User Guide

02. Finance Management-CC-99--Final Accounts Reports 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

DateVersionDescriptionAuthor08-03-20220.0.1 Initial versionEMETSOFT IMP Team26-04-20220.1.1 Modifications to the reportEMETSOFT IMP Team28-04-20221.0.0 Final ReleaseProject Manager19-05-20222.0.0 Enhancements for the manualProject 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

Final Accounts Reports



3. FINAL ACCOUNTS REPORTS USER MANUAL IN FINANCE SYSTEM



Investment Reports

Reports	I			
Financial Reports	oice Reports	Inventory Reports	Procument Reports	Investment Reports

Every organization is creating and getting final reports before closing financial year of those organizations. This is how users can get the Final Reports in TFMS system.

1. First log into the Finance system and go directly to the Reports function and select Financial Reports as shown in above image.

-Transactions Reports				
Bank Reports				
-Cheque Reports				
Master Reports				
Hendrick Reports	~			
E-Final Reports	+			
Profit & Loss				
-Balance Sheet				
Property Plant & Equipme	nt			
Trial Balance				
Cash Flow				
		-		
-General Ledger - By Transacti	on			
General Ledger - Department	Wise			
-General Ledger - Sub Code W	se			
General Ledger - Format 2	S- T			
General Ledger - Format 3	<u> </u>	te de la constanción		
Summary - Month Wise				
Iransaction Summary - Depai	tment Wise			
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	• 			
	Main Heading :	Sub Heading :		
	The Ceylone Bible Society	Colombo 03	/iew Report Exit	

2. After selecting Financial Reports, user will get interface as shown in the above image. In that interface there is Reports section called Final Reports **as shown in the Roman Numeral Point "I"**. Profit & Loss report, Balance Sheet report are shown under this section.

3. User also can get the Trial Balance Report and General Ledger Reports in the Finance system **as shown by the Roman Numeral Point "ii" and "iii"**.

Profit and Loss Report in TFMS

1. Select Profit & Loss report from the Final Reports list as shown in the Roman Numeral Point "I". After

Finance Reports Fransactions Reports Fank Reports Cheque Reports Cheque Reports Financial Reports Financial Reports Financial Reports Financial Reports Final Report Forofit & Loss Forofit Forofit & Loss	Ignore Departm Consider Departm Format : Select-> Consider Previou From Date 2/28/2022 To Date 3/31/2022 To Date 3/31/2022	s balance from last cleared date ar	Round off to nearest Rupee
	Main Heading : The Ceylone Bible Society	Sub Heading : Colombo 03	View Report Exit

selecting user will get an interface shown in above image.

2. In this interface user has the option to select or ignore Department (Programme), Format of the P&L and the Date Range.

3. After selecting all of those options user can view the Profit & Loss Report.

1. Select Balance Sheet report from the Final Reports list as shown in the above image and after selecting user will get an interface shown in above image.

2. In this interface user has the option to select or ignore Department (Programme), Format of the



Balance Sheet and the To Date (Shown in Roman Numeral Point "I, ii and iii").

3. After selecting all of those options user can view the Balance Sheet Report.

Trial balance Report in TFMS

1. Select Trial Balance report from the Financial Reports list as shown in the Roman Numeral Point "I". After selecting user will get an interface shown in above image.

2. In this interface user has the option to select or ignore Department (Programme), Select Department Code, Get the report Order wisely and the To Date (shown in Roman Numeral Point "ii", "iii", "iv").

3. After selecting all of those options user can view the Report.

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B-Bank Reports	Ignore Department	🗌 Landscape
-Cheque Reports	O Consider Department	
E-Master Reports		Credit Side
Corber Persette		Debit Side
B-Other Reports		
ម្នុ-Financial Reports	Department Wild card	
Final Reports	Existing Wild Card	
-Profit & Loss	O New Wild Card	
-Balance Sheet	< Solort >	
Property Plant & Equipment	* Deleter	
-Trial Balance		
Cash Flow		
ther Final Report		
General Ledger(G/L)	when department who coro is selected,	
General Ledger By Transaction	popre peppriment oppons will be ignored	
General Ledger - Department Wise	0 4114	
-General Ledger - Sub Code Wise		
General Ledger - Format 2	Selected Account/s	
General Ledger - Format 3		
-Summary - Month Wise	Europe Annali	
Transaction Summary - Department Wise	From Acces	
E-Customized Reports	Account Receivable: Freight Cha 💙	
B Morphon Notification		
	To Acct :	
	Account Receivable: Freight Cha	
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	O New Wild Card	
	<-Select->	
and the second second second second		
	(
	When account wild card is selected, above	
	account options will be ignored	
	Consider Previous balance from last cleare	ed date and P&L item
	From Date	
	2/28/2022	
	To Date	

General Ledger Report in TFMS

1. Select General Ledger report from the Final Reports list as shown in the above image and after selecting user will get an interface shown in above image.

2. In this interface user has the option to select or ignore Department (Programme), Select From Account and To Account and the From Date and To Date (Shown in Roman Numeral Point "I, ii and iii").

3. After selecting all of those options user can view the General Ledger Report.