

User Guide

02.06 Finance Management-MA-82--Vote Ledger Maintain-Reports and Journal Vouchers 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

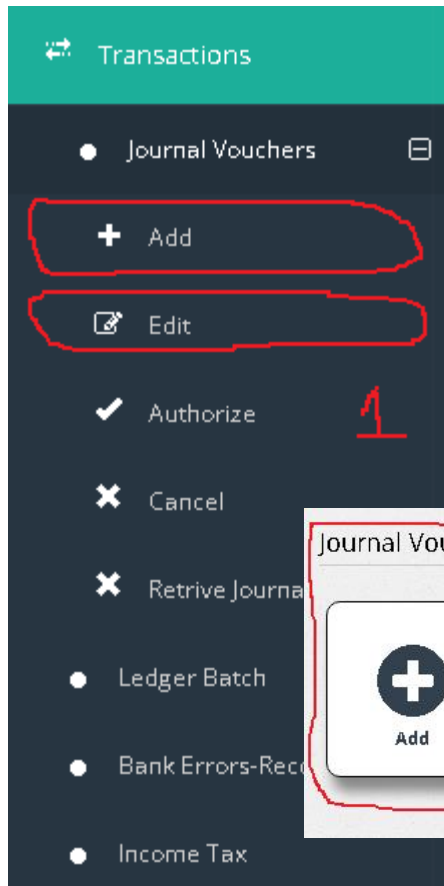


Finance Management

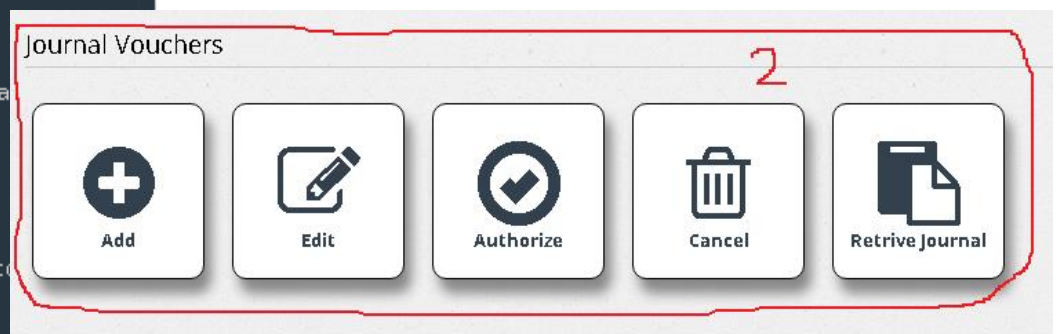
Voucher payments,
Cheque payments,
Cross Entry Vouchers,
Book keeping, Budget,
Final Accounts

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3. JOURNAL VOUCHERS AND REPORTS



1. Log in to the Finance system by using User Name and Password provided to the user. Then go to the Transaction section of the system and click on the Journal vouchers section and go to the Add section to add new Journal Vouchers. (Shown in the First and Second Images)



The screenshot shows the 'Journal Voucher' form and the 'Journal Details' table. The form fields are: Journal ID (56498), Serial No (55162), Description, Enter Date (4/12/2022), Reference, Transaction Date (3/31/2022), and Payee. The 'Journal Details' table has columns: Line, Department Code, Ledger Account, Description, Debit, Credit, Sub Code, and Reference. The table contains one row with Line 1, Department Code, Ledger Account, Description, Debit 0.00, and Credit 0.00. The 'Journal Details' table is circled in red. A red number '3' is written next to the form. A red Roman numeral 'I' is written above the Serial No field. A red Roman numeral 'II' is written above the Debit Total field.

Line	Department Code	Ledger Account	Description	Debit	Credit	Sub Code	Reference
Select 1				0.00			

Printing Formats: Format_JVrpt

Out of Balance: 0.00

Debit Total: 0.00

Credit Total: 0.00

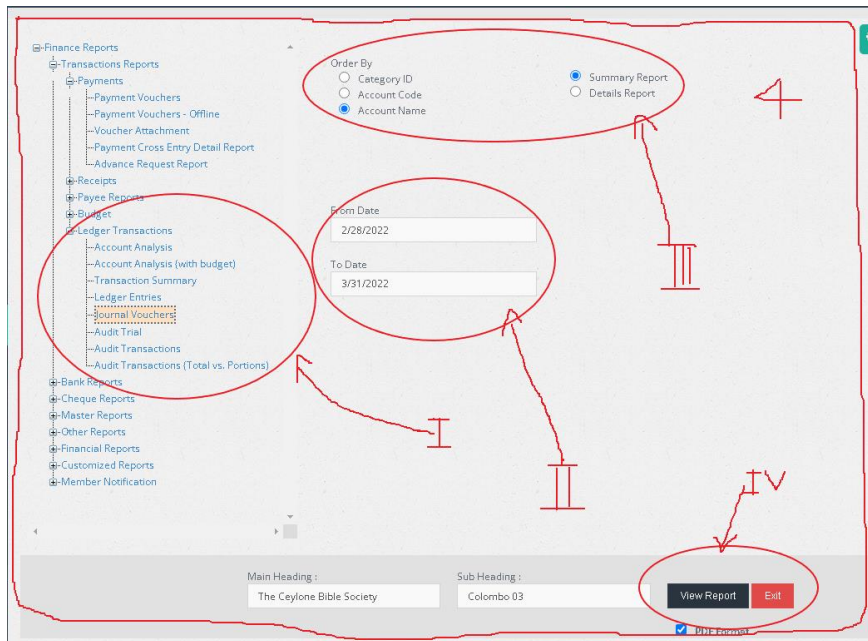
2. After going to the Journal vouchers main interface, the user will have to fill the details in that interface to add a new Journal voucher. (Shown in Image 3 Above)

As shown in Roman Numeral Point "I", User need to Add a description, set enter date if the date is not the current date of that journal voucher, Add a reference to the journal,

Most importantly User need to add the payee and can add the Transaction Date according to the journal vouchers.

In the Journal Details section user need to set Department Code, Ledger Account (vote), Description, Debit and Credit amounts **as shown in the Roman Numeral Point “iii”**. User can add any number of Rows by clicking “+” sign in the journal details.

****Every Journal Vouchers have Two Rows one is Credit side and other is Debit side****



3. In order to get Journal Voucher related reports user must go to the Reports section first. Then go to the Finance Report----- Transaction Reports----- Ledger Transactions----- Journal Vouchers. **(Shown in Roman Numeral Point “I”)**

After going to the reports interface user has options to get the summary or detail report of the journal vouchers and user can sort the data in the report by

using Order by options in the interface as well. **(Shown in Roman Numeral Point “iii”)**

Before viewing the report user need to set a specific date range to get the report for that date range. **(It is shown in Roman numeral Point “ii”).**

After viewing the report user can check Date, Journal Voucher number, References, Description, Debit Amount, Credit Amount and Status from the report.