User Guide

01.03 Waripanam system-MA-3-Revenue-Rates Field Officer Counter 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

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--------------------------------------------------------------------
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
```

2. TABLE OF CONTENTS

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Rates Field Officer Counter

(Quick User Guide)

Waripanam Collection

Waripanam related payment

READ MORE

3. THE PROCESS

| 1 | Field Officer Login to Finance System | Add the field payment | Save | End |

| 2 | Authorizing Officer Login to Finance System | Get the Offline Voucher | Check and Authorize | End |

| 3 | Posting Officer Login to the System | Get the offline Voucher | Check and Post | End |
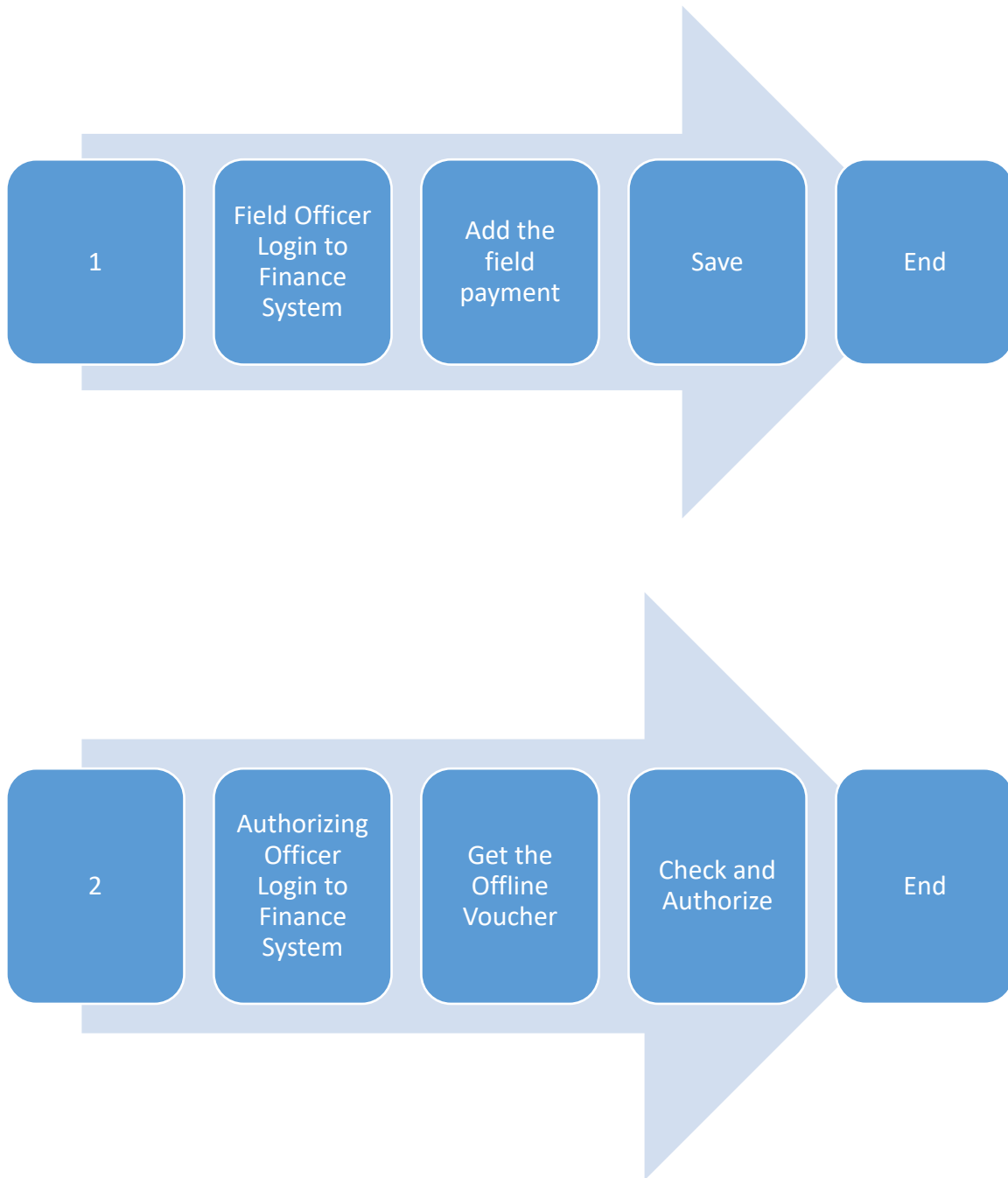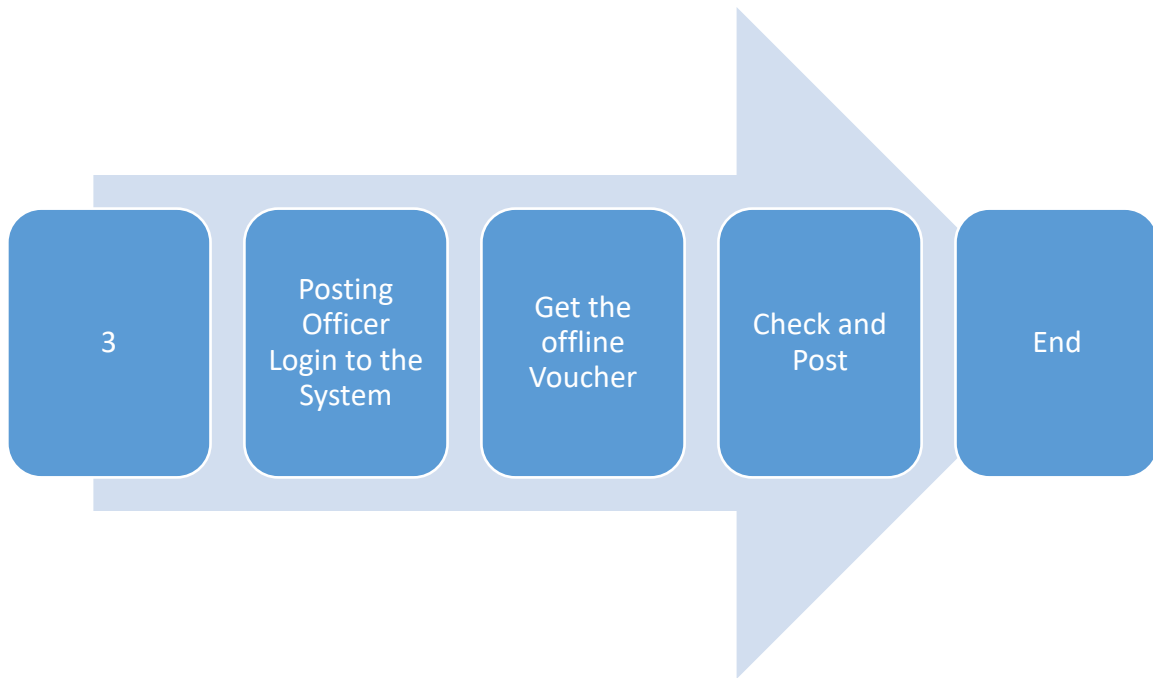
Step 1 : Click on this icon in ERP Page

Waripanam Collection

Waripanam related payment

READ MORE

Log In to your account

Username

Password

⌄   Advanced Options   Log In

1. Click on Rates income menu
2. Then click on Field Payment

Emet Rates

Emet Soft
...Think Differently...

Rates Income

Rates Income

Field Payment   Group Payment   Cancel Schedule

Field Payment

Group Payment

Cancel Schedule

Miscellaneous Income ⊞

Reports ⊞

Step 4: Then user will get Field Officer Payment Interface

Book Category

Book Category | 1
1-Field

[Add Reciepts] [Exit] 3
2
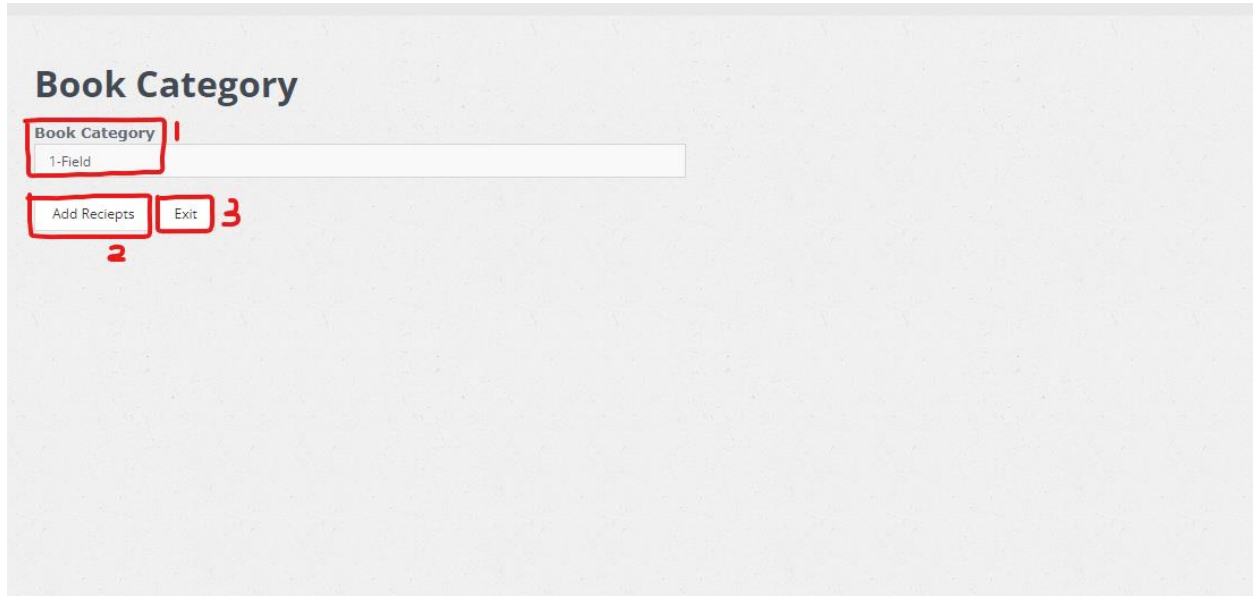
1. Select the relevant book category from the list
2. Add receipts : Add the relevant receipts from the list
3. Exit : Direct to main dashboard

Step 5: Then click on Rates Income menu and then Group Payment
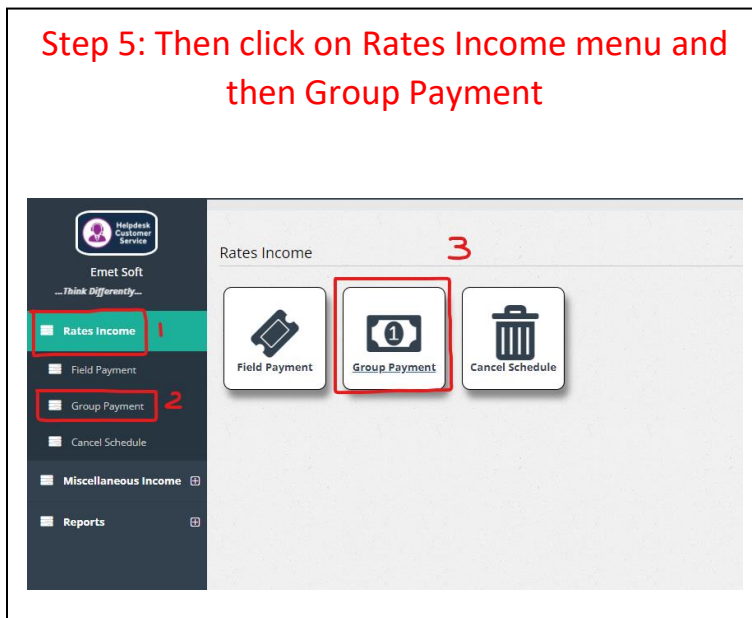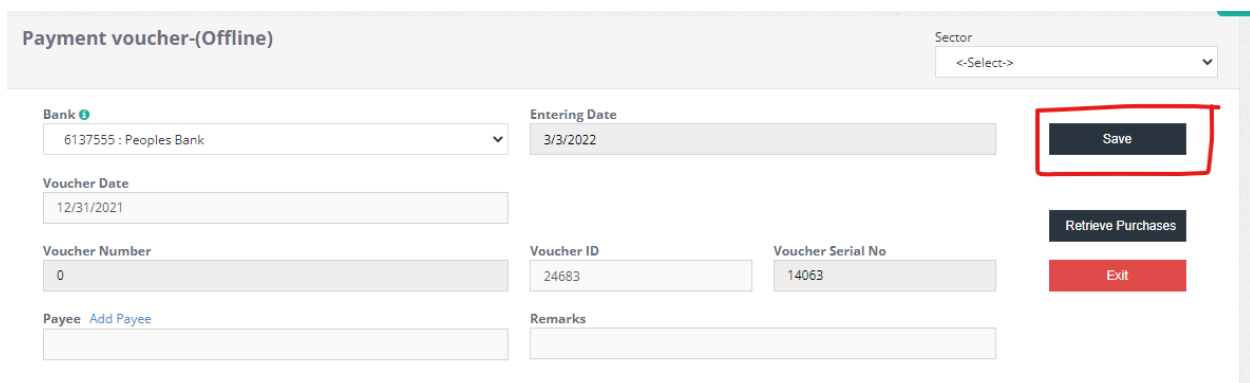
1. Click on Rates Income menu
2. Then click on Group Payment

Helpdesk Customer Service

Emet Soft
...Think Differently...

Rates Income   3

Rates Income | 1

Field Payment   Group Payment   Cancel Schedule

Field Payment
Group Payment | 2
Cancel Schedule
Miscellaneous Income ⊞
Reports ⊞

Step 6: Then user will get Group Payment Interface

1. Department : Select the relevant department name
2. Ledger Account : Select the ledger account relevant to the department
3. Description : Further details
4. Amount : the pay amount
5. Pur.Inv No : Purchase Invoice Number
6. Pur.Inv Date : Purchase invoice date
7. Budget: View the budget
8. Voucher Type : External or Internal
9. Add new row
10. Delete a selected row
11. Add Tax Row : Add a new tax row
12. Chq No : The number of the cheque
13. Chq Date : The date of the cheque
14. Payee : Name of the payee
15. AC Payee :
16. Not Neg :
17. Amount : The amount of the cheque
18. Add new row
19. Delete a selected row
20. Bank Transfer : Select whether a bank transfer or not

Step 6: Then user has to click on save button to save the voucher

Payment voucher-(Offline)

Sector <-Select->

Bank ❶
6137555 : Peoples Bank

Entering Date
3/3/2022

Save

Voucher Date
12/31/2021

Retrieve Purchases

Voucher Number
0

Voucher ID
24683

Voucher Serial No
14063

Exit

Payee Add Payee

Remarks

Step 7: Then user can click on Retrieve Purchases if want to retrieve details of a purchase order relevant to a voucher

Step 8: If there are any changes to be done

1. Go to the Payments menu
2. Click on Payment Voucher Offline
3. Then click on Edit icon
4. Then you will get the payment voucher to be edited

Step 9: If there are any payment vouchers to be post
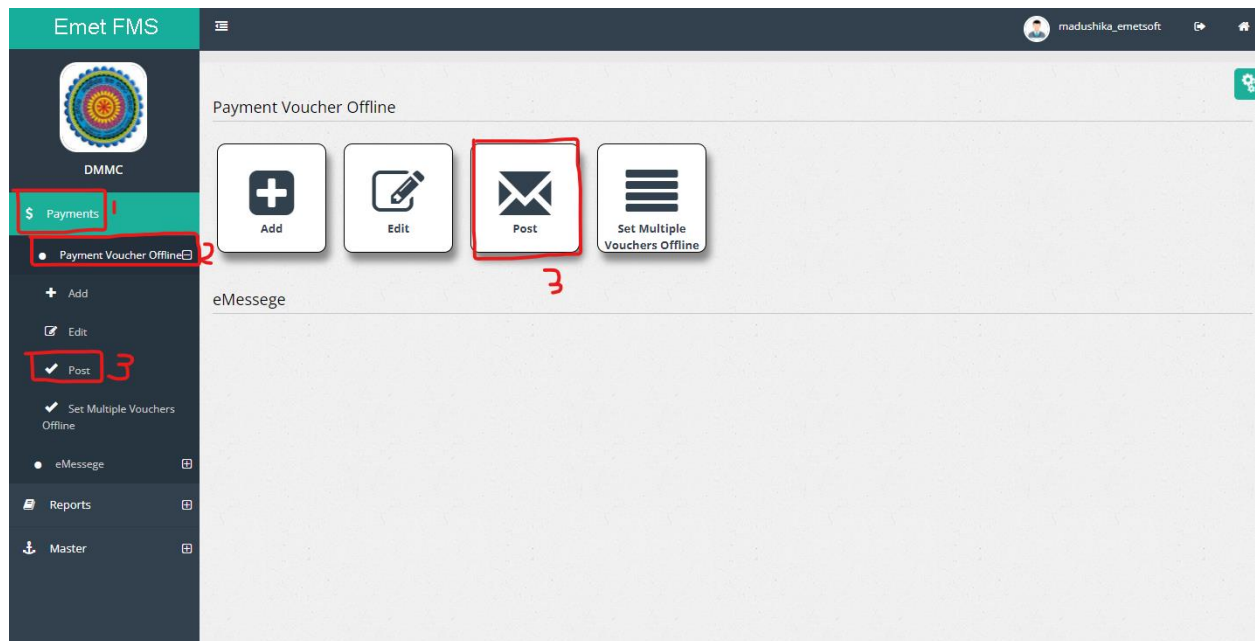
1. Go to the Payments menu
2. Click on Payment Voucher Offline
3. Then click on Post icon
4. Then you will get the payment voucher to be posted

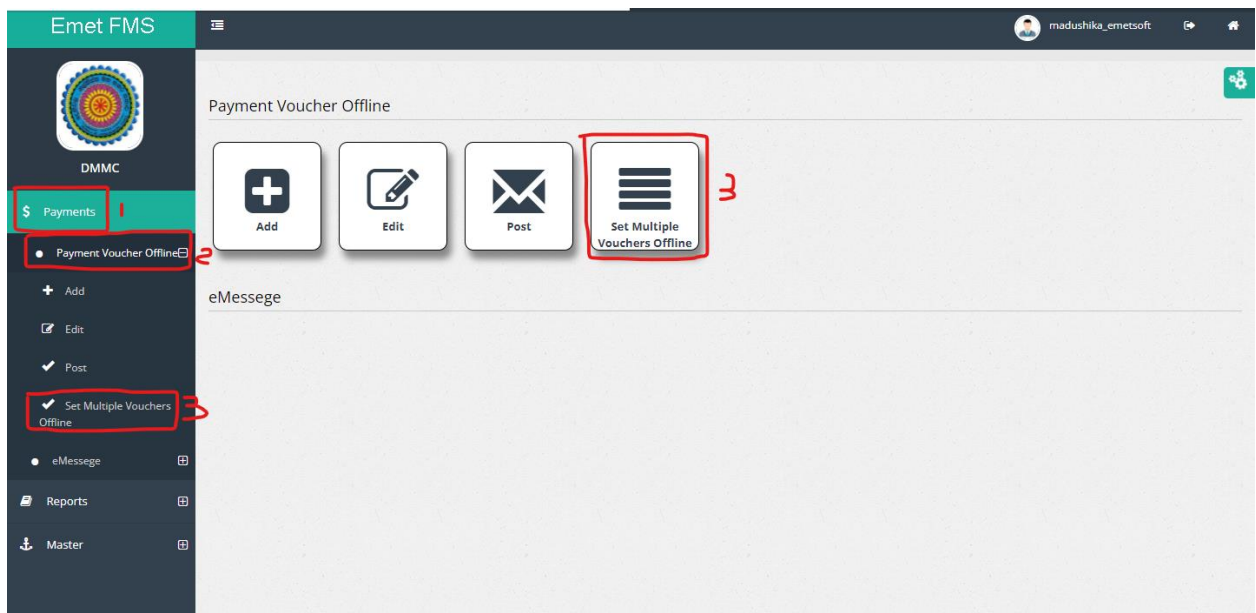# Step 10: If there are any multiple offline payment vouchers to be added

5. Go to the Payments menu
6. Click on Payment Voucher Offline
7. Then click on Set Multiple Vouchers Offline icon
8. Then you will get the option to add Multiple offline vouchers

Step 11: Following are some examples

Example 1

Payment voucher-(Offline)   Sector
                                                                                                 : D12-13/25

Bank ⓘ   **Entering Date**
6137555 : Peoples Bank   12/27/2021   Save

Voucher Date
12/27/2021   Retrieve Purchases

Voucher Number   **Voucher ID**   **Voucher Serial No**
0   -24649   14033   Exit

Payee Add Payee   **Remarks**
Sri Lanka State Trading (Gen) Corporation Ltd   DMMC/ME/AC/STC/29

Payment Details

Line	Department ⓘ	Ledger Account ⓘ	Description	Amount	Pur. Inv No	Pur. Inv Date	Budget View
> 1	21: Programme -2- Project -1- General	44200: Repairs & Maintenance of Capita	Repairs of AC unit @ Kothalawalapura D	31,388.04	3084	12/20/2021 12	Budget
> 2	00: General (without vote)	25500: 7-3-1 Stamp Fees	Stamp Fees	-25.00	3450	12/21/2021 12	Budget

			Voucher Type	**Voucher(s) Total**	**Voucher Total**
✚	🗑	Add Tax Row	EXT : External	0.00	31,363.04

Cheque Details

Select	Chq No	Chq Date	Payee	AC Payee	Not Neg	Amount
Select	Not Available	12/27/2021	Sri Lanka State Trading (Gen) Corpora	☑	☐	31,363.04

			Cheque Total	**Remaining Amount**
✚	🗑	☐ Bank Transfer	31,363.04	0.00

Example 2

Payment voucher-(Offline)

Sector : D12-13/25

Bank ⓘ
6137555 : Peoples Bank

Entering Date
12/10/2021

Save

Voucher Date
12/10/2021

Retrieve Purchases

Voucher Number
0

Voucher ID
-23419

Voucher Serial No
13381

Exit

Payee Add Payee
Office Network (Pvt) Ltd

Remarks

Payment Details

Line	Department ⓘ	Ledger Account ⓘ	Description	Amount	Pur. Inv No	Pur. Inv Date	Budget View
> 1	11: Programme -1- Project -1- General A	44310: Repair of Machines	Repair of Machines	5,940.00			Budget

➕ 🗑 Add Tax Row

Voucher Type
<-Select->

Voucher(s) Total
0.00

Voucher Total
5,940.00

Cheque Details

Select	Chq No	Chq Date	Payee	AC Payee	Not Neg	Amount
Select	Not Available	12/10/2021	Office Network (Pvt) Ltd	☑	☐	5,940.00

➕ 🗑 ☐ Bank Transfer

Cheque Total
5,940.00

Remaining Amount
0.00