

PURCHASE



Track Receipts And Certify Expenses



So li d 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		10/09/2017	Suresh
<input type="checkbox"/>	MSL-1718-RE-1357	Travel			

Click on **CREATE VOUCHER** under 'Purchase'

- Reimbursement ▶
 - Business Advances ▶
 - Business Settlement ▶
 - Super User View
 - Payment ▶
 - Purchase ▶ **Create voucher**
 - Purchase Advance ▶ **Status of Vouchers**
 - Purchase Settlement ▶ **Awaiting Approvals**
 - Other Payments ▶ **PO Modification**
 - Contract ▶ **Close PO**
 - Single Vendor Multi JV ▶
 - Multi Vendor Single Company JV ▶
 - Aspire Voucher Generation
 - On Behalf Of View
 - Salary JV ▶
 - Reports ▶
 - Change Initiator
- | | Reason |
|-------------------|----------|
| On Behalf Of View | On Leave |
| Salary JV | leave |
| Reports | Vacation |
| Change Initiator | leave |

Business/Travel Expense(s) -For Approver

Approve Reject Send for Clarification ◀ ▶

No Records Found

Delegation

Create Delegation

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

Trace Motilal Oswal Expense Tracking System

Home User Access Masters Transactions

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

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

ISN/SAC Code:
em Type:
Place Of Business (Vendor Location): KERALA - KERALA 32AABCH5747F1ZT
Point Of Supply (Own Location/Branch): Indore - MADHYA PRADESH 23AAACD3654Q1ZG
GST: 0 0.00
CGST: 0 0.00
SGST: 0 0.00
Gross Amount:
DS Code: 194J
DS %: 10.00
Mode TDS Reason: --SELECT-
DS Amount:
Net Amount:
Narration:
 Provisional
Recoverable from clients:
Bill(s) Will be Sent?: Yes No
Bill(s) Received?: Yes No

Click SAVE & CLOSE

Remove Add/Update Save & Close Close

Suresh Devasaniad **Employee CostCode**

A/C Name: --SELECT-*

A/C Code: H0301010020

SBU: SUPPORT

Department: FINANCE & ACCOUNTS

Channel: COMMON

Product: COMMON

Location: INDIA-PRABHADEVI

Cost Code: SUPPORT-FINANCE & ACCOUNTS-COMMON-

Item: 1

Item Type: --SELECT-*

Make Model: Opex (selected), Capex

Narration: voucher for the month

Period From: 05-May-2017

Period To: 06-May-2017

Quantity: 1*

Rate: 10000*

Currency Amount: 10000*

Conversion Rate: 1

INR Amount: 10000*

Warranty (Months): 6

Voucher Name: VOUCHER FOR THE MONTH*

Voucher for Company: Motilal Oswal Securities Limited

Vendor Name: BETTER WORLD TECHNOLOGY PVT LTD*

Confirm To: Auto Suggest

Quotation Reference:

Create Purchase Details *

Total INR Amount: 0

Create Advance Schedule

Calculate TDS

INR Amount: 0

Choose File No file chosen

Annexure Choose File No file chosen

Disclaimer

Approver's Comments

Approval Log

Audit Details

Select the required ITEM TYPE

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

Windows Taskbar: Type here to search, ENG IN, 03:58 PM, 31-03-2018

Purchase Order

On Behalf Of 1_s_EL_E_CT_-----

Create for employee	Suresh Devasani/MSL	Status	Draft	On Whose	0
Voucher Name	OUCH ER FOR THE MONTH	Voucher No.	=Auto Generated	'Ship to' ser	
Voucher for Company	Moblal Oswal Securities Limited	Employees Company	Motilal Oswal Securities Limited		
Vendor Name	!BETTER WORLD TECHNOLOGY PVT LTD	Purchase Type	Purchase Order	Currency	
Confirm To	uto Suggest	PO Date	!11-May-2011	Quotation D	
Quotation Reference		Requestor's Comments		Delivery Out	

Create Purchase Details

Edit	Remove	Account Code	Account Name	CostCode	Item	Item Type	Make Model	Period From	Period To	Narration	Quantity	Rate	Currency Amount	Currency ConvRate	INR Amount	Warranty (onths)	ST Applicable	ST Percentage
Edit	Remove	H0301010020	Staff Welfare Expenses	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INOIA-PRABHAEVI	1	Opex		11-May-2017	12-May-2017	VOUCHER FOR THE MONTH	1	100000	100000	1	100000	6	N	0

Total INR Amount 100000.00j

Total Gross Amount 100000.0

Create Advance Schedule

Calculate TDS

Total INR Amount ...

Total TOS Amount ...

Vendor Name	BETTER WORLD TECHNOLOGY PVT LTD	Purchase Type	Purchase Order	Currency
Confirm To	Auto Suggest	PO Date	11-May-2017	Quotation D
Quotation Reference		Requestor's Comments		Delivery Dat

Create Purchase Details

Edit	Remove	Account Code	Account Name	Cost Code	Item	Item Type	Make Model	Period From	Period To	Narration	Quantity	Rate	Currency Amount	Currency Conv Rate	INR Amount	Warranty (Months)	ST Applicable	ST Percentage
Edit	Remove	H0301010020	Staff Welfare Expenses	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	1	Opex		11-May-2017	12-May-2017	VOUCHER FOR THE MONTH	1	100000	100000	1	100000	6	N	0

Total INR Amount

Total Gross Amount

Create Advance Schedule

Calculate TDS

Total INR Amount

Total TDS Amount

Click on
CREATE ADVANCE SCHEDULE
if required



Approver's Comments

Approval Log

Purchase Order

On Behalf Of

Employee CostCode

A/C Name: *

A/C Code:

Purchase Account: *

SBU:

Department:

Channel:

Product:

Location:

Cost Code:

Bill No:

Bill Date: *

Currency Amount: *

Conversion Rate:

INR Amount: *

TDS Section:

Create for employee: Status

Voucher Name: *

Voucher for Company:

Vendor Name: *

Confirm To: PO Date

Quotation Reference:

Create Purchase Details *

Edit	Remove	Account Code	Account Name	Cost Code	Item	Item Type	Make Model	Period From	Period To	Narration
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	H0301010020	Staff Welfare Expenses	SUPPORT-FINANCE & ACCOUNTS-COMMON-INDIA-PRABHADEVI	1	Opex		11-May-2017	12-May-2017	VOUCHER FOR THE MONTH

Total INR Amount: To

Enter the details as per requirement

Bill Date: 05-May-2017
 Currency Amount: 50000
 Conversion Rate: 1
 INR Amount: 50000
 TDS Section: --SELECT--
 TDS Percentage: 0
 TDS Amount: 0
 No TDS Reason: --SELECT--
 Net Amount: --SELECT--
 Narration:
 Bill(s) Will be Sent? Yes No
 Bill(s) Received? Yes No

Edit	Remove	H0301010020	Staff Welfare Expenses	FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	1	Opex	11-May-2017	12-May-2017	VOUCHER FOR THE MONTH	
Total INR Amount							100000.00	To		
Total INR Amount							0	T		
Supportings		Choose File No file chosen								
Supportings		Choose File No file chosen								
Audit Details										

Select from the drop down list

Click on SAVE & CLOSE

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

Vendor Name	!BETTER WORLD TECHNOLOGY PVT LTD	ufj	Purchase Type	JPurchase Order	Currency
Confirm To	uto Suggest		PO Date	11-May-2017	Quotation o
Quotation Reference			Requestor's Comments		Delivery Dat

Create Purchase Details

Edit	Remove	Account Code	Account Name	CostCode	Item	Item T	Mike Model	Period From	Period To	Itemion	Quantity	Rate	Currency Amount	Currency Conv Rate	INR Amount	Warranty (Months)	ST Applicable	ST Percent.
Edit	Remove	H0301010020	Staff Welfare Expenses	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	1	Opex		11-May-2017	12-May-2017	VOUCHER FOR THE MONTH	1	100000	100000	1	100000	6	N	0

Total INR Amount 1,00,000.00

Total Gross Amount 1,00,000.00

Create Advance Schedule

Calculate TDS

Edit	Remove	Account Code	Account Name	POACCOUNT	Cost Code	Bill No	Bill Date	Currency Amount	Currency Conv Rate	INRAmount	TDSSection	TDS Percentage
Edit	Remove	E0403010002	ADVANCE AGAINST EXPENSES	Staff Welfare Expenses-H0301010020	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	115	11-May-2017	50000	1	50000		0

Total INR Amount 1

Total TDS Amount

Supportings

Choose File No file chosen

Attach

Attachments

Choose File No file chosen

Attach



Track Receipts And Certify Expenses



Solid Research.Solid Advice

Purchase Order

Create for employee	Suresh Devasani/MSL
Voucher Name	VOUCHER FOR THE MONTH
Voucher for Company	Motilal Oswal Securities Limited
Vendor Name	BETTER WORLD TECHNOLOGY PVT LTD
Confirm To	Auto Suggest
Quotation Reference	

Create Purchase Details

Total INR Amount

Create Advance Schedule

Calculate TDS

Total INR Amount

Supportings

Choose File No file chosen

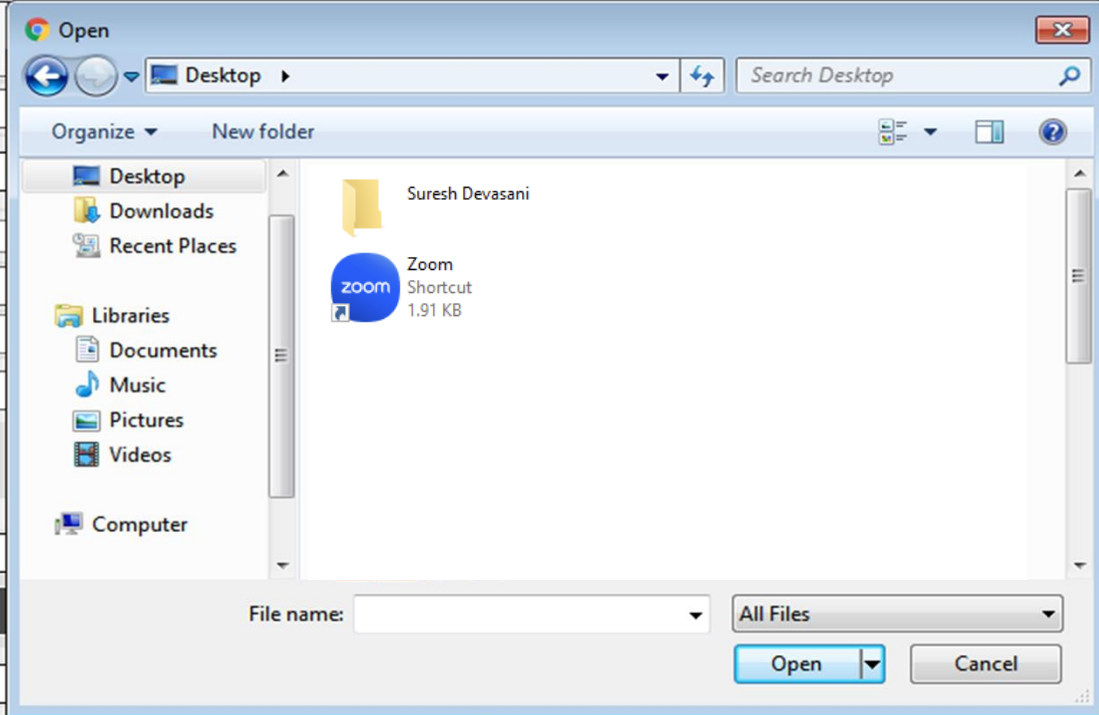
Attach

Annexure

Choose File No file chosen

Attach

Disclaimer



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

Type	Model	From	Period To	Narration	Quantity	Rate	Amount	Conv Rate	Amount	(Months)	Applicable	Percentage	Tax	Percentage	Process	Percentage	Process	Tax	Process
Exp		11-May-2017	12-May-2017	VOUCHER FOR THE MONTH	1	100000	100000	1	100000	6	N	0	0	0	0	0	0	0	0

100000.00 Total Gross Amount 100000.00 Total Net Amount 100000.00

EXCEL

Cost Code	Bill No	Bill Date	Currency Amount	Currency Conv Rate	INR Amount	TDS Section	TDS Percentage	TDS Amount	Net Amount	No TDS Reason	Narration	Bill Sent	Bill Rec
SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-ABHADEVI	115	11-May-2017	50000	1	50000		0	0	50000		VOUCHER FOR THE MONTH	No	No

50000 Total TDS Amount 50000 Total Net Amount 50000

Attach

Attach

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

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

Sent for Approval Save & Exit