

# User Guide

## 02. Finance Management-Bank Reconciliation- MA-95-Cheque encashments and realization 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

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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

## Payment Encashment (for Bank Reconciliation)



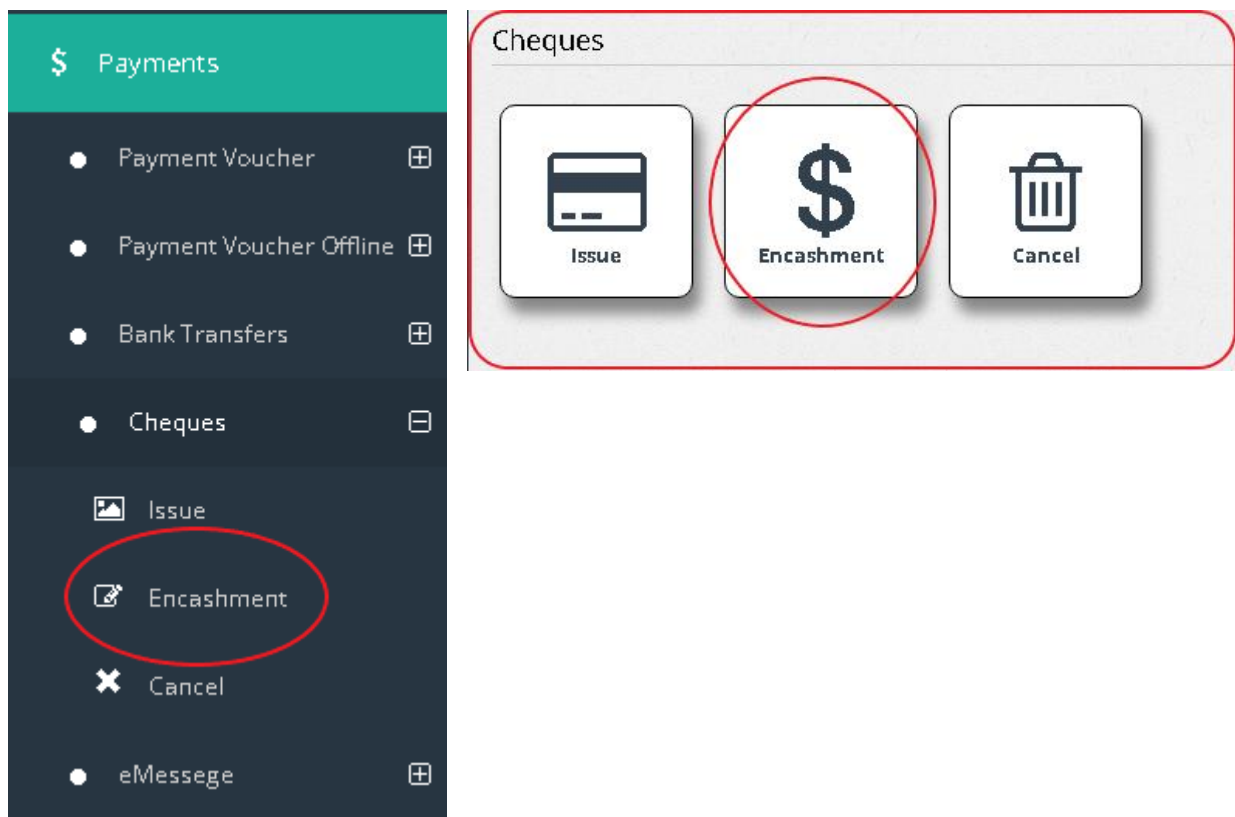
### Finance Management

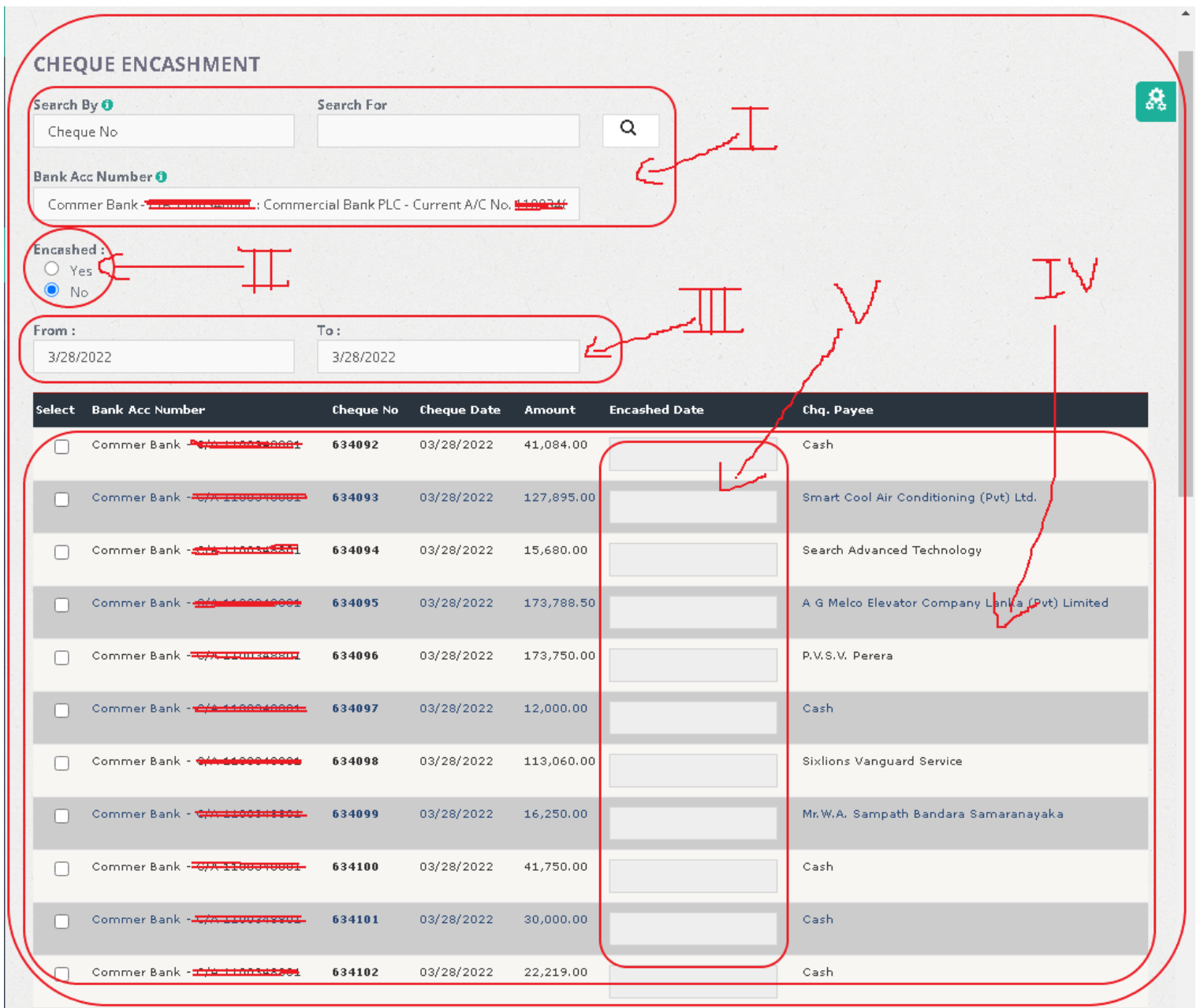
Voucher payments,  
Cheque payments,  
Cross Entry Vouchers,  
Book keeping, Budget,  
Final Accounts

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### 3. Cheque Encashment for issued cheques

1. In order to get a complete Bank Reconciliation report, both Cheque Encashment and Receipt Realization has to be done in the system. Firstly we will take a look at how to Encash a Cheque using the TFMS system.
2. First Log into the TFMS system and go to Payments section and select Cheques function. Then select Encashment function under the Cheques function.

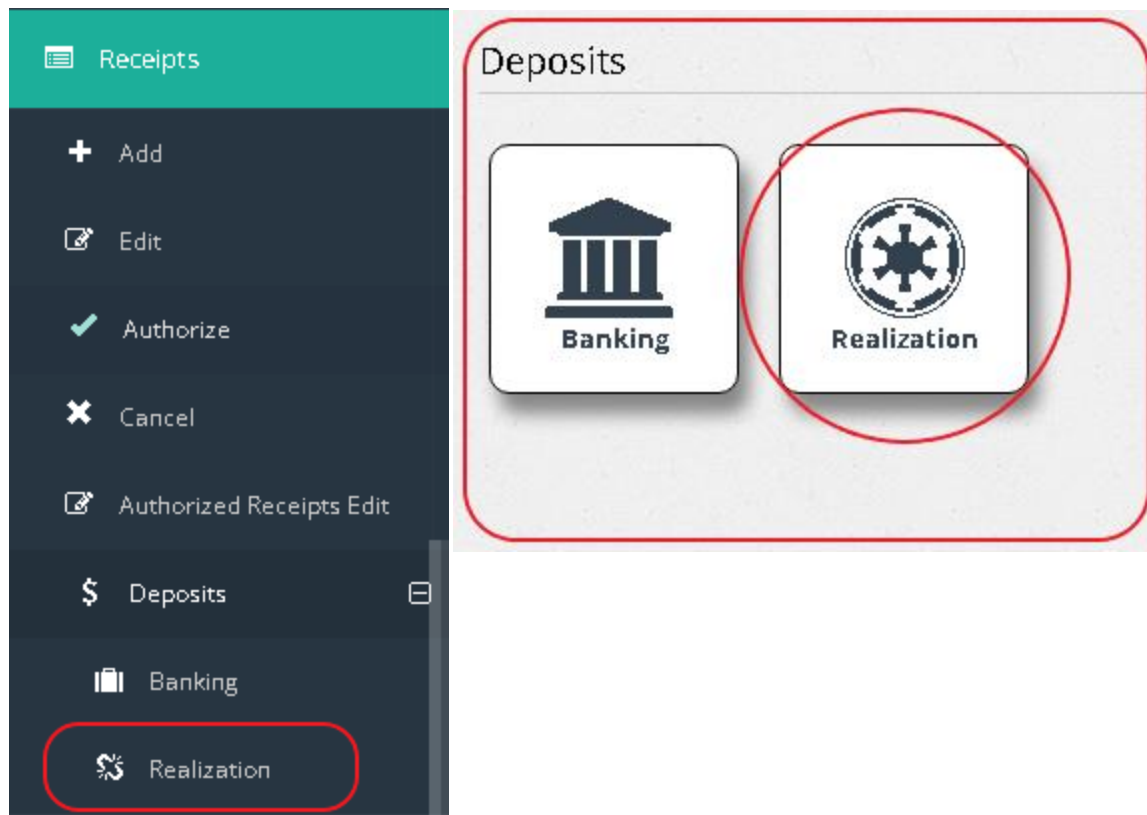




3. After selecting Encashment function, the user will get the interface shown above. User has the option to search a set of cheques on a particular date range as pointed out in **Roman Numeral Point "I"** and **"iii"**. User also can search Encashed Cheques or Not Encashed cheques as **shown in the Roman Numeral Point "ii"**.

4. After searching, the searched date will be shown in the data grid as **shown by the Roman Numeral Point "iv"** in the above image. User has to set the Encashed date as **shown by the Roman Numeral Point "v"** in order do the Cheque Encashment.

## 4. Receipts (Deposits) Realization



1. In order to get a complete Bank Reconciliation report, both Cheque Encashment and Receipt Realization has to be done in the system. Firstly we will take a look at how to do Deposits Realization using the TFMS system.
2. First of all log into the Finance system and go to the Receipts section and select Deposits and then select Realization function under Deposits function.

### DEPOSIT REALIZATION

Search For **i** PIVNo  Search For

Bank A/C No **i** Commer Bank - ~~911100010001~~

Transaction From Date 2/28/2022 Transaction To Date 3/31/2022 Realized :  Yes  No

Select	BankACNumber	Transaction Date	Cheque No	Bank	Amount	ReceiptNo	PIVNo	Method of payment	RealizedDate	BankedDate	Drawer
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	25/Mar/2022			183,713.25	468	3574	Cash	<input type="text"/>	3/25/2022	Commercial Bank of Ceylon Ltd.
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	25/Mar/2022			60,000.00	469	3577	Cash	<input type="text"/>	3/25/2022	CBS
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	28/Mar/2022			30,150.00	470	3587	Cash	<input type="text"/>	3/28/2022	Mrs.T.M.D.Srimali
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	28/Mar/2022			2,250.00	471	3588	Cash	<input type="text"/>	3/28/2022	Mr.Eshantha Mendis
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	28/Mar/2022			10,364.00	472	3589	Cash	<input type="text"/>	3/28/2022	Mrs.Samudrika Lihiniyakumara
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	29/Mar/2022			47,136.00	473	3603	Cash	<input type="text"/>	3/25/2022	Commercial Bank of Ceylon Ltd.
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	29/Mar/2022			34,280.00	474	3605	Cash	<input type="text"/>	3/28/2022	Commercial Bank of Ceylon Ltd.
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	29/Mar/2022			50,000.00	475	3612	Cash	<input type="text"/>	3/29/2022	Rev.Priyantha Wijegoonawardena
<input type="checkbox"/>	Commer Bank - <del>911100010001</del>	29/Mar/2022			43,420.00	476	3613	Cash	<input type="text"/>	3/29/2022	Sri Lanka Baptist Sangamaya

3. After selecting Deposits function, the user will get the interface shown above. User has the option to search a set of deposits on a particular date range as pointed out in **Roman Numeral Point "i"**. User also can search Realized Deposits or Not Realized Deposits **also shown in the Roman Numeral Point "i"**.

4. After searching, the searched date will be shown in the data grid as **shown by the Roman Numeral Point "ii" in the above image**. User has to set the Realized date as **shown by the Roman Numeral Point "v" in order do the Deposit Realize**.