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

Ву

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1 Initi	al version	EMETSOFT IMP Team
26-04-2022	0.1.1 Modif	ications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0 Final	Release	Project Manager
19-05-2022	2.0.0 Enhan	cements 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

3. THE PROCESS



Step 1: Lo the syste	ogin using your user name and password to m
	Log In to your account
	Password
	Advanced Options Log In





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

Additional DR/ CR	Ð
Edit Receipt Account	Correct Incomplete Online Payemnts - Rates
Correct Incomplete Onlia Payments-Rates	Property ID 1 Order ID 2 Email 3 Amount 4
Rates Master Data	B From Date 5 To Date 6
Miscellaneous Income	g <u>3/13/2022</u> Q
Miscellaneous Master Data	B Select All 8
Bank Deposit Sessions	B No Data Found
Reports	
Planning	8
Common Master Data	8
🥔 Work Folw	9
🥭 User Management	
Tools	
Search Balance	

- 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

Emet Soft	Rate Reports		
Think Differently Rates Income 🕀	Detailed Reports Cally Receipt Analysis Daily Receipt Analysis With MOP(Detail) Daily Receipt Analysis With MOP(Summary)	From Date	To Date
Miscellaneous Income	Counterwise Balance Summary	3/14/2022	3/14/2022
Miscellancous income.	Daily Receipt Analysis (Temporary)	Main Heading :	Sub Heading :
Reports	-Daily Income Analysis -Daily Income (Analysis -Daily Income (By Accounts) -Field Officer Schedule -View Receipt -Receipt Analysis Summary By Division -Receipt Analysis By	View Report ✔ PDF format	Denivala

Ernet Soft	Rate Reports		
📕 Rates Income 🛛 🕀	-Daily Receipt Analysis -Daily Receipt Analysis With MOP(Detail) -Daily Receipt Analysis With MOP(Summary)	Payment Type All Rate Other Revenue	
Miscellaneous Income 🕀	-Counterwise Balance Summary -Daily Receipt Analysis (Temporary)		To Date 3
Reports		1/1/2022 Main Heading : DMMC	3/31/2022 Sub Heading : Debiwala
	-Receipt Analysis Summary By Division -Online Payment Report for Rate/ Billing & Miscellaneous Income Report	View Report 6	

- 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