Mutual Fund Help Module

Before begin to training documents Like Mutual Fund Scheme Statement, Mutual Fund Scheme Wise holding detail as on 31 March of Previous Year keep ready.

Here we will get details of following types of entries

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Mutual Fund Update Scheme Code Reference

- Open www.amfiindia.com website in browser.
- On main Page at bottom find option "Download NAV"
- Click on it, A new Page will open.
- Click on "Open ended NAV report in text Format"
- A new Page will open. Save the page. A NAVopen.txt will be Downloaded.
- Click on "Close ended NAV report in text Format"
- A new Page will open. Save the page. A NAVclose.txt will be Downloaded.
- Goto Utility. Update Scheme code List
- In Next Step user need to select Open Ended File.
- User will be asked to delete previous information , select **YES**
- In Next Step user need to select Close Ended File.
- User will be asked to delete previous information , select **No.**
- "Code List Updated" message will be displayed.

- ➤ **Mutual Fund Basic Masters**

  - ➤ **Goto Master > Account Master**

    o Click on **Add** Option**.**
    o In **Name** box, type name of Account (Exp. ABC Mutual Fund)
    o Press Enter.
    o In **Group Name** box a Selection-List will be open, select "Mutual Fund Company" Group
    o If Account has any opening balance then user can enter in **Credit Rs.** Or **Debit Rs.** Box as per the account status.
    o Click on **Save** to make Account Master Entry.
    o "Saved" message will display.

- ➤ **Mutual Fund Scheme Master**

  - ➤ **Goto Master > Scheme Master**

    o Click on **Add** Option**.**
    o In **Scheme Name** box, type name of scheme. (Exp.ABC MidCap Opportunity Fund)
    o Press Enter.
    o Select mutual fund Name from opened List.
    o Press Enter.
    o In **Scheme Code**, Press F4 to get Reference list.

    All Mutual Funds are providing their holding statement, Where scheme ISIN detail is available, In Search List an ISIN Column is also provided. Search by ISIN will be very easy to find scheme code.

    In Another Way, User can give a Keyword in First Box(UpperOne), then all schemes across all mutual fund having that keyword will be filtered and displayed. Now User has to type Mutual Fund name in second box, which mostly find's Holding Scheme.

    This Scheme code will be used in Mutual Fund Long Term (Equity Based) GrandFather Report to calculate profit Grandfathering. It is also useful to compare holding NAV with declared NAV when bhav-copy wise report is viewed.

    o In **Scheme Type**, Select either Equity Based Scheme or Non-Equity Based Scheme.
    o Click on **Save** to make Scheme-Master Entry.
    o "Saved" message will display.

➢ Mutual Fund Opening Stock

➢ Goto Master > Opening Stock – Mutual Fund

- o Click on **Add** Option**.**
- o Mutual fund Name List Will be opened in PinkList. If require fund name is not available in list then user can press F5 and create new fund name. Select mutual fund Name from opened List. Press Enter
- o Scheme Name List will be opendin in pinklist. from opened List. If require Scheme name is not available in list then user can press F5 and create new scheme name. Press Enter.
- o In **Date,** user has to provide holding date which should be less than open financial year. In **Folio No**, enter allotted Folio no by Mutual Fund. Press F4 to get Folio No. List.
- o In **Through Agent**, Agency through which user has invested in Mutual Fund.
- o In **Amount**, Investment Amount
- o In **Unit**, allotted Unit.
- o **NAV** Will Be automatic calculated. User can change it manually if any change is required.
- o Click on **Save.**
- o "Saved" message will be display.

➢ Mutual Fund Purchase & Sale

➢ Goto Transaction > Mutual Fund Purchase & Sale

- o Click on **Add** Option**.**
- o In **Date**, user has to provide date at which transaction is executed.
- o Mutual fund Name List Will be opened in PinkList. If require fund name is not available in list then user can press F5 and create new fund name. Select mutual fund Name from opened List. Press Enter
- o Scheme Name List will be opendin in pinklist. from opened List. If require Scheme name is not available in list then user can press F5 and create new scheme name. Press Enter.
- o In **Folio No**, enter allotted Folio no by Mutual Fund. Press F4 to get Folio No List.
- o In **Through Agent**, Agency through which user has invested in Mutual Fund.
- o In **Purchase/Sale** selection box, user need to select Purchase/ Sale. Then user has to select sub type of Purchase like Purchase, SIP, By Will, By Gift, By legal Heir. In case of Sales user has to select sub type like Sales, STP , SWP from list. Depending upon selection in this step, user need to input amount, unit, NAV in respective boxes.
- o In **Amount**, Investment Amount.
- o In **Unit**, allotted Unit
- o **NAV** Will Be automatic calculated.
- o In **Transaction** , **Sec. Trx. Tax**, **Service Tax** Boxes, user need to input tax amount as per details.
- o If any rounded off (+/-) is applicable in this transaction it will be calculated automatically and displayed in **Round Off** Box.
- o In **Description** Box, default description will be display depending upon user input. User can change this description by typing details. user can press F6 and description Master will open. Select description from list.
- o If selection in **Purchase/Sale** selection box is purchase and if it's a dividend reinvestment then user has to select the box **Dividend Reinvestment** and select account for dividend income.
- o Click on **Save** to make Mutual Fund Purchase/Sale Entry.
- o "Saved" message will display.

❖ Mutual Fund Reports

After doing entries of Opening Stock, Purchase & Sales Entries user has to match closing stock with Mutual Fund statements.

➢ Goto Reports > Mutual Fund Reports
- Change Date if required.
- Click on **Update.** Process will run. View reports of your date

  For Stock
- Mutual Fund Holding Summery : Here user can check scheme wise total number of units allotted along with total investment amount. NAV will be Average NAV.
- Mutual Fund Holding Report : Here User will get Date wise investment details of all the scheme. This Report is very useful if Date wise Entry verification is required.
- Mutual Fund Holding Report (Group Wise) : This report will give fundwise / scheme detail with total unis and average NAV.

  For Profit and Loss
- Long Term Profit and Loss - With GrandFathering
- Short Term Profit and Loss - For Equity Based Schemes
- Long Term Profit and Loss - For Non-Equity Based Schemes
- Short Term Profit and Loss - For Non-Equity Based Schemes

➢ Goto Reports > Mutual Fund Holding Value (Automatic)

This report is useful to see non-booked profit/loss position of all scheme by comparing holding rates with closing rate available in two different NAV Files as explain below.

- Open www.amfiindia.com website in browser.
- On main Page at bottom find option "Donwload NAV"
- Click on it, A new Page will open.
- Click on "Open ended NAV report in text Format"
- A new Page will open. Save the page. A NAVopen.txt will be Downloaded.
- Click on "Close ended NAV report in text Format"
- A new Page will open. Save the page. A NAVclose.txt will be Downloaded.
- Goto Reports. Mutual Fund Holding Value (Automatic)
- Click on import NAV and select both downloaded NAV file one by one.
- Click on **show report** will display details like scheme name, date, qty, Purchase NAV, holding amount of that scheme, today NAV (NAV of scheme in selected bhavcopy), bhavcopy NAV wise amount, non-booked profit/loss, percentage wise return, type of gain and NAV Date.
- In last line user will get sum of holding amount, bhavcopy wise amount and overall non-booked profit/loss amount.