

PURCHASE ADVANCE



Track Receipts And Certify Expenses



So li d Research.Solid Advice

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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 | Travel Exp | | | |

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

- Reimbursement
- Business Advances
- Business Settlement
- Super User View
- Payment
- Purchase
- Purchase Advance **Create voucher**
- Purchase Settlement **Status of Vouchers**
- Other Payments **Awaiting Approvals**
- Contract
- Single Vendor Multi JV
- Multi Vendor Single Company JV
- Aspire Voucher Generation
- On Behalf Of View
- Salary JV
- Reports
- Change Initiator
- Payment Export

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 |
| Navnit Bagri | On Leave |

trace.motilaloswal.com/xtrack/Pages/.../TransactionView.aspx...

PO Advance

Voucher Number Voucher Name
Period From Period To
On Behalf Of

| # | EDIT | VOUCHER STATUS | VOUCHER NO | VOUCHER NAME | COMPANY NAME | EMPLOYEE NAME |
|---|------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| | | <input type="text" value="Contains"/> | <input type="text" value="Contains"/> | <input type="text" value="Contains"/> | <input type="text" value="Contains"/> | <input type="text" value="Contains"/> |

Records per page: Apply Filter | Hide Filter - Records: 0 - 0 of 0 - Pages: 1

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

Enter the Voucher Number and Click on Search

Super User View

Voucher Type: Voucher Number: Voucher Name:

Employee Name: Company Name:

| # | STATUS | PRINT | EDIT | VIEW | STATUS | PO VOUCHER NO | PO VOUCHER NO | VOUCHER NAME |
|---|--------|-------|------|------|--------------------------------|--------------------|-----------------|---|
| 1 | Status | Print | Edit | View | Awaiting Approval | | MWM-1718-PO-16 | PWM Seniors Business Planning Meet at Lonaval |
| 2 | Status | Print | Edit | View | Paid | | MWM-1718-PO-13 | Trophies for Goa Offsite |
| 3 | Status | Print | Edit | View | Paid | MSL-1718-PO-PA-481 | MSL-1718-PO-189 | Ad shoot for TIP |
| 4 | Status | Print | Edit | View | Paid | AMC-1718-PO-PA-102 | AMC-1718-PO-77 | Nj events |
| 5 | Status | Print | Edit | View | Awaiting Finance Team Approval | MSL-1718-PO-PA-486 | MSL-1718-PO-201 | Acting Charges for TIP Ad Shoot |
| 6 | Status | Print | Edit | View | Paid | AMC-1718-PO-PA-74 | AMC-1718-PC-4 | PO towards assiment fee Mutual Fund conference |
| 7 | Status | Print | Edit | View | Paid | MSL-1718-PO-PA-373 | MSL-1718-PO-115 | PO towards Repairing of flushing pump & STP Pur |
| 8 | Status | Print | Edit | View | Paid | MSL-1718-PO-PA-485 | MSL-1718-PO-148 | Prashant Naidu - Bike |
| 9 | Status | Print | Edit | View | Paid | MSL-1718-PO-PA-361 | MSL-1718-PO-39 | HOD Engagement |

Click on **EDIT** to process further

PO Advance

On Behalf Of I-SELECT-

| | | | | | |
|---------------------|---|----------------------|--|-----------------------------|--------------------------------|
| Create for employee | <u>Crossley J. Rozario</u> | Status | <u>Awaiting Finance Team Approval</u> | OnWhose Desk | <u>Finance Department/MOSL</u> |
| Voucher Name | <u>PWM Seniors Business Planning Meet at Lonavala</u> | Voucher No. | <u>MWM-1718-PO-PA-43</u> | 'Ship to' same as 'Bill to' | <input type="checkbox"/> |
| Voucher for Company | <u>Motilal Oswal Wealth Management Limited</u> | Employees Company | <u>Motilal Oswal Wealth Management Limited</u> | I-SELECT- | |
| Vendor Name | <u>UNIGLOBE MOO TRAVELS PRIVATE LIMITED</u> | Purchase | <u>Purchase Order</u> | Currency | <u>INR</u> |
| Conf11m To | <u>Auto Suggest</u> | I PO Date | <u>po-Apr-2017</u> | Quotation Date | <u>1,00 r-2017 IG</u> |
| Quotation Reference | | Requestor's Comments | <u>PWM Seniors Business Planning Meet at Lonavala on March 10-11, 2017</u> | Delivery Date | <u>10-Apr-2017 IG</u> |

PO No. IMMM-1718-PO-16 [View Payments made to this vendor for selected PO](#)

PO Amount Paid Till Date 0.001 Total PO Amount 172500.00 Balance PO Amount 1

Create Advance Schedule

Calculate TDS



| Edit | Remove | Account Code | Account Name | POACCOUNT | Cost Code | 81IN0 | 811 Date | currency Amount | Currency ConvRate | INR Amount | TDS Section | TDS Percentage | TDS Amount | Net Amount | NoTDS Reason | Narration | Bill |
|------|--------|--------------|--------------------------|-----------------------------|---|---------------------|-------------|-----------------|-------------------|------------|----------------------|----------------|------------|------------|--------------|---|------|
| Edit | Remove | E0403010002 | ADVANCE AGAINST EXPENSES | LODGING & BOARDING EXPENSES | WEALTH MANAGEMENT-BUSINESS SUPPORT-WM-PWM-ROWM-COMMON-I NOIA-PRABHADEVI | 20170307007 & 29029 | 20-Apr-2017 | 147515.00 | 1.00 | 147515.00 | 194C-TDS on Contract | 2.00 | 2950.00 | 144565.00 | | PWM Seniors Business Planning Meet at Lonavala on March 10-11, 2017 | NC |

| | | | | | |
|--------------------------|--------------------------------------|---|---|-------------------|-------------|
| Company | | Company | | | |
| Vendor Name | UNIGLOBE MOD TRAVELS PRIVATE LIMITED | Purchase Type | Purchase Order | Currency | INR |
| Confirm To | Auto Suggest | PO Date | 20-Apr-2017 | Quotation Date | 20-Apr-2017 |
| Quotation Reference | | Requestor's Comments | PWM Seniors Business Planning Meet at Lonavala on March 10-11, 2017 | Delivery Date | 20-Apr-2017 |
| PO No. | MWM-1718-PO-16 | View Payments made to this vendor for selected PO | | | |
| PO Amount Paid Till Date | 0.00 | Total PO Amount | 172500.00 | Balance PO Amount | |

Create Advance Schedule

Calculate TDS

EXCEL

| Edit | Remove | Account Code | Account Name | POACCOUNT | 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 |
|------|--------|--------------|--------------|-----------|----------------------------|---------|-------------|-----------------|--------------------|------------|----------------------|----------------|------------|------------|---------------|---|
| | | | ADVANCE | LOGGING & | WEALTH MANAGEMENT-BUSINESS | | 20-Apr-2017 | 147515.00 | 1.00 | 147515.00 | 194C-TDS on Contract | 2.00 | 2950.00 | 144565.00 | | PWM Seniors Business Planning Meet at Lonavala on March 10-11, 2017 |

Click on
CREATE ADVANCE SCHEDULE

Total INR Amount 147515.00

Total TDS Amount 2950.00

Total Net Amount

| | |
|-------------|--|
| Supportings | <p>Choose File No file chosen</p> <p>Attach</p> |
| Annexure | <p>Choose File No file chosen</p> |

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: Auto Suggest
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

To: PO Date: Date:

Quotation Reference: Requestor's Comments: Stocks UP EOD for 1 year for the period from 14/3/2017 to 13/3/2018 Delivery Date:

PO No.: [View Payments made to this vendor for selected PO](#)

PO Amount Paid Till Date: Total PO Amount: Balance PO Amount:

Create Advance Schedule

Calculate TDS

EXCEL

| Edit | Remove | Account Code | Account Name | POACCOUNT | 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 |
|----------------------|------------------------|--------------|--------------------------|------------------|---|---------------------------|-------------|-----------------|--------------------|------------|-------------------------------|----------------|------------|------------|---------------|---|------|
| Edit | Remove | E0403010002 | ADVANCE AGAINST EXPENSES | SOFTWARE CHARGES | RETAIL DISTRIBUTION-RETAIL-RESEARCH-RD-COMMON-RDWM-COMMODITY-INDIA-PRABHADEVI | Adv against Stocks UP EOD | 20-Apr-2017 | 10350.00 | 1.00 | 10350.00 | 194J-TDS on Professional Fees | 10.00 | 1035.00 | 9315.00 | | Advance against Stocks UP EOD for 1 year for the period from 14/3/2017 to 13/3/2018. (Plz check TDS. Provision amount 375 provided in Mar 17) | NC |

Total INR Amount: Total TDS Amount: Total Net Amount:

Supportings

No file chosen

No file chosen

Entry display of TDS Calculated

| | | | | | | | | | | | | | | | | | |
|----------------------|------------------------|-------------|--------------------------|------------------|---|-----------------------|-------------|----------|------|----------|-------------------------------|-------|---------|---------|--|--|----|
| Edit | Remove | E0403010002 | ADVANCE AGAINST EXPENSES | SOFTWARE CHARGES | RESEARCH/PRO-COMMON-RDWM-COMMODITY-INDIA-PRABHADEVI | against Stocks UP EOD | 20-Apr-2017 | 10350.00 | 1.00 | 10350.00 | 194J-TDS on Professional Fees | 10.00 | 1035.00 | 9315.00 | | 14/3/2017 to 13/3/2018. (Plz check TDS. Provision amount 375 provided in Mar 17) | NC |
|----------------------|------------------------|-------------|--------------------------|------------------|---|-----------------------|-------------|----------|------|----------|-------------------------------|-------|---------|---------|--|--|----|

Total INR Amount

Total TDS Amount

Total Net Amount

| | | |
|-------------|---|---------------------------------------|
| Supportings | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Attach"/> |
| Annexure | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Attach"/> |

Payment Details (For Cashier)

| | | |
|----------------------|---|--------------------------------------|
| Amount Paid | <input type="text"/> | <input type="text"/> |
| Payment Prepared By | <input type="text"/> | <input type="text" value="SELECT-"/> |
| Bank Name | <input type="text"/> | |
| Mode of Disbursement | <input type="text" value="--SELECT--"/> | Cheque No <input type="text"/> |
| Pay Location | <input type="text"/> | |

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 | T | Percentage | SD/ESS | Percentage | NO/ESS | TAT | Other |
|------|-------|-------------|-------------|-----------------------|----------|--------|--------|-----------|--------|----------|------------|------------|---|------------|--------|------------|--------|-----|-------|
| 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 |
|--|---------|-------------|-----------------|--------------------|------------|-------------|----------------|------------|------------|---------------|-----------------------|-----------|----------|
| REPORT-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