User Guide

02. Finance Management-CC-102-Master Data- Payee

For

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

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

Ву

EMETSOFT (PVT) LTD

1. REVISION HISTORY

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

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

MASTER DATA - PAYEE



Finance Management

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

READ MORE

3. THE PROCESS



4. MASTER DATA - PAYEE

STEP: 01 Click On this Icon in ERP Page





STEP: 03 Then click on Master





Other Master Data





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Customer			
Supplier			
D Payee			
Member Employee			
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Click here			

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- 01. Add Payee ID (Auto Generate)
- 02. Add Payee Index (Auto Generate)
- 03. Select Payee
- 04. Enter Name
- 05. Select Payee Type
- 06. Enter City(or Country)
- 07. Payee Details
- 08. Enter Address
- 09. Enter Telephone Number
- 10. Enter Contact Person
- 11. Enter Email Address
- 12. Enter Alternative Email address
- 13. Enter VAT/ G.S.T Number
- 14. Enter SVAT Number
- 15. Enter Customer Code/Bar code
- 16. Select Debtor Account
- 17. Select Creditor Account
- 18. Enter Credit Period(Days)
- 19. Enter Credit amount
- 20. Select Sector

- 21. Enter Keywords
- 22. Enter Head Code
- 23. Enter Bank Code
- 24. Enter Branch Code
- 25. Enter Bank Account Number



STEP: 07 Click on Save Button

Address					
110/12 Alakeshwara road , kotte					
Tel.Numbers			Contact Person		
0761532400			Ashan Chathuranga		
Email Address			Alternative Email Address		
Sahan@emetsoft.com			Sahancms@gmail.com		
VAT / G.S.T No			SVAT No		
15			10		
Customer Code/ Bar Code			Debtor Account 🜖	Creditor Account 🚯	
102015			100102	100200	
Credit Period (Days)			Credit Amount		
30			150000		
Sector					
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Head	Bank Code	Branch Code	Bank Acc Number		
10	20	55	105865943		
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Save	Cancel				