FHLBANK DALLAS

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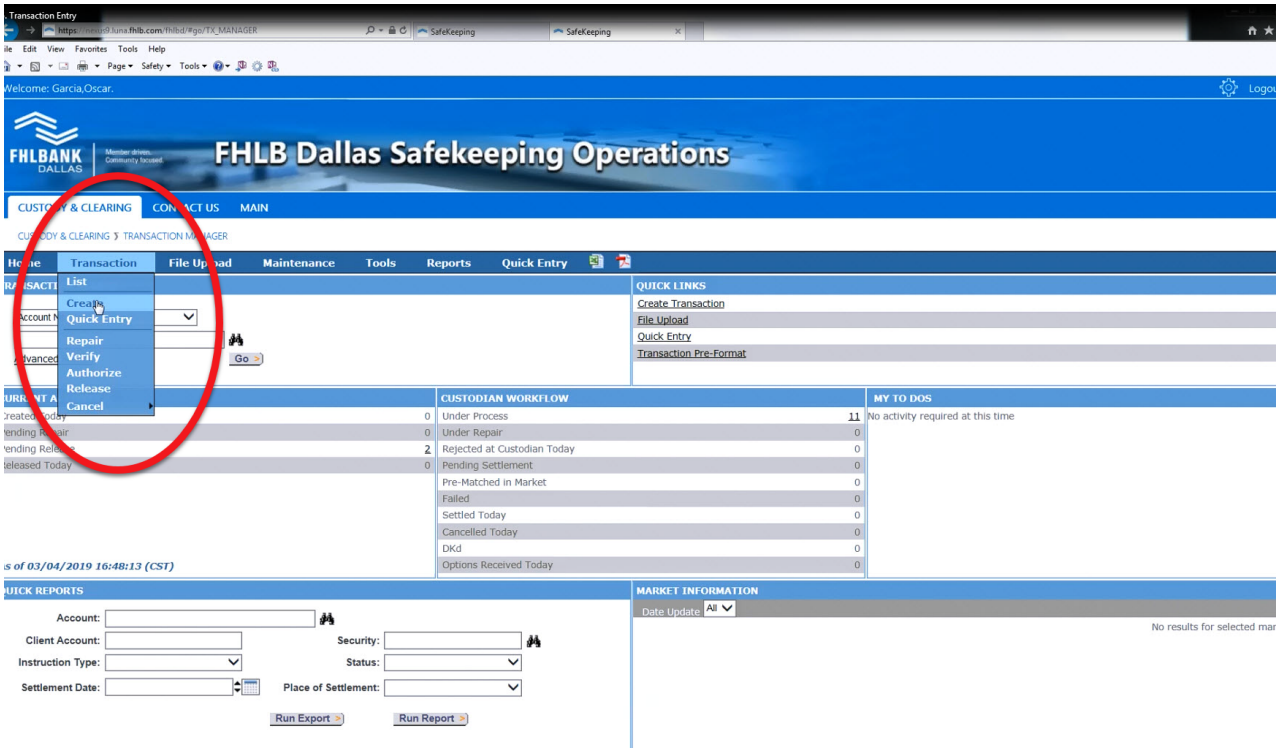
Transaction Entries on Nexus9

Below are steps to process different kinds of security transactions on Nexus9. This document may be utilized accompanying the training video on the same topic.

Receive vs. Payment Transaction

From the main page:

Click Custody & Clearing → Transaction Manager → Transaction tab, then **Create**



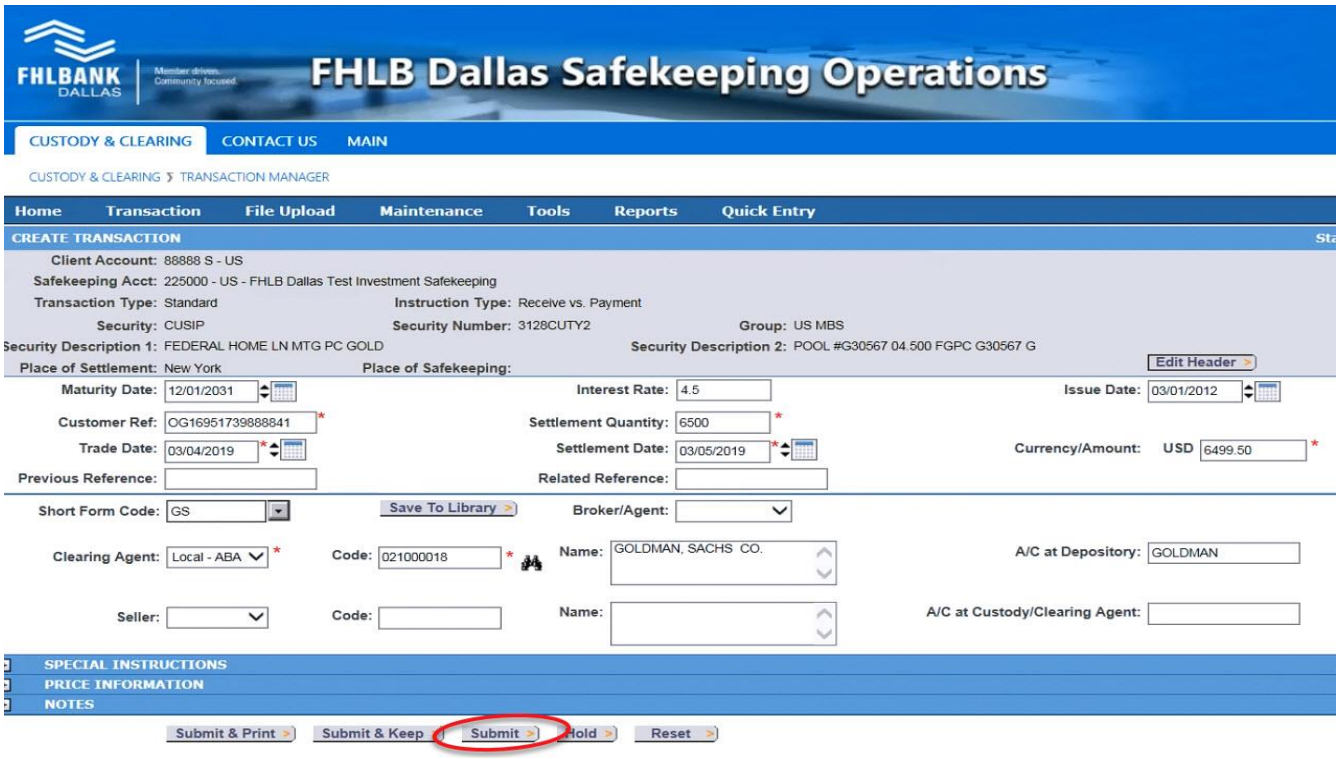
- Change the Instruction Type in the Transaction Manager to “Receive vs. Payment”
- Fill in the all the required fields, marked with a red asterisk:
  - Client Account – Use binoculars icon to search
    - Find corresponding Safekeeping Client Account number (contains an “S)
    - and click **Done.** The Safekeeping Account number will appear on the transaction form.
  - Transaction Type – This will remain **Standard**
  - Security – Choose **CUSIP** and type in the number

Once all required fields are entered, click **Continue**. This will lead to a page required to enter more Safekeeping Account information. Again, required information are noted with red asterisks:

- Customer Ref (system generated)
- Settlement Quantity – represents the amounts traded
  *Enter the amount of the original face
- Currency/Amount
- Trade Date
- Settlement Date

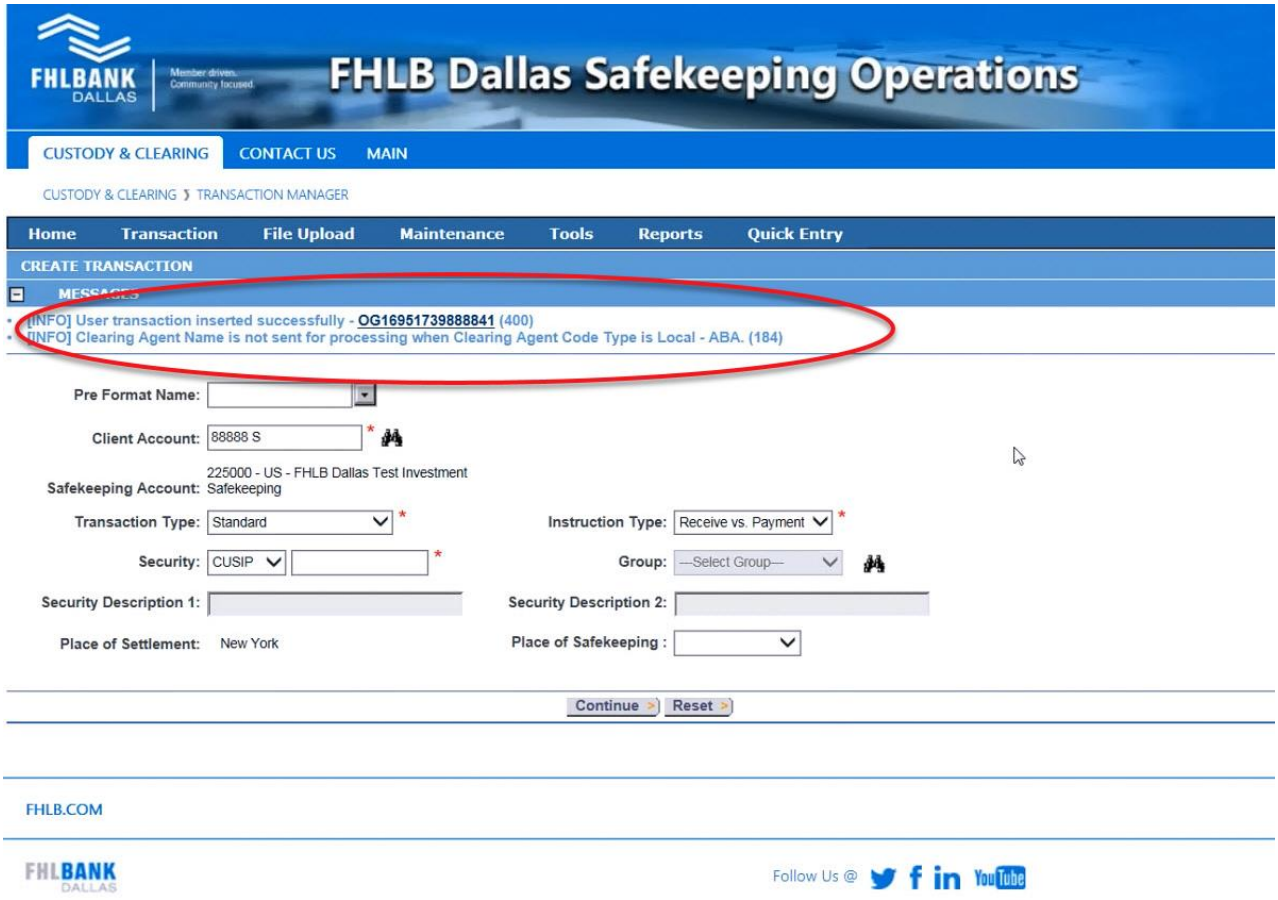
The final step is to locate the broker information (bottom section of the page). (Reference *Adding a Frequently Used Broker video for more information*)

- Clearing Agent – Depends whether the broker is a Fed security or Depository Trust Company (DTC)
  - **Local – ABA**: Represents a Federal security
  - **Local**: Represents a DTC security
- Code – use binoculars icon to locate the appropriate code for the broker



Once all information is entered, click **Submit**.

Check messages at top once submitted. If red, more information needs to be submitted.



Deliver vs. Payment Transaction

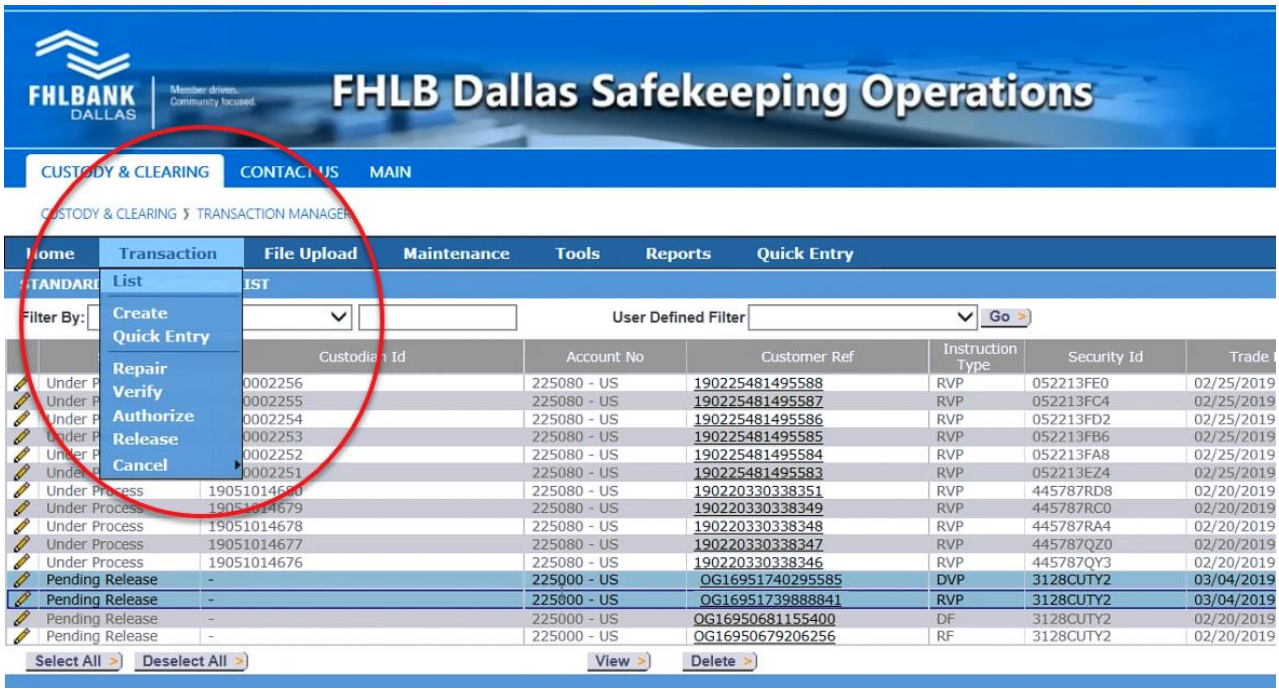
Back-to-back entry of transactions are possible. For example, after submitting a Receiving vs. Payment transaction, a new entry can be made from the last step of the process (above page).

- Set Transaction Type as **Standard**
- Set Instruction Type as **Deliver vs. Payment**
- Type in CUSIP
- Ensure all fields noted with a red asterisk are filled
- Locate the broker information and input at the bottom of the form
- Click **Submit**

To ensure your submissions went through:

- Hover over the **Transaction** tab and select **List** to see a full list of transactions made.
- The recent "Receive vs. Payment" and "Deliver vs. Payment" transactions submitted should have a status as "Pending Release." This means that a staff member authorized for safekeeping from the member side will need to release the transactions.

  *Note, FHLB Dallas staff also has the ability to "Process" or "Release" transactions.



Replicating Transactions

Transactions with a status listed as "Pending Release" may be replicated during its pending state. If interested in performing another type of transaction, click the Pencil icon beside the recently submitted transaction and click **Replicate**.

This will reopen the Transaction Manager with information on a previous transaction. It enables modifying all the details of an existing transaction without having to reentering any trade details onto the form.

If you have any questions or would like to suggest a topic, please contact Todd Nickerson at 214.441.8010 or safekeeping@fhlb.com.