

MULTIPLE TAX INVOICE/ MULTIPLE BANK CREATION

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Browser: GFS XTrack :: trace.motilalosal.com/xtrack/Pages/HomeMFXTRACK.aspx

Navigation: Home User Access Masters Reimbursement Vendor Payment

Business/Travel Expense(s) -For Approver: Approve Reject Send for Clarification

Business/Travel Expense(s) -Drafts: Move to Trash

Business/Travel Expense(s) -In Process: Change Initiator Pending Approvals

Vendor Payment -For Approver: Approve Reject Send for Clarification

Vendor Payment -In Process: Pending Approvals

Multiple Tax Invoice Creation

Taskbar: Type here to search, Windows, Edge, File Explorer, Chrome, Outlook, PowerPoint, System tray: ENG IN, 06:35 PM, 01-06-2020

Click on Multiple Tax Invoice Creation under "Tax Invoice"

Trace Motilal Oswal Expense Tracking System

Home User Access Masters Transactions Payment Dashboard

Tax Invoice Multiple On Behalf Of: --SELECT-- First Last Back

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

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

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

Disclaimer

Approver's Comments

Approval Log

Audit Details

Disclaimer : For the best views, use greater version of Mozilla Firefox 48+, Internet Explorer 10+, Google Chrome 52+ and Safari browsers.

Send for Approval Save & Exit

ENG 06:40 PM
IN 01-06-2020

Click on UPLOAD FORMAT to export the Excel File

File Format Export(Upload Format)

Select Items To Export

[Export Data To Template](#)

Disclaimer : For the best views, use greater version of Mozilla Firefox 48+, Internet Explorer 10+, Google Chrome 52+ and Safari browsers.



Click on **EXPORT DATA TO TEMPLATE**
to download the file format

TaxInvoiceMultiple (22) - Excel

Vishaka Bahadkar

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

E2 29-Sep-2020

Sno	Customer Name	Voucher Name	Voucher for Company	Voucher Date	Transaction Type	Place of Business	Point of Supply	Customer State	Customer Address	Requestor's Con
1	MOTILAL OSWAL	invoice	Motilal Oswal Financial Services Limited	29-Sep-2020	Local	Mumbai - MAHARASHTRA	Mumbai - MAHARASHTRA	Maharashtra	Mumbai	test
2	Motilal Oswal We	invoice	Motilal Oswal Financial Services Limited	29-Sep-2020	Local	Mumbai - MAHARASHTRA	Mumbai - MAHARASHTRA	Maharashtra	Mumbai	test

Customer Details Invoice Details

FILL IN BOTH THE SHEETS i.e. CUSTOMER & INVOICE DETAILS AS PER REQUIREMENT

trace.motilalosal.com/xtrack/Pages/Reimbursement/MultipleTaxInvoiceCreation.aspx?P=b9WxrRfJsCSaboR21saKOWsLhoh1U6J3pQOXaebzs72AIOnQig_tUvWgj...

MOTILAL OSWAL Financial Services XTrack Expense Tracking System

Home User Access Masters Transactions Payment Dashboard

Tax Invoice Multiple On Behalf Of -SELECT- First Last Back

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

Supportings Annexure Disclaimer Approver's Comments Approval Log Audit Details


acc_dept (\\192...

File name: All Files

Type here to search Cancel ENG IN 06:47 PM 01-06-2020

Name	Date modified	Type
multi vendor ppt	01-06-2020 06:39 ...	Microsoft PowerP
TaxInvoiceMultiple (8)	01-06-2020 06:18 ...	Microsoft Excel W
FixedAssetData	01-06-2020 07:30 ...	Compressed (zipp
HDFC ICICI AXIS	31-05-2020 05:46 ...	Microsoft Excel 97
Trace Uploader Data 28.05.20 TO 28.05.20	30-05-2020 02:29 ...	Microsoft Excel W
Cost Code- SDCPL	28-05-2020 04:43 ...	Microsoft Excel W
Zoom	13-05-2020 02:58 ...	Shortcut
MO_Group_GSTNs	28-04-2020 09:33 ...	Microsoft Excel W
commamnt	01-10-2019 11:47 ...	Shortcut

Select the Upload-able Excel format file

If there are several invoices raised only single details would be visible on each page to check the others click Next 

Home User Access Masters Transactions Payment Dashboard

Tax Invoice Multiple On Behalf Of [-SELECT-] First [Navigation] Last Back

Invoice Information

Create for employee: Suresh Devasani/MSL * View Details Customer Name: Motilal Oswal Focused Business Advantage Fund Invoice No.: #Auto Generated

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

Voucher Date: 27-05-2020 00:00 * Transaction Type: Local * Point Of Supply (Vendor Location): Mumbai - MAHARASHTRA On Whose Desk:

Company Name: Motilal Oswal Asset Management Company Limited * Customer State Name: MAHARASHTRA IEC Code:

Requestor's Comments: test Customer Address: kalyan

<< 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	F0901010412	Establishment Income - AIF	ASSET MANAGEMENT-AMC-COMMON-COMMON-COMMON-INDIA-PRABHADEVI	01-May-2020	31-May-2020	No	27-May-2020	3006-All types of contrac	Opex Goods	1	100	100	100.00	YES	
														100.00	100.00		

Total INR Amount : 100.00 Tax Receivable : 7.50 Grand Total Amount : 100.00

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. Details are as follows:

Bank Name: HDFC Bank Branch: FORT MUMBAI

Send for Approval Save & Exit

ENG 06:52 PM IN 01-06-2020

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

Trace Motilal Oswal Expense Tracking System

Home User Access Masters Transactions Payment Dashboard

Tax Invoice Multiple On Behalf Of --SELECT-- First Last Back

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

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

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

Disclaimer

Approver's Comments

Approval Log

Audit Details

Send for Approval Save & Exit

06:50 PM 01-06-2020

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

trace.motilalosal.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) - PERFORMANCE FEE	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	
														600.00	600.00		

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

Annexure No. Of attachments: 0

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

GL Name: --SELECT- Bank Name: Bank Branch:

Bank A/C: --SELECT-
HDFC -DD - 0060130000049

Disclaimer: **HDFC BANK 00600340018749**

Approver's Com: HDFC BANK-MOFSL-MF-00600340081274

Approval Log
Audit Details

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

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

ENG 01:47 PM
IN 21-07-2020