Welcome

Dear Customer

You can start your work from any segment among Shares(Equity Cash), Mutual Fund, Future & Option, Commodity And Accounting. You can start as per your choice. We are giving step by step guidance for each segment, in sequence of Shares (Equity Cash), Mutual Fund, Future & Option, Accounting, Commodity as from our experience we found this sequence is most convenient to users. Flow of training is as explain below.

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Before begin to training following documents should keep ready.

Balance Sheet, Demat Account Statement, Mutual Fund Scheme Wise holding detail as on 31 March of Previous Year.

Bills, Bank Statements, Broker Statements, Demat Transaction Statement from 01 April to 31 March.

For First Time Login

- o Double click on Investor Shortcut
- o Give username & Password as specified.
- o First work will be to open all persons with Financial Years
  - a) Click on *New Person*
  - b) Give Person Name
  - c) Click on *Create New Person*
  - d) Give First Financial Year Detail *#Refer Note1 Below#*
  - e) Click on *Ok*
  - f) Click on Exit.
  - g) Repeat above step (a) to (e) for rest persons.
- o Click on Exit in Person List. This will Close Software.

Start You Work.......

- o Double click on Investor Shortcut
- o Give username & Password as specified.
- o Select Person Name then Click on Ok
- o Select Financial Year Then Click on Ok.
- o You should see Invester-Personal Accounting software MainMenu.

Note :

1. Note that after opening First Financial Year, Previous financial can not open.

Shares (Equity Cash)

➢ **Goto Master > DP Master**

  o Click on **Add** Option**.**
  o In **DP Name** box type name of DP.
  o Click on **Save** to make DP-Master Entry.
  o "Saved" message will display.

➢ **Goto Master > DP A/c. Master**

  o Click on **Add** Option**.**
  o In **DP Name** box A Pink-Box will be open, In which DP name's created in dp-master will be display. User have select in one DP from the list. If require DP name is not available in list then user can press F5 and create new DP name.
  o Select either CDSL or NSDL from the list.
  o In **Ben. Acc. No.** box, user need to give complete 16 Digit demat Account number.
  o Click on **Save** to make DP A/c. Master Entry.
  o "Saved" message will display.

➢ **Goto Master > Company Master**

  o Click on **Add** Option**.**
  o In Company Name press F4. Master List will be display. Find your company. Click on Ok.
  o All four box Companyname, Bsecode, Nsecode, ISIN will be filled with proper details
  o In **Sector** box A Pink-Box will be open, Select sector of your choice.
  o Click on **Save**.
  o "Saved" message will display.
  o This way create all company in which work is done.

➢ **Goto Master > Opening Stock – (Share)**

  o Click on **Add** Option**.**
  o In **Company Name** box A Pink-Box will be open, In which companies created in company master will be display. Select in company from the list. If require company name is not available in list then user can press F5 and create required company.
  o In **Date ,** user has to provide holding date which should be less than open financial year.
  o In **Qty**, user need to give Holding Qty.
  o In **Rate**, user need to give rate at which holding qty is purchased.
  o In **Total Amount**, user will get (Qty * Rate) calculated amount.
  o In **DP Name** box A Pink-Box will be open, Select the DP in which holding qty is deposited.
  o Click on **Save** to make Opening Stock - Share Entry.
  o "Saved" message will display.

Company Name	Date	Qty	Rate
ABC Company	16/12/2014	100	28.50
ABC Company	11/03/2017	100	122.50
ABC Company	04/08/2020	100	245.80

➢ Goto Transaction > Share Purchase & Sale

Share Purchase & Sale Bill Manual entry steps Explain below, if share purchase/sales Bill Import tool is purchased Separately then follow steps as mention in Annexute-1.

- o Click on **Add** Option**.**
- o In **Date** , user has to provide Bill date which should be of open financial year.
- o In **Broker Name** box A Pink-Box will be open, User have select in one Broker from the list. If require Broker name is not available in list then user can press F5 and create Broker Account.
- o In **Bill No.** box, user need to type bill no provided by their broker.
- o In **Bill Type** box, if bill user is for normal market scripts then user need to select "Normal" as Bill Type and if Bill is for T2T based scripts then user need to select "T2T" as Bill Type.
- o In **Purchase / Sale** selection, user need to select as per their entries in bill. If user has executed purchase entries then here use has to select "Purchase" Option then this entry will be get added in purchase list, if user select "Sale" option then this entry will be added to sales list.
- o In **Company Name** box A Pink-Box will be open, In which companies created in company master will be display. Select in company from the list. If require company name is not available in list then user can press F5 and create required company.
- o In **Qty** Box, user need to give Transaction Qty as specified in Bill
- o In **Rate** Box, user need to give Net Rate at which transaction is executed.
- o In **Total Amount**, user will get (Qty * Net Rate) calculated amount.
- o In **DP Name** box A Pink-Box will be open, Select the DP.
- o In **List Add**, if user press **Enter Key** in keyboard then depending upon user selection box (Purchase / Sale) entry will get added in respective list and cursor will be jumped to Purchase / Sale selection box. This way user can input all purchase/sales entries in the list. On last entry of input user has to **keep Pressed Shift Key** on keyboard and then press **Enter Key** in keyboard then depending upon user selection box (Purchase / Sale) entry will get added in respective list and cursor will be jumped to transaction tax Box. Thus user will proceed with tax entry part of bill.
- o In **Transaction Tax**, **Sec. Trx. Tax**, **Service Tax**, **Stamp Charge, Service Tax on Transaction Tax** Boxes, user need to input tax details as mention in the bill respectively. If any other tax detail is mention in the bill then user can set it in **Other Charge** expense box. User can set tax box sequence as per broker bill. To do this Press F11, Drag tax name and click set Tax Sequence.
- o If broker has rounded off (+/-) the final bill amount then user need to input same round off amount in **Round Off** Box. To match bill amount user can type final bill amount in roundoff box and press F11, Applicable round off will get calculated automatically and then press Enter, Bill amount will be updated with effect of round off amount.
- o In **Description** Box, default description will be display depending upon user input. User can change this description as well as if user want to select from description list then user has to press F6.
- o Click on **Save** to make Share Purchase Sale Entry. "Saved" message will display.

To set sequence of tax box, press F11, Click & Drag Tax Name one by one, when required sequence is ready, click "set Tax Sequence".

➢ Goto Transaction > Allotment/Right/Bonus

- o Click on **Add** Option**.**
- o In **Date** , user has to provide date at which user received shares. Date should be of open financial year.
- o In **Company Name** box A Pink-Box will be open, In which company name's created in company master will be display. User have select in one company from the list. If require company name is not available in list then user can press F5 and create required required new company.
- o In **Type** Selection Box, user need to select from following option.

Type	Select For
Allotment	IPO , FPO
Bonus Issue	Bonus Shares
Right Issue	Right Shares

- o In **Qty**, user need to give allotted Qty.
- o In **Rate**, user need to give rate at which allotment is done.
- o In **Total Amount**, user will get (Qty * Rate) calculated amount. In case of bonus share, rate and amount will be automatically become 0.
- o In **DP Name** box A Pink-Box will be open, Select the DP in which allotment is deposited.
- o In **Account Name** box, a selection list will be displayed which will shows all account created in account master under Group "**Bank**" & "**Share Application Account**". For IPO application through ASBA select Bank A/c. from which allotment amount will be debited in account name box.
  For Right & Bonus Entries, user can Select **Share Application A/c.** which a default a/c., which can be used for all entries.
- o In **Description** box, default description will be displayed which user can change.
- o Click on **Save** to make Share Allotment Entry.
- o "Saved" message will display

➢ Stock Verfication and Profit/Loss Reports Viewing.

After doing entries of Opening Stock, Purchase & Sales bills & IPO allotments user has to match closing stock with demat statements. To check Closing Stock follow below mention steps.

➢ **Goto Report > Share Reports**

- Change Date to your Demat Statement Date.
- Click on **Update.** Process will run.
- Select **Demat A/c. Statement** from Report List.
- Click on **Ok**.
- Select Demat Account Name, Press enter.
- Click on **Ok**.
- A report with share ISIN, Name, Qty will display.
- Match your Demat Statement with displayed Report.

➢ If stock is matched then user can see following Reports.
  For Profit and Loss
  - Long Term Profit and Loss With GrandFather
  - Short Term Profit and Loss
  - Trading Profit and Loss
  - BuyBack Profit and Loss
  - Regular Sale Profit and Loss
  - Profit and Loss Summery (Company Wise)
  For Stock
  - Share Holding Report which shows purchase date & purchase rate
  - Company Wise Summery
  - Company Wise Summery (Qty & Amount Wise)
  - Company Wise Report
  - Demat Account Statement which shows ISIN wise holding qty, which is very useful to match stock with depository statement as on date.

➢ If stock is Not matched then user can see following Reports.
  - **Goto Report > Share Reports**

  - Over-Trading Report, which shows details of those companies where sold quantity is in exceeds of total holding quantities. User need to find missing Entries like pending corporate entry, bill or any other.

  - **Goto Account Report > Share Ledger**

  - Dp Transaction Report which will show company wise / Date wise Credit/Debit entries through of years.

➢ For entry of stock specific corporate action Split refer Annexure 2.
➢ For entry of stock specific corporate action Merger refer Annexure 3.
➢ For entry of stock specific corporate action De-Merger refer Annexure 4.
➢ For entry of PartlyPaid shares converted to FullyPaid shares Refer Annexure 5.
➢ For entry of Buy-Back Of shares refer Annexure 6.

- ➢ **Goto Report > Share Holding Value (Automatic)**
  - ▪ First Step
  - ▪ Second Step
  - o Open www.bseindia.com website in browser.
  - o On main Page at bottom find option "Daily Bhav Copy"
  - o Click on it, A new Page will open.
  - o Click on First option. EQ<Date>.zip
  - o A zip file will be download. Unzip it. EQ<date>.csv will be unzip.
  - ▪ Second Step
  - o Goto Report > Share Holding Value (Automatic).
  - o Click On BSE Bhavcopy. A Browser windows will open.
  - o Select downloaded and unzipped bhavcopy file.
  - o Click on Show Report.
  - o Click on **show report** will display details like company name, date, qty, rate, holding amount of that company, today rate (closing rate of company in selected Bhavcopy), Bhavcopy rate wise amount, non-booked profit/loss.

❖ Annexure 1 : How to Import Bill.

❖ Goto Bill Import > Import Configuration

- o Click on **Add** Option**.**
- o Select BSE then press Enter.
- o Give Trading Code then press Enter.
- o Select broker Name from list then press Enter. if broker name list is empty then follow below step to create new required Broker Account.
    - o Press F5. Account Master will be open.
    - o Click on **Add** Option**.**
    - o In **Account Name** box type name of your share Broker.
    - o Press ENTER.
    - o List of Account Group will be display. Select Broker Account from list.
    - o Click Ok
    - o Click on **Save**. "Saved" message will display.
    - o Click Exit. Newly create Broker Account will be available in the list.
- o Select Demat A/c. then press Enter.
- o Click on ***Direct Bill Import***.
- o Click on **Save**.
- o "Saved" message will display.

- ➢ **Note That following steps are for Investor Tool**

    - o Download Bill-files from your broker Website / Email account
    - o Copy Bill-files.
    - o Click on ShortCut for Broker Folder.
    - o Paste Bill-files.
    - o Click on ShortCut for Broker Tool
    - o Each company in Bill-files will ask it's relative linking company in investor software. So create Match company links. If any new company found Create it by pressing F5.
    - o When all linking work done finally tool Screen will apper.
    - o Press convert which will convert all Bill-files.
    - o Close the tool.

❖ Goto Bill Import > Bse Trade File

- o Click on **BSE Trade File**
- o It will ask to start batch process. Click on Yes.
- o Bill Import Message will appear. Click on OK
- o Goto Transaction > Share Purchase & Sale to view bills just imported.

❖ Goto Bill Import > Nse Trade File

- o Click on **NSE Trade File**
- o It will ask to start batch process. Click on Yes.
- o Bill Import Message will appear. Click on OK
- o Goto Transaction > Share Purchase & Sale to view bills just imported.

❖ **Annexure 2 :** Split Of shares

In split of share, company's Holding qty and Holding Rate changed as per their corporation announcement. In other word Holding Qty Increase/Decrease ratio has same vice-varsa effect in Holding Rate and note that Holding Amount remains same.
Before proceed keep details like Ratio and effective date ready.

➢ **Goto Transaction > Merger/Demerger/Split**

- o Click on **Automatic Add** Option**.**
- o In Source Company Select Company from Pink List.
- o In Target Company Select Same Which is selected in source company List.
- o In Convertion Type Select Split
- o In give Ratio detail follow below mention guideline.
  - o If share is getting split From FaceValue 10 to 1 then ratio should be 1(in first box from left) : 10 (in second Box from Left)
  - o If share is getting split From FaceValue 5 to 1 then ratio should be 1(in first box from left) : 5 (in second Box from Left)
- o In **Date** , user has to provide date at which user received shares.
- o Click on Process.
- o In List below will show total number of holding entries with ratio wise new qty and new rate.
- o Click on Finish.

❖ **Annexure 3 :** Merger Of shares.

In Merger of share, existing company's Holding get converted to another company's holding as per their corporation announcement. Note that Holding Amount of exsiting company remains same with target company But with change of target Qty, holding rate will be changed.

Before proceed keep details like Required new Company name opened in CompanyMaster, Ratio and effective date ready.

➢ **Goto Transaction > Merger/Demerger/Split**

- o Click on **Automatic Add** Option**.**
- o In Source Company Select Company from Pink List.
- o In Target Company Select the company in which source company is going to Merge.
- o In Convertion Type Select Merge
- o In Ratio detail findout minimum applicable ratio by dividing target qty / holding qty. then in first box from left give minimum possible unit of existing holding qty and in second box give minimum possible unit of target company.
- o In **Date** , user has to provide date at which user received shares.
- o Click on Process.
- o In List below will show total number of holding entries with ratio wise new qty and new rate.
- o Click on Finish.

❖ **Annexure 4 :** De-Merger Of Shares.

In De-Merger of share, existing company's Holding get converted to more than one companies holding as per Qty Ratio and Cost Of Acquisition Ratio as specified in their corporation announcement.

Note that Holding Amount of existing company remains same with total holding amount of all target companies after demerger.

Before proceed keep details like Required new Company name opened in CompanyMaster, Qty Ratio, Cost Of Acquisition Ratio and effective date ready.
To get Cost Of Acquisition Ratio, detail search on internet with syntax as mention below where user have to replace HoldingCompanyName with name of company they hold.
Syntax : "<HoldingCompanyName>" Cost Of Acquisition Ratio Demerger

➢ **Goto Transaction > Merger/Demerger/Split**

- o Click on **Automatic Add** Option**.**
- o In Source Company Select Company from Pink List.
- o In Target Company Select the company in which source company is going to Merge.
- o In Convertion Type Select De-Merge, Press Enter.
- o On selection of De-merger a new screen will display where existing and new companies qty and % wise allocation will be given.

   For Source Company Detail
   1. In Source company box will show Source company.
   2. In Total Holding Qty, give total number of qty hold on demerger date.
   3. In Total Amount in % give 100.

   For Target Company Detail
   1. In Target company box will Select company whose shares received on Demerger.
   2. In Receive Qty, give total number of qty received for company selected in step1.
   3. In Allot Amount in % give % details as found in Cost Of Acquisition % allocation Ratio
       Repeat Above Step 1 to 3 for all required new companies received on demerger and remember total % in allot amount must be equal to 100.

- o In **Date** , user has to provide date at which user received shares.
- o Click on Process.
- o In List below will show total number of holding entries in multiple of receiving company number with ratio wise new qty and new rate.
- o Click on Finish.

❖ Annexure 5 : Partly Paid to fully Paid.

In Conversion of share from partly paidup to fully paidup, existing company's Holding amount increased by additional partly paid amount. In this conversion final Holding Amount, holding rate will be changed but qty remains same.

Note that in more than one time, partly paidup to fully paidup conversion within same company within same financial are very likely. So user are advice to create company as mentions below.
<YourCompanyName> PP1
<YourCompanyName> PP2
<YourCompanyName> PP3

And so on as per conversion transaction. Then user has to make Partly conversion process amoung above mention companies from PP1 to PP2 then From PP2 to PP3 and so on…

Before proceed keep details of additional amount added to holding amount and effective date ready.

➢ Goto Transaction > Merger/Demerger/Split

- o Click on **Automatic Add** Option**.**
- o In Source Company Select Company from Pink List.
- o In Target Company Select the company in which source company is going to Partly converted.
- o In Convertion Type Select Partly Conversion.
- o In Ratio detail give 1 in both box.
- o In **Date** , user has to provide date at which user Partly Conversion of shares happens.
- o Click on Process.
- o In List below will show total number of holding entries, with same qty and rate. Amoung all this number of entries CallMoney amount should be distributed as per qty of any particular entry.
- o Click on Finish.
- o Now user has to edit each entry with following steps
  1. Press Edit, Press Enter, Press Enter
  2. With help of mouse, go to **Adj. Amount** box and give qty * unit rate of call money.
  3. Press Enter
  4. Select "*As Part Payment Amount*" from list. Press Enter
  5. In Account Name Box, select account on which Callmoney Bank entry is done.
- o Keep qty as it, just Press Enter.
- o In Rate box, add unit rate to existing rate.
- o Press Save.

❖ Annexure 6 : BuyBack Of Share.

In BuyBack Of shares, Company will buy shares through your broker window. User has to enter Sale-BB Bill, Bank received entry and a Journal voucher as explain below.

➤ Goto Master > Account Master

- o Click on **Add** Option**.**
- o In **Account Name** box type "BuyBack Of shares". Press Enter.
- o List of Account Group will be display.
- o Select Broker Account from list.
- o Click Ok. Click on **Save**. "Saved" message will display.

➤ Goto Transaction > Share Purchase & Sales

- o Click on **Add** Option**.**
- o In **Date** , Give Bill Date.
- o In **Bill No.** box, user need to type bill no provided by their broker.
- o In **Bill Type** box, select Normal.
- o In **Purchase / Sale** selection, user need to select "Sales-BB" from list.
- o In **Company Name** box A Pink-Box will be open, Select company from the list.
- o In **Qty** Box, user need to give BuyBack Qty as specified in Bill
- o In **Rate** Box, user need to give Net Rate (including brokerage).
- o In **Total Amount**, user will get (Qty * Net Rate) calculated amount.
- o In **DP Name** box A Pink-Box will be open, Select the DP.
- o Click **List Add.**
- o Give all Tax detail respective expense box.
- o In **Description** Box, Give buyback of shares.
- o Click on **Save** to make Share Purchase Sale Entry. "Saved" message will display.

➤ Goto Transaction > Quick Entry

- o Select "Bank Receive" from list. Press Enter
- o A List of your Banks will Displayed. Select your Bank Name From List. Press Enter.
- o In **Date** , Give Date on which BuyBack Payment received from company.
- o Leave cheque No. Box empty, Press Enter.
- o A List of Accounts will Displayed. Select "BuyBack Of shares" From List. Press Enter.
- o In Amount Box, give Amount user received from Company. Press enter.
- o A List of Discription will Displayed. Select appropriate From List or user can press cancel on list below and type description of their choice. Press Enter.
- o A message appear with asking "Do you want to Save", click on yes.

➤ Goto Transaction > Quick Entry

- o Select "Journal Voucher" from list. Press Enter
- o A List of Accounts will Displayed. Select "BuyBack Of shares" From List. Press Enter.
- o In **Date** , Give Date on which BuyBack Payment received from company.
- o Select "Credit" from List. Press Enter.
- o A List of Accounts will Displayed. Select Your broker name From List. Press Enter.
- o In Amount Box, give Amount which is balance in "BuyBack Of shares". Press enter.
- o A List of Discription will Displayed. Select appropriate From List or user can press cancel on list below and type description of their choice. Press Enter.
- o A message appear with asking "Do you want to Save", click on yes.

❖ **Annexure 7 :** Update Bse/Nse Code List.

➢ **Update BSE Code List**

- o Open www.bseindia.com website in browser.
- o On main Page at bottom find option "Daily Bhav Copy"
- o Click on it, A new Page will open.
- o Click on Second option Equity with ISIN <Date>.
- o A zip file will be download. Unzip it. EQ_ISINCODE_date.csv will be unzip.

  ▪ **Goto Utiltiy > Update BSE Code List**

  - o Select EQ_ISINCODE_date.csv.
  - o BSE Code list Update message will appear. Click on OK.

➢ **Update NSE Code List**

- o Open www.nseindia.com website in browser.
- o On main Page at bottom select option "Market Data"
- o Click on it, "Daily Market Report"
- o Click on Bhavcopy download icon.
- o A zip file will be download. Unzip it. Cm<date>Bhav.csv will be unzip.

  ▪ **Goto Utiltiy > Update NSE Code List**

  - o Select Cm<date>Bhav.csv
  - o NSE Code list Update message will appear. Click on OK.