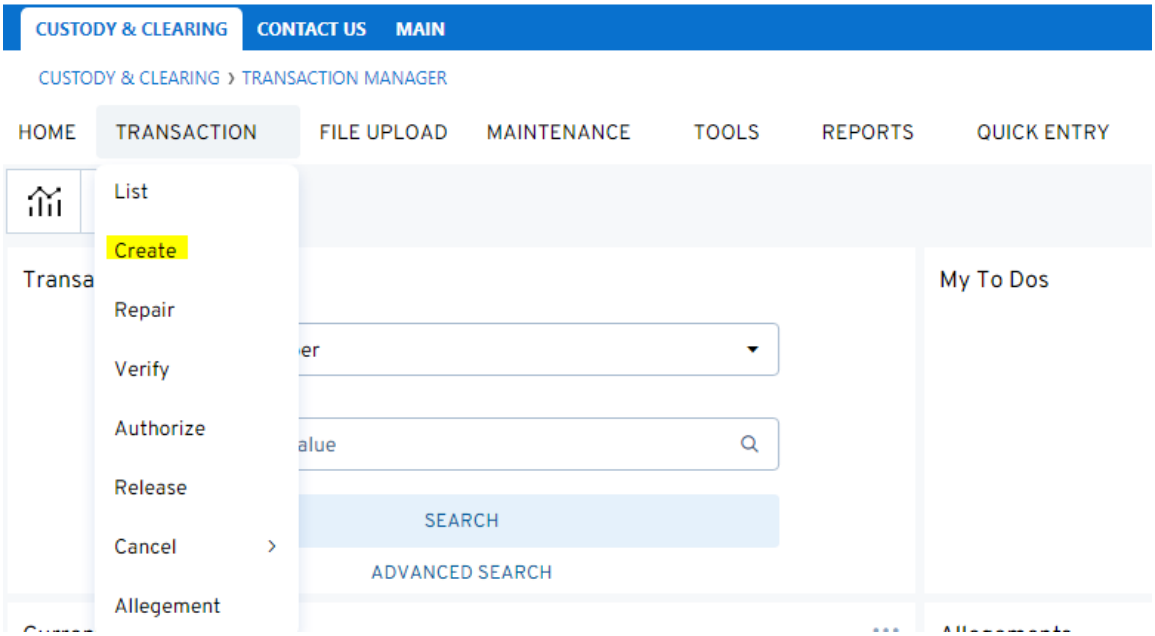
FHLBANK DALLAS | Member driven. Community focused.

Transaction Entries on Nexus9

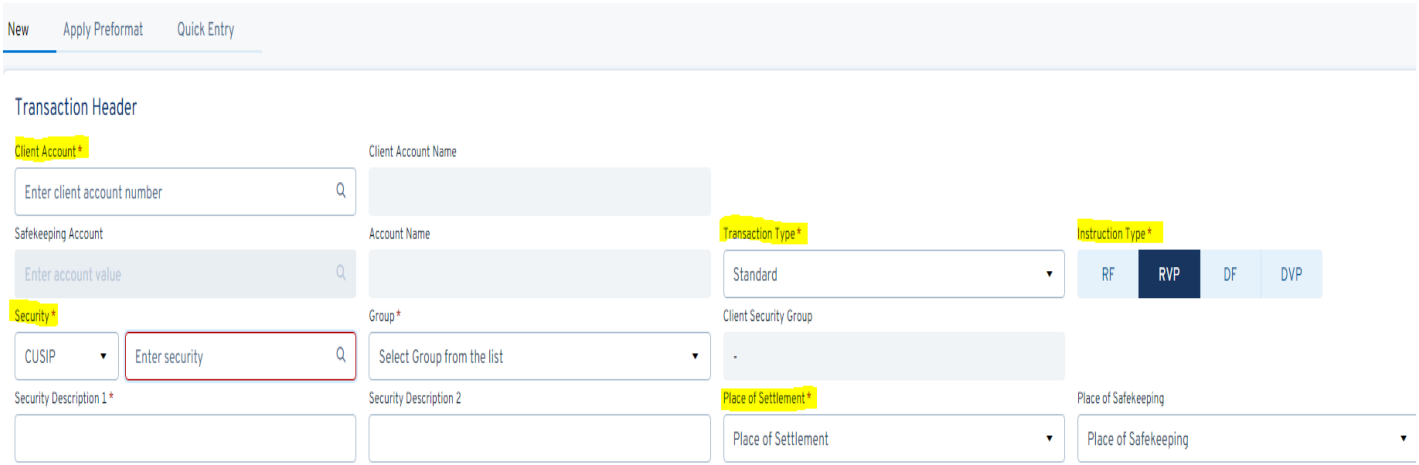
Below are steps to process various types of security transactions on Nexus9 Transaction Manager

STANDARD TRADES

From the main page of Transaction Manager:
Click Custody & Clearing → Transaction Manager →Transaction tab → Create

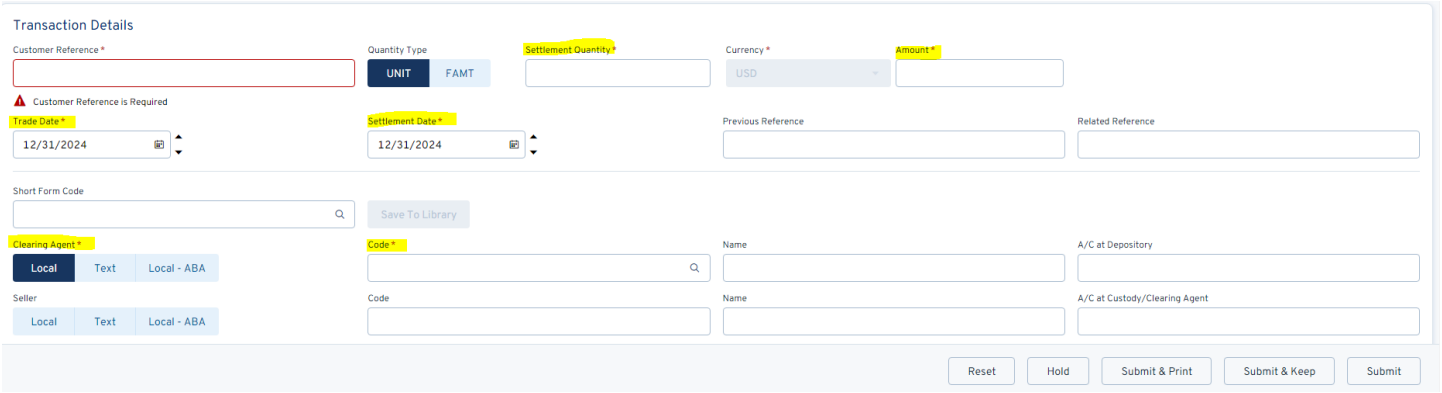


Transaction Header - Fill out the information that is highlighted **Yellow**:



1. **Client Account =** Use magnifying glass to search
   a) Find and the select corresponding Safekeeping Client Account number (contains an “S”) and click Done.
2. **Security** = Enter Cusip
3. **Transaction Type** = Select Standard
4. **Instruction Type** = Select one of the following:
   a) RVP = security purchase (funds to be debited from DDA account)
   b) RF = security movement free of payment
   c) DF = security movement to another bank/institution free of payment
   d) DVP = security sold to another bank/institution (funds to be credited to DDA account)
5. **Place of Settlement** = Required to be selected based on where the security normally settles. For example:
   a) New York - physical (paper) security
   b) US FED – Treasuries/Agency (FNMA, GNMA, Freddie Mac)
   c) US D.T.C. - municipals, corporate bonds, commercial bank CDs

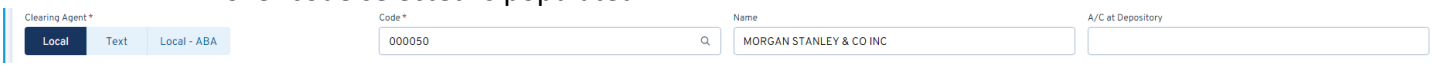
<u>Transaction Details</u> - Fill out the information that is highlighted **Yellow:**



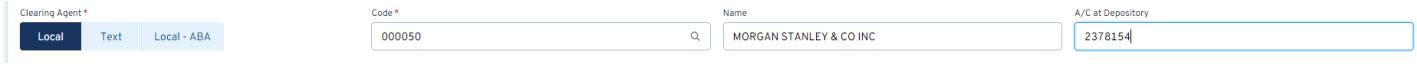
1. **Client Reference** = system generated (when manually entered)
2. **Settlement Quantity** = original face
3. **Amount** = net amount paid or receive for the trade
4. **Trade Date** = refer to confirmation from broker
5. **Settlement Date** = date the broker/institution will send or receive the trade
6. **Clearing Agent** = location where the trade to be settled (see below)
   a) LOCAL = DTC security (Municipals, Corporate Bonds and Commercial mortgage back agency securities)
   b) LOCAL - ABA = FED security (Treasuries/Agency - FNMA, GNMA and Freddie Mac will settle in this location)
7. **Code** = click on magnifying glass to locate the appropriate broker instruction



a) For DTC securities – hover over **Alternate Broker Code** header and click on the hamburger icon
   1. Enter the 4-digit DTC code to filter
   2. Add zeroes if the broker code is less than 4 digits (Morgan Stanley broker code = 50 therefore enter 0050)
   3. Click to select and click Done (to go back to the Transaction Details page)
   4. Broker code selected is populated



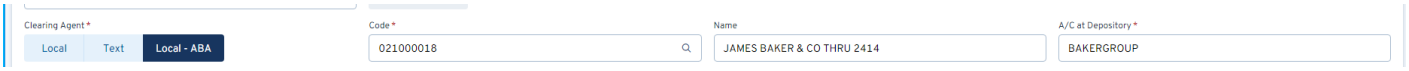
   5. **A/C at Depository** – enter account number ONLY if delivered security to another bank/institution requires



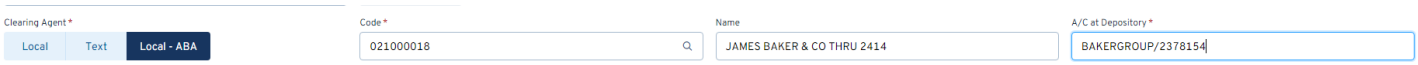
b) For FED securities – hover over **Wire Address** or **Account Name/Number** header and click on the hamburger icon
   1. **Wire Address** = enter ABA/routing number
   2. **Account Name/Number** = enter broker name (example - BAKERGROUP, STIFEL and PERSHING)
   3. Click to select and click Done (to go back to the Transaction Details page)
   4. Broker code selected is populated



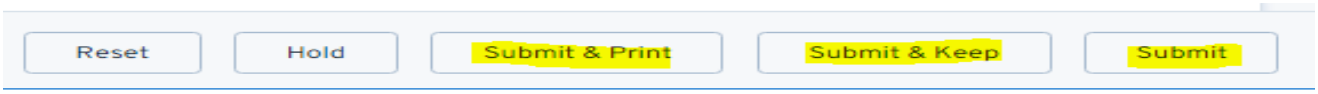
   5. The selected instruction is populated.



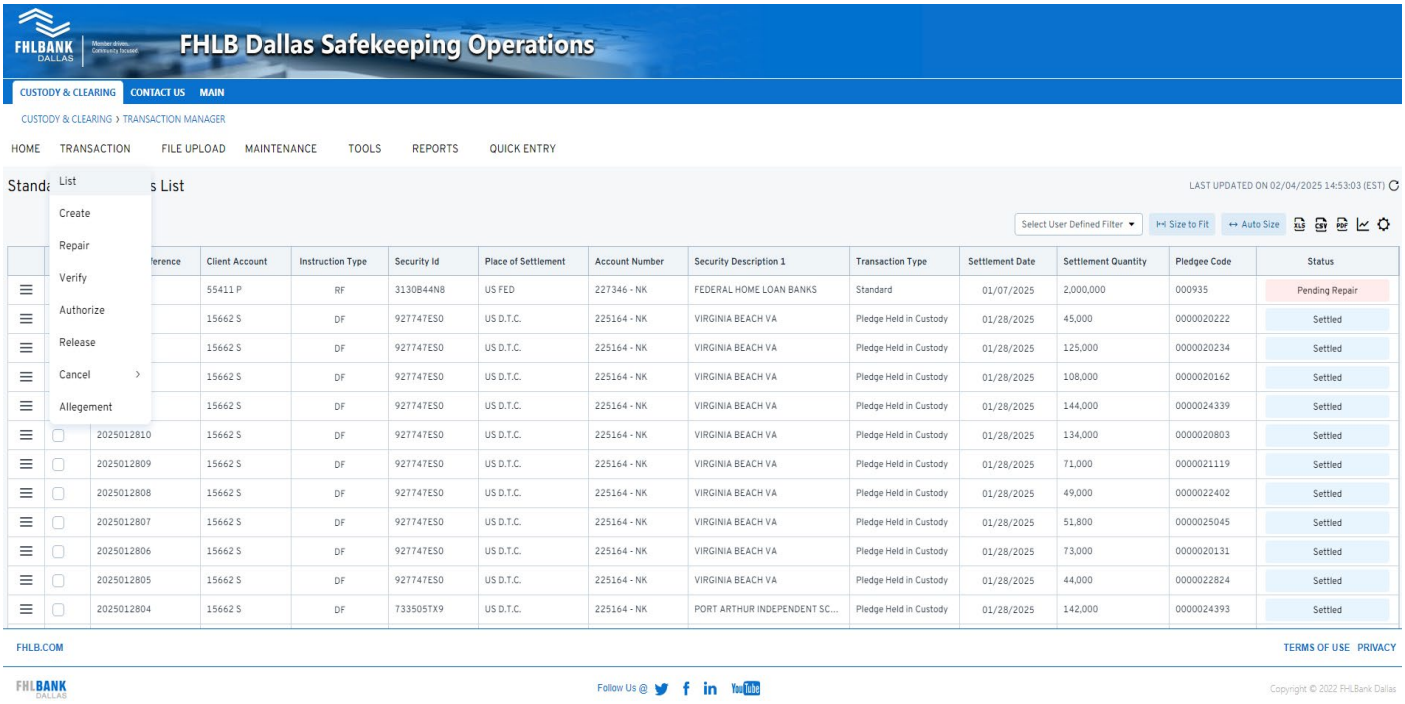
   6. NOTE: When delivering the security and an account number is required, add the account number after the populated instructions in the A/C at Depository as shown below.



7. Click one of the following to submit for approval

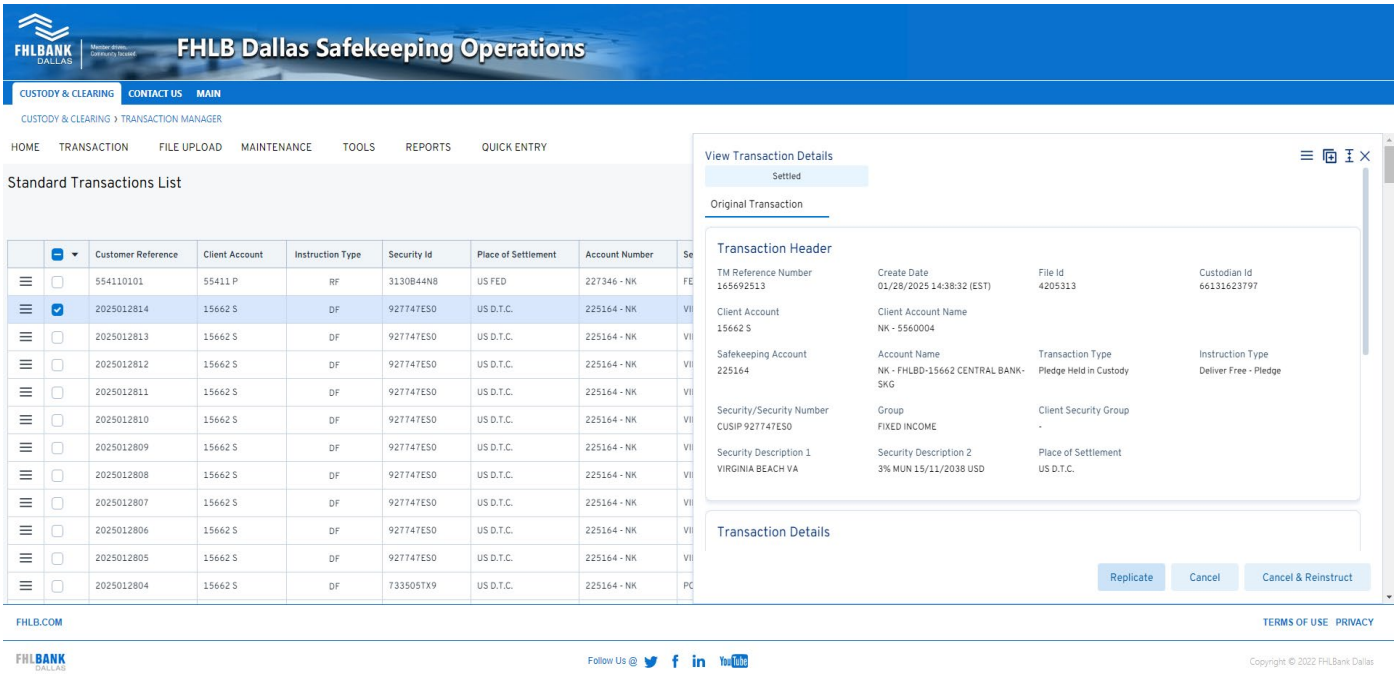


VIEW TRANSACTIONS - hover over the **Transaction** tab and select **List** to see the full list of transactions created



REPLICATING TRANSACTIONS

Transactions with a status listed as “Pending Release” may be replicated during its pending state. If interested in performing another type of transaction, click the transaction & it will populate the transaction, then click **Replicate**.



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

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