# How to convert file to (.CSV) (Comma Delimited)

# <u>Step 1:</u>

After downloading the template file, click on "Enable editing"

After inputing your data in the template file "Save" your file"

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	PROTECTED VIEW	Be careful—files from the Internet can contain viruses. Unless you need t	o edit, it's safer to stay i	n Protected View. En	able Editing									
	7	fr Date												
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1	With this Excel she	et you can import your Equities opening balances into iRe	cord. Only .CSV form	nat shall be able to get i	mported.				iRecord -	Equities (	Opening	Stock B	alance	5
2	Please Note : Only E	BUY transactions are permitted in Equities Opening Stock .												
3	Few sample transaction	ons are given below for your reference. We recommend to delete same	le transactions before	you start entering your da	ita.									
4	You can input transact	tion in any accquisition date order, system shall accept as per the ea	rliest purchase date in	FIFO method.										
5	Kindly enter transaction	ons starting at row 8 and once finished, save the file and close before i	mporting. Please do no	t change or delete any info	ormation in row	ws 1 to 5 or	header in r	row 7.						
6					_									
7	Date	ScriptName	Quantity	Buy Price										
8	15/02/2012	M&M	100	285	_									
9	13/02/2015		600	/00	-									
11	12/01/2010		500	370.8	-									
12	19/05/2019		27	42.55	-									
13	25/07/2018	HEG Ltd	1400	2800 5	-									
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## <u>Step 2:</u>

Now click on file option as highlighted below

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	2	Please Note : Only F	et you can import your Equities opening balances into ikee	ora. Only CSV form	at shall be able to get	imported.	inecora - Equities (	ppening stock balances
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	2	You can input transactio	ion in the account of your reference, we recommend to delete samp	lie transactions before y	ou start entering your a	ata.		
	4	Kindly enter transaction	for in any accountion date order, system shall accept as per the ear	most purchase date in r	change or delete anv in	formation in rows 1 to 5 or header in	row 7	
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	7	Date	ScriptName	Quantity	Buy Price			
	8	15/02/2012	M&M	100	285			
	9	13/02/2015	BAJAJ AUTO	600	700			
	10	12/01/2016	RELIANCE INDUSTRIES	500	370.8			
	11	26/01/2018	ADANI GREEN	800	42.35			
	12	18/06/2018	3M INDIA	27	16700			
	13	25/07/2018	HEG Ltd	1400	2800.5			
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### <u>Step 3:</u>

After clicking on file button a following sidebar view shall open up.

Here click on "Save as "option and click "Browse"



#### <u>Step 4:</u>

After clicking on browse system will ask you where you wish to save your file

Below you'll find "Save as type" dropdown option

Click on that and you'll find CSV (Comma delimited) option as highlighted in image attached below.

Once clicked, save the file at your desired location. The converted file now is ready to be imported in iRecord Software.

