

Enterprise Reporting Portal (EREP) User Manual

Enterprise Reporting Portal (ERP) User Guide

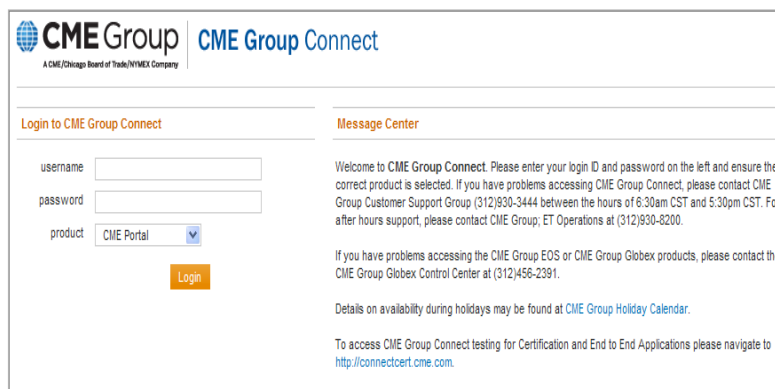
What is Enterprise Reporting Portal (ERP)?

Enterprise Reporting Portal (ERP) is browser-based tool that enables firm users to search, view, and print or download CME Group pre-processed reports. One handy feature of ERP is that users may save any report listed on ERP to file, zip, or PDF. This feature offers customers the flexibility to review and reconcile reports within various formats.

How do I access ERP?

To access ERP, log on to CME Group Connect by entering the following in your internet browser:
<http://connect.cme.com>.

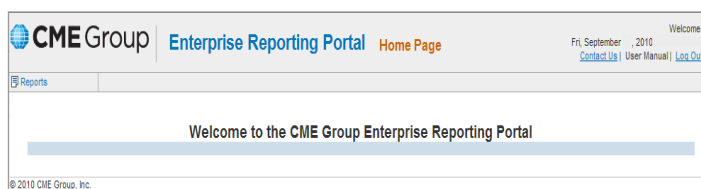
In the user name and password fields, enter the CME Group Connect access credentials issued to you by CME Group's Firm Support team. If you do not have this information, please refer to the Message Center on the CME Group Connect homepage for assistance. Once the username and password have been entered, the product selection should be set to "CME Portal". After entering the appropriate information, click the "Login" button.



Upon successful login, you will be directed to the CME Applications menu. Here, you should be able to access the **ERP** icon.



Selecting this icon will enable *immediate access to ERP. (No second login process is required).*

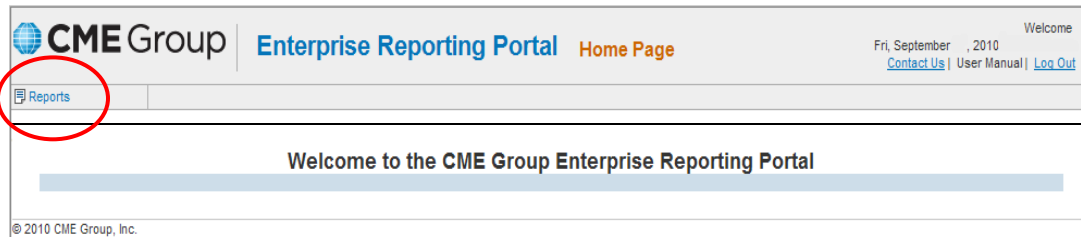


NOTE: If you do not have access to CME Group Connect or this icon, please contact CME Group's Firm Support Hotline at firmsupport@cmegroup.com or (312) 930-3444 (option 2) between the hours of 6:30 am CST and 5:30 pm CST.

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How do I search for reports in EREP?

1. Click the **Reports** tab to display the search page.



2. Select a **Report Date**. You can select Equals, Month to Date, Between or Last Month.

Date Selection Operands <i>(Identifies the date that the report was processed.)</i>	
Equals	Equals specifies one date. The system default displays the current trading day.
Month to Date	Month to Date automatically sets the beginning date to the first day of the current month and the end date to the current trading day.
Between	Between specifies the beginning and end dates for a date range. Note: <i>If the date range exceeds report availability within EREP, no results will be returned.</i>
Last Month	Last Month defaults the beginning and end dates to the first and last days of the previous month.



3. **Report ID** contains (Optional). To display all reports for that firm leave blank.

The Report ID field allows the user to search for a string of numbers or letters across available report IDs. The system will search for and return any report IDs or report names that contain the string entered. (i.e.; XTC, POS, 094)

Report Id contains

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4. The **Selected Firms** section will default with a list of firms. The list of exchanges and firms are based on the users' authorization.

To remove any firm from the *Selected Firms* list, click the **'Remove'** button after highlighting the firm name.

NOTE: To select a block of multiple firms, hold the Shift key and select the firms. To select various multiple firms, hold the Ctrl key and select the firms.

5. Click **Search**. The search results list will display.

NOTE: The Clear button will clear the search screen and reset to the default values.

Search Results Page 1 of 1 | 2 Rows | [Show All](#)

Prev
 Go To Page [GO](#)
 Page Length [SET](#)
Next

Exchange ▲	Firm ▶	Report Id ▶	Report Name ▶	Date ▶
CME	999	CPM520RTH	GROSS PCS LISTING BY POSITION ACCOUNT	2010-06-04
CME	999	CPM591RTH	RTH DAY TRADE AND POSITION REGISTER	2010-06-04

Is there a way to group the report names?

To sort any of the columns per one criterion at a time, click on the arrow.

Exchange ▲	Firm ▶	Report Id ▶	Report Name ▲	Date ▶
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How do I view reports in EREP?

- ❖ Click the **line item** of the report to view in the search results list; a pop-up window will display the selected report.

Search Results Page 1 of 2 | 4 Rows | [Show All](#)

Go To Page: [GO](#) Set Page Length: [SET](#) [Next](#)

Exchange ▲	Firm ▶	Report Id ▶	Report Name ▶	Date ▶
CBT		CPM500	COMMODITY POSITION ADJUSTMENT BY FIRM	07-01-2010
CBT	999	CPM520RTH	GROSS PCS LISTING BY POSITION ACCOUNT	07-01-2010

Export Navigation Search

[Zip](#) [File](#) [PDF](#) |< < Go To of 278 > >| < >

CPM520 CHICAGO MERCANTILE EXCHANGE PAGE: 2
 BUSINESS DATE: 04/13/2009 GROSS POSITION CHANGE (PC) LISTING RUN DATE: 04/13/2009
 CYCLE: RTH EXCH: CME FIRM: 999 XYZ Firm ORIGIN: CUST POSITION ACCOUNT: 999 PROFILE: ZPLUS RUN TIME: 20:39
 COMMODITY CLASS:

-----CASH BUTTER FUTURES-----

CONTRACT	POSITION AFTER ADJUSTMENT		TRADES		GROSS POSITIONS		PC-ADJ	DELTA	FINAL POSITIONS		INTRA COMMOD	
	LONG	SHORT	LONG	SHORT	LONG	SHORT			LONG	SHORT	LONG	SHORT
CB 200904	120	26	0	0	120	26	120F		120	26	0	0
CB 200905	100	46	0	0	100	46	100F		100	46	0	0
CB 200906	110	27	0	0	110	27	110F		110	27	0	0
CB 200907	177	30	9	0	186	30	186F		186	30	0	0
CB 200908	178	44	9	1	187	45	186F		186	44	0	0
CB 200909	214	55	1	0	215	55	215F		215	55	0	0
CB 200910	272	61	5	0	277	61	276F		276	60	0	0
CB 200911	248	99	2	0	250	99	253F		250	99	0	0
							250F					
CB 200912	186	71	4	1	190	72	190F		190	72	0	0
TOTALS - CB												

-----COMP CITIES CSI HOUSING INDEX FUT-----

	ADJUSTED POSITIONS		TRADE REGISTER		GROSS POSITIONS		FINAL POSITIONS		INTRA-COMMODITY SPREADS		INTER-COMMODITY SPREADS	
	LONG	SHORT	LONG	SHORT	LONG	SHORT	LONG	SHORT	LONG	SHORT	LONG	SHORT
FUTURES	1605	459	30	2	1635	461	1633	459	0	0	1633	457
OPTIONS (FUT EQV)	0	0	0	0	0	0	0	0	0	0	0	0
COMBINE (FUT EQV)	1605	459	30	2	1635	461	1633	459	0	0	1633	457

What functions are available in EREP?

- ❖ Users have various export options, and can navigate or search within the report.

Export Navigation Search

[Zip](#) [File](#) [PDF](#) |< < Go To of 278 > >| < >

Export Function:

You have the option to export the report to ZIP, text file, or PDF. Within each option, additional features may be available such as Open, Save, Print.

Export

1. Click **Zip**, **File** or **PDF**.
2. Select the **Export Range**.
3. Click **OK** the File Download window will display.
4. Click **Open** or **Save**.





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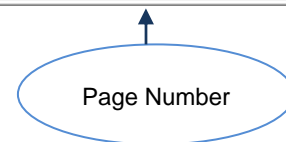
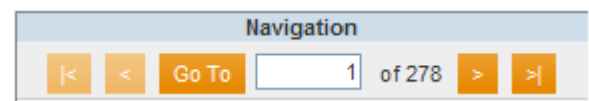
Export Type	Export Setup	File Download
ZIP		
FILE		
PDF		Redirected to a .PDF page.

Navigation Function

1. Enter **page number**.
2. Click the **Go To** button.

Other buttons:

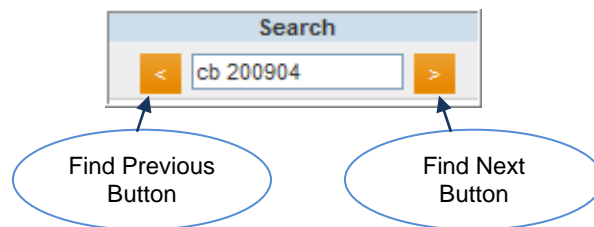
- First Page 
- Previous Page 
- Next Page 
- Last Page 



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Search Function

1. Enter **text**.
2. Click the **Find Next** button.



Export			Navigation					Search				
Zip	File	PDF	<<	<	Go To	1	>	>>	<	cb 200904	>	
CFMS20			CHICAGO MERCANTILE EXCHANGE					PAGE				
BUSINESS DATE: 04/13/2009			GROSS POSITION CHANGE (PC) LISTING					RUN DATE				
CYCLE: RTH			ORIGIN: CUST POSITION ACCOUNT: PROFILE: ZPLUS					RUN TIME				
EXCH: CME FIRM:			-----CASH BUTTER FUTURES-----									
COMMODITY CLASS:												
	POSITION AFTER ADJUSTMENT		TRADES		GROSS POSITIONS				FINAL POSITIONS		INTRA	COMMOD
CONTRACT	LONG	SHORT	LONG	SHORT	LONG	SHORT	PC-ADJ	DELTA	LONG	SHORT	LONG	SHORT
CB 200904	120	26	0	0	120	26	120F		120	26	0	0
CB 200905	100	46	0	0	100	46	100F		100	46	0	0
CB 200906	110	27	0	0	110	27	110F		110	27	0	0
CB 200907	177	30	9	0	186	30	186F		186	30	0	0
CB 200908	178	44	9	1	187	45	186F		186	44	0	0

Contact Us

For help with Enterprise Reporting Portal contact CME Clearing Services at 312-207-2525 or email ccs@cmegroup.com.

User Manual

To display an on-line copy of the manual, click the User Manual link or go to <http://www.cmegroup.com/clearing/systems-operations/user-guides.html>.

Log Out

To exit the system, click the **Log Out** link.

FAQ

Are the reports across exchanges?

Reports are per exchange unless otherwise stated.

Will other firms be able to view my reports on ERP?

Users can view only those reports and data specific to their security settings.

I selected a report and there was no information available?

The system does not currently identify if data is available within the report, therefore, a message will be returned indicating 'No Data Available'.

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