

InvestWell

User Manual

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1. Getting Started:-

Mutual Funds are sold rather than bought. Distributors are expected to provide assistance to investors in terms of selecting a mutual fund based on criteria, which may differ from investor to investor. They also need to monitor the clients' portfolio and help him maximize his returns by rotating the portfolio in tune with the current performances for the various schemes and the economic indicators.

We are pleased to present INVESTWELL, our latest Windows based software for Investment Consultants.

InvestWell software provides a comprehensive package for providing all such services, in a cost effective and efficient manner. InvestWell performs all front office activities relating to Purchases and Redemptions. The NAV module keeps a tab on all the latest NAV's, and provides all growth rate calculations and comparisons instantaneously.

To get install Investwell s/w, the system should have following minimum configurations.

Minimum Configurations:-

Processor	: Pentium-III
RAM	: 256MB
Disk Space	: 400MB
Operating system:	Windows 2000/XP

Installing Investwell S/w:-

1. Put the Investwell CD into the CD drive of your system.
2. Go into the Setup folder in the CD by Double Clicking it.
3. Double Click the Setup.exe
4. Follow the instruction on the screen and Investwell S/w will be installed
5. Once Investwell S/w is installed send a mail to sales@excelnetsol.com giving the details of your address and the name in which you want the S/w to be registered.

2. How To Login:-

Once the Investwell software is installed, an icon will appear on your desktop. Double click on it and the login window will appear.



Enter following information:

Name : admin
Password : admin

After entering the above information click on the Login button. You can change the Name and the password.

Changing User Id and Password

This screen is used to create and modify the User Id, Password and also to assign different roles i.e. Admin, Manager and Operator.

3. For changing the user id and password follow these steps:-

- 3.1 Go into the Setup Files->Rel. Manager
- 3.2 Click on the name that **u** want to change.
- 3.3 Click on the Modify button and do the necessary operation.
- 3.4 Click on the Save button to save it.

4. Creating New User Id and Password:-

For creating new user id follow these steps

Executive	Contact No	User Role
admin		Admin
A. K. Arorra	011-259993	RM

4.1 Click on the new button.

4.2 Type the User Name and password and assign User Role.

4.3 Click on save button to create a new user.

User Role:-

Admin – Will have all rights.

Manager- Will have all rights except the rights to change or modify the password,

Operator – Will be able to view and operate on limited entry screen

5. Client Registration

Before entering any transaction, the client should be registered. To add any clients follow these steps:

5.1 Entering a Client/ Group Leader:-

- 5.1.1 Go into the Setup Files -> Clients.
- 5.1.2 Click on the new button.
- 5.1.3 In the title field type Mr., Mrs. Etc. Enter the name of the client or the Group Leader.
- 5.1.4 Choose the Group Leader from the Group Leader Combo or else leave it blank if you want to make him the Group Leader.
- 5.1.5 Set the targeted debt and equity ratio.
- 5.1.6 Type the relevant information the appropriate field and then click on Save button to save the contents.

5.2 Modify the existing Client

- 5.2.1 Click on the Look Up button and an extended window will appear.
- 5.2.2 Type few letters of the name of the client you want to search. And click Go button.
- 5.2.3 The result with the given criteria will be displayed in the grid below.
- 5.2.4 Click on the required row in the grid. The details will be displayed in the above window.
- 5.2.5 Do the necessary changes and click on the save button to update the information.

5.3 Deleting a Client

To delete any existing client perform the step form 1-4 of Modify client. And then click on the Delete button. The record will be deleted.

6. Manage Applicants

This is used to manage your applicants. Through this screen user will be able to do the following:

1. Set RM for the client(s).
2. Set Sub Broker / Remove Sub broker for client(s).
3. Set Online / Offline for client(s).
4. Set Family Head / Group for client(s).
5. Set Lock / Unlock Address for client(s).
6. Set Portfolio Frequency.
7. Merge multiple instance of same client with desired client.
8. Set Equity ratio of client's portfolio

To carry out the above activity kindly follow these steps:

1. Go into the Setup Files -> Manage Applicants
2. Select the appropriate filter and click on the OK button (if you want to search some applicant type some character and click on the OK button).
3. Mark the applicant for whom you want to set the RM/Sub-broker etc. and select the RM Name from the combo below and click on the SET RM/SB button.

HOW TO MERGE APPLICANT:

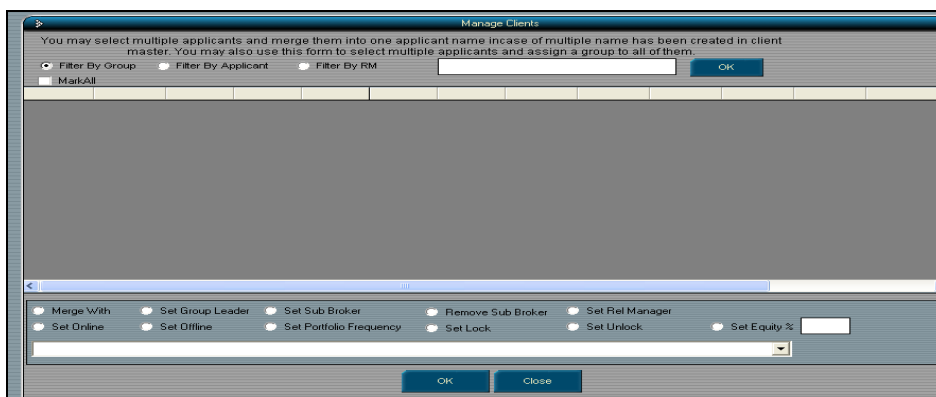
If there are multiple instances of the same applicant or you are able to view multiple names of same client, you can merge them. To do so kindly follow these steps:

1. Select all the instances of the same client
2. Click on the **Merge with** option
3. Select the name that you want to retain in the database from the combo at the bottom.
4. Click on the **Merge Applicant** button.
5. The system will merge all the instances of the same clients.

HOW TO SET GROUP LEADER / HEAD OF FAMILY:

You can set the Group Leader or family head for a family. To do so kindly follow these steps:

1. Select all the members of the same family
2. Click on the **Set Group Leader** option
3. Select the member name that you want to make group leader from the combo at the bottom.
4. Click on the **Set Group** button
5. The systems will set Group Leader Of Family.



7. Return Trigger Setting: This utility help to monitor investor's portfolio return Gain / Loss by setting up trigger / percentage. To set the Return Trigger kindly follow these steps:

- 7.1 Select the option Return SETUP menu → Trigger Setting.
- 7.2 Click on New Trigger and select the applicant.
- 7.3 Set the trigger by Over All Return / Category Return (Debt /Equity) /Folio Wise Return.
- 7.4 Click on SAVE button to save the trigger.

Group: DEMO

☒ Over All Return % Value

CAGR Return % > 15

☒ Category Return (Debt / Equity)

Equity : CAGR Return % > 18

Debt : Abs. Return % > 8

☒ Folio wise Return








Scheme	Folio No	Return Type	Mode	Return
SBI - M Comma Fund (G)	332145	Abs. Return %	>	10
HDFC - Growth Fund (G)	445532121/21	Abs. Return %	>	15
Fidelity - Equity Fund (G)	1234565	CAGR Return %	<	5
DSP BlackRock - Tax Saver Fund	3333333	CAGR Return %	>	15

Save Close

New Trigger Exit

How to Modify Trigger: To modify the trigger Click on the Desired Row and reset the trigger.

How to Delete the Trigger: To Delete the trigger click on  of Desired Row.

Group	Scheme	Folio No	Trigger On	Mode	Return Type	Mode	Value	Delete
DEMO	SBI - M Comma Fund (G)	332145	Folio Wise		Abs. Return %	>	10	
DEMO	HDFC - Growth Fund (G)	445532121/21	Folio Wise		Abs. Return %	>	15	
DEMO	Fidelity - Equity Fund (G)	1234565	Folio Wise		CAGR Return %	<	5	
DEMO	DSP BlackRock - Tax Saver Fund	3333333	Folio Wise		CAGR Return %	>	15	
DEMO			Debt/Equity	E	CAGR Return %	>	18	
DEMO			Debt/Equity	D	Abs. Return %	>	8	
DEMO			Over All		CAGR Return %	>	15	

New Trigger Exit

8. Broker Register:-

To register a Sub Broker follows these steps:

1. Go into the Setup Files -> Sub Broker .
2. Click on the New Button to add any new sub broker.
3. Enter the code, name etc.
4. Click on the Save Button to save it.

9. Main Broker Register :-

To register a Main Broker follows these steps:

1. Go into the Setup Files -> Main Broker .
2. Click on the New Button to add any new sub broker.
3. Enter the code, name etc.
4. Click on the Save Button to save it.

10. Setting Commission Rates

This screen is very important for any distributor. It helps you to set the earning rates or the brokerage that a distributor receives from different sources i.e. directly from the fund houses or from the main broker. The distributor are able to view their upfront receivable and are able to calculate the trails on the basis of the commission structure that is set through this screen.

To set the incoming commission rates follow these steps:

1. Go into the Setup Files -> Earning Rates.
2. Choose the option STD or Main broker depending on whether you are receiving commissions from fund or from the main broker.
3. If you have chosen the main broker then select the party.
4. Skip step 3 if you have selected STD and choose the fund and scheme.
5. Enter the date in the date column in the dd/mm/yyyy format.
6. Enter the amount slab and other commission details.
7. Click on the save button to save the entry.

	Date	From	To	Up	UpP	Ann	AnnP	Trail	TrailP
	01/01/2005	1	1000000000	2.15	0.00	0.50	0.00	0.50	0.00
▶	01/04/2005	1	1000000000	2.25	0.00	0.50	0.00	0.50	0.00
*									

Date: Starting date or the date from which this rate is applicable.

From: Starting amount slab

To: End of amount slab.

Up: Upfront

UpP: Upfront Preferred.

Ann: Annualized i.e. First year Trail

AnnP: Annualized Preferred

Trail: Trail from second year onwards.

TrailP: Trail Preferred

11. Mail Scheduler :-

This utility used to set schedule to send desired report to client by auto mail. To set the schedule follow the following steps:

- 11.1 Go into the SETUP menu → Mail Scheduler.
- 11.2 Enable the desire frequency/time etc by clicking on that.
- 11.3 Click on Group Setting Tab to set desired report for desired frequency.
- 11.4 Click on update button.
- 11.5 Run once Investwell_Scheduler.exe in Investwell folder.

Frequency	On	On	Action Day	At	Enable
Daily				11:00:00 AM	Yes
Weekly			Friday	10:00:00 AM	Yes
Fortnightly	2nd	1st	Monday	10:00:00 AM	Yes
Monthly	1st		Monday	10:15:00 AM	Yes

Frequency : Weekly
Day : Friday
At : 10:00:00 AM
☒ Enable
Update

To Set Group leader / applicant wise report frequency: (Figure 3) This utility allow to set / override schedule different frequency of the reports for marked group / applicant

To set / override schedule of report:

1. Select the group leader/ Applicant name and click on OK button
2. Select the desired Report / Frequency.
3. Click at 'Update' button.

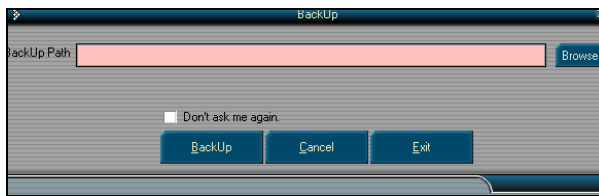
Mark	Group	Email	PortRetrn	PortSumm	Tran by Folio	Tran by Sch	Cap Gain	Ins Port	AvgAcqCost
<input type="checkbox"/>	DEMO		Daily						

Select Report : Portfolio Returns
Set Frequency : Daily
Update

Select the Report to be scheduled by clicking here.

Select the frequency of report by this combo list.

12. Data Base Backup:-



13. Entering Purchase Transaction:-

13. 1 Normal Purchase: The Purchase entry is recorded with the help of the Purchase option in the Transaction menu. To enter any purchase entry follow these instructions.

1. Go into the Transaction-> Purchase.
2. Click on New button.
3. Enter the details in the appropriate field. Choose Normal Purchase if it is a fresh purchase or additional purchase.
4. If you want to enter the Second Applicant hit F4 key of your keyboard and extended window will appear, choose the appropriate applicant and click on Ok button
5. Click on the Save button to save the transaction.

Click here to save

Modify Transaction:-

To modify any purchase transactions follow these steps.

1. Click on the search button.
2. An extended window will appear.
3. Search for the client and transaction you want to modify by using different criteria.
4. Click on the desired transaction in the grid the details will be reflected on the above window.
5. Click on the Modify button and do the necessary changes.
6. Click on the Save button to update the transaction.

Delete a Record

To delete any transaction follow the step 1 to 4 of Modify Transaction and then click on the Delete button, it will ask for the confirmation click yes and the record will be deleted.

13.2. Entering SIP Transactions:-

Entering a SIP transaction is same as entering normal purchase transaction the difference while entering are:

1. Choose Systematic Investment Plan from the Status combo.
2. Specify the number of installments in the next box and followed by choosing the Frequency (number in it reflect no of month(s) after which the next SIP is due).
3. Enter the chq no and chq date of the first installment.
4. Click on save button and all the transaction based on the number of installment specified will be created and will be shown in the extended grid below.
5. You can change any date or data displayed in the grid before saving by clicking on the Save SIP button.

Transaction [Purchase]

Date: 07/04/2008 Applicant: AAA Tr No: New
 ARN: Group Leader: AAA

Fund: Reliance Mutual Fund App. No: Folio No: 123456/78
 Scheme: Reliance - Diversified Power Sector -(G) Holding: AOS
 Status: SYSTEMATIC INVESTMENT PLAN No of Inst: 12 Monthly DivReinvestment: N

NAV Date: 10/01/2008 Amount: 2500 NAV: 87.2233 Alert on NAV Up(%): 0
 Load: 2.25 Eff.NAV: 89.1858 Unit: 28.031 NAV Down(%): 0

Bank: ICICI Bank Branch: New Delhi Chq No: 1 Chq Dt: 10/01/2008
 Bill To: Reliance Mutual Fund Sub Broker: KAMAL (12) RM: PKS

Remarks: Print Attach

**** You may modify Chq. No/ Amount etc. here before saving.**

No	Bank	Branch	Chq. No	Chq. Date	NavDate	Day	Amount
1	ICICI Bank	New Delhi	1	07/01/2008	07/01/2008	Mon	2500
2	ICICI Bank	New Delhi	2	10/02/2008	11/02/2008	Mon	2500
3	ICICI Bank	New Delhi	3	10/03/2008	10/03/2008	Mon	2500
4	ICICI Bank	New Delhi	4	10/04/2008	10/04/2008	Thu	2500
5	ICICI Bank	New Delhi	5	10/05/2008	12/05/2008	Mon	2500
6	ICICI Bank	New Delhi	6	10/06/2008	10/06/2008	Tue	2500
7	ICICI Bank	New Delhi	7	10/07/2008	10/07/2008	Thu	2500
8	ICICI Bank	New Delhi	8	10/08/2008	11/08/2008	Mon	2500
9	ICICI Bank	New Delhi	9	10/09/2008	10/09/2008	Wed	2500

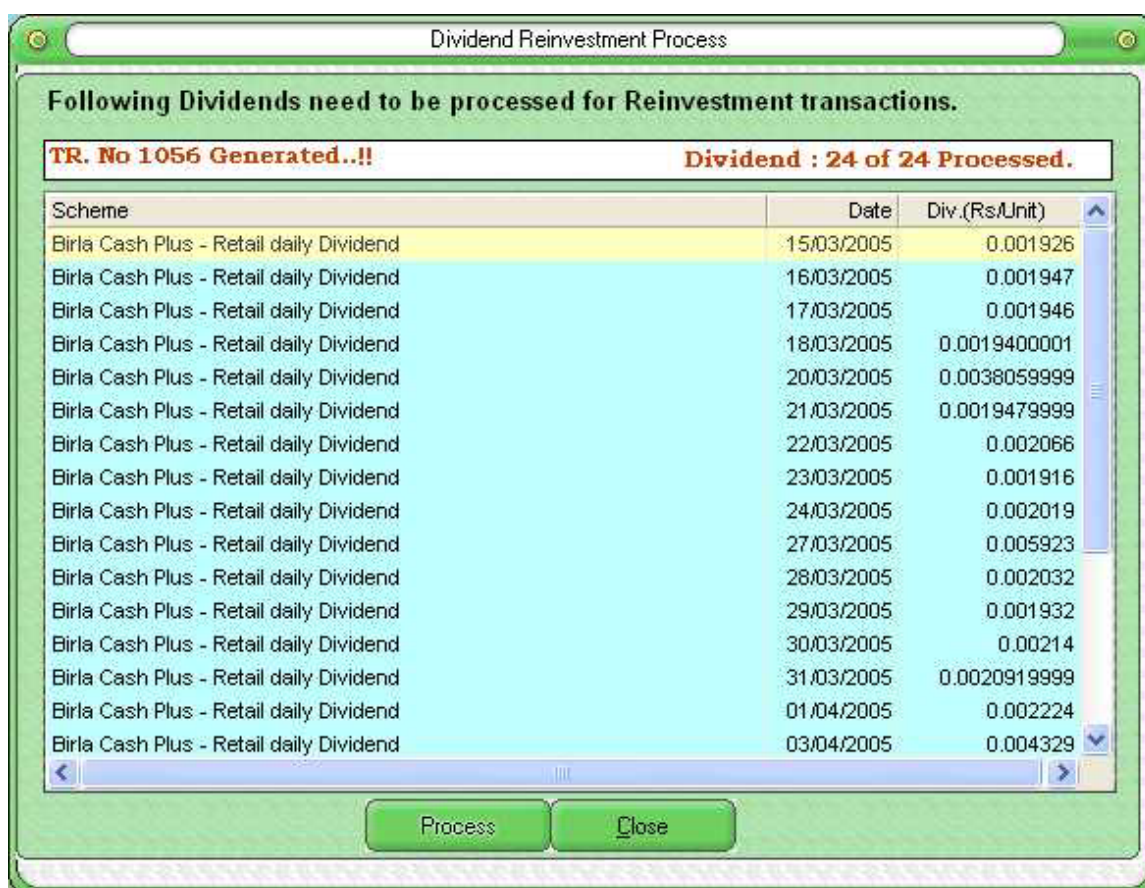
SaveSIP Cancel

Though the package give you the facility of entering multiple installment of any SIP through one entry, for deleting any SIP you have to delete them one by one.

14. Processing Dividend Reinvestments:-

Investwell helps you process the dividend reinvestments semi-automatically. To reinvest any dividend that has been announced for any scheme, Click on House Keeping -> Update Transaction-Dividend Reinvestment. It will start scanning your system to find those entire schemes for which the dividend reinvestment option has been set 'Y' in the Purchase Screen. Once it has scanned all transaction and if it has found any dividend for the schemes marked, it will display all of them in the grid. Click on Process button to start reinvesting the dividends and transaction numbers that are generated is shown in the box on top of the screen. If it is unable to find the NAV for any scheme(s) for date on which the dividend has to be reinvested it will display an exception report at the end of dividend reinvestment process. Once it has processed the entire transactions, click on Close button, to close the screen.

It is recommended that if you enter any redemption of dividend reinvestment transaction, you should run this process to get proper results.



P.S: Use this utility only if you have entered the data manually for purchases.

15. Entering Sale Transactions: -

Any redemption has to be recorded in the system to get the actual picture of any clients portfolio. To record either Normal Sale, Switch Over, SWP, STP transaction we use the redemption screen. We go into this screen through Transaction -> Redemption.

15.1 Normal Sale

To record any normal sale transactions follow these steps:

1. Click on the new button.
2. Select the applicant whose transaction you want to enter.
3. Click on the Check Holding button, to check the holding units of the applicant chosen, and an extended window will show the details of the holding units in the grid.
4. Click on the desired schemes and it the corresponding details related to the folio no, fund and scheme will be filled in the above window.
5. Input the NAV date.
6. The redemption could be amount based or unit based or all units could also be redeemed. Based on the required operation check the amount based or all units check box, if it is unit based deselect the amount-based check box and input the desired number of units in the Unit box.
7. Choose Normal Sale from the Status combo and click Save button to record the transaction.

S/No	SchemeName	Folio No.	Pur. Units	SaleUnits	Holding Units
1	Birla - S L Tax Relief 96 Fund ELSS (D)		9708.7380	0.0000	9708.7380
2	PRINCIPAL - Personal Tax Saver Fund	321654	45.4750	0.0000	45.4750
3	Kotak - Mid Cap Fund (D)		508683.7710	0.0000	508683.7710
4	ICICI Pru - FMP Sr 42 - 3 (M) Plan A Ret (D) wky nav		186284.0000	0.0000	186284.0000
5	ICICI Pru - FMP Sr 42 - 3 (M) Plan A Ret (D) wky nav	12345678	995.0150	0.0000	995.0150
6	Reliance - Growth Fund - (D)		5147.3420	2573.6710	2573.6710
7	Reliance - Vision Fund - (D)	4161556663	1064.7360	0.0000	1064.7360
8	Reliance - Diversified Power Sector -(G)		134.1100	0.0000	134.1100
9	SBI MSFU EMERGING BUSINESSES - (D)	112233	8269.3830	0.0000	8269.3830
10	Franklin - India Prima Plus - (D)	4444	273.1130	0.0000	273.1130

15.2 Modify Sale Transaction

To modify any purchase transactions follow these steps.

1. Click on the Look Up button.
2. An extended window will appear.
3. Search for the client and transaction you want to modify by using different criteria.
4. Click on the desired transaction in the grid the details will be reflected on the above window.
5. Click on the Modify button and do the necessary changes.
6. Click on the Save button to update the transaction.

15.3 Delete a Sale Record

To delete any transaction follow the step 1 to 4 of Modify Transaction and then click on the Delete button, it will ask for the confirmation click yes and the record will be deleted. In case of STP, if you delete a sale record then it also deletes the corresponding purchase entry.

15.4 Switch Over

To record any switch entry into the system follow these steps:

1. Follow the step from 1 to 6 of Normal Sale.
2. Choose Switch Over from the Status Combo and a frame will appear to record the details of the switch in schemes.
3. Enter the details and click the OK button.
4. In the remark box it will show the summary of the operation, now click on the Save button to record the transaction and the system will give two transaction number one for Sale and other for Purchase.

The screenshot displays the 'Transaction [Redemption]' window. The 'Status' is set to 'SWITCH OVER'. The window is divided into two main sections for the original and target schemes.

Original Scheme Details			
Fund	Kotak Mahindra Mutual Fund		
Scheme	Kotak - Mid Cap Fund (D)		
NAV Date	07/01/2008	NAV	24.678
Load	0	Eff. NAV	24.678
Unit	508683.771		
Amount Based	12553298.1	TDS	0
STT	31383		
Net Amt.	12521915.1		

Target Scheme Details			
Switch To Scheme	Kotak - 30 (G)		
Folio No	123456		
NAV Date	07/01/2008	NAV	116.782
Load	0	Eff. NAV	116.782
Units	107224.702		

Other fields include: Date (07/04/2008), Applicant (AAA), Tr No. (New), ARN, Group Leader (AAA), Sub Broker, Div. Re (N), Bill To (Kotak Mahindra Mutual Fund), and ARN.

Buttons on the right: New, Modify, Save, Cancel, Delete, Check Holdings, Find, Exit.

Buttons at the bottom: Ok, Cancel.

15.5 Systematic Withdrawal Plan (SWP)

To record any SWP entry into the system follow the step 1 to 6 of Normal Sale, from the Status combo choose Systematic Withdraw Plan, specify the number of installment and click on the Save button, the equivalent number of transaction will be displayed in the grid below. Click on the Save SWP button to record all the transaction or click on the Cancel button, if you do not want to record them.

15.6 Recording Systematic Transfer Plan (STP)

The system provides you the facility to enter any number of STP transactions into the system. To enter STP, the amount-based check box should be checked. To enter any STP transactions follow the step 1 to 5 of Normal Sale and then follow these steps:

1. Enter the amount that needs to be transferred.
2. Choose Systematic Transfer Plan from the status combo.
3. Define the number of installments, choose the frequency and select the scheme in which the transfer has to made click on the Save button.
4. The equivalent number of transaction based on the number of installment defined will be created and will be displayed in the grid below.
5. Click on the Save STP button to save the transaction.

Transaction [Redemption]

Date: 07/04/2008 Applicant: AARTI VIJ Tr No.: New
 ARN: Group Leader: AAA

Fund: PRINCIPAL Mutual Fund Folio No: 12676486
 Scheme: PRINCIPAL - F R F - Flexible Maturity Plan - Reg Option - (G) Attach

NAV Date: 07/03/2008 Amount Based: 2000 NAV: 12.6268 TDS: 0 STT: 0
 Load: 0 Eff. NAV: 12.6268 Unit: 158.393 All Unit Exit Load Net Amt: 2000

Status: SYSTEMATIC TRANSFER PLAN No. Of Installment: 6 Monthly
 Sub Broker:

Transfer To Scheme: PRINCIPAL - Balanced Fund - (G) ARN:
 Load: 0 Folio No: 12676486 Div. Reinvest: N Bill To: PRINCIPAL Mutual Fund

Remarks: Transfer from - PRINCIPAL - F R F - Flexible Maturity Plan - Reg Option - (G) To - PRINCIPAL - Balanced Fund - (G), Amount : 2000 , NAVDate : 07/03/20

No	NavDate	Day	Load	Unit	Amount	STT	Net Amt.	Div R/I
1	07/03/2008	Fri	0	77.549	2000	0	2000	N
2	07/04/2008	Mon	0	0	2000	0	2000	N
3	07/05/2008	Wed	0	0	2000	0	2000	N
4	09/06/2008	Mon	0	0	2000	0	2000	N
5	07/07/2008	Mon	0	0	2000	0	2000	N
6	07/08/2008	Thu	0	0	2000	0	2000	N

Buttons: New, Modify, Save, Cancel, Delete, Check Holdings, Find, Exit, Save SIP, Cancel

16. Insurance

Investwell also provides you the facility to maintain the Insurance data of your clients.

16.1 Life Insurance :- To enter the Life Insurance details kindly follow these steps:

- Go to Transaction Menu-> Life Insurance
- Choose the appropriate client.
- Click on the new button and enter the details
- Click on the Save button to save the entry or else click cancel.
- Once you have saved it, it will be listed in the right hand side window.

The screenshot shows the 'Life Insurance Policy Detail' window. At the top, the 'Applicant' is 'DEEPANDER KUMAR SRIVASTAVA' and the 'Group' is 'DEEPANDER KUMAR SRIVASTAVA'. On the left, a table lists policy details:

Policy Name	Policy No	Unit Link	Age
Motor Insurance	1234	10	

The main form contains the following fields:

- Date of Issue*: 01/01/2009
- Branch: Delhi
- Agent: [Dropdown]
- Company: SBI
- Plan*: Unit Link
- Policy No*: 1234
- Type: DAB
- Sum Assured*: 5000000 Rs.
- P.P. Term: 15
- Premium*: 100000 Rs.
- Term (Years): 20
- Status: [Dropdown]
- Table: [Dropdown]
- Mode of: [Dropdown]
- Next Prem: 01/01/2010
- Maturity Date*: 01/01/2029
- Nominee: [Text]
- Appointee: [Text]
- Relation: [Text]
- Loan taken: [Text]
- Loan Date: [Text]
- Money Back: 0
- Years: [Text]
- Balance Unit: 0
- Current Value: 0
- As On Date: [Text]
- Remarks: [Text Area]

At the bottom, there are buttons: New, Edit, Save, Cancel, Delete, and Exit.

16.2 General Insurance :- To enter the General Insurance details kindly follow these steps:

- Go to Transaction Menu-> General Insurance
- Choose the appropriate client.
- Click on the new button and enter the details
- Click on the Save button to save the entry or else click cancel.
- Once you have saved it, it will be listed in the right hand side window.

The screenshot shows the 'General Insurance' window. At the top, the 'Applicant' is 'DEEPANDER KUMAR SRIVASTAVA' and the 'Group' is 'DEEPANDER KUMAR SRIVASTAVA'. On the left, a table lists policy details:

Policy Name	Policy No
Motor Insurance	12345678

The main form contains the following fields:

- Date of Issue: 05/04/2009
- Maturity Date: 04/04/2010
- Policy No: 12345678
- Policy: Motor Insurance
- Sum Assured (Rs): 50000
- Type: [Dropdown]
- Term (Years): 1
- Premium: 1567 Rs.
- Remark: [Text Area]

At the bottom, there are buttons: New, Edit, Save, Cancel, Delete, and Exit.

STEP 2-MAPIING SCHEMES:-

In this we map the unmatched scheme, if any with the available schemes name in the Investwell. To do so follow these steps:-

1. If you find any scheme listed on the not mapped window select it and choose the appropriate scheme form the available schemes in Investwell for mapping window.
2. Click on the Map button to transfer the source schemes transaction to the destination scheme.

If you have by mistake wrongly mapped a scheme then locate the scheme in the lower window and click on the Remove Mapping button. And repeat above two steps.

When you are fully satisfied then click on the Go to Step 3 button.

1. Map Columns	2. Locate Schemes	3. Transaction Type	4. Sub Brokers	5. Clients	6. Create Transaction
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Following Schemes of this Data Feed are not Mapped

Scheme Name	Code	Mark

Available schemes in InvestWell for Mapping

Scheme Name	Code	Mark
ABN AMRO - (Q) Interval Plan G (D) Comp Red	M516QD	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan G (D) Ins Ren	M515ID	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan G (G) Comp Red	M516QG	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan G (G) Comp Ren	M515QG	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan G (M) (D) Comp Red	M516MD	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan G (M) (D) Comp Ren	M515MD	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan G (Q) (D) Comp Ren	M515QD	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan G (Q) (D) Ins Red	M516ID	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan H (D) Comp Red	M518ID	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan H (D) Comp Ren	M517QD	<input type="checkbox"/>
ABN AMRO - (Q) Interval Plan H (G) Comp Red	M518QG	<input type="checkbox"/>

Following Schemes of this Data Feed are already Mapped in Investwell

Mark	File Scheme	Scheme Cod	InvestWell C	InvestWell Scheme
<input type="checkbox"/>	HSBC Equity Fund - Growth	OEFG	OEFG	HSBC - Equity Fund - (G)
<input type="checkbox"/>	HSBC Equity Fund - Dividend	OEFD	OEFD	HSBC - Equity Fund - (D)

STEP 3- Mapping Transaction Type:-

This screen is used to map any transaction type those are available on your registered file but is not matched with the list of available transaction type in Investwell. To map them follow the same process as used for scheme mapping. When all the transaction type is mapped then clicks on the Go to Step 4 button.

[illegible]

Step 4 – Match Sub Broker

This step is used to match the sub brokers. Once you have matched them, click on the Go to Step 5 button to go to the 5th Step.

InvestWell : Software for Financial Advisors : v 4.5.0 - [Daily Feed Import]

[Latest NAV](#)
[Recent Div](#)
[FactSheets](#)
[Top Schemes](#)
 Total Clients : Online : 1
 Total Groups : 1 Online : 1

1. Map Columns 2. Locate Schemes 3. Transaction Type **4. Sub Brokers** 5. Clients 6. Create Transaction

Following Sub Brokers could not be mapped

Broker Code	
63080	<input type="checkbox"/>

List of available sub brokers in Investwell

Broker	Code	Address
KAMAL	12	
CYRIL1	1001	
CYRIL2	1002	
CYRIL3	1003	
CYRIL4	1004	
CYRIL5	1005	
HARISH	007	
RAVI KUMAR	231	

MAP This mapping is optional. If all are Direct Clients, Click on Go To Step 5 to proceed.

Remove Mapping

Go to Step 5

Close

Step 6 – Generate Transactions:-

This is the last and final step of data importing. In all the above steps we were doing the mapping of the relevant fields. In this step we try to generate the transaction. To do so follow these steps:

1. Click on the **Check Data** button, this gives you the summary about the file that you are trying import.
2. Now click on the **Generate Transaction** button, to generate the transactions and get it posted into your package.
3. Once the transaction generation process is completed **Adjust Rejection** button will appear. Click on it to complete the data importing process.
4. If you want to upload yet another then click on the **Continue to Import another File** button. Else click on the quit button.

Now the data is imported into the package,
You can view the reports directly.

1. Map Columns | 2. Locate Schemes | 3. Transaction Type | 4. Sub Brokers | 5. Clients | **6. Create Transaction**

Check Data

Total No. of records in Excel file : 10
 No of records that the application will ignore : 0
 No of record that could not be Imported : 0
 All Transactions are completely matched.
 All Applicants are completely matched.
 There are 2 transactions still to match with sub broker, they will be imported without broker code.
 You can generate transactions for matched records, but system will not generate transactions for unmatched
 All Schemes are completely matched.

Generate Transaction

Process Completed

Adjust Rejections **Continue to import another file**

Close

PS: If the file that is being uploaded contains some rejection/reversal transaction the system will prompt you to view them and if you click on the yes button it will generate an excel file listing those entries.

18. Transaction Edit: -

Transaction Edit - (Uploaded Transactions)

Entry Filter: ☐ Upload ☒ Manual ☐ Both

Transaction Filter: ☒ Purchase ☐ Sale

Date Filter: ☒ NAV Date ☐ Entry Date

Group/Applicant Mode: ☒ Applicant ☐ Group

Transaction Type: All Purchase

Applicant: DEMO

Fund:

Scheme:

From: 06/04/2000 To: 05/04/2008

Folio Number:

ARN No:

Bill To:

Click Show button to show the records & Double Click on a Record to Open Transaction. Press F4 to export in Excel. ☐ Mark All

Nav Date	Scheme Name	Applicant	Amount	Load	Nav	Units	Folio No	DR	Status	Mark	AF
11/10/2006	Birla - Adv Fund (G)	DEMO	90000	0	112.19	802.211		N	NOR	<input type="checkbox"/>	AF
10/10/2006	Birla - S L Tax Relief 96 Fund ELSS (D)	DEMO	100000	0	177.47	563.476		N	NOR	<input type="checkbox"/>	
21/11/2007	Reliance - Diversified Power Sector - (C)	DEMO	10000	2.25	74.5655	134.110		N	NOR	<input type="checkbox"/>	

Set Folio Number for the marked transactions

Show Save Delete Marked Exit

Set Folio Number for the marked transactions

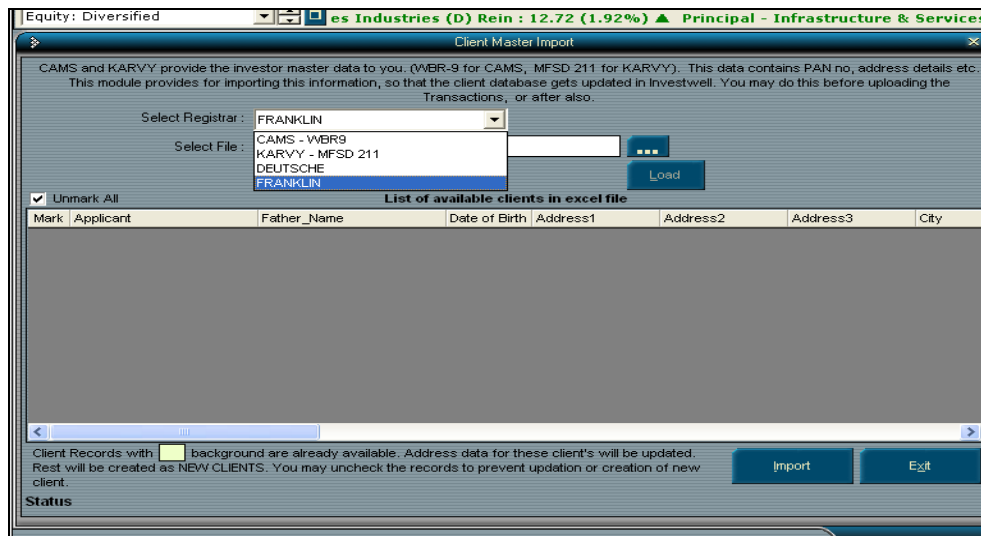
- Set Folio Number for the marked transactions
- Move marked transactions to Scheme ...
- Move marked transactions to Client ...
- Set Sub Broker for the marked transactions
- Move marked transactions to ARN ...
- Set NAV Date for the marked transactions
- Change Transaction Type for the marked transactions
- Set RM for the marked transactions

If you want to check your Purchase/Sales Transactions whether it is uploaded or manual, you can check here. You can also Edit Delete, and Save Transactions. It is just like Folio/NAV update but the difference is that it is used for both (uploaded and manually entered) transactions and folio/NAV update is used only for manually entered transactions.

You can select transaction type from the list containing **NORMAL PURCHASE, SIP, SWP, PREVIOUS PURCHASE and BONUS.**

You have to enter the from and to date here to check the desired data because it takes period of 1 year by default

19. Import Client:-



Import client gives you all about the personal information of the client like his/her address (residence/office)

Phone no, mobile no, date of birth, email id, bank details, fax no, client's father/husband name.

First of all, you have to select registrar either CAMS / KARVY/DEUTSCHE/FRANKLIN.

After that you have to click on the browse button for the location at which you have stored the Excel file.

Click on the load button. It will show you all the data, which you have to import.

The data, which is in white color, is new data means new client and you have to mark them.

The data which is in yellow color is previous data, you can uncheck them if you want not to Update them.

Click on the start button, this is the last step to import the data.

20. Entry For Reconciliation

Manual Entry form for Reconciliation of Uploaded Transactions

This form is to be used, for recording of MF Transactions (Purchases/Redemptions/SIP etc), so that the same may be used for reconciliation with the Transaction feeds, as and when received from the registrars. It is also useful, for generating alerts for SIP Termination.

Applicant : Entry Date : 13/06/2006
Fund : Application No :
Scheme : Status :
Folio No : No of Installment : 0
NAV Date : 13/06/2006 Amount : 0 Frequency :

Applicant : Fund : Scheme :
Folio No : From : 13/05/2006 To : 13/06/2006 Status :

Entry	Scheme	Folio No	NAV Date	App No	Nature	Amount
A K ARORRA						
A K MUKERJI						
A V M K K JAIN						
AARTI VIJ						
AASHU GAUR						
ABHA RANI RATH						
ABHA RAUTELA						

Reconciliation is used for checking the data, which is uploaded thru CAMS or any other R&T. Most often it is used for SIP installments.

Here you have to manually enter the client's information like applicant name, fund, scheme, status, no. of installment, Frequency etc so that software can match it with the uploaded data. You can also find transactions of the clients.

Double click on it, you will find this information in the above window then only you can modify it for further use.

21. Reconciliation Form: -

Reconciliation & View Results

Auto Match ☒ Display Unmatched Transactions ☐ Display Matched Transactions Show

Period From : 14/05/2006 To : 13/06/2006

List of Manually Entered Transactions ☐ Use prefix for auto match with application number (if any)

Applicant	Scheme	NAV Date	Folio No	Tr. Nature	Application No	Amount	Mark
AJAY MALHOTRA	Reliance Banking Fund - (B)	08/06/2006	13	PUR	13	20000	<input type="checkbox"/>
AJAY MALHOTRA	Birla Advantage Fund - (G)	08/06/2006	13	PUR	13	25000	<input type="checkbox"/>

List of Uploaded Transactions Match

Applicant	Scheme	NAV Date	Folio No	Tr. Nature	Application No	Amount	Mark
-----------	--------	----------	----------	------------	----------------	--------	------

It would show you all the manually entered transaction and uploaded transaction for the selected period. You can match them automatically or you can match them one by one. In case any transaction still remains in the manually entered transaction then it will remain unmatched and you have to crosscheck it either with excel file or with respective template.

22. SIP Data Mining:-

SIP - Client Data Mining

☒ List of Clients whose SIP Investments are Terminating in the period
☐ Clients who has never done SIP investments.
☐ Clients whose SIP is running currently.
☐ Forthcoming SIP

01/04/2008 30/04/2008

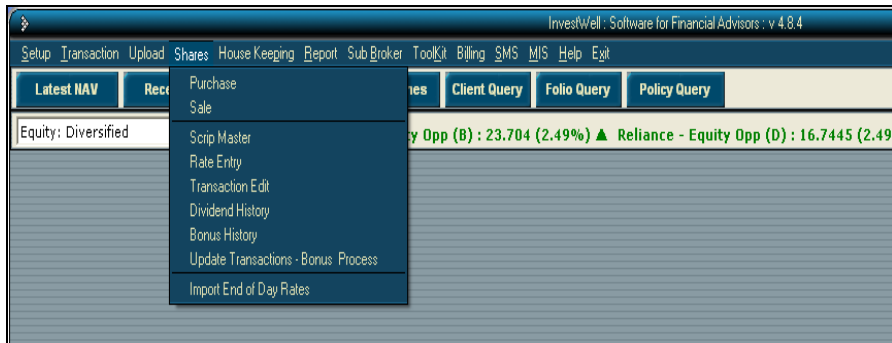
Print Exit

SIP –client data mining is used to see the list of clients

1. Who's SIP'S are just going to be terminated.
2. Clients who has never done SIP investments.
3. Clients whom SIP are running currently.
4. Forthcoming SIP.

You have to enter the from and to date. You can take its print out also.

23. Shares Management:-



23.1. Purchase: The Purchase entry is recorded with the help of the Purchase option in the shares menu. To enter any purchase entry follows these instructions.

1. Go into the Shares-> Purchase.
2. Click on New button.
3. Enter the details in the appropriate field. Choose Normal Purchase from Status Combo.
4. Click on the Save button to save the transaction.

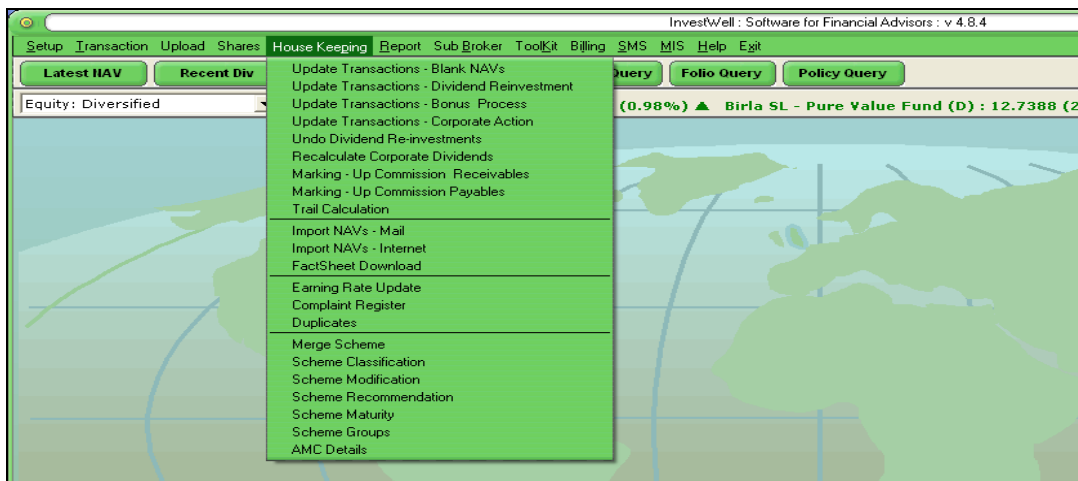
 The screenshot shows the 'Transaction [Purchase]' form. It contains several input fields and dropdown menus: Date (DD/MM/YY), Family/Broker (dropdown), Tr No. (text), Applicant (dropdown), App. No. (text), Demat/Folio No. (dropdown), Exchange (dropdown), Scrip (dropdown), Status (dropdown), Date (DD/MM/YY), No. of Shares (text), Rate (text), Brok & Other Chg % (text), Rs. (text), Eff Rate (text), Amount (text), Bank (dropdown), Branch (dropdown), Chq No. (text), Chq Dt (DD/MM/YY), and Remarks (text area). On the right side, there are buttons for New, Modify, Save, Cancel, Delete, Find, and Exit.

23.2. Sale: The Sale entry is recorded with the help of the Sale option in the shares menu. To enter any Sale entry follows these instructions.

1. Go into the Shares-> Sale.
2. Click on New button.
3. Enter the details in the appropriate field. Choose Normal Purchase.
4. Click on the Save button to save the transaction.

To download the end of the day bhav copy kindly click on the Shares→Import End of the day Rate and click on the download button.

24. Housekeeping:-



You can view update transaction-blank NAV here. It includes those schemes for which NAV is not found due to

Some reason. It might be holiday, so it locates NAV of nearest date and then update it.

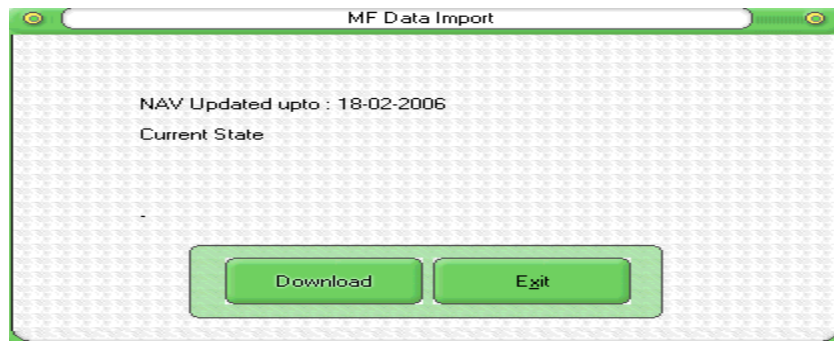
There are forms that is used to process dividend reinvestment and bonus process.

You can download latest fact sheet from the fact sheet download button

24.1 Import NAV – Internet

The package is updated daily with the latest NAV's, dividends, any new schemes that are launched into the market with a click of just one button. To do so we use Import NAV – Internet screen.

Click on the Download button in the screen, and if your internet is connected then it will automatically start downloading the data from our site else it will prompt you with an error message. Once the downloading is completed your system gets updated.



24.2 Import Fact Sheet:-

Investwell Software updated monthly with the latest fact sheet, Market ratio etc on monthly basis on a single click on DOWNLOAD button in 'Fact Sheet Download' in HOUSE KEEPING menu.



24.3 Complain Register:

Investwell provides you an utility to record the complaints of your and clients and generates reports related to pending and completed status. To record complaints kindly follow these steps:

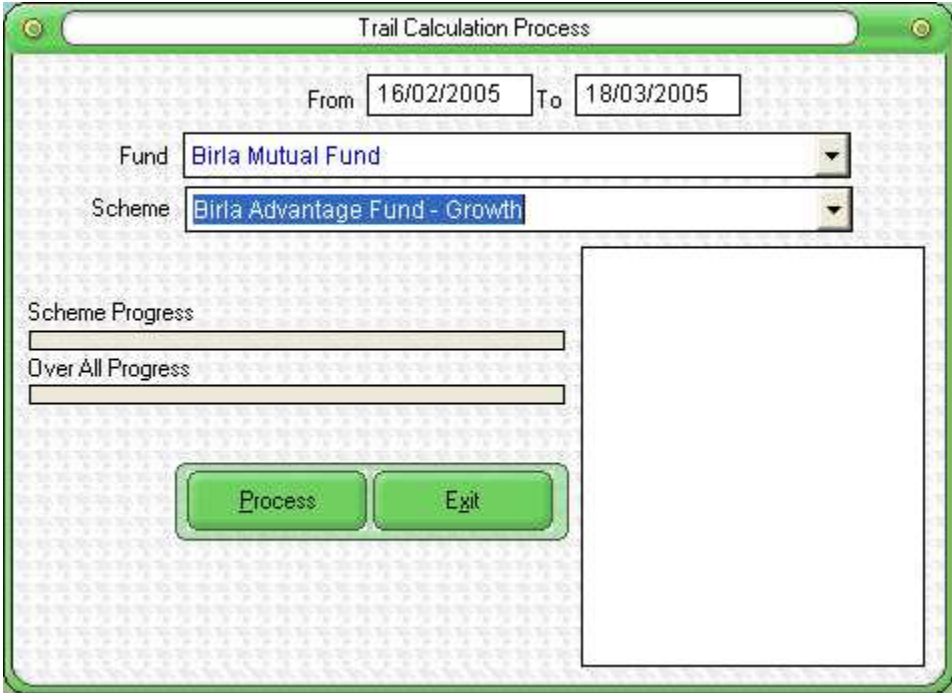
1. Go to House Keeping → Complain Register
2. Click on the Add button
3. A window will appear, select the appropriate client and enter the relevant details and click on the save button.
4. If you want to update any complaints status click on the appropriate row in the grid and click on the **Modify** button. Update the status and click on the save button to record the update status.

Sr. No	Date	Client	Problem	Priority	Act. Taken	Complete Dt	Remark	Attach
000002	10/09/2009	DEEPANDER KUMAR SRI	Portfolio not received	High	will send tod			

24.4 Trail Calculations:-

The system gives you the facility of calculating the trail commissions that you will be receiving from different funds. Follow these steps to calculate trails.

1. Go to house keeping -> trail calculations.
2. Choose the period for which you want to calculate the trail, by setting the from date and to date.
3. Select the fund and scheme if you want to see the trail for any specific scheme or else you can leave it blank, to view the trail of the entire scheme you have worked.
4. Click on the process button and the system will start calculating and display you the result.
5. If you want to export the result to excel that can be done by clicking the button export to excel.



The screenshot shows a window titled "Trail Calculation Process". It contains the following elements:

- From** and **To** date fields: "From" is set to "16/02/2005" and "To" is set to "18/03/2005".
- Fund** dropdown menu: Set to "Birla Mutual Fund".
- Scheme** dropdown menu: Set to "Birla Advantage Fund - Growth".
- Scheme Progress** and **Over All Progress** progress bars: Both are currently empty.
- Buttons**: "Process" and "Exit" buttons are located at the bottom left.
- Result Area**: A large empty rectangular box on the right side of the window, intended for displaying the calculation results.

24.5 Scheme Recommendation

Investwell Software provide facility to recommend best schemes to your clients

1. Go to House keeping → Scheme recommendation
2. Select **All Schemes or My Schemes** option to recommend schemes to your clients.
 - **All Schemes** : Trough this option you can recommended the scheme to your all clients
 - **My Schemes** : Trough this option you can recommend scheme to your clients in which he / she has invested.

Scheme Recommendations

You may set your General Recommendations for each Scheme here. For Investor Specific Recommendations, double click on any scheme. The Same will appear in the Clients portfolio Report.

☒ All Schemes
 ☐ My Schemes
 Objective :
 Keyword for Scheme:

Mark	Scheme	Objective	Recom.	Remark
<input checked="" type="checkbox"/>	DBS Chola - Contra Fund (C	Equity: Diversified	--	
<input checked="" type="checkbox"/>	DBS Chola - Contra Fund (G	Equity: Diversified	--	
<input checked="" type="checkbox"/>	JM - Contra Fund (D)	Equity: Diversified	Enter	good
<input checked="" type="checkbox"/>	JM - Contra Fund (G)	Equity: Diversified	Enter	good
<input checked="" type="checkbox"/>	Kotak - Contra Fund (D)	Equity: Diversified	--	
<input checked="" type="checkbox"/>	Kotak - Contra Fund (G)	Equity: Diversified	--	
<input checked="" type="checkbox"/>	Lotus India Contra Fund - (I	Equity: Diversified	--	
<input checked="" type="checkbox"/>	Lotus India Contra Fund - (G	Equity: Diversified	--	
<input checked="" type="checkbox"/>	SBI MSFU CONTRA - (D)	Equity: Diversified	Enter	good
<input checked="" type="checkbox"/>	SBI MSFU CONTRA - (G)	Equity: Diversified	Enter	good
<input checked="" type="checkbox"/>	Tata - Contra Fund (D)	Equity: Diversified	--	
<input checked="" type="checkbox"/>	Tata - Contra Fund (G)	Equity: Diversified	--	
<input checked="" type="checkbox"/>	UTI - Contra Fund (D)	Equity: Diversified	--	
<input checked="" type="checkbox"/>	UTI - Contra Fund (G)	Equity: Diversified	--	

☒ Unmark All
 Recommendation :
 Remarks :

Recommendation :

Enter
Exit

24.6 Scheme Group

The system gives you to create your own scheme group to make flexible your presentation. This is used in MF Tally Growth calculator.

1. Go House Keeping -> Scheme Group
2. Click new -> Put the Scheme Group Name e.g. Group 1.
3. Select Objective / Keyword for filter and press OK button .
4. The selected list shown in the Scheme for Selection window / Panel.

5. You can chose the schemes which one you want to Add in group through drug and drop

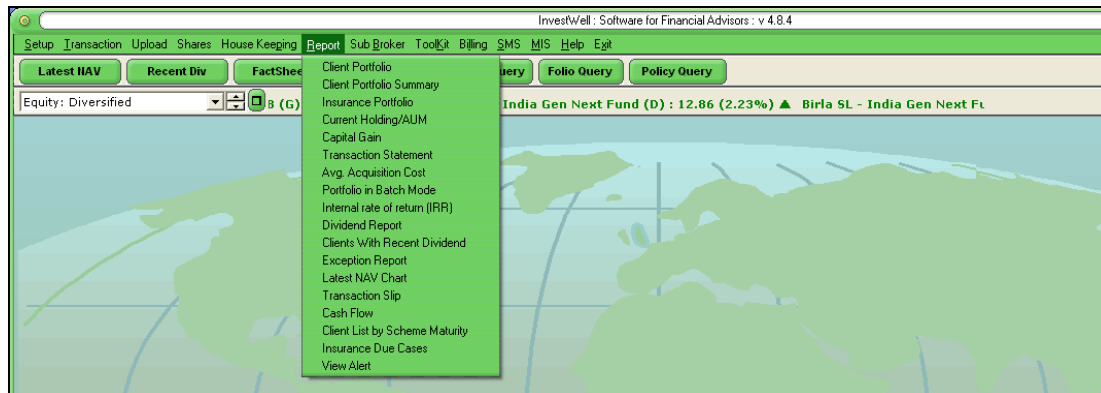


or by the tool

6. After select the schemes click on save button.

24.7 AMC Detail: This option use to store contact detail of all AMC. Select the appropriate AMC and enter the details and click on the Save button.

25. Reports:-



Invest well provide you different reports to give better service to your clients.

25.1. Client Portfolio – Choose the option that whether you want to take out the report on Group Leader basis or on individual applicant wise. Select the desirable client and click on the preview button. The system generates two reports simultaneously, one is for the currently held units (Current Portfolio) and other is for the units that are redeemed (i.e. Actual Portfolio). You can view **detailed, detailed summary, and summary report** as per your requirement.

You can also directly send email to your client (If client has Email ID In database), if you have **Microsoft outlook**.

HOW TO CHECK PARTICULAR FUND'S PORTFOLIO

InvestWell Software provide you the option to show the report only for the particular fund, scheme, and folio. To view this report follows the step:

1. Go to the Report -> Client Portfolio.
2. Select the Group leader / Applicants name.
3. Click on the option 'Click here for Advanced Filter'
4. Now you can select any Objective / fund / scheme / folio. After selection the particular click on 'Hide Advanced Filter'
5. Click on Preview button.

25.2. Client Portfolio Summary – This report gives you the facility of generating report for a chosen period pertaining to the opening balance, closing balance, gain, and the XIRR return for each and every transaction. If you want to add any general comment/remark you can do so by clicking on the more button of the Client Portfolio Summary window.

25.3. Insurance Portfolio – This report help you to generate portfolio of Insurance detail only.

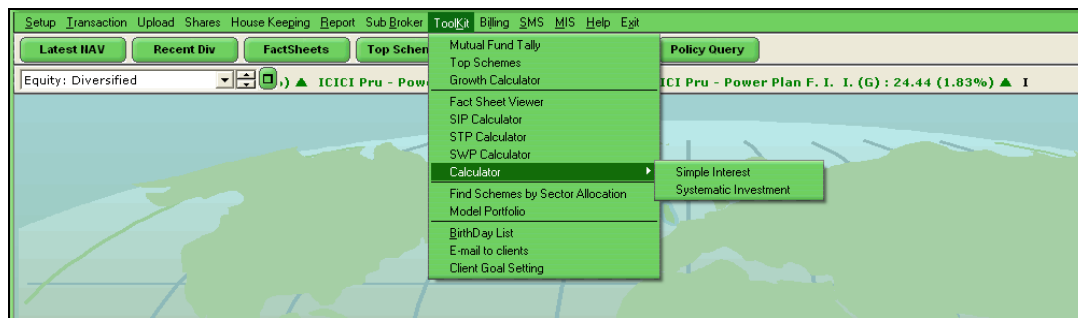
25.4. Current Holding/AUM – This report can be used to provide your client just the concise report pertaining to their current value on the schemes he/she is currently holding.

25.5. Capital Gain: - This utility used to view the capital gain for the particular financial year (If any).

25.6. Transaction Statement – To provide just the details of all the transactions that a particular client has undergone through you can be provided by this report.

- 25.7. Avg. Acquisition Cost** – If suppose the investments were done on different dates in the same folio number then what was the average cost of acquisition and based on the current NAV how much variance it has moved, is shown in this report.
- 25.8.** There is one another option called **portfolio in batch mode** which is used to send email to your all clients
Simultaneously using **Microsoft outlook**.
- 25.9. Internal Rate of Return:** This report helps you to take out the XIRR% of any client.
- 25.10.Dividend Report** – This utility help you to check all dividend for the client for the selected period.
- 25.11.Client with Resent Dividend** – This utility help to check the client who have received dividend in selected period.
- 25.12.Latest NAV Chart** – This utility used to check the Latest NAV for selected scheme.
- 25.13.Transaction Slip** – You can take print of common transaction slip for the selected folio or blank transaction slip.
- 25.14.Cash Flow** - This option used to check your business cash flow for the selected period.
- 25.15.Client List by Maturity Date** – This option allow to check the client name whose FMP schemes would be mature.
- 25.16.Insurance Due Cases** – Use to check the due date of Insurance Policies.
- 25.17.View Alert** – This utility used to check the result of set trigger return in SETUP menu. It will show the result based on the Investor Data Mining in MIS menu

26. Toolkit:-



- 26.1 **Mutual Fund Tally:** - To compare different scheme, based on returns on your chosen period. Select the scheme and drag and drop it in the right hand side window. Click on the show button to view the result.
- 26.2 **Top Schemes :** - To view the return and assessment of all schemes basis on Objective / AUM / and Star Ranking.
- 26.3 **Growth Calculator:** - To compare the value of the same investment made in different schemes over the same period.
- 26.4 **Fact Sheet Viewer:** - To view the latest fact sheet of selected mutual fund schemes. Select the scheme and click on the refresh button or double click the scheme name to view the fact sheet.
- 26.5 **SIP Calculator:** - To compare among different schemes SIP return on the basis of past performance.
- 26.6 **Calculator:** - This utility used to present forecast the return of schemes by SIP and Lump sum Investment.
- 26.7 **Find Schemes by Sector Allocation:** - This utility used to search the schemes by sector allocations. To search the schemes by sector allocations follow the following step:
1. Go to the ToolKit → Find Schemes by Sector Allocations.
 2. Select Sector and Give Net Asset percentage (%) (You can select any tow sector using the sub query e.g. AND/ OR).
 3. Click on show button.

Scheme Selection by Sector Allocation

Sector: >= Net Asset (%) :

And Sector: >= Net Asset (%) :

Scheme	Asset Allocation (%)
Alliance - Buy India Fund (D)	Diversified : 11.02, Technology : 12.5
Alliance - Buy India Fund (G)	Diversified : 11.02, Technology : 12.5
Alliance- 95 Fund (D)	Diversified : 10.42, Technology : 15.4
Alliance- 95 Fund (G)	Diversified : 10.42, Technology : 15.4
Baroda - Global Fund (D)	Diversified : 15.26, Technology : 18.7
Baroda - Global Fund (G)	Diversified : 15.26, Technology : 18.7
Birla - S L 95 Fund Plan A (D)	Diversified : 10.42, Technology : 15.4
Birla - S L 95 Fund Plan B (G)	Diversified : 10.42, Technology : 15.4
Birla - S L Buy India Fund Plan A (D)	Diversified : 11.02, Technology : 12.5
Birla - S L Buy India Fund Plan B (G)	Diversified : 11.02, Technology : 12.5
BOB - Growth Fund (D)	Diversified : 11.42, Technology : 18.7
BOB - Growth Fund (G)	Diversified : 11.42, Technology : 18.7
CAN - Multicap Fund (D)	Diversified : 11.72, Technology : 12.3
CAN - Multicap Fund (G)	Diversified : 11.72, Technology : 12.3
DBS Chola - EMP Sr 2 (G) Plan II (D) Pay	Diversified : 11.42, Technology : 13.4

Click on the headings to Sort. Double click on the Scheme to open the factsheet.

26.8 MODEL PORTFOLIO: - Through this utility you can analysis, if you select some schemes to make best portfolio, what is the return on the past performance as well as sector / Script allocation, of the selected portfolio. To show Model Portfolio follow the following step:

1. Go to Toll Kit -> Model Portfolio.
2. Put Model Portfolio Name and Add desired schemes with Amount allocation.
3. Click Next, It showing the past return of selected schemes and asked for Estimated Returned in (%).
4. Click Next, It shown the Sector wise allocation of selected Portfolio.
5. Click NEXT. It shown the script wise allocation of selected portfolio.

InvestWell - Software for Financial Advisors : v 4.5.0 - [Form1]

Setup Transaction Upload Shares House Keeping Report Sub Broker Toolkit SMS MIS Help Exit

Latest NAV Recent Div FactSheets Top Schemes

Total Clients : 891 Online : 1
Total Groups : 881 Online : 1

1 of 1

ABC Trial Verion
We help you multiply your investments
Datal Street, Mumbai, 400001
Tel:011-26257081, sales@excelnetzol.com

YOUR PORTFOLIO PLAN

Scheme	Amount (Rs)	Allocation (%)
Reliance - Diversified Power Sector -(G)	25,000.00	25.0
LIC MF - Liquid Fund (G)	30,000.00	30.0
SBI M Tax Gain 93 (G)	25,000.00	25.0
ICICI Pru - Infrastructure Fund (G)	20,000.00	20.0

FUND PERFORMANCE

Scheme	Objective	NAV	1 Mnth	6 Mnth	1 Year	3 Years	5 Years
Reliance - Diversified Power Sector -(G)	Equity: Speciality	61.04	-4.12	3.32	74.37	61.06	
LIC MF - Liquid Fund (G)	Debt: Short Term	14.73	0.66	4.15	7.99	7.21	6.0
SBI M Tax Gain 93 (G)	Equity: Tax Planning	49.70	-5.57	-10.30	16.20	7.82	33.9
ICICI Pru - Infrastructure Fund (G)	Equity: Diversified	26.01	-3.81	-1.33	46.62		

ASSET CLASS ALLOCATION

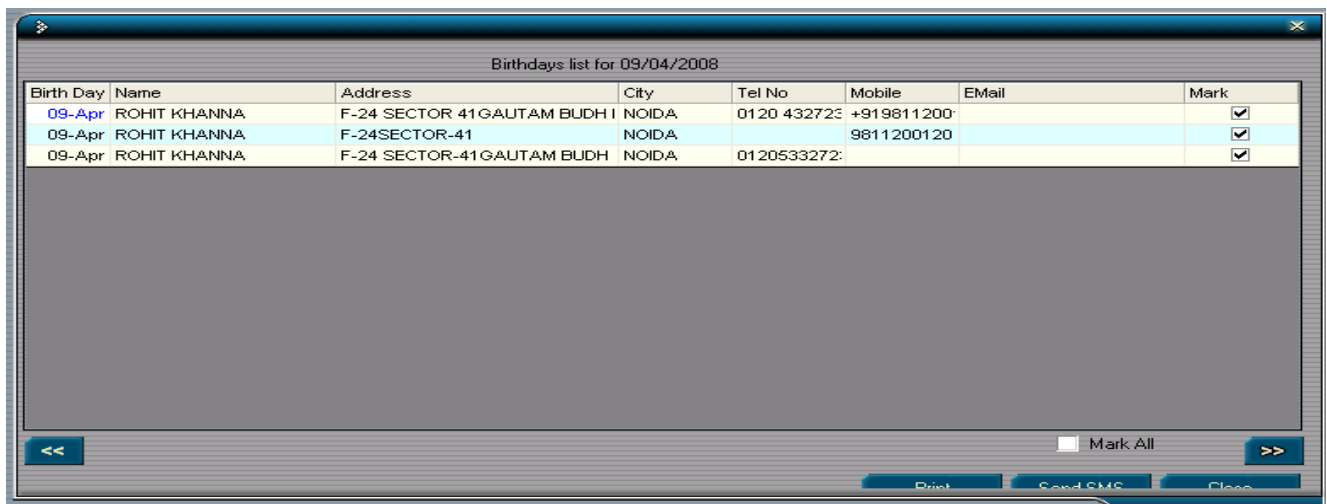
Asset Class	Asset Allocation (%)	Estimated Returns (%)	Proj. Weighted Avg Returns (%)
Equity	70.00	25.00	17.50
Debt	30.00	9.00	2.70
			20.20

TOP EQUITY PORTFOLIO HOLDINGS

Script	Allocation %
Reliance Industries	4.38
ICICI Bank	3.81
Ranbaxy Holding Co. Pvt. Ltd	2.77
Tata Power	2.26
Jansen & Truohn	2.24

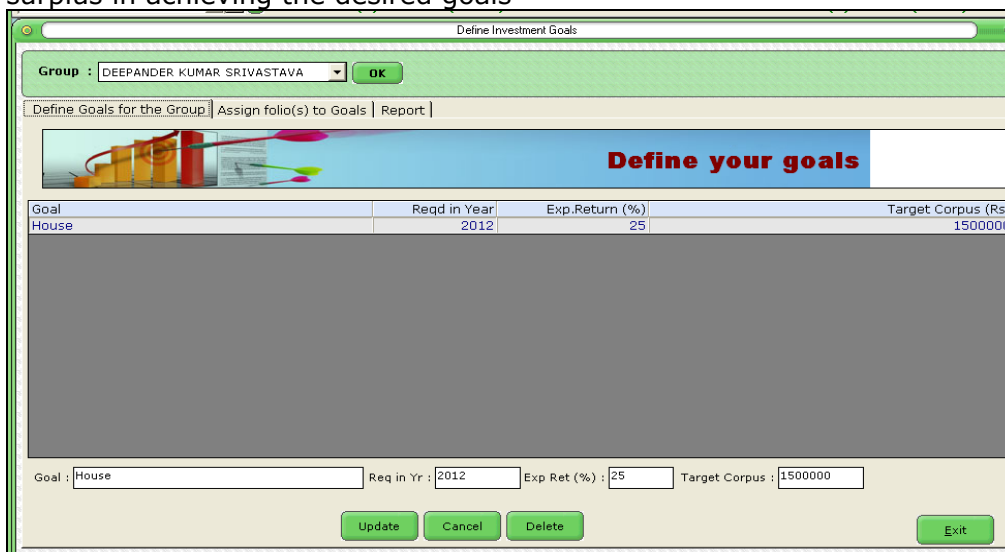
SECTOR ALLOCATION

26.9 Birth Day List: - InvestWell Provide you the utility to send **Birthday SMS / Email** to your clients. The screen shows the list of clients who are having birthday. Mark the clients whom you want to send SMS and click on the Send SMS button.



26.10 Email To Clients: - Through this utility you can send any message and attachment to your clients (To use this utility you have to configure your Email ID with Microsoft Outlook)

26.11 Client Goal Setting: - An unique feature that enable you to manage your clients investments and assist them in achieving their goals. Investwell allows you to set goals and targets for different investments made by your clients and generate reports based on shortfall or surplus in achieving the desired goals



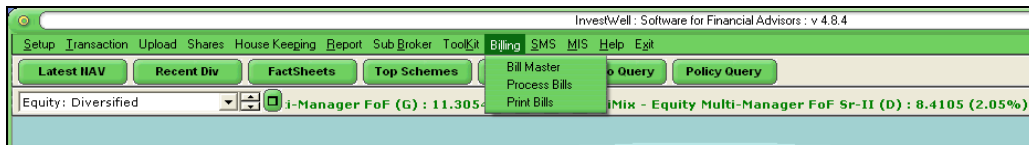
27. BILLING:

Investwell has added an new billing system that enable you to charge your client on different parameters such as per transactions basis, AUM basis etc. To make the services bill follow the following steps:

27.1 Bill Master : used to select applicant to whom you want to charge and select the option of type of billing.

27.2 Process Bills: Select the option per transaction Fee / Flat Fee and client respectively to generated the Bill.

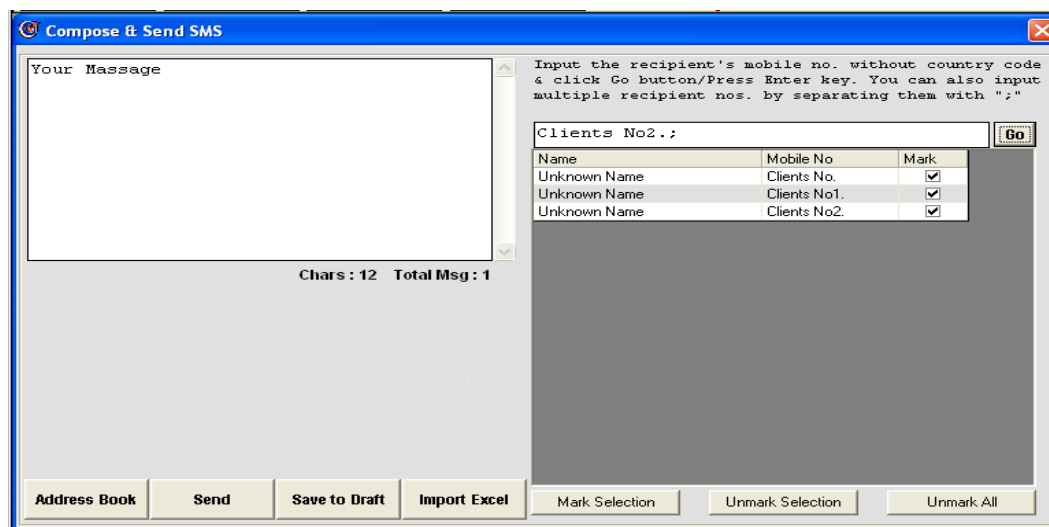
27.3 Print Bill : this utility used to take print of selected bills.



28. SMS :- Through this utility you can send following SMS to your Clients :



28.1 General SMS: - This utility used to send General SMS to any Mobile no. To send general SMS follow the following step:



Step 1: Compose your message in box.

Step 2: Put Mobile no and press option 'GO' or you can select list from file from 'Import Excel'.

Step 3: Click on 'Send' option

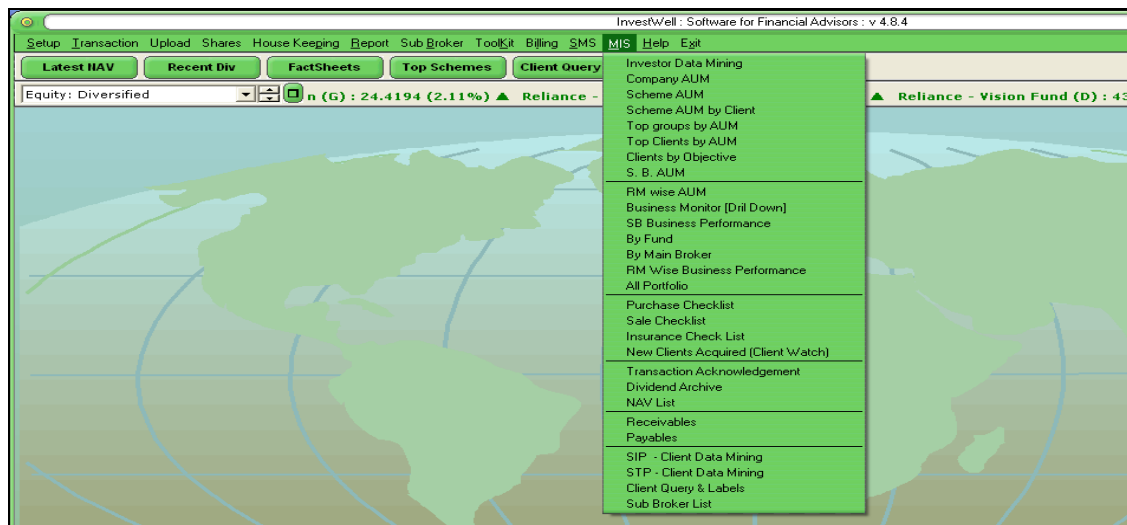
Step 4: SMS will be send to your selected client /s

28.2 Transaction SMS: This utility used to send client's transaction SMS on daily basis.

28.3 Return SMS: This utility used to send client's portfolio return to your client /s.

28.4 Balance Enquiry: It shown balance credit of SMS of your account.

29. MIS Reports: - these options help you check Management Information System Reports.



Note: To use MIS reports Kindly run "Investor Data Mining".

29.01 Company AUM -- Fund wise AUM Report

29.02 Scheme AUM – Scheme wise AUM Report

29.03 Scheme AUM by Client – In which scheme who all are invested and their AUM

29.04 Top Group by AUM – Group Leader wise AUM Report

29.05 Top Client by AUM - Applicant wise AUM Report

29.06 Client by Objective – Select the desired objective and fund/scheme and generates the reports for the desired objective and client wise.

29.07 SB Business Performance – Sub Broker's business break up

29.08 RM wise AUM – RM wise AUM

29.09 Business Monitor (Drill Down) – Start at any level and dbl click to drill down and track an investment

29.10 By Fund -- Fund wise business done in a period with graph.

29.11 Business Performance By RM/SB/Main Broker/Clients – Business procured by them in the desired period

29.11 All Portfolio – To view the report of all clients returns in different folio in different fund.

29.12 Purchase / Sales Check list – To view the purchases made in different period.

29.14 Insurance Check List – To view the insurance details entered in a particular period.

29.15 New Client acquired list – New Client acquired in the desired period by different RM.

29.16 Client Query and Labels. – Generates list or labels of clients based on different parameter

Frequently Asked Questions: -

1. How to enter a second applicant in any purchase transaction?

While entering any purchase entry hit F4 button of your key board. An extended window will appear choose the second and third applicant and also enter the nominee if any. Kindly see to it that you had registered the second applicant, even if you do not have any transaction for it.

2. Is there any provision for entering of the Payouts for the sub-broker? How to enter?

Yes, you have the facility of entering the payouts and also to view the reports pertaining to it. When you are entering the purchase transaction hit the F3 button of your keyboard and new frame will appear where in the in % row it will display the earning rates that you had entered in the Earning rates Master. And below it is written out%. In this row, you have to enter the payouts details. Click on the save button after completing the details.

3. While I'm trying to generate the Portfolio report of some client, I 'm getting a message "No. of Invalid Transaction Purchase 1". What to do?

This message appears when suppose for any of the transaction it is unable to find the NAV. Hence it is unable to calculate the units. Kindly go into the House keeping -> Update Transaction -Blank NAV.

The scheme(s) for which the system is unable to find the NAV for reinvestment is listed there. Click on the locate button, it will locate the next working day's NAV. Now click on the Update button and the corresponding transaction will be updated.

After you had completed the operation for all the schemes present in the list, close this window and go into the Report and try to take out the report. I hope that the above message will not appear.

4. Could we mark the commission that we have already received or paid?

Yes, you can mark the upfront that you have received or paid. For marking of the Upfront commissions received go to House Keeping - > Marking of the commission Receivables. Choose the fund for which you want to mark and click the view button. All the transaction for the chosen fund and period will be displayed in the grid. Mark the row by checking the check box for which you have received the commission and click on the save button.

You can now view only the pending receivables in the MIS -> Receivables by choosing the pending receivables option in the window.

How To Download Latest Version Of Investwell:-

You have to click on help option in the main menu, after that investwellonline.com

Or you can directly open the site <http://www.investwellonline.com/download.html>

Select the download link from the main menu, it will show you the all available service pack of Investwell.it will open the window asking for open/save the software. If you click on the save option it will open the window .select the proper location of investwell and save it. It

Now you have to right click it, options are open with, send to, WinZip, open with WinZip.

Select WinZip, submenu will open containing extract to, extract to here, extract to folder.

You have to choose extract to and enter the location where you want to store the investwell.

And finally you will get the latest version.

How To Register For Mail Back Service:-

Steps to Register for Mailback Services from CAMS:-

- Go to <http://www.camsonline.com>
- Click on [Online Services for Distributor](#) Button
- Click on Mail back Services Button on the left menu. Distributor Query Page will be opened.
- Click on the link [How to Register](#)
- Fill up the Registration letter and send it to CAMS Registrar by post or courier.
- Normally you will receive the user id and password from CAMS within a week time; otherwise you can follow them up.
- CAMS Distributor Helpdesk Number – 044 28559664 / 30212664

Steps to Receive Mailback Services from CAMS:-

- Go to <http://www.camsonline.com>
- Click on [Online Services for Distributor](#) Button
- Click on Mailback Services Button on the left menu. Distributor Query Page will be opened.
- Enter your Registered Email ID in the Text box. Choose Funds from the List Box on the Page (Press 'ctrl' key for Multiple Selection) and Press Next>> button at the bottom.
- List of Reports will be opened. Select ' WBR2. My Transactions for a period ' from the Daily Report List. At the bottom Select Desired Output Format as Excel with Headers and Press Next>> Button.
- Query Parameters Page will be opened. Select From Date and To Date on the Period Column & Press Next>> Button.
- Query Confirmation Page will be opened. Enter Password and Press Immediate>> Button.
- Confirmation of Request will come out with the Confirmation Request Number

Steps to Register for Mailback Services from Karvy:-

- Go to <http://www.karvymfs.com>
- Click on Distributor Services > Distributor Login
- Click on [Download](#) link on the How to Register Column.
- Fill up the Registration letter and send it to Karvy Registrar by post or courier.
- Normally you will receive the user id and password from Karvy within a week time; otherwise you can follow them up.
- For Assistance you may contact :
 Diwakar M
 Distributor Coordination Services
 Mutual Fund Services Division
 Karvy Computershare Pvt Ltd
 Board Line : 040 – 23312454 Ext 275 & 143
 Direct Line: 040 – 23376717

Steps to Receive Mailback Services from Karvy:-

- Go to <http://www.karvymfs.com>
- Click on Distributor Services > Distributor Login
- Insert Login ID & Password sent to you by Karvy.
- Distributor Service page will be opened after successful login.
- Click on Mailback Services on the left menu.
- Choose MFSD 201 Transaction Reports and click on Click here link.
- Select All Funds Option and click on Submit button.
- Select Start Date & End Date for which you want the report, select the with load ** option on the radio button.
- Enable the check box for the E-mail ID to which you want the reports to be delivered, Click on the Submit button
- Next page will ask for a password to extract the report file. Enter a password and click on Submit button.
- Confirmation page will be opened showing the Reference Number.

Steps to Register for Mailback Services from Franklin Templeton:-

- Download the [Registration Form](#)
- Fill up the Registration letter and send it to Franklin Templeton India Registrar by post or courier.
- Normally you will receive the user id and password within a week time, otherwise you can follow them up.
- Contact Numbers

Chennai : 044 - 24679200

New Delhi : 011 - 51510080 / 81 / 82 / 83 / 84

Mumbai : 022 - 66325820 - 36

Steps to Recieve Mailback Services from Franklin Templeton:-

- Go to <http://www.franklintempletonindia.com>
- Click on Financial Advisors Enter Financial Advisor Area on the left menu.
- Enter the User ID, Password and Distributor Code (ARN - NNNN) and click Login.
- Account Lookup will be opened.
- Go to Mail Back Services on the left hand side.
- Choose your Transaction Feed between Period, Click Submit.
- A Zip file will be sent to your mailbox. Unzip the file and save as Excel Format.