

# User Guide

## 04. Valuation and Assessment-CC-12- Valuation and Assessments-Valuation Counter Canceling 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

## VALUATION COUNTER CANCELING

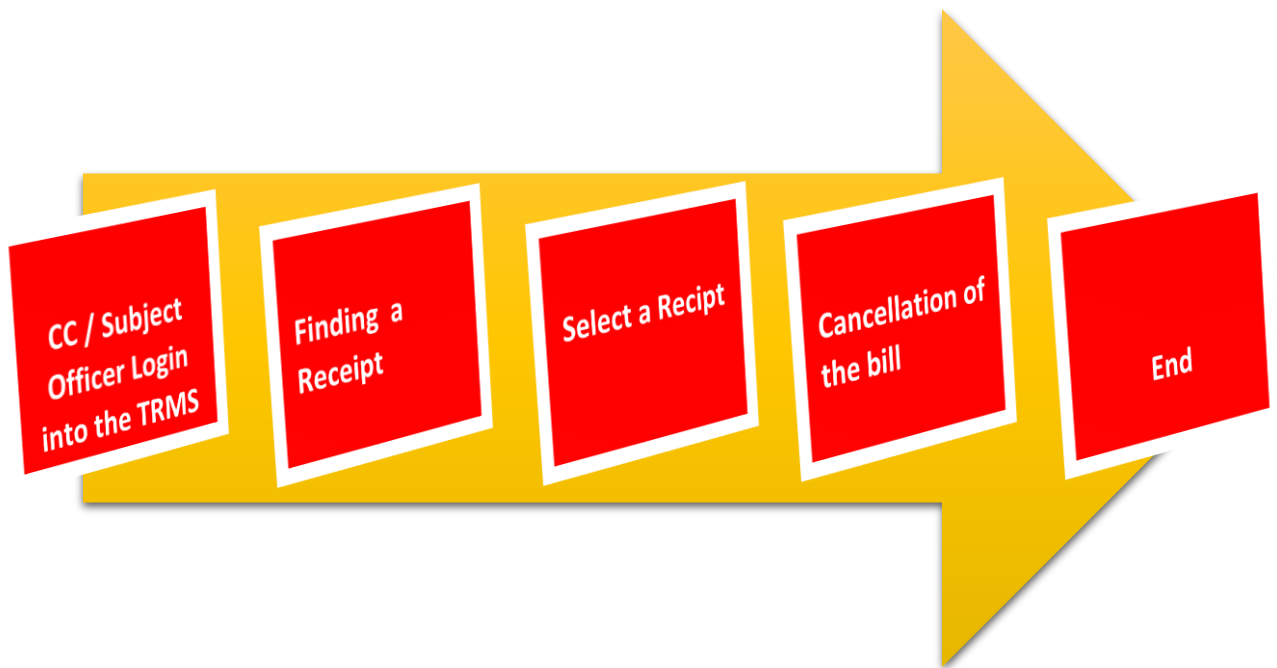


Departmental  
Bill Payments  
(other Revenue)

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**

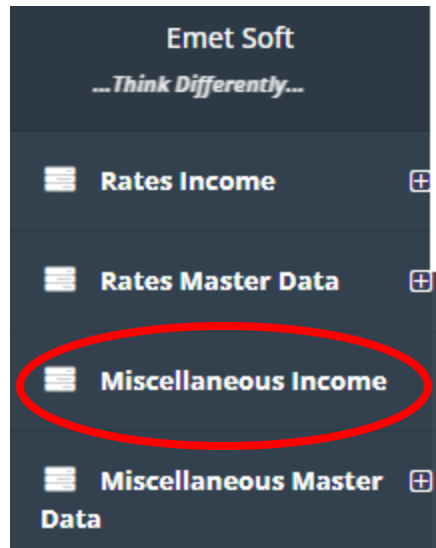
**Log In** to your account

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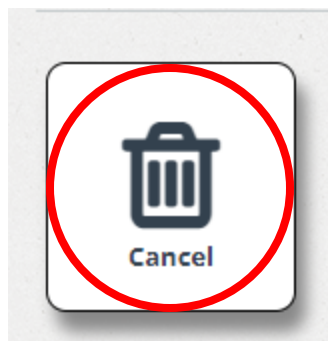
Advanced Options



**STEP: 03 Then click on Miscellaneous Incomes**



**STEP: 04 Then click on Cancel**



01. Select the From date

02. Select the date to

STEP: 05 select the date

# RATE RECEIPT CANCEL

Date From

3/4/2022

Date To

3/4/2022



- 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

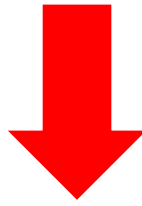
Main Office  
Book Category

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

Select the receipt you want to cancel.

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

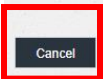




**STEP: 07 Cancel Receipt**

<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



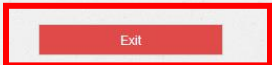
Click on this icon to cancel



**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\*\*\***