Genium INET^{SM}

Clearing Workstation (CW)

ASX Clear (Futures)

Participant User Guide

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1   Introduction

Genium Clearing - Clearing Workstation (CW) captures deals executed by ASX Trade24 and off-market trades, such as EFP's and Block Trades, for on-line allocation by Participants. Genium Clearing provides the mechanism for these trades to be updated with information to indicate the Participant or account for which the trade has been executed.

1.1 CW Facilities

A receiving Participant may accept the whole trade and assign all or part of it to its own clearing accounts (this is called 'Rectifying a Trade') or allocate all or part of it to another Participant (this is called 'Giving-Up' a trade). Non Clearing Participants can only allocate (Give-Up) trades to other Participants for clearing.

Other functions available from the CW are:
- Trade Rectifications – Participants are able to correct their trades themselves, subject to ASX controls.
- Commissions – Participants are able to maintain send and received commissions themselves.
- Exercising of Options – Participants can submit option exercise requests electronically.

2 Basic CW Rules of Use

2.1 Clearing Responsibility

Apart from the legal responsibility taken upon the execution of a trade, the clearing responsibility for a trade is taken upon confirmation of that trade on the Genium Clearing system.

No clearing responsibility is accepted unless action is taken to allocate or assign a trade. The Participant does not have to action a trade, which has been sent to Genium Clearing with valid Genium Clearing account information.

Consequently if a trade is allocated to a Participant who does not in turn allocate or assign it, that trade remains the responsibility of the allocating Participant, and will default to their default account or the default account of their Guarantor, during after business.

2.2 Default Procedures

Trades not confirmed by within the time allowed by the relevant Exchange, will default to Clearing Participants in the following ways:

- An unallocated or unassigned trade executed by a Clearing Participant – to the Clearing Participant.
- An unconfirmed execution by a Non-Clearing Full Participant – to Participant's Guarantor Clearing Participant.
- An unconfirmed allocated trade – to the allocator; or the allocator's Guarantor Clearing Participant.

2.3 Trade Corrections

If a trade has been allocated in error, either the allocating Participant or the receiving Participant can reject the allocation. If an allocated trade is confirmed in error, it can be corrected by the Participant from the CW using the Give-Up function. If a trade is assigned to the wrong internal account; the Participant can correct the error using the Rectify Trade process.

2.4 Net Downs & Position Reinstatement

Participants are able to perform Position Net Downs at any time during the day either manually via the CW Account Position function or via the standard CD54 (Position Closeout) message queue.

In Genium Clearing, Participants are able to reinstate positions in any account to correct positions that have been previously (either manually or automatically) close out in error via the Reinstate Position menu option. This is the reversal of a closeout and the closeout must have been done with Positions to Net Down (i.e. CD54 Position Closeout) and not via the Long Position Adjustment (CD38).

Further details of these functions are described in the **Account Position** section.

Please note: Submission of a 'Request for Contract Reinstatement' form is required when requesting the reinstatement of positions that have closed out 20 business days or greater to the current business day. Any queries should be directed to asxclearfut@asx.com.au.

2.5 Straight Through Processing Systems

Genium Clearing has been designed to work efficiently with Third Party Straight Through Processing Software via the OMNET API Interface.

2.6 Back Office Accounting

Genium Clearing feeds and supports proprietary Back Office Accounting Systems used by Participants. Trades are automatically transmitted but only after they have been assigned to a House or Client Clearing Account or otherwise accepted by the recipient.

2.7 Confirmation Times

In order to improve the level and speed of information available to ASX and Back Offices, trades should be processed throughout the day rather than leaving all trade administration until the end of the day.

Genium Clearing will automatically reject trades that are in a holding state (i.e. action not rejected or confirmed by receiving Participant) and send them back to the allocating Participant as part of the daily automated after business processes.

Genium Clearing will automatically move trades that are still sitting in the Daily Transitory account (DA), waiting to be allocated or assigned, to the Interim Account for that Participant as part of the daily automated after business processes. The Interim Account is margined at House level.

2.8 System Security

The security of the information keyed into the CW is very important and in order for you to be able to log on to Genium Clearing, you must use a username and password. Once this password has been issued to you, you must keep it secret.

There system requires a minimum password length of 8 characters, coupled with a password history control that prevents reuse of old passwords within a predefined period.

3 General Information

The Genium Clearing – Clearing Workstation (CW) is the Participant's view of the ASX clearing system.

3.1 Using CW

The purpose of the CW application is to address the need for Clearing member back office personnel to access information in the central system through an application which is sufficiently intuitive.

Furthermore, the application enables users to issue requests via CW, e.g. request exercise on a particular position. Another objective of the Back Office application is to load as much information as possible for a Clearing member into files on the PC.

3.2 Starting Genium Clearing – CW

To begin using CW, perform the following:
- Switch on the PC;
- Enter your Windows username and password at the Windows login prompt;
- Start the CW application either from the Start menu or the desktop icon.

The splash screen appears:
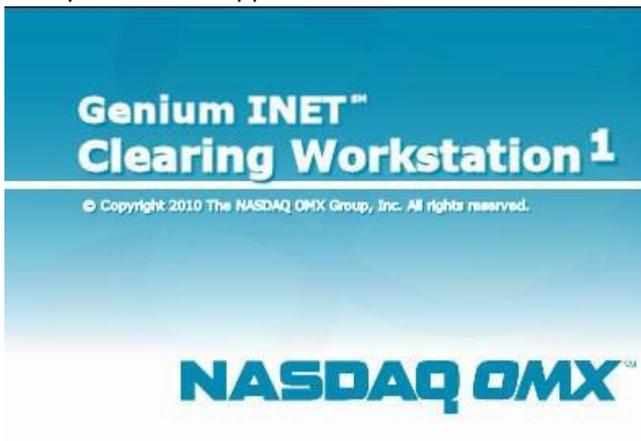
The **Logon** window opens:
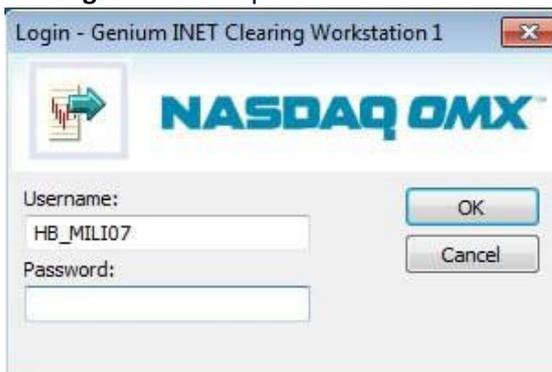
Enter your CW **Username** and **Password**.

3.3 Changing Password in CW

Where the password for a user in CW has been set to "pre-expired", the user will be prompted to change the password on login. After the password has been successfully changed, the following message will appear:
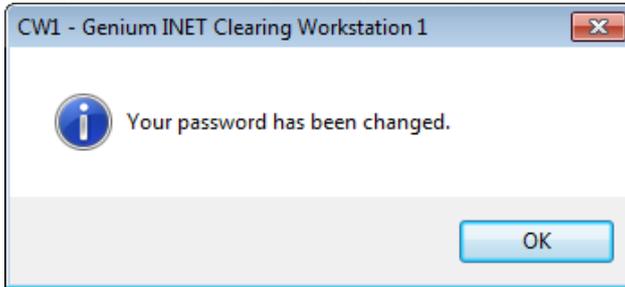
On clicking the "OK" button, a second message appears asking the user to "re-login to the application":
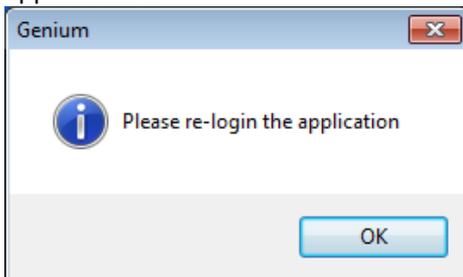
If the user ignores the message by click on the close button ( ) on the top-right corner, CW will still be made available but only with basic menu options:
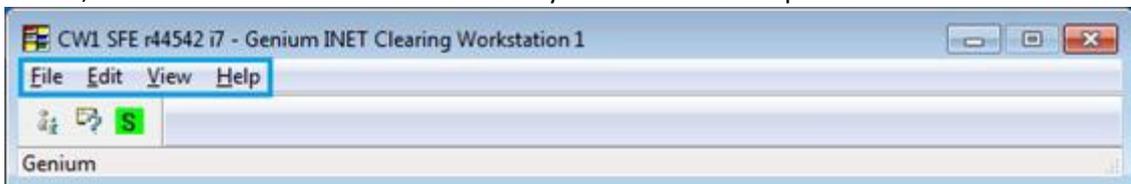
To ensure availability of all menu options assigned to the user access rights, please click on the "OK" button when the "re-login to the application" message appears and login to CW again with the new password.

3.4 Exiting Genium Clearing – CW

To exit the CW application, select Exit from the File menu. When exiting, all changes to items that are not sent will be discarded. For example, if you should exit CW before you click the "Send" button in Rectify Trade, the updates made will not be saved nor executed.

3.5 Working with Windows

The Genium Clearing – CW is an application based on common windows technology.

3.6 Using the System Menu

By clicking the symbol to the upper left on any window, you will open the System Menu.
This menu is used for organizing the windows on the screen
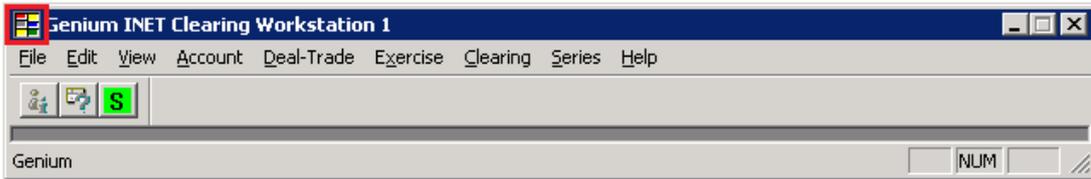
The System Menu contains the following:

Function	Buttons / Function Keys	Description
Close	☒ or Alt + F4	Close the active window.
Maximise	☐	Maximises the active window to full size.
Minimise	⎁	Parks the active window in the taskbar.
Move		Pressing down and holding the mouse over the blue area allows you to move the window around.
Restore	⧉	Restores a window that has been maximized.
Size		Changes the cursor into a double-headed arrow and enables you to change the size of the active window.

4 Application Features

There are two types of windows available in the CW application:

- **Search** window—Search criteria can be entered, and the search result is listed in a table.
- **Item** window—Specific data can be entered by the user in order to create or modify data.

The name of the window is displayed on the title bar. You can navigate using the mouse, or keyboard shortcuts.

4.1 CW Application Features

The following table provides a list of application features in CW:

Feature	Description
Right-Click Menu	The right click menu when bought up in a list window offers a lot of useful alternatives related to viewing information.
Selecting Rows in Tables	To select a row in a table, simply click the row. If you want to select two or more items, hold down the left mouse button and drag the mouse. It is also possible to hold down Ctrl at the same time as the rows are clicked. ***Not all tables permit selections***
Viewing a Single Record	To view all information in a single record, double-click a row in the table. A separate window opens and displays all available information in that record.
Displaying Columns	When you have selected a menu item, the relevant window will appear. By clicking the right mouse button anywhere on that window, you will be able to edit the visible columns by selecting "Columns". This function allows you to customise the way data is presented in the window, including adding and removing columns from view and changing their order of presentation. Both columns displayed and column width can be manipulated.
Sort Columns	All list in the CW application can be sorted on different columns. • Right click the mouse anywhere in the required screen; • Select sorting from the drop down box and the following screen will appear: • Change columns and confirm the sorting order by clicking OK. ***Note***: Sorting can also be achieved by double-clicking the column
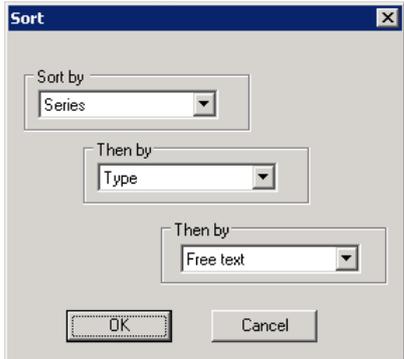
	header. To reverse sort, click the column header once more.
Select and Paste Data	To select and paste data into another software package such as word or excel • Highlight the required selection of data; • Right click the mouse and select copy from the pop up menu, the selected rows in the table will be copied to the clipboard; • By selecting Copy all from the pop up menu, the table contents will be copied to the clipboard; • To copy a single cell to the clipboard, just point and click that cell and it will be copied.
Time and Date Fields	The Time and Date field is set as in the Panel's International settings.
Numerical Fields	In some numerical fields, such as, date and time, it is possible to use the <up> and <down> arrow keys to change information.
Series Browser	The series browser is a convenient tool for tracking down to a specific series, step by step. It is launched by clicking the … icon, normally found in connection to any series field, or by the series browser alternative in the series menu.

5 Transaction Processing

Transactional information can be viewed from the Deal-Trade menu. It is recommended that the Trade History menu item be used as a starting point for all other actions.
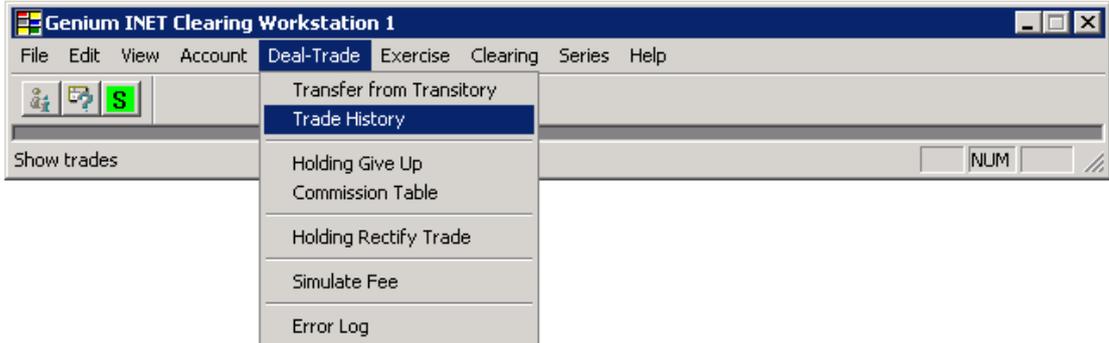
5.1 Trade History

The Trade History option provides information on trades and is the base for many other actions. Trades are displayed in the Trade History window based on the set of filters selected by the user.

To see the additional filters on the next page, click on the [>>] button at the bottom right of the Trade History window.

Filter	Description
Account	Specify a particular account, or group of accounts (using * or % as wildcards) or all accounts (* * *).
Series	Specify a single series, a group of series (using * or % as wildcards) or all series (*).
From/To Time	Specify start and finish date and time for period you wish to see trades. Default is current date and 00:00:00 start to 23:59:59 finish.
Low/High Price	Specify low and high price for trades you wish to see. "0.00" default value displayed, with "0.00" in the high price field implying infinity.
Normal trades	Check this box if you want to view normal trades.
Transfer trades	Check this box if you want to view trades that imply a transfer from transitory or a position transfer.
Transitory trades	Check this box if you want to view trades that are on a transitory account.
Rectified trades	If you check this box together with the above, you also see trades that

Filter	Description
	have been rectified.
Exclude empty trades	Check this box to exclude those trades which have been fully allocated to either a House or Client account or given up to another Participant and confirmed. Therefore, leaving the balance of unallocated trades. *Note:* Selecting this filter will *include* the closing side of a transfer as the quantity is not considered empty based on the programming selection. However by utilising the column selection criteria and sorting, it is possible to group these trades at the end of your selection.
Exclude holding trades	By selecting this criterion all those trades given up to another Participant and not yet confirmed will be excluded from your selection.
Free text	The system allows the user to search for and return only those records matching a specified string of characters. *Note:* Wild card capability where * = any value e.g.: day* will return all free text beginning with day and any combination of characters following.
Ext trade nbr	This is the ASX Trade24 generated trade number. By entering a specific trade number the system will display all records including changes.
Buy/Sell	Select the trade side to include in the search. If none or both of the checkbox are selected, both trade sides will be included.
Instrument type	It is possible to search on all instrument types by selecting "*". Default value is set to "*" (all instrument types).
Trade number	This number combined with the series number uniquely identifies the trade.
Deal number	Deal identification number is unique within each series. The deal identification number combined with the series identification uniquely identifies the deal.

Users may proceed to the following windows via the right-mouse click association in the Trade History window:
- Rectify Trade;
- Give up.
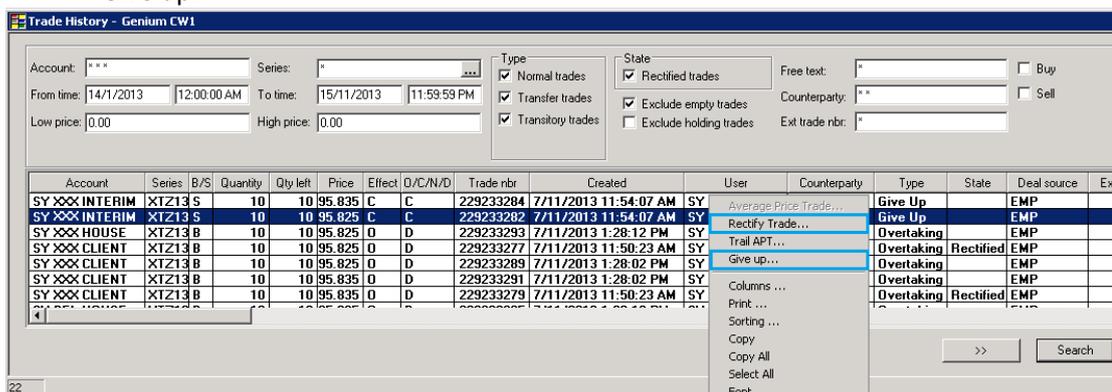
5.2 Rectify Trade

This function allows for trades to be transferred individually to a specific account. If multiple trades are selected for transfer, they can only be transferred to a single account, for each trade. If you wish to transfer a trade to multiple accounts, you should only select a single trade at a time.

Using the Rectify Trade window, you can rectify and split a single trade or rectify multiple trades. If you select a single trade in the Trade History you can rectify and split the trade into more than one overtaking trades.

Perform this procedure to rectify a single trade and split it if desired:
1. Open Trade History window from Deal-Trade menu;
2. Select the trade to be rectified. If you require multiple trades to the same account, you can highlight multiple trades and rectify them to the correct account in the same action. You are also able to split a trade, and rectify portions to different accounts;
3. Right-mouse click to bring up the pop-up menu and select Rectify Trade. This will then open the Rectify Trade window for the trade selected.Select Rectify Trade on the context menu;
4. The left hand section of the window shows the current details for the trade selected. By moving to the right hand side of the dialog you may make the required corrections to the trade;
5. Where you have selected multiple trades, once you have entered the Account for the first trade, that Account will be copied down to every trade highlighted. You can also type over the account field to change it.
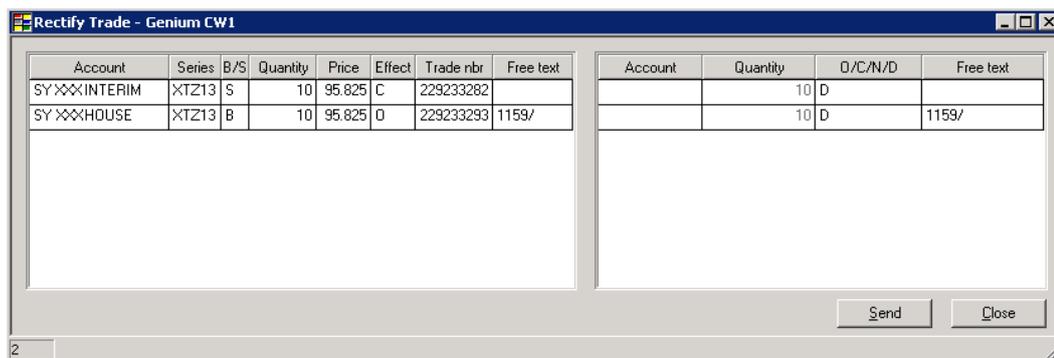
6. Rectify the trade to the correct Account, by completing the details in the Account column. The O/C/N/D code should be left as 'D' for default. If the position is also being closed out when the rectify is completed, then a 'C' should be selected;

7. Submit the change by selecting the [Send] button.

Internal Corrections

Where a trade has been allocated to the wrong internal account by the Participant e.g. allocated to House but should have been split between House and Client. The Participant can correct the misallocation, using the Rectify Trade Function in CW.

The Rectify Trade process creates a trade that reverses the original trade and another trade that results in the desired change.

5.3 Give Up Trade

In Genium Clearing, the process of allocating a trade to another Participant for clearing is called a Give-up. The Give-up can be rejected by the allocating Participant from CW if it is still in a holding state (i.e. the receiving Participant has not rejected or confirmed the give up). The total trade quantity must be given-up.

The process of accepting a trade from another Participant for clearing performed via the Holding Give-up function is called a Take-up. The Give-up can be rejected or accepted by the clearing Participant via CW as required.

In CW, trades given up to other Participants remain in a holding state until the receiving party either accepts or rejects the give-up. The sending party may also reject any outstanding give-up trades. Acceptance of the give-up by the receiving Participant indicates that they have taken responsibility for clearing that trade.

5.3.1   Single Trade Give-Up

Perform this procedure to give-up a single trade:
1. Open Trade History window from Deal-Trade menu;
2. Search for the trade you wish to give-up;
3. Select the trade to be given-up, right-mouse click and select "Give up…";
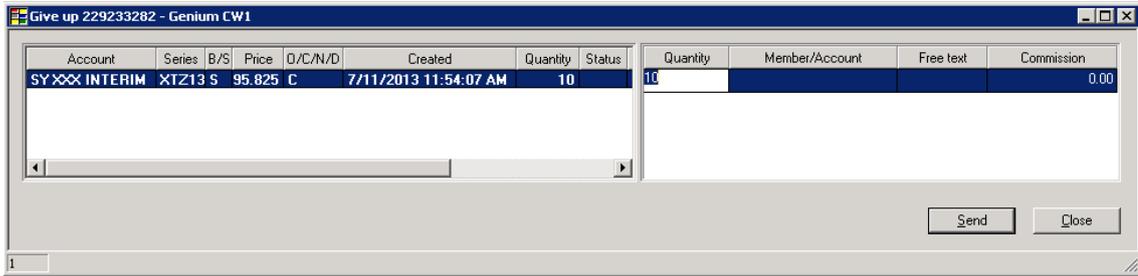
4.   Type in the quantity and Participant firm where the trade is to be allocated on the right hand side of the dialog;

5.   Submit the give-up by selecting the [Send] button.

5.3.2   Review Trade Give-Ups

When a trade is given up and/or split by the sending party, the receiving party needs to confirm or reject this action. When a trade is waiting for confirmation or rejection its give-up state is "Holding".

Details of give-ups can be reviewed by selecting "Holding Give Up" from the Deal Trade menu. Query results can be defined by utilising the filters provided by specifying the Series, Date, Give-Up side and/or State of the Give-up trade.
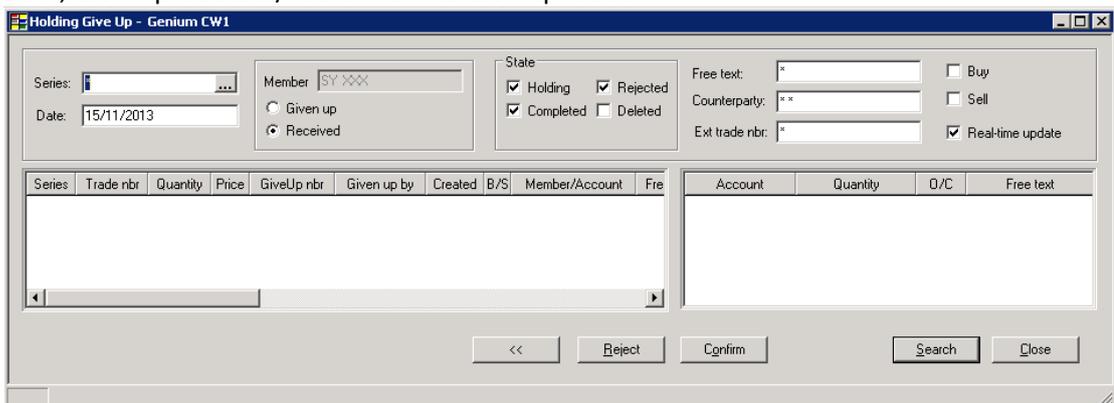
The Give-ups (or Take-ups) States are as described in the following table:

State	Description
Holding	Pending either a Rejection (by the sender, receiver or Clearing House) or Confirmation (by either the receiver or Clearing House).
Completed	Give-up was Confirmed (either by the receiver or Clearing House).
Rejected	Give-up was Rejected by the **Take-up** member.
Deleted*	Give-up was Rejected by the **Give-up** member.

*Note: This is a new State in Genium Clearing.

The following filters are available in the Holding Give Up window:

Filter	Description
Series	Specify a single series, a group of series (using * or % as wildcards) or all

Filter	Description
	series (*).
Date	Date limitation related to give-up creation date. Default = *<current business date>* date for search results. Empty fields results in all items. Specify a date to limit your search.
Give-up side	Given up – Trades given-up by the member as sender; Received – Trades given-up to the member as receiver, this is the default option selected.
State	*Refer to State description in the table above.*
Free text	The system allows the user to search for and return only those records matching a specified string of characters. *Note:* Wild card capability where * = any value e.g.: day* will return all free text beginning with day and any combination of characters following.
Counterparty	By entering a 3 digit Participant mnemonic the system will return details of give-ups "Sent to" or "Received from" the specified Participant.
Ext trade nbr	This is the ASX Trade24 generated trade number. By entering a specific trade number the system will display all records including changes.
Buy/Sell	Select the trade side to include in the search. If none or both of the checkbox are selected, both trade sides will be included.
Real-time update	Real-time update is performed when this option is selected.

The following new fields have been introduced in the Holding Give Up window in Genium Clearing:

Field Name	Description
Contr. size	Number of underlying's in a contract.
Clearing date	Date for the trade to be cleared, set by the user when creating the trade.

5.3.3 Rejecting a Give-Up

The sender, receiver or the Clearing House can reject Give-Up trades in a holding state.

To *Reject* a Give-up trade, perform the following:
1.   Select 'Holding Give Up' from the Deal-Trade menu;
2.   Ensure that the "Holding" State checkbox is selected;
3.   Select the Give-up side and click on the [Search] button;
4.   The Holding Give Up window displays a list of items;
5.   Select *one or more* trades in the list;
6.   Enter a comment/reason for rejection in the "Free text" field for each selected trade if required;
7.   Click on the [Rejected] button.

5.3.4   Confirming a Give-Up

The receiver or Clearing House can confirm Give-Ups in a holding state.

To **Confirm** a Give-up trade, perform the following:

1. Select 'Holding Give Up' from the Deal-Trade menu;
2. Ensure that the "Holding" State checkbox is selected;
3. Select the "Received" option and click on the [Search] button;
4. The Holding Give Up window displays a list of items;
5. For each Give-up to be confirmed, edit the fields on the right-hand side of the dialog as follows:

Fields	Action
Account	Enter an explicit account. If the receiver was originally specified only as a Participant (SY ABC) the field has to be further specified (SY ABC 123).
Quantity	Change the quantity if required as it is possible to split the Give-Up into different parts. Press the <TAB> key at the end of each part automatically creates new rows. The whole volume of the original trade must be accounted for.
O/C	Specify the request method of updating the position on the receiving account. "O" for open, "C" for Close and "D" for Default.
Free text	Enter a comment if desired.

6. Click on the [Confirm] button.

5.3.5   Give-Up Errors

If a Participant identifies Give-Up trades that have been accepted in error, e.g. intended for another Participant, commission incorrectly charged, etc., they can send the trade back to its originator for correction.

To *Correct* a Give-up trade, perform the following:

1. Select 'Trade History' from the Deal-Trade menu;
2. Select the relevant filters and click on the [Search] button;
3. Select the trade to be corrected;
4. Right-mouse click and select the "Give up…" option. The Holding Give Up window opens with the selected trade:
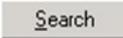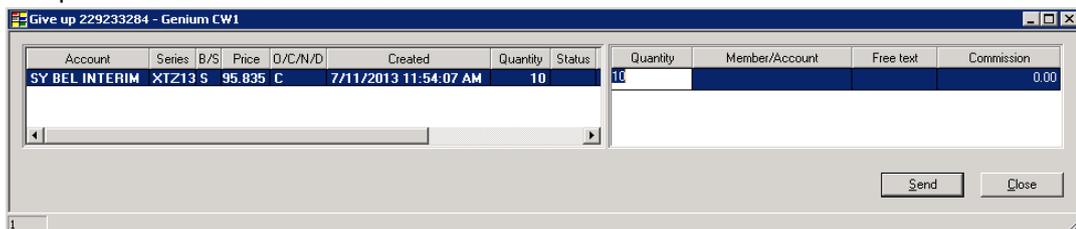
5. In the right hand side of the dialog enter in the details of the Participant to which the trade should be returned to reverse the Give-Up accepted in error. Make sure the commission is the same as it was previously accepted, so that the reverse give-up nets the commission transaction.

5.4 Transfer from Transitory

The Transfer from Transitory function, accessed via the Deal-Trade menu option, allows for the transfer of trades made on a Transitory Account (e.g. Daily Account) during the business day, to be transferred to other accounts.

The same functions may also be performed via the Trade History window.

6 Account Position

The Account Position menu option may be used to display information regarding single accounts' individual positions, as well as, each series aggregated over all accounts. Depending on the account and exchange rules defined in the Common Database, netting may also apply in the various cases.

The delivery position for an account is displayed in the **Long** or **Short** column fields as the absolute value of the difference between held and written contracts.

The following fields are displayed within the Account Position window:

Fields	Description
Account	Specify a particular account, or group of accounts (using * or % as wildcards) or all accounts (* * *).
Series	Specify a single series, a group of series (using * or % as wildcards) or all series (*).
Long	Quantity of long (held/bought/buy) contracts; the difference between held and written contracts if positive.
Short	Quantity of short (written/sold/sell) contracts; the difference between written and held contracts if positive.
Close out	Closed-out positions.
Denies auto	Quantity of long contracts that should not participate in the general exercise.
Modified	Date and time at which the data for this row (record) was last modified.
Contr. Size	Number of underlying's in a contract.

6.1 Searching Account Positions

Using the Account Position window, you can view how items are propagated from one account to another. You can base the list either on receiving accounts or on sending accounts.

The following filters are available within the Account Position window:

Fields	Description
Account	Specify a particular account, or group of accounts (using * or % as wildcards) or all accounts (* * *).
Series	Specify a single series, a group of series (using * or % as wildcards) or all series (*).
Aggregate	If the aggregate check box is checked the sum of positions are displayed on row per series.
Date	The date box allows you to toggle between O/N Overnight closing positions and CTD current trade date.
Show 0-positions	Select this checkbox to display zero positions (i.e. positions that once were non-zero but was closed) which are retained until expiration .
For date	Specify desired date for which to display reinstate positions. Default = <current business date>.
Expires	Select this option to filter positions in instruments that expire on a certain day. Makes it easier to find option positions where you might want to set deny exercise (i.e. positions that are in the money but you still do not want to exercise). It can also be used to find positions you want to trade out from before the end of expiration day.
Only deny	This option is only activated when *Expires* is checked. Provides an option to display deny positions (i.e. positions with the deny auto set) of expired series.

6.2 Positions to Net Down

If trades update positions by the open option, the number of both long and short contracts grow. This is the case for example, when members keep clients' positions on an omnibus account. Using the Positions to Net Down window you can adjust positions (repeatable if convenient) on any account that does not use the autonetting option.

A net operation is carried out by creating a deal containing two closing trades. The operation can be reversed by the clearing house or the member, see next section - Reinstate Position (CD55). In addition, the trades generated will not affect the end of day settlement price determination process.

To net positions, the following steps are to be performed:
1. Select Account Position on the Account menu and perform a search;

2. Select a position and choose Pos. to Net down on the context menu:
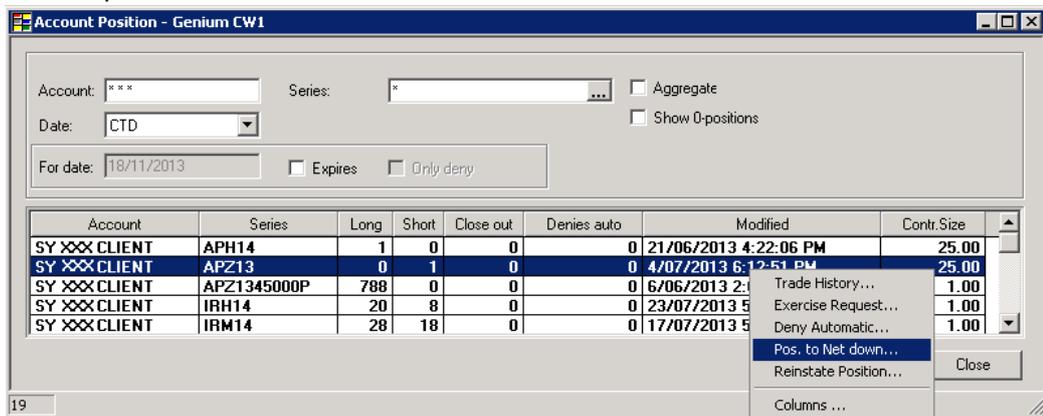
3. The Positions to Net Down window opens if no side of the position is equal to zero otherwise, Position is not sufficient for net down transaction is displayed:
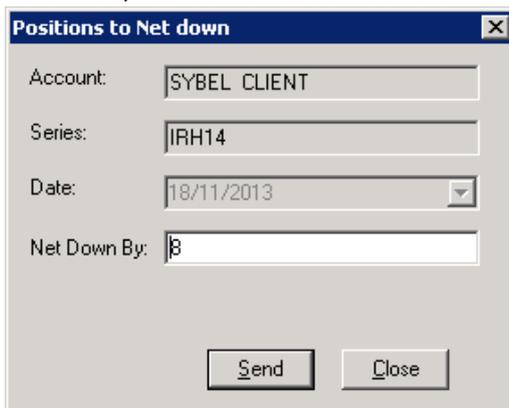
4. Enter the number of contracts to net in the Net Down By field. At most, this is the smallest number of the long and short positions. This is also the number suggested by default;

5. Click the [Send] button;

6. The net operation is submitted and a confirmation box summarizing the details is displayed:
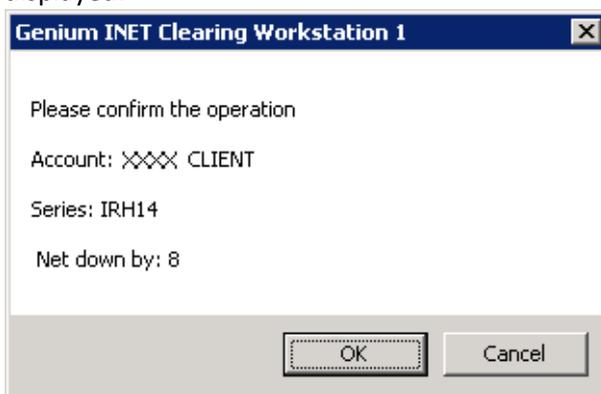
7. Click the [OK] button;

8. If successful, the position is updated and displayed in the Positions window. The transfer trades can be viewed in the Trade History window with the free text LongPosNetting and trade price equal to 0:

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9. If the operation fails, an error message is displayed.

When a Position to Net down is submitted, a CD54 Position Closeout query message is sent via the API.

6.3 Reinstate Position

Members can reinstate positions in any account (including net position accounts) to correct positions that have been previously (either manually or automatically) close out in error via the Reinstate Position menu option. This is the reversal of a closeout and the closeout must have been done with Positions to Net Down (i.e. CD54 Position Closeout) and not via the Long Position Adjustment (CD38).

The limitations of this function are as listed:
- Reinstate position requests may _only_ be submitted for T and historical dates;
- Rectify of T trades will only be allowed until end-of-day processing commences;
- Give-up and Take-up of T trades will only be allowed until end-of-day processing commences.

To reinstate positions, the following steps are to be performed:
1. Select Account Position on the Account menu and perform a search;
2. Select a position, right-mouse click and choose the Reinstate Position option:
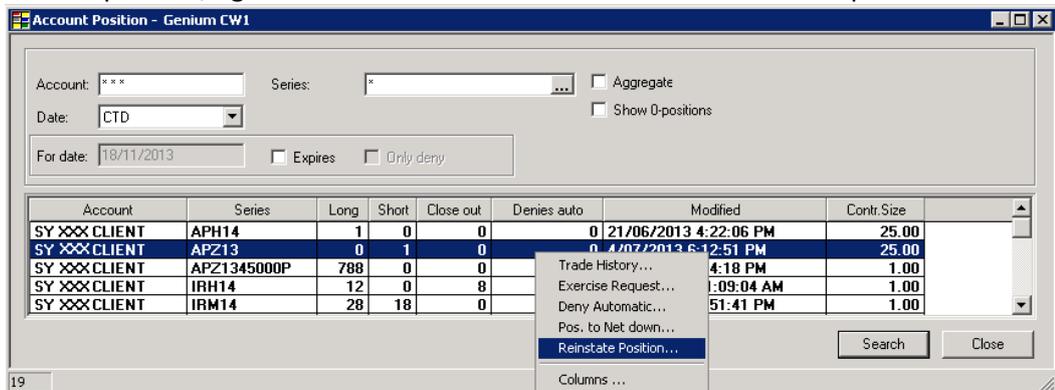
3. The Reinstate Position window opens:

4. Enter clearing date for the closed out/reversal of closeout in the Date field;
5. Click the [Search] button;
6. The quantity closedout/reversal is shown in the Qty Closed field;
7. Enter quantity to reinstate in the Reinstate Qty field;
8. Click the [Send] button;
9. The reinstate operation is submitted and a confirmation box summarizing the details is displayed;
10. Click Confirm;
11. The quantity closed out the current business/clearing date (T) is displayed.

Please note: Submission of a 'Request for Contract Reinstatement' form is required when requesting the reinstatement of positions that have closed out 20 business days or greater to the current business day.   Any queries should be directed to asxclearfut@asx.com.au.

7 Commissions

Commission is money paid between members for carrying out trading services for one another. Typically, a member (A) receives a commission when giving up a trade to another member (B) for clearing. In effect, the trade has been performed by A on behalf of B.

It is possible to define tables for such commission management. Two (types of) commission tables may be defined, one used when acting as the giving up member (Send Commission) and the other when acting as the member receiving the give up (Receive Commission).

Participants can set up commission tables to support their work practices. Commissions can be set at different levels, such as market, instrument group, underlying, series, and by account or Participant.

The Commission Table may be accessed via the Deal-Trade menu option:
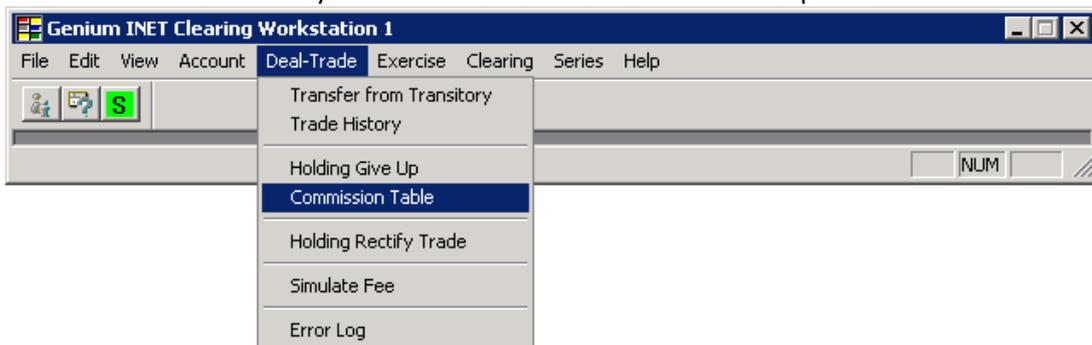
7.1 Managing the Commission Table

Within the Commission Table window, you may perform searches, setup new commission or remove existing entries.
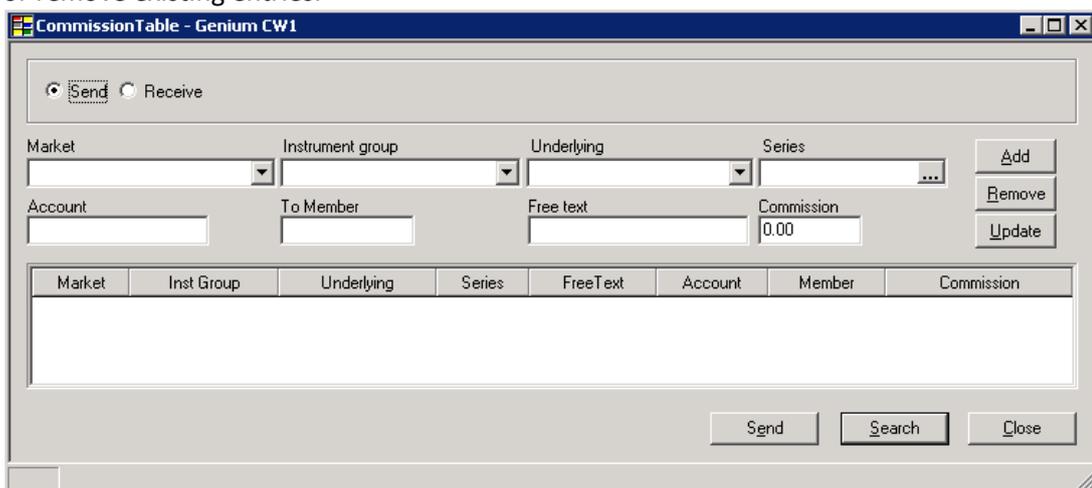
To *Search for a Commission*, perform the following:

1. Select the direction which the commission applies:

Filter	Description
Send	Commission for the member when giving up a trade.
Receive	Commission for the member when receiving a given up trade.

2. Click on the ___Search___ button.

To *Setup a New Commission*, perform the following:

1. Specify the contents of the input fields according to the client's requirements;
2. Click on the ___Add___ button;
3. Click on the ___Send___ button;
4. Once the new entries have been added to the commission table, click on the ___Search___ button.
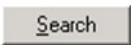
To *Update an Existing Commission*, perform the following:

1. Perform a Search;
2. Select the row to be updated and update the value in the relevant field (e.g. Comission);
3. Click on the ___Update___ button;
4. Click on the ___Send___ button;

To *Remove an Existing Commission*, perform the following:

1. Perform a Search;
2. Select one or more entries that are to be removed;
3. Click on the ___Remove___ button;
4. Click on the ___Send___ button;

8 Exercising Options

The exercise menu is used for requesting that positions on an account be exercised. The actual exercise process is performed at the end of business day, during the After Business process. When an exercise is requested, it will either be pending until the end of the current business day.

If an option is in the money on expiry and you do not want to exercise it, you must electronically submit a Deny Automatic Exercise request.

The Exercise Request function may be accessed from the following windows:

- Account – Account Position
  Highlight the trade and right-mouse click to select Exercise Request, trade details default into the Exercise request window.
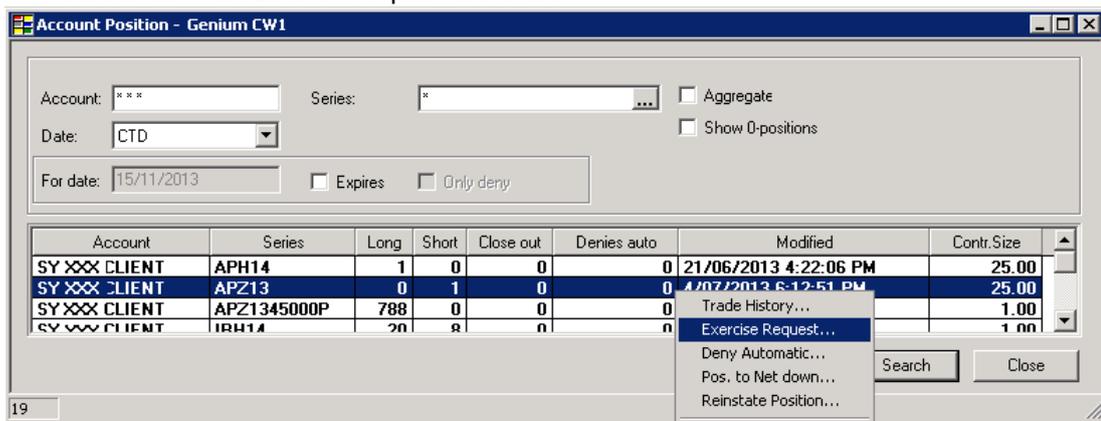
Note: This option will auto-populate the Exercise Request window with the Account and Series details.

- Exercise – Exercise Request
  A blank Exercise Request window will be displayed and you will need to manually enter the series contract details to be exercised.
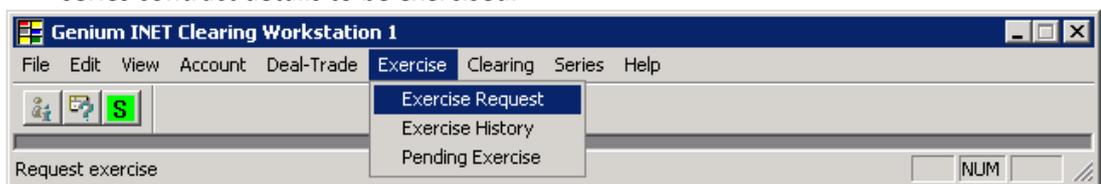
Note: This option will **not** auto-populate the Exercise Request window with the Account and Series details.

8.1 Exercise Request

Select one of the above options to access the Exercise Request window and perform the following to exercise request:

1. Enter the specified quantity of contracts to be exercised:
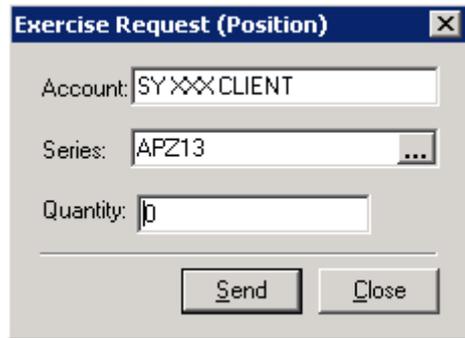
2. Click the [Send] button.

8.2 Deny Automatic Exercise

Using the Deny Automatic window, you may request to deny automatic exercise of a position that will not participate in the automatic general exercise. Deny requests can be cancelled in that way that the deny quantity can be set to zero.

The Deny Automatic Exercise function may be access via the right-mouse click option in the Account Position window.

Note: The "Denies auto" field is updated real-time in Genium Clearing. In SECUR, this field was only updated after the end-of-day in BOPC.

To request a "deny automatic exercise" of a position within the Deny Automatic Exercise window, perform the following:

1. Highlight the position to be denied (in the Account Position window) and right-mouse click to select Deny Automatic Exercise;
2. All position details default into the Deny Automatic Exercise window. If a deny request has already need submitted, the quantity will appear in Current Deny;

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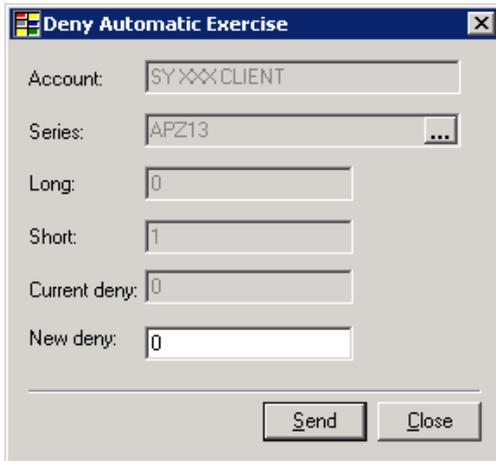
3. Enter the number of contracts to be denied;
4. Click the [Send] button.

8.3 Exercise History

The Exercise History screen displays historical exercise records and assignments, according to the filters entered e.g. Account, Series, From/To Time.

Perform the following to do a search within the Exercise History window:
1. Select Exercise History from the Exercise menu to access the Exercise History window:
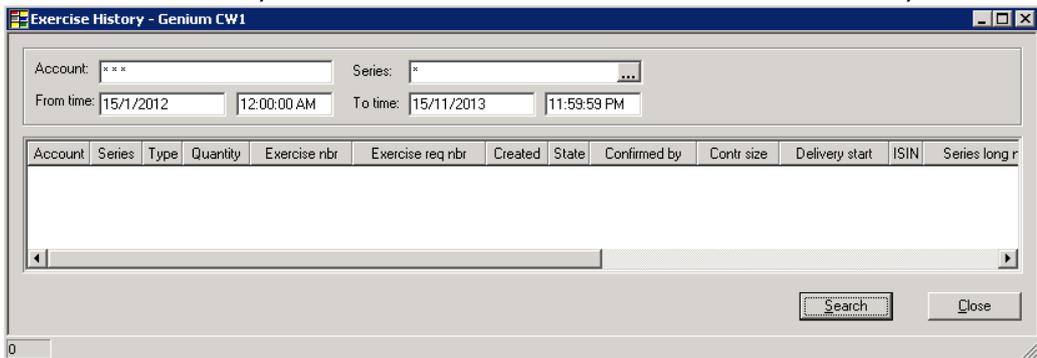
2. Specify the Account and Series to search for;
3. Click on   the [Search] button.

8.4 Pending Exercise

The Pending Exercise function is used to display pending exercise requests. If you have made an error, this can be rejected from the pending exercise request. This function should be a part of your end of day check list.

To view or reject any pending exercise requests, perform the following:
1. Select Pending Exercise from the Exercise menu:

2. Within the Pending Exercise window, specify the Account, Series and select the required State/s:
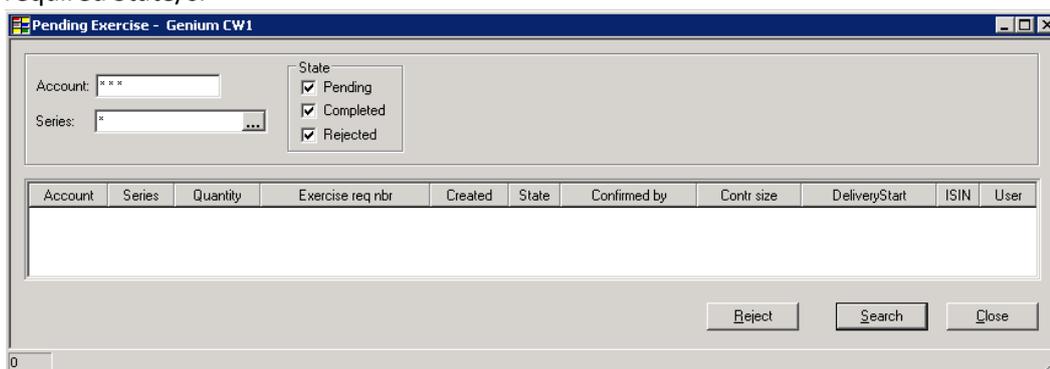
3. Click on the [Search] button;
4. To reject a pending exercise, select it;
5. Click on the [Reject] button;
6. To refresh the contents in the window, click on the [Search] button.
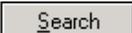
The following new State filters have been added to the Pending Exercise view:

State	Description
Pending	The exercise is pending and may be rejected within the Pending Exercise window.
Completed	The exercise has been completed.
Rejected	The exercise has been rejected.

9 Reports

Reports provided by the central clearing system can be accessed directly from CW via the Clearing menu option:

9.1 Searching Reports

All supported reports and their statuses are displayed within the Reports window. It is always possible to select a report and click the [Load] button, irrespective of the current status. The server will then try to load/reload the report from the central system to the server. Normally, all available reports are downloaded by the server each night.

Perform the following to access reports:
1. Select Reports on the Clearing menu;
2. The Reports window opens:

3. The Reports window includes a search area for searching and limiting items, and a list area for displaying;
4. The following search criteria are available:

Filters	Description
For date	Specify a date for which reports are generated.
Market	Select market group to which the reports apply.
Report type	Select a report name or all reports.
Only loaded reports	Select to show reports with state Loaded to be displayed.

Filters	Description
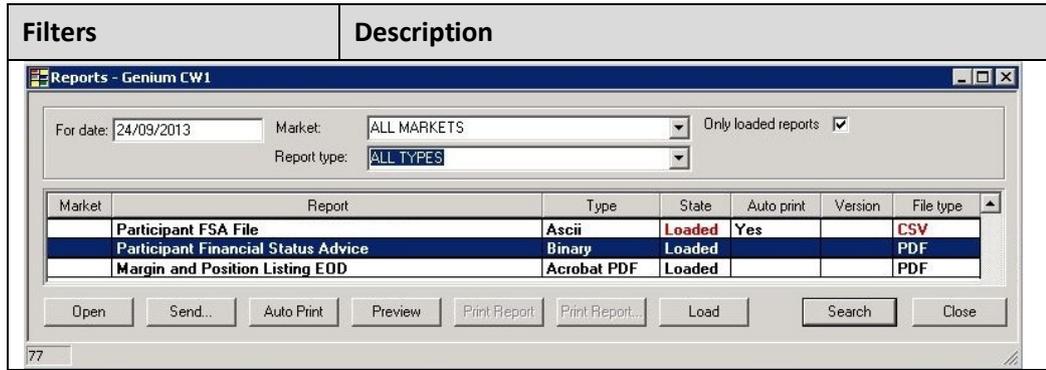
5. Click on the ☐ Search ☐ button;
6. All matching items are listed in the Reports window.

Within the Reports window, the following buttons/options are also provided:

Buttons	Description
Open	Opens the report for viewing.
Send	Initiates an e-mail with the (selected) report attached.
Auto print	Enables automatic printing of the report and sets value Yes in the Auto print column.
Preview	Displays a print preview.
Print report	Prints the report with the current printer settings.
Print report…	Opens the Printer setup window for selecting another printer.
Load	Select if reports with state loaded should be displayed.

9.2 Saving a Report

If you wish to download a report to your PC, select a report that has been loaded by the server and perform a right-mouse click. Select "Save As…" from the menu option.
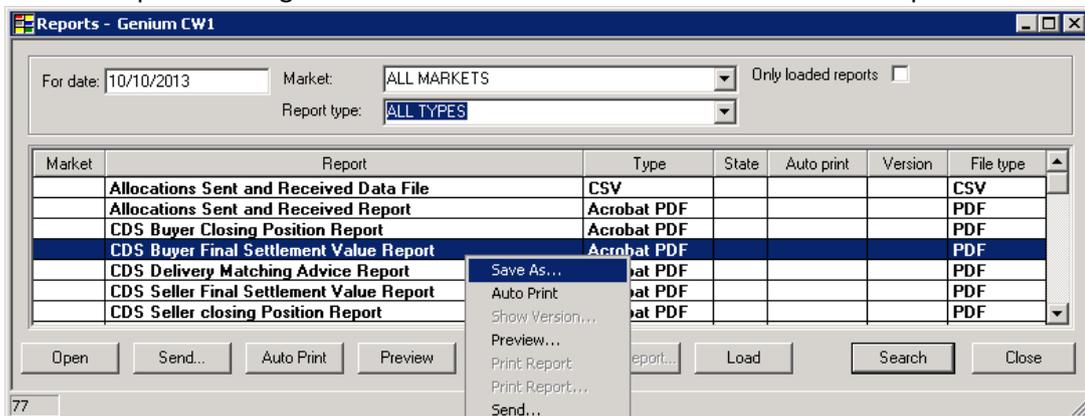
The standard Save As dialogue-box is opened. Specify the directory and name for the selected report.

9.3 Preview a Report

To preview a report, select one report and click the [Preview] button. You can also perform a right-mouse click and select the Preview alternative from the menu. The report will be presented in the Reports window. Select the Page Up/Page Down keys or the Next Page/Prev Page buttons to move between the pages in the report.

If you want to print the report or the current page, click <Print> in the Print dialogue. Select the Print Range "All" to print all pages or select the From To range, which has been pre-set with the current page number to print the current page.

9.4 Printing a Report

To print a report on your default printer, select one report and click on the [Print Report] button. You can also perform a right-mouse click and select the "Print Report" option from the menu option. The standard Print window opens.

9.5 Send a Report via E-mail

It is possible to send the report by mail by clicking the [Send...] button. This will either invoke your ordinary mail client or send the report as a simple SMTP message, depending on the settings made in the Properties dialog in the Edit menu.

10 Other Useful Functions in CW

The functions described in the following sub-sections are often used functions in Genium Clearing – CW.

10.1 Clearing Messages

The Clearing Message window shows messages sent from the central Clearing Office to the member Back Office – CW:
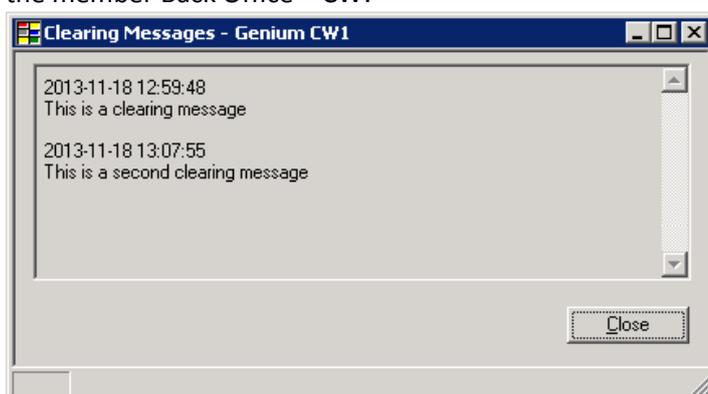
10.2 Series Information

Series information can be queried by using the Series function, or a more targeted search can be made from the Series Browser. Usage of each approach will depend on the type of information being searched.

For example, if a range of series is required but the series name is not known, the Series function (accessed via the Series menu option) should be chosen.

If a specific series is required, and the details are known, these can be entered into the Series Browser elements to return details about that series only. The Series Browser can be accessed from the Series window by selecting the [...] button to the right of the Series parameter field:
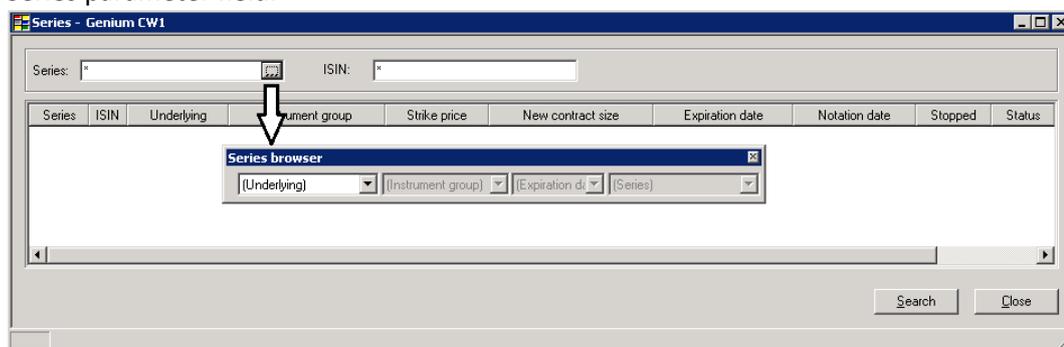
Alternatively, you may access the Series Browser from the Series menu.

10.3 Fixing Values

The Fixing Values window may be accessed via the Series menu option:

This window is used for retrieving fixing values by the central clearing office. Fixing values are used in calculation of Settlement Variations; determine options that are in the money and closing price of futures contracts.