

Steps for creating OSL receipts

The OSL receipts can be entered from **19-Mar-2023** with the receipt date as **19-Mar-2023** (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 **19-Mar-2023** as shown below in the screen shot.

The screenshot displays the 'CRR Form' window, which is a modal dialog box for creating or adding receipts. The window is titled 'CRR Form' and has a close button. It contains two tabs: 'New Receipt' (selected) and 'Add To Receipt'. The 'New Receipt' tab has the following fields:

- Receipt: [Empty]
- LR/GR/AWB Number: [Empty]
- Challan Num & Challan Date: [Empty]
- Transporter Name: [Empty]
- Receipt Cases: [Empty]
- Supplier: PUSTAK BHAVAN
- CRR Remark/Vessel Name: na
- Receipt Date: 19-MAR-2023 00:00 (highlighted in blue)
- LR/GR/AWB Date: [Empty]
- Road Permit (Form Number): [Empty]
- B/L No. & Dt. / Dimension: [Empty]
- Received By: MATGRP,

The 'Add To Receipt' tab is also visible but not selected. Below the modal dialog, the main window shows the following fields:

- Operating Unit: AONLA-I UNIT
- Supplier: PUSTAK BHAVAN
- Item Description: GLUSTICK', MAKE : KORES/LUXOR
- Destination: Aonla I Store-106544-MANZOOR AHMAI
- Header Receiver Note: [Empty]
- Shipment Receiver Note: [Empty]
- Order Type: Standard
- Order: 204004231118
- Due Date: 23-JAN-2023 00:00
- Hazard: [Empty]
- UN Number: [Empty]
- Routing: Inspection Required

At the bottom of the window, there are buttons for 'Lot - Serial', 'Cascade', 'Express', and 'Header'. Below these, there are buttons for 'Unordered', 'Clear', and 'Find'.

The **OSL (2022-2023)** to be entered in Handling Contractor Bill Number & Date Column provided in DFF. The screenshot has been attached below.

The screenshot displays the 'Receipts (331)' application window. In the foreground, the 'RCV_SHIPMENT_HEADERS' dialog box is open, showing various fields for receipt information. The 'Handling Contractor Bill Numbers & Dates' field is highlighted with the text 'OSL 2022-2023'. The background shows the 'Receipts (331)' form with fields for Receipt, LR/GR/AWB Number, Challan Num & Challan Date, Transporter Name, Receipt Cases, Supplier (PUSTAK BHAVAN), CRR Remark/Vessel Name (na), Operating Unit (AONLA-I UNIT), Supplier (PUSTAK BHAVAN), Item Description (GLUSTICK, MAKE : KORES/LUXOR), Destination (Aonla I Store-106544-MANZOOR AHMAI), Header Receiver Note, and Shipment Receiver Note.

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 **19-Mar-2023**

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

Please do not delete other taxes.

Confirm Taxes.

Tax Determination for Receipt

Document Number	2040062300864	Amount	1,871.50	Supplier Invoice Number	OSL204006230086	<input type="checkbox"/> Confirm Taxes	
Currency Code	INR	Tax Amount	336.88	Supplier Invoice Date	19-MAR-2023	E-Way Bill No	
GST Document Number		Total Amount	2,208.38	Original Tax Invoice Number		E-Way Bill Date	
GST Document Date				Original Tax Invoice Date		<input type="checkbox"/> E-Way Bill Acceptance	
				Invoice Reference Number			

Update/Modify Value for Intended Use From To

Action

Line Num	Document Type	Document Number	Document Line	Shipment	Item	Item Description	UOM	Quantity	Price	Assessable Price List
1	Standard	204004231118	1	1	0000999010100106	GLUSTICK, MAKE :	NO	95	19.7	

SL No.	Tax Rate Name	Tax Type	Tax Point Basis	Assessable Price List	Assessable Value	1	2	3	4	5	6	7	8	9	10	Currency	Tax C
1	CGST-Slab3-2040	CGST	DELIVERY			0										INR	10-FE
2	SGST-Slab3-2040	SGST	DELIVERY			0										INR	10-FE

Inclusive Tax Total Self Assessed/Reverse Charge Tax Total Exclusive Tax Total Tax Total

Make sure to **modify the date as 19-Mar-2023** under **detail tab** at the time of accepting the receipt. The screenshot is attached.

Receiving Transactions (331)

Lines Details Order Information Outside Services Currency

Quantity		UOM		Transaction Date	Reason Code	Comments
<input checked="" type="checkbox"/>	95	NO		19-MAR-2023 14...		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Operating Unit: AONLA-I UNIT
Supplier: PUSTAK BHAVAN
Description: GLUSTICK, MAKE : KORES/LUXOR
Destination: 106544-MANZOOR AHMAD KHAN,-Aonla
Header Receiver Note:
Shipment Receiver Note:

Receipt: 2040062300864
Order: 204004231118
Parent Type: Receive
Inspection: Not Inspected - Inspecti
Current Location: Aonla I Store
Hazard Class:

Lot-Serial Cascade Express Inspect

Clear Find

Go to Inspect button

Receiving Transactions (331)

Lines Details Order Information Outside Services Currency

Quantity		UOM		Transaction Date	Reason Code	Comments
<input checked="" type="checkbox"/>	95	NO		19-MAR-2023 14...		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Operating Unit: AONLA-I UNIT Supplier: PUSTAK BHAVAN Description: GLUSTICK, MAKE : KORES/LUXOR Destination: 106544-MANZOOR AHMAD KHAN,-Aonl

Header Receiver Note: Shipment Receiver Note:

Receipt: 2040062300864 Order: 204004231118 Parent Type: Receive Inspection: Not Inspected - Inspecti Current Location: Aonla I Store Hazard Class:

Lot-Serial Cascade Express **Inspect**

Clear Find

Receiving Transactions (331)

Inspection Details (331)

Reason Code	Supplier Lot	Date	Comment
		19-MAR-2023 14	

OK Cancel

Description: GLUSTICK', MAKE : KORES/LUXOR
 Destination: 106544-MANZOOR AHMAD KHAN,-Aonl
 Header Receiver Note:
 Shipment Receiver Note:

Parent Type: Receive
 Inspection: Not Inspected - Inspecti
 Current Location: Aonla I Store
 Hazard Class:

Lot-Serial Cascade Express Inspect

Put the Date as **19-Mar-2023** and Press OK and save the document

Receiving Transactions (331)

Lines Details Order Information Outside Services Currency

Quantity		UOM		Transaction Date	Reason Code	Comments
<input checked="" type="checkbox"/>	95	NO		19-MAR-2023 14...		
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Operating Unit: AONLA-I UNIT
Supplier: PUSTAK BHAVAN
Description: GLUSTICK', MAKE : KORES/LUXOR
Destination: 106544-MANZOOR AHMAD KHAN,-Aonl
Header Receiver Note:
Shipment Receiver Note:

Receipt: 2040062300864
Order: 204004231118
Parent Type: Accept
Inspection: Accepted - Inspection R
Current Location: Aonla I Store
Hazard Class:

Lot-Serial Cascade Express Inspect

Clear Find

Please make sure to **modify the transaction date as 19-Mar-2023** under detail tab **at the time of delivery of the receipt**. The screenshot is attached.

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