

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

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

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

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

MASTER DATA - PAYEE



Finance Management

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


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3. THE PROCESS



4. MASTER DATA - PAYEE

STEP: 01 Click On this Icon in ERP Page



Finance Management

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

READ MORE



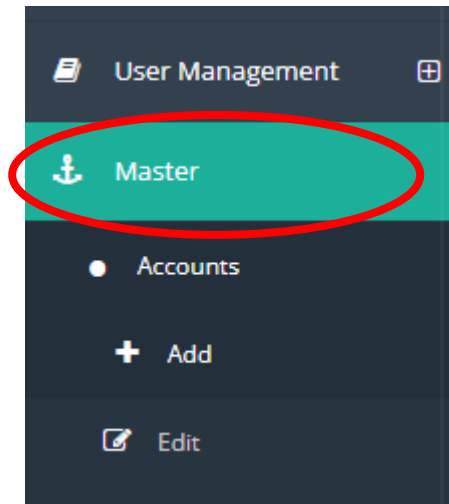
STEP: 02 Login using your user name and password to the system

Log In to your account

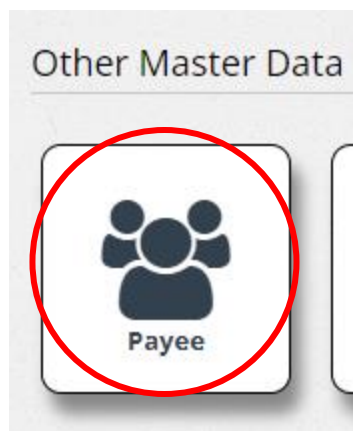
Advanced Options

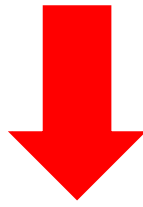


STEP: 03 Then click on Master



STEP: 04 Then click on Payee





STEP: 05 Add Payee

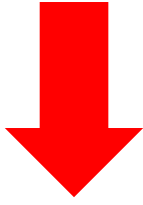
Payee Details

Search By ? Search For

Payee Type

- Customer
- Supplier
- Payee
- Member
- Employee

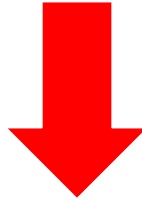
Click here...



Payee ID	01	5897	Payee Index	02	5897
Payee	03	S.C.Builders	(Mr./Mrs./Miss./Ms)	04	Mr. Sahan Chathuranga
05	Payee Type	<input type="checkbox"/> Customer <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> Payee <input type="checkbox"/> Member <input type="checkbox"/> Employee			
Payee Details	07	Contract	City (or Country)	06	Colombo
Address	08	110/12 Alakeshwara road , kotte			
Tel.Numbers	09	0761532400	Contact Person	10	Ashan Chathuranga
Email Address	11	Sahan@emetsoft.com	Alternative Email Address	12	Sahancms@gmail.com
VAT / G.S.T No	13	15	SVAT No	14	10
Customer Code/ Bar Code	15	102015	Debtor Account	16	100102
			Creditor Account	17	100200
Credit Period (Days)	18	30	Credit Amount	19	150000
Sector	20	BA	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Black Listed		
Key Words		<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Registered			
Head	22	10	Bank Code	23	20
			Branch Code	24	55
			Bank Acc Number	25	105865943

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
0761532400

Contact Person
Ashan Chathuranga

Email Address
Sahan@emetsoft.com

Alternative Email Address
Sahancms@gmail.com

VAT / G.S.T No
15

SVAT No
10

Customer Code/ Bar Code
102015

Debtor Account ⓘ
100102

Creditor Account ⓘ
100200

Credit Period (Days)
30

Credit Amount
150000

Sector
BA

Active Registered Approved Black Listed

Key Words

Head
10

Bank Code
20

Branch Code
55

Bank Acc Number
105865943

Save **Cancel**