Steps for creating OSL receipts

The OSL receipts can be entered from 20-Mar-2022 with the receipt date as 20-Mar-2022 (Sunday) in all the cases of OSL, for clear identification of the OSL receipts.

Please follow the following steps for preparing OSL Receipt.

The receipt date has to be changed to 20-Mar-2022 as shown below in the screen shot.

The OSL (2021-2022) to be entered in Handling Contractor Bill Number & Date Column provided in DFF. The screenshot has been attached below.

Send the OSL receipt for Valuation:

Steps for Accounts User:-

Please enter **Supplier Invoice Number** as OSL|SRV Number
e.g. for SRV number 2020062201575 enter OSL2020062201575
as invoice number.

Please enter **Supplier Invoice Date** as **20-Mar-2022**

Users must delete all GST taxes from the receipt which have
defaulted from Purchase Order.

Please do not delete other taxes.

Confirm Taxes.

Make sure to **modify the date as 20-Mar-2022** under **detail tab at the time of accepting the receipt.** The screenshot is attached.

Go to Inspect button

Put the Date as **'20-Mar-2022'** and Press OK and save the document

Please make sure to **modify the transaction date as 20-Mar-2022** under detail tab **at the time of delivery of the receipt.** The screenshot is attached.

Hand-over the **OSL receipts to the accounts.**