

Positions User Manual

December 2010
Global Operations Education

1.0 Introduction

The **CME Positions System** is a web-based application that provides users access to position data. The system allows member firms to:

- View the **status** of the positions throughout the day as the system is updated real-time to reflect all changes.
- View **positions**, enter on-line **position adjustments**, **position change submission** (PCS) updates, and **position spread** updates.
- View **variation and premium** information.
- View **intra-day** and **end-of-day** snapshots of their **position data** for the current day and three prior days.

The Positions System provides the following features:

- **Access:** CME Positions is accessed through CME Connect.
- **Search Capabilities:** Users have more search capabilities. For example, users can search for multiple contracts on a single screen.
- **Excel Downloads:** Users can download search results into an excel spreadsheet.
- **Entering Exercises:** Users can enter multiple options instructions within one account. Users will no longer have to keep tally of the number of options exercised.

Note: This system is currently being used by NYMEX customers and this new release will now incorporate CBOT products.

Requesting Access

Access to CME Positions is granted by **written request** from an officer of the clearing member firm. To request access, complete the following actions:

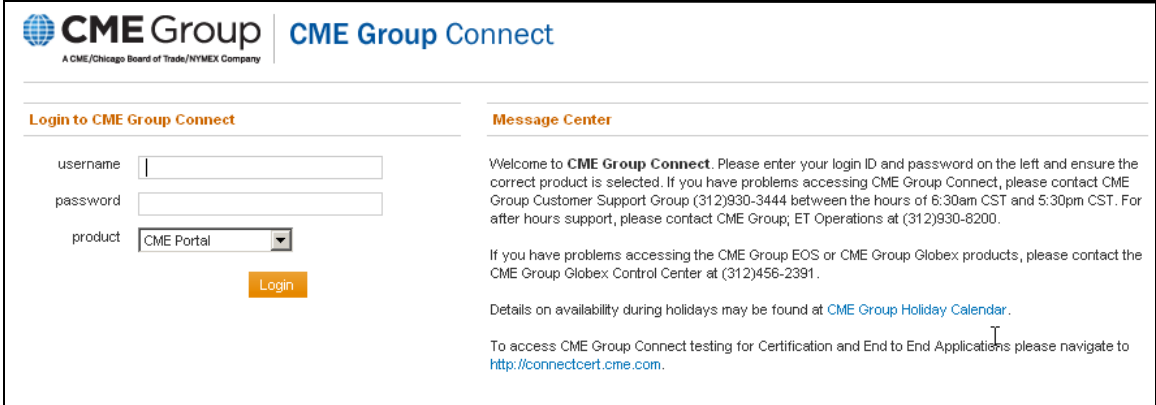
- **Download** the [Member Firm On-Line System Access Request Form](#).
- **Complete** the form and ensure it is **signed** by an officer from the clearing member firm.

Access can be granted at two levels:

- Firm User: This option will give you access to all position accounts under clearing firms for which you are authorized.
 - Account User: This option will give you access to specific position accounts under clearing firms for which you are authorized.
- **Fax** the form to the Customer Support Group at 312-338-2626.
 - Allow 48 hours for the request to be processed.

Accessing Positions in Production

1. Log on to CME Connect at <http://connect.cme.com>. The Logon window will display.



CME Group | CME Group Connect
A CME/Chicago Board of Trade/NYMEX Company

Login to CME Group Connect

username

password

product

Login

Message Center

Welcome to **CME Group Connect**. Please enter your login ID and password on the left and ensure the correct product is selected. If you have problems accessing CME Group Connect, please contact CME Group Customer Support Group (312)930-3444 between the hours of 6:30am CST and 5:30pm CST. For after hours support, please contact CME Group; ET Operations at (312)930-8200.

If you have problems accessing the CME Group EOS or CME Group Globex products, please contact the CME Group Globex Control Center at (312)456-2391.

Details on availability during holidays may be found at [CME Group Holiday Calendar](#).

To access CME Group Connect testing for Certification and End to End Applications please navigate to <http://connectcert.cme.com>.

2. Enter your CME **Connect User Name** and **Password**. Ensure the **CME Portal** product pulldown option has been selected.
3. Click **Login**.
4. Click **Positions** from the list of programs displayed. The Positions menu will appear.

Accessing Positions Certification

NOTE: When beginning to learn Positions functions, you should avoid using the Production Environment. Instead, access the Certification Environment while you practice.

1. Log on to <http://connectcert.cme.com/>
2. Enter your CME **Connect User Name** and **Password**. Ensure the **CME Portal** product pulldown option has been selected.
3. Click **Login**.
4. Click **Positions New Release** from the list of programs displayed. The Positions menu will appear.

Position Management System Timetable

Please contact CME Clearing Services at 312-207-2525 for information on the following:

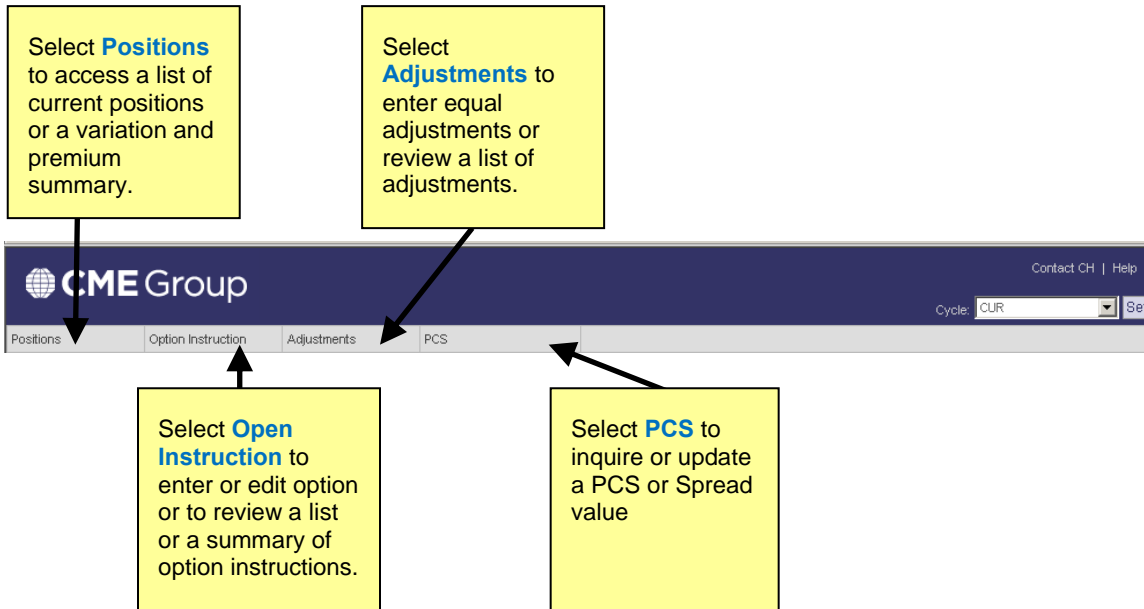
- Firm submission deadlines for position adjustments
- Option exercise/do not exercise instructions and PCS updates
- Position processing cycles

Logging off Positions

To exit Positions, **close** the **browser**. There is no explicit logout function.

2.0 Overview:

After logging in, you see the Positions List Search Criteria screen. This screen lets you search for positions held by clearing firms. Your log-in id will determine which records you may view. The menu bar is shown below.



3.0 Search Screen

There are no “required” search criteria on any search screen, but criteria must be valid. For example, a product code must be valid for the exchange selected. The defaults settings will result in the broadest possible searches and may return more records than you need. Complete the search criteria fields to return more targeted results.

Depending on the item you select from the menu bar, the search criteria will vary. A sample Search Criteria screen is on the next page.

Sample Search Criteria Screen

The example shown here is for Position List searches. The descriptions in the yellow boxes explain information common on all or nearly all Search Criteria screens.

In general, the defaults on all Positions Search Criteria screens are set to return the maximum number of results. You can narrow your searches by adding search criteria.

Click **Results** to specify the number of transactions to display at one time (5, 10, 25, 50 or 100. 50 is the default value.

Cycle: Depending on which screen is displayed, options are Current, intraday and end of day. Changing the cycle will change the search results.

The screenshot shows the CME Group web interface for the 'Position List' search. At the top right, there is a 'Cycle' dropdown menu set to 'CUR'. Below this is a navigation bar with tabs for 'Positions', 'Option Instruction', 'Adjustments', and 'PCS'. The main heading is 'Positions: Position List'. The 'Search Criteria' section contains several fields: 'Clearing Member' (CME, ALL, ALL, ALL), 'Product' (ALL, ALL, ALL, Contract Date), 'Option Detail' (ALL, Underlying, Contract Date), and 'CDS Detail'. There are also checkboxes for 'With Positions', 'Expiring', and 'Flexible Only'. At the bottom right of the search criteria section are 'Reset' and 'Search' buttons. Below the search criteria is a 'Search Results' section with a table header. The table has columns for CME, PA, Origin, CC, Period, P/C, Strike, Underlying, Coupon, PCS, Final (Long, Short), and Pay/Collect. A status bar above the table indicates 'No records found'. Three yellow callout boxes with red arrows provide instructions: one points to the 'Results' dropdown (value 50), another points to the 'Reset' button, and a third points to the 'Search' button.

Sample Search Results Screen

Search Criteria

Clearing Member: CME, ALL, ALL, ALL

Exchange: ALL, Product Code: ALL, Type: ALL, Contract Date: / / 50

Option Detail: ALL, Underlying: / /

With Positions Expiring Flexible Only

Search Results

CMF	PA	Origin	CC	Period	P/C	Strike	Underlying	Coupon	PCS	Final		Pay/Collect
										Long	Short	
501	555N	CUST	8Q	200907					0	1	0	00
690	690N	CUST	8Q	200907					0	0	1	00
013	013N	HOUS	8Q	200906					0	0	1	00
287	330N	CUST	8Q	200906					0	0	1	00
714	730N	CUST	8Q	200906					0	0	0	00
826	686N	CUST	8Q	200906					0	1	0	00
560	560S	CUST	ACERDU	201612				1.00	0	17,040,000	0	-1,420.00
560	560S	CUST	ACERDU	201612				5.00	0	0	1,040,000	43.34
714	714S	CUST	ACERDU	201612				1.00	0	0	17,040,000	1,420.00
714	714S	CUST	ACERDU	201612				5.00	0	1,040,000	0	-43.34
013	013N	HOUS	C	200906					0	0	135	00
020	090N	CUST	C	200906					0	0	14	00
031	411N	CUST	C	200906					0	0	636	00

Click the hyperlink to go to **Position Details**.

Click the arrows to view additional pages of results.

Click **Download** to send the results to a spreadsheet.

Special Sort feature: You can sort many of the columns in an ascending or descending order. To see if a column can be sorted, roll the cursor over the title. If the cursor changes to a hand, you may sort the column.

4.0 Positions

Position List

The Positions List feature lets you review the status of various long and short trades, as well as options. This screen will show you your net position across all contracts in a position account

1. Select **Position List** from the Positions drop down list on the main menu.

The Position List: Search Criteria screen appears.

The screenshot shows the CME Group Position List Search Criteria screen. The interface includes a header with the CME Group logo and navigation tabs for Positions, Option Instruction, Adjustments, and PCS. Below the header is a search criteria form with fields for Clearing Member, Exchange, Product, Option Detail, and CDS Detail. A 'Search' button is located at the bottom right of the form. Below the search criteria is a 'Search Results' section with a table header and a 'Download' button.

CME Group											Contact CH Help			
Positions											Cycle: CUR			
Positions: Position List														
# Search Criteria														
Clearing Org		Clearing Firm		Position Account		Origin								
Clearing Member: CME		ALL		ALL		ALL								
Exchange		Product Code		Type		Contract Date		Results						
Product: ALL				ALL		MM/YY/YY		50						
Put/Call		Strike		Product Code		Contract Date								
Option Detail: ALL				Underlying:		MM/YY/YY								
Coupon Rate														
CDS Detail:														
<input checked="" type="checkbox"/> With Positions <input type="checkbox"/> Expiring <input type="checkbox"/> Flexible Only											Reset		Search	
# Search Results														
											No records found		Download	
CMF	PA	Origin	CC	Period	P/C	Strike	Underlying	Coupon	PCS	Final		Pay/Collect		
										Long	Short			

Field/Checkbox	Definition/Function
Clearing Org	This field is set to CME by default.
Clearing Firm	This is the Clearing Firm Number.
Position Account	This field is the account under which the positions are held.
Origin	This is the origin for the position. <ul style="list-style-type: none"> ○ Customer or House
Product Exchange	This is the exchange where the product is traded
Product Code	This is the two digit product code
Type	This allows you to search for your position based on type: <ul style="list-style-type: none"> ○ Future ○ Option ○ Combo ○ Credit Default Swap ○ Forward ○ Interest Rate SWAP ○ Physical
Contract Date	This allow you to search by contract month/year
Results	This allows you to specify the number of rows to be viewed in the search results
Option Detail (P/C)	This allows you to search by: <ul style="list-style-type: none"> ○ All ○ Put ○ Call
Strike	This allows you to search by strike price. Data in these fields should be entered in decimal format.
Underlying Product Code	
Contract Date	
Coupon Rate	This does not apply to NYMEX.
With Positions:	Select to execute a search to all contracts where the firm may has a position.
Expiring:	Select to display only contracts that are expiring on the current business day.
Flexible Only:	Select to display data for Flex options only. This does not apply to NYMEX.

2. Enter search criteria and click **Search**.

The search results screen appears.

Search Criteria

Clearing Org: CME, Clearing Firm: ALL, Position Account: ALL, Origin: ALL

Exchange: ALL, Product Code: , Type: ALL, Contract Date: / / , Results: 50

Option Detail: ALL, Underlying: , Contract Date: / /

CDS Detail:

With Positions Expiring Flexible Only

Search Results Records 1 - 50 of 2309 Download

CMF	PA	Origin	CC	Period	P/C	Strike	Underlying	Coupon	PCS	Final		Pay/Collect
										Long	Short	
501	555N	CUST	BQ	200907					0	1	0	0.00
690	690N	CUST	BQ	200907					0	0	1	0.00
013	013N	HOUS	BQ	200906					0	0	1	0.00
287	330N	CUST	BQ	200906					0	0	1	0.00
714	730N	CUST	BQ	200906					0	1	0	0.00
826	686N	CUST	BQ	200906					0	1	0	0.00
560	560S	CUST	ACERDU	201612				1.00	0	17,040,000	0	-1,420.00
560	560S	CUST	ACERDU	201612				5.00	0	0	1,040,000	433.34
714	714S	CUST	ACERDU	201612				1.00	0	0	17,040,000	1,420.00
714	714S	CUST	ACERDU	201612				5.00	0	1,040,000	0	-433.34
013	013N	HOUS	CL	200906					0	0	135	0.00
020	090N	CUST	CL	200906					0	0	14	0.00
031	411N	CUST	CL	200906					0	0	636	0.00

3. To review product details, click the hyperlink for the transaction. (See page xx.)

4. When you are finished reviewing, you may do one of the following:

- Click ◀ or ▶ to review more pages meeting your search criteria.
- Download the results to a spreadsheet.
- Revise the search criteria to review different lists of positions.
- Select another feature from the menu bar.

Variation & Premium Summary

The Variation and Premium Summary option will allow you to view your net positions across all contracts in a position account.

1. Select **Variations and Premium Summary** from the Positions drop down list on the main menu.

The Options Instruction Entry: Search Criteria screen appears.

2. Enter search criteria and click **Search**.

The Search Results screen appears.

Search Results

The screenshot displays the CME Group Search Results interface. At the top, there is a navigation bar with the CME Group logo and links for Contact, CH, and Help. Below this is a menu bar with options: Positions, Option Instruction, Adjustments, PCS, Admin, and Support. The main heading is "Positions: Variation & Premium Summary".

The "Search Criteria" section includes the following fields:

- Clearing Member: CME
- Clearing Org: ALL
- Clearing Firm: ALL
- Position Account: ALL
- Origin: ALL
- Currency: ALL
- Type: ALL
- Variation in: USDE
- Results: 50

Buttons for "Reset" and "Search" are located at the bottom right of the search criteria section.

The "Search Results" section shows a table with the following columns: CMF, Origin, Currency, Current Day (Variation, Premium, Total), Next Day (Variation, Premium, Total), and Combined (Total). The table contains 15 rows of data, including a summary row for "PA" (Position Account) with sub-rows for "059N".

CMF	Origin	Currency	Current Day			Next Day			Combined
			Variation	Premium	Total	Variation	Premium	Total	Total
013	HOUS	USD	56,010.50	0.00	56,010.50	0.00	0.00	0.00	56,010.50
020	CUST	USD	-14,471.60	-130.00	-14,601.60	0.00	0.00	0.00	-14,601.60
020	HOUS	USD	-50.00	0.00	-50.00	0.00	0.00	0.00	-50.00
031	CUST	USD	-37,724.40	-2,340.00	-40,064.40	0.00	0.00	0.00	-40,064.40
031	HOUS	USD	-3,560.20	0.00	-3,560.20	0.00	0.00	0.00	-3,560.20
034	HOUS	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
040	HOUS	USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
059	HOUS	USD	-2,560.00	0.00	-2,560.00	0.00	0.00	0.00	-2,560.00
PA			Variation	Premium	Total	Variation	Premium	Total	Total
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
059N			-2,560.00	0.00	-2,560.00	0.00	0.00	0.00	-2,560.00
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
059N			0.00	0.00	0.00	0.00	0.00	0.00	0.00
084	CUST	USD	1,881.00	-5,200.00	-3,319.00	0.00	0.00	0.00	-3,319.00
084	HOUS	USD	137,945.60	0.00	137,945.60	0.00	0.00	0.00	137,945.60

3. To review additional details, click + next to the transaction.
4. When you are finished reviewing, you may do one of the following:
 - Revise the search criteria to review more summaries.
 - Download the results to a spreadsheet.
 - Select another feature from the menu bar.

5.0 Options Instruction

Options Instruction Entry

1. Select **Options Instruction Entry** from the Option Instruction drop down list on the main menu.

The Options Instruction Entry: Search Criteria screen appears.

2. Enter search criteria and click **Search**. Clearing Firm, Position Account and Origin are required.

The search results screen appears.

The screenshot shows the CME Group Options Instruction Entry Search Criteria and Search Results screen. The top navigation bar includes 'Positions', 'Option Instruction', 'Adjustments', 'PCS', 'Admin', and 'Support'. The main title is 'Positions: Option Instruction Entry'. Below this is the 'Search Criteria' section with various input fields for 'Clearing Member', 'Clearing Org', 'Clearing Firm', 'Position Account', 'Origin', 'Exchange', 'Product Code', 'Type', 'Contract Date', 'Results', 'Put/Call', 'Strike', 'Underlying', and 'Contract Date'. There are also checkboxes for 'With Positions', 'Expiring', 'Flexible Only', and 'Show Exceptions'. A 'Search' button is located at the bottom right of the search criteria section. Below the search criteria is the 'Search Results' section, which displays a table of search results. The table has columns for 'CC', 'Period', 'P/C', 'Strike', 'Underlying', 'Underlying Price', 'Option Status', 'Position' (Long, Short), 'Exercise', 'Abandon', and 'Variation'. The table contains 10 rows of data, each with a radio button in the 'CC' column. A 'Select' button is located at the bottom center of the search results section.

CC	Period	P/C	Strike	Underlying	Underlying Price	Option Status	Position		Exercise	Abandon	Variation
							Long	Short			
<input type="radio"/> HX	200906	C	2.0500	200906	2.0895	ITM	0	0	0	0	0.00
<input checked="" type="radio"/> HX	200906	P	4.2500	200906	2.0895	ITM	0	0	0	0	0.00
<input type="radio"/> HX	201101	P	2.4500	201101	2.0715	ITM	0	0	0	0	0.00
<input type="radio"/> LO	200907	C	56.5000	200907	61.5800	ITM	0	0	0	0	0.00
<input type="radio"/> LO	200907	C	60.5000	200907	61.5800	ITM	0	0	0	0	0.00
<input type="radio"/> LO	200907	C	66.0000	200907	61.5800	OTM	0	0	0	0	0.00
<input type="radio"/> LO	200907	C	57.0000	200907	61.5800	ITM	0	0	0	0	0.00
<input type="radio"/> LO	200907	C	74.0000	200907	61.5800	OTM	0	0	0	0	0.00
<input type="radio"/> LO	200907	C	72.0000	200907	61.5800	OTM	0	0	0	0	0.00
<input type="radio"/> LO	200907	C	63.5000	200907	61.5800	OTM	0	0	0	0	0.00

3. To enter an option instruction, click the radio button next to the transaction and click **Select**.

The Option Instruction Entry Details screen, shown on the next page, appears.

Option Instruction Entry Details Screen

CC	Period	P/C	Strike	Underlying	Underlying Price	Option Status	Position		Exercise	Abandon	Variation
							Long	Short			
HX	200906	P	4.2500	200906	2.0895	ITM	0	0	0	0	0.00

Option is In the Money

Function: EXERCISE Quantity: Account Number (Optional): Add

Function	Quantity	Account Number

Back

4. Select the Exercise or Abandon function from the dropdown list and enter a quantity. The account number is optional.

Note: you cannot abandon an option until the expiration date.

5. Click **Add**.

The instruction is saved and appears in the list box below the entry fields.

Note: your changes will not appear on the transaction line itself. They will appear for the transaction when you click Back.

6. Do one of the following:

- Enter additional instructions.
- Click **Back** to return to the Search Results screen.
- Select another feature from the menu bar.

Options Instructions List—Edit and Delete Options Instructions

This screen lets you edit, view or delete option instructions. You can change the quantity or account number for a transaction or delete it. You are not allowed, however, to change the function.

1. Select **Options Instruction List** from the Option Instruction drop down list on the main menu.

The Options Instruction List: Search Criteria screen appears.

Enter search criteria and click **Search**. The search results screen appears.

Search Criteria

Clearing Member: CME 104 104N ALL

Product: ALL OPTION Contract Date: / / Results: 50

Option Detail: ALL Underlying: / /

Search Results

CMF	PA	Origin	CC	Period	P/C	Strike	Underlying	Coupon	Function	Quantity	Account Number	Last Modified Date/Time	Last Modified User
<input type="checkbox"/>	104	104N	CUST	LO	200905	C	121.50	200905	EXERCISE	1	12345	02/23/2009 14:45:59	283-Spool/50205[5025]
<input type="checkbox"/>	104	104N	CUST	LO	200905	C	121.50	200905	EXERCISE	2		02/23/2009 14:46:07	284-Spool/50205[5025]
<input type="checkbox"/>	104	104N	CUST	LO	200905	C	121.50	200905	EXERCISE	6	TEST	02/23/2009 14:46:22	285-Spool/50205[5025]

Update Delete

2. To edit an instruction, select the check box button next to the transaction, change the Quantity or Account Number and click **Update**.
3. To delete an instruction, select the check box button next to the transaction and click **Delete**.

Note: You cannot change an option that is past its deadline. If the option is past its deadline, the checkbox, Quantity, and Account Number fields will be grayed out.

4. Do one of the following:
 - Revise the search criteria to edit more transactions.
 - Download the results to a spreadsheet.
 - Select another feature from the menu bar.

6.0 Options Instructions Summary

1. Select **Options Instruction Summary** from the Option Instruction drop down list on the main menu.

The Options Instruction List: Search Criteria screen appears.

2. Select the Instruction Type from the dropdown menu. The choices are:

Type	Displays
All	Data for all option instructions
Abandons	Option instructions for abandonment requests
Assignments	Assignments only. Will have data only after the option exercise process has run in Clearing
Contrary Instructions	All abandonments or out-of-the-money exercises. Default value
Exercises	All exercises
OTM Exercises	Displays only option instructions that are out-of-the-money

3. Enter search criteria and click **Search**.

The search results screen appears.

Search Criteria

Clearing Org: CME | Clearing Firm: ALL | Position Account: ALL | Origin: ALL | Instruction Type: CONTRARY INSTRUCTIONS

Exchange: ALL | Product Code: | Type: OPTION | Contract Date: / / | Results: 50

Put/Call: ALL | Strike: | Underlying: | Contract Date: / /

Show Exceptions

Search Results | Record 1 of 1 | Download

CC	Period	P/C	Strike	Underlying	Underlying Price	Position		Submitted Exercise	Submitted Abandon	Accepted Exercise	Accepted Abandon	Assign	Variation
						Long	Short						
LO	200905	C	121.5000	200905	1,000.0000	0	453,438	0	0	0	0	0	0.00
CMF	PA	Origin											
104	104N	HOUS				0	453,438	0	0	0	0	0	0.00
350	350	CUST				0	453,438	0	0	0	0	0	0.00
Totals:									0	0	0	0	0

4. To review additional details, click + next to the transaction.
5. When you are finished reviewing, you may do one of the following:
 - Revise the search criteria to review more summaries.
 - Download the results to a spreadsheet.
 - Select another feature from the menu bar.

7.0 Adjustments

Equal Adjustment Entry

This screen lets you enter adjustments to your incoming position in a contract.

1. Select **Equal Adjustment Entry** from the Adjustment drop down list on the main menu.

The Equal Adjustment Entry: Search Criteria screen appears.

2. Enter search criteria and click **Search**.

The search results screen appears.

The screenshot displays the 'Equal Adjustment Entry' search results interface. At the top, there are navigation tabs for 'Positions', 'Option Instruction', 'Adjustments', 'PCS', 'Admin', and 'Support'. Below the tabs, the title 'Positions: Equal Adjustment Entry' is shown. The 'Search Criteria' section includes fields for 'Clearing Member' (CME), 'Clearing Firm' (199), 'Position Account' (199), and 'Origin' (HOUS). It also has fields for 'Product' (ALL), 'Type' (OPTION), and 'Contract Date' (50). The 'Search Results' section contains a table with columns for 'CC', 'Period', 'Type', 'PIC', 'Strike', 'Start of Day' (Long, Short), 'Equal Adjustments', 'Other Adjustments' (Long, Short), and 'Adjusted SOD' (Long, Short). The table lists several rows of data, and the 'Update' button at the bottom center is circled in red.

CC	Period	Type	PIC	Strike	Start of Day		Equal Adjustments	Other Adjustments		Adjusted SOD	
					Long	Short		Long	Short	Long	Short
HX	200906	OPT	C	2.05	0	0	0	0	0	0	0
HX	200906	OPT	P	4.25	0	0	0	0	0	0	0
HX	201101	OPT	P	2.45	0	0	0	0	0	0	0
LO	200907	OPT	C	50	0	0	0	0	0	0	0
LO	200907	OPT	C	52	0	0	0	0	0	0	0
LO	200907	OPT	C	53	0	0	0	0	0	0	0
LO	200907	OPT	C	55	0	0	0	0	0	0	0
LO	200907	OPT	C	56	0	0	0	0	0	0	0
LO	200907	OPT	C	56.5	0	0	0	0	0	0	0
LO	200907	OPT	C	57	0	0	0	0	0	0	0

3. Enter needed adjustments in the field provided.

4. When you finish entering data, click **Update**.

Note: If you would like to correct an adjustment, then enter the correct number and click on Update. If you want to remove an adjustment than enter zero.

5. You may do one of the following:

- Enter more adjustments.
- Revise the search criteria to review more summaries.
- Download the results to a spreadsheet.
- Select another feature from the menu bar.

Adjustment List

The adjustment list allows you to see a list of adjustments that have been entered for the day.

1. Select **Adjustment List** from the Adjustments drop-down list on the main menu.

The Adjustment List: Search Criteria screen appears.

2. Enter search criteria and click **Search**.

The search results screen appears.

The screenshot displays the CME Group web application interface for the Adjustment List search. At the top, the CME logo and navigation tabs (Positions, Option Instruction, Adjustments, PCS, Admin, Support 1, Support 2) are visible. The main heading is "Positions: Adjustment List".

The "Search Criteria" section includes the following fields:

- Clearing Member:** Clearing Org (CME), Clearing Firm (ALL), Position Account (ALL), Origin (ALL), Adjustment Type (ALL).
- Product:** Exchange (ALL), Product Code, Type, Contract Date (MM/YYY/DD), Results (50).
- Option Detail:** Put/Call (ALL), Strike, Product Code, Underlying, Contract Date (MM/YYY/DD).
- CDS Detail:** Coupon Rate.

Buttons for "Reset" and "Search" are located at the bottom right of the search criteria section.

The "Search Results" section shows a table with the following columns: CMF, PA, Origin, CC, Period, P/C, Strike, Underlying, Coupon, Adjustment Type, Long Quantity, and Short Quantity. The table is currently empty, with a message "No records found" and a "Download" button.

8.0 PCS

PCS List

The PCS (Position Change Submission) Screen lets you submit final long positions which are affected by current day matched trades. From this screen you can update PCS information and lock those values from further updates.

1. Select **PCS List** from the PCS dropdown list on the main menu.

The PCS: Search Criteria screen appears.

2. Enter search criteria and click **Search**.

The search results screen appears.

The screenshot shows the CME Group PCS List interface. At the top, there is a navigation bar with 'Positions', 'Option Instruction', 'Adjustments', 'PCS', 'Admin', and 'Support'. Below this is a search criteria section with various dropdown menus for 'Clearing Org', 'Clearing Firm', 'Position Account', 'Origin', 'Exchange', 'Product Code', 'Type', 'Contract Date', 'Put/Call', 'Strike', 'Product Code', and 'Contract Date'. There are also checkboxes for 'With Positions', 'Expiring', and 'Flexible Only'. Below the search criteria is a 'Search Results' section with a table of results. The table has columns for 'CMF', 'PA', 'Origin', 'CC', 'Period', 'C', 'Strike', 'Underlying', 'Coupon', 'Adjusted SOD' (Long, Short), 'Traded' (Long, Short), 'Long PCS', 'Lock', and 'Final' (Long, Short). The table contains 10 rows of data.

CMF	PA	Origin	CC	Period	C	Strike	Underlying	Coupon	Adjusted SOD		Traded		Long PCS	Lock	Final	
									Long	Short	Long	Short			Long	Short
260	675N	CUST	HX	200906	C	2.05	200906		0	4	0	0	<input type="checkbox"/>	0	4	
690	690N	CUST	HX	200906	P	4.25	200906		1	1	0	0	<input type="checkbox"/>	1	1	
800	800N	CUST	HX	200906	C	2.05	200906		4	0	0	0	<input type="checkbox"/>	4	0	
020	090N	HOUS	HX	201101	P	2.45	201101		0	0	10	10	<input type="checkbox"/>	0	0	
020	090N	CUST	LO	200907	C	60.00	200907		0	3	0	0	<input type="checkbox"/>	0	3	
020	090N	CUST	LO	200907	P	45.00	200907		0	0	1	0	<input type="checkbox"/>	1	0	
031	411N	CUST	LO	200907	P	50.00	200907		1	0	0	0	<input type="checkbox"/>	1	0	
031	411N	CUST	LO	200907	C	70.00	200907		25	0	0	0	<input type="checkbox"/>	25	0	

3. Enter position information in the field provided. If you would like, then you can select the **Lock** to prevent further updates to a transaction.

4. When you are finished, click **Update**.

Note: If you need to change PCS information, click the Lock checkbox to clear the check and make your changes.

5. You may do one of the following:

- Enter more data.
- Revise the search criteria to review more PCS information.

- Download the results to a spreadsheet.
- Select another feature from the menu bar.

Spread List

Clearing firms may reduce their performance bond requirements by reporting bona fide inter- and intra-commodity spreads within the **same** position account. These spreads offset some of the risk normally associated with naked, or non-spread positions.

From this screen you can update spread information and lock those values from further updates.

1. Select **Spread List** from the PCS dropdown list on the main menu.

The Spread List: Search Criteria screen appears.

2. Enter search criteria and click **Search**.

The search results screen appears.

The screenshot shows the 'Positions: Spread List' interface. At the top, there's a navigation bar with 'Positions', 'Option Instruction', 'Adjustments', 'PCS', 'Admin', and 'Support'. Below this is the 'Search Criteria' section with various dropdown menus and input fields. The 'Search Results' section displays a table with columns for contract details and spread information.

CMF	PA	Origin	CC	Period	P/C	Strike	Underlying	Coupon	Final		Accepted	InterCommodity		IntraCommodity		Lock	
									Long	Short		Long	Short	Long	Short		
260	675N	CUST	HX	200906	C	2.05	200906		0	4	Accepted:						
											Submitted:						
690	690N	CUST	HX	200906	P	4.25	200906		1	1	Accepted:						
											Submitted:						
800	800N	CUST	HX	200906	C	2.05	200906		4	0	Accepted:						
											Submitted:						
020	090N	HOUS	HX	201101	P	2.45	201101		0	0	Accepted:	0	0	0	0	0	0
											Submitted:	0	0	0	0	0	0

3. Enter spread information in the fields provided. Click **Lock** to lock a transaction.

4. When you are finished, click **Update**.

Note: If you need to change Spread information, click Lock checkbox once again and make your changes.

5. You may do one of the following:

- Enter more data.
- Revise the search criteria to review more spread information.

- Download the results to a spreadsheet.
- Select another feature from the menu bar.

9.0 Position Details

Position Details: Position

1. From any screen listing commodity codes, **Click** the hyperlink for more information about a transaction.

The Positions Details screen appears, as shown below.

From this screen, you may review

- **Start of Day & Quantity Adjustments:** click [Position Adjustments](#) to go to the Position Adjustments screen.
- **Spread:** click [InterCommodity](#) or [IntraCommodity](#) to go to the Spread screen.
- **Summary Position:** Click [PCS](#) to go to the PCS screen.

You may view more details by clicking on the tab:

- Trade Composition—Matched
- Trade Composition—Unmatched
- Product Detail

The screenshot displays the CME Group Position Details interface. At the top, there's a navigation bar with 'CME Group' logo and 'Contact CH | Help'. Below it, a menu bar includes 'Positions', 'Option Instruction', 'Adjustments', 'PCS', 'Admin', and 'Support'. The main content area is titled 'Positions: Position Details'.

Under the '# Contract & Position' section, there are four columns: CC (HX 200906 C 2.05 200906), Price (-), Firm (CME - 260), and Account (CUST - 675N).

Below this, there are tabs: 'Position', 'Trade Composition - Matched', 'Trade Composition - Unmatched', and 'Product Detail'. The 'Position' tab is active.

The main content is divided into two panels:

- # Start of Day & Quantity Adjustments:** A table with columns 'Longs' and 'Shorts'. Rows include 'Start of Day' (Longs: 0, Shorts: 4), 'Position Adjustments' (Longs: 0, Shorts: 0), 'Delivery Adjustments' (Longs: 0, Shorts: 0), and 'Adjusted Start of Day' (Longs: 0, Shorts: 4). A red arrow points from a callout box to the 'Position Adjustments' link.
- # Summary Position:** A table with columns 'Longs', 'Shorts', and 'Prem/Var'. Rows include 'Adjusted Start of Day' (Longs: 0, Shorts: 4, Prem/Var: 0), 'Traded' (Longs: 0, Shorts: 0, Prem/Var: 0), 'Gross' (Longs: 0, Shorts: 4, Prem/Var: 0), 'PCS' (Longs: 0, Shorts: 0, Prem/Var: 0), 'Options Exercised' (Longs: 0, Shorts: 0, Prem/Var: 0), 'Options Assigned' (Longs: 0, Shorts: 0, Prem/Var: 0), 'Options Expired' (Longs: 0, Shorts: 0, Prem/Var: 0), 'EOD Adjustments' (Longs: 0, Shorts: 0, Prem/Var: 0), and 'Final' (Longs: 0, Shorts: 4, Prem/Var: 0). A red arrow points from a callout box to the 'PCS' link.

Other sections include '# Spread' with 'InterCommodity' and 'IntraCommodity' links, and '# Cash Adjustments' with 'No Data Available'.

Callout boxes with red arrows provide instructions:

- 'Click to go to Positions Adjustments screen.' (points to 'Position Adjustments')
- 'Click either link to go to Spread List screen.' (points to 'InterCommodity' and 'IntraCommodity')
- 'Click to go to PCS screen.' (points to 'PCS')

Position Details: Trade Composition – Matched Tab

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Cycle:

Positions | Option Instruction | Adjustments | PCS | Admin | Support

Positions: Position Details

Contract & Position

CC	Price	Firm	Account
HX 200906 C 2.05 200906	-	CME - 260	CUST - 675N

Position | Trade Composition - Matched | Trade Composition - Unmatched | Product Detail

Matched
Records 1 - 53 of 53

	Long	Short	Variation/Premium
<input type="checkbox"/> Pit	0	0	0.00
<input type="checkbox"/> Top Day	0	0	0.00
Outright	0	0	0.00
Spread	0	0	0.00
<input type="checkbox"/> As Of	0	0	0.00
Outright	0	0	0.00
Spread	0	0	0.00
<input type="checkbox"/> Electronic	0	0	0.00
<input type="checkbox"/> PNT	0	0	0.00
<input type="checkbox"/> Allocate/Claim	0	0	0.00
<input type="checkbox"/> Transfer	0	0	0.00
<input type="checkbox"/> Clearing	0	0	0.00

Position Details: Trade Composition – Unmatched Tab

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Cycle: CUR

Positions
Option Instruction
Adjustments
PCS
Admin
Support

Positions: Position Details

Contract & Position

CC	Price	Firm	Account
HX 200906 C 2.05 200906	-	CME - 260	CUST - 675N

Position
Trade Composition - Matched
Trade Composition - Unmatched
Product Detail

Unmatched
Records 1 - 45 of 45

	Long	Short	Variation/Premium
<input type="checkbox"/> Pit	0	0	0.00
<input type="checkbox"/> Top Day	0	0	0.00
Outright	0	0	0.00
Spread	0	0	0.00
<input type="checkbox"/> As Of	0	0	0.00
Outright	0	0	0.00
Spread	0	0	0.00
<input type="checkbox"/> PNT	0	0	0.00
<input type="checkbox"/> Allocate/Claim	0	0	0.00
<input type="checkbox"/> Transfer	0	0	0.00

Position Details: Product Details

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Contact CH | Help

Cycle: CUR

Positions | Option Instruction | Adjustments | PCS | Admin | Support

Positions: Position Details

Contract & Position

CC	Price	Firm	Account
HX 200906 C 2.05 200906	-	CME - 260	CUST - 675N

Position |
 Trade Composition - Matched |
 Trade Composition - Unmatched |
 Product Detail

Unmatched Records 1 - 45 of 45

	Long	Short	Variation/Premium
<input type="checkbox"/> Pit	0	0	0.00
<input type="checkbox"/> Top Day	0	0	0.00
Outright	0	0	0.00
Spread	0	0	0.00
<input type="checkbox"/> As Of	0	0	0.00
Outright	0	0	0.00
Spread	0	0	0.00
<input type="checkbox"/> PNT	0	0	0.00
<input type="checkbox"/> Allocate/Claim	0	0	0.00
<input type="checkbox"/> Transfer	0	0	0.00

FAQ

1. Who can I contact for support?

Please contact CME Clearing Services at 312-207-2525.

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Chicago, Illinois 60606-7499
Tel: 1 312 930 1000
Fax: 1 312 466 4410
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