CME Group

Enterprise Reporting Portal (EREP 1.1)

- Document Direct Decommission
- EREP Production Cutover
  - Firm Reports
  - File Packaging and Distribution
  - User Conversion

Overview and FAQ

Version: 1.1

Last Updated: 21 April 2011

CME Group

Contents

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1   Program Overview

Enterprise Reporting Portal (EREP) is a browser-based tool for firm users to search, view, and print or download CME Group pre-processed reports. Effective Monday, June 27th, 2011 EREP *replaces* **Infopac (View Direct)** and web-based **Document Direct** as the new reporting system. To provide a seamless transition and an extended user acceptance period, Infopac and Document Direct remain in parallel to enable report comparisons from October 4, 2010 through June 27, 2011.

EREP key features include:

- Enables review of Firm Clearing Operations, Delivery, Financial, Regulatory, and Risk reports
- Provides intraday, daily, weekly, monthly, quarterly, and annual reports
- Offers enhanced search, sorting, exporting, and print capabilities
- Facilitates distribution of reports direct to secure firm FTP servers per custom bundles and schedules

2   Key Milestone Dates

EREP Production Parallel	4 October 2010
User Acceptance Testing	4 October 2010 – 27 June 2011
EREP Production Cutover • Report Migration Complete • Report Packaging and Distribution Conversion • Document Direct Decommission	27 June 2011

3   Infopac (Document Direct) Decommission/EREP Production Cutover

3.1   When is Document Direct access going away?

Document Direct access will be removed as of EREP Production Cutover, 27 June 2011. Enterprise Reporting System (EREP) will replace Document Direct as the CME Group reporting system.

3.2   How do I request access to EREP?

- **Active firm users of legacy Infopac/Document Direct have been automatically converted to EREP.** Users may access EREP via the CME Group Portal using their existing portal ID. Access was established to mimic similar security and permissions available within Document Direct today.

- **NOTE:** If you do not have access to CME Group Connect CERT or PROD portals or EREP, 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. You may also fill out the **Online System Access Request Form** (http://www.cmegroup.com/clearing/files/onlineaccess.pdf) to request access.

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3.3 Where is EREP located?

Step 1	To access **Enterprise Reporting Portal (EREP),** login to the CME Group Portal, which is located by entering the following address in your browser: **EREP CERT:** http://connectcert.cme.com **EREP PROD:** http://connect.cme.com
Step 2	In the user name and password fields, enter your CME Connect access credentials. 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.
Step 3	Upon successful login, you will be directed to the CME Applications menu. Select the **'EREP'** icon to gain *immediate access* to EREP.
Step 4	The EREP Home Page will display. Select the **Reports** tab. **NOTE:** The Home Page will identify important messages such as system alerts, upcoming features, key documentation, and contact information.
Step 5	On the **Reports** page, you may search for, view, export, and print reports.
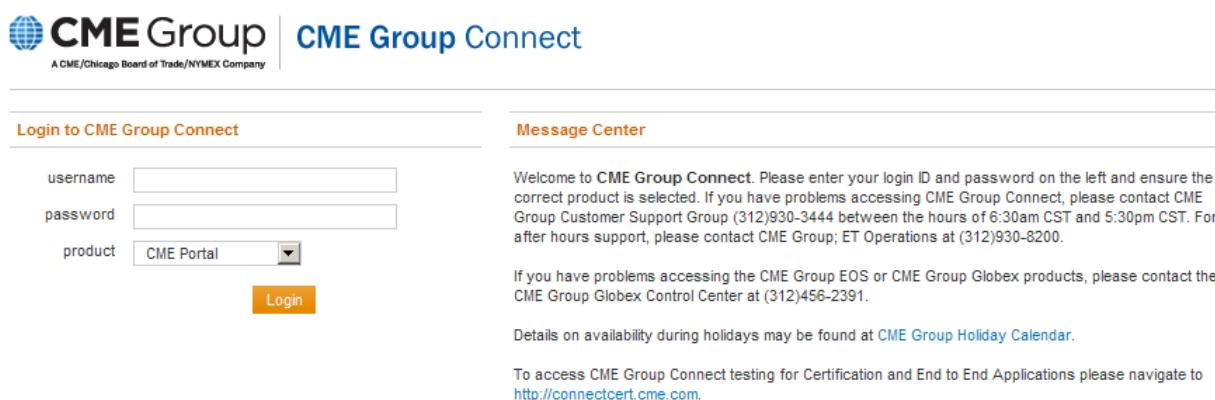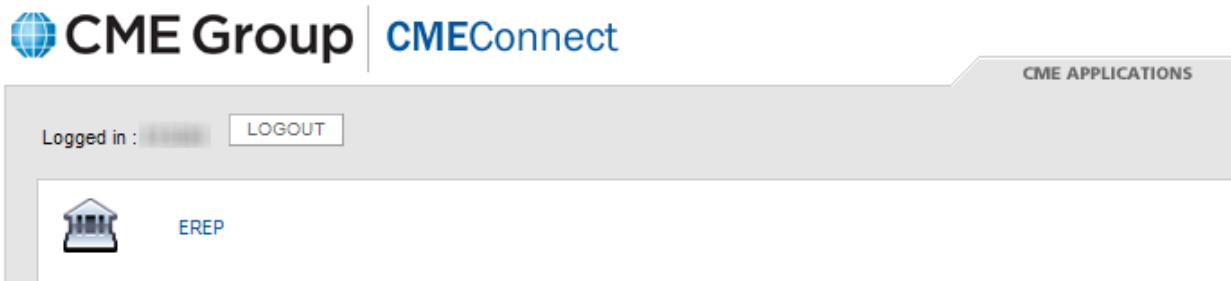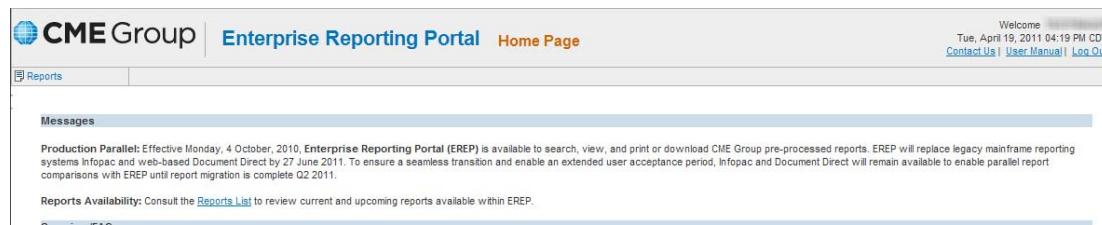
Enterprise Reporting Portal (EREP) ● CME Group

3.4   What reports are available on EREP?

- EREP provides numerous clearing operations, deliveries, financial, regulatory, and risk reports to assist with trade reconciliation, clearing, and settlement.

- A **Report List** is provided on the EREP Home Page that identifies the complete firm report inventory and designates the currently available and upcoming reports.

3.5 How long are reports retained on EREP?

- Reports are available on EREP per the following online retention periods:

Type	Retention
Intraday	4 days
Daily	14 days
Weekly	35 days
Monthly	92 days
Quarterly	397 days
Annual	397 days

- After a report exceeds the online report retention period, clients should continue to contact the CME Group Records Retention Department to retrieve archived reports at historicaldataservices@cmegroup.com.

3.6 When is EREP available?

EREP is accessible 24 hours a day, 7 days a week, excluding scheduled system maintenance activities.

4 What features will remain the same in the new reporting system?

4.1 Report Availability

All active firm reports available within Document Direct will be carried forward to EREP, noting these exceptions:

- Reports that have been identified as obsolete will not be migrated to the new system.

- Some series have included new or modified reports as part of their migration to the new system.

- Some systems designated their reports to migrate to their own system-specific reports managers.

4.2 User Security and Entitlements

All user security (exchange and firm assignments), permissions, and report profiles are established in EREP similar to current assignments in Document Direct today. Report profiles currently provide all reports applicable to a given role (ex: Clearing Operations, Deliveries, Financial, Risk).

For user security maintenance, 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.

4.3 Report Formatting

Reports should match their current formatting and data as provided within Document Direct (ex: headers, data attributes, column order, sectioning, etc).

4.4 Standard Reporting Features

Multiple legacy reporting systems were reviewed to ensure that all features that provide value and are relied upon today continue to be available within EREP. This includes, but is not limited to the following:

- Search for and view reports

- Navigate and search within reports

- Download and export to text file, ZIP, (and PDF)

- Print reports

Enterprise Reporting Portal (EREP)

5 What are new features of the reporting system?

5.1 Single Sign On

EREP features single sign-on (SSO) from the CME Group Portal. Therefore, as you logon to the CME Group Portal and select 'EREP', you gain immediate access to the system. You are no longer required to maintain a separate ID and password or use a secondary login process to access the reporting system.

5.2 Roles and Report Profiles

EREP uses role-based security, which determines the access level and the privileges to which the user is entitled.

- **Roles** determine the **'what'** the user can see and do within EREP (ex: search for and view reports). Roles identify the **report profile** or group of reports the user has permission to access (ex: Firm Clearing Operations, Firm Delivery Staff, Delivery Warehouse, Firm Financial Staff, Firm Risk Staff, etc).
- **User Security** determines the **'who'** the users can see (ex: assigned exchange(s)/firm(s) and effective dates). User security is multi-exchange, multi-firm, and multi-role capable.
- **NOTE:** Users were migrated to **roles** based on the reports that they *view today* within Infopac. This should ensure all reports available to the user are applicable to their assigned role(s) and exclude any reports that are irrelevant to their work.
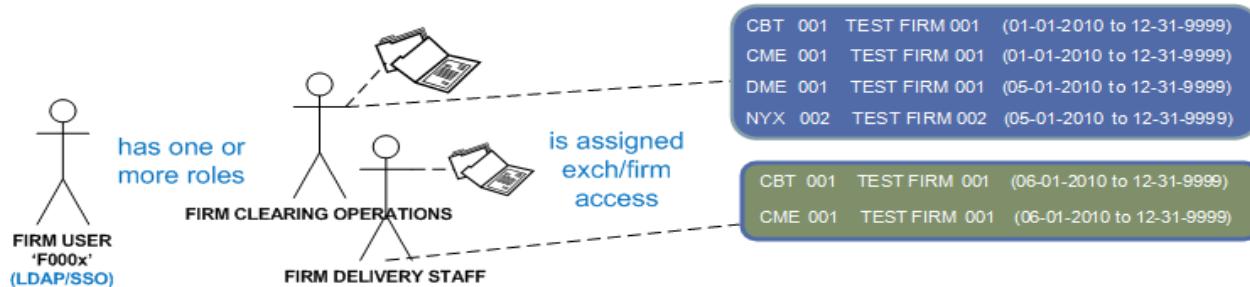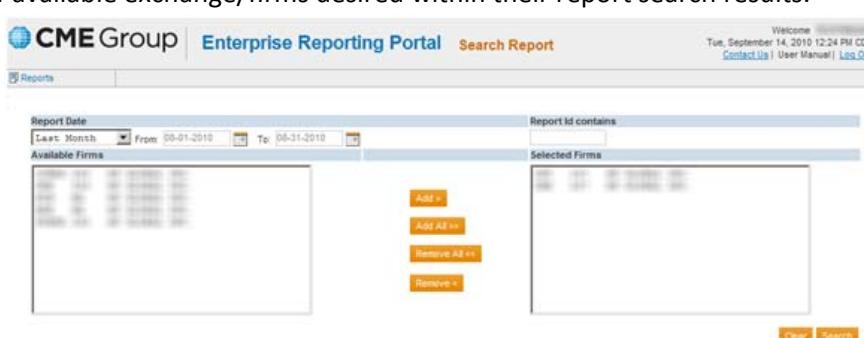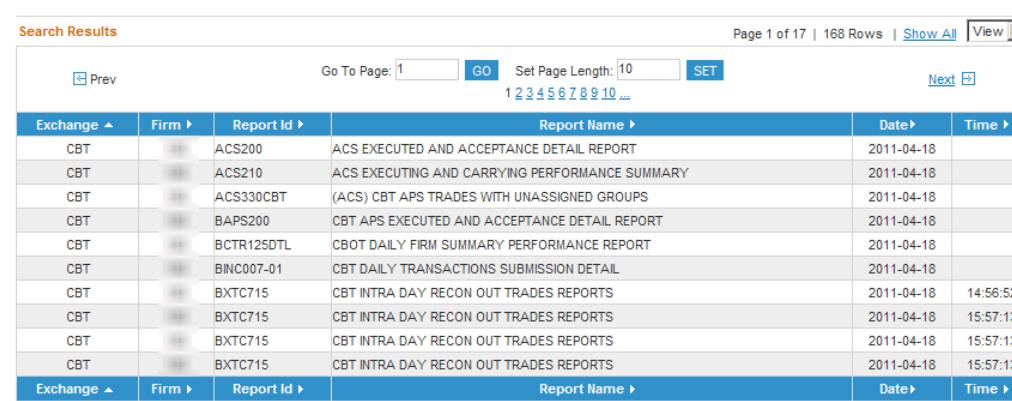
5.3 Report Usability and Navigation

While retaining standard reporting system functionality, new features have been implemented to improve user experience. These include:

- **Report Search** provides various search criteria to target results by report date, report ID, and/or firm.
- **Search Results** are provided within a paginated grid, which includes features such as:
  - **Sorting:** Customize the sort order of report search results by selecting any of the header columns within the Search Results list (ex: exchange, firm, report ID, date).
  - **Navigation:** Use features such as 'First', 'Last', 'Go To', 'Next', 'Previous', 'Set Page Length', and 'Show All'/'Paginate' to navigate through the search results.
- **Report Viewer** provides the ability to view the report within text format, download (text, PDF, or ZIP), and navigate within the report. *Some features were excluded per new design and/or low usage (ex: Page Notes, Previous/Next Document).*
- **Action Drop-Down List** enables direct access to common tasks (View, PDF, ZIP, File).

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Report Search	
Report Date: Identifies the date that the report was processed. Displays parameters based on the type selected (equals, between, month-to-date, or last month). *Defaults to 'Between' previous and current business date.*	**Report Date** Last Month ▾ From: 08-01-2010 To: 08-31-2010 Equals Between Month-to-date Last Month
Report ID: *Optional.* This 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 that *contain* the string.	**Report Id contains** POS591

Available Firms/Selected Firms:

This **Selected Firms** section defaults to select all exchanges and firms based on the users' permissions, but can be customized by using the 'Add', 'Add All', 'Remove' and 'Remove All' options. Users may modify to include any combination of available exchange/firms desired within their report search results.

Search Results
Search Results display the reports matching submitted search criteria. The results displayed include key attributes of the report including the exchange, firm, Report ID, Report Name, Date, and Time. All columns are sortable and include navigation features (Go to, Set Page Length, Show All, Prev, Next). Users may select a report from the list to view the report directly, or may use the action drop-down list to perform specific tasks (View, PDF, Zip, File). **NOTE:** In some cases, a report may be valid for a potential exchange and firm, but has no data generated for that report run date (ex: product did not trade, activity did not occur). The report will be presented with the message 'no data found' for this condition.

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Report Viewer
After the user selects a line item within the Search Results, the Report Viewer window opens to display the selected report in text format. From the Report Viewer window, the user has access to: **Export to Zip, File, or PDF** (including access to Open, Save, and Print based on the parameters defined)   **Navigate within the Report** (First, Last, Previous, Next, Go To)   **Search within the report**

POS591E_08-27-2010 - Microsoft Internet Explorer provided by Chicago Mercantile Exchange Inc.

Export | Navigation | Search

Zip File PDF |< < Go To [1] of 1027 > >| < [   ] >

```
POS591  EOD 1                          CME CLEARING - COMEX                         PAGE: 1
BUSINESS DATE: 08/27/2010          DAILY TRADE AND POSITION REGISTER          RUN DATE: 08/27/2010
                                                                             RUN TIME: 22:00:49
--------------------------------------------------------------------------------------------
Exch: COMEX    Firm:              Origin: CUST          Position ACC:              Profile:

     Long        Short              Fill  Order   O Customer    -CTR- Opposite   Trade  B Transaction      Pay/Collect
     Buy         Sell      Price    Brkr  Number  T Acct Number  CTI B Firm  Brkr ID    A Type

PRODUCT: E-MINI SILVER FUTURES 6Q 201009        **************************** SETTLEMENT PRICE: 19.039000 USD
```

Action List (Quick PDF, Print, Zip, Text File)
The Action drop-down list provides direct access to common actions – View, PDF, Print, ZIP, File. Where these features are also available from the EREP Report Viewer, the action drop-down list provides the shortest number of keystrokes to execute the selected action. Each option defaults to select the entire report.   **View:** *Default.* Opens report within the EREP Report Viewer.   **PDF:** Opens the full report within PDF Viewer. *Note that large files may take longer to render within PDF format.*   **Print:** Opens the Print dialog with 'All' pages selected.   **Zip:** Opens the File Download window to confirm download the full file to Zip.   **File:** Opens the File Download window to confirm download to text file.
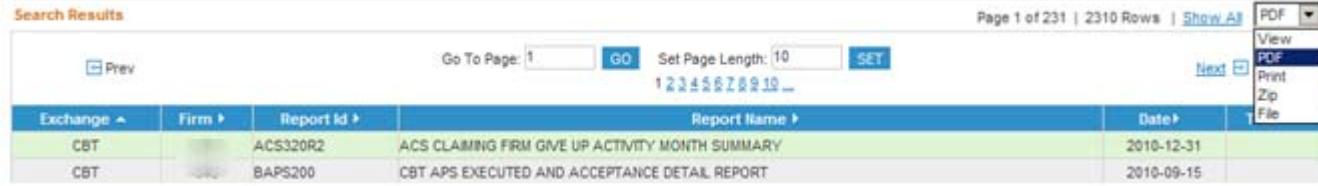
Search Results   Page 1 of 231 | 2310 Rows | Show All   [PDF ▼]
                                                                                    View
 ⊟ Prev   Go To Page: [1] [GO]   Set Page Length: [10] [SET]   Next ⊟ **PDF**
                                1 2 3 4 5 6 7 8 9 10 ...   Print
                                                                                     Zip
| Exchange ▲ | Firm ▶ | Report Id ▶ | Report Name ▶ | Date ▶ | File
|---|---|---|---|---|
| CBT | | ACS320R2 | ACS CLAIMING FIRM GIVE UP ACTIVITY MONTH SUMMARY | 2010-12-31 |
| CBT | | BAPS200 | CBT APS EXECUTED AND ACCEPTANCE DETAIL REPORT | 2010-09-15 |

5.1 Printing Reports

To print reports, download the file within the selected format (Zip, File, PDF) to access the print options. Users have the flexibility to export and then print current page, selected pages, page ranges (ex: 1-2, 5, 25), or all pages.

Note: Print settings may need to be adjusted to best fit the characteristics of the individual file and desired output (ex: font size, paper size, margins). See the **EREP User Guide** for additional assistance with printing reports.

5.2 User Requested Enhancements

Various user requested enhancements were implemented as part of the first release of EREP. These include:

- PDF capability (including PDF features such as print, save, find, mail, zoom, etc).
- Extended time-out/logout
- Improved exporting functions (no time-out, configurable export and print options)
- Report sorting and navigation features

- Improved report assignment functions via role/report profiles

- Provide quick access to reporting features by reducing the key strokes required to access common reporting functions (ex: View, PDF, Text File, ZIP).

5.3 Split vs. Consolidated Reports

Some reports are currently segregated into two versions of a report per report ID within Document Direct. However, EREP currently requires one version of the report to be supported per report ID. For example, the *'ACS200 - ACS Executed and Acceptance Detail Report'* offered a separate 'executed' and an 'acceptance' detail report within Document Direct. In EREP, this is provided as a consolidated report with two sections.

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6 What features are new within EREP 1.1?

6.1 International Date Standards

EREP utilizes the ISO 8601 international standard to represent date and time within the user interface. Date and time data *within* the reports remain per their legacy standards.

- YYYY-MM-DD hh:mm:ss, 24 hour clock
- 2011-04-19 00:17:32

6.2 Intraday Reporting

CME Group provides various intraday reports to assist with monitoring price movements and trading activity throughout the day, before the final or end of day report is produced. EREP provides all versions of intraday reports, including the time and date stamp of each iteration.

Exchange ▸	Firm ▸	Report Id ▸	Report Name ▸	Date▸	Time ▲
CBT		POS591MI	CME/CBT ITD DAILY TRADE AND POSITION REGISTER	2011-04-19	00:17:32
CME		POS591MI	CME/CBT ITD DAILY TRADE AND POSITION REGISTER	2011-04-19	00:17:32
CME		POS591MI	CME/CBT ITD DAILY TRADE AND POSITION REGISTER	2011-04-19	00:17:32
CME		POS591CI	CDS ITD DAILY TRADE AND POSITION REGISTER	2011-04-19	00:18:30
CME		POS591CI	CDS ITD DAILY TRADE AND POSITION REGISTER	2011-04-19	00:18:30
CBT		POS593MI	CME/CBT ITD PAY/COLLECT SUMMARY	2011-04-19	00:18:37

6.3 CERT and New Release Reports

CERT and New Release reports will be provided within EREP, but ONLY within the **CME Group CERT Portal** (http://connectcert.cme.com). No 'test' reports will be provided within the CME Group (Production) Portal.

NOTE: Most CERT and New Release reports are designated by naming convention from their production counterparts. (Ex: **CERT**DLV500 or **NR**DLV500 test reports vs. **DLV500** production report)

6.4 Report Packaging and FTP Distribution

6.4.1 Virtual Print System (VPS) Decommission

Currently, select clearing firms and service providers receive report packets via **Virtual Print System (VPS)**, which provides the capability to directly forward report packets to firm back office printers via Document Direct. This process will be phased out as part of the migration from Document Direct to EREP. As a result, CME Clearing will *no longer support VPS printing functionality effective June 24, 2011*.

Alternatively, EREP supports the ability to customize and schedule firm report packets via an **automated File Transmission Protocol (FTP)** process. Additionally, EREP supports the ability to send reports direct to their default printer via various print options.

For the full text of this decommission advisory, please select this link.

6.4.2 Report Packaging and FTP Distribution

Many firms depend on automated file transfers to improve productivity and eliminate the time-intensive task of manually retrieving and distributing individual reports. Typically, firms request custom report transmissions that are defined, bundled, and transferred direct to their firm FTP servers per their scheduling requirements.

As part of the transition to EREP, all current FTP packets will be converted off Document Direct to EREP. This process should be seamless, as all current files packages and report destinations are retained within the conversion. However, some minor file format changes will occur within this conversion, most notably the removal of legacy mainframe specific control characters that are not applicable within the new distributed platform. Please review the following section for any potential impacts to your current procedures for receiving file packages.

- If you have further questions or comments on file packaging and formatting, or wish to test your files before the conversion date, please contact erep@cmegroup.com.

6.4.2.1   Removal of Legacy Control Characters

The current file packages produced from Document Direct contain a number of *control characters* (non-printing codes). These control characters are legacy Extended Binary Coded Decimal Interchange Code (EBCDIC) and were used at one time to control IBM peripherals indicating tasks such as 'start of line', 'start of heading', 'start of new page', etc. In most cases, these have no effect on the report and are no longer relevant within the distributed platform. Ex:

- ^A (01H) {SOH Start of Heading} [SOH Start of Heading]
- ^Q (11H) {DC1 Device Control 1} [DC1 Device Control 1], pause
- ^Y (019H) {EM End of Medium} [EM End of Medium]
- ^Z (1AH) {CC Cursor Control} [SUB Substitute]
- ¤ (A4H) {u} [not defined]
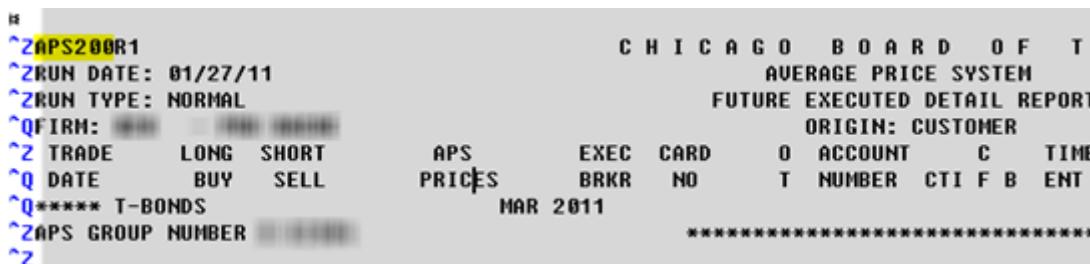
Ex 1: Document Direct file sample with legacy EBCDIC control characters

The legacy control characters **will not be included** within the EREP file packages. However, **pages will be terminated with the ASCII Form Feed character**, ^L (Cntl-L, or Hex code 0A), which is typically used to indicate the *end of the page*.
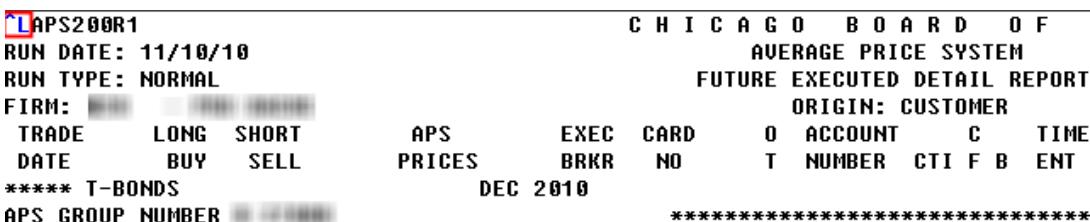
Ex 2: EREP file sample excluding the legacy control characters, but using the ASCII form feed character '^L'.

6.4.2.2   Packet Header Page

The file *packet header* provides a starting page of the file packet. The packet header format modifications include:

- The packet header *title* will reference the name of the file as displayed within the FTP directory.
- The *recipient* will display the FTP site or firm ID.
- The *date* will display within the packet header using YYYY-MM-DD format.

```
**************************************************************************************************
**************************************************************************************************
**                                                                                              **
**              COMPANY: CHICAGO MERCANTILE EXCHANGE (RMDS)                                      **
**                                                                                              **
**              PACKET: CBT CLEARING REPORTS TO FIRMS USING VPS                                 **
**                                                                                              **
**         RECIPIENT: 020FTP       PRUDENTIAL FINANCIAL DERIVATIVES                             **
**                                                                                              **
**                                                                                              **
**                              PRUDENTIAL FINANCIAL DERIVATIVES                                **
**                                                                                              **
**                                                                                              **
**                                                                                              **
**************************************************************************************************
**************************************************************************************************


                                01/27/2011  234014
```

Ex 1: Document Direct sample package header

```
**************************************************************************************************
**************************************************************************************************
**                                                                                              **
**                                                                                              **
**                                                                                              **
**                           PACKET : f020.rthrpts.cbt                                          **
**                                                                                              **
**                           RECIPIENT: 020                                                     **
**                                                                                              **
**                           DATE: 2010-09-15                                                   **
**                                                                                              **
**                                                                                              **
**                                                                                              **
**************************************************************************************************
**************************************************************************************************
```

Ex 2: EREP sample package header

6.4.2.3   Report Header Page

The file *report header* provides a visual and text indication that new report detail is starting within the report packet. The report header format modifications include:

- The Report Header will list the *report ID*, but the report name is excluded. *The report name is referenced within the file detail.*
- A header page will be produced for every report in the package, even if there is no data for the report. Document Direct skipped reports when they did not have data or did not produce, which often caused confusion and led recipients to question whether the report was missing or in error.

```
^Y
^Z   **************************************************************************************************
^Z   **                                                                                              **
^Z   **                                                                                              **
^Z   **                                                                                              **
^Z   **           REPORT ID: BAPS200     CBT APS EXECUTED AND ACCEPTANCE DETAIL REPORT               **
^Z   **                                                                                              **
^Z   **                                                                                              **
^Z   **                                                                                              **
^Z   **                                                                                              **
^Z   **                                                                                              **
^Z   **************************************************************************************************
^Z
8
^ZAPS200R1                     C H I C A G O   B O A R D   O F   T R A D E                PAGE:    1
^ZRUN DATE: 01/27/11                          AVERAGE PRICE SYSTEM                   RUN TIME: 19:37:58
^ZRUN TYPE: NORMAL                       FUTURE EXECUTED DETAIL REPORT           BUSINESS DATE: 01/27/11
^QFIRM:                                     ORIGIN: CUSTOMER
^Z TRADE    LONG   SHORT      APS      EXEC  CARD   O  ACCOUNT    C   TIME    OTHER          TRANS
^Q DATE      BUY   SELL     PRICES     BRKR  NO     T  NUMBER  CTI F B  ENT  FIRM  BRKR   TRADE ID  TYPE      PAY   COLLECT
^Q***** T-BONDS                    MAR 2011
^ZAPS GROUP NUMBER #                ****************************** APS ROUNDED PRICE -->    120.0100000000
^Z
```

Ex 1: Document Direct Report Header for BAPS200

```
**************************************************************************************************
**                                                                                            **
**                                                                                            **
**                                                                                            **
**                              REPORT ID: BAPS200                                            **
**                                                                                            **
**                                                                                            **
**                                                                                            **
**************************************************************************************************
```

```
^LAPS200R1                    C H I C A G O   B O A R D   O F   T R A D E              PAGE:   1
RUN DATE: 11/10/10                        AVERAGE PRICE SYSTEM                  RUN TIME: 19:55:00
RUN TYPE: NORMAL                      FUTURE EXECUTED DETAIL REPORT         BUSINESS DATE: 11/10/10
FIRM:                                        ORIGIN: CUSTOMER
  TRADE    LONG  SHORT      APS      EXEC  CARD    O  ACCOUNT    C  TIME   OTHER          TRANS
  DATE      BUY   SELL    PRICES     BRKR   NO     T  NUMBER  CTI F B  ENT FIRM  BRKR  TRADE ID  TYPE       PAY   COLLECT
***** T-BONDS                 DEC 2010
APS GROUP NUMBER                              ******************************** APS ROUNDED PRICE -->    128.1300000000
```

Ex 2: EREP Report Header for BAPS200

6.4.2.4 Packet Index (end of packet)

The file *packet index* provides a summary of the reports included within the file bundle/packet. The format modifications include:

- The report index will list the Report ID, start, and end pages.
- The report name will be excluded.

```
¤
^YDATE: 01/27/2011 23:40.14                        *** ViewDirect INDEX ***
^Q          RECIPIENT: 020FTP       PACKET NAME: BOT4 CBT CLEARING REPORTS TO FIRMS USING VPS
^Y
^Z          REPORT ID     REPORT NAME                                                    START    END
^Z          ---------     ----------------------------------------------------------     -----    ---
^Z          POS580        IN-THE-MONEY-REPORT                                                1      2
^Z          POS650M       CME/CBT OPTION ASSIGNMENT NOTICE                                   3      5
^Z          ACS200        ACS EXECUTED AND ACCEPTANCE DETAIL REPORT                          6    113
^Z          BAPS200       CBT APS EXECUTED AND ACCEPTANCE DETAIL REPORT                    114    169
^Z          DLV700        GRAIN INVENTORY LIST                                            170    172
^Z          POS591ME      CME/CBT EOD DAILY TRADE AND POSITION REGISTER                   173    682
^Z          POS593ME      CME/CBOT EOD PAY/COLLECT SUMMARY                                683    685
~
```

Ex 1: Document Direct packet index

```
^L         DATE : 2010-09-15                  INDEX

           RECIPIENT: IFTP         PACKET NAME :BOT4

           REPORT ID      START      END
           ---------      -----      ---
           ACS200           1          1
           BAPS200          2         43
           DLV300          44         44
```

Ex 2: EREP packet index

7   What can I do to assist a smooth transition to EREP?

7.1   Testing Responsibilities and Feedback

Your participation and input is valuable to ensuring a quality product and a smooth transition to EREP. We greatly appreciate your involvement and comments, and suggest the following activities through production cutover.

- Execute recommended test cases to review and provide feedback on key system features.

- Validate system features meet or exceed similar functionality within legacy Infopac and Document Direct.

- Ensure EREP reports and formatting is consistent with equivalent legacy reports.

- Provide timely feedback on any system defects or concerns as identified to erep@cmegroup.com. Please provide a description of the issue, expected resolution, and any data or screenshots to allow for efficient defect resolution. This email address will be available throughout the reporting parallel period.

7.2   Recommended Test Cases

The following high-level test cases are suggestions to guide user acceptance testing.

ID	Component	Description
ERP-001	Search Reports	Search for reports by search criteria (date, ID, and/or firm(s)).
ERP-002	Search Reports	Validate report search results and features (report list, pagination, sorting, etc).
ERP-003	View Reports	View report detail and report viewer features for select reports.
ERP-004	Search Reports	Search within a report (text strings, navigation, etc).
ERP-005	Extract Reports	Validate report extract and print features (ex: file, PDF, ZIP, print, etc).
ERP-006	Usability	Validate EREP reporting functionality meets acceptable ease of use requirements.
ERP-007	Report Migration	Confirm all firm facing reports are migrated to EREP with appropriate entitlements, exchange availability, and expected report data and formatting (ex: page or section breaks, orientation).
ERP-008	File Packaging	Review file packaging requirements and/or participate by arranging validation of new test files specific to your firm.
ERP-009	Conversion	Confirm your users and permissions have access to the appropriate to the exchange(s), firm(s), and report profiles for their day-to-day work.

8   Training

- An **EREP User Guide** is available via the link in the top right corner of the application which provides step-by-step instructions on performing various tasks and troubleshooting within EREP.

- Formal on-site training and webinars are currently scheduled for **17-20 May 2011**, as EREP nears final production cutover and Infopac decommission.

  o   Users may sign-up for for EREP training by registering via the CME Group website at the following link. If additional training is required, please notify the training team at globaloperationseducation@cmegroup.com.