iRecord™

InfoTech Solutions Pvt. Ltd.

Portfolio Management & Shares Accounting Software

User Manual

www.irecordinfo.com

Getting Started

iRecord Software is an easy to use Portfolio Management, Shares Accounting and Personal Finance Software for Indian Investing Community. It's widely used by Indian Retail Investors, HNI's, NRI's, Family offices, Corporates, Chartered Accountants, Family Offices and Stock Brokers etc...

It allows users to manage and take control of their investment such as Equity stocks, Mutual funds, Insurance, Derivatives, Fixed Income instruments etc… This is done with supreme security, protecting your privacy as all your personal data is locally saved on your computer.

With iRecord

- You can manage unlimited number of individual members and groups (families) portoflio's.
- Manage your investment portfolio - Stocks, Commodities, Currency, Mutual Funds, Fixed Deposits, Insurance, Insurance and more…
- Import contract notes/ CAMS-KARVY **CAS** statement/ Bank statements/ Excel templates etc..
- Update daily prices, newly listed scripts, Dividends, Dividend re-investments etc.. ▢ All of your **financial data** is **locally saved** on your computer system.

You can easily create a couple members and import data, masters within few minutes.

Step 1: Creating a New Family

• Click on "Member Admin" and then select "Family Master"
• Enter your details and then select "Save"
• Repeat the above steps to create a New Family.

Step 2: Creating a New Member

• Click on "Member Admin" and then select "Member Master"
• Click on search icon to create a New family
• Enter your details and then select "Save"
• Repeat the above steps to create a New Member.

Step 3: Creating a New Financial Year

• Press "**F9**" or click on "Change Member" from "Member Admin" move to Dashboard
• Select New Member you just created and then click on "New financial year" button at the bottom
  • Select financial year(**s**) you wish to start working into and then click "Save"
  • Repeat the above steps to create a New Financial Year(**s**).
• Click on "Start work"

Step 4: Configure Broker Formats
• Under "Member Admin" select configuration
• Click on Add more formats button > Select Investment type (segment) in which you wish to import
• Tick the format you wish to Import and then click save
• The selected format now will appear under selected segment > Select the format again and save as a default format > then configure the expenses for the format
• Then select "Save"

Step 5: Creating New Account Master
• Click on "Masters"
• Select Account Master

- Click on "Add button" then enter Broker name under Basic details > Name and under group > Broker
- Click "Save" and then click "Close"   (You may also Import Account Masters Templates from "Master">"Opening Balances">"Opening Account Masters"

Step 6: Creating a New Demat Master
- Click on "Master" then select "Demat Master"
- Click on "Add button" then enter your Broker's name
- Click "Save" and then click "Close"

Step 7: Create New Account Master
- Click on "Master"
- Select Account Master
- Click on "Add button" then enter Bank details under Basic details > Name and under group > Bank
- Input opening balance, if any
- Click "Save" and then click "Close"

Step 8: Importing Broker contract notes
- Click on "Broker Bill" to import "single date – single client"
- Click on "Add" button from footer, then select "Broker Name" from search icon
- Select "Demat" in which the particular contract note you wish to import or keep it as default demat
- Now Select "Investment type (segment)" your contract note belongs to
- Now Select "Import"
- Now Select Broker format and path where your files is stored and click "Upload" and input "Password", if any
- Click "Save" and then click "Close"
- You can now view the imported contract note from "Search" bifurcated date-wise

Step 9: Importing Opening stock
- Click on "Master"- Opening balance > Opening Stock for importing opening stock for equities, futures and options, mutual funds, etc.
- Click on "Add" button
- Now input your details in the following fields **a.** Select Broker **b.** Demat Account and import your Opening stock template in file path. You may download the template from website
- Now, Click on "Import" button
- Lastly, Click on "Save" to save data
- Now you can check your opening stocks details in reports section, for respective segments.

Step 10: Importing Bank statement
- Click on "Entry" then select "Bank statement Import"
- Now click on "Add" button
- Click on search icon besides "Bank name" and then select the bank name you wish import your Statement for
- Now select the bank format

- Select the path where your bank statement is stored (currently only excel formats can be imported)
- Now click on "OK" and "Save"   (**please note: Kindly close excel sheets before importing**)
  - Now provide account header mapping for all your bank transactions and then click on "Save" and close

Step 11: **Tally the data imported in "Financial ledger"**
- Click on "Reports" then select "Financial Ledger" > "Account Ledger"
- Now select (tick) "only selected Account" with "narration"
- Now we need to tally iRecord software's financial ledger with the broker's and bank's ledger

Please note: iRecord's debit shall be a debit in Broker's ledger and vice versa in case of credit. You may also edit / do changes in particular bill by scrolling down on the amount which shall take you to the respective bill data entry. (Similar in case of bank statement or any other account created too)

Reports

Various types of reports ranging from simple to comprehensive can be generated in iRecord Software, you can select and filter in-out which reports to create/download/export/mail depending on your requirements.

The reports are divided into major 5 categories:

- **Analytical** - Covers asset allocation, absolute and annualised returns including **CAGR** and **HPR**.

- **Transactions** - Covers all transactions related to purchase, sale and corporate actions

- **Capital Gain** - Covers transaction relating to capital gains

- **Historical Data and Current Valuation** - Covers Mark to Market as per closing prices.

- **Master Reports** – Provides Family wise, Member wise, group and Account wise Reports.

- **Accounts** - Covers accounting entries as well as for reconciliation with your books of accounts

- **Miscellaneous** - Covers brokerage charges, STT as well as transaction charges

- You can customise most of the reports to give you specific desired results, such as sorting date wise, filter for specific asset or broker/agent

- Group reports provide the consolidated reports of all the members of the respective group

- You can change the period to get the reports other than the default period

Analytical Reports: Analytical Reports such as Portfolio Summary, Investments or Stock in Trade Profit/Loss, Absolute, Holding period return, Return on Investment (daily, monthly and yearly), realized and unrealized Gain/Loss are covered in this category, Mark to Market (M2M). **Reports:** M2M

Reports: Capital Gain: Summary & Categorised into LT/ST & Speculative

• Here you will get consolidated and also a separate summary and detailed report for Intra-day, Short

Term & Long Term Capital Gain

• The report can also be customised to get any one of category like Intraday, Short Term or Long Term • The report can also be customised to get Broker wise capital gain/loss.

• Users can also view a customised report for Familywise (Total), Member-wise and consultant-wise Capital Gain/Loss. (**with valuation and Grandfathering provision**)

  • The report can also be customised to get script-wise wise capital gain/loss.

CAMS/KARVY – CAS Statement

We currently support only one file type for Mutual fund statement upload: CAMS mailback Consolidated Account statement (CAS)

With iRecord, there is no limit to the number of portfolios you can create and maintain. You can manage unlimited multiple clients.

Menu: Upload Bhavcopy

Select "Entry" > "Upload Bhavcopy"

    a. Select date for which you wish to download Bhavcopy
    b. Select segment you wish to download
    c. Click "download from server"

Bhavcopy contains closing prices from respective exchanges for particular trading sessions. You can download this tool to update prices in reports section.

You can also view historical data of your portfolio by download respective back dated bhavcopy and selecting respective dates when you view report.

Please note: Prices are available only for listed scripts on Equity Stocks, NSE derivates, Mutual funds, MCX and NCDEX.

Please Note: NAV for liquid Mutual funds aren't available on holidays as declared and announced on exchange holidays calendar and weekends.

Menu: Script Master

Select "Tools Utilities" > Script Master > Script Master Download

    a. Select segment and exchange from where you wish to download latest script master.

This tool helps you keep updated with all latest IPO's, scripts and newly listed companies on stock exchanges/mutual funds.

Please note: Script master is available for only listed Wholesale debt markets, equity stocks and mutual funds.

Menu: Backup

- Click on "Database Backup"
- Select search icon
- Select location in your local drive where the data needs to be backed up.
- Select the path and click "OK"
- Now click on "Backup" and then you'll find updated backup file in your selected path.
- Now click on "close"

Please Note: Taking a regular Backup of the data stored in iRecord software's license version is client's/users responsibility and in case of unforeseen calamity by no means, iRecord InfoTech Solutions Private Limited shall be held responsible for the lost data. We recommend a weekly backup process and to keep the same on cloud storage for feasibility.

Menu: Latest Updates

We are constantly listening to customer feedback and improving iRecord based on your feedback.

- Every fortnightly we're coming up with new features and fixing bugs. Fortnightly you can click on Latest update icon and download our latest version.
- If you click 'Yes' to install it, the new software update/version will be downloaded and installed on your system.
- **Please note:** The time for downloading the update depends on your internet connection speed
- Make sure that your firewall settings of your PC does not block the iRecord application update
- Database updates like addition of newly listed stocks, mutual funds or name change of a company are provided online and updated in the iRecord database file on your PC when given a command to download.

Please note: These updates shall be application updates and not database updates. Hence there shall be no impact or update in your data.