

# HOW TO ACCESS THE DETAILED ADJUSTMENT REPORT

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## 1. DOCUMENTATION INFORMATION

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## PURPOSE OF DOCUMENT

The purpose of this document is to assist Clearing Members on how to access the Detailed adjustment report for Zero fee refunds.

## SCOPE

Clearing members require a breakdown of the refunds done and paid to members, this will assist the clearing member in obtaining this information on daily basis on the IDP folder for each clearing member. This will also assist our clearing members to automate their zero fee refunds. Since the implementation of POPIA this will ensure that the clearing member will receive the information in their IDP folder which will mitigate any risk issues.

The detailed adjustment report will be updated in the clearing members folders in IDP on the same day the credit note would have been generated for the clearing members once approved by the finance team.

The total amount reflected in the report is excluding vat.

Below are the details of the report:

- Folder name will be the CM\_ and the name of the clearing member
- File Name format will be - CM\_Date\_Market\_DetailedAdjustmentReport.xml
- There will be 1 file for EDM and 1 for CDM
- The files will be produced on the date of payment

The information will be on the below path:

\\vypdcidp01.resources.jse.co.za\Distribution\Members\Member XXX\BookingFees PROD

The information will be kept on IDP for a period of 30 Days. Should clients require historical reports can contact Customer Support for assistance.