

# PURCHASE SETTLEMENT



Track Receipts And Certify Expenses



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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	10000.00	10-May-2017	Suresh
<input type="checkbox"/>	MSL-1718-RE-1357				

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

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

Business/Travel Expense(s) -For Approver

Approve Reject Send for Clarification

No Records Found

Business/Travel

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 Settlement Records

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

Enter the Voucher Number and Click on Search

Super User View

Voucher Type: PO Settlement  
Voucher Number:   
Voucher Name:   
Employee Name:   
Company Name:

#	STATUS	PRINT	EDIT	VIEW	STATUS	PO SETTLEMENT VOUCHER NO	PO VOUCHER NO	VOUCHER NAME
12	Status	Print	Edit	View	Awaiting Finance Team Approval	MSL-1718-PO-PS-193	RXP0006173	Genius Minds_Professor Services
13	Status	Print	Edit	View	Awaiting Finance Team Approval	MSL-1718-PO-PS-269	RXP0006010	PO towards purchase 200 fair chairs for Sky
14	Status	Print	Edit	View	Awaiting Finance Team Approval	MSL-1718-PO-PS-290	MSL-1718-PO-139	PO towards AMC for cafe Kitchen Equipments
15	Status	Print	Edit	View	Paid	FSL-1718-PO-PS-13	FSL-1718-PO-9	MOFSL_PO towards AMC Cafeteria Kitchen Equipm
16	Status	Print	Edit	View	Paid	MSL-1718-PO-PS-249	RXP0006103	IP Contest for Branch Tea Dec and Jan - Win a
17	Status	Print	Edit	View	Awaiting Finance Team Approval	MWM-1718-PO-PS-32	RXP0004956	Charges for WM Delhi off renovation

↑  
Click on **EDIT** to process further

Browser: Motilal Oswal ::  
 URL: https://trace.motilaloswal.com/xtrack/Pages/Reimbursement/PurchaseOrder.aspx?P=\_pVr9E7JUIfSU9\_znLfdOQ==&R=SHQsLq/OuAkyPXzkS29Zd0v6ABm8s6uo&REF=bg04xH...

Voucher Name: Neptune\_HP Laptop\_MOT \*      Voucher No.: MCB-1718-PO-PS-35      'Ship to' same as 'Bill to':  INDIAPRABHADEVI

Voucher for Company: MOTILAL OSWAL COMMODITIES BROKER PVT LTD      Employee's Company: Motilal Oswal Securities Limited      Motilal Oswal Securities Ltd Motilal Oswal Tower, Junction of Gokhale Sayani Road Prabhadevi, Mumbai 400

Vendor Name: NEPTUNE INFOSOLUTIONS PVT LTD \*      Purchase Type: Purchase Order      Currency: INR

Confirm To: Auto Suggest      PO Date: 09-Oct-2017      Delivery Date: 09-Oct-2017      Quotation Date: 09-Oct-2017

Quotation Reference:      PO Requestor's Comments: 1 no HP Laptop for Vishal Kulshrestha from Advisory-Commodities at MOT      Pay To: NEPTUNE INFOSOLUTIONS PVT.LTD.

PO No.: MCB-1718-PO-31 \*      Requestor's Comments: 1 no HP Laptop for Vishal Kulshrestha from Advisory-Commodities at MOT      View Payments made to this vendor for selected PO

PO Amount Paid Till Date: 51008.00      Total PO Amount: 51008.00      Balance PO Amount: 0.00

Place Of Business (Vendor Location): Mumbai - MAHARASHTRA      Point Of Supply (Own Location/Branch): Mumbai - MAHARASHTRA

Buttons: **Create Settlement Details** \*      **Calculate TDS**

#	Edit	Remove	Account Code	Account Name	Cost Code	Peri	Pe
1	Edit	Remove	00101030001	COMPUTER	RETAIL DISTRIBUTION-ADVISORY-COMMODITIES-RETAIL-BRANCH & RCM-BRANCH & REMISSI-RDWM-COMMODITIES & RDWM-CURRENCY-INDIA-PRABHADEVI	Others	84713010
					MODITIES-MISSI-NCY-INDIA-	Others	24-Oct-2017 25-Oct-2017 NIPL1533/17-18. 10-Oct-2017 Y 42029900

Summary:

Bill Total	51008.00	Gross Total	60259.44	RCM Total	0.00	TDS Total	0.00	Net Expense Total	60259.44
Advance Adjusted (Bill Total)	0.00	Advance Adjusted (Gross Total)	0.00	RCM on Adv Adjusted	0.00	TDS on Adv Adjusted	0.00	Net Total	51008.00

Supportings: No. Of attachments: 0

Choose File: No file chosen      Attach

Payment Details (For Cashier)

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

Click on **CREATE SETTLEMENT DETAILS**

Browser: Motilal Oswal ::  
 URL: https://trace.motilaloswal.com/xtrack/Pages/Reimbursement/PurchaseOrder.aspx?P=ubHTKRiatnoui/lhuVzu0w==&R=3BDnBygGvakHrkLb0fZPOQ==&REF=bg04xHxeUwDU...

Voucher Name: [towards operation training in nagpur 24/10]      Voucher No.: AHF-1718-PO-151

Voucher for Company: Aspire Home Finance Corporation Limited      Employee's Company: Aspire Home Finance Corporation Limited      AHFCL-ROM-NAGPUR,NAGPUR,MAHARASHTRA,INDIA,2

Vendor Name: AMARJEET RESORTS PVT LTD      Purchase Type: Purchase Order      Currency: INR

Confirm To: Auto Suggest      PO Date: 23-Oct-2017      Delivery Date: 23-Oct-2017      Quotation Date: 23-Oct-2017

Quotation Reference: [ ]      PO Requestor's Comments: [ ]      Pay To: AMARJEET RESORTS PVT. LTD.

PO No.: AHF-1718-PO-151      Requestor's Comments: [ ]      View Payments made to this vendor for selected PO

PO Amount Paid Till Date: 10575.00      Total PO Amount: 21150.00      Balance PO Amount: 10575.00

Place Of Business (Vendor Location): NAGPUR - MAHARASHTRA      Point Of Supply (Own Location/Branch): Mumbai - MAHARASHTRA

RCM Amount	Net Amount	Bill Amount	Adv Adjusted Till Date (Updated) (Gross)	Adv Adjusted Till Date(Gross)	Net Balance (Pending to be Adj)	Whether Adv to be Adjusted	Reason	Amt to be Adjusted(INR/Foreign Curr.)	Amt to be Adjusted
0.00	11420.50	10575.00	0.00	0.00	10575.00	<input checked="" type="radio"/> Yes <input type="radio"/> No		10575.00	10575.00
0.00	11420.50	10575.00	0.00	0.00	10575.00			10575.00	10575.00

Buttons: Create Settlement Details, Calculate TDS, EXCEL

#	Edit	Remove	Account Code	Account Name	Cost Code	Periodicity of	Expense From	Expense To	Bill Number	Bill Date	GST Applicable
1	Edit	Remove	42400004	Event Expenses	HOME FINANCE-AH FINANCE-HOME FIN PRABHADEVI						996331 - F

Summary:

Bill Total	21150.00	Gross Total	24957.00
Advance Adjusted (Bill Total)	10575.00	Advance Adjusted (Gross Total)	12478.50
RCM of			11421.50

Supportings: No. Of attachments: 2  
ASIPER HOME FINANCE 1.jpg

Taskbar: Type here to search, ENG IN 04:32 PM 31-03-2018

If advance given and the same needs to be adjusted against the settlement voucher scroll towards the right and update

# 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:  Yes  No  
Bill(s) Will be Sent?:  Yes  No  
Bill(s) Received?:  Yes  No

**Click SAVE & CLOSE**

Remove Add/Update Save & Close 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

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

Create for Employee	Suresh Devasani/MSL <a href="#">* View Details</a>	Status	Awaiting Finance Team Approval
Voucher Name	Genius Minds_Professional Services *	Voucher No.	MSL-1718-PO-PS-193
Voucher for Company	Motilal Oswal Securities Limited	Employee's Company	Motilal Oswal Securities Limited
Vendor Name	GENIUS MINDS CONSULTING SERVICES * 	Purchase Type	Purchase Order
Confirm To	Auto Suggest	PO Date	21-Mar-2017 
Quotation Reference		Requestor's Comments	Professional Services from Genius Minds of Retail
PO No.	RXP0006173 *	<a href="#">View Payments made to this vendor for selected PO</a>	
PO Amount Paid Till Date	0.00	Total PO Amount	770500.00
		Balance PO Amount	

Create Settlement Details \*

Calculate TDS

#	Edit	Remove	Account Code	Account Name	Cost Code	Periodicity of Payments	Expense From	Exp
1	<a href="#">Edit</a>	<a href="#">Remove</a>	K1001010002	LEGAL AND PROFESSIONAL FEES	RETAIL DISTRIBUTION-RDWM-COMMON-RD-COMMON-RDWM-COMMON-INDIA-PRABHADEVI	Daily	16-Mar-2017	16-Mar-2

Gross Total	770500.00	TDS Total	67000	Net Expense Total	
Advance Adjusted	0.00	TDS on Adv Adjusted	0	Net Total	

Supportings

[Bill.pdf](#) ✕

[Approval Mail.pdf](#) ✕

Choose File No file chosen

Attach

Payment Details (For Cashier)

Entry display of TDS Calculated

PO No.

PO Amount Paid Till   
Date

**Create Settlement Details** \* **Calculate TDS**

#	Edit	Remove	Account Code	A
1	Edit	Remove	K1001010002	LEGAL AND

Gross Total   
Advance Adjusted

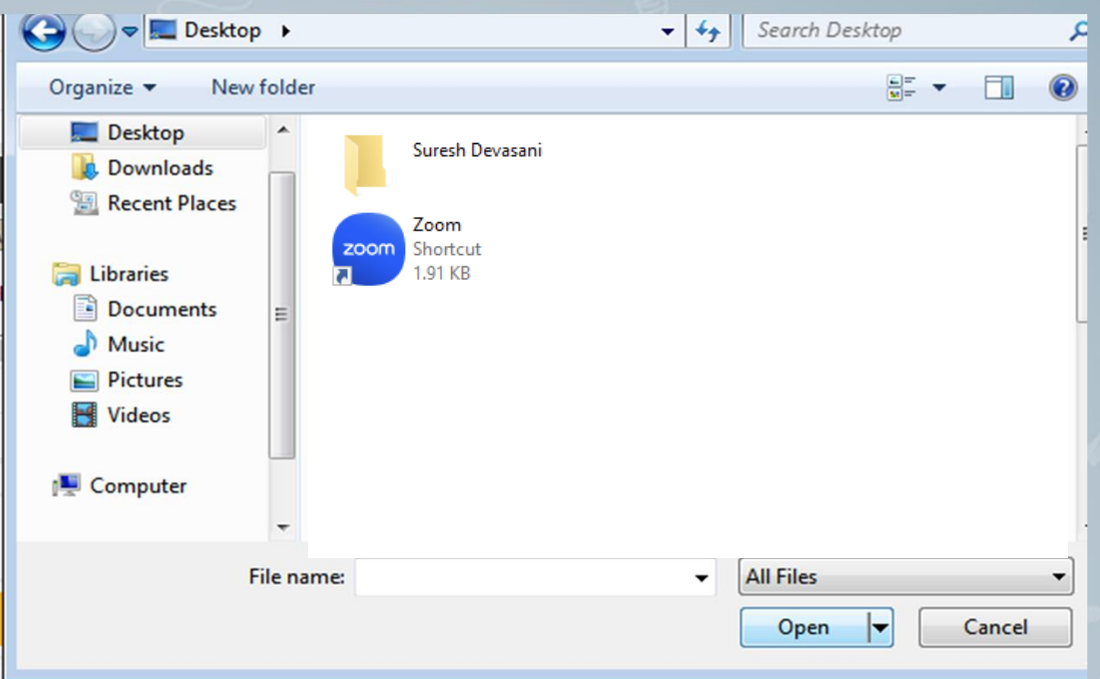
Supportings

Bill.pdf ✕  
Approval Mail.pdf ✕

No file chosen

Payment Details (For Cashier)

Amount Paid   
Payment Prepared By   
Bank Name   
Mode of Disbursement



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	ST	Percentage	Success	Percentage	Success	VAT	Success
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-MON-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