User Guide

10.07 Finance Management-MA-63-For All Departments-Create Edit Authorize Cancel Offline Vouchers Ver 3.0.0

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
31-08-2025	3.0.0	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

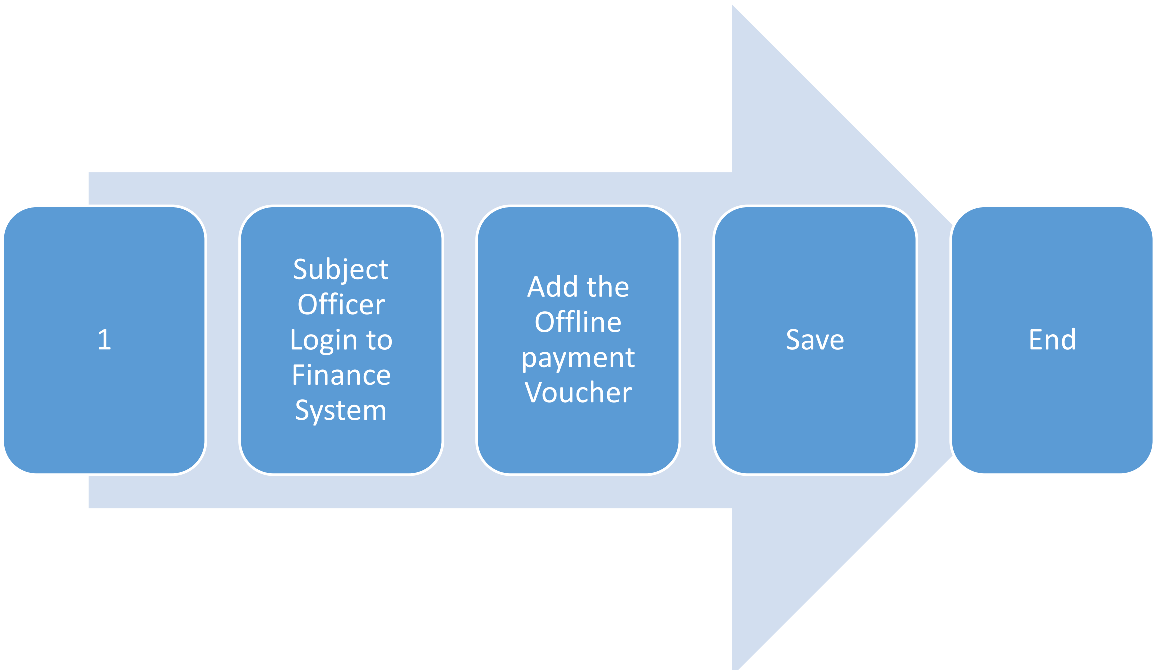
Payment Voucher Offline (Departmental)

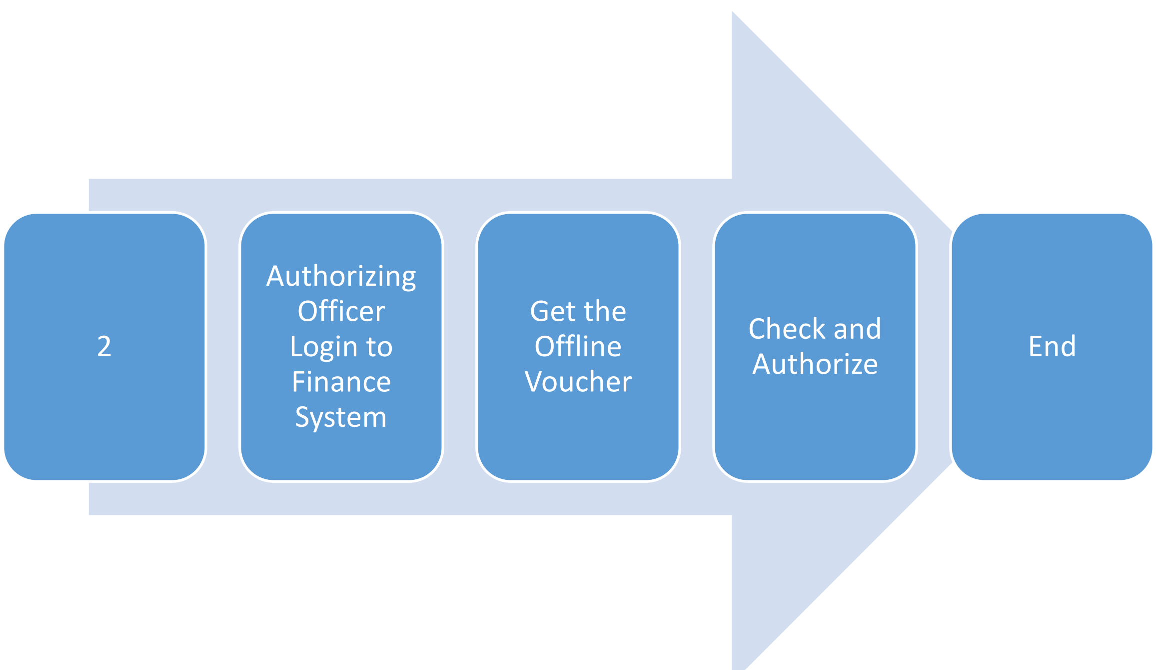
Finance Management

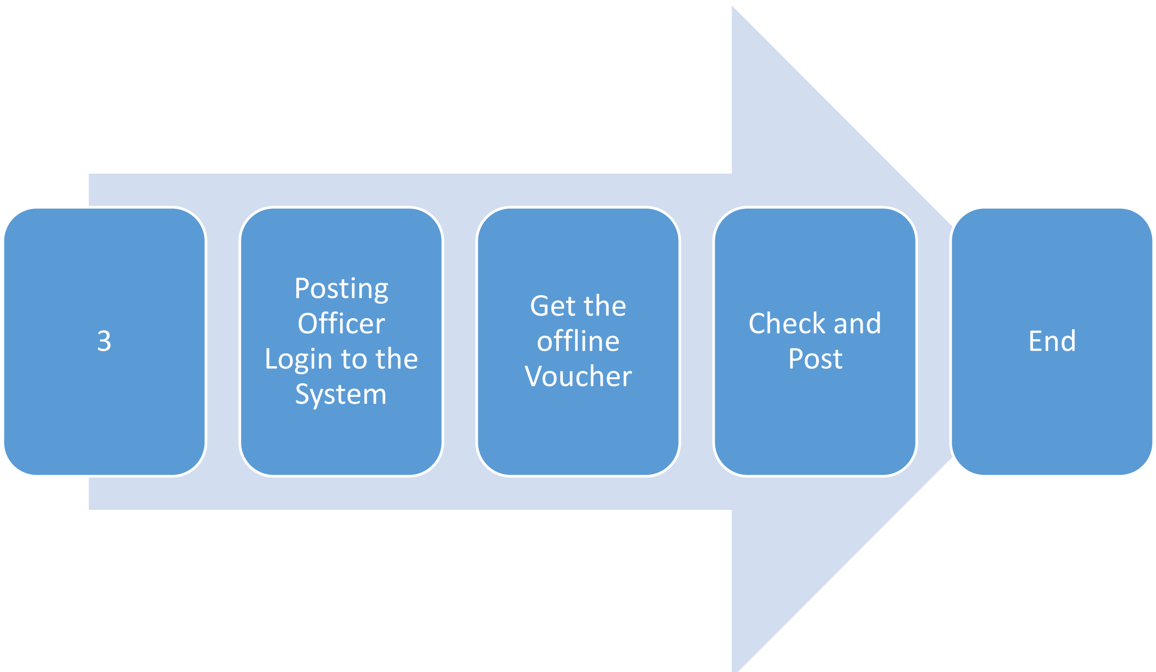
Voucher payments, Cheque payments, Cross Entry Vouchers, Book keeping, Budget, Final Accounts

READ MORE

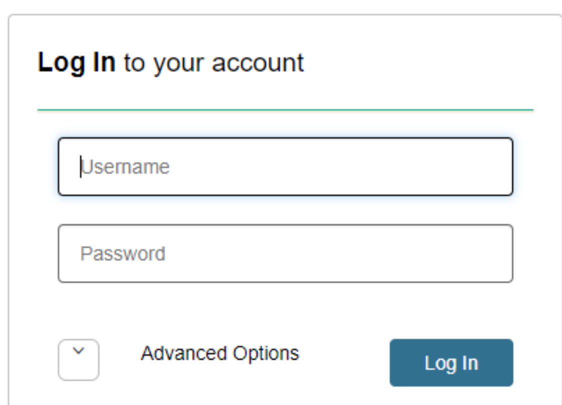
3. THE PROCESS







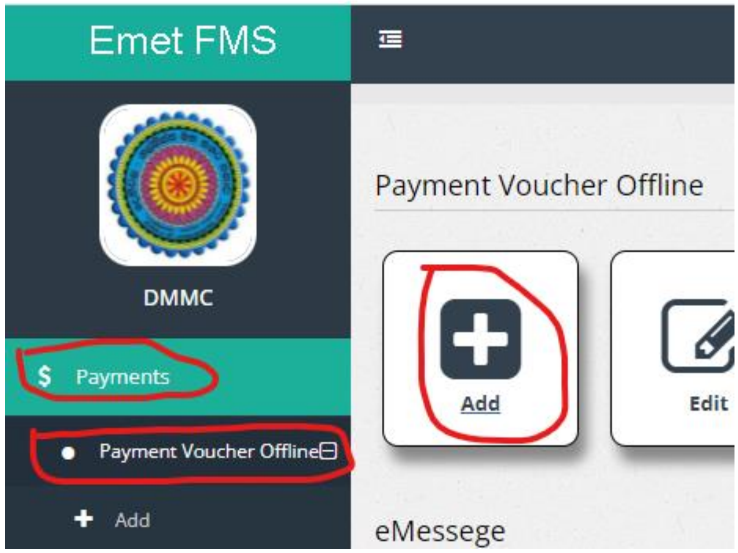
Step 2 : Login using your user name and password to the system



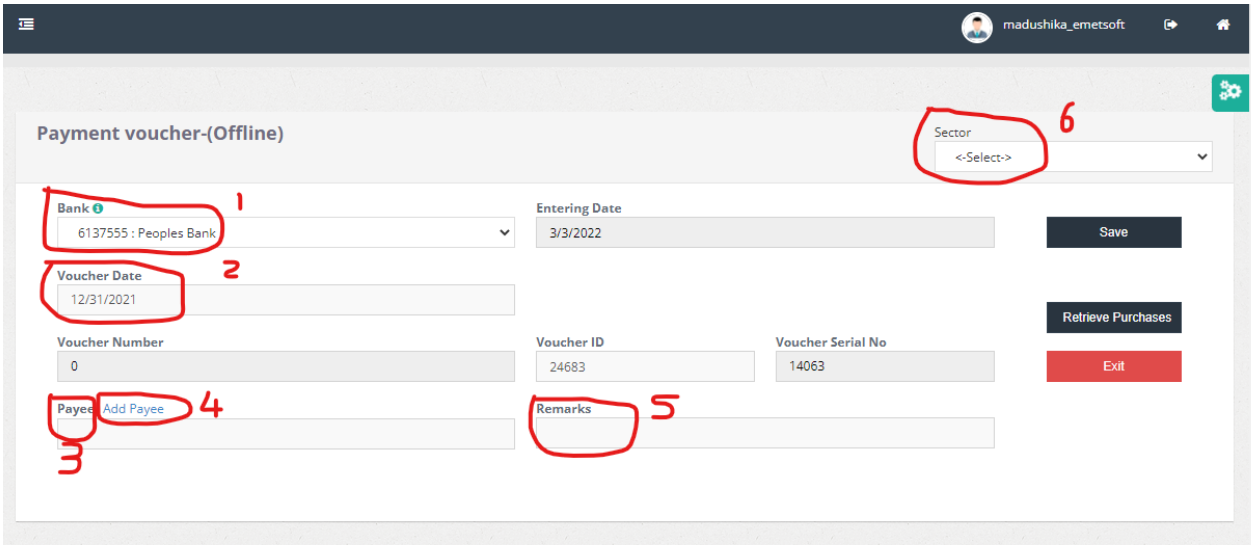
4. ADD OFFLINE VOUCHER

1. Click on Payments menu
2. Then click on Payments Voucher Offline
3. Then Add button

Step 3 : Then click on Payments menu and then Payment Voucher Offline and then Add

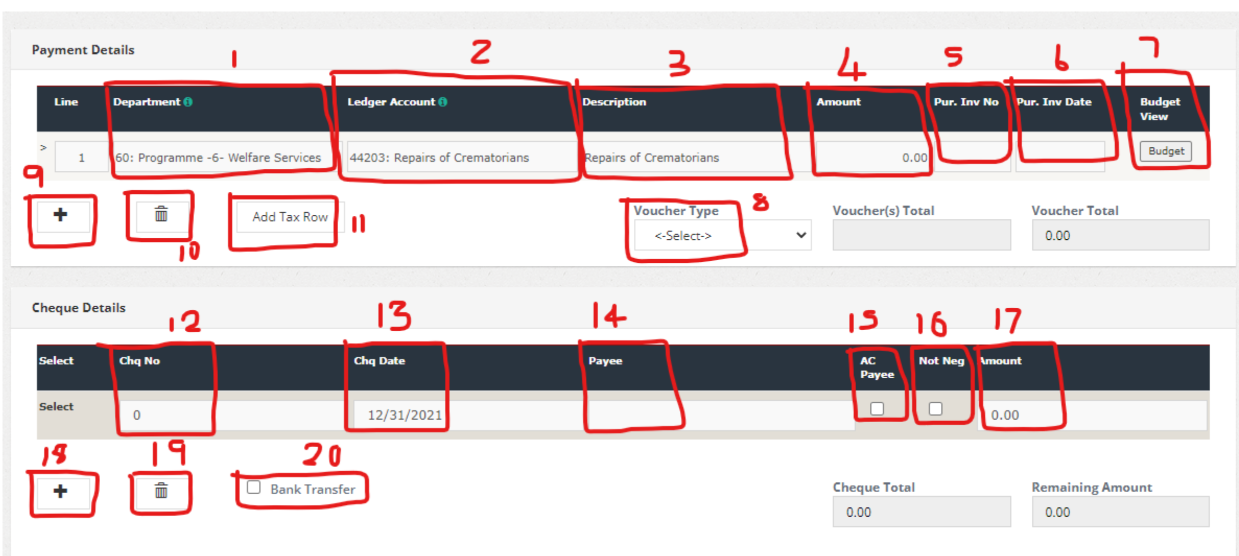


Step 4: Then user will get Payment Voucher Offline interface



1. Select the relevant Bank from the list
2. Voucher Date : The date of the voucher
3. Payee : Type first few letters of payee name and select the payee's name
4. Add Payee : If the payee not available in the list then want to add a new payee, click here. This will take to you to the payee adding interface.
5. Remarks : Special Facts/ details want to print in the voucher (other details)
6. Sector : Select the relevant sector. Sector will be used to classify further your transaction.

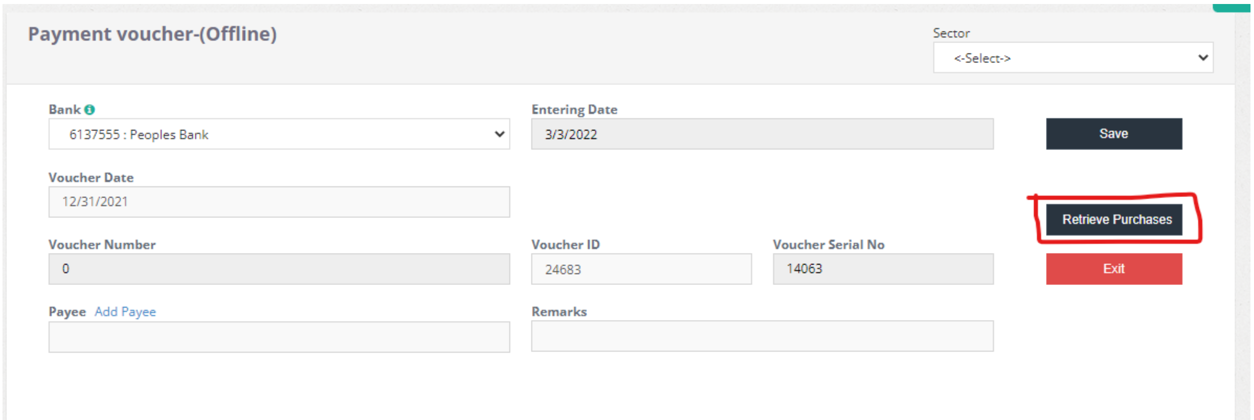
Step 5: Enter payment details and cheque details



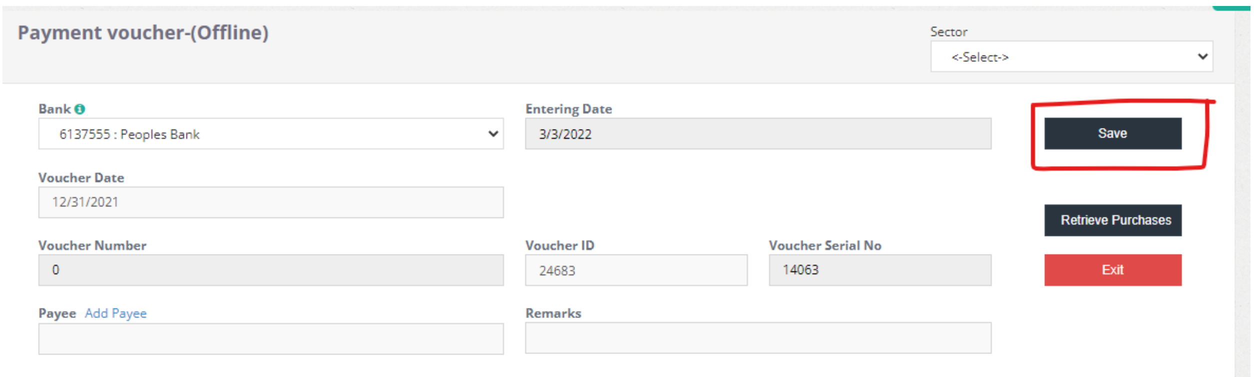
1. Department : this is the first part of the vote (ex : if the vote is 60-6-44203, here you have to select the 60-6 part)
2. Ledger Account : Select the ledger account relevant to the department (ex : if the vote is 60-6-44203, here you have to select the 44203 part)
3. Description : will be filled automatically based on the ledger selected, but user can change it as required
4. Amount : the pay amount
5. Pur.Inv No : referred Purchase Invoice Number
6. Pur.Inv Date : referred Purchase invoice date
7. Budget: click this button to View the budget
8. Voucher Type : External or Internal : if the payment is for external party, select External. If it is for internal like Shroff, or for an employee, then select Internal.
9. Click this Plus button to add a new row to the voucher
10. Select the row to be deleted and click on this trash icon to delete a selected row
11. Add Tax Row : Add a new tax row
12. Chq No : The number of the cheque
13. Chq Date : The date of the cheque
14. Payee : Name of the payee
15. AC Payee : If the A/C Payee label needed to be printed on the cheque, you need to tick here
16. Not Neg : if the Not Negotiable seal is to be printed on the cheque tick here
17. Amount : The amount of the cheque
18. If the user need to add multiple cheques click on Add new row button to add another cheque/ credit card/ money order row
19. Select the row you want to delete and click on the trash button to Delete a selected row
20. Bank Transfer : Select whether this transaction is a bank transfer or not. If it is a bank transfer, cheque details should not be filled.

5. RETIEVE PURCHASES

Step 6: Then user can click on Retrieve Purchases if want to retrieve details from the referred purchase order which relevant to the payment

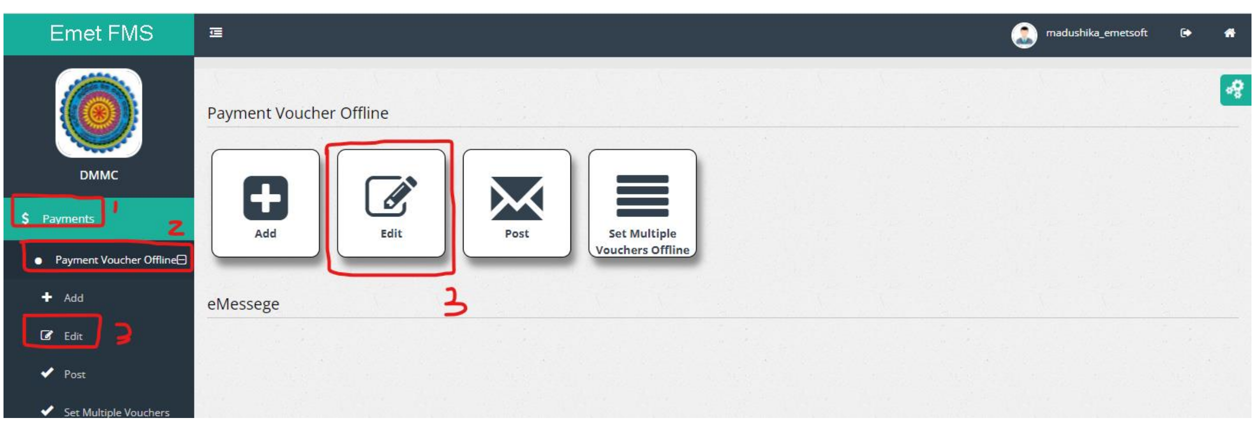


Step 7: Then user has to click on save button to save the voucher



6. EDIT OFFLINE VOUCHER

Step 8: If there are any changes to be done

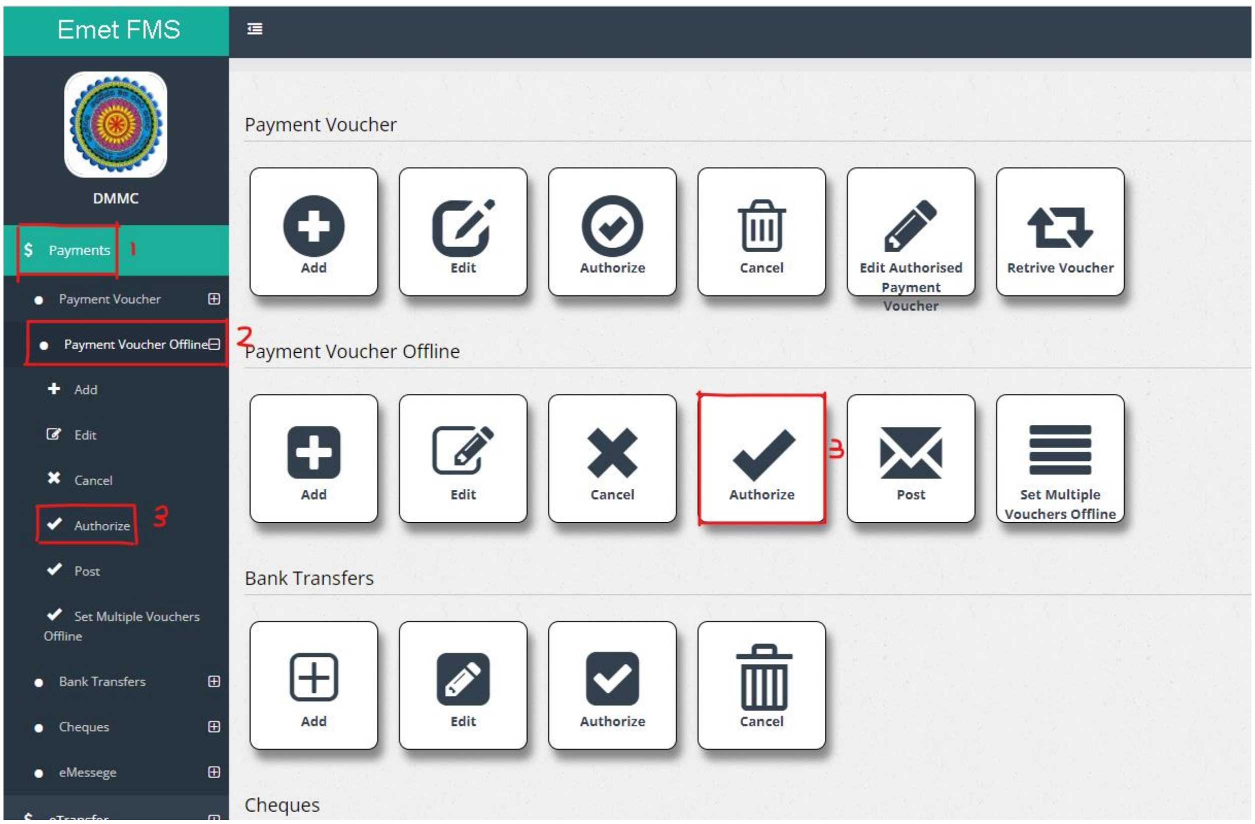


1. Go to the Payments menu

2. Click on Payment Voucher Offline
3. Then click on Edit icon
4. Then you will get the payment voucher to be edited

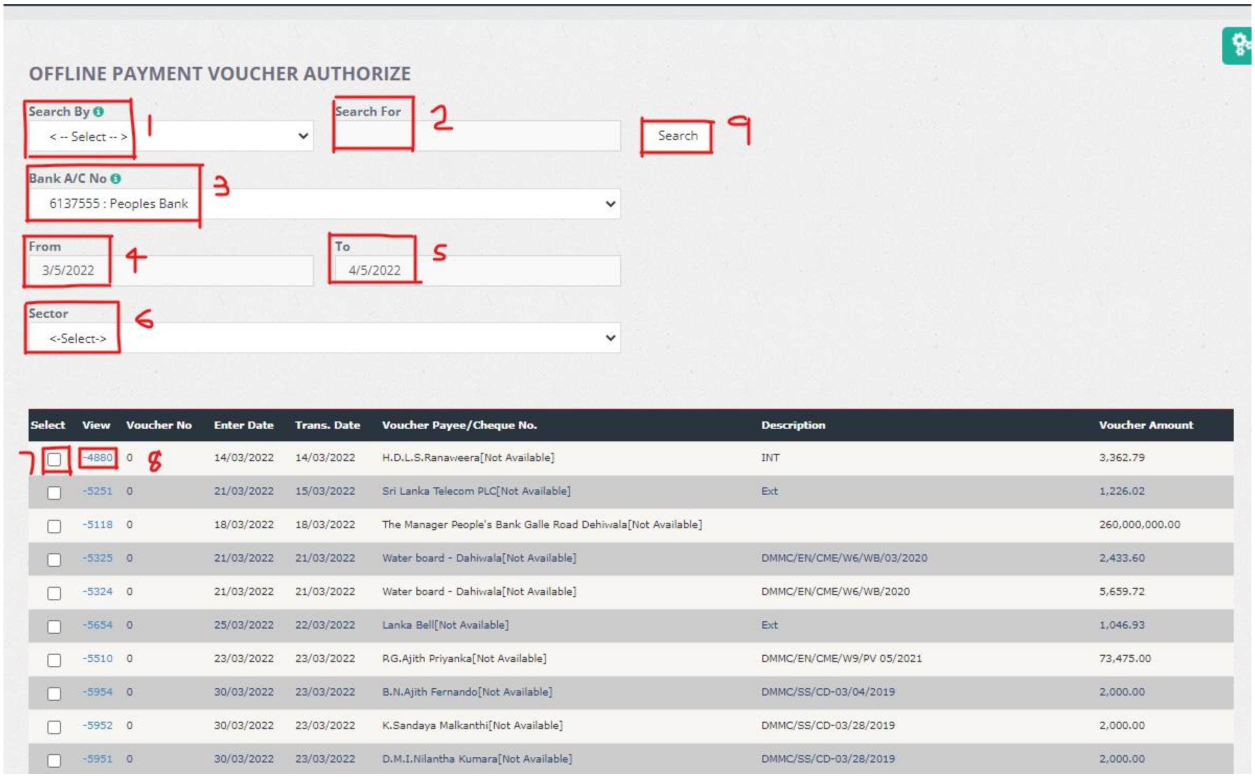
7. AUTHORIZE OFFLINE VOUCHER

Step 8: Offline voucher authorize



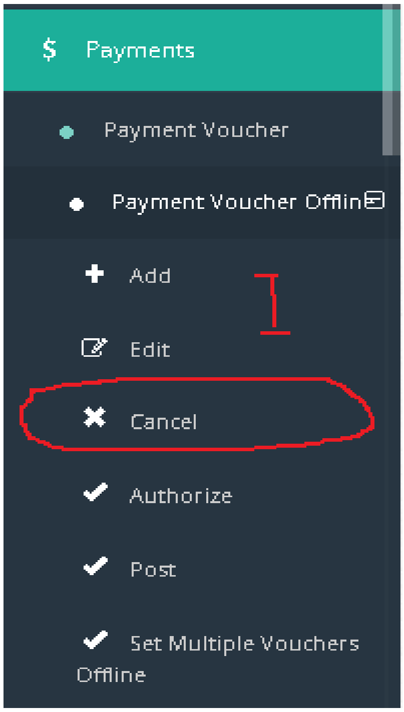
1. Go to the Payments menu
2. Click on Payment Voucher Offline
3. Then click on Authorize icon
4. Then you will get the payment voucher to be authorized

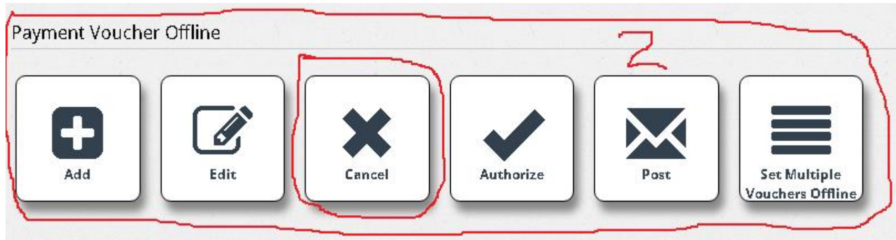
After Authorization, no one can edit the vouchers as well as there are no facility to reverse the authorization even for admin level users. So make sure to check the vouchers before authorize.



1. Search By : Select the category from list to search
2. Search For : Enter the details relevant to the selected category
3. Bank A/C No : Enter the bank account number
4. From : Select the date from which
5. To : Select the date to which
6. Sector : Select the relevant sector
7. Put the tick to select employees
8. Click to view the profile
9. Click to search

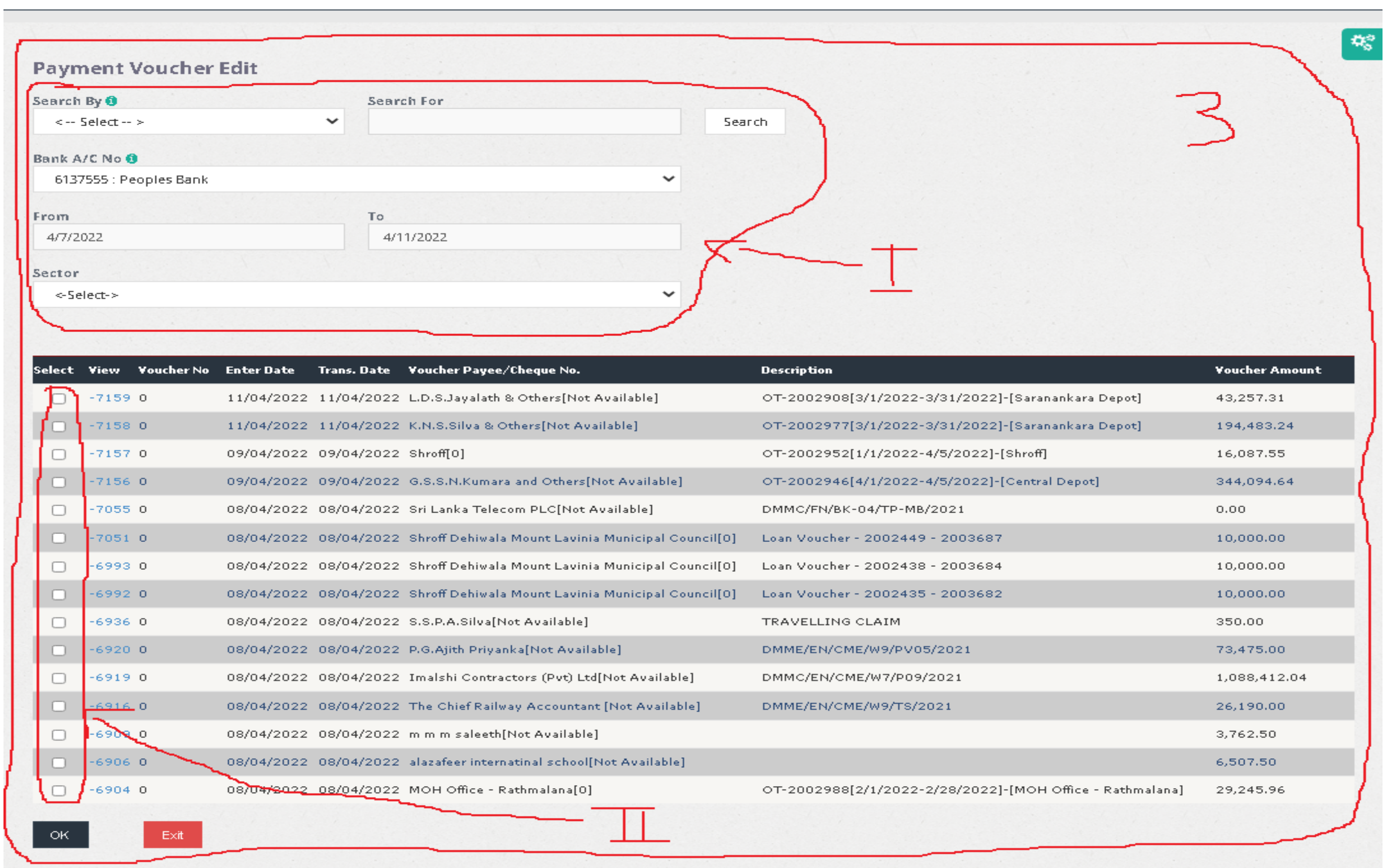
8. OFFLINE VOUCHER CANCELLING





1. First of all log in to Finance system by using the user names and passwords provided to the users. Then go to the Payment section in the system and then go to the Payment Voucher Offline Section and finally go to the **"Cancel section as shown in the First and Second images".**

2. Same thing shown in the second image.



Select	View	Voucher No	Enter Date	Trans. Date	Voucher Payee/Cheque No.	Description	Voucher Amount
	-7159	0	11/04/2022	11/04/2022	L.D.S.Jayalath & Others[Not Available]	OT-2002908[3/1/2022-3/31/2022]-[Saranankara Depot]	43,257.31
	-7158	0	11/04/2022	11/04/2022	K.N.S.Silva & Others[Not Available]	OT-2002977[3/1/2022-3/31/2022]-[Saranankara Depot]	194,483.24
	-7157	0	09/04/2022	09/04/2022	Shroff[0]	OT-2002952[1/1/2022-4/5/2022]-[Shroff]	16,087.55
	-7156	0	09/04/2022	09/04/2022	G.S.S.N.Kumara and Others[Not Available]	OT-2002946[4/1/2022-4/5/2022]-[Central Depot]	344,094.64
	-7055	0	08/04/2022	08/04/2022	Sri Lanka Telecom PLC[Not Available]	DMMC/FN/BK-04/TP-MB/2021	0.00
	-7051	0	08/04/2022	08/04/2022	Shroff Dehiwala Mount Lavinia Municipal Council[0]	Loan Voucher - 2002449 - 2003687	10,000.00
	-6993	0	08/04/2022	08/04/2022	Shroff Dehiwala Mount Lavinia Municipal Council[0]	Loan Voucher - 2002438 - 2003684	10,000.00
	-6992	0	08/04/2022	08/04/2022	Shroff Dehiwala Mount Lavinia Municipal Council[0]	Loan Voucher - 2002435 - 2003682	10,000.00
	-6936	0	08/04/2022	08/04/2022	S.S.P.A.Silva[Not Available]	TRAVELLING CLAIM	350.00
	-6920	0	08/04/2022	08/04/2022	P.G.Ajith Priyanka[Not Available]	DMME/EN/CME/W9/PV05/2021	73,475.00
	-6919	0	08/04/2022	08/04/2022	Imalshi Contractors (Pvt) Ltd[Not Available]	DMMC/EN/CME/W7/P09/2021	1,088,412.04
	-6916	0	08/04/2022	08/04/2022	The Chief Railway Accountant [Not Available]	DMME/EN/CME/W9/TS/2021	26,190.00
	-690[illegible]	0	08/04/2022	08/04/2022	m m m saleeth[Not Available]		3,762.50
	-6906	0	08/04/2022	08/04/2022	alazafeer internatinal school[Not Available]		6,507.50
	-6904	0	08/04/2022	08/04/2022	MOH Office - Rathmalana[0]	OT-2002988[2/1/2022-2/28/2022]-[MOH Office - Rathmalana]	29,245.96

3. The main interface for cancelling offline vouchers is shown above image. As shown in the above image Users need to set a “From date and a To date”, Bank A/C Number shown **in the Roman numeral point “I”**.

After that User can see added and authorized vouchers in a grid below in the interface. It is shown in the above image. **User can select a voucher that needed to cancel from the list as shown in the Roman Numeral Point “ii”**.

****Before cancelling user must check the Voucher Payee/Cheque Number, Voucher Date and the Amount of the voucher that is going to cancel****