



SURS On-line Brokerage Reporting System

Instructions

Revised March 2012

- 1) Log on using your user ID and case-sensitive password.
- 2) From the choices listed on the left of the screen, click on “Transactions”.
- 3) If you have previously entered data, the Transaction Batch List screen appears. Click on either an open batch to be updated/finished or on “Add” for a new batch.
- 4) If you manage both equity and fixed income strategies for SURS, select the appropriate asset class from the drop down box. Please note, if you do not manage both equity and fixed income strategies for SURS, this feature will not appear on the screen.
- 5) If you manage an equity strategy for SURS, select the appropriate type (domestic active, domestic structured active, global, international active, international structured active, REIT domestic or REIT global) from the drop down box.
- 6) For equity strategy Control Totals, enter the total number of shares and total amount of commission that will be entered. For domestic equity and international equity strategies, also enter the total market value for the batch that will be entered.
- 7) For fixed income strategy Control Totals, enter the total market value and par value for the batch that will be entered.
- 8) If you posted batch(es) for a previous calendar quarter, you may check “Copy Batch from Prior Quarter”. If you choose to utilize this feature, it will populate the transaction detail page with the broker names entered on the batch from the prior quarter.
- 9) From the choices listed on the left of the screen, click on “Batch Detail”.
- 10) On the Transaction Detail page, tab to the Broker column and begin to enter the broker name. A list of brokers utilized previously by your firm has been populated. As you begin to type, the broker name will appear if it was included on a prior batch.
- 11) If the broker to be entered does not appear as you begin to type, click on “Select Available Brokers” from the choices listed on the left of the screen. This will take you to the master broker list.
- 12) From the Select Available Brokers list, scroll down to the broker name that is needed and check it. Once finished selecting the broker(s) needed for entry, click on “Update”. If a broker does not appear on the master list, please contact Lou Ann Fillingham at SURS to request it be added.
- 13) After the broker listing has finished updating, click on “Batch Detail” listed on the left of the screen to return to entering data.
- 14) For equity strategies, after the broker name has been entered,
 - a. Enter the shares and commission for the selected broker.
 - b. Check the box in the Electronic column if the trades were made by electronic means.
 - c. Check the box in the Indirect column if the trades were not executed by the broker receiving credit.
 - d. For domestic equity strategies, select CHX (Chicago Stock Exchange), NYSE, NASDAQ, or Other in the Exchange column or leave blank, as appropriate.



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- e. For domestic equity strategies: enter the market value of trades for any broker for which "CHX" was selected.
 - f. For international equity strategies: enter the market value of trades for the selected broker.
 - g. For international equity and global equity strategies: check the box in the Emerging Markets column if the trades were made in this type of market.
- 15) For fixed income strategies, after the broker name has been entered,
- a. Enter the market value and par value for the selected broker.
 - b. Check the box in the Electronic column if the trades were made by electronic means.
 - c. Check the box in the Emerging Markets column if the trades were made in this type of market.
- 16) If more lines are needed for data entry, click on the "Forward" button to advance to additional blank lines. Please note, one batch may be used to report summary activity of all brokers utilized for the quarter.
- 17) To delete an entry, check the box in the Drop column on the left of the Transaction Detail page.
- 18) After data entry is completed, click on "Batch Control" listed on the left of the screen. Please note, data will be saved by clicking on "Batch Control" at any time during data entry.
- 19) Compare Amounts Entered to Control Totals. If they do not match, return to the Transaction Detail page by clicking on "Batch Detail" listed on the left of the screen and revise entries as appropriate.
- 20) To delete an entire batch prior to posting, click on the "Delete" button on the Transaction Batch Control page and confirm the action on the Batch Deletion screen.
- 21) When the Control Totals and Amounts Entered match and the batch is ready to be posted, click on "Posting" listed on the left of the screen on the Batch Control page.
- 22) On the Transaction Posting page, click on "Post" to complete the posting.
- 23) If adjustments are needed for a batch that has been posted, contact Lou Ann Fillingham at SURS to re-open the batch. After changes have been made to the re-opened batch, return to step #18 to complete the process.
- 24) After posting is complete and while on the Transaction Posting page, click on the "Back" button and then on "Home" listed on the left of the screen to return to the home page.
- 25) From the choices listed on the left of the screen, click on "Transactions" to either view posted batch(es) or to enter another batch, or click on "Logoff" to terminate the session.