

User Guide

04. Valuation and Assessment-MA-19- Collect Fees for Miscellaneous Service and Items-Shop Rent Subject- master data 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

SHOP RENT SUBJECT - MASTER DATA



Departmental
Bill Payments
(other Revenue)

Bills for Shop Rental, Gully
Bowser, Bookings, other
services

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3. THE PROCESS



4. SHOP RENT SUBJECT - MASTER DATA

STEP: 01 Click On this Icon in ERP Page



BILLS

Departmental
Bill Payments
(other Revenue)

Bills for Shop Rental, Gully
Bowser, Bookings, other
services

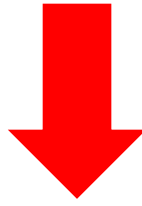
READ MORE



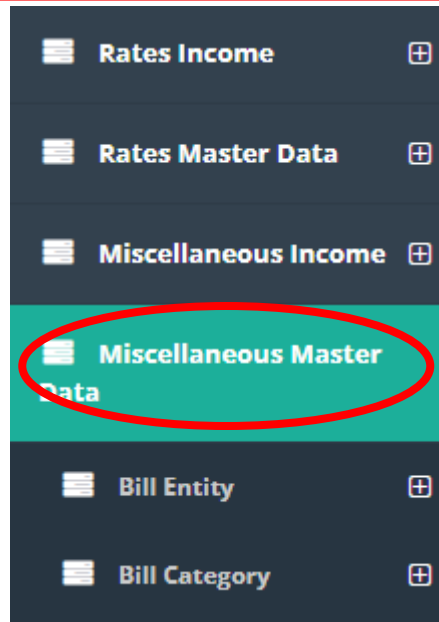
**STEP: 02 Login using your user name
and password to the system**

Log In to your account

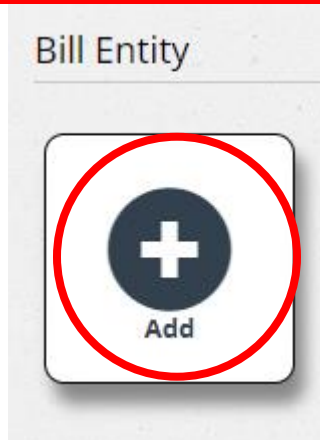
Advanced Options



STEP: 03 Then click on Miscellaneous Master Data



STEP: 04 Then click on Add



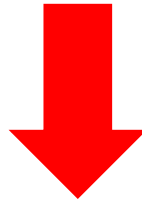


**STEP: 05 Enter Property
Owner Information**

BILL DATA

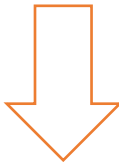
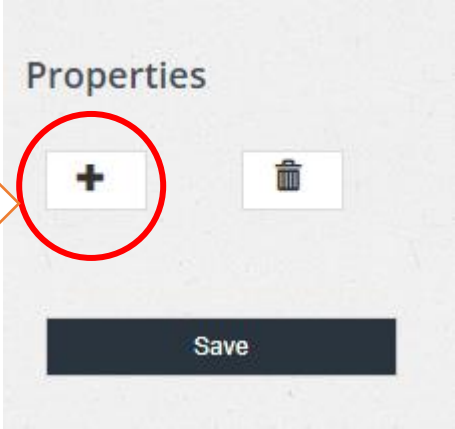
ID	59608	01						
Registration No *	02	File No	03	Old Reg No	04			
Owner Name * Add Owner	05							
Bill Division	01-WILAWALA	06	Bill Location	BALAPOKUNA ROAD LEFT	07			
Bill Type	000 Shop Rent	08	Business Nature	<Select->	09	Business Category	General businesses	10
Description	11							
Amount *	12	Amount B/F	13	Surcharge B/F	14			
From Date	4/5/2022	15	To Date	16				

01. ID (Auto Generated)
02. Enter New Registration No
03. Enter File Number
04. Enter Old Registration Number
05. Enter Property owner Name
06. Select Division
07. Select Location
08. Select Bill Type (Ex : shop Rent)
09. Select Business Nature (Ex: Trade License – Bakery)
10. Select Business Category (Ex: General Business)
11. Type Some information about the property
12. Enter Amount
13. Enter Brought forward Amount
14. Enter Brought forward Surcharge
15. Select From Date
16. Select To Date



STEP: 05 Linking property related Rate taxes

To do this, first Click on + Button



- 01. Select Division
- 02. Select Street
- 03. Select Property



STEP: 06 Save

Properties

+ 🗑️

Select	Division	Street	Property
Select	01-WILAWALA	BALAPOKUNA ROAD LEFT	9 <input type="text"/> HIR

Save