User Guide

03.3 Miscellaneous Income (Collection of Other Revenue)
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

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Date        Version    Description                         Author
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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
09-09-2025  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

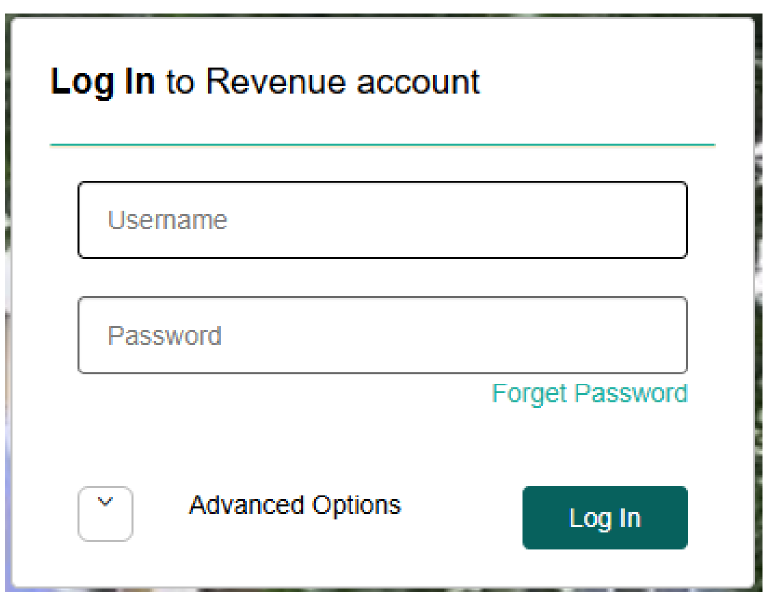
Other Bill Receipts (Miscellaneous Income)

(Quick user Guide)

3. **OTHER BILL RECEIPTS (MISCELLANEOUS INCOME)**

STEP: 01 Click On this Icon in ERP Page

STEP: 02 Login using your user name and password to the system



General:

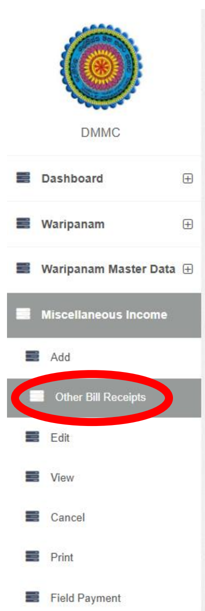
1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure to click “Next or Save” and “Exit” Buttons after adding data.

Purpose

This screen is used to record payments for various municipal services such as trade licenses, taxes, and miscellaneous fees.

Step 1: Navigation Path

Login to the DMMC ERP system at https://erp.dehiwalamtl.mc.gov.lk/LGA_Rates/ From the dashboard, go to: **Miscellaneous Income → Other Bill Receipts**



Step 2: Select Billing Type

- In the **Billing Type** dropdown, choose the appropriate category:
  - Trade License
  - Fire Certificate
  - Garbage Clearance
  - Other Miscellaneous Income
- Enter **Payee** name

Step 3: Add Line Items

Each line item represents a charge being paid:

Field	Description
Description	Service or item being paid for (e.g., Trade License - Annual).
Amount	Fee amount (e.g., 3600).
Account No	Ledger account for the payment (e.g., 30-430101 for Trade License).

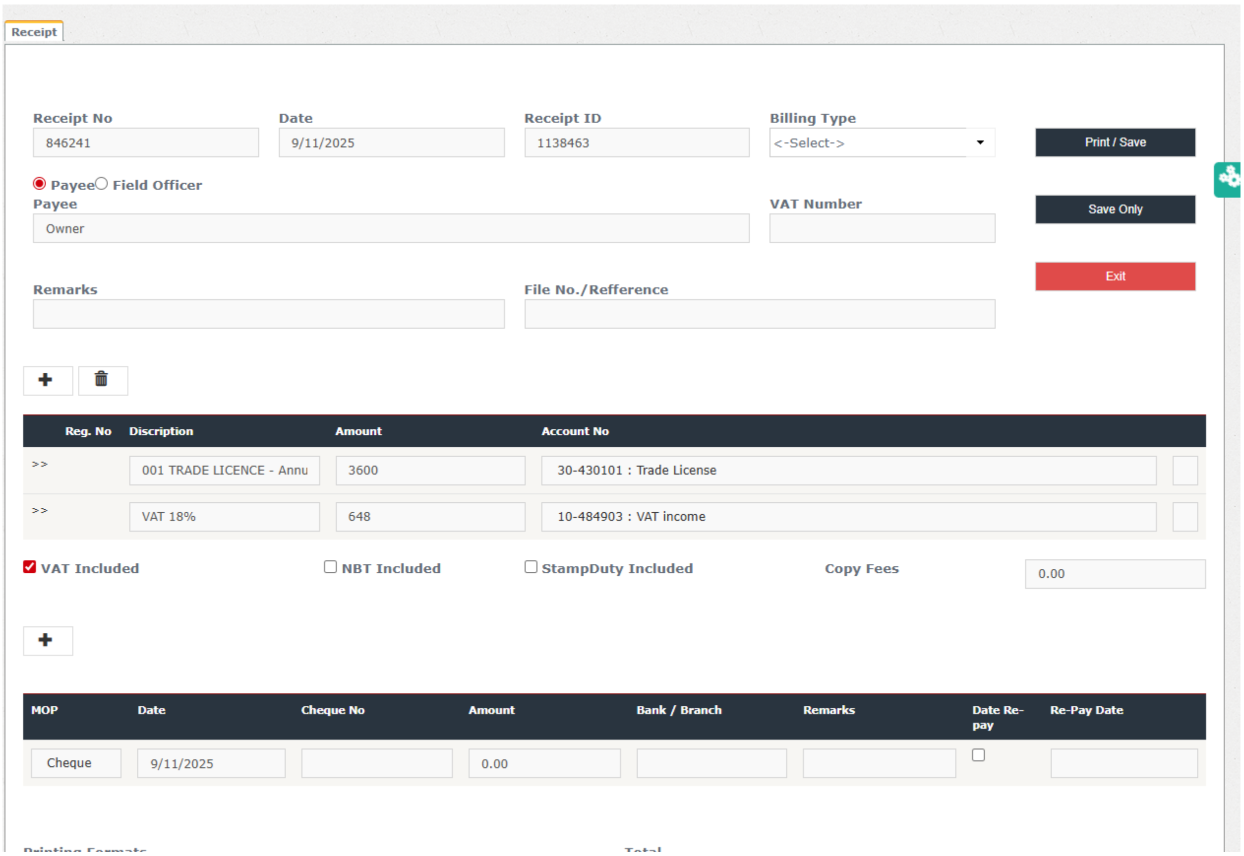
System will auto-calculate:

- **VAT (18%)** (Tick if Applicable)
- **Stamp Duty, Copy Fees, NBT** (Included if applicable.)

Step 5: Enter Payment Details

Field	Description
MOP Date	Mode of payment date.
Cheque No	If paid by cheque, enter the number.

Amount	Total paid amount (e.g., 0.00 if unpaid).
Bank/Branch	Bank details for cheque payments.



Step 6: Finalize and Print Receipt

- Click **Save** to record the transaction.
- Choose a **Printing Format** from the list:
  - Preprinted Receipt
  - Tax Invoice
  - Temporary Bill
- Click **Print** to generate the receipt.

⚙ Actions & Workflow

- **Save**: Record the receipt.
- **Print**: Generate a physical or digital copy.
- **Cancel**: Void the receipt if needed.
- **View**: Preview the receipt before finalizing.