

# CONTRACTS



Track Receipts And Certify Expenses



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## Business/Travel Expense(s) -Drafts

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	Voucher No	Voucher Name	Amount	Created On	Whose Desk
<input type="checkbox"/>	MSL-1718-B-35				
<input type="checkbox"/>	MSL-1718-R-1357				

Click on **CREATE VOUCHER** under 'Contract'

## Business/Travel

- Reimbursement ▶
- Business Advances ▶
- Business Settlement ▶
- Super User View
- Payment ▶
- Purchase ▶
- Purchase Advance ▶
- Purchase Settlement ▶
- Other Payments ▶
- Contract ▶ **Create voucher**
- Single Vendor Multi JV ▶ **Status of Vouchers**
- Multi Vendor Single Company JV ▶ **Awaiting Approvals**
- Aspire Voucher Generation **Terminate Contract**
- On Behalf Of View
- Salary JV ▶
- Reports ▶
- Change Initiator
- Payment Export

## Business/Travel Expense(s) -For Approver

[Approve](#) [Reject](#) [Send for Clarification](#)  

No Records Found

## Delegation

[Create Delegation](#)

Delegated For

Anupam Shivraj Agal	On Leave
Siddiqui Noor-Ul Huda	leave
Vijay Kumar Goe	Vacation
Naresh Gangadh Gupta	leave
Navnit Bagri	On Leave

[trace.motilaloswal.com/xtrack/Pages/.../ContractCreation.asp...](http://trace.motilaloswal.com/xtrack/Pages/.../ContractCreation.asp...)

Contract Creation

Contract Details

User Responsible	Pettycashier Prabhadevi	Status	Awaiting 1st Approval
Contract Ref. No.	FSL-1718-CO-11	On Whose Desk	Suresh Devasani
Employee's Company	Motilal Oswal Securities Limited	Voucher for Company	Motilal Oswal Financial Services Limited
Contract Category	Contract for AMC of Fire Extinguisher 1819	Contract Name	Contract for AMC of Fire Extinguisher 1819
Contractor / Vendor Name	STEALTH INTEGRATED SERVICES PVT. LTD.	Pay To	STEALTH INTEGRATED SERVICES PVT. LTD.
Payable	Quarterly	Preferred Mode of Payment	NEFT
Select Currency Type	Local	Exchange Rate	1
Contract Start Date	01-Apr-2018	Contract End	
Total Contract Amount	144000		
Total Contract Amount(INR)	144000		
Recurring Amount Payable	36000		
Recurring Amount Payable(INR)	36000		
Expense GL A/C Name	MOT AMC		
Expense GL A/C Code	K0801010005	TDS Code of Expense GL A/C	1940
Escalation %	Escalation Type	Other Details / Remarks	
	Percentage		
SBU	SUPPORT	HSN/SAC Code	9303-Other firearms and
Department	ADMINISTRATION	Place Of Business (Vendor Location)	Mumbai - MAHARASHTRA
Channel	COMMON		27AAVCS1984M1ZB
Product	COMMON	Point Of Supply (Own Location/Branch)	Mumbai - MAHARASHTRA
Location	INDIA-PRABHADEVI		27AAECM2876P1ZR
Cost Code	SUPPORT-ADMINISTRATION-COMMON-COMMON-INDIA-PRABHADEVI		

Buttons: Mark as Dead, Updated by Admin, Approve, Reject, Send for Clarification

Windows Taskbar: Type here to search, ENG IN, 04:49 PM, 31-03-2018

Enter the details from the drop down list

- Contractor/Vendor Name
- Payable period

**Contract Creation** Back

Contract Details	
User Responsible	Pettycashier Prabhadevi * <a href="#">View Details</a>
Contract Ref. No.	FSL-1718-CO-11
Employee's Company	Motilal Oswal Securities Limited *
Contract Category	Contract for AMC of Fire Extinguisher 1819 *
Contractor / Vendor Name	STEALTH INTEGRATED SERVICES PVT. LTD. * <a href="#">Add</a> <a href="#">Edit</a>
Payable	Quarterly *
Select Currency Type	<input checked="" type="radio"/> Local <input type="radio"/> International
Contract Start Date	01-Apr-2018 * <a href="#">Calendar</a>
Contract End Date	31-Mar-2019 * <a href="#">Calendar</a>
Total Contract Amount	144000 *
Total Contract Amount(INR)	144000 *
Recurring Amount Payable	36000 *
Recurring Amount Payable(INR)	36000 *
Expense GL A/C Name	MOT AMC *
Expense GL A/C Code	K0801010005 *
<input type="checkbox"/> Escalation %	Escalation Type <input checked="" type="radio"/> Percentage <input type="radio"/> Amount
SBU	SUPPORT
Department	ADMINISTRATION
Channel	COMMON
Product	COMMON
Location	INDIA-PRABHADEVI
Cost Code	SUPPORT-ADMINISTRATION-COMMON-COMMON-INDIA-PRABHADEVI
Status :	Awaiting 1st Approval
On Whose Desk :	Suresh Devasani *
Voucher for Company	Motilal Oswal Financial Services Limited *
Contract Name	Contract for AMC of Fire Extinguisher 1819 *
Pay To	STEALTH INTEGRATED SERVICES PVT. LTD. *
Preferred Mode of Payment	NEFT *
Select Currency	INR * Exchange Rate 1 *
Pay Location	
Deposit Amount	0
Deposit Amount(INR)	0
Deposite GL A/C	--SELECT--
No TDS Reason	Lower Exception *
TDS % of Expense GL A/C	2 *
TDS Code of Expense GL A/C	194C *
Other Details / Remarks	
HSN/SAC Code	9303-Other firearms and
Place Of Business (Vendor Location)	Mumbai - MAHARASHTRA 27AAVCS1984M1ZB
Point Of Supply (Own Location/Branch)	Mumbai - MAHARASHTRA 27AAECM2876P1ZR
<input checked="" type="checkbox"/> GST Applicable	



Contract Category	CONTRACT CATEGORY	Contract Name	
Contractor / Vendor Name	BETTER WORLD TECHNOLOGY PVT LTD *	Pay To	BETTER WORLD TECHNOLOGY PVT. L *
Payable	Monthly *	Preferred Mode of Payment	NEFT *
Select Currency Type	<input checked="" type="radio"/> Local <input type="radio"/> International	Select Currency	INR * Exchange Rate 1.0000 *
Contract Start Date	01-May-2017 *	Contract End Date	30-Apr-2018 *
Total Contract Amount	100000 *	Pay Location	
Total Contract Amount(INR)	100000 *	Deposit Amount	
Recurring Amount Payable	8333.33 *	Deposit Amount(INR)	
Recurring Amount Payable(INR)	8333.33 *	Deposite GL A/C	--SELECT--
Expense GL A/C Name	--SELECT-- *	No TDS Reason	--SELECT-- *
Expense GL A/C Code	--SELECT--	Common GL Account	--SELECT--
TDS % of Expense GL A/C	STAFF WELFARE - NO TDS	<input type="checkbox"/> Escalation %	Escalation Type <input checked="" type="radio"/> Percentage <input type="radio"/> Amount
TDS Code of Expense GL A/C		Other Details / Remarks	
SBU	Select SBU		
Department	Select Department		
Channel	Select Channel		
Product	Select Product		
Location	Select Location		
Cost Code			

Select the Expense GL A/C Name from the drop down list



Contract Cycle Calculate



Recurring Amount Payable(INR) 36000 \*

Expense GL A/C Name MOT AMC \*

Expense GL A/C Code K0801010005 \*

No TDS Reason Lower Exception \*

TDS % of Expense GL A/C 2 \*

TDS Code of Expense GL A/C 194C \*

Escalation Type Percentage Amount

SBU

Department

Channel

Product

Location

Cost Code SUPPORT-ADMINISTRATION-COMMON-COMMON-INDIA-PRABHADEVI

Contract Cycle Calculate

View payments made for this Contract

From Date 01-Apr-2018 To Date 31-Mar-2019 Payable Date 15-Apr-2018

#	Month	From Date	To Date	Pay Date	Payable Amount	SGST Amount	CGST Amount	IGST Amount
1	Apr	01-Apr-2018	30-Jun-2018	15-Apr-2018	36000.00	3240.00	3240.00	0.00
2	Jul	01-Jul-2018	30-Sep-2018	15-Jul-2018	36000.00	3240.00	3240.00	0.00
3	Oct	01-Oct-2018	31-Dec-2018	15-Oct-2018	36000.00	3240.00	3240.00	0.00
4	Jan	01-Jan-2019	31-Mar-2019	15-Jan-2019	36000.00	3240.00	3240.00	0.00

Choose File No file chosen Attach

No. of attachments: 2  
 Fwd Approval to renew Fire Extinguisher AMC.msg ✖  
 Stealth Fire AMC\_18\_19 Agreement.pdf ✖

Mark as Dead Updated by Admin Approve Reject Send for Clarification

Click on  
**CONTRACT CYCLE CALCULATE**

Note: Based on Payable period & Escalation details contract cycle will generate

Scheduler

### Contract Cycle Calculate

From Date  To Date  Payable Date

#	Month	From Date	To Date	Pay Date	Payable Amount
1	<input type="text" value="May"/>	<input type="text" value="01-May-2017"/>	<input type="text" value="31-May-2017"/>	<input type="text" value="03-May-2017"/>	<input type="text" value="8333.33"/>
2	<input type="text" value="Jun"/>	<input type="text" value="01-Jun-2017"/>	<input type="text" value="30-Jun-2017"/>	<input type="text" value="03-Jun-2017"/>	<input type="text" value="8333.33"/>
3	<input type="text" value="Jul"/>	<input type="text" value="01-Jul-2017"/>	<input type="text" value="31-Jul-2017"/>	<input type="text" value="03-Jul-2017"/>	<input type="text" value="8333.33"/>
4	<input type="text" value="Aug"/>	<input type="text" value="01-Aug-2017"/>	<input type="text" value="31-Aug-2017"/>	<input type="text" value="03-Aug-2017"/>	<input type="text" value="8333.33"/>
5	<input type="text" value="Sep"/>	<input type="text" value="01-Sep-2017"/>	<input type="text" value="30-Sep-2017"/>	<input type="text" value="03-Sep-2017"/>	<input type="text" value="8333.33"/>
6	<input type="text" value="Oct"/>	<input type="text" value="01-Oct-2017"/>	<input type="text" value="31-Oct-2017"/>	<input type="text" value="03-Oct-2017"/>	<input type="text" value="8333.33"/>
7	<input type="text" value="Nov"/>	<input type="text" value="01-Nov-2017"/>	<input type="text" value="30-Nov-2017"/>	<input type="text" value="03-Nov-2017"/>	<input type="text" value="8333.33"/>
8	<input type="text" value="Dec"/>	<input type="text" value="01-Dec-2017"/>	<input type="text" value="31-Dec-2017"/>	<input type="text" value="03-Dec-2017"/>	<input type="text" value="8333.33"/>
9	<input type="text" value="Jan"/>	<input type="text" value="01-Jan-2018"/>	<input type="text" value="31-Jan-2018"/>	<input type="text" value="03-Jan-2018"/>	<input type="text" value="8333.33"/>
10	<input type="text" value="Feb"/>	<input type="text" value="01-Feb-2018"/>	<input type="text" value="28-Feb-2018"/>	<input type="text" value="03-Feb-2018"/>	<input type="text" value="8333.33"/>
11	<input type="text" value="Mar"/>	<input type="text" value="01-Mar-2018"/>	<input type="text" value="31-Mar-2018"/>	<input type="text" value="03-Mar-2018"/>	<input type="text" value="8333.33"/>
12	<input type="text" value="Apr"/>	<input type="text" value="01-Apr-2018"/>	<input type="text" value="30-Apr-2018"/>	<input type="text" value="03-Apr-2018"/>	<input type="text" value="8333.33"/>

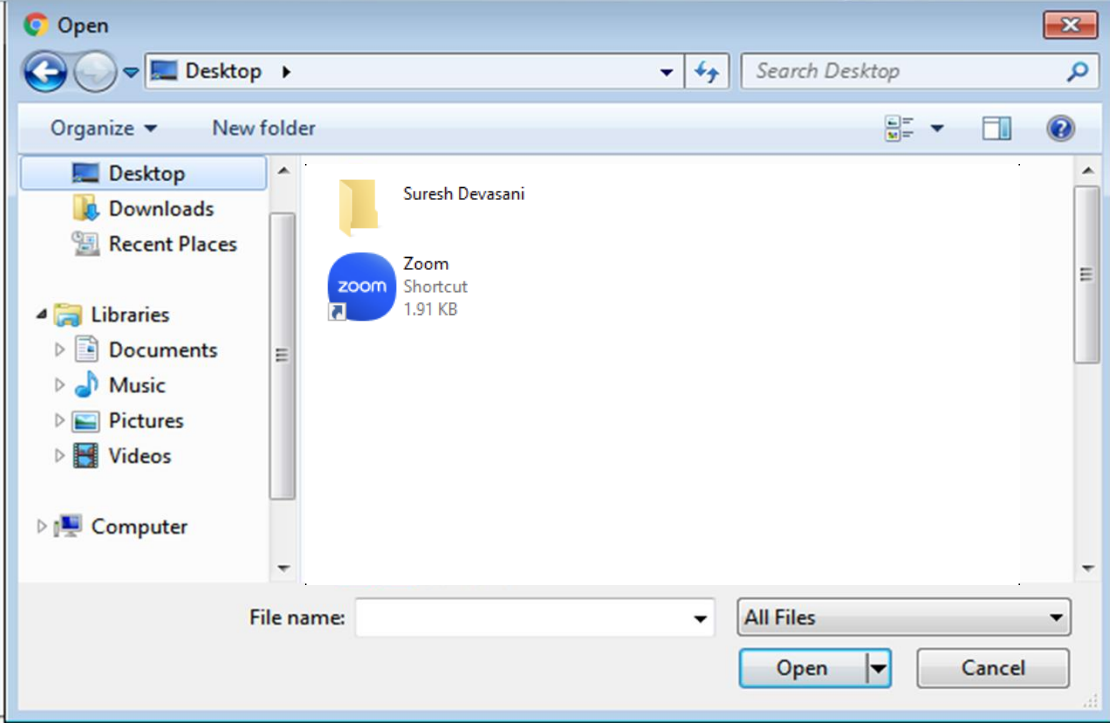
Supportings

Choose File

Attach

No of attachments:

Entry display after schedule creation



Pay Date	Payable Amount
03-May-2017	8333.33
03-Jun-2017	8333.33
03-Jul-2017	8333.33
03-Aug-2017	8333.33
03-Sep-2017	8333.33
03-Oct-2017	8333.33
03-Nov-2017	8333.33
03-Dec-2017	8333.33
03-Jan-2018	8333.33
03-Feb-2018	8333.33
03-Mar-2018	8333.33
03-Apr-2018	8333.33

Supportings

No file chosen  No. of attachments:

Approval Details

Approver's Comments

Approval Log

Go to **SUPPORTINGS**. Click on **CHOOSE FILE** for attaching any supporting file relating to the voucher

6	Oct	01-Oct-2017	31-Oct-2017	03-Oct-2017	8333.33
7	Nov	01-Nov-2017	30-Nov-2017	03-Nov-2017	8333.33
8	Dec	01-Dec-2017	31-Dec-2017	03-Dec-2017	8333.33
9	Jan	01-Jan-2018	31-Jan-2018	03-Jan-2018	8333.33
10	Feb	01-Feb-2018	28-Feb-2018	03-Feb-2018	8333.33
11	Mar	01-Mar-2018	31-Mar-2018	03-Mar-2018	8333.33
12	Apr	01-Apr-2018	30-Apr-2018	03-Apr-2018	8333.33

Supportings

Choose File No file chosen

Attach

No. of attachments:

Approval Details

Approver's Comments

Approval Log

Audit Details

Click **SEND FOR APPROVAL** button for approval and payment



Send for Approval

Save & Exit