
FBSI Basics

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Overview

FBSI is a transaction-processing and record-keeping system used to create and manage customer brokerage accounts. It includes functions for:

- Account servicing and maintenance
- Cashiering
- Securities processing
- Trading

This guide provides information for basic FBSI tasks, including:

- Logging in and out of FBSI
- Navigating in FBSI
- Accessing CACTUS in FBSI

For more information about FBSI, refer to the reference materials available in Streetscape®.

Logging In and Out of FBSI

To begin, double-click the desktop icon for the RUMBA/3270 Mainframe Display to open the SYSTEM SELECTION MENU. The screen shown below is an example of a customized menu where the selection number for FBSI is 2. Your firm has its own customized menu and the FBSI selection number may be different.

SYSTEM SELECTION MENU

8/27/10 FRI	SYSTEM SELECTION MENU	NETID: R409EY26
8:48:59.35		PRFID: SERVICE

MODEL: 3270-2/2E	KEY: ATTN	REGID: R01E
SELECT SYSTEM BY NUMBER OR PF KEY =====>		
SYSTEM	APPLICATION STATUS	REMARKS

1 SASRECON	AVAILABLE	SAS CHECK RECON
2 FBSI	AVAILABLE	CICSF - FBSI
3 MAPSASAP	UNAVAILABLE	CIPID72 - ASAP/ MAPS
4 VM PROFS	UNAVAILABLE	VM - VM PROFS
5 INFOFC1	AVAILABLE	VIEW DIRECT
6 SERVICE	AVAILABLE	CICSO - SERVICE
7 BSOS	AVAILABLE	FBSI BOCA
8 FIDFIRST	AVAILABLE	CIPTORA - SAS PRODUCT/ CAI
9 FPRS	AVAILABLE	CIPFPRS - FPRS/ CRS
10 ICAR	UNAVAILABLE	
11 DATAPASS	AVAILABLE	
PRESS PA2 TO SEE MORE SYSTEMS		

Logging In To FBSI

► To log in to FBSI:

1. At the SELECT SYSTEM BY NUMBER OR PF KEY prompt, enter the number from the SYSTEM column that represents FBSI.
2. Press **Enter**. The NFS Brokerage System Functions screen displays.

NFS BROKERAGE SYSTEM FUNCTIONS SCREEN

TERMINAL \$756V@7	NATIONAL FINANCIAL SERVICES LLC.	12/13/07 11:47
<pre> *** **** ***** ***** *** **** ***** ***** **** **** ***** ***** ***** **** ***** ***** *** **** ***** ***** **** **** ***** ***** **** **** ***** ***** **** **** ***** ***** </pre>		
<p>PRESS *ENTER* FOR BROKERAGE SYSTEM FUNCTIONS PRESS *CLEAR* FOR OTHER FUNCTIONS PRESS *PF 10* TO EXIT FROM BROKERAGE SYSTEM</p>		
<p>REMARKER: PLEASE SET ALL ADP TERMINALS TO COMPUTER MODE BEFORE LEAVING FOR THE DAY, AND IMMEDIATELY AFTER A CONTROLLER LOAD, OR LINE OR SYSTEM OUTAGE.</p>		

- Press **Enter** again. The TFC=> (transaction function code) prompt and additional fields display at the top of the screen.

NOTE

The TFC prompt and additional fields are referred to as the FBSI Banner. This banner is constant throughout the FBSI system.

FBSI BANNER SCREEN

```

5L          TFC=>          BR/ ACCT          ORDER          BATCH
CUSI P          SYMBOL          NAME          ZI P          DATE
PARENT          MKT  ORDER TYPE
*****

```

- At the TFC=> prompt, enter **BSSO SIGN ON**.
- Press **Enter**. The FBSI Sign On screen displays.

FBSI SIGN ON SCREEN

```

          TFC=> BSSO SI GN ON  BR/ ACCT          ORDER          BATCH
CUSI P          SYMBOL          NAME          ZI P          DATE
PARENT          MKT  ORDER TYPE
*****
          BROKERAGE SYSTEM SI GN- ON

          OPERATOR FI RM

          OPERATOR CODE

          OPERATOR NAME

          OPERATOR PASS

          ' NEW PASSWORD

          ==> PLEASE SI GN ON <==

```

- In the OPERATOR CODE field, enter your FBSI ID.
- In the OPERATOR PASS field, enter your password.
- Press **Enter**. The message SIGN ON COMPLETE displays at the bottom of the screen.

FBSI SIGN ON COMPLETE SCREEN

```

          ==> SI GN ON COMPLETE <==

```

Changing Your FBSI Password

Upon first login, FBSI prompts the user to change the password.

Passwords must be at least six characters and may be as long as eight characters. The password cannot be the same as the user ID, the user's last name, or the profile name.

FBSI passwords must be changed every 30 days. However, users can change passwords at will. At login, the system prompts users to change passwords that are nearing expiration. A new password cannot be the same as any of the previous six passwords.

► To change your password:

1. On the FBSI Sign On screen, enter your FBSI ID and password.
2. In the NEW PASSWORD field, enter a new password.
3. Press **Enter**. The system prompts you to re-enter the new password.

FBSI SIGN ON SCREEN

5L	TFC=>	BSSO SI GN ON	BR/ ACCT	ORDER	BATCH
CUSIP	SYMBOL	NAME	ZIP	DATE	
PARENT	MKT	ORDER TYPE			

BROKERAGE SYSTEM SI GN- ON					
OPERATOR FI RM					
OPERATOR CODE TR70002					
OPERATOR NAME					
OPERATOR PASS					
' NEW PASSWORD					
====> REENTER ' NEW PASSWORD FOR CONFIR MATI ON <====					

4. Enter the password again.
5. Press **Enter**. The system confirms your password is changed.

FBSI SIGN ON SCREEN

====> SI GN ON COMPLETE - PASSWORD CHANGED <====					
--	--	--	--	--	--

Logging Off Of FBSI

► To log off of FBSI:

1. At the TFC=> prompt, enter **BSSO SIGN OFF**.
2. Press **Enter**.

As an alternative, you can press **F10** from most FBSI screens to log off.

3. Press **Enter**. The CACTUS Main Menu displays.

CACTUS MAIN MENU

MMMAIN	XXXXD57S	MAIN MENU	12/21/10 15:50
(1)	CHECK DISBURSEMENTS	(10)	REVIEW RECEIPTS
(2)	WIRE DISBURSEMENTS	(11)	STANDING INSTRUCTIONS
(3)	WIRE RECEIPTS	(12)	APPROVE STANDING INSTRUCTIONS
(4)	MONEY LINE DISBURSEMENTS	(13)	ACCOUNT SUMMARY
(5)	MONEY LINE RECEIPTS	(14)	USER INQUIRY
(6)	IBP DISBURSEMENTS	(15)	SYSTEM MAINTENANCE
(7)	IBP RECEIPTS	(16)	DIRECTED PAYEE ACH
(8)	IBP BANK OPERATIONS	***	RPA ACH RECEIPTS
(9)	APPROVE DISBURSEMENTS	(18)	(RESERVED)
SELECT OPTION: ___			
CLEAR/ PF4: SIGN OFF		PF6: SHOW LOGO	
		FASTPATH: _____	

4. To log off, clear your screen.

The Clear function is configured on your system. For many systems, this can be accomplished by pressing **Ctrl + Shift + Z**. A screen with the TFC=> prompt displays a sign-off message.

SIGN-OFF MESSAGE SCREEN

5L	TFC=>	BR/ ACCT	ORDER	BATCH
CUSIP	SYMBOL	NAME	ZIP	DATE
PARENT	MKT	ORDER TYPE		

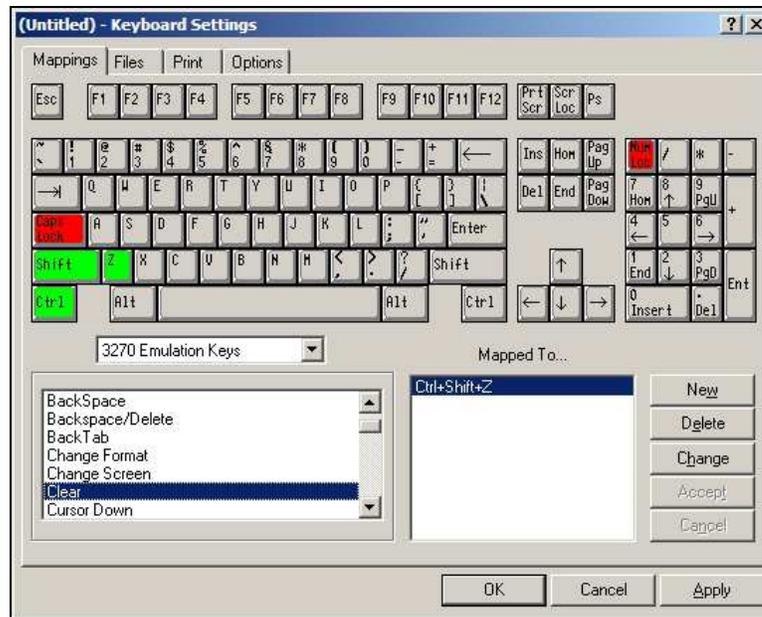
MK2091 - SIGN OFF SUCCESSFUL				

Keyboard Mappings for Your System

In many situations, how you use keys to interact with screens depends on how the keys on your keyboard are mapped to functions within FBSI.

On the RUMBA Mainframe Display screen, you can access information about key settings for your system. For example, you can view which keys invoke the Clear function or the Reset function. The following example indicates that the key mapping for Clear is **Ctrl + Shift + Z**.

SAMPLE KEY MAPPING



► To view FBSI keyboard mapping:

1. On the RUMBA Mainframe Display menu, select **Options > Keyboard**.
2. On the Keyboard Settings window, from the drop-down list, select the type of function you want to view. In the preceding screen example, the selection is **3270 Emulation Keys**; this is the default value.
3. From the list of functions in the list box, select the one for which you want the key setting.

► To change your FBSI keyboard mapping:

1. On the RUMBA Mainframe Display menu, select **Options > Keyboard**.
2. In the Keyboard Settings window, from the drop-down list, select the type of function you want to view. In the preceding screen example, the selection is **3270 Emulation Keys**; this is the default value.
3. From the left list box, select the function for which you want to map keys. In the preceding screen example, the selection is **Clear**, and that function is mapped to **Ctrl + Shift + Z**.
4. Click the **Change** button; then press the new key combination you want for the selected function.
5. Click **Apply**, and then click **OK**.

Navigating in FBSI

To navigate in FBSI, you use a combination of commands and function keys.

Moving Between Screens

Common ways to navigate include:

- Entering a command at the TFC=> prompt
- Pressing a function key (F key)

Most FBSI transaction screens display available function keys at the bottom of the screen. For a template to place on your keyboard, in Streetscape, refer to the *FBSI Hot Keys* job aid.

TFC=> Prompt

The TFC=> prompt appears at the top of most FBSI screens. To access certain screens in FBSI, enter the appropriate command at this prompt.

TFC PROMPT IN FBSI BANNER

5L	TFC=>	BR/ ACCT	ORDER	BATCH
CUSIP	SYMBOL	NAME	ZIP	DATE
PARENT	MKT	ORDER TYPE		

You can enter a command in either lower or upper case letters. FBSI automatically changes the lower case letters to upper case.

Most commands use four letters. Commands consist of one, two, or three sets of letters, for example:

TMNU

MTHL LIST

BNAM DISP CUST

- If the command you enter at the TFC prompt consists of less than four letters, press the **Tab** key to move the cursor to the next field. For example, to enter **BNAM ADD CUST**, press the **Tab** key after **ADD**.
- If the command you entered is four letters, the system automatically moves the cursor to the next field.

To view the list of available FBSI commands, in Streetscape, refer to the *FBSI Transaction Codes* job aid.

FBSI Function Keys

Function keys perform similarly to commands by taking you to another screen in the current subsystem you are using, or to another FBSI subsystem. For example, within a subsystem, function keys display the next page of the current screen, or the menu for the current screen.

When you press a function key, the TFC=> prompt displays the corresponding command and the BR/ACCT field displays the account number you are currently viewing. If the system requires additional information to access a screen, question marks display in the required fields.

The available function keys often display at the bottom of a screen along with their descriptions. In the following example, **F12** takes you to the menu screen.

DISTRIBUTION FUNDING SCREEN

FSWP	FBM0477	ADD	CORRESPONDENT PWS		05/04/2007
			DI STRI BUTI ON FUNDI NG		
PLAN:	033-333333	502	JENNI FER DAVI S	STAT: HOLD	TYPE: NR CONTRI B
PAYMENT AMT:	200.00	DI ST OPT: A F-FXD% A- AMT, P- PROP			
ENABLE	DEPLETI ON: N (Y/ N)	DEPLETI ON TYPE: M MONE Y MKT, V- MONE Y MKT/ VAR NAV			
-----	-----				
ACCT NBR	OWNER NAME		OWNER DOB	RESTRI CTI ONS	
S PERCENT/ DLRS	SYMBOL	FUND NAME	MARKET VALUE	STATUS	
-----	-----				
033-333333	JENNI FER DAVI S				
	CHTTX	ASTON/ OPTI MJM M D CAP C	6308.48		
	BALBX	AMERI CAN BALANCED CLASS	1.02		
		COLUMBI A CONSERV HI GH Y	.00	SWP I NELI GI BLE	
	* FDAXX	PRI ME FUND DAI LY MONE Y	1503419.70		
	FFTWX	FI DELI TY FREEDOM 2025	6022.54		
	FAGOX	FI DELI TY ADVI SOR GROWTH	1330.87		
	FSLCX	FI DELI TY SMALL CAP STOC	13435.34		
	FVIFX	FI DELI TY ADVI SOR VALUE	70716.12		
	FCLCX	FI DELI TY ADVI SOR I NDUST	61752.25		
PF3=PREV			PF7=UP	PF8=DOWN	PF12=MENU
ENTER DATA FOR ADD			01 OF 02		

Sometimes a screen will not display any function keys. This is true for a blank screen that displays only the TFC=> prompt. The function keys in the following table work for most (but not all) screens that do not have listed function keys. If a screen displays its own content-specific function keys at the bottom of the screen, those function keys override the default common function keys listed below.

FBSI COMMON FUNCTION KEYS

FUNCTION KEY	ACTION
F3	Return to prior screen or blank banner page
F4	Access MRDS - Mutual Fund Order Entry screen
F5	Access BCBK - Call Back screen
F6	Access BREV - Order Review screen
F7	Access TORD - Order Entry screen

FBSI COMMON FUNCTION KEYS

FUNCTION KEY	ACTION
F8	Access BSUM - Account Summary screen
F9	Access BHIS - Account History screen
F10	Log off FBSI and return to the main system menu
F11	Access BNAM DISP CUST - Customer Name and Address screen
F12	Access BPOS - Account Position screen

Moving Within a Screen

The **Tab** key moves you to from one entry field to another. Do not use the mouse because if you put your cursor in a non-entry field and press a key, the screen will freeze.

- Press the **Tab** key to move to the next field.
- Press **Shift + Tab** to move backwards to the previous field.

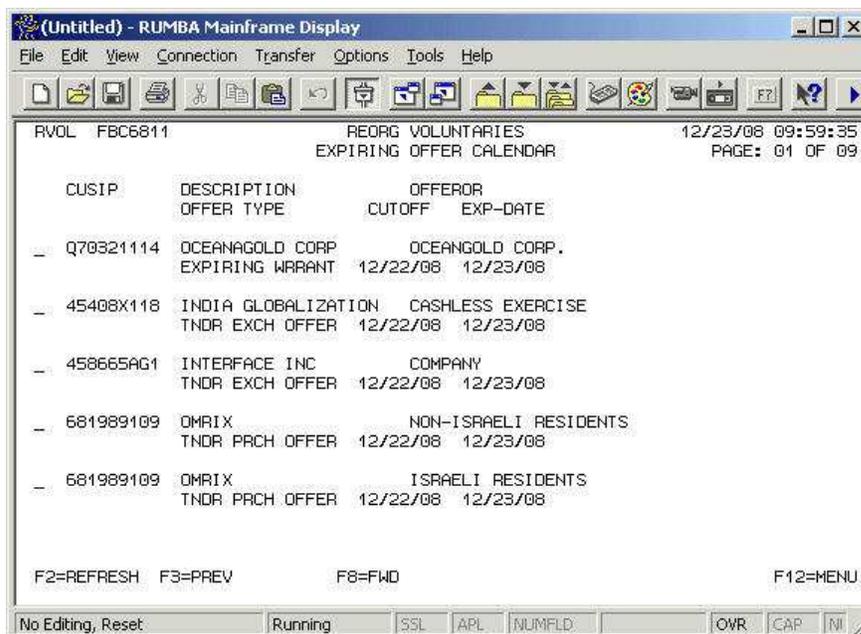
Unfreezing a Screen

A frozen screen often displays the word *xPROT Screen* in the bottom left corner of the window. The screen may also display *No Editing, Reset* along with a spyglass symbol or another character.

► To reset a frozen screen:

Use your key mapping for Reset, which is typically **Ctrl+R**. The message *Ready* replaces *No Editing, Reset*.

NO EDITING, RESET MESSAGE EXAMPLE



Correcting Mistakes

Use the left and right arrow keys on the keyboard to move to a specific character within a field. The cursor will display under that character. You can now adjust your entry.

- To move back to a field you skipped, or to correct a typing error in a previous field, press **Shift + Tab**. The cursor moves backwards to the previous field.
- To continue moving backwards, press **Shift + Tab** until you reach the field you want.

Support

Fidelity Customer Support Center

The Fidelity Customer Support Center (CSC) provides assistance with FBSI connectivity problems. If possible, have your terminal ID, line ID, or printer ID available to provide to CSC.

► **To contact CSC:**

1. Call the Correspondent Hotline: **(800) 292-4839**.
2. The agent opens a ticket to track the call. CSC will attempt to resolve the call within fifteen minutes.
3. If the problem cannot be resolved within fifteen minutes, it is redirected to the Priority Research Center for further investigation. The Priority Research Center will contact your office with a status of the situation.

NOTE

If, after researching the problem, it is discovered that the line or equipment problem is with another quote vendor, you must contact the quote vendor's customer service department.