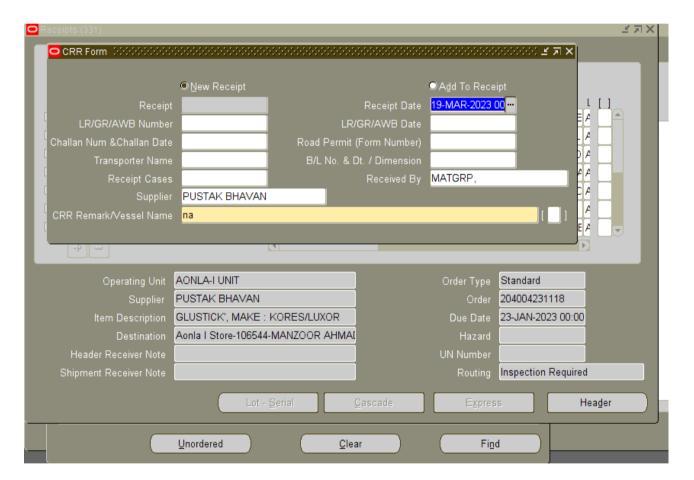
Steps for creating OSL receipts

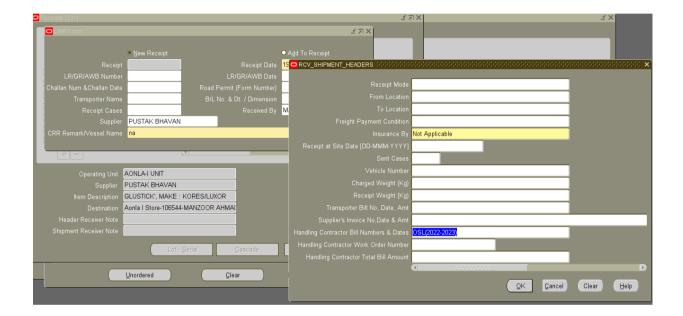
The OSL receipts can be entered from 19-Mar-2023 with the receipt date as 19-Mar-2023 (Sunday) in all the cases of OSL, for clear identification of the OSL receipts.

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 OSL (2022-2023) 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:-

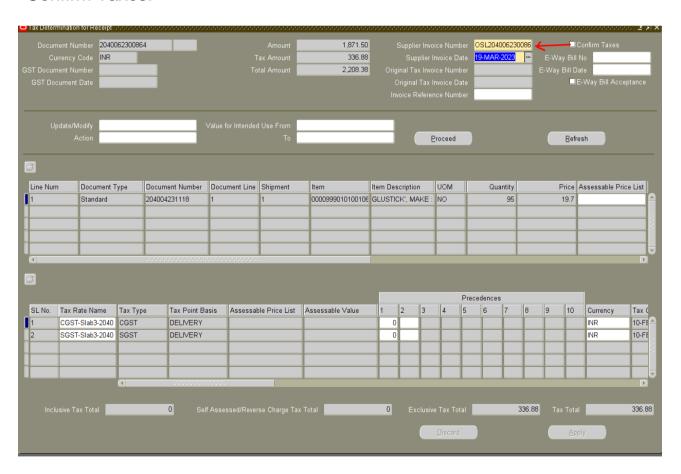
Please enter **Supplier Invoice Number** as OSL|SRV Number e.g. for SRV number 2020062201575 enter OSL2020062201575 as invoice number.

Please enter **Supplier Invoice Date** as 19-Mar-2023

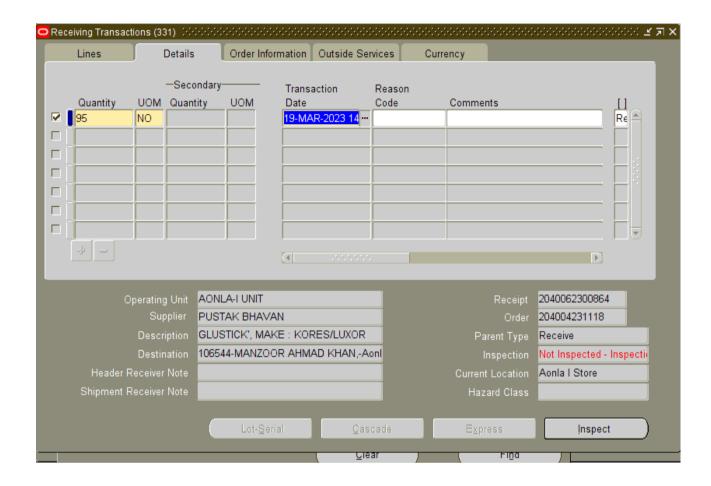
Users must delete all GST taxes from the receipt which have defaulted from Purchase Order.

Please do not delete other taxes.

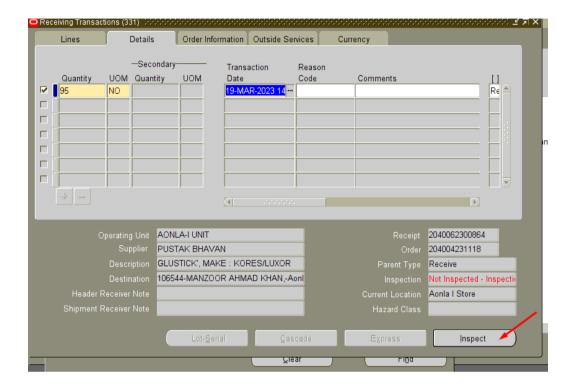
Confirm Taxes.

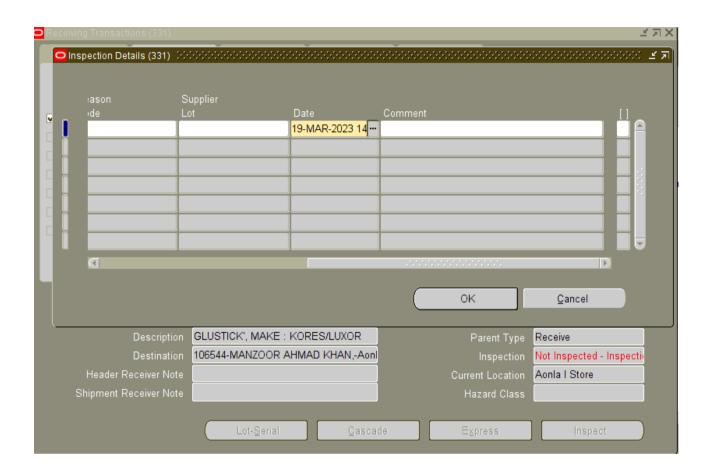


Make sure to modify the date as 19-Mar-2023 under detail tab at the time of accepting the receipt. The screenshot is attached.

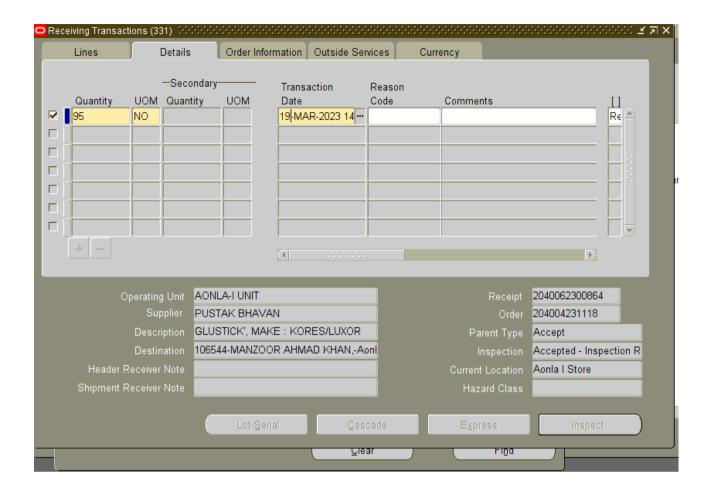


Go to Inspect button





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



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.**