Odisha State Warehousing Corporation
ଓଡିଶା ରାଜ୍ୟ ପଣ୍ୟାଗାର ନିଗମ

WAREHOUSE MANAGEMENT SOLUTION

REQUISITION/TEMPORARY ADVANCE VOUCHER

User Manual

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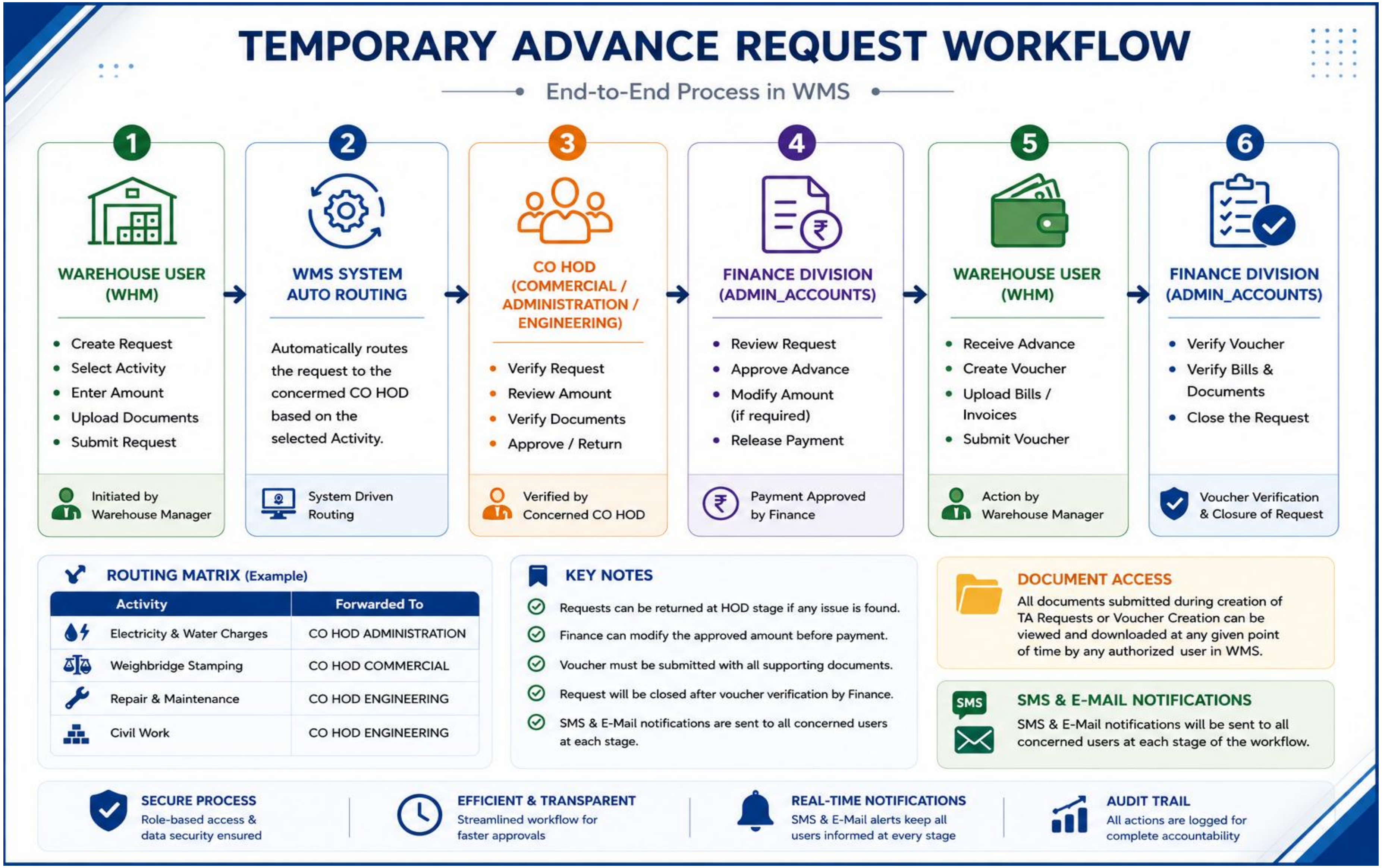
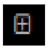
TEMPORARY ADVANCE WORKFLOW

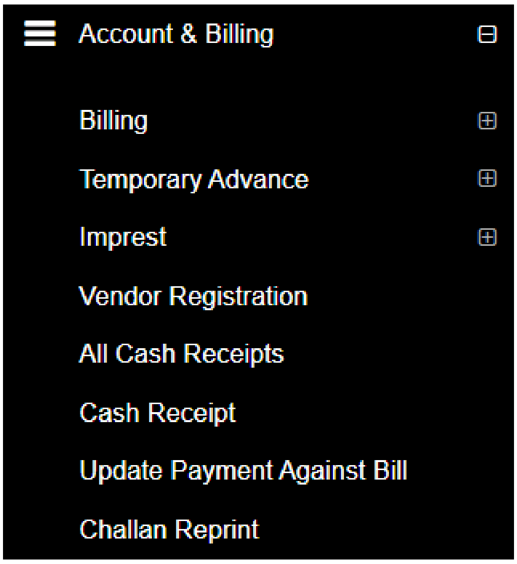


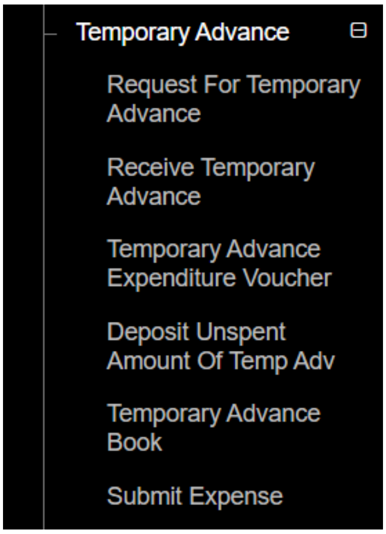
USER – WHM/DEPOT IN-CHARGE

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.

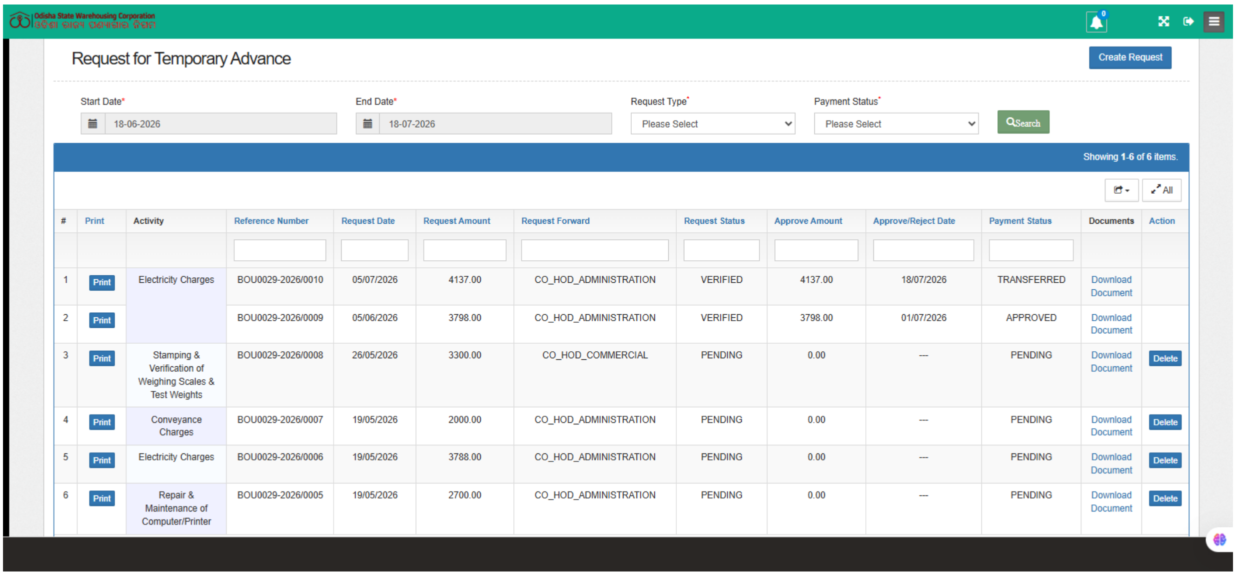




- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

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.



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Request for Temporary Advance

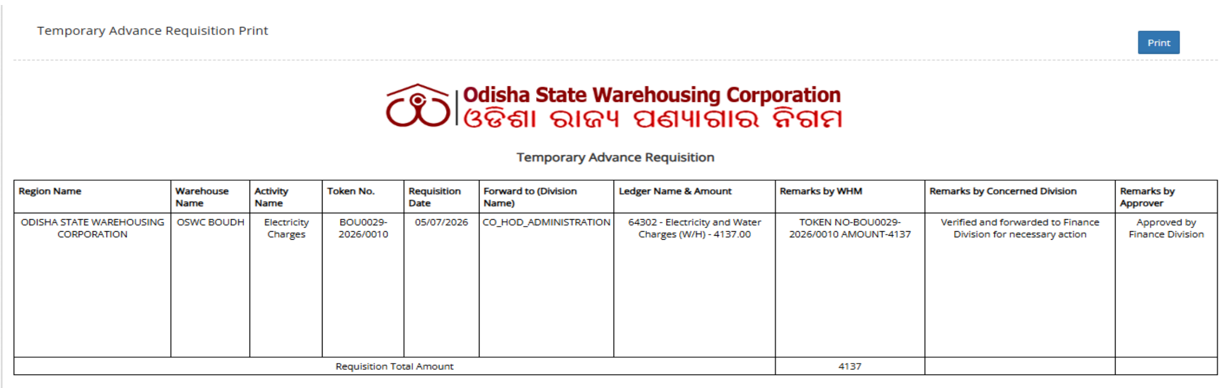
Create Request

Start Date* 18-06-2026 | End Date* 18-07-2026 | Request Type* Please Select | Payment Status* Please Select | Search

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

Print

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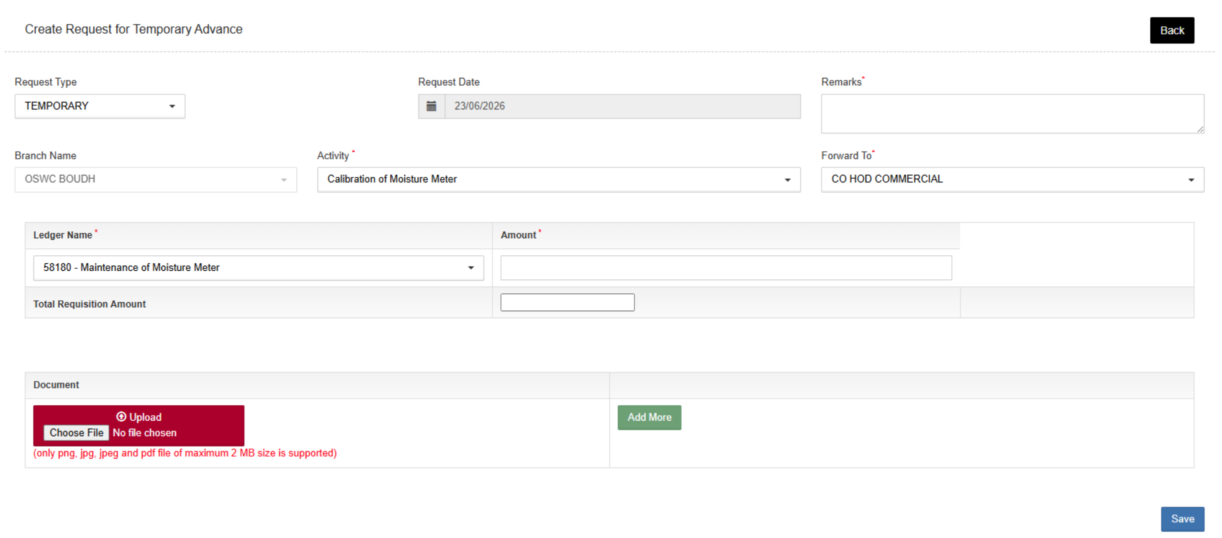
Temporary Advance Requisition

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.



- 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

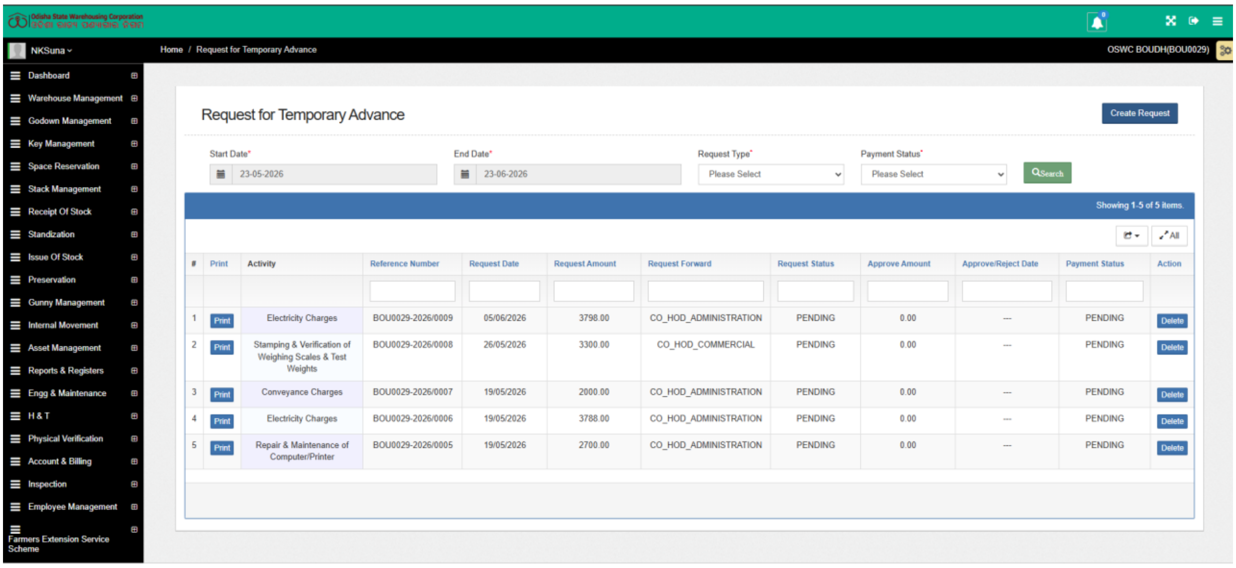
- This will be auto-calculated.

▪ 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.



- Clicking on the delete button will delete the request. This provision will be available only until the Request status is marked as **Pending**.

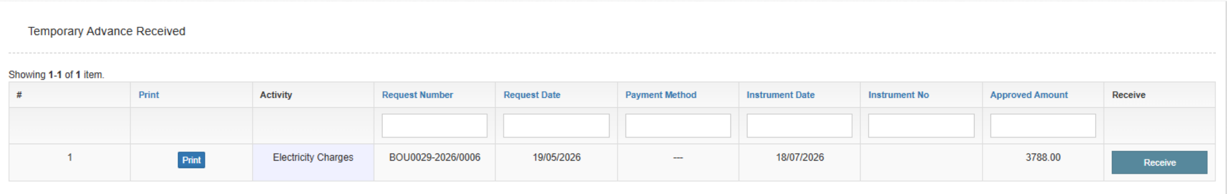
✓ Payment shall only be made from the role of ADMIN_ACCOUNTS. (Other can only approve request).

✓ **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	---	18/07/2026		3788.00	Receive

✓ Users will receive the amount by clicking on the **"Received"** button.

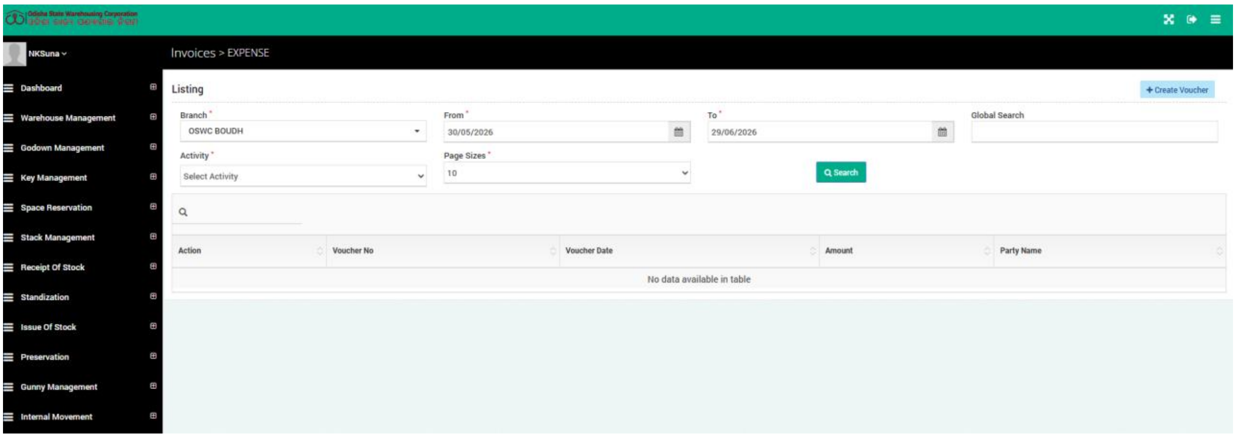
4. Temporary Advance expenditure voucher

✓ 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.

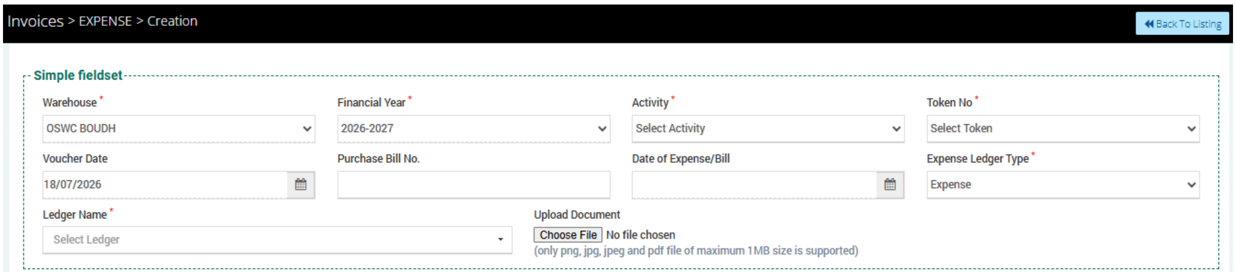
✓ After WHM submits the expense, **ADMIN ACCOUNTS** approves the same. Path: **Accounts & Billing >> Temporary Advance >> Submit Expense**

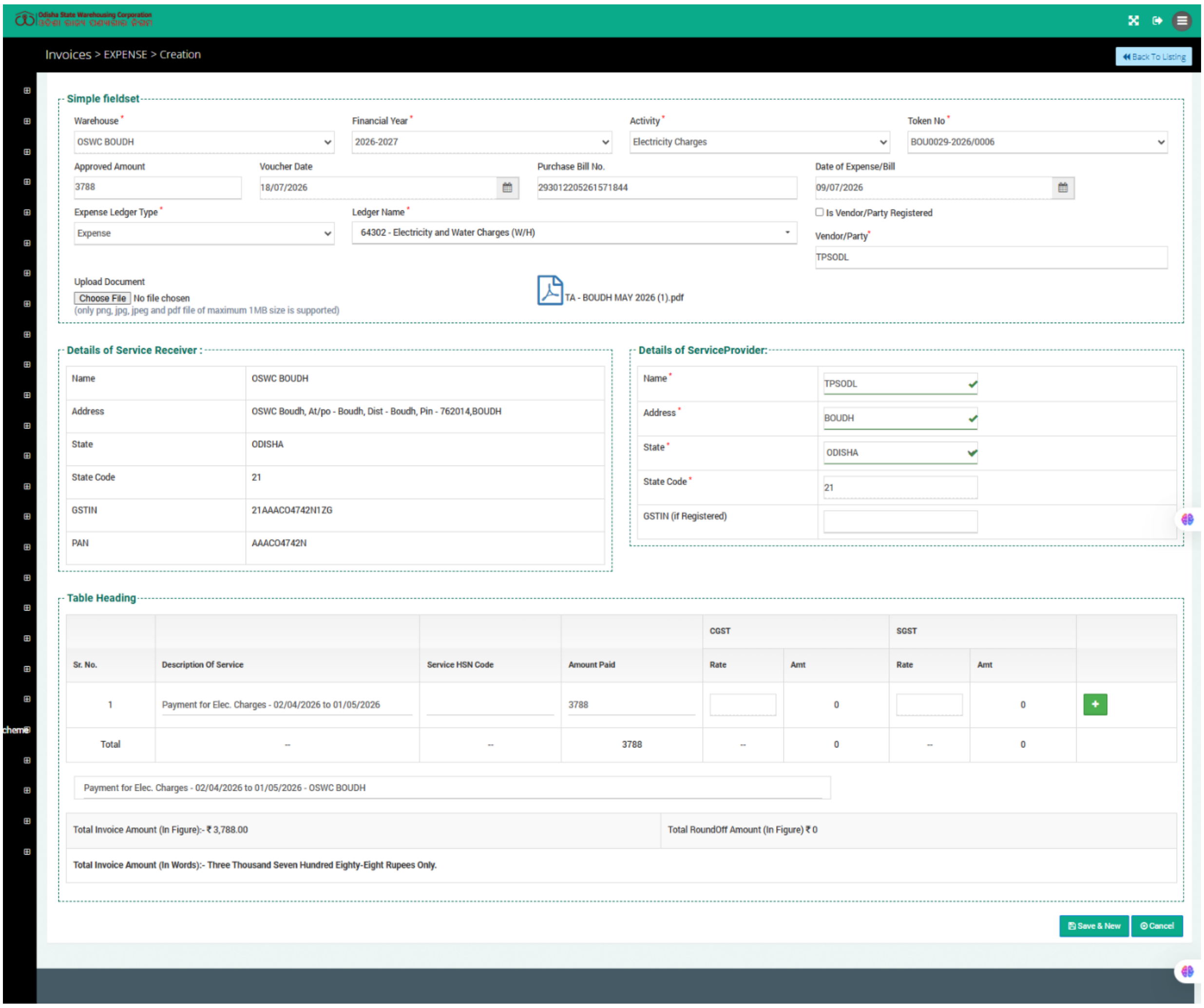
- ✓ **Search**
  - The user will be able to search for a temporary expense voucher through the search section
  - The user can enter the following details:
    - Branch
    - From date
    - To date
    - Expense bill type
    - Activity
    - The user will also be able to do a global search.
  - Clicking 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:
  - o Warehouse*
  - o Financial Year*
  - o Expense Type*
  - o Activity*
  - o Token Number*
    - ▪ The drop-down will bind depending on the activity chosen.
  - o Approved Amount
    - ▪ This field will pre-populate and will be non-editable.
  - o Voucher Date
    - ▪ This field will pre-populate and will be non-editable.
  - o Purchase Bill No (Optional)
  - o Date Of Expense Bill (Optional)
  - o Expense Ledger Type
    - ▪ This drop-down will have two options
      - • Asset
      - • Expense
  - o Ledger name
  - o Is vendor/party registered checkbox
  - o 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.



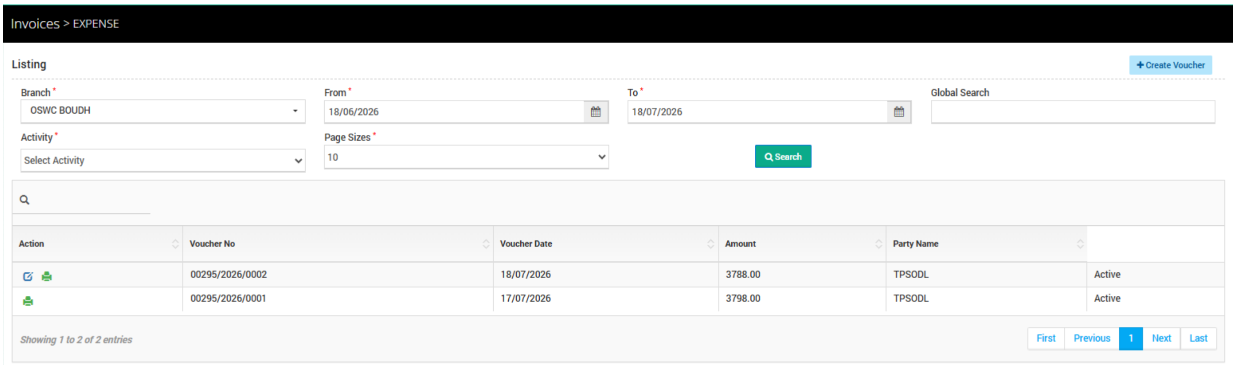


- The user will be able to enter the following details in the table heading section
    - Description of service
    - Service HSN Code
    - Amount Paid
    - Rate%
- **This field will be enabled only when the GSTIN field in**

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.



5. Deposit Unspent Amount Of Temporary Advance

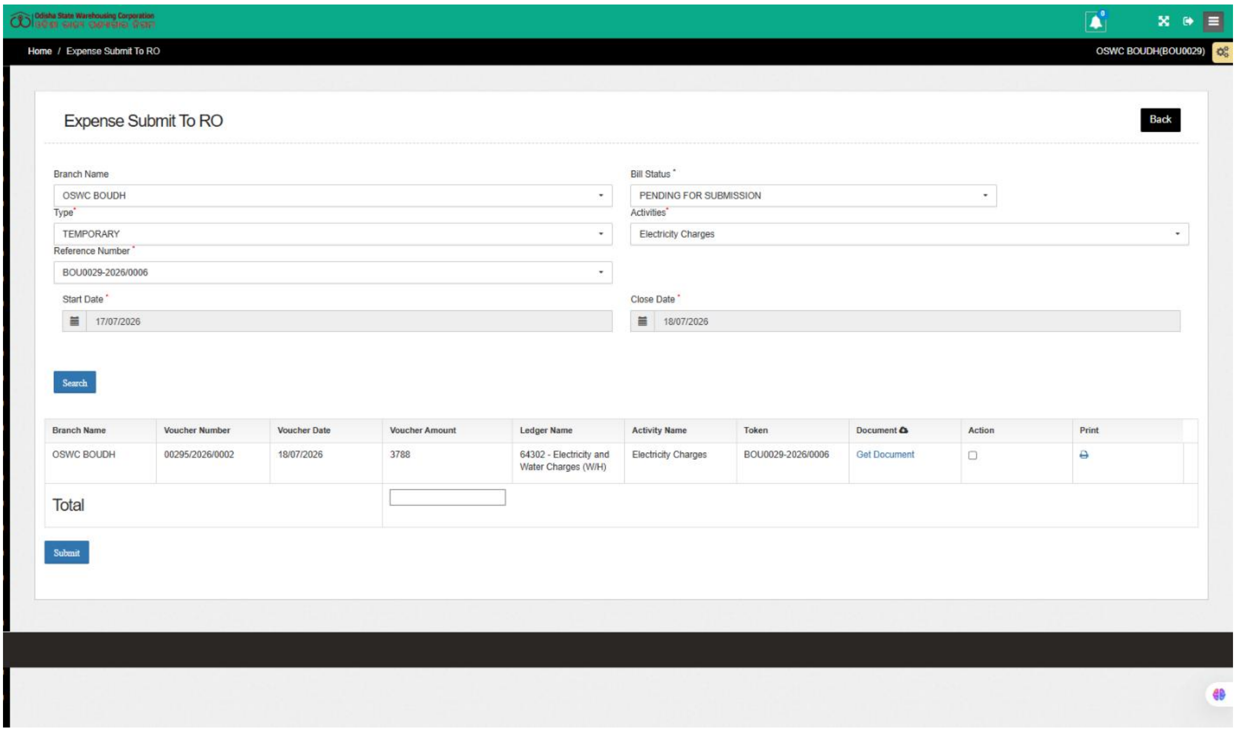
- ✓ The user will be able to deposit the unspent amount of Temporary advance to RO from this section.
- ✓ Clicking on the "Deposit Unspent Amount of Temporary Advance" sub-menu will redirect the user to the "Excess Amount Temp Adv" screen.
- ✓ The user will be required to enter the following details:
  - 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).



- ✓ **Search**
  - o 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**

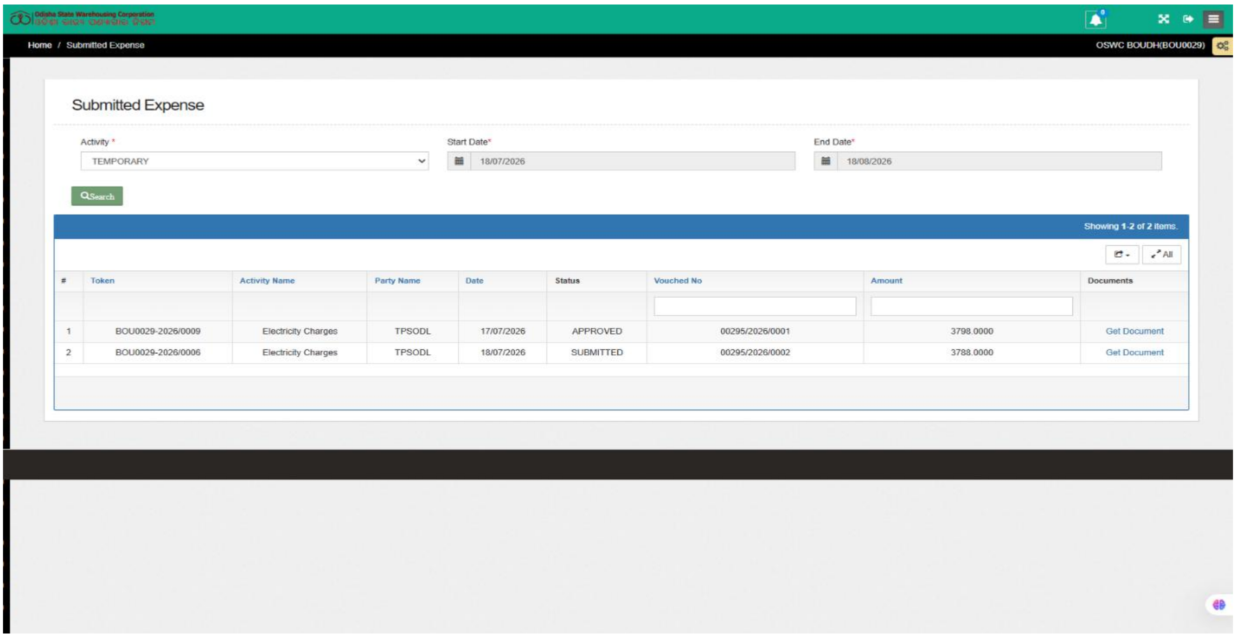
- Clicking on the search button will display the list of vouchers created as per the search applied.
- **List**
  - The user will be able to check the on the checkbox present against the list item.

  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.



7. Temporary Advance Detailed Book

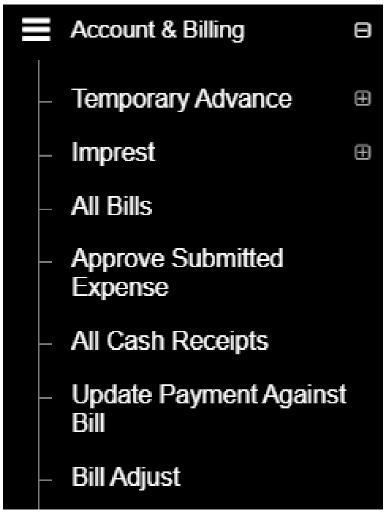
- ✓ In this module, the WHM can view all the reports of temporary advance bills.
- ✓ Path : Accounts & Billing >> Temporary Advance >> Temporary Advance Detailed Book
- ✓ The following report will get affected in case a temporary advance bill is generated
  - Temporary Advance Detailed Book
- ✓ **Search**
  - 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.

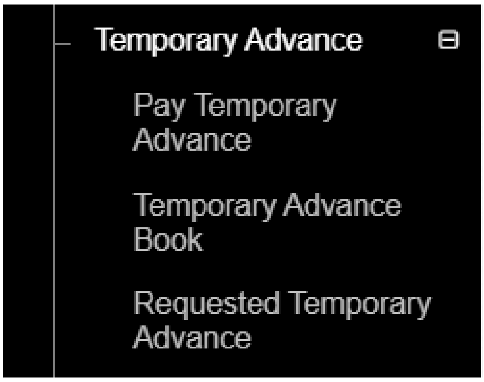
USER – CO HODs & Finance Division (ADMIN_ACCOUNTS)

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.

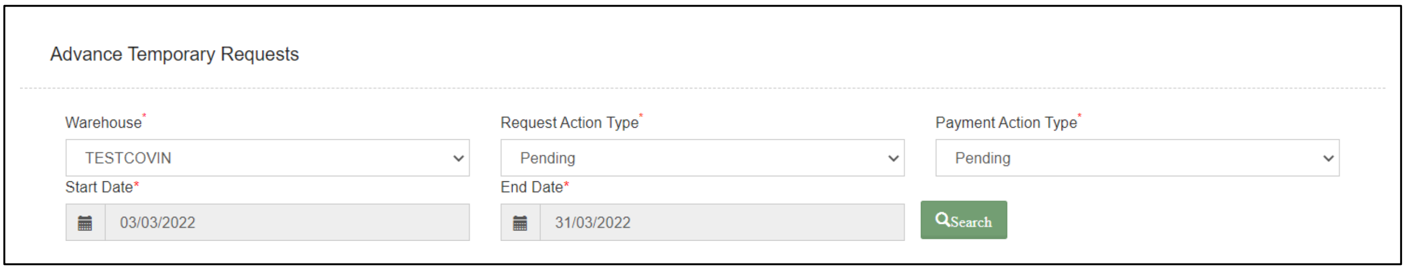




- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

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.

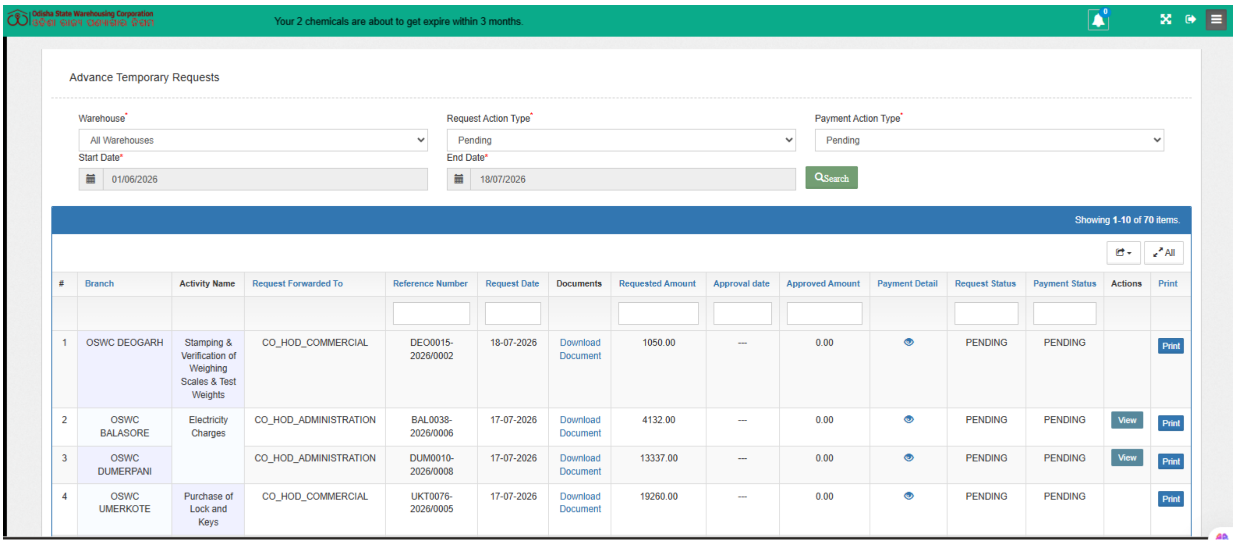


✓ Search

- The user will be able to view the list of temporary advance requests through the search section
- The user will enter the following details:
  - Warehosue*
  - 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.

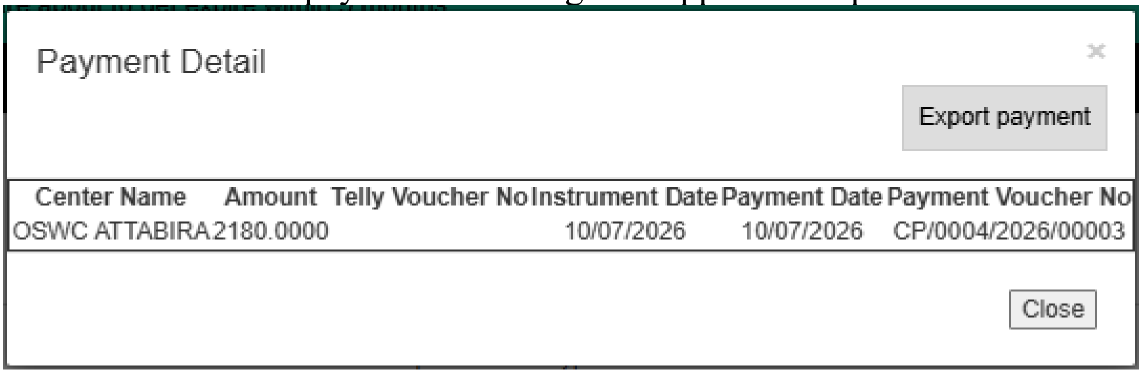
✓ List

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

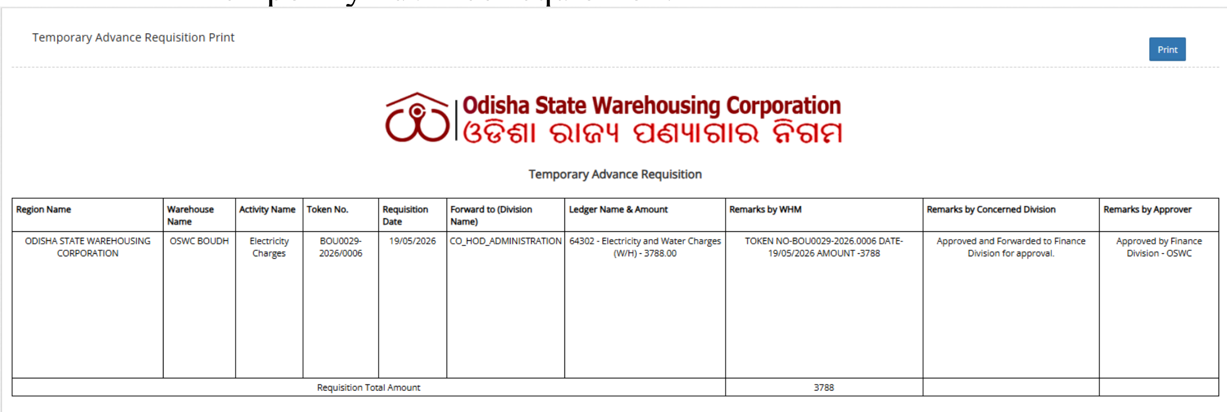


#	Branch	Activity Name	Request Forwarded To	Reference Number	Request Date	Documents	Requested Amount	Approval date	Approved Amount	Payment Detail	Request Status	Payment Status	Actions	Print
1	OSWC DEOGARH	Stamping & Verification of Weighing Scales & Test Weights	CO_HOD_COMMERCIAL	DEO0015-2026/0002	18-07-2026	Download Document	1050.00	---	0.00		PENDING	PENDING		Print
2	OSWC BALASORE	Electricity Charges	CO_HOD_ADMINISTRATION	BAL0038-2026/0006	17-07-2026	Download Document	4132.00	---	0.00		PENDING	PENDING	View	Print
3	OSWC DUMERPANI		CO_HOD_ADMINISTRATION	DUM0010-2026/0008	17-07-2026	Download Document	13337.00	---	0.00		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		PENDING	PENDING		Print

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



- 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

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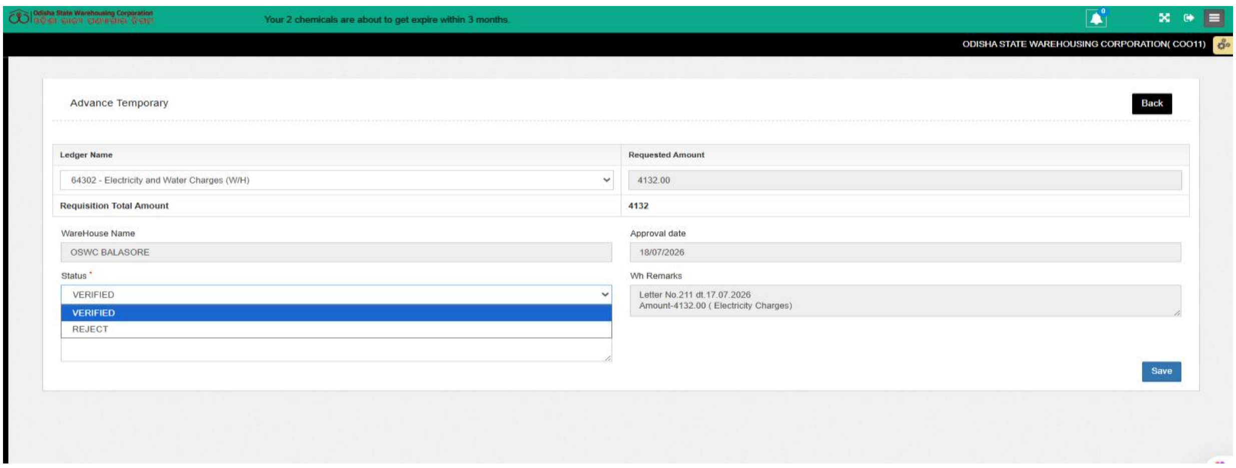
Temporary Advance Requisition

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	BOU0029-2026/0006	19/05/2026	CO_HOD_ADMINISTRATION	64302 - Electricity and Water Charges (W/H) - 3788.00	TOKEN NO-BOU0029-2026.0006 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).

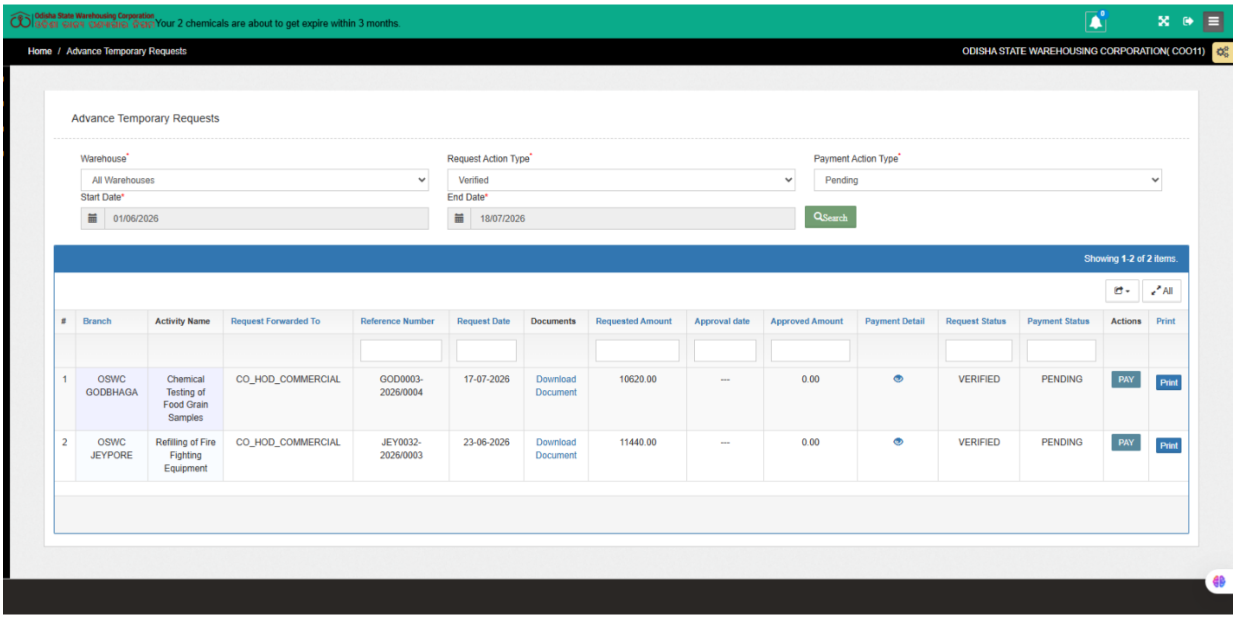


10. Pay Temporary Advance

- ✓ 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.

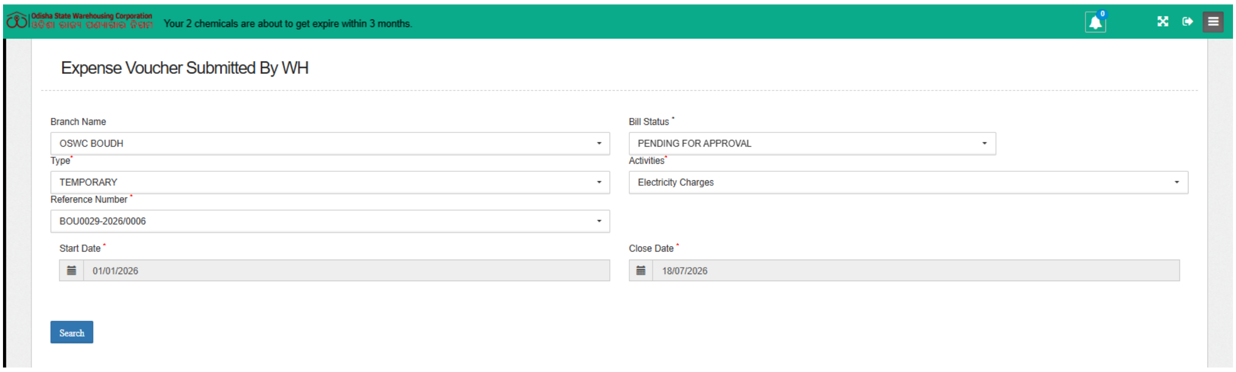


- Once done, the user will enter the required details in the form displayed, i.e.,
  - Instrument No.
  - Tally Voucher No.

- 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.

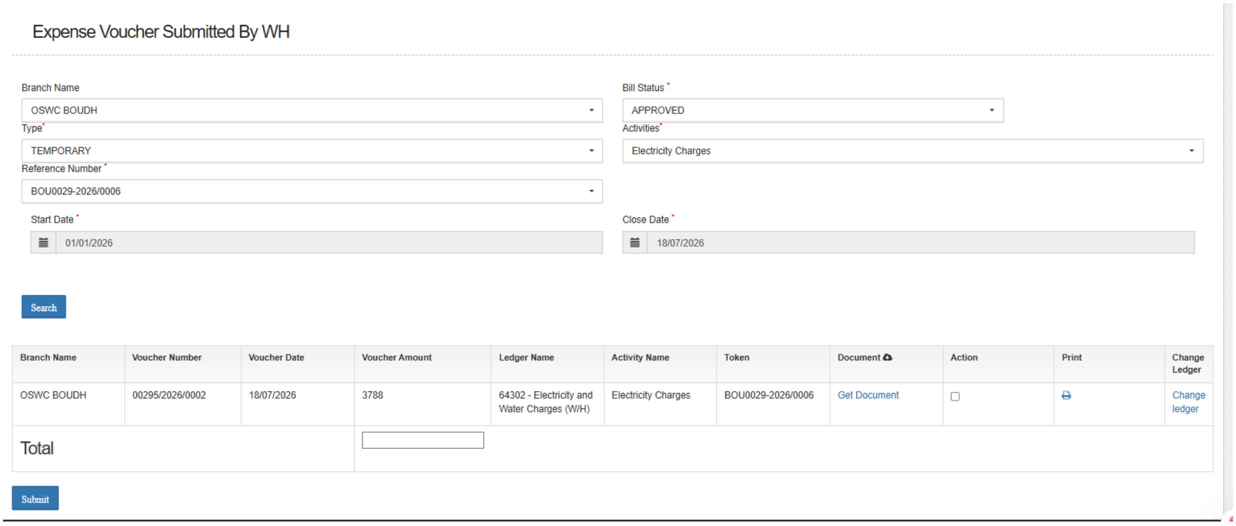


- ✓ **Search**
  - The user will be able to search for the list of expense vouchers submitted by WHM by entering the following details:
    - Branch Name
    - Bill Status*
      - **Pending for approval:** The user must select this option if they want to view the list of vouchers pending for approval.
      - **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**

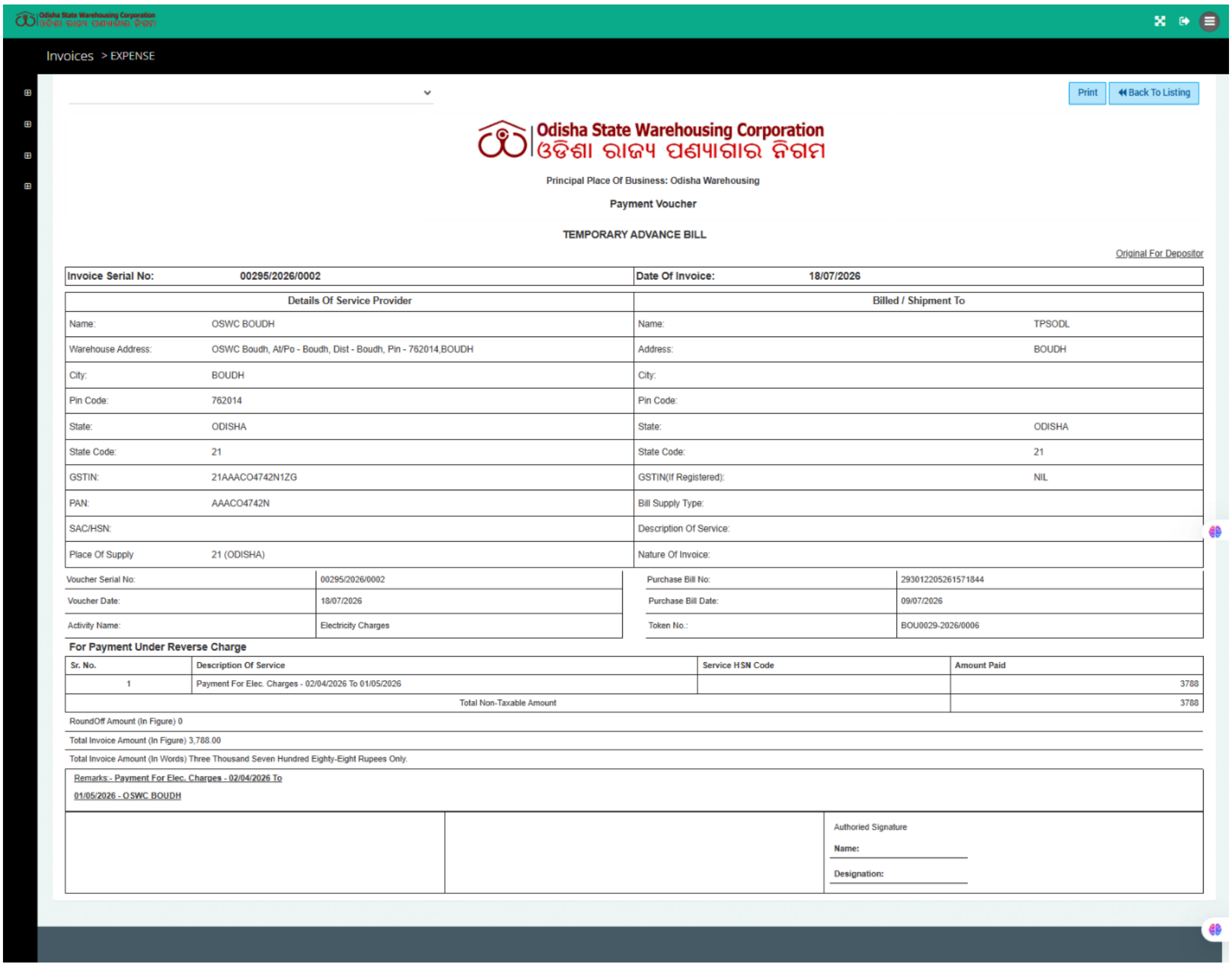
- Clicking on the search button will display the list of vouchers pending for approval.



- **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.



Invoices > EXPENSE

Print | Back To Listing

Odisha State Warehousing Corporation
ଓଡିଶା ରାଜ୍ୟ ପଣ୍ୟାଗାର ନିଗମ

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, At/Po - 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:	21AAACO4742N1ZG	GSTIN(If Registered):	NIL
PAN:	AAACO4742N	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.

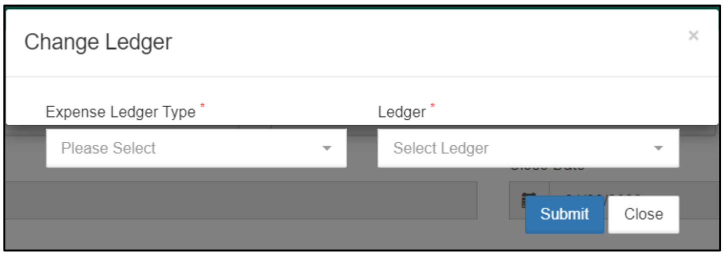
Remarks:- Payment For Elec. Charges - 02/04/2026 To 01/05/2026 - OSWC BOUDH

Authoried Signature

Name:

Designation:

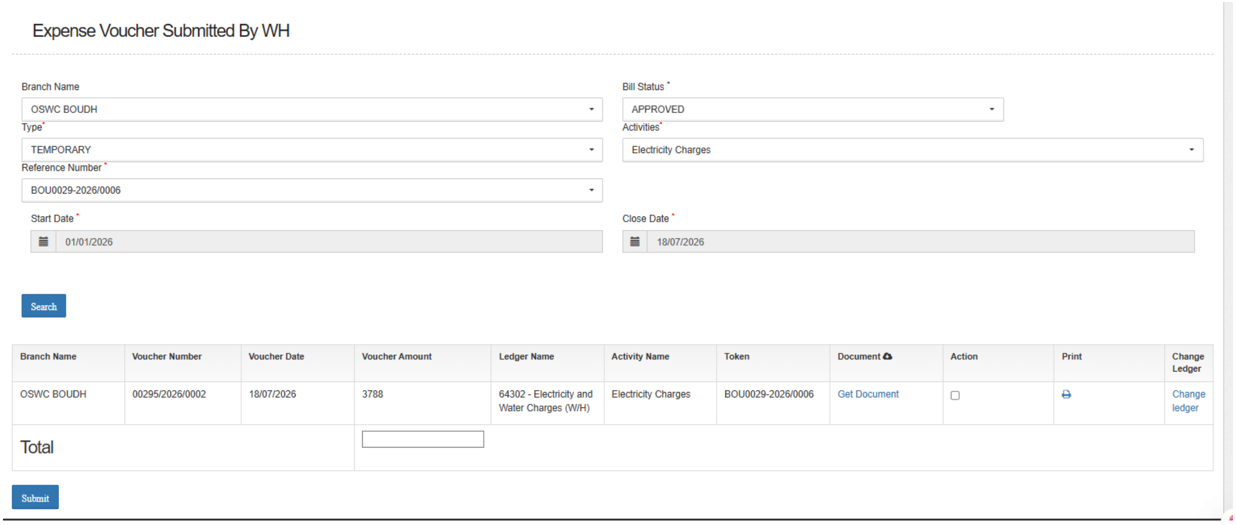
- The user can click on the “Change Ledger” hyperlink to change the ledger associated with the respective entry.



- 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.



- **List**
  - The user can click on the "Get Document" hyperlink to download the document attached by WHM with the respective voucher.
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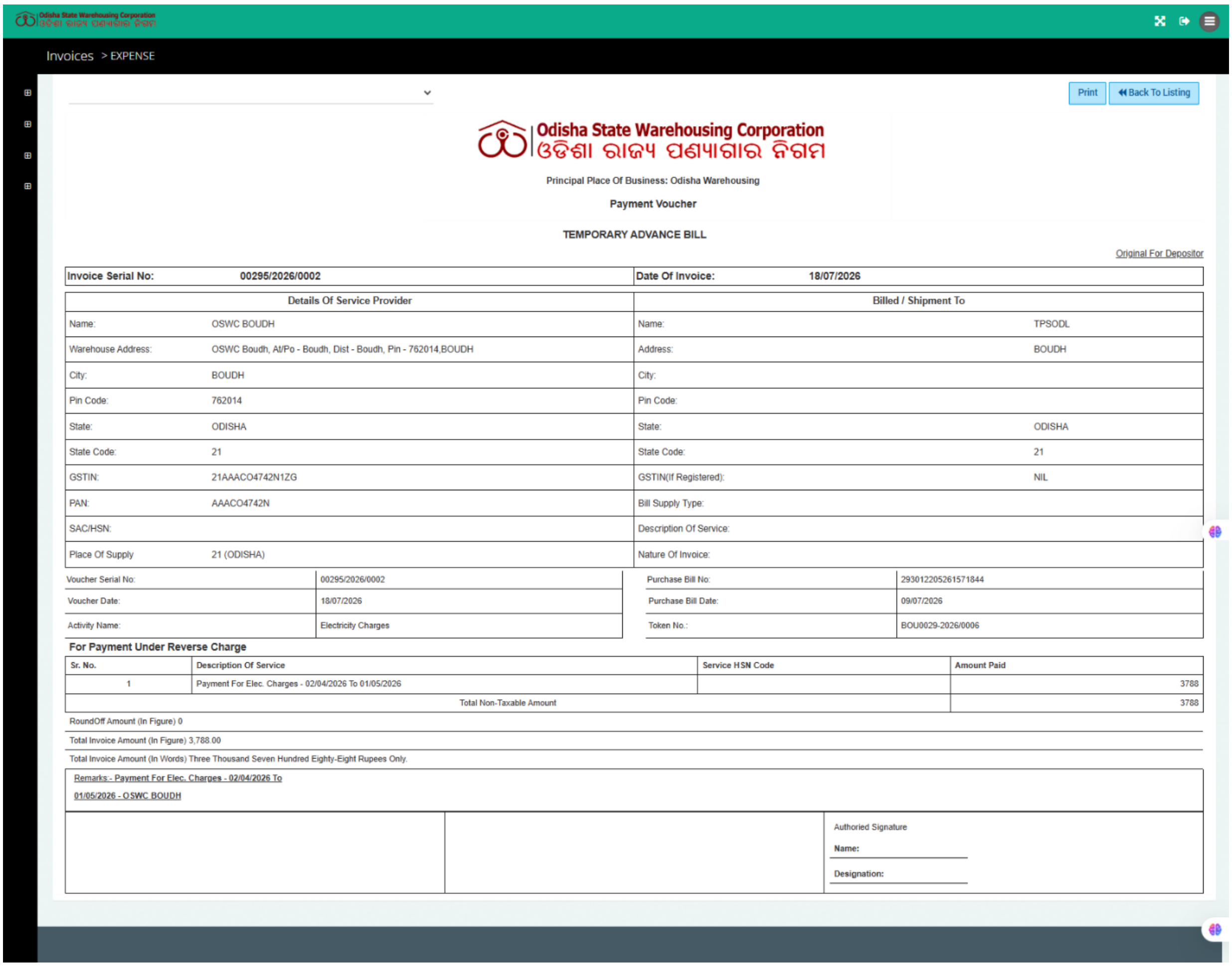

Temporary Advance Book

- ✓ 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.