User Guide

02. Finance Management-Bank Reconcillation- MA-95-Cheque encashments and realization 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

Ву

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1 Initi	al version	EMETSOFT IMP Team
26-04-2022	0.1.1 Modif	ications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0 Final	Release	Project Manager
19-05-2022	2.0.0 Enhan	cements 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

Payment Encashment (for Bank Reconciliation)



Finance Management

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

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3. Cheque Encashment for issued cheques

- 1. In order to get a complete Bank Reconciliation report, both Cheque Encashment and Receipt Realization has to be done in the system. Firstly we will take a look at how to Encash a Cheque using the TFMS system.
- 2. First Log into the TFMS system and go to Payments section and select Cheques function. Then select Encashment function under the Cheques function.



Cheq	By 🛈 jue No	Search For		Q) J		
9ank A	.cc Number 🕕			4			
Com	mer Bank - The company and Co	mmercial Bank PLC ·	· Current A/C No	1100244)		
Encash O Y	es lo	- -				V I'	\checkmark
F rom : 3/28/	/2022	To: 3/28/2022		2	سللكممر	1	
Select	Bank Acc Number	Cheque No	Cheque Date	Amount Encas	hed Date	Chq. Payee	
	Commer Bank 🤷 🖓 🖓 🖓 🖓	101 634092	03/28/2022	41,084.00		Cash	
	Commer Bank - 56/X 11000100	701 634093	03/28/2022	127,895.00	مئ	Smart Cool Air Conditioning (Pvt) Ltd.	
	Commer Bank - 2014 - 100345	634094	03/28/2022	15,680.00		Search Advanced Technology	
	Commer Bank - 19/2 11000100	634095 634095	03/28/2022	173,788.50		A G Melco Elevator Company Lanya (Pvt) Lir	nited
	Commer Bank - 	634096	03/28/2022	173,750.00		P.V.S.V. Perera	
	Commer Bank - 12/4 11000406	634097	03/28/2022	12,000.00		Cash	
	Commer Bank - 9/1.66000101	634098	03/28/2022	113,060.00		Sixlions Vanguard Service	
	Commer Bank - 17/1-1100348	634099	03/28/2022	16,250.00		Mr.W.A. Sampath Bandara Samaranayaka	
	Commer Bank - -6/X 1166-100	101 634100	03/28/2022	41,750.00		Cash	
	Commer Bank - 1,/A 1100 / 19	634101	03/28/2022	30,000.00		Cash	
	Commer Bank - 17/4 1100348	634102	03/28/2022	22,219.00		Cash	

3. After selecting Encashment function, the user will get the interface shown above. User has the option to search a set of cheques on a particular date range as pointed out in **Roman Numeral Point "I" and "iii"**. User also can search Encashed Cheques or Not Encashed cheques as **shown in the Roman Numeral Point "ii"**.

4. After searching, the searched date will be shown in the data grid as **shown by the Roman Numeral Point "iv" in the above image**. User has to set the Encashed date **as shown by the Roman Numeral Point "v" in order do the Cheque Encashment**.

4. Receipts (Deposits) Realization



1. In order to get a complete Bank Reconciliation report, both Cheque Encashment and Receipt Realization has to be done in the system. Firstly we will take a look at how to do Deposits Realization using the TFMS system.

2. First of all log into the Finance system and go to the Receipts section and select Deposits and then select Realization function under Deposits function.

arch PIVN	For O		Sear	ch For			٩	Ŀ		
nk A/ Com	/C No 🜖 Imer Bank - 50044		•							I
insac 2/28/	tion From Date 2022		Tran 3/3	saction To Date 31/2022			Realize	d: es 🔍 No		
lect	Bank A C Number	Transaction Date	Cheque I No	3ank Amount	ReceiptNo	PI¥No	Method of payment	RealizedDate	BankedDa	te Drawer
	Commer Bank - Cér 1100010001-	25/Mar/2022		183,713.25	468	3574	Cash		3/25/202	2 Commercial Ba of Ceylor Ltd.
	Commer Bank -	25/Mar/2022		60,000.00	469	3577	Cash		3/25/202	2СВЗ
D	Commer Bank -	28/Mar/2022		30,150.00	470	3587	Cash		3/28/202	2 Mrs. T. M. D. Srim
)	Commer Bank -	28/Mar/2022		2,250.00	471	3588	Cash		3/28/202	2 Mr.Eshantha Mendis
. כ	Commer Bank -	28/Mar/2022		10,364.00	472	3589	Cash		3/28/202	2 Mrs. Samudrika Lihiniyakumar
	Commer Bank -	29/Mar/2022		47,136.00	473	3603	Cash		3/25/202	2 Commercial Ba of Ceylon Ltd.
	Commer Bank -	29/Mar/2022		34,280.00	474	3605	Cash		3/28/202	2 Commercial Ba of Ceylon Ltd.
	Commer Bank -	29/Mar/2022		50,000.00	475	3612	Cash		3/29/202	2 Rev.Priyantha Wijegoonaward
)	Commer Bank -	29/Mar/2022		43,420.00	476	3613	Cash		3/29/202	2 Sri Lanka Bapt Sangamaya

3. After selecting Deposits function, the user will get the interface shown above. User has the option to search a set of deposits on a particular date range as pointed out in **Roman Numeral Point "I"**. User also can search Realized Deposits or Not Realized Deposits **also shown in the Roman Numeral Point "i"**.

4. After searching, the searched date will be shown in the data grid as **shown by the Roman Numeral Point "ii" in the above image**. User has to set the Realized date **as shown by the Roman Numeral Point "v" in order do the Deposit Realize**.