

# User Guide

## 02. Finance Management-Bank Reconciliation- MA-97-Finance-Reports User Manual

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
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

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## Bank Reconciliation Report

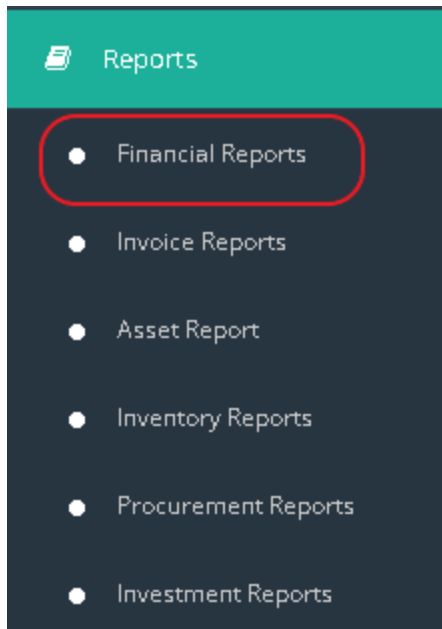


### Finance Management

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

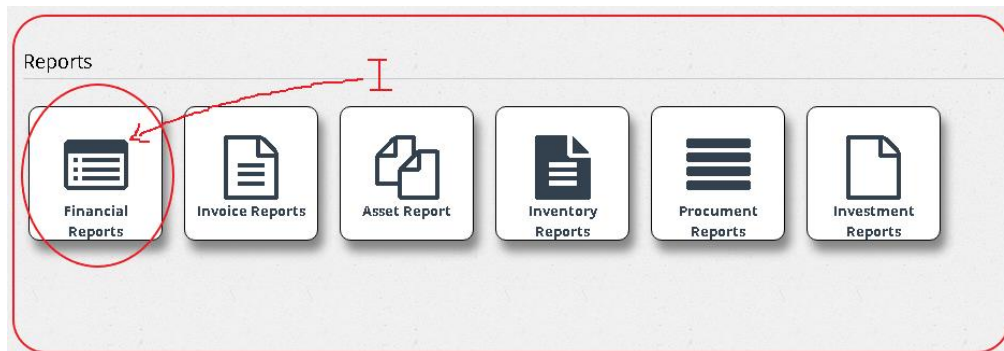
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### 3. Bank Reconciliation Report User Manual in TFMS



This user manual is for the users who are getting the Bank Reconciliation Report in Finance system.

1. First of all log into the Finance system and directly go the Reports function of the Finance system.
2. Then select Financial Reports in the Finance system.



3. After selecting Financial Reports then go to the Bank Reports and select it. Then select Bank Reconciliation Report as shown in the Roman Numeral Point “I” in the above image.

4. After selecting the report, the user has the options select the Bank Account and the To Date **as shown in the Roman Numeral Points “ii” and “iii”**. After that user can View report by using “View Report” button.

