

User Guide

02. Finance Management-CC-99--Final Accounts Reports 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

Final Accounts Reports

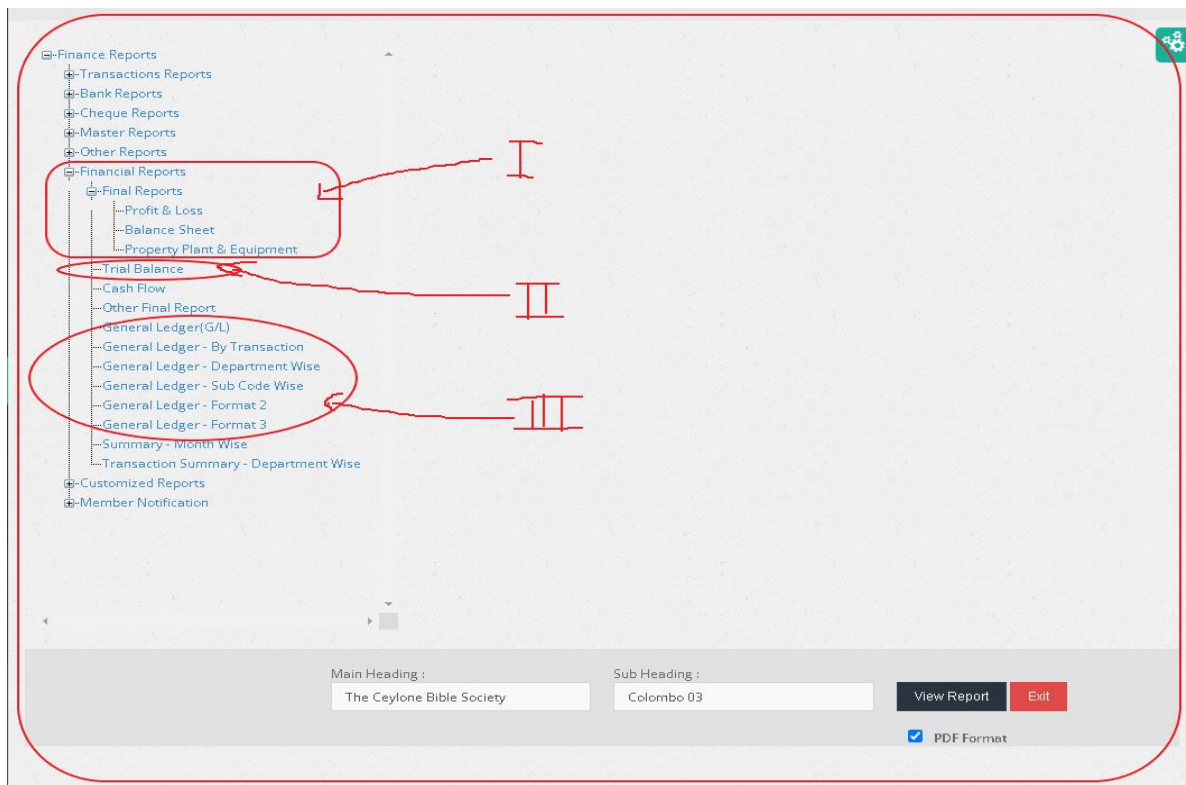
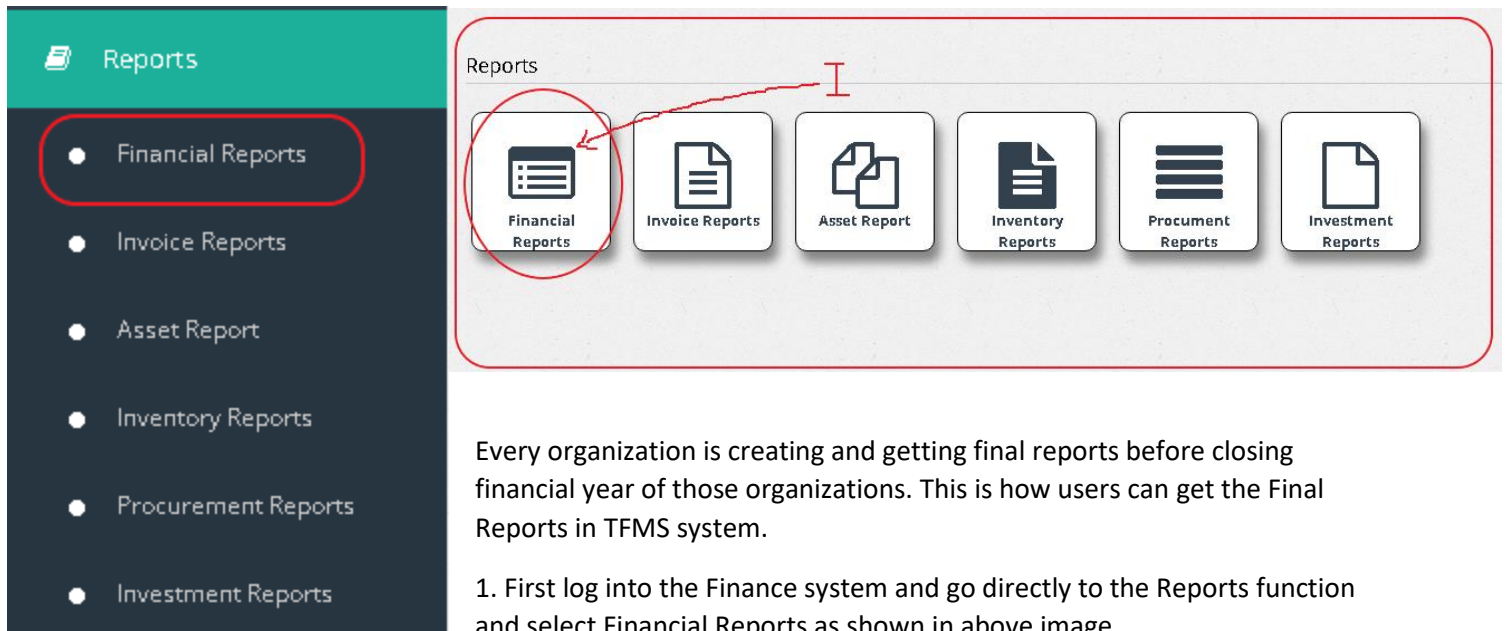


Finance Management

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

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3. FINAL ACCOUNTS REPORTS USER MANUAL IN FINANCE SYSTEM



3. User also can get the Trial Balance Report and General Ledger Reports in the Finance system as shown by the Roman Numeral Point “ii” and “iii”.

Profit and Loss Report in TFMS

1. Select Profit & Loss report from the Final Reports list as shown in the Roman Numeral Point “I”. After

The screenshot displays the configuration interface for the Profit & Loss Report. On the left, a navigation tree shows 'Final Reports' expanded, with 'Profit & Loss' selected (indicated by Roman numeral I). The main configuration area includes: 'Ignore Department' (selected) and 'Consider Department' (unselected) (indicated by Roman numeral II); 'Format' dropdown set to '<-Select->' (indicated by Roman numeral III); 'From Date' (2/28/2022) and 'To Date' (3/31/2022) (indicated by Roman numeral IV); and 'Round off to nearest Rupee' (unselected) and 'Consider Previous balance from last cleared date and P&L item' (unselected). At the bottom, 'Main Heading' is 'The Ceylone Bible Society' and 'Sub Heading' is 'Colombo 03'. There are 'View Report' and 'Exit' buttons (indicated by Roman numeral V) and a checked 'PDF Format' option.

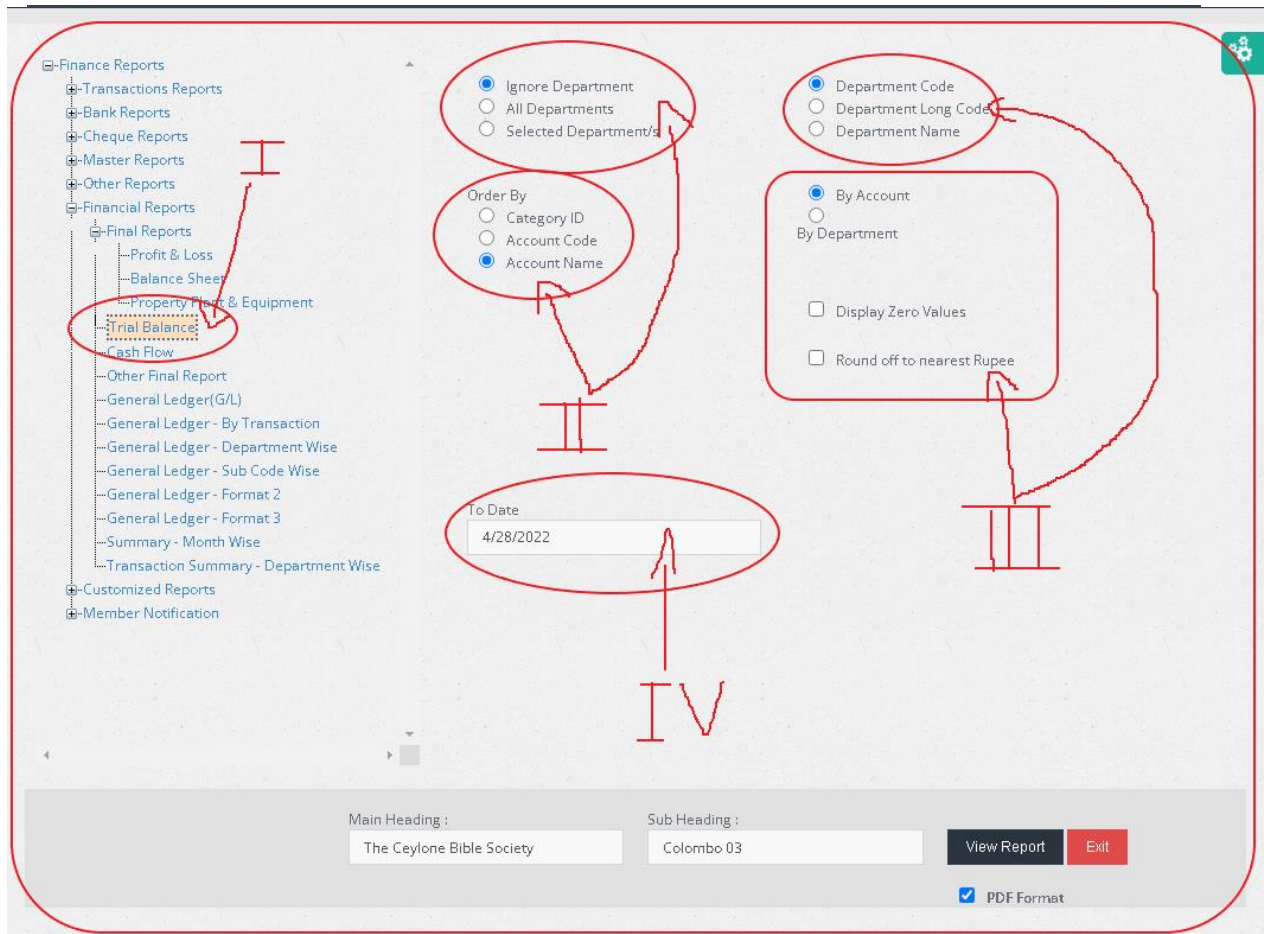
selecting user will get an interface shown in above image.

2. In this interface user has the option to select or ignore Department (Programme), Format of the P&L and the Date Range.

3. After selecting all of those options user can view the Profit & Loss Report.

Balance Sheet Report in TFMS

1. Select Balance Sheet report from the Final Reports list as shown in the above image and after selecting user will get an interface shown in above image.
2. In this interface user has the option to select or ignore Department (Programme), Format of the



Balance Sheet and the To Date (Shown in Roman Numeral Point "I, ii and iii").

3. After selecting all of those options user can view the Balance Sheet Report.

Trial balance Report in TFMS

1. Select Trial Balance report from the Financial Reports list as shown in the Roman Numeral Point "I". After selecting user will get an interface shown in above image.
2. In this interface user has the option to select or ignore Department (Programme), Select Department Code, Get the report Order wisely and the To Date (shown in Roman Numeral Point "ii", "iii", "iv").
3. After selecting all of those options user can view the Report.

The screenshot displays the configuration interface for a General Ledger Report in TFMS. On the left, a navigation tree lists various report types, with 'General Ledger (G/L)' selected. The main configuration area includes:

- Department Wild card:** Radio buttons for 'Ignore Department' (selected) and 'Consider Department'. A note states: "When department wild card is selected, above department options will be ignored".
- Account Wild card:** Radio buttons for 'Existing Wild Card' (selected) and 'New Wild Card'. A note states: "When account wild card is selected, above account options will be ignored".
- From Acct:** A dropdown menu set to 'Account Receivable: Freight Cha'.
- To Acct:** A dropdown menu set to 'Account Receivable: Freight Cha'.
- From Date:** A text input field containing '2/28/2022'.
- To Date:** An empty text input field.
- Other options:** Checkboxes for 'Landscape', 'Credit Side', 'Debit Side', and 'Consider Previous balance from last cleared date and P&L item'.

General Ledger Report in TFMS

1. Select General Ledger report from the Final Reports list as shown in the above image and after selecting user will get an interface shown in above image.
2. In this interface user has the option to select or ignore Department (Programme), Select From Account and To Account and the From Date and To Date (**Shown in Roman Numeral Point "I, ii and iii"**).
3. After selecting all of those options user can view the General Ledger Report.