

# MGEX Clearing System User Manual <DRAFT>

Modified February 2023

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# 1. Introduction

The **MGEX Clearing System (“MCS”)** is a novel clearing solution designed to be an all-in-one platform for trade, position, and allocation management with an emphasis on usability, interoperability, and scalability by asset class, product type, and venue.

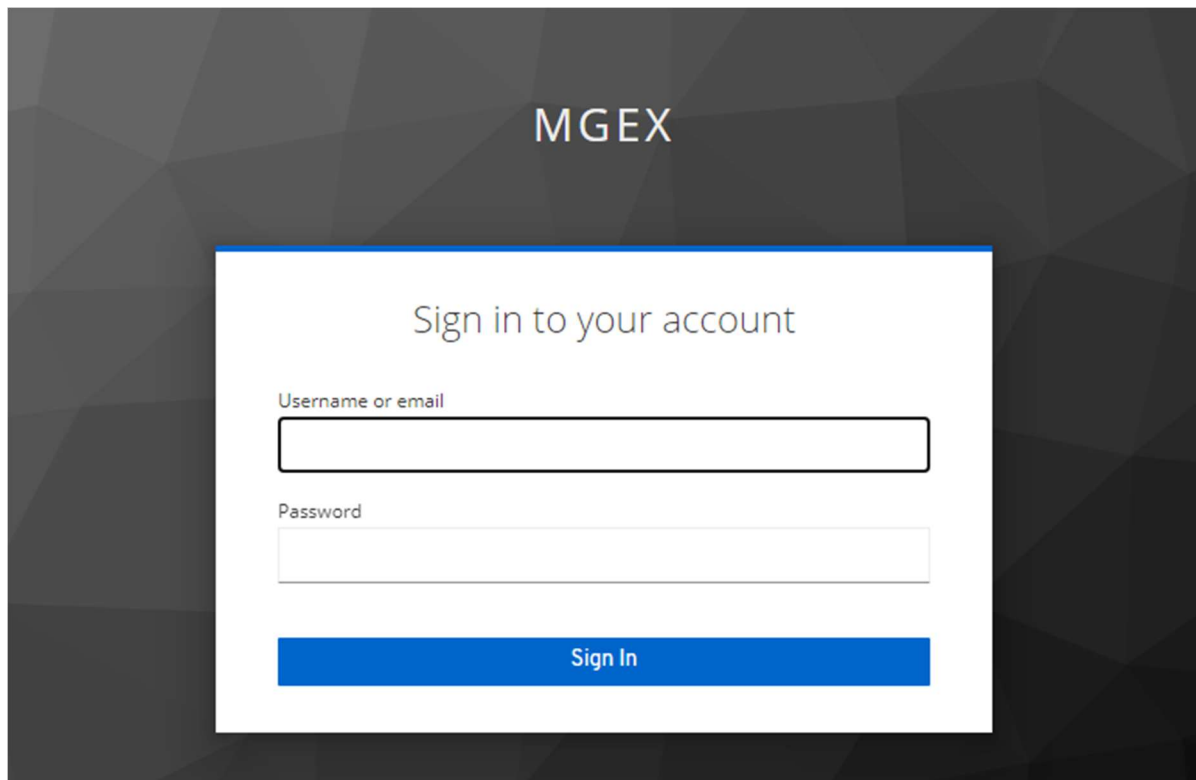
MCS is designed to provide users with rapid, reliable data access and communication features, all delivered via an intuitive user interface (portal). MCS also integrates full-featured, standards-based APIs to enable automation and streamlining of member firm clearing operations.

This document will introduce users to the core features of MCS, including general table and query utilities, trade and allocation management, and position reporting.

## 1.1 Signing In

To access MCS in production:

1. Enter the URL provided by MGEX in a web browser
2. Enter your **username** and **password**
3. Click **Sign In**

A screenshot of the MGEX sign-in interface. The background is dark grey with a geometric pattern. At the top center, the word "MGEX" is displayed in white. Below it, a white rectangular box contains the text "Sign in to your account". Underneath, there are two input fields: "Username or email" and "Password". At the bottom of the box is a blue button labeled "Sign In".

MGEX

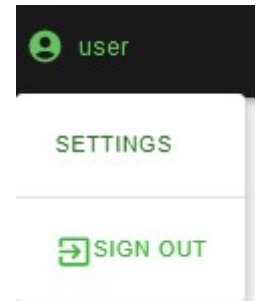
Sign in to your account

Username or email

Password

Sign In

Users will be signed out of MCS on closing web browser tab. Alternatively, by clicking the username in the top right of the screen, users can click SIGN OUT in the drop-down list that subsequently appears.



## 1.2 User Roles

According to the needs of a Clearing Member's departments and staff, different user roles can be arranged for each account provided to a Clearing Member, each with different permissions within MCS. Clearing Members can choose from the following options:

- **Viewer permissions** grant a user access to view MCS reference data, as well as any data pertaining to the granted role. Multiple viewer roles can be granted to one account.
  - **Reference Data Viewer**
  - **Trade Viewer**
  - **Position Viewer**
  - **Delivery Viewer**
  - **Settlement Viewer**
- **Manager permissions** grant a user access to view MCS reference data, as well as view and update data pertaining to the granted role. Multiple manager roles can be granted to one account.
  - **Reference Data Manager:** Permissions to update billing information, system preferences, etc.
  - **Trade Manager:** Permissions to submit and manage trades on behalf of a Clearing Member
  - **Position Manager:** Permissions to submit and manage position reporting on behalf of a Clearing Member
  - **Delivery Manager:** Permissions to submit and manage delivery information, warehouse receipts, etc. on behalf of a Clearing Member
- **Administrative permissions** grant a user access to view MCS reference data, add and/or update trade accounts, and manage distribution lists for MCS alerts and reports.

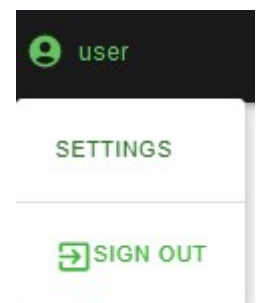
Users can view their permissions from the User Settings screen, described in section 1.3.

## 1.3 User Settings

Once a user has logged in, they can view and modify their experience within MCS from the User Settings screen.

### To Navigate to the User Settings screen:

1. Click on the username in the upper right of the screen to open a drop-down list
2. Select **SETTINGS** from the drop-down



### User Profile

You are logged in as: **user**  
 You have roles:

OP\_REFDATA\_MGR

OP\_MARGIN\_MGR

OP\_COLLATERAL\_MGR

OP\_COLLATERAL\_VIEWER

OP\_POSITION\_MGR

OP\_DELIVERY\_MGR

OP\_TRADE\_MGR

SCHEDULER

OP\_MARGIN\_VIEWER

OP\_DELIVERY\_VIEWER

OP\_POSITION\_VIEWER

OP\_SETTLEMENT\_MGR

OP\_TRADE\_VIEWER

OP\_SETTLEMENT\_VIEWER

OP\_REFDATA\_VIEWER

### Default Search Criteria

By selecting both market and date type, the default business date will be changed


Select default market... ▼

---


Select default date type... ▼

---

### Theme



Dark



Light

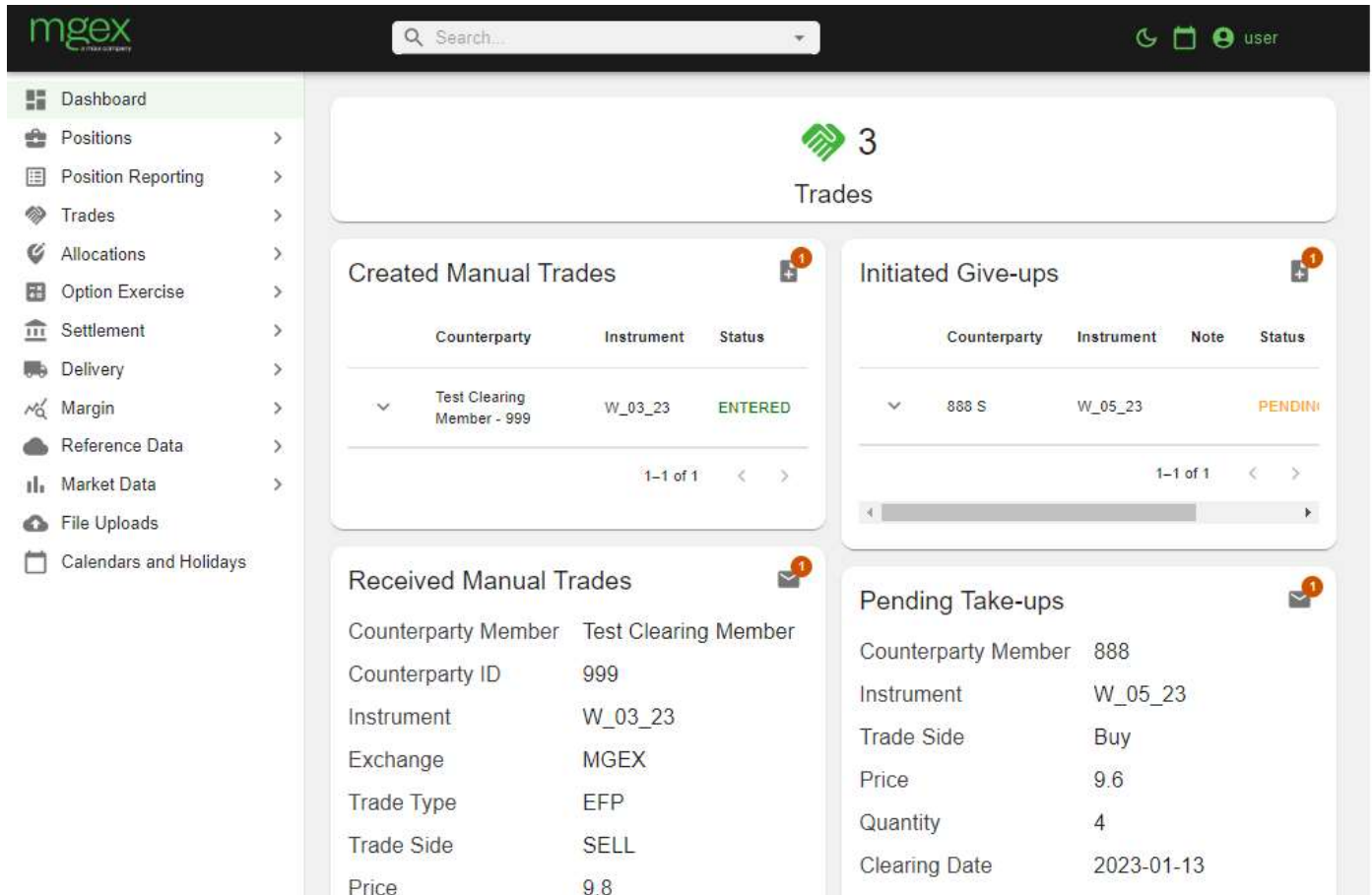
From here, users can:

- View which user permissions they have been granted in MCS
- Adjust Market and Calendar date used by default when searching and viewing MCS data.
- Switch between Dark and Light themes for MCS display

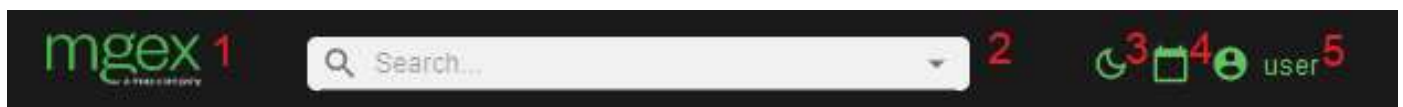


## 2. Dashboard

Upon successful login, the Clearing Member’s dashboard will be displayed, featuring a number of useful tools, metrics, and action items.



### 2.1 Banner



The banner can be found at the top of every screen in MCS portal. It hosts multiple features, including:

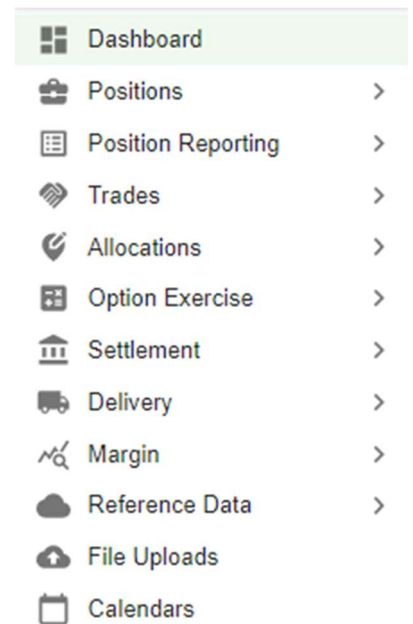
1. **The MGEX Logo:** Serves as a link to the dashboard
2. **The Search Bar:** Allows users to search for screens in MCS by name

3. **The Dark Mode Toggle:** Allows users to invert MCS portal color scheme for a darker display
4. **The Calendar Icon:** Displays the current Trade Date and Clearing Date for each market when clicked
5. **The User Icon:** Displays a drop-down when clicked, with options to sign-out, view a user’s account information and adjust various settings

## 2.2 Navigation Bar

The navigation bar can be found on the left side of every screen in MCS portal. It links to every area in MCS, highlighting the screen currently being viewed in light green. These areas include:

- **Dashboard:** Displays a summary of a Clearing Member’s pending trades, allocations, and reporting
- **Positions:** Displays positions and trade activity broken down by instrument
- **Position Reporting:** Allows users to submit gross, expiring, and delivery position reporting
- **Trades:** Allows users to perform trade queries, trade entry, and trade management
- **Allocations:** Allows users to mark/unmark trades for allocation, and manage allocation groups and give-up/take-up allocations
- **Option Exercise:** Allows users to check ITM evaluations and submit exercise intentions
- **Settlement:** Displays settlement amounts, with various breakdowns
- **Delivery:** Displays warehouse receipts, delivery positions, and delivery assignments
- **Margin:** Displays information on a Clearing Member’s margin requirements and collateral values
- **Reference Data:** Displays information on all products, markets, Clearing Members, and associated data
- **File Uploads:** Displays the status of a user’s file uploads, including any error messages
- **Calendar:** Displays holidays for each calendar in use by MCS



## 2.3 Dashboard Metrics and Widgets

At the top of the dashboard, users can find the sum total of all their Clearing Member’s trades for the current trade date within MCS. This total also serves as a link to the Trades – Trades screen.

In the center of the screen, users will find several widgets designed to assist with managing trades, allocations, and position reporting.

### 2.3.1 Created Manual Trades

This widget shows the user all manual trades that their Clearing Member has submitted that have yet to be matched by the opposite Clearing Member on the transaction.

- Clicking the icon in the top right of the widget will link the user to the Trades – Created Manual Trades screen if the user has any entered manual trades
- Clicking the arrow at the left of any of the manual trade records toggles a drop-down display with additional details on the trade

#### Created Manual Trades +

	Counterparty	Instrument	Status
▼	CM 999 - 999	S_12_22	ENTERED
^	CM 999 - 999	S_12_22	ENTERED

Exchange	Trade Type	Trade Side	Price	Quantity	Trade Date
MGEX	EFP	BUY	1	1	2022-09-06

### 2.3.2 Received Manual Trades

This widget shows all unmatched manual trades received from other Clearing Members.

- Clicking the icon in the top right of the widget will link the user to the Trades – Received Manual Trades screen if the user has any received manual trades
- Clicking **MATCH** on any trade in the widget opens the Match Unmatched Trade pop-up menu also accessible within the Trades – Received Manual Trades screen

#### Received Manual Trades +

Counterparty Member	Some Member
Counterparty ID	111
Instrument	S_10_22
Exchange	MGEX
Trade Type	EFP
Trade Side	BUY
Price	3.35
Quantity	1
Trade Date	2022-09-06

MATCH ↔

< 1 2 3 4 5 6 >

### 2.3.3 Initiated Give-ups

This widget shows the user all give-ups that their Clearing Member has allocated out, as well as its associated non-accepted status (Pending or Rejected).

- Clicking the icon in the top right of the widget will link the user to the Allocations – Give-up Allocations screen if the user has any initiated give-ups
- Clicking the green Action button to the right of any of the give-up allocations will open the Update Give-up Allocation pop-up menu also accessible within the Allocations – Give-up Allocations screen
- Clicking the red Action button to the right of any of the give-up allocations will open the Cancel Give-up Allocation pop-up menu also accessible within the Allocations – Give-up Allocations screen
- Clicking on the arrow at the left of any of the give-up allocations toggles a drop-down display with additional details on the allocation
- Once the allocation has been accepted, the allocation will be removed from widget view

Initiated Give-ups <span style="float: right;">+ 0</span>				
	Counterparty	Instrument	Note	Status
▼	888 S	S_10_22		CANCELLED
▼	999 R	S_11_22		PENDING
▼	999 S	S_10_22		ACCEPTED
▼	999 R	S_10_22	Test	CANCELLED
^	999 S	S_11_22	Test GU	PENDING
Price	Quantity	Clearing Date	Last Updated At	
1	1	2022-09-06	2022-09-07 11:38:27	

### 2.3.4 Pending Take-ups

This widget shows all take-up allocations a Clearing Member has received.

- Clicking the icon in the top right of the widget will link the user to the Allocations – Take-up Allocations screen if the user has any initiated give-ups
- Clicking **Accept**, **Update**, or **Reject** on any allocation in the widget to open the Accept, Update, or Reject Give-up pop-up menus also accessible within the Allocations – Take-up Allocations screen
- Once the user has acted on a pending take-up allocation, the allocation will be removed from widget view

#### Pending Take-ups 📧 1

Counterparty Member	777
Instrument	W_12_22
Trade Side	Buy
Price	960
Quantity	2
Clearing Date	2022-11-11
Status	Pending
Note	

---

Account type	Regular
Account ID	Test Account 1
CTI	4

ACCEPT ✔
UPDATE ↻
REJECT ✘

### 2.3.5 Business Dates

This widget shows the current Trade Date and Clearing Date for each market that the Clearing Member is active in.

#### Business Dates 📅

	TRADING	CLEARING
MGEX	2022-11-11	2022-11-11
BTNL	2022-11-11	2022-11-11

### 2.3.6 File Uploads

This widget shows the results of a Clearing Member's attempted uploads on the current Clearing Date.

- Clicking the icon in the top right of the widget will link the user to the File Uploads screen
- Clicking the icon to the left of any of the file upload attempts will display the Validation Errors pop-up display also accessible within the File Uploads screen



### 2.3.7 Report Statuses

This widget shows a Clearing Member's required position reports for each market, including their completion status as marked by the Clearing Member.

- Clicking the COMPLETED/UNCOMPLETED message on any of the displayed position reports will link the user to the associated MCS screen where the position report can be viewed and updated.



# 3. Basic System Functionality

## 3.1 Queries

Most MCS screens have built in query functionality allowing users to narrow and search within a specific data table. Users can find a list of currently applied search criteria listed directly above the table.

NOTE: Some search criteria are automatically set by MCS when the criteria is required to display data, or to present more relevant data to the user (e.g., setting the Trade or Clearing date to the current date).

### Positions

Business Date Business Date X

Business Date  
11/11/2022

Account Instrument

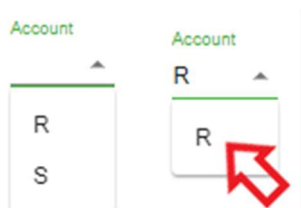
BREAKDOWN

<input type="checkbox"/>	DATE	CM ACCT	INSTRUMENT	BEG LNG	BEG SHRT	BEG NET
<input type="checkbox"/>	2022-11-11	777 R	W_03_23	0	0	0
<input type="checkbox"/>	2022-11-11	777 R	W_12_22	0	0	0

To add a search criterion to a query:

1. Click on the search criteria
2. Select a Filter Value (i.e., data to search for or match on) from the drop-down list
  - a. If no list appears, enter the Filter Value manually

NOTE: When selecting from a drop-down list, users can manually enter the Filter Value to narrow down the list, but must select the option from the drop-down.



3. Repeat steps one and two for all desired search criteria

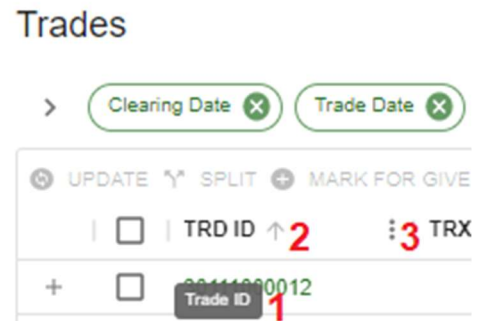
NOTE: If a user has not input a Filter Value for a required search criterion, the search results will not be updated. Instead, MCS will denote the missing field in red, informing the user that it is a “Required field.”



### 3.2 Tables

Additional functionalities are built into each screen’s data tables. Each column allows the user to apply multiple filters, sorting criteria, and other display modifications.

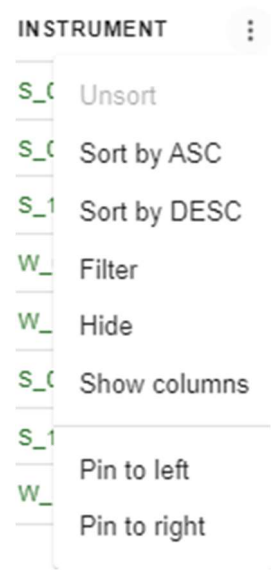
To access these filter and sorting features in a table, hover the cursor over the text in a column header. The user’s display will resemble the image below:



1. **Tooltip:** Hovering the cursor over the column header text will display the tooltip, which presents additional information about the data in the given column.
2. **Sort Button:** Hovering the cursor over the column header will display an arrow to the side of the header text. Clicking on this arrow will cycle through the three sorting options for the selected column:
  - a. **Unsorted/Default:** When selected, the arrow will not be visible until user hovers their cursor over the column header
  - b. **Sort in Ascending Order:** When selected, the arrow will appear pointing upwards
  - c. **Sort in Descending Order:** When selected, the arrow will appear pointing downwards

NOTE: Clicking the sort button in one column will undo any previously applied sort(s) in another column. To sort by multiple columns, hold down the shift key while clicking the sort button in each desired column, taking care to click each column in the order of the user’s desired sorting hierarchy.

3. **Column Menu:** Hovering the cursor over the column header will display a vertical ellipses to the side of the header. Clicking on the vertical ellipses will reveal all additional table functionality, including:
  - a. **Unsort, Sort by ASC, and Sort by DESC:** Identical sorting options to the sort button in the column header
  - b. **Filter:** Clicking this opens a pop-up menu for advanced filtering of rows.



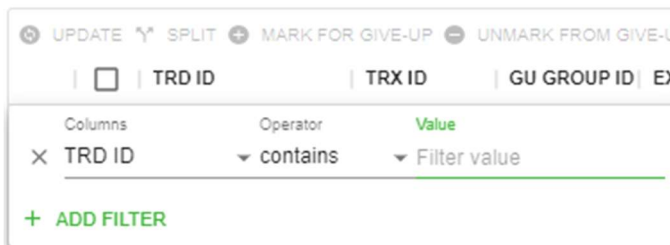
**NOTE: This filtering ONLY applies to data visible on the current page of the table**





If the column contains **numerics** (i.e., the vertical ellipses to open the column menu appear on the left side of the header), the user will select from one of the following logic operators:

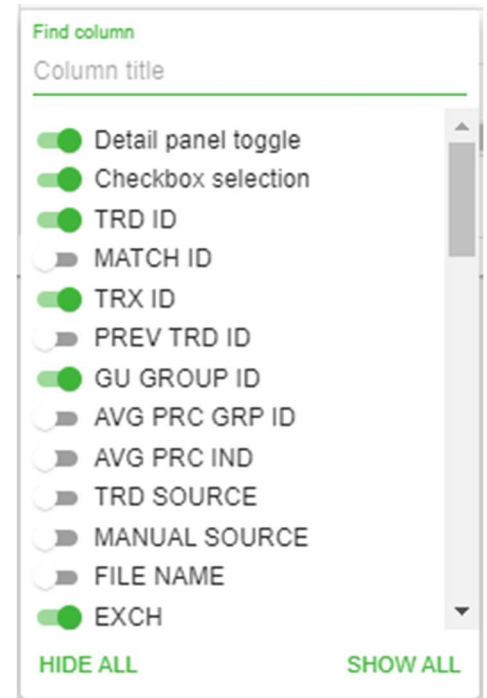
- i. **=** : Selects rows where the entry equals the Filter Value
- ii. **!=** : Selects rows where the entry does not equal the Filter Value
- iii. **>** : Selects rows where the entry is greater than the Filter Value
- iv. **>=** : Selects rows where the entry is greater than or equal to the Filter Value
- v. **<** : Selects rows where the entry is less than the Filter Value
- vi. **<=** : Selects rows where the entry is less than or equal to the Filter Value
- vii. **Is empty**: Selects rows with null entries
- viii. **Is not empty**: Selects rows with non-null entries
- i. **Is any of**: Selects rows that match any entered Filter Values. **To enter multiple Filter Values**, press the enter key after typing in each individual Filter Value.



If the column contains **any other data type** (i.e., the vertical ellipses to open the column menu appear of the right side of the header), the user will select from one of the following logic operators:

- i. **Contains**: Selects rows where the Filter Value is anywhere within the entry
- ii. **Equals**: Selects rows where the Filter Value exactly matches the entry
- iii. **Starts with**: Selects rows where the Filter Value can be found at the beginning of the entry
- iv. **Ends with**: Selects rows where the Filter Value can be found at the end of the entry
- v. **Is empty**: Selects rows with null entries for this column
- vi. **Is not empty**: Selects rows with non-null entries for this column
- vii. **Is any of**: Selects rows that match any of a list of possible Filter Values. **To enter multiple Filter Values**, press the enter key after typing in each individual Filter Value.

- c. **Hide:** Hides the selected column from the table
- d. **Show columns:** Clicking this opens a pop-up menu, allowing the user to toggle which columns to display or hide in the table. Other functionality includes:
  - i. **Find column search field:** Narrows pop-up menu list to columns with names matching the Filter Value entered in the search field
  - ii. **Hide all:** When selected, all columns will be hidden
  - iii. **Show all:** When selected, all columns will be displayed
- e. **Pin to left** and **Pin to right:** Clicking either of these will pin the selected column to the left or right of the table, allowing the user to see the column regardless of where they have scrolled to in the table
  - i. Multiple columns can be pinned at once
  - ii. A user can unpin a column by reopening the column menu, and clicking **Unpin** where the Pin to left/Pin to right button was before



### 3.3 Exporting Data

Along with the expansive sorting and filtering functionality in MCS, users are also able to export the current page of a data table to a CSV file for additional analysis. Any search criteria or filters can be applied to a table to limit the scope of the exported data.

#### To export a table:

1. **Prepare the table to store the desired data to export**
  - a. **Apply any desired search criteria**
  - b. **Navigate to the desired page of data** using the navigation tools in the bottom right of the table
2. Click the **EXPORT** button in the top right of the screen
3. Click **Download as CSV** in the subsequent drop-down list
4. **Repeat steps 1-3 for any additional pages** to export.

NOTE: If export data spans multiple pages within the user interface, increasing the page size in the bottom right of the screen may help in avoiding multiple downloads

### 3.4 Communication Settings

Users granted administrative permissions are able to update their Clearing Member’s communication settings, including the email distribution lists for all alerts and reports generated by MCS.

#### Communication Settings

EXPORT REFRESH

Member ID <b>777</b>	Last Updated By <b>user</b>	Last Updated Time <b>2022-12-14 10:01:05</b>	
Alerts <b>test@email.com</b>	Trade Position Reports <b>test@email.com</b>	Financial Reports <b>test@email.com</b>	Delivery Reports <b>test@email.com</b>

UPDATE RESET

To Update a Clearing Member’s Communication Settings:

1. Navigate to the **Reference Data – Communication Settings** screen
2. Click the **alert or report list to update**
3. **Enter email addresses as desired**
  - a. **For single entry**, press the **enter key** to move to the next line and type in the email address to add
  - b. **For bulk entry**, copy and paste a list of email addresses, with one address per line and no commas
4. Click **UPDATE** to finalize all changes

Once complete, the updated lists are stored in MCS, and the user’s username along with the current date and time are recorded for reference purposes.

NOTE: If any errors are made prior to finalizing, users can click **RESET** to revert all changes since the last **UPDATE** submission.

# 4. File Upload Management

The file management and file upload capabilities incorporated into MCS provide users the ability to submit various pre-templated files for multiple workflows. Upon navigating to the File Upload screen from the Dashboard, users will be able to upload, query and view successful and unsuccessful file upload attempts.

## File Uploads

Select file type...

Name	File Type	File Upload Info	Initiated	Last Updated	Number of Entries	Number of Validated	Number of Processed	Completed %	Status
888_transfer_20221111_1.csv	Transfer Trade	888	2022-11-16 11:02:18	2022-11-16 11:02:18	1	1	0	100 %	FAILED
888_transfer_20221111_2.csv	Transfer Trade	888	2022-11-16 11:05:06	2022-11-16 11:05:06	1	1	0	100 %	FAILED
888_transfer_20221111_3.csv	Transfer Trade	888	2022-11-16 11:06:11	2022-11-16 11:06:11	1	1	0	100 %	FAILED
888_transfer_20221111_4.csv	Transfer Trade	888	2022-11-16 11:06:42	2022-11-16 11:06:42	1	1	1	100 %	SUCCEEDED

The pre-templated files users can expect include:

- Position reporting files: Users can submit the following files via SFTP and update their position reporting all at once instead of one instrument at a time. Individual file specifications are available at [mgex.com/clearing.html](http://mgex.com/clearing.html)
  - **Position Change Submission (PCS) File**
  - **Expiring Position Report File**
  - **Long Date Position Reporting File**
- Trade reporting files: Users can submit the following files via SFTP and input or update trades all at once instead of one manual trade entry at a time
  - **Transfer Trade File:** Detailed in section 5.2.3.2 of the MGEX Clearing System User Manual

Once a file is uploaded into MCS, a message will be returned to the user indicating the status of the file. These statuses include:

- **Processing:** File is currently being validated by MCS
- **Failed:** File upload unsuccessful; indicates one or more critical errors
- **Partially Accepted:** File accepted with one or more errors, treated as a successful upload by MCS
- **Accepted:** File uploaded successfully with no errors

Users will also be able to query their file uploads within MCS based on Business Date, File Type, and Status.

If any errors are found during the file upload process, MCS will store the associated error code, location, and a brief error description. Users can view a list of all encountered errors by clicking on the FAILED hyperlink in the Status field of any unsuccessful upload attempts.

Validation errors

Row number	Entity number	Error code	Message
2	0	19000	accountType must not be null

CLOSE

# 5. Trade Management

MCS allows users to query, submit, and update all trades involving their Clearing Member. MCS stores all received trades for the current system date, as well as recent historical trades. This includes electronic trades received from the submitting exchanges as well as any Ex-Pit transactions entered directly in MCS portal.

Trades ▾

- Trades
- Trade Log
- Created Manual Trades
- Received Manual Trades

## 5.1 Trade Search

### 5.1.1 Matched Trades

All trades successfully processed by MCS are viewable in the Trades – Trades screen.

#### Trades

>
Clearing Date ✕
Trade Date ✕
Clearing Member ✕

⊕ UPDATE ↕ SPLIT ⊕ MARK FOR GIVE-UP ⊖ UNMARK FROM GIVE-UP

	<input type="checkbox"/>	TRD ID	TRX ID	GU GROUP ID	EXCH	CL MEMBER...	ACCT ID
+	<input type="checkbox"/>	30111000094	624		MGEX	777 R	Test Account 3
+	<input type="checkbox"/>	30111000093	622		MGEX	777 S	Test Account 2
+	<input type="checkbox"/>	30111000092	620		MGEX	777 R	Test Account 1

When querying matched trades, Clearing Date and Trade Date default to match the current system date.

NOTE: The current system date is calculated as the oldest Clearing Date and Trade Date between all markets. This is to account for the delay in date rolling between the close of the Trade Date, and the close of the Clearing Date with final Volume and Open Interest the morning of the next business date.

### 5.1.2 Trade Log

For each matched trade, MCS will store a record of all trade management updates within the trade log. This log includes information on the time of, the user responsible for, and the reason behind each log record.

Log reasons include:

- **New** (i.e., trade first received by MCS)
- **Updated** (i.e., change made to updatable fields)
- **Split**
- **TAS Repricing**

- **Grouped** (for give-up)
- **Un-grouped** (for give-up)
- **Option exercise**
- **End of trade management**

**To find the Trade Log of a particular trade:**

1. Navigate to **the Trades – Trades** screen
2. **Locate the desired trade** to inspect
3. **Click on the “+” button** in the left most column of a trade record

This will reveal a partial log of up to three of the most recent updates received for a given trade

**Trades**

> Clearing Date X Trade Date X Clearing Member X

UPDATE SPLIT MARK FOR GIVE-UP UNMARK FROM GIVE-UP

TRD ID	TRX ID	GU GROUP ID	EXCH	CL MEMBER...	ACCT ID	TRDR ID	CL ORD ID	CL CODE	MM	YY
30111000012	500		MGEX	777 R	C1			W	12	22

LAST UPDATED TIME	CL MEMBER ACCT	QTY	PRICE	ACCT ID	CTI	O/C
2022-11-16 10:33:18	777 R	5	960	C1	4	

Showing 1 out of 1 items. View full Trade Log.

4. Click on the **Trade ID** or **“View full Trade Log”** to view the full list of updates

**Trade Log**

> Clearing Member X Trade ID X

TRD ID	LAST UPDATED TIME	CL MEMBER ACCT	INSTRUMENT	TRD SIDE	QTY	PRICE	ACCT ID	CTI	O/C
30111000012	2022-11-16 10:33:18	777 R	W_12_22	Buy	5	960.00	C1	4	

**To query Trade Logs in general:**

1. Navigate to the **Trades – Trade Log** screen to see all logs stored by MCS, from which a user can query for desired logs

## Trade Log

▼ Clearing Member ✕

Trade ID Previous Trade ID

Account Trade Status

Log Reason

↓ EXPORT ↻ REFRESH

TRD ID	LAST UPDATED TIME	CL MEMBER...	INSTRUMENT	TRD SIDE
30111000012	2022-11-16 10:33:18	777 R	W_12_22	Buy
30111000014	2022-11-16 10:34:07	777 R	W 03 23	Buy

## 5.2 Trade Entry

### 5.2.1 Create Manual Trade

#### To Enter a Trade Manually/via Portal:

1. Navigate to the **Trades – Created Manual Trades** screen
2. Click **ENTER** in the top left of the screen to open the Trade Entry pop-up menu



### Enter Manual Trade Leg

<input type="text" value="Instrument"/>	<input type="text" value="Exchange"/>
<input type="text" value="Account"/>	
<input type="text" value="Counterparty Member"/>	<input type="text" value="Trade type"/>
<input type="text" value="Quantity"/>	<input type="text" value="Price"/>
<input type="text" value="Effect"/>	<input type="text" value="Trade side"/>
<input type="text" value="Trade date"/>	<input type="text" value="Trade time"/>
<input type="text" value="Customer type indicator"/>	<input type="text" value="Account ID"/>
<input type="text" value="CI Order ID"/>	<input type="text" value="Broker code"/>
<input type="text" value="Opposite broker code"/>	

SUBMIT   CANCEL

**3. Enter trade details into the appropriate fields**, either by selecting an option from the drop-down list or, if none appear, completing the field manually

NOTE: When selecting from a drop-down list, users can enter the name of the option they are looking for to narrow the list, but must ultimately select the option from the list.

- a. **Correct any fields with inappropriate data types or values.** MCS will notify users of any fields needing correction, highlighting these fields in red and displaying an error message

Quantity  
-1  

---

  
Must be greater than 0

**4. Click SUBMIT**, and review any received error messages

- a. **Enter trade details for any missing required fields.** These will appear highlighted in red with an error message, as in the example below

Account ID  
 Required field

- b. **Correct any fields with inappropriate data types or values.** Any fields not flagged earlier will display an error message at the bottom of the pop-up menu

Opposite broker code

**Request failed with 1 error:**

- The trade date 2022-10-07 of the manual trade is before the first trading date 2022-12-01

SUBMIT
CANCEL

Once a manual trade is entered, MCS attempts to match it against one or more unmatched trades received on the current Clearing Date. If successful, these trades are promoted to matched trades, displayed in the Trades – Trades screen. Otherwise, the received manual trade is stored as an unmatched trade, displayed in the Trades – Created Manual Trades screen for the executing Clearing Member, and in the Trades – Received Manual Trades screen for the opposite Clearing Member.

### 5.2.2 Receive Manual Trade

When MCS receives a trade where a user’s Clearing Member is listed as the counterparty, it is displayed in the Trades – Received Manual Trades screen.

#### Received Manual Trades

⇌ MATCH								
<input type="checkbox"/>	Counterparty mem... ↑	Instrument	Exchange	Trade Type	Trade Date	Trade Side	Price	Quantity
<input type="checkbox"/>	CM 777	W_11_22	MGEX	EFP	2022-11-11	Buy	9.80	10

When selecting “match” from this screen, MCS displays a trade entry menu with most fields autopopulated for users from the received trade, negating the need to manually reenter these fields.

#### To Match a Trade via UI:

1. Navigate to the **Trades – Received Manual Trades** screen

2. **Locate and select the received trade** to be matched
3. Click **MATCH** in the top left of the table to open the Match Unmatched Trade pop-up menu

### Match Unmatched Trade

Instrument W_12_22	Exchange MGEX
Account	
Counterparty Member 777	Trade type EFP
Quantity 5	Price 980
Trade side	
Effect Effect	Sell
Trade date 11/11/2022	Trade time
Customer type indicator	Account ID
CI Order ID	Broker code
Opposite broker code	

SUBMIT    CANCEL

4. **Input values for the following fields:**
  - a. **Account Type**
  - b. **Customer Type Indicator**
  - c. **Account ID**
  - d. **Effect (for transfer trades)**
  - e. **Any optional fields as desired**
5. Click **SUBMIT**

This will promote both the entered matching trade and the received manual trade to matched trades, displayed in the Trades – Trades screen.

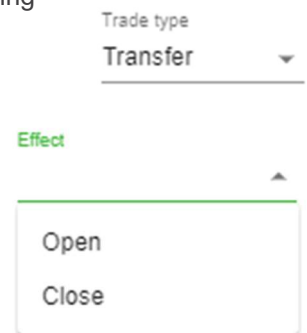
### 5.2.3 Transfer Trade

MCS allows users to submit transfer trades through one of two ways.

#### 5.2.3.1 Trade Entry via Portal

This method follows the same steps used when creating a manual trade, except for two additional steps.

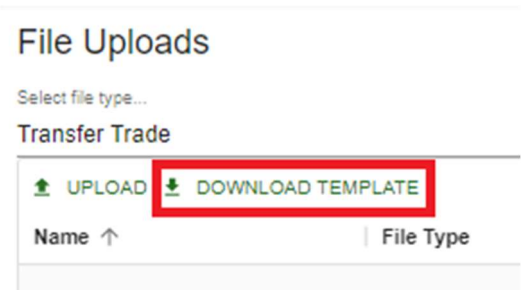
1. Follow the steps outlined in section **5.2.1 Create Manual Trade**, entering the following values in the Trade Entry pop-up menu:
  - a. **Trade Type: TRANSFER**
  - b. **Effect: Open/Close** to inform MCS if this trade will “Open” the position in the Clearing Member’s records or “Close” out an existing position



#### 5.2.3.2 File Upload

This method allows a user to upload multiple transfer trades at once utilizing a CSV file.

1. Navigate to the **Transfer Trade** tab of the **File Uploads** screen
2. Click **DOWNLOAD TEMPLATE** in the top left of the screen to download a pre-formatted CSV file.
3. **Open the downloaded template file**
4. **Enter the trade information of the transfer trade(s)** into the appropriate fields, **one trade per row**. Each column in the template has a header indicating the appropriate information to be entered.



Header	Expected Value for Transfer Trade file (CSV)
Exchange	<b>Exchange ID/MIC code</b> (e.g., XMGE)
Firm Code	<b>Three-digit Clearing Member Code/ID</b> of the Executing Firm
Account Type	<b>“R” for Regular or “S” for Segregated</b>
Commodity	<b>Clearing Code</b> of the Product
Month	<b>Contract Month</b> of the Instrument (MM)

Year	<b>Contract Year</b> of the Instrument (YY)
Strike	<b>Strike Price, in decimal format</b> (e.g., 250.01)
Call/Put	<b>Option type</b> of the Instrument, <b>“P” for Put or “C” for Call</b>
Trade Side	<b>“Buy” or “Sell”</b>
Price	<b>Trade Price, in decimal format</b> (e.g., 123.45)
Quantity	<b>Quantity</b> of contracts
Account ID	<b>Account ID</b>
CI Order ID	<b>Order Number (Optional)</b>
CTI	<b>Customer Type Indicator</b> (1, 2, 3, 4)
Broker Code	<b>Broker Code</b> of the <b>Primary Broker (Optional)</b>
Opposite Side Broker	<b>Broker Code</b> of the <b>Opposite Broker (Optional)</b>
Trade Time	<b>Date and time the transaction was agreed upon</b> , in ISO 8601 Timestamp format (e.g., 2022-04-30T11:16:54-06:00) <b>(Optional)</b>
Opposite Firm Code	<b>Three-digit Clearing Member Code/ID</b> of the Opposite Firm
Position Effect	<b>“Open” or “Close”</b> if the trade is opening or closing out a position, respectively
Trade Date	<b>Business date the trade was entered for</b> (YYYYMMDD)

**5. Save the file**

**6. Click UPLOAD** in the **Transfer Trade** tab of the **File Uploads** screen to open the Import Transfer Trades pop-up menu

**7. Select the updated CSV file** to upload

**8. Click SUBMIT.** The upload attempt should appear in the File Uploads table with a status of SUCCEEDED.

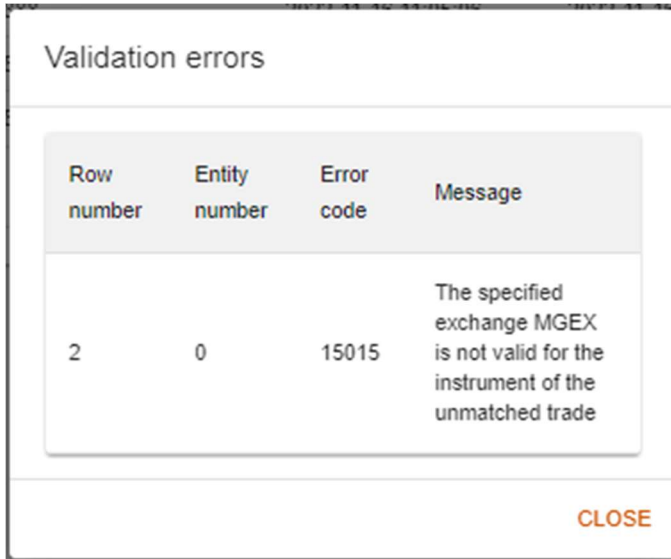
**File Uploads**

Select file type...

Name ↓	File Type	File Upload Info	Initiated	Last Updated	Number ...	Number ...	Number ...	Completed %	Status
888_transfer_20221111...	Transfer Trade	888	2022-11-16 11...	2022-11-16 11...	1	1	1	100 %	✓ SUCCEEDED

EXPORT REFRESH

- a. If the upload attempt has a status of FAILED, click on the hyperlink in the Status field** to open the Validation Errors pop-up window. This will display a table of errors, specifying the row number for each error present, and a detailed message explaining the error.

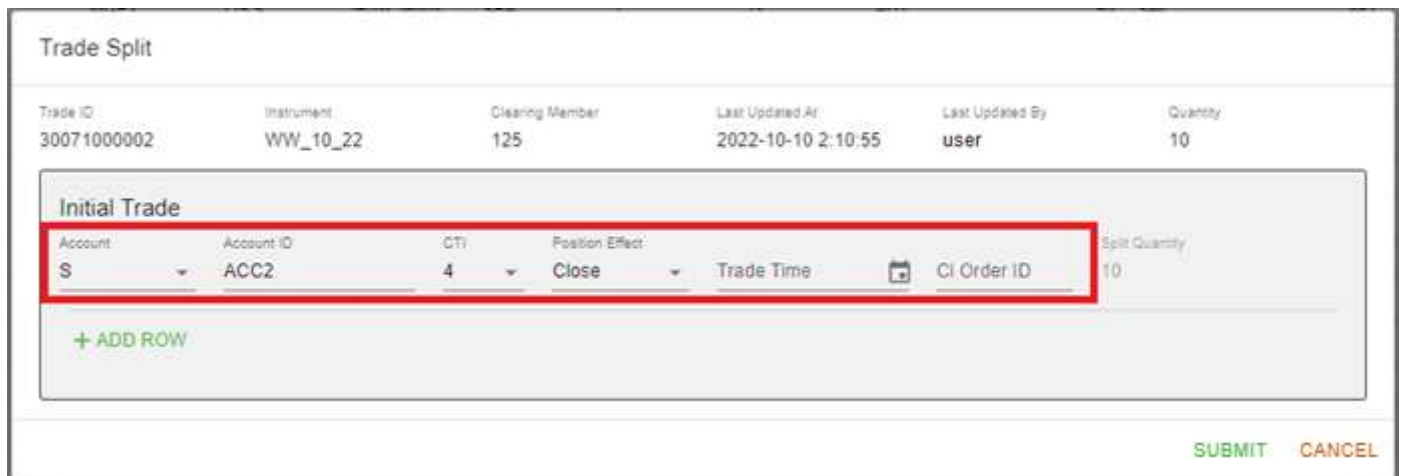


### 5.2.4 Trade Split

MCS allows users to split the quantity of a matched trade between multiple Account IDs across their Clearing Member’s Regular and Segregated accounts.

#### To perform a Trade Split

1. Navigate to the **Trades – Trades** screen
2. **Locate and select the trade to split**
3. Click **SPLIT** in the top left of the screen to open the Trade Split pop-up menu
4. (Optional) **Update fields on the original trade** in the first row



5. Click **ADD ROW** to create a “Split” from the original trade.

**Trade Split**

Trade ID	Instrument	Clearing Member	Last Updated At	Last Updated By	Quantity
30071000002	WW_10_22	125	2022-10-10 2:10:55	user	10

**Initial Trade**

Account	Account ID	CTI	Position Effect	Trade Time	CI Order ID	Split Quantity
S	ACC2	4	Close			10

**Splits**

Account	Account ID	CTI	Position Effect	Trade Time	CI Order ID	Split Quantity
S	ACC2	4	Close			

+ ADD ROW

SUBMIT
CANCEL

6. Input the **Clearing Member Account** and **Account ID** that will receive the split, **the quantity** of this split, the **Customer Type Indicator**, and any additional optional information in the new split row
7. **Repeat steps 4 and 5 until all desired splits have been created, or the available quantity to split from (the split quantity of the first row) has reached the minimum quantity of 1**
8. Click **SUBMIT**

NOTE: All newly created split trades are assigned new Trade IDs. MCS will populate the Previous Trade ID field with the Trade ID of the original trade.

## 5.2.5 Trade Update

### 5.2.5.1 Update Unmatched Trades

If MCS has not received all the necessary trade(s) to match a manually entered trade, it remains searchable in the Trades – Created Manual Trades screen where users can update it.

#### To update an Unmatched Trade:

1. Navigate to the **Trades – Created Manual Trades** screen
2. **Locate and select the trade to modify**
3. Click **UPDATE** in the top left of the screen to open the Update Manual Trade pop-up menu

#### 4. Edit any updatable fields as desired

### Update Manual Trade

---

Trade ID  
**30071000003**

Clearing Date  
**2022-10-07**

Received timestamp  
**2022-10-10 14:14:30**

Last updated timestamp  
**2022-10-10 14:14:30**

Clearing member  
**Best Hopstan**

Updated by  
**user**

Instrument  
**WW\_10\_22** ▼

Account  
**REGULAR** ▼

Trade date  
**10/07/2022** 📅

Trade time  
📅

#### 5. Click **SUBMIT**

##### 5.2.5.2 Update Matched Trades Individually

Once a trade has been matched, it becomes searchable in the Trades - Trades screen. At this time, most options to edit the trade are made unavailable. However, certain fields may still be updated if the trade is in a manageable state.

#### To Update a Matched Trade:

1. Navigate to the **Trades – Trades** screen
2. **Locate and select the trade to modify**
3. Click **UPDATE** in the top left of the screen to open the Update Trade pop-up menu
4. **Edit any updatable fields** as desired



### Update Trade

---

Trade ID  
**30071000002**

Account ID: **ACC2**      Account: **S** ▼

Customer Type Indicator: **4** ▼      Position Effect: **Close** ▼

Trade Time:      CI Order ID: \_\_\_\_\_

SUBMIT    CANCEL

5. Click **SUBMIT**

NOTE: If a matched trade is updated with a new Clearing Member Account (CMA) type after acceptance, MCS will remove positions from the original CMA and create identical positions for the CMA listed in the update.

#### 5.2.5.2 Mass Update Matched Trades

There are two ways to submit updates to multiple matched trades at once. The first option is to follow the steps in 5.2.5.1 Update Matched Trades Individually, instead selecting multiple trades that are still in a manageable state.

### Update trades

1 Set values
 2 Result

TRD ID	Match ID
30061000490	30061000245
30061000534	30061000267

**From Values:**

R/S	CTI	Account ID
S	4	S_Acct1

**To Values:**

R/S	CTI	Account ID
S ▼	4 ▼	S_Acct1

UPDATE TRADES

CLOSE

Note: Trades selected for mass update must have the same:

- Trade Date
- Market
- Clearing Member Account
- CTI code
- Account ID

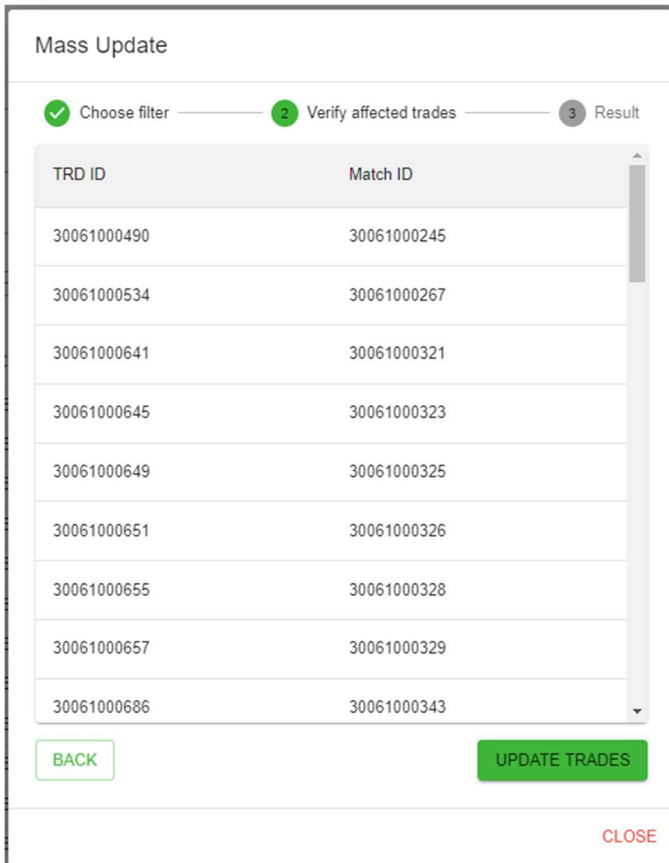
Alternatively, users can use the Mass Update pop-up menu to update all trades sharing the same fields listed above.

**To Mass Update Matched Trades:**

1. Navigate to the **Trades – Trades** screen
2. **Verify that no trades are selected** in the Trades table
3. Click **UPDATE** in the top left of the screen to open the Mass Update pop-up menu

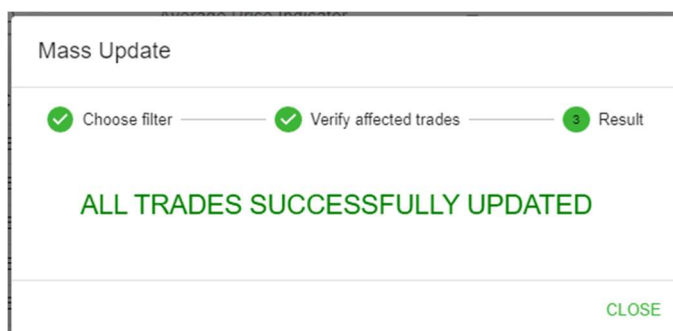
4. **Enter the identifying values for the trades to be updated under “From values”**
5. **Enter the desired values under “To values”**

6. Click **NEXT** to see a list of the trades that will be updated, based on the selection criteria



7. **Confirm the list** of affected trades is accurate
8. Select **UPDATE TRADES**
9. Select **CLOSE** after verifying the results of the mass update

MCS will display the results of the mass update, either informing the user that all trades were successfully updated, or displaying any errors that occurred.



## 5.2.6 Delete Unmatched Manual Trade

In addition to updating, users have the option to delete a manual trade until MCS receives the matching trade(s).

### To Delete an Unmatched Manual Trade:

1. Navigate to the **Trades - Created Manual Trades** screen
2. **Locate and select the trade to modify**
3. Click **DELETE** in the top left of the screen to open the Delete Manual Trade pop-up window
4. Click **SUBMIT**

## 6. Allocation Management

MCS allows users to perform give-ups on any transactions from the same Clearing Date. Clearing Members have a 5-day window to allocate trades into a give-up group, initiate the give-up, have either side of the give-up/take-up submit updates, and have the opposite Clearing Member accept the take-up.

MCS also includes new processes to streamline give-up management including:

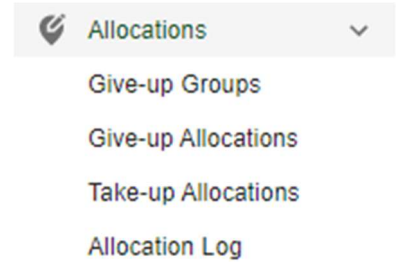
- **Reversals:** Users have the option to request a reversal on a give-up, even after they have been fully processed by MCS. If accepted by the opposite Clearing Member, the received quantity of contracts is returned to the originating Clearing Member, and the net value is returned to the receiving Clearing Member.
- **Sub-allocations:** Users can sub-allocate received give-ups (i.e., add take-up allocations to give up groups), allowing users to:
  - Quickly initiate subsequent give-ups
  - Distribute a take-up among multiple accounts
  - Transfer received positions to a third party

To help identify when each of these processes can be run, a status field is displayed when viewing give-up groups and give-ups/take-ups via MCS portal. These statuses will be explained in context throughout this section.

### 6.1 Trade Assignment for Give-up Grouping

Users can assign or remove trades from a give-up group from the Trades – Trades screen. MCS has two types of give-up groups for users to choose from:

1. **Allocation groups** consist of one or more matched trades, all with the same price. Allocation groups contain the sub-type **Single Transaction group**, an allocation group with a single trade
  - a. **Allocation groups start with a status of COMPLETE**, i.e., allocations can be made from this group
2. **Average price groups** consist of one or more matched trades with varying prices, where a weighted average price is calculated and applied to the whole group
  - a. **Average price groups start with a status of INCOMPLETE**, i.e., allocations cannot be made from this group until all desired trades are added, and the user marks the group complete as instructed in section 6.2



### 6.1.1 Adding Trades to Give-up Groups

#### To Add a Trade to a Give-up Group:

1. Navigate to the **Trades – Trades** screen
2. **Locate and select the trade(s) to be included** in the group
3. Click **MARK FOR GIVE-UP** in the top left of the screen to open the Mark for Give-up pop-up menu

#### Mark for Give-up

Trade ID	Instrument ID	Last Updated At	Last Updated By
30111000013	W_12_22	2022-11-16 14:02:29	user

Single Transaction Group
  Average Price Group

SUBMIT
CANCEL

4. **Select the give-up group type** to assign the selected trade(s) to:
  - a. **Make no selection to default to an allocation group**
  - b. **Check the corresponding box to assign to an**
    - i. **Average price group**
    - ii. **Single transaction group**
5. **If assigning to an average price group, an Average Group Price ID is required**

### Mark for Give-up

Trade ID	Instrument ID	Last Updated At	Last Updated By
30111000013	W_12_22	2022-11-16 14:02:29	user

---

Single Transaction Group
  Average Price Group
 Average Price Group ID  
Avg price group 1

---

SUBMIT
CANCEL

#### 6. Click **SUBMIT**

MCS will attempt to automatically match the selected trade(s) to an existing give-up group, except for average price groups that have been marked COMPLETE. If such a matching group cannot be found, a new give-up group will be created for the selected trade(s). MCS identifies a match based upon the following fields:

- Instrument
- Clearing Member Account
- Clearing Date
- Trade Side
- Trade Type
- Executing Clearing Member (can be blank)
- Account ID
- Trader ID (can be blank)
- Price (for allocation groups)
- Client Order ID (for allocation groups)
- Average Price Group ID (for allocation groups)

The MCS assigned Group ID will be visible in the Trades – Trades screen under the GU GROUP ID column, serving as an additional search criterion in trade queries, and as a hyperlink to the associated give-up group within the Allocations – Give-up Groups screen.

## Trades

> Clearing Date ✕ Trade Date ✕ Clearing Member ✕

UPDATE: Y SPLIT MARK FOR GIVE-UP UNMARK FROM GIVE-UP

	TRD ID	TRX ID	GU GROUP ID	EXCH
+ ✓	30111000013	499	10111000031	MGEX

## Give-up Groups

> Clearing Member ✕

INITIATE GIVE-UP ✕ CANCEL COMPLETE GIVE-UP GROUP REOPEN GIVE-UP GROUP

<input type="checkbox"/>	GU GROUP ID	AVR PRC GRP ID	AVG PRC IND	TRD DATE	CL MEMBER ACCT	EX
<input type="checkbox"/>	10111000031		GUG	2022-11-11	888 S	

Additionally, the Average Price Indicator field on the trade(s) will be populated with the group type for reference.

- **APG:** Average Price Group
- **GUG:** Allocation Group

## Give-up Groups

> Clearing Member ✕

INITIATE GIVE-UP ✕ CANCEL COMPLETE GIVE-UP GROUP

<input type="checkbox"/>	GU GROUP ID	AVR PRC GRP ID	AVG PRC IND
<input type="checkbox"/>	10111000033	Avg price group 1	APG
<input type="checkbox"/>	10111000031		GUG

Once a trade has been added to a give-up group, trade management from the Trades – Trades screen will be restricted. Users must perform any additional updates using the allocation management processes described in section 6.3, or otherwise remove the trade from the give-up group for further trade management.

### 6.1.2 Removing Trades from Give-up Groups

#### To Remove a Trade from a Give-up Group:

1. Navigate to the Trades – Trades screen



2. Locate and select the trade(s) to remove from the group. Selected trade(s) must:
  - a. All have the same Give-up Group ID
  - b. Belong to an allocation group with a status of COMPLETE, or an average priced group with a status of INCOMPLETE

### Trades

> Clearing Date Trade Date Clearing Member

UPDATE SPLIT MARK FOR GIVE-UP UNMARK FROM GIVE-UP

	TRD ID	TRX ID	GU GROUP ID	EXCH	CL MEMBE
+ <input checked="" type="checkbox"/>	30111000013	499	10111000034	MGEX	888 S

3. Click **UNMARK FROM GIVE-UP** in the top left of the screen to open the “Unmark from Give-up ” pop-up menu

Unmark from Give-up

Trade ID	Instrument ID	Last Updated At	Last Updated By
30111000013	W_12_22	2022-11-16 14:05:26	user

SUBMIT CANCEL

4. Click **SUBMIT**

Trades

> Clearing Date Trade Date Clearing Member

UPDATE SPLIT MARK FOR GIVE-UP UNMARK FROM GIVE-UP

	TRD ID	TRX ID	GU GROUP ID	EXCH	CL MEMBE
+ <input checked="" type="checkbox"/>	30111000013	499		MGEX	888 S

All selected trades will have their Give-Up Group ID, Average Price Indicator, and (if populated) Average Price Group ID fields reset.

If all trades have been removed from the give-up group, MCS will automatically cancel the give-up group. This prevents any further addition of trades to this group.

### Give-up Groups

> Clearing Member ✕

➤ INITIATE GIVE-UP 
 ✕ CANCEL 
 ➤ COMPLETE GIVE-UP GROUP 
 ➤ REOPEN GIVE-UP GROUP 
 ⬇️ EXPORT 
 🔄 REFRESH

	GU GROUP ID	AVR PRC G...	AVG PRC IND	INSTRUMENT	PRICE	QTY	STATUS
<input checked="" type="checkbox"/>	10111000034	Avg price group 1	APG	W_12_22	0.00	0	Cancelled

#### 6.1.3 Cancelling a Give-up Group:

If a user wants to remove all trades from a give-up group, they have the option to cancel the group from the Allocations – Give-up Groups screen.

#### To Cancel a Give-up Group:

1. Navigate to the **Allocations – Give-up Groups** screen
2. **Locate and select the give-up group to cancel**

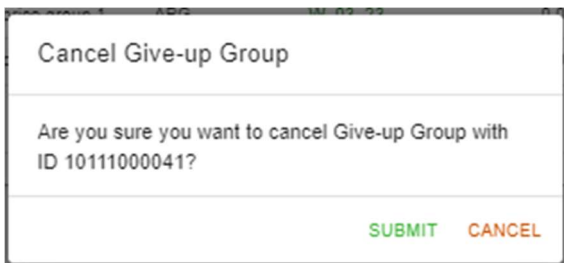
### Give-up Groups

> Clearing Member ✕

➤ INITIATE GIVE-UP 
 ✕ CANCEL 
 ➤ COMPLETE GIVE-UP GROUP 
 ➤ REOPEN GIVE-UP GROUP 
 ⬇️ EXPORT 
 🔄 REFRESH

	GU GROUP ID	AVR PRC GRP ID	AVG PRC IND	INSTRUMENT	PRICE	QTY	AVAILABLE QTY	ACCEPTED QTY	STATUS
<input checked="" type="checkbox"/>	10111000041	Avg price group 1	APG	W_03_23	970.00	15	15	0	Incomplete

3. Click **CANCEL** in the top left of the screen to open the “Cancel Give-up Group” pop-up menu



4. Click **SUBMIT**

All trades within this give-up group will have their Give-Up Group ID, Average Price Indicator, and (if populated) Average Price Group ID fields reset.

MCS will update the status of the give-up group to Cancelled, preventing any further addition of trades to this group.

Give-up Groups

> Clearing Member

<span>INITIATE GIVE-UP</span> <span>CANCEL</span> <span>COMPLETE GIVE-UP GROUP</span> <span>REOPEN GIVE-UP GROUP</span> <span>EXPORT</span> <span>REFRESH</span>									
<input checked="" type="checkbox"/>	GU GROUP ID	AVR PRC GRP ID	AVG PRC IND	INSTRUMENT	PRICE	QTY	AVAILABLE QTY	ACCEPTED QTY	STATUS
<input checked="" type="checkbox"/>	10111000041	Avg price group 1	APG	W_03_23	0.00	0	0	0	Cancelled

## 6.2 Preparing Give-up Groups for Allocation

Allocation groups, starting with a status of COMPLETE can be assigned out at any time. However, average price groups require an additional step before they can be allocated to another Clearing Member.

### 6.2.1 Marking an Average Price Group as COMPLETE

When an average price group has been populated with all expected trades, the user can toggle the status to COMPLETE via the Allocations – Give-up Groups screen.

1. Navigate to the **Allocations – Give-up Groups** screen
2. **Locate and select the Average Price Group** to mark
3. Click **COMPLETE** in the top left of the screen

### 6.2.2 Reopening an Average Price Group to INCOMPLETE

At any point before a give-up has been accepted by both parties, users can toggle the status back to INCOMPLETE to add or remove trades from the average price group.

1. Navigate to the **Allocations – Give-up Groups** screen
4. **Locate and select the Average Price Group** to reopen
2. Click **REOPEN GIVE-UP GROUP** in the top left of the screen to open the Reopen Give-up Group pop-up menu
3. Click **SUBMIT**

**NOTE: When updating to INCOMPLETE, the Average Price group's Accepted Quantity must equal zero.** If the group has any pending allocations when marking INCOMPLETE, these allocations will be cancelled.

## 6.3 Give-ups and Take-ups

Once the give-up group has a status of COMPLETE, it can be viewed and assigned out from the Allocations – Give-up Allocations screen.

### 6.3.1 Initiate a Give-up Allocation

To Initiate a Give-up Allocation:

1. Navigate to the **Allocations – Give-up Groups** screen
2. **Locate and select the give-up group**

Give-up Groups

> Clearing Member ✕

➤ INITIATE GIVE-UP
✕ CANCEL
➤ COMPLETE GIVE-UP GROUP
➤ REOPEN GIVE-UP GROUP
📄 EXPORT
🔄 REFRESH

	GU GROUP ID	AVR PRC GRP ID	AVG PRC IND	INSTRUMENT	PRICE	QTY	AVAILABLE QTY	ACCEPTED QTY	STATUS
<input checked="" type="checkbox"/>	10111000036	Avg price group 2	APG	W_12_22	960.00	5	5	0	Complete

3. Click **INITIATE GIVE-UP** in the top left of the screen to open the “Initiate Give-up” pop-up menu

**Initiate Give-up**

---

**Give-up Info**

GU group ID	Trade Date	Instrument ID	Trade Side	GU CM ACCT	Price	Quantity	Available Qty
10111000036	2022-11-11	W_12_22	Sell	888 S	960	5	5

---

**Take-up Info**

Take-up CM	Take-up ACCT	Type Indicator	Account ID	Quantity	Note	
		4				<span>🗑️</span>

+ ADD ROW

---

SUBMIT CANCEL

4. **Input the Clearing Member Account and Account ID that will receive this give-up, the quantity to give-up, and any additional optional information**

5. Click **ADD ROW** to add another give-up
6. **Repeat steps 4 and 5 until all desired give-ups have been created, or the available quantity to give-up from** (the available quantity of the first row) **has reached 0**
  - a. Click the **Trash Can symbol** to the right of any unnecessary row/give-up to delete it
7. Click **SUBMIT**

MCS will create give-up allocations based on the provided information, displayed in the Allocations – Give-up Allocations screen.

### Give-up Allocations

AVG PRC GRP ID	GU GROUP ID	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	OPPO R/S	OPPO ACCT ID	NOTE	USER ID	STATUS
Avg price group 2	10111000038	W_12_22	960.00	3	777	Segregated	Test Acct 2		user	Pending

The Give-up Group ID is set to match the original give-up group, and the Allocation Status is initially set to PENDING. This status should not be confused with the give-up group status.

### 6.3.2 Accept a Take-up Allocation

After a Clearing Member has initiated a give-up allocation, it will appear as a take-up allocation in the opposite Clearing Member’s Allocations – Take-up Allocations screen. From here, a user can view and ultimately accept the take-up allocation.

#### To Accept a Take-up Allocation:

1. Navigate to the **Allocations – Take-up Allocations** screen
2. **Locate and select the take-up allocation** to accept

### Take-up Allocations

AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	R/S	ACCT ID	USER ID	STATUS
APG	W_12_22	960.00	3	888	Segregated	Test Acct 2	Contra side	Pending

3. Click **ACCEPT** in the top left of the screen to open the “Accept Take-up” pop-up menu

- a. The status of the allocation must be either in a **PENDING** or **REJECTED** state

Accept Take-up Allocation

Allocation ID	Counterparty	Instrument	Trade Side	Allocation Side	Price	Quantity	Note	Account Type	Account ID	CTI
10111000551	888	W_12_22	Sell	Take-up	980	3		Segregated	Test Acct 2	4

**SUBMIT** **CANCEL**

4. Click **SUBMIT**

- a. This will update the give-up/take-up allocation status to **ACCEPTED**. If no further actions are taken on the give-up/take-up (i.e., reversals) then the give-up group will be executed, giving up the grouped trades from the originating Clearing Member to the receiving Clearing Member.

Take-up Allocations

> Clearing Member

AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL ME...	R/S	ACCT ID	USER ID	STATUS	
APG	W_12_22	980.00	3	888		Segregated	Test Acct 2	user	Accepted

6.3.3 Update a Give-up/Take-up

If an executing Clearing Member wishes to make updates to the give-up allocation, they can follow the steps below from the Allocations – Give-up Allocations screen. Likewise, a receiving Clearing Member wishing to make updates to a take-up allocation can follow these steps from the Allocation – Take-up Allocations screen

To Update a Give-up/Take-up Allocation:

1. Navigate to the **Allocations – Give-up Groups/Take-up Allocations** screen
2. **Locate and select the give-up/take-up allocation** to update
3. Click **UPDATE** in the top left of the screen to open the Update Give-Up pop-up menu
  - a. The status of a give-up must be either in a **PENDING** or **REJECTED** state, while the status of a take-up must be either in a **PENDING** or **ACCEPTED** state. If the take-up allocation has been accepted and sub-allocated, then the allocation is no longer available for updates.

**Update Give-up Allocation**

---

ID: 10111000550      Instrument: W\_12\_22

---

**Take-up Info**

OPP CM: 777      OPP ACCT: S

---

OPP ACCT ID: Test Acct 2      OPP CTI: 4

---

Quantity: 3

---

SUBMIT   CANCEL

**Update Take-up Allocation**

---

ID: 10111000551      Instrument: W\_12\_22

---

Clearing Member: 777      Account: S

---

Account ID: Test Acct 2      Customer Type Indicator: 4

---

Quantity: 3

---

SUBMIT   CANCEL

**4. Update any fields as desired**

**5. Click SUBMIT**

NOTE: If a give-up/take-up allocation is updated with a new Clearing Member Account (CMA) type after acceptance, MCS will update the Clearing Member’s position data in one of two ways, depending on when the update was received:

- **If updated on the Trade Date of the allocation, MCS will remove the original allocation positions**
- **If updated after the Trade Date of the allocation, MCS will offset the original allocation positions**, allowing Clearing Members to report their original long and short quantities via Gross Position Reporting

NOTE: TRX reports will NOT reflect updates submitted after the trade date when the original allocation was accepted.

**6.3.4 Reject a Take-up**

If there is an error in a received take-up Allocation which cannot be updated by the receiving Clearing Member, users have the option to reject the take-up Allocation from the Allocation – Take-up Allocations screen.

**To Reject a Take-up Allocation:**

1. Navigate to the **Allocations – Take-up Allocations** screen
2. **Locate and select the take-up allocation** to reject

### Take-up Allocations

> Clearing Member X

UPDATE 
  ACCEPT 
  REJECT 
  REVERSAL 
  SUB-ALLOCATE 
  REMOVE ALLOCATION FROM GROUP

<input checked="" type="checkbox"/>	AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	R/S	ACCT ID	USER ID	STATUS
<input checked="" type="checkbox"/>	GUG	W_03_23	970.00	5	888	Segregated	Acc 1	Contra side	Pending

3. Click **REJECT** in the top left of the screen to open the Reject Give-up pop-up menu

a. The status of the allocation must be in a **PENDING** state

#### Reject Take-up Allocation

Allocation ID	Counterparty	Instrument	Trade Side	Allocation Side	Price	Quantity	Note	Account Type	Account ID	CTI
10111000554	888	W_03_23	Sell	Take-up	970	5	Segregated	Acc 1		4

SUBMIT CANCEL

4. Click **SUBMIT**

a. This will update the status of the allocation to **REJECTED**. From this state, the give-up/take-up can either be updated (returning it to a PENDING status), accepted (ACCEPTED status), or cancelled (CANCELLED status)

### Take-up Allocations

> Clearing Member X

UPDATE 
  ACCEPT 
  REJECT 
  REVERSAL 
  SUB-ALLOCATE 
  REMOVE ALLOCATION FROM GROUP

<input type="checkbox"/>	AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL M...	R/S	ACCT ID	USER ID	STATUS
<input type="checkbox"/>	GUG	W_03_23	970.00	5	888	Segregated	Acc 1	apietrzyk_777	Rejected

### 6.3.5 Cancel a Give-up Allocation

If the executing user mistakenly assigned out a give-up allocation, they have the option to cancel the give-up allocation from the Allocation – Give-up Allocations screen

#### To Cancel a Give-up Allocation:

1. Navigate to the **Allocations – Give-up Groups** screen



**2. Locate and select the give-up allocation to cancel**

Give-up Allocations

> Clearing Member ✕

UPDATE 
  CANCEL 
  REVERSAL

<input checked="" type="checkbox"/>	AVG PRC IND	GU GROUP ID	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	OPPO R/S	OPPO ACCT...	USER ID	STATUS
<input checked="" type="checkbox"/>	GUG	10111000042	W_03_23	970.00	5	777	Segrega...	Acc 1	Contra side	Rejected

**3. Click CANCEL in the top left of the screen to open the Cancel Give-Up pop-up menu**

**a. The status of the allocation must be in a PENDING or REJECTED state**

Cancel Give-up Allocation

Allocation ID	Counterparty	Instrument	Trade Side	Allocation Side	Price	Quantity	Note	Account Type	Account ID	CTI
10111000553	777	W_03_23	Buy	Give-up	970	5		Regular	C2	4

SUBMIT CANCEL

**4. Click SUBMIT**

- a. This will update the status of the allocation to CANCELLED. No further modifications or updates to this allocation may be made by the executing or receiving Clearing Member.

Give-up Allocations

> Clearing Member ✕

UPDATE 
  CANCEL 
  REVERSAL

<input type="checkbox"/>	AVG PRC IND	GU GROUP ID	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	OPPO R/S	OPPO ACCT...	USER ID	STATUS
<input type="checkbox"/>	GUG	10111000042	W_03_23	970.00	5	777	Segrega...	Acc 1	user	Cancelled

**6.3.6 Reverse Take-up**

If either party to a give-up wishes to make changes to it after it has been accepted, they can submit a reversal request on their side of the allocation. Once the reversal is accepted by the other party, this returns the quantity of the give-up/take-up to the original give-up group, where a Clearing Member is free to be modify and reallocate it.

**6.3.6.1 Initiate a Reversal**

1. **Navigate to the Allocations – Give-up/Take-up Groups screen**, depending on whether the user needs to reverse a give-up/take-up respectively.
2. **Locate and select the give-up/take-up allocation to reverse**

Take-up Allocations

> Clearing Member X

UPDATE	ACCEPT	REJECT	REVERSAL	SUB-ALLOCATE	REMOVE ALLOCATION FROM GROUP	EXPORT	REFRESH			
AVG PRC IND	GU GROUP ID	INSTRUMENT	PRICE	QTY	OPPO CL M...	R/S	ACCT ID	USER ID	STATUS	
<input checked="" type="checkbox"/>		GUG	W_03_23	970.00	5	888	Regular	Acc 2	user	Accepted

3. Click **REVERSAL** in the top left of the screen to display a drop-down list of possible reversal actions
4. Click **Initiate** in the drop-down to open the Initiate Reversal Give-up/Take-up Allocation pop-up menu

**REVERSAL**

- Initiate
- Accept
- Cancel
- Reject

Initiate Reversal Take-up Allocation

Allocation ID	Counterparty	Instrument	Trade Side	Allocation Side	Price	Quantity	Note	Account Type	Account ID	CTI
10111000557	888	W_03_23	Sell	Take-up	970	5	Regular	Acc 2		4

SUBMIT CANCEL

5. Click **SUBMIT**
  - a. This will update the status of the allocation to REVERSAL PENDING. From this state, reversal can either be cancelled by the initiator of the reversal (returning it to its original status), accepted by the opposite party (REVERSED status), or rejected by the opposite party (returning it to its original status).

Take-up Allocations

> Clearing Member X

UPDATE	ACCEPT	REJECT	REVERSAL	SUB-ALLOCATE	REMOVE ALLOCATION FROM GROUP	EXPORT	REFRESH		
AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	R/S	ACCT ID	USER ID	STATUS	
<input type="checkbox"/>	GUG	W_03_23	970.00	5	888	Regular	Acc 2	user	Reversal Pending

### 6.3.6.2 Cancel an initiated Reversal Request

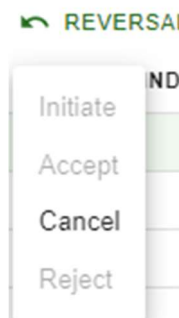
1. **Navigate to the Allocations – Give-up/Take-up Groups screen**, depending on whether the user needs to reverse a give-up/take-up respectively.
2. **Locate and select the give-up/take-up allocation with a status of “Reversal Pending”**

#### Take-up Allocations

> Clearing Member ✕

<input checked="" type="checkbox"/>	AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	R/S	ACCT ID	USER ID	STATUS
<input checked="" type="checkbox"/>	GUG	W_03_23	970.00	5	888	Segregated	Acc 3	user	Reversal Pending

3. Click **REVERSAL** in the top left of the screen to display a drop-down list of possible reversal actions
4. Click **Cancel** in the drop-down to open the Cancel Reversal Give-up/Take-up Allocation pop-up menu



Cancel Reversal Take-up Allocation

Allocation ID	Counterparty	Instrument	Trade Side	Allocation Side	Price	Quantity	Note	Account Type	Account ID	CTI
10111000560	888	W_03_23	Sell	Take-up	970	5	Segregated	Acc 3		4

SUBMIT CANCEL

5. Click **SUBMIT**
  - a. This will return the allocation to its original status, prior to initiating the reversal process

#### Take-up Allocations

> Clearing Member ✕

<input type="checkbox"/>	AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	R/S	ACCT ID	USER ID	STATUS
<input type="checkbox"/>	GUG	W_03_23	970.00	5	888	Segregated	Acc 3	user	Accepted

### 6.3.6.3 Accept/Reject a received Reversal Request

1. **Navigate to the Allocations – Give-up/Take-up Groups screen**, depending on whether a request was received to reverse a give-up/take-up respectively.
2. **Locate and select the give-up/take-up allocation with a status of “Reversal Pending”**

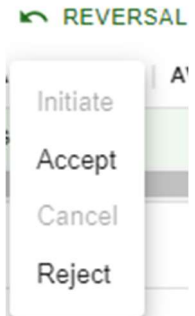
#### Give-up Allocations

> Clearing Member ✕

<input checked="" type="checkbox"/>	AVG PRC IND	INSTRUMENT	PRICE	ACCT ID	QTY	OPPO CL MEMBER	OPPO R/S	OPPO ACCT ID	USER ID	STATUS
<input checked="" type="checkbox"/>	GUG	W_03_23	970.00	C2	5	777	Regular	Acc 2	Contra side	Reversal Pending

UPDATE 
  CANCEL 
  REVERSAL

3. Click **REVERSAL** in the top left of the screen to display a drop-down list of possible reversal actions.
4. Click **Accept or Reject** in the drop-down to open the Accept Reversal Give-up/Take-up Allocation pop-up menu, or the Reject Reversal Give-up/Take-up Allocation pop-up menu respectively.



#### Accept Reversal Give-up Allocation

Allocation ID	Counterparty	Instrument	Trade Side	Allocation Side	Price	Quantity	Note	Account Type	Account ID	CTI
10111000556	777	W_03_23	Buy	Give-up	970	5		Regular	C2	4

5. Click **SUBMIT**
  - a. If accepted, this will update the status of the allocation to REVERSED. If rejected, this will return the allocation to its original status.

#### Give-up Allocations

> Clearing Member ✕

<input type="checkbox"/>	AVG PRC IND	INSTRUMENT	PRICE	ACCT ID	QTY	OPPO CL ME...	OPPO R/S	OPPO ACCT ID	USER ID	STATUS
<input type="checkbox"/>	GUG	W_03_23	970.00	C2	5	777	Regular	Acc 2	user	Reversed

UPDATE 
  CANCEL 
  REVERSAL

### 6.3.6.4 Reversals in Position Data and TRX Reporting

Once a reversal has been accepted, MCS will update each Clearing Member’s position data in one of two ways, depending on when the reversal was accepted:

- **If reversed on the same Trade Date of the allocation, MCS will remove the original allocation positions and associated TRX records**
- **If reversed after the Trade Date of the allocation, MCS will add offsetting positions and TRX records,** allowing Clearing Members to report their original long and short quantities via Gross Position Reporting

### 6.3.7 Sub-allocate Take-up

After a Clearing Member has accepted a take-up, they have the option to sub-allocate trades received as part of this allocation.

#### To Sub-allocate a Take-up:

1. Navigate to the **Allocations – Take-up Allocations** screen
2. **Locate and select the take-up allocation** to sub-allocate

#### Take-up Allocations

AVG PRC IND	INSTRUMENT	PRICE	QTY	OPPO CL MEMBER	R/S	ACCT ID	USER ID	STATUS
✓ APG	W_12_22	960.00	3	888	Segregated	Test Acct 2	user	Accepted

3. Click **SUB-ALLOCATE** in the top left of the screen to open the Sub-allocation pop-up menu
  - a. **The status of the allocation must be in an ACCEPTED state**

### Sub-allocation

Allocation ID	Instrument ID	Last Updated At	Last Updated By
10111000551	W_12_22	2022-11-17 11:27:39	user

---

Average Price Group ID

Average Price Group  Group 1

[SUBMIT](#) [CANCEL](#)

- Select the give-up group type** to assign the selected trade(s) to; no selection will default to an allocation group, or check the corresponding box to assign to an average price group.

NOTE: Take-ups originating from average price groups can only be sub-allocated into average price groups

- If assigning to an average price group, an Average Group Price ID is required**

NOTE: If attempting to add to an existing average price group, the group must be in an INCOMPLETE state

- Click **SUBMIT**

If the user selected the average price group type, MCS will attempt to match the take-up allocation to an existing give-up group. Otherwise, a new give-up group is created from the allocation.

### Give-up Groups

> Clearing Member

GU GROUP ID ↓	AVR PRC GRP ID	AVG PRC IND	CL MEMBER ACCT	INSTRUMENT	PRICE	QTY	AVAILABLE QTY	ACCEPTED QTY	STATUS
<input checked="" type="checkbox"/> 10111000043	Group 1	APG	777 S	W_12_22	960.00	3	3	0	Incomplete

In addition, the originating take-up allocation's Give-up Group ID field is updated to match the sub-allocation's Give-up Group ID.

### Take-up Allocations

> Clearing Member

AVG PRC IND	GU GROUP ID	INSTRUMENT	PRICE	QTY	OPPO CL ME
<input type="checkbox"/> APG	<input checked="" type="checkbox"/> 10111000043	W_12_22	960.00	3	888

### 6.3.8 Cancel Sub-allocation on Take-up

Users have two options for cancelling sub-allocations.

#### 6.3.8.1 Cancelling the Give-up Group

Starting from the Allocations – Give-up Allocations screen, users can follow the instructions in section 6.3.5 on the give-up group corresponding to the sub-allocation.

NOTE: If cancelling a sub-allocation from an average price group, then the group's status must be in an INCOMPLETE state and the sub-allocated take-up's quantity must be less than or equal to the Available Quantity on the group.

#### 6.3.8.2 Removing the Take-up

Users have the option to remove take-ups from sub-allocations through a similar process to the initial sub-allocation.

To Remove a Take-up from a Sub-allocation:

1. Navigate to the Allocations – Take-up Allocations screen
2. Locate and select the take-up allocation to remove from its sub-allocation

#### Take-up Allocations

> Clearing Member

UPDATE                  ACCEPT                  REJECT                  REVERSAL                  SUB-ALLOCATE                  REMOVE ALLOCATION FROM GROUP                  EXPORT                  REFRESH											
GU GROUP ID	INSTRUMENT	CL MEMBER	PRICE	BUY/SELL	QTY	OPPO CL M...	R/S	ACCT ID	USER ID	STATUS	
	10161000006	BUS_06_23	888	1.00	Buy	1	777	Regular	A3	user	Accepted

3. Click **REMOVE ALLOCATION FROM GROUP** in the top left of the screen to open the Remove Allocation from Give-up Group pop-up menu.

#### Remove Allocation from Give-up Group

Are you sure you want to remove allocation with ID 10161000029 from give-up group 10161000006?

**SUBMIT** **CANCEL**

4. Click **SUBMIT**

Take-up Allocations

> Clearing Member ✕

🔄 UPDATE ✅ ACCEPT ❌ REJECT ↶ REVERSAL ↗ SUB-ALLOCATE ✖ REMOVE ALLOCATION FROM GROUP 📄 EXPORT 🔄 REFRESH

<span>☑</span> <b>GU GROUP ID</b>	INSTRUMENT	CL MEMBER	PRICE	BUY/SELL	QTY	OPPO CL M...	R/S	ACCT ID	USER ID	STATUS
<span>☑</span> [Red Box]	BUS_06_23	888	1.00	Buy	1	777	Regular	A3	user	Accepted

Once completed, MCS will reset the take-up allocation’s GU GROUP ID. If the quantity of the give-up group that received the sub-allocation is reduced to zero, this give-up group is cancelled.

Give-up Groups

> Clearing Member ✕

⊕ INITIATE GIVE-UP ⊗ CANCEL ⊕ COMPLETE GIVE-UP GROUP ⊕ REOPEN GIVE-UP GROUP 📄 EXPORT 🔄 REFRESH

<span>☑</span> <b>GU GROUP ID</b> ↓	AVG PRC IND	CL MEMBER ACCT	TRD SIDE	PRICE	QTY	AVAILABLE QTY	ACCEPTED QTY	<b>STATUS</b>
<span>☑</span> 10161000006	GUG	888 R	Buy	1.00	0	0	0	Cancelled

6.4 Allocations Log

The Allocations – Allocation Log screen features a record of all the updates MCS has received to a Clearing Member’s give-ups and take-ups. This log includes information on the time of, the user responsible for, and the reason behind each log record.

Allocation Log

> Clearing Member ✕

ALLOCATION ID	LAST UPDATED TIME	ALLOC SIDE	GU GROUP ID	CL MEMBER ACCT	ACCT ID	OPPO CL MEMBER	OPPO R/S
10111000560	2022-11-17 12:47:56	Take-up	777 S	Acc 3	888		
10111000560	2022-11-17 13:13:50	Take-up	777 S	Acc 3	888		

📄 EXPORT 🔄 REFRESH

OPPO ACC ID	OPPO CTI	INSTRUMENT	BUY/SELL	PRICE	QTY	USER ID	STATUS	REASON
		W_03_23	Sell	970.00	5	Contra side	Pending	Initiated
		W_03_23	Sell	970.00	5	user	Accepted	Accepted



Log Reasons include:

- **Initiated**
- **Allocation Updated**
- **Accepted**
- **Rejected**
- **Cancelled**
- **Sub-allocated**
- **Sub-allocation Cancelled**
- **Reversal Initiated**
- **Reversal Rejected**
- **Reversal Cancelled**
- **Reversed**
- **System Cancelled** (if give-up not fully processed by MCS deadlines)

In addition, each record in the Allocations Log screen has links to the associated:

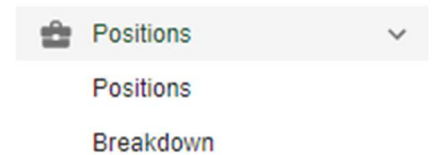
- Allocation, linked on the Allocation ID field, as found in the Give-up/Take-up Allocations screens
- Give-up group, linked on the Give-up Group ID, as found in the Give-up Groups screen

# 7. Position Management

MCS allows users to submit position reporting, query existing positions and view position data for instruments their Clearing Member is party to. MCS's calculation of position data is based on all received trades for the current business date, as well as prior gross position reporting.

## 7.1 Positions

The Positions screens allow a Clearing Member to view current position data in multiple formats.



### 7.1.1 Positions

Positions

> Business Date

BREAKDOWN													EXPORT	REFRESH
DATE	CM ACCT	INSTRUMENT	BEG LNG	BEG SHRT	BEG NET	TODAY BOT	TODAY SOLD	CURR LNG	CURR SHRT	CURR NET	OUT OF BOUNDS			
2022-11-11	777 R	S_04_23	0	0	0	10	2	10	2	8				
2022-11-11	777 R	W_03_23	0	0	0	15	0	15	0	15				
2022-11-11	777 R	W_12_22	0	0	0	5	0	5	0	5				

This screen displays all position data for a Clearing Member by account type and instrument. In this menu, users can view:

- **Beginning Long/Short/Net:** Clearing Member Account (CMA)'s positions at the start of a Trade Date
- **Bought/Sold Today:** Quantity of contracts a CMA traded on the current Trade Date
- **Current Long/Short/Net:** CMA's current positions, including adjustments from gross position reporting, calculated as:
  - **Current Long** = Beginning Long + Bought Today + Gross Position Adjustments
  - **Current Short** = Beginning Short + Sold Today + Gross Position Adjustments
  - **Current Net** = Current Long – Current Short
- **Extended Bought/Sold (hidden by default):** Quantity of contracts a CMA will trade on the next Trade Date (overnight)
- **Preview Long/Short/Net (hidden by default):** CMA's expected positions, calculated as:
  - **Preview Long** = Current Long + Bought Tomorrow (overnight trades)
  - **Preview Short** = Current Short + Sold Tomorrow (overnight trades)
  - **Preview Net** = Preview Long – Preview Short
- **Out of Bounds:** Alerts raised by differences in position reporting and MCS position data, including:

- **(Blank):** No issues
- **Offset / Reinstatement:** Long positions in gross position reporting are higher than expected in MCS records solely from trading activity. If intentional, no action necessary.
- **Warning:** Long positions in gross position reporting do not match Long Date position reporting. This MUST be corrected either in gross position reporting or by contacting MGEX Clearing staff.

**Positions**

Business Date: 11/11/2022

Account: [dropdown] Instrument: [dropdown]

**BREAKDOWN**

DATE	CM ACCT	INSTRUMENT	BEG LNG	BEG SHF
<input checked="" type="checkbox"/> 2022-11-11	777 R	S_01_23	0	
<input type="checkbox"/> 2022-11-11	777 R	S_04_23	0	
<input type="checkbox"/> 2022-11-11	777 R	W_03_23	0	

Selecting a specific instrument and account type also allows the user to transfer to the Positions Breakdown screen by clicking on the Breakdown button in the top left of the screen. The instrument field also serves as a hyperlink to the instrument record in the Reference Data – Instruments screen.

### 7.1.2 Position Breakdown

#### Position Breakdown

Business Date: [dropdown]

EXPORT REFRESH

Business Date	Clearing Member Account	Instrument	Bought Quantity	Sold Quantity	Trade Source	Trade Type
2022-11-11	777 R	S_04_23	10	0	Manual	EFR
2022-11-11	777 R	S_04_23	0	2	System	Give-up
2022-11-11	777 R	W_03_23	15	0	Manual	EFP

Position Breakdown displays the number of contracts a Clearing Member has bought and sold in an instrument, broken down by Trade Source and Trade Type, for the current Trade Date.

## 7.2 Position Reporting

Clearing Members are required to submit daily gross position reporting after each Trade Date. Users will be able to submit, edit, and finalize their reporting from the Position Reporting screens.

Position Reporting [dropdown]

Gross Positions

### 7.2.1 Gross Positions

The Position Reporting – Gross Positions screen lists every instrument for which a Clearing Member has positions, broken down by account type.

#### Gross Positions

> Clearing Member

SAVE TABLE  Gross status: Uncompleted  Expiring Options status: Uncompleted  EXPORT REFRESH

DATE ↓	CM ACCT	INSTRUMENT	CURR LNG	CURR SHRT	CURR NET	GROSS ADJMT	EXP OPTION	OUT OF BOUNDS	ERRORS
2022-11-11	777 R	S_04_23	10	0	10	0	×		
2022-11-11	777 R	W_03_23	15	0	15	0	×		
2022-11-11	777 R	W_12_22	5	0	5	0	×		

To offset or reinstate positions in any instrument, MCS only requires a user to report the updated long quantity for the instrument. The short quantity is calculated automatically by the system, using the net quantity as a constant.

Users have the option of submitting gross position reports in one of two ways.

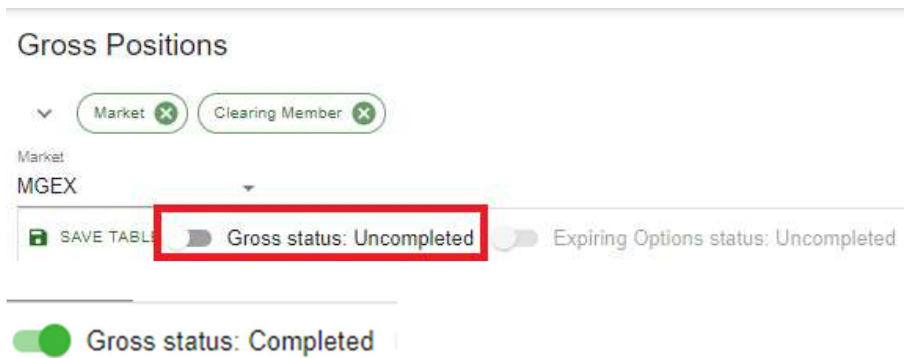
#### 7.2.1.1 Reporting via Portal

1. Navigate to the **Position Reporting – Gross Positions** screen
2. **Select a position report. Verify:**
  - a. That the long quantity for each position is as expected
  - b. That the Errors column is blank
3. **If a position needs to be updated:**
  - a. **Verify the gross status** is set to Uncompleted
    - i. **Toggle the status if necessary**
  - b. Double click on the gray **Long Quantity** cell and edit the value



4. **Repeat steps 1 and 2** until all reports are updated

5. Click **SAVE TABLE** in the top left of the screen to open the Save Changes pop-up menu
6. Click **SUBMIT**
7. **Check for any Errors/Out of Bounds exceptions** on submitted reports. Make any necessary corrections.
  - **(Blank):** No issues
  - **Offset / Reinstatement:** Long positions in gross position reporting are higher than expected in MCS records solely from trading activity. If intentional, no action necessary.
  - **Warning:** Long positions in gross position reporting do not match Long Date position reporting, **MUST** be corrected either in gross position reporting or by contacting MGEX Clearing staff.
8. Click the **Gross Status** toggle in the top left of the screen to mark that gross position reports have been finalized.



### 7.2.1.2 PCS File Upload

Users will have the option to upload a Position Change Submission (PCS) FixML file via SFTP to fulfill their gross position reporting obligations. The file specification is available at [mgex.com/clearing.html](http://mgex.com/clearing.html)

### 7.2.2 End-of-Lifecycle Position Reports

For instruments at the end of their lifecycles, different position reports are expected to be submitted depending on the instrument type:

- Financially Settled Future
  - Expiring Position Report
- Physical, Compulsory Delivery Future
  - Expiring Position Report
  - Consolidated Expiring Position Report
- Physical, Intention-based Delivery Future



- Long Date Position Report
- Option on Future
- Expiring Options Report

### 7.2.2.1 General Position Reporting Instructions

The reports listed above use the same functions to submit, update, and delete reports, as well as marking reporting as complete. These functions are described below.

#### To Submit a Position Report:

1. **Verify the report status is set to Uncompleted** in the Reconciliation screen
  - a. **Toggle the status if necessary**
2. Navigate to the **Reporting** screen
3. Click **ADD** in the top left of the screen to open the Add Position pop-up menu
4. **Enter position details** in the appropriate fields
5. Click **SUBMIT**

#### To Update Position Reports:

1. Navigate to the **Reporting** screen
2. **Find the desired report to update**
3. **Double click on the gray cells within the report and edit the values** to update
4. **Repeat Steps 1 and 2 until all reports are updated**
5. Click **SAVE** in the top left of the screen to open the Save Changes pop-up menu
6. Click **SUBMIT**

#### To Delete a Position Report:

1. Navigate to the **Reporting** screen
2. **Locate and select the report** to delete
3. Click **DELETE** in the top left of the screen to open the Delete Position pop-up menu

4. Click **SUBMIT**

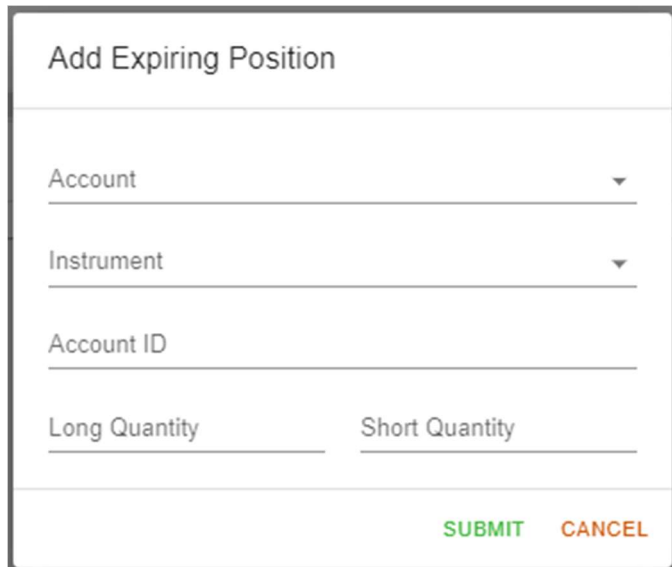
**To mark the Position Reporting Status for your Clearing Member as Completed:**

1. Navigate to the **Reconciliation** screen
2. **Verify that all records have a State or Reconciliation Result of SUCCESSFUL**
3. Click the **Position Reporting Status** toggle in the top left of the screen to update the status to **Completed**

NOTE: If any errors are encountered while performing these steps, MCS will display explanatory messages to help the user correct position reporting as necessary.

**7.2.2.2 Expiring Positions Reporting**

When a financially settled future has reached its expiration date, or a physical compulsory delivery future has reached its reporting period, users must submit expiring position reports in the Position Reporting – Expiring Positions – Reporting screen.



**7.2.2.3 Expiring Positions Reconciliation**

The Position Reporting – Expiring Positions – Reconciliation screen reconciles the current MCS position data, as displayed in the Positions – Positions screen, with the quantities reported by the Clearing Member, as displayed in the Position Reporting – Expiring Positions – Reporting screen.

If any expiring instruments have not been reported on yet, or the reported quantities do not match MCS position data, the reconciliation result for these instruments will have a state of FAILED. Once reporting has been completed and matches MCS position data, the state will change to SUCCESSFUL.

Once all expiring position reports have been submitted and all reconciliation states are SUCCESSFUL, a user can finalize their reporting for the day by clicking the appropriate “AM status” and/or “PM status” toggle in the top left of the screen corresponding to the expiration time(s) established in the instruments’ contract specifications.

### Expiring Position Reconciliation



#### 7.2.2.4 Consolidated Expiring Positions Reporting

When a physical compulsory delivery instrument has reached its reporting period, users must submit consolidated expiring position reports for each Trade Account holding positions in the Position Reporting – Consolidated Positions – Reporting screen.

To report these positions for a Trade Account, a user must:

1. **Calculate the long and short quantities for all positions held by the Trade Account in the expiring physical compulsory delivery instruments**
2. **Identify which instrument is approved for consolidated expiring position reporting** for each group of expiring instruments sharing the same underlying asset
3. **Submit a Consolidated Expiring Position Report**, converting long and short position quantities to the equivalent number of contracts in the instrument from Step 2, and netting as applicable/desired.

#### Add Consolidated Expiring Position

---

Account ▼

---

Instrument ▼

---

Account ID

---

Long Quantity Short Quantity

---

SUBMIT    CANCEL



### 7.2.2.5 Consolidated Expiring Positions Reconciliation

The Position Reporting – Expiring Positions – Reconciliation screen reconciles, for all physical compulsory delivery instruments being reported on, the net amount of the underlying asset calculated from expiring position reports (i.e. Unconsolidated Net Delivery Quantity) with the amount reported within consolidated expiring position reports (i.e. Consolidated Net Delivery Quantity).

Records in the Reconciliation screen will only appear after either type of expiring position report has been submitted for the physical compulsory delivery instrument.

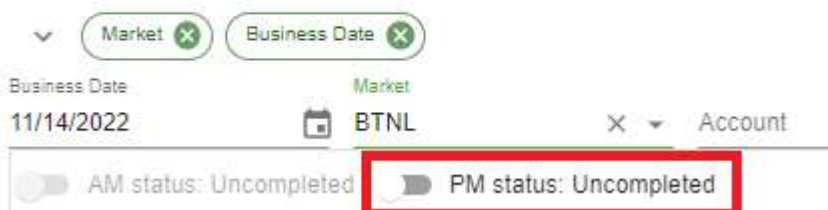
If either position report has not yet been completed, or the quantities between the two reports do not match, the reconciliation result for these instruments will have a state of FAILED. Once reporting for both has been completed and the reported quantities match, the state will change to SUCCESSFUL.

In addition, the Consolidated Short and Long Delivery quantities are compared to the Pre-Validation and Post-Validation quantities respectively.

- The Pre-Validation check verifies whether a Clearing Member has pledged enough of the underlying asset to cover their short positions. **If the Pre-Validation (pledged) quantity is**
  - $\geq$  the Consolidated Short Delivery Quantity, the **Pre-Validation Check = OK**
  - $<$  the Consolidated Short Delivery Quantity, the **Pre-Validation Check = Warning**
- The Post-Validation check verifies whether a Clearing Member has received the amount of the underlying asset equal to their long positions. **If the Post-Validation quantity is**
  - **Not populated** in the Delivery Accounts page, the **Post-Validation Check is left blank**
  - $=$  the Consolidated Long Delivery Quantity, the **Post-Validation Check = OK**
  - $\neq$  the Consolidated Long Delivery Quantity, the **Post-Validation Check = Warning**

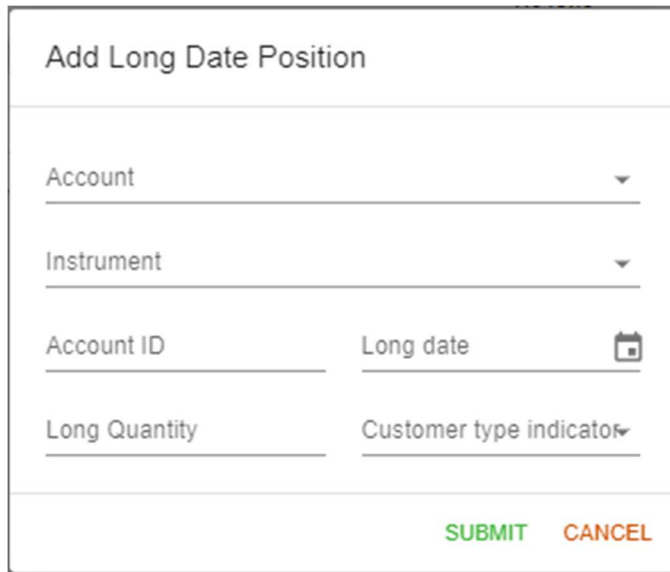
Once all consolidated expiring position reports have been submitted, and all reconciliation states are SUCCESSFUL, a user can finalize their reporting for the day by clicking the appropriate “AM status” and/or “PM status” toggle corresponding to the expiration time(s) established in the instruments’ contract specifications.

### Consolidated Expiring Position Reconciliation



### 7.2.2.6 Long Date Position Reporting

When a physical intention-based delivery instrument enters its delivery period, Clearing Members with long positions will have to submit long date position reports to MCS from the Position Reporting – Long Date Positions – Reporting screen.



In addition to the aforementioned method of submitting position reports, users have the option to reuse a previous day’s long date position reporting. This process automatically removes any long date position reports that were previously assigned, accurately reflecting a Clearing Member’s remaining long date positions provided that no trade activity occurred in the reported instruments.

#### To Reuse a Previous Long Date Position Report:

1. Click **REUSE** to open the Reuse Long Date Position pop-up menu
2. **Select the account and instrument** for which long date position reporting will be reused
3. Click **SUBMIT**

### 7.2.2.7 Long Date Positions Reconciliation

The Long Date Positions – Reconciliation screen validates whether the quantities reported by the Clearing Member, as displayed in the Long Date Positions – Reporting screen, lie between the maximum and minimum acceptable long quantities, determined based on MCS position and trade data displayed in the Positions – Positions screen.

- Minimum Long Quantity = MAX (Beginning Long quantity - Today’s Sold quantity (Total) + MAX (Today’s Bought quantity (Total) - Beginning Short quantity; 0); 0)

- Maximum Long Quantity = Beginning Long Quantity + Today's Bought Quantity (Total) - Today's Bought Quantity (Delivery) - Today's Sold Quantity (Delivery)

If a Clearing Member is net long in an instrument, but has reported a lower quantity in their long date position reconciliation than in any expiring instruments have not been reported on yet, or the reported quantities are outside of the acceptable range, the reconciliation result for these instruments will have a state of FAILED. Once reporting has been completed and is within the acceptable range, the state will change to SUCCESSFUL.

Once all long date position reports have been submitted, and all reconciliation states are SUCCESSFUL, a user can finalize their reporting for the day by **toggleing the status to Completed**.

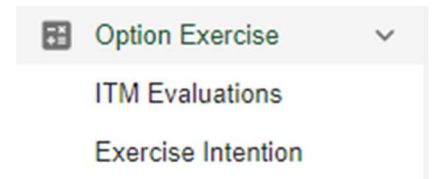
### Long Date Position Reconciliation



# 8. Option Exercise

## 8.1 Early Option Exercise

To complete an early exercise of an American-style option, Clearing Members must submit exercise intentions from the Positions - Exercise Intentions screen.



### To Add an Exercise Intention:

1. Navigate to the **Option Exercise – Exercise Intention** screen
2. Click **ADD** to open the Add Exercise Intention pop-up menu

3. **Complete all fields** with information on the option to be exercised
4. Click **SUBMIT**

If any errors are made an exercise can be selected to “UPDATE,” or “DELETE” and can be re-entered if necessary.

**NOTE: Updates and Deletions can only be made on the same Trade Date that the original intention was received.**

### To Update an Exercise Intention:

1. Navigate to the **Option Exercise – Exercise Intentions** screen
2. **Locate and select the exercise intention** to modify

3. Click **UPDATE** to open the Update Exercise Intention pop-up menu
4. **Edit any updatable fields as desired**
5. Click **SUBMIT**

**To Delete an Exercise Intention:**

1. Navigate to the **Option Exercise – Exercise Intentions** screen
2. **Locate and select the exercise intention** to delete
3. Click **DELETE** to open the Delete Exercise Intention pop-up menu
4. Click **SUBMIT**

## 8.2 Option Expiration

On the expiration date of an option, MCS will run an In the Money (ITM) Evaluation, taking the settlement price of the underlying future and calculating which options are in, at, or out of the money compared to the received settlement price.

The results of this calculation are then published in the ITM Evaluation screen.

### ITM Evaluation

Business Date ✕

Business Date	Instrument	Evaluation Result	Underlying Price	Market
2022-11-16	WC_12_22_C_9.8	ATM	9.8	MGEX
2022-11-16	WC_12_22_C_10	OTM	9.8	MGEX
2022-11-16	WC_12_22_C_9.6	ITM	9.8	MGEX
2022-11-16	WP_12_22_P_10	ITM	9.8	MGEX
2022-11-16	WP_12_22_P_9.6	OTM	9.8	MGEX
2022-11-16	WP_12_22_P_9.8	ATM	9.8	MGEX

EXPORT REFRESH

**MCS will default to exercising all options that are In the Money (ITM), and abandoning all At the Money (ATM) and Out of the Money (OTM) options.**

Users will only be able to submit exercise intentions for expiring options that supersede this default (i.e., exercising ATM or OTM options, and/or abandoning ITM options). **Exercise intentions that match what MCS is prepared to submit by default will not be accepted to prevent duplicate entries.**

### 8.3 Exercise Generated Trades

As part of exercising an option, MCS automatically generates trades in the underlying future and offsetting trades closing out the exercised option. Except where pulled from an exercise intention, the Account ID field on these trades is left blank.

#### Trades

>
Clearing Date ✕
Trade Date ✕
Clearing Member ✕

TRD ID	TRX ID	CL MEMBER...	ACCT ID	CL CODE	MM	YY	STRIKE	TRD SIDE	QTY	PRICE	TRD TYPE
40161000001	1	888 S	Test Account 1	WC	12	22	9.6	Sell	5	0.00	Option exercise
40161000002	3	888 S	Test Account 1	W	12	22		Buy	5	9.60	Option exercise
40161000003	2	888 R		WC	12	22	9.6	Buy	5	0.00	Option exercise
40161000004	4	888 R		W	12	22		Sell	5	9.60	Option exercise

It is the obligation of each Clearing Member to update the new futures trades with the correct Account ID(s), and if necessary to split the trades between their customers, by the end of the Clearing Date on which the option exercise took place. The schedule of deadlines can be found in Resolution 2101.00.C of the MGEX rulebook, hosted on the MGEX website.

# 9. Settlements

After each Intraday, End-of-Day, and Delivery settlement run, the resulting credits and debits to a Clearing Member’s Accounts are searchable in the Settlement screens, broken down in multiple formats to assist users in monitoring their financial activities.

## 9.1 Settlement Runs

### Settlement Runs

> Business Date

SETTLEMENT INSTRUCTIONS						
<input type="checkbox"/>	Date	Sequence Num... ↑	Run Type	Currency	Market	Trigger Timestamp
<input type="checkbox"/>	2022-09-07	1	Intraday	USD		2022-09-29T16:30:08.239Z
<input type="checkbox"/>	2022-09-07	2	Delivery	USD		2022-09-29T18:14:21.691Z

This screen displays a record of all settlement runs that have been executed on the current Clearing Date, storing information on the run type (i.e., Intraday, End-of-Day, or Delivery), market, and the time that the settlement run was triggered.

To see additional information on a Settlement Run:

1. Select the desired settlement run
2. Click **SETTLEMENT INSTRUCTIONS** to view all associated records in the Settlements – Instructions screen

## 9.2 Settlement Instructions

### Settlement Instructions

> Business Date  Clearing Member

SETTLEMENT BREAKDOWN					EXPORT	REFRESH
<input type="checkbox"/>	Settlement Run ID ↑	Clearing Member Account	Amount	Currency		
<input type="checkbox"/>	2022-09-07 - 1	888 R	-36,600.00	USD		
<input type="checkbox"/>	2022-09-07 - 2	888 R	259,360.70	USD		

This screen displays the net credits and debits from each settlement run, on each of a Clearing Member's Accounts. These credits/debits serve as the instructions submitted to the Clearing Member's settlement bank as part of the Mark to Market process.

**To see additional information on a Settlement Instruction:**

1. **Select the desired settlement instruction**
2. Click **SETTLEMENT BREAKDOWN** to view all associated records in the Settlements – Breakdown screen

### 9.3 Settlement Breakdown

#### Settlement Breakdown

> Business Date

SETTLEMENT POSITION							EXPORT	REFRESH
<input type="checkbox"/>	Settlement Run...	Clearing Member A...	Reason	Market	Amount	Currency		
<input type="checkbox"/>	2022-09-07 - 1	888 R	Position Variation	MGEX	-5,000.00	USD		
<input type="checkbox"/>	2022-09-07 - 1	888 R	Trade Variation	MGEX	-31,600.00	USD		
<input type="checkbox"/>	2022-09-07 - 2	888 R	Delivery	MGEX	259,360.70	USD		

This screen displays the results of each settlement run, broken down by settlement run, Clearing Member Account, reason for the settlement calculation, and market.

Reasons for settlement calculations include:

- **Position Variation:**
- **Trade Variation**
- **Option Premium**
- **Option Exercise**
- **Expiration**
- **Margin Excess/Deficit**
- **Delivery**
- **Fee**

**To see additional information on a Settlement Breakdown:**

1. **Select the desired settlement breakdown**



2. Click **SETTLEMENT POSITION** to view all associated records in the Settlements – Positons screen

## 9.4 Settlement Positions

### Settlement Positions

> Currency Clearing Member Business Date

Settlement Run ID ↑	Clearing Member Account	Currency	Reason	Instrument	Amount
2022-09-07 - 1	888 R	USD	Position Variation	S_10_22	0.00
2022-09-07 - 1	888 R	USD	Trade Variation	S_10_22	-21,600.00
2022-09-07 - 1	888 R	USD	Position Variation	S_12_22	0.00
2022-09-07 - 1	888 R	USD	Trade Variation	S_12_22	-24,000.00
2022-09-07 - 1	888 R	USD	Position Variation	W_12_22	5,000.00
2022-09-07 - 1	888 R	USD	Trade Variation	W_12_22	9,000.00
2022-09-07 - 1	888 R	USD	Position Variation	W_09_22	-10,000.00
2022-09-07 - 1	888 R	USD	Trade Variation	W_09_22	5,000.00
2022-09-07 - 2	888 R	USD	Delivery	W_09_22	259,360.70

This screen displays in-depth results of each settlement run, broken down by each instrument that a Clearing Member has positions in.

# 10. Delivery

## 10.1 Warehouse Receipts

During a physical intention-based delivery instrument’s delivery period, Clearing Members must submit or update their warehouse receipts in the Delivery – Warehouse Receipts screen for all units of the underlying asset that they intend to deliver.

### To Submit a Warehouse Receipt:

1. Navigate to the **Delivery – Warehouse Receipts** screen
2. Click **ADD** in the top left of the screen to open the Add Warehouse Receipt pop-up menu

3. **Select the appropriate Warehouse ID** from the drop-down list. Once selected, the pop-up menu updates with fields corresponding to the contract specific attributes for products stored at this warehouse.

- a. The Warehouse ID field references MCS’s list of Warehouses for each type of asset, as stored in the Reference Data – Warehouses screen. Query this screen to identify which Warehouse ID to input.

**4. Complete all fields** to match the warehouse receipt to be entered

### Add Warehouse Receipt

---

**Warehouse ID**  
HRSW GM7 X ▼

**From Receipt Number** **To Receipt Number**

---

**Issue Date** ▼ **Storage Date** ▼

Clearing Member  
CM 777 ▼

---

**Contract Specific Attributes**

**Dockage**

---

**Grade** ▼

---

**Load out rate**

---

**Moisture**

---

**Protein**

---

Storage and Insurance Rate  
0.002333

---

**Test Weight**

---

**Vomitoxin**

---

SUBMIT   CANCEL

**5. Click SUBMIT**

## Warehouse Receipts

> No active search criteria

<input type="checkbox"/>	Warehouse ID	Receipt Number	Contract Specific Attr...	Issue Date	Storage Date	Registering member	Last Updated Timesta...	User
<input type="checkbox"/>	HRSW RV4	33	<a href="#">See Attributes</a>	2022-06-15	2022-06-15	888	2022-12-01 16:50:42	user
<input type="checkbox"/>	HRSW RV4	34	<a href="#">See Attributes</a>	2022-06-15	2022-06-15	888	2022-12-01 16:50:42	user
<input type="checkbox"/>	HRSW RV4	35	<a href="#">See Attributes</a>	2022-06-15	2022-06-15	888	2022-12-01 16:50:42	user

Once a warehouse receipt has been part of a delivery transaction, it is searchable by any user with access to the Warehouse Receipt ID and issue date, by using the Delivery – Warehouse Receipt Details screen

## Warehouse Receipt Details

^ Active search criteria: Issue Date Warehouse Receipt Number

Warehouse: **HRSW T63** | 
 Receipt Number: **116** | 
 Issue Date: **11/29/2021**

Receipt Attributes		Contract Specific Attributes	
Warehouse ID	HRSW T63	Name	Value
Receipt Number	116	Dockage	1
Issue Date	2021-11-29	Grade	NS2
Storage Date	2021-12-01	Load Out Rate	0.05
		Moisture	12
		Protein	14.5
		Storage and insurance rate	0.002333
		Test Weight	55
		Vomitoxin	1

## 10.2 Delivery Intentions

### Delivery Intentions

> Clearing Member  Business Date

<input type="checkbox"/>	Warehouse Receipt ID	CL MEMBER ACCT	Instrument	Account ID	Quantity	Redelivery	User	Assigned Quantity	Unassigned Quan...
<input type="checkbox"/>	HRSW GM3 106	888 S	W_12_22	Test Acc...	1	Original delivery	user	1	0
<input type="checkbox"/>	HRSW GM3 107	888 S	W_12_22	Test Acc...	1	Original delivery	user	1	0
<input type="checkbox"/>	HRSW GM3 108	888 S	W_12_22	Test Acc...	1	Original delivery	user	1	0
<input type="checkbox"/>	HRSW GM3 109	888 S	W_12_22	Test Acc...	1	Original delivery	user	1	0
<input type="checkbox"/>	HRSW GM3 110	888 S	W_12_22	Test Acc...	1	Original delivery	user	1	0

ADD UPDATE DELETE EXPORT REFRESH

Rows per page: 20 1-5 of 5

Clearing Members with short positions in any physical intention-based delivery futures (e.g., Hard Red Spring Wheat Futures) will have to submit delivery intentions to MCS at some point during the instrument’s delivery reporting period.

#### To Submit a Delivery Intention:

1. Navigate to the **Delivery – Delivery Intentions** screen
2. Click **ADD** in the top left of the screen to open the Add Delivery Intention pop-up menu

### Add Delivery Intention

---

Instrument  Warehouse

Account

Account ID  Customer type indicator

Issue Date  Storage Date

From Receipt Number  To Receipt Number

**SUBMIT** **CANCEL**

3. **Enter all delivery intention details** based on the applicable warehouse receipt
4. Click **SUBMIT**

**To Update Delivery Intentions:**

1. Navigate to the **Delivery – Delivery Intentions** screen
2. Click **UPDATE** in the top left of the screen to open the Update Delivery Intention pop-up menu
3. **Edit updatable fields as desired**
4. Click **SUBMIT**

**To Delete a Delivery Intention:**

1. Navigate to the **Delivery – Delivery Intentions** screen
2. **Locate and select the report to delete**
3. Click **DELETE** to open the Delete Delivery Intention pop-up menu
4. Click **SUBMIT**

### 10.3 Delivery Intention Validations

Delivery Intention Validations

Market Clearing Member Business Date

Business Date	CL MEM...	Instrument	Delivery Intention Quan...	Current Short Quan...	Remaining Short Quan...	Remaining Days	Validation Result	LAST UPDATED TIME
2022-11-16	888 S	W_12_22	5	5	0	10	OK	2022-12-02 15:59:15

EXPORT REFRESH

The Delivery – Delivery Intention Validation screen displays useful information for Clearing Members that hold short positions in an intention-based delivery future that has reached its delivery period. By taking the net delivery quantity from submitted delivery intentions, and a Clearing Member’s current short positions in the instrument, MCS calculates the remaining short quantity a Clearing Member is expected to deliver upon.

In addition, if delivery intentions exceed a Clearing Member’s current short positions, or the expected short quantity has not been zeroed out by the end of the delivery period, the Validation Result column will display a WARNING in the record requiring correction.

## 10.4 Delivery Positions

The Delivery – Delivery Positions screen lists the possible deliveries and receipts for the current Business Date. It includes data on the Delivery Type, Delivery Side, Instrument, Asset, Trade Account ID, and Quantity being transacted. This page is automatically populated by MCS with data from the Clearing Member’s delivery reporting, once the report status has been marked as completed. This includes:

- Consolidated Expiring Position Reports
- Long Date Position Reports
- Delivery Intentions

### Delivery Positions

> Clearing Member X Account X Delivery Type X Market X Business Date X

Business Date	Delivery Type	Delivery Side	Instrument	Clearing Member Account	Warehouse Receipt ID	QTY	Last Updated Tim
2022-11-16	Intention-based	Deliver	W_12_22	888 S	HRSW GM3 106	1	2022-12-02 15:59:
2022-11-16	Intention-based	Deliver	W_12_22	888 S	HRSW GM3 107	1	2022-12-02 15:59:
2022-11-16	Intention-based	Deliver	W_12_22	888 S	HRSW GM3 108	1	2022-12-02 15:59:
2022-11-16	Intention-based	Deliver	W_12_22	888 S	HRSW GM3 109	1	2022-12-02 15:59:
2022-11-16	Intention-based	Deliver	W_12_22	888 S	HRSW GM3 110	1	2022-12-02 15:59:

If a user notices an error in these delivery positions before delivery reporting closes for the day, they can return the position reporting status to uncompleted to remove these delivery positions, and modify their Clearing Member’s position reporting as needed.

## 10.5 Delivery Assignments

### Delivery Assignments

> Clearing Member X Delivery Type X Market X Business Date X

Delivery Side	Business Date	Instrument	Clearing Me...	From Warehouse Re...	To Warehouse Re...	Issue Date	Opposite Cle...	Quantity
Receive	2022-11-16	W_12_22	777 S	HRSW RV1 101	HRSW RV1 105	2022-09-15	888	5

EXPORT REFRESH

Delivery assignment is initiated by MCS once delivery position reporting is closed for the day. The process randomly matches deliveries to receipts, the results of which are viewable in the Delivery – Delivery Assignments screen.

## 10.6 Delivery Settlement Amounts

### Delivery Settlement Amounts

Clearing Member Market Business Date

Delivery Side	Business Date	CL MEMBER ACCT	Gross Settle...	Net Settle...	Settlement Price	Warehouse Adj...	Accrual Date	Number of Days	Attribute Adj...
Deliver	2022-11-16	888 S	49.25	48.35	9.85	0.00	2022-11-17	63	<a href="#">See Details</a>

EXPORT REFRESH

Once delivery assignments have been created, the Delivery – Settlement Amounts screen will display the credit/debit calculations for each of a Clearing Member’s assignments. Ultimately, Clearing Members with Delivery Side = Deliver are credited the net settlement amount, while Clearing Members with Delivery Side = Receive are debited the net settlement amount.

- **Gross Settlement Amount** = Assignment Quantity x Settlement Price x Contract Value Factor
- **Net Settlement Amount** = Gross Settlement Amount + Warehouse Adjustment Value + Sum of all adjustment values for each Contract Specific Attribute
- **Warehouse Adjustment Value** = (Premium or Discount from the Warehouse) x Assignment Quantity x Contract Value Factor

#### Attribute Adjustments

Attribute Name	Attribute Value
Dockage	0.00
Grade	0.00
Load out rate	0.00
Moisture	0.00
Protein	-750.00
Storage and Insurance Rate	-3907.78
Test Weight	500.00
Vomitoxin	0.00

CLOSE



- **Attribute Adjustments (Non-storage)** = (Premium or Discount from the Contract Specific Attribute) x Assignment Quantity x Contract Value Factor
- **Attribute Adjustments (Storage)** = (-1) x Storage Rate from the warehouse receipt x Assignment Quantity x Contract Value Factor x Number of Days Stored
  - **Number of Days Stored** = Accrual Date – Storage Date on the warehouse receipt (including weekends and holidays)
    - **Accrual Date** = Current Clearing Date + 2

# 11. Margin and Collateral

Margin

Margin

Users can find their Clearing Member’s margin requirements, posted cash, and posted non-cash collateral, broken down by Account, in the Margin – Margin screen.

Margin

> Clearing Member

	DATE	CM ACCT	MARGIN REQ	CASH	NON-CASH
+	2022-11-15	888 R	148,200.00	148,200.00	0.00
+	2022-11-15	888 S	9,502,633.00	1,402,633.00	8,100,000.00

EXPORT REFRESH

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Clicking on the “+” symbol to the left of any of the records will display a drop-down list, breaking down the margin information by market.

MARKET	RISK-BASED MARGIN	MARGIN ADJ	BASE
MGEX	9,502,633.00	0.00	9,078,419.00

When margin requirements are updated by the Clearing House, MCS calculates and records any subsequent deficits and excesses for each of a Clearing Member’s accounts. The results of this process are displayed within the Settlement screens.

- Margin deficits are stored as debits
- Margin excesses are recorded as credits, up to the amount of cash collateral available to the account

# Appendix A: Revision History

Revision Date	Version	Description
December 2022	0.1	Initial draft version
January 2023	0.2	Addition of section 7.2.2 - 11
February 2023	0.3	Addition of Mass Update instructions, TRX handling of extended give-up window

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