

Commodity Help Module

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

Here we will get details of following types of entries

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➤ Goto Master > Company Master Commodity

- Click on **Add** Option.
- In **Company Name** box type name of company.
- In **Symbol** box type symbol of company.
- In **Expiry Date**, user has to provide date at which company user is going to open will be expire in exchange.
- **Month** box will automatically display the month from it's expire date.
- In **Price Unit** box, user need to specify unit at which rates are available in exchange.
- **Multiplier** box Contain Multiplier used to calculate positions
- In **Per Lot Qty** box, user has to define lot size.
- Click on **Save** to make Commodity Company Master Entry.
- "Saved" message will display.

➤ Goto Master > Opening Stock – Commodity

- Click on **Add** Option.
- In **Broker Name** box A Pink-Box will be open, In which Broker name's created in Account master under "Broker Account" Account Group will be display. User have select in one Broker from the list. If require Broker name is not available in list then user can press F5 and create new Broker Account.
- In **Purchase / Sale** selection, user need to select as per their position.
- In **Company Name** box A Selection List will be open, In which company name's created in Company Master – Commodity will be display. Please note that only those company whose expire date after the transaction date will be displayed in list. User have select in one company from the list. If require company name is not available in list then user can press F5 and create new company.
- In **Date**, user has to provide date from which position is pending which should be less than open financial year.
- In **No Of Lot**, enter pending lot qty by Commodity.
- In **Lot Qty**, enter per lot qty by Commodity.
- In **Rate**, enter purchase/sale rate of pending lot.
- Click on **Save**.
- "Saved" message will display.

➤ Commodity Purchase & Sale

Goto Transaction > Commodity Purchase & Sale

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

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

| Trade Type | Purchase Selection Box | Purchase Rate Box | Sales Selection Box | Sales Rate Box |
|------------|------------------------|-------------------|---------------------|----------------|
|------------|------------------------|-------------------|---------------------|----------------|

| | | | | |
|------------------------------|------------------------|---------------------------------------|---------------------|------------------------------------|
| Purchase & Sale in same bill | Select Purchase | Give Purchase Rate as mention in bill | Select Sales | Give Sales Rate as mention in bill |
|------------------------------|------------------------|---------------------------------------|---------------------|------------------------------------|

| | | | | |
|---|------------------------|---|---------------------|--------------------------------------|
| New Purchase trade and carried forward to next day | Select Purchase | Give Purchase Rate as mention in bill | Select CF | Give Closing Rate as mention in bill |
| Purchase is Brought forward from previous day and carried forward to next day | Select BF | Give Previous Day Closing Rate as mention in bill | Select CF | Give Closing Rate as mention in bill |
| Purchase is Brought forward from previous day and position clear with Sales Trade is done | Select BF | Give Previous Day Closing Rate as mention in bill | Select Sales | Give Sales Rate as mention in bill |

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

- In **List Add**, if user press **Enter Key** in keyboard entry will get added in list and cursor will be jumped to Company Name box. This way user can input all purchase/sales entries in the list. On last entry of input user has to **keep Pressed Shift Key** on keyboard and then press **Enter Key** in keyboard then depending upon user selection box (Purchase / Sale) entry will get added in list and cursor will also move to list. If user want to edit any entry in the list then user has to press enter on the list entry and edit it. When user **keep Pressed Shift Key** on keyboard and then press **Enter Key** in keyboard then user will move from list to transaction tax box.
- In **Volume Charge, Sec. Trx. Tax, Service Tax, Stamp Charge** Boxes, user need to input tax details as mention in the bill respectively.
- If broker has rounded off (+/-) the final bill amount then user need to input same round off amount in **Round Off** Box. To match bill amount user can type final bill amount in roundoff box and press F11, Applicable round off will get calculated automatically and then press Enter, Bill amount will be updated with effect of round off amount.
- In **Description** Box, default description will be display depending upon user input. User can change this description as well as if user want to select from description list then user has to press F6.
- Click on **Save** to make Commodity Bill Entry.
- "Saved" message will display.

❖ **Commodity Reports**

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

➤ **Goto Reports > Commodity Reports**

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

If stock is matched then user can see following Reports.

- **Commodity Profit and Loss Report**
It will show user Commodity Wise / Month Wise daily profit/loss entries based on daily transaction entries.
- **Commodity Profit and Loss - Mark To Mark Report**
This report includes those Commodity profit/loss entries in which both purchase & sales transaction is executed. It does not included those daily entries in which user position is still pending.
- **Pending Commodity Lots Report**
It will show user Broker Wise / Commodity Wise Pending position. Report contains Commodity (Month/Expire Date Wise) details with type of transaction (Purchase/Sale) , Date from which lot is pending, no of lot with transaction Rate.

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

➤ **Goto Bill Import > Import Configuration**

- Click on **Add** Option.
- Select COMM then press Enter.
- Give Trading Code then press Enter.
- Select broker Name from list then press Enter.
- Select Demat A/c. then press Enter.
- Click on **Save**.

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

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

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

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

- Open www.mcxindia.com website in browser.
- On main Page, click option "Market Data"
- Click on it, "Bhav Copy"
- User can change date as per requirement, then click Show.
- Click CSV file Option.
- A CSV file BhavCopyDateWise_<date>.csv will be download.
- This way everyday file need to be downloaded.

➤ **Goto Transaction > Commodity Purchase & Sale**

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