

# VENDOR CREDIT NOTE

## Enter your username and password

Sign in

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 sureshd

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Login


[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](#)

[Reset Password](#)

Click on Login Button

Browser window showing the XTrack application interface. The URL is <https://trace.motilaloswal.com/xtrack/Pages/HomeMFXTRACK.aspx>. The interface includes a navigation menu on the left with categories like Business Settlement, Super User View, Payment, Purchase, Receipt, Purchase Advance, Purchase Settlement, Other Payments, Contract, GST Payment View, Single Vendor Multi JV, Multi Vendor Single Company JV, Provision, PMS Distribution, On Behalf Of View, Tax Invoice, Reports, Change Initiator, Payment Export, and Vendor Credit Note. The main content area displays four panels: Business/Travel Expense(s) -For Approver, Vendor Payment -For Approver, Business/Travel Expense(s) -Drafts, and Vendor Payment -Drafts. Each panel has buttons for 'Approve', 'Reject', and 'Send for Clarification'. A callout box with an arrow points to the 'Create voucher' option under the 'Vendor Credit Note' menu item.

Under Transaction click on create voucher under 'Vendor Credit Note'

Select the relevant module from the drop-down you want to raise the Credit note against

The screenshot shows the XTrack Expense Tracking System interface. At the top, there is a navigation bar with 'Home', 'User Access', 'Masters', 'Transactions', and 'Payment Dashboard'. Below this is the 'Credit Note' form. The 'Voucher Type' dropdown menu is open, showing options: 'Other Payments', 'PO Settlement', 'Single Vendor Multi Payment', and 'Multi Vendor Single Company JV'. An arrow points from the text box above to this dropdown. The form includes fields for 'Voucher Number', 'Voucher Name', 'Vendor Name', 'On Behalf Of', 'Period From', and 'Period To'. Below the form is a table of vouchers with columns: '#', 'STATUS', 'EDIT', 'VIEW', 'VOUCHER NO', 'VOUCHER DATE', 'VOUCHER NAME', 'VENDOR NAME', and 'COMPANY NAME'. The first row shows a voucher with ID 'MSL-2021-OP-2540' dated '14-Sep-2020' for 'test' under 'MOFSL TRADE RECEIVABLEPAYABLE' at 'Motilal Oswal Financial Services Limited'. An arrow points from the text box below to the 'Edit' link in the first row. At the bottom, there is a disclaimer: 'Disclaimer : For the best views, use greater version of Mozilla Firefox 48+, Internet Explorer 10+, Google Chrome 52+ and Safari browsers.'

Click on edit

# Enter all the required details

## Vendor Credit Note

### Vendor Expense Information

Create for Employee	Suresh Devasani/MSL	View Details	Status	Draft	Voucher Type	Vendor Credit Note
Voucher Name		*	Voucher No.	#Auto Generated	On Whose Desk	
Vendor Name	MOFSL TRADE RECEIVABLEPAYABLE	TDS	Select Currency Type	INR	Exchange Rate	1.00
Voucher Date	30-Sep-2020		Credit Note No.		Credit Note Date	
Requestor's Comments			Voucher for Company	Motilal Oswal Financial Services Limil		
Place Of Business (Vendor Location)	Mumbai - MAHARASHTRA		Point Of Supply (Own Location/Branch)	Mumbai - MAHARASHTRA		

### Source Voucher Details - Other Payments

Voucher No.	MSL-2021-OP-2540	Voucher Name	test	Status	Paid
Requestor's Comments			Total Bill Amount	10.00	Already Paid by Finance Department/MOSL
Total CGST	0.00	Total SGST	0.00	Total Gross Amount	10.00
Total TDS Amount	1.00	Total Net Amount	9.00	Total IGST	0.00
				Paid On	14-Sep-2020

<< Create Expenses Details

Click on Create Expense Details

Send for Approval

Save & Exit

Select A/C Name & Cost Code from the drop down

If GST is applicable enter the details ensure using the same HSN/CODE that was used while raising the voucher

Click on SAVE & Close after entering all the details

Approved Expense details

<< Create Invoice Details

Source Voucher Details

Voucher No.	MSL-21-IN-MH-284	Voucher Name	test2	Status	Approved
Requestor's Comments		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  No file chosen  No. Of attachments: 0

Annexure  No file chosen  No. Of attachments: 0

Disclaimer

Approver's Comments

Approval Log

Audit Details

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

Send for Approval    Save & Exit

Browser window: trace.motilaloswal.com/xtrack/Pages/Reimbursement/TaxCN.aspx?SSEQ=E2xbCY0AI9z47kiOdQOxOA==&R=yqgOzXusZUUVSmsusmgrpCQ==&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]

Total Cr: [Empty]

Total Amount: 5.25

2+ and Safari browsers.

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

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

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

Buttons: Send for Approval | Save & Exit

Windows Taskbar: Type here to search | ENG IN | 01:04 PM | 30-09-2020