

User Guide

10.16 Finance Management -MA-95-Bank Reconciliation
-Cheque encashments and realization 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
30-08-2025	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 Encashment (for Bank Reconciliation)



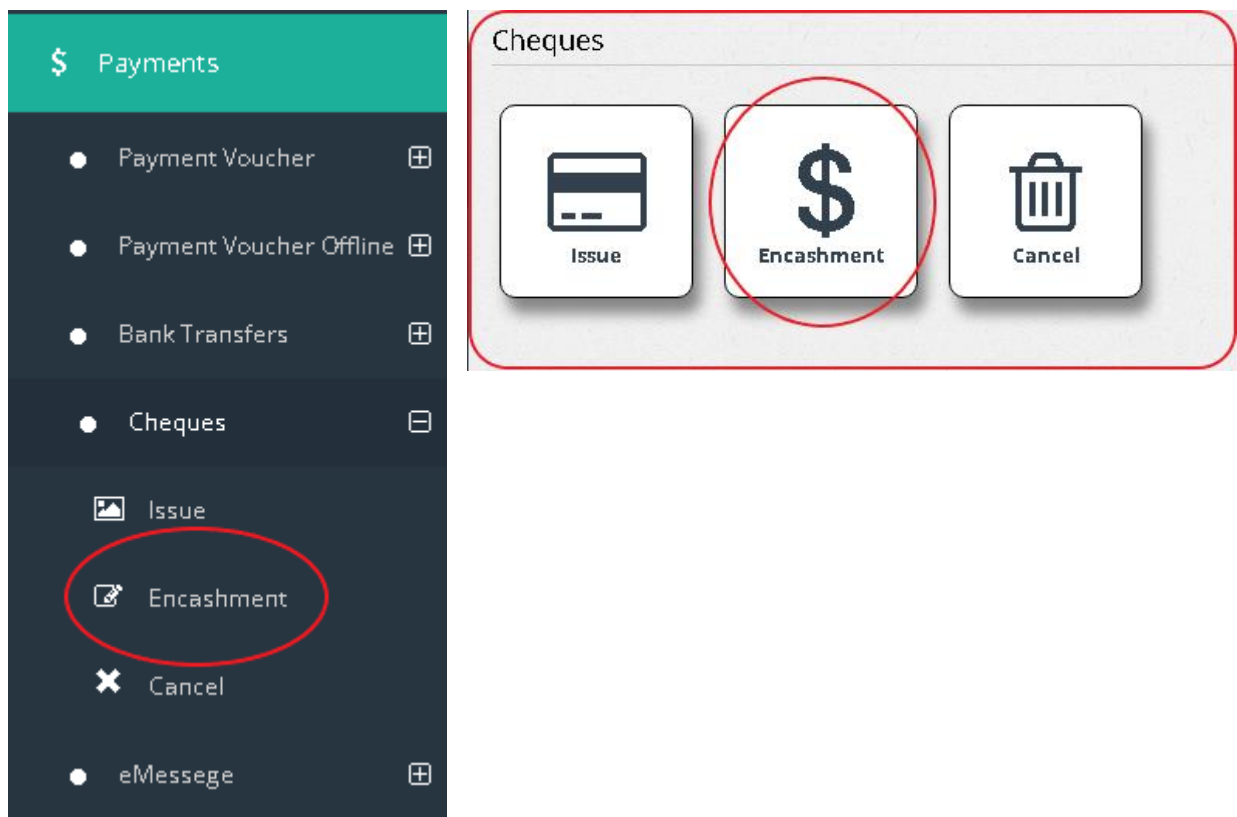
Finance Management

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

[READ MORE](#)

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.



CHEQUE ENCASHMENT

Search By i

Cheque No

Search For

Q

Bank Acc Number ii

Commer Bank - ~~1100010000~~ : Commercial Bank PLC - Current A/C No. ~~1100010000~~

Encashed :

☐ Yes iii

☒ No

From :

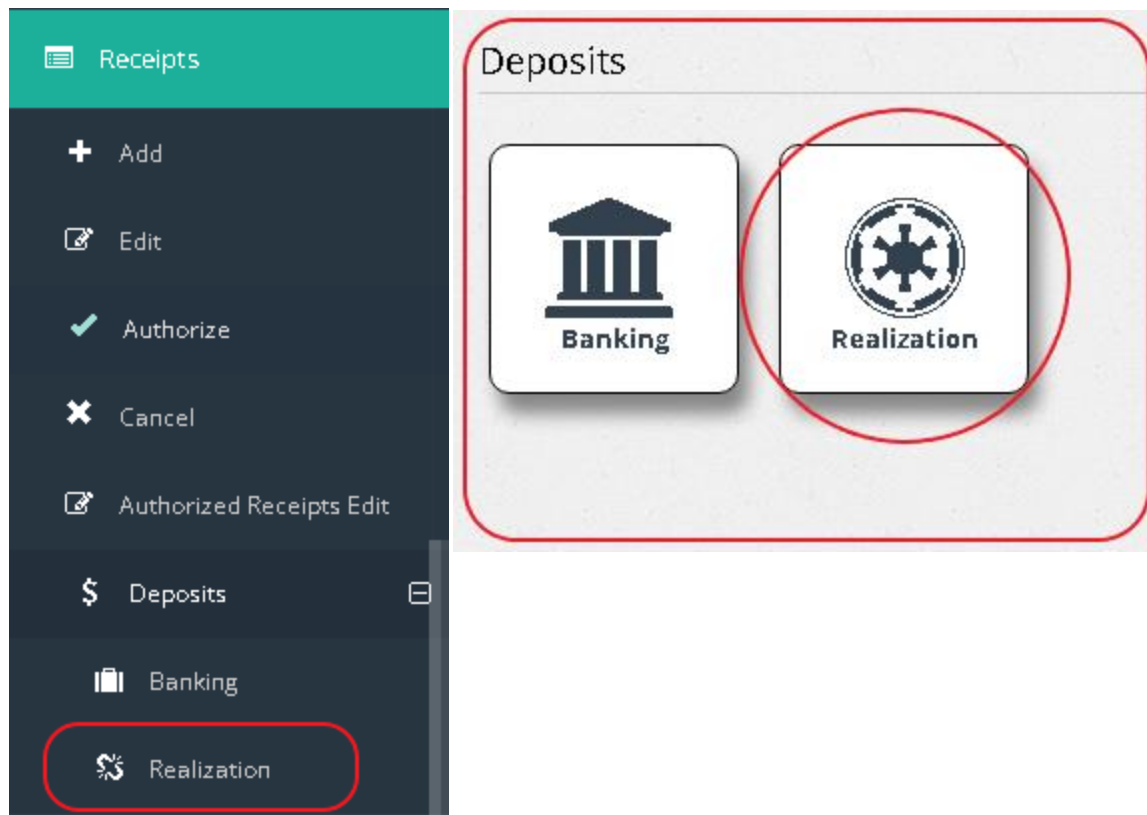
To :

Select	Bank Acc Number	Cheque No	Cheque Date	Amount	Encashed Date	Chq. Payee
☐	Commer Bank - 1100010000	634092	03/28/2022	41,084.00		Cash
☐	Commer Bank - 1100010000	634093	03/28/2022	127,895.00		Smart Cool Air Conditioning (Pvt) Ltd.
☐	Commer Bank - 1100010000	634094	03/28/2022	15,680.00		Search Advanced Technology
☐	Commer Bank - 1100010000	634095	03/28/2022	173,788.50		A G Melco Elevator Company Lanka (Pvt) Limited
☐	Commer Bank - 1100010000	634096	03/28/2022	173,750.00		P.V.S.V. Perera
☐	Commer Bank - 1100010000	634097	03/28/2022	12,000.00		Cash
☐	Commer Bank - 1100010000	634098	03/28/2022	113,060.00		Sixlions Vanguard Service
☐	Commer Bank - 1100010000	634099	03/28/2022	16,250.00		Mr.W.A. Sampath Bandara Samaranayaka
☐	Commer Bank - 1100010000	634100	03/28/2022	41,750.00		Cash
☐	Commer Bank - 1100010000	634101	03/28/2022	30,000.00		Cash
☐	Commer Bank - 1100010000	634102	03/28/2022	22,219.00		Cash

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 - ~~1100010001~~

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
☐	Commer Bank - 1100010001	25/Mar/2022			183,713.25	468	3574	Cash		3/25/2022	Commercial Bank of Ceylon Ltd.
☐	Commer Bank - 1100010001	25/Mar/2022			60,000.00	469	3577	Cash		3/25/2022	CBS
☐	Commer Bank - 1100010001	28/Mar/2022			30,150.00	470	3587	Cash		3/28/2022	Mrs. T.M.D. Simali
☐	Commer Bank - 1100010001	28/Mar/2022			2,250.00	471	3588	Cash		3/28/2022	Mr. Eshantha Mendis
☐	Commer Bank - 1100010001	28/Mar/2022			10,364.00	472	3589	Cash		3/28/2022	Mrs. Samudrika Lihiniyakumara
☐	Commer Bank - 1100010001	29/Mar/2022			47,136.00	473	3603	Cash		3/25/2022	Commercial Bank of Ceylon Ltd.
☐	Commer Bank - 1100010001	29/Mar/2022			34,280.00	474	3605	Cash		3/28/2022	Commercial Bank of Ceylon Ltd.
☐	Commer Bank - 1100010001	29/Mar/2022			50,000.00	475	3612	Cash		3/29/2022	Rev. Priyantha Wijegoonawardena
☐	Commer Bank - 1100010001	29/Mar/2022			43,420.00	476	3613	Cash		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**.