

User Guide

10.20 Finance Management-CC-99--Final Accounts Reports 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

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Final Accounts Reports

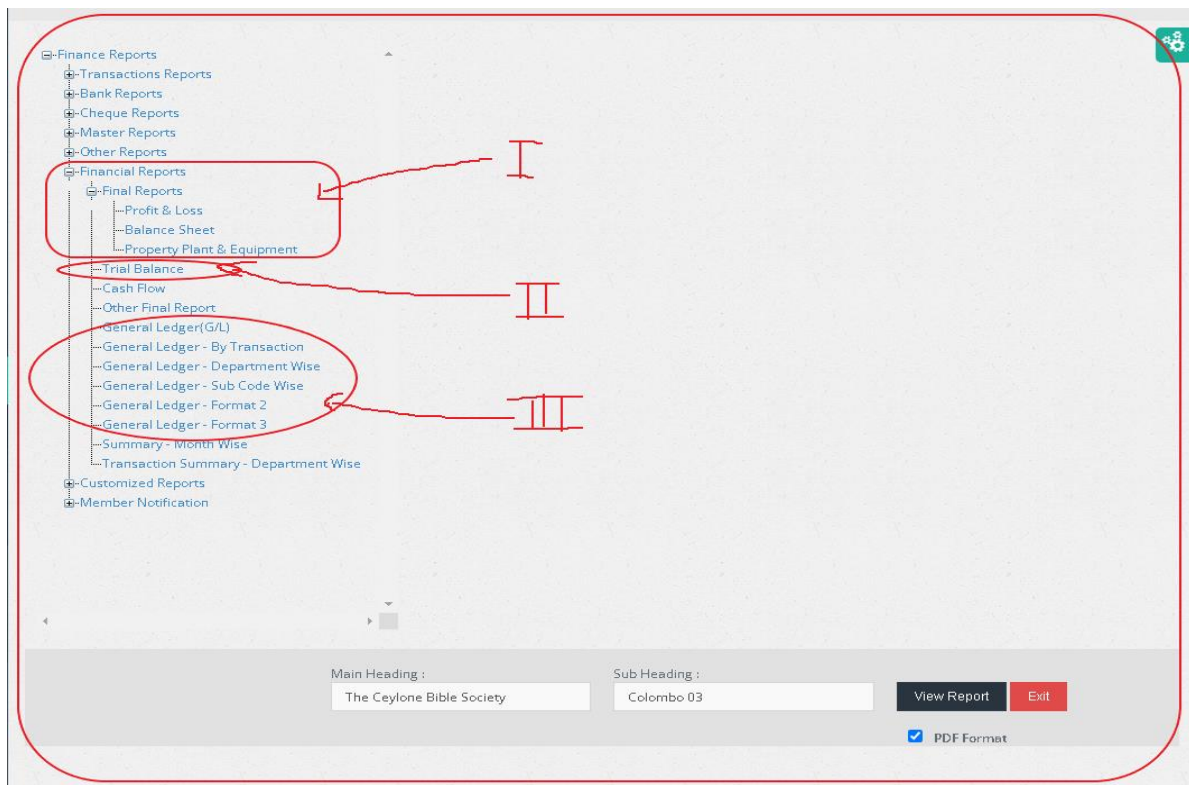
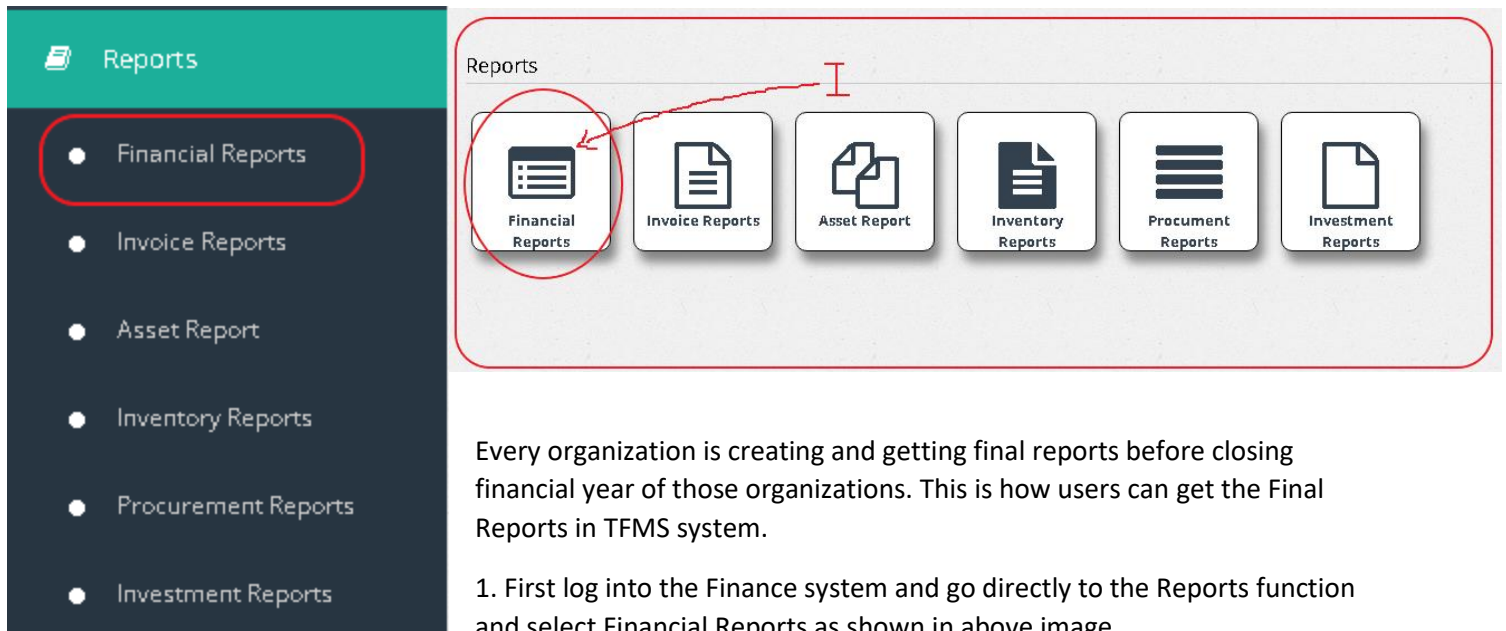


Finance Management

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



2. After selecting Financial Reports, user will get interface as shown in the above image. In that interface there is Reports section called Final Reports **as shown in the Roman Numeral Point "I"**. Profit & Loss report, Balance Sheet report are shown under this section.

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 shows the 'Final Reports' section of the TFMS interface. A red circle labeled 'I' highlights the 'Profit & Loss' option in the left-hand menu. To the right, there are several configuration options: a radio button group for 'Ignore Department' (selected) and 'Consider Department', with a red circle labeled 'II' around it; a 'Format' dropdown menu set to '<-Select->', with a red circle labeled 'III' around it; a checkbox for 'Round off to nearest Rupee'; a checkbox for 'Consider Previous balance from last cleared date and P&L item'; and date fields for 'From Date' (2/28/2022) and 'To Date' (3/31/2022), with a red circle labeled 'IV' around them. At the bottom, there are fields for 'Main Heading' (The Ceylone Bible Society) and 'Sub Heading' (Colombo 03), and a red circle labeled 'V' around the 'View Report' and 'Exit' buttons. A 'PDF Format' checkbox is also present at the bottom.

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

The screenshot shows the TFMS interface for generating a Balance Sheet report. The interface is divided into several sections:

- Sidebar Menu:** A list of reports under the 'Finance Reports' category. The 'Balance Sheet' report is highlighted with a red box and labeled with Roman numeral 'I'.
- Main Configuration Area:**
 - Department Selection:** Radio buttons for 'Ignore Department' (selected), 'All Departments', and 'Selected Department/s'. Labeled with Roman numeral 'II'.
 - Order By:** Radio buttons for 'Category ID', 'Account Code', and 'Account Name' (selected). Labeled with Roman numeral 'III'.
 - Department Code Selection:** Radio buttons for 'Department Code' (selected), 'Department Long Code', and 'Department Name'. Labeled with Roman numeral 'IV'.
 - By Account/Department:** Radio buttons for 'By Account' (selected) and 'By Department'.
 - Display Options:** Checkboxes for 'Display Zero Values' and 'Round off to nearest Rupee'.
 - To Date:** A text field containing '4/28/2022'.
- Footer:**
 - Main Heading:** A text field containing 'The Ceylone Bible Society'.
 - Sub Heading:** A text field containing 'Colombo 03'.
 - Buttons:** 'View Report' and 'Exit'.
 - PDF Format:** A checked checkbox.

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 General Ledger Report interface in TFMS. The left sidebar contains a tree view of reports, with 'Trial Balance' highlighted under 'Financial Reports'. The main content area includes the following sections:

- Department Options:**
 - ☒ Ignore Department
 - ☐ Consider Department
- Department Wild card:**
 - ☒ Existing Wild Card
 - ☐ New Wild Card
 - <-Select->
- When department wild card is selected, above department options will be ignored:**
 - ☐ All Accounts
 - ☒ Selected Account/s
- From Acct:**
 - Account Receivable: Freight Cha
- To Acct:**
 - Account Receivable: Freight Cha
- Account Wild card:**
 - ☒ Existing Wild Card
 - ☐ New Wild Card
 - <-Select->
- When account wild card is selected, above account options will be ignored:**
 - ☐ Consider Previous balance from last cleared date and P&L item
- From Date:**
 - 2/28/2022
- To Date:**

Additional options on the right include Landscape, Credit Side, and Debit Side.

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.