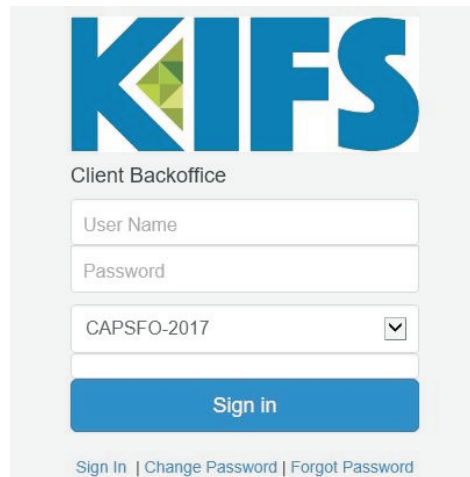


## KIFS Client Backoffice Manual



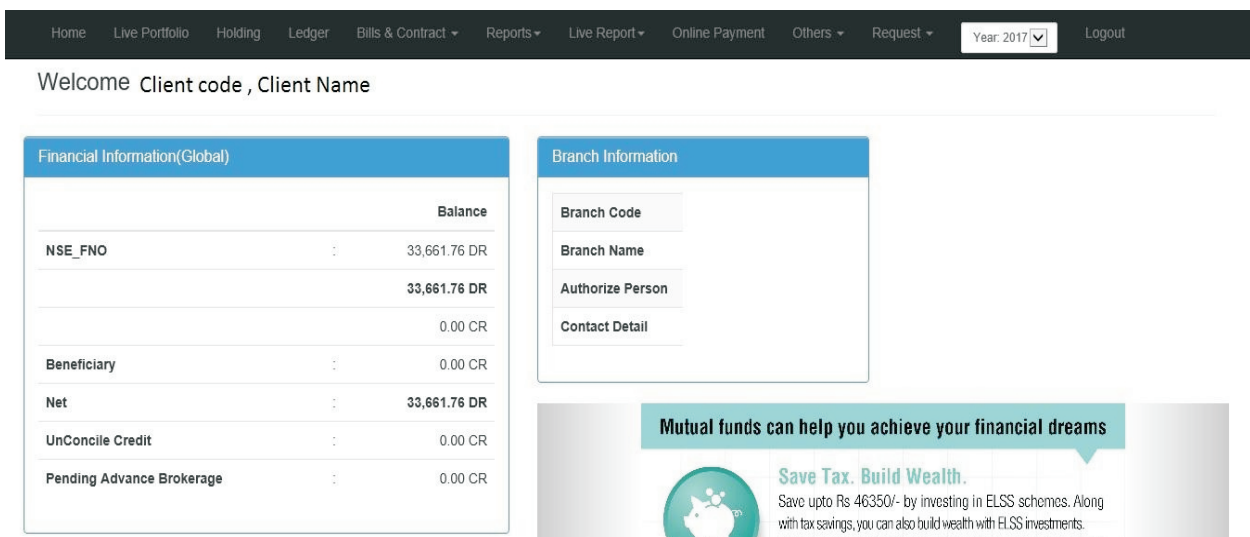
The screenshot shows the KIFS Client Backoffice login interface. It features the KIFS logo at the top, followed by the text "Client Backoffice". Below this are four input fields: "User Name", "Password", and "CAPSFO-2017" (with a dropdown arrow), and a "Sign in" button. At the bottom, there are links for "Sign In", "Change Password", and "Forgot Password".

**Enter your username – Trading code (as username).**

**Password – Enter your password.**

Note :- It is advisable to change password on 1<sup>st</sup> login

### 1) Snapshot of Financial Information i.e Debit/Credit in respective segments BSE / NSE / NSE F&O / CD NSE.



The screenshot shows the KIFS Client Backoffice front page after login. The top navigation bar includes links for Home, Live Portfolio, Holding, Ledger, Bills & Contract, Reports, Live Report, Online Payment, Others, Request, Year: 2017, and Logout. Below the navigation bar, the user is greeted with "Welcome Client code , Client Name". The main content area is divided into two columns. The left column, titled "Financial Information(Global)", contains a table with the following data:

	Balance
NSE_FNO	33,661.76 DR
	33,661.76 DR
	0.00 CR
Beneficiary	0.00 CR
Net	33,661.76 DR
UnConcile Credit	0.00 CR
Pending Advance Brokerage	0.00 CR

The right column, titled "Branch Information", contains a form with fields for Branch Code, Branch Name, Authorize Person, and Contact Detail. Below the form, there is a promotional banner for mutual funds with the text "Mutual funds can help you achieve your financial dreams" and "Save Tax. Build Wealth. Save upto Rs 46350/- by investing in ELSS schemes. Along with tax savings, you can also build wealth with ELSS investments. Get your funds professionally managed in best related mutual funds."

**After LOGIN – This is how the Front page looks.**



A Khandwala Integrated Venture  
SINCE 1987

## 2) Click on Live Portfolio to get Daily Gain/loss on Portfolio holding.

Home **Live Portfolio** Holding Ledger Bills & Contract Reports Live Report Online Payment Others Request Year: 2017 Logout

**Live Portfolio**

Update Portfolio

Show 100 entries Search:

Scrip Symbol	Investment Qty	Investment Price	Investments Amount	LTP	%	Overall Gain	Today's Gain	Latest Value	UnDefiend Qty
DELTA CORP LIMITED	26	180.28	4687	0.00	-100.00	-4687	0	0	0
			4687.00			-4687.00	0.00	0.00	0.00

Showing 1 to 1 of 1 entries Previous 1 Next

Excel PDF

## 3) Click on Holding ( Both Beneficiary & DP holding )

Home Live Portfolio **Holding** Ledger Bills & Contract Reports Live Report Online Payment Others Request Year: 2017 Logout

**Holding Statement**

Show 100 entries Search:

Scrip	Name	ISIN	Collatral	Broker	Depository	Inward Short	OutWard Short	Net	CI Price	CI Amount	%
No data available in table										0.00	

Showing 0 to 0 of 0 entries Previous Next

Excel PDF

## 4) Click on ledgers - BSE / NSE / F&O / CD NSE / NBFC.

Home Live Portfolio Holding **Ledger** Bills & Contract Reports Live Report Online Payment Others Request Year: 2017 Logout

**Ledger Statement of Equity/Derivative/Currency**

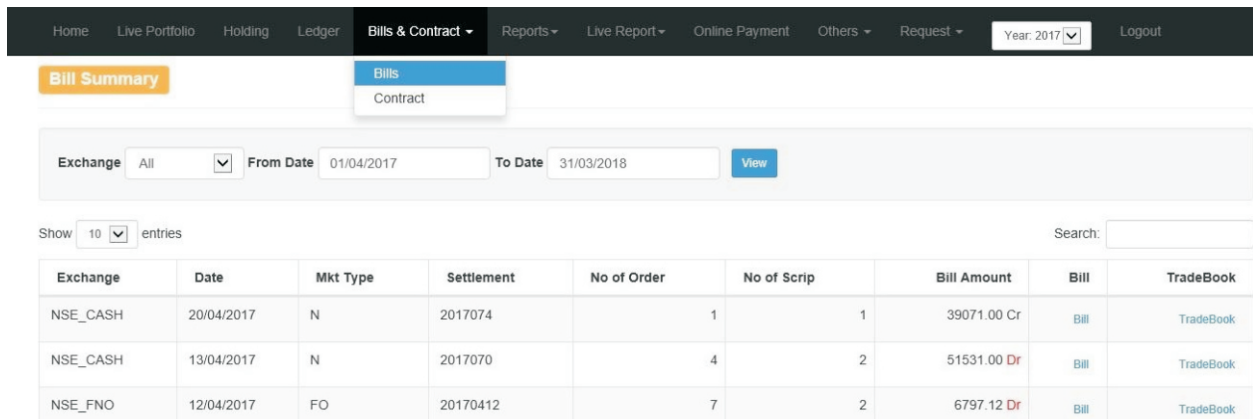
ClientCode: mum81 Exchange: **Equity/Derivative/Currency** From Date: 01/04/2017 To Date: 31/03/2018 View

Show 100 entries Search:

Date	Voucher	Vou	Narration	ChqNo	Debit	Credit	Running Bal
05/04/2017	RECEIPT	BR15	MICR :400240003 BANKACNO 50100 92898282	0	0.00	55000.00	55000.00
06/04/2017	BILL	SJ2476	NSE_FNO BILL ENTRY FOR FO-20170406	0	55080.29	0.00	-80.29
10/04/2017	BILL	SJ2478	NSE_FNO BILL ENTRY FOR FO-20170410	0	10243.30	0.00	-10323.59
10/04/2017	PAYMENT	BP19590	NSE_FNO REVERSE CHEQUE ENTRY DUE TO NO	0	80000.00	0.00	-90323.59

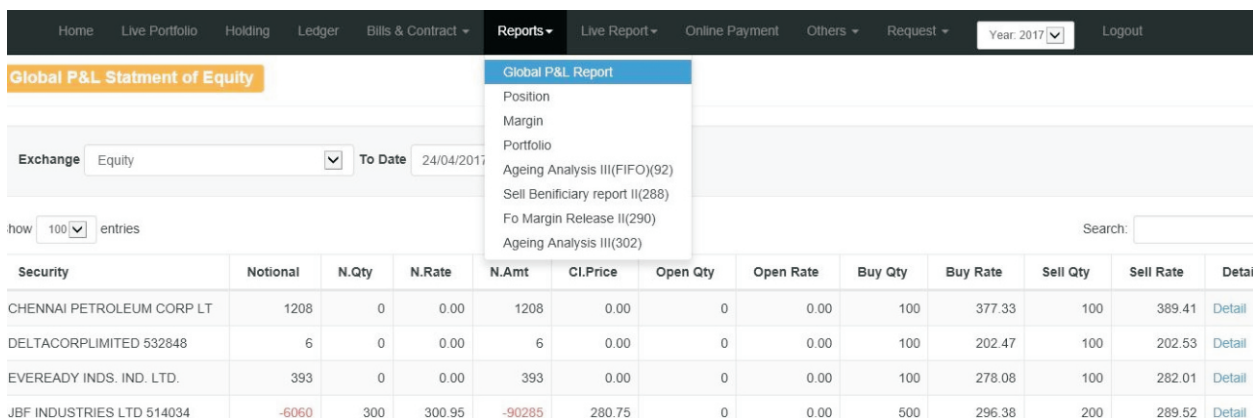
5) Click on Bills & contract .

Tradebook shows quantity ( Only trades without brokerage & expenses )



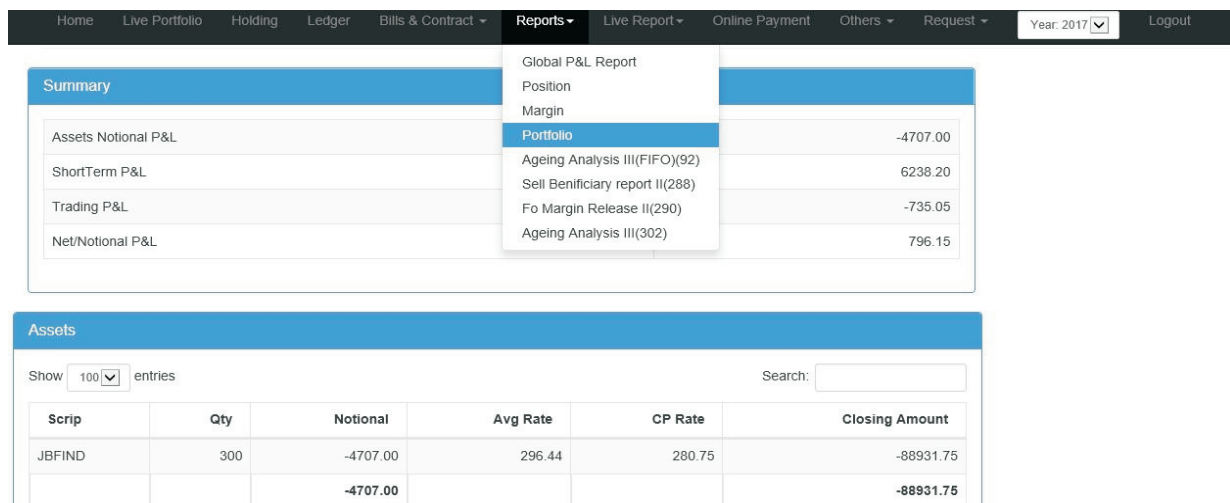
Exchange	Date	Mkt Type	Settlement	No of Order	No of Scrip	Bill Amount	Bill	TradeBook
NSE_CASH	20/04/2017	N	2017074	1	1	39071.00 Cr	Bill	TradeBook
NSE_CASH	13/04/2017	N	2017070	4	2	51531.00 Dr	Bill	TradeBook
NSE_FNO	12/04/2017	FO	20170412	7	2	6797.12 Dr	Bill	TradeBook

6) Click on report - Complete Profit & Loss statement ( Click on Global P&L Report).



Security	Notional	N.Qty	N.Rate	N.Amt	Cl.Price	Open Qty	Open Rate	Buy Qty	Buy Rate	Sell Qty	Sell Rate	Detail
CHENNAI PETROLEUM CORP LT	1208	0	0.00	1208	0.00	0	0.00	100	377.33	100	389.41	Detail
DELTACORPLIMITED 532848	6	0	0.00	6	0.00	0	0.00	100	202.47	100	202.53	Detail
EVEREADY INDS. IND. LTD.	393	0	0.00	393	0.00	0	0.00	100	278.08	100	282.01	Detail
JBF INDUSTRIES LTD 514034	-6060	300	300.95	-90285	280.75	0	0.00	500	296.38	200	289.52	Detail

Portfolio holdings & P&L Bifurcation will be available ( Trading P&L , Short term P&L etc )



Summary	
Assets Notional P&L	-4707.00
ShortTerm P&L	6238.20
Trading P&L	-735.05
Net/Notional P&L	796.15

Scrip	Qty	Notional	Avg Rate	CP Rate	Closing Amount
JBFIND	300	-4707.00	296.44	280.75	-88931.75
		-4707.00			-88931.75

7) Click on Online payment to KIFS

Example – This client has debit balance of 33661.76 & Wants to make payment of 25000/- .  
Instert 25000/- in amount column and click on Payment .

Home Live Portfolio Holding Ledger Bills & Contract Reports Live Report **Online Payment** Others Request Year: 2017 Logout

### Online Fund Transfer

10.00pm only

Product	Ledger	Atom Code / Bank Ac	Amount	Rs 50.00 Min
BSE	0.00 Cr	1006 - 50100192898282 - HDFC Bank	<input type="text" value="0.00"/>	<a href="#">Payment</a>
NSE	0.00 Cr	1006 - 50100192898282 - HDFC Bank	<input type="text" value="0.00"/>	<a href="#">Payment</a>
NSEFO	33,661.76 Dr	1006 - 50100192898282 - HDFC Bank	<input type="text" value="0.00"/>	<a href="#">Payment</a>

8) Click on others - DP Holdings can be viewed under heading others .

Home Live Portfolio Holding Ledger Bills & Contract Reports Live Report Online Payment **Others** Request Year: 2017 Logout

### DP Holding Statement

Bo id:  [View](#)

Show  entries

Scrp	Isin	Free Balance	Pledge	Pending Demat	LockIn	Total	Closing Rate	Amount	Earmark Qty
No data available in table									0.00

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

- DP Holding
- DP Transactions
- KYC-Info
- Add Portfolio
- Trade File Export
- DownLoads
- Old Client Login

9) Click on Request – Statement Request / Payout request.

Home Live Portfolio Holding Ledger Bills & Contract Reports Live Report Online Payment Others Request Year: 2017 Logout

### Statement Request

**Request**

Type:  (Dropdown: Contract, Bill, Margin, Account Statement, Demat [I/O] Statement, DP Account Statement, DP Transaction, Call Request)

Exchange:

From:

To:

[Request](#)

**Request History**

Type	Exchange	From Date	To Date	Req DateTime	Dispatch	Status
Account Statement	Equity	01/04/2017	13/04/2017	12/04/2017 17:44:42		Under Process
Contract	GRP1	06/04/2017		10/04/2017 10:24:45		Rejected

## 10) Click on Payout Request

Home Live Portfolio Holding Ledger Bills & Contract Reports Live Report Online Payment Others Request Year 2017 Logout

Company Grp1 Client : mum81 Voucher Date and Balance As On : 24/04/2017 View

**Pending Request**

Date	Company	Total Amount	Time
		0.00	

Payout request

Payout Request Timings : (8.30am to 9.45am) - (9.50am to 12.25pm) - (12.30pm to 2.25pm) - (2.30pm to 4.30PM) only