

CIRCULAR



30 - 32 Grosvenor Street

Sydney NSW 2000

Australia

Telephone (02) 9256
0555

Facsimile (02) 9256
0426

To: Clearing Members

21/98

No:

URGENT - SFE Information Network (SFEIN) Authorisations and Rejections of Day 2s

Some members have been experiencing difficulties with authorising and rejecting day 2s. This problem arises due to the way that day 2s are authorised or rejected. The problem can be avoided by using the following rules:

For Authorisations:

- **Only authorise a day 2 using the batch approval button which appears in the top half of the screen (See example on the next page).** Note, this part of the screen is known as the "main document".
- **All in-coming and out-going day 2s must be approved in this way.**
- **The day 2 should only be approved after all detail lines have been entered and submitted.**
- **Only approve when the detail lines screen appears in the bottom half of the screen (see example).**

For Rejections:

- **Day 2s should only be rejected from the bottom half of the screen.** Note, this part of the screen contains "detail documents".
- **Day 2s are rejected by opening the incorrect detail line (use the underlined hyperlink in the status column). Select edit, scroll to the bottom and click on the reject button. You will need to choose a reason for the rejection.**
- **You must still approve the day 2 from the top half of the screen. If you do not, the following problems may occur:**
 1. Correct detail lines will not be approved.
 2. Detail lines will be separated from their main document. The day 2 will become invalid and will need to be re-raised if this happens.

The day 2 module is being reviewed by SFECH in order to streamline the authorisation / rejection process.

Day 2 Trade Corrections - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Fonts Print

Address <https://sfeintest.sfe.com.au/sfein/Day2.nsf/day2frames?OpenForm> Links

REQUEST FOR CORRECTION OF ALLOCATION OR ASSIGNMENT ERRORS BY TRANSFER AT ORIGINAL TRADED PRICE

Submit New Detail Line Home Close All contracts will be transferred at the traded price.

Session Belongs to Test One Request ID: 1414

Operator (From Party)

From Party MEMA Tel: [] Effective Date: 12/03/98 To Party MEMD (1)

House Client (2) Fax: [] Cancel This Day 2

Batch Approval: Approve Reject Reason: [] Explanation if Other: []

Detail Lines

Status	Date	Time	Buy/Sell	Lots	Contract	Price	From	H/C	To	H/C	Comm Amount	Comm Earned	Comm Owed	Approve/Reject	Reject
AFPO	11/03/98	17:22	B	10	AOH8	26860	MEMA	H	MEMD	C	\$20	MEMA	MEMD	No Action	
TOTALS				10							\$20.00				

Done Internet zone

Start Microsoft Word - Docum... Day 2 Trade Corrections... Day 2 Trade Correc... 5:27 PM

Katrina Maunder
Manager; Clearing Services

12/03/98

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ACN 050 615 864
A wholly owned subsidiary of Sydney Futures Exchange Limited
Address all correspondence to PO Box N680 Grosvenor Place Sydney NSW 2000 Australia