

User Guide

02. Finance Management- Cash Book Income- MA-92-Receipt Import User Manual 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 |

2. TABLE OF CONTENTS

Page No.

1. Revision History 2

2. TABLE OF CONTENTS..... 2

3. Cash Book Income-Receipt Import in TFMS system 4



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Receipt Import for Cashbook



Finance Management

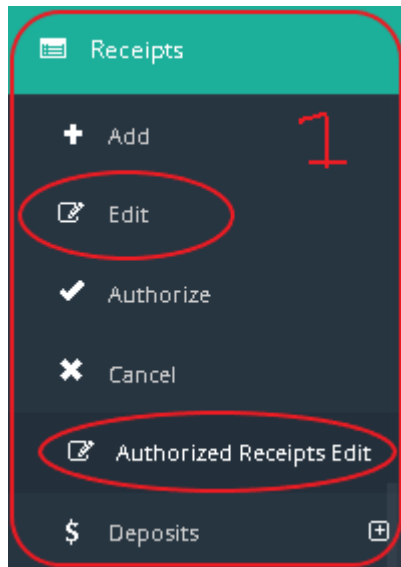
Voucher payments,
Cheque payments,
Cross Entry Vouchers,
Book keeping, Budget,
Final Accounts

[READ MORE](#)

3. CASH BOOK INCOME-RECEIPT IMPORT IN TFMS SYSTEM

****This is the second step after Importing Bank Session from Rates to the Finance System (Importing from Rates in mentioned on Cash book Income-Import from Rates (MA-91-Finance-Import Bank Deposit User Manual). Check that user manual for further details) ****

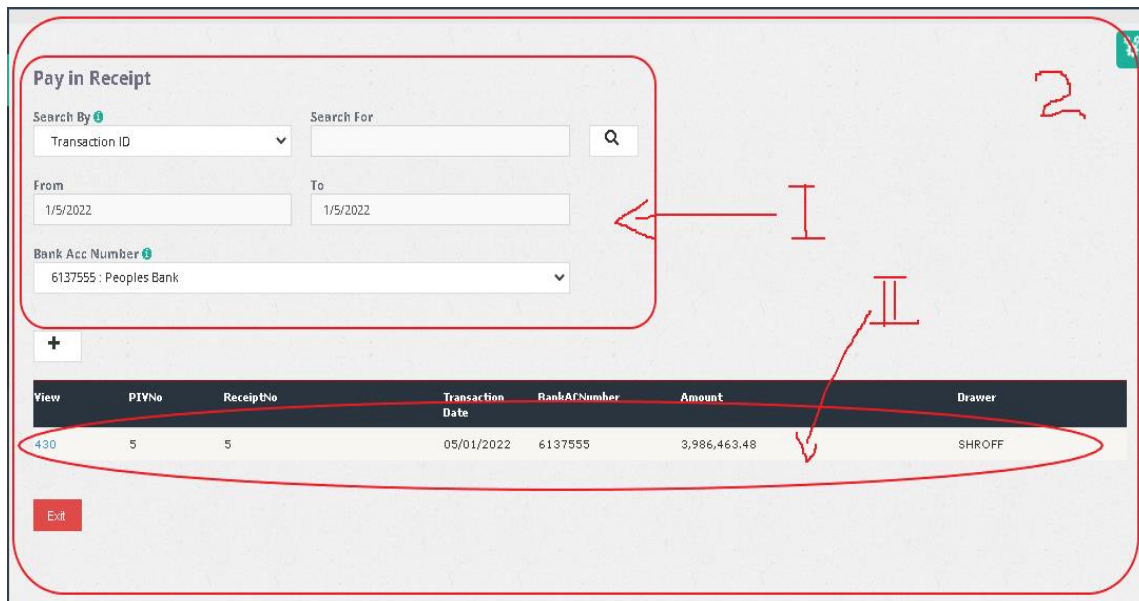
After Importing from Rates, the imported Bank Session will show in the Receipt Edit section of the Finance System. **Receipt edit section is shown in the 1st image.**



1. After importing Bank Deposits from Rates to the finance system, the imported Bank session will directly go to the Edit function of the Receipt (Pay in Voucher) section of the Finance system. **As shown in the Roman Numeral Point “I” user can search for the imported Bank Sessions.**

After searching the data will be shown in the grid as shown in the Roman Numeral Point “ii”. User can view the searched data by selecting the Number under the view in the Grid.

After selecting and viewing the data, user has the opportunity to view all the receipts in the bank session. This is shown in the image below. User also can edit the details (Department Code, Ledger Accounts) if there are any issues with data.



Receipt Detail Edit

3

| Select | ID | PIV No | Receipt No | Line No | Deposit Date | Department Code | Ledger Account | Description | Amount |
|--------------------------|-----|--------|------------|---------|--------------|--------------------------------|-------------------------------------|-------------|--------------|
| <input type="checkbox"/> | 430 | 5 | 5 | 1 | 18/01/2022 | 00: General (without vote) | 672000: 7-4 Payment in advance b | | 32,795.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 2 | 18/01/2022 | 00: General (without vote) | 757000: 7-3 Miscellaneous Deposi | | 36,000.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 3 | 18/01/2022 | 00: General (without vote) | 758000: 7-6 Coping Fees Deposits | | 13,248.75 |
| <input type="checkbox"/> | 430 | 5 | 5 | 4 | 18/01/2022 | 00: General (without vote) | 759000: 7-3-7 Drainage Deposit | | 20,362.50 |
| <input type="checkbox"/> | 430 | 5 | 5 | 5 | 18/01/2022 | 10: Programme-1 - General ad | 440204: Registration of Suppliers | | 2,550.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 6 | 18/01/2022 | 10: Programme-1 - General ad | 460100: Sale of Tender Forms | | 175.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 7 | 18/01/2022 | 20: Programme-2 - Services & | 410100: Consolidated Rates includ | | 2,950,461.78 |
| <input type="checkbox"/> | 430 | 5 | 5 | 8 | 18/01/2022 | 20: Programme-2 - Services & | 430800: Vehicle Tax | | 300.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 9 | 18/01/2022 | 20: Programme-2 - Services & | 440301: Nonvesting Certificate & R | | 25,300.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 10 | 18/01/2022 | 20: Programme-2 - Services & | 440603: Block Plan Applications - P | | 4,536.25 |
| <input type="checkbox"/> | 430 | 5 | 5 | 11 | 18/01/2022 | 20: Programme-2 - Services & | 445300: Cemetery Fees | | 4,750.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 12 | 18/01/2022 | 20: Programme-2 - Services & | 445501: Fees for removing Garbag | | 54,072.20 |
| <input type="checkbox"/> | 430 | 5 | 5 | 13 | 18/01/2022 | 20: Programme-2 - Services & | 469901: Operational Income (Disp | | 74,800.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 14 | 18/01/2022 | 30: Programme - 3 - Helth Ser | 410900: Trade Tax | | 115,700.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 15 | 18/01/2022 | 40: Programme - 4 - Physical F | 420202: Rents on Council Propertie | | 9,000.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 16 | 18/01/2022 | 40: Programme - 4 - Physical F | 440207: Registration Fees/Renewa | | 7,400.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 17 | 18/01/2022 | 40: Programme - 4 - Physical F | 440303: Streetline Certificates | | 2,250.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 18 | 18/01/2022 | 40: Programme - 4 - Physical F | 440601: Building applications-proce | | 43,136.00 |
| <input type="checkbox"/> | 430 | 5 | 5 | 19 | 18/01/2022 | 40: Programme - 4 - Physical F | 440603: Block Plan Applications - P | | 3,410.00 |