



# User Manual of Samurdhi E – Banking Reporting



By

Sri Lanka Telecom (Services)

Date – 07<sup>th</sup> of July 2024

## Contents

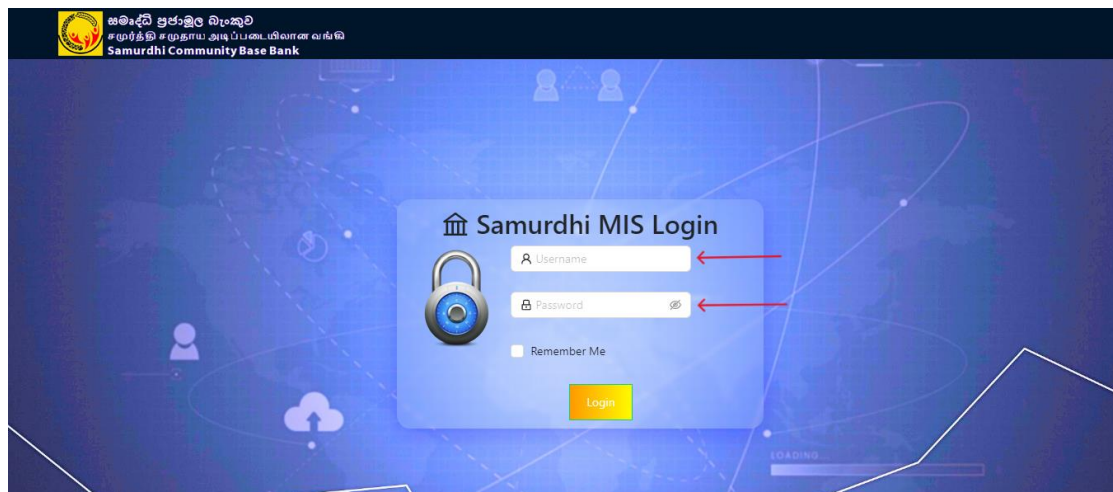
1. MIS Reporting URL .....	3
2. Login Page .....	3
3. Home Page .....	4
4. Report .....	5
(a) Loan Reports .....	5
How to get a Loan Reports.....	5
(b) Deposits Reports .....	10
How to get a Deposits Reports.....	10
(c) General Reports .....	21
How to get a General Reports.....	21
(d) General Ledger Report.....	31
How to get a General Ledger Report.....	31

## 1. MIS Reporting URL

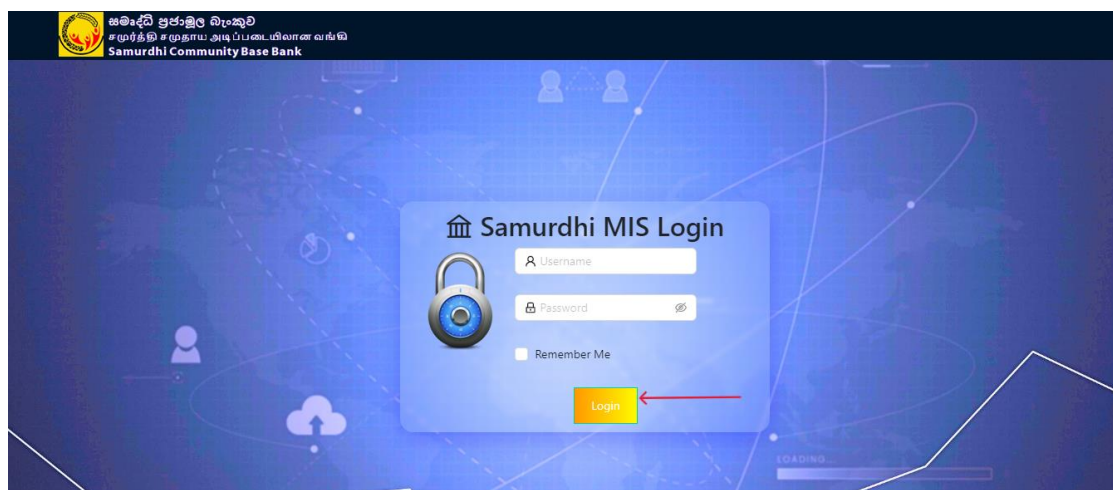
- Use this URL to log into the Branch MIS Reporting Panel - <https://124.43.132.101/>

## 2. Login Page

- This is a front page of the login page.



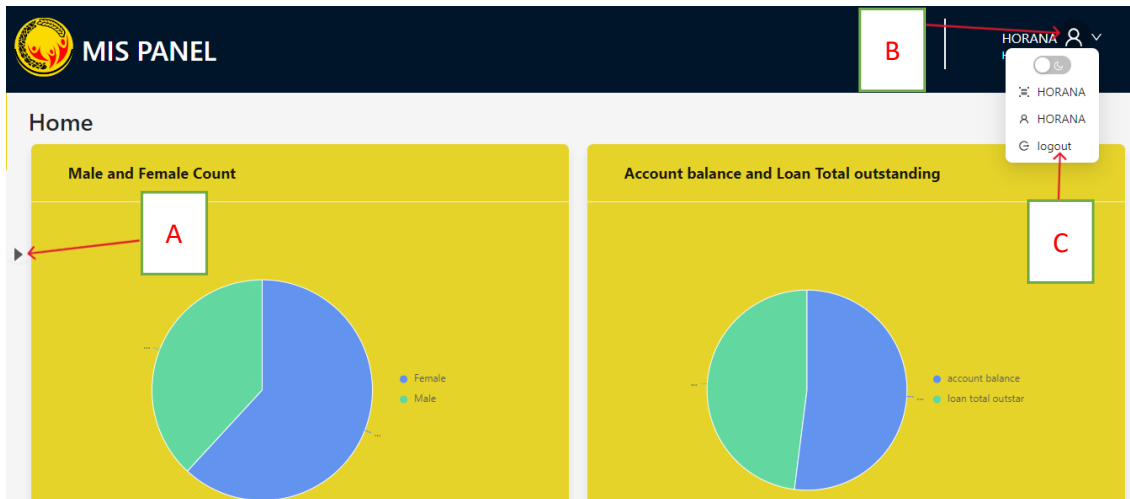
- In this panel you can get a Branch list report, So you must enter the correct Branch Username and Password.



- If you have given the correct Username and Password, now you can go to the MIS reporting panel by clicking the login button.

### 3. Home Page

- This is a home page of the MIS Reporting Panel.
- This home page consists of three sections. It is separately detailed as follows.



**A** – This allows you to view every major report type that is accessible in the MIS Report Panel.

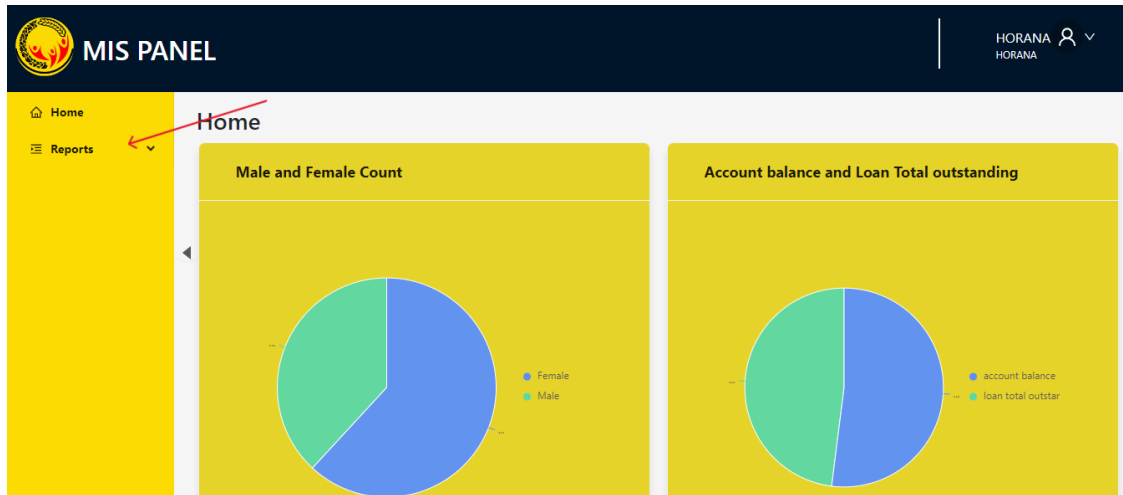
**B** – The details of the branch user logged into the MIS Panel can be viewed by clicking this.

**C** – To log out of the MIS Panel, branch users should click here.

## 4. Report

### How to get a Reports

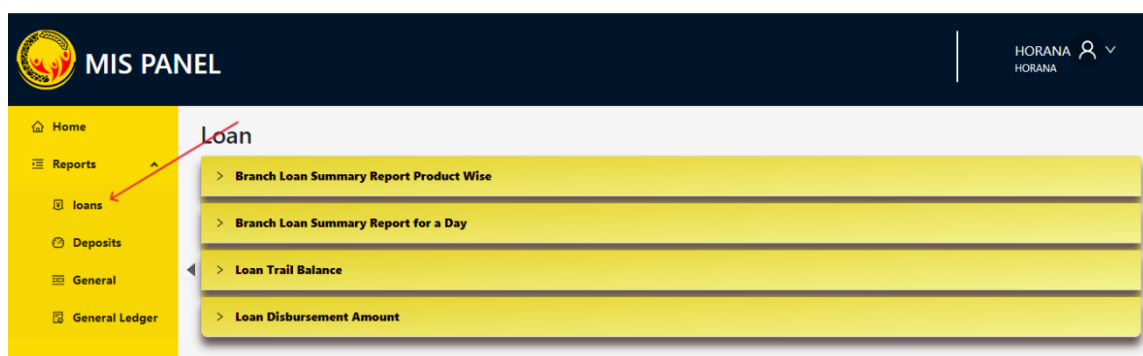
1. First Click on Report. After we can see four types of the reports.



### (a) Loan Reports

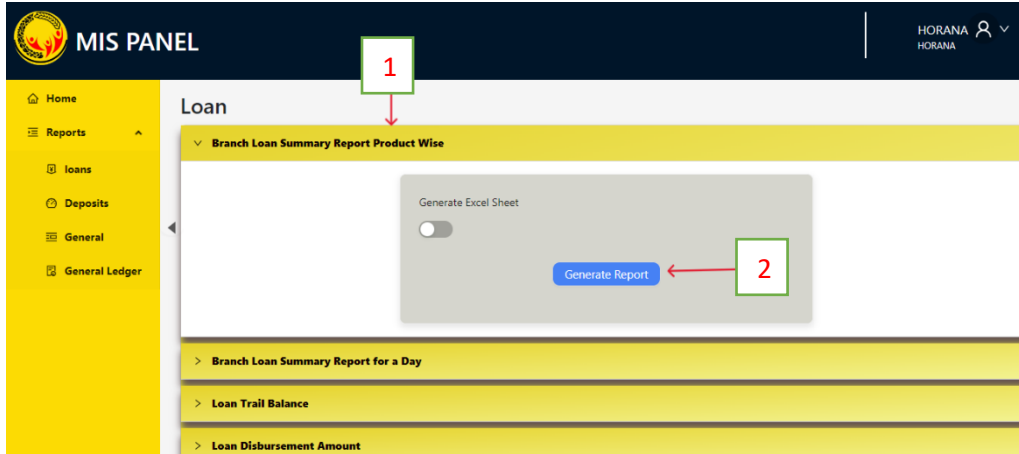
### How to get a Loan Reports

1. Click on Loan
2. After we can see types of the loan reports.



How to get a Branch Loan Summary Report Product Wise

1. Click on Branch Loan Summary Report Product Wise
2. Next click on the Generate Report Button

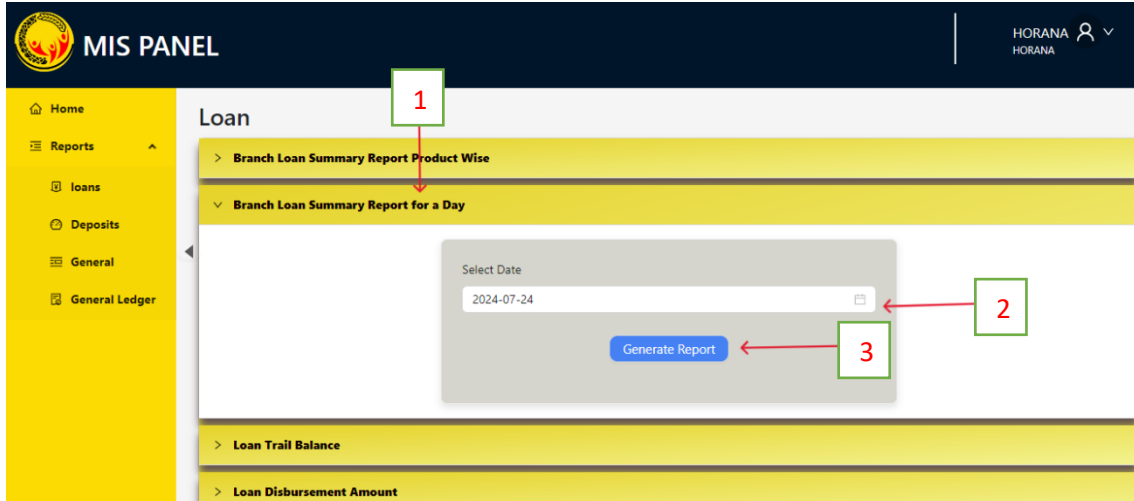


3. The Report is as below.

Summary	
Loan Wise (Separate)	
<b>Cultivation</b>	
Loan Disbursement (No)	1
Loan Disbursement (Amount)	500,000.00
Amount to be recovered	500,000.00
Amount recovered	0.00
Total Out standing (No)	1
Total Out standing (Amount)	500,000.00
Default Loan Wilful (No)	0
Default Loan Wilful (Amount)	0.00
Default Loan Non Wilful (No)	0
Default Loan Non Wilful (Amount)	0.00
Past due (No)	0
Past due (Amount)	0.00
<b>Consumption</b>	
Loan Disbursement (No)	292
Loan Disbursement (Amount)	6,995,000.00

How to get a Branch Loan Summary Report for a day

1. Click on Branch Loan Summary Report Product for a day
2. Next select the date
3. Now click the Generate Report Button

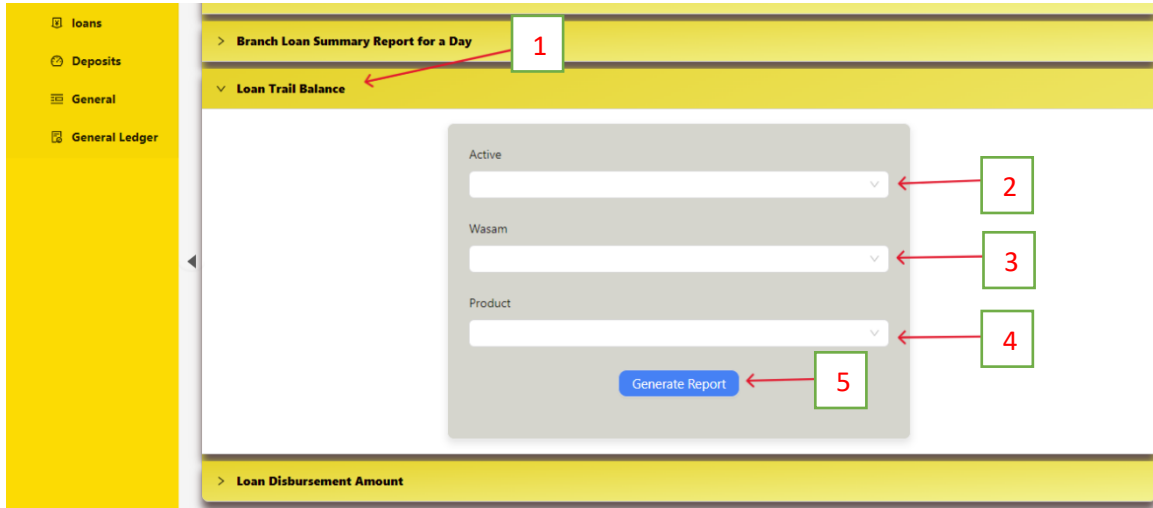


4. The report is as below.

HORANA		BRANCH CONSOLIDATED LOANS AS AT						2023-07-01			
Product Name	1.4		1.5	1.6	1.7		1.8		1.9	1.1	
	Loan disbursement				Total Out standing of	Total Defaulted		PAST DUE			
	No	Amount Rs.	No	Amount 1.7 = 1.4 - 1.6		No	Amount Rs.	No	Amount Rs.		
LIVELIHOOD	528	91,170,000.0	30,992,208.2	60,210,086.2	528	53,783,529.1	0	0	0.00	66.00	0
SAMPATHA LOAN	282	30,885,000.0	9,799,025.72	21,068,979.7	282	17,865,652.8	0	0	0.00	68.00	0
SAMURDHI	2	1,000,000.00	66,256.57	933,743.43	2	274,589.82	0	0	0.00	93.00	0
INCOME	20	4,000,000.00	1,343,387.93	2,656,612.07	20	2,286,530.55	0	0	0.00	66.00	0
SAMURDHI ALOKA	10	200,000.00	0.00	200,000.00	10	51,523.57	0	0	0.00	100.00	0
STAFF	24	2,400,000.00	795,056.00	1,604,944.00	24	1,759,502.29	0	0	0.00	67.00	0
SWASAKTHI	6	793,000.00	73,208.39	719,791.61	6	631,500.09	0	0	0.00	91.00	0
CONSUMPTION	352	8,355,000.00	721,333.26	7,637,416.74	352	5,064,995.97	0	0	0.00	91.00	0
SWASAKTHI-NON	5	1,305,000.00	252,916.62	1,052,083.38	5	976,874.93	0	0	0.00	81.00	0
YOUTH TALENT	1	300,000.00	165,000.00	135,000.00	1	225,000.00	0	0	0.00	45.00	0
SAMURDHI	6	300,000.00	185,277.66	114,722.34	6	291,388.88	0	0	0.00	38.00	0
Total	1,236	140,708,000	44,393,670.4	96,333,379.5	1,236	83,211,088.1	0	0	0.00	806	0

How to get a Loan Trail Balance Report

1. Click on Loan Trail Balance Report
2. Select the type of the Loans
3. Select the Wasam
4. Select the Product
5. Next click on the Generate Report Button



6. The report is as below.

TRIAL BALANCE ON LIVELIHOOD DEVELOPMENT LOAN

7/24/24, 9:33 AM

HORANA Bank

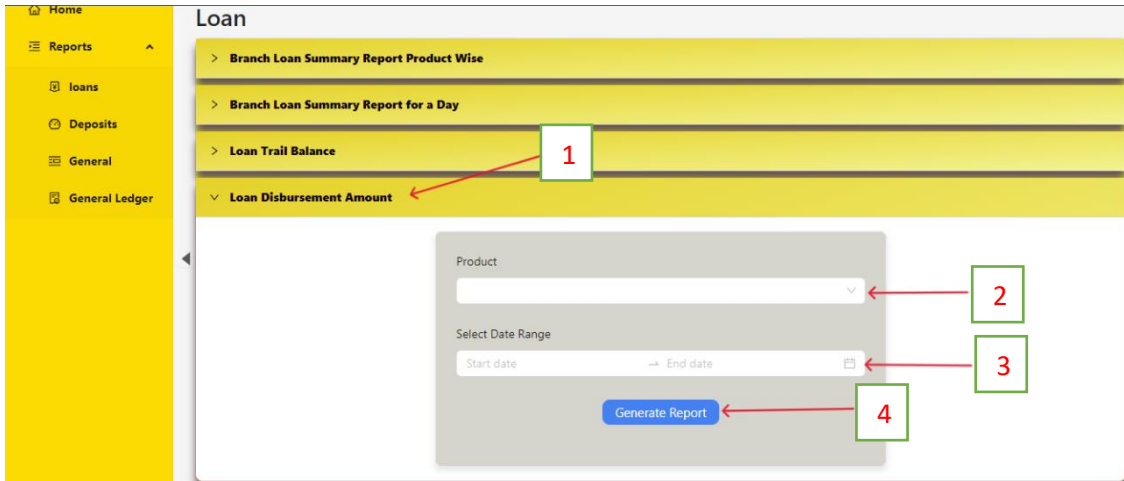
Active Accounts

No	Loan Number	Balance
1	218130904100025	9,846.23
2	218130904100075	16,434.59
3	218130904100089	109,633.34
4	218130904100095	84,132.48
5	218130904100128	11,599.67
6	218130904100134	88,672.12
7	218130904100136	36,244.61
8	218130904100171	16,611.78
9	218130904100182	14,787.94
10	218130904100198	9,844.51
11	218130904100204	27,926.88
12	218130904100205	31,441.84
13	218130904100207	34,996.36



### How to get a Loan Disbursement Amount

1. Click on the Loan Disbursement Amount
2. Select the Product
3. Select the date range
4. Next click on the Generate Report Button



5. The report is as below.

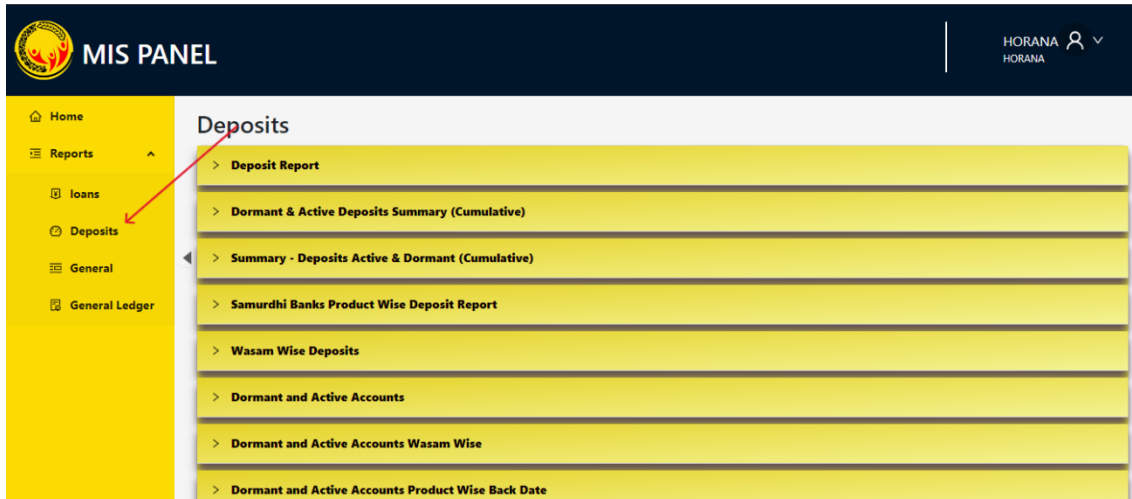
<b>LOAN DISBURSEMENT AMOUNT LIVELIHOOD DEVELOPMENT LOAN</b>		
2024-04-01		
2024-07-24		
HORANA		

No	Loan	Amount
1	218130904102733	50,000.00
2	218130904102740	50,000.00
3	218130904102743	500,000.00
4	218130904102744	500,000.00
5	218130904102745	100,000.00
6	218130904102746	500,000.00
7	218130904102747	100,000.00
8	218130904102787	1,000,000.00
-		-----

## (b) Deposits Reports

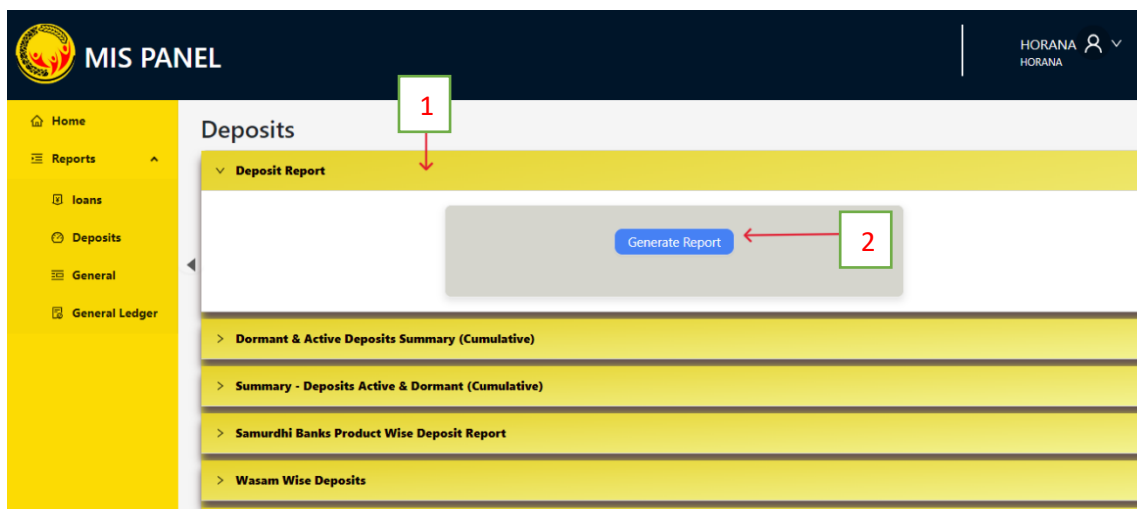
### How to get a Deposits Reports

1. Click on Deposits
2. After we can see types of the Deposits Reports



### How to get a Deposit Report

1. Click on Deposit Report
2. Next click on the Generate Report Button



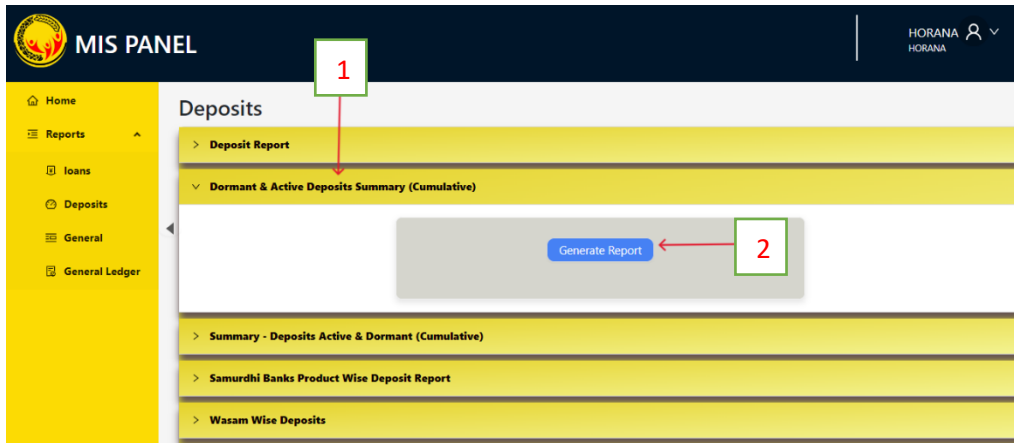
3. The report is as below.

HORANA

Summary (Cumulative)		Total
Deposit Wise		
Customer count	Female	7,053
	Male	2,638
	Total	9,691
Number of share holders	Female	1,988
	Male	610
	Total	2,598
Members Deposits	Amount (Rs)	20,594,872.00
	Female	1,988
	Male	611
	Total	2,599
Child Deposits	Amount (Rs)	18,151,694.41
	No of A/C	861
Diriyamatha Deposits	Amount (Rs)	3,460,525.46
	No of A/C	714
	Amount (Rs)	5,032,266.29

How to get a Dormant & Active Deposits Summary (Cumulative)

1. Click on Dormant & Active Deposits Summary (Cumulative)
2. Next Click on the Generate Report Button

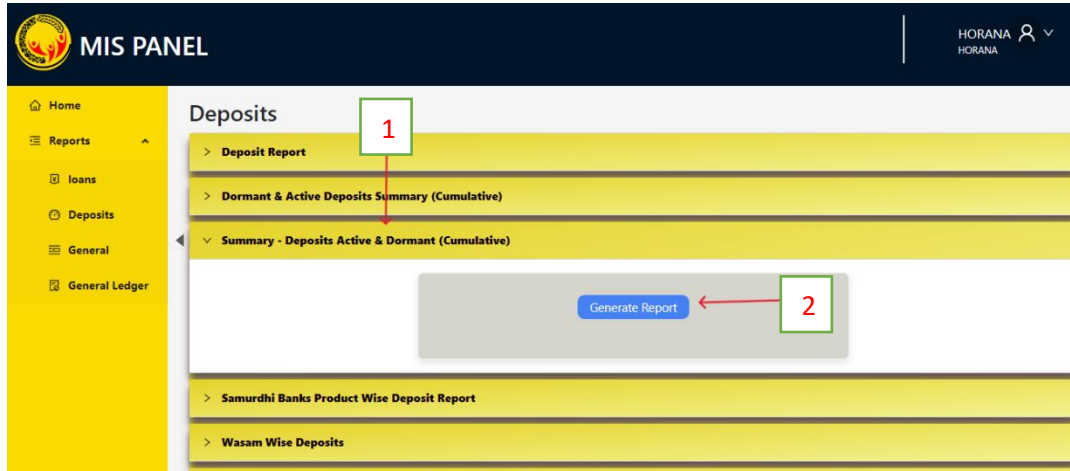


3. The report is as below.

Dormant & Active Deposits Summary (Cumulative)		Active	Dormant
Number of Share Holders	Female	1,948	40
	Male	593	17
	Total	2,541	57
Members Deposits	Amount	20,586,687.00	8,185.00
	Female	1,369	619
	Male	337	274
	Total	1,706	893
Diriyamatha Deposits	Amount	15,607,076.15	2,544,618.26
	No of A/C	861	0
Non members Deposits	Amount	3,460,525.46	0.00
	No of A/C	262	452
Group Deposits	Amount	3,721,573.67	1,310,692.62
	No of A/C	921	227
	Amount	6,623,228.99	2,409,640.10

How to get a Summary - Deposits Active & Dormant (Cumulative)

1. Click on Summary - Deposits Active & Dormant (Cumulative)
2. Next Click on the Generate Report Button

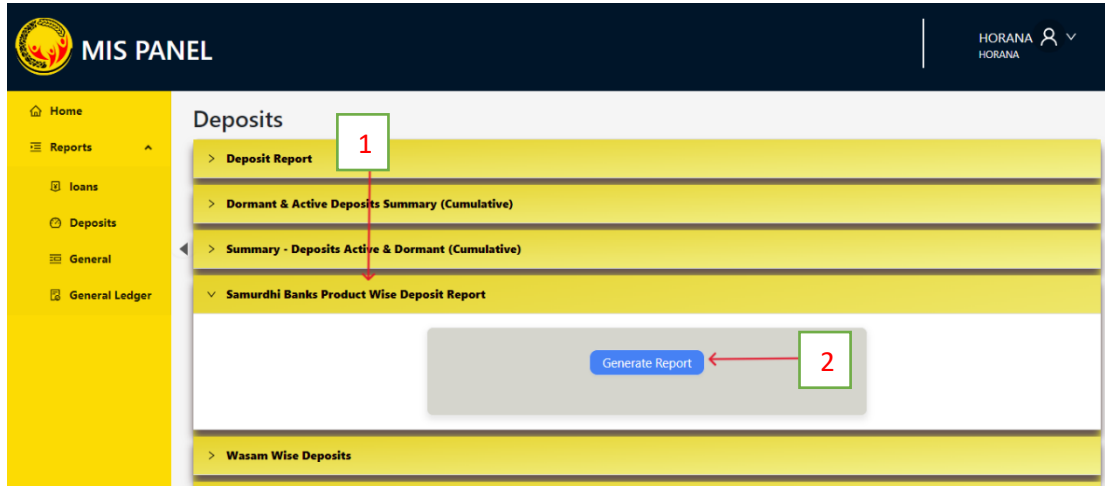


3. The report is as below.

Summary - Deposits Active & Dormant (Cumulative)		Active	Dormant
Number of Share Holders	Female	1,948	40
	Male	593	17
	Total	2,541	57
Members Deposits	Amount	20,586,687.00	8,185.00
	Female	1,369	619
	Male	337	274
Child Deposits	Total	1,706	893
	Amount	15,607,076.15	2,544,618.26
	No of A/C	861	0
Diriyamatha Deposits	Amount	3,460,525.46	0.00
	No of A/C	262	452
Non members Deposits	Amount	3,721,573.67	1,310,692.62
	No of A/C	921	227
Group Deposits	Amount	6,623,228.99	2,409,640.10
	No of A/C	988	387
	Amount	51,086,986.29	12,475,610.29
	No of A/C	4,725	2

How to get a Samurdhi Banks Product Wise Deposit Report

1. Click on Samurdhi Banks Product Wise Deposit Report
2. Next Click on the Generate Report Button



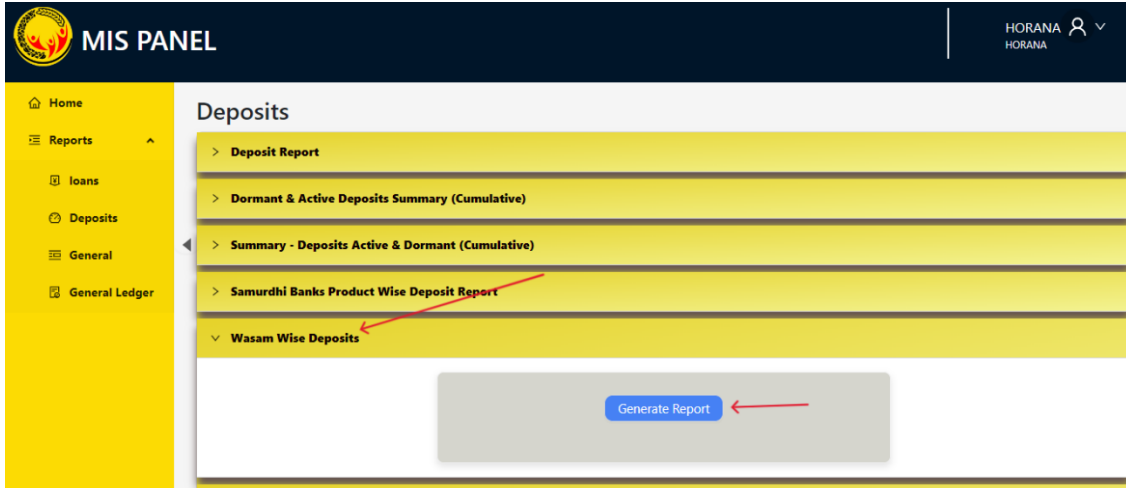
3. The report is as below.

Branch : Horana

Product Name		Active	Dormant	Total Accounts	Active Amount	Dormant Amount	Dormant Percentage
SHARES	Male	593	17	610	3,041,514.00	2,585.00	0.08
	Female	1,948	40	1,988	17,545,173.00	5,600.00	0.03
MEMBER DEPOSIT	Male	337	274	611	2,985,046.44	716,465.45	24.00
	Female	1,369	619	1,988	12,622,029.71	1,828,152.81	14.48
GROUPS DEPOSIT		184	91	275	9,144,711.21	2,545,471.95	27.84
DIRIYAMATHA		262	452	714	3,721,573.67	1,310,692.62	35.22
CHILD DEPOSIT		861	0	861	3,460,525.46	0.00	0.00
COMPULSORY SAVINGS		1,672	0	1,672	36,830,823.21	0.00	0.00
NON MEMBER DEPOSIT		921	227	1,148	6,623,228.99	2,409,640.10	36.38
DHANASHAKTHI INVEST SAVING		45	0	45	86,697.18	0.00	0.00

How to get a Wasam Wise Deposits Report

1. Click on Wasam Wise Deposits
2. Next Click on the Generate Report Button



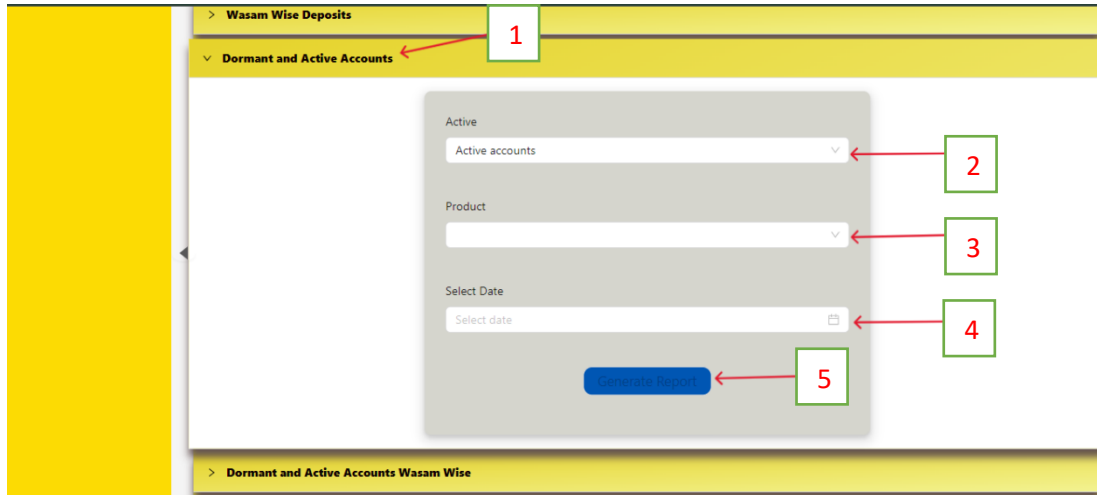
3. The report is as below.

WASAM WISE ACCOUNT TOTAL HORANA BRANCH

#	Product Name	Total Ammount (Rs.)	Count
<b><u>Aramanagolla</u></b>			
1	CHILD DEPOSIT	329,038.46	70
2	COMPULSORY SAVINGS	4,118,172.98	189
3	DHANASHAKTHI INVEST SAVING ACCOUNT	33,981.58	7
4	DIRIYAMATHA	426,482.23	78
5	FIXED DEPOSIT	1,450,000.00	3
6	GROUPS DEPOSIT	1,349,417.93	32
7	MEMBER DEPOSIT	1,711,693.86	319
8	NON MEMBER DEPOSIT	2,906,916.68	193
9	SHARES	2,411,446.00	319
		<b>14,737,149.72</b>	<b>1210</b>
<b><u>Halthotiyawatta</u></b>			
1	CHILD DEPOSIT	173,127.37	28
2	COMPULSORY SAVINGS	1,866,857.43	105
3	DHANASHAKTHI INVEST SAVING ACCOUNT	8,553.12	1
4	DIRIYAMATHA	268,990.92	34
5	FIXED DEPOSIT	150,000.00	2
6	GROUPS DEPOSIT	717,520.80	19
7	MEMBER DEPOSIT	766,090.23	164
8	NON MEMBER DEPOSIT	133,028.46	50
9	SHARES	1,405,124.00	164
		<b>5,489,292.33</b>	<b>567</b>

How to get a Dormant and Active Accounts Reports

1. Click on Dormant and Active accounts
2. Select the Active or Dormant
3. Select the Product
4. Select the date
5. Next Click on the Generate Report Button



6. The report is as below.

TRIAL BALANCE ON SHARES  
2024/07/24  
Active Accounts

TRIAL BALANCE ON SHARES - Wed Jul 24 10:36:37 IST 2024 - Active Accounts

No	Account Number	Balance
1	101130904100001	12,285.00
2	101130904100002	3,010.00
3	101130904100003	15,750.00
4	101130904100004	23,600.00
5	101130904100005	15,490.00
6	101130904100006	14,691.00
7	101130904100007	4,020.00
8	101130904100008	11,540.00
9	101130904100009	24,037.00
10	101130904100010	14,970.00
11	101130904100011	17,520.00
12	101130904100012	15,080.00
13	101130904100013	15,000.00

How to get a Dormant and Active Accounts Wasam Wise

1. Click on the Dormant and Active Accounts Wasam Wise.
2. Select the Active or Dormant
3. Select the Wasam
4. Select the product
5. Select the date
6. Next Click on the Generate Report Button

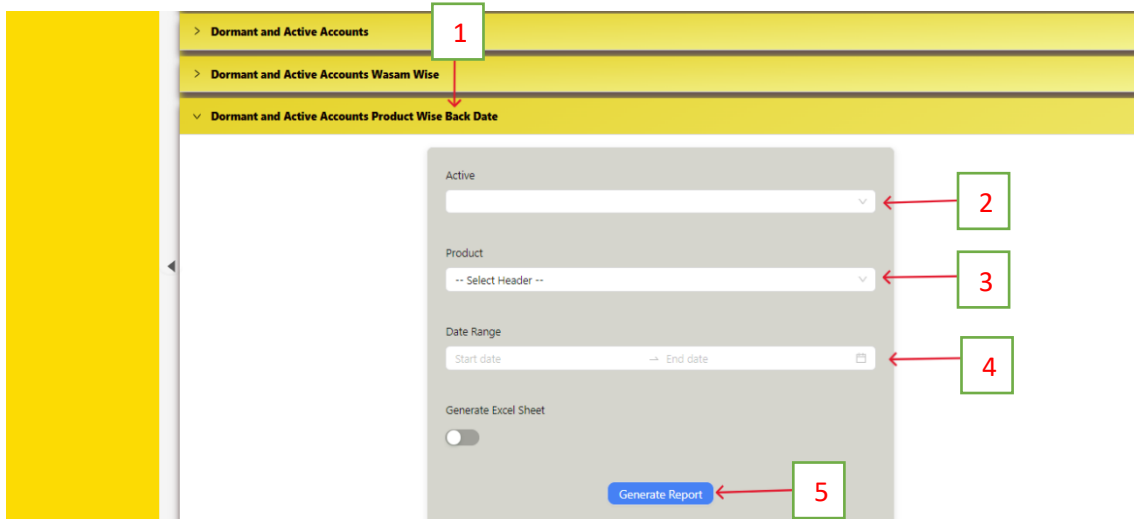
The screenshot displays the E-Banking System interface for generating a report. The navigation menu on the left is highlighted in yellow. The main content area shows a form with the following fields and a button:

- Active:** A dropdown menu with a red arrow pointing to a box labeled '2'.
- Wasam:** A dropdown menu with a red arrow pointing to a box labeled '3'.
- Product:** A dropdown menu with '101-SHARES' selected and a red arrow pointing to a box labeled '4'.
- Select Date:** A date selection field with a red arrow pointing to a box labeled '5'.
- Generate Report:** A blue button with a red arrow pointing to a box labeled '6'.



How to get a Dormant and Active Accounts Product Wise Back Date

1. Click on the Dormant and Active Accounts product Wise Back Date.
2. Select the Active or Dormant
3. Select the product
4. Select the date range
5. Next Click on the Generate Report Button



6. The report is as below.

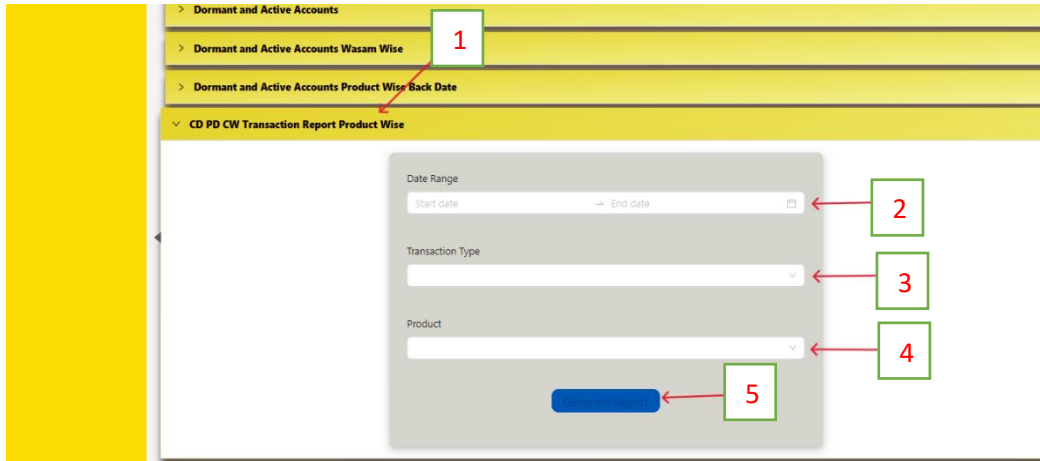
**REPORT ON BACK DATE DEPOSITS**

From : 2024-03-01 To : 2024-07-24

No	Account Number	Customer Name	Customer Number	Cash Deposit	Cash Withdraw
1	101130904100082	N.NANDAWATHI	1028001683	14,000.00	0.00
2	101130904100106	K.A.SOWARNALATHA	1028001029	0.00	0.00
3	101130904100150	A.NANDAWATHI	1028001755	12,000.00	0.00
4	101130904100187	H.W.C.GITHIKA	1028001841	10,000.00	0.00
5	101130904100198	G.B.IROSHANI	1028004399	0.00	0.00
6	101130904100233	K.G.PRANANDU	1028001830	10,000.00	0.00
7	101130904100284	P.P.PATTIARACHCHI	1028002001	0.00	0.00
8	101130904100318	P.A.S.NILMINI	1028003474	1,000.00	0.00
9	101130904100322	D.M.A.RANJANI	1028002078	1,000.00	0.00

How to get a CD PD CW Transaction Report Product Wise

1. Click on the CD PD CW Transaction Report Product Wise.
2. Select the Date Range
3. Select the Transaction Type
4. Select the Product
5. Next Click on the Generate Report Button



6. The report is as below.

**REPORT ON CD TRANSACTIONS**

From : 2024-04-01 To : 2024-07-24

SHARES

REPORT ON CD TRANSACTIONS - Wed Jul 24 11:31:10 IST 2024

Aramanagolla

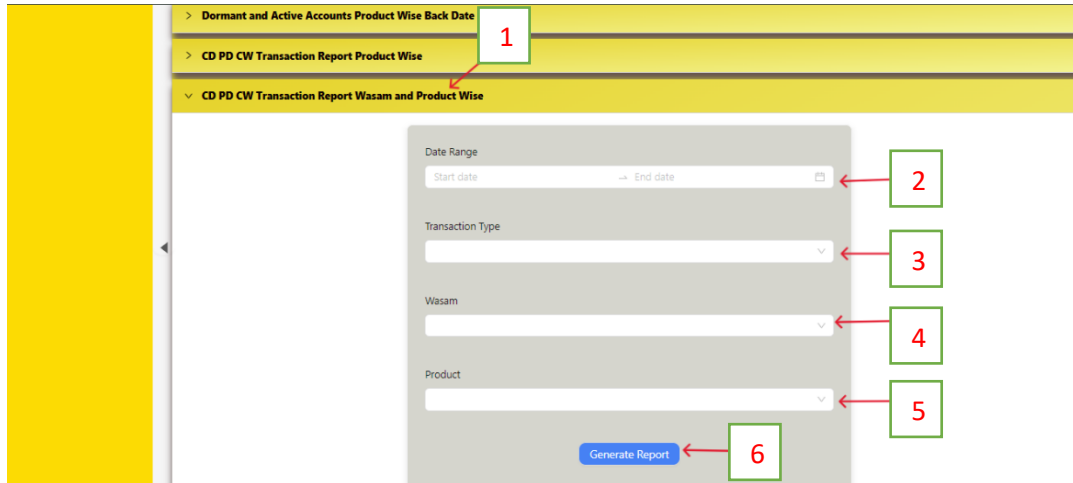
No	Account Number	Date	Customer Name	Customer Number	Amount
1	101130904102738	2024-07-01	ARUMPPERUMA ACHCHIGE NELUKA	1028007477	500.00
2	101130904100150	2024-06-18	ATHULUWAGE NANDAWATHI	1028001755	12,000.00
3	101130904102606	2024-06-18	DASANAYAKA LEKAMLAGE HISHANI	1028007235	7,500.00
4	101130904102731	2024-05-09	HAMANAKKODIGE THANUJA WIJAYANTHI	1028001684	15,000.00
5	101130904100233	2024-05-06	KALUTHARAGE GAYANA PRANANDU	1028001830	10,000.00
6	101130904102731	2024-04-29	HAMANAKKODIGE THANUJA WIJAYANTHI	1028001684	1,000.00

Horana East

No	Account Number	Date	Customer Name	Customer Number	Amount
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How to get a CD PD CW Transaction Report Wasam and Product Wise

1. Click on the CD PD CW Transaction Report Wasam and Product Wise
2. Select the Date Range
3. Select the Transaction Type
4. Select the wasam
5. Select the Product
6. Next Click on the Generate Report Button



7. The Report is as below.

SAMURDHI BANK SOCIETY  
BRANCH – HORANA

REPORT ON CD TRANSACTIONS

From : 2024-03-01 To : 2024-07-24

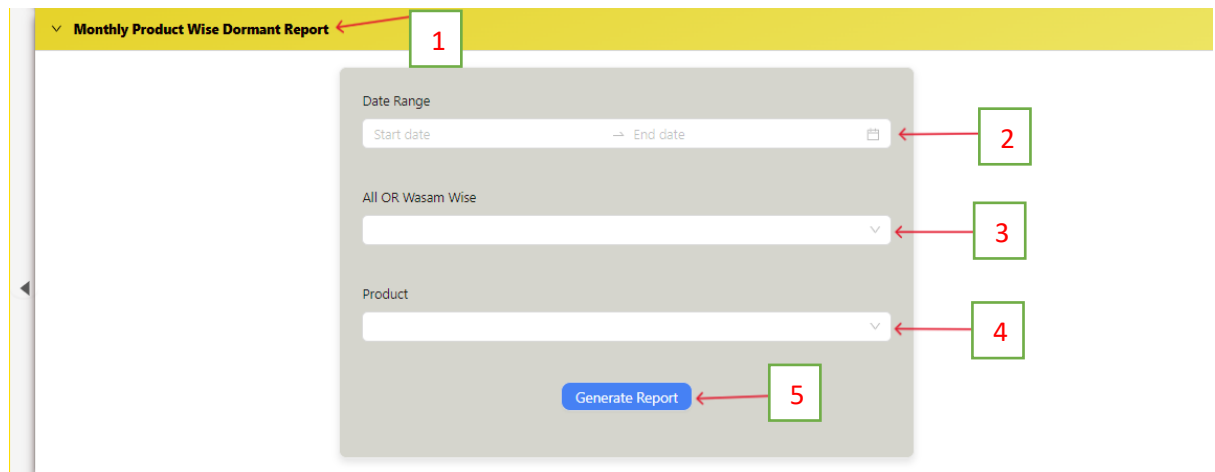
Horana East

REPORT ON CD TRANSACTIONS - Wed Jul 24 11:40:11 IST 2024

No	Account Number	Date	Customer Name	Customer Number	Amount
1	101130904102735	2024-06-14	HAPUARACHCHIGE JANANI JEEWANTHIKA	1028007475	10,000.00
2	101130904101108	2024-06-14	RAJAMU DEWAYALAGEDARA AYIRANGIKA	1028002846	100.00
3	101130904102734	2024-06-14	INOKA LAKMALI DE SILVA KARUNAMUNI	1028007474	10,000.00
4	101130904102728	2024-06-14	SAKKIRIGE SIRIYALATHA	1028007466	100.00
5	101130904102735	2024-06-03	HAPUARACHCHIGE JANANI JEEWANTHIKA	1028007475	1,000.00
6	101130904102734	2024-05-30	INOKA LAKMALI DE SILVA KARUNAMUNI	1028007474	1,000.00
7	101130904101114	2024-05-15	ERIYANDALUWAGE THIRAJI THAMARASI	1028002854	1,500.00
8	101130904102720	2024-05-02	IRESHA MADUWANTHI PATHIRAGE	1028007456	5,000.00
9	101130904102728	2024-05-02	SAKKIRIGE SIRIYALATHA	1028007466	5,000.00

How to get a Monthly Product Wise Dormant Report

1. Click on the Monthly Product Wise Dormant Report
2. Select the Date Range
3. Select the wasam
4. Select the Product
5. Next Click on the Generate Report Button



6. The report is as below.

**Date-Wise Accounts Dormant Report**  
From : 2024/03/01 To : 2024/07/24  
**SHARES**

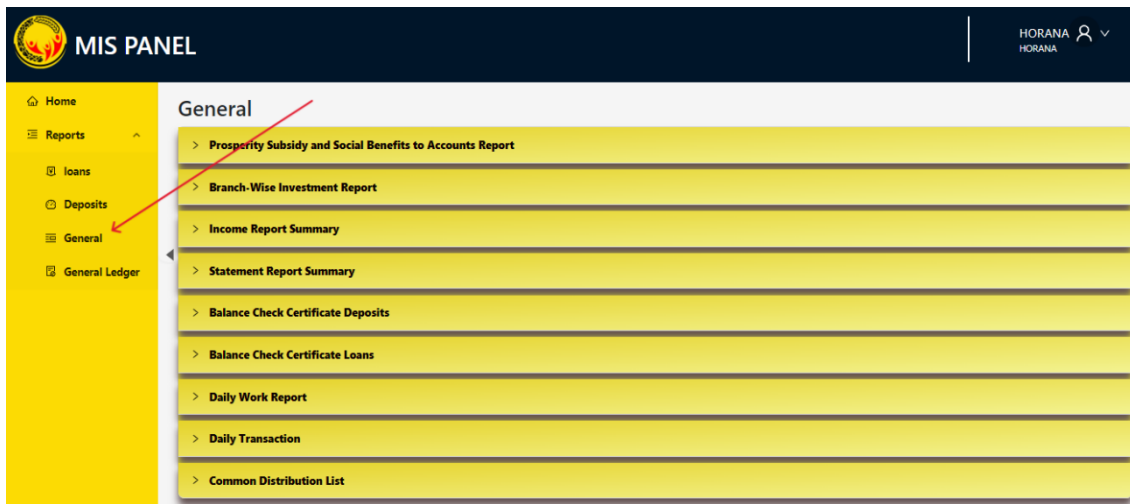
Date-Wise Accounts Dormant Report - Fri Mar 01 11:49:48 IST 2024 - SHARES

No	Account	Customer Name	Customer	Balance
1	101130904102263	ALAGADA LIYANA ARACHCHIGE	130904000806	0.00
2	101130904100756	MALLIKA HADAPANGODA	130904000955	0.00
				0.00

### (c) General Reports

#### How to get a General Reports

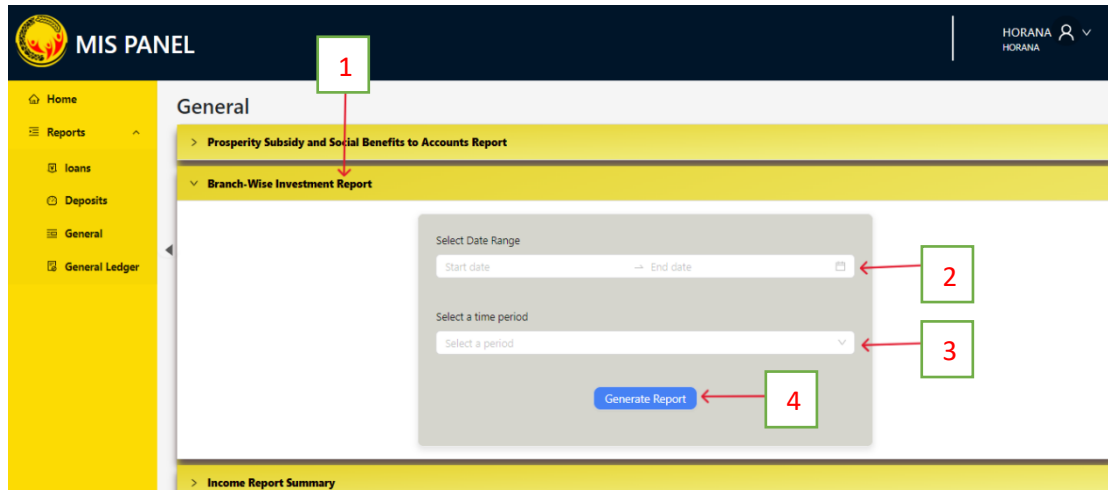
1. Click on the General
2. After we can see the types of the General Reports





How to get a Branch – Wise Investment Report

1. Click on Branch – Wise Investment Report
2. Next Select the date range
3. Select the time period
4. Now Click the Generate Report Button



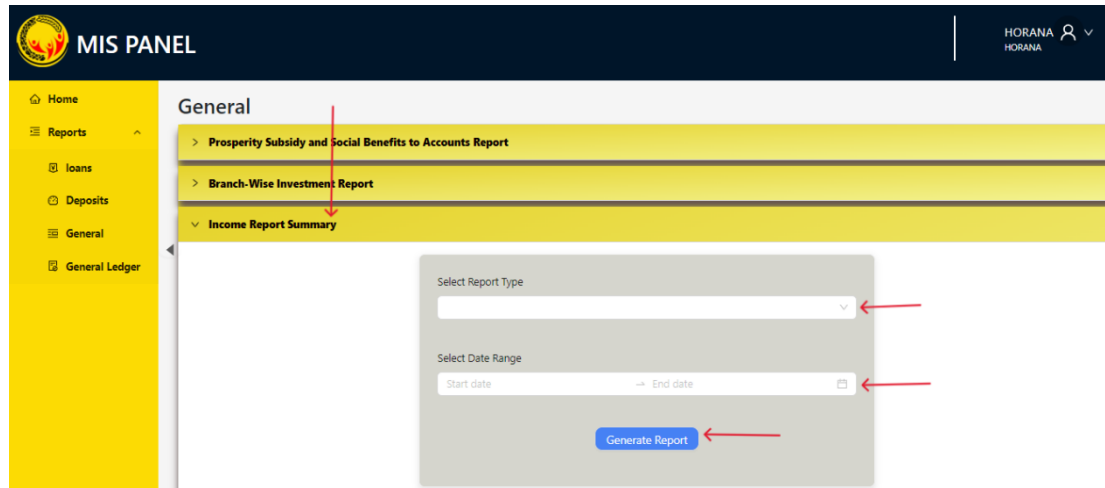
5. The report is as below.

Branch Investment Summary	2024-03-01	To	2024-07-24	HORANA
Investment	90 DAYS			

No	Invested Bank/Institution	Investment Type					Total	%
		Treasury Bills (TB) (Rs.)	Fixsed Deposits (FD) (Rs.)	Treasury Bonds (Rs.)	Repos (Rs.)	Other		
10	Housing Development Finance Corporation Bank(HDFC)	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	100.00
<b>Total</b>		<b>0.00</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000,000.00</b>	

How to get a Income Report Summary

1. Click on Income Report Summary
2. Select the Report Type
3. Select the date range
4. Now Click the Generate Report Button



5. The report is as below.

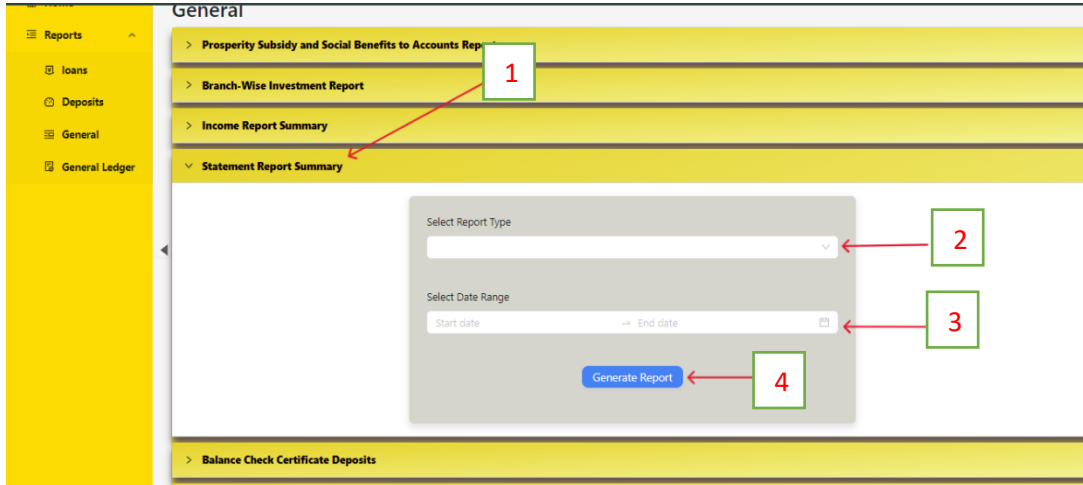
Community Bank Division	
2024-07-24	Month of
Declaration of Income	

	Notes	Total Income	Previous Total Income
Interest Income	1	8,133,812.41	9,351,820.44
Interest Expense	2	557,861.18	479,338.01
<b>Net Interest Income</b>		<b>8,691,673.59</b>	<b>9,831,158.45</b>
Other Incomes	3	26,567.26	86,359.54
<b>Operating Income</b>		<b>8,718,240.85</b>	<b>9,917,517.99</b>
<b>Operating Expenses</b>			
Administrative Expenses	4	2,689,877.53	2,329,553.70
Institutional Expenses	5	52,320.00	60,268.80



How to get a Statement Report Summary

1. Click on Statement Report Summary
2. Select the Report Type
3. Select the date range
4. Now Click the Generate Report Button



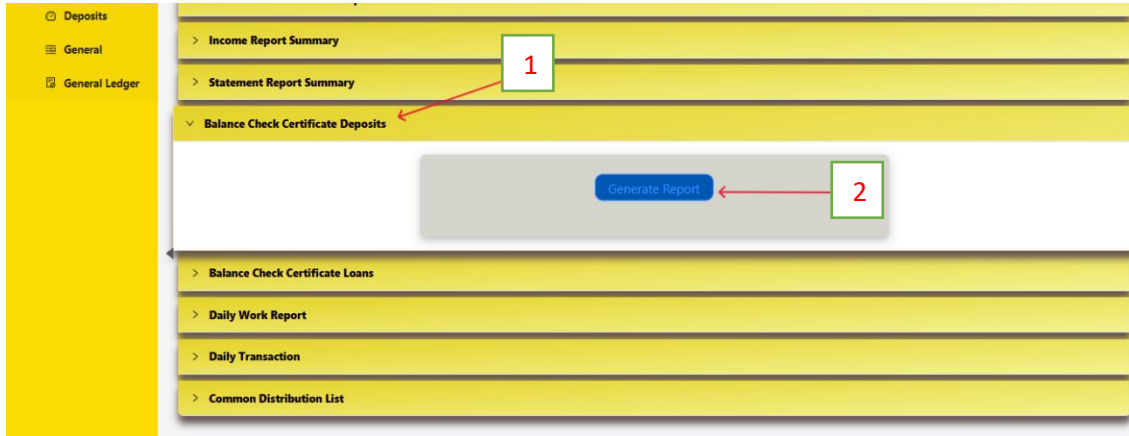
5. The report is as below.

Community Bank Division	
2024-07-24	Month of
Statement of Financial Position	

<u>Assets</u>	Notes	<u>Total</u>	<u>Previous Assets</u>
Liquid Assets	9	99,189.93	-4,477,691.55
<b>Non-liquid Assets</b>			
Investments	10	2,655,176.82	12,356,863.52
Loans	11	0.00	0.00
Stationery Stock	12	73,540.00	46,595.00
Dues	13	0.00	0.00
Other Assets	14	0.00	0.00
Property Plant and Equipment	15	237,760.00	227,394.75
<b>Total Assets</b>		<b>3,065,666.75</b>	<b>8,153,161.72</b>

How to get a Balance Check Certificate Deposits

1. Click on Balance Check Certificate Deposits
2. Next Click on the Generate Report Button



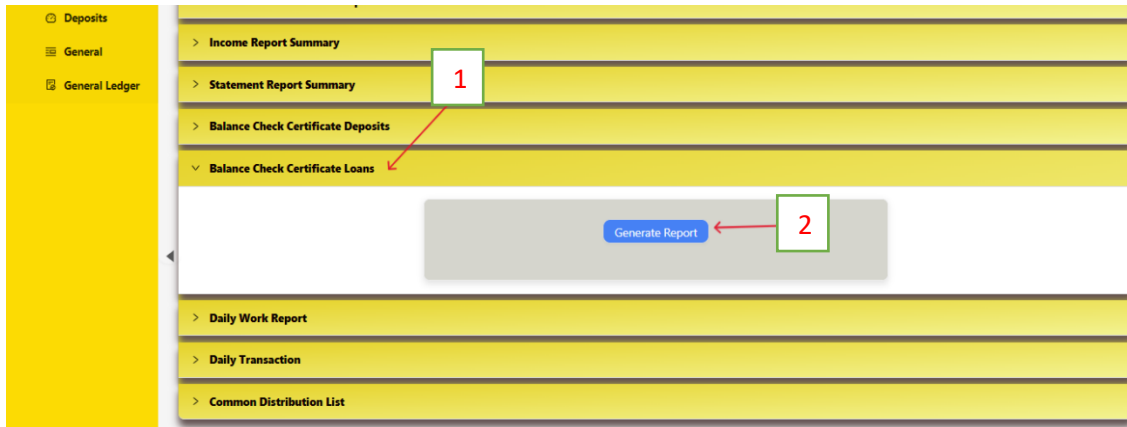
3. The report is as below.

HORANA	
Balance Check Certificate	2024-07-24

Saving product	Active Ledger Balance	Active Trial Balance	Difference	Dormant Ledger Balance	Dormant Trial Balance	Difference
SHARES	20,586,687.00	20,586,687.00	0.00	8,185.00	8,185.00	0.00
MEMBER DEPOSIT	15,637,736.05	15,637,736.05	0.00	2,544,618.26	2,544,618.26	0.00
NON MEMBER DEPOSIT	6,623,228.99	6,623,228.99	0.00	2,409,640.10	2,409,640.10	0.00
DIRIYAMATHA	3,721,573.67	3,721,573.67	0.00	1,310,692.62	1,310,692.62	0.00
GROUPS DEPOSIT	9,144,711.21	9,144,711.21	0.00	2,545,471.95	2,545,471.95	0.00
CHILD DEPOSIT	3,460,525.46	3,460,525.46	0.00	0.00	0.00	0.00
SISURAKA	0.00	0.00	0.00	0.00	0.00	0.00
COMPULSORY SAVINGS	36,830,823.21	36,830,823.21	0.00	0.00	0.00	0.00
DHANASHAKTHI INVEST SAVING ACCOUNT	87,197.18	87,197.18	0.00	0.00	0.00	0.00
FIXED DEPOSIT	7,695,000.00	7,695,000.00	0.00	0.00	0.00	0.00

How to get a Balance Check Certificate Loan

1. Click on Balance Check Certificate Deposits
2. Next Click on the Generate Report Button



3. The report is as below.

Product Name	Active Ledger Balance	Active Trial Balance	Difference	NF Ledger Balance	NF Trial Balance	Difference
Arunalu Emergency Loan.	2,231,000.00	2,231,000.00	0.00	0.00	0.00	0.00
CONSUMPTION	3,644,166.61	3,644,166.61	0.00	0.00	0.00	0.00
CULTIVATION	500,000.00	500,000.00	0.00	0.00	0.00	0.00
DANASAVIYA LOAN RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00
DIRIYA SAVIYA LOAN	0.00	0.00	0.00	0.00	0.00	0.00
DISTRESS	0.00	0.00	0.00	0.00	0.00	0.00
EMERGENCY BUSINESS LOAN	0.00	0.00	0.00	0.00	0.00	0.00
FISHERIES	0.00	0.00	0.00	0.00	0.00	0.00
HOUSING	0.00	0.00	0.00	0.00	0.00	0.00
INCOME GENERATION DEVELOPMENT LOAN	1,770,999.03	0.00	1,770,999.03	0.00	0.00	0.00

How to get a Daily work Report

1. Click on Daily work Report
2. Select the date
3. Next Click on the Generate report button

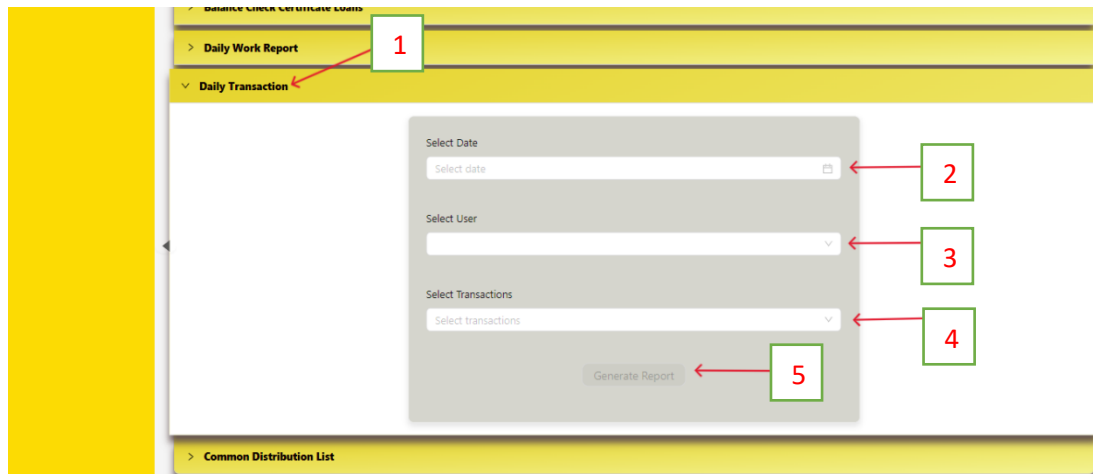


4. The report is as below.

Samurdhi bank Daily Report - 2024-07-01					
ID	LedgerCode	Cash Transaction		Non Cash Transaction	
		Debit	Credit	Debit	Credit
1	1001	0	0	0	28524.27
2	1005	0	0	0	1126.18
3	2109	0	0	2000	0
4	2123	2590	0	0	0
5	2126	400	0	0	0
6	2132	10372	0	0	0
7	3001	1500000	0	0	0
8	3104	0	0	25000	24500
9	3105	0	0	0	4513.68

How to get a Daily Transaction

1. Click on Daily Transaction
2. Select the date
3. Select user
4. Select Transaction
5. Next Click on the Generate report button



6. The report is as below.

**Daily Transactions Report - 7/1/2024**

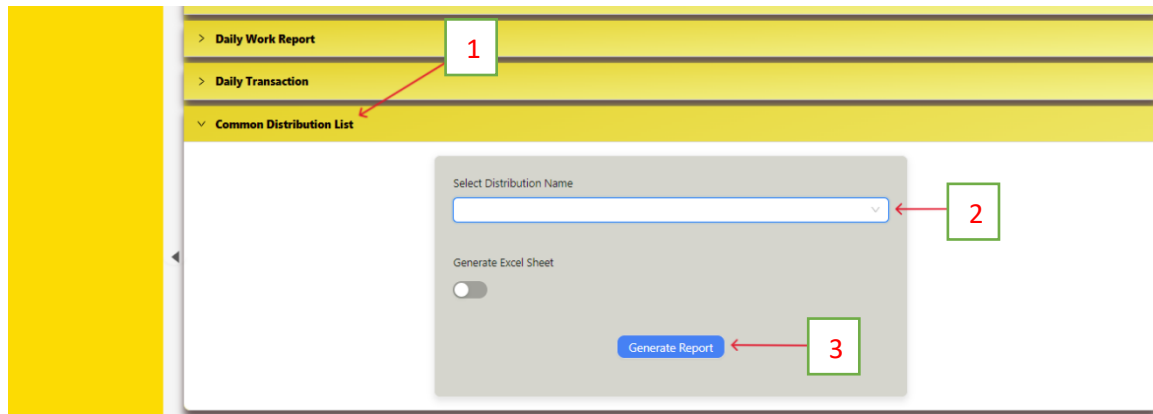
**Cash - Deposit Account**

**Cash Deposit**

No	Value Date	Tran. Type	Tran. Number	Account	Amount	Memo	User
1	7/1/2024, 9:46:15 AM	Cash Deposit	12130904296642	102130904101320	3500	Counter Transaction	HEWAGE WASANTHA UDAWATHTHA
2	7/1/2024, 10:38:22 AM	Cash Deposit	12130904296645	109130904100042	250	Counter Transaction	HEWAGE WASANTHA UDAWATHTHA
3	7/1/2024, 12:51:15 PM	Cash Deposit	12130904296707	103130904100235	14475	Field Collection [2024-07-01]	HEWAGE WASANTHA UDAWATHTHA
4	7/1/2024, 12:51:15 PM	Cash Deposit	12130904296708	102130904100875	5000	Field Collection [2024-07-01]	HEWAGE WASANTHA UDAWATHTHA
5	7/1/2024, 12:51:16 PM	Cash Deposit	12130904296714	102130904101533	15000	Field Collection [2024-07-01]	HEWAGE WASANTHA UDAWATHTHA
6	7/1/2024, 12:51:16 PM	Cash Deposit	12130904296715	102130904101445	7000	Field Collection [2024-07-01]	HEWAGE WASANTHA UDAWATHTHA
7	7/1/2024, 12:51:16 PM	Cash Deposit	12130904296725	104130904100519	5000	Field Collection [2024-07-01]	HEWAGE WASANTHA UDAWATHTHA
8	7/1/2024, 12:51:17 PM	Cash Deposit	12130904296728	102130904101563	5000	Field Collection [2024-07-01]	HEWAGE WASANTHA UDAWATHTHA

How to get a Common Distribution List

1. Click on Common Distribution List
2. Select the Distribution Name
3. Next Click on the Generate report button



4. The report is as below.

### Common Distribution List

HORANA  
130904

No	AccountNumber	AccountType	CustomerName	amount
1	102130904100010	MEMBER DEPOSIT	W.PRIYANTHI	5000.0
2	102130904100187	MEMBER DEPOSIT	G.W.S.JEEWANI	5000.0
3	102130904100432	MEMBER DEPOSIT	W.D.A.P.	5000.0
4	102130904100497	MEMBER DEPOSIT	G.I.PERERA	5000.0
5	102130904100504	MEMBER DEPOSIT	K.J.I.KUMARI	5000.0
6	102130904100718	MEMBER DEPOSIT	G.S.PUSHPALATHA	5000.0
7	102130904100722	MEMBER DEPOSIT	K.N.INDARALATHA	5000.0
8	102130904100734	MEMBER DEPOSIT	E.O.GAMALATH	5000.0
9	102130904100820	MEMBER DEPOSIT	A.D.ARIYAWATHI	5000.0

### (d) General Ledger Report

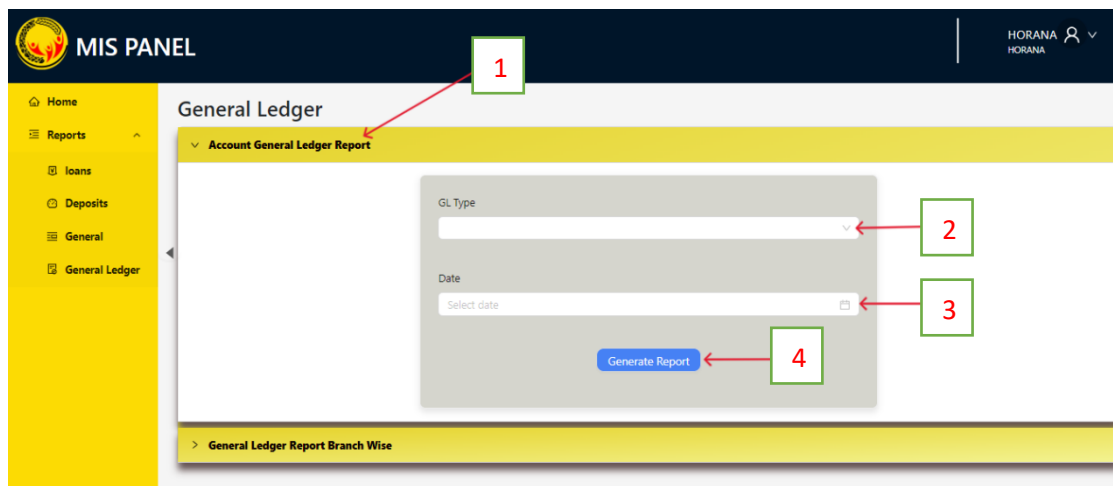
#### How to get a General Ledger Report

1. Click on the General Ledger
2. After we can see the types of the General Ledger Report



#### How to get a Account General Ledger Report

1. Click on the Account General Ledger Report
2. Select the GL Type
3. Select the date
4. Next click on the Generate Report Button



5. The report is as below

General Ledger Trial    2024-07-01

Code	Devisional Secretariat Samurdhi Bank	Total
Asset Accounts		
3001	CURRENT ACCOUNT	4,255,093.93
3002	AMOUNT INVESTED IN SAVING A/C	12,871.19
3003	AMOUNT INVESTED IN MAHASANGAM A/C	56,634,167.81
3004	COMPULSORY SAVING SENT TO SAMURDHI AUTHORITY	8,824,271.36
3005	Compulsory saving invested in Dept.of Divineguma Development from May 2016	13,279,501.00
3006	Share Account of Samurdhi Base Bank Society	1,000.00

How to get a General Ledger Report Branch Wise

1. Click on the General Ledger Report Branch Wise
2. Select the Header
3. Select the date range
4. Next click on the Generate Report Button

