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PREFACE

PURPOSE

The purpose of this document is to describe how to use the TCS functions for funds that are available to TCS trading members and fund managers through the TCS-Web Interface.

RECOMMENDED BROWSER CONFIGURATION

To fully benefit from the TCS-Web application, Euronext recommends using Internet Explorer 5.01 or higher.

WHAT'S NEW?

The following lists the most recent modification made to this revision/version.

REVISION NO./ VERSION NO.	DATE	CHANGE DESCRIPTION
2.2	5 Jan 2015	Updated with BIC field.

ASSOCIATED DOCUMENTS

The following lists the associated documents, which either should be read in conjunction with this document or which provide other relevant information for the user:

- TCS Web Access User Guide (for Euronext members who use the TCS-Web Interface to access the central TCS application and want to use the declaring functionalities)

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1. OVERVIEW OF THE TCS NAV TRADING FACILITY

TCS can be used by broker or fund manager to trade on the investment funds, through the dedicated feature called the “NAV Trading Facility”.

This new facility replaces the “Euronext Fund Service”.

Authorised trading members can use the TCS-Web Interface to send their orders to the central TCS application. The TCS application collects all the orders (also referred to as declarations) for the different funds and sends them to the respective fund managers.

The fund manager may then either:

- Reply to these declarations
- Refuse these declarations

This can be done individually or en masse.

The fund manager can also update the relevant NAV +/-, and if he also has a broker capacity he can enter orders on his own funds and on other funds.

Key TCS terms are defined below:

- **NAV +/-:** net asset value (NAV) adjusted by a surcharge or discount covering the direct costs related to the net in- or -outflow of the fund
- **Fixed cut-off time:** orders entered before the fixed cut-off time (T-1) are executed on the following trading day (T).
- **Additional period:** time in which the fund manager must accept the declarations, so that they can be traded on trading day T.
- **Matching time:** the time at which pre-matched trades become matched trades
- **Pre-matched trade:** an order that has been accepted by the fund manager

2. GETTING STARTED

This section explains how to start the TCS-Web Interface so that you can communicate with the central TCS application. More precisely, it tells you how to:

- Log in
- Log out

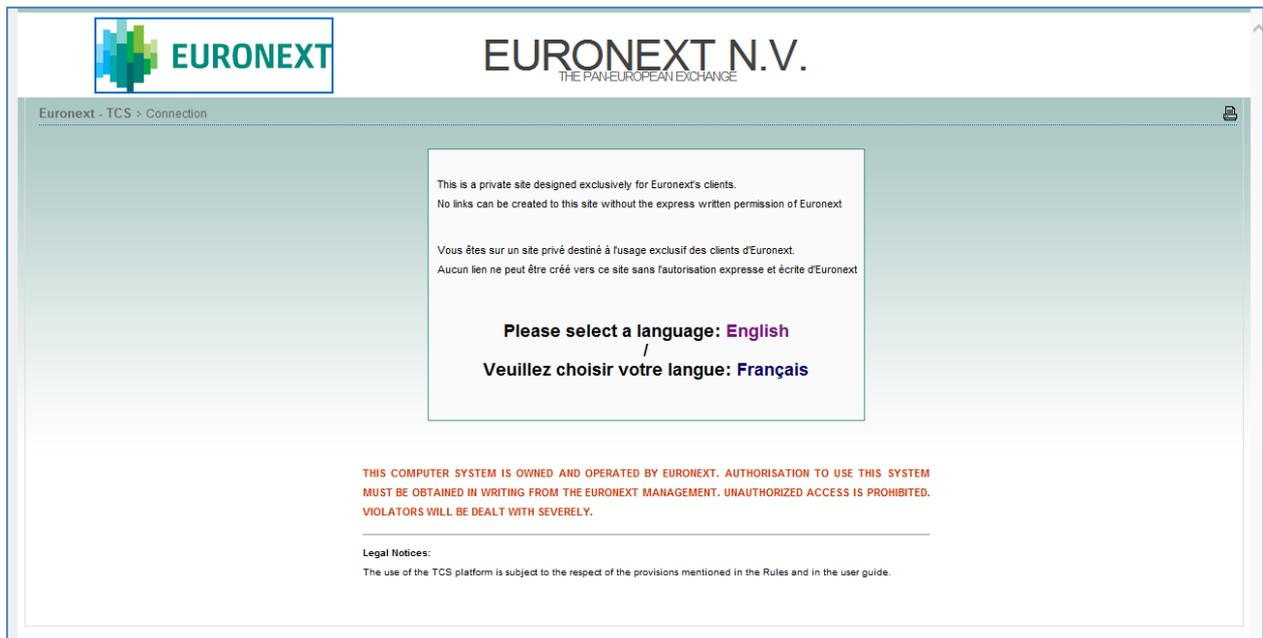
2.1 LOGGING IN

To log in to the Funds Trading application via the TCS-Web Interface:

1. Go to the following URL in your web browser:

- Production environment: <https://tcs-p.euronext-net.com>
- Test (EUA) environment: <https://tcs-h.euronext-net.com>

The following page appears, allowing you to set the language to be used in the TCS-Web Interface.



2. Click English to access the TCS-Web Interface in English, Français to use the TCS-Web Interface in French.
3. When the TCS log-in page appears, type in your **user ID** (max eight characters) and your **password**. Your user ID and pin-code are given to you by Euronext Customer Technical Support (CTS) along with your SecurID® card. Your password is updated every 30 seconds and is obtained using your SecurID® card, as follows:
 - Type your pin-code into the SecurID® card
 - Click on the diamond symbol
 - Your password will be displayed on the SecurID® screen.

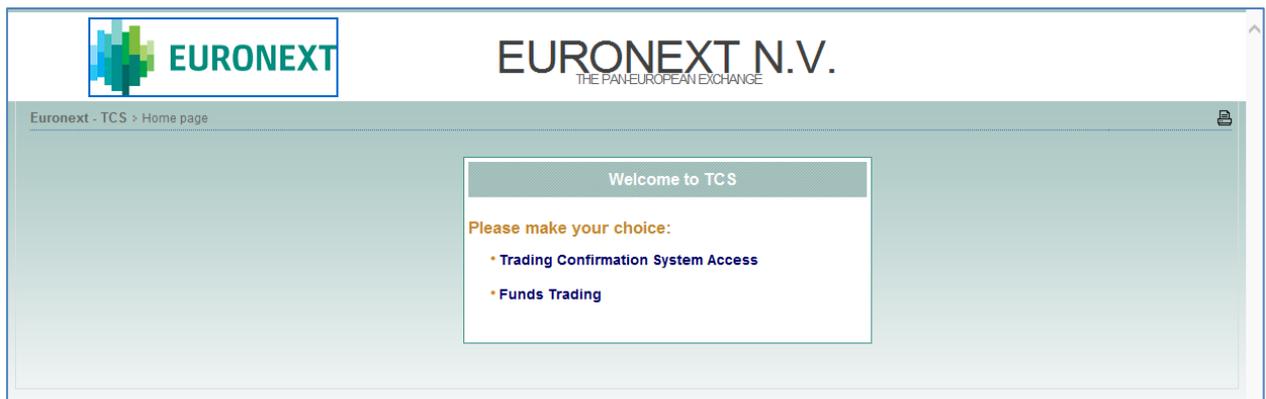


4. Click **Go** to verify your ID and password.

If you make a mistake when entering your login information, your request is rejected and the TCS log-in page reappears for you to try again.

NB: On the TCS-Web platform, you have only 10 chances to log in. After this, the TCS application will not accept further log-in attempts. This applies only to the TCS-Web application

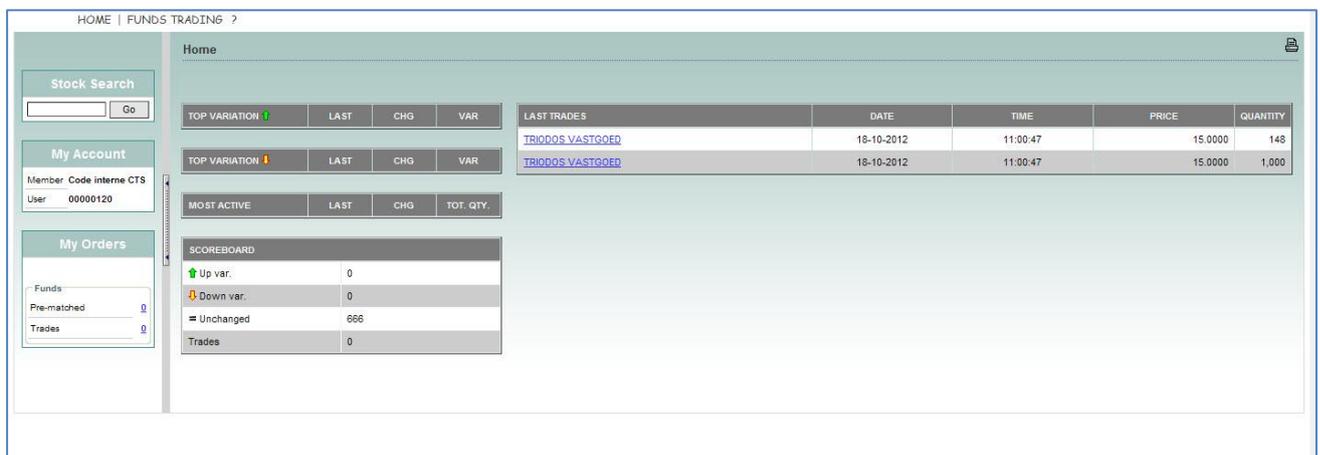
5. The following page appears:



You are now given the choice between TCS Access or the Funds Trading.

6. Choose the Funds Trading.

– If you are a broker, the following page is displayed:



- If you are a fund manager, the following page is displayed:

HOME | FUNDS TRADING | FUNDS MANAGEMENT ?

Home

Stock Search

My Account
 Member CODE TEST
 User 00000202

My Navs+/-
 To update 0
 Updated 0
 Broadcast 0

My Orders
 Funds
 Pending 0
 Pre-matched 0
 Trades 0

TOP VARIATION ↑ LAST CHG VAR

TOP VARIATION ↓ LAST CHG VAR

MOST ACTIVE LAST CHG TOT. QTY.

SCOREBOARD
 ↑ Up var. 0
 ↓ Down var. 0
 = Unchanged 666
 Trades 0

LAST TRADES

LAST TRADES	DATE	TIME	PRICE	QUANTITY
TRIODOS VASTGOED	18-10-2012	11:00:47	15.0000	148
TRIODOS VASTGOED	18-10-2012	11:00:47	15.0000	1,000

(For Trading Confirmation System Access refer to the TCS Web Access User Guide for Euronext members who use the TCS-Web Interface to access the central TCS application and want to use the declaring functionalities.)

2.2 LOGGING OUT

To log out, select Home and click the log out button. You must use the log out button to disconnect when you have finished using TCS-Web. If you do not log out and simply close your web browser, TCS still considers you as connected and you may only reconnect after one hour has elapsed.

3. HOME MENU

The home menu is accessible to both brokers and fund managers.

3.1 HOME PAGE

To access the home page, choose **Home > Home Page**. The following page is displayed:

The screenshot shows the Home Page interface with the following sections:

- Stock Search:** A search bar with a 'Go' button.
- My Account:** Member CODE TEST, User 00000202.
- My Navs +/-:** To update: 0, Updated: 0, Broadcast: 0.
- My Orders:** Funds: Pending: 0, Pre-matched: 0, Trades: 0.
- Home Section:**
 - TOP VARIATION:** Table with columns LAST, CHG, VAR.
 - LAST TRADES:** Table with columns DATE, TIME, PRICE, QUANTITY. Data: TRIODOS.VASTGOED, 18-10-2012, 11:00:47, 15.0000, 148.
 - MDST ACTIVE:** Table with columns LAST, CHG, TOT. QTY.
 - SCOREBOARD:** Up var: 0, Down var: 0, Unchanged: 666, Trades: 0.

The home page contains different information such as:

- **Top variation:** highest positive and negative changes
- **Last trades**
- **Scoreboard**
- **Stock search:** search by entering (a part) of the name, mnemonic code or ISIN code
- **My account:** gives your name and user number. There is also a link to your personal watchlist.
- **My NAV +/-s:** (only for fund managers)
 - Number of NAV +/-s that need updating, with a direct link
 - Number of updated NAV +/-s, with a direct link
 - Number of broadcast NAV +/-s, with a direct link
- **My orders:** (only for fund managers)
 - Number of pending orders with a direct link
 - Number of pre-matched orders with a direct link
 - Number of trades with a direct link

3.2 STOCK SEARCH

With the help of the **stock search** function, you can find a specific fund and view its details.

3.2.1 Searching for a Fund

To view basic reference data for an instrument or a fund (such as name, stock code, and mnemonic), today's opening, high, low and last TCS prices for the instrument, and whether the instrument is authorized on TCS, use the Stock Search function.

You can also use Stock Search to find the stock code for an instrument or fund, to add an instrument or fund to a watchlist, and/or to display the Instrument Details page.

To view one or more instruments:

1. On the Home page in the Stock Search box, enter all or part of the stock name, stock code, or mnemonic (upper- and lower-case characters are accepted), and click Go. Or to display all instruments, enter % and click Go (however, this might take a certain length of time).



The image shows a rectangular box with a light blue header containing the text "Stock Search". Below the header is a search input field with a light blue border. Inside the input field, a "%" symbol is visible. To the right of the input field is a button with the text "Go".

The Stock Search Results page appears, displaying all instruments that match your search criteria. (If you enter a string of characters like ABC, TCS displays all instruments or funds for which the string appears anywhere in the stock name, stock code, or mnemonic.)

HOME | FUNDS TRADING | FUNDS MANAGEMENT ?

Stock search > Results

22377 Instrument(s) - Pages << 1 2 3 4 5 6 7 8 9 10 >>

Name	Stock code	Mnemonic	Instrument type	Trading basis	Open	High	Low	Last	Authorized	
=	FR3456789011		tcn	By part	0.0000	0.0000	0.0000	0.0000		
= *ElecArg ADSb	BL0071664973		Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= *Knightsb prv rmb	BL0012053585		Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= *TorayInd BDR	GB0008968231		Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
↓ 1000MERCIS	FR0010265985	ALML	Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= 11 CITIESB 5,75%62	XS0151887584		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= 11CITI 2A 5,044%71	XS0178720107		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= 11CITI2B 5,20%71	XS0178720362		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= 11CITI2C 5,7%71	XS0178720446		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= 11CITIES C 6,3%62	XS0151890372		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= 11CITIESA 5,202%62	XS0151880142		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= 1855	FR0004168243	AL185	Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
↓ 4ENERGY INV (D)	BE0003868089	ENIN	Ordinary stock RM	By part	0.0000	0.0000	0.0000	0.0000		
= 4ENERGY STR (D)	BE0005825968	ENINS	Ordinary stock RM	By part	0.0000	0.0000	0.0000	0.0000		
= 5EME SAISON (D)	BE0003889095	SAIS	Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= 5SN 08-13 1000 (D)	BE0002162288	SAISO	Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= 9CGLT 40C 1208S	FR0010528810	2974S	Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= A BERG HY 0%13	XS0224858483		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= A ET CO	FR0000075160	MLACO	Free or Radiate	By part	0.0000	0.0000	0.0000	0.0000		
= A TOUTE VITESSE	FR0010050773	MLATV	Free or Radiate	By part	0.0000	0.0000	0.0000	0.0000		
= A-DAM ALL STOCKS	NL0000249100	AAX	Nav+/-	By part	0.0000	0.0000	0.0000	0.0000		
= A.B FOODS	GB0006731235		Ordinary stock RM	By part	0.0000	0.0000	0.0000	0.0000		
= A.B FOODS	SPL000026124		Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= A.B FOODS	HFT000001017		Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= A.S.T. GROUPE	FR0000076887	ASP	Ordinary stock RM	By part	0.0000	0.0000	0.0000	0.0000		
= A2A	IT0001233417		Ordinary stock RM	By part	0.0000	0.0000	0.0000	0.0000		
= A2A	SPL000029748		Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= A2A	HFT000002288		Ordinary stock	By part	0.0000	0.0000	0.0000	0.0000		
= AAB 0%13	XS0225867422		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 6%09	NL0000121584		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 6%10	XS0110073177	AB6A	Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 6%10	NSCFR00AB6P8	AB6P	Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
↓ AAB 3,9%13	NL0000143998		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 4,7%19	NL0000122505		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 3,75%12	XS0267452927		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 4,31%PL	XS0246487457		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 3 1/4%13	XS0241183804		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 3 1/4%15	XS0230162238		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 4 1/4%16	XS0254035788		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		
= AAB 4 3/4%09	XS0098850475		Bonds	By percentage of the nominal	0.0000	0.0000	0.0000	0.0000		

The following information is displayed:

- **Name:** The name of the fund
- **Stock code:** The ISIN code of the fund
- **Mnemonic:** The mnemonic code of the fund
- **Instrument type**
- **Trading basis**
- **Open**
- **High**
- **Low**
- **Last**
- **Authorized:** green if authorised, red if forbidden
- **Add to My watchlist icon.**

3.3 USING WATCHLISTS

To quickly access information about a subset of instruments (e.g. those that you trade or monitor daily), you can create one or more *watchlists*. Each watchlist displays basic instrument reference data (such as name, stock code, and mnemonic), high-level market information for the instrument (such as previous day closing price, capitalization, and number of shares on market) and whether the instrument is authorized on TCS. You can update and delete these watchlists as required.

From a watchlist, you can also display the Instrument Details page.

Note: To display a slightly different set of information for an instrument, see Stock Search.

3.3.1 Viewing, Modifying, and Deleting a Watchlist

To view and modify a watchlist, select **Home > My Watchlist > My Watchlist**. The My Watchlist page is displayed.



Select the required List Name and click Go. The selected Watchlist is displayed.



Parameters are described below:

Parameter	Description
Name	The name of the fund
Stock code	The ISIN code of the fund
Mnemonic	The mnemonic code of the fund
Last	Today's last traded price on TCS. An increase in the last traded price from the previous closing price is shown in green, and a decrease is shown in red..
Previous closing price	The TCS closing price for the previous trading day.

	The direction of current price movements of the instrument--either increasing (up arrow), decreasing (down arrow) or unchanged (=).
Capitalization	The total market capitalization of this instrument.
Number of shares	The number of shares on the market for this instrument. This number is used in calculating the capitalization (above).
Number of trades	The number of recent trades on TCS
Authorized	Whether the instrument is authorized (green) or suspended (red) in TCS.
	Add to my watchlist

- To delete an instrument from the watchlist, click  in the right column, and then click OK to confirm.
- To rename the watchlist, click Rename to the left above the instrument list. Then on the Watchlist Rename page, type the new name, and click Rename.
- To delete the watchlist, click Delete to the left above the instrument list, and click OK to confirm.
- To view more details for an instrument (see Instrument Details page), click the link in the Stock Code column.

Note: To view basic instrument or fund reference data and the current trading state of the instrument or fund on UTP and TCS, see the Instruments page. You can also forbid or authorize VWAP trading and forbid or authorize the instrument on TCS.

3.3.2 Creating a Watchlist and Adding Instruments or Funds

To *create* a new watchlist, do the following:

1. Select **Home > My Watchlist > Create New Watchlist**. Alternatively, you can click New List from the My Watchlist page (see Section 3.3.1). The Create New Watchlist page is displayed.
2. In the List Name field, enter a name for the list and click Create.

To add an instrument or fund in any existing watchlist, do the following:

1. Search for the instrument or fund using Stock Search. The Stock Search Results page is displayed.
2. Click  for the given instrument or fund. The My Watchlist Details page is displayed.

My watchlist > Details

Stock code

List name ▼

3. Select the List Name for the watchlist you just created, and click Add Instrument. The instrument or fund is added to your watchlist and saved in the database.
4. To add additional instruments or funds to the watchlist, repeat the above steps.

3.4 VIEWING INSTRUMENTS AND INSTRUMENT DETAILS

It is possible to view the details of a fund. There are several ways to consult them but the procedure is always the same. In most windows you can find the stock code in blue and underlined. It can be the name or the ISIN code of the fund.

For example: TEST USER FUNDS NL0000289718

Click the name or the ISIN code and a page appears with several smaller windows.

3.4.1 Trade Intraday Statistics

Trade Intraday Statistics	
Last	0.0000
Previous closing price	15.0000
Variation ↓	-100.00 %
Open	0.0000
High	0.0000
Low	0.0000
Volume	0
Number of trades	0

The following information is displayed:

- Last: price of the last trade
- Previous closing price
- Variation
- Open
- High
- Low
- Volume
- Number of trades

3.4.2 Characteristics

Characteristics	
Stock code	NL0000079333
Cut off manager	RTS - CODE ISV
Confirmation manager	RTS - CODE ISV
Nav manager	RTS - CODE ISV
Mnemonic	TVG
Group ID	K9
Financial market	Amsterdam
Authorized	
Instrument type	Dutch funds
Trading basis	By part
Outstanding shares	4,018,087

The following information is displayed:

- Stock code: ISIN code of the fund
- Cut-of Manager
- Confirmation Manager
- NAV Manager
- Mnemonic: mnemonic code of the fund
- Group ID: name of the group
- Financial market
- Authorised: authorised if green, forbidden if red
- Instrument type
- Trading basis
- Outstanding shares: number of funds

3.4.3 Last Matched Trades

Last Matched Trades - View trades in this instrument			
Date	Time	Quantity	Price
18-10-2012	11:00:47	148	15.0000
18-10-2012	11:00:47	1,000	15.0000

Here you can consult the last five trades in this fund. The following data are displayed:

- Date
- Time
- Quantity
- Price

If you click View trades in this instrument, a page is displayed with all the trades in this fund.

3.4.4 Trade Statistics

Trades Statistics					
Date	Open	High	Low	Last	Volume
18-10-2012	15.0000	15.0000	15.0000	15.0000	1,148

Here you can consult the statistics of the days on which the fund was traded. It gives the following information on the trades.

- Date
- Open
- High
- Low
- Last
- Volume

There is also a price/volume chart displayed.

4. FUNDS TRADING

These functions are available for brokers and fund managers.

4.1 DECLARATION AND TRADE LIST

1. To view all your declarations, choose Funds Trading > Declaration and Trades List.

The following page appears:

ID	Date	Time	Type of Transaction	Status	Execution Date	Stock code	Total cash amount	Number of fund units	Price	Buyer	Seller	BIC code
852279	05-01-2015	12:12:36	Fund order in quantity	Declaration eliminated	05-01-2015	AAB PSF AMERICA S	0.0000	1,000	0.0000	0000004084	0000004072	
852278	05-01-2015	12:10:41	Fund order in quantity	Declaration eliminated	05-01-2015	RO LIFE CYCLE B 15	0.0000	1,000	0.0000	00000029341	0000004072	

Total cash amount Buyer	Number of fund units Buyer	Total cash amount Seller	Number of fund units Seller
0.0000	0	0.0000	0

All your declarations are displayed.

You can filter by:

- **Member:** to display all the declarations involving the specified member
- **Stock code:** to display all the declarations for the specified code. You can filter by entering (a part of) the name, mnemonic code or ISIN code
- **Trade origin**
- **Transaction type:**
 - Fund order in cash
 - Fund order in quantity
- **Trade status:** displays all declarations with the chosen status. The statuses available are:
 - Cancelled trade
 - Declaration cancelled
 - Declaration eliminated CE purge (CE: Corporate Event)
 - Declaration eliminated
 - Declaration pre-matched eliminated
 - Declaration rejected
 - Pending cancel by buyer
 - Pending cancel by seller
 - Pending valid by buyer
 - Pending valid by seller
 - Pre-matched eliminated CE purge (CE: Corporate Event)
 - Pre-matched
 - Trade matched
- **Position of my member**
 - Counterpart
 - Declaring member

- **Date:** to display all the declarations of that day
 - **Time from:** begin time of your request given in the format hh:mm:ss
 - **Time to:** end time of your request given in the format hh:mm:ss
- NB: these filters can be combined. If the box is blank, it will take all possibilities.

The following details are given:

- ID: the ID number of the TCS declaration. You can see the details of the declaration by clicking the ID.
- Date: date of the declaration
- Time: time of the declaration
- Type of transaction
- Status
- Execution date: date on which the declaration should be executed
- Stock code: name of the fund. You can consult the fund details by clicking on the stock code.
- Total cash amount: for a fund order in cash
- Number of fund units: for a fund order in quantity
- Price: the price for the matched declarations, otherwise 0
- Buyer
- Seller
- BIC Code. Bank Identifier Code of counterparty.
- Total cash amount buyer: total cash amount on the buy side for this member
- Number of fund units buyer: total of fund units on the buy side for this member
- Total cash amount seller: total cash amount on the sell side for this member
- Number of fund units seller: total of fund units on the sell side for this member

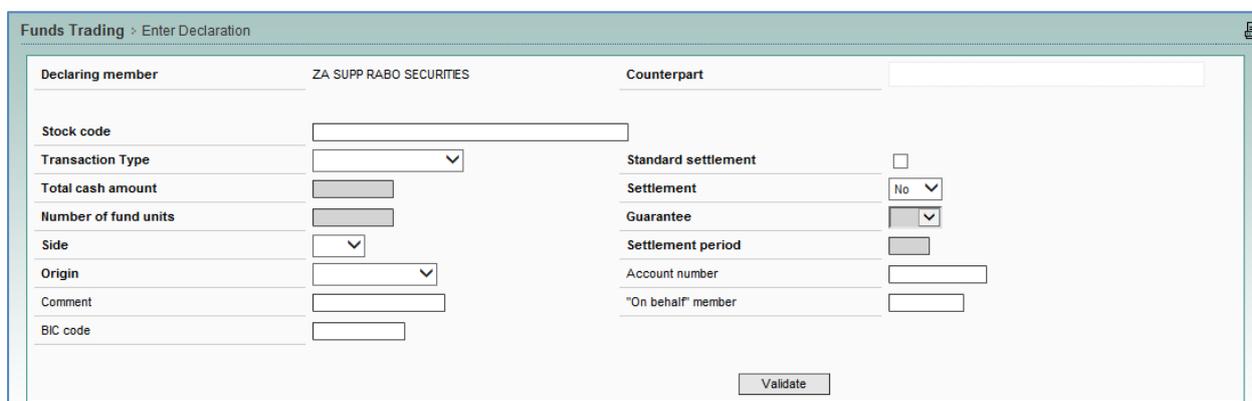
NB: Your selection can be printed by clicking the print icon .

Your selection can be extracted to an Excel file by clicking the Excel icon .

4.2 ENTER A FUND DECLARATION

To enter a fund declaration, select Funds Trading > Enter declaration

The following page is displayed.

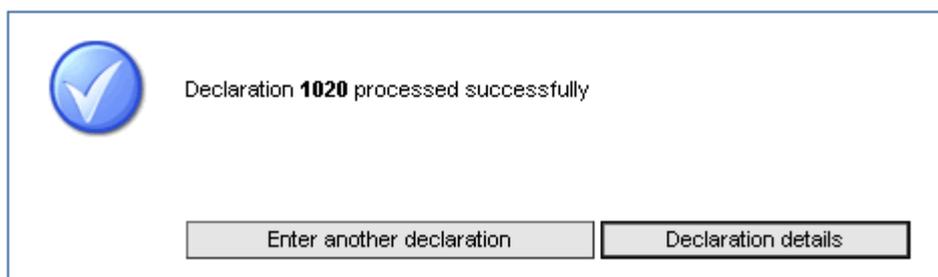


The **Declaring Member** field is predefined.

The other fields must be filled in.

- **Counterpart:** will be displayed when the stock code is entered

- **Stock code:** you can enter the beginning of the name, mnemonic or ISIN code. A drop-down list appears automatically with the different possibilities.
 - **Transaction type:** you can choose between
 - Fund order in cash
 - Fund order in quantity
 - **Total cash amount:** the cash amount must be entered as a whole number (integer). This is only available for a fund order in cash
 - **Number of fund units:** enter the number of units that you want to trade. This is only available for a fund order in quantity
 - **Side:** buy or sell
 - **Origin**
 - Client
 - Liquidity provider: only allowed for fund managers
 - House
 - Related party
 - Comment: (optional) free field for any comments, can be up to 18 characters
 - BIC Code: Bank Identifier Code of counterparty
 - **Standard settlement:** Ticking the standard settlement box will immediately set the Settlement to Yes, the Guarantee to Yes, and the Settlement Period to 00 (00 is the code for the standard settlement delay of 3 days).
 - **Settlement**
 - Yes: the trade must be settled by Euroclear
 - No: the trade must not be settled by Euroclear
 - **Guarantee**
 - Yes: the trade must be guaranteed by LCH.Clearnet
 - No: the trade is not guaranteed
 - **Settlement period:** number of days in which the trade must be settled. If blank or 0, the default settlement period of 3 days is used.
 - Account number: (optional) free field of 12 characters
 - “On behalf” member: the member for who the declaring member is acting.
- Then click the validate button. The following window appears:



From this window you can either consult your declaration details or enter another declaration.

4.3 CANCEL A DECLARATION

You can cancel your declaration using the declaration details page.

To view your declaration details:

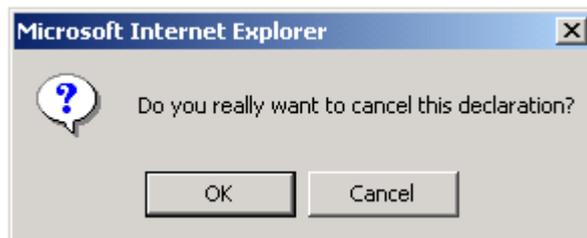
1. Select Fund Declaration and Trades list.
2. Click the ID of the declaration that you want to cancel. The following page is displayed:

ID	852279	Transaction Type	Fund order in quantity
Date	05-01-2015	Status	Declaration eliminated
Time	12:12:36	Declaring member	SUN TRADING INTERNATIONAL
.....			
Stock code	AAB PSF AMERICA 5	Settlement	Yes
Total cash amount	0	Guarantee	Yes
Number of fund units	1,000	Settlement period	Standard
.....			
Buyer	BNP PARIBAS INVEST PARTNERS	Seller	SUN TRADING INTERNATIONAL
Origin		Origin	House
Account number		Account number	
"On behalf" member	BNP PARIBAS INVEST PARTNERS	"On behalf" member	SUN TRADING INTERNATIONAL
Comment		Comment	
BIC code		BIC code	
Access type	Undefined	Access type	TCS Screen
<input type="button" value="Accept"/> <input type="button" value="Refuse"/> <input type="button" value="Cancel this declaration"/>			

3. Click the Cancel this declaration button. The following page is displayed:

Declaring member	00000000121
TCS trade ID	852279
<input type="button" value="Cancel this declaration"/> <input type="button" value="Cancel"/>	

4. Click **Cancel this declaration**. A confirmation is requested.



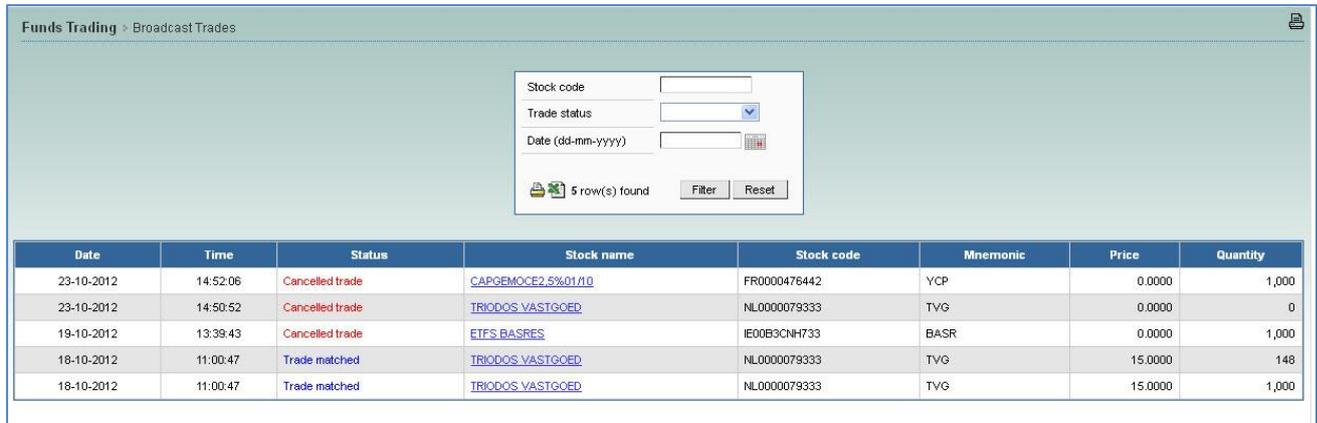
5. Click **OK**. The following page is displayed:

	Trade 852279 cancelled successfully
<input type="button" value="Declarations And Trades List"/> <input type="button" value="Trade details"/>	

The status is displayed as **Declaration cancelled**.

4.4 BROADCAST TRADES

To view the broadcast trades, select **Funds Trading >Broadcast Trades**. The following page is displayed:



Date	Time	Status	Stock name	Stock code	Mnemonic	Price	Quantity
23-10-2012	14:52:06	Cancelled trade	CAPGEMOCE2.5%01/10	FR0000476442	YCP	0.0000	1,000
23-10-2012	14:50:52	Cancelled trade	TRIODOS VASTGOED	NL0000079333	TVG	0.0000	0
19-10-2012	13:39:43	Cancelled trade	EIFS BASRES	IE00B3CNH733	BASR	0.0000	1,000
18-10-2012	11:00:47	Trade matched	TRIODOS VASTGOED	NL0000079333	TVG	15.0000	148
18-10-2012	11:00:47	Trade matched	TRIODOS VASTGOED	NL0000079333	TVG	15.0000	1,000

Data can be filtered by:

- **Stock code:** you can enter (a part of the) name, mnemonic code or ISIN code
- **Trade status:** you can choose between matched trades and cancelled trades
- **Date:** you can view the trades of a specific day

The following details are given:

- Date: date of the transaction
- Time: time of the transaction
- Status: matched or cancelled
- Stock name: the name of the fund
- Stock code: ISIN code of the fund
- Mnemonic: mnemonic code of the fund (if existing)
- Funds manager: the name of the funds manager
- Price: price of the transaction
- Quantity: quantity exchanged in the transaction

NB: Your selection can be printed by clicking on the print icon .

Your selection can be extracted to an Excel file by clicking on the Excel icon .

4.5 PREFERENCES

You can predefine certain fields for the declaration entry. This can be done in the preferences section. Select Funds Trading > Preferences. The Manage My Preferences page is displayed:

Member	TEST USER
Standard settlement	<input type="checkbox"/>
Settlement	No ▾
Guarantee	No ▾
Settlement period	
Origin	Client ▾
<input type="button" value="Update"/>	

The different fields that can be predefined are:

- **Standard settlement:** Ticking the standard settlement box will immediately set the Settlement to Yes, the Guarantee to Yes, and the Settlement Period to 00 (00 is the code for the standard settlement delay of 3 days).
- **Settlement:** yes or no
- **Guarantee:** yes or no
- **Settlement period:** only if settlement is yes
- **Origin:** client, house, liquidity provider (only for fund manager) or related party

5. FUND MANAGEMENT

This part is only accessible for fund managers and will handle only funds under a given fund manager's responsibility.

5.1 MANAGE MY FUNDS

To view your funds and their NAV +/-, select **Funds management > Manage my funds**. The following page is displayed:

Group ID	Matching Hours	Cut-off time	Stock name	Stock code	Authorized	Previous Nav+/-	Nav+/-	Nav+/- Status
KZ	11:00:00	11:15:00	ACHWERELD.AANDFD3	NL0006259996		None	11.11	None

You can consult and update the NAV +/- for the funds using this page.

Data can be filtered by:

- **Stock code:** you can enter (a part of the) name, mnemonic code or ISIN code
- **Instrument groups:** to choose specific group
- **Suspended:** yes or no
- **NAV status:** broadcast, none or updated

These filters can be combined. The following details are displayed:

- Group ID: the code of the group
- Matching hours: time when the pre-matched trade becomes a trade
- Cut-off time: declarations entered before the cut-off time can be traded on the following trading day (T)
- Stock name: the name of the fund
- Stock code: ISIN code of the fund
- Authorised: green if it is authorised and red if it is suspended
- Previous NAV +/-: The last known NAV +/-
- NAV +/-: the current NAV +/-
- NAV status

NB: Your selection can be printed by clicking on the print icon

Your selection can be extracted to an Excel file by clicking on the Excel icon

5.1.1 Mass Update

You can update the NAV +/- of your funds using this page.

To do this, enter the NAV +/- that you want to update and then click Mass Update. The following page is displayed:

Funds Management > Manage My Funds > Confirmation

Group ID	Stock name	Stock code	Previous Nav+/-	Nav+/-	Variation
KZ	ACHWERELD AANFDF3	NL0006259996	None	11,110000	

Confirm your updates by clicking the Mass Update button. You return to the previous page and the NAV +/-s are updated.

If you click Cancel, you return to the previous page and nothing is changed.

You can also enter a maximum variation in NAV +/- (in %). If you have done this and one (or more) of your NAV +/-s that you entered are more than your maximum variation., you receive an error message.

An error occurred

 **Nav+/-** Invalid nav (60) for fund NL0006259996

You must correct your NAV +/- before you can continue.

Updates to the NAV +/- update are only permitted before the matching time. If this is done after this time, you receive the following error message:

An error occurred

-  000801 - INAV ENTRY IS SUPERIOR TO FIXING TIME
-  000801 - INAV ENTRY IS SUPERIOR TO FIXING TIME
-  000801 - INAV ENTRY IS SUPERIOR TO FIXING TIME

5.1.2 Upload NAV

You can also update the NAV +/-s of your funds via the file upload command on this page.

To do this, prepare the NAV +/-s File that you want to upload and file it on your PC or server. The file must contain a list of ISIN codes with their corresponding NAV +/-s, separated by tabulation, as shown below:

```
NL0000079333    15.05
FR0000181034    15.05
FR0000181042    156.05
```

Click Upload NAV to display a Browse field and a Submit button:

Funds Management > Manage My Funds

Stock code:
 Instruments Groups: 06
 Suspended:
 Nav+/- Status:

 4 row(s) found

Group ID	Matching Hours	Cut-off time	Stock name	Stock code	Authorized	Previous Nav+/-	Nav+/-	Nav+/- Status
06	12:00:00	17:00:00	EASYETF_IBOXX_GLOB	FR0010278949		15,210000	<input type="text" value="15.3"/>	Updated
06	12:00:00	17:00:00	EASYETFIRAXXOVER	LU0281436138		15,210000	<input type="text" value="15.25"/>	Updated
06	12:00:00	17:00:00	ISHARES_ASIA_PACF	NSCFR000IAD3		15,210000	<input type="text" value="15.25"/>	Updated
06	12:00:00	17:00:00	ISHARES_BRAZL	NSCFR000IBZ4		15,210000	<input type="text" value="15.25"/>	Updated

Maximum variation of nav+/- (%)

Click Browse to display the file directories on your PC or server (e.g. via Windows Explorer). Select the directory and your NAV file, and click Open. Then click **Submit**. The NAV file is immediately uploaded and submitted to TCS. The status of each NAV+/- entry is displayed in the Manage My Funds page.

If the ISIN in the Upload NAV File is incorrect (eg, in duplicate) or the ISIN or NAV is missing, or there is other information in the line than only the ISIN and the NAV, you receive an error message.

5.2 FUND DECLARATION AND TRADE LIST

In the Declarations and trades list, you as fund manager can view all the declarations in the funds you manage, whatever their status.

ID	Date	Time	Type of Transaction	Status	Execution Date	Stock code	Total cash amount	Number of fund units	Price	Buyer	Seller	BIC code
323752	06-01-2015	17:11:06	Fund order in quantity	Pre-matched		TRIODOS VASTGOED	0.0000	3,000	0.0000	00000000874	00000000874	BICCODECROS
323751	06-01-2015	17:09:18	Fund order in quantity	Pending valid by seller	06-01-2015	TRIODOS VASTGOED	0.0000	2,000	0.0000	00000000121	00000000874	BICCODE1

Total cash amount Buyer	Number of fund units Buyer	Total cash amount Seller	Number of fund units Seller
0.0000	3,000	0.0000	5,000

Data can be filtered using several criteria.

- **Member:** to display all the declarations with the specified member
- **Stock code:** to display all the declarations for the specified fund. You can filter by entering (a part of) the name, mnemonic code or ISIN code
- **Trade origin**
- **Transaction type:**
 - Fund order in cash
 - Fund order in quantity
- **Trade status:** displays all declarations with the chosen status. The different statuses are:
 - Cancelled trade
 - Declaration cancelled
 - Declaration eliminated CE purge (CE: Corporate Event)
 - Declaration eliminated
 - Declaration pre-matched eliminated
 - Declaration rejected
 - Pending cancel by buyer
 - Pending cancel by seller
 - Pending valid by buyer
 - Pending valid by seller
 - Pre-matched eliminated CE purge (CE: Corporate Event)
 - Pre-matched
 - Trade matched
- **Position of my member**
 - Counterpart

- Declaring member
- **Date:** to display all the declarations of that day
- **Time from:** begin time of your request given in the format hh:mm:ss
- **Time to:** end time of your request given in the format hh:mm:ss

Note: these filters can be combined. If the box is blank, it will accept all possibilities.

The following details are given:

- ID: the ID number of the TCS declaration
- Date: date of the declaration
- Time: time of the declaration
- Type of transaction
- Status
- Execution date: date on which the declaration is supposed to be executed
- Stock code: name of the fund
- Total cash amount: for a fund order in cash
- Number of fund units: for a fund order in quantity
- Price: the price for the matched declarations otherwise 0
- Buyer
- Seller
- BIC Code: Bank Identifier Code of the counterparty
- Total cash amount buyer: total cash amount on the buy side for this fund manager
- Number of fund units buyer: total of fund units on the buy side for this fund manager
- Total cash amount seller: total cash amount on the sell side for this fund manager
- Number of fund units seller: total of fund units on the sell side for this fund manager

NB: Your selection can be printed by clicking on the print icon .

Your selection can be extracted to an Excel file by clicking on the Excel icon .

Using this page, you as fund manager can also accept or refuse the different declarations individually. To do this:

1. Select the declaration by clicking the fund manager's ID. The following page is displayed:

ID	323752	Transaction Type	Fund order in quantity
Date	06-01-2015	Status	Pre-matched
Time	17:11:06	Declaring member	RTS - CODE ISV
.....			
Stock code	TRIODOS VASTGOED	Settlement	Yes
Total cash amount	0	Guarantee	Yes
Number of fund units	3,000	Settlement period	2
.....			
Buyer	RTS - CODE ISV	Seller	RTS - CODE ISV
Origin	House	Origin	Liquidity provider
Account number		Account number	
"On behalf" member	RTS - CODE ISV	"On behalf" member	RTS - CODE ISV
Comment		Comment	
BIC code	BICCODECROS	BIC code	BICCODECROS
Access type	TCS Screen	Access type	TCS Screen
<input type="button" value="Accept"/> <input type="button" value="Refuse"/>			

2. To *accept* a declaration, click **Accept**. The following page opens:

ID	323751
Declaring member	TEST USER
Origin	<input type="text" value=""/>
Account number	<input type="text" value=""/>
"On behalf" member	<input type="text" value=""/>
BIC code	<input type="text" value=""/>
Comment	<input type="text" value=""/>
<input type="button" value="Reply"/> <input type="button" value="Cancel"/>	

3. Add your personal data and click **Reply**. The following message appears:



Declaration **323751** processed successfully

4. To return to the declaration list, click **Trade List**. The declaration displays the **pre-matched** status.

5. To *refuse* a declaration, click **Refuse** (see above). The following page is displayed.

Declaring member	99999988
TCS trade ID	24796
<input type="button" value="Refuse"/> <input type="button" value="Cancel"/>	

6. Click **Refuse** and confirm in the pop up window.

Microsoft Internet Explorer

Do you really want to refuse this declaration?

The following page is displayed:

Declaration **24796** refused successfully

If you return to the Trade List, you can check that the declaration has the declaration rejected status.

5.3 MASS REPLY

To accept or refuse all the declarations that you have received on your funds, use the mass reply function, select **Funds Management > Mass Reply**. The following page is displayed.

HOME | FUNDS TRADING | FUNDS MANAGEMENT >

Funds Management > Mass Reply

Member: Position of my member:

Stock code: Date (dd-mm-yyyy):

Guarantee: Transaction Type:

Settlement:

Settlement period:

1 row(s) found

ID	Date	Time	Status	Stock code	Nav+.	Settlement	Guarantee	Settlement period	Total cash amount	Number of fund units	Buyer	Seller	Reset all		
323754	08-01-2015	12:06:51	Pending valid, by buyer	TRIODS.VASTGOED	17.3500	Yes	Yes	Standard	45,456,456	0	00000000874	00000000121	<input checked="" type="checkbox"/>		
Total cash amount Buyer		45,456,456.0000		Number of fund units Buyer		0		Total cash amount Seller		0.0000		Number of fund units Seller		0	

Origin: Liquidity provider: Account number: "On behalf" member: BIC code: Comment:

All pending declarations are displayed. These declarations can be filtered using a number of criteria:

- **Member:** to select a specific member
- **Stock code:** to display all the declarations for that fund. You can filter by entering (a part of) the name, mnemonic code or ISIN code
- **Guarantee:** yes or no
- **Settlement:** yes or no

- **Settlement period**
- **Position of my member:** counterpart or declaring member
- **Date**
- **Transaction type:** Fund order in Cash or Fund order in quantity

NB: Your selection can be printed by clicking on the print icon .

Your selection can be extracted to an Excel file by clicking on the Excel icon .

If settlement data is the same as in the preferences of the fund manager, this data is green and the select boxes are already checked. If settlement data is different this data is red and the check boxes are empty.

To select all the declarations listed, click on Check all

To unselect all the declarations listed, click on Reset all

To select a single declaration, check the select box

To unselect a single declaration, uncheck the select box

Once the selections are defined, you can accept them all by clicking **Accept**, or refuse them all by clicking **Refuse**.

In case of acceptance, the following page appears:



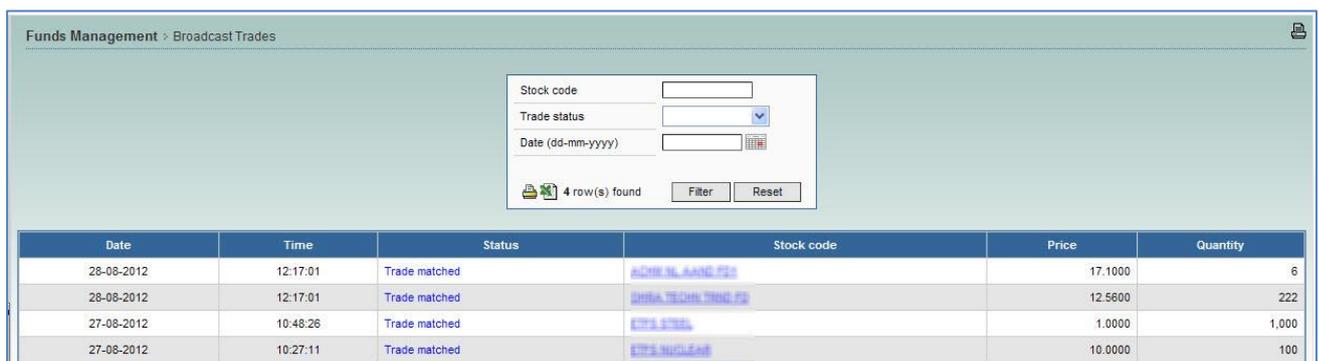
Confirm your answers by clicking **Reply**. (To stop your reply, click the **Cancel** button). The following page is displayed:



Click OK .The Mass Reply page is displayed again. All replied and refused declarations have disappeared.

5.4 BROADCAST TRADES

To consult the broadcast trades of your funds, select **Funds Management > Broadcast Trades**. The following page is displayed:



Date	Time	Status	Stock code	Price	Quantity
28-08-2012	12:17:01	Trade matched	ACHR NL AAND F20	17.1000	6
28-08-2012	12:17:01	Trade matched	ORBA TECH TRNG F0	12.5600	222
27-08-2012	10:48:26	Trade matched	ETFS GOLD	1.0000	1,000
27-08-2012	10:27:11	Trade matched	ETFS NUCLEAR	10.0000	100

You can filter on:

- **Stock code:** you can enter (a part of the) name, mnemonic code or ISIN code
- **Trade status:** you can choose between matched trades and cancelled trades
- **Date:** you can view the trades of a specific day

The following details are provided:

- **Date:** date of the transaction
- **Time:** time of the transaction
- **Status:** matched or cancelled
- **Stock code:** the name of the fund
- **Funds manager:** your name
- **Price:** price of the transaction
- **Quantity:** quantity exchanged in the transaction

NB: Your selection can be printed by clicking on the print icon .

Your selection can be extracted to an Excel file by clicking on the Excel icon .

5.5 VIEW GROUPS

To view the different fund groups and their respective details, select **Funds Management > View Groups**. The following page is displayed:

Funds Management > View Groups 

Authorized

instrumentGroup.jsp

Name	Frequency	Matching date	Matching Hours (default)	Matching Hours	Cut-off date	Cut-off time	Confirmation date	Confirmation	Nav+/-	Authorized
06	Daily	31-08-2012	10:00:00	10:00:00	30-08-2012	16:00:00	30-08-2012	16:30:00	0	
08	Weekly	03-09-2012	14:00:00	14:00:00	27-08-2012	14:00:00	28-08-2012	14:00:00	2	
31	Daily	31-08-2012	10:00:00	10:00:00	30-08-2012	16:00:00	30-08-2012	16:30:00	0	
57	Daily	31-08-2012	10:00:00	10:00:00	30-08-2012	16:00:00	30-08-2012	16:30:00	0	
77	Daily	31-08-2012	10:00:00	10:00:00	30-08-2012	10:00:00	30-08-2012	10:00:00	1	
JE	Daily	30-08-2012	10:00:00	19:36:26	30-08-2012	16:00:00	30-08-2012	16:30:00	0	
K2	Daily	31-08-2012	10:00:00	10:00:00	30-08-2012	16:00:00	30-08-2012	16:30:00	10	
K3	Daily	31-08-2012	10:00:00	10:00:00	30-08-2012	16:00:00	30-08-2012	16:30:00	0	
K4	Monthly	03-09-2012	10:15:00	10:15:00	27-08-2012	16:00:00	28-08-2012	16:30:00	2	
K9	Daily	31-08-2012	11:00:00	11:00:00	30-08-2012	17:00:00	30-08-2012	17:30:00	10	
KC	Quarterly	14-12-2012	11:00:00	11:00:00	31-10-2012	15:00:00	30-11-2012	17:00:00	2	
KD	Quarterly	02-11-2012	11:00:00	11:00:00	03-09-2012	16:00:00	01-11-2012	17:00:00	10	
KF	Weekly	10-09-2012	12:30:00	12:30:00	27-08-2012	16:30:00	03-09-2012	12:30:00	5	
KG	Daily	31-08-2012	11:30:00	11:30:00	30-08-2012	16:00:00	30-08-2012	16:45:00	1	
KI	Daily	31-08-2012	11:00:00	11:00:00	30-08-2012	16:00:00	30-08-2012	19:00:00	5	
KL	Daily	31-08-2012	19:00:00	19:00:00	30-08-2012	12:00:00	30-08-2012	16:00:00	11	
KN	Weekly	17-09-2012	11:45:00	11:45:00	03-09-2012	18:30:00	10-09-2012	18:30:00	5	
KY	Daily	31-08-2012	17:00:00	17:00:00	30-08-2012	16:00:00	30-08-2012	16:30:00	15	
KZ	Monthly	03-09-2012	11:00:00	11:00:00	27-08-2012	11:15:00	28-08-2012	14:15:00	5	
M6	Daily	31-08-2012	10:00:00	10:00:00	30-08-2012	16:00:00	30-08-2012	16:30:00	0	

You can filter on whether the group is authorised or not.

The following details are displayed:

- **Name:** The TCS fund group ID. The unique identifier for the TCS fund group.
- **Frequency:** Time at which the pre-matched trade becomes a trade.
- **Matching Date:** Date that the matching occurred
- **Matching Hours (default):** Default time that matching takes place.

- **Matching Hours:** Time that the matching occurs.
- **Cut-off Date:** Declarations entered before the cut-off date can be traded on the following trading day (D)
- **Cut-off Time:** Declarations entered before the cut-off time can be traded on the following trading day (D)
- **Confirmation Date:** Date by which the fund manager can answer declarations entered before cut-off time to be traded on the following trading day (T)
- **Confirmation Time:** Time by which the fund manager can answer declarations entered before cut-off time to be traded on the following trading day (T)
- **NAV+/-:** Current NAV +/- for the group
- **Authorized:** Whether the fund is authorized for trading or not. Possible values: Green-it is authorised; Red- it is not authorized (suspended)

NB: Your selection can be printed by clicking the print icon  .

5.6 PREFERENCES

You can predefine certain fields for the reply and mass reply function. This can be done in the preferences section.

1. Select **Funds Management > Preferences**. The following page is displayed:

Member	User guide 2
Standard settlement	<input checked="" type="checkbox"/>
Settlement	No ▾
Guarantee	No ▾
Settlement period	
Origin	Liquidity provider ▾
Maximum variation of nav+/- (%)	3
<input type="button" value="Update"/>	

- **Standard settlement:** Ticking the standard settlement box will immediately set the Settlement to Yes, the Guarantee to Yes, and the Settlement Period to 00 (00 is the code for the standard delay of 3 days)
- **Settlement:** yes or no
- **Guarantee:** yes or no
- **Settlement period:** only if settlement is yes
- **Origin:** liquidity provider (fund manager)
- **Maximum variation of NAV +/- (%):** the maximum that the NAV +/- can vary from the previous price

To change your preferences, enter the modifications and click **Update**. The following page appears:



My preferences **User guide 2** updated successfully