          PRIMARY CUSIP:  406594200
   SHARES    TO:                          SHARES     TO:

   PF1/13:UPDATE   PF7/19:RETURN   PF8/20:END FUNCTION   PF9/21:SIGN OFF
```

Figure 3. Whole Movement Of Fractional Shares Update Screen if the Contra CUSIP is entered

Step 5 Press the 'PF1/13' key to process the instruction. The message '**TRANSACTION ACCEPTED FOR PROCESSING **' appears on the screen.

Step 6 Press any of the following:

- 'PF7/19' key to return to the Fractional Processing Main Menu Screen.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

3.49.5 How To Perform Fractional Movement Of UITS

Step	Action
Step 1	Enter 3 in the Option field on the Fractional Processing Main Menu Screen (Section 3.49.2, Figure 1).
Step 2	Press the 'ENTER' key to obtain the Fractional Movement Of UITS From Participant To Sponsor Screen (Figure 1).

```
 QT22                      FRACTIONAL MOVEMENT OF UITS
MM/DD/YY
 00002199-99               FROM PARTICIPANT TO SPONSOR
HH:MM:SS

          PART NUMBER                   SPONSOR PART
              2199

 PRIMARY CUSIP:                        FRACTIONAL SHARES: .


   ** PRESS ENTER TO VALIDATE INSTRUCTION **
   PF1/13:UPDATE   PF7/19:RETURN   PF8/20:END FUNCTION   PF9/21:SIGN OFF
```

Figure 1. Fractional Movement Of UITS From Participant To Sponsor Screen

Step 3 Enter the following information on the Fractional Movement Of UITS From Participant To Sponsor Screen:

- Sponsor Part: enter the Sponsor Participant number.
- Primary CUSIP: enter a valid primary CUSIP number.
- Fractional Shares: enter a valid whole number to the right of the decimal point.

Step 4 Press the 'ENTER' key to obtain the corresponding information on the Fractional Movement Of UITS From Participant To Sponsor Screen (Figure 2).

```
 ** HIT PF1/PF13 KEY  TO PROCESS INSTRUCTION **
 QT77                      FRACTIONAL MOVEMENT OF UITS
MM/DD/YY
 00002199-99               FROM PARTICIPANT TO SPONSOR
HH:MM:SS

          PART NUMBER                    SPONSOR PART
              2199                           9999

  PRIMARY CUSIP:  001936103              FRACTIONAL SHARES:    10000


  CONTRA CUSIP:  AAB936109             SHARES TO BE MOVED:   10000

   PF1/13:UPDATE   PF7/19:RETURN   PF8/20:END FUNCTION   PF9/21:SIGN OFF
```

Figure 2. Fractional Movement Of UITS From Participant To Sponsor Screen with Information

Step 5 Press the 'PF1/13' key to process the instruction. The message 'TRANSACTION ACCEPTED FOR PROCESSING' appears on the Fractional Movement Of UITS From Participant Screen.

Step 6 Press any of the following:

- 'PF7/19' key to return to the Fractional Processing Main Menu Screen.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

3.49.6 How to Truncate Cent Positions Under Contra-CUSIP Numbers

Step	Action
Step 1	Enter 4 in the Option field on the Fractional Processing Main Menu Screen (Section 3.49.2, Figure 2).
Step 2	Press the 'ENTER' key to access the Cents Truncation Update Screen (Figure 1).

```
 X$VC                          CENTS TRUNCATION
MM/DD/YY
 00002199-99                        UPDATE
HH:MM:SS


 ** ENTER PRIMARY OR CONTRA CUSIP **


  PRIMARY CUSIP:                            CONTRA CUSIP:
                                            QUANTITY    :









   PF1/13: UPDATE  PF7/19: RETURN  PF8/20: END FUNCTION  PF9/21: SIGN OFF
```

Figure 1. Cents Truncation Update Screen.

Step 3 Enter the following:

- Primary CUSIP: enter the primary CUSIP number.
- Contra CUSIP: enter the contra-CUSIP number.

Step 4 Press the 'ENTER' key to display the contra-CUSIP and the cent quantity if the primary CUSIP was entered or the primary CUSIP and the cent quantity if the contra-CUSIP was entered.

Step 5 Press the 'PF1/13' key to truncate the entire cents position.

Step 6 Press any of the following:

- 'PF7/19' key to return to the Fractional Processing Main Menu Screen.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session.

3.49.7 Messages And Corrections

Message	Reason	Corrective Action
CORRESPONDING CONTRA CUSIPS NOT FOUND	The Participant entered a primary CUSIP number, and there was no contra-CUSIP match.	Re-enter the contra-CUSIP number.
CORRESPONDING PRIMARY CUSIP NOT FOUND	The Participant entered a contra-CUSIP number, and there was no primary CUSIP match.	Re-enter the contra-CUSIP number.
CUSIP NUMBER MUST BE ENTERED	The Participant did not enter the primary or contra-CUSIP numbers.	Enter the primary CUSIP number *or* the contra-CUSIP number.
ERROR DURING CALL TO ROUTINE ==> RETURN CODE ==>	A systems problem occurred.	Contact the IMP Programming Support group.
HIT PF1/13 TO PROCESS INSTRUCTIONS	The Participant pressed the 'ENTER' key to display the cent position to be truncated.	Press the 'PF1/13' key to truncate the cents position.
ID NOT ELIGIBLE - PRESS "ENTER" KEY TO EXIT	The Participant is not authorized to use the FRIM function.	Contact Participant Services.
INPUT QUANTITY SHOULD BE NUMERIC	The Participant entered an invalid share quantity.	Enter a valid share quantity.

Message	Reason	Corrective Action
INVALID	The Participant entered an invalid primary CUSIP share quantity or an invalid contra-CUSIP share quantity.	Enter a valid primary CUSIP share quantity or contra-CUSIP share quantity.
INVALID CUSIP NUMBER	The Participant entered an invalid CUSIP number.	Enter a valid CUSIP number.
INVALID KEY. HIT PF1/13 TO PROCESS TRANSACTION	The Participant did not press the 'PF1/13' key to process the transaction.	Press the 'PF1/13' key to process the transaction.
INVALID KEY PRESSED	Self-explanatory.	Press a valid key.
INVALID PARTICIPANT - "ENTER" KEY TO EXIT	The Participant is not authorized to use the FRIM function.	Contact Participant Services.
NO DATA TO PROCESS	Self-explanatory.	No action needed.
NOT A FRACTIONAL DENOMINATED SECURITY	The Participant entered a CUSIP that is not a fractional denominated security.	Enter a CUSIP that is a fractional denominated security.
"P" SIGN-ON REQUIRED - PRESS ENTER TO EXIT	The Participant is not authorized to use the FRIM function.	Contact Participant Services.
PAST CUTOFF TIME - PRESS "ENTER" KEY TO EXIT	The cutoff time to use the FRIM function has passed.	Try the FRIM function the next available business day.

Message	Reason	Corrective Action
PGM ERROR ON XCTL/LINK TO. NOTIFY IMP PROGRAMMING SUPPORT - RC	A systems problem occurred.	Contact the IMP Programming Support group.
PLEASE ENTER DATA	The Participant did not enter the primary or contra CUSIP number.	Enter the primary or contra-CUSIP number.
PRIMARY AND CONTRA INFO TOGETHER NOT ALLOWED	The Participant cannot enter the primary and contra-CUSIP numbers at the same time.	Enter the primary CUSIP number *or* the contra-CUSIP number.
QUANTITY SHOULD BE DIVISIBLE BY 100,000	The contra-CUSIP share quantity must be divisible by 100,000.	Re-enter the contra-CUSIP share quantity.
SECURITY NOT A CONTRA CUSIP	The Participant did not enter a contra-CUSIP number.	Enter a contra-CUSIP number.
SECURITY NOT A PRIMARY CUSIP	The Participant did not enter a primary CUSIP number.	Enter a primary CUSIP number.
SHARE QUANTITY MUST BE ENTERED	The Participant did not enter the share quantity for the primary or contra-CUSIP number.	Enter the share quantity.