



Odisha State Warehousing Corporation
ଓଡ଼ିଶା ରାଜ୍ୟ ପଣ୍ୟାଗାର ନିଗମ

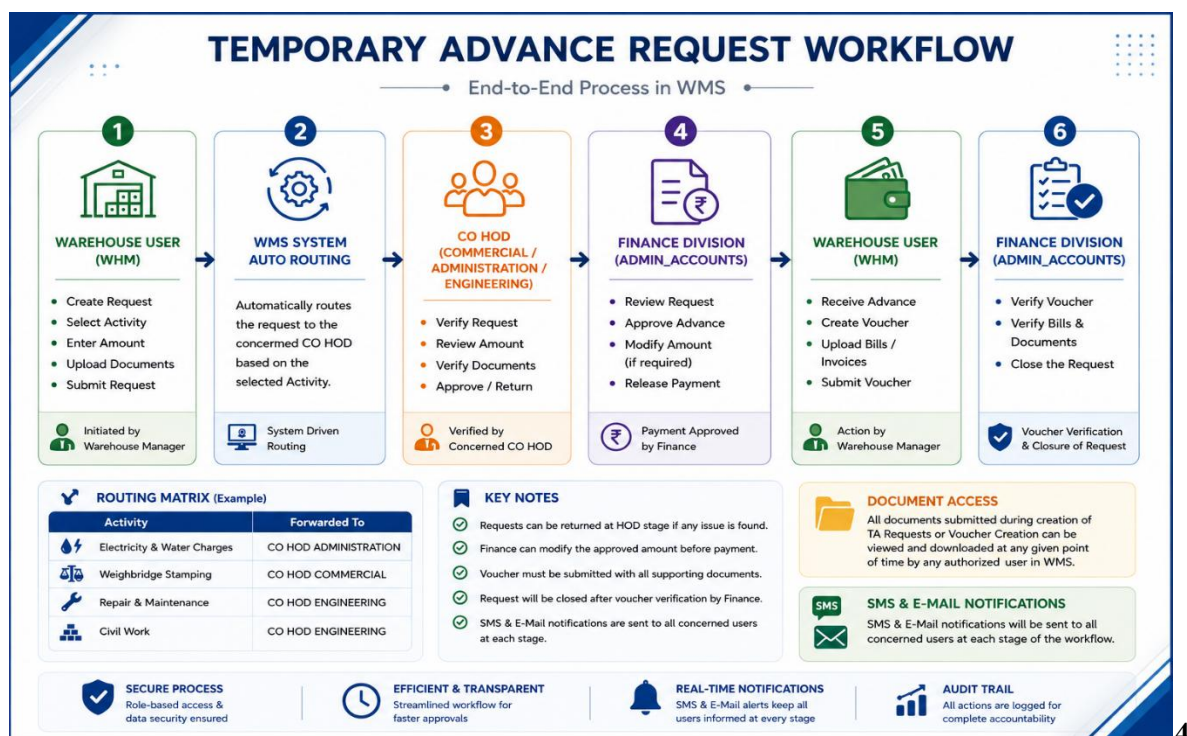
WAREHOUSE MANAGEMENT SOLUTION

REQUISITION/TEMPORARY ADVANCE VOUCHER

User Manual

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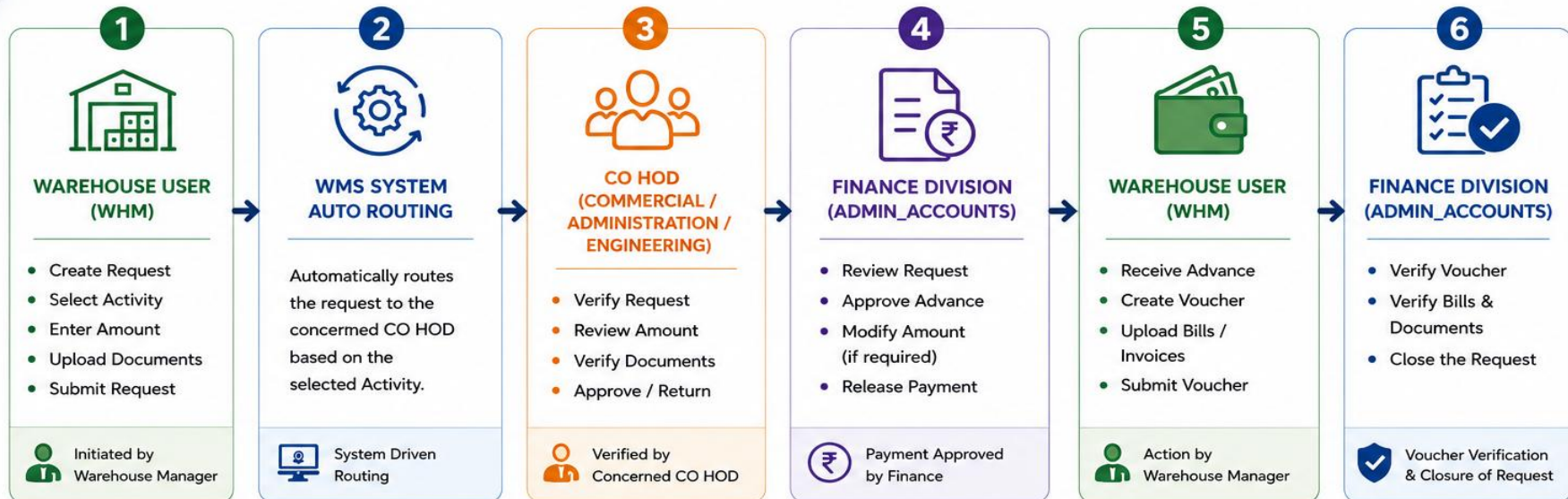
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TEMPORARY ADVANCE WORKFLOW

TEMPORARY ADVANCE REQUEST WORKFLOW

End-to-End Process in WMS



ROUTING MATRIX (Example)

Activity	Forwarded To
Electricity & Water Charges	CO HOD ADMINISTRATION
Weighbridge Stamping	CO HOD COMMERCIAL
Repair & Maintenance	CO HOD ENGINEERING
Civil Work	CO HOD ENGINEERING

KEY NOTES

- Requests can be returned at HOD stage if any issue is found.
- Finance can modify the approved amount before payment.
- Voucher must be submitted with all supporting documents.
- Request will be closed after voucher verification by Finance.
- SMS & E-Mail notifications are sent to all concerned users at each stage.

DOCUMENT ACCESS

All documents submitted during creation of TA Requests or Voucher Creation can be viewed and downloaded at any given point of time by any authorized user in WMS.

SMS & E-MAIL NOTIFICATIONS

SMS & E-Mail notifications will be sent to all concerned users at each stage of the workflow.



SECURE PROCESS
Role-based access & data security ensured



EFFICIENT & TRANSPARENT
Streamlined workflow for faster approvals



REAL-TIME NOTIFICATIONS
SMS & E-Mail alerts keep all users informed at every stage

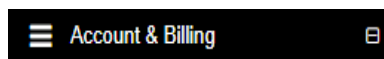


AUDIT TRAIL
All actions are logged for complete accountability

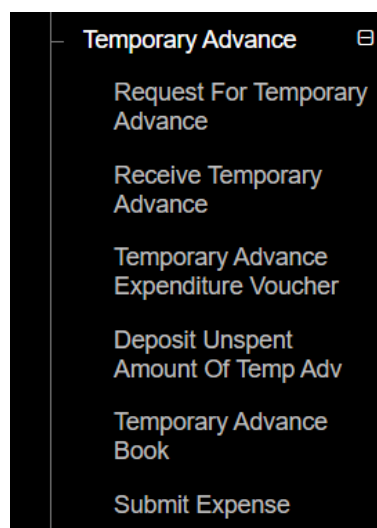
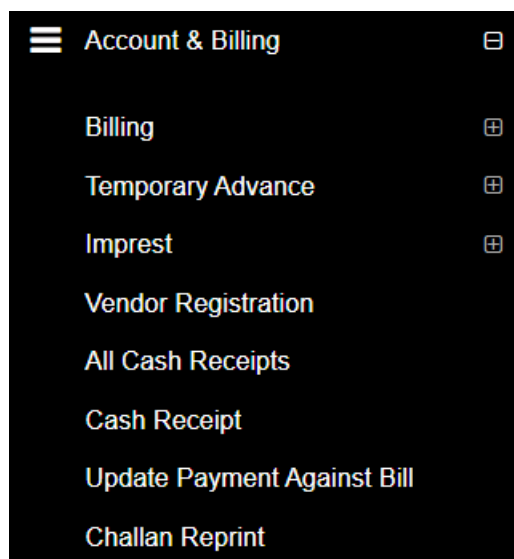
USER – WHM/DEPOT IN-CHARGE

1. Menu

- ✓ The users will be able to access the Account & Billing module of the OSWC through the side menu option “Accounts & Billings”.



- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the WHM as depicted in the images attached below.
- ✓ Clicking on the Temporary Advance menu option will display the constituting module list to the user.



- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

2. Request for Temporary Advance

- ✓ The request for a temporary advance can only be created against a particular activity by the WHM. The WHM can request for temporary advance against the available activities only.
- ✓ Clicking on the Request for Temporary Advance sub-menu will redirect the user to the temporary advance screen.

Dashboard

Home

Users

Groups

Roles

Settings

Logout

Request for Temporary Advance

Create Request

Start Date*

18-06-2026

End Date*

18-07-2026

Request Type*

Please Select

Payment Status*

Please Select

QSearch

Showing 1-6 of 6 items.

#	Print	Activity	Reference Number	Request Date	Request Amount	Request Forward	Request Status	Approve Amount	Approve/Reject Date	Payment Status	Documents	Action
1	Print	Electricity Charges	BOU0029-2026/0010	05/07/2026	4137.00	CO_HOD_ADMINISTRATION	VERIFIED	4137.00	18/07/2026	TRANSFERRED	Download Document	
2	Print		BOU0029-2026/0009	05/06/2026	3798.00	CO_HOD_ADMINISTRATION	VERIFIED	3798.00	01/07/2026	APPROVED	Download Document	
3	Print	Stamping & Verification of Weighing Scales & Test Weights	BOU0029-2026/0008	26/05/2026	3300.00	CO_HOD_COMMERCIAL	PENDING	0.00	---	PENDING	Download Document	Delete
4	Print	Conveyance Charges	BOU0029-2026/0007	19/05/2026	2000.00	CO_HOD_ADMINISTRATION	PENDING	0.00	---	PENDING	Download Document	Delete
5	Print	Electricity Charges	BOU0029-2026/0006	19/05/2026	3788.00	CO_HOD_ADMINISTRATION	PENDING	0.00	---	PENDING	Download Document	Delete
6	Print	Repair & Maintenance of Computer/Printer	BOU0029-2026/0005	19/05/2026	2700.00	CO_HOD_ADMINISTRATION	PENDING	0.00	---	PENDING	Download Document	Delete

✓ Search

- The user will be able to search for existing temporary advance requests from the search section.
- The user will be able to enter the following details:
 - Start date
 - End date
 - Request type
 - Payment status
- Clicking on the Search button will display the results of the search applied.

✓ List

- The user will be able to view the list of existing temporary advance request created.
- Clicking on the print button will redirect the user to the temporary requisition screen as depicted in the image attached below.

Temporary Advance Requisition Print									
 Odisha State Warehousing Corporation ଓଡ଼ିଶା ରାଜ୍ୟ ପଣ୍ୟାଗାର କର୍ପୋରେସନ୍									
Temporary Advance Requisition									
Region Name	Warehouse Name	Activity Name	Token No.	Requisition Date	Forward to (Division Name)	Ledger Name & Amount	Remarks by WHM	Remarks by Concerned Division	Remarks by Approver
ODISHA STATE WAREHOUSING CORPORATION	OSWC BOUDH	Electricity Charges	BOU0029-2026/0010	05/07/2026	CO_HOD_ADMINISTRATION	64302 - Electricity and Water Charges (W/H) - 4137.00	TOKEN NO-BOU0029-2026/0010 AMOUNT-4137	Verified and forwarded to Finance Division for necessary action	Approved by Finance Division
Requisition Total Amount							4137		

✓ Create Request

- The user will be able to create a new temporary request by clicking the New request button.
- The user will be redirected to the "Create Request for Temporary Advance" screen.

Create Request for Temporary Advance Back

Request Type: TEMPORARY Request Date: 23/06/2026 Remarks:

Branch Name: OSWC BOUDH Activity: Calibration of Moisture Meter Forward To: CO HOD COMMERCIAL

Ledger Name: 58180 - Maintenance of Moisture Meter Amount:

Total Requisition Amount:

Document

Choose File Upload No file chosen Add More

(only png, jpg, jpeg and pdf file of maximum 2 MB size is supported)

Save

- The user will be required to fill the fields required to create a temporary request.
 - Request Type*
 - This field will be pre-populated.
 - Request Date*
 - This field will be pre-populated.
 - Remarks*
 - Branch Name*
 - This field will be pre-populated and non-editable.
 - Activity*
 - This field will consist of a drop-down.
 - Forward To (Auto Populated)*
 - This field will consist of a drop-down with the following options:
 - CO HOD COMMERCIAL
 - CO HOD ADMINISTRATION
 - CO HOD ENGINEERING

- The user will select one of the activities and the request created will be forwarded to the predefined HOD's account only.
- Ledger Name*
 - The ledgers are predefined for each activity. On Selection of the Activity, the ledger name will auto populate and has to be selected.
- Amount*
 - The user will be able to enter amount.
- Total Requisition amount
 - This will be auto-calculated.
- Documents
 - The user will be able to upload multiple documents by clicking on the Add more button.

Note: All the fields marked with “*” are mandatory.

- Clicking on the save button will create the Temporary advance request and send it to CO.
- The user will be able to view the request created in the list screen with a delete option against the respective list item.

Request for Temporary Advance

Start Date* 23-05-2026 End Date* 23-06-2026 Request Type* Please Select Payment Status* Please Select Search

Showing 1-5 of 5 items.

#	Print	Activity	Reference Number	Request Date	Request Amount	Request Forward	Request Status	Approve Amount	Approve/Reject Date	Payment Status	Action
1	Print	Electricity Charges	BOU0029-2026/0009	05/06/2026	3798.00	CO_HOD_ADMINISTRATION	PENDING	0.00	---	PENDING	Delete
2	Print	Stamping & Verification of Weighing Scales & Test Weights	BOU0029-2026/0008	26/05/2026	3300.00	CO_HOD_COMMERCIAL	PENDING	0.00	---	PENDING	Delete
3	Print	Conveyance Charges	BOU0029-2026/0007	19/05/2026	2000.00	CO_HOD_ADMINISTRATION	PENDING	0.00	---	PENDING	Delete
4	Print	Electricity Charges	BOU0029-2026/0006	19/05/2026	3788.00	CO_HOD_ADMINISTRATION	PENDING	0.00	---	PENDING	Delete
5	Print	Repair & Maintenance of Computer/Printer	BOU0029-2026/0005	19/05/2026	2700.00	CO_HOD_ADMINISTRATION	PENDING	0.00	---	PENDING	Delete

- Clicking on the delete button will delete the request. This provision will be available only until the Request status is marked as **Pending**.
- ✓ Payment shall only be made from the role of ADMIN_ACCOUNTS. (Other can only approve request).
- ✓ **ADMIN ACCOUNTS – Path: Accounts & Billing >> Temporary Advance >> REQUESTED TEMPORARY ADVANCE >> Payment** button will only be visible when the request status is marked as **VERIFIED**. The payment can be made manually.
- ✓ After successful Payment, payment status will change to “**Transferred**”.

3. Receive Temporary Advance

- ✓ Users shall receive the approved amount after approval from ADMIN_ACCOUNTS. (Non Editable).

Temporary Advance Received									
Showing 1-1 of 1 item.									
#	Print	Activity	Request Number	Request Date	Payment Method	Instrument Date	Instrument No	Approved Amount	Receive
1	Print	Electricity Charges	BOU0029-2026/0006	19/05/2026	---	19/07/2026		3788.00	Receive

- ✓ Users will receive the amount by clicking on the “**Received**” button.

4. Temporary Advance expenditure voucher

- ✓ The WHM will be able to create expenditure vouchers from the “**Temporary Advance Expenditure voucher**” section. Accounts & Billing >> Temporary Advance >> Temporary Advance Expenditure Voucher.
- ✓ Clicking on the “Temporary Advance Expenditure Voucher” sub-menu will redirect the user to the expense screen.
- ✓ After WHM submits the expense, **ADMIN ACCOUNTS** approves the same. Path: **Accounts & Billing >> Temporary Advance >> Submit Expense**

✓ Search

- The user will be able to search for a temporary expense voucher through the search section
- The user can enter the following details:
 - Branch
 - From date
 - To date
 - Expense bill type
 - Activity
 - The user will also be able to do a global search.
- Clicking on the search button will display results as per the search criteria.

✓ List

- The user will be able to view the list of temporary expense vouchers in a table format.
- Clicking on the edit button will redirect the user to the update screen.
- The user will be able to make the necessary edits only until the vouchers are not submitted and no action is taken by CO on the submitted voucher.
- Clicking on the print icon will redirect the user to the payment voucher screen.

✓ Create Voucher

- **Path : Accounts and Billing >> Temporary Advance >> Temporary Advance Voucher >> Create Voucher**
- Once the Amount is approved and received, the user can create an expenditure voucher against selected activity and token no.
- Users cannot spend more than the approved amount.

- ✓ The user will be required to enter/select the below-listed fields:
- Warehouse*
 - Financial Year*
 - Expense Type*
 - Activity*
 - Token Number*
 - The drop-down will bind depending on the activity chosen.
 - Approved Amount
 - This field will pre-populate and will be non-editable.
 - Voucher Date
 - This field will pre-populate and will be non-editable.
 - Purchase Bill No (Optional)
 - Date Of Expense Bill (Optional)
 - Expense Ledger Type
 - This drop-down will have two options
 - Asset
 - Expense
 - Ledger name
 - Is vendor/party registered checkbox
 - Vendor/Party name*
 - *If the vendor/party is registered:* This field will be a drop-down and the details in the service provider section will pre-populate with existing details.
 - *If the vendor/party is not registered:* This field will be an input field and the details in the service provider section will be entered manually.

- The user will be able to upload documents if any.

Invoices > EXPENSE > Creation [Back To Listing](#)

Simple fieldset

Warehouse * OSWC BOUDH Financial Year * 2026-2027 Activity * Select Activity Token No * Select Token

Voucher Date 18/07/2026 Purchase Bill No. Date of Expense/Bill Expense Ledger Type * Expense

Ledger Name * Select Ledger Upload Document [Choose File](#) No file chosen (only png, jpg, jpeg and pdf file of maximum 1MB size is supported)

Details of Service Receiver :

Name	OSWC BOUDH
Address	OSWC Boudh, At/po - Boudh, Dist - Boudh, Pin - 762014,BOUDH
State	ODISHA
State Code	21
GSTIN	21AAAC04742N1ZG
PAN	AAAC04742N

Details of Service Provider:

Name *	TPSODL ✓
Address *	BOUDH ✓
State *	ODISHA ✓
State Code *	21
GSTIN (if Registered)	

Table Heading

Sr. No.	Description Of Service	Service HSN Code	Amount Paid	COST		SOST		
				Rate	Amt	Rate	Amt	
1	Payment for Elec. Charges - 02/04/2026 to 01/05/2026		3788		0		0	+
Total	--	--	3788	--	0	--	0	

Payment for Elec. Charges - 02/04/2026 to 01/05/2026 - OSWC BOUDH

Total Invoice Amount (In Figure)- ₹ 3,788.00 Total RoundOff Amount (In Figure) ₹ 0

Total Invoice Amount (In Words)- Three Thousand Seven Hundred Eighty Eight Rupees Only.

[Save & New](#) [Cancel](#)

- The user will be able to enter the following details in the table heading section
 - Description of service
 - Service HSN Code
 - Amount Paid
 - Rate%
 - This field will be enabled only when the GSTIN field in

the Service provider section is filled. Else, it will remain disabled.

Note: All the fields marked with “” are mandatory.*

- Clicking on the “Save & New” button will save the expense voucher and refresh the screen for new entries.

Invoices > EXPENSE

Listing ✚ Create Voucher

Branch * OSWC BOUDH From * 18/06/2026 To * 18/07/2026 Global Search

Activity * Select Activity Page Sizes * 10 Q Search

Action	Voucher No	Voucher Date	Amount	Party Name	
	00295/2026/0002	18/07/2026	3788.00	TPSODL	Active
	00295/2026/0001	17/07/2026	3798.00	TPSODL	Active

Showing 1 to 2 of 2 entries First Previous 1 Next Last

5. Deposit Unspent Amount Of Temporary Advance

- ✓ The user will be able to deposit the unspent amount of Temporary advance to RO from this section.
- ✓ Clicking on the “Deposit Unspent Amount of Temporary Advance” sub-menu will redirect the user to the “Excess Amount Temp Adv” screen.
- ✓ The user will be required to enter the following details:
 - Activities*
 - Reference Number*
 - Amount*
 - The value of the remaining amount will pre-populate and will be non-editable.
 - Mode of Payment*
 - The drop-down will have below listed options
 - NEFT
 - RTGS
 - DD/Cheque
 - Cash Card
 - Cash
 - Cash/Bank Ledger*
 - Transaction Number (Optional)

Note: All the fields marked with “” are mandatory.*

- ✓ Clicking on submit will submit the excess amount to CO.

6. Submit Expense

- ✓ The user will be able to submit the Expense voucher to the CO (ADMIN_ACCOUNTS) from this section.
- ✓ The user will be able to submit the expense voucher only when he has either spent all the amount received from CO or, after submitting the excess amount to CO for the mentioned activity.
- ✓ Clicking on the “Submit Expense” sub-menu will submit the Expense/Expenses to CO (ADMIN_ACCOUNTS).

Expense Submit To RO

Branch Name: OSWC BOUDH

Type: TEMPORARY

Reference Number: BOU0029-2026/0006

Start Date: 17/07/2026

Bill Status: PENDING FOR SUBMISSION

Activities: Electricity Charges

Close Date: 18/07/2026

Search

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Token	Document	Action	Print	
OSWC BOUDH	00295/2026/0002	18/07/2026	3788	64302 - Electricity and Water Charges (WIH)	Electricity Charges	BOU0029-2026/0006	Get Document	☐		
Total										

Submit

✓ Search

- The user will be able to submit the expense to CO (ADMIN_ACCOUNTS) by entering the following details:
 - Branch Name
 - Bill Status*
 - **Pending for submission:** The user must select this option if they want to submit the pending expense vouchers.
 - **Submitted:** The user must select this option if they want to view the list of vouchers submitted to CO

- Type*
- Activities*
- Reference Number*

The drop-down will consist of reference numbers corresponding to the activity selected

- Start Date*
- Close Date*

Note: All the fields marked with “” are mandatory.*

✓ Pending for Submission

- Clicking on the search button will display the list of vouchers created as per the search applied.
- **List**
 - The user will be able to check the on the checkbox present against the list item.

NOTE: The system will display the unspent amount (if any) that needs to either be spent or submitted to CO before proceeding with submission of expense vouchers.

- Checking the checkbox will enable the submit button.
- Clicking on the submit button will send the expense to the CO for approvals.

✓ Submitted Expense

- The user will be able to view the list of expense vouchers submitted to CO (ADMIN_ACCOUNTS) from this section.
- Path – **Accounts & Billing >> Temporary Advance >> View Submitted Expense**
- The user shall select the Activity (Temporary/Imperest), Start Date and End Date & click on search.
- **List**
 - The user will be able to view the list of expense vouchers submitted to CO in a tabular format.
 - The user can click on the ‘Get Document’ hyperlink to download the submitted documents in the voucher.

Submitted Expense

Activity *
TEMPORARY

Start Date*
19/07/2026

End Date*
19/08/2026

Search

Showing 1-2 of 2 items.

#	Token	Activity Name	Party Name	Date	Status	Vouchered No	Amount	Documents
1	BOU0029-2026/0009	Electricity Charges	TPSODL	17/07/2026	APPROVED	00295/2026/0001	3798.0000	Get Document
2	BOU0029-2026/0006	Electricity Charges	TPSODL	18/07/2026	SUBMITTED	00295/2026/0002	3788.0000	Get Document

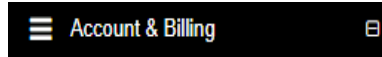
7. Temporary Advance Detailed Book

- ✓ In this module, the WHM can view all the reports of temporary advance bills.
- ✓ Path : Accounts & Billing >> Temporary Advance >> Temporary Advance Detailed Book
- ✓ The following report will get affected in case a temporary advance bill is generated
 - Temporary Advance Detailed Book
- ✓ **Search**
 - The user will be able to view the temporary advance book after applying the search.
 - The user will be able to enter the following details
 - Warehouse (Mandatory)
 - Type (Mandatory)
 - Activity (Mandatory)
 - Token Number (Mandatory)
 - Deposit Request Period
 - Clicking on the search button will display the temporary advance book detailing all the temporary advance entries.
 - Clicking on the generate PDF button will download the report in a PDF format.
 - Clicking on the generate excel button will download the report in an excel file format.

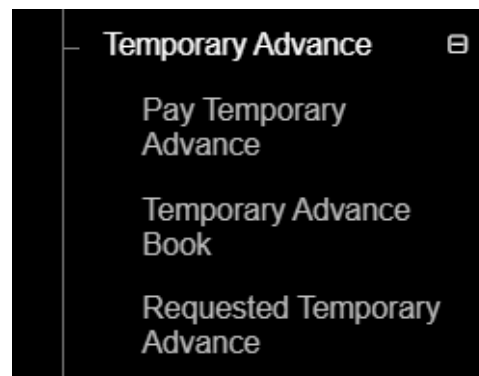
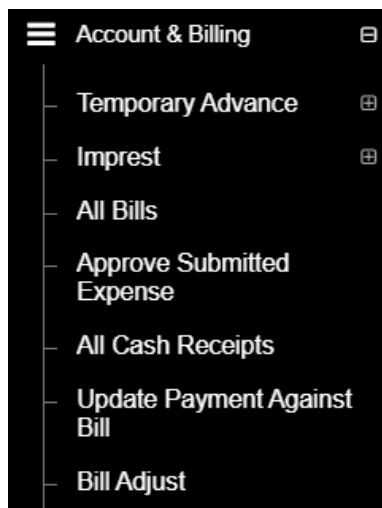
USER – CO HODs & Finance Division (ADMIN_ACCOUNTS)

8. Menu

- ✓ The users will be able to access the Account & Billing module of the OSWC through the side menu option “Accounts & Billings”.



- ✓ The  icon directly facing the menu option describes whether the menu is expandable or not.
- ✓ A list of items contained within the Accounts & Billings menu option can be viewed by the CO as depicted in the images attached below.
- ✓ Clicking on the Temporary Advance menu option will display the constituting module list to the user.



- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

9. Requested Temporary Advance

- ✓ The Users can view the list of temporary advance requests submitted by warehouses.
- ✓ Clicking on the Requested Temporary Advance sub-menu will redirect the user to the respective screen.

Advance Temporary Requests

Warehouse*	Request Action Type*	Payment Action Type*
TESTCOVIN	Pending	Pending
Start Date*	End Date*	
03/03/2022	31/03/2022	QSearch

✓ Search

- The user will be able to view the list of temporary advance requests through the search section
- The user will enter the following details:
 - Warehouse*
 - Request Action Type*
 - Pending
 - Approved
 - Payment Action type*
 - Pending
 - Transferred
 - Approved
 - Start date
 - End Date
- Clicking on the search button will display results as per the search criteria applied.

✓ List

- The user will be able to view the list of temporary advance requests in a table format.

Advance Temporary Requests													
Warehouse*		Request Action Type*		Payment Action Type*		Start Date*		End Date*					
All Warehouses		Pending		Pending		01/06/2026		18/07/2026		QSearch			
#	Branch	Activity Name	Request Forwarded To	Reference Number	Request Date	Documents	Requested Amount	Approval date	Approved Amount	Payment Detail	Request Status	Payment Status	Actions
1	OSWC DEOGARH	Stamping & Verification of Weighing Scales & Test Weights	CO_HOD_COMMERCIAL	DE00015-2026/0002	18-07-2026	Download Document	1050.00	---	0.00	View	PENDING	PENDING	Print
2	OSWC BALASORE	Electricity Charges	CO_HOD_ADMINISTRATION	BAL0038-2026/0006	17-07-2026	Download Document	4132.00	---	0.00	View	PENDING	PENDING	View Print
3	OSWC DUMERPANI		CO_HOD_ADMINISTRATION	DUM0010-2026/0008	17-07-2026	Download Document	13337.00	---	0.00	View	PENDING	PENDING	View Print
4	OSWC UMERKOTE	Purchase of Lock and Keys	CO_HOD_COMMERCIAL	UKT0076-2026/0005	17-07-2026	Download Document	19260.00	---	0.00	View	PENDING	PENDING	Print

- Clicking the eye icon on the list screen, the user will be able to view the payment details against approved requests.

Payment Detail

Export payment

Center Name	Amount	Telly Voucher No	Instrument Date	Payment Date	Payment Voucher No
OSWC ATTABIRA	2180.0000		10/07/2026	10/07/2026	CP/0004/2026/00003

Close

- By clicking on the Print button, user will be able to print the temporary advance requisition.

Temporary Advance Requisition Print

Print


Odisha State Warehousing Corporation
ଓଡିଶା ରାଜ୍ୟ ପଣ୍ୟାଗାର କର୍ପୋରେସନ

Temporary Advance Requisition

Region Name	Warehouse Name	Activity Name	Token No.	Requisition Date	Forward to (Division Name)	Ledger Name & Amount	Remarks by WHM	Remarks by Concerned Division	Remarks by Approver
ODISHA STATE WAREHOUSING CORPORATION	OSWC BOUDH	Electricity Charges	BOU/0029-2026/0006	19/05/2026	CO_HOD_ADMINISTRATION	64302 - Electricity and Water Charges (WH) - 3788.00	TOKEN NO-BOU/0029-2026.0006 DATE-19/05/2026 AMOUNT -3788	Approved and Forwarded to Finance Division for approval.	Approved by Finance Division - OSWC
Requisition Total Amount							3788		

- Clicking on the view button will redirect the user to the advance approval screen.
- The user will enter the remarks and click on Save/Reject Button. On approval of the User the Request will be forwarded to Finance Division (Admin Accounts).


Your 2 chemicals are about to get expire within 3 months.

ODISHA STATE WAREHOUSING CORPORATION(COO11)

Advance Temporary

Back

Ledger Name

64302 - Electricity and Water Charges (WH)

Requested Amount

4132.00

Requisition Total Amount

4132

Warehouse Name

OSWC BALASORE

Approval date

19/07/2026

Status *

VERIFIED

VERIFIED

REJECT

Wh Remarks

Letter No 211 dt. 17.07.2026 Amount-4132.00 (Electricity Charges)

Save

10. Pay Temporary Advance

- ✓ Path – Accounts and Billing >> Requested Temporary Advance
- ✓ The user with Role (ADMIN ACCOUNTS) can make payment against the approved temporary advance requests through WMS.
- ✓ **Search**
 - The user will be able to view the list of temporary advance requests through the search section
 - The user can search for approved requests by entering following details:
 - Warehouse*
 - Activity name*
 - Request number*
 - Clicking on the search button will display results as per the search criteria applied.

#	Branch	Activity Name	Request Forwarded To	Reference Number	Request Date	Documents	Requested Amount	Approval date	Approved Amount	Payment Detail	Request Status	Payment Status	Actions	Print
1	OSWC GODBHAGA	Chemical Testing of Food Grain Samples	CO_HOD_COMMERCIAL	GOD0003-2026/0004	17-07-2026	Download Document	10620.00	---	0.00	View	VERIFIED	PENDING	PAY	Print
2	OSWC JEYPORE	Refilling of Fire Fighting Equipment	CO_HOD_COMMERCIAL	JEY0032-2026/0003	23-06-2026	Download Document	11440.00	---	0.00	View	VERIFIED	PENDING	PAY	Print

- Once done, the user will enter the required details in the form displayed, i.e.,
 - Instrument No.
 - Tally Voucher No.

- Clicking on the submit button will mark that the payment is made to the respective warehouse.

11.Approve Submitted Expense

- ✓ User with Role ADMIN ACCOUNTS can approve the expenses submitted by warehouses through the approve submitted expense screen
- ✓ The user can click on the “Approve Submitted Expense” sub-menu to get redirected to the respective screen.

Expense Voucher Submitted By WH

Branch Name: OSWC BOUDH

Type: TEMPORARY

Reference Number: BOU0029-2026/0006

Start Date: 01/01/2026

Bill Status: PENDING FOR APPROVAL

Activities: Electricity Charges

Close Date: 18/07/2026

Search

✓ Search

- The user will be able to search for the list of expense vouchers submitted by WHM by entering the following details:
 - Branch Name
 - Bill Status*
 - **Pending for approval:** The user must select this option if they want to view the list of vouchers pending for approval.
 - **Approved:** The user must select this option if they want to view the list of vouchers approved by him.
 - Type*
 - Activities*
 - Reference Number*
 - Start Date*
 - Close Date*

Note: All the fields marked with “*” are mandatory.

✓ Pending for Approval

- Clicking on the search button will display the list of vouchers pending for approval.

Expense Voucher Submitted By WH

Branch Name
OSWC BOUDH

Type
TEMPORARY

Reference Number
BOU0029-2026/0006

Start Date
01/01/2026

Bill Status
APPROVED

Activities
Electricity Charges

Close Date
18/07/2026

Search

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Token	Document	Action	Print	Change Ledger
OSWC BOUDH	00295/2026/0002	18/07/2026	3788	64302 - Electricity and Water Charges (WH)	Electricity Charges	BOU0029-2026/0006	Get Document	☐		Change ledger
Total										

Submit

○ List

▪ Approve Expense vouchers

- The user will be able to check the on the checkbox present against the list item to approve the respective vouchers.

NOTE: The user will have the provision to check multiple line items and submit them in a single go.

- Checking the checkbox will enable the submit button.
- Clicking on the submit button will approve the expense vouchers.
- The user can click on the “**Get Document**” hyperlink to download the document attached by WHM with the respective voucher.
- The user can click on the “**Print**” icon to take print of the respective payment voucher.

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Invoices > EXPENSE

Print Back To Listing

Principal Place Of Business: Odisha Warehousing

Payment Voucher

TEMPORARY ADVANCE BILL

Original For Depositor

Invoice Serial No:	00295/2026/0002	Date Of Invoice:	18/07/2026
Details Of Service Provider		Billed / Shipment To	
Name:	OSWC BOUDH	Name:	TPSODL
Warehouse Address:	OSWC Boudh, AIPo - Boudh, Dist - Boudh, Pin - 752014,BOUDH	Address:	BOUDH
City:	BOUDH	City:	
Pin Code:	752014	Pin Code:	
State:	ODISHA	State:	ODISHA
State Code:	21	State Code:	21
GSTIN:	21AAAC04742N1ZG	GSTIN(If Registered):	NIL
PAN:	AAAC04742N	Bill Supply Type:	
SACHSN:		Description Of Service:	
Place Of Supply:	21 (ODISHA)	Nature Of Invoice:	
Voucher Serial No:	00295/2026/0002	Purchase Bill No:	293012205261571844
Voucher Date:	18/07/2026	Purchase Bill Date:	09/07/2026
Activity Name:	Electricity Charges	Token No.:	BOU0029-2026/0006

Sr. No.	Description Of Service	Service HSN Code	Amount Paid
1	Payment For Elec. Charges - 02/04/2026 To 01/05/2026		3788
Total Non-Taxable Amount			3788

RoundOff Amount (In Figure) 0

Total Invoice Amount (In Figure) 3,788.00

Total Invoice Amount (In Words) Three Thousand Seven Hundred Eighty-Eight Rupees Only

Remarks: Payment For Elec. Charges - 02/04/2026 To 01/05/2026 - OSWC BOUDH

Authorized Signature

Name: _____

Designation: _____

- The user can click on the “Change Ledger” hyperlink to change the ledger associated with the respective entry.

Change Ledger

Expense Ledger Type * Ledger *

Please Select Select Ledger

Submit Close

- The user will select the Expense ledger type and Ledger name.
- Clicking on the submit button will save the details entered.
- Clicking on the close button will exit the screen.

✓ Approved

- Clicking on the search button will display the list of vouchers approved by RO.

Expense Voucher Submitted By WH

Branch Name OSWC BOUDH	Bill Status APPROVED
Type TEMPORARY	Activities Electricity Charges
Reference Number BOU0029-2026/0006	
Start Date 01/01/2026	Close Date 18/07/2026

Search

Branch Name	Voucher Number	Voucher Date	Voucher Amount	Ledger Name	Activity Name	Token	Document	Action	Print	Change Ledger
OSWC BOUDH	00295/2026/0002	18/07/2026	3788	64302 - Electricity and Water Charges (WH)	Electricity Charges	BOU0029-2026/0006	Get Document	☐		Change Ledger
Total										

Submit

List

- The user can click on the “Get Document” hyperlink to download the document attached by WHM with the respective voucher.
- The user can click on the “Print” icon to take print of the respective payment voucher.

Invoices > EXPENSE

Print Back To Listing

Odisha State Warehousing Corporation
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Principal Place Of Business: Odisha Warehousing

Payment Voucher
TEMPORARY ADVANCE BILL

Original For Depositor

Invoice Serial No:	00295/2026/0002	Date Of Invoice:	18/07/2026
Details Of Service Provider		Billed / Shipment To	
Name:	OSWC BOUDH	Name:	TPSODL
Warehouse Address:	OSWC Boudh, AtPo - Boudh, Dist - Boudh, Pin - 762014,BOUDH	Address:	BOUDH
City:	BOUDH	City:	
Pin Code:	762014	Pin Code:	
State:	ODISHA	State:	ODISHA
State Code:	21	State Code:	21
GSTIN:	21AAAC04742N1ZG	GSTIN(if Registered):	NIL
PAN:	AAAC04742N	Bill Supply Type:	
SAC/HSN:		Description Of Service:	
Place Of Supply	21 (ODISHA)	Nature Of Invoice:	
Voucher Serial No:	00295/2026/0002	Purchase Bill No:	293012205261571844
Voucher Date:	18/07/2026	Purchase Bill Date:	09/07/2026
Activity Name:	Electricity Charges	Token No.:	BOU0029-2026/0006

For Payment Under Reverse Charge

Sr. No.	Description Of Service	Service HSN Code	Amount Paid
1	Payment For Elec. Charges - 02/04/2026 To 01/05/2026		3788
Total Non-Taxable Amount			3788

RoundOff Amount (In Figure) 0
Total Invoice Amount (In Figure) 3,788.00
Total Invoice Amount (In Words) Three Thousand Seven Hundred Eighty-Eight Rupees Only.

Remarks:- Payment For Elec. Charges - 02/04/2026 To 01/05/2026 - OSWC BOUDH

Authorized Signature
Name: _____
Designation: _____

Temporary Advance Book

- ✓ In this module, the user can view the report of temporary advance vouchers.
- ✓ The following reports will get affected in case a temporary advance voucher is generated
 - Cash Book
 - Temporary Advance Book
- ✓ **Search**
 - The user will be able to view the temporary advance book after applying the search.
 - The user will be able to enter the following details
 - Warehouse*
 - Type*
 - Activity*
 - Token Number*
 - Deposit Request Period
 - Clicking on the search button will display the temporary advance book detailing all the temporary advance entries.
 - Clicking on the generate PDF button will download the report in a PDF format.
 - Clicking on the generate excel button will download the report in an excel file format.

