

User Guide

01.06 Waripanam system-MA-16-Revenue- Incomplete Online Payments 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

Incomplete Online Payments

(Quick user Guide)

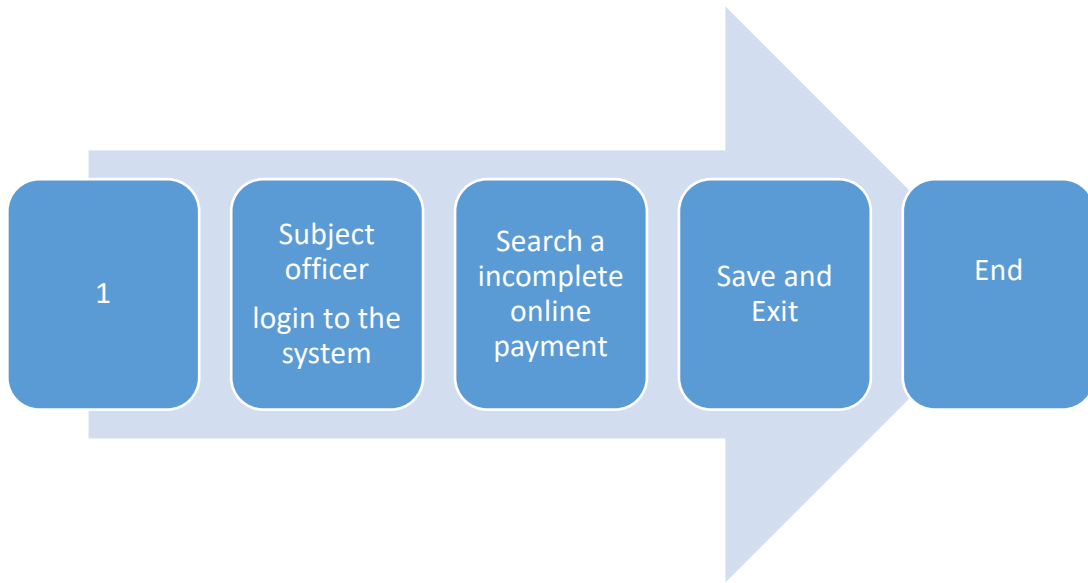


Waripanam Collection

Waripanam related
payment

[READ MORE](#)

3. THE PROCESS



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

Log In to your account

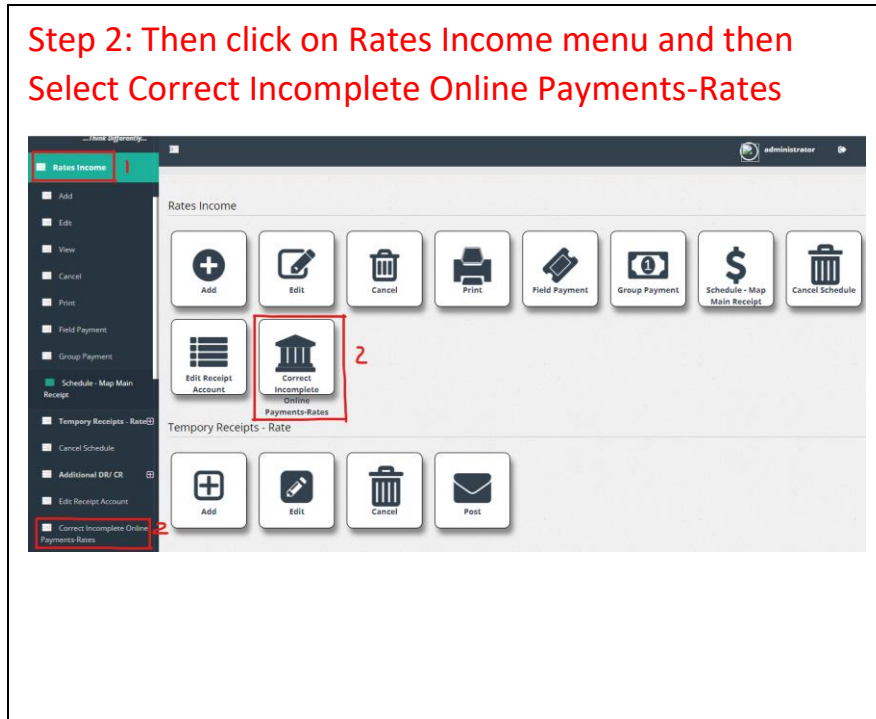
Username

Password

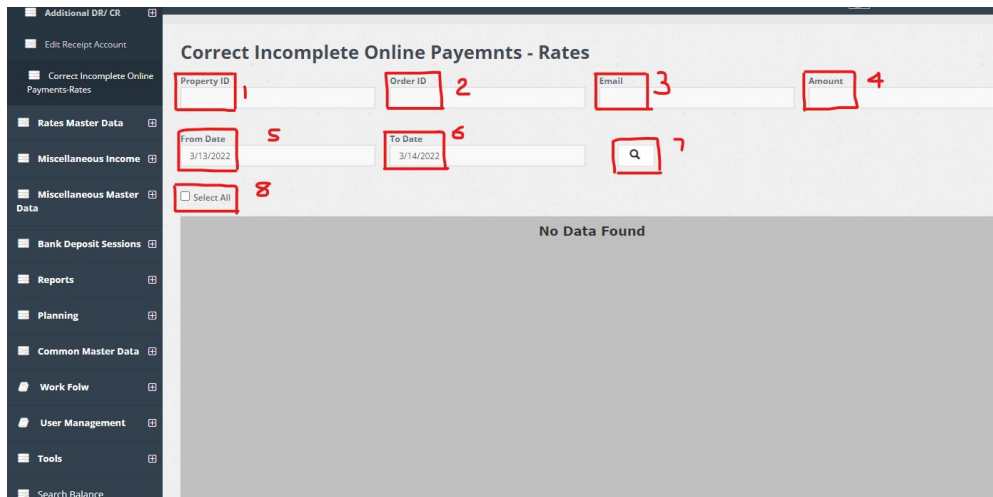
Advanced Options



Step 2: Then click on Rates Income menu and then Select Correct Incomplete Online Payments-Rates

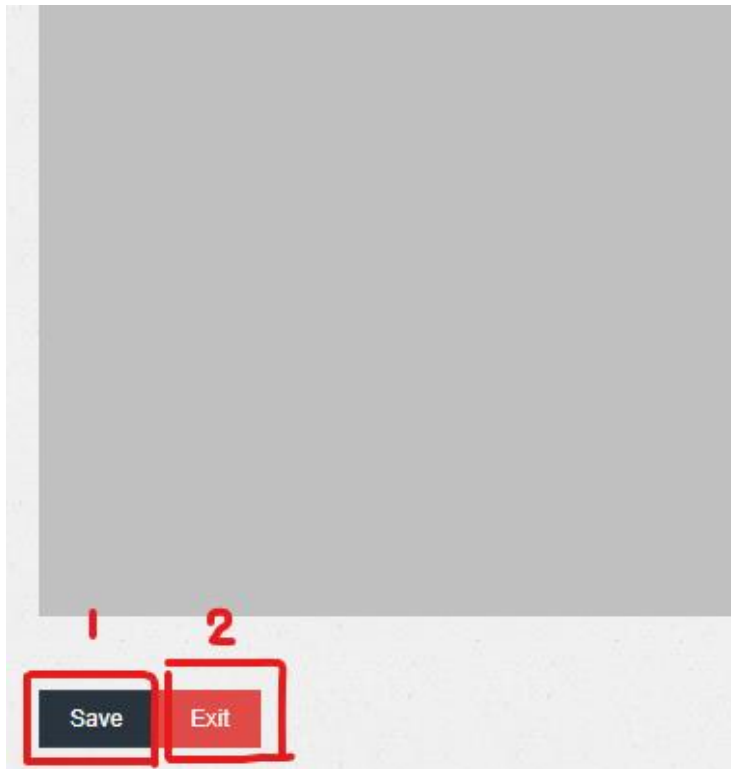


Step 3: Then user will get Correct Incomplete Online Payments-Rates interface



1. Property ID : Enter the Property ID
2. Order ID : Enter the order ID
3. Email : Enter the email address

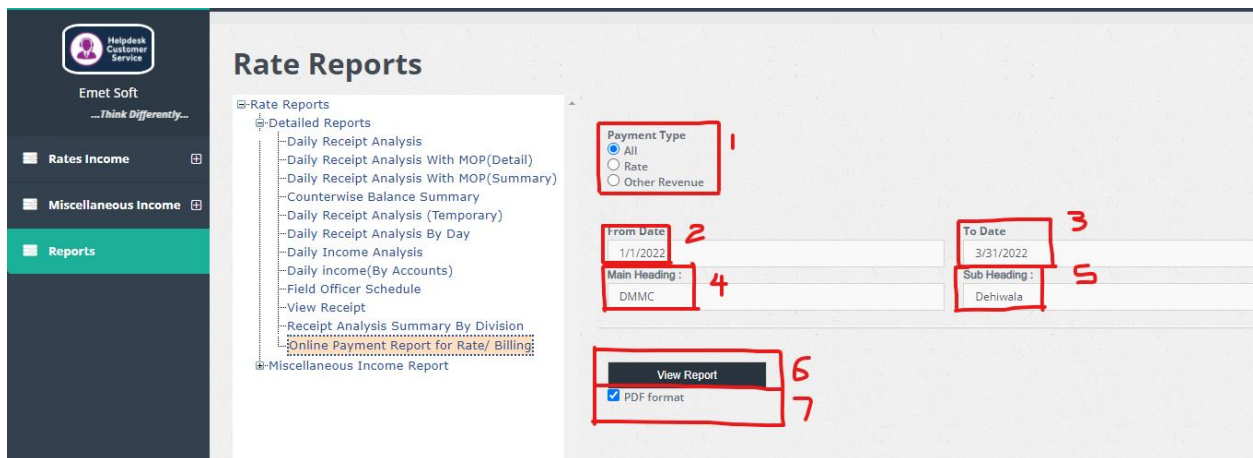
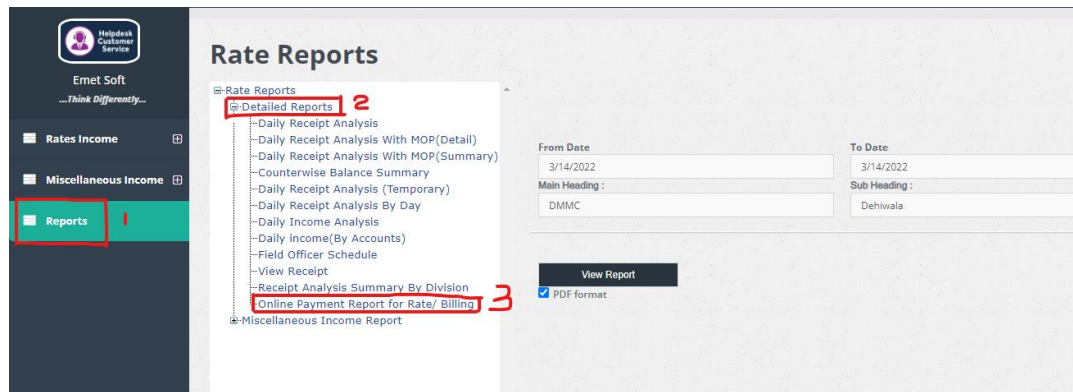
4. Amount : Enter the payment amount
5. From Date : Select the date from when to search
6. To Date : Select the date to when to search
7. Click on button top search
8. Put the tick if want to select all the displayed payments list



1. Save : By clicking can save the incomplete online payments
2. Exit : Go back to main dashboard

Step 4: Then user will get the online payments report

Click on Reports menu and then Detailed Reports and select Online Payment Report for Rate



1. Select the payment type (All, Rates, Other Revenue)
2. From Date : Select the date from where to start
3. To Date : Select the date from where to stop
4. Main Heading : Select the main heading of the report
5. Sub Heading : Select the sub heading of the report
6. View Report : By clicking can view the Report
7. Put the tick if want to take the report in PDF format