

User Guide

04. Valuation and Assessment-CC-9-Collect Fees for Miscellaneous Service and Items- Bill Posting Counter 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

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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

Receipts / Bill POSTING From revenue section to Finance section

**With Special permission for Shroff / officer who handles the Revenue
Cashbook**

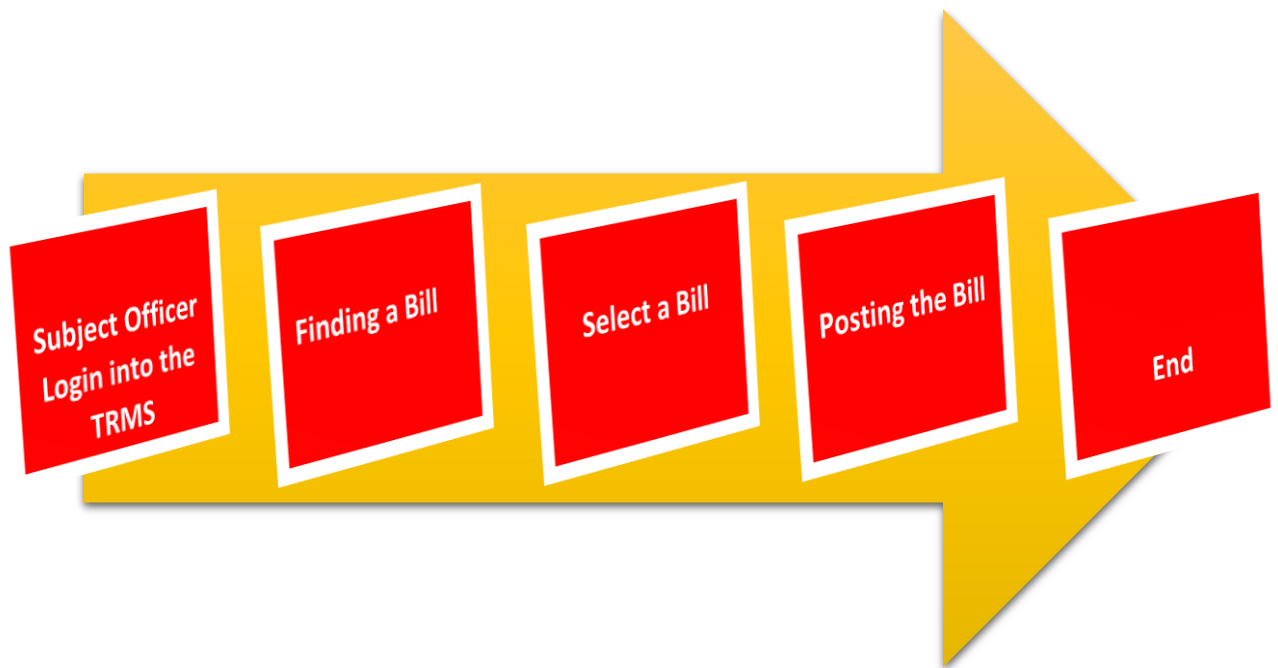


Waripanam Collection

Waripanam related
payment

[READ MORE](#)

3. THE PROCESS



4. BILL POSTING

STEP: 01 Click On this Icon in ERP Page



Waripanam Collection

Waripanam related
payment

READ MORE



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

Log In to your account

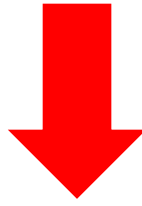
sahan_Emet

...

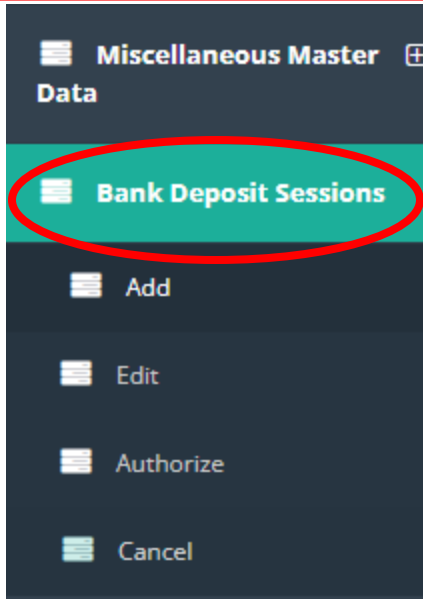


Advanced Options

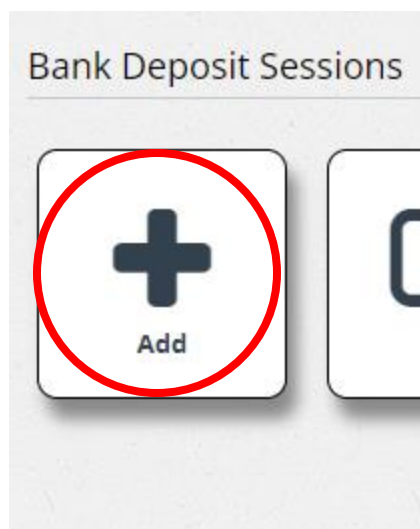
Log In



STEP: 03 Then click on Bank Deposit Sessions



STEP: 04 Then click on Add



01. Select the From date

02. Select the to date

STEP: 05 select the date

04. Select the deposit date

CREATE BANK DEPOSIT

Date From 3/25/2022	Date To 3/25/2022
Bank 6137555	Deposit Date 3/25/2022
Remarks	

Select All

**03. Select the Bank Account
(Ex: 6137555)**

04. Click on this icon to search

5. Add remarks in this row

STEP: 06 select the Receipt

CREATE BANK DEPOSIT

Click on this checkbox to select it

Date From

3/25/2022

Date To

3/25/2022

Q

Bank

6137555

Deposit Date

3/25/2022

Remarks

Select All

Select	Receipt ID	Receipt Number	Date	Name(Payee/Owner/Officer)	Amount	Other
<input type="checkbox"/>	852203	606869	3/25/2022	LO	20.00	
<input type="checkbox"/>	852202	606868	3/25/2022	LO	20.00	
<input type="checkbox"/>	852201	606867	3/25/2022	LO	20.00	
<input type="checkbox"/>	852200	606866	3/25/2022	P.T	27,280.00	
<input type="checkbox"/>	852199	606865	3/25/2022	G.L	295.00	
<input type="checkbox"/>	852198	606864	3/25/2022	L.H	20.00	
<input type="checkbox"/>	852197	606863	3/25/2022	G.L	230.00	
<input type="checkbox"/>	852196	606862	3/25/2022	G.L	355.00	

Select All

Select	Receipt ID	Receipt Number	Date	Name(Payee/Owner/Officer)	Amount	Other
<input checked="" type="checkbox"/>	852203	606869	3/25/2022	LO	20.00	
<input type="checkbox"/>	852202	606868	3/25/2022	LO	20.00	
<input type="checkbox"/>	852201	606867	3/25/2022	LO	20.00	
<input type="checkbox"/>	852200	606866	3/25/2022	P.T	27,280.00	
<input type="checkbox"/>	852199	606865	3/25/2022	G.L	295.00	
<input type="checkbox"/>	852198	606864	3/25/2022	L.H	20.00	
<input type="checkbox"/>	852197	606863	3/25/2022	G.L	230.00	
<input type="checkbox"/>	852196	606862	3/25/2022	G.L	355.00	

Select the receipt you want to post.

Ex: You need to cancel the 852203

(*Receipt Id) Receipt

Click on this checkbox to select all

Select All

Select	Receipt ID	Receipt Number	Date	Name(Payee/Owner/Officer)	Amount	Other
<input checked="" type="checkbox"/>	852230	606896	3/25/2022	SW	1,200.00	
<input checked="" type="checkbox"/>	852229	606895	3/25/2022	K.A	5,570.00	
<input checked="" type="checkbox"/>	852228	606894	3/25/2022	MO	1,380.00	
<input checked="" type="checkbox"/>	852227	606893	3/25/2022	TH	3,000.00	
<input checked="" type="checkbox"/>	852226	606892	3/25/2022	M.L	185.00	
<input checked="" type="checkbox"/>	852225	606891	3/25/2022	Dti	6,000.00	
<input checked="" type="checkbox"/>	852224	606890	3/25/2022	M.L	215.00	
<input checked="" type="checkbox"/>	852223	606889	3/25/2022	M.L	2,970.00	
<input checked="" type="checkbox"/>	852222	606888	3/25/2022	M.L	2,590.00	
<input checked="" type="checkbox"/>	852221	606887	3/25/2022	W.	3,150.00	
<input checked="" type="checkbox"/>	852220	606886	3/25/2022	MR	350.00	
<input checked="" type="checkbox"/>	852219	606885	3/25/2022	P. S	300.00	
<input checked="" type="checkbox"/>	852218	606884	3/25/2022	RU	2,000.00	
<input checked="" type="checkbox"/>	852217	606883	3/25/2022	RU	250.00	
<input checked="" type="checkbox"/>	852216	606882	3/25/2022	A.C	16,600.00	
<input checked="" type="checkbox"/>	852215	606881	3/25/2022	S.M	6,200.00	

STEP: 07 compare the total balance with the cash book

<input checked="" type="checkbox"/>	852020	606689	3/25/2022	W.	1,800.00	
<input checked="" type="checkbox"/>	852019	606688	3/25/2022	E.F	2,020.00	
<input checked="" type="checkbox"/>	852018	606687	3/25/2022	Sh	500.00	
<input checked="" type="checkbox"/>	852017	606686	3/25/2022	OV	300.00	
<input checked="" type="checkbox"/>	852016	606685	3/25/2022	La	3,000.00	
<input checked="" type="checkbox"/>	852015	606684	3/25/2022	VI	2,470.00	

Cash (Rate)	Cheque (Rate)	Other (Rate)	Total (Rate)
345,590.00	492,187.20	0.00	837,777.20
Cash (Misc.)	Cheque (Misc.)	Other (Misc.)	Total (Misc.)
368,429.50	74,815.83	52,414,884.32	52,858,129.65
Cash (Total)	Cheque (Total)	Other (Total)	Total
714,019.50	567,003.03	52,414,884.32	53,695,906.85


Save Exit



STEP: 08 Posting the Bill

<input checked="" type="checkbox"/>	852020	606689	3/25/2022	W.I		1,800.00
<input checked="" type="checkbox"/>	852019	606688	3/25/2022	E.R		2,020.00
<input checked="" type="checkbox"/>	852018	606687	3/25/2022	Sh		500.00
<input checked="" type="checkbox"/>	852017	606686	3/25/2022	OW		300.00
<input checked="" type="checkbox"/>	852016	606685	3/25/2022	La		3,000.00
<input checked="" type="checkbox"/>	852015	606684	3/25/2022	VI		2,470.00

Cash (Rate)	Cheque (Rate)	Other (Rate)	Total (Rate)
345,590.00	492,187.20	0.00	837,777.20
Cash (Misc.)	Cheque (Misc.)	Other (Misc.)	Total (Misc.)
368,429.50	74,815.83	52,414,884.32	52,858,129.65
Cash (Total)	Cheque (Total)	Other (Total)	Total
714,019.50	567,003.03	52,414,884.32	53,695,906.85



Click on this Button to post. (Only if the balance is the same as the cash book)

STEP: 09 Exit

<input checked="" type="checkbox"/>	852020	606689	3/25/2022	W.I		1,800.00
<input checked="" type="checkbox"/>	852019	606688	3/25/2022	E.R		2,020.00
<input checked="" type="checkbox"/>	852018	606687	3/25/2022	Sh		500.00
<input checked="" type="checkbox"/>	852017	606686	3/25/2022	OW		300.00
<input checked="" type="checkbox"/>	852016	606685	3/25/2022	La		3,000.00
<input checked="" type="checkbox"/>	852015	606684	3/25/2022	VI		2,470.00

Cash (Rate)	Cheque (Rate)	Other (Rate)	Total (Rate)
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*****END*****