

# PMS DISTRIBUTION

## Enter your username and password


Sign in


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

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Login credentials are same as to  
your Laptop /Desktop login

## Sign in

 sureshd

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Login

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

[Reset Password](#)

Click on Login Button

Browser window showing the XTrack Expense Tracking System interface. The URL is trace.motiloswal.com/xtrack/Pages/HomeMFXTRACK.aspx. The page displays navigation menus for Business/Travel Expense(s) and Vendor Payment, both showing "No Records Found". A central callout box contains the text: "Under Transaction Tab, click on PMS Distribution under 'Creation of PMS Distributor'". The Windows taskbar at the bottom shows the search bar and system tray with the date 27-06-2020 and time 04:09 PM.

Under Transaction Tab, click on PMS Distribution under 'Creation of PMS Distributor'

Fill in the requisites fields

Select Company Name from Drop Down

Expense Tracking System

Home User Access Masters Transactions Payment Dashboard

PMS Distribution Back

Create for Employee: Suresh Devasani/MSL [\\* View Details](#) Status: Draft Voucher Type: PMS Distribution

Voucher Name: test for feb-may Voucher Number: #AutoGenerator On Whose Desk: Suresh Devasani

Voucher Date: 27-Jun-2020 Year of Expense: Current Year Voucher for Company: Motilal Oswal Asset Management Company Lim Employee's Company: Motilal Oswal Financial Services Limited

Narration:

Select Upload File:  No file chosen  [Upload Format](#)

Vendor Wise Payment De

Supportings:  No file chosen  No. Of attachments: 0

Approver's Comments:

Approval Log

Audit Details

Type here to search

ENG 04:16 PM  
INTL 27-06-2020

Click on **UPLOAD FORMAT** to export the Excel File

Browser tabs: GFS XTrack ::

Address bar: trace.motilaloswal.com/xtrack/Pages/Reimbursement/FileFormatExport.aspx?P=NBwjJzj8gk=&VC=w0R4UrAg5qE=

Navigation: Home User Access Masters Transactions Payment Dashboard

Page Title: File Format Export(Upload Format)

Select Items To Export: PMS Distribution

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.

Windows Taskbar: Type here to search, ENG 04:24 PM, INTL 27-06-2020

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

PMSDistribution (1) - Excel

Vishaka Bahadkar

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

G23

	A	B	C	D	E	F	G	H	I
1	Vendor code	base Amount	Registered	Registration Number, if registered	IGST Percentage	CGST Percentage	SGST Percentage	Base Amount/GST/BOTH	Narration
2	PMSZ5157	33918.33	NO		0	0	0	BASE AMOUNT	PMS-Comm-MARCH-20-test
3	PMSZ1841	3586.44	NO		0	0	0	BASE AMOUNT	PMS-Comm-FEB-20-test
4	PMSZ1783	8376.51	NO		0	0	0	BASE AMOUNT	PMS-Comm-FEB-20-test
5	PMSZ5000	6043.52	NO		0	0	0	BASE AMOUNT	PMS-Comm-FEB-20-test
6	PMSZ1752	12407.48	NO		0	0	0	BASE AMOUNT	PMS-Comm-may-20-test
7	PMSZ5542	4154.92	NO		0	0	0	BASE AMOUNT	PMS-Comm-may-20-test
8	PMSZ5294	6168.35	NO		0	0	0	BASE AMOUNT	PMS-Comm-may-20-test
9	PMSZ5109	13545.37	NO		0	0	0	BASE AMOUNT	PMS-Comm-April-20-test
10	PMSZ5583	15084.86	NO		0	0	0	BASE AMOUNT	PMS-Comm-April-20-test
11	PMSZ5701	2763.08	NO		0	0	0	BASE AMOUNT	PMS-Comm-MARCH-20-test
12									
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READY

100%

INTL 27-06-2020

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

trace.motilaloswal.com/xtrack/Pages/VendorPayment/PMSDistribution.aspx?P=A3K6WvHFEU3y6WT48B6ktrPXtkiNeWaxuTLGUTIRn0=&R=qipOf\_cOkYM=&...

MOTILAL OSWAL Financial Services Expense Tracking System

Home User Access Masters Transactions Payment Dashboard

### PMS Distribution

Create for Employee: Suresh Devasani/MSL View Details Status: Draft Voucher Type: PMS Distribution

Voucher Name: test for feb-may Voucher Number: #AutoGenerator On Whose Desk: Suresh Devasani

Voucher Date: 27-Jun-2020 Year of Expense: Current Year Voucher for Company: Motilal Oswal Asset Management Company Lim Employee's Company: Motilal Oswal Financial Services Limited

Narration:

Select Upload File: Choose File No file chosen Upload Upload Format EXCEL

Open

This PC > Desktop > Search Desktop

Name	Date modified	Type
multi vendor ppt - Copy	27-06-2020 04:28 ...	Micros
PMSDistribution (1)	27-06-2020 04:07 ...	Micros
DynamicReport (1)	27-06-2020 12:23 ...	Micros
HDEC ICICI AXIS	25-06-2020 01:53 ...	Micros

File name: All Files Open Cancel

Vendor Wise Payment Details

Supportings: Attach No. Of attachments: 0

Approver's Comments Approval Log Audit Details

Approval Save & Exit

ENG 04:30 PM  
INTL 27-06-2020

Type here to search

Select the Upload-able Excel format file

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

Narration

Select Upload File: Choose File No file chosen Upload Upload Format EXCEL

Code	Vendor Name	Base Amount	Registered	Registration Number, If Registered	IGST %	IGST Amount	CGST %	CGST Amount	SGST %	SGST Amount	Payable Amount	Amount Source	Narration
	AG FINANCIAL SERVICES	33918.33	NO		0.00	0.00	0.00	0.00	0.00	0.00	33918.33	BASE AMOUNT	PMS-Comm-MARCH-20-test
	Aadi Wealth Management Pvt Ltd	3586.44	NO		0.00	0.00	0.00	0.00	0.00	0.00	3586.44	BASE AMOUNT	PMS-Comm-FEB-20-test
	Aaditya Patankar	8376.51	NO		0.00	0.00	0.00	0.00	0.00	0.00	8376.51	BASE AMOUNT	PMS-Comm-FEB-20-test
	Aayush Singh Rathore	6043.52	NO		0.00	0.00	0.00	0.00	0.00	0.00	6043.52	BASE AMOUNT	PMS-Comm-FEB-20-test
	Abhishek Raj	12407.48	NO		0.00	0.00	0.00	0.00	0.00	0.00	12407.48	BASE AMOUNT	PMS-Comm-may-20-test
	Accited BizvisorsAccited Bizvisors	4154.92	NO		0.00	0.00	0.00	0.00	0.00	0.00	4154.92	BASE AMOUNT	PMS-Comm-may-20-test
	ACE NET SERVICES PVT LTD	6168.35	NO		0.00	0.00	0.00	0.00	0.00	0.00	6168.35	BASE AMOUNT	PMS-Comm-may-20-test
	ACE WEALTH MANAGERS	13545.37	NO		0.00	0.00	0.00	0.00	0.00	0.00	13545.37	BASE AMOUNT	PMS-Comm-April-20-test

Vendor Wise Payment Details

#	Vendor Code	Vendor Name	Voucher Number	Base Amount /GST/BOTH	Payable Amount	Narration
1	PMSZ1841	AADI WEALTH MANAGEMENT PVT LTD		BASE AMOUNT	3586.44	PMS-Comm-FEB-20-test
2	PMSZ1783	AADITYA PATANKAR		BASE AMOUNT	8376.51	PMS-Comm-FEB-20-test
3	PMSZ5000	AAYUSH SINGH RATHORE		BASE AMOUNT	6043.52	PMS-Comm-FEB-20-test
4	PMSZ1752	ABHISHEK RAJ		BASE AMOUNT	12407.48	PMS-Comm-may-20-test
5	PMSZ5542	ACCITED BIZVISORSACCITED BIZVISORS		BASE AMOUNT	4154.92	PMS-Comm-may-20-test
6	PMSZ5294	ACE NET SERVICES PVT LTD		BASE AMOUNT	6168.35	PMS-Comm-may-20-test
7	PMSZ5109	ACE WEALTH MANAGERS		BASE AMOUNT	13545.37	PMS-Comm-April-20-test
8	PMSZ5583	ADCONS		BASE AMOUNT	15084.86	PMS-Comm-April-20-test
9	PMSZ5701	ADITI PASRICHA		BASE AMOUNT	2763.08	PMS-Comm-MARCH-20-test
10	PMSZ5157	AG FINANCIAL SERVICES		BASE AMOUNT	33918.33	PMS-Comm-MARCH-20-test
					<b>106048.86</b>	

Send for Approval Save & Exit

Vendor Name	Amount	Code	Base Amount	GST	Both	Payable Amount	Narration
Aadi Wealth Management Pvt Ltd	3586.44	NO	0.00	0.00	0.00	3586.44	BASE AMOUNT PMS-Comm-FEB-20-test
Aaditya Patankar	8376.51	NO	0.00	0.00	0.00	8376.51	BASE AMOUNT PMS-Comm-FEB-20-test
Aayush Singh Rathore	6043.52	NO	0.00	0.00	0.00	6043.52	BASE AMOUNT PMS-Comm-FEB-20-test
Abhishek Raj	12407.48	NO	0.00	0.00	0.00	12407.48	BASE AMOUNT PMS-Comm-may-20-test
Accited Bizvisors	4154.92	NO	0.00	0.00	0.00	4154.92	BASE AMOUNT PMS-Comm-may-20-test
ACE NET SERVICES PVT LTD	6168.35	NO	0.00	0.00	0.00	6168.35	BASE AMOUNT PMS-Comm-may-20-test
ACE WEALTH MANAGERS	13545.37	NO	0.00	0.00	0.00	13545.37	BASE AMOUNT PMS-Comm-April-20-test

Vendor Wise Payment Details

#	Vendor Code	Vendor Name	Voucher Number	Base Amount /GST/BOTH	Payable Amount	Narration
1	PMSZ1841	AADI WEALTH MANAGEMENT PVT LTD		BASE AMOUNT	3586.44	PMS-Comm-FEB-20-test
2	PMSZ1783	AADITYA PATANKAR		BASE AMOUNT	8376.51	PMS-Comm-FEB-20-test
3	PMSZ5000	AAYUSH SINGH RATHORE		BASE AMOUNT	6043.52	PMS-Comm-FEB-20-test
4	PMSZ1752	ABHISHEK RAJ		BASE AMOUNT	12407.48	PMS-Comm-may-20-test
5	PMSZ5542	ACCITED BIZVISORSACCITED BIZVISORS		BASE AMOUNT	4154.92	PMS-Comm-may-20-test
6	PMSZ5294	ACE NET SERVICES PVT LTD		BASE AMOUNT	6168.35	PMS-Comm-may-20-test
7	PMSZ5294					pril-20-test
8	PMSZ5294					pril-20-test
9	PMSZ5294					CH-20-test
10	PMSZ5294					CH-20-test

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

Supportings:  No file chosen  No.Of attachments:0

Approver's Comments:

Approval Log:

Audit Details:

**PMS Distribution** Back

Create for Employee: Suresh Devasani/MSL \* View Details Status: Draft Voucher Type: PMS Distribution

Voucher Name: test for feb-may Voucher Number: #AutoGenerator On Whose Desk: Suresh Devasani

Voucher Date: 27-Jun-2020 Year of Expense: Current Year Voucher for Company: Motilal Oswal Asset Management Company Lim Employee's Company: Motilal Oswal Financial Services Limited

Narration:

Select Upload File:  No file chosen  [Upload Format](#)

Code	Vendor Name	Base Amount	Registered	Registration Number, If Registered	IGST %	IGST Amount	CGST %	CGST Amount	SGST %	SGST Amount	Payable Amount	Amount Source	Narration
	AG FINANCIAL SERVICES	33918.33	NO		0.00	0.00	0.00	0.00	0.00	0.00	33918.33	BASE AMOUNT	PMS-Comm-MARCH-20-test
	Aadi Wealth Management Pvt Ltd	3586.44	NO		0.00	0.00	0.00	0.00	0.00	0.00	3586.44	BASE AMOUNT	PMS-Comm-FEB-20-test
	Aaditya Patankar	8376.51	NO		0.00	0.00	0.00	0.00	0.00	0.00			
	Aayush Singh Rathore	6043.52	NO		0.00	0.00	0.00	0.00	0.00	0.00			
	Abhishek Raj	12407.48	NO		0.00	0.00	0.00	0.00	0.00	0.00			
	Accited Bizvisors	4154.92	NO		0.00	0.00	0.00	0.00	0.00	0.00			
	ACE NET SERVICES PVT LTD	6168.35	NO		0.00	0.00	0.00	0.00	0.00	0.00	6168.35	BASE AMOUNT	PMS-Comm-May-20-test
	ACE WEALTH MANAGERS	13545.37	NO		0.00	0.00	0.00	0.00	0.00	0.00	13545.37	BASE AMOUNT	PMS-Comm-April-20-test

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

Vendor Wise Payment Details

#	Vendor Code	Vendor Name	Base Amount /GST/BOTH	Payable Amount	Narration
1	PMSZ1841	AADI WEALTH	BASE AMOUNT	3586.44	PMS-Comm-FEB-20-test
2	PMSZ1783	AADITYA PAT	BASE AMOUNT	8376.51	PMS-Comm-FEB-20-test
3	PMSZ5000	AAYUSH SIM	BASE AMOUNT	6043.52	PMS-Comm-FEB-20-test

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

Base Amount /GST/BOTH	Payable Amount	Narration
BASE AMOUNT	3586.44	PMS-Comm-FEB-20-test
BASE AMOUNT	8376.51	PMS-Comm-FEB-20-test
BASE AMOUNT	6043.52	PMS-Comm-FEB-20-test