

User Guide

02.01 Waripanam system- Common Master Data Ver 3.0.0

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
31-08-2025	3.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

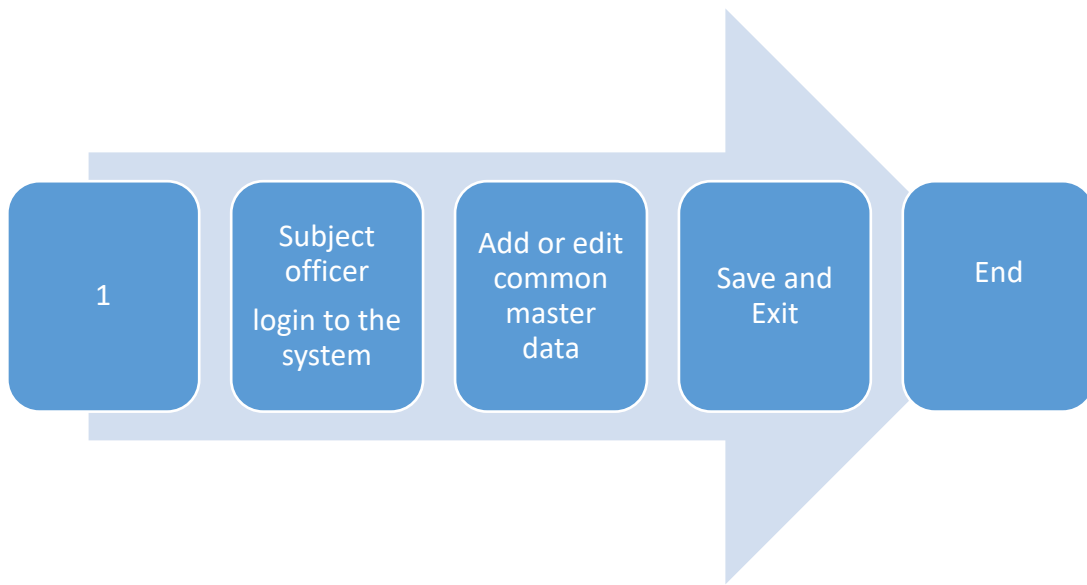
Dehiwala Mount Lavinia Municipal Council

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

Common Master Data for TRMS

(Quick user Guide)

3. THE PROCESS



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

Log In to your account

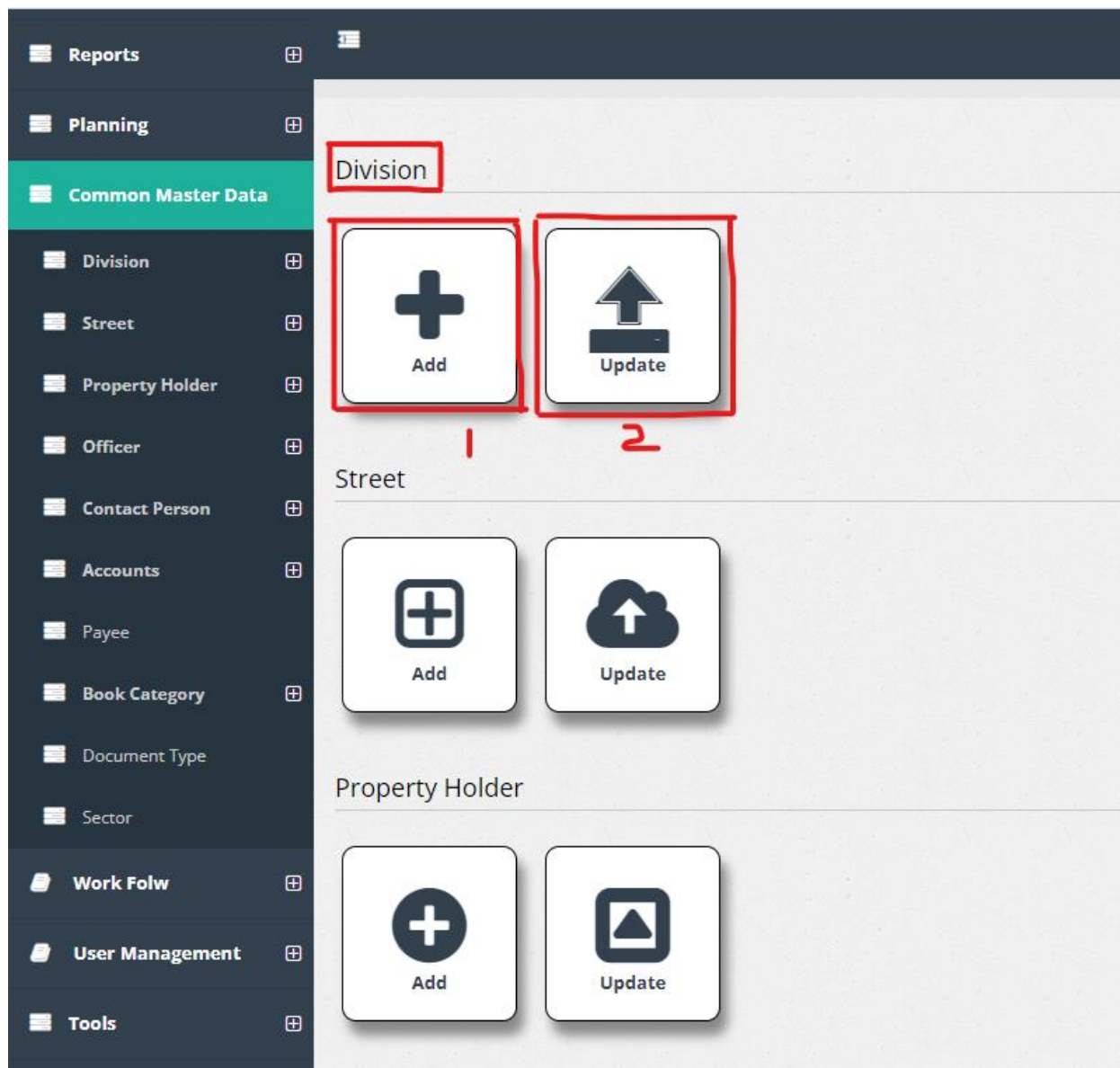
Username

Password

▼ Advanced Options

Log In

Step 3: There user can add or edit a division



1. Add a new division
2. Edit a division

4. STEP 4: ADD A DIVISION

The screenshot shows a web form titled "Division". It contains the following fields and controls, each with a red box and a number indicating a step:

- 1**: A text input field labeled "Division ID" containing the value "36".
- 2**: A dropdown menu labeled "Division Type" with "Rates/Billing" selected.
- 3**: A text input field labeled "Name *".
- 4**: A text input field labeled "Code".
- 5**: A dark blue button labeled "Save".
- 6**: A red button labeled "Exit".

1. Division ID : Enter the Division ID
2. Division Type : Enter the division type
3. Name : Enter the name
4. Code : Enter the division code
5. Save : By clicking can add a new division
6. Exit : By clicking can go back to the main dashboard

5. STEP 5: EDIT A DIVISION

The screenshot shows the 'Division Detail' page. At the top, there is a search section with two input fields: 'Search By' (containing 'Division ID') and 'Search For'. Below these are two buttons: a plus sign (+) and a trash can icon. A table below lists 10 divisions with columns for 'Select', 'View', and 'Name'. The table is annotated with red boxes and numbers 1 through 4.

Division Detail

Search By: Division ID (1) Search For: (2) [Q]

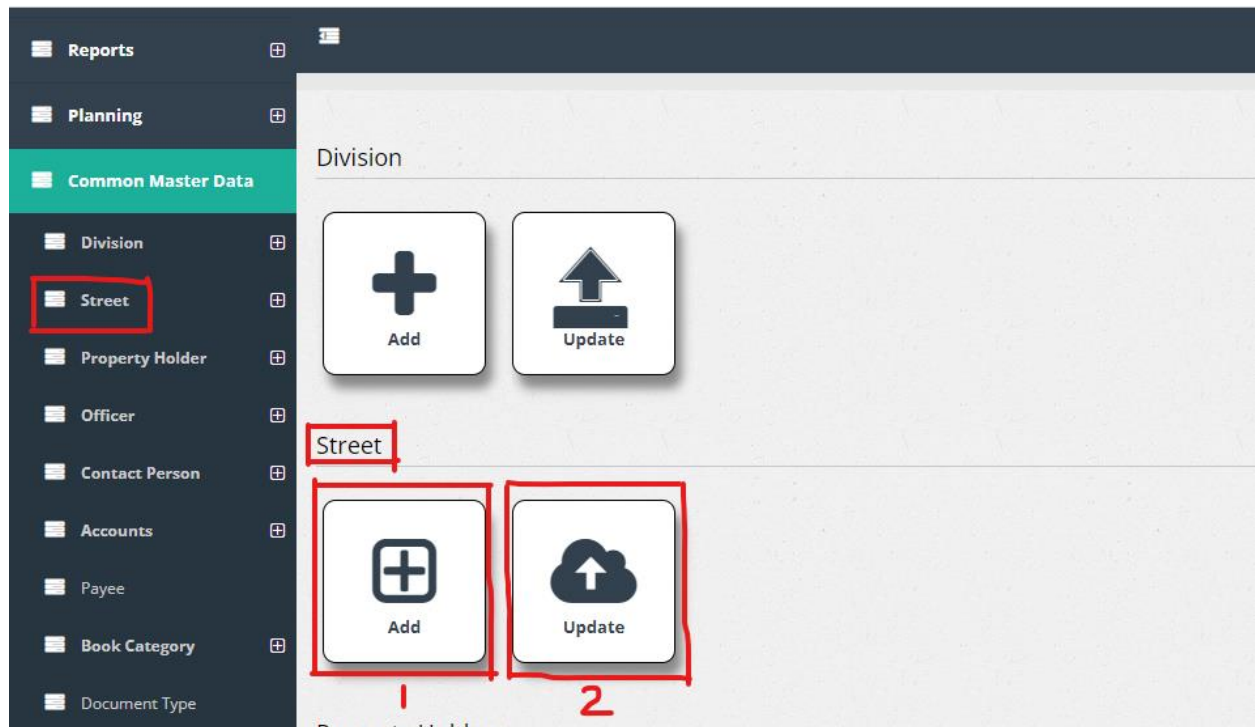
[+] [X] (3) (4)

Select	View	Name
☐	1	01-WILAWALA
☐	2	02-DUTUGEMUNU
☐	3	03-KOHUWALA
☐	4	04-KALUBOWILA
☐	5	05-HATHBODHIYA
☐	6	06-SARANANKARA
☐	7	07-GALWALA
☐	8	08-DEHIWALA WEST
☐	9	09-DEHIWALA EAST
☐	10	10-UDYANAYA

[1] [2] [3] [4]

1. Search By : Select the category which want to search (Division ID, Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new division (Refer Step 4)
4. Can delete division

Step 6: There user can add or edit a street



3. Add a new street
4. Edit streets

6. STEP 7: ADD A STREET

A screenshot of a 'Street' form. At the top left is a 'Back' button. The form has three input fields: 'Location ID' with the value '1020', 'Road Name' (marked with a red asterisk), and 'Division ID' with the value '01-WILAWALA'. Each field is highlighted with a red box and labeled with a red number: '1' for Location ID, '2' for Road Name, and '3' for Division ID. At the bottom left is a 'Save' button, highlighted with a red box and labeled with a red number '4'. A green plus icon is visible in the top right corner.

1. Location ID : ID of the street
2. Road Name : name of the road
3. Division ID : ID of the division which the street belongs to

4. Save : Click to add a new street

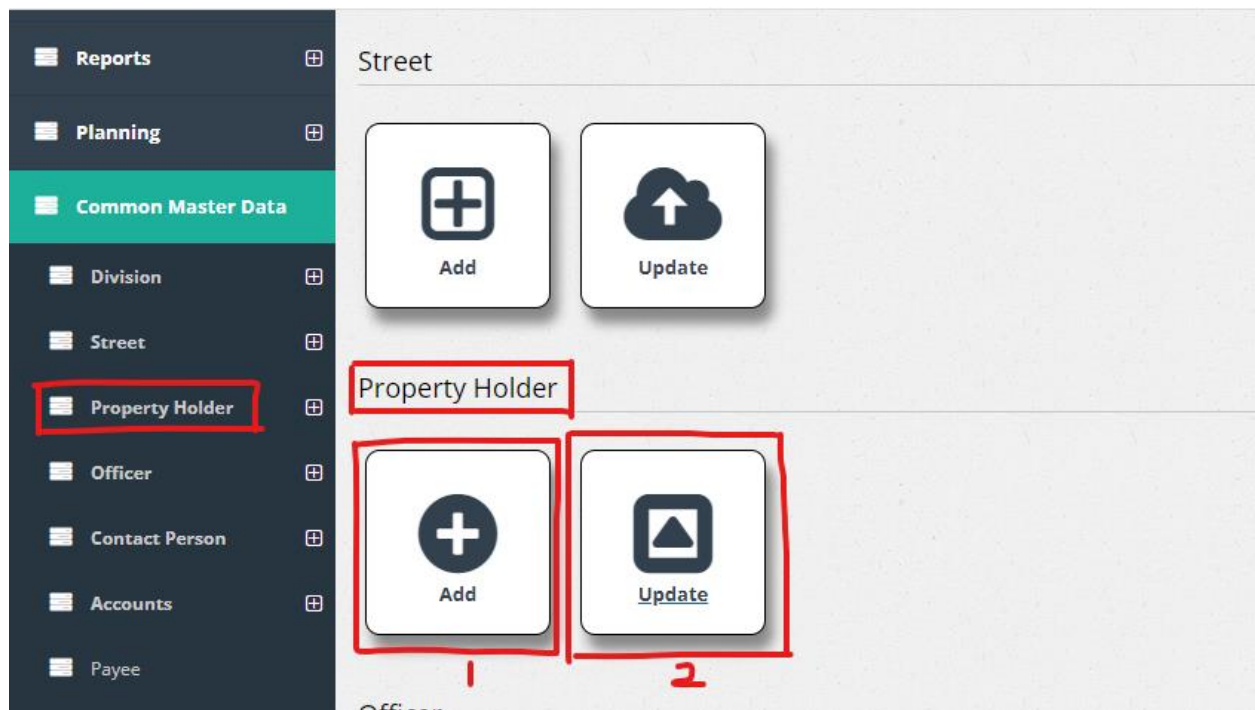
7. STEP 8: EDIT STREETS

The screenshot shows a web interface titled "Street Detail". At the top, there are two search input fields. The first field is labeled "Search By" and has a dropdown menu currently showing "Location ID". The second field is labeled "Search For". Both fields are highlighted with red boxes and numbered 1 and 2 respectively. Below these fields are two buttons: a plus sign (+) and a trash can icon. These buttons are highlighted with red boxes and numbered 3 and 4 respectively. Below the buttons is a table with 10 rows. The table has three columns: "Select", "View", and "Road Name". Each row has a checkbox in the "Select" column, a number in the "View" column, and a road name in the "Road Name" column. The road names are: BALAPOKUNA ROAD LEFT, BALAPOKUNA ROAD RIGHT, DE SILVA RD LEFT, DE SILVA RD RIGHT1, DUTUGEMUNU STREET LEFT1, DUTUGEMUNU STREET RIGHT1, HOSPITAL RD LEFT1, SRI SUNANDARAMA RD RIGHT, KIRILLAPONA ROAD LEFT, and KIRILLAPONA RD RIGHT. Below the table is a pagination bar with numbers 1 through 10 and an ellipsis (...).

Select	View	Road Name
☐	1	BALAPOKUNA ROAD LEFT
☐	2	BALAPOKUNA ROAD RIGHT
☐	3	DE SILVA RD LEFT
☐	4	DE SILVA RD RIGHT1
☐	5	DUTUGEMUNU STREET LEFT1
☐	6	DUTUGEMUNU STREET RIGHT1
☐	7	HOSPITAL RD LEFT1
☐	8	SRI SUNANDARAMA RD RIGHT
☐	9	KIRILLAPONA ROAD LEFT
☐	10	KIRILLAPONA RD RIGHT

1. Search By : Select the category which want to search (Location ID, Road Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new street (Refer Step 7)
4. Can delete street

Step 9: There user can add or edit a Property Holder



5. Add a new property holder
6. Edit property holders

8. STEP 10: ADD A PROPERTY HOLDER

The screenshot shows the 'Property Holder' form. It has a title 'Property Holder' and a sidebar with a plus icon and a trash icon. The form fields are: Property HolderID (1), Name * (2), Address (3), City Country (4), Telephone (5), and NIC (6). At the bottom, there are 'Save' (7) and 'Exit' (8) buttons. Red boxes and numbers are used to highlight the fields and buttons in the sequence of steps for adding a new property holder.

1. Property Holder ID : ID of the property holder is auto filled
2. Name : name of the property holder

3. Address : Property holder's address
4. City Country : City of property holder
5. Telephone : Property holder's contact number
6. NIC : Property Holder's NIC
7. Save a new property holder
8. Go back to the main dashboard

9. STEP 11: EDIT PROPERTY HOLDERS

Property Holder

Search By PH_Name Search For Q

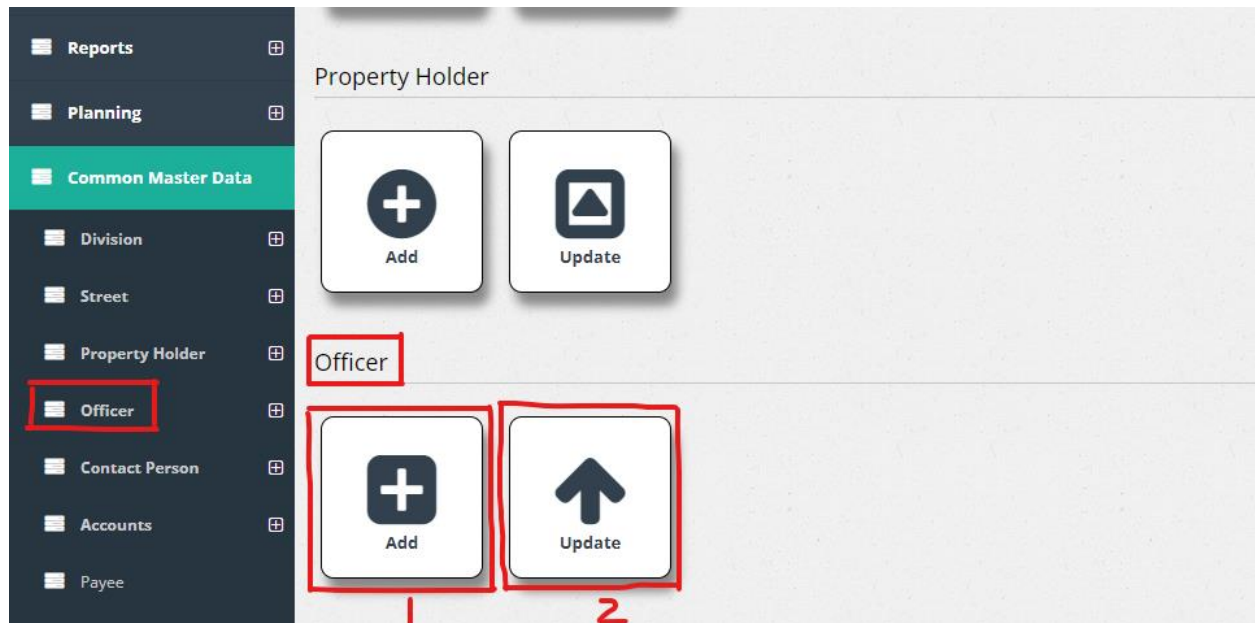
+ 🗑️

Select	View	Name	Address	Telephone	NIC
☐	1	K.A.PADMAWATHIE		NULL	NULL
☐	2	C.B.SEELAWATHIE		NULL	NULL
☐	3	MOOSA LEBBE MOHAMED LAHIR		NULL	NULL
☐	4	A.L.AKRAM SHERIFF		NULL	NULL
☐	5	W.G.RODRIGO		NULL	NULL
☐	6	S.DASSANAYAKE		NULL	NULL
☐	7	D.A.E.SILVA		NULL	NULL
☐	8	W.D.R.ABEYGUNAWARDHANA		NULL	NULL
☐	9	PHXXXXXXXX		NULL	NULL
☐	10	U.N.RODRIGO		NULL	NULL

1 2 3 4 5 6 7 8 9 10 ...

1. Search By : Select the category which want to search (PH_Name, PH_Address, PH_Telephone, PH_NIC)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 10)
4. Can delete property holders

Step 12: There user can add or edit an Officer



7. Add a new officer
8. Edit officers

10.STEP 13: ADD AN OFFICER

The screenshot shows the 'Officer' form with the following fields and annotations:

- Officer ID: 57 (highlighted with a red box and number 1)
- Officer Name: (highlighted with a red box and number 2)
- Designation: (highlighted with a red box and number 3)
- Commission Rate: 0 (highlighted with a red box and number 4)
- Commission Rate Business: 0 (highlighted with a red box and number 5)
- Amounts Limit From: | (highlighted with a red box and number 6)
- Amounts Limit To: (highlighted with a red box and number 7)
- Division: 01-WILAWALA (highlighted with a red box and number 8)
- Comments: (highlighted with a red box and number 9)
- Save: (highlighted with a red box and number 10)

1. Officer ID : ID of the officer
2. Officer Name : name of the officer
3. Designation : Property holder's designation

4. Commission Rate : Commission Rate of the officer
5. Commission Rate Business : Officer's commission rate business
6. Amounts Limit From : From where the officer's amount limit
7. Amounts Limit To : To where the officer's amount limit
8. Division : Select the officer's division from the drop down menu
9. Comments : Enter the comments if there any
10. Click on to add a new officer

11.STEP 14: EDIT OFFICERS

Officer Detail

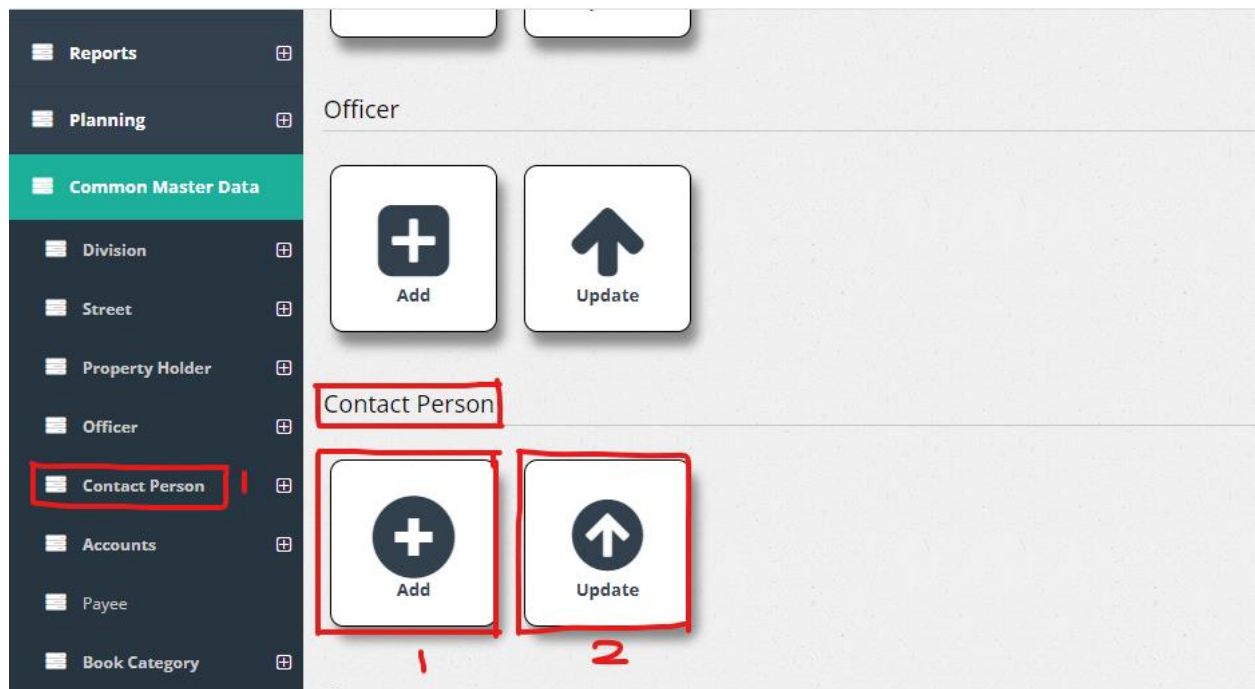
Search By Officer ID Search For + -

1 2 3 4

Select	View	Name	Designation	Commission Rate	Comments
☐	1	z - 03	Field Officer	12	
☐	2	D. Dayananda	Field Officer	12	
☐	3	N.R. Silva	Field Officer	12	
☐	4	A.W. Ariyadasa	Field Officer	12	
☐	5	K.GALLAGE	Field Officer	12	
☐	6	J.M.A.W. Jayasinghe	field officer	12	
☐	7	z 21	Field Officer	12	
☐	8	K.S. Nonis	Field officer	12	
☐	9	C. Jayaveera Fernando	Field Officer	12	
☐	10	B.U. Weerasinghe	Revenue Inspector	3	

1. Search By : Select the category which want to search (Officer ID, Name, Designation)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 13)
4. Can delete property holders

Step 15: There user can add or edit a Contact Person



9. Add a new Contact Person
10. Edit contact persons

12.STEP 16: ADD A CONTACT PERSON

The screenshot shows the 'Contact Person' form. At the top left is a 'Back' button. The form has the following fields and buttons, all highlighted with red boxes and numbered with red numbers: 1. 'Contact Person ID' field containing the value '3'. 2. 'Name *' field. 3. 'Address' field. 4. 'City /Country' field. 5. 'Save' button.

1. Contact person ID : ID of the contact person is auto filled
2. Name : name of the contact person

3. Address : Contact person's address
4. City/Country : Contact person's city or country
5. Click on to add a new contact person

13.STEP 17: EDIT CONTACT PERSONS

Contact Person Detail

Search By: 1 Contact Person ID Search For: 2 Q

+ 3 4

Select	View	Name	Address	City /Country
☐	1	S.W.PERRA	218/8,ANURADAPURA ROAD,	PUTTALAM
☐	2	M.F.M. RUMAIS		

1. Search By : Select the category which want to search (Contact Person ID, Name, Address, City/Country)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 16)
4. Can delete contact persons

Step 18: There user can add or edit Accounts

Accounts

Add Update

+ Add ↑ Update

+ Add ↑ Update

1 2

11. Add a new Account

12. Edit Accounts

14.STEP 19: ADD A NEW ACCOUNT

The screenshot shows a web form titled "Accounts" with a "Back" button in the top left. The form contains several input fields and a "Save" button, each highlighted with a red box and a red number:

- 1**: Account ID (containing "312")
- 2**: Account Number *
- 3**: Account Name *
- 4**: Map Department Code
- 5**: Map Bank Code
- 6**: Map Code
- 7**: Save button

1. Account ID : ID of the contact person is auto filled
2. Account Number : the account's number
3. Account Name : Name of the account
4. Map Department Code : Enter the Map Department Code
5. Map Bank Code : Enter the Map Bank Code
6. Map Code : Enter the Map code
7. Click on to add a new account

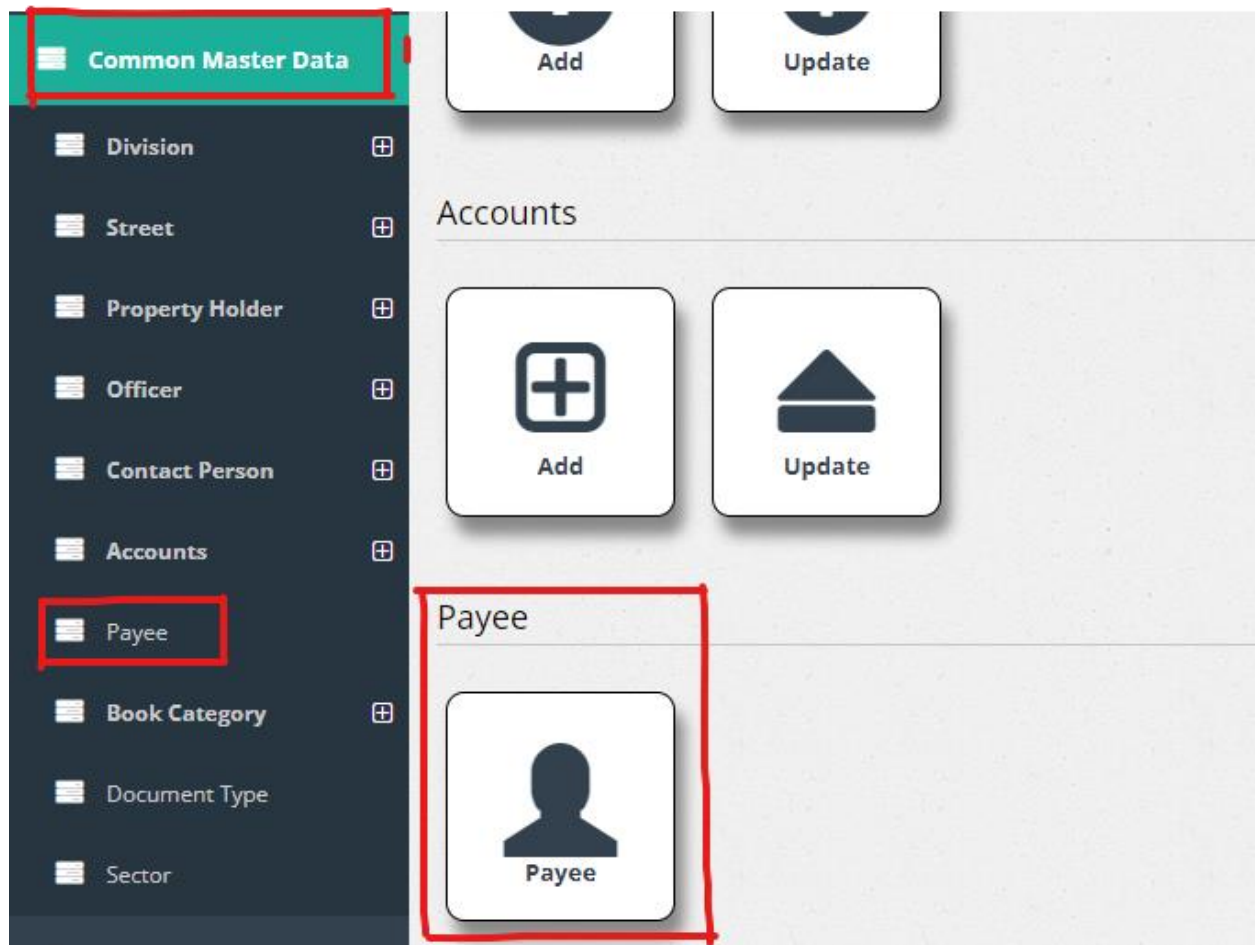
15.STEP 20: EDIT ACCOUNTS

The screenshot shows the 'Account Detail' page. At the top, there is a search section with two input fields: 'Search By' (labeled 1) and 'Search For' (labeled 2). Below these are two buttons: a plus sign (+) labeled 3 and a trash can icon labeled 4. The main part of the page is a table with columns: Select, View, Account Number, Account Name, Map Code, and Map Bank Code. The table contains 12 rows of account data. At the bottom of the table, there is a pagination bar with numbers 1 through 10 and an ellipsis.

Select	View	Account Number	Account Name	Map Code	Map Bank Code
☐	44	20-410100-1	Assessment Tax	410100	6137555
☐	45	20-410100-2	Assessment Tax Arrears	410100	6137555
☐	46	40-420202	Shop Rentals	420202	6137555
☐	47	40-420202-1	Shop Rentals Arrears	420202	6137555
☐	48	00-757001	VAT	757001	6137555
☐	49	00-757002	NBT	757002	6137555
☐	50	30-430101	Trade License	430101	6137555
☐	51	10-430501-2	Advertisement (Board)	430501	6137555
☐	52	10-430501	Advertisement (Banner)	430501	6137555
☐	53	10-430501-1	Advertisement (Trade Pro)	430501	6137555

1. Search By : Select the category which want to search (Account ID, Name, Account Number, Account Name, Map Code, Map Bank Code)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 19)
4. Can delete contact persons

Step 21: There user can view the Payee Details



1. View Payee Details

16.STEP 22: VIEW PAYEE DETAILS

Payee Details

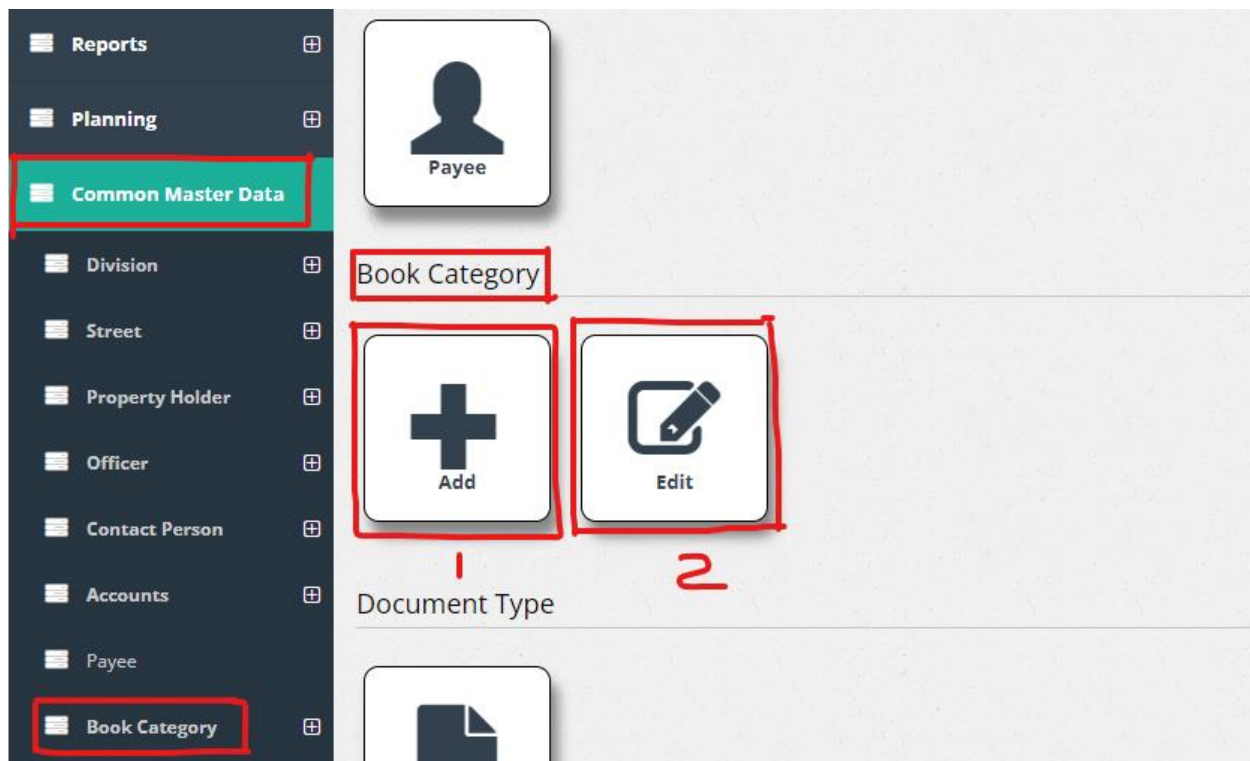
Search By 1 Payee ID Search For 2 Q ↺

+ 3 🗑️ 4

Select	View	Payee	Address
☐	1	d	
☐	2	a	
☐	3	nirasha	
☐	4	Shroff	DMMC
☐	5	shroff	
☐	6	shroff	
☐	7	shroff	
☐	8	shroff	
☐	9	shroff	
☐	10	sh	
☐	11	sh	
☐	12	shroff	
☐	13	7213.95	
☐	14	shroff2	
☐	15	34959.36	
☐	16	SHROFF	

1. Search By : Select the category which want to search (Payee ID, Name, Payee, Address)
2. Search For : Type the relevant details for the selected category
3. Can add a new payee
4. Can delete payees

Step 23: There user can add or edit Book Categories



1. Add a new Book Category
2. Edit Book Categories

17.STEP 24: ADD A NEW BOOK CATEGORY

The screenshot shows the 'Book Category' form. At the top left is a 'Back' button. The form title is 'Book Category'. Below the title are five fields, each with a red box and a number: 1. 'BookID' (containing '1004'), 2. 'Name', 3. 'UserName', 4. 'Prefix', and 5. 'Save' button. The 'Save' button is a dark grey button with white text.

1. Book ID : Book ID is auto filled
2. Name : The book category name

3. User Name : User name of the book category
4. Prefix : The prefix of the book category
5. Click on to add a new book category

18.STEP 25: EDIT BOOK CATEGORIES

Receipt Book Category Details

Search By
Book ID

Search For

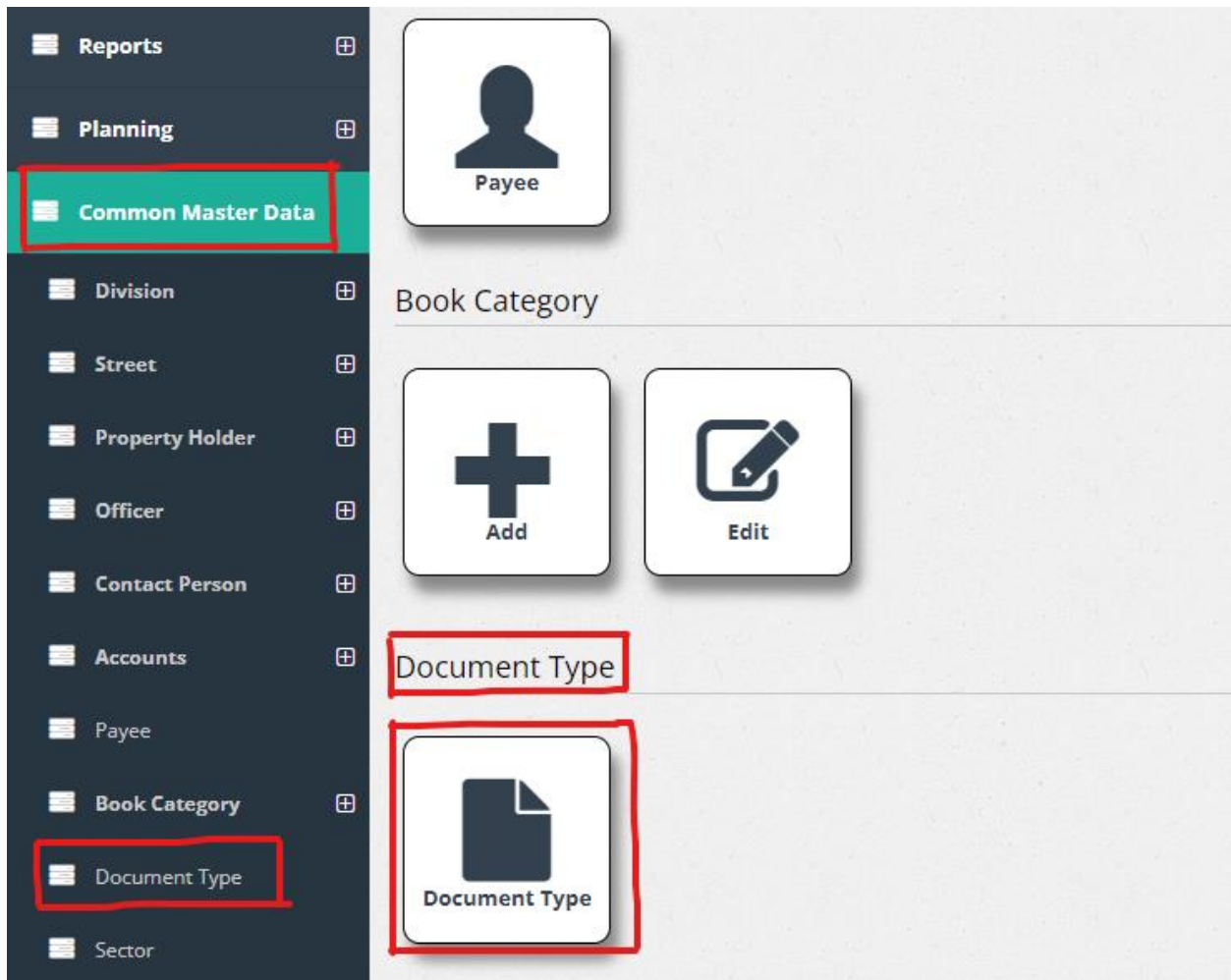
Q

+

Select	View	Name	User Name
☐	0	Cross Entry	
☐	1	1-Field	
☐	2	Non Cash	
☐	3	Non-Cash - Shroff	shroff
☐	4	2-Field	
☐	5	Shop Rental	Shop Rental
☐	6	3-Field	
☐	999	MCASH	
☐	1000	Online Pay - Rate	
☐	1001	Online Pay - Miscellaneous	
☐	1002	Trade License	
☐	1003	Trade Tax	

1. Search By : Select the category which want to search (Book ID, Name, User Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new book category (Refer Step 24)
4. Can delete book categories

Step 26: There user can view the Document Types



1. View Document Type

19.STEP 27: VIEW DOCUMENT TYPES

Document Type Detail

Search By

ID

1

Search For

2

Q

+

3

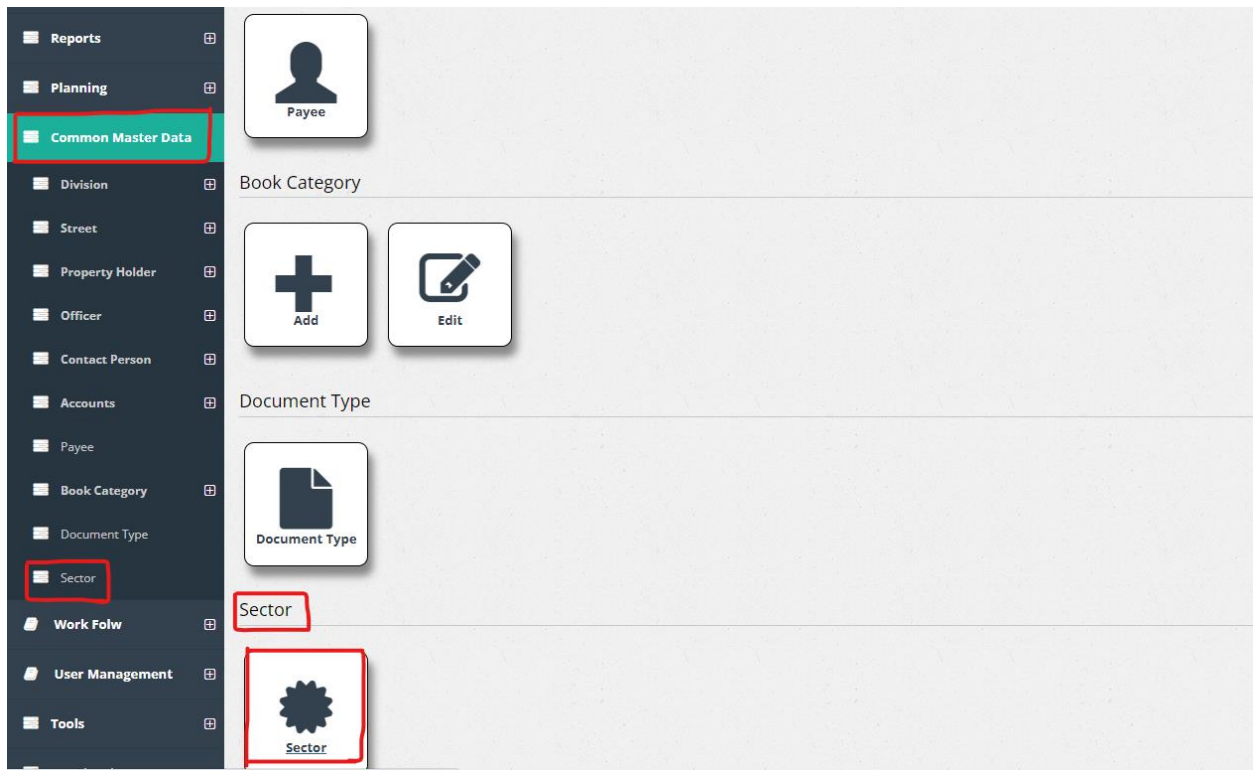
🗑️

4

Select	View	Document Type
☐	1	Block Plan Application
☐	2	Building Plan Application
☐	3	Street Line Application
☐	4	COC Application
☐	5	COC Renewal Application
☐	6	Payment slip - Processing Fee
☐	7	Drawings of the proposed building
☐	8	Approved Subdivision Plan
☐	9	Deed / title certificate
☐	10	National Identity Card/ Passport

1. Search By : Select the category which want to search (ID, Document Type, Document Type Extension)
2. Search For : Type the relevant details for the selected category
3. Can add a new document type
4. Can delete document types

20.STEP 28: THERE USER CAN VIEW THE SECTORS



1. View Document Type

21.STEP 29: VIEW SECTORS

The screenshot shows a web interface titled "Sector". It features a search section with two input fields: "Search By" (containing "ID") and "Search For". A red box labeled "1" highlights the "Search By" field, and a red box labeled "2" highlights the "Search For" field. Below these fields are two buttons: a plus sign (+) labeled "3" and a trash can icon labeled "4". A search button with a magnifying glass icon is also present. The main content area below the search section is a large grey rectangle with the text "No Data Found" at the top left.

1. Search By : Select the category which want to search (ID, Sector, Description)
2. Search For : Type the relevant details for the selected category
3. Can add a new document type
4. Can delete document types