

Future & Option Help Module

Before begin to training documents Like Broker Bills / contract Note, Broker Ledger, Broker Wise Pending Open Position detail as on 31 March of Previous Year keep ready.

Here we will get details of following types of entries

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Future & Option Update Lot Size

- Open www.nseindia.com website in browser.
- On main Page at Top of Pages select option "About"
- Click on it, "Equity Market" under "Products & Services"
- Click on it, "Derivatives"
- Click on it, "Products"
- Click on it, "Nifty 50 F&O"
- Click on Download the file for permitted lot size (.csv)
- A CSV file will be download. Open it in Wordpad. Save & Exit.
- Goto Utility.
- Select Update FO Lot Size & Symbol.
- In Next Step user need to select Downloaded Fo_mktlots.csv File.
- "Fo Lot Size Updated" message will be displayed.

➤ **Goto Master > Company Master Future**

- Click on **Add** Option.
- In **Company Name** box type name of company. Give name in format Explain below.
- Symbol ExpireDate [Put/Call] [StrikePrice]
- In **Symbol** box type NSE symbol of company. Press F4 to get Symbol List. If require Symbol not found in the list , then list can be updated as explain in help topic 1.
- In **Expiry Date**, user has to provide date at which company user is going to open will be expire in exchange.
- **Month** box will automatically display the month from it's expire date.
- In **Share Qty / Lot** box, user has to define lot size. (For Exp. ABC Info Ltd. Company is trading as 500 share for one Lot qty then here user has to give 500 as lot qty)
- In **Company Type** box , user has to select either company creating is a **FUTURE** or **OPTION**.
- If user select **OPTION** as company type then user has to specified it's sub type Either **PUT** or **CALL**
- In **Strick Price** box , if company is Option Type then user has to define it's strick price.
- Click on **Save** to make Future & Option Company Master Entry.
- "Saved" message will display.

❖ **Goto Master > Opening Stock – Future**

Now user can do opening Future & Option entry as explain below.

- Click on **Add** Option.
- 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 new Broker Account.
- In **Purchase / Sale** selection, user need to select as per their position.
- In **Company Name** box A Selection List will be open, In which company name's created in Company Master – Future will be display. Please note that only those company whose expire date after the transaction date will be displayed in list. 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 new company.
- In **Date**, user has to provide date from which position is pending which should be less than open financial year.
- In **No Of Lot**, enter pending lot qty by Future & Option.
- In **Lot Qty**, enter per lot qty by Future & Option.
- In **Rate**, enter purchase/sale rate o pending lot.
- Click on **Save**.
- "Saved" message will display.

❖ Future & Option Bill

Goto Transaction > Future & Option Bill

Here Future & Option Bill steps for manual bill entry explain below. if Bill Import tool is purchased Separately then follow steps as mention in Annexute-1.

- Click on **Add Option**.
- In **Date** , user has to provide Bill date which should be of open financial year.
- In **Broker Name** box A Pink-Box will be open. User have select Broker from the list. If require Broker name is not available in list then user can press F5 and create new Broker Account.
- In **Bill No.** box, user need to type bill no provided by their broker.
- In **Company Name** box A Selection List will be open, In which company name's created in Company Master – Future will be display. Please note that only those company whose expire date after the transaction date will be displayed in list. 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 new company.
- In **Lot Qty** Box, user need to give Lot qty traded in Bill if user don't know the total traded lot qty then user can keep it 0.
- In **Share Qty** Box, if user specifies Lot-Qty traded and in Company Master if share Qty / Lot is also given then Share qty will get calculated automatically otherwise user has to input qty as per bill.
- In **Sale Selection , Sale Rate, Purchase Selection , Purchase Rate** Box user need to give input as specifies below.

Trade Type	Purchase Selection Box	Purchase Rate Box	Sales Selection Box	Sales Rate Box
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Purchase & Sale in same bill	Select Purchase	Give Purchase Rate as mention in bill	Select Sales	Give Sales Rate as mention in bill
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New Purchase trade and carried forward to next day	Select Purchase	Give Purchase Rate as mention in bill	Select CF	Give Closing Rate as mention in bill
Purchase is Brought forward from previous day and carried forward to next day	Select BF	Give Previous Day Closing Rate as mention in bill	Select CF	Give Closing Rate as mention in bill
Purchase is Brought forward from previous day and position clear with Sales Trade is done	Select BF	Give Previous Day Closing Rate as mention in bill	Select Sales	Give Sales Rate as mention in bill

New sales Trade done carried forward to next day	Select CF	Give Closing Rate as mention in bill	Select Sales	Give Sales Rate as mention in bill
Sales is Brought forward from previous day and carried forward to next day	Select CF	Give Previous Day Closing Rate as mention in bill	Select BF	Give Previous Day Closing Rate as mention in bill
Sales is Brought forward from previous day and purchase Trade is done	Select Purchase	Give Purchase Rate as mention in bill	Select BF	Give Previous Day Closing Rate as mention in bill

- Note that in option CF rate will be 0 always and Option will not be carry forward to next day bill entry.
- In **List Add**, if user press **Enter Key** in keyboard entry will get added in list and cursor will be jumped to Company Name 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 list and cursor will also move to list. If user want to edit any entry in the list then user has to press enter on the list entry and edit it. When user **keep Pressed Shift Key** on keyboard and then press **Enter Key** in keyboard then user will move from list to transaction tax box.
- 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.
- 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.
- 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.
- Click on **Save** to make Future & Option Bill Entry.
- "Saved" message will display.

❖ **Option Pending Position Auto Square-Up**

To give reversal effect of Open Option pending position follow below mention steps.

Goto Transaction > Future & Option Bill

- Find Bill as off expire Date.
- Click edit.
- Goto last blank line in Trade-List
- Press F7. Reversal Entry of all open pending Option Position on Bill Date will be automatically added at bottom of Trade-List.
- Click on Save.

❖ **Future & Option Reports**

After doing entries of Opening Stock, Purchase & Sales Entries user has to match closing Open Position of Future contracts and option contracts.

➤ **Goto Reports > Future & Option Reports**

- Change Date if required.
- Click on **Update**. Process will run.
- After process completes you can see different reports. Select report From List and press ok. Reports in brief as explain below.

If stock is matched then user can see following Reports.

- **Future Profit and Loss Report**
It will show user Future Stock Wise / Month Wise daily profit/loss entries based on daily transaction entries.
- **Future Profit and Loss - Mark To Mark Report**
This report includes those Future Stock profit/loss entries in which both purchase & sales transaction is executed. It does not included those daily entries in which user position is still pending.
- **Option Profit and Loss Report**
It will show user Stock Option Wise / Month Wise profit/loss Detail. At end of report user will get a Stock Option Trading Profit/Loss amount.
- **Pending Lot Of Stock Futures Report**
It will show user Broker Wise / Future Stock Wise Pending position. Report contains Future Stock (Month/Expire Date Wise) details with type of transaction (Purchase/Sale) , Date from which lot is pending, no of lot with transaction Rate.
- **Summery Of Pending Lot Report**
It will show summery of Broker Wise / Future Stock Wise Pending position. Report contains Future Stock (Month/Expire Date Wise) details with type of transaction (Purchase/Sale) , no of lot with average transaction Rate. This report does not contain actual transaction date.
- **Option Premium Position Report**
It will show user Broker Wise Stock Option Pending position detail. Report will show both purchase/Sale position separately. At end of report user will get a Stock Option Pending Premium position amount.

❖ **Annexure 1 : How to Import Bill.**

➤ **Goto Bill Import > Import Configuration**

- Click on **Add** Option.
- Select FO then press Enter.
- Give Trading Code then press Enter.
- Select broker Name from list then press Enter.
- Select Demat A/c. then press Enter.
- Tick on Option **Intraday**, Tick on Option **0.0000 Round Off**.
- Click on **Save**.

➤ **Note That following steps are for Investor Tool**

- Download Bill-files from your broker Website / Email account
- Copy Bill-files.
- Click on ShortCut for Broker Folder.
- Paste Bill-files.
- Click on ShortCut for Broker Tool
- Press convert which will convert all Bill-files.
- Close the tool.

➤ **Follow below mention steps to download settlement files**

Settlement files is used to update closing price in current bill entry.

- Open www.nseindia.com website in browser.
- On main Page select option "Market Data"
- Click on it, "Daily Market Report"
- Click on "DERIVATIVES"
- Click on F&O Daily Settlement Price (CSV).
- A CSV file FOSett_prce_<date>.csv will be download.
- This way everyday file need to be downloaded.

➤ **Goto Transaction > Future & Option Purchase & Sale**

- Click on **Add** Option.
- In **Date** , provide Bill date.
- In **Broker Name** select Broker from the list.
- Press Enter.
- In **Bill No.** box, user need to type bill no provided by their broker.
- Press Enter. Cursur will move to last line in BillEntryList.
- Press F8. Date wise file details will be display.
- Select bill file same to Bill Date.
- Click Ok
- Press F10. Date Wise Settlement File details will be display.
- Select settlement file which is same to bill date, then all closing price for all carry forward entry in BillEntryList will be filled.
- Press Shift+Enter.
- Give Tax, RoundOff details
- Click on **Save**.