

# User Guide

## 01.07 Waripanam system-MA-17-Revenue- RI Reports 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

## 2. TABLE OF CONTENTS

	Page No.
1. Revision History .....	2
2. TABLE OF CONTENTS.....	2
3. The Process .....	6
4. Step 3: Daily Receipt Analysis Report .....	9
5. Step 4: Daily Receipt Analysis Report with MOP (Detail) .....	10
6. Step 5: Daily Receipt Analysis Report with MOP (Summary).....	12
7. Step 6: Counter wise Balance Summary Report .....	13
8. Step 7: Daily Receipt Analysis (Temporary) .....	15
9. Step 8: Daily Receipt Analysis By Day .....	16
10. Step 9: Daily Income Analysis .....	18
11. Step 10: Daily Income (By Accounts) .....	20
12. Step 11: Property Registry .....	22
13. Step 11: Assessment Tax Report.....	24
14. Step 12: Assessment payment History .....	26
15. Step 13: Income Report with VAT and NBT .....	27
16. Step 14: Age Analysis .....	29
17. Step 15: Age Analysis Detail.....	31

18.	Step 16: Billed Report for Rate .....	33
19.	Step 17: Sub receipt Report .....	35
20.	Step 18: Commission Report.....	36
21.	Step 19: Field Officer Schedule .....	37
22.	Step 20: Receipt Summary Report .....	38
23.	Step 21: Individual Payment Summary .....	40
24.	Step 22: Balance Report.....	41
25.	Step 22: Balance Report Format 2 .....	43
26.	Step 23: Property History.....	45
27.	Step 24: Additional debit credit Report .....	47
28.	Step 25: Receipt Breakdown Detailed Report .....	48
29.	Step 25: Receipt Breakdown Summary Report.....	50
30.	Step 27: Receipt Summary yearly .....	51
31.	Step 28: Receipt Summary monthly .....	53
32.	Step 29: Summarized Warrant Cost – Ward Wise .....	55
33.	Step 30: Quarterly Rates – Ward Wise .....	57
34.	Step 31: Quarterly Additional Credit/Debit – Ward Wise.....	59
35.	Step 32: Yearly Arrears Report.....	61
36.	Step 33: Monthly Income and Arrears Report.....	62
37.	Step 34: View Receipt .....	63
38.	Step 35: Receipt Analysis Summary By Division .....	65
39.	Step 36: Arrears Claim Report .....	66
40.	Step 37: Daily Income Report LG 3 .....	68
41.	Step 38: Daily Cross Income Report LG 3/1 .....	70
42.	Step 39: Daily Income Report by Date LG 4 .....	71
43.	Step 40: Daily Cross Entry Income Report by Date LG 4/1 .....	72
44.	Step 41: Income Analysis Report (L/G-5) / (L/G-15/4).....	73
45.	Step 42: Receipt Report - Book Category.....	75
46.	Step 43: Online Payment Report for Rate/Billing .....	77
47.	Step 44: K – Form .....	79
48.	Step 45: Assessment Notice.....	81
49.	Step 46 : Reminder Notice .....	83

50.	Step 47: Final Notice .....	84
51.	Step 48: Demand Notice .....	85
52.	Step 49: Prohibited Notice .....	86
53.	Step 50: Shop Rent.....	88
54.	Step 51: Trade License .....	89
55.	Step 52: Trade Tax.....	90
56.	Step 53: Deposits .....	91
57.	Step 54: Other Income Registry .....	92
58.	Step 55: Arrears Report Billing.....	93
59.	Step 56: Business Category / Nature Wise Bill Data Report .....	94
60.	Step 57: Billing Data .....	96
61.	Step 58: Age Analysis for Billing .....	98
62.	Step 59: Age Analysis for Billing – Detail.....	99
63.	Step 60: Monthly Income and Arrears Report.....	101
64.	Step 61: Bill receipts History .....	103
65.	Step 62: Daily Bill receipt Analysis .....	105
66.	Step 63: Daily Bill receipt Analysis – Temporary.....	106
67.	Step 64: Daily Receipt breakdown Detailed Report.....	108
68.	Step 65: Bill Receipt Breakdown Summary Report.....	109
69.	Step 66: Copy Fees Report .....	110
70.	Step 67: Individual payment Summary for Billing.....	111
71.	Step 68: Water Registry .....	112
72.	Step 69: Meter Reading Report .....	113
73.	Step 70: Additional Debit Credit report for Billing.....	115
74.	Step 71: Reminder Notice (Other Revenue) .....	116
75.	Step 72: Final Notice (Other Revenue) .....	117
76.	Step 73: Commission Report Detail .....	119
77.	Step 74: Commission Report Summary .....	120
78.	Step 75: Commission Report – Quarter wise.....	122
79.	Step 76: Property count report.....	123
80.	Step 77: Log Event report .....	125
81.	Step 78: Balance Difference (Opening/Closing).....	126

82. Step 79: User Permission Report ..... 128



# ENTERPRISE RESOURCE PLANNING (ERP)

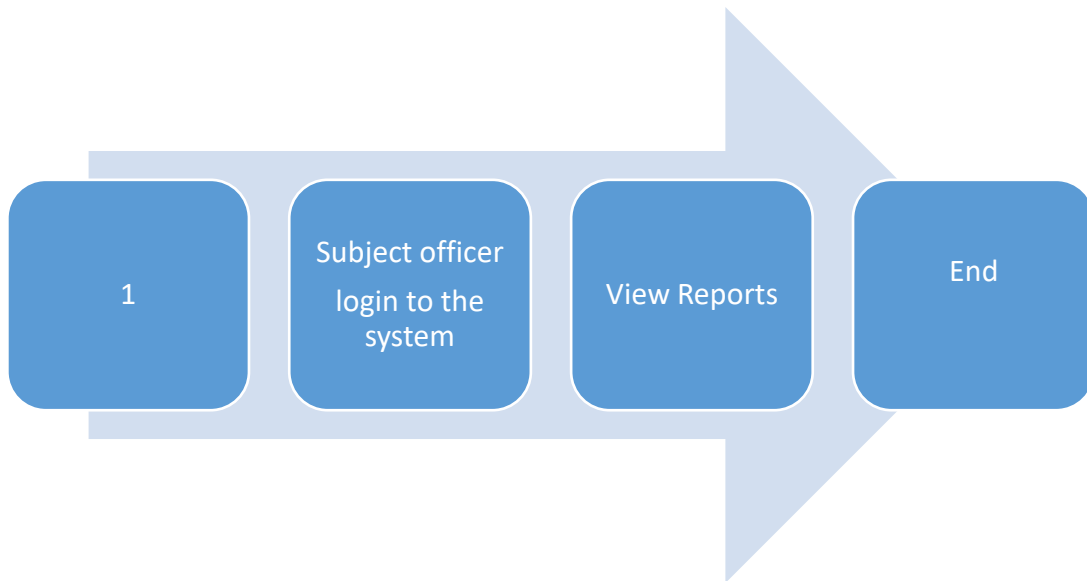
Dehiwala Mount Lavinia Municipal Council

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

## Revenue Inspector Repots

(Quick user Guide)

### 3. THE PROCESS



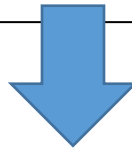
**Step 1: Login using your user name and password to the system**

**Log In** to your account

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Advanced Options

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## Step 2: Click on Reports menu

The screenshot displays the Emet Soft application interface. On the left is a dark sidebar with the company logo and tagline, and a menu with options: Rates Income, Miscellaneous Income, and Reports (highlighted with a red box). The main content area is titled 'Rate Reports' (also highlighted with a red box) and contains a sub-menu with 'Detailed Reports', 'Notices', 'Miscellaneous Income Report', and 'Miscellaneous Income Notices'. Below the menu is a form for generating a report, including fields for 'From Date' and 'To Date' (both set to 3/15/2022), 'Main Heading' (DMMC), and 'Sub Heading' (Dehiwala). A 'View Report' button and a checked 'PDF format' checkbox are also visible.

Helpdesk Customer Service  
Emet Soft  
...Think Differently...

Rates Income

Miscellaneous Income

Reports

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
  - Miscellaneous Income Notices

From Date: 3/15/2022

To Date: 3/15/2022

Main Heading: DMMC

Sub Heading: Dehiwala

View Report

PDF format



## 4. STEP 3: DAILY RECEIPT ANALYSIS REPORT

**Rate Reports**

Rate Reports

Detailed Reports

Daily Receipt Analysis

Daily Receipt Analysis With MOP(Detail)

Daily Receipt Analysis With MOP(Summary)

Counterwise Balance Summary

Daily Receipt Analysis (Temporary)

Daily Receipt Analysis By Day

Daily Income Analysis

Daily income(By Accounts)

Property Registry

Assessment Tax Report

Assessment Payment History

Billed Report for Rate

Sub Receipt Report

Field Officer Schedule

Receipt Summary Report

Balance Report

Balance Report-Format 2

Property History

Additional Debit Credit Report

Receipt Breakdown Detailed Report

Receipt Breakdown Summary Report

Receipt Summary - Yearly

Receipt Summary - Monthly

Summarized Warrent Cost - Ward Wise

Quarterly Rates - Ward Wise

Quarterly Additional Credit/Debit - Ward Wise

Yearly Arrears Report

Monthly Income And Arrears Report

View Receipt

User: <-All->

Book Category: <-Main->

Receipts Types

Not Authorized Reciepts

Authorized Reciepts

Canceled Reciepts

All Receipts

Payment Type

All

Rate

Other Revenue

Amount From: 0

Amount To: 0

No of Unpaid Quarters: 0

From Date: 3/16/2022

To Date: 3/16/2022

Main Heading: DMMC

Sub Heading: Dehiwala

View Report

1. User : Select the user from the drop down menu
2. Book Category : Select the book category from the drop down menu
3. Receipt Types : Select the receipt types by putting a tick
4. Payment Type : Select the payment type by putting a tick
5. Amount From : Enter the starting amount
6. Amount To : Enter the ending amount
7. No. of unpaid Quarters : Enter the no of unpaid quarters
8. From Date : Enter the starting date
9. To Date : Enter the ending date
10. Main Heading : Enter the main heading of the report
11. Sub Heading : Enter the sub heading of the report
12. Click on to view the report

The report is viewed as follows

DMMC						
Dehiwala						
Daily Receipt Analysis						
From Date	3/16/2022	To Date	3/16/2022	User Name	<-All->	
Receipt No	Payee Name	Remarks	Cheque No/Ref No	Cash	Cheque/Online/Other	Total
Receipt Date						

## 5. STEP 4: DAILY RECEIPT ANALYSIS REPORT WITH MOP (DETAIL)

**Rate Reports**

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP (Detail)**
    - Daily Receipt Analysis With MOP (Summary)
    - Counterwise Balance Summary
    - Daily Receipt Analysis (Temporary)
    - Daily Receipt Analysis By Day
    - Daily Income Analysis
    - Daily Income (By Accounts)
    - Property Registry
    - Assessment Tax Report
    - Assessment Payment History
    - Billed Report for Rate
    - Sub Receipt Report
    - Field Officer Schedule
    - Receipt Summary Report
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly
    - Summarized Warrent Cost - Ward Wise
    - Quarterly Rates - Ward Wise
    - Quarterly Additional Credit/Debit - Ward Wise
    - Yearly Arrears Report
    - Monthly Income And Arrears Report
    - View Receipt

**Form Fields:**

- User: 1
- Book Category: 2
- Receipts Types: 3
  - Not Authorized Receipts
  - Authorized Receipts
  - Canceled Receipts
  - All Receipts
- Payment Type: 4
  - All
  - Rate
  - Other Revenue
- Amount From: 5
- Amount To: 6
- No of Unpaid Quarters: 7
- From Date: 8
- To Date: 9
- Main Heading: 10
- Sub Heading: 10
- View Report: 11

1. User : Select the user from the drop down menu
2. Book Category : Select the book category from the drop down menu
3. Receipt Types : Select the receipt types by putting a tick
4. Payment Type : Select the payment type by putting a tick
5. Amount From : Enter the starting amount

6. Amount To : Enter the ending amount
7. No. of unpaid Quarters : Enter the no of unpaid quarters
8. From Date : Enter the starting date
9. To Date : Enter the ending date
10. Main Heading : Enter the main heading of the report
11. Sub Heading : Enter the sub heading of the report
12. Click on to view the report

The report is viewed as follows

<b>DMMC</b> <b>Dehiwala</b> <b>Daily Receipt Analysis</b>						
<b>From Date</b>	3/16/2022	<b>To Date</b>	3/16/2022	<b>User Name</b>	<-All->	
<b>Receipt Date 16-Mar-2022</b>						
Receipt No	Payee Name	Remarks	Ref No	Cash	Cheque	Total
603538	[REDACTED]			1,000.00	0.00	1,000.00
603539	[REDACTED]			0.00	0.00	0.00
			123456	0.00	1,500.00	1,500.00
<b>Total</b>				1,000.00	1,500.00	2,500.00

## 6. STEP 5: DAILY RECEIPT ANALYSIS REPORT WITH MOP (SUMMARY)

The screenshot shows the 'Rate Reports' section of a software application. On the left is a sidebar menu with 'Detailed Reports' expanded, listing various report types. The 'Daily Receipt Analysis With MOP(Summary)' report is selected. The main form contains the following fields and controls:

- 1** User: A dropdown menu with 'admin' selected.
- 2** Book Category: A dropdown menu with '<-Main->' selected.
- 3** Receipts Types: Radio buttons for 'Not Authorized Receipts', 'Authorized Receipts' (selected), 'Canceled Receipts', and 'All Receipts'.
- 4** Payment Type: Radio buttons for 'All', 'Rate' (selected), and 'Other Revenue'.
- 5** Amount From: A text input field with '0' entered.
- 6** Amount To: A text input field with '0' entered.
- 7** No of Unpaid Quarters: A text input field with '0' entered.
- 8** From Date: A date input field with '3/18/2022' entered.
- 9** To Date: A date input field with '3/18/2022' entered.
- 10** Main Heading: A text input field with 'DMMC' entered.
- 11** Sub Heading: A text input field with 'Dehiwala' entered.
- 12** View Report: A button to generate the report.

1. User : Select the user from the drop down menu
2. Book Category : Select the book category from the drop down menu
3. Receipt Types : Select the receipt types by putting a tick
4. Payment Type : Select the payment type by putting a tick
5. Amount From : Enter the starting amount
6. Amount To : Enter the ending amount
7. No. of unpaid Quarters : Enter the no of unpaid quarters
8. From Date : Enter the starting date
9. To Date : Enter the ending date
10. Main Heading : Enter the main heading of the report
11. Sub Heading : Enter the sub heading of the report
12. Click on to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Daily Receipt Analysis**

**From Date** 3/18/2022 **To Date** 3/18/2022  
**Rate Receipts**

**User Name** admin

## 7. STEP 6: COUNTER WISE BALANCE SUMMARY REPORT

### Rate Reports

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP(Detail)
    - Daily Receipt Analysis With MOP(Summary)
    - Counterwise Balance Summary**
    - Daily Receipt Analysis (Temporary)
    - Daily Receipt Analysis By Day
    - Daily Income Analysis
    - Daily income(By Accounts)
    - Property Registry
    - Assesment Tax Report
    - Assessment Payment History
    - Billed Report for Rate
    - Sub Receipt Report
    - Field Officer Schedule
    - Receipt Summary Report
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly
    - Summarized Warrent Cost - Ward Wise
    - Quarterly Rates - Ward Wise
    - Quarterly Additional Credit/Debit - Ward Wise
    - Yearly Arrears Report

**Payment Type**

All

Rate

Other Revenue

**From Date** 3/1/2022

**To Date** 3/18/2022

**Main Heading :** DMMC

**Sub Heading :** Dehiwala

**View Report**

PDF format

1. Select the payment type by putting a tick
2. From Date : Enter the starting date
3. To Date : Enter the ending date
4. Main Heading : Enter the main heading of the report
5. Sub Heading : Enter the sub heading of the report
6. Click on to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Counterwise Balance Summary**

**From Date** 3/1/2022  
**To Date** 3/18/2022

							<b>Total</b>
<b>3/2/2022</b>	0.00	4,345.00	335,590.00	0.00	268,980.00	0.00	608,915.00
	0.00	0.00	3,712.50	0.00	58,585.00	0.00	60,297.50
	0.00	4,345.00	339,302.50	0.00	325,565.00	0.00	669,212.50
<b>3/3/2022</b>	0.00	25,255.00	425,842.00	0.00	0.00	244,980.00	696,077.00
	0.00	0.00	348,098.82	0.00	0.00	63,066.43	411,165.25
	0.00	25,255.00	773,940.82	0.00	0.00	308,046.43	1,107,242.25
<b>3/4/2022</b>	0.00	10,890.00	325,420.00	0.00	0.00	0.00	336,310.00
	0.00	0.00	29,313.00	0.00	0.00	0.00	29,313.00
	0.00	10,890.00	354,733.00	0.00	0.00	0.00	365,623.00
<b>3/7/2022</b>	0.00	16,580.00	0.00	160,225.00	663,655.00	0.00	840,460.00
	0.00	0.00	0.00	0.00	204,856.88	0.00	204,856.88
	0.00	16,580.00	0.00	160,225.00	868,511.88	0.00	1,045,316.88
<b>3/8/2022</b>	0.00	23,260.00	0.00	0.00	274,790.00	348,675.00	646,725.00
	0.00	0.00	0.00	0.00	92,533.56	0.00	92,533.56
	0.00	23,260.00	0.00	0.00	367,323.56	348,675.00	739,258.56
<b>3/9/2022</b>	0.00	17,980.00	0.00	0.00	303,785.00	145,960.00	467,705.00
	0.00	0.00	0.00	0.00	100,114.00	71,210.00	171,324.00
	0.00	17,980.00	0.00	0.00	403,879.00	217,170.00	639,029.00
<b>3/10/2022</b>	0.00	1,570.00	0.00	0.00	352,885.00	41,040.00	395,495.00
	0.00	0.00	0.00	0.00	0.00	12,793.85	12,793.85
	0.00	1,570.00	0.00	0.00	352,885.00	53,833.85	408,288.85

## 8. STEP 7: DAILY RECEIPT ANALYSIS (TEMPORARY)

**Rate Reports**

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP(Detail)
    - Daily Receipt Analysis With MOP(Summary)
    - Counterwise Balance Summary
    - Daily Receipt Analysis (Temporary)**
    - Daily Receipt Analysis By Day
    - Daily Income Analysis
    - Daily income(By Accounts)
    - Property Registry
    - Assessment Tax Report
    - Assessment Payment History
    - Billed Report for Rate
    - Sub Receipt Report
    - Field Officer Schedule
    - Receipt Summary Report
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly
    - Summarized Warrent Cost - Ward Wise
    - Quarterly Rates - Ward Wise
    - Quarterly Additional Credit/Debit - Ward Wise
    - Yearly Arrears Report
    - Monthly Income And Arrears Report
    - View Receipt

User: admin

Book Category: <-Main->

Receipts Types:  
 Not Authorized Receipts  
 Authorized Receipts  
 Canceled Receipts  
 All Receipts

Payment Type:  
 All  
 Rate  
 Other Revenue

Amount From: 0

Amount To: 0

No of Unpaid Quarters: 0

From Date: 3/1/2022

To Date: 3/18/2022

Main Heading: DMMC

Sub Heading: Dehiwala

**View Report**

1. User : Select the user from the drop down menu
2. Book Category : Select the book category from the drop down menu
3. Receipt Types : Select the receipt types by putting a tick
4. Payment Type : Select the payment type by putting a tick
5. Amount From : Enter the starting amount
6. Amount To : Enter the ending amount
7. No. of unpaid Quarters : Enter the no of unpaid quarters
8. From Date : Enter the starting date
9. To Date : Enter the ending date
10. Main Heading : Enter the main heading of the report
11. Sub Heading : Enter the sub heading of the report
12. Click on to view the report

The report is viewed as follows

<b>DMMC</b>						
<b>Dehiwala</b>						
<b>Daily Receipt Analysis -Temporary</b>						
<b>From Date</b>	3/1/2022	<b>To Date</b>	3/18/2022	<b>User Name</b>	<b>admin</b>	
<b>Rate Receipts</b>						
<b>Receipt No</b>	<b>Payee Name</b>	<b>Remarks</b>	<b>Cheque No</b>	<b>Cash</b>	<b>Cheque</b>	<b>Total</b>
<b>Receipt Date :</b>						

## 9. STEP 8: DAILY RECEIPT ANALYSIS BY DAY

### Rate Reports

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP(Detail)
    - Daily Receipt Analysis With MOP(Summary)
    - Counterwise Balance Summary
    - Daily Receipt Analysis (Temporary)
    - Daily Receipt Analysis By Day**
    - Daily Income Analysis
    - Daily Income(By Accounts)
    - Property Registry
    - Assesment Tax Report
    - Assessment Payment History
    - Billed Report for Rate
    - Sub Receipt Report
    - Field Officer Schedule
    - Receipt Summary Report
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly
    - Summarized Warrent Cost - Ward Wise
    - Quarterly Rates - Ward Wise
    - Quarterly Additional Credit/Debit - Ward Wis
    - Yearly Arrears Report
    - Monthly Income And Arrears Report
    - View Receipt

From Date  
3/22/2022

To Date  
3/22/2022

Main Heading :  
DMMC

Sub Heading :  
Dehiwala

View Report

PDF format

1. From Date : Enter the starting date
2. To Date : Enter the ending date
3. Main Heading : Enter the main heading of the report
4. Sub Heading : Enter the sub heading of the report
5. Click on to view the report

The report is viewed as follows



**DMMC**

**Dehiwala**

**Daily Receipt Analysis By Day**

**From Date** 3/1/2022 **To Date** 3/22/2022

<b>Receipt Date</b>	<b>Arrears Amount</b>	<b>Quater Amount</b>	<b>Surcharge</b>	<b>Discounts</b>	<b>Cheque/Cr Card</b>	<b>Cash</b>	<b>Online</b>	<b>Cross Entry</b>
1-Mar-2022	9,841.65	49,900.13	1,292.62	1,794.03	0.00	0.00	61,034.40	0.00
2-Mar-2022	355,764.84	282,212.36	52,880.35	10,218.59	60,297.50	608,915.00	21,645.05	0.00
3-Mar-2022	320,101.19	787,133.65	32,626.70	27,419.97	460,665.25	646,577.00	32,619.29	0.00
4-Mar-2022	116,156.27	236,025.60	20,608.31	8,577.06	29,313.00	336,310.00	7,167.18	0.00
5-Mar-2022	4,420.45	7,737.15	815.36	264.14	0.00	0.00	12,972.96	0.00
6-Mar-2022	8,817.61	14,641.25	1,158.57	570.43	0.00	0.00	24,617.43	0.00
7-Mar-2022	350,070.57	678,933.37	49,583.07	18,817.17	207,736.88	841,848.00	29,002.13	0.00
8-Mar-2022	381,140.68	503,882.43	66,225.89	14,002.65	247,013.56	629,525.00	74,710.44	0.00
9-Mar-2022	143,891.16	520,124.25	20,414.61	13,485.24	171,324.00	467,705.00	45,401.02	0.00
10-Mar-2022	1,389,267.68	319,532.47	78,800.35	11,871.08	816,536.09	963,801.00	7,263.41	0.00
16-Mar-2022	2,500.00	0.00	0.00	0.00	1,500.00	1,000.00	0.00	0.00
<b>Total</b>	<u>3,081,972.10</u>	<u>3,400,122.66</u>	<u>324,405.83</u>	<u>107,020.36</u>	<u>1,994,386.28</u>	<u>4,495,681.00</u>	<u>316,433.31</u>	<u>0.00</u>

## 10.STEP 9: DAILY INCOME ANALYSIS

### Rate Reports

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP(Detail)
    - Daily Receipt Analysis With MOP(Summary)
    - Counterwise Balance Summary
    - Daily Receipt Analysis (Temporary)
    - Daily Receipt Analysis By Day
    - Daily Income Analysis**
    - Daily income(By Accounts)
    - Property Registry
    - Assesment Tax Report
    - Assessment Payment History
    - Income Report with VAT and NBT
    - Age Analysis
    - Age Analysis-Detail
    - Billed Report for Rate
    - Sub Receipt Report
    - Commission Report
    - Field Officer Schedule
    - Receipt Summary Report
    - Individual Payment Summary
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly

**From Date** 1

**To Date** 2

**Main Heading** 3

**Sub Heading** 4

5

PDF format

d

**DMMC**

**Dehiwala**

**Daily Income Analysis**

**From Date** 4/8/2022 **To Date** 4/8/2022

<b>Account Code</b>	<b>Account Name</b>	<b>Amount</b>
00-653000	St	337,426.10
00-672000-1	7-	43,101.20
00-753000	Te	2,000.00
00-757000-2	M	10,000.00
00-757000-4	M	2,000.00
00-757000-6	7-	4,125.00
00-758000	Cd	7,848.75
00-759000	7-	9,050.00
10-430501-2	Ad	119,470.00
10-440204	Re	1,800.00
10-470100	Int	4,049.17
10-510100	Sal	1,263,330.00
10-510200	Re	975,000.00
20-410100-1	As	100,285.50
20-410100-2	As	595,900.16
20-440301	No	25,100.00
20-440500	Sc	1,000.00
20-440603	A	4,928.14
20-445300	Fe	1,250.00
20-445501	W	19,312.16
20-469901	Ta	38,400.00
30-160403	Ep	22,500.00
30-410900	Tr	57,700.00
30-430101	Tr	15,000.00
30-445300	Cd	24,500.00
30-449901	Ve	50,000.00
40-420202-1	Sh	10,000.00
40-440207	Re	3,000.00

## 11.STEP 10: DAILY INCOME (BY ACCOUNTS)

**Rate Reports**

Rate Reports

- Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily Income (By Accounts)**
  - Property Registry
  - Assesment Tax Report
  - Assessment Payment History
  - Income Report with VAT and NBT
  - Age Analysis
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report
  - Commission Report
  - Field Officer Schedule
  - Receipt Summary Report
  - Individual Payment Summary
  - Balance Report
  - Balance Report-Format 2
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly
  - Receipt Summary - Monthly

User: <-All-> 1

Accounts: <-All->

From Date: 4/8/2022 2

To Date: 4/8/2022 3

Main Heading: DMMC 4

Sub Heading: Dehiwala 5

View Report 6

PDF format

1. User , Accounts : Select the relevant users and accounts
2. From Date : Enter the starting date
3. To Date : Enter the ending date
4. Main Heading : Enter the main heading of the report
5. Sub Heading : Enter the sub heading of the report
6. Click on to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Daily Income Analysis**

**From Date** 4/8/2022 **To Date** 4/8/2022 **All Accounts**

<b>Receipt No</b>	<b>Payment Date</b>	<b>Payee Name</b>	<b>Amount</b>
<b>00-653000</b>		<b>Staff loan</b>	<b>337,426.10</b>
609503	08-Apr-2022	M	75,205.88
609503	08-Apr-2022	M	7,500.00
609657	08-Apr-2022	L	4,166.67
609658	08-Apr-2022	s	3,333.33
609659	08-Apr-2022	A	3,190.67
609660	08-Apr-2022	A	3,190.67
609661	08-Apr-2022	K	219,166.64
609662	08-Apr-2022	M	5,389.86
609663	08-Apr-2022	L	4,166.67
609664	08-Apr-2022	D	3,782.37
609665	08-Apr-2022	R	4,166.67
609666	08-Apr-2022	R	4,166.67

## 12.STEP 11: PROPERTY REGISTRY

**Rate Reports**

Rate Reports

- Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily Income(By Accounts)
  - Property Registry**
  - Assessment Tax Report
  - Assessment Payment History
  - Income Report with VAT and NBT
  - Age Analysis
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report
  - Commission Report
  - Field Officer Schedule
  - Receipt Summary Report
  - Individual Payment Summary
  - Balance Report
  - Balance Report-Format 2
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly
  - Receipt Summary - Monthly
  - Summarized Warrent Cost - Ward Wise

Division 1  
<-All->

Location 2  
<-All->

Property Type 3  
<-All->

Active Status 4  
 Active  
 Inactive  
 All

Description 5

Quarter Amount From: 6 0

Quarter Amount To: 7 0

No of Unpaid Quarters: 8 0

Main Heading : DMMC  
Sub Heading : Dehiwala

9  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Type : Select the relevant property type
4. Put the tick to select relevant active status
5. Description : Enter the description
6. Quarter Amount From : Enter the stating quarter amount
7. Quarter Amount To : Enter the ending quarter amount
8. No. of Unpaid Quarters : Enter the no of unpaid quarters
9. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Property Registry**

Division 01-WILAWALA

Property Type All

Active/Inactive Active

Obs. No	Asst. No	Owner Name	Property Description	Yearly Value	Quater Amt	Property Type	Status	ID
<b>01-WILAWALA</b>								
<b>BALAPOKUNA ROAD LEFT</b>								
09			Asbestos Roofed House	36,113.00	541.70	Resident-N	True	4
09			Concrete Flat Roofed House	0.00	0.00	Resident-N	True	94,833
11			Asbestos Roofed House	44,830.50	672.46	Resident-N	True	1
12			Tile Roofed House	58,528.80	877.93	Resident-N	True	2
<b>BALAPOKUNA ROAD RIGHT</b>								
09			Asbestos Roofed House	25,529.00	382.94	Resident-N	True	9
09			Asbestos Roofed Tenement	3,113.00	46.70	Resident-N	True	10
09			Concrete Flat Roofed House	66,242.00	993.63	Resident-N	True	12
09			Concrete Flat and Asbestos Roofed Upper Floor House	62,264.40	933.96	Resident-N	True	13
09			Concrete Flat Roofed Two Storeyed House	48,566.10	728.49	Resident-N	True	14
N			Two Storied House	17,433.90	261.51	Resident-N	True	15
09			Corrugated Iron Roofed Tenement	3,424.30	51.36	Resident-N	True	16

4/11/2022 9:48:56AM

Page 1 of 142

Obs. No	Asst. No	Owner Name	Property Description	Yearly Value	Quater Amt	Property Type	Status	ID
09			Asbestos Roofed House	16,188.70	242.83	Resident-N	True	17
09			Concrete Flat Roofed Hardware Shop and Store	38,584.70	2,893.85	Undefined-B	True	18
12			Asbestos Roofed Two Storeyed House	58,529.00	877.94	Resident-N	True	107,922
12			Asbestos Roofed House	39,848.60	597.73	Resident-N	True	7
12			Asbestos Roofed Annex	9,028.80	135.43	Resident-N	True	8
<b>DE SILVA RD LEFT</b>								
09			Corrugated Iron	152,308.20	11,423.12	Undefined-B	True	79

## 13.STEP 11: ASSESSMENT TAX REPORT

The screenshot shows the 'Rate Reports' interface. On the left, a sidebar lists various reports, with 'Assessment Tax Report' highlighted and numbered 1. The main area contains filter options: 'Division' (checked, numbered 1), 'Location' (unchecked, numbered 2), 'Property Type' (unchecked, numbered 3), 'Year' (2013, numbered 4), and 'Quarter' (1, numbered 5). Below these are 'Main Heading' (DMMC) and 'Sub Heading' (Dehiwala) fields. At the bottom, there is a 'View Report' button (numbered 6) and a checked 'PDF format' option.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Type : Select the relevant property type
4. Year : Enter the year
5. Quarter : Enter the relevant quarter
6. Click to view the report

The report is viewed as follows



**DMMC**  
**Dehiwala**  
**Assessment Tax Report**

Division 02-DUTUGEMUNU  
Street <ALL->  
Property Type <ALL->

Assessment Tax No	Name & Description	Annual Value	Yearly Tax	B/F Balance	Quarter Amount	Surcharge	Total	Receipt Date	Receipt No	Jan	Feb	March	Total
17	ANDERSON ROAD LEFT	4,614,674.60	84,262.28	291,959.83	146,065.57	5,571.75	430,027.77			4,625.15	0.00	1,070.75	325,342.59
				(101,572.27)			88,002.89)			,039.96		158.65	-365,212.22
1		189,876.50	56,962.96		14,240.74	0.00	14,227.03	1/25/2021	516959	1,252.95	0.00	0.00	
				(13.71)						,696.30			-42,722.22
1		86,308.20	25,892.48		6,473.12	0.00	6,465.58	1/25/2021	516963	3,295.69	0.00	0.00	
				(7.54)						,589.25			-19,419.36
1		55,845.90	16,753.76		4,188.44	0.00	4,186.20	1/25/2021	516965	5,076.14	0.00	0.00	
				(2.24)						,675.38			-12,565.32
1		14,320.90	859.24		214.81	0.00	207.41	1/25/2021	516968	770.00	0.00	0.00	
				(7.40)						85.92			-648.51
1		49,754.10	14,926.24		3,731.56	0.00	3,724.76	1/25/2021	516971	3,426.82	0.00	0.00	
				(6.80)						,492.62			-11,194.68
1		1,100.00	66.00	145.42	16.50	2.48	164.40			0.00	0.00	0.00	164.40
17		174,340.10	10,460.40		2,615.10	390.90	2,996.87			0.00	0.00	0.00	2,996.87
				(9.13)									
471													

## 14.STEP 12: ASSESSMENT PAYMENT HISTORY

**Rate Reports**

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP(Detail)
    - Daily Receipt Analysis With MOP(Summary)
    - Counterwise Balance Summary
    - Daily Receipt Analysis (Temporary)
    - Daily Receipt Analysis By Day
    - Daily Income Analysis
    - Daily Income(By Accounts)
    - Property Registry
    - Assesment Tax Report
    - Assessment Payment History**
    - Income Report with VAT and NBT
    - Age Analysis
    - Age Analysis-Detail
    - Billed Report for Rate
    - Sub Receipt Report
    - Commission Report
    - Field Officer Schedule
    - Receipt Summary Report
    - Individual Payment Summary
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly

**Division**  02-DUTUGEMUNU 1

**Location**  <-All-> 2

**Property Selection** <-Select-> 3

**Property/ Bill ID** 2345 4

**Main Heading :** DMMC

**Sub Heading :** Dehiwala

**View Report** 5

PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Selection : Select the relevant property type
4. Property Bill ID : Enter the property ID
5. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Assesment Payment History**

Unique Number :  
 Division :  
 Street :  
 Assessment :  
 Owner's Name :  
 Property Type :

Year	Quarter	Opening Balance	Quarter Rate	Annual Rate	Paid Arrears Amount	Paid Rate Amount	Total	Surcharge	Paid Discount	Add. DR /CR	Closing Balance
2013	1	1,269.00	523.02	2,092.08	0.00	0.00	0.00	0.00	78.45	0.00	-1,267.43
2013	2	-1,267.43	523.02	2,092.08	0.00	0.00	0.00	0.00	0.00	0.00	-744.41
2013	3	-951.25	475.47	1,901.88	0.00	0.00	0.00	0.00	0.00	0.00	-475.78
2013	4	-475.78	475.47	1,901.88	0.00	0.00	0.00	0.00	0.00	0.00	-0.31
2014	1	-0.31	475.47	1,901.88	0.00	0.00	0.00	0.00	190.19	0.00	-1,427.03
2014	2	-1,427.03	475.47	1,901.88	0.00	0.00	0.00	0.00	0.00	0.00	-951.56
2014	3	-951.56	475.47	1,901.88	0.00	0.00	0.00	0.00	0.00	0.00	-475.09
2014	4	-475.09	475.47	1,901.88	0.00	0.00	0.00	0.00	0.00	0.00	-0.62
2015	1	-0.62	475.47	1,901.88	0.00	1,830.00	1,830.00	0.00	71.32	0.00	-1,426.47
2015	2	-1,426.47	475.47	1,901.88	0.00	0.00	0.00	0.00	0.00	0.00	-951.00
2015	3	-951.00	475.47	1,901.88	0.00	20.00	20.00	0.00	0.00	0.00	-495.53
2015	4	-495.53	475.47	1,901.88	0.00	0.00	0.00	0.00	0.00	0.00	-20.06

4/11/2022 10:04:50AM

Page 1 of 4

## 15.STEP 13: INCOME REPORT WITH VAT AND NBT

### Rate Reports

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP(Detail)
    - Daily Receipt Analysis With MOP(Summary)
    - Counterwise Balance Summary
    - Daily Receipt Analysis (Temporary)
    - Daily Receipt Analysis By Day
    - Daily Income Analysis
    - Daily income(By Accounts)
    - Property Registry
    - Assesment Tax Report
    - Assesment Payment History
    - Income Report with VAT and NBT**
    - Age Analysis
    - Age Analysis-Detail
    - Billed Report for Rate
    - Sub Receipt Report
    - Commission Report
    - Field Officer Schedule
    - Receipt Summary Report
    - Individual Payment Summary
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly

Division 1

<-All->

Location 2

<-All->

Property Selection 3

<-All->

From Date 4: 4/11/2022

To Date 5: 4/11/2022

Main Heading: DMMC

Sub Heading: Dehiwala

**View Report** 6

PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Selection : Select the relevant property type



## 16.STEP 14: AGE ANALYSIS

### Rate Reports

☰ Rate Reports

- ☰ Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily income(By Accounts)
  - Property Registry
  - Assesment Tax Report
  - Assesment Payment History
  - Income Report with VAT and NBT
  - Age Analysis**
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report
  - Commission Report
  - Field Officer Schedule
  - Receipt Summary Report
  - Individual Payment Summary
  - Balance Report
  - Balance Report-Format 2
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly
  - Receipt Summary - Monthly

Division 1  
<-All->  
 Location 2  
<-All->  
 Property Type 3  
<-All->  
Year 2013 4      Quarter 1 5

Main Heading : DMMC      Sub Heading : Dehiwala

**View Report**  
 PDF format 6

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Type : Select the relevant property type
4. Year : Enter the year
5. Quarter : Enter the relevant quarter
6. Click to view the report

The report is viewed as follows

**DMMC**  
Dehiwala  
Age Analysis Report

Division - Street <-All-> - All  
Property Type All  
From 2013 - 1

	Total	1 Year
01-WILAWALA	2,591,561.86	2,591,561.86
02-DUTUGEMUNU	6,018,677.54	6,018,677.54
03-KOHUWALA	4,495,306.19	4,495,306.19
04-KALUBOWILA	1,388,785.35	1,388,785.35
05-HATHBODHIYA	1,043,066.26	1,043,066.26
06-SARANANKARA	896,681.05	896,681.05
07-GALWALA	1,601,488.02	1,601,488.02
08-DEHIWALA WEST	2,264,488.11	2,264,488.11
09-DEHIWALA EAST	2,049,191.56	2,049,191.56
10-UDYANAYA	1,107,595.04	1,107,595.04
11-NEDIMALA	1,808,832.26	1,808,832.26
12-MALWATTA	1,393,352.15	1,393,352.15
13-JAYATILAKA	2,934,724.35	2,934,724.35
14-KARAGAMPITIYA	2,159,763.87	2,159,763.87
15-KAWDANA EAST	2,031,833.02	2,031,833.02
16-KAWDANA WEST	1,873,914.96	1,873,914.96
17-GALKISSA	1,248,926.52	1,248,926.52
18-VIDYALAYA	4,530,401.85	4,530,401.85

## 17.STEP 15: AGE ANALYSIS DETAIL

**Rate Reports**

☑ Rate Reports

☑ Detailed Reports

- Daily Receipt Analysis
- Daily Receipt Analysis With MOP(Detail)
- Daily Receipt Analysis With MOP(Summary)
- Counterwise Balance Summary
- Daily Receipt Analysis (Temporary)
- Daily Receipt Analysis By Day
- Daily Income Analysis
- Daily income(By Accounts)
- Property Registry
- Assessment Tax Report
- Assessment Payment History
- Income Report with VAT and NBT
- Age Analysis
- **Age Analysis - Detail**
- Billed Report for Rate
- Sub Receipt Report
- Commission Report
- Field Officer Schedule
- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly

Division 1  
<-All->

Location 2  
<-All->

Property Type 3  
<-All->

Year 2013 4      Quarter 1 5

Main Heading : DMMC      Sub Heading : Dehiwala

**View Report** 6  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Type : Select the relevant property type
4. Year : Enter the year
5. Quarter : Enter the relevant quarter
6. Click to view the report

The report is viewed as follows

DMMC  
Dehiwala  
Age Analysis Report-Detail

Division - Street 02-DUTUGEMUNU - All  
Property Type All  
From 2021 - 1

				Total	2021	2020	2019	
02-DUTUGE MUNU	ANDERSON ROAD LEFT	A.	/2	5,754.84	3,334.99	107.40	415.59	429.60
		A.		164.40	164.40	18.98	73.44	71.98
		A.		2,996.87	2,996.87	2,996.87	0.00	0.00
			1/1	1,496.02	1,496.02	1,496.02	0.00	0.00
		A.		3,033.16	3,033.16	622.96	2,410.20	0.00
		AB		3,555.66	3,555.66	730.36	2,825.30	0.00
		D.	/1	8,068.28	8,068.28	1,557.38	6,026.38	484.52
		EL	0	15.26	15.26	15.26	0.00	0.00
		FA		1,186.25	1,186.25	1,186.25	0.00	0.00
		G.	A	1,693.04	1,693.04	85.92	332.47	343.68
		G.		665.69	665.69	665.69	0.00	0.00
		GA	A	1,548.87	1,548.87	322.21	1,226.66	0.00
		GB	B	90.31	90.31	18.98	71.33	0.00
		K.		937.69	937.69	193.34	744.35	0.00
L.	B	582.34	582.34	18.98	73.44	75.92		
L.C	1/1	17,885.76	17,885.76	579.99	2,244.31	2,319.96		
L.C		14,283.71	14,283.71	461.85	1,787.16	1,847.40		
L.L	A	15,305.32	15,305.32	542.68	2,099.94	2,170.72		



## 18.STEP 16: BILLED REPORT FOR RATE

The screenshot shows the 'Rate Reports' interface. On the left is a navigation tree with 'Billed Report for Rates' highlighted. On the right, there are filter options: 'Division' (checked), 'Location', 'Property Type', and 'Year' (2013). Below these are 'Main Heading' (DMMC) and 'Sub Heading' (Dehiwala). At the bottom, there is a 'View Report' button and a 'PDF format' checkbox (checked). Red boxes and numbers 1-5 are overlaid on the interface to indicate the steps for generating the report.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Type : Select the relevant property type
4. Year : Enter the year
5. Quarter : Enter the relevant quarter
6. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Billed Reports for Rates (Expected revenue begining of the year)**

Year : 2021  
Division : 01-WILAWALA  
Street : - All  
Property Type : All

<u>Assment No</u>	<u>Property Holder</u>	<u>Amount</u>
<b>01-WILAWALA</b>		
<b>BALAPOKUNA ROAD LEFT</b>		
1		2,689.84
1		3,511.72
9		0.00
9		2,166.80
		<b>8,368.36</b>
<b>BALAPOKUNA ROAD RIGHT</b>		
1		3,511.76
1		2,390.92
1		541.72
2		1,531.72
2		186.80
6		3,974.52
6		3,735.84
6		2,913.96
6		1,046.04
6		205.44
6		971.32
6		11,575.40
		<b>32,585.44</b>
<b>DE SILVA RD LEFT</b>		
1		8,872.56
1		1,867.92
1		66.00
1		6,350.92
1		66.00
1		6,164.16
1		66.00
1		0.00

## 19.STEP 17: SUB RECEIPT REPORT

**Rate Reports**

Rate Reports

- Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily income(By Accounts)
  - Property Registry
  - Assesment Tax Report
  - Assessment Payment History
  - Income Report with VAT and NBT
  - Age Analysis
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report**
  - Commission Report
  - Field Officer Schedule
  - Receipt Summary Report
  - Individual Payment Summary
  - Balance Report
  - Balance Report-Format 2
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly
  - Receipt Summary - Monthly

Book Category: <-Main->

From Date: 4/11/2022

To Date: 4/11/2022

Main Heading: DMMC

Sub Heading: Dehiwala

View Report

PDF format

1. Book Category : Select the relevant book category
2. From Date : Enter the starting date
3. To Date : Enter the ending date
4. Click to view the report

The report is viewed as follows

<b>DMMC</b>			
<b>Dehiwala</b>			
<b>Sub Receipt Summary</b>			
<b>Book Category :</b>	-1	<b>From Date :</b>	4/12/2022
		<b>To Date :</b>	4/12/2022
Receipt No	Date	Payee	Amount
<b>Total Balance for the time period</b>			

## 20.STEP 18: COMMISSION REPORT

### Rate Reports

Rate Reports

- [-] Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily Income(By Accounts)
  - Property Registry
  - Assesment Tax Report
  - Assesment Payment History
  - Income Report with VAT and NBT
  - Age Analysis
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report
  - Commission Reports**
  - Field Officer Schedule
  - Receipt Summary Report
  - Individual Payment Summary
  - Balance Report
  - Balance Report-Format 2
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly
  - Receipt Summary - Monthly

From Date  
4/11/2022

To Date  
4/11/2022

Main Heading :  
DMMC

Sub Heading :  
Dehiwala

View Report

PDF format

1. From Date : Enter the starting date
2. To Date : Enter the ending date
3. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Commission Report**

From Date     4/8/2022

To Date        4/8/2022

Officer Name

Assesment No	Date	Division	Street	Receipt Number	Receipt Amount	Previous Year Arreas	Current Year Arreas	Total Arreas	Commision Rate	Commision Amount
Officer Total										
Total										

## 21.STEP 19: FIELD OFFICER SCHEDULE

**Rate Reports**

- Rate Reports
  - Detailed Reports
    - Daily Receipt Analysis
    - Daily Receipt Analysis With MOP(Detail)
    - Daily Receipt Analysis With MOP(Summary)
    - Counterwise Balance Summary
    - Daily Receipt Analysis (Temporary)
    - Daily Receipt Analysis By Day
    - Daily Income Analysis
    - Daily income(By Accounts)
    - Property Registry
    - Assesment Tax Report
    - Assesment Payment History
    - Income Report with VAT and NBT
    - Age Analysis
    - Age Analysis-Detail
    - Billed Report for Rate
    - Sub Receipt Report
    - Commission Report
    - Field Officer Schedule**
    - Receipt Summary Report
    - Individual Payment Summary
    - Balance Report
    - Balance Report-Format 2
    - Property History
    - Additional Debit Credit Report
    - Receipt Breakdown Detailed Report
    - Receipt Breakdown Summary Report
    - Receipt Summary - Yearly
    - Receipt Summary - Monthly

Officer: <-All->

From Date: 4/11/2022

To Date: 4/11/2022

Main Heading: DMMC

Sub Heading: Dehiwala

View Report

PDF format

1. Officer : Select the relevant officer from the list
2. From Date : Enter the starting date
3. To Date : Enter the ending date
4. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Field Officer Schedule Report**

From Date: 4/8/2022

To Date: 4/8/2022

Officer Name: [REDACTED]

Receipt Number	Assesment No	Date	Division	Street	Receipt Amount
Schedule No		Field Officer Rec No :			

## 22.STEP 20: RECEIPT SUMMARY REPORT

**Rate Reports**

Rate Reports

- Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily Income(By Accounts)
  - Property Registry
  - Assessment Tax Report
  - Assessment Payment History
  - Income Report with VAT and NBT
  - Age Analysis
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report
  - Commission Report
  - Field Officer Schedule
  - Receipt Summary Report**
  - Individual Payment Summary
  - Balance Report
  - Balance Report-Format 2
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly
  - Receipt Summary - Monthly
  - Summarized Warrant Cost - Ward Wise

From Date: 4/11/2022 **1**

To Date: 4/11/2022 **2**

Main Heading: DMMC

Sub Heading: Dehiwala

**View Report** **3**

PDF format

1. From Date : Enter the starting date
2. To Date : Enter the ending date
3. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Receipt Summary Report**

Date 4/5/2022 To 4/8/2022

<b>01-WILAWALA</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	26,340.00	974.04	27,314.04
	<u>26,340.00</u>	<u>974.04</u>	<u>27,314.04</u>
<b>02-DUTUGEMUNU</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	180,531.09	2,057.60	182,588.69
	<u>180,531.09</u>	<u>2,057.60</u>	<u>182,588.69</u>
<b>03-KOHUWALA</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	38,140.00	565.02	38,705.02
	<u>38,140.00</u>	<u>565.02</u>	<u>38,705.02</u>
<b>04-KALUBOWILA</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	38,454.56	1,213.55	39,668.11
	<u>38,454.56</u>	<u>1,213.55</u>	<u>39,668.11</u>
<b>05-HATHBODHIYA</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	40,012.74	684.26	40,697.00
	<u>40,012.74</u>	<u>684.26</u>	<u>40,697.00</u>
<b>06-SARANANKARA</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	18,869.65	493.41	19,363.06
	<u>18,869.65</u>	<u>493.41</u>	<u>19,363.06</u>
<b>07-GALWALA</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	8,755.60	149.82	8,905.42
	<u>8,755.60</u>	<u>149.82</u>	<u>8,905.42</u>
<b>08-DEHIWALA WEST</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	319,581.04	844.36	320,425.40
	<u>319,581.04</u>	<u>844.36</u>	<u>320,425.40</u>
<b>09-DEHIWALA EAST</b>			
<b>Month</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>
April	411,190.69	9,230.57	420,421.26
	<u>411,190.69</u>	<u>9,230.57</u>	<u>420,421.26</u>
<b>10-UDYANAYA</b>			

## 23.STEP 21: INDIVIDUAL PAYMENT SUMMARY

### Rate Reports

Rate Reports

- Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily income(By Accounts)
  - Property Registry
  - Assessment Tax Report
  - Assessment Payment History
  - Income Report with VAT and NBT
  - Age Analysis
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report
  - Commission Report
  - Field Officer Schedule
  - Receipt Summary Report
  - Individual Payment Summary**
  - Balance Report
  - Balance Report-Format 2
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly
  - Receipt Summary - Monthly

**From Date**  
 4/11/2022

**To Date**  
 4/11/2022

**Main Heading :**  
 DMMC

**Sub Heading :**  
 Dehiwala

**View Report**

PDF format

1. From Date : Enter the starting date
2. To Date : Enter the ending date
3. Click to view the report

The report is viewed as follows

DMMC										
Dehiwala										
Individual Payment Summary										
<b>From Date :</b> 4/5/2022										
<b>To Date :</b> 4/8/2022										
Receipt No	Owner Name	Receipt Date	Amount Paid	Arrears	Warrant	Discount	Current Year Payment	Future Year Payment	Cash Amt	Cheque Amt
<b>Ward :</b>										
<b>Location :</b>										
<b>Assessment No :</b>										



## 24.STEP 22: BALANCE REPORT

The screenshot displays the 'Rate Reports' interface. On the left, a sidebar lists various report types, with 'Balance Report' highlighted. The main area contains several filter fields, each with a red box and a number indicating its step in the process:

- 1. Division: A dropdown menu with a checked 'Division' option and '<-All->' below it.
- 2. Location: A dropdown menu with '<-All->' below it.
- 3. Year: A text input field containing '2013'.
- 4. Quarter: A dropdown menu with '1' selected.
- 5. Property Selection: A dropdown menu with '<-All->' below it.
- 6. Amount Arrears From: A text input field containing '0'.
- 7. Amount Arrears To: A text input field containing '0'.
- 8. No of Unpaid Quarters: A text input field containing '0'.
- 9. View Report: A button labeled 'View Report'.

Below the filters, there are two more fields: 'Main Heading' with the value 'DMMC' and 'Sub Heading' with the value 'Dehiwala'. At the bottom, there is a checked checkbox for 'PDF format'.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Year : Enter the year
4. Quarter : Select the quarter
5. Property Selection : Select the relevant property type
6. Amount Arrears From : Enter the arears amount from which
7. Amount Arrears To : Enter the arears amount to which
8. No of Unpaid Quarters : Enter the number of unpaid quarters
9. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Balance Report**

From Arrears Amount : 0.00

To Arrears Amount : 0.00

Year : 2021

Quarter : 1

<u>Assessment No</u>	<u>Assessment No Obs</u>	<u>Owner</u>	<u>Balance BF</u>	<u>Surcharge Balance</u>	<u>Add.DR</u>	<u>Add.CR</u>	<u>Discount</u>	<u>Amt Paid</u>	<u>Rate</u>	<u>Warrant</u>	<u>Total</u>
<b>Ward :</b>		<b>01-WILAWALA</b>			<b>Count :</b>		<b>2,370</b>				
<b>Street :</b>		<b>BALAPOKUNA ROAD LEFT</b>			<b>Count :</b>		<b>6</b>				
9			6,279.60	860.73	0.00	0.00	0.00	0.00	541.70	81.26	7,763.29
9			(2,630.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,630.00)
1			5,373.71	705.19	0.00	0.00	0.00	0.00	672.46	100.87	6,852.23
1			(0.89)	0.00	0.00	0.00	351.17	3,160.00	877.93	0.00	(2,634.13)
2			78.28	9.28	0.00	0.00	0.00	0.00	16.50	2.48	106.54
1			2,287.87	303.88	0.00	0.00	0.00	0.00	229.76	34.46	2,855.97
<b>Street :</b>		<b>BALAPOKUNA ROAD RIGHT</b>			<b>Count :</b>		<b>12</b>				
2			(9.76)	0.00	0.00	0.00	0.00	0.00	382.93	55.98	429.15
2/			(1.62)	0.00	0.00	0.00	0.00	0.00	46.70	6.76	51.84
6			(9.02)	0.00	0.00	0.00	397.45	3,570.00	993.63	0.00	(2,982.84)
6			(6.09)	0.00	0.00	0.00	373.58	3,360.00	933.96	0.00	(2,805.71)
6/			(2.32)	0.00	0.00	0.00	0.00	0.00	728.49	108.93	835.10
6/			(5.70)	0.00	0.00	0.00	0.00	0.00	261.51	38.37	294.18
6/			2,429.16	116.91	0.00	0.00	0.00	0.00	51.36	7.70	2,605.13

## 25.STEP 22: BALANCE REPORT FORMAT 2

**Rate Reports**

Rate Reports

- Detailed Reports
  - Daily Receipt Analysis
  - Daily Receipt Analysis With MOP(Detail)
  - Daily Receipt Analysis With MOP(Summary)
  - Counterwise Balance Summary
  - Daily Receipt Analysis (Temporary)
  - Daily Receipt Analysis By Day
  - Daily Income Analysis
  - Daily income(By Accounts)
  - Property Registry
  - Assessment Tax Report
  - Assessment Payment History
  - Income Report with VAT and NBT
  - Age Analysis
  - Age Analysis-Detail
  - Billed Report for Rate
  - Sub Receipt Report
  - Commission Report
  - Field Officer Schedule
  - Receipt Summary Report
  - Individual Payment Summary
  - Balance Report
  - Balance Report-Format 2**
  - Property History
  - Additional Debit Credit Report
  - Receipt Breakdown Detailed Report
  - Receipt Breakdown Summary Report
  - Receipt Summary - Yearly

Division 1  
<-All->

Location 2  
<-All->

Year 3: 2013  
Quarter 4: 1

Property Selection 5: <-All->

Amount Arrears From : 6: 0

Amount Arrears To : 7: 0

No of Unpaid Quarters : 8: 0

Main Heading : DMMC  
Sub Heading : Dehiwala

**View Report** 9  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Year : Enter the year
4. Quarter : Select the quarter
5. Property Selection : Select the relevant property type
6. Amount Arrears From : Enter the arears amount from which
7. Amount Arrears To : Enter the arears amount to which
8. No of Unpaid Quarters : Enter the number of unpaid quarters
9. Click to view the report

The report is viewed as follows

**DMMC  
Dehiwala**

**Balance Report-Fromat 2**

From Arrears Amount : 0.00

To Arrears Amount : 0.00

Year : 2021

Quarter : 1

<u>Assessment No Obs</u>	<u>Assessment No</u>	<u>Owner/Description</u>	<u>Category</u>	<u>Openning Balance</u>	<u>Amount Paid</u>	<u>Rate</u>	<u>Warrant</u>	<u>Total</u>
<b>01-WILAWALA</b>			<b>2,370</b>	<b>11,581,540.89</b>	<b>5,417,111.38</b>	<b>3,175,786.10</b>	<b>247,476.52</b>	<b>9,165,144.63</b>
<b>BALAPOKUNA ROAD LEFT</b>			<b>6</b>	<b>13,267.65</b>	<b>3,160.00</b>	<b>2,338.35</b>	<b>219.07</b>	<b>12,313.90</b>
09			N	7,140.33	0.00	541.70	81.26	7,763.29
09			N	(2,630.00)	0.00	0.00	0.00	(2,630.00)
11			N	6,078.90	0.00	672.46	100.87	6,852.23
15			N	(0.89)	3,160.00	877.93	0.00	(2,634.13)
			N	87.56	0.00	16.50	2.48	106.54
			N	2,591.75	0.00	229.76	34.46	2,855.97
<b>BALAPOKUNA ROAD RIGHT</b>			<b>12</b>	<b>18,083.42</b>	<b>23,245.00</b>	<b>8,146.36</b>	<b>385.82</b>	<b>1,148.77</b>
			N	(9.76)	0.00	382.93	55.98	429.15
02			N	(1.62)	0.00	46.70	6.76	51.84
06			N	(9.02)	3,570.00	993.63	0.00	(2,982.84)
06			N	(6.09)	3,360.00	933.96	0.00	(2,805.71)

## 26.STEP 23: PROPERTY HISTORY

**Rate Reports**

☰ Rate Reports

☰ Detailed Reports

- Daily Receipt Analysis
- Daily Receipt Analysis With MOP(Detail)
- Daily Receipt Analysis With MOP(Summary)
- Counterwise Balance Summary
- Daily Receipt Analysis (Temporary)
- Daily Receipt Analysis By Day
- Daily Income Analysis
- Daily income(By Accounts)
- Property Registry
- Assesment Tax Report
- Assessment Payment History
- Income Report with VAT and NBT
- Age Analysis
- Age Analysis-Detail
- Billed Report for Rate
- Sub Receipt Report
- Commission Report
- Field Officer Schedule
- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History**
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly

Division 1  
<-All->

Location 2  
<-All->

Property Selection 3  
<-All->

Reason 4  
<-All->

Main Heading : DMMC

Sub Heading : Dehiwala

**View Report** 5

PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Selection : Select the relevant property type
4. Reason : Enter the reason
5. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Property History**

Ward No 01-WILAWALA  
Street No <-All->  
Assesment No <-All->

Effectd Date	Reason	Assesment No	Property Type	Annual Value	Owner Name	Property Description
Old		Old	Old	Old	Old	Old
New		New	New	New	New	New

**01-WILAWALA**

**BALAPOKUNA ROAD LEFT**

12/11/2021	Change Anual Value	143/6A1	Resident-N	919.04		ASB ROOFED ANNEX
12/11/2021		143 - /6A1	Resident-N	919.05		ASB ROOFED ANNEX
12/11/2021	Inactive	26/72 2/1	Resident-N	66.00		BUILDING UNDER CONSTRUCTION
12/11/2021		26 - /72 2/1	Resident-N	66.00		BUILDING UNDER CONSTRUCTION

**BALAPOKUNA ROAD RIGHT**

7/14/2020	Change Anual Value	10	Resident-N	3,511.72		Asbestos Roofed Two Storeyed House
9/12/2020		10 -	Resident-N	3,511.74		Asbestos Roofed Two Storeyed House
10/14/2021	Change Anual Value	2	Resident-N	1,531.72		Asbestos Roofed House
11/8/2021		2 -	Resident-N	1,531.74		Asbestos Roofed House

**DE SILVA RD LEFT**

11/22/2021	Change Owner	15B	Bare Land-N	66.00		Land
12/10/2021		15 - B	Bare Land-N	66.00		Land

## 27.STEP 24: ADDITIONAL DEBIT CREDIT REPORT

### Rate Reports

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (L
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing
- Bank Deposit Session

Division 1

<-All->

Location 2

<-All->

User 3

<-All->

Property Type 4

<-All->

Property Selection 5

<-All->

From Date 6  
 4/11/2022

To Date 7  
 4/11/2022

Main Heading : DMMC  
 Sub Heading : Dehiwala

View Report

8

1. Division : Select the relevant division
2. Location : Select the relevant location
3. User : Select the user from the list
4. Property Type : Select the property type
5. Property Selection : Select the relevant property type
6. From Date : Enter the starting date
7. To Date : Enter the ending date
8. Click to view the report

The report is viewed as follows

DMMC										
Dehiwala										
Additional DR / CR Report										
Date	4/5/2022	To	4/8/2022							
Entry ID	Date	Division	Street	Assment No	Description	Add. DR	Add. CR	User		
									Total	

## 28.STEP 25: RECEIPT BREAKDOWN DETAILED REPORT

**Rate Reports**

- Property Registry
- Assessment Tax Report
- Assessment Payment History
- Income Report with VAT and NBT
- Age Analysis
- Age Analysis-Detail
- Billed Report for Rate
- Sub Receipt Report
- Commission Report
- Field Officer Schedule
- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report**
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)

Division 1  
<-All->

Location 2  
<-All->

Property Type 3  
<-All->

**From Date** 4 4/11/2022  
Main Heading : DMMC

**To Date** 5 4/11/2022  
Sub Heading : Dehiwala

**View Report** 6  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Type : Select the property type
4. From Date : Enter the starting date
5. To Date : Enter the ending date
6. Click to view the report

The report is viewed as follows



**DMMC****Dehiwala****Receipt Brakedown Detailed Report**

Property Type : All

Date 4/5/2022

To 4/8/2022

Date	Receipt No	Ass. No	Prv. Year Payment	Prv. Year Surcharge	Current Year Paid	Current Year Surcharge	Next Year Payment	Total
<b>Division :</b>		<b>01-WILAWALA</b>						
<b>Street :</b>		<b>DE SILVA RD RIGHT1</b>						
04/06/2022	609168	30	608.90	0.00	96.10	0.00	0.00	705.00
04/07/2022	609249	30	0.00	0.00	460.00	0.00	0.00	460.00
04/07/2022	609252	30	0.00	0.00	460.00	0.00	0.00	460.00
<b>Street :</b>		<b>DUTUGEMUNU STREET RIGHT1</b>						
04/06/2022	609019	8	0.00	0.00	1,299.81	50.19	0.00	1,350.00
<b>Street :</b>		<b>SRI MAHA VIHARA RD LEFT1</b>						
04/07/2022	609208	4	0.00	0.00	1,280.00	0.00	0.00	1,280.00
04/08/2022	609549	5	0.00	0.00	1,254.24	95.76	0.00	1,350.00
04/08/2022	609553	5	0.00	0.00	3,244.08	125.92	0.00	3,370.00
<b>Street :</b>		<b>SRI SARANANKARA ROAD LEFT</b>						
04/07/2022	609223	1	0.00	0.00	3,167.22	122.78	0.00	3,290.00
04/07/2022	609224	1	0.00	0.00	5,390.37	209.63	0.00	5,600.00
04/08/2022	609416	7	0.00	0.00	1,582.36	61.64	0.00	1,644.00
04/08/2022	609417	7	0.00	0.00	6,472.83	252.17	0.00	6,725.00
04/08/2022	609418	7	0.00	0.00	63.52	2.48	0.00	66.00
04/08/2022	609636	5	0.00	0.00	20.00	0.00	0.00	20.00
<b>Street :</b>		<b>SUJATHA MAWATHA LEFT</b>						
04/05/2022	608840	1	0.00	0.00	20.00	0.00	0.00	20.00
<b>Division Total :</b>			<b>608.90</b>	<b>0.00</b>	<b>24,810.53</b>	<b>920.57</b>	<b>0.00</b>	<b>26,340.00</b>
<b>Grand Total :</b>			<b>608.90</b>	<b>0.00</b>	<b>24,810.53</b>	<b>920.57</b>	<b>0.00</b>	<b>26,340.00</b>



## 30.STEP 27: RECEIPT SUMMARY YEARLY

The screenshot displays the 'Rate Reports' section of a software interface. On the left, a list of reports is shown, with 'Receipt Summary - Yearly' highlighted by a red box. To the right, there is a 'Year' dropdown menu with '2013' selected, also highlighted by a red box. Below this, there are two input fields: 'Main Heading : DMMC' and 'Sub Heading : Dehiwala'. At the bottom right, a 'View Report' button is highlighted by a red box, with a red number '2' next to it. Below the button, there is a checked checkbox for 'PDF format'.

1. Year : Select the relevant year
2. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Quarterly Receipts Summary - Ward Wise**

Year : 2021	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
Division	Receipts	Discounts	Receipts	Discounts	Receipts	Discounts	Receipts	Discounts	Receipts	Discounts
01-WILAWALA	5,417,111.38	436,265.04	780,128.17	6,838.06	1,655,997.29	4,672.24	3,189,512.11	1,780.95	11,042,746.95	449,586.29
02-DUTUGEMUNU	19,685,175.06	1,727,742.88	3,892,380.88	69,989.04	2,414,860.59	43,344.66	7,093,306.20	29,892.10	33,085,722.75	1,670,879.58
03-KOHLUWALA	14,008,726.45	1,328,240.29	599,346.58	12,575.52	1,236,096.93	13,297.69	4,864,162.42	3,694.05	20,708,832.38	1,357,807.55
04-KALLIBOWILA	3,505,055.15	294,937.55	508,742.31	7,292.68	381,688.37	4,437.79	1,846,548.48	743.51	6,242,014.31	387,411.51
05-HATHBODHIYA	2,882,696.06	246,557.80	555,741.18	6,249.48	510,710.14	6,767.29	2,054,431.55	1,069.70	6,003,978.93	260,644.27
06-SARANANKARA	3,275,234.90	176,320.70	223,246.06	4,036.95	480,881.59	3,251.32	1,380,361.36	3,441.67	5,399,723.91	187,090.64
07-GALWALA	4,306,553.79	473,097.64	291,469.29	6,287.71	636,443.02	3,656.22	3,128,353.88	6,973.61	8,362,819.98	490,615.18
08-DEHIWALA WEST	5,968,174.93	529,969.13	1,495,744.29	20,483.03	545,401.69	4,794.34	5,458,532.66	3,429.22	13,467,853.57	858,675.72
09-DEHIWALA EAST	4,610,428.19	457,939.09	516,047.69	14,337.37	1,040,386.54	16,101.59	3,382,498.74	10,056.33	9,549,359.16	498,434.38
10-UDYANAYA	2,428,049.59	145,771.74	288,611.48	5,584.55	295,970.00	2,281.85	2,154,232.38	2,135.53	5,166,463.45	155,773.67
11-NEDIMALA	3,612,274.83	328,761.63	701,722.66	10,503.58	758,191.28	5,417.34	1,503,308.02	1,763.65	6,775,496.79	346,446.20
12-MALWATTA	3,779,308.94	332,031.02	389,249.67	6,275.16	811,437.71	5,236.50	2,429,880.47	4,287.86	7,409,876.79	347,890.54
13-JAYATILAKA	6,249,888.71	565,066.71	944,252.63	14,004.89	891,254.06	7,696.90	5,711,313.32	8,187.67	13,796,706.72	994,988.17
14-KARAGAMPITIYA	5,625,234.19	406,837.52	832,896.91	21,245.56	310,797.59	3,185.36	3,623,145.18	9,119.85	10,392,075.87	440,388.29
15-KAWDANA EAST	6,034,102.49	492,529.75	874,547.66	14,704.60	852,835.25	5,609.55	3,021,712.77	2,289.13	10,783,198.17	515,143.03
16-KAWDANA WEST	5,102,135.72	502,951.60	512,147.82	4,430.71	829,370.24	4,834.20	4,162,625.21	3,660.44	10,606,478.99	515,816.95
17-GALKISSA	3,564,415.74	311,449.72	746,706.31	9,492.23	589,043.71	1,940.42	2,625,882.33	3,709.23	7,526,048.09	326,591.60
18-VIDYALAYA	10,951,980.48	637,589.46	1,311,326.20	20,578.08	2,391,173.31	20,030.35	6,950,874.11	5,383.16	21,605,134.10	683,501.95
19-WATARAPPOLA	4,008,472.62	348,649.72	935,541.42	9,865.49	1,173,044.07	3,086.98	1,682,024.34	4,196.75	7,799,082.45	365,798.94
20-KATUKURUDUWATTA	10,256,347.13	785,318.19	677,263.06	7,767.32	824,898.00	5,345.90	3,325,202.88	2,761.33	15,083,711.67	801,192.74
21-ATTIDIYA NORTH	6,615,927.12	589,841.11	736,573.17	6,054.78	1,181,324.35	3,991.68	3,488,990.66	6,607.39	12,032,815.30	606,094.96
22-WATUMULLA	6,209,679.47	652,969.53	682,714.73	14,957.36	662,986.31	9,526.10	2,640,517.72	2,080.94	10,195,896.23	679,533.93
23-WEDKANDA	3,091,478.94	292,730.00	576,800.51	9,932.99	329,774.23	4,735.64	2,876,256.74	1,085.78	6,874,310.42	308,484.41
24-PIRIVENA	6,487,786.79	551,010.38	480,718.13	4,644.97	945,381.56	5,024.81	3,140,742.40	1,413.01	11,054,628.88	582,093.17
25-ATTIDIYA SOUTH	15,450,272.62	1,550,033.92	1,648,012.77	40,486.50	2,324,139.29	44,190.74	6,135,463.46	39,294.63	25,597,888.14	1,674,005.19
26-VIHARA	3,318,267.66	358,325.06	397,201.41	4,222.86	640,435.51	6,932.74	2,655,940.03	3,592.81	6,411,844.61	372,963.47
27-RATMALANA WEST	596,293.30	39,722.71	81,976.34	1,247.21	137,048.08	405.89	441,448.52	191.76	1,256,764.24	41,567.57
28-RATMALANA EAST	4,403,040.22	454,021.34	109,364.56	486.05	133,139.40	579.40	816,351.11	168.52	5,461,895.29	455,255.31
29-KANDAWALA	19,613,327.16	1,830,779.84	1,324,731.52	42,858.83	1,959,013.17	41,639.55	6,913,497.22	28,153.20	29,810,969.07	1,941,431.42
<b>Total</b>	<b>191,287,417.65</b>	<b>16,847,511.07</b>	<b>23,116,207.41</b>	<b>397,415.34</b>	<b>26,943,801.88</b>	<b>281,637.04</b>	<b>96,107,116.27</b>	<b>168,853.18</b>	<b>338,423,543.21</b>	<b>17,715,416.63</b>

## 31.STEP 28: RECEIPT SUMMARY MONTHLY

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly**
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 3/1)
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing

Year: 2013

Main Heading: DMMC

Sub Heading: Dehiwala

**View Report**

PDF format

1. Year : Select the relevant year
2. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Receipt Summary - Month Wise**

Year : 2021

<b>Month</b>	<b>Receipts</b>	<b>Discounts</b>	<b>Total</b>
January	140,56	16,00	156,56
February	22,70	4,00	23,70
March	27,90	4,00	28,90
April	12,50	3,00	12,50
May	2,00		2,00
June	8,50		8,50
July	15,80	2,00	16,80
August	6,60		6,60
September	4,30		4,30
October	18,80	1,00	18,80
November	20,00		20,00
December	59,20		59,20
<b>Total for the Year</b>	<b>339,40</b>	<b>17,70</b>	<b>357,10</b>

## 32.STEP 29: SUMMARIZED WARRANT COST – WARD WISE

The screenshot displays the 'Rate Reports' section of a software interface. On the left, a list of reports is shown, with 'Summarized Warrant Cost - Ward Wise' highlighted by a red box. To the right, there is a 'Year' dropdown menu set to '2013', also highlighted by a red box. Below this, there are two text input fields: 'Main Heading' with 'DMMC' and 'Sub Heading' with 'Dehiwala'. At the bottom right, a 'View Report' button is highlighted by a red box, with a 'PDF format' checkbox checked below it. A red number '1' is placed to the right of the 'View Report' button.

1. Year : Select the relevant year
2. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**

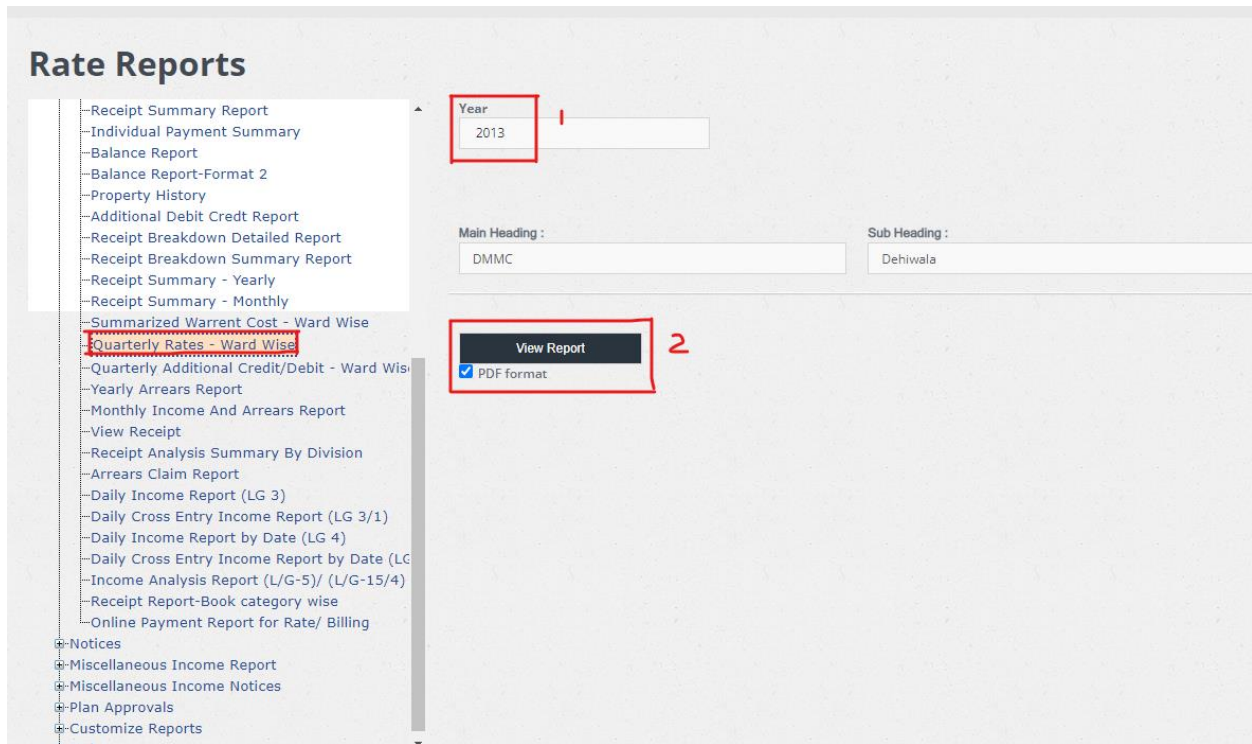
**Summarized Warrent Cost - Ward Wise**

Year : 2021

Division	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
01-WILAWALA	247,476.52	293,255.43	286,104.09	229,072.94	
02-DUTUGEMUNU	492,800.50	503,998.65	534,349.80	438,739.46	
03-KOHUWALA	485,628.65	526,111.09	524,239.39	470,536.43	
04-KALUBOWILA	173,862.83	180,705.53	188,706.35	158,488.97	
05-HATHBODHIYA	169,025.15	174,373.22	169,212.33	142,302.75	
06-SARANANKARA	126,736.73	131,308.78	135,209.93	109,531.70	
07-GALWALA	163,833.09	178,074.33	157,664.65	135,448.74	
08-DEHIWALA WEST	266,695.13	267,304.64	360,642.59	199,025.35	
09-DEHIWALA EAST	225,988.69	222,185.41	212,538.62	200,207.96	
10-UDYANAYA	167,789.37	182,284.16	183,204.92	130,221.75	
11-NEDIMALA	236,914.18	229,745.39	225,406.76	207,310.61	
12-MALWATTA	138,558.55	170,847.69	170,986.08	125,689.36	
13-JAYATILAKA	367,053.42	390,629.95	410,894.85	330,962.13	
14-KARAGAMPITIYA	196,962.84	238,441.37	245,888.30	193,765.73	
15-KAWDANA EAST	232,793.54	217,431.09	225,615.99	192,001.51	
16-KAWDANA WEST	232,600.80	240,667.53	258,867.46	215,999.02	
17-GALKISSA	148,443.97	151,528.16	151,393.31	117,307.54	
18-VIDYALAYA	520,079.69	658,343.10	585,463.72	494,340.37	
19-WATARAPPOLA	192,644.43	209,731.47	213,675.67	191,108.19	
20-KATUKURUDUWATTA	253,167.96	435,419.95	433,139.51	378,344.59	
21-ATTIDIYA NORTH	260,379.71	302,915.99	280,372.84	240,514.58	
22-WATUMULLA	183,171.29	198,086.03	189,116.89	164,027.73	
23-WEDIKANDA	150,567.49	127,340.64	154,322.95	127,563.66	
24-PIRIVENA	184,831.94	203,496.03	221,524.76	180,015.80	
25-ATTIDIYA SOUTH	252,472.50	265,234.90	300,521.60	220,182.99	
26-VIHARA	289,125.39	299,559.88	288,423.93	261,221.46	
27-RATMALANA WEST	42,096.28	41,382.47	40,637.77	36,401.18	
28-RATMALANA EAST	331,151.90	336,396.26	335,087.65	274,960.70	
29-KANDAWALA	399,557.42	415,218.09	404,628.25	373,503.53	
<b>Total</b>	<b>7,132,209.96</b>	<b>7,792,017.23</b>	<b>7,887,840.96</b>	<b>6,538,796.73</b>	



### 33.STEP 30: QUARTERLY RATES – WARD WISE



1. Year : Select the relevant year
2. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Quarterly Rates - Ward Wise**

Year : 2021

Division	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
01-WILAWALA	3,175,786.10	3,176,790.73	3,148,244.00	3,150,883.57	
02-DUTUGEMUNU	8,851,735.60	8,849,590.21	8,820,234.59	8,804,757.37	
03-KOHUWALA	6,489,136.34	6,477,770.00	6,487,736.51	6,505,251.18	
04-KALUBOWILA	1,999,597.17	1,996,350.42	2,003,829.42	2,010,899.14	
05-HATHBODHIYA	1,763,012.51	1,764,288.35	1,772,070.95	1,776,288.24	
06-SARANANKARA	1,393,638.41	1,398,548.95	1,402,587.39	1,403,270.42	
07-GALWALA	2,289,316.36	2,288,345.09	2,283,274.37	2,285,210.81	
08-DEHIWALA WEST	3,683,105.30	3,682,511.29	3,674,077.25	3,680,390.82	
09-DEHIWALA EAST	2,703,156.85	2,702,757.65	2,697,694.65	2,709,481.36	
10-UDYANAYA	1,491,214.57	1,493,120.63	1,493,494.24	1,498,246.56	
11-NEDIMALA	2,368,871.61	2,358,540.38	2,356,926.09	2,368,193.59	
12-MALWATTA	1,979,960.03	1,982,667.51	1,985,108.73	1,988,662.15	
13-JAYATILAKA	3,961,671.30	3,956,472.24	3,976,101.71	3,995,702.35	
14-KARAGAMPITIYA	2,692,452.54	2,699,405.69	2,700,632.68	2,679,557.99	
15-KAWDANA EAST	2,864,765.98	2,869,080.74	2,865,735.90	2,879,097.39	
16-KAWDANA WEST	2,971,935.75	2,960,884.47	2,989,648.99	3,001,783.04	
17-GALKISSA	1,901,961.01	1,878,858.67	1,875,112.39	1,864,234.11	
18-VIDYALAYA	5,903,187.20	5,904,421.12	5,902,383.53	5,909,081.62	
19-WATARAPPOLA	2,222,197.61	2,222,088.89	2,224,784.03	2,217,602.48	
20-KATUKURUDUWATTA	4,596,639.48	4,602,602.34	4,596,733.17	4,585,217.49	
21-ATTIDIYA NORTH	3,329,119.21	3,330,188.09	3,333,222.29	3,341,451.26	
22-WATUMULLA	3,120,240.80	3,146,342.97	3,147,235.80	3,147,164.47	
23-WEDIKANDA	1,754,752.86	1,752,363.12	1,754,671.98	1,732,933.22	
24-PIRIVENA	2,885,643.26	2,884,352.22	2,876,265.89	2,882,850.11	
25-ATTIDIYA SOUTH	6,389,385.74	6,402,629.97	6,400,450.97	6,405,190.52	
26-VIHARA	2,622,048.27	2,622,071.75	2,622,743.46	2,620,971.98	
27-RATMALANA WEST	377,026.60	377,311.27	377,388.81	380,286.93	
28-RATMALANA EAST	2,980,965.67	2,982,572.87	2,982,855.48	2,983,574.71	
29-KANDAWALA	8,227,388.95	8,131,001.69	8,131,275.93	8,139,243.98	

## 34.STEP 31: QUARTERLY ADDITIONAL CREDIT/DEBIT – WARD WISE

The screenshot displays the 'Rate Reports' interface. On the left, a list of reports is shown, with 'Quarterly Additional Credit/Debit - Ward Wise' highlighted. In the center, the 'Year' is set to 2013. Below this, the 'Main Heading' is 'DMMC' and the 'Sub Heading' is 'Dehiwala'. A 'View Report' button is visible, along with a checked 'PDF format' option. Red boxes and numbers 1 and 2 highlight the year selection and the view report button, respectively.

1. Year : Select the relevant year
2. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Quarterly Additional Debit Credit - Ward Wise**

Year : 2021

Division	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Additional Debit	Additional Credit	Additional Debit	Additional Credit	Additional Debit	Additional Credit	Additional Debit	Additional Credit
01-WILAWALA	1,013.86	14,731.40	217.74	426.26	5.50	0.00	203,339.15	19,680.50
02-DUTUGEMUNU	174,158.03	96,507.53	13,120.92	5,498.36	43,785.84	942.01	172,381.14	34,325.63
03-KOHUWALA	3,691.73	22,582.37	259,327.39	2,956.37	34,877.69	25,367.02	158,218.42	112,140.47
04-KALLUBOWILA	70,203.98	71,116.61	34.96	4,654.46	1,352.73	753.99	2,390.66	167,366.33
05-HATHBODHIYA	1,084.61	9,031.66	2.54	2,860.92	1,097.39	8,242.39	61,532.62	81,054.01
06-SARANANKARA	7,980.08	4,992.31	70,923.32	47,866.08	1,889.00	3,756.85	7,372.37	54,353.92
07-GALIWALA	19,402.57	25,294.24	460.41	555.28	615.64	629.78	87,750.14	147,179.08
08-DEHWALA WEST	2,166.00	17,854.89	0.00	12.65	11.22	5,342.63	296,488.60	8,101.24
09-DEHWALA EAST	133,973.18	5,176.13	223,130.32	200,655.83	721.04	304.37	57,022.26	11,272.06
10-UDYANAYA	14,767.86	2,241.60	460.75	4,692.88	11,837.94	433.63	35,785.44	11,892.12
11-NEDIMALA	832.67	6,344.38	62,954.55	53,481.08	7,966.94	6,140.38	22,562.89	77,961.93
12-MALIWATTA	6,140.36	38,410.71	1,709.52	199.22	2,448.81	494.71	45,376.19	36,700.99
13-JAYATILAKA	217,888.37	7,031.77	43,062.99	37,535.75	18,211.88	28,433.90	285,428.82	69,721.67
14-KARAGAMPITIYA	85,733.61	164,493.04	467.61	171.66	791.77	175.62	102,839.85	2,850.86
15-KAWDANA EAST	1,724.11	217.98	88,778.85	5,257.65	2,241.33	315.87	19,121.80	51,306.09
16-KAWDANA WEST	263,457.57	495,623.46	331.38	551.79	487,394.73	286,337.23	93,697.61	63,531.50
17-GALKISSA	17,162.08	58,519.14	57,487.15	0.00	6,732.54	0.00	48,538.22	957.01
18-VIDYALAYA	360,817.29	15,961.38	17,093.08	5,970.92	363.86	570.74	195,205.51	28,962.18
19-WATARAPPOLA	1,149.93	247.78	4,766.55	1,315.53	14,043.27	3,099.47	48,571.41	18,188.99
20-KATUKURUDUWATTA	7,995.05	629,857.93	32.44	10,321.63	130,491.54	238.77	196,710.76	44,566.78
21-ATTIDIYA NORTH	25,654.22	35,890.92	6,642.62	11,605.27	929.69	2,589.02	1,502.28	15,188.56
22-WATUMULLA	19,314.30	23,482.15	0.00	26,911.69	9,472.33	5,019.70	396,786.79	11,779.24
23-WEDIKANDA	4,205.64	530.49	6,262.94	0.00	928.63	1,342.61	3,920.57	21,439.08
24-PRIVENA	50,065.70	2,887.03	904.69	145.27	22,275.42	1,395.91	181,345.05	364,324.44
25-ATTIDIYA SOUTH	12,938.24	1,412.48	44,734.95	25,877.24	4,843.17	3,481.82	36,024.69	9,025.27
26-VIHARA	19,497.85	100,505.40	0.02	34.19	345.29	94.86	2,244.71	13,421.15
27-RATMALANA WEST	605.34	11.23	0.00	450.27	2,311.11	2,534.14	6,112.28	100.62
28-RATMALANA EAST	522,800.84	607,918.72	598.78	0.00	353.12	0.00	9,145,602.86	224.37
29-KANDAWALA	126,440.91	89,772.38	131,497.47	5,229.38	7.05	311.58	156,186.25	31,640.80
<b>Total</b>	<b>2,174,887.98</b>	<b>2,846,647.09</b>	<b>1,035,011.96</b>	<b>455,237.63</b>	<b>807,968.27</b>	<b>308,347.92</b>	<b>12,919,912.34</b>	<b>1,440,296.83</b>

## 35.STEP 32: YEARLY ARREARS REPORT

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report**
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 4)
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing
- ☛ Notices
- ☛ Miscellaneous Income Report
- ☛ Miscellaneous Income Notices
- ☛ Plan Approvals
- ☛ Customize Reports
- ☛ Maintenance

Division  
 <-All->  
 Property Type  
 <-All->  
 Year  
 2013

Main Heading : DMMC  
 Sub Heading : Dehiwala

PDF format

1. Division : Select the relevant division
2. Property Type : Select the property type
3. Year : Select the relevant year
4. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Annual Arrears Report (By Ward)**

Year : 2021  
Property Type : 2021

Division	Opening Balance	Future Income	Bills of Year	Payments of the Year	Add Cr. of the Year	Add Dr. of the Year	Discounts	Surcharge	Arrears of the Year	Over Payment
02-DUTUGEMUNU	20,171,104.60	2,329,751.03	35,326,317.77	33,085,722.75	403,445.93	137,273.53	1,870,879.58	1,969,888.41	23,112,355.57	3,168,014.39
	<b>20,171,104.60</b>	<b>2,329,751.03</b>	<b>35,326,317.77</b>	<b>33,085,722.75</b>	<b>403,445.93</b>	<b>137,273.53</b>	<b>1,870,879.58</b>	<b>1,969,888.41</b>	<b>23,112,355.57</b>	<b>3,168,014.39</b>

## 36.STEP 33: MONTHLY INCOME AND ARREARS REPORT

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report**
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 3/1)
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing

Division 1  
<-All->

Property Type 2  
<-All->

Year 2013 3      Month <-All-> 4

Main Heading : DMMC      Sub Heading : Dehiwala

5  
 PDF format

1. Division : Select the relevant division
2. Property Type : Select the property type
3. Year : Select the relevant year
4. Month : Select the relevant month
5. Click to view the report

The report is viewed as follows

## 37.STEP 34: VIEW RECEIPT

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt**
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 3/1)
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing

⊕-Notices

⊕-Miscellaneous Income Report

⊕-Miscellaneous Income Notices

⊕-Plan Approvals

⊕-Customize Reports

User: <-All->

Book Category: <-Main->

Receipt No:

Main Heading: DMMC

Sub Heading: Dehiwala

View Report

PDF format

1. User : Select the relevant user
2. Book category : Select the relevant book category
3. Receipt No : Enter the receipt number
4. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Income And Arrears Report**

Property : <-All->

Month : 2021 - January

Division : 03-KOHUWALA

Division	Opening Balance (arrears) B/F	Last Year Overpayments B/F	Billed Amount up to month	Receipts for Prv Year	Receipts for Current Year + Next Years	Total Receipts up to month (4+5)	Total Discount up to month	Surcharge	Additional Debit	Additional Credit	Net Balance C/F	Total Arrears C/F	Total over Payment C/F	Last Year Arrears Due on current month (1-4)	Arrears Due on Current month (12-14)
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
03-KOHUWALA	25,355,996.01	3,001,879.90	6,489,136.34	1,712,942.58	9,055,365.21	10,768,307.79	1,284,461.63	0.00	2,423.94	2,774.40	17,275,761.22	27,317,683.35	10,041,922.13	23,643,053.43	3,674,629.92
	<u>25,355,996.01</u>	<u>3,001,879.90</u>	<u>6,489,136.34</u>	<u>1,712,942.58</u>	<u>9,055,365.21</u>	<u>10,768,307.79</u>	<u>1,284,461.63</u>	<u>0.00</u>	<u>2,423.94</u>	<u>2,774.40</u>	<u>17,275,761.22</u>	<u>27,317,683.35</u>	<u>10,041,922.13</u>	<u>23,643,053.43</u>	<u>3,674,629.92</u>

Foot Notes :

Total Receipts = Receipt for Prev Year (4) + Receipt for Current year + Next Year paid up to month (5)

Total Discounts up to month(7) = Discounts given for Receipts + Discount given for last year overpayments

Net Bal C/F = 11 - 1 - 2 + 3 - 6 - 7 + 8 - 9 - 10 = - Total plus closing balances(12) - Total minus closing balances (13)

Opening Balance (arrears) B/F (1) , Last Year Overpayments B/F (2) , Total Arrears C/F (12) , Total over Payment C/F (13) = Please Refer the [Balance Report](#)

Last Year Arrears Due on current month(14) = 1-4

Arrears Due on Current month (15) = 12 - 14



## 38.STEP 35: RECEIPT ANALYSIS SUMMARY BY DIVISION

### Rate Reports

- Age Analysis-Detail
- Billed Report for Rate
- Sub Receipt Report
- Commission Report
- Field Officer Schedule
- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division**
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 4)
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing

**Book Category** 1  
<-Main->

**From Date** 2  
4/11/2022

**To Date** 3  
4/11/2022

**Main Heading :**  
DMMC

**Sub Heading :**  
Dehiwala

**View Report** 4  
 PDF format

1. Book Category : Select the relevant book category
2. From Date : Select the date from which
3. To Date : Select the date to which
4. Click to view the report

The report is viewed as follows

<b>DMMC</b>			
<b>Dehiwala</b>			
<b>Daily Receipt Analysis By Division</b>			
<b>From Date</b>	4/5/2022	<b>To Date</b>	4/8/2022
<b>Book Category :</b>	Shop Rental		
<b>Date</b>			

## 39.STEP 36: ARREARS CLAIM REPORT

The screenshot shows the 'Rate Reports' interface. On the left is a list of report types, with 'Arrears Claim Report' highlighted in red. On the right, there are configuration fields: 'Division' (checked, labeled 1), 'Location' (unchecked, labeled 2), 'Description' (labeled 3), 'From Date' (4/11/2022, labeled 4), 'To Date' (4/11/2022, labeled 5), 'Main Heading' (DMMC), 'Sub Heading' (Dehiwala), and a 'View Report' button (labeled 6) with a 'PDF format' checkbox checked.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Description : Enter the description if any
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Arrears Claim Report**

Assessment No	Owner	Property Description	Yearly Value (Rs. Cts.)	Outstanding to Year Start (Rs.	Payments (Rs. Cts.
<b>DIVISION :</b> 02-DUTUGEMUNU					
<b>LOCATION :</b> ANDERSON ROAD LEFT					
31		LAND	66.00	147.25	147.25
5A		UPSTAIR RESIDENCE	671.68	385.97	385.97
27		Asb Roofed Upper Floor House	721.72	410.41	410.41
27		RESIDENCE	1,120.72	639.91	639.91
5A		Rcc Roofed Upper Floor House	1,793.20	1,030.34	1,030.34
5A		2ND FLOOR RESIDENCE	1,986.60	1,139.59	1,139.59
27		Asbestos Roofed House	2,092.08	1,199.03	1,199.03
31		Rcc Roofed House	2,054.72	2,360.91	2,360.91
23		Calicut Tile Roofed Upper Floor House	2,092.08	2,402.19	2,402.19
9		Asbestos Roofed House	1,942.64	4,385.74	4,385.74
<b>Location Total</b>			<b>14,541.44</b>	<b>14,101.34</b>	<b>14,101.34</b>
<b>LOCATION :</b> DUTUGEMUNU STREET LEFT2					
18		DELIPIDATED BUILDING	66.00	1,764.17	1,764.17
18		Tile Roofed Upper Floor House	2,689.84	1,852.00	1,852.00
18		Concrete Flat Roofed House	3,698.44	2,294.56	2,294.56
18		Tile & Asbestos Roofed Office	12,702.04	2,373.49	2,373.49
18		DELIPIDATED BUILDING	66.00	2,697.82	2,697.82
14		Concrete Flat Roofed House	2,764.56	3,178.44	3,178.44
14		Asbestos Roofed Upper Floor House	2,988.68	3,436.96	3,436.96

## 40.STEP 37: DAILY INCOME REPORT LG 3

The screenshot shows the 'Rate Reports' interface. On the left is a navigation menu with various report options. The main area contains several input fields and a 'View Report' button. Red boxes and numbers 1 through 6 highlight the following elements:

- 1.  Division: Select the relevant division
- 2.  Location: Select the relevant location
- 3. Description: Enter the description if any
- 4. From Date: 4/11/2022
- 5. To Date: 4/11/2022
- 6. View Report button

Additional visible fields include 'Main Heading' (DMMC) and 'Sub Heading' (Dehiwala). The 'Arrears Claim Report' option in the left menu is also highlighted with a red box.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Description : Enter the description if any
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Daily Income Report**

**From Date** 4/1/2022      **To Date** 4/8/2022

Date	Receipt No	Total				00-653000	00-672000-1
			Cash	Cheque	NonCash		
4/1/2022	608,500	20.00	0.00	0.00	0.00	0.00	0.00
	608,501	20.00	0.00	0.00	0.00	0.00	0.00
	608,502	20.00	0.00	0.00	0.00	0.00	0.00
	608,503	60.00	0.00	0.00	0.00	0.00	0.00
	608,504	2090.00	0.00	0.00	0.00	0.00	0.00
	608,505	1665.00	0.00	0.00	0.00	0.00	0.00
	608,506	1200.00	0.00	0.00	0.00	0.00	0.00
	608,507	1200.00	0.00	0.00	0.00	0.00	0.00
	608,508	675.00	0.00	0.00	0.00	0.00	0.00
	608,509	845.00	0.00	0.00	0.00	0.00	0.00
	608,510	2940.00	0.00	0.00	0.00	0.00	0.00
	608,511	845.00	0.00	0.00	0.00	0.00	0.00
	608,512	10860.00	0.00	0.00	0.00	0.00	0.00
	608,513	1200.00	0.00	0.00	0.00	0.00	0.00
	608,514	5100.00	0.00	0.00	0.00	0.00	0.00
608,515	35000.00	0.00	0.00	35,000.00	0.00	0.00	



## 42.STEP 39: DAILY INCOME REPORT BY DATE LG 4

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 4)
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing
- ⊕ Notices
- ⊕ Miscellaneous Income Report
- ⊕ Miscellaneous Income Notices
- ⊕ Plan Approvals
- ⊕ Customize Reports
- ⊕ Maintenance

**Book Category** 1  
<-Main->

**Payment Type** 2  
 All  
 Rate  
 Other Revenue

**From Date** 3  
4/12/2022

**To Date** 4  
4/12/2022

**Main Heading :**  
DMMC

**Sub Heading :**  
Dehiwala

**View Report** 5  
 PDF format

1. Book Category : Select the relevant book category
2. Payment Type : Select the relevant payment type
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Daily Income Report By Date - LG 4**

**From Date** 4/1/2022      **To Date** 4/8/2022

**Date**

## 43.STEP 40: DAILY CROSS ENTRY INCOME REPORT BY DATE LG 4/1

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 4/1)**
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing

Notices

- Miscellaneous Income Report
- Miscellaneous Income Notices
- Plan Approvals
- Customize Reports

From Date: 4/12/2022 **1**

To Date: 4/12/2022 **2**

Main Heading: DMMC

Sub Heading: Dehiwala

**View Report** **3**

PDF format

1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Daily Cross Entry Income Report By Date**

From Date: 4/1/2022  
To Date: 4/8/2022



## 44.STEP 41: INCOME ANALYSIS REPORT (L/G-5) / (L/G-15/4)

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 4)
- Income Analysis Report (L/G-5) / (L/G-15/4)**
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing
- ⊕-Notices
- ⊕-Miscellaneous Income Report
- ⊕-Miscellaneous Income Notices
- ⊕-Plan Approvals
- ⊕-Customize Reports
- ⊕-Maintenance

**From Date** 1: 4/12/2022

**To Date** 2: 4/12/2022

**Main Heading**: DMMC

**Sub Heading**: Dehiwala

**View Report**

PDF format

1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

**Income Analysis -LG-5/LG15-4**

From Date 4/1/2022 To Date 4/8/2022

Code	Account	00	10	20	40	60	Total
00-758000	Copy Fee	41,093.75	0.00	0.00	0.00	0.00	41,093.75
10-440204	Registration Supply	0.00	5,850.00	0.00	0.00	0.00	5,850.00
20-410100- --	Assesment Tax	0.00	0.00	1,602,729.97	0.00	0.00	1,602,729.97
20-410100- --	Assesment Tax Arreas	0.00	0.00	4,468,127.38	0.00	0.00	4,468,127.38
20-440301	Nonvesting Registration	0.00	0.00	140,600.00	0.00	0.00	140,600.00
20-440603	ATD Registration	0.00	0.00	17,093.77	0.00	0.00	17,093.77
20-445300	Fees For Service	0.00	0.00	10,700.00	0.00	0.00	10,700.00
20-445501	Warrant Cost	0.00	0.00	173,622.12	0.00	0.00	173,622.12
40-420202	Shop Rentals	0.00	0.00	0.00	16,300.00	0.00	16,300.00
40-420202- --	Shop Rentals Arreas	0.00	0.00	0.00	10,000.00	0.00	10,000.00
40-460100	Tender form Fees	0.00	0.00	0.00	875.00	0.00	875.00
60-420208	Market Rents	0.00	0.00	0.00	0.00	653,640.57	653,640.57
<b>Total</b>		<b>41,093.75</b>	<b>5,850.00</b>	<b>6,412,873.24</b>	<b>27,175.00</b>	<b>653,640.57</b>	<b>7,140,632.56</b>

## 45.STEP 42: RECEIPT REPORT - BOOK CATEGORY

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wis
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise**
- Online Payment Report for Rate/ Billing

☒-Notices  
☒-Miscellaneous Income Report  
☒-Miscellaneous Income Notices  
☒-Plan Approvals  
☒-Customize Reports

From Date: 4/12/2022  
To Date: 4/12/2022  
Main Heading: DMMC  
Sub Heading: Dehiwala

View Report  
 PDF format

1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Receipt Report**

**From Date :** 4/1/2022

**To Date :** 4/8/2022

Receipt No	Date	Total	0-Main Office	1-Field	3-Field	Online Pay - Rat
11,920	4/1/2022	1758.83	0.00	0.00	0.00	1758.83
11,921	4/1/2022	1712.85	0.00	0.00	0.00	1712.85
11,922	4/1/2022	1189.84	0.00	0.00	0.00	1189.84
11,923	4/1/2022	2413.30	0.00	0.00	0.00	2413.30
11,924	4/2/2022	1830.56	0.00	0.00	0.00	1830.56
11,925	4/3/2022	1153.44	0.00	0.00	0.00	1153.44
11,926	4/3/2022	1064.72	0.00	0.00	0.00	1064.72
11,927	4/3/2022	662.98	0.00	0.00	0.00	662.98
11,928	4/3/2022	1674.46	0.00	0.00	0.00	1674.46
11,929	4/3/2022	1511.97	0.00	0.00	0.00	1511.97
11,930	4/3/2022	2441.19	0.00	0.00	0.00	2441.19
11,931	4/3/2022	1893.60	0.00	0.00	0.00	1893.60
11,932	4/4/2022	1775.30	0.00	0.00	0.00	1775.30
11,933	4/4/2022	4483.04	0.00	0.00	0.00	4483.04
11,934	4/4/2022	1195.44	0.00	0.00	0.00	1195.44
11,935	4/4/2022	1918.24	0.00	0.00	0.00	1918.24
11,936	4/5/2022	1311.04	0.00	0.00	0.00	1311.04

			0-Main Office	1-Field	3-Field	Online Pay - Rat
11,937	4/5/2022	1901.88	0.00	0.00	0.00	1901.88
11,938	4/5/2022	1494.36	0.00	0.00	0.00	1494.36
11,939	4/5/2022	8289.65	0.00	0.00	0.00	8289.65
11,940	4/5/2022	2092.08	0.00	0.00	0.00	2092.08
11,941	4/5/2022	2988.68	0.00	0.00	0.00	2988.68
11,942	4/6/2022	11937.13	0.00	0.00	0.00	11937.13
11,943	4/6/2022	3661.16	0.00	0.00	0.00	3661.16
11,944	4/6/2022	8074.09	0.00	0.00	0.00	8074.09
11,945	4/6/2022	5998.15	0.00	0.00	0.00	5998.15
11,946	4/6/2022	2689.84	0.00	0.00	0.00	2689.84
11,947	4/6/2022	3428.15	0.00	0.00	0.00	3428.15
11,948	4/7/2022	872.80	0.00	0.00	0.00	872.80

## 46.STEP 43: ONLINE PAYMENT REPORT FOR RATE/BILLING

**Rate Reports**

- Receipt Summary Report
- Individual Payment Summary
- Balance Report
- Balance Report-Format 2
- Property History
- Additional Debit Credit Report
- Receipt Breakdown Detailed Report
- Receipt Breakdown Summary Report
- Receipt Summary - Yearly
- Receipt Summary - Monthly
- Summarized Warrent Cost - Ward Wise
- Quarterly Rates - Ward Wise
- Quarterly Additional Credit/Debit - Ward Wise
- Yearly Arrears Report
- Monthly Income And Arrears Report
- View Receipt
- Receipt Analysis Summary By Division
- Arrears Claim Report
- Daily Income Report (LG 3)
- Daily Cross Entry Income Report (LG 3/1)
- Daily Income Report by Date (LG 4)
- Daily Cross Entry Income Report by Date (LG 4)
- Income Analysis Report (L/G-5)/ (L/G-15/4)
- Receipt Report-Book category wise
- Online Payment Report for Rate/ Billing**
- ⊕ Notices
- ⊕ Miscellaneous Income Report
- ⊕ Miscellaneous Income Notices
- ⊕ Plan Approvals
- ⊕ Customize Reports
- ⊕ Maintenance

**Payment Type** 1

All  
 Rate  
 Other Revenue

**From Date** 2: 4/12/2022  
**To Date** 3: 4/12/2022

**Main Heading :** DMMC  
**Sub Heading :** Dehiwala

**View Report** 4

PDF format

1. Payment Type : Select the relevant payment type
2. From Date : Select the date from which
3. To Date : Select the date to which
4. Click to view the report

The report is viewed as follows

DMMC

Dehiwala

Online Payment Report for All

From Date	4/1/2022	To Date	4/8/2022						
Receipt No	Date	Property Id/ Bill Id	Ass. No/ Reg. No	Division	Street	Property Holder/ Remarks	Amount	Convenient Fee	Total
11920	04/01/2022	117615	10 4/1	06-SARANANKARA	BHATHIYA MAWATHA RIGHT		1,758.83	17.59	1,776.42
11921	04/01/2022	32455	29/9A	11-NEDIMALA	NIKAPE ROAD LEFT		1,712.85	17.13	1,729.98
11922	04/01/2022	32458	29/9A 1/1	11-NEDIMALA	NIKAPE ROAD LEFT		1,189.84	11.90	1,201.74
11923	04/01/2022	114160	42/1	25-ATTIDIYA SOUTH	1ST LANE, RATHMALANA RIGHT		2,413.30	24.13	2,437.43
11924	04/02/2022	64353	32/3P 1/1	20-KATUKURUDUWAT TA	HULUDAGODA RD (RHS)		1,830.56	18.31	1,848.87
11925	04/03/2022	3419	25A	02-DUTUGEMUNU	GREEN PATH RD LEFT		1,153.44	11.53	1,164.97
11926	04/03/2022	3420	25B	02-DUTUGEMUNU	GREEN PATH RD LEFT		1,064.72	10.65	1,075.37

## 47.STEP 44: K – FORM

### Rate Reports

The screenshot shows the 'Rate Reports' interface. On the left is a sidebar menu with 'K - Form' highlighted. The main area contains several sections: 'Division' (checked), 'Location', 'Owner', 'Property Type', 'Form of Printing' (Form selected), 'Year To Be Printed' (Active Year selected), 'With all Owners', 'Preprinted Forms', 'Printing Formats' (K\_Form\_MC.rpt), 'Main Heading' (DMMC), 'Sub Heading' (Dehiwala), and a 'View Report' button with 'PDF format' checked. Red boxes and numbers 1-8 are overlaid on the interface to indicate the steps for generating the report.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Owner : Select the relevant owner
4. Put the tick to select
5. Put the tick to select
6. Put the tick to select
7. Click to view the report

The report is viewed as follows

Form "K"  
DMMC

{ ùèØ &þ\$<  
Municipal Council  
èèáæð ðéç

ðæβμ&βØ' +À' ùθÓ×Ú  
'é+èèðçÇ' í+ðððé'èù'  
Notice of Assessment

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ù' R [REDACTED] A

íçáè°

Name

ðæβμ&βØ' á'æ×  
'é+èèðçÇ'  
Assessment No

ùÚ'íÚ'í'

'íè°  
Location

<SÍÁÚæ <èùðæ'  
ðÓíèá'è' íèééæ  
Annual Value

æSìáÝ<æð μéN× ×ðÝ  
æèù'òÓíè'Éæ°E æè'í' íðú'ááÉ  
Per Quarter

þ\$Ø+ ùð +ÁÚú×  
øçÇððé'è éðæ  
Date of Service

þ\$Øèðð á×μéβ áðð&ù μ{Sð þ\$Ø+ ùð áùβ+Á' è'ù &ð{ù  
íç+°æ'íæèù'íðÓéá éæíðéç'èè° íù'òÉ  
øçÇððæ'æç'ç'í'í' Éé+

"μæβ' μùSÍ'×  
ùÚòùÚæ\$Ø ðæβμ&βØ' +À' ùθÓ×

ðèðç'ç'ùè'èéç'ç'°+ðá  
ð'í'èðéðáá í+ðððé'èù

Form "K"  
Statutory Notice of Assessment

DMMC

{ ùèØ &þ\$<  
Municipal Council  
èèáæð ðéç

01-WILAWALA

áù æSì×SÚ×

áç æèèðáéùáè

Sub Office

áùù)ð\$ á'æ×

To R [REDACTED] A μ<ðð×Ú / íðé'æÓæ°E

1947 '{ ùèØ &þ\$ á\$íÁ\$ ùμðð 252 <ùÚ <èùβÓ× ùÚæ\$Ø μ'íÚ ù{ð +À' æβμ<ù μ+ÁβùÚ ðæβμ&βØ' æØ á{Ú &+Á {ðβ ùí+ÁÚ  
μ+ÁβùÚ ý+ μéØ'ò ùÚ×' æØ ðÚμýù ý< μ'×Úùβ +À' ùÓÉ μ+ÁùÓ Ú'μÁ.

1947 '{ ùèØ &þ\$ á\$íÁ\$ ùμðð 252 <ùÚ <èùβÓ× ùÚæ\$Ø μ'íÚ ù{ð +À' æβμ<ù μ+ÁβùÚ ðæβμ&βØ' æØ á{Ú  
&+Á{ðβ ùí+ÁÚ μ+ÁβùÚ ý+ μéØ'ò ùÚ×' æØ ðÚμýù ý< μ'×Úùβ +À' ùÓÉ μ+ÁùÓ Ú'μÁ.

Take notice that by virtue of the Municipal Council Ordinance (Chap.252) The ..... Municipal Council  
ordered you to be assessed in respect of the undermentioned property to the sums hereunder setforth.

áðμ'íÚ ù' {S / μ {Sβ á'æ× {S ùÚ'íÚ'í'	ÁÉ ùÚ' Sð× ðæβμ&βØ' μÓ ùÚæ\$Ø <SÍÁÚæ <èùðæ'	á<ÓØ' +Áβ+Á ðÝ'+ÁÚ μéN× ×ðÝ 'Ó+ÁÚ {S á× μé<ù æSÚ<Úβ	
íèáè'èðá° íçáè° íù'òÉ /Eá 'ùæ°æÉè° 'Óæ°Eèðéè° Name and / Or Number of Property & Situation	ðððèùè° èèðæ°æç'ç'í'í' ðÓíèá'è'èè° íèééæ Exten / Annual Value As Assessed	ðÓíèá'è'èè° æ'í'í'ðú'áá èèðé'íèééææ° æ'í'í'ðú'áá Amount of Tax Payable and Time of Payment for the Year	7,098.08
SU [REDACTED]	118,301.70	2022 'sìóÝ 31 <ùÚ+Á\$ μ{Sβ áð ùÚó'μ+ù ç'í'èèðáá× íù'òÉ íè+°E Éá° On or before March 31	RS 1,774.52
[REDACTED]		2022 íðáÚ 30 <ùÚ+Á\$ μ{Sβ áð ùÚó'μ+ù íðó 31 íèèðáá× íù'òÉ íè+°E Éá° On or before June 30	RS 1,774.52
Asbestos Roofed Two Storeyed House		2022 & ùð. 31 <ùÚ+Á\$ μ{Sβ áð ùÚó'μ+ù ç'í'èèðáá× íù'òÉ íè+°E Éá° On or before September 31	RS 1,774.52
		2022 μ+Á&' 31 <ùÚ+Á\$ μ{Sβ áð ùÚó'μ+ù èèè°æíð 31 íèèðáá× íù'òÉ íè+°E Éá° On or before December 31	RS 1,774.52



## 48.STEP 45: ASSESSMENT NOTICE

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
    - K - Form
    - Assessment Notice**
    - Reminder Notice
    - Final Notice
    - Demand Notice
    - Prohibited Notice
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1  
<-All->  
 Location 2  
<-All->  
 Owner 3  
<-All->  
 Property Type 4  
<-All->  
Form of Printing 5  
 Form  
 Mailing Lables  
 Preprinted Forms

Printing Formats  
Assessment\_Notice.rpt

Main Heading : DMMC  
Sub Heading : Dehiwala

**View Report** 6  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Owner : Select the relevant owner
4. Property Type : Select the relevant property type
5. Put the tick to select
6. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**

**Assesment Notice**

**Assesment Notice**

Serial No

<-All->

All

Serial No

Mr/Ms .....

**Some text .....**

Name

Assesment No

Street

Address

Assesment Value

Assesment No

Annual Tax

Street

**Some text.....**

Assesment Value

Annual Tax

.....  
Signature

.....  
Date

## 49.STEP 46 : REMINDER NOTICE

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
    - K - Form
    - Assessment Notice
    - Reminder Notice**
    - Final Notice
    - Demand Notice
    - Prohibited Notice
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1  
<-All->  
 Location 2  
<-All->  
 Owner 3  
 Property Type 4  
<-All->  
**Form of Printing** 5  
 Form  
 Mailing Lables  
 Preprinted Forms  
 Amount 6  
 Not Paid Previous Qtrs:  
 Qtrs not yet Paid

Printing Formats  
ReminderNotice.rpt

To Date 7  
4/12/2022

Main Heading :  
DMMC

Sub Heading :  
Dehiwala

**View Report** 8  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Owner : Select the relevant owner
4. Property Type : Select the relevant property type
5. Put the tick to select
6. Put the tick to select
7. To Date : Select the date to which
8. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Reminder Notice**

4/12/2022

## 50.STEP 47: FINAL NOTICE

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
    - K - Form
    - Assessment Notice
    - Reminder Notice
    - Final Notice**
    - Demand Notice
    - Prohibited Notice
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1  
<-All->  
 Location 2  
<-All->  
 Owner 3  
 Property Type 4  
<-All->  
Form of Printing 5  
 Form  
 Mailing Lables  
 Preprinted Forms 6  
 Amount 6  
 Not Paid Previous Qtrs:  
 Qtrs not yet Paid

Printing Formats  
FinalNotice.rpt

Main Heading : DMMC  
Sub Heading : Dehiwala

To Date : 4/12/2022 7  
Sub Heading : Dehiwala

8  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Owner : Select the relevant owner
4. Property Type : Select the relevant property type
5. Put the tick to select
6. Put the tick to select
7. To Date : Select the date to which
8. Click to view the report

The report is viewed as follows

---

**DMMC**  
**Dehiwala**

<-All-> All

**Final Notice**

## 51.STEP 48: DEMAND NOTICE

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
    - K - Form
    - Assessment Notice
    - Reminder Notice
    - Final Notice
    - Demand Notice**
    - Prohibited Notice
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1  
-<-All-> 2  
 Location 3  
-<-All-> 4  
 Owner 5  
 Property Type 6  
-<-All-> 7  
Form of Printing 8  
 Form  
 Mailing Lables  
 Preprinted Forms  
 Amount  
 Not Paid Previous Qtrs:  
 Qtrs not yet Paid

Printing Formats  
DemandNotice.rpt

To Date 7  
4/12/2022

Main Heading :  
DMMC

Sub Heading :  
Dehiwala

View Report 8  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Owner : Select the relevant owner
4. Property Type : Select the relevant property type
5. Put the tick to select
6. Put the tick to select
7. To Date : Select the date to which
8. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Demand Notice**

4/12/2022

Some text .....

Some text .....

Some text .....

<-All->

All

**52.STEP 49: PROHIBITED NOTICE**

The screenshot shows the 'Rate Reports' application interface. On the left is a navigation tree with 'Prohibited Notice' selected. The main area contains several configuration options:

- 1. **Division**: A dropdown menu with '<-All->' selected.
- 2. **Location**: A dropdown menu with '<-All->' selected.
- 3. **Owner**: A dropdown menu.
- 4. **Property Type**: A dropdown menu with '<-All->' selected.
- 5. **Form of Printing**: Radio buttons for 'Form' (selected), 'Mailing Lables', and 'Preprinted Forms'.
- 6. **Amount**: Radio buttons for 'Amount' (selected), 'Not Paid Previous Qtrs:', and 'Qtrs not yet Paid'.
- 7. **To Date**: A date field containing '4/12/2022'.

At the bottom, there is a 'View Report' button and a checked 'PDF format' option. The 'Main Heading' is 'DMMC' and the 'Sub Heading' is 'Dehiwala'.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Owner : Select the relevant owner
4. Property Type : Select the relevant property type
5. Put the tick to select

6. Put the tick to select
7. To Date : Select the date to which
8. Click to view the report

The report is viewed as follows

---

**DMMC**  
**Dehiwala**  
**Prohibited Notice**

**Some text .....**

## 53.STEP 50: SHOP RENT

### Rate Reports

- Rate Reports
- └ Detailed Reports
- └ Notices
- └ Miscellaneous Income Report
  - Shop Rent**
  - Trade Licence
  - Trade Tax
  - Deposits
  - Other Income Registry
  - Arrears Report -Billing
  - Business Category/Nature wise Bill data Rep
  - Billing Data
  - Age Analysis for Billing
  - Age Analysis for Billing-Detail
  - Monthly Income And Arrears Report - (Other
  - Bill Receipts History
  - Daily Bill Receipt Analysis
  - Daily Bill Receipt Analysis - Temporary
  - Bill Receipt Breakdown Detailed Report
  - Bill Receipt Breakdown Summary Report
  - Copy Fees Report
  - Individual Payment Summary for Billing
  - Water Registry
  - Meter Reading Report
  - Additional Debit Credit Report for Billing
- └ Miscellaneous Income Notices
- └ Plan Approvals
- └ Customize Reports
- └ Maintenance

Division

1

<-All->

Location

2

<-All->

Bill Type

3

<-Select->

From Date

4

To Date

5

4/12/2022

4/12/2022

Main Heading :

Sub Heading :

DMMC

Dehiwala

6

PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

<b>DMMC</b>										
<b>Dehiwala</b>										
Shop Rent										
From :		4/1/2022	To		4/8/2022					
Division :		01-WILAWALA								
Reg.No	Name	Balance BF (Rs. Cts.)	Rental (Rs. Cts.)	Surcharge Total (Rs. Cts.)	(Rs. Cts.)	Sub Receipt No	Receipt No	Received Amt (Rs. Cts.)	Balance CF Account No (Rs. Cts.)	
Bill Type										
<b>Total (Rs. Cts.)</b>										



## 54.STEP 51: TRADE LICENSE

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade License**
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Report
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Filters:

- Division 1
- Location 2
- Bill Type 3
- From Date 4: 4/12/2022
- To Date 5: 4/12/2022
- Main Heading: DMMC
- Sub Heading: Dehiwala
- PDF format 6

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

<b>DMMC</b>														
<b>Dehiwala</b>														
<b>Trade Licence</b>														
<b>From :</b>		4/1/2022		<b>To</b>		4/8/2022								
<b>Division :</b>		02-DUTUGEMUNU												
Reg.No	Name	Balance BF (Rs. Cts.)		Rental (Rs. Cts.)		Surcharge Total (Rs. Cts.)		(Rs. Cts.)	Sub Receipt No	Receipt No	Received Amt (Rs. Cts.)		Balance CF Account No (Rs. Cts.)	
Bill Type														
<b>Total (Rs. Cts.)</b>														

## 55.STEP 52: TRADE TAX

### Rate Reports

- [-] Rate Reports
  - [-] Detailed Reports
  - [-] Notices
  - [-] Miscellaneous Income Report
    - [-] Shop Rent
    - [-] Trade Licience
    - [-] Trade Tax
    - [-] Deposits
    - [-] Other Income Registry
    - [-] Arrears Report -Billing
    - [-] Business Category/Nature wise Bill data Rep
    - [-] Billing Data
    - [-] Age Analysis for Billing
    - [-] Age Analysis for Billing-Detail
    - [-] Monthly Income And Arrears Report - (Other
    - [-] Bill Receipts History
    - [-] Daily Bill Receipt Analysis
    - [-] Daily Bill Receipt Analysis - Temporary
    - [-] Bill Receipt Breakdown Detailed Report
    - [-] Bill Receipt Breakdown Summary Report
    - [-] Copy Fees Report
    - [-] Individual Payment Summary for Billing
    - [-] Water Registry
    - [-] Meter Reading Report
    - [-] Additional Debit Credit Report for Billing
  - [-] Miscellaneous Income Notices
  - [-] Plan Approvals
  - [-] Customize Reports
  - [-] Maintenance

Division 1

<-All->

Location 2

<-All->

Bill Type 3

<-Select->

From Date 4  
 4/12/2022

To Date 5  
 4/12/2022

Main Heading :  
 DMMC

Sub Heading :  
 Dehiwala

PDF format 6

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

Reg. No	Name	Balance BF (Rs. Cts.)	Rental (Rs. Cts.)	Surcharge Total (Rs. Cts.)	(Rs. Cts.)	Sub Receipt No	Receipt No	Received Amt (Rs. Cts.)	Balance CF Account No (Rs. Cts.)
<b>DMMC</b> <b>Dehiwala</b> <b>Trade Tax</b>									
From :		4/1/2022	To		4/8/2022				
Division :		05-HATHBODHIYA							
Bill Type									
<b>Total (Rs. Cts.)</b>									

## 56.STEP 53: DEPOSITS

### Rate Reports

- [-] Rate Reports
  - [-] Detailed Reports
  - [-] Notices
  - [-] Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report - Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - [-] Miscellaneous Income Notices
  - [-] Plan Approvals
  - [-] Customize Reports
  - [-] Maintenance

Division 1

<-All->

Location 2

<-All->

Bill Type 3

<-Select->

4

From Date

5

To Date

Main Heading : DMMC

Sub Heading : Dehiwala

PDF format 6

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

**DMMC**

**Dehiwala**

Deposits

From : 4/1/2022 To 4/8/2022

Division : 08-DEHIWALA WEST

Reg.No	Name	Balance BF (Rs. Cts.)	Rental (Rs. Cts.)	Surcharge Total (Rs. Cts.)	(Rs. Cts.)	Sub Receipt No	Receipt No	Received Amt (Rs. Cts.)	Balance CF Account No (Rs. Cts.)
<b>Bill Type</b>									
<b>Total (Rs. Cts.)</b>									

## 57.STEP 54: OTHER INCOME REGISTRY

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry**
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Filters:

- Division: 1
- Location: 2
- Bill Type: 3
- From Date: 4 (4/12/2022)
- To Date: 5 (4/12/2022)
- Main Heading: DMMC
- Sub Heading: Dehiwala
- PDF format: 6

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

<b>DMMC</b>										
<b>Dehiwala</b>										
Other Income Registry										
From :		4/1/2022	To		4/8/2022					
Division :		04-KALUBOWILA								
Reg. No	Name	Balance BF (Rs. Cts.)	Rental (Rs. Cts.)	Surcharge Total (Rs. Cts.)	(Rs. Cts.)	Sub Receipt No	Receipt No	Received Amt (Rs. Cts.)	Balance CF Account No (Rs. Cts.)	
<b>Bill Type</b>										
<b>Total (Rs. Cts.)</b>										

## 58.STEP 55: ARREARS REPORT BILLING

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report - Billing**
    - Business Category/Nature wise Bill data Rep
    - Billing Data
      - Age Analysis for Billing
      - Age Analysis for Billing-Detail
      - Monthly Income And Arrears Report - (Othe
      - Bill Receipts History
      - Daily Bill Receipt Analysis
      - Daily Bill Receipt Analysis - Temporary
      - Bill Receipt Breakdown Detailed Report
      - Bill Receipt Breakdown Summary Report
      - Copy Fees Report
      - Individual Payment Summary for Billing
      - Water Registry
      - Meter Reading Report
      - Additional Debit Credit Report for Billing
    - Miscellaneous Income Notices
    - Plan Approvals
    - Customize Reports
    - Maintenance

**Form Fields:**

- Division 1
- Location 2
- Bill Selection 3
- Bill Type 4
- Amount Arrears From : 0 5
- Amount Arrears To : 0 6
- No of Unpaid Quarters : 0 7
- Unpaid Periods From : 0 8
- Unpaid Periods To : 0 9
- From Date 10: 4/12/2022
- To Date 11: 4/12/2022
- Main Heading : DMMC
- Sub Heading : Dehiwala
- View Report 12
- PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Selection : Select the relevant bill
4. Bill Type : Select the relevant bill type
5. Fill with arrears amount from
6. Fill with arrears amount to
7. No of Unpaid Quarters : Enter the number of unpaid quarters
8. Unpaid amount starting period
9. Unpaid amount ending period
10. From Date : Select the date from which
11. To Date : Select the date to which
12. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Arrears Report Billing**

**Date Range** : From 4/19/2022 To 4/19/2022

**Amount Range** : From 0.00 To 0.00

**Registration No** : All

**04-KALUBOWILA - <-All> - <-Select>**

Registration No	Owner	Address	Current Rate	BF Arrears	BF Over Payment	Billed Amount	Surcharge	Receipts	Add Dr/Cr Net	CF Arrears	CF Over Payments
<b>Bill Type :</b>											

## 59.STEP 56: BUSINESS CATEGORY / NATURE WISE BILL DATA REPORT

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep**
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

**From Date** 1: 4/12/2022

**To Date** 2: 4/12/2022

**Main Heading**: DMMC

**Sub Heading**: Dehiwala

**View Report** 3

PDF format

1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Business Category wise Bill Data Report**

Business Category : All  
 Nature of Business : All

<u>Location</u>	<u>Registration No</u>	<u>Bill Type</u>	<u>Owner</u>
3rd Cross Lane Off Hindu Collage (RHS)	1	035-Trade Licence-Food Center	P
3rd Cross Lane Off Hindu Collage (RHS)	3	024-Trade Licence-Facotry	R
3rd Cross Lane Off Hindu Collage (RHS)	4	024-Trade Licence-Facotry	L
3rd Cross Lane Off Hindu Collage (RHS)	4	TRADE LICENCE	L
3rd Cross Lane Off Hindu Collage (RHS)	4	000 Trade Taxes	R
3rd Cross Lane Off Hindu Collage (RHS)	6	000 Business Taxes	ES
3rd Cross Lane Off Hindu Collage (RHS)	6	000 Business Taxes	E
3rd Cross Lane Off Hindu Collage (RHS)	6	025-Trade Licence-Super Market	C
9th Lane Off Hindu Colledge (RHS)	2	000 Business Taxes	A
9th Lane Off Hindu Colledge (RHS)	4	000 Business Taxes	A
Jaya Mawatha (RHS)	2	000 Business Taxes	R
Jaya Mawatha (RHS)	3	000 Business Taxes	O
1 St Cross Lane Off Hindu Collage RHS	2	000 Business Taxes	P
1 St Lane Off Kandawala Road (LHS)	1	000 Business Taxes	O
1 St Lane Off Kandawala Road (LHS)	2	000 Business Taxes	P
13 th Lane -Rathmalana Road (RHS)	1	000 Business Taxes	D
13 th Lane -Rathmalana Road (RHS)	3	000 Business Taxes	D
1St Lane Off Kandawala Road (RHS)	1	016-Trade Licence- Vehicle Service (Service Stations)	C
1St Lane Off Kandawala Road (RHS)	1	TRADE LICENCE	C
1St Lane Off Kandawala Road (RHS)	1	000 Business Taxes	K
1St Lane Off Kandawala Road (RHS)	1	000 Business Taxes	K
1St Lane Off Kandawala Road (RHS)	2	000 Business Taxes	J
1St Lane Off Kandawala Road (RHS)	2	000 Business Taxes	J
1St Lane Off Kandawala Road (RHS)	8	000 Business Taxes	C
1ST LANE, RATHMALANA LEFT	1	000 Business Taxes	R
1ST LANE, RATHMALANA LEFT	1	000 Business Taxes	R
1ST LANE, RATHMALANA LEFT	1	000 Business Taxes	R
1ST LANE, RATHMALANA LEFT	1	000 Business Taxes	M
1ST LANE, RATHMALANA LEFT	1	TRADE LICENCE	M
1ST LANE, RATHMALANA LEFT	1	000 Business Taxes	S
1ST LANE, RATHMALANA LEFT	1	000 Business Taxes	S
1ST LANE, RATHMALANA LEFT	1	000 Business Taxes	M

LTD  
LTD

AD  
AD  
LA

## 60.STEP 57: BILLING DATA

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licence
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Report
    - Billing Data**
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

**Filters:**

- Division: <-All->
- Location: <-All->
- Property Type: <-All->
- Active Status:**
  - Active
  - Inactive
  - All
  - Prohibited Only

**Main Heading:** DMMC

**Sub Heading:** Dehiwala

**Actions:**

- View Report**
- PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Type : Select the relevant property type
4. Click to view the report

The report is viewed as follows



**DMMC**  
**Dehiwala**  
**Active/ Inactive Property for Billing**

Division : 03-KOHUWALA  
Street : All  
Status : Active

Registration No	Owner	Description	Start	End	Rate Division	Rate Street	Rate No
<b>000 Business Taxes</b>							
1	OWNER	Asbestos Roofed Retail Shop	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Fish Stall	01-Jan-2019	31-Dec-2019			
1		Asbestos Roofed Tailor Shop	01-Jan-2019	16-Oct-2019			
1		Asbestos Roofed Retail Shop	01-Jan-2019	31-Dec-2019			
1		Asbestos Roofed Video Centre	01-Jan-2019	31-Dec-2019			
1		Asbestos Roofed C.W.E. Shop	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Grocery Shop	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Egg Stall	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Grocery Shop	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Farm Shop	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Shop Room	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Friut Stall	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Boutique	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Vegetable Stall	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Office	01-Jan-2019	31-Dec-2019			
1		Concrete Flat Roofed Vegetable Stall	01-Jan-2019	31-Dec-2019			
1	WA TRIGE	Scrap Item Collecting Shop	01-Jan-2019	31-Dec-2019			
1	ANTHA A	Tile Roofed Boutique and Dwellling	01-Jan-2019	31-Dec-2019			
1		Asbestos Roofed Buffer Repairing Shop	01-Jan-2019	31-Dec-2019			

## 61.STEP 58: AGE ANALYSIS FOR BILLING

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
      - Age Analysis for Billing**
      - Age Analysis for Billing-Detail
      - Monthly Income And Arrears Report - (Other
      - Bill Receipts History
      - Daily Bill Receipt Analysis
      - Daily Bill Receipt Analysis - Temporary
      - Bill Receipt Breakdown Detailed Report
      - Bill Receipt Breakdown Summary Report
      - Copy Fees Report
      - Individual Payment Summary for Billing
      - Water Registry
      - Meter Reading Report
      - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division  1  
<-All->  
Location  2  
<-All->  
Bill Type  3  
<-Select->

To Date 4/12/2022 4  
Main Heading : DMMC  
Sub Heading : Dehiwala

View Report 5  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. To Date : Select the date to which
5. Click to view the report

The report is viewed as follows

**DMMC  
Dehiwala  
Age Analysis Report for Billing**

Division : 05-HATHBODHIYA  
Street : - All  
Property Type : All

4/12/2022

## 62.STEP 59: AGE ANALYSIS FOR BILLING – DETAIL

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Report
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail**
    - Monthly Income And Arrears Report - (Other)
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1  
<-All->

Location 2  
<-All->

Bill Type 3  
<-Select->

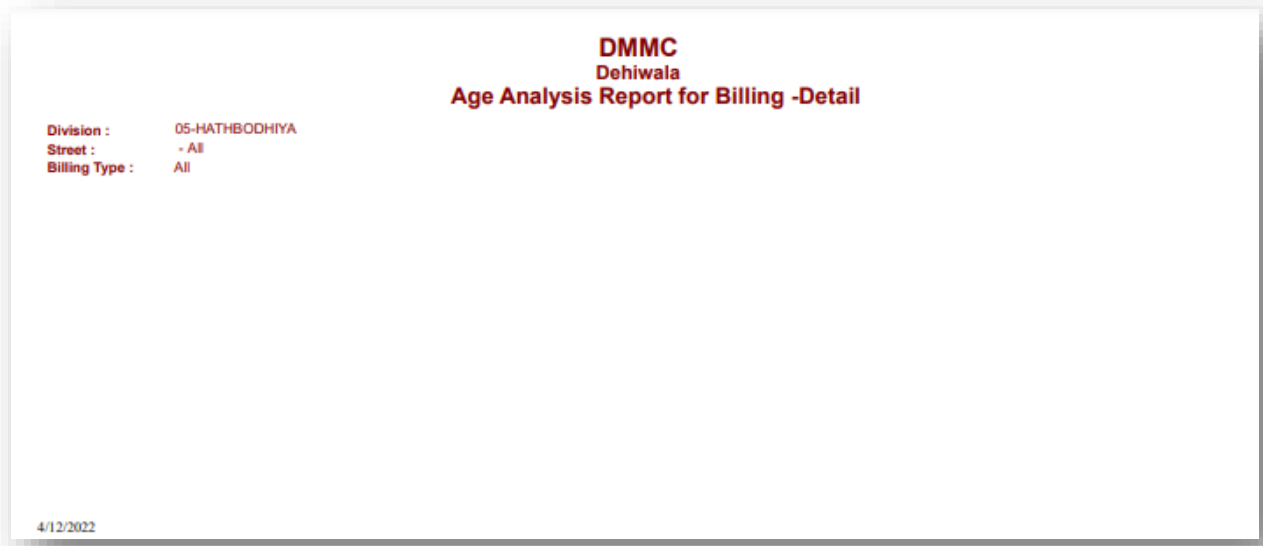
**To Date** 4  
4/12/2022

Main Heading : DMMC  
Sub Heading : Dehiwala

**View Report** 5  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. To Date : Select the date to which
5. Click to view the report

The report is viewed as follows



## 63.STEP 60: MONTHLY INCOME AND ARREARS REPORT

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other)**
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Year: 2013  
Month: <-All->  
Bill Type:

Main Heading : DMMC  
Sub Heading : Dehiwala

**View Report**  
 PDF format

1. Year : Select the relevant year
2. Month : Select the relevant month
3. Bill Type : Select the relevant bill type
4. Click to view the report

The report is viewed as follows

**DMMC  
Dehiwala**

**Income And Arrears Report -Other Revenue**

**BillType : 000 Business Tax**

**Month : 2021 - January**

Division	Opening Balance (arrears) R/F	Last Year Overpayments to R/F	Billed Amount up to month	Receipts for Prev Year	Receipts for Current Year + Next Years	Total Receipts up to month (4+5)	Total Discount up to month	Surchage	Additional Debit	Additional Credit	Net Balance C/F	Total Arrears C/F	Total over Payment C/F	Last Year Arrears Due on current month (1-4)	Arrears Due on Current month (12-14)
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Shop Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Licence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trade Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Bill Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Valuation - AT Forms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4/19/2022 1:34:51PM

## 64.STEP 61: BILL RECEIPTS HISTORY

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licence
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History**
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

**Filters:**

- Division 1
- Location 2
- Property/ Bill ID 3
- Bill Selection 4

**Main Heading :** DMMC

**Sub Heading :** Dehiwala

**View Report** 5

PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Bill ID : Select the relevant bill ID
4. Bill Selection : Select the relevant bill
5. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Billing Payment History**

Unique No : 2,345  
Division : Other Bill Payments  
Street : Other Bill Payments  
Registration No : XXXXXXXXXXXX  
Owner's Name : XXXXXXXXXXXX  
Bill Type : Valuation - Ownership Verification - Non Business

From Date	To Date	Balance BF	Current Rate	Surcharge	Paid Amount	Additional Dr	Additional Cr	Balance CF
19-Nov-2018	19-Nov-2018	0.00	343.25	0.00	250.00	0.00	0.00	93.25



## 65.STEP 62: DAILY BILL RECEIPT ANALYSIS

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis**
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

**User** 1  
<-All->

**Bill Type** 2  
 Bill Type  
<-Select->

**Book Category** 3  
<-Main->

**Receipts Types** 4  
 Not Authorized Receipts  
 Authorized Receipts  
 Canceled Receipts  
 All Receipts

**Amount From** 5  
0 5

**Amount To** 6  
0 6

**No of Unpaid Quarters :** 7  
0 7

**From Date** 8  
4/12/2022

**To Date** 9  
4/12/2022

**Main Heading :**  
DMMC

**Sub Heading :**  
Dehiwala

**View Report** 10  
 PDF format

1. User : Select the relevant user
2. Bill Type : Select the relevant bill type
3. Book Category : Select the relevant book category
4. Put the tick to select
5. Amount From : Enter the from amount
6. Amount To : Enter the to amount
7. No of Unpaid Quarters : Enter the number of unpaid quarters
8. From Date : Select the date from which
9. To Date : Select the date to which
10. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**

**Daily Receipt Analysis -Other Revenue**

**From Date** 4/12/2022 **To Date** 4/12/2022 **User Name** [Redacted]

**Bill Receipts**

Receipt No	Payee Name	Remarks	Cheque No	Cash	Cheque	Total
<b>Date :</b>						
<b>Bill Type :</b>						

## 66.STEP 63: DAILY BILL RECEIPT ANALYSIS – TEMPORARY

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Othe
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary**
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

**User** <-All-> 1

**Bill Type** <-Select-> 2

**Book Category** <-Main-> 3

**Receipts Types**

Not Authorized Receipts

Authorized Receipts 4

Canceled Receipts

All Receipts

**Amount From** 0 5

**Amount To** 0 6

**No of Unpaid Quarters :** 0 7

**From Date** 4/12/2022 8 **To Date** 4/12/2022 9

**Main Heading :** DMMC **Sub Heading :** Dehiwala

**View Report** 10

PDF format

1. User : Select the relevant user
2. Bill Type : Select the relevant bill type
3. Book Category : Select the relevant book category
4. Put the tick to select
5. Amount From : Enter the from amount
6. Amount To : Enter the to amount
7. No of Unpaid Quarters : Enter the number of unpaid quarters

8. From Date : Select the date from which
9. To Date : Select the date to which
10. Click to view the report

The report is viewed as follows

<b>DMMC</b>											
<b>Dehiwala</b>											
<b>Daily Bill Receipt Analysis - Details</b>											
<b>From Date</b>	4/12/2022		<b>To Date</b>	4/12/2022		<b>User Name</b>	Anjali		<b>Bill Type</b>	All Bill Types	
<b>Date</b>	<b>Receipt No</b>	<b>Name</b>	<b>Temp RecNo</b>	<b>Account No</b>	<b>Rent Amount</b>	<b>NBT</b>	<b>VAT</b>	<b>Copy Fees</b>	<b>Stamp Duty</b>	<b>Tot</b>	

## 67.STEP 64: DAILY RECEIPT BREAKDOWN DETAILED REPORT

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report**
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1  
<-All->

Location 2  
<-All->

Bill Type 3

From Date 4 4/12/2022 To Date 5 4/12/2022

Main Heading : DMMC Sub Heading : Dehiwala

**View Report** 6  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**

**Bill Receipt Breakdown Detailed Report**

Bill Type : All Date 4/12/2022 To 4/12/2022

Date	Receipt No	Bill Reg No	Prv. Year Payment	Prv. Year Surcharge	Cur. Year Paid	Cur. Year Surcharge	Next Year Payment	Tot
<b>DIVISION :</b>								
<b>LOCATION :</b>								
<b>Division Total</b>								
<b>Grand Total</b>								

68.STEP 65: BILL RECEIPT BREAKDOWN SUMMARY REPORT

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1

<-All->

Location 2

<-All->

Bill Type 3

<-All->

From Date 4 4/12/2022 To Date 5 4/12/2022

Main Heading : DMMC Sub Heading : Dehiwala

**View Report** 6

PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Bill Type : Select the relevant bill type
4. From Date : Select the date from which

5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

<b>DMMC</b>						
<b>Dehiwala</b>						
<b>Bill Receipt Breakdown Summary Report</b>						
<b>Bill Type :</b>	All		<b>Date</b>	4/12/2022	<b>To</b>	4/12/2022
<b>Division</b>	<b>Prv. Year Payment</b>	<b>Prv. Year Surcharge</b>	<b>Cur. Year Paid</b>	<b>Cur. Year Surcharge</b>	<b>Next Year Payment</b>	<b>Total</b>

## 69.STEP 66: COPY FEES REPORT

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licence
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report**
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

User

1

Bill Type

2

From Date

3

To Date

4

Main Heading :

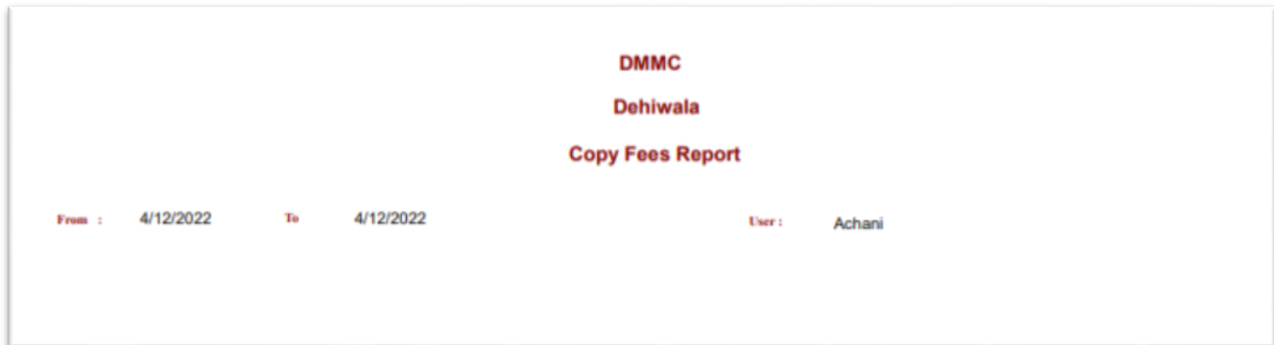
Sub Heading :

5

PDF format

1. User : Select the relevant user
2. Bill Type : Select the relevant bill type
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Click to view the report

The report is viewed as follows



## 70.STEP 67: INDIVIDUAL PAYMENT SUMMARY FOR BILLING

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing**
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

**Form Fields:**

- Division 1
- Location 2
- Property/ Bill ID 3
- Bill Selection 4
- Bill Type 5
- From Date 6: 4/12/2022
- To Date 7: 4/12/2022
- Main Heading: DMMC
- Sub Heading: Dehiwala
- View Report 8
- PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Bill ID : Select the relevant bill ID
4. Bill Selection : Select the relevant bill
5. Bill Type : Select the relevant bill type
1. From Date : Select the date from which
2. To Date : Select the date to which
3. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**

**Individual Payment Summary For Billing**

From Date : 1/1/2022  
To Date : 4/19/2022  
Bill Type : <-All>

Receipt No	Owner Name	Receipt Date	Amount Paid	Arrears	Warrant	Discount	Current Year Payment	Future Year Payment	Cash Amt	Cheque Amt
Bill Division : Shop Rental										
Bill Location : MT LAVINIYA SUPER MARKET										
Reg No : 17										
585495	stores-hata	20-Jan-2022	300.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
593697	stores-hata	01-Feb-2022	300.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
601907	stores-hata	03-Mar-2022	300.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
608994	stores-hata	05-Apr-2022	300.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
			<b>1,200.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>

## 71.STEP 68: WATER REGISTRY

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry**
    - Meter Reading Report
    - Additional Debit Credit Report for Billing
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

Division 1  
 Location 2  
 Bill Type 3

4  
Main Heading :

5  
Sub Heading :

PDF format 6

1. Division : Select the relevant division
2. Location : Select the relevant location



3. Property Bill ID : Select the relevant bill ID
4. Bill Type : Select the relevant bill type
4. From Date : Select the date from which
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

<b>DMMC</b>											
<b>Dehiwala</b>											
<b>Water Registry</b>											
<b>From :</b>		4/12/2022		<b>To</b>		4/12/2022					
<b>Division :</b>		05-HATHBODHIYA									
Account No	Customer Name & Address	Registration No	Balance BF	Amount for the Month	Units	Surcharge	Total Payble	Receipt No	Sub Receipt No	Total Receipt	Balance CF
<b>Bill Type</b>											
<b>Total (Rs. Cts.)</b>											

## 72.STEP 69: METER READING REPORT

### Rate Reports

- [-] Rate Reports
  - [-] Detailed Reports
  - [-] Notices
  - [-] Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Rep
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report**
    - Additional Debit Credit Report for Billing
  - [-] Miscellaneous Income Notices
  - [-] Plan Approvals
  - [-] Customize Reports
  - [-] Maintenance

Division 1

<-All->

Location 2

<-All->

Bill Type 3

<-Select->

**From Date** 4 4/12/2022

**To Date** 5 4/12/2022

Main Heading : DMMC

Sub Heading : Dehiwala

PDF format 6

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Property Bill ID : Select the relevant bill ID
4. Bill Type : Select the relevant bill type
7. From Date : Select the date from which
8. To Date : Select the date to which
9. Click to view the report

The report is viewed as follows

<b>DMMC</b>								
<b>Dehiwala</b>								
<b>Meter Reading Report</b>								
<b>From :</b>	4/12/2022	<b>To</b>	4/12/2022					
<b>Division :</b>	03-KOHUWALA							
Account No	Customer Name & Address	Registration No	Yearly Value (Rs. Cts.)	Monthly Rental (Rs. Cts.)	Start Meter Reading	Last Meter Reading	Units	Total (Rs. Cts.)
<b>Bill Type</b>								
<b>Total (Rs. Cts.)</b>								

## 73.STEP 70: ADDITIONAL DEBIT CREDIT REPORT FOR BILLING

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
    - Shop Rent
    - Trade Licience
    - Trade Tax
    - Deposits
    - Other Income Registry
    - Arrears Report -Billing
    - Business Category/Nature wise Bill data Repo
    - Billing Data
    - Age Analysis for Billing
    - Age Analysis for Billing-Detail
    - Monthly Income And Arrears Report - (Other
    - Bill Receipts History
    - Daily Bill Receipt Analysis
    - Daily Bill Receipt Analysis - Temporary
    - Bill Receipt Breakdown Detailed Report
    - Bill Receipt Breakdown Summary Report
    - Copy Fees Report
    - Individual Payment Summary for Billing
    - Water Registry
    - Meter Reading Report
    - Additional Debit Credit Report for Billing**
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance

1  Division <-All->

2  Location <-All->

3 User <-All->

4  Bill Selection <-All->

5  Bill Type

6 From Date 4/12/2022

7 To Date 4/12/2022

Main Heading : DMMC

Sub Heading : Dehiwala

8

PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. User : Select the relevant user
4. Bill Selection : Select the relevant bill
5. Bill Type : Select the relevant bill type
6. From Date : Select the date from which
7. To Date : Select the date to which
8. Click to view the report

The report is viewed as follows

DMMC									
Dehiwala									
Additional DR / CR Report for Billing									
Date	1/1/2022	To	4/19/2022						
Entry ID	Date	Division	Street	Registration No	Description	Add. DR	Add. CR	User	
Total									

## 74.STEP 71: REMINDER NOTICE (OTHER REVENUE)

The screenshot shows the 'Rate Reports' interface. On the left is a navigation tree with 'Miscellaneous Income Notices' expanded to 'Reminder Notice (Other Revenue)'. The main area contains several input fields and a button, each annotated with a red box and a number:

- 1**: Division (checked)
- 2**: Location (unchecked)
- 3**: User
- 4**: Bill Selection
- 5**: Bill Type (unchecked)
- 6**: From Date (4/12/2022)
- 7**: To Date (4/12/2022)
- 8**: View Report button (with PDF format checked)

Below the date fields, there are 'Main Heading' (DMMC) and 'Sub Heading' (Dehiwala) fields.

1. Division : Select the relevant division
2. Location : Select the relevant location
3. User : Select the relevant user
4. Bill Selection : Select the relevant bill
5. Bill Type : Select the relevant bill type
6. From Date : Select the date from which
7. To Date : Select the date to which
8. Click to view the report

The report is viewed as follows

## 75.STEP 72: FINAL NOTICE (OTHER REVENUE)

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
    - Miscellaneous Income Report
    - Miscellaneous Income Notices
      - Reminder Notice (Other Revenue)
      - Final Notice (Other Revenue)**
    - Plan Approvals
    - Customize Reports
    - Maintenance

Division 1  
<-All->  
 Location 2  
<-All->  
 Owner 3  
 Bill Type 4  
<-Select->  
 Preprinted Forms

Printing Formats  
FinalNotice\_OtherRevenue.rpt

To Date 5  
4/12/2022  
Sub Heading :  
Dehiwala

Main Heading :  
DMMC

**View Report** 6  
 PDF format

1. Division : Select the relevant division
2. Location : Select the relevant location
3. Owner : Select the relevant owner
4. Bill Type : Select the relevant bill type
5. To Date : Select the date to which
6. Click to view the report

The report is viewed as follows

DMMC

<-All->  
0  
All

Dehiwala

AT FORM CHARGES VA

DMMC

000 Other Bill Payments

0.00	1655	25-Sep-2018	31-Dec-2021	0.00
------	------	-------------	-------------	------

19-Apr-2022

4/19/2022 3:52:20PM

DMMC

DMMC

AT FORM CHARGES VA

DMMC

000 Other Bill Payments

0.00	1520	12-Sep-2018	31-Dec-2021	0.00
------	------	-------------	-------------	------

19-Apr-2022

## 76.STEP 73: COMMISSION REPORT DETAIL

### Rate Reports

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
    - Commission Report Detail**
    - Commission Report Summary
    - Commission Report- Quarter Wise
    - Property Count Report
  - Maintenance

Officer: <-All->

From Date: 4/12/2022

To Date: 4/12/2022

Main Heading: DMMC

Sub Heading: Dehiwala

**View Report**

PDF format

1. Officer : Select the relevant officer
2. From Date : Select the date from which
3. To Date : Select the date to which
4. Click to view the report

The report is viewed as follows

**DMMC**  
**Dehiwala**  
**Commission Report**

From Date: 4/12/2022  
To Date: XXXXXXXXXX  
Officer Name: A.W. Ariyadasa

Assessment No	Street	Date	B/ NB	Receipt No	Receipt Amount	OverPayment	Payments for the period	Surcharge %	Surcharge	Amount without Surcharge	Commial on Rate	Commision Amount

## 77.STEP 74: COMMISSION REPORT SUMMARY

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
    - Commission Report Detail
    - Commission Report Summary**
    - Commission Report- Quarter Wise
    - Property Count Report
  - Maintenance

**Officer** 1  
<-All->

**From Date** 2  
4/12/2022

**To Date** 3  
4/12/2022

**Main Heading :**  
DMMC

**Sub Heading :**  
Dehiwala

**View Report** 4  
 PDF format

1. Officer : Select the relevant officer
2. From Date : Select the date from which
3. To Date : Select the date to which
4. Click to view the report

The report is viewed as follows



**DMMC  
Dehiwala**

**Commission Report Summary**

**From Date** 4/12/2022

**To Date** 4/12/2022

**Officer Name** [REDACTED]

Receipt Amount	Overpayments	Period Amount	Surcharge %	Surcharge	Amount without Surcharge	Commision Rate %	Commision Amount
----------------	--------------	---------------	-------------	-----------	--------------------------	------------------	------------------

[REDACTED]							
------------	--	--	--	--	--	--	--

**Officer - Book Keeping**

Provide your report after inspecting on returned cheques.

.....  
Chief Management Assistant (Revenue)

**Chief Management Assistant (Revenue)**

Returned cheques Yes/ N

Returned cheque number ..... Amount .....

.....  
Officer - Book Keeping

**Chief Municipal Accountant**

All the receipts are entered and documented. Submit for your recommendation and approval to pay

..... of commission Rs ..... after deducting surcharges, over payments and returned cheque amount

.....  
Management Assistant

## 78.STEP 75: COMMISSION REPORT – QUARTER WISE

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
    - Commission Report Detail
    - Commission Report Summary
    - Commission Report- Quarter Wise
    - Property Count Report
  - Maintenance

Year: 2013  
Quarter: 1

Main Heading : DMMC  
Sub Heading : Dehiwala

View Report  
 PDF format

1. Year : Select the relevant year
2. Quarter : Select the relevant quarter
3. Click to view the report

The report is viewed as follows

**DMMC**  
Dehiwala  
Commission Report Quarter Wise

Year: 2021  
Quarter: 1

Division	Amounts < 50000		50001 < To < 100000		Total	1		2		3		Total Collection	Total Commission	Balance To be Collected	Collection without Over Payments	Progress %
	Collection	Commission	Collection	Commission		Collection	Commission	Collection	Commission							
01-WILAKALA	6,090,705.89	1,029,748.05	7,730,452.54	0.00	155,330.00	426.00	149,100.00	604.00	304,450.00	1,034.01	7,446,002.54	230,641.87	2.90			
02-DUTUGEMUNU	7,348,364.21	4,430,948.82	11,779,313.03	387,239.00	2,829.44	447,882.00	3,881.96	256,308.00	2,554.00	1,091,529.06	9,205.80	10,687,783.94	1,057,939.56	8.98		
03-KOHUWALA	8,303,614.33	2,903,586.92	11,207,201.25	1,171,406.12	6,834.28	223,505.51	1,733.96	1,267,652.40	5,525.35	2,882,264.03	14,093.59	8,514,637.22	2,382,387.89	21.35		
04-KALUBOWALA	5,708,865.00	2,308,542.01	7,917,408.21	0.00	0.00	20,000.00	100.00	300,216.33	2,854.10	320,216.33	2,954.10	7,597,191.88	262,888.78	3.70		
05-NATHUBOHIYA	6,261,039.51	1,541,711.81	7,802,751.32	39,048.00	622.85	40,854.00	682.22	23,701.00	410.06	103,703.00	1,715.13	7,699,048.32	100,194.73	1.29		
06-SARANANKARA	5,826,480.39	1,327,594.13	7,154,074.52	244,301.00	2,809.29	97,811.00	1,522.24	39,417.00	469.05	381,579.00	4,830.58	6,772,495.52	389,711.31	5.17		
07-GALWALA	4,670,440.64	1,632,200.16	6,302,640.80	105,930.00	0.00	23,208.00	401.88	117,896.00	717.42	247,033.00	1,919.40	6,255,607.80	242,724.61	3.73		
08-DEHIWALA WEST	4,640,869.42	1,443,851.15	6,084,720.57	107,042.00	1,754.38	315,658.00	5,881.00	75,236.00	1,209.20	484,934.00	9,504.66	5,599,786.57	490,814.27	8.06		
09-DEHIWALA EAST	4,975,664.19	1,989,752.21	6,964,416.40	78,052.50	1,254.20	127,753.00	1,474.20	427,940.00	2,545.24	634,844.50	5,253.72	6,309,771.90	608,901.23	8.77		
10-DEYANASA	5,952,841.16	489,459.38	6,421,100.54	924,975.47	4,419.28	0.00	0.00	5,425.00	48.88	930,402.47	4,468.14	5,490,700.07	888,933.89	13.84		
11-NEDUNNA	10,299,784.12	2,476,149.29	12,775,933.41	52,442.40	790.62	105,753.20	590.05	126,544.28	929.08	284,738.86	3,308.75	12,491,193.53	201,961.93	2.21		
12-MALUNATA	3,496,886.95	719,606.43	4,216,493.38	99,659.00	1,781.40	352,336.00	1,712.52	53,809.00	896.88	505,804.00	4,390.80	3,710,671.38	473,097.72	11.22		
13-JAYATLAKA	7,620,237.27	4,684,553.13	12,464,790.40	200,375.00	1,862.02	369,843.00	3,342.85	275,359.00	3,431.90	845,577.00	8,636.57	11,619,213.40	844,630.15	6.78		
14-NARADAMPITIYA	6,404,541.83	1,233,885.18	7,638,196.81	443,021.00	1,868.40	764,492.26	3,822.17	479,429.50	3,699.32	1,686,942.76	9,389.89	5,959,254.05	1,622,359.54	21.24		
15-KAIRDANA EAST	9,189,136.47	2,277,793.03	11,466,929.50	191,428.00	1,807.81	301,205.00	3,737.40	586,402.44	4,763.35	989,035.44	10,388.41	10,477,896.56	972,452.58	8.48		
16-KAIRDANA WEST	6,708,305.48	1,504,218.07	8,212,523.55	123,507.00	2,282.43	32,036.00	505.81	79,874.00	1,439.74	235,417.00	4,227.78	7,977,194.55	234,383.19	2.88		
17-GALKISSA	4,151,083.89	872,227.08	5,023,310.97	0.00	0.00	361,924.00	2,958.10	280,139.02	2,076.09	642,063.02	5,034.19	4,381,247.95	640,213.59	12.74		
18-VIDYALAYA	5,999,890.15	2,606,468.58	8,606,358.73	550,891.00	4,786.59	361,653.00	4,076.09	688,809.00	5,710.06	1,601,153.00	14,573.34	7,005,205.73	1,542,936.34	17.93		
19-WAKURAPPOLA	4,600,966.75	740,380.30	5,348,390.05	183,520.00	3,290.38	394,565.00	5,850.02	166,589.00	2,282.36	745,082.00	11,422.76	4,609,308.05	744,479.77	16.92		
20-KATUKURUGUWATTI	8,089,132.57	1,183,240.33	9,272,372.90	241,384.82	4,214.63	83,333.00	688.71	161,808.82	943.54	487,126.64	5,826.88	8,785,246.26	408,350.92	4.40		
21-ATTIYIA NORTH	9,068,442.43	2,593,589.78	11,662,032.21	437,703.02	4,667.94	320,167.00	5,911.89	523,690.47	6,237.37	1,281,530.49	17,147.20	10,380,479.72	1,280,172.72	10.98		
22-WATUMULLA	5,377,867.54	805,617.45	6,183,484.99	575,855.67	4,437.93	416,184.97	2,966.12	116,732.00	1,875.98	1,108,772.64	9,380.03	5,074,712.35	848,133.14	13.72		
23-NEDUNNADA	6,896,978.59	1,163,282.47	8,060,260.06	88,559.00	710.72	83,326.00	1,348.90	49,340.00	778.47	221,225.00	2,836.15	7,838,044.06	218,026.93	2.70		
24-PIRVENA	4,415,706.47	1,345,640.61	5,761,347.08	250,077.00	4,322.83	149,337.00	1,940.89	387,960.00	3,821.91	797,374.00	10,185.63	4,963,973.08	717,351.36	12.40		
25-ATTIYIA SOUTH	6,767,091.25	1,584,586.40	8,351,677.65	103,503.00	1,770.27	165,998.00	3,080.03	389,830.51	3,565.81	689,331.51	8,396.11	7,662,326.14	512,753.57	6.14		
26-VIHARA	7,862,427.29	1,816,177.77	9,678,605.06	99,441.00	1,774.45	82,001.00	1,163.76	76,391.00	1,405.16	257,833.00	4,343.37	9,430,772.06	257,296.42	2.69		
27-RATMALANA WEST	4,225,530.55	276,801.93	4,502,332.48	64,865.00	1,061.14	48,723.00	779.63	34,990.00	555.87	148,578.00	2,396.64	4,353,754.48	147,703.06	3.29		
28-RATMALANA EAST	10,598,851.42	7,862,206.67	18,260,858.09	367,331.72	2,836.86	18,021.00	360.40	408,398.00	2,424.34	903,790.72	6,621.40	17,267,107.37	980,585.96	5.37		
29-KANDAWALA	9,401,692.13	2,457,153.46	11,858,845.59	353,544.04	4,046.33	270,207.00	1,201.14	231,698.00	4,354.33	855,449.04	9,601.80	11,003,396.55	723,802.76	6.10		
	191,159,048.29	57,753,525.30	248,912,573.59	7,596,859.78	69,236.07	6,133,324.03	62,100.80	7,827,854.77	68,430.96	21,557,838.56	199,767.83	227,354,733.03	20,123,631.59			

## 79.STEP 76: PROPERTY COUNT REPORT

### Rate Reports

- ☑ Rate Reports
  - ☑ Detailed Reports
  - ☑ Notices
  - ☑ Miscellaneous Income Report
  - ☑ Miscellaneous Income Notices
  - ☑ Plan Approvals
  - ☑ Customize Reports
    - ☑ Commission Report Detail
    - ☑ Commission Report Summary
    - ☑ Commission Report- Quarter Wise
    - ☑ Property Count Report
  - ☑ Maintenance

<-All-> 1  
 Location  
 <-All-> 2

Main Heading : DMMC  
 Sub Heading : Dehiwala

View Report 3  
 PDF format

1. Put the tick to select
2. Put the tick to select
3. Click to view the report

The report is viewed as follows

<b>DMMC</b>	
<b>Dehiwala</b>	
<b>Property Count</b>	
Division - 01-WILAWA	
<b>Property Type</b>	<b>Count</b>
Others-N	4
Bare Land-N	165
Resident-N	1,874
Government-B	1
Government-N	35
Undefined-B	241
Undefined-N	7
Commercial-B	31
Commercial-N	10

## 80.STEP 77: LOG EVENT REPORT

The screenshot shows the 'Rate Reports' interface. On the left is a navigation tree with 'Log Event Report' selected under 'Maintenance'. The main area contains a form with the following fields and steps:

- 1. Log User: A dropdown menu with '<-Select->' selected.
- 2. Log Source: A dropdown menu with '<-Select->' selected.
- 3. From Date: A date field containing '4/12/2022'.
- 4. To Date: A date field containing '4/12/2022'.
- Main Heading: A text field containing 'DMMC'.
- Sub Heading: A text field containing 'Dehiwala'.
- 5. View Report: A button with a 'View Report' label and a checked 'PDF format' checkbox.

1. Log User : Select the relevant user
2. Log Source : Select the relevant source
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Click to view the report

The report is viewed as follows

The report output shows the following title and headers:

**DMMC**  
**Dehiwala**  
**Log Event Report**

**From Date:** 4/6/2022      **To Date:** 4/12/2022

Date	Refferance ID	Description	IP	User
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## 81.STEP 78: BALANCE DIFFERENCE (OPENING/CLOSING)

**Rate Reports**

- Rate Reports
  - Detailed Reports
  - Notices
  - Miscellaneous Income Report
  - Miscellaneous Income Notices
  - Plan Approvals
  - Customize Reports
  - Maintenance
    - Log Event Report
    - Balance Difference(Opening/Closing)**
    - User Permission Report
    - Unscheduled Report for Sub Officer Receipts
    - Unscheduled Report for Field Officer Receipts

Division  <-All->

Year 2013

Quarter

Main Heading : DMMC

Sub Heading : Dehiwala

**View Report**

PDF format

1. Division : Select the relevant division
2. Year : Select the relevant year
3. Quarter : Select the relevant quarter
4. Click to view the report

The report is viewed as follows

# DMMC

## Dehiwala

### Quartely Balance Summary

Quarter : 2021 - 1

Division : 03-KOHUWALA

Street	Assesment No	Previous Quarter Closing Balance	Current Quarter Opening Balance	Difference
<b>Inactive Properties with Balances</b>				
<b>Division : 03-KOHUWALA</b>				
SUNETHRADEVI RD LEFT	9	243,872.75	0.00	243,872.75
ANANDA RD LEFT	1	(3.92)	0.00	(3.92)
ANDERSON RD LEFT3	6	(9.82)	0.00	(9.82)
FIELD AVENUE LEFT	3	117.30	0.00	117.30
HIGH LEVEL RD LEFT3	2	3,107.51	0.00	3,107.51
HIGHLEVEL RD RIGHT	1	51,570.46	0.00	51,570.46
HIGHLEVEL RD RIGHT	2	202,366.35	0.00	202,366.35
MELDER PLACE LEFT	1	218.56	0.00	218.56
MELDER PLACE RIGHT	7	29,272.52	0.00	29,272.52
NALANDARAMA RD RIGHT	3	(0.49)	0.00	(0.49)
SUMANARAMA RD RIGHT	1	281.41	0.00	281.41
SUNETHRADEVI RD LEFT	1	154,838.85	0.00	154,838.85
WIJAYAMANGALARAMA RD LEFT	1	12,116.84	0.00	12,116.84
WOODLAND AVENUE LEFT	4	(3,852.39)	0.00	(3,852.39)
WOODLAND AVENUE LEFT	4	(2.07)	0.00	(2.07)
WOODLAND AVENUE LEFT	4	(9.54)	0.00	(9.54)
WOODLAND AVENUE RIGHT	9	14,606.23	0.00	14,606.23
WOODLAND MAWATHA LEFT	1	409.87	0.00	409.87
WOODLAND MAWATHA RIGHT	1	801.31	0.00	801.31
WOODLAND MAWATHA RIGHT	1	10,727.36	0.00	10,727.36
WOODLAND MAWATHA RIGHT	1	276.46	0.00	276.46
WOODLAND MAWATHA RIGHT	6	2,054.38	0.00	2,054.38
WOODLAND MAWATHA RIGHT	7	118.00	0.00	118.00
		<u>722,877.93</u>	<u>0.00</u>	<u>722,877.93</u>
		<u>722,877.93</u>	<u>0.00</u>	<u>722,877.93</u>

## 82.STEP 79: USER PERMISSION REPORT

The screenshot shows the 'Rate Reports' interface. On the left, a sidebar lists various report categories, with 'User Permission Report' highlighted in red. On the right, there are input fields for 'User' (set to 'All'), 'Main Heading' (set to 'DMMC'), and 'Sub Heading' (set to 'Dehiwala'). Below these fields, a 'View Report' button is highlighted in red, with a '2' next to it. A 'PDF format' checkbox is also visible and checked.

1. User : Select the relevant user
2. Click to view the report

The report is viewed as follows

<b><u>DMMC</u></b>	
<b><u>Dehiwala</u></b>	
<b><u>User Permission Details</u></b>	
<b>User Name : admin</b>	
<b>1.Individual Permissions</b>	
Reports - Age Analysis for Billing	
Reports - Arrears Report -Billing	
Reports - Assesment Tax Report	
Reports - Balance Report	
Reports - Bill Receipts History	
Reports - Billed Report for Rate	
Reports - Billing Data	
Reports - Business Category wise Bill data Report	
Reports - Daily Income Analysis	
Reports - Daily Receipt Analysis	
Reports - Daily Receipt Analysis (Temporary)	
Reports - Deposits	
Reports - Field Officer Schedule	
Reports - Income Report with VAT and NBT	
Reports - Individual Payment Summary	
Reports - Monthly Income And Arrears Report	
Reports - Monthly Income And Arrears Report - (Oth	
Reports - Other Bill Reports	