

User Guide

04. Valuation and Assessment-MA-21- Collect Fees for Miscellaneous Service and Items-Bills and Banners 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

Solid Waste Management Billing

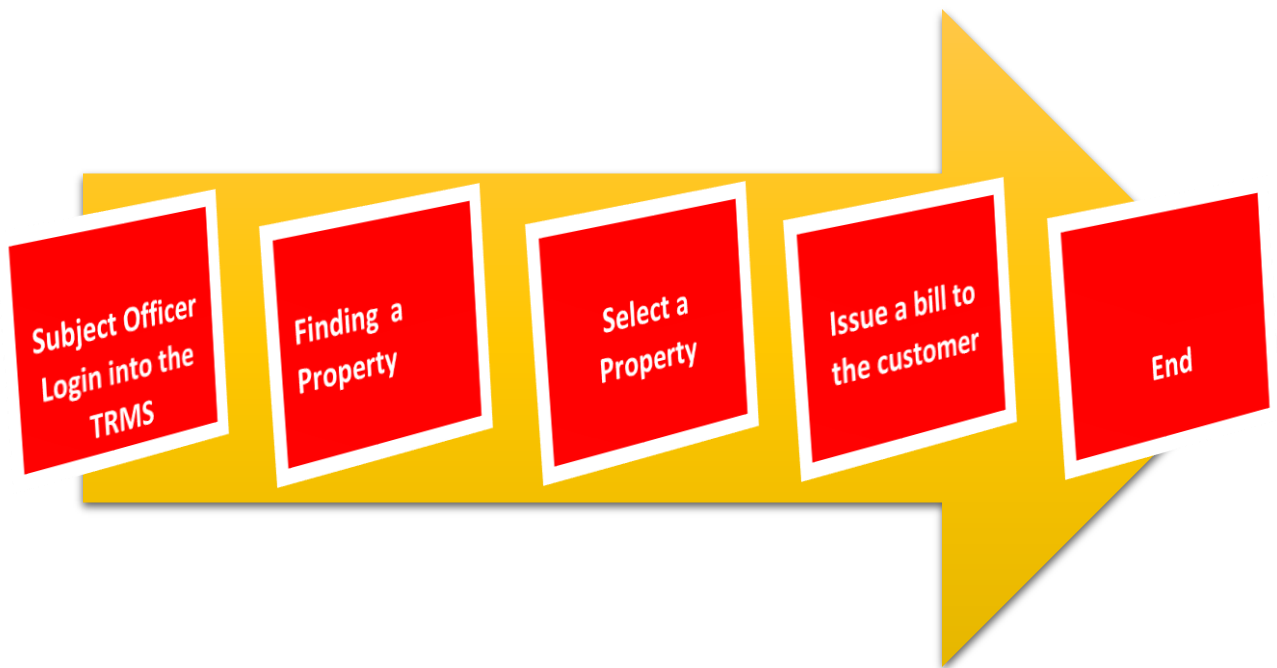


Departmental
Bill Payments
(other Revenue)

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

[READ MORE](#)

3. THE PROCESS



4. PREPARATION OF BILLS AND BANNERS

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

...

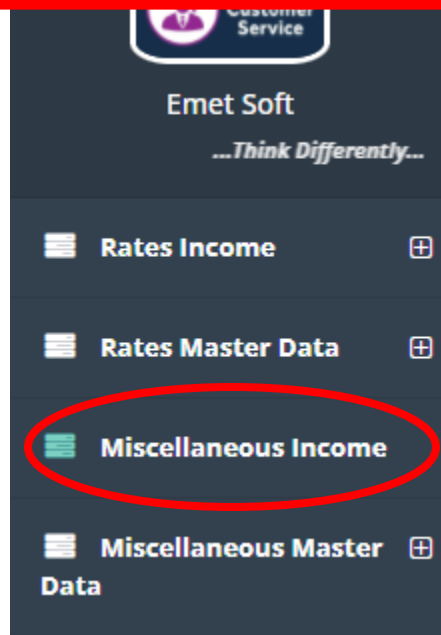


Advanced Options

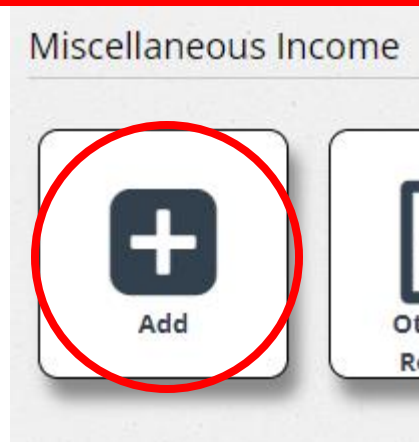
Log In



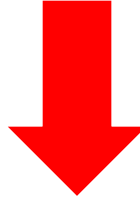
STEP: 03 Then click on Miscellaneous Incomes



STEP: 04 Then click on Add



When a customer comes to get a service, first you need to find the property you want to pay for.



STEP: STEP: 05 finding property related to payment

01

02

Bill Type	Bill Division	Bill Location	Bill	Bill ID
000 Business Taxes	03-KOHUWALA	ANANDA RD LEFT	1A 1/1 : N.ABEYASURIYA	6941

Search By Owner/NIC
Type here to search by owner name... 03

Search By Reg.No
Type here to search by Reg.No... Search No. IPS

Last Receipt Details
(Previous receipts are not available.) History

There are three options for finding property related to payment.

01 Bill Type, Bill Division, Bill Location, Bill

02 Bill ID

03 Search by Owner/NIC

04 Search by Registration No

First select the Bill Type, then select the Bill Division, then select the Bill Location and Bill.

Bill Type **Bill Division** **Bill Location** **Bill**

03-KOHUWALA ANANDA RD LEFT 1A 1/1 : N.ABEYASURIYA

You can get the drop down menu by clicking on this icon

Bill Type **Bill Division** **Bill**

000 Business Taxes 03-KOHUWALA AN

000 Business Taxes
000 Shop Rent
000 Shop rent DMMC Properties
000 Trade Taxes
000-Broker License
000-Meat Shop
002-Trade Licence
006-Trade Licence
007-Trade Licence
008-Trade Licence- Beauty Salon
009-Trade Licence- Restaurant
010-Trade Licence- Printing Press
011-Trade Licence- Farm Shop
012-Trade Licence- Guest House
013-Trade Licence- Hotel
013-Trade Licence- Hotel_StampFee_1000
014-Trade Licence- Tourist Board Approved Hotels
015-Trade Licence- Store or Selling Gas (Gas Agency)
016-Trade Licence- Vehicle Service (Service Stations)
017-Trade Licence- Welding Work Shop
018-Trade Licence- Laundry

Select the Bill Type first
(Example: 000 Business Taxes)

Bill Location **Bill**

ANANDA RD LEFT 1A 1/1

<-All->
ANANDA RD LEFT
ANANDA RD RIGHT
ANDERSON RD LEFT
ANURA MAWATHA LEFT
ANURA MAWATHA RIGHT
ANURA MW 1ST LANE LEFT
ANURA MW 1ST LANE RIGHT
ANURA MW 2ND LANE RIGHT
ANURA MW. 2ND LANE LEFT
EKANAYAKA RD LEFT
EKANAYAKA RD RIGHT

If the customer's property is located on Ananda Rd Left in the Kohuwala Division.

Bill Division **Bill**

03-KOHUWALA 1A 1/1 : N.ABEYASURIYA

01-WILAWALA
02-DUTUGEMUNU
03-KOHUWALA
04-KALUBOWILA
05-HATHBODHIYA
06-SARANANKARA
07-GALWALA
08-DEHIWALA WEST
09-DEHIWALA EAST
10-UDYANAYA
11-NEDIMALA
12-MALWATTA
13-JAYATILAKA
14-KARAGAMPITIYA

Select the property related division
(Example: 03-KOHUWALA)

Then select the Location
(Example: ANANDA RD LEFT)

Bill

1A 1/1 : N.ABEYASURIYA

1A : N.ABEYSURIYA
1A : N.ABEYSURIYA
1A 1/1 : N.ABEYASURIYA
1A 1/1 : N.ABEYASURIYA
1A 1/1 : N.ABEYASURIYA

Then select the property
(Example: 1A 1/1: N.ABEYASURIYA)

02

The second method you can use to find the property you want is to use the Bill Id.

Bill ID

Type the Bill ID in the blank box

Bill ID

(Example : 6941)

Bill Type 000 Business Taxes	Bill Division 03-KOHUWALA	Bill Location ANANDA RD LEFT	Bill 1A 1/1 : N.ABEYASURIYA	Bill ID 6941	<input type="button" value="Q"/>
<input type="checkbox"/> Search By Owner/NIC Type here to search by owner name...		<input type="checkbox"/> Search By Reg.No Type here to search by Reg.No...		<input type="button" value="IPS"/>	
Last Receipt Details (Previous receipts are not available.)					<input type="button" value="History"/>

After typing the Bill ID, click the Search button to get the relevant information

03

The third method you can use to find the property you want is to use the owner name or NIC number.

To do this, first Click on the check box

Search By Owner/NIC
Type here to search by owner name...

Search By Owner/NIC
Type here to search by owner name...

Search By Owner/NIC

N.ABEYSURIYA NULL
N.ABEYASURIYA NULL
N.ABEYSURIYA
N.ABEYSOORIYA
G.N.ABEYSEKARA NULL

Type the Owner Name/NIC in the blank box

Bill Type: 000 Business Taxes | Bill Division: 03-KOHUWALA | Bill Location: ANANDA RD LEFT | Bill: 1A 1/1 : N.ABEYASURIYA | Bill ID: 6941

Search By Owner/NIC: N.ABEYASURIYA NULL | Search By Reg.No: Type here to search by Reg.No...

Last Receipt Details: (Previous receipts are not available.)

Buttons: Search, IPS, History

After typing the Owner name/ NIC number, click the Search button to get the relevant information

04

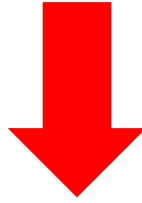
The third method you can use to find the property you want is to use the Registration number.

To do this, first Click on the check box

Type the Registration No

(Example : 1A 1/1 : N.ABEYASURIYA)

After typing the registration number, click the Search button to get the relevant information



STEP: 06 Monitor information on payments and surcharge

Bill Type: 000 Business Taxes | Bill Division: 03-KOHUWALA | Bill Location: ANANDA RD LEFT | Bill: 1A 1/1 : N.ABEYASURIYA | Bill ID: 6941

Search By Owner/NIC | Search By Reg.No

Last Receipt Details: (Previous receipts are not available.)

Select	Reg.No	1	Description	B/F Balance	B/F Surcharge	Total Balance	This Period	Paid	Period Discount	Period Due	Total Due	Surcharge	Add DR/CR
<input checked="" type="checkbox"/>	1A 1/1		000 Business Taxes	10000.00	0.00	10000.00	5000.00	0.00	0.00	0.00	15000.00	0.00	0.00

VAT Included | NBT Included | StampDuty Included

Copy Fees: 0.00

Customized Amount | |

Pay Separately NBT/VAT

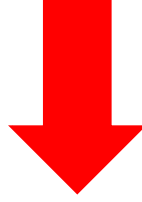
If paying for a Customized Amount, click on the checkbox

Enter the amount

Receipt No: 601113 | Date: 3/30/2022 | Receipt ID: 853523

Owner: N. BEYASURIYA

The system automatically generates a receipt number and receipt ID



STEP: 07 click the Pay button

Copy Fees
0.00

Customized Amount

Pay Separately NBT/VAT

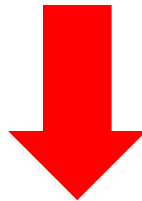
Pay

Receipt No: 608113 Date: 3/30/2022 Receipt ID: 853523

Owner: N.ABEYASURIYA

Print / Save

Save Only



STEP: 06 Click on Print/Save Button

Print / Save

Save Only

Exit

STEP: 08 Issu Bill to Customer.

END

The next is authorized by Shorff