

User Guide

Finance-Cash Book Expenditure-89-Finance- Reports User Manual

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

EMPLOYEE AUTHORIZATION



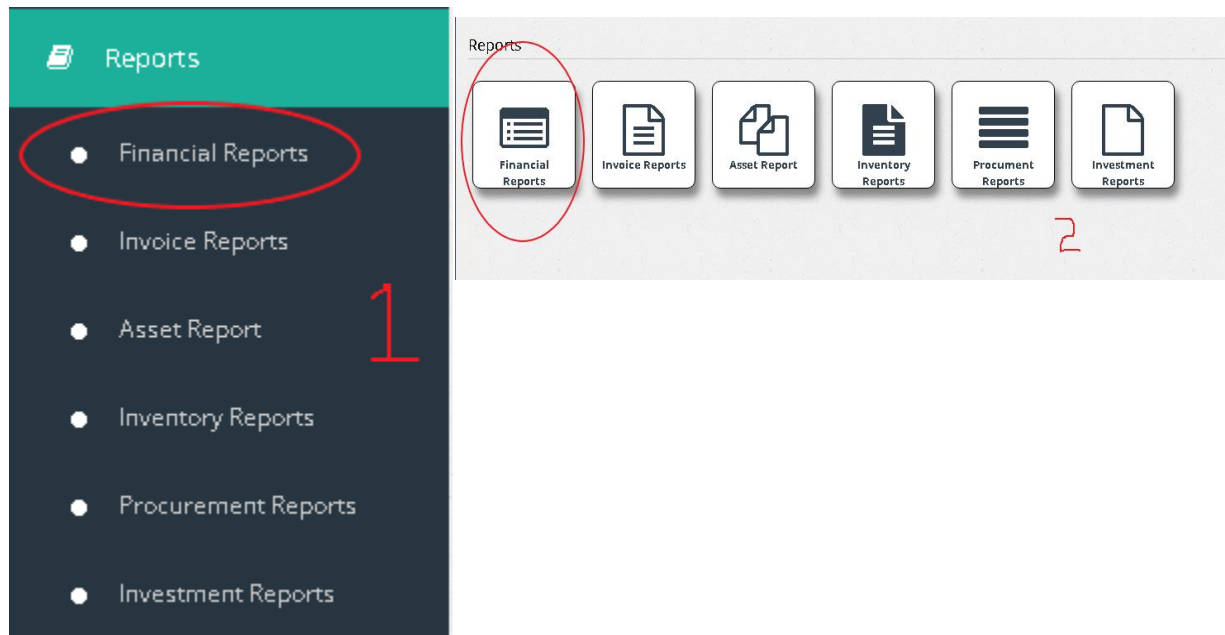
Finance Management

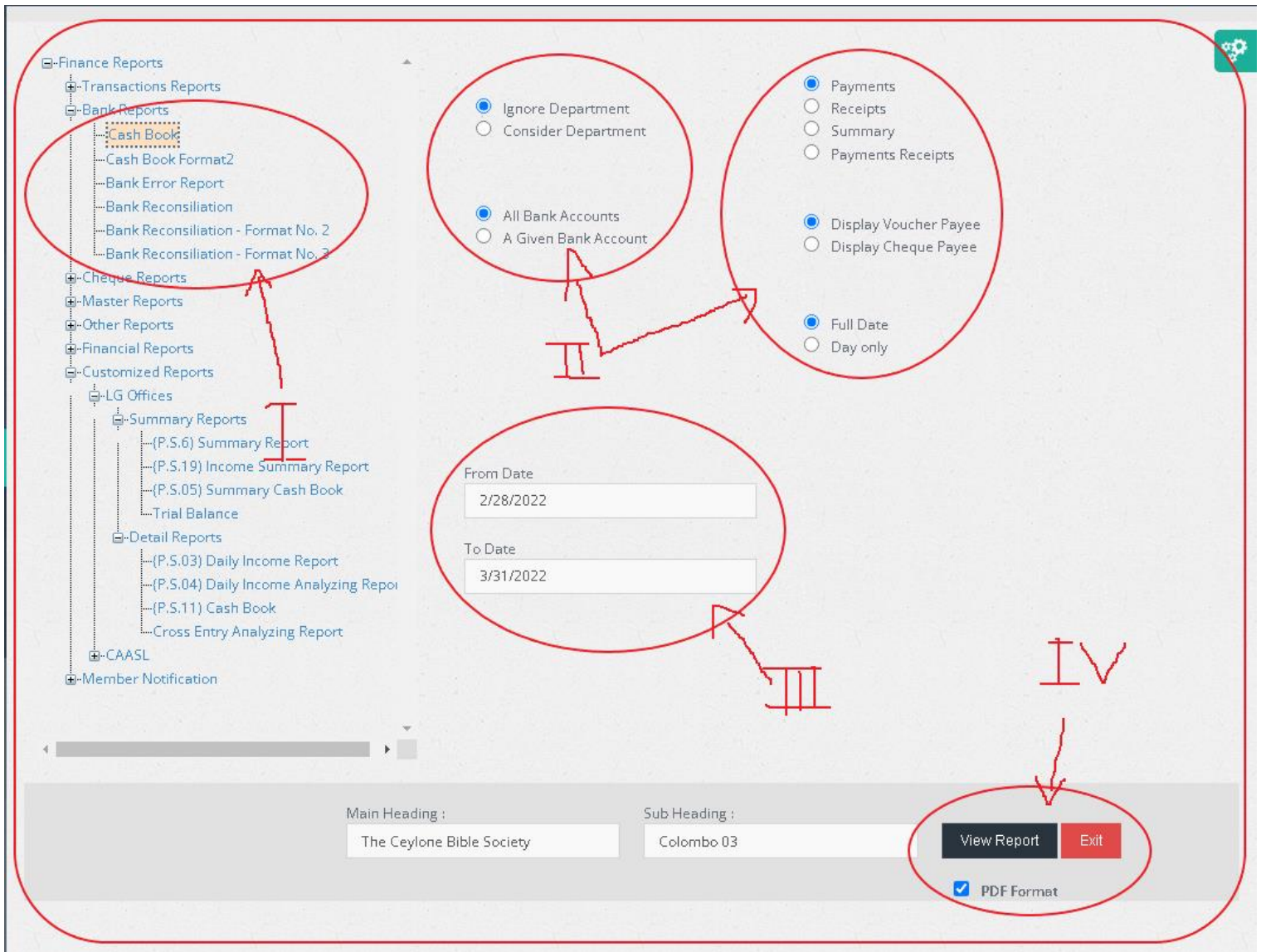
Voucher payments,
Cheque payments,
Cross Entry Vouchers,
Book keeping, Budget,
Final Accounts

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3. CASH BOOK EXPENDITURE REPORTS IN TFMS USER MANUAL

1. In order to get the Cash book reports the user has to log into the Finance system and go to the Financial Reports section. Then user needs to select Bank Reports and then Cash book report. **This is shown in Roman Numeral Point “I” in the below image.**





2. After selecting the report, user has the options to select Department code and a Bank account or All Bank accounts. User also has the options to select Payments Only, Receipts (PIV) Only, Summary of the Report or both Payment and Receipts. Also has the options to Display Voucher payee and Cheque Payee in the Report. **This is shown in the above image Roman Numeral Point “ii”.**

3. User can set a From date and a To date to get the report for a specific date. **This is shown in the Roman Numeral Point “iii” in the image.** After checking and selecting above mentioned option user can view the report as shown in the Roman Numeral Point “iv”. **Viewed report is shown below.**

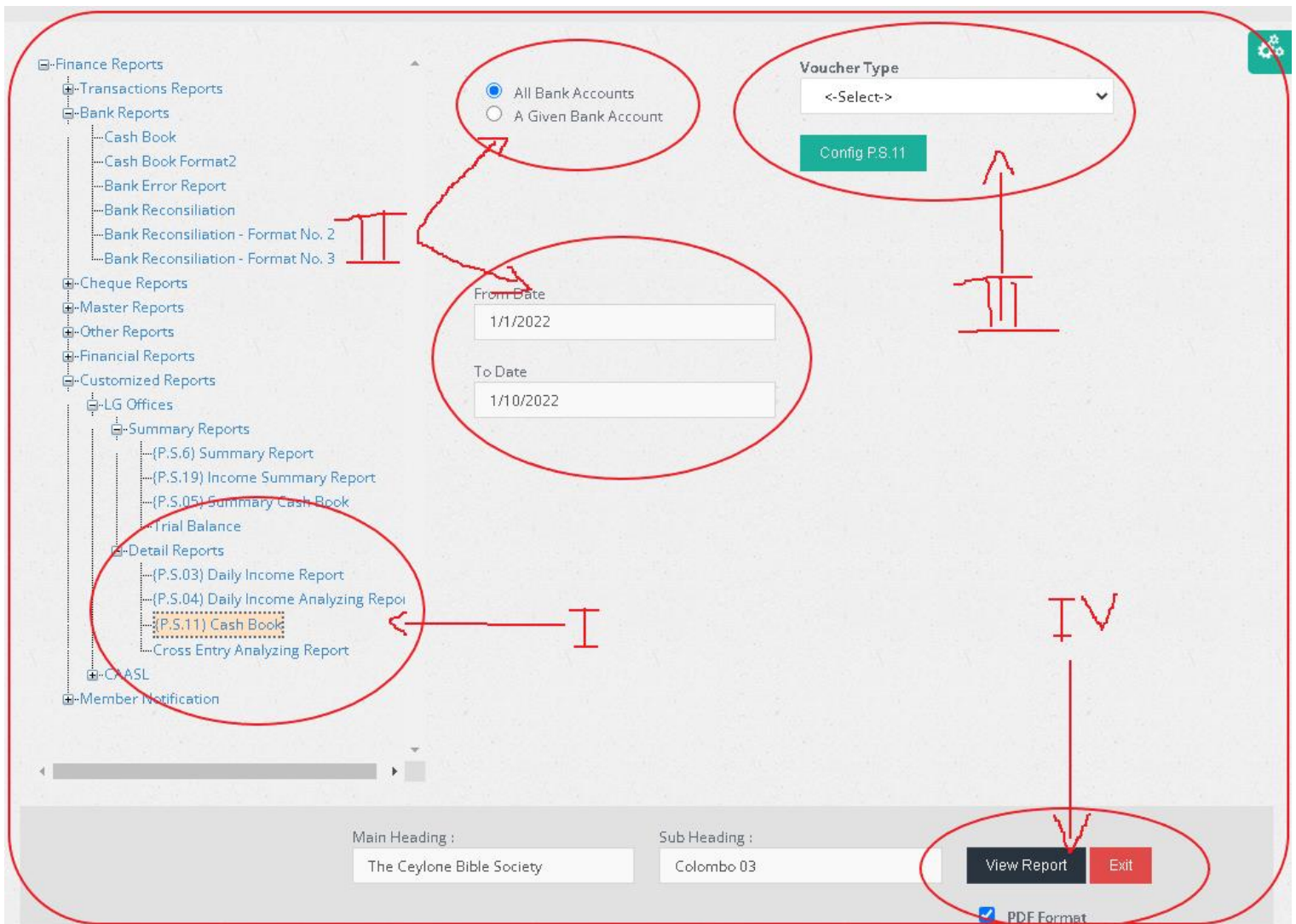
Cash Book - Payments

Date : From 1/1/2022 to 1/10/2022

Bank : All

Vou. / PIV No.	Date	Payee	Chq No/Cash	Amount Rs.	Credit / Debit details	
					Ledger A/C	Amount (Rs.)
V-123	02-Jan-22	Commercial Bank of Ceylon Ltd.	Commercial Bank PLC - Current A/C No. 4407222204	1,000.00	CASH IN HAND & BANK CONTROL - Commercial Bank Savings 708 Control	1,000.00
V-136	03-Jan-22	Hatton National Bank	Hatton Natil. Bank PLC-Current A/C No. 44500400000 644	35,882.92	CASH IN HAND & BANK CONTROL - HNB - SIA 44500400000 Control	35,882.92
V-31	04-Jan-22	Hatton National Bank	Hatton Natl. Bank PLC-Savings A/C No. 44500400000 020	85,100.00	Motor Vehicle Rental Payable	85,100.00
V-32	04-Jan-22	Hatton National Bank	Hatton Natl. Bank PLC-Savings A/C No. 44500400000 020	5,000,000.00	FIXED DEPOSIT & OTHER DEPOSITS - FD - HNB - 445004000404	5,000,000.00
V-137	04-Jan-22	Hatton National Bank	Hatton Natil. Bank PLC-Current A/C No. 44500400000 644	60,269.30	CASH IN HAND & BANK CONTROL - HNB - SIA 44500400000 Control	60,269.30
V-704	05-Jan-22	Colombo Municipal Council	842055	315,473.00	Premises Related Expenses - Rate & Taxes - Municipal Council Tax	315,473.00
V-705	05-Jan-22	Council Advanced Technology	812050	40,450.00	Administration Expenses - Office Expenses - Computer Repaired Maintenance Administration Expenses - Office	19,500.00 4,750.00

4. P.S. 11 CASH BOOK REPORT IN TFMS



1. First log into the system and go to the Reports Section and select Customized report and then select P.S. 11 Cash Book Report.

After selecting the report user has the option to select Bank Account, From date & To date as well as the Voucher type.

The viewed report is shown below.

Municipal Council
Dehiwal
Cash Book - Payments

P.S. 11

From 3/1/2022 To 4/8/2022

Date	Payee	Account	Voucher No	Cheque No	Cross Entry	Programme Expenditure	Payroll Control Acc	Stores Creditors	Staff Loan	Deposits	Sundry Creditors	Sundry Debtors	Other	Ledger Page	Book Keeper	Account ant
3/8/2022	[REDACTED]	00-685000	1	1999	-	-	-	-	-	-	-	-	11,000,000.00			
3/25/2022	[REDACTED]	2-149901	2	1999	-	25,000.00	-	-	-	-	-	-	-			
3/25/2022	[REDACTED]	2-149901	3	1999	-	25,000.00	-	-	-	-	-	-	-			
4/8/2022	[REDACTED]	00-685000	4	1999	-	-	-	-	-	-	-	-	15,000,000.00			
3/2/2022	[REDACTED]	43-141400	1,578	567807	-	84,000.00	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	00-755000	1,578	567807	(25.00)	-	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	00-757000	1,579	567808, 567947, 567948	-	-	-	-	-	-	-	-	5,000.00			
3/2/2022	[REDACTED]	12-100200	1,580	567809	-	7,630.57	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	12-110101	1,581	567809	-	3,080.00	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	12-100200	1,582	567810	-	6,943.75	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	12-100200	1,583	567810	-	5,598.95	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	11-124903	1,584	567810	-	5,000.00	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	11-124903	1,585	567810	-	5,000.00	-	-	-	-	-	-	-			
3/2/2022	[REDACTED]	11-124903	1,586	567810	-	5,500.00	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	00-732000	1,587	567812	-	-	-	-	-	-	248,500.00	-	-			
3/3/2022	[REDACTED]	00-755000	1,587	567812	(25.00)	-	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	00-732000	1,588	567813	-	-	-	-	-	-	122,140.02	-	-			
3/3/2022	[REDACTED]	00-755000	1,588	567813	(25.00)	-	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	00-732000	1,589	567814	-	-	-	-	-	-	289,448.00	-	-			
3/3/2022	[REDACTED]	2-161400	1,590	567815	-	114,156.00	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	11-140102	1,591	567816	-	510.38	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	11-140102	1,592	567817	-	4,904.53	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	11-140102	1,593	567817	-	7,025.82	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	11-140102	1,594	567818	-	2,365.95	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	11-140102	1,595	567818	-	2,694.73	-	-	-	-	-	-	-			
3/3/2022	[REDACTED]	00-731000	1,596	567819	-	-	-	-	-	-	354,680.00	-	-			

4/21/2022 3:31:10PM