

# USER MANUAL

Enso is the Japanese symbol for 'simplicity' which is reflected in our business process automation software for AMC companies. Enso automates all aspects of day-to-day operations from onboarding of investors to trade allocations. Our software also enables AMCs to communicate between all stakeholders (investors, distributors, RMs, fund accountants, custodians and brokers) from an integrated cloud based portal which can be accessed from anywhere and from any device.

This user manual aims to facilitate easy reference for the usage of the enso portal for the AMC team members as well as other end users.

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# Introduction

## How can Enso help you?

Enso functions as the communications and operations control unit between all stakeholders. It gives the AMC management a bird's-eye view and control of the funds and each individual investor's portfolio. The software also provides individual portals for each stakeholder:

### **Administrator portal**

The administrator portal is for the AMC's internal team members and allows you to create unlimited user accounts with secure role-based access control. It also has a customizable maker checker workflow for many modules. Different team members can be given restricted access to the modules from where they can carry out their individual responsibilities.

Daily, monthly and annual reports can be ingested into the system via automated/manual interfaces with strict validations on the data.

### **Investor Portal**

The investor portal allows investors to view all daily reports including daily AUM reports and daily holdings reports. It also provides monthly and yearly performance reports as well as year-end reports.

### **Family Portal**

The Family portal allows Family heads to view all daily reports for the family as well as for each individual family member including daily AUM reports and daily holdings reports. It also provides monthly and yearly performance reports as well as year-end reports.

### **Distributor Portal**

The distributor portal allows distributors to access reports and data only for their own investors. It also provides payout calculations and invoicing features.

### **Relationship Manager Portal**

The Relationship Manager allows RM to access reports and data only for their own investors. It also provides payout calculations.

## The Benefits of Using Enso

Enso lets you delegate order management responsibilities to technology. This will allow you to focus on managing portfolios by making data driven decisions.

### **Reduce Team Sizes**

With Enso, you can eliminate large operations teams. The software is user-friendly and has cross-platform multifunctionality so that you can use it on any device while on the go!

## Seamless Communication

Enso provides a platform for instant communication and information sharing between brokers, fund accounting, custodians, investors and distributors.

## Total Control

Enso gives you total ownership of data and allows you to customize multiple strategies.

## Repository & Backup

All client data is automatically backed up on private or cloud storage owned by you.

We have detailed below in each module and submodule that Enso offers in a Q&A manner.

# User Account Management

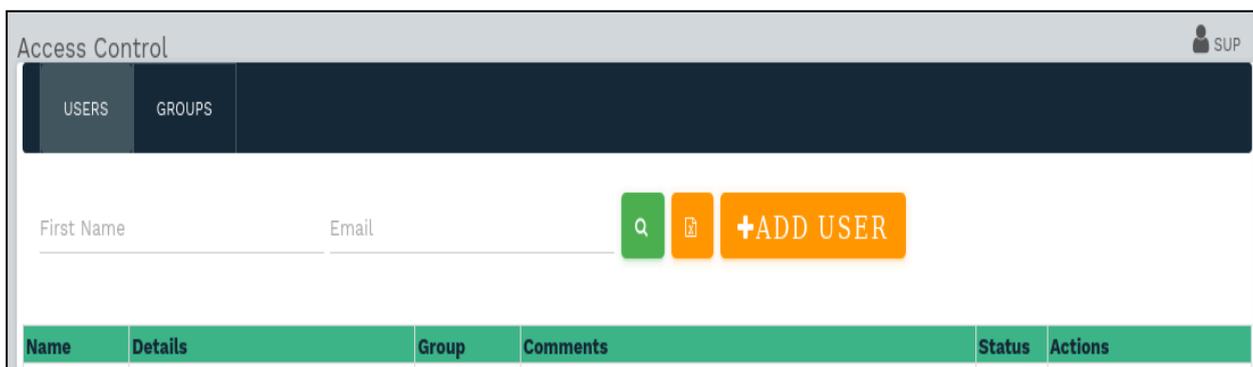
## Login & Logout

### How do I create my Enso account?

A user account can be created by anyone who has access to the Access Control module i.e the Superadmin. Please get in touch with the superadmin/relevant user for creating an account. If you have access to the Access Control module already, please refer to [this section](#) for adding a user.

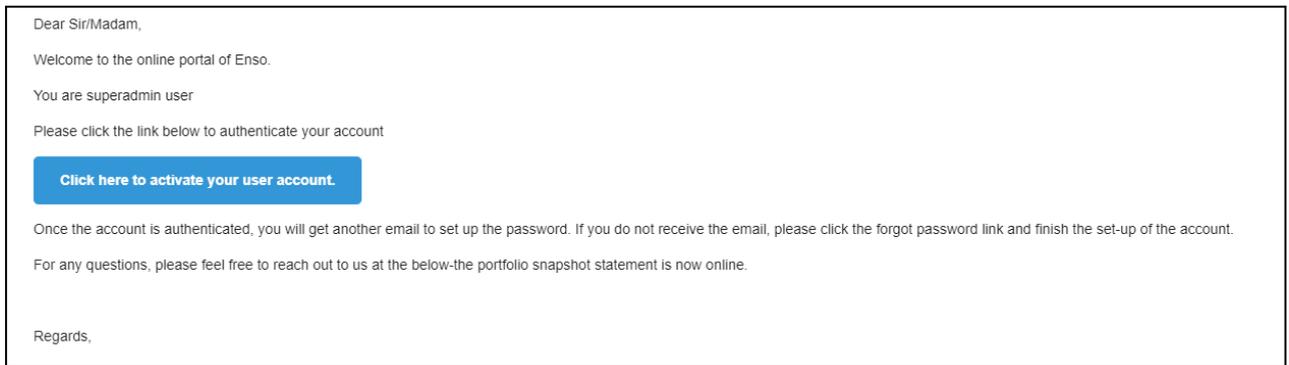
### How do I login to my Enso account?

1. Superadmin will login in the account and then click on the Access Control tab and in that click on Add User, below is the screenshot attached for your reference.

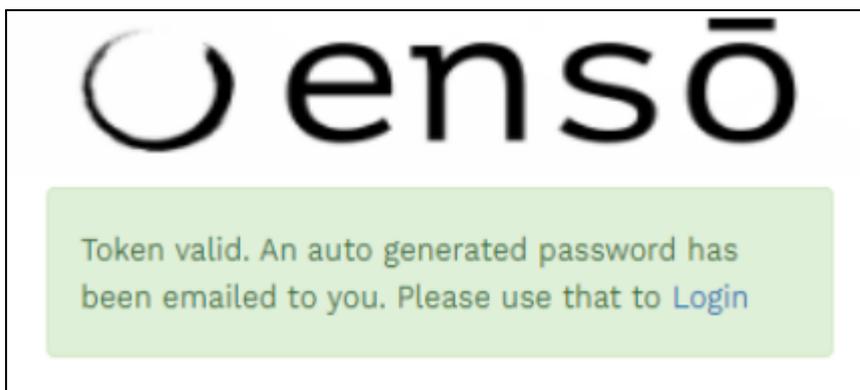


By clicking on Add User icon the following page will appear and then Superadmin needs to add all the mandatory details of the user.

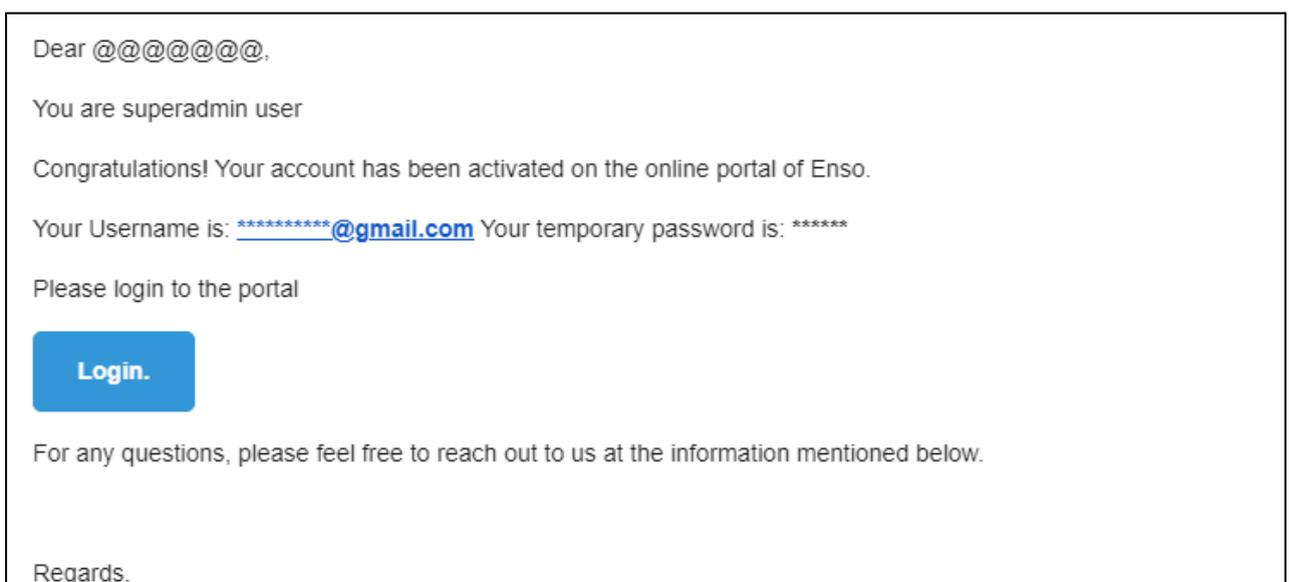
2. Once a superadmin creates an account, you will receive a welcome email from Enso with the link to activate your account. Click on the button titled **“Click here to activate your user account”** to authenticate your account.



3. Once you click on the button, you will be redirected to a new tab and the following success message should appear



4. After the above message you should immediately receive a portal account activation mail. The email body would contain your username and a system generated password. Your username and password would be mentioned in that email.



5. You can now login to your account by clicking on the Login button and entering your username and temporary password received in the email.
6. After clicking on the login button immediately it will ask for a password change

Change Password

You are logged in with temporary password. Please change your password.

Old Password

New Password

Confirm Password

SAVE

7. After changing a password successfully you will receive the email find snap below

Dear @@@@,.

You are superadmin user

Your account password has been recently changed on the Enso Investor Portal.

If it wasn't you, we suggest you change your password immediately.

Here are some more details about the operation:

- IP Address: 123.252.204.102
- Time of event: Tue 16th Jul, 2024 10:07:55 AM

For any questions, please feel free to reach out to us at the contact details mentioned below.

Regards,

8. Now you can login with entering username and new password,find below snap.



**Username**

Username

**Password**

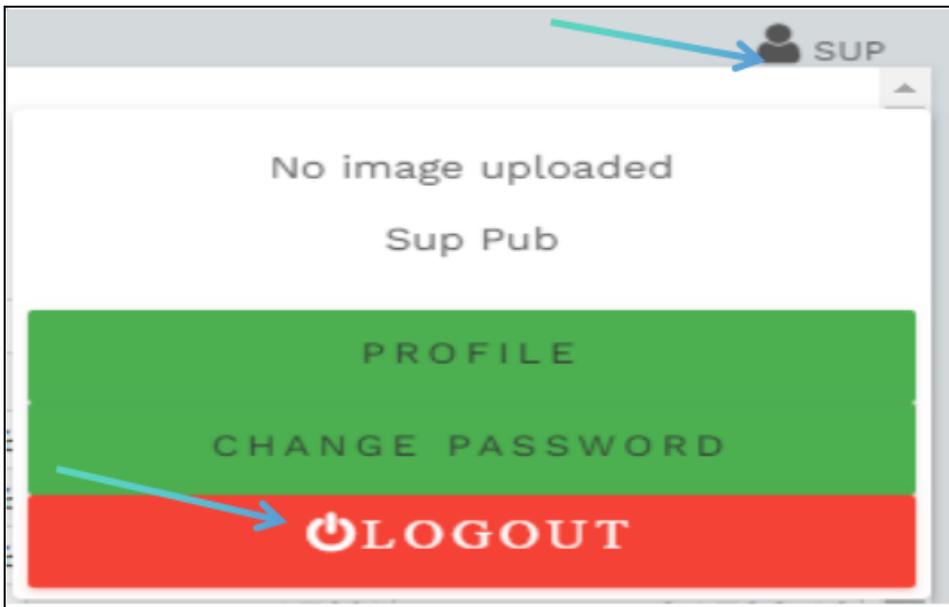
Password

LOGIN

[Forgot Password?](#)

### How do I logout of my Enso Account?

Click on the user icon at the top right corner of the screen and then click on the 'Logout' button.



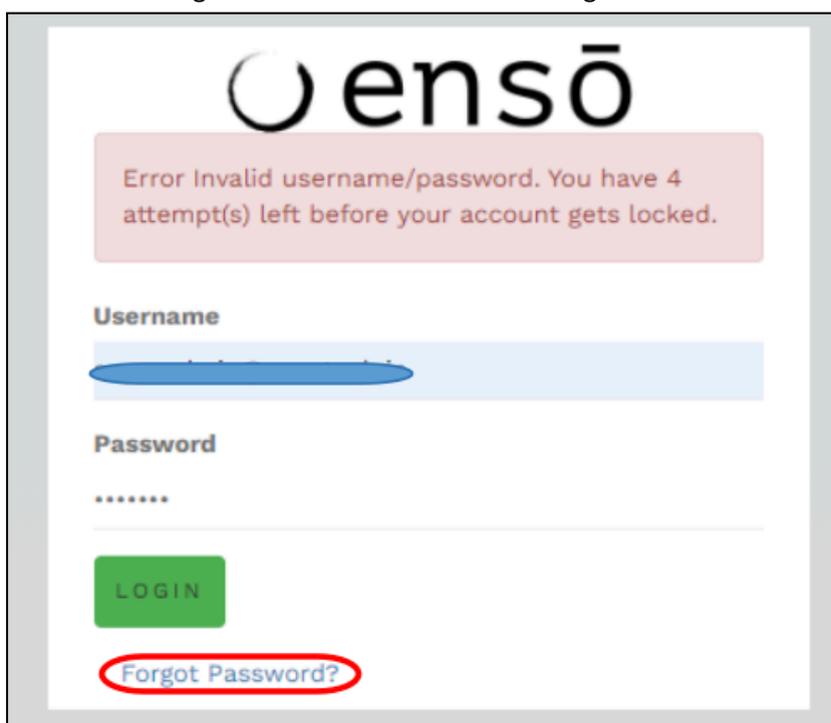
I am trying to log in to my account but I keep getting a message saying 'Error Invalid username/password'. What should I do?

1. Check your login details - your username and password for any errors.
2. Check the URL that you have entered is correct or not.
3. If you still get this message, try the ['Forgot Password'](#) feature.

## Password

What if I forget my Enso account password?

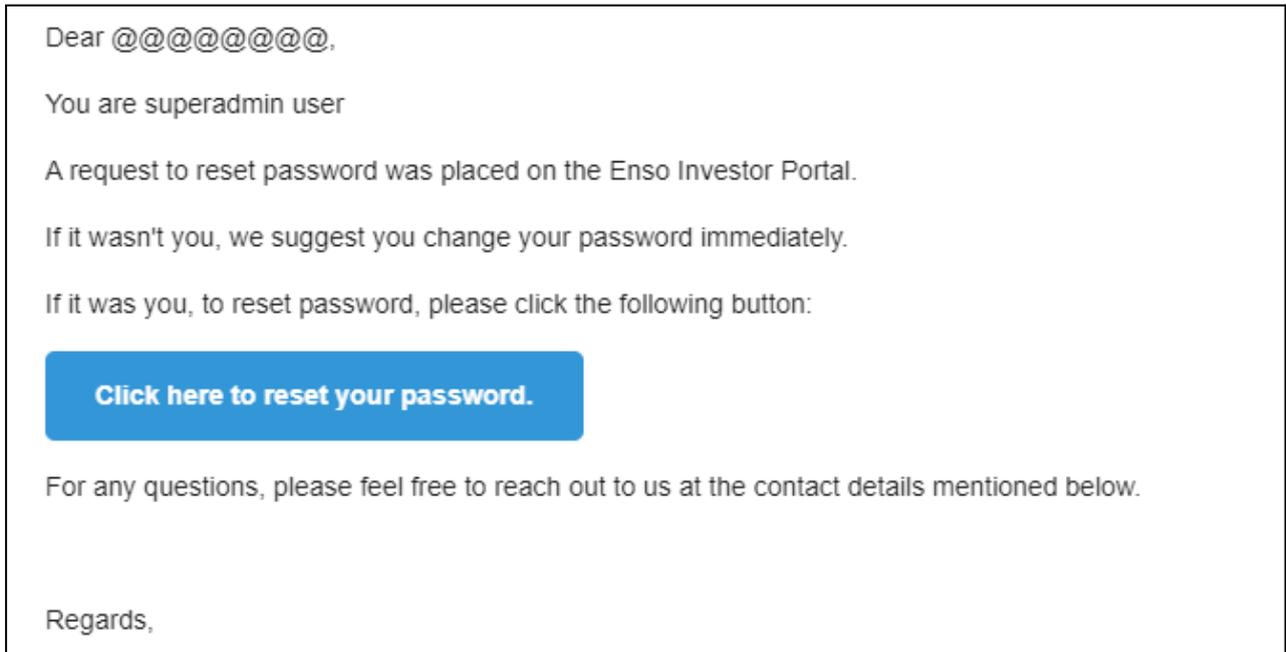
1. Click on the 'Forgot Password?' link below the Login button.



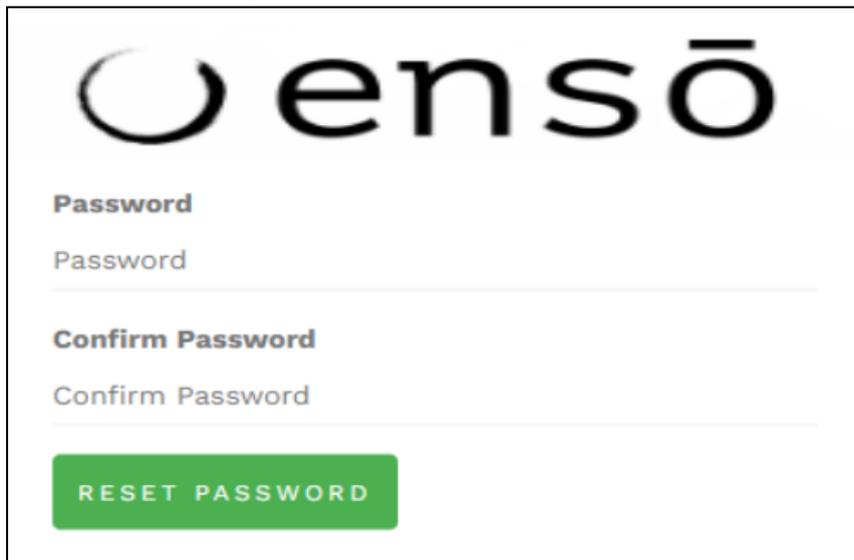
2. Enter your registered email address/PAN number and click on the Submit button.



3. Check your email and open the 'Reset Password' mail from Enso. Make sure to check your Spam/Promotions sections if you can't see the email in your inbox.



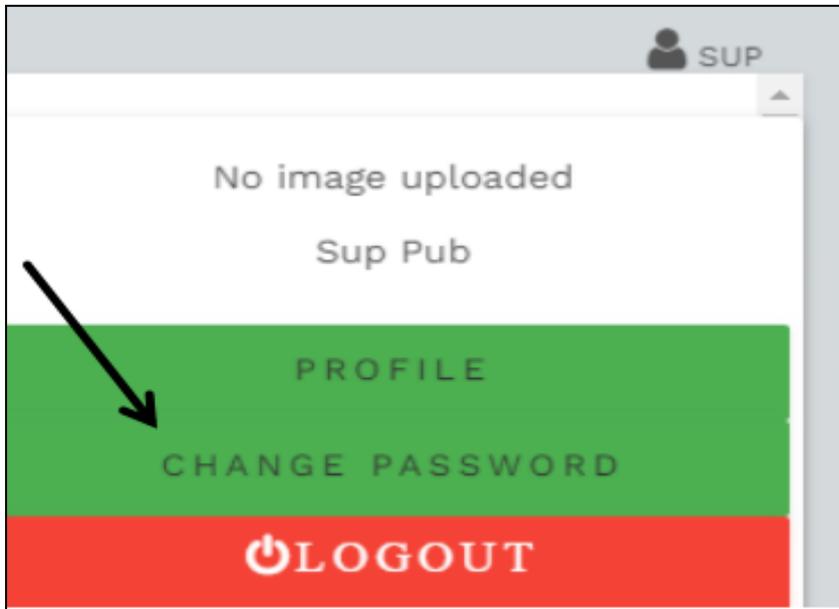
4. Click on the reset password button.
5. You will be redirected to a new page asking you to reset your password.
6. Enter your password, Password must contain at least 8 or more characters and confirm your password by entering the same password



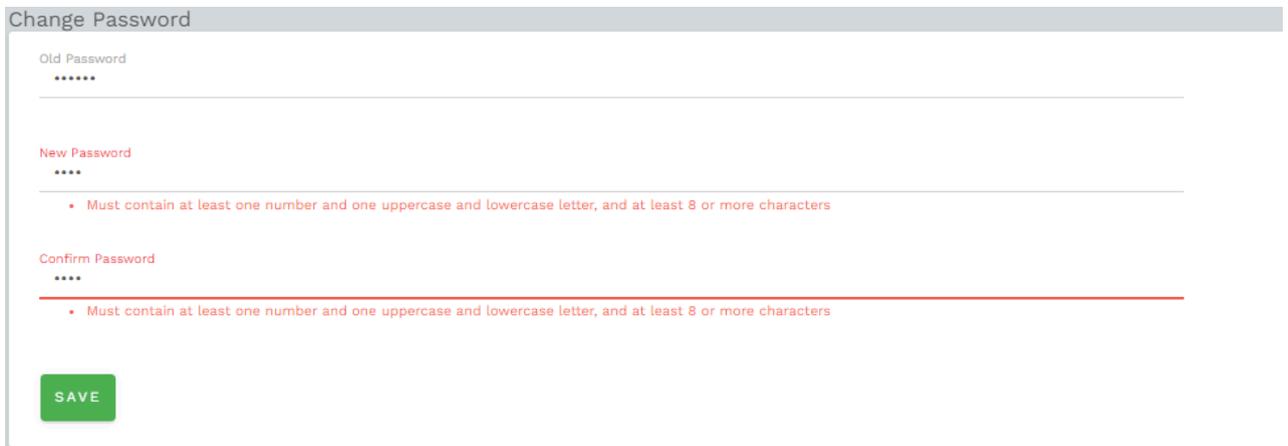
7. Click on the Reset Password button.

## How do I change my password?

1. Click on the user icon at the top right corner of the screen and then click on the 'Change Password' button.



2. You will be redirected to the Change Password page. Enter your old password along with your new password and confirm the new password.
3. The New password should contain one uppercase, one lowercase, one special character, one number and at least 8 characters as shown in screenshot below.

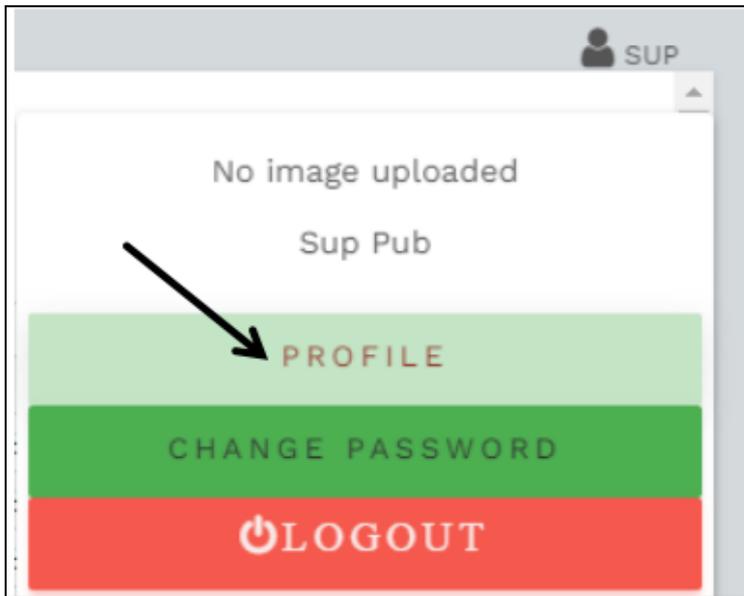
A screenshot of the 'Change Password' form. The form has a title 'Change Password' at the top. It contains three input fields: 'Old Password' with a masked password '\*\*\*\*\*', 'New Password' with a masked password '\*\*\*\*' and a red error message below it: '• Must contain at least one number and one uppercase and lowercase letter, and at least 8 or more characters'. The 'Confirm Password' field also has a masked password '\*\*\*\*' and the same red error message. At the bottom left, there is a green 'SAVE' button.

4. Click on the 'Save' button and your password will be changed.

# Profile

## How do I access my profile?

1. Click on the user icon at the top right corner of the screen and then click on the 'Profile' button.



## How do I change my name, mobile number, designation, department etc. ?

1. Go to your [profile page](#).
2. Select the field you want to change and enter the new details.
3. Click on the "Save" button to save the changes made.

## Can I change my email address?

1. To ensure the security of your account, you **can not** change the email address that is linked to your Enso account.
2. If you are unable to access your email account, you can ask your Superadmin to delete your existing account and then create a new account for you with your new email address. Please make sure that the new account has the same permissions as your old account so that you still have access to all the data and modules as before.
3. If for some reason, your Superadmin is unable to create your new account, you can contact tech support. After certain verifications and approvals, we will be able to link your existing Enso account with your new email address.

## How do I set / change my profile pic?

1. Go to your [profile page](#).
2. Go to the Upload Profile Pic section and click on the "Choose file" button.
3. Select the image file from your computer.
4. Click on the "Save" button to save the changes made.

## How do I delete my profile pic?

1. Go to your [profile page](#).
2. Go to the Upload Profile Pic section, to the right of the profile picture you will see the “x Remove image” link; click on that link.
3. Click on the “Save” button to save the changes made.

Profile

|  |                                     |
|--|-------------------------------------|
| First Name<br>Sup                      | Last Name<br>Pub                    |
| Mobile Number (optional)<br>9999999999 | Email Address<br>supadm@ensotech.in |
| Designation (optional)                 | Department (optional)<br>IT         |

Upload Profile Pic  
Choose File No file chosen



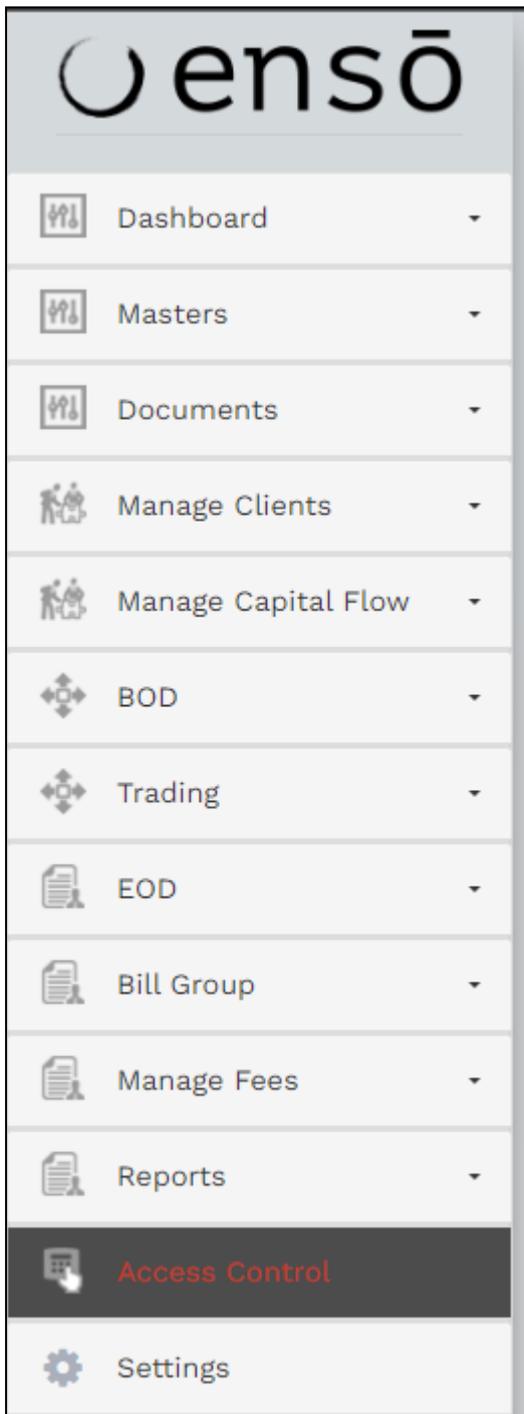
✕ Remove image

SAVE

# Access Control

## How do I go to the Access Control module?

1. Hover on the Navbar to the left of the screen and click on the 'Access Control' link.



## What is the access control module used for?

The access control module is used to:

- Add and delete user accounts, control their read & write access and assign them to groups based on their roles and responsibilities.

- Add and delete groups and control which group gets access to the various modules including the Access Control Module.

### Who can view the Access Control module?

1. Any group that has either read or write access to the 'AccessControl' option selected in the 'Modules with Access' section can view this module.

### Who can modify the Access Control module?

1. Any group that has write access to the 'AccessControl' option selected in the 'Submodules with Access' section can make modifications to this module.

### How do I become a Superadmin?

1. In order for you to become a Superadmin, any current Superadmin will need to add you to the Superadmin group. To see how to add a user to a group, click [here](#).

### Is there a maximum number of user accounts?

1. No, you may create as many user accounts as you require.

## Users

### Who can add a user?

The users can be added by any user who has write access or has the access control module access.

1. Go to the ['Access Control' module](#).
2. Click the on yellow button titled 'Add User' which is to the right of the search field.



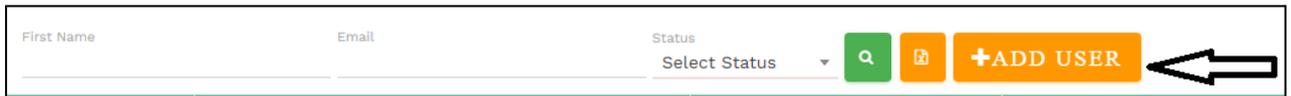
The screenshot shows a user management interface. It features a search bar with three input fields: 'First Name', 'Email', and 'Status'. Below the 'Status' field is a dropdown menu labeled 'Select Status'. To the right of the search bar are three buttons: a green search button with a magnifying glass icon, a yellow button with a document icon, and a yellow button labeled '+ADD USER'. A black arrow points to the '+ADD USER' button.

3. A popup field will appear asking you to enter user details. All mandatory details must be filled in order to Add an user. Following details are mandatory:
  - First Name
  - Last Name
  - Email
  - [Group](#)
4. Click on the 'Save' button to save the changes.

5. The newly added user will receive an invitation email with a verification link. When the user clicks on this link, they will receive a system-generated password at the same email address which they can use to log into their Enso account.

#### For Client

1. Add a new client by following [these steps](#). Make sure you've added the PAN and email id of the client.
2. Go to the '[Access Control](#)' module.
3. Click the on yellow button titled 'Add User' which is to the right of the search field.



4. A popup field will appear asking you to enter user details. All mandatory details must be filled in order to Add an user. Following details are mandatory:
  - First Name
  - Last Name
  - Email
  - [Group](#)
5. Check on the box besides Client
6. Click on the 'Save' button to save the changes.
7. The newly added user will receive an invitation email with a verification link. When the user clicks on this link, they will receive a system-generated password at the same email address which they can use to log into their Enso account.

#### For Distributor

1. Add a new distributor by following [these steps](#). Make sure you've added the PAN and email id of the distributor.
2. Go to the '[Access Control](#)' module.
3. Click the on yellow button titled 'Add User' which is to the right of the search field.



4. A popup field will appear asking you to enter user details. All mandatory details must be filled in order to Add an user. Following details are mandatory:
  - First Name
  - Last Name
  - Email
  - [Group](#)
5. Check on the box besides Distributor
6. Click on the 'Save' button to save the changes.
7. The newly added user will receive an invitation email with a verification link. When the user clicks on this link, they will receive a system-generated password at the same email address which they can use to log into their Enso account.

#### How can I see all the other Enso users in my organisation?

1. Go to the '[Access Control](#)' module to see the list of all the other Enso users in your organisation along with their group(s) and their status.

## How do I know if a user is active or inactive?

1. Go to the [‘Access Control’ module](#) to see the list of all the other Enso users in your organisation. The status column of this list shows whether each user is ‘Active’ or ‘Inactive’.

## How can I search for a specific user?

1. Go to the [‘Access Control’ module](#).
2. Type the user’s name and click on the Search button or hit enter.



The screenshot shows a table header with three columns: 'First Name', 'Email', and 'Status'. Below the 'Status' column is a dropdown menu labeled 'Select Status'. To the right of the table is a green search button with a magnifying glass icon.

3. To reset the search, delete the name you have searched for and click the search button or hit enter.

## How can I edit a user’s profile?

1. Go to the [‘Access Control’ module](#).
2. Lookup for the user by either scrolling through the list or [using the search](#).
3. Click on the Edit button for the corresponding user under the column ‘Actions’ which will pull up the ‘Edit User’ prompt.



4. Edit the user details you wish to edit and click on the ‘Save’ button or hit enter to save the changes.

## How can I reset a user’s password?

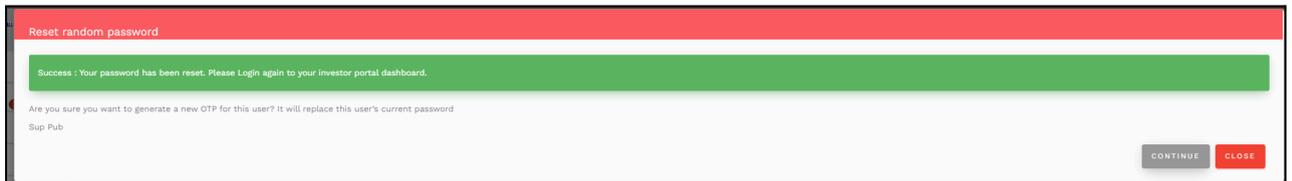
1. Go to the [‘Access Control’ module](#).
2. Lookup for the user by either scrolling through the list or [using the search](#).
3. Click on the Reset button for the corresponding user under the column ‘Actions’ which will pop up the ‘Reset Password to default’ prompt.



4. By clicking ‘continue’

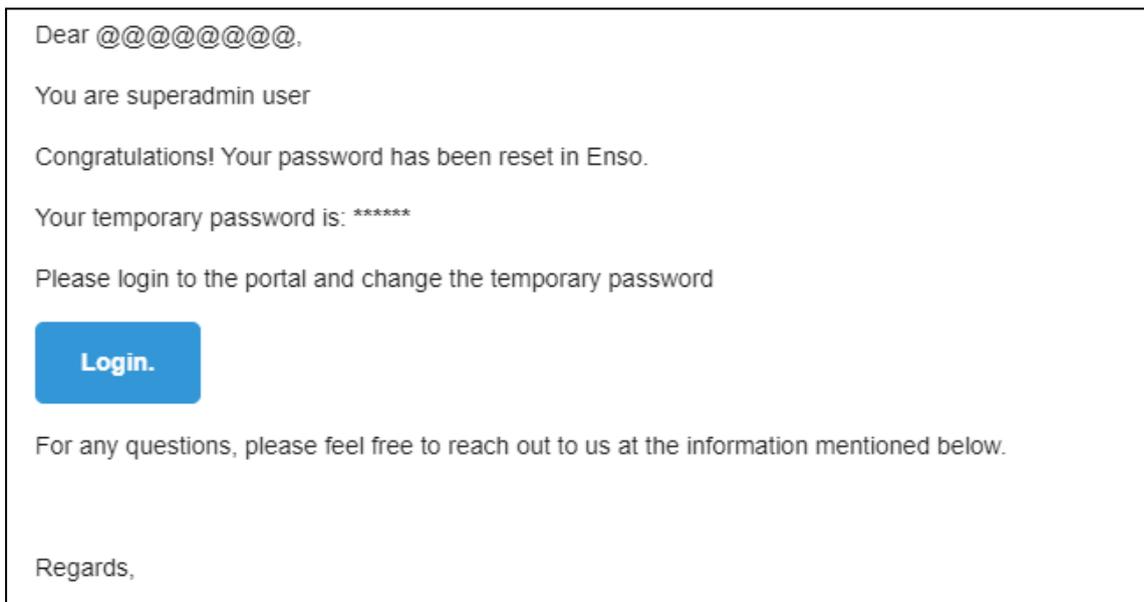


The screenshot shows a dialog box with a red header that says 'Reset random password'. Below the header, it asks: 'Are you sure you want to generate a new OTP for this user? It will replace this user's current password'. The user 'Sup Pub' is listed. At the bottom right, there are two buttons: 'CONTINUE' (grey) and 'CLOSE' (red).



5. You will receive an email that contains the temporary password, Find the snapshot below.

Refer [How do I change my password?](#) for more information on the same.



### How do I delete a user's profile?

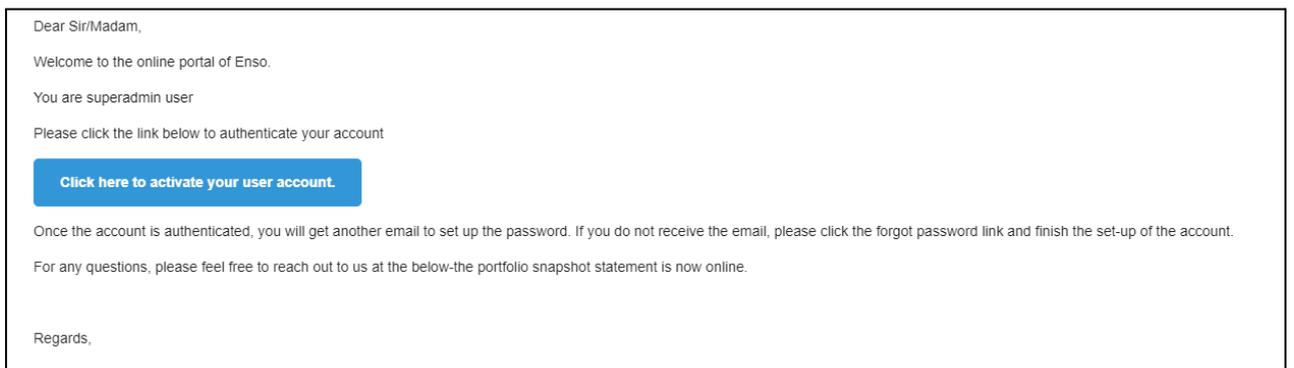
1. Go to the ['Access Control' module](#).
2. Lookup for the user by either scrolling through the list or [using the search](#).
3. Click on the Delete button for the corresponding user under the column 'Actions' which will pull up the 'Delete User' prompt.



4. Click on the 'Continue' button or hit enter to delete the user's profile.

### What if the User that has been added for quite a long time and now shows INACTIVE in the status of Superadmin?

1. Kindly request the user to verify that the login email they received from the tool is in their inbox. Please find the attached screenshot below.



2. Upon selecting "**Click here to activate your user account**" from the provided email, proceed with the instructions found on page 17.- **How do I login to my Enso account?**
3. The User did not follow the instructions when creating the account, which is why this situation has developed.
4. If the email was deleted or missed or not found then kindly contact the developer team.

## Groups

### What is a Group?

A Group defines the level of access and privileges individual users are allowed to get. By assigning users to groups, the Superadmin can control which modules can be accessed by which set of users and whether they have the permission to write changes or read-only access to view the data.

### What are Group Permissions?

The User Group Permissions screen allows **you to assign or revoke permission belonging to user groups** and to "embed" user groups (along with associated permissions) into other user groups. When users are associated with a user group, they "inherit" the permissions of the user group.

There are 3 types of permissions:

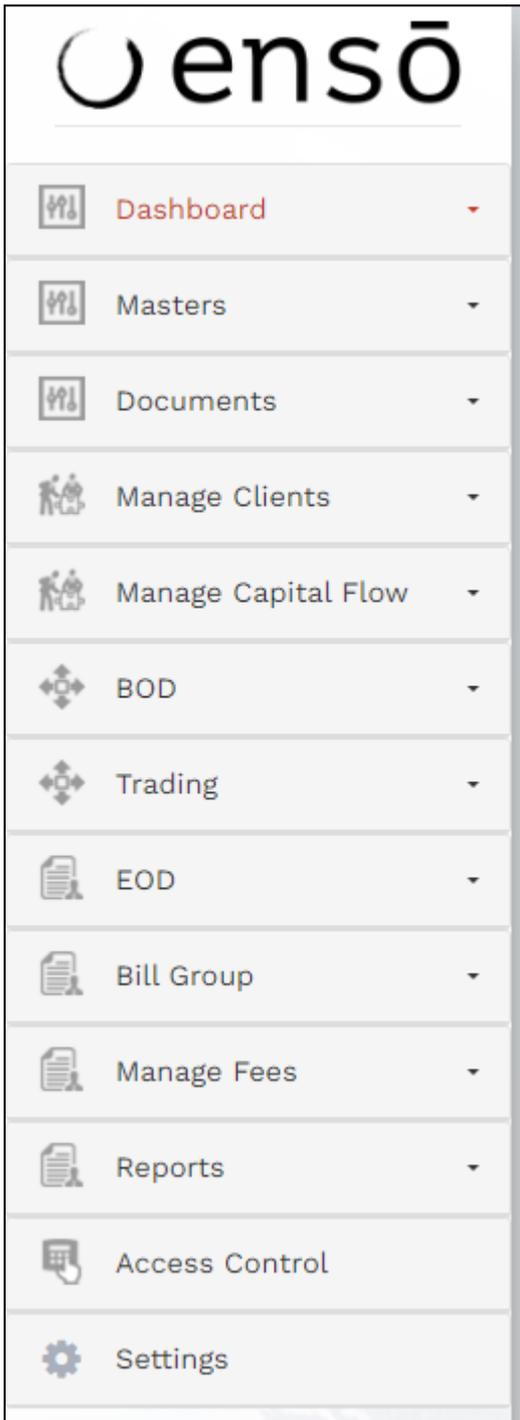
1. **Read** - Checking only this box provides users to simply read the data/reports without the capability for making modifications. This kind of access is most suitable for Investors only.
2. **Draft**- All the data that the user wants to store, stores it in an inactive manner be it client creation, masters module and also he cannot delete the entry data.
3. **Publish**-The user with the permission can create, delete and publish the data.

Group Permissions

Read  Draft  Publish

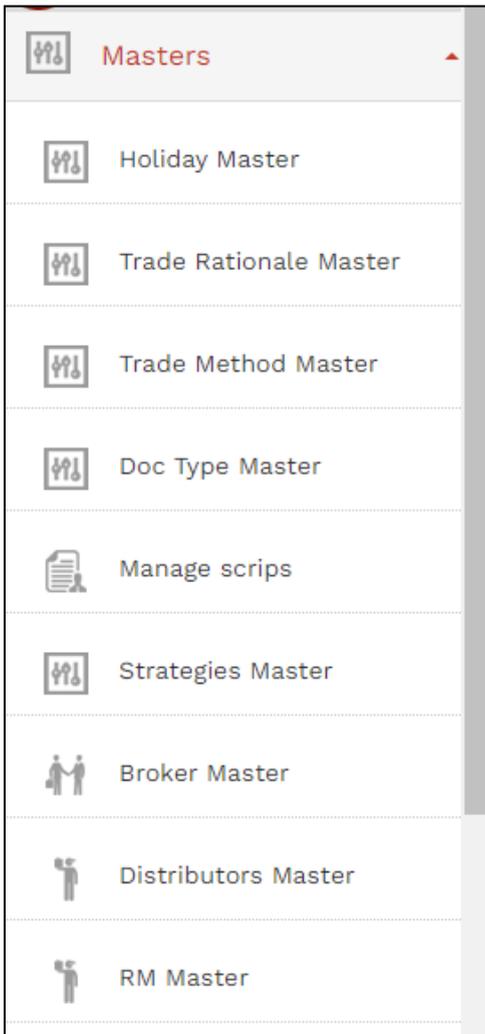
## What is a module?

1. Modules are broad categories of functionality within Enso to which a User has access to. Modules to which a user has access to would appear on the left side navigation bar.



## What is a submodule?

1. Submodules are individual modules within main modules. The dropdown which appears when clicked on the module link are submodules.



### How can the superadmin assign a new user to specific groups?

1. Go to the ['Access Control' module](#).
2. Follow the steps to [Add](#) or [Edit](#) a User.
3. On the bottom of the Add / Edit User dialog box, there would be a section titled Groups with checkboxes.

|                        |   |                       |            |
|------------------------|---|-----------------------|------------|
| First Name             | Sup   | Last Name             | Pub        |
| Designation (optional) |   | Department (optional) | IT         |
| Email                  | supadm@ensotech.in  | Mobile (optional)     | 9999999999 |
| Comments (optional)    |   |                       |            |
| Groups:                | <input checked="" type="checkbox"/> superadmin <input type="checkbox"/> Client <input type="checkbox"/> Distributors <input type="checkbox"/> Family <input type="checkbox"/> dealer <input type="checkbox"/> RelationshipManager <input type="checkbox"/> Operations |                       |            |

4. Select the Groups you wish the user to be assigned to by checking the checkboxes besides the relevant group names.
5. Click 'Save' to save the changes.

## Can I have access to multiple groups?

1. Yes, you can belong to multiple groups. However, you can belong to only **ONE** of the following groups – Superadmin, Client, Family and Distributors.

## How do I create/add a group?

1. Go to the [‘Access Control’ module](#).
2. Click on the ‘Groups’ tab on the top bar.



3. Click on the ‘Add Group’ button on the top-right.



4. Type the desired name you wish to set for the group in the ‘Group Name’ text field.

A screenshot of the 'Add Group' form. The title 'Add Group' is in a red header. Below it is a text input field labeled 'Group Name' with a vertical cursor inside.

5. Select the permissions you wish to grant to the group - Read, Draft, Publish.

A screenshot of the 'Group Permissions' section. It shows three checkboxes: 'Read', 'Draft', and 'Publish', all of which are currently unchecked.

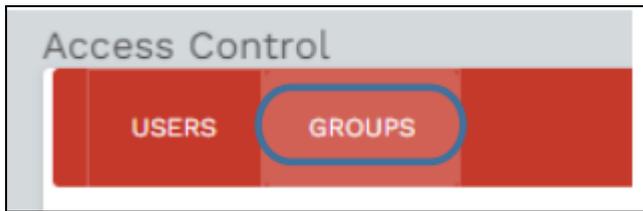
6. Select the modules and submodules you wish to grant to the group by clicking on the [‘Modules with Access’](#) and [‘Submodules with Access’](#) dropdowns.

A screenshot of the 'Modules With Access' and 'Submodules With Access' dropdown menus. Two blue arrows point from the dropdowns to the selected items: 'DASHBOARD' and 'GLOBALDASHBOARD'. A green 'SAVE' button is visible at the bottom left, along with a note: '\* All fields are mandatory.'

7. Click ‘Save’ to save the changes.

## How do I edit an existing group?

1. Go to the [‘Access Control’ module](#).
2. Click on the ‘Groups’ tab on the top bar.



3. Click on the Edit button for the corresponding group under the column ‘Actions’ which will pull up the ‘Edit Group’ prompt.



4. Edit the group details you wish to edit and click on the ‘Save’ button or hit enter to save the changes.

## How do I give ‘read’, ‘draft’ or ‘publish’ permissions when creating a new group?

1. Go through [How do I create/add a group?](#) and refer to point 5.

## How do I give access to specific modules and submodules when creating a group?

1. Go through [How do I create/add a group?](#) and refer to point 6.

## How do I change the name of a group?

1. Go through [How do I create/add a group?](#) and refer to point 4.

## How do I change the ‘read’, ‘draft’ or ‘publish’ permissions for an existing group?

1. Refer to [How do I edit an existing group?](#) and open the edit group prompt.
2. Select the permissions you wish to grant to the group - Read or write.



3. Click on the ‘Save’ button or hit enter to save the changes.

## How do I change a group’s access to specific modules and submodules?

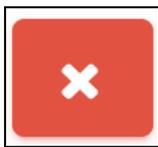
1. Refer to [How do I edit an existing group?](#) and open the edit group prompt.
2. Select the modules and submodules you wish to grant to the group by clicking on the [‘Modules with Access’](#) and [‘Submodules with Access’](#) dropdowns.



3. Click on the 'Save' button or hit enter to save the changes.

### How do I delete a group?

1. Go to the ['Access Control' module](#).
2. Lookup for the group you wish to delete.
3. Click on the Delete button for the corresponding group under the column 'Actions' which will pull up the 'Delete Group' prompt.



4. Click on the 'Continue' button or hit enter to delete the group's profile.

### What happens to the users who are assigned to the group that is deleted?

|              |                          |   |   |   |
|--------------|--------------------------|---|---|---|
| Client       | Draft                    | 1. Dashboard<br>2. Reports  | 1. Advisory/TradeDashboard<br>2. AnnualReports<br>3. YearEndReport<br>4. ChurnReport<br>5. AnnualAuditedReport<br>6. PerformanceSnapshot<br>7. NAVReport<br>8. TransactionStatement |     |
| Distributors | Read<br>Draft<br>Publish | 1. Dashboard<br>2. Fees<br>3. Reports   | 1. DistributorManagementFees<br>2. DistributorPerformanceFees<br>3. AnnualReports<br>4. AnnualAuditedReport<br>5. ClientDocuments   |    |
| Family       | Read<br>Draft<br>Publish | 1. Dashboard<br>2. FamilyDashboard<br>3. FamilyClient<br>4. AnnualAuditedReport<br>5. AnnualReports | 1. Dashboard<br>2. FamilyDashboard<br>3. FamilyClient<br>4. AnnualAuditedReport<br>5. AnnualReports   |     |
| dealer       | Read<br>Draft            | 1. Trading  | 1. VerticalBuyAllocation<br>2. VerticalSellAllocation<br>3. Buy Allocation<br>4. Sell Allocation  |     |

1. If the assigned group is deleted After that user will be unable to login without giving permission for another group. Error shows in given ex.

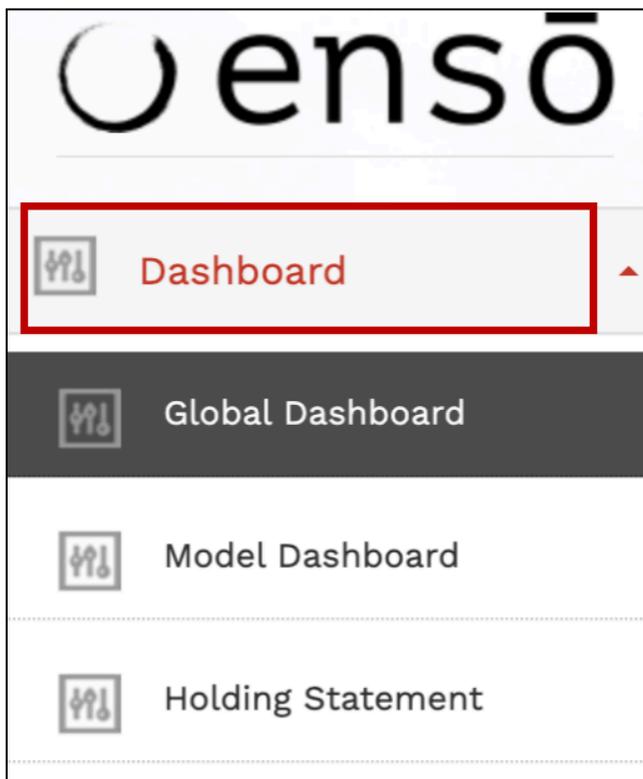
Ex.



# DashBoards

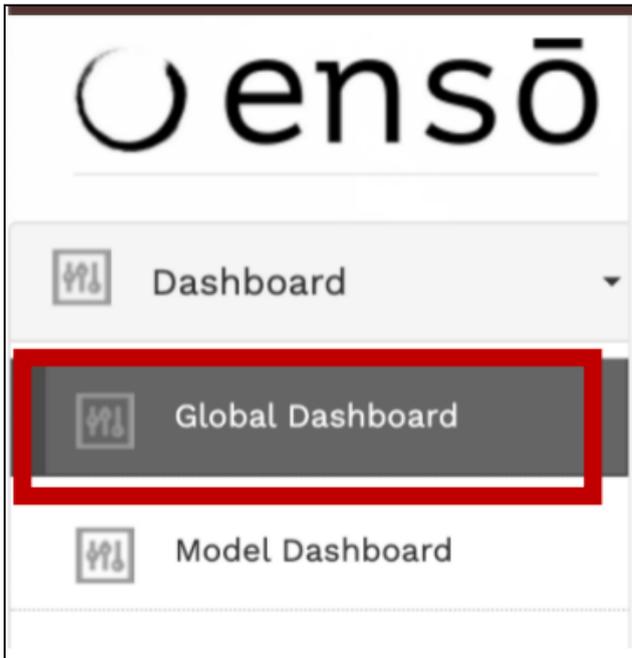
## How to Access the Dashboard

1. **Log in to Enso:**
  - Go to the Enso login page and enter your credentials.
2. **Navigate to the Dashboard:**
  - Once logged in, you will be directed to the main dashboard.
3. **Explore Dashboard Sub-Modules:**
  - In the dashboard, you will find various sub-modules, including:
    - **Global Dashboard**
    - **Model Dashboard**
    - **Holding Statement**



## How to Access the Global Dashboard

1. **Log into Enso:** Begin by entering your credentials to log into your Enso account.
2. **Navigate to the Dashboard:** Once logged in, find the Dashboard option in the main menu.
3. **Select Global Dashboard:** Within the Dashboard, locate and click on Global Dashboard to access this specific section.



## Overview of the Global Dashboard

The Global Dashboard provides a high-level view of your portfolio, offering insights into your investments across various strategies. Here's a summary of its key components:

| Security                        | ISIN         | Quantity | Unit Cost | Cost         | Price    | Market Value | Gain / Loss (+/-) | % G/L  | % Assets | Accrued Income |
|---------------------------------|--------------|----------|-----------|--------------|----------|--------------|-------------------|--------|----------|----------------|
| <b>Equity</b>                   |              |          |           |              |          |              |                   |        |          |                |
| AAVAS FINANCIERS LTD            | INE216P01012 | 50       | 1,561.86  | 78,093.26    | 1,738.40 | 86,920.00    | 8,826.74          | 11.30% | 0.04%    | 0.00           |
| ALLSEC TECHNOLOGIES LTD         | INE835G01018 | 4,233    | 641.17    | 27,14,078.05 | 1,099.25 | 46,53,125.25 | 19,39,047.20      | 71.44% | 2.57%    | 63,945.00      |
| ARCHEAN CHEMICAL INDUSTRIES LTD | INE128X01021 | 4,550    | 484.87    | 22,06,169.37 | 684.30   | 31,13,565.00 | 9,07,395.63       | 41.12% | 1.69%    | 0.00           |

- **Portfolio Date:** Displays the current date relevant to your portfolio overview.
- **Select Strategy:** Allows you to choose a specific investment strategy to analysis the related data for that particular client.
- **Security Overview:** Presents detailed information about individual securities, including:
  - **ISIN:** The unique identification number assigned to the security.
  - **Quantity:** The total number of units held for each security.
  - **Unit Cost:** The cost incurred per unit of the security.
  - **Cost:** The overall cost of the securities held.
  - **Price:** The current market price of each security.
  - **Market Value:** The total market value of the securities based on the current price.
  - **Gain/Loss (+/-):** Indicates whether the investment has gained or lost value compared to its initial cost.
  - **% Gain/Loss:** The percentage change in value of the investment relative to its cost.
  - **% Assets:** The proportion of the specific security in relation to your total assets.

This dashboard provides a comprehensive overview of your investment performance, helping you to quickly assess the status of your portfolio and make informed decisions based on the latest data.

| Security                | ISIN         | Quantity | Unit Cost | Cost         | Price    | Market Value | Gain / Loss (+/-) | % G/L  | % Assets | Accrued Income |
|-------------------------|--------------|----------|-----------|--------------|----------|--------------|-------------------|--------|----------|----------------|
| <b>Equity</b>           |              |          |           |              |          |              |                   |        |          |                |
| AAVAS FINANCIERS LTD    | INE216P01012 | 50       | 1,561.86  | 78,093.26    | 1,738.40 | 86,920.00    | 8,826.74          | 11.30% | 0.04%    | 0.00           |
| ALLSEC TECHNOLOGIES LTD | INE835G01018 | 4,233    | 641.17    | 27,14,078.05 | 1,099.25 | 46,53,125.25 | 19,39,047.20      | 71.44% | 2.57%    | 63,945.00      |

## What is the NDPMS Dashboard?

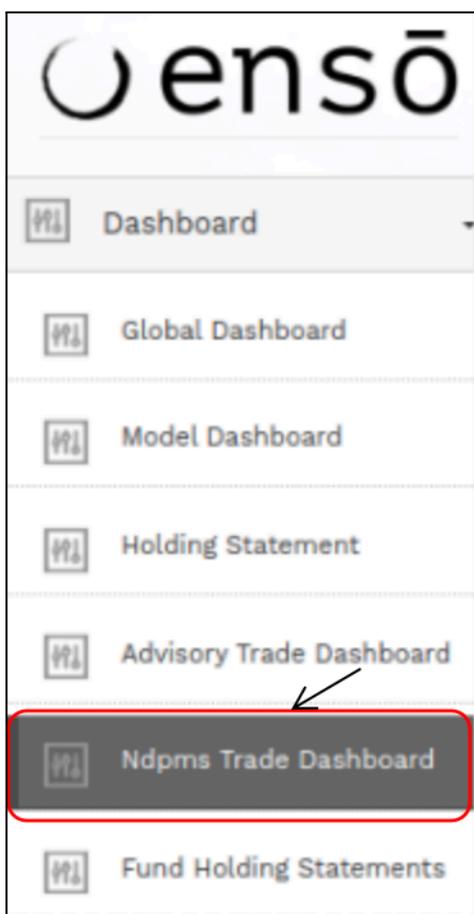
The **NDPMS Dashboard** is a platform to track and manage trades under the **Buy/Sell NDPMS Allocation** process. It displays detailed trade information, including:

- **Client Details:** Client Code and Name.
- **Trade Details:** Trade Type (Buy/Sell), Security, Transaction Date, Quantity, Price.
- **Status:** Pending, Approved, or Rejected.
- **Action Column:** Allows users to approve or reject trades with proof uploads.

The dashboard provides real-time updates, ensuring efficient trade management and approval workflows.

## How to Access the NDPMS Dashboard

1. Log in to Enso using your credentials.
2. Navigate to the left-hand menu.
3. Select the **Dashboard** module.
4. Under the Dashboard module, click on the **NDPMS Dashboard** submodule to access detailed trade information.



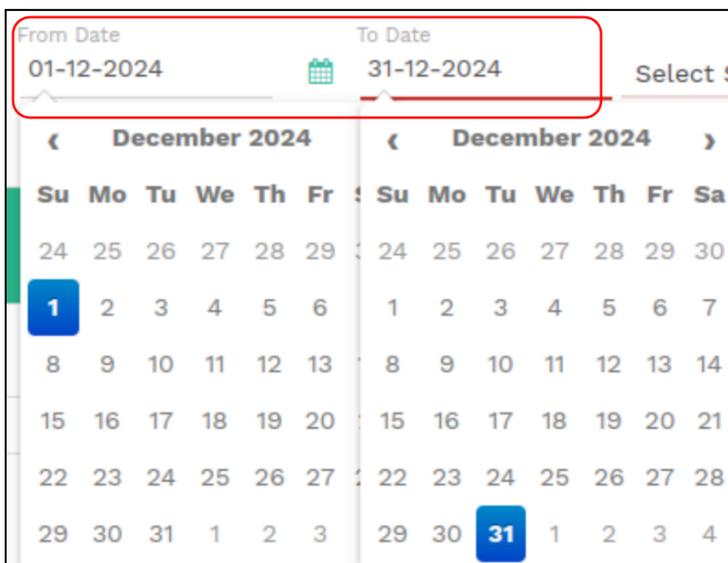
## Navigating the NDPMS Dashboard UI

Once you access the **NDPMS Dashboard UI**, you will find the following features:

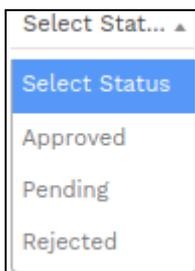
### Filters and Search Options:

**From Date:** Allows selection of the start date (e.g. 01-12-2024)

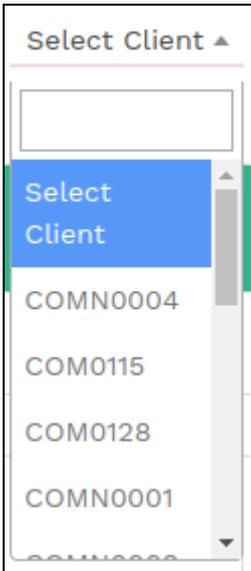
**To Date:** Allows selection of the end date (e.g.,01-12-2024)



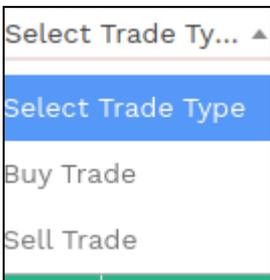
**Select Status:** Filter trades based on their status (e.g., Pending, Approved, Rejected).



**Select Client:** Choose a specific client to view their trades.



**Select Trade Type:** Filter trades by Buy or Sell.



Then click on **Search** Button.



**Note:**

Once you click the **Search** button, the NDPMS Dashboard will display the following details for trades under the selected filters:

The screenshot shows the NDPMS Trade Dashboard interface. At the top, there is a filter area with a search button (magnifying glass icon) and other controls. A callout box labeled "Select Filter" points to this area. Below the filter area is a table of trades. The table has columns for Client Code - Client Name, Trade Type, Security, Transaction Date, Quantity, Price, Approve/Reject Date, Status, and Action. The client name "Ajay Sharma ABC123" is displayed in the first column. The table contains five rows of trade data.

| Client Code - Client Name | Trade Type | Security   | Transaction Date | Quantity | Price     | Approve/Reject Date | Status   | Action |
|---------------------------|------------|--|------------------|----------|-----------|---------------------|----------|--------|
| Ajay Sharma ABC123        | Buy        | SOLAR INDUSTRIES INDIA LTD - INE343H01029            | 06/12/2024       | 50       | 10,869.25 | 06/12/2024          | Rejected | 🔍      |
|                           | Buy        | ITC LTD - INE154A01025                               | 06/12/2024       | 12,000   | 474.55    | 07/12/2024          | Approved | 🔍      |
|                           | Buy        | CENTRAL DEPOSITORY SERVICES INDIA LTD - INE736A01011 | 06/12/2024       | 1        | 2,285.2   | 07/12/2024          | Approved | 🔍      |
|                           | Buy        | FEDERAL BANK LTD - INE171A01029                      | 06/12/2024       | 1,200    | 191.47    | 07/12/2024          | Approved | 🔍      |
|                           | Sell       | SOLAR INDUSTRIES INDIA LTD - INE343H01029            | 06/12/2024       | 100      | 10,869.25 | 07/12/2024          | Approved | 🔍      |

In the dashboard, you can view the status of each trade, including whether it is **Pending, Approved, or Rejected**. It displays detailed information about each trade, such as:

- **Client Code - Client Name:** Identifies the client associated with the trade.
- **Trade Type:** Specifies whether the transaction is a Buy or Sell.
- **Security:** Indicates the traded security along with its unique identifier (e.g., INE171A01029).
- **Transaction Date:** Shows the date the trade was executed.
- **Quantity:** Specifies the number of units traded.
- **Price:** Reflects the price per unit.
- **Approve/Reject Date:** Indicates when the trade was approved or rejected.
- **Status:** Displays the current status of the trade (Pending, Approved, or Rejected).

You can view the **status of trades** in the **Action column** on the NDPMS Dashboard. For example:

- **Rejected:** SOLAR INDUSTRIES INDIA LTD, 50 units, ₹10,869.25, on 06/12/2024.
- **Approved:**
  - ITC LTD, 12,000 units, ₹474.55, on 07/12/2024.
  - CENTRAL DEPOSITORY SERVICES INDIA LTD, 1 unit, ₹2,285.20, on 07/12/2024.
- **Pending:** FEDERAL BANK LTD, 1,200 units, ₹191.47, on 06/12/2024.

| Client Code - Client Name | Trade Type | Security   | Transaction Date | Quantity | Price     | Approve/Reject Date | Status   | Action |
|---------------------------|------------|--|------------------|----------|-----------|---------------------|----------|--------|
| Ajay Sharma ABC123        | Buy        | SOLAR INDUSTRIES INDIA LTD - INE343H01029            | 06/12/2024       | 50       | 10,869.25 | 06/12/2024          | Rejected |        |
|                           | Buy        | ITC LTD - INE154A01025                               | 06/12/2024       | 12,000   | 474.55    | 07/12/2024          | Approved |        |
|                           | Buy        | CENTRAL DEPOSITORY SERVICES INDIA LTD - INE736A01011 | 06/12/2024       | 1        | 2,285.2   | 07/12/2024          | Approved |        |
|                           | Buy        | FEDERAL BANK LTD - INE171A01029                      | 06/12/2024       | 1,200    | 191.47    |                     | Pending  |        |

To approve a **Pending** trade, click the **Approve button**. The system will prompt you to upload proof for the trade (e.g., **FEDERAL BANK LTD**).

## NDPMS Trade For **Ajay Sharma ABC123**

NDPMS trade: FEDERAL BANK LTD on 06/12/2024 with 1200 quantity at a price of 191.47.

Kindly Upload Proof to Approve this Transction

Please Choose File To Upload

**Choose File** 30471165.pdf

Date

06-12-2024

Upload  
Confirm from  
client

Select Date

**SAVE**

**CLOSE**

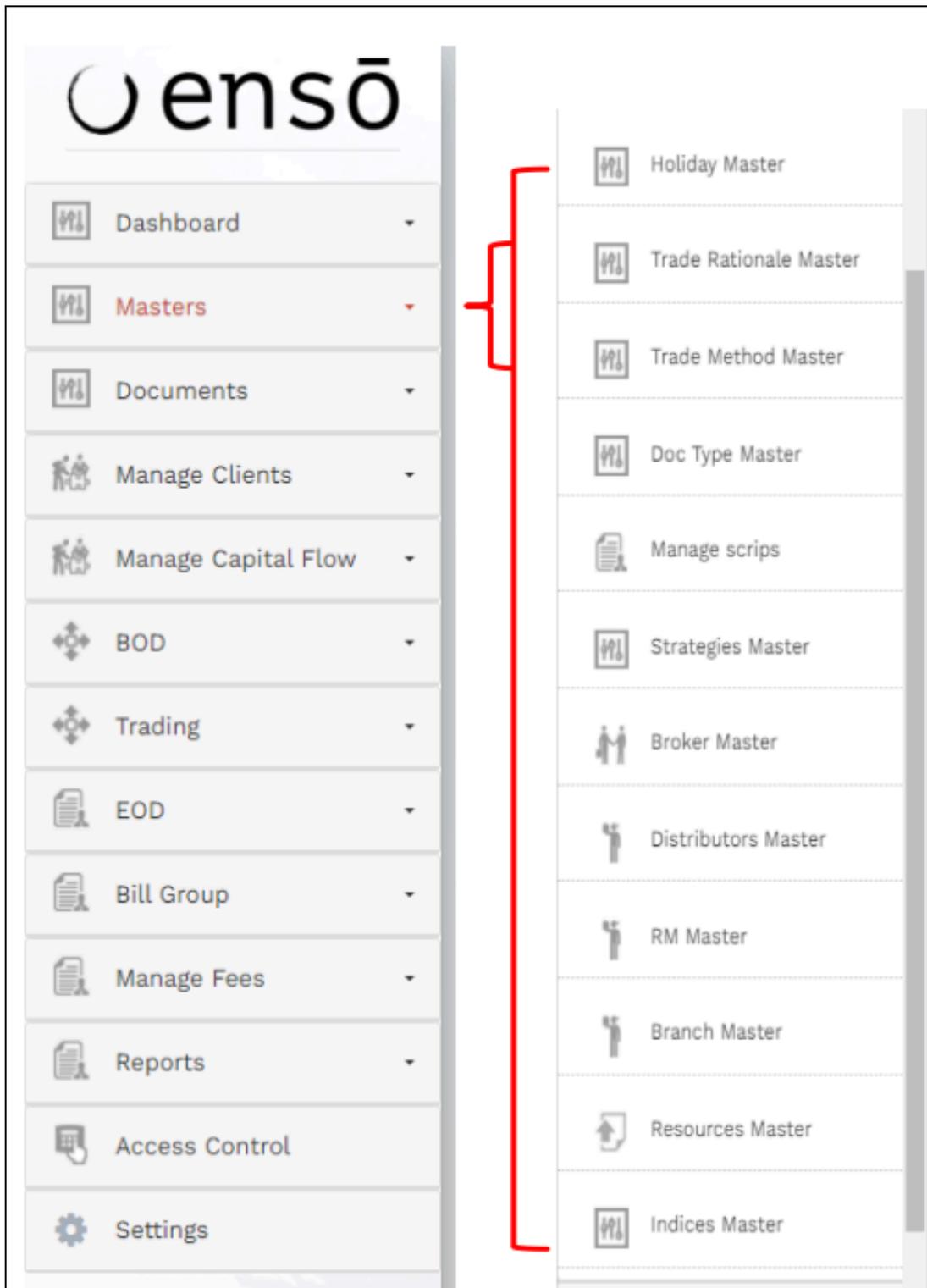
Steps to Approve:

1. Click **Approve** next to the trade.
2. Select a file under "**Choose File to Upload**" as proof.
3. Enter the required date and confirm the upload.
4. Then Click on "**Save**"

Once completed, the trade will move to the **Approved** status.

|                    |     |                                    |            |       |        |            |          |   |
|--------------------|-----|------------------------------------|------------|-------|--------|------------|----------|---|
| Ajay Sharma ABC123 | Buy | FEDERAL BANK LTD -<br>INE171A01029 | 06/12/2024 | 1,200 | 191.47 | 07/12/2024 | Approved | 👁 |
|--------------------|-----|------------------------------------|------------|-------|--------|------------|----------|---|

# Masters



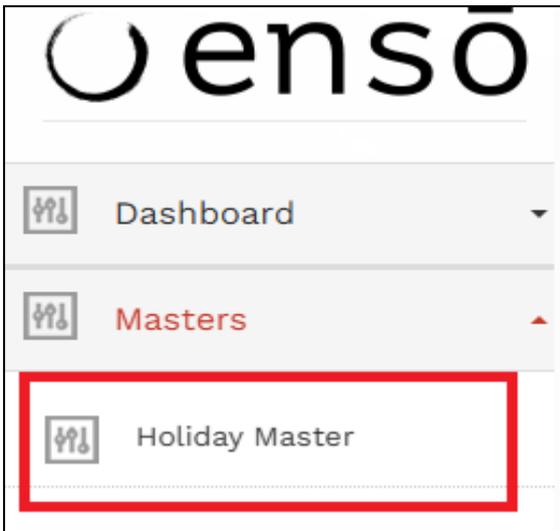
# 1. Holiday Masters

## What is the holiday master module used for?

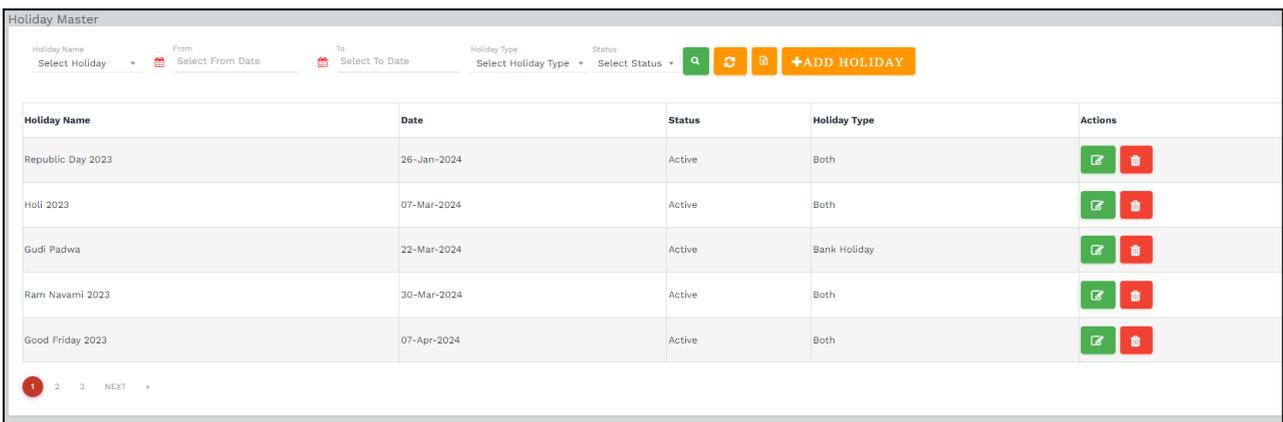
The Holiday Master module is used to define holidays of both types - bank holidays and stock exchange (market) holidays. This module allows you to add holidays and edit their dates for a given calendar year.

## How do I see the list of holidays in the holiday master module?

1. Go to the 'Holiday Master' from the left side Navigation bar.



2. By clicking on "Holiday master" you will see a list of all holidays, displaying the Date, Status (Active/Inactive), and holiday type.

A screenshot of the 'Holiday Master' module interface. It features a search bar at the top with filters for 'Holiday Name', 'From', 'To', 'Holiday Type', and 'Status'. There are also icons for search, refresh, and a '+ADD HOLIDAY' button. Below the search bar is a table with the following data:

| Holiday Name      | Date        | Status | Holiday Type | Actions   |
|-------------------|-------------|--------|--------------|---|
| Republic Day 2023 | 26-Jan-2024 | Active | Both         |   |
| Holi 2023         | 07-Mar-2024 | Active | Both         |   |
| Gudi Padwa        | 22-Mar-2024 | Active | Bank Holiday |   |
| Ram Navami 2023   | 30-Mar-2024 | Active | Both         |   |
| Good Friday 2023  | 07-Apr-2024 | Active | Both         |   |

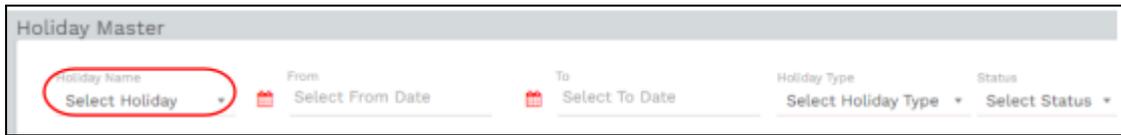
At the bottom left of the table, there are pagination controls showing '1', '2', '3', and a 'NEXT' link.

3. You can browse through the list by clicking on the specific page number or by clicking on the 'Next' link

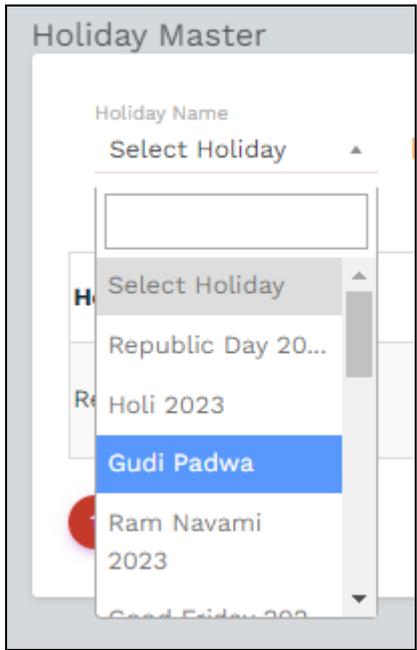
## How do I search for a specific holiday?

1. Go to the ['Holiday Master'](#).

2. Click on the 'Select Holiday' dropdown on the top left of the page.



3. Select the holiday you wish to search by scrolling through the dropdown or by typing the name of the holiday and then selecting the relevant name.



4. After the relevant holiday is selected, click on the Search button



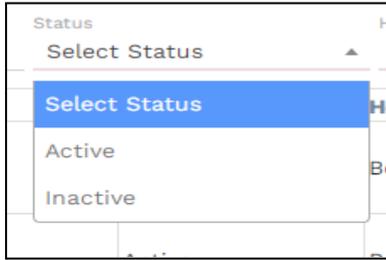
### How do I reset/refresh my search?

Click on the 'Refresh' button next to the 'Search' button to reset your search and view all lists.



### How do I search holidays based on 'Status'?

1. Go to the ['Holiday Master'](#) module
2. On the top left, click on the 'Select Status' dropdown to get a status for active or inactive

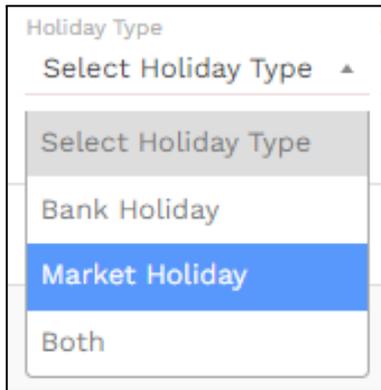


3. Select between the Active / Inactive options to choose holiday status.
4. After the required status is selected, click on the Search button

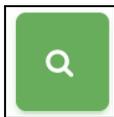


### How do I search holidays based on type?

1. Go to the ['Holiday Master'](#)
2. At the top of the page, click on the 'Select Holiday type' dropdown

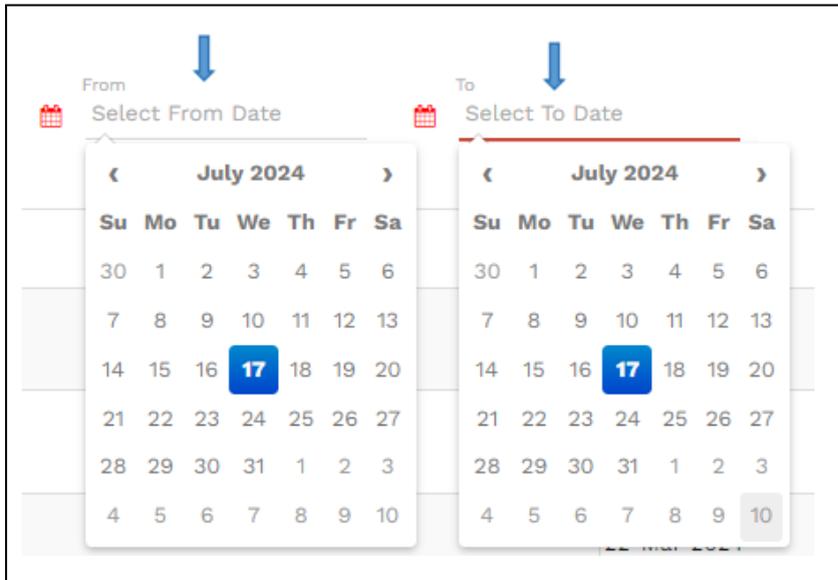


3. Select amongst the Bank / Market / Both options to choose holiday type.
4. After the required type is selected, click on the Search button



### How do I view all holiday entries between a specific date range?

1. Go to the ['Holiday Master'](#) module
2. At the top of the page, click on the 'Select From Date' field to get a calendar dropdown and choose the From Date.
3. Similarly, also click on the 'Select To Date' field to get a calendar dropdown and choose the To Date



4. After selecting the required date range, click on the Search button



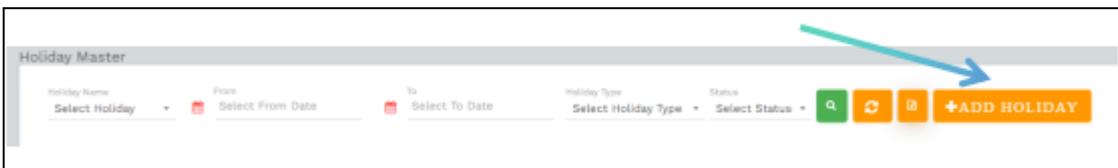
### How do I export the Holiday list?

1. Go to the ['Holiday Master'](#) Module.
2. Click on the 'Excel' button symbol for downloading or exporting the list of holidays.

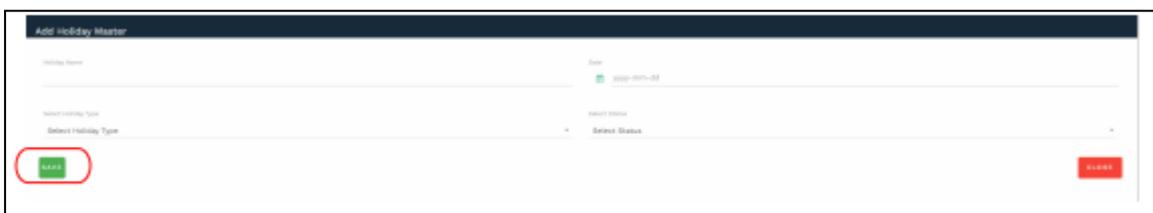


### How to add holidays in the holiday master module?

1. Go to the ['Holiday Master'](#) Module.
2. Click the on yellow button titled **'+Add Holiday'**.



3. Enter the Holiday Name ,Date,Status(Active or Inactive) ,Holiday Type (Bank Holiday /Market Holiday /Both) .
4. Click on the 'Save' button.



### How do I edit a holiday type master entry?

1. Go to the [‘Holiday Master’](#).
2. Click on the ‘Edit’ button under the ‘Action’ column corresponding to the holiday type master and edit according to you.



3. Make the required edits to the document type master information.
4. Click on the ‘Save’ button to save the changes

### How do I delete a holiday master entry?

1. Go to the ‘Holiday Type Master’ module.
2. Click on the ‘Delete’ button under the ‘Action’ column corresponding to the Holiday master entry you want to delete.



3. Click on the ‘Continue’ button to delete the holiday.

## 2.Trade Rational Master

### What is the Trade Reasons module used for?

The Trade Reasons module allows you to define a list of trade reasons which can be used while executing [Buy Allocation](#) and / or [Sell Allocation](#).

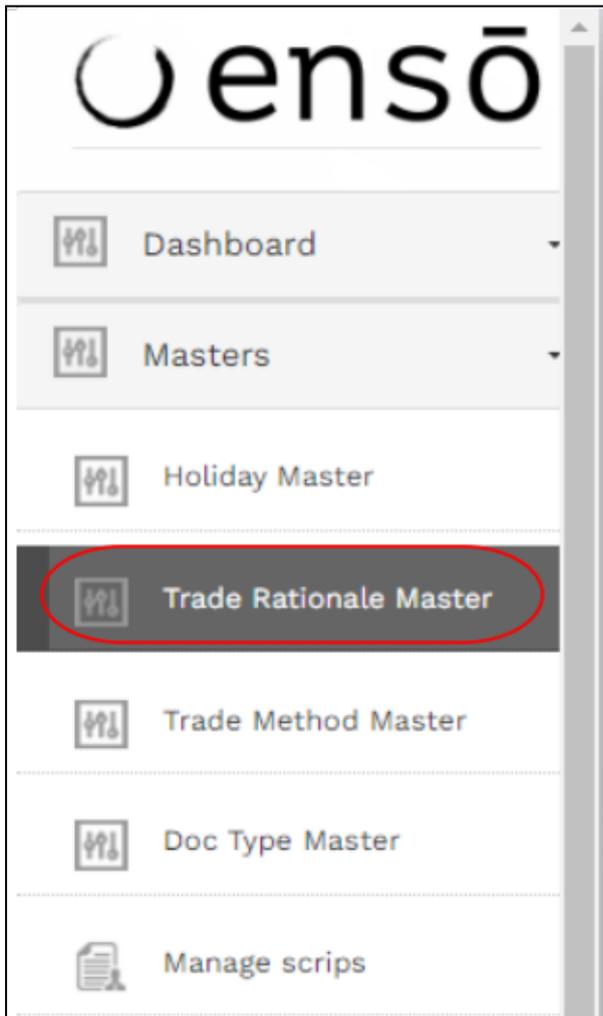
### What is Trade Type?

You can assign every trade reason with the trade type so that the particular trade reason appears for the type of trade being carried out. There are 3 trade types:

1. Buy - Trade Reasons with this Trade type will appear in Buy Allocation
2. Sell - Trade Reasons with this Trade type will appear in Sell Allocation
3. Both - Trade Reasons with this Trade type will appear in both Buy Allocation and Sell Allocation

### How do I see the list of all trade reasons in the trade reasons master module?

1. Go to the ‘Master’ and click on sub module ‘Trade Rational Master’ from the left side Navigation bar



2. A list of all accepted Trade Reasons along with Status (Active/Inactive) would be displayed.

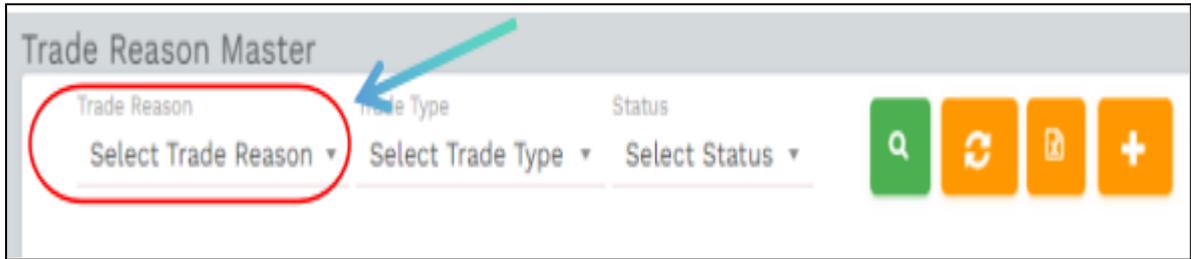
| Trade Reason                           | Trade Type | Status | Actions |
|--|------------|--------|---------|
| Increase weight                        | Buy        | Active |         |
| redemption                             | Buy        | Active |         |
| proportion                             | Sell       | Active |         |
| deviation                              | Both       | Active |         |
| manual                                 | Both       | Active |         |
| Buying point approval of NDFMS client  | Buy        | Active |         |
| Selling point approval of NDFMS client | Sell       | Active |         |
| NDFMS BUY                              | Buy        | Active |         |
| Test Trade                             | Both       | Active |         |

Click on the 'Next' button at the bottom of the page to go to the next page if available. Alternatively, you can also click on the page numbers at the bottom of the page to go to specific pages.

### How do I search for a specific Trade Reason?

1. Go to the Trade Reason Master module.

2. Click on the 'Trade Method' dropdown on the top left of the page and type the trade reason you wish to search for or select one from the dropdown.

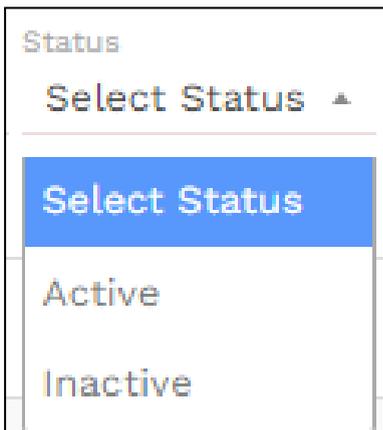


3. After typing / selecting the trade reason, click on the Search button



### How do I search for a trade reason based on 'Status'?

1. Go to the Trade Rational Master module.
2. On the top left, click on the 'Select Status' dropdown to get a status for active or inactive

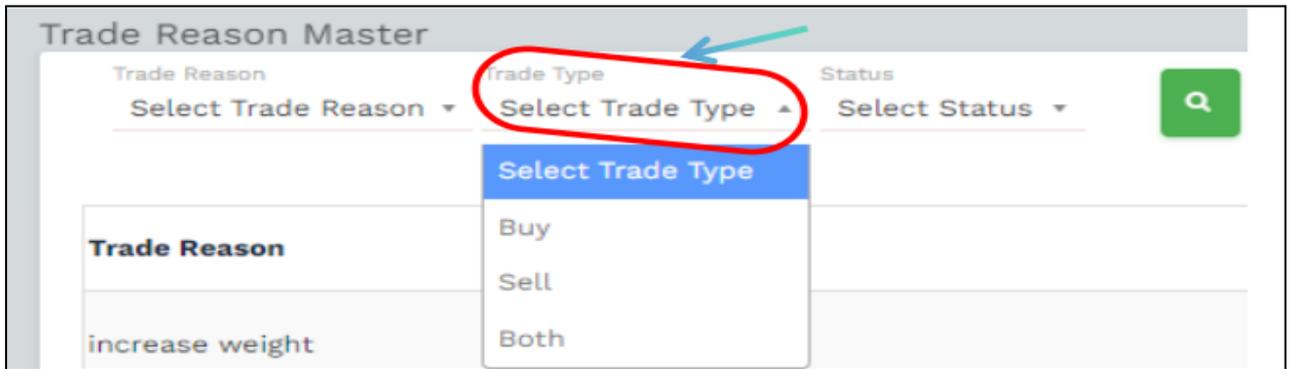


3. Choose between the Active / Inactive options to choose Trade Reason status.
4. After the relevant status is selected, click on the Search button



### How do I search for a trade reason based on 'Trade Type'?

1. Go to the Trade Rational Master module.
2. On the top left, click on the 'Select Trade Type' dropdown and choose from one of the 3 trade type categories.



3. After the relevant trade type is selected, click on the Search button



### How do I export all Trade Reasons?

1. Go to the ['Trade Reasons Master'](#) module.
2. Click on the 'Excel' button between the Search and Add button.



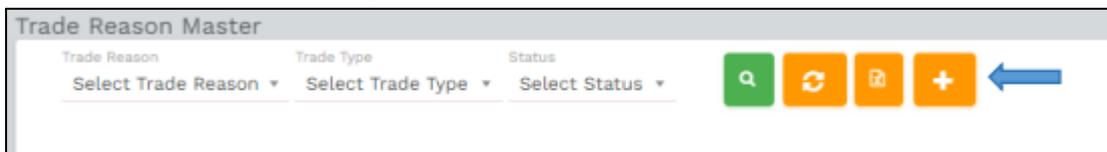
3. The Trade Reason list will be downloaded in a .xlsx format.

### How can a user add a reason in Trade Reason master?

1. Go to the ['Trade Reasons Master'](#) module.
2. Click the plus button to the right of the search and export field.



3. A popup field will appear asking you to enter trade reason details.



4. Enter trade reason name, [type](#)( buy / sell / both) , select status (active / inactive) and click on save button.

### How do I edit a trade reason?

1. Go to the ['Trade Reasons Master'](#) module.
2. Click on the trade reason you wish to edit.
3. Make the required edits to the trade reason.
4. Click on the 'Save' button to save the changes.



### How do I delete a document entry?

1. Go to the [‘Trade Reasons Master’](#) module.
2. Click on the trade reason you wish to delete.
3. Click on the delete button on the top right corner.
4. A confirmation dialog will appear. Click on ‘Continue’ to confirm and delete the reason.



## 3.Trade Method Master

### What is the Trade Method module used for?

The Trade Method module allows you to define a list of trade methods which can be used while executing [Buy Allocation](#) and / or [Sell Allocation](#).

For example: Day trading, News trading, Swing Trading etc.

This field is non mandatory on the allocation page.

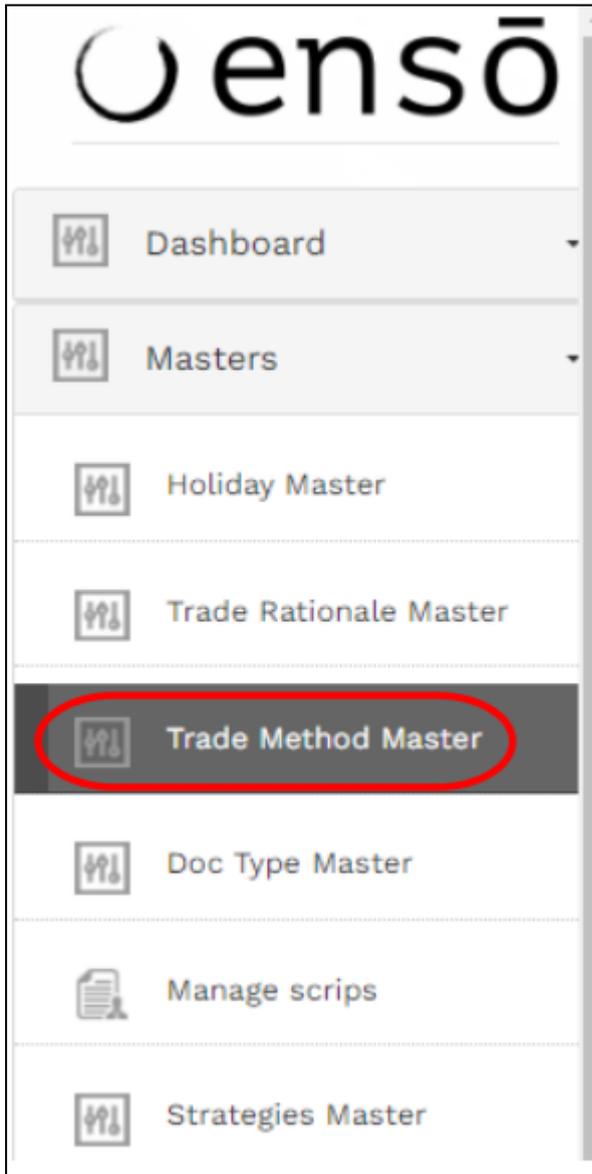
### What is Trade Type?

You can assign every trade method with the trade type so that the particular trade method appears for the type of trade being carried out. There are 3 trade types:

1. Buy - Trade method with this Trade type will appear in Buy Allocation
2. Sell - Trade method with this Trade type will appear in Sell Allocation
3. Both - Trade method with this Trade type will appear in both Buy Allocation and Sell Allocation

### How do I see the list of all trade methods in the trade method master module?

1. Go to the ‘Master’ and click on sub module ‘Trade Method Master’ from the left side Navigation bar



2. A list of all accepted Trade Method along with Status (Active/Inactive) would be displayed.

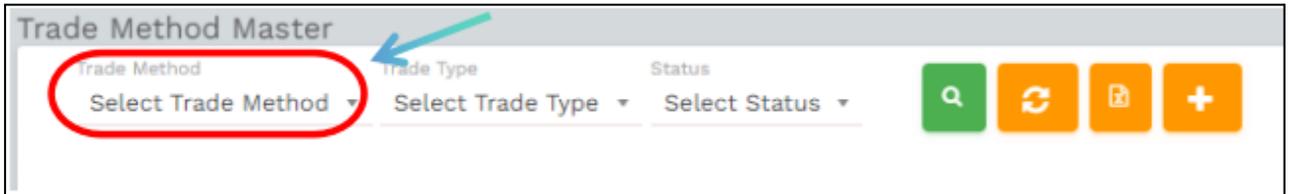
The screenshot shows the 'Trade Method Master' table. The table has columns for Trade Method, Trade Type, Status, and Actions. A blue double-headed arrow is drawn over the first five rows of the table.

| Trade Method                    | Trade Type | Status | Actions   |
|---------------------------------|------------|--------|---|
| momentum trading                | Both       | Active |   |
| trading based on mean reversion | Both       | Active |   |
| day trading                     | Both       | Active |   |
| swing trading                   | Both       | Active |   |
| technical trading               | Both       | Active |   |
| Fundamental trading             | Both       | Active |   |

3. Click on the 'Next' button at the bottom of the page to go to the next page If available  
Alternatively, you can also click on the page numbers at the bottom of the page to go to specific pages.

### How do I search for a specific Trade Method?

1. Go to the Trade Method Master module.
2. Click on the 'Trade Method' dropdown on the top left of the page and type the trade method you wish to search for or select one from the dropdown.

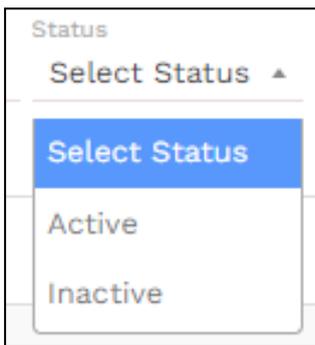


3. After typing / selecting the trade Method, click on the Search button



### How do I search for a trade method based on 'Status'?

1. Go to the Trade Method Master module.
2. On the top left, click on the 'Select Status' dropdown to get a status for active or inactive

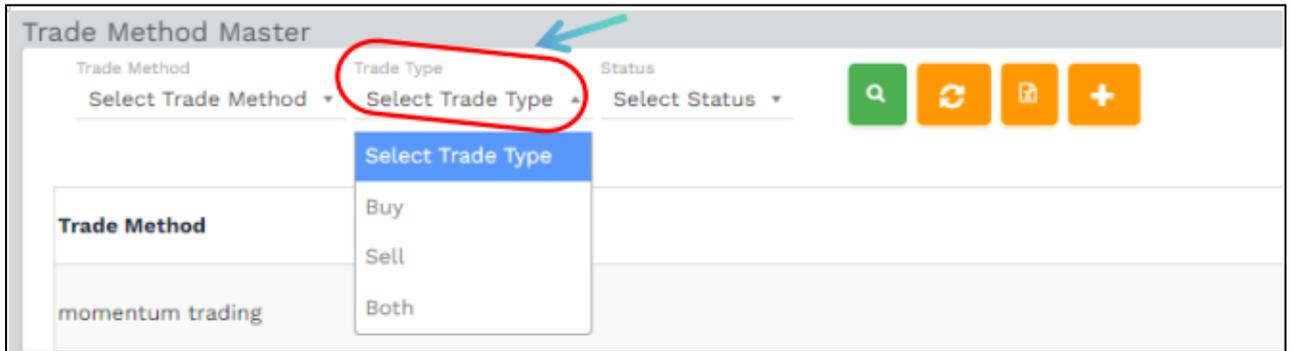


3. Choose between the Active / Inactive options to choose Trade Method status.
4. After the relevant status is selected, click on the Search button

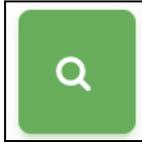


### How do I search for a trade Method based on 'Trade Type'?

1. Go to the Trade Method Master module.
2. On the top left, click on the 'Select Trade Type' dropdown and choose from one of the 3 trade type categories.



3. After the relevant trade type is selected, click on the Search button



### How do I export all Trade Methods ?

1. Go to the 'Trade Method Master' module.
2. Click on the 'Excel' button between the Search and Add button.



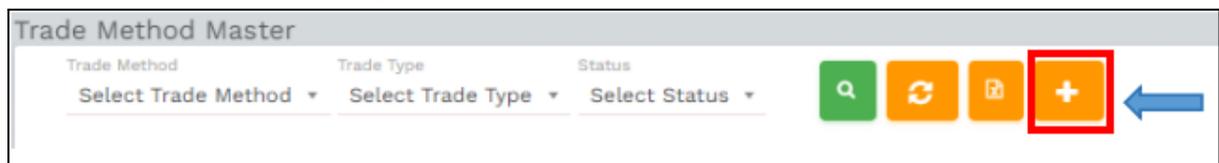
3. The Trade Method list will be downloaded in a .xlsx format.

### How can a user add a reason in Trade Method master?

1. Go to the 'Trade Method Master' module.
2. Click the plus button to the right of the search and export field.



3. A popup field will appear asking you to enter trade method details.



4. Enter trade Method name, [type](#) ( buy / sell / both ) , select status (active / inactive) and click on save button.

### How do I edit a trade Method ?

1. Go to the 'Trade Method Master' module.
  - a. Click on the trade method you wish to edit.



2. Make the required edits to the trade method.
3. Click on the 'Save' button to save the changes.

### How do I delete a document entry ?

1. Go to the 'Trade Method Master' module.
2. Click on the trade method you wish to delete.
3. Click on the delete button on the top right corner.
4. A confirmation dialog will appear. Click on 'Continue' to confirm and delete the method.



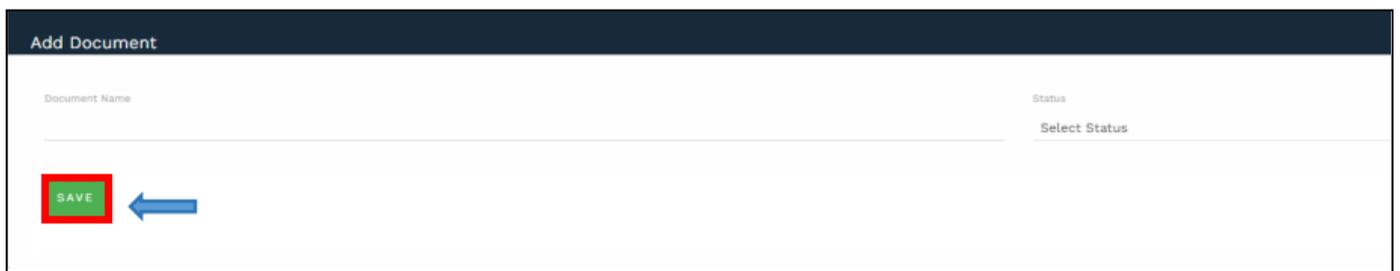
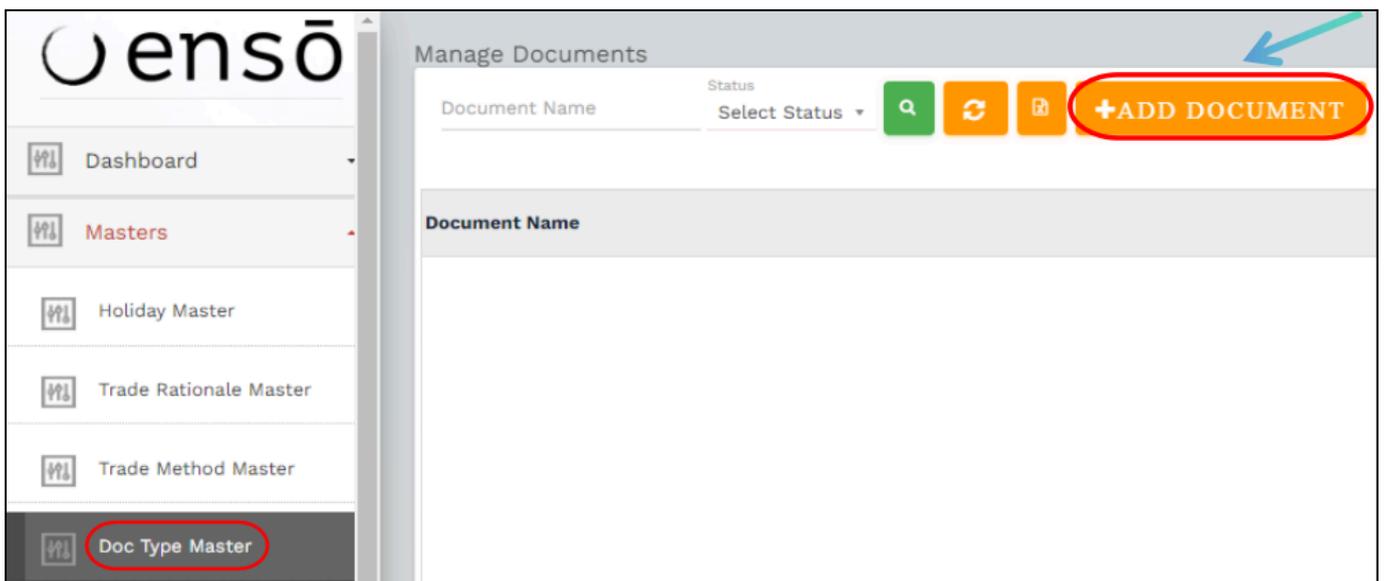
## 4.Doc Type Master

### What is doc type master?

This doc type master we can add all the client and distributor documents. In this sub-module we can add,delete,check the status , edit the document and export the documents.

### How can I add my document?

1. Go to the Master Module and click on the Doc Type Master submodule and click on the “ **+Add Document**” button to fill the required details and click on Save button as shown in the screenshot below.

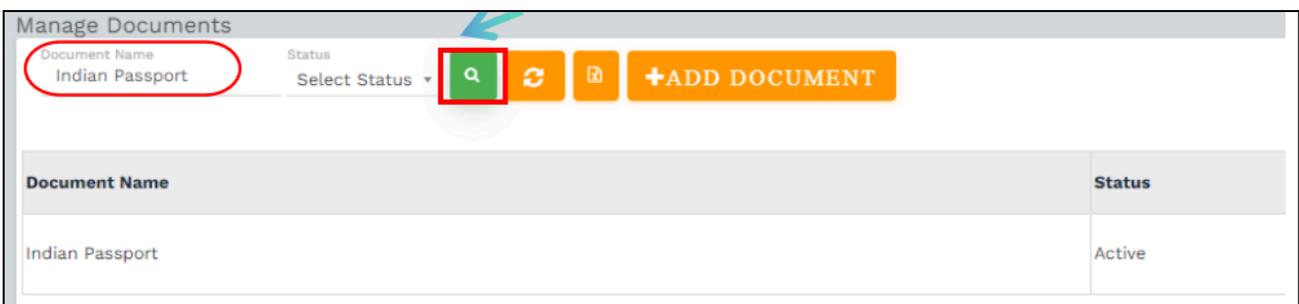


2. After adding the document you are able to see the list of all the documents which you have added as shown in the screenshot below.

| Document Name                | Status | Actions   |
|------------------------------|--------|---|
| Indian Passport              | Active |   |
| GST Registration Certificate | Active |   |
| Driving license              | Active |   |
| Voter id                     | Active |   |
| Electricity Bill             | Active |   |

### How can I search my document?

1. Go to the Doc type Master module.
2. You can search the document by document name and select the status active or in active and click on search button as shown in screenshot below



### How do I export all documents ?

1. Go to the 'Doc Type Master' module.
2. Click on the 'Excel' button between the Search and Add button.



3. The Trade Method list will be downloaded in a .xlsx format.

### How do I edit a Document ?

1. Go to the 'Doc Type Master' module.
  - a. Click on the document you wish to edit.
2. Make the required edits to the document.
3. Click on the 'Save' button to save the change



### How do I delete a Document ?

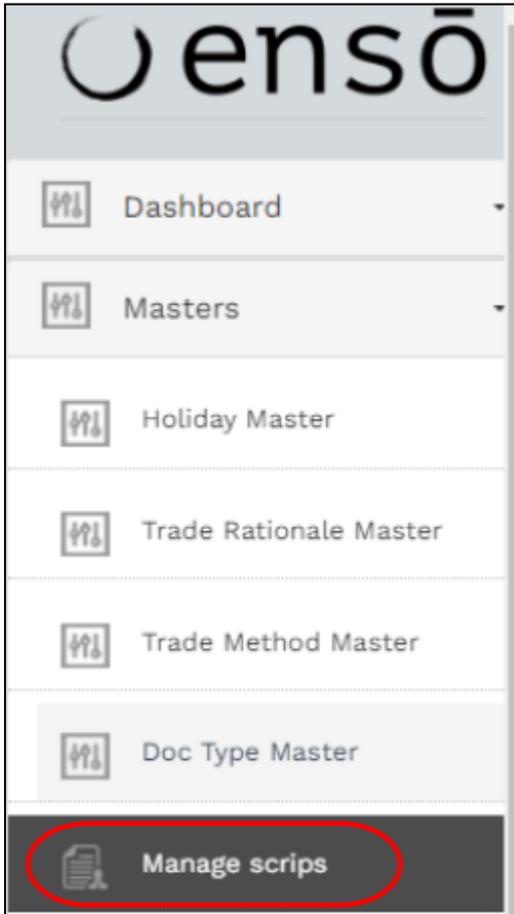
1. Go to the Doc Type Master' module.
2. Click on the document you wish to delete.
3. Click on the delete button on the top right corner.
4. A confirmation dialog will appear. Click on 'Continue' to confirm and delete the document.



# 5. Manage Scrip

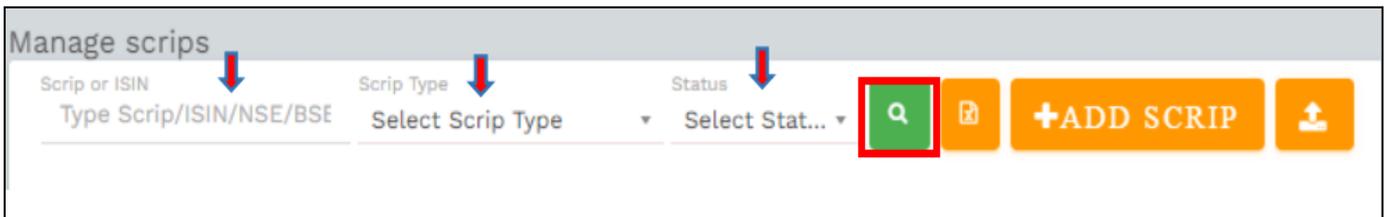
## How can I see all my scrip?

1. Go to the 'Masters' module from the left side Navigation bar and click on the 'Manage Scrips' to see the list of all your Scrips.



## How can I find a specific company scrip?

1. Go to '[Manage Scrips](#)' module
2. Choose the relevant option and click on the search button to find the scrip.

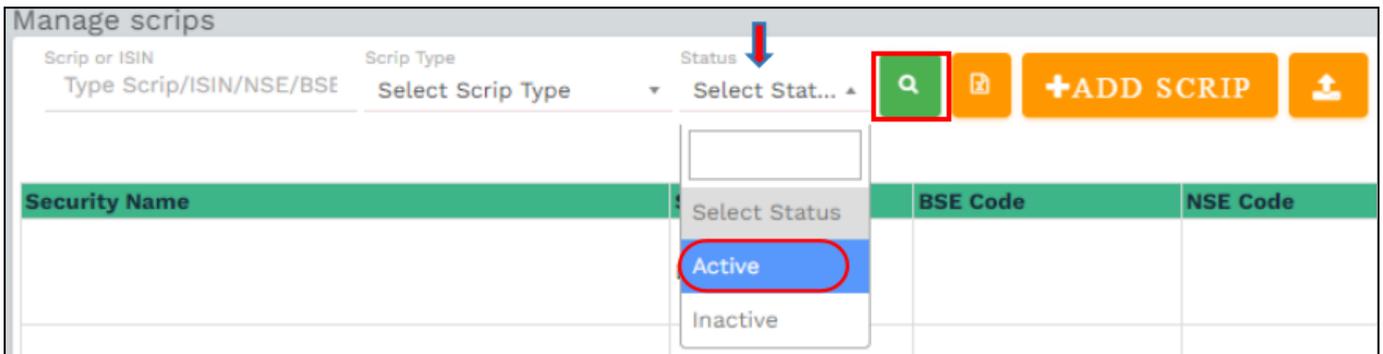


## How can I find out if a company scrip is active or inactive?

1. Go to '[Manage Scrips](#)' module
2. Search for the [relevant scrip](#)
3. Check for the status column for the corresponding scrip which shows whether the scrip is active or inactive.

## How can I view only the active or inactive scrips?

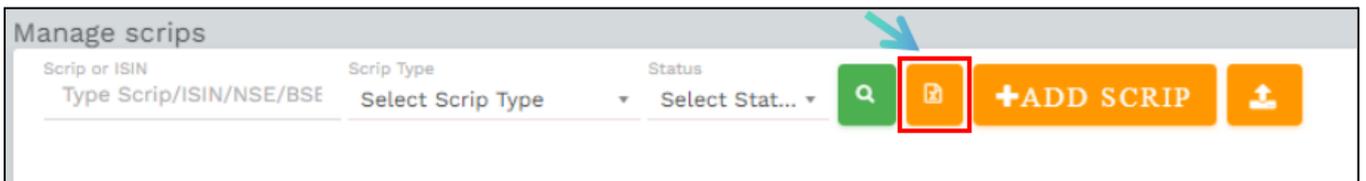
1. Go to '[Manage Equity Scrips](#)' module
2. On the top, click on the Status dropdown



3. Select Active or Inactive option
4. Click on the search button

## How can I export all my scrips into an excel sheet?

1. Go to the '[Manage Scrips](#)' module
2. Click on the Excel icon on the top. This will automatically download all scrips to an excel sheet in .xlsx format



## What happens if I make a scrip inactive?

1. If you make a scrip 'Inactive', you will not be able to place any buy orders for that scrip from the system.
2. However, you will be able to sell inactive scrips if they are part of your portfolio.
3. If you want to place a buy order for an inactive scrip, you will first need to change the status to active. Refer [How do I make disabled Equity scrip active again?](#)
4. If a daily MIS file from FA or custodian contains data for an inactive scrip, the system will trigger a warning . This is just to bring it to your attention and you will still be able to use the MIS data for trading purposes.

## Who can disable a scrip?

Any user assigned to a Group with 'write' permission for the Manage Scripts module can disable a script. Groups with 'read' permission can only view the scrip but they cannot disable it. Refer [What are Group Permissions?](#) for more information on the same.

## How do I disable a Scrip?

1. Go to '[Manage Scripts](#)' module.
2. Click on the Edit button corresponding to the Equity Scrip you wish to edit. In order to find the scrip refer [How can I find a specific company scrip?](#)



3. Click on the Status dropdown and select Inactive

4. Click on the 'Save' button to save the changes.

## How do I add an Equity scrip?

1. Go to '[Manage Scripts](#)' module
2. On the top, click on the 'Add Scrip' button

3. Fill in all the fields as they are all required.

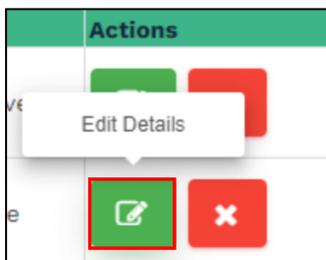
4. Click on the 'Save' button to save the changes.

### What information is essential when adding an Equity ,EFT SCRIPS, Mutual Funds, Fixed Income,& Options scrip?

- Security name - Name of the security / company
- Trading Mode
- BSE Code
- NSE Code
- ISIN Code
- Sector Name
- Sub Sector Name
- Status - Weather the scrip is active or inactive
- Settlement
- Lot Size
- Max Holding % For AIF Clients
- Capitalization
- Basket
- Bloomberg Ticker
- FA security - Alternative / additional names for the securities

### How do I view / edit a scrip's details?

1. Go to the '[Manage Scrips](#)' module to view a list of all your Equity scrips along with their codes and other information.
2. To view additional information / edit information for a particular Equity Scrip click on the Edit button



3. Make the required changes on the Edit Scrip dialog box
4. Click on the 'Save' button to save the changes.

## How do I change the status of a scrip to active or inactive?

Refer: [How do I disable a Scrip?](#) and [How do I make disabled scrip active again?](#)

## How do I delete an Equity Scrip?

1. Go to the '[Manage Scrips](#)' module.
2. Click on the Delete button corresponding to the scrips you wish to delete



3. When the confirmation dialog appears, click on "Continue" and the Scrips shall be deleted.

## How do I add alternate names for a scrip?

1. Go to the '[Manage Scrips](#)' module
2. Click on the Edit button corresponding to the scrip for which you wish to add alternate names



3. Under the 'FA Security Name' section, type the new FA symbol code and hit enter. You can add multiple names by hitting enter after each name.
4. Click on the 'Save' button to save the changes.

## How do I delete alternate names for a scrip?

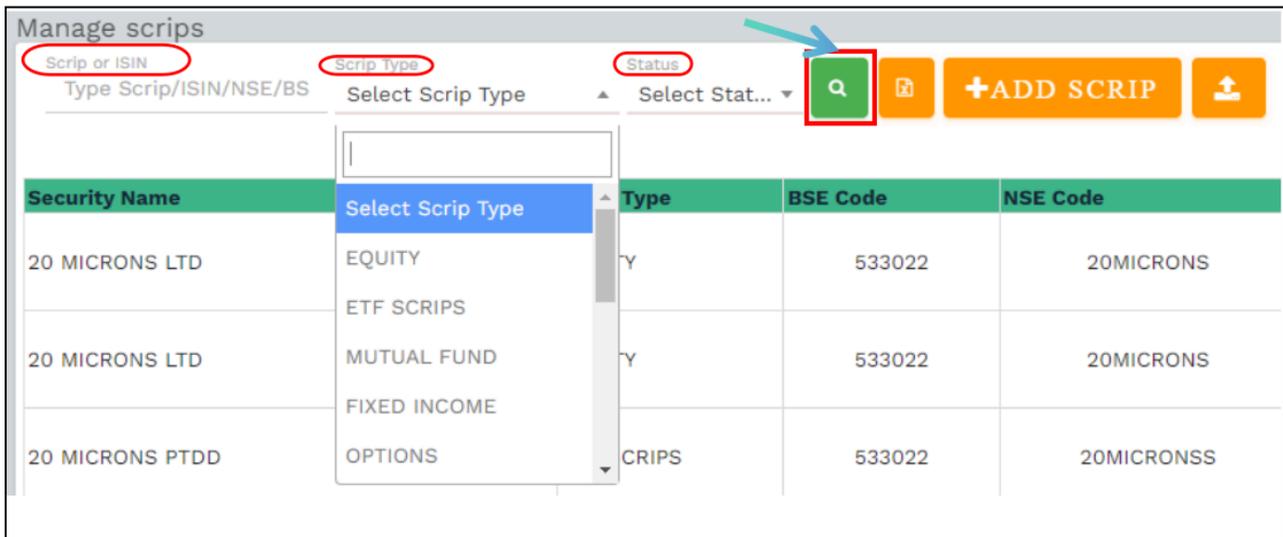
1. Go to the '[Manage Scrips](#)' module
2. Click on the Edit button corresponding to the scrip for which you wish to delete alternate names



3. Inside the 'FA Security Name' section, existing FA security names would appear in distinct boxes.
4. For the alternate name you wish to delete, click on the ( X ) on the right of the relevant box.
5. Click on the 'Save' button to save the changes.

## How do I search the scrips ?

1. Go to the '[Manage Scrips](#)' module
2. Enter the scrip name or ISIN number and click on the search button.
3. we can search the scrip by selection the scrip type.
4. we can search scrip by status, selecting the Active or Inactive.



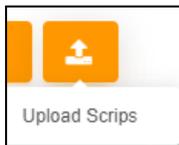
### How do I export or download scrip master?

1. Go to the '[Manage Scrips](#)' module
2. click on the Export button to download the all scrips.

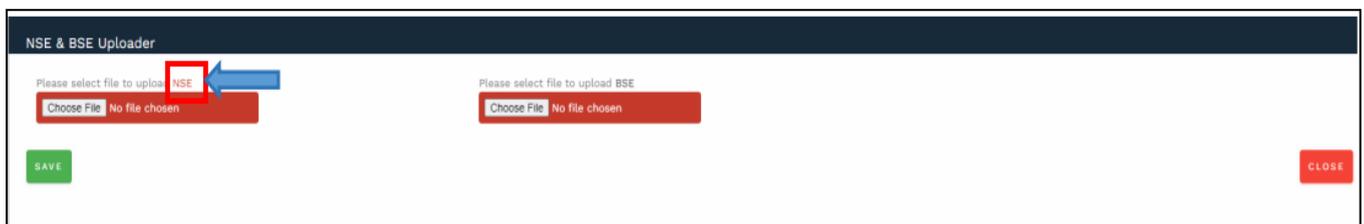


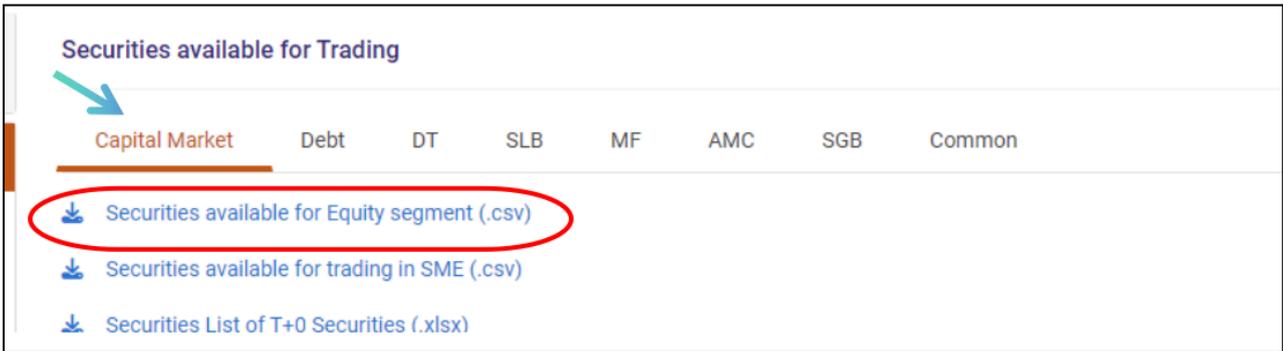
### How can I upload scrip master?

1. Go to the '[Manage Scrips](#)' module
2. Click on the upload scrips button , you can upload the scrips which is listed on NSE \* BSE site.



3. After clicking on upload scrips button you will able to see the NSE & BSE uploader
4. By clicking on the [NSE](#) it will redirect to the NSE website and from the NSE website you can download the securities file the scrips file name is [Securities available for Equity segment \(.csv\)](#) or you can directly download by clicking on it. Kindly find the screenshot below.

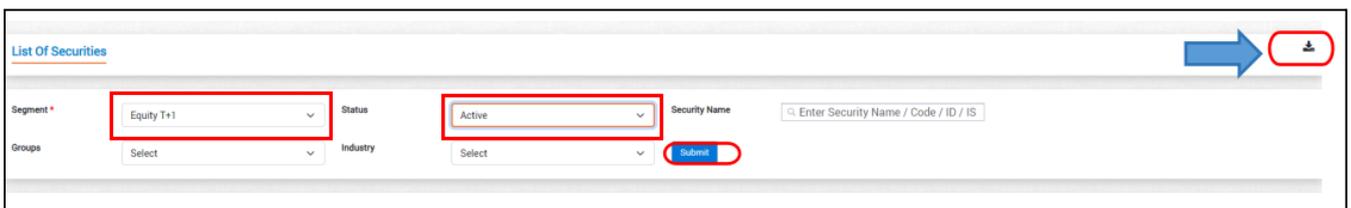




5. By clicking on the [BSE](#) it will redirect to the BSE website and from the BSE website you can download the securities. Kindly find the screenshot below.



6. Make sure Segment should be **Equity T+1** and Status should be **Active** click on submit button you will be able to see all active securities below and click on Download button. Kindly find the screenshot below.



7. After you download the securities from the NSE and BSE website you can upload the same downloaded securities file into the enso system to make sure it should be in csv format.. Kindly find the screenshot below.



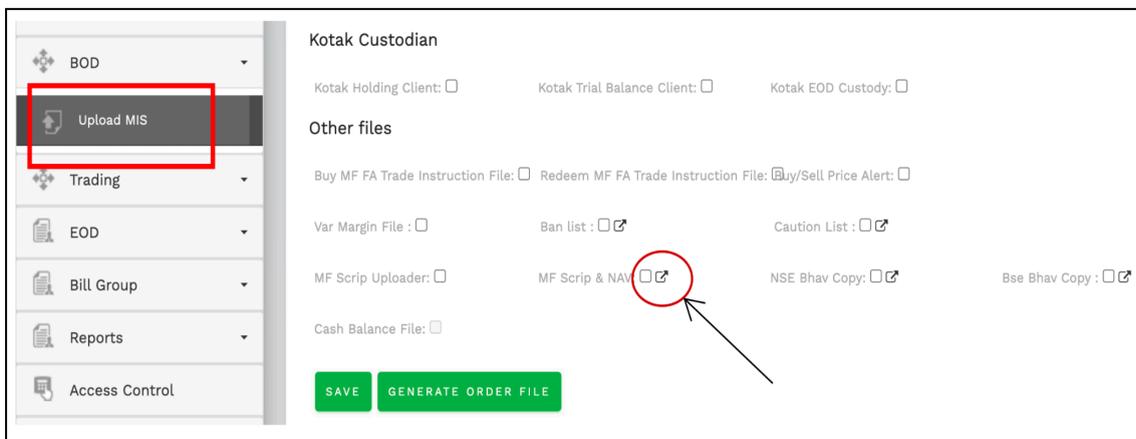
8. Now you can able to see the all scrips into the scrip master. Kindly find the screenshot below.

| Security Name                        | Scrip Type | BSE Code | NSE Code   | ISIN Code      | Security Name   | Status   | Actions |
|--------------------------------------|------------|----------|------------|----------------|---|----------|---------|
| 20 MICRONS LTD                       | EQUITY     | 533022   | 20MICRONS  | INE144J01027   | 20 MICRONS LTD,20 MICRONS LTD,,20 MICRONS LIMITED,20 MICRONS LIMITED.   | Inactive |         |
| 20 MICRONS LTD                       | EQUITY     | 533022   | 20MICRONS  | INE144J0647464 | 20 MICRONS LTD,20 MICRONS LTD,,20 MICRONS LIMITED,20 MICRONS LIMITED.   | Active   |         |
| 20 MICRONS PTDD                      | ETF SCRIPS | 533022   | 20MICRONSS | INE144J01027   | SBNABSN,KANQLND,NQ DQN,JQKDN  | Active   |         |
| 21ST CENTURY MANAGEMENT SERVICES LTD | EQUITY     | 526921   | 21STCENMGM | INE253B01015   | 21ST CENTURY MANAGEMENT SERVICES LTD,21ST CENTURY MANAGEMENT SERVICES LIMITED,21ST CENTURY MANAGEMENT SERVICES LIMITED,21ST CENTURY MANAGEMENT SERVICES LTD | Active   |         |
| 3I INFOTECH LIMITED                  | EQUITY     | 532628   | 3IINFOLD   | INE748C01038   | 3I INFOTECH LIMITED,3I INFOTECH LTD,3I INFOTECH LTD   | Active   |         |
| 3I INFOTECH LTD                      | EQUITY     | 532628   | 3IINFOTECH | INE748C01020   | 3I INFOTECH LTD,3I INFOTECH LTD,,3I INFOTECH LIMITED,3I INFOTECH LIMITED.   | Active   |         |
| 3M INDIA LTD                         | EQUITY     | 523395   | 3MINDIA    | INE470A01017   | 3M INDIA LTD,3M INDIA LTD,,3M INDIA LIMITED,3M INDIA LIMITED,,3M INDIA LTD  | Active   |         |
| 3M INDIA LTD                         | EQUITY     | 523395   | 3MINDIA    | INE470A01000   | 3M INDIA LTD,3M INDIA LTD,,3M INDIA LIMITED,3M INDIA LIMITED,,3M INDIA LTD  | Active   |         |
| 3P LAND HOLDINGS LTD                 | EQUITY     | 516600   | 3PLAND     | INE056C0000    | 3P LAND HOLDINGS LTD,3P LAND HOLDINGS LTD,,3P LAND HOLDINGS LTD,3P LAND HOLDINGS LTD  | Active   |         |

# How to Upload the Mutual Fund (MF) File in BOD for AMC Master

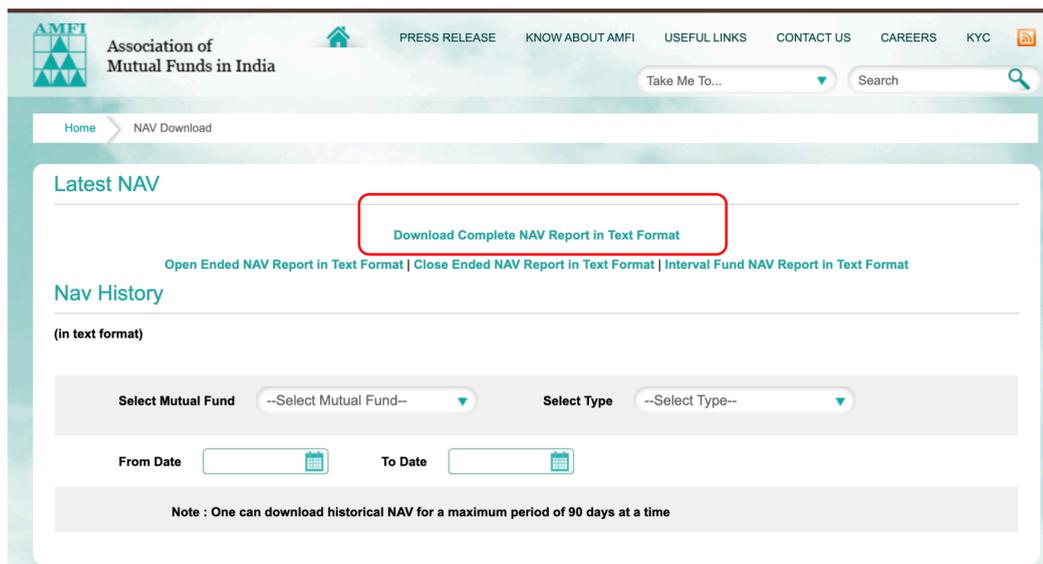
## Open MF Scrip & NAV Section

- Go to the "MF Scrip & NAV" section in the BOD system.
- Click on the icon next to "MF Scrip & NAV," which will redirect you to the AMFI India website (amfiindia.com).



## Download the NAV Report

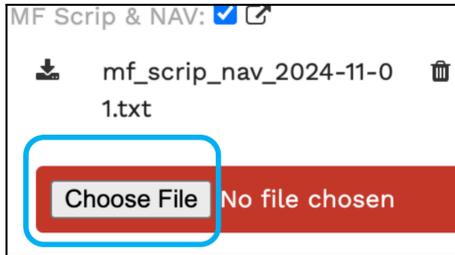
- On the AMFI website, click **Download Complete NAV Report in Text Format**.



- Save this report in a text format to your computer.

## Upload the NAV Report in BOD

1. Return to the BOD System
  - Go back to the BOD system after downloading the NAV report.
2. Locate MF Scrip & NAV Upload
  - In the "MF Scrip & NAV" section, find the Upload File option.



3. Upload the Text File
  - Select the previously downloaded text file from your computer and upload it in the Upload File section of "MF Scrip & NAV."
4. Save the Uploaded File
  - Once the file is uploaded, click Save to finalize the upload.

# AMC Master

The AMC Master module is designed for managing scrips related to Asset Management Companies (AMC). This module allows you to add, edit, and delete AMC scrips, view details, and export the scrip list as an Excel file. You can also manage mutual fund scrips, which become available once the Mutual Fund (MF) file is uploaded in the BOD system.

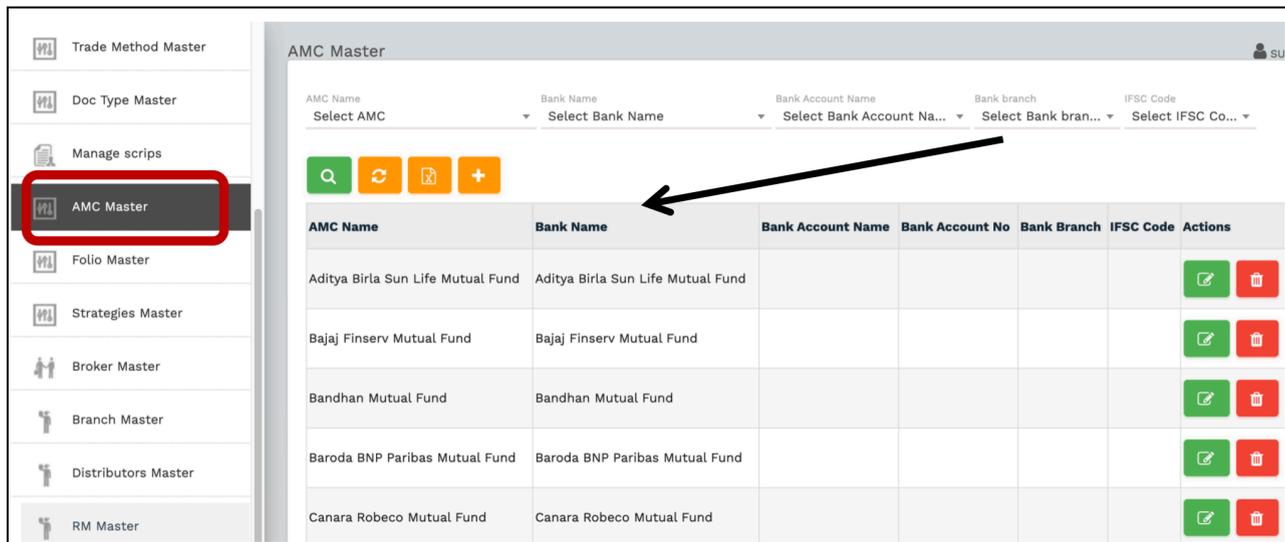
## How can I view all AMC scrips?

### 1. Navigate to AMC Master

- Go to the **AMC Master** module from the Master Master .

### 2. View AMC Scrips

- A list of all AMC scrips will be displayed, showing details such as AMC Name, Bank Name, Bank Account Name, Bank Branch, and IFSC Code.



The screenshot displays the AMC Master module interface. On the left is a navigation menu with various master data modules. The 'AMC Master' module is highlighted with a red box. The main area shows a table of AMC scrips with columns for AMC Name, Bank Name, Bank Account Name, Bank Account No, Bank Branch, IFSC Code, and Actions. An arrow points to the 'Bank Name' column header.

| AMC Name                          | Bank Name                         | Bank Account Name | Bank Account No | Bank Branch | IFSC Code | Actions   |
|-----------------------------------|-----------------------------------|-------------------|-----------------|-------------|-----------|---|
| Aditya Birla Sun Life Mutual Fund | Aditya Birla Sun Life Mutual Fund |                   |                 |             |           |   |
| Bajaj Finserv Mutual Fund         | Bajaj Finserv Mutual Fund         |                   |                 |             |           |   |
| Bandhan Mutual Fund               | Bandhan Mutual Fund               |                   |                 |             |           |   |
| Baroda BNP Paribas Mutual Fund    | Baroda BNP Paribas Mutual Fund    |                   |                 |             |           |   |
| Canara Robeco Mutual Fund         | Canara Robeco Mutual Fund         |                   |                 |             |           |   |

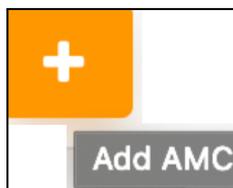
## How do I add a new scrip in AMC Master?

### 1. Navigate to AMC Master

- Go to **AMC Master**.

### 2. Click on Add AMC Master

- Select the **Add AMC Master** button to open the new scrip form.



### 3. Enter Required Details

- Fill in the necessary information:
  - **AMC Name\***: Enter the AMC name.
  - **Bank Name\***: Select or enter the bank name.
  - **Bank Account Name\***: Specify the account name.
  - **Bank Account No\***: Enter the bank account number.
  - **IFSC Code\***: Provide the IFSC code of the branch.
  - **Bank Branch\***: Enter the bank branch name.

Add AMC Master

AMC Name\* Bank Name\*

Bank Account Name\* Bank Account No\*

IFSC Code\* Bank Branch\*

SAVE CLOSE

### 4. Save the Scrip

- After entering the details, click **Save** to add the new scrip.

## How do I edit a scrip's information?

### 1. Navigate to AMC Master

- Go to **AMC Master** in the Masters .

### 2. Click on Edit

- Click the **Edit** button under the **Action** column for the specific scrip you want to modify.



### 3. Make Edits and Save

- Update the necessary fields, then click **Save** to apply the changes.

Edit AMC Master

AMC Name\* Aditya Birla Sun Life Mutual Fund Bank Name\* Aditya Birla Sun Life Mutual Fund

Bank Account Name\* Bank Account No\*

IFSC Code\* Bank Branch\*

SAVE CLOSE

## How do I export scrips to Excel?

1. **Navigate to AMC Master**
  - Open **AMC Master** in Master Module
2. **Click on Export**
  - Select the **Export** button at the top of the AMC Master section.



3. **Download the Excel File**
  - The file with all AMC scrips will be generated and downloaded in Excel format.

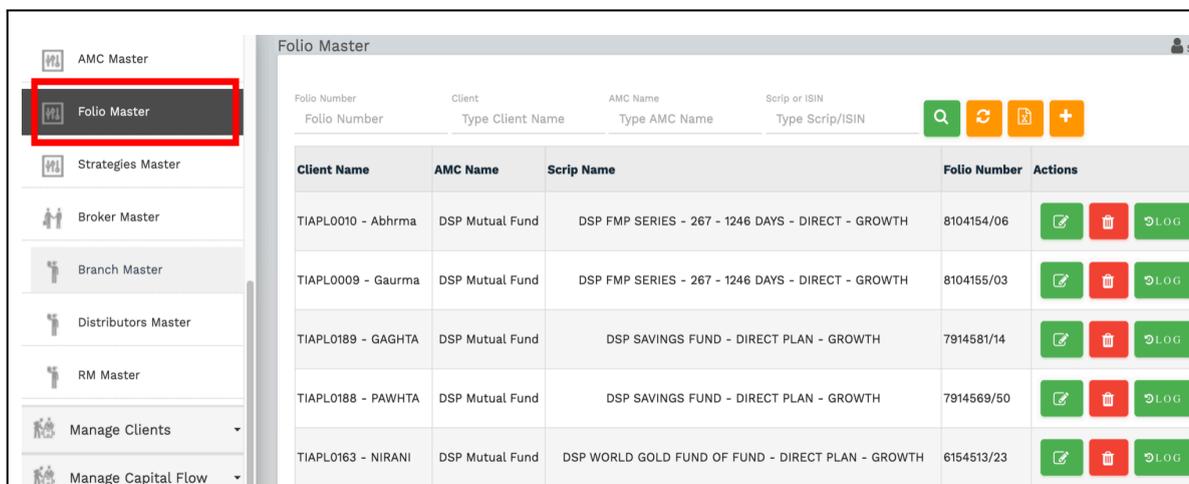
## Folio Master

The Folio Master module allows you to manage client folios once the AMC scrips have been added to the AMC Master. In this module, you can link clients to their respective mutual fund scrips. After scrips are available in AMC Master, you can add clients whose scrips will appear in Folio Master

### How to View Folio Details

#### Navigate to Folio Master

- Go to the **Folio Master** section in the Masters . A table with details for each client's folio will appear.

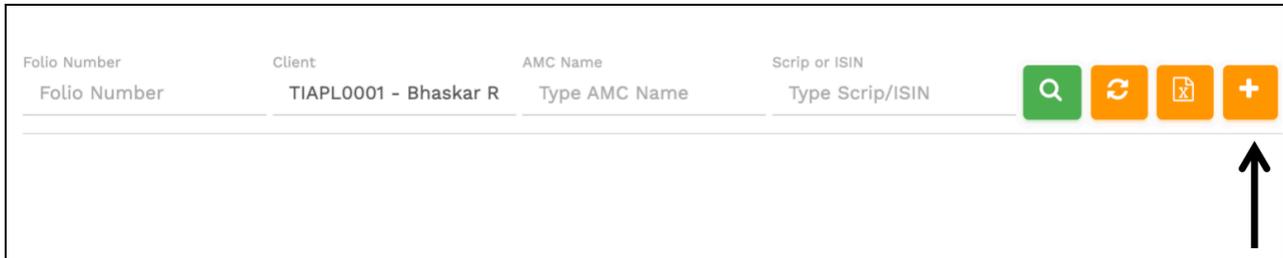
A screenshot of the 'Folio Master' module interface. On the left is a sidebar menu with several options: 'AMC Master', 'Folio Master' (highlighted with a red box), 'Strategies Master', 'Broker Master', 'Branch Master', 'Distributors Master', 'RM Master', 'Manage Clients', and 'Manage Capital Flow'. The main area displays a table with the following columns: 'Client Name', 'AMC Name', 'Scrip Name', 'Folio Number', and 'Actions'. The table contains six rows of data, each representing a client's folio with associated AMC and scrip details. The 'Actions' column for each row contains three icons: a green edit icon, a red delete icon, and a green 'LOG' icon.

| Client Name        | AMC Name        | Scrip Name   | Folio Number | Actions               |
|--------------------|-----------------|--|--------------|-----------------------|
| TIAPL0010 - Abhrma | DSP Mutual Fund | DSP FMP SERIES - 267 - 1246 DAYS - DIRECT - GROWTH | 8104154/06   | [Edit] [Delete] [LOG] |
| TIAPL0009 - Gaurma | DSP Mutual Fund | DSP FMP SERIES - 267 - 1246 DAYS - DIRECT - GROWTH | 8104155/03   | [Edit] [Delete] [LOG] |
| TIAPL0189 - GAGHTA | DSP Mutual Fund | DSP SAVINGS FUND - DIRECT PLAN - GROWTH            | 7914581/14   | [Edit] [Delete] [LOG] |
| TIAPL0188 - PAWHTA | DSP Mutual Fund | DSP SAVINGS FUND - DIRECT PLAN - GROWTH            | 7914569/50   | [Edit] [Delete] [LOG] |
| TIAPL0163 - NIRANI | DSP Mutual Fund | DSP WORLD GOLD FUND OF FUND - DIRECT PLAN - GROWTH | 6154513/23   | [Edit] [Delete] [LOG] |

## How to add folio in folio Master ?

### Navigate to Add Folio Master

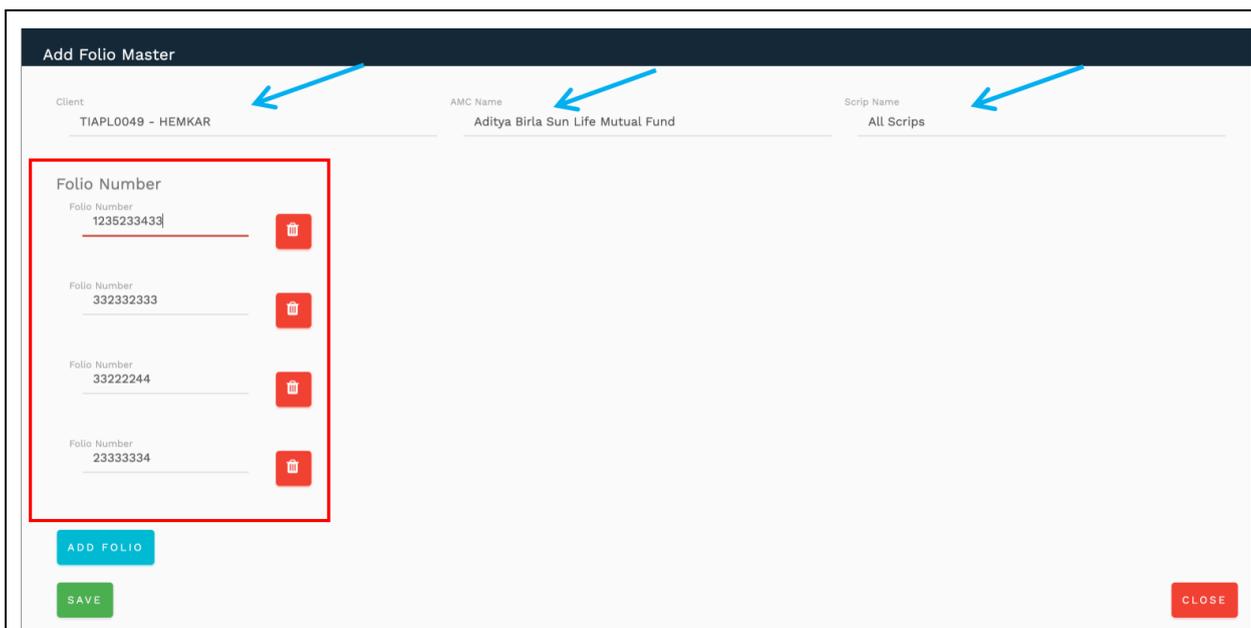
- In the **Folio Master** section, click on the **Add Folio Master** button. This will open a form to enter the details for the new folio.



The screenshot shows the top part of the 'Add Folio Master' form. It has four input fields: 'Folio Number', 'Client' (with 'TIAPL0001 - Bhaskar R' selected), 'AMC Name' (with 'Type AMC Name' selected), and 'Scrip or ISIN' (with 'Type Scrip/ISIN' selected). To the right of these fields are four icons: a magnifying glass (search), a refresh symbol, a document with an 'X' (delete), and a plus sign. A black arrow points upwards to the plus sign icon.

### Complete the Required Fields

- Fill out the necessary details in the form:
  - **Client:** Type or select the client's name from the dropdown list.
  - **AMC Name:** Type or select the AMC name (e.g., DSP Mutual Fund).
  - **Scrip Name:** Choose the relevant scrip from the available list (e.g., DSP FMP Series - 267 - 1246 Days - Direct - Growth).
  - **Folio Number:** Enter the unique folio number for this client (e.g., 8104154/06).



The screenshot shows the 'Add Folio Master' form with the following details: Client: TIAPL0049 - HEMKAR; AMC Name: Aditya Birla Sun Life Mutual Fund; Scrip Name: All Scrips. A red box highlights a list of existing folio numbers: 1235233433, 332332333, 33222244, and 23333334. Each number has a red trash icon to its right. At the bottom left, there is a blue 'ADD FOLIO' button and a green 'SAVE' button. At the bottom right, there is a red 'CLOSE' button. Three blue arrows point to the Client, AMC Name, and Scrip Name fields.

## Save the Folio

- After completing the fields, click **Save** to add the new folio to the Folio Master. This will save the client's folio details for future reference and management.

After adding all the details, you can manage the folio by performing additional actions, such as editing, deleting, and viewing logs for each client. Here's how:

### 1. Search for Client Code

- In the **Folio Master** section, enter the **Client Code** in the search bar to locate the client's folio.

### 2. Manage Folio Details

- **Edit Folio:** Once the folio is displayed, click the **Edit** button next to the folio to update any client or AMC information, scrip details, or folio number.
- **Delete Folio:** To remove a folio, select the **Delete** button beside the entry.

### 3. View Activity Log

- To review actions taken on a client's folio, click on the **Log** button. This provides a record of activities, including any additions, edits, and deletions associated with that client's folio

| Folio Master            |                                   |               |  |   |
|-------------------------|-----------------------------------|---------------|--|---|
| Folio Number            | Client                            | AMC Name      | Scrip or ISIN                                |   |
| Folio Number            | TIAPL0001 - Bhaskar R             | Type AMC Name | Type Scrip/ISIN                              |   |
| Client Name             | AMC Name                          | Scrip Name    | Folio Number                                 | Actions   |
| TIAPL0001 - Bhaskar Roy | Aditya Birla Sun Life Mutual Fund | All Scrips    | 14587112<br>22333433<br>23343444<br>33444442 |    |

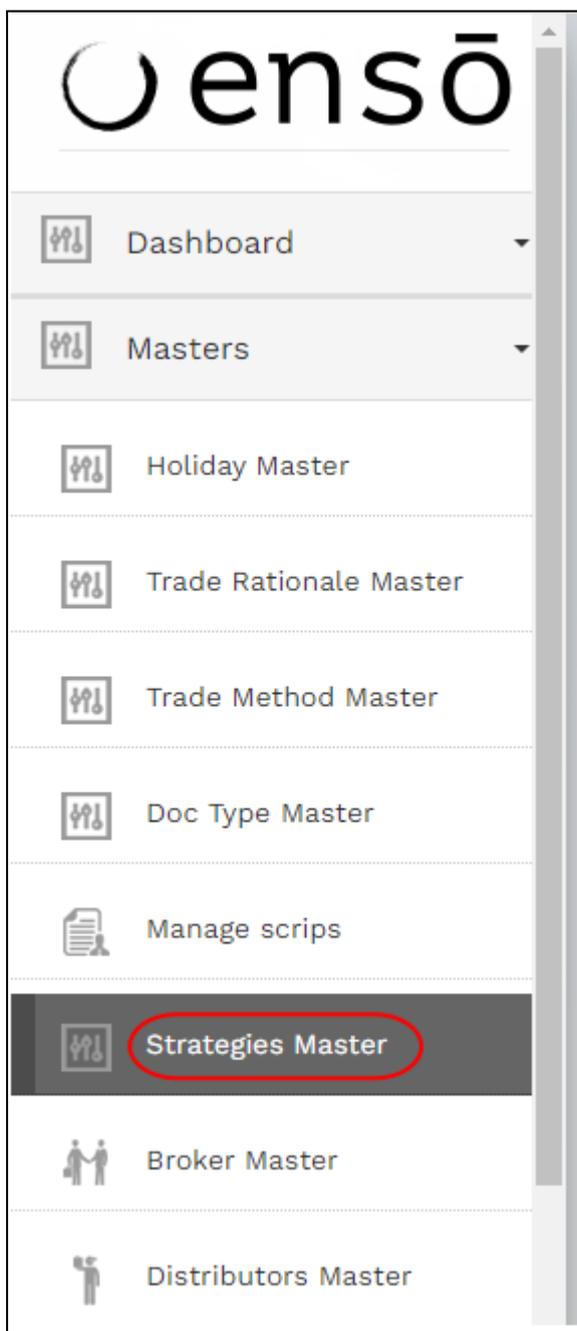
## 5. Strategies Master

### **What is the 'Strategies Master' module used for?**

The 'Strategies Master' module is used for adding, editing and deleting trade strategies which are used for allocating securities in the [Manage Allocation](#) modules.

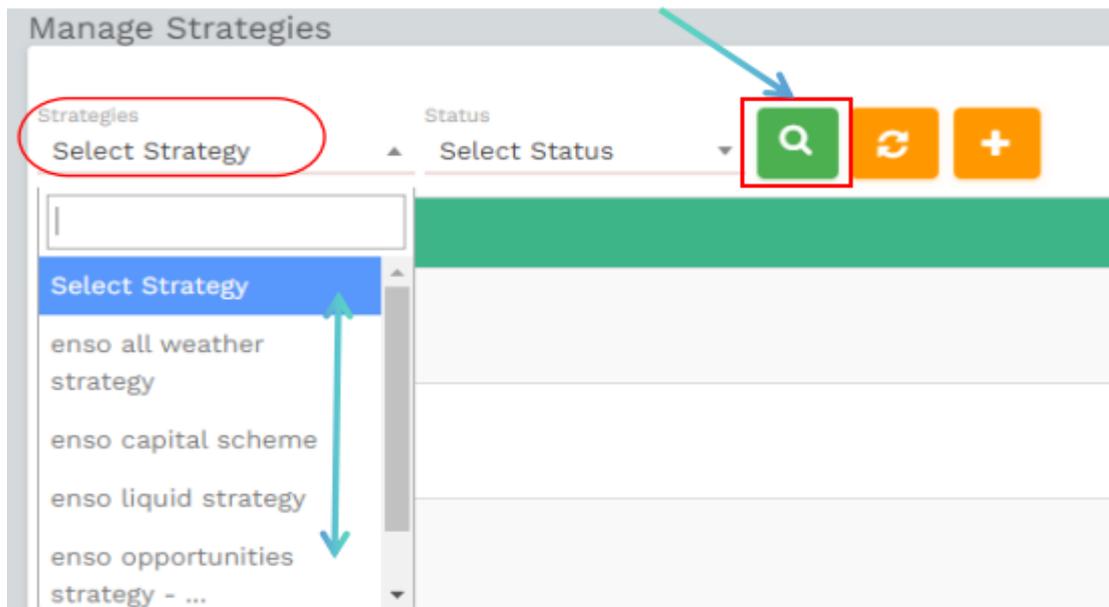
### **How can I see all my strategies?**

1. Go to the 'Strategies Master' module from the left side Navigation bar and click on 'Strategy Master' to see the list of all your Strategies.



### How do I search for a specific strategy?

1. Go to the [‘Strategies Module’](#) module.
2. Click on the ‘Select Strategy’ dropdown on the top left of the page.
3. Select the strategy you wish to search by scrolling through the dropdown or by typing the name of the strategy and then selecting the relevant name.
4. After the relevant strategy is selected, click on the Search button



### How do I view a strategy's pool demat account, pool custody account, fee structure and other details?

1. Go to the ['Strategy Master'](#) module to see a list of all your strategies along with their pool demat account, pool custody account, fee structure and other details.
2. If you need to view more information on a distributor, you can click on the Edit button which will pull up the 'Edit Strategy' pop-up with more details about that strategy.



### How do I know if a strategy is active or inactive?

Go to the ['Strategy Master'](#) module to see the list of all your strategies. The status column of this list shows whether a distributor is 'Active' or 'Inactive'.

### What happens if I make a strategy inactive?

If you make a strategy 'Inactive', you will not be able to select them in other modules such as Buy Allocation and Sell Allocation.

### How do I make a strategy inactive?

1. Go to the ['Strategy Master'](#) module
2. Click on the 'Edit' button under the 'Action' column corresponding to the strategy you wish to make inactive.



3. Click on the Status dropdown and select Inactive

Edit Strategy For enso capital scheme  
 STRATEGY INFORMATION | MODEL | TRADE CODE  
 Strategy Name: enso capital scheme | Scheme Code: Enso Capital Scheme | Pool Detail Account: 20299663 | Pool Custody Account: 800177043  
 No Structure: NOTHING SELECTED | Investment Approach: Enso Capital Scheme | Strategy Type: PMS | Status: Active | Benchmark: S&P BSE 500 TR  
 PA Strategy Name: BUOYANT CAPITAL SCHEME | BUOYANT OPPORTUNITIES SCHEME | ENSO CAPITAL SCHEME | ENSO OPPORTUNITIES SCHEME  
 Type here press enter then remember to save the info.  
 Pool Bank Details For KOTAK: Pool Bank Name: HDFC | Pool Branch Name: TEST | Pool Bank Branch: ANDHERI | Pool Bank Account No: 1111111111 | Pool Bank IFSC: HDFC0000000  
 Pool Bank Details For HDFC: Pool Bank Name: ASDFW | Pool Branch Name: SACFA | Pool Bank Branch: SFCA | Pool Bank Account No: ASDCDV | Pool Bank IFSC: acdf0234567  
 Pool Bank Details For AXIS: Pool Bank Name: Axis test | Pool Branch Name: AXIS Bank | Pool Bank Branch: Fort | Pool Bank Account No: 9999999999 | Pool Bank IFSC: KKBK1111112  
 SAVE | CLOSE

4. Click on the 'Save' button to save the changes.

### How do I make an inactive strategy active again?

1. Go to the ['Strategy Master'](#) module
2. Click on the 'Edit' button under the 'Action' column corresponding to the strategy you wish to make inactive.



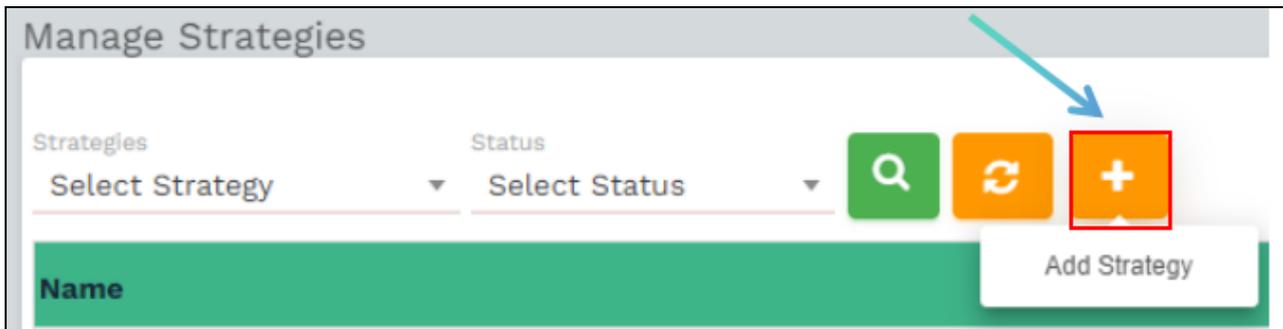
3. Click on the Status dropdown and select Active

Edit Strategy For enso capital scheme  
 STRATEGY INFORMATION | MODEL | TRADE CODE  
 Strategy Name: enso capital scheme | Scheme Code: Enso Capital Scheme | Pool Detail Account: 20299663 | Pool Custody Account: 800177043  
 No Structure: NOTHING SELECTED | Investment Approach: Enso Capital Scheme | Strategy Type: PMS | Status: Active | Benchmark: S&P BSE 500 TR  
 PA Strategy Name: BUOYANT CAPITAL SCHEME | BUOYANT OPPORTUNITIES SCHEME | ENSO CAPITAL SCHEME | ENSO OPPORTUNITIES SCHEME  
 Type here press enter then remember to save the info.  
 Pool Bank Details For KOTAK: Pool Bank Name: HDFC | Pool Branch Name: TEST | Pool Bank Branch: ANDHERI | Pool Bank Account No: 1111111111 | Pool Bank IFSC: HDFC0000000  
 Pool Bank Details For HDFC: Pool Bank Name: ASDFW | Pool Branch Name: SACFA | Pool Bank Branch: SFCA | Pool Bank Account No: ASDCDV | Pool Bank IFSC: acdf0234567  
 Pool Bank Details For AXIS: Pool Bank Name: Axis test | Pool Branch Name: AXIS Bank | Pool Bank Branch: Fort | Pool Bank Account No: 9999999999 | Pool Bank IFSC: KKBK1111112  
 SAVE | CLOSE

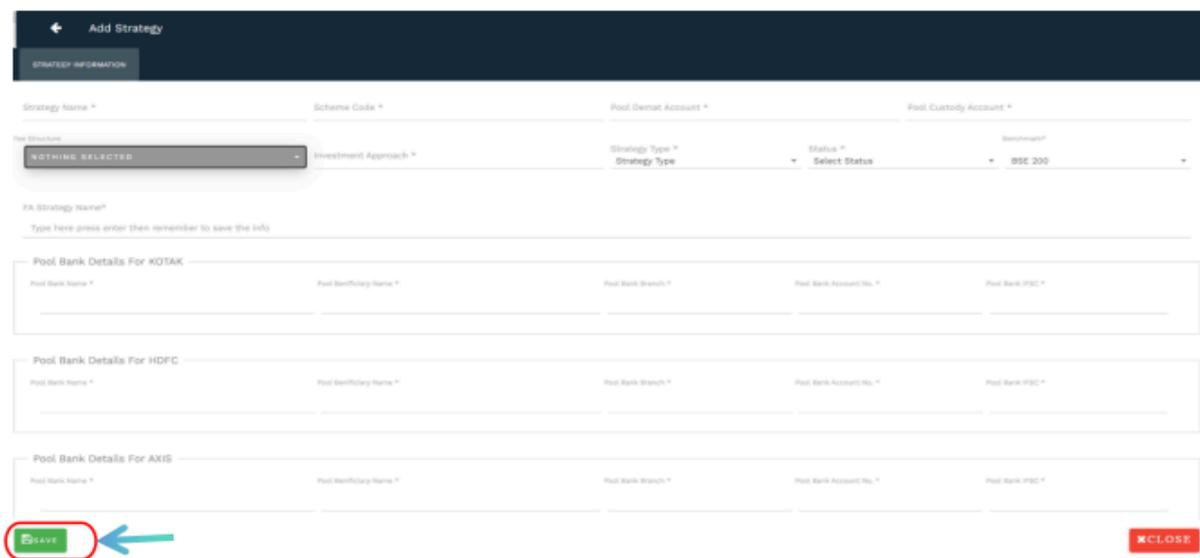
4. Click on the 'Save' button to save the changes.

## How do I add a strategy?

1. Go to the [‘Strategy Master’](#) module
2. Click on ‘Add Strategy’ button on the top bar



3. Fill in the required information. Information that is necessary is marked with \*

The screenshot shows the 'Add Strategy' form. At the top, there's a dark blue header with a back arrow and the text 'Add Strategy'. Below that is a dark blue bar with 'STRATEGY INFORMATION'. The form contains several fields: 'Strategy Name \*', 'Scheme Code \*', 'Pool Demat Account \*', 'Pool Custody Account \*', 'Pool Structure' (a dropdown menu with 'NOTHING SELECTED'), 'Investment Approach \*', 'Strategy Type \*' (with a sub-label 'Strategy Type'), 'Status \*' (with a sub-label 'Select Status'), and 'Benchmark \*' (with a sub-label 'BSE 200'). There's a note: 'FX Strategy Name\* Type here press enter then remember to save the info'. Below are three sections for 'Pool Bank Details For KOTAK', 'Pool Bank Details For HDFC', and 'Pool Bank Details For AXIS', each with fields for 'Pool Bank Name \*', 'Pool Beneficiary Name \*', 'Pool Bank Branch \*', 'Pool Bank Account No. \*', and 'Pool Bank IFSC \*'. At the bottom left, a green 'Save' button is highlighted with a red box and a blue arrow points to it. At the bottom right, there is a red 'CLOSE' button.

4. Click on the ‘Save’ button to save the changes
5. You can refresh the strategy master by clicking on the refresh button.



## How do I edit a strategy's information?

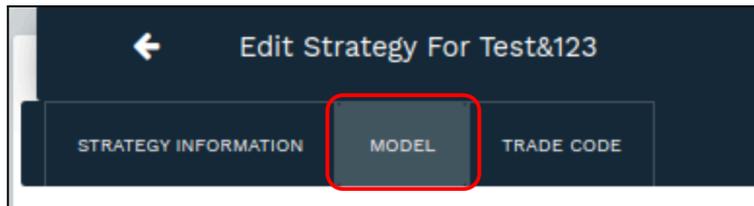
1. Go to the [‘Strategy Master’](#) module
2. Click on the ‘Edit’ button under the ‘Action’ column corresponding to the strategy you wish to edit.



3. Make the required edits to the strategy's information.
4. Click on the ‘Save’ button to save the changes.

## Model

In the Strategy Master, when you click the Edit button, you will find a tab labeled Model. This section is integral to defining and managing strategies & scrip of the model .



## What is a Model in Strategy Master?

A Model represents the structure of a strategy, built using specific scrips and their assigned Desired Weights. Models are categorized into two types:

### 1. Static Model:

- In a static model, the desired weights remain constant.
- Even if the prices of the scrips change (e.g., after uploading NSE and BSE Bhav Copy), the weights remain unchanged.
- Static models are suitable for strategies that require fixed allocation percentages.

### 2. Dynamic Model:

- In a dynamic model, the desired weights adjust automatically based on price changes.
- When the Bhav Copy is uploaded and scrip prices are updated, the system recalculates the weights to align with the updated values.
- This model is suitable for strategies that adapt to market price changes.

## Key Rules for Models

### 1. Total Weight Must Be 100%:

- It is mandatory to ensure the total weight of all scrips in the model equals **100%**.
- This ensures the strategy is balanced and complies with the system's requirements.

### 2. Adding CASH as a Balancing Component:

- To maintain the 100% weightage, you must allocate a portion to **CASH**.
- A minimum of **5% allocation to CASH** is recommended.

### 3. How to Add CASH:

- If you need to add **CASH** as a scrip, you can use the **Manage Scrip** feature in the system.

- Navigate to the **Manage Scrip** module, where you can add the **CASH** scrip and assign its desired weight in the model.

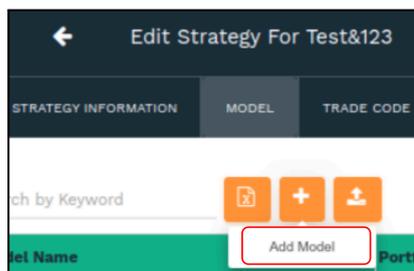
Kindly refer to the snapshot below for the dynamic and static models.

| Model Name              | Portfolio                                  | Desired Weight | Unit Price | Model Status | Actions |
|-------------------------|--|----------------|------------|--------------|---------|
| Dynamic Model           | <b>Scrip</b>                               |                |            | Active       |         |
|                         | ALLSEC TECHNOLOGIES LTD                    | 2.70%          | 1,109.85   |              |         |
|                         | DCX SYSTEMS LTD                            | 3.06%          | 336.3      |              |         |
|                         | CYIENT LTD                                 | 3.60%          | 2,010.35   |              |         |
|                         | ZEE ENTERTAINMENT ENT LTD                  | 3.06%          | 134.4      |              |         |
|                         | MAX FINANCIAL SERVICES LTD                 | 3.60%          | 1,120.75   |              |         |
|                         | SECURITY & INTELLIGENCE SERVICES INDIA LTD | 2.79%          | 413.65     |              |         |
|                         | DIVIS LABORATORIES LTD                     | 3.60%          | 5,140.8    |              |         |
|                         | KOTAK MAHINDRA BANK LTD                    | 3.60%          | 1,763.9    |              |         |
|                         | BLUE JET HEALTHCARE LIMITED                | 2.70%          | 511.8      |              |         |
| ICICI BANK LTD          | 5.40%                                      | 1,208.45       |            |              |         |
| CASH                    | 65.89%                                     | 0              |            |              |         |
| Static Model            | <b>Scrip</b>                               |                |            | Active       |         |
|                         | SIS LTD                                    | 10.26%         | 413.65     |              |         |
|                         | ICICI BANK LTD                             | 14.97%         | 1,208.45   |              |         |
|                         | CASH (-0.01)                               | 50.85%         | 1          |              |         |
|                         | DIVIS LABORATORIES LTD                     | 9.95%          | 5,140.8    |              |         |
| KOTAK MAHINDRA BANK LTD | 13.97%                                     | 1,763.9        |            |              |         |

## How to Add a New Model in Strategy Master ?

### 1. Access the Add Model Option:

- Navigate to the **Model** section by clicking the **Edit** button in the Strategy Master.
- Click the **Add Model** button, and the following UI will appear:



### 2. Add Model

#### Strategy Information

- **Model Trade Code:** Enter the trade code associated with the model.
- **Model Name:** Provide a unique name for the model.
- **Model Static:** Choose **Static** or **Dynamic** based on the model type.
- **Model Status:** Select the current status of the model (e.g., Active/Inactive).

- **Client Weight Option:** Select the weight allocation method (e.g., mvByAUM).

### 3. Add Scrip Details:

- **Scrip:** Type the scrip's name, ISIN, NSE, or BSE code to select it.
- **Buy Weight %:** Enter the percentage allocation for buying.
- **Cost Price:** Input the cost price of the scrip.
- **CMP Price:** Enter the current market price.
- **Desired Weight %:** Specify the desired weight for the scrip in the portfolio.
- **Total Cost:** The system will calculate the total cost automatically.
- **Scrip Status:** Select the status of the scrip (e.g., Active/Inactive).

### 4. Scrip Name | Scrip Type | Desired Weight % | Status | Actions

Add multiple scrips to complete your model.

### 5. Save the Model:

- After adding, updating, or deleting scrips, click the **Save** button.
- Your model will be successfully saved and available for use in the strategy.

**Note:** Ensure the **Total Desired Weight %** equals **100%** before saving.

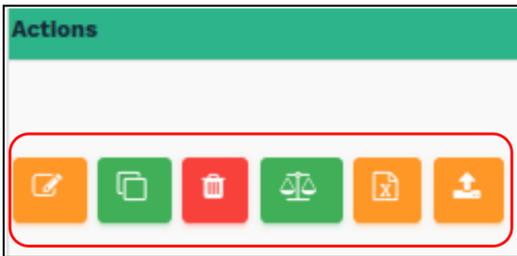
The screenshot shows the 'Edit Model For Test&123' interface. At the top, there are tabs for 'STRATEGY INFORMATION', 'MODEL', and 'TRADE CODE'. The 'MODEL' tab is active. Below the tabs, there are fields for 'Model Name' (buoyant dynamic), 'Model Static' (Dynamic), 'Model Status' (Active), and 'Client Weight Option' (mvByAUM). A 'Model Type Filter' box highlights the 'Model Static' field. Below these fields is a table with columns: Scrip, Buy Weight %, Cost Price, CMP Price, Desired Wt %, Total Cost, and Scrip Status. The first row shows 'SIS LTD' with a Buy Weight % of 10, Cost Price of 402, CMP Price of 413.65, Desired Wt % of 10.26, and Total Cost of 513000. An 'Add Scrip button' is highlighted with a red box. Below the table is a table with columns: Scrip Name, Scrip Type, Desired Weight %, Status, and Actions. The rows list: SIS LTD (EQUITY, 10.26, Active), ICICI BANK LTD (EQUITY, 14.97, Active), CASH (CASHEQUIV, 50.85, Active), DIVIS LABORATORIES LTD (EQUITY, 9.95, Active), and KOTAK MAHINDRA BANK LTD (EQUITY, 13.97, Active). A 'Save Button' is highlighted with a red box. At the bottom, there is a note: '\* Save after adding/adding/deleting the scrip.' and a 'SAVE' button.

| Scrip   | Buy Weight % | Cost Price | CMP Price | Desired Wt % | Total Cost | Scrip Status |
|---------|--------------|------------|-----------|--------------|------------|--------------|
| SIS LTD | 10           | 402        | 413.65    | 10.26        | 513000     | Active       |

| Scrip Name              | Scrip Type | Desired Weight % | Status | Actions         |
|-------------------------|------------|------------------|--------|-----------------|
| SIS LTD                 | EQUITY     | 10.26            | Active | [Edit] [Delete] |
| ICICI BANK LTD          | EQUITY     | 14.97            | Active | [Edit] [Delete] |
| CASH                    | CASHEQUIV  | 50.85            | Active | [Edit] [Delete] |
| DIVIS LABORATORIES LTD  | EQUITY     | 9.95             | Active | [Edit] [Delete] |
| KOTAK MAHINDRA BANK LTD | EQUITY     | 13.97            | Active | [Edit] [Delete] |

## What is the Action Column?

The **Action Column** in the **Model** interface provides multiple options to manage models effectively.



Below is a detailed explanation of the available actions:

### 1. Edit Details:

- Clicking the **Edit** button allows you to modify the existing model.



- You can update scrip details, desired weights, or add scrips and cash if required.
- This functionality enables basic edits to the model without creating a new one.

### 2. Clone Model:

- This feature is used to create a duplicate of the existing model.
- When you click the **Clone Model** button, a new model will be created with the same scrips and weights as the original.



- You can then modify the weights or scrips in the cloned model without the need to create a new model from scratch.

### 3. Delete Button:

- Clicking the **Delete** button will permanently remove the model from the system.



- A confirmation message will appear:  
*"Are you sure you want to delete this strategy model? This action is irreversible and cannot be undone. If you don't want to delete, you can simply inactivate it from the Edit mode."*



- If you proceed with the deletion by clicking **Continue**, the model will be permanently deleted.

### 4. Export Button:

- This feature allows you to download all model details into an Excel file.

- Clicking the **Export** button will generate an Excel file containing all the UI-configured scrips, weights, and other model data.



#### 5. **Bulk Upload:**

- The **Bulk Upload** feature simplifies the process of adding multiple models at once.

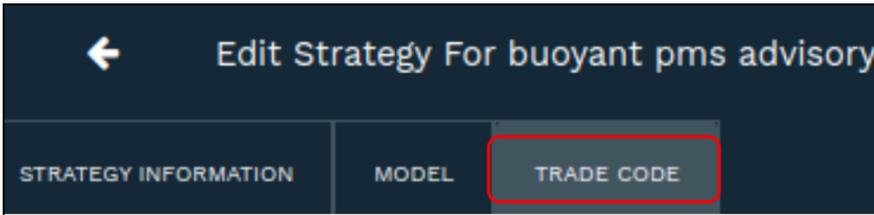


- You can prepare an Excel file containing the required details (e.g., scrip name, weights,).
- Upload the Excel file using this option, and the system will automatically create the models based on the uploaded data.

**Note:** Ensure accuracy in the uploaded file to avoid errors, as all data will be reflected directly in the created models.

## Trade code

In the Strategy Master, when you click the Edit button, you will find a tab labeled Trade Code.

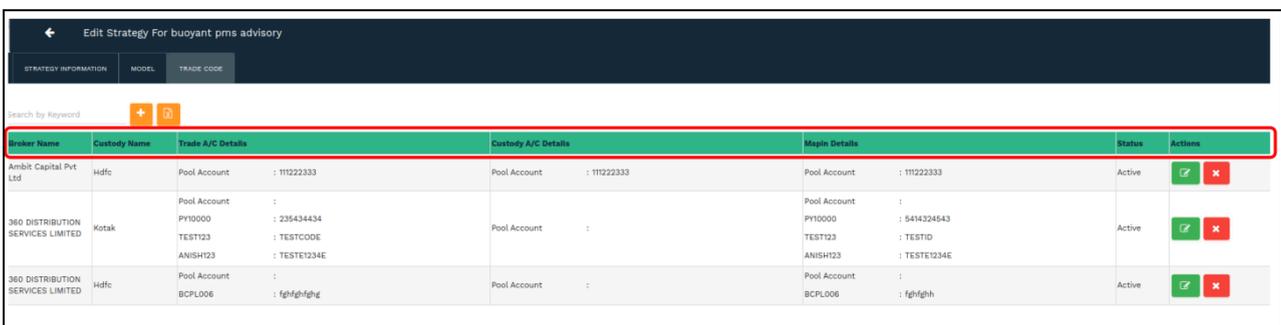


## What is Trade Code?

The Trade Code module is an essential part of the system that facilitates validation and mapping of trades between brokers, custodians, and the system. It ensures accurate reconciliation and reporting by aligning trade data with the respective accounts and codes.

When a trade is executed through the system, the following process occurs:

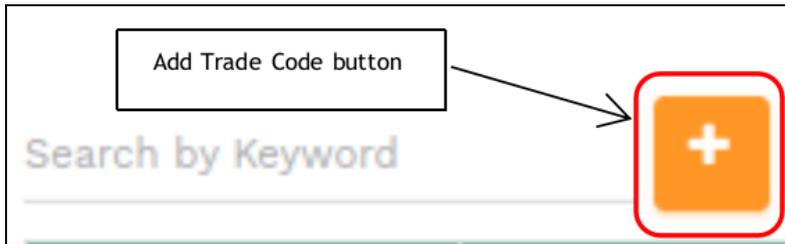
- 1. Trade Execution:**
  - Trades are generated in buy /sell allocation and shared with the broker.
- 2. Contract Note Validation:**
  - After the trade, the broker provides a contract note containing trade details.
  - The system uses the Trade Code module to validate the details in the contract note by cross-referencing it with the mapped trade codes.
- 3. Mapping of Trade Code:**
  - The module includes mappings for various entities such as broker names, custody names, trade account details, custody account details, and MAPIN details.
  - These mappings are crucial for identifying the correct accounts and ensuring the trades align with the appropriate broker and custodian.
- 4. Output File Generation:**
  - Once the validation is complete, the system generates an output file summarizing the validated trades.
  - This file is shared with the Financial Advisor (FA) and Custody teams for further processing and record-keeping.

A screenshot of the "Edit Strategy For buoyant pms advisory" interface showing a table of trade mappings. The table has columns for Broker Name, Custody Name, Trade A/C Details, Custody A/C Details, Mapin Details, Status, and Actions. The table is highlighted with a red border. Below the table is a search bar with a plus icon and a magnifying glass icon.

| Broker Name                       | Custody Name | Trade A/C Details   | Custody A/C Details      | Mapin Details  | Status | Actions   |
|-----------------------------------|--------------|---|--------------------------|--|--------|---|
| Ambit Capital Pvt Ltd             | judfc        | Pool Account : 111222333  | Pool Account : 111222333 | Pool Account : 111222333   | Active |   |
| 360 DISTRIBUTION SERVICES LIMITED | Kotak        | Pool Account : PFI0000 : 235434434<br>TEST123 : TESTCODE<br>ANISH123 : TESTE1234E | Pool Account :           | Pool Account : PFI0000 : 5414324543<br>TEST123 : TESTID<br>ANISH123 : TESTE1234E | Active |   |
| 360 DISTRIBUTION SERVICES LIMITED | judfc        | Pool Account : BCPL006 : fghfghfgh  | Pool Account :           | Pool Account : BCPL006 : fghfgh  | Active |   |

## How to Add a New Trade Code

1. Click on the Add Trade Code button.



2. The following fields will appear:
  - **Broker\***: Select the broker from the dropdown list.
  - **Custodian\***: Select the custodian from the dropdown list.
  - **Trade Status**: Choose the status of the trade.
  - **Trade Pool Account**: Enter the trade pool account details.
  - **Custody Pool Account**: Enter the custody pool account details.
  - **Mapin Pool Account**: Enter the Mapin pool account details.
3. Fill in all the required details and click the Save button.

A screenshot of a web form titled "Add Trade Code". The form contains several fields: "Broker\*" with a dropdown menu showing "Select Broker", "Custodian\*" with a dropdown menu showing "Select Custodian", "Trade Status" with a dropdown menu showing "Select Status", "Trade Pool Account", "Custody Pool Account", and "Mapin Pool Account". At the bottom left, there is a green "SAVE" button with a white document icon, which is highlighted by a black box and an arrow.

4. The trade code will be successfully added to the system.

## How do I delete a strategy?

1. Go to the ['Strategy Master'](#) module
2. Click on the 'Delete' button under the 'Action' column corresponding to the strategy you wish to delete.



3. Click on the 'Continue' button to delete the strategy.

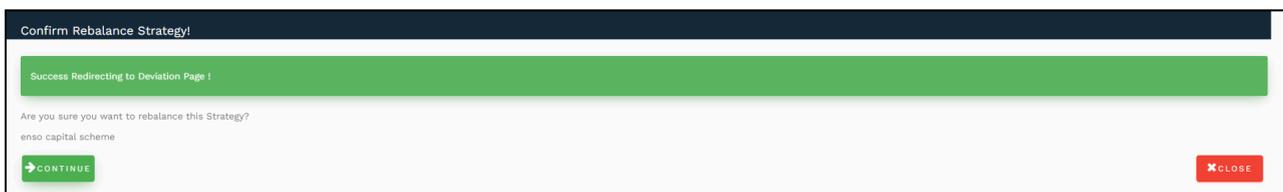
## What does rebalancing a strategy mean?

### How do I rebalance a strategy?

1. Go to the [‘Strategy Master’](#) module
2. Click on the ‘Rebalance’ button under the ‘Action’ column corresponding to the strategy you wish to rebalance.



3. Click on the ‘Continue’ button to rebalance the strategy.
4. After Clicking on the ‘Continue’ button it will redirect to the deviation report.



## 6. Brokers Master

### What is the ‘Manage Broker’ module used for?

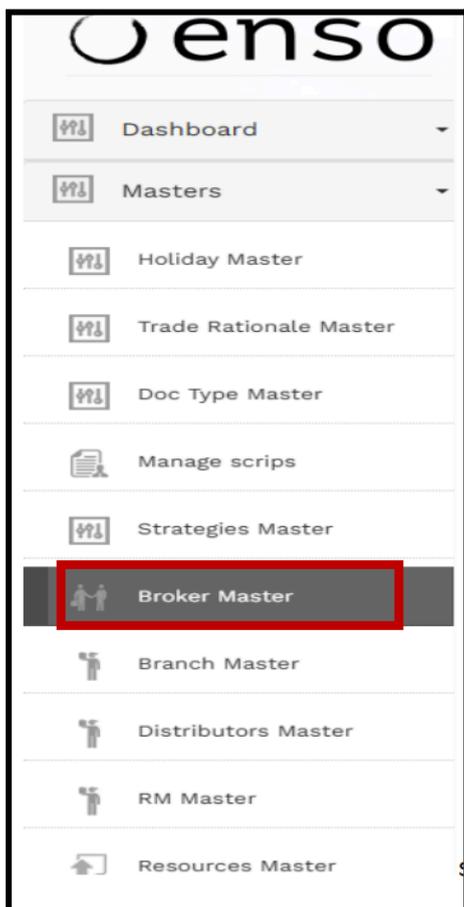
The “**Manage broker**” module allows you to maintain master data of all your brokers. The trade instructions will be sent to the POCs entered in this module.

### Who can access the Broker Master module?

Any group which has access to the ‘**Broker Master**’ module through [‘Access Control’](#) can access this module.

### How can I view all my brokers? How do I go to the Broker Master module?

1. Go to the ‘**Broker Master**’ module from the left side Navigation bar to see the list of all your brokers.



### How do I view a Broker's code and other details?

1. Go to the 'Broker Master' module to see a list of all your brokers along with their codes and details.
2. Click the Edit button to open the 'Edit Broker' pop-up for more broker details..



### How do I know if a broker is active or inactive?

Go to the 'Broker Master' module to view a list of brokers, where the 'Status' column shows the list of brokers are "Active" or "Inactive."

### What happens if I make a broker inactive?

If you mark a broker as 'Inactive', you won't be able to send trade instructions to them from that day.

### How do I make a broker inactive?

1. Go to the 'Broker Master' module
2. Click on the Edit button corresponding to the broker you wish to make inactive



3. Click on the dropdown menu for the Status section.

The screenshot shows the 'Edit Broker' form with the following fields:

- Broker Name\*: CRED
- Broker Type\*: Both
- Status\*: Active (dropdown menu is open, showing 'Active' and 'Inactive' options)
- BSE Reg Num\*: INZ00029463
- NSE Reg Num\*: INZ000294632
- Delivery Type: CURRENT
- Beneficiary Name: test
- IFSC code: [empty]
- Bank Account Num: test
- NSE Broker Code: 983798749
- BSE Broker Code: 983798749
- POC 1: Name\* te, Email\* anwarkhan.ensotech@gmail.com, Mobile number, Type Both
- POC 2: Name, Email, Mobile number, Type Select Type

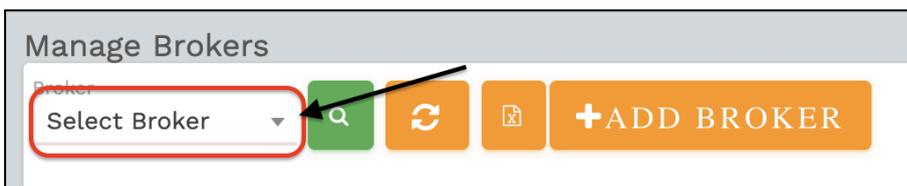
4. Select the **'Inactive'** option
5. Click on the **'Save'** button to save the changes.

### How do I make an inactive broker active again?

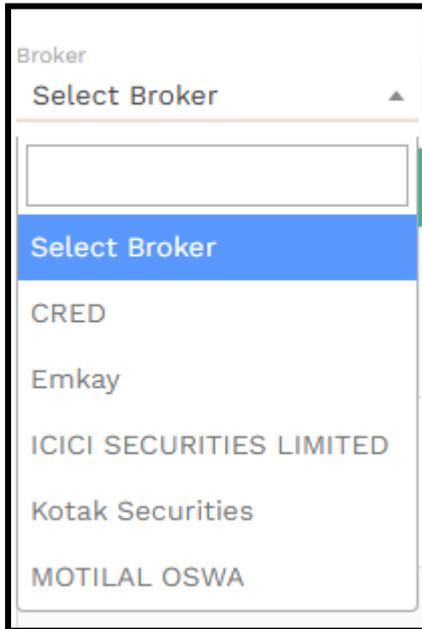
1. Refer: How [do I make a broker inactive?](#) and follow steps 1 - 3.
2. Select the **'Active'** option
3. Click on the **'Save'** button to save the changes.

### How do I search for a specific broker?

1. Go to the ['Manage Brokers'](#) module.
2. Click on the **'Select Broker'** dropdown on the top left of the page.



3. Select the broker you wish to search by either scrolling through the dropdown list or typing the name of the distributor and then choosing the relevant name.



4. After the relevant broker is selected, click on the Search button



### How do I reset/refresh my search?

Click on the **'Refresh'** button besides the **'Search'** button to reset your query and view all brokers.



### How do I export the Broker's list?

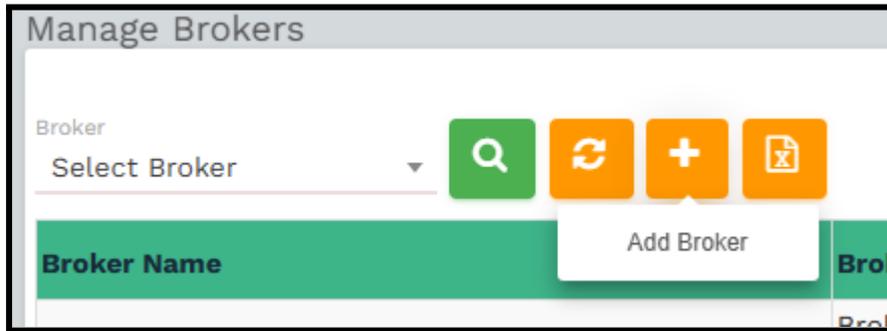
1. Go to the **'Broker Master'** module.
2. Click on the **'Excel'** button between the Search and **'Add Broker'** button.



3. The Broker list will be downloaded in a .xlsx format.

### How do I add a broker?

1. Go to the **'Broker Master'** module
2. Click on the **'Add Broker'** button on the top



3. Fill in the [required details](#).
4. Click on the **'Save'** button to save the changes.

## What information is essential when adding a broker?

Information that is necessary is marked with \*

Currently this field includes in Add Broker:

- Broker name
- Broker Type
- Status
- Broker Codes
- At least 1 POC - This point of contact is necessary since this is the person to whom trade instructions will be emailed

The screenshot shows the 'Add Broker' form with the following fields and sections:

- Broker Details:**
  - Broker Name\* (text input)
  - Broker Type\* (dropdown menu, currently showing 'Select Type' with options: Pool, NRI, Both)
  - Status\* (dropdown menu, currently showing 'Select Status')
  - BSE Reg Num\* (text input)
  - NSE Reg Num\* (text input)
  - Beneficiary Name (text input)
  - IFSC code (text input)
  - NSE Broker Code (text input)
  - BSE Broker Code (text input)
  - GST Num (text input)
  - Branch Name (text input)
- POC 1:**
  - Name\* (text input)
  - Email\* (text input)
  - Mobile number (text input)
  - Type (dropdown menu, currently showing 'Select Type')
  - Address (text input)
- POC 2:**
  - Name (text input)
  - Email (text input)
  - Mobile number (text input)
  - Type (dropdown menu, currently showing 'Select Type')
  - Address (text input)
- POC 3:** (Section header, no fields visible)

Buttons: SAVE (green), CLOSE (red). Watermark: Activate Windows, Go to Settings to activate Windows.

## How do I add a broker's account code for an NRE/NRO investor?

1. Go to the **'Broker Master'** module
2. Click on the Edit button corresponding to the broker you wish to edit



3. Under the **Broker Codes** section there would be text fields titled NRE & NRO. Edit the account code for the respective fields.
4. Click on the **'Save'** button to save the changes.

## How do I add a broker's point of contact (POC)?

1. Go to the **'Broker Master'** module
2. Click on the Edit button corresponding to the broker you wish to edit



3. Under the **POC** section, enter the new POC Name, Mobile number, Email and Address.
4. Click on the **'Save'** button to save the changes.

### How do I add multiple points of contact (POC) for a broker?

1. Go to the **'Broker Master'** module
2. Click on the Edit button corresponding to the broker you wish to edit



3. Under the **POC** section, go to POC 2 and enter the new POC Name, Mobile number, Email and Address.
4. Click on the **'Save'** button to save the changes.

### How do I edit a broker's information?

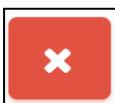
1. Go to the **'Broker Master'** module
2. Click on the Edit button corresponding to the broker you wish to make inactive



3. Make the required edits to the broker's information
4. Click on the **'Save'** button to save the changes.

### How do I delete a broker?

1. Go to the **'Broker Master'** module
2. Click on the Delete button corresponding to the broker you wish to delete

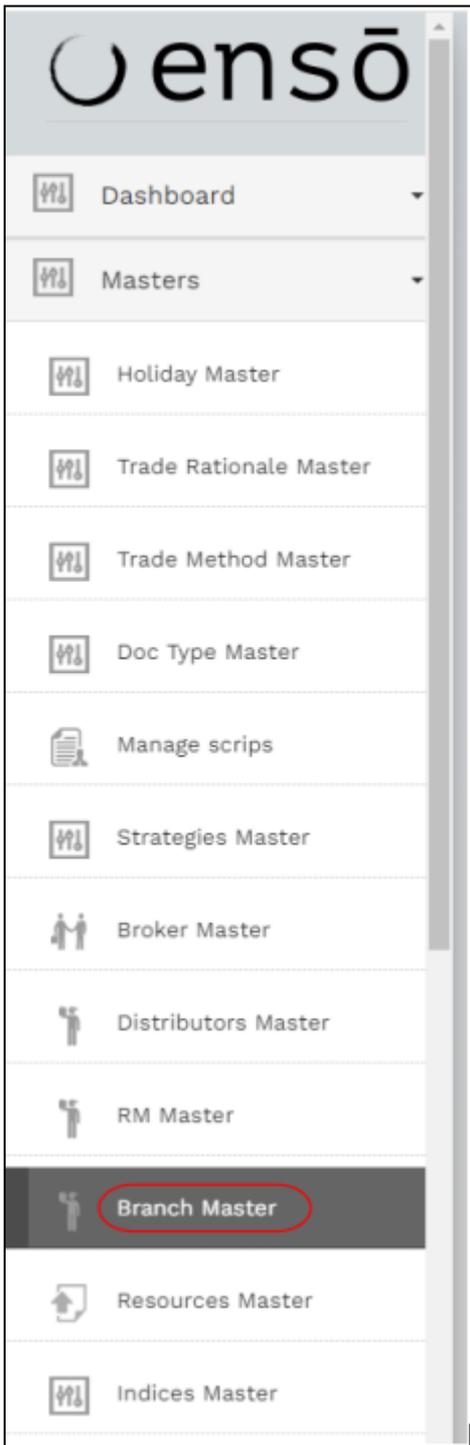


3. When the confirmation dialog appears, click on **"Continue"** and the broker shall be deleted.

# 7. Branch Master

What is the 'Branch Master' module used for?

The Branch Master module is used to see the details of all the branches also here we can add, edit, search, delete the details.

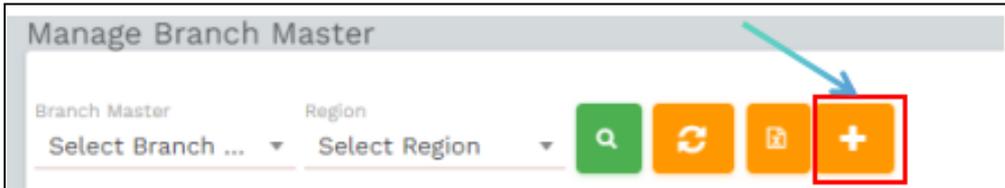


## Who can access the Branch Master module?

Any user who has been given access to the **Branch Master** module through '[Access Control](#)' can access this module.

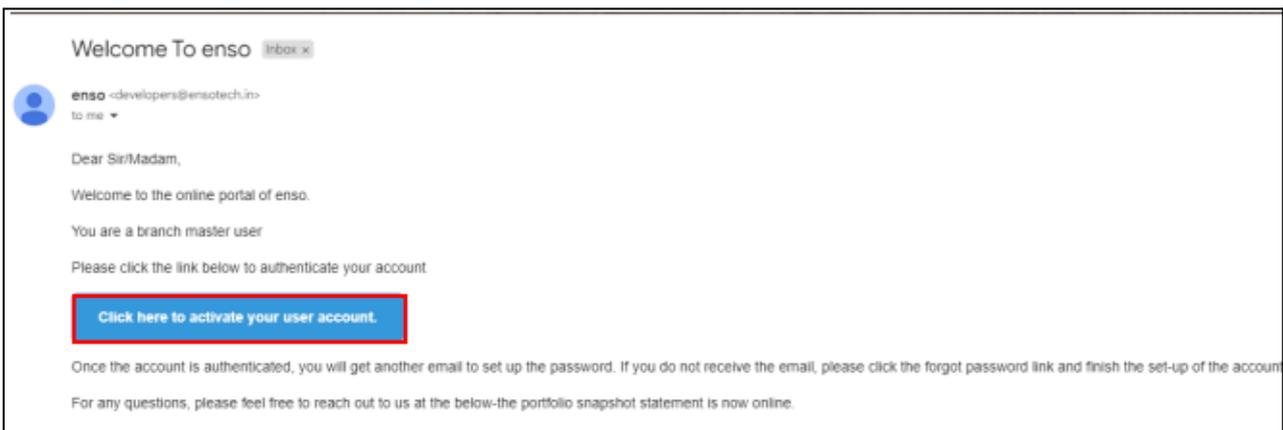
## How to add a Branch Master?

1. Go to the '[Branch Master](#)' module
2. click on the add '+' icon for adding the Branch into the Branch Master, kindly find the screenshot below.



3. After clicking on the Add branch master, it will open the form and need to fill all the required fields like branch master name, email, email, add Eigion and status
4. click on the save button, kindly find the screenshot below.

5. After clicking on Save button you will receive a welcome email for activation of your account into Enso.

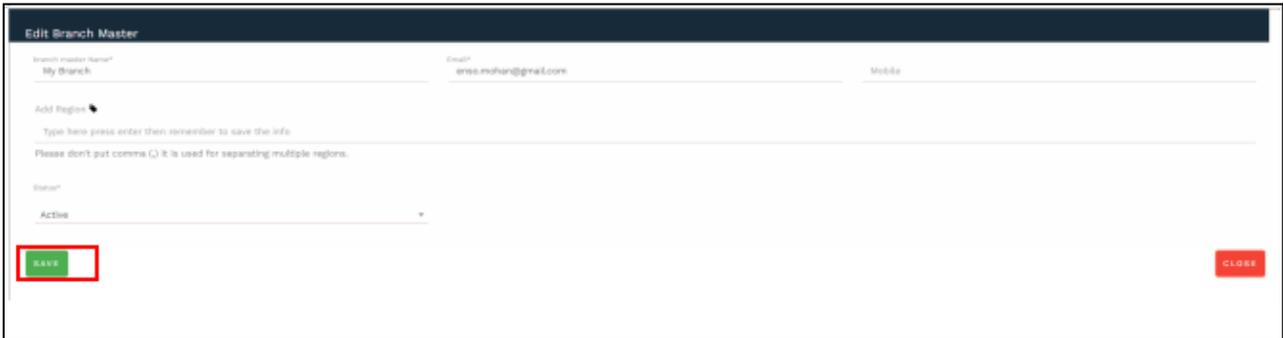


6. It will ask for the user account creation, for [Create Account](#).

### How do I edit the Branch Master?

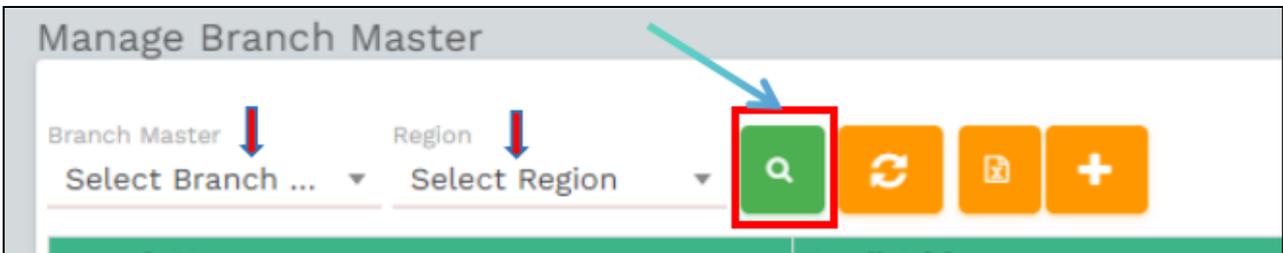
1. Go to the '[Branch Master](#)' module
2. Click on the Edit details , In this you can edit the required details of the branch master and click on save button.

#### Edit Details



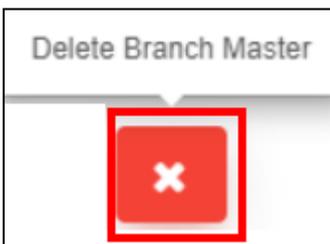
### How do I search for a specific Branch?

1. Go to the '[Branch Master](#)' module
2. Search by entering the Branch name or Region and click on the search button. kindly find the screenshot below.



### How do I Delete the Branch Master?

1. Go to the '[Branch Master](#)' module
2. Click on the delete button which you want to delete the Branch Master. Kindly find the screenshot below.



3. When the confirmation dialog appears, click on "Continue" and the Branch Master shall be deleted.

### How do I Export the Branch Master?

1. Go to the '[Branch Master](#)' module
2. click on the export button to down the data into csv file format, Kindly the screenshot below.



## 8. Distributors Master

### What is the Distributor Master module used for?

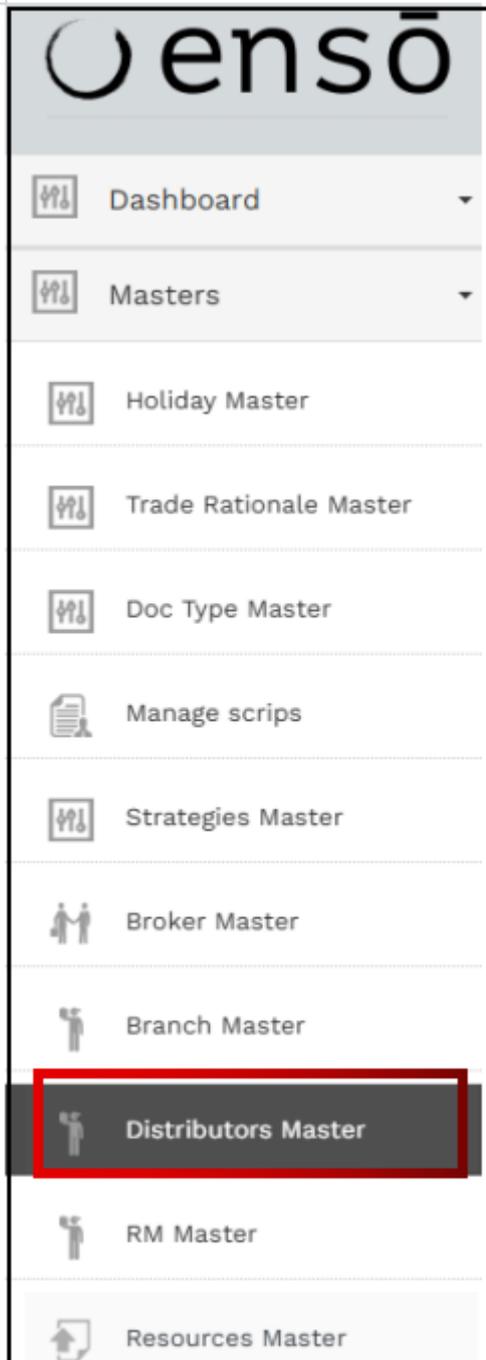
The Distributor Master module allows you to maintain master data of all your distributors. From this module you can also track fee sharing percentages for each distributor.

### Who can access the Distributor Master module?

Any user who has been given access to the 'Distributor Master' module through '[Access Control](#)' can access this module.

### How can I see all my distributors ?

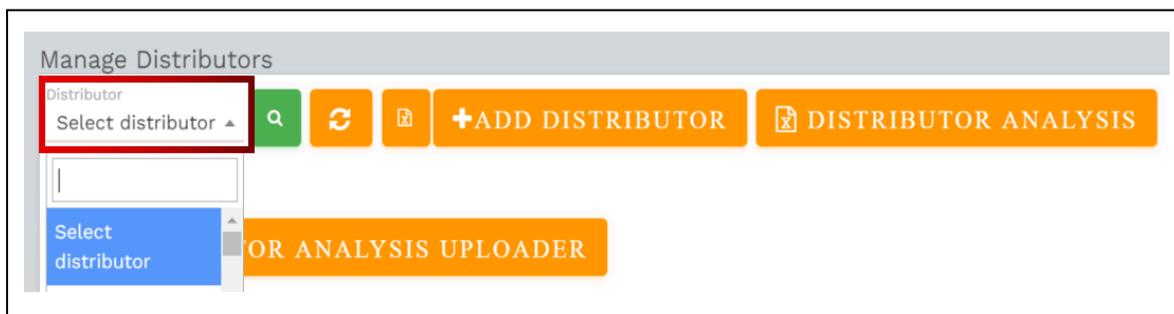
1. Go to the 'Distributor Master' module from the left side Navigation bar and click on 'Manage Distributors' to see the list of all your Distributors.



2. If your list of Distributors is too long, it will be paginated - meaning the list would be split across pages. The list would be sorted alphabetically.
3. Click on the 'Next' button at the bottom of the page to go to the next page. Alternatively, you can also click on the page numbers at the bottom of the page to go to specific pages.

### **How do I search for a specific distributor?**

1. Go to the Distributor Master module.
2. Click on the 'Select distributor' dropdown on the top left of the page.



3. Select the distributor you wish to search by scrolling through the dropdown or by typing the name of the distributor and then selecting the relevant name.
4. After the relevant distributor is selected, click on the Search button



### How do I reset/refresh my search?

Click on the 'Refresh' button besides the 'Search' button to reset your query and view all distributors.



### How do I export the Distributor's list?

4. Go to the Distributor Master module.
5. Click on the 'Excel' button between the Search and 'Add Distributor' button.



6. The Distributor list will be downloaded in a .xlsx format.

### How do I view a distributor's fee sharing percentages and other details?

1. Go to the Distributor Master module to see a list of all your distributors along with their fee sharing percentages and other details.
2. If you need to view more information on a distributor, you can click on the Edit button which will pull up the 'Edit Distributor' pop-up with more details about that distributor.



### How do I know if a distributor is active or inactive?

1. Go to the Distributor Master module to see the list of all your distributors. The status column of this list shows whether a distributor is 'Active' or 'Inactive'.

## What happens if I make a distributor inactive?

1. If you make a distributor 'Inactive', you will not be able to select them in other modules. Inactive distributors will be able to login to the system but they will only be able to view data and they cannot make any modifications.

## How do I make a distributor inactive?

1. Go to the Distributor Master module
2. Click on the 'Edit' button under the 'Action' column corresponding to the distributor you wish to make inactive.



3. Click on the Status dropdown and select Inactive

The screenshot shows the 'Edit Distributor' form with the following fields and values:

- Distributor Name\*: test
- AIN Number\*: 123
- GST Number: (empty)
- Status\*: Active (dropdown menu is open, showing 'Active' and 'Inactive' options, with 'Inactive' highlighted)
- Email\*: developer@gmail.com
- Management fee share percentage\*: 1
- Beneficiary Name: (empty)
- Bank Name: (empty)
- Branch Name: (empty)
- Bank Account Number: (empty)
- IFSC Code: (empty)
- POC 1: Name, Email, Mobile number (empty)
- Address: (empty)
- POC 2: Name, Email, Mobile number (empty)
- Address: (empty)

Buttons: SAVE (green), Activate Windows (red), Go to Settings to activate Windows (red), CLOSE (red).

4. Click on the 'Save' button to save the changes.

## How do I make an inactive distributor active again?

1. Go to the Distributor Master module
2. Click on the 'Edit' button under the 'Action' column corresponding to the distributor you wish to make Active.



3. Click on the Status dropdown and select Active.

4. Click on the 'Save' button to save the changes.

### What does account closed status mean?

1. A closed account is any account that has been deactivated or otherwise terminated, either by the customer, custodian or counterparty.
2. It means that the Distributor's account is going to be terminated or suspended for the real time.

### How do I close a distributor's account?

1. Go to the Distributor Master module
2. Click on the 'Edit' button under the 'Action' column corresponding to the distributor 'Status' you wish to edit.

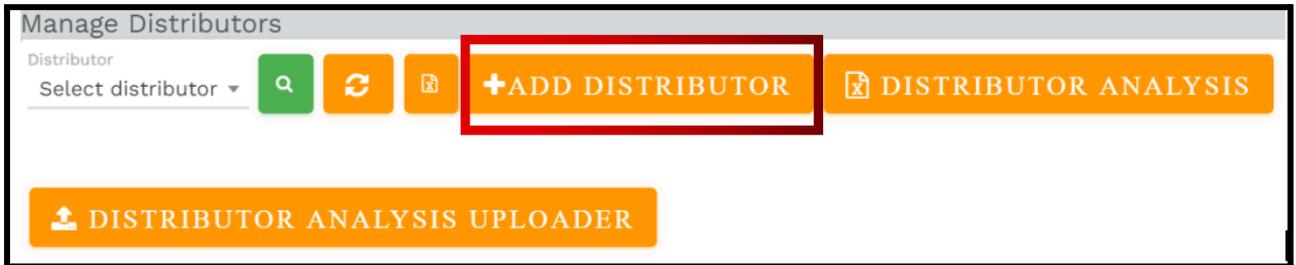


3. Make the required edits to the distributor's Status information.

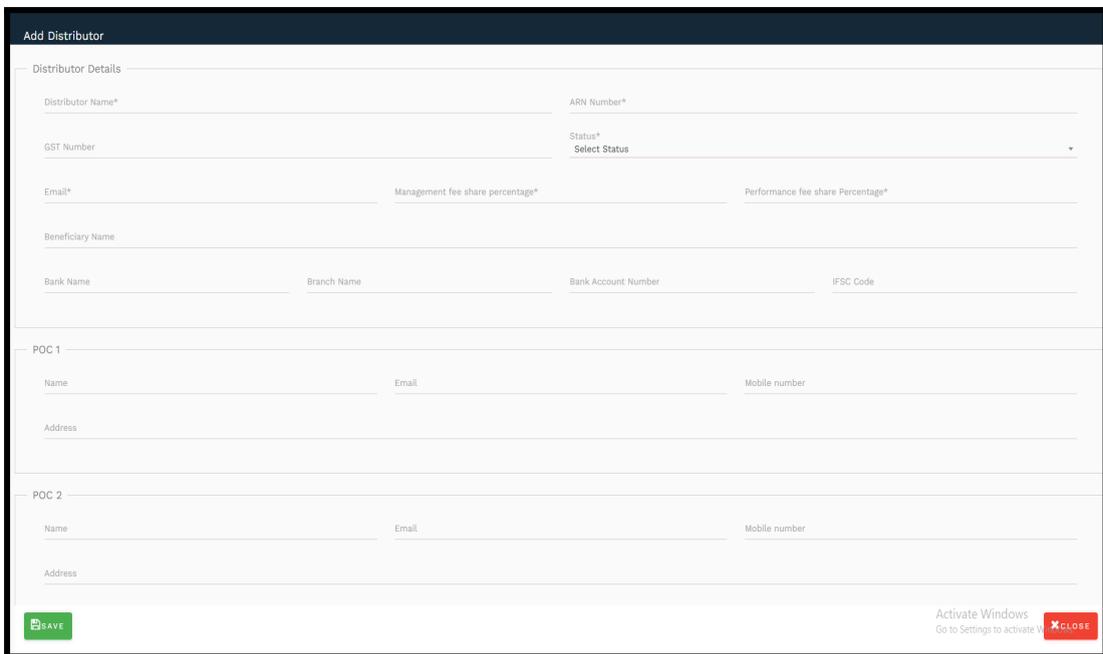
4. Click on the 'Save' button to save the changes

### How do I add a distributor?

1. Go to the Distributor Master module
2. Click on 'Add Distributor' button on the top bar



3. Fill in the required information. Information that is necessary is marked with \*



4. Click on the 'Save' button to save the changes

**Note** - This does not mean that the distributor login account has been created. It only means that the essential information of distributors have been listed in distributors masters. In order to create a distributor's login refer [How do I create a distributor's login account?](#)

## Distributor Analysis Button

### What is the Distributor Analysis Button Used For?

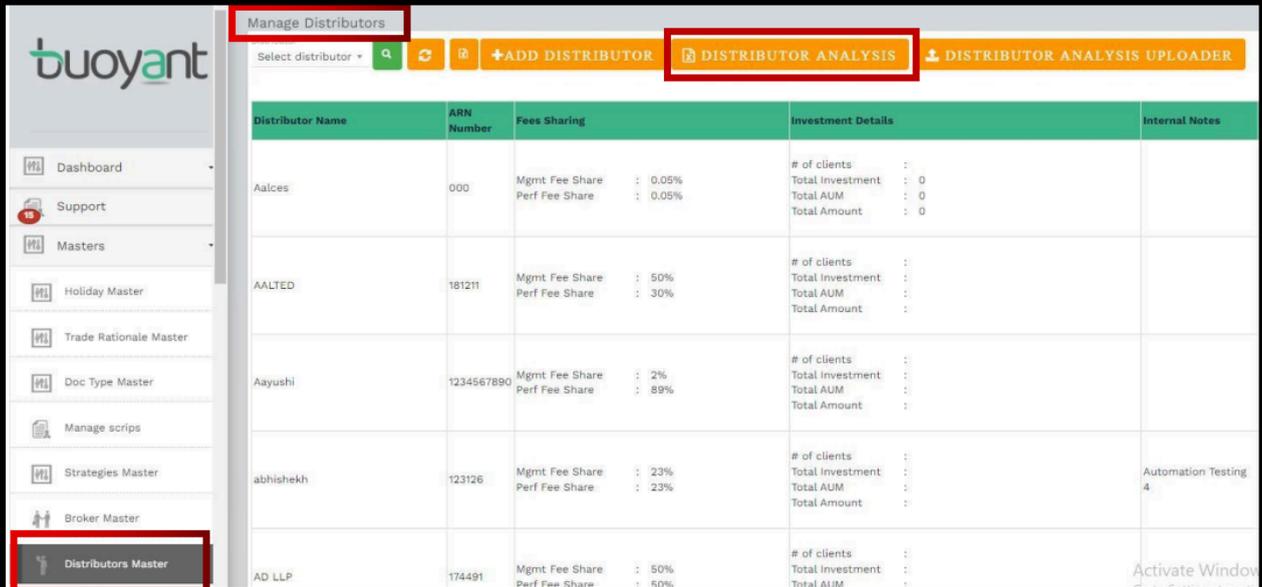
The Distributor Analysis button provides insights of distributor performance by showing the number of clients introduced and exited, total Assets Under Management (AUM), and commission paid. This data helps in evaluating each distributor and making informed decisions.

## Who Can Access the Distributor Analysis Button?

Any user with access granted through ['Access Control'](#) can view and use the Distribution Analysis button.

## How Can I Access the Distributor Analysis Button ?

Go to the ['Distributor Master'](#) module from the left-side navigation bar, click on **'Manage Distributors,'** and select the **'Distributor Analysis'** tab to view the analysis.



| Distributor Name | ARN Number | Fees Sharing                                     | Investment Details  | Internal Notes          |
|------------------|------------|--|---|-------------------------|
| Aalces           | 000        | Mgmt Fee Share : 0.05%<br>Perf Fee Share : 0.05% | # of clients :<br>Total Investment : 0<br>Total AUM : 0<br>Total Amount : 0 |                         |
| AALTED           | 181211     | Mgmt Fee Share : 50%<br>Perf Fee Share : 30%     | # of clients :<br>Total Investment :<br>Total AUM :<br>Total Amount :       |                         |
| Aayushi          | 1234567890 | Mgmt Fee Share : 2%<br>Perf Fee Share : 89%      | # of clients :<br>Total Investment :<br>Total AUM :<br>Total Amount :       |                         |
| abhishekh        | 123126     | Mgmt Fee Share : 23%<br>Perf Fee Share : 23%     | # of clients :<br>Total Investment :<br>Total AUM :<br>Total Amount :       | Automation Testing<br>4 |
| AD LLP           | 174491     | Mgmt Fee Share : 50%<br>Perf Fee Share : 50%     | # of clients :<br>Total Investment :<br>Total AUM :                         |                         |

## What will happen when you click the Distributor Analysis button?

After clicking the **Distributor Analysis** button, the Excel sheet containing distributor performance data will be automatically downloaded.



## What can you view in the downloaded Excel sheet?

You can view a summary of distributor performance, including key metrics like **Distributor Name, Total Clients Introduced and Exited, Total AUM, and Commission Paid.**

You can also see detailed **distribution-wise performance.**

**Below is the format for downloaded Excel file, which includes Distributor Performance Summary.**

**Distributor Performance Summary**

| A                | B                       | C                            | D                        | E                              | F                 | G                | H                     |
|------------------|-------------------------|------------------------------|--------------------------|--------------------------------|-------------------|------------------|-----------------------|
| Distributor Name | First client Introduced | Total clients introduced (A) | Total clients exited (B) | Total clients as on date (A-B) | Total AUM at cost | Total AUM at NAV | Total Commission Paid |
| AAICES           | 08 Aug 2023             | 1                            | 0                        | 1                              | 0.00              | 0.00             | 84,33,656.78          |
| AAALTE           | 26 Jul 2022             | 9                            | 0                        | 9                              | 0.00              | 0.00             | 3,14,620.00           |
| AAVUSHI          | 27 Feb 2023             | 135                          | 0                        | 135                            | 0.00              | 0.00             |                       |
| ABHISHHEKH       | NA                      | 0                            | 0                        | 0                              | 0.00              | 0.00             |                       |
| AD LLP           | 06 Jun 2022             | 7                            | 0                        | 7                              | 0.00              | 0.00             |                       |
| ALPHA            | 08 Feb 2024             | 4                            | 0                        | 4                              | 0.00              | 0.00             |                       |
| ANAANI           | 04 May 2022             | 1                            | 0                        | 1                              | 0.00              | 0.00             |                       |
| ANIPUF           | 28 Aug 2022             | 3                            | 0                        | 3                              | 0.00              | 0.00             | 3,51,170.51           |
| ANUP             | NA                      | 0                            | 0                        | 0                              | 0.00              | 0.00             |                       |
| ANWAR            | NA                      | 0                            | 0                        | 0                              | 0.00              | 0.00             |                       |
| ARTLTD           | 14 Mar 2022             | 16                           | 0                        | 16                             | 0.00              | 0.00             | 42,52,657.29          |
| AUMTED           | 27 Sep 2022             | 23                           | 0                        | 23                             | 0.00              | 0.00             | 3,21,21,040.20        |
| AVANTI_KA        | 06 Mar 2024             | 2                            | 0                        | 2                              | 0.00              | 0.00             |                       |
| BHJARI           | 22 Jun 2022             | 8                            | 0                        | 8                              | 0.00              | 0.00             | 41,10,131.06          |
| BLU(D)           | 10 Mar 2022             | 3                            | 0                        | 3                              | 0.00              | 0.00             |                       |
| BLU(B)           | 18 Aug 2022             | 4                            | 0                        | 4                              | 0.00              | 0.00             |                       |
| CORTED           | 05 Sep 2022             | 13                           | 0                        | 13                             | 0.00              | 0.00             |                       |
| CREICE           | 27 Feb 2020             | 129                          | 0                        | 129                            | 0.00              | 0.00             |                       |
| D ANUP           | 27 Oct 2021             | 1                            | 0                        | 1                              | 0.00              | 0.00             |                       |
| DANLTD           | 20 Jul 2022             | 5                            | 0                        | 5                              | 0.00              | 0.00             |                       |
| DAMULP           | NA                      | 0                            | 0                        | 0                              | 0.00              | 0.00             |                       |
| DESTED           | 23 Jun 2022             | 14                           | 0                        | 14                             | 0.00              | 0.00             |                       |
| DEGDFGDE         | NA                      | 0                            | 0                        | 0                              | 0.00              | 0.00             |                       |
| DIPETH           | 16 Aug 2023             | 4                            | 0                        | 4                              | 0.00              | 0.00             |                       |
| EASERS           | 24 Aug 2021             | 4                            | 0                        | 4                              | 0.00              | 0.00             |                       |
| EKATED           | 19 May 2023             | 1                            | 0                        | 1                              | 0.00              | 0.00             |                       |
| ELATED           | 02 Mar 2022             | 11                           | 0                        | 11                             | 0.00              | 0.00             |                       |
| EMKTED           | 20 Jun 2023             | 37                           | 0                        | 37                             | 0.00              | 0.00             |                       |
| ENSO             | 31 Oct 2022             | 5                            | 0                        | 5                              | 0.00              | 0.00             |                       |
| ENSO 2           | 03 Aug 2023             | 1                            | 0                        | 1                              | 0.00              | 0.00             |                       |
| ESUTED           | 04 Oct 2022             | 202                          | 0                        | 202                            | 0.00              | 0.00             |                       |
| FSI              | 30 Oct 2023             | 7                            | 0                        | 7                              | 0.00              | 0.00             |                       |
| FINORS           | 23 Mar 2001             | 38                           | 0                        | 38                             | 0.00              | 0.00             |                       |
| GMFLUP           | 02 May 2024             | 1                            | 0                        | 1                              | 0.00              | 0.00             |                       |
| GRELLC           | 18 Apr 2018             | 10                           | 0                        | 10                             | 0.00              | 0.00             |                       |
| GUATED           | 23 Dec 2020             | 69                           | 0                        | 69                             | 0.00              | 0.00             |                       |
| HAR CT           | NA                      | 0                            | 0                        | 0                              | 0.00              | 0.00             |                       |

## What can you view in the downloaded Excel sheet for Distributor Funds ?

In the Distributor Funds section, the downloaded Excel sheet details the Fund Performance, showing key metrics across various periods.

**Fund Performance:** Includes Total Inflow, Total Outflow, Current Value, and historical performance over 3, 5, and 10 years.

**Nifty Performance:** Provides performance metrics for comparison over 3, 5, and 10 years.

Below is the format of the downloaded Excel file, showing distribution-wise performance for Distributor Funds and Nifty Performance.

**Distribution-wise performance for Distributor Funds & Nifty Performance.**

| B            | C      | D                      | E              | F           | G            | H          | I             | J                | K                 | L                | M       | N        | O                 | P       | Q        | R |
|--------------|--------|------------------------|----------------|-------------|--------------|------------|---------------|------------------|-------------------|------------------|---------|----------|-------------------|---------|----------|---|
| TOTAL        | S. NO  | Client Name            | Inception date | Location    | Total Inflow | Total Outf | Current Value | Last inflow date | Last outflow date | Fund Performance |         |          | Nifty Performance |         |          |   |
|              |        |                        |                |             |              |            |               |                  |                   | 3 Years          | 5 Years | 10 Years | 3 Years           | 5 Years | 10 Years |   |
| 0.00         |        | LUGAR JEETENDRA MISTRY | 08 Aug 2023    | Maharashtra | 0            |            | 0.00          | NA               | NA                |                  |         |          |                   |         |          |   |
| 0.00         |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 0.00         |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 0.00         |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 2,18,472.00  |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 6,58,601.00  |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 3,55,589.00  |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 0.00         |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 6,54,935.08  |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 3,55,461.04  |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 2,44,095.54  |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 24,41,218.04 |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 25,99,439.09 |        |                        |                |             |              |            |               |                  |                   |                  |         |          |                   |         |          |   |
| 75,67,810.78 | Totals |                        |                |             | 0            | 0          | 0.00          |                  |                   |                  |         |          |                   |         |          |   |

## How do I create a distributor's login account?

After adding a distributor from the Distributor Master module, go to the Access Control Module and add a user with the same email address and add that user to the Distributors group.

## Do I need to do anything else after adding a distributor?

1. Yes. While adding a client in manage client users will have the option to select 'source' Which means that users can select distributors option if they have.!
2. **Also**, If you want to provide distributor login features, then the users need to create a distributor account. Refer [How do I create a distributor's login account?](#) for the same.

## How do I edit a distributor's information?

1. Go to the Distributor Master module
2. Click on the 'Edit' button under the 'Action' column corresponding to the distributor you wish to edit.



3. Make the required edits to the distributor's information.
4. Click on the 'Save' button to save the changes.

## How do I delete a distributor?

1. Go to the Distributor Master module
2. Click on the 'Delete' button under the 'Action' column corresponding to the distributor you wish to delete.



3. Click on the 'Continue' button to delete the distributor's profile.

## How do I edit a distributor's fee shares?

Open the [Edit Distributor](#) dialog box and edit the section titled 'Management fee share'

## How do I add a distributor's IFSC code?

Open the [Edit Distributor](#) dialog box and type in the section titled 'IFSC code'

## How do I add a distributor's point of contact (POC)?

Open the [Edit Distributor](#) dialog box and add the details under the section titled 'POC 1'

## **How do I add multiple points of contact (POC) for a distributor?**

After adding [POC 1](#), fill in the details under the title 'POC 2'

# **9. RM Master**

## **What is the RM Master module used for?**

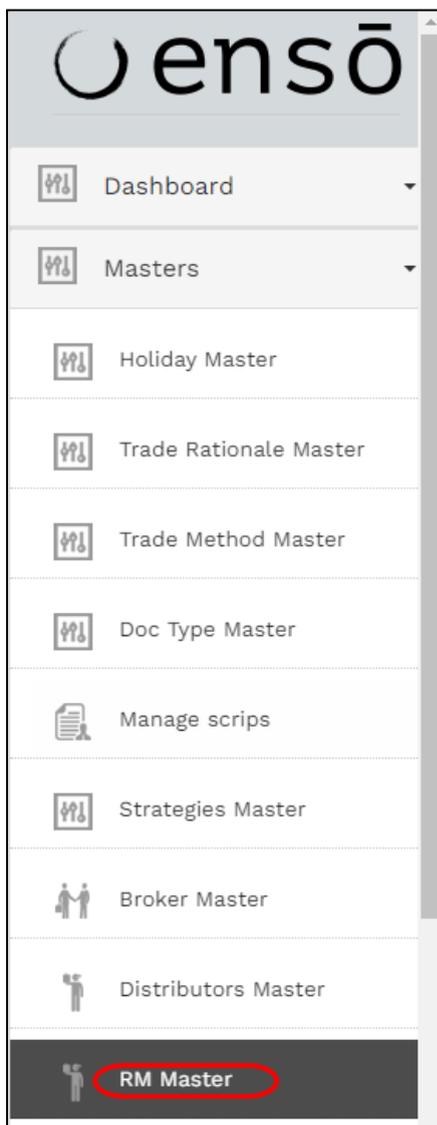
The RM Master module allows you to maintain master data of all your Relationship Managers (RMs).

## **Who can access the Manage Distributors module?**

Any user who has been given access to the 'Manage Relationship Manager' module through '[Access Control](#)' can access this module.

## **How can I see all my RMs ?**

1. Go to the RM Master module from the left side Navigation bar and click on RM Master to see the list of all your Relationship Managers.



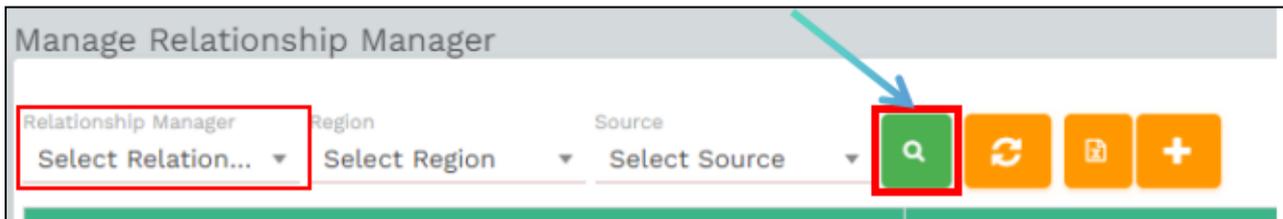
2. If your list of RMs is too long, it will be paginated. The list would be sorted alphabetically.
3. Click on the 'Next' button at the bottom of the page to go to the next page. Alternatively, you can also click on the page numbers at the bottom of the page to go to specific pages.

### What is Source?

In this source section it will show the Distributor like Self distributor or any other distributor name.

### How do I search for a specific RM?

1. Go to the [RM Master](#) module.
2. Search by selecting the Relationship Manager, Region and source from the dropdown on the top left of the page and click on the search button.



### How do I reset/refresh my search?

Click on the 'Refresh' button besides the 'Search' button to reset your query and view all RMs.



### How do I export the RM list?

1. Go to the ['RM Master'](#) module.
2. Click on the 'Excel' button between the Search and 'Add RM' button.



3. The RM list will be downloaded in a .xlsx format.

### How do I know if a RM is active or inactive?

Go to the ['RM Master'](#) module to see the list of all your RMs. The status column of this list shows whether a RM is 'Active' or 'Inactive'.

### What happens if I make an RM inactive?

If you make an RM 'Inactive', you will not be able to select them in other modules. Inactive RMs will be able to login to the system but they will only be able to view data and they cannot make any modifications.

### How do I make an RM inactive?

1. Go to the ['RM Master'](#) module.
2. Click on the 'Edit' button under the 'Action' column corresponding to the RM you wish to make inactive.



3. Click on the Status dropdown and select Inactive



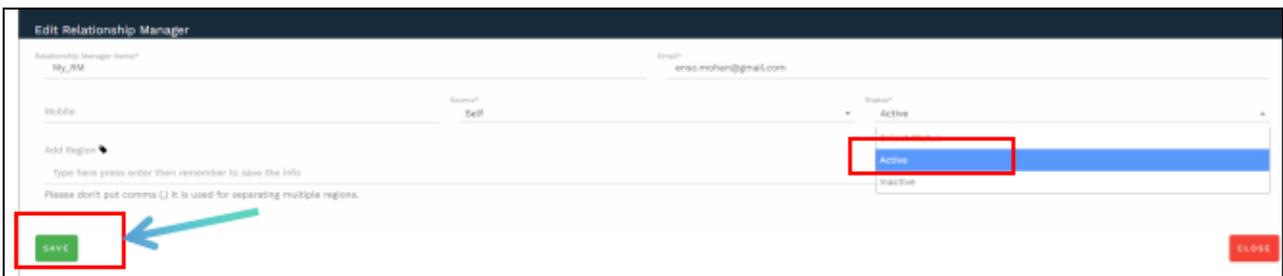
4. Click on the 'Save' button to save the changes.

### How do I make an inactive RM active again?

1. Go to the '[RM Master](#)' module.
2. Click on the 'Edit' button under the 'Action' column corresponding to the distributor you wish to make Active.



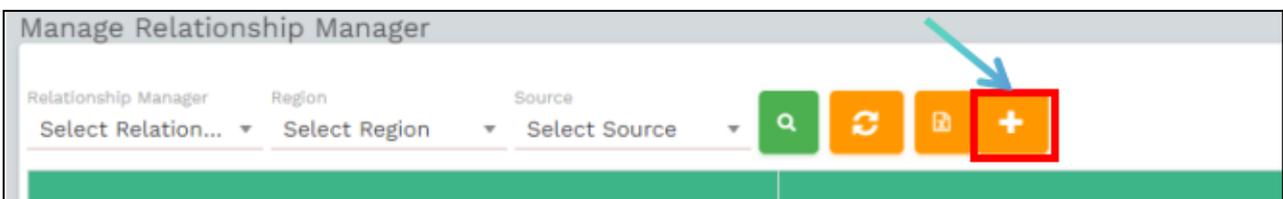
3. Click on the Status dropdown and select Active.



4. Click on the 'Save' button to save the changes.

### How do I add an RM?

1. Go to the '[RM Master](#)' module.
2. Click on plus' button on the top bar



3. Fill in the required information. Information that is necessary is marked with \*

4. Click on the 'Save' button to save the changes

**Note** - This does not mean that the RM's login account has been created. It only means that the essential information of distributors have been listed in RM masters. In order to create a distributor's login refer [How do I create an RM's login account?](#)

### How do I create an RM's login account?

After adding a RM from the Manage Distributors module, go to the Access Control Module and add a user with the same email address and add that user to the RM group.

### Do I need to do anything else after adding a distributor?

1. Yes. While adding a client in manage client users will have the option to select 'source' Which means that users can select RM option if they have
2. **Also**, If you want to provide distributor login features, then the users need to create a distributor account. Refer [How do I create an RM's login account?](#) for the same.

### How do I edit an RM's information?

1. Go to the ['RM Master'](#) module.
2. Click on the 'Edit' button under the 'Action' column corresponding to the distributor you wish to edit.



3. Make the required edits to the RM's information.
4. Click on the 'Save' button to save the changes.

### How do I delete an RM?

1. Go to the ['RM Master'](#) module.
2. Click on the 'Delete' button under the 'Action' column corresponding to the RM you wish to delete.



3. Click on the 'Continue' button to delete the RM's profile.

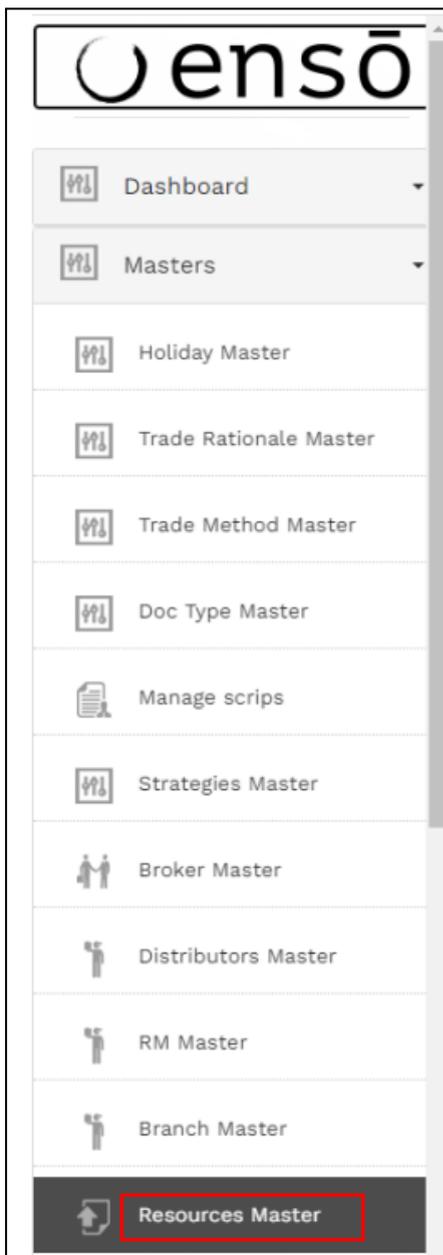
# 10. Resource Master

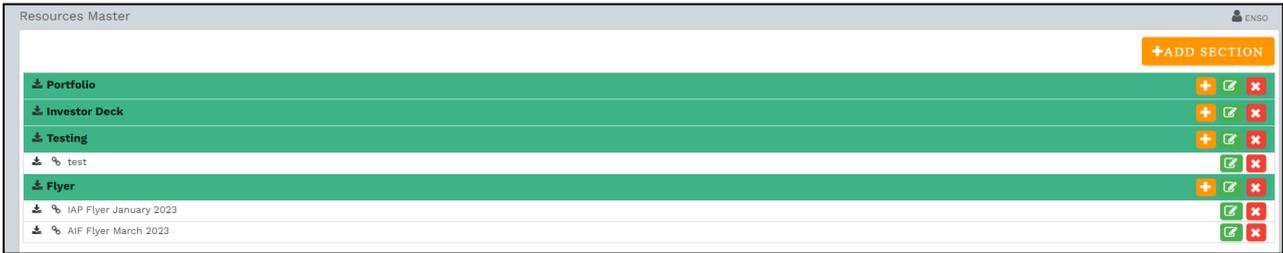
## What is a resource master?

1. In the resource master module we can upload the required document and this document can be viewed and downloaded by RM & distributor and who have the admin rights.

## How can I see Resource Master ?

1. Go to the 'Resource Master' module from the left side Navigation bar and click on 'Resource Master' to see the list of all your Resources.





- The above page will appear when you click on Resource Master.
- Here there are many options like Portfolio, Investor Deck, Flyer
- You can download by clicking on the download icon.

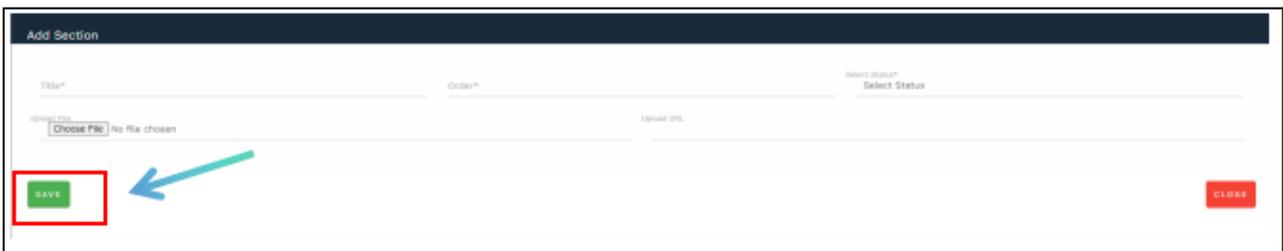


- By clicking on the Resource file Link it will redirect to the verification link. Button symbol shown below.



### How to Add Manage Resources?

- Click on the ADD SECTION icon that is displayed on the Manage Resource page on the top right hand side.



- The above page will appear when we click on the Add Section.
- Fill all the mandatory details and click on save button once all the details are filled.

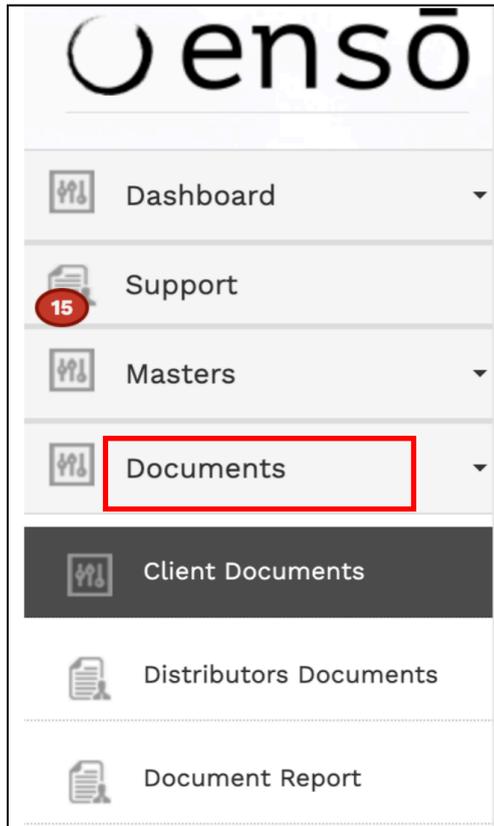
### How to ADD, EDIT and Delete the resource?

- By clicking on the add icon one can edit, by clicking on edit one can edit the document and by clicking on cancel one can delete the resource.



# Documents Module

Click on document module any you will able to see submodules of documents



## What is the Documents Module?

The **Document Module** helps manage client-related documents efficiently. It has three main sections:

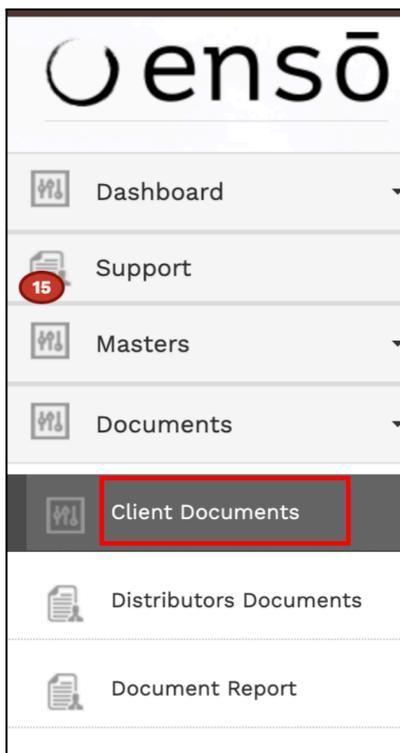
1. **Client Documents:** Manage and store client-specific files like contracts, KYC forms, etc.
2. **Distribution Documents:** Handle reports and summaries shared with clients or stakeholders.
3. **Document Reports:** Generate reports on document uploads, distributions, and pending tasks.

## What is the Client Document Submodel?

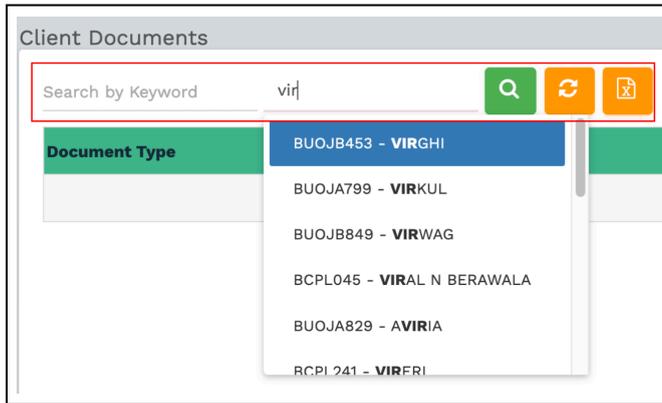
The **Client Document Submodel** is a section within the Document Module that allows you to manage and organize all client-specific documents. It provides tools for searching, editing, downloading, and deleting documents related to individual clients, ensuring efficient document management for compliance and operational purposes.

## How to Access the Client Document Module?

- **Login:** Use your Enso login credentials to access the system.
- **Navigate to the Document Module:** Once logged in, locate and click on the **Document Module** from the main dashboard.
- **Select Client Documents:** Within the Document Module, choose the **Client Documents** submodel to manage and view client-related documents.



- **Go to Client Documents Submodel:** Select the Client Documents section within the module.
- **Search for Client Documents:** Use the search bar to type the client's name or keywords, then click on the Search button.



## Client Document Details

In the Client Documents section, you can view:

- **Document Type:** Category of the document.
- **Document Name:** Title of the document.
- **File:** Associated file name.
- **Comments:** Additional notes.
- **Status:** Current status of the document.

| Document Type          | Document Name                      | File   | Comments | Status | Actions   |
|------------------------|------------------------------------|--|----------|--------|---|
| Client Master          | BCPL 045 20207956 - Viral Berawala | 28_04_2022_04_27_45_BCPL 045 20207956 - Viral Berawala.pdf |          | Active |    |
| CKYC - CERSAI Registry | CKYC                               | 24_12_2023_03_56_17_AGHPB6988R_OTH_0907201917261149.pdf    |          | Active |    |

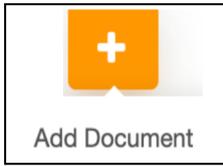
### Action Buttons:

- **Edit:** Modify document information by clicking the edit button.
- **Delete:** Remove the document by clicking the delete button.
- **Download:** Save a copy of the document by using the download button.



## How to Add a New Client Document

1. **Go to Client Documents:** Navigate to the "Documents" section and select "Client Documents."
2. **Click on Add Document:** Find and click the "Add Document" button to open the document upload form.



### 3. Fill in Document Details:

- **Document Type:** Select the appropriate document type from the dropdown.
- **Document Name:** Enter the document name.
- **Status:** Choose the document status (e.g., Active, Inactive).
- **Upload Document:** Click to upload the file.
- **Comments:** (Optional) Add any relevant comments.

A screenshot of the "Add Document" form. It has a dark blue header with the text "Add Document". Below the header, there are four input fields: "Document Type\*" with a dropdown menu showing "Pradeep Card1", "Document Name\*" with the text "PAN", "Status\*" with a dropdown menu showing "Active", and "Upload Document\*" with a "Choose File" button and the text "Email Template (1) (1).docx". There is also a "Comments" field with the text "PAN Details.". At the bottom left is a green "SAVE" button, and at the bottom right is a red "CLOSE" button.

### 4. Save the Document:

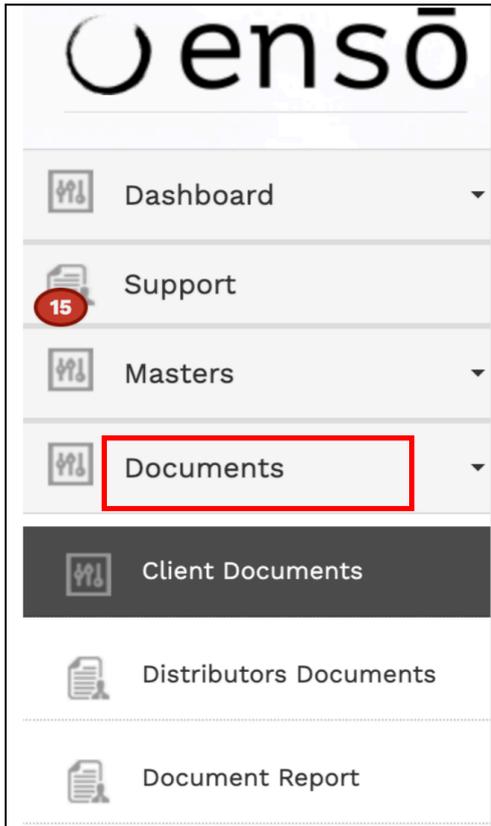
Once all fields are completed, click the **"Save Button"** to save the document in the system.

### 5. Refresh to View:

After saving, click the **"Refresh"** button to view the newly added document in the list.

A screenshot of the "Client Documents" table. The table has a header with columns: "Document Type", "Document Name", "File", "Comments", "Status", and "Actions". The first row shows a document with "Pradeep Card1" as the type, "Pan card 12" as the name, and "28\_09\_2024\_05\_22\_49\_Enso templates.docx" as the file. The "Status" is "Active". The "Actions" column contains three icons: a green edit icon, a red delete icon, and an orange download icon. Above the table, there is a search bar with the text "WFIJ0006111 - Pradeep" and a "Refresh" button (a circular arrow icon) highlighted with a red box. There are also search, upload, and add buttons. A green button with the text "WFIJ0006111 - PRADEEP" is also visible.

## Distribution Documents Module



Click on the Distribution Documents submodule to view and manage distribution-related files.

# What is the Distribution Documents Module?

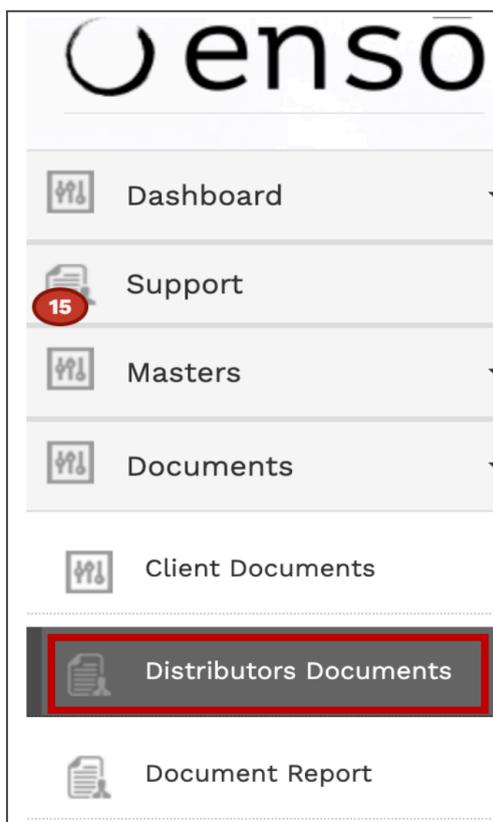
The Distribution Documents Module helps manage reports and summaries shared with clients or stakeholders. It allows you to organize, store, and track documents related to distributions, ensuring efficient communication and record-keeping.

## What is the Distribution Documents Submodule?

The Distribution Documents Submodule is a section within the Document Module that allows you to manage all distribution-specific documents. It provides tools for searching, editing, downloading, and deleting distribution reports, ensuring smooth distribution management and compliance with stakeholder requirements.

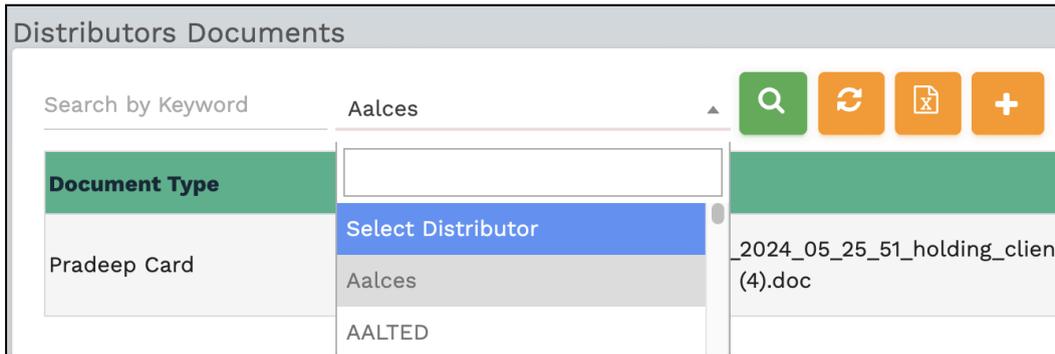
### How to Access the Distribution Documents Submodule:

1. **Login:** Use your Enso login credentials to access the system.
2. **Navigate to the Document Module:** Once logged in, locate and click on the Document Module from the main dashboard.
3. **Select Distribution Documents:** Within the Document Module, choose the Distribution Documents submodule to manage and view distribution-related documents.



### Search for Distribution Documents:

- Use the search bar to type the distribution name or keywords, then click on the Search button.



### Distribution Document Details

In the Distribution Documents section, you can view:

- **Document Type:** Category of the distribution document.
- **Document Name:** Title of the document.
- **File:** Associated file name.
- **Comments:** Additional notes.
- **Status:** Current status of the document.



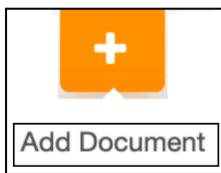
### Action Buttons:

- **Edit:** Modify distribution document information by clicking the edit button.
- **Delete:** Remove the document by clicking the delete button.
- **Download:** Save a copy of the document by using the download button.



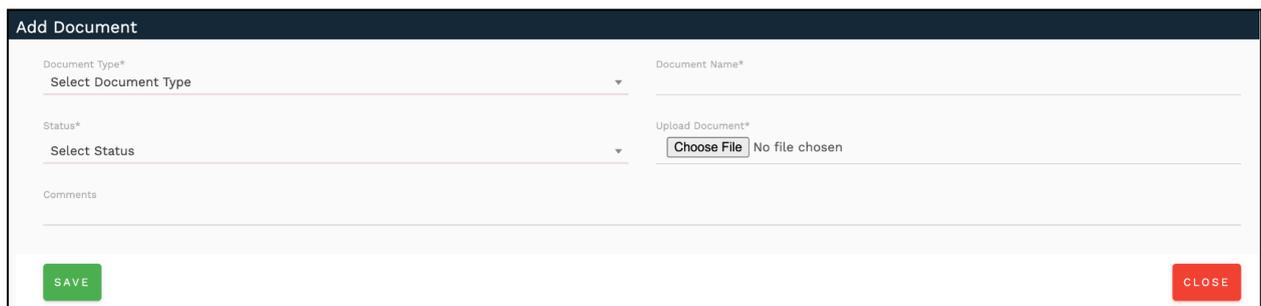
## How to Add a New Distribution Document:

1. **Go to Distribution Documents:** Navigate to the "Documents" section and select "Distribution Documents."
2. **Click on Add Document:** Find and click the "Add Document" button to open the document upload form.



### Fill in Document Details:

- **Document Type:** Select the appropriate document type from the dropdown.
- **Document Name:** Enter the document name.
- **Status:** Choose the document status (e.g., Active, Inactive).
- **Upload Document:** Click to upload the file.
- **Comments:** (Optional) Add any relevant comments.

A screenshot of a web form titled "Add Document". The form has a dark blue header. Below the header, there are four input fields: "Document Type\*" with a dropdown menu showing "Select Document Type"; "Document Name\*" with a text input field; "Status\*" with a dropdown menu showing "Select Status"; and "Upload Document\*" with a "Choose File" button and the text "No file chosen". Below these fields is a "Comments" text area. At the bottom left is a green "SAVE" button, and at the bottom right is a red "CLOSE" button.

### Save the Document:

- Once all fields are completed, click the "Save" button to save the document in the system.

### Refresh to View:

- After saving, click the "Refresh" button to view the newly added document in the list.

| Distributors Documents |               |   |         |   |   |   |   |
|------------------------|---------------|---|---------|---|---|---|---|
| Search by Keyword      |               | Aalces  |         |  |  |  |  |
| Document Type          | Document Name | File  | Refresh | Comments  | Status  |   |   |
| Pradeep Card           | bhcfh         | 12_06_2024_05_25_51_holding_client_2024-04-23 (4).doc |         |   | Active  |   |   |

# Bill Group Module

## What is a Bill Group?

A Bill Group is a classification used within the Bill Group Module to manage and charge fees to clients effectively. It encompasses various fee structures, including:

**Fixed Fees:** Charges that remain constant regardless of client activity or assets under management (AUM). These fees are predetermined and do not change over time.

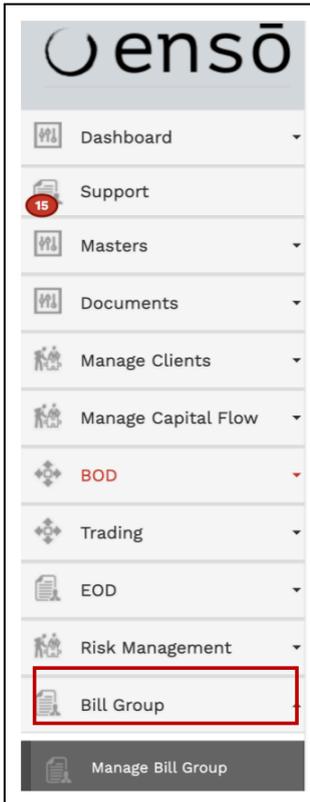
**Variable Fees:** Charges based on a percentage of AUM, meaning they can fluctuate depending on the client's investment size and performance metrics.

**Semi-Variable Fees:** A combination of fixed and variable charges. Semi-variable fees include a base fixed fee along with a variable component that may depend on AUM or performance metrics.

The Bill Group Module facilitates the organization client management of these fees, ensuring clear tracking and reporting of client charges.

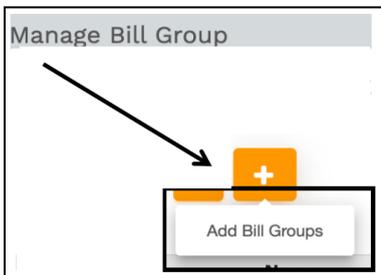
## How to Access the Bill Group Module

1. **Log in to Enso:** Use your credentials to log in.
2. **Go to Dashboard:** Navigate to the main dashboard.
3. **Select Bill Group:** Click on the **Bill Group** option in the left navigation bar.
4. **Manage Bill Groups:** Within the Bill Group Module, you will find the option to **Manage Bill Groups**, allowing you to view, add, or modify bill groups as needed.



## How to Add a Bill Group

**Click on the Add Bill Group Button:** In the Bill Group Module, locate and click on the Add Bill Group button to start adding a new bill group.



## Fill in Required Fields:

- **Bill Group Name:** Enter the name of the bill group.
- **Status:** Select the appropriate status (Active/Inactive).
- **Bill Group Type:** Choose between **Fixed**, **Variable**, or **Semi-variable**.

**Add Bill Group**

Bill Group Name\*  Status\*

Bill Group Type\*  Management fee %\*

Performance Start Date  Management Fee Frequency\*  Performance Fee Frequency\*

Other Fee  Expenses Accrual Frequency

**Exit Load Structure**

Enter Exit Load Year\*  Enter Exit Load Percentage

Comments

## How to Access and Create a Fixed Bill Group ?

Access the Bill Group Module:

- From the Dashboard, click on Bill Group in the left-side menu.
- Go to Manage Bill Groups to see the available options.

Create a Fixed Bill Group:

- Click the Add Bill Group button.

**Add Bill Group**

Bill Group Name\*  Status\*

Bill Group Type\*  Management fee %\*

Performance Start Date  Management Fee Frequency\*  Performance Fee Frequency\*

Other Fee  Expenses Accrual Frequency

**Exit Load Structure**

Enter Exit Load Year\*  Enter Exit Load Percentage

Comments

## Fill in the details:

- **Bill Group Name**
- **Status** (Active/Inactive)
- **Bill Group Type:** Select **Fixed**
- **Management Fee %:** Enter the fixed management fee percentage.
- **Performance Start Date:** Select the start date for the billing.
- **Management Fee Frequency:** Choose how often the management fee is charged (e.g., monthly, quarterly).
- **Performance Fee Frequency:** Set to **NIL** for fixed groups.
- **Exit Load Structure:** Enter the exit load details if applicable (year and percentage).

Click **Save** Button to save the new **Fixed** Bill Group



## How to Create a Semi-Variable Bill Group?

Access the Bill Group Module:

- From the Dashboard, click on Bill Group in the left-side menu.
- Navigate to Manage Bill Groups.

**Select Bill Group Type:** In the "Add Bill Group" form, you will find a dropdown menu for selecting the Bill Group Type. The options available are:

- **Click on Semi-Variable .**

### Fill in the required fields:

- **Bill Group Name:** Enter the name of the bill group.
- **Status:** Select Active or Inactive.
- **Bill Group Type:** Choose **Semi-Variable**.
- **Management Fee %:** Enter the management fee percentage.
- **Performance Fee %:** Enter the performance fee percentage.
- **Hurdle Rate %:** Enter the hurdle rate percentage.
- **Performance Start Date:** Select the date to start performance calculations.
- **Management Fee Frequency:** Enter **NIL** for semi-variable types.
- **Performance Fee Frequency:** Select how often performance fees will be applied.
- **Other Fee:** Optionally add any other fees.
- **Expenses Accrual Frequency:** Specify how often expenses are accrued.
- **Exit Load Structure:**
  - **Enter Exit Load Year:** Specify the year for the exit load.
  - **Enter Exit Load Percentage:** Enter the exit load percentage.
- **Comments:** Add any relevant notes.

Click **Save** Button to save the new **Semi-Variable**. Bill Group.



## How to Create a Variable Bill Group?

Access the Bill Group Module:

- From the Dashboard, click on Bill Group in the left-side menu.
- Navigate to Manage Bill Groups.

**Select Bill Group Type:** In the "Add Bill Group" form, you will find a dropdown menu for selecting the Bill Group Type. The options available are:

- **Click on Variable .**

**Fill in Required Fields:**

- **Bill Group Name\***: Enter the name of the bill group.
- **Status\***: Select the appropriate status (Active/Inactive).
- **Bill Group Type\***: Choose "Variable."

**Performance Fee Details:**

- **Performance Fee %\***: Enter the percentage for the performance fee.
- **Hurdle Rate %\***: Enter the hurdle rate percentage.
- **Performance Start Date\***: Specify the start date for performance calculations.

**Management Fee Frequency:** Select how often management fees will be charged. You can enter 'NIL' if not applicable.

**Performance Fee Frequency:** Choose the frequency for performance fees.

**Other Fee:** Optionally enter any other fees related to the bill group.

**Expenses Accrual Frequency:** Specify how often expenses will be accrued.

**Exit Load Structure:**

- **Enter Exit Load Year\***: Specify the year for the exit load.
- **Enter Exit Load Percentage:** Enter the percentage for the exit load.

**Comments:** Add any relevant comments regarding the variable bill group

Click **Save** Button to save the new **Variable**. Bill Group.



Once you have saved all the data, a new bill group will be created. Kindly find the group screenshot below.

Manage Bill Group

Bill Group Status Fee Type Management Fee Performance Fee Hurdle Rate Performance Start Date SUP

Select Bill Gro... Select Stat... Select Fee Ty... Select Management F... Select Performance F... Select Hurdle R... Select Performance Start D...

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| Name            | Fee Type      | Management Fee | Performance Fee | Hurdle Rate | PF Frequency | Performance start date | Exit Load | Status   |
|-----------------|---------------|----------------|-----------------|-------------|--------------|------------------------|-----------|----------|
| West London     | Semi-variable | 2              | 2               | 10          | annual       | 2023-01-27             | Y         | Active   |
| 10% Performance | Variable      | 0              | 10              | 12          | annual       | 2022-07-13             | Y         | Active   |
| Test            | Semi-variable | 1              | 0               | 0           | annual       | 1970-01-01             | Y         | Active   |
| East London     | Variable      | 0              | 2               | 2           | annual       | 2023-01-27             | Y         | Active   |
| Test124         | Variable      | 0              | 52              | 52          | NIL          | 2026-02-22             | Y         | Active   |
| Test@123        | Fixed         | 22             | 0               | 0           |              | 2024-02-22             | Y         | Inactive |
| Test127         | Semi-variable | 52             | 52              | 52          | NIL          | 2029-02-22             | Y         | Active   |
| Test123         | Semi-variable | 52             | 52              | 52          | threeannual  | 2025-02-22             | Y         | Active   |
| Test128         | Variable      | 0              | 52              | 52          | annual       | 2030-02-22             | Y         | Active   |
| Test126         | Fixed         | 52             | 0               | 0           |              | 2028-02-22             | Y         | Active   |
| June Train      | Fixed         | 1              | 0               | 0           |              | 2024-07-25             | Y         | Active   |
| Karan           | Fixed         | 4              | 0               | 0           |              | 0000-00-00             | Y         | Active   |

## How to Map a Bill Group to a Strategy

Access the [Strategy Master](#) Module:

- Navigate to the Strategy Master module from the dashboard.

Select the Desired Strategy:

- Find and select the strategy you wish to map the bill group to.

Open the Edit Window:

- Click on the [Edit](#) button to access the strategy's details.

### Navigate to Fees Structure:

- In the Strategy Information section, go to the **Fees Structure**.

The screenshot shows a web form for 'Strategy Information'. At the top, there are tabs for 'STRATEGY INFORMATION', 'MODEL', and 'TRADE CODE'. The form contains several fields:
 

- Strategy Name \*: buoyant opportunities scheme
- Scheme Code \*: Buoyant Opportunities Scheme
- Pool Demat Account \*: 20299663
- Pool Custody Account \*: 8001177043
- Structure: 10% PERFORMANCE, EAST LONDON, ...
- Investment Approach \*: Buoyant Opportunities Scheme
- Strategy Type \*: PMS
- Status \*: Active
- Benchmark\*: BSE 200
- Pool Beneficiary Name \*: Buoyant Opportunities Scheme
- Pool Bank Branch \*: NARIMAN POINT
- Pool Bank Account No. \*: 9511723026
- Pool Bank IFSC \*: KKBK0000958

 A dropdown menu is open for the 'Investment Approach' field, showing a search bar and a list of options: '10% Performance', 'East London', 'June Train', and 'Karan'. The 'Karan' option is selected and highlighted with a red box. At the bottom left, there is a green 'SAVE' button, and at the bottom right, there is a red 'CLOSE' button.

### Search for the Bill Group:

- Use the search functionality to find the name of the bill group you created.

### Select the Bill Group:

- Click on the bill group name to select it.

### Save Your Changes:

- Click **Save** to confirm the mapping of the bill group to the selected strategy.

## How to Map a Strategy and Bill Group to a Client

- **Access the [Manage Clients](#) Module:**
  - Navigate to the **Manage Clients** section from the dashboard.
- **Find the Client:**
  - Locate the client for whom you want to map the strategy and bill group.
- **View Fee Details:**
  - Click on the [Fees Details](#) option to open the fee information for the selected client.

### Select the Bill Group:

- In the Fees Details section, click on the **Bill Group** option.

**Choose the New Bill Group:**

- Select the newly created bill group from the dropdown list.

Fee Details for BCPL001 - PANKAJ JAWAHARLAL RAZDAN

Bill Group\*  
karan

Ma  
Select Bill Group

Per 10% performance  
east london  
karan

Ot  
test  
test123

**Automatic Fetching of Details:**

Once you select the bill group, the system will automatically fetch the relevant details from the bill groups.

**Charge Fees:**

You can now charge fees based on the mapped bill group.

Fee Details for BCPL001 - PANKAJ JAWAHARLAL RAZDAN

Bill Group\* karan Fee Structure\* Fixed

Management fee %\* 4

Performance Start Date\* 01-06-2016 Management Fee Frequency\* Quarterly Performance Fee Frequency\* NIL

Other Fee Expenses Accrual Frequency

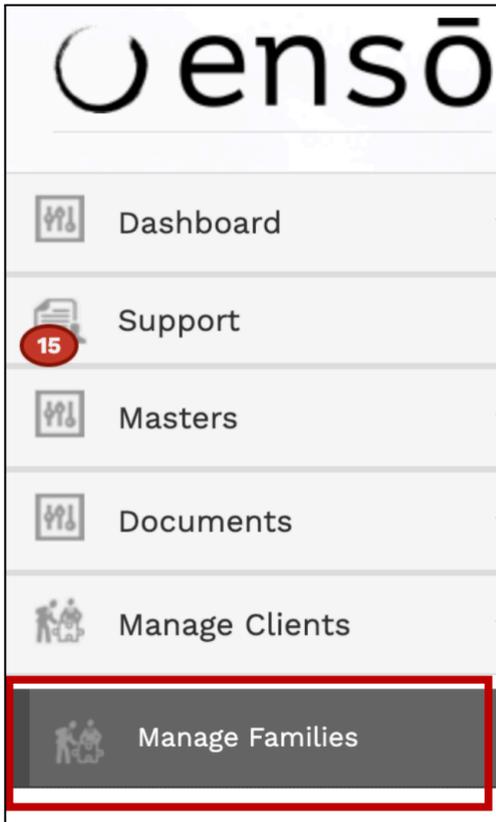
Enter Exit Load Year 2025 Enter Exit Load Percentage

SAVE CLOSE

# 1. Manage Families

## .What is the 'Manage Families' module used for?

- The 'Manage Families' module is designed for creating and managing Family Groups.
- It enables grouping multiple clients from the same family into a single family group.
- This grouping makes it easier to track Family Holdings and Family Portfolio Values effectively.



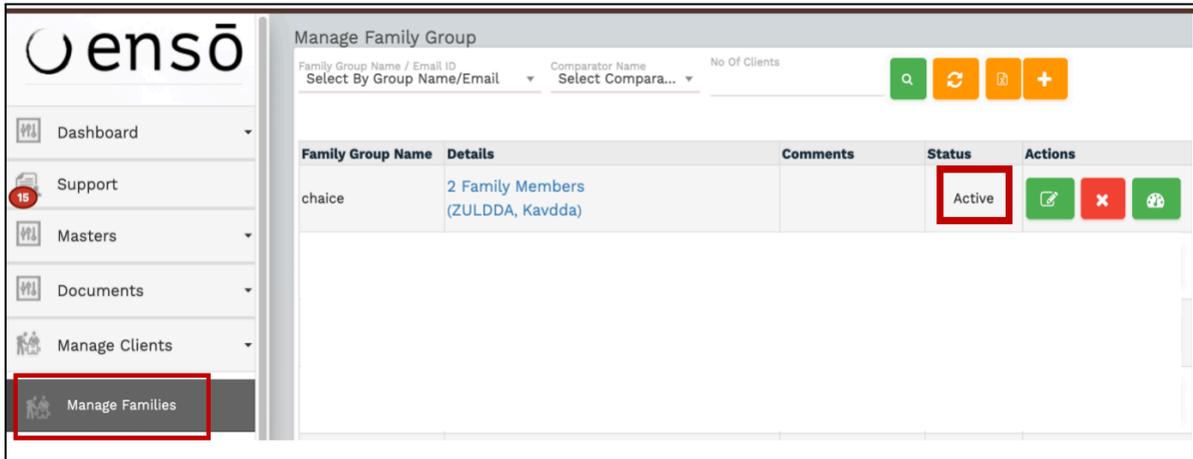
## How to Access the 'Manage Families' Module

1. **Login** to the system using your Enso login credentials.
2. Navigate to the **Manage Clients** section from the left-side navigation bar.
3. Under **Manage Clients**, locate and select the **Manage Families** module.

This will open the **Manage Families** interface, where you can create, edit, or manage family groups.

## How do I view all Family Groups?

1. Go to the **Manage Families** module from the left-side navigation bar.
2. A list of all accepted Family Groups will be displayed.
3. Each Family Group is accompanied by a status indicator showing whether it is **Active** or **Inactive**.



### How do I search for a specific Family Group?

1. Go to the **Manage Families** module.
2. At the top left of the page, locate the **'Select By Group Name/Email'** dropdown.
3. Enter the **Group Name** or **Email ID** of the Family Group you wish to search for.



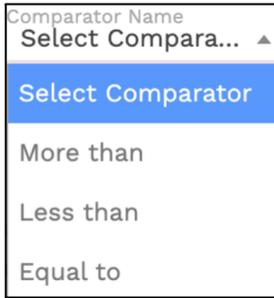
4. Click on the **Search** button to display the search result.



### How do I search for a Family Group based on the number of clients?

**For example:** To find all Family Groups with fewer than 3 clients:

1. Navigate to the **Manage Families** module.
2. At the top of the page, locate the **'Comparator Name'** dropdown.
3. Select one of the comparators:
  - **Greater than (>)**
  - **Less than (<)**
  - **Equal to (=)**



4. Enter the **Number of Clients** in the text field beside the comparator.

A text input field with the label "No Of Clients" above it. The field is empty, with a vertical cursor on the left side. A red horizontal line is drawn below the text field.

5. Click on the **Search** button to display the matching Family Groups.



**Note:**

- If you select a specific Family Group name along with the comparator and number of clients, the search result will filter only that Family Group.
- To avoid filtering to one Family Group, ensure the **'Select By Group Name/Email'** dropdown is set to its default state: **'Select by Group Name/Email'**.

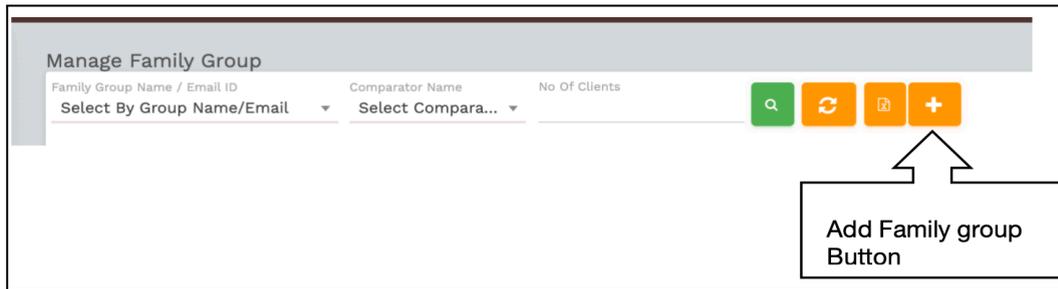
## How do I reset/refresh my search?

- To reset your search and view the full list of Family Groups, click on the **Refresh** button located beside the **Search** button.

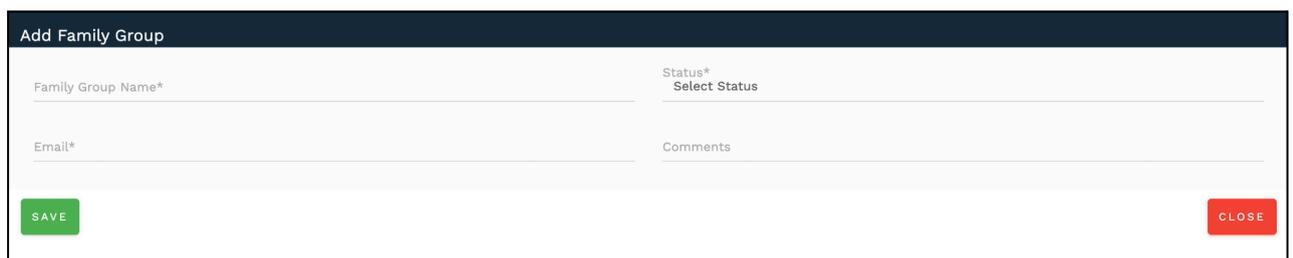


## How do I add a new Family Group?

1. Go to the Manage Families module.
2. Click on the yellow 'Add Family Group' button at the top of the page.



3. A popup window will appear asking for Family Group details.

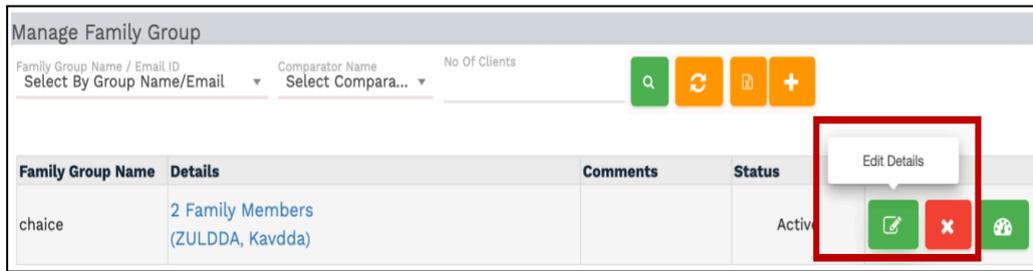


The screenshot shows the 'Add Family Group' popup form. The form has a dark blue header with the title 'Add Family Group'. Below the header, there are four input fields: 'Family Group Name\*' (required), 'Email\*' (required), 'Status\*' (required, with a dropdown menu labeled 'Select Status'), and 'Comments'. At the bottom left of the form, there is a green 'SAVE' button. At the bottom right, there is a red 'CLOSE' button.

4. Fill in the required fields:
  - Family Group Name: Enter the name of the family group.
  - Status: Choose between Active or Inactive.
  - Email: Enter a valid email address for the Family Group.
  - Comments: Add any relevant notes (optional).
5. Click on the Save button to create the Family Group.

## How do I edit a Family Group entry?

1. Navigate to the **Manage Families** module.
2. Locate the Family Group you want to edit in the displayed list.
3. Under the **Action** column, click on the '**Edit**' button corresponding to the Family Group.



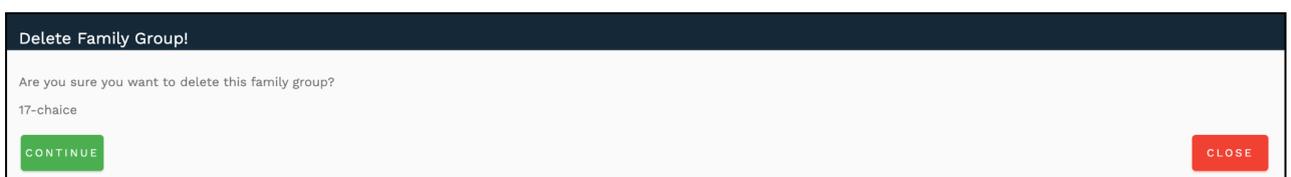
4. A popup window will appear, allowing you to modify the Family Group details:
  - **Family Group Name**
  - **Status**
  - **Email**
  - **Comments**
5. Make the necessary changes.
6. Click on the **Save** button to apply the changes.

### How do I delete a Family Group entry?

1. Go to the **Manage Families** module.
2. Locate the Family Group you wish to delete.
3. Under the **Action** column, click on the **'Delete'** button corresponding to the Family Group.



4. A confirmation popup will appear.



5. Click on the **'Continue'** button to confirm and delete the Family Group.

### How do I export Family Group details?

1. Navigate to the **Manage Families** module.

- At the top of the page, click on the **'Excel'** button, located between the **Refresh** and **Add Family Group** buttons.



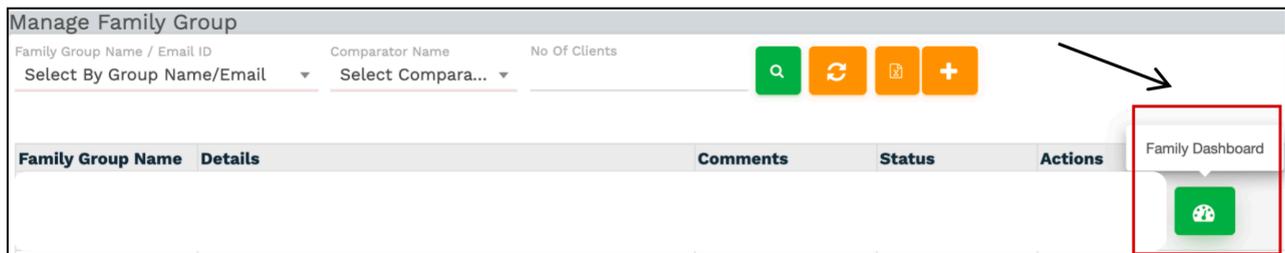
- The Family Group details will be exported and downloaded in an **.xlsx** format.

## What is a Family Dashboard?

- The **Family Dashboard** provides a consolidated view of the total portfolio value and holdings of all the clients grouped under a Family.

## How Can Users View the Family Dashboard?

- Navigate to the **Manage Families** module.
- Locate the **Dashboard icon** positioned to the right of the **Delete** button for each family group.
- Click on the **Dashboard icon** corresponding to the desired family group.

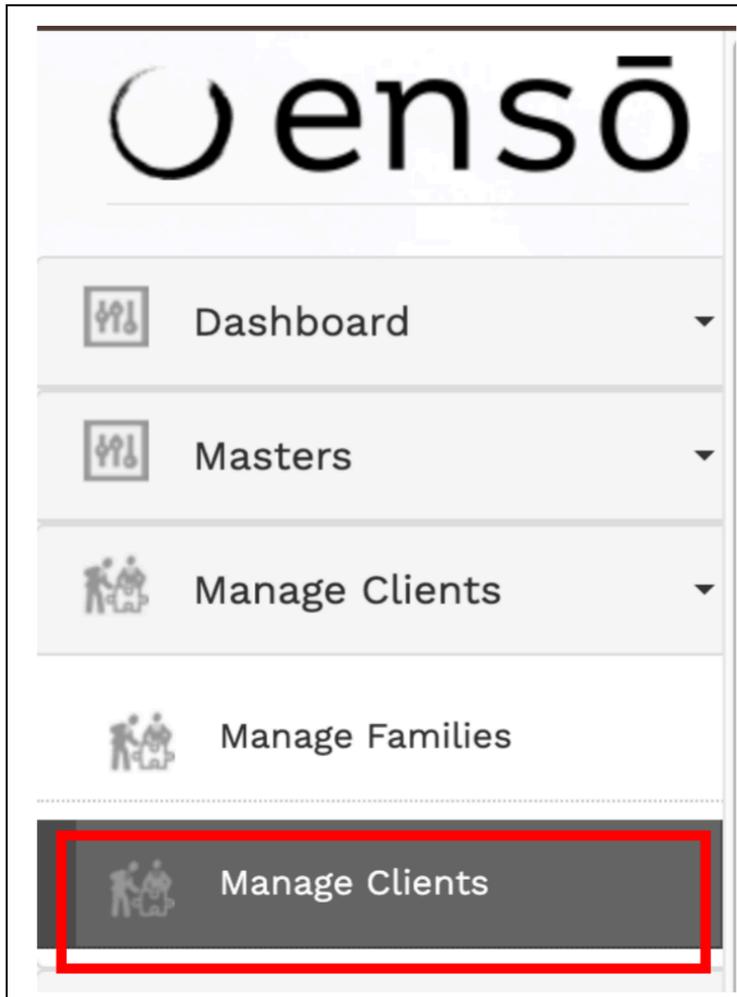


This action will display the combined holdings and portfolio values of all members within the selected family group.

## 2. Manage Clients

What is the 'Manage Client' module used for?

The Manage Clients module maintains client master data for the PMS and serves as an online repository for soft copies of client documents. It also automates the FA onboarding process.

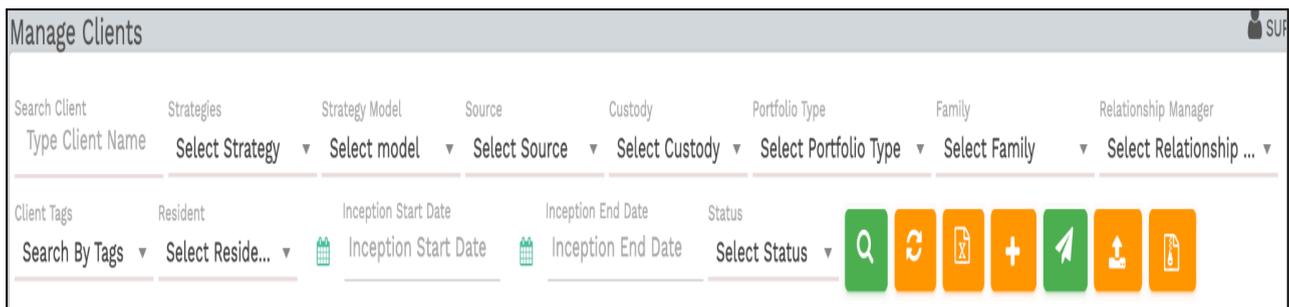


## Who can access the manage clients module?

Any user who has been given access to the '[Manage Clients](#)' module through '[Access Control](#)' can access this module.

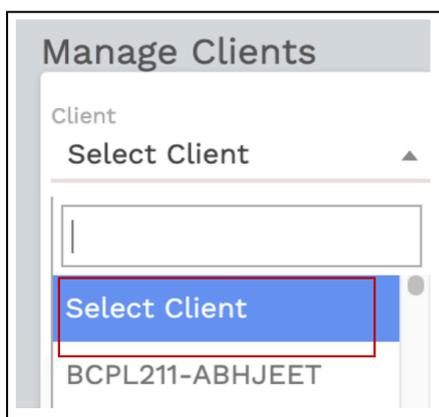
## Where Can I See a List of All My Clients?

Go to the "[Manage Clients](#)" module from the left side navigation bar and click on [Manage Clients](#) to see the list of all your clients.



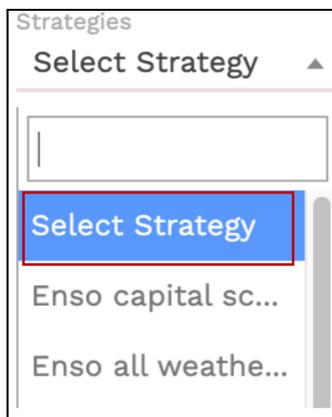
## How to View Clients in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page on the left, click on the **Client** field and select the relevant option.



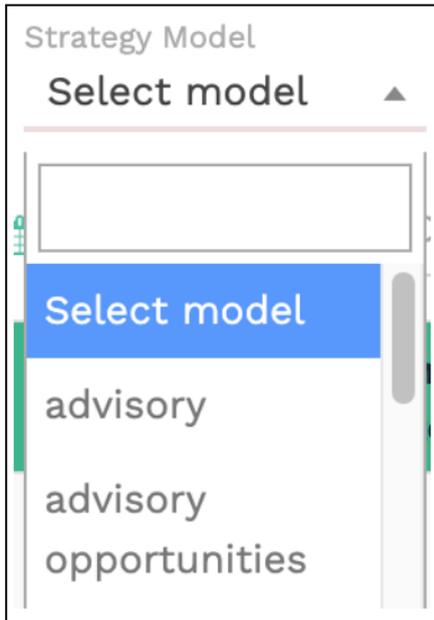
## How to Search for Strategies in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Strategies** field.
3. Click on the **Select Strategy** option and choose the relevant strategy



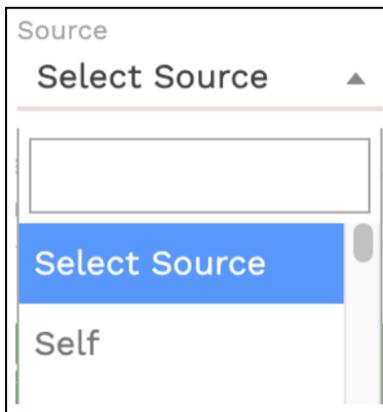
## How to Search for Strategy Model in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Strategy Model** field.
3. Click on the **Select Model** option and choose the relevant strategy model.



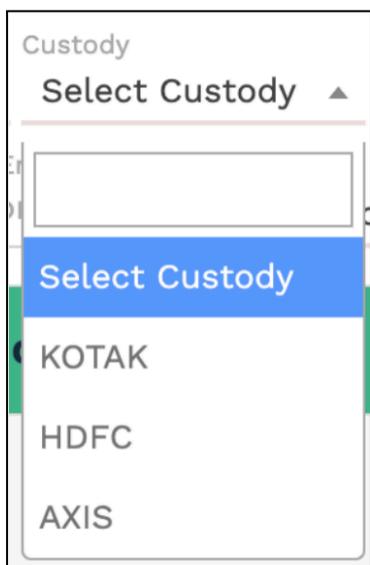
### How to Search for Source in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Source** field.
3. Click on the **Select Source** option and choose the relevant source.



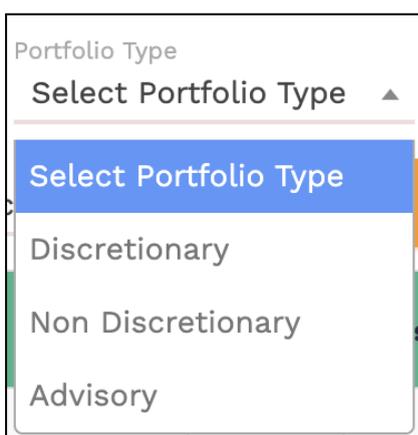
### How to Search for Custody in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Custody** field.
3. Click on the **Select Custody** option and choose the relevant custody type.



### How to Search for Portfolio Type in the Manage Clients Module

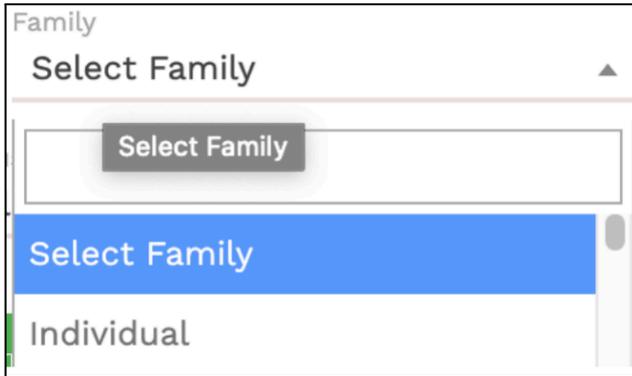
1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the Portfolio Type field.
3. Click on the Select Portfolio Type option and choose the relevant portfolio **type**.



### How to Search for Family in the Manage Clients Module

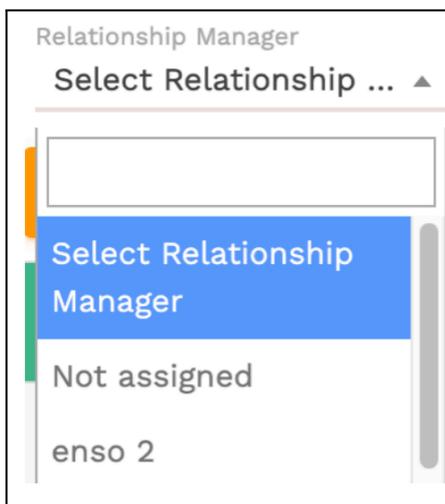
1. Go to the [Manage Clients](#) module.

2. At the top of the page, locate the **Family** field.
3. Click on the **Select Family** option and choose the relevant family.



### How to Search for Relationship Manager in the Manage Clients Module

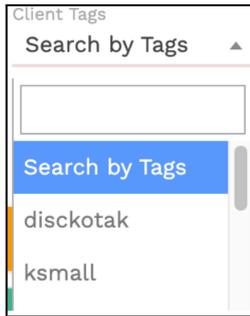
1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Relationship Manager** field.
3. Click on the **Select Relationship Manager** option and choose the appropriate manager.



### How to Search for Client Tags in the Manage Clients Module

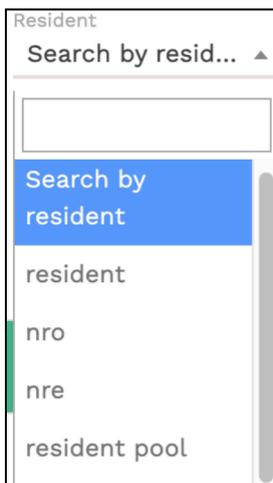
1. Go to the [Manage Clients](#) module.

2. At the top of the page, locate the **Client Tags** field.
3. Enter the relevant tags to search.



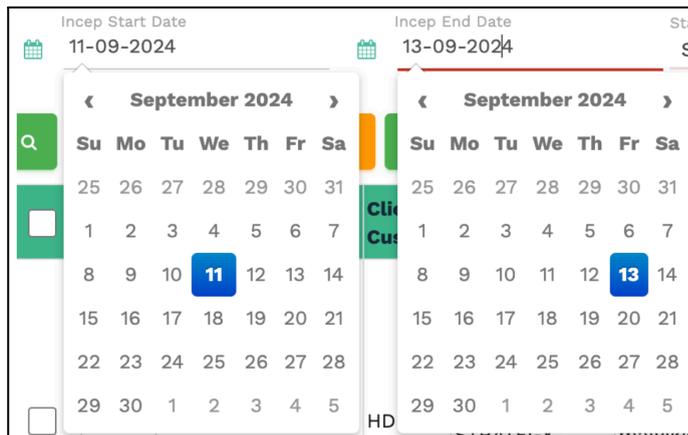
## How to Search by Resident Status in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Resident** field.
3. Select the relevant options: **NRO**, **NRE**, or **Resident Pool** based on the client type.



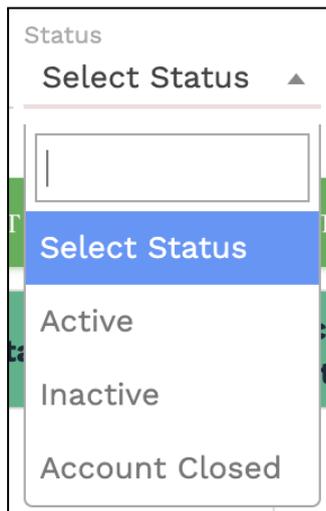
## How to Search by Inception Dates in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Inception Start Date** field and specify the start date.
3. Locate the **Inception End Date** field and specify the end date.



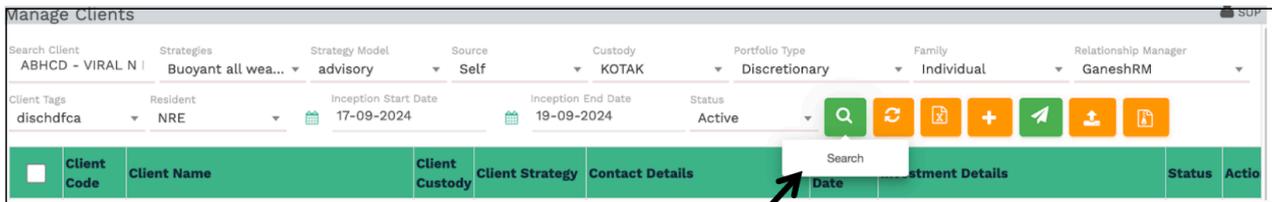
## How to Search by Status in the Manage Clients Module

1. Go to the [Manage Clients](#) module.
2. At the top of the page, locate the **Status** field.
3. Click on the **Select Status** option and choose the relevant status.
4. Select either **Active** or **Inactive** as needed.



## How to view & use the Search Button in the Manage Clients Module

**Select All Relevant Fields:** Choose the appropriate options from the various fields available, such as Client, Strategy, Source, Family, Client Tags, Resident Status, Inception Dates, and Status.



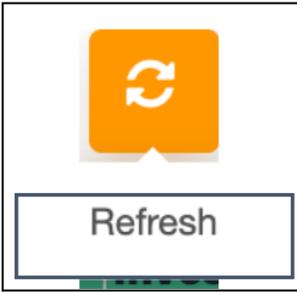
**Click on the Search Button:** After selecting the fields and filling in the necessary details, click the **Search** button to display the list of clients based on your selections.

Below is the Reference Snapshot After Clicking the **“Search”** Button

| <input type="checkbox"/> | Client Code | Client Name | Client Custody | Client Strategy              | Contact Details              | Inception Date | Investment Details  | Status |
|--------------------------|-------------|-------------|----------------|------------------------------|------------------------------|----------------|---|--------|
| <input type="checkbox"/> | 1121        |             |                | BUOYANT OPPORTUNITIES SCHEME | anwarkhan.ensotech@gmail.com |                | Total Investment :<br>Total Redemption :<br>Current AUM : | Active |

**How do I reset/refresh my search?**

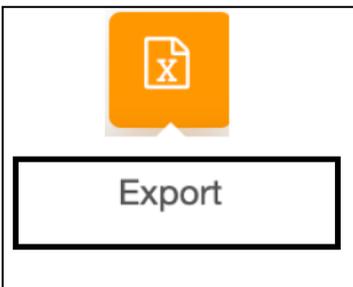
Click on the **‘Refresh’** button next to the **‘Search’** button to reset your search and view all lists



## How Can I Export All My Clients into an Excel Sheet?

Go to the [Manage Clients](#) module.

Click on the Excel icon at the top. This will automatically download all client data into an Excel sheet in **.xlsx** format.



## How do I view a client's code and other details?

1. Go to the "[Manage Client](#)" module to see a list of all your clients along with their codes, contact details and investment details.

### Edit Client

|   |                                       |  |                   |
|---|---------------------------------------|--|-------------------|
| First Holder Mother Maiden Name<br>DemoTest                 | First Holder Father/Husband name      |  |                   |
| First Holder PAN*<br>EHZPD0143K                             | Second Holder PAN<br>EHZOD0143K       | Third Holder PAN<br>EHZOD0143K               |                   |
| First Holder Date of Birth/Incorporation Date<br>05-08-2097 | Second Holder Date of Birth           | Third Holder Date of Birth                   |                   |
| Address<br>na   | Address 2<br>na                       |  |                   |
| City<br>sanagmner   | Country<br>India                      | State<br>Bihar                               | Pincode<br>422611 |
| Billing State<br>Maharashtra                                | GST Number                            | Inception Date*<br>05-08-2024                | Date of agreement |
| Family Group*<br>Individual                                 | Custodian*<br>KOTAK                   |  |                   |
| Client Type<br>COMPANY                                      | Resident Status*<br>Resident Non Pool | Broker*<br>360 DISTRIBUTION SERVICES LIMITED |                   |
| Trade Code*<br>235434434                                    | Mapin ID*<br>5414324543               |  |                   |

## How Do I Know if a Client is Active or Inactive?

1. Go to the " [Manage Clients](#) " module to view the list of all your clients.
2. You can also search for a client by name using the [Client Search](#).
3. The Status column in the client list will indicate whether a client is marked as "[Active](#) " or "[Inactive](#)".

| <input type="checkbox"/> | Client Code | Client Name   | Client Custody | Client Strategy              | Contact Details                 | Inception Date | Investment Details  | Status   |
|--------------------------|-------------|---|----------------|------------------------------|---------------------------------|----------------|---|----------|
| <input type="checkbox"/> | 1121        |   |                | BUOYANT OPPORTUNITIES SCHEME | anwarkhan.ensotech@gmail.com    |                | Total Investment :<br>Total Redemption :<br>Current AUM : | Active   |
| <input type="checkbox"/> | 112121212   | swapnil Bhausaheb Dhone, safina, pramod Bhai Korgaonkar | KOTAK          | BUOYANT ALL WEATHER STRATEGY | na anwarkhan.ensotech@gmail.com | 05-Aug-2024    | Total Investment :<br>Total Redemption :<br>Current AUM : | Inactive |

## How Do I Edit a Client's Information?

1. Go to the "**Manage Clients**" module.
2. Click on the **Edit** button under the **Action** column next to the client you wish to edit.

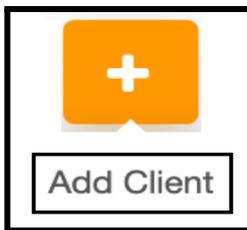


3. Make the necessary changes to the client's information.
4. Click on the "**Save**" button to apply and save the changes.



## How Do I Add a Client?

1. Go to the [“Manage Clients”](#) module.
2. Click on the Add button



3. Fill in the required information marked with an asterisk (\*).

### Add Client

**Investor Details**

|   |                           |                                  |   |                            |                          |                          |
|---|---------------------------|----------------------------------|---|----------------------------|--------------------------|--------------------------|
| Salutation*<br>Select Salutation              | First Holder First Name*  | First Holder Middle              | <b>Add Client</b>                                       | First Holder Last Name     | Gender*<br>Select Gender | First Holder Occupation  |
| Salutation<br>Select Salutation               | Second Holder First Name  | Second Holder Middle Name        |   | Second Holder Last Name    | Gender<br>Select Gender  | Second Holder Occupation |
| Salutation<br>Select Salutation               | Third Holder First Name   | Third Holder Middle Name         |   | Third Holder Last Name     | Gender<br>Select Gender  | Third Holder Occupation  |
| First Holder Mother Maiden Name               |                           | First Holder Father/Husband name |   |                            |                          |                          |
| First Holder PAN*                             |                           | Second Holder PAN                |   | Third Holder PAN           |                          |                          |
| First Holder Date of Birth/Incorporation Date |                           | Second Holder Date of Birth      |   | Third Holder Date of Birth |                          |                          |
| Address                                       |                           |                                  | Address 2   |                            |                          |                          |
| City  | Country<br>Select Country | State<br>Select State            | Pincode   |                            |                          |                          |
| Billing State<br>Maharashtra                  | GST Number                |                                  | Inception Date*   |                            | Date of agreement        |                          |
| Family Group*<br>Select Family Group          | Custodian*<br>KOTAK       |                                  | Activate Windows<br>Go to Settings to activate Windows. |                            |                          |                          |

**Add Client**

**Strategy Details**

Strategy\*  Benchmark

**CRM Details**

BUOYANT CAPITAL Relationship Manager  BUOYANT CAPITAL Branch Master

Source

**Risk Framework**

Max Holding Large Cap  Max Holding Mid Cap  Max Holding Small Cap

Buy Freeze  Sell Freeze  Status\*   Activated

Add Blacklisted Scripts

Type here press enter then remember to save the info

Consent for Investment by Portfolio Manager in its associates/related parties\*\*

Consent for Waiver from rebalancing of portfolio on passive breach of investment limits (as defined by SEBI)\*

**Account Codes**

Client Code\*  FA Account No.\*  Account Custody Number\*  DP ID No.\*

Demat Client ID\*  First Holder CKYC Number  Second Holder CKYC Number  Third Holder CKYC Number

**Investment Details**

Cash/Stock  Capital Inflow  Portfolio Type\*

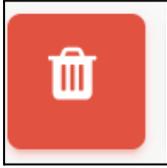
Investment Type\*

**4. Click the Save button to add the new client**



## How Do I Delete a Client?

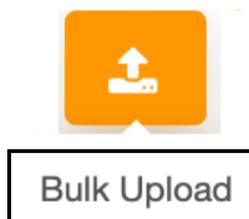
1. Go to the "[Manage Clients](#)" module.
2. Click on the Delete button under the Action column next to the client you wish to delete.



3. Click the Continue button to confirm and delete the client's profile.

## How Do I Bulk Upload?

1. Go to the [Manage Clients](#) module.
2. Click on the **Bulk Upload** option.



3. Select the Excel file containing all the required UI fields to create new clients.
4. Ensure the file follows the specified format for client data.
5. Click the **Upload** button to initiate the bulk upload process and create new clients.

## How to CML Upload

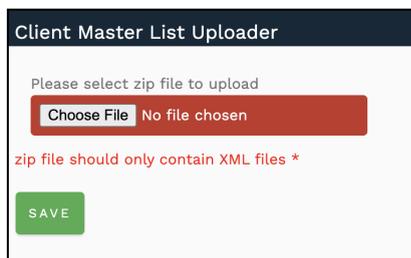
1. Go to the **Manage Clients** module.
2. Click on the **CML Upload** option.
3. Select the PDF file you wish to upload for client creation.



Ensure the PDF meets the required specifications for client data.

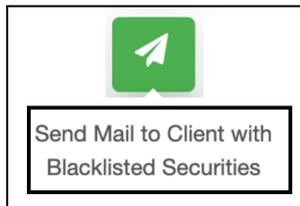
Note that the ZIP file should only contain XML files.

Click the **Upload** button to initiate the CML upload process, creating the client based on the information in the PDF.



## How to Use the Blacklisted Scrip Button in the Manage Clients Module

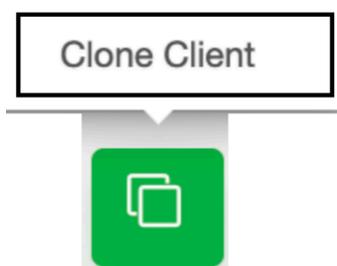
1. Go to the [Manage Clients](#) module.
2. Locate the client for whom you want to blacklist that Scrip..
3. Click on the **Blacklisted Scrip** button associated with that client.
4. A prompt will appear to confirm the action.
5. After confirming, click on the **Blacklist Client Mail** button to send an email notification to the client, informing them that the specified scrip have been blacklisted for their account.



## How to Use the Clone Client Button

The Clone Client button in the [Manage Clients](#) module allows you to duplicate a client's information for use in a different strategy or scrip without re-entering all the details. This feature is useful for managing multiple clients across various portfolios, saving time, reducing manual data entry, and ensuring consistency.

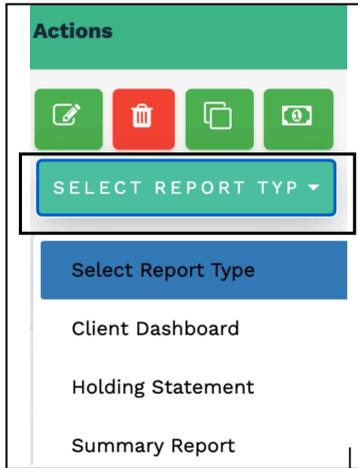
1. **Go to the Manage Clients module:** Navigate to the client you want to clone.
2. **Click the Clone Client button:** This will create a duplicate entry of the selected client.



3. **Fill in the necessary fields:** You only need to update specific fields such as strategy, scrip, or any other relevant information.
4. **Save the cloned client:** Once you've entered the updated information, save the cloned client. This makes it easier to manage clients who require similar settings under different strategies or scrips without starting from scratch.

## How to Access Client Reports

1. **Go to the [Manage Clients](#) module:** Navigate to the **Manage Clients** section in your system.
2. **Locate the Action column:** Find the client for whom you want to generate reports. In the client list, go to the **Action** column next to the client details.
3. **Click on the Select Report Type dropdown:** In the **Action** column, you will see a dropdown menu labeled **Select Report Type**.



4. **Select Report Type** : From the dropdown, you can choose from the following reports:

**Client Dashboard: Overview of the client's portfolio and status.**

**Holding Statement: View the client's current holdings.**

**Summary Report: Summary of all investments and transactions.**

**Client NAV Report: Net Asset Value (NAV) details.**

**Monthly Performance Snapshot: Performance snapshot for the month.**

**Annual Audit Report: Comprehensive audit report for the year.**

**Quarter-End Report: Quarterly performance and activities.**

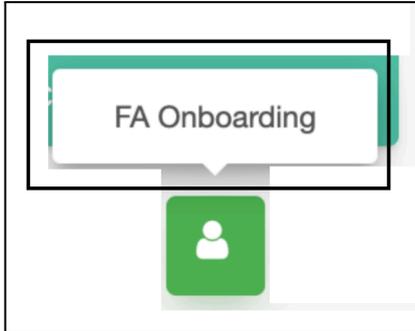
**Transaction Statement: Detailed list of all transactions.**

**Capital Gain/Loss Statement: Breakdown of capital gains and losses for the client.**

## How to Download and Send New Client Details to FA

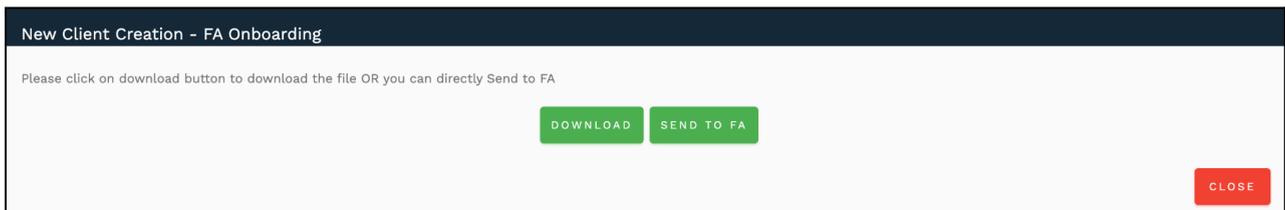
### Download the File:

- Navigate to the section for **New Client Creation**.
- Click on the **Download** button to obtain the client information file.



### Send to FA:

- Click on the **FA Onboarding** button to send the completed client information directly to the Financial Advisor (FA) for further processing.



How do I add clients documents?

1. Go to the [‘Manage Clients’](#) module to see the list of all your clients.
2. Click on the ‘Select Report’ which is placed left side of scale icon and select ‘Client Documents’
3. Click on add document to enter required details.

The screenshot shows the 'Add Document' form. The 'Document Type\*' dropdown is set to 'AADHAAR CARD'. The 'Status\*' dropdown is set to 'Active'. The 'Upload Document\*' section contains a 'Choose File' button and the text 'No file chosen'. A red arrow points to this section. Below the upload section is a 'Comments' field with the text 'Testing'. At the bottom left is a 'SAVE' button with a black arrow pointing to it, and at the bottom right is a red 'CLOSE' button.

**Note** - Please note that document type should be added in document type master.

### How do I block (blacklist) a specific scrip for a client?

1. Go to the [‘Manage Clients’](#) module
2. Click on the ‘Edit’ button under the ‘Action’ column corresponding to the client you wish to edit.



**Note** - Please note that when a scrip is blocked (blacklisted), the system will not allow you to make any buy orders from that scrip. You will need to unblock the scrip in order to make the buy order.

**Edit Client**

|                                     |                                     |  |                                      |
|-------------------------------------|-------------------------------------|--|--------------------------------------|
| First Holder Name*<br>Malvik        | Second Holder Name<br>Bhushan       | Third Holder Name<br>Abhijeet                    | Mother's Maiden Name<br>Naina        |
| First Holder PAN Num*<br>ASDFD3434R | Second Holder PAN Num<br>ASDFD3434A | Third Holder PAN Num<br>ASDFD3434B               |                                      |
| Client Code*<br>ENSOA001            | DP ID No.*<br>123                   | Demat Client ID*<br>INE12345                     | FA Account No.*<br>8001158001        |
| Address*<br>Kurla, Mumbai - 400123  |                                     | Mobile*<br>9987124510                            |                                      |
| Family Group*<br>Individual         |                                     | Email*<br>malvik@ensotech.in                     |                                      |
| Billing State*<br>Maharashtra       | Custodian*<br>HDFC                  | Account Custody Number*<br>ENSOA001              |                                      |
| Cash/Stock*<br>Cash                 | Capital Inflow*<br>5000000          | Portfolio Type*<br>Discretionary                 | Benchmark*<br>BSE 500                |
| Redemption Bank Name*<br>IFCI       | Redemption Bank Branch*<br>Fort     | Redemption Bank Account No.*<br>1365623545644880 | Redemption Bank IFSC*<br>AAAA1212121 |

Add Blacklisted Scrips

Reliance Small Cap Fund - Direct Plan G x 21ST CENTURY MANAGEMENT SERVICES LTD x

3I INFOTECH LTD x RUDRABHISHEK ENTERPRISES LTD x

Type here press enter then remember to save the info

Please don't put comma (,) it is used for separating multiple scrips.

3. A dropdown box would appear suggesting you the name of the scrip, click on the relevant dropdown suggestion. If using the keyboard, select the required scrip and then press enter. The scrip will go up in a grey box with an 'x' at the right side.
4. Click on the 'Save' button to save the changes
5. Go to the 'Add Blacklisted Scrips' section and type in the name of the scrip you wish to blacklist.

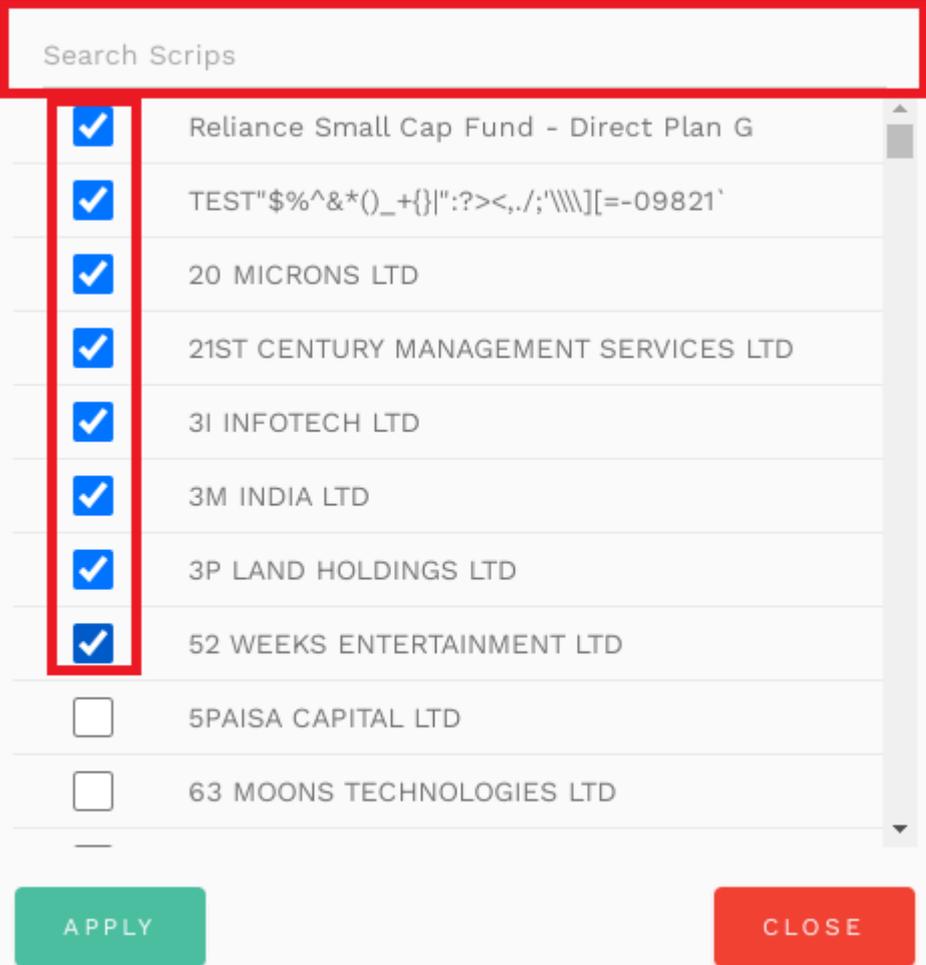
### How do I block (blacklist) one or more scrips in bulk for multiple clients?

1. Go to the '[Manage Clients](#)' module and select one or more clients
2. Click on the Black-listed scrips' button.

→ TAGS
→ BLACK LISTED SCRIPS

|                                     | Client Code | Client Name                        |   |
|-------------------------------------|-------------|------------------------------------|---|
| <input checked="" type="checkbox"/> | ENSOA001    | Malvik                             | ← |
| <input checked="" type="checkbox"/> | ENSOA002    | Priya<br>Family Name : TATA family | ← |
| <input checked="" type="checkbox"/> | ENSOA003    | Pooja<br>Family Name : TATA family | ← |

3. Users can do multiple Black listed scrips for multiple clients at a time



The image shows a 'Search Scrips' dialog box with a search bar at the top. Below the search bar is a list of scrips, each with a checkbox. The first eight scrips have their checkboxes checked, and these are highlighted by a red box. The last two scrips have their checkboxes unchecked. At the bottom of the dialog, there are two buttons: 'APPLY' (green) and 'CLOSE' (red).

| Checkbox                            | Scrip Name                               |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Reliance Small Cap Fund - Direct Plan G  |
| <input checked="" type="checkbox"/> | TEST"\$%^&*()_+{}":?><,./;'\\ ][=-09821` |
| <input checked="" type="checkbox"/> | 20 MICRONS LTD                           |
| <input checked="" type="checkbox"/> | 21ST CENTURY MANAGEMENT SERVICES LTD     |
| <input checked="" type="checkbox"/> | 3I INFOTECH LTD                          |
| <input checked="" type="checkbox"/> | 3M INDIA LTD                             |
| <input checked="" type="checkbox"/> | 3P LAND HOLDINGS LTD                     |
| <input checked="" type="checkbox"/> | 52 WEEKS ENTERTAINMENT LTD               |
| <input type="checkbox"/>            | 5PAISA CAPITAL LTD                       |
| <input type="checkbox"/>            | 63 MOONS TECHNOLOGIES LTD                |

4. Select the scrips to be blacklisted or un-blacklisted and then click on the Apply button.

## How do I unblock a client's blacklisted scrip?

1. Go to the ['Manage Clients'](#) module
2. Click on the 'Edit' button under the 'Action' column corresponding to the client you wish to edit.



3. Go to the 'Add Blacklisted Scrips' section and click on the "X" besides the scrip name you wish to unblock
4. Click on the 'Save' button to save the changes

## How do I change the client's status from active to inactive?

1. Go to the ['Manage Clients'](#) module
2. Click on the 'Edit' button under the 'Action' column corresponding to the client you wish to edit.



3. Click on the Status dropdown and select Inactive

A screenshot of a client profile form. The 'Status\*' dropdown menu is open, showing options: 'Select Status', 'Active', 'Inactive', and 'Account Closed'. The 'Inactive' option is highlighted in blue. An arrow points to the 'Inactive' option. Other fields include: CKYC Number (12312312312312), Source\* (Fransisco Distributor), Beneficiary Bank Name\* (ICICI BANK LTD), Beneficiary Bank (DELHI), No.\* (1), Beneficiary Bank IFSC\* (ADGC111111), GST Reg Num (27-10-2020), Date of Birth/Incorporation Date\* (01-12-1999), Broker\* (Kotak Securities), Investment Approach, Client Type\* (INDIVIDUAL), Alt Email 1, and Alt Email 2.

4. Click on the 'Save' button to save the changes

## How does a client's active or inactive status affect their trading/profile ?

1. If a client's status is active, users can modify and trade for those clients.
2. If a client's status is inactive, clients can login but only view their data. PMS admin will not be able to trade for those clients. In the highlighted sections below, only Active clients will appear.

Buy Allocation

25-11-2021

Threshold for weights at end: 9

+ADD SECURITY

Display Clients: ALL CLIENTS

EXPORT

| Client Name               | ANVIL  | PRATIBHA SATISH... | VIMLA TOKARSHI ... | MEENA ANUP SHAH... | ANUP VELJI SHAH... | VIJAY PARAS DOS... | NEHAL RAJENDRA ... | HARSHAD MANECLA... | KISHOR GAJANAN ... | CHINTAN CHANDRA... | PRADIF KAMD... |
|---------------------------|--------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Security                  | wgt(%) | AWMJA001           | AWMJA003           | AWMJA004           | AWMJA005           | AWMJA006           | AWMJA008           | AWMJA011           | AWMJA012           | AWMJA014           | AWM...         |
| Select Security           |        | 0.00 (0)           | 0.00 (0)           | 0.00 (0)           | 0.00 (0)           | 0.00 (0)           | 0.00 (0)           | 0.00 (0)           | 0.00 (0)           | 0.00 (0)           | 0.00 (0)       |
| Client Name               | ANVIL  | PRATIBHA SATISH... | VIMLA TOKARSHI ... | MEENA ANUP SHAH... | ANUP VELJI SHAH... | VIJAY PARAS DOS... | NEHAL RAJENDRA ... | HARSHAD MANECLA... | KISHOR GAJANAN ... | CHINTAN CHANDRA... | PRADIF KAMD... |
| Rounded Shares (Manually) | Totals | AWMJA001           | AWMJA003           | AWMJA004           | AWMJA005           | AWMJA006           | AWMJA008           | AWMJA011           | AWMJA012           | AWMJA014           | AWMJA...       |
| Selected Security         |        | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  | 0              |

SAVE FINALIZE & SUMMARY

## If I delete a client, will they be able to access their past trading information ?

No, once you delete a client, they will not be able to log in to the system.

## How do I assign strategy in manage clients?

1. Go to the ['Manage Clients'](#) module
2. Click on the 'Edit' button under the 'Action' column corresponding to the clients.
3. In the form there is a strategy field where strategy is to be assigned.

Source\* Self

Management fee share %\* 80

Performance fee share %\* 80

Inception Date\* 20-03-2021

Date of Birth/Incorporation Date\* 31-07-1959

GST Reg Num

Strategy\* Tamohara Trade Sanchay ...

Models\* SANCHAY

Investment Approach TAMOHARA TRADE SANCHAY

Benchmark BSE 200

Resid

Select Strategy

Lic Bachat Plus

Beneficiary Bank Branch\* FORT

Beneficiary Bank Account No.\* 250556043668

Beneficiary Bank IFSC\* INDB0000033

Tamohara Trade Sanchay Strategy

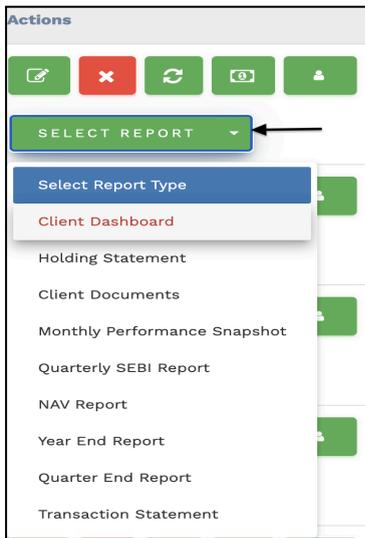
Tamohara Azure Equity Strategy

Alt Email 1

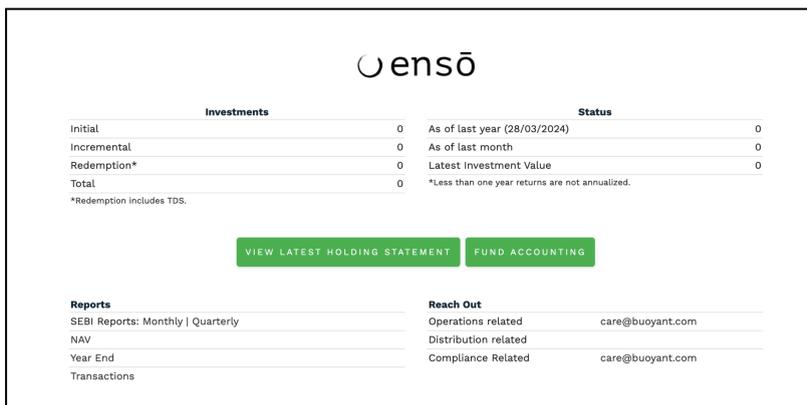
Alt Email 2

## How can I view a client's portfolio holding for a specific date?

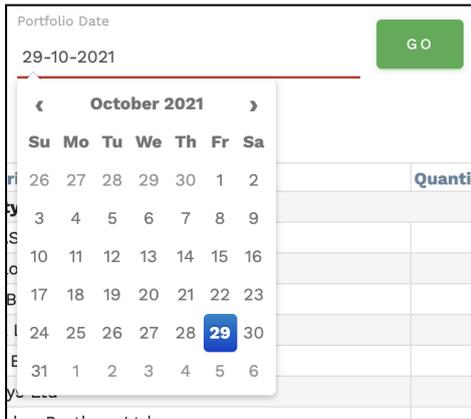
1. Go to the ['Manage Client'](#) module
2. Under the 'Actions' column, click on the Select Report dropdown and select Client Dashboard which will redirect you to the Client Dashboard page.



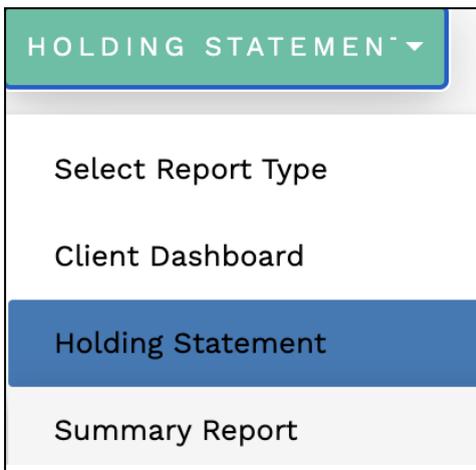
3. Click on the View Latest Holding Statement Button.



4. The Holding Statement page will allow you to view their trading details including Security, Quantity, Unit Cost, Cost, Price, Market Value, Gain / Loss (+/-), % G/L, % Assets and Accrued Income.
5. Click on the date under the section titled Portfolio Date. Select the Date from the calendar popup. You can also enter the date manually using the DD-MM-YYYY format.



6. Click on the Go button to view details.
7. Also, users can view client portfolios from 'Holding Statement'.

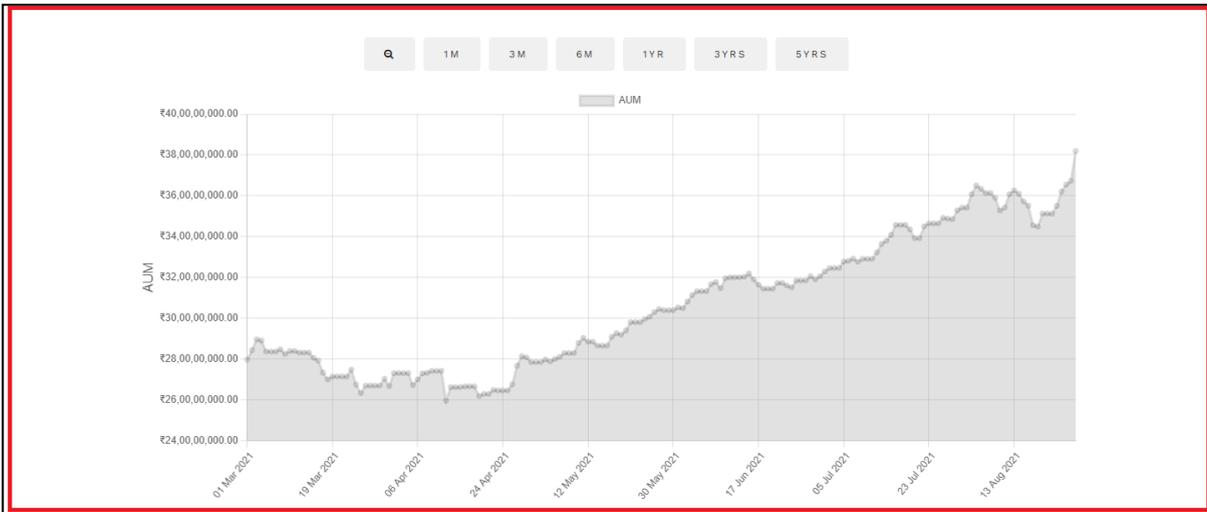


8. Click on the Holding Statement icon and their users can search the date to view the holding statement.

| Security                               | Quantity | Unit Cost | Cost            | Price     | Market Value    | Gain / Loss (+/-) | % G/L   | % Assets | Accrued Income |
|--|----------|-----------|-----------------|-----------|-----------------|-------------------|---------|----------|----------------|
| <b>Equity</b>                          |          |           |                 |           |                 |                   |         |          |                |
| Avenue Supermarts Ltd                  | 57,064   | 3,598.64  | 20,53,53,014.70 | 5,297.45  | 30,22,93,686.80 | 9,69,40,672.10    | 47.20%  | 8.86%    | 0.00           |
| Axis Bank Ltd                          | 2,19,175 | 901.54    | 19,75,96,914.88 | 1,246.80  | 27,32,67,390.00 | 7,56,70,475.12    | 38.29%  | 8.01%    | 0.00           |
| HCL Technologies Ltd                   | 61,690   | 1,305.31  | 8,05,25,036.58  | 1,752.80  | 10,81,30,232.00 | 2,76,05,195.42    | 34.28%  | 3.17%    | 0.00           |
| HDFC Bank Ltd                          | 75,795   | 1,668.65  | 12,64,75,546.56 | 1,759.80  | 13,33,84,041.00 | 69,08,494.44      | 5.46%   | 3.91%    | 0.00           |
| HDFC Life Insurance Co Ltd             | 3,22,470 | 656.50    | 21,17,02,547.10 | 727.50    | 23,45,96,925.00 | 2,28,94,377.90    | 10.81%  | 6.88%    | 0.00           |
| Hindustan Unilever Ltd                 | 91,470   | 2,721.62  | 24,89,46,984.83 | 3,028.55  | 27,70,21,468.50 | 2,80,74,483.67    | 11.27%  | 8.12%    | 0.00           |
| ICICI Bank Ltd                         | 2,42,320 | 895.40    | 21,69,75,244.13 | 1,321.90  | 32,03,22,808.00 | 10,33,47,563.87   | 47.63%  | 9.39%    | 0.00           |
| ICICI Lombard General Insurance Co Ltd | 1,53,815 | 1,070.41  | 16,46,46,222.45 | 2,275.20  | 34,99,59,888.00 | 18,53,13,665.55   | 112.55% | 10.26%   | 0.00           |
| ICICI Prudential Life Insurance Ltd    | 4,29,930 | 576.57    | 24,78,87,045.24 | 791.05    | 34,00,96,126.50 | 9,22,09,081.26    | 37.19%  | 9.97%    | 0.00           |
| Marico Ltd                             | 75,000   | 610.61    | 4,57,95,750.00  | 702.50    | 5,26,87,500.00  | 68,91,750.00      | 15.04%  | 1.54%    | 0.00           |
| Medi Assist Healthcare Service Ltd     | 3,51,615 | 502.61    | 17,67,27,270.15 | 677.80    | 23,83,24,647.00 | 6,15,97,376.85    | 34.85%  | 7.03%    | 14,06,460.00   |
| Metro Brands Ltd                       | 71,430   | 1,102.60  | 7,87,59,110.86  | 1,229.90  | 8,78,51,757.00  | 90,92,646.14      | 11.54%  | 2.58%    | 1,60,717.50    |
| Neuland Laboratories Ltd               | 25,323   | 6,389.85  | 16,18,10,349.15 | 12,408.85 | 31,42,29,308.55 | 15,24,18,959.40   | 94.19%  | 9.21%    | 0.00           |

## How do I view the AUM monthly yearly graph(chart) ?

1. Go to the [‘Manage Clients’](#) module
2. Click on the ‘Select Report’ which is placed left side of scale icon and select ‘Client Dashboard’
3. Scroll the mouse wheel to the down side. There will be an AUM graph..



4. Users Can See monthly and daily data

### Ex.1

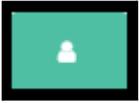


### Ex.2



## How do I download and send the FA onboarding file to FA?

1. Go to the [‘Manage Clients’](#) module
2. Click on the ‘FA’ button under the ‘Action’ column corresponding to the client you wish to download and send the FA onboarding file.

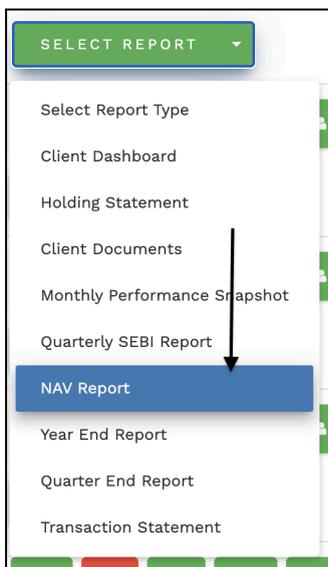


3. Users can download FA onboarding files as well as send the FA onboarding file to FA.



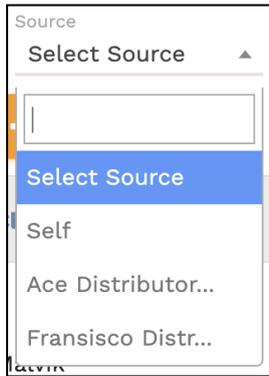
## How do I get a client’s reports?

1. Go to the [‘Manage Clients’](#) module
2. Under the ‘Actions’ column, click on the Select Report dropdown and select the report which you want to view.



## How do I view all clients from a specific source?

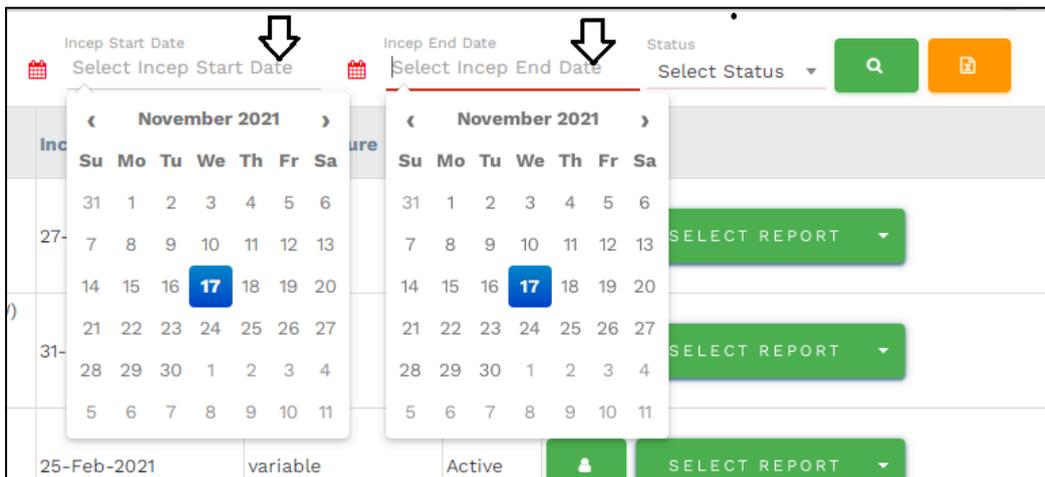
1. Go to the [‘Manage Clients’](#) module
2. At the top left corner, click on the ‘Select Source’ field to get a dropdown of the source options.



3. Select the source and click on the search button to view only the clients from that source.

### How do I view all clients who were onboarded during a specific month or time period?

1. Go to the [‘Manage Clients’](#) module
2. At the top of the page, click on the ‘Select Incep Start Date’ field to get a calendar dropdown. Then also enter ‘Select Incep End Date’
3. Click on the Search button to view clients who were onboarded during a specific month or time



### How do I view only active or inactive clients?

1. Go to the [‘Manage Clients’](#) module
2. At the top of the page on the right, click on the ‘Select Status’ field to get the status dropdown.
3. Select the appropriate Status and click on the search button.

### How can I export an excel sheet with all my client info?

1. Go to the [‘Manage Clients’](#) module
2. Click on the Excel icon on the top. This will automatically download all clients to an excel sheet in .xlsx format



# Manage Equity Scrips

## What is the manage Scrips module used for?

1. The manage equity scrips module is used to maintain master data for all scrips. The module comes preloaded with some scrips but you can add new ones or delete old ones as per your requirement.

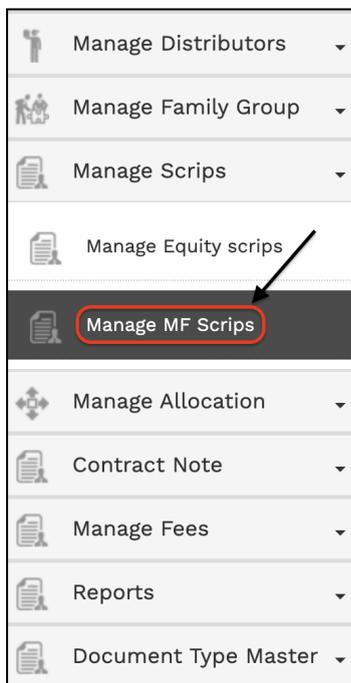
## Who can access the Manage Equity Scrips module?

Any user who has been given access to the 'Manage Equity Scrips' module through '[Access Control](#)' can access this module.

# Manage MF Scrips

## How can I see all my MF scrips?

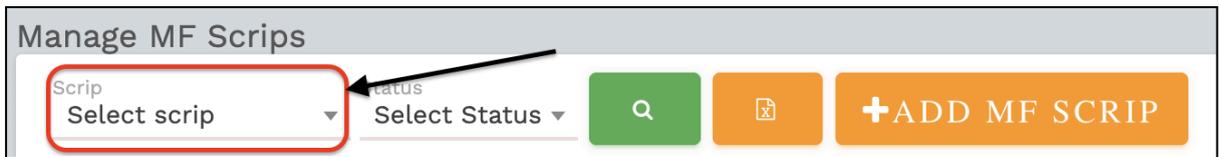
1. Go to the 'Manage Scrips' module from the left side Navigation bar and click on the 'Manage MF Scrips' to see the list of all your Equity Scrips.



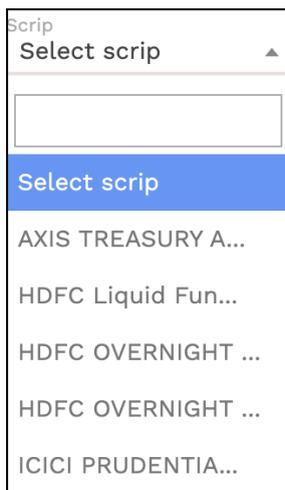
2. If your list of MF Scrips is too long, it will be paginated meaning the list would be split across pages. The list would be sorted alphabetically.
3. Click on the 'Next' button at the bottom of the page to go to the next page. Alternatively, you can also click on the page numbers at the bottom of the page to go to specific pages.

## How can I find a specific MF scrip?

1. Go to [‘Manage MF Scrips’](#) module
2. Click on the ‘Select scrip’ drop down on the top left of the page.



3. Select the scrip you wish to search by scrolling through the dropdown or by typing the name of the scrip and then selecting the relevant name.



4. After the relevant scrip is selected, click on the Search button

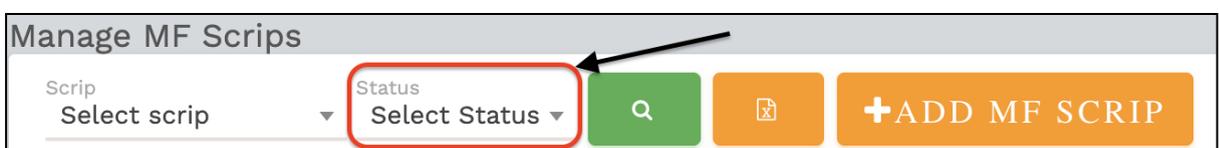


## How can I find out if a particular scrip is active or inactive?

1. Go to [‘Manage MF Scrips’](#) module
2. Search for the [relevant scrip](#)
3. Check for the status column for the corresponding scrip which shows whether the scrip is active or inactive.

## How can I view only the active or inactive scrips?

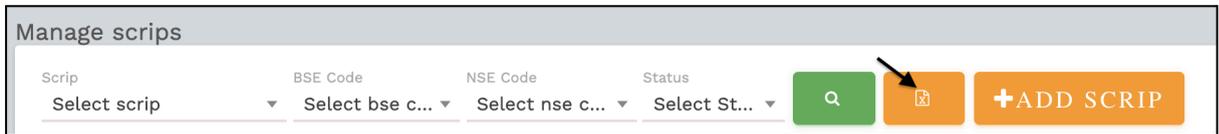
1. Go to [‘Manage MF Scrips’](#) module
2. On the top, click on the Status dropdown



3. Select Active or Inactive option
4. Click on the search button

### How can I export all my scrips into an excel sheet?

1. Go to '[Manage MF Scrips](#)' module
2. Click on the Excel icon on the top. This will automatically download all scrips to an excel sheet in .xlsx format

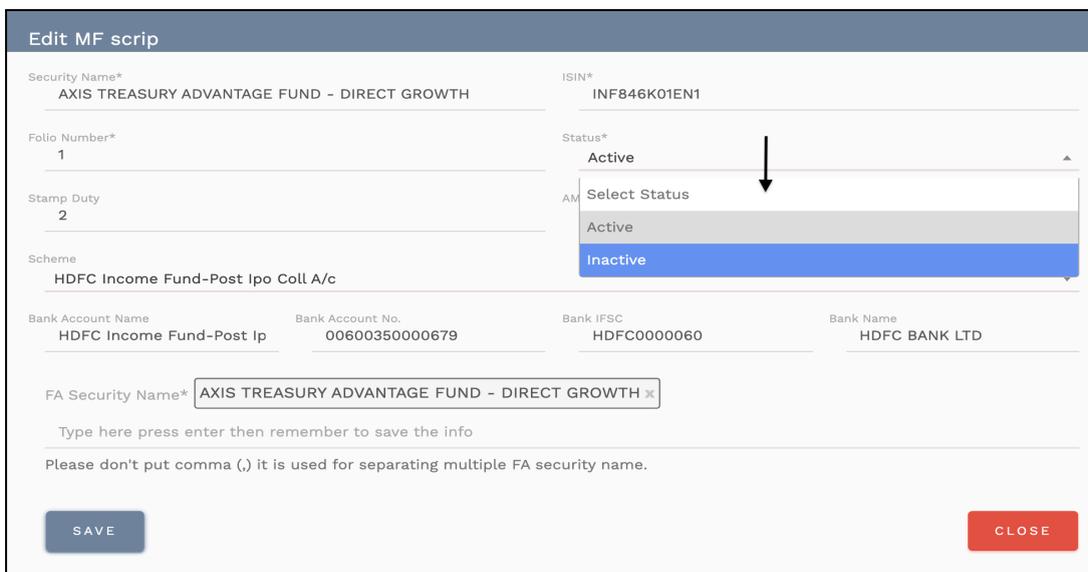


### How do I disable an MF Scrip?

1. Go to '[Manage MF Scrips](#)' module
2. Click on the Edit button corresponding to the MF Scrip you wish to edit. In order to find the scrip refer to status for inactive.



3. Click on the Status dropdown and select Inactive.



4. Click on the 'Save' button to save the changes.

### What happens if I make a scrip inactive?

When you make a scrip inactive, it will immediately affect how you can trade in that scrip. You will not be able to buy more in that scrip. And also it will not show in scrips master for all clients.

### How do I make disabled MF scrip active again?

1. Go to '[Manage MF Scrips](#)' module

2. Click on the Edit button corresponding to the MF Scrip you wish to edit. In order to find the scrip refer [How can I find a specific MF scrip?](#)



3. Click on the Status dropdown and select Active

### Edit MF scrip

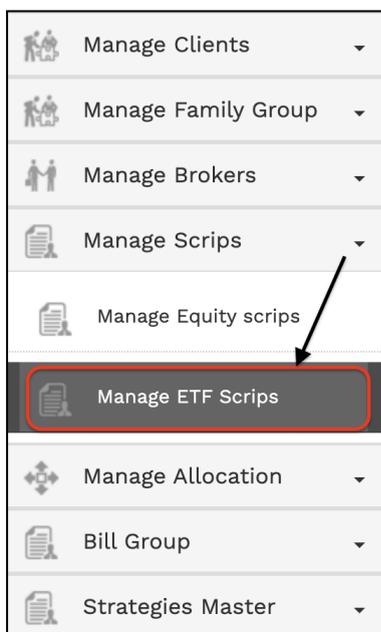
|   |  |             |               |
|---|--|-------------|---------------|
| Security Name*  | AXIS TREASURY ADVANTAGE FUND - DIRECT GROWTH   | ISIN*       | INF846K01EN1  |
| Folio Number*   | 1  | Status*     | Active        |
| Stamp Duty  | 2  | AM          | Select Status |
| Scheme  | HDFC Income Fund-Post Ipo Coll A/c             |             |               |
| Bank Account Name   | Bank Account No.                               | Bank IFSC   | Bank Name     |
| HDFC Income Fund-Post Ip  | 00600350000679                                 | HDFC0000060 | HDFC BANK LTD |
| FA Security Name*   | AXIS TREASURY ADVANTAGE FUND - DIRECT GROWTH ✕ |             |               |
| Type here press enter then remember to save the info                            |  |             |               |
| Please don't put comma (,) it is used for separating multiple FA security name. |  |             |               |
| SAVE  |  | CLOSE       |               |

4. Click on the 'Save' button to save the changes.

## Manage ETF Scrips

### How can I see all my ETF scrips?

1. Go to the 'Manage Scrips' module from the left side Navigation bar and click on the 'Manage ETF Scrips' to see the list of all your ETF Scrips.



2. If your list of ETF Scrips are too long, it will be paginated meaning the list would be split across pages. The list would be sorted alphabetically.
3. Click on the 'Next' button at the bottom of the page to go to the next page. Alternatively, you can also click on the page numbers at the bottom of the page to go to specific pages.

### How can I find a specific ETF scrip?

1. Go to '[Manage ETF Scrips](#)' module
2. There are 4 options to find a script available on the top:
  - a. Scrip name
  - b. BSE code
  - c. NSE code
  - d. Status



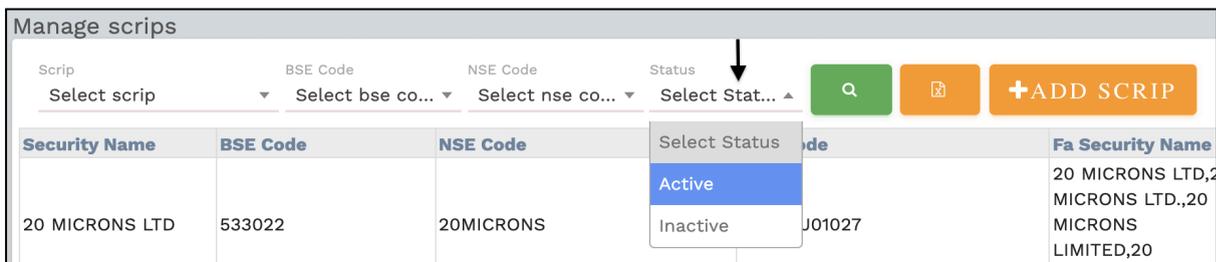
3. Choose the relevant option and click on the search button to find the scrip.

### How can I find out if an ETF scrip is active or inactive?

1. Go to '[Manage ETF Scrips](#)' module
2. Search for the [relevant scrip](#)
3. Check for the status column for the corresponding scrip which shows whether the scrip is active or inactive.

### How can I view only the active or inactive ETF scrips?

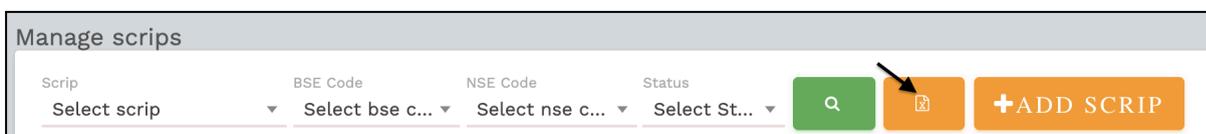
1. Go to '[Manage ETF Scrips](#)' module
2. On the top, click on the Status dropdown



3. Select Active or Inactive option
4. Click on the search button

### How can I export all my ETF scrips into an excel sheet?

1. Go to '[Manage ETF Scrips](#)' module
2. Click on the Excel icon on the top. This will automatically download all scrips to an excel sheet in .xlsx format



### What happens if I make a scrip inactive?

1. If you make a scrip 'Inactive', you will not be able to place any buy orders for that scrip from the system.
2. However, you will be able to sell inactive scrips if they are part of your portfolio.
3. If you want to place a buy order for an inactive scrip, you will first need to change the status to active. Refer [How do I make disabled ETF scrip active again?](#)
4. If a daily MIS file from FA or custodian contains data for an inactive scrip, the system will trigger a warning. This is just to bring it to your attention and you will still be able to use the MIS data for trading purposes.

### Who can disable a scrip?

Any user assigned to a Group with 'write' permission for the Manage Scrips module can disable a scrip. Groups with 'read' permission can only view the scrip but they cannot disable it. Refer [What are Group Permissions?](#) for more information on the same.

### How do I disable an ETF Scrip?

1. Go to '[Manage ETF Scrips](#)' module
2. Click on the Edit button corresponding to the Equity Scrip you wish to edit. In order to find the scrip refer [How can I find a specific ETF scrip?](#)



3. Click on the Status dropdown and select Inactive

**Edit ETF Scrip - ADITYA BIRLA SUN LIFE GOLD ETF GROWTH** Delete

Security Name\* ADITYA BIRLA SUN LIFE GOLD ETF GROWTH Bse Code\* 533408 NSE Code\* BSLGOLDETF

ISIN Code\* INF209K01HT2 Status\* Active

FA Security Name\* ADITYA BIRLA SUN LIFE GOLD ETF GROWTH x

Type here press enter then remember to save the info

SAVE CLOSE

4. Click on the 'Save' button to save the changes.

### How do I make disabled ETF scrip active again?

1. Go to '[Manage ETF Scrips](#)' module
2. Click on the Edit button corresponding to the MF Scrip you wish to edit. In order to find the scrip refer [How can I find a specific ETF scrip?](#)



3. Click on the Status dropdown and select Active

**Edit ETF Scrip - ADITYA BIRLA SUN LIFE GOLD ETF GROWTH** Delete

Security Name\* ADITYA BIRLA SUN LIFE GOLD ETF GROWTH Bse Code\* 533408 NSE Code\* BSLGOLDETF

ISIN Code\* INF209K01HT2 Status\* Active

FA Security Name\* ADITYA BIRLA SUN LIFE GOLD ETF GROWTH x

Type here press enter then remember to save the info

SAVE CLOSE

4. Click on the 'Save' button to save the changes.

### How do I add an ETF scrip?

1. Go to '[Manage ETF Scrips](#)' module
2. On the top, click on the 'Add ETF Scrip' button

**Manage ETF Scrips**

Scrip Select scrip BSE Code Select bse co... NSE Code Select nse co... Status Select Stat... SEARCH EDIT

**+ ADD ETF SCRIP**

3. Fill in all the fields as they are all required.

4. Click on the 'Save' button to save the changes.

### What information is essential when adding an ETF scrip?

- Security name - Name of the security / company
- BSE Code
- NSE Code
- ISIN Code
- Status - Whether the scrip is active or inactive
- FA security - Alternative / additional names for the securities

### How do I view / edit an ETF scrip's details?

1. Go to '[Manage ETF Scrips](#)' module to view a list of all your ETF scrips along with their codes and other information.
2. To view additional information / edit information for a particular ETF Scrip click on the Edit button



3. Make the required changes on the Edit Scrip dialog box
4. Click on the 'Save' button to save the changes.

### How do I change the status of an ETF scrip to active or inactive?

Refer: [How do I disable an ETF Scrip?](#) and [How do I make disabled ETF scrip active again?](#)

### How do I delete an Equity Scrip?

1. Go to '[Manage ETF Scrips](#)' module
2. Click on the Delete button corresponding to the scrips you wish to delete



3. When the confirmation dialog appears, click on "Continue" and the Scrips shall be deleted.

### How do I add alternate names for an ETF scrip?

1. Go to '[Manage ETF Scrips](#)' module

2. Click on the Edit button corresponding to the scrip for which you wish to add alternate names



3. Under the 'FA Security Name' section, type the new FA symbol code and hit enter. You can add multiple names by hitting enter after each name.
4. Click on the 'Save' button to save the changes.

### **How do I delete alternate names for a scrip?**

1. Go to '[Manage ETF Scrips](#)' module
2. Click on the Edit button corresponding to the scrip for which you wish to delete alternate names



3. Inside the 'FA Security Name' section, existing FA security names would appear in distinct boxes.
4. For the alternate name you wish to delete, click on the ( X ) on the right of the relevant box.
5. Click on the 'Save' button to save the changes.

# Manage Capital Flow (Cash & Stock)

## What is the Manage Capital Flow module used for?

The Manage Capital Flow module is designed to maintain and track every capital inflow (investment) and outflow (redemption) transaction, ensuring streamlined management of both cash and stock transactions. This module provides transparency and real-time updates on the movement of funds, aiding in better financial oversight.

## Who can access the Manage Capital Flow module?

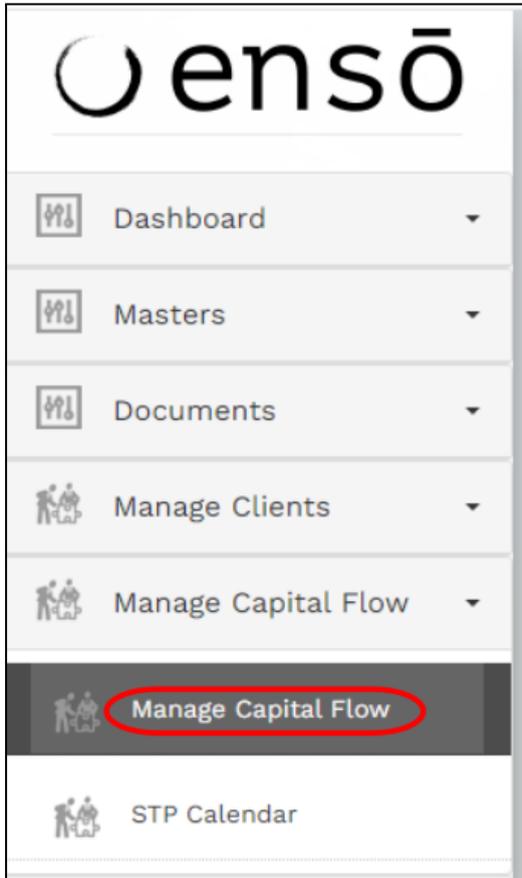
Access to the Manage Capital Flow module is granted through the **Access Control** system. Users who have permissions for both the **'Manage Client'** and **'Manage Capital Flow'** modules can access and perform actions within this module.

## How can I view the details of all clients' investments and redemptions?

1. Navigate to the **'Manage Capital Flow'** module from the left-side navigation bar.
2. Click on the module to open a consolidated list of all clients along with their transaction details.
3. Use the search and filter options at the top to narrow down transactions by date, transaction type, or client name.

### Tips for effective navigation:

- Use the **Client Name** or **Client Code** fields to quickly locate specific clients.
- Use **date range filters** to view transactions within a specified period.
- Use the **Export to Excel** option (if available) to generate a detailed report of transactions for offline analysis.



| Sr.No | Client Code * | Client Name *      | Strategy *           | Amount *    | Transaction Details             | Transaction Date * | Comments                               | Actions |
|-------|---------------|--------------------|----------------------|-------------|---------------------------------|--------------------|--|---------|
| 11073 | BCPL020       | MANARI             | ENSO CAPITAL SCHEME  | 5,00,00,000 | Cash, Investment, Bank Transfer | 07-Aug-2024        |  |         |
| 11072 | BUOJA349      | JAWITH             | ENSO CAPITAL SCHEME  | 1,00,000    | Cash, Investment, Bank Transfer | 08-May-2024        |  |         |
| 11071 | BUOJA349      | JAWITH             | ENSO CAPITAL SCHEME  | 1,00,000    | Cash, Investment, Bank Transfer | 08-Apr-2024        |  |         |
| 11070 | BUOJA349      | JAWITH             | ENSO CAPITAL SCHEME  | 5,00,000    | Cash, Investment, Bank Transfer | 02-Apr-2024        |  |         |
| 11069 | BUOJA349      | JAWITH             | ENSO CAPITAL SCHEME  | 1,00,000    | Cash, Investment, Bank Transfer | 05-Feb-2024        |  |         |
| 11068 | BUOJA032      | ANUYAM             | ENSO CAPITAL SCHEME  | 50,00,000   | Cash, Investment, Bank Transfer | 05-Feb-2024        | demo                                   |         |
| 11067 | BUOJA580      | Sakshi             | ENSO CAPITAL SCHEME  | 50,00,000   | Cash, Investment, Bank Transfer | 03-Feb-2024        |  |         |
| 11066 | BUOJA580      | Sakshi             | ENSO CAPITAL SCHEME  | 50,00,000   | Cash, Investment, Bank Transfer | 02-Feb-2024        |  |         |
| 11065 | BUOJA585      | Avantika           | ENSO CAPITAL SCHEME  | 50,00,000   | Cash, Investment, Bank Transfer | 02-Feb-2024        |  |         |
| 11064 | BUOJA582      | RUPAL BULAND DESAI | ENSO LIQUID STRATEGY | 5,00,00,000 | Cash, Investment, Bank Transfer | 02-Feb-2024        | additional fund by client @ 02.02.2024 |         |

1 2 3 NEXT »

## How do I add capital inflow/outflow stock in manage capital?

1. Go to the **'Manage Capital Flow'** module.
2. At the top-right corner of the page, click on the **'Add (+)'** icon.



- Fill out all the required fields in the form, including:
  - **Client Name/Code:** Select the client for whom the transaction is being added.
  - **Transaction Type:** Choose whether it is an **Investment (Inflow)** or **Redemption (Outflow)**.
  - **Transaction Amount:** Enter the amount being invested or redeemed.
  - **Transaction Date:** Specify the date of the transaction.
  - **Payment Mode:** Indicate whether the transaction is via **Bank Transfer, Cheque, or Other** payment methods.
  - **Remarks/Notes:** Optionally, add a note or remark for future reference.
- Select the appropriate checkboxes for email notifications:
  - **Send confirmation to Client**
  - **Send confirmation to RM**
  - **Send confirmation to Distributor**
- After completing the form, click the **'Save'** button to add the transaction.

**Add Capital Inflow/Outflow**

Capital Flow Type\*  
Select Capital Flow

Transaction Type\*  
Select Transaction Type

Security\*  
Type BOND/STOCK/REIT

Quantity\*  
1

Client\*  
Select Client

Transaction ID

Acquisition Date\*

Security in Date\*

Market Price as on Security in Date\*  
Please use the previous day's closing price here

Do you want this to impact today's cash balance?  
No

Comments

**SAVE**  Send confirmation to Client  Send confirmation to RM  Send confirmation to Distributor **CLOSE**

## How do I view only the investment or redemption transactions for my clients ?

Navigate to the **'Manage Capital Flow'** module.

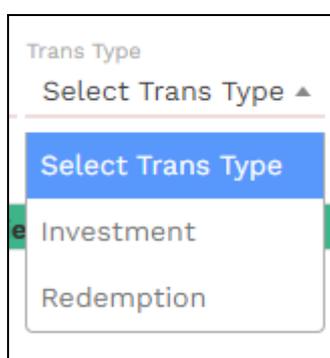
At the top-left of the page, locate the **'Trans Type'** dropdown field.

Click on the dropdown and select the desired transaction type:

- **Investment:** To view only capital inflow transactions.
- **Redemption:** To view only capital outflow transactions.

Once selected, click on the **'Search'** button.

The module will display a filtered list showing only the selected type of transactions for all clients.



## How do I view the transactions for a specific client?

Navigate to the **'Manage Capital Flow'** module.

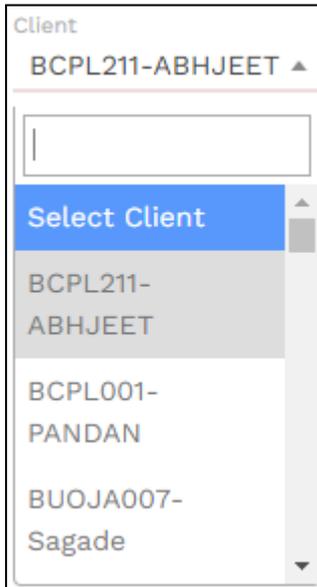
At the top-left of the page, locate the **'Select Client'** dropdown field.

Click on the dropdown and either:

- Select the relevant client from the list.
- Or type the client's name or code in the search bar to quickly locate the client.

After selecting the client, click on the **'Search'** button.

The module will display a list of all transactions for the selected client, including both investments and redemptions.



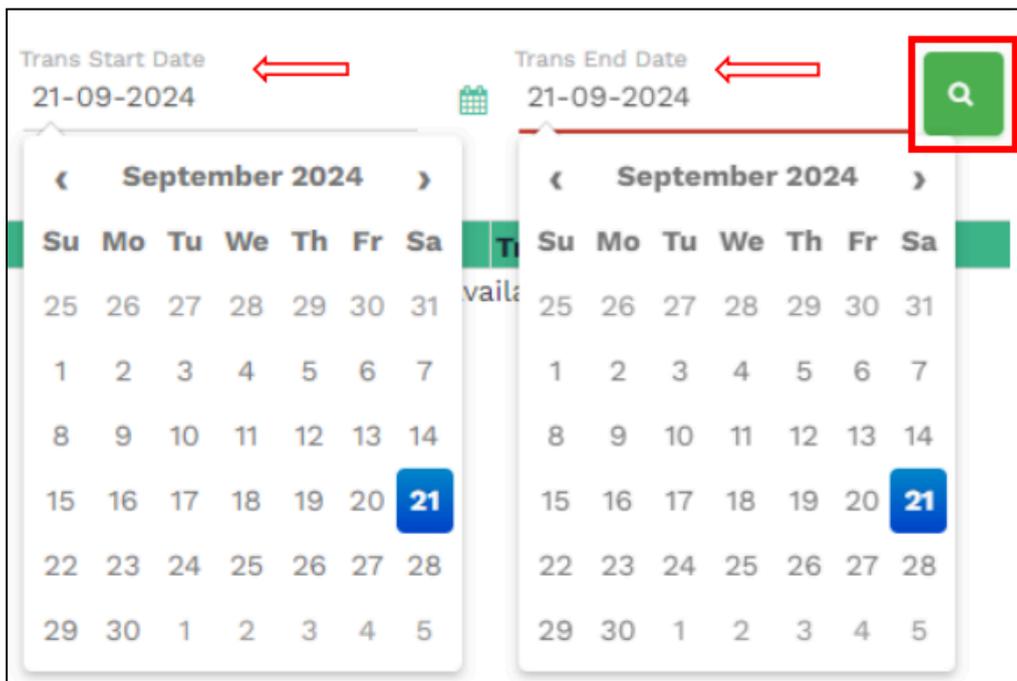
## What should I do if I can't see my client in the 'Select Client' dropdown?

1. **Check if the client is active or inactive:**
  - Go to the **'Manage Clients'** module.
  - Search for the client in the list to verify their status.
  - If the client is inactive, activate them by following the steps in **'How do I view only active or inactive clients?'**
2. **If the client is not listed in the Manage Clients module:**
  - Add the client by referring to the steps in **'How do I add a Client?'**

Once the client is added and active, return to the **'Manage Capital Flow'** module to locate their transactions.

## How do I view all transactions within a certain time period?

1. Navigate to the **'Manage Capital Flow'** module.
2. At the top of the page, locate the fields for **'Trans. Start Date'** and **'Trans. End Date'**.
3. Click on the field below **'Trans. Start Date'** to open a calendar dropdown and select the desired starting date.
4. Similarly, click on the field below **'Trans. End Date'** to select the desired ending date.
5. After specifying the date range, click on the **'Search'** button.
6. The module will display a list of all transactions that occurred within the selected time period.



## When do I need to make a capital flow entry?

- 1. Investment or Redemption Transactions:**
  - A capital flow entry must be made whenever a client invests or redeems funds.
- 2. Post-Transaction Update for Fund Accounting (FA):**
  - After the transaction is completed, the PMS team needs to inform the **Fund Accounting (FA)** team about the details so that FA can update their books accordingly.
- 3. Steps to Ensure Proper Communication with FA:**
  - Record the transaction in the '**Manage Capital Flow**' module.
  - Export the transaction details to an Excel file using the module's export feature.
  - Share the exported Excel file with the FA team.
- 4. Excel Format Compliance:**
  - The system automatically generates the exported Excel file in the exact format required by your **Fund Accounting (FA)** team, ensuring compatibility and accuracy.

## How do I make a new capital flow investment or redemption for a client?

1. Navigate to the '**Manage Capital Flow**' module.
2. At the top of the page, click on the '+' button to add a new entry.
3. Enter the required information for the investment or redemption, including client details, transaction type, and other relevant fields.

Add Capital Inflow/Outflow

|  |   |  |
|--|---|--|
| <b>Capital Flow Type*</b><br>Select Capital Flow | <b>Transaction Type*</b><br>Select Transaction Type | <b>Security*</b><br>Type Scrip/ISIN/NSE/BSE  |
| <b>Quantity*</b>                                 | <b>Original Price*</b><br>1                         | <b>Market Price as on Security In Date*</b><br><small>Please use the previous day's closing price here</small> |
| <b>Client*</b><br>Select Client                  | <b>Transaction ID</b>                               | <b>Do you want this to impact today's cash balance?</b><br>NO  |
| <b>Acquisition Date*</b>                         | <b>Security In Date*</b>                            |  |
| <b>Comments</b>                                  |   |  |

SAVE

 Send confirmation to Client
  Send confirmation to RM
  Send confirmation to Distributor
 
CLOSE

- Once all the necessary details are entered, click on **'Save'** to save the changes and record the capital flow transaction.

## What is the use of the 'Impact Today's Cash Balance' feature in the Add Capital Inflow/Outflow module?

The 'Impact Today's Cash Balance' feature allows you to adjust or block an amount from any investor's cash balances for the current day. This feature is useful for tracking and managing the immediate impact of investments or redemptions on a client's cash balance.

### How to use the feature:

- When adding a capital inflow or outflow, you must select the 'Impact Today's Cash Balance' option as Yes.
- This selection allows the system to update and reflect the changes in the cash balance immediately.
- Users will be able to see the impact on the total investment or redemption for that day.

| Sl.No | Client Code | Client Name                    | Strategy                                   | Amount      | Transaction Details             | Transaction Date | Comments | Actions  |
|-------|-------------|--------------------------------|--|-------------|---------------------------------|------------------|----------|--|
| 1074  | BUDJ34NT    | BUOYANT OPPORTUNITIES STRATEGY | ENSO OPPORTUNITIES STRATEGY - FUND ACCOUNT | 50,00,000   | Cash, Investment, Bank Transfer | 21-Sep-2024      |          |  |
| 1072  | BCPLGGD     | MAHARI                         | ENSO CAPITAL SCHEME                        | 5,00,00,000 | Cash, Investment, Bank Transfer | 07-Aug-2024      |          |  |
| 1072  | BUDJ34B     | JAKWITH                        | ENSO CAPITAL SCHEME                        | 1,00,000    | Cash, Investment, Bank Transfer | 08-May-2024      |          | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |
| 1071  | BUDJ34B     | JAKWITH                        | ENSO CAPITAL SCHEME                        | 1,00,000    | Cash, Investment, Bank Transfer | 06-Apr-2024      |          | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |
| 1070  | BUDJ34B     | JAKWITH                        | ENSO CAPITAL SCHEME                        | 5,00,000    | Cash, Investment, Bank Transfer | 02-Apr-2024      |          | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |
| 11069 | BUDJ34B     | JAKWITH                        | ENSO CAPITAL SCHEME                        | 1,00,000    | Cash, Investment, Bank Transfer | 05-Feb-2024      |          | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |
| 11068 | BUDJ3432    | ANJYAM                         | ENSO CAPITAL SCHEME                        | 90,00,000   | Cash, Investment, Bank Transfer | 05-Feb-2024      | demo     | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |
| 11067 | BUDJ34B     | Sakshi                         | ENSO CAPITAL SCHEME                        | 90,00,000   | Cash, Investment, Bank Transfer | 03-Feb-2024      |          | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |
| 11066 | BUDJ34B     | Sakshi                         | ENSO CAPITAL SCHEME                        | 50,00,000   | Cash, Investment, Bank Transfer | 02-Feb-2024      |          | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |
| 11065 | BUDJ34B     | Anantika                       | ENSO CAPITAL SCHEME                        | 90,00,000   | Cash, Investment, Bank Transfer | 02-Feb-2024      |          | <span style="background-color: #27ae60; color: white; padding: 2px 5px;">00</span> |

### Where to view the updates:

- In the **'Manage Client'** module, you can view the updated investment details.
- The system will refresh the data automatically every **3 hours** to reflect any changes.

| Client Code | Client Name                       | Client Custody | Client Strategy              | Contact Details  | Inception Date | Investment Details  | Status | Actions   |
|-------------|-----------------------------------|----------------|------------------------------|--|----------------|---|--------|---|
| BCAF00      | ANILJA ASHRAFI THAKURDAS BATHILJA | ARIS           | RUOYANT OPPORTUNITIES SCHEME | 701 INDIRA APARTMENTS M L DAHANUKAR, ROAD CUMBALLA HILL MUMBAI, MUMBAI MAHARASHTRA anwarikhan.enotech@gmail.com 919821138345 | 31-Jan-2024    | Total Investment : 15,00,000<br>Total Redemption : 0<br>Current AUM : 15,00,000 |        | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>SELECT REPORT TYPE<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

## How do I edit a capital flow entry?

1. Go to the [‘Manage Capital Flow’](#) module.
2. Click on the Client name under the Client name column corresponding to the client whose capital flow entry you wish to edit.
3. In this field ‘Do you want this to impact today's cash balance?’ is selected as **Yes** then you can not edit the details. kindly find the screenshot below.

## How do I edit a capital flow entry?

1. Go to the **‘Manage Capital Flow’** module.
2. Click on the **Client Name** under the **Client Name** column corresponding to the client whose capital flow entry you wish to edit.
3. Check the field **‘Do you want this to impact today's cash balance?’**:
  - If this field is selected as **Yes**, you **cannot** edit the details.
  - If this field is selected as **No**, you **can** edit the details.
4. Make the required edits to the client’s information.

| Edit Capital Inflow/Outflow - EDWARD MENEZES - BCPL091 |                        |                       |               | Delete   |            |
|--|------------------------|-----------------------|---------------|--|------------|
| Capital flow type*                                     | Cash                   | Transaction type*     | Redemption    | Security*  | Cash       |
| Amount*  | 30000000               | Exchange rate to INR* | 1             | Currency*  | INR        |
|  | Three Crore            |                       |               |  |            |
|  | Net amount - 308898.43 |                       |               |  |            |
| Client*  | BCPL091-EDWARD MENEZES | Transaction mode*     | Bank Transfer | Transaction ID                                   |            |
| Transaction date                                       | 2024-09-13             | Acquisition date*     | 13-09-2024    | Do you want this to impact today's cash balance? | Yes        |
|  |                        |                       |               | Invoice date (year)                              | 13-09-2024 |
| Comments   |                        |                       |               |  |            |
|  |                        |                       |               |  | Close      |

5. After making the necessary changes, click on the **‘Save’** button to save the updated capital flow entry.

## How do I delete a capital flow entry?

1. Click on the **Client Name** under the **Client Name** column. You will be able to see the details of the capital flow for that client.
2. In the top right corner of the page, you will see the 'DelGo to the 'Manage Capital Flow' module.
3. **ete'** button.

4. Click on the 'Continue' button to delete the capital flow entry.

## How do I export Cash?

1. Go to the 'Manage Capital Flow' module.
2. Click on the **Export Cash Report** icon at the top.



3. After clicking on the **Export Cash Report** icon, you will see two buttons: **'DOWNLOAD'** and **'SEND TO FA'** side by side



4. Click on the **'DOWNLOAD'** button to export the cash report. The report will be downloaded in **Excel** format.

## How do I export Stock reports?

1. Go to the **'Manage Capital Flow'** module.
2. Click on the **Export Stock Report** icon at the top.



3. After clicking on the **Export Stock Report** icon, you will see two buttons: **'DOWNLOAD'** and **'SEND TO FA'** side by side.



4. Click on the **'DOWNLOAD'** button to export the stock report. The report will be downloaded in **Excel** format.

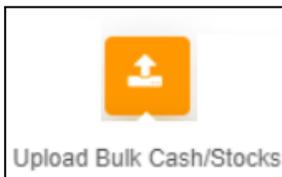
## Important Notes:

- The **Export Cash Report** icon and **Export Stock Report** icon will be available **custody-wise**, for example: KOTAK, HDFC, ICICI.
- This will export **cash/stock transactions**.
- If you want to export only a specific subset of capital flow entries, use the **search** feature first. After applying the filters, you can export the search results. Enso will export the filtered data in an Excel format that **FA** expects.

1.

## How can I add capital flow entries for Bulk Stocks?

1. Go to the **'Manage Capital Flow'** module.
2. Click on the **Bulk Stocks** button.



3. After clicking the **Upload Bulk Cash/Stock** button, a pop-up will appear. In the pop-up, click on the **'HERE'** hyperlink to download the sample file format.
4. Download the sample file and fill in the required details in the specified format.



5. Upload the completed **Excel (.csv)** file using the upload

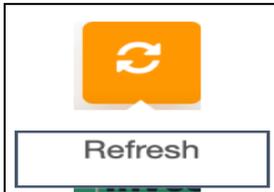
## Note:

- The file to be uploaded **must** be in the specified **.csv format**.
- You can download the correct format by clicking on the hyperlink in the upload dialog box.
- Ensure that all required fields in the sample file are accurately filled before uploading.

## How do I reset/refresh my search?

1. Go to the '**Manage Capital Flow**' module.
2. Click on the '**Refresh**' button located next to the '**Search**' button.

This will reset your search criteria and display the complete list of entries in the module.



# STP Calendar

## What is an STP Calendar?

The **STP (Systematic Transfer Plan) Calendar** in the Enso system automates the process of periodic withdrawals for clients.

For example, if a client invests ₹10,000 and requires ₹2,000 to be withdrawn every month, the **STP Calendar** is set up to automate this process. At the end of each month:

- The system will **sell holdings** equivalent to the withdrawal amount.
- A **notification** will appear in the Enso system for the scheduled transaction.
- The **allocation** will be processed automatically in the sell allocation.

## Managing STP in the Enso System

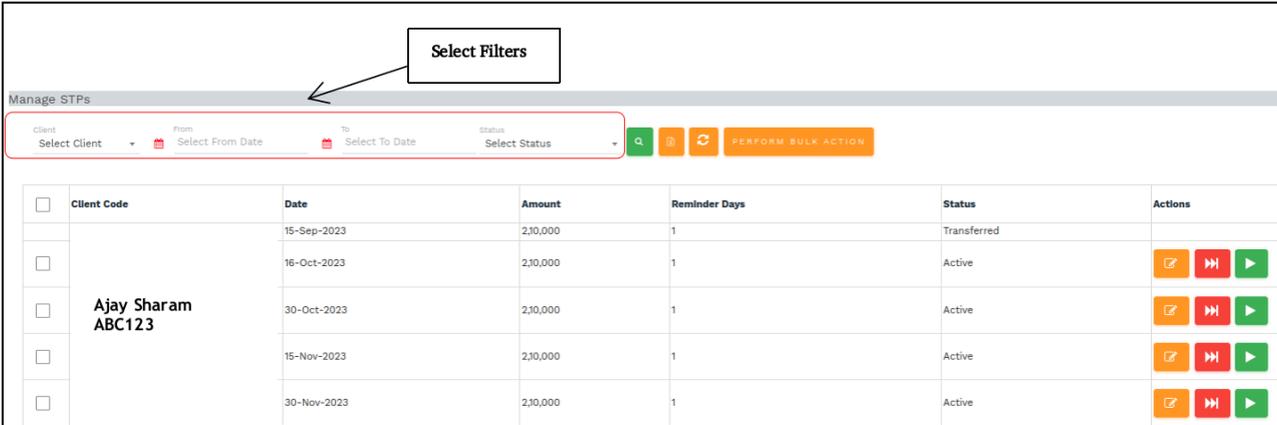
The **Manage STP** section allows users to view, track, and manage Systematic Transfer Plans (STP) effectively.

## Steps to Access and Use:

1. **Client Selection:**
  - Use the dropdown to select the client for whom you want to manage STPs.
2. **Date Range:**
  - Set the **From** and **To** dates to filter STPs within a specific timeframe.
3. **Status Selection:**
  - Choose the desired **Status** (e.g., **Active, Transferred**) to narrow your search.

## STP Details Displayed:

- **Client Code:** Identifies the client linked to the STP.
- **Date:** Specifies the date of the scheduled transfer.
- **Amount:** The amount to be transferred as part of the STP.
- **Reminder Days:** Indicates the number of days before the next action is due.
- **Status:** Shows the current state of the STP (e.g., **Active, Transferred**).
- **Actions:** Provides options for managing or editing the STP.



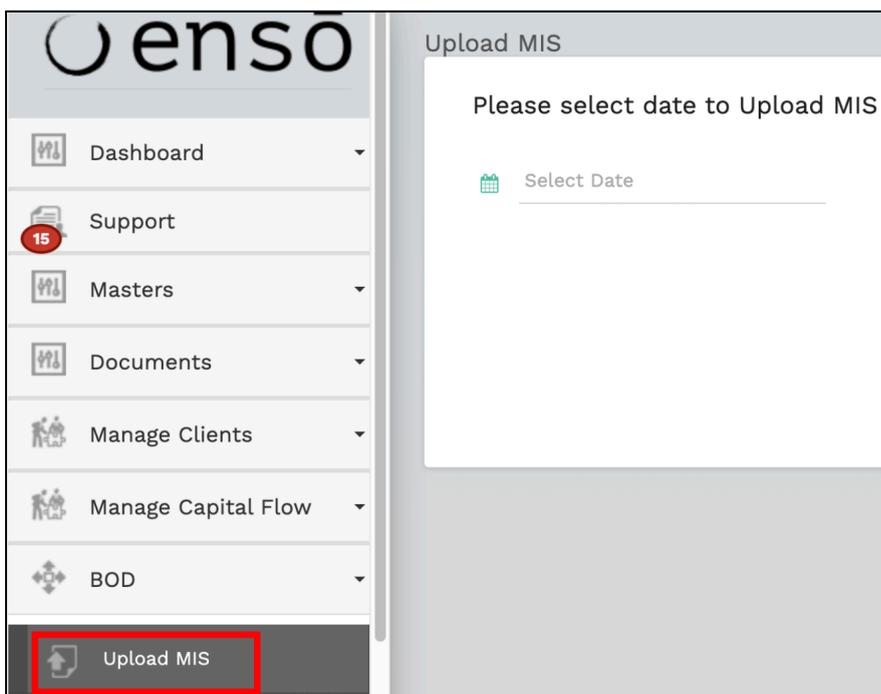
The screenshot shows the 'Manage STPs' interface. At the top, there is a filter bar with a 'Select Filters' box pointing to it. The filter bar includes a 'Client' dropdown set to 'Select Client', 'From' and 'To' date pickers set to 'Select From Date' and 'Select To Date', a 'Status' dropdown set to 'Select Status', a search icon, a refresh icon, and a 'PERFORM BULK ACTION' button. Below the filter bar is a table with the following data:

| <input type="checkbox"/> | Client Code           | Date        | Amount   | Reminder Days | Status      | Actions   |
|--------------------------|-----------------------|-------------|----------|---------------|-------------|---|
| <input type="checkbox"/> | Ajay Sharam<br>ABC123 | 15-Sep-2023 | 2,10,000 | 1             | Transferred |   |
| <input type="checkbox"/> |                       | 16-Oct-2023 | 2,10,000 | 1             | Active      |    |
| <input type="checkbox"/> |                       | 30-Oct-2023 | 2,10,000 | 1             | Active      |    |
| <input type="checkbox"/> |                       | 15-Nov-2023 | 2,10,000 | 1             | Active      |    |
| <input type="checkbox"/> |                       | 30-Nov-2023 | 2,10,000 | 1             | Active      |    |

# BOD (Beginning of Day)

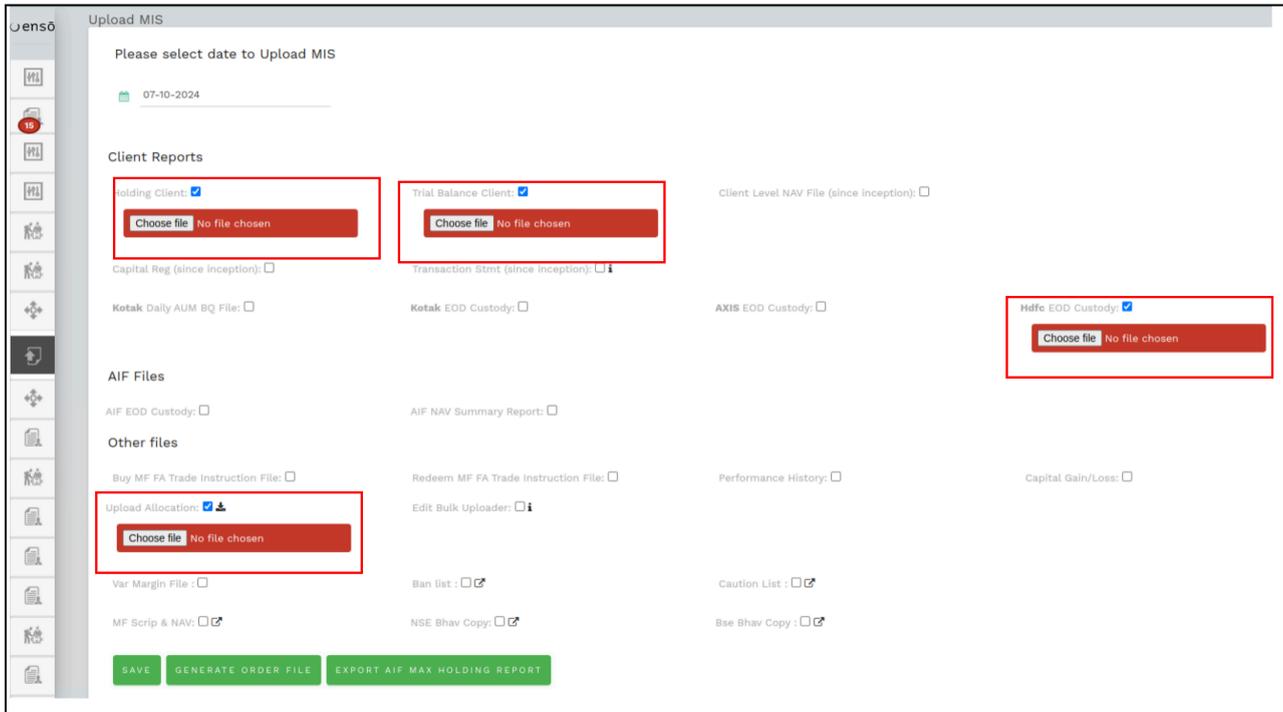
## Upload MIS

Go to the 'BOD' module from the left side Navigation bar and click on the Upload MIS submodule, select the date for uploading MIS.



### How to Upload Reports in Upload MIS

1. **Go to the 'BOD' Module.**
2. **Select the date** for which you wish to upload the MIS files.
  - **Note: For previous dates, only download is available—no uploads or deletions. For the current or following dates, both download and delete options are available.**
3. **Select the relevant checkboxes** for the fields you wish to upload the file for.
4. **Choose the file** and upload the relevant Excel sheets into the selected fields.
5. **Save the uploads** by clicking on the **Save** button.



## Clients Reports File

### 1. Holding Client File

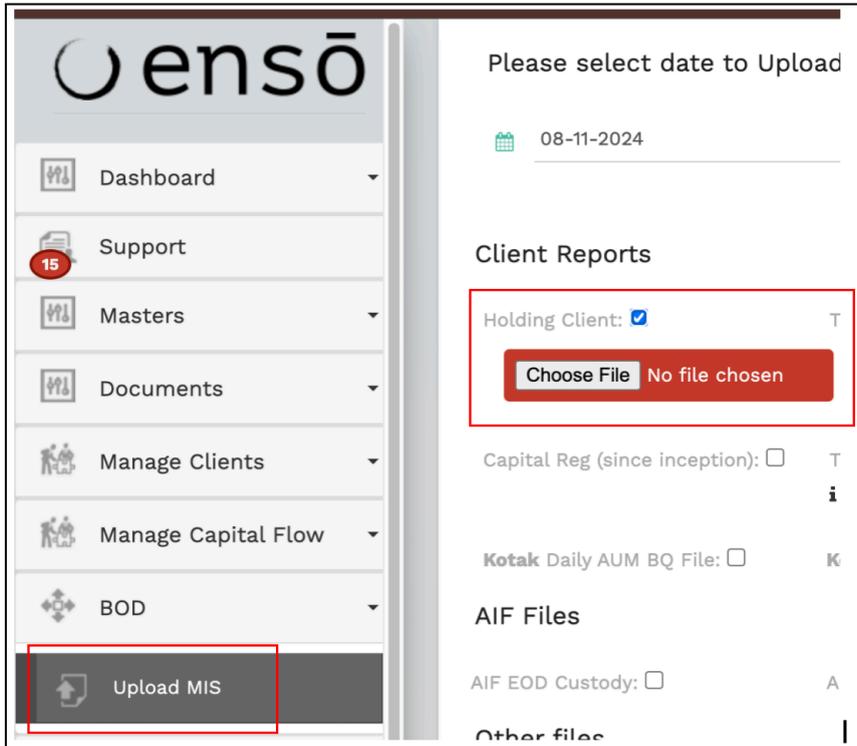
Holding files contain the investment portfolios of individuals or entities, which may include mutual funds, equities, ETFs, and other financial products such as stocks, bonds, options, and futures. These files are provided daily by the Fund Accountant (FA) and are typically sent via email or software (e.g., Well Spectrum), summarizing all open positions for each client. It is important to ensure that the holding file is for the previous day (T-1).

The uploaded holding statement will impact various modules in Enso, including the Global Dashboard, Client Dashboard, Reports, and Manage Allocation modules, reflecting the updated portfolio data across these sections.

Once the holding file is received from the Fund Accountant (FA), you need to upload it in the BOD (Beginning of Day) MIS system:

Once the holding file is received from the Fund Accountant (FA), you need to upload it in the BOD (Beginning of Day) MIS system:

1. **Go to the Holding Statement Section:** In the BOD system, navigate to the Holding Statement section.
2. **Upload the File:** Select the appropriate option to upload the holding file you received from the FA.
3. **Upload the Holding Client File:** In the "Holding Clients" section, upload the holding client file to ensure that the client's portfolio is updated correctly.



## 2. Trial Balance Client File

The **Trial Balance** shows the cash or bank balance available with the client. These files are shared daily by the Fund Accountant (FA), summarizing all open positions for each client.

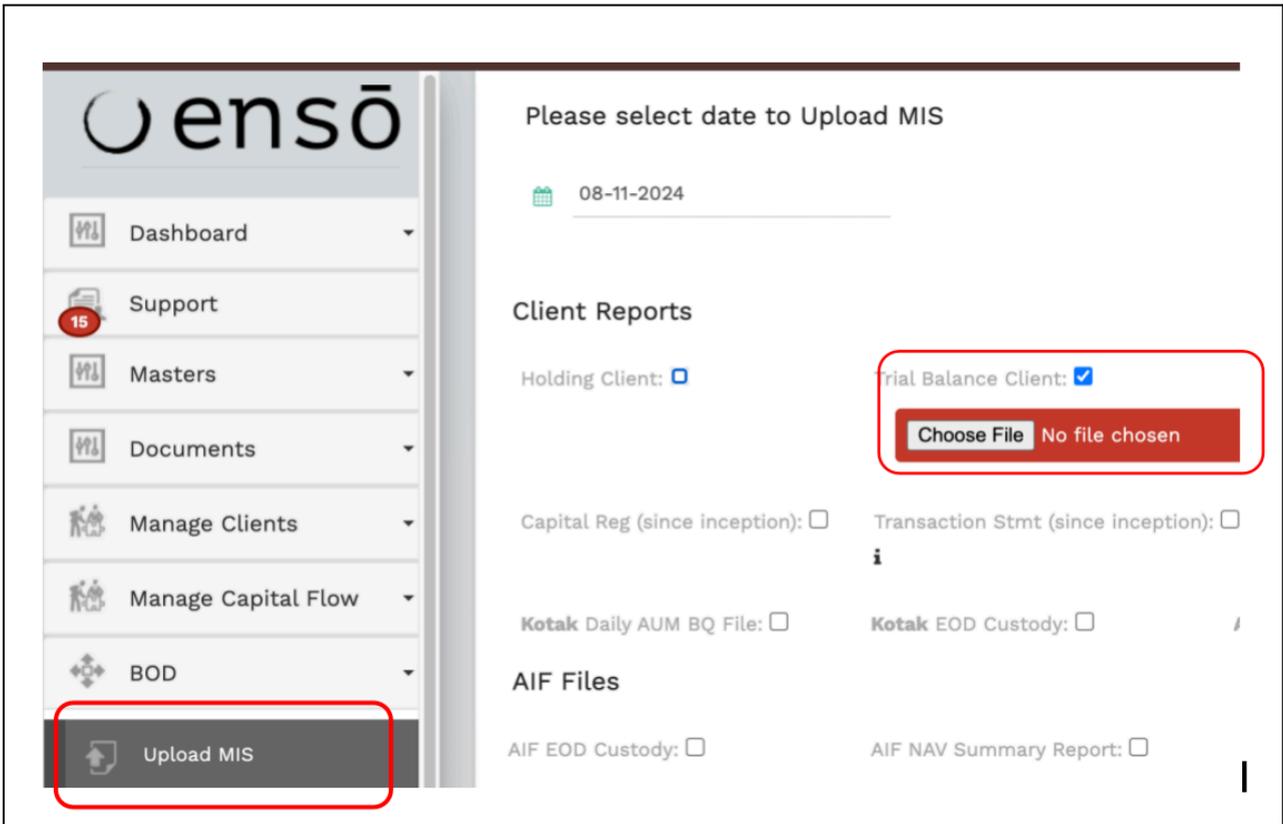
The impact of the Trial Balance can be seen in the **Buy Allocation** and **Sell Allocation** modules, where the cash or bank balance is used to facilitate accurate trading and allocation decisions.

Once the **Trial Balance** file is received from the fund accounting

(FA), you need to upload it in the BOD (Beginning of Day) MIS system:

1. **Go to the Trial Balance Section:** In the BOD system, navigate to the Trial Balance section.
2. **Upload the File:** Select the appropriate option to upload the Trial Balance file you received from the FA.
3. **Upload the Trial Balance Client File:** In the "Trial Balance Clients" section, upload the Trial Balance client file to ensure that the client's cash or bank balance is updated correctly.

This will update the system with the latest client cash balances and ensure accurate data across relevant modules, including **Buy Allocation** and **Sell Allocation**, where the cash balance is used for trading and allocation decisions.

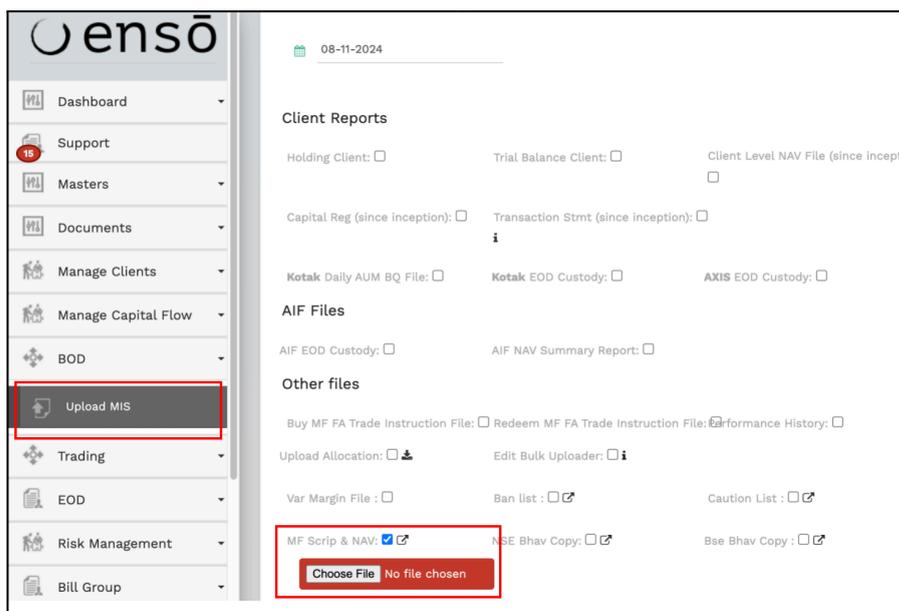


### 3. MF Scrip & NAV:

**Open MF Scrip & NAV Section:** In the BOD system, go to the "MF Scrip & NAV" section and click the icon next to it to be redirected to the AMFI India website (amfiindia.com).

**Download the NAV Report:** On the AMFI website, select "Download Complete NAV Report in Text Format."

**Save the Report:** Save the downloaded NAV report in text format on your computer.

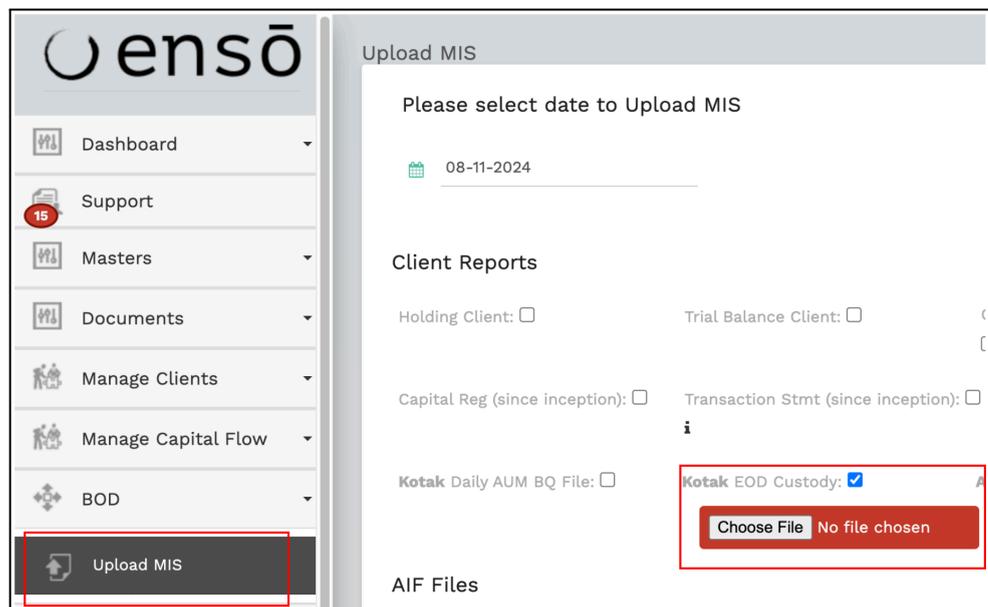


#### 4. Kotak EOD Custody:

The Kotak EOD Custody file is a daily report provided by Kotak Custody that details the saleable quantities of each security (scrip) for each client. This file is essential for tracking updated shareholding status at the end of each day, showing both total holdings and, importantly, shares available for sale. Uploading this file to the Enso system ensures that the trading platform has the latest scrip-wise data, enabling accurate execution of client sell trades.

##### How to Upload Kotak EOD Custody in BOD ?

1. Once the File is Received from Kotak Custody file in Excel format at the end of each or T+1 trading day.
2. Log in to Enso
3. Go to the BOD Module: Navigate to the BOD (Beginning of Day) module
4. Upload the File: Select the Choose File & Upload the Kotak EOD Custody file, and upload it.

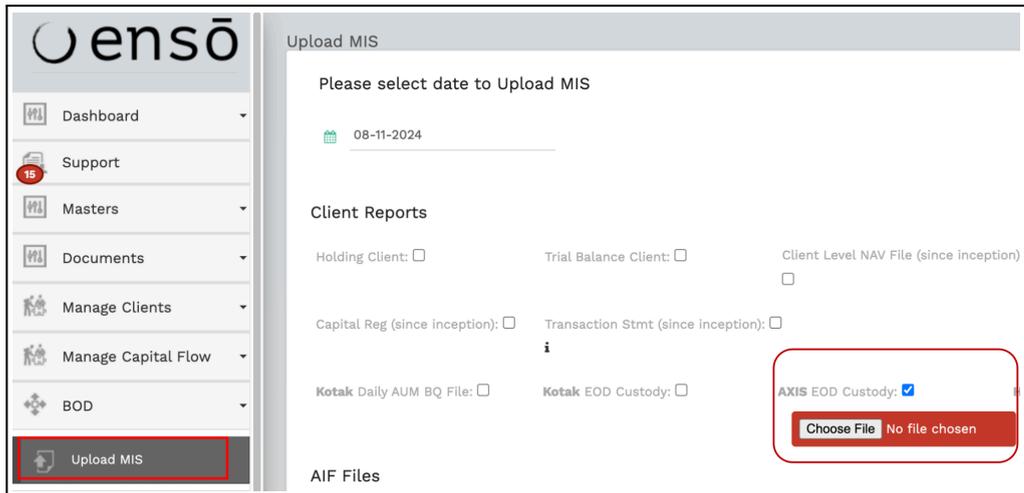


#### 5. AXIS EOD Custody:

The Axis EOD Custody file is a daily report provided by Axis Custody that details the saleable quantities of each security (scrip) for each client. This file is essential for tracking updated shareholding status at the end of each day, showing both total holdings and, importantly, shares available for sale. Uploading this file to the Enso system ensures that the trading platform has the latest scrip-wise data, enabling accurate execution of client sell trades.

##### How to Upload Axis EOD Custody in BOD ?

1. Once the File is Received from Axis Custody file in Excel format at the end of each or T+1 trading day.
2. Log in to Enso
3. Go to the BOD Module: Navigate to the BOD (Beginning of Day) module.
4. Upload the File: Select the Choose File & Upload the Axis EOD Custody file, and upload it.

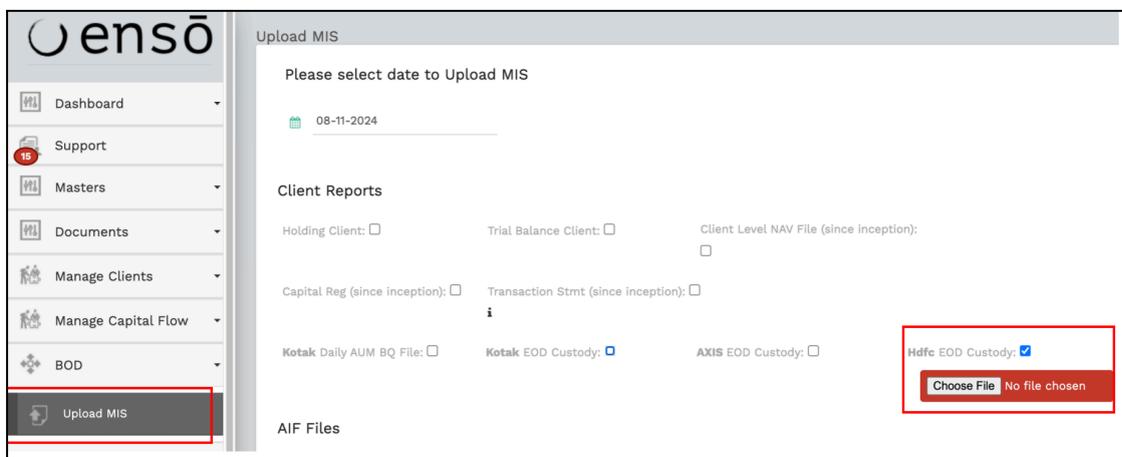


## 6. HDFC EOD Custody

The HDFC EOD Custody file is a daily report provided by HDFC Custody that details the saleable quantities of each security (scrip) for each client. This file is essential for tracking updated shareholding status at the end of each day, showing both total holdings and, importantly, shares available for sale. Uploading this file to the Enso system ensures that the trading platform has the latest scrip-wise data, enabling accurate execution of client sell trades.

### How to Upload Axis EOD Custody in BOD ?

1. Once the File is Received from HDFC Custody file in Excel format at the end of each or T+1 trading day.
2. Log in to Enso
3. Go to the BOD Module: Navigate to the BOD (Beginning of Day) module.
4. Upload the File: Select the Choose File & Upload the HDFC EOD Custody file, and upload it.



## 7. EOD FA

On End Of Day this file shows how many shares are currently available for each client for each script.

This data is sent by FA on a daily basis in an excel file which contains the quantity of shares being held by the client and as well the number of shares which can be sold on that particular day

### How to Upload NSE Bhav Copy in the BOD Module

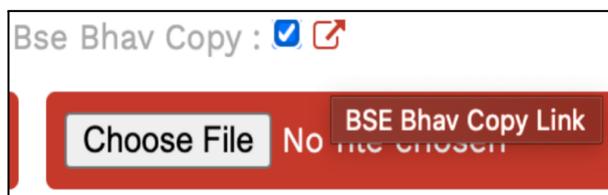
1. Go to the '**BOD**' module and click on '**NSE Bhav Copy**'.
2. Beside the option, you will find a link to the **NSE Bhav Copy** site.



3. Click on the link, which will redirect you to the NSE website.
4. On the NSE site, download the **Bhav Copy** file in **.xlsx** format.
5. Once the file is downloaded, return to the **BOD** module and upload the **Bhav Copy** file.
6. After uploading, the system will automatically update the current Bhav (price) of the scrips in the system.

### How to Upload BSE Bhav Copy in the BOD Module

1. Go to the '**BOD**' module and click on '**BSE Bhav Copy**'.
2. Beside the option, you will find a link to the **BSE Bhav Copy** site.



3. Click on the link, which will redirect you to the BSE website.
4. On the BSE site, download the **Bhav Copy** file in **.xlsx** format.
5. Once the file is downloaded, return to the **BOD** module and upload the **Bhav Copy** file.
6. After uploading, the system will automatically update the current Bhav (price) of the scrips in the system.

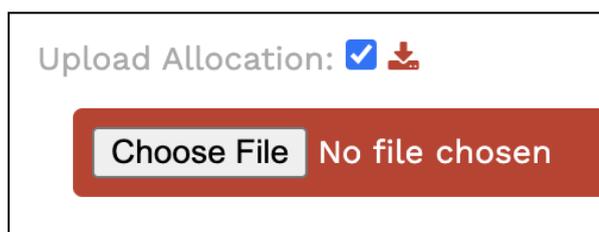
### How to Upload Allocations in Enso

The **Upload Allocations** feature allows you to directly upload stock details without manual entry. You can upload the following fields:

- **Client Code**
- **Client Name**
- **ISIN Code**
- **NSE Code**
- **BSE Code**
- **Scrip Name**
- **BUY / SELL**
- **Quantity**
- **% on NAV**
- **Target Weight %**
- **Rate**

#### **Steps to Upload Allocations:**

1. Prepare your data in an **Excel** file using the specified fields above.
2. Navigate to the '**Allocations**' section in the **Enso** system.
3. Click on the '**Upload**' option.
4. Select your prepared **Excel** file containing the stock details.
5. Once uploaded, the stock details will automatically reflect in your **Enso** account.
  - There is no need for manual entry or additional manual tasks.



#### **How to Upload VaR Margin File ?**

##### **Definition:**

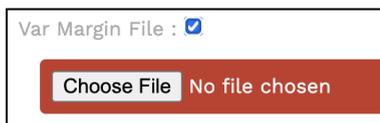
The **VaR Margin File** is provided by the **NSE** and specifies the margin requirements for each scrip on a particular day.

##### **Key Points:**

- The margin is expressed as a percentage, influencing the total investment amount when shares are purchased.
- This margin helps traders understand the lower and upper circuit limits necessary to comply with trading regulations.

#### **Steps to Upload VaR Margin File:**

1. Prepare your **VaR Margin File** in the required format as provided by the **NSE**.
2. Navigate to the '**VaR Margin**' section in the system.
3. Click on the '**Upload**' option.
4. Select your prepared **VaR Margin File** and upload it.
5. Once uploaded, the system will automatically apply the margin requirements for the corresponding scrips.



## How to Upload Ban List?

### Definition:

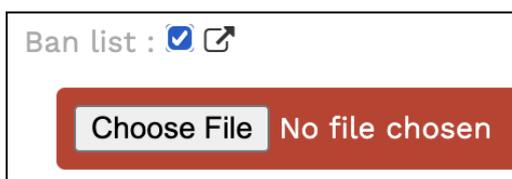
The **Ban List** consists of securities that cannot be traded by **NRI** clients for a particular date.

### Key Points:

- The ban list is provided in a **CSV** file format.
- Uploading this file blacklists the specified securities for NRI clients, preventing them from purchasing those securities.
- The ban is effective for a single date only, with a new ban list generated and uploaded daily.

### Steps to Upload Ban List:

1. Prepare your **Ban List** in **CSV** format, including the securities to be blacklisted.
2. Navigate to the '**Ban List**' section in the system.
3. Click on the '**Upload**' option.
4. Select your prepared **Ban List CSV** file and upload it.
5. Once uploaded, the specified securities will be blacklisted for NRI clients for that date.



## How to Upload Caution List

### Definition:

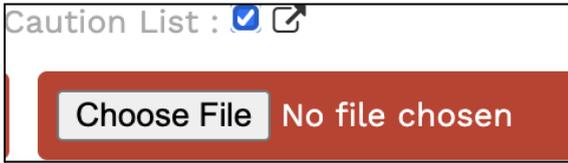
The **Caution List** contains information regarding the maximum number of shares that can be bought for the listed securities by NRI clients.

### Key Points:

- This list sets limits on the number of shares that can be purchased but does not apply when selling shares.
- The caution list is valid for a single date, with a new list generated and uploaded daily.

### Steps to Upload Caution List:

1. Prepare your **Caution List** in the required format, detailing the securities and their respective share limits.
2. Navigate to the '**Caution List**' section in the system.
3. Click on the '**Upload**' option.
4. Select your prepared **Caution List file** and upload it.
5. After uploading, the system will apply the share purchase limits for the specified securities.



## 8. EOD Custody

This EOD Custody file is shared by the Custodian on every working day, and this

This data is sent by FA on a daily basis in an excel file which contains the quantity of shares being held by the client and as well the number of shares which can be sold on that particular day.

Kindly find the screenshot below above those clients reports files

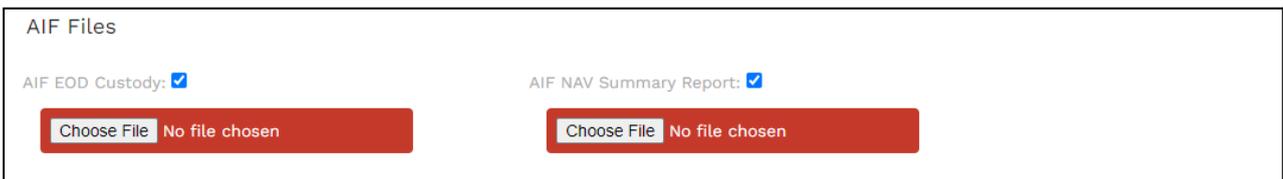


## AIF Files

### 1. AIF EOD Custody

### 2. AIF NAV Summary Report:

Kindly find the screenshot below of above AIF Files



## Other files

### 1. Capital Gain/Loss:

A **Capital Gain & Loss Statement** provides detailed information on the financial outcome of a client's transactions involving shares or mutual funds. It records gains or losses for each sale, showing the profit or loss incurred by the client when selling a particular security. This statement is essential for understanding the impact of trading activities on a client's overall financial position.

#### How to Upload the Capital Gain & Loss Statement in BOD ?

1. **Navigate to the BOD Module:** Log into the Enso system and go to the BOD (Beginning of Day) module.
2. **Select the Upload Option:** In the BOD module, choose the option to upload a file.
3. **Upload the Capital Gain & Loss File:** Select the Capital Gain & Loss statement file from your system and upload it to the BOD module.

### 2. Upload Allocation

### 3. Edit Bulk Uploader

### 4. Var Margin File

VaR margin is a file that is given by NSE which mentions each scrip's margin for a particular day. The margin is in percentage, hence when we buy shares, the total investment amount is changed in reference to this margin. Thus, margin is simply the lower circuit and upper circuit we need to ensure when making trades.

### 5. Ban list

The ban list consists of securities which cannot be traded in case of NRI clients for a particular date. The ban list is a CSV file which when uploaded needs to blacklist the securities present in the file for NRI clients. The basic logic of the ban list is to not allow buying of the securities mentioned in the ban file for NRIs only. Note the above ban is for a single date only. Every day a new ban list is generated and uploaded.

## 6. Caution List

The caution list is a file that has the information regarding how many shares can be bought for the mentioned securities in the file. It can be thought of as a limit in the number of shares NRIs can buy for the securities present in the caution list. This limit only applies in case of buying shares and does not apply when the shares are being sold for the security present in the caution list. Note the above is applicable for a single date. Every day a new caution list is generated and uploaded.

## 7. MF Scrip & NAV

?

## 8. NSE Bhav Copy

?

## 9. BSE Bhav Copy

Bhavcopy excel sheet contains the following data - Open price, highest price, lowest price, closing price and volume traded on the given day for all nse listed stocks.

In all the dashboards, market value would be displayed as per Bhav Copy. Even in Buy allocation and Sell allocation modules, the prices of securities are shown as per Bhav copy.

## 10. MF Scrip & NAV

## 11. Stock Price

## 12. Buy/Sell List

## 13. Transaction Report File

## 14. Portfolio Position Analysis Firm Level

## 15. Portfolio Position Analysis Client Level

Kindly find the screenshot below of the other files mentioned above.

The screenshot shows a dashboard titled "Other files" with a grid of file upload buttons. Each button is red with white text and includes a "Choose File" button and the text "No file chosen". The buttons are arranged in a 4x4 grid, with the last cell empty. The labels for the buttons are: Buy MF FA Trade Instruction File, Redeem MF FA Trade Instruction File, Performance History, Capital Gain/Loss, Upload Allocation, Edit Bulk Uploader, Var Margin File, Ban list, Caution List, MF Scrip & NAV, NSE Bhav Copy, and Bse Bhav Copy. Each label has a small icon to its right, such as a checkmark or a document icon.

There are total three buttons on this page

### 1. SAVE

- After uploading the MIS required files you can click on the 'Save' button to save the files

### 2.GENERATE ORDER FILE

- After uploading and saving the MIS required file.

- Go to the Allocation and do the allocation or Buy/ Sell orders.
- By clicking on this 'GENERATE ORDER FILE' you will be able to download the orders files.

### 3. EXPORT AIF MAX HOLDING REPORT

?

Kindly find the screenshot below of the above mentioned buttons.



# Buy Allocation

## Note:

To complete Buy Allocation, it is mandatory to upload the necessary files, including the BOD file, FA files, and Custody files. The required files for this process are:

- **Trail File** – Provided by FA.
- **Holding File** – Provided by FA.
- **EOD Custody File** – Received from your custodian.

Ensure that all these files (Trail, Holding, and EOD Custody) are uploaded in the BOD module before performing any Buy Allocation actions. This is crucial to ensure accurate and smooth processing of the allocation.

## What Is the Buy Allocation Module Used For?

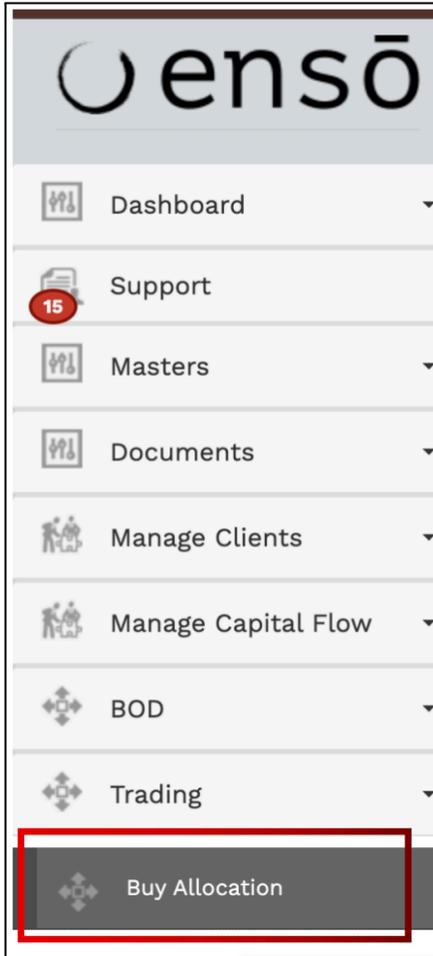
The [Buy Allocation](#) module is designed to:

1. View and allocate buy trades as of a specific date for a chosen strategy.
2. Adjust the weights of various securities and assets in a portfolio for clients when necessary.

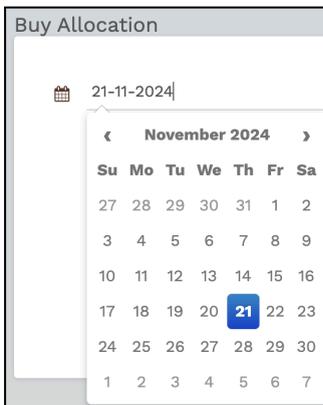
## How Can I Access the Buy Allocation Module?

To access the [Buy Allocation](#) module, follow these steps:

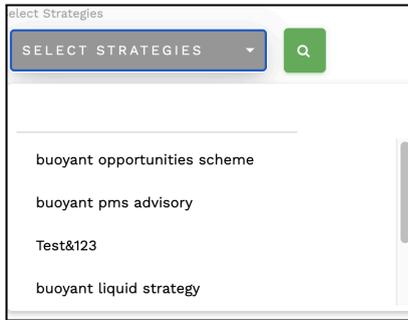
- **Login to Enso** using your credentials.
- From the left-side navigation bar, locate and click on **Trading**.
- Under the **Trading** section, click on **Buy Allocation**.



- Select the relevant date by clicking on the **Select MIS Date** calendar dropdown.



- Choose the appropriate strategy from the **Select Strategies** dropdown.



- Click on the **Search** button to view the buy trades and allocations for the selected date and strategy.



### What is Select MIS Date?

Date on which MIS reports were uploaded.

The Select MIS Date is the date when all relevant files, such as BOD Upload, Trail, Holding, and EOD Custody, are uploaded into the system. After uploading these files, you can select the MIS date (e.g., today's date) to perform trading and allocation activities based on the uploaded data. Ensure all necessary files are uploaded correctly in the respective sections before selecting the MIS Date. Refer [Upload Holding Sheet/MIS](#) for more details.

### What is Select Strategies?

Represents the strategies configured in the [Manage Strategies](#) module

### What is 'Threshold for Weights at End'?

The **'Threshold for Weights at End'** is a setting used to define the upper limit on the weight of a particular security within a portfolio. If the weight of a security reaches this specified threshold, no additional purchases of that security will be made.

For example, if the **'Threshold for Weights at End'** is set to 9%, then no further purchases of that security will occur once its weight in the portfolio reaches or exceeds 9%.



### Freeze Allocation

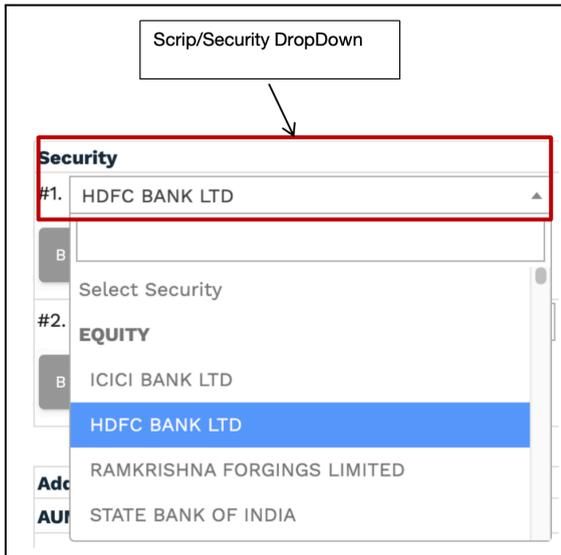
The **Freeze Allocation** button is used to lock the top two rows in the allocation table, which display the **Client Name** and **Client Code**. This functionality ensures that these rows remain visible while scrolling vertically through the table, making it easier to view the weightage of each security for all clients.



### Add Security

The **Add Security** feature allows you to include an additional security in the Allocation Table for managing and allocating weights.

- The **Add Security** dropdown is located at the top of the Buy Allocation section and is used to add securities for a specific client.
- The strategy for the security is mapped through the **Manage Scrip** module in your system. Once mapped, it enables you to add the security to the Buy Allocation process seamlessly.



## Display Clients

The **Display Clients** dropdown allows you to filter and display clients based on various criteria, including categories, tags, strategies, and manual search. You can select multiple options from the dropdown for more refined results.

### Categories

There are four main categories for displaying clients:

- **All Clients:** Displays all clients with 'Active Status' in the Client Masters.
- **All Residents:** Displays all clients with 'Active Status' and 'Resident Status' set to Resident in the Client Masters.
- **All NRE:** Displays all clients with 'Active Status' and 'Resident Status' set to NRE in the Client Masters.
- **All NRO:** Displays all clients with 'Active Status' and 'Resident Status' set to NRO in the Client Masters.

### Tags

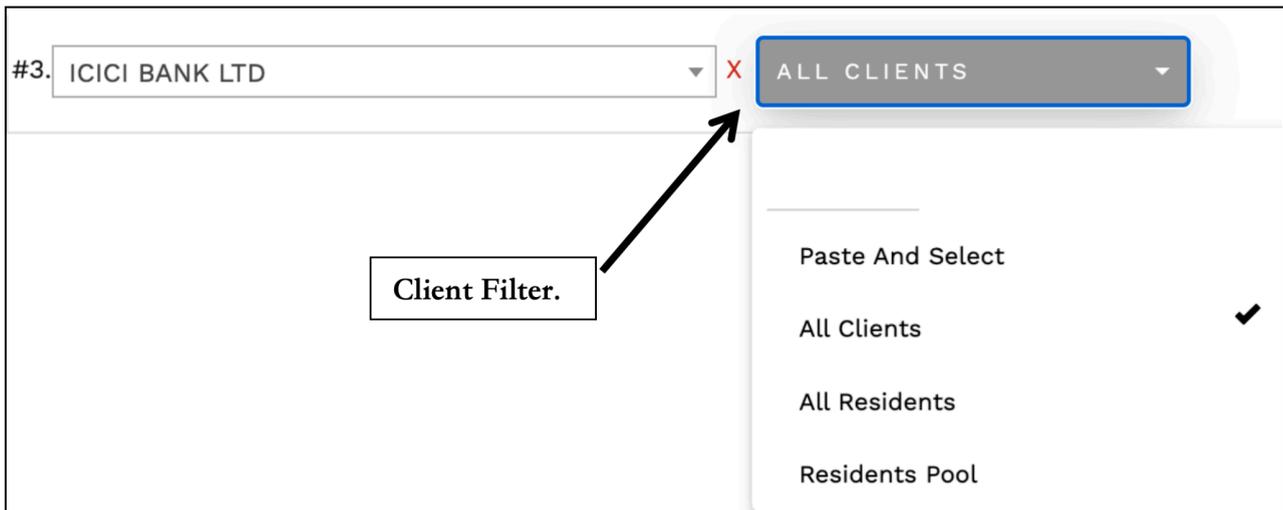
Clients can also be filtered by tags. For more information on how to use tags, refer to the section on **What is the add tag feature in 'manage client'**.

### Strategies

Clients can be displayed based on strategies. For more information on how to assign strategies, refer to the section on **How do I assign strategy in 'manage clients'**.

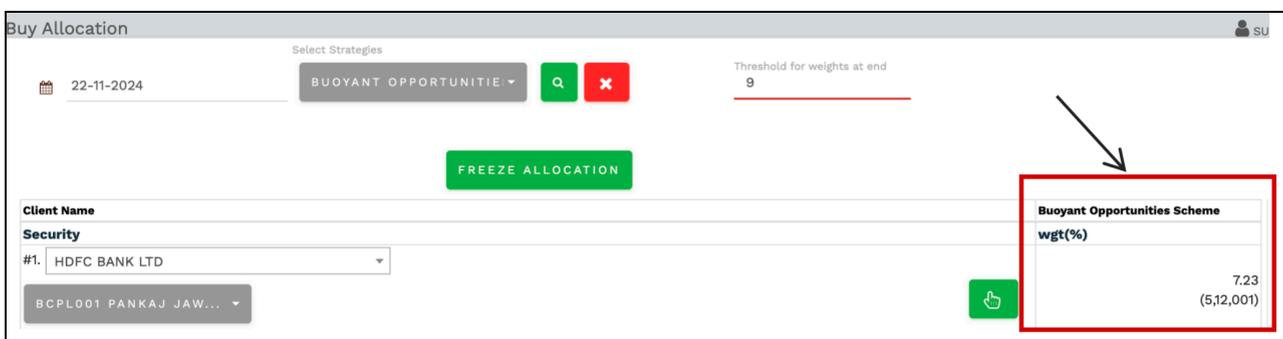
### Manually Searching

You can also search for clients manually by entering the client name or client code.



## How to View the Weight of a Specific Security Within a Selected Strategy

- **Navigate to the Buyer Allocation Module:**  
Open the module where allocations are managed.
- **Select the Security:**
  - Click on the **Select Security** dropdown.
  - Scroll through the list or use the search bar to locate the desired security.
- **View the Weight:**  
The weight of the selected security will appear in the corresponding column on the right-hand side of the table.
- **View for Specific Clients or Multiple Clients:**
  - After selecting the security, click on the **Display Clients** dropdown.
  - Choose the client(s) you wish to view by selecting options based on categories, tags, strategies, or manual search.
  - The weights for the selected security will be displayed for the chosen client(s) in the allocation table.



## What is Wgt(%)?

Wgt(%) refers to the weightage of a specific asset, whether it is a security or cash, relative to the total value of the portfolio. It is expressed as a percentage and calculated using the formula:

$$\text{Market value of the asset} / \text{Total Market value of Portfolio} * 100$$

## What is Additional Weight?

The **Additional Weight** section is used to determine how to adjust the weight of a specific security in a portfolio. It provides the following functionalities:

1. **Increase Weight:**
  - Allows you to specify the percentage by which you want to increase the weight of the security.
2. **Maintain Cash Reserve:**
  - Lets you input the desired cash reserve to be maintained after the allocation.
3. **Calculate Shares to Buy:**
  - Based on the input parameters, it calculates the number of additional shares required to achieve the desired weight adjustment.

## AUM (Assets Under Management)

AUM refers to the total market value of all investments managed by the PMS (Portfolio Management System).

- In Enso, the AUM figure is derived from the Holding file uploaded in the Upload MIS module.
- This file is received from the Fund Accounting (FA) team.

| Additional Weight | wgt(%)          |
|-------------------|-----------------|
| AUM               | 11,55,00,43,109 |



## Available Liquidity

Available Liquidity refers to the assets that can easily be converted into cash within a day. This typically includes cash and other liquid assets, such as Treasury Bills, Government Bonds, etc.

- The Available Liquidity figure shown in Enso is derived from the **Trial Balance** uploaded in the **Upload MIS** module.
- The percentage of Available Liquidity is calculated as:

**Available Liquidity + Available Cash / AUM \* 100**

**Available Liquidity % = (Available Liquidity / AUM) \* 100 ( doubts need to ask)**

|                     |         |                       |
|---------------------|---------|-----------------------|
| Available Liquidity | ←—————→ | 0.19<br>(2,16,88,221) |
|---------------------|---------|-----------------------|

## Available Cash

Available Cash refers to the cash available in the client’s bank account for purchasing assets. It is a part of the Available Liquidity figure.

- The Available Cash figure shown in Enso is derived from the Trial Balance uploaded in the Upload MIS module.
- The percentage of Available Cash is calculated as:

**Available Liquidity + Available Cash / AUM \* 100**

**Available Cash % = (Available Cash / AUM) \* 100 ( doubts need to ask)**

|                |         |                     |
|----------------|---------|---------------------|
| Available Cash | ←—————→ | 0.08<br>(88,36,075) |
|----------------|---------|---------------------|

## How to Do a Fresh Allocation

- **Select the Security and Strategy:**  
First, ensure that you have selected the security and strategy for which you want to make the allocation. This can be done by choosing from the available dropdown options.
- **Click on the Vertical Button:**  
After selecting the security and strategy, look for the vertical button on the UI. Clicking on this will navigate you to the allocation section.
- **Go to the Allocation Section:**  
Upon clicking the vertical button, you will be directed to the allocation part, where you can enter the details for fresh allocation. This section allows you to manage the weights and values for the selected security and strategy for the client(s).

|  |  |
|--|--|
| <b>Client Name</b>                                 |  |
| <b>Security</b>                                    |  |
| #1. <input type="text" value="HDFC BANK LTD"/>     |  |
| <input type="text" value="BCPL001 PANKAJ JAW..."/> | <input type="button" value="Vertical button"/> |
|  | <input type="button" value="👉"/>               |

## Fresh Allocation %

There are 4 options to calculate Fresh Allocation:

## Buy Perc

This option lets you increase the weight of a particular security by a given percentage. For example, if a client, **Mr. Ajay Sharma**, holds **HDFC BANK LTD** with a current weightage of 6.8% in their portfolio, and you want to increase the weightage by 4%, you would select the **Buy Percent** option and enter "4%" in the input field. This would increase the **Applied % Actual** to 4% in the allocation table for the client.

In the **Buy Percent** option, the weight entered would ideally adjust the weight of the security in the corresponding column for the given client. However, this adjustment is subject to the following constraints:

- **Threshold for weights at end**
- **Cash Limit**
- **Available Cash**

You can filter and select the client by client name, such as **Ajay Sharma**, or client code, such as **BC123**. Once you add the **Buy Percent** value (e.g., 4%), it updates the portfolio allocation accordingly, reflecting the revised weight in the **Applied % Actual** column.

Allocation Decision - HDFC BANK LTD — 'BCPL001'

Filters

Cash Avl % > 0

Rounding Options

Buy Perc (%) 7

Target Weight (%) 7

Cash Limit (%) 0

Min Weight 0

Max Weight 100

Max Sector Exposure Weight 0

% of Allocation 100

Price 1600

GO

Client Wise Allocation

| Sr. No. | Client Name           | Avl % | Cash Etf & Liquid | Cash Avl Amt   | Applied % | Applied Quantity | Cash Utilised | Cash Remaining | Applied % Actual | Applied Quantity Actual | Sector Weights | Profit % |
|---------|-----------------------|-------|-------------------|----------------|-----------|------------------|---------------|----------------|------------------|-------------------------|----------------|----------|
| 1       | Mr. Ajay Sharma BC123 | 5.72  | 8.19%             | 2,89,25,236.83 | 7%        | 22,137.09        | 2,89,24,800   | 436.83         | 5.72%            | 18078                   | 38.75          | 19       |
|         |                       |       |                   | 2,89,25,236.83 |           |                  | 2,89,24,800   | 436.83         |                  | 18,078                  |                |          |

## Increase to Percent

This option allows you to increase the weight of a particular security to a specified percentage. For example, if a client, **Mr. Ajay Sharma**, holds **HDFC BANK LTD** with a current weightage of 6.8% in their portfolio, and you want to increase the weightage to 9%, you would select the **Increase to Percent** option and enter "9%" in the input field. This would adjust the **Applied % Actual** to 2.2%, reflecting the incremental increase in the allocation table for the client.

In the **Increase to Percent** option, the target weight entered adjusts the weight of the security in the corresponding column for the given client. However, this adjustment is subject to the following constraints:

- **Threshold for weights at end**
- **Cash Limit**
- **Available Cash**

You can filter and select the client by client name, such as **Ajay Sharma**, or client code, such as **BC123**. Once you add the target weight value (e.g., 9%), it updates the portfolio allocation accordingly, reflecting the revised weight in the **Applied % Actual** column.

Buy Allocation

Allocation Decision - HDFC BANK LTD — 'BCPL001'

Filters

Cash Avl % > 0

Script Name

Rounding Options

1

Increase To Perc (%)

Target Weight (%) 9

Cash Limit (%) 0

Min Weight 0

Max Weight 100

Max Sector Exposure Weight 0

% of Allocation 100

Price 1600

go

Client Wise Allocation

| Sr. No. | Client Name     | Cash Avl Amt   | Applied % | Applied Quantity | Cash Utilised | Cash Remaining | Applied % Actual | Applied Quantity Actual | Sector Weights | Profit Value | Profit % |
|---------|-----------------|----------------|-----------|------------------|---------------|----------------|------------------|-------------------------|----------------|--------------|----------|
| 1       | Mr. Ajay Sharma | 2,89,25,236.83 | 2.2%      | 6,957.37         | 1,11,31,200   | 1,77,94,036.83 | 2.2%             | 6957                    | 38.75          | 19,60,180    | 5.93%    |
|         |                 | 2,89,25,236.83 |           |                  | 1,11,31,200   | 1,77,94,036.83 |                  | 6,957                   |                |              |          |

## Buy Quantity

This option allows you to purchase a specific quantity of a security for a given client. For example, if a client, **Mr. Ajay Sharma** (Client Code: **BC123**), wants to buy 5,000 units of **HDFC BANK LTD**, you can select the **Buy Quantity** option and enter **5,000** in the input field. The system will then allocate this quantity to the client if sufficient cash is available in their account.

Once the quantity is added, the system checks the available cash for the client. If cash is sufficient, the specified quantity will be purchased and reflected in the **Applied Quantity Actual** column in the allocation table. The system will also update the following details:

- **Cash Utilised:** The amount used for the purchase.
- **Cash Remaining:** The remaining cash balance after the purchase.

In this example, Mr. Ajay Sharma's portfolio allocation will display:

**Applied % Actual:** Reflects the updated percentage after the purchase.

**Applied Quantity Actual:** Displays the 5,000 units purchased.

Buy Allocation

Allocation Decision - HDFC BANK LTD — 'BCPL001'

Filters

Cash Avl % > 0

Rounding Options: 1

Buy Quantity: 5000, Price: 1600

GO

Client Wise Allocation

| Sr. No.      | Client Name     | Applied Quantity | Cash Utilised    | Cash Remaining     | Applied % Actual | Applied Quantity Actual | Sector Weights | Profit Value | Profit % | Inception Date | Age of account |
|--------------|-----------------|------------------|------------------|--------------------|------------------|-------------------------|----------------|--------------|----------|----------------|----------------|
| 1            | Mr. Ajay Sharma | 0                | 80,00,000        | 2,09,25,236.83     | 1.58%            | 5,000                   | 38.75          | 19,60,180    | 5.93%    | Jun 01, 2016   | 3096 Days      |
| <b>Total</b> |                 |                  | <b>80,00,000</b> | <b>2,09,25,237</b> |                  | <b>5,000</b>            |                |              |          |                |                |

### Saving the Trade

Once the trade is executed, you will find a **Save** button at the bottom of the screen. Click on this button to confirm and save the trade. This action ensures that the trade details are finalized and recorded in the system.

After saving:

You will automatically exit the **vertical view** and return to the main screen.

On the main screen, you can view the executed trade in the **Trade Summary** section or the **list of trades** displayed below.

Buy Amount: 5000, Price: 1600

GO

Client Wise Allocation

| Sr. No.                           | Client Name                        | Net Assets   | Total Equity % | Deployed % | Script Holding % | Script Holding Quantity | Avg Cost | Market Value       | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt          |
|-----------------------------------|------------------------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------------|------------|-------------------|-----------------------|
| 1                                 | PANKAJ JAWAHARLAL RAZDAN - BCPL001 | 50,59,90,788 | 91.81%         | 91.81%     | 6.8%             | 21,790                  | 1,517.34 | 3,50,23,067        | 5.72       | 8.19%             | 2,89,25,236.83        |
| <b>Total (No. Of Clients : 1)</b> |                                    |              |                |            |                  | <b>21,790</b>           |          | <b>3,50,23,067</b> |            |                   | <b>2,89,25,236.83</b> |

Click on Save Button

SAVE

BACK

### Post-Save Trade Redirection

After saving the trade in the vertical view, you'll be redirected to the horizontal page. Follow these steps to finalize

#### Review Details:

- Verify the security details.
- Example:
  - HDFC BANK LTD:** Update **Trade Reason** (e.g., ComIng) and **Trade Method** (e.g., Direct Buy).
  - ITC LTD:** Confirm pre-populated **Trade Reason** (e.g., liquid fund periodic trigger to invest) and select the **Trade Method**.

#### Update Fields:

- Select appropriate **Trade Reason** and **Trade Method** for each security.

#### Save:

- Click **Save** on the horizontal page to finalize.

#### Finalize:

- Trades will be recorded and visible in the **Horizontal page** section.



## Finalize Trades

After updating the trade details on the horizontal page:

#### Go to Summary:

- Click on the **Go to Summary** button to proceed.

#### Share with Broker:

- The trades will be sent to the broker for execution.

## Sharing Trade Details with Broker

After you click the **Go to Summary** button, follow these steps on the interface:

- **Broker Traded Securities:**

- Review the securities listed and ensure they are accurate.

Buy Allocation

GO BACK TO BUY ALLOCATION FOR 22-11-2024

BROKER TRADED

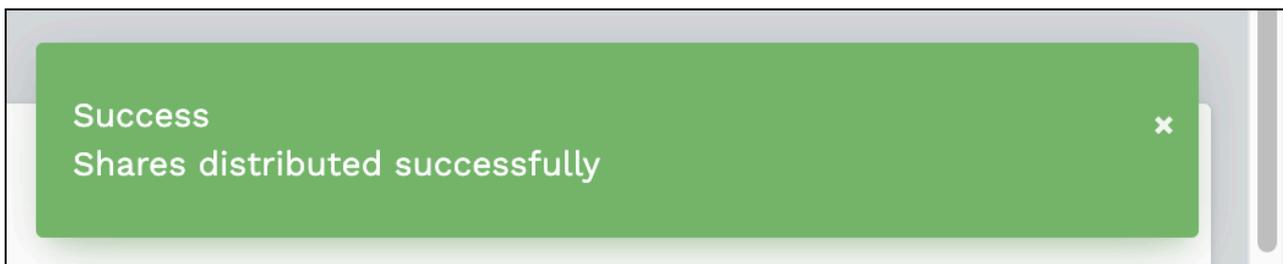
| Securities    | ICICI    | KOTAK      | Price  | Pool A/c Weight Before | Pool A/c Weight After |
|---------------|----------|------------|--------|------------------------|-----------------------|
| HDFC BANK LTD | 6        | 0          | 1,600  | 6.8%                   | 6.8%                  |
| ITC LTD       | 0        | 278        | 474.55 | 2.67%                  | 3.67%                 |
| <b>Total</b>  | <b>6</b> | <b>278</b> |        |                        |                       |

### Select Share Percentage:

- Enter the percentage of allocation you want to share. For example, **100%**.

### Click Save:

- After confirming the share percentage, click the **Save** button to complete the trade process.



### Deviation

This option lets you manage allocation by uploading a deviation report. These decisions are disabled and cannot be used by the user until they do the allocation through deviation report.

### Manual Upload

This option lets you manage allocation by manually uploading reports. These decisions are disabled and cannot be used by the user until they do the allocation through actually uploading the allocation file.

### Cash Limit

Cash Limit is the % of Total Portfolio Value (AUM + Available Liquidity) you wish to maintain as cash limit. The % you enter would be maintained as reserve and would not be used in purchasing securities. All calculations for Buying would be made after setting aside the entered % as Cash Limit.

For example, Mr. Ram has a current portfolio value of ₹100 crores of which ₹80 crores are invested in securities and ₹20 crore is the cash balance. If Mr. Ram wishes to maintain 1% Cash Limit at all times, then ₹1 crore (1% of ₹100 crore) would be set aside at all times and only the balance ₹19 crore (₹20 crore - ₹1 crore) would be available for making further investments.

### **Weights at end of allocation**

Weights at end of allocation represents the total weight of the security after the buy allocation is carried out.

It is calculated as:

Existing Wgt % + Fresh Allocation %

### **Approximate pricing and value**

Fresh allocation % \* AUM

### **Shares to be bought**

The number of shares required to be bought in order to reach the requisite weight.

It is calculated as:

Approximate pricing and value / Price per share

### **Rounded Shares (Manually)**

Since shares to be purchased cannot be in decimal, this row rounds off the number of shares to be bought.

It is calculated as:

Shares to be bought rounded to the nearest whole number. Can select an option from 1, 5, 10, 50 or 100 for rounding

### **Cash Check**

The amount (₹) required to purchase the shares.

It is calculated as:

Rounded Shares \* Price per share

### **Applicable Margin**

#### **Investment Summary**

##### **Opening Available Cash**

Same as Available Cash which is derived from the Trial Balance

##### **Opening Available Cash Perc**

Same as Available Cash in % which is derived from the Trial Balance

##### **Cash Amount Invested - Equity**

Amount calculated in Cash Check

## Cash Amount Invested - Mutual Fund

### Total Cash Amount Invested

Cash Amount Invested - Equity + Cash Amount Invested - Mutual Fund

### Cash After Investment

Opening Available Cash - Total Cash Amount Invested

### Cash After Investment Perc

Cash After Investment / Total Market Value of Portfolio \* 100

### Total Applicable Margin

## Vertical Buying

### Export

Exports the current allocation of the selected securities amongst the various clients in .xlsx format.

### Fresh Allocation %

There are 3 options to calculate Fresh Allocation:

#### 1. Buy Quantity

This option lets you buy a certain quantity of the specified security in bulk and allocates the security for each client based on the proportion of Cash Available with each client. If the client does not have sufficient Cash Available no shares would be allotted to him or her.

For example, let's assume the 'Target Wt / Qty' entered is 10,000 and '% of Allocation' is set to 100%. If the total Cash Avl is ₹1,00,00,000 and a client Mr. Ram has Cash Avl of ₹1,00,000 then Mr. Ram would be allotted 1000 shares ( $10,000 * \frac{₹1,00,000}{₹1,00,00,000}$ )

*Note: In this option, the 'Target Wt / Qty' entered would be taken as an absolute value.*

#### 2. Increase to perc

This option lets you increase the 'Weights at end of allocation' of a particular security **to** a given %.

For example, let's assume the 'Target Wt / Qty' field has the number 5 and '% of Allocation' is set to 100%. In this case the Total Wgt for this security would be increased to 5 for all the clients.

However, this increase in weight is subject to the following constraints:

- a. Threshold for weights at end
- b. Available Cash

*Note: In this option, the 'Target Wt / Qty' entered would be taken as %.*

#### 3. Buy perc

This option lets you increase the weight of a particular security by a given %.

For example, If you want to increase the Additional Weightage of Heritage Foods Ltd by 5% for all clients, then you enter 5 in the text box.

However, this is subject to the following constraints:

- a. Threshold for weights at end
- b. Available Cash

*Note: In this option, the 'Target Wt / Qty' entered would be taken as %.*

### **Target Wt / Qty**

The Target Weight or Quantity by which you wish to buy in the portfolio.

For 'Buy Quantity' option, the 'Target Wt / Qty' entered would be taken as an absolute value.

For 'Increase to percentage' and 'Buy Percentage' options the 'Target Wt / Qty' entered would be taken as %.

### **% of Allocation**

This represents the % of Target Wt / Qty you wish to allocate to clients

### **Price**

Approximate price of each share

### **Max Weight**

Maximum weight that particular security can have within a particular client's portfolio

### **Min Weight**

Minimum weight that particular security can have within a particular client's portfolio

### **Table**

#### **Client Name**

Name of the particular client

#### **Qty**

Existing Quantity of the security currently held by the client

%

Existing weight of the security in the portfolio of the client

#### **Cash Avl**

Cash Avl with each client

#### **Deviation %**

% difference between the existing quantity and the additional quantity that needs to be bought.

Option 1 - **Increase to Perc:** Deviation % = Target Wt / Qty - %

Option 2 - **Buy Perc:** Deviation % = Target Wt / Qty

#### **Deviation Qty**

Additional number of shares required to reach the Target Wt / Qty

**Addl Wgt**

Additional weight of the security that would be purchased subject to Min Weight, Max Weight and Cash Avl

**Total Wgt**

Total Weight of the security after the buy allocation.

% + Addl Wgt

**Addl Qty**

For Buy Qty - in proportion of cash balance

**Cash Check**

Addl Qty \* Price

**Cash Remaining**

Cash Avl - Cash Check

**Investment Summary****Opening Available Cash**

Same as Available Cash which is derived from the Trial Balance

**Opening Available Cash Perc**

Same as Available Cash in % which is derived from the Trial Balance

**Cash Amount Invested - Equity**

Amount calculated in Cash Check

**Cash Amount Invested - Mutual Fund****Total Cash Amount Invested**

Cash Amount Invested - Equity + Cash Amount Invested - Mutual Fund

**Cash After Investment**

Opening Available Cash - Total Cash Amount Invested

**Cash After Investment Perc**

Cash After Investment / Total Market Value of Portfolio \* 100

**Total Applicable Margin**

# Sell Allocation

## Note:

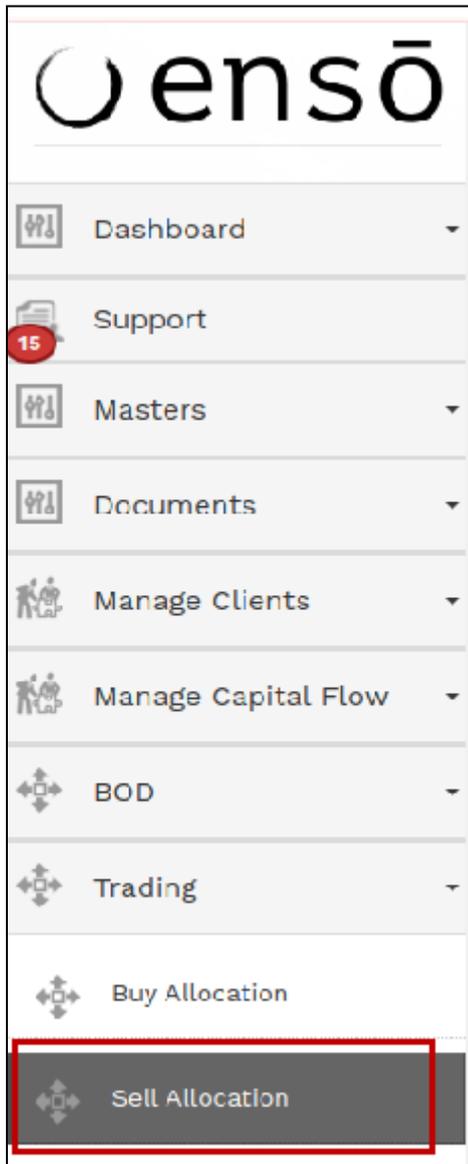
If you wish to perform a Sell Allocation, it is mandatory to upload the End of Day (EOD) custody file in the BOD module. The EOD custody file indicates the securities available for each client and shows the maximum quantity that can be sold for each security.

## What is the Sell Allocation module used for?

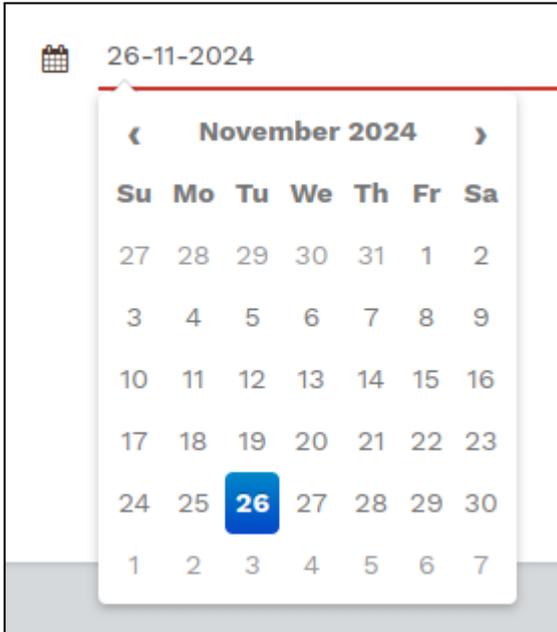
The Sell Allocation module allows users to view and allocate sell trades for a specific date based on a selected strategy. It also provides functionality to adjust the weights of various securities and assets within a client's portfolio, if necessary. This module ensures that portfolio adjustments are made according to the strategy's requirements and client preferences.

To access the **Sell Allocation** module, follow these steps:

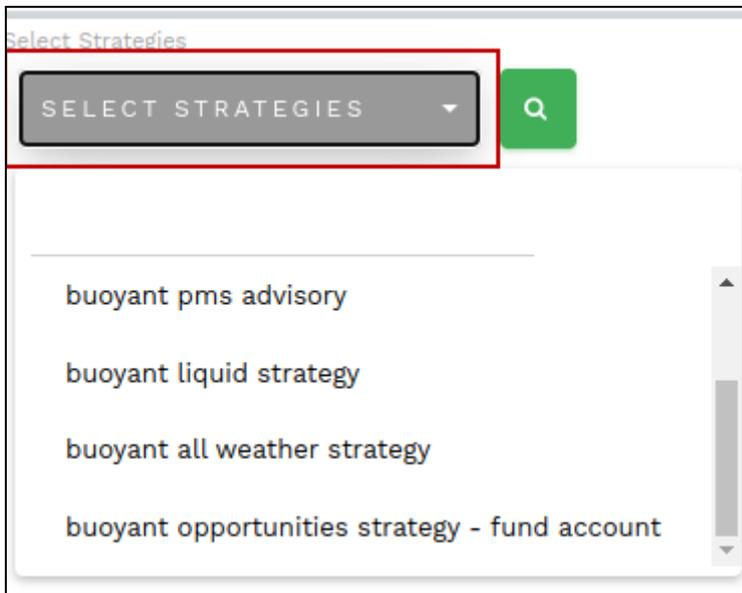
- **Login to Enso** using your credentials.
- From the left-side navigation bar, locate and click on **Trading**.
- Under the **Trading** section, click on **Sell Allocation**.



- Select the relevant date by clicking on the **Select MIS Date** calendar dropdown.



- Choose the appropriate strategy from the **Select Strategies** dropdown.



Click on the **Search** button to view the Sell trades and allocations for the selected date and strategy.



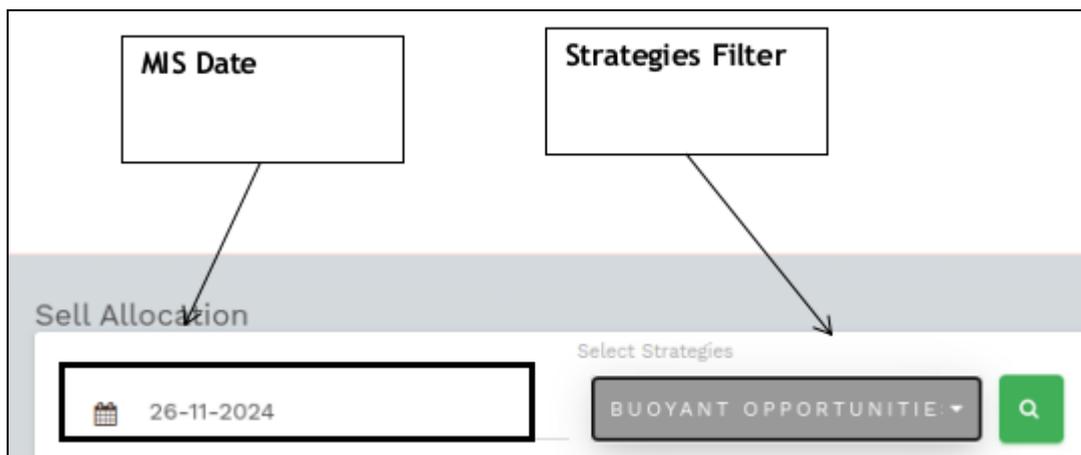
## What is Select MIS Date?

Date on which MIS reports were uploaded.

The Select MIS Date is the date when all relevant files, such as BOD Upload, Trail, Holding, and EOD Custody, are uploaded into the system. After uploading these files, you can select the MIS date (e.g., today's date) to perform trading and allocation activities based on the uploaded data. Ensure all necessary files are uploaded correctly in the respective sections before selecting the MIS Date. Refer [Upload Holding Sheet/MIS](#) for more details.

## What is Select Strategies?

Represents the strategies configured in the [Manage Strategies](#) module



## Viewing the weight of a specific security within a selected strategy

1. Go to the Seller Allocation Module
2. Click on the Select Security dropdown and select the security by scrolling or entering the security name
3. Weight will appear on the column on the right.

## Viewing the weight of a specific security within a selected strategy for a given client, multiple clients

1. Follow above steps
2. Select the 'Display Clients' dropdown and select the client

## What is wgt(%)?

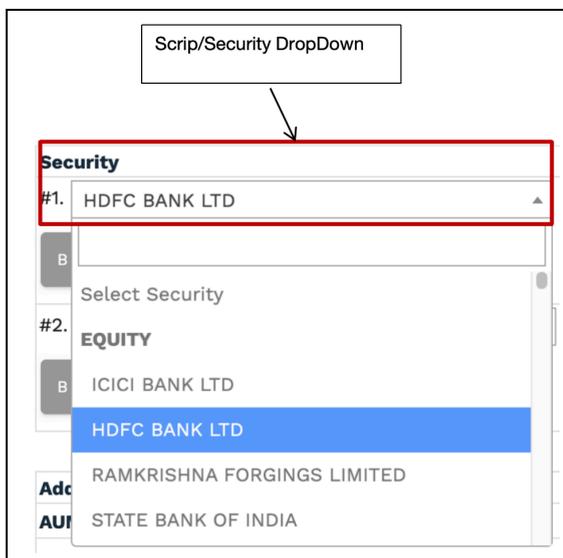
Wgt(%) represents the weightage of the particular asset - whether security or cash relative to the entire value of the portfolio. It is represented in % and calculated as:

Market value of the asset / Total Market value of Portfolio \* 100

## Add Security

The **Add Security** feature allows you to include an additional security in the Allocation Table for managing and allocating weights.

- The **Add Security** dropdown is located at the top of the Buy Allocation section and is used to add securities for a specific client.
- The strategy for the security is mapped through the **Manage Scrip** module in your system. Once mapped, it enables you to add the security to the Buy Allocation process seamlessly.



## Display Clients

The **Display Clients** dropdown allows you to filter and display clients based on various criteria, including categories, tags, strategies, and manual search. You can select multiple options from the dropdown for more refined results.

### Categories

There are four main categories for displaying clients:

- **All Clients:** Displays all clients with 'Active Status' in the Client Masters.
- **All Residents:** Displays all clients with 'Active Status' and 'Resident Status' set to Resident in the Client Masters.
- **All NRE:** Displays all clients with 'Active Status' and 'Resident Status' set to NRE in the Client Masters.
- **All NRO:** Displays all clients with 'Active Status' and 'Resident Status' set to NRO in the Client Masters.

## Tags

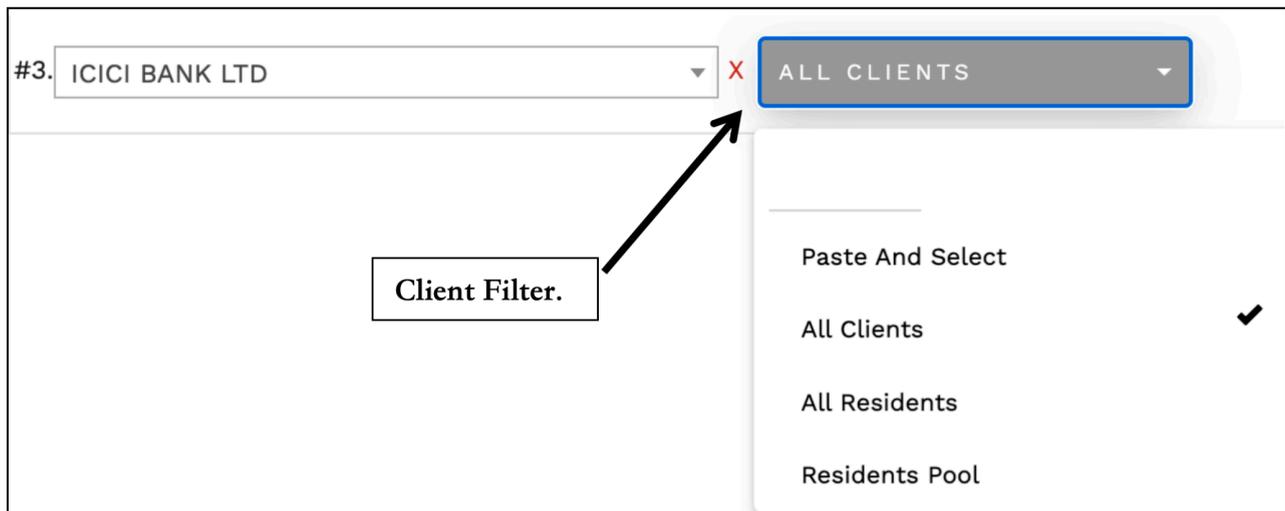
Clients can also be filtered by tags. For more information on how to use tags, refer to the section on **What is the add tag feature in 'manage client'**.

## Strategies

Clients can be displayed based on strategies. For more information on how to assign strategies, refer to the section on **How do I assign strategy in 'manage clients'**.

## Manually Searching

You can also search for clients manually by entering the client name or client code.



## How to View the Weight of a Specific Security Within a Selected Strategy

- **Navigate to the Buyer Allocation Module:**  
Open the module where allocations are managed.
- **Select the Security:**
  - Click on the **Select Security** dropdown.
  - Scroll through the list or use the search bar to locate the desired security.
- **View the Weight:**  
The weight of the selected security will appear in the corresponding column on the right-hand side of the table.
- **View for Specific Clients or Multiple Clients:**
  - After selecting the security, click on the **Display Clients** dropdown.
  - Choose the client(s) you wish to view by selecting options based on categories, tags, strategies, or manual search.
  - The weights for the selected security will be displayed for the chosen client(s) in the allocation table.

## How to View the Sell Quantity of a Specific Security Within a Selected Strategy

### Navigate to the Sell Allocation Module:

1. Open the Sell Allocation module where sell allocations are managed.

### Select the Security:

1. Click on the **Select Security** dropdown.
2. Scroll through the list or use the search bar to locate the desired security.

### View the Sell Quantity:

1. The sell quantity for the selected security will appear in the corresponding column on the right-hand side of the table. This shows the remaining quantity of shares available for sale in the system.

### View for Specific Clients or Multiple Clients:

1. After selecting the security, click on the **Display Clients** dropdown.
2. Choose the client(s) you wish to view by selecting options based on categories, tags, strategies, or manual search.
3. The sell quantities for the selected security will be displayed for the chosen client(s) in the allocation table.

### Example:

- **Available Cash:** -0
- **Security:** Reliance Industries Ltd
  - Sell Quantity: 1,930 shares

## AUM (Assets Under Management) & Cash

AUM refers to the total market value of all investments managed by the PMS (Portfolio Management System).

- In Enso, the AUM figure is derived from the Holding file uploaded in the Upload MIS module.
- This file is received from the Fund Accounting (FA) team.

|                |   |   |                         |
|----------------|---|---|-------------------------|
| AUM            | ← | → | 11,47,86,57,209         |
| Available Cash | ← | → | -0.25<br>(-2,89,24,977) |

|                 |
|-----------------|
| <b>Qty</b>      |
| 8,36,944        |
| 7.26 (5,12,001) |

## How to Do a Fresh Allocation

- **Select the Security and Strategy:**  
First, ensure that you have selected the security and strategy for which you want to make the allocation. This can be done by choosing from the available dropdown options.
- **Click on the Vertical Button:**  
After selecting the security and strategy, look for the vertical button on the interface. Clicking on this will navigate you to the allocation section.
- **Go to the Allocation Section:**  
Upon clicking the vertical button, you will be directed to the allocation part, where you can enter the details for fresh allocation. This section allows you to manage the weights and values for the selected security and strategy for the client(s).

**Client Name**

---

**Security**

#1.

Vertical button → 👉

## Sell Decision

This section contains various options for making the sell decision in the portfolio.

### All

This option refers to selling all the quantity of shares for the given security currently held by the client.

*Quantity of shares to be sold = Existing quantity of shares*

For example, let's assume Mr. Ram holds 1000 shares of Reliance Industries Ltd. Under this option all the 1000 shares of Reliance would be sold from Mr. Ram's portfolio.

All

### All

This option allows you to sell the entire quantity of shares for a selected security currently held by the client.

**Formula:**

*Quantity of shares to be sold = Existing quantity of shares.*

**Example:**

If **PANDAN - BCPL001** holds **1,362 shares of HDFC Bank Ltd.**, selecting this option will sell all **1,362 shares** of HDFC Bank Ltd. from the client's portfolio.

---

**Steps to Execute a Sell Decision:**

- 1. Access the Sell Section:**
  - Click on the **vertical button** to navigate to the sell section.
- 2. Select the "All" Option:**
  - Choose the **"Select All"** option to indicate that all the shares held for the given security will be sold.
- 3. Enter the Sale Price:**
  - Specify the **price** at which you wish to sell the shares.
- 4. Review Client-Wise Allocation Details:**
  - The system will display a detailed client-wise breakdown with the following information:
    - **Net Assets**
    - **Total Equity %**
    - **Deployed %**
    - **Script Holding %**
    - **Total Saleable Quantity**
    - **Market Value**
    - **Profit %**
    - **Cash Availability**

The screenshot shows the 'Sell Allocation' interface. At the top, there's a red header bar with the text 'Allocation Decision - HDFC BANK LTD - 'allresident''. Below this, there are filter options: 'Script Holding Quantity' with a dropdown set to '>' and a value of '0'. There are also search, refresh, and add buttons. A 'Rounding Options' dropdown is set to '1'. A 'Sell Price' input field is highlighted with a box and an arrow, showing a value of '1700'. Below the input field are 'GO' and 'INFO' buttons. The 'Client Wise Allocation' section features a table with the following data:

| Sr. No. | Client Name      | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total After Allocation |
|---------|------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|------------------------|
| 1       | PANDAN - BCPL001 | 50,58,90,790 | 91.56%         | 91.56%     | 6.92%            | 1,362                   | 1,517.34 | 3,50,23,067  | 0%         | 8.44%             | 259.57       | 0.00%          | 1,362          | 2315,400         | 2                      |
| 2       | SONDAN - BCPL002 | 19,68,96,770 | 90.71%         | 90.71%     | 6.94%            | 8,490                   | 1,627.73 | 1,36,45,977  | 0%         | 9.29%             | 259.57       | 0.00%          | 8,490          | 1,44,17,000      | 1,44                   |

**Changes Upon Selecting the "All" Filter**

- 1. Total Saleable Quantity:**
  - Reflects the total quantity of shares available for sale for each client.
- 2. Rounded Shares:**

- Adjusted based on the rounding rules for shares.
- 3. **Amount Generated:**
  - Automatically calculated as:  
 $Amount\ Generated = Sale\ Price \times Total\ Saleable\ Quantity$ 
    - Example: For **PANDAN - BCPL001**,  
 $₹1,700 \times 1,362\ shares = ₹23,15,400.$
- 4. **Total Amount After Allocation:**
  - Updates to reflect the new total portfolio value post-sale.
- 5. **Profit Value and Profit %:**
  - Displays updated profit or loss calculations.
- 6. **Sector Weights:**
  - Adjusted to reflect changes in investment distribution after the sale.
- 7. **Cash Availability:**
  - Updates the **cash available amount** and percentage after adding sale proceeds.

## Proportion

This option allows you to sell a specified percentage of shares from the existing quantity held in the portfolio.

Formula:

**Quantity of shares to be sold = Existing Quantity × Proportion (in %)**

Example:

If Ajay Sharma holds 1,000 shares of Reliance Industries Ltd., and the specified proportion entered in the "Proportion" input field is 4 (representing 4%), then 40 shares (4% of 1,000) of Reliance Industries Ltd. would be sold from Ajay Sharma's portfolio.

### Steps to Execute a Sell Decision (Proportion):

1. **Access the Sell Section:**
  - Click on the vertical button to navigate to the sell section.
2. **Select the "Proportion" Option:**
  - Choose the "Proportion" option and enter the percentage you want to sell (e.g., 4%).
3. **Enter the Proportion Percentage:**
  - Specify the percentage of shares you wish to sell.
4. **Enter the Sale Price:**
  - Enter the price at which you wish to sell the shares.
5. **Review Client-Wise Allocation Details:**

- The system will display a detailed client-wise breakdown, including the following fields:
  - Net Assets
  - Total Equity %
  - Deployed %
  - Script Holding %
  - Total Saleable Quantity
  - Market Value
  - Profit %
  - Cash Availability

Sell Allocation SUP

Allocation Decision - HDFC BANK LTD — 'allresident'

Filters

Script Holding Quantity > 0

Q ↺ +

Rounding Options

1

Proportion 4 Price 1607.3

Client Wise Allocation

| Sr. No. | Client Name      | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Est & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total Allocation |
|---------|------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|------------------|
| 1       | PANDAN - BCPL001 | 50,58,90,790 | 91.56%         | 91.56%     | 6.92%            | 1,362                   | 1,517.34 | 3,50,23,067  | 0%         | 8.44%             | 259.57       | 6.64%          | 54             | 86,794.2         |                  |
| 2       | SONDAN - BCPL002 | 19,68,95,370 | 90.71%         | 90.71%     | 6.8%             | 8,490                   | 1,523.73 | 1,36,45,977  | 0%         | 9.29%             | 259.57       | 6.53%          | 339            | 5,44,874.7       |                  |

## Percentage % of AUM

This option allows you to reduce the existing weight of a security in the client's portfolio by a specified percentage of the portfolio's total assets under management (AUM).

**Formula:**

***New weight = Existing Weight (%) - Percentage% of AUM***

**Example:**

If Ajay Sharma holds 1,000 shares of Reliance Industries Ltd., contributing to 10% weight in his portfolio, and the specified percentage entered in the % of AUM input field is 4, the new weight of Reliance Industries Ltd. in the portfolio will be reduced to 6% (10 - 4). The system will calculate the number of shares to be sold accordingly to achieve the desired weight.

**Steps to Execute a Sell Decision ( Percentage % of AUM):**

1. **Access the Sell Section:**
  - Click on the **vertical button** to navigate to the sell section.
2. **Select the " Percentage % of AUM" Option:**
  - Choose the "**Percentage% of AUM**" option and enter the percentage reduction in weight you want (e.g., 4%).
3. **Enter the Target Weight (%):**
  - Specify the **target weight** for the security after the sale.
4. **Enter the Sale Price:**
  - Enter the **price** at which you wish to sell the shares.
5. **Review Client-Wise Allocation Details:**
  - The system will display a detailed client-wise breakdown, including:
    - **Net Assets**
    - **Script Holding %**
    - **Total Saleable Quantity**
    - **Rounded Shares**
    - **Amount Generated**
    - **Weights at End** (new weight after the sale)

**Changes Upon Selecting the "Percentage % of AUM" Filter (4%) for Ajay Sharma - ABC123**

1. **Weights at End:**

Reduced from 6.8% to 2.8%.
2. **Rounded Shares:**

Adjusted number of shares to be sold: 1,362 shares.
3. **Amount Generated:**

Total proceeds from the sale based on the entered price: ₹21,89,142.6.
4. **Total Amount After Allocation:**

Updated portfolio value after adding sale proceeds: ₹26,96,354.08.
5. **Sector Weights and Profit Impact:**

Changes in sector weights and profit percentage will reflect in the portfolio summary for Ajay Sharma - ABC123.

Sell Allocation

Allocation Decision - HDFC BANK LTD — 'allClients'

Filters

Script Holding Quantity > 0

Rounding Options: 1

Percentage (%) Of Aum (highlighted) Target Weight (%) 4 Price 1607.3

Client Wise Allocation

| Sr. No. | Client Name          | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated |
|---------|----------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|
| 1       | Ajay Sharma - ABC123 | 50,59,90,788 | 91.81%         | 91.81%     | 6.8%             | 1,362                   | 1,517.34 | 3,50,23,067  | 0.3%       | 8.19%             | 5,07,211.48  | 2.8%           | 1,362          | 21,89,142.6      |

## Reduce to Percent (%)

This option allows you to reduce the weight of a security in the client's portfolio to a specified percentage.

### Formula:

- **Weight (%) to be sold** = Existing Weight (%) - Reduce to Percentage
- **Quantity of Shares to be Sold** = (Existing Quantity \* Weight (%) to be sold) / Existing Weight (%)

### Example:

Let's assume **Ajay Sharma** holds **1,000 shares** of **Reliance Industries Ltd.**, which currently forms **10%** of his portfolio. If the specified percentage entered in the "Reduce to Percentage" input field is **4**, the system will reduce the weight of Reliance Industries Ltd. in the portfolio to **4%**.

- **Existing Weight (%)** = 10%
- **Target Weight (%)** = 4%
- **Weight (%) to be sold** = 10% - 4% = 6%
- **Quantity of Shares to be Sold** = (1000 shares \* 6%) / 10% = **600 shares**

The system will calculate that **600 shares** of Reliance Industries Ltd. need to be sold in order to reduce the weight to **4%** in **Ajay Sharma's** portfolio.

## Selecting the "Reduce to Percent (%)" Filter for Ajay Sharma - ABC123 Filter(8)

To reduce the weight of a security in Ajay Sharma's portfolio to a specified percentage, follow these steps:

1. **Access the Sell Section:**
  - Navigate to the sell section by clicking on the vertical button.
2. **Select the "Reduce to Percent (%)" Option:**

- Choose the "**Reduce to Percent (%)**" option from the available filters.
3. **Enter the Target Weight (%):**
    - Specify the target weight to which the security should be reduced (e.g., 8%).
  4. **Enter the Sale Price:**
    - Input the price at which the shares will be sold.
  5. **Review Client-Wise Allocation Details:**
    - After applying the changes, the system will display the following updated details:
      - **Net Assets**
      - **Script Holding %**
      - **Total Saleable Quantity**
      - **Rounded Shares**
      - **Amount Generated**
      - **Weights at End (new weight after the sale)**

### Changes After Applying the "Reduce to Percent (%)" Filter:

1. **Weights at End:**  
The weight of the security in the portfolio is reduced to 8% (as per the filter settings).
2. **Rounded Shares:**  
A total of 1,362 shares will be sold to achieve the desired reduction in weight.
3. **Amount Generated:**  
The total amount generated from the sale of these shares is ₹21,89,142.6.
4. **Total Amount After Allocation:**  
After the sale, the updated portfolio value will be ₹26,96,354.08.
5. **Sector Weights and Profit Impact:**  
After the reallocation, the sector weights and profit/loss percentages are adjusted for Ajay Sharma - ABC123. The specific impact on each sector will depend on the final weight distribution in the portfolio after the sale.

Sell Allocation SU

Allocation Decision - HDFC BANK LTD — 'allClients'

Filters

Script Holding Quantity > 0

Q ↺ +

Rounding Options: 1

Reduce To Percent (%) Target Weight (%) Price: 1607.3

GO

Client Wise Allocation

| Sr. No. | Client Name          | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total After Allo |
|---------|----------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|------------------|
| 1       | Ajay Sharma - ABC123 | 50,59,90,788 | 91.81%         | 91.81%     | 6.8%             | 1,362                   | 1,517.34 | 3,50,23,067  | 0.1%       | 8.19%             | 5,07,211.48  | 6.8%           | 0              | 0                |                  |

## Sell by Quantity

"Sell by Quantity" filter allows portfolio managers to specify a fixed quantity of shares to sell for selected clients or all clients holding a particular script. This filter ensures that the specified quantity of shares is sold while considering the availability of those shares in the respective client portfolios.

## Sell by Quantity

- **For Specific Clients:**

If applied to individual clients, the system checks the available saleable quantity in the client's portfolio and executes the sale for the specified quantity if sufficient shares exist.

- **For All Clients:**

When applied to all clients holding the script:

- The system ensures the specified quantity is sold proportionately, based on the availability of saleable shares in each client's portfolio.
- The system also verifies if the client's cash available (Cash Avl Amt) meets the requirements for the sale transaction.

## Changes Observed

The filter impacts the following metrics after execution:

- **Rounded Shares:**

Reflects the number of shares rounded off to match the saleable quantity and sell decision.

- **Amount Generated:**

Shows the monetary value generated from the sale of the specified quantity of shares, calculated as:

$\text{Amount Generated} = \text{Rounded Shares} \times \text{Price per Share}$

- **Total Amount After Allocation:**

Updates the client's total cash holdings post-sale, adding the **Amount Generated** to their **Cash Avl Amt**.

- **Sector Weights:**

The weightage of the respective sector in the portfolio changes due to the reduction in script holdings.

- **Profit Value and Profit %:**

These values adjust based on the difference between the sale price and the average cost of the sold shares, calculated as:

| Sr. No. | Client Name      | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash EtF & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total Amount After Allocation | Sector Weights |
|---------|------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|-------------------------------|----------------|
| 1       | PANDAN - BCPLO01 | 50,59,90,788 | 91.81%         | 91.81%     | 6.8%             | 1,362                   | 1,517.34 | 3,50,23,067  | 0.7%       | 8.19%             | 5,07,211.48  | 6.8%           | 14             | 22,502.2         | 5,29,713.68                   | 38.7           |

## Change after applying filter

### Before Sale

- Client: Ajay Sharama ABC123
- Total Saleable Quantity: 1,362
- Rounded Shares: NA
- Amount Generated: NA
- Total Amount After Allocation: 50,59,90,788

### After Sale (5000 Quantity Filter)

- Rounded Shares: 14 (based on availability and rounding rules)
- Amount Generated: ₹22,502.2
- Total Amount After Allocation: ₹5,29,713.68
- Profit %: Adjusted to 5.93%

## Generate Amount

The Generate Amount option calculates the number of shares to be sold in order to generate a specified amount for the given client. This is dependent on the price of the security entered in the **'Weights at the end of allocation'** section. The formula to calculate the quantity of shares to be sold

$$\text{Quantity of shares to be sold} = \text{Amount to be generated} \div \text{Price of the Share}$$

### Example Calculation:

Let's assume Mr. Ajay Sharma requires ₹10,000 to be generated, and the current price of Reliance Industries Ltd. shares is ₹1,607.30

Since shares can only be sold in whole numbers, the quantity is rounded off to 6 shares.

### Changes After Generate Amount Applied (₹10,000)

- **Rounded Shares Sold for Ajay Sharma ABC123** : 6 shares (after rounding off).
- **Amount Generated**: ₹10,000.
- **Updated Total Amount After Allocation**: ₹5,17,211.48.
- **Sector Weights**: Adjusted accordingly.
- **Profit Value**: Adjusted based on the number of shares sold.

| Sr. No. | Client Name        | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total Amount After Allocation | Sector Weights | Profit Value | Profit % |
|---------|--------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|-------------------------------|----------------|--------------|----------|
| 1       | Ajay Sharma ABC123 | 50,59,90,788 | 91.81%         | 91.81%     | 6.8%             | 1,362                   | 1,617.34 | 3,50,23,067  | 0%         | 8.19%             | 5,07,211.48  | 6.8%           | 0              | 0                | 5,07,211.48                   | 38.75          | 19,60,180    | 5.93%    |
| 2       |                    | 19,68,95,370 | 90.71%         | 90.71%     | 6.8%             | 8,490                   | 1,523.73 | 1,36,45,977  | 0%         | 9.29%             | 5,07,211.48  | 6.8%           | 0              | 0                | 5,07,211.48                   | 37.91          | 7,09,469     | 5.48%    |

## Increase to Cash (%)

The Increase to Cash (%) feature is used to adjust the client's portfolio by selling a specified percentage of their equity holdings in order to increase the cash allocation. When the user clicks on the "Increase to Cash (%)" filter and enters a target weight percentage, such as 4%, the system calculates and sells equity holdings equivalent to 4% of the client's total portfolio value. This helps in generating additional cash in the client's account, which can be used for liquidity purposes, rebalancing, or other financial needs.

For example, if the target weight percentage is set to 4%, the system attempts to sell equity holdings worth 4% of the total portfolio in order to generate the required cash.

The amount of equity to be sold is calculated based on the total net assets of the client and the price of the securities held. After the calculation, the portfolio is adjusted, and the client's cash position is increased by the specified amount.

### How the Target Weight (%) Affects the Client Allocation:

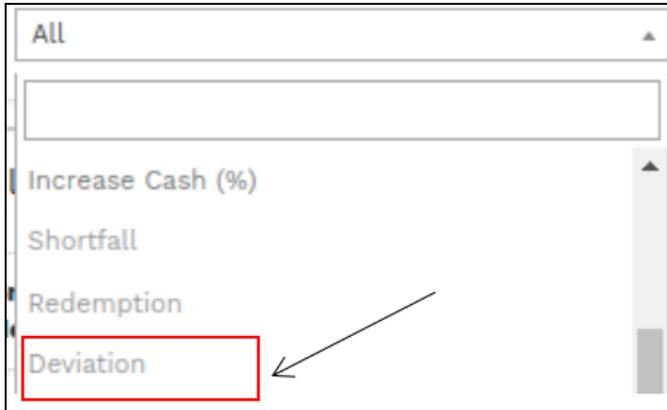
- **Target Weight (4%):**
  - For **Ajay Sharma ABC123**, the system attempts to increase the cash allocation by selling 4% of the total portfolio value.
- **Amount Generated:**
  - The system calculates the amount to be sold to generate a cash equivalent of the target weight percentage.
  - The **Amount Generated** column reflects how much cash is created after selling the required securities.

| Allocation Decision - HDFC BANK LTD -- 'allClients' |                    |               |                |            |                  |                         |          |              |            |                   |              |                |                |                  |                               |                |              |          |
|---|--------------------|---------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|-------------------------------|----------------|--------------|----------|
| Filters   |                    |               |                |            |                  |                         |          |              |            |                   |              |                |                |                  |                               |                |              |          |
| Script Holding Quantity > 0                         |                    |               |                |            |                  |                         |          |              |            |                   |              |                |                |                  |                               |                |              |          |
| Rounding Options                                    |                    |               |                |            |                  |                         |          |              |            |                   |              |                |                |                  |                               |                |              |          |
| 1   |                    |               |                |            |                  |                         |          |              |            |                   |              |                |                |                  |                               |                |              |          |
| Increase Cash (%) 4 Target Weight (%) Price 1607.3  |                    |               |                |            |                  |                         |          |              |            |                   |              |                |                |                  |                               |                |              |          |
| Client Wise Allocation                              |                    |               |                |            |                  |                         |          |              |            |                   |              |                |                |                  |                               |                |              |          |
| Sr. No.   | Client Name        | Net Assets    | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Elf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total Amount After Allocation | Sector Weights | Profit Value | Profit % |
| 1   | PANDEAN - BCFPL001 | \$0,59,90,788 | 91.81%         | 91.87%     | 6.8%             | 1,362                   | 1,517.34 | 3,50,23,067  | 0%         | 8.19%             | 5,07,211.48  | -55.59%        | 12,497         | 2,00,86,428.1    | 2,05,93,639.58                | 38.75          | 19,60,380    | 5.93%    |
| 2   | SONDAN - BCFPL002  | 19,68,95,370  | 90.71%         | 90.71%     | 6.8%             | 8,490                   | 1,523.73 | 1,36,45,977  | 0%         | 9.29%             | 5,07,211.48  | 2.8%           | 4,994          | 80,26,856.2      | 85,34,067.68                  | 37.91          | 7,09,469     | 5.48%    |

## Deviation

The **Deviation** option allows you to manage portfolio allocations by uploading a **Deviation Report**. This report provides detailed information on the quantities held and the quantities available for sale for a particular client.

All allocation decisions remain disabled and cannot be executed by the user until the necessary adjustments are made based on the uploaded **Deviation Report**.

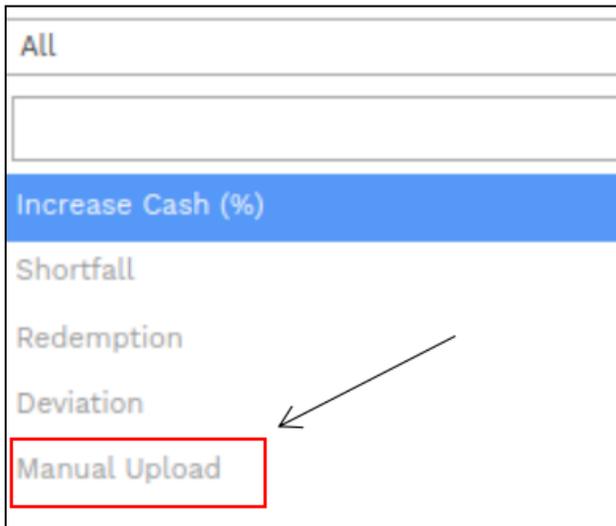


## Manual Upload

The **Manual Upload** option allows you to manage portfolio allocations by manually uploading reports. Allocation decisions remain disabled and cannot be executed until the necessary adjustments are made via the **Deviation Report**.

This feature is used when you want to perform **Sell Allocation**. To initiate this process:

- Upload the **EOD Custody Report** in the **BOD Module**.
- Use the **Upload Allocation** uploader in the BOD module to upload an Excel file containing the **scrip, ISIN, and sell weight**.
- Once the file is uploaded, the trades will automatically reflect in the **Sell Allocation**, enabling the **Manual Upload** feature.

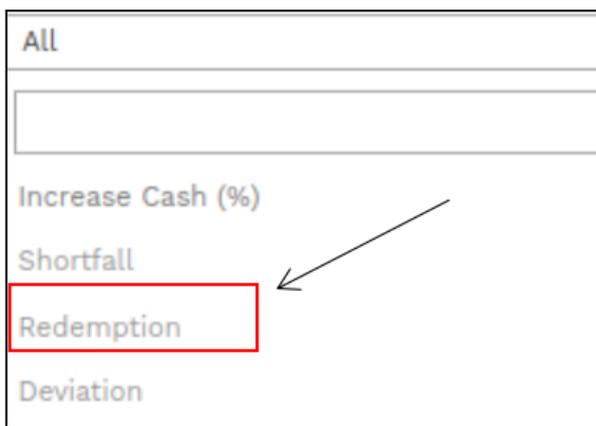


## Redemption

The **Redemption** process allows you to sell all the stocks of a specific client in their portfolio. Once initiated, the corresponding entry is automatically updated in the **Sell Allocation** and the **Trial Balance**. These updates are shared with the **FA** and included in the **EOD Custody Report**.

## Redemption Feature

- The **Redemption** feature is **disabled** in the **Manual Upload** context.
- To perform redemption for a client:
  1. Navigate to **Manage Client**.
  2. Select the client for whom you want to perform the redemption.
  3. Click on **Redeem** to execute the redemption.



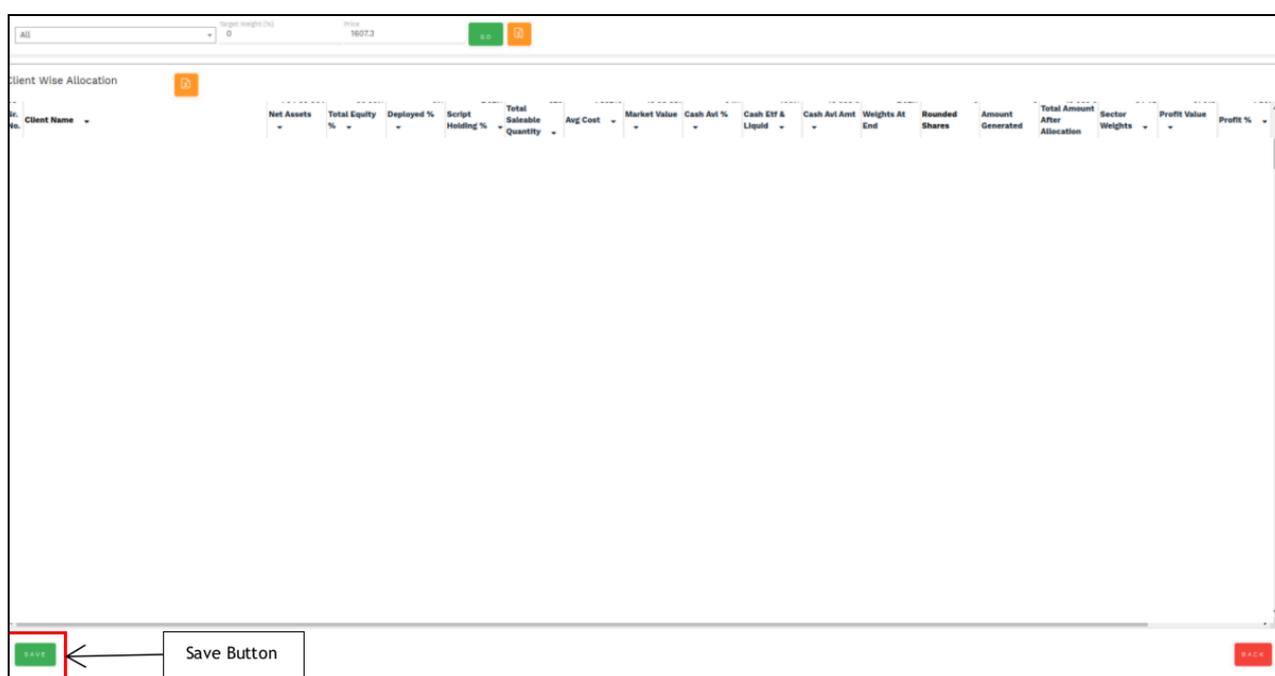
## Saving the Trade

Once the trade is executed, you will find a **Save** button at the bottom of the screen. Click on this button to confirm and save the trade. This action ensures that the trade details are finalized and recorded in the system.

After saving:

You will automatically exit the **vertical view** and return to the main screen.

On the main screen, you can view the executed trade in the **Trade Summary** section or the **list of trades** displayed below.



## Post-Save Trade Redirection for Sell Allocation

After saving the trade in the vertical view for **Sell Allocation**, you will be redirected to the horizontal page to finalize the process. Follow these steps:

### Review Details:

Verify the security details and ensure that the appropriate **Trade Reason** and **Trade Method** are selected. Example:

1. **HDFC BANK LTD:**
  - Update **Trade Reason** (e.g., **Allocation**)
  - Update **Trade Method** (e.g., **Partial Redemption**)

### Update Fields:

For each security:

- Select the appropriate **Trade Reason** and **Trade Method** from the options.
- Ensure the selected fields align with the specific sell allocation objectives.

**Save:**

- Click **Save** on the horizontal page to record the details.

**Finalize:**

- The trades will be finalized and recorded under the **Horizontal Page** section for Sell Allocation.

Security: #11 HDFC BANK LTD

Trade Reason: partial redemption

Trade Method: analysis

GO TO SUMMARY

## Finalize Trades

After updating the trade details on the horizontal page:

**Go to Summary:**

- Click on the **Go to Summary** button to proceed.

**Share with Broker:**

- The trades will be sent to the broker for execution.

## Sharing Trade Details with Broker

After you click the **Go to Summary** button, follow these steps on the interface:

- **Broker Traded Securities:**
  - Review the securities listed and ensure they are accurate.

Buy Allocation

GO BACK TO BUY ALLOCATION FOR 22-11-2024

BROKER TRADED

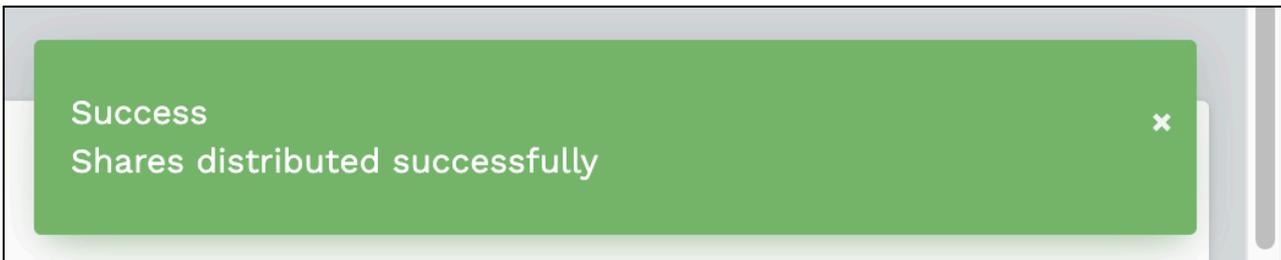
| Securities    | ICICI    | KOTAK      | Price  | Pool A/c Weight Before | Pool A/c Weight After |
|---------------|----------|------------|--------|------------------------|-----------------------|
| HDFC BANK LTD | 6        | 0          | 1,600  | 6.8%                   | 6.8%                  |
| ITC LTD       | 0        | 278        | 474.55 | 2.67%                  | 3.67%                 |
| <b>Total</b>  | <b>6</b> | <b>278</b> |        |                        |                       |

### Select Share Percentage:

- Enter the percentage of allocation you want to share. For example, **100%**.

### Click Save:

- After confirming the share percentage, click the **Save** button to complete the trade process.



### Weights at end of allocation

Weights at end of allocation represents the total weight of the security after the sell allocation is carried out. Its calculation would depend on the option selected in [Sell Decision](#).

### Shares to be sold

The number / quantity of shares required to be sold in order to achieve the selected [Sell Decision](#). For more information on its calculation under various options refer to [Sell Decision](#).

### Rounded Shares (Manually)

Since shares to be sold cannot be in decimal, this row rounds off the number of shares to be sold.

It is calculated as:

Shares to be bought rounded to the nearest whole number. Can select an option from 1, 5, 10, 50, 100 or 1000 for rounding

### Trade Reason

Trade Reason is a mandatory field in the Sell Allocation module. You need to select a reason for the trade from the dropdown. Trade Reasons can be configured in the [Trade Reason module](#).

### Save

Saves the current allocation

## Finalize & Summary

This page shows the final buy summary of the security across various brokers. On this page click on



icon corresponding to the custodian whose trades you wish to lock.

In case of pool buying, enter the split between the various brokers either in percentage such that the total percentage equals to 100 or in terms of quantity such that the total quantity adds up to the quantity present in the relevant custodian's column on the Finalize & Summary screen.

| Total Amount 21,172 pool ASTER DM HEALTHCARE LTD |            |          |
|--|------------|----------|
|  | Percentage | Quantity |
| BATLIVALA & KARANI SECURITIES INDIA PRIVATE LTD  | 50         | 10586    |
| Phillip Capital (India) Private Limited          | 50         | 10586    |

SAVE CLOSE

After you've entered the split, Click on Save



### Send to Checker

After entering the split between brokers in the above step, you should get the button 'Send to Checker' for the brokers amongst whom the above pool has been allocated. Click on this button to send the allocation data to the designated checker. It will contain the details of the trade allocation as excel attachment. You can edit the body if you wish and click on 'Send' to send this data to the checker.



### Export

The allocation details which are sent to the checker in the above option can also be downloaded for self reference by clicking on the 'Export' button.



### Send Trade Instructions

After sending the data to the checker for the given broker, you should see this option of 'Send Trade Instructions' for the corresponding broker. Click on this option and you may be asked for an OTP to be provided by the Checker. Enter the OTP after which you should get an email popup to send Trade Instructions to the broker in the form of an attached excel file. Click on Send to send this email.

An orange rectangular button with a thin black border. On the left side of the button is a white padlock icon. To the right of the icon, the text "LOCK TRADES" is written in white, uppercase, sans-serif font.

## Lock Trades

After sending trade instructions you should see this option of Lock Trades on the top of the page. Click on 'Lock Trades' button following which the trades will be locked and you will not be allowed to make any changes in Sell Allocation for the given date. This page shows the final buy summary of the security across various brokers



# NDPMS Buy & Sell Allocation

## Note:

To complete Buy/Sell NDPMS Allocation, it is mandatory to upload the necessary files, including the BOD file, FA files, and Custody files. The required files for this process are:

- **Trail File** – Provided by FA.
- **Holding File** – Provided by FA.
- **EOD Custody File** – Received from your custodian.

Ensure that all these files (Trail, Holding, and EOD Custody) are uploaded in the BOD module before performing any NDPMS Buy Allocation actions. This is crucial to ensure accurate and smooth processing of the allocation.

## What is NDPMS?

NDPMS (Non-Discretionary Portfolio Management System) is a feature in Enso that enables trading for clients under a non-discretionary model.

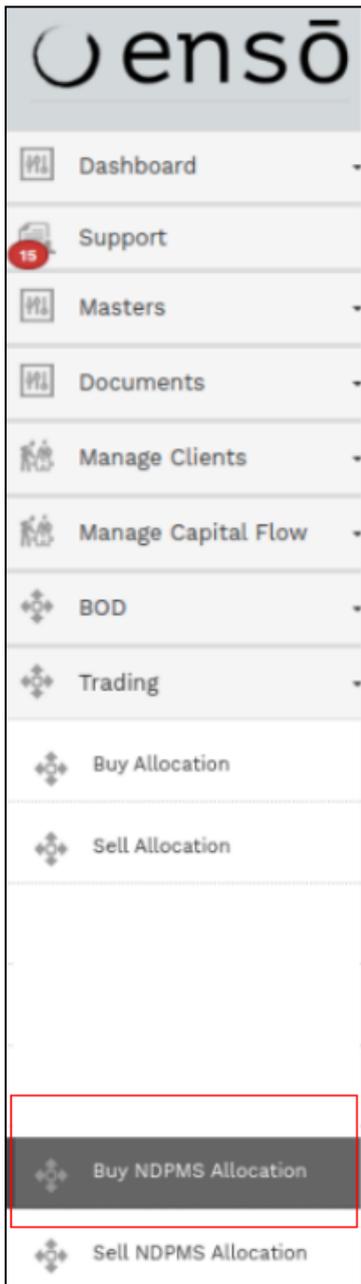
## How it Works:

- **Trade Placement:** Users upload trades for Equity, Debt, and Mutual Funds in trading module .
- **Client Confirmation:** Trade details are emailed to clients for approval, which is mandatory before execution.
- **Approval & Execution:** Approved trades are viewed in NDPMS Dashboard in the system and sent to broker
- **Client Communication:** Ensures transparency with email confirmations and trade summaries.

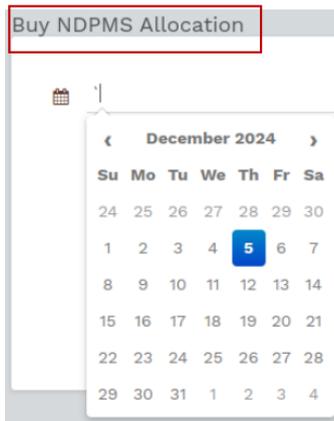
## How Can I Access the Buy NDPMS Allocation Module?

To access the **Buy NDPMS Allocation** module, follow these steps:

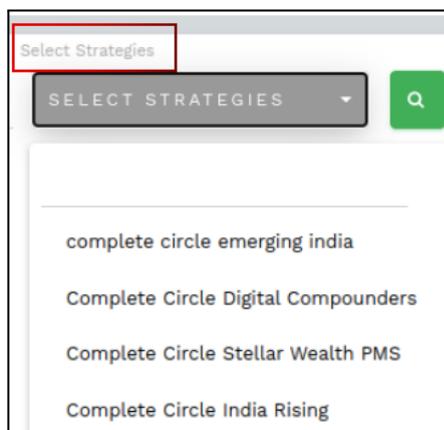
- **Login to Enso** using your credentials.
- From the left-side navigation bar, locate and click on **Trading**.
- Under the **Trading** section, click on **Buy NDPMS Allocation**.



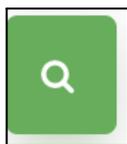
- Select the relevant date by clicking on the **Select MIS Date** calendar dropdown.



- Choose the appropriate strategy from the **Select Strategies** dropdown.



- Click on the **Search** button to view the buy trades and allocations for the selected date and strategy.



## What is Select MIS Date?

Date on which MIS reports were uploaded.

The Select MIS Date is the date when all relevant files, such as BOD Upload, Trail, Holding, and EOD Custody, are uploaded into the system. After uploading these files, you can select the MIS date (e.g., today's date) to perform trading and allocation activities based on the uploaded data. Ensure all necessary files are uploaded correctly in the respective sections before selecting the MIS Date. Refer [Upload Holding Sheet/MIS](#) for more details.

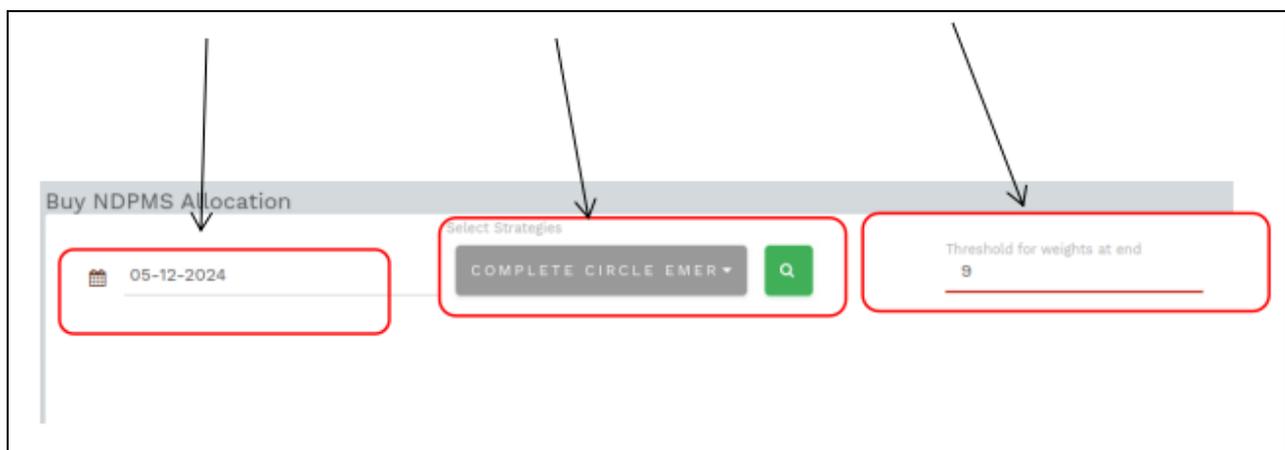
## What is Select Strategies?

Represents the strategies configured in the Manage Strategies module

## What is 'Threshold for Weights at End'?

The '**Threshold for Weights at End**' is a setting used to define the upper limit on the weight of a particular security within a portfolio. If the weight of a security reaches this specified threshold, no additional purchases of that security will be made.

For example, if the '**Threshold for Weights at End**' is set to 9%, then no further purchases of that security will occur once its weight in the portfolio reaches or exceeds 9%.



## Freeze Allocation

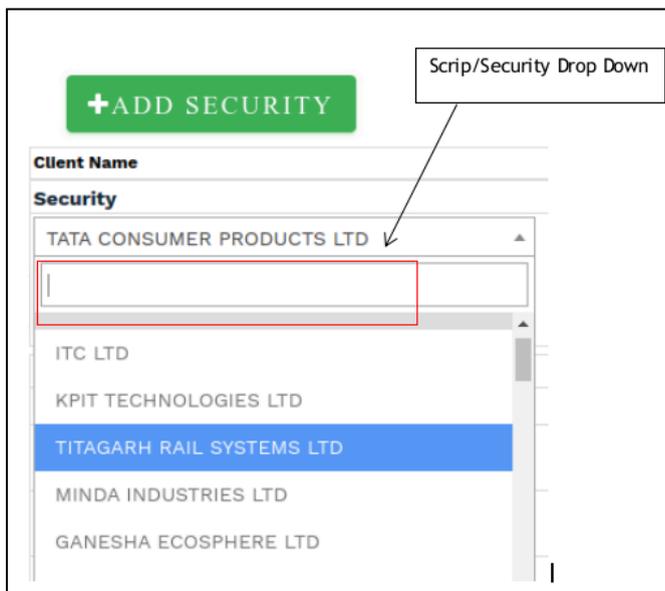
The **Freeze Allocation** button is used to lock the top two rows in the allocation table, which display the **Client Name** and **Client Code**. This functionality ensures that these rows remain visible while scrolling vertically through the table, making it easier to view the weightage of each security for all clients.



## Add Security

The **Add Security** feature allows you to include an additional security in the Allocation Table for managing and allocating weights.

- The **Add Security** dropdown is located at the top of the Buy NDPMS Allocation section and is used to add securities for a specific client.
- The strategy for the security is mapped through the **Manage Scrip** module in your system. Once mapped, it enables you to add the security to the Buy Allocation process seamlessly.



## Display Clients

The **Display Clients** dropdown allows you to filter and display clients based on various criteria, including categories, tags, strategies, and manual search. You can select multiple options from the dropdown for more refined results.

### Categories

There are four main categories for displaying clients:

- **All Clients:** Displays all clients with 'Active Status' in the Client Masters.
- **All Residents:** Displays all clients with 'Active Status' and 'Resident Status' set to Resident in the Client Masters.
- **All NRE:** Displays all clients with 'Active Status' and 'Resident Status' set to NRE in the Client Masters.
- **All NRO:** Displays all clients with 'Active Status' and 'Resident Status' set to NRO in the Client Masters.

### Tags

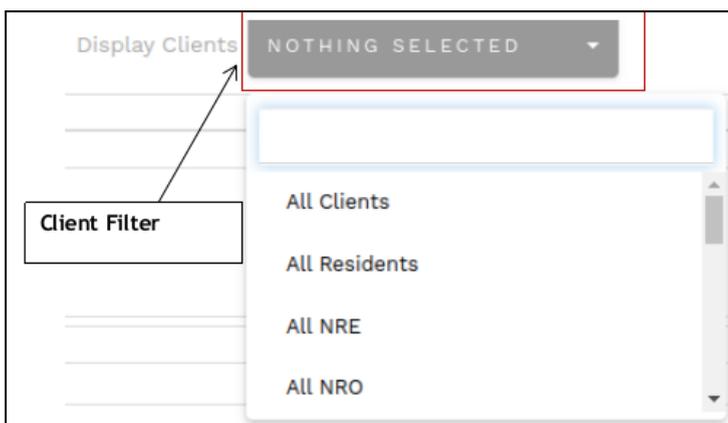
Clients can also be filtered by tags. For more information on how to use tags, refer to the section on **What is the add tag feature in 'manage client'**.

### Strategies

Clients can be displayed based on strategies. For more information on how to assign strategies, refer to the section on **How do I assign strategy in 'manage clients'**.

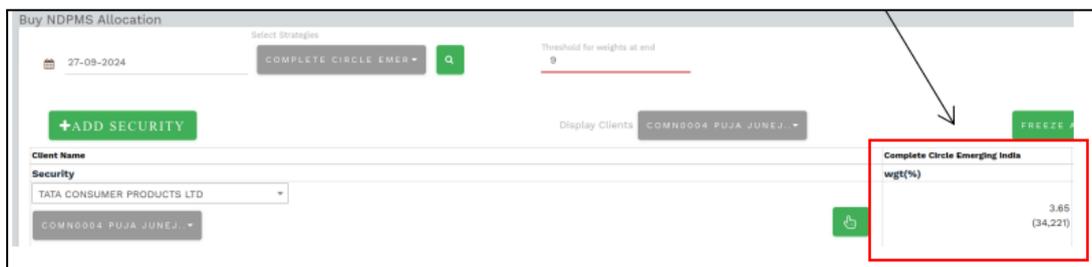
### Manually Searching

You can also search for clients manually by entering the client name or client code.



## How to View the Weight of a Specific Security Within a Selected Strategy

- **Navigate to the NDPMS Buy Allocation Module:**  
Open the module where allocations are managed.
- **Select the Security:**
  - Click on the **Select Security** dropdown.
  - Scroll through the list or use the search bar to locate the desired security.
- **View the Weight:**  
The weight of the selected security will appear in the corresponding column on the right-hand side of the table.
- **View for Specific Clients or Multiple Clients:**
  - After selecting the security, click on the **Display Clients** dropdown.
  - Choose the client(s) you wish to view by selecting options based on categories, tags, strategies, or manual search.
  - The weights for the selected security will be displayed for the chosen client(s) in the allocation table.



## What is Wgt(%)?

Wgt(%) refers to the weightage of a specific asset, whether it is a security or cash, relative to the total value of the portfolio. It is expressed as a percentage and calculated using the formula:

$$\text{Market value of the asset} / \text{Total Market value of Portfolio} * 100$$

## What is Additional Weight?

The **Additional Weight** section is used to determine how to adjust the weight of a specific security in a portfolio. It provides the following functionalities:

4. **Increase Weight:**
  - Allows you to specify the percentage by which you want to increase the weight of the security.
5. **Maintain Cash Reserve:**
  - Lets you input the desired cash reserve to be maintained after the allocation.
6. **Calculate Shares to Buy:**
  - Based on the input parameters, it calculates the number of additional shares required to achieve the desired weight adjustment.

## AUM (Assets Under Management)

AUM refers to the total market value of all investments managed by the PMS (Portfolio Management System).

- In Enso, the AUM figure is derived from the Holding file uploaded in the Upload MIS module.
- This file is received from the Fund Accounting (FA) team.

|                   |                |
|-------------------|----------------|
| Additional Weight | wtg(%)         |
| AUM               | 1,11,42,33,455 |

## Available Liquidity

Available Liquidity refers to the assets that can easily be converted into cash within a day. This typically includes cash and other liquid assets, such as Treasury Bills, Government Bonds, etc.

- The Available Liquidity figure shown in Enso is derived from the **Trial Balance** uploaded in the **Upload MIS** module.
- The percentage of Available Liquidity is calculated as:

**Available Liquidity + Available Cash / AUM \* 100**

**Available Liquidity % = (Available Liquidity / AUM) \* 100**

|                     |                       |
|---------------------|-----------------------|
| Available Liquidity | 2.17<br>(2,41,45,359) |
|---------------------|-----------------------|

## Available Cash

Available Cash refers to the cash available in the client's bank account for purchasing assets. It is a part of the Available Liquidity figure.

- The Available Cash figure shown in Enso is derived from the Trial Balance uploaded in the Upload MIS module.
- The percentage of Available Cash is calculated as:

**Available Liquidity + Available Cash / AUM \* 100**

**Available Cash % = (Available Cash / AUM) \* 100**

|                |                       |
|----------------|-----------------------|
| Available Cash | 1.42<br>(1,58,59,096) |
|----------------|-----------------------|

## How to Do a Fresh Allocation

- Select the Security and Strategy:**  
 First, ensure that you have selected the security and strategy for which you want to make the allocation. This can be done by choosing from the available dropdown options.
- Click on the Vertical Button:**  
 After selecting the security and strategy, look for the vertical button on the UI. Clicking on this will navigate you to the allocation section.
- Go to the Allocation Section:**  
 Upon clicking the vertical button, you will be directed to the allocation part, where you can enter the details for fresh allocation.

## Fresh Allocation %

### Increase to Percent

This option allows you to increase the weight of a particular security to a specified percentage.

For example, if a client, **Ajay Sharma (Client Code: ABC123)**, holds **ITC LTD** with a current weightage of **4.47%** in their portfolio, and you want to increase the weightage to **6%**, you would select the **Increase to Percent** option and enter "6%" in the input field. This would adjust the **Applied % Actual** to **2.8%**, reflecting the incremental increase in the allocation table for the client.

In the **Increase to Percent** option, the target weight entered adjusts the weight of the security in the corresponding column for the given client. However, this adjustment is subject to the following constraints:

- Threshold for Weights at End:** Must remain within defined limits.
- Cash Limit:** The system validates that the allocation adheres to available cash.
- Available Cash:** Ensures enough funds are available to accommodate the adjustment.

You can filter and select the client by client name, such as **Ajay Sharma**, or client code, such as **ABC123**. Once you add the target weight value (e.g., 6%), it updates the portfolio allocation accordingly, reflecting the revised weight in the **Applied % Actual** column.

| Sl. No.                           | Client Name           | 1%   | Cash Eff & Liquid | Cash Avl Amt | Applied % | Applied Quantity | Cash Utilised      | Cash Remaining      | Applied % Actual | Applied Quantity Actual | Sector Weights | Profit Value | Profit % | Inception Date | Age of account |
|-----------------------------------|-----------------------|------|-------------------|--------------|-----------|------------------|--------------------|---------------------|------------------|-------------------------|----------------|--------------|----------|----------------|----------------|
| 1                                 | PUJA JUNEJA - COMN004 | 4.47 | 11.21%            | 66,33,836.66 | 2.8%      | 8,762.29         | 41,58,007.1        | 24,75,829.56        | 2.8%             | 8762                    | 0              | 5,09,865     | 12.04%   | Sep 26, 2023   | 437 Days       |
| <b>Total (No. Of Clients : 1)</b> |                       |      |                   |              |           |                  | <b>41,58,007.1</b> | <b>24,75,829.56</b> |                  | <b>8,762</b>            |                |              |          |                |                |

## Buy Perc

The **Buy Percent** option allows you to increase the weight of a specific security in a client's portfolio by a given percentage.

For example, if the client **Ajay Sharma (Client Code: ABC123)** holds a security with the following initial details:

- **Script Holding %:** 3.2%
- **Buy Percent:** 4%

By selecting the **Buy Percent** option and inputting "4%", the **Applied % Actual** will increase to **4%**, adjusting the portfolio allocation accordingly.

### Key Constraints:

- **Threshold for Weights at End:** Ensures the final weight remains within acceptable limits.
- **Cash Limit:** Adheres to the predefined cash constraints.
- **Available Cash:** Verifies if sufficient funds are available for the adjustment.

### Steps:

1. Search for the client using the client name (e.g., Ajay Sharma) or client code (e.g., ABC123).
2. Input the **Buy Percent** value (e.g., 4%) in the field.
3. The system will adjust the allocation and update the **Applied Quantity, Cash Utilised**, and other relevant fields accordingly.

Buy Allocation

Allocation Decision - ITC LTD - 'COMN0004'

Filters  
Cash Etf & Liquid > 0

Script Name

Rounding Options  
1

Buy Perc

| Sr. No.                    | Client Name            | l %  | Cash Etf & Liquid | Cash Avl Amt | Applied % | Applied Quantity | Cash Utilised | Cash Remaining | Applied % Actual | Applied Quantity Actual | Sector Weights | Profit Value | Profit % | Inception Date | Age of account |
|----------------------------|------------------------|------|-------------------|--------------|-----------|------------------|---------------|----------------|------------------|-------------------------|----------------|--------------|----------|----------------|----------------|
| 1                          | PUJA JUNEJA - COMN0004 | 4.47 | 11.21%            | 66,33,836.66 | 4%        | 12,517.55        | 59,39,942.35  | 6,93,894.31    | 4%               | 12517                   | 0              | 5,09,865     | 12.04%   | Sep 26, 2023   | 437 Days       |
| Total (No. Of Clients : 1) |                        |      |                   | 66,33,836.66 |           |                  | 59,39,942.35  | 6,93,894.31    |                  | 12,517                  |                |              |          |                |                |

## Buy Quantity

The Buy NDPMS Allocation option allows you to purchase a specific quantity of a security for a given client.

For example, if **Ajay Sharma (Client Code: ABC123)** wants to purchase **ITC LTD** with the following details:

- **Script Holding %:** 3.2%
- **Target Quantity:** 12,000 units
- **Price:** 474.55 per unit

By selecting the **Buy Quantity** option and entering **12,000** units, the system will check if sufficient cash is available to complete the purchase. If available cash is sufficient, the purchase will be allocated and reflected in the allocation table as follows:

### Key Updates:

- **Cash Utilized:** The amount of money used to purchase the specified quantity.
- **Cash Remaining:** The remaining cash after the purchase.
- **Applied Quantity Actual:** Reflects the purchased quantity of **12,000** units.
- **Applied % Actual:** The updated percentage after the purchase of the specified quantity.

Buy Allocation

Allocation Decision - ITC LTD -- 'COMN0004'

Filters

Cash Etf & Liquid > 0

Rounding Options

Buy Quantity 12000

Script Wt/Qty 12000 Cash Limit 0 Min Weight 0 Max Weight 0 Max Sector Exposure Weight 0 % of Allocation 100 Price 474.55

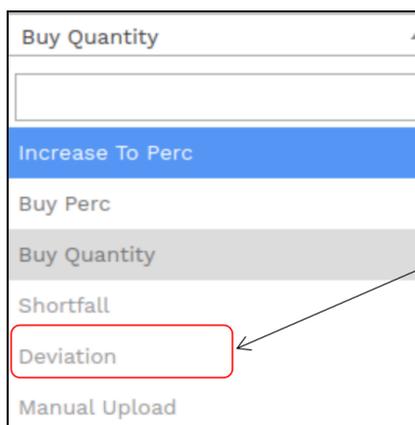
Client Wise Allocation

| Sr. No. | Client Name        | l %  | Cash Etf & Liquid | Cash Avl Amt | Applied % | Applied Quantity | Cash Utilised | Cash Remaining | Applied % Actual | Applied Quantity Actual | Sector Weights | Profit Value | Profit % | Inception Date | Age of account |
|---------|--------------------|------|-------------------|--------------|-----------|------------------|---------------|----------------|------------------|-------------------------|----------------|--------------|----------|----------------|----------------|
| 1       | Ajay Sharma ABC123 | 4.47 | 11.21%            | 66,33,836.66 | 0%        | 0                | 56,94,600     | 9,39,236.66    | 3.83%            | 12000                   |                | 5,09,865     | 12.04%   | Sep 26, 2023   | 437 Days       |
|         |                    |      |                   | 66,33,836.66 |           |                  | 56,94,600     | 9,39,236.66    |                  | 12,000                  |                |              |          |                |                |

## Deviation

The **Deviation** option allows you to manage portfolio allocations by uploading a **Deviation Report**. This report provides detailed information on the quantities held and the quantities available for sale for a particular client.

All allocation decisions remain disabled and cannot be executed by the user until the necessary adjustments are made based on the uploaded **Deviation Report**.

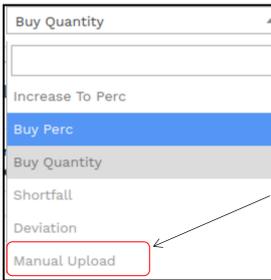


## Manual Upload

The **Manual Upload** option allows you to manage portfolio allocations by manually uploading reports. Allocation decisions remain disabled and cannot be executed until the necessary adjustments are made via the **Deviation Report**.

This feature is used when you want to perform **Sell Allocation**. To initiate this process:

- Upload the **EOD Custody Report** in the **BOD Module**.
- Use the **Upload Allocation** uploader in the BOD module to upload an Excel file containing the **scrip, ISIN, and sell weight**.
- Once the file is uploaded, the trades will automatically reflect in the **Sell Allocation**, enabling the **Manual Upload** feature.



## Saving the Trade

After executing the trade, click the **Save** button located at the bottom of the screen. This action finalizes the trade details and records them in the system.

Once saved, the system will automatically redirect you to the **NDPMS Dashboard**, where you can upload the required documents and proceed to approve or reject the trade.

Client Wise Allocation [D]

| Sr. No.                           | Client Name             | Net Assets   | Total Equity % | Deployed % | Script Holding % | Script Holding Quantity | Avg Cost | Market Value     | Cash Avl % | Cash Eff & Liquid | Cash Avl Amt        | Applied % | Applied Quantity | Cash Utilised | Cash Remal            |
|-----------------------------------|-------------------------|--------------|----------------|------------|------------------|-------------------------|----------|------------------|------------|-------------------|---------------------|-----------|------------------|---------------|-----------------------|
| 1                                 | PULJA JUNEJA - COMN0004 | 14,85,05,375 | 88.79%         | 88.79%     | 3.2%             | 10,000                  | 423.56   | 47,45,500        | 4.47       | 11.21%            | 66,33,836.66        | 0%        | 0                | 0             | 66,33,836.66          |
| <b>Total (No. Of Clients : 1)</b> |                         |              |                |            |                  | <b>10,000</b>           |          | <b>47,45,500</b> |            |                   | <b>66,33,836.66</b> |           |                  |               | <b>0 66,33,836.66</b> |

Click on save Button

## NDPMS Dashboard

The **NDPMS Dashboard** is a centralized interface used to track and manage trades performed under the Buy NDPMS Allocation process. Once a trade is executed and saved, it is automatically redirected to the NDPMS Dashboard.

In the dashboard, you can view the status of each trade, including whether it is **Pending**, **Approved**, or **Rejected**. It displays detailed information about each trade, such as:

- **Client Code - Client Name:** Identifies the client associated with the trade.
- **Trade Type:** Specifies whether the transaction is a Buy or Sell.
- **Security:** Indicates the traded security along with its unique identifier (e.g., INE171A01029).
- **Transaction Date:** Shows the date the trade was executed.
- **Quantity:** Specifies the number of units traded.
- **Price:** Reflects the price per unit.
- **Approve/Reject Date:** Indicates when the trade was approved or rejected.
- **Status:** Displays the current status of the trade (Pending, Approved, or Rejected).

You can view the **status of trades** in the **Action column** on the NDPMS Dashboard. For example:

- **Rejected:** SOLAR INDUSTRIES INDIA LTD, 50 units, ₹10,869.25, on 06/12/2024.
- **Approved:**
  - ITC LTD, 12,000 units, ₹474.55, on 07/12/2024.
  - CENTRAL DEPOSITORY SERVICES INDIA LTD, 1 unit, ₹2,285.20, on 07/12/2024.
- **Pending:** FEDERAL BANK LTD, 1,200 units, ₹191.47, on 06/12/2024.

| Client Code - Client Name | Trade Type | Security   | Transaction Date | Quantity | Price     | Approve/Reject Date | Status   | Action |
|---------------------------|------------|--|------------------|----------|-----------|---------------------|----------|--------|
| Ajay Sharma ABC123        | Buy        | SOLAR INDUSTRIES INDIA LTD - INE343H01029            | 06/12/2024       | 50       | 10,869.25 | 06/12/2024          | Rejected |        |
|                           | Buy        | ITC LTD - INE154A01025                               | 06/12/2024       | 12,000   | 474.55    | 07/12/2024          | Approved |        |
|                           | Buy        | CENTRAL DEPOSITORY SERVICES INDIA LTD - INE736A01011 | 06/12/2024       | 1        | 2,285.2   | 07/12/2024          | Approved |        |
|                           | Buy        | FEDERAL BANK LTD - INE171A01029                      | 06/12/2024       | 1,200    | 191.47    |                     | Pending  |        |

To approve a **Pending** trade, click the **Approve** button. The system will prompt you to upload proof for the trade (e.g., **FEDERAL BANK LTD**).

**NDPMS Trade For** Ajay Sharma ABC123

NDPMS trade: FEDERAL BANK LTD on 06/12/2024 with 1200 quantity at a price of 191.47.

Kindly Upload Proof to Approve this Transction

Please Choose File To Upload

Choose File 30471165.pdf

Date

06-12-2024

Upload Confirm from client

Select Date

SAVE

CLOSE

Steps to Approve:

5. Click **Approve** next to the trade.
6. Select a file under "**Choose File to Upload**" as proof.
7. Enter the required date and confirm the upload.
8. Then Click on **"Save"**

Once completed, the trade will move to the **Approved** status.

|                    |     |                                 |            |       |        |            |          |  |
|--------------------|-----|---------------------------------|------------|-------|--------|------------|----------|--|
| Ajay Sharma ABC123 | Buy | FEDERAL BANK LTD - INE171A01028 | 06/12/2024 | 1,200 | 191.47 | 07/12/2024 | Approved |  |
|--------------------|-----|---------------------------------|------------|-------|--------|------------|----------|--|

Once your trade is approved from the **NDPMS Dashboard**, it will be visible in the **Buy Allocation Module**, where you can locate and manage the trade details.

The screenshot shows the 'Buy Allocation' interface. At the top, there are filters for '07-12-2024', 'COMPLETE CIRCLE EMER', and a search icon. Below this, a table lists trades. The first trade is for 'FEDERAL BANK LTD' with a quantity of 1,56 and a value of (90,990). A callout box with the text 'NDPMS Approved Trade' has an arrow pointing to this trade entry.

### Reason for NDPMS Allocation

After saving the trade in the vertical view, you'll be redirected to the horizontal page to finalize the details.

The screenshot shows the trade details page. On the left, under 'Security', there are two entries: 'MINDA INDUSTRIES LTD' and 'FEDERAL BANK LTD'. On the right, there are two columns: 'Trade Reasoning' and 'Trade Method'. Both columns have dropdown menus with the text 'Buying post approval of NDPMS client confirm'.

### Finalize Trades

After updating the trade details on the horizontal page:

#### Go to Summary:

- Click on the **Go to Summary** button to proceed.

#### Share with Broker:

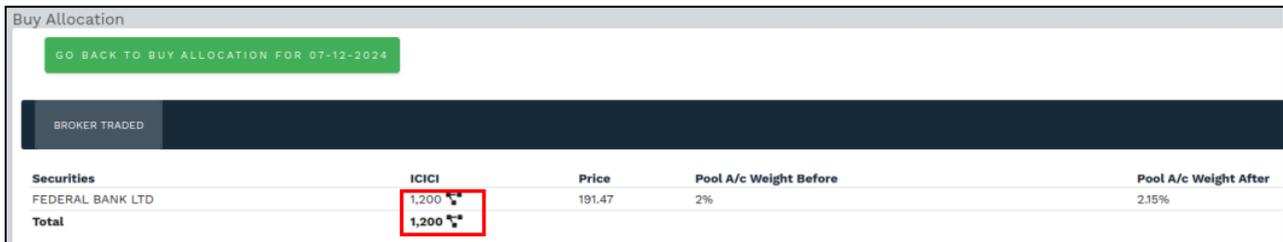
- The trades will be sent to the broker for execution.

This screenshot is similar to the previous one, showing the trade details page. At the bottom left, there are two buttons: 'SAVE' and 'FINALIZE & SUMMARY'. These buttons are highlighted with a red box.

## Sharing Trade Details with Broker

After you click the **Go to Summary** button, follow these steps on the interface:

- **Broker Traded Securities:**
  - Review the securities listed and ensure they are accurate.



Buy Allocation

GO BACK TO BUY ALLOCATION FOR 07-12-2024

BROKER TRADED

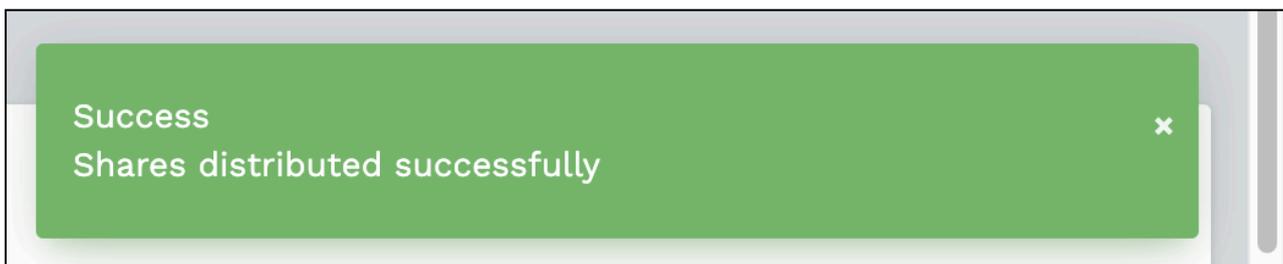
| Securities       | ICICI        | Price  | Pool A/c Weight Before | Pool A/c Weight After |
|------------------|--------------|--------|------------------------|-----------------------|
| FEDERAL BANK LTD | 1,200        | 191.47 | 2%                     | 2.15%                 |
| <b>Total</b>     | <b>1,200</b> |        |                        |                       |

### Select Share Percentage:

- Enter the percentage of allocation you want to share. For example, **100%**.

### Click Save:

- After confirming the share percentage, click the **Save** button to complete the trade process.



# Sell NDPMS Allocation

## Note:

If you wish to perform a Sell NDPMS Allocation, it is mandatory to upload the End of Day (EOD) custody file in the BOD module. The EOD custody file indicates the securities available for each client and shows the maximum quantity that can be sold for each security also Trail File & Holding File

## What is NDPMS?

NDPMS (Non-Discretionary Portfolio Management System) is a feature in Enso that enables trading for clients under a non-discretionary model.

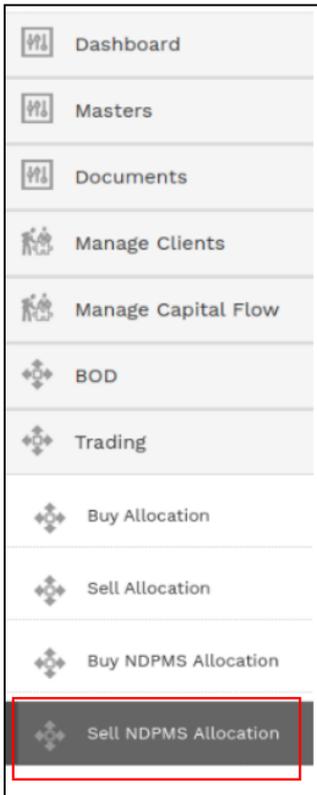
## What is the Sell NDPMS Allocation module used for?

The Sell NDPMS Allocation module allows users to view and allocate sell trades for a specific date based on a selected strategy. It also provides functionality to adjust the weights of various securities and assets within a client's portfolio, if necessary. For sell allocation, you need to take approval from the client and approve the allocation on the NDPMS dashboard. This ensures that portfolio adjustments are made according to the strategy's requirements and client preferences, with the trade status updated after client approval.

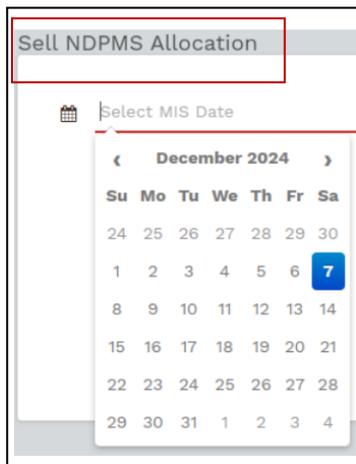
## How Can I Access the Sell NDPMS Allocation Module?

To access the **Sell NDPMS Allocation** module, follow these steps

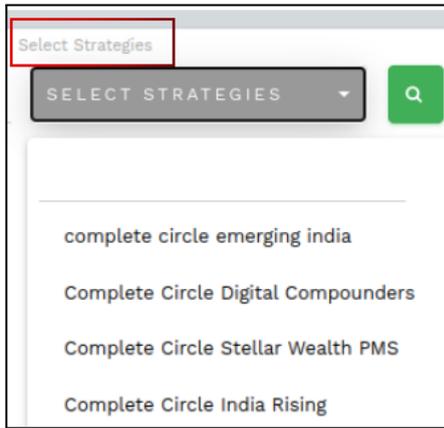
- **Login to Enso** using your credentials.
- From the left-side navigation bar, locate and click on **Trading**.
- Under the **Trading** section, click on **Sell NDPMS Allocation**.



- Select the relevant date by clicking on the **Select MIS Date** calendar dropdown.



- Choose the appropriate strategy from the **Select Strategies** dropdown.



- Click on the **Search** button to view the buy trades and allocations for the selected date and strategy.



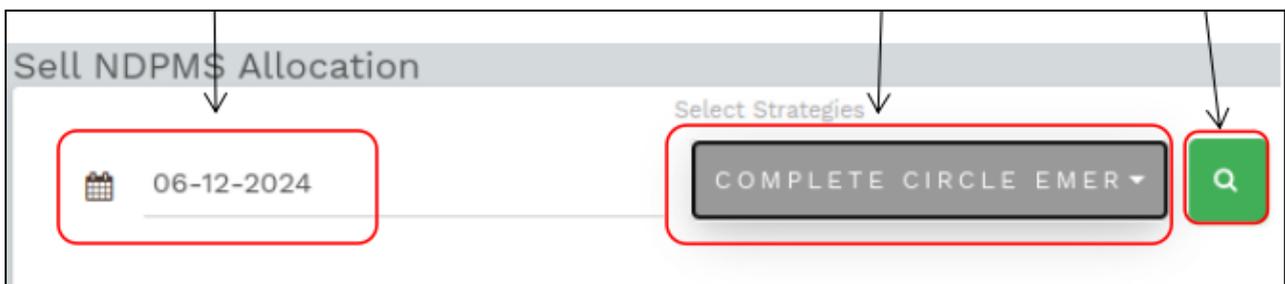
### What is Select MIS Date?

Date on which MIS reports were uploaded.

The Select MIS Date is the date when all relevant files, such as BOD Upload, Trail, Holding, and EOD Custody, are uploaded into the system. After uploading these files, you can select the MIS date (e.g., today's date) to perform trading and allocation activities based on the uploaded data. Ensure all necessary files are uploaded correctly in the respective sections before selecting the MIS Date. Refer [Upload Holding Sheet/MIS](#) for more details.

### What is Select Strategies?

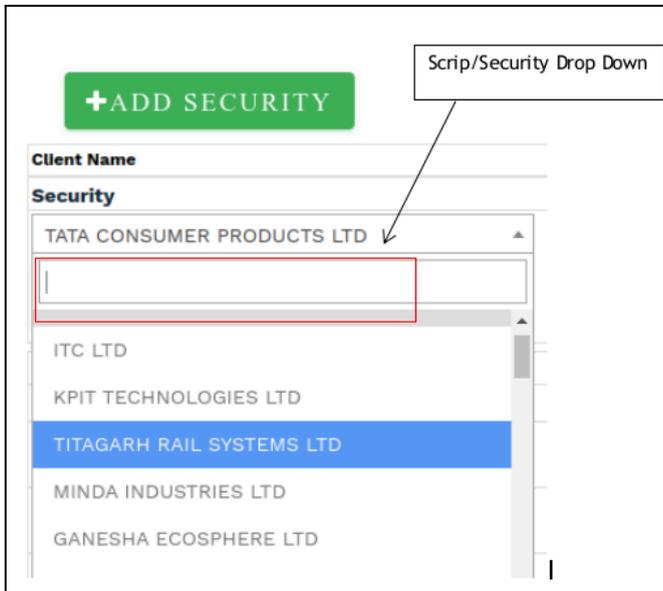
Represents the strategies configured in the Manage Strategies module



## Add Security

The **Add Security** feature allows you to include an additional security in the Allocation Table for managing and allocating weights.

- The **Add Security** dropdown is located at the top of the Sell NDPMS Allocation section and is used to add securities for a specific client.
- The strategy for the security is mapped through the **Manage Scrip** module in your system. Once mapped, it enables you to add the security to the Sell Allocation process seamlessly.



## Display Clients

The **Display Clients** dropdown allows you to filter and display clients based on various criteria, including categories, tags, strategies, and manual search. You can select multiple options from the dropdown for more refined results.

### Categories

There are four main categories for displaying clients:

- **All Clients:** Displays all clients with 'Active Status' in the Client Masters.
- **All Residents:** Displays all clients with 'Active Status' and 'Resident Status' set to Resident in the Client Masters.
- **All NRE:** Displays all clients with 'Active Status' and 'Resident Status' set to NRE in the Client Masters.
- **All NRO:** Displays all clients with 'Active Status' and 'Resident Status' set to NRO in the Client Masters.

### Tags

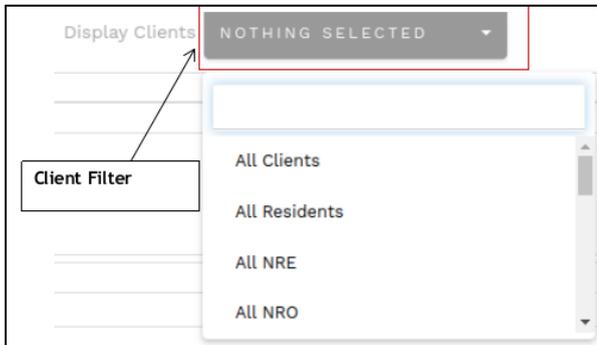
Clients can also be filtered by tags. For more information on how to use tags, refer to the section on **What is the add tag feature in 'manage client'**.

### Strategies

Clients can be displayed based on strategies. For more information on how to assign strategies, refer to the section on **How do I assign strategy in 'manage clients'**.

### Manually Searching

You can also search for clients manually by entering the client name or client code.



### How to View the Sell NDPMS Quantity of a Specific Security Within a Selected Strategy

1. **Navigate to the Sell NDPMS Allocation Module:**
  - Open the **Sell NDPMS Allocation** module where sell allocations are managed.
2. **Select the Security:**
  - Click on the **Select Security** dropdown.
  - Scroll through the list or use the **search bar** to locate the desired security.
3. **View the Sell Quantity:**
  - The **sell quantity** for the selected security will appear in the corresponding column on the right-hand side of the table. This shows the remaining quantity of shares available for sale in the system.
4. **View for Specific Clients or Multiple Clients:**
  - After selecting the security, click on the **Display Clients** dropdown.
  - Choose the client(s) you wish to view by selecting options based on categories, tags, strategies, or manual search.
  - The sell quantities for the selected security will be displayed for the chosen client(s) in the allocation table.

### Qty

The **Qty** field shows the quantity of securities available for a specific client, broken down scrip-wise. It indicates the number of units that can be sold for that day, helping ensure accurate and informed transactions.



## AUM (Assets Under Management) & Cash

AUM refers to the total market value of all investments managed by the PMS (Portfolio Management System).

- In Enso, the AUM figure is derived from the Holding file uploaded in the Upload MIS module.
- This file is received from the Fund Accounting (FA) team.

|     |   |   |                |
|-----|---|---|----------------|
| AUM | ← | → | 1,11,42,33,455 |
|-----|---|---|----------------|

## Available Cash

Available Cash refers to the cash available in the client's bank account for purchasing assets. It is a part of the Available Liquidity figure.

- The Available Cash figure shown in Enso is derived from the Trial Balance uploaded in the Upload MIS module.
- The percentage of Available Cash is calculated as:

$$\text{Available Cash \%} = (\text{Available Cash} / \text{AUM}) * 100$$

|                |   |   |             |
|----------------|---|---|-------------|
| Available Cash | ← | → | 1,42,59,096 |
|----------------|---|---|-------------|

## How to Do a Fresh Allocation

- Select the Security and Strategy:  
First, ensure that you have selected the security and strategy for which you want to make the allocation. This can be done by choosing from the available dropdown options.
- Click on the Vertical Button:  
After selecting the security and strategy, look for the vertical button on the interface. Clicking on this will navigate you to the allocation section.
- Go to the Allocation Section:  
Upon clicking the vertical button, you will be directed to the allocation part, where you can enter the details for fresh allocation. This section allows you to manage the weights and values for the selected security and strategy for the client(s).



# Sell Decision

This section contains various options for making the sell decision in the portfolio.

## Generate Amount

The Generate Amount option calculates the number of shares to be sold in order to generate a specified amount for the given client. This is dependent on the price of the security entered in the **'Weights at the end of allocation'** section. The formula to calculate the quantity of shares to be sold

$$\text{Quantity of shares to be sold} = \text{Amount to be generated} \div \text{Price of the Share}$$

### Example Calculation:

Let's assume Mr. Ajay Sharma requires ₹10,000 to be generated, and the current price of Reliance Industries Ltd. shares is ₹1,607.30

Since shares can only be sold in whole numbers, the quantity is rounded off to 6 shares.

### Changes After Generate Amount Applied (₹10,000)

- **Rounded Shares Sold for Ajay Sharma ABC123** : 6 shares (after rounding off).
- **Amount Generated:** ₹10,000.
- **Updated Total Amount After Allocation:** ₹5,17,211.48.
- **Sector Weights:** Adjusted accordingly.
- **Profit Value:** Adjusted based on the number of shares sold.

| Sr. No. | Client Name        | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash EtF & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total Amount After Allocation | Sector Weights | Profit Value | Profit % |
|---------|--------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|-------------------------------|----------------|--------------|----------|
| 1       | Ajay Sharma ABC123 | 50,59,90,788 | 91.81%         | 91.81%     | 6.8%             | 1,362                   | 1,617.24 | 3,50,23,067  | 0.3%       | 8.19%             | 5,07,211.48  | 6.8%           | 0              | 0                | 5,07,211.48                   | 38.75          | 19,60,180    | 5.93%    |
| 2       |                    | 19,68,85,370 | 90.71%         | 90.71%     | 6.8%             | 8,490                   | 1,523.73 | 1,36,45,977  | 0%         | 9.29%             | 5,07,211.48  | 6.8%           | 0              | 0                | 5,07,211.48                   | 37.91          | 7,09,499     | 5.48%    |

# All

This option allows you to sell the entire quantity of shares for a selected security currently held by the client.

### Formula:

*Quantity of shares to be sold = Existing quantity of shares.*

### Example:

If **PANDAN - BCPL001** holds **1,362 shares of HDFC Bank Ltd.**, selecting this option will sell all **1,362 shares** of HDFC Bank Ltd. from the client's portfolio.

## Steps to Execute a Sell Decision:

5. **Access the Sell Section:**
  - Click on the **vertical button** to navigate to the sell section.
6. **Select the "All" Option:**
  - Choose the **"Select All"** option to indicate that all the shares held for the given security will be sold.
7. **Enter the Sale Price:**
  - Specify the **price** at which you wish to sell the shares.
8. **Review Client-Wise Allocation Details:**
  - The system will display a detailed client-wise breakdown with the following information:
    - **Net Assets**
    - **Total Equity %**
    - **Deployed %**
    - **Script Holding %**
    - **Total Saleable Quantity**
    - **Market Value**
    - **Profit %**
    - **Cash Availability**

| Sr. No. | Client Name      | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total After Allo |
|---------|------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|------------------|
| 1       | PANDAN - BCPL001 | 50,58,90,790 | 91.56%         | 91.56%     | 6.92%            | 1,362                   | 1,517.34 | 3,50,23,067  | 0%         | 8.44%             | 259.57       | 0.00%          | 1,362          | 23,15,400        | 2:               |
| 2       | SONDAN - BCPL002 | 19,68,96,370 | 90.71%         | 90.71%     | 6.24%            | 8,490                   | 1,523.73 | 1,26,45,977  | 0%         | 9.29%             | 758.67       | 0.00%          | 8,490          | 1,44,33,000      | 1.44             |

## Changes Upon Selecting the "All" Filter

8. **Total Saleable Quantity:**
  - Reflects the total quantity of shares available for sale for each client.
9. **Rounded Shares:**
  - Adjusted based on the rounding rules for shares.
10. **Amount Generated:**
  - Automatically calculated as:  
*Amount Generated = Sale Price × Total Saleable Quantity*
    - Example: For **PANDAN - BCPL001**,  
₹1,700 × 1,362 shares = ₹23,15,400.
11. **Total Amount After Allocation:**
  - Updates to reflect the new total portfolio value post-sale.
12. **Profit Value and Profit %:**
  - Displays updated profit or loss calculations.
13. **Sector Weights:**
  - Adjusted to reflect changes in investment distribution after the sale.
14. **Cash Availability:**
  - Updates the **cash available amount** and percentage after adding sale proceeds.

## Proportion

This option allows you to sell a specified percentage of shares from the existing quantity held in the portfolio.

Formula:

**Quantity of shares to be sold = Existing Quantity × Proportion (in %)**

Example:

If Ajay Sharma holds 1,000 shares of Reliance Industries Ltd., and the specified proportion entered in the "Proportion" input field is 4 (representing 4%), then 40 shares (4% of 1,000) of Reliance Industries Ltd. would be sold from Ajay Sharma's portfolio.

### Steps to Execute a Sell Decision (Proportion):

6. **Access the Sell Section:**
  - Click on the vertical button to navigate to the sell section.
7. **Select the "Proportion" Option:**

- Choose the "Proportion" option and enter the percentage you want to sell (e.g., 4%).
8. Enter the Proportion Percentage:
    - Specify the percentage of shares you wish to sell.
  9. Enter the Sale Price:
    - Enter the price at which you wish to sell the shares.
  10. Review Client-Wise Allocation Details:
    - The system will display a detailed client-wise breakdown, including the following fields:
      - Net Assets
      - Total Equity %
      - Deployed %
      - Script Holding %
      - Total Saleable Quantity
      - Market Value
      - Profit %
      - Cash Availability

| Sr. No. | Client Name      | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total After Allocation |
|---------|------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|------------------------|
| 1       | PANDAN - BCPL001 | 50,58,90,790 | 91.56%         | 91.56%     | 6.92%            | 1,362                   | 1,517.34 | 3,50,23,067  | 0%         | 8.44%             | 259.57       | 6.64%          | 54             | 86,794.2         |                        |
| 2       | SONDAN - BCPL002 | 19,68,95,370 | 90.71%         | 90.71%     | 6.8%             | 8,480                   | 1,523.73 | 1,36,45,977  | 0%         | 9.29%             | 259.57       | 6.53%          | 339            | 5,44,874.7       |                        |

## Percentage % of AUM

This option allows you to reduce the existing weight of a security in the client's portfolio by a specified percentage of the portfolio's total assets under management (AUM).

### Formula:

***New weight = Existing Weight (%) - Percentage% of AUM***

### Example:

If Ajay Sharma holds 1,000 shares of Reliance Industries Ltd., contributing to 10% weight in his portfolio, and the specified percentage entered in the % of AUM input field is 4, the new weight of Reliance Industries Ltd. in the portfolio will be reduced to 6% (10 - 4). The system will calculate the number of shares to be sold accordingly to achieve the desired weight.

### Steps to Execute a Sell Decision ( Percentage % of AUM):

6. Access the Sell Section:

- Click on the **vertical button** to navigate to the sell section.
7. **Select the " Percentage % of AUM" Option:**
    - Choose the "**Percentage% of AUM**" option and enter the percentage reduction in weight you want (e.g., 4%).
  8. **Enter the Target Weight (%):**
    - Specify the **target weight** for the security after the sale.
  9. **Enter the Sale Price:**
    - Enter the **price** at which you wish to sell the shares.
  10. **Review Client-Wise Allocation Details:**
    - The system will display a detailed client-wise breakdown, including:
      - **Net Assets**
      - **Script Holding %**
      - **Total Saleable Quantity**
      - **Rounded Shares**
      - **Amount Generated**
      - **Weights at End (new weight after the sale)**

### Changes Upon Selecting the "Percentage % of AUM" Filter (4%) for Ajay Sharma - ABC123

6. **Weights at End:**  
Reduced from 6.8% to 2.8%.
7. **Rounded Shares:**  
Adjusted number of shares to be sold: 1,362 shares.
8. **Amount Generated:**  
Total proceeds from the sale based on the entered price: ₹21,89,142.6.
9. **Total Amount After Allocation:**  
Updated portfolio value after adding sale proceeds: ₹26,96,354.08.
10. **Sector Weights and Profit Impact:**  
Changes in sector weights and profit percentage will reflect in the portfolio summary for Ajay Sharma - ABC123.

Sell Allocation

Allocation Decision - HDFC BANK LTD — 'allClients'

Filters

Script Holding Quantity > 0

Rounding Options: 1

Percentage (% Of Aum) Target Weight (%) 4 Price 1607.3

Client Wise Allocation

| Sr. No. | Client Name          | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated |
|---------|----------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|
| 1       | Ajay Sharma - ABC123 | 50,59,90,788 | 91.81%         | 91.81%     | 6.8%             | 1,362                   | 1,517.34 | 3,50,23,067  | 0.1%       | 8.19%             | 5,07,211.48  | 2.8%           | 1,362          | 21,89,142.6      |

## Reduce to Percent (%)

This option allows you to reduce the weight of a security in the client's portfolio to a specified percentage.

### Formula:

- **Weight (%) to be sold** = Existing Weight (%) - Reduce to Percentage
- **Quantity of Shares to be Sold** = (Existing Quantity \* Weight (%) to be sold) / Existing Weight (%)

### Example:

Let's assume **Ajay Sharma** holds **1,000 shares** of **Reliance Industries Ltd.**, which currently forms **10%** of his portfolio. If the specified percentage entered in the "Reduce to Percentage" input field is **4**, the system will reduce the weight of Reliance Industries Ltd. in the portfolio to **4%**.

- **Existing Weight (%)** = 10%
- **Target Weight (%)** = 4%
- **Weight (%) to be sold** = 10% - 4% = 6%
- **Quantity of Shares to be Sold** = (1000 shares \* 6%) / 10% = **600 shares**

The system will calculate that **600 shares** of Reliance Industries Ltd. need to be sold in order to reduce the weight to **4%** in **Ajay Sharma's** portfolio.

## Selecting the "Reduce to Percent (%)" Filter for Ajay Sharma - ABC123 Filter(8)

To reduce the weight of a security in Ajay Sharma's portfolio to a specified percentage, follow these steps:

6. **Access the Sell Section:**
  - Navigate to the sell section by clicking on the vertical button.
7. **Select the "Reduce to Percent (%)" Option:**
  - Choose the "**Reduce to Percent (%)**" option from the available filters.
8. **Enter the Target Weight (%):**
  - Specify the target weight to which the security should be reduced (e.g., 8%).
9. **Enter the Sale Price:**
  - Input the price at which the shares will be sold.
10. **Review Client-Wise Allocation Details:**
  - After applying the changes, the system will display the following updated details:
    - **Net Assets**
    - **Script Holding %**
    - **Total Saleable Quantity**
    - **Rounded Shares**
    - **Amount Generated**
    - **Weights at End (new weight after the sale)**

## Changes After Applying the "Reduce to Percent (%)" Filter:

6. **Weights at End:**

The weight of the security in the portfolio is reduced to 8% (as per the filter settings).

7. **Rounded Shares:**

A total of 1,362 shares will be sold to achieve the desired reduction in weight.

8. **Amount Generated:**

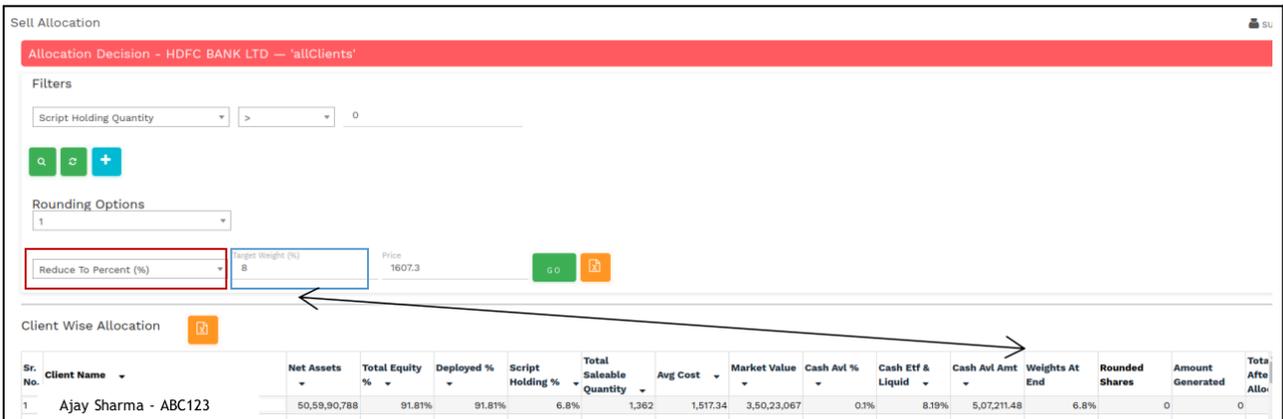
The total amount generated from the sale of these shares is ₹21,89,142.6.

9. **Total Amount After Allocation:**

After the sale, the updated portfolio value will be ₹26,96,354.08.

10. **Sector Weights and Profit Impact:**

After the reallocation, the sector weights and profit/loss percentages are adjusted for Ajay Sharma - ABC123. The specific impact on each sector will depend on the final weight distribution in the portfolio after the sale.



## Sell by Quantity

Sell by Quantity" filter allows portfolio managers to specify a fixed quantity of shares to sell for selected clients or all clients holding a particular script. This filter ensures that the specified quantity of shares is sold while considering the availability of those shares in the respective client portfolios.

### Sell by Quantity

- **For Specific Clients:**

If applied to individual clients, the system checks the available saleable quantity in the client's portfolio and executes the sale for the specified quantity if sufficient shares exist.

- **For All Clients:**

When applied to all clients holding the script:

- The system ensures the specified quantity is sold proportionately, based on the availability of saleable shares in each client's portfolio.
- The system also verifies if the client's cash available (Cash Avl Amt) meets the requirements for the sale transaction.

### Changes Observed

The filter impacts the following metrics after execution:

- **Rounded Shares:**

Reflects the number of shares rounded off to match the saleable quantity and sell decision.

- **Amount Generated:**

Shows the monetary value generated from the sale of the specified quantity of shares, calculated as:

$$\text{Amount Generated} = \text{Rounded Shares} \times \text{Price per Share}$$

- **Total Amount After Allocation:**

Updates the client's total cash holdings post-sale, adding the **Amount Generated** to their **Cash Avl Amt.**

- **Sector Weights:**

The weightage of the respective sector in the portfolio changes due to the reduction in script holdings.

- **Profit Value and Profit %:**

These values adjust based on the difference between the sale price and the average cost of the sold shares, calculated as:

Sell Allocation

Allocation Decision - HDFC BANK LTD --- 'allClients'

Filters

Script Holding Quantity > 0

Rounding Options: 1

Sell By Quantity: 5000 Price: 1607.3

Client Wise Allocation

| Sr. No. | Client Name      | Net Assets   | Total Equity % | Deployed % | Script Holding % | Total Saleable Quantity | Avg Cost | Market Value | Cash Avl % | Cash Etf & Liquid | Cash Avl Amt | Weights At End | Rounded Shares | Amount Generated | Total Amount After Allocation | Sector Weights |
|---------|------------------|--------------|----------------|------------|------------------|-------------------------|----------|--------------|------------|-------------------|--------------|----------------|----------------|------------------|-------------------------------|----------------|
| 1       | PANDAN - BCP1001 | 50,89,90,788 | 91.81%         | 91.81%     | 6.8%             | 1,362                   | 1,517.34 | 3,50,23,067  | 0.3%       | 8.19%             | 5,07,211.48  | 6.8%           | 14             | 22,502.2         | 5,29,713.68                   | 38.7           |

## Change after applying filter

### Before Sale

- Client: Ajay Sharama ABC123
- Total Saleable Quantity: 1,362
- Rounded Shares: NA
- Amount Generated: NA
- Total Amount After Allocation: 50,59,90,788

### After Sale (5000 Quantity Filter)

- Rounded Shares: 14 (based on availability and rounding rules)
- Amount Generated: ₹22,502.2
- Total Amount After Allocation: ₹5,29,713.68
- Profit %: Adjusted to 5.93%

## Deviation

The **Deviation** option allows you to manage portfolio allocations by uploading a **Deviation Report**. This report provides detailed information on the quantities held and the quantities available for sale for a particular client.

All allocation decisions remain disabled and cannot be executed by the user until the necessary adjustments are made based on the uploaded **Deviation Report**

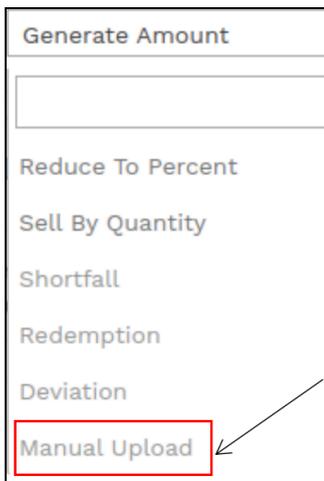


## Manual Upload

The **Manual Upload** option allows you to manage portfolio allocations by manually uploading reports. Allocation decisions remain disabled and cannot be executed until the necessary adjustments are made via the **Deviation Report**.

This feature is used when you want to perform **Sell Allocation**. To initiate this process:

- Upload the **EOD Custody Report** in the **BOD Module**.
- Use the **Upload Allocation** uploader in the BOD module to upload an Excel file containing the **scrip, ISIN, and sell weight**.
- Once the file is uploaded, the trades will automatically reflect in the **Sell Allocation**, enabling the **Manual Upload** feature.



## Redemption

The **Redemption** process allows you to sell all the stocks of a specific client in their portfolio. Once initiated, the corresponding entry is automatically updated in the **Sell Allocation** and the **Trial Balance**. These updates are shared with the **FA** and included in the **EOD Custody Report**.

## Redemption Feature

- The **Redemption** feature is **disabled** in the **Manual Upload** context.
- To perform redemption for a client:
  1. Navigate to **Manage Client**.
  2. Select the client for whom you want to perform the redemption.
  3. Click on **Redeem** to execute the redemption.

Generate Amount

Reduce To Percent

Sell By Quantity

Shortfall

Redemption

Deviation

Manual Upload

### Saving the Trade

After executing the trade, click the **Save** button located at the bottom of the screen. This action finalizes the trade details and records them in the system.

Once saved, the system will automatically redirect you to the **NDPMS Dashboard**, where you can upload the required documents and proceed to approve or reject the trade.

Client Wise Allocation D

| Sr. No.                           | Client Name             | Net Assets   | Total Equity % | Deployed % | Script Holding % | Script Holding Quantity | Avg Cost | Market Value     | Cash Avl % | Cash Eff & Liquid | Cash Avl Amt        | Applied % | Applied Quantity | Cash Utilised | Cash Remal    |
|-----------------------------------|-------------------------|--------------|----------------|------------|------------------|-------------------------|----------|------------------|------------|-------------------|---------------------|-----------|------------------|---------------|---------------|
| 1                                 | PULJA JUNEJA - COMN0004 | 14,85,05,375 | 88.79%         | 88.79%     | 3.2%             | 10,000                  | 423.56   | 47,45,500        | 4.47       | 11.21%            | 66,33,836.66        | 0%        | 0                | 0             | 66.3          |
| <b>Total (No. Of Clients : 1)</b> |                         |              |                |            |                  | <b>10,000</b>           |          | <b>47,45,500</b> |            |                   | <b>66,33,836.66</b> |           |                  |               | <b>0 66.3</b> |

Click on save Button

SAVE BACK

# NDPMS Dashboard

The **NDPMS Dashboard** is a centralized interface used to track and manage trades performed under the Buy NDPMS Allocation process. Once a trade is executed and saved, it is automatically redirected to the NDPMS Dashboard.

In the dashboard, you can view the status of each trade, including whether it is **Pending, Approved, or Rejected**. It displays detailed information about each trade, such as:

- **Client Code - Client Name:** Identifies the client associated with the trade.
- **Trade Type:** Specifies whether the transaction is a Buy or Sell.
- **Security:** Indicates the traded security along with its unique identifier (e.g., INE171A01029).
- **Transaction Date:** Shows the date the trade was executed.
- **Quantity:** Specifies the number of units traded.
- **Price:** Reflects the price per unit.
- **Approve/Reject Date:** Indicates when the trade was approved or rejected.
- **Status:** Displays the current status of the trade (Pending, Approved, or Rejected).

| Client Code - Client Name                   | Trade Type | Security                                  | Transaction Date | Quantity | Price     | Approve/Reject Date | Status  | Action  |
|---|------------|---|------------------|----------|-----------|---------------------|---------|---|
| <input type="checkbox"/> Ajay Sharam ABC123 | Sell       | SOLAR INDUSTRIES INDIA LTD - INE343H01029 | 06/12/2024       | 100      | 10,869.25 |                     | Pending | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |

Approve Button

To approve a **Pending** trade, click the **Approve** button. The system will prompt you to upload proof for the trade (e.g., **Solar Industries**).

**NDPMS Trade For COMN0004 - Ajay Sharama ABC123**

NDPMS trade: SOLAR INDUSTRIES INDIA LTD on 06/12/2024 with 100 quantity at a price of 10869.25.  
Kindly Upload Proof to Approve this Transction

Please Choose File To Upload

30471165.pdf

Date

07-12-2024

**SAVE**

Upload confirm from Client

Select Date

**CLOSE**

Steps to Approve:

9. Click **Approve** next to the trade.
10. Select a file under "**Choose File to Upload**" as proof.
11. Enter the required date and confirm the upload.
12. Then Click on "**Save**"

Once completed, the trade will move to the **Approved** status.

|                        |      |   |            |     |           |            |          |  |
|------------------------|------|---|------------|-----|-----------|------------|----------|--|
| COMN0004 - PUJA JUNEJA | Sell | SOLAR INDUSTRIES INDIA LTD - INE343H01029 | 06/12/2024 | 100 | 10,869.25 | 07/12/2024 | Approved |  |
|------------------------|------|---|------------|-----|-----------|------------|----------|--|

Once your trade is approved from the **NDPMS Dashboard**, it will be visible in the **Sell Allocation Module**, where you can locate and manage the trade details.

Client Name  
MUM  
Available Cash  
Security  
#1. SOLAR INDUSTRIES INDIA LTD  
COMN0004 - PUJA JUNEJ...  
NDPMS Approved trade

### Reason for NDPMS Allocation

After saving the trade in the vertical view, you'll be redirected to the horizontal page to finalize the details.

Security  
#1. SOLAR INDUSTRIES INDIA LTD  
Trade Reasoning  
Selling post approval of NDPMS client  
Selling post approval of NC  
Trade Method  
confirm

### Finalize Trades

After updating the trade details on the horizontal page:

#### Go to Summary:

- Click on the **Go to Summary** button to proceed.

#### Share with Broker:

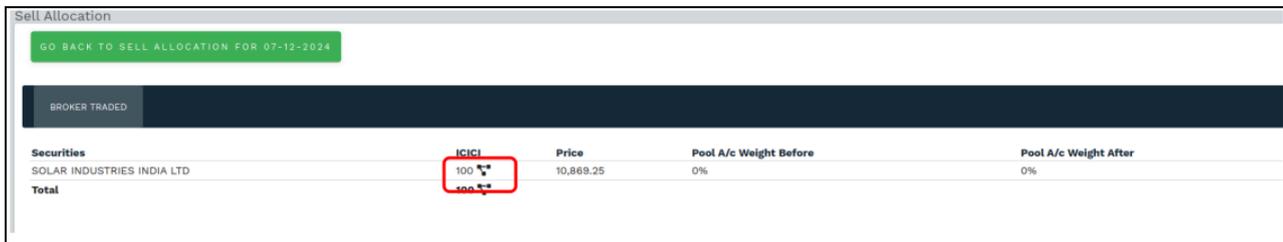
- The trades will be sent to the broker for execution.

Security  
#1. SOLAR INDUSTRIES INDIA LTD  
Trade Reasoning  
Selling post approval of NDPMS client  
Selling post approval of NC  
Trade Method  
confirm  
SAVE FINALIZE A SUMMARY

## Sharing Trade Details with Broker

After you click the **Go to Summary** button, follow these steps on the interface:

- **Broker Traded Securities:**
  - Review the securities listed and ensure they are accurate.



Screenshot of the 'Sell Allocation' interface. At the top, there is a green button labeled 'GO BACK TO SELL ALLOCATION FOR 07-12-2024'. Below this is a dark blue header with the text 'BROKER TRADED'. The main content is a table with the following columns: 'Securities', 'ICICI', 'Price', 'Pool A/c Weight Before', and 'Pool A/c Weight After'. The table contains one row for 'SOLAR INDUSTRIES INDIA LTD' with a value of '100' in the 'ICICI' column, a price of '10,869.25', a weight of '0%' before, and '0%' after. A 'Total' row is also present. The '100' value in the 'ICICI' column is highlighted with a red box.

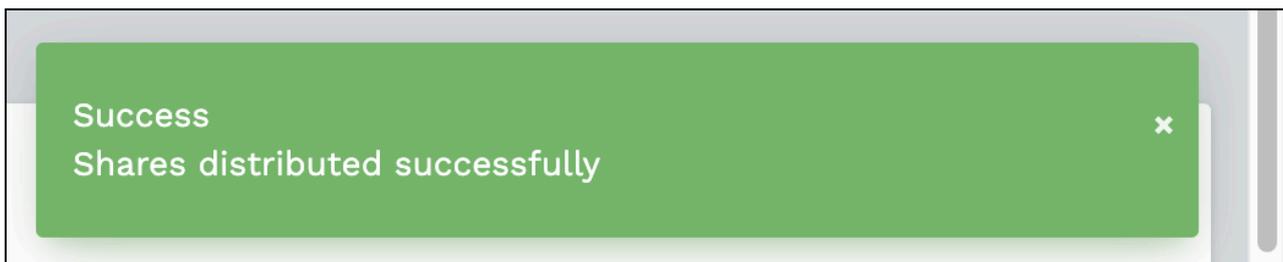
| Securities                 | ICICI | Price     | Pool A/c Weight Before | Pool A/c Weight After |
|----------------------------|-------|-----------|------------------------|-----------------------|
| SOLAR INDUSTRIES INDIA LTD | 100   | 10,869.25 | 0%                     | 0%                    |
| Total                      |       |           |                        |                       |

### Select Share Percentage:

- Enter the percentage of allocation you want to share. For example, **100%**.

### Click Save:

- After confirming the share percentage, click the **Save** button to complete the trade process.



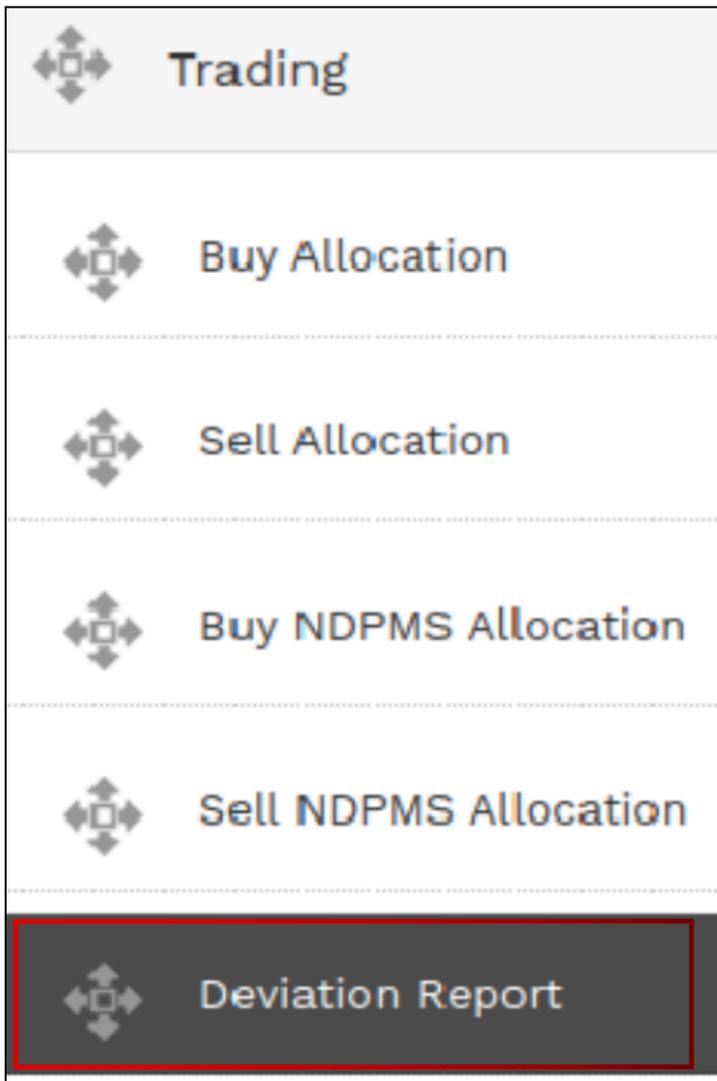
# Deviation Report

## Deviation Report

The **Deviation Report** in the Enso platform is a feature designed to monitor and adjust portfolio weights to align with the model portfolio defined in the **Strategy Master**. This report identifies and corrects checks the difference between the model portfolio weights and the actual client holdings, ensuring optimal alignment for investment strategies.

### Steps to Access the [Deviation Report](#):

1. **Login** to your Enso account.
2. From the left-hand navigation menu, go to the **Trading Module**.
3. Within the **Trading Module**, you will find the [Deviation Report](#).
4. Click on **Deviation Report** to see the filters.



#### How It Works:

1. **Model Portfolio Setup:**

- A model portfolio is created in the Strategy Master with a predefined percentage allocation for each scrip.
- The model portfolio can either be static or dynamic based on the investment strategy.

2. **Client Portfolio Comparison:**

- When a client holds scrips that are part of the model portfolio, the system compares the current weight of those scrips in the client's portfolio against the weight defined in the model.

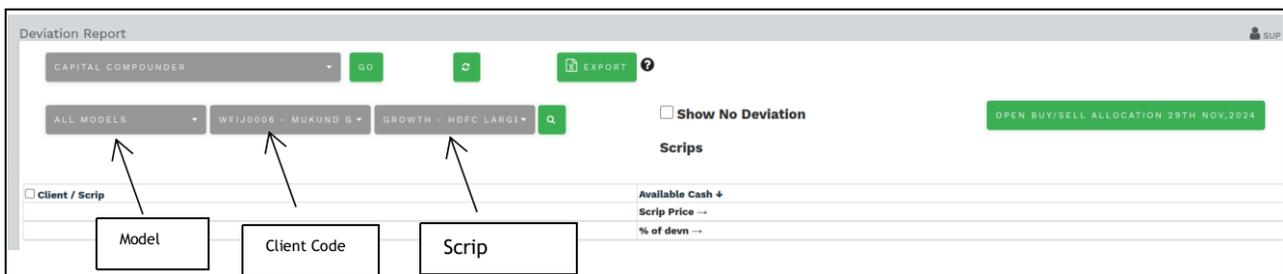
3. **Identifying Deviations:**

- If the client's holding in a scrip is less than the model allocation (e.g., the model weight is 10%, but the client holds 6%), the system calculates the shortage (4%) and marks it for **Buy Allocation**.

## Deviation Report

The dropdown options available in the [Deviation Report](#) are as follows:

- 1. Client:**  
Allows you to select the client for whom you want to generate the deviation report. Example: **Ajay Sharma ABC123**.
- 2. Strategy:**  
Enables you to choose the investment strategy applied to the client's portfolio.  
Example options:
  - Growth Strategy
  - Conservative Strategy
  - Balanced Strategy
- 3. Model:**  
Refers to the predefined allocation models set for various investment plans.  
Example options:
  - Model 60-40 (60% Equity, 40% Debt)
  - Model Aggressive
  - Model Conservative
- 4. Scrip:**  
A dropdown listing all available investment instruments or securities in the portfolio.  
Example options:
  - Growth - HDFC Large Cap Fund
  - Sovereign Gold Bonds
  - ICICI Prudential Bluechip Fund



**Once you have selected the Strategy, Client, Model, and Scrip, you will be able to view the following details:**

Deviation Report

CAPITAL COMPOUNDER   ?

ALL MODELS WFIJ0006 - MUKUND G GROWTH - 60 ONE FOC   Show No Deviation

Scripts

| Client / Scrip     | Available Cash ↕ | GROWTH - 60 ONE... | GROWTH - HDFC L... | GROWTH - MIRAE ... | GROWTH - UTI NL... |
|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| Ajay Sharma ABC123 |                  | ₹ 150.6            | ₹ 361.62           | ₹ 39.48            | ₹ 25.86            |
|                    |                  | % of devn → 100    | 100                | 100                | 100                |
|                    | ₹ 8,23,708.69    |                    | 10.61 - 1.61 = -9  | 4.48 - 10 = 5.52   | 6.86 - 7 = 0.14    |

### Table Columns Explanation:

1. **Client/Scrip:** Displays the client's name and their holdings in various scrips. In this case, the client is **Ajay Sharma ABC123**.
2. **Available Cash:** Indicates the total cash available with the client for trading or investment.
3. **Scrip Price (₹):** Displays the current price of the selected scrip in Indian Rupee.
4. **% of Devn:** Shows the percentage deviation in investment allocation as per the model strategy.

### Sample Data Explanation:

Here's how to interpret the provided data:

- **Ajay Sharma ABC123's Available Cash:** ₹8,23,708.69. This indicates the total cash available for use.
- **Scrip Details:**
  - For each scrip, we compare the allocation of units (or amounts) across different models and strategies.
  - The deviation calculations follow the format:  
**Actual Allocation - Target Allocation = Deviation.**

### Example Rows:

1. **Scrip: GROWTH - 60 ONE**  
Deviation:  $10.61 - 1.61 = -9.00$   
This indicates an under-allocation of ₹9 in this scrip.
2. **Scrip: GROWTH - HDFC L**  
Deviation:  $4.48 - 10 = 5.52$   
This indicates an over-allocation of ₹5.52 in this scrip.
3. **Scrip: SOVEREIGN GOLD**  
Deviation:  $1.32 - 3.75 = 2.43$   
This indicates an over-allocation of ₹2.43 in this scrip.

### Additional Notes:

1. The table provides a summary of deviations between **actual holdings** and the **target allocations** across all selected strategies and models.
2. Negative values indicate under-allocation, while positive values indicate over-allocation.

3. These deviations help in rebalancing the portfolio to align with the target model.

|                  |   |   |  |   |
|------------------|---|---|--|---|
| Available Cash ↓ | <input type="checkbox"/> GROWTH - 60 ONE... | <input type="checkbox"/> GROWTH - HDFC L...           | <input type="checkbox"/> GROWTH - MIRAE ...          | <input type="checkbox"/> GROWTH - UTI NI...         |
| Scrip Price →    | ₹150.6                                      | ₹361.62   | ₹39.48   | ₹25.86  |
| % of devn →      | 100   | 100   | 100  | 100   |
| ₹ 8,23,708.69    | -   | <input checked="" type="checkbox"/> 10.61 - 1.61 = -9 | <input checked="" type="checkbox"/> 4.48 - 10 = 5.52 | <input checked="" type="checkbox"/> 6.86 - 7 = 0.14 |

### Show Deviation

- After clicking the [Show Deviation](#) button, you will be taken to a screen where you can further analyze the deviation and place orders. Here are the key fields displayed

The screenshot shows a table with the following data:

| Client / Scrip      | Available Cash ↓ | <input type="checkbox"/> GROWTH - 60 ONE... | <input type="checkbox"/> GROWTH - HDFC L...           | <input type="checkbox"/> GROWTH - MIRAE ...          | <input type="checkbox"/> GROWTH - UTI NI...         | <input type="checkbox"/> GROWTH - UTI NI... | <input type="checkbox"/> GRO  |
|---------------------|------------------|---|---|--|---|---|-------------------------------|
| Ajay Sharma ABC 123 | ₹150.6           | ₹361.62                                     | ₹39.48  | ₹25.86   | ₹27.75  | ₹11.69                                      |                               |
|                     | ₹ 8,23,708.69    | -   | <input checked="" type="checkbox"/> 10.61 - 1.61 = -9 | <input checked="" type="checkbox"/> 4.48 - 10 = 5.52 | <input checked="" type="checkbox"/> 6.86 - 7 = 0.14 | <input type="checkbox"/> 3.49 - 12 = 8.51   | <input type="checkbox"/> 8.19 |

A green button labeled "SHOW DEVIATIONS" is located at the bottom right of the table area. A callout box with the text "Show Deviation button" and an arrow points to this button.

Once you click the ["Show Deviation"](#) button, the following fields will be displayed for each scrip that needs to be bought or sold based on deviation

## 1. Client Information

- **Client Code:** Unique identifier for each client.
- **Client Name:** The name of the client.
- **Account Type:** Type of account (e.g., individual, joint, institutional).

## 2. Market Information

- **Scrip Name:** The name of the security or asset.
- **Market Price:** The current market price of the scrip.
- **Order Type (Buy/Sell):** Indicates whether the scrip is to be bought or sold.

## 3. Scrip Allocation Details

- **Current Quantity:** The quantity of the scrip currently held by the client.
- **Target Weight:** The target weight (as a percentage) for the scrip in the portfolio.
- **Deviation Weight:** The deviation from the target weight.
- **Current Weight:** The current weight of the scrip in the portfolio.
- **Suggested Buy/Sell:** The recommendation to either buy or sell the scrip to bring the portfolio in alignment with the target allocation.
- **Our Buy/Sell:** Indicates whether the system has suggested buying or selling based on the deviation.

## 4. Financial Information

- **Unit Cost:** The cost per unit of the scrip.
- **Available Cash Percentage:** The percentage of available cash in the portfolio.
- **Available Cash:** The total cash available in the portfolio for the transaction.
- **Current Market Value:** The total market value of the scrip in the portfolio.
- **Net Amount:** The total amount for the buy/sell transaction.

## 5. Deviation Details

- **Deviation Weight:** The percentage deviation of the scrip from the target weight.
- **Minimum Deviation Weight:** The minimum acceptable deviation weight for the scrip.
- **Maximum Deviation Weight:** The maximum acceptable deviation weight for the scrip.

## 6. Suggested Action

- **Suggested Buy/Sell:** The action suggested by the system to bring the portfolio in line with the target allocation (Buy or Sell).
- **Deployable Cash:** The available cash that can be used to perform the buy or sell transaction.

## 7. Transaction Summary

- **Current Weight:** The current weight of the scrip in the portfolio.
- **Total Amount for Buy/Sell:** The total amount required for the buy/sell transaction.
- **Remaining Cash After Transaction:** The remaining available cash after the transaction is completed.

| ClientCode_ClientName                | Market Price | Order Type | Current Quantity | Script Name                                  | Target Weight | Deviation Weight | Our Buy/Sell | Unit Cost | Available Cash Perc | Available Cash | Current Market Value | Current Weight | Suggested Buy/Sell | Net Amount   | Deployable Cash  |  |
|--------------------------------------|--------------|------------|------------------|--|---------------|------------------|--------------|-----------|---------------------|----------------|----------------------|----------------|--------------------|--------------|--|--|
| Client Name<br>Ajay Sharma<br>ABC123 | 150.6        | Buy        | 327638.1         | GROWTH - 60 ONE FOCUSED EQUITY FUND-DIREC    | 14.89         | 119              | 763.6122     | 41.8      | 212                 | 2773.326       | 179.371              | 13.7           | 763.6122           | 135,000      | 0  |  |
|                                      | 39.475       | Sell       | 337046.1         | GROWTH - MIRAE ASSET MIDCAP FUND- DIRECT C   | 10            | 0.16             | 5294.35      | 27.5      | 212                 | 2773.326       | 133.05               | 10.16          | 5,294.356          | 2,08,999.99  | 0  |  |
|                                      | 25.862       | Buy        | 89121.78         | GROWTH - UTI NIFTY 200 MOMENTUM 30 INDEX F   | 7             | 5.24             | 19680.71     | 15.6      | 212                 | 2773.326       | 23,04.8              | 1.76           | 19,680.777         | 5,09,000     | 0  |  |
|                                      | 277502       | Buy        | 253939.1         | GROWTH - UTI NIFTY NEXT 50 INDEX FUND - DIRE | 12            | 6.62             | 23170.82     | 21.51     | 212                 | 2773.326       | 70,46.9              | 5.38           | 23,170.837         | 6,43,000     | 0  |  |
|                                      | 67.5         | Buy        | 12176            | GROWTH - ADITYA BIRLA SUN LIFE GOLD ETF      | 1.88          | 1.25             | 1792.592     | 53.3      | 212                 | 2773.326       | 8,21,881             | 0.63           | 1,792.5925         | 1,21,000     | 0  |  |
|                                      | 65.77        | Buy        | 33717            | GROWTH - SBI GOLD ETF                        | 1.88          | 0.19             | 273.6818     | 51.8      | 212                 | 2773.326       | 22,17.56             | 1.69           | 273.6810           | 18,000       | 0  |  |
|                                      | 278.49       | Sell       | 111730.01        | ICICI PRUDENTIAL NIFTY 50 ETF                | 22            | 1.77             | 8319         | 226       | 212                 | 2773.326       | 31,155.6             | 23.77          | 8,319              | 2,16,758.31  | 0  |  |
|                                      | 226.69       | Buy        | 2285             | NIPPON INDIA ETF NIFTY MIDCAP 150            | 4             | 3.6              | 1544         | 216.1     | 212                 | 2773.326       | 5,17,266             | 0.4            | 1,544              | 3,50,009.36  | 0  |  |
|                                      | 8353.12      | Buy        | 405              | SOVEREIGN GOLD BOND SCHEME 2023-24 - SERII   | 3.75          | 1.17             | 13           | 6.36      | 212                 | 2773.326       | 33,83.0              | 2.58           | 13                 | 1,08,591.69  | 0  |  |
|                                      | 112.49       | Buy        | 0                | BHARAT HIGHWAYS INVIT                        | 1.5           | 1.5              | 1297         | 109       | 212                 | 2773.326       | 0                    | 0              | 1,297              | 1,45,899.53  | 0  |  |
|                                      | 292.97       | Buy        | 5678             | BROOKFIELD INDIA REIT                        | 1.88          | 0.01             | 202          | 238       | 212                 | 2773.326       | 16,63.41             | 1.27           | 202                | 59,779.94    | 0  |  |
|                                      | 390.02       | Buy        | 8273             | EMBASSY OFFICE PARKS REIT                    | 3.75          | 1.28             | 319          | 295       | 212                 | 2773.326       | 32,26.6              | 2.47           | 319                | 1,24,416.38  | 0  |  |
|                                      | 147.06       | Sell       | 56076.01         | INDIA GRID TRUST                             | 3.5           | 2.8              | 24921        | 135.1     | 212                 | 2773.326       | 82,46.5              | 6.3            | 24,921             | 36,64,882.26 | 0  |  |
|                                      | 366.49       | Buy        | 3658             | MINDSPACE BUSINESS PARKS REIT                | 1.88          | 0.86             | 228          | 303       | 212                 | 2773.326       | 13,40.6              | 1.02           | 228                | 83,559.72    | 0  |  |
|                                      | 117738       | Buy        | 0                | ICICI PRU NIFTY 50 ETF                       | 5             | 6                | 41977734     | 11.56     | 212                 | 2773.326       | 0                    | 0              | 41,977,741         | 4,96,000     | 0  |  |
|                                      | Total        |            |                  | 12,41,741                                    |               |                  |              | 129096    |                     |                |                      |                |                    | 1,29,096.5   | Required For Buy :<br>27,62,656.52<br>Generated After Sell :<br>61,90,640.56 |  |

## Slider Adjustment Process for

The Deviation Report allows management of portfolio deviations. Below is the adjustment process tailored for Client Ajay Sharma 123.

### Steps for Deviation Adjustments

- Select the Order Type:
  - Choose between Buy or Sell orders for portfolio rebalancing.
- Set % of Allocation:
  - Specify the percentage of allocation for transactions.
  - Default is set to 100%, but adjustments can be made as required.
- Select Scrips:
  - Choose relevant scrips for deviation analysis. Examples:
    - GROWTH - ONE FOCUSED EQUITY FUND-DIRECT PLAN-GROWTH
    - ICICI PRUDENTIAL NIFTY 50 ETF
    - INDIA GRID TRUST
- Select Client:
  - For this report, the client is: Ajay Sharma 123.
- Adjust the Slider for Deviation Weights:
  - Minimum Deviation Weight:
    - Represents the minimum threshold for deviations triggering buy/sell recommendations.
  - Maximum Deviation Weight:
    - Represents the upper limit for acceptable deviations.
- Search for Adjustments:

- After configuring sliders and selecting relevant options, the system will generate a Deviation Report

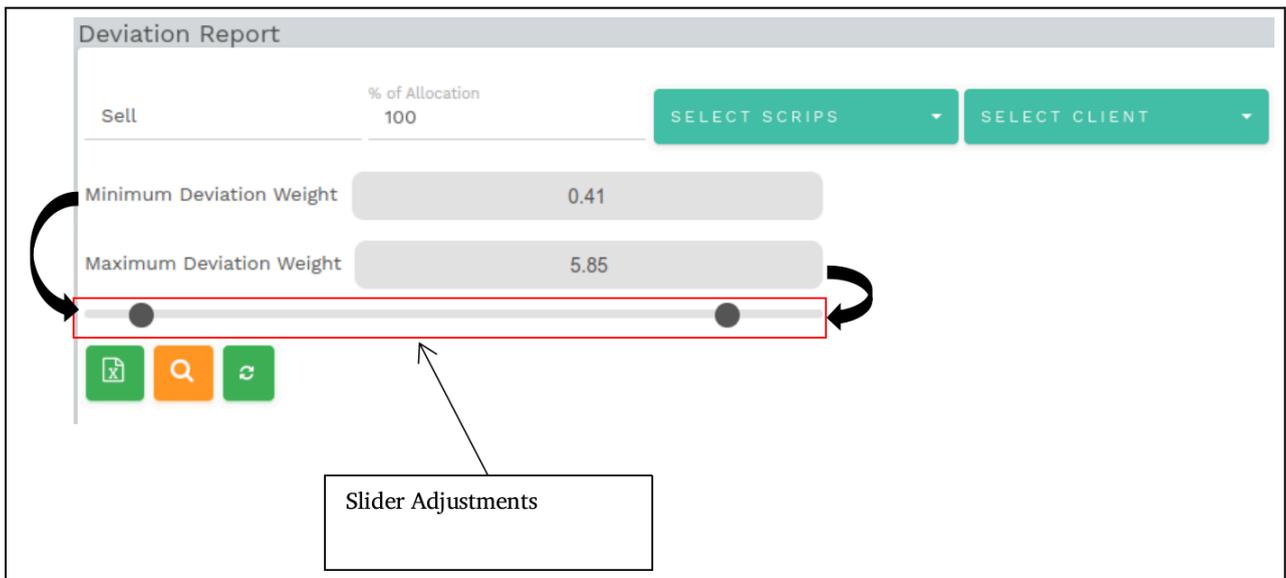
## Impact of Slider Adjustments

### Minimum Deviation Weight

- Avoids insignificant deviations that could result in redundant transactions.

### Maximum Deviation Weight

- Focuses on substantial deviations, ensuring effective portfolio alignment.



**After selecting the filters and choosing the Select Order Type option, scrolling through the client list provides the following report details**

### Key Details

**Client Code/Name:**  
**ABC123\_Ajay Sharma**

### Transaction Details

ICICI PRUDENTIAL NIFTY 50 ETF

- Market Price: ₹278.49
- Order Type: Sell
- Current Quantity: 111,730
- Target Weight: 22
- Deviation Weight: 1.77
- Suggested Sell Quantity: 8,319

- **Unit Cost: ₹226.25**
- **Current Market Value: ₹3,11,15,687.7**
- **Net Amount Generated: ₹23,16,758.31**

## INDIA GRID TRUST

- Market Price: ₹147.06
- Order Type: Sell
- Current Quantity: 56,076
- Target Weight: 3.5
- Deviation Weight: 2.80
- Suggested Sell Quantity: 24,921
- Unit Cost: ₹135.01
- Current Market Value: ₹82,46,536.56
- Net Amount Generated: ₹36,64,882.26

## Summary

- Total Quantity Sold: 33,240
- Cash Generated After Sell: ₹59,81,640.57
- Required for Buy: ₹0

For client **ABC123\_Ajay Sharma**, the system suggests selling scrips based on the target and deviation weights:

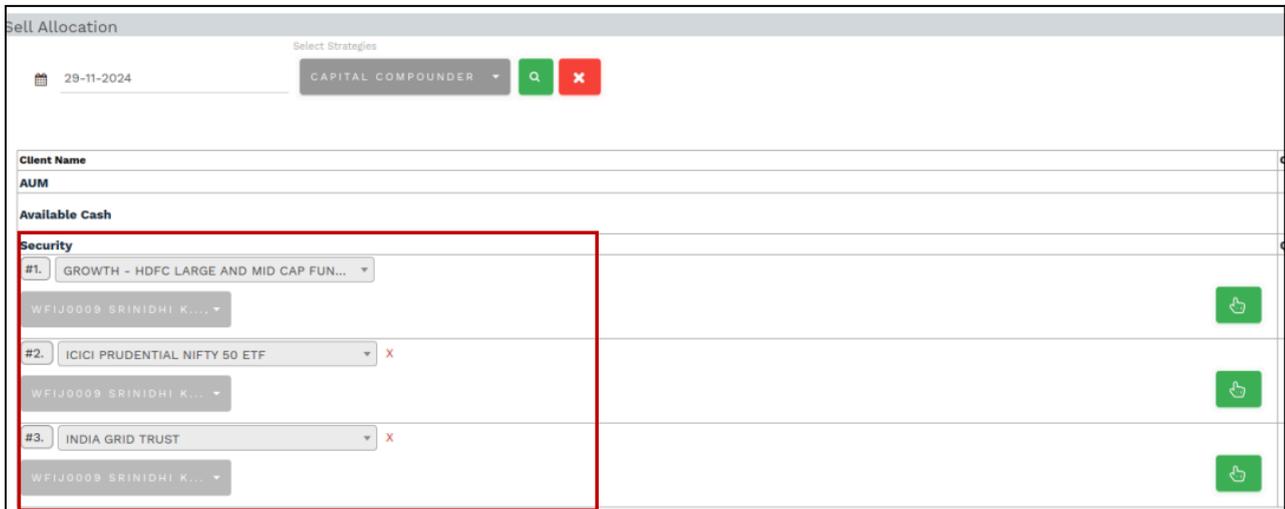
- **ICICI PRUDENTIAL NIFTY 50 ETF: Sell 8,319 units** to align with the target weight of **22**.
- **INDIA GRID TRUST: Sell 24,921 units** to match the target weight of **3.5**.

**Total Quantity Sold: 33,240 units**

**Cash Generated: ₹59,81,640.57**

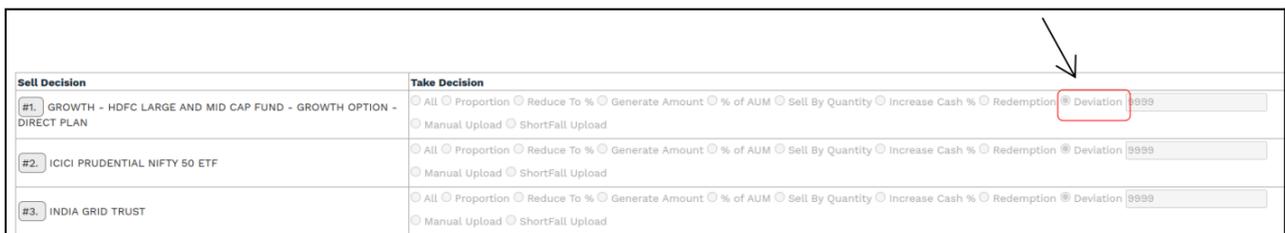
| Deviation Report  |              |                 |                  |                               |               |                  |              |               |                     |                |                      |                |                    |   |             |
|---|--------------|-----------------|------------------|-------------------------------|---------------|------------------|--------------|---------------|---------------------|----------------|----------------------|----------------|--------------------|---|-------------|
| Sell  |              | % of Allocation |                  | 100                           |               | SELECT SCRIPS    |              | SELECT CLIENT |                     |                |                      |                |                    |   |             |
| Minimum Deviation Weight  |              | 1.45            |                  |                               |               |                  |              |               |                     |                |                      |                |                    |   |             |
| Maximum Deviation Weight  |              | 6.62            |                  |                               |               |                  |              |               |                     |                |                      |                |                    |   |             |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <span>📄 🔍 🗑️</span> </div>  |              |                 |                  |                               |               |                  |              |               |                     |                |                      |                |                    |   |             |
| ClientCode_ClientName   | Market Price | Order Type      | Current Quantity | Scrip Name                    | Target Weight | Deviation Weight | Our Buy/Sell | Unit Cost     | Available Cash Perc | Available Cash | Current Market Value | Current Weight | Suggested Buy/Sell | Net Amount  | Deploy Cash |
| Ajay Sharma<br>ABC123   | 278.49       | Sell            | 111730.01        | ICICI PRUDENTIAL NIFTY 50 ETF | 22            | 1.77             | 8319         | 226.          | 2.12                | 27,73,326      | 3,11,15,6            | 23.77          | 8,319              | 23,16,758.31  |             |
|   | 147.06       | Sell            | 56076.01         | INDIA GRID TRUST              | 3.5           | 2.8              | 24921        | 135.01        | 2.12                | 27,73,326      | 82,46,5              | 6.3            | 24,921             | 36,64,882.26  |             |
|   |              |                 | 1,67,806         |                               |               |                  |              | 33240         |                     |                |                      |                | 33,240             | Required For Buy :<br>0<br>Generated After Sell :<br>59,81,640.57 |             |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <span>🔴 1</span> <span>🟢 Buy 🟡 Sell 🟦 Buy trade with quantity adjustment due to availability of cash.</span> </div> |              |                 |                  |                               |               |                  |              |               |                     |                |                      |                |                    |   |             |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <span>🔴 CLOSE</span> <span>🟢 SAVE</span> </div>   |              |                 |                  |                               |               |                  |              |               |                     |                |                      |                |                    |   |             |

Once you click the **Save** button, it will directly take you to the **Sell Allocation** page, where all the trades will be reflected in the sell allocation section. In this section, you can see the scrip-wise sell allocation for the selected client.



Once you will be directed to the **Sell Allocation** page, which displays the scrip-wise sell allocations for the selected client. Below this, the system navigates to the **Sell Decision** page, where the sell decisions for each scrip are displayed.

The **Deviation** option is selected by default, as the sell decision is based on the deviations calculated earlier in the **Deviation Report**. This ensures consistency with the adjustments made during the deviation analysis.



Below the Sell Decision section, the UI displays the shares to be sold for each scrip under the client **Capital Compounder**, with details including approximate prices, manually rounded shares, and net amounts for each scrip

1. **Client Name:**

The name of the client for whom the sell decisions are being processed. For example, *Capital Compounder*.

2. **Shares to be Sold:**

Indicates the total quantity of shares to be sold for each scrip, based on the calculations derived from the deviation analysis and sell decision.

### 3. Scrip Name:

The name of the financial instrument or mutual fund for which the sell transaction is planned, such as:

- *GROWTH - HDFC LARGE AND MID CAP FUND - GROWTH OPTION - DIRECT PLAN*
- *ICICI PRUDENTIAL NIFTY 50 ETF*
- *INDIA GRID TRUST*

### 4. Approx Price:

The current market price of each scrip, provided as an approximate value for reference during the sell allocation.

### 5. Rounded Shares (Manually):

The number of shares to be sold, rounded manually to align with the sell decision criteria or operational constraints.

### 6. Net Amount:

The total value generated from selling the specified quantity of shares for each scrip, calculated as the product of the approximate price and the rounded shares, displayed in brackets to indicate an outgoing amount.

| Client Name   | Strategy Name | Capital Compounder            |
|---|---------------|-------------------------------|
| Shares to be sold   |               | Totals                        |
| #1. GROWTH - HDFC LARGE AND MID CAP FUND - GROWTH OPTION - DIRECT PLAN - Approx Price 361.62199999919 |               | 19,036.45<br>0.92             |
| Rounded Shares (Manually) As is   |               | 19,036.4524<br>(68,83,999.98) |
| #2. ICICI PRUDENTIAL NIFTY 50 ETF - Approx Price 278.49   |               | 8,319<br>8.41                 |
| Rounded Shares (Manually) 1   |               | 8,319<br>(23,16,758.31)       |
| #3. INDIA GRID TRUST - Approx Price 147.06  |               | 24,921<br>5.92                |
| Rounded Shares (Manually) 1   |               | 24,921<br>(36,64,882.26)      |

Below the detailed sell allocation, you will find the **Security**, **Trade Reasoning**, and **Trade Method** fields for each scrip. Here's how this section is structured:

### 1. Security:

The name of the scrip for which the trade is being analyzed, such as:

- *GROWTH - HDFC LARGE AND MID CAP FUND - GROWTH OPTION - DIRECT PLAN*
- *ICICI PRUDENTIAL NIFTY 50 ETF*
- *INDIA GRID TRUST*

### 2. Trade Reasoning:

Displays the rationale behind the trade, which is typically based on the *Deviation* calculated in the earlier steps.

### 3. Trade Method:

Indicates the approach or strategy for executing the trade. In this context, the method is repeated as *Deviation* since the trade decisions are driven by deviation analysis.

After reviewing these details, you can select the appropriate decision for each scrip based on the provided reasoning. If the deviation aligns with your analysis, click on the **Go to Summary** button to proceed to the summary page for final verification and submission.

This ensures that all trades are thoroughly reviewed and justified before execution.

| Security  | Trade Reasoning        | Trade Method                     |
|---|------------------------|----------------------------------|
| #1 GROWTH - HDFC LARGE AND MID CAP FUND - GROWTH OPTION - DIRECT PLAN | deviation<br>deviation | allocation allocation allocation |
| #2 ICICI PRUDENTIAL NIFTY 50 ETF                                      | deviation<br>deviation | allocation allocation allocation |
| #3 INDIA GRID TRUST   | deviation<br>deviation | allocation allocation allocation |

[GO TO SUMMARY](#)

## Finalize Trades

After updating the trade details on the horizontal page:

### Go to Summary:

- a. Click on the **Go to Summary** button to proceed.

### Share with Broker:

- b. The trades will be sent to the broker for execution.

## Sharing Trade Details with Broker

After you click the **Go to Summary** button, follow these steps on the interface:

### 1. Broker Traded Securities:

- Review the securities listed and ensure they are accurate.

Sell Allocation

GO BACK TO SELL ALLOCATION FOR 29-11-2024

BROKER TRADED CUSTODY TRADED

| Securities                    | HDFC          | Price  | Pool A/c Weight Before | Pool A/c Weight After |
|-------------------------------|---------------|--------|------------------------|-----------------------|
| ICICI PRUDENTIAL NIFTY 50 ETF | 8,315         | 278.49 | 0%                     | 0%                    |
| INDIA GRID TRUST              | 24,921        | 147.06 | 0%                     | 0%                    |
| <b>Total</b>                  | <b>33,240</b> |        |                        |                       |

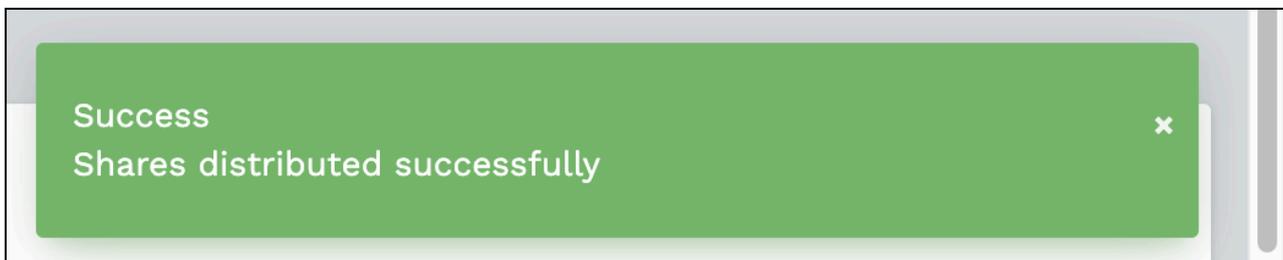
Broker Distribution

| Broker Name | Date       | Strategy Name      | Client Code | Client Name | Buy/Sell | Trade Method                     | Scrip Name               | Scrip ISIN   |
|-------------|------------|--------------------|-------------|-------------|----------|----------------------------------|--------------------------|--------------|
| Phillip     | 29/11/2024 | Capital Compounder |             | WATER FIELD | Sell     | allocation allocation allocation | ICICI PRUDENTIAL NIFTY E | INF109K012R6 |
| Phillip     | 29/11/2024 | Capital Compounder |             | WATER FIELD | Sell     | allocation allocation allocation | INDIA GRID TRUST         | INE219X23014 |

### Select Share Percentage:

- Enter the percentage of allocation you want to share. For example, **100%**.

### Click Save:



# Contract Note

## Upload Contract Note

**Contract Note** is an excel file send by a broker that details the transactions carried out on behalf of a client. It contains information about the trades, including the trade date, settlement date, scrip details, quantities, net rates, brokerage, STT, and net settlement value. In the system, the **Upload Contract Note** module is used to upload, validate, and process these notes to generate structured output files, which can be shared with Fund Accounting (FA) and Custodians for record-keeping and compliance.

Validation ensures accuracy by checking trade dates, ISINs, quantities, rates, and mappings with strategies and allocations. Only validated contract notes can have their output files generated and sent to FAs or Custodians.

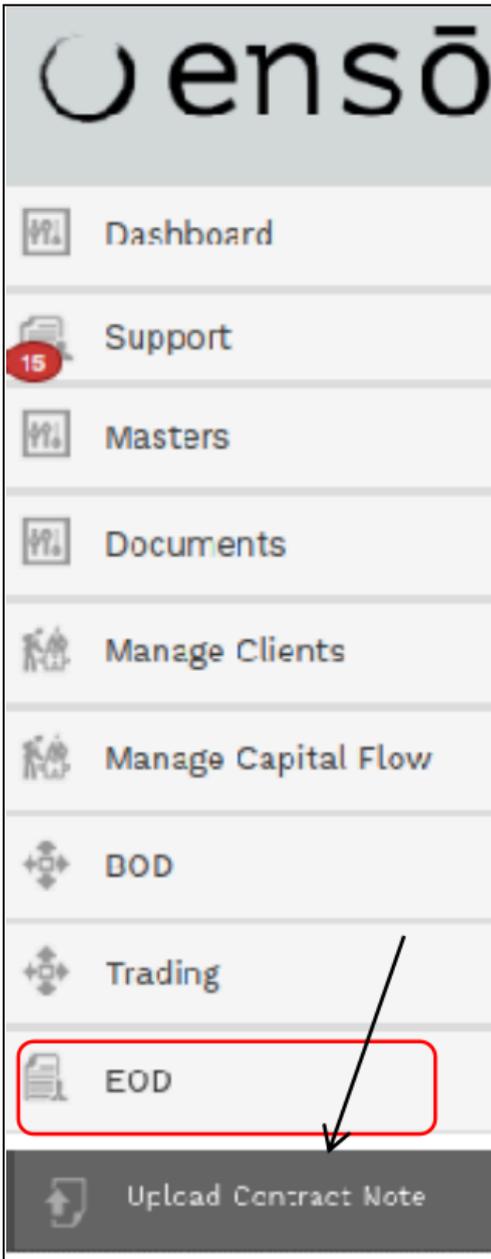
### What are valid formats for uploading the Contract Note?

The valid formats for uploading a Contract Note are **.csv** and **.xls**. These file formats are typically shared by brokers and contain detailed transaction data, including trade information, settlement details, and other key parameters required for validation and processing in the system.

### How do I access the Upload Contract Note in the EOD Module?

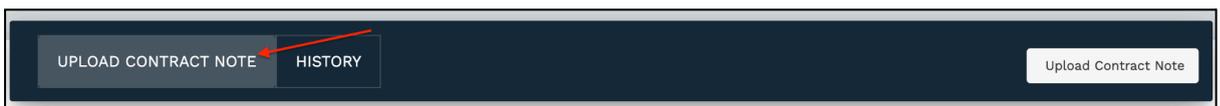
To access the **Upload Contract Note** in the EOD Module:

1. Log in to the Enso system using your credentials.
2. Go to the **left-side navigation menu**.
3. Expand the **EOD module** by clicking on it.
4. Select the **Upload Contract Note** submodule.
5. You will be directed to the **Upload Contract Note** interface.

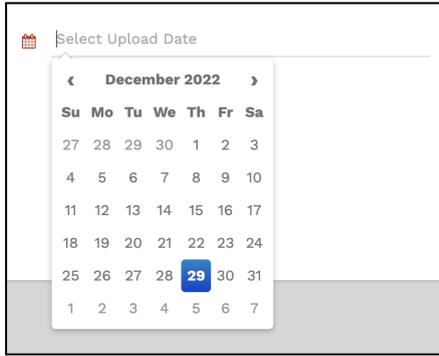


### How do I upload a Contract Note?

1. Go to the 'Upload Contract Note' module
2. Make sure you are on 'Upload Contract Note' tab



3. Select Upload Date from the date picker



4. Choose the Residential status of the client
5. Select the broker for which this contract note is to be uploaded
6. Choose the file you want to upload
7. Click on the Upload button

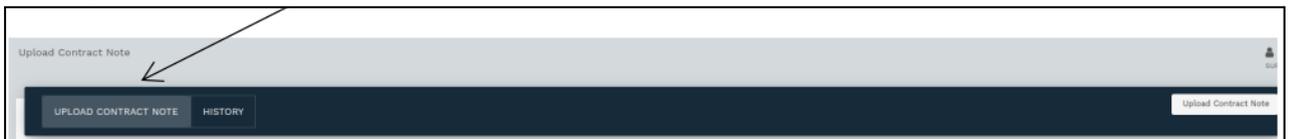


**Note:** You can only upload one single contract note for a given resident type and a given broker on a given date. If you try to upload multiple Contract Notes for the same broker on the same date, you will get an error message stating "Contract Note for this date, resident/non-resident & broker already exists."

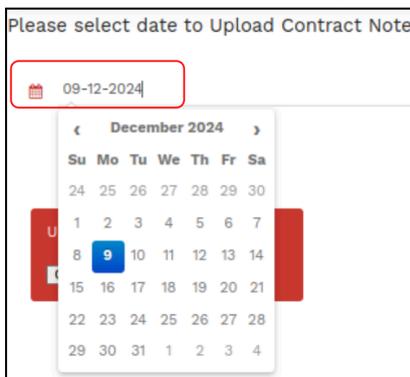
### How do I upload a Contract Note?

To upload a Contract Note, follow these steps:

1. Navigate to the **Upload Contract Note** module.
2. Ensure you are on the **Upload Contract Note** tab.

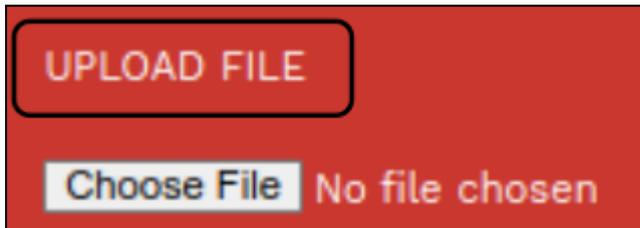


3. Select the **Upload Date** using the date picker.



4. Choose the **Residential Status** of the client (Resident/Non-Resident).
5. Select the **Broker** for which the Contract Note is to be uploaded.

6. Click on the **Choose File** button and select the file you want to upload.



7. Click on the **Upload** button to upload the Contract Note.

**Note:**

You can only upload one Contract Note for a given **resident type, broker, and date**.

If you attempt to upload multiple Contract Notes for the same broker, resident type, and date, you will receive an error message:

*“Contract Note for this date, resident/non-resident & broker already exists.”*

**How is the uploaded Contract Note gets validated?**

After uploading the Contract Note, the system performs automatic validation based on the following parameters:

1. **Trade Date:**
  - Checks for a valid date format.
  - Ensures the Trade Date matches the Allocation Date.
2. **Settlement Date:**
  - Verifies the date format is valid.
  - Confirms the date falls within the T+2 period.
3. **Scrip ISIN:**
  - Validates the 12-digit alphanumeric ISIN from the **Manage Scrips** module.
4. **Scrip Name (Optional):**
  - Cross-checked with the **Manage Scrips** module for validity.
5. **Quantity (as per Allocation):**
  - Ensures the quantity in the Contract Note matches the **Buy/Sell Allocation**.
  - Quantity in the Contract Note must not exceed the allocated quantity.
6. **Net Rate:**
  - Calculated after adjusting brokerage from the Gross/Market Rate based on transaction type:
    - **Net Rate = Gross/Market Rate + Brokerage** for Buy/Sell transactions.
7. **Gross/Market Rate:**
  - Verifies the market value of the security.
  - Adjusts for Brokerage and STT based on Buy/Sell transactions.
8. **Brokerage Rate:**
  - Confirms the rate at which brokerage is charged per unit of the security.
9. **Brokerage Amount:**
  - Validates total brokerage amount using the formula:  
**Brokerage Amount = Brokerage Rate × Quantity**
10. **STT Amount (Securities Transaction Tax):**
  - STT is applied at 0.01% of the Net Rate for equity shares.
  - Calculation:  
**STT Amount = Net Rate × Quantity × 0.01%**
11. **Net Settlement Value:**

- Adjusts Buy/Sell transactions for the day and calculates:
  - **Net Buy Value:**  
**Gross/Market Rate × Quantity + Brokerage Amount + STT Amount**
  - **Net Sell Value:**  
**Gross/Market Rate × Quantity - Brokerage Amount - STT Amount**
  - **Net Settlement Value:** Sum of Net Buy Value and Net Sell Value.

**12. Mapin:**

- Validated from the **Manage Strategies** module.

**13. Stamp Duty:**

- Verified based on the input provided in the Contract Note.

**What if I get the error "Contract Note for this date, resident/non-resident & broker already exists"?**

The error occurs because the system allows uploading only one Contract Note for a specific resident type and broker on a given date.

If you need to modify or replace the existing Contract Note, follow these steps:

**1. Delete the Existing Contract Note:**

- Navigate to the **Contract Note** section.
- Search for the Contract Note based on the date and broker.
- Select the Contract Note and click **Delete** to remove it.

**2. Upload a New Contract Note:**

- Go to the **Upload Contract Note** module.
- Follow the standard steps for uploading a Contract Note, including selecting the date, resident type, broker, and file to be uploaded.
- Click **Upload** to save the new Contract Note.

**How do I view previously uploaded Contract Notes?**

1. Go to the **'Upload Contract Note'** module.
2. Click on the **'History'** tab.

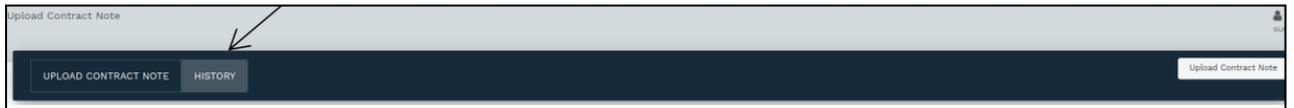


You should see a list of all contract notes

| No. | Date       | Contract Note | Output File                          | Status | Action |
|-----|------------|---------------|--------------------------------------|--------|--------|
| 1.  | 02-12-2024 | View Note     |                                      |        |        |
| 2.  | 28-10-2024 | View Note     |                                      |        |        |
| 3.  | 27-01-2024 | View Note     | There are no output files generated. |        |        |
| 4.  | 28-10-2024 | View Note     | There are no output files generated. |        |        |
| 5.  | 08-10-2024 | View Note     |                                      |        |        |
| 6.  | 01-10-2024 | View Note     |                                      |        |        |
| 7.  | 30-09-2024 | View Note     | There are no output files generated. |        |        |
| 8.  | 14-09-2024 | View Note     |                                      |        |        |
| 9.  | 10-09-2024 | View Note     |                                      |        |        |
| 10. | 19-07-2024 | View Note     |                                      |        |        |

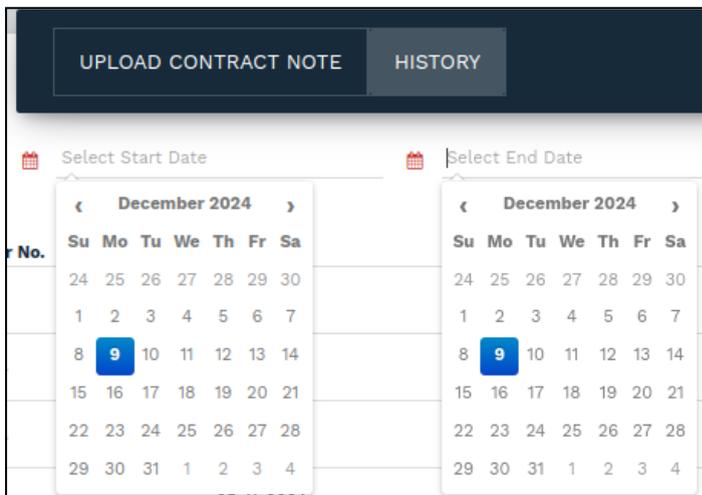
### How do I search for all Contract Notes between a specific date range?

1. Go to the **'Upload Contract Note'** module.
2. Click on the **'History'** tab.



You will see a list of all contract notes.

3. Click on **'Select Start Date'** and choose the starting date for the range.
4. Click on **'Select End Date'** and choose the end date for the range.



5. Finally, click on the **'Search'** button to view the contract notes within the specified date range.



### How do I download User uploaded Contract Note?

1. Go to the **'Upload Contract Note'** module.
2. Scroll through the **previously uploaded contract notes** or search using the date range to find the contract note you're looking for.
3. Click on the **'Download'** button under the **'User uploaded CNote'** column corresponding to the Contract Note you wish to download.

| Sr No. | Date       | Contract Note   | Output File | Delete | Action |
|--------|------------|-----------------|-------------|--------|--------|
| 1.     | 02-12-2024 | <b>DOWNLOAD</b> |             |        |        |

4. Your download should begin automatically.

### How do I download Consolidated Contract Note?

1. Go to the ['Upload Contract Note'](#) module
2. Go to the previously [uploaded](#) contract note section and scroll for the Contract Note you are looking for or [search via date range](#).
3. Click on the 'Download' button under the 'Consolidated CNote' column corresponding to the Contract Note you wish to download.

| Sr No. | Date       | User uploaded CNote | Consolidated CNote | Splitted CNote | Output File                          | Delete | Action |
|--------|------------|---------------------|--------------------|----------------|--------------------------------------|--------|--------|
| 1.     | 02-12-2022 | <b>DOWNLOAD</b>     |                    |                | There are no output files generated. |        |        |
| 2.     | 29-11-2022 | <b>DOWNLOAD</b>     |                    |                |                                      |        |        |

4. Your download should begin automatically.

### What is Splitted Contract Note?

### How do I download Splitted Contract Note?

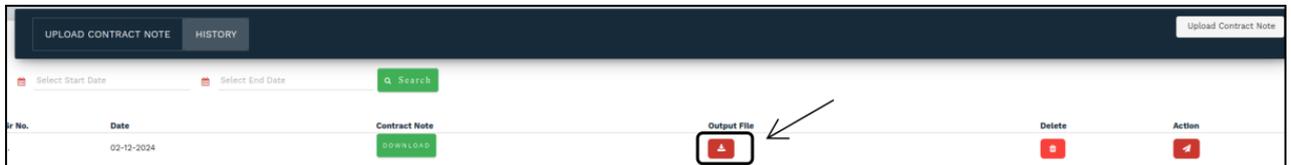
1. Go to the ['Upload Contract Note'](#) module
2. Go to the previously [uploaded](#) contract note section and scroll for the Contract Note you are looking for or [search via date range](#).
3. Click on the 'Download' button under the 'Splitted CNote' column corresponding to the Contract Note you wish to download.

| Sr No. | Date       | User uploaded CNote | Consolidated CNote | Splitted CNote | Output File                          | Delete | Action |
|--------|------------|---------------------|--------------------|----------------|--------------------------------------|--------|--------|
| 1.     | 02-12-2022 | <b>DOWNLOAD</b>     |                    |                | There are no output files generated. |        |        |
| 2.     | 29-11-2022 | <b>DOWNLOAD</b>     |                    |                |                                      |        |        |

4. Your download should begin automatically.

## How do I download Output file?

1. Go to the **'Upload Contract Note'** module.
2. Scroll through the **previously uploaded contract notes** or search using the date range to find the contract note you're looking for.
3. Click on the **'Download'** button under the **'Output File'** column corresponding to the Contract Note you wish to download.



4. Your download should begin automatically.

## What If the Output File Column Displays **"There are no output files generated"**?

If this message appears, follow these steps to resolve the issue:

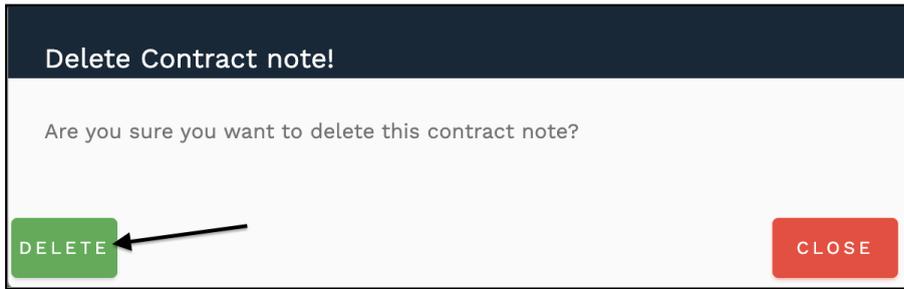
1. **Retry Generating the Output File:**  
Ensure the correct steps are followed and reattempt the process to generate the output file.
2. **Validate the Contract Note:**  
If an error occurs during validation:
  - Confirm that the trades in the contract note are **mapped to the appropriate strategy** in the **Manage Strategies** module.
  - Ensure the scrips in the trade items are **correctly allocated** in **Buy Allocation** or **Sell Allocation**.

## How do I delete a Contract Note entry?

1. Go to the ['Upload Contract Note'](#) module
2. Go to the previously [uploaded](#) contract note section and scroll for the Contract Note you are looking for or [search via date range](#).
3. Click on the Delete button under the 'Delete' column corresponding to the Contract Note you wish to delete.

| Sr No. | Date       | User uploaded CNote | Consolidated CNote | Splitted CNote | Output File                          | Delete | Action |
|--------|------------|---------------------|--------------------|----------------|--------------------------------------|--------|--------|
| 1.     | 02-12-2022 | DOWNLOAD            |                    |                | There are no output files generated. |        |        |
| 2.     | 29-11-2022 | DOWNLOAD            |                    |                |                                      |        |        |

4. A confirmation dialog will appear asking you to confirm your decision. Click on Delete.



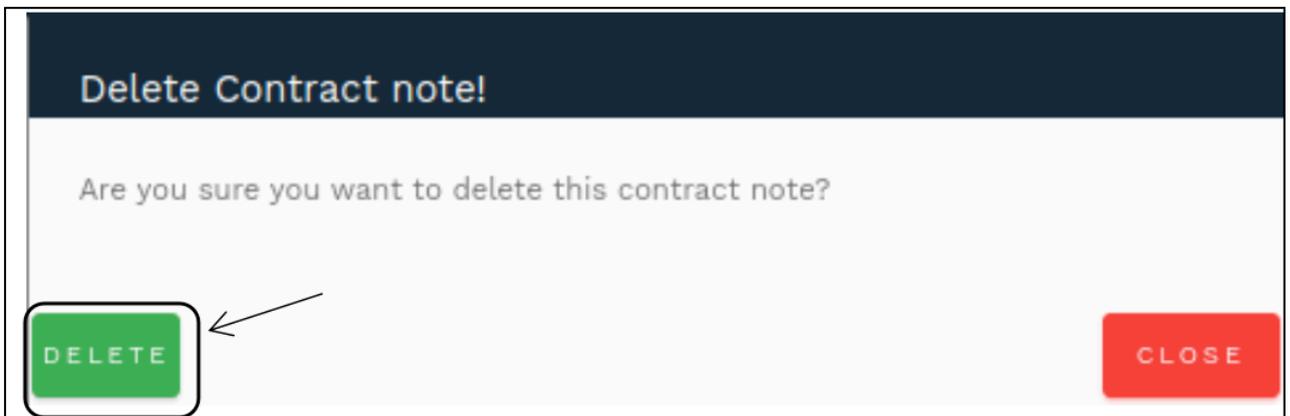
5. You will get a message stating that the Contract Note has been successfully deleted.

## How Do I Delete a Contract Note Entry?

1. **Navigate to the Upload Contract Note Module:**  
Open the **Upload Contract Note** module from the system menu.
2. **Locate the Contract Note:**
  - Scroll through the previously uploaded contract notes, or
  - Use the **date range search** to find the specific contract note.
3. **Delete the Contract Note:**
  - Click on the **'Delete'** button under the **Delete** column corresponding to the contract note you want to delete.

| Sr No. | Date       | Contract Note            | Output File | Delete | Action |
|--------|------------|--------------------------|-------------|--------|--------|
| 1      | 02-12-2024 | <a href="#">DOWNLOAD</a> |             |        |        |

4. **Confirm Deletion:**  
A confirmation dialog will appear. Click **'Delete'** to confirm.



5. **Deletion Confirmation:**  
A message will appear stating that the contract note has been successfully deleted.

## How Do I Email a Contract Note to FA and Custodian?

- 1. Navigate to the Upload Contract Note Module:**  
Open the **Upload Contract Note** module from the system menu.
- 2. Locate the Contract Note:**
  - Scroll through the list of previously uploaded contract notes, or
  - Use the **date range search** to find the specific contract note.
- 3. Send the Contract Note:**
  - Click on the **'Send'** button under the **Action** column corresponding to the contract note you wish to email.



|    |            |           |   |   |   |      |
|----|------------|-----------|---|---|---|------|
| 1. | 05-19-2024 | SEND FILE | ↓ | ⊞ | ⊞ | Send |
| 2. | 28-11-2024 | DOWNLOAD  | ↓ | ⊞ | ⊞ | Send |

- 4. Confirmation Message:**  
A success message will appear, stating that the contract note has been successfully sent to the FA and Custodian.

### Note:

**Only contract notes that have been successfully validated and have an output file generated can be sent to the FA and Custodian.**

## How Do I Generate the Output File?

- 1. Go to the 'Upload Contract Note' Module:**  
Open the **Upload Contract Note** module from the system menu.
- 2. Locate the Contract Note:**
  - Scroll through the previously uploaded contract notes, or
  - Use the **date range search** to find the specific contract note you are looking for.
- 3. Generate the Output File:**
  - Click on the **cog wheel green colour Button** labelled **'Generate Output Files'** under the **Action** column next to the contract note you wish to generate the output file for.



|    |            |          |   |   |   |                                      |
|----|------------|----------|---|---|---|--------------------------------------|
| 2. | 28-11-2024 | DOWNLOAD | ↓ | ⊞ | ⊞ | Generate Output Files                |
| 3. | 21-11-2024 | DOWNLOAD | ↓ | ⊞ | ⊞ | there are no output files generated. |

- 4. Validation Process:**  
The validation process will begin. You will receive a **success** or **failure** message once the process has been completed.

## How is the Output File Validated?

The output file is validated automatically. If it's not generated, follow these steps for validation. The output file validation checks the following parameters:

- 1. Validating Contract Note:**  
It will cross-check the upload validation steps to ensure the contract note is correct.
- 2. Date Validation:**  
Ensures the date format is correct as per the custodian header.
- 3. Strategy, Broker, Resident NRE-NRO wise MAPIN ID:**  
Verifies the MAPIN IDs for the correct strategy, broker, and resident NRE/NRO classifications.
- 4. Inactive Clients:**  
Clients with 'Inactive' status will be ignored in the validation process.
- 5. Fetching Data from Client Trial Balance (Upload MIS):**  
Retrieves relevant client data from the client trial balance in the Upload MIS.
- 6. Holding Client Data (Upload MIS):**  
Verifies the holding data of clients from the Upload MIS.
- 7. Buy/Sell Allocation Check:**  
Ensures that **Buy** and/or **Sell Allocation** is made for the trades.
- 8. Inactive Strategies Check:**  
If a strategy in Buy/Sell Allocation is marked as inactive, an error message is generated.
- 9. Internal Contract Generation:**  
An internal contract will be generated to validate the further processing of the output file.
- 10. Quantity Matching (Manage Strategies > Custody > Transaction Type):**  
The quantity in the contract note will be matched against the allocated quantity in the system.
  - The quantity can be **lesser or equal** to the allocated quantity, but **not more** than the allocated quantity.
- 11. Distributing the Total Quantity per Client:**  
After validating the quantity, it will be distributed to the respective clients.

Generate FA & Custody Files

Contract Note Validated Successfully!!!  
Actual Shares Calculated Successfully!!!  
Deal File Generated Successfully!!!  
Deal File Validated Successfully!!!  
Transactions were successfully added!!!

NOTE: - Please click on Close button & download the files for FA & Custody.

CLOSE

# Document Master

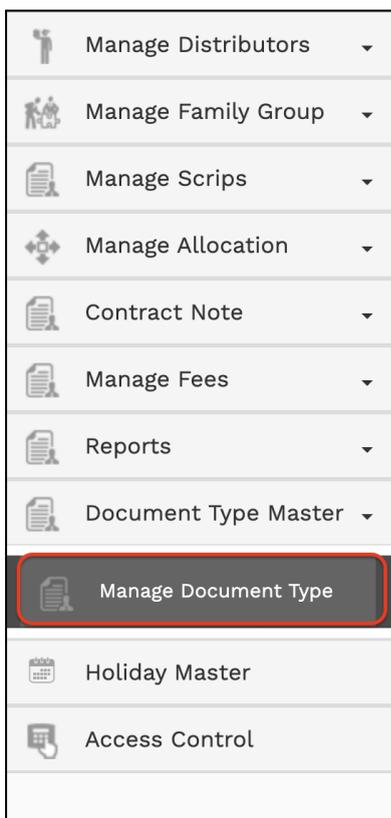
## What is the document master module used for?

The document master module allows you to define a list of accepted documents (usually Government accepted IDs) which can be uploaded for each client for verifying their provided information.

This then get reflected in Manage Clients -> Select Report -> Client Documents

## How do I see the list of accepted documents in the document master module?

1. Go to the 'Document Master' module from the left side Navigation bar.



2. A list of all accepted documents along with Status (Active/Inactive) would be displayed.

| Document Name       | Status | Actions  |
|---------------------|--------|--|
| Address Proof       | Active |   |
| PAN Card            | Active |   |
| Gas Connection Bill | Active |   |
| Electricity Bill    | Active |   |
| Cancelled Cheque    | Active |   |

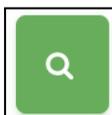
3. You can browse through the list by clicking on the specific page number or by clicking on the 'Next' link

### How do I search for a specific document?

1. Go to the ['Document Master'](#) module.
2. Click on the 'Document Name' text field on the top left of the page and type the document name you wish to search for.

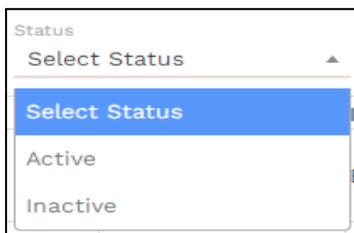


3. After typing the document name, click on the Search button



### How do I search for a document based on 'Status'?

1. Go to the ['Document Master'](#) module.
2. On the top left, click on the 'Select Status' dropdown to get a status for active or inactive

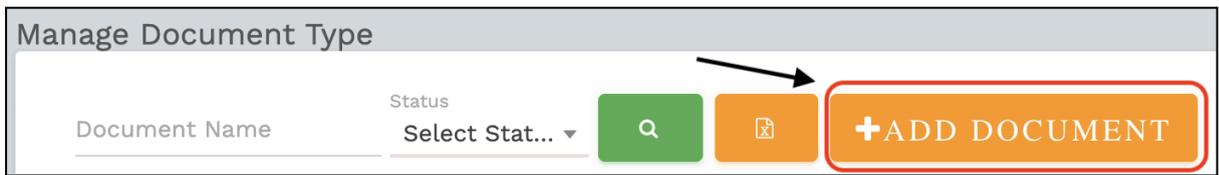


3. Choose between the Active / Inactive options to choose holiday status.
4. After the relevant status is selected, click on the Search button

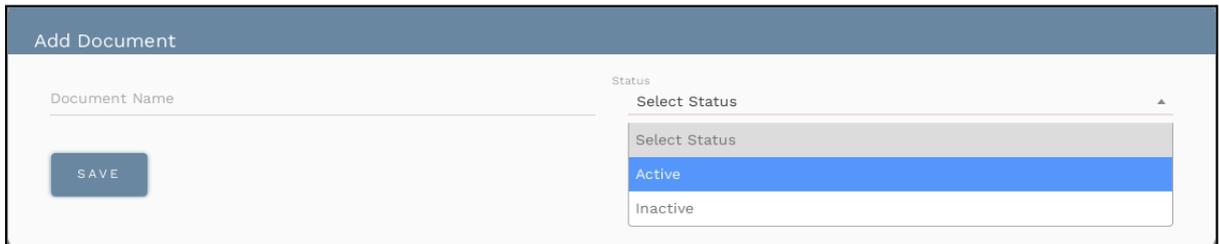


## How can a user add a Document in Document type master?

1. Go to the ['Document Master'](#) module.
2. Click the on yellow button titled 'Add Document' which is to the right of the search and export field.



3. A popup field will appear asking you to enter documents details.



4. Enter document type, select status (active or inactive) and click on save button.

## How do I edit a document name entry?

1. Go to the ['Document Master'](#) module.
2. Click on the 'Edit' button under the 'Action' column corresponding to the holiday type master entry you wish to edit.



3. Make the required edits to the document type master information.
4. Click on the 'Save' button to save the changes

## How do I delete a document entry?

1. Go to the ['Document Master'](#) module.
2. Click on the 'Delete' button under the 'Action' column corresponding to the document entry you wish to delete.



3. Click on the 'Continue' button to delete the document.

# Reports

## What is the 'Reports' Module Used For??

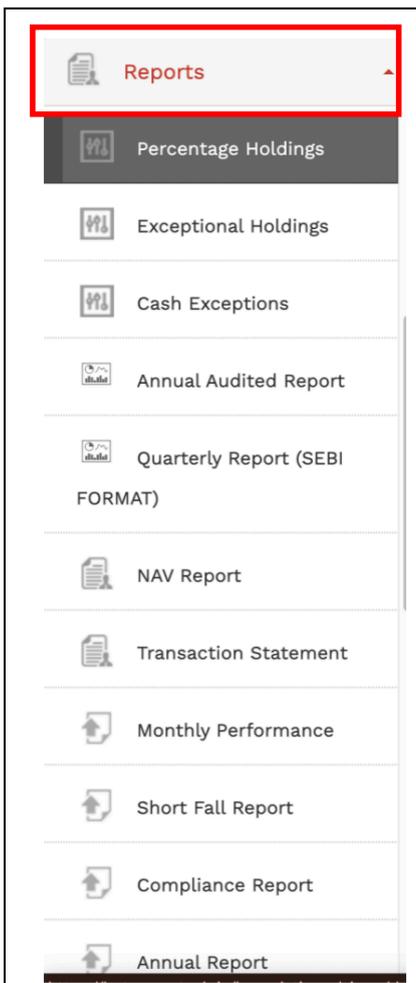
The **Reports** module in Enso allows users to generate various types of reports, providing insights that support data-driven decisions. These reports help in tracking portfolio performance, managing investments, and identifying trends or exceptions in client accounts

## Who Can Access the Reports Module?

Any user who has been granted access to the '**Reports**' module through the '**Access Control**' settings can view and generate reports.

## Where Can I See All Available Reports?

Go to the '**Reports**' module from the left-hand navigation bar. You will see a list of available reports that you can generate based on your needs.



## How to View Percentage Holdings in the Reports Module

1. Navigate to the 'Reports' module.
2. Click on the report icon.
3. Select 'Percentage Holdings' to view reports displaying client holdings as a percentage of their total portfolio.

Percentage Holdings Report

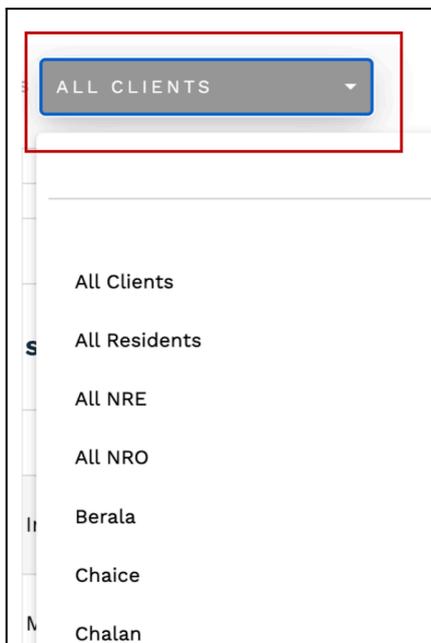
Portfolio Date: 11-10-2024 Strategy: Buoyant Opportunities Scheme

Buttons: GO, EXCEPTION REPORT, EXPORT, PRINT

|                                  |                        | 90          |          | 30       |                 | 32              |        | 30                  |             | 30           |             | 29           |             | 32         |             | 33           |             |              |             |              |              |
|----------------------------------|------------------------|-------------|----------|----------|-----------------|-----------------|--------|---------------------|-------------|--------------|-------------|--------------|-------------|------------|-------------|--------------|-------------|--------------|-------------|--------------|--------------|
| No of biz                        |                        | 26.3        |          | 211      |                 | 094             |        | 220                 |             | 115          |             | BUOJAO41     |             | 172        |             | 215          |             |              |             |              |              |
| Average                          |                        | 26.3        |          | 211      |                 | 094             |        | 220                 |             | 115          |             | BUOJAO41     |             | 172        |             | 215          |             |              |             |              |              |
|                                  |                        | Client Name |          | ABHJEE   |                 | ADHTAR          |        | Adhtar              |             | Adisey       |             | Aksain       |             | ALPVAL     |             | AluRao       |             | AMAOEL       |             | AMARLA       |              |
|                                  |                        | Sector Name |          | Price    |                 | Pool Overall Wt |        | Non-pool Overall Wt |             | Overall Wt   |             |              |             |            |             |              |             |              |             |              |              |
|                                  |                        |             |          | % Assets |                 | % G/L           |        | % Assets            |             | % G/L        |             | % Assets     |             | % G/L      |             | % Assets     |             | % G/L        |             | % Assets     |              |
| ALLSEC TECHNOLOGIES LTD          | Industrials            | 1,099.25    | 2,39,594 | 14,610   | 1.81 (1,01,255) | 2.64 (300)      | 103.81 | 3.04 (2,377)        | 69.66       | 3.52 (400)   | 105.81      | 3.77 (760)   | 134.22      | 2.48 (212) | 133.33      | 3.07 (445)   | 82.09       | 2.65 (550)   | 105.6       | 2.58 (457)   | 3.17 (495)   |
| ARCHEAN CHEMICAL INDUSTRIES LTD  | Materials              | 684.30      | 4,52,098 | 17,450   | 2.45 (2,20,244) | 2.23 (300)      | 43.28  | 2.02 (2,500)        | 43.54       | 2.16 (400)   | 46.96       | 2.13 (700)   | 30.35       | 2.51 (350) | 33.43       | 2.12 (370)   | 45.23       | 1.62 (550)   | 47.78       | 1.04 (300)   | 50.02 (550)  |
| AXIS BANK LTD                    | Financials             | 1,292.35    | 3,20,422 | 11,220   | 3.42 (1,62,462) | 2.95 (210)      | 28.4   | 2.99 (1,960)        | 28.4        | 2.99 (290)   | 28.4        | 2.99 (520)   | 28.4        | 3.66 (270) | 21.36       | 2.99 (370)   | 28.4        | 3.52 (630)   | 3.67 (911)  | 3.67 (560)   | 22.9 (400)   |
| BANK OF BARODA                   | Financials             | 250.60      | 5,31,520 | 32,090   | 2.14 (5,23,820) | 2.25 (800)      | -6     | 2.4 (7,900)         | 5.84        | 2.24 (1,100) | -6.45       | 2.41 (2,100) | -6.34       | 0 (0)      | 0           | 2.4 (1,500)  | 6.37        | 2.12 (1,900) | 5.24 (600)  | 5.24 (1,600) | -5.4 (1,600) |
| BHARAT PETROLEUM CORPORATION LTD | Energy                 | 303.80      | 5,54,353 | 20,950   | 0.92 (1,87,01)  | 1.65 (500)      | 0.29   | 1.36 (3,800)        | 0.29        | 1.68 (700)   | 0.29        | 1.62 (1,200) | 0.29        | 2.23 (700) | 0.58        | 2.26 (1,200) | -0.15       | 0 (0)        | 0           | 1.39 (900)   | 0.29 (900)   |
| BHARTI AIRTEL LTD                | Communication Services | 1,461.75    | 2,28,268 | 2,663    | 2.94 (1,23,657) | 3.34 (210)      | 46.64  | 3.17 (1,840)        | 46.63       | 3.19 (150)   | 46.56       | 3.19 (480)   | 46.36       | 2.15 (140) | 46.66       | 3.26 (360)   | 46.58       | 2.59 (410)   | 46.64 (340) | 25.91 (310)  | 2.6 (310)    |
| DALMIA BHARAT LTD                | Materials              | 1,818.70    | 1,63,340 | 6,594    | 1.89 (64,028)   | 3.17 (160)      | -3.47  | 3.3 (1,540)         | -3.55 (470) | -3.31 (230)  | -3.31 (410) | -3.58 (410)  | -3.08 (170) | 3.27 (290) | -3.77 (440) | 3.45 (440)   | -2.73 (370) | 3.41 (370)   | -3.61 (310) | 3.24 (310)   | -4.0 (310)   |
| DIVIS LABORATORIES LTD           | Health Care            | 4,519.80    | 53,763   | 2,450    | 1.57 (21,392)   | 2.95 (80)       | 17.36  | 2.5 (470)           | 29.18 (70)  | 8.55 (70)    | 2.61 (130)  | 37.24        | 2.84 (60)   | 2.52 (90)  | 27.65       | 2.34 (120)   | 32.1        | 2.98 (130)   | 2.71 (100)  | 2.59 (100)   | 17.4 (100)   |
| GLENMARK PHARMACEUTICALS LTD     | Health Care            | 1,412.95    | 2,35,776 | 8,020    | 2.84 (1,23,649) | 3.07 (200)      | 61.3   | 3.15 (1,890)        | 67.29       | 3.23 (280)   | 61.31       | 3.27 (520)   | 63.45       | 2.22 (150) | 61.75       | 3.24 (370)   | 69.92       | 2.82 (430)   | 62.28 (340) | 72.45 (380)  | 316 (380)    |
| HDFC BANK LTD                    | Financials             | 1,607.30    | 5,36,461 | 17,730   | 7.04 (2,69,292) | 7.09 (400)      | 6.89   | 7.08 (2,676)        | 5.54        | 7.07 (150)   | 6.63        | 7.06 (970)   | 1.22        | 7.12 (417) | 7.42        | 7.08 (700)   | 4.18        | 6.81 (920)   | 3.08 (920)  | 7.19 (920)   | 3.59 (700)   |

## How to Search for Specific Client Reports

1. Navigate to the Reports module.
2. At the top of the page, locate the Client field.
3. Click on Select Client and choose the relevant client from the dropdown



## How to View Exceptional Holdings in the Reports Module

1. Navigate to the 'Reports' module.
2. Click on the report icon and select 'Exceptional Holdings' from the dropdown.
  - This will open a new page to generate the Exceptional Holdings report.

### How can I view exceptional holdings?

1. Go to the 'Reports' module.
2. Click on the report icon and press it down to view 'Exceptional Holdings' reports.
3. Users will get 'Exceptional Holdings' reports for holdings.

Exceptional Holdings Report

List of all securities that are held in less than 3/3798 accounts.

Portfolio Date: 11-10-2024 | Security name: Select security name | # of Accts: | Strategy: BUOYANT ALL WEATHER STF

| Security Name  | Client Code | Client Name | Weight% | No of shares |
|--|-------------|-------------|---------|--------------|
| SOLAR INDUSTRIES INDIA LTD: Held in 1 Accounts                               |             |             |         |              |
| NAVIN FLUORINE INTERNATIONAL LTD: Held in 2 Accounts                         |             |             |         |              |
| LIC HOUSING FINANCE LTD: Held in 2 Accounts                                  |             |             |         |              |
| AAVAS FINANCIERS LTD: Held in 1 Accounts                                     |             |             |         |              |
| HEALTHCARE GLOBAL ENTERPRISES LTD: Held in 1 Accounts                        |             |             |         |              |
| BROOKFIELD I REAL ESTATE TRUST REIT: Held in 1 Accounts                      |             |             |         |              |
| EMBASSY OFFICE PARKS REIT: Held in 1 Accounts                                |             |             |         |              |
| INDIA GRID TRUST INVIT: Held in 1 Accounts                                   |             |             |         |              |
| NIPPON INDIA NIFTY SDL APRIL2026 TOP 20 EQUAL WEIGHT ETF: Held in 1 Accounts |             |             |         |              |
| MINDSPACE BUSINESS PARKS REIT: Held in 1 Accounts                            |             |             |         |              |
| POWERGRID INFRASTRUCTURE INVESTMENT TRUST INVIT: Held in 1 Accounts          |             |             |         |              |

On the new page, select the following:

- **'Portfolio Date'**: Choose the relevant date for the report.
- **'Select Security'**: Choose the specific security to view exceptional holdings.
- **'# of Accounts'**: Enter the number of accounts to filter the results

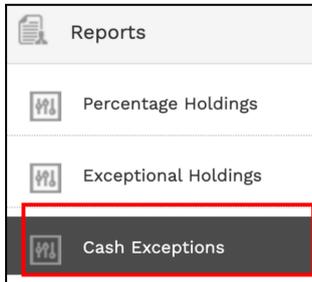
| Security Name  | Client Code | Client Name                       | Weight% | No of shares |
|--|-------------|-----------------------------------|---------|--------------|
| <b>SOLAR INDUSTRIES INDIA LTD: Held in 1 Accounts</b> ▾          |             |                                   |         |              |
| SOLAR INDUSTRIES INDIA LTD                                       | BUOJA019    | Ashutosh Medicare Private Limited | 2.75    | 30           |
| <b>NAVIN FLUORINE INTERNATIONAL LTD: Held in 2 Accounts</b> ▾    |             |                                   |         |              |
| NAVIN FLUORINE INTERNATIONAL LTD                                 | BUOJA019    | Ashutosh Medicare Private Limited | 2.40    | 80           |
| NAVIN FLUORINE INTERNATIONAL LTD                                 | BUOJA052    | Abhinav Rakesh Bansal             | 2.61    | 40           |
| <b>LIC HOUSING FINANCE LTD: Held in 2 Accounts</b> ▾             |             |                                   |         |              |
| LIC HOUSING FINANCE LTD  | BUOJA019    | Ashutosh Medicare Private Limited | 1.82    | 280          |
| LIC HOUSING FINANCE LTD  | BUOJA052    | Abhinav Rakesh Bansal             | 0.95    | 67           |
| <b>AAVAS FINANCIERS LTD: Held in 1 Accounts</b> ▾                |             |                                   |         |              |
| AAVAS FINANCIERS LTD   | BUOJA019    | Ashutosh Medicare Private Limited | 0.73    | 50           |
| <b>HEALTHCARE GLOBAL ENTERPRISES LTD: Held in 1 Accounts</b> ▾   |             |                                   |         |              |
| HEALTHCARE GLOBAL ENTERPRISES LTD                                | BUOJA019    | Ashutosh Medicare Private Limited | 0.21    | 70           |
| <b>BROOKFIELD I REAL ESTATE TRUST REIT: Held in 1 Accounts</b> ▾ |             |                                   |         |              |
| BROOKFIELD I REAL ESTATE TRUST REIT                              | BUOJA209    | SUBTED                            | 10.70   | 15,030       |
| <b>EMBASSY OFFICE PARKS REIT: Held in 1 Accounts</b> ▾           |             |                                   |         |              |
| EMBASSY OFFICE PARKS REIT  | BUOJA209    | SUBTED                            | 10.28   | 10,680       |

After entering the details, click on **'Go'** to generate the report.

**Note:** The generated report will be displayed in the same format as shown in the provided example.

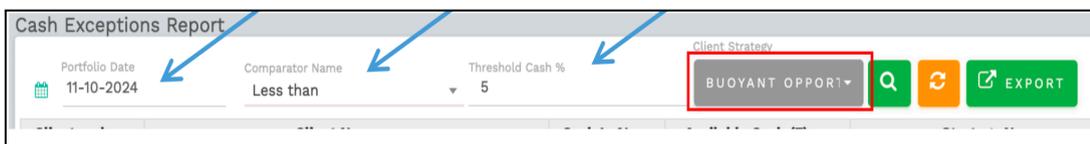
## How to View Cash Exception Reports in the Reports Module

1. Navigate to the **'Reports'** module.
2. Click on the **report icon** and select **'Cash Exception Reports'** from the dropdown.
  - This report helps users view cash exception details based on selected criteria.



3. Users can filter the **Cash Exception Reports** using the following fields:

- **'Client Code'**: Select a specific client code to view cash exception details.
- **'Portfolio Date'**: Choose the desired date for the report (e.g., 11-10-2024).
- **'Comparator'**: Select a comparator from the options:
  - **More than**
  - **Less than**
  - **Equal to**
  - **All**
- **'Threshold Cash %'**: Choose a threshold cash percentage for the report, typically below 10%.
- **'Client Strategy'**: Select the client strategy in your system .



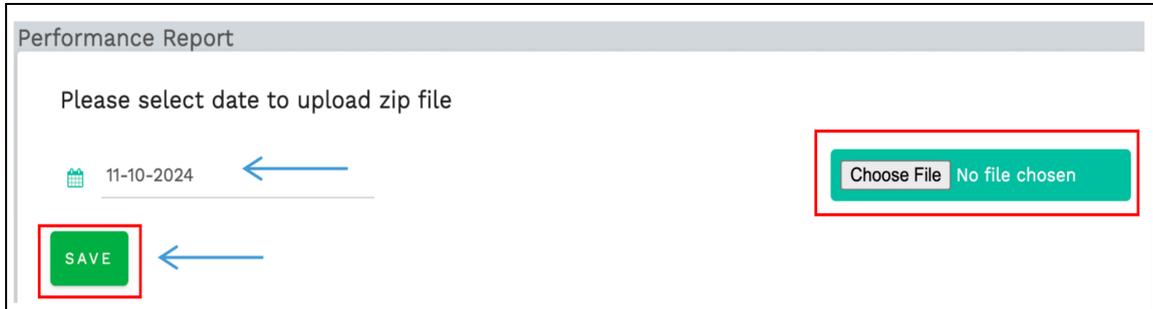
4. Once all the fields are filled, click on **'Go'** to generate the **Cash Exception Report**.

| Client code | Client Name | Cash In % | Available Cash (₹) | Strategy Name                | Model        |
|-------------|-------------|-----------|--------------------|------------------------------|--------------|
| BCPL004     |             | 0%        | ₹ 0                | BUOYANT OPPORTUNITIES SCHEME | DISCKOTAK    |
| BCPL002     |             | 0%        | ₹ 0                | BUOYANT OPPORTUNITIES SCHEME | CONCENTRATED |

This version includes the final output of the **Cash Exception Report** showing the client-wise and percentage-wise cash holdings, along with other relevant details.

## How to Upload a Monthly Performance Sheet in the Reports Module

1. Navigate to the 'Reports' module.
2. Click on the report icon and select the 'Monthly Performance' option from the dropdown.
  - o This allows users to upload a monthly performance report.



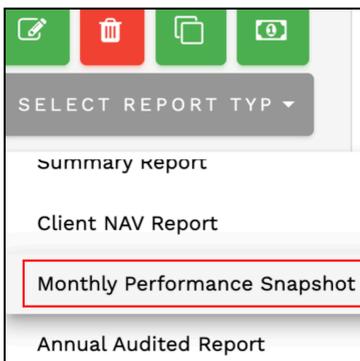
The screenshot shows a 'Performance Report' form. At the top, it says 'Please select date to upload zip file'. Below this is a date input field with a calendar icon and the date '11-10-2024'. A blue arrow points to the date field. To the right of the date field is a green button labeled 'Choose File' with the text 'No file chosen' next to it. Below the date field is a green button labeled 'SAVE'. A blue arrow points to the 'SAVE' button.

o Upload the file, complete the following steps:

- **Select 'Date'**: Choose the relevant date for the monthly performance report.
- **Select 'File'**: Upload the performance file from your system.

3. After uploading the file, click on 'Save' to confirm the upload.

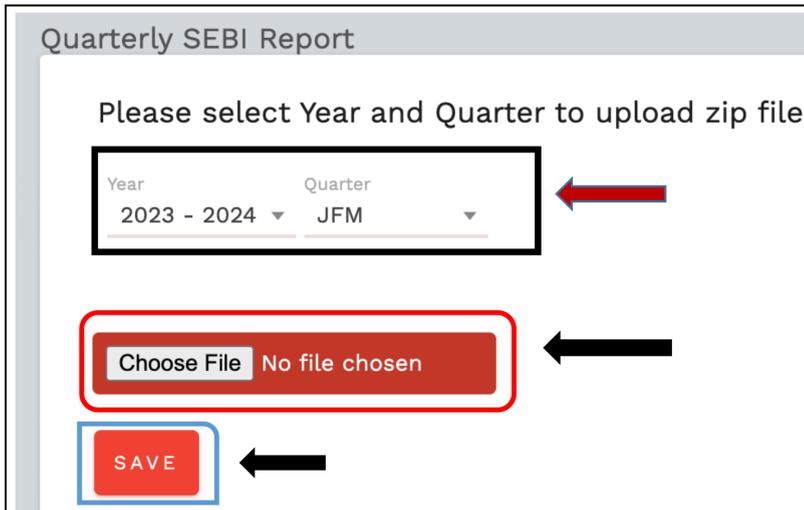
- o Once uploaded, users can view the **Monthly Performance Report** for individual clients in the **Manage Client** section under **Client Reports**.



The screenshot shows a dropdown menu for selecting a report type. The menu is titled 'SELECT REPORT TYP' and has a downward arrow. The options listed are: 'Summary report', 'Client NAV Report', 'Monthly Performance Snapshot', and 'Annual Audited Report'. The 'Monthly Performance Snapshot' option is highlighted with a red border.

## How to Upload the Quarterly SEBI Report in the Reports Module

1. Go to the 'Reports' module.
2. Click on the report icon and select the "Quarterly SEBI Reports" option.
3. Choose the appropriate 'Year' and 'Quarter' for the report.
4. Click on the 'Upload' button to upload the SEBI report file.



The screenshot shows a form titled "Quarterly SEBI Report". At the top, it says "Please select Year and Quarter to upload zip file". Below this, there are two dropdown menus: "Year" with "2023 - 2024" selected and "Quarter" with "JFM" selected. A red arrow points to the "Quarter" dropdown. Below the dropdowns is a file selection area with a "Choose File" button and the text "No file chosen". A black arrow points to this area. At the bottom left, there is a red "SAVE" button with a black arrow pointing to it.

Once the file is successfully uploaded, users will be able to view the Quarterly SEBI Report in the **Manage Clients** section under **Client Reports** for individual clients.



The screenshot shows a dropdown menu titled "SELECT REPORT TYP". The dropdown is open, showing three options: "Quarterly SEBI Snapshot", "Year End Report", and "Quarter End Report". The "Quarterly SEBI Snapshot" option is highlighted with a red border.

## How do I upload the quarter end report in the reports module?

1. Go to the 'Reports' module.
2. Click on the report icon and press it down to view "Quarter End Report" icon
3. Select 'Date' and 'File' Click to save for the upload file.

4. There are three files (transaction Statement ledger, Dividend statement, capital gain statement) users can upload.
5. These reports will be shown in clients reports(manage clients).

### How to Uploading the Annual Report:

1. Go to the **Reports** module.

2. Click on the report icon and press it down to view the **Annual Report** icon.
3. Select the **Date** and **File**.

4. Upload the format in zip file .
5. Click to save the uploaded file

Once uploaded, users can view the **Annual Report** for individual clients in the **Manage Client** section under **Client Reports**.



### **What is the meaning of the universal report generator ?**

1. Report generators connect with data sources, collect information, and offer insights in the form of excel files based on the input data so that you can find useful and meaningful information.
2. These tools provide detailed insights and more visibility over data which helps users make better-informed decisions.

### **How do I generate reports in urg?**

1. Go to the 'Reports' module.
2. Click on the report icon and press it down to view the "Universal Report Generator " icon.
3. Required details.
  - I) 'From date' to 'To date'
  - II) View-(consolidated across date range and Individual date range or both).
  - III) Data sets-(client or distributors).
  - IV) Data items ( client code,first holder ,client id, etc).
  - V) Short by.
  - VI) Filter-(all client,all tag, all nre, nro etc).
  - VII) Template name.

Universal Report Generator MALVIK SUPERADMIN

From Date\* 01-Nov-2021 To Date\* 03-Dec-2021 View\* Both Data Sets\*  Client  Distributor

Data Items\*

Client Code  First Holder Name  Second Holder Name  Third Holder Name  
 Beneficiary Name as per Bank  Nominee Details  IFSC Code  
 Bank Account Number  Demat/NSDL No  Bank Name  Bank Account Type  
 Resident  Inception Date  Address  Mobile  Email

Sort By\*

Client Code  First Holder Name  Second Holder Name  Third Holder Name  
 Nominee Details

Sort Order\* Ascending

Filter\*

All Clients  All NRE  All NRO

Template Name (optional)  
ganeshtempl.

Column (Drag and Drop To Reorder)\*

Client Code  
 First Holder Name  
 Second Holder Name  
 Third Holder Name  
 Beneficiary Name as per Bank  
 Nominee Details  
 IFSC Code  
 Bank Account Number  
 Demat/NSDL No  
 Bank Name  
 Bank Account Type  
 Resident  
 Inception Date  
 Address  
 Mobile  
 Email

4. After Selecting data click on the generate report button then excel file will be downloaded.
5. Users will get all the required reports in the excel file.

### What is the meaning of the URG template ?

1. Universal report generator templates will save after generating reports.
2. Users can save this data with a name like templates.
3. Users can get these templates in the URG templates.
4. Users can add templates in URG templates.

### How do I Create URG templates ?

1. Go to the 'Reports' module.
2. Click on the report icon and press it down to view the "URG templates" icon.
3. Click On 'Add' icon and fill the required details.

URG Templates MALVIK SUPERADMIN

Search By Name

| Sr No | Template Name          | Actions   |
|-------|------------------------|---|
| 1     | Gnewstest              | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| 2     | Ganeshtest             | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| 3     | Ganesh Testing         | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| 4     | Urg Template New       | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| 5     | Testing Other Income 2 | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| 6     | Enso Test              | <input type="button" value="✎"/> <input type="button" value="✖"/> |

## How to View and Generate the Churn Report

1. **Go to the 'Reports' module:**

Start by navigating to the 'Reports' module in your system, which allows you to view and generate reports.

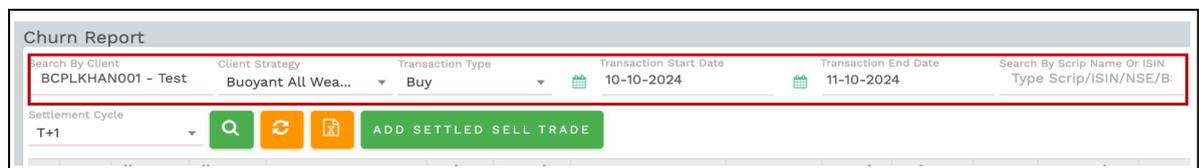
2. **Click on the 'Churn Report' icon:**

From the list of available reports, locate and click on the 'Churn Report' icon.



3. **Enter the necessary details to filter the report:**

- **Client Name:** Type the name of the client for whom you want to generate the churn report.
- **Client Strategy:** Select the appropriate client strategy from the dropdown menu.
- **Transaction Type:** Choose the type of transaction (e.g., buy, sell) you want to include in the report.
- **Transaction Start Date and End Date:** Input the desired date range for transactions by selecting the start and end dates.
- **Search by Scrip Name or ISIN:** Enter the scrip name, ISIN, or stock exchange identifier (NSE/BSE) to filter by specific securities.
- **Settlement Cycle:** Select the settlement cycle (e.g., T+1, T+2) relevant to the transaction



### How to view the View the report ?

After generating, the churn report will be displayed directly on the user interface (UI), where you will see key transaction details such as:

| Sr.No | Client Code | Client Name | Strategy                     | Broker Name | Custody Name | Security Name               | Net Amount   | Quantity | Brokerage | STT      | Transaction Type | Transaction Date | Comments          |
|-------|-------------|-------------|------------------------------|-------------|--------------|-----------------------------|--------------|----------|-----------|----------|------------------|------------------|-------------------|
| 208   | BCPL082     | SANDAN      | BUOYANT OPPORTUNITIES SCHEME | SPARK       | kotak        | RAMKRISHNA FORGINGS LIMITED | 20,86,805.01 | 2,425    | 4,967.37  | 2,093.86 | sell             | 05-Oct-2024      | SELL EQUITY TRADE |
| 207   | BCPL082     | SANDAN      | BUOYANT OPPORTUNITIES SCHEME | SPARK       | kotak        | ALLSEC TECHNOLOGIES LTD     | 18,63,373.99 | 1,700    | 3,482.28  | 1,868.72 | sell             | 05-Oct-2024      | SELL EQUITY TRADE |
| 206   | BCPL082     | SANDAN      | BUOYANT OPPORTUNITIES SCHEME | SPARK       | kotak        | STATE BANK OF INDIA         | 15,33,493.19 | 1,730    | 3,543.73  | 1,538.57 | sell             | 05-Oct-2024      | SELL EQUITY TRADE |

## How to View and Generate the Capital Gain/Loss Statement

1. **Upload the Capital Gain/Loss file in the BOD module:**
  - First, navigate to the **BOD module**.
  - Upload the Excel file containing the Capital Gain/Loss data. This step is crucial as it registers the gain/loss entries into the system.
2. **Entry generation in the Capital Registered Report:**
  - After the file is successfully uploaded, the system will generate and register the entries in the **Capital Gain/Loss Report**. This allows you to later view and analyze the data.

The screenshot shows the 'Upload MIS' interface. At the top, it says 'Please select date to Upload MIS' with a date picker set to '24-10-2024'. Below this, there are several sections of report options, each with a checkbox:

- Client Reports:**
  - Holding Client:
  - Trial Balance Client:
  - Client Level NAV File (since inception):
  - Capital Reg (since inception):
  - Transaction Stmt (since inception):
- Kotak Daily AUM BQ File:**
- Kotak EOD Custody:**
- AXIS EOD Custody:**
- Hdfc EOD Custody:**
- AIF Files:**
  - AIF EOD Custody:
  - AIF NAV Summary Report:
- Other files:**
  - Buy MF FA Trade Instruction File:
  - Redeem MF FA Trade Instruction File:
  - Performance History:

At the bottom right, there is a red-bordered box containing the text 'Capital Gain/Loss: '. Below this text is a red button with the text 'Choose File' and 'No file chosen'.

3. **Go to the 'Reports' module:**
  - Now, access the **Reports** module to start generating the Capital Gain/Loss statement.
4. **Click on the 'Capital Gain/Loss Statement' icon:**
  - Select the **Capital Gain/Loss Statement** option from the available reports.



5. **Enter the required details:**
  - **From Date & To Date:** Enter the transaction date range.
  - **Client:** Choose the client for whom the report will be generated.
  - **Search by Scrip Name or ISIN:** Type the relevant scrip name, ISIN, or stock exchange identifier (NSE/BSE).
  - **Equity/Mutual Fund:** Choose the type of investment (Equity or Mutual Fund).

| Transaction Type | Security                         | Client Code | Purchase Date | Sale Date  | Sale Quantity | Purchase Rate | Sale Rate | Purchase Amount | Sale Amount | Price on 31-Jan-18 (M) | Effective Cost | Days Held | ST        | LT | Effective Gain LT |
|------------------|----------------------------------|-------------|---------------|------------|---------------|---------------|-----------|-----------------|-------------|------------------------|----------------|-----------|-----------|----|-------------------|
| Equity           | INE738101010-ECLERX SERVICES LTD | BCPL110     | 12/09/2022    | 27/02/2023 | 6             | 2,264.60      | 1,748.25  | 13,587.63       | 10,489.5    | 1,524.55               | 13,587.63      | 168       | -3,098.13 | 0  | 0                 |

6. **Click on the 'Generate Report' button:**

- After providing all the necessary details, click **'Generate Report'** to display the Capital Gain/Loss statement.

7. **View the report in the UI:**

- The report will display key details, including the transaction type, security name, client code, purchase/sale dates, quantities, rates, and calculated gain/loss for both short-term and long-term holdings.

8. **Click on the 'Export' button to download the report:**

- To download the report for further review or analysis, click the **'Export'** button, and the file will be saved as an Excel document.

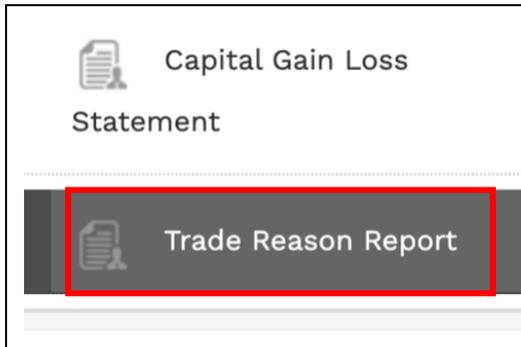
**Export Button .**



## How to View Report of trade Reason Master ?

Go to the Reports Module:

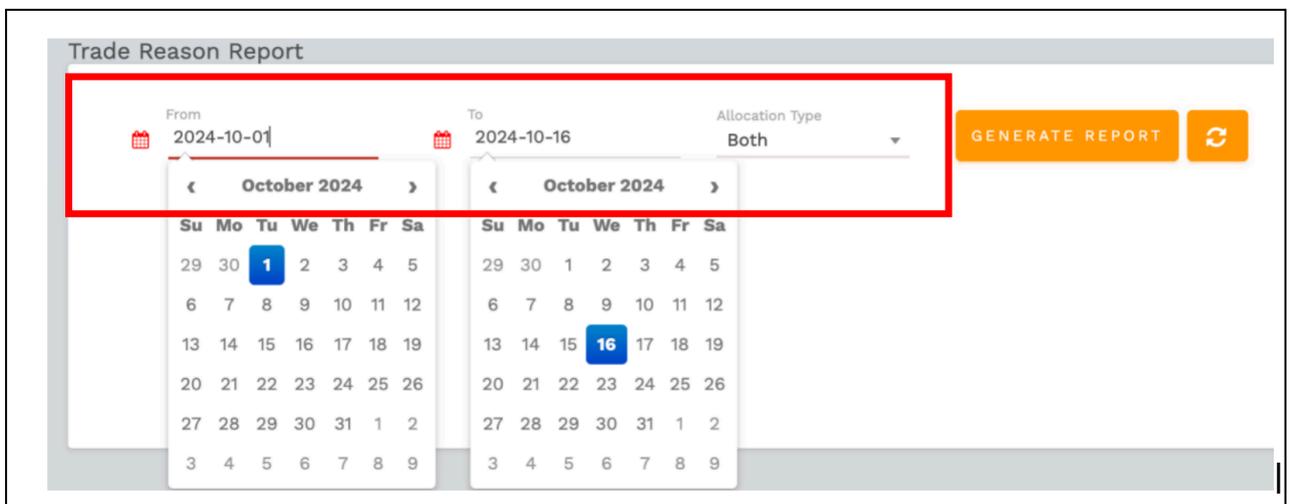
Access the Reports Module: Navigate to the Reports module to start generating the Trade Reason Report.



### Enter the Required Details:

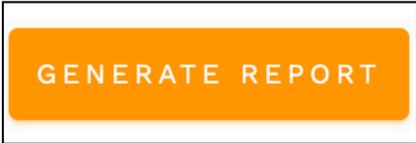
**From Date & To Date:** Enter the transaction date range, e.g., 2024-10-01 to 2024-10-31.

**Allocation Type:** Select the allocation type. Options include 'Both,' 'Buy,' or 'Sell.'



### Generate the Report:

**Click on the 'Generate Report' Button:** After providing all the necessary details, click the 'Generate Report' button. The system will display the Trade Reason Report in the UI.



**Viewing and Exporting the Report:**

**View the Report:** The report will show details such as transaction type, security name, client code, trade date, quantities, rates, and trade reasons.

| Date       | Allocation Type | Scrip Name              | ISIN         | Selected Client | Trade Reason |
|------------|-----------------|-------------------------|--------------|-----------------|--------------|
| 01-10-2024 | Buy             | ALLSEC TECHNOLOGIES LTD | INE835G01018 | BCPL057         | ALLOCATION   |
| 02-10-2024 | Buy             | IRCON INTERNATIONAL LTD | INE962Y01021 | BCPL001         |              |
| 03-10-2024 | Buy             | ALLSEC TECHNOLOGIES LTD | INE835G01018 | allClients      | TEST REASON  |
| 07-10-2024 | Buy             | ICICI BANK LTD          | INE090A01021 | allresident     | TEST REASON  |

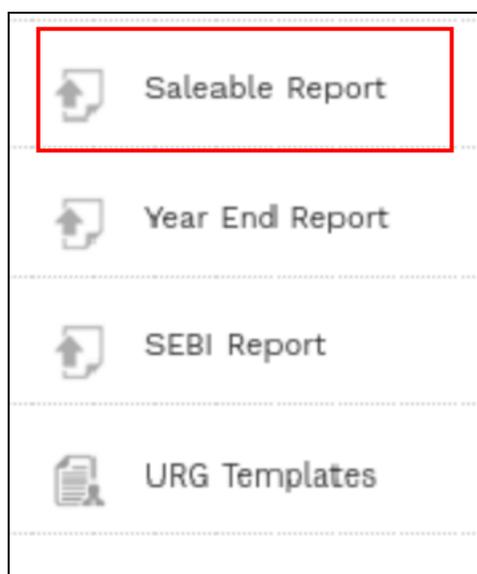
## What is a Saleable Report?

A Saleable Report is generated from the file uploaded in the **BOD module**, which is received from the **EOD Custody**.

This report provides a detailed view of the scrips that can be sold for a particular client. It shows the shares held by the client that are eligible for sale. All such saleable scrips are visible in the Saleable Report, helping in efficient portfolio and trading management.

## How to Access the Saleable Report Module

- **Navigate to the 'Reports' Module:**  
Go to the **'Reports'** module from the left navigation panel.
- **Click on the Report Icon:**  
Select the relevant **report icon** to access available reports.
- **Select 'Saleable Report':**  
Click on **'Saleable Report'** to view the report displaying the scrips that can be sold for a particular client.



## What You Will See in the Saleable Report?

After applying the necessary filters in the Saleable Report Module, the report will display the following information in a tabular format:

1. Portfolio Date
  - The date for which the saleable scrips data is being shown.
2. Client Name
  - The name of the client for whom the saleable report is generated.
3. Strategy
  - The strategy selected for the client (e.g., Test&123, Buoyant PMS Advisory, etc.).

4. Asset Class
  - The asset class of the scrips, such as EQUITY, MUTUAL FUND, OPTIONS, etc.
5. Scrip Name
  - The name of the scrip (e.g., a specific stock or security).
6. ISIN (International Securities Identification Number)
  - The unique identifier for each scrip.
7. Quantity Available for Sale
  - The quantity of the scrip that is eligible to be sold for the client.
8. Market Value
  - The current market value of the saleable scrips.
9. Client Holding
  - The total holdings of the client for the selected scrip, showing how much of the scrip is available for sale.
10. Available for Sale Percentage
  - The percentage of the client's total portfolio that is made up of the saleable scrips.
11. Status
  - The current status of the scrip (e.g., whether it is available for sale, pending, or not available).



## What is a Shortfall Report?

The Shortfall Report is a vital feature within the Enso system that tracks and reports discrepancies between the instructed trade quantities and the actual quantities executed by the broker. This report provides an organized and transparent view of unmet trade instructions, enabling effective trade reconciliation and portfolio management.

### Example Scenario:

If you place an order to buy 1,000 shares of a security and the broker executes only 800 shares, the remaining 200 shares that were not executed will be recorded in the Shortfall Report.

### Key Features:

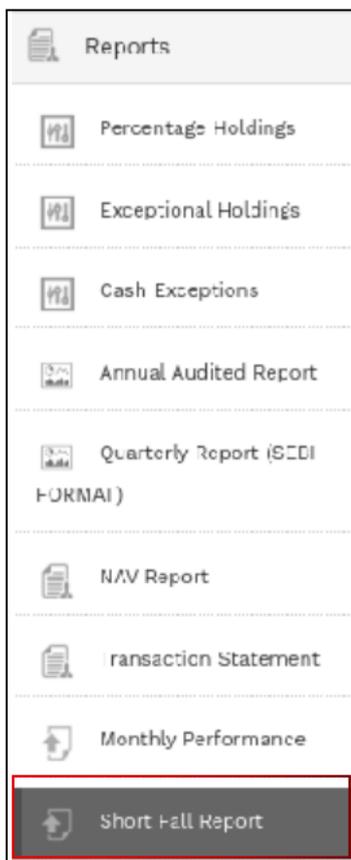
- **Tracking Discrepancies:** Displays the difference between desired and executed trade quantities.
- **Reconciliation Tool:** Helps in identifying and addressing trade mismatches with brokers.
- **Contract Note Integration:** Allows uploading of the broker's contract note to validate the report and ensure data accuracy.

## How to Access the Shortfall Report?

### Navigate to the 'Reports' Module:

Go to the **'Reports'** module from the left navigation panel.

- **Click on the Report Icon:**  
Select the relevant **report icon** to access available reports.
- **Select 'Shortfall Reportt':**  
Click on **'Shortfall Report'** to view the report displaying the scrips that can be sold for a particular client.



### Key Features of the Shortfall Report:

#### 1. Search Options:

- **Search By Client:** Allows filtering by specific client names.
- **Client Strategy:** Filters trades based on the selected strategy associated with the client.
- **Transaction Dates:** Allows narrowing down transactions using a start and end date.
- **Transaction Type:** Filters based on trade type (e.g., Buy, Sell).
- **Search By Scrip Name or ISIN:** Enables search by security identifiers such as ISIN, NSE, or BSE codes.
- **Check Zero Shortfall:** Displays trades with zero shortfall quantities, helping to identify fully executed trades.

#### 2. Detailed Table of Discrepancies:

Displays detailed information about shortfall trades, including:

- Serial number, trade date, client code, ISIN, scrip name, trade type, desired quantity, allocated quantity, and shortfall quantity.

## How to Use the Shortfall Report

1. **Search Filters:** Use the available filters to locate specific trade instructions based on client, strategy, dates, and security identifiers.
2. **Review Shortfall Details:** The table clearly highlights unmet trade quantities.
3. **Upload Contract Note:** Ensure reconciliation by uploading the broker's contract note and validating the reported data.
4. **Resolve Shortfalls:** Collaborate with the broker to address the shortfall and initiate corrective actions where necessary.

| Short Fall Report |             |                            |              |                |            |                  |                    |                    |  |
|-------------------|-------------|----------------------------|--------------|----------------|------------|------------------|--------------------|--------------------|--|
| Sl.No             | Date *      | Client Code *              | ISIN *       | Script Name    | Trade Type | Desired Quantity | Allocated Quantity | ShortFall Quantity |  |
| 1                 | 28-Nov-2024 | Ajay<br>Sharama ABC<br>123 | INE090A01021 | ICICI BANK LTD | BOUGHT     | 629              | 0                  | 629                |  |
| 2                 | 02-Dec-2024 |                            | INE090A01021 | ICICI BANK LTD | BOUGHT     | 194              | 0                  | 194                |  |
| 3                 | 27-Nov-2024 |                            | INE090A01021 | ICICI BANK LTD | BOUGHT     | 23165            | 0                  | 23165              |  |
| 4                 | 27-May-2024 |                            | INE040A01034 | HDFC BANK LTD  | BOUGHT     | 3                | 0                  | 3                  |  |
| 5                 | 27-May-2024 |                            | INE040A01034 | HDFC BANK LTD  | BOUGHT     | 5                | 0                  | 5                  |  |
| 6                 | 27-May-2024 |                            | INE040A01034 | HDFC BANK LTD  | BOUGHT     | 1                | 0                  | 1                  |  |
| 7                 | 27-May-2024 |                            | INE040A01034 | HDFC BANK LTD  | BOUGHT     | 3                | 0                  | 3                  |  |
| 8                 | 27-May-2024 |                            | INE040A01034 | HDFC BANK LTD  | BOUGHT     | 2                | 0                  | 2                  |  |
| 9                 | 27-May-2024 |                            | INE040A01034 | HDFC BANK LTD  | BOUGHT     | 1                | 0                  | 1                  |  |
| 10                | 27-May-2024 |                            | INE040A01034 | HDFC BANK LTD  | BOUGHT     | 1                | 0                  | 1                  |  |

## Settings

### What is the Settings module used for?

The Settings module is used to view / modify any of the following Settings:

#### 1. Email

To set / change the Email ids and / or passwords for the following actions:

- **Invoice Uploader Alert Email:** Email id of the person who will receive emails regarding distributor invoice uploads
- **C-Note Custody Email:** Email id of the custodian to whom EOD file needs to be sent
- **MIS Read Email Add:** Email id which will receive daily reports from FA and custodian
- **MIS Read Email Password:** Password of the above Email id
- **Sender Email id:** Outgoing Email id from which all emails will be sent
- **Sender Email Password:** Password of the above email id
- **Trade Instructions Sender Email id:** Email id from where all trade instructions for [buy](#) and [sell](#) are sent to brokers.
- **Trade Instructions Sender:** Password for the above email id
- **FA Onboarding Email id:** Email id of FA from where new client creation instructions will be emailed
- **Operations Queries Email id:** Email id of the operations department for solving client queries relating to operations which would be displayed on client dashboards
- **Distribution Queries Email id:** Email id for solving client queries relating to distribution which would be displayed on client dashboards
- **Investment Queries Email id:** Email id for solving client queries relating to investments which would be displayed on client dashboards
- **FA onboarding Queries Email id:** Email id for solving client queries relating to onboarding which would be displayed in the body of client onboarding emails

- **C-Note FA Email Add:** Email ids of FA to whom EOD files would be sent

## 2. Read MIS

- **Custodian Name:** Name of the custodian
- **Read (Custodian Name) MIS Sender Email id:** Email id from which daily reports from FA are sent
- **MIS Email Password:** Password of the above email id
- **FA email reading status receiver:**
- **Read Custodian FA Email Subject Line:** Subject line of the daily email that will be sent by FA
- **Zip attachment password:** Password of the zip file containing daily MIS files sent by FA
- **Read (Custodian Name) MIS Host(Live):** SMTP host of the email id from where daily reports are sent by FA
- **Read (Custodian Name) MIS Custody Email Add:** Email id from where daily reports from Custodian are sent
- **Read (Custodian Name) Password:** Password of the above email id
- **Zip attachment Custody Password:** Password of the zip file containing daily MIS files sent by the custodian
- **Read (Custodian Name) MIS Custody Host (Live):** SMTP host of the email id from where daily reports are sent by Custodian
- **Read (Custodian Name)Custody Email Subject Line:** Subject line of the daily email sent by the custodian
- **Read (Custodian Name) Custody Sender Email Add:** Email id from where daily reports from Custodian are sent (same as Read (Custodian Name) MIS Custody Email Add)
- 

## 3. Checker

- **Checker Name:** Name of the Checker to whom [buy](#) and [sell](#) Trade Instructions would be emailed
- **Checker Email Add:** Email of the Checker to whom [buy](#) and [sell](#) Trade Instructions would be emailed
- **Pool Bank Name:** Bank name of resident pool
- **Pool Bank Branch:** Bank branch of resident pool
- **Pool Bank Account No:** Account no the resident pool
- **Pool Bank IFSC:** IFSC code of the resident pool
- **Pool DP ID No:** Depository Participant identification number of the resident pool

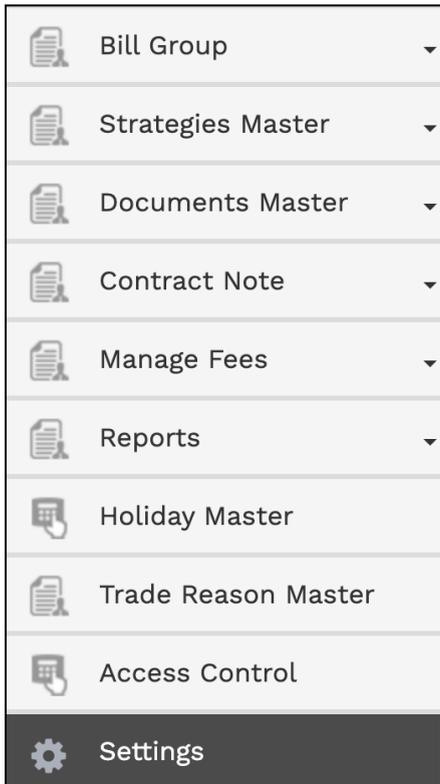
## 4. White List Client & Signature

- **Add Whitelist Clients:** Client codes separated by comma (,) who will have access to viewing the client holding statement in realtime.
- **Add Portfolio Type:**

- **Add Signature:** Signature for all emails sent from the system

## How do I access the Settings Module?

Go to the Settings Module from the left side from the navigation bar

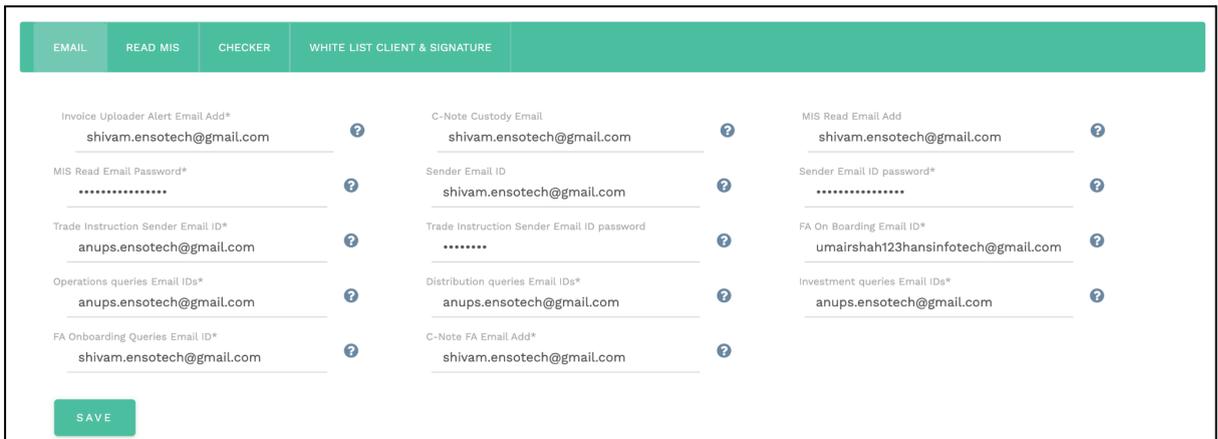


## How do I change the settings?

1. Go to the '[Settings](#)' module.
2. Go to the relevant tab for the field you wish to change



3. Go to the relevant field and modify the setting you wish to change.



4. Click on Sav to save the changes

## How do I set the invoice uploader alert email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can update the invoice uploader alert email.

The screenshot shows the 'EMAIL' settings page. The 'Invoice Uploader Alert Email Add\*' field is highlighted with a red box and contains the email address 'malvikm@gmail.com'. Other fields include 'MIS Read Email Password\*', 'Send Trade Email Add\*', 'Carnelian Top SD Dept Email Add\*', 'C-Note Custody Email', 'Send Email Add', 'Send Trade Email Password', 'C-Note FA Email Add\*', 'MIS Read Email Add', 'Send Email Password\*', and 'FA On Boarding Email Add\*'. A 'SAVE' button is located at the bottom left.

3. Click on the 'save' button to save the changes made.

## How do I change the sender email and password for a welcome email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can change the sender email password for welcome email.

The screenshot shows the 'EMAIL' settings page. The 'Send Email Add' and 'Send Email Password\*' fields are highlighted with a red box. The 'Send Email Add' field is empty, and the 'Send Email Password\*' field is empty. Other fields include 'Invoice Uploader Alert Email Add\*', 'MIS Read Email Password\*', 'Send Trade Email Add\*', 'Carnelian Top SD Dept Email Add\*', 'C-Note Custody Email', 'Send Trade Email Password', 'C-Note FA Email Add\*', 'MIS Read Email Add', and 'FA On Boarding Email Add\*'. A 'SAVE' button is located at the bottom left.

3. Click on the 'save' button to save the changes made.

## How do I change the MIS receiver email and password?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can change the MIS receiver email password.

The screenshot shows the 'EMAIL' settings page. The 'MIS Read Email Add' and 'MIS Read Email Password\*' fields are highlighted with red boxes. The 'MIS Read Email Add' field is empty, and the 'MIS Read Email Password\*' field is empty. Other fields include 'Invoice Uploader Alert Email Add\*', 'Send Trade Email Add\*', 'Carnelian Top SD Dept Email Add\*', 'C-Note Custody Email', 'Send Email Add', 'Send Trade Email Password', 'C-Note FA Email Add\*', 'Send Email Password\*', and 'FA On Boarding Email Add\*'. A 'SAVE' button is located at the bottom left.

3. Click on the 'save' button to save the changes made.

## How do I change the sender's trade email and password?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can change the sender's trade email password.

The screenshot shows the 'EMAIL' settings page with a green header containing tabs: EMAIL, READ MIS, MODE, CHECKER, and WHITE LIST CLIENT & SIGNATURE. The 'EMAIL' tab is selected. Below the header, there are several input fields for email addresses and passwords, each with a green question mark icon to its right. The fields are: Invoice Uploader Alert Email Add\* (malvikm@gmail.com), MIS Read Email Password\*, Send Trade Email Add\* (highlighted with a black box), Carnelian Top SD Dept Email Add\*, C-Note Custody Email, Send Email Add, Send Trade Email Password (highlighted with a black box), C-Note FA Email Add\*, MIS Read Email Add, Send Email Password\*, and FA On Boarding Email Add\*. A green 'SAVE' button is located at the bottom left of the form.

3. Click on the 'save' button to save the changes made.

## How do I set the C- Note custodian email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can change the C-Note custodian email.

The screenshot shows the 'EMAIL' settings page with a green header containing tabs: EMAIL, READ MIS, MODE, CHECKER, and WHITE LIST CLIENT & SIGNATURE. The 'EMAIL' tab is selected. Below the header, there are several input fields for email addresses and passwords, each with a green question mark icon to its right. The fields are: Invoice Uploader Alert Email Add\* (malvikm@gmail.com), MIS Read Email Password\*, Send Trade Email Add\*, Carnelian Top SD Dept Email Add\*, C-Note Custody Email (highlighted with a black box), Send Email Add, Send Trade Email Password, C-Note FA Email Add\*, MIS Read Email Add, Send Email Password\*, and FA On Boarding Email Add\*. A green 'SAVE' button is located at the bottom left of the form.

3. Click on the 'save' button to save the changes made.

## How do I set the C- Note FA email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can change the C-Note FA email.

The screenshot shows the 'EMAIL' settings page with a green header containing tabs: EMAIL, READ MIS, MODE, CHECKER, and WHITE LIST CLIENT & SIGNATURE. The 'EMAIL' tab is selected. Below the header, there are several input fields for email addresses and passwords, each with a green question mark icon to its right. The fields are: Invoice Uploader Alert Email Add\* (malvikm@gmail.com), MIS Read Email Password\*, Send Trade Email Add\*, Carnelian Top SD Dept Email Add\*, C-Note Custody Email, Send Email Add, Send Trade Email Password, C-Note FA Email Add\* (highlighted with a black box), MIS Read Email Add, Send Email Password\*, and FA On Boarding Email Add\*. A green 'SAVE' button is located at the bottom left of the form.

4. Click on the 'save' button to save the changes made.

## How do I set the FA onboarding email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can change the FA onboarding email.

The screenshot shows the 'EMAIL' settings page with a green header and a grid of input fields. The 'FA On Boarding Email Add\*' field is highlighted with a black box. A 'SAVE' button is located at the bottom left.

| EMAIL  | READ MIS                  | MODE                      | CHECKER | WHITE LIST CLIENT & SIGNATURE |
|--|---------------------------|---------------------------|---------|-------------------------------|
| Invoice Uploader Alert Email Add*<br>malvikm@gmail.com | C-Note Custody Email      | MIS Read Email Add        |         |                               |
| MIS Read Email Password*                               | Send Email Add            | Send Email Password*      |         |                               |
| Send Trade Email Add*                                  | Send Trade Email Password | FA On Boarding Email Add* |         |                               |
| Carnelian Top SD Dept Email Add*                       | C-Note FA Email Add*      |                           |         |                               |

SAVE

3. Click on the 'save' button to save the changes made.

## How do I set the top SD department email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Email' icon and the user can change the top SD department email.

The screenshot shows the 'EMAIL' settings page with a green header and a grid of input fields. The 'Carnelian Top SD Dept Email Add\*' field is highlighted with a black box. A 'SAVE' button is located at the bottom left.

| EMAIL  | READ MIS                  | MODE                      | CHECKER | WHITE LIST CLIENT & SIGNATURE |
|--|---------------------------|---------------------------|---------|-------------------------------|
| Invoice Uploader Alert Email Add*<br>malvikm@gmail.com | C-Note Custody Email      | MIS Read Email Add        |         |                               |
| MIS Read Email Password*                               | Send Email Add            | Send Email Password*      |         |                               |
| Send Trade Email Add*                                  | Send Trade Email Password | FA On Boarding Email Add* |         |                               |
| Carnelian Top SD Dept Email Add*                       | C-Note FA Email Add*      |                           |         |                               |

SAVE

3. Click on the 'save' button to save the changes made.

## How do I set the custodian email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Read MIS' icon and the user can set the Custodian email.

3. Click on the 'save' button to save the changes made.

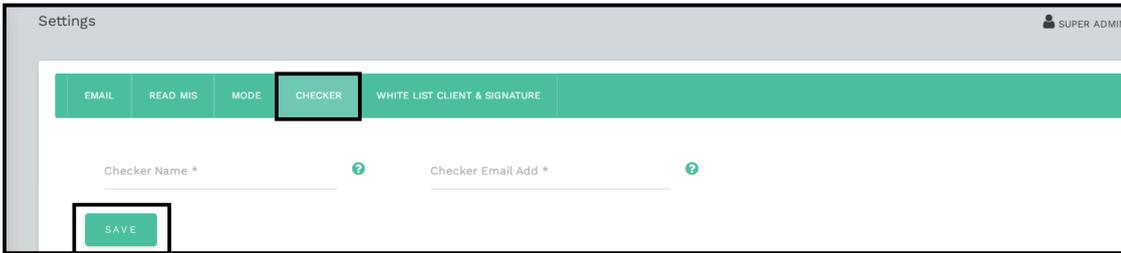
### How do I switch the mode(local and live)?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Mode' icon and the user can set the Mode(Local Or Live).

3. Click on the 'save' button to save the changes made.

### How do I update the checker name and email?

1. Go to the '[Settings](#)' module.
2. Tap on the 'Checker' icon and the user can set the name and email.



3. Click on the 'save' button to save the changes made.

### How do I add the white list client in the settings module?

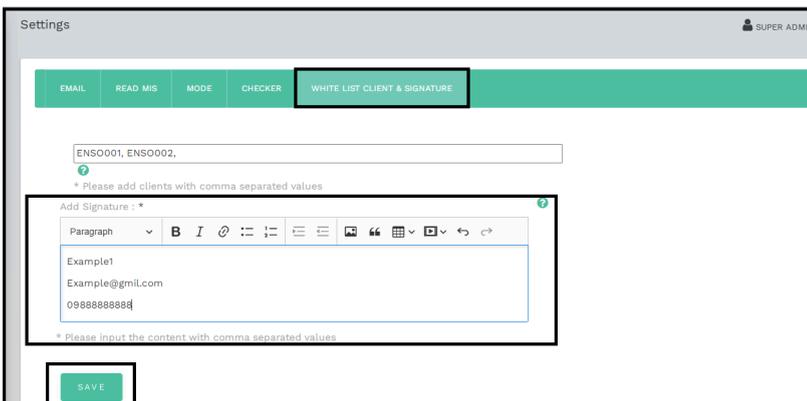
1. Go to the '[Settings](#)' module.
2. Tap on the 'White list client and signature' icon and the user can put the clients by client code for white list client.
3. In 'white list clients' the user will put the client code for showing specific clients dashboard on daily basis inflow/outflow for clients only.



4. Click on the 'save' button to save the changes made.

### How do I set the sender email signature in the settings module?

1. Go to the '[Settings](#)' module.
2. Tap on the 'White list client and signature' icon and the user can set the signature for the sender email.



3. Click on the 'Save' button to save the changes made.

