

User Guide

AAAAA Sample

For

Supply, delivery, installation, Commissioning, Training
and Maintenance of Enterprise Resource Planning
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager

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4. EMPLOYEE Authorization.....	Error! Bookmark not defined.



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Finance Master Data



Finance Management

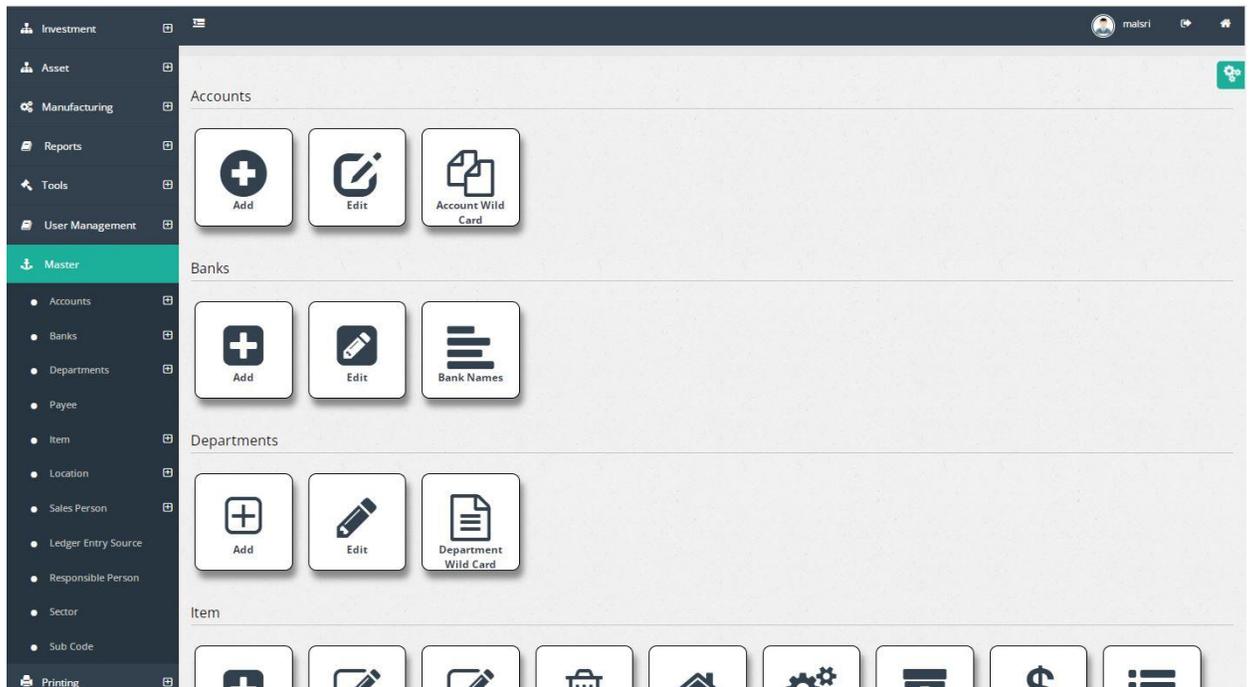
Voucher payments,
Cheque payments,
Cross Entry Vouchers,
Book keeping, Budget,
Final Accounts

[READ MORE](#)

1. Open EMET FMS and log in by typing username and password

A login form titled 'Log In to your account'. It features two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Advanced Options' and a blue 'Log In' button.

2. Then select the option 'Master' by double click and open



3. There are seven categories under 'Master' as 'Accounts', 'Banks', 'Departments', 'Item', 'Location', 'Sales Person', 'Other Master Data'

Investment Asset Manufacturing Reports Tools User Management Master Accounts Banks Departments Item Printing Investment Asset Manufacturing Reports Tools User Management Master Accounts Banks Departments Location Sales Person Printing

Accounts

- Add
- Edit
- Account Wild Card

Banks

- Add
- Edit
- Bank Names

Departments

- Add
- Edit
- Department Wild Card

Item

- Add
- Edit
- Department Wild Card
- Asset Sub Item
- Item Category
- Item Unit
- Item Tax
- Price List

Item

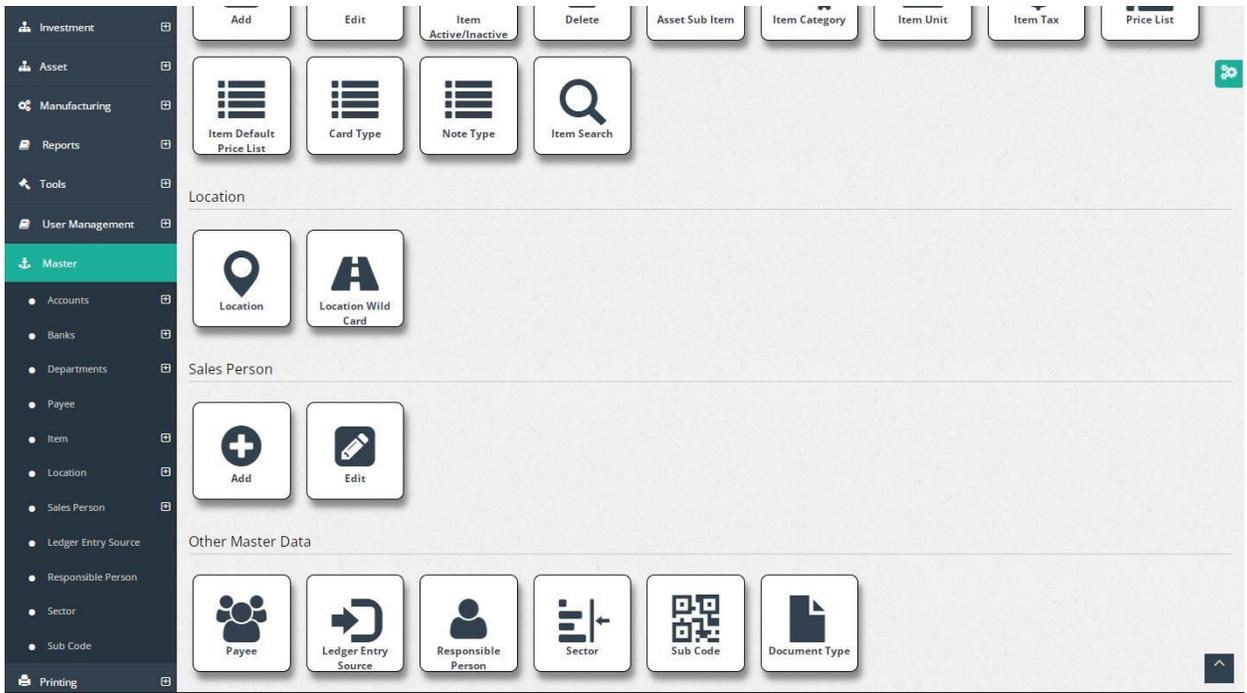
- Add
- Edit
- Item Active/Inactive
- Delete
- Asset Sub Item
- Item Category
- Item Unit
- Item Tax
- Price List
- Item Default Price List
- Card Type
- Note Type
- Item Search

Location

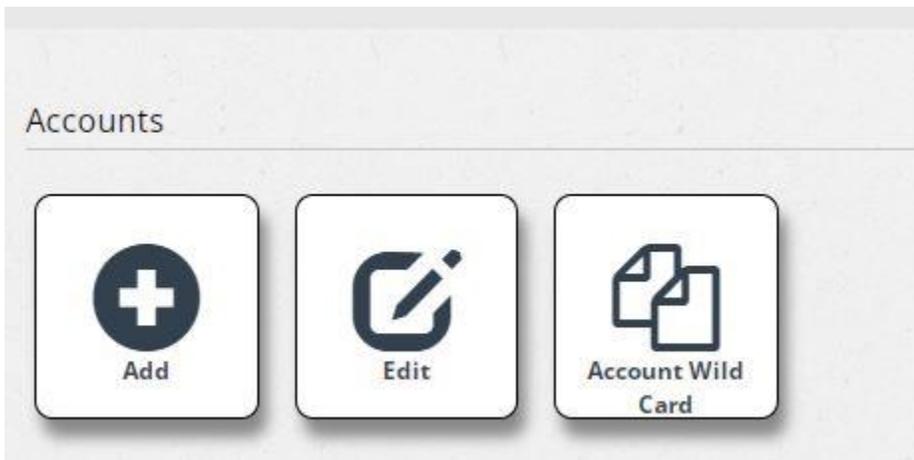
- Location
- Location Wild Card

Sales Person

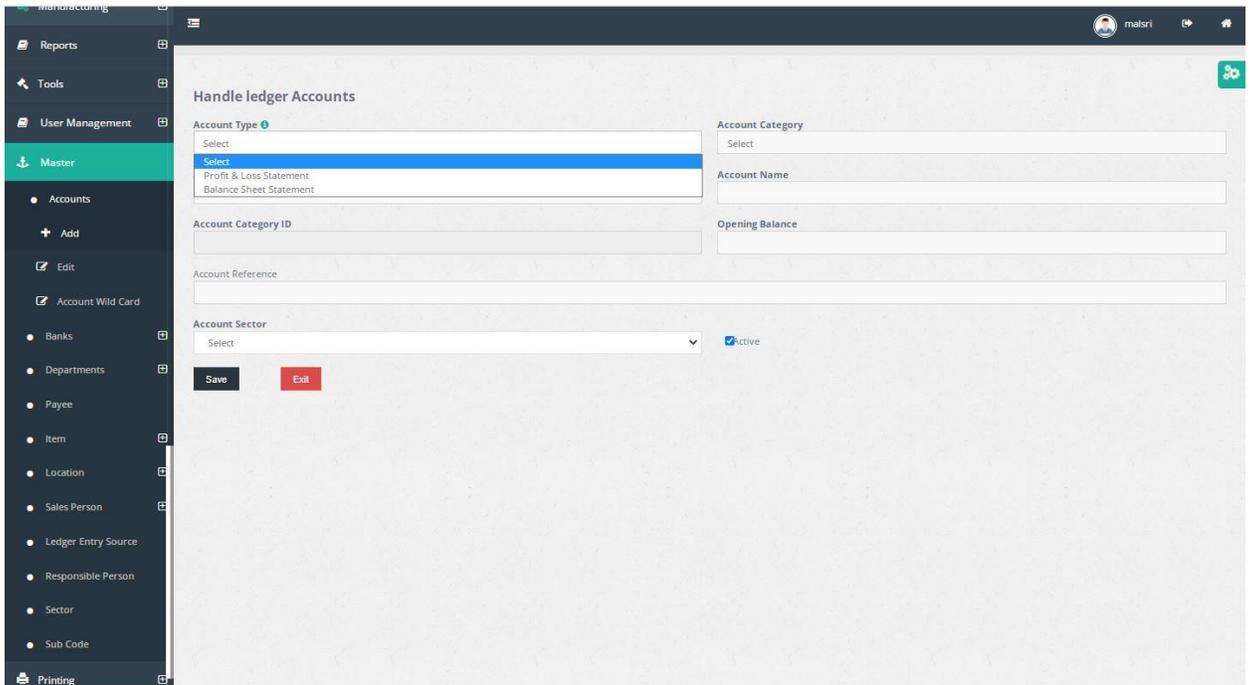
- Add
- Edit



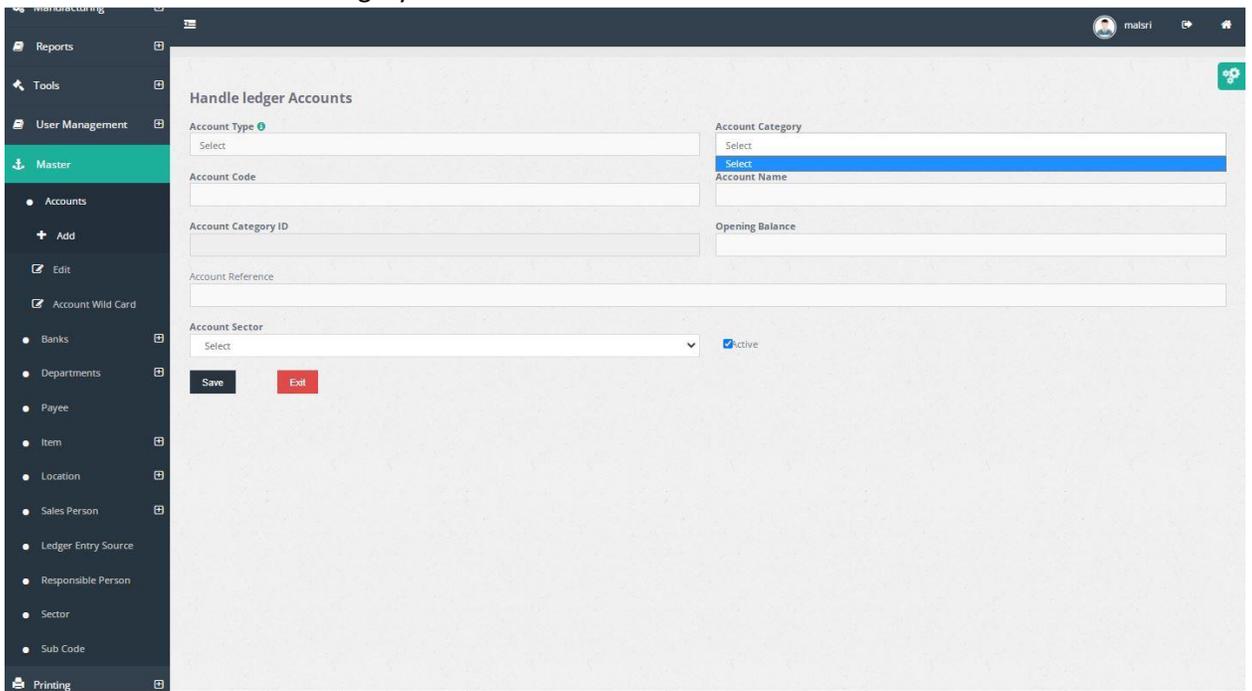
Accounts Add



4. Then select the 'Account Type' whether it is 'Profit & Loss Statement' or 'Balance Sheet Statement'.



5. Then select 'the Account Category'



6. Then enter the 'Account Code'

Handle ledger Accounts

Account Type [?]

Account Code

Account Category

Account Name

Account Category ID

Opening Balance

Account Reference

Account Sector Active

7. Then select the 'Account Name'

Handle ledger Accounts

Account Type [?]

Account Code

Account Category

Account Name

Account Category ID

Opening Balance

Account Reference

Account Sector Active

8. Then enter the 'opening Balance'

Handle ledger Accounts

Account Type [?]

Account Code

Account Category

Account Name

Account Category ID

Opening Balance

Account Reference

Account Sector Active

9. Then enter the 'Account Reference'

The screenshot shows the 'Handle ledger Accounts' form. The 'Account Reference' field is highlighted with a red box, indicating it is the current step in the process. The form includes fields for Account Type, Account Code, Account Category ID, Account Reference, Account Category, Account Name, Opening Balance, and Account Sector. There are 'Save' and 'Exit' buttons at the bottom.

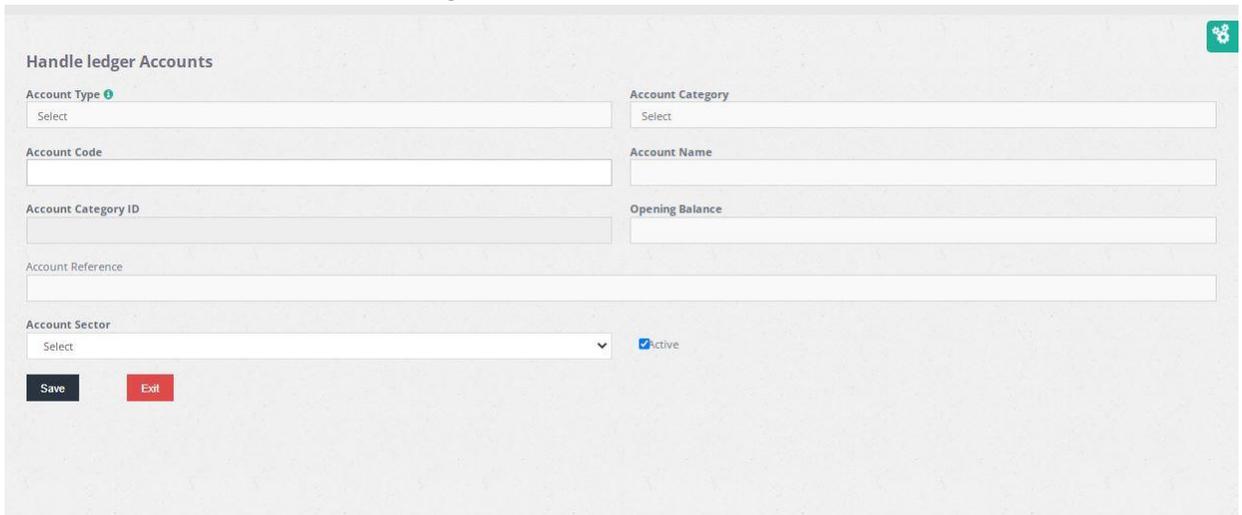
10. Then Select the 'Account Sector'

The screenshot shows the 'Handle ledger Accounts' form with the 'Account Sector' dropdown menu open. The dropdown menu is highlighted with a red box and contains a list of account sectors from AA to AR. The 'Active' checkbox is checked. The 'Account Reference' field is also highlighted with a red box.

11. Put the Tick before 'Active'

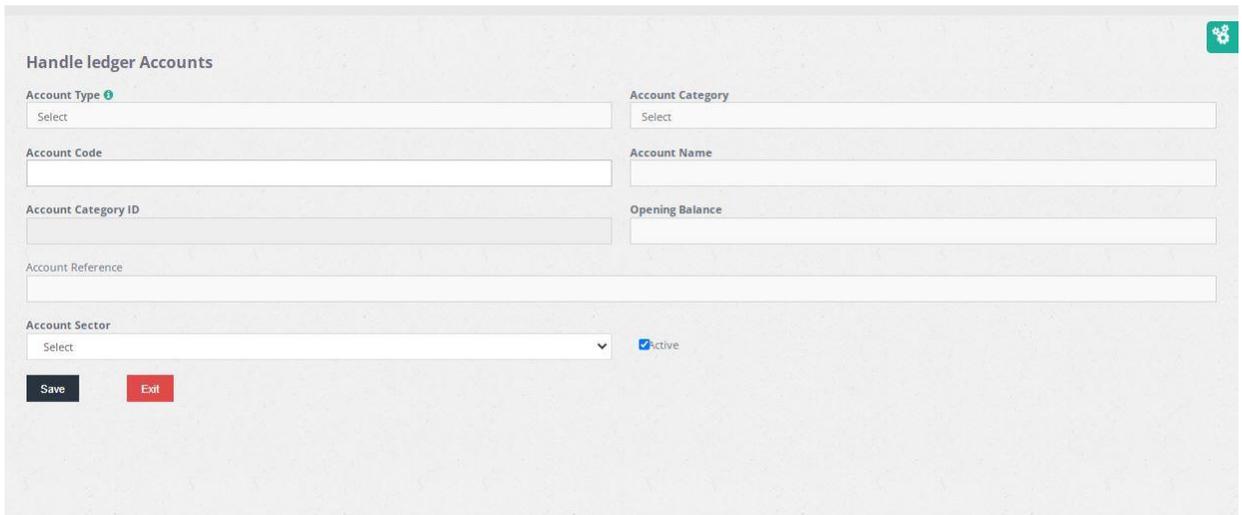
The screenshot shows a close-up of the 'Active' checkbox, which is checked. The text 'Active' is displayed next to the checked box.

12. Then click on 'Save' button after filling the details



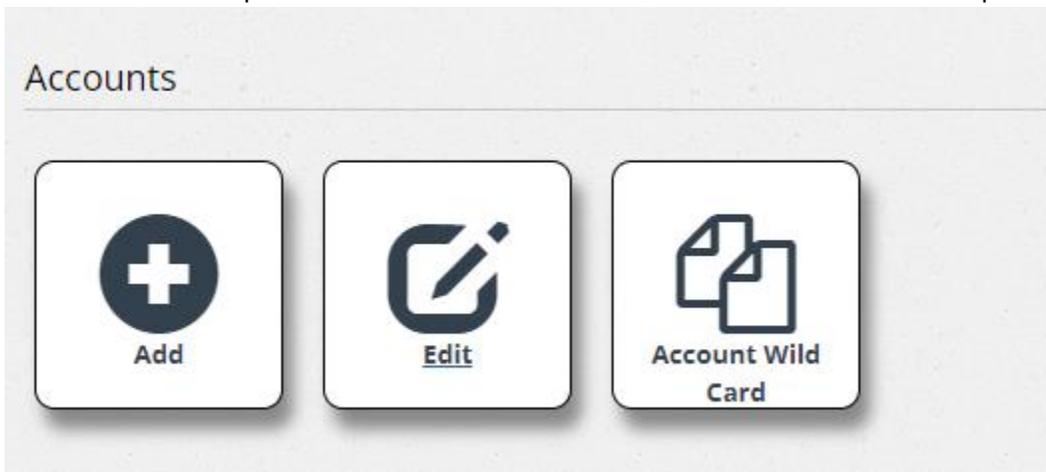
The screenshot shows a web form titled "Handle ledger Accounts" with a settings icon in the top right corner. The form contains several input fields: "Account Type" (dropdown menu), "Account Code" (text input), "Account Category ID" (text input), "Account Reference" (text input), "Account Sector" (dropdown menu), "Account Category" (dropdown menu), "Account Name" (text input), "Opening Balance" (text input), and an "Active" checkbox. At the bottom left, there are two buttons: "Save" (highlighted in black) and "Exit" (highlighted in red).

13. By clicking the 'Exit' button can again go to the main dashboard.

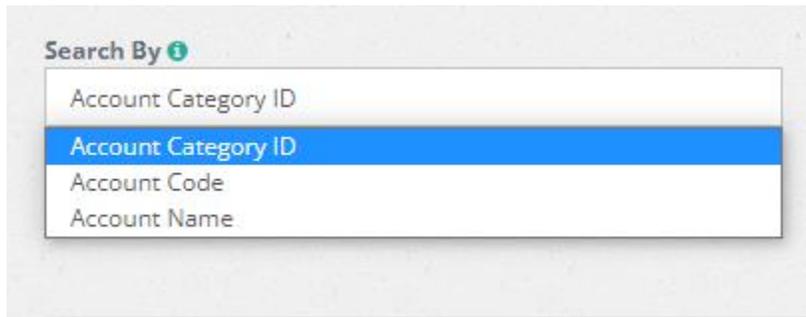


This screenshot is identical to the previous one, showing the "Handle ledger Accounts" form. In this instance, the "Exit" button is highlighted in red, while the "Save" button is in its default black state.

14. Then as the next step can edit the added accounts if want. For that click on 'Edit' option.



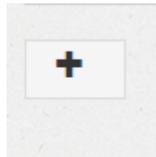
15. There users can search the accounts by 'Account Category ID', 'Account Code' or 'Account Name'.



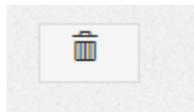
16. If else can be search the accounts.



17. Can go back to the 'Add Account' option by clicking the following icon



18. Or by the following icon can delete the selected accounts



19. The added accounts can be seen like this.

1 2 3 4 5 6 7 8 9 10 ...

Select	Account Category ID	Account Name	Account Code
<input type="checkbox"/>	AP000001	7-4 Payment in advance by the council	17200
<input type="checkbox"/>	AP000002	7-8 Return Cheques	17300
<input type="checkbox"/>	AP000003	7-10 Deposits by the Council	17100
<input type="checkbox"/>	AP000004	7-4-1 Election Advance	17400
<input type="checkbox"/>	AR000001	Revenue in Advance (Rate)	24101
<input type="checkbox"/>	AR000002	Revenue in Advance-50323	24102
<input type="checkbox"/>	AR000003	Revenue in Advance-20331(2)	24103
<input type="checkbox"/>	AR000004	Revenue in Advance-20331(1)	24104
<input type="checkbox"/>	AR000005	Revenue in Advance-50322	24105
<input type="checkbox"/>	CA000001	7-14-1 Festival Advance	15001

1 2 3 4 5 6 7 8 9 10 ...

Exit

20. Users can select any account and view the details

1 2 3 4 5 6 7 8 9 10 ...

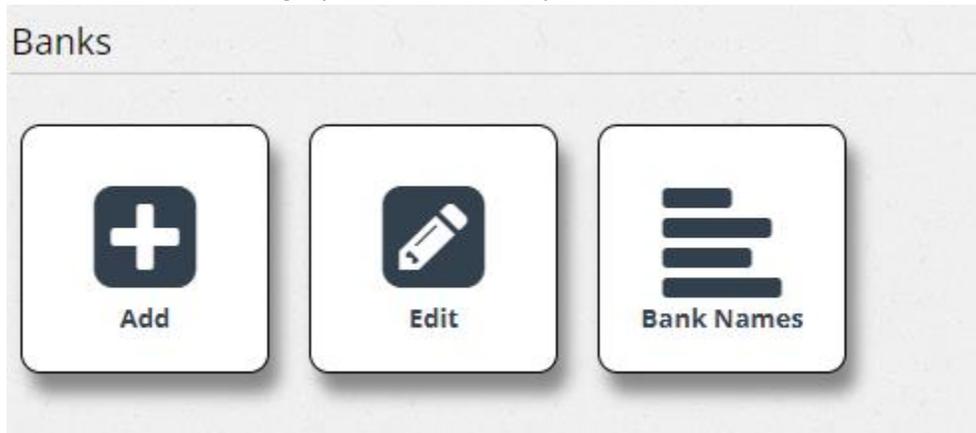
Select	Account Category ID	Account Name
<input type="checkbox"/>	AP000001	7-4 Payment in advance by the council
<input type="checkbox"/>	AP000002	7-8 Return Cheques
<input type="checkbox"/>	AP000003	7-10 Deposits by the Council
<input type="checkbox"/>	AP000004	7-4-1 Election Advance
<input type="checkbox"/>	AR000001	Revenue in Advance (Rate)
<input type="checkbox"/>	AR000002	Revenue in Advance-50323
<input type="checkbox"/>	AR000003	Revenue in Advance-20331(2)
<input type="checkbox"/>	AR000004	Revenue in Advance-20331(1)
<input type="checkbox"/>	AR000005	Revenue in Advance-50322
<input type="checkbox"/>	CA000001	7-14-1 Festival Advance

1 2 3 4 5 6 7 8 9 10 ...

21. By clicking on 'Exit' button users can go back to the main dashboard.

❖ Account wild card

22. Then under 'Bank' category there are three options as 'Add', 'Edit' or 'Bank Names'



23. Then enter the 'Bank A/C No'

Bank A/C No

24. Then enter the 'Bank Account Name'

Bank A/C Name

25. Then enter the current balance

Current balance

26. Then enter the 'Starting Voucher Number'

Starting Voucher No

27. Then select the date 'Balance As At'

Balance as at

February, 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12						

Today: February 21, 2022

Number Series

28. If want put the tick on 'Do Not Restrict Voucher Number Series'

Do Not Restrict Voucher Number Series

29. Then enter the 'Organization Account Code'

Organization A/C Code
CB000003

30. Then select the 'Department Code'

Bank A/C Name
<-Select->
00
20
30
12
11
13
14
15
16
21
22
23
24
25
26
29
31
32
33
<-Select->

31. Then enter the 'Allowed Min Balance'

Allowed Min Balance

32. Then select the 'Account Category'

Account Category
Cash Book

33. Then select the 'Account Type'

Account Type

BalanceSheet Statement

34. Then select the 'Printing Formats'

Printing Formats

Format_CHQ.rpt
Format_CHQ_CommercialBank - Without Seal.rpt
Format_CHQ_CommercialBank.rpt
Format_CHQ_HNB - Without Seal.rpt
Format_CHQ_HNB

35. Then under 'eTransfer Configuration' enter the 'Bank Code'

eTransfer Configuration

Bank Code

36. Then enter the 'Branch Code'

Branch Code

37. Then select the eTransfer format

eTransfer Format

c

38. Then put the tick if necessary on 'eTransfer Header and Detail Separate Files'

eTransfer Header and Detail Separate files

39. Then enter the 'eTransfer Header File Name'

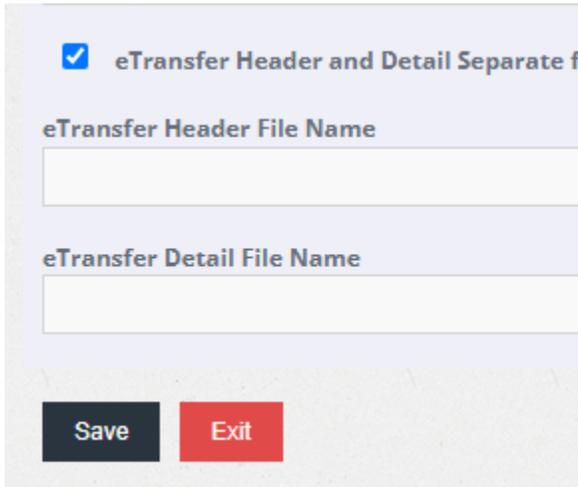
eTransfer Header File Name

40. Then enter the eTransfer Detail File Name



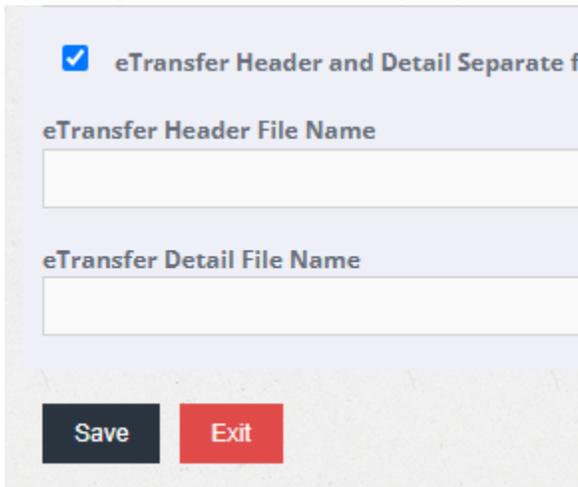
A screenshot of a web form showing a single text input field. The label "eTransfer Detail File Name" is positioned above the input box. The input box is empty and has a light gray border.

41. After filling the details correctly click 'save' button.



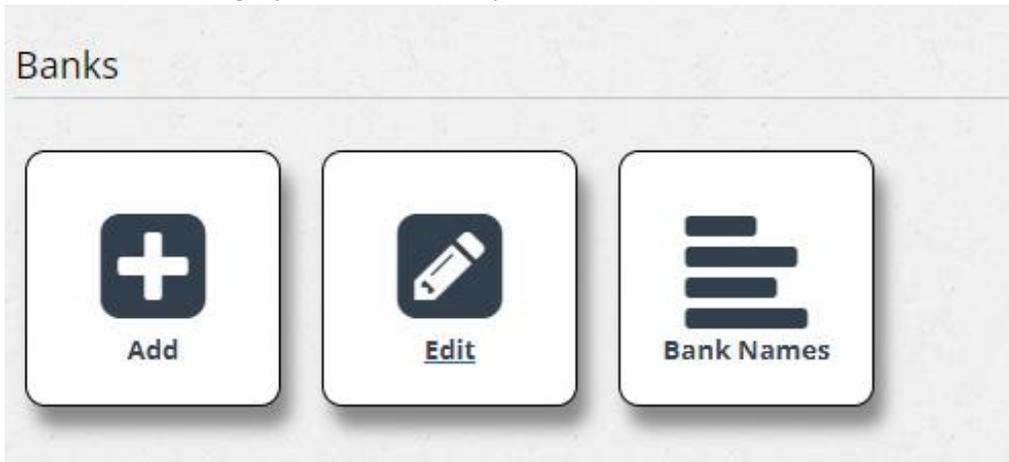
A screenshot of a web form. At the top, there is a checked checkbox labeled "eTransfer Header and Detail Separate f". Below this are two text input fields: "eTransfer Header File Name" and "eTransfer Detail File Name". At the bottom of the form, there are two buttons: a dark gray "Save" button and a red "Exit" button.

42. By clicking the 'Exit' button can again go to the main dashboard.

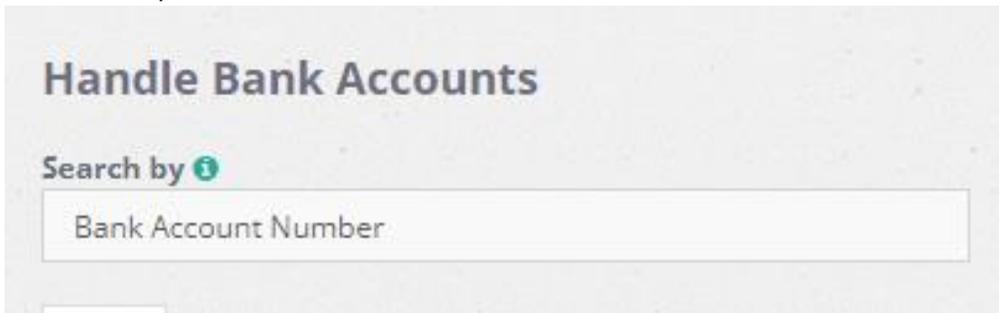


A screenshot of a web form, identical to the one in step 41. It shows the "eTransfer Header and Detail Separate f" checkbox checked, the "eTransfer Header File Name" and "eTransfer Detail File Name" input fields, and the "Save" and "Exit" buttons at the bottom.

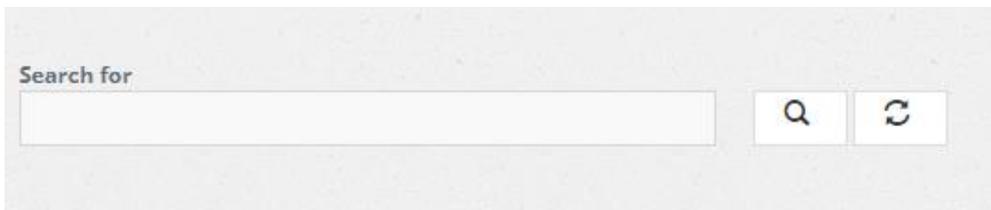
43. And under the category 'Bank' the next option is 'Edit'



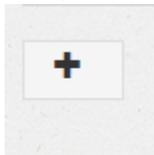
44. Can search by 'Bank' or 'Bank Account Number'



45. If else users can search the bank details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



46. Can go back to the 'Add Account' option by clicking the following icon



47. The added accounts can be seen like this.

Select	Bank A/C Number	Bank
<input type="checkbox"/>	6137555	Peoples Bank
<input type="checkbox"/>	9999999	Bank Of Ceylon

[Exit](#)

48. Users can select any account and view the details by clicking on the account number

Bank Accounts' Details

Bank A/C No
6137555

Bank A/C Name
Peoples Bank

Current balance
0

Starting Voucher No
1

Balance as at
2/21/2022

Do Not Restrict Voucher Number Series

Organization A/C Code
CB000001

Department Code ⓘ
<-Select->

Allowed Min Balance
-100000000000

Account Category
Cash Book

49. If it is necessary the bank details can be edited and click the 'Save' button definitely after changing anything.

eTransfer Header and Detail Separate files

eTransfer Header File Name

eTransfer Detail File Name

Save **Exit**

50. By clicking the 'Exit' button can again go to the main dashboard.

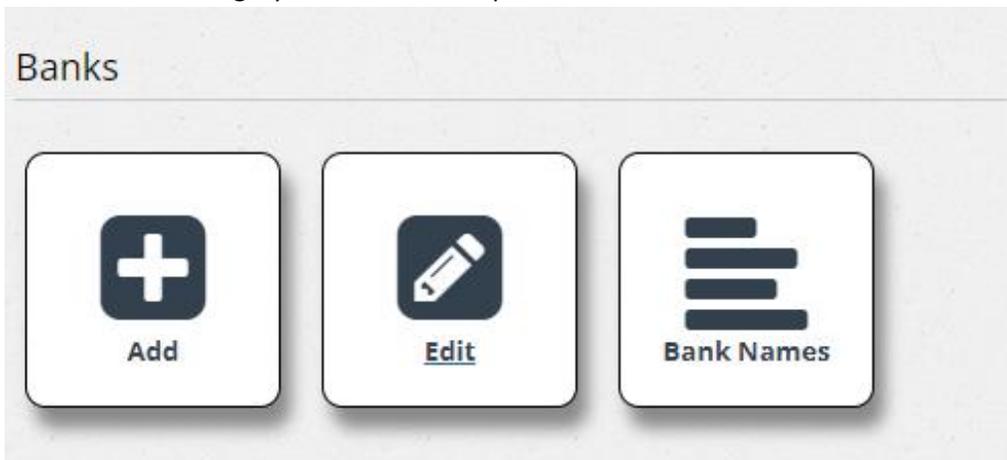
eTransfer Header and Detail Separate f

eTransfer Header File Name

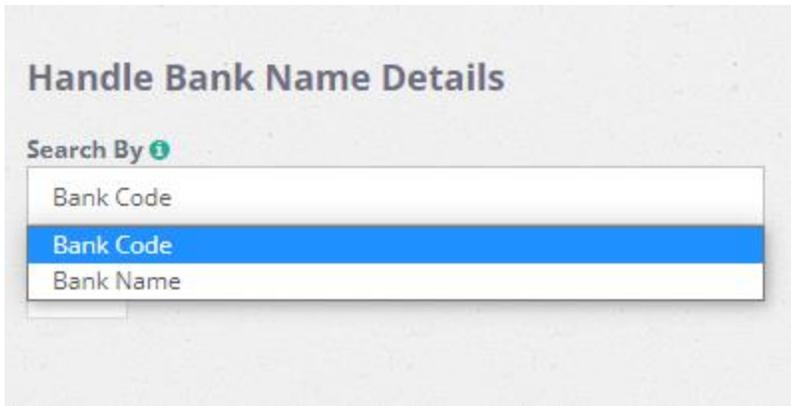
eTransfer Detail File Name

Save **Exit**

51. And under the category 'Bank' the next option is 'Bank Names'



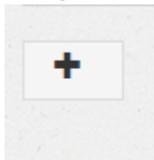
52. Under 'Search By' option users can search the bank details by 'Bank Code' or 'Bank Name'.



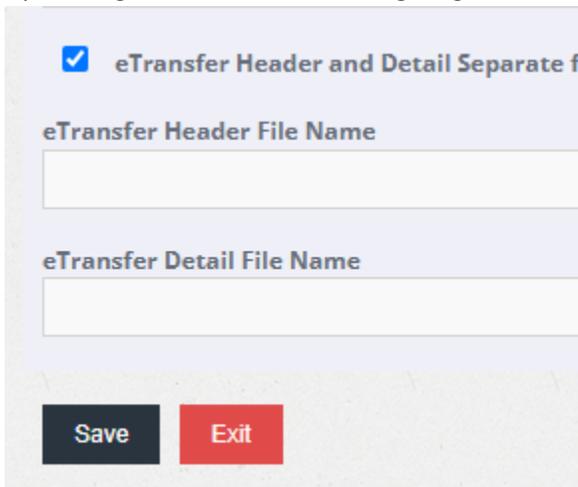
53. If else users can search the bank details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



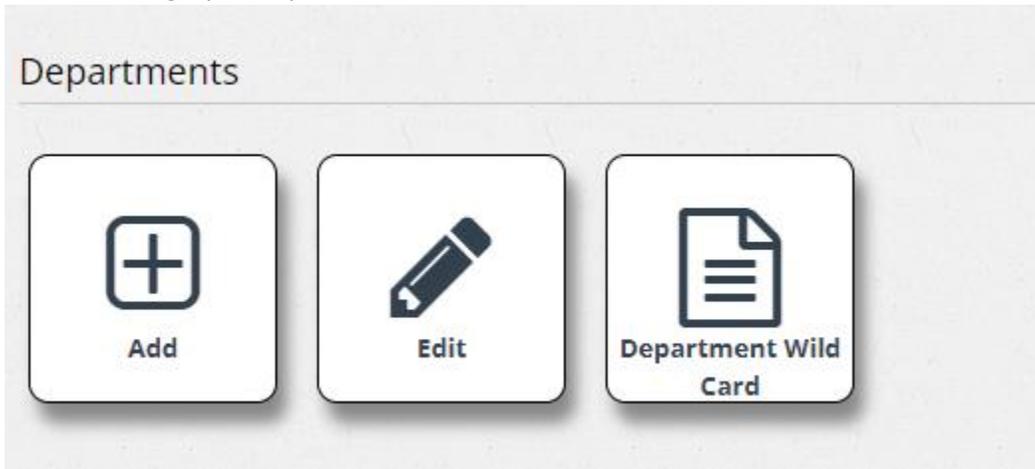
54. Can go back to the 'Add Account' option by clicking the following icon



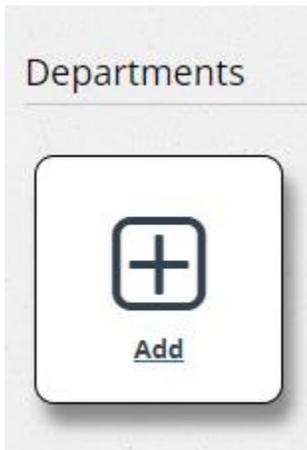
55. By clicking the 'Exit' button can again go to the main dashboard.



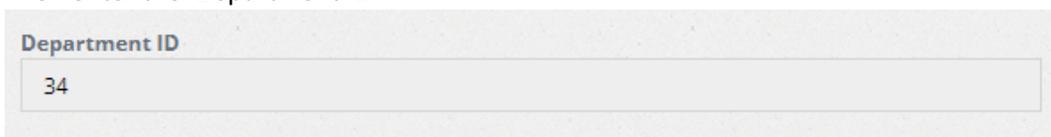
56. The next category is 'Departments'



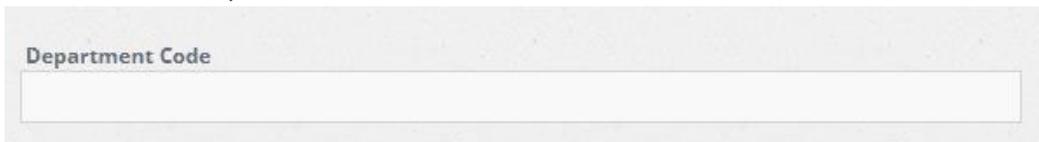
57. Then click on 'Add' button to add departments



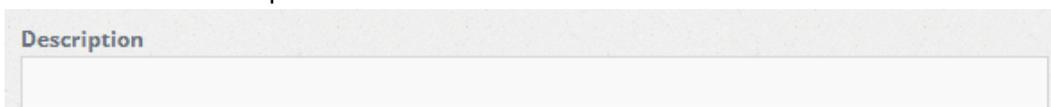
58. Then enter the 'Department ID'

A screenshot of a form field labeled "Department ID". The field contains the number "34".

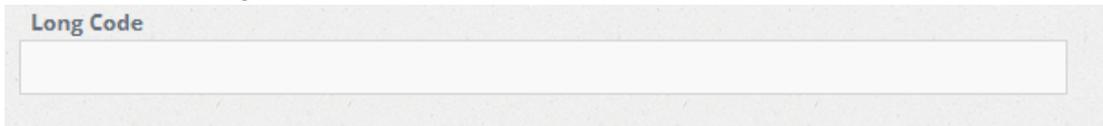
59. Then enter the 'Department Code'

A screenshot of a form field labeled "Department Code". The field is empty.

60. Then enter the 'Description'

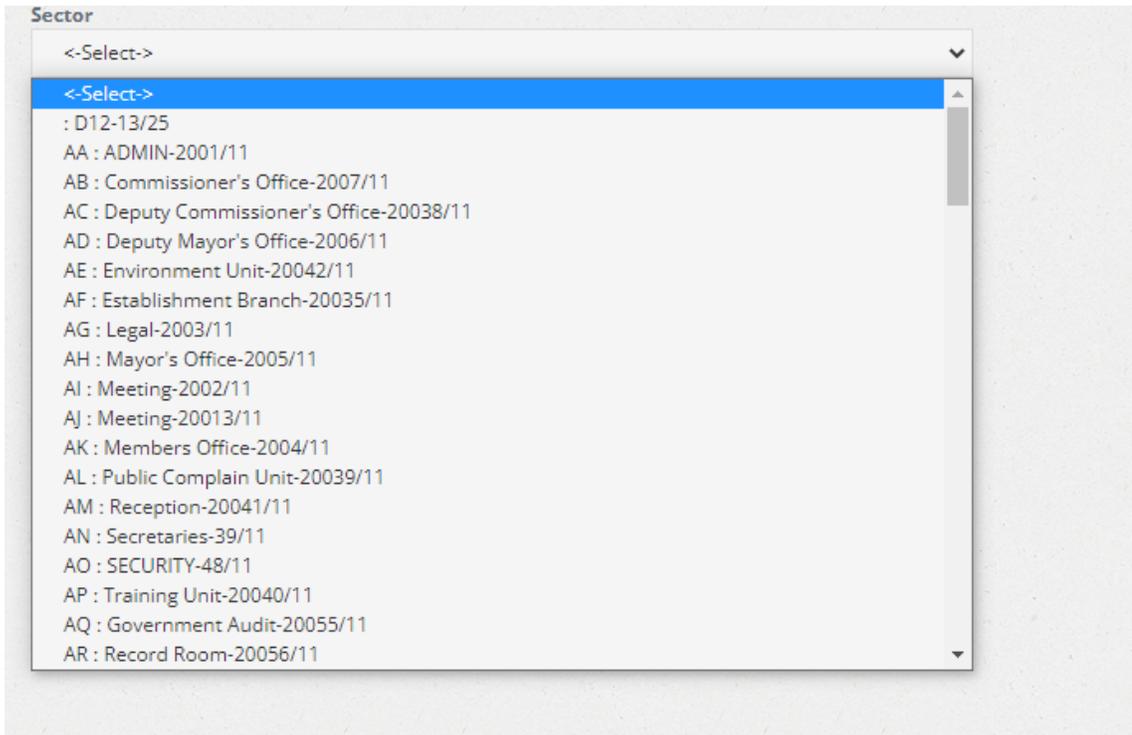
A screenshot of a form field labeled "Description". The field is empty.

61. Then enter the 'Long Code'



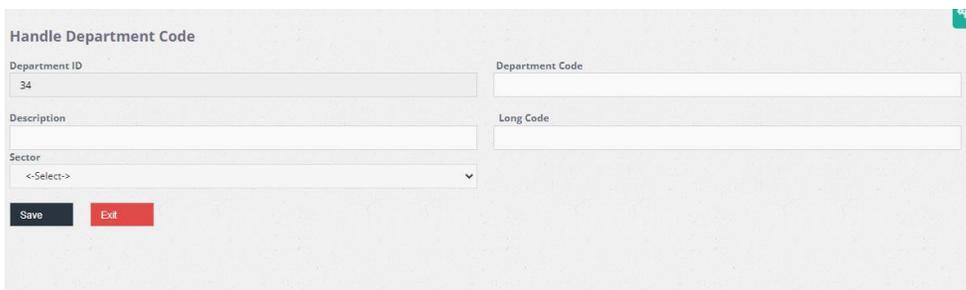
A screenshot of a web form titled "Long Code". It features a single, wide, empty text input field with a light gray border and a subtle shadow.

62. Then select the 'Sector'



A screenshot of a web form titled "Sector". It shows a dropdown menu with a list of options. The top option is "<-Select->". Below it, several other options are listed, each starting with a letter and a colon, followed by a name and a date in YYYY/MM format. The options are: : D12-13/25, AA : ADMIN-2001/11, AB : Commissioner's Office-2007/11, AC : Deputy Commissioner's Office-20038/11, AD : Deputy Mayor's Office-2006/11, AE : Environment Unit-20042/11, AF : Establishment Branch-20035/11, AG : Legal-2003/11, AH : Mayor's Office-2005/11, AI : Meeting-2002/11, AJ : Meeting-20013/11, AK : Members Office-2004/11, AL : Public Complain Unit-20039/11, AM : Reception-20041/11, AN : Secretaries-39/11, AO : SECURITY-48/11, AP : Training Unit-20040/11, AQ : Government Audit-20055/11, and AR : Record Room-20056/11. The dropdown menu has a blue highlight on the top "<-Select->" option.

63. Then click on 'Save' button



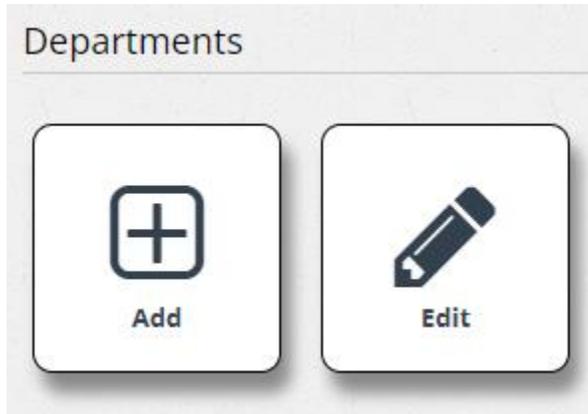
A screenshot of a web form titled "Handle Department Code". It contains several input fields: "Department ID" with the value "34", "Department Code", "Description", and "Long Code". There is also a "Sector" dropdown menu with "<-Select->" selected. At the bottom, there are two buttons: "Save" (black) and "Exit" (red).

64. By clicking the 'Exit' button can again go to the main dashboard

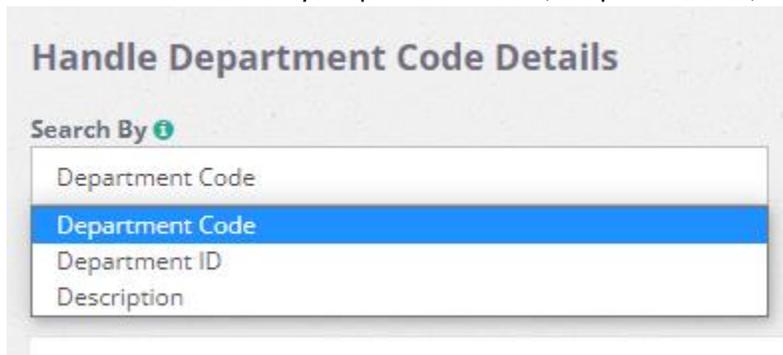


A screenshot of a web form titled "Handle Department Code". It contains several input fields: "Department ID" with the value "34", "Department Code", "Description", and "Long Code". There is also a "Sector" dropdown menu with "<-Select->" selected. At the bottom, there are two buttons: "Save" (black) and "Exit" (red).

65. Under the departments category the next option is 'Edit'



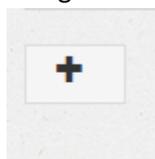
66. There users can search by 'Department Code', 'Department ID', and 'Description'.



67. If else users can search the bank details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



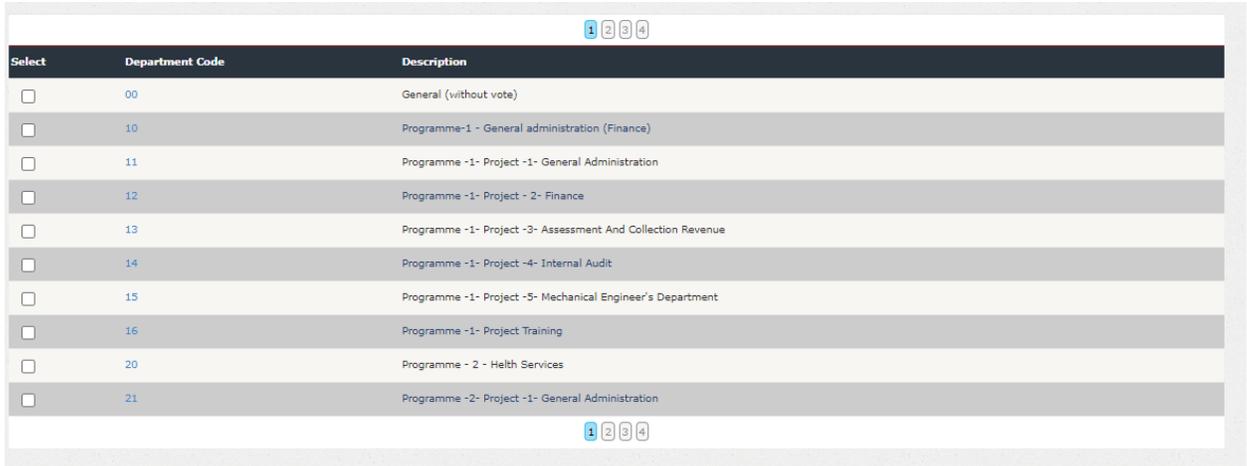
68. Can go back to the 'Add Account' option by clicking the following icon



69. Or by the following icon can delete the selected accounts



70. The added departments list can be seen like this.



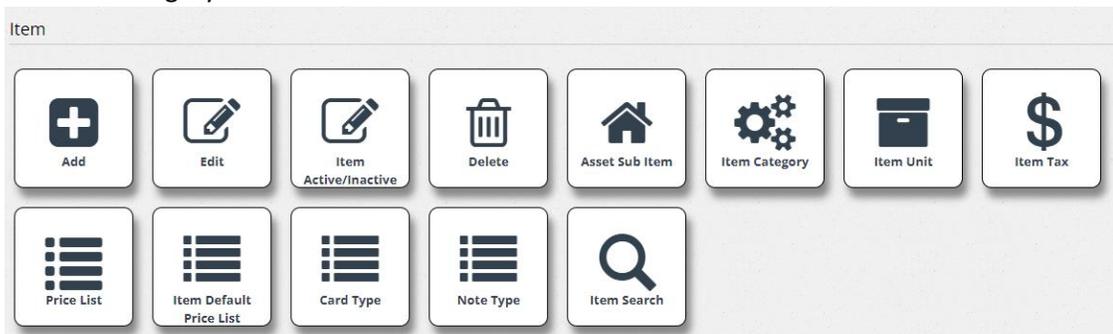
Select	Department Code	Description
<input type="checkbox"/>	00	General (without vote)
<input type="checkbox"/>	10	Programme-1 - General administration (Finance)
<input type="checkbox"/>	11	Programme -1- Project -1- General Administration
<input type="checkbox"/>	12	Programme -1- Project -2- Finance
<input type="checkbox"/>	13	Programme -1- Project -3- Assessment And Collection Revenue
<input type="checkbox"/>	14	Programme -1- Project -4- Internal Audit
<input type="checkbox"/>	15	Programme -1- Project -5- Mechanical Engineer's Department
<input type="checkbox"/>	16	Programme -1- Project Training
<input type="checkbox"/>	20	Programme - 2 - Health Services
<input type="checkbox"/>	21	Programme -2- Project -1- General Administration

71. By clicking the 'Exit' button can again go to the main dashboard.

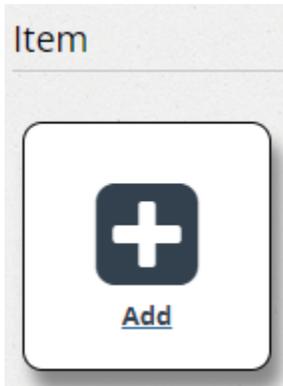


❖ Department Wild Card

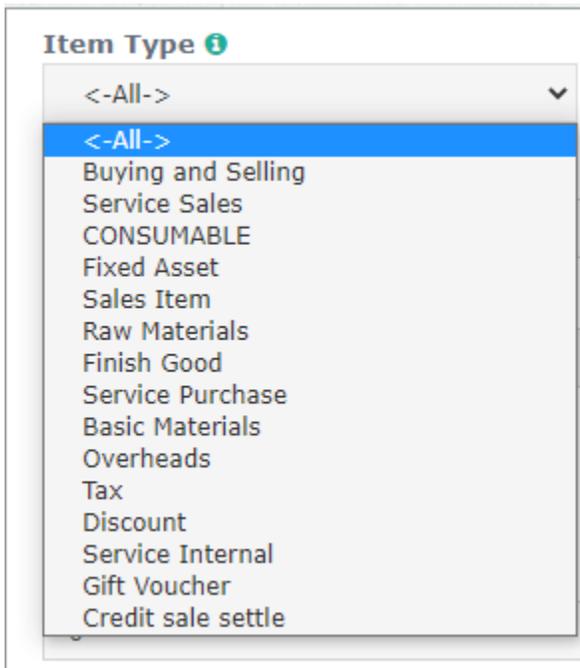
72. The next category under 'Master' is 'Item'



73. Then click the 'Add' option to add new



74. Select the 'ITEM TYPE' from the list.



75. Then select the 'ITEM CATEGORY' from the list

Item Category ⓘ

- 1 : MOH
- 1 : MOH
- 2 : STATIONARY & PRINTED
- 3 : ELECTRICITY
- 4 : GARAGE
- 5 : WATER WORKS
- 6 : GENERAL
- 7 : Asset - Office Equipment
- 8 : Asset - Furniture
- 9 : Asset - Software
- 10 : Asset - Vehicles
- 11 : Asset - Mechines
- 12 : General Raw Materials
- 13 : Office equipment
- 14 : Toner Cartridge
- Credit : Credit sale settle
- 15 : UNIFORMS

76. Then enter the 'Bar Code'

Bar Code

77. Then enter the 'ITEM CODE'

Item Code

78. Then enter the 'ITEM NAME'

Item Name

79. Then enter the 'Sale Price' and 'Wholesale Price'

Sale Price	Wholesale Price	Batch Price
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Batch Price"/>

80. Then enter the 'Purchase Price', 'Cost Price' and 'Market Price'

Purchase Price	Cost Price	Market Price
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

81. Then enter the 'Days To Be Expired'

Days To Be Expired

82. Then select the 'Item Unit'

Item Unit ⓘ

15

15

No OF

Asset

Nos

Cube

Feet

Meter

Kg

83. Then select the 'Tax Type'

Tax Type ⓘ

<-Select->

<-Select->

Tax

84. Then enter the 'Lead Time' and 'Max Quantity'

Lead Time

0

Max Quantity

0

85. Then enter the 'Minimum Stock' and 'ReOrder Level'

Minimum Stock

0

ReOrder Level

0

86. Then enter the 'Patent Item' and 'No.of unit for Patent Item'

Patent Item ⓘ

No. of unit for Patent Item

0

87. Then put the tick on 'Item Price Changeable' and 'Active' if necessary

Item Prize Changeable **Active**

88. Then enter the 'Length', 'Width', 'Height' and 'Weight'

Length(cm)

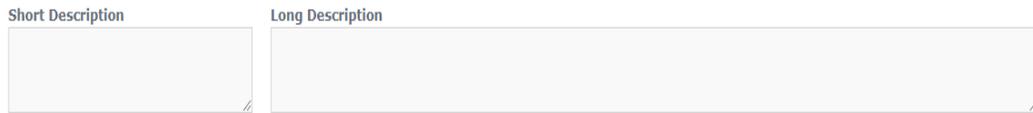
Width(cm)

Height(cm)

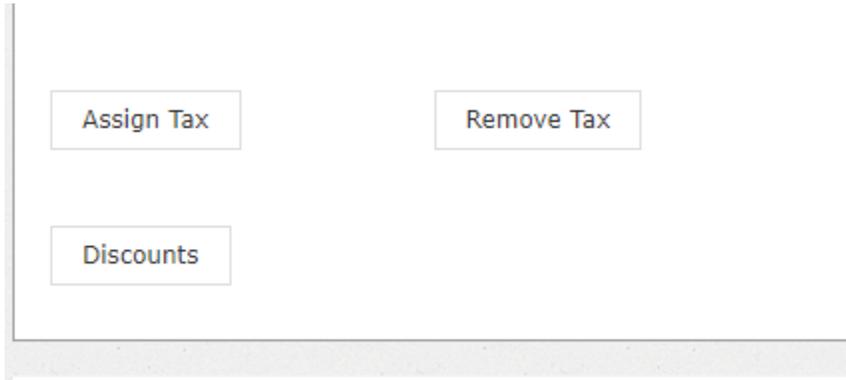
Weight(kg)

89. Then enter 'Short Description' or 'Long Description'

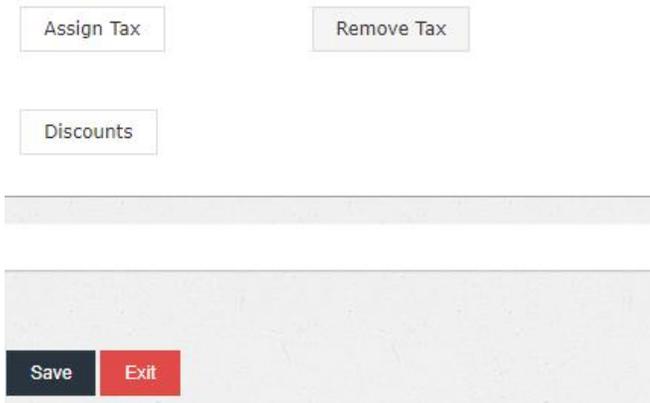
Short Description Long Description

The image shows two text input fields. The first is labeled "Short Description" and is a smaller rectangular box. The second is labeled "Long Description" and is a larger rectangular box. Both boxes are currently empty.

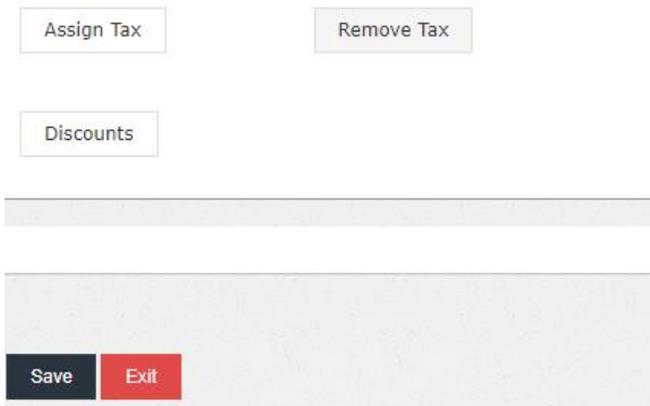
90. Then select whether to 'Assign Tax', 'Remove Tax' or 'Discounts'.

The image shows three buttons arranged in a grid. The top row contains "Assign Tax" on the left and "Remove Tax" on the right. The bottom row contains "Discounts" on the left. The buttons are rectangular with a light gray background and a thin border.

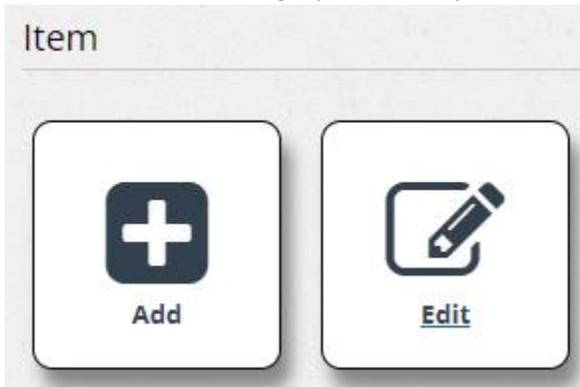
91. Then click on 'Save' button

The image shows the same three buttons as in the previous step: "Assign Tax", "Remove Tax", and "Discounts". Below these buttons is a horizontal line, followed by a larger gray rectangular area. At the bottom left of this area are two buttons: "Save" (black background, white text) and "Exit" (red background, white text).

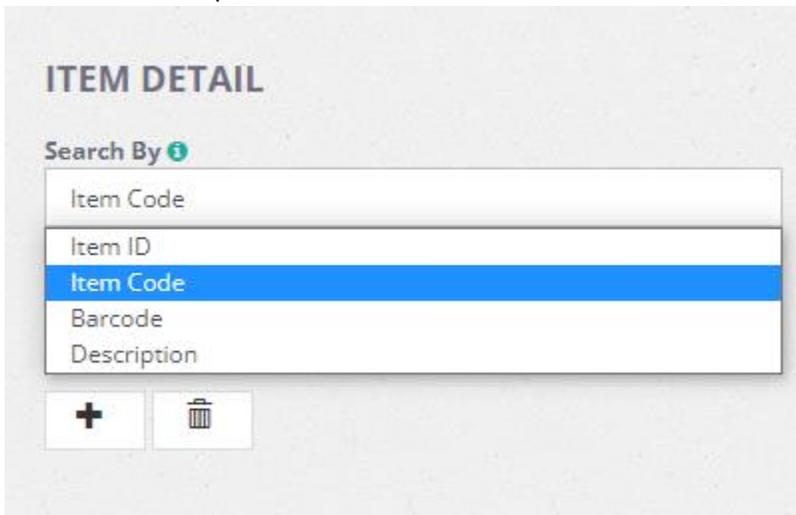
92. By clicking the 'Exit' button can again go to the main dashboard

This image is identical to the one in step 91, showing the "Assign Tax", "Remove Tax", and "Discounts" buttons, a horizontal line, a gray area, and the "Save" and "Exit" buttons at the bottom left.

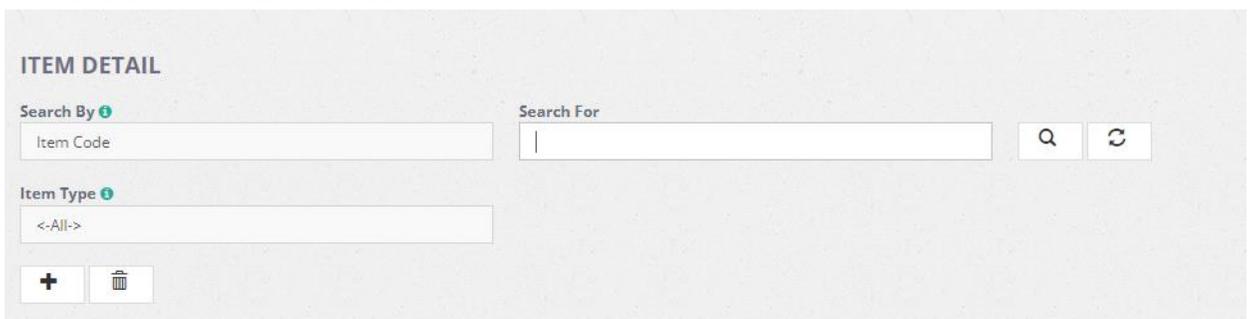
93. Then under 'Item' category the next option is 'Edit'



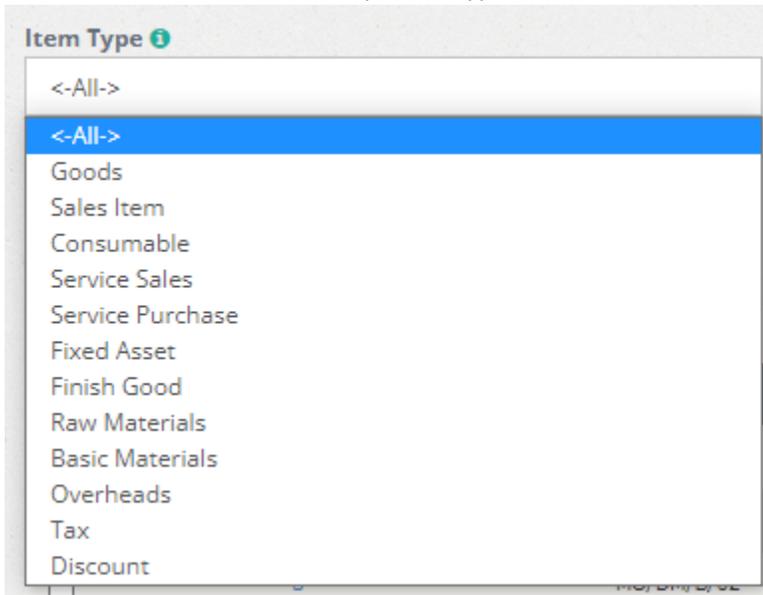
94. Under the option 'Search By' the Items can be searched under categories Item ID, Item Code, Barcode or Description



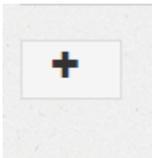
95. And also users can search the Item details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



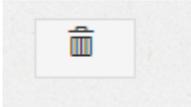
96. If else users can select items by 'Item Type' also



97. Can go back to the 'Add Account' option by clicking the following icon



98. Or by the following icon can delete the selected accounts



99. The Items are listed as below

The image shows a screenshot of a table with a toolbar at the top and bottom. The toolbar contains icons for search, refresh, and other actions. The table has the following columns: Select, Item ID, Item Code, Barcode, Description, and Category. There are 10 rows of data, each with a checkbox in the 'Select' column.

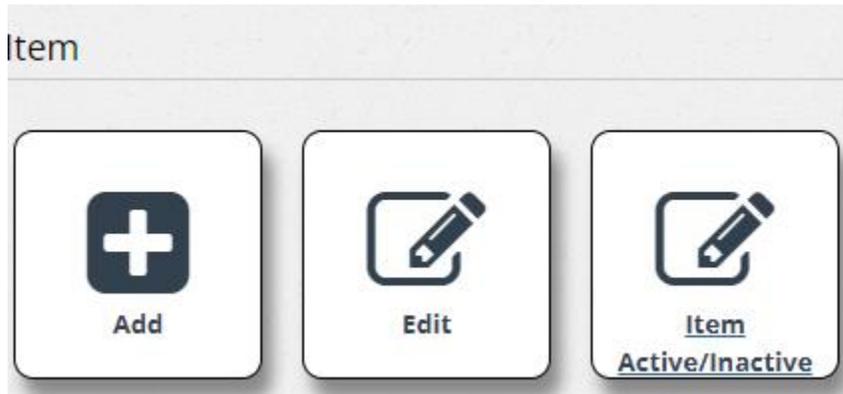
Select	Item ID	Item Code	Barcode	Description	Category
<input type="checkbox"/>	1	MO/DM/A/01		Assorted Item	1
<input type="checkbox"/>	2	MO/DM/B/01		Brush Mob	1
<input type="checkbox"/>	3	MO/DM/B/02		Brush Round	1
<input type="checkbox"/>	4	MO/DM/B/03		Brush Hand	1
<input type="checkbox"/>	5	MO/DM/B/04		Brush Latrine	1
<input type="checkbox"/>	6	MO/DM/B/05		Brass Broom 6"	1
<input type="checkbox"/>	7	MO/DM/B/06		Brass Broom 10"	1
<input type="checkbox"/>	8	MO/DM/B/07		Brass Broom 12"	1
<input type="checkbox"/>	9	MO/DM/B/08		Baytex 500	1
<input type="checkbox"/>	10	MO/DM/B/09		Baytex 100Ltr/90Lt	1

100. Then click on 'Save' button

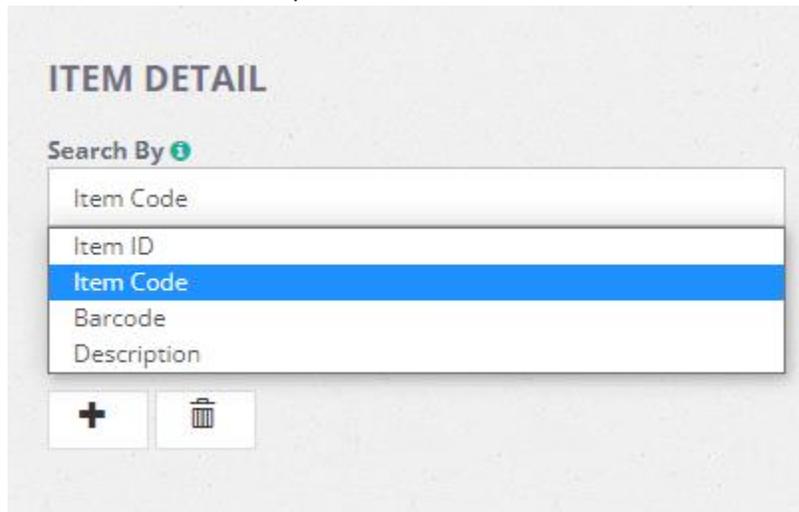
101. By clicking the 'Exit' button can again go to the main dashboard

102.

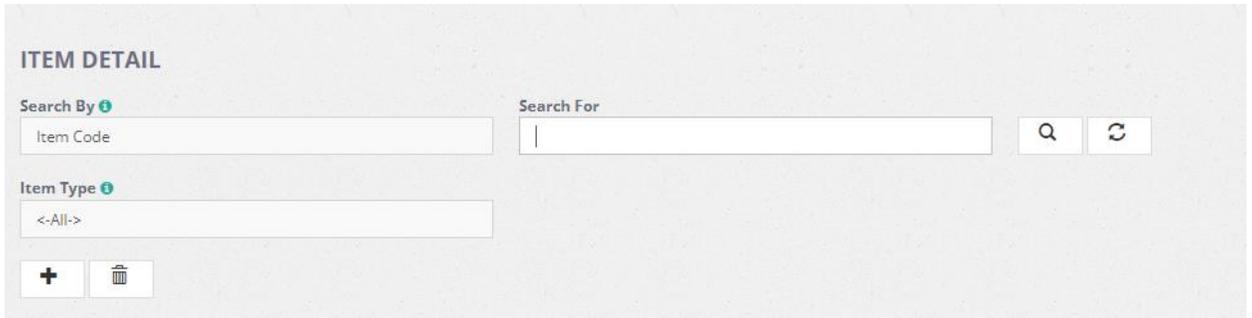
103. The next option under the item category is 'Item Active/Inactive'



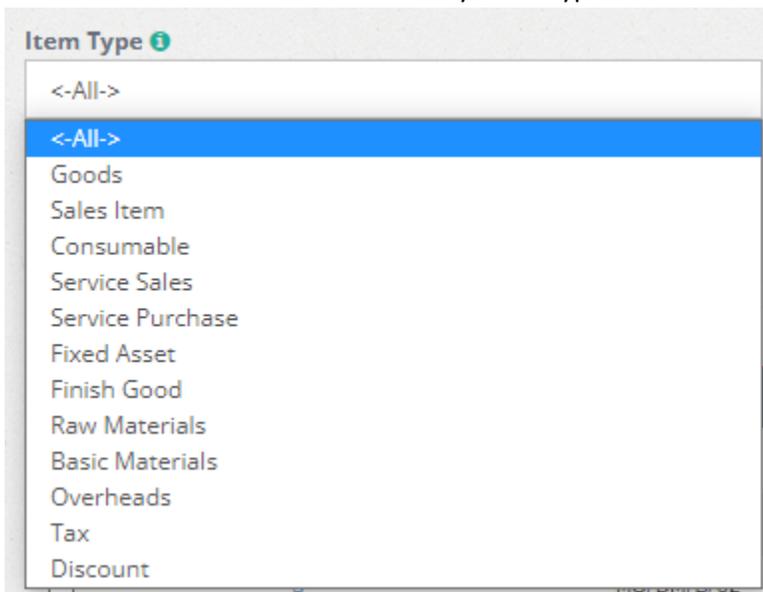
104. Under the option 'Search By' the Items can be searched under categories Item ID, Item Code, Barcode or Description



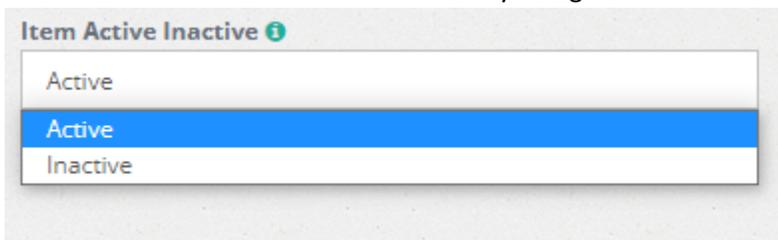
105. And also users can search the Item details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



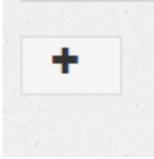
106. If else users can select items by 'Item Type' also



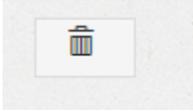
107. And also users can search items by categories 'Active' or 'Inactive'



108. Can go back to the 'Add Account' option by clicking the following icon



109. Or by the following icon can delete the selected accounts



110. The Items are listed as below

Select	Item ID	Item Code	Barcode	Description	Category
<input type="checkbox"/>	1	MO/DM/A/01		Assorted Item	1
<input type="checkbox"/>	2	MO/DM/B/01		Brush Mob	1
<input type="checkbox"/>	3	MO/DM/B/02		Brush Round	1
<input type="checkbox"/>	4	MO/DM/B/03		Brush Hand	1
<input type="checkbox"/>	5	MO/DM/B/04		Brush Latrine	1
<input type="checkbox"/>	6	MO/DM/B/05		Brass Broom 6"	1
<input type="checkbox"/>	7	MO/DM/B/06		Brass Broom 10"	1
<input type="checkbox"/>	8	MO/DM/B/07		Brass Broom 12"	1
<input type="checkbox"/>	9	MO/DM/B/08		Baytex 500	1
<input type="checkbox"/>	10	MO/DM/B/09		Baytex 100Lit/90Lit	1
<input type="checkbox"/>	11	MO/DM/B/10		Boots (Gum)	1
<input type="checkbox"/>	12	MO/DM/C/01		Cane Basket Small	1
<input type="checkbox"/>	13	MO/DM/C/02		Cane Basket Large	1
<input type="checkbox"/>	14	MO/DM/C/03		Coir Brooms	1
<input type="checkbox"/>	15	MO/DM/C/04		Compost Bin	1
<input type="checkbox"/>	16	MO/DM/C/05		Coller Dog	1
<input type="checkbox"/>	17	MO/DM/D/01		Dettol	1
<input type="checkbox"/>	18	MO/DM/P/01		Disinteetim (pynol)	1
<input type="checkbox"/>	19	MO/DM/D/03		Duster	1
<input type="checkbox"/>	20	MO/DM/E/01		Ekle Brooms	1

111. Then click on 'Save' button

<input type="checkbox"/>	1773	GE/W/10/02
<input type="checkbox"/>	1774	GE/W/10/03
<input type="checkbox"/>	1775	GE/W/10/04
<input type="checkbox"/>	1776	ST/S/F/11

Save **Exit**

112. By clicking the 'Exit' button can again go to the main dashboard

<input type="checkbox"/>	1773	GE/W/10/02
<input type="checkbox"/>	1774	GE/W/10/03
<input type="checkbox"/>	1775	GE/W/10/04
<input type="checkbox"/>	1776	ST/S/F/11

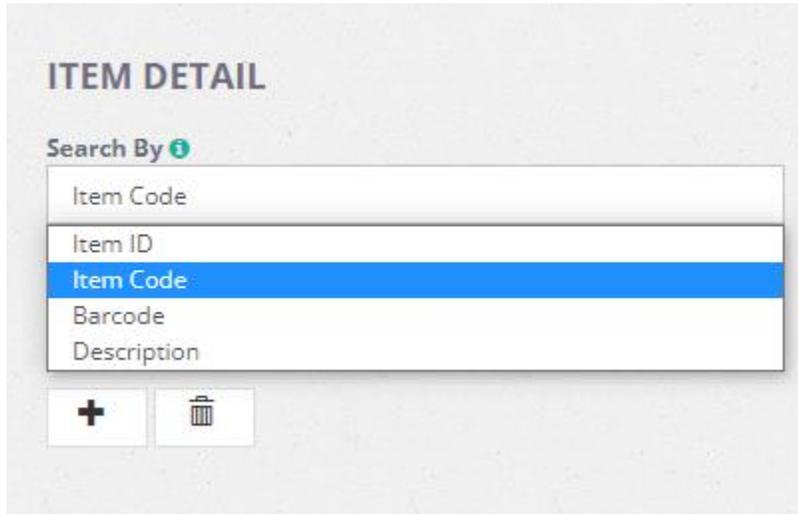
Save **Exit**

113. The next option under the 'Item' category is 'Delete'

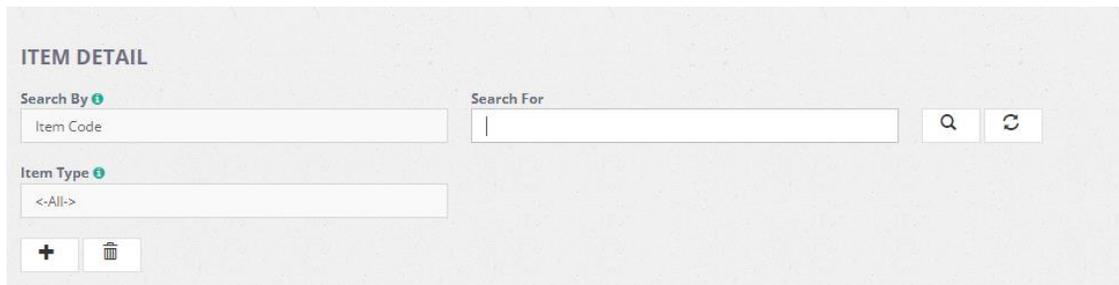
Item

 Add	 Edit	 Item Active/Inactive	 Delete
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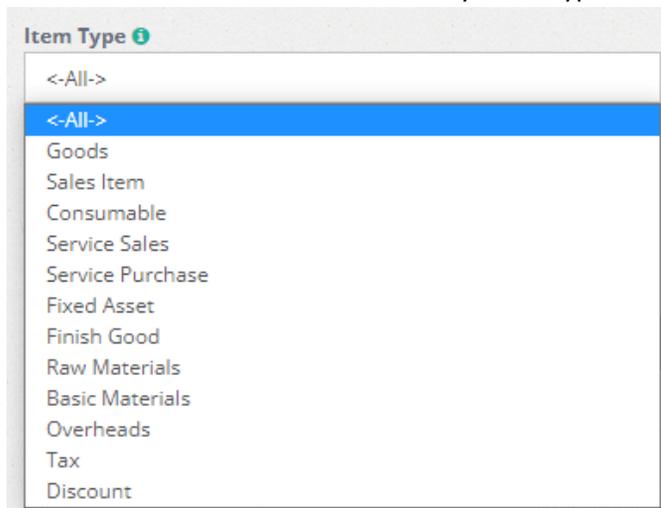
114. Under the option 'Search By' the Items can be searched under categories Item ID, Item Code, Barcode or Description



115. And also users can search the Item details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



116. If else users can select items by 'Item Type' also



117. The items are listed as below

Select	Item ID	Item Code	Barcode	Description	Category
Select <input type="checkbox"/>	1	MO/DM/A/01		Assorted Item	1
Select <input type="checkbox"/>	2	MO/DM/B/01		Brush Mob	1
Select <input type="checkbox"/>	3	MO/DM/B/02		Brush Round	1
Select <input type="checkbox"/>	4	MO/DM/B/03		Brush Hand	1
Select <input type="checkbox"/>	5	MO/DM/B/04		Brush Latrine	1
Select <input type="checkbox"/>	6	MO/DM/B/05		Brass Broom 6"	1
Select <input type="checkbox"/>	7	MO/DM/B/06		Brass Broom 10"	1
Select <input type="checkbox"/>	8	MO/DM/B/07		Brass Broom 12"	1
Select <input type="checkbox"/>	9	MO/DM/B/08		Baytex 500	1
Select <input type="checkbox"/>	10	MO/DM/B/09		Baytex 100Lit/90Lit	1

118. Then click on 'Save' button

Select

Select

Save **Exit**

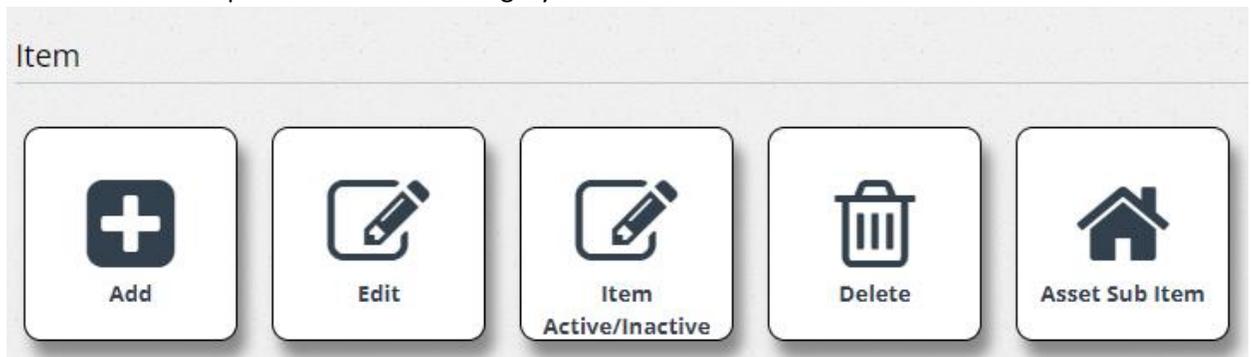
119. By clicking the 'Exit' button can again go to the main dashboard

Select

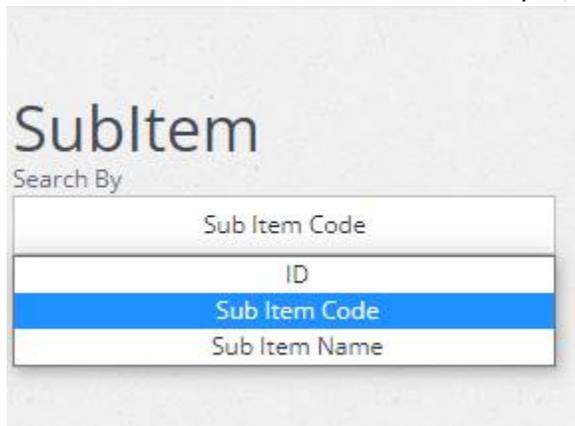
Select

Save **Exit**

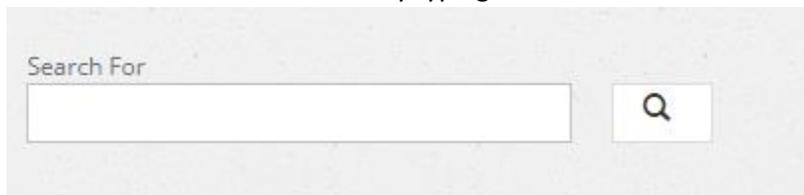
120. The next option under 'Item' category is 'Asset Sub Item'



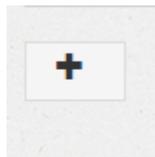
121. There users can search Sub Items by ID, Sub Item Code or Sub Item Name



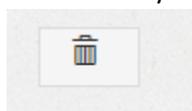
122. If else users can search by typing under 'Search For'



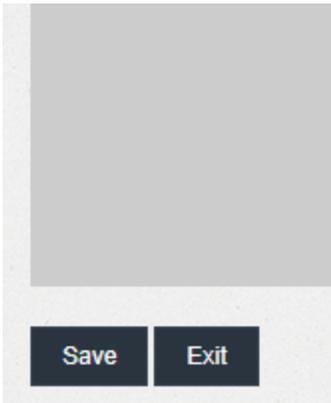
123. Can go back to the 'Add Account' option by clicking the following icon



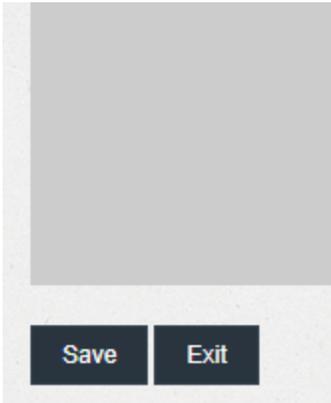
124. Or by the following icon can delete the selected accounts



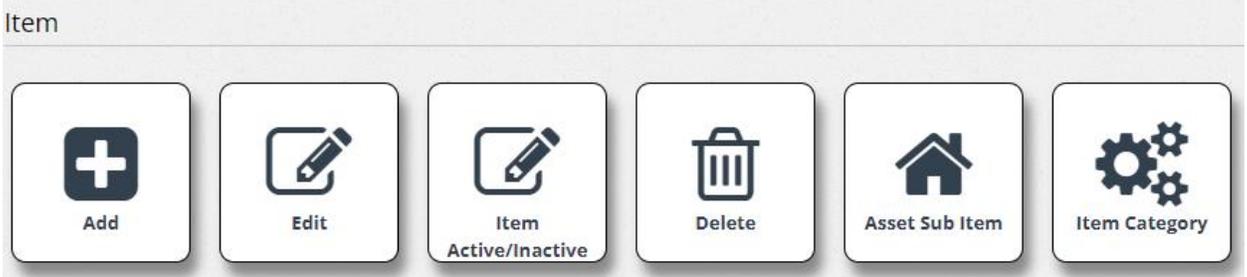
125. Then click on 'Save' button



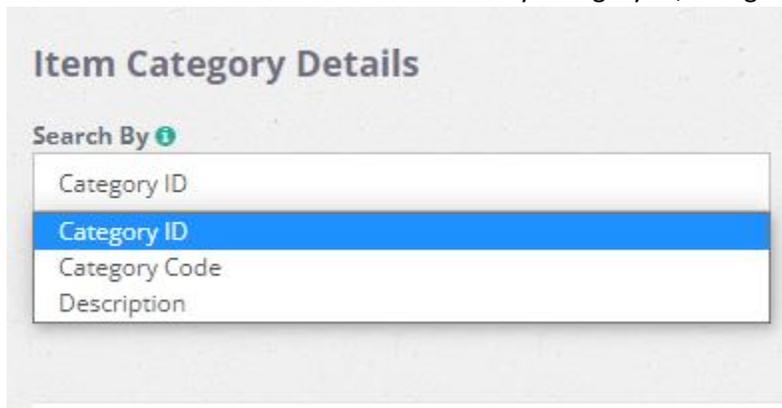
126. By clicking the 'Exit' button can again go to the main dashboard



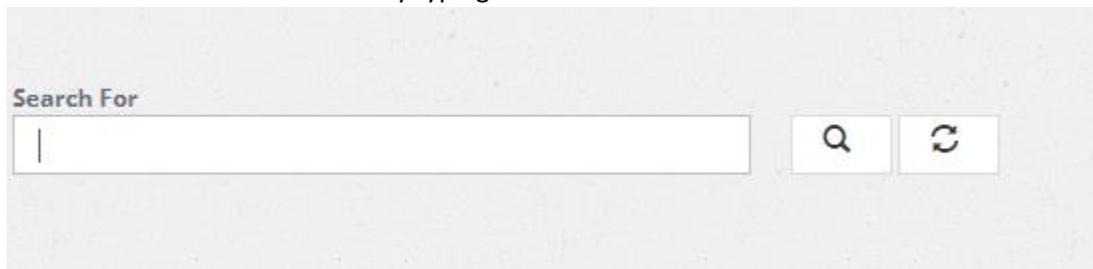
127. The next option under item category is 'Item Category'



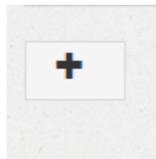
128. There users can search Sub Items by Category ID, Category Code or Description



129. If else users can search by typing under 'Search For'



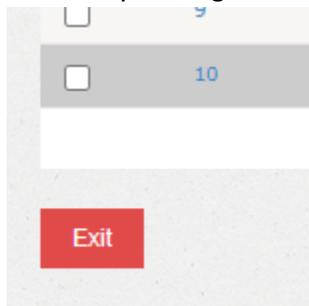
130. Can go back to the 'Add Account' option by clicking the following icon



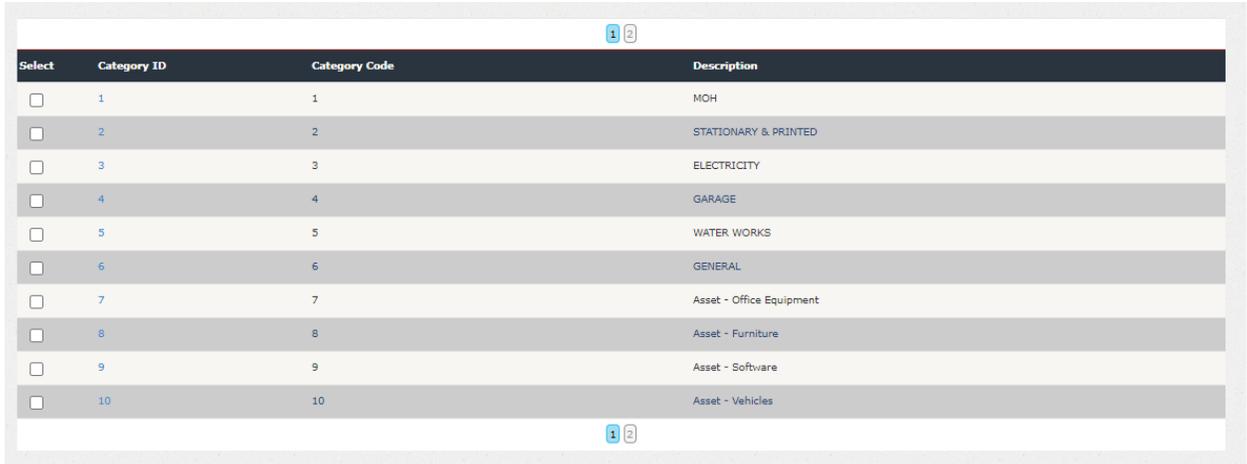
131. Or by the following icon can delete the selected accounts



132. By clicking the 'Exit' button can again go to the main dashboard

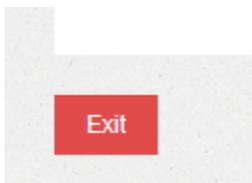


133. The item category details can be viewed as follows

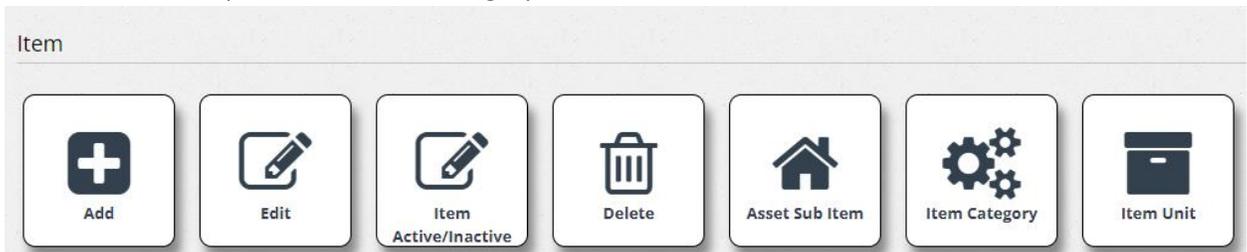


Select	Category ID	Category Code	Description
<input type="checkbox"/>	1	1	MOH
<input type="checkbox"/>	2	2	STATIONARY & PRINTED
<input type="checkbox"/>	3	3	ELECTRICITY
<input type="checkbox"/>	4	4	GARAGE
<input type="checkbox"/>	5	5	WATER WORKS
<input type="checkbox"/>	6	6	GENERAL
<input type="checkbox"/>	7	7	Asset - Office Equipment
<input type="checkbox"/>	8	8	Asset - Furniture
<input type="checkbox"/>	9	9	Asset - Software
<input type="checkbox"/>	10	10	Asset - Vehicles

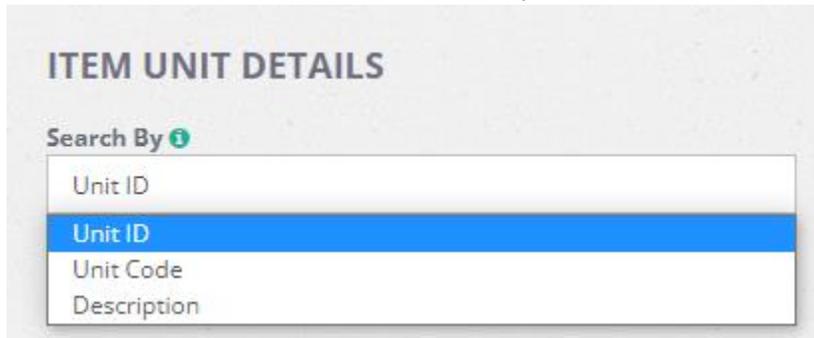
134. By clicking the 'Exit' button can again go to the main dashboard



135. The next option under Item category is Item Unit



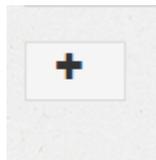
136. There users can search Sub Items by Unit ID, Unit Code or Description



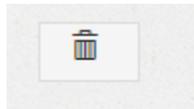
137. If else users can search by typing under 'Search For'



138. Can go back to the 'Add Account' option by clicking the following icon



139. Or by the following icon can delete the selected accounts

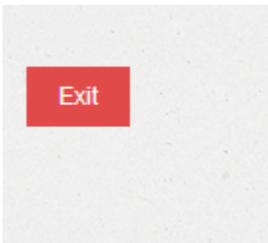


140. The item category details can be viewed as follows

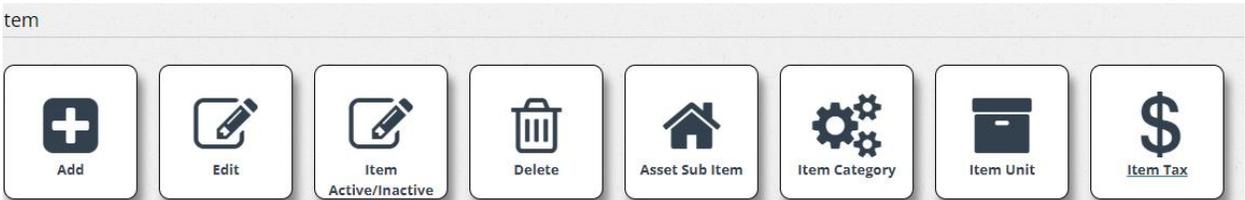
Select	Unit ID	Unit Code	Description
<input type="checkbox"/>	1	15	VAT1
<input type="checkbox"/>	2	No OF	No OF
<input type="checkbox"/>	3	Asset	Asset
<input type="checkbox"/>	4	Nos	Nos
<input type="checkbox"/>	5	Cube	Cube
<input type="checkbox"/>	6	Feet	Feet
<input type="checkbox"/>	7	Meter	Meter
<input type="checkbox"/>	8	Kg	Kg

Exit

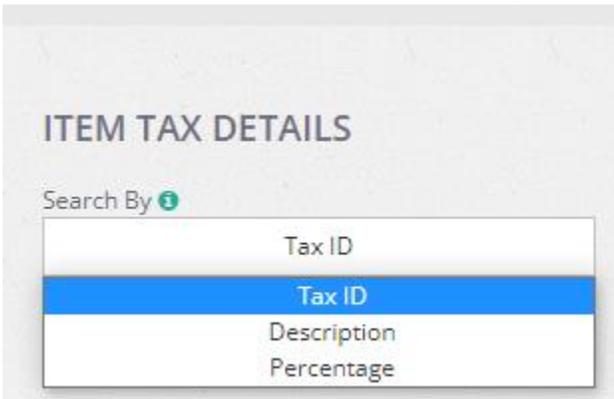
141. By clicking the 'Exit' button can again go to the main dashboard



142. The next option under Item category is Item Tax



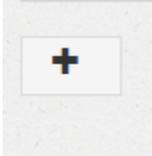
143. There users can search Sub Items by Tax ID, Description or Percentage



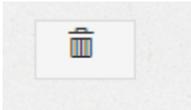
144. If else users can search by typing under 'Search For'



145. Can go back to the 'Add Account' option by clicking the following icon



146. Or by the following icon can delete the selected accounts

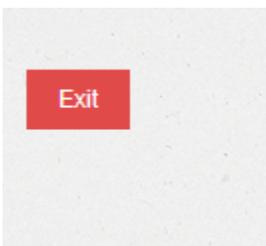


147. The Item Tax details can be viewed as follows

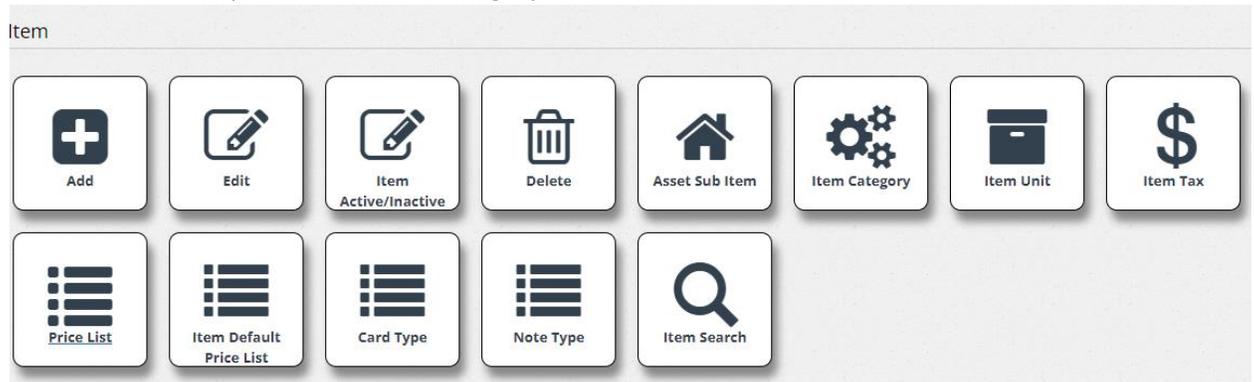
Select	View	Description	Percentage
<input type="checkbox"/>	1	Tax	8

Exit

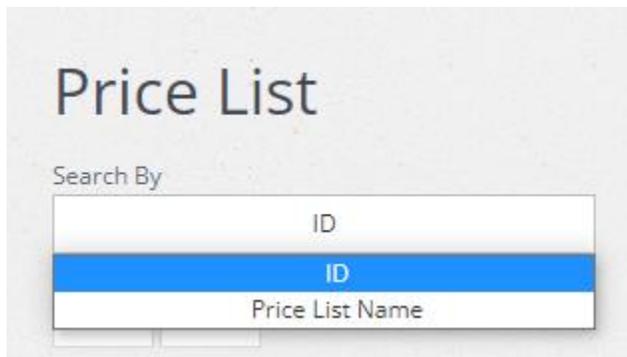
148. By clicking the 'Exit' button can again go to the main dashboard



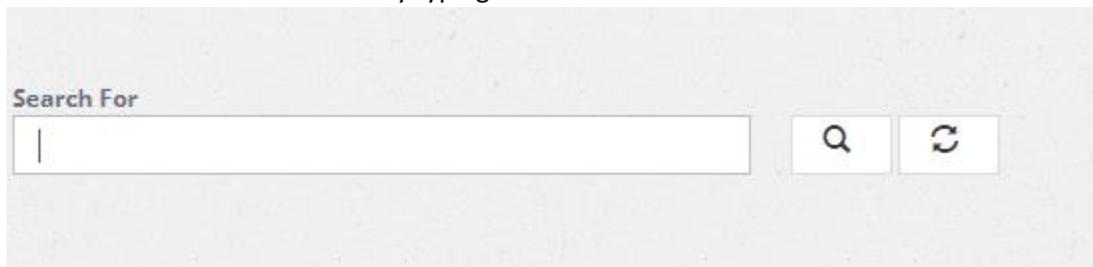
149. The next option under Item category is Price List



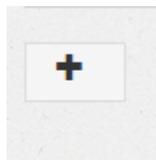
150. There users can search Sub Items by ID or Price List Name



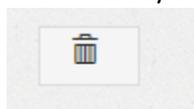
151. If else users can search by typing under 'Search For'



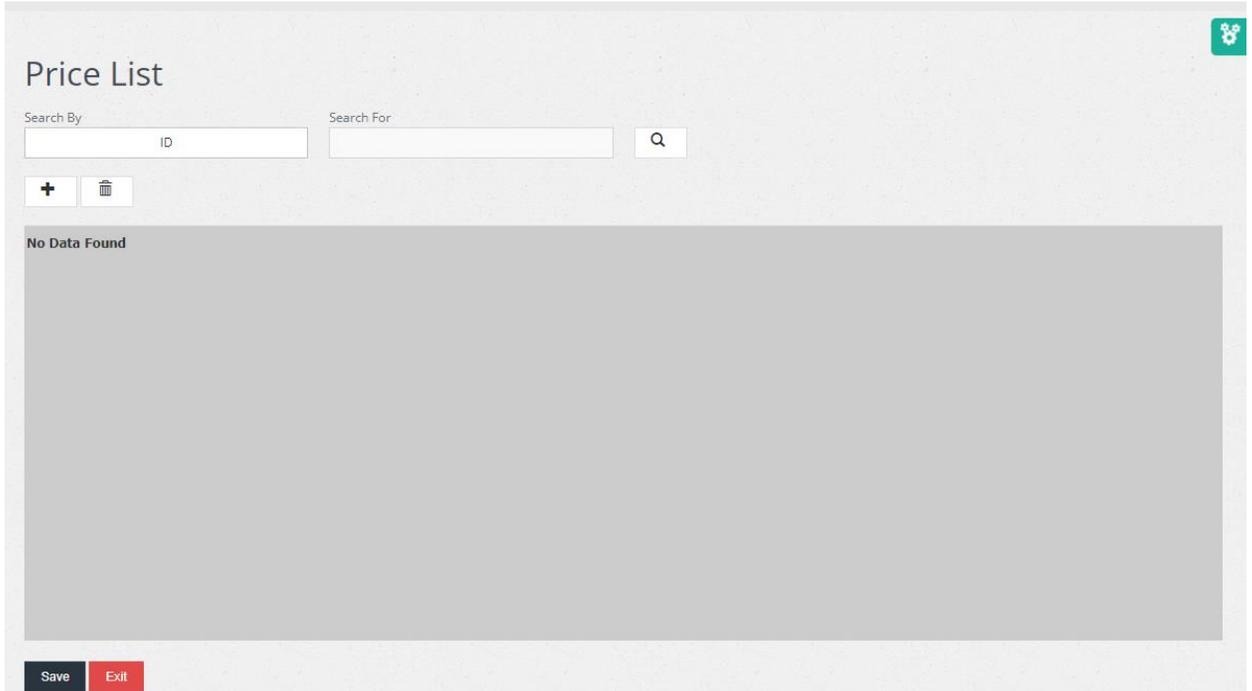
152. Can go back to the 'Add Account' option by clicking the following icon



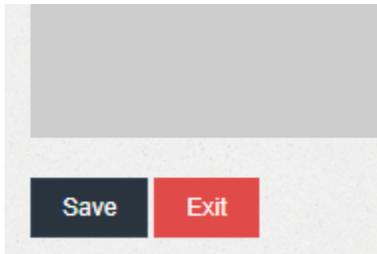
153. Or by the following icon can delete the selected accounts



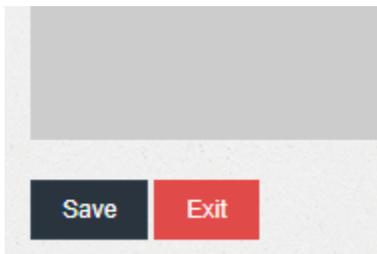
154. The Item Tax details can be viewed as follows



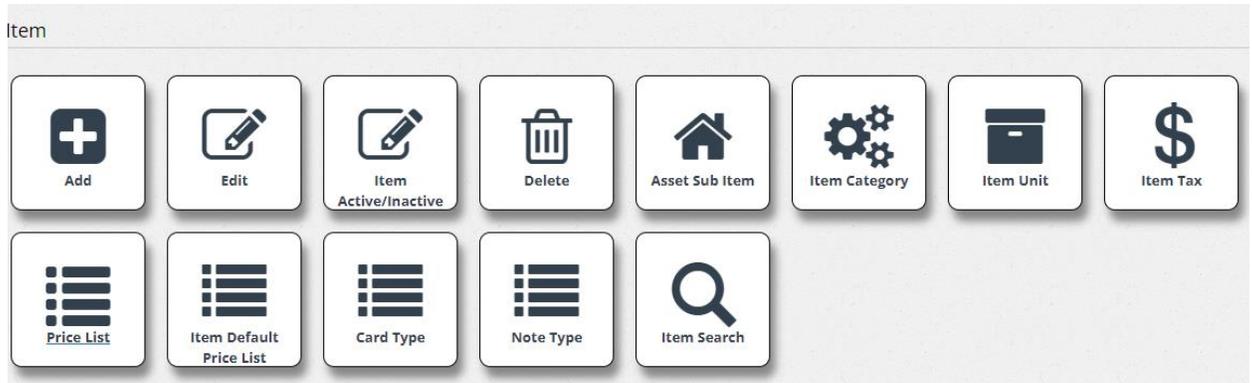
155. Then click on 'Save' button



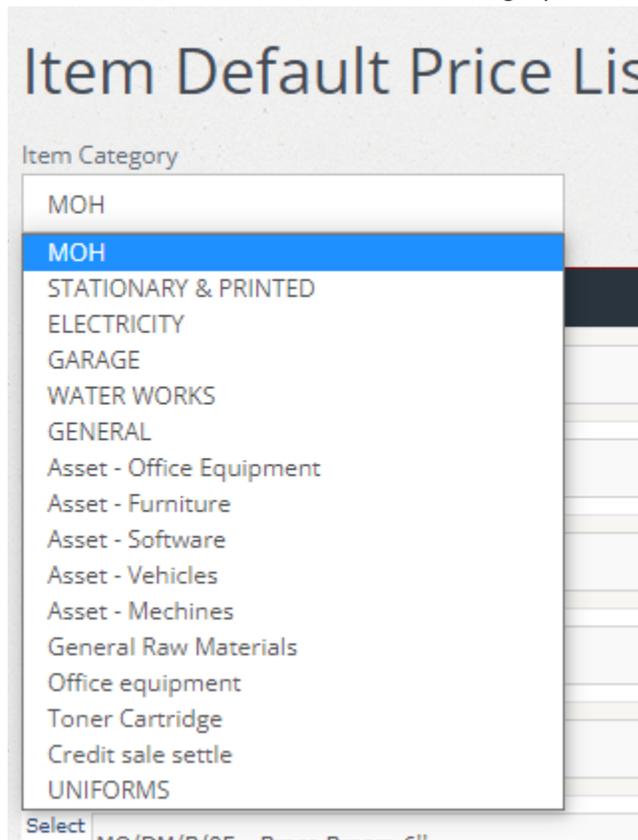
156. By clicking the 'Exit' button can again go to the main dashboard



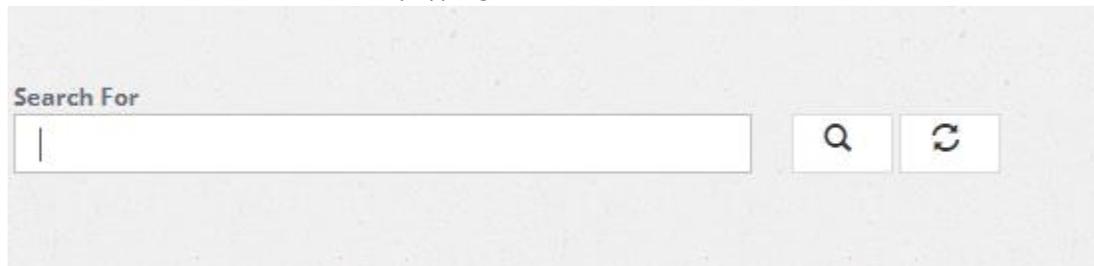
157. The next option under Item category is Item Default Price List



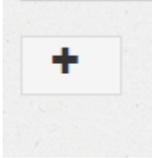
158. Users can select the relevant category



159. If else users can search by typing under 'Search For'



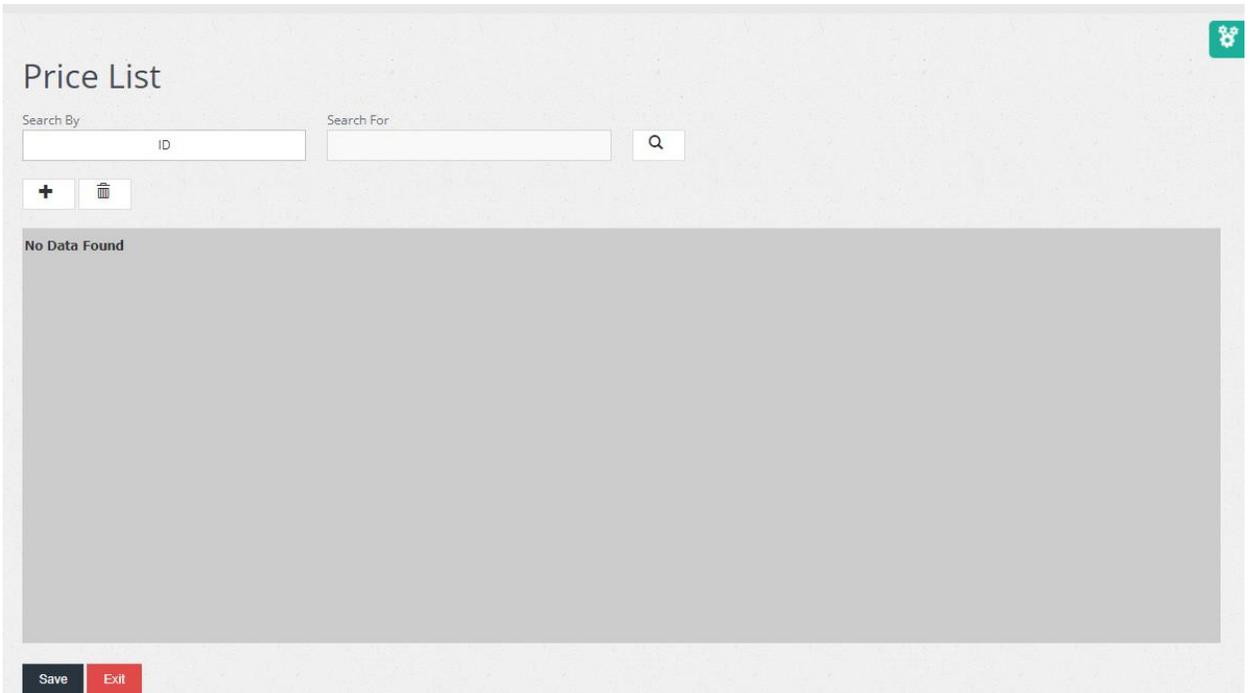
160. Can go back to the 'Add Default Item Price' option by clicking the following icon



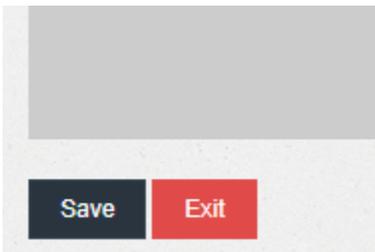
161. Or by the following icon can delete the selected default item prices



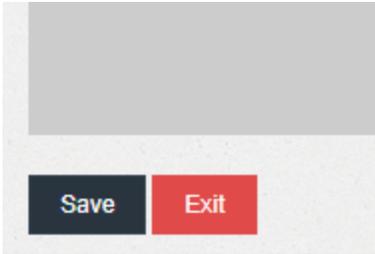
162. The Item Tax details can be viewed as follows



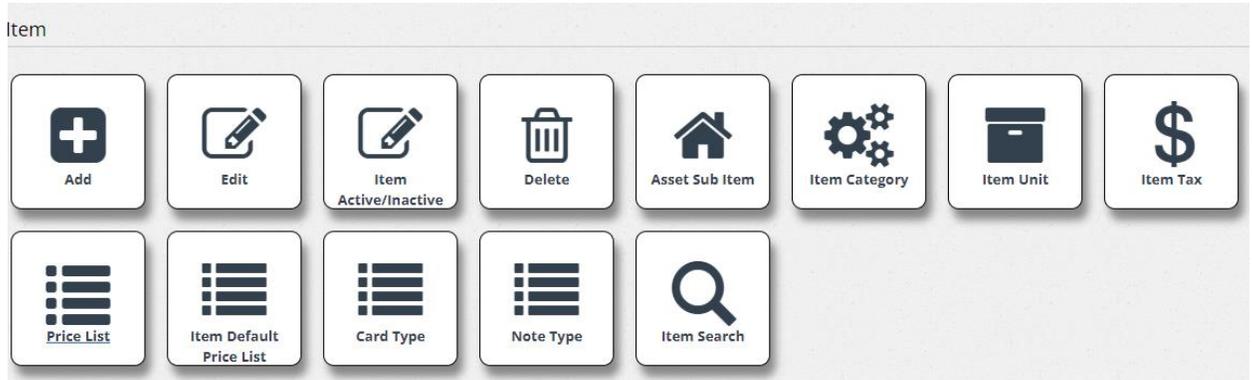
163. Then click on 'Save' button



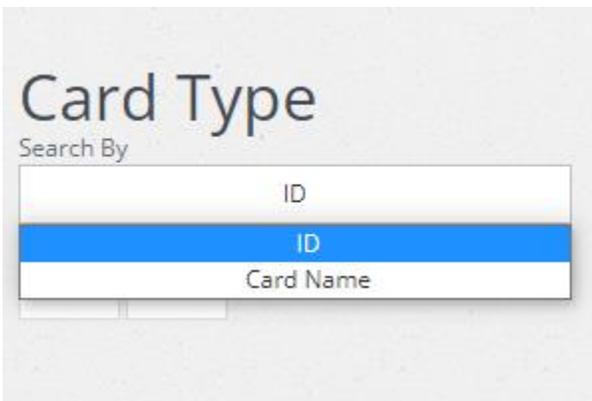
164. By clicking the 'Exit' button can again go to the main dashboard



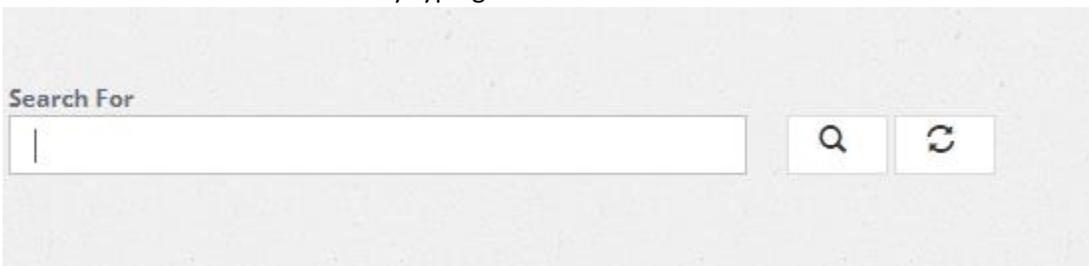
165. The next option under Item category is Card Type



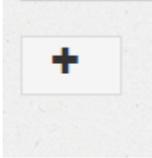
166. Users can select the relevant category by searching ID or Card Name



167. If else users can search by typing under 'Search For'



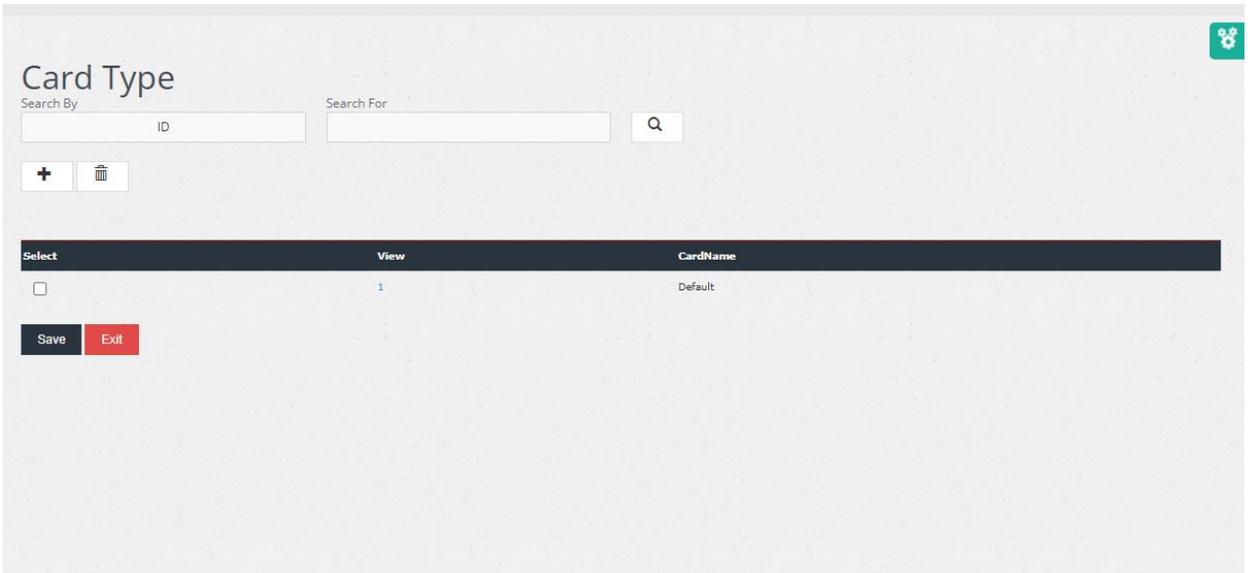
168. Can go back to the 'Card Type' add option by clicking the following icon



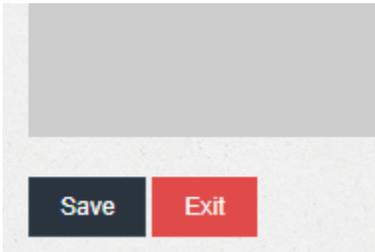
169. Or by the following icon can delete the selected card types



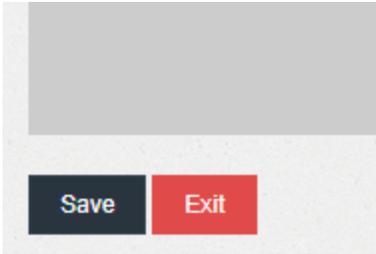
170. The Item card details can be viewed as follows



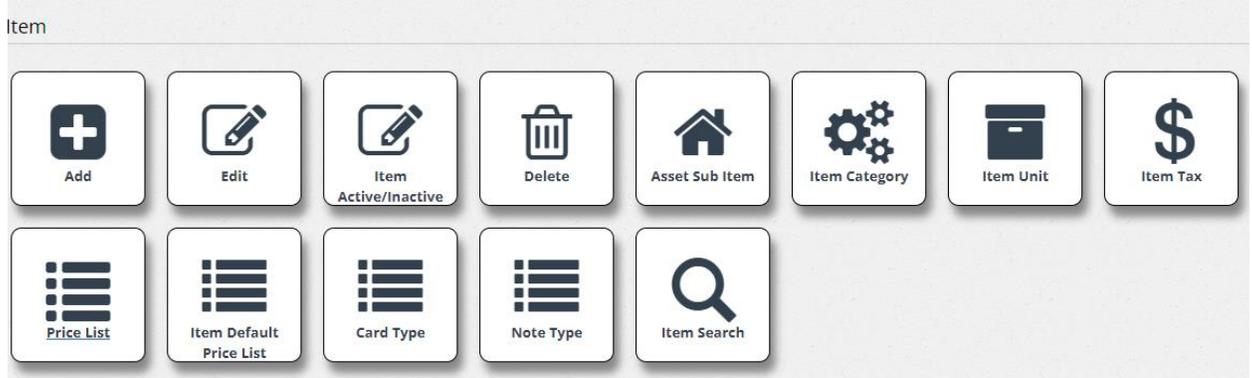
171. Then click on 'Save' button



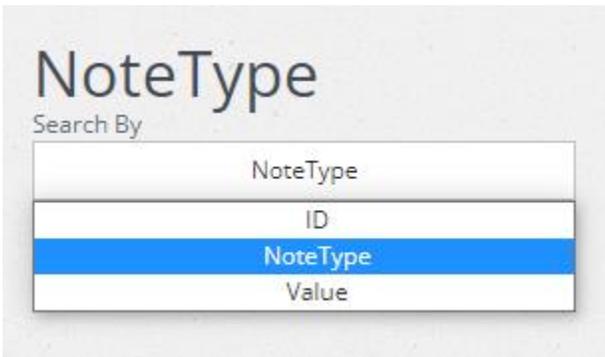
172. By clicking the 'Exit' button can again go to the main dashboard



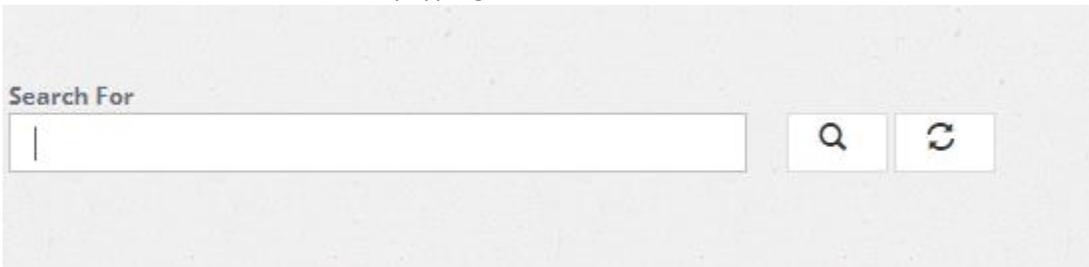
173. The next option under Item category is Note Type



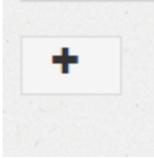
174. Users can select the relevant category by searching ID, Note Type or Value



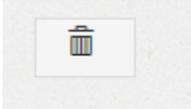
175. If else users can search by typing under 'Search For'



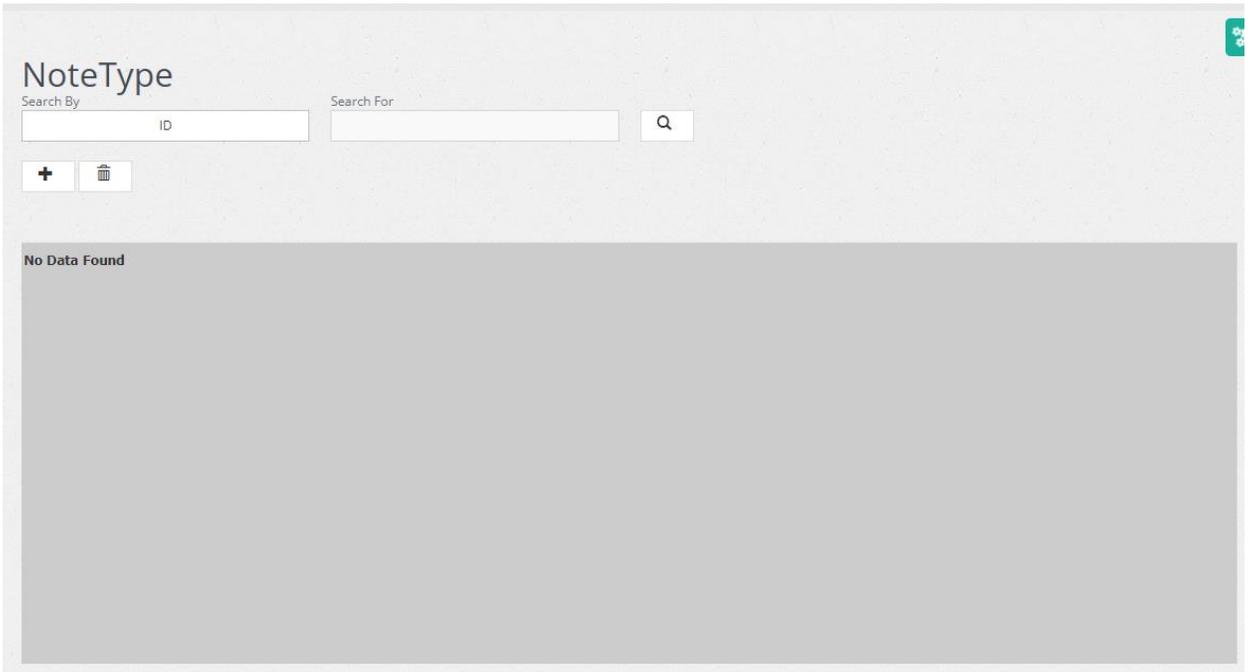
176. Can go back to the 'Note Type' add option by clicking the following icon



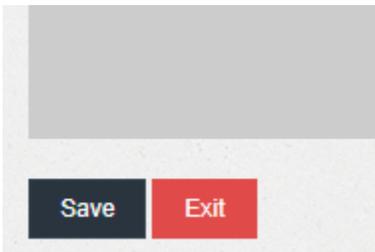
177. Or by the following icon can delete the selected Note Types



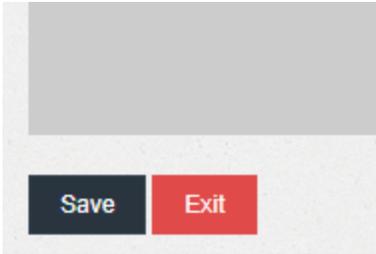
178. The Item card details can be viewed as follows



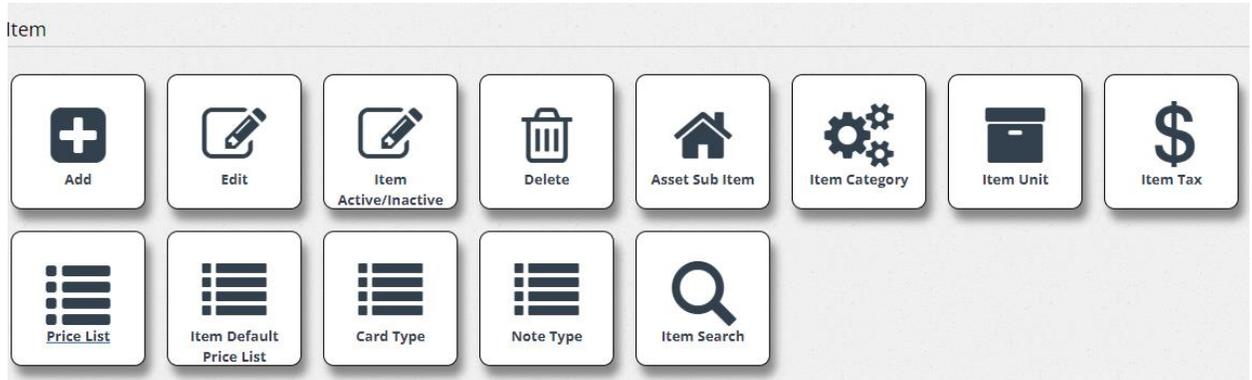
179. Then click on 'Save' button



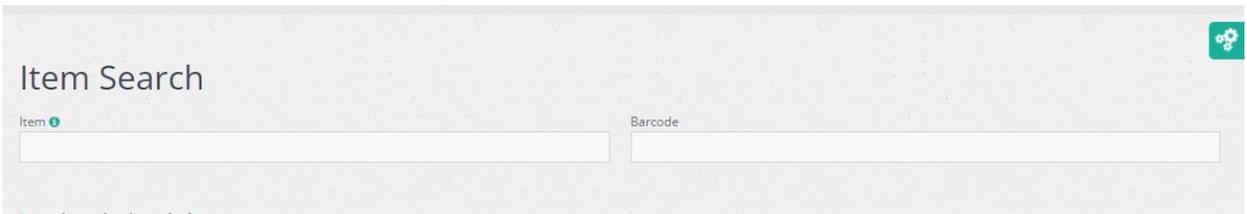
180. By clicking the 'Exit' button can again go to the main dashboard



181. The next option under Item category is Item Search



182. Users can search the Items by Name and Barcode



183. The details of the selected Items is shown as below

Item Search

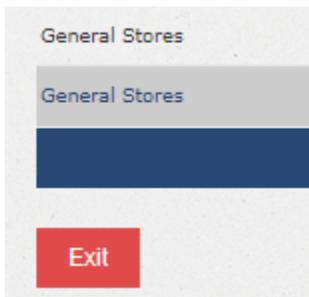
Item Barcode

Location wise item balances

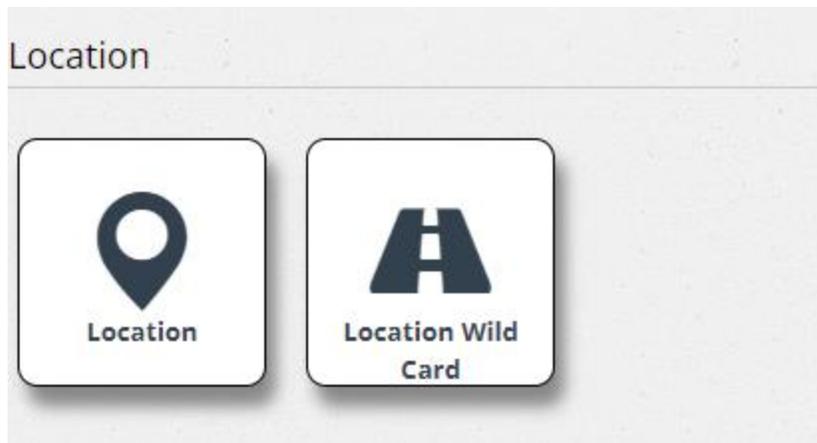
12345678910...				
Location	Item ID	Item Code	Description	Balance Quantity
General Stores	1	MO/DM/A/01	Assorted Item	14.00
General Stores	2	MO/DM/B/01	Brush Mob	390.00
General Stores	4	MO/DM/B/03	Brush Hand	145.00
General Stores	5	MO/DM/B/04	Brush Latrine	39.00
Transfer	5	MO/DM/B/04	Brush Latrine	200.00
General Stores	6	MO/DM/B/05	Brass Broom 6"	64.00
General Stores	8	MO/DM/B/07	Brass Broom 12"	58.00
General Stores	11	MO/DM/B/10	Boots (Gum)	426.00
General Stores	13	MO/DM/C/02	Cane Basket Large	74.00
General Stores	14	MO/DM/C/03	Coir Brooms	168.00
12345678910...				

Exit

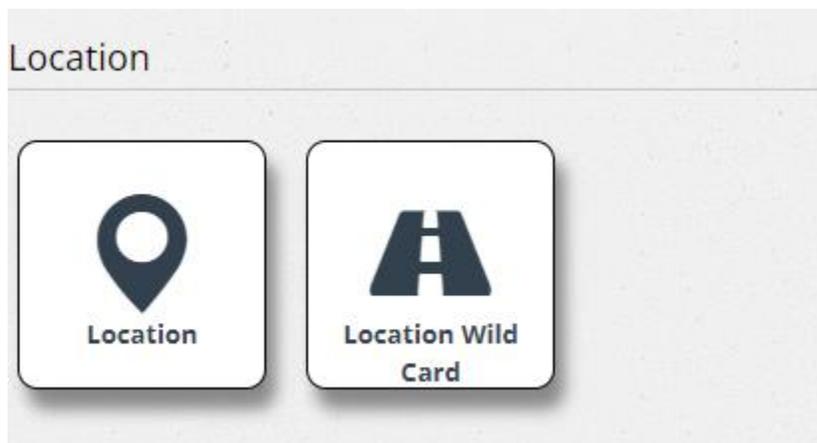
184. By clicking the 'Exit' button can again go to the main dashboard



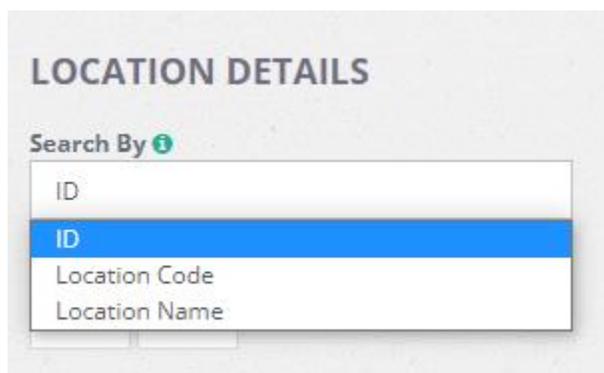
185. The next main category under master is 'Location'



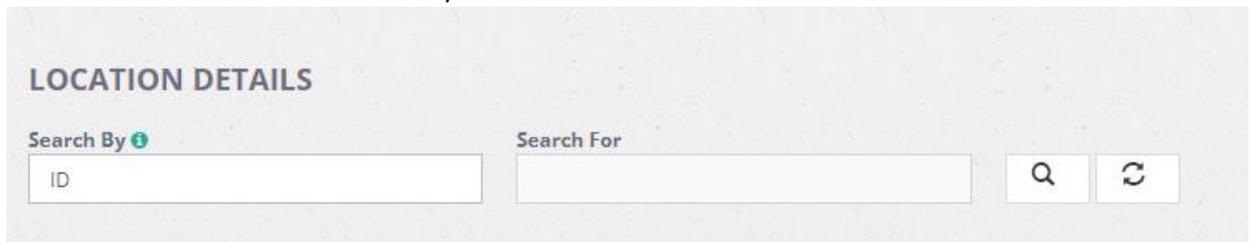
186. Under location category the first option is 'Location'



187. Users can select the relevant category by ID, Location Code or Location Name

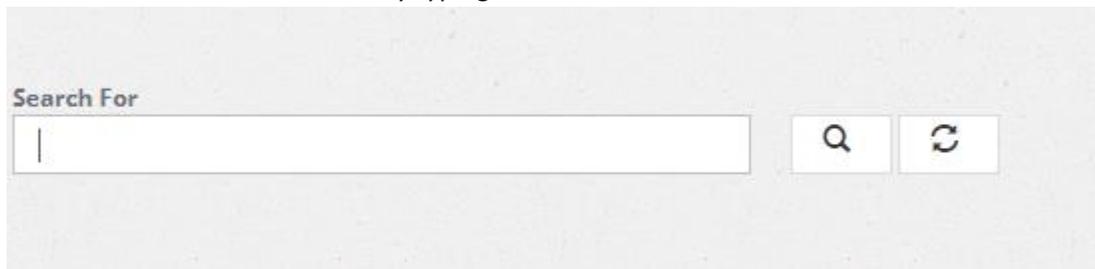


188. Users can search the Items by Name and Barcode



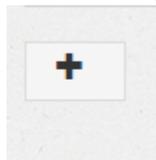
The screenshot shows a search interface titled "LOCATION DETAILS". It features two input fields: "Search By" and "Search For". The "Search By" field contains the text "ID". To the right of the "Search For" field are two buttons: a magnifying glass icon for search and a circular refresh icon.

189. If else users can search by typing under 'Search For'

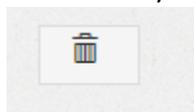


The screenshot shows a close-up of the "Search For" input field. The field is empty with a vertical cursor at the beginning. To the right of the input field are two buttons: a magnifying glass icon for search and a circular refresh icon.

190. Can go back to the 'Note Type' add option by clicking the following icon



191. Or by the following icon can delete the selected Note Types



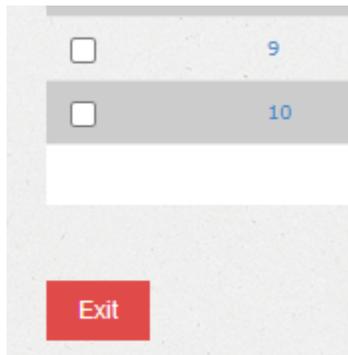
192. The Item card details can be viewed as follows

LOCATION DETAILS

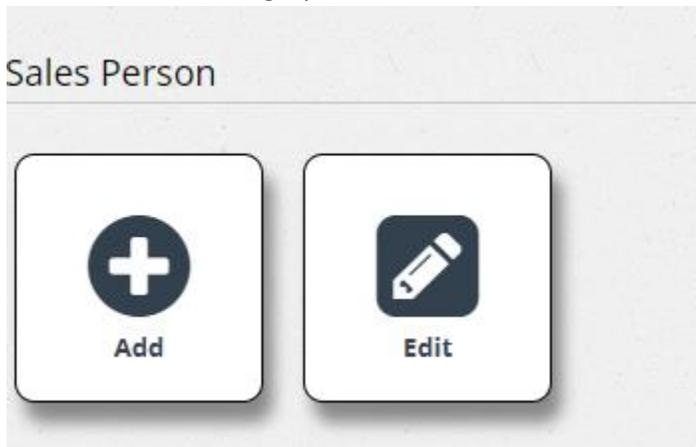
Search By 📍 Search For

Select	Location ID	Location Code	Location Name	Is Main Stores
<input type="checkbox"/>	1	1	General Stores	True
<input type="checkbox"/>	2	2	Main Stores-Issue Orders	False
<input type="checkbox"/>	3	3	Finance	False
<input type="checkbox"/>	4	4	Establishment (Administrative)	False
<input type="checkbox"/>	5	5	Sports	False
<input type="checkbox"/>	6	6	Health	False
<input type="checkbox"/>	7	7	Fire	False
<input type="checkbox"/>	8	8	Electricity	False
<input type="checkbox"/>	9	9	Mechanical Engineering (Garage)	False
<input type="checkbox"/>	10	10	Municipal Engineering	False

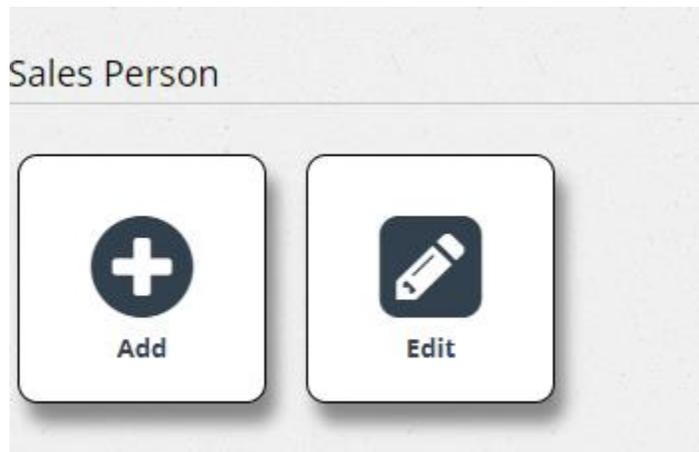
193. By clicking the 'Exit' button can again go to the main dashboard



194. The next category under master data is Sales Person



195. The first option under Sales Person category is 'Add'



196. To add a new 'Sales Person' click on 'Add' button.

The image shows a form titled 'SALES PERSON'. It contains several input fields: 'ID' (pre-filled with '2'), 'CreationDate' (pre-filled with '12/31/2021'), 'Sales Person Name', 'NIC / Passport ID', 'Contact No', and 'Email'. At the bottom left, there are two buttons: 'Save' (dark grey) and 'Exit' (red). A green gear icon is visible in the top right corner.

197. 'ID' and 'Creation Date' is auto filled

This image is a close-up of the 'SALES PERSON' form, focusing on the 'ID' and 'CreationDate' fields. The 'ID' field contains the value '2' and the 'CreationDate' field contains '12/31/2021'.

198. Then enter the 'Sales Person Name'

This image shows a close-up of the 'Sales Person Name' input field. The text 'Sales Person Name' is written in blue above the empty text box.

199. Then enter the 'NIC/Passport ID'

NIC / Passport ID

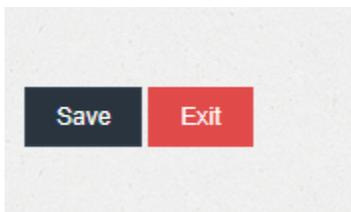
200. Then enter the 'Contact Number'

Contact No

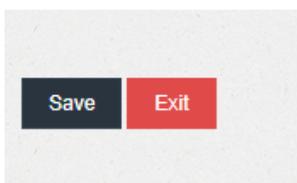
201. Finally enter the 'Email'

Email

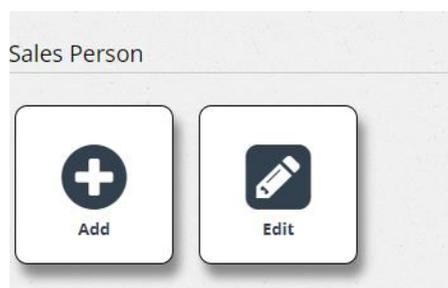
202. Then if the filled details are ok , click on 'Save' button



203. By clicking the 'Exit' button can again go to the main dashboard



204. Then if want to edit sales person data click on 'Edit' button



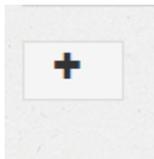
205. Users can select the relevant category by searching ID or Sales Person Name



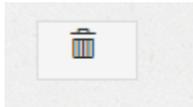
206. If else users can search by typing under 'Search For'



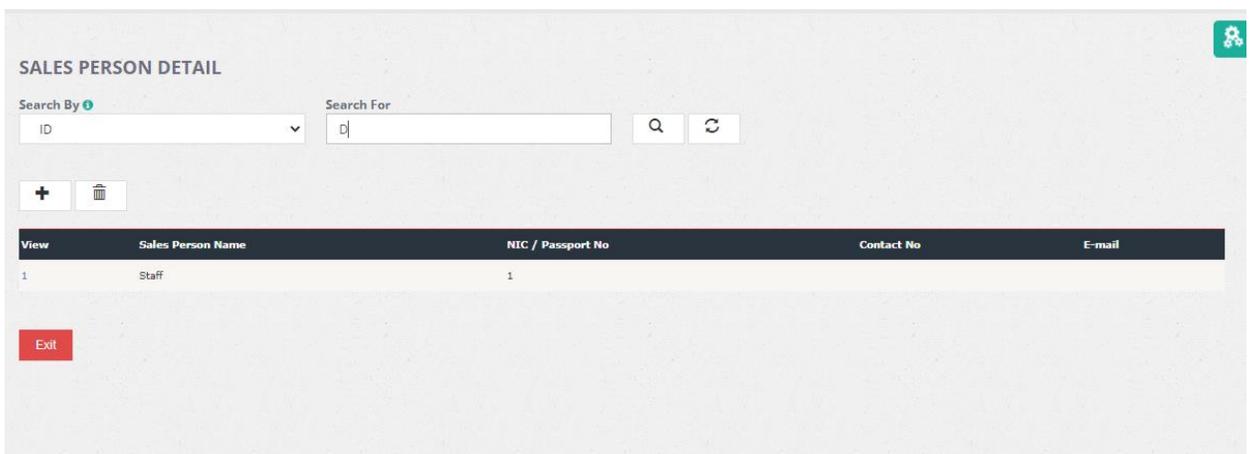
207. Can go back to the 'Sales Person' add option by clicking the following icon



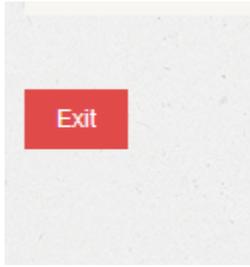
208. Or by the following icon can delete the selected Sales Persons



209. The Sales Person details can be viewed as follows



210. By clicking the 'Exit' button can again go to the main dashboard



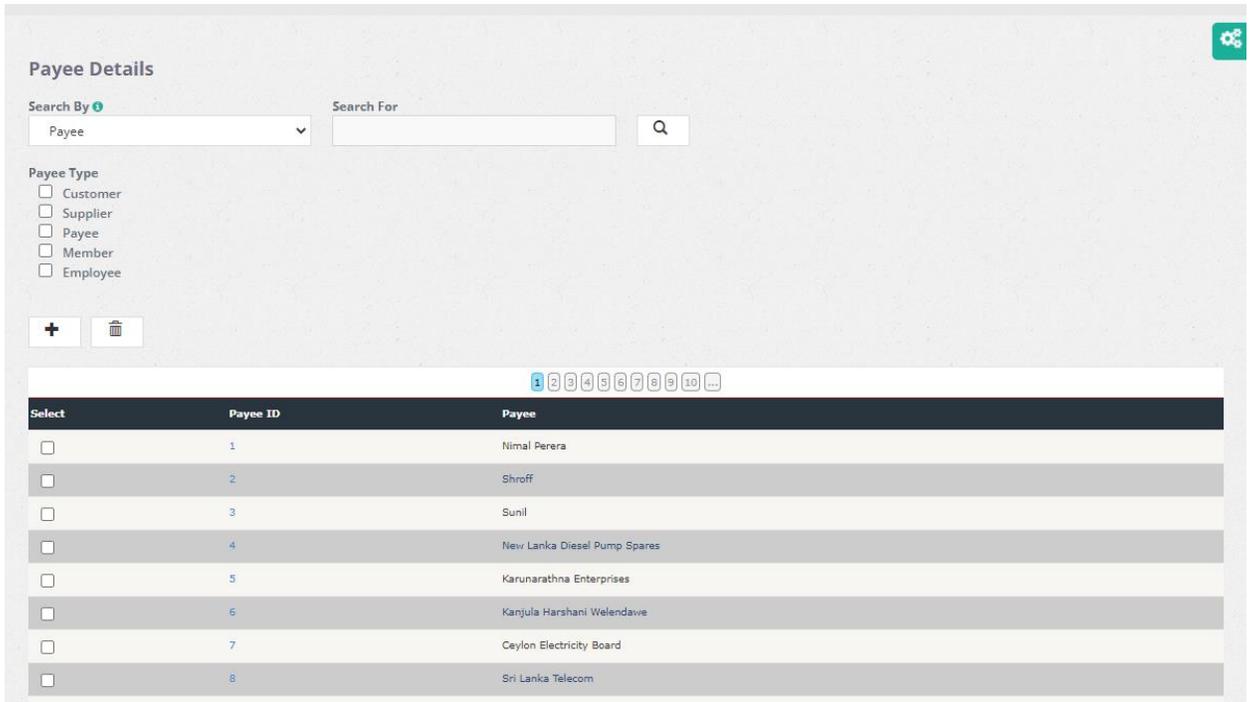
211. The last category under Master Data is 'Other Master Data'



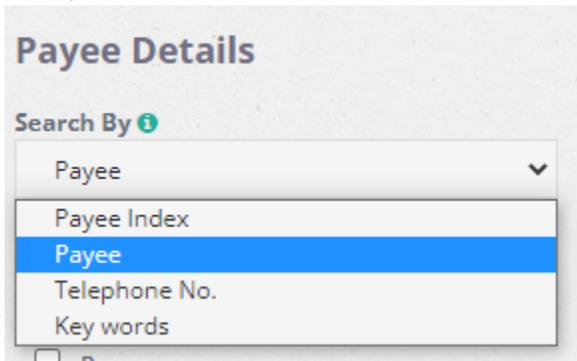
212. The first option under 'Other Master Data' category is 'Payee'



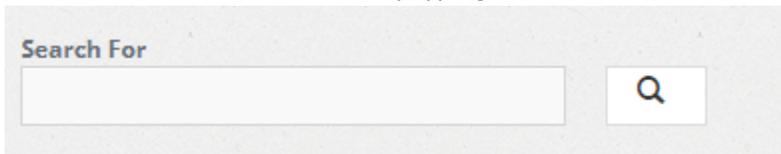
213. By clicking the 'Payee' option can search and see the 'Payee' details



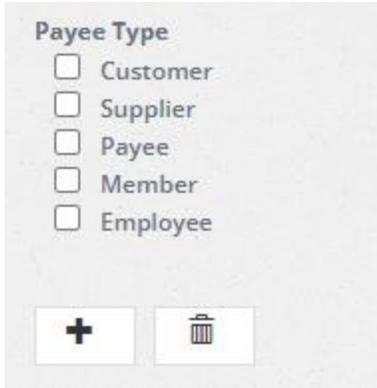
214. Users can select the relevant category by searching Payee Index, Payee, Telephone No. or Key words



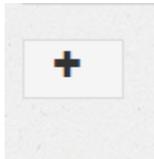
215. If else users can search by typing under 'Search For'



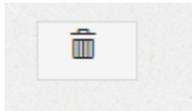
216. Payee Type can be selected



217. Can go back to the 'S' add option by clicking the following icon



218. Or by the following icon can delete the selected Payees



219. The Payee details can be viewed as follows

Payee Details

Search By: Payee Search For: [] [Q]

Payee Type

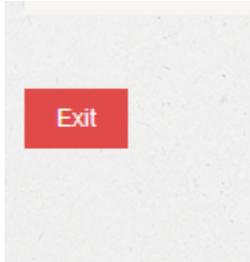
- Customer
- Supplier
- Payee
- Member
- Employee

[+] [trash]

1 2 3 4 5 6 7 8 9 10 ...

Select	Payee ID	Payee
<input type="checkbox"/>	1	Nimal Perera
<input type="checkbox"/>	2	Shroff
<input type="checkbox"/>	3	Sunil
<input type="checkbox"/>	4	New Lanka Diesel Pump Spares
<input type="checkbox"/>	5	Karunaratna Enterprises
<input type="checkbox"/>	6	Kanjula Harshani Welendawe
<input type="checkbox"/>	7	Ceylon Electricity Board
<input type="checkbox"/>	8	Sri Lanka Telecom
<input type="checkbox"/>	9	Mary Rathnasingh
<input type="checkbox"/>	10	Chief Pathiraja

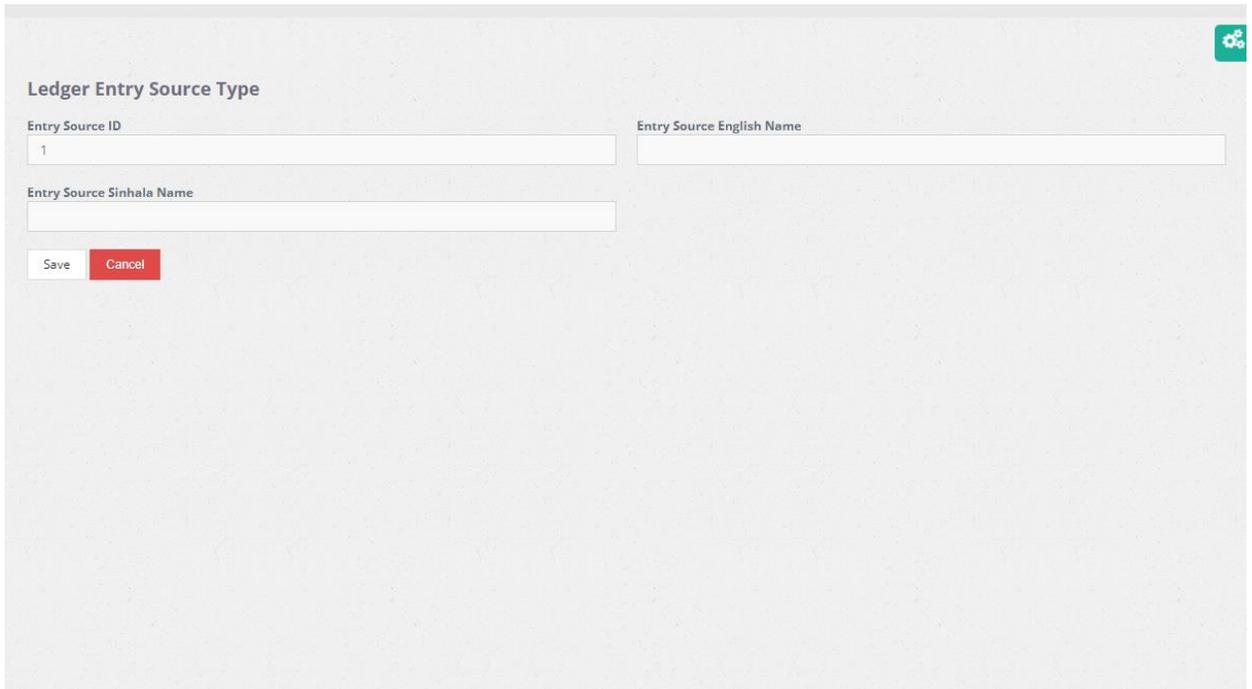
220. By clicking the 'Exit' button can again go to the main dashboard



221. The next option under 'Other Master Data' Ledger Entry Source'



222. By clicking the 'Ledger Entry Source' option can search and see the ledger entry source details



Ledger Entry Source Type

Entry Source ID: 1

Entry Source English Name:

Entry Source Sinhala Name:

Save Cancel

223. Users can enter the ledger entry source type and save. Firstly enter the 'Entry Source ID'

Ledger Entry Source Type

Entry Source ID

224. Then enter the 'Entry Source English Name'

Entry Source English Name

225. Then enter the 'Entry Source Sinhala Name'

Entry Source Sinhala Name

226. Then click on 'Save' button if the entered details are correct. Else click the 'Cancel' button if the entered details are wrong.

Save Cancel

227. The next option under Other Master data is 'Sector'

Other Master Data

 Payee	 Ledger Entry Source	 Responsible Person	 Sector	 Sub Code
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228. By clicking the 'Sector' option can be seen the 'Sector Details'

The screenshot shows the 'Sector Detail' page. At the top, there is a search bar with 'Search By' and 'Search For' labels. Below the search bar is a dropdown menu with 'Sector' selected. A table with columns 'View', 'Description', 'From Range', and 'To Range' is displayed. The table contains several rows of sector data. At the bottom, there is an 'Exit' button.

View	Description	From Range	To Range
	D12-13/25		
AA	ADMIN-2001/11		
AB	Commissioner's Office-2007/11		
AC	Deputy Commissioner's Office-20038/11		
AD	Deputy Mayor's Office-2006/11		
AE	Environment Unit-20042/11		
AF	Establishment Branch-20035/11		
AG	Legal-2003/11		
AH	Mayor's Office-2005/11		
AI	Meeting-2002/11		

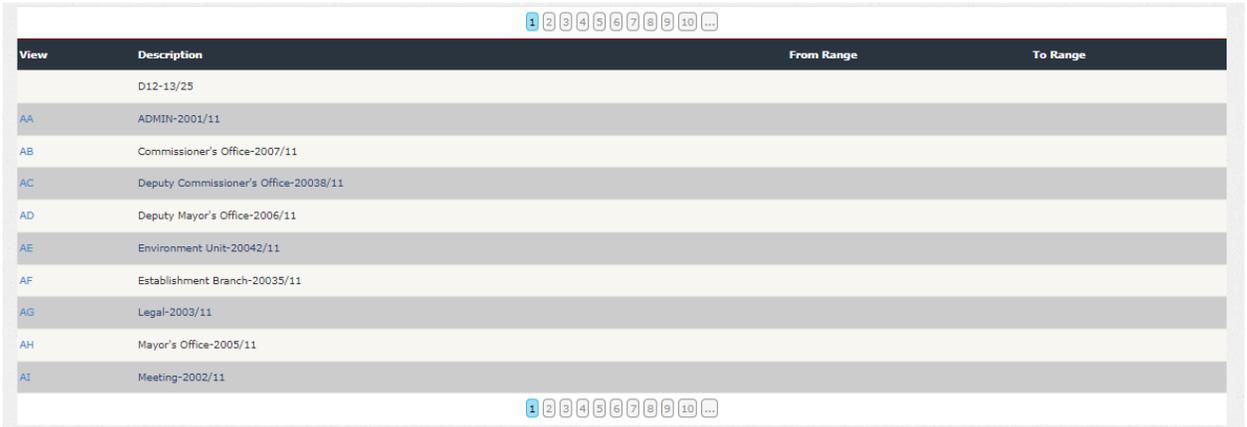
229. The sector details can be search by categories

The screenshot shows the 'Sector Detail' page with a search dropdown menu open. The dropdown menu lists the following options: 'Sector', 'Sector', 'Description', 'From Range', and 'To Range'. The first 'Sector' option is highlighted in blue.

230. If else users can search by typing under 'Search For'

The screenshot shows the 'Search For' input field with a search button (magnifying glass icon) next to it.

231. The sector details can be viewed as follows



View	Description	From Range	To Range
	D12-13/25		
AA	ADMIN-2001/11		
AB	Commissioner's Office-2007/11		
AC	Deputy Commissioner's Office-20038/11		
AD	Deputy Mayor's Office-2006/11		
AE	Environment Unit-20042/11		
AF	Establishment Branch-20035/11		
AG	Legal-2003/11		
AH	Mayor's Office-2005/11		
AI	Meeting-2002/11		

232. By clicking the 'Exit' button can again go to the main dashboard

