

# User Guide

## 02. Finance Management-CC-104-Master Data- Bank Accounts

For

Supply, delivery, installation, Commissioning, Training  
and Maintenance of Enterprise Resource Planning  
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

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| Date       | Version | Description                 | Author            |
|------------|---------|-----------------------------|-------------------|
| 08-03-2022 | 0.0.1   | Initial version             | EMETSOFT IMP Team |
| 26-04-2022 | 0.1.1   | Modifications to the report | EMETSOFT IMP Team |
| 28-04-2022 | 1.0.0   | Final Release               | Project Manager   |
| 19-05-2022 | 2.0.0   | Enhancements for the manual | Project Manager   |

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# ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

## MASTER DATA – BANK ACCOUNTS

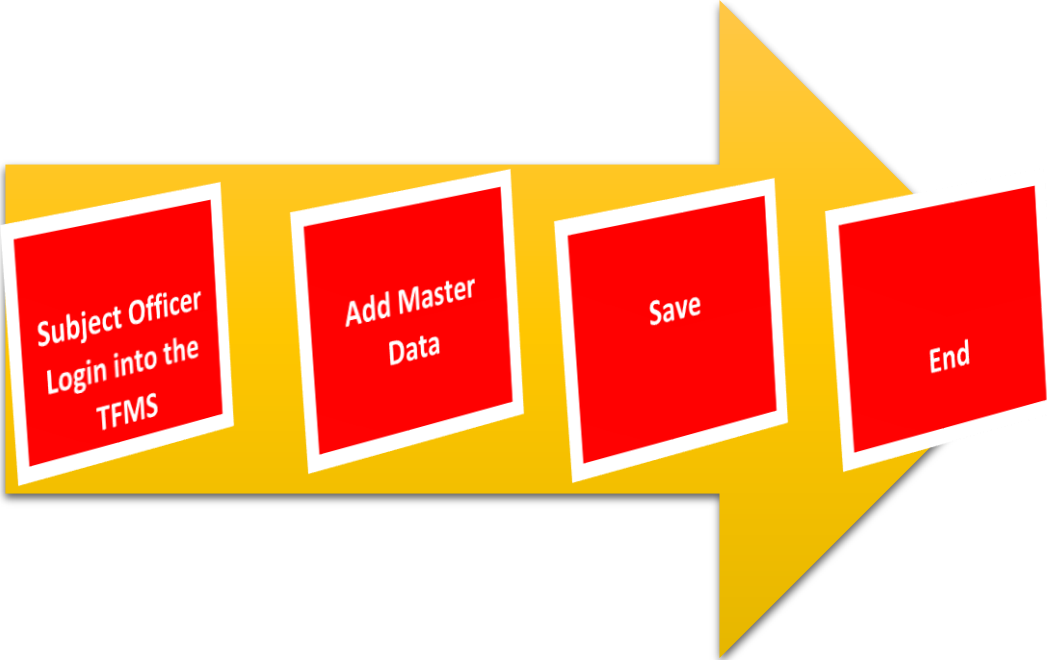


### Finance Management

Voucher payments, Cheque payments, Cross Entry Vouchers, Book keeping, Budget, Final Accounts


[READ MORE](#)

3. THE PROCESS



## 4. MASTER DATA BANK ACCOUNTS

**STEP: 01 Click On this Icon in ERP Page**



Finance Management

Voucher payments, Cheque payments, Cross Entry Vouchers, Book keeping, Budget, Final Accounts

[READ MORE](#)

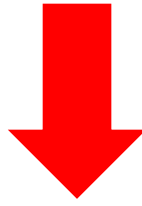


**STEP: 02 Login using your user name and password to the system**

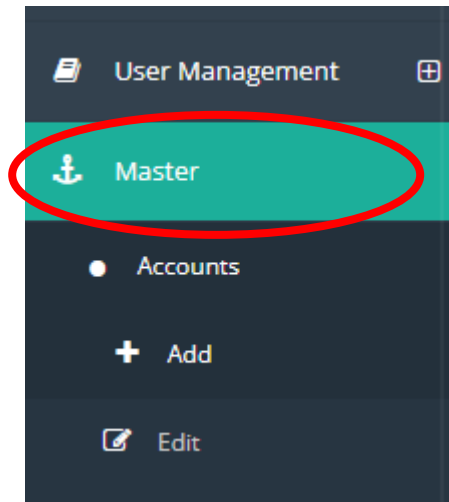
**Log In** to your account

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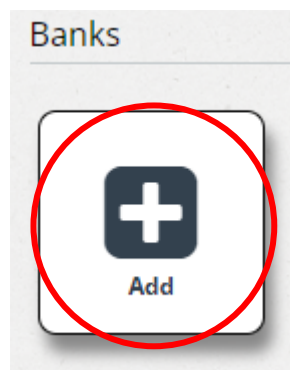
Advanced Options



**STEP: 03 Then click on Master**



**STEP: 04 Then click on Add**





**STEP: 05 Enter Bank Account**

### Bank Accounts' Details

|  |                   |           |
|--|-------------------|-----------|
| <b>Bank A/C No</b>   | 10203040          | <b>01</b> |
| <b>Bank A/C Name</b>   | Sahan Chathuranga | <b>02</b> |
| <b>Current balance</b>   |                   | <b>03</b> |
| <b>Starting Voucher No</b>                                     | 1000              | <b>04</b> |
| <b>Balance as at</b>   | 4/7/2022          | <b>05</b> |
| <input type="checkbox"/> Do Not Restrict Voucher Number Series |                   |           |
| <b>Organization A/C Code</b>                                   | CB000004          | <b>06</b> |
| <b>Department Code</b> ⓘ                                       | 36                | <b>07</b> |
| <b>Allowed Min Balance</b>                                     | 500               | <b>08</b> |
| <b>Account Category</b>  | Cash Book         | <b>09</b> |

01. Enter bank account number
02. Enter bank account name
03. Enter current balance (Auto Generate )
04. Enter Starting voucher number
05. Enter Balance as at
06. Select Organization account code
07. Select department code
08. Enter Allowed Mini balance
09. Select Account category



**Account Type**

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**Printing Formats**

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**eTransfer Configuration**

**Bank Code** 12

**Branch Code** 13

**eTransfer Format** 14

c

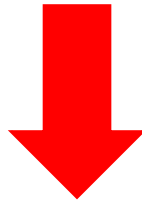
eTransfer Header and Detail Separate files

**eTransfer Header File Name** 15

**eTransfer Detail File Name** 16



10. Select Account type
11. Select printing formats
12. Enter eTransfer Configuration Bank code
13. Enter eTransfer Configuration branch code
14. Select eTransfer formats
15. Enter eTransfer Header file name
16. Enter eTransfer Detail file name



**STEP: 06 Click on Save Button**

### eTransfer Configuration

**Bank Code**

**Branch Code**

**eTransfer Format**

eTransfer Header and Detail Separate files

**eTransfer Header File Name**

**eTransfer Detail File Name**

**Save** **Exit**