

User Guide

02. Finance Management- CC-80-82- Voucher Canceling 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

Online Voucher Cancel

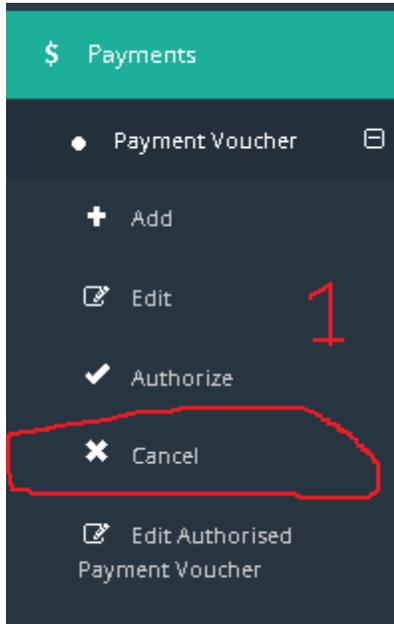


Finance Management

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

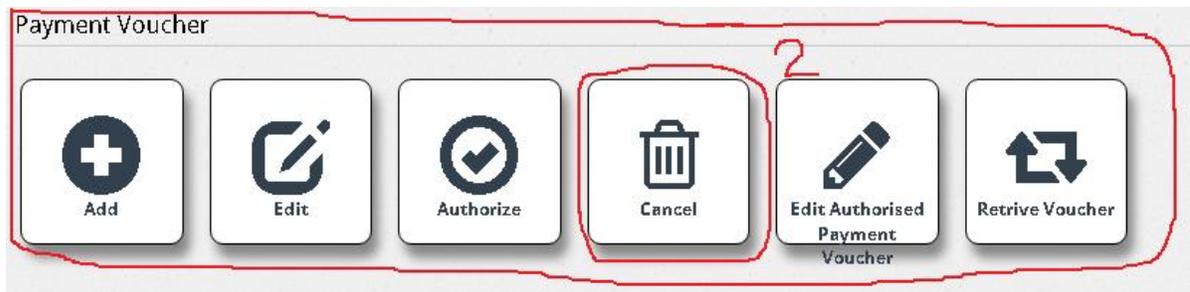
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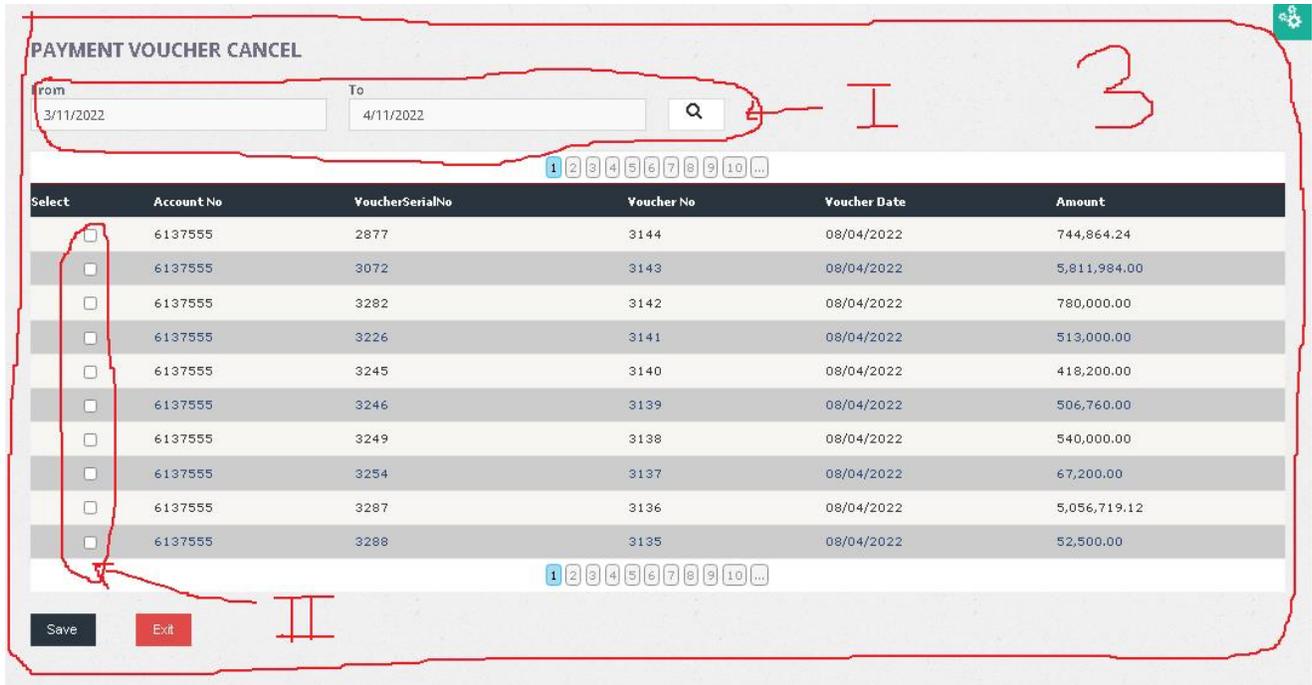
3. ONLINE VOUCHER CANCELLING



1. First of all log in to Finance system by using the user names and passwords provided to the users. Then go to the Payment section in the system and then go to the **“Cancel section as shown in the First and Second images”**.

****Note: Only Authorized person (CC, Admin Officer or Accountant) with special permission can “Cancel a Voucher in the system. Normal users cannot cancel vouchers”. ****





2. The main interface for Cancelling Online vouchers is shown above image. As shown in the above image Users need to set a "From date and a To date" **shown in the Roman numeral point "I"**.

After that User can see added and authorized vouchers in a grid below in the interface. It is shown in the above image. **User can select a voucher that needed to cancel from the list as shown in the Roman Numeral Point "ii"**.

****Before cancelling user must check the Voucher Number, Voucher Date and the Amount of the voucher that is going to cancel****