User Guide

02.05 Finance Management-MA-83--Vote Ledger Maintain-Budget Maintain Ver 2.0.0

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
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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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2. TABLE OF CONTENTS

Page No.

ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

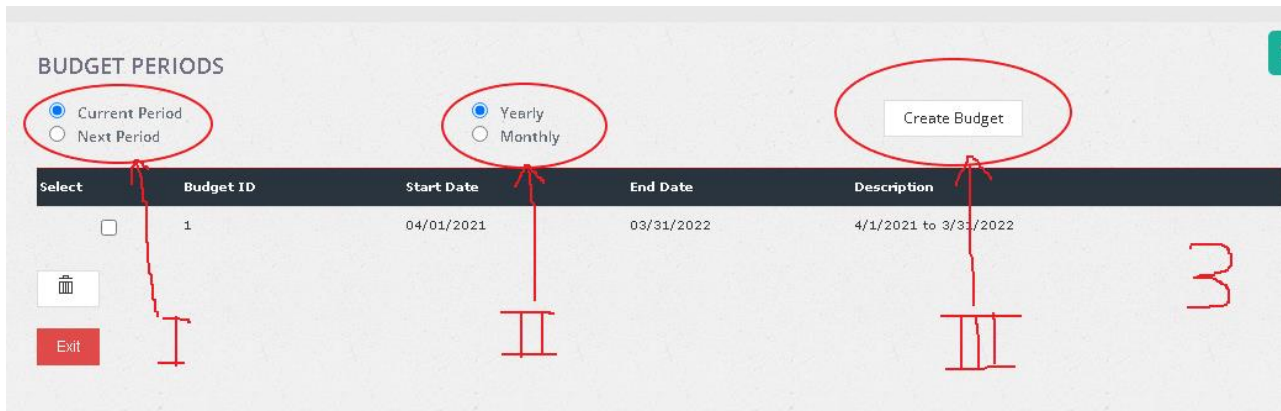Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Finance Management

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Cross Entry Vouchers,
Book keeping, Budget,
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3. BUDGET MAINTAIN USER MANUAL IN TFMS

1. First of Log into the Finance system and then go to the Budgeting section and select Budget Period. Creating the budget period is important and without creating a budget period Users cannot set Budgets. **(Shown in First and Second images)**
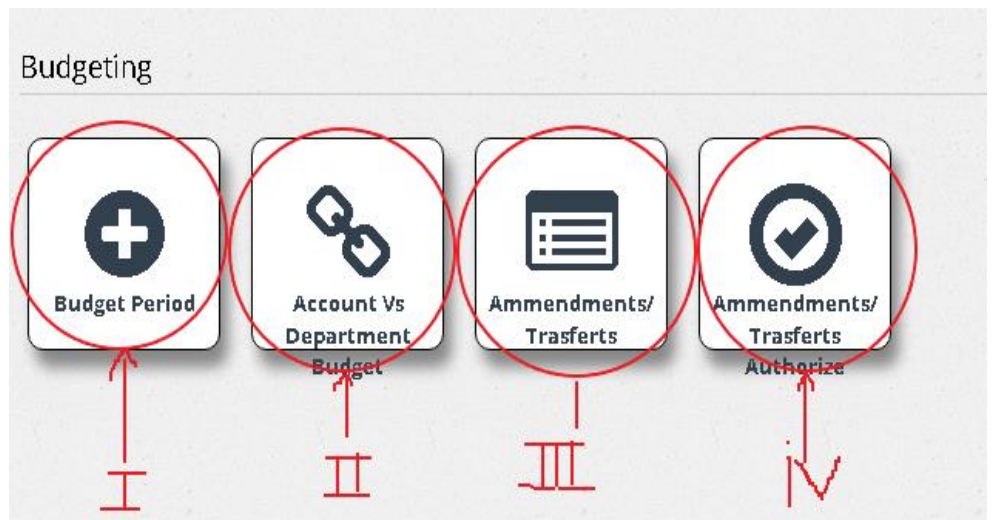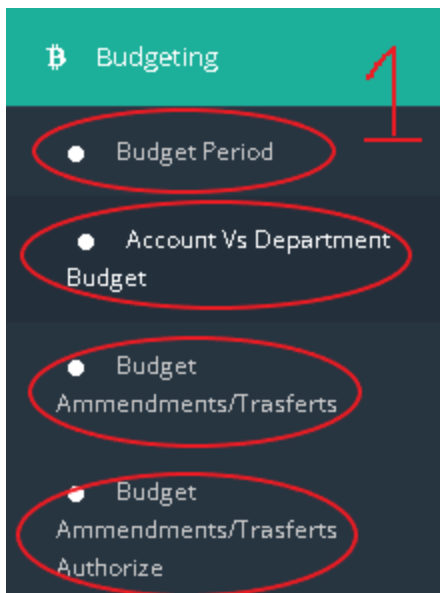
2. After selecting Budget period then user has the option to select whether the budget has to set up to the Current Period or Next Period **(Shown in the Roman Numeral Point "I")**. Current period mean a year from the current Month. Example: 2022-04-01 to 2023-03-31).

Next period mean next Year budget. Example: 2023-01-01 to 2023-12-31.

3. Second option is to select whether to set budget monthly wise or yearly. **(Shown in Roman numeral point "ii")**

4. Then finally select Create Budget Button to create a budget period. **(Shown in Roman numeral point "iii")**

4. ACCOUNTS VS. DEPARTMENTS BUDGET SETTING

1. After creating a budget, User can set budget to existing or new Ledger accounts (Votes) by going to the Accounts vs. Department Budget section.

2. Before adding budget to Departments and Ledger Accounts user needs to select Main Budget Period and Sub Budget Period as **shown in the Roman Numeral Point "I"**. Then select search button to get

existing accounts to the detailed grid the interface as **shown in the Roman numeral point "iv"** or user can add new rows to the grid by Clicking "+" in the interface. After searching user can set amounts to the new budget period. **(Please do not Edit or Change Existing Budgets. There is another way to do that (Budget Transferring)).**

3. Or user can upload an excel sheet with budget to the system. But the user need to create the excel sheet with provided format as **shown in the Roman Numeral Point "iii". The format also shown there.**

5. BUDGET AMENDMENTS/TRANSFERS

1. Budget Amendments and Transfers features are available to change amounts of an existing budget or Transfer amount from one account to another.

First user need to go to the Finance system and then go to the Budget Section and select Budget Amendments/Transfers.

2. To do Budget Amendments/Transfer first user must select Main Budget Period **shown in Roman Numeral Point "I"** and if it is a Transfer or Amendment then user need to select Transfer or Amendment option **shown in Roman Numeral point "ii"**

3. If it is a Transfer, User has to add two rows in the Grid. First row should be for the **Budget Transfer from account** and the Second row for the **Budget Transfer to account.** If it is an Amendment, select the Budgeted Account, Set the New Budget amount (Previous Budgeted amount will show after selecting the Account.) **(Shown in the Roman Numeral Point "iii").** After that user can save it**.**