

MULTI VENDOR

Single

Company



Track Receipts And Certify Expenses



Solid Research.Solid Advice

Enter your username and password

Sign in


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Login credentials are same as to
your Laptop /Desktop login

Sign in

 sureshd



Login

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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 request name | 10000.00 | 10-May-2017 | Suresh Devasani |
| <input type="checkbox"/> | MSL-11357 | | | | |

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

- Reimbursement
- Business Advances
- Business Settlement
- Super User View
- Payment
- Purchase
- Purchase Advance
- Purchase Settlement
- Other Payments
- Contract
- Single Vendor Multi JV
- Multi Vendor Single Company JV **▶ Create voucher**
- Aspire Voucher Generation
- On Behalf Of View
- Salary JV
- Reports
- Change Initiator

| Status Of Voucher |
|--------------------|
| Awaiting Approvals |
| leave |
| Vacation |
| leave |

Delegation

Create Delegation

| Delegated For |
|-----------------------|
| Anupam Shivraj Agal |
| Siddiqui Noor-Ul-Huda |
| Vijay Kumar Goe |
| Naresh Gangadri Gunta |

Business/Travel Expense(s) -For Approver

Approve Reject Send for Clarification

No Records Found

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

Vendor Expense Information

| | | | | | | |
|----------------------|---------------------|-----------------|---------------------------------------|----------------------------------|---------------------|----------------------------------|
| Create for Employee | Suresh Devasani/MSL | * View Details | Status | Draft | Voucher Type | Multi Vendor Single Company JV |
| Voucher Name | ddd | * | Voucher No. | #Auto Generated | On Whose Desk | Suresh Devasani |
| Voucher Date | 31-Mar-2018 | Year of Expense | Current Year | * | Voucher for Company | Motilal Oswal Securities Limited |
| Requestor's Comments | | | Employee's Company | Motilal Oswal Securities Limited | | |
| | | | Point Of Supply (Own Location/Branch) | u | | |

<< Create Expenses Details Calculate TDS Note: DD : Bill Date duplication within voucher AD : Amount duplication within voucher BD : Bill Number duplication within voucher CD : Amount duplication within voucher

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

- JAIPUR - RAJASTHAN
- LUCKNOW - UTTAR PRADESH
- LUDHIANA - PUNJAB
- Mumbai - MAHARASHTRA
- PUNE - MAHARASHTRA
- SURAT - GUJARAT

Click on CREATE EXPENSES DETAILS

Select Point of Supply from the drop down

Total Invoice Amount : 0.00 Total Gross Am 0.00

Send for Approval Save & Exit

Multi Vendor Single Company JV

Display 1 of 1

Vendor Name: Auto Suggest

Original Vendor State: []

Original Vendor Name: []

Original Vendor GST No.: []

A/C Name: --SELECT--

A/C Code: []

SBU: Select SBU

Department: Select Department

Channel: Select Channel

Product: Select Product

Location: Select Location

Cost Code: []

Periodicity of Payments: --SELECT--

Expense From: []

Expense To: []

Bill Date: []

Place Of Business (Vendor Location): Auto Suggest

Bill Number: []

Inv Amount: 0.00

Item: []

GST Applicable

HSN/SAC Code: Auto Suggest

Item Type: []

Place Of Business (Vendor Location): Auto Suggest

Point Of Supply (Own Location/Branch): Auto Suggest

| | | |
|------|------|------|
| SGST | 0.00 | 0.00 |
| CGST | 0.00 | 0.00 |
| IGST | 0.00 | 0.00 |

Gross Amount: 0.00

TDS applicable

TDS Code: []

TDS %: 0.00

TDS Amount: 0.00

WCT applicable

WCT %: 0.00

WCT Amount: 0.00

Net Amount: 0.00

Variation: []

Vendor Bank: []

Supportings Sent: Yes No

Remove Add/Update Save & Close Close

On Behalf Of: --SELECT--

Vendor Expense Information

Create for Employee: Suresh Devasani/MSL

Voucher Name: Test

Voucher Date: 18-May-2021

Year of Expense: Current Year

Requestor's Comments: []

<< Create Expenses Details Calculate TDS

Select the expenses upload file: Choose File No file chosen

Supportings: Choose File No file chosen Attach

No. Of attachments: 0

Credit Note Available: []

Approver's Comments: []

Approval Log

Audit Details

Enter the required details

Multi Vendor Single Company JV

On Behalf Of: -SELECT-

Back

Display 1 of 1

Vendor Name: Auto Suggest

Original Vendor State: []

Original Vendor Name: []

Original Vendor GST No.: []

A/C Name: -SELECT-

A/C Code: []

SBU: Select SBU

Department: Select Department

Channel: Select Channel

Product: Select Product

Location: Select Location

Cost Code: []

Periodicity of Payments: -SELECT-

Expense From: []

Expense To: []

Bill Date: []

Place Of Business (Vendor Location): Auto Suggest

Bill Number: []

Inv Amount: 0.00

Item: []

GST Applicable

HSN/SAC Code: Auto Suggest

Item Type: []

Place Of Business (Vendor Location): []

Point Of Supply (Own Location/Branch): Auto Suggest

SGST: 0.00

CGST: 0.00

IGST: 0.00

Gross Amount: 0.00

TDS applicable

TDS Code: []

TDS %: 0.00

TDS Amount: 0.00

WCT applicable

WCT %: 0.00

WCT Amount: 0.00

Net Amount: 0.00

Variation: []

Vendor Bank: []

Supportings Sent: Yes No


Buttons: Remove, Add/Update, Save & Close, Close

Annotations:

- If it is Credit Card Vendor then only the details as per the bill needs to be filled.
- Enter the GST details with correct selection of HSN/SAC Code
- Click on SAVE & CLOSE

ments Common Info

Expenses Details **Calculate TDS** Note: **DD** : Bill Date duplication within voucher **AD** : Amount duplication within voucher **BD** : Bill Number duplication within voucher **DAD** : Amount

Expenses upload file: No file chosen [Upload Format](#)  **EXCEL**

Total Invoice Amount : 0.00 Total Gross Amount : 0.00 Total TDS Amount : 0.00

No file chosen No.Of attachments:0

ments

Click on UPLOAD FORMAT to export the Excel File

File Format Export(Upload Format)

Select Items To Export

[Export Data To Template](#)

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



Click on **EXPORT DATA TO TEMPLATE**
to download the file format

| | A | B | C | D | E | F | G |
|----|-------------|---------------------|---------|--------------------|-----------|-----------|-----------------|
| 1 | Vendor Name | A/C NAME | SBU | Department | channel | Product | Location |
| 2 | SUN1 Vendor | SUN COMMON ACC | test | DEPARTMENT 2 | CHANNEL 2 | PRODUCT 2 | LOCATION 2 |
| 3 | OVENFRESH | Staff Welfare Exper | SUPPORT | ACCOUNTS & FINANCE | COMMON | COMMON | INDIA-PRABHADEV |
| 4 | SUN1 Vendor | PO OPEX SUN1 | test | DEPARTMENT 2 | CHANNEL 2 | PRODUCT 2 | LOCATION 2 |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |

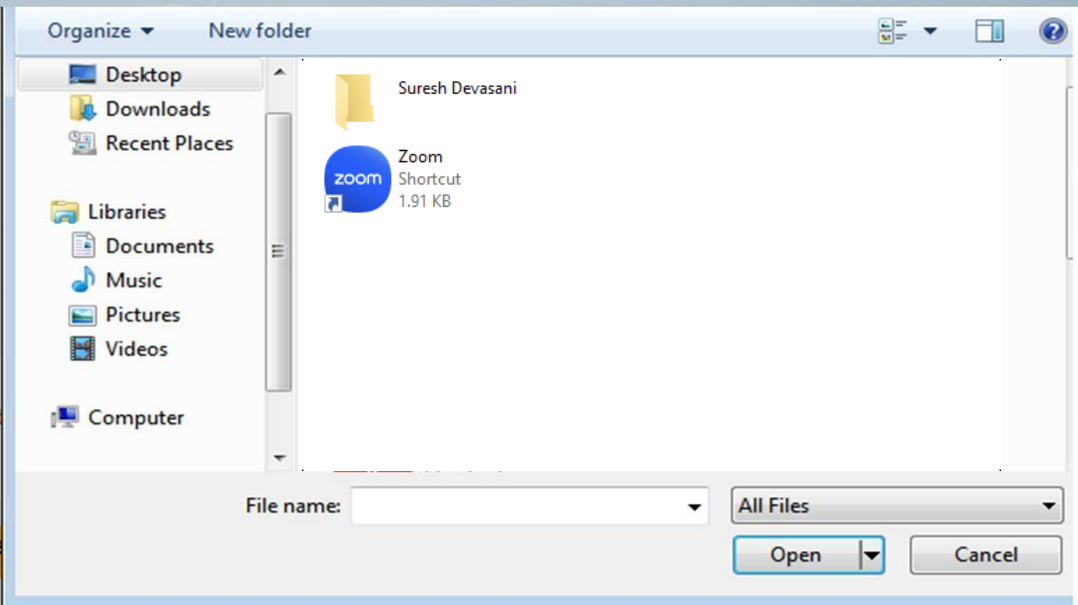
FILL IN THE DETAILS AS PER REQUIREMENT

Create for Employee: Suresh Devasani/MSL * View Details
Voucher Name:
Vendor Name: Auto Suggest
Voucher Date: 11-May-2017
Voucher for Company: Motilal Oswal Securities Limited
Requestor's Comments:

<< Create Expenses Details
Calculate TDS

Note DD : Bill Date d
within voucher

Select the expenses upload file: Choose File No file chosen



Supportings: Choose File No file chosen Attach No.0

attachments: 0

Approver's Comments:

Approval Log
Audit Details

Select the Upload-able Excel format file

Save & Exit

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

| | | | | | | |
|----------------------|----------------------|-----------------|-----------------|----------------------|----------------------------------|------------|
| Voucher Name | <input type="text"/> | Voucher No. | #Auto Generated | On Whose | | |
| Voucher Date | 25-May-2017 | Year of Expense | Current Year | Voucher for Company | Motilal Oswal Securities Limited | Employee's |
| Requestor's Comments | <input type="text"/> | | Common Info | <input type="text"/> | | |

<< Create Expenses Details

Calculate TDS

Note: DD : Bill Date duplication within voucher AD : Amount duplication within voucher BD : Bill Number duplication within vouc

Select the expenses upload file:

Choose File No file chosen

Upload

[Upload Format](#)

Total Invoice Amount : 0.00

Total Gross Amount : 0.00

Total TDS Amount : 0.00

Supportings

Choose File No file chosen

Attach

No.Of attachments:0

Approver's Comments

No file chosen

Approval Log

Audit Details

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

| | | | | |
|----------------------|---------------------|----------------------------------|--------------------|----------------------------------|
| <input type="text"/> | Voucher No. | #Auto Generated | On Whose Desk | Suresh Devasani |
| Current Year | Voucher for Company | Motilal Oswal Securities Limited | Employee's Company | Motilal Oswal Securities Limited |
| | Common Info | | | |

DS Note: **DD** : Bill Date duplication within voucher **AD** : Amount duplication within voucher **BD** : Bill Number duplication within voucher **DAD** : Amount & Date duplication across vouchers

File chosen [Upload Format](#) **EXCEL**

Total Gross Amount : 0.00 Total TDS Amount : 0.00

Attach

No. Of attachments:0

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

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