

User Guide

02. Finance Management-74-75-76- Voucher Number-Cheque Print 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

Cheque Printing



Finance Management

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

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3. CHEQUE PRINTING USER MANUAL IN TFMS

First users need to log in to the Finance system and go to the printing section of the system.

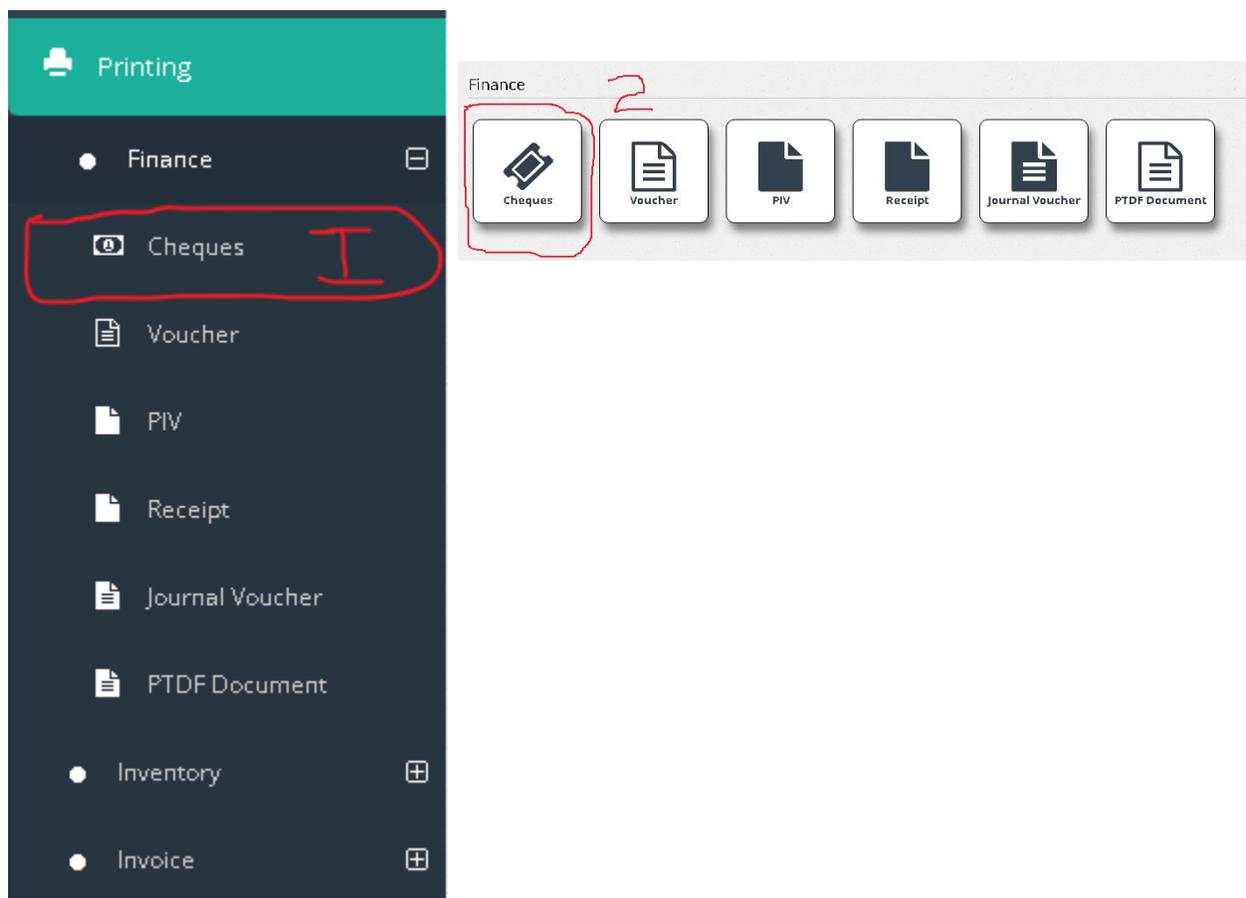
1. As shown in the first image and the second image user needs to click it in order to go to the cheque printing interface.

2. As shown in the 3rd image above user has to select a “From date and To date” get cheques on a specific date. Also need to select a bank account to filter the cheques according to the specific bank accounts.

After searching cheques user need to check whether the Cheque dates, Cheque Number, Cheque Payee and Amounts are correct before printing the cheque.

To print the cheque select the check box in front of the cheque as shown in the Roman numeral point “ii” in the above image.

After that select a Printing format from the Printing format list as shown in the above image and click on the Print button to print the cheque.



Printing Cheque

From: 3/8/2022 To: 4/8/2022

3

Bank Account: <Select> Sector: <Select>

1 2 3 4 5 6

Select	Cheque Date	Serial No	Cheque No	Cheque Payee	Amount	Account No
<input type="checkbox"/>	07/04/2022	5127	568376	All Ceylon Government Drivers society	5,800.00	6137555
<input type="checkbox"/>	07/04/2022	5128	568377	All Ceylon Local Government Drivers Benovolant Society Ltd	636,696.00	6137555
<input type="checkbox"/>	07/04/2022	5129	568378	Chairman Public Service Provident Fund	6,749.60	6137555
<input type="checkbox"/>	07/04/2022	5130	568379	D1 Muster Welfare Death Donation Society Dehiwala Mt-Lavinia Municipal Council	31,000.00	6137555
<input type="checkbox"/>	07/04/2022	5132	568381	Dehiwala Mt-Lavinia Municipal Council Officer's Welfare Society	19,000.00	6137555
<input type="checkbox"/>	07/04/2022	5133	568382	Education Credit & Thrift Society	30,982.00	6137555
<input type="checkbox"/>	07/04/2022	5134	568383	Eksath Suba Sadaka Sangamaya District Engineer's Office Rathmalana	178,060.00	6137555
<input type="checkbox"/>	07/04/2022	5135	568384	Eksath Suba Sadaka Sangamaya Mount Lavinia	6,200.00	6137555
<input type="checkbox"/>	07/04/2022	5136	568385	Eksath Yahasadaka Sangamaya Dehiwala Mt-Lavinia Municipal Council	427,715.00	6137555
<input type="checkbox"/>	07/04/2022	5137	568386	Finance Department Welfare Society Dehiwala Mt-Lavinia Municipal Council	29,300.00	6137555

1 2 3 4 5 6

Left Margin (mm): Top Margin (mm):

Printing Formats: Format_CHQ_DMMC_01.rpt