User Guide

01.04 Waripanam system-Shroff-10-Revenue-Bank Deposit 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
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2. TABLE OF CONTENTS

Page No.

ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector
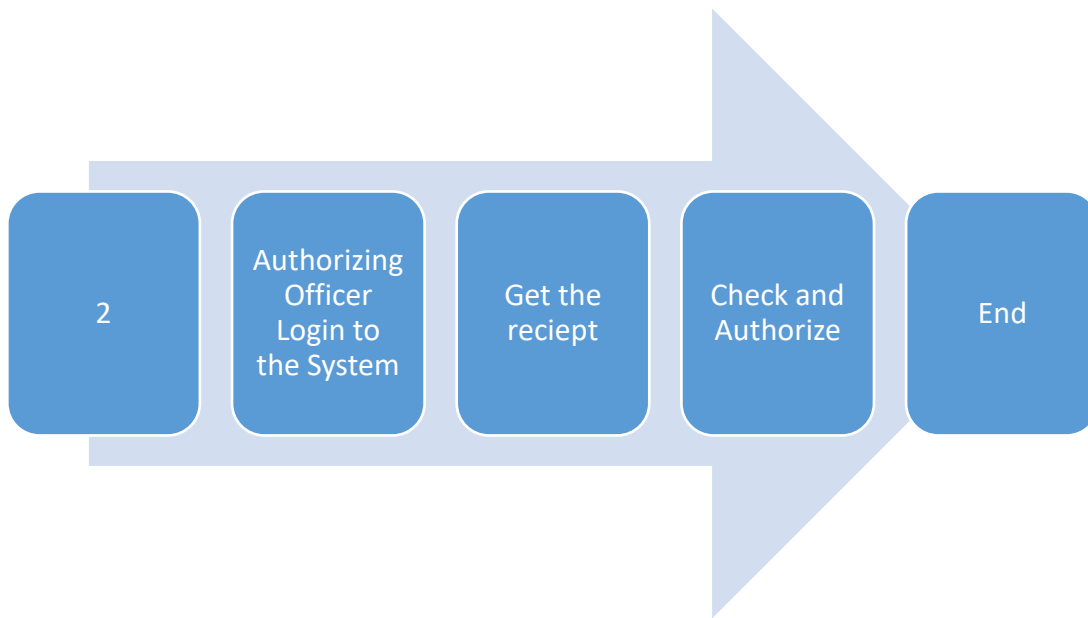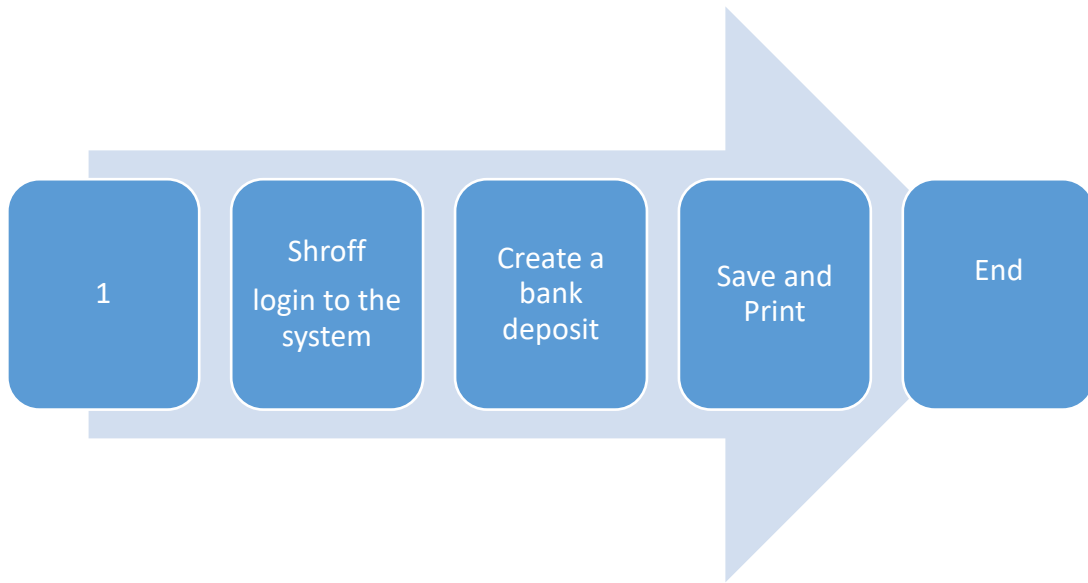
Bank Deposit Sessions

(Quick user Guide)

Shroff
Payments

Payments over the shroff
counter

READ MORE

3. THE PROCESS

| 1 | Shroff login to the system | Create a bank deposit | Save and Print | End |

| 2 | Authorizing Officer Login to the System | Get the reciept | Check and Authorize | End |

Step 2: Login using your user name and password to the system

Log In to your account

Username

Password

☐ ⌄   Advanced Options   Log In

Step 3: Then click on Bank Deposit Sessions menu and then ADD

Emet Rates

Helpdesk Customer Service

Emet Soft
...Think Differently...

Rates Income ⊞

Rates Master Data ⊞

Miscellaneous Income ⊞

Miscellaneous Master Data ⊞

Bank Deposit Sessions

Add   2

Edit

Authorize

Cancel

Bank Deposit Sessions

➕
Add
2

✎
Edit

✔
Authorize

🗑
Cancel

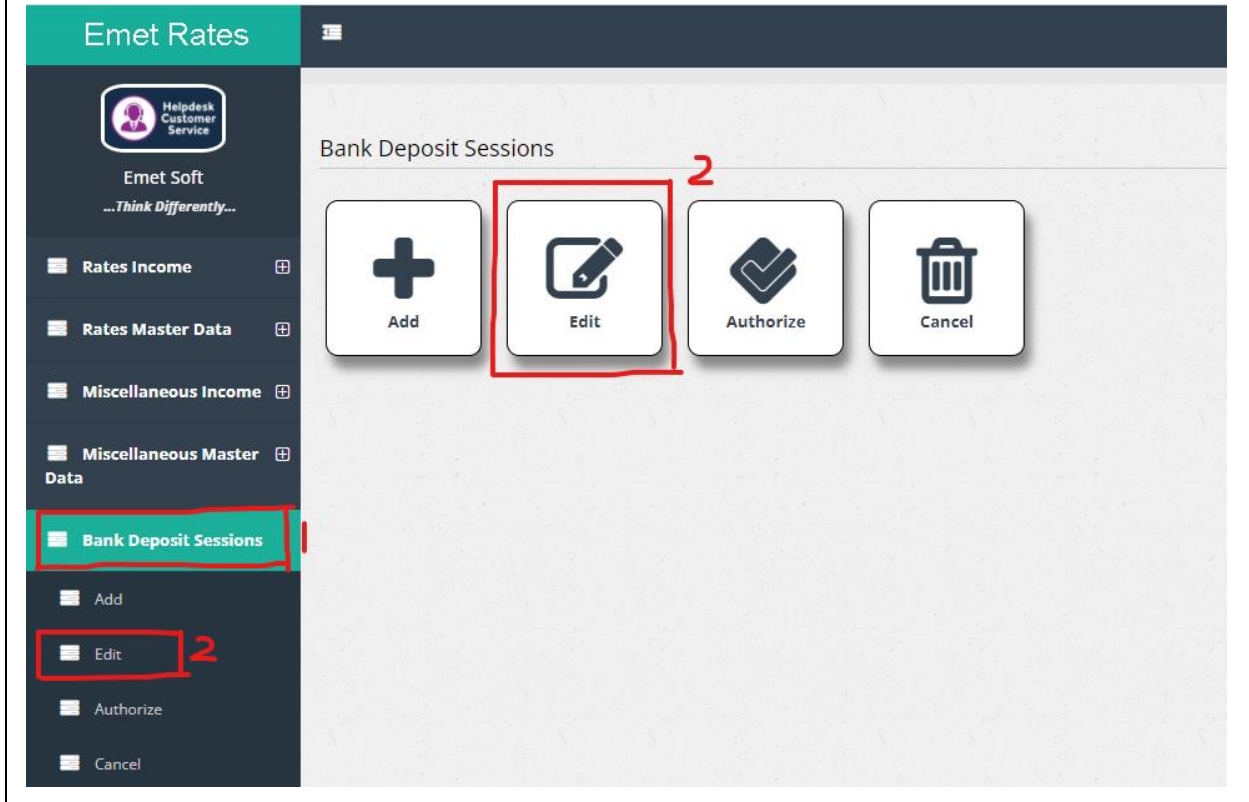**Step 4: Then user will get Bank Deposit Sessions Add interface**

1. Date From : Select the start date of the bank session
2. Date To : Select the end date of the bank session
3. Bank : Select the bank from the drop down menu
4. Deposit Date : Select the deposit date of the bank session
5. Remarks : Add any remarks if there

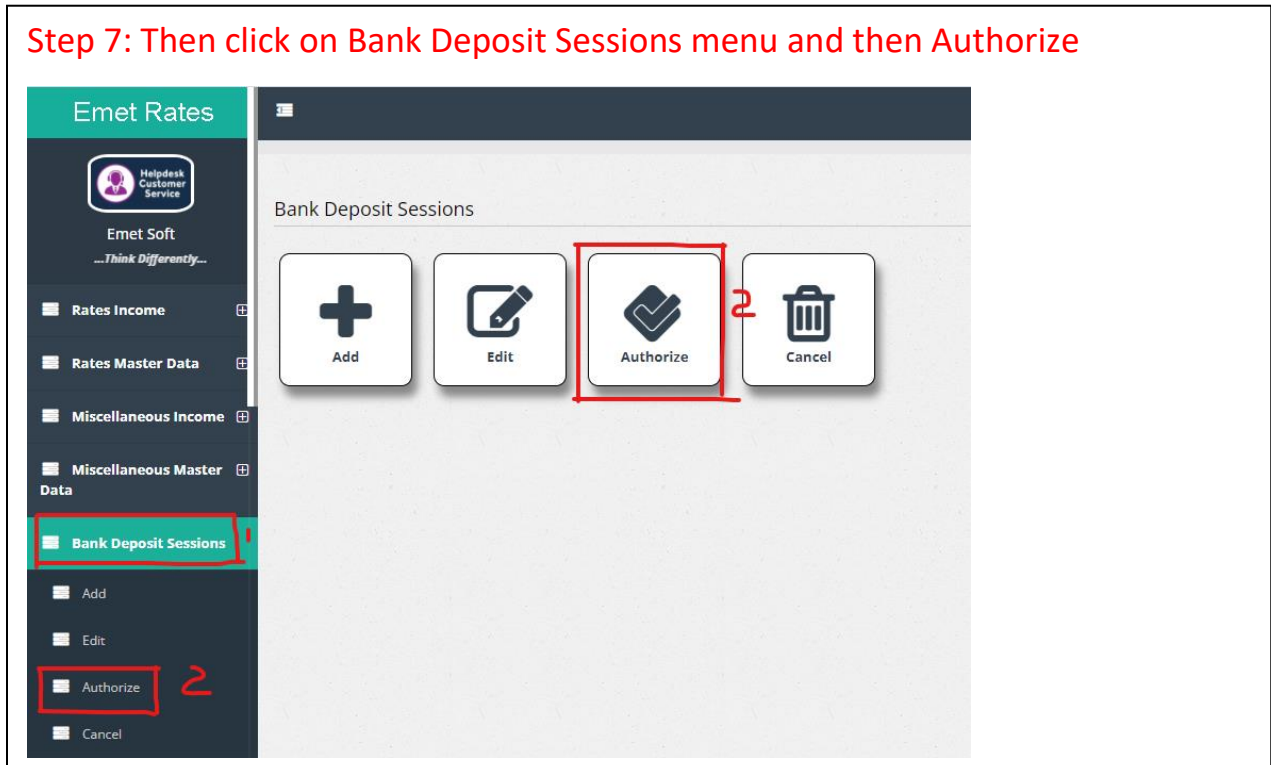**Step 5: Then click on Bank Deposit Sessions menu and then Edit**

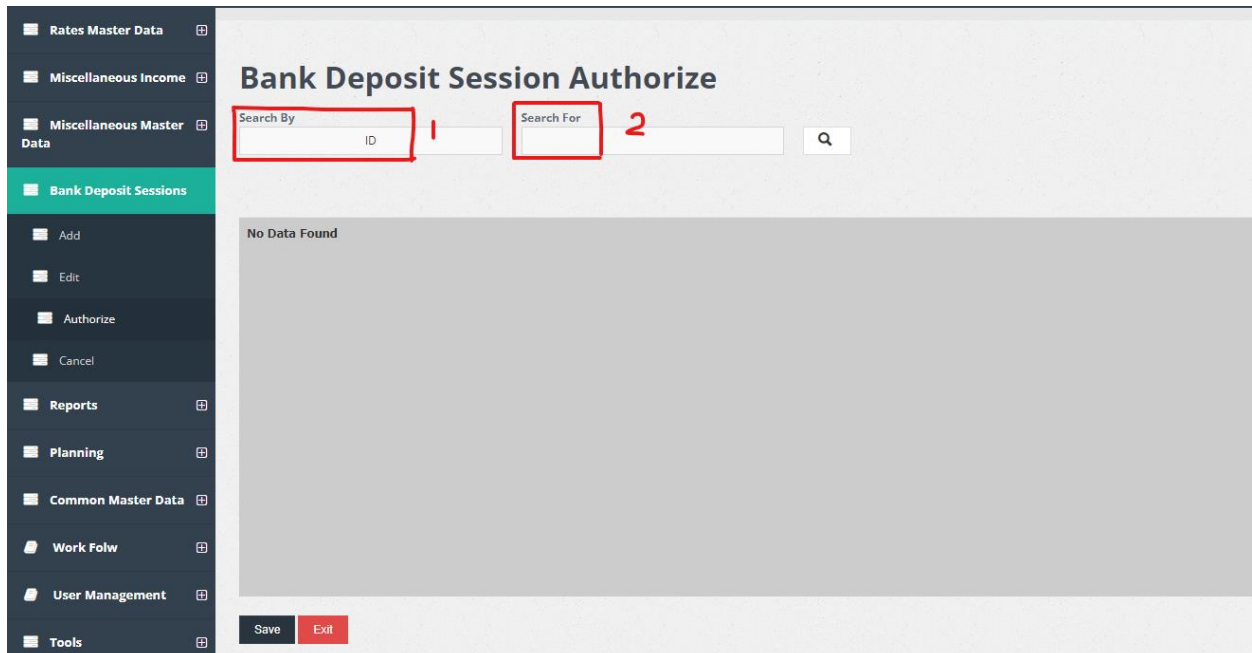**Step 6: Edit bank deposit session details**
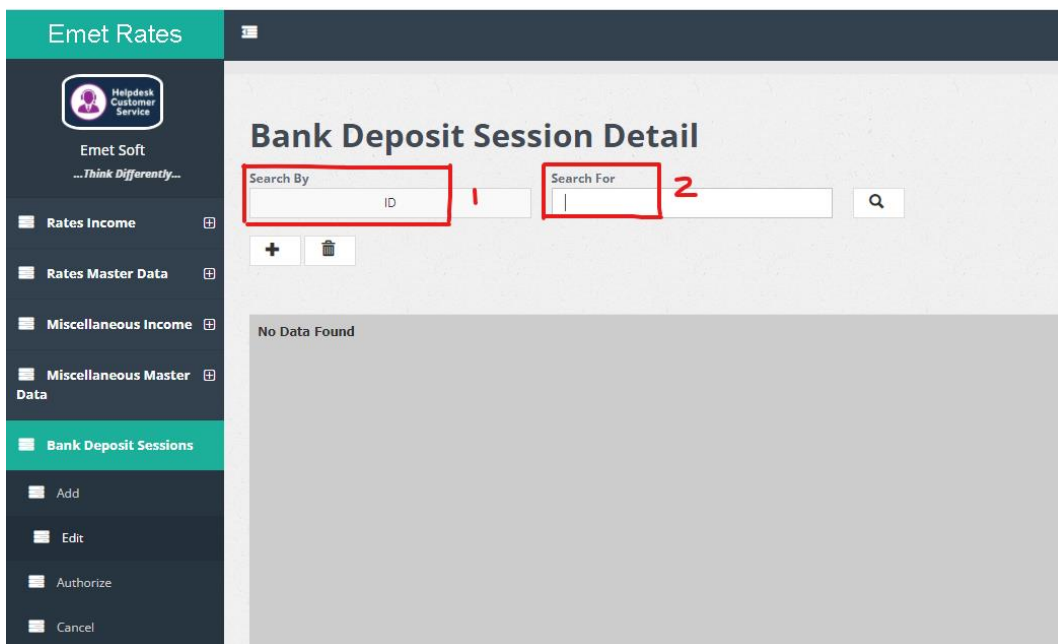
1. Search By : Select from the drop down menu to search by (ID, Transaction Date, Enter Date, Bank Code, Remarks)
2. Search For : Enter the details according to the selected category

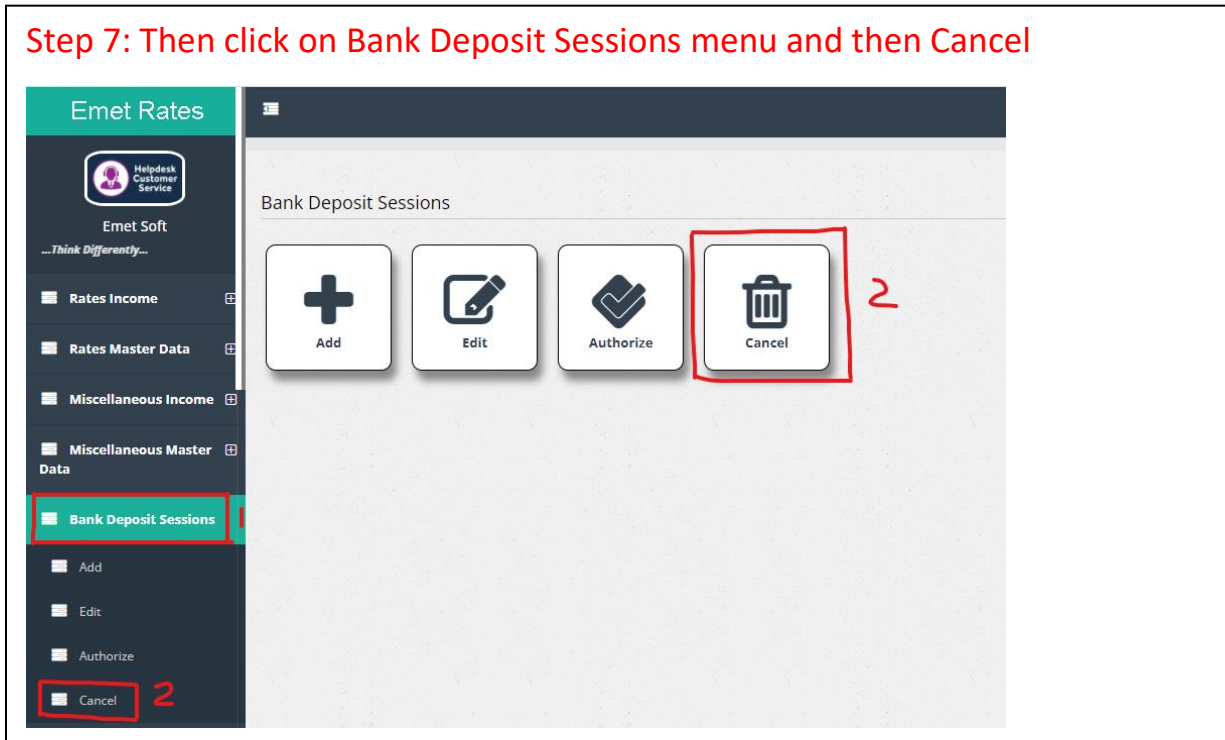**Step 7: Then click on Bank Deposit Sessions menu and then Authorize**

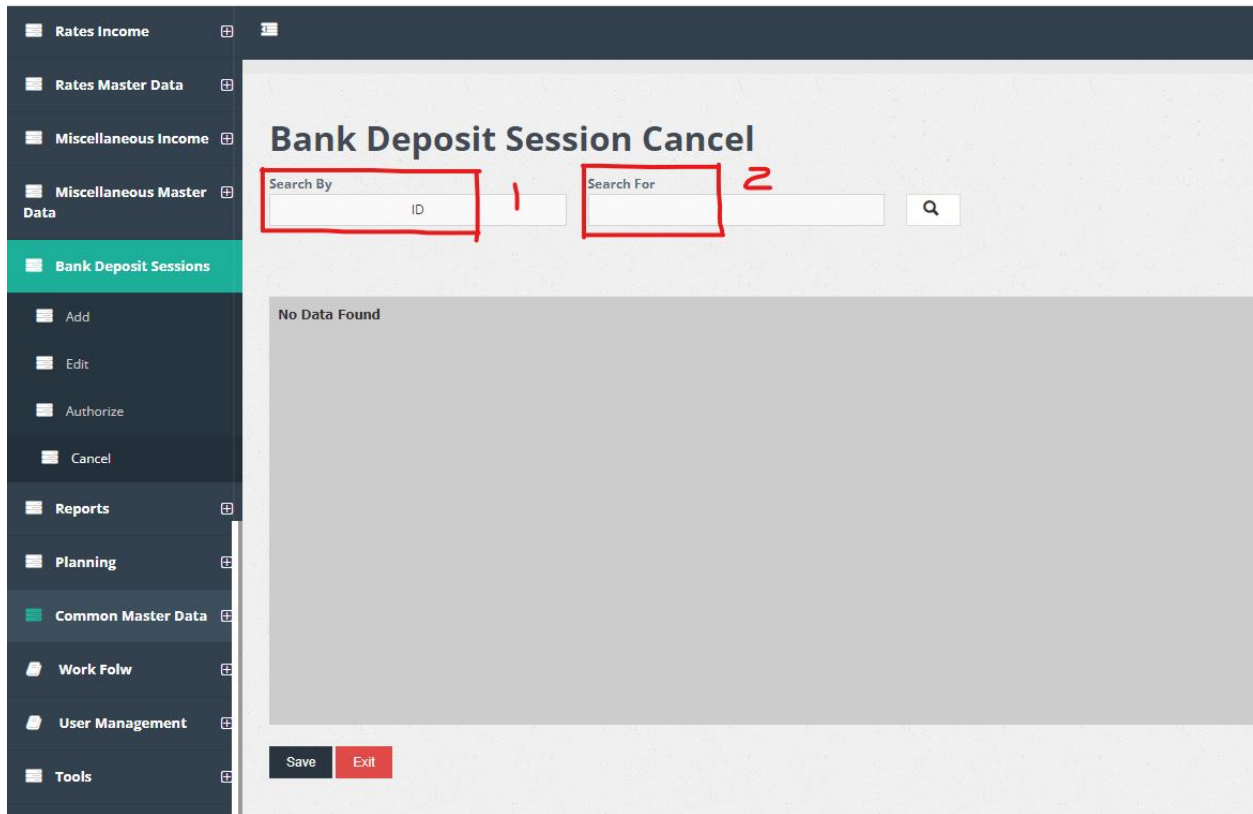**Step 8: Authorize bank deposit session details**

1. Search By : Select from the drop down menu to search by (ID, Transaction Date, Enter Date, Bank Code, Remarks)
2. Search For : Enter the details according to the selected category

Step 7: Then click on Bank Deposit Sessions menu and then Cancel

Step 7: The next step is cancel bank deposit sessions

1. Search By : Select from the drop down menu to search by (ID, Transaction Date, Enter Date, Bank Code, Remarks)
2. Search For : Enter the details according to the selected category