

# User Guide

## 04. Valuation and Assessment-MA-13- Valuation and Assessments-Valuation System-Assessment Number 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

# 2. TABLE OF CONTENTS

Page No.

- 1. Revision History ..... 2
- 2. TABLE OF CONTENTS..... 2
- 3. THE PROCESS..... 3
- 4. Valuation Management – Assessment Number ..... 5
- 5. Valuation Officer ..... 10
- 6. Chief Valuation Officer ..... 15
- 7. Accountant..... 18
- 8. Chief Clerk ..... 21
- 9. Management Assistant ..... 24



# 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 – Assessment Number

3.

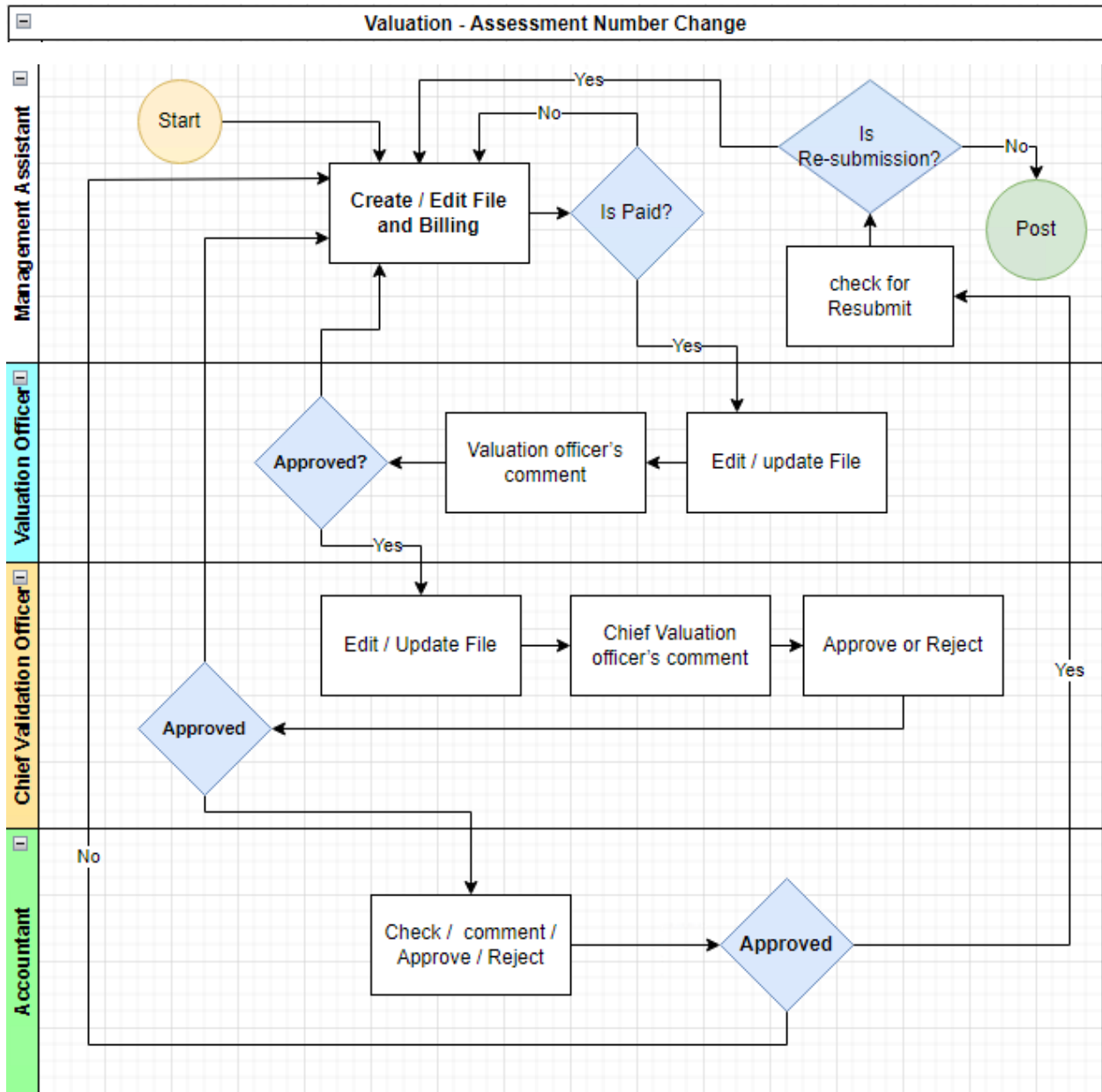


Valuation Management

Property Valuation, Issuing  
Certificates

[READ MORE](#)

# THE PROCESS



#### 4. VALUATION MANAGEMENT – ASSESSMENT NUMBER

**STEP: 01 Click On this Icon in ERP Page**



Valuation Management  
Property Valuation, Issuing  
Certificates

READ MORE



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

### Login to DMMC VALUATION

---

**User name**

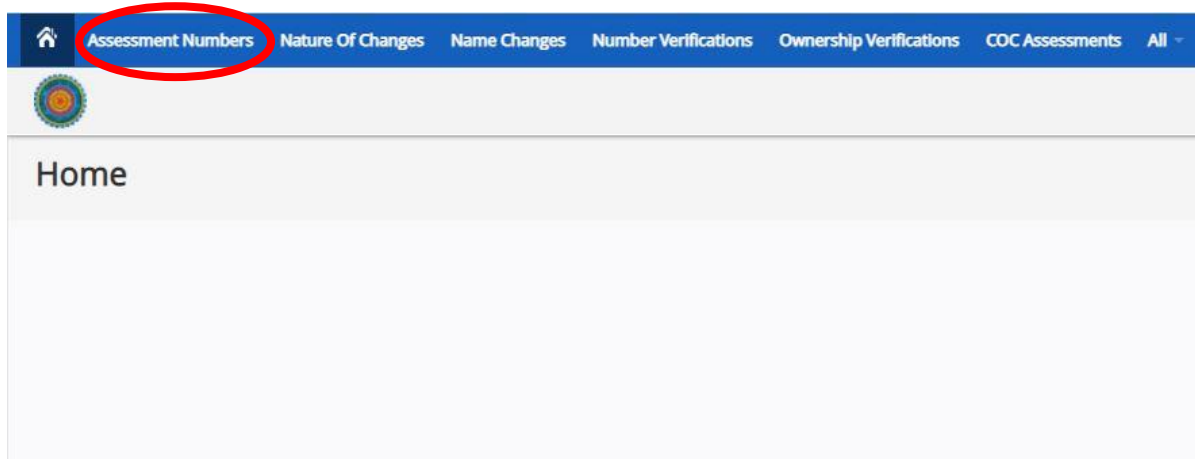
**Password**

[Forgot Password ?](#)

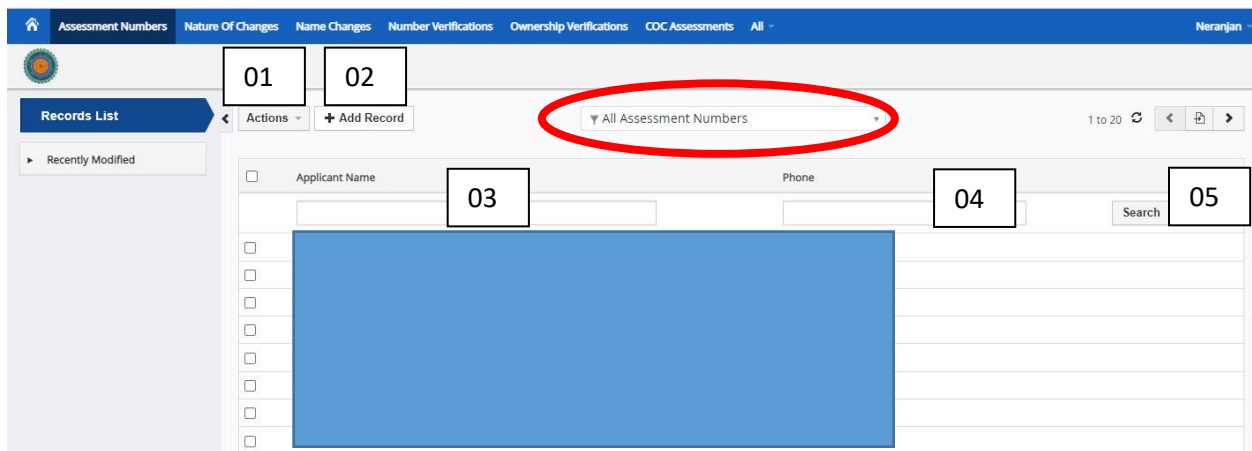
Powered by Emetsoft Pvt.Ltd | v1.0.0



**STEP: 03 Then click on Assessment Number**



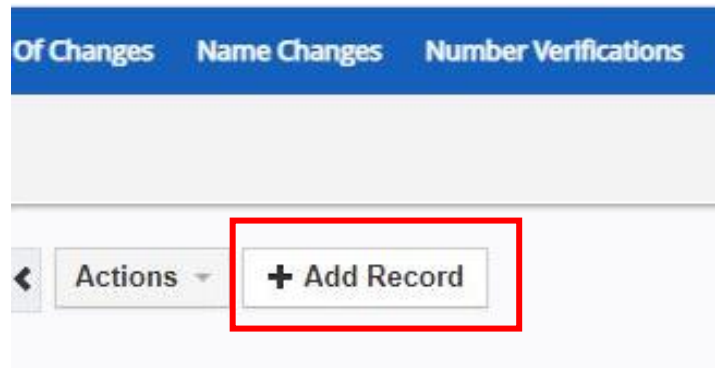
**STEP: 04 Select Assesmnt Numbers**

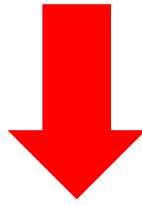


01. Select Action
02. Add New Record
03. Search Property Using Application Name
04. Search Property Using Phone Number
05. Search Button



**STEP: 05 Then click on Add Record**





**STEP: 06 Add a New Property Information**

Creating New Assessment Number Save Cancel

Property Information	
* Ward Number	01-WILAWALA
* Valuation Type	New
Number to Merge	
Plan No	
COC No	
Address	
* Street	1-BALAPOKUNA ROAD LEFT
Existing Assessment No	
Split Count	
Lot No	
COC Date	27-04-2022
Ready to Post	No

Assessment Information					
Assessment No	Property Owner Name	Property Type	Property Description	Property Annual Value	Last Quarter Paid?

01. Select Ward Number
02. Select Street
03. Select Valuation Type
04. Add plan Number
05. Add LOT Number
06. Add COC Number
07. Select COC Date
08. Add Address

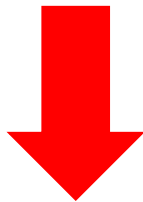


**STEP: 07 Add an Application Information**



Application Information	
* Applicant Name	Applicant Address
Phone	Reference Letter Date
* Status	* Type
Temporary File Number	
Comments of Management Assistant	
Comments of Chief Management Assistant	
System Information	
* Assigned To	

01. Add Applicant Name
02. Add Applicant Address
03. Add Phone Number
04. Select Reference Date
05. Select Status (Ex: Inspection)
06. Select Type (Ex: Permanente)
07. Add Temporary File number
08. Add comments of Management Assistant
09. Select Assigned To



**STEP: 08 Click on Save Button**



## 5. VALUATION OFFICER



**STEP: 09 find a File**

<input type="checkbox"/>	Assigned To	File Number	Ward Number	Street	Split Count	Status
<input type="checkbox"/>			022	15-KAWDANA EAST	4	Posted to Rate
<input type="checkbox"/>	hwaran			10-UDYANAYA	2	Approved - Chief Valuation Insp
<input type="checkbox"/>	chi (VI)			20-KATUKURUDUWATTA	5	Inspection
<input type="checkbox"/>				05-HATHBODHIYA	1	Inspection
<input type="checkbox"/>				03-KOHUWALA	7	Inspection
<input type="checkbox"/>	chi (VI)			28-RATMALANA EAST	8	Inspection
<input type="checkbox"/>	(VI)			18-VIDYALAYA	5	Inspection
<input type="checkbox"/>			2	26-VIHARA	8	Posted to Rate
<input type="checkbox"/>				01-WILAWALA	1	Inspection

You can find a property using:

01. Assigned To
02. File Number
03. Ward Number
04. Street
05. Split Count
06. Status



**STEP: 10 select a File**

Actions + Add Record | neranjan | 1 to 20

Assigned To	File Number	Ward Number	Street	Split Count	Status
	DM	022 15-KAWDANA EAST	4	2	
	DM	10-UDYANAYA	2	0	Approved - Chief Valuation Insp
	DM	20-KATUKURUDUWATTA	5	0	Inspection
	DM	05-HATHBODHIYA	1	0	Inspection
	DM	03-KOHUWALA	7	0	Inspection
	DM	28-RATMALANA EAST	8	0	Inspection
	DM	18-VIDYALAYA	5	0	Inspection
	DM	26-VIHARA	8	2	Posted to Rate
	DM	01-WILAWALA	1	0	Inspection

<<< Click Here



**STEP: 11 Check Property Information**  
 (\*\* AFTER VISIT \*\*)

Ward Number: 15-KAWDANA EAST | Street: 417-SIRISANGABO RD LEFT

Valuation Type: Split | Existing Assessment No: [Redacted]

Number to Merge: [Redacted] | Split Count: 2

Plan No: [Redacted] | Lot No: [Redacted]

COC No: [Redacted] | COC Date: [Redacted]

Address: [Redacted] | Ready to Post: Yes

Application Info: Successfully posted to Rate

Assessment Information

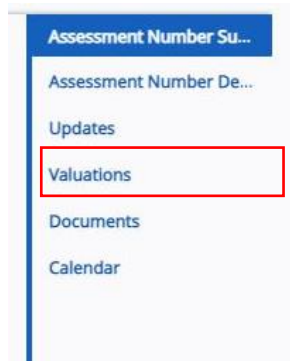
Assessment No	Property Owner Name	Property Type	Property Description	Property Annual Value	Last Quarter Paid?
[Redacted]	[Redacted]	Resident-N	Asbestos Roofed Two Storied House	[Redacted]	Yes

Street Location: Sri Sangabo Rd, Dehiwala-Mount Lavinia

Assessment Number Su...  
 Assessment Number De...  
 Updates  
 Valuations  
 Documents  
 Calendar



**STEP: 12 Click on Valuation**



**STEP: 13 Then Click on Edit**

← [Redacted] A 1, KAWDANA EAST, SIRISANGABO ... Print Edit More

1 to 2 ◀ 🔍 ▶

Valuation Type	Existing Assesment No	Street	Ward	Existing Property Type	Existing Annual value	Owner Name
Modification	17 [Redacted]	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	10 [Redacted]	-
New	17 [Redacted]	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	10 [Redacted]	-



## STEP: 14 add Valuation Inspection Information

Valuation Inspection Information			
Date of inspection	<input type="text" value="1"/>	Building Application No	<input type="text" value="2"/>
Supplied Electricity	<input type="checkbox" value="3"/>	Supplied Water	<input type="checkbox" value="4"/>
Supplied Drainage	<input type="checkbox" value="5"/>	No.of Sq.ft covered by building	<input type="text" value="6"/>
Rate per Sq.Ft	<input type="text" value="7"/>	Occupied By	<input type="text" value="8"/>
Tenant Name	<input type="text" value="9"/>	Monthly Rent	<input type="text" value="10"/>
Deadline of payment	<input type="text" value="11"/>	Chief Valuation Inspector Comments	<input type="text" value="12"/>
Valuation Inspector Comments	<div data-bbox="446 840 1258 1144"><p>13</p></div>		

01. Select Date of Inspection
02. Enter Building Application No
03. Click on check Box (if Supplied Electricity)
04. Click on check Box (if Supplied Water)
05. Click on check Box (if Supplied Drainage)
06. Add Number of SQ.FT covered by building
07. Add Rate per SQ.FT
08. Select Occupied By
09. Add Tenant Name
10. Add Monthly Rent
11. Select Deadline of payment
12. Add Chief Valuation Inspector Comments
13. Add Valuation Inspector comments



**STEP: 15 Assigned to Chief Valuation Officer**

System Information

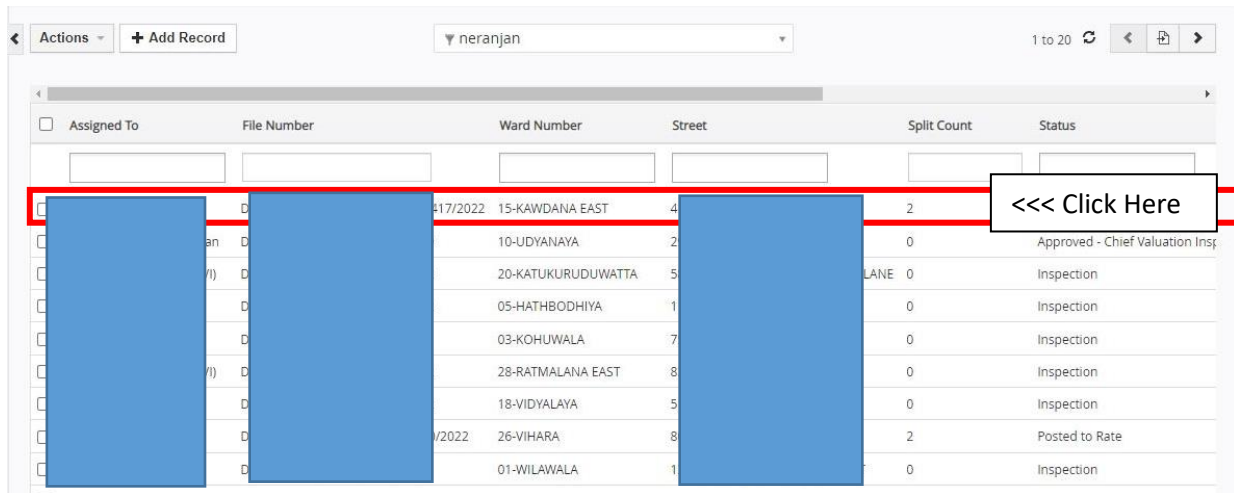
\* Assigned To



**STEP: 16 Click on Save Button**

## 6. CHIEF VALUATION OFFICER

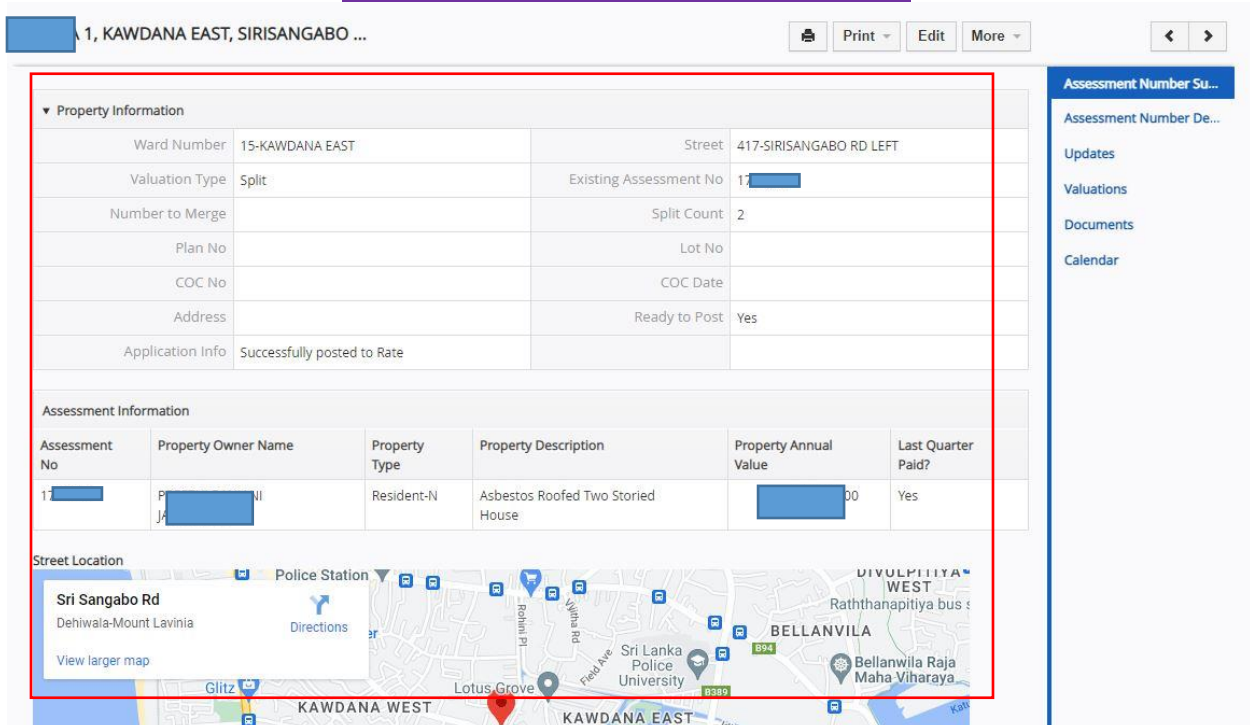
STEP: 17 select a File



Actions + Add Record neranja 1 to 20

Assigned To	File Number	Ward Number	Street	Split Count	Status
		15-KAWDANA EAST	417-2022	2	
		10-UDYANAYA		0	Approved - Chief Valuation Insp
		20-KATUKURUDUWATTA		LANE 0	Inspection
		05-HATHBODHIYA		0	Inspection
		03-KOHUWALA		0	Inspection
		28-RATMALANA EAST		0	Inspection
		18-VIDYALAYA		0	Inspection
		26-VIHARA		2	Posted to Rate
		01-WILAWALA		0	Inspection

STEP: 18 Check Property Information



1, KAWDANA EAST, SIRISANGABO ... Print Edit More

Assessment Number Su...  
Assessment Number De...  
Updates  
Valuations  
Documents  
Calendar

▼ Property Information

Ward Number	15-KAWDANA EAST	Street	417-SIRISANGABO RD LEFT
Valuation Type	Split	Existing Assessment No	17
Number to Merge		Split Count	2
Plan No		Lot No	
COC No		COC Date	
Address		Ready to Post	Yes
Application Info	Successfully posted to Rate		

Assessment Information

Assessment No	Property Owner Name	Property Type	Property Description	Property Annual Value	Last Quarter Paid?
17	P. J. ...	Resident-N	Asbestos Roofed Two Storied House	00	Yes

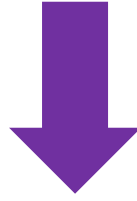
Street Location

Sri Sangabo Rd  
Dehiwala-Mount Lavinia  
View larger map

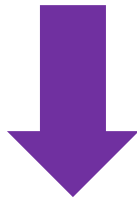
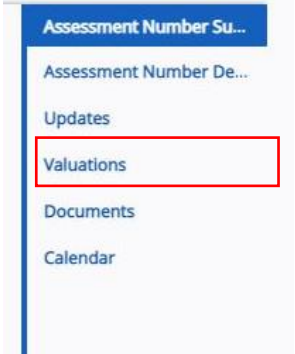
Police Station  
Directions

Lotus Grove  
Sri Lanka Police University  
BELLANVILA  
Bellanwila Raja Maha Viharaya

KAWDANA WEST  
KAWDANA EAST



**STEP: 19 Click on Valuation**



**STEP: 20 Then Click on Edit**

1, KAWDANA EAST, SIRISANGABO ...

Print Edit More

1 to 2

Valuation Type	Existing Assesment No	Street	Ward	Existing Property Type	Existing Annual value	Owner Name
Modification	17	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	107	-
New	17	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	107	-





**STEP: 21 Assigned to Accountant**

System Information

\* Assigned To

A screenshot of a software interface showing a 'System Information' section. Below the title, there is a label '\* Assigned To' followed by a text input field with a blue background and a dropdown arrow on the right side.

**STEP: 22 Click on Save Button**

A screenshot of a dialog box or form footer showing two buttons: a green 'Save' button and a grey 'Cancel' button. The 'Save' button is highlighted with a red rectangular border.

## 7. ACCOUNTANT

STEP: 23 select a property

Actions + Add Record neranjan 1 to 20

Assigned To	File Number	Ward Number	Street	Split Count	Status
		22	15-KAWDANA EAST	4	2
			10-UDYANAYA	2	0
			20-KATUKURUDUWATTA	5	0
			05-HATHBODHIYA	1	0
			03-KOHUWALA	7	0
			28-RATMALANA EAST	8	0
			18-VIDYALAYA	5	0
			26-VIHARA	8	2
			01-WILAWALA	1	0

<<< Click Here

STEP: 24 Check Property Information

1, KAWDANA EAST, SIRISANGABO ... Print Edit More

Property Information	
Ward Number	15-KAWDANA EAST
Street	417-SIRISANGABO RD LEFT
Valuation Type	Split
Existing Assessment No	1
Number to Merge	Split Count
	2
Plan No	Lot No
COC No	COC Date
Address	Ready to Post
	Yes
Application Info	Successfully posted to Rate

Assessment Information					
Assessment No	Property Owner Name	Property Type	Property Description	Property Annual Value	Last Quarter Paid?
1	P	Resident-N	Asbestos Roofed Two Storied House	0	Yes

Street Location

Sri Sangabo Rd  
Dehiwala-Mount Lavinia  
View larger map

KAWDANA WEST KAWDANA EAST

Assessment Number Su...  
Assessment Number De...  
Updates  
Valuations  
Documents  
Calendar



**STEP: 25 Click on Valuation**

Assessment Number Su...  
Assessment Number De...  
Updates  
**Valuations**  
Documents  
Calendar



**STEP: 26 Then Click on Edit**

← [Redacted], KAWDANA EAST, SIRISANGABO ...

Print Edit More

1 to 2

Valuation Type	Existing Assesment No	Street	Ward	Existing Property Type	Existing Annual value	Owner Name
Modification	1 [Redacted]	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	10 [Redacted]	-
New	1 [Redacted]	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	10 [Redacted]	-



**STEP: 27 Add Approval**

Approval Information	
* Effective Date	01-03-2022
Approved date	27-04-2022
Comments of Accountant	
Comments of Commissioner	



**STEP: 28 Assigned to Chief Clack**

System Information	
* Assigned To	

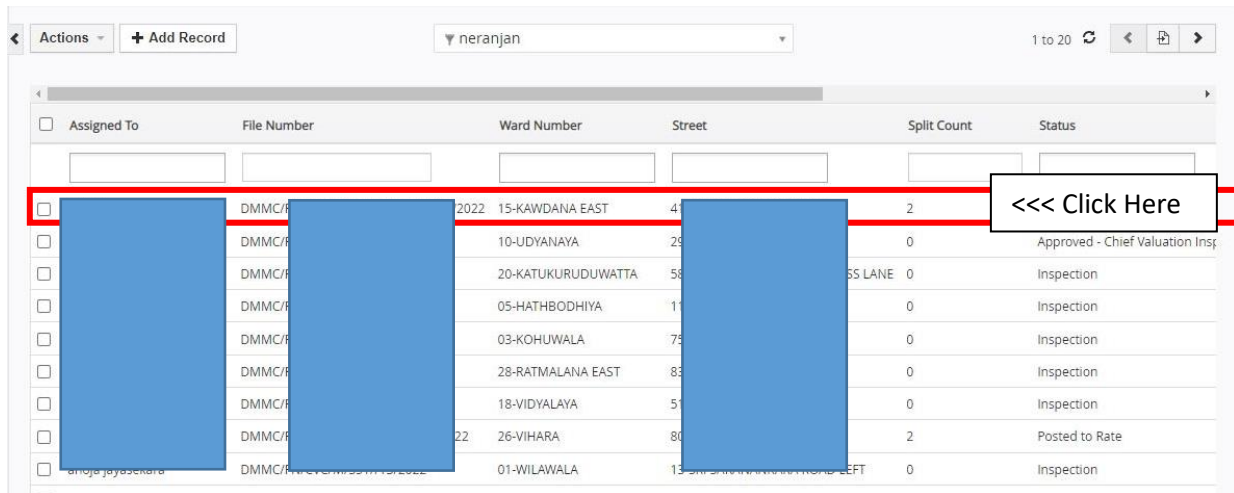


**STEP: 29 Click on Save Button**

<b>Save</b>	Cancel
-------------	--------

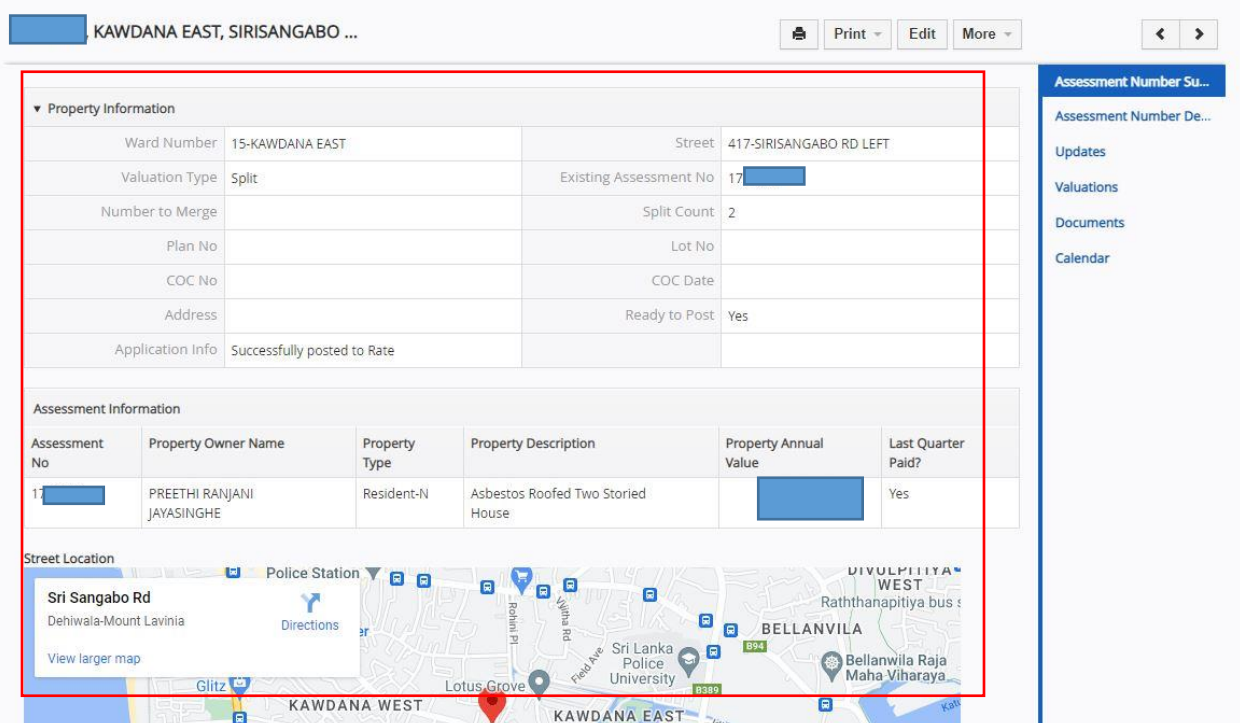
## 8. CHIEF CLERK

STEP: 30 select a property



Assigned To	File Number	Ward Number	Street	Split Count	Status
<input type="checkbox"/>	DMMC/P...	2022 15-KAWDANA EAST	417-SIRISANGABO RD LEFT	2	Approved - Chief Valuation Insp...
<input type="checkbox"/>	DMMC/P...	10-UDYANAYA	29...	0	Inspection
<input type="checkbox"/>	DMMC/P...	20-KATUKURUDUWATTA	58...	0	Inspection
<input type="checkbox"/>	DMMC/P...	05-HATHBODHIYA	11...	0	Inspection
<input type="checkbox"/>	DMMC/P...	03-KOHUWALA	75...	0	Inspection
<input type="checkbox"/>	DMMC/P...	28-RATMALANA EAST	83...	0	Inspection
<input type="checkbox"/>	DMMC/P...	18-VIDYALAYA	5...	0	Inspection
<input type="checkbox"/>	DMMC/P...	22 26-VIHARA	80...	2	Posted to Rate
<input type="checkbox"/>	DMMC/P...	01-WILAWALA	13...	0	Inspection

STEP: 31 Check Property Information



KAWDANA EAST, SIRISANGABO ...

Print Edit More

Property Information	
Ward Number	15-KAWDANA EAST
Street	417-SIRISANGABO RD LEFT
Valuation Type	Split
Existing Assessment No	17
Number to Merge	Split Count
Plan No	Lot No
COC No	COC Date
Address	Ready to Post
Application Info	Successfully posted to Rate

Assessment Information					
Assessment No	Property Owner Name	Property Type	Property Description	Property Annual Value	Last Quarter Paid?
17	PREETHI RANJANI JAYASINGHE	Resident-N	Asbestos Roofed Two Storied House		Yes

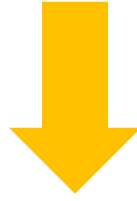
Street Location

Sri Sangabo Rd  
Dehiwala-Mount Lavinia

View larger map

KAWDANA WEST KAWDANA EAST

Assessment Number Su...  
Assessment Number De...  
Updates  
Valuations  
Documents  
Calendar



**STEP: 32 Click on Valuation**

- Assessment Number Su...
- Assessment Number De...
- Updates
- Valuations**
- Documents
- Calendar



**STEP: 33 Then Click on Edit**

1 [redacted] 1, KAWDANA EAST, SIRISANGABO ... Print Edit More

1 to 2 ← ↻ →

Valuation Type	Existing Assesment No	Street	Ward	Existing Property Type	Existing Annual value	Owner Name
Modification	17 [redacted]	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	10 [redacted]	-
New	17 [redacted]	417-SIRISANGABO RD LEFT	15-KAWDANA EAST	Resident-N	10 [redacted]	-



**STEP: 34 Add Approval**

Comments of Chief Management Assistant	<input type="text"/>
--	----------------------



**STEP: 35 Assigned to Management Assistant**

System Information	
* Assigned To	<input type="text"/>



**STEP: 36 Click on Save Button**

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
-------------------------------------	---------------------------------------

## 9. MANAGEMENT ASSISTANT



**STEP: 37 select a property**

Actions + Add Record | neranjan | 1 to 20

Assigned To	File Number	Ward Number	Street	Split Count	Status
<input type="checkbox"/>	DM	22	15-KAWDANA EAST	41	2
<input type="checkbox"/>	DM		10-UDYANAYA	29	0
<input type="checkbox"/>	DM		20-KATUKURUDUWATTA	58	0
<input type="checkbox"/>	DM		05-HATHBODHIYA	11	0
<input type="checkbox"/>	DM		03-KOHUWALA	75	0
<input type="checkbox"/>	DM		28-RATMALANA EAST	83	0
<input type="checkbox"/>	DM		18-VIDYALAYA	51	0
<input type="checkbox"/>	DM		26-VIHARA	80	2
<input type="checkbox"/>	DM		01-WILAWALA	13	0

<<< Click Here



**STEP: 38 Check Property Information**

ANANKARA, BHATHIYA MAWAT... | Post | Resubmit | Print | Edit | More

▼ Property Information

Ward Number	06-SARANANKARA	Street	135-BHATHIYA MAWATHA LEFT
Valuation Type	Split	Existing Assessment No	31
Number to Merge		Split Count	2
Plan No		Lot No	
COC No		COC Date	
Address		Ready to Post	Yes
Application Info			

Assessment Information

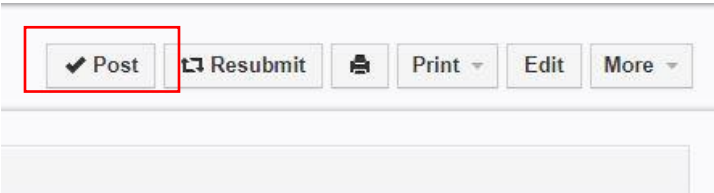
Assessment No	Property Owner Name	Property Type	Property Description	Property Annual Value	Last Quarter Paid?
31	W	Resident-N	Asbestos & Corrugated Iron Sheets Roofed House		No

Street Location

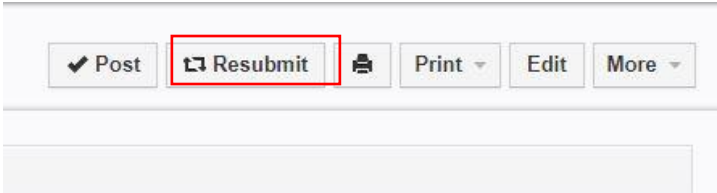




**STEP: 39 Click on Post**



**STEP: 40 Then Click on Resubmit**



**STEP: 41 Click on Save Button**

