Q1. How to create category for top performing fund ?

Ans .To create a category for top performance go to Transact online module -> Mutual fund -> MF setting -> Edit category ->Add category and submit it.

Q2.How to add new bank details in existing client ?

Ans .To add new bank details for existing client go to Transact online module Mutual fund->BSE/NSE->client onboarding->New client onboarding->Bank modification so there is option to search the client the client with client code than there is reflecting first bank detail and second bank details option so fill out here and hit the submit button so it will submit on BSE.

Q3.What is Online ATM ?

Ans.Online ATM in mutual funds is a facility that allows investors to instantly redeem their mutual fund units and get the money credited to their bank accounts within minutes. This feature is usually available with liquid or ultra-short-term funds and provides quick access to funds, similar to withdrawing cash from an ATM. It offers convenient and immediate liquidity, making it useful for emergencies or urgent cash needs without the usual waiting period for redemption settlements.

Q4.How to generate Capital Gain Report ?

Ans. To generate a Capital Gain Report, go to the Dashboard, then navigate to the Mutual section, and click on Realised Capital Gain. This will provide you with a detailed report of the realised capital gains based on your mutual fund transactions.

Q5.How can I create client in Bulk in software ?

Ans. To add clients in bulk:

Navigate to Utilities → Client Master in the software.

Download the provided bulk-upload template.

Populate the template with your client details.

Return to Client Master, click Upload, and select your completed template.

Q6.What is the Mutual Module used for?

Answer:The Mutual Module is designed to provide financial advisors and clients with comprehensive tools and reports that help track investments, evaluate performance, manage compliance, and prepare tax-related summaries. It centralizes all mutual fund-related data, offering clarity and insights for better decision-making.

Q7.What is the Live Portfolio Report?

Answer:The Live Portfolio Report allows advisors and clients to view the valuation of their investments as of a particular date. Unlike the Wealth Report, which only shows the present day's valuation, this report can be backdated, making it useful for historical analysis and performance comparison over time.

Q8.What does Held Portfolio mean?

Answer:The Held Portfolio section consolidates mutual fund data sourced externally from third-party platforms like NJ and CAMS. It helps advisors integrate off-platform data with the client's existing portfolio, creating a unified investment view.

Q9.What is the P&L (Profit & Loss) Valuation Report?

Answer:This report provides a detailed overview of realized and unrealized profits or losses for each scheme or folio. It helps advisors explain the client's investment performance over specific date ranges, making it essential for performance reviews.

Q10.What is the "What If Scenario"?

Answer:The What If Scenario simulates investment growth if no redemptions were made from the beginning till the present. It shows clients the opportunity cost of early redemptions and helps in planning long-term strategies.

Q11.What is the Nearby Option in Reports?

Answer:This option allows advisors to analyze reports for specific date ranges. It includes filters such as fund category and fund type, enabling advisors to identify trends or performance near particular dates like quarter or financial year-end.

Q12.What is the Realized Fund Extra Report?

Answer:This report shows all mutual fund schemes where units have been fully redeemed. It includes purchase dates, NAVs, sale amounts, and gain/loss realized, which are essential for capital gain calculations.

Q13.What does the Transactions Report show?

Answer:The Transactions Report provides a full view of all mutual fund transactions such as purchases, redemptions, switches, SIPs, etc. It can be sorted by scheme or folio, helping in reconciliation and record keeping.

Q14.What is the Folio Master Report?

Answer:It gives a scheme-wise breakdown of folios, including details of joint holders, nominee names, and associated bank accounts. This report is crucial for verifying ownership and compliance.

Q15.What is the Master Report Section?

Answer:This section displays total Assets Under Management (AUM) using various filters—AMC-wise, scheme-wise, registrar-wise, and even city-wise. It provides a snapshot of business distribution and strengths.

Q15.What is the AUM Growth Report?

Answer:It tracks AUM growth or reduction over time, shown either monthly or for financial years. It's useful for evaluating advisory performance and setting business goals.

Q16. What is the Grow Your Business Section?

Answer:This section shows client-level engagement like SIP frequency, use of Goal GPS, BSE platform usage, and ELSS investments, helping advisors identify potential cross-sell or upsell opportunities.

Q17.What is the Allocation Report?

Answer:This report displays portfolio distribution across asset classes (Equity, Debt, Liquid, Hybrid), showing percentage allocation, total valuation, and risk profile alignment.

Q18.What is the Recent Transactions Report?

Answer:This report lists all recent mutual fund activities—limited to the past 90 days. It can also be filtered by client to study investment behavior or identify irregularities.

Q19.What are Pre-Printed Slips?

Answer:These are downloadable templates used for manually processing mutual fund transactions like purchase, redemption, or switch. They are pre-filled with client and folio details.

Q20.What is the National Capital Gain Report?

Answer:This report estimates the capital gains that a client would incur if they redeemed their investments today. It's useful for tax planning and can be exported or shared with clients.

Q21.What is the Realized Capital Gain Report?

Answer:Shows all capital gains or losses that have already occurred due to completed redemptions. It is required for tax filing and audit purposes.

Q22.What is the Monthly MIS Report?

Answer:MIS stands for Management Information System. This report tracks all investments, redemptions, and SIPs per month, AMC-wise or scheme-wise, to analyze business performance.

Q23.. What is the Financial Year-wise Report?

Answer:Generates yearly summaries of investment value, transactions, capital gains, and AUM growth. Used for client reviews or internal reporting.

Q24. What is the Maturity Report?

Answer:Tracks ELSS or close-ended funds that are nearing or have completed their lock-in/maturity period, helping advisors plan redemption or reinvestment strategies.

Q25.. What is the Load-Free Unit Report?

Answer:This report highlights units eligible for redemption without incurring exit load charges. It helps in optimizing exit timing to avoid penalties.

Q26. What is the Portfolio Turnover Ratio Report?

Answer:Measures the frequency of transactions in the client's portfolio by comparing the volume of purchases and sales. High turnover may indicate frequent switching or rebalancing.

Q27. What is the Due Diligence Report?

Answer:Breaks down client investments by individual and non-individual segments, and further by asset type. It supports compliance and advisory audits.

Q28. What is the Port-to-AWS Report?

Answer:Used for external data sharing—especially with Morningstar. It contains client IDs, scheme details, and valuations mapped for external benchmarking.

Q29. What is the Tax Package?

Answer:A comprehensive, single-download tax summary that includes all capital gains, dividends, and valuation data for client tax filing.

Q30. What is the KYC Report?

Answer:Tracks Know Your Customer (KYC) status using registrar files. Helps identify which clients are fully verified or pending, and ensure regulatory compliance.

Q31. What is the Dividend Report?

Answer:Shows scheme-wise dividends received by the client across all investments. Useful for income reporting and fund comparison.

Q32. What are SIP Downloads?

Answer:Lists all SIP instructions submitted to AMCs along with their status, expiry dates, and frequencies. It's used to monitor ongoing SIPs and plan renewals.

Q33. What is Portfolio Rebalancing?

Answer:Helps advisors bring a client's current asset allocation back to their planned or recommended levels by suggesting the amount to switch between funds.

Q34. What is the Business Opportunity Report?

Answer:Summarizes expected transactions (purchase/redemption orders) in the next 15/30/60/90 days, enabling business forecasting and client engagement.

Q35. What is the Non-Compliance Report?

Answer:
Identifies clients missing key data such as PAN, nominee name, or bank details. This helps advisorsensure all accounts are compliant with regulations.

Q36. What is the Disclaimer Section?

Answer:Allows advisors to define standard disclaimers to be printed on client reports—important for compliance and data protection declarations.

Redvision Technologies Products description

Wealtheite - Wealth Elite is a Mutual Fund Back Office Software platform tailored for Mutual Fund Distributors (MFDs) and Financial Advisors. It offers a suite of tools to streamline backoffice operations and enhance data management for investors. The platform leverages Artificial Intelligence, providing a white -labeled, multi -asset Software as a Serv ice solution. Its capabilities extend across digital client lifecycle management (CLM), powerful portfolio reporting, goal -based planning, and more

Key Features and Capabilities

1. Portfolio Management:
 - Comprehensive dashboard to monitor cli ent portfolios.
 - Tools for assessing investment performance and tracking returns across various asset classes (e.g., mutual funds, stocks, bonds).
 - Features for rebalancing portfolios and generating in -depth performance analytics.
2. Client Communic ation Tools:
 - Integrated messaging and email services for client interaction.
 - Automated portfolio updates and performance reporting.
 - Customizable templates for personalized communication.
3. Business Growth & CRM Tools:
 - Integrated CRM to t rack client interactions and opportunities.
 - Tools to assess business metrics such as client acquisition, retention, and performance analytics.

- Client segmentation options for tailored investment recommendations.

4. Mutual Fund Distribution:
- Tools to suggest and process mutual fund investments based on client goals.
- Integrated payment and transaction tracking for efficient fund distribution.

5. Taxation & Compliance Management:
- Built -in tools to handle tax calculations and ensure comp liance with regulatory norms.
- Generation of audit -friendly reports and statements.

6. Risk Assessment & Analytics:
- Automated risk assessment based on client data and market fluctuations.
- Real -time alerts for market changes, alongside asset allocation recommendations.

7. Comprehensive Reporting:
- Customizable and downloadable reports in various formats (PDF, Excel).
- Business analytics dashboards for client portfolio and business health insights.

Modules & Functional Tabs Overview
- Dashboard: Overview of client accounts and market insights.
- Client Management: Detailed profiles, communication history, and personalized financial goals.
- Reports & Analytics: Tax, performance, and compliance reports generation.
- Mutual Fund Tools: Research, performance comparison, and market insight features.
- Transactions Tracking: Record of all mutual fund -related transactions.
- Compliance Tools: Dedicated section for managing regulatory compliance.
- Business Analytics: Metrics and data for client acquisition and revenue tracking.
- Communication Platform: Integrated messaging for client outreach.

Advantages of Wealth Elite
- Efficiency: Reduces administrative load by automating key processes.
- Scalability: Facilitates growth with robust client management and fund distribution capabilities.
- Client Retention: Improves client relationships through personalized service and detai led reporting.
- Compliance Management: Streamlined adherence to regulatory requirements.
- Automation: Automates performance tracking, communication, and report generation.

Wealth Report Module Overview

Wealth Report

The Wealth Report Module pr ovides detailed as -on-date valuation data for funds, investments, SIPs, and transactions. Users can generate customizable reports with specific options tailored for client or family views, making it a robust tool for financial analysis and reporting.

Main Inputs for Report Generation:
1. Valuation As On: Fixed to today's date for valuation.
2. Select View By: Choose Client or Family view.

3. Search Criteria: By Name, PAN, or Folio No..
4. CAS Details: Toggle Include CAS on/off.
5. View Transactions: Li ve Transactions or All Transactions.
6. View Funds: All Funds, Selected Funds, or Selected Types.
7. View MF Report: Option to view Fund Type Wise data.
8. Show Valuation With: Display options – All, Fund Detail, Summary, Graph.
9. Exclude Columns: Customi ze report data by selecting/unselecting columns like TDS Amt, Units, Gain/Loss, etc.
Key Benefits:
• Client & Family Insights: Tailor reports for individual clients or entire families.
• Customizable Views: Filter and exclude data for precise report ing.
• Graphical and Tabular Reports: View data as graphs, summaries, or detailed breakdowns.

CRM Module Knowledge Base
1. Introduction
Welcome to the CRM Module Knowledge Base. This document provides detailed instructions for the CRM system, designed t o streamline client management, communication, and reporting. The module includes features for managing settings, bulk assignments, client analysis, SMS communications, event tracking, advisor tools, and mobile app customization.
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2. CRM Management

2.1 CRM Settings
BOX 1: Set Categories Rules
- Purpose: This tool helps categorize clients based on their Assets Under Management (AUM) range. You can set and modify categories by defining the minimum and maximum AUM range.
- Fields:
 - Category Name
 - Minimum AUM Range
 - Maximum AUM Range
- Actions:
 - Add Category: Adds a new category after filling in the required fields.
 - Remove Category: Removes an existing category.
- How to Use:
 1. Enter the Category Name.
 2. Define the Minimum and Maxim um AUM Range.
 3. Click Add Category to save, or Remove to delete an existing category.

BOX 2: Set Categories Risk Profile Rules
- Purpose: This tool allows you to define client risk profiles by age range.
- Fields:

- Profile Name
- Minimum Age Range
- Maximum Age Range
- Action:
- Add New Profile: Adds a new risk profile to the system.
- How to Use:
 1. Enter the Profile Name and age ranges.
 2. Click Add New Profile to save the changes.

2.2 Bulk Assigner
- Purpose: Facilitates the bulk categorization and assignment of clients or families. You can filter records by "Complete" or "Incomplete."
- Fields:
- Select View By: Choose between Client or Family.
- Search by Client/PAN: Use PAN numbers to search clients.
- Select Option: Choose between Complete or Incomplete records.
- Action:
- Show: Click the Show button to display the filtered clients.

How to Use:
1. Select whether to view by Client or Family.
2. Enter the PAN number or leave it blank for a broader search.
3. Filter by record status (Complete or Incomplete).
4. Click Show to view results and proceed with categorization.

2.3 Client Analysis Report
- Purpose: Provides a detailed analysis of client data based on filters such as city, risk profile, company, etc. Generates visual pie chart reports for the selected criteria.
- Filters:
 - City
 - City Area PIN
 - Risk Profile
 - Category
 - Company
 - Designation
- Report Output: A pie chart report based on the selected filters.
How to Use:
1. Select the relevant filters (e.g., city, risk profile).
2. Click Generate Report to display the pie chart.
3. Analyze the data based on your chosen filters.

2.4 Sent SMS
- Purpose: Manage an d log all SMS communications sent to clients. The log includes messages sent within the last three months, along with advisor details and message content.

- Output Table Columns:
  - SR.NO.
  - MOBILE NUMBER
  - ADVISOR NAME
  - CONTENT
  - TIME OF SENDIN G
- Features:
  - Log History: Logs are available for three months.
  - SMS Credit Left: Displays the remaining SMS credit.
  - Export Option: Allows exporting the log data in Excel format.

How to Use:
1. Navigate to the Sent SMS section.
2. Review the logs for message details.
3. Export the data to Excel if needed.
---
3. Advisor Tools
3.1 Event Calendar
- Purpose: Display important events like client birthdays, SIP expirations, anniversaries, insurance renewals, and more. The events are color -coded and listed on the calendar for easy reference.
- Event Types:
  - Bday = Birthday
  - SIP Exp. = SIP Expiry
  - Anni. = Anniversary
  - FD Mat. = FD Maturity
  - LI Due = Life Insurance Due Alert
  - LI Mat. = Life Insurance Maturity
  - GI Ren = General Insurance Renewal
  - PO Mat. = PO Maturity
  - SIP Due = SIP Due Alert
  - STP Exp. = STP Expiry
  - SWP Exp. = SWP Expiry
  - STP Due = STP Due Alert
  - SWP Due = SWP Due Alert
How to Use:
1. Navigate to the Event Calendar section.
2. View events color -coded by type.
3. Set up alerts for upcoming events, such as SIP due alerts or insurance renewal reminders.
4. Use the calendar to track key dates and take appropriate action.

3.2 Bouquet M anager
TAB 1: Add / Edit Vendor
- Purpose: Add or edit vendor details such as name, contact number, email, and address.

- Fields:
  - Vendor Name
  - Mobile Number
  - Email Address
  - Address
- Action:
  - Add Vendor: Adds a new vendor to the list.
How to Use :
1. Enter vendor details.
2. Click Add to save the vendor.
3. View the vendor list with options to Edit, Delete, or Add Item.
TAB 2: Add / Edit Item
- Purpose: Associate items with a specific vendor.
- Fields:
  - Select Vendor Name
  - Item Name
  - Item Price
- Action:
  - Add Item: Saves the item linked to the vendor.
How to Use:
1. Select the vendor.
2. Enter item details (name and price).
3. Click Add Item to save.
TAB 3: Set Bouquet to Client

- Purpose: Assign custom bouquets (packages) to clients.
- Search Options:
  - Search by Client Name
  - Search by Birthday Month
- Action:
  - Choose whether to open the list on the web or export to an Excel Sheet.
How to Use:
1. Search clients by name or birthday month.
2. Choose to view results on the web or export to Excel.
TAB 4: Manage Delivery and Bills
- Purpose: Manage billing and delivery schedules for vendors.
- Fields:
  - Select Month for Billing
  - Select Vendor
- Action:
  - Search: Click to search and manage schedules.
How to Use:
1. Select the month and vendor for billing.
2. Click Search to view and manage delivery and billing schedules.

3.3 E -Vault
- Purpose: Store up to 500MB of files securely with password protection, accessible only by the owner.
- Action:
 - Upload Fi les: Choose files to upload and set a password for protection.
 - Manage Files: View, delete, or update files stored in the vault.
How to Use:
1. Upload files up to 500MB.
2. Set a password for file protection.
3. Access or delete files as needed.
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4. Color Theme Management
4.1 Web Settings
- Purpose: Customize the appearance of the CRM dashboard.
- Fields:
 - Primary Background Color
 - Primary Font Color
 - Secondary Background Color
 - Secondary Font Color
- Visual Representation: Real -time preview of changes as you adjust the colors.
How to Use:
1. Select the color for the primary background, font, and secondary elements.
2. Preview the changes in real -time.
3. Save the settings once satisfied with the customization.
4.2 App Screens Customization
TAB 1: App Login Screens
- Purpose: Choose your preferred app login screen from the available list.
- How to Use:
 1. Select the desired login screen from the options.
 2. Save changes.
TAB 2: App Dashboard Screens
- Purpose: Choose your pr eferred app dashboard screen to improve user experience.
- How to Use:
 1. Select the desired dashboard screen.
. Save changes.
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6. Conclusion

The CRM module is designed to simplify client management, enhance communication, and streamline workflows. By following this knowledge base, you'll be able to fully utilize the CRM features to improve client service and operational efficiency.

1. What is the CRM Module?
Answer: The CRM module is a special tool that helps you organize and keep track of important things like your clients, their birthdays, special events, and messages you send. It helps people manage their clients easily.

2. How do I add a new category in CRM settings?
Step 1: Go to the "CRM Settings" section.
Step 2: Find the "Set Categories Rules" box.
Step 3: Type the name of your new category (e.g., "VIP Clients").
Step 4: Write the minimum and maximum amount of money someone needs to fit in that category.
Step 5: Click "Add Category" to save it.

3. How can I remove an existing category?
Step 1: Go to the "Set Categories Rules" box.
Step 2: Find the category you want to delete.
Step 3: Click on "Remove" to delete the category.

4. How do I assign categories to clients or families?
Step 1: Go to the "Bulk Assigner" section.
Step 2: Choose whether you want to see clients or families.
Step 3: You can search by a PAN number or leave it empty.
Step 4: Click on "Show" to see the clients or families.
Step 5: You can now assign them to categorie s.

5. How do I generate a client report?
Step 1: Go to "Client Analysis Report."
Step 2: Choose a filter, like City or Risk Profile (this means you can see clients from a specific city).
Step 3: Click "Generate Report."
Step 4: The system will create a chart showing how many clients match your filter.

6. How can I see SMS logs?
Step 1: Go to the "Sent SMS" section.
Step 2: You will see a list of messages sent in the past 3 months.
Step 3: The list will show who sent the message, the phone number, the message, and the time it was sent.
Step 4: You can click "Export" to download the list in Excel.

7. How can I see important events on the calendar?
Step 1: Go to the "Event Calendar" section.
Step 2: You will see events like birthdays, SIP expirations, or anniversaries on the

calendar.
 Step 3: Each event is color-coded to make it easy to understand what it is.
 Step 4: You can set reminders for these events so you don't forget them.

8. How do I add a new vendor in the Bouquet Manager?
 Step 1: Go to the "Add / Edit Vendor" section.
 Step 2: Enter the vendor's name, phone number, email, and address.
 Step 3: Click "Add" to save the vendor.

9. How do I assign bouquets to clients?
 Step 1: Go to "Set Bouquet to Client."
 Step 2: You can search for clients by their name or their birthday month.
 Step 3: Choose whether you want to see the list on the website or download it as an Excel sheet.
 Step 4: Click to open or save the list.

10. How can I upload and store files in the EVault?
 Step 1: Go to the "EVault" section.
 Step 2: Click "Upload Files."
 Step 3: Choose the files you want to upload, but remember the total size should not be more than 500MB.
 Step 4: Set a password to protect the files.
 Step 5: You can now access, update, or delete these files whenever you need.

11. How do I change the colors of the CRM Dashboard?
 Step 1: Go to the "Web Settings" section.
 Step 2: You will see options to change the background color and the text color.
 Step 3: Pick the colors you like for the main background, fonts, and buttons.
 Step 4: The changes will appear on the screen as you make them. When you're happy, click "Save."

12. How do I change the log in or dashboard screen of the app?
 Step 1: Go to "App Screens Customization."
 Step 2: Choose your favorite login screen and dashboard screen from the options.
 Step 3: Click "Save" after making your choice.

13. Can I export my data?
 Answer: Yes, you can export data from sections like "Sent SMS" or "Set Bouquet to Client" into an Excel sheet by clicking on the "Export" button.

14. How do I update a client's risk profile?
 Step 1: Go to the "Set Categories Risk Profile Rules."

Step 2: Click on the profile you want to update.
Step 3: Change the age range or add a new profile.
Step 4: Click "Save" after making the changes.

15. How do I manage billing and delivery schedules?
Step 1: Go to the "Manage Delivery and Bills" sect ion.
Step 2: Choose the month and the vendor you want to manage.
Step 3: Click "Search" to view and manage delivery and billing schedules.

16. What should I do if I can't find a client in the Bulk Assigner?
Step 1: Doublecheck the PAN number you entered.
Step 2: Make sure you have selected "Complete" or "Incomplete" records.
Step 3: Adjust your filters and try again.

17. Is the CRM Module available on mobile devices?
Answer: Yes, the CRM Module can be accessed from both web and mobile platforms. This means you can use it anywhere, even on your phone!

18. How can I see all clients with a certain risk profile?
Step 1: Go to the "Client Analysis Report" section.
Step 2: Choose "Risk Profile" from the filter options.
Step 3: Select the specific risk profile you want to see.
Step 4: Click "Generate Report" to see all clients with that risk profile.

19. Can I track the status of my SMS credits?
Answer: Yes! In the "Sent SMS" section, you'll see how many SMS credits are left. This helps you know when you need to buy more credits.

20. How can I change the font color on the dashboard?
Step 1: Go to the "Web Settings" section.
Step 2: Find the "Primary Font Color" option.
Step 3: Choose the font c olor you like.
Step 4: Click "Save" to apply the new font color.

21. How do I upload multiple files to the EVault?
Step 1: Go to the "EVault" section.
Step 2: Click "Upload Files."
Step 3: Select multiple files from your computer or device (you can select several files at once).
Step 4: Set a password to protect your files, then click "Upload."

22. Can I see events from multiple months on the calendar?

Answer: Yes! The Event Ca lendar can show events for different months at once. You can scroll through the months and see all events in one view.

23. What do I do if I want to delete an event from the calendar?
Step 1: Go to the Event Calendar.
Step 2: Click on the event you want to delete.
Step 3: Click the "Delete" button to remove the event.

24. How do I manage client birthday reminders?
Step 1: Go to the "Event Calendar."
Step 2: Make sure the event "Bday" (Birthday) is visible.
Step 3: Set a reminder to alert you about the client's birthday on the day or a few days before.

25. Can I export client data from the Bulk Assigner?
Answer: Yes! You can export a list of clients from the Bulk Assigner section to an Excel sheet. Just clic k the "Export" button after filtering the clients.

26. How do I edit a vendor's details?
Step 1: Go to "Bouquet Manager."
Step 2: Find the vendor whose details you want to change.
Step 3: Click "Edit" next to the vendor's name.
Step 4: Change the vendor's details, like phone number or address.
Step 5: Click "Save" to update.

27. How do I set up alerts for important events?
Step 1: Go to the "Event Calendar."
Step 2: Find the event you want an alert for (e.g., SIP Due or Bi rthday).
Step 3: Set a reminder alert for a specific time, like 1 day before or 1 week before the event.
Step 4: You'll get an alert when the event is coming up.

28. How do I delete an item in the Bouquet Manager?
Step 1: Go to the "Add / Edit Item" tab.
Step 2: Find the item you want to delete.
Step 3: Click "Delete" next to the item.
Step 4: Confirm the deletion.

29. How can I manage my vendors' bills and payments?
Step 1: Go to the "Manage Delivery and Bills" tab.
Step 2: Select the vend or and the month you want to manage.

Step 3: Search for the vendor's billing details.
Step 4: View and update the bills as needed.

30. Can I create reports for each client based on their category?
Answer: Yes! You can filter clients by category (like "High Net Worth" or "VIP") and then create a report for those clients. Just use the filters in the "Client Analysis Report" section and generate the report.

31. Can I see a list of all clients with SIP due?
Step 1: Go to the "Event Calendar."
Step 2: Look for the event type "SIP Due."
Step 3: You will see all clients whose SIP is due. Set reminders for each.

32. Can I track which vendor is delivering a product to a client?
Answer: Yes! In the "Bouquet Manager," you can track which vendor i s assigned to deliver an item by selecting the vendor under the "Manage Delivery and Bills" tab.

33. How do I change the colors of my app login screen?
Step 1: Go to the "App Screens Customization" section.
Step 2: Choose the login screen you want from the available list.
Step 3: Click "Save" to apply the new login screen.

To onboard a client in BSE Star MF:

1. Navigate to "Transact Online" > "Mutual Section" > "BSE Star MF" > "Client Onboarding" > "New Onboarding."
2. If the client exists, search for their name. Otherwise, select "New Client" and enter their details.
3. Complete the required fields:
    a. Select the Mode of Holding.
    b. Assign a Client Code.
    c. Choose the Tax Status.
    d. Enter the First Applicant's Name.
4. In the PAN Details section:
    a. Select "Exemption: No" (unless applicable). If applicable, select "US" under tax details.
    b. Enter the client's PAN Number.
5. In the Depository Details section:
    a. Choose "NSDL/CDSL" if onboarding with a Demat Account, or "Physical" for physical onboarding.
6. In the Nominee Section:
    a. Add nominee details (up to three).

7. In the KYC Details section:
    a. Select the KRA Compliant option.
    b. Choose the mode of KYC (e.g., Aadhaar-based).
    c. Specify whether Aadhaar is updated.
8. Enter the client's bank details as per BSE requirements. The first bank must be marked as "Default." If onboarding through CDSL, add CDSL bank details.
9. In the Address Section:
    a. Enter the client's address.
    b. Set the Communication Mode to Email and specify the email owner's relationship to the client.
    c. Do the same for the Mobile Number.
10. In Transaction Permissions, enable "Allow Transaction on Client Desk" and "Allow Redemption on Client Desk" if desired.
11. Final Submission:
    a. "Submit" sends the form directly to BSE. The client receives UCC, login, and nominee authentication emails for verification.
    b. "Submit to BSE Email Client" sends emails from BSE with an app-based form for confirmation.
12. Once the client completes all verifications, you can proceed with their lump sum investment.

BSE Star MF – Client Onboarding Q&A with Navigation Path

Q. No.	Question	Answer	Navigation / Path
1	Where should you first navigate to start the BSE Star MF client onboarding process?	Transact Online	Login > Transact Online
2	After clicking on "Transact Online", which section do you need to go to?	Mutual Section	Transact Online > Mutual Section
3	What are the two options available under th e "Client Onboarding" section?	New Onboarding and Existing	Mutual Section > BSE Star MF > Client Onboarding
4	What should you do if the client already exists in the software?	Search the client's name	Client Onboarding > Existing
5	What should be done if the client does not exist in the software?	Choose "New Client" and fill details	Client Onboarding > New Onboarding > New Client
6	What details need to be filled under "New Client" onboarding?	Mode of Holding, Clien t Code, Tax Status, Full Name	New Client Section
7	What is the "Mode of Holding" used for?	To define how the account will be held	New

Client Section > Mode of Holding |

| 8 | Can you assign a custom Client Code to a new client? | Yes | New Client Section > Client Code |

| 9 | What information is required for the First Applicant's name section? | First Name, Middle Name,
Last Name | New Client Section > Name Details |

| 10 | Where do you enter the client's PAN number? | PAN Detail s section | New Client Section > PAN Details |

| 11 | What should be selected if the First Applicant is not exempted from PAN? | Exemption: No | PAN Details > Exemption Option |

| 12 | What are the two types of Depository Options available during onboarding? | Physical and NSDL/CDSL | Depository Details Section |

| 13 | When should you select NSDL/CDSL during onboarding? | If client has a Demat account | Depository Details > Choose NSDL/CDSL |

| 14 | What is the maximum number of nominees yo u can add? | Three | Nominee Section > Number of Nominees |

| 15 | In KYC, what to select if Aadhaar is updated? | Select "Yes" for Aadhaar Updated | KYC Section > Aadhaar Updated |

| 16 | Why must the first bank entered be the default bank? | It i s required for BSE transactions | Bank Details > Set First Bank as Default |

| 17 | What bank details are needed if onboarding via CDSL? | CDSL -linked bank details | Bank Details > Enter CDSL Bank Info (if applicable) |

| 18 | What to enter for ema il and mobile ownership? | Whom they belong to (Self, Parent, etc.) | Address Section > Communication Mode |

| 19 | What do the transaction and redemption permissions enable? | Client can transact or redeem from client desk | Client Desk Settings > A llow Transaction / Redemption |

| 20 | What happens when you click "Submit"? | Form is submitted to BSE, client gets auth emails | Bottom of Form > Submit Button |

| 21 | What authentication emails does the client receive? | UCC Auth, Login Auth, Nominee Auth | Post Submission (System sends automatically) |

| 22 | What is added if you click "Submit to BSE Email Client"? | App -based form is sent to client | Submit to BSE Email Client Button |

| 23 | What is required before starting a lump sum investment? | Client must complete all authentications | After Auth Completion > Proceed to Investment |

Goal GPS

Introduction:

Goal GPS is a tool designed to help create, manage, and track financial goals for clients—like child education, marriage, retirement, etc. It allows investment planning based on target goals and supports mapping existing investments as well as initiating new ones.

1. Accessing Goal GPS:

Select a client by name or family group.
Choose the type of goal (e.g., child marriage, retirement, education).

2. Goal Creation:

Assign a name to the goal.
Set the client's details like child's current age, expected cost, and desired timeline.
System auto-calculates future value and duration based on inputs.
Expected return rate can also be defined.

3. Fund Mapping (Existing Investments):

Link already existing mutual fund investments with the goal.
Reduces the shortfall by the mapped amount.
Option to allocate partial percentages from existing funds.

4. Plan for New Investments:

If the shortfall remains, new investment plans can be created.
Choose online (if client is registered) or offline transaction.
Add scheme, investment amount, start date, expected return.
Auto-reminder setup available.

5. Goal Tracker:

Tracks progress of mapped and new investments.
Shows current status, shortfall, existing mapped amount, and investment performance.
Option to download/share reports in PDF.
Pictures or documents can be added to goals.

FAQs – Goal GPS

Q1: What is Goal GPS?
A: Goal GPS is a tool that allows you to create, manage, and track financial goals for clients with investment mapping.

Q2: What kind of goals can I create?
A: You can create goals such as Child's Marriage, Education, Retirement, Holiday Planning, Self-Education, or even custom goals.

Q3: Can I add existing mutual fund investments to a goal?
A: Yes. You can map existing investments, which helps reduce the shortfall.

Q4: What happens if my client is not registered for online transactions?
A: You can still create an offline plan and process investments manually.

Q5: Can the client view their goal progress?
A: Yes. If they log in through the investor portal, they can track their goals in real-time.

Q6: What is the 'shortfall'?
A: It's the gap between the total goal value and the currently available investment value.

Q7: Can I set reminders for investment dates?
A: Yes, reminders can be configured and are visible on your dashboard and client communication.

Q8: Is it possible to export or share the goal plan?
A: Yes, PDF reports can be generated and shared directly with the client.

Q9: Can I include images or notes in the goal?
A: Yes, pictures and documents can be added to the goal profile.

Q10: How frequently should I revisit Goal GPS for clients?
A: It's best to review it quarterly or during portfolio reviews to ensure alignment with financial targets.

1. What is Goal GPS?

Answer:
Goal GPS is a digital platform that helps financial advisors create, manage, and track clients' financial goals—like child education, marriage, retirement, etc.—by aligning investments toward achieving those goals.

2. What are the key features of Goal GPS?

Answer:

Create client-specific financial goals.
Map existing investments to goals.
Plan new investments (online or offline).
Track goal progress with visual insights.
Generate and share PDF reports.
Set up automated reminders.
Add documents or images to goals.

3. How do you select a client and create a goal in Goal GPS?

Answer:
You start by selecting a client (individual or family). Then, choose a goal type (e.g., child marriage), name the goal, input the required financial details like current cost, age, expected return, and duration.

4. What types of goals can be created in Goal GPS?

Answer:
You can create goals for:

Child Marriage
Child Education
Retirement Planning
Self-Education
Holiday Planning
Custom/Other Goals

5. How is the expected cost and duration calculated for a goal?

Answer:
You enter the current cost and target age/duration (e.g., child's current age and marriage age). The system auto-calculates the future value based on inflation and expected returns.

6. How can existing investments be mapped to a goal?

Answer:
You can allocate percentages of existing mutual fund investments to a specific goal. The mapped amount is deducted from the goal shortfall.

7. What is the benefit of mapping existing funds?

Answer:
It reduces the investment shortfall for the goal and helps advisors avoid unnecessary new investments if funds are already available.

8. How do you plan for new investments in Goal GPS?

Answer: You can plan new investments by selecting schemes and inputting SIP or lump sum details. Choose between online or offline modes depending on whether the client is registered on the online platform.

9. What is the difference between online and offline investment in Goal GPS?

Answer: Online: Direct transaction placement via platform (if client is registered).
Offline: Plan is created and scheduled manually; investment starts from a future date or upon manual confirmation.

10. How does the Goal Tracker help in monitoring progress?

Answer: The Goal Tracker displays real-time status of existing mapped investments, planned new investments, shortfall, and overall goal achievement percentage.

11. Can you share the goal plan with clients?

12. What kind of reminders can be set within Goal GPS?

Answer:You can set goal-based investment reminders that notify you or the client a few days before the investment date. These reminders also appear on your dashboard under "Upcoming Opportunities."

13. How is the future value of a goal calculated?

Answer:
Future value is calculated based on the current cost, time to goal (years), and expected rate of return (adjusted for inflation if needed).

14. How can a client view their goals and investment progress?

Answer:If the client has login access to the platform, they can view all their goal details, track progress, and receive updates through the investor dashboard.

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Brokerage Report

Overview:

The Brokerage Report is a key tool in mutual fund software designed for distributors and MDs (Managing Distributors) to track, audit, and reconcile their brokerage earnings across clients, AMCs, schemes, and periods.

Key Functionalities:

1. Report Purpose:

   To simplify and centralize brokerage tracking.

Designed to avoid Excel-based manual filtering from CAMS/Karvy files.

2. Brokerage File Upload Options:

Manual Upload: Used when uploading brokerage files manually from CAMS/Karvy (WBR77 format).
Automatic Upload: Enables scheduled auto-sync from CAMS or Karvy via secure access.

3. Upload Process:

Files need to be in compressed (ZIP) format.
Space limit per upload is 100 MB.

4. View Brokerage Data:

Filter by month, AMC, client, scheme, folio, broker code, ARN, etc.
View breakdowns: trail, transaction charges, clawbacks.

5. Report Types:

AMC-wise, client-wise, scheme-wise, folio-wise, broker-wise.
Export options available: Excel, PDF.

6. Growth Report:

Shows brokerage growth month-on-month or financial year-wise.

7. Rate Card & Payout Section (Corporate Desk Only):

Categorize sub-brokers (e.g., Platinum, Gold).
Set brokerage sharing percentages.
Process payouts to sub-brokers based on mapped client revenue.

8. Reconciliation Report:

Match actual vs. expected brokerage based on rate agreements.
Identify rate mismatches and errors.

9. Set Password Option:

For privacy control so only authorized people can view brokerage data.

Questionnaire with Answers

1. What is the purpose of the Brokerage Report module?

Answer:
To help MDs and distributors easily track and manage their brokerage earnings, analyze growth, and avoid complex manual data filtering.

2. How can brokerage files be uploaded?

Answer:
There are two ways:

Manual Upload: User fetches CAMS/Karvy files and uploads them.
Automatic Upload: Software syncs data automatically from CAMS/Karvy.

3. Why are files uploaded in ZIP format?

Answer:
To reduce file size and optimize storage, making the upload process faster and more efficient.

4. What types of reports can be generated?

Answer:
AMC-wise, scheme-wise, client-wise, folio-wise, broker-wise, month-wise reports including trail, transaction charges, clawbacks.

5. What is the 'Growth Report'?

Answer:
It shows month-over-month or year-wise growth in brokerage earnings, helping advisors identify peak/bear months and areas to focus on.

6. What is the Red Card feature used for?

Answer:
It allows categorization of sub-brokers (e.g., Gold, Silver, Platinum) and defines how much brokerage each sub-broker receives.

7. What is the function of the 'Payout' section?

Answer:
It helps in calculating and processing the exact brokerage amount that needs to be paid to each sub-broker based on their client's mapped investments.

8. What is a Reconciliation Report?

Answer:
It compares the actual brokerage received with the expected brokerage based on agreed rates with AMCs and highlights any mismatches.

9. How is client data privacy maintained?

Answer: Via the "Set Password" feature, which restricts access to brokerage data from unauthorized users or team members.

10. What happens if file size exceeds the limit?

Answer:
The user must purchase additional space by contacting the support/sales team.

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11. Why might there be a mismatch between brokerage shown in the software and the bank account?

Answer:

Due to differences in transaction charges vs trail amounts, or date mismatches in file processing (based on warrant/proc date offsets).

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12. Can reports be exported and shared?

Answer:
Yes, users can export brokerage reports to Excel or PDF and share them for internal or audit purposes.

FAQs – Brokerage Report

Q1: Can I upload multiple files for the same month?
A: Yes, as long as they are within the space limit and in the correct format (e.g., WBR77 ZIP).

Q2: What happens if I forget the password I set on the report?
A: Contact the support team to reset access credentials securely.

Q3: Can I track brokerage growth over the financial year?
A: Yes, the Growth Report section allows month-wise and yearly comparisons.

Q4: Can I set brokerage sharing differently for each sub-broker?
A: Yes, using Red Card, you can define categories and assign different percentage splits.

Q5: How do I reconcile incorrect brokerage amounts?
A: Use the Reconciliation Report to compare expected vs actual brokerage and identify errors.

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Login Management
Overview:

The Login Management section allows you to create and manage login credentials for clients to access their portfolio via the mobile app. This is done through the "Utilities" menu in the advisor portal.

Step-by-Step Process:

1. Navigate to Utilities > Login Management.

Two options are available:

Single Login (for one client at a time).
Bulk Login (for multiple clients at once).

2. Creating Login via Single Login:

Click on Create Login.
Search and select the client's name.
A default username is auto-generated.
Choose one of the 4 login modes (likely app types or platforms).
Create a password for the client.
Select the "All" option to enable all access modes (recommended).
Click Create to generate login credentials.
Client will receive login details via registered communication method.

Questionnaire with Answers

1. What is the purpose of Login Management?

Answer:To provide clients secure login credentials to access their portfolio via the mobile app.

2. Where is the Login Management option located?

Answer:In the advisor portal under the Utilities menu.

3. What are the two types of login options available?

Answer:Single Login: Create login for one client.
Bulk Login: Create logins for multiple clients at once.

4. How is the username created for the client?

Answer:It is auto-generated when you search and select the client.

5. Can you select multiple login modes for a client?

Answer:Yes, you can choose from 4 available login modes or select "All" for full access.

6. How is the password set?

Answer:You can manually create a password during the login creation process.

7. How does the client receive login credentials?

Answer:Credentials are sent to the client automatically after creation (via SMS/email depending on system settings).

FAQs – Login Management

Q1: Can I reset a client's login password later?
A: Yes, passwords can be reset via the same Login Management interface.

Q2: Is mobile app access mandatory for clients?
A: No, but it is highly recommended for easy portfolio access and tracking.

Q3: Can I disable a client's login?
A: Yes, logins can be disabled or revoked if needed.

Q4: What does the "All" option mean during setup?
A: It enables access via all login modes/platforms (web, Android, iOS, etc.).

Q5: Do clients need separate logins for each family member?
A: Yes, each user should have their own login for data security and personalization.

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Utilities Module

The Utilities Module helps advisors manage client data, employee roles, login setups, document uploads, and internal mapping for smoother workflow and stronger data control.

1. Merge Clients:

Used to merge duplicate client records into one.
Transfers folio/investment data into a single account.
"Unmerge" option available in case of errors.

2. Family Master:

Create families with head and members.
Add or remove family members.
Manage relationships (e.g., father, son).
Control access: see own vs full family portfolio.
View non-family clients, search members.

3. Login Management:

Single Login: Create/update/delete login for one client, family head, or employee.
Bulk Login: Provide login to multiple clients in one go using templates.
Login modes include email ID, mobile number, or system-generated username.
Enable mobile access and allow users to edit their personal info if desired.

4. Client Master:

Add, update, or bulk upload clients into the software.
Capture data like PAN, Aadhaar, email, mobile, address, bank & Demat details.
Lock profiles to prevent automated overwrites from data feeds.

5. Employee Master:

Add employees, define their access to specific software modules.
Upload KYC documents.
Update or delete employee profiles as required.

6. Upload Master:

Upload documents/forms by category (e.g., Life Insurance, Fee Deposit).
Tag uploads to clients, sub-brokers, or advisors.
Allows categorized downloads by users.

7. Employee-Client Mapping:

Assign specific clients to employees.
Reassign or remove mappings.
Bulk mapping supported.

Questionnaire with Answers – Utilities Module

1. What is the purpose of the Utilities module?

Answer: To help manage client records, logins, employees, document uploads, and internal mapping efficiently.

2. How does the Merge Client feature work?

Answer: It merges duplicate client entries into one main client profile and transfers folio data accordingly.

3. What is the use of the Family Master section?

Answer: It allows creation, editing, and deletion of client family groups, and sets portfolio visibility options.

4. Can you assign relationships within the Family Master?

Answer: Yes, you can define relationships like father, spouse, son, etc., for each family member.

5. What is the difference between Single Login and Bulk Login?

Answer:Single Login: Login created one-by-one.
Bulk Login: Login created for multiple clients at once via templates.

6. What does it mean to lock a client profile?

Answer: It prevents automatic updates from data feeds (like PAN, address) unless manually unlocked.

7. How do you bulk upload clients?

Answer: By using the software-provided Excel template to fill in details and uploading it through the Client Master.

8. What is the purpose of the Employee Master?

Answer: To create, edit, or delete employee records and define their access to modules within the software.

9. How does Upload Master help in operations?

Answer: It lets you upload client-related documents (like application forms) categorized for internal or client access.

10. What is Employee-Client Mapping used for?

Answer: It links clients to employees so that employees only see and manage their assigned clients.

Absolutely! Here's an expanded set of questions and answers based on the complete Utilities Module (Parts 1 & 2). These cover client management, family setup, login handling, employee control, document upload, and internal mappings.

11. What happens if two clients have the same PAN number?

Answer:The system automatically detects such duplicates and suggests merging them under the Merge Client section.

12. How do I unmerge a client if merged by mistake?

Answer:Use the "Differ Client" feature. It allows you to select the main client and separate any wrongly merged secondary profile.

13. How can I find out which family a client belongs to?

Answer:Use the Search Member option in the Family Master module to identify the family head and members linked to a particular client.

14. Can I change the family head after creating a family?

Answer:No, family head cannot be changed directly. You must delete the existing family and recreate it with the new head.

15. What are the login ID formats available for clients?

Answer:Email ID
Mobile number
System-generated ID (e.g., firstname_middlename_lastname)
Custom user-defined format

16. How can I reset a client's password if they forget it?

Answer:Search the client under Single Login → Update Login, then enter a new password and save.

17. What does 'Enable E-Document' mean during login setup?

Answer:It allows clients to view/download digital documents like portfolio reports and transaction confirmations within their login.

18. What's the role of 'Lock Profile' in client creation?

Answer:
It locks the client's data against automated updates from feeds (e.g., folio, bank, PAN), protecting manual overrides.

19. Can I bulk assign UCC or CAN to clients?

Answer:Yes, using the provided bulk template under Client Master, UCC and CAN numbers can be uploaded for multiple clients at once.

20. What happens if an employee logs in without assigned clients?

Answer:They will not see any client data unless mapped through the Employee-Client Mapping module.

21. Can I map multiple clients to one employee in bulk?

Answer:
Yes, use the Bulk Mapping feature under Employee Mapping to shift multiple clients to a new or existing employee.

22. What is shown in the Birthday/Anniversary list section?

Answer:
It shows upcoming client birthdays and anniversaries month-wise. The list can be exported to Excel for communication purposes.

23. Can clients download documents uploaded through Upload Master?

Answer:Yes, based on the upload category and assignment (client/sub-broker/advisor), clients can download applicable forms from their portal.

24. Is there a size limit for document uploads?

Answer:Yes, maximum allowed size is typically 50 MB per file in Upload Master. Files above this size will be rejected.

25. How can I find clients who are not part of any family?

Answer:Use the "Non-Family List" option to identify all such clients and group them into families if required.

26. What control do I have over employees' software access?

Answer:You can define exact modules they can access (e.g., Equity, Upload, Reports) while creating/updating them via Employee Master.

27. What happens to the login if a client is deleted?

Answer:Their login becomes inactive and cannot be used unless the client is re-created and credentials are reissued.

28. Can the same employee manage multiple clients and families?

Answer:Yes, one employee can be mapped to any number of clients and families based on your organization structure.

Frequently Asked Questions (FAQs)

Q1: Can I reverse a client merge?
A: Yes, use the "Differ Client" option to unmerge if needed.

Q2: Can family members see each other's data?
A: Only if allowed via the Family Settings checkbox; otherwise, they see only their own data.

Q3: What if an employee leaves?
A: Their profile can be deleted from Employee Master, and clients can be reassigned to another employee.

Q4: Can I give employees partial access?
A: Yes, you can selectively enable/disable access to various software modules during setup.

Q5: What login options can clients use?
A: Clients can log in via system-generated ID, email ID, or mobile number depending on what is set.

Q6: How are login credentials shared with clients?
A: Automatically via email or SMS as per the registered contact details.

Q7: Can clients reset their passwords?
A: Yes, if enabled, they can reset it via mobile or portal access.

Q8: How does Bulk Mapping help?
A: It allows mass transfer of clients from one employee to another, saving time and ensuring accuracy.

The Utilities Module helps advisors manage:

Duplicate client data (Merge/Unmerge)
Family creation & relationship management

Login credentials for clients/employees
Client profile & data master creation
Uploading forms and mapping clients to employees

Section 1: Merge Clients (Duplicate Client Handling)

Q1: What is the purpose of the "Merge Client" feature?

A: It allows you to merge duplicate client records (created due to spelling variations or separate investments) into a single main profile.

Q2: What are the conditions for merging?

Answer - You must select one Main Client and one To-be-Merged Client.
The "To-be-Merged" client should not already be a main client in another merge.
You cannot merge two profiles if either is already merged with another.

Q3: How do I undo a merge if it was done incorrectly?

Answer: Use the "Update Merged Client" option:

Search the main client
Find the merged member
Select them and click "Differ Client"
This unmerges them instantly

Q4: Can the system identify potential duplicates automatically?

Answer: Yes. The "Unmerged Suggestions" section shows clients with matching PANs or names. You can directly select and merge them from there.

Q5: Can I shift specific investments from one client to another?

Answer: Yes. You can:

Detach an investment from one client using "Single Time Differ"
Create a temporary client
Reassign that investment into the correct client via "Merge Client"

Q6: What is the purpose of the "Family Master"?

Answer: It allows you to:

Group multiple client profiles under a single Family Head
Track portfolios family-wise for consolidated reports

Q7: How do I create a family?

Answer: Go to Create Family
Select a Family Head
Select Members and define their relationships
Click Create Family

Q8: How do I edit or update an existing family?

Answer: Use the Update Family option to:

Add or remove members

Change relationships
Note: You cannot directly change the family head. You must delete and recreate the family.

Q9: What is "Family Settings"?

Answer: It defines whether:

All family members can see each other's portfolios
Or each member can only see their own investments

Q10: How can I find out which family a client belongs to?

Answer: Use Search Member → Enter client name → It will show the family head and all other members.

Q11: What is the Single Login vs. Bulk Login option?
Single Login: Create, update, or delete login for one client/employee at a time
Bulk Login: Create logins for multiple clients in one go

Q12: What types of users can I create logins for?

Clients
Employees (Advisors/Sub-users)
Family Heads (for consolidated family access)

Q13: What are the login creation steps?

Choose user type (Client/Employee/Family Head)

Select username format (Email, Mobile, System-generated)
Set password
Enable features like:

   E-documents
   Mobile app access
   Data update permission
Submit to send login credentials

   Q14: What if a client forgets their password?

Answer: Use the Update Login option to reset the password manually.

   Q15: Can I remove access completely?

Answer: Yes. Use the Delete Login option for any user to revoke access.

Q16: What is the Client Master for?

A: It lets you manually add or update client profiles when they're not imported via data files.

   Q17: What information is required to create a client?

A:Name, PAN, Aadhar, DOB, Email, Phone
 Address (permanent/overseas)
 Bank details (multiple accounts allowed)
 Demat info
 Lock profile (optional)

Q18: What does "Lock Profile" do?

Answer: Prevents automatic updates to the client's data from feeds or imports unless unlocked.

Q19: What is the "Birthday & Anniversary" feature?

A: Shows a list of clients with birthdays/anniversaries in a selected month. Can be exported for greetings or communication.

Q20: How does Bulk Client Creation work?

Answer: Use the provided Excel template to fill client details. Upload the file to create multiple clients at once.

Section 5: Employee Master & Mapping

Q21: What does the Employee Master do?

Answer: It lets you:

Create internal users (staff/advisors)
Assign roles and permissions
Manage access control for modules

Q22: How do I assign permissions to employees?

Answer: During creation/edit:

Choose which modules they can access (e.g., Utilities, Reports, Equity)
Upload their documents

Q23: What is Employee-wise Client Mapping?

Answer: It links specific clients to a particular employee for:

Data visibility
Task delegation
Access-based management

Q24: Can I change client assignments between employees?

Answer: Yes. You can move one or multiple clients between employees using:

Single Client Mapping
Bulk Mapping

Q25: What happens after mapping clients to employees?

Answer: The employee can now view/manage those clients under their login. Clients will be visible only to mapped employees.

General FAQs – Utilities Module

Q1: Can I undo a family creation?

Answer: Yes, delete the family and recreate it if needed.

Q2: What if I merge the wrong client?

Answer: Use "Update Merged Client" → "Differ Client" to undo the merge.

Q3: Can a family member see all portfolios?

Answer: Only if family visibility is enabled in Family Settings.

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Q4: Can employees see data not assigned to them?

Answer: No. Unless clients are explicitly mapped to them.

Q5: What does "Lock Profile" protect against?

Answer- Prevents any automated system updates (e.g., new folios or name changes) from altering the client's manually entered data.

ASM Platform - Training & FAQ Guide

Dashboard

What is MOM percentage?
MOM (Month Over Month) percentage is the percentage change in a metric from one month to the next.

What is online & new client?
"Online" refers to clients registered on either the BSE or Wealthelite Software platform.

How many days of data are shown under the clients graph?
The client graph reflects data for the last 4 months.

Where does rejected transaction reason data come from?
When a transaction is rejected, the external system (e.g., bank or payment processor) sends back a response code or error message, such as "Insufficient funds," "Card expired," or "Invalid account number."

What is the new SIP report?
A new SIP (Systematic Investment Plan) report tracks and provides information on SIP investments, where investors invest a fixed sum of money at regular intervals (e.g., weekly, monthly, or quarterly) in mutual funds. To view all client SIP data for a specific period, click the "view report" button.

Explain the Business Opportunity report.
A Business Opportunity Report identifies and analyzes potential areas for business growth or expansion, evaluating new ideas, markets, products, or partnerships to help stakeholders make informed decisions.

Dashboard: Displays data trends for the past 4 months. Go to Home.

Monthly MIS Report:
Includes Inflow, Outflow, and Net Flow sections. Net Flow = Inflow – Outflow. Go to Home.

Running SIP:
An active Systematic Investment Plan (SIP) with ongoing investments at regular intervals (usually monthly).

Mailback Master File Status: Shows 3 file statuses: Transaction, SIP, and Folio. Go to Home > Mailback File Status.

Rejection Transaction Remarks: Found in SIP details. Go to Home.

Monthly MIS Explained:
A monthly Management Information System report providing a comprehensive overview of a company's key data and performance metrics for monitoring, analysis, and decision-making. Inflow and outflow data are available in Monthly MIS. Go to Home > Monthly MIS.

Birthday/Anniversary Display:
Shows birthdays and anniversaries from today through the next 5-7 days. Go to Home.

TAT for Transaction/Folio/SIP Files in Mailback: Data updates take 1-3 working days from the transaction date.

Advisor Client Count: Go to Utilities > Client Mapping > SB To SB Client Mapping.

Client Login Details Download: Available via 'Download Report'. All client data will be reflected in the downloaded file.

Zero AUM Client List: Check the 0 AUM report by clicking 'Download Report.'

Trend Report (Month-Wise): Shows how data changes month by month, used for identifying patterns, tracking performance, and supporting decision-making.

KARVY SIP Rejection Display: [No information provided.]

Red Error on Dashboard: "SMTP is not set up" means the system can't send emails due to missing or incorrect SMTP configuration.

Web Version Color Changes: Yes, color changes are possible in most CRMs through 'Web Settings' (if enabled). Check CRM > Web Settings for Theme/Color Settings, Header color, Sidebar or menu color, Font or text color, Button or link color.

SIP Business Chart Data: Typically shows data for the past 4 months.

SIP and Folio File Upload Time: Depends on file size (larger files take longer). Files are typically in CSV, XML, or similar formats.

Mailback File Status "Health" and "Action": Describe the status of processed files (Normal, Intermediate, Not Required), particularly in financial systems or transaction processing.

File Not Received: Check email filters and forwarding rules for blocking or redirection.

Q. Advisor Settings Explained

The Advisor Settings section controls client-related features and sub-broker information handling within the platform. Key options include:

1. **Clients with SB Setting:** Links clients to their respective Sub-Brokers (SB) for improved tracking and management.
2. **Use Sub Broker Email ID s Signature in Emails Sent to Clients:** Uses the Sub-Broker's email ID and signature in client emails for a personalized experience.
3. **Enable Update Client Section on Advisor's Desk:** Allows advisors to directly edit client details from their dashboard for faster service.
4. **Show Sub Broker Names Address on Client Login Desk:** Displays the Sub-Broker's name and address on the client login portal to enhance transparency and trust.
5. **Auto PAN Wise Folio Mapping:** Automatically maps client folios based on PAN, reducing manual effort and ensuring portfolio tracking accuracy.

Q. How to Enter BSE Account Details

Path: Profile > My Profile > BSE Information. Here, you can enter or update your BSE account details.

Q. How to Change Your Password

Steps:

1. Profile
2. Change Password

Enter your current password and set a new one.

Q. Enable/Disable Module Functionality

The Enable/Disable module activates or deactivates specific modules for different desks within the software, such as Client, Employee, and Broker Desks.

- **Enable:** Grants users in the designated desks access to the module's features and tools.
- **Disable:** Restricts users in those desks from accessing or interacting with the module.

This feature customizes user access and limits functionality based on roles or business needs.

Q. Idea Bank Benefits for MFDs

1. Gain direct client insights about their needs.
2. Encourage creative market outreach ideas from your team.
3. Innovate based on market trends and customer behavior.
4. Improve client retention and acquisition strategies.

Q. What is a Favicon?

A favicon (short for "favorite icon") is the small icon that appears in the browser tab next to your website name. It aids in branding and site recognition.

File Format: PNG Format

Q. What is a Favicon?
Ans: A favicon (short for "favorite icon") is a small icon or image that represents your website. It appears next to your website title in the browser tab, bookmarks, and other places where your website is displayed, helping users easily recognize and identify your website.

Q. What is the purpose of financial planning?
Ans: The purpose of financial planning is to help individuals or businesses achieve their financial goals in a structured and organized manner. It involves creating a roadmap to manage finances effectively, taking into account current and future financial needs. Key purposes include: 1. Goal Achievement; 2. Budgeting and Saving; 3. Risk Management; 4. Investment Strategy.

Q. Explain FP Samurai Setting for MFD (Mutual Fund Distributor)
Ans: The FP Samurai Setting in MFD software is designed to help distributors personalize and fine-tune financial planning recommendations for their clients. It includes key assumptions and parameters used to build more accurate and tailored financial plans. Key Components: Asset Class Settings (define expected returns for different asset classes to help in goal-based planning); Assumed Inflation (general inflation rate to project

future costs); Post-Retirement Inflation (separate inflation rate for retirement planning); Risk Profile Settings (configure risk tolerance measurement to match client risk levels); Insurance Settings (set assumptions for insurance needs to identify coverage gaps). Purpose: These settings make financial planning more customized and compliant with a client's unique financial situation, risk appetite, and future needs.

Q. Paid vs Free Mail Service Vendor
Ans: Free Mail Service: Free email services do not have specific vendors in the traditional sense. Paid Mail Service Vendor: A popular paid mail service provider is Amazon Web Services (AWS), specifically Amazon SES (Simple Email Service). AWS SES is a reliable, scalable, and cost-effective service often used for businesses needing high-volume email sending.

Q. What details come in the IdeaBank for MFD?
Ans: When submitting an idea in the IdeaBank for MFD (Mutual Fund Distributor), the following details are included: 1. New Idea (suggest any idea to help grow your business); 2. Idea Related to (choose the category your idea is related to, e.g., client engagement); 3. Describe Your Idea in One Line (a short summary); 4. Details of Idea (explain your idea in detail). Idea Status: The IdeaStatusCheck feature helps track the progress of ideas submitted in the Idea Bank.

Q. Where can I check the Invoice?
Ans: To check the invoice, follow this path: 1. Profile; 2. My Profile; 3. Renewal Invoice; 4. Sales Invoice. Here, you can view and download your invoices.

Q. What is the maximum height for LOGO acceptable in the software?
Ans: Maximum Height: 100px; Maximum Width: Up to 345px (adjust as per layout requirement). Note: Use a clear, untretched, and uncompressed logo, preferably in transparent PNG format.

Q. Give 5 names of market updates we show in the software
Ans: The market updates displayed in the software include: 1. Nifty 50; 2. Sensex; 3. Gold; 4. Silver; 5. Nasdaq. These updates help users stay informed about key market indices and commodity prices in real-time.

Q. How many contact numbers & email can we add for OTP?
Ans: Typically, you can add up to 3 contact numbers and 1 email address for OTP (One-Time Password) verification.

Q. Where can I disable OTP?
Ans: To disable OTP (One-Time Password) functionality, follow these steps: Go to Settings > OTP Settings > Disable OTP (toggle the setting to "Off").

Q. From where can I change my personal details in the profile?
Ans: To change your personal details, follow this path: 1. Profile; 2. My Profile; 3. General Information. In this section, you can update your personal information, such as name, contact details, and address.

Ratings and Like Settings

You can enable or disable rating and like settings for mutual fund schemes and other features. The customizable options include:

1. **Show Scheme Star Rating:**
   a. Enable or disable star ratings for mutual fund schemes.
   b. When enabled, users see ratings (e.g., 1-5 stars) based on performance or feedback.
2. **Show Like Symbol:**
   a. Enable or disable the "Like" symbol for mutual fund schemes.
   b. Allows users to express preference for a scheme.

Reference Generator

The Reference Generator creates and manages referral links or codes for clients to refer others to your services.

- **How to Access:** My Leads section > Reference Generator. Enable Reference on Client Desk to allow clients to generate and share links.
- **Purpose:** Tracks referrals, boosts client engagement, and supports business growth through word-of-mouth marketing.

Changing Risk Profile Percentages

To change risk profile percentages:

1. **Question Setup:** Define or edit questions to assess risk profile.
2. **Score Mapping:** Assign scores to answer options to determine the total risk score.
3. **Set Risk Profile:** Map score ranges to risk categories (e.g., Conservative, Moderate, Aggressive) and assign percentage allocations.
4. **Submissions:** Save and submit changes to apply updated risk profiles.

This ensures accurate risk profiling aligned with client preferences and regulations.

Setting Sub-Options

Six sub-options under the Setting option are:

1. FP Samurai Setting
2. Mail Setting
3. OTP Setting
4. Upload Logo Setting
5. Upload Favicon Setting
6. Rating s Like Setting

SMTP Settings

To configure SMTP settings for sending emails (free or paid):

- **How to Access:** Profile section > Settings > Mail Settings

Disable Modules in Settings

Three main disable modules are available under Settings:

1. **Enable s Disable Modules:** Turn specific features on or off across desks (Client, Employee, Broker, etc.).
2. **Report Settings Modules:** Control visibility and access to reports. Disable selected reports if not required.
3. **Enable 2FA Modules:** Manage and disable Two-Factor Authentication (2FA) for user roles or modules.

Bulk Mailing

Bulk mailing refers to sending emails or messages to a large group of clients or prospects at once, enabling MFDs to connect, build trust, and grow their businesses.

CRM Setting

CRM settings are used to set category risk profile rules by AUM or age range. For example, create a "gold HNI client" category by setting a maximum and minimum AUM range. The created category will reflect in bulk assign as per AUM or age range.

Bulk Assign

In bulk assign, you can fill in the city, area pin, risk profile, category, company name, and designation of clients. Bulk assign is used to fill investor details for client analysis.

Client Analysis

Client analysis is used for checking the client list and for doing client analysis by graph according to details filled in bulk assign. For example, determine in which city the MFD has more clients. Check clients by city, city area pin, risk profile, category, company, or designation. Clicking on a city (e.g., Indore) will display a list of all clients from that city.

SMS Balance

SMS logs for the past three months and the SMS credit balance are available in Sent SMS.

ADVISOR TOOLS

E-Vault

E-Vault is a space to save HNI client documents for re-use. The password to access the E-Vault is the same as the software login password. The available space is 48.3MB.

Event Calendar

The Event Calendar displays birthdays, SIP expiry dates, anniversaries, FD maturity dates, LI due dates, LI maturity dates, GI renewal dates, PO maturity dates, SIP due dates, STP/SWP expiry dates, and SWP & STP due alerts.

Bouquet Manager

Bouquet Manager maintains vendor details, items, and delivery bills. Check vendor names and item delivery due or done data.

COLOUR THEME MANAGEMENT

Web Settings

The default color theme can be changed in Web Settings.

MOBILE APP MANAGEMENT

About Us

In "About Us," MFDs can write about their organization and the services they provide. The "About Us" option is located in the CRM module and reflects on the left-hand side of the investor application.

Mobile Application Setting

Under Mobile Application Setting in the CRM module, there is an option to select yes or no for showing today's gain/loss in the investor application.

Push Notification

A push notification is a message or alert sent to inform users about important updates, reminders, or actions. Notifications can be applied from push notification in CRM and will be visible on the investor application. For example, set a notification for the "aggressive" category, and all clients in that category will receive the notification after you enter the title and message. An image can also be added.

Re-triggering Notifications

Notifications can be re-triggered or deleted from the notification list.

Upload App Banner

Uploading an app banner can grow your business through promotions. Benefits include building trust and brand awareness by showcasing achievements, awards, or special campaigns. Highlight the latest mutual fund offers, SIP plans, or investment opportunities.

Enter a link (e.g., website or investment page) while uploading the banner to redirect users when they click on it. The banner reflects on the investor mobile application at the top of the dashboard. The banner image should have aspect ratios of 8:5 in inches (e.g., 1024*640 in pixels).

Robo Advisory

In the Robo Advisory option, you can check a list of all clients onboarded through the Robo application as well as clients onboarded through advisor X.

Customize Birthday and Anniversary Content

Yes, the content for Birthday and Anniversary messages can be customized.

Here we can modify and summit.

EMPLOYEE TO EMPLOYEE MAPPING
Employee mapping is used to map clients under employee desk.
For example- In any organization MFD have 100 clients and they want to map each 50 clients under single employee that they can do from utilities>> employee wise mapping.
1st step – you have to create employee from employee master.

2ndstep – After creating employee provide login to employee, then employee name will reflect at the time of client mapping to employee

3rd step –
You can map clients under employee from employee wise mapping > map client to employee.
If you want change existing employee then go to change existing employee in employee wise mapping.

If you want to employee to employee bulk mapping, you can select 3rd option

For How Many Months Can We See Logs in Outgoing Communication?
We can view the last three months of data in Outgoing Communication.
Navigation Path:
Utilities → Outgoing Communication

For Whom Can Pop-up Type Be Set?
Pop-up type can be set for Clients, Branch, and Advisor as per requirement.
Navigation Path to Set Pop-up Type;
For corporate desk Advisor option will be available.

How can i remove member from family?
To remove the member from family have know the family head name
To fined family head name have to follow path

Search member name>>
Then we got the family head name
Ii there are only two member in the family then have to delete the family follow the path

Then have to search family head name

After clicking family head name and the click on delete family

If there are so many member in the family and want to remove only one then have to follow path

Search family head name and click on the delete which member you want to remove

How can I update login
To update login have to follow path

Search the client name
Select what needs to be update
And the client on update option

How Many Types of Alerts Can We Set in Set Alert?
In the Set Alert option, users can create three types of alerts:
1. Date Alert – To get alerts on specific dates like birthdays, anniversaries, or any custom date.
2. NAVAlert – To get alerts when a particular scheme's NAV reaches the specified value.
3. Valuation Alert – To get alerts when the portfolio valuation reaches the defined limit.

How to create family
You can create family from utilities> family master
1st step – Go to create family and select family head, then you can select family member that you want to add in family.

HOW TO DELETE LOGIN

You can delete login from utilities >> login management>> single login

You have to select on delete login and select client after selecting client click on the delete option.
Bulk login
If you want to create login for multiple clients that we can do from bulk login option, client
will receive email id as user id and system generated password.

How many Members to add in a single family
We can add 10 members in a single family from family master>> update family by selecting
click here option as attach image'

Use of upload master
Upload master is used to upload life, general insurance , post office, fixed deposit and
others forms, so that clients or advisors can download the forms directly from software.
Upload files (will be available in Application form section)

How to Get Stickers for Label?
To get stickers (labels) for clients, follow the below path:
Navigation Path:
Utilities → Mailing Label
Click on search.

How to Merge client
To merge client follow the path and condition
For merging, we have the following conditions that need to be checked:
Main Client Conditions:
1.The client must be registered on BSE/NSE.
2.The client can either be part of a family or be the family head.
3.The client can already be merged as the main client.
To-Be-Merged Client Conditions:
1.The client should not be registered on BSE/NSE.
2.The client should not be part of a family or be the family head.
3.The client should not already be merged with another client
login to wealth elite software

Utilites -

from the Utilities section.
You check over here the desk is corporate or not
if corporate you see the branch and advisor option by following path
utilites >>

What is Family Relationship Management?

Family Relationship Management is a feature used to define and manage the relationship of family members with their respective Family Head (Main Client).
Here the path.

Search family head name>> select relation>>update

What is Profile Lock?

Profile Lock is a feature used to restrict any further changes or modifications to a user's profile after the data has been updated or verified. Once a profile is locked, users will not be able to edit or update their information manually unless the profile is unlocked by an authorized person or admin.
To see this option follow this path.

Search client and fill the details and follow for next. Till fourth step.
Select option and click on finish.

What is the Use of Family Setting?

Family Setting is used to allow family members to view the consolidated portfolio of their entire family under a single login and each other.

Both option we can use in family member login.

What is the use of Mailing Label and Filter?

The Mailing Label and Filter option allows users to view the complete client list and create mailing labels easily. This feature provides various filter options to search, sort, and display client data based on specific criteria such as client name, location, status, or other available fields.
Can select filters if want to see all client list or create mailing label click on search option.

what is use login 4 option like ask for password.
There are four option to allow for client
1.Enable E Document- client can upload E document in the mobile application.
2.Ask for password change- after enable the option when client makes login into the app it

forcefully ask for password change.
3.Enable mobile app- If client want to login in the mobile app have to enable this option over wise client cannot login in mobile app.
4.Update client master- To give access to update details.

What Sections Are Available in Upload Files?
In the Upload Files section, Mutual Fund Distributors (MFD) can upload multiple types of files related to different investment products.
Available File Sections:
1. General Insurance
2. Post Office
3. Life Insurance
4. Fixed Deposit
5. Others

Where can I find the AUM Limit Wise Report?
To view the AUM Limit Wise Report, follow the below navigation path:

Here we can select minimum and maximum range of AUM and can get the data of client between the range.

Where I can check all family list
To check family list follow this path

Here you can see all family list and you can export in excel also.

Where I can schedule monthly alerts.
We can schedule valuation monthly alerts by following path-
If you want to set alert for particular client then select load clients and if you want to set alert for all clients then select set for all clients.

Who Can Download Files
Mutual Fund Distributors can upload files from the Upload section and advisor and client can download if mutual fund distributor allow.

GOAL GPS

Q: Can we map other assets in a Goal?

A: Yes, we can map other investments in the goal, including live equity, fixed deposits, postal savings, real estate, etc.

Q: Can we map Bank Balance in a Goal?

A: No, there is no option to map the bank balance in a goal.

Q: How can we plan a new investment while creating a goal?

A: To plan a new investment for the goal, follow the steps provided below.

Q: Where can I see upcoming business opportunities for planned investments?

A: You can view upcoming business opportunities on the dashboard. Additionally, you can find a detailed report in the Mutual module.

Q: After creating a goal, where can the investor see it?

A: The client can check the goal details on the dashboard.

Q: Which other assets cannot be mapped in a Goal (GPS)?

A: PMS (Portfolio Management Services), alternative investments, and post office schemes cannot be mapped in the goal.

Q: What is the meaning of Non-SIP?

A: Non-SIP refers to lump sum investments. We consider Non-SIP data as lump sum.

Q: What is the reason a fund does not map at the time of goal creation?

A: It may be because the fund is already mapped to another goal.

Q: Can we add pictures of family members in a goal?

A: Yes, it is possible to add pictures of family members in the goal.

Q: Do we show realised funds in fund mapping within a goal?

A: No, there is no option to show realised funds in fund mapping for a goal.

Q: Is there a fee structure available in the Goal module?

A: No, this option is available in the Financial Planning module.

Q: What is the maximum amount we can take for goal creation?
A: The maximum amount we can take for goal creation is 500,000,000.

Q: Are Goal and Financial Planning interrelated?
A: Yes, they are interrelated. You can find the goal option in the 3rd step of the Financial Planning process.

Q: Can anyone create a goal with Financial Planning?
A: Yes, it is possible to create a goal with Financial Planning.

Q: In which goals does life expectancy come into consideration?
A: Life expectancy is considered in the Child Marriage, Retirement, and Child Education goals.

Q: What do the green and red arrows indicate in Quick Goal Maker?
A: These arrows are used to prioritize the goals according to the client's preferences.

Q: Can we customize the inflation rate on our own?
A: Yes, it is possible to adjust the inflation rate while creating the goal.

Q: What is the meaning of shortfall in a goal?
A: Shortfall refers to the remaining amount of money required to achieve the goal within the selected timeframe.

Q: What is the Planned Investment Summary?
A: The Planned Investment Summary shows the investments that have been mapped to the goal.

Q: Can we customize the goal?
A: Yes, we can customize the goal according to the client's requirements. You can make the changes in the 1st step of the goal creation process.

Q: Can we create a goal for HUF, Pvt Ltd, or a Company?
A: Yes, it is possible to create a goal for a Pvt Ltd company. (Note: Goal creation for HUF or other entity types may depend on platform-specific features.)
Q: Can we show liabilities in goal creation?

A: Yes, liabilities can be shown in goal creation, except for those related to PMS and alternative investments.

MUTUAL
Question 1 - In mutual the 6 Report (Transactions)
Step to see the Report.

Click on mutual >then client on Transaction Report>Select the >client >Search the Client name> click on show report>
Then you can see the client folio wise transaction> then click on scheme then you can see the all entries of transaction.

Question 2- What is the use of research.
Ans- Mutual fund research involves analyzing and studying various mutual funds to help investors make informed decisions about where to
invest their money.
Step to see the Report.
Click on research Tab

Question 3- How many funds we can compare in compare funds.
Ans- In once in time 5 funds you can compare.

Step to see the Report.
Click on Research tab> MF tools> go in compare the fund> choose the 5 scheme and fill the details for the comparison.

Question 4- What information is included in the factsheet.
Ans- Fact Sheet provides essential information about a mutual fund that helps investors understand its performance, strategy, and overall characteristics. Here's a list of the key information typically included in an MF fact sheet.
Like- Fund Name, Fund Type, Fund Category, Fund Manager, Historical Returns, Benchmark Comparison, List of Top Holdings.
Step to see the Report.
go in research > mf tools >fact sheet >choose the scheme >click on add button >then client on generate the fact sheet button.

Question 5- What details come in TOP performer.

Ans- Top-performing mutual funds, the details that usually come with a "Top Performer" mutual fund list/report include
· Fund Name – Name of the mutual fund scheme.
· Fund Category – Equity, Debt, Hybrid, Sector/Thematic, etc.
· 1-Year / 3-Year / 5-Year Returns – Performance over different time frames.
· AUM (Assets Under Management) – Total assets managed by the fund.
· NAV (Net Asset Value) – Price per unit of the fund.
Step to see the Report.
Go in research >mf research > performance >select top performance >select the category >click on show button > you can see the top
performing schemes.

Question 6- Explain SIP/LS balance.
Ans- A SIP/LS Balance Calculator helps you compare returns between SIP (Systematic Investment Plan) and Lumpsum (LS) investment over time.
It's a useful tool for investors trying to decide which method of investing suits them better.

Step to see the Report.
Go in research >mf research >additional calculator >LS/SIP balancer.

Question 7- what is PPF shows in compare fund.
Ans- When comparing mutual fund investments (like SIP or Lumpsum) with PPF, you're essentially comparing market-linked returns vs a
government-backed, fixed-return scheme.
Step to see the Report.

Go in research >> mf tools >>in compare the fund>>there is option fund compare with PPF return

Question -8 What is the use of close Sip.

Ans- You can see the close SIP list of your client and take follow and restart again, if client agree.

Step to see the Report.

Go in mutual > sip/stp/swp report > click on old report > then select the option expired SIP > then click on show button > then you see the list
of your client whose sip is expired.

Question 9- How many months data shows of running SIP in dashboard.

Ans- Lastest 4 months data is reflecting in dashboard.

You can see in home or dashboard.

Question 10- Where can we find SWP data .

Ans- Step to see the Report.

Go in Mutual > sip/stp/swp report > choose the all swp option then click in Show > you can see the swp data as per the RTA.

Question11- How much year data shows in AUM growh report.

Ans- In software from that date when you join the redvision (wealth elite software) to till date financial year wise.

Step to see the Report.

Go in mutual >AUM growth report >then you can see the report.

Question 12- How many reports goes in tax package report.

Ans- In tax package there are 4 report inside it.

1, Finanical year wise transaction report.

2. Finanical year wise capital gain report.

3. Finanical year wise divident report.

4. Financial year wise valuation report.

Step to see the Report.
Go in mutual > Tax package report > select the name of client and financial year > send to client or admin.

Question 13 - What is the format for Tax package.
Ans- There are 2 formats available.
1. PDF
2. Excel.
There is the option in tax package report you can see here.

Question 14 - Who receives Tax package report.

Ans- In Tax package you can share to client as well as in admin also.
There is the option in tax package report you can see here.

Question 15- Can we delete Brokerage from our end.
Ans- Yes you can delete from your end.
Step to see the Report.
Go in mutual > brokerage report > Brokerage report > delete brokerage report > choose the month which month you want to delete > then
click on delete button.

Question 16- From where the brokerage data comes in brokerage module.
Ans - Brokerage data come from the RTA, we request the feeds in cams WBR77 and in karvy MFSD205 in automation
Step to see the Report.

Go in >mutual >brokerage report >upload brokerage section >select the automatic file upload >select the RTA and choose the month of
brokerage (in cams if you request the current month data so, you have received the previous month data in file, but in karvy you need to select
same month which you want the brokerage)
When it is update in software,then you can see the report.

Question 17- How many types of per-printed slip can be generated.
Ans- There are 3 types of per-printed slip.
1- additional purchase
2-Multiple Redemption request.
3.Switch request.
Step to see the Report.

Go in mutual >pre printed slip >select the type and select the client >generate the pre printed slip.

Q19: How many output options are available for reports? A: The software offers 5 output options for reports, though the specific options may vary.

Q20: Is STP out shown in the Capital Gain report? A: Yes, the Capital Gain report displays STP out, indicating any gains or losses.

Q21: What is Capital Gain Tax? A: Capital Gain Tax (CGT) is a tax on the profit ("gain") from selling specific assets. There are two types: Short-Term Capital Gains (STCG) and Long-Term Capital Gains (LTCG). Refer to the step-by-step image for further details.

Q22: What are the capital gain rules for long-term and short-term gains in equity? A: Short-Term Capital Gain (STCG):

- Holding Period: Less than 12 months.
- Tax Rate: 15% (plus surcharge & cess if applicable).
- Condition: STT (Securities Transaction Tax) must be paid.

Long-Term Capital Gain (LTCG):

- Holding Period: More than 12 months.
- Tax Rate: 10% (on gains exceeding ₹1 lakh in a financial year).
- Exemption: The first ₹1 lakh of LTCG is tax-free.
- Condition: STT must be paid on both purchase and sale.

Q23: When does Capital Gain apply to Debt, and what are the time periods? A: Capital Gains (CG) applies to debt instruments like:

- Debt mutual funds
- Bonds
- Fixed-income securities

Short-Term Capital Gain (STCG) – Debt Funds:

- Holding Period: Less than 3 years

Long-Term Capital Gain (LTCG) – Debt Funds:

- Holding Period: More than 3 years
- Taxation: Previously taxed at 20% with indexation, but this changed from April 1, 2023.

Q24: What report is required by a CA in Capital Gain? A: CAs require the Audit report, which can be obtained from the released Capital Gain report. To access the report: Go to Mutual > Released Capital Gain > Select the client and report type (details) > Show > On the right side, select "Export" > Choose the "Audit Report" to download and share with the CA. Refer to the step-by-step image.

Q25: Is TDS shown in Capital Gain? A: Yes, the TDS amount is displayed in the Capital Gain report.

Q26: What NAV is used in Capital Gain calculations? A: The NAV is sourced from the AMFI database. Only the AMFI NAV is used.

Q27: What is the range of months and years displayed in the maturity report? A: The report shows all 12 months and years ranging from 1991 to 2030. Refer to the step-by-step image.

1. How can I find details for non-BSE registered clients?
   Answer: You can find the list of non-BSE registered clients via: Mutual > Grow Your Business > BSE Investors Report Alternatively: Utilities > Client List Mailing Label > Filter by BSE Registration
2. What is Scheme-Wise AUM, and how do I view it?
   Answer: Scheme-Wise AUM (Assets Under Management) is the total value of assets managed under each specific mutual fund scheme. It can be viewed via: Mutual > AUM Master > AUM Reports By Schemes
3. Can I check recent transactions Family-Wise?
   Answer: Yes, recent transaction reports can be viewed family-wise or client-wise via: Mutual > Recent Transaction
4. What is an Allocation Report?
   Answer: An allocation report displays the distribution of investments across schemes, asset classes, or sectors, aiding in risk and diversification analysis. It can be accessed via: Mutual > AUM Master > AUM Reports By Asset Allocation
5. Can I check historical data family-wise in Recent Transaction?
   Answer: Yes, historical data can be viewed family-wise or client-wise in the Recent Transaction section. Mutual > Recent Transaction

6. Are dividends shown in AUM Reports?
   Answer: No, dividends are not shown in the AUM report. However, dividend information (Div. Paid and Div. Reinv.) can be found in the AUM Master section.
7. Is family member AUM displayed?
   Yes, family-wise AUM can be viewed at: Mutual > AUM Master > Family-wise AUM
8. Can I view AUM reports by ARN?
   Answer: Yes, all AUM reports have a filter for ARN-wise reports. You can select a specific ARN to check the corresponding AUM.
9. What is the FP and goal tracker report?
   Answer: The FP (Financial Planning) and Goal Tracker Report tracks a client's financial goals over time, showing the goals set during financial planning, their current status, and progress made.
10. Where can I track the total number of Goals & Financial Plans created?
    A: You can track the total number of Goals & Financial Plans created by going to Dashboard > Star option (My Shortcuts) > Business Statistics

11 What are the option we provide under grow your business?
Ans
Business Statistics Dashboard of a Mutual Fund Distributor platform. It is divided into three main sections: Client Analysis, Asset Data, and Advisor's Data.
Here's a breakdown Client
Analysis Clients,
Folios,Total SIPs,Client Login,Created FP,Mobile App Users,Goal GPS,BSE Account
Asset Data
Total LI (Life Insurance) Total GI (General Insurance) Total PO (Post Office)Total FD (Fixed Deposit)Total Equity Total Commodity Total PMS

Download Reports
There's a dropdown to download different reports for further analysis or record-keeping.
Advisor's Data
Average SIP Size Average Lumpsum Total Subbrokers Total Branches Top 'N' Investors
Family Exposure
Family Exposure -A link (Click to View) to view AUM and investment distribution grouped by family

across multiple client codes, if grouped under a common
family.

12 What is the use of the AUM Growth Report?
A: The AUM Growth Report helps track the increase or decrease in your Assets Under Management
over a selected period, showing business growth trends
and performance insights.

Q13. What is the maximum date range I can select for Recent Transactions?
Ans: For an individual client, you can view transaction history since inception. For all clients, you
can view transactions for the last 90 days.

14 How many types are available to check AUM
ans - There are six types of AUM (Assets Under Management) reports available in the software, as
seen in the screenshot:

AUM by Fund House
AUM by Schemes
AUM by Clients
AUM by Asset Allocation
AUM by Families
AUM by Registrar
Path > Mutual > AUM Master

15 what is folio consolidate mode & folio split mode
Ans -Folio Consolidation Mode and Folio Split Mode are two ways to view and organize mutual fund
data based on folio numbers. And only in AUM by client
vise Here's what each mode means:
Folio Consolidation Mode shows a combined view of all folios for a client
Folio Split Mode displays each folio separately.
Path Mutual > AUM Master >AUM Reports By Clients

16 Where I can see my aum with split mode?
ANS- Path: Mutual > AUM Master > AUM Reports By Clients and select Folio Split Mode option

17 Explain Running SIP, Sip Starting shortly, SIP Expiring Shortly & Expired SIP
ANS- In SIP Report yor can see the

Running SIP (or SIP Count)

SIPs that are currently active and contributing regularly as per schedule.

SIP Starting Shortly

SIPs that are scheduled to start in the near future, typically within the next month or defined short-term period.

SIP Expiring Shortly

SIPs that are nearing their end date, meaning they will complete their scheduled installments soon (also within a short-term window).

Expired SIP

SIPs that have already completed all their scheduled installments and have officially endedDiff between realized & Notional capital gain report.

• Ans-

Feature	Realized Capital Gain	Notional (Unrealized) Capital Gain
Status	Actual profit from sold assets	Potential profit from unsold assets
Taxability	Taxed in the year of the sale	Not taxed until the asset is sold
Risk	Locked in, but can be lost if the asset value drops after sale	Volatile; can become realized gain or loss depending on future market prices
Example	Selling a stock for more than purchase price	Holding a stock that has appreciated in value but not yet sold

What is Capital Gain?

• A capital gain is the profit you make when you sell something you own (like a house, a car, or stocks) for more than what you paid for it.

Essentially, it's the difference between the price you bought something for and the price you sold it for.

• Here's a Simple Example:

• Let's say you bought an Apple for 100. Later, you decide to sell it and get 150 for it. The 50 you made from selling the item is your capital gain.

• Capital Gain = Selling Price - Purchase Price

• In this case:

• Capital Gain =150 (selling price) - 100 (purchase price)

• Capital Gain = 50
• So, you made a 50 profit from selling the item. That profit is called a capital gain.
When capital gain report will generate
• A capital gain report is generated when you sell something that you own, like a stock, a property,
or any other investment. This report tells you how much profit (or loss) you
made from the sale.
• Here's when it gets created:
• When You Sell an Asset:
• If you sell something like a house, car, or stocks, you will have a capital gain or loss depending on
whether you sold it for more or less than what you paid for it.

• At the End of the Year:
• For tax purposes, your capital gain report is usually generated at the end of the tax year. This is
when you report all your sales and calculate how much profit you made from your
investments.
• When You File Your Taxes:
• The report is important when you file your taxes. It shows how much capital gain (profit) or loss
you had during the year, and it helps determine how much tax you might owe.
Why KYC report is blank?
• The KYC report is blank because the MFD needs to upload the KYC file;
only then will it be displayed in the software

Question: Why is the KYC report blank?
• Answer: The KYC report is blank because the MFD needs to upload
the KYC file. Only after the file is uploaded will the report be visible
in the software.

Question: Which report is shared with
Morningstar?
• The AWS report is shared with Morningstar.

Question: What is an exit load?
• Answer: An exit load in a mutual fund is a fee charged by the fund
house when an investor redeems their units before a specified period
or lock-in period. It is usually a percentage of the redemption
amount and is intended to discourage short-term trading and
premature withdrawals.

Question: Can we customize the disclaimer
ourselves?

• Answer: Yes, the disclaimer can be customized as per your requirements

Question: What is a due diligence report?
• Answer: In the context of mutual funds, a due diligence report is a comprehensive evaluation of a Mutual Fund Distributor's (MFD) operations and processes. It verifies the MFD's compliance with regulatory standards and ensures they are operating with the necessary care and control in their fiduciary relationship with clients.

Question: How can we check the allocation for a client?
• Answer: You can check the allocation by referring to the Mutual-> Allocation Report.

Question: How many days can the Business Opportunity report be generated for?

Question: Can we set an alert for portfolio rebalancing?
• Answer: Yes, you can set an alert. Go to Mutual → Portfolio Rebalancing to configure it.

Question: Can we set an alert for portfolio rebalancing?
• Answer: Yes, you can set an alert by navigating to Mutual → Portfolio Rebalancing.

Question: Where can we check the status of whether the tax package has been received by the client?
• Answer: You can check the status under Mutual → Tax Package.

Question: What is the use of multiple SOA email?
• Answer: The MFD can download multiple SOAs (Statements of Account) and organize them into a folder before sending them via email.

Question: Where can we see the full list of
online ATM clients?
• Answer: Currently, this option is not available.

Question: Can we send bulk mail in Online ATM?
• Answer: No, bulk mail functionality is not available in Online ATM.

Question: Where can we download the CAMS
SOA?

• Answer: You can download the CAMS SOA from the Wealth Report
section.

Explain DIV.SWEEP IN,
DIV.SWEEP OUT, DIV.REINV,
DIV.PAID
• DIV.SWEEP IN
• This refers to the automatic transfer of dividend income from
a mutual fund or investment account into another account or
investment. It is often used to reinvest dividends back into the
same mutual fund or other investments.
• DIV.SWEEP OUT
• This is the reverse of sweep-in. It refers to the automatic
transfer of dividend income from an investment account into a
cash or savings account. Essentially, the dividends are taken
out of the investment and moved into a liquid form.
• DIV.REINV (Dividend Reinvestment)
• This refers to the process of reinvesting dividends earned from
an investment (such as a mutual fund or stock) back into the
same investment, rather than receiving the dividends as cash.
It helps in compounding returns over time.
Question 1. Can I see past dated Investment in Live portfolio?
Ans. Yes, you can see the past date investment in the live portfolio in the Mutual Section. For
viewing the past dated investment follow the path :

Click on Mutual->Live MF Portfolio->Valuation as on Date and click on Calender for date selection.
Question 2. How to generate folio wise MF report?
Ans. Yes, you can see the report with folio in place of Name or PAN No. follow the path :
Click on Mutual->Live MF Portfolio->Select view by Client and below Search by Name/PAN/Folio
No. So

here you can put the folio no. And hit the show button for view the report.

Question 24. what is use on include CAS?
Ans. The include CAS option is available in the MF report and wealth report so when you select/mark on include CAS then the CAS report is visible under the mutual fund. Below the mutual fund data report CAS held-away portfolio is reflecting in the report. If you can see the CAS portfolio with MF portfolio then you can check Include CAS option ans show the report.
Note : When you check Include CAS option then the report is visible as on date (Live MF).
Question 3. Difference between Live transaction and all transaction?
Ans. When you show the report with live transaction there is reflecting only invested transaction such as purchase, switch in etc.

If you show the report with All transaction then there is reflecting all type of transaction such as switch out, redemption etc.

Question 21. what is the use selected fund option?
Ans. The selected fund option is available in Live MF report or Wealth report. When you click on selected fund

there is reflected pop up window for available fund selection so you can selection any fund which you want to view the report in the report rest unchecked fund is not reflecting in the report :
After use selected fund filter when you show the report only selected fund report can view in the system, rest of fund hidden by system.
Question 4. Which are the information coming in Fund details?
Ans. If you can see the report with fund detail wise so there are reflecting some fund related details like fund name, fund category, fund manager name, Corpus, scheme Benchmark, exit load, Fund bank name etc. Apart of that Allocation, NAV, Performance and Holdings are reflecting in the reports.

Question 7. what mean by live fund in Mutual Fund Report?
Ans. The live funds is existence investment in the your ARN which is not redeemed yet. In these transaction type are switch in, purchase lump-sum/sip dividend bonus etc.

Note : Switch out, Redemption etc out transaction is not reflecting under the live transaction report.
Step 1
Step 2
Click here
Step -3

Question 9. Difference between Live SIP & all SIP?
Ans. When you click on live here is reflecting only running sip (start/ongoing) data and while you are check with all sip tab so there are reflecting all sip such as Running sip, starting shortly(upcoming), Expiring shortly, Expire(stopped).
The report details with live SIP
The Report with All SIP

Heldaway Portfolio Report
Question 14. what is heldaway portfolio?
Ans. We are introduce Held-away portfolio report for consolidated data in the portfolio so MFD's can easily view the transaction which is not exist in their ARN or Direct investment. If MFD can view the portfolio of clients which are not invested with MFD ARN and direct AMC investment so MFD can call held-away statement.
As per given feature there are two held-away report one is CAS held-away and second is
NJ Held-away Portfolio.

CAS Held-away portfolio facility provided by CAMS so you can call the CAS(consolidated account statement) This statement is coming on client registered mail id so ask for send then upload in the system later it will reflected in the table so you can view or delete with action button. This CAS statement you can view also with include button in live MF or wealth report.
Note: The process to call CAS statement please follow the steps which is given in the right side with selection same as given.
Apart of that you can call the data form NJ portal and mapped In the system and view entire NJ Portal investment in the software. For uploading the NJ investment follow the steps which is explain below and download the template excel file then fill out data from download file and upload in the software.

Question 15. what is the rule calling CAS?
Ans. We have already discuss about CAS(Consolidated account statement) calling process so make sure when you are calling the CAS from given URL in the system. Some details are important for calling CAS otherwise upload data reflecting "Parsing data error" while view upload file in the system.
Question 16. what is meaning of Data not parsed?
Ans. When you calling the data with wrong sequence and upload the statement then view so it is reflecting error "Data not parsed" because given steps not followed while calling the data so make sure follow the steps as per given below shot :
Follow the

Question 25. where do we show CAS in live MF?
Ans. When you show the report of client MF portfolio then below mutual fund CAS report is

reflecting so you can view client CAS portfolio under the mutual fund report.

P&L Report
Question 22. Do we show switch-out in what-if scenarios?
Ans. No, you can not show what-if scenarios with switch out fund. Only redeemed fund what-if scenario can view in report. Because of what-if scenario is working with sell asset amount not on switch the amount or holdings to another.

Question 23.where can we check the redemption date in P&L?
Ans. The redemption date is reflecting when you view the report and click on Fund and folio number you can see transaction table. In this transaction table you can see the transduction detail like investment In & out transaction with date, amount, unit, NAV etc.
Click here
Then click show
You can see

Question 11. What you understand by realized?
Ans. Those funds which has been redeemed (sale) from portfolio and money received. If you redeem (withdraw) money from mutual fund it is called realized fund. There are profits or losses that are "locked in" after selling mutual fund unit. The realized fund is not reflecting in the live MF OR wealth report, it is visible under the P&L Report and you can generate Realised fund XIRR or Realised Capital gain report after sell the funds.
Question 5. Explain What If Scenario?
Ans. What if scenario means if you are not redeemed the fund value so what is the value of today date such as your fund value was 5000 but when was redeemed the fund the value was 7716 but if you don't redeemed the fund then today the value of fund is 27464. When you generate the what if Scenario report then what if value column added in the report with highlighted.
For generate the report you can follow the steps : Mutual->P&L Report->here is the option for redeemed fund
Before what if scenario report :

After check what if Scenario report :
Without

Question 6. What mean by live fund in P&L report?
Ans. Live funds means existence of investment which is not redeemed yet in the portfolio. You can see the live and redeemed fund in the P&L Report. The Benefits of this report for live fund is Gain&Loss and Net investment in the portfolio. You can see how much profit and loss with these live funds.

Here you can see the amount of particular section such as out & In and Net investment value.
Check
Hit show
Here is

Question 8. Can I gererate P&L report in between date?
Ans. No, you can not generate the P&L Report with between date. This report is generate as on date or you can change the date (any previous date from investment date) with click on calender input.
Between Date XIRR

Question 26. Explain CAGR, XIRR & Absulate return?
Ans. The compound annual growth rate is the rate of return that an investment would need to have every year in order to grow from its beginning balance to its ending balance, over a given time interval. The CAGR assumes that any profits were reinvested at the end of each period of the investment's life span.
Formula of calculate CAGR : CAGR = [(Ending Value / Beginning Value)^(1 / Number of Years)] - 1
Click on this link to calculate the CAGR : https://www.icicidirect.com/calculators/cagr-calculator
Example: If an investment of ₹10,000 grew to ₹16,000 over 5 years: Ending Value = ₹16,000, Beginning Value = ₹10,000, and Number of Years = 5.
CAGR = [(16,000 / 10,000)^(1/5)] - 1 = 9.16%
XIRR : XIRR (Extended Internal Rate of Return) calculates the annualized return on an investment considering irregular cash flows (like SIP investments) at different times, providing a more accurate measure than simple average returns.
Formula of Calculation XIRR : =XIRR (values, dates, guess)
Absolute Return : Absolute return is the total return an investment generates over a specific period, expressed as a percentage, without comparing it to any benchmark or market conditions. For example, if you invest ₹10,000 and it grows to ₹12,000, your absolute return is 20%.
Formula for calculate absolute return :
((Final Value - Initial Value) / Initial Value) * 100
Question 27. What information we shows in between date XIRR?
Ans. We are showing the Between date XIRR report are according to investment date to final data extended internal rate of return calculation such as cost value, current value, bonuses, redemption, gain/loss then absolute return for all investment. These all are parameter we can check how much XIRR generate and show the number of percentile for XIRR.

We need some details for calculate the report like client name/PAN/folio no. And from & End date of transactions, you can choose fund type, For example see the shot :
The report is calculate XIRR behalf of transaction cost and current value with duration. There are some important details reflecting cost, value, duration of transaction, absolute return apart form

XIRR.

Question 28. what is duration type in between date XIRR?

Ans. There are two types in report 1. Manual and 2. Sensex graph.

When you show the report with manual option then only from date and To date reflecting which is common duration of fund investment duration. You can see :

But when you show the report with Sensex Graph option then it is reflecting transaction duration graph in the right side. It means when you move the cursor on graph so there is reflecting that time sensex number with date. You can see the shot :

Transaction Report

Question 18. what time duration can be search in transaction report?

Ans. You can search any time duration in the transaction report. This calender date is customization so you can choose since inception or any period of time/date. There is available from date and to date selection tool for date selection.

Question 12. Can I see transaction for all client in single shot by transaction report?

Ans. No, You can not view transactions report for all client in a single shot. In the transaction report you can view only one client data at a time or family members data. This transaction you can view by name/PAN/folio no.

Note : If you view and search the family head so you are able to view all clients data in this report.

Question 19. what things can be checked in transaction report?

Ans. You can all type of transaction with since inception or date selection period. The report you can view with client name/PAN and Folio number wise. If you can search with name/pan then there is reflecting all the investment with folio OR If you search with Folio number then there is reflecting folio all transaction report. In the report you can view all details such as Date of investment, ARN no., transaction type, Amount, Unit, NAV etc.

Folio Master Report

Question 17. where can I check nominee details for all clients?

Ans. You can check nominee details for all client followed by under Mutual section
click on Folio master Report then open two report folio master and nominee details
so you can click on Folio Nominee details then show the report here is reflecting all clients nominee details.

Question 13. Difference between Transaction and folio master report?

Ans. There are some major differences in this files. In Transaction report we are reflecting all types of transactions followed by fund schemes. In this report transaction related details are reflecting such transaction type, date, ARN No., Unit, Amount, NAV etc.

Here is transaction report shot so you can see this :

First Click

Then Click

While you go through with Folio master report so there is some different from transaction report. In folio master report we are reflecting two reports one is folio master and second is nominee details.
If you select folio master and search the client/family after that enter the name/PAN/folio no. And hit show button then we are reflecting search client details such folio list fund name and ARN No. When you click on row of folio details then scroll down the tab/table in reflecting all the details such as folio related name,DOB,PAN, holding, nominee etc. In the second row is reflecting contact details and third row is Bank details.

SIP/STP/SWP Master Report
Question 10. What are the details we show in SIP reports?
Ans. In the SIP Report some important details are reflecting related to client and SIP status. For example The client name is Ramesh Arya Huf (HUF) show report with all sip the here is reflecting some details like client name, scheme name, active/Inactive status, folio number, SIP frequency, start date, End date, Termination date (if any), Installment SIP date, Amount, Bank name etc.
Note : The Remaining installment is reflecting on a monthly basis not on a daily or weekly basis.

Question 20. how many report types are there?
Ans. In the mutual section you can see 30+ types of reports and If you have purchase brokerage module then this is the additional report in the system. Some Important reports in the mutual section such as Transaction, Capital gain, XIRR, Folio master, AUM, SIP/STP/SWP, allocation etc.

Other assets
Q.1 How many other assets will we provide?
Ans Yes, we provide six other assets. Here is the list:

PMS Alt Invest

Equity

Commodity

Fixed Deposits/Bonds

Postal

Real Estate

Additionally, these assets are reflected in the Wealth Elite module under the Assets section. I will share the screenshots showing where this information is displayed.

Step 01: Login into the wealth elite.

Step 02: Wealth Elite is open, and there are 5 modules under Assets

Step 03: Click on the Assets there is the 06 Assets type is reflecting.

Q.2 Option for bonus and split in equity?

Ans-> Yes, we have the option in the Assets->Equity section.

STEP 01: First, log in to the system. Then, click on the 'Assets' option on the dashboard.

STEP 02: There is an option for 'Equity'. Click on the 'Equity' section.

STEP 03: Click on the Corporate Section.

STEP 04: Go to the Corporate Action section, there are two options: 'Add New Action' and 'Delete Action'.

STEP 05: Click on the 'Add New Action' option, where you will find the 'Action Type' dropdown. From there, you can choose between 'SPLIT' and

'BONUS'.

In the last Action Type section, if you want to add a SPLIT, click on the SPLIT section. If you want to add a BONUS, click on the BONUS section.

In the Action Type section, select 'SPLIT' if you want to add a split, or select 'BONUS' to add a bonus.

To access bonus and split options for equity:

1. Log in to the system.
2. Navigate to Assets > Equity.
3. Click on the Corporate Section.
4. In the Corporate Action section, choose between "Add New Action" or "Delete Action."
5. If adding a new action, click "Add New Action" and select either "SPLIT" or "BONUS" from the Action Type dropdown.

What is a corporate action in equity? A corporate action is any company action that affects its shareholders, particularly those who own shares (equity). These actions can change the number of shares owned, the value of those shares, or provide additional benefits like bonus shares. In our software, this option is found under Assets > Equity > Corporate Action.

What is a bonus in equity? A bonus in equity, or stock dividend, is when a company issues additional shares to existing shareholders at no cost, usually based on their current holdings (e.g., a 1:1 bonus issue means one new share for each share held). Key points: No cash is involved; the number of shares increases, potentially affecting share price; and it's funded by retained earnings. While rewarding shareholders and increasing share liquidity, it doesn't directly change the overall investment value.

Can we upload data from WPS Office? No, only XLS format is supported for data uploads in Assets.

Why isn't PMS data updated automatically? PMS data is not updated automatically because there is no source connected for this data.

How to update the current value? To update the current value:

1. Click on the "Update current value" Option within PMS or ALT Invest (refer to the screenshot).
2. Input the Current Value in the appropriate field.

Q.08 What are ETFs, PPFs, and EPFs?

- **ETF (Exchange-Traded Fund):** An investment fund traded on stock exchanges, similar to stocks. Returns are market-linked with moderate to high risk, depending on the specific ETF.
- **PPF (Public Provident Fund):** A long-term, government-backed savings scheme in India. It carries very low risk due to government backing.
- **EPF (Employees' Provident Fund):** A retirement savings scheme for salaried employees in India. Returns are a fixed rate declared annually by EPFO (historically around 8-9%). Funds are locked in until retirement, with partial withdrawals allowed.

Instrument Type	Risk	Returns	Lock-in	Tax Benefit
ETF	Moderate-High	Varies (market-dependent)	None	Depends on type
PPF	Very Low	~7-8%	15 years	Yes (80C, tax-free interest)
EPF	Low	~8-9%	Till retirement	Yes (80C, tax-free maturity)

Q9 What is an RD transaction?

An RD transaction is any transaction related to a Recurring Deposit account, typically with a bank or post office.

Q10 What is a Recurring Deposit (RD)?

A Recurring Deposit is a fixed-term savings option where you deposit a fixed amount monthly for a set period. It's ideal for building savings gradually and is offered by most banks and post offices.

Q11 Which section should I use to add my EPF and PPF data?

(This question is incomplete in the original text.)

Q12 Where to check PPF table?

(This question is incomplete in the original text.)

Q13 If I want to update my earlier premium in insurance while doing entry, which option do I have to select?

In Wealth Elite, update your premium amount under Insurance > Life Insurance > Pay Premium.

Q14 How many asset types are available to invest in?

There are six asset types available: PMS, FD/Bond, Postal, Equity, Commodity, and Real Estate.

Q15 What is Pay Premium?

"Premium pay" refers to additional compensation for employees working under specific or less desirable conditions or hours.

Q16 Is it possible to update till-date premium through bulk upload?

No, it is not possible to upload till-date premium in the bulk upload software.

Q17 What is the meaning of Premature Encashment?

"Premature encashment" means withdrawing money from an investment before its scheduled maturity date.

Q18 What should I do if the scheme is not showing in other life and general insurance options?

In the Insurance section, click on New Policy -> Add New Scheme to update the scheme list.

Q 19: Where can I view other asset data? A: Other asset data is available in the Wealth Report. Enter the client name and click the "Show" button to view the data. A screenshot is attached for your reference.

Q 20: Can I update real estate data for an existing plot? A: Yes, you can update real estate data for existing plots.

Q 21: What is a stock split? A: A stock split increases the number of a company's shares by dividing existing shares. For example, in a 2-for-1 split, each shareholder receives two shares for every share they own. If you had 10 shares at ₹1,000 each, after the split, you would have 20 shares at ₹500 each. Your total investment value (₹10,000) remains the same.

Q 22: Is other asset data included in the dashboard AUM? A: No, our software currently does not include other asset data in the dashboard AUM or the Wealth Report section.

Q 23: How is equity data updated? A: Equity NAV is updated automatically via Bhav copy.

Q 24: How is data updated for commodities? A: Commodities can be updated manually. I will share the path to do so.

Q 25: Can commodity valuation be updated automatically? A: No, automatic commodity valuation is not currently supported. Valuations must be manually updated based on the current market.

Q 26: Can we manage RD transactions?

ANS-> Yes ,We have the option in the assets FD/Bonds.

Q: Client document access? A: E-Vault, using CRM login.

Q: Birthday alert location? A: Event Calendar.

Q: Bouquet Manager function? A: Manages vendors, items, and deliveries.

Q: CRM theme customization? A: Web Settings: change color theme and interface.

Q: "About Us" section purpose? A: Displays company info in investor app sidebar.

Q: Control client app view? A: Yes, Mobile App Settings (e.g., today's gain/loss visibility).

Q: Push Notifications? A: CRM alerts/messages to client app, with categories, images, and links.

Q: App Banner promotion? A: Upload promotional banner with link to client app dashboard.

Q: Robo Advisory? A: Tracks clients onboarded via Robo App/Advisor X for digital onboarding.

Q: CRM Settings purpose? A: Define client categories/risk profiles by AUM/Age (CRM > Settings).

Q: Bulk investor detail assignment? A: Use Bulk Assign for city, PIN, risk profile, etc. (CRM > Bulk Assign).

Investor App:

- **Gain/Loss Visibility:** Controlled via Mobile App Settings.
- **App Banner Image Size:** Typically 1080 x 400 px (depends on CRM design).
- **Re-triggering Notifications:** Use the Notification Logs section in CRM.
- **Robo Advisory for Onboarding:** Tracks clients onboarded via Robo or Advisor X platforms.

CRM Features (Summary with Paths):

- **CRM Settings:** Define client categories and risk profiles based on AUM or Age. (CRM > Settings)
- **Bulk Assign:** Assign investor details (city, pin, risk profile, category, etc.) in bulk. (CRM > Bulk Assign)
- **Client Analysis:** Analyze client information (city, risk profile, company, etc.) using graphs and reports. (CRM > Client Analysis)
- **SMS Logs:** View SMS history (up to 3 months) and credit balance. (CRM > Sent SMS)
- **E-Vault:** Securely access and store client documents, especially for HNI clients. (CRM > Advisor Tools > E-Vault)
- **Event Calendar:** View alerts like birthdays or SIP due dates. (CRM > Event Calendar)
- **Bouquet Manager:** Manage vendor details, items, and delivery tracking. (CRM > Bouquet Manager)

CRM & Utilities Module – FAQs

Q: What is the purpose of CRM Settings? A: Define client categories and risk profiles using AUM or Age.

Q: How do I upload client data in bulk? A: Use Bulk Assign with details like city, category, and designation.

Q: What insights does Client Analysis provide? A: It shows client distribution by location, profile, and category.

Q: How do I access client documents? A: Through E-Vault using the same login password.

Q: Where do birthday alerts show up? A: In the Event Calendar.

Q: What is Bouquet Manager for? A: To manage vendor and item delivery records.

Q: How can I customize the CRM theme? A: Via Web Settings in the CRM.

Q: What does the 'About Us' section do? A: Displays MFD/company info in the investor app sidebar.

Q: Can I control what clients see in the app? A: Yes, through Mobile App Settings (e.g., toggle today's gain/loss).

Q: What are Push Notifications? A: Alerts/messages sent from the CRM to the client app based on category.

Q: How do I use App Banner for promotion? A: Upload a banner with a link; it appears on the client dashboard.

Q: What is Robo Advisory? A: It lists clients onboarded via the Robo app or Advisor X.

Training Questionnaire (FAQs)

Q: What criteria can be used to define a risk profile in CRM Settings? A: AUM and Age.

Q: Name 5 fields available in Bulk Assign. A: City, PIN, Designation, Category, Risk Profile.

Q: What type of client information can be analyzed in the Client Analysis tool? A: Location, Risk Profile, Category, Company, Branch.

Q: How long are SMS logs available? A: 3 months.

Q: What is the space limit for document storage in E-Vault? A: As per CRM package (varies by plan).

Q: List 3 types of alerts shown in the Event Calendar. A: Birthdays, SIP Due Dates, Maturity Dates.

Q: What does the Bouquet Manager track? A: Vendor data, item details, and delivery records.

Q: Where can the CRM color theme be changed? A: In Web Settings.