

User Guide

04.2.2 Valuation and Assessment-New Assessment 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

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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 – New Assessment

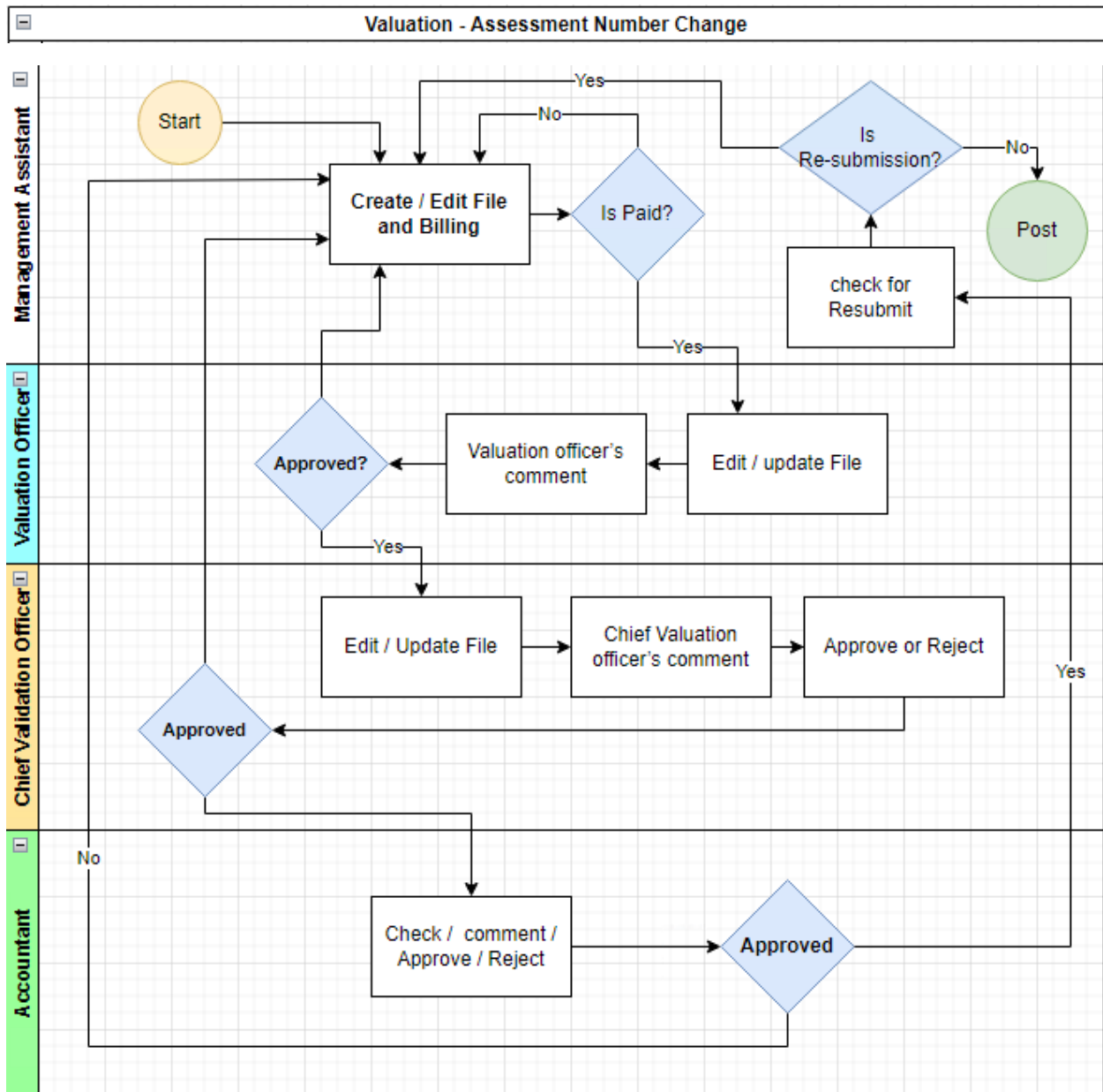


Valuation Management

Property Valuation, Issuing
Certificates

[READ MORE](#)

THE PROCESS



Valuation Management – New Assessment

STEP: 01 Click On this Icon in ERP Page



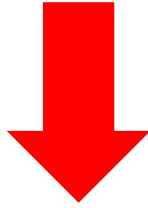
Valuation Management
Property Valuation, Issuing
Certificates

READ MORE



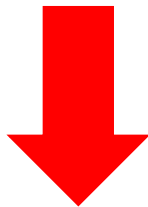
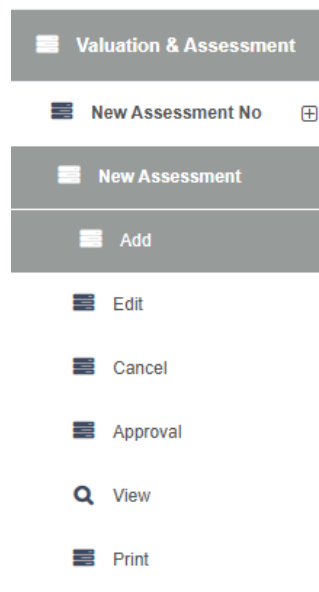
**STEP: 02 Login using your user name
and password to the system**

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 with a downward arrow icon and the text 'Advanced Options'. At the bottom right is a green button with the text 'Log In'.



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

***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 Assessment

ID 63	Application No* BA/KB/0012/2025	Application Date* 9/9/2025	Effective Date*
Applicant Name*	Applicant Address*		NIC*
Applicant Mobile No*		Applicant Email	
Remarks			
File Number	Physical File Location		

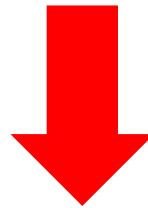
01. **Application No** → This is auto-generated (e.g., MKB/0029/2025).
02. **Application Date** → Select current date.
03. **Effective Date** → Select the effective date for this assessment.
04. **Applicant Name** → Enter the full name of the applicant.
05. **NIC** → Enter the applicant's National Identity 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.

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

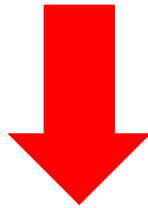
Add Property Information of the property to be split and Information of splitted properties

Index	Valuation Type	Division/Street	Assessment Number	Property Type	Annual Value	Property Description	Owner Name
Select 1	Split	18-VIDYALAYA DE SERAM RD#	6 3/1 : SUGANTHANI SITHAMPARAM. ☐ Inactive Parent	Resident-N -Select-	63,396.00 0.00	CONCRETE FLAT ROOFED THIRE	SUGANTHANI SITHAMPARA Add Owner
Select 2	New	-Select- -Select-	0	Char -Select-	0.00		Add Owner
Select 3	New	-Select- -Select-	0	Char -Select-	0.00		Add Owner

+

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

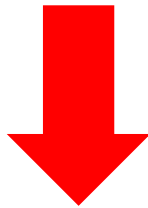
Add Property Informations of the properties to be combine and Information of the new property

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	-Select-	0.00		Add Owner [Blue Box]

At the bottom left of the table, there is a red circle around a '+' 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.

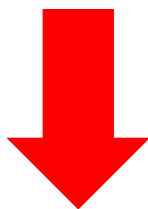
04. **Add Combine properties**→ Click '+' to add other properties to be combined (Follow same method as in first property).
05. **Add New property**→ Click '+' to add new property to be formed.
06. **Valuation Type** → Select from dropdown (**New**).
07. **Division/Street** → Choose the relevant division 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 For Modification
Add Property Informations of the
properties to be modified

Index	Valuation Type	Division/Street	Assessment Number	Property Type	Annual Value	Property Description	Owner Name	
Select	1	Modification	01-WILAWALA	11A/4A : N.P.DAYASAGARA	Resident-N	384,906.00	Concrete Flat Roofed & Asbestos	N.P.DAYASAGARA
		SRI MAHA VIH		-Select-	0.00			

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. Enter modified values under the prevailing details in necessary places.
05. **Add New property**→ Click '+' to add new property to be formed.



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

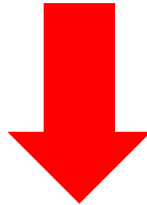
Scheduled
 Ongoing
 Completed
 Cancel
 Re-Scheduled

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

No Data Found

Payment Details

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

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		
		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 146487	846218 21240.00	Valuation - New Number	Generate Temp. Bill

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.

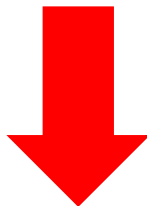
05. **Cancel Temp. Bill** → if created by mistake.

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

Form fields and buttons:

- Action: Submit/Pass/Approve
- Assign To: Val_MA: Pubudumi, Val_MA: Anoja, Val_MA: Kausalya_6978
- Remarks: [Text area]
- Buttons: Save, Exit

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/M/319/100/SA1/800/2021	05/08/2021	01/09/2021	H.S.ALPERERA			
43995	43995	ASSE3116	DMHC/PN/CVC/M/154//820/2022	18/02/2022	01/03/2022	a.d.s.de silva			
74727	74727	ASSE3232	DMHC/PN/CVC/M/154//421/2025	04/04/2025	01/03/2025	O.M.A.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

Q

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	DMMC/RN/CVC/M/327/43A 1/1/347/2025	08/08/2025	01/08/2025	Fathima Nazia Faried	43A,Fairline Road, Dehivala	0767860119	M/1897/13
77730	ASSE5406	M/1911/07	08/08/2025	01/08/2025	M.J.A./FAHM	RD7,HOSPITAL ROAD,DEHWALA	0777272687	
77737	ASSE5407	DMMC/RN/CVC/M/328/609/2025	10/08/2025	10/08/2025	N.S.N.VIJERATNE	58 TEMPLE RD ATTIDIYA	0718899370	
77743	ASSE5408	DMMC/RN/CVC/M/330/605/2025	10/08/2025	01/09/2025	OWNER	MANTRIMULLA RD 1ST LANE	0766485256	
77747	ASSE5409	DMMC/RN/CVC/M/331/664/2025	10/08/2025	10/08/2025	HEMANTHIE PEIRIS DERANIYAGALA			M/1960/25
77749	ASSE5410	DMMC/RN/CVC/M/332/918/2025	10/08/2025	01/09/2025	M.SHAHMY FAROOK	52/10E, PALLIDORA RD, KAWDANA, DEHWALA	0777307120	M/1946/15
77751	ASSE5411	DMMC/RN/CVC/M/333/119/2025	11/08/2025	11/08/2025	MANANA DEWAGE RAVIL RANATHUNGA			
77753	ASSE5412	DMMC/RN/CVC/M/334/143/119/2025	11/08/2025	01/07/2025	.			
77762	ASSE5413	DMMC/RN/CVC/M/335/20/624/2025	11/08/2025	01/09/2025	P. KULATHUNGE	20,Dhakshinarama Road, Mt-Lavinia.	0717329086	M/1980/22
77770	ASSE5414	DMMC/RN/CVC/M/336/112/2025	11/08/2025	11/08/2025	A. H. 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

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	
☐	77743	77747	ASSE5409	DMHC/FN/CVC/M/331/664/2025	10/08/2025	10/08/2025	HEMANTHE PEIRIS DERANIYAGALA			M/1960/25
☐	77751	77751	ASSE5411	DMHC/FN/CVC/M/333/119/2025	11/08/2025	11/08/2025	MAHANA DEWAGE RANIL RANATHUNGA			
☐	77783	77783	ASSE5417	DMHC/FN/CVC/M/339/256/2025	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. MAYADUNNA			M/1710/20
☐	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 , M.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 ABEYWARDHANA	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,MIDJAL RD, KATHMALANA	0776136045	M/2027/28
12345										

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

Print Certificate

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

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