



**HyperSoft**  
Technologies Limited

# Manual and User Guide

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## Definitions and Conventions used in this Manual

A Window may be of two types:

Form Window or Table Window.

An Example of a **Form Window**:

**Modify Company Details**

Edit

Ok Exit Enter Demat Account Details

Company Name : HyperSoft Technologies Limited

Address Line 1 : 12 HACP Colony

Address Line 2 : Karkhana

Address Line 3 : Secunderabad - 500 009

Address Line 4 : Phone: +91-40-7811662 Fax: +91-40-7708816

Address Line 5 : email-info@hypersoftindia.com

SEBI Reg No:

Accounting Year From : 21-03-2002

Accounting Year To : 31-03-2003

Balance Sheet Style

Sales/Purchases  Brokerage

Service Tax Rate : 5.00%

NSE Code : 01234

HSE Code : 518

BSE Code :

NSDL BP Id / Branch Code:

---

HSE Contract: SH\_CNZNH.QRP Conf List: SH\_CNTRZ.QRP

NSE Contract: SH\_C4KMS.QRP Bill Name: SH\_BKRB.ZEN

BSE Contract: SH\_CNBSE.QRP Default Exch: NSE

NSE Der Contr: SH\_CFZEN.QRP Jurisdiction: HYDERABAD

BSE Der Contr: Default Bank: CANARA BANK - 21

NSDL DM Instr: SH\_DMCL2.132 Round Off: To nearest 5 paise

Admin User: Default Inst Value:

Other Chrg name: OTHER CHARGES SqUp Bkg on: Lower Rate

- Add Tax into Delv Charges
- Force Service Tax on Contracts
- Mark Demat as Cleared automatically
- Generic Printer Installed
- Enter instead of Tab
- Running Contract Numbers
- NSE style BSE ND
- + for - in P S Ledger
- No Delivery Charges in Bills
- Party Codes are Numeric only
- Print Instt Bills / Contracts as Default
- Post Delv Charges as Default
- Allow Demat Entry for all Clients
- Settlement Bill Nos starting from 1

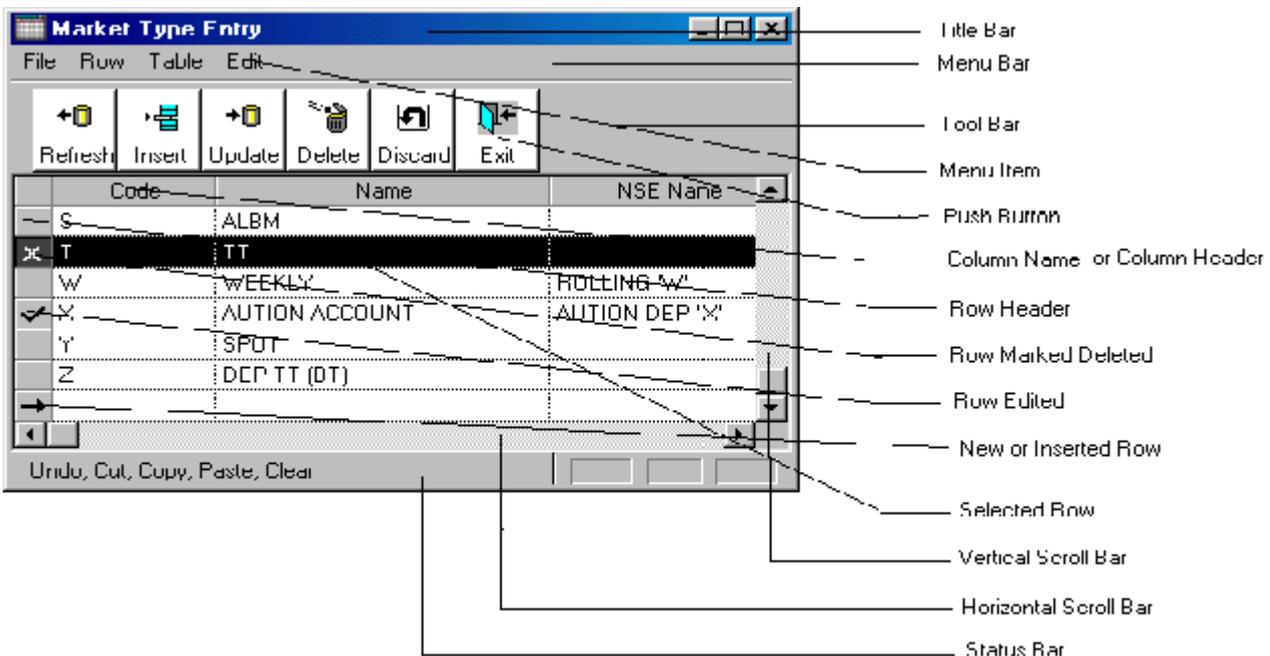
The above **Form** has Datafields and Other Windows Objects.

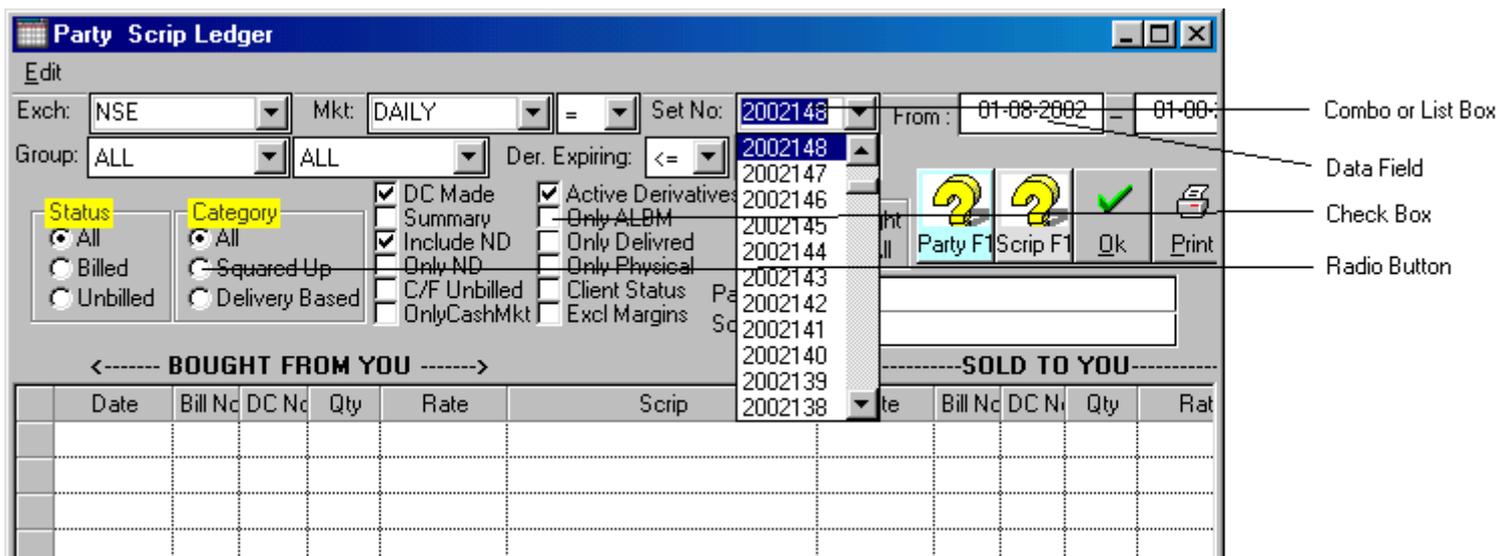
Whereas a **Table Window** has Rows and Columns:

Code	Name	NSE Name	BSE Name	NSDL Code	CDSL Code
A	AUCTION NORMAL	AUCTION NORMAL - 'A'	AUCTION ROLLING	14	04
B	CO OBJ	CO OBJ - 'B'	CO OBJ - 'B'		
C	SPECIAL				
L	ALBM WEEKLY				
M	3D / AE	3 DAY - AE	3 DAY - AE		
N	DAILY	NORMAL - 'N'	ROLLING MKT	13	03
O	ODD LOTS (LPHY)				
P	OPTIONS				
R	RETURN DELS				
S	ALBM				
T	TT				
W	WEEKLY	ROLLING 'W'	ROLLING 'W'		
X	AUCTION ACCOUNT	AUCTION DEP 'X'	AUCTION DEP 'X'		

Here the Window has Rows and Columns.

Each part of a Window has a Specific Name and Function.





These Definitions are used many times throughout this Document.

A Menu item if selected will take you some form in the program.

A **Data Field** is a window where the operator can enter data.

A **Push Button** performs the function displayed on the button.

After selecting the options in the Toolbar, click the **Refresh** pushbutton to populate the table.

The **Insert** button will insert a new row of data into a Table Window.

To delete a particular row in a Table Window, select the record by clicking on the Row Header (the Grey portion on the left). The row will become black. Click on **Delete** and the Row will be marked as deleted.

**Discard** is to cancel the operation, if you want to cancel the record you have entered, and don't want to save it.

**Exit** closes a Window.

The **Update** button is to save the data.

At many places there are One or Two buttons with a Yellow Question Mark. Clicking on either of these display either a list of Parties or Scrips as the case may be, and the relevant Party / Scrip may be selected form this list.

A **Check Box** can be either selected or de-selected.

A **Radio Button** offers a selection of options from which any one can be selected.

A **List** or **Combo Box** is a list of items, which drop down, from which one can be selected.

**In a Table Window, when any item in a row is edited (modified), there will be a Tick on the Row Header. When a row is deleted, a Cross will appear on the Row Header, and when a new row is Inserted, an Arrow will appear on the Row Header. These changes only take place on the screen. To apply these changes to the data permanently, the Update button must be clicked.**

Wherever data is entered or to be entered, this document marks it as **Bold**. Also Push Buttons are marked as **Bold**.

## Hyperstock stockbroker back office accounting software



### Getting started

To load HyperStock from the CD ROM kindly load the CD on your computer CD drive and first read the instructions in the text file named README.TXT.

Proceed to load the HyperStock package as instructed onto your C: drive.

Note: to load the software onto any other drive kindly contact customer support.

## The Main Menu

The main menu is the menu that displays on startup of Hyperstock. Each menu item has sub-menus which may have further pop-up menus. All selections are done from the main menu.

## The Data Entry Menu



Fig: Data Entry Menu

## Entering your Company Details

First time users are required to enter the relevant details of their company. To do this Select

### Data Entry ⇒ 1 Company Details

from the Main Menu.

This is where you enter your company name, address, etc.  
In the toolbar of this window you are provided with two pushbuttons:

**Ok**            **Exit**

Ok pushbutton is to save the information after you enter the data and the exit pushbutton is to exit without saving the modifications made.

#### Fields for entry:

Company name – enter your company name

Addresses line 1 through 5: enter the address.

**Enter demat account details:**

Double click on it, you will enter into the demat accounts entry.

Here the code refers to the code you give to your account name, in the name: enter your default account name of the depository in the column name with their DP Id which is their Dp Id number of depository either NSDL/CDSL. Client Id is our Id with a depository (such as Stock Holding Corporation India Limited – SCHIL, ICICI bank, HDFC bank, Global Trust Bank, etc.). You can enter any number of accounts you open with these depositories but one account you should keep as default by clicking on the default a/c.

**Accounting year from:****Accounting year to:**

Enter the period of the accounting year as required

Example: 01-04-2001 to 31-03-2002

**Balance sheet style**

This column provides you with two options as given below:

Sales /Purchases       Brokerage

When you select the **Sales/Purchases** option, all reports like the Balance Sheet, Trial Balance, and general ledgers will show sales and purchases separately. If **Brokerage** is selected, instead of separate sales and purchase ledgers and balances, the difference of these will be reflected as the brokerage in all financial reports.

**Service tax:** this is the default service tax, which will be charged, on the brokerage, to all clients. It may be overridden for specific clients, ie, if 5% is entered here, then all clients will be charged 5%. However, if a particular client is not to be charged service tax, then service tax for that particular client can be specified separately.

BSE code

HSE code

NSE code

These are the membership codes granted to a member of a stock exchange. If you are a sub-broker then, you have to enter your main brokers' membership code.

**Bill and Contract Formats:** There are several varieties of both pre-printed and plain paper formats in existence for these. If they are left blank, the default plain paper contract format is used. For Bills, the plain paper contract format is **SH\_BILL.QRP**.

If you possess pre-printed stationery, type the contract name provided to you by Hypersoft.

**Confirmation List:** The default value to be specified here is: **SH\_CNTR5.132**.

If the above file is not entered in the **Conf List** column, at the time of the report printing it gives report error No. 5.

**Default Exchange:** As HyperStock is a multi-exchange package, for any function, either a particular exchange or All Exchanges can be used as the parameter. This is the exchange which will be used as the default for all functions, and can be changed for a particular function / report.

**Jurisdiction:** Plain paper contracts will specify Subject to xxx Jurisdiction, depending on whatever is entered here.

**Default Bank:** This Bank will be used as the default in all functions. However for any given function, this can be changed to another bank as required.

**Round Off:** This is the default round off of brokerage for all clients. This may be overridden for specific clients.

**Default Institution Value:** This is normally either left blank or **ALL** to display all Institution trades in all reports.

**Check Boxes:** These specify the way in which certain functions are performed.

**Add Tax into Dely Charges:** If checked, Service Tax will not be shown separately when Delivery Charges are recovered from a client, but will be added to the delivery charges amount. If unchecked, Service Tax will be shown separately in the Bill.

**Force Service Tax on Contracts:** If Service Tax is not being recovered from clients, but it is desired that the Service Tax amount should be displayed in the contract, check this box.

**Mark Demat as Cleared automatically:** Normally, demat reconciliation should be done. However, if it is not desired to be done, then every demat entry will be automatically marked as cleared.

**Generic Printer Installed:** Always check this box.

**Enter instead of Tab:** To move from one field to another, usually the Tab key is depressed. If you require that the Enter key be used to move from one field to another, check this box.

**Running Contract Numbers:** If Contract numbers start from 1 every day, check this box. If unchecked, then contract numbers will be in a running sequence for the whole Financial Year.

**NSE style BSE ND:** If you wish to have shares that are under ND in the BSE carried forward automatically, then check this box. If unchecked, then shares that are under ND on BSE will need to be carried forward using the files that are supplied by the BSE.

**+ for - in P S Ledger: In the Party Scrip Ledger:** the Clients' Balance Shares will be displayed as per this selection.

**Square Up Bkg on Bought Side:** This specifies whether Square Up brokerage should be charged on the Bought or Sold side if the quantities are equal.

**No Delivery Charges in Bills:** If checked, then Delivery Charges will not be charged in Bills.

**Party Codes are Numeric only:** If all party codes are numeric, then check this box to get reports in numeric code order. The default is Alphabetical order.

**Allow Demat Entry for all Clients:** If checked, then Direct Demat Entry may be done for all parties.

**Table of Specified Accounts:** Certain accounts have entries automatically posted to them. These accounts need to be specified here. The first 13 accounts are entries posted from Bills directly to the General Ledger. For example, the total of all the Service Tax billed upto the relevant date will be totaled and posted to this account automatically. Similarly, the sum total value of all Bills will be posted to the Clients' Control account.

**C/F Margin Account :** Not Applicable any more – may be left blank.

**BSE / NSE Futures Initial Margin Accounts:** These accounts are where Initial Margin postings will take place based on the information provided by the respective Exchange.

**Jobbing Income Account :** If a party is kept in a category whose code is **DJOB**, then when a bill is prepared for that party, a Journal Voucher for the profit to be debited to him will be passed automatically, and credited to this account, based on the percentage specified in the Parties' details.

## Data entry ⇒ 1 Account

### Data entry ⇒ 2 Account ⇒ 1 Create Schedule

In this create schedule window, you have got position where appear 4 default positions as: -

- Liabilities
- Assets
- Income
- Expenditure

In each position you can create the number of schedule names with schedule number as you require and all that you create appears in the list of schedules.

**Schedule:** schedules are the list of accounts you create in each position or under main head.

For example: under the position of liabilities you can create the accounts such as Share Capital, Loans, Margin Account with the schedule numbers.

### Data entry ⇒ 2 Account ⇒ 2 Create Account

In this create account window, we can create upto 999 accounts under each schedule.

For example: under the position of **Liabilities**, we may create a schedule named *Share Capital*. Now again in this schedule *Share Capital*, we can create a number of accounts such as Paid Up Capital, Amount in Arrears, etc.

In this create account window, you can view 2 List Boxes: **Position & Schedule**.

Here you have to select position name and the schedule name to create the accounts.

For this, if you want to create the account just click onto the **Insert** pushbutton, the account number is automatically generated for you, you need to just enter account name and the opening balance of that particular account.

If the Account is a Bank Account or Cash, the Control Code should be **BANK** or **CASH**. One particular Account, **Clients** must have **D** as the Control Code.

### Data entry ⇒ 2 Account ⇒ 3 Shift Account

To shift an account from one Schedule to another, use this option.

You get two columns **Account** and **Shift To**

Select the account you want to shift.

## Data Entry ⇒ Opening Balances

Under this window, we can view and alter the opening balances of the accounts, which are already created. The total of the Debits and Credits must be equal.

## Data Entry ⇒ Party Group Details

Parties may be grouped for reporting and other reasons. Each group **MUST start with the letter D**, and any number of groups may be created, with any name as desired. The default group is the one having code *DH*.

There are certain groups which have a specific purpose and cannot be used otherwise:

DZ — The group to which all Exchanges (eg BSE or NSE) belong.

Dz — The group to which all Main Brokers belong. Brokerage, Service Tax, etc will be credited to parties in this category.

DJOB — The group to which all Jobbers belong. Jobbing profits will be automatically debited to these parties.

**Note:** You **MUST** have the group **DZ** and at least one party with this category, even if it is never used.

## Data Entry ⇒ Party Sub Group Details

Here in this section you can create the SubGroups with SubGroupName under the groups created above. Any characters may be used for the code here.

You can create any number of subgroups under each main group.

## Data Entry ⇒ Party

Another way to select this window is to press F6 at the Main Menu.

In this section you can create the parties (clients) you require, just enter the relevant data and click on the Update button to save.

To know the existing parties with their code, just press F1 or you are provided with a pushbutton Party F1.

In the field of Party Code, you can give any code for their identification.

Introducer: If the party has been introduced by another client, then his code may be entered here. The introducer may also be a sub-broker to whom commission is to be paid.

Round Off: If a different round off on brokerage is required for this client, then it can be specified here. If left blank, the default entered in the Company Details will be used.

**Sub Bkg Rate (Dely) and Sub Bkg Rate(SqUp):** If the introducer is a sub-broker to whom commission is to be paid, then the percentage of commission payable to him may be entered here.

**Jobbing Percentage:** If the party is in the **DJOB** category, then the party will be debited this percentage when a bill is made.

**Other Charges, Other Charges BSE, S T Rate, Demat Charges, StampDuty, StampDuty SqUp:** These field override the default values for parties where specified. If the default value is to be used, leave the relevant field blank.

**NOTE:** If 0 (zero) is entered into any of these fields, then the party will be charged zero percentage, and not the default.

**Brokerage Category:** The brokerage category to which the client belongs. This is explained in the next section.

**Same Day Square Up:** If Square Up brokerage is to be charged equally on both sides, then select *Both Sides*. Usually, *None* or *One Side* is selected.

**No Contract Required:** If contracts for this party are not needed to be printed, check this box. However a contract number will be generated for the party.

**Institution:** If the party is a Financial Institution, check this box.

**Allow Direct Demat Entry:** As a precaution, direct demat entry may be restricted to only a few parties. Check this box to allow Direct Demat Entry for a specific party.

**Contracts:** For certain parties, eg Institutions, contracts may be required in certain formats.

**All Trades** — The default where every individual trade is printed on the contract.

**One trade for equal rates** — Where there are several trades with the same rate for a scrip, then these will be clubbed together in the contract.

**One trade per scrip** — For each scrip, one line will be printed on the contract. The first Order Number and First Trade number will be printed.

**One trade per order** — All trades with the same Order Number will be printed as one line on the contract. The First Trade number will be printed.

**One order per contract** — Each Contract will print only one line – one scrips having the same order number. The First Trade number will be printed.

**One scrip per contract** — Each contract will comprise of one line – the total quantity of each scrip. The first Order Number and First Trade number will be printed.

**Round Off Contracts to:** If *All Trades* is not selected above, then the brokerage needs to be rounded off as per this selection.

**Bill Print:** If Bills are not required to be printed for a party, select *No Print*. If bills are to be printed in summary, select *Summary*. The default is *Normal*.

**Initial Margin from SPAN File:** Initial Margin may be posted based upon a calculation or from the SPAN File supplied by the Exchange. If such a hybrid system is to be used, then certain parties may have this checked.

**Scale SPAN Margin by:** If the SPAN margin is to be scaled to a higher figure by a certain percentage, then this percentage may be entered here.

**Brokerage on Strike Price Only:** For parties where the brokerage is to be charged only on the Strike Price as opposed to Strike Price plus Premium.

## Data Entry ⇒ Brokerage Rates

Brokerage Rate Slabs can be set up. Each Category is identified by a Numeric Code. For each Category, brokerage rates can be specified for a particular Exchange and specific Market Types within the Exchange.

Different Brokerages can be selected for scrips that are squared up and those under delivery. Further, in each of these a separate rate can be charged depending upon the market value of the scrip, eg, a share whose rate is below Rs. 10/- can be charged 1% and shares above Rs. 10/- can be charged 0.5%. All brokerage rates are in percentage, and all Minimum Brokerages are in Rupees.

Additionally, if one side or both sides Square Up is to be run for parties in this category, then the square up brokerage rates are to be specified here.

## Data Entry ⇒ Exchange

Here the Exchange Code, Name and default charges to parties for the particular Exchange are entered. Certain codes are reserved:

- Z — NSE
- F — NSE Derivatives
- B — BSE
- f — BSE Derivatives
- H — HSE
- C — CSE
- D — DSE
- O — OTC
- L — BgSE

## Data Entry ⇒ Market Types

Various Exchanges have various Market Types. The following are the main Market Types and are reserved:

- N — Normal for Cash Market, Futures for Derivatives Market
- O — Odd Lot
- P — Options
- A — Auction
- B — Bad Delivery

NSDL and CDSL have certain names for these market types, eg, the Normal Market is called Physical on NSDL. The names can be specified here, and it is the wording printed on the Instructions to DPs.

## Data Entry ⇒ Scrips / F7

You can create the scrips you deal with as you create the parties manually.

If you want to know the details of existing scrip, just enter the code and press tab and the information pertaining to that scrip is displayed.

You may enter any code for a scrip, but the Exchange codes should be entered as specified by the relevant exchange. The ISIN and ND dates are usually imported from files provided by the Exchange.

For Derivatives, the Scrip code is the code given by the Exchange and must conform. The haircut is the percentage specified by SEBI for calculation of rate applicable if the scrip is held as collateral margin.

If a scrip is in Odd Lot in the BSE, then the group must be entered as **Z**, for it to be imported into the Odd Lot market.

## Data Entry ⇒ Settlement Dates

### Data Entry ⇒ Settlement Dates ⇒ Settlement Dates

NSE is the only exchange which provides the settlement and pay-in / pay-out dates which can be imported into the system. These do not need modification most of the time. However, sometimes settlements may be merged for various reasons.

For all other exchanges, you have to feed the settlement dates with its market type manually in this window. Select the Exchange and Market Type in the toolbar and then click the Insert button. After entering all the relevant settlement dates, click the Update button to save the data.

To delete a particular record, select the record(s) by clicking on the Row header and click on the Delete button. Now click on Update. The record(s) are deleted permanently.

### Data Entry ⇒ Settlement Dates ⇒ ND Dates

This option is particularly for the NSE. The dates are normally imported from the Corporate Actions file downloaded from the Exchange. However, for Corporate Actions that are either cancelled or changed, data here may be required to be modified. This window can also be used to view the Corporate Actions of Companies.

## Data Entry ⇒ Scrips Attracting Value At Risk Margin

Here also the data is usually available from the Exchange in a file. One can also manually feed the margin (in terms of %) for the scrip if required.

## Data Entry ⇒ Closing Rate Entry

Here also the data is usually downloaded from a file received from the exchange. The files are \*.MD for the NSE and CP.\* for the BSE.

If this file is not available then you need to enter it manually by clicking on to the insert button making the relevant entries and clicking on Update to save the record.

## Data Entry ⇒ Order Entry

This window is used to make offline entries of the clients' orders, which can be uploaded onto either the BSE or NSE terminals.

## Data Entry ⇒ Sauda

This form window allows entering the sauda manually (daily transactions, buying and selling with exchange and market type and other details). Here trades are entered / modified one trade at a time. It is recommended to use Table Sauda which is a table window to enter trades.

## Data Entry ⇒ Table Sauda

This window is where trades can be entered. Modified or deleted. At the time of exiting from this window, a check is done to verify that there is an equal number of buying and selling trades per exchange, scrip and market type. If there is a mismatch, an error message is issued notifying the user of the mismatch.

A single Bought and Sold transaction can be entered on the same line. On completion of each transaction the window displays the trades as two trades – the manner in which data is stored.

To enter a fresh trade, click on the **Insert** Button. First enter the Scrip Code. The name of the Scrip appears on the Status Bar. Select the code of the Exchange, Market Type and Type, followed by the Quantity and Rate. Then enter the Party Code from whom the shares are purchased. The Brokerage for this entry will automatically be calculated and displayed in the brokerage column. Modify this if necessary. Now do the same for the Sold side. The Order Number, Trade Number and Trade Time may optionally be entered. All the other columns are for Informational purposes only.

If a trade is Billed or an Acknowledgement or Delivery Challan has been made, it cannot be altered. Once a Contract has been issued or a trade, only the Supervisory User can modify it.

After all entries are complete press the **Update** button to save.

Data can be displayed either for a specific party / scrip and combination thereof. This is extremely useful for modifying scrips / parties which have been imported for which either the Scrip code or Party code was invalid.

To search for an Invalid Scrip, enter ? as the Scrip Code and **ALL** as the Party Code, followed by **Refresh**. Similarly To search for an Invalid Party, enter ? as the Party Code and **ALL** as the Scrip Code, followed by **Refresh**.

An additional entry in the menu of this window allows the user to do a search and replace in either the Party column or Scrip column, using **Table⇒SearchReplace** from the Menu.

In case a parties' brokerage slab has been changed after the data is imported / entered, then **Table⇒RefreshParty** from the Menu will change the brokerages to the current rates.

## Data entry ⇒ Transactions

All vouchers are numbered sequentially, starting from 1 on a daily basis. That is every day, each Cash Payment Voucher will start from 1. The following is common to Cash & Bank Payment & Receipt Vouchers.

To enter a new voucher, first enter the date of the voucher. The voucher will be numbered NEXT. Accept this by pressing the Tab key. After the voucher is complete, it will be assigned a number.

## Payment / Receipt Vouchers

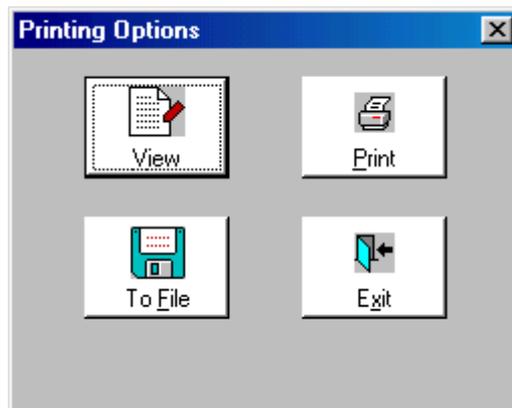
Select the account from / to which moneys are to be deposited / withdrawn from the list box named Cash/ Bank. The current balance in that account will be displayed.

A Narration of pertaining to the voucher may be entered. If the payment is pertinent to a particular Exchange, then the Exchange can be selected. If not, it should be left blank.

Click the **Insert** Button to insert a row into the table, and select the account which the voucher pertains to. If it is a receipt / payment of a client, then select the account named Clients, and the Party Code of the client needs to be entered in the next column. If the transaction does not pertain to a client, then the Party Code should be left blank. Leave the Dr/Cr column as it is and enter the amount of the voucher.

If the voucher contains more than one amount, then the above step should be repeated.

Click on **Update** to save the voucher. A dialog box asking whether the voucher should be printed or not appears. Make the selection of your choice.



### DataEntry ⇒ Transactions - Cash payment voucher – F9 (CPV)

Here you enter the details of the cash paid. This can be invoked from the Main Menu by pressing **F9**.

### DataEntry ⇒ Transactions - Cash Receipt Voucher (CRV)

Here you enter the details about the cash you received.

### DataEntry ⇒ Transactions - Bank Payment Voucher (BPV)

Here you enter the details about the payments made through a bank. An additional field of the Cheque Number of the Instrument is asked for.

### DataEntry ⇒ Transactions - Bank Receipt Voucher (BRV)

Here you enter the details about the receipts to a bank. Additional fields of Cheque Number, the Bank Name and Branch of the Instrument are asked for.

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### **DataEntry ⇒ Transactions - Journal Voucher (JV):**

A Journal Voucher is used to transfer monies from one account to another. As above, the user is prompted for the date and the voucher number is NEXT. Click on **Insert** to add a new row, and select the Account and/or Party as above. Now enter the amount which is to be debited to the account. The Corresponding Account is purely Narrative, and will be displayed in the Ledger as the Heading of the transaction. The Cheque number is optional. If the transaction pertains to a particular Exchange, then select it from the list box. . Enter the Narration of the entry within the Voucher in the last column. Each entry may have identical narrations or may be different. To make the next entry, click **Insert** and enter the Credit Amount as above.

The Voucher may be printed either as a Journal Voucher for filing purposes, or as Debit / Credit Notes to Parties. For the former, press **Print**. For Debit / Credit Notes, press the **Dr/Cr Note** Button, and all entries pertaining to Clients will be printed as separate notes for each party.

### **DataEntry ⇒ Transactions - Funds Transfer Voucher (FTV)**

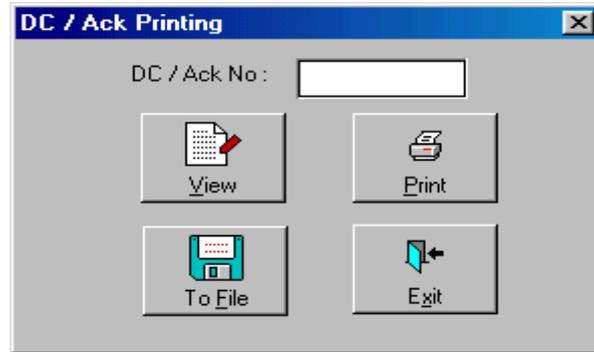
This is used to transfer funds from one Bank Account to another or to deposit / withdraw cash from a bank.

Proceed in the same manner as for JVs. The Account is always FUNDS TRANSFER CONTRA, and the corresponding account can only be either a Bank Account or Cash.

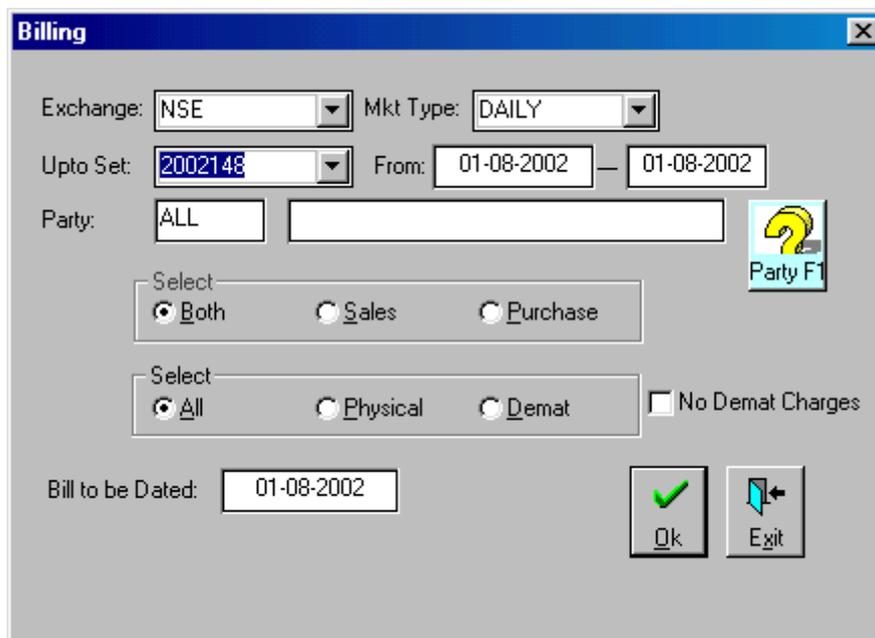


## DataEntry ⇒ Delivery / Billing ⇒ Reprint DC /Ack

This option is used when we require reprint of a particular DC or acknowledgement.



## DataEntry ⇒ Delivery / Billing ⇒ Billing



This option is used for automatically billing all DCs and/or acknowledgements. Select the options that you require and press Ok. Bills will be made as per the selections that you have chosen.

**DataEntry ⇒ Delivery / Billing ⇒ Difference Bill**

Difference Bill

Exchange: NSE Mkt: DAILY Type:

Set No: 2002149  Include ND

From Date: 02-08-2002 To Date: 02-08-2002

Party: ALL

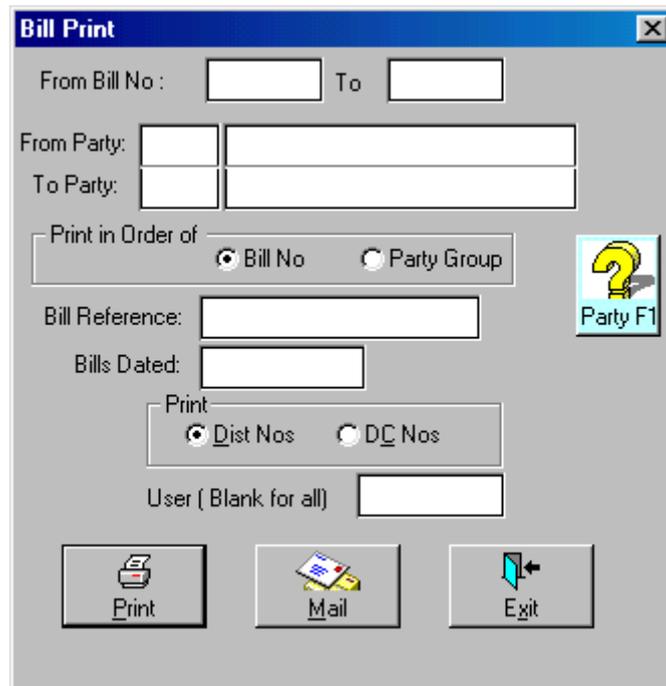
Scrip: ALL

Scrip F1 Party F1 Print Exit

A difference bill is a bill of only squared up trades during a settlement. The delivery bills have to be made separately. This is to be used if Settlement Bills are not made.

Select the requirements for the bills and the Bills will be generated based upon your selection.

## DataEntry ⇒ Delivery / Billing ⇒ Reprint Bill



Bill Print

From Bill No :  To

From Party:

To Party:

Print in Order of  Bill No  Party Group

Bill Reference:

Bills Dated:

Print  Dist Nos  DC Nos

User ( Blank for all)

Party F1

Print Mail Exit

This option is used to reprint a bill or set of bills. The selection of bills to be printed may be selected by choosing a combination of :

- Range of Bill Nos
- Range of Parties
- Bill Reference
- Bills made on a particular day

## DataEntry ⇒ Delivery / Billing ⇒ Settlement Bill

This option is used to prepare the bills of all trades pertaining to a particular settlement.

**Billing**

Exchange:  Mkt Type:

Sett No:  From:

Group:  Sub Group:

Party:

Bill To be Dated:   Do Custodial

Select the options for which the billing is to be done and all pertinent bills will be prepared.

### DataEntry ⇒ Delivery / Billing ⇒ Automatic Settlement Demat DCs

Here all Demat Dcs or Acknowledgements will be prepared. For a BSE or NSE member, first Inter-settlement entries must be made. This will post Demat entries into the demat module for all trades which have Dcs or Acknowledgements have not been made. Inward and Outward should be done separately.

**Automatic Demat DCs**

Account:

Exch:  Mkt Type:

Set No:  From:

DC Date:  Execution Date:

Select:  
 Outward  Inward

Party:

## DataEntry ⇒ Other

### DataEntry ⇒ Other ⇒ Clearing houses

### DataEntry ⇒ Other ⇒ Untradable distinctive nos

Not applicable any more – only for Physical Delivery.

### DataEntry ⇒ Other ⇒ Terminal numbers

When all trades of Trader Workstation Id have to mapped to a Particular Party, then the Workstation Id and the Party Code should be entered here. All future imports of trades having this Terminal Id will be imported with this as the Party, whatever the Party entered in the trade data.

### DataEntry ⇒ Other ⇒ Derivative client prefixes

Similar to the above, but trades will be entered with the client code that is in the trade, but all margin calculation will be done by mapping parties having the prefix entered to the party code in this table. This is because sub-brokers are not allowed in the Derivatives Market.

### DataEntry ⇒ Other ⇒ Inward details

Not applicable any more – only for Physical Delivery.

### DataEntry ⇒ Other ⇒ Delivery marking

Not applicable any more –for Badla Trading.

### DataEntry ⇒ Other ⇒ Refresh set nos in sauda

If trades have been entered and the settlement number for these trades was not in the master, the trades will be imported without a settlement number. To rectify this, enter the settlement number in the master and run this option for the date required.



**DataEntry ⇒ Other ⇒ Mark delay to exchange**

**DataEntry ⇒ Other ⇒ Mark delay from exchange**

**DataEntry ⇒ Other ⇒ Voucher re-numbering**

**DataEntry ⇒ Other ⇒ Entry number re-numbering**

Not applicable any more – only for Physical Delivery.

## The Financial Reports Menu

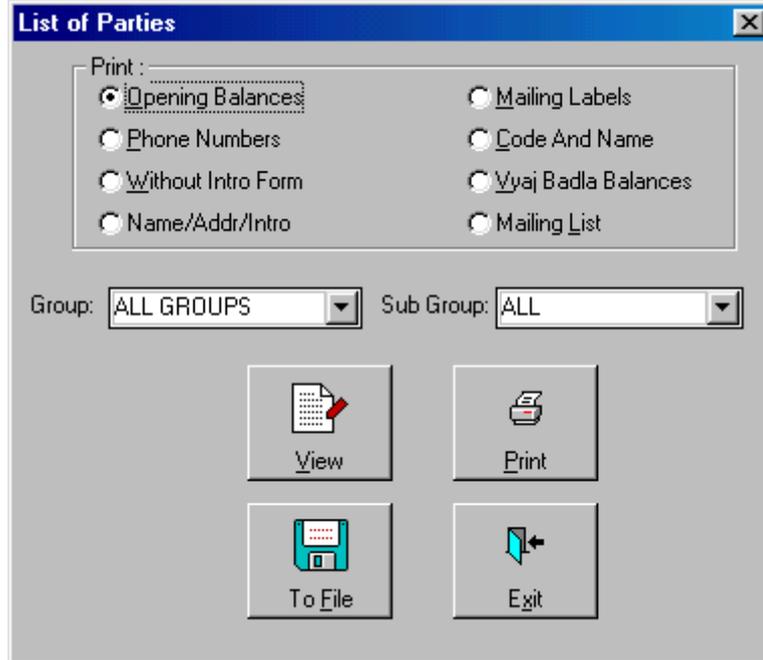


### Fin Reports ⇒ 1 List of Accounts

This provides you to view the list of accounts. List of accounts is the accounts we created under **Data Entry** ⇒ **Account/Create Schedule** and **Create Account** under the position Liabilities / Assets / Income / Expenditure in order of either name or number.

### Fin Reports ⇒ 2 List of Parties

This option provides you to view the list of the parties you created under **Data Entry** ⇒ **Party**. You can view the parties with all groups and subgroups with opening balances, mailing labels, etc whatever the relevant information required by you. You can also print the lists of the parties by clicking onto the print icon provided to you.



### Fin Reports ⇒ 3 List of Scrips

To view and print the list of scrips along with its code.

### Fin Reports ⇒ 4 DC Register

Here you can view and print the register of Delivery Challans / Acknowledgements made either for a period or for a range of DCs/Acks.

### Fin Reports ⇒ 5 Bill Register

In this report you can view the List of bills prepared based on any of the following criteria:

- Exchange
- Range of Dates
- A Particular Party or All
- Range of Bill Numbers
- Bill Reference

### Fin Reports ⇒ 6 Cash / Bank Book

In this report we can view and print the Cash Book or a Particular Bank Book for a period as specified. Select the Account for which you require the statement.

### Fin Reports ⇒ 7 Bank Reconciliation Statement

Similar to BankBook, but here the date on which a cheque is cleared can be entered. Double click on the Column Header **Cleared** to get the statement in order of Cleared Date.

### Fin Reports ⇒ 8 Journal

To print the Journal Register for a specified period.

### Fin Reports ⇒ 9 General Ledger

To view the General Ledger of an account for a specified period. Double clicking on any row header will drill down to the instrument for the row selected.

## **Fin Reports ⇒ 10 Trial Balance**

To view the Trial Balance as on a particular date. Double click on any row header to view the ledger of that account.

## **Fin Reports ⇒ 11 Trial Balance – 3 Column**

To view the Trial Balance as on a particular date with the opening balance and movement of the month.

## **Fin Reports ⇒ 12 Balance Sheet**

In this report, you can view the Balance Sheet and Profit & Loss A/c on a particular day. Only the schedule heads appear. To view a particular schedule, double click on the row header of the schedule.

## **Fin Reports ⇒ 13 Bank Summaries**

To view all Bank Balances on a particular date along with the Opening Balances and Debits and Credits on that day.

## **Fin Reports ⇒ 14 Cash Flow Statements**

Cash flow statement (Receipts and Payments) for a particular period.

## **Fin Reports ⇒ 15 Day Receipts And Payments**

To view the details about a particular day's receipts / payments for Cash and all Banks.

# The Sauda Reports Menu

## Sauda Reports ⇒ Sauda Book - F4

This is the Day Book of Trades done. If it is taken for a period, then each days' Sauda Book will be displayed one after the other. It can be taken for any or all Exchanges & Market Types. It can also be taken for a particular Terminal Id. This can be printed in two formats:

- With Net Rates
- With Market Rate and Brokerage separately

## Sauda Reports ⇒ Party Scrip Ledger – F1

Party Scrip Ledger

Exch: NSE Mkt: DAILY = Set No: From: 21-03-2002 To: 02-08-2002

Group: ALL ALL Der. Expiring: <=

Status:  All  Billed  Unbilled

Category:  All  Squared Up  Delivery Based

DC Made  Summary  Include ND  Only ND  C/F Unbilled  Only Cash Mkt

Active Derivatives  Only ALBM  Only Delivred  Only Physical  Client Status  Excl Margins

Party: Scrip: ALL

Party F1 Scrip F1 Ok Print Exit

BOUGHT FROM YOU SOLD TO YOU

Party-wise Scrip-wise report. Can be taken for any combination of:

- Exchange
- Market Type
- Settlement Number
- Range of Dates
- Group & Sub-Group
- Single or all Parties
- One Scrip or All
- Derivatives expiring on or before a particular date.

There are several options in this report:

- Status: Billed – Only billed trades; Unbilled – Only Unbilled trades
- Category: Squared Up – Only trades squared up in the period; Delivery Based - Only trades resulting in Delivery.
- DC Made: Only trades for which a DC / Ack has been made
- Summary: Summary by Scrip
- Only Cash Market: Will not include trades of Derivatives
- Active Derivatives: Only trades which have not expired

This report may be printed or e-mailed to clients who have a valid e-mail address.

## Sauda Reports ⇒ Scrip Ledger – F2

Similar to the above, but Scrip-wise Party-wise. Most of the options are the same.

## Sauda Reports ⇒ Party Ledger

Party Financial Ledger, which includes all trades – Billed and Unbilled in order of Cash/Cheque and Sauda date.

## Sauda Reports ⇒ Settlement Reports (Exchange)

These are reports pertaining to combinations of Exchange and Clients.

## Settlement Reports (Exchange) ⇒ Settlement Reports (Exchange)

Pay-in and Pay-out statement for the exchange Scrip-wise.

## Settlement Report ⇒ Settlement Report Detail

Pay-in and Pay-out statement for the exchange and clients Scrip-wise.

## Settlement Report ⇒ Funds Payin / Payout

Displays the estimated Financial Pay-in or Pay-out for all exchanges falling during the period.

## Sauda Reports ⇒ Client's Settlement Reports

These are reports pertaining to Clients only.

### Client's Settlement Reports ⇒ Settlement Reports (Clients Financial) Only Set:

A summary of Financial Pay-in or Pay-out of all Clients for a settlement.

### Client's Settlement Reports ⇒ Settlement Reports (Clients Financial)

A Combination of the above, including Financial Balance of all Clients.

### Client's Settlement Reports ⇒ Settlement Reports (Clients Net Positions)

Position of all Clients having Pay-in of Shares, with quantity received.

## **Client's Settlement Reports ⇒ Clients Settlement Positions**

Scrip Position of a Client along with risk parameters – Gross Exposure, Trading Profit / Loss and Value at Risk Margin.

## **Client's Settlement Reports ⇒ Client 3 Phase Report**

A statement which displays the position of a client in three parts:

- Squared-Up Trades
- Buying Trades
- Selling Trades

This report may be printed in detail or summary as required. It may also be e-mailed to clients.

## **Client's Settlement Reports ⇒ Pending Billed Deliveries**

After Settlement Bills have been made, deliveries that are not received are displayed here.

## **Client's Settlement Reports ⇒ Party Margin Statements**

Not applicable – for Badla Trades.

## **Client's Settlement Reports ⇒ Settlement Trial Balance**

Trial Balance of only Clients and Exchange for a period / settlement.

## **Client's Settlement Reports ⇒ Partywise Scrip Summary**

Settlement-wise summary of a clients positions. Double click on the Row Header to get the details.

## **Sauda Reports ⇒ BrokerNote/StampDuty**

### **BrokerNote/StampDuty ⇒ 1 Broker Note Register**

The Value Of the Broker Note Stamp Duty To be Paid Contract Wise/Date Wise Of The Required Exchange.

### **BrokerNote/StampDuty ⇒ 2 Delivery Based Stamp Duty**

Not applicable – for Compatibility with earlier systems.

### **BrokerNote/StampDuty ⇒ 3 Delivery and SqUp Based Stamp Duty**

Stamp Duty register for states where stamp duty rates are different for Delivery Based and Squared-Up trades.

### **BrokerNote/StampDuty ⇒ 4 Derivatives Stamp Duty**

Stamp Duty register for Derivatives

## **Sauda Reports ⇒ Brokerage & Turnover Statements**

### **Brokerage & Turnover Statements ⇒ Brokerage Statement**

Date-wise Brokerage Statement

### **Brokerage & Turnover Statements ⇒ Brokerage Statement Date / Set**

Date-wise Settlement-wise Brokerage Statement

### **Brokerage & Turnover Statements ⇒ Party-wise Brokerage Statement**

Party-wise Brokerage Statement for a period

### **Brokerage & Turnover Statements ⇒ Date-wise Dely Charges Statement**

Date-wise Delivery Charges Statement for a period

### **Brokerage & Turnover Statements ⇒ Party-wise Dely Charges Statement**

Party-wise Delivery Charges Statement for a period

### **Brokerage & Turnover Statements ⇒ Turnover / Brokerage Statement**

Date-wise Turnover and Brokerage Statement for a period

### **Brokerage & Turnover Statements ⇒ Unbilled Sauda Brokerage**

Brokerage Statement of Unbilled trades

### **Brokerage & Turnover Statements ⇒ Turnover Statement**

Date-wise Turnover Statement for a period

### **Brokerage & Turnover Statements ⇒ Derivatives Turnover Statement**

Date-wise Turnover Statement for a period for Derivatives Trades comprising:

- Futures Turnover
- Futures Final Settlement Value
- Option Premium Amount
- Exercised Strike Value
- Assigned Strike Value

## **Sauda Reports ⇒ Party-wise Scrip Statement**

Party-wise Scrip Summary for a period

## **Sauda Reports ⇒ Party Sauda Summary**

Party-wise Financial Summary for a period

## **Sauda Reports ⇒ Stock Movement Statement**

Stock Register of Shares Billed and Unbilled for a period with Value

## **Sauda Reports ⇒ Confirmations**

Confirmations are given to clients whether on the Statutory Printed Stationery or in an informal manner.

### **Confirmations ⇒ Confirmation List**

Party-wise List of All trades done for a day. May be taken in summary by rate if required. This can also be e-mailed to clients.

### **Confirmations ⇒ Print Double Sauda Contracts**

Contract to be given to clients for the day's trades where both Bought and Sold are printed on one line.

### **Confirmations ⇒ Print Single Sauda Contracts**

Contract to be given to clients for the day's trades where both Bought and Sold are printed on separate lines.

### **Confirmations ⇒ Print ALBM Contracts**

### **Confirmations ⇒ Print BLESS Contracts**

Not applicable – for Badla & ALBM trades which are now discontinued.

## **Sauda Reports ⇒ NSE Deliveries**

## **Sauda Reports ⇒ Inward Outward Register**

## **Sauda Reports ⇒ Bad Delivery Statement**

## **Sauda Reports ⇒ Scrips Under Non-Dely**

Not applicable – for Physical Shares, which are very rare, and shares which are under non-delivery – only Z group.

## **Sauda Reports ⇒ MIS Reports**

### **MIS Reports ⇒ Bkg / Turnover by Rank**

Statement of Turnover and Brokerage in order of Turnover or Brokerage

### **MIS Reports ⇒ Statement**

Statement of trades which do not have any brokerage.

### **MIS Reports ⇒ Sub-brokerage Statement**

Statement of brokerage payable to Sub-brokers.

**MIS Reports ⇒ Turnover with no PAN**

Turnover Statement of clients who do not have a PAN Number.

**MIS Reports ⇒ Dormant Accounts**

Statement of Clients who have been dormant since a specified period.

**MIS Reports ⇒ Branch Brokerage Statement**

Statement of brokerage payable to Branches, for a period.

**MIS Reports ⇒ Exposure and Turnover Report**

Statement of Exposure, Turnover, MTM P/L, and Brokerage of Clients for the Derivatives Market, as on a particular day.

## The Party Financial Reports Menu



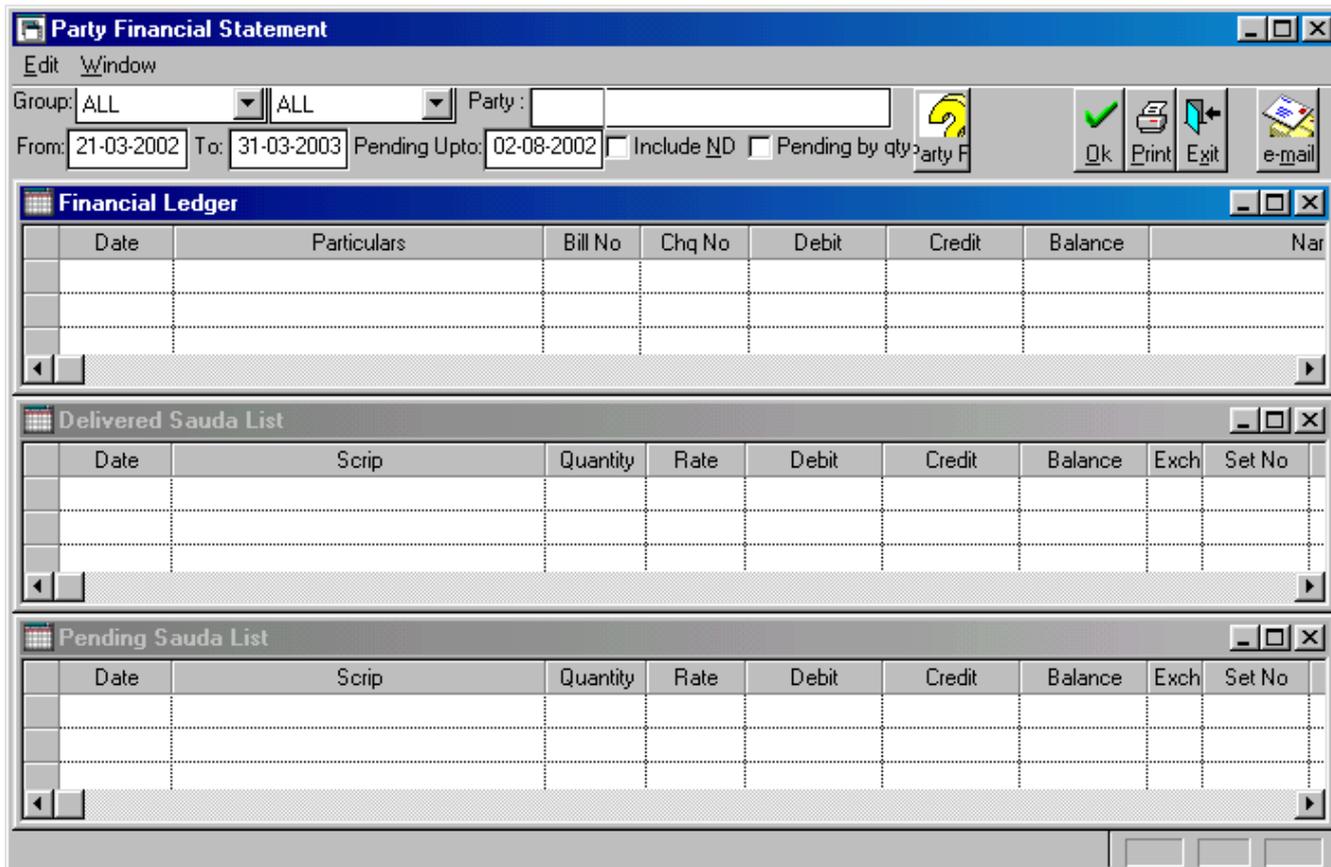
These are reports pertaining to Financial Statements of Clients. Some reports also show Unbilled Trades for which monies are payable / receivable.

### **PartyFinReports ⇒ Party Financial Statement - F11:**

This report comprises of the parties Financial Ledger, followed by a statement of Delivered but unbilled trades, followed by Unbilled and Undelivered trades.

They are named:

1. Financial Ledger,
2. Delivered Souda List, and
3. Pending Souda List.



## PartyFinReports ⇒ Party Financial Statement – Detail

As above, but with the details of each bill.

## PartyFinReports ⇒ Party Financial Ledger

Only the Financial Ledger of a Client for a period.

## PartyFinReports ⇒ DrCr Summary

Purely Financial Summary of all clients.

## PartyFinReports ⇒ Client Summary

Financial Summary of all clients followed by financial value of Unbilled Trades.

## PartyFinReports ⇒ Client Centre Summary

Same as above, where the unbilled trades are displayed Exchange-wise.

## PartyFinReports ⇒ Sauda-Based Client Summary

Financial Summary of all clients based on Sauda values and not Bills.

## PartyFinReports ⇒ Party Position

A Break-up of a Parties position for Margin purposes.

## **PartyFinReports ⇒ Party Margin Position**

Client's positions showing the

- Gross Exposure
- Net Exposure
- MTM P/L
- Volatility Margin
- Non-Delivery Margin
- Trading P/L
- Gross Margin, &
- Margin Payable

for clients for a particular period.

## The Data Capture Menu



All Data Capture involves reading data from a flat file, and importing into the database. For all Trade files, the user is prompted to enter the file name from which data is to be imported. Additionally, the Party Code of the Exchange should also be entered.

The other fields, which can be entered, are:

- Max Party Code Length: If this is entered, then the Party Code in the Trade file is truncated to this length.
- Pad Party with zeros to x characters: For example, if the value of x is 5, and a trade file has a party code of A1, then it is imported AS A001.
- Ignore first x characters of Party Code: The Party Code imported will consist of the characters after x characters.

### DataCapture ⇒ NSE

This pertains to all data capture functions of files received and to be delivered to the National Stock Exchange.

### DataCapture ⇒ NSE ⇒ NSE Trades TXT

NSE trade file from trading terminal or FTP Server.

### **DataCapture ⇒ NSE ⇒ NSE Trades CSV**

NSE trade file from CSV File.

### **DataCapture ⇒ NSE ⇒ NSE Trades CTT & BTT File**

NSE trade file of Branches

### **DataCapture ⇒ NSE ⇒ NSE ISIN Codes from SEC.CSV**

Import of latest ISINs.

### **DataCapture ⇒ NSE ⇒ NSE CPRACT Capture**

Import of latest Corporate Actions of Cash Market.

### **DataCapture ⇒ NSE ⇒ NSE Closing Rates Capture**

Import of day's Closing Rates from \*.MD file.

### **DataCapture ⇒ NSE ⇒ NSE Settlement Dates Capture**

Import of latest Settlement dates from SETP.CSV.

### **DataCapture ⇒ NSE ⇒ VaR Rate Capture**

Value at Risk Rate Capture – this is done from the Print file.

### **DataCapture ⇒ NSE ⇒ NSE Clearing File**

Import of DEL.CSV file.

### **DataCapture ⇒ NSE ⇒ NSE Obligation Reconciliation**

To reconcile statement of NSE with data imported from trades.

### **DataCapture ⇒ NSE ⇒ Export NSE Orders**

Orders, which are entered offline, can be exported to a file and uploaded into a NSE Terminal.

### **DataCapture ⇒ NSE ⇒ Export Client Ids**

Not applicable

### **DataCapture ⇒ NSE ⇒ Extract Terminal Data from TRADE.TXT or CSV, CTT**

To extract the data of a single terminal from a trade file. This file can then be used by a sub-broker.

### **DataCapture ⇒ NSE ⇒ Extract Client Data from TRADE.TXT or CSV, CTT**

To extract the data of a single client from a trade file. This file can then be used by a client.

## **DataCapture ⇒ NSE ⇒ Export Modified Client Code**

If the original trade has a client code which is modified in the back-office system, this should be notified to the NSE on the same day. This file can be uploaded into the NSE FTP Server for this purpose.

## **DataCapture ⇒ OTC Trades**

## **DataCapture ⇒ HSE Trades**

To Download The Hyderabad Stock Exchange Trades.

## **DataCapture ⇒ BSE**

This pertains to all data capture functions of files received and to be delivered to The Stock Exchange, Mumbai.

## **DataCapture ⇒ BSE ⇒ Import BSE Trade File**

BSE trade file from Trader Workstation

## **DataCapture ⇒ BSE ⇒ Import BSE BR File**

This file contains consolidated data of all Trader Workstations of a Member of the BSE.

## **DataCapture ⇒ BSE ⇒ Delivery Marking**

This report highlights the parties and scrips to mark for delivery to the exchange with bought/sold and its final delivery positions. Double click on the row header you can view the party scrip ledger for the clients.

## **DataCapture ⇒ BSE ⇒ Import BSE ND**

BSE Non-delivery dates can be imported from either the RSETL file or a combination of the MST and NET files.

## **DataCapture ⇒ BSE ⇒ Refresh Margin Rates**

Not applicable – for Badla Trading

## **DataCapture ⇒ BSE ⇒ BSE Closing Rates Capture**

Import of day's Closing Rates of the Cash Market from the CP file.

## **DataCapture ⇒ BSE ⇒ BSE Obligation Reconciliation**

To tally the data of BSE with trades downloaded into the back office system.

## **DataCapture ⇒ BSE ⇒ Adjust Institution Brokerage**

Institutional (Custodial) trades done on the BSE need to be reversed. All Institutional trades will be displayed and can be marked for reversal after contracts are printed.

### **DataCapture ⇒ BSE ⇒ Import DSM File**

This will import the deliveries to be made to the exchange in physical form.

### **DataCapture ⇒ BSE ⇒ Print Delivery Summary**

Not applicable – as above for physical shares only.

### **DataCapture ⇒ BSE ⇒ Print Delivery Slips (Form 11-12)**

Not applicable – as above for physical shares only.

### **DataCapture ⇒ Remove Sauda**

This will delete all the trades imported or entered into the system for a day.

### **DataCapture ⇒ Remove Orders**

This Will Remove All The Orders On The Database.

### **DataCapture ⇒ Bill Cancellation**

To cancel a particular bill, by referring the bill number to be deleted. This will delete the bill permanently from the database, and the trades will be marked as unbilled.

### **DataCapture ⇒ DC/Ack Cancellation**

To cancel a particular D C/ Acknowledgement, by referring the DC/Ack number to be deleted. This will delete the DC/Ack permanently from the database, and the trades will be marked as undelivered.

### **DataCapture ⇒ Direct Bill Cancellation**

Will delete both DCs and Bills for the Bill number specified.

### **DataCapture ⇒ Cancel Bills for Full Settlement**

To cancel all the bills prepared under one particular settlement for an exchange.

### **DataCapture ⇒ SquareUp Brokerage**

After importing trades, if the brokerage has to be modified for trades that have been squared up to a lower rate, run this option.

### **DataCapture ⇒ Delivery Brokerage**

After importing trades, if the brokerage has to be modified for trades that have not been squared up to a higher rate, run this option.

### **DataCapture ⇒ Square Up Jobbing Trades**

To carry forward Jobbing trades to the next settlement and square-up trades for the current settlement. This will be done only for parties whose category is specified as a Jobber.

### **DataCapture ⇒ Post Auction Reverse Entries**

Trades which are auctioned by the Exchange due to non-delivery of shares, need to be reversed in the settlement in which they are auctioned. Use this to select the trades which are to be reversed.

## The Derivatives Menu



### **Derivatives ⇒ Import NSE Scrip Codes:**

To download Scrip Codes from the F\_CN\*.CSV file.

### **Derivatives ⇒ Import NSE Trade –TXT**

To Download The NSE TRADE.TXT File From The Terminal

### **Derivatives ⇒ Import NSE Trade – CSV**

This is used to download the Trades from TRADES.CSV, which contains data of all Trading Terminals.

### **Derivatives ⇒ Import NSE Exercise / Assignment**

Imports the Exercises and Assignments that have taken place on the day from the F\_PS03 file.

### **Derivatives ⇒ Import NSE Corp Actions**

When a Corporate Action takes place, the previous trades in the Underlying Security are reversed – Options with a premium of Rs. 0/- and Futures with the closing rate of the day. New trades are substituted for the closed positions at the new strike price for Options, and the Opening rate for Futures. Before importing this, import the latest Scrip Codes file.

## **Derivatives ⇒ Post Expired Reverse Trades**

When a derivative expires, the trader can either leave the position as it is, or post a reverse entry to close these positions. Running this option will close all open positions on the Expiry date. The open positions are taken either from the Position File or the trades existing in the HyperStock.

## **Derivatives ⇒ Import BSE Scrip Codes**

To download BSE Scrip Codes from the \*.MAS file.

## **Derivatives ⇒ BSE Trade Import**

To import data from either TT, GT, MT or TM files of BSE.

## **Derivatives ⇒ BSE Exercise Import**

To Import The Trades which have been exercised from the EXT File.

## **Derivatives ⇒ Import NSE Closing Rates – MTM File**

To Import NSE Closing Rates of Futures From the Exchange. MTM File.

## **Derivatives ⇒ Import NSE Closing Rates – MD File**

To Import NSE Closing Rates of Futures From the Exchange. MD File.

## **Derivatives ⇒ Import BSE Closing Rates**

To Import BSE Closing Rates of Futures From the Exchange. MKT File.

## **Derivatives ⇒ Edit / Enter Closing Rates**

If the Closing Rates of Futures need to manually entered or edited, use this option.

## **Derivatives ⇒ Post Margin For Futures**

Not Applicable – Use Settlement Billing.

## **Derivatives ⇒ Post Initial Margin From NSE Span File**

Initial Margins, which are to be debited to clients, are passed automatically based upon the values in the SPAN File. The previous day's entries are reversed, and new entries are posted.

## **Derivatives ⇒ Post Initial Margin From NSE Position File /Sauda**

Initial Margins, which are to be debited to clients, are passed automatically based upon the values in the Position File based upon percentages fixed by the Trading Member. The previous day's entries are reversed, and new entries are posted.

## **Derivatives ⇒ Export Initial Margin File For NSE**

Initial Margins need to be FTP'd to the NSE on a daily basis. This option will export the data in the approved format which can be placed on the FTP Server of the NSE.

## **Derivatives ⇒ Collateral Register**

Shares which are kept as collateral margin should be entered into a specific demat account and these shares are valued at the day's Closing Price, reduced by the haircut specified for that Scrip. This report displays all the shares kept as collateral with the closing rate and value.

## **Derivatives ⇒ Print Client Statement**

This statement gives the client overall position including:

1. Initial Margin Collected from the client in Cash
2. Initial Margin Collected from the client in Securities
3. Initial Margin Required
4. Open Positions
5. Financial Balance
6. Debits / Credits from Bills for the day
7. Debits / Credits by Cash/ Cheque for the day
8. Closing Balance for the day
9. Net Tradable Limit for the next day

This statement can be e-mailed to clients.

A summary of this statement can also be printed.

## **Derivatives ⇒ Risk Management File**

This statement shows the client's position, Marked to Market exposure for Futures, Option buying premiums and Marked to Market exposure for Options.

## **Derivatives ⇒ Exercisable/ Assignable Contracts**

Displays a list of all In-the-money contracts based upon the day's closing rates of the Cash Market.

## **Derivatives ⇒ Client Position Report**

Another Risk Management Report whereby the Trading / Clearing member can monitor his client's risk based upon factors like the Cash Market rising or falling by a percentage of 10.

## **Derivatives ⇒ Filter Client Data**

The data of a single client or set of clients can be extracted from any of the following NSE supplied files:

1. Position File PS01
2. Position File PS03
3. Trade File
4. MG13 File

## **Derivatives ⇒ Delete Unused Clients Scrips**

Once a set of Futures and Options has expired, and there are no trades for these Derivatives, they can be expunged from the system using this option.

# The Utilities Menu



## Utilities ⇒ User Management

To create a new user, enter the name and password. Click on **Grant** to create the user. To remove a user, select the user and click on **Revoke**.

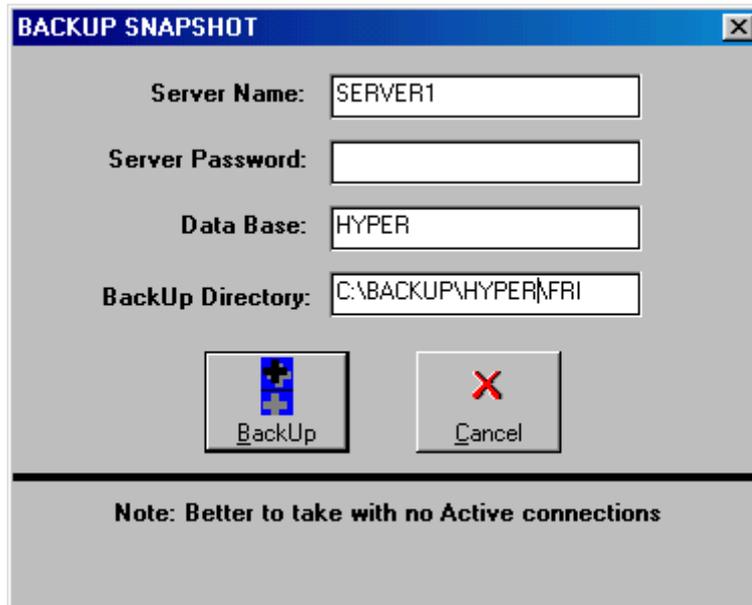
## Utilities ⇒ Change Password

A user can change his password at any time with this option.

## Utilities ⇒ Backup Snapshot

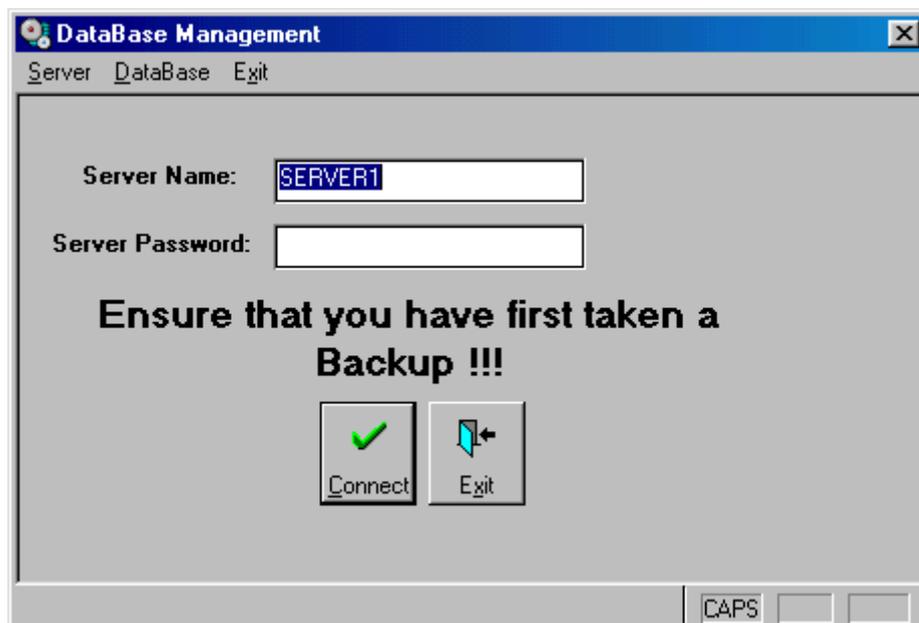
Backups should be taken regularly; preferably every day.

To take a backup, simply click Ok, and the backup will be taken into the default directory. For each day of the week, a backup will be taken into a different directory.



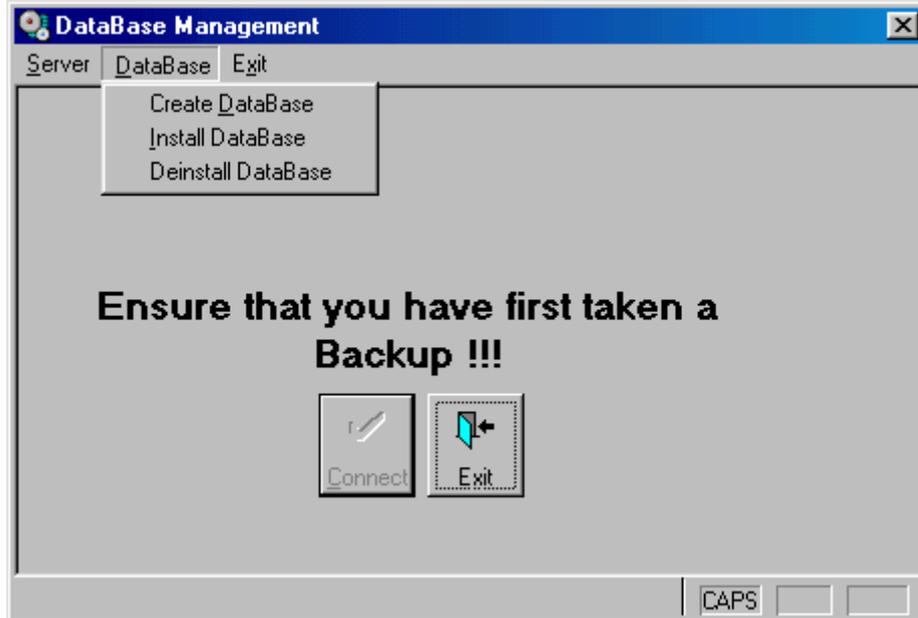
## Utilities ⇒ Database Management

To Create a Database for a New Financial Year.



Click on **Connect**.

Now click on **Create DataBase**. You will be prompted to enter the name of the new database which will be created automatically.



## Utilities ⇒ CF Pending Sauda

After creating a database for a new Financial Year, unbilled trades of the Cash Market and unexpired positions of the Derivatives Market need to be carried forward. Use this option after you are sure that all billing is complete.

Select the Exchange and the New Database name at the Target Database Column.

## Utilities ⇒ Update Statistics

HyperStock is implemented on a true RDBMS. Queries are optimized based upon the criterion of the data. In the beginning, it is advisable to run this option every day for a few days. This will increase speed of data access and import.

## Utilities ⇒ Set Printer

Not applicable

## Utilities ⇒ Printer Setup

Windows set-up of a printer.

## Utilities ⇒ Calculator

To launch the Windows Calculator

## Utilities ⇒ Write

To launch WordPad.

## Utilities ⇒ Notepad

To launch NotePad.

## Utilities ⇒ Verify Bills

This option is For System Administrator (Used only by HyperSoft Technologies Limited)

## **Utilities ⇒ Export Demat Instructions**

## **Utilities ⇒ Import Demat Instructions**

A sub-broker may wish that his clients get their demat instructions directly from his Main Broker. To facilitate this, all DC entries can be made on his system, whereby he marks his Client's DP Id and Client Id into his HyperStock. These entries are then exported to a file, which is sent to his Main Broker. The Main Broker imports these instructions and the Client get the delivery directly from the Main Broker without the sub-broker's involvement, thus saving costs to a great extent.

## **Utilities ⇒ Set Permission Levels**

Levels of Security of users can be created, whereby a user having a certain level can have access to only certain Menus.

## **Utilities ⇒ Grant User Permissions**

After setting the permission levels, the level has to be assigned to each user through this option.

## **Utilities ⇒ Enable Derivatives**

This is the Option to enable the Derivatives Module provided in HyperStock. (Key No Supplied by HyperSoft)

## About



This shows you the latest version of HyperStock. To send e-mail to Hypersoft, click on the e-mail button. To download the latest version of the package, click on [www.hypersoftindia.com](http://www.hypersoftindia.com).