

# iMerchant Banking

## User Manual

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## Scope:

The purpose of this instruction manual is to elaborate how to perform the daily tasks on regular basis from the morning till the end of the day. This is a check-list for the end-users of their daily routine.

This document however does not include any instructions for software administration purpose.

## Instructions:

<u>Module</u>	<u>Tasks</u>	<u>Role</u>
Add Investor	<ul style="list-style-type: none"><li>✓ You can add an Investor quickly from Portfolio &gt; Add Investor.</li><li>✓ Enter the account number, name, investor group, management fee, interest on credit balance and the branch.</li><li>✓ Rest of the information including the BO ID will be automatically updated from the CDBL next day.</li></ul>	admin
Margin Account	<ul style="list-style-type: none"><li>✓ You can change account type cash to margin from Margin &gt; Margin Accounts.</li><li>✓ You can also cancel margin account and return back to cash account from Margin &gt; Margin Accounts. Make sure you have change that investor the investor group and management fee according cash type scheme from Portfolio &gt; Complete Profile</li></ul>	admin
Holiday Calendar	<ul style="list-style-type: none"><li>✓ Make sure the holiday calendar in the system is up to date. You may add holidays from the Settings &gt; Calendar &gt; Holiday Calendar menu.</li></ul>	admin
CDBL Import	<ul style="list-style-type: none"><li>✓ Go to the menu Depository &gt; Import CDBL File</li><li>✓ Browse the CDBL Folder and click "Import"</li><li>✓ Check CDBL Import Detail Log from Depository &gt; Import Detail Log for any anomalies. The log shows the details of the anomalies which need to be fixed.</li></ul>	CDBL Operator

MSA PLUS Cash Limit File	<ul style="list-style-type: none"> <li>✓ Go to the menu Trade Management &gt; Cash Limit.</li> <li>✓ Click "Apply" will load the investors purchase power.</li> <li>✓ Select "Panel Broker" and check the investor for that panel broker, click "Generate" for MSA PLUS cash limit file.</li> </ul>	CDBL Operator
MSA PLUS Share Limit File	<ul style="list-style-type: none"> <li>✓ Go to the menu Trade Management &gt; Share Limit.</li> <li>✓ Select "Panel Broker" and investor for that panel broker; click "Generate" for MSA PLUS share limit file.</li> </ul>	CDBL Operator
Fund Deposit (Receipt)	<ul style="list-style-type: none"> <li>✓ Go to Trading Cashbook &gt; Investor Account &gt; Deposit</li> <li>✓ Click New to add new fund deposit.</li> <li>✓ Enter the account number (Account Ref) and press enter.</li> <li>✓ Enter the Cheque Reference number and Bank details for the cheque type receipt.</li> <li>✓ Enter amount and press Save.</li> </ul>	Cashier/Front Desk Officer
Fund Withdraw (Payment)	<ul style="list-style-type: none"> <li>✓ Go to Trading Cashbook &gt; Investor Account &gt; Withdraw</li> <li>✓ Click New to add new fund withdraw.</li> <li>✓ Enter the account number (Account Ref) and press enter.</li> <li>✓ Enter the Cheque Reference number for the cheque type receipt.</li> <li>✓ Enter amount and press Save.</li> </ul>	Cashier/Front Desk Officer
Transaction Posting	<p>When you enter the Fund Deposit or Withdraw or any transactions, they are saved as "Pending". A pending transaction is the transaction that is NOT posted in General Ledger. For e.g. if you deposit 100,000 taka for an investor 007, the Ledger Balance of 007 will show 100,000 taka but the Available or Matured Balance will be zero.</p> <p>You can post single selected transaction or all transaction by clicking on Update to Ledger.</p> <p>It is recommend that you post transactions after cross-checking the amounts and ensure they are no anomalies in the transactions.</p>	Account Manager

Import Price File	<ul style="list-style-type: none"> <li>✓ Go to Trade Management &gt; Price Import.</li> <li>✓ Browse the File and press Import</li> </ul>	Admin
Import Trade File	<ul style="list-style-type: none"> <li>✓ Go to Trade Management &gt; Trade Import.</li> <li>✓ Click No to import the trade file manually, browse the File and press Import</li> <li>✓ The system performs all necessary validations and checks for short sales.</li> <li>✓ You can make trade adjustment for wrong trades or short sales.</li> <li>✓ Process Trade. This will update the Investor Portfolio and post Trade Journal Vouchers to the General Ledger.</li> </ul>	Admin
Import Approved Instruments	<ul style="list-style-type: none"> <li>✓ Margin account clients are allowed to buy only marginable securities. You can import those securities from a file, file format has pre-defined. But it is not mandatory.</li> <li>✓ You can also define marginable securities manually from Settings &gt; House Keeping &gt; Instrument. Search instrument by Short name/ISIN/Full Name. Select instrument and click "Edit" and modify "Non Marginable" checkbox.</li> </ul>	Admin
Pay In	<ul style="list-style-type: none"> <li>✓ You may PayIn right after Importing the Trade File by clicking on "PayIn" button under Depository. This will generate the PayIn file to be uploaded to the CDBL.</li> </ul>	CDBL Operator
Add New User	<ul style="list-style-type: none"> <li>✓ You can add new application user from Settings &gt; System Settings &gt; Application User</li> <li>✓ Enter the user name, user type (according to user role) and the branch.</li> </ul>	Admin/ IT

For any problems, please give us a call or email us at [support@bosl-int.com](mailto:support@bosl-int.com). You can also create support ticket at our [online support system](#).