Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

# WAREHOUSE MANAGEMENT SOLUTION

# TEMPORARY ADVANCE VOUCHER
## User Manual

User - WHM

# Table of Contents

TEMPORARY ADVANCE ..... 3
USER - WHM ..... 3
1. **Menu** ..... 3
2. **Request for Temporary Advance** ..... 3
3. **Receive Temporary Advance** ..... 7
4. **Temporary Advance expenditure voucher** ..... 8
5. **Deposit Unspent Amount Of Temporary Advance** ..... 14
6. **Submit Expense** ..... 15
7. **Temporary Advance Book** ..... 18

USER – HO ..... 20
8. **Menu** ..... 20
9. **Requested Temporary Advance** ..... 20
10. **Pay Temporary Advance** ..... 23
11. **Approve Submitted Expense** ..... 24
12. **Temporary Advance Book** ..... 28

# TEMPORARY ADVANCE

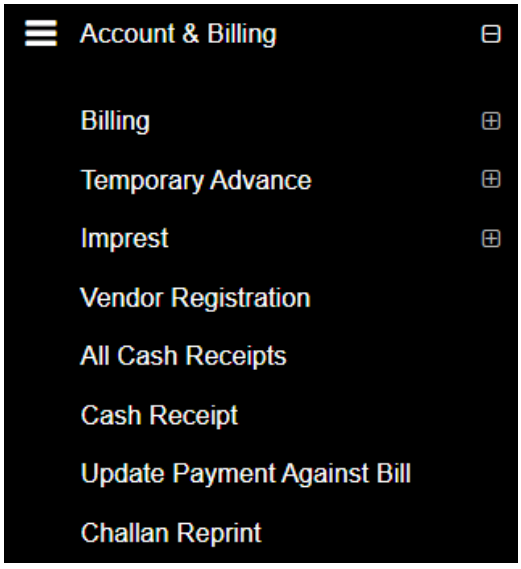
## USER - WHM

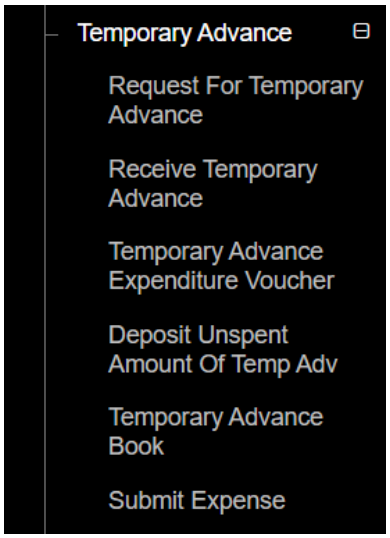
## 1. Menu

- ✓ The users will be able to access the Account & Billing module of the BSWC 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.

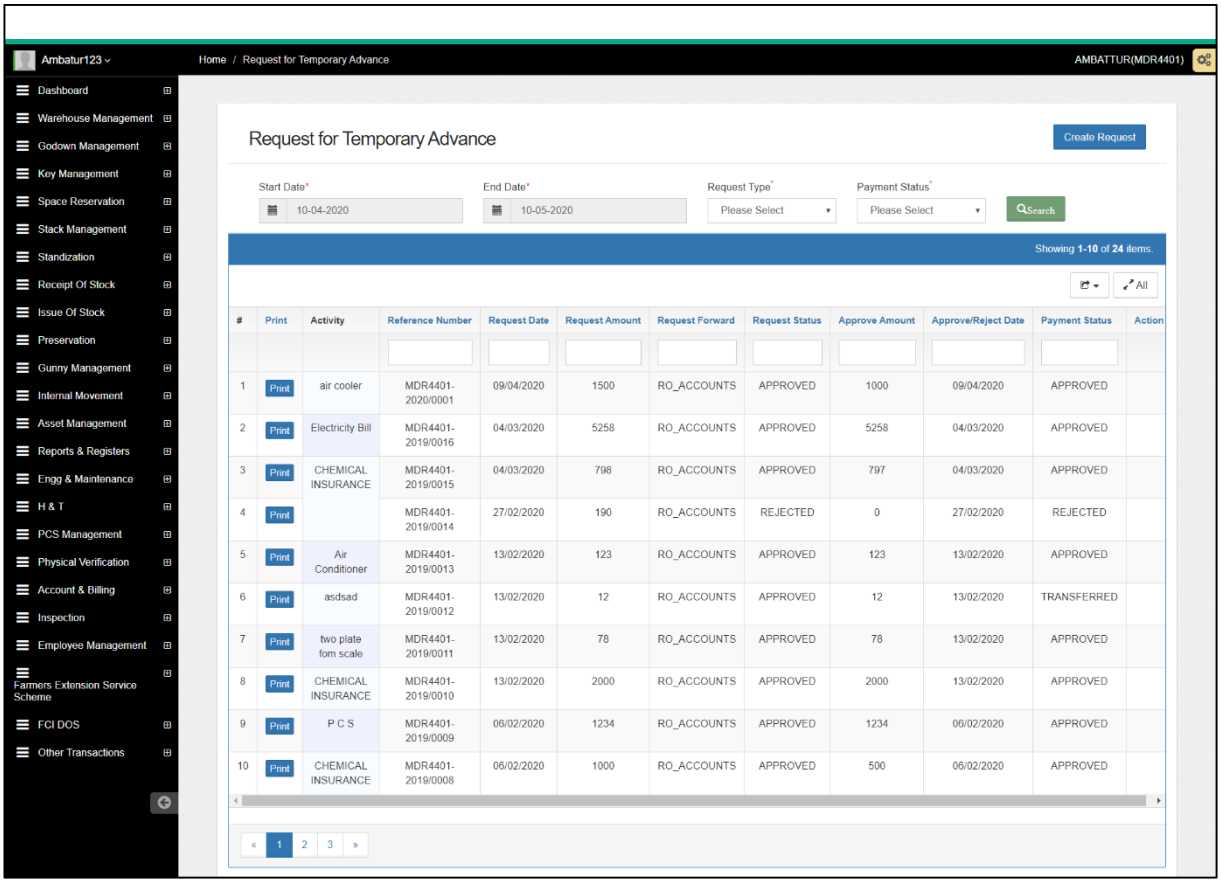



- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

## 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.

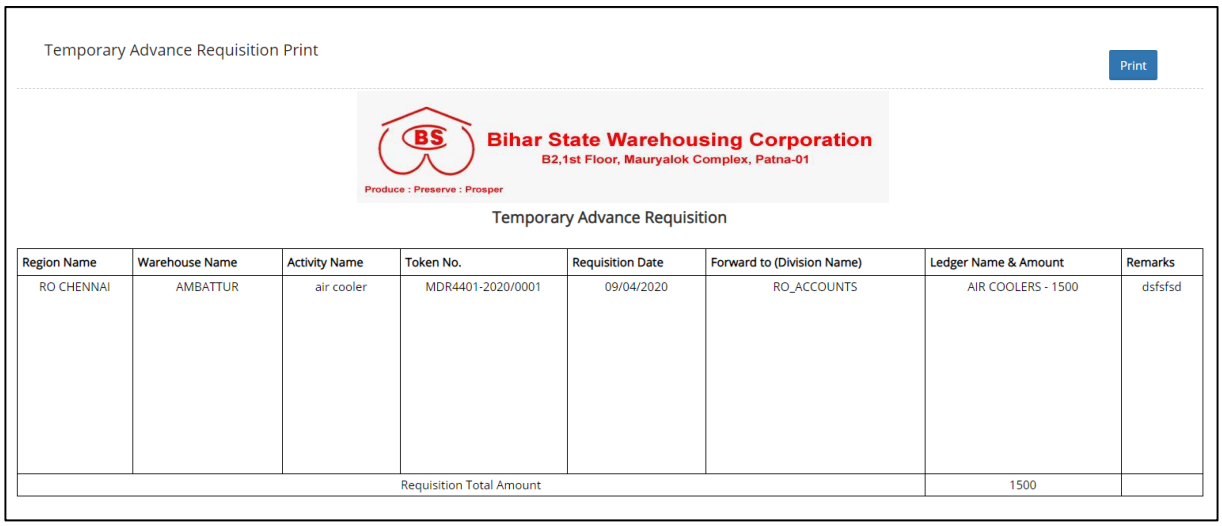



✓ **Search**

- 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.

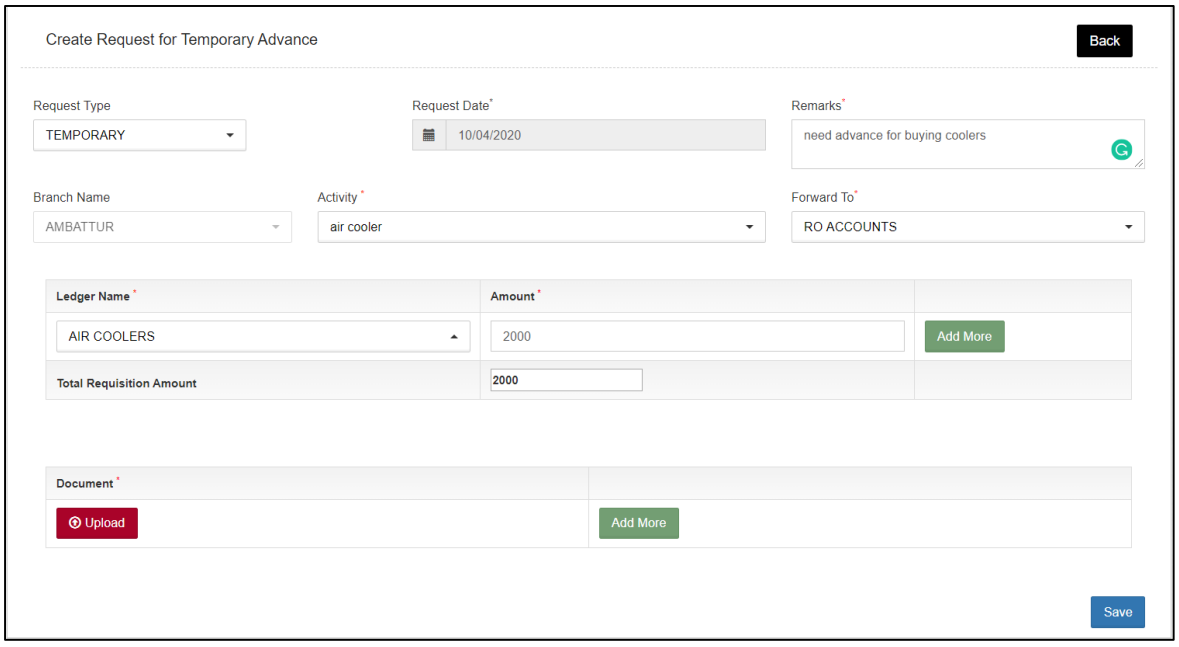
✓ **List**

- 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.




## ✓ 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.

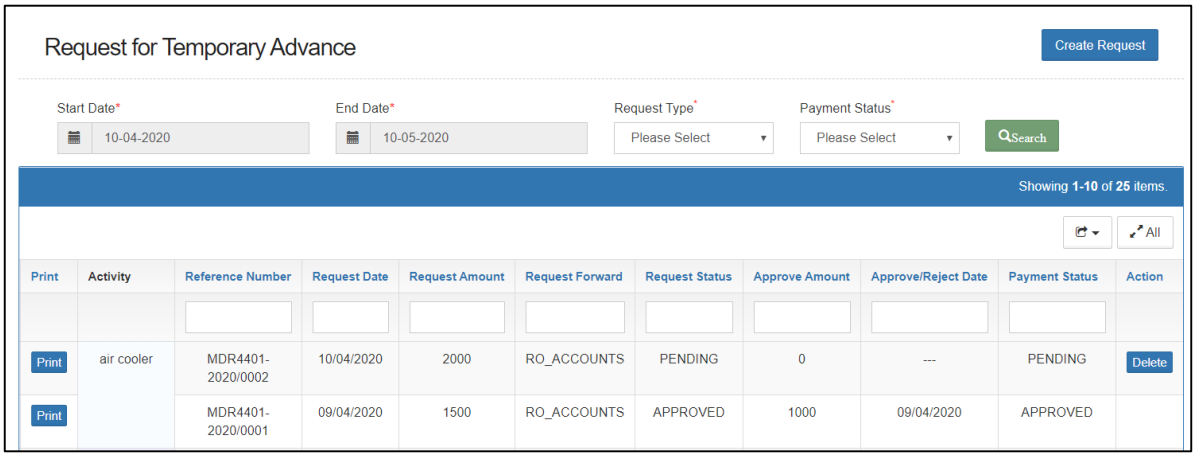



- The user will be required to fill the fields required to create a temporary request.
  - Request Type*
    - This field will be pre-populated.
  - Request Date*
    - This field will be pre-populated.
  - Remarks*

- Branch Name*
    - This field will be pre-populated and non-editable.
- Activity*
    - This field will consist of a drop-down.
- Forward To*
    - This field will consist of a drop-down with the following options:
        - HO Accounts
        - HO Establishment
        - HO Technical
        - HO Business
        - HO Engineering
    - The user will select one of the available options and the request created will be forwarded to the selected account only.
    - In case the Request is sent to HO Accounts then, the request is approved and paid by HO Accounts only.
    - If the request is sent to any account other than HO Accounts then, the account that receives the request will approve it. But the payment will be made by HO Accounts only.
- Ledger Name*
    - The ledgers are predefined for each activity. The user must select the correct ledger for a respective activity.
- Amount*
    - The user will be able to enter multiple rows for ledger name and amount bu clicking on the “Add more” button.
- Total Requisition amount
    - This will be auto-calculated by the system from the amounts entered by the user against each ledger.
- 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 more button will create the Temporary advance request and send it to selected HO.
- 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 payment status is marked as Pending.

✓ Payment shall only be made from HO accounts. (Other can only approve request)

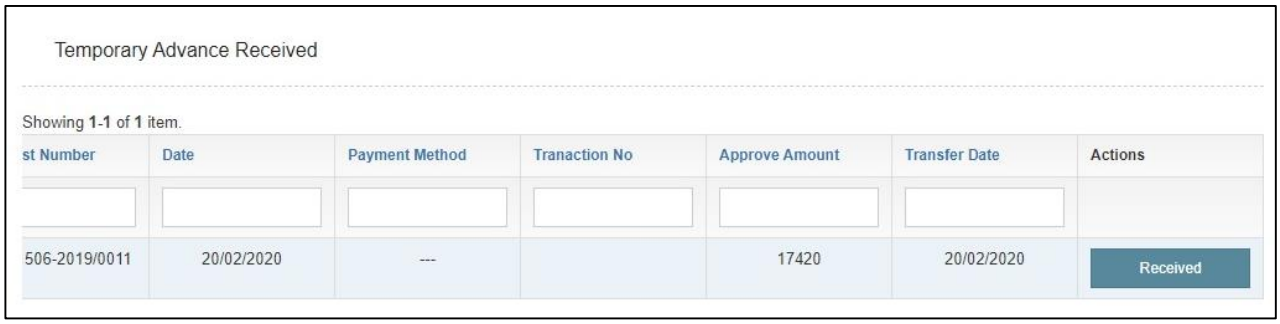
✓ Once approved, the entry is posted to tally.

✓ **HO accounts -** Payment button will only be visible when the request status is marked as Approved. The payment can be made manually or done automatically (through payment entries received from tally).

✓ After successful Payment, payment status will change to **"Transferred"**.

## 3. Receive Temporary Advance

✓ Users can view a list of Temporary Advance received after approval from HO.

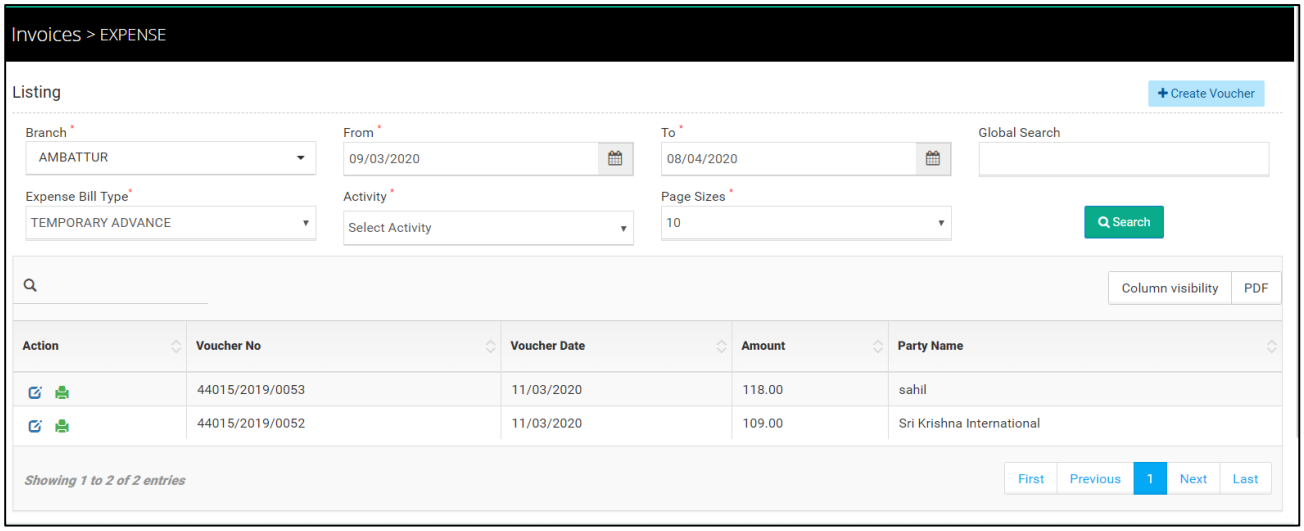



✓ Users will receive the amount by clicking on the **"Received"** button.

- ✓ **Revert to HO** - WHM shall cross-check the details of payment and if found wrong then, WHM may cancel/revert the payment to HO.

## 4. Temporary Advance expenditure voucher

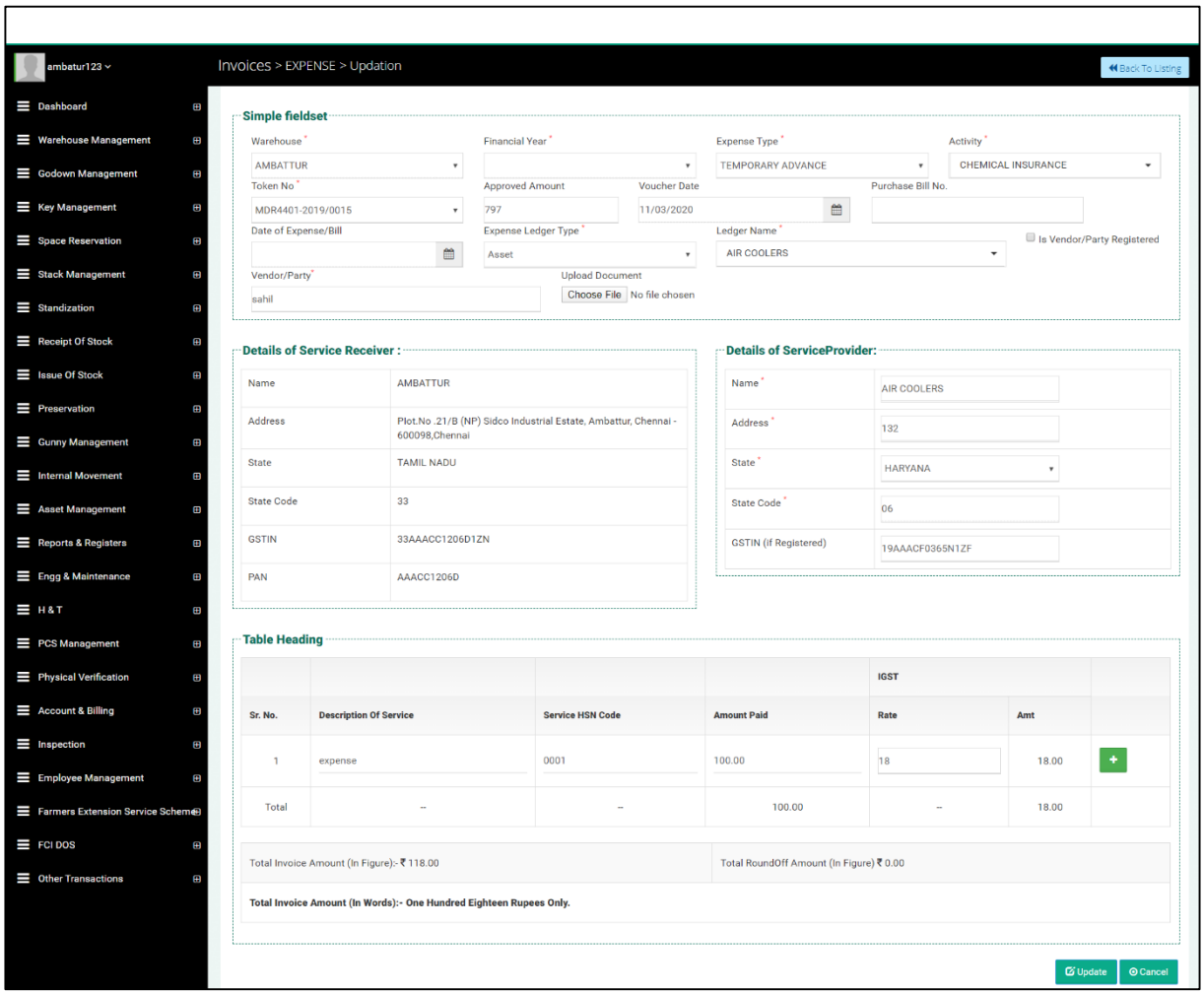
- ✓ The user will be able to create expenditure vouchers from the "Temporary Advance Expenditure voucher" section.
- ✓ Clicking on the "Temporary Advance Expenditure Voucher" sub-menu will redirect the user to the expense screen.
- ✓ The Temporary Advance expenditure is integrated with Tally.
- ✓ After the WHM submits the expense, HO Accounts approves the same. On approval, the vouchers are posted in Tally.
- ✓ HO **Accounts:** RO Accounts has the provision to view all the vouchers approved by him.



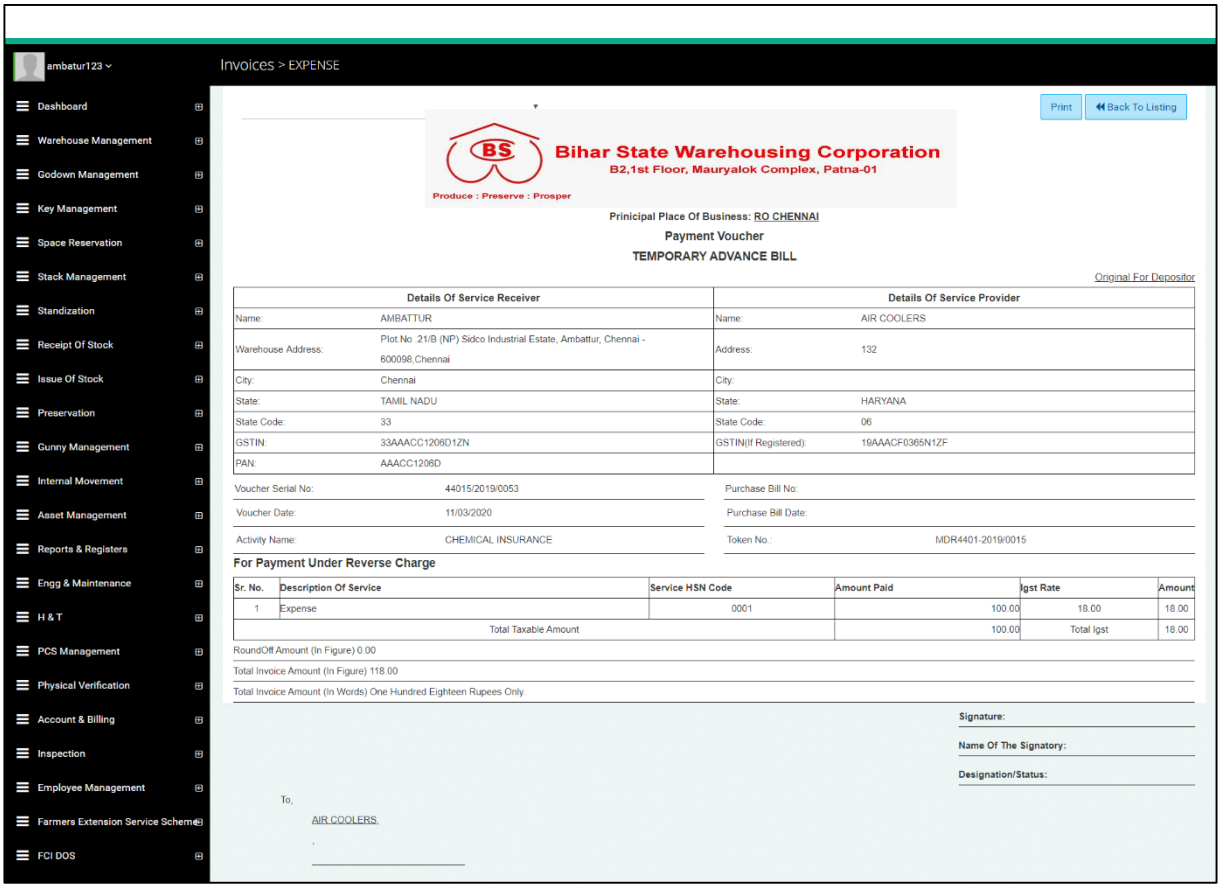

- ✓ **Search**
  - The user will be able to search for a temporary expense voucher through the search section
  - The user can enter the following details:
    - Branch
    - From date
    - To date
    - Expense bill type
    - Activity
    - The user will also be able to do a global search.
  - Clicking 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 RO on the submitted voucher.

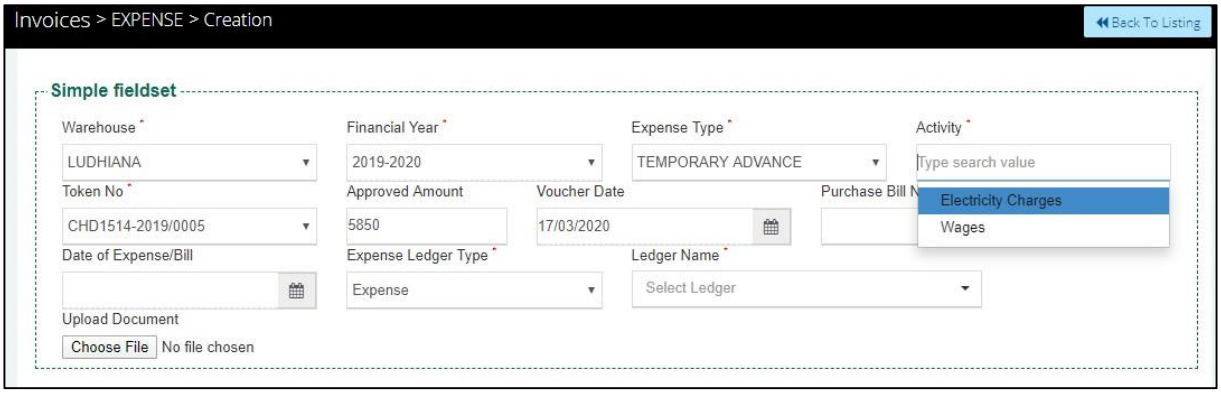


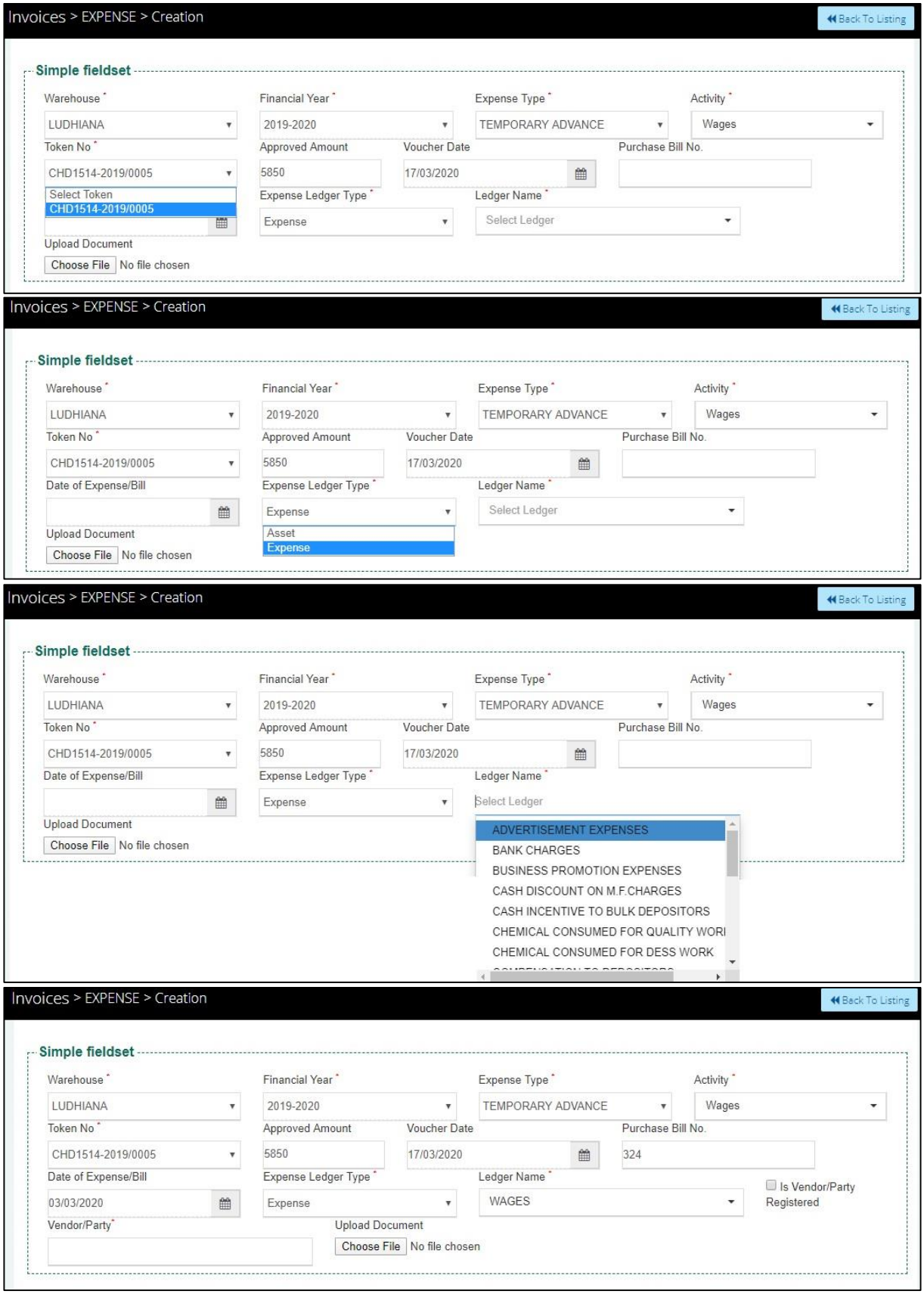

  - Clicking on the print icon will redirect the user to the payment voucher screen.




## ✓ Create Voucher

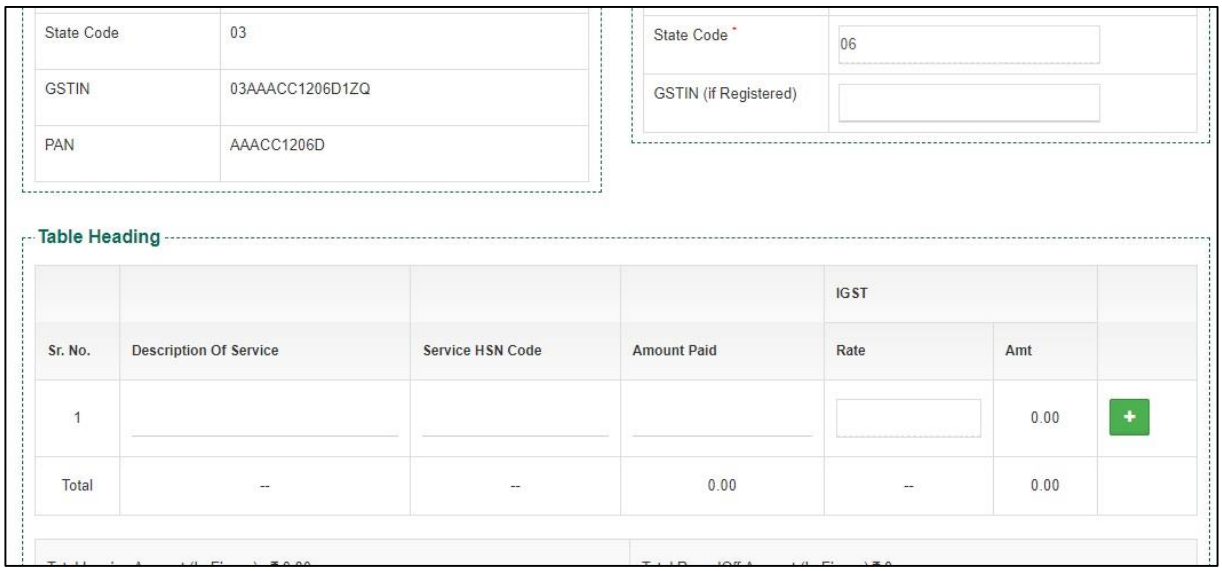
- Once the Amount is approved and received, the user can create an expenditure voucher against selected activity and token no.
- Users cannot spend more than the approved amount.






- ✓ 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.



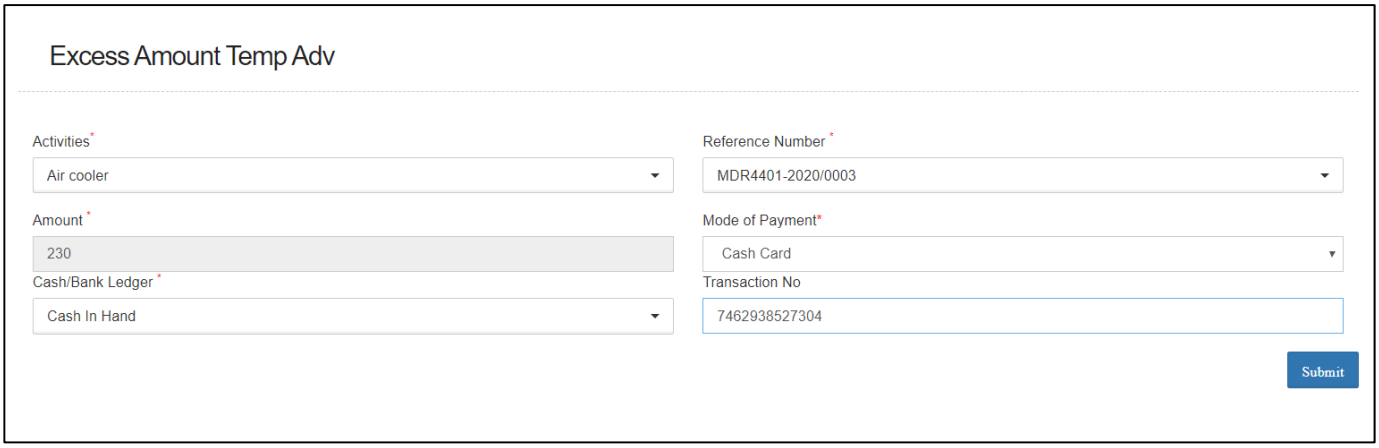

- The user will be able to enter the following details in the table heading section
  - Description of service
  - Service HSN Code
  - Amount Paid
  - Rate%
    - This field will be enabled only when the GSTIN field in the Service provider section is filled. Else, it will remain disabled.

***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.
- Clicking on the "Save & Close" button will save the expense voucher and exit the screen.
- Clicking on the "Cancel" button will cancel the voucher creation.

## 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.



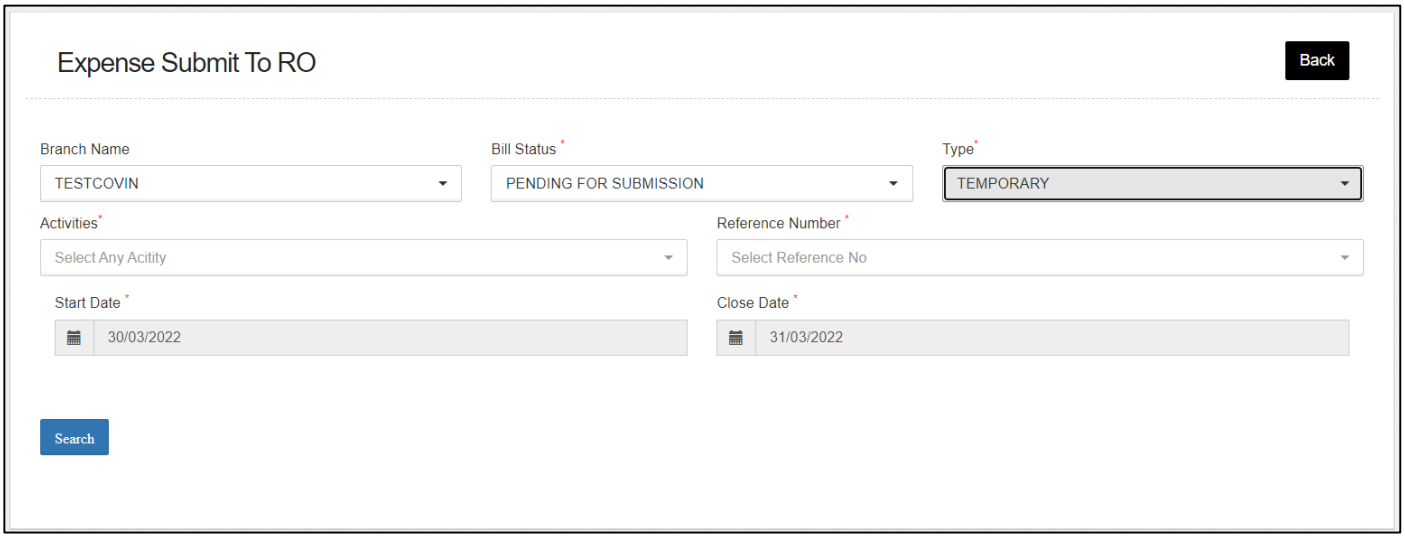

- ✓ The user will be required to enter the following details:
  - Activities*
  - Reference Number*
  - Amount*
    - The value of the remaining amount will pre-populate and will be non-editable.
  - Mode of Payment*
    - The drop-down will have below listed options
      - NEFT
      - RTGS
      - DD/Cheque
      - Cash Card
      - Cash
  - Cash/Bank Ledger*
  - Transaction Numer (Optional)

***Note: All the fields marked with "*" are mandatory.***

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

## 6. Submit Expense

- ✓ The user will be able to submit the Expense voucher to the HO from this section.
- ✓ The user will be able to submit the expense voucher only when he has either spent all the amount received from HO or, after submitting the excess amount to HO for the mentioned activity.
- ✓ Clicking on the "Submit Expense" sub-menu will redirect the user to the "Expense submit to HO" screen.




- ✓ **Search**
  - The user will be able to submit the expense to HO 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 HO
    - 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.

| Branch Name | Voucher Number | Voucher Date | Voucher Amount | Ledger Name | Activity Name | Submit Expense Date | Token | Document | Action | Print |
|---|---|---|---|---|---|---|---|---|---|---|
| AKOLA-I | 22015/2021/0191 | 30/03/2022 | 800 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0192 | 30/03/2022 | 700 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0193 | 30/03/2022 | 400 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0194 | 30/03/2022 | 60 | 28101 - CHEMICAL & FUMIGANTS IN STOCK | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0195 | 30/03/2022 | 2500 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0196 | 30/03/2022 | 5800 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0197 | 30/03/2022 | 120 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0198 | 30/03/2022 | 780 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0199 | 30/03/2022 | 400 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0200 | 30/03/2022 | 400 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0201 | 30/03/2022 | 200 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0202 | 30/03/2022 | 200 | 49117 - FREIGHT & OCTROI | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0203 | 30/03/2022 | 400 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| AKOLA-I | 22015/2021/0204 | 30/03/2022 | 350 | 49133 - OTHER EXPENSES - PCS | PCS Work | NA | MUM2201-2021/0018 | Get Document | ☐ | 🖶 |
| Total | | | | | | | | | | |

16890 **Amount is Left Please Use First**.

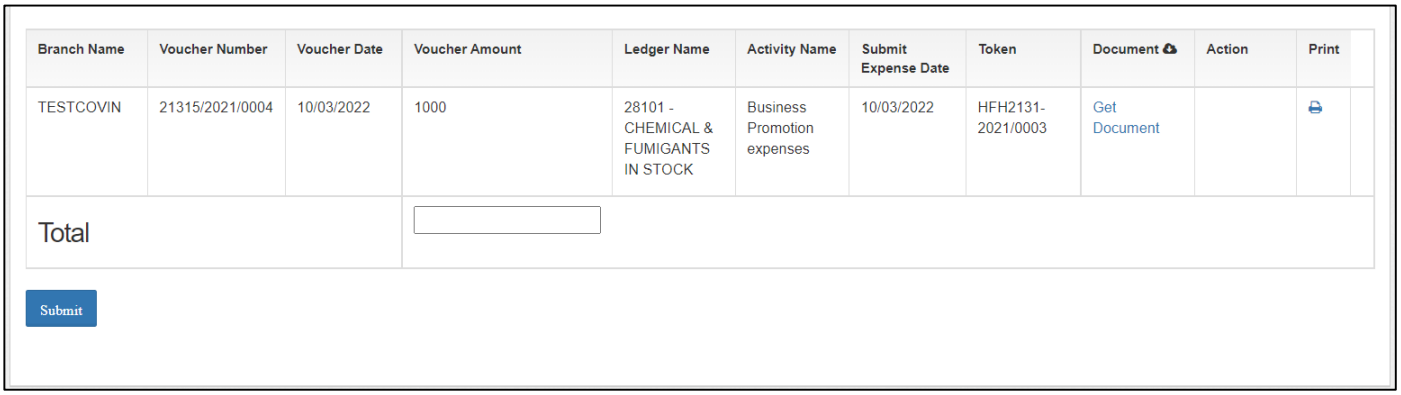
- **List**
  - The user will be able to check the on the checkbox present against the list item.

***NOTE: The system will display the unspent amount (if any) that needs to either be spent or submitted to HO 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 RO for approvals.

## ✓ Submitted Expense

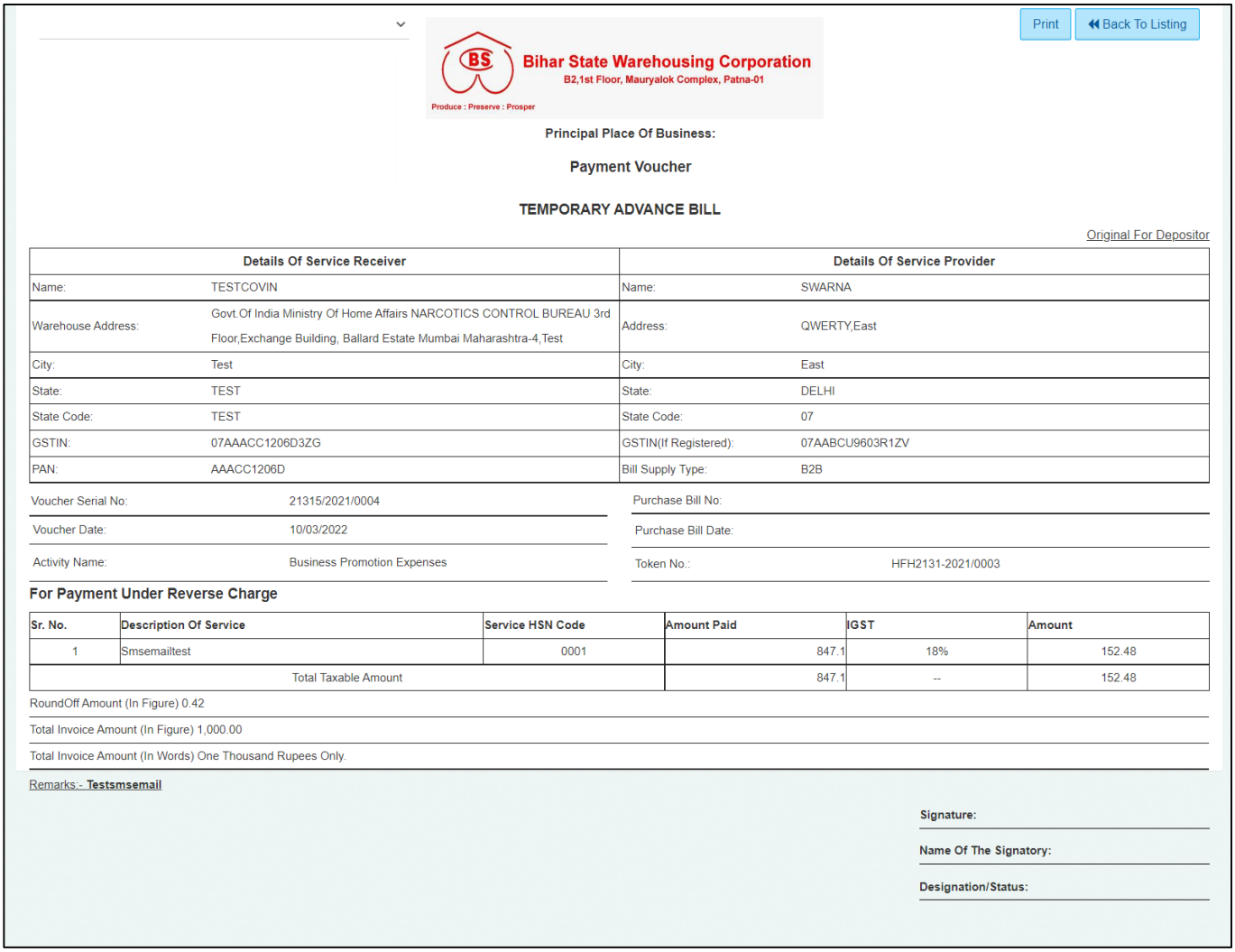
- The user will be able to view the list of expense vouchers submitted to HO from this section.
- Clicking on the "Submit Expense" sub-menu will redirect the user to the submitted expense screen.



| Branch Name | Voucher Number | Voucher Date | Voucher Amount | Ledger Name | Activity Name | Submit Expense Date | Token | Document | Action | Print |
|---|---|---|---|---|---|---|---|---|---|---|
| TESTCOVIN | 21315/2021/0004 | 10/03/2022 | 1000 | 28101 - CHEMICAL & FUMIGANTS IN STOCK | Business Promotion expenses | 10/03/2022 | HFH2131-2021/0003 | Get Document | | |
| Total | | | | | | | | | | |

Submit

- **List**
  - The user will be able to view the list of expense vouchers submitted to HO in a table format.
  - The user can click on the 'Get Document' hyperlink to download the submitted documents in the voucher.
  - The user can click on the 'Print' icon under the action column to download the payment voucher.



Print Back To Listing

Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

**Principal Place Of Business:**

**Payment Voucher**

**TEMPORARY ADVANCE BILL**

Original For Depositor

| Details Of Service Receiver | | Details Of Service Provider | |
|---|---|---|---|
| Name: | TESTCOVIN | Name: | SWARNA |
| Warehouse Address: | Govt Of India Ministry Of Home Affairs NARCOTICS CONTROL BUREAU 3rd Floor,Exchange Building, Ballard Estate Mumbai Maharashtra-4,Test | Address: | QWERTY,East |
| City: | Test | City: | East |
| State: | TEST | State: | DELHI |
| State Code: | TEST | State Code: | 07 |
| GSTIN: | 07AAACC1206D3ZG | GSTIN(If Registered): | 07AABCU9603R1ZV |
| PAN: | AAACC1206D | Bill Supply Type: | B2B |

| | | | |
|---|---|---|---|
| Voucher Serial No: | 21315/2021/0004 | Purchase Bill No: | |
| Voucher Date: | 10/03/2022 | Purchase Bill Date: | |
| Activity Name: | Business Promotion Expenses | Token No.: | HFH2131-2021/0003 |

**For Payment Under Reverse Charge**

| Sr. No. | Description Of Service | Service HSN Code | Amount Paid | IGST | Amount |
|---|---|---|---|---|---|
| 1 | Smsemailtest | 0001 | 847.1 | 18% | 152.48 |
| | Total Taxable Amount | | 847.1 | -- | 152.48 |

RoundOff Amount (In Figure) 0.42

Total Invoice Amount (In Figure) 1,000.00

Total Invoice Amount (In Words) One Thousand Rupees Only.

Remarks:- **Testsmsemail**

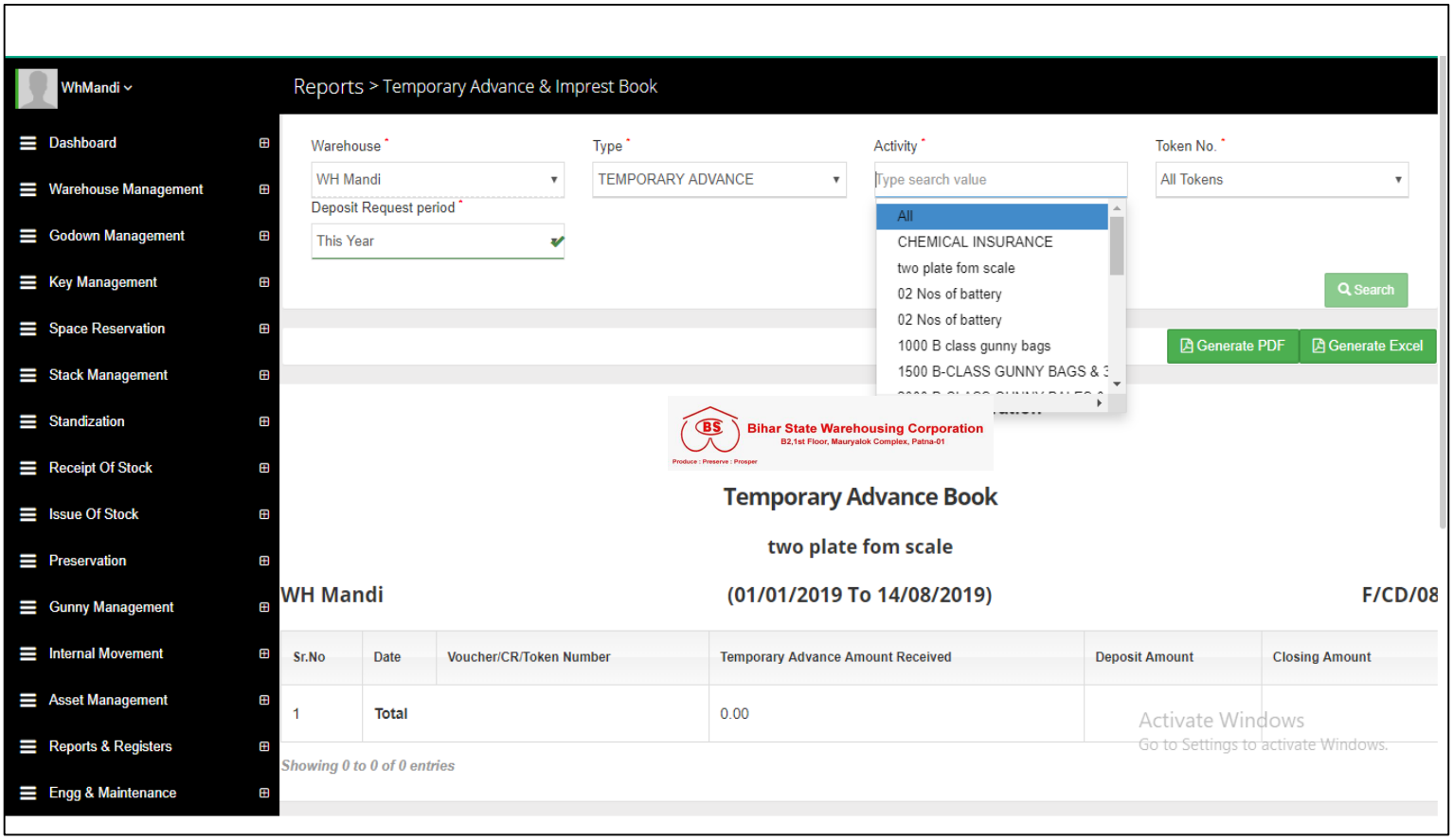
**Signature:**

**Name Of The Signatory:**

**Designation/Status:**

## 7. Temporary Advance Book

- ✓ In this module, the WHM can view all the reports of temporary advance bills.
- ✓ The following reports will get affected in case a temporary advance bill 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 (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.

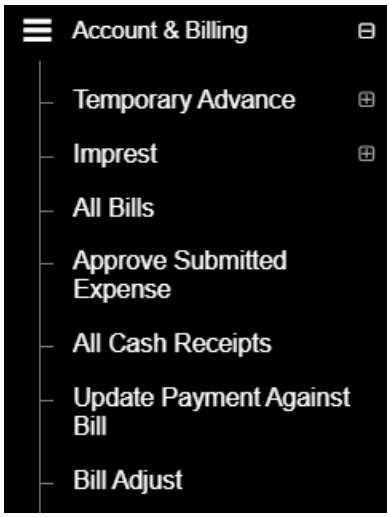
**USER – HO**

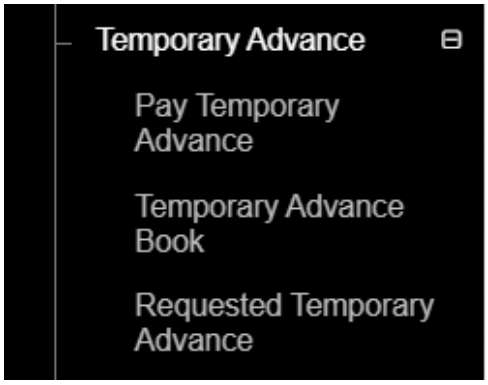
## 8. Menu

- ✓ The users will be able to access the Account & Billing module of the CWC 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 HO as depicted in the images attached below.
- ✓ Clicking on the Temporary Advance menu option will display the constituting module list to the user.

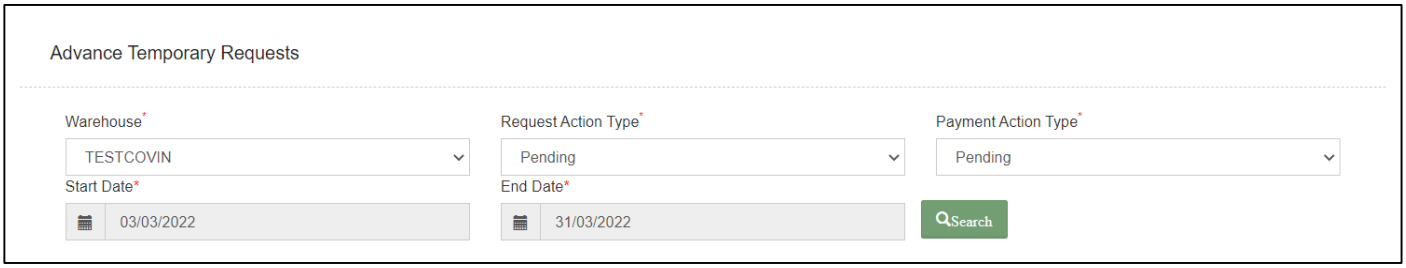


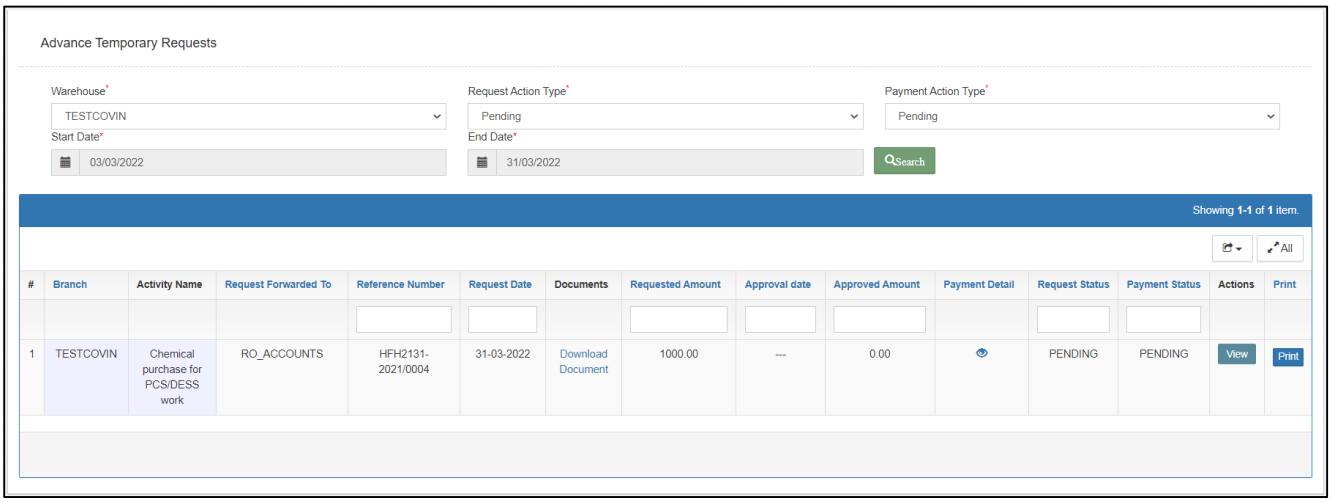

- ✓ Clicking on any of the sub-menu items will redirect the user to respective screens for further action.

## 9. Requested Temporary Advance

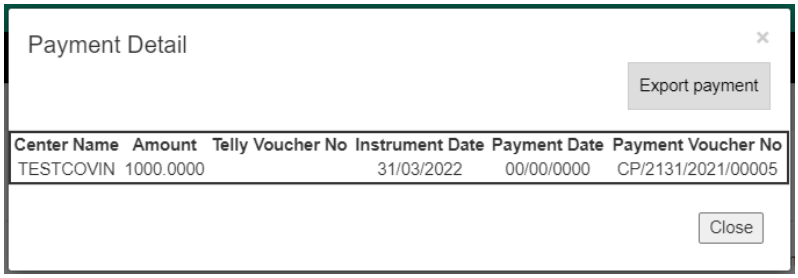
- ✓ The HO can view the list of temporary advance requests submitted by warehouses.
- ✓ Clicking on the Requested Temporary Advance sub-menu will redirect the user to the respective screen.



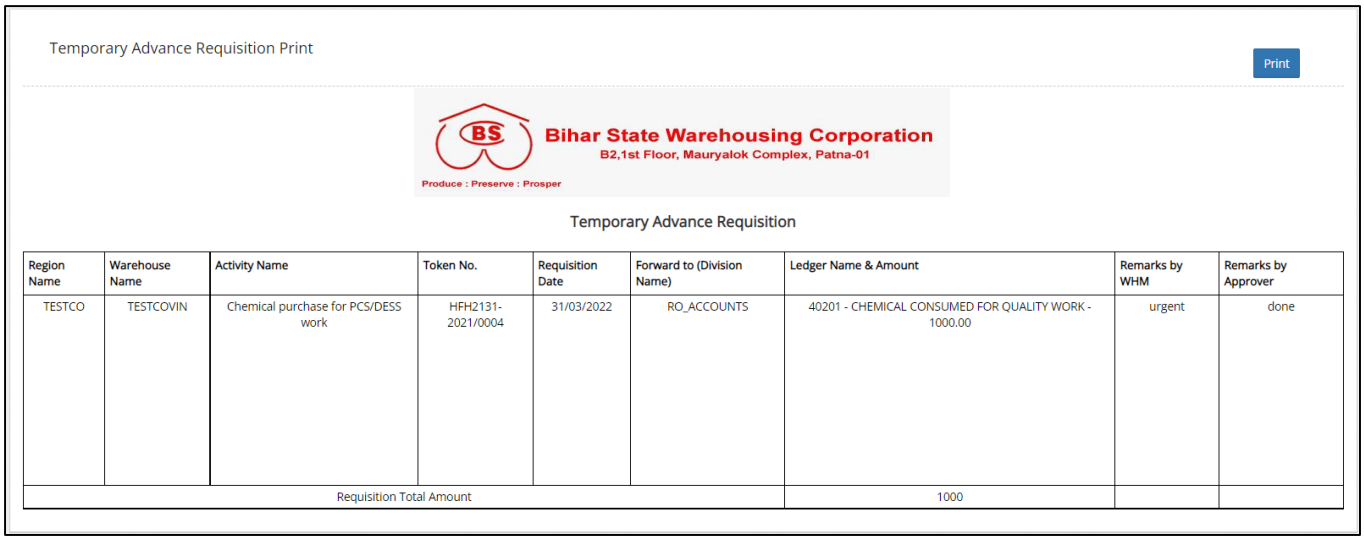

- ✓ **Search**
  - The user will be able to view the list of temporary advance requests through the search section
  - The user will enter the following details:
    - Warehosue*
    - Request Action Type*
      - Pending
      - Approved
    - Payment Action type*
      - Pending
      - Transferred
      - 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.



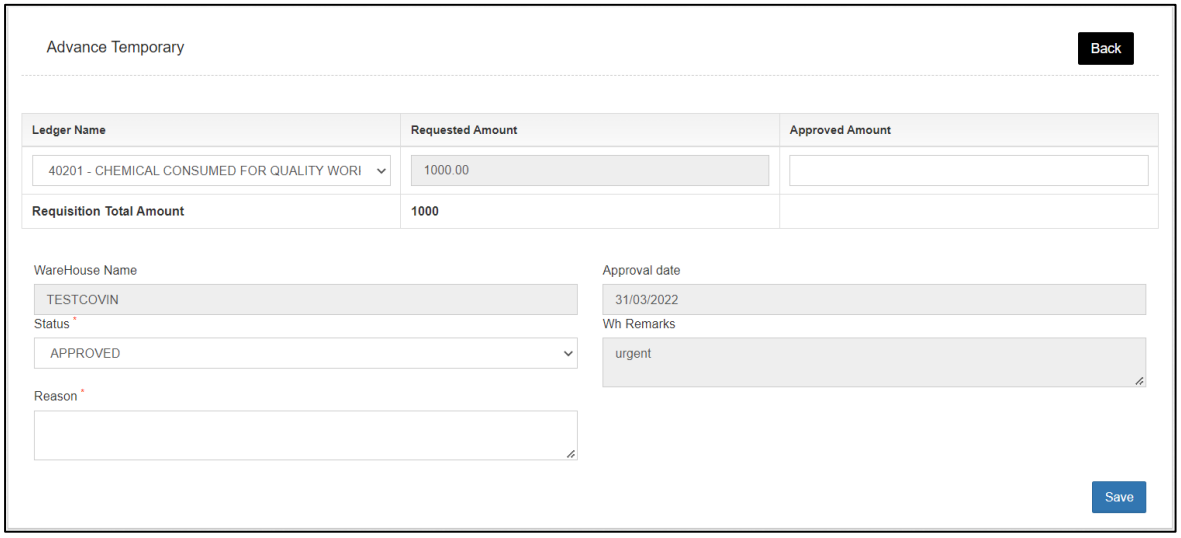
- Clicking the eye icon on the list screen, the user will be able to view the payment details against approved requests.




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




- Clicking on the view button will redirect the user to the advance approval screen.




- The HO will enter the Approved amount and reason.

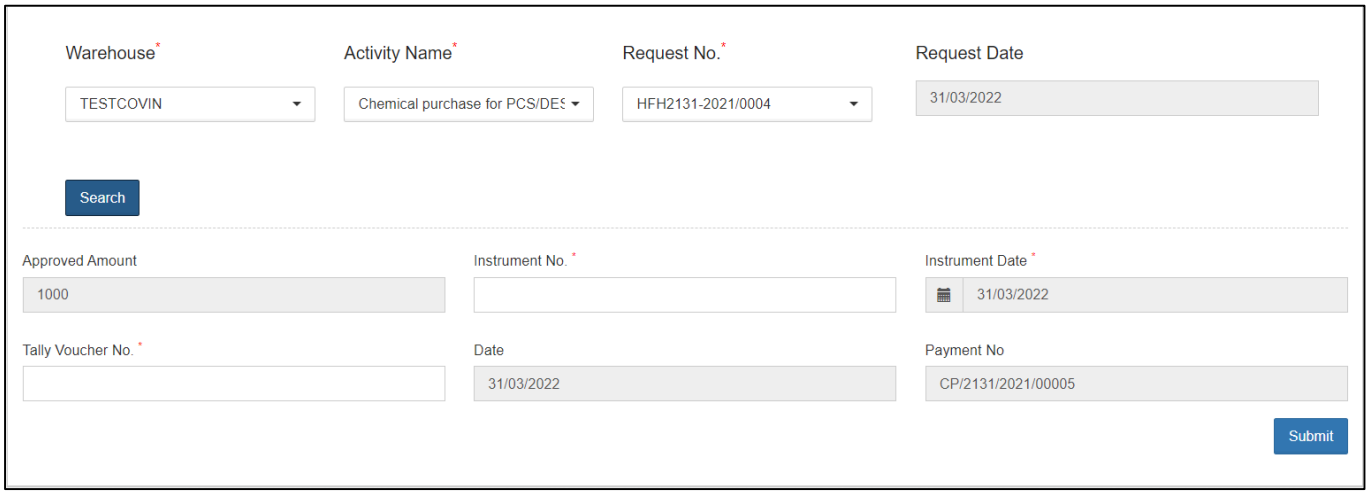
- On the click of save button, the approved amount entered by HO will be paid to the WHM by HO Accounts.

## 10. Pay Temporary Advance

- ✓ The HO can make payment against the approved temporary advance requests through WMS.
- ✓ Clicking on the Pay 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 can search for approved requests by entering following details:
    - Warehosue*
    - Activity name*
    - Request number*
  - Clicking on the search button will display results as per the search criteria applied.

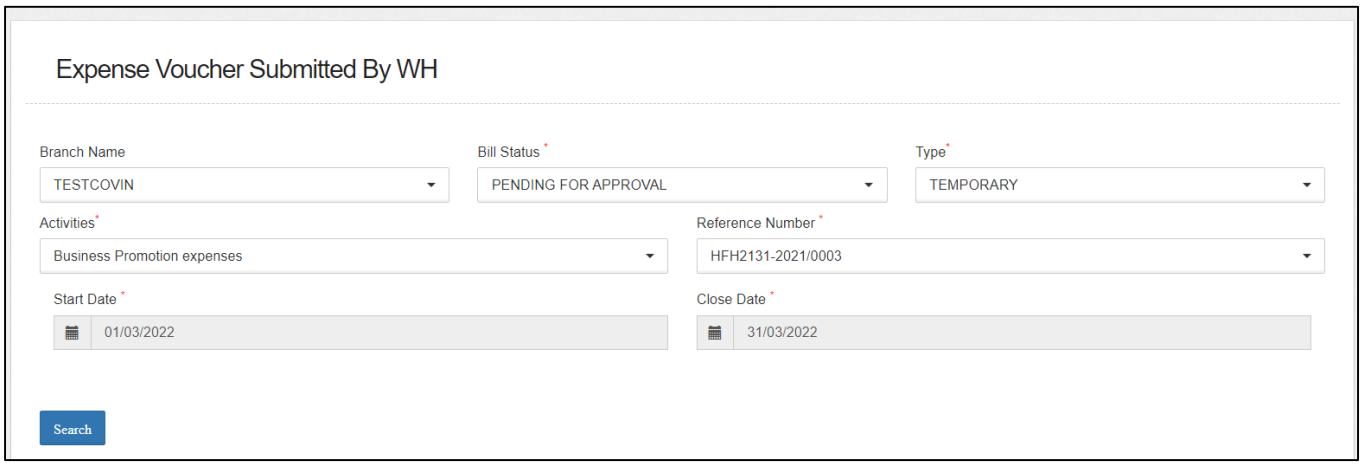



  - Once done, the user will enter the required details in the form displayed, i.e.,
    - Instrument No.
    - Tally Voucher No.

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

## 11.Approve Submitted Expense

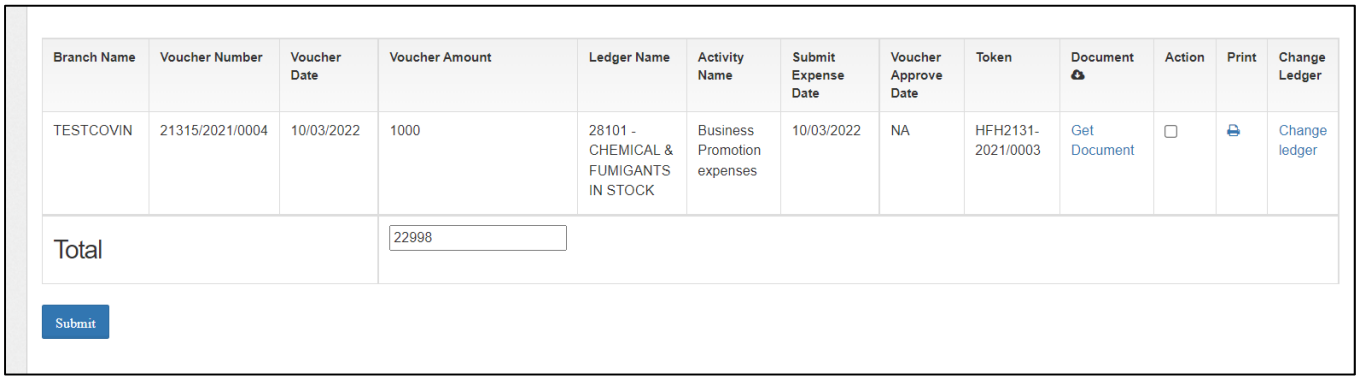
- ✓ HO Accounts can approve the expenses submitted by warehouses through the approve submitted expense screen
- ✓ The user can click on the "Approve Submitted Expense" sub-menu to get redirected to the respective screen.




- ✓ **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.



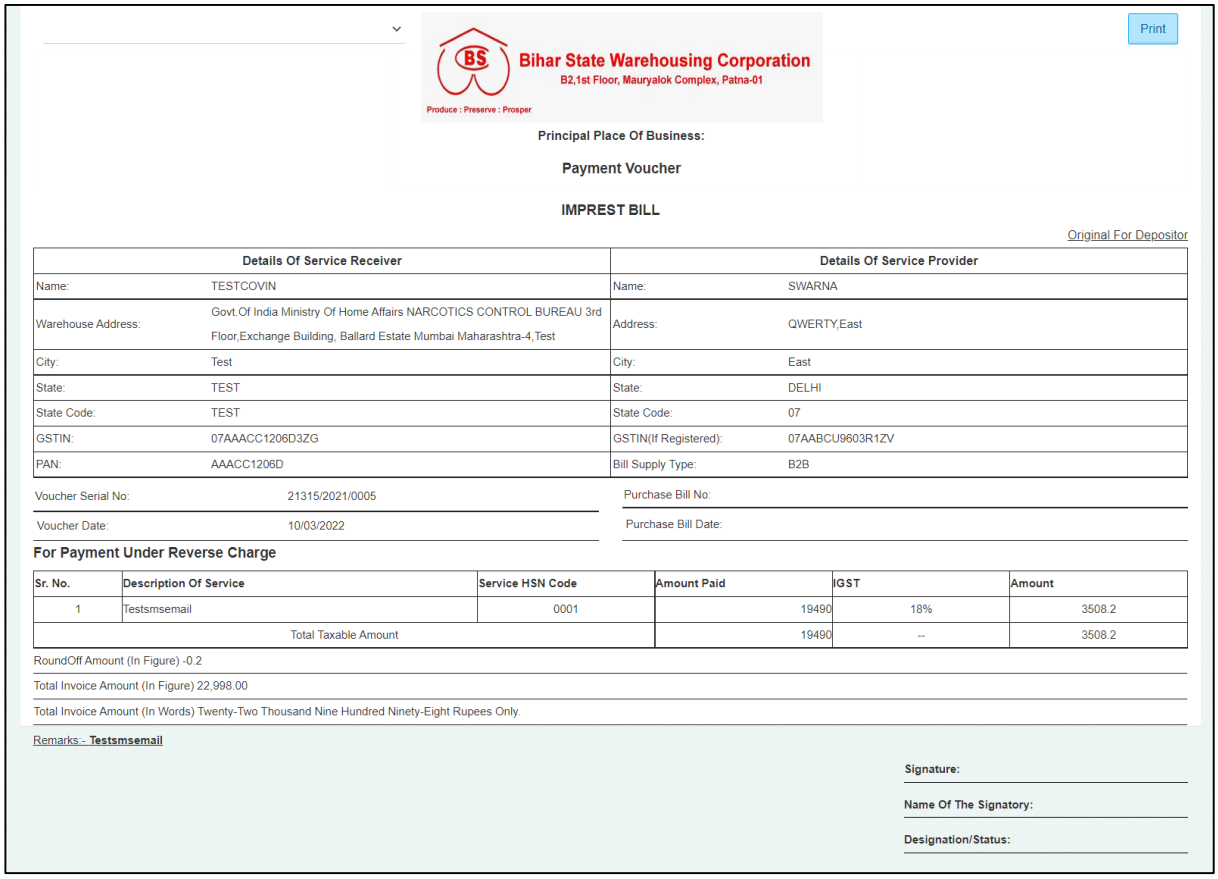
| Branch Name | Voucher Number | Voucher Date | Voucher Amount | Ledger Name | Activity Name | Submit Expense Date | Voucher Approve Date | Token | Document | Action | Print | Change Ledger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TESTCOVIN | 21315/2021/0004 | 10/03/2022 | 1000 | 28101 - CHEMICAL & FUMIGANTS IN STOCK | Business Promotion expenses | 10/03/2022 | NA | HFH2131-2021/0003 | Get Document | ☐ | 🖶 | Change ledger |
| Total | | | 22998 | | | | | | | | | |

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.



Print

Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

Principal Place Of Business:

Payment Voucher

IMPREST BILL

Original For Depositor

| Details Of Service Receiver | | Details Of Service Provider | |
|---|---|---|---|
| Name: | TESTCOVIN | Name: | SWARNA |
| Warehouse Address: | Govt.Of India Ministry Of Home Affairs NARCOTICS CONTROL BUREAU 3rd Floor,Exchange Building, Ballard Estate Mumbai Maharashtra-4,Test | Address: | QWERTY,East |
| City: | Test | City: | East |
| State: | TEST | State: | DELHI |
| State Code: | TEST | State Code: | 07 |
| GSTIN: | 07AAACC1206D3ZG | GSTIN(If Registered): | 07AABCU9603R1ZV |
| PAN: | AAACC1206D | Bill Supply Type: | B2B |

Voucher Serial No: 21315/2021/0005
Purchase Bill No:
Voucher Date: 10/03/2022
Purchase Bill Date:

For Payment Under Reverse Charge

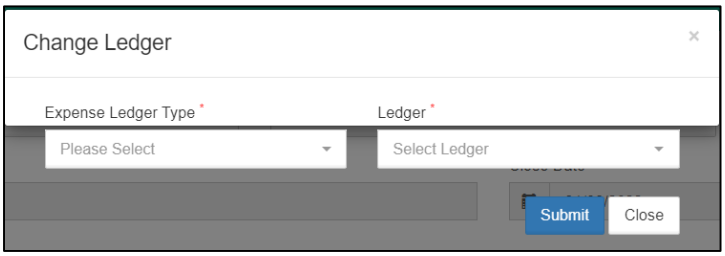
| Sr. No. | Description Of Service | Service HSN Code | Amount Paid | IGST | Amount |
|---|---|---|---|---|---|
| 1 | Testsmsemail | 0001 | 19490 | 18% | 3508.2 |
| | Total Taxable Amount | | 19490 | -- | 3508.2 |

RoundOff Amount (In Figure) -0.2
Total Invoice Amount (In Figure) 22,998.00
Total Invoice Amount (In Words) Twenty-Two Thousand Nine Hundred Ninety-Eight Rupees Only.

Remarks:- **Testsmsemail**

Signature:
Name Of The Signatory:
Designation/Status:

- 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 HO.

| Branch Name | Voucher Number | Voucher Date | Voucher Amount | Ledger Name | Activity Name | Submit Expense Date | Voucher Approve Date | Token | Document | Action | Print | Change Ledger |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BAHRAICH | A/00125/2019/0027 | 23/12/2019 | 6000 | 49999 - OTHER MISCELLANEOUS EXPENSES | Rent, Rates & Taxes | 23/12/2019 | NA | 3550012-2019/00007 | Get Document | | | |
| 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.

Print

**Bihar State Warehousing Corporation**
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

**Payment Voucher**

**TEMPORARY ADVANCE BILL**

Original For Depositor

| Details Of Service Receiver | | Details Of Service Provider | |
|---|---|---|---|
| Name: | BAHRAICH | Name: | Agricultural Produce Market Commitee |
| Warehouse Address: | P.O. Kalpipara, Bahraich-271801,Bahraich | Address: | BAHRAICH |
| City: | Bahraich | City: | |
| State: | UTTAR PRADESH | State: | UTTAR PRADESH |
| State Code: | 09 | State Code: | 09 |
| GSTIN: | 09AAACC1206D2ZD | GSTIN(If Registered): | NIL |
| PAN: | AAACC1206D | Bill Supply Type: | B2C |

| | | | |
|---|---|---|---|
| Voucher Serial No: | A/00125/2019/0027 | Purchase Bill No: | |
| Voucher Date: | 23/12/2019 | Purchase Bill Date: | 18/12/2019 |
| Activity Name: | Rent, Rates & Taxes | Token No.: | 3550012-2019/00007 |

**For Payment Under Reverse Charge**

| Sr. No. | Description Of Service | Service HSN Code | Amount Paid |
|---|---|---|---|
| 1 | Lease Rent | | 6000 |
| | Total Non-Taxable Amount | | 6000 |

RoundOff Amount (In Figure) 0

Total Invoice Amount (In Figure) 6,000.00

Total Invoice Amount (In Words) Six Thousand Rupees Only.

Remarks:-

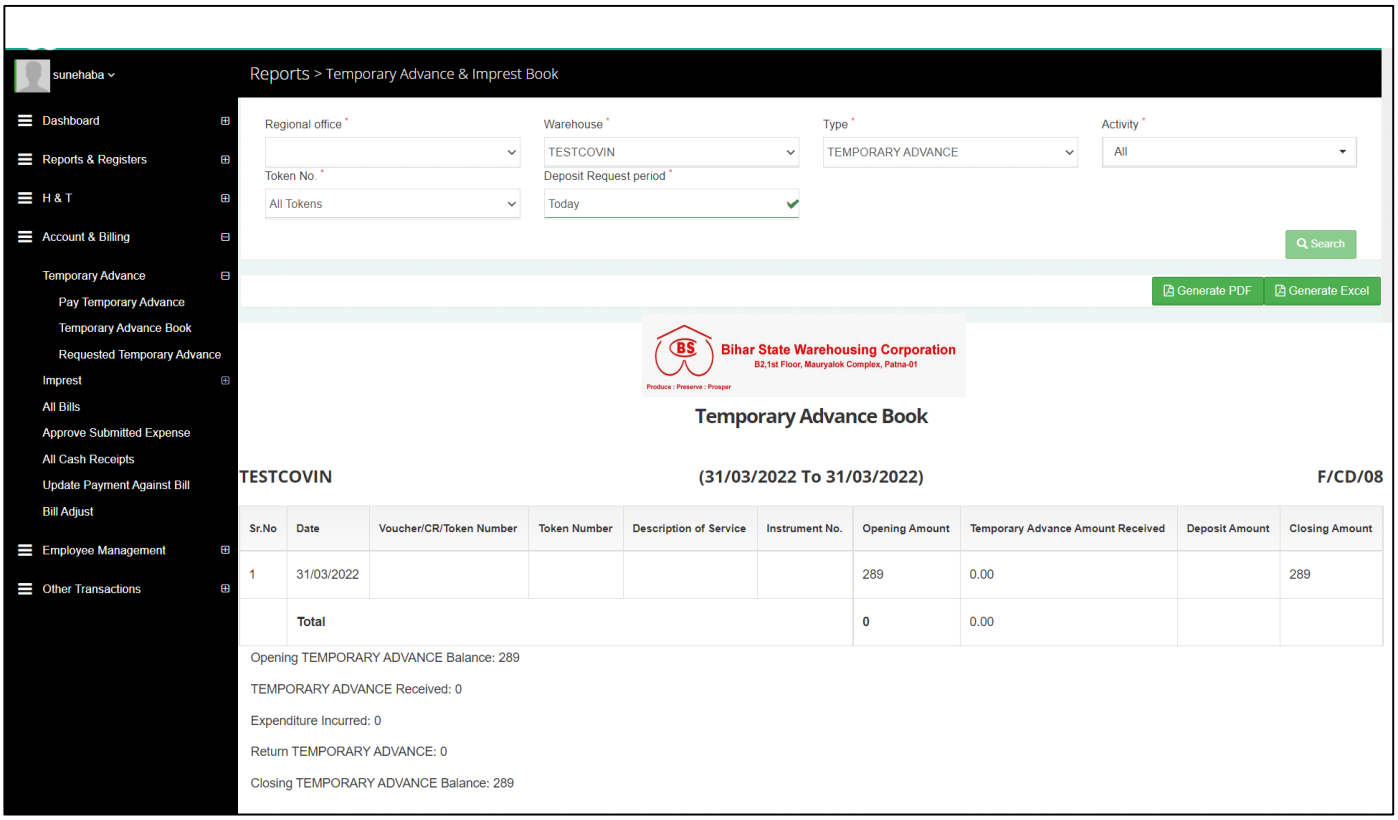
**Signature:**

**Name Of The Signatory:**

**Designation/Status:**

## 12.Temporary Advance Book

- ✓ In this module, the HO 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.