

# User Guide

## 01.02 Waripanam system-MA-18-Revenue- Rates Subject- master data

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

## RATES SUBJECT - MASTER DATA

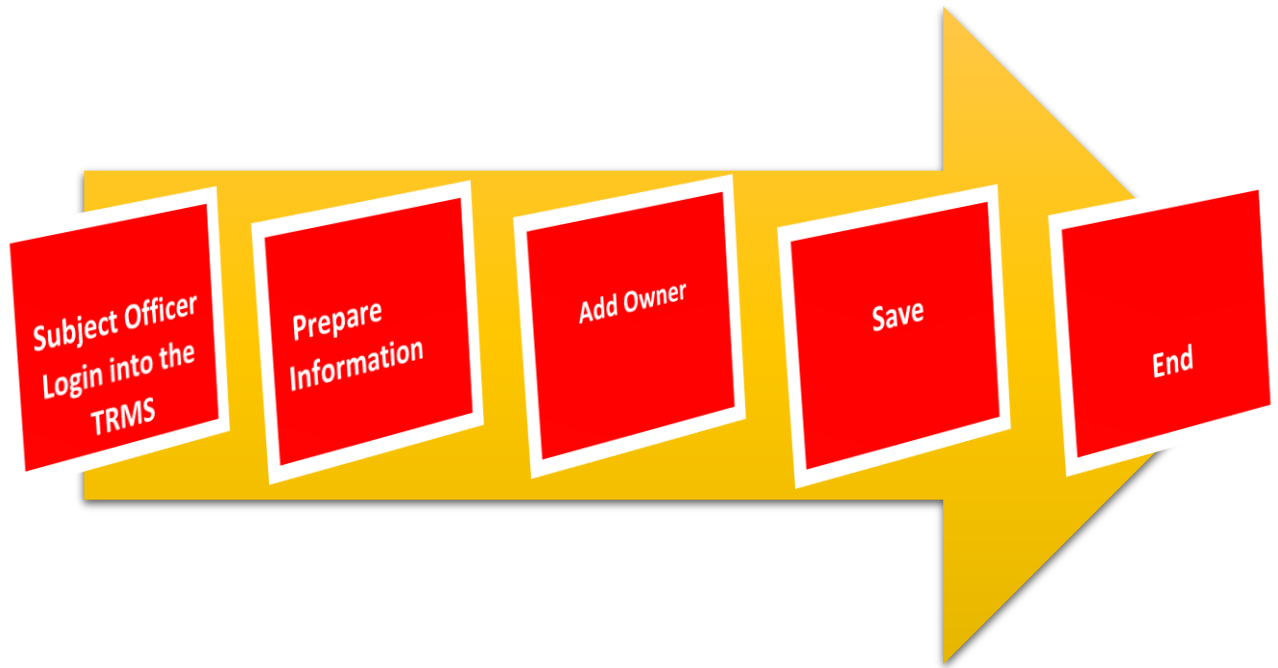


### Waripanam Collection

Waripanam related  
payment

[READ MORE](#)

### 3. THE PROCESS



#### 4. RATES SUBJECT - MASTER DATA

**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

...

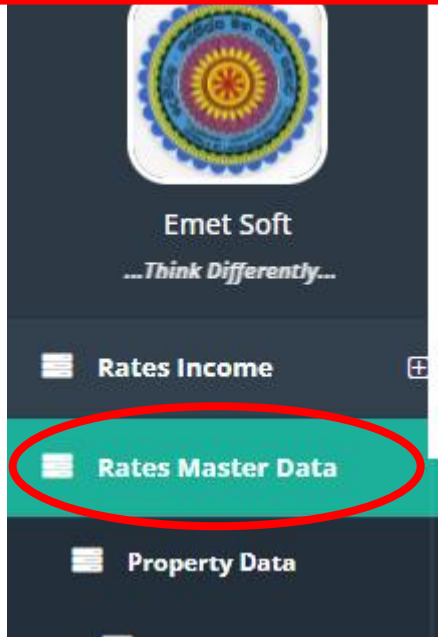


Advanced Options

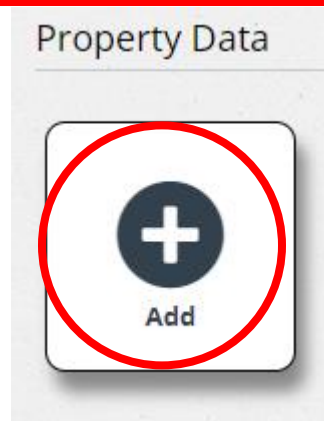
Log In



**STEP: 03 Then click on Rate Master Data**



**STEP: 04 Then click on Add**





**STEP: 05 Enter Property  
Owner Information**

Property Master ID 119752	01	Date of Creation 4/5/2022	02
Division 01-WILAWALA	03	Street BALAPOKUNA ROAD LEFT	04
Rate Number	05	Old Rate Number	06
Ownership Registration Date 4/5/2022	08	Property Type Resident-N	07
Owner name <a href="#">Add Owner</a>	10	Ownership Registration No	09
Initially Yearly Value	11	Yearly Value (For Active Year)	12
Description	13	Owner Address	14
Contact Person <<Select>>	15	Address	16
Inactive <input type="checkbox"/>	Free Quater <input type="checkbox"/>	Discountable for this Quater <input type="checkbox"/>	Is Prohibited <input type="checkbox"/>
Balance B/F		Surcharge B/F	
Assessment Year		Comments	
Next Year Value			

01. Property Master ID (Auto Generated)
02. Date of Creation (Auto Generated)
03. Select Division
04. Select Street
05. Enter New Rate Number
06. Enter Old Rate Number
07. Select Property Type (Ex : Resident-N )
08. Select Owner Registration Date
09. Enter Owner Registration Number
10. Enter Owner name
11. Enter Initial Yearly Value

12. Enter Initial Yearly Value for active Years
13. Enter Description (about Property)
14. Enter Owner Address
15. Select Contact person
16. Entr Contact persn Address



Inactive <input type="checkbox"/>	<b>01</b>	Free Quarter <input type="checkbox"/>	<b>02</b>	Discountable for this Quarter <input type="checkbox"/>	<b>03</b>	Is Prohibited <input type="checkbox"/>	<b>04</b>
Balance B/F		Surcharge B/F		Comments			
Assessment Year							
Next Year Value							

01. Click on this mark to Inactive
02. Click on this mark for a free Quarter
03. Click on this mark to get a discount
04. Click on this mark to prohibited

Inactive <input type="checkbox"/>		Free Quarter <input type="checkbox"/>		Discountable for this Quarter <input type="checkbox"/>		Is Prohibited <input type="checkbox"/>	
Balance B/F	<b>01</b>	Surcharge B/F	<b>02</b>	Comments	<b>04</b>		
Assessment Year		<b>03</b>					
Next Year Value			<b>05</b>				

01. Enter Bought Forward Balance
02. Enter Surcharge B/F
03. Enter assessment year
04. Enter comments
05. Enter New Year Value





**\*\*\*IF NEEDED\*\*\***  
**STEP: 06 Add Multiple**  
**(If there are multiple owners)**

The screenshot shows a form titled "Multiple Owners". At the top left, there are two icons: a plus sign (+) and a trash can. The plus sign icon is circled in red. Below the icons is a dark header bar with the text "Owner Name". Underneath the header bar is a "Select" dropdown menu. To the right of the dropdown is a text input field containing "01" and a label "Enter User Name". At the bottom of the form, there are two buttons: "Save" (dark blue) and "Exit" (red). A red arrow points from the plus sign icon to a text box below.

Click this icon to add a new user



**STEP: 07 Click on Save Button**

This screenshot is identical to the one above, but the "Save" button at the bottom left is circled in red. A red arrow points from the plus sign icon in the previous screenshot to this "Save" button.