

REIMBURSEMENT




Track Receipts And Certify Expenses




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Click on Login Button

Business/Travel Expense(s) -Drafts

Move to Trash ◀ ▶

No Records Found

Click on **CREATE VOUCHER**
under 'Reimbursement'

Business/Travel

- Reimbursement ▾ **Create Voucher**
- Business Advances ▾ Status of Voucher
- Business Settlement ▾ Pending Approvals
- Super User View
- Payment ▾
- Purchase ▾
- Purchase Advance ▾
- Purchase Settlement ▾
- Other Payments ▾
- Contract ▾
- Single Vendor Multi JV ▾
- Multi Vendor Single Company JV ▾

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

- Aspire Voucher Generation
- On Behalf Of View
- Salary JV ▾
- Reports ▾
- Change Initiator
- Payment Export

Insert Voucher name and select the period of expense based on claim dates

Employee Re

Travel Details

Create for Employee	Suresh Devasani/MSL	View Details	Status	Draft	
Voucher Name	travel conveyance feb		Voucher No	#Auto Generated	
Period Of Expense	1-7 of Feb-2024	Mode OF Payment	Fund Transfer	On Whose Desk	Suresh Devasani
Requestor's Comments		Employee's Company	Motilal Oswal Financial Services Limited		
Voucher for Company	Motilal Oswal Financial Services Limited	Point Of Supply (Own Location/Branch)	Auto Suggest		
Place Of Business	Mumbai,				
This Voucher is 0 days old	MUMBAI, MAHARASHTRA 400096, INDIA - MAHARASHTRA				
	Mumbai, Maharashtra - MAHARASHTRA				

<< Create Expenses Details

EXCEL

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

Click on the **CREATE EXPENSE DETAILS** to enter manually

Send for Approval | Save & Exit

Select the **A/C Name** from the drop list

Enter in all the required details

TRACE
Track Receipts And Certify Expenses

MOTILAL OSWAL
Investment Services
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The screenshot shows a software interface for creating a travel voucher. On the left, there is a sidebar with various fields: Jobby 1 of 1, AIC Name, AIC Code, ESE, Department, Channel, Product, Location, Tax Code, Date, Place From, Place To, Amount, HSN/SAC Code, Place Of Business (Vendor location), Place Of Supply (Bank Location/Branch), GST, CGST, SGST, Vendor Name, GST Number, BR Number, BR Code, Gross Amount, Remarks, Place Of Event, and BR 1 Will be Sent? At the bottom of the sidebar are buttons for 'Remove', 'AM/Update', and 'Save & Close'. The main area is titled 'Travel Details' and contains fields for 'Create for Employee' (Suresh Devayani/MSL), 'Voucher Name' (Travel conveyance feb), 'Voucher No', and 'Status' (Draft). Below these are fields for 'Desk' (Suresh Devayani) and 'Company' (Motilal Oswal Financial Services Limited). There are also 'Auto Suggest' buttons for HSN/SAC Code, Place Of Business, and Place Of Supply. At the bottom of the main area are buttons for 'Choose File', 'No file chosen', 'Attach', and 'No of Attachment: 0'. At the very bottom of the interface are buttons for 'Send for Approval' and 'Save & Exit'. Three callout boxes with arrows point to specific elements: the first points to the 'GST applicable' checkbox, the second points to the 'ITC applicable' checkbox, and the third points to the 'Save & Close' button.

Click on GST applicable if you need to enter the GST details on basis of the HSN/SAC Code

Click on ITC applicable if GST charged on bill and invoice should be on Company Name

Click **Save & Close**

Employee Reimbursement

On Behalf Of

Back

Travel Details

Create for Employee: [View Details](#) Status:

Voucher Name:

Period Of Expense: of Mode Of Payment:

Requestor's Comments:

Voucher for Company:

Place Of Business: Point Of Supply (Own Location/Branch):

This Voucher is 0 days old

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



No file chosen

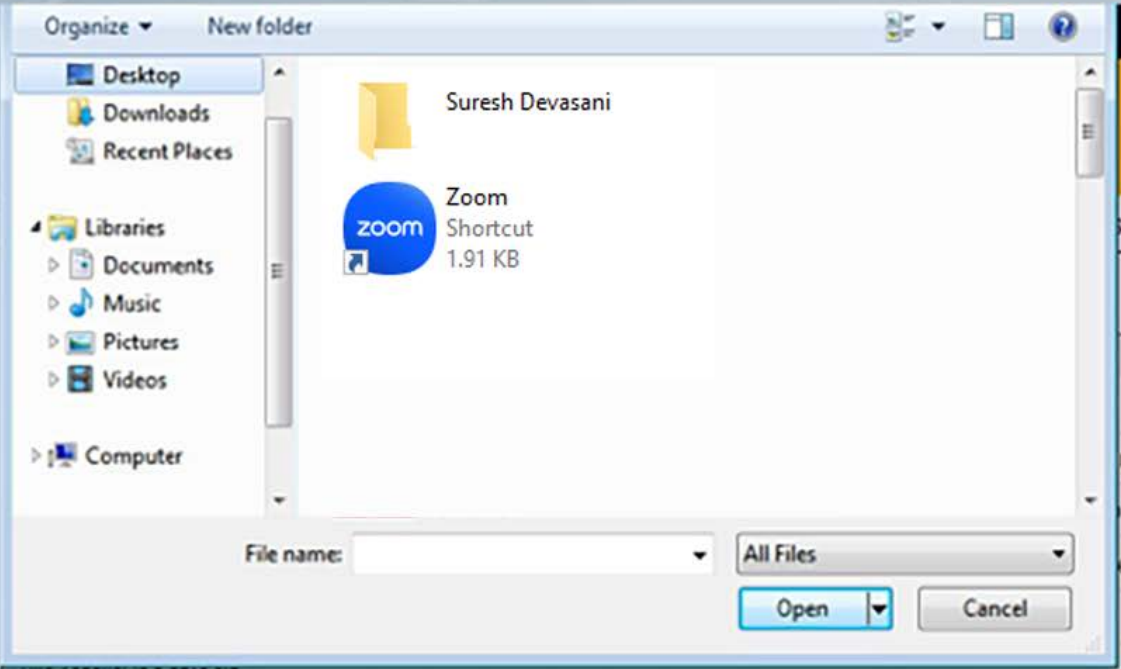
Edit	Remove	SNo	Account Code	Account Name	Cost Code	Date	Place From	Place To	Amount	Service Tax	SB Cess	KK Cess	Gross Amount	Narration	Nature of Event	Bill Sent	Bill Rec
Edit	Remove	1	K1801010001	TRAVELLING EXPENSES - DOMESTIC	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	10-May-2017			10000	100	10	12	10122	Business Visit for customer support	Customer Support	Yes	No

Supportings

No file chosen
 No of Attachment:

Disclaimer

#	Terms	Disclaimer	Order
1	<input type="text" value="general"/>	<input type="text" value="these are the general terms of engagement"/>	<input type="text" value="1"/> <input type="button" value="X"/>



Actions	
Back	
	Draft
Order No	#Auto Generated
Case Desk	Suresh Devasani
Company	Motilal Oswal Securities Limited

<< Create Expenses Details Create voucher through excel upload **Choose File** No file chosen **Upload** [Upload Format](#) **EXCEL**

Edit	Remove	SNo	Account Code	Account Name	Cost Code	Date	Place From	Place To	Amount	Service Tax	SB Cess	KK Cess	Gross Amount	Narration	Nature of Event	BillSent	Bill Rec
Edit	Remove	1	K1801010001	TRAVELLING EXPENSES - DOMESTIC	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	15-May-2017			10000	100	10	12	10122	business visit for customer support	customer support	No	No

Supportings **Choose File** No file chosen **Attach** No of Attachment:

Disclaimer

#	Terms	Order
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Select the Upload-able Excel format file

Employee Reimbursement

On Behalf Of

Back

Travel Details

Create for Employee	<input type="text" value="Suresh Devasani/MSL"/>	View Details	Status	Draft	
Voucher Name	<input type="text" value="Travel Expenses"/>		Voucher No	#Auto Generated	
Period Of Expense	8-14 of May-2017	Mode OF Payment	Fund Transfer	On Whose Desk	Suresh Devasani
Requestor's Comments	<input type="text" value="claim for business visit"/>	Employee's Company	Motilal Oswal Securities Limited		
Voucher for Company					
This Voucher is 0 days old					

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

<< Create Expense [Load](#) [Upload Format](#) [EXCEL](#)

Edit	Remove	SNo	Account Code	Account Name	Cost Code	Date	Place From	Place To	Amount	Service Tax	SB Cess	KK Cess	Gross Amount	Narration	Nature of Event	BillSent	Bill Rec
Edit	Remove	1	K1801010001	TRAVELLING EXPENSES - DOMESTIC	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	10-May-2017			10000	100	10	12	10122	Business Visit for customer support	Customer Support	Yes	No

Supportings [Choose File](#) No file chosen [Attach](#) No of Attachment:

Disclaimer

#	Terms	Disclaimer	Order
1	<input type="text" value="general"/>	these are the general terms of engagement	<input type="text" value="1"/> X

Voucher for Company: Motilal Oswal Securities Limited

This Voucher is 0 days old

<< Create Expenses Details

Create voucher through excel upload

Choose File No file chosen

Upload

[Upload Format](#)

EXCEL

Edit	Remove	SNo	Account Code	Account Name	Cost Code	Date	Place From	Place To	Amount	Service Tax	SB Cess	KK Cess	Gross Amount	Narration	Nature of Event	BillSent	Bill Rec
Edit	Remove	1	K1801010001	TRAVELLING EXPENSES - DOMESTIC	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	10-May-2017			10000	100	10	12	10122	Business Visit for customer support	Customer Support	Yes	No

Supportings

Choose File No file chosen

Attach

No of Attachment:

Disclaimer

#	Terms	Order
1	general	1

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



Approval Details

Approver's Comments

Approval Log

Audit Details

Send for Approval

Save & Exit



Track Receipts And Certify Expenses



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Voucher for Company: Motilal Oswal Securities Limited

This Voucher is 0 days old

<< Create Expenses Details

Create voucher through excel upload

Choose File No file chosen

Upload Upload Format

EXCEL

Edit	Remove	SNo	Account Code	Account Name	Cost Code	Date	Place From	Place To	Amount	Service Tax	SB Cess	KK Cess	Gross Amount	Narration	Nature of Event	BillSent	Bill Rec
Edit	Remove	1	K1801010001	TRAVELLING EXPENSES - DOMESTIC	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	10-May-2017			10000	100	10	12	10122	Business Visit for customer support	Customer Support	Yes	No

Supportings

Choose File No file chosen

Attach No of Attachment:

Disclaimer

#	Terms	Disclaimer
1	general	these are the general terms of engagement

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

Approval Details

Approver's Comments

Approval Log

Audit Details

Send for Approval

Save & Exit

Draft record will list under **PENDING APPROVAL & BUSINESS DASHBOARD** to send a voucher for approval

This Voucher is 0 days old

<< Create Expenses Details

Create voucher through excel upload

Choose File No file chosen

Upload

Upload Format

EXCEL

Edit	Remove	SNo	Account Code	Account Name	Cost Code	Date	Place From	Place To	Amount	Service Tax	SB Cess	KK Cess	Gross Amount	Narration	Nature of Event	BillSent	Bill Rec
Edit	Remove	1	K1801010001	TRAVELLING EXPENSES - DOMESTIC	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	10-May-2017			10000	100	10	12	10122	Business Visit for customer support	Customer Support	Yes	No

Supportings

Choose File No file chosen

Attach

No of Attachment:

Disclaimer

#	Terms	Order
1	general	1

Information

Voucher No.MSL-1718-RE-1357 has been Saved Successfully

Ok

Approval Details

Approver's Comments

Approval Log

Audit Details

Send for Approval

Save & Exit

Now Voucher is submitted successfully for approval and payment



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