

User Guide

02. Finance Management-65-66-67-68-69- Post Vouchers-Offline Voucher Posting 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

Offline Voucher Posting



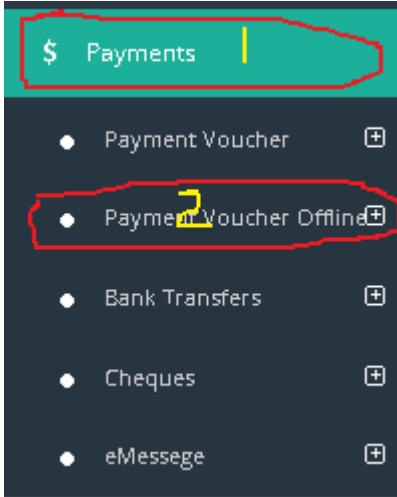
Finance Management

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

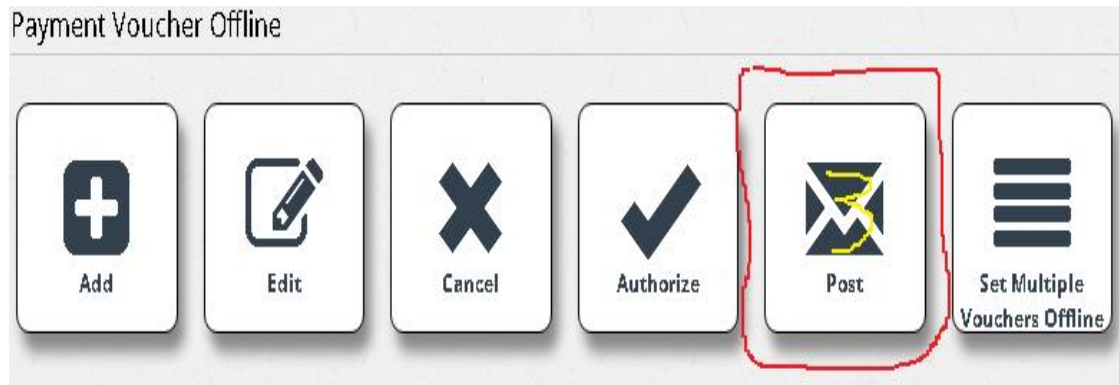
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3. VOUCHER POSTING

First the User has to Log in to the Finance System,



1. Select Payments section of the Finance System
2. Then Select the Payment Voucher Offline Function in the System.
3. Then Select the Post option



OFFLINE PAYMENT VOUCHER POST

Search By 🔍 Search For

Bank A/C No 📌
6137555 : Peoples Bank

From To

Sector
<Select>

Post Date Next Voucher Next Cheque Change next cheque No

Post Bank A/C No 📌
6137555 : Peoples Bank

Select	View	Voucher No	Enter Date	Trans. Date	Voucher Payee/Cheque No.	Description	Voucher Amount
<input type="checkbox"/>		6120 0	31/03/2022	31/03/2022	Sri Lanka Ayurvedic Drugs corporation[Not Available]	DMMMC/FN/SUP/SO5/AYURVEDA/2022	569,450.00
<input type="checkbox"/>		6119 0	31/03/2022	31/03/2022	W.A.S.N.PERERA[Not Available]	Loan Voucher - 2002201 - 2003543	249,975.00
<input type="checkbox"/>		6118 0	31/03/2022	31/03/2022	Pasyale Ayurveda Osu (Pvt) LTD[Not Available]	DMMMC/FN/SUP/SO5/AYURVEDA/2022	247,240.00
<input type="checkbox"/>		6117 0	31/03/2022	31/03/2022	Sri Lanka Ayurvedic Drugs corporation[Not Available]	DMMMC/FN/SUP/SO5/AYURVEDA/2022	549,975.00
<input type="checkbox"/>		6115 0	31/03/2022	31/03/2022	Sri Lanka Ayurvedic Drugs corporation[Not Available]	DMMMC/FN/SUP/SO5/AYURVEDA/2022	425,030.00
<input type="checkbox"/>		6114 0	31/03/2022	31/03/2022	Mount Lavinia Hotel (pvt)[Not Available]	DMMC/ SS/SP/6/2	214,975.00
<input type="checkbox"/>		6112 0	31/03/2022	31/03/2022	Pasyale Ayurveda Osu (Pvt) LTD[Not Available]	DMMMC/FN/SUP/SO5/AYURVEDA/2022	599,975.00
<input type="checkbox"/>		6108 0	31/03/2022	31/03/2022	m.c.jayaranga[Not Available]	Loan Voucher - 2002190 - 2003542	47,475.04
<input type="checkbox"/>		6107 0	31/03/2022	31/03/2022	M.PREMALAL SILVA[Not Available]	Loan Voucher - 2002188 - 2003541	239,745.00
<input type="checkbox"/>		6106 0	31/03/2022	31/03/2022	W.K.Jayasinghe[Not Available]	OT-2002889[31/2022-3/31/2022]-[MOH Office - Dehiwala]	29,475.00
<input type="checkbox"/>		6105 0	31/03/2022	31/03/2022	K.D.R.D.GUNAWARDANA[Not Available]	Loan Voucher - 2002186 - 2003540	242,430.26
<input type="checkbox"/>		6104 0	31/03/2022	31/03/2022	W.K.Jayasinghe[Not Available]	OT-2002888[2/1/2022-2/28/2022]-[MOH Office -	35,375.00

4. Select Post Date and Make sure that the Post Bank Account is set to the Correct Bank Account. Next Voucher Number and Next Cheque Number are Generated Automatically but the User can change the Voucher Number according to their Voucher Serial. In order to change the Cheque Number user can select the “Change Next Cheque Number Option”. But “Changing Voucher Number and Cheque Number is not Advisable and do it only in Extreme Situations”.

5. Then Select the Vouchers that are needed POST from the detailed Grid in the below of the Interface as shown above image. Before posting make sure the vouchers that are needed to POST are Correct and there are no issues with those vouchers.

Payment voucher-(Offline) Sector : D12-13/25

Bank 6137555 : Peoples Bank	Entering Date 4/1/2022	
Voucher Date 4/1/2022	Bank Balance BF -688,675,354.46	
Voucher Number 0	Voucher ID -6222	Voucher Serial No 3134
Payee Add Payee K.H.D.Chandralal	Remarks Over Time-March	

Save

Retrieve Purchases

Exit

6. Select the Voucher to check the Content of the Voucher and make sure above highlighted details are correct before Posting.

Payment Details

Line	Department	Ledger Account	Description	Amount	Pur. Inv No	Pur. Inv Date	Budget View
> 1	12: Programme -1- Project -2 - Fir	100200: Holiday pay and Over Tin	Holiday pay and Over Time	9,100.52			Budget

+ 7

Voucher Type: INT : Internal Voucher(s) Total: 0.00 Voucher Total: 9,100.52

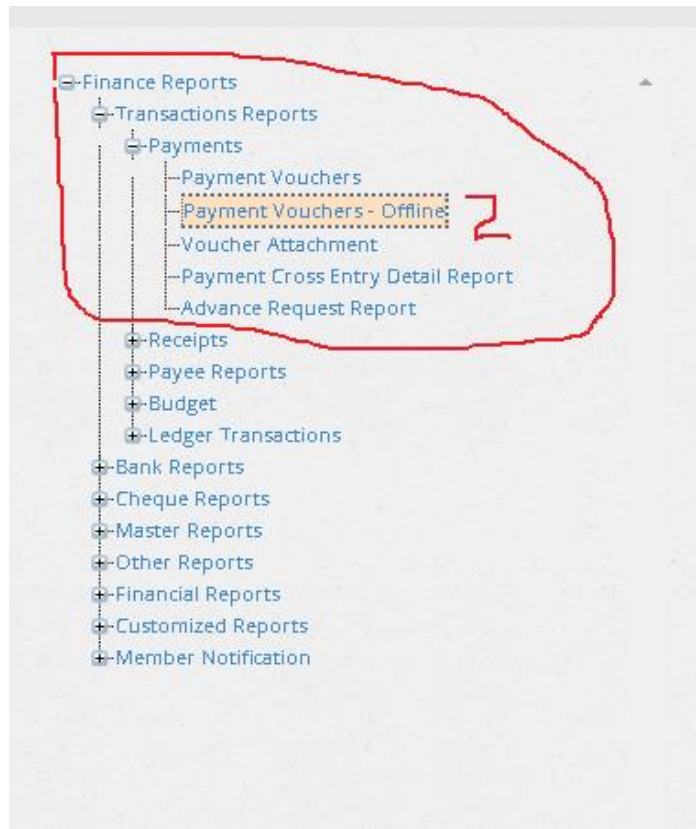
Cheque Details

Select	Chq No	Chq Date	Payee	AC Payee	Not Neg	Amount
Select	Not Available	4/1/2022	K.H.D.Chandralal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9,100.52

+ Cheque Total: 9,100.52 Remaining Amount: 0.00

7. Also check the Payments Details of the Selected Voucher, Make sure to check Programme, Ledger Account, Amount of the Voucher before Posting.

4. OFFLINE VOUCHER REPORTS



1. First go to the Reports section in the TFMS system and Click on the Financial Reports Section as shown in the First Image.

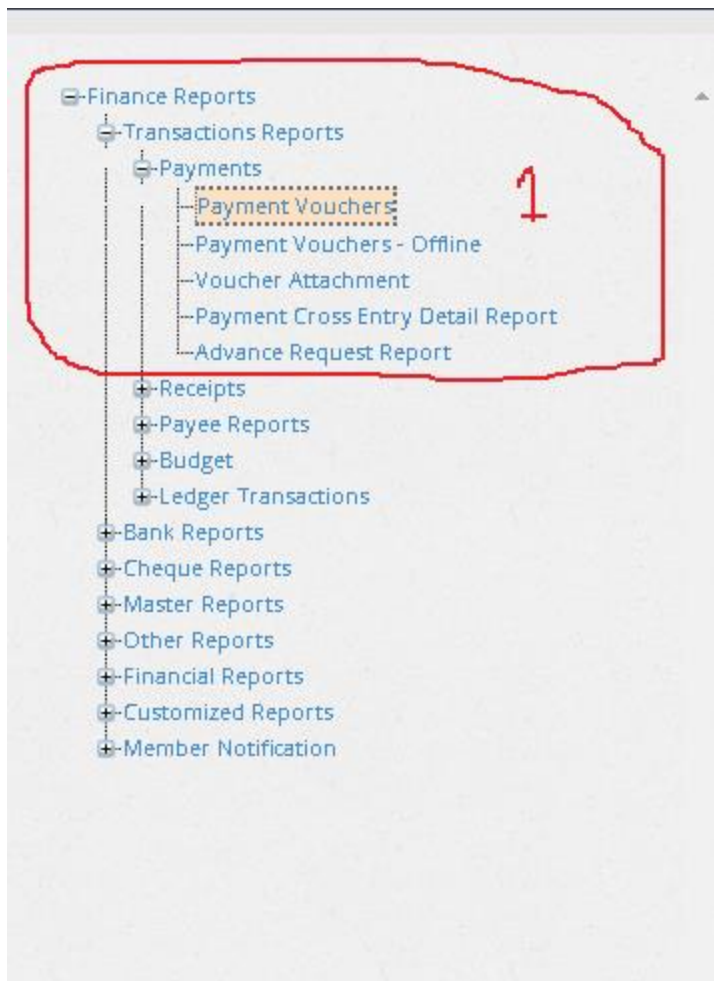
2. Secondly Select Transaction Reports and then select Payments: Payment Vouchers – Offline to get the Offline Voucher Report.

The screenshot shows a web-based report generation interface. At the top left, there is a 'Sector' dropdown menu (labeled I) and a 'Group By Sector' checkbox. Below it are radio buttons for 'Ignore Department' (selected, labeled II) and 'Consider Department'. A 'Department Wild card' section includes radio buttons for 'Existing Wild Card' (selected, labeled III) and 'New Wild Card', followed by a dropdown menu. A green note states: 'When department wild card is selected, above department options will be ignored'. Below this are radio buttons for 'All Bank Accounts' (selected, labeled IV) and 'A Given Bank Account'. The 'Amount Range' section (labeled VI) has 'More than' and 'Less than' input fields. The 'Voucher Type' dropdown menu (labeled V) is positioned below the amount range. At the bottom, there are 'From Date' (3/4/2022) and 'To Date' (4/4/2022) fields (labeled VII). The footer contains 'Main Heading' (Municipal Council), 'Sub Heading' (Dehiwal), and 'View Report' and 'Exit' buttons (labeled VIII). A 'PDF Format' checkbox is checked at the bottom right.

3. As shown in the Image above user can select the sector (if sectors or sections available in their organization). Also users have options to Select a Department (or Programme) or ignore it as shown in the “ii” point.

Users can Select a Voucher types of the Voucher (Internal or External) and this is mandatory. Also can select a specific bank account or can select all bank accounts as shown in Point “iv”. In order to view the report user need to select a Date range from the provided Calendar and after that user can View the report.

5. ONLINE VOUCHER REPORTS



1. First the User need to go to the Reports section in the TFMS system as shown in the Offline Reports function. Then user need to go to the Transaction reports and then go to the **Payments Vouchers** section not the **Payment Vouchers-Offline Section**

The screenshot shows a web-based reporting interface with the following elements:

- Sector:** A dropdown menu with the text "<Select->".
- Grouping Options:** Radio buttons for "Group By Sector" (unchecked), "Ignore Department" (checked), and "Consider Department" (unchecked).
- Department Wild card:** Radio buttons for "Existing Wild Card" (checked) and "New Wild Card" (unchecked), followed by a dropdown menu with "<Select->".
- Amount Range:** Two input fields labeled "More than :" and "Less than :".
- Voucher Type:** A dropdown menu with "<Select->".
- Voucher Selection:** Radio buttons for "Only this type" (unchecked), "eTransfer-Unsessioned" (checked), "eTransfer-Sessioned" (unchecked), and "Other Vouchers" (unchecked).
- Report Type:** Radio buttons for "Authorize" (unchecked), "Unauthorize" (unchecked), "Summary Report" (checked), and "Details Report" (unchecked).
- Bank Account Selection:** Radio buttons for "All Bank Accounts" (checked) and "A Given Bank Account" (unchecked).
- From Date:** An input field containing "3/5/2022".
- To Date:** An input field containing "4/5/2022".
- Main Heading:** An input field containing "Municipal Council".
- Sub Heading:** An input field containing "Dehiwal".
- Buttons:** "View Report" (dark grey) and "Exit" (red).
- PDF Format:** A checked checkbox.

Red annotations include:

- A large red circle around the entire form area.
- Vertical double-headed arrows labeled with Roman numerals I, II, III, IV, V, VI, and VII, pointing to various sections of the form.
- Red circles around the "Amount Range" section, the "Voucher Type" dropdown, the "Voucher Selection" radio buttons, the "Report Type" radio buttons, the "From Date" and "To Date" fields, and the "View Report" and "Exit" buttons.

2. After Selecting the Payment Vouchers As shown in the First images users will get the Second interface as shown in the Second image. Users need to Select or ignore features in this interface as shown in the **Roman Numerical number "I to Vii"**. Specifically users need to select option that are marked with a red circle in the image above except for the "Amount Range" which is not mandatory and also for LGA sector organizations **E-transfers options are not needed.**