

# User Guide

## 11. New Modules-MOH-Solid Waste Management-147-MOH-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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# ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

## Solid Waste Management Billing

(Quick user Guide)

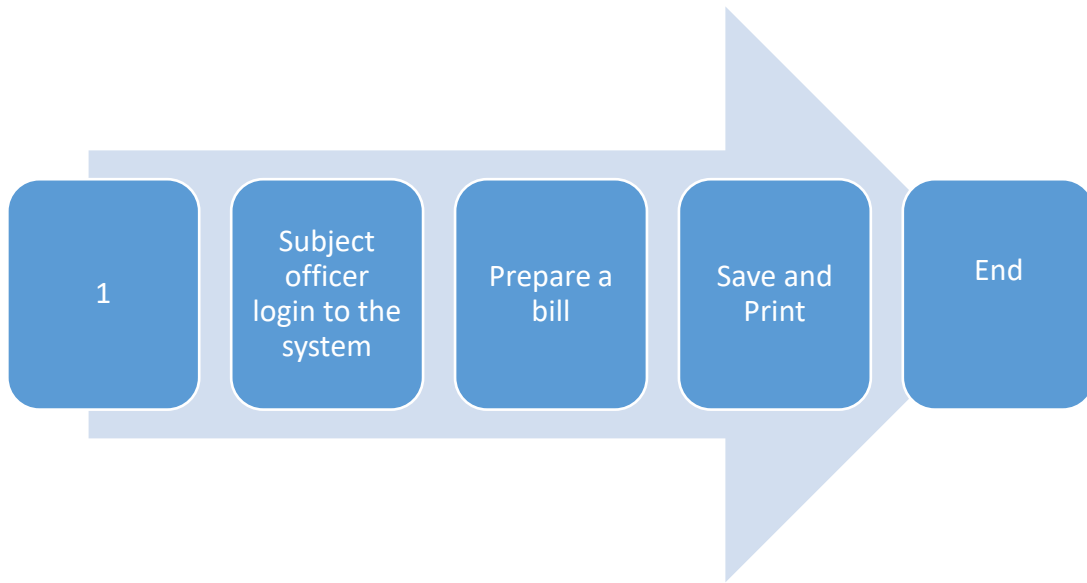


### Departmental Bill Payments (other Revenue)

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

[READ MORE](#)

### 3. THE PROCESS



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

**Log In to your account**

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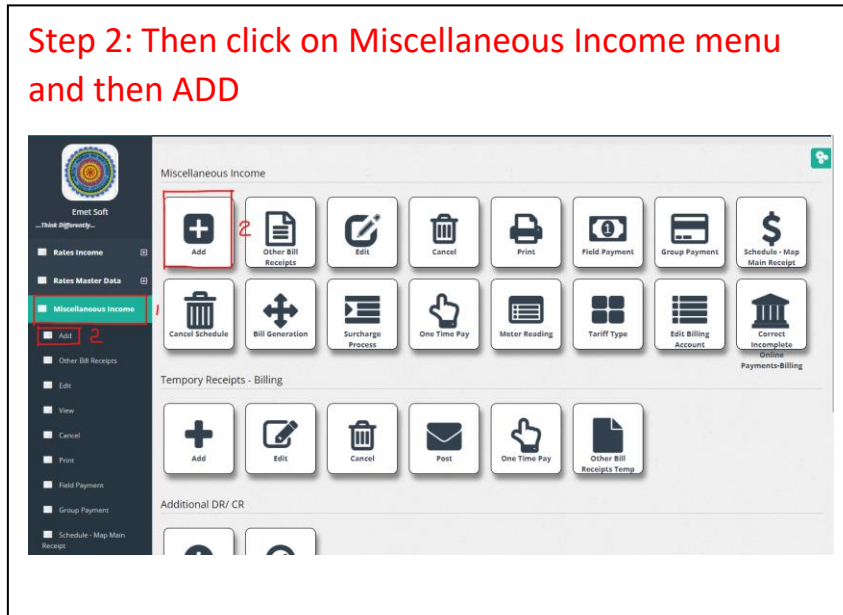
Username

Password

Advanced Options



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



Step 3: Then user will get Bill Adding Interface

Receipt

Bill Type <sup>1</sup> 000 Business Taxes | Bill Division <sup>2</sup> 01-WILAWALA | Bill Location <sup>3</sup> BALAPOKUNA ROAI | Bill <sup>4</sup> 01 : CEMETERY-BURIAL | Bill ID <sup>5</sup> 35502 | <sup>10</sup> [Q]

Search By Owner/NIC <sup>6</sup> |  Search By Reg.No <sup>7</sup> | <sup>8</sup> Search No. | <sup>9</sup> IPS

Last Receipt Details <sup>11</sup> ( Previous receipts are not available. ) | <sup>12</sup> History

Receipt No <sup>13</sup> 609003 | Date <sup>14</sup> 4/6/2022 | Receipt ID <sup>15</sup> 854617 | <sup>20</sup> Print / Save

Owner <sup>16</sup> CEMETERY-BURIAL | <sup>21</sup> Save Only

Remarks <sup>17</sup> | File No./Reference <sup>18</sup> | Exit

<sup>19</sup> +

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

The screenshot shows a software interface for entering payment details. It features several input fields and a table for payment entries. Red boxes and numbers 1 through 18 are overlaid on the interface to identify specific elements:

- 1: Reg. No (input field)
- 2: Discription (input field)
- 3: Amount (input field)
- 4: Account No (dropdown menu)
- 5: + (button to add a new row)
- 6: MOP (Method of Payment dropdown menu)
- 7: Date (input field)
- 8: Cheque No (input field)
- 9: Amount (input field)
- 10: Bank / Branch (input field)
- 11: Remarks (input field)
- 12: Date Re-pay (checkbox)
- 13: Re-Pay Date (input field)
- 14: + (button to add a new row)
- 15: Printing Formats (dropdown menu)
- 16: Total (displayed value)
- 17: Payee Name (radio button selection)
- 18: Search icon (magnifying glass)

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