


INVOICE CREATION

Enter your username and password

Sign in

 sureshd




Login


[Click here to view TRACE User Manual](#)

[Reset Password](#)

Login credentials are same as to
your Laptop /Desktop login

Sign in

 sureshd



Login

[Click here to view TRACE User Manual](#)

[Reset Password](#)

Click on Login Button

Browser window showing the GFS XTrack application interface. The address bar displays `trace.motilaloswal.com/xtrack/Pages/HomeMFXTRACK.aspx`. The page header includes the Motilal Oswal logo and the XTrack Expense Tracking System branding. A navigation menu is visible on the left, listing various transaction types such as Reimbursement, Business Advances, Business Settlement, Super User View, Payment, Purchase, Receipt, Purchase Advance, Purchase Settlement, Other Payments, Contract, GST Payment View, Single Vendor Multi JV, Multi Vendor Single Company JV, Provision, PMS Distribution, On Behalf Of View, Tax Invoice, Reports, and Change Initiator. The Tax Invoice menu item is expanded, showing sub-options: Create Invoice, Status of Invoice, and Pending Approvals. The 'Create Invoice' option is highlighted. The main content area is divided into two sections: 'Business/Travel Expense(s) -For Approver' and 'Vendor Payment -For Approver', both displaying 'No Records Found' and action buttons like 'Approve', 'Reject', and 'Send for Clarification'. A pink callout box with a black border is overlaid on the right side of the screen, containing the text: 'Click on Create Invoice under "Tax Invoice"'. The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the language is English (ENG), the location is India (IN), and the time is 12:15 PM on 21-07-2020.

Click on Create Invoice under "Tax Invoice"

Insert Voucher name & all the required Customer details

Trace Motilal Oswal Expense Tracking System

Tax Invoice On Behalf Of --SELECT-- Back Copy Voucher No. Auto Suggest

Create for employee	Suresh Devasani/MSL	* View details	Customer Name	MARCELLUS INVESTMENT MANAGERS PRIVATE	Invoice No.	#Auto Generated
Voucher Name	invoice for June	*	Place Of Business (Own Location/Branch)	Mumbai - MAHARASHTRA	Status	Draft
Voucher Date	21-Jul-2020	* Transaction Type Local	Point Of Supply (Vendor Location)	Mumbai - MAHARASHTRA	On Whose Desk	
Company Name	Motilal Oswal Financial Services Limited	*	Customer State Name	Maharashtra	IEC Code	
Requestor's Comments			Customer Address	929, DBS Business Centre		

<< Create Invoice Details

Select the expenses upload file: Choose File No file chosen Upload Upload Format EXCEL

Attach No.Of attachments: 0

Attach No.Of attachments: 0

name Bank Branch IFSC Code

Send for Approval Save & Exit

After filling all the mandatory details click on Create Invoice details

Enter all the required details

Select A/C Name from the drop down

If GST applicable enter the details

Click on SAVE & Close after entering all the details

If more invoices needs to raised against that same vendor click "ADD/UPDATE"

trace.motilaloswal.com/xtrack/Pages/Reimbursement/TaxInvoice.aspx?P=b9WxrRfJsCSdqhlHOjp7KUDI2nm87O99aCP5PhDAoE=&R=qipOf_cOKYM=&REF=j...

Home User Access Masters Transactions

Tax Invoice

On Balance

Tax Invoice

Create for employee: Suresh Devasani/MSL

Voucher Name: invoice for June

Voucher Date: 21-Jul-2020 Transaction Type: Local

Company Name: Motilal Oswal Financial Services Limited

Requestor's Comments:

Point Of Supply (Vendor Location): Mumbai - MAHARASHTRA

Customer State Name: Maharashtra

Customer Address: 929, DBS Business Centre

On Whose Desk: Draft

#Auto Generated

<< Create Invoice Details

Select the expenses upload file:

Choose File No file chosen Upload Upload Format EXCEL

#	Edit	Remove	Account Code	Account Name	Cost Code	Revenue From	Revenue To	Is Advance	Invoice Date	HSN / SAC code	Item Type	Quantity	Rate	INR Amount	Taxable Value	GST Applicable	IGST
1	Edit	Remove	F0101010156	PMS FEES OTHERS (MARCELLUS) - Trail	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	21-Jul-2020	21-Jul-2020	No	21-Jul-2020	HSN00000-NIL RATED GOODS	Opex Goods	1	1000	1000	1000	Yes	
														1000.00	1000.00		

Total INR Amount : 1000.00 Tax Receivable : 37.50 Grand Total Amount : 1000.00

Supportings: Choose File No file chosen Attach No. Of attachments: 0

Annexure: Choose File No file chosen Attach No. Of attachments: 0

Payment Details

Please credit the amount in our bank account. Det

GL Name: --SELECT--

Bank A/C:

Disclaimer:

Approval Save & Exit

Windows Taskbar: Type here to search, ENG IN, 12:46 PM, 21-07-2020

If several invoices needs to be raised against the same customer then make use of upload facility

After clicking SAVE & CLOSE, details will be available in tabular format

The screenshot shows a web browser window with the URL `trace.motilaloswal.com/xtrack/Pages/Reimbursement/FileFormatExport.aspx?P=VvV4qqXdgRQ=&VC=sETMUI5cJIM=`. The page title is "File Format Export(Upload Format)". A dropdown menu labeled "Select Items To Export" is set to "Tax Invoice". A button labeled "Export Data To Template" is visible in the top right corner of the main content area. A black arrow points from a text box to this button. A disclaimer text reads: "Disclaimer : For the best views, use greater version of Mozilla Firefox 48+, Internet Explorer 10+, Google Chrome 52+ and Safari browsers." The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date "21-07-2020" and time "12:51 PM".

Select the Upload-able
Excel format file

TaxInvoice (2) - Excel

Vishaka Bahadkar

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

L8

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	A/C NAME	SBU	Department	channel	Product	Location	Revenue From	Revenue To	Invoice Date	HSNSACode	ItemType	Quantity	Rate	Is Advance	Narration
2	PMS FEES OTF-SUPPORT		FINANCE & A	COMMON	COMMON	INDIA-PRABH	1-Jun-2020	30-Jun-2020	10-Jul-2020	HSN00000 - NIL	Opex Services	1	100.00	NO	test upload
3	PMS FEES OTF-SUPPORT		FINANCE & A	COMMON	COMMON	INDIA-PRABH	1-Jun-2020	30-Jun-2020	10-Jul-2020	HSN00000 - NIL	Opex Services	1	200.00	NO	test upload
4	PMS FEES OTF-SUPPORT		FINANCE & A	COMMON	COMMON	INDIA-PRABH	1-Jun-2020	30-Jun-2020	10-Jul-2020	HSN00000 - NIL	Opex Services	1	300.00	NO	test upload
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															

Fill in all the details

Sheet1 Master

READY

Type here to search

ENG 01:00 PM
IN 21-07-2020

95%

Trace Motilal Oswal XTrack Reimbursement Tax Invoice

On Behalf Of: --SELECT-- Back Copy Voucher No. Auto Suggest

Tax Invoice

Create for employee: Suresh Devasani/MSL * View Details Customer Name: MARCELLUS INVESTMENT MANAGERS PRIVATE Invoice No. #Auto Generated

Voucher Name: invoice for June * Place Of Business (Own Location/Branch): Mumbai - MAHARASHTRA Status: Draft

Voucher Date: 21-Jul-2020 * Transaction Type: Local * Point Of Supply (Vendor Location): Mumbai - MAHARASHTRA * On Whose Desk:

Company Name: Motilal Oswal Financial Services Limited * Customer State Name: Maharashtra * IEC Code:

Requestor's Comments: Customer Address: 929, DBS Business Centre

<< Create Invoice Details

Select the expenses upload file: Choose File Taxinvoice (2).xlsx Upload Upload Format EXCEL

#	Edit	Remove	Account Code	Account	Item Type	Quantity	Rate	INR Amount	Taxable Value	GST Applicable	IGST	
1	Edit	Remove	F0101010156	PMS FEES (MARCELLU	Goods	1	1000	1000	1000	Yes		
								1000.00	1000.00			
Total INR Amount : 1000.00								Tax Receivable : 37.50	Grand Total Amount : 1000.00			

Supportings: 0
Annexure: 0

Payment Details: Please credit the amount in our bank account. Details are as follows:

GL Name: --SELECT-- IFSC Code:

Bank A/C:

Disclaimer:

Send for Approval Save & Exit

Windows Taskbar: Type here to search, 01:14 PM, 21-07-2020

Open

Downloads

Search Downloads

Name	Date modified	Type
TaxInvoice (2)	21-07-2020 01:13 ...	Micros...
Dimension Defination (7)	21-07-2020 11:59 ...	Micros...
Get Get M... (10)	21-07-2020 11:43 ...	Micros...

Select the Upload-able Excel format file

After uploading the excel, details will be available in tabular format

#	Edit	Remove	Account Code	Account Name	Cost Code	Revenue From	Revenue To	Is Advance	Invoice Date	HSN / SAC code	Item Type	Quantity	Rate	INR Amount	Taxable Value	GST Applicable	IGST
1	Edit	Remove	F0101010156	PMS FEES OTHERS (MARCELLUS) - Trail	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	01-Jun-2020	30-Jun-2020	No	10-Jul-2020	HSN0000-NIL RATED GOODS	Opex Services	1	100	100	100.00	YES	
2	Edit	Remove	F0101010157	PMS FEES OTHERS (MARCELLUS) - Upfront	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	01-Jun-2020	30-Jun-2020	No	10-Jul-2020	HSN0000-NIL RATED GOODS	Opex Services	1	200	200	200.00	YES	
3	Edit	Remove	F0101010163	PMS FEES OTHERS (MARCELLUS) - PERFORMANCE FEE	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	01-Jun-2020	30-Jun-2020	No	10-Jul-2020	HSN0000-NIL RATED GOODS	Opex Services	1	300	300	300.00	YES	
														600.00	600.00		

Total INR Amount : 600.00 Tax Receivable : 41.25 Grand Total Amount : 600.00

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

trace.motiloswal.com/xtrack/Pages/Reimbursement/TaxInvoice.aspx?P=b9WxrRfJsCSdqHlHOjp7KUDI2nm87O99aCP5PhDAoE%3d&R=qjpOf_cOkYM%3d&R...

<< Create Invoice Details

Select the expenses upload file: No file chosen [Upload Format](#)

#	Edit	Remove	Account Code	Account Name	Cost Code	Revenue From	Revenue To	Is Advance	Invoice Date	HSN / SAC code	Item Type	Quantity	Rate	INR Amount	Taxable Value	GST Applicable	IGST
1	Edit	Remove	F0101010156	PMS FEES OTHERS (MARCELLUS) - Trail	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	01-Jun-2020	30-Jun-2020	No	10-Jul-2020	HSN00000-NIL RATED GOODS	Opex Services	1	100	100	100.00	YES	
2	Edit	Remove	F0101010157	PMS FEES OTHERS (MARCELLUS) - Upfront	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	01-Jun-2020	30-Jun-2020	No	10-Jul-2020	HSN00000-NIL RATED GOODS	Opex Services	1	200	200	200.00	YES	
3	Edit	Remove	F0101010163	PMS FEES OTHERS (MARCELLUS)	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	01-Jun-2020	30-Jun-2020	No	10-Jul-2020	HSN00000-NIL RATED GOODS	Opex Services	1	300	300	300.00	YES	

Total INR Amount : 600.00 Tax Receivable : 41.25 Grand Total Amount : 600.00

No.Of attachments: 0

Annexure No file chosen No.Of attachments: 0

Payment Details
Please credit the amount in our bank account. Details are as follows:

GL Name Bank Name Bank Branch

Bank A/C
HDFC -OD - 0060130000049

Disclaimer

Approver's Com

Approval Log
Audit Details

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

Voucher Number will generate when the user clicks **SAVE & EXIT**