CLEARING MEMBER REPORTS PORTAL
QUICK GUIDE

SECURITIES CLEARING CORPORATION OF THE PHILIPPINES

Document Control & Version

Version	1.0
Release Date:	February 2023
Last Update:	January 2023
Approved by:	Renee D. Rubio
Reviewed by:	Rosemarie B. Ojo
Prepared by:	Sheenna D. Carabio
Document Classification:	Confidential

SCCP CM REPORTS PORTAL QUICK GUIDE

1.0 How to Login

1.1 For Initial Login or After Resetting
    a. Open web browser and enter LINK: **https://cmreports.sccp.com.ph**
    b. Enter Log in Details
        Firm: <Broker Code>
        User: User ID (Same with new C&S or as provided by Administrator)
        Password: Default password provided by Administrator
    c. Click Login
    d. View QR Code screen will be displayed. Follow the instructions.
    e. Enter One-time-Pin or OTP
    f. Click Sign-in

1.2 For Succeeding Login
    a. Open web browser and enter LINK: **https://cmreports.sccp.com.ph**
    b. Enter Log in Details
        Firm: <Broker Code>
        User Name / ID: <User ID>
        Password: <Password>
    c. Enter OTP from Google Authenticator
    d. Click Sign-in

2.0 How to Logout

1.1 Click the down arrow beside the User ID located in the rightmost corner of the webpage
1.2 Click Logout
1.3 A prompt confirming the logout will be displayed. Click Logout to confirm the logout.

3.0 User Management by Clearing Member's User Administrator

3.1 To create a user
    a. Login to CM Report Portal as user Administrator
    b. Click User Management -> Users
    c. Click Add New User
    d. Accomplish the form (Fields with red asterisk are mandatory)
    e. Click Add
    f. Default password is Password_XXX (where XXX = Broker Code)

3.2 To edit information of a user
    a. Login to CM Report Portal as user Administrator
    b. Click User Management -> Users
    c. Click (Edit User)
    d. Edit the necessary information field
    e. Click Save

3.3 To reset a user

    a. Login to CM Report Portal as user Administrator
    b. Click User Management -> Users

    c. Click   [↻]   (Reset Password)

    d. Click Confirm
    e. Default password is Password_XXX (where XXX = Broker Code)

3.4 To unlock a user

    f. Login to CM Report Portal as user Administrator
    g. Click User Management -> Users

    h. Click   [✎]   (Edit User)

    i. Under Account Status, click on Active
    j. Click Save

3.5 To change the role of a user

    k. Login to CM Report Portal as user Administrator
    l. Click User Management -> Users

    m. Click   [✎]   (Edit User)

    n. Under User Role, click on the role to be assigned
    o. Click Save

3.6 To delete a user

    a. Login to CM Report Portal as user Administrator
    b. Click User Management -> Users

    c. Click   [🗑]   (Delete User)

    d. Click Confirm

Resetting of User Administrators should be requested to SCCP. Please accomplish and submit Request for Resetting Form (Form 001).

4.0 How to Change Password

    4.1 Click My Account
    4.2 Click Change Password
    4.3 Input the required information
    4.4 Click Save Changes

5.0 How to Generate Adhoc Reports

5.1 Settlement Report

a. To generate Settlement Report for current settlement date:
- Click Settlement Reports -> Generate Report
- Report Date = current business date
- Click Generate Report
- Generated report will be displayed in the same screen

b. To generate Settlement Report for future settlement date:
- Click Settlement Reports -> Generate Report
- Report Date = future settlement date
- Click Generate Report
- Generated report will be displayed in the same screen

Note:
In case of a sudden declaration of non-settlement day:
a. For trades due to settle on the non-settlement day, Report Date = Original Settlement Date
b. For future settlement dates, Report Date = Adjusted Settlement Date

5.2 List of Collaterals Deposited Report

To Generate List of Collaterals Deposited Report:
a. Click RMM Reports -> Generate Report Menu
b. Report Date = current business date
c. Click Generate Report
d. Generated report will be displayed in the same screen

Newly Generated Adhoc Reports may be:
- Viewed by double-clicking the report name
- Downloaded as PDF by clicking   (Download button)
- Printed by clicking   (Print button)

6.0 How to View Reports

6.1 Settlement Reports

a. Settlement Report (Adhoc Report)
- Click Settlement Reports -> Settlement Report Menu
- Select date range for Report Date
- Click Search

b. Security Position Projection Report (Batch Report)
- Click Settlement Reports -> Projection Report Menu
- Select date range for Report Date
- Click Search

Note:

In case of a sudden declaration of non-settlement day:

- For trades due to settle on the non-settlement day, use the report generated day prior to original settlement date (Report Date = Original Settlement Date – 1 business day)

c. Obligation Report (Batch Report)
- Click Settlement Reports -> Obligation Report Menu
- Select date range for Report Date
- Click Search

6.2 Risk Management Reports

a. List of Collaterals Deposited Report
- Click RMM Reports -> Collaterals Deposited Menu
- Select Report Type:
  - *Batch* = system-generated report at EOD
  - *Adhoc* = manually generated report
- Select date range for Report Date
- Click Search

b. MMCD Notice Report (Batch Report)
- Click RMM Reports -> MMCD Notice Menu
- Select date range for Report Date
- Click Search

c. MMCD Detailed Report (Batch Report)
- Click RMM Reports -> MMCD Detailed Menu
- Select date range for Report Date
- Click Search

6.3 View/Download/Print Reports

After clicking the Search button, available Reports will be displayed and may be:
a. Viewed by double-clicking the report name
b. Downloaded as PDF by clicking   (Download button)
c. Printed by clicking   (Print button)

ANNEX A: LIST OF REPORTS

I. Adhoc Reports

Reports that can be generated manually by the user.

1. *Settlement Report*

   This report shall indicate the long or short positions of the Cash and Securities Element of specified Trade/s on Settlement Date as of report generation. This report shall be used by the Clearing Member to check if it already has sufficient amount of Cash in its Cash Settlement Account and Securities in its Securities Settlement Account by the Settlement Cut-Off to comply with its settlement delivery obligations.

2. *List of Collaterals Deposited Report*

   This report shall display the collaterals deposited by the Clearing Member as of report generation and will also show if the Clearing Member has already complied with its collateral requirement.

II. Batch Reports

Reports that will be generated by the system by End-of-Day and will be made available to the Clearing Members for viewing, downloading and printing.

1. *Security Position Projection Report*

   This report shall indicate the expected long or short positions of the Securities Element of specified Trade/s for the succeeding Settlement Date.

2. *Obligation/Entitlement Report*

   This report is a summary of Clearing Member's unsettled Cash and Securities net obligation or net entitlement for Settlement of its Trades for the particular Transaction Date.

3. *List of Collaterals Deposited Report*

   This report displays the collaterals deposited by the Clearing Member as of End-of-Day and will also show the Clearing Member if sufficient collateral is available to cover its next day's collateral requirement.

4. *MMCD Notice Report*

   This report shows the Clearing Member's exposure for its unsettled trades and its collateral requirement.

5. *MMCD Detailed Report*

   This report shows the details of the Clearing Member's unsettled trades considered in the computation of collateral requirement