

# TAX CREDIT NOTE

## Enter your username and password


Sign in


[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](#)

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Click on Login Button

Browser window showing the XTrack application interface. The address bar displays `trace.motilaloswal.com/xtrack/Pages/HomeMFXTRACK.aspx`. The application header includes the Motilal Oswal logo and the text "XTrack Expense Tracking System".

The main content area is divided into two sections: "Business/Travel Expense(s) -For Approver" and "Vendor Payment -For Approver". Both sections show "No Records Found" and include buttons for "Approve", "Reject", and "Send for Clarification".

A central callout box contains the text: "Under Transaction click on create voucher under 'Tax Credit Note'".

The left sidebar menu lists various transaction types, with "Vendor Credit Note" highlighted and a sub-menu item "Create voucher" visible next to it.

The Windows taskbar at the bottom shows the search bar, task view, and several open applications including Edge, File Explorer, Outlook, Chrome, and PowerPoint. The system tray displays the date and time: "ENG 11:33 AM IN 24-09-2020".

Credit Note can be claimed  
against approved TAX INVOICE  
only

trace.motiloswal.com/xtrack/Pages/VendorPayment/VoucherView.aspx?P=A3K6WvHFEUgh6Wxvss/Q6t6walHmxn9B2tqPpQsKY2M=&R=qipOf\_cOkYM=&REF=g...

MOTILAL Oswal Financial Services

XTrack Expense Tracking System

Credit Note

Voucher Type: Tax Invoice Voucher Number: Voucher Name: Vendor Name: Vendor Name

Company Name: Company Name On Behalf Of: Employee Name Period From: 01-Apr-2020 Period To: 28-Sep-2020 Search

#	STATUS	EDIT	VIEW	STATUS	VOUCHER NO	VOUCHER DATE	VOUCHER NAME	VENDOR NAME	COMPANY NAME
1	Status	Edit	View	Approved	MSL-21-IN-MH-284	24-Sep-2020	test2	Motilal Oswal Wealth Management Limited	Motilal Oswal Financial Services Limited

Records per page: 10 Apply Filter | Hide Filter Records: 1 - 1 of 1 - Pages: 1 1

Click on edit

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

javascript:\_\_doPostBack('ctl00\$ContentPlaceHolder1\$grdCommonView\$ob\_grdCommonViewBodyContainer\$ob\_grdCommonView\_R\_0\$ctl09\$ctl00\$lnkEdit','')

Type here to search

ENG 01:53 PM  
IN 28-09-2020

**MOTILAL OSWAL** Financial Services **XTrack** Expense Tracking System

# Enter all the required details

Home User Access Masters Transactions Payment Dashboard

**Tax Invoice Credit Note** On Behalf Of  Back Copy Voucher No.

Invoice Information					
Create for employee	<input type="text" value="Suresh Devasani/MSL"/> * <a href="#">View Details</a>	Customer Name	<input type="text" value="Motilal Oswal Wealth Management Limited"/>	Credit Note No	#Auto Generated
Voucher Name	<input type="text"/>	Place Of Business (Own Location/Branch)	<input type="text" value="Mumbai - MAHARASHTRA"/>	Status	Draft
Voucher Date	<input type="text" value="28-Sep-2020"/> * <input type="text" value="Transaction Type"/> Local	Point Of Supply (Vendor Location)	<input type="text" value="Mumbai - MAHARASHTRA"/>	Voucher Type	Tax-Credit Note
Company Name	<input type="text" value="Motilal Oswal Financial Services Limited"/>	Customer State Name	<input type="text" value="MAHARASHTRA"/>	On Whose Desk	
Requestor's Comments	<input type="text"/>	Customer Address	<input type="text" value="MOTILAL OSWAL TOWER, JUNCTION OF GOKHALE, CHANDRAPUR ROAD, MUMBAI - 400027"/>	IEC Code	
		Credit Note Date	<input type="text"/>		

[<< Create Invoice Details](#)

Source Voucher Details					
Voucher No.	<input type="text" value="MSL-21-IN-MH-284"/>	Voucher Name	<input type="text" value="test2"/>	Status	<input type="text" value="Approved"/>
Requestor's Comments	<input type="text"/>	Total Bill Amount	<input type="text" value="10.00"/>	Total Gross Amount	<input type="text" value="10.50"/>
Total CGST Amount	<input type="text" value="0.25"/>	Total SGST Amount	<input type="text" value="0.25"/>	Total IGST Amount	<input type="text" value="0.00"/>
Total TDS Amount	<input type="text" value="0.75"/>	Voucher Type	<input type="text" value="Tax Invoice"/>	Transaction type	<input type="text" value="Local"/>

[EXCEL](#)

Supportings	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>	No.Of attachments: 0
Annexure	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>	No.Of attachments: 0



Browser: GFS XTrack ..

URL: trace.motilaloswal.com/xtrack/Pages/Reimbursement/TaxCN.aspx?SSEQ=E2xbCY0AI9z47kiOdQOxOA==&R=yqqOzXusZUUVSmusmgprCQ==&REF=bA007ct...

Transaction Type: Local

Point Of Supply (Vendor Location): Mumbai - MAHARASHTRA

Company Name: Motilal Oswal Financial Services Limited

Customer State Name: MAHARASHTRA

Voucher Date: 30-Sep-2020

Voucher Type: Tax-Credit Note

Requestor's Comments: [Empty]

On Whose Desk: [Empty]

IEC Code: [Empty]

**Approved invoice details**

<< Create Invoice Details

Source Voucher Details

Voucher No.	MSL-21-IN-MH-284	Voucher Name	test2	Status	Approved
Requestor's Comments	[Empty]	Total Bill Amount	10.00	Total Gross Amount	10.50
Total CGST Amount	0.25	Total SGST Amount	0.25	Total IGST Amount	0.00
Total TDS Amount	0.75	Voucher Type	Tax Invoice	Transaction type	Local

EXCEL

#	Edit	Remove	Account Code	Account Name	Cost Code	HSN / SAC code	Item Type	Quantity	Rate	Credit Note Amount	Taxable Value	GST Applicable	IGST Percentage	IGST Rate	CGST Percentage
1	Edit	Remove	M0301010095	MOWMPL - TRADE RECEIVABLE/PAYABLE	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	HSN00005-DEFAULT CODE	Opex Goods	1	5	5	5	Yes	0.0	0	2
										5.00	5.00			0.00	

Total Credit Note Amount : 5.00    Tax Receivable : 0.38    Grand Total Amount : 5.25

Supportings: Choose File No file chosen    Attach    No.Of attachments: 0

Annexure: Choose File No file chosen    Attach    No.Of attachments: 0

Disclaimer

Approver's Comments

Approval Log

Audit Details

**After clicking SAVE & CLOSE, details will be available in tabular format**

Buttons: Send for Approval, Save & Exit

Windows Taskbar: Type here to search, ENG IN, 01:01 PM, 30-09-2020

Browser window: trace.motilaloswal.com/xtrack/Pages/Reimbursement/TaxCN.aspx?SSEQ=E2xbCY0AI9z47kiOdQOxOA==&R=yqgOzXusZUUVSmusmgprCQ==&REF=bA007ct...

Voucher Date: 30-Sep-2020 | Transaction Type: Local | Location/Branch: Mumbai - MAHARASHTRA | Voucher Type: Tax-Credit Note

Company Name: Motilal Oswal Financial Services Limited | Customer State Name: MAHARASHTRA | On Whose Desk: IEC Code

Requestor's Comments: [Empty]

Customer Address: MOTILAL OSWAL TOWER, JUNCTION OF GOKHALE, ...

**<< Create Invoice Details**

Source Voucher Details  
Voucher No.: MSL-21-IN-MH-284  
Requestor's Comments: [Empty]

Total CGST Amount: 0.25  
Total TDS Amount: 0.75

Voucher Type: Tax Invoice | Transaction type: Local

#	Edit	Remove	Account Code	Account Name	Cost Code	HSN / SAC code	Item Type	Quantity	Rate	Credit Note Amount	Tax	CGST	Percentage
1	Edit	Remove	M0301010095	MOWMPL - TRADE RECEIVABLE/PAYABLE	SUPPORT-FINANCE & ACCOUNTS-COMMON-COMMON-INDIA-PRABHADEVI	HSN00005-DEFAULT CODE	Opex Goods	1	5	5	5.00		2

Supportings: Choose File No file chosen | Attach

Annexure: Choose File No file chosen | Attach

Disclaimer: [Empty]

Approver's C: [Empty]

Approval Log: [Empty]

Audit Details: [Empty]

2+ and Safari browsers.

Buttons: Send for Approval, Save & Exit

System Tray: Type here to search | ENG IN | 01:04 PM | 30-09-2020

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

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

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