

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

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
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)



Departmental
Bill Payments
(other Revenue)

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

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

Log In to Revenue account

[Forget Password](#)

Advanced Options

General:

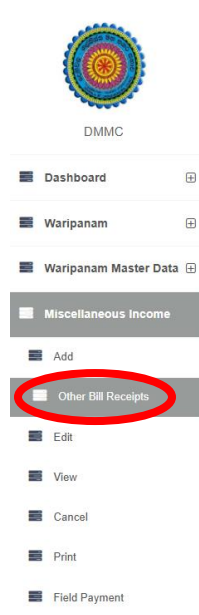
1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure to click “Next or Save” and “Exit” Buttons after adding data.

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.

Receipt

Receipt No
846241

Date
9/11/2025

Receipt ID
1138463

Billing Type
<-Select->

Print / Save

☒ Payee
☐ Field Officer

Payee
Owner

VAT Number

Save Only

Remarks

File No./Reference

Exit

+

Reg. No	Discription	Amount	Account No
>>	001 TRADE LICENCE - Annu	3600	30-430101 : Trade License
>>	VAT 18%	648	10-484903 : VAT income

☒ VAT Included
☐ NBT Included
☐ StampDuty Included
Copy Fees
0.00

+

HOP	Date	Cheque No	Amount	Bank / Branch	Remarks	Date Re-pay	Re-Pay Date
Cheque	9/11/2025		0.00			☐	

Details Expense

Total

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.