User Guide

10.14 Finance Management- MA-91-Cash Book Income-Import Bank Deposit User Manual 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

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Date        Version    Description                         Author
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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

Import Bank Deposit

Finance Management

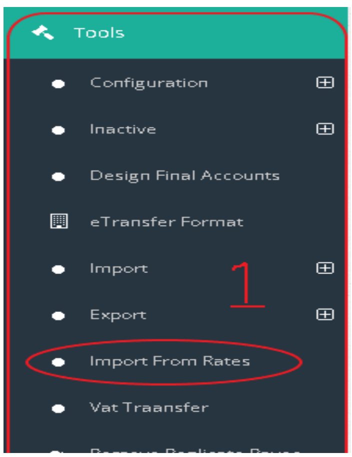
Voucher payments, Cheque payments, Cross Entry Vouchers, Book keeping, Budget, Final Accounts

READ MORE

3. CASH BOOK-INCOME IMPORT IN TFMS USER MANUAL

**** In order to get the complete Cash book report, both Income and Expenditure data need to be in the TFMS system. Expenditure data are already in the system because of Voucher, Cheques, Journal handling. But the Income data has to import from the Revenue system. Below is the way to get the Income data to the TFMS system****

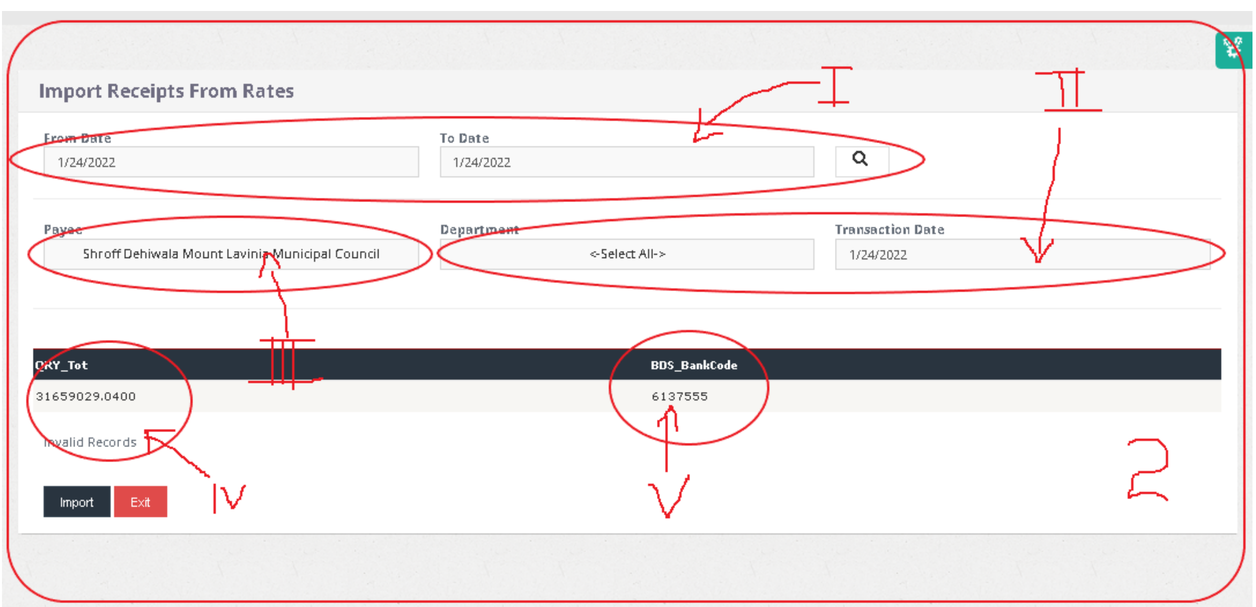
1. First Log into the TFMS system and go to the Tools section **(Only authorize users with permission can go to the Tools section)** and then select Import from Rates **function (Highlighted by a Red circle in the First Image)**.



2. After selecting Import from Rates user will get an interface as shown in the above 2nd image. **Important Note: User need to select the From date and To date and those dates should be same. For example: From Date: 1/24/2022 and To Date: 1/24/2022. (Shown in Roman Numeral Point "I" in the Image 2).**

3. After setting dates and searching the user has to set the Payee. **(Normally it should be Shroff Dehiwala Mount Lavina Municpal Council). (Shown in Roman numeral point "iii" in the Image 2). Then the user has to set Department (Not Essential) and the Transaction Date (transaction date should be the same as From and To Dates).**

4. Then user has to check the Total amount of the receipts **as shown in the Roman Numeral Point "iv" and the Bank account number as shown in the Roman Numeral Point "v".**



After checking all user can save it to import Income to the Finance System.