

User Guide

04.2.1 Valuation and Assessments-New Assessment Number 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
01-09-2025	3.0.0	Enhancements for the manual	Project Manager

TABLE OF CONTENTS

THE PROCESS	4
Valuation Management – New Assessment Number	5
WorkFlow	15
Check Assigned documents.	16
View application	17
Cancel application	18
Print Certificate	19



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 – New Assessment Number

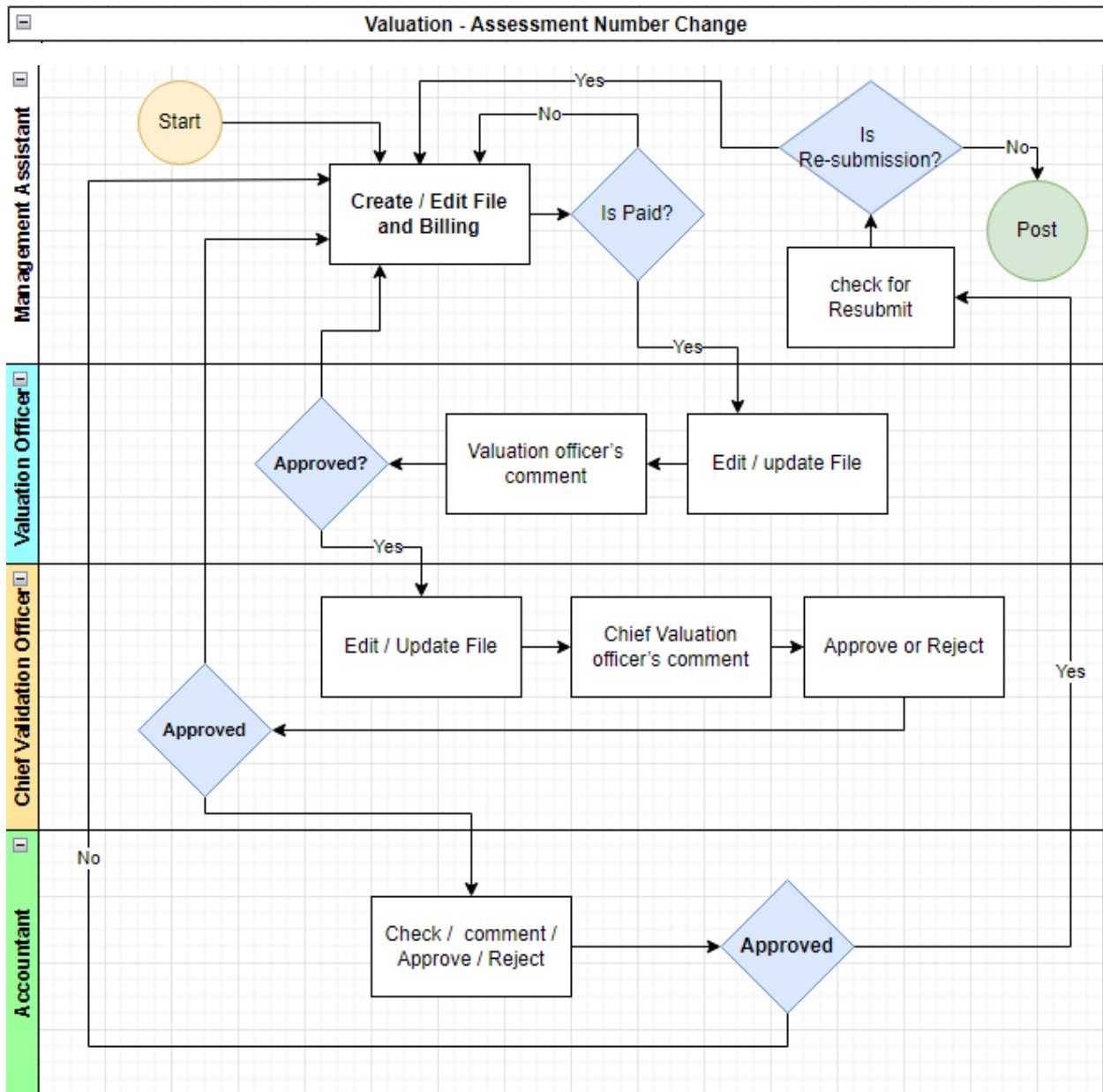


Valuation Management

Property Valuation, Issuing
Certificates

[READ MORE](#)

THE PROCESS



Valuation Management – New Assessment Number

STEP: 01 Click On this Icon in ERP Page



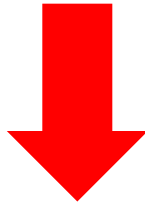
Valuation Management
Property Valuation, Issuing
Certificates

READ MORE



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

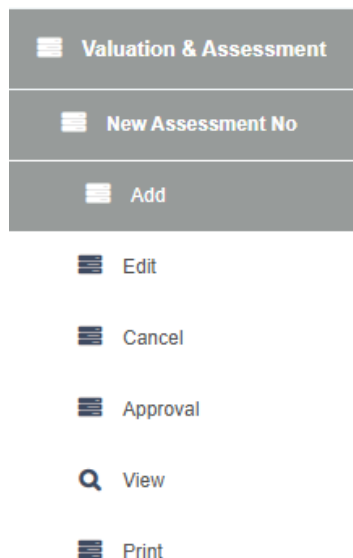
A login form titled 'Log In to Revenue account'. It contains two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forget Password'. At the bottom left, there is a dropdown menu icon and the text 'Advanced Options'. At the bottom right, there is a green button labeled 'Log In'.



**STEP: 03 Navigate from Left side menu
Valuation & Assessment → New
Assessment No → Add**

Application Initiation

***Note:** Application initiation is done through this. Complete only the necessary steps and forward to relevant officers using workflow assignment.



STEP: 04 Fill the Application

New Number/ Split/ Merge

ID	Application No*	Application Date*	Effective Date*
78399	MKB/0029/2025	9/8/2025	
Applicant Name*		NIC*	
Applicant Address*	Applicant Mobile No*	Applicant Email	
Remarks			
File Number	Physical File Location		

01. **Application No** → This is auto-generated (e.g., MKB/0029/2025).
02. **Application Date** → Select current date.
03. **Effective Date** → Select the effective date for this assessment.
04. **Applicant Name** → Enter the full name of the applicant.
05. **NIC** → Enter the applicant's National Identity Card number.
06. **Applicant Address** → Provide the complete address.
07. **Applicant Mobile No** → Enter a valid mobile number.
08. **Applicant Email** → Enter applicant's email (optional).
09. **Remarks** → Add any remarks if necessary.
10. **File Number / Physical File Location** → Enter references if applicable.

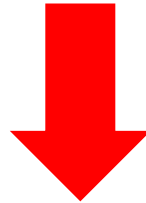


STEP: 05 Select relevant type
(New/ Split/Combine/Modification)

08. **Owner Name** → Click **Add Owner** to enter ownership details (if the owner does not exist in the current system) else enter owner name.

Add Owner

Property Description	Owner Name
Add Owner	



LGA Revenue

administrator

Property Holder

Property HolderID
204621

Name *

Address

City Country

Telephone

NIC

Email

VAT Number

Whats App No.

+

Save

Exit



STEP: 07 For Split

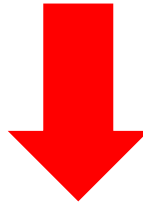
Add Property Information of the property to be split and Information of splitted properties

Split

The screenshot shows a web-based form for adding property information. The form is titled 'Split' and contains several sections. The first section is for the parent property, with fields for Index (1), Valuation Type (Split), Division/Street (18-VIDYALAYA, DE SERAM ROAD), Assessment Number (0), Property Type (Resident-N), Annual Value (63,396.00), Property Description (CONCRETE FLAT ROOFED THREE), and Owner Name (SUGANTHANI SITHAMPAN). Below this is a section for 'Inactive Parent' with a checkbox. The second section is for the split properties, with fields for Index (2), Valuation Type (New), Division/Street (-Select-), Assessment Number (0), Property Type (Char), Annual Value (0.00), Property Description, and Owner Name. The third section is for additional split properties, with fields for Index (3), Valuation Type (New), Division/Street (-Select-), Assessment Number (0), Property Type (Char), Annual Value (0.00), Property Description, and Owner Name. At the bottom left, there is a red circle around a '+' button, indicating the option to add more split properties.

01. **Valuation Type** → Select from dropdown (**Split**) for parent property.
02. **Division/Street** → Choose the relevant division and street.
03. **Assessment Number** → Select the property's assessment number.
04. If the parent property gets inactive, click the **"Inactive Parent"** check box.
05. **Property Type** → If property Type gets changed, select new property type from dropdown.
06. **Annual Value** → If the annual value of the parent property gets changed, enter the annual value of the property.
07. **Property Description** → If the property description of the parent property gets changed, provide a new description of the property.
08. **Owner Name** → If the Owner of the parent property gets changed, click **Add Owner** to enter ownership details (if the owner does not exist in the current system) else enter owner name.
09. **Add Split properties** → Click '+' to add split properties.

10. **Valuation Type** → Select from dropdown (**New**).
11. **Division/Street** → Choose the relevant division and street.
12. **Assessment Number** → Enter the property's assessment number.
13. **Char** → Enter the character (including '/').
14. **Property Type** → Select from dropdown (e.g., *Residential*, *Commercial*).
15. **Annual Value** → Enter the annual value of the property.
16. **Property Description** → Provide a short description of the property.
17. **Owner Name** → Click **Add Owner** to enter ownership details (if the owner does not exist in the current system) else enter owner name.



STEP: 08 For Combine

Add Property Informations of the properties to be combine and Information of the new property

Index	Valuation Type	Division/Street	Assessment Number	Property Type	Annual Value	Property Description	Owner Name
Select 1	Combine	01-WILAWALA BALAPOKUNA F	[Blue Box]	Commercial-B	172,615.00	CAR SALE	[Blue Box]
Select 2	Combine	01-WILAWALA BALAPOKUNA F	[Blue Box]	Resident-N	246,792.00	CONCRETE FLAT ROOFED THREE	[Blue Box]
Select 3	New	-Select- -Select-	0 [Blue Box]	Char [Blue Box]	-Select- 0.00 [Blue Box]	[Blue Box]	[Blue Box]

At the bottom left of the table, there is a red circle around a '+' icon, indicating the 'Add Owner' button.

01. **Valuation Type** → Select from dropdown (**Combine**) for property to be combined.
02. **Division/Street** → Choose the relevant division and street.
03. **Assessment Number** → Select the property's assessment number.

04. **Add Combine properties**→ Click '+' to add other properties to be combined (Follow same method as in first property).
05. **Add New property**→ Click '+' to add new property to be formed.
06. **Valuation Type** → Select from dropdown (**New**).
07. **Division/Street** → Choose the relevant division and street.
08. **Assessment Number** → Enter the property's assessment number.
09. **Char** → Enter the character (including '/').
10. **Property Type** → If property Type gets changed, select new property type from dropdown.
11. **Annual Value** → If the annual value of the parent property gets changed, enter the annual value of the property.
12. **Property Description** → If the property description of the parent property gets changed, provide a new description of the property.
13. **Owner Name** → Click **Add Owner** to enter ownership details (if the owner does not exist in the current system) else enter owner name.



STEP: 09 Schedule a Visit

Add Schedule Information and update with the progress of the Visit

User Name	Enter Date	Schedule Date	From Time	To Time	Comment	Status
<-Select->	2025-09-09					Scheduled

Buttons: Check Scheduled Visits, Delete

Dropdowns: User Name (+), Status (Scheduled, Ongoing, Completed, Cancel, Re-Scheduled)

01. **User Name** → Select Officer

02. **Enter Date** → Defaults to today's date.

03. **Schedule Date** → Select the date for the visit.

04. **From Time / To Time** → Enter visit time range.

05. **Add Comments**

06. **Status** → Select Status of the visit.

07. **Check Schedule Visit** → Check schedule visits of the selected officer on the selected date of the visit.

08. **Delete** → Delete Schedule.

09. Click '+' to add multiple visits.



STEP: 10 Payment Generation

***Note:** Payment will be shown once the application has been saved once.



Payment Details

ID	Amount	Temp Receipt ID/No	Receipt No/Paid Amount	Bill Type	Generate Temp. Bill
Select 0	0.00			<-Select->	Generate Temp. Bill
+ 🗑️ ↺					

Payment Details

ID	Amount	Temp Receipt ID/No	Receipt No/Paid Amount	Bill Type	Generate Temp. Bill	Cancel Temp. Bill
Select 0	18,000.00	1136604	Not Paid	Valuation - New Number	Generate Temp. Bill	Cancel Temp. Bill
		146487	Not Paid			
+ 🗑️ ↺						

Payment Details

ID	Amount	Temp Receipt ID/No	Receipt No/Paid Amount	Bill Type	Generate Temp. Bill
Select 2100	18,000.00	1136604	846218	Valuation - New Number	Generate Temp. Bill
		146487	21240.00		
+ 🗑️ ↺					

01. Click the '+' button.

02. **Amount** → Enter the payable amount.

03. **Bill Type** → Select bill type from dropdown.

04. **Generate Temp. Bill** → Click this button to generate a temporary bill.

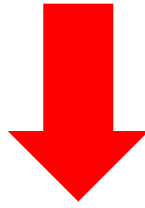
05. **Cancel Temp. Bill** → if created by mistake.

06. **Temp Receipt ID/ No** → Issue to the customer to pay at the Shroff

07. **Total Amount** → Once the bill is paid, the amount will display here.

***Note:** Do not assign workflow until the payment is done. Reopen or refresh once the payment is completed.

Initial payment can be done at the application initiation at the Front Office.



STEP: 10 Workflow Assignment

The screenshot shows a workflow assignment interface. It includes an 'Action' dropdown menu, an 'Assign To' list of users, a 'Remarks' text area, and 'Save' and 'Exit' buttons. There are also three small blue square icons: one under the Action dropdown, one under the Assign To list, and one under the Save/Exit buttons.

01. **Action** → Select Action
02. **Assign To** → Choose the next officer.
03. **Remarks** → Add if necessary.
04. **Save.**

WorkFlow

1. Receive application by Front Office and forward to MA.
2. Verify application and forward to Valuation Officer.
3. Recommendation.
4. Authorize and forward to MA.
5. MA check and forward to the Front Office.

6. Front Office generates payment.
7. Front Office assigns application to MA after payment.
8. MA check and forward to CC.
9. CC recommend and forward to CMA.
10. CMA approved and forward to MA.
11. MA print certificate and forward to CC.
12. Certificate approval and forward to CMA.
13. Certificate forward to MA.
14. MA collects pending payments and completes the process.
15. Complete.

Check Assigned documents.

Valuation & Assessment

New Assessment No

Add

Edit

Cancel

Approval

View

Print

New Number/ Split/ Merge Deatil

Search By
Application No

Search For

From Date
8/8/2020

To Date
9/8/2025

Edit	View	Application No	File No	Application Date	Effective Date	Applicant Name	Applicant Address	Applicant Mobile No	Remarks
38128	38128	ASSE2623	DMHC/PN/CVC/N/519/100/5A1/800/2021	05/08/2021	01/09/2021	H.S.N.PERERA			
43995	43995	ASSE3116	DMHC/PN/CVC/N/154//820/2022	18/02/2022	01/03/2022	a.d.a.s.de silva			
74727	74727	ASSE3332	DMHC/PN/CVC/N/154//421/2025	04/04/2025	01/03/2025	O.M.R.PATHMAPERUMA			

Go to approval and click the blue link under Edit to proceed.

View application

Valuation & Assessment

New Assessment No

Add

Edit

Cancel

Approval

View

Print

New Number/ Split/ Merge View

Search By
Application No

Search For

From Date
8/8/2025

To Date
9/8/2025

1234567									
View	Application No	File No	Application Date	Effective Date	Applicant Name	Applicant Address	Applicant Mobile No	Remarks	
77727	ASSE5405	DMHC/PN/CVC/N/327/43A_1/1/347/2025	08/08/2025	01/08/2025	.Pathma Hazila Faried	43A,Parline Road, Dehiwala	0767860119	M/2897/13	
77730	ASSE5406	M/1911/07	08/08/2025	01/08/2025	M.J.A..FAHIM	N07,HOSPITAL ROAD,DEHIWALA	0777272687		
77737	ASSE5407	DMHC/PN/CVC/N/328//609/2025	10/08/2025	10/08/2025	N.S.N.WIJERATNE	38 TEMPLE RD ATTIDIYA	0718899370		
77743	ASSE5408	DMHC/PN/CVC/N/330//605/2025	10/08/2025	01/09/2025	OWNER	HANTHRIMULLA RD 1ST LANE	0766485256		
77747	ASSE5409	DMHC/PN/CVC/N/331//664/2025	10/08/2025	10/08/2025	HEMANTHIE PEIRIS DERANIYAGALA			M/1960/25	
77749	ASSE5410	DMHC/PN/CVC/N/332//918/2025	10/08/2025	01/09/2025	M,SHAHMY FAROOK	52/106, PALLIDORA RD, KAWDANA, DEHIWALA	0777307120	M/1946/15	
77751	ASSE5411	DMHC/PN/CVC/N/333//119/2025	11/08/2025	11/08/2025	MANANA DEWAGE RANIL RANATHUNIGA				
77753	ASSE5412	DMHC/PN/CVC/N/334/149/119/2025	11/08/2025	01/07/2025	.				
77762	ASSE5413	DMHC/PN/CVC/N/335/20/624/2025	11/08/2025	01/09/2025	R. KULATHUNGE	20,Dhakshinarama Road, Mt-Lavinia.	0717329086	M/1980/22	
77770	ASSE5414	DMHC/PN/CVC/N/336//13/2025	11/08/2025	11/08/2025	A. M. M.A FARHAN				
1234567									

Can filter documents using given parameters under 'Search By' and view by clicking the blue link of the relevant document under View column.

Cancel application

Valuation & Assessment

New Assessment No

Add

Edit

Cancel

Approval

View

Print

New Number/ Split/ Merge Cancel

Search By

Application No

Search For

Q

From Date

8/8/2025

To Date

9/8/2025

12345

Select	Edit	View	Application No	File No	Application Date	Effective Date	Applicant Name	Applicant Address	Applicant Mobile No	Remarks
☐	77737	77737	ASSE5407	DMHC/FN/CVC/M/329/609/2025	10/08/2025	10/08/2025	N.S.N.WIJERATNE	5B TEMPLE RD ATTIDIYA	0718899370	
☐	77747	77747	ASSE5409	DMHC/FN/CVC/M/331/664/2025	10/08/2025	10/08/2025	HEMANTHIE PEIRIS DERANIYAGALA			M/1960/25
☐	77751	77751	ASSE5411	DMHC/FN/CVC/M/333/119/2025	11/08/2025	11/08/2025	MANANA DEWAGE RANIL RANATHUNGA			
☐	77783	77783	ASSE5417	DMHC/FN/CVC/M/339/556/2025	11/08/2025	11/08/2025	OWNER			M/1964/20
☐	77795	77795	ASSE5418	DMHC/FN/CVC/M/340/5, 5/1, 5/49/2025	12/08/2025	12/08/2025	A.A.S.M. DIAS			L/2624/02
☐	77824	77824	ASSE5420	DMHC/FN/CVC/M/342/563/2025	13/08/2025	13/08/2025	D.D.R. MAYADUNHA			M/1719/20
☐	77834	77834	ASSE5421	DMHC/FN/CVC/M/343/40/82/536/2025	13/08/2025	01/09/2025	OWNER			M/2005/20
☐	77848	77848	ASSE5422	DMHC/FN/CVC/M/344/831/2025	14/08/2025	14/08/2025	D.A. WADUGE , W.S.AMARASEKERA , H.A.S.AMARASEKERA			M/2004/28
☐	77880	77880	ASSE5423	DMHC/FN/CVC/M/345/183/674/2025	14/08/2025	01/09/2025	INDIRA SAMANMALI ABEYWARDHANNA	18 , sri dermarama rd,ratmalana	0773402468	M/2029/23
☐	77886	77886	ASSE5424	DMHC/FN/CVC/M/346/833/2025	14/08/2025	01/09/2025	D.R.L.Y.AMARASEKARA	5/19,MIDIAL RD, RATHMALANA	0776136045	M/2027/28

12345

Save

Exit

Search document to be canceled by using relevant parameters. Check the checkbox and **Save**.

Print Certificate

 Valuation & Assessment

 New Assessment No

 Add

 Edit

 Cancel

 Approval

 View

 Print

Valuation Printing New No

From Date
8/8/2020

To Date
9/8/2025

Search By
Application Date

Search For



Printing Option

☐ Not Printed

☒ Printed

Select	NO	Lot No	Application Date	Name	Telephone No
☐	M/KB/0001/2025	a	19/06/2025	aaaaaaaaaaaa	
☐	M/KB/0002/2025	11	26/06/2025	T. Perera	

Printing Formats

Format_NewNo.rpt

Print

Exit

Select the relevant document to print the certificate by checking the checkbox, select relevant printing format, then print.