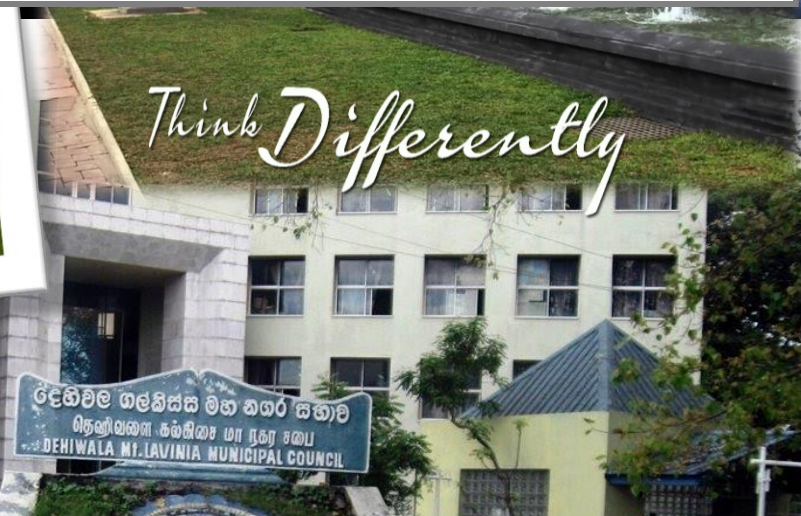


DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL OF SRI LANKA

**Supply, delivery, installation,
Commissioning, Training and Maintenance of
Enterprise Resource Planning System
(DMMC-ERP)**

**User Manual - Finance
module**

Ver. 1.0.0



OF BUSINESS EXCELLENCE

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EMETSOFT Private Limited

293, 1st Floor, Galle Road

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User Manual – Finance Management

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
07-03-2022	0.0.1	Initial version created with Introduction	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report – Final review	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.

1. Revision History	3
2. TABLE OF CONTENTS.....	4
3. Finance management.....	5
3.1. Overview	5
3.2. Functions and User Manual References	5



3. FINANCE MANAGEMENT

3.1. OVERVIEW

Finance management module is one of the main modules of the DMMC – ERP system which uses to provide financial facilities to the DMMC and manage revenue and expenditure. This module tightly integrated with the revenue modules, Human Resource Management modules and the Payroll module.

3.2. FUNCTIONS AND USER MANUAL REFERENCES

Following functions and Roles are defined in the Finance Management Module.

#	Description	Name of the manual
1.	Administrators guide for the finance module	02.21 Finance Management - ADM-106-Configuration for Administrator
2.	User guide for cheque Encashment and realization for bank reconciliation	02.16 Finance Management -MA-95-Bank Reconciliation -Cheque encashment and realization
3.	User guide for Bank Reconciliation	02.17 Finance Management -MA-97-Bank Reconciliation -Finance-Reports User Manual
4.	User guide for Budget transfer and authorization	02.13 Finance Management - CC-87-Budget Transfer Authorize User Manual
5.	User guide for Cashbook	02.18 Finance Management - CC-89-Cash Book Expenditure-Reports User Manual
6.	User guide for import bank deposit for cashbook	02.14 Finance Management - MA-91-Cash Book Income -Import Bank Deposit
7.	User guide for import receipts (revenue)	02.15 Finance Management - MA-92-Cash Book Income - Receipt Import
8.	User guide for accounts handling	02.01 Finance Management-MA- Finance-Master Data
9.	User guide for payee handling	02.02 Finance Management-CC-102-Master Data - Payee
10.	User guide for section handling	02.03 Finance Management-CC-103-Master Data - Departments
11.	User guide for bank accounts	02.04 Finance Management-CC-104-Master Data - Bank Accounts



12.	User guide for cheque canceling	02.06 Finance Management-MA-82--Vote Ledger Maintain -Reports and Journal Vouchers
13.	User guide for cheque printing	02.10 Finance Management-MA-74-75-76-Cheque Print
14.	User guide for Journal voucher authorization	02.19 Finance Management- CC-85-Journal Voucher Authorize
15.	User guide for complete master data handling	02.01 Finance Management-MA- Finance-Master
16.	User guide for authorizing Offline vouchers	02.07 Finance Management-MA-63-For All Departments-Create Edit Authorize Cancel Offline Vouchers
17.	User guide for Offline Voucher creation for all Departments	02.07 Finance Management-MA-63-For All Departments-Create Edit Authorize Cancel Offline Vouchers
18.	User guide for Journal vouchers and reports	02.06 Finance Management-MA-82--Vote Ledger Maintain -Reports and Journal Vouchers
19.	User guide for budget maintenance	02.05 Finance Management-MA-83--Vote Ledger Maintain -Budget Maintain
20.	User guide for Online voucher authorization for Bookkeeping section	02.09 Finance Management-70-71-72-- Voucher Authoization-Online Voucher
21.	User guide for Voucher Cancelation for Chief clerks	02.11 Finance Management- CC-80-82- Voucher Canceling
22.	User guide for posting offline vouchers to online vouchers (bookkeeping branch)	02.08 Finance Management-65-66-67-68-69- Post Vouchers-Offline Voucher Posting

These separate user manuals are attach separately.