

OTHER PAYMENTS



Track Receipts And Certify Expenses



Solid Research.Solid Advice

Enter your username and password

Sign in


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

Business/Travel Expense(s) -Drafts

Move to Trash

	Voucher No	Voucher Name	Amount	Created On	Whose Desk
<input type="checkbox"/>	MSL-1718-BA-35	Enter the advance request name	10000.00	10-May-2017	Suresh Devasani
<input type="checkbox"/>	MSL-1718-RE-1357				

Click on **CREATE VOUCHER** under 'Other Payments'

Business/Travel Expense(s) -For Approver

Approve Reject Send for Clarification

No Records Found

Business/Travel

- Reimbursement
- Business Advances
- Business Settlement
- Super User View
- Payment
- Purchase
- Purchase Advance
- Purchase Settlement
- Other Payments **Create voucher**
- Contract **Status of Vouchers**
- Single Vendor Multi JV **Awaiting Approvals**

Delegation

Create Delegation

Delegated For	Reason
Anupam Shivraj Agal	On Leave
Siddiqui Noor-Ul-Huda	leave
Vijay Kumar Goel	Vacation
Naresh Gangadh Gupta	leave

- Multi Vendor Single Company JV
- Aspire Voucher Generation
- On Behalf Of View
- Salary JV
- Reports
- Change Initiator

Trace Motilal Oswal Expense Tracking System

Home User Access Masters Transactions

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

Vendor Expense Information

Create for Employee	Suresh Devasani/MSL	Status	Draft	Voucher Type	Other Payment
Voucher Name	test	Voucher No.	#Auto Generated	On Whose Desk	
Vendor Name	HIGHLAND STAR HOTELS RESORTS PVT LTD	Preferred Mode of Payment	NEFT	Payment Location	
Voucher Date	31-Mar-2018	Year of Expense	Current Year	Pay To	HIGHLAND STAR HOTELS RESORTS PVT LTD
Voucher for Company	Motilal Oswal Securities Limited	Employee's Company	Motilal Oswal Securities Limited	Vendor Quotation Reference	
Requestor's Comments		Select Currency Type	INR	Exchange Rate	1.00
Place Of Business (Vendor Location)	KERALA - KERALA	Point Of Supply (Own Location/Branch)			

Point of Supply dropdown list:
CHANDIGARH HARYANA - CHANDIGARH
CHENNAI - TAMIL NADU
COCHIN - KERALA
COIMBATORE - TAMIL NADU
DELHI - DELHI
Indore - MADHYA PRADESH
JAIPUR - RAJASTHAN
LUCHIANA - PUNJAB
Mumbai - MAHARASHTRA
New delhi - DELHI

Buttons: << Create Expenses Details Calculate TDS

File upload: Select the expenses file: Choose File No file chosen

Notes: Note DD : Bill Date duplication within voucher AD : Amount & Date duplication across vouchers

Bottom buttons: Send for Approval Save & Exit

System tray: Type here to search, ENG IN, 03:40 PM, 31-03-2018

Click on
CREATE EXPENSES DETAILS


Select the Place of Business
and Point of Supply from the
drop down

Financial Services Expense Tracking System

Home User Access Masters Transactions

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

Employee CostCode

A/C Name MEETING & EVENT EXPENSES - 10% 

A/C Code K1301010035

SBU ASSET MANAGEMENT

Department SALES

Channel ASSET MANAGEMENT

Product AMC-COMMON

Location KERALA-COCHIN

Cost Code ASSET MANAGEMENT-SALES-ASSET MANAG

Periodicity of Payments --SELECT--

Expense From

Expense To

Bill Number

Bill Date

Inv Amount

Inv Amount(INR)

Item

Item Type --SELECT--

GST Applicable

Vendor Expense Information

Create for

Voucher No.

Vendor Name

Voucher Date

Voucher for Company Motilal Oswal Securities Limited

Employee's Company Motilal Oswal Securities Limited

Requestor's Comments

Select Currency Type INR

Place Of Business (Vendor Location) KERALA - KERALA

Point Of Supply (Own Location/Branch) indore - MADHYA PRADESH

Voucher Type

On Whose Desk

Payment Location

Pay To

Vendor Quotation Reference

Exchange Rate

<< Create Expenses Details Calculate TDS Note DD: Bill Date duplication within voucher AD: Amount duplication within voucher BD: Bill Number duplication within voucher

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

Approver's Comments

Approval Log

Audit Details

Send for Approval Save & Exit

Windows Taskbar: Type here to search, 03:47 PM, 31-03-2018

Select the A/C Name appropriately from the drop down list

Other Payment

Entry in create expense details

Auto Suggest

Employee CostCode

A/C Name: MEETING & EVENT EXPENSES - 10% *

A/C Code: K1301010035

SBU: ASSET MANAGEMENT

Department: SALES

Channel: ASSET MANAGEMENT

Product: AMC-COMMON

Location: KERALA-COCHIN

Cost Code: ASSET MANAGEMENT-SALES-ASSET MANAG

Periodicity of Payments: --SELECT- *

Expense From: [] *

Expense To: [] *

Bill Number: [] *

Bill Date: [] *

Inv Amount: [] *

Inv Amount(INR): []

Item: []

Item Type: --SELECT- *

GST Applicable

HSN/SAC Code: Auto Suggest

Item Type: []

Place Of Business (Vendor Location): KERALA - KERALA 32AABCH5747F1ZT

em Type: []

GST Applicable

Auto Suggest

em Type: []

Place Of Business (Vendor Location): KERALA - KERALA 32AABCH5747F1ZT

Point Of Supply (Own Location/Branch): Indore - MADHYA PRADESH 23AAACD3654Q1ZG

GST	[]	0.00
GST	[]	0.00
GST	[]	0.00

Gross Amount: []

DS Code: 194J

DS %: [] 10.00

Pro TDS Reason: --SELECT-

DS Amount: []

Net Amount: []

Arration: []

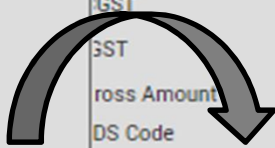
Provisional

Recoverable from clients: []

Bill(s) Will be Sent? Yes No

Bill(s) Received? Yes No

Remove Add/Update Save & Close Close



Click SAVE & CLOSE



Item

Item Type: --SELECT-
 GST Applicable

HSN/SAC Code: Auto Suggest

Place Of Business (Vendor Location): KERALA - KERALA 32AABCH5747F1ZT

Point Of Supply (Own Location/Branch): Indore - MADHYA PRADESH 23AAACD3654Q1ZG

SGST: 0 0.00

CGST: 0 0.00

IGST: 0 0.00

Gross Amount:

TDS Code: 194J

TDS %: 10.00

No TDS Reason: --SELECT--

TDS Amount:

Net Amount:

Narration:

Recoverable from Clients:

Bill(s) Will be Sent? Yes No

Bill(s) Received? Yes No

Remove Add/Update **Save & Close** Close

Send for Approval Save & Exit

Enter the GST details with correct selection of HSN/SAC Code

Click on SAVE & CLOSE

Type here to search

ENG 03:58 PM
IN 31-03-2018

Other Payment

On Behalf Of

Vendor Expense Information

Create for Employee	<input type="text" value="Suresh Devasani/MSL"/>	* View Details	Status	<input type="text" value="Draft"/>	Voucher Type
Voucher Name	<input type="text" value="xyz"/>	*	Voucher No.	<input type="text" value="#Auto Generated"/>	On Whose Desk
Vendor Name	<input type="text" value="OVENFRESH"/>		Preferred Mode of Payment	<input type="text" value="NEFT"/>	Payment Location
Voucher Date	<input type="text" value="10-May-2017"/>		Year of Expense	<input type="text" value="Current Year"/>	Pay To
Voucher for Company	<input type="text" value="Motilal Oswal Securities Limited"/>	*	Employee's Company	<input type="text" value="Motilal Oswal Securities Limited"/>	Vendor Quotation Reference
Requestor's Comments	<input type="text"/>		Select Currency Type	<input type="text" value="INR"/>	Exchange Rate

Note DD : Bill Date duplication within voucher AD : Amount duplication within voucher BD : Bill Number duplication within vouc

Select the expenses upload file:

[Upload Format](#)

EXCEL

#	Edit	Remove	Account Code	Account Name	Cost Code	Periodicity of Payments	Expense From	Expense To	Bill N
1	Edit	Remove	H0301010020	Staff Welfare Expenses	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	Annually	05-May-2017	04-May-2018	105

Gross Amount :

Supportings

No.Of attachments: 0

Approver's Comments

Approval Log

Audit Details



ENTRY DISPLAY

Other Payment

On Behalf Of --SELECT--

Back

Vendor Expense Information

Create for Employee	Suresh Devasani/MSL * View Details	Status	Draft	Voucher Type	Other Payment
Voucher Name	*	Voucher No.	#Auto Generated	On Whose Desk	
Vendor Name	Auto Suggest * 	Preferred Mode of Payment	Fund Transfer *	Payment Location	
Voucher Date	10-May-2017 * 	Year of Expense	Current Year *	Pay To	Auto Suggest *
Voucher for Company	Motilal Oswal Securities Limited *	Employee's Company	Motilal Oswal Securities Limited	Vendor Quotation Reference	
Requestor's Comments		Select Currency Type		Exchange Rate	0.00

<< Create Expenses Details

Note DD : Bill Date duplication within voucher AD : Amount duplication within voucher BD : Bill Number duplication within voucher DAD : Amount & Date duplication across vouchers

Calculate TDS

Select the expenses upload file:

Choose File No file chosen

Upload

[Upload](#)

 EXCEL

[Format](#)

Gross Amount : TDS Amount : Net Amount :

Supportings

Choose File No file chosen

Attach

No. of

attachments: 0

Approver's Comments

Approval Log

Audit Details

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

A2									
A	B	C	D	E	F	G	H		
1	A/C NAME	SBU	Department	channel	Product	Location	Bill No	Bill Date	Per
2									
3									
4									
5									
6									
7									
8									
9									

H									
H	I	J	K	L	M	N	O		
1	Bill Date	Periodicity of Payment	Expense From	Expense To	Inv Amt	Narration			
2									
3									
4									
5									
6									
7									
8									
9									

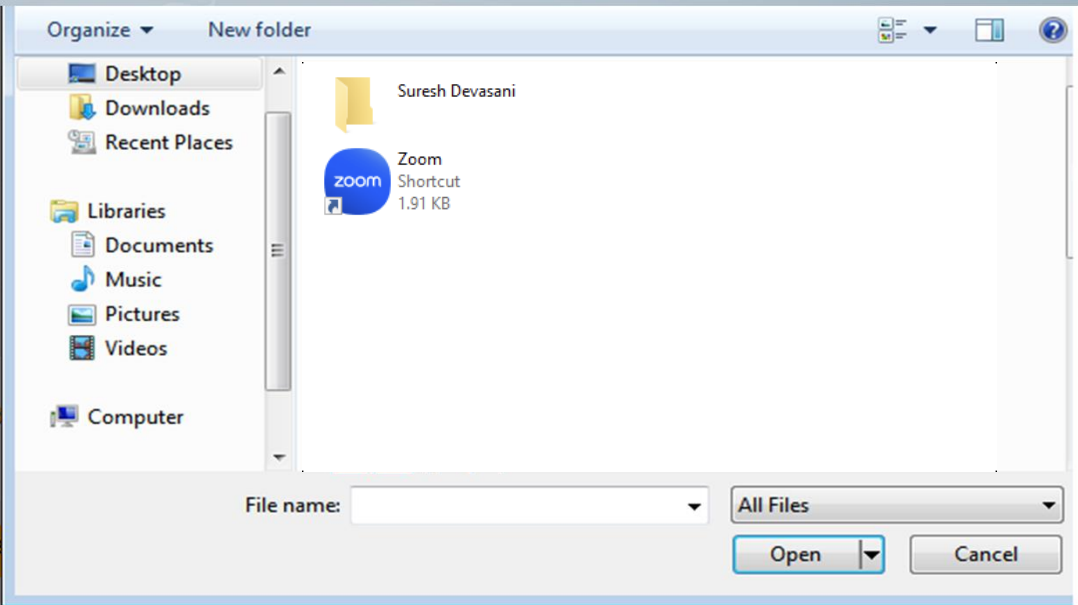
FILL IN THE DETAILS AS PER REQUIREMENT

Create for Employee: Suresh Devasani/MSL * View Details
Voucher Name:
Vendor Name: Auto Suggest
Voucher Date: 11-May-2017
Voucher for Company: Motilal Oswal Securities Limited
Requestor's Comments:

<< Create Expenses Details
Calculate TDS


Note DD : Bill Date within voucher

Select the expenses upload file: Choose File No file chosen




Gross Amount : TDS Amount : Net Amount :
Supportings: Choose File No file chosen Attach No.0 attachments: 0
Approver's Comments:
Approval Log
Audit Details
Send for Approval Save & Exit

Select the Upload-able Excel format file

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

[Format](#)

Gross Amount : TDS Amount : Net Amount :

Supportings  No file chosen No.Of attachments: 0

Approver's Comments

Approval Log

Audit Details

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

Company

Requestor's Comments

<< Create Expenses Details

Calculate TDS

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

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

Approver's Comments

Approval Log

Audit Details

Send for Approval Save & Exit

trace.motilaloswal.com says:
Are you sure you want to send this voucher for approval?
OK Cancel

Exchange Rate 1.00

Notification within DAD : Amount & Date duplication across vouchers

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

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