

FHLB Dallas Safekeeping Operations: Custody Reporting

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Custody Reporting is a web-based application that provides easy access to your trust, custody, fund and cash account information over the Internet. It gives you the information you need when you need it – allowing you to run reports and schedule them for online delivery via email.

Log in

1. Go to <https://nexus9.fhlb.com>.

2. Enter your **Username** and click **Enter**.
(**Note:** Your login information is provided by your organization's designated Security Manager.)

3. Enter your **Password** and click **Enter** again. (**Note:** If your pop-up blocker is enabled, hold down the **Ctrl** key and then click **Enter**.)

4. Once you log in, click **Custody & Clearing** and select **Custody Reporting**, which is available on the menu to the left.

Click this link to access **Custody Reporting**. This will bring you to the Homepage, where you can define a customized view of the functions you want to perform immediately after login.

Run Dynamic Queries/ Reports – Anytime!

Queries/Reports are standard, shared, or user-defined reports which can be viewed, printed, downloaded or emailed.

1. Click **Queries/Reports**, then **Queries** menu.

2. Use the **Queries Overview** bar on the left and select **Standard Reports**, then select a **Category**.

3. Click the **name of the report query** you want to execute.

4. To the right, add/remove **Accounts** or click **Group Accounts**.

5. Select **Additional Parameters** (for example, date range and sort order).

6. Click the **Execute** button (or click **Next** to proceed to the next wizard screen to add optional parameters and filters).


Other Capabilities

In addition to running standard reports, the following capabilities are also available:

- Customizing Your Reports
- Accessing the Account Cabinet
- Setting Your Preferences
- Running Quick Queries
- Report Features
- Schedule a Report

Customize Your Reports

Use a Standard Report as a basis to customize your own report.

1. Click the **Queries/Reports** menu and then the **Queries** menu.
2. To customize a report, find a **Standard Report** from the list to use.
3. Then click the **Edit**  icon located to the right of the Standard Report name.
4. In the **Queries:Edit** screen, you will be required to enter the following:
 - Name of Customized Report.
 - Select a folder from the list of available folders or create a new folder to save the report to. To create a folder, select **Enter new folder name** option and then type the name of a new folder in the field to the right.

5. Enter a **Title** and a **Description** for the report (Optional).

6. To share this customized report with others, select the check box to share with your group or entire organization and click **Next**.

7. **Add or Remove** columns from the **Available** or **Selected Columns** by selecting the field and clicking the right/left arrows. Click **Next**.

8. You can customize each report field by clicking on the field and then the modifying **Name**, **Format** or **Total Type** options.

9. Also, you may **rearrange the column order** by clicking on the field and then up the or down arrows.

10. Select the preferred **Sorting** by up to five fields, **Summary Options** and click **Next**.

11. Finally, if needed, create filters and then click **Save**.

12. Click **OK** to prompts.

13. Once you're done, you can access your customized reports in two ways:

- Use the **Queries Overview** bar on the left and select **My Reports** (location for all customized reports) and then select the **Subfolder** you chose/created during the process.
- Click the **Queries/Reports** menu and then the **Queries** menu. Scroll through to locate the **Name** of the **User-Defined Report** you created.
- Click the **Queries/Reports** menu and then in the Search box enter the full or partial report name. Click **Search**.

Account Cabinet

The Account Cabinet provides you with at-a-glance reporting on your positions, transactions and cash projections. These reports provide the most recent information held against the accounts at any point in time. The accounts that you view are based upon the account numbers that have been entitled to your user profile.

Enables you to group frequently used accounts under a single name for quick access later.

Account Overview


This screen displays all of your entitled accounts and allows you to generate a quick Positions/Transactions report for your Safekeeping accounts, view cash

balances as of Last Close of Business, and also enables you to generate a quick 5-day Cash Projection report for a single cash account.

View the Account Overview:


1. Click **Account Cabinet** menu. The Account Overview displays.

View Positions:


The Positions report presents a quick glance at securities positions that have settled and are currently being held in the accounts. Click the **Positions** icon . Only positions as of Most Recent date are displayed.

View Transactions:


The Transactions report presents a quick glance at all transactions and

their statuses (e.g., pending, settled, cancelled, failed, etc.). Click the **Transaction** icon . Only transactions for a period between -5 to Current Day are displayed.

View Cash Projections:

The Cash Projections report presents the next 5-day projection for your cash accounts. Click the **Arrow** icon . The Summary will display cash projections by transaction type with the following information: the **5-day Beginning Balance**, **Net Change** and **Ending Balance**.

To View Related Accounts:

Click the **Double Arrows** icon . Accounts related to an account group will be displayed.

Quick Query

The Quick Query feature allows you to easily run ad-hoc queries for immediate access to essential information without interrupting other activities or waiting for a full report to run. The Quick Query pop-up window allows you to check the current or historical status of a securities settlement transaction, obtain a cash account balance or the position of a security.

View Securities Settlement Transaction Status

1. Select **Most Recent** or **History**.
2. Select **Custodian Ref No** or **Client Ref No**.
3. Enter the Reference and then click **Go**.

View the Cash Account Balance

1. Enter the **Cash Balance Account No**.

Note: Look up the account number by entering the first three characters and then click the binoculars.

2. Click **Go**.

View the Position of a Security

1. Select **NAME**.
2. Enter the **Security No**.


Note: Look up the security number by entering the first three characters and then click the binoculars.

3. Enter the **Account No**. (Optional)

4. Click **Go**.

Account Groups

View an Account Group:


1. Under the **Account Cabinet** menu, choose **Account Groups**.
2. To view "Details of Group Account," click the  icon.
3. Review and click **Close** when you are finished.

Create an Account Group:

1. Under the **Account Cabinet** menu, choose **Account Groups**.
2. Click **New**.
3. Type a **Group ID** and **Group Name**.
Note: The Group ID and Group Name assist you in identifying the account group. Group ID is limited to 13 characters – no spaces or special characters accepted.
4. Choose **Accounts** from the Available Accounts box. You can also use the Account Filter to search for specific accounts, search by account type, or search for accounts by specific branches.
5. Click **Allow Profile Sharing** (Optional) and select **Save**. A pop-up window appears stating: "A New account group created successfully."

6. Select **OK** to finish the process.

Edit an Account Group:

1. Under the **Account Cabinet** menu, choose **Account Groups**. *You will be transferred to the Account Group List screen.*
2. Click the **Edit**  icon next to the **Account Group** you want to modify.
3. Modify Account Group as necessary.
4. Select **OK** when you are done.

Set Your Preferences

Preferences allows you to customize your home page, define your default user preferences and upload Certificate(s) of Encryption for automated report delivery.

1. Click the **Preferences** menu item from the top-right-hand side.

2. Click **Customize Homepage**.

- Select the number of reports, queries, schedules and packages extracts to display on the HOME page.
- Turn E-Report Alerts on/off.

3. Click **User Preferences**.

- Select the preferred **Number Format**.
- Select the preferred **Currency Format**.
- Select the preferred **Date Format**.
- Select the preferred **Download Format**.

4. Click **Email Certificate Setup**.

- To use the email subscription feature, click the **Add** button to upload Certificate of Encryption. Setting this up will enable you to receive reports via email. (Refer to Certificate of Encryption section).

5. Click **Account Groups**.

- Standard, shared or user-defined reports can be viewed, printed, downloaded or emailed using this feature. To view accounts that have been linked together for the purposes of viewing, downloading or printing multiple Queries/Reports or Extracts simultaneously.

6. Click **Email Setup**.

- Here you can add unsecured email addresses of users you may want to send reports to. Enter address, select the domain and click **Save**.

Report Features

After the report is generated, the following features are available:

TOC (Table of Contents), Page Navigation, Search, Download and Print

TOC (Table of Contents)

This feature provides groupings based on the order of the columns in the report generated. This enables you to drill down and go to a particular grouping by clicking on the links within the TOC. This function is only enabled on the following reports:

- 3rd Party Loans - Settled Transactions
- 3rd Party Loans - Pending Transactions
- Accrued Interest Cash Balances
- DK Trades
- Paid Corporate Action and Income
- Position Valuations with Totals
- Projected Balances
- Projected Income
- Traded and Settled Positions Summary
- U.S. Cash Balance Summary

Page Navigation

The navigation bar enables you to easily go to: First Page, Last Page, Next Page, Previous Page or GO TO a specific page. You can also change the zoom using the drop-down menu.


Schedule a Report

Create a Report Schedule

Report Manager allows you to schedule Queries/Reports and establish automatic report delivery to a destination that you choose. You also have the ability to edit the schedule parameters at any time.

- Receive One-Time, Daily, Weekly or Monthly reports.
- Specify if you want Intraday reports (every X minutes/hours).

Create a schedule by using the following method:

1. Locate a report you want to include.
2. Then click the **Report Manager**  icon.

Then:

3. Select the individual accounts or select group accounts.
4. Select the **Period** time frame.
5. Select the **Sort By** order.

Search

This feature enables you to query specific information in the report (after the report has been run as a web report within nexus9 for Securities). You will have the ability to search the report results on any of the fields available in a custom or standard report.

1. Click the **Search** button.
2. Mouse-over fields in the report. If the cursor turns into a hand icon and the word **Searchable!** appears, then you can search on that field. **Click on the field to start.** The selected field(s) are displayed to the left.
3. Enter your search **Value(s)**.
4. Click **Search Now**.

Search Tips

- Enter the exact value for Search to retrieve results.
- Use an asterisk (*) at the beginning or the end of the value you entered to retrieve all closest matches.
- When searching on a quantity, enter the digits only. The comma

6. Click **Next**.

7. Restrict the data returned by selecting **parameters** and **conditions** to create an **expression**. Click **Next**.

8. Enter a Schedule Name.

9. Click Active or Inactive status for the current schedule.

10. Choose to have the report run One Time, Daily, Weekly or Monthly.

11. Select a Time Zone.

12. Enter the **Start** and **End Dates** for Daily, Weekly or Monthly selections.

13. Enter the **Daily Run Time**.

14. To request the report multiple times during the day, select **Intraday**.

15. Then select the desired Intraday times for **Repeat Every** and **Until**.

16. Click the **Next** button to see more options.

is not a valid character for this field and will not return the desired search results if entered.

Download

This feature enables you to save a copy of the report in PDF, Excel or Word formats to a location you specify on your local PC. You can also specify the page range (not available for all options).

- **PDF:** Select the PDF Quality, Split Large Pages, edit Page Width and Height.
- **Excel Export Table:** Report is formatted in an Excel worksheet and is fully editable.
- **Excel Display:** Report is formatted using HTML in Excel (with a Citi logo) and is similar to the on-screen report colors and format.
- **RTF:** Report is formatted using HTML in a Word document (with a Citi logo) and has edit limitations.
- **Fully Editable RTF:** Report is formatted in Word and is fully editable.

Print

The Print feature enables you to print a formatted copy of the report in color. You can choose to send the report to the desired printer or save it to a location on your PC.

17. Enter an Output File Name (Maximum 100 characters).
Note: No special characters allowed.

18. Select an **Output File Format:** PDF, XLS, CSV.

19. Choose to include **Column Headers** and **display run date and time**.

20. Select from the **Available EMails**.

21. If you selected **Send to me via email**, then enter email **Subject** and **Message**.

22. To receive **email Notification** for scheduled reports sent successfully, failed or delivered via FTP, check the box and select email recipients.

23. Then select from **Available EMails** or type in an address and click **Add New**, then click **Save**.

24. Click **OK** to prompts.

Schedule Options

You have the choice to:

Run Now:

- You can **Search** based on the value of a report field.
- **Print** executed report(s).
- **Download** the report (PDF, Excel Export Report, Excel Export Table, for All, Current Page or Specific Pages).

View History:

- To see schedule details, and past run-times, click the **View History** icon.

Edit Schedule:

- Add/remove accounts, change the Name, Time or other parameters.
Note: You can only edit schedules you created.

Delete Schedule:

- Stops the schedule from running and removes it from Custody Reporting.

Note: If you do not want a schedule to run for a period of time, you can edit the schedule and change it to Inactive status.

Help Desk

For any technical or general questions or concerns while accessing the portal, please contact our Member Services team:

P.O. Box 619026
Dallas, TX 75261-9026

8500 Freeport Parkway South
Irving, Texas 75063

Main: 844.FHL.BANK (844.345.2265)

Email: Member.Services@fhlb.com

Fax number: 214.441.8514

Hours of Operation: 8:00 a.m. to 5:00 p.m.