

User Guide

02.1 Finance Management- Administrator- 106-Configuration for Administrator 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

Advance Configuration for Administrators (Finance)

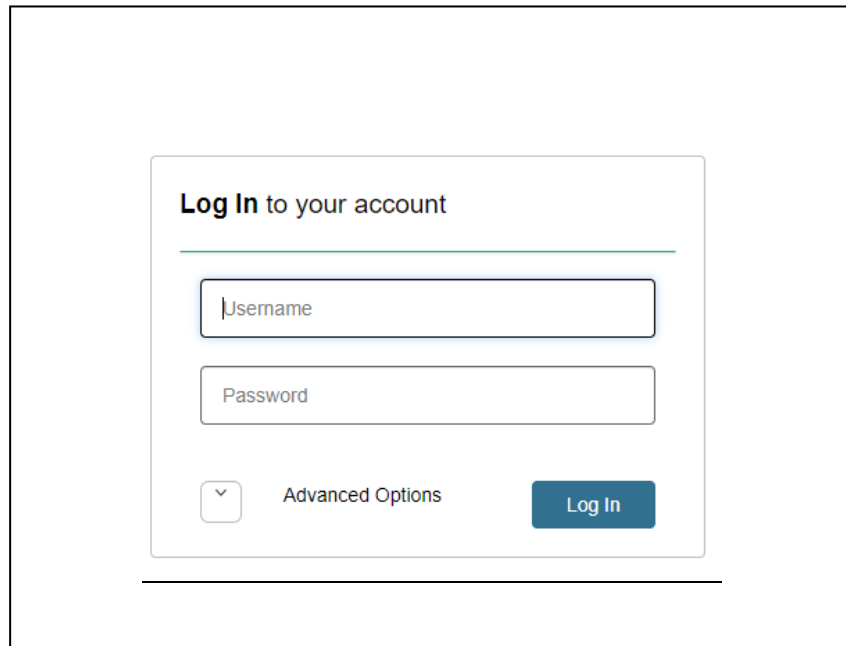


Finance Management

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

[READ MORE](#)

Step 1: Login using your user name and password to the system



Log In to your account

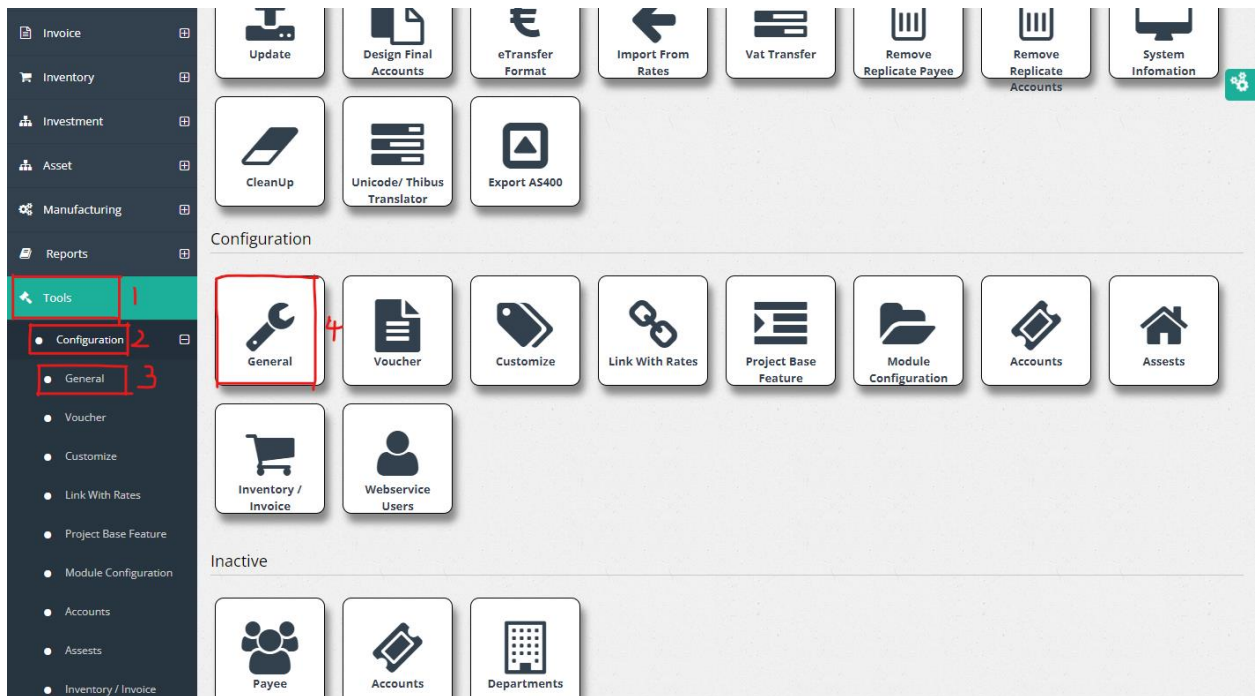
Username

Password

Advanced Options

Log In

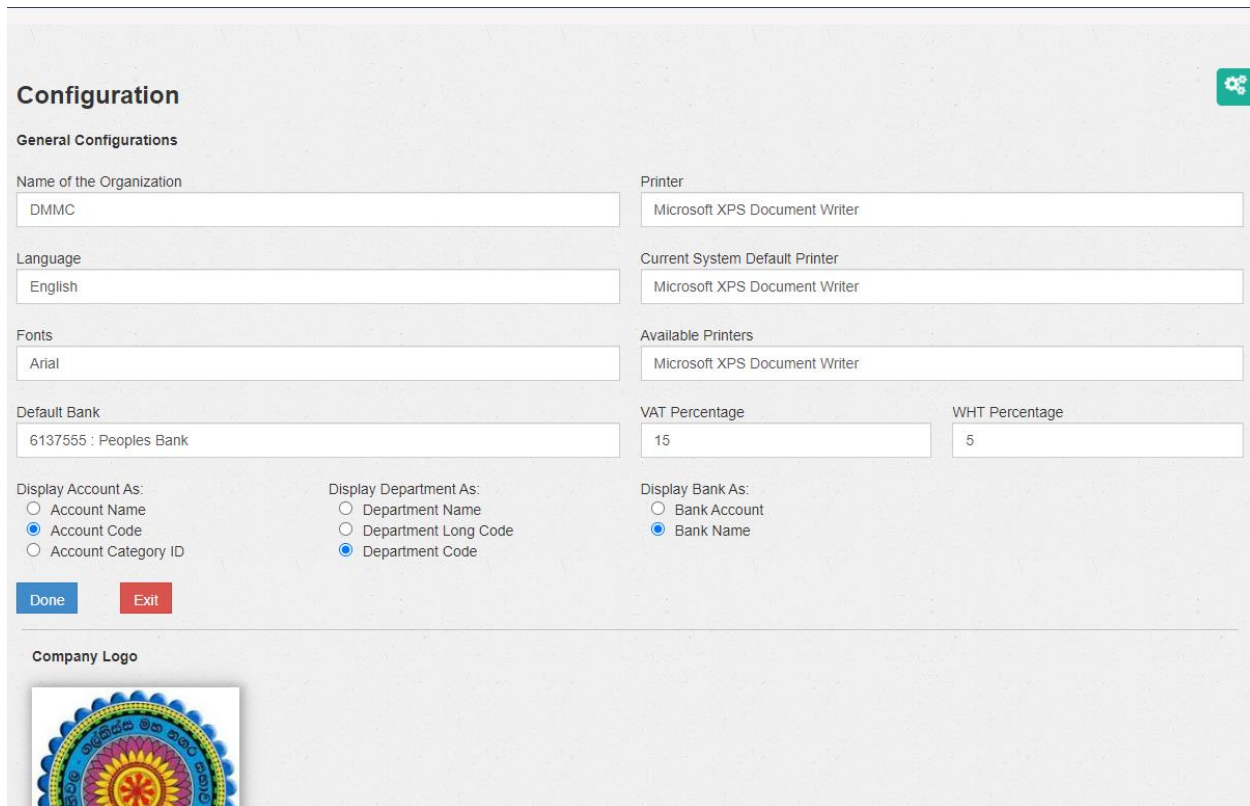
Step 2: General



The dashboard features a dark sidebar navigation menu on the left with the following items: Invoice, Inventory, Investment, Asset, Manufacturing, Reports, Tools (highlighted with a red box and number 1), Configuration (highlighted with a red box and number 2), and General (highlighted with a red box and number 3). Below the sidebar, the main area is divided into sections: 'Update' (with icons for Update, Design Final Accounts, eTransfer Format, Import From Rates, Vat Transfer, Remove Replicate Payee, Remove Replicate Accounts, System Information), 'CleanUp' (with icons for CleanUp, Unicode/ Thibus Translator, Export AS400), 'Configuration' (with icons for General (highlighted with a red box and number 4), Voucher, Customize, Link With Rates, Project Base Feature, Module Configuration, Accounts, Assests), 'Inventory / Invoice' (with icons for Inventory / Invoice, Webservice Users), and 'Inactive' (with icons for Payee, Accounts, Departments).

1. Under tools option
2. Under configuration option
3. Select general

Can change the details according to the relevance



Configuration

General Configurations

Name of the Organization
DMMC

Printer
Microsoft XPS Document Writer

Language
English

Current System Default Printer
Microsoft XPS Document Writer

Fonts
Arial

Available Printers
Microsoft XPS Document Writer

Default Bank
6137555 : Peoples Bank

VAT Percentage
15

WHT Percentage
5


Display Account As:
 Account Name
 Account Code
 Account Category ID

Display Department As:
 Department Name
 Department Long Code
 Department Code

Display Bank As:
 Bank Account
 Bank Name

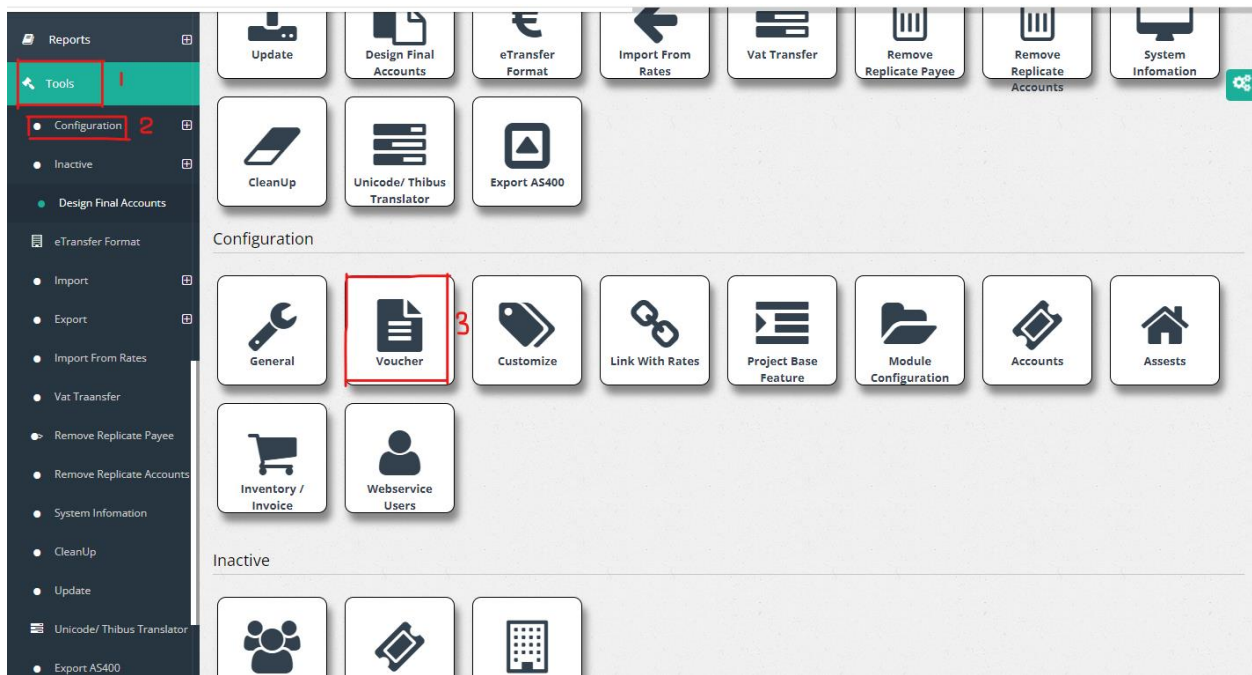
Done **Exit**

Company Logo

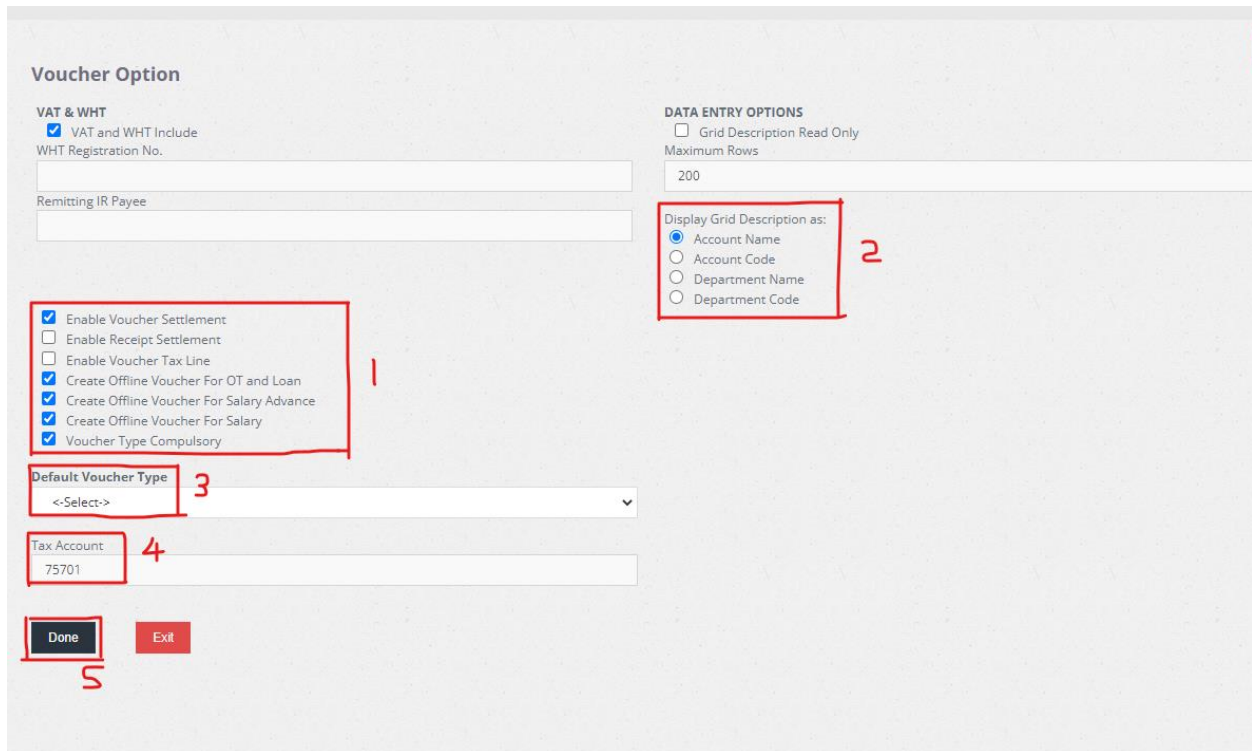


Here user can change the default general settings of the finance system. Like logo, display modes, etc.

Step 3: voucher

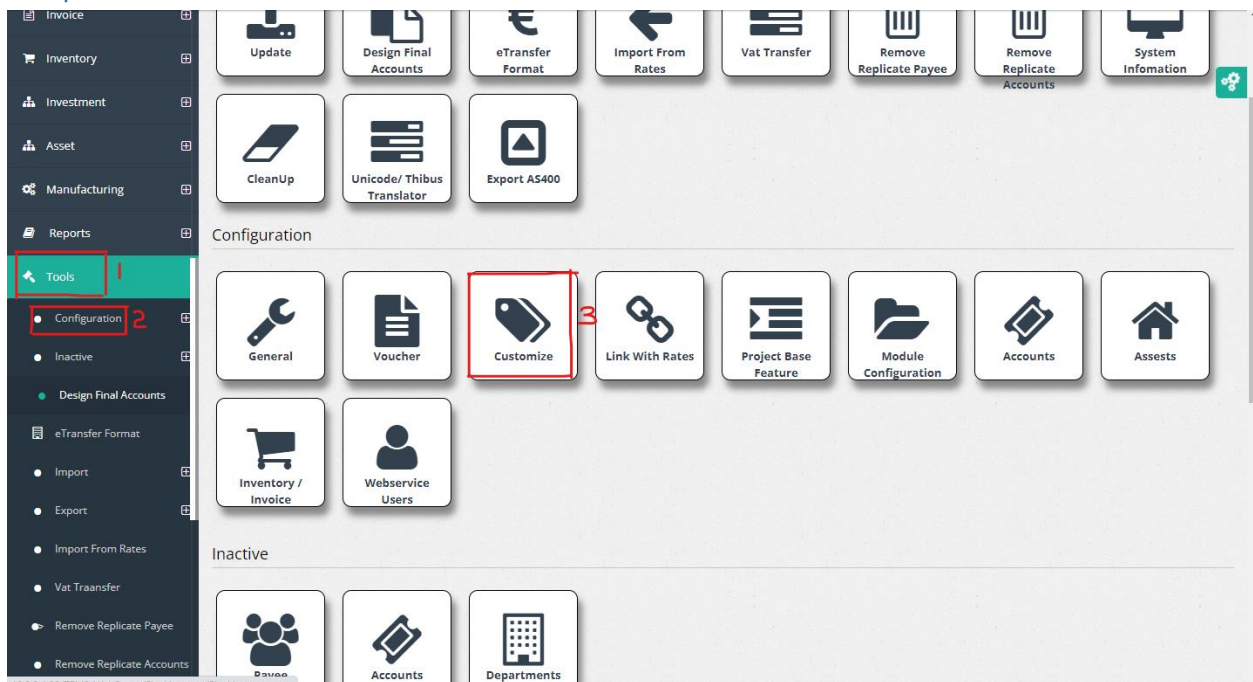


1. Under tools option
2. Under configuration option
3. Select voucher



1. Put the relevant tick according to the requirements
2. Put the tick to select
3. Select from the drop down menu
4. Change if needed
5. Click to save changes

Step 4: Customize



1. Under tools option
2. Under configuration option
3. Select customize

Put the tick to select an option. And click on done to save changes.

Customize Configuration

GENERAL OPTIONS

- Allow manipulation of option for payee
- Customized back-ground image
- Operating System Win 2000/XP or above for Chq printing with chain papers
- Use Transaction Date for main operations
- Activate Budgeting facility
- Restrict Exceeding Budget
- Activate Advance Request

VOUCHER AND CHEQUE

- Activate multiple cheque handling facility
- Voucher Number Bank Independent
- Reset Voucher Number for every month
- Automatically Authorize Vouchers
- Automatically Authorize Offline Vouchers

PAY-IN-VOUCHER OPTIONS

- Receipt Number is unique for Bank Account
- Use Continuous Receipt Number
- Hide Receipt Number
- PIV number Unique for Bank Account
- Reference used in PIV
- Automatically Authorize PIV
- Reset PIV number for every month
- Print Invoice details in receipt printing

INSTITUTIONAL OPTIONS

- Compatible with Treasury Operations
- Enable Pradeshiya Sabha Reports
- Use Crystal Report as default report

JOURNAL VOUCHERS

- Automatically Authorize Journal
- User Payee/Drawer Name for Journal Vouchers
- Use Bank Restriction for Ledger Entries

ACTIVATE USER LEVEL RESTRICTIONS

- Payment Vouchers
- Pay-In Vouchers
- Ledger Entries/Journal Vouchers/Bank Other Transactions

TRANSACTION DATE IS ONLINE IN

- Payment Vouchers
- Pay-In-Voucher
- Journal Voucher
- Invoice
- Ledger Entries

USE INVOICE

- Payment Vouchers
- Pay-In-Voucher

FILTER BY SECTOR (FOR DATA ENTRY)

- Ledger Accounts
- Departments/Projects
- Payee

STRUCTURE FOR DEPT/ACC CODES

- Ledger A/C
- Automatically Depend Acc
- Department
- Automatically Depend Dept

Symbol For Ledger Acct

Symbol For Department code

Work Folw

- Enable Log Events
- Use Sub Code
- Use SP
- Restrict Department
- Use Sector
- Use Sector For Voucher Number
- Add Multiple Voucher For Salary
- Write Cheque For Slip Transfer
- Dont Use Salary Journal
- Enable Direct Printing
- Enable Web service
- Enable Web service security
- Use 3rd Party Payroll System
- Enable Two-Factor Authentication

Material Request Note

Purchase Order

Asset

Work Folw

- Material Request Note
- Purchase Order
- Asset

Password Policies

- Enable Force Complex Passwords
- Enable reCaptcha

Reset Passwords Periodically:

Number of Attempts for Login:

Document Uploading Configurations

- Enable Upload Documents

Document Uploading Methode

- FTP Server
- Local Folders

FTP Server Configurations

FTP Url:

FTP User Name:

FTP Password:

FTP Enable SSL:

File Upload Path

File Upload Path:

Create Folders In FTP Server

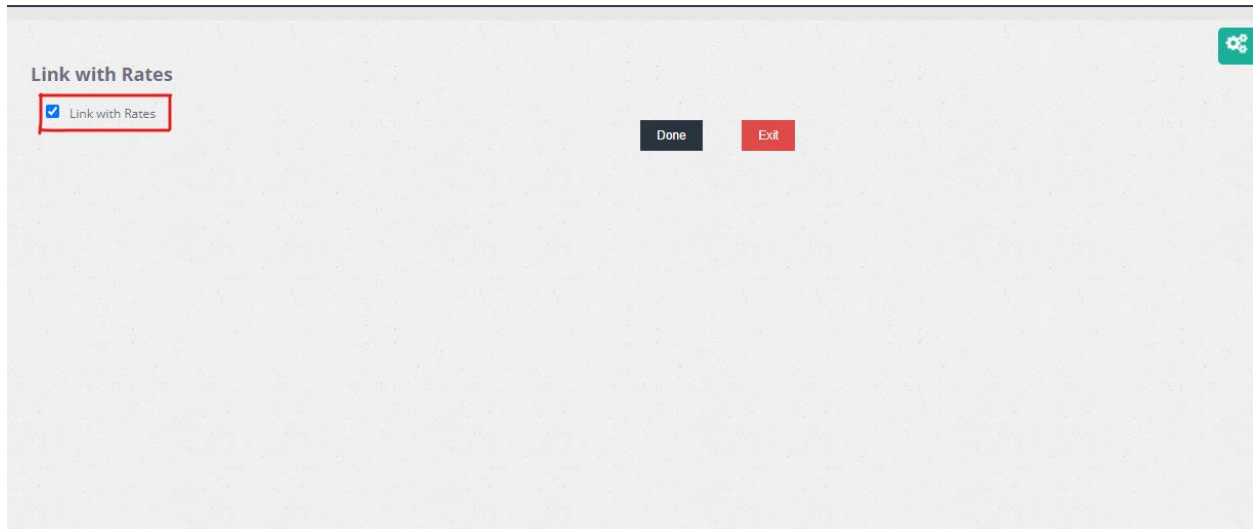
Done Exit

Step 5: Link With Rates

The screenshot displays a software interface with a dark sidebar on the left and a main content area. The sidebar contains a 'Tools' menu item, which is highlighted with a red box and a red number '1'. Below 'Tools', the 'Configuration' option is also highlighted with a red box and a red number '2'. The main content area features a grid of icons for various functions. The 'Link With Rates' icon, which depicts two interlocking chains, is highlighted with a red box and a red number '3'. Other icons include 'Update', 'Design Final Accounts', 'eTransfer Format', 'Import From Rates', 'Vat Transfer', 'Remove Replicate Payee', 'Remove Replicate Accounts', 'System Infomation', 'CleanUp', 'Unicode/ Thibus Translator', 'Export AS400', 'General', 'Voucher', 'Customize', 'Project Base Feature', 'Module Configuration', 'Accounts', 'Assests', 'Inventory / Invoice', 'Webservice Users', 'Inactive', 'Departments', and 'Accounts'.

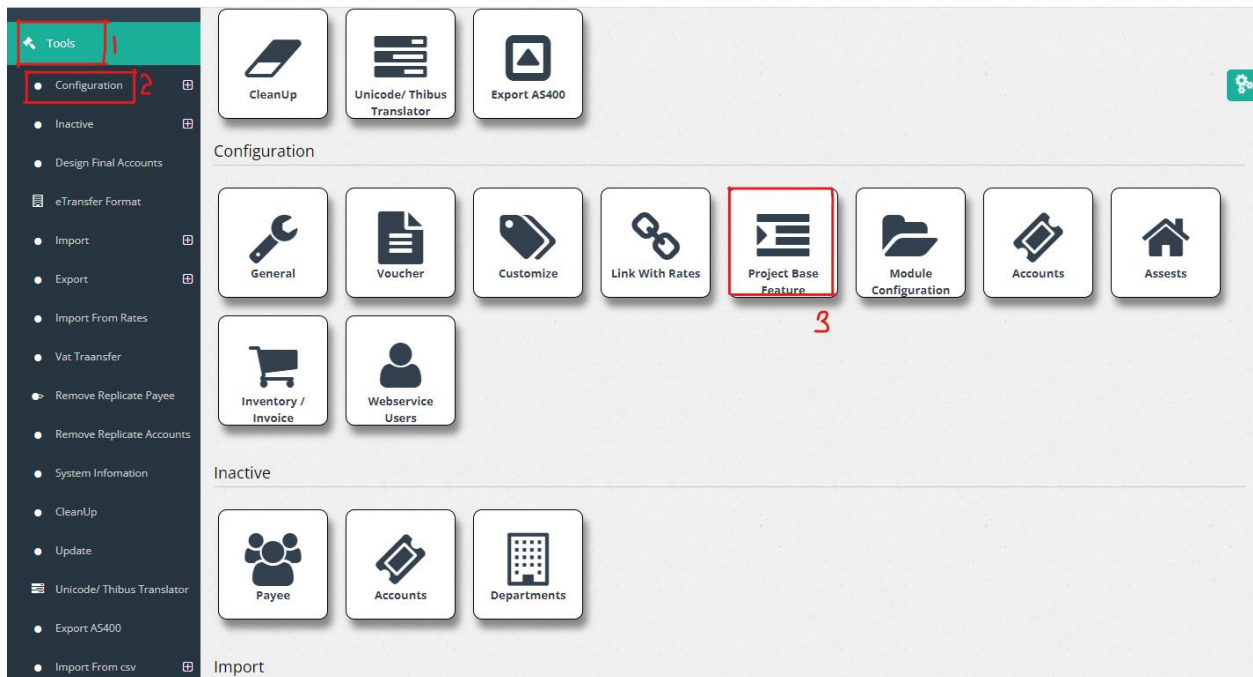
10.8.0.1:82/TFMS/WebPages/Navigation_Page/Navigation.aspx?elementid=Tools#

1. Under tools option
2. Under configuration option
3. Click on Link With rates



Put the tick to link with rates.

Step 6: Project Base Features



1. Under tools option
2. Under configuration option
3. Click on Project Base Features

ProjectBase Features Configuration

Enable ICTA Features
 Enable HSDP Features
 Enable NHSP Features

Enable CONTRACT handling features

ETransfer Options
 Activate eTransferring facility
 Plain text
 Filter cheque payee by bank
 Encrypted file

EMIS
SMS Service URL

F and R Mgt Service URL

HR Service URL

REGULAR EXPRESSIONS FOR DEPARTMENT CODES
Consumables

Other Consumables

Stationary

Source Code(use x for code)

Training Material

MESSAGE CONFIGURATION
 Activate eMessage facility
Use Outlook SMTP Client
Email Server(Host)

SMTP Port

E-Message Format

Cancel Message Format

Email From

Password

 Show
Subject For E-Message

Subject For Cance Messege

Enable SSL

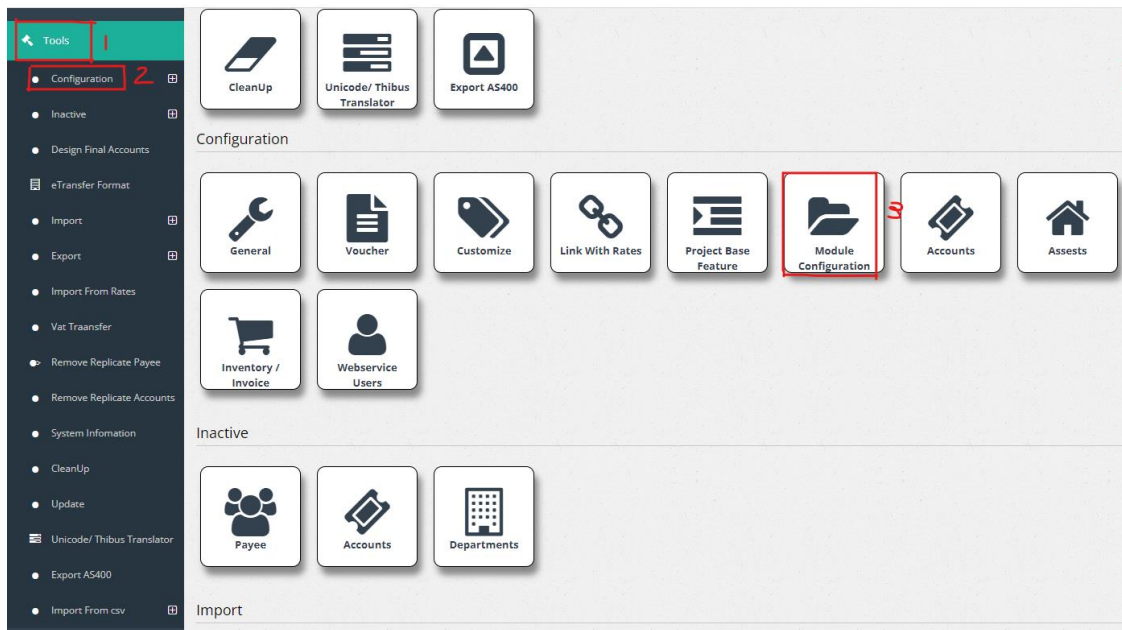
Database Configurations
HR Database Name

RATE Database Name

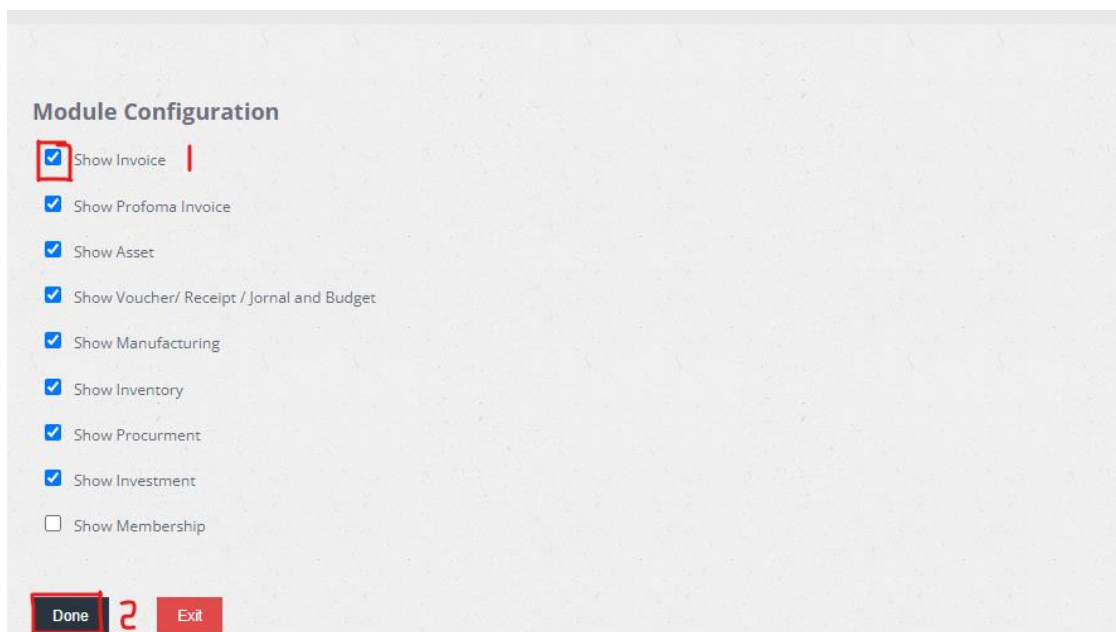
BUDGET CONFIGURATION
 Account and Department Budgeting Seperaty
 Both Account and Department Budgeting

1. Click to save changes

Step 7: Module Configuration



1. Under tools option
2. Under configuration option
3. Click on Module Configuration



1. Put the tick to select any option
2. Click to save changes

Step 8: Assets

The screenshot displays a software interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a 'Tools' menu item at the top, which is highlighted with a red box and the number '1'. Below it, the 'Configuration' menu item is highlighted with a red box and the number '2'. The main content area is divided into three sections: 'Configuration', 'Inactive', and 'Import'. The 'Configuration' section contains several icons, with the 'Assets' icon (a house) highlighted with a red box and the number '3'. The 'Inactive' section contains icons for 'Payee', 'Accounts', and 'Departments'. The 'Import' section is currently empty.

1. Under tools option
2. Under configuration option
3. Click on Assets

Asset Management Configuration

General **Asset Account** Customize

Depreciation

- Straight Line
- Reducing Balance

- Depreciate Monthly
- Depreciate Year

- Depreciation Based On Life Time
- Depreciation Based Percentage

Scrap Percentage

10

- Sync with HR

Depreciation Strating Policy

- From Start Of Next Year
- From Start Of Purchase Month
- From Start Of Purchase Year
- From Purchase Date (Daily Basis)

Asset Management Configuration

General **Asset Account** Customize

Accounts

Asset Management Configuration

General Asset Account **Customize**

Asset Creation Policy

- Add asset from asset interface
- Add asset when entering issue note
- Add asset when entering GRN with issue note

Transfer Note

- Transfer Note Automatically Authorize

project Based Features

- Link With Finance Management
- Enable Contracts

Asset

- Use New Asset Code When Transferring

- Use Barcode

Step 9: Inventory / Invoice

The screenshot displays a software configuration interface. On the left is a dark sidebar menu with a 'Tools' header and a list of configuration options. The 'Configuration' option is highlighted with a red box and a red number '2'. The main area shows a grid of configuration tiles. The 'Inventory / Invoice' tile is highlighted with a red box and a red number '3'. Other tiles include 'CleanUp', 'Unicode/ Thibus Translator', 'Export AS400', 'General', 'Voucher', 'Customize', 'Link With Rates', 'Project Base Feature', 'Module Configuration', 'Accounts', 'Assests', 'Payee', 'Accounts', 'Departments', and 'Import'.

Tools

- Configuration **2**
- Inactive
- Design Final Accounts
- eTransfer Format
- Import
- Export
- Import From Rates
- Vat Transfer
- Remove Replicate Payee
- Remove Replicate Accounts
- System Information
- CleanUp
- Update
- Unicode/ Thibus Translator
- Export AS400
- Import From csv

Configuration

- CleanUp
- Unicode/ Thibus Translator
- Export AS400
- General
- Voucher
- Customize
- Link With Rates
- Project Base Feature
- Module Configuration
- Accounts
- Assests
- Inventory / Invoice** **3**
- Webservice Users

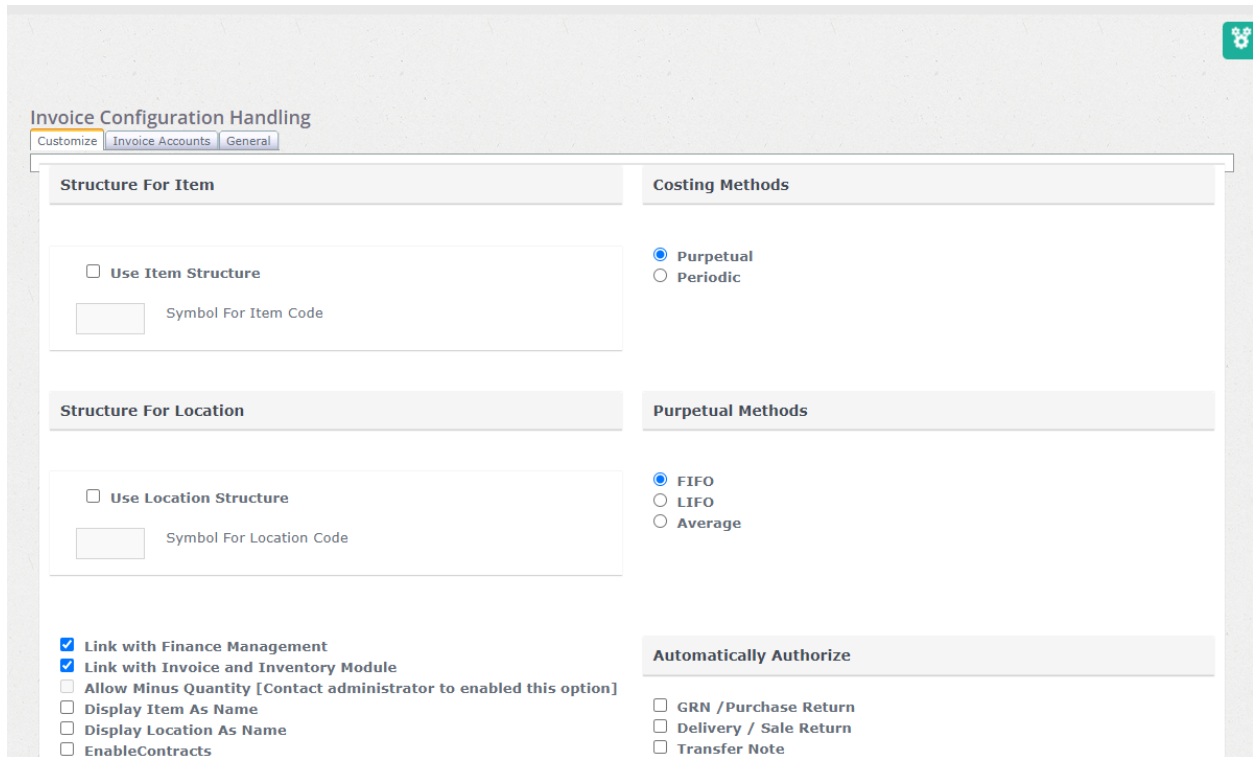
Inactive

- Payee
- Accounts
- Departments

Import

1. Under tools option
2. Under configuration option
3. Click on Inventory/ Invoice

Put the tick to select options



The screenshot displays the 'Invoice Configuration Handling' interface. At the top, there are tabs for 'Customize', 'Invoice Accounts', and 'General'. The main content is divided into several sections:

- Structure For Item:** Includes a checkbox for 'Use Item Structure' and a text input field for 'Symbol For Item Code'.
- Structure For Location:** Includes a checkbox for 'Use Location Structure' and a text input field for 'Symbol For Location Code'.
- Costing Methods:** Features radio buttons for 'Perpetual' (selected) and 'Periodic'.
- Purpetual Methods:** Features radio buttons for 'FIFO' (selected), 'LIFO', and 'Average'.
- Linking and Display Options:** A list of checkboxes including 'Link with Finance Management' (checked), 'Link with Invoice and Inventory Module' (checked), 'Allow Minus Quantity [Contact administrator to enabled this option]', 'Display Item As Name', 'Display Location As Name', and 'EnableContracts'.
- Automatically Authorize:** A list of checkboxes for 'GRN /Purchase Return', 'Delivery / Sale Return', and 'Transfer Note'.

Invoice Configuration Handling

Customize | Invoice Accounts | General

Pass Journal for

- | | |
|---|--|
| <input checked="" type="checkbox"/> GRN | <input checked="" type="checkbox"/> Issue Note |
| <input checked="" type="checkbox"/> Delivery Note | <input checked="" type="checkbox"/> Production Note |
| <input checked="" type="checkbox"/> Purchase Return | <input checked="" type="checkbox"/> Stock Adjustment |
| <input checked="" type="checkbox"/> Sales Return | |

Default Customer for Cash Invoice

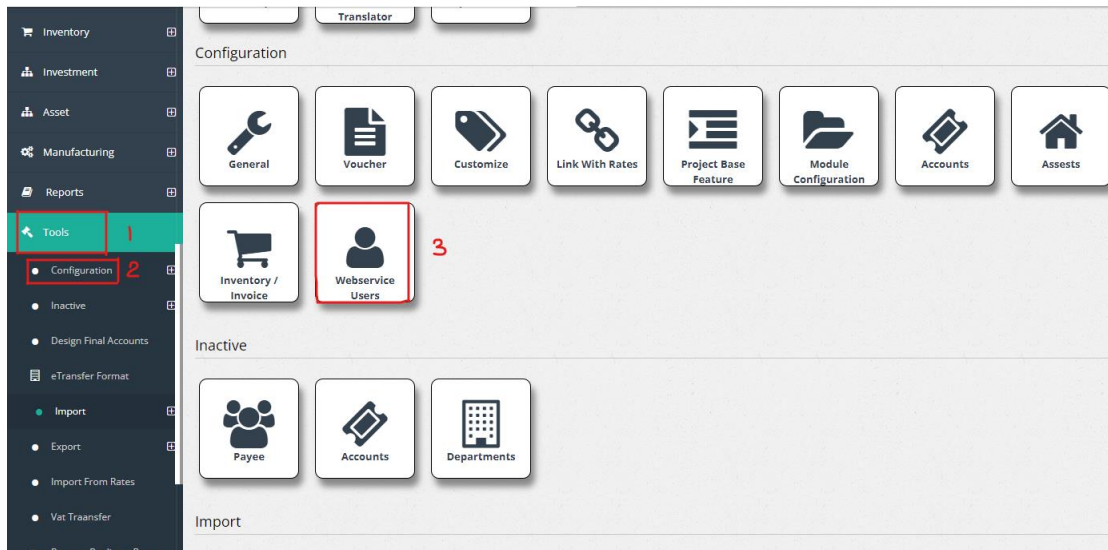
- Add Delivery Note From Cash Invoice
 Add Delivery Note From Sales Invoice

Save

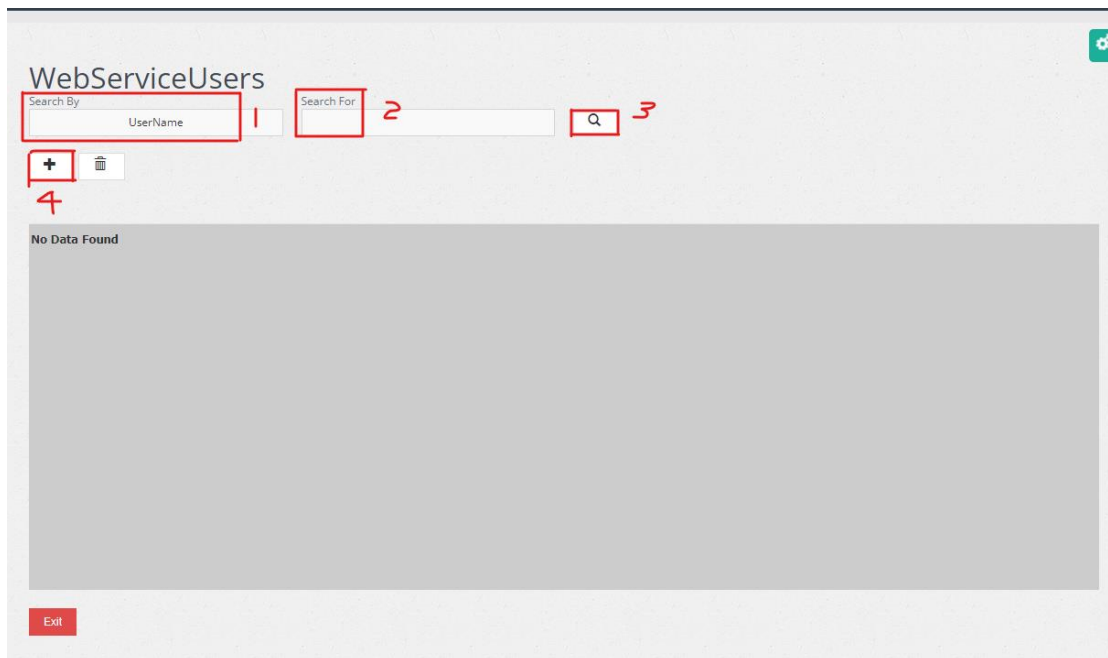
Exit

1. Click to save changes

Step 10: Web Service Users



1. Under tools option
2. Under configuration option
3. Click on Webservice users



1. Search By : Select the category to search
2. Search For : Enter the details relevant to selected category to search
3. Click to search
4. Click to add a new user