

# User Guide

## 02. Finance Management-CC-82-Cheque Canceling 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

## Cancelation of Cheque



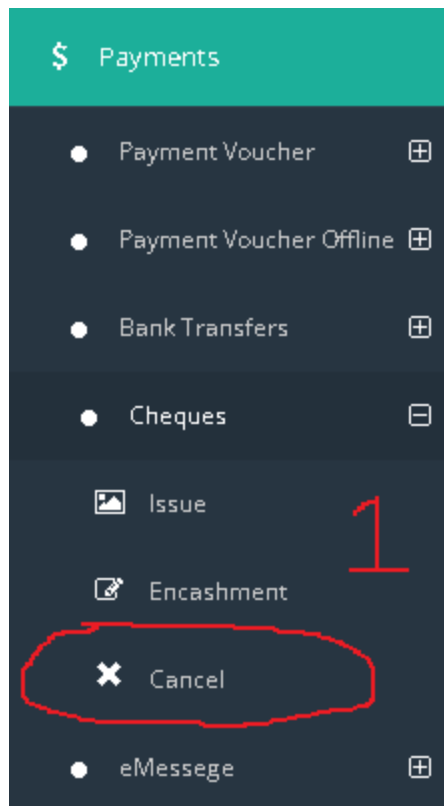
### Finance Management

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

[READ MORE](#)

### 3. CHEQUE CANCELLATION USER MANUAL IN TFMS

1. First Log in to the system and go to the Payments section and then go to the Cheques section. There the user can find Cancel function as shown in the first and second images.



Click on the cancel to go to the Cheque cancellation interface



2. After selecting Cheque Cancellation user will redirect to Cancel Cheque interface as shown above image. Then user can search a cheque to cancel by using Search by option in the interface **as shown in the Roman numeral point "I" in the above image.**

After searching cheques user can select a searched cheque to cancel from the list by selecting the checkboxes **as shown in the Roman numeral point "ii"**.

**If user want to cancel whole voucher and the related cheque, just select a checkbox and Click on the Cancel button. If user want to cancel the cheque and add a new cheque to it (in Lieu Cheque) just use the new Cheque Number option shown in the Roman numeral point "iii"**.

# CHEQUE CANCEL

Search By ⓘ

Cheque Number

Search For



3

Bank Acc Number ⓘ

Commer Bank - C/A 1100348801 ; Co

From :

2/28/2022

Cancel	Bank	Cheque Serial No	Cheque No	Cheque Date	Amount	Cheque Payee	New Cheque No
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8449	634032	16/03/2022	8,130.00	Cash	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8464	634045	16/03/2022	18,100.00	Mr.D.K Prasad Madusanka	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8481	634056	21/03/2022	1,800.00	Cash	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8483	634058	21/03/2022	3,200.00	Cash	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8485	634060	21/03/2022	10,548.00	Dr. Shirly Lal Wijesinghe	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8488	634063	21/03/2022	10,500.00	Cash	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8489	634064	21/03/2022	18,000.00	Rev.Chameera De Silva	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8504	634075	22/03/2022	50,211.00	Employee's Trust Fund Board	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8520	634079	23/03/2022	55,380.78	Sri Lanka Insurance Corporation Ltd	<input type="text"/>
<input type="checkbox"/>	Commer Bank - C/A 1100348801	8540	634092	28/03/2022	41,084.00	Cash	<input type="text"/>
				12345			

Cancel

Exit