

SINGLE VENDOR



Track Receipts And Certify Expenses



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Login credentials are same as to your Laptop /Desktop login

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Click on Login Button

Business/Travel Expense(s) -Drafts

Move to Trash ◀ ▶

No Records Found

Click on **CREATE VOUCHER**
under 'Single Vendor Multi JV'

Business/Travel Expense(s) -For Approver

Approve Reject Send for Clarification ◀ ▶

No Records Found

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

Delegation

Create Delegation	Delegated For
	Abhijit Anil Tare
	Rupak Ramesh Shenoy
	Navnit Bagri
	Shobha Naveen Poojary
	Vijay Kumar Goe

Single Vendor Multi Company - JV

On Behalf Of --SELECT--

Back

<input checked="" type="radio"/> Mobile <input type="radio"/> Data Card <input type="radio"/> Telephone <input type="radio"/> Others	UnitCategory	--SELECT--	Employee's Company
Create for Employee: Suresh Devasani/MSL View Details	Status	Draft	Voucher Type
Voucher Name	Voucher No.	#Auto Generated	On Whose Desk
Vendor Name: Auto Suggest	Account Name		Account Code
Bill No	Bill From	Bill To	Voucher Date
Payment Location	Narration		Requestor's Comments
Bill(s) Will be Sent? <input type="radio"/> Yes <input checked="" type="radio"/> No	Bill(s) Received? <input type="radio"/> Yes <input checked="" type="radio"/> No	Note: DD : Bill Date duplication within voucher AD : Amount duplication within voucher BD : Bill Number duplication within voucher DA	

Select the expenses upload file: No file chosen

Select the proper Bullet point relating to your voucher expense

Single Vendor Multi Company - JV

On Behalf Of

--SELECT--

Back

Mobile Data Card Telephone Others

Create for Employee: Suresh Devasani/MSL

Voucher Name: credit card

Vendor Name: HDFC CORPORATE CARD

Bill No: [] Bill Date: 25-May-2017

Payment Location: []

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

UnitCategory
Status
Voucher No.
Account Name
Bill From
Narration

- Type to search
- Credit card Expenses
 - SELECT--
 - Credit card Expenses
 - Comuunication Charges
 - Internet Charges
 - Cake Expense
 - CONCIERGE SERVICES
 - MEAL VOUCHER
 - PF
 - TRAVEL EXPENSES
 - COACHING

Employee's Company
Voucher Type
On Whose Desk
Account Code
Voucher Date
Requestor's Comments

Note: DD : Bill Date duplication within vouchers
Number duplication within voucher D

Select the expenses upload file:

Choose File No file chosen

Upload

Select the Unit Category from the drop down list

Browser window: Motilal Oswal ...
URL: https://trace.motilaloswal.com/xtrack/Pages/VendorPayment/SingleVendorMultiJV.aspx?P=A3K6WvHFEUhnQtdBsokZbpNK/Li2Y8MB0Do_ABQj8VebmU/vR_JMmg==&R=qip...

MOTILAL OSWAL Financial Services | XTrack Expense Tracking System

Home User Access Masters Transactions

Single Vendor Multi Company - JV On Behalf Of: -SELECT- Back Copy Voucher No: Auto Suggest

Mobile Data Card Telephone Others UnitCategory: Credit card Expenses Employee's Company: Motilal Oswal Securities Limited

Create for Employee: Suresh Devasani/MSL Status: Draft Voucher Type: Single Vendor Multi Company - JV

Voucher Name: ddd Voucher No.: #Auto Generated On Whose Desk: Suresh Devasani

Vendor Name: HDFC BANK CARD NO 5329614000042334 Account Name: Voucher Date: 31-Mar-2018 Year of Expense: Current Year

Bill No: Bill Date: 31-Mar-2018 Bill From: Bill To: Requestor's Comments:

Payment Location: Place Of Business (Vendor Location): CHENNAI - TAMIL NADU

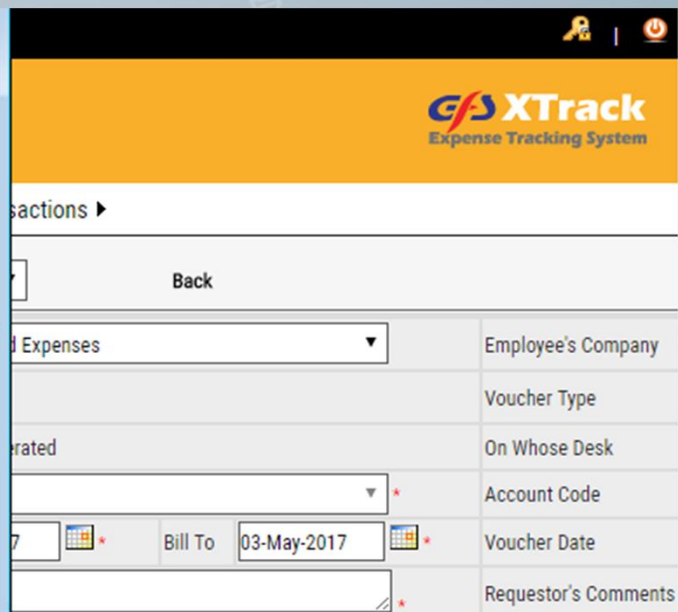
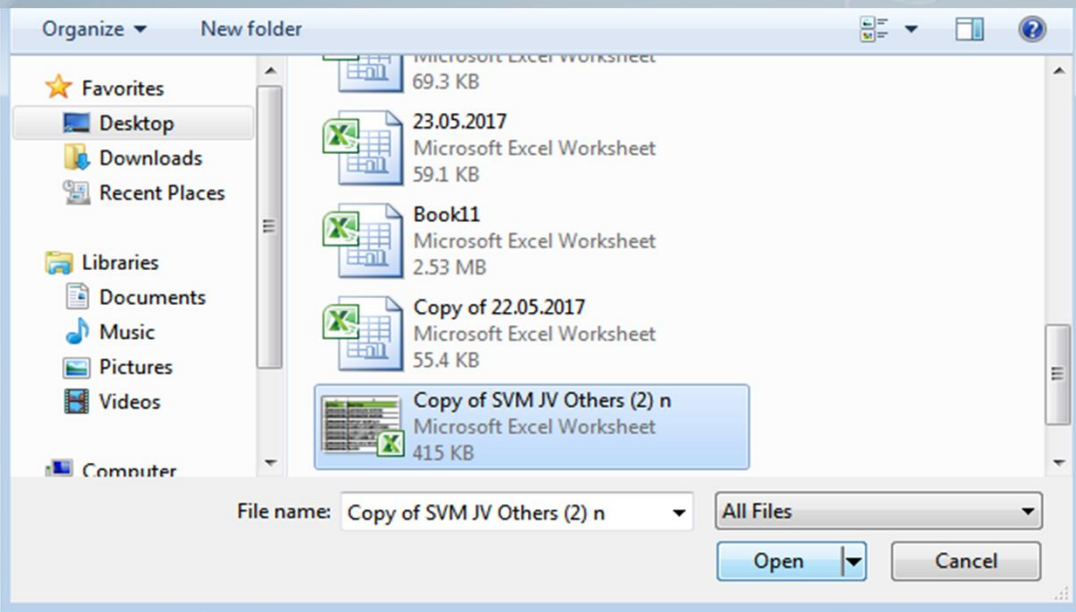
Bill(s) Will be Sent? Yes No Bill(s) Received? Yes No Note: DD : Bill Date duplication within vouchers DD : Amount & Date duplication across vouchers

Select the expenses upload file: Choose File No file chosen Upload Upload Format

Sent for Approval Save & Exit

Select Place of business from the drop down

Click on CHOOSE FILE to upload the Excel File



Bill(s) Will be Sent ? Yes No Bill(s) Received ? Yes No Note: DD : Bill Date duplication within voucher AD : Amount duplication within voucher BD : Bill Number duplication within voucher DA : Voucher duplication within vouchers

Select the expenses upload file: No file chosen

Select the Excel File which is to be uploaded

	A	B	C	D	E	F	G	H	
1	Unit Name	Account Name	Bill No	Bill Date	Expense Fro	Expense To	Amount	S	D
2	5329616300004864	LODGING & BOARDING EXPENSES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	12898	ASSET MANAG	SA
3	5329616300004864	LODGING & BOARDING EXPENSES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	21111	RETAIL DISTRIB	RE
4	5329616300004864	TICKET COST - DOMESTIC (AIR)	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	12077	HOME FINANC	HF
5	5329616300004864	MEMBERSHIP AND SUBSCRIPTION FEES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	4669	ASSET MANAG	M.
6	5329616300004864	MEMBERSHIP AND SUBSCRIPTION FEES - STAFF	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	54855	SUPPORT	M.
7	5329616300004864	CABLE T.V CHARGES-MOT	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	75874	SUPPORT	AI
8	5329616300004864	REPAIRS AND MAINTENANCE CHARGES-OTHERS	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	8395	SUPPORT	AI
9	5329616300004864	TELEVISION	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	71998	RETAIL DISTRIB	SE
10	5329616300004864	OFFICE EQUIPMENT	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	8398	SUPPORT	AI
11	5329616300004864	MOBILE	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	15500	SUPPORT	AI
12	5329616300004864	OFFICE EQUIPMENT	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	235000	SUPPORT	AI
13	5329616300004864	MEMBERSHIP AND SUBSCRIPTION FEES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	55524	SUPPORT	M.
14	5329616300004864	MEMBERSHIP AND SUBSCRIPTION FEES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	561	RETAIL DISTRIB	SE
15	5329616300004864	TELEPHONE CONFERENCE CHARGES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	10349	RETAIL DISTRIB	RE
16	5329616300004864	TELEPHONE CONFERENCE CHARGES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	987	RETAIL DISTRIB	RC
17	5329616300004864	TELEPHONE CONFERENCE CHARGES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	984	RETAIL DISTRIB	RE
18	5329616300004864	TELEPHONE CONFERENCE CHARGES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	980	RETAIL DISTRIB	RE
19	5329616300004864	TELEPHONE CONFERENCE CHARGES	HDFC Apr-2017	22-May-17	5-Mar-17	4-Apr-17	3166	RETAIL DISTRIB	RE
20									
21									
22									
23									
24									

Entry display of the excel file

Supportings

Choose File No file chosen Attach

No.Of attachments:0

Company Wise Payment Details

Approver's Comments

Approval Log

Audit Details

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

Attach

Attachments:0

Voucher Number will generate
when the user clicks
SAVE & EXIT

Sent for Approval

Save & Exit

Use the greater version of Mozilla Firefox 48+, Internet Explorer 10+, Google Chrome 52+ and Safari browsers.

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