User Guide

02.2 Finance Management - OT Preparation By Departments-Guide - 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

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
```

2. TABLE OF CONTENTS

Page No.

ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

EMPLOYEE AUTHORIZATION

Finance Management

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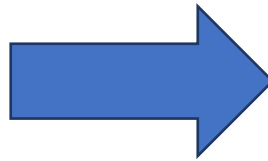Cross Entry Vouchers,
Book keeping, Budget,
Final Accounts

READ MORE

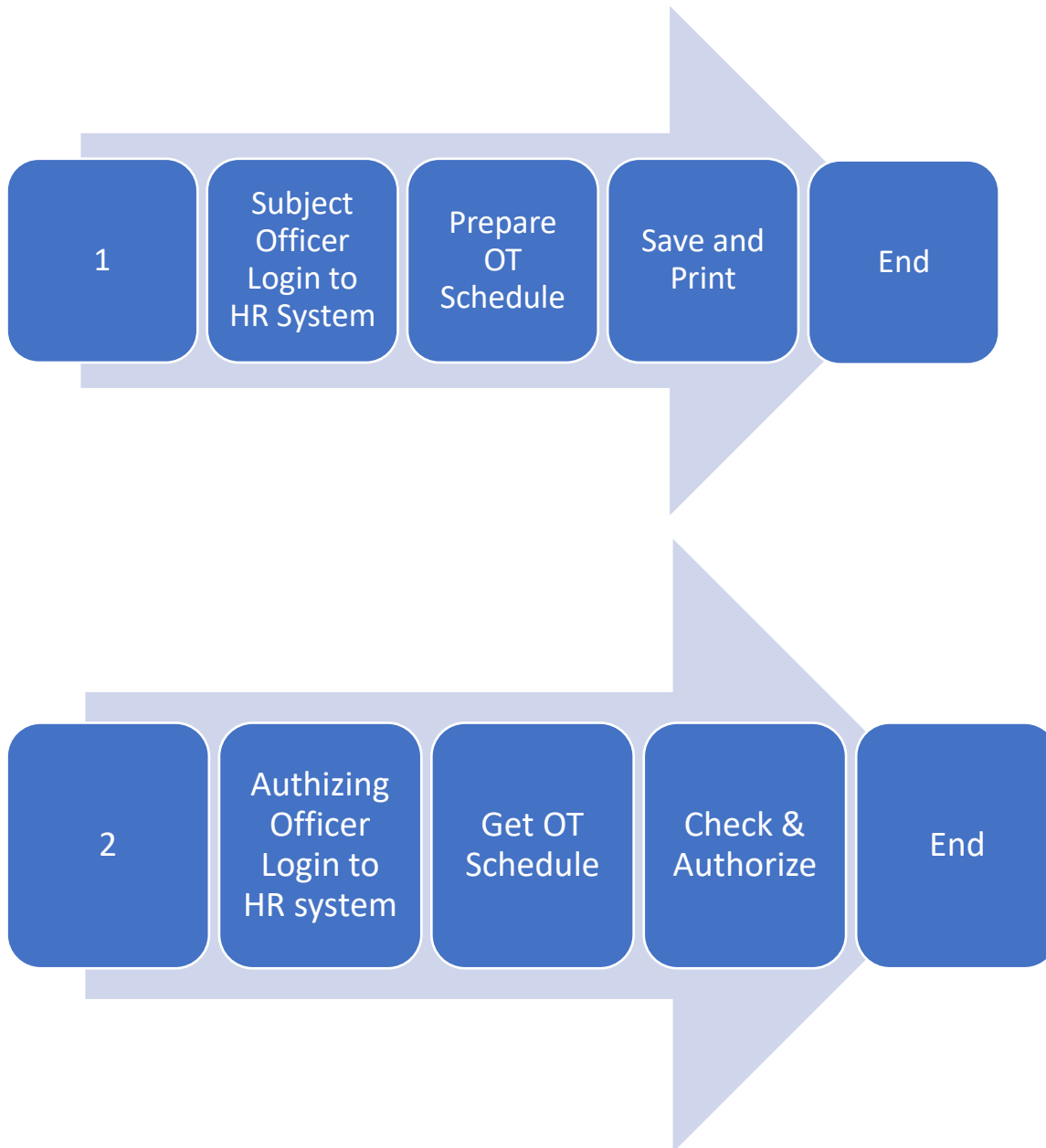# PREPARATION OF OVER TIME (QUICK USER GUIDE)

Departmental
Over Time
Payments

Prepare OT, post OT
vouchers
for payments

Departmental
Voucher
Payments

Voucher payments,
Cheque payments,
Cross Entry
Vouchers

THE PROCESS

| 1 | Subject Officer Login to HR System | Prepare OT Schedule | Save and Print | End |

| 2 | Authizing Officer Login to HR system | Get OT Schedule | Check & Authorize | End |

3	Subject Officer Login to Finance SYstem	Import OT Details to a Offline Voucher	Check	End

4	Authizing Officer Login to Finance SYstem	Get the Offline vouchers	Check & Authorize	End
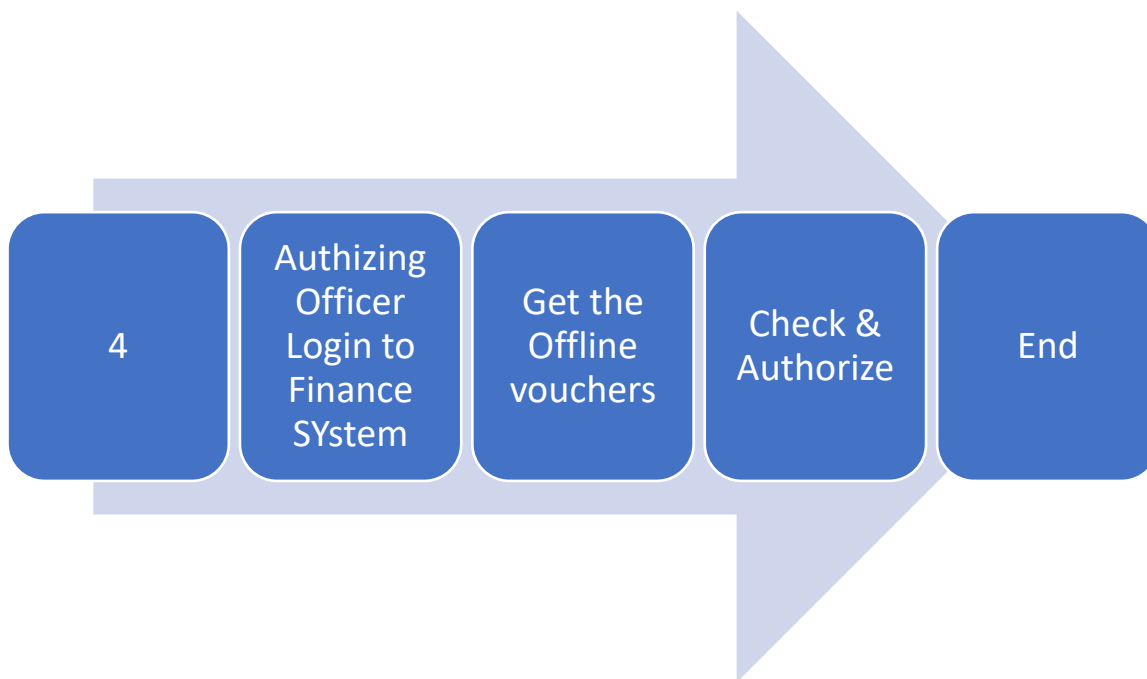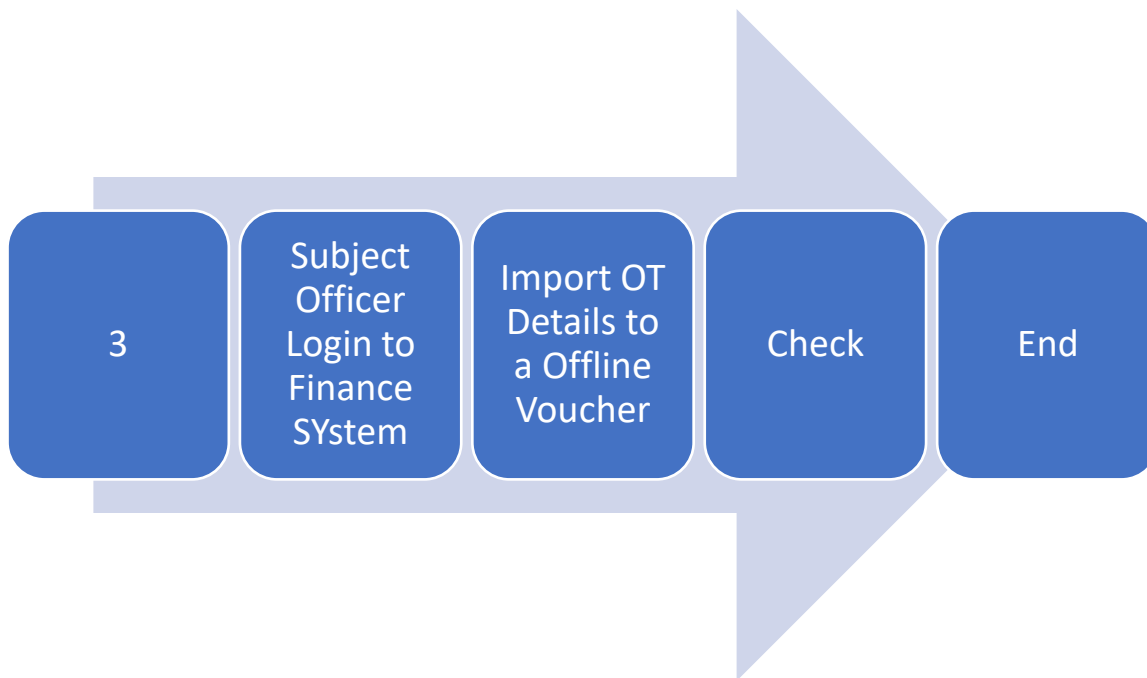
Preparation of OT Schedule By Departments (Subject Officer)

Step 1 : click on this Icon in ERP Page

Departmental Over Time Payments

Prepare OT, post OT vouchers for payments

Step 2 :Login using you user name and password to the system

Emet HRM

Log In to your account

Username

Password

Advanced Options   Log In

Sign Up

Step 3 :Then click on OT menu and then OT ADD/EDIT

Emet HRM

EM

EmetSoft
...Cloud First...

OT

OT-Add/Edit   OT Authorization

👤 Employee
➕ Leave
✔ Attendance
◎ OT
  • OT-Add/Edit
  • OT Authorization

Step 4 :Then click on + sign

OVER TIME (Without Attendance)

Search By
Description

Search For

Section
<-Select->

+   🗑

ID	Description	From
2001	OT-2001[9/1/2020-9/30/2020	01/0
2002	OT-2002[12/1/2020-12/8/202	01/1

Step 5 :Then select section and click on Add Manually

Over Time

ID
20037

Description

FromDate	ToDate
1/1/2021	1/28/2021

Remarks

Section
Section 1

+ 🗑 Search With Attendance Add Manually

☐ Show All Employees

	Date	Employee	Description
Select	1/1/2021		

Step 6 :provide OT hours in the boxes and click import

☐ Apply To Selected   **2** Import   Cancel

OT Type	Allocated Hrs	Emp ID
Normal OT	20	
Normal OT	10	
Normal OT	11	
Normal OT	5	
Normal OT		
Normal OT		
Normal OT		

Step 7 :Then click on Show OT Total and check totals are ok.

☐ Show All Employees

	Date	Employee	Description	OT Hrs	OT Type	Total
Select	12/1/2020		over time	5	Normal OT	565.42

Total OT Amount   565.42

Show OT Total

Save   Print / Save   Exit

Over Time - Schedule

| ID : | 2002 | | | | From Date : | 12/01/2020 | To Date : | 12/08/2020 |

Description : OT-2002[12/1/2020-12/8/2020]

Remarks :

Date	Emp. No	Full Name	Description	Bank Name	Branch Code		Account Number	OT Type	OT Hours	O
12/01/2020			over time	Peoples Bank	7135	080		Normal OT	5.00	

END

Next is Authorized
the prepared
Schedule

OT Schedule. (Authorizing Officer)

Step 1 : click on this Icon in ERP Page
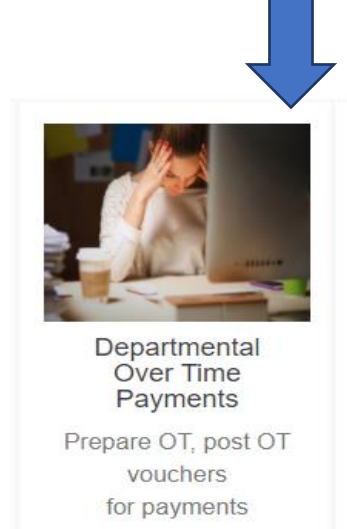
Departmental
Over Time
Payments

Prepare OT, post OT
vouchers
for payments

Step 2 : Login using you user name and password to the system

Emet HRM

Log In to your account

Username

Password

⌄ Advanced Options   Log In

Sign Up
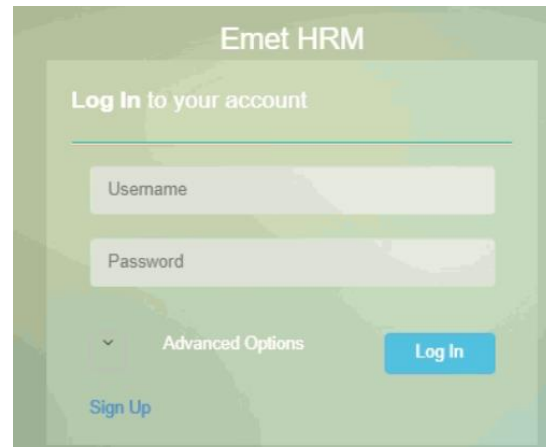
Step 3 :Then click on OT menu and then OT Authorization

OT

● OT-Add/Edit

● OT Authorization

● OT Allocation
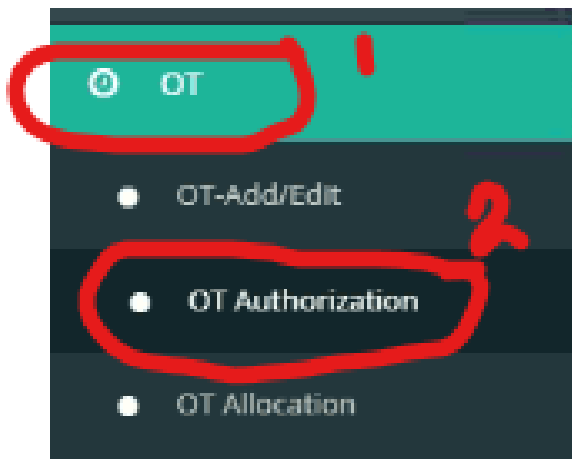
Step 4 :Select sections (one at a time)

OVER TIME AUTHORIZE

Search By   Search For
Description

Section
<-Select->

Select	View	Description	FromDate	To
☐	2001	OT-2001[9/1/2020-9/30/2020]	01/09/2020	30/
☑	2002	OT-2002[12/1/2020-12/8/2020]	01/12/2020	08/
☑	2003	OT-2003[12/1/2020-12/31/2020]	01/12/2020	31/
☐	2004	OT-2004[11/1/2020-11/30/2020]	01/11/2020	30/
☐	2005	OT-2005[11/1/2020-11/30/2020]	01/11/2020	30/
☐	2006	OT-2006[11/1/2020-11/30/2020]	01/11/2020	30/
☐	2007	OT-2007[12/1/2020-12/31/2020]	01/12/2020	31/
☐	2008	OT-2008[1/1/2021-1/12/2021]	01/01/2021	12/
☐	2009	OT-2009[12/1/2020-12/31/2020]	01/12/2020	31/
☐	20010	OT-20010[12/1/2020-12/31/2020]	01/12/2020	31/

1234

Step 5 :Then tick all relevant OT Schedules and click on Authorize button

OVER TIME AUTHORIZE

Search By
Description

Search For

🔍

Section
<-Select->

1234

Select	View	Description	FromDate	To
	2001	OT-2001[9/1/2020-9/30/2020]	01/09/2020	30/
☑	2002	OT-2002[12/1/2020-12/8/2020]	01/12/2020	08/
☑	2003	OT-2003[12/1/2020-12/31/2020]	01/12/2020	31/
☐	2004	OT-2004[11/1/2020-11/30/2020]	01/11/2020	30/
☐	2005	OT-2005[11/1/2020-11/30/2020]	01/11/2020	30/
☐	2006	OT-2006[11/1/2020-11/30/2020]	01/11/2020	30/
☐	2007	OT-2007[12/1/2020-12/31/2020]	01/12/2020	31/
☐	2008	OT-2008[1/1/2021-1/12/2021]	01/01/2021	12/
☐	2009	OT-2009[12/1/2020-12/31/2020]	01/12/2020	31/
☐	20010	OT-20010[12/1/2020-12/31/2020]	01/12/2020	31/

1234

Save   Exit

END

Next is get the OT Voucher and Authorize it.

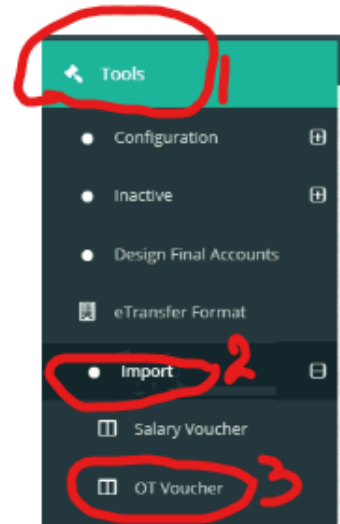# Preparation of OT Voucher by Departments (Subject Officer)

Step 1 :Login to the Finance System

Departmental
Voucher
Payments

Voucher payments,
Cheque payments,
Cross Entry
Vouchers

Step 2 :Then goto TOOLs menu and then Import then OT Voucher

- Tools
  - Configuration
  - Inactive
  - Design Final Accounts
  - eTransfer Format
  - Import
    - Salary Voucher
    - OT Voucher

Step 3 :Then select date range, select bank as Peoples Bank, tick on your OT sessions, then click Import

OT Voucher

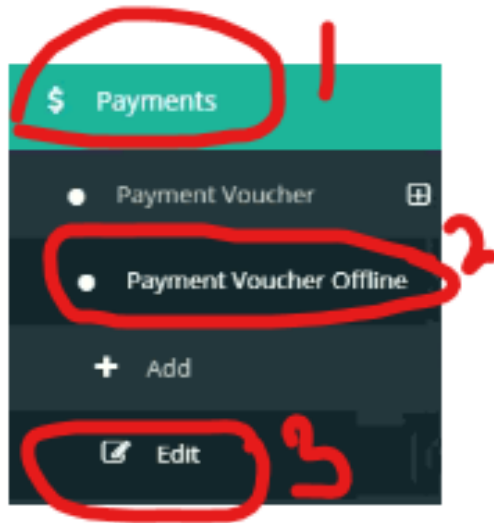From
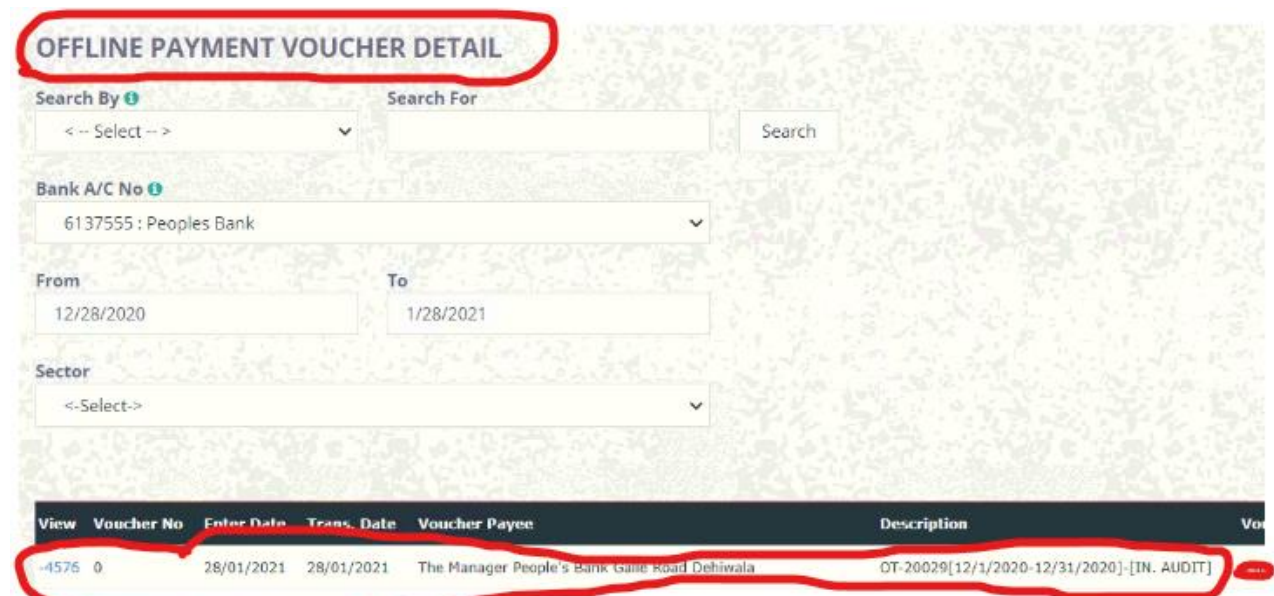12/28/2020   1/28/2021

Bank
6137555 : Peoples Bank

Select	ID	Date	Description	Payee	Amo
☐	20027	1/18/2021 12:00:00 AM	OT-20027[12/1/2020-12/31/20 Department]	The Manager People's Bank Galle Road Dehiwala	689
☐	20028	1/19/2021 12:00:00 AM	OT-20028[12/1/2020-12/31/20	The Manager Peoples Bank Galle Road Dehiwala	105
☑	2002	1/19/2021 12:00:00 AM	OT-20029[12/1/2020-12/31/20	The Manager People's Bank Galle Road Dehiwala	948.
☑	20033	1/21/2021 12:00:00 AM	OT-20033[12/1/2020-12/31/20	The Manager People's Bank Galle Road Dehiwala	145
☐	20034	1/26/2021 12:00:00 AM	OT-20034[12/1/2020-12/31/20	The Manager Peoples Bank Galle Road Dehiwala	467

Import   Exit

Step 4 :By doing STEP 3, system will create Offline OT voucher for you. Go to Offline Edit

$ Payments

● Payment Voucher ⊞

● Payment Voucher Offline

+ Add

✎ Edit

Step 5 :then check the voucher is OK by editing it.

OFFLINE PAYMENT VOUCHER DETAIL

Search By ❶
< -- Select -- >

Search For

Search

Bank A/C No ❶
6137555 : Peoples Bank

From
12/28/2020

To
1/28/2021

Sector
<-Select->

View	Voucher No	Enter Date	Trans. Date	Voucher Payee	Description	Vo
-4576	0	28/01/2021	28/01/2021	The Manager People's Bank Galle Road Dehiwala	OT-20029[12/1/2020-12/31/2020]-[IN. AUDIT]	

Step 6 :Then save the voucher if edited or just exit from it.

END

Next is Authorize the Voucher.
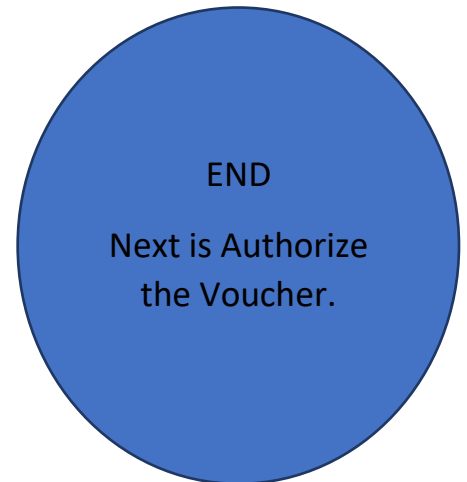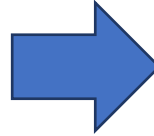
Authorization of OT Voucher by Departments (Authorizing Officer)

Step 1 :Login to the Finance System

Departmental Voucher Payments

Voucher payments, Cheque payments, Cross Entry Vouchers

Step 2 :Then go to Payment Voucher Offline and then Authorization

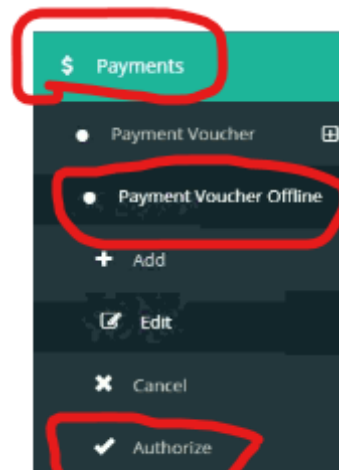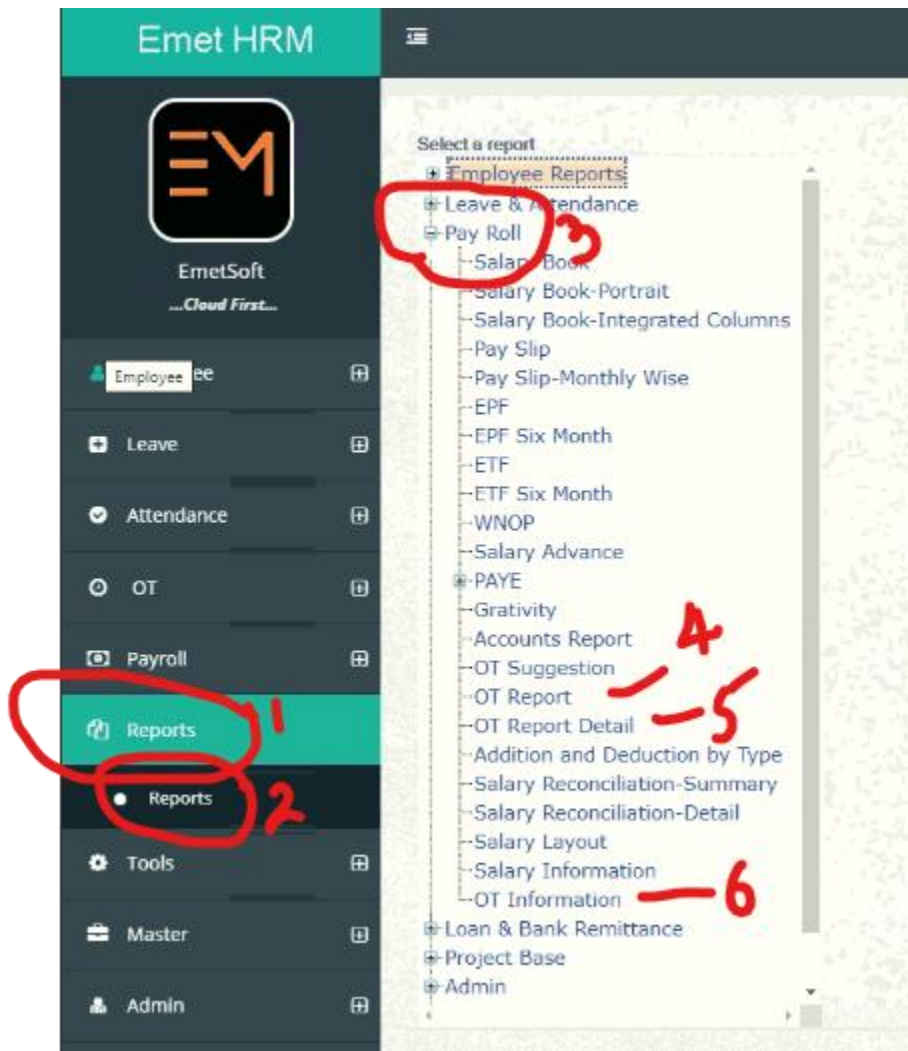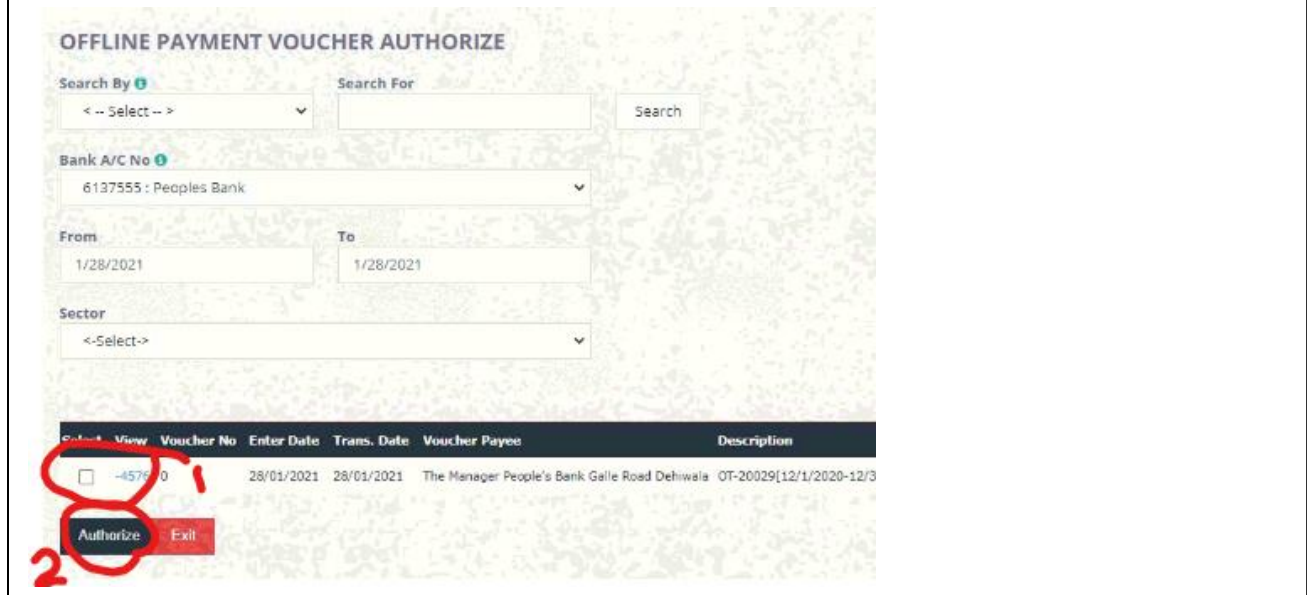$ Payments

• Payment Voucher ⊞

• Payment Voucher Offline

+ Add

✏ Edit

✖ Cancel

✔ Authorize

Step 3 :Then go to Payment Voucher Offline and then Authorization

OFFLINE PAYMENT VOUCHER AUTHORIZE

Search By ❶
`< -- Select -- >`

Search For
[   ] [Search]

Bank A/C No ❶
`6137555 : Peoples Bank`

From	To
1/28/2021	1/28/2021

Sector
`<-Select->`

Select	View	Voucher No	Enter Date	Trans. Date	Voucher Payee	Description
☐	-4576 0		28/01/2021	28/01/2021	The Manager People's Bank Galle Road Dehiwala	OT-20029[12/1/2020-12/3

[Authorize] [Exit]

Emet HRM

EM
EmetSoft
...Cloud First...

- Employee ee
- Leave
- Attendance
- OT
- Payroll
- Reports
  - Reports
- Tools
- Master
- Admin

Select a report
- ⊞ Employee Reports
- ⊞ Leave & Attendance
- ⊟ Pay Roll
  - Salary Book
  - Salary Book-Portrait
  - Salary Book-Integrated Columns
  - Pay Slip
  - Pay Slip-Monthly Wise
  - EPF
  - EPF Six Month
  - ETF
  - ETF Six Month
  - WNOP
  - Salary Advance
  - ⊞ PAYE
  - Grativity
  - Accounts Report
  - OT Suggestion
  - OT Report
  - OT Report Detail
  - Addition and Deduction by Type
  - Salary Reconciliation-Summary
  - Salary Reconciliation-Detail
  - Salary Layout
  - Salary Information
  - OT Information
- ⊞ Loan & Bank Remittance
- ⊞ Project Base
- ⊞ Admin

Reports

Go To HR (OT) system

1.   Click on Reports
2.   Again Reports sub menu
3.   Click on Payroll
4.   OT Report – section wise OT report
5.   OT Report Detail
6.   OT Information : this report contains Employee's Bank information

END

The process is end here. Now OT Vouchers can be processed by the Finance Department