User Guide

11. New Modules-MOH-Environmental License Billing 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

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----------------------------------------------------------------------
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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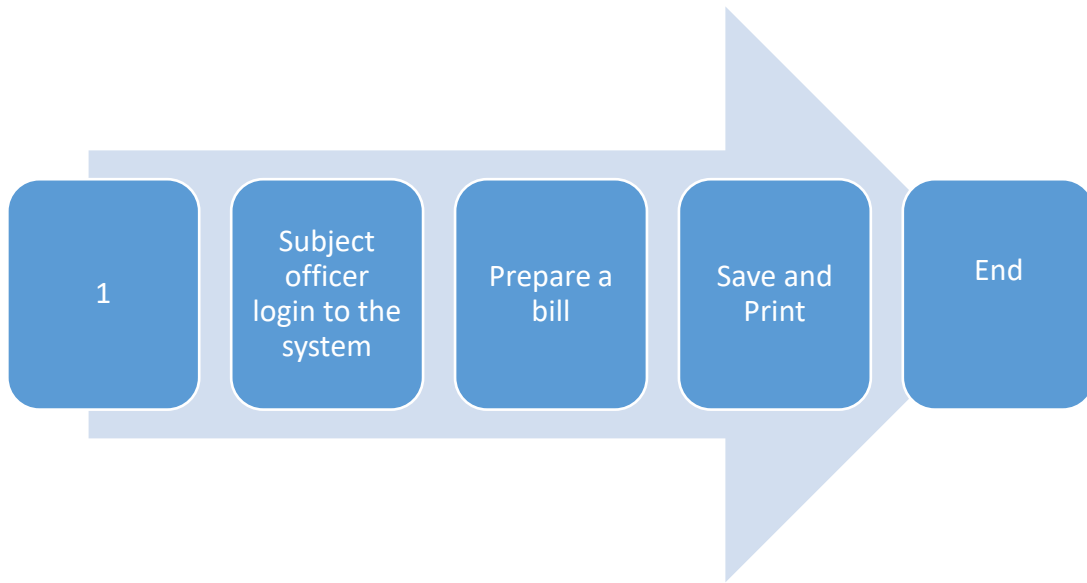
Environmental License Billing

(Quick user Guide)

Departmental Bill Payments (other Revenue)

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

READ MORE

3. THE PROCESS

1	Subject officer login to the system	Prepare a bill	Save and Print	End

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

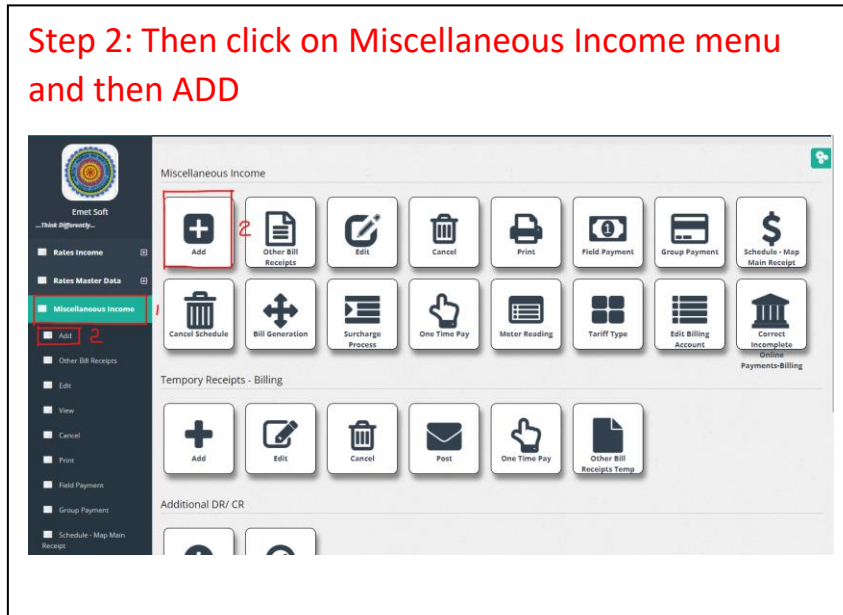**Log In** to your account

Username

Password

Advanced Options   Log In

Step 2: Then click on Miscellaneous Income menu and then ADD

Step 3: Then user will get Bill Adding Interface

1. Bill Type : Select the relevant bill type (Eg: SOLID WASTE MANAGEMENT-Monthly SLOID WASTE MANAGEMENT-Yearly)
2. Bill Division : Select the relevant division (Eg: BALAPOKUNA ROAD RIGHT, BALAPOKUNA ROAD LEFT)
3. Bill Location : Select the relevant location
4. Bill : Select the relevant bill
5. Bill ID : Bill ID is auto generated
6. Search by Owner/NIC : Can search by using the owner's name or owner's National ID number. For that put the tick first
7. Search by Reg.No : Can search by using the register number. For that put the tick first
8. Click to search by register number
9. IPS : By clicking can view the Individual payment Summary Report
10. Click to search
11. Last Receipt Details : After selecting the Division, Street, Property and Property ID the Last Receipt Details are auto filled
12. History : By clicking can view the Assessment payment summary Report
13. Receipt No : Number of the bill (Auto filled)
14. Date : The date of the bill (Auto filled)
15. Receipt ID : The ID of the receipt (Auto filled)
16. Owner : The name of the property owner (Auto filled)
17. Remarks : Can be added if there (Eg: Address)
18. File No./Reference : Can be added if there
19. Print/Save : After saving print the receipt
20. Save Only : Save the receipt

Step 5: Enter payment details and cheque details

1. Reg No : Reg number is auto filled
2. Description : If need add any description
3. Amount : Amount is also auto filled
4. Account No : select from the drop down menu
5. Click to add a new row
6. MOP : Select the Method of Payment from the drop down menu (Eg. Cheque, Credit Card, Deposit)
7. Date : Date is auto filled , if want can change
8. Cheque No : The cheque number
9. Amount : The paying amount
10. Bank/Branch : The bank name
11. Remarks : If want add (Eg. Address)
12. Date Re-pay : Tick on Repay Date
13. Re-Pay Date :The repaying date
14. Click to add a new row
15. Select a relevant format to print
16. Total is displayed here
17. Put the tick to select whether a payee or a field officer
18. Click to search

Step 6: Then user has to click on save button to save the voucher

Print / Save

Save Only

Exit