

User Guide

04. Valuation and Assessment-CC-8-Collect Fees for Miscellaneous Service and Items- Mixed Revenue Cancel 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

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

MIXED REVENUE CANCEL COUNTER With special permission

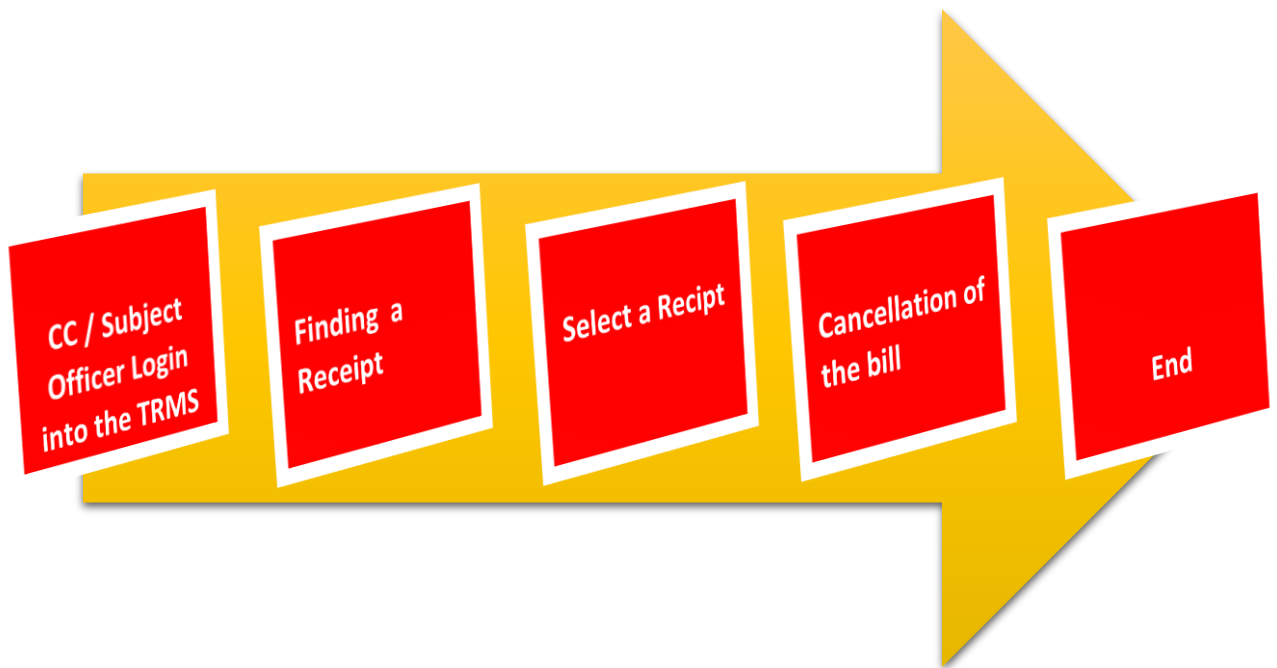


Departmental
Bill Payments
(other Revenue)

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

[READ MORE](#)

3. THE PROCESS



4. MIXED REVENUE CANCEL

STEP: 01 Click On this Icon in ERP Page



BILLS

Departmental
Bill Payments
(other Revenue)

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

[READ MORE](#)



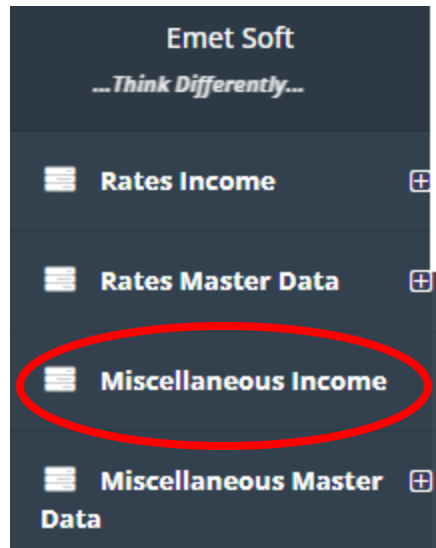
**STEP: 02 Login using your user name
and password to the system**

Log In to your account

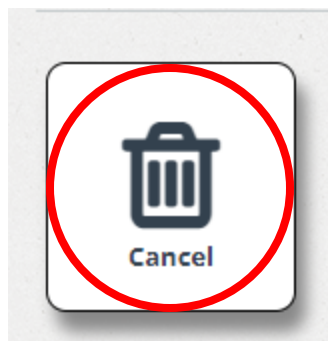
Advanced Options



STEP: 03 Then click on Miscellaneous Incomes



STEP: 04 Then click on Cancel





01. Select the

STEP: 05 select the date

02. Select the date

RATE RECEIPT CANCEL

Date From Date To

Main Office
 Book Category

04. Click on this icon to search

03. Select the Receipt type
Ex: Main Office or Book Category

If the book Category is selected,
select the relevant book
Ex: 1- Field

Main Office
 Book Category

Select	Receipt ID	Receipt Number
<input type="checkbox"/>	846691	602217
<input type="checkbox"/>	846690	602216
<input type="checkbox"/>	846682	602208
<input type="checkbox"/>	846678	602204

- 1-Field
- 1-Field
- 2-Field
- 3-Field
- Cross Entry
- MCASH
- Non Cash
- Non-Cash - Shroff
- Online Pay - Miscellaneous
- Online Pay - Rate
- Shop Rental
- Trade License
- Trade Tax

Click on this checkbox to select it



STEP: 06 select the Receipt

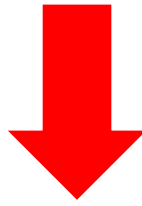
From: 4/2022 Date To: 3/4/2022

Main Office
Book Category

Select	Receipt ID	Receipt Number	Date	Name(Payee/Owner/Officer)	Amount	Other
<input checked="" type="checkbox"/>	846691	602217	3/4/2022	[REDACTED]	2,130.00	
<input type="checkbox"/>	846	602216	3/4/2022	[REDACTED]	1,650.00	
<input type="checkbox"/>	846	602208	3/4/2022	[REDACTED]	20.00	
<input type="checkbox"/>	846	602204	3/4/2022	[REDACTED]	3,325.00	
<input type="checkbox"/>	846	602202	3/4/2022	[REDACTED]	60.00	
<input type="checkbox"/>	846	602195	3/4/2022	[REDACTED]	1,780.00	
<input type="checkbox"/>	846	602194	3/4/2022	[REDACTED]	1,300.00	

Select the receipt you want to cancel.

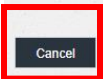
Ex: You need to cancel the 846691
(*Receipt Id) Receipt



STEP: 07 Cancel Receipt

<input checked="" type="checkbox"/>	846425	601953	3/4/2022	T.FE		20.00
<input checked="" type="checkbox"/>	846424	601952	3/4/2022	ALB		1,140.00
<input checked="" type="checkbox"/>	846423	601951	3/4/2022	A.E		150.00
<input type="checkbox"/>	846416	601944	3/4/2022	M.A		70.00
<input type="checkbox"/>	846415	601943	3/4/2022	D.A		2,800.00

Cancel Exit



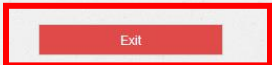
Click on this icon to cancel



STEP: 08 Exit

<input checked="" type="checkbox"/>	846425	601953	3/4/2022	T.FE		20.00
<input checked="" type="checkbox"/>	846424	601952	3/4/2022	ALB		1,140.00
<input checked="" type="checkbox"/>	846423	601951	3/4/2022	A.E		150.00
<input type="checkbox"/>	846416	601944	3/4/2022	M.A		70.00
<input type="checkbox"/>	846415	601943	3/4/2022	D.A		2,800.00

Cancel Exit



*****END*****