

# User Guide

## 02.09 Finance Management-70-71-72-- Voucher Authoization-Online Voucher 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

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



## Finance Management

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

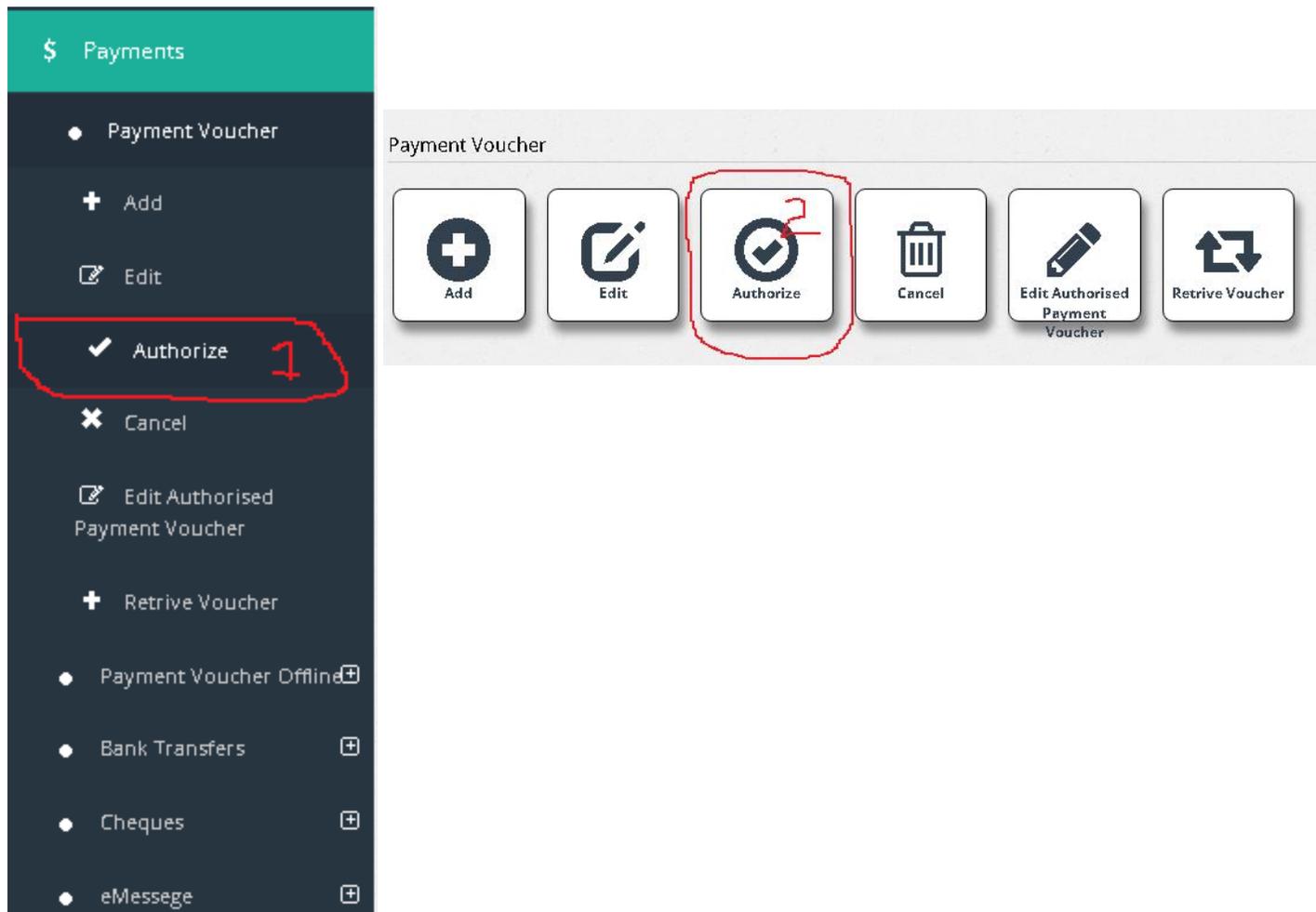
[READ MORE](#)

### 3. ONLINE VOUCHERS AUTHORIZATION

First Log in to the Finance system and go to the Payments section. Then go to the Payment voucher section

1. After going to the Payment voucher section Click on the Authorize function to authorize payment vouchers.

2. Same thing shown in the image 2.



### PAYMENT VOUCHER AUTHORIZE

Search By ? Search For

<-- Select -->  Search

Bank A/C No ? ← I

Commer Bank - C/A XXXXXXXXXX Commercial Bank PLC - Current A/C XXXXXXXXXX

From To II

1/1/2022 3/31/2022

Select	View	Voucher No	Enter Date	Trans. Date	Voucher Payee/ Cheque No.	Description	Voucher Amount
<input type="checkbox"/>	<span>56494</span>	1113	03/04/2022	31/03/2022	<span>XXXXXXXXXX</span>		2,100.00

AUTHORIZE Exit III

3. As shown in the above image User has to select a bank account which they have entered the vouchers from the list **(it is shown in the Roman numeral point “I”)**. After selecting the Bank account user need to set From Date and To Date to search the vouchers to authorize **(it is shown in the Roman numeral point “ii”)**.

After searching the searched **vouchers will appear in the grid in the interface as shown in the second red circle in the above image.**

After searching, the user can select a voucher to view before authorizing it **(It is shown in the Roman numeral point “iii”)**.

### Payment Voucher

**Bank** I

Commer Bank - ██████████ : Commercial Bank PLC -

**Entering Date** 4/3/2022

**Voucher Date** 3/31/2022

**Bank Balance BF** -1,769,898.79

**Voucher Number** 1113

**Voucher ID** 56494

**Voucher Serial No** 10188

**Payee** [Add Payee](#)

Salvation Army

**Remarks**

Save

Multiple Vouchers

Retrieve Purchases

Exit

### Payment Details

[Add SubCode](#)

Line	Department	Ledger Account	Description	Amount	Sub Code	Pur. Inv No	Pur. Inv Date	Budget View
1	S: Sales	3/22/01/00: Debtors Payb	Debtors Payback AC	500.00				Budget
2	A: Admin	2/03/09/00: Account Rece	Account Receivable: Freigh	800.00				Budget
3	A: Admin	7/18/01/00: Salaries and f	Salaries and Pension: Allow	800.00				Budget

iii iv

**Voucher Type** <-Select->

**Voucher(s) Total** 0.00

**Voucher Total** 2,100.00

After selecting a searched voucher user has to check the voucher details before authorizing the voucher for minimize the human errors or mismatched data.

Make sure to check the bank account (Shown in Roman numeral point "I" in above image). Then check the voucher payee (Shown in Roman numeral point "ii").

As shown by red circles in the second image, make sure to check Department and Ledger Account before authorizing the voucher. (Shown in Roman numeral points "iii" and "iv" in above image)

**Cheque Details**

Select	Chq No	Chq Date	Payee	AC Payee	Not Neg	Amount
Select	634129	3/31/2022	Salvation Army	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2,100.00

**+** **🗑️**

<b>Cheque Total</b>	<b>Remaining Amount</b>
2,100.00	0.00

In the same interface as above images there is another part of that interface containing the cheque details and user must also check section before authorizing the voucher.

Check whether the Cheque Number is correct and check the Cheque date as well as the Cheque payee.

**If all above mentioned cases are OK then user can authorize the voucher.**