

User Guide

02. Finance Management- CC-85-Journal Voucher Authorize 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

Journal Voucher Authorize

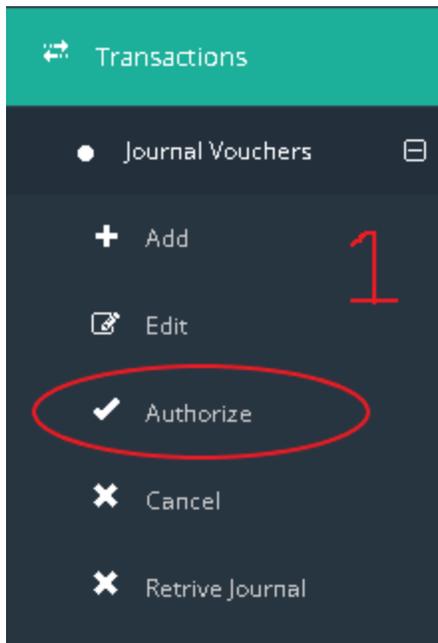


Finance Management

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

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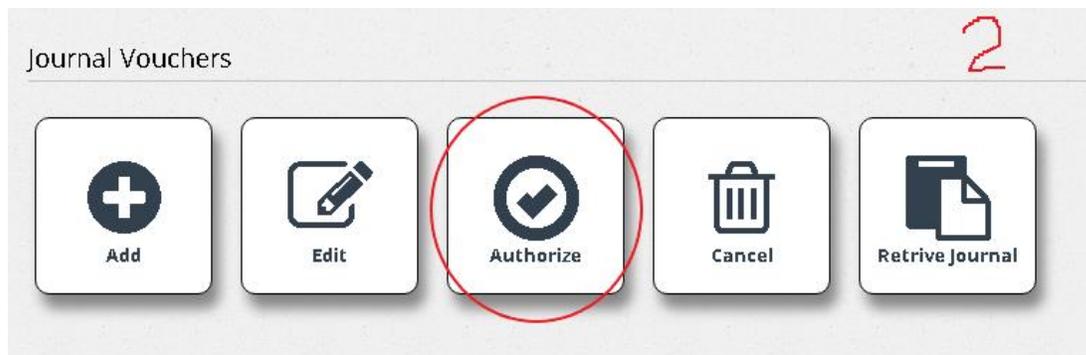
3. JOURNAL VOUCHERS AUTHORIZE IN TFMS



1. **Authorizing Journal Vouchers are only available for CC or Accountant.** After adding the journal voucher the user can authorize the Journal Vouchers.

First of all user need to Log into the system and go to the Journal Vouchers section and then select the Authorize function.

It is shown in above both images 1 and 2



JOURNAL VOUCHER AUTHORIZE

Search By ① Search For

Journal ID []

From To

2/28/2022 3/31/2022 [Q]

Authorized
 UnAuthorized

select	Journal ID	Serial No	Transaction Date	Reference	Description	Debit Amount
<input type="checkbox"/>	56498	55162	31/03/2022	TEST	TEST	25,000.00

[Save] [Exit]

2. After selecting Authorize function, the user will get the above interface of Journal Vouchers authorize. User can search Journal Vouchers to authorize by using the search function in the interface **as shown in the Roman Numeral Point “i”** in the above image.

By using From date and To date user can search journal vouchers of a specific time period as well as can check Authorized or Unauthorized Journals.

After searching user can see the searched Journal vouchers in the grid **shown in the Roman Numeral Point “ii”**. Then the user need to view and check the Journal Voucher before authorizing it. To check the Journal simply click on the Journal ID number in the grid (Blue Colored Number in the Grid).

If all details of the journal Voucher is Correct the User can select the Journal and simply click save button.