Borsa Italiana Transaction Reporting Service

User Guide

London Stock Exchange Group

October 2017

Version 3.0

Contents

Index

1 Revision History

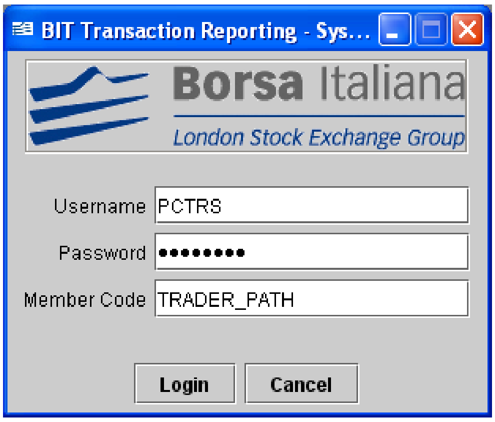
Date	Version	Description	Author
Dec 7th 2007	1.0	First Release	Borsa Italiana
Feb 12th 2014	2.0	EMIR Transaction Reporting Service added	Borsa Italiana
Oct 4th 2017	3.0	EMIR Revised RTS	Borsa Italiana

2 MIFID Transaction Reporting Service

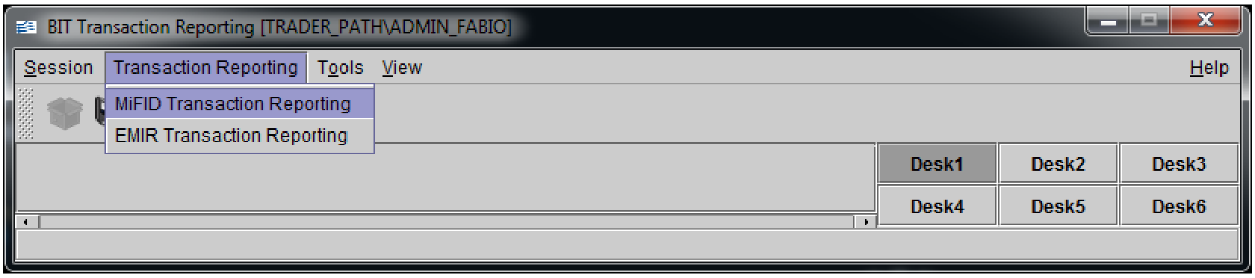
In order to fulfil their obligations to report details of transactions to the competent domestic authority (**Consob - *Commissione Nazionale per le Società e la Borsa***) investment firms can use the **MiFID**-compliant **Transaction Reporting Service**. This service implements Article 25 of the 2004/39/CE Directive (***MiFID* - *Markets in Financial Instruments Directive***), issued by the **European Commission**, and the related rules of the second level for **manual/automatic** transaction dispatching to the domestic authority. The **Transaction Reporting** window can be activated via the corresponding menu of the top-level tool bar (namely, the **BIT Transaction Reporting** platform).

2.1 Application Layout

The **BIT Transaction Reporting** application can be started via the Microsoft Windows® **Start** menu by selecting | **Borsa Italiana | BIT Transaction Reporting [PROD]** [rel. #] | **BIT Transaction Reporting**. Once the **System Login** window pops up, **Username**, **Password** and **Member Code** must be entered.

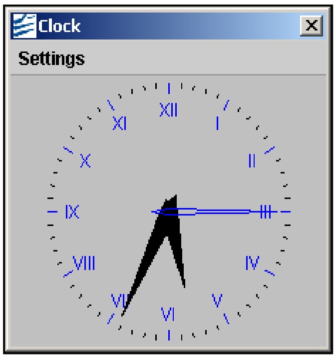


The **[Login]** button or the **[Enter]** key will give access to the application; otherwise the **[Cancel]** button will quit the login procedure. Once the user has been authenticated, the **BIT Transaction Reporting** application bar appears.



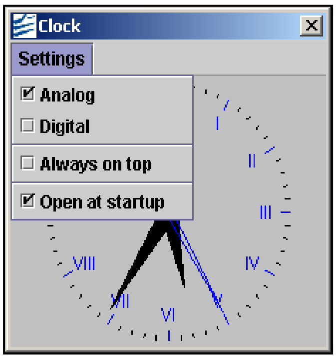
In order to load the **MiFID Transaction Reporting** window the user must select the related command in the **Transaction Reporting** menu of the **BIT Transaction Reporting** application bar.

2.2 Clock



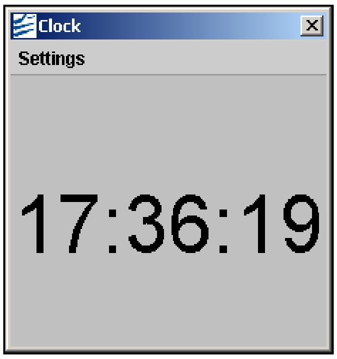
As soon as the user has been authenticated by the system, the **BIT Transaction Reporting** application bar and the **Clock** window are displayed. The **Clock** window is synchronized with the time of the markets managed by **Borsa Italiana**. If the **BIT Transaction Reporting** is accessing the application servers via https, **UDP port 13** must be opened in the local firewall in order to connect to the market time server.

2.2.1 Menu Bar

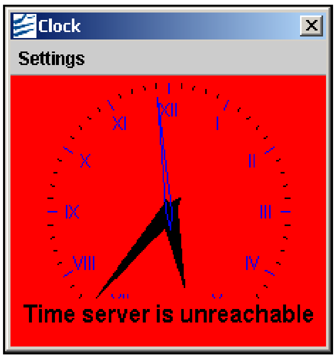


A cascading menu appears by clicking the menu placed under the title bar. The menu making up the bar is: **Settings** with the following commands:

- **Settings**
  - **Analog**
  - **Digital**
  - **Always on top**
  - **Open at startup**



In order to display the **Clock** in an analog or a digital mode the user must tick the **Analog** or the **Digital** check box in the **Settings** menu. Moreover, to keep the **Clock** window always visible on the screen the user must tick the **Always on top** check box in the **Settings** menu.



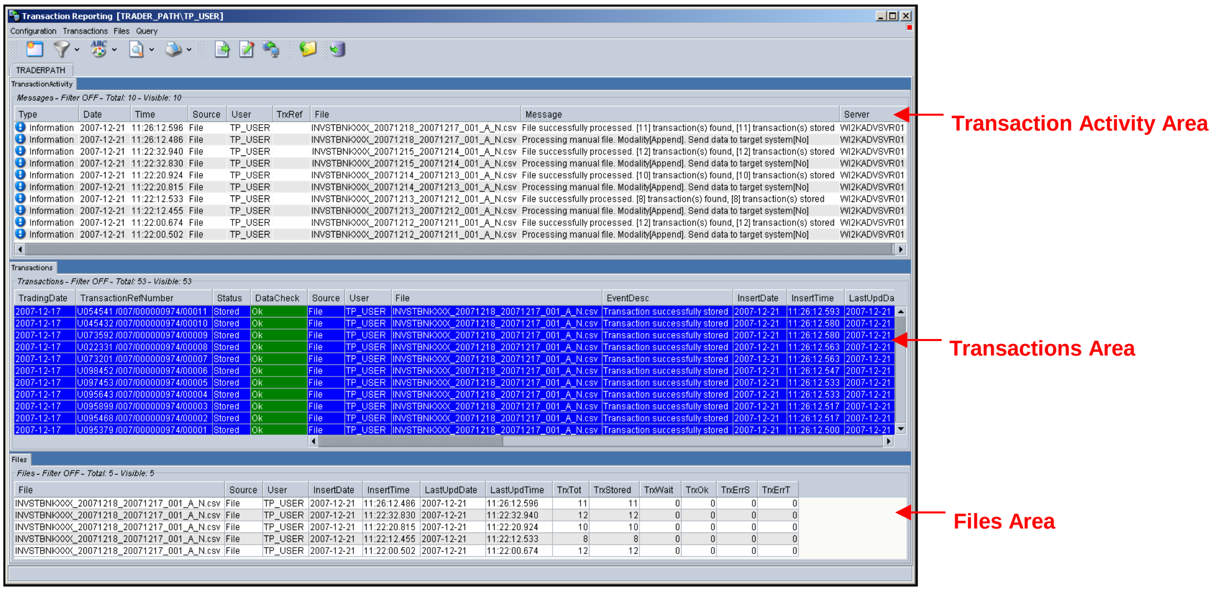
When connection to the market time server in not available the clock cannot work properly, so the window colour changes to blinking **red** and the "**Time server is unreachable**" message is displayed at the bottom of the clock area.

The **Clock** window can be closed by clicking the  button placed on the title bar right-side. If necessary, the user can activate the **Clock** window by selecting the corresponding command in the **Session** menu of the top-level tool bar or by clicking the button  in its own tool bar.

2.3 MIFID Transaction Reporting

This window consists of a **menu bar**, a **tool bar** and **three panes** showing details about the **last five working days**.

The three panes of the **Transaction Reporting** window are: **Transaction Activity**, **Transaction Reporting and Files.**



Depending on the user's needs, each single area can be enlarged by first placing the mouse cursor on its **title bar**, clicking the mouse left button and then dragging the selected area.

2.3.1 Menu Bar

A cascading menu appears by clicking one of the menus placed under the title bar. The menus making up the bar are: Configuration, Transactions, Files and Query with the following commands:

- Configuration
  - Toogle View [Ctrl-W]
  - Filter
    - Transaction Activity
    - Transactions
    - Files
  - Options
    - Transaction Activity
    - Transactions
    - Files
  - Print Preview
    - Transaction Activity
    - Transactions
    - Files
  - Print
    - Transaction Activity
    - Transactions
    - Files
- Transactions
  - Manual Transaction Entry
  - Manual Transaction Template
  - Send now
- Files
  - Load File
- Query
  - Last Five Days

2.3.2 Tool Bar

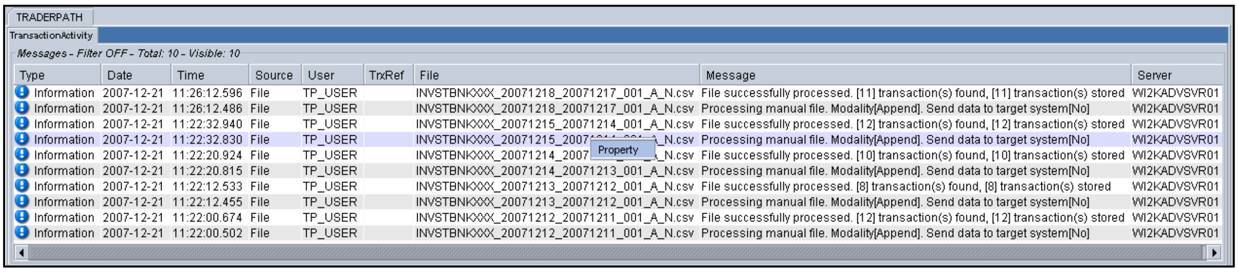
By default, the **Transaction Reporting** window tool bar is located under the menu bar. It provides a quick access to the most frequently used commands, which are mapped to specific buttons. Each command can be activated by clicking the corresponding button.

Toggle View	**Filter**	**Options**	**Print Preview**	**Print**	**Manual Transaction Entry**	**Manual Transaction Template**	**Send Now**	**Load File**	**Last Five Days**

It is possible to hide/show the **Transaction Reporting** window tool bar by selecting the **Toggle View** command in the **Configuration** menu or by clicking the **Toggle View** button (hide only) in the tool bar or via the function keys [Ctrl-W] (both hide and show).

2.3.3 Transaction Activity Area

By default, the **Transaction Activity** area is the **top** pane of the **Transaction Reporting** window and is located under its tool bar. This pane displays **automatic** or **manual** activities performed through the **TRS**.



TRADERPATH
TransactionActivity
Messages - Filter OFF - Total: 10 - Visible: 10

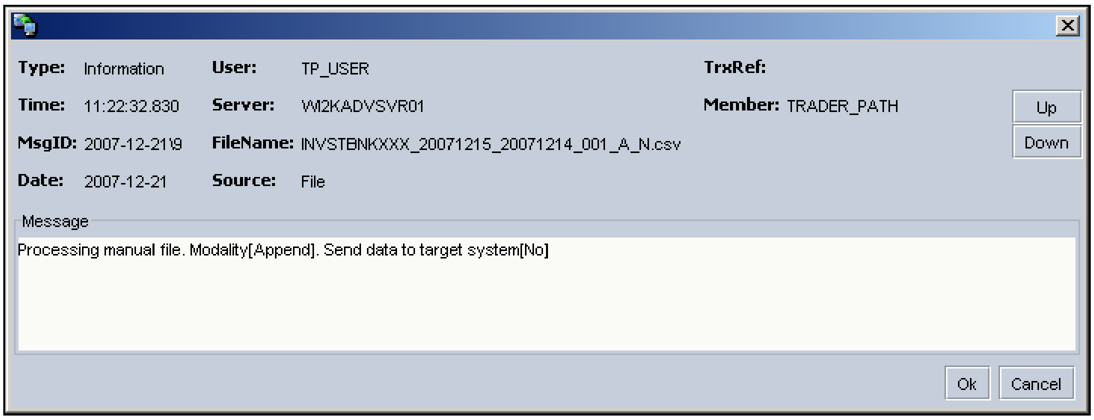
Type	Date	Time	Source	User	TrxRef	File	Message	Server
Information	2007-12-21	11:26:12.596	File	TP_USER		INVSTBNKXXX_20071218_20071217_001_A_N.csv	File successfully processed. [11] transaction(s) found, [11] transaction(s) stored	WI2KADVSVR01
Information	2007-12-21	11:26:12.486	File	TP_USER		INVSTBNKXXX_20071218_20071217_001_A_N.csv	Processing manual file. Modality[Append]. Send data to target system[No]	WI2KADVSVR01
Information	2007-12-21	11:22:32.940	File	TP_USER		INVSTBNKXXX_20071215_20071214_001_A_N.csv	File successfully processed. [12] transaction(s) found, [12] transaction(s) stored	WI2KADVSVR01
Information	2007-12-21	11:22:32.830	File	TP_USER		INVSTBNKXXX_20071215_2007[illegible]_N.csv	Processing manual file. Modality[Append]. Send data to target system[No]	WI2KADVSVR01
Information	2007-12-21	11:22:20.924	File	TP_USER		INVSTBNKXXX_20071214_2007[illegible]_N.csv	File successfully processed. [10] transaction(s) found, [10] transaction(s) stored	WI2KADVSVR01
Information	2007-12-21	11:22:20.815	File	TP_USER		INVSTBNKXXX_20071214_20071213_001_A_N.csv	Processing manual file. Modality[Append]. Send data to target system[No]	WI2KADVSVR01
Information	2007-12-21	11:22:12.533	File	TP_USER		INVSTBNKXXX_20071213_20071212_001_A_N.csv	File successfully processed. [8] transaction(s) found, [8] transaction(s) stored	WI2KADVSVR01
Information	2007-12-21	11:22:12.455	File	TP_USER		INVSTBNKXXX_20071213_20071212_001_A_N.csv	Processing manual file. Modality[Append]. Send data to target system[No]	WI2KADVSVR01
Information	2007-12-21	11:22:00.674	File	TP_USER		INVSTBNKXXX_20071212_20071211_001_A_N.csv	File successfully processed. [12] transaction(s) found, [12] transaction(s) stored	WI2KADVSVR01
Information	2007-12-21	11:22:00.502	File	TP_USER		INVSTBNKXXX_20071212_20071211_001_A_N.csv	Processing manual file. Modality[Append]. Send data to target system[No]	WI2KADVSVR01

Property

The following function can be applied to one activity (automatic or manual) listed in the above pane by selecting the corresponding row in the Transaction Activity area and then clicking the right mouse button. A pop-up menu appears with the following command

- **Property**

By activating the **Property** command on the selected row a window containing more details regarding the selected activity (automatic or manual) is displayed. It is also possible to show details of other activities listed in the **Transaction Activity** area by scrolling inside this pane via the Up and Down buttons without closing the active **Property** window.



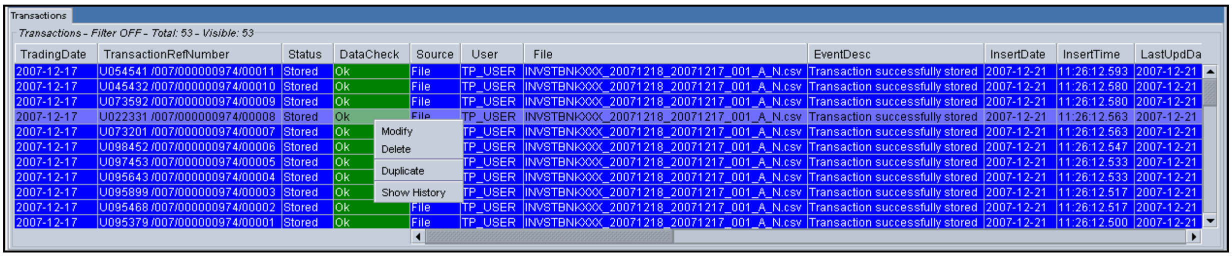
Transaction Activity Table

Here follows a brief description of all the columns displayed in the **Transaction Activity** table:

Type	Message type - **Information** - **Warning** - **Error**
Date	Message date. Format: YYYY-MM-DD
Time	Message time. Format: HH:mm:ss:SSS
Source	Message source: - **Manual** (following manual transaction input) - **File** (originating from file upload via the **BIT Transaction Reporting** client) - **Fix** (following automatic transaction input via the FIX 4.2 protocol) **FileSFTP** (originating from file upload to the **BIT Transaction Reporting** SFTP server) - **Service** (TRS generated ancillary message)
User	User who has either performed a manual action via the **BIT Transaction Reporting** client or submitted a FIX transaction automatically, thus generating the current message. No value is displayed in this field for other automated actions
TrxRef	Transaction identifier related to a single manual or FIX transaction entry. It may be displayed also for errors in single transactions from uploaded files, otherwise it is empty
File	Name of the file related to the message. This field may be empty
Message	Text of the message
Server	Name of the server running the TRS instance that has created the message

2.3.4 Transactions Area

The **Transactions** area is the **middle** pane of the **Transaction Reporting** window located by default between the **Transaction Activity** and the **Files** panes. This pane displays **details** and **status** of **each transaction**.

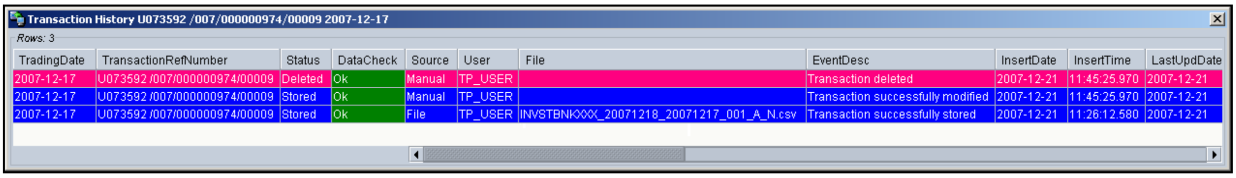


The following functions can be applied to one or more transactions by selecting the corresponding rows in the **Transactions** area and then clicking the right mouse button. A pop-up menu appears with the following commands:

- **Modify**
- **Delete**
- **Duplicate**
- **Show History**

The **Duplicate** command can be performed on an existing transaction and will create an exact replica of it, whereas the **Modify** and **Delete** commands can be performed on one or more transactions, depending on their status.

The **Modify** command is applicable to transactions the status of which is: **Stored**, **Ok**, **Blocking Error**, **Non-blocking Error** or **Deleted**. The **Delete** command is applicable to transactions the status of which is: **Stored** or **Non-blocking Error.**



Transaction History U073592 /007/000000974/00009 2007-12-17

Rows: 3

TradingDate	TransactionRefNumber	Status	DataCheck	Source	User	File	EventDesc	InsertDate	InsertTime	LastUpdDate
2007-12-17	U073592 /007/000000974/00009	Deleted	Ok	Manual	TP_USER		Transaction deleted	2007-12-21	11:45:25.970	2007-12-21
2007-12-17	U073592 /007/000000974/00009	Stored	Ok	Manual	TP_USER		Transaction successfully modified	2007-12-21	11:45:25.970	2007-12-21
2007-12-17	U073592 /007/000000974/00009	Stored	Ok	File	TP_USER	INVSTBNKXXX_20071218_20071217_001_A_N.csv	Transaction successfully stored	2007-12-21	11:26:12.580	2007-12-21

The **Show History** command opens a new window, labeled **Transaction History**, showing a complete list of events related to the selected transaction. This command applies to **one** transaction only.

Transactions Table

Here follows a brief description of all the columns displayed in the **Transactions** table:

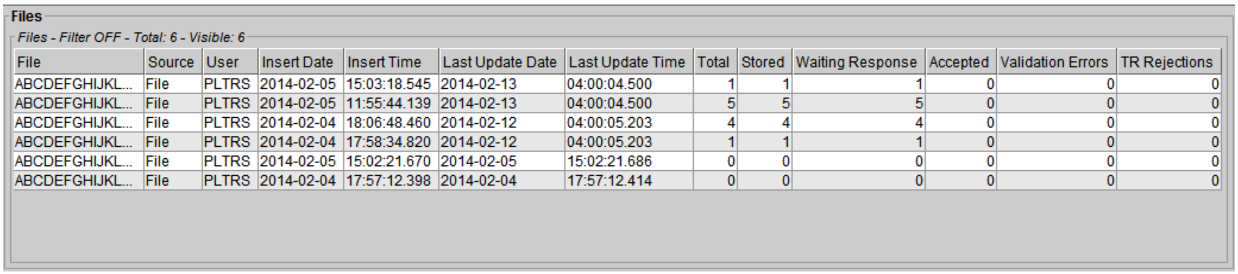
TransactionRefNumber	Unique identifier of the transaction provided by the investment firm or a third party reporting on its behalf
Source	Transaction source: - **Manual** (manual input of a transaction) - **File** (transaction from a file uploaded via the **BIT Transaction Reporting** client) - **Fix** (automatic input of a transaction via the FIX 4.2 protocol) **FileSFTP** (transaction from a file uploaded to the **BIT Transaction Reporting** SFTP server)
User	User who has either entered a transaction via the **BIT Transaction Reporting** client or submitted a FIX transaction automatically. No value is displayed in this field for transactions from files uploaded to the BIt Systems SFTP server
Status	Transaction status: - **Stored** (transaction temporarily stored in the TRS Data Base before being dispatched to the

	competent domestic authority) - **Processing** (transaction being sent to the Transaction Reporting Service provided by Borsa Italiana) - **Waiting Response** (transaction sent to the Transaction Reporting Service provided by Borsa Italiana now waiting for a response) - **Ok** (transaction accepted by the competent domestic authority) - **Non-blocking Error** (transaction submission to the Transaction Reporting Service provided by Borsa Italiana failed; it can be repeatedly submitted ever after) - **Blocking Error** (transaction rejected by either the Transaction Reporting Service provided by Borsa Italiana or the competent domestic authority: it must be re-entered after being modified) - **Deleted** (transaction marked as "Deleted" by the user: it will not be dispatched to the competent domestic authority)
DataCheck	At the moment no local checks are performed by the TRS on the existence of: instrument code (ISIN or Symbol), **counterparty code** (BIC, MIC or Borsa Italiana CED code) and **trading venue** code (MIC, BIC or 'OTC'), so the value is always: **- Ok**
InsertDate	Transaction submission date assigned by the TRS. Format: YYYY-MM-DD
InsertTime	Transaction submission time assigned by the TRS. Format: HH:mm:ss.SSS,
LastUpdDate	Most recent change date of the current transaction. Format: YYYY-MM-DD
LastUpdTime	Most recent change time of the current transaction. Format: HH:mm:ss.SSS
ReportingFirmID	Unique code identifying the investment firm reporting the transaction
ReportingFirmIDType	BIC (ISO 9362 - SWIFT/Bank Identifier Code)
TradingDate	Trading day on which the transaction has been executed. Format: YYYY-MM-DD
TradingTime	Time at which the transaction has been executed, reported in the local time of the competent authority to which the transaction will be reported. Format: HH:mm:SS
TimeZone	Time basis in which the transaction is reported expressed as Coordinated Universal Time (UTC). Format: + / - HH
Side	Transaction side from the perspective of the reporting investment firm or, in the case of a report to a client, of the client: - **Buy** - **Sell**
TradingCapacity	Identifies whether the firm executed the transaction: - **Agency** [for the account, and on behalf, of a client] - **Principal** [on its own account (either on its own behalf or on behalf of a client)]
InstrumentID	Instrument identifier: - a unique code accepted by the competent domestic authority to which the report is to be made, identifying the financial instrument which is the subject of the transaction
InstrumentIDType	Instrument identifier type: - **ISIN** - **Symbol**
Price	The price per security or derivative contract excluding commission and (where relevant) accrued interest. In the case of a debt instrument, the price may be expressed either in terms of currency or as a percentage.
Currency	The currency in which the price is expressed. If, in the case of a bond or other form of securitised

	debt, the price is expressed as a percentage, that percentage shall be included. [ISO 4217 - Currency Code]
Quantity	The number of units of the financial instruments, the nominal value of bonds, or the number of derivative contracts included in the transaction.
Counterparty	Identification of the counterparty to the transaction.
CounterpartyCodeType	Counterparty Code Type - **BIC** (ISO 9362 - SWIFT/Bank Identifier Code) - **MIC** (ISO 10383 - Market Identifier Code) - **Custom** (where the counterparty is not an investment firm, a regulated market, an MTF or an entity acting as central counterparty, it should be identified as "customer/client" of the investment firm which executed the transaction)
TradingVenue	Identification of the venue where the transaction has been executed. - **BIC** (ISO 9362 - SWIFT/Bank Identifier Code) - **MIC** (ISO 10383 - Market Identifier Code) - **OTC**
TransType	An indication as to whether the current transaction has been reported or cancelled. - **New** - **Cancelled**
File	Name of the file (if any) carrying the current transaction
TargetInstrumentID	Instrument identifier accepted by the competent domestic authority: ISIN codes only are currently accepted
TargetCounterparty	Counterparty identifier accepted by the competent domestic authority: BIC or MIC codes are accepted
TargetFile	Name of the file conveying the current transaction to the competent domestic authority.
EventDesc	Text message describing the last event occurred on the transaction
SeqNum	Sequence number of each state transition in the transaction history

2.3.5 Files Area

The **Files** area is the **bottom** pane of the **Transaction Reporting** window and is located under the **Transaction Activity** pane. This pane displays **statistics** on **each file** submitted to the **TRS** via the **BIT Transaction Reporting** client or straight through the **SFTP** connection.


Files
Files - Filter OFF - Total: 6 - Visible: 6

File	Source	User	Insert Date	Insert Time	Last Update Date	Last Update Time	Total	Stored	Waiting Response	Accepted	Validation Errors	TR Rejections
ABCDEFGHIJKL...	File	PLTRS	2014-02-05	15:03:18.545	2014-02-13	04:00:04.500	1	1	1	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-05	11:55:44.139	2014-02-13	04:00:04.500	5	5	5	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-04	18:06:48.460	2014-02-12	04:00:05.203	4	4	4	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-04	17:58:34.820	2014-02-12	04:00:05.203	1	1	1	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-05	15:02:21.670	2014-02-05	15:02:21.686	0	0	0	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-04	17:57:12.398	2014-02-04	17:57:12.414	0	0	0	0	0	0

Any time that **transactions** in a file undergo a **status change**, the corresponding number of **transactions processed** is displayed in one of the **statistics** columns (TrxTot, TrxStored, etc…).

Files Table

Here follows a brief description of all columns displayed in the Files table:

File	File name
Source	File source : - **File** (file uploaded via the **BIT Transaction Reporting** client) - **FileSFTP** (file uploaded to the **BIT Transaction Reporting** SFTP server)
User	Identifier of the user submitting the file via the **BIT Transaction Reporting** client. This value will be empty if the file has been submitted via the SFTP connection
InsertDate	TRS date of file processing. Format: YYYY-MM-DD
InsertTime	TRS time of file processing. Format: HH:mm:ss.SSS
LastUpdDate	Date of the most recent TRS event on the current file. Format: YYYY-MM-DD
LastUpdTime	Time of the most recent TRS event on the current file. Format: HH:mm:ss.SSS
TrxTot	Number of transactions stored in the file. If a transaction is listed more than once, the TRS will report all of its occurrences in this value, but it will be counted as "1" in the TrxStored value
TrxStored	Number of transactions accepted by the TRS and waiting to be sent to the Transaction Reporting Service provided by Borsa Italiana
TrxWait	Number of transactions sent to the Transaction Reporting Service provided by Borsa Italiana waiting for a response
TrxOk	Number of transactions accepted by the competent domestic authority
TrxErrS	Number of transactions in error in the TRS
TrxErrT	Number of transactions rejected by the Transaction Reporting Service provided by Borsa Italiana or the competent domestic authority

2.3.6 Transaction Reporting Settings

Columns, **Font**, **Foreground**, **Background** and **Sort** criteria can be set for each single **Transaction Reporting** pane by selecting the **Options** command in the **Configuration** menu of the **Transaction Reporting** window or by clicking the  button in the tool bar and then selecting a sub-menu item among: **Transaction Activity** or **Transactions** or **Files**. Their behaviours are similar to those of the corresponding functions used for orders management (see § 3.1.4.4).

Users can define **up to 5** sort criteria and select **one** for use in the current **Transaction Reporting** window. Each sort criteria can be set by selecting **up to 3** fields of the **Transaction Reporting** in the combo box lists and choosing a sort direction for each field.
In addition, it is also possible to sort the **Transaction Reporting** rows on a field value basis by clicking a single column header: an **arrow icon** shows the current sort direction (**ascending** or **descending**). As opposed to settings made in the **Options dialog** window, this kind of sort **cannot be saved** and so it will be lost at the end of a session.

2.3.7 Transaction Reporting Filter

Multiple **Filters** can be applied on each single **Transaction Reporting** pane by selecting the **Filter** command in the **Configuration** menu of the **Transaction Reporting** window or by clicking the button in the tool bar and then selecting a sub-menu item among: **Transaction Activity** or **Transactions** or **Files**.
The **Transaction Activity Filter** window allows applying rules on: **Type**, **TrxRef**, **File**, **Source**, **Date**, **Time**, **Use**r, **Server** and **Message**.
The **Transactions Filter** window allows applying rules on: **TransactionRefNumber**, **Status**, **DataCheck**, **User,** **Source**, **InsertDate**, **InsertTime**, **LastUpTime**, **LastUpDate**, **ReportingFirmID**, **RepFirmIDType**, **TradingDate**, **TradingTime**, **TimeZone** and **Side**.
The **Files Filter** window allows applying rules on: **File, Source, User, InsertDate, InsertTime, LastUpTime, LastUpDate, TrxTot, TrxWait, TrxOk, TrxErrS, TrxErrT**.
It is possible to **enable** or **disable** all the filters previously selected by the user by ticking/unticking the Filters off check-box placed at the left bottom corner of each single **Filter** window.

2.3.8 Exporting/Printing/Saving

Details of activities/transactions/files can be extracted from each single **Transaction Reporting** pane and copied into an Excel spreadsheet. First, a set of (not contiguous) rows selected in the

Transaction Activity or **Transactions** or **Files areas** have to be copied by clicking the left mouse button and then using the function keys [Ctrl-C]. Data can then be pasted into an Excel spreadsheet by using the Excel **Paste** command or via the function keys [Ctrl-V].

A set of activities/transactions/files can be printed by selecting the **Print** command in the **Configuration** menu of the **Transaction Reporting** window or by clicking the  button in the tool bar and then selecting a sub-menu item among: **Transaction Activity** or **Transactions** or **Files**.

In addition, the **Print** command allows to save the **complete** list of activities/transactions/files to an ASCII **file** with fields delimited by the character ‘**^**’.

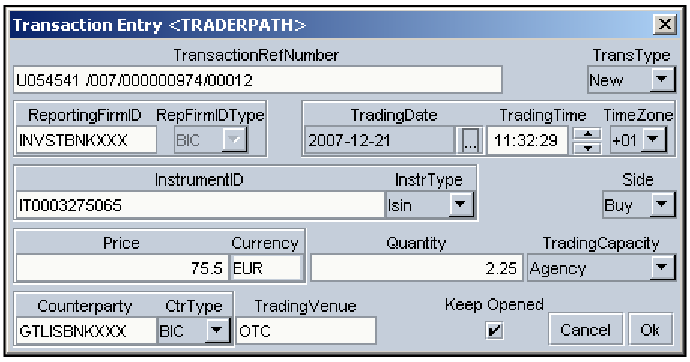
In order to choose between printing a range of activities/transactions/files or saving the complete list it is enough to select the **Printer** or **File** option in the **Print to...** pane of the **Page SetUp** window.

2.4 MIFID Transactions Management

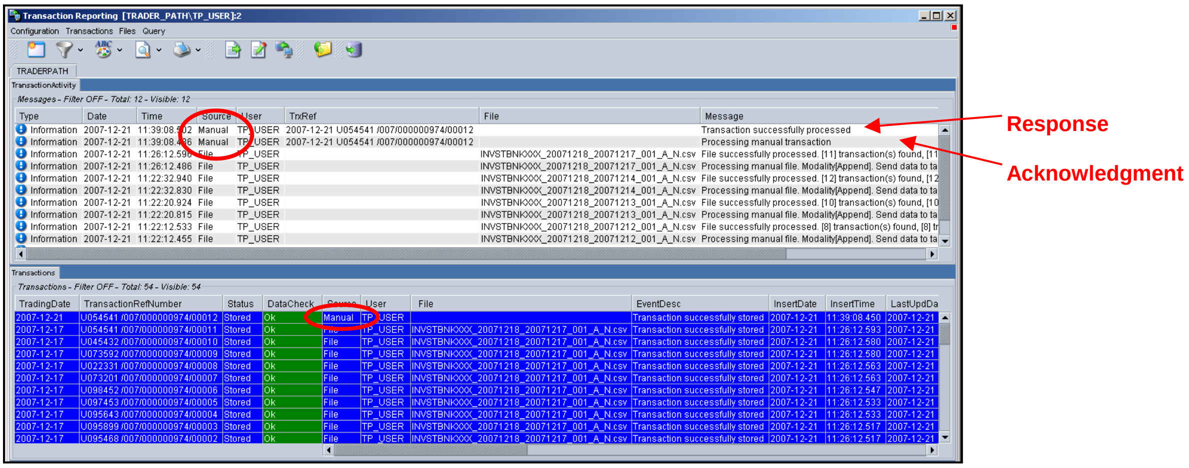
Transactions dispatching to the **TRS** can be performed through a **manual** or **automated** procedure. After being checked by the **TRS**, each transaction will be eventually marked as **Stored**, in case no errors have been detected, or **Non-blocking Error** / **Blocking Error**, in case some errors have been detected, in the **Status** column of the **Transactions** pane. Transactions checked by the **TRS** can finally be sent to the Transaction Reporting Service provided by Borsa Italiana **automatically**, at a predefined time set in the **TRS** configuration, or **manually**, via the **Send Now** command.

2.4.1 Manual Transaction Entry

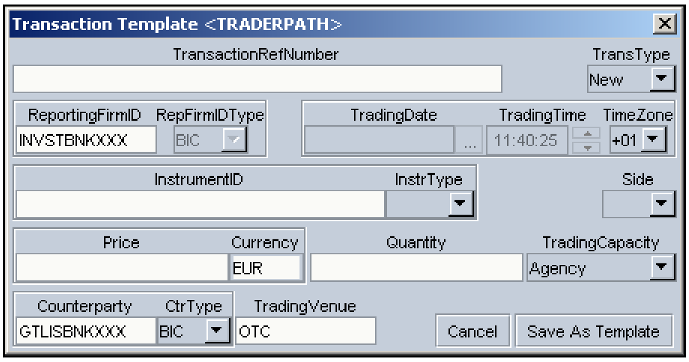
The **manual** dispatching of transactions to the TRS can be performed via the **Transaction Entry** window, which can be opened by selecting the **Manual Transaction Entry** command in the **Transactions** menu of the **Transaction Reporting** window or by clicking the  button in its tool bar. Once values have been assigned to all entry window fields, the transaction can finally be dispatched to the **TRS**. The user can **confirm** by clicking the **Ok** button or **undo** by clicking the **Cancel** button.



After the transaction has been dispatched to the **TRS**, its details are displayed in the top row of the list shown in the **Transactions** pane, while an acknowledgment and response messages are displayed at the top of the **Transaction Activity** pane of the **Transaction Reporting** window. The **Source** will be marked as: **Manual**.



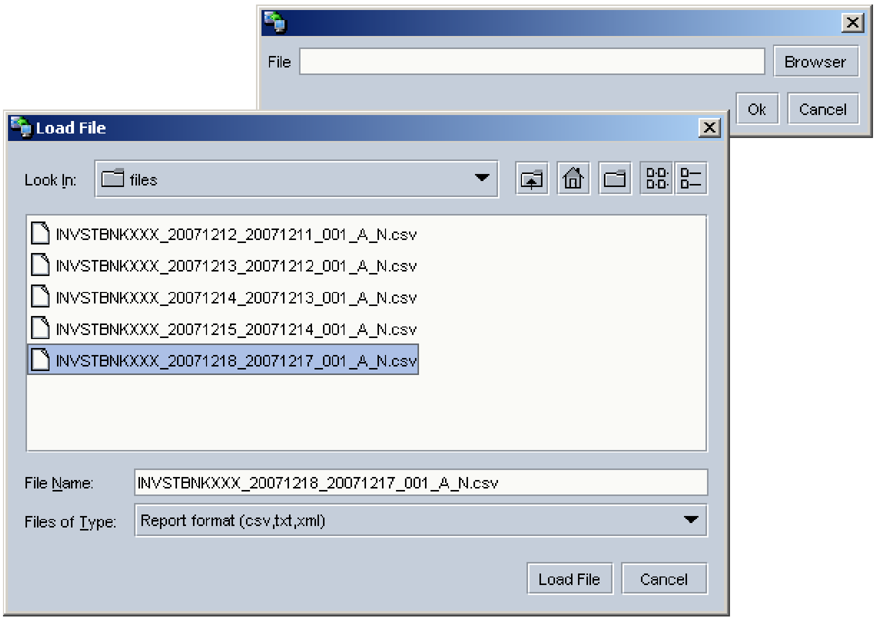
In order to streamline the manual transaction entry process, an entry window already containing a set of predefined values can be configured by selecting the **Manual Transaction Template** command in the **Transactions** menu of the **Transaction Reporting** window or by clicking the  button in its tool bar. Once values have been assigned to all the template fields, the user can **confirm** by clicking the **Save As Template** button or **undo** by clicking the **Cancel** button. From now on, anytime the **Manual Transaction Entry** window will be opened, these pre-defined values always appear in the corresponding fields.



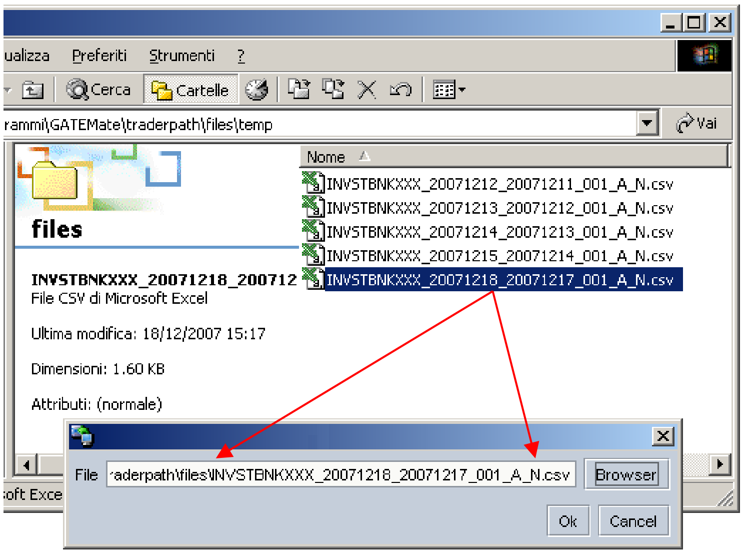
2.4.2 Transaction File Upload

Antomated dispatching of transactions to the **TRS** can be performed by sending one or more files, in .csv, .txt or .xml format, in **append** or **replace** mode (refer to the: "**MiFID: Transaction Reporting - Service Manual**", available through **BIt Systems**). A predefined file containing transactions details can be dispatched to the **TRS** via the **Load File** window, which can be opened by selecting the **Load File** command in the **Files** menu of the **Transaction Reporting** window or by clicking the  button in its tool bar.

By clicking the **Browser** button a **Load File** window is opened. After selecting the proper file either in .csv or .txt or .xml format, the **Load File** button must be pressed to assign it to the **File** field of the upload dialog window, before dispatching the transactions file to the **TRS**.

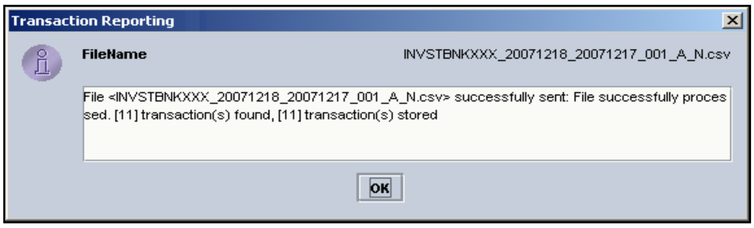


A .csv, .txt or .xml file can also be assigned to the **File** field of the upload dialog window via **drag 'n' drop**, directly from the **Windows Exlorer** window.

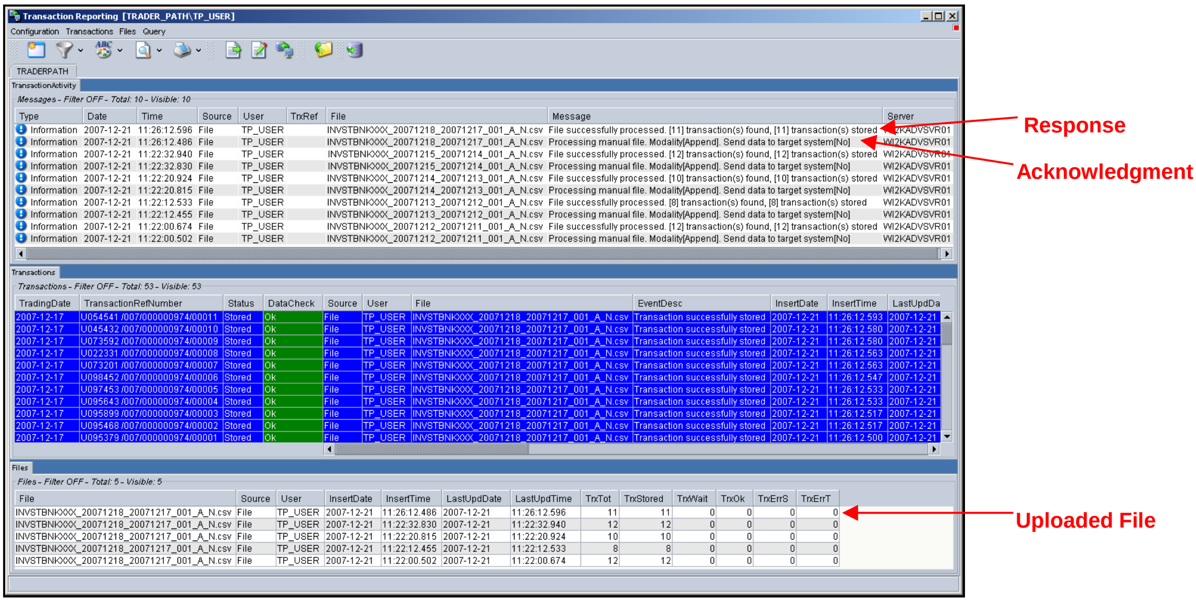


The user can **confirm** by clicking the **Ok** button or **undo** by clicking the **Cancel** button.

If the **Ok** button has been pressed, a reporting window showing details about the file and its transactions submitted to the **TRS** is displayed. In order to close this window the **Ok** button must be pressed.



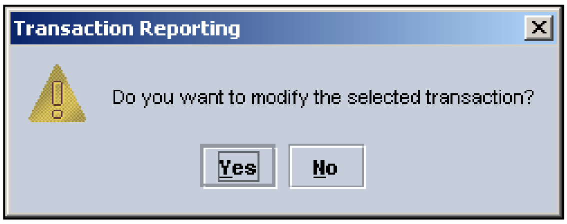
After the transaction has been dispatched to the **TRS**, its details are displayed in the top row of the list shown in the **Transactions** pane, while acknowledgment and response messages are displayed at the top of the **Transaction Activity** pane of the **Transaction Reporting** window. The **Source** will be marked as: **File.** Furthermore, the uploaded file will be displayed as the top row of the **Files** list.



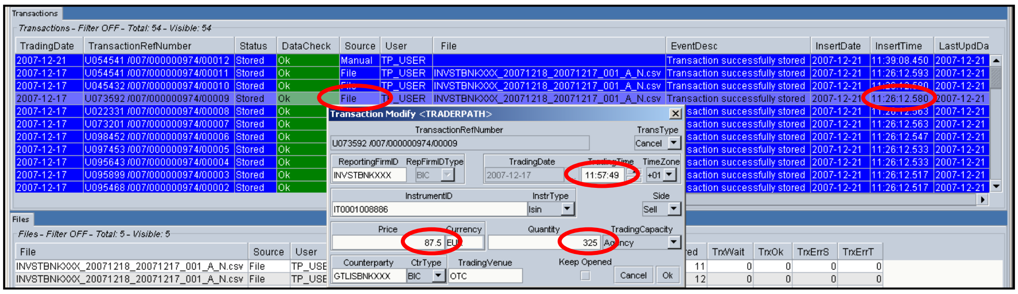
2.4.3 Transaction Modification

A transaction can be updated by double-clicking the corresponding row in the **Transactions** area of the **Transaction Reporting** window or by highlighting it and then clicking the right mouse button. A pop-up menu including the **Modify** command appears.

Once this command has been activated, an alert window with the message: "**Do you want to modify the selected transaction?**" is displayed. The user can **confirm** by clicking the **Yes** button or **undo** by clicking the **No** button.

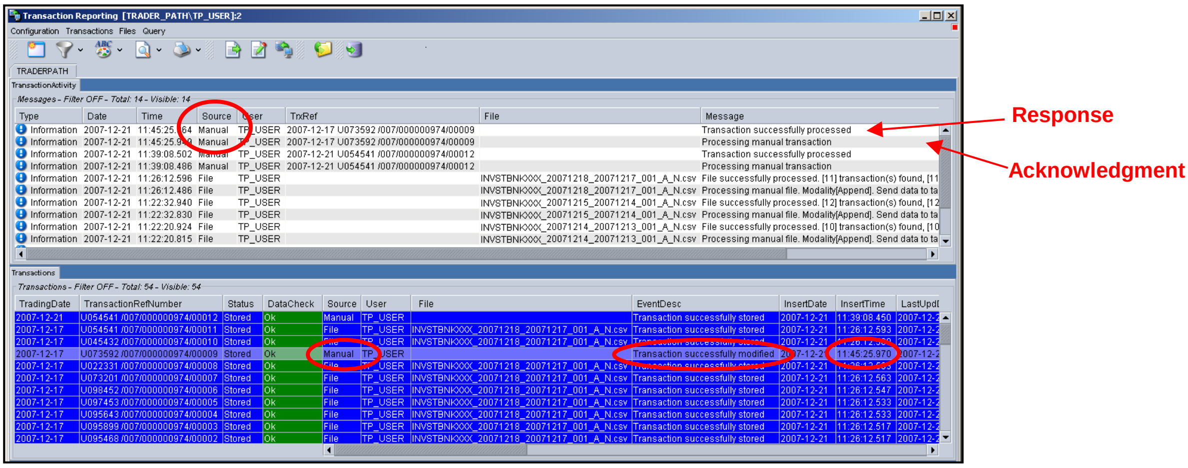


If the **Yes** command has been selected, the **Transaction Modify** window showing details of the highlighted transaction pops up and data can be updated. The user can **confirm** data changes by clicking the **Ok** button or **undo** by clicking the **Cancel** button.



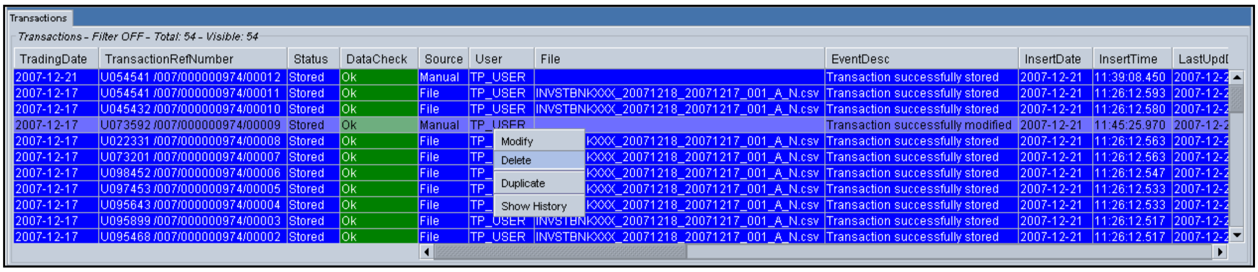
After the transaction has been dispatched to the **TRS**, its updated details are displayed in the highlighted row, while

acknowledgment and response messages are displayed at the top of the **Transaction Activity** pane of the **Transaction Reporting** window. The **Source** will be marked as: **Manual**, even if the transaction had been previously entered as "**File**".

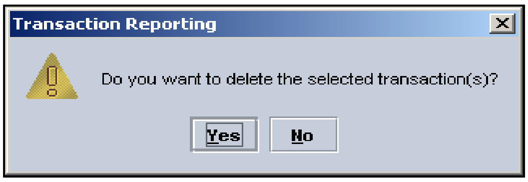


2.4.4 Transaction Deletion

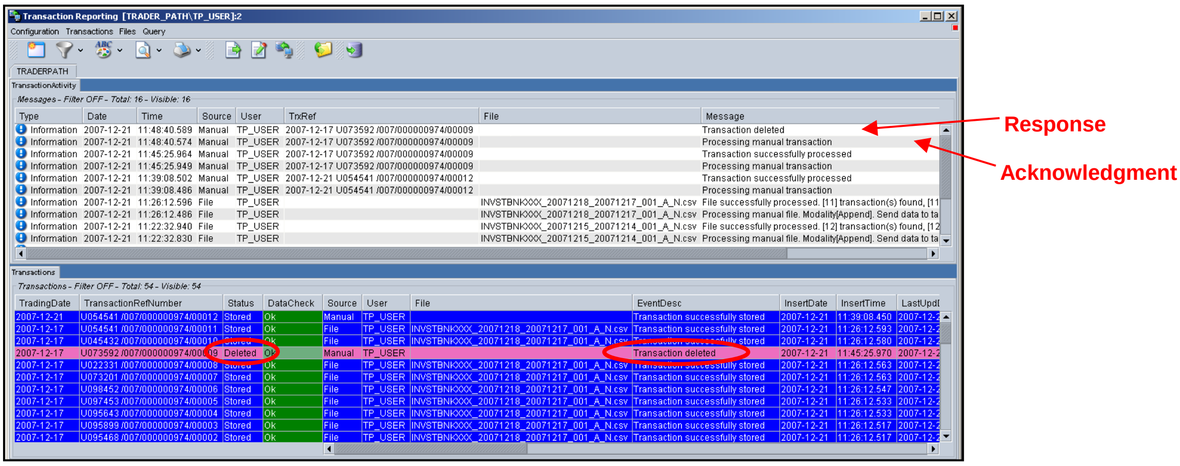
One or more non contiguous transactions can be deleted by highlighting the corresponding rows displayed in the **Transactions** area of the **Transaction Reporting** window and then clicking the right mouse button. A pop-up menu including the **Delete** command appears.



Once this command has been activated, an alert window with the message: "**Do you want to delete the selected transaction(s)?**" is displayed. The user can **confirm** by clicking the **Yes** button or **undo** by clicking the **No** button.



If the **Yes** command has been selected, the colour of highlighted row(s) will change to cyan (by default) and status marked as "**Deleted**". The transaction will no longer be dispatched to the competent domestic authority, while acknowledgment and response messages are displayed at the top of the **Transaction Activity** pane of the **Transaction Reporting** window.

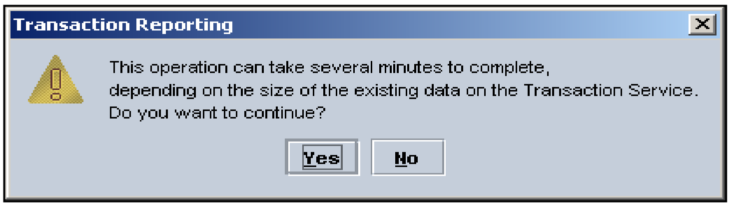


2.4.5 Forced Transaction Dispatching

The **TRS** can be configured for **automatic daily dispatching** of transactions to the Transaction Reporting Service provided by Borsa Italiana. In case users want to do that **before scheduled time**, they can **force** transaction dispatching by selecting the **Send Now** command in the **Transactions** menu of the **Transaction Reporting** window or by clicking the  button in its tool bar.
Details of this action will be displayed at the top of the **Transaction Activity** pane.

2.4.6 Query

It is possible to have a comprehensive view of all activities/transactions/files of the **last five working days** by selecting the **Last Five Days** command in the **Query** menu of the **Transaction Reporting** window or by clicking the  button in its tool bar.
Once the **Last Five Days** option has been selected, an alert window with the message: "**This operation can take several minutes to complete, depending on the size of the existing data on the Transaction Service. Do youu want to continue?**" is displayed. The user can **confirm** by clicking the **Yes** button or **undo** by clicking the **No** button



If the **Yes** command has been selected, queried data will be displayed in the **Transaction Activity** and the **Transactions** areas of the **Transaction Reporting** window.

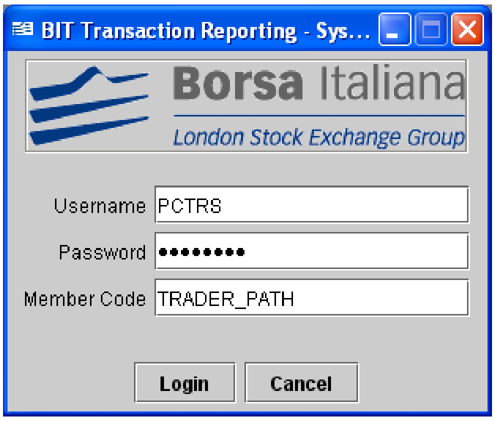
3 EMIR Transaction Reporting Service

In order to achieve compliance with **EMIR** trade reporting obligation for all derivatives instruments (both **Exchange Traded Derivatives** (**ETD**) and **OTC derivatives**) investment firms can use the **EMIR Transaction Reporting Service**, which reports trades to the **UnaVista Trade Repository** approved by ESMA on 7 November 2013. This service implements the Regulation no. 648/2012 of the European Parliament and the Council of 4 July 2012 on OTC derivatives, central counterparties (CCPs) and trade repositories (TRs) called **EMIR**, which entered into force on 16 August 2012.

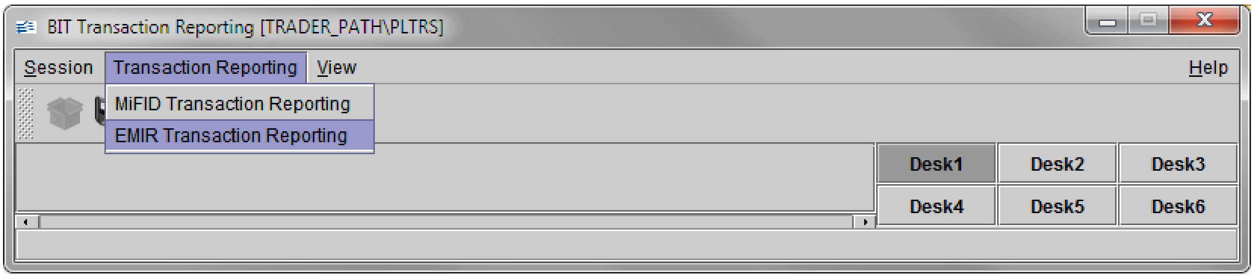
Changes to this regulation has been introduced by the Revised RTS Reporting version of EMIR that will come into force on November 1st 2017.

3.1 Application Layout

The **BIT Transaction Reporting** application can be started via the Microsoft Windows® **Start** menu by selecting | **Borsa Italiana | BIT Transaction Reporting [PROD]** [rel. #] | **BIT Transaction Reporting**. Once the **System Login** window pops up, **Username**, **Password** and **Member Code** must be entered.

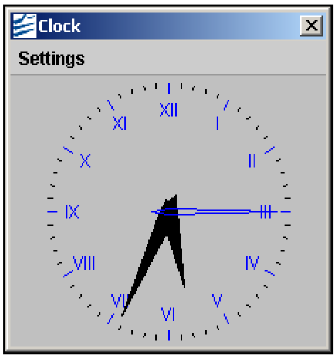


The **[Login]** button or the **[Enter]** key will give access to the application; otherwise the **[Cancel]** button will quit the login procedure. Once the user has been authenticated, the **BIT Transaction Reporting** application bar appears.



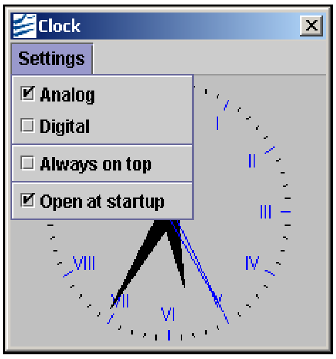
In order to load the **EMIR Transaction Reporting** window the user must select the related command in the **Transaction Reporting** menu of the **BIT Transaction Reporting** application bar.

3.2 Clock



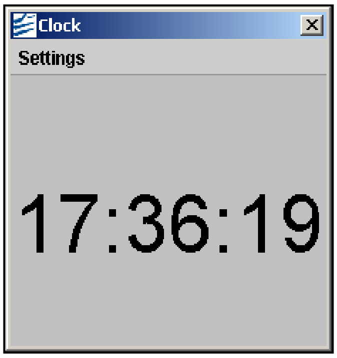
As soon as the user has been authenticated by the system, the **BIT Transaction Reporting** application bar and the **Clock** window are displayed. The **Clock** window is synchronized with the time of the markets managed by **Borsa Italiana**. If the **BIT Transaction Reporting** is accessing the application servers via https, **UDP port 13** must be opened in the local firewall in order to connect to the market time server.

3.2.1 Menu Bar

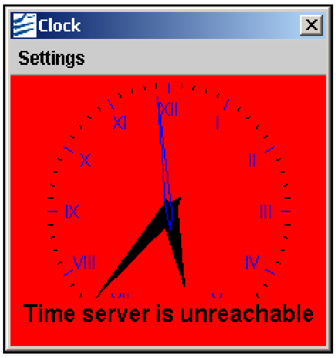


A cascading menu appears by clicking the menu placed under the title bar. The menu making up the bar is: **Settings** with the following commands:

- **Settings**
  - **Analog**
  - **Digital**
  - **Always on top**
  - **Open at startup**



In order to display the **Clock** in an analog or a digital mode the user must tick the **Analog** or the **Digital** check box in the **Settings** menu. Moreover, to keep the **Clock** window always visible on the screen the user must tick the **Always on top** check box in the **Settings** menu.



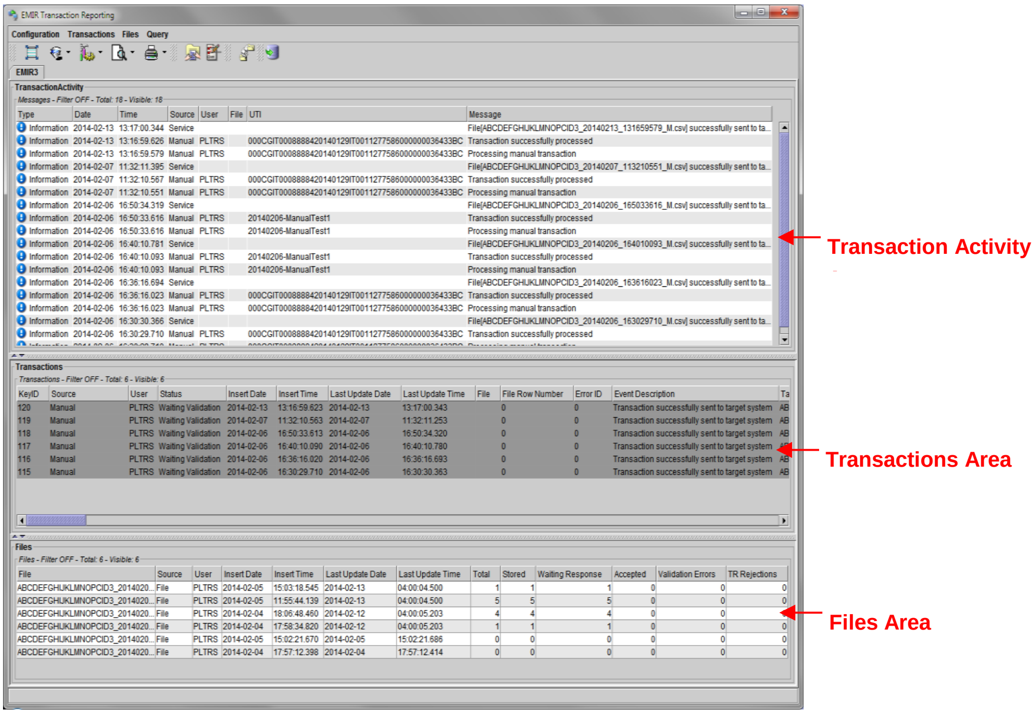
When connection to the market time server in not available the clock cannot work properly, so the window colour changes to blinking **red** and the "**Time server is unreachable**" message is displayed at the bottom of the clock area.

The **Clock** window can be closed by clicking the button placed on the title bar right-side. If necessary, the user can activate the **Clock** window by selecting the corresponding command in the **Session** menu of the top-level tool bar or by clicking the button in its own tool bar.

3.3 EMIR Transaction Reporting

When opened in **Member** mode this window consists of a **menu bar**, a **tool bar** and **three panes** showing details about the **last five working days**.

The three panes of the **EMIR Transaction Reporting** window are: **Transaction Activity**, **Transactions** and **Files**.



Depending on the user's needs, each single area can be enlarged by first placing the mouse cursor on its **title bar**, clicking the mouse left button and then dragging the selected area.

3.3.1 Menu Bar

A cascading menu appears by clicking one of the menus placed under the title bar. The menus making up the bar are: **Configuration**, **Transactions**, **Files** and **Query** with the following commands:

- **Configuration**
  - **Toogle View** [Ctrl-W]
  - **Filter**
    - **Transaction Activity**
    - **Transactions**
    - **Files**
  - **Options**
    - **Transaction Activity**
    - **Transactions**
    - **Files**
  - **Print Preview**
    - **Transaction Activity**
    - **Transactions**
    - **Files**
  - **Print**
    - **Transaction Activity**
    - **Transactions**
    - **Files**
- **Transactions**
  - **Manual Transaction Entry**
  - **Manual Transaction Template**
- **Files**
  - **Load File**
- **Query**
  - **Last Five Days**

3.3.2 Tool Bar

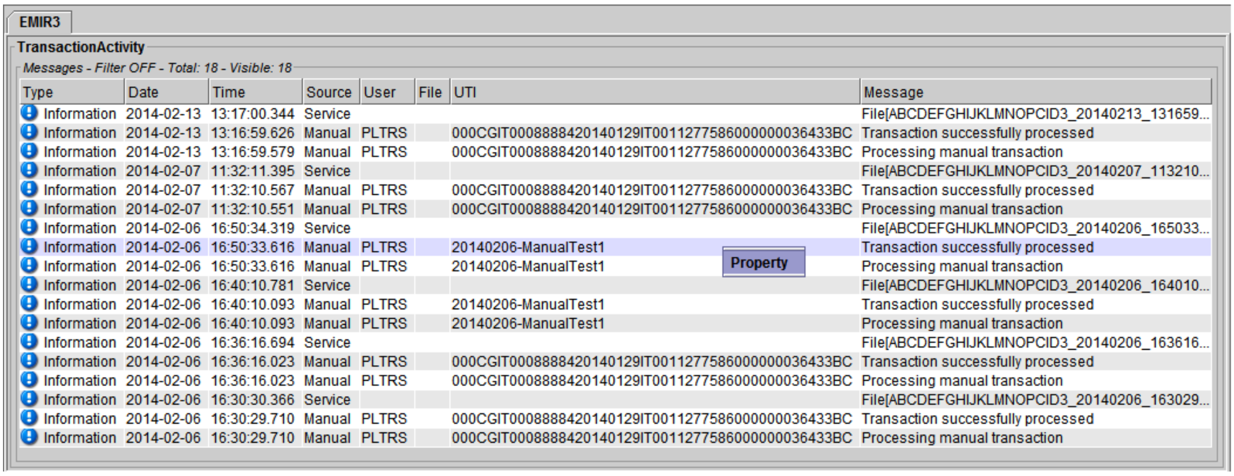
By default, the **EMIR Transaction Reporting** window tool bar is located under the menu bar. It provides a quick access to the most frequently used commands, which are mapped to specific buttons. Each command can be activated by clicking the corresponding button.

Toggle View	**Filter**	**Options**	**Print Preview**	**Print**	**Manual Transaction Entry**	**Manual Transaction Template**	**Load File**	**Last Five Days**

It is possible to hide/show the **EMIR Transaction Reporting** window tool bar by selecting the **Toggle View** command in the **Configuration** menu or by clicking the **Toggle View** button (hide only) in the tool bar or via the function keys [Ctrl-W] (both hide and show).

3.3.3 Transaction Activity Area

By default, the **Transaction Activity** area is the **top** pane of the **EMIR Transaction Reporting** window and is located under its tool bar. This pane displays **automatic** or **manual** activities performed through the **TRS**.


EMIR3
TransactionActivity
Messages - Filter OFF - Total: 18 - Visible: 18

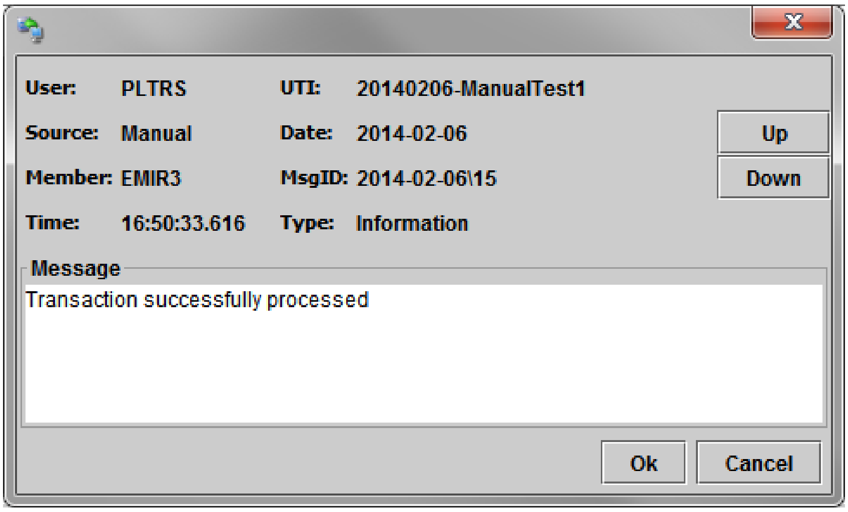
Type	Date	Time	Source	User	File	UTI	Message
Information	2014-02-13	13:17:00.344	Service				File[ABCDEFGHIJKLMNOPCID3_20140213_131659...
Information	2014-02-13	13:16:59.626	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Transaction successfully processed
Information	2014-02-13	13:16:59.579	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Processing manual transaction
Information	2014-02-07	11:32:11.395	Service				File[ABCDEFGHIJKLMNOPCID3_20140207_113210...
Information	2014-02-07	11:32:10.567	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Transaction successfully processed
Information	2014-02-07	11:32:10.551	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Processing manual transaction
Information	2014-02-06	16:50:34.319	Service				File[ABCDEFGHIJKLMNOPCID3_20140206_165033...
Information	2014-02-06	16:50:33.616	Manual	PLTRS		20140206-ManualTest1	Transaction successfully processed
Information	2014-02-06	16:50:33.616	Manual	PLTRS		20140206-ManualTest1	Processing manual transaction
Information	2014-02-06	16:40:10.781	Service				File[ABCDEFGHIJKLMNOPCID3_20140206_164010...
Information	2014-02-06	16:40:10.093	Manual	PLTRS		20140206-ManualTest1	Transaction successfully processed
Information	2014-02-06	16:40:10.093	Manual	PLTRS		20140206-ManualTest1	Processing manual transaction
Information	2014-02-06	16:36:16.694	Service				File[ABCDEFGHIJKLMNOPCID3_20140206_163616...
Information	2014-02-06	16:36:16.023	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Transaction successfully processed
Information	2014-02-06	16:36:16.023	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Processing manual transaction
Information	2014-02-06	16:30:30.366	Service				File[ABCDEFGHIJKLMNOPCID3_20140206_163029...
Information	2014-02-06	16:30:29.710	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Transaction successfully processed
Information	2014-02-06	16:30:29.710	Manual	PLTRS		000CGIT0008888420140129IT0011277586000000036433BC	Processing manual transaction

Property

The following function can be applied to one activity (automatic or manual) listed in the above pane by selecting the corresponding row in the **Transaction Activity** area and then clicking the right mouse button. A pop-up menu appears with the following command:

- **Property**

By activating the **Property** command on the selected row a window containing more details regarding the selected activity (automatic or manual) is displayed. It is also possible to show details of other activities listed in the **Transaction Activity** area by scrolling inside this pane via the Up and Down buttons without closing the active **Property** window.



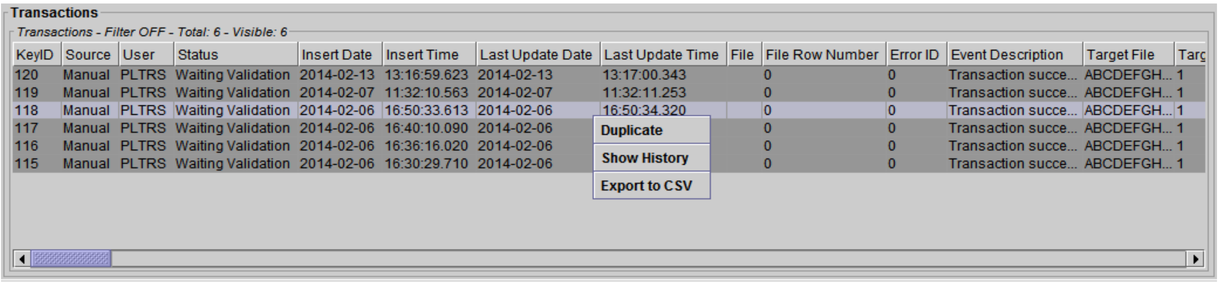
Transaction Activity Table

Here follows a brief description of all the columns displayed in the **Transaction Activity** table:

Type	Message type - **Information** - **Warning** - **Error**
Date	Message date. Format: YYYY-MM-DD
Time	Message time. Format: HH:mm:ss:SSS
Source	Message source: - **Manual** (following manual transaction input) - **File** (originating from file upload via the **BIT Transaction Reporting** client) **FileSFTP** (originating from file upload to the **BIT Transaction Reporting** SFTP server) - **Service** (EMIR TRS generated ancillary message)
User	User who performed a manual action via the **BIT Transaction Reporting** client, thus generating the current message. No value is displayed in this field for other automated actions
File	Name of the file related to the message. This field may be empty
UTI	Transaction identifier related to a single manual entry. It may be displayed also for errors in single transactions from uploaded files, otherwise it is empty
Message	Text of the message

3.3.4 Transactions Area

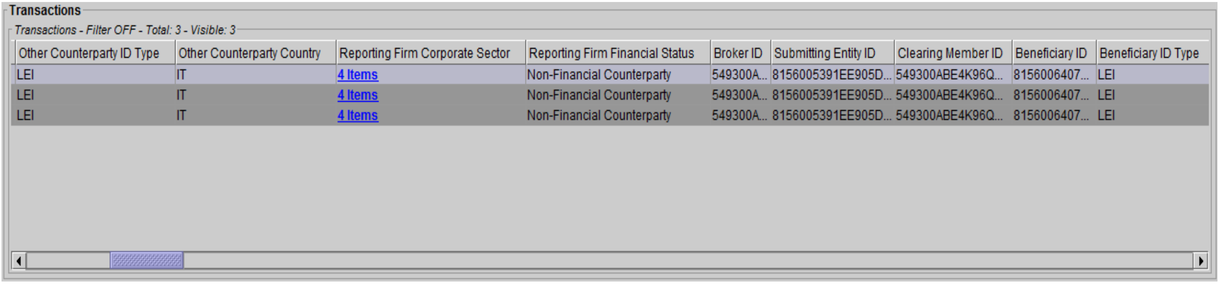
The **Transactions** area is the **middle** pane of the **EMIR Transaction Reporting** window located by default between the **Transaction Activity** and the **Files** panes. This pane displays **details** and **status** of **each transaction**.


Transactions
Transactions - Filter OFF - Total: 6 - Visible: 6

KeyID	Source	User	Status	Insert Date	Insert Time	Last Update Date	Last Update Time	File	File Row Number	Error ID	Event Description	Target File	Targ
120	Manual	PLTRS	Waiting Validation	2014-02-13	13:16:59.623	2014-02-13	13:17:00.343		0	0	Transaction succe...	ABCDEFGH...	1
119	Manual	PLTRS	Waiting Validation	2014-02-07	11:32:10.563	2014-02-07	11:32:11.253		0	0	Transaction succe...	ABCDEFGH...	1
118	Manual	PLTRS	Waiting Validation	2014-02-06	16:50:33.613	2014-02-06	16:50:34.320		0	0	Transaction succe...	ABCDEFGH...	1
117	Manual	PLTRS	Waiting Validation	2014-02-06	16:40:10.090	2014-02-06			0	0	Transaction succe...	ABCDEFGH...	1
116	Manual	PLTRS	Waiting Validation	2014-02-06	16:36:16.020	2014-02-06			0	0	Transaction succe...	ABCDEFGH...	1
115	Manual	PLTRS	Waiting Validation	2014-02-06	16:30:29.710	2014-02-06			0	0	Transaction succe...	ABCDEFGH...	1

Duplicate
Show History
Export to CSV

When a transaction’s data field contains more than one value, a link is displayed in the related column showing the number of contained items.



Transactions

Transactions - Filter OFF - Total: 3 - Visible: 3

Other Counterparty ID Type	Other Counterparty Country	Reporting Firm Corporate Sector	Reporting Firm Financial Status	Broker ID	Submitting Entity ID	Clearing Member ID	Beneficiary ID	Beneficiary ID Type
LEI	IT	4 Items	Non-Financial Counterparty	549300A...	8156005391EE905D...	549300ABE4K96Q...	8156006407...	LEI
LEI	IT	4 Items	Non-Financial Counterparty	549300A...	8156005391EE905D...	549300ABE4K96Q...	8156006407...	LEI
LEI	IT	4 Items	Non-Financial Counterparty	549300A...	8156005391EE905D...	549300ABE4K96Q...	8156006407...	LEI

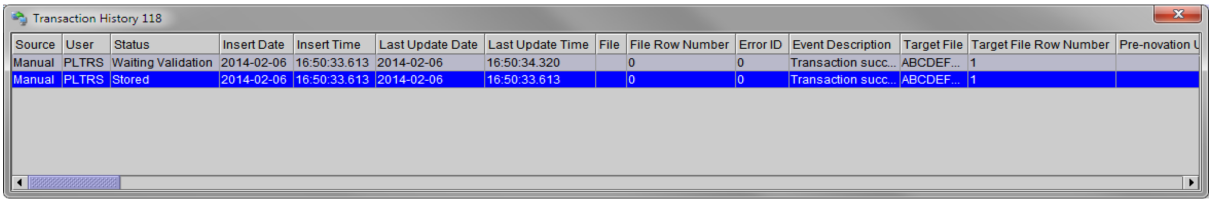
Clicking the link, a new window labeled **Details** will be opened showing the complete list of values related to the selected data field.

The following functions can be applied to one or more transactions by selecting the corresponding rows in the **Transactions** area and then clicking the right mouse button. A pop-up menu appears with the following commands:

- **Duplicate**
- **Show History**
- **Export to CSV**

The **Duplicate** command can be performed on an existing transaction and will create an exact replica of it.

The **Show History** command opens a new window, labeled **Transaction History**, showing a complete list of events related to the selected transaction. This command applies to **one** transaction only.


Transaction History 118

Source	User	Status	Insert Date	Insert Time	Last Update Date	Last Update Time	File	File Row Number	Error ID	Event Description	Target File	Target File Row Number	Pre-novation U
Manual	PLTRS	Waiting Validation	2014-02-06	16:50:33.613	2014-02-06	16:50:34.320		0	0	Transaction succ...	ABCDEF...	1	
Manual	PLTRS	Stored	2014-02-06	16:50:33.613	2014-02-06	16:50:33.613		0	0	Transaction succ...	ABCDEF...	1	

One or more transactions can be exported by highlighting the corresponding rows displayed in the **Transactions** area of the **EMIR Transaction Reporting** window and then clicking the right mouse button. A pop-up menu including the **Export to CSV** command appears. The export will be saved in the path chosen from a dialog box. The exported file is comma separated and can be edited through **Excel** and submitted again to the **Transaction Reporting** tool. Through the export procedure it will be possible to store in the .csv file only the columns listed in the Master Field List sheet of the **UnaVista EMIR Reporting Field Specification v~~1.5~~3.0.4.xlsx** file, which can be downloaded from the following link: **http://www2.londonstockexchangegroup.com/unavista-emir-documentation-pack** .

Transactions Table

The **Transactions** table displays a set of system columns and a set of data columns required by the competent Trade Repository. Here follows a brief description of all the system columns displayed in the **Transactions** table:

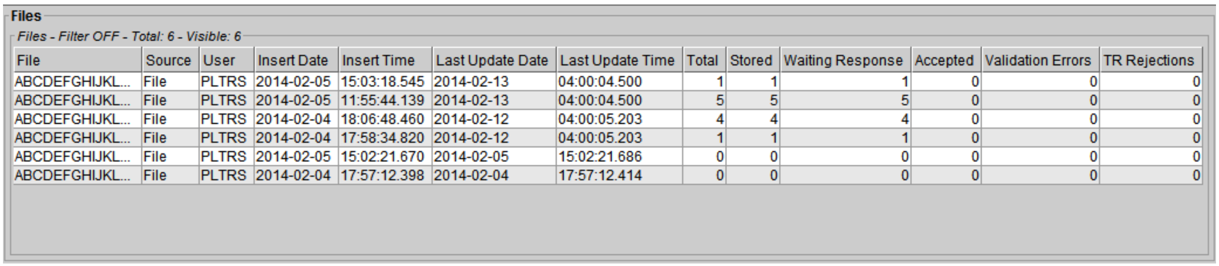
KeyID	Unique identifier of the transaction provided by the service
Source	Transaction source: - **Manual** (manual input of a transaction) - **File** (transaction from a file uploaded via the **BIT Transaction Reporting** client) **FileSFTP** (transaction from a file uploaded to the **BIT Transaction Reporting** SFTP server) - **Automatic generation** (transaction automatically generated based on **CCP** reports)
User	User who has entered a transaction via the **BIT Transaction Reporting** client. No value is displayed in this field for transactions from files uploaded to the SFTP server
Status	Transaction status: - **Stored** (transaction stored in the TRS Data Base before being dispatched to the competent Trade Repository) - **Waiting Validation** (transaction sent to the competent Trade Repository now waiting for validation) - **Waiting TR response** (transaction sent to the competent Trade Repository now waiting for a response) - **Ok** (transaction accepted by the competent Trade Repository) - **Send Error** (transaction submission to the competent Trade Repository failed; it can be repeatedly submitted ever after) - **Exception** (transaction rejected by either the Transaction Reporting Service provided by Borsa Italiana or the competent Trade Repository; it must be re-entered after being modified)
Insert Date	Transaction submission date assigned by the TRS. Format: YYYY-MM-DD
Insert Time	Transaction submission time assigned by the TRS. Format: HH:mm:ss.SSS,
Last Update Date	Most recent change date of the current transaction. Format: YYYY-MM-DD
Last Update Time	Most recent change time of the current transaction. Format: HH:mm:ss.SSS
File	Name of the file (if any) carrying the current transaction
File Row Number	Row number of the transaction in the **File**
Error ID	An identifier of the error (if any)
Event Description	A description related to the status of the transaction
Target File	Name of the file generated by the TRS and sent to the competent Trade Repository to report the transaction
Target File Row Number	Row number of the transaction in the **TargetFile**

A complete list of all data fields is available in the Master Field List sheet of the **UnaVista EMIR Reporting Field Specification v~~1.5~~3.0.4.xlsx** file, which can be downloaded from the following link:

http://www2.londonstockexchangegroup.com/unavista-emir-documentation-pack .

3.3.5 Files Area

The **Files** area is the **bottom** pane of the **EMIR Transaction Reporting** window and is located under the **Transactions** pane. This pane displays **statistics** on **each file** submitted to the **TRS** via the **BIT Transaction Reporting** client or straight through the **SFTP** connection


Files
Files - Filter OFF - Total: 6 - Visible: 6

File	Source	User	Insert Date	Insert Time	Last Update Date	Last Update Time	Total	Stored	Waiting Response	Accepted	Validation Errors	TR Rejections
ABCDEFGHIJKL...	File	PLTRS	2014-02-05	15:03:18.545	2014-02-13	04:00:04.500	1	1	1	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-05	11:55:44.139	2014-02-13	04:00:04.500	5	5	5	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-04	18:06:48.460	2014-02-12	04:00:05.203	4	4	4	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-04	17:58:34.820	2014-02-12	04:00:05.203	1	1	1	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-05	15:02:21.670	2014-02-05	15:02:21.686	0	0	0	0	0	0
ABCDEFGHIJKL...	File	PLTRS	2014-02-04	17:57:12.398	2014-02-04	17:57:12.414	0	0	0	0	0	0

Any time that **transactions** in a file undergo a **status change**, the corresponding number of **transactions processed** is displayed in one of the **statistics** columns (Total, Stored, etc…).

Files Table

Here follows a brief description of all columns displayed in the **Files** table:

File	File name
Source	File source : - **File** (file uploaded via the **BIT Transaction Reporting** client) - **FileSFTP** (file uploaded to the **BIT Transaction Reporting** SFTP server)
User	Identifier of the user submitting the file via the **BIT Transaction Reporting** client. This value will be empty if the file has been submitted via the SFTP connection
Insert Date	TRS date of file processing. Format: YYYY-MM-DD
Insert Time	TRS time of file processing. Format: HH:mm:ss.SSS
Last Update Date	Date of the most recent TRS event on the current file. Format: YYYY-MM-DD
Last Update Time	Time of the most recent TRS event on the current file. Format: HH:mm:ss.SSS
Total	Number of transactions stored in the file
Stored	Number of transactions accepted by the TRS and waiting to be sent to the competent Trade Repository
Waiting Response	Number of transactions sent to the competent Trade Repository waiting for a response
Accepted	Number of transactions accepted by the competent Trade Repository
Validation Errors	Number of transactions in error in the TRS
TR Rejections	Number of transactions rejected by the competent Trade Repository

3.3.6 Transaction Reporting Settings

Columns, **Font**, **Foreground**, **Background** and **Sort** criteria can be set for each single **Transaction Reporting** pane by selecting the **Options** command in the **Configuration** menu of the **EMIR Transaction Reporting** window or by clicking the button in the toolbar and then selecting a sub-menu item among: **Transaction Activity**, **Transactions** or **Files**.

Users can define **up to 5** sort criteria and select **one** for use in the current **EMIR Transaction Reporting** window. Each sort criteria can be set by selecting **up to 3** fields of the **EMIR Transaction Reporting** in the combo box lists and choosing a sort direction for each field.

In addition, it is also possible to sort the **Transaction Reporting** rows on a field value basis by clicking a single column header: an **arrow icon** shows the current sort direction (**ascending** or **descending**). As opposed to settings made in the **Options dialog** window, this kind of sort **cannot be saved** and so it will be lost at the end of a session.

3.3.7 Transaction Reporting Filter

Multiple **Filters** can be applied on each single **EMIR Transaction Reporting** pane by selecting the **Filter** command in the **Configuration** menu of the **EMIR Transaction Reporting** window or by clicking the  button in the tool bar and then selecting a sub-menu item among: **Transaction Activity** or **Transactions** or **Files**.

The **Transaction Activity Filter** window allows applying rules on: **Type**, **Date**, **Time**, **Source**, **Use**r, **File** and **Message.**

The **Transactions Filter** window allows applying rules on: **All the columns in the table.**

The **Files Filter** window allows applying rules on: **File**, **Source**, **User**, **InsertDate**, **InsertTime**, **LastUpTime**, **LastUpDate**, **TrxTot**, **TrxWait**, **TrxOk**, **TrxErrS**, **TrxErrT**.

It is possible to **enable** or **disable** all the filters previously selected by the user by ticking/unticking the **Filters off** check-box placed at the left bottom corner of each single **Filter** window.

3.3.8 Exporting/Printing/Saving

Details of activities/transactions/files can be extracted from each single **Transaction Reporting** pane and copied into an Excel spreadsheet. First, a set of (not contiguous) rows selected in the **Transaction Activity** or **Transactions** or **Files** areas have to be copied by clicking the left mouse button and then using the function keys [Ctrl-C]. Data can then be pasted into an Excel spreadsheet by using the Excel **Paste** command or via the function keys [Ctrl-V].

A set of activities/transactions/files can be printed by selecting the **Print** command in the **Configuration** menu of the **Transaction Reporting** window or by clicking the  button in the tool bar and then selecting a sub-menu item among: **Transaction Activity** or **Transactions** or **Files**.

In addition, the **Print** command allows to save the **complete** list of activities/transactions/files to an ASCII **file** with fields delimited by the character '**^**'.

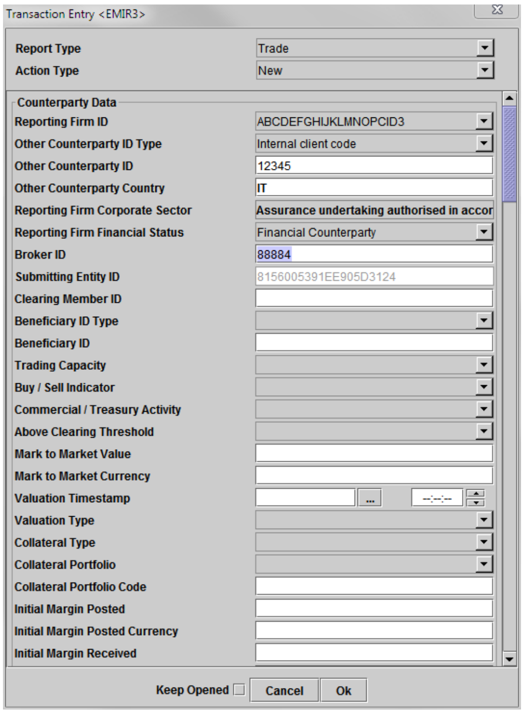
In order to choose between printing a range of activities/transactions/files or saving the complete list it is enough to select the **Printer** or **File** option in the **Print to...** pane of the **Page SetUp** window.

3.4 EMIR Transactions Management

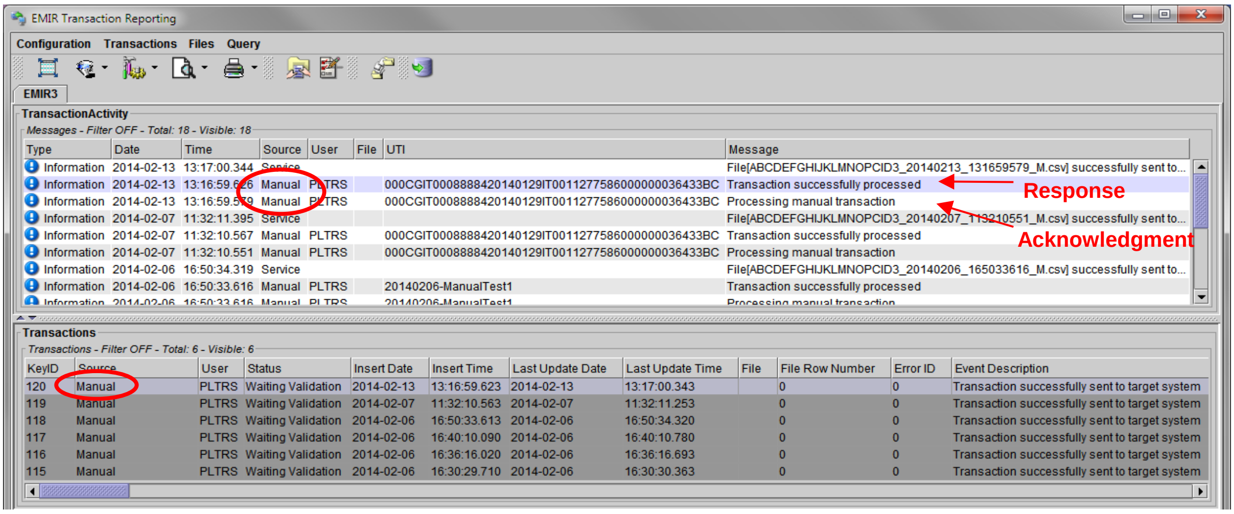
Transactions dispatching to the **EMIR Transaction Reporting Service** can be performed through a **manual** or **automated** procedure. After being checked by the **TRS**, each transaction will be eventually marked as **Stored** in the **Status** column of the **Transactions** pane, in case no errors have been detected, or discharged, in case some errors have been detected. Transactions stored by the **EMIR TRS** will be sent to the competent **Trade Repository** immediately.

3.4.1 Manual Transaction Entry

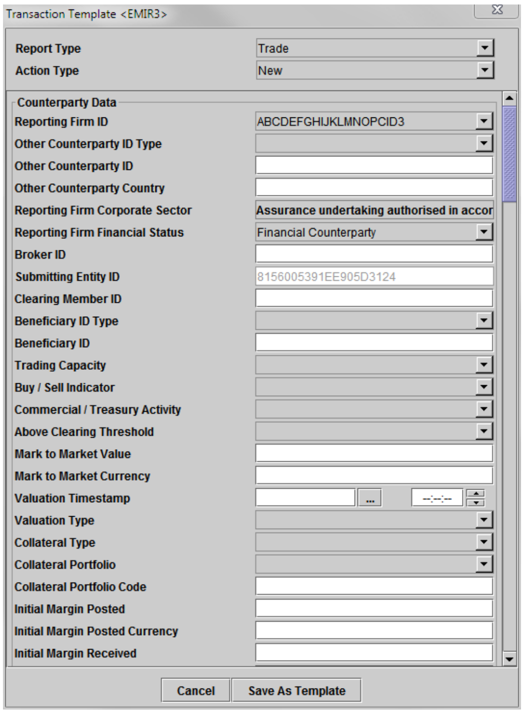
The **manual** dispatching of transactions to the **EMIR TRS** can be performed via the **Transaction Entry** window, which can be opened by selecting the **Manual Transaction Entry** command in the **Transactions** menu of the **EMIR Transaction Reporting** window or by clicking the  button in its tool bar. Once values have been assigned to all entry window fields, the transaction can finally be dispatched to the **EMIR TRS**. The user can **confirm** by clicking the **Ok** button or **undo** by clicking the **Cancel** button.



After the transaction has been dispatched to the **EMIR TRS**, its details are displayed in the top row of the list shown in the **Transactions** pane, while an acknowledgment and response messages are displayed at the top of the **Transaction Activity** pane of the **EMIR Transaction Reporting** window. The **Source** will be marked as: **Manual**.



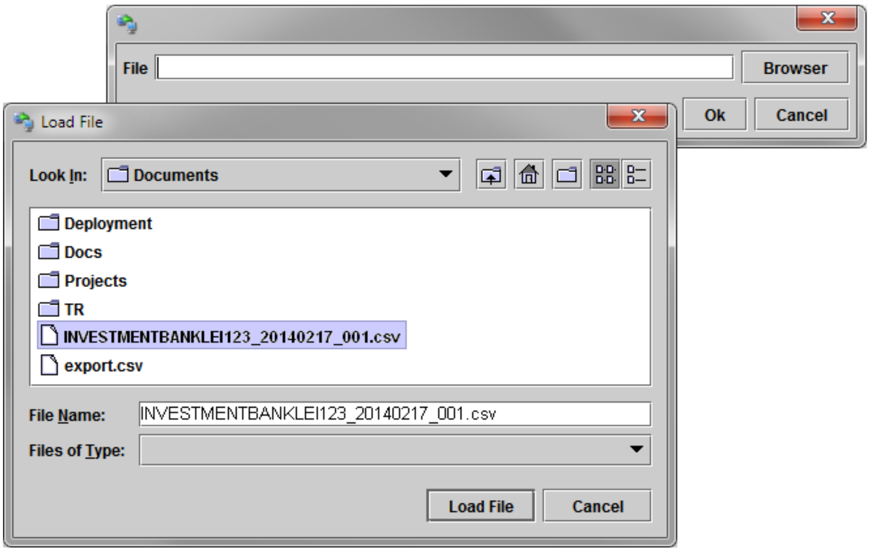
In order to streamline the manual transaction entry process, a **Transaction Template** entry window already containing a set of predefined values can be configured by selecting the **Manual Transaction Template** command in the **Transactions** menu of the **EMIR Transaction Reporting** window or by clicking the  button in its tool bar.



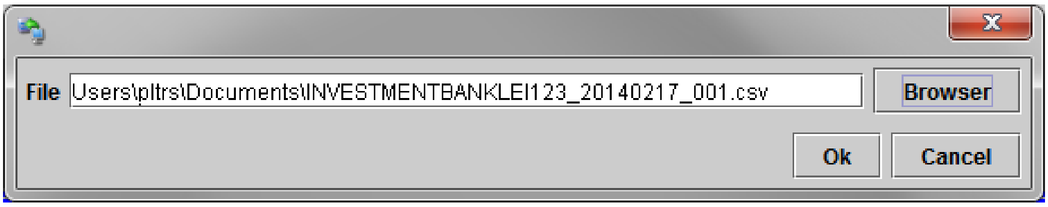
Once values have been assigned to all the template fields, the user can **confirm** by clicking the **Save As Template** button or **undo** by clicking the **Cancel** button. From now on, anytime the **Manual Transaction Entry** window will be opened, these pre-defined values always appear in the corresponding fields.

3.4.2 Transaction File Upload

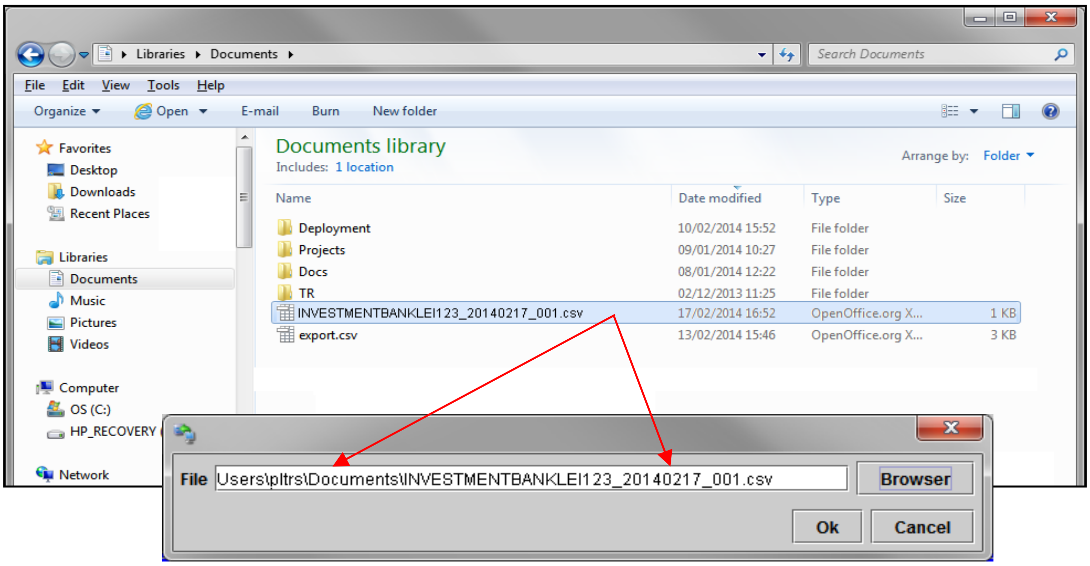
Automated dispatching of transactions to the **EMIR TRS** can be performed by sending one or more files in **.csv**/**.txt**/**.xml** format. A predefined file containing transactions details can be dispatched to the **EMIR TRS** via the **Load File** window, which can be opened by selecting the **Load File** command in the **Files** menu of the **EMIR Transaction Reporting** window or by clicking the  button in its tool bar. By clicking the **Browser** button a **Load File** window is opened.



After selecting the proper file in **.csv**/**.txt**/**.xml** format, the **Load File** button must be pressed to assign it to the **File** field of the upload dialog window, before dispatching the transactions file to the **EMIR TRS**.

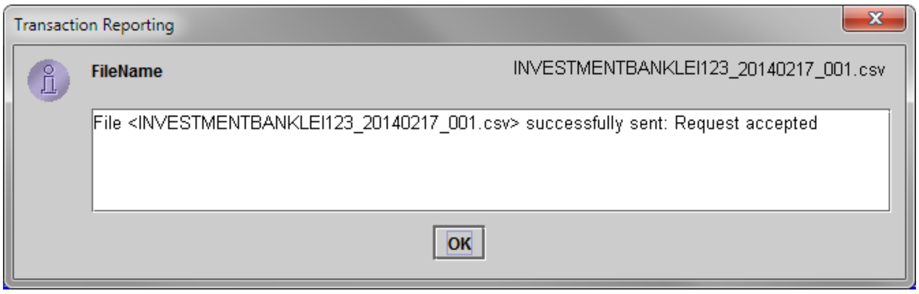


A .csv file can also be assigned to the **File** field of the upload dialog window via **drag 'n' drop**, directly from the **Windows Explorer** window.

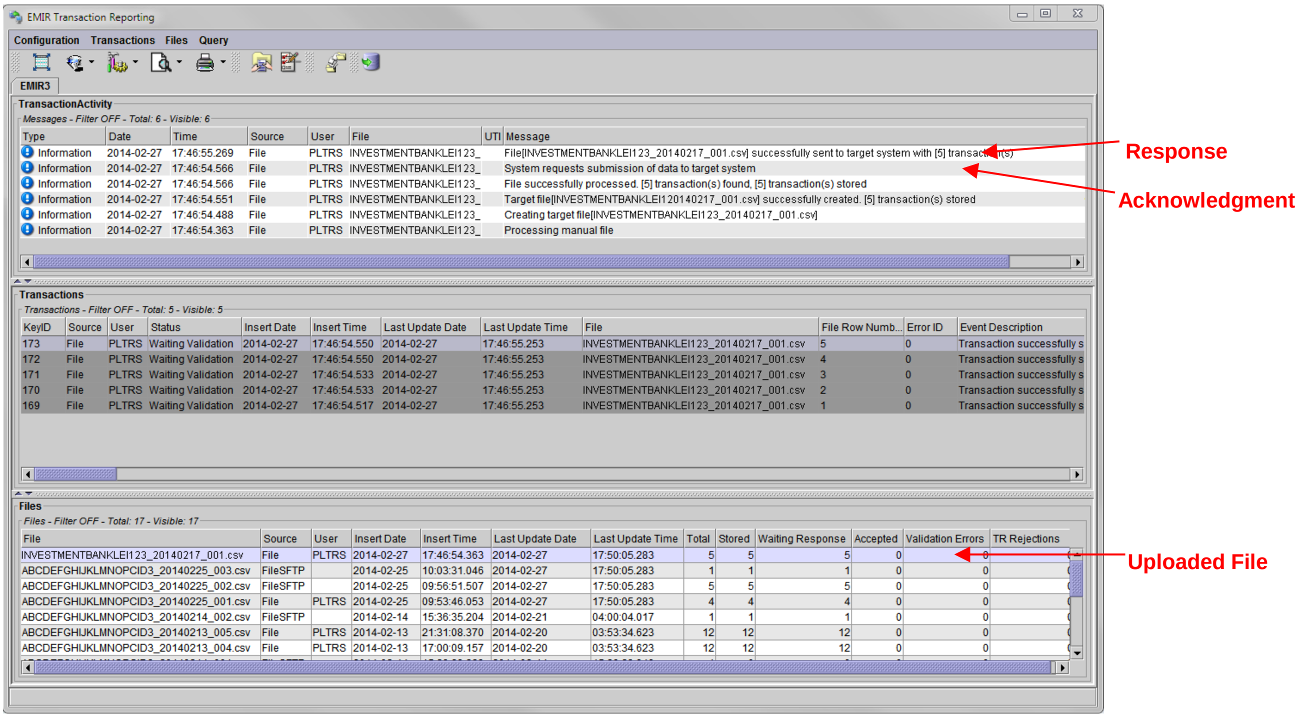


The user can **confirm** by clicking the **Ok** button or **undo** by clicking the **Cancel** button.

If the **Ok** button has been pressed, a reporting window showing details about the file and its transactions submitted to the **TRS** is displayed. In order to close this window the **Ok** button must be pressed.



After the transaction has been dispatched to the **EMIR TRS**, its details are displayed in the top row of the list shown in the **Transactions** pane, while acknowledgment and response messages are displayed at the top of the **Transaction Activity** pane of the **EMIR Transaction Reporting** window. The **Source** will be marked as: **File**. Furthermore, the uploaded file will be displayed as the top row of the **Files** list.



3.4.3 Query

It is possible to have a comprehensive view of all activities/transactions/files of the **last five working days** by selecting the **Last Five Days** command in the **Query** menu of the **EMIR Transaction Reporting** window or by clicking the  button in its tool bar.

Once the **Last Five Days** option has been selected, an alert window with the message: "**This operation can take several minutes to complete, depending on the size of the existing data on the Transaction Service. Do you want to continue?**" is displayed. The user can **confirm** by clicking the **Yes** button or **undo** by clicking the **No** button.

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