

NYSE PILLAR TRADE OPS PORTAL (TOP)

POST TRADE ADJUSTMENT USER GUIDE



Version 1.5

April 2024



SUMMARY

This user guide provides directions on how to perform various post trade adjustments on NYSE TOP.

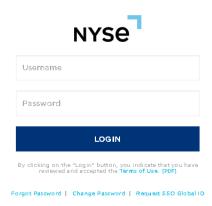
For details on viewing and managing risk parameters on TOP, please review the NYSE Pillar Risk Controls document.

Resources

- Export to Excel
- Display Grid Setting is customizable by selecting / unselecting columns
- Hide Filter (allows the entire page to display trade information)
- Help Button defines each column on the current page with a pop-out glossary
- Additional support can be found at www.nyse.com/pillar-migration
- Edit Icon Appears only with the "Allocated" trades
- Edit Icon Appears only with the "Unallocated" trades

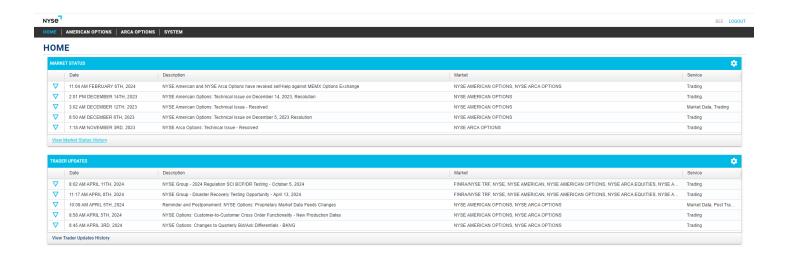
LOGIN

Log in by using the TOP Username (Email address) and the password. For assistance with login details, please contact CRS@nyse.com.





HOME



Market Status

o Selecting the edit icon will expand the" Market Status" information.

NYSE AMERICAN OPTIONS: TECHNICAL ISSUE - RESOLVED

December 12th, 2023 3:02 AM

MARKET: NYSE AMERICAN OPTIONS SERVICE: MARKET DATA, TRADING

NYSE American Options experienced a technical issue requiring an intraday session restart on one trading unit. The restart was completed at 5:58 a.m. ET.

The issue has been resolved and all systems are currently operational.

Trader Updates

o Selecting the edit icon will expand the" Trader Updates" status information.

NYSE OPTIONS: CUSTOMER-TO-CUSTOMER CROSS ORDER FUNCTIONALITY - NEW PRODUCTION DATES

April 5th, 2024 8:58 AM

MARKET: NYSE AMERICAN OPTIONS, NYSE ARCA OPTIONS

SERVICE: TRADING

Subject to the effectiveness of a regulatory filing, the previously announced Customer to Customer Cross Functionality for single-leg and complex orders is being postponed. This functionality will be introduced on NYSE American Options on April 23, 2024, and NYSE Arca Options on April 26, 2024.

Customer-to-Customer Cross Orders continue to be available for testing in each exchange's Certification environment; to test please contact tms@nyse.com.



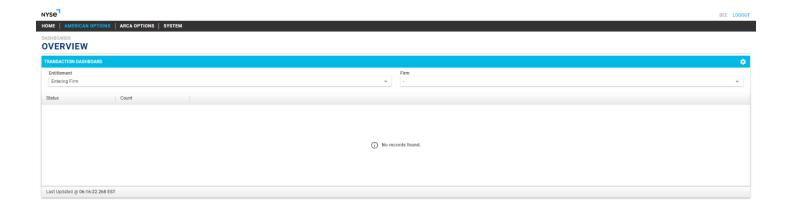
ARCA/AMEX Options

DASHBOARDS

Dashboard will provide general information such as "Overview and Transaction Dashboard".

Overview

- Transaction Dashboard
 - o Status
 - Count
 - A measure of the number of times that an event occurs.
 - o Last Updated Time (ET time zone)



Select the "Trade Summary" under ARCA or AMEX Options.



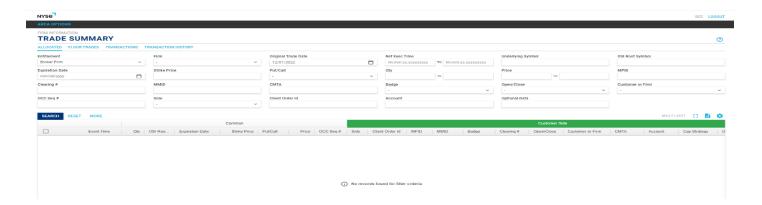


Trade Summary

Trade Summary provides users access to all **cleared trade** information. It provides general information such as Allocated, Floor Trades, Transactions, Transaction History, Export Excel, Display Grid Setting, Hide Filter, and Help buttons.

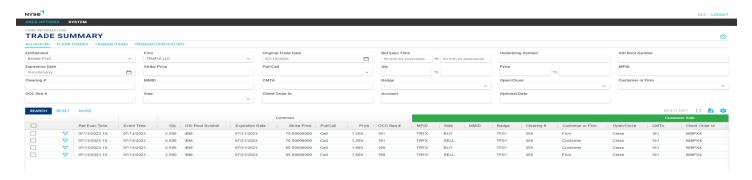
Contractual Changes (volumes and price changes) that are requested by the customer must be done by NYSE Staff. Once changes have been made you can see the changes in allocated trades.

Non-Contractual Changes will be managed by the firms via TOP for access by both internal and external users (based on permissions and filtered based on access type).



Allocated

Allocated shows the latest state of each completed transaction sent to the OCC. Find allocated trades by searching via the Trade Summary:

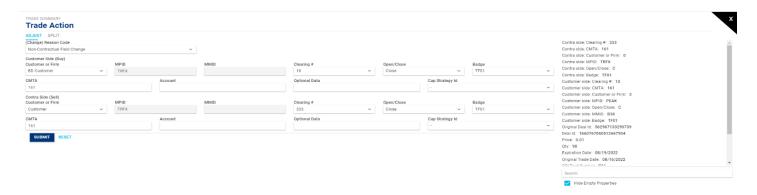




Adjust (Adjust allocated trades)

TOP provides user the access to make any adjustment that is a non-contractual change.

Under the "ALLOCATED" tab, select an upside-down triangle also known as the "Edit Icon". This will populate the "Trade Action".

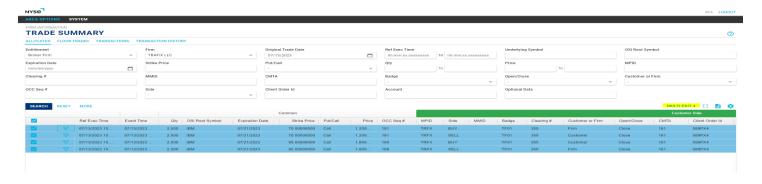


- User can select the "Adjust" tab.
- If the user is on both sides of the trade, they can designate for each allocation record. Please pay attention to the "Buy" and the "Sell" next to the "Customer Side" and the "Contra Side" in the parentheses.
- User will be able to adjust CMTA, Clearing #, Open/Close, Badge, Account (Actionable Identifier),
 Optional Data, and Cap Strategy ID.
- Once the criteria are updated, submit the adjustment
- User can select the "Click here to see Transaction". This will enable the user to see the adjustment.

Multi-Edit (Changes on multiple trades at the same time)

TOP allows users to make multiple adjustments for non-contractual changes.

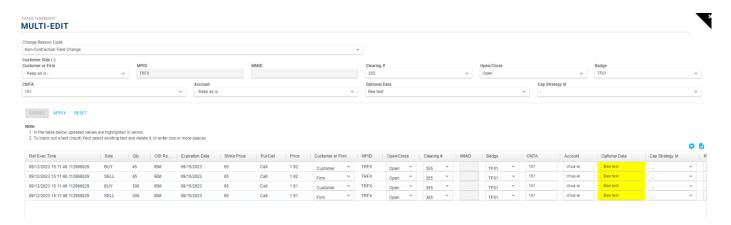
Under the "ALLOCATED" tab, select multiple upside-down triangles also known as the "Edit Icon". TOP can update up to 50 trades on the current trading day and 5 trades on the prior trading day.





This will enable the "Multiple-Edit" icon. User will then select the "MULTI- EDIT" Icon. All adjustments made in Multi-Edit will be highlighted in yellow.

- User can adjust individual trade records in the following fields: CustFirm, Open/Close, Clearing, MMID, SubmittingBrokerID for the same MPID, CMTA, Cap Strategy, Optional Data, and Account (Actionable Identifier).
- User can adjust CMTA, Clearing #, Open/Close, Badge, Account (Actionable Identifier), Cap Strategy, Optional Data in bulk using the filter box.
- Trades with different values for Open/Close and Cust/Firm will automatically default to "Keep as is" and keep its value.
- Once the adjustment is made, submit the adjustment (User must ensure that all trades selected for the "Multi-Edit" are related and the change to being made is appropriate for all the trades that have been selected)



Optional Data.* Wild Card Filter

TOP supports a wildcard parameter using the % sign.

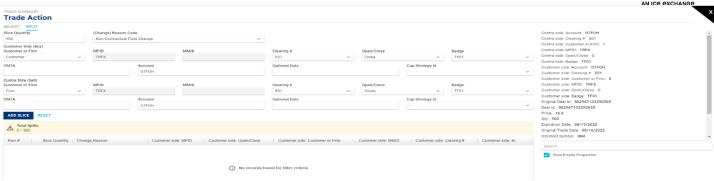
- User can use %abc and TOP search will return abc, aabc, and xyzabc, but not xabcd
- User can use it in any position in a search, I.e., a%bc, abc%, or %abc%
- User can use it as a regular character if preceded by backslash, I.e., a\%b, TOP will look for an exact match on a%b

Split (Splitting the allocated trades)

TOP allows users to make any adjustment that is a non-contractual change.

Under the "ALLOCATED" tab, select an upside-down triangle grid also known as the "Edit Icon". This will populate the "Trade Action".



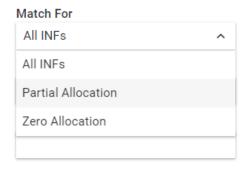


- Select the "Split" tab.
- User can indicate either side of the trade for each allocation record. Please pay attention to the "Buy" and the "Sell" next to the Customer Side and Contra side in the parentheses.
- User can split quantity in the "Slice Quantity", only if the user is the owner of both sides.
- User can adjust Firm/Customer, CMTA, Clearing #, Open/Close, Badge, Account, Optional Data, and Cap Strategy ID.
- User can designate for each allocation record.
- Once the split is done, submit the adjustment.
- User can select the "Click here to see Transaction". This will enable the user to see the trade adjustment.

Floor Trades



Match For



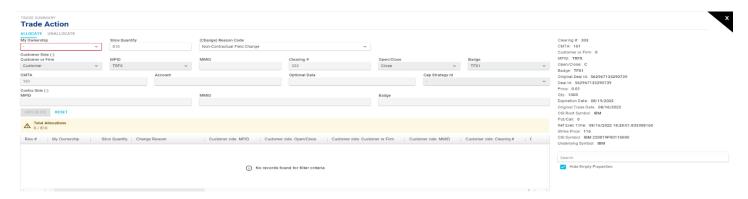
All INFs - Displays the internal fill message.



- Partial Allocation Displays some of the allocated trades that are filled.
- Zero Allocation Display no allocation.

Allocate (Floor Trades)

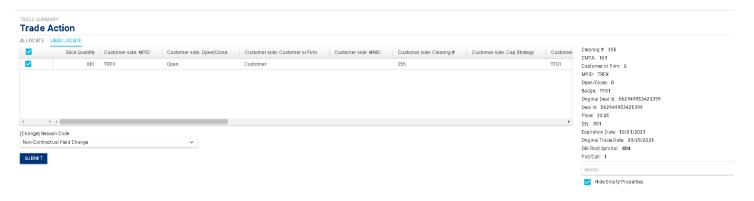
User can "Allocate" trade if the trade is not allocated. (e.g., Names Later)



- The user can select the "Edit Icon" tab and the "Allocate/Unallocate" page will populate. If the user is the owner of both buy and sell sides, under the "Allocate" tab user can select "Both" under "My Ownership". However, if the user only owns one side of the trade, then select either buy or sell.
- All unallocated trades at the end of the business day will be default to the firm's "Error Account" as the
 contra side of the trade (e.g., partial trades need to be cancelled or the remaining balance will be defaulted
 to the firm's error account).

Unallocate (Floor Trade)

User can "Unallocate" a trade if the trade is already allocated. (e.g., Broker allocated the trade to the wrong Market Maker.)



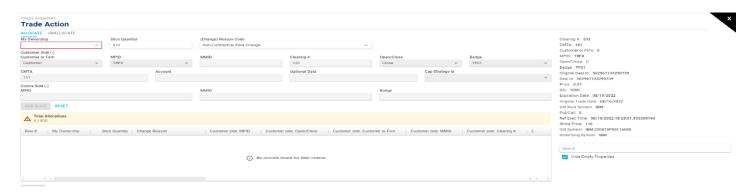


- If the user is on both sides of the trade, the user can select the "Unallocate" tab and select the top box icon also known as the "Edit Icon". This will automatically select both the buy and the sell sides. Submit your unallocated update and this will undo both the buy and the sell sides of the trade.
- If the user is only on one side of the trade, the user can select the "Unallocate" tab and select the top box icon also known as the "Edit Icon". Submit your unallocated update and this will undo the initiating side of the trade and send a recall message to the contra side.
- User can select the "Click here to see Transaction". This will enable the user to see the trade be updated to "Unallocate" trades.
- Once the contra-side has approved the recall, the initiating user can change the contra under the "Allocate" tab in the "FLOOR TRADE" tab.

Reallocate (Reassigning Contra)

Under the "FLOOR TRADE" tab, select the "Allocate" tab and reassign the contra.

Once the reallocate (Contra) is selected, submit the reallocation.



Recall (Recalling the trade back)

User can select the "Recall" tab to recall a trade. Only available for Floor Trades. (e.g., Sending the trade to the wrong MM.)





- Once the contra side has approved the recall, the initiating user will be able to reallocate.
- User can select the "Click here to see Transaction". This will enable the user to see the recalled trades.

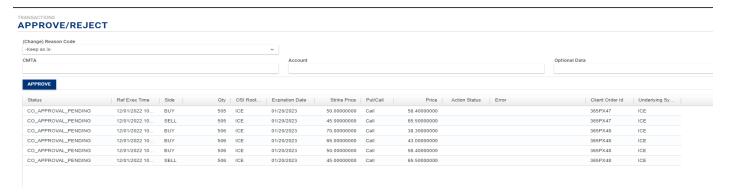
Market Makers

Market Makers can approve and reject trades (TOP is now replacing Trade Notification Transaction also known as TNT)

Under the "TRANSACTIONS" tab, Users can select up to 20 multiple edit icons next to the
 "CO_APPROVAL_PENDING" for approvals. This will populate the "Trade Summary Approval" screen.

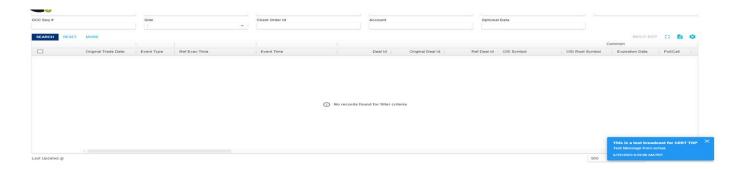


- User can select either "Approve" or "Reject".
- Once the "Approve" or "Reject" is selected, submit.



Notifications

The exchange broadcasts important messages to TOP users. (e.g., Outages and informational)



Additional TOP information can be found at www.nyse.com/pillar-migration.



Appendix: Document Version Control History

Date	Version Number	Change Summary
4/22/2024	1.5	 Market Status Trader Updates Customer API Readiness
9/12/2023	1.4	 Multiple Trade Edit Capability (Multi-Edit 2.0) for Options Ability to update CapStraftegyID in Multi-Edit operation (Floor Broker QCC Trades and Outcry) Trade Summary – Optional Data Wild Card Filter
7/21/2023	1.3	 Risk Phase 3: Options (disabled/hidden from users) Technology: Rename "CDM" URL (Non-PROD) Notifications: Message Broadcasting Implement Multiple Email Widget in Risk setting Page
12/5/2022	1.2	 Updated Multi Edit section with "Keep as is" as the default value Updated Market Makers section to reflect new 'Bulk Approval' feature Updated screen shots to reflect TOP version 6.3.1
8/23/2022	1.1	 Updated formatting and branding Updated Screen shots in 'Allocated', "Split' and 'Allocate (Floor Trades)' section Added information in the 'Adjust' and 'Split' sections
1/22/2022	1.0	Initial publication