

# User Guide

## 04. Valuation and Assessment-MA-218- Collect Fees for Miscellaneous Service and Items-Fire Department-Bills(invoicing) 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

## Invoicing (Fire Department)

(Quick user Guide)

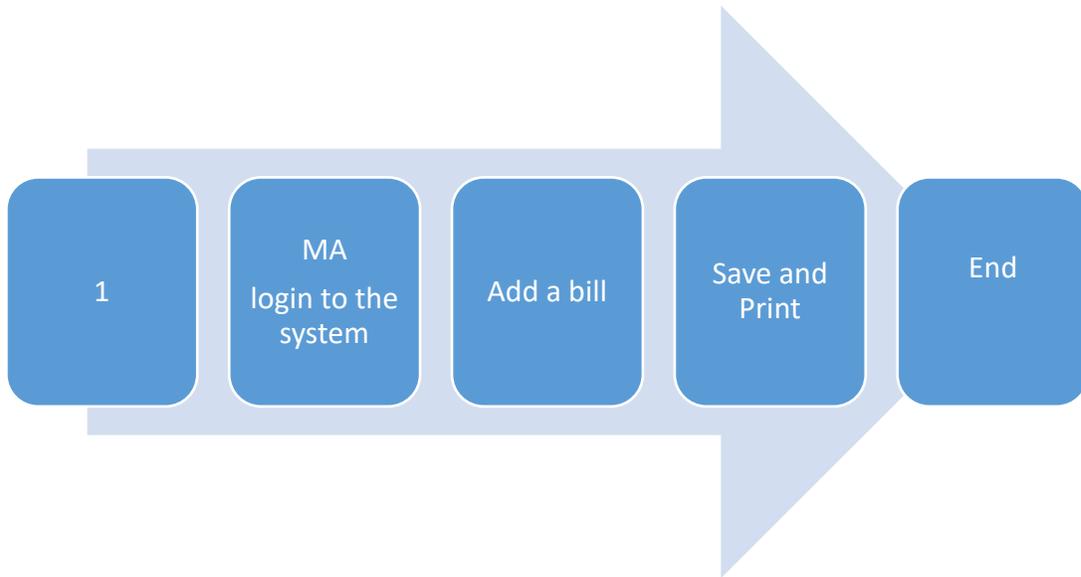


Miscellaneous Income

Banners, bookings, Gully  
bowser, ..

[READ MORE](#)

### 3. THE PROCESS



**Step 1: Login using your user name and password to the system**

**Log In to your account**

---

Username

Password

Advanced Options



## 4. STEP 2: ADD BILL

The screenshot shows the Emet Soft software interface. On the left is a dark sidebar with a logo and the text 'Emet Soft --Think Differently--'. Below the logo are menu items: 'Rates Income', 'Rates Master Data', 'Miscellaneous Income', 'Add', 'Other Bill Receipts', 'Edit', 'View', 'Cancel', 'Print', and 'Field Payment'. The 'Miscellaneous Income' and 'Other Bill Receipts' items are highlighted with red boxes and numbered '1' and '2' respectively. The main area is titled 'Miscellaneous Income' and contains a grid of icons: 'Add', 'Other Bill Receipts', 'Edit', 'Cancel', 'Print', 'Field Payment', 'Group Payment', 'Schedule - Map Main Receipt', 'Cancel Schedule', 'Bill Generation', 'Surcharge Process', 'One Time Pay', 'Meter Reading', 'Tariff Type', 'Edit Billing Account', and 'Correct Incomplete Online Payments-Billing'. Below this is a section titled 'Tempory Receipts - Billing' with icons for 'Add', 'Edit', 'Cancel', 'Post', 'One Time Pay', and 'Other Bill Receipts Temp'. At the bottom, it says 'Additional DR/ CR'.

1. Under the option miscellaneous income
2. Click the Other Bill receipts option

The screenshot shows the 'Receipt' form. At the top left is a tab labeled 'Receipt'. The form has several input fields: 'Receipt No' (609663), 'Date' (4/8/2022), 'Receipt ID' (855306), and 'Billing Type' (a dropdown menu showing '<-Select->'). To the right of these fields are three buttons: 'Print / Save', 'Save Only', and 'Exit'. Below these fields are two more input fields: 'Payee' (with a radio button for 'Payee' and 'Field Officer') and 'Remarks' (with a red box and number '1' around it). To the right of 'Remarks' is a 'File No./Reference' field. Below the 'Remarks' field are two buttons: a '+' button (with a red box and number '2' around it) and a trash icon (with a red box and number '3' around it). At the bottom is a table with the following columns: 'Reg. No', 'Discription', 'Amount', and 'Account No'. The table has one row with '>>' in the 'Reg. No' column, an empty 'Discription' field, '0' in the 'Amount' column, and '<-Select->' in the 'Account No' column. Below the table are four checkboxes: 'VAT Included', 'NBT Included', 'StampDuty Included', and 'Copy Fees'. The 'Copy Fees' field has a value of '0.00'. At the bottom left is a '+' button.

1. Remarks : Enter remarks as Fire department billing
2. Click to add a new row
3. Click to delete a row



MOP	Date	Cheque No	Amount	Bank / Branch	Remarks	Date Re-pay	Re-Pay Date
Cheque	4/8/2022		0.00			<input type="checkbox"/>	

Printing Formats

- 2\_Bill\_Receipt\_Preprinted\_DMMC\_Shroff.rpt
- 3\_Bill\_Receipt\_Preprinted\_DMMC\_Shroff -NOCASH.rpt
- 4\_Bill\_Receipt\_Preprinted\_DMMC\_Shroff.rpt
- 5\_Bill\_Receipt\_Preprinted\_DMMC.rpt
- Bill\_Receipt\_Preprinted.rpt

Total

0

Select the method of payment and enter other details also.

Print / Save 1

Save Only 2

Exit

1. Click to print and save
2. Click to save only