

User Guide

10.01 Finance Management-MA- Finance- Master Data 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
31-08-2025	3.0.0	Enhancements for the manual	Project Manager

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3.	THE PROCESS.....	Error! Bookmark not defined.
4.	EMPLOYEE Authorization.....	Error! Bookmark not defined.



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Finance Master Data



Finance Management

Voucher payments,
Cheque payments,
Cross Entry Vouchers,
Book keeping, Budget,
Final Accounts

[READ MORE](#)

1. Open EMET FMS and log in by typing username and password



Log In to your account

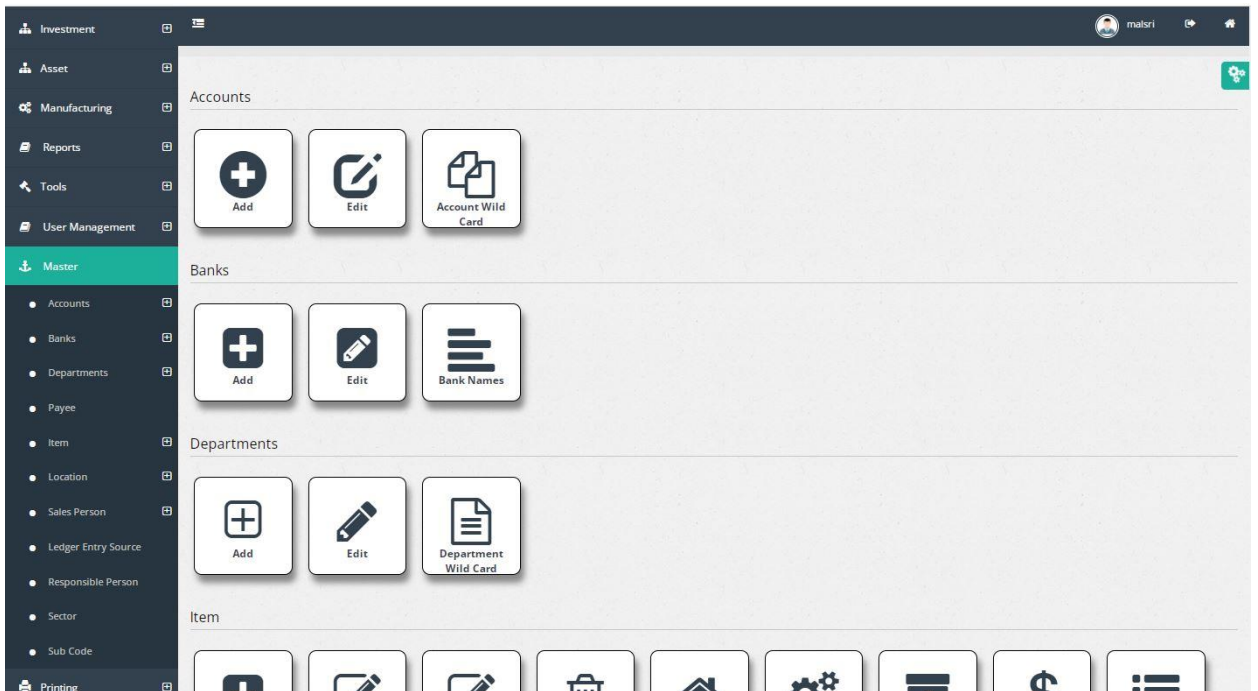
Username

Password

☐ Advanced Options

Log In

2. Then select the option 'Master' by double click and open



3. There are seven categories under 'Master' as 'Accounts', 'Banks', 'Departments', 'Item', 'Location', 'Sales Person', 'Other Master Data'

Investment

Asset

Manufacturing

Reports

Tools

User Management

Master

Accounts

Banks

Departments

Payee

Item

Location

Sales Person

Ledger Entry Source

Responsible Person

Sector

Sub Code

Printing

Accounts

Add

Edit

Account Wild Card

Banks

Add

Edit

Bank Names

Departments

Add

Edit

Department Wild Card

Item

Add

Edit

Department Wild Card

Item

Add

Edit

Item Active/Inactive

Delete

Asset Sub Item

Item Category

Item Unit

Item Tax

Price List

Item Default Price List

Card Type

Note Type

Item Search

Location

Location

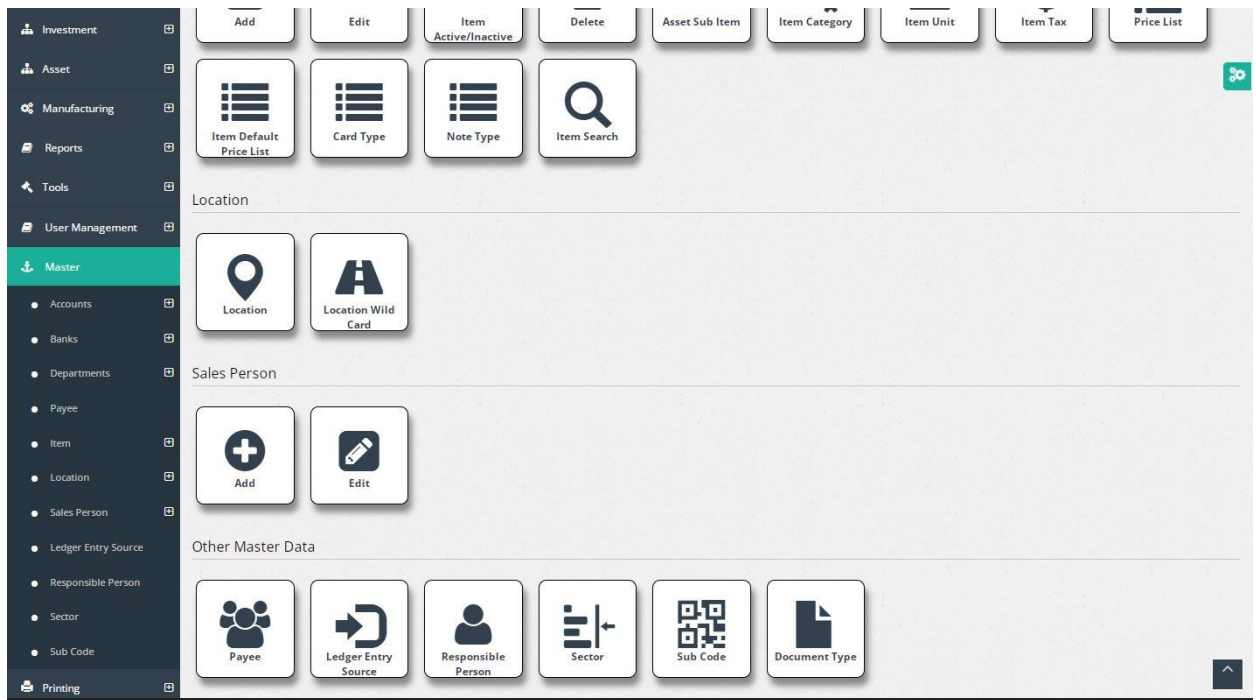
Location Wild Card

Sales Person

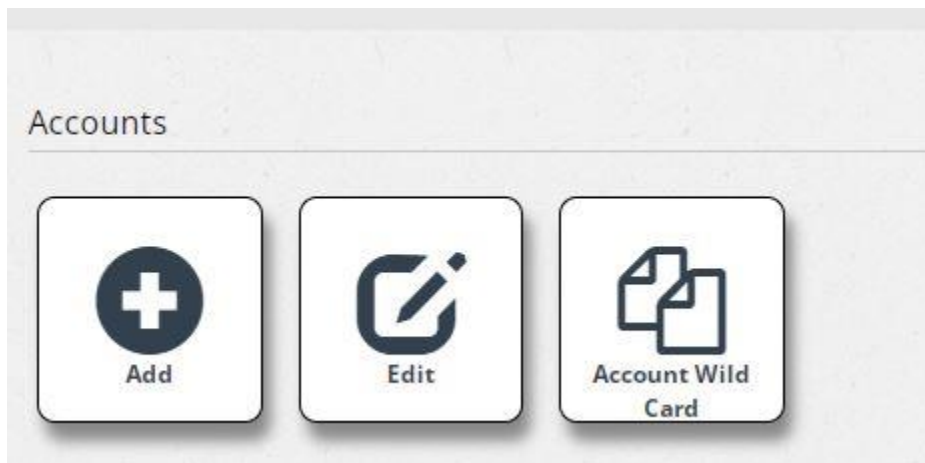
Add

Edit

malori



Accounts Add



4. Then select the 'Account Type' whether it is 'Profit & Loss Statement' or 'Balance Sheet Statement'.

Handle ledger Accounts

Account Type

Select
Profit & Loss Statement
Balance Sheet Statement

Account Category

Select

Account Name

Account Category ID

Opening Balance

Account Reference

Account Sector

Select

☒ Active

Save **Exit**

5. Then select 'the Account Category'

Handle ledger Accounts

Account Type

Select

Account Category

Select

Account Code

Account Name

Account Category ID

Opening Balance

Account Reference

Account Sector

Select

☒ Active

Save **Exit**

6. Then enter the 'Account Code'

Handle ledger Accounts

Account Type ⓘ
Select

Account Code

Account Category ID

Account Reference

Account Sector
Select

Account Category
Select

Account Name

Opening Balance

☒ Active

Save

Exit

7. Then select the 'Account Name'

Handle ledger Accounts

Account Type ⓘ
Select

Account Code

Account Category ID

Account Reference

Account Sector
Select

Account Category
Select

Account Name

Opening Balance

☒ Active

Save

Exit

8. Then enter the 'opening Balance'

Handle ledger Accounts

Account Type ⓘ
Select

Account Code

Account Category ID

Account Reference

Account Sector
Select

Account Category
Select

Account Name

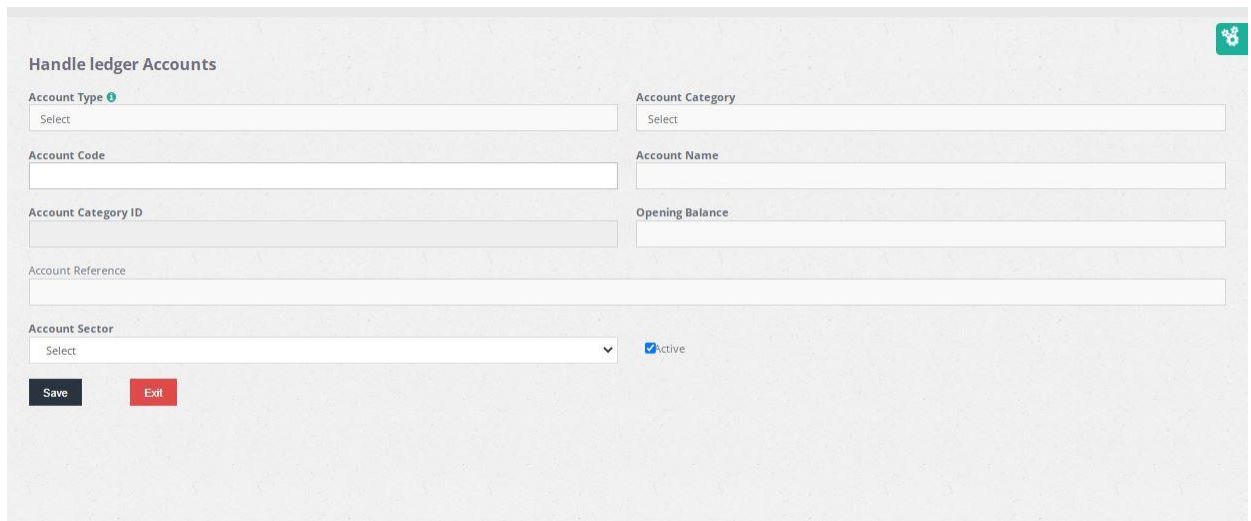
Opening Balance

☒ Active

Save

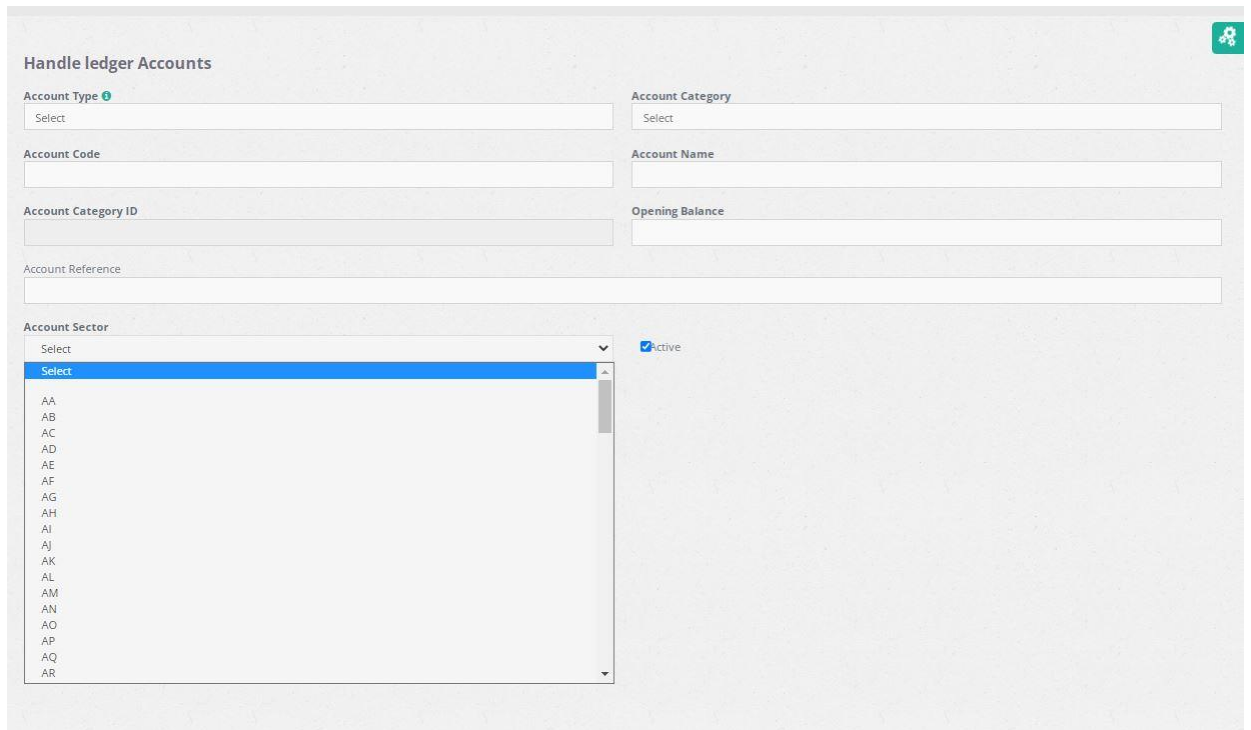
Exit

9. Then enter the 'Account Reference'



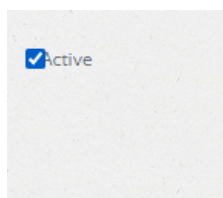
The screenshot shows the 'Handle ledger Accounts' form. The 'Account Reference' field is highlighted with a red border, indicating it is the current focus. The form includes fields for 'Account Type', 'Account Category', 'Account Code', 'Account Name', 'Account Category ID', 'Opening Balance', and 'Account Sector'. There are 'Save' and 'Exit' buttons at the bottom left, and an 'Active' checkbox at the bottom right.

10. Then Select the 'Account Sector'



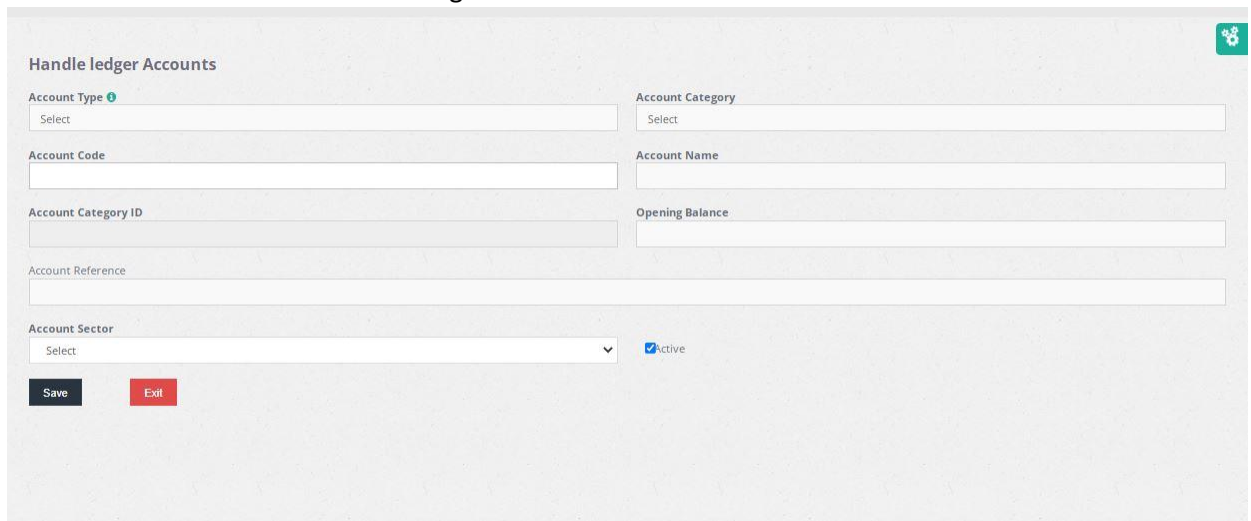
The screenshot shows the 'Handle ledger Accounts' form with the 'Account Sector' dropdown menu open. The dropdown list displays a scrollable list of account sectors from 'AA' to 'AR'. The 'Active' checkbox is checked, and the 'Save' and 'Exit' buttons are visible at the bottom left.

11. Put the Tick before 'Active'



This close-up screenshot shows the 'Active' checkbox, which is now checked with a blue tick mark.

12. Then click on 'Save' button after filling the details



Handle ledger Accounts

Account Type 

Account Code

Account Category

Account Name

Account Category ID

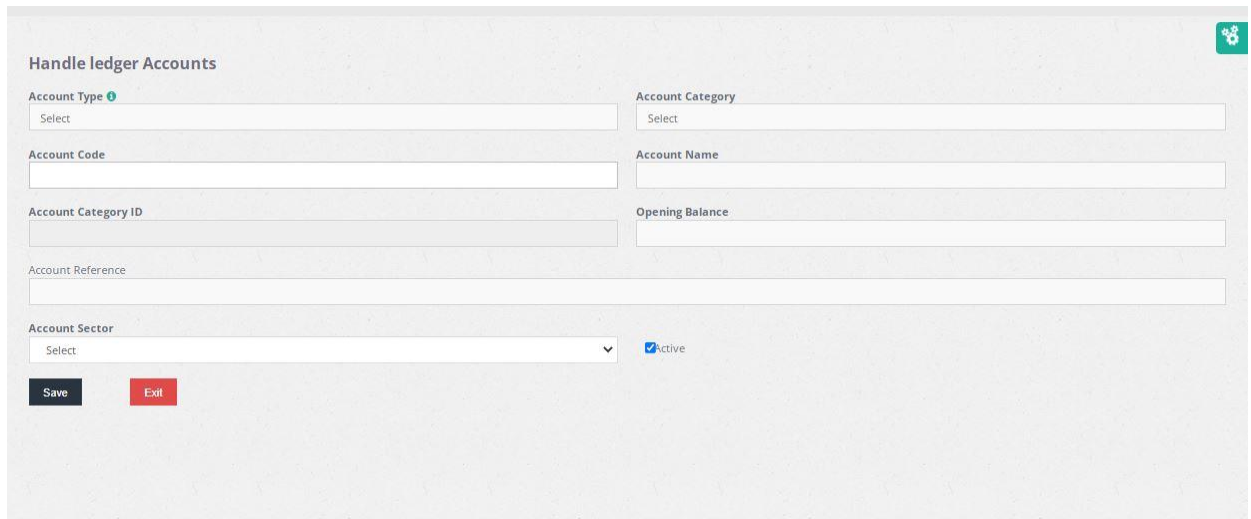
Opening Balance

Account Reference

Account Sector ☒ Active

Save **Exit**

13. By clicking the 'Exit' button can again go to the main dashboard.



Handle ledger Accounts

Account Type 

Account Code

Account Category

Account Name

Account Category ID

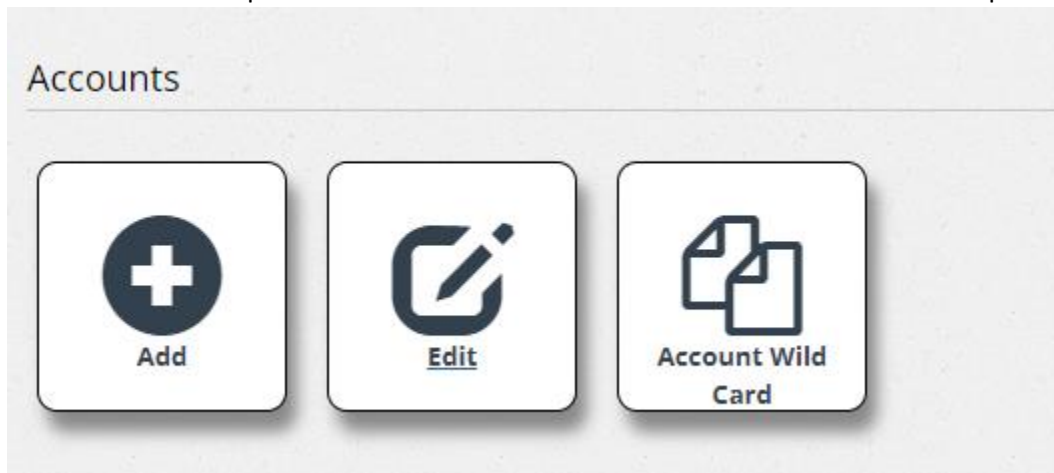
Opening Balance

Account Reference

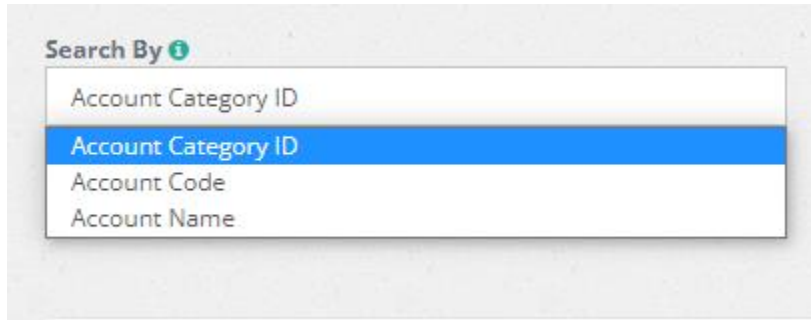
Account Sector ☒ Active

Save **Exit**

14. Then as the next step can edit the added accounts if want. For that click on 'Edit' option.



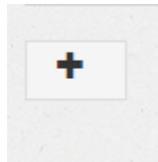
15. There users can search the accounts by 'Account Category ID', 'Account Code' or 'Account Name'.



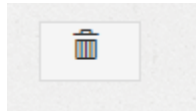
16. If else can be search the accounts.



17. Can go back to the 'Add Account' option by clicking the following icon



18. Or by the following icon can delete the selected accounts



19. The added accounts can be seen like this.

12345678910...

Select	Account Category ID	Account Name	Account Code
☐	AP000001	7-4 Payment in advance by the council	17200
☐	AP000002	7-8 Return Cheques	17300
☐	AP000003	7-10 Deposits by the Council	17100
☐	AP000004	7-4-1 Election Advance	17400
☐	AR000001	Revenue in Advance (Rate)	24101
☐	AR000002	Revenue in Advance-50323	24102
☐	AR000003	Revenue in Advance-20331(2)	24103
☐	AR000004	Revenue in Advance-20331(1)	24104
☐	AR000005	Revenue in Advance-50322	24105
☐	CA000001	7-14-1 Festival Advance	15001

12345678910...

Exit

20. Users can select any account and view the details

12345678910...

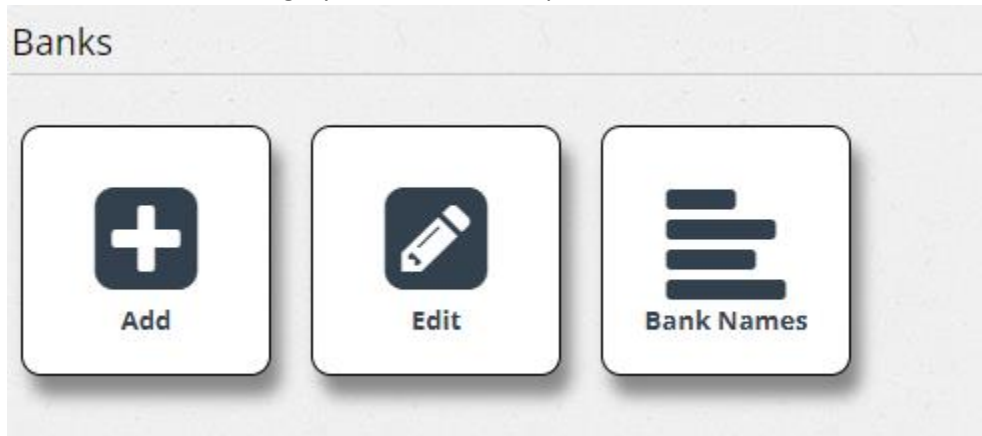
Select	Account Category ID	Account Name
☐	AP000001	7-4 Payment in advance by the council
☐	AP000002	7-8 Return Cheques
☐	AP000003	7-10 Deposits by the Council
☐	AP000004	7-4-1 Election Advance
☐	AR000001	Revenue in Advance (Rate)
☐	AR000002	Revenue in Advance-50323
☐	AR000003	Revenue in Advance-20331(2)
☐	AR000004	Revenue in Advance-20331(1)
☐	AR000005	Revenue in Advance-50322
☐	CA000001	7-14-1 Festival Advance

12345678910...

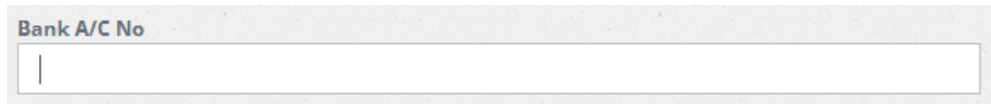
21. By clicking on 'Exit' button users can go back to the main dashboard.

❖ Account wild card

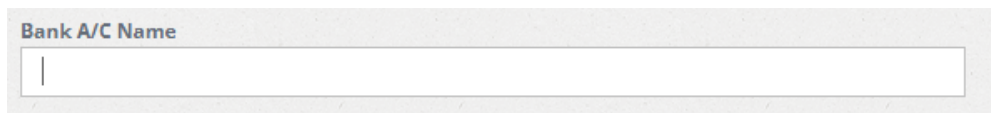
22. Then under 'Bank' category there are three options as 'Add', 'Edit' or 'Bank Names'



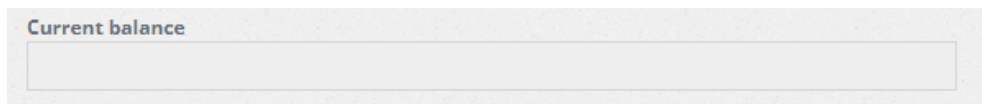
23. Then enter the 'Bank A/C No'

A screenshot of a form field labeled "Bank A/C No" in blue text. Below the label is a long, empty white rectangular input box.

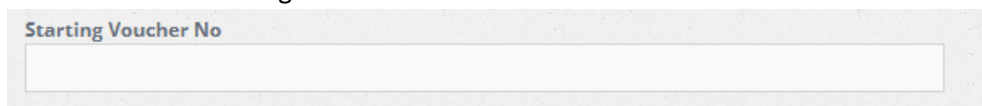
24. Then enter the 'Bank Account Name'

A screenshot of a form field labeled "Bank A/C Name" in blue text. Below the label is a long, empty white rectangular input box.

25. Then enter the current balance

A screenshot of a form field labeled "Current balance" in blue text. Below the label is a long, empty white rectangular input box.

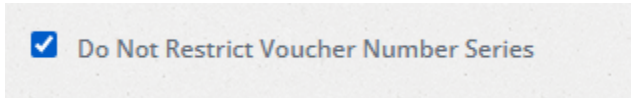
26. Then enter the 'Starting Voucher Number'

A screenshot of a form field labeled "Starting Voucher No" in blue text. Below the label is a long, empty white rectangular input box.

27. Then select the date 'Balance As At'

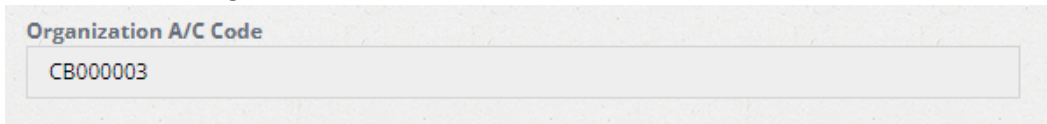
A screenshot of a date selection interface. At the top, the text "Balance as at" is in blue. Below it is a white input box containing the date "2/21/2022". To the left of the input box is a calendar for February 2022. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date "21" is highlighted with a blue border. To the right of the calendar is a section labeled "Number Series" with two empty input boxes. At the bottom of the calendar, it says "Today: February 21, 2022".

28. If want put the tick on 'Do Not Restrict Voucher Number Series'



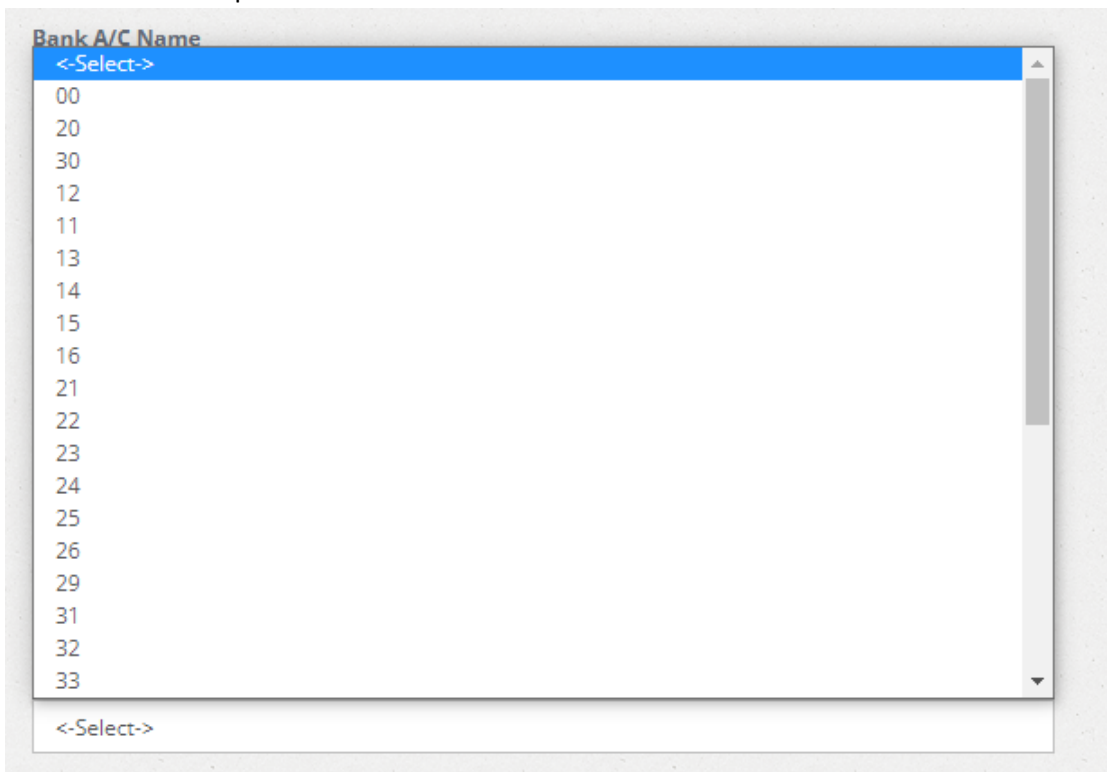
☒ Do Not Restrict Voucher Number Series

29. Then enter the 'Organization Account Code'



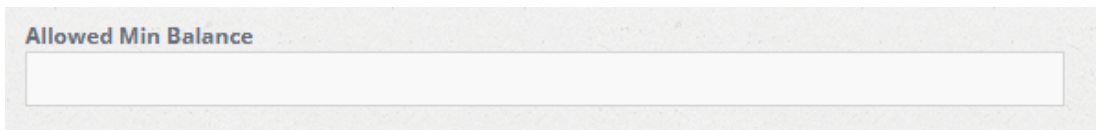
Organization A/C Code
CB000003

30. Then select the 'Department Code'



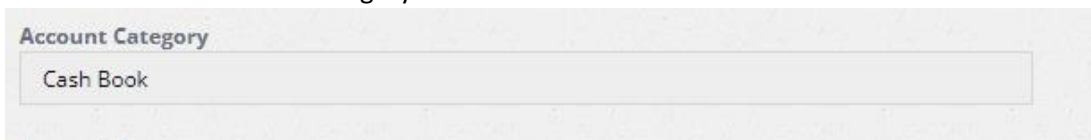
Bank A/C Name
<-Select->
00
20
30
12
11
13
14
15
16
21
22
23
24
25
26
29
31
32
33
<-Select->

31. Then enter the 'Allowed Min Balance'



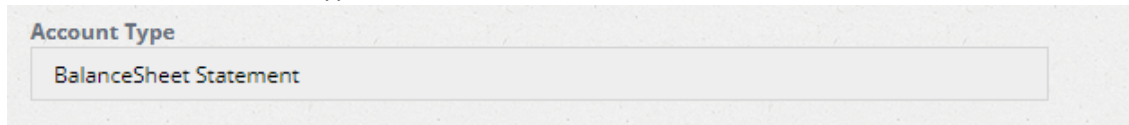
Allowed Min Balance

32. Then select the 'Account Category'



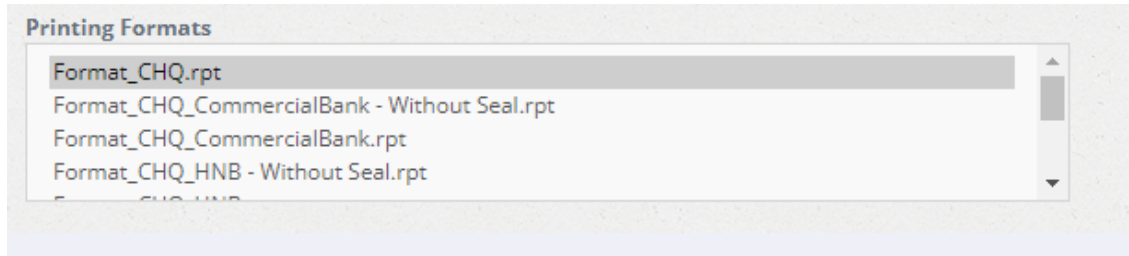
Account Category
Cash Book

33. Then select the 'Account Type'



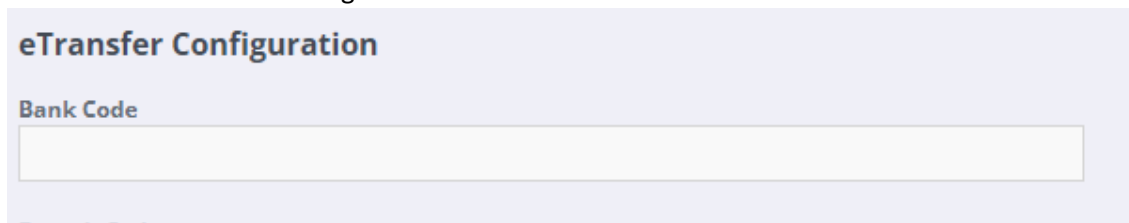
A screenshot of a web form section titled "Account Type". Below the title is a text input field containing the text "BalanceSheet Statement".

34. Then select the 'Printing Formats'



A screenshot of a web form section titled "Printing Formats". Below the title is a dropdown menu. The first option, "Format_CHQ.rpt", is selected and highlighted. Other visible options include "Format_CHQ_CommercialBank - Without Seal.rpt", "Format_CHQ_CommercialBank.rpt", and "Format_CHQ_HNB - Without Seal.rpt".

35. Then under 'eTransfer Configuration' enter the 'Bank Code'



A screenshot of a web form section titled "eTransfer Configuration". Below the title is a text input field labeled "Bank Code", which is currently empty.

36. Then enter the 'Branch Code'



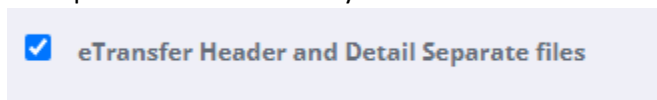
A screenshot of a web form section titled "Branch Code". Below the title is a text input field, which is currently empty.

37. Then select the eTransfer format



A screenshot of a web form section titled "eTransfer Format". Below the title is a text input field containing the letter "C".

38. Then put the tick if necessary on 'eTransfer Header and Detail Separate Files'



A screenshot of a web form section titled "eTransfer Header and Detail Separate files". Below the title is a checkbox that is checked, followed by the text "eTransfer Header and Detail Separate files".

39. Then enter the 'eTransfer Header File Name'



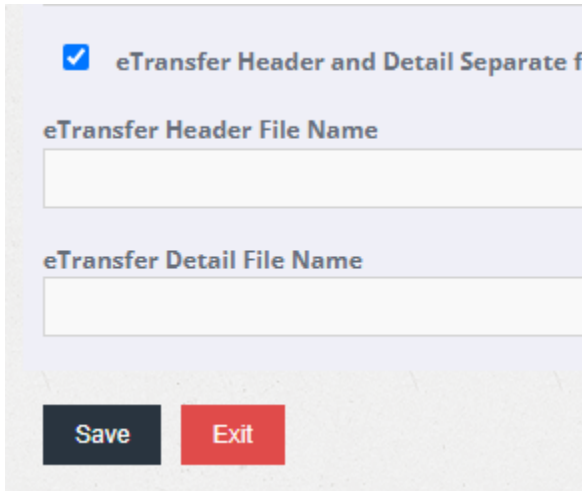
A screenshot of a web form section titled "eTransfer Header File Name". Below the title is a text input field, which is currently empty.

40. Then enter the eTransfer Detail File Name



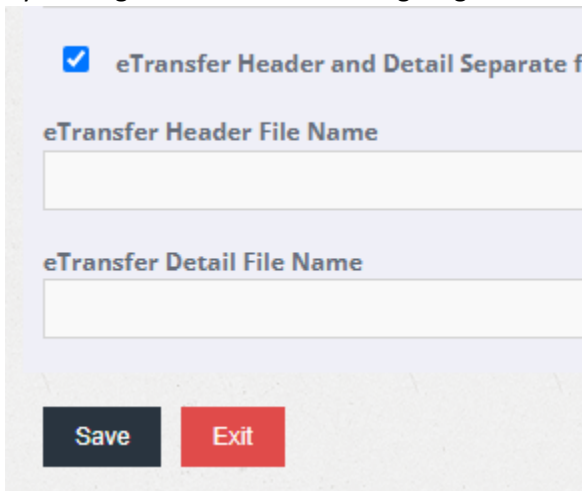
A screenshot of a web form with a light purple header bar containing the text "eTransfer Detail File Name". Below the header is a single-line text input field.

41. After filling the details correctly click 'save' button.



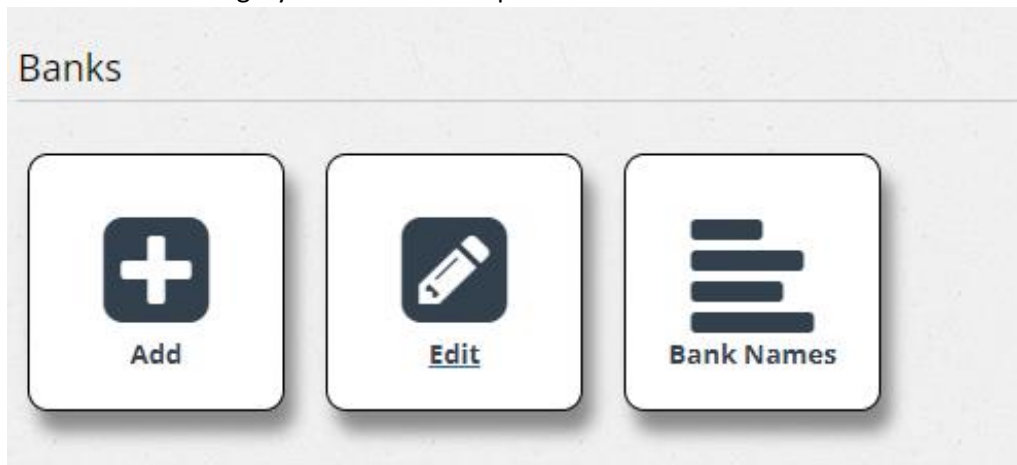
A screenshot of a web form with a light purple header bar containing a checked checkbox and the text "eTransfer Header and Detail Separate f". Below the header are two text input fields: "eTransfer Header File Name" and "eTransfer Detail File Name". At the bottom of the form are two buttons: a dark blue "Save" button and a red "Exit" button.

42. By clicking the 'Exit' button can again go to the main dashboard.



A screenshot of a web form with a light purple header bar containing a checked checkbox and the text "eTransfer Header and Detail Separate f". Below the header are two text input fields: "eTransfer Header File Name" and "eTransfer Detail File Name". At the bottom of the form are two buttons: a dark blue "Save" button and a red "Exit" button.

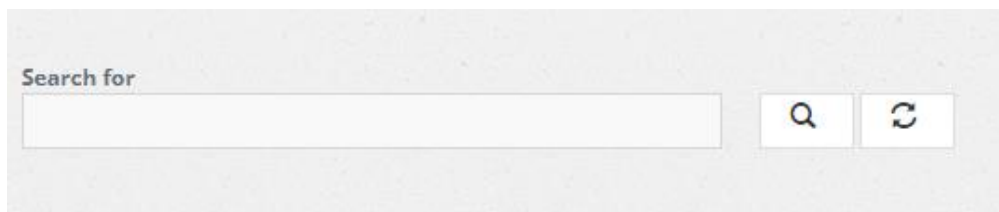
43. And under the category 'Bank' the next option is 'Edit'



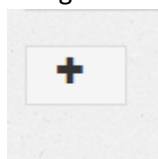
44. Can search by 'Bank' or 'Bank Account Number'



45. If else users can search the bank details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



46. Can go back to the 'Add Account' option by clicking the following icon



47. The added accounts can be seen like this.

Select	Bank A/C Number	Bank
☐	6137555	Peoples Bank
☐	9999999	Bank Of Ceylon

[Exit](#)

48. Users can select any account and view the details by clicking on the account number

Bank Accounts' Details

Bank A/C No
6137555

Bank A/C Name
Peoples Bank

Current balance
0

Starting Voucher No
1

Balance as at
2/21/2022

☐ Do Not Restrict Voucher Number Series

Organization A/C Code
CB000001

Department Code ⓘ
<-Select->

Allowed Min Balance
-100000000000

Account Category
Cash Book

49. If it is necessary the bank details can be edited and click the 'Save' button definitely after changing anything.

☐ eTransfer Header and Detail Separate files

eTransfer Header File Name

eTransfer Detail File Name

Save **Exit**

50. By clicking the 'Exit' button can again go to the main dashboard.

☒ eTransfer Header and Detail Separate f

eTransfer Header File Name

eTransfer Detail File Name

Save **Exit**

51. And under the category 'Bank' the next option is 'Bank Names'

Banks


Add


Edit


Bank Names

52. Under 'Search By' option users can search the bank details by 'Bank Code' or 'Bank Name'.

Handle Bank Name Details

Search By 

Bank Code

Bank Code

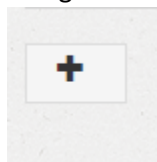
Bank Name

53. If else users can search the bank details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar

Search for



54. Can go back to the 'Add Account' option by clicking the following icon



55. By clicking the 'Exit' button can again go to the main dashboard.

☒ eTransfer Header and Detail Separate f

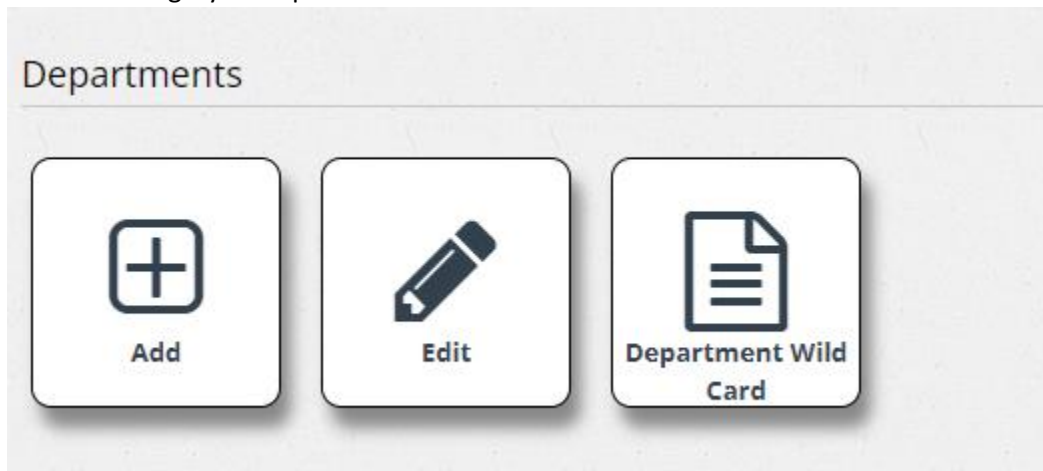
eTransfer Header File Name

eTransfer Detail File Name

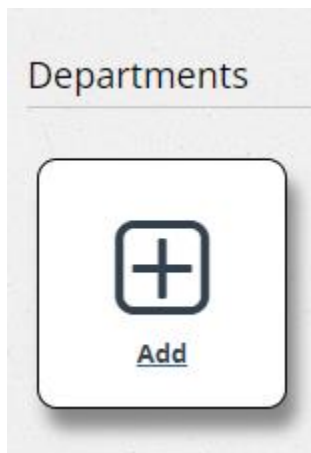
Save

Exit

56. The next category is 'Departments'



57. Then click on 'Add' button to add departments



58. Then enter the 'Department ID'

A screenshot of a form field labeled 'Department ID'. The field is a horizontal rectangle with a light gray border. The number '34' is entered into the field.

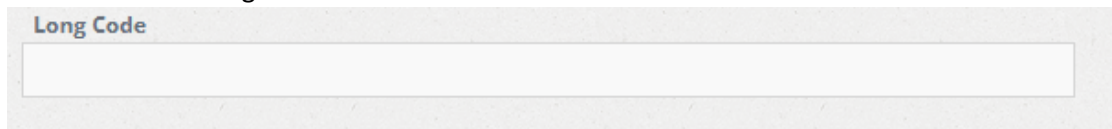
59. Then enter the 'Department Code'

A screenshot of a form field labeled 'Department Code'. The field is a horizontal rectangle with a light gray border and is currently empty.

60. Then enter the 'Description'

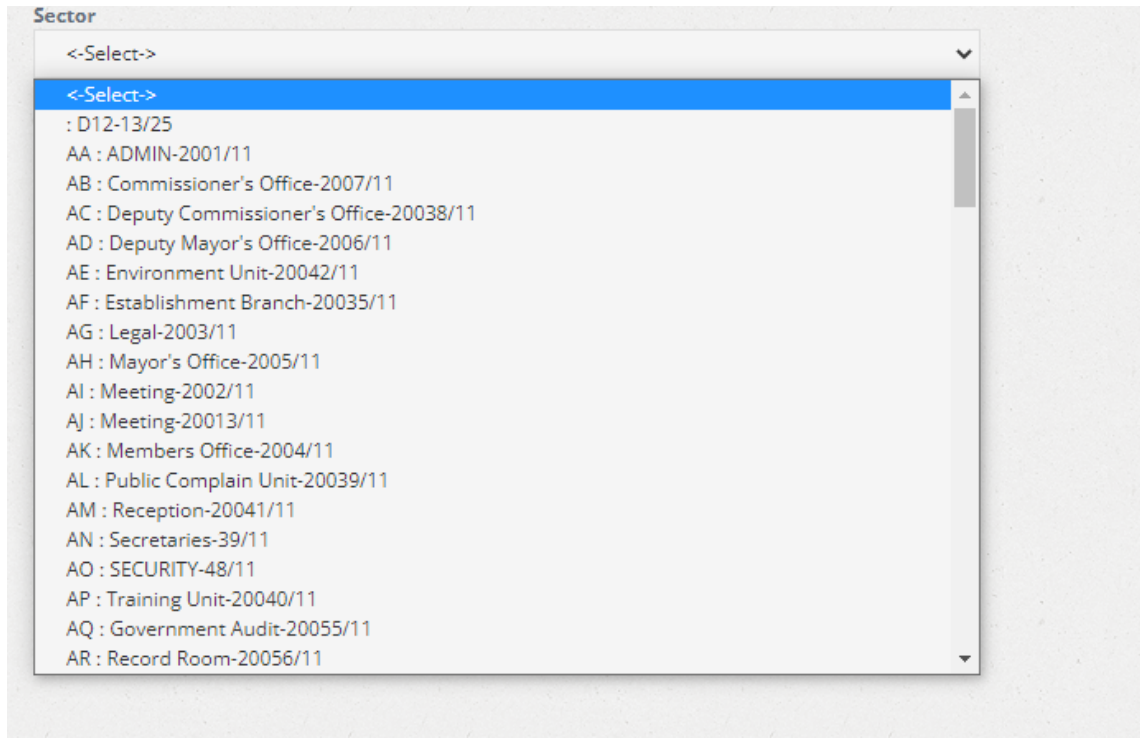
A screenshot of a form field labeled 'Description'. The field is a horizontal rectangle with a light gray border and is currently empty.

61. Then enter the 'Long Code'



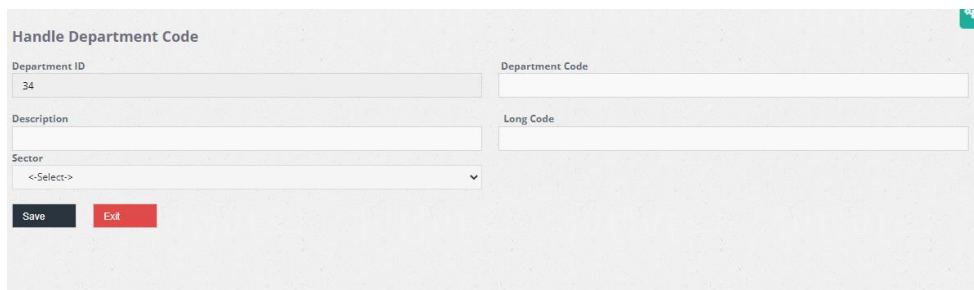
A screenshot of a web form titled "Long Code". It features a single text input field with a light gray border and a white background, set against a light gray background.

62. Then select the 'Sector'



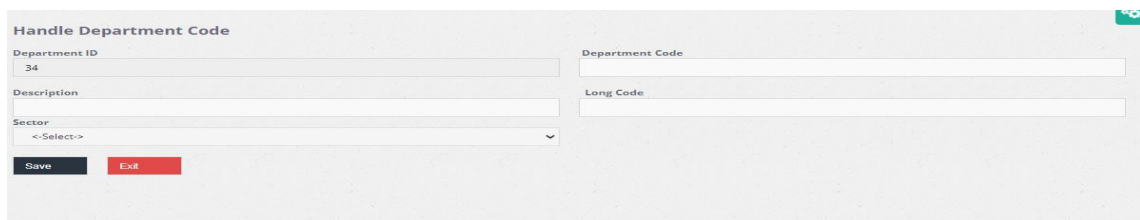
A screenshot of a web form titled "Sector". It shows a dropdown menu with a list of options. The first option, "<-Select->", is highlighted in blue. The list includes various department codes and names, such as "D12-13/25", "AA : ADMIN-2001/11", "AB : Commissioner's Office-2007/11", "AC : Deputy Commissioner's Office-20038/11", "AD : Deputy Mayor's Office-2006/11", "AE : Environment Unit-20042/11", "AF : Establishment Branch-20035/11", "AG : Legal-2003/11", "AH : Mayor's Office-2005/11", "AI : Meeting-2002/11", "AJ : Meeting-20013/11", "AK : Members Office-2004/11", "AL : Public Complain Unit-20039/11", "AM : Reception-20041/11", "AN : Secretaries-39/11", "AO : SECURITY-48/11", "AP : Training Unit-20040/11", "AQ : Government Audit-20055/11", and "AR : Record Room-20056/11".

63. Then click on 'Save' button



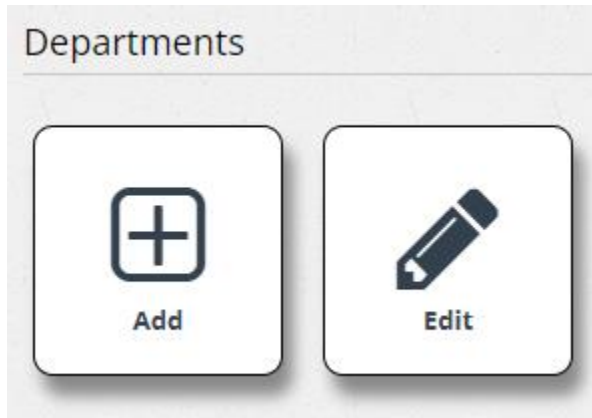
A screenshot of a web form titled "Handle Department Code". It contains several input fields: "Department ID" (with the value "34"), "Department Code", "Description", "Long Code", and "Sector" (a dropdown menu with "<-Select->" selected). At the bottom, there are two buttons: "Save" (black) and "Exit" (red).

64. By clicking the 'Exit' button can again go to the main dashboard

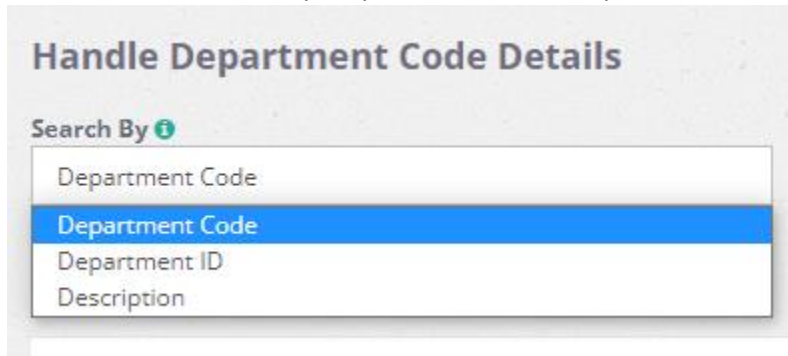


A screenshot of a web form titled "Handle Department Code". It contains several input fields: "Department ID" (with the value "34"), "Department Code", "Description", "Long Code", and "Sector" (a dropdown menu with "<-Select->" selected). At the bottom, there are two buttons: "Save" (black) and "Exit" (red).

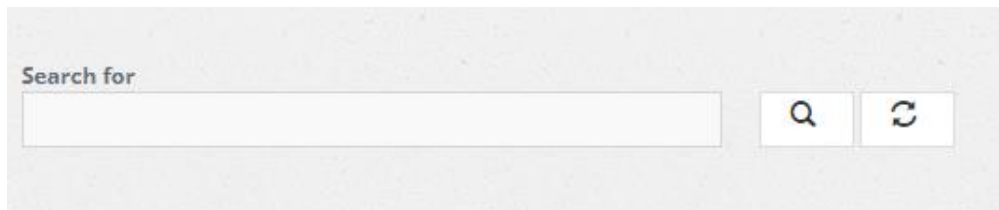
65. Under the departments category the next option is 'Edit'



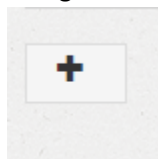
66. There users can search by 'Department Code', 'Department ID', and 'Description'.



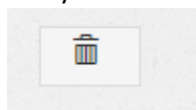
67. If else users can search the bank details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



68. Can go back to the 'Add Account' option by clicking the following icon



69. Or by the following icon can delete the selected accounts

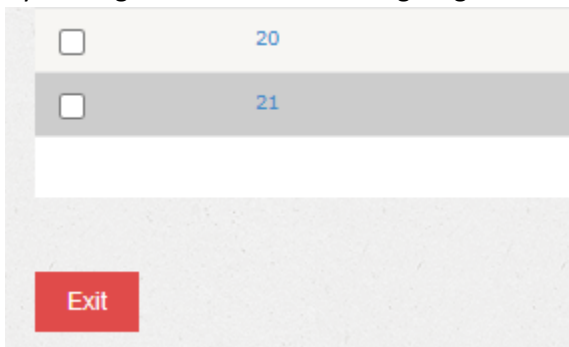


70. The added departments list can be seen like this.



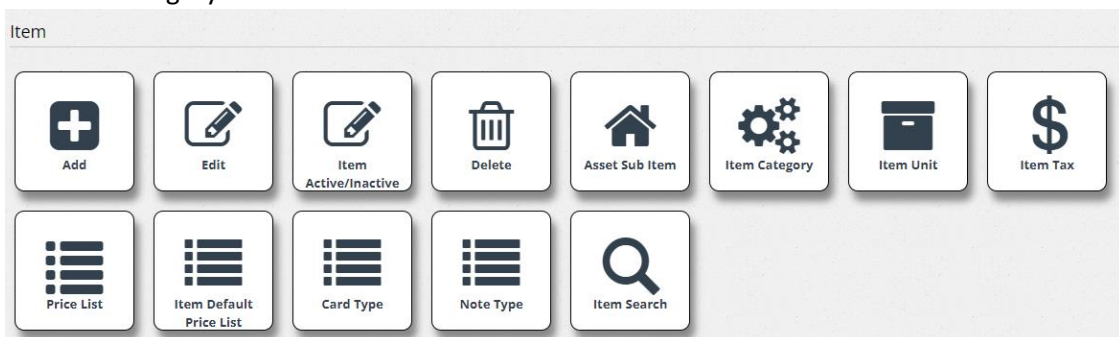
Select	Department Code	Description
☐	00	General (without vote)
☐	10	Programme-1 - General administration (Finance)
☐	11	Programme -1- Project -1- General Administration
☐	12	Programme -1- Project - 2- Finance
☐	13	Programme -1- Project -3- Assessment And Collection Revenue
☐	14	Programme -1- Project -4- Internal Audit
☐	15	Programme -1- Project -5- Mechanical Engineer's Department
☐	16	Programme -1- Project Training
☐	20	Programme - 2 - Health Services
☐	21	Programme -2- Project -1- General Administration

71. By clicking the 'Exit' button can again go to the main dashboard.

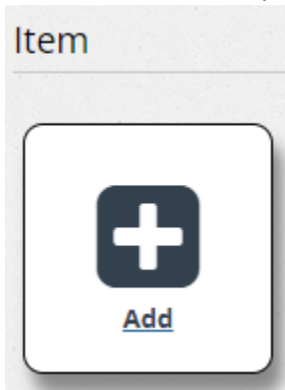


❖ Department Wild Card

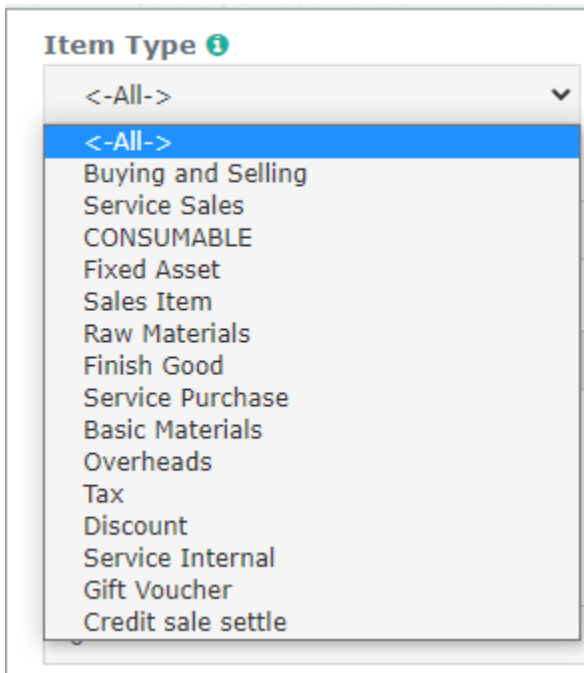
72. The next category under 'Master' is 'Item'



73. Then click the 'Add' option to add new



74. Select the 'ITEM TYPE' from the list.



75. Then select the 'ITEM CATEGORY' from the list

Item Category ⓘ

1 : MOH

1 : MOH
2 : STATIONARY & PRINTED
3 : ELECTRICITY
4 : GARAGE
5 : WATER WORKS
6 : GENERAL
7 : Asset - Office Equipment
8 : Asset - Furniture
9 : Asset - Software
10 : Asset - Vehicles
11 : Asset - Mechines
12 : General Raw Materials
13 : Office equipment
14 : Toner Cartridge
Credit : Credit sale settle
15 : UNIFORMS

76. Then enter the 'Bar Code'

Bar Code

77. Then enter the 'ITEM CODE'

Item Code

78. Then enter the 'ITEM NAME'

Item Name

79. Then enter the 'Sale Price' and 'Wholesale Price'

Sale Price

Wholesale Price

Batch Price

80. Then enter the 'Purchase Price', 'Cost Price' and 'Market Price'

Purchase Price

Cost Price

Market Price

81. Then enter the 'Days To Be Expired'

Days To Be Expired

82. Then select the 'Item Unit'

Item Unit ⓘ

15

▼

- 15
- No OF
- Asset
- Nos
- Cube
- Feet
- Meter
- Kg

83. Then select the 'Tax Type'

Tax Type ⓘ

<-Select->

▼

- <-Select->
- Tax

84. Then enter the 'Lead Time' and 'Max Quantity'

Lead Time	Max Quantity
0	0

85. Then enter the 'Minimum Stock' and 'ReOrder Level'

Minimum Stock	ReOrder Level
0	0

86. Then enter the 'Patent Item' and 'No.of unit for Patent Item'

Patent Item ⓘ	No. of unit for Patent Item
	0

87. Then put the tick on 'Item Price Changeable' and 'Active' if necessary

☒ **Item Prize Changeable** ☒ **Active**

88. Then enter the 'Length', 'Width', 'Height' and 'Weight'

Lenght(cm)	Width(cm)	Height(cm)	Weight(kg)

89. Then enter 'Short Description' or 'Long Description'

Short Description	Long Description

90. Then select whether to 'Assign Tax', 'Remove Tax' or 'Discounts'.

Assign Tax	Remove Tax
Discounts	

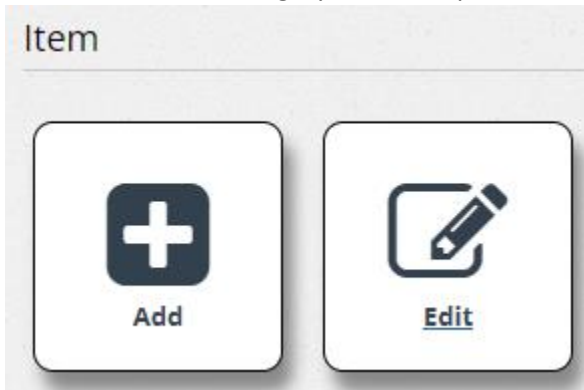
91. Then click on 'Save' button

Assign Tax	Remove Tax
Discounts	
Save Exit	

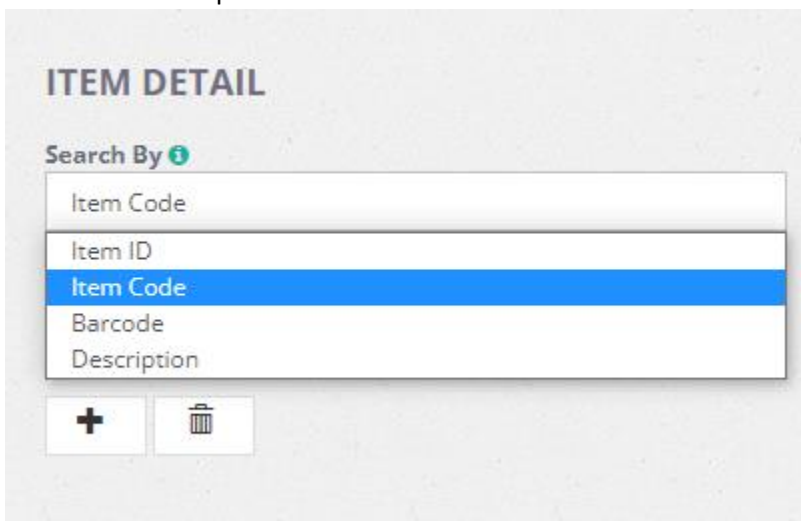
92. By clicking the 'Exit' button can again go to the main dashboard

Assign Tax	Remove Tax
Discounts	
Save Exit	

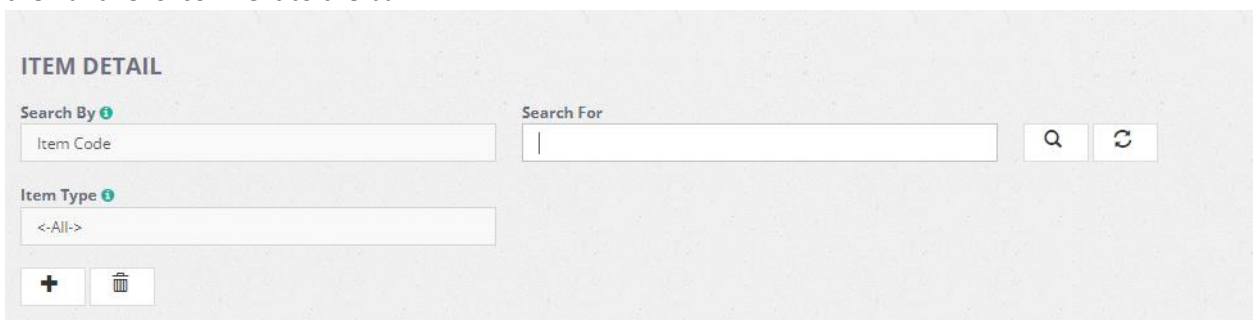
93. Then under 'Item' category the next option is 'Edit'



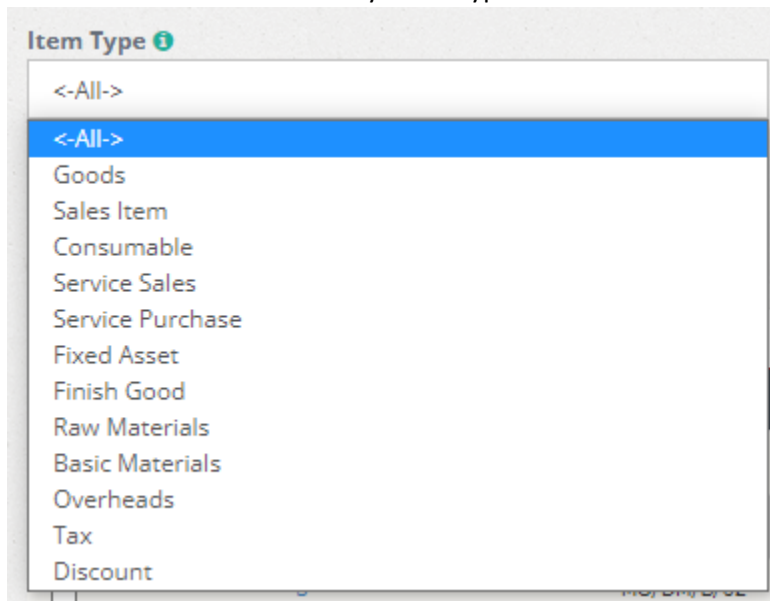
94. Under the option 'Search By' the Items can be searched under categories Item ID, Item Code, Barcode or Description



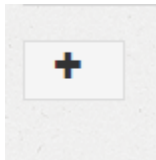
95. And also users can search the Item details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



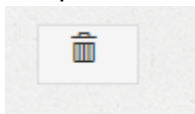
96. If else users can select items by 'Item Type' also



97. Can go back to the 'Add Account' option by clicking the following icon



98. Or by the following icon can delete the selected accounts



99. The Items are listed as below

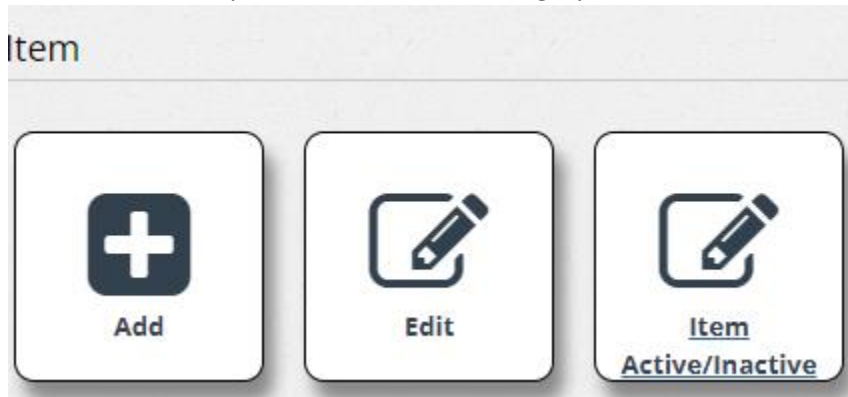
1 2 3 4 5 6 7 8 9 10 ...					
Select	Item ID	Item Code	Barcode	Description	Category
☐	1	MO/DM/A/01		Assorted Item	1
☐	2	MO/DM/B/01		Brush Mob	1
☐	3	MO/DM/B/02		Brush Round	1
☐	4	MO/DM/B/03		Brush Hand	1
☐	5	MO/DM/B/04		Brush Latrine	1
☐	6	MO/DM/B/05		Brass Broom 6"	1
☐	7	MO/DM/B/06		Brass Broom 10"	1
☐	8	MO/DM/B/07		Brass Broom 12"	1
☐	9	MO/DM/B/08		Baytex 500	1
☐	10	MO/DM/B/09		Baytex 100Lit/90Lit	1
1 2 3 4 5 6 7 8 9 10 ...					

100. Then click on 'Save' button

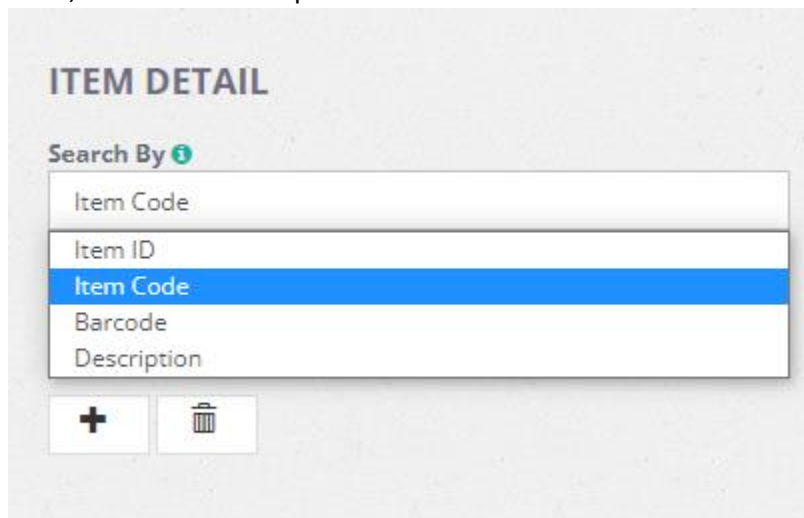
101. By clicking the 'Exit' button can again go to the main dashboard

102.

103. The next option under the item category is 'Item Active/Inactive'



104. Under the option 'Search By' the Items can be searched under categories Item ID, Item Code, Barcode or Description



105. And also users can search the Item details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar

ITEM DETAIL

Search By ⓘ

Item Code

Search For

|

Q

↺

Item Type ⓘ

<-All->

+

🗑

106. If else users can select items by 'Item Type' also

Item Type ⓘ

<-All->

<-All->

Goods

Sales Item

Consumable

Service Sales

Service Purchase

Fixed Asset

Finish Good

Raw Materials

Basic Materials

Overheads

Tax

Discount

107. And also users can search items by categories 'Active' or 'Inactive'

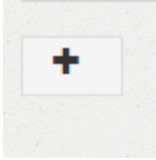
Item Active Inactive ⓘ

Active

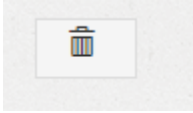
Active

Inactive

108. Can go back to the 'Add Account' option by clicking the following icon



109. Or by the following icon can delete the selected accounts



110. The Items are listed as below

Select	Item ID	Item Code	Barcode	Description	Category
☐	1	MO/DM/A/01		Assorted Item	1
☐	2	MO/DM/B/01		Brush Mob	1
☐	3	MO/DM/B/02		Brush Round	1
☐	4	MO/DM/B/03		Brush Hand	1
☐	5	MO/DM/B/04		Brush Latrine	1
☐	6	MO/DM/B/05		Brass Broom 6"	1
☐	7	MO/DM/B/06		Brass Broom 10"	1
☐	8	MO/DM/B/07		Brass Broom 12"	1
☐	9	MO/DM/B/08		Baytex 500	1
☐	10	MO/DM/B/09		Baytex 100Lit/90Lit	1
☐	11	MO/DM/B/10		Boots (Gum)	1
☐	12	MO/DM/C/01		Cane Basket Small	1
☐	13	MO/DM/C/02		Cane Basket Large	1
☐	14	MO/DM/C/03		Coir Brooms	1
☐	15	MO/DM/C/04		Compost Bin	1
☐	16	MO/DM/C/05		Collar Dog	1
☐	17	MO/DM/D/01		Dettol	1
☐	18	MO/DM/P/01		Disinfectant (pynol)	1
☐	19	MO/DM/D/03		Duster	1
☐	20	MO/DM/E/01		Ekle Brooms	1

111. Then click on 'Save' button

☐	1773	GE/W/10/02
☐	1774	GE/W/10/03
☐	1775	GE/W/10/04
☐	1776	ST/S/F/11

Save **Exit**

112. By clicking the 'Exit' button can again go to the main dashboard

☐	1773	GE/W/10/02
☐	1774	GE/W/10/03
☐	1775	GE/W/10/04
☐	1776	ST/S/F/11

Save **Exit**

113. The next option under the 'Item' category is 'Delete'

Item

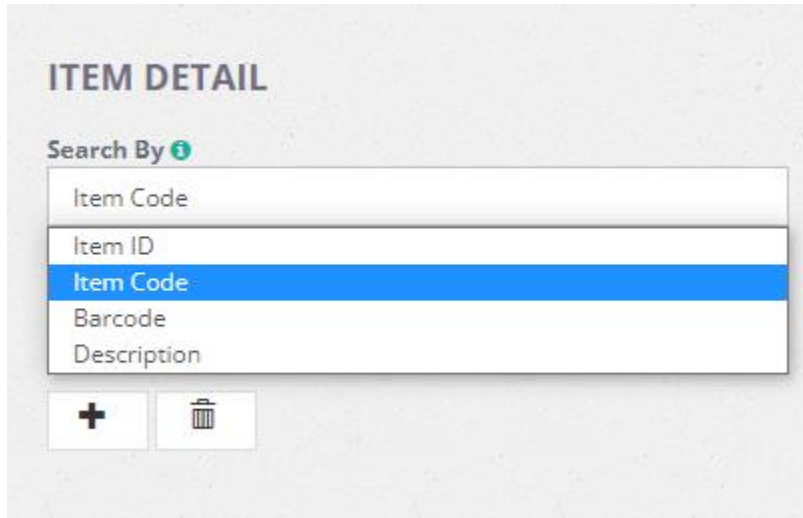

Add


Edit

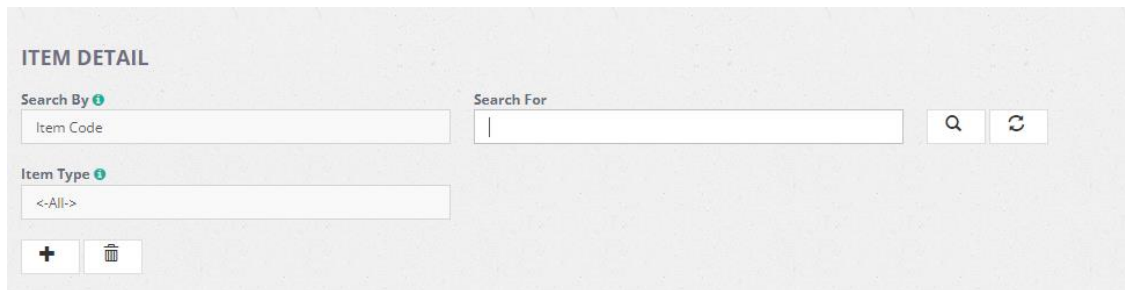

Item
Active/Inactive


Delete

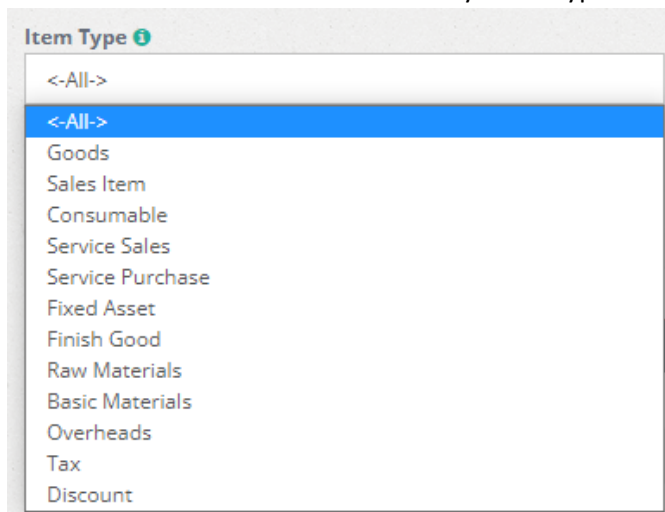
114. Under the option 'Search By' the Items can be searched under categories Item ID, Item Code, Barcode or Description



115. And also users can search the Item details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



116. If else users can select items by 'Item Type' also



117. The items are listed as below

12345678910...

Select	Item ID	Item Code	Barcode	Description	Category
Select ☐	1	MO/DM/A/01		Assorted Item	1
Select ☐	2	MO/DM/B/01		Brush Mob	1
Select ☐	3	MO/DM/B/02		Brush Round	1
Select ☐	4	MO/DM/B/03		Brush Hand	1
Select ☐	5	MO/DM/B/04		Brush Latrine	1
Select ☐	6	MO/DM/B/05		Brass Broom 6"	1
Select ☐	7	MO/DM/B/06		Brass Broom 10"	1
Select ☐	8	MO/DM/B/07		Brass Broom 12"	1
Select ☐	9	MO/DM/B/08		Baytex 500	1
Select ☐	10	MO/DM/B/09		Baytex 100Lit/90Lit	1

12345678910...

118. Then click on 'Save' button

Select ☐

Select ☐

Save

Exit

119. By clicking the 'Exit' button can again go to the main dashboard

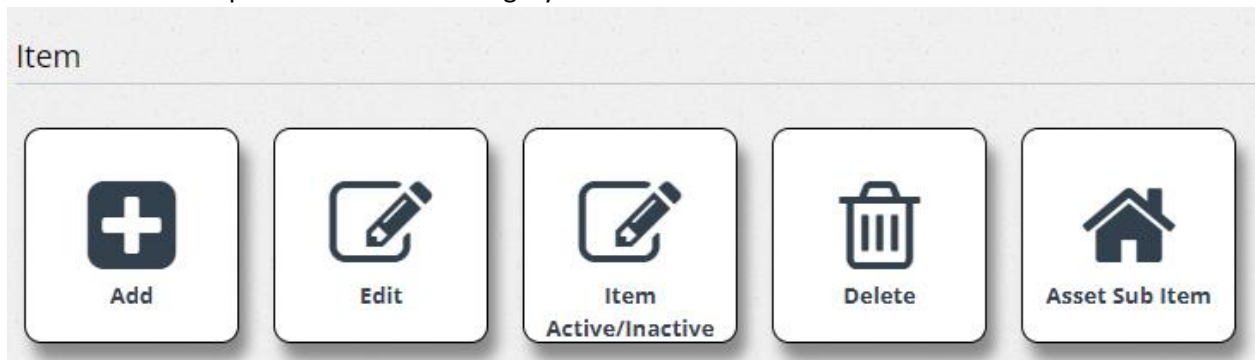
Select ☐

Select ☐

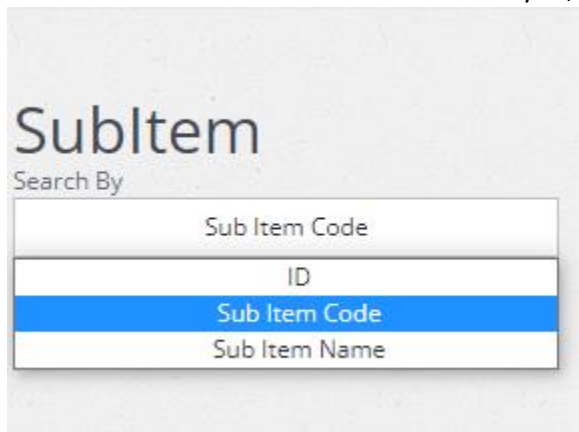
Save

Exit

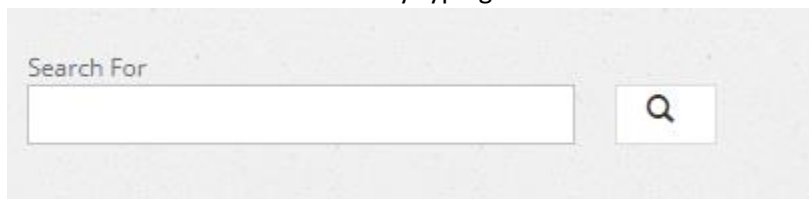
120. The next option under 'Item' category is 'Asset Sub Item'



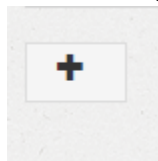
121. There users can search Sub Items by ID, Sub Item Code or Sub Item Name



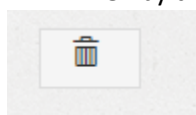
122. If else users can search by typing under 'Search For'



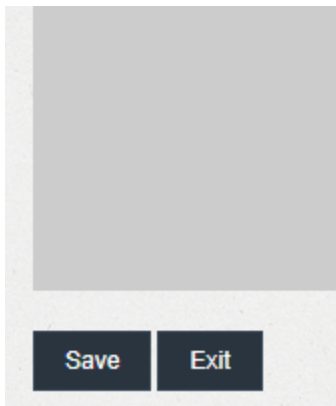
123. Can go back to the 'Add Account' option by clicking the following icon



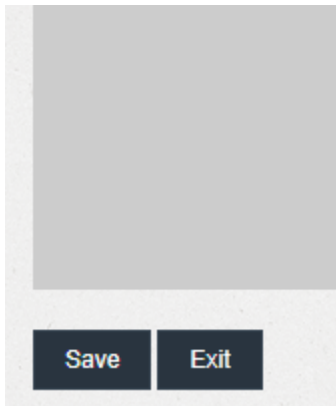
124. Or by the following icon can delete the selected accounts



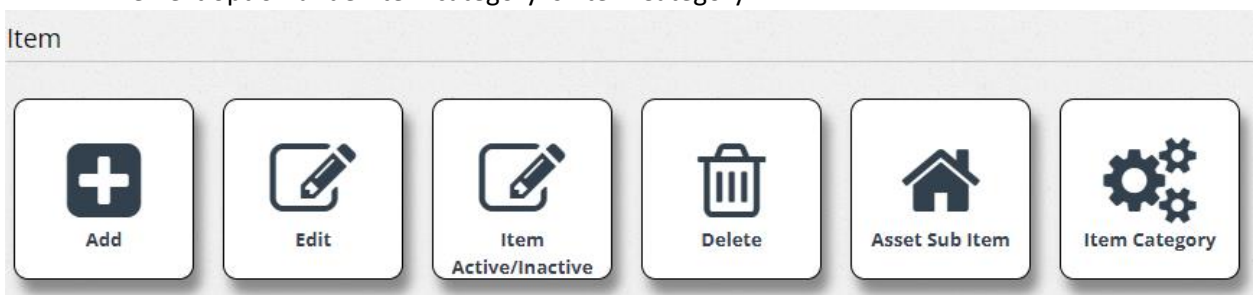
125. Then click on 'Save' button



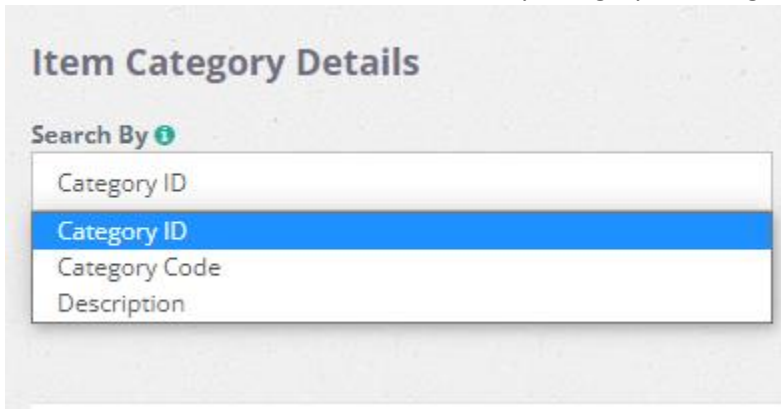
126. By clicking the 'Exit' button can again go to the main dashboard



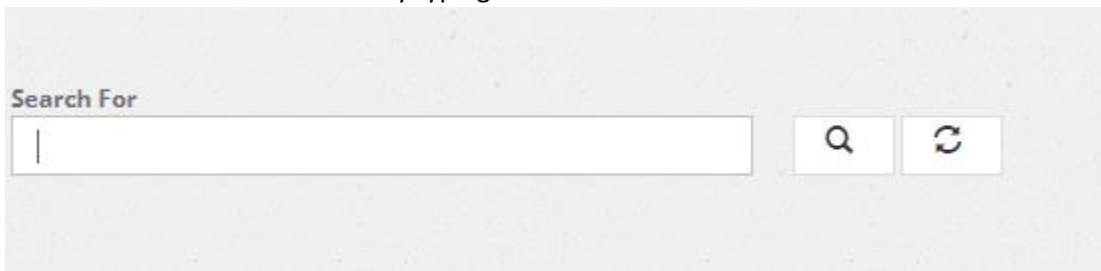
127. The next option under item category is 'Item Category'



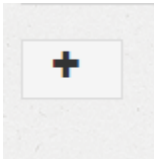
128. There users can search Sub Items by Category ID, Category Code or Description



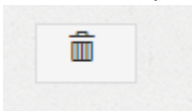
129. If else users can search by typing under 'Search For'



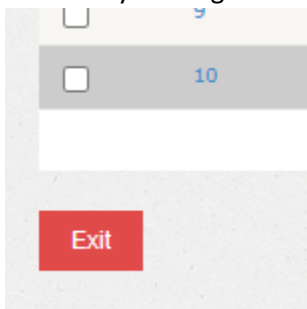
130. Can go back to the 'Add Account' option by clicking the following icon



131. Or by the following icon can delete the selected accounts



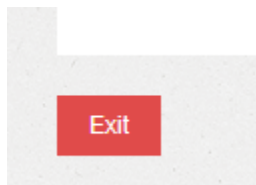
132. By clicking the 'Exit' button can again go to the main dashboard



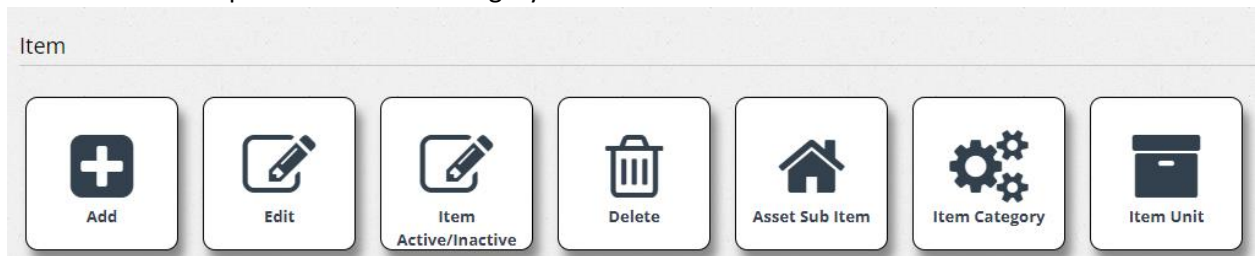
133. The item category details can be viewed as follows

12			
Select	Category ID	Category Code	Description
☐	1	1	MOH
☐	2	2	STATIONARY & PRINTED
☐	3	3	ELECTRICITY
☐	4	4	GARAGE
☐	5	5	WATER WORKS
☐	6	6	GENERAL
☐	7	7	Asset - Office Equipment
☐	8	8	Asset - Furniture
☐	9	9	Asset - Software
☐	10	10	Asset - Vehicles
12			

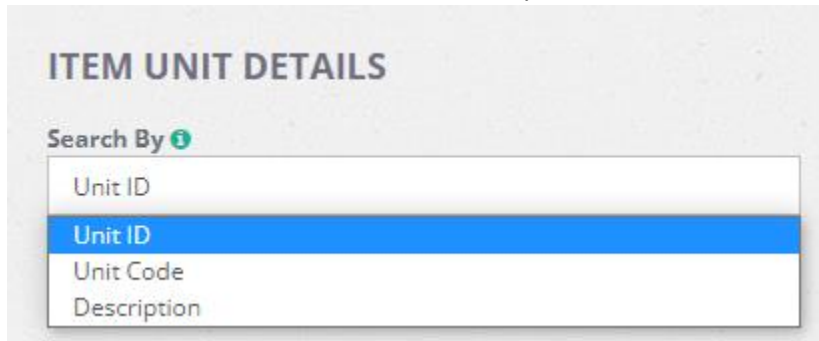
134. By clicking the 'Exit' button can again go to the main dashboard



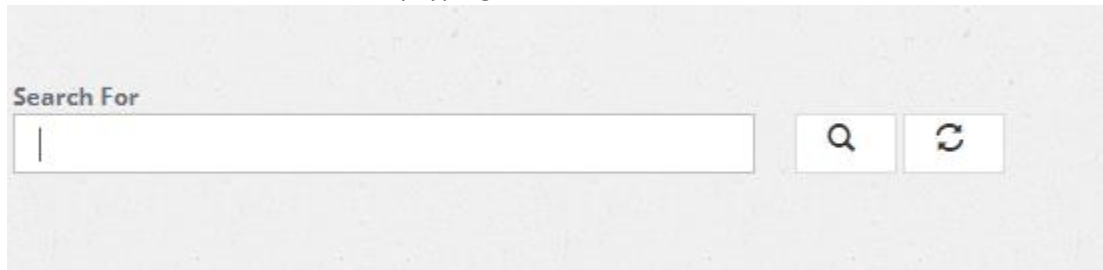
135. The next option under Item category is Item Unit



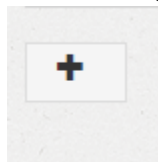
136. There users can search Sub Items by Unit ID, Unit Code or Description



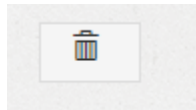
137. If else users can search by typing under 'Search For'



138. Can go back to the 'Add Account' option by clicking the following icon



139. Or by the following icon can delete the selected accounts

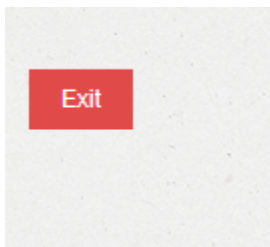


140. The item category details can be viewed as follows

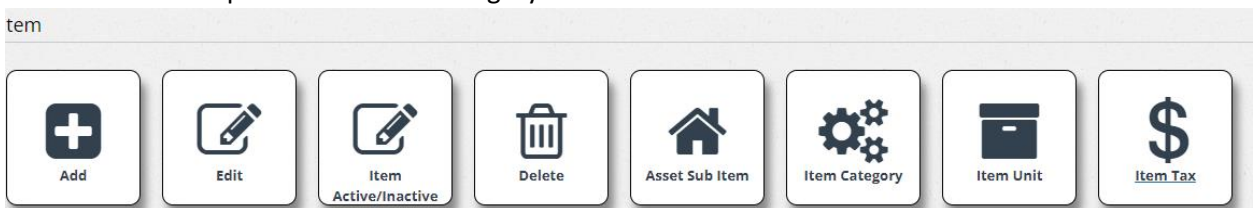
Select	Unit ID	Unit Code	Description
☐	1	15	VAT1
☐	2	No OF	No OF
☐	3	Asset	Asset
☐	4	Nos	Nos
☐	5	Cube	Cube
☐	6	Feet	Feet
☐	7	Meter	Meter
☐	8	Kg	Kg

Exit

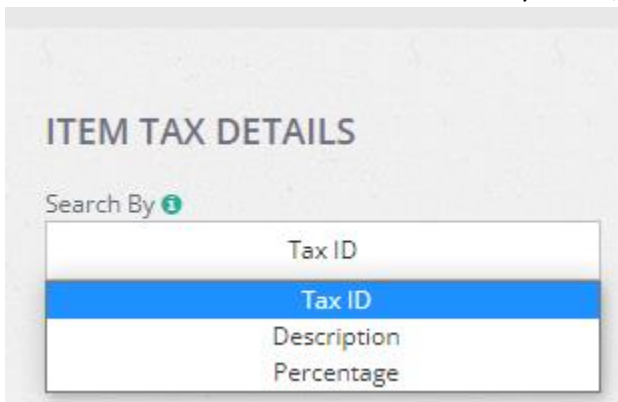
141. By clicking the 'Exit' button can again go to the main dashboard



142. The next option under Item category is Item Tax



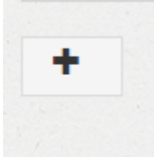
143. There users can search Sub Items by Tax ID, Description or Percentage



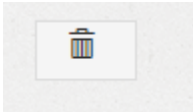
144. If else users can search by typing under 'Search For'

Search For

145. Can go back to the 'Add Account' option by clicking the following icon



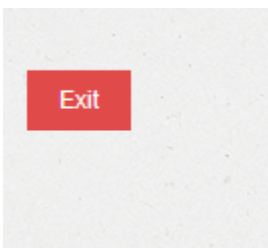
146. Or by the following icon can delete the selected accounts



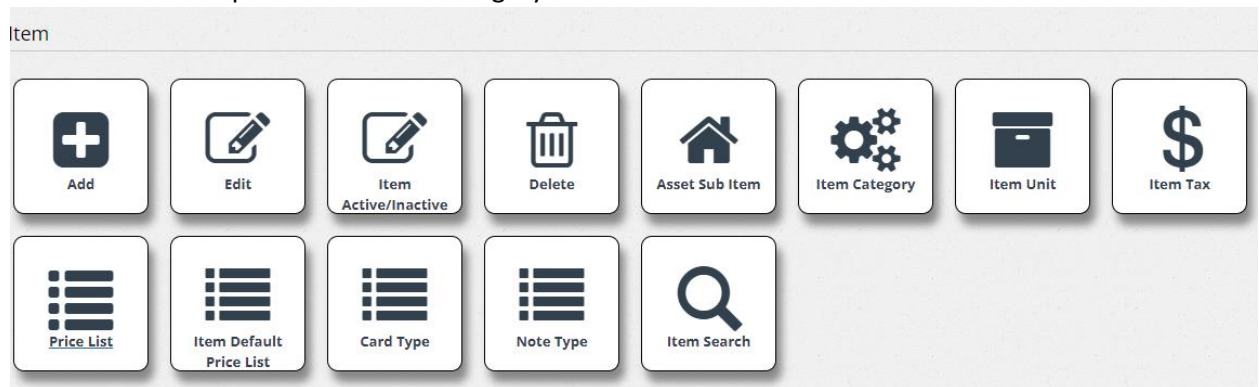
147. The Item Tax details can be viewed as follows

Select	View	Description	Percentage
☐	1	Tax	8
Exit			

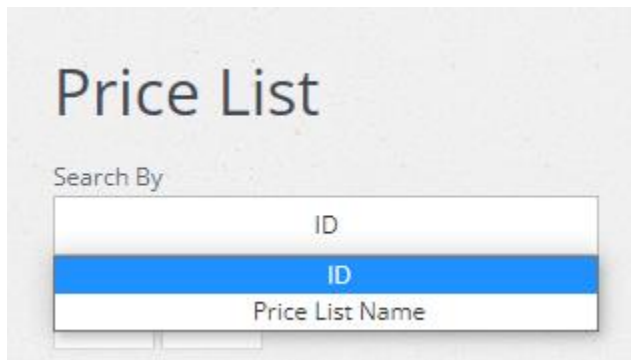
148. By clicking the 'Exit' button can again go to the main dashboard



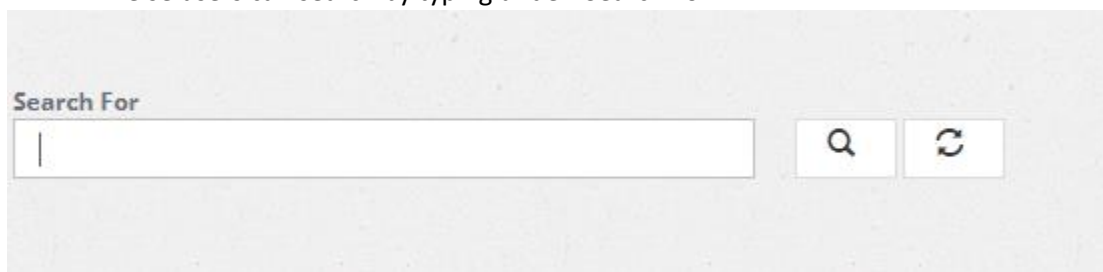
149. The next option under Item category is Price List



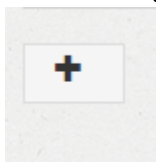
150. There users can search Sub Items by ID or Price List Name



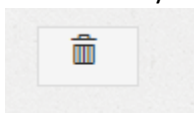
151. If else users can search by typing under 'Search For'



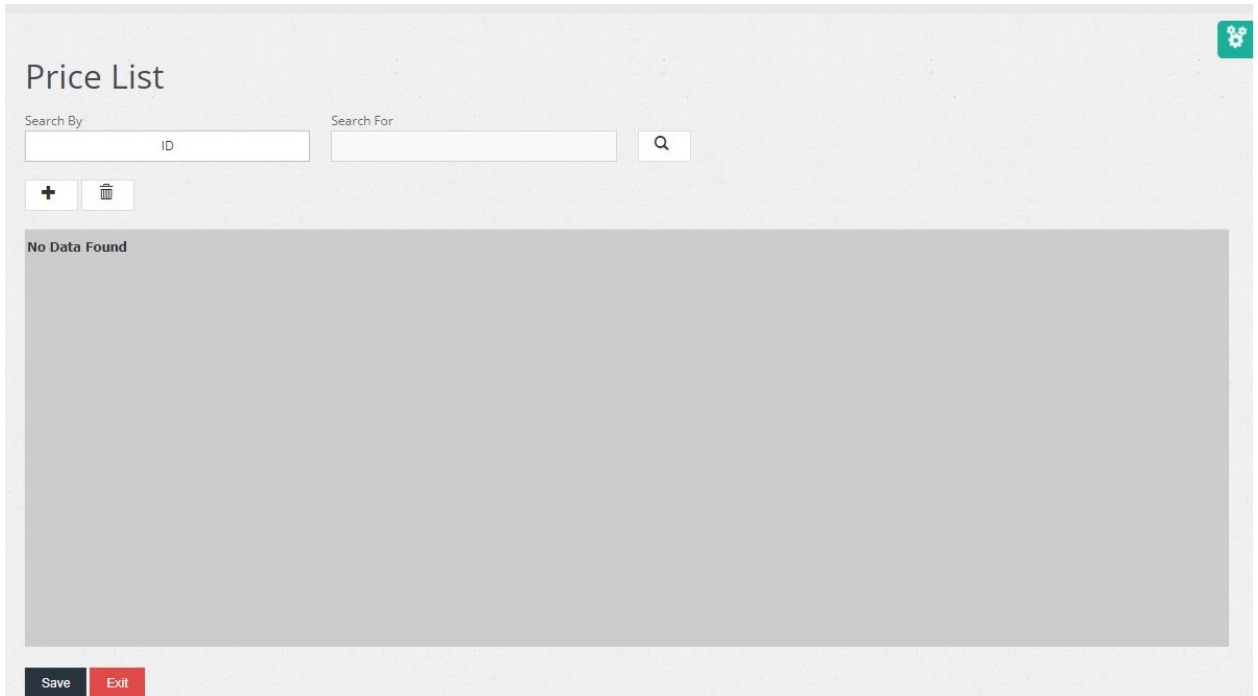
152. Can go back to the 'Add Account' option by clicking the following icon



153. Or by the following icon can delete the selected accounts

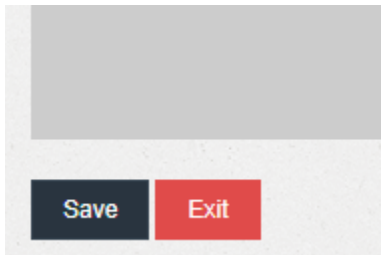


154. The Item Tax details can be viewed as follows



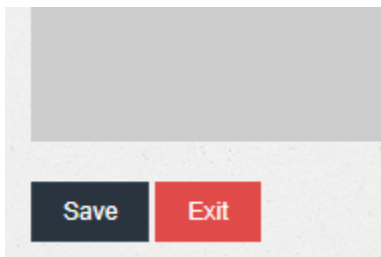
The screenshot shows a web interface titled "Price List" in the top left corner. In the top right corner, there is a green square icon with a white gear symbol. Below the title, there are two search filters: "Search By" with a dropdown menu currently showing "ID", and "Search For" with an empty text input field. To the right of the "Search For" field is a magnifying glass icon. Below these filters are two small buttons: a plus sign (+) and a trash can icon. The main content area is a large gray rectangle with the text "No Data Found" in the top left corner. At the bottom of the interface, there are two buttons: a dark blue "Save" button and a red "Exit" button.

155. Then click on 'Save' button



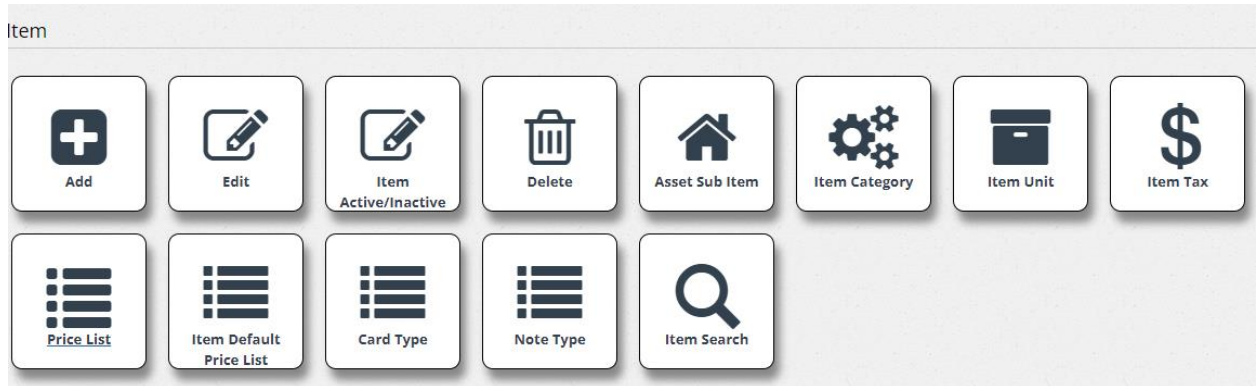
This is a close-up screenshot of the bottom of the interface. It shows two buttons side-by-side: a dark blue button with the word "Save" in white text, and a red button with the word "Exit" in white text.

156. By clicking the 'Exit' button can again go to the main dashboard

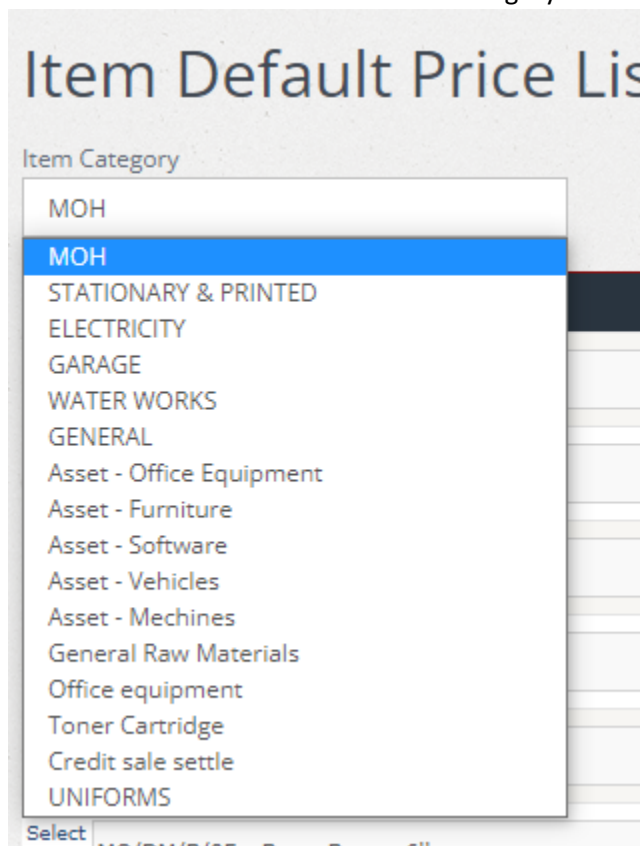


This is another close-up screenshot of the same two buttons: a dark blue "Save" button and a red "Exit" button, identical to the previous one.

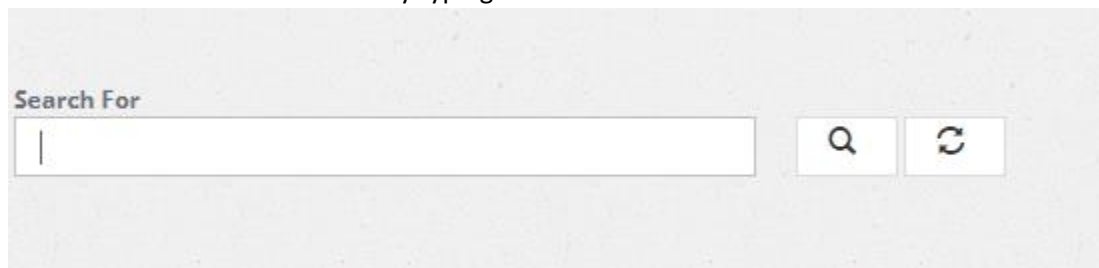
157. The next option under Item category is Item Default Price List



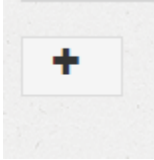
158. Users can select the relevant category



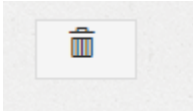
159. If else users can search by typing under 'Search For'



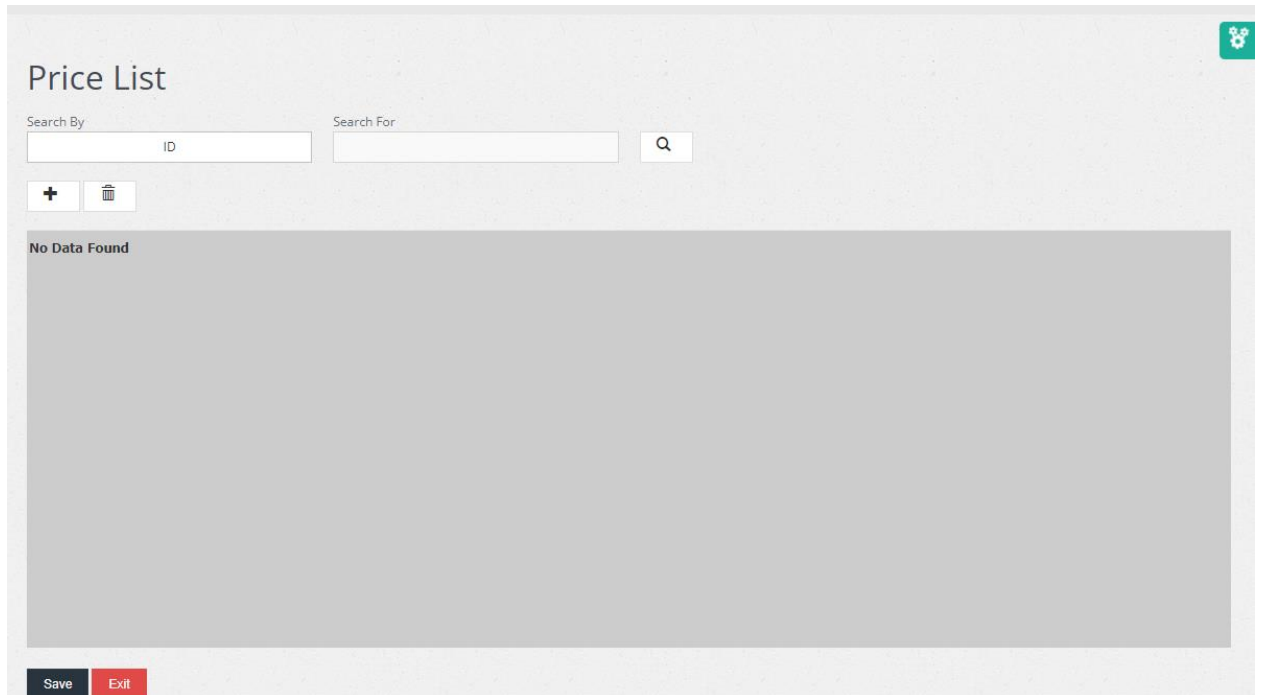
160. Can go back to the 'Add Default Item Price' option by clicking the following icon



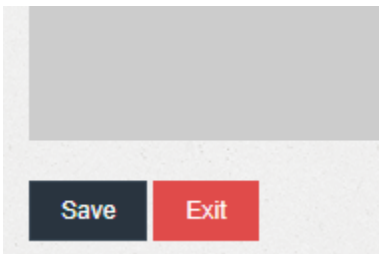
161. Or by the following icon can delete the selected default item prices



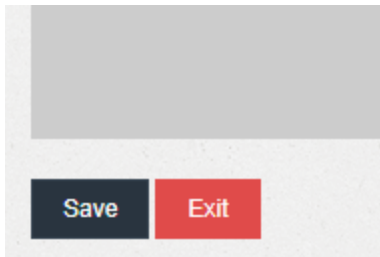
162. The Item Tax details can be viewed as follows

A screenshot of a web application interface titled "Price List". At the top right is a green gear icon. Below the title are two search fields: "Search By" with a dropdown menu showing "ID", and "Search For" with a text input field. To the right of the "Search For" field is a magnifying glass icon. Below the search fields are two buttons: a plus sign (+) and a trash can icon. The main area of the interface is a large gray rectangle with the text "No Data Found" in the top left corner. At the bottom of the interface are two buttons: "Save" (dark blue) and "Exit" (red).

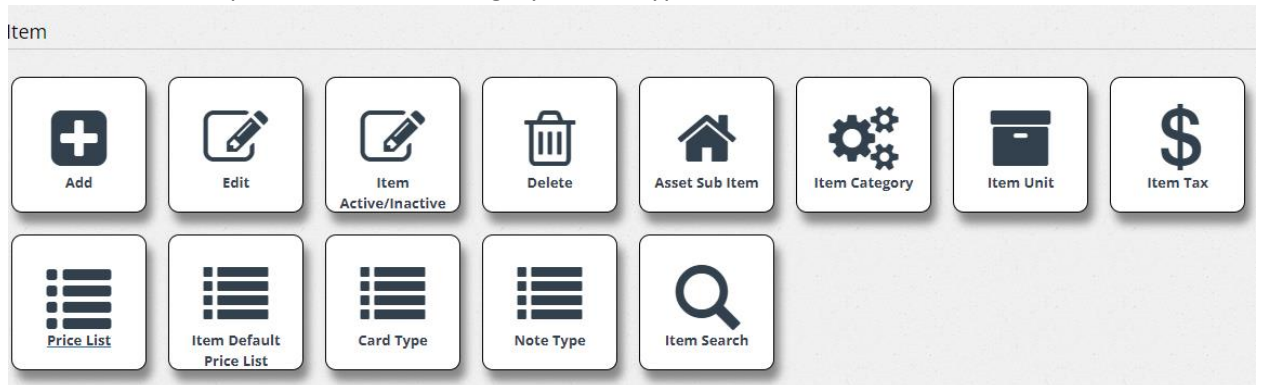
163. Then click on 'Save' button



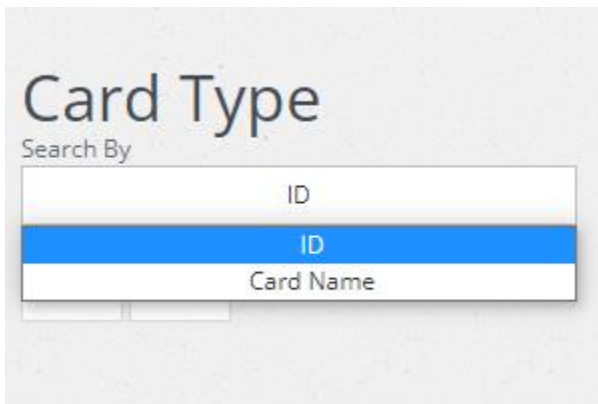
164. By clicking the 'Exit' button can again go to the main dashboard



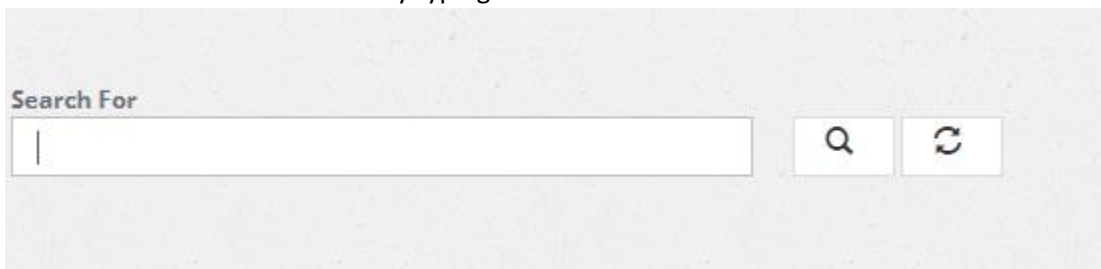
165. The next option under Item category is Card Type



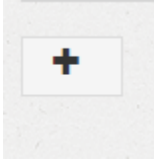
166. Users can select the relevant category by searching ID or Card Name



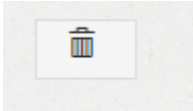
167. If else users can search by typing under 'Search For'



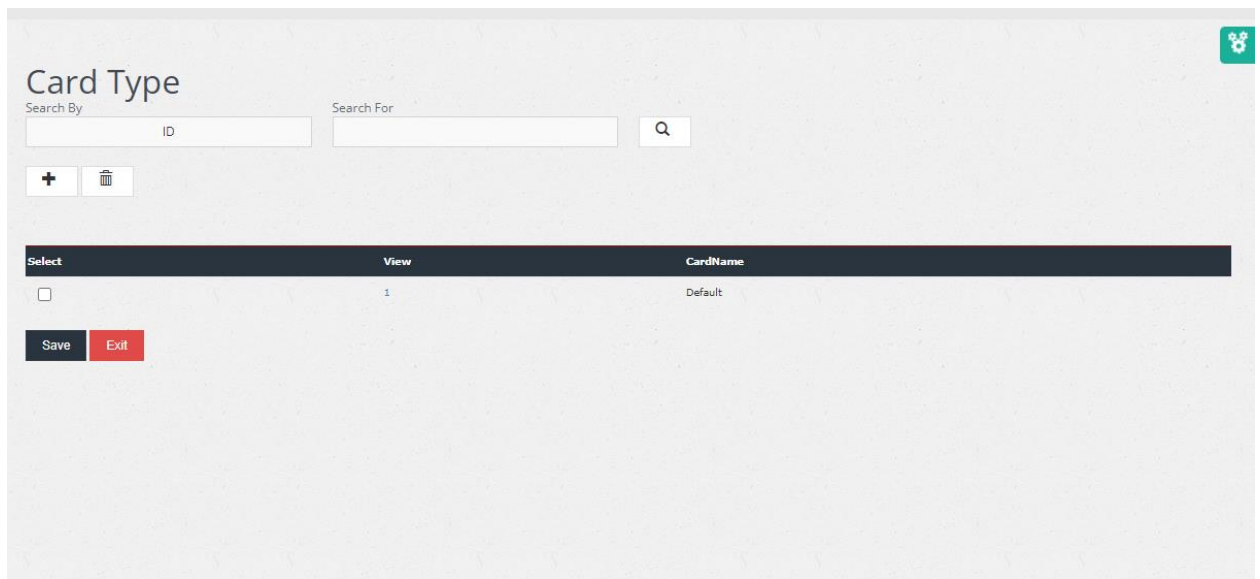
168. Can go back to the 'Card Type' add option by clicking the following icon



169. Or by the following icon can delete the selected card types



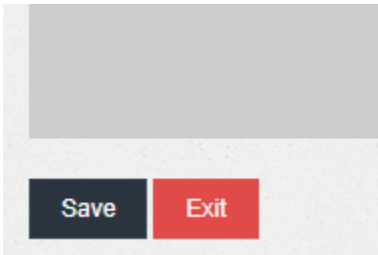
170. The Item card details can be viewed as follows



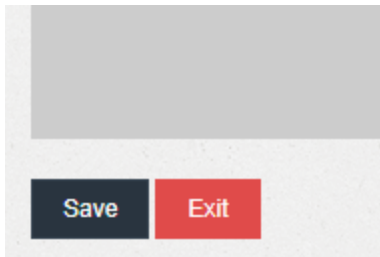
The screenshot shows a web interface titled 'Card Type' with a settings icon in the top right. Below the title, there are search filters: 'Search By' with a dropdown set to 'ID', and 'Search For' with an empty text input and a search button. Below these are two buttons: a plus sign (add) and a trash can (delete). A table with one row is displayed, with columns 'Select', 'View', and 'CardName'. The row contains a checkbox, the number '1', and the text 'Default'. At the bottom left, there are 'Save' and 'Exit' buttons.

Select	View	CardName
☐	1	Default

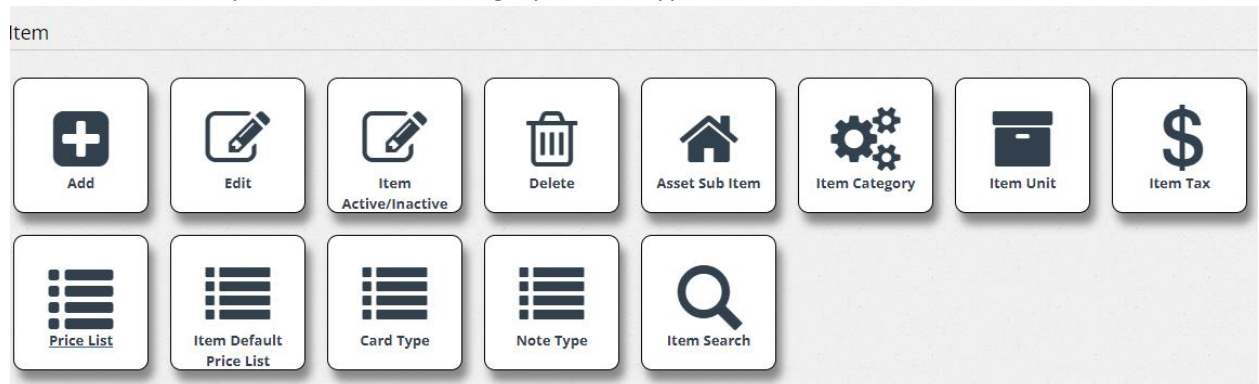
171. Then click on 'Save' button



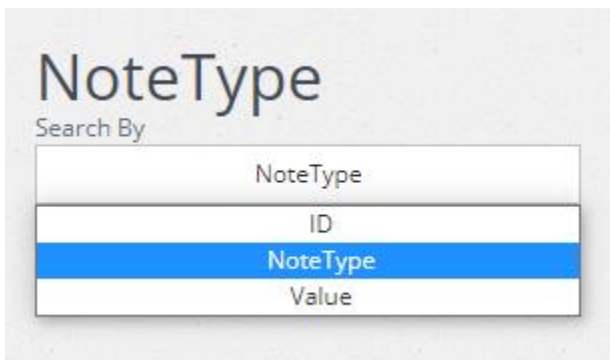
172. By clicking the 'Exit' button can again go to the main dashboard



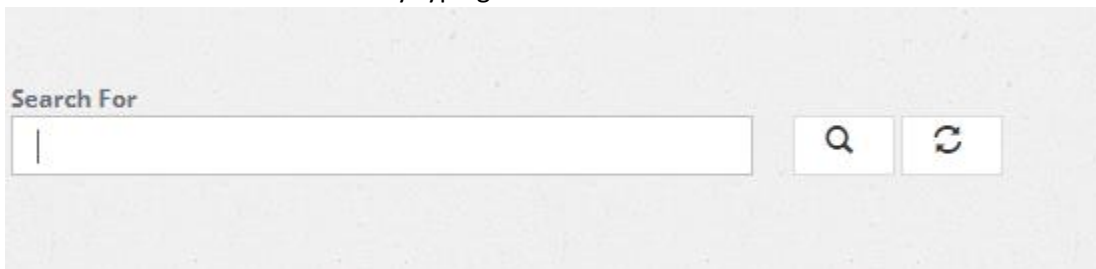
173. The next option under Item category is Note Type



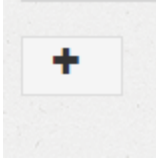
174. Users can select the relevant category by searching ID, Note Type or Value



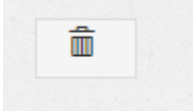
175. If else users can search by typing under 'Search For'



176. Can go back to the 'Note Type' add option by clicking the following icon



177. Or by the following icon can delete the selected Note Types



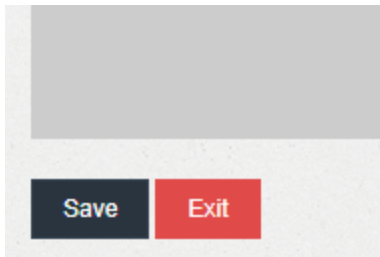
178. The Item card details can be viewed as follows

A screenshot of a web application interface for 'NoteType'. At the top, there's a header with the title 'NoteType' and a green settings icon. Below the title, there are two search fields: 'Search By' with a dropdown menu showing 'ID', and 'Search For' with a search button. Below these fields are two buttons: a plus sign (+) and a trash can icon. The main content area is a large grey rectangle with the text 'No Data Found' in the top left corner.

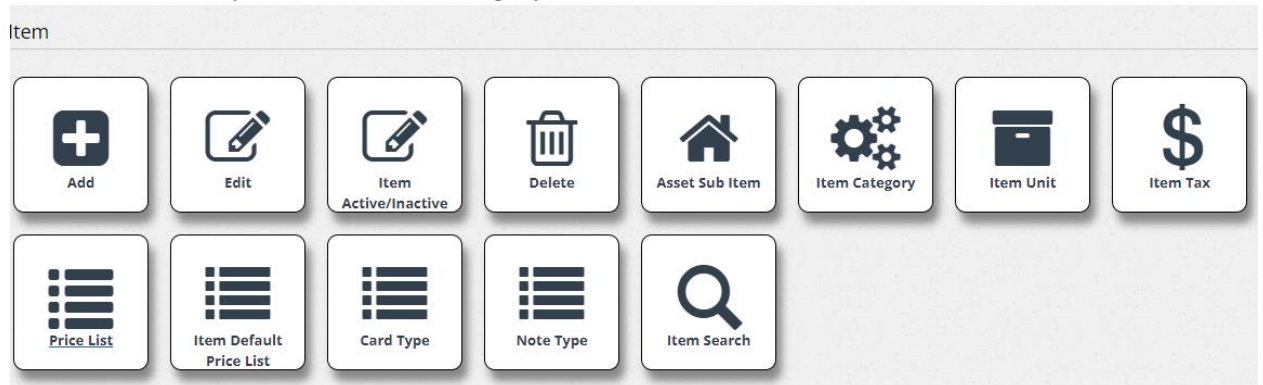
179. Then click on 'Save' button

A screenshot showing two buttons at the bottom of a form. The first button is dark blue with the word 'Save' in white. The second button is red with the word 'Exit' in white.

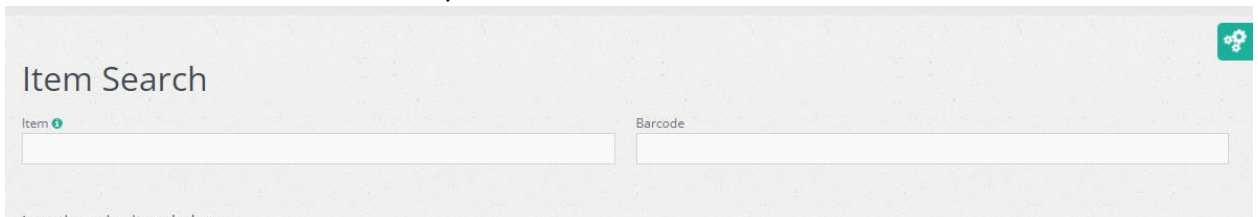
180. By clicking the 'Exit' button can again go to the main dashboard



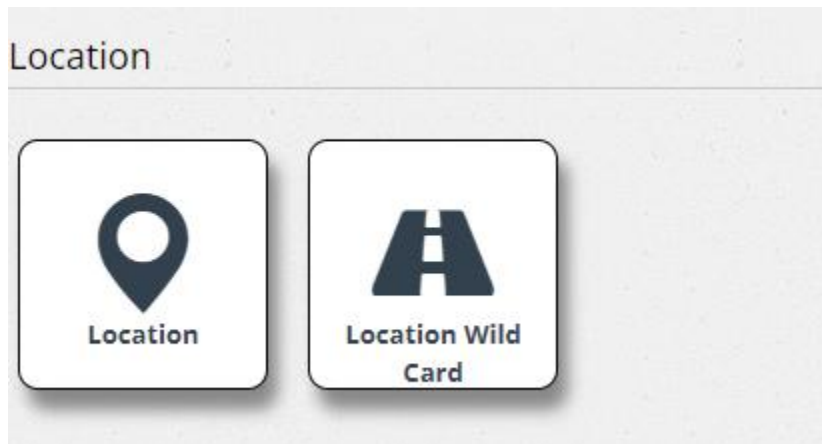
181. The next option under Item category is Item Search



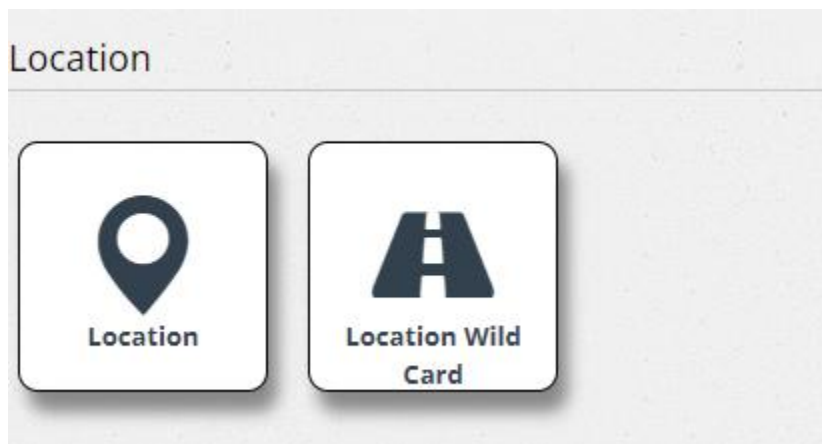
182. Users can search the Items by Name and Barcode



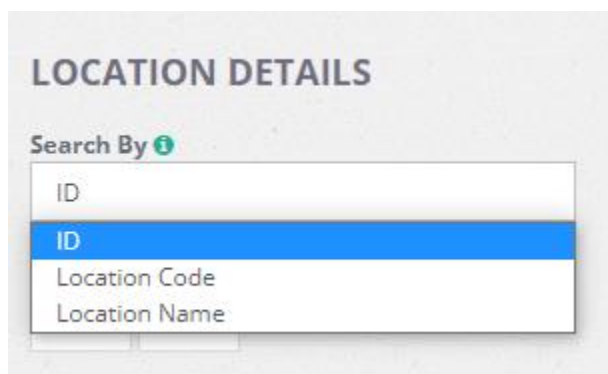
183. The details of the selected Items is shown as below



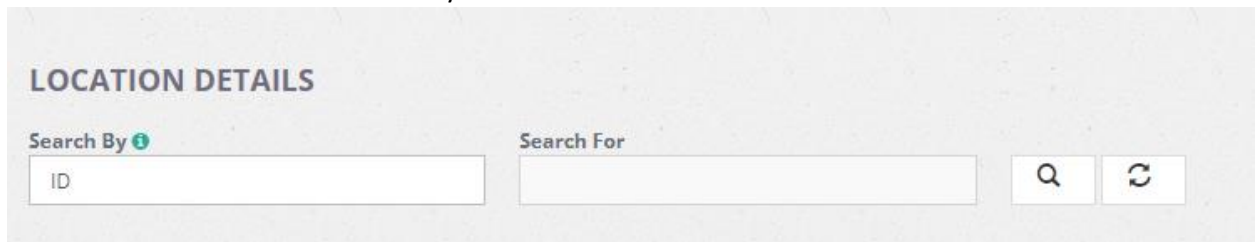
186. Under location category the first option is 'Location'



187. Users can select the relevant category by ID, Location Code or Location Name

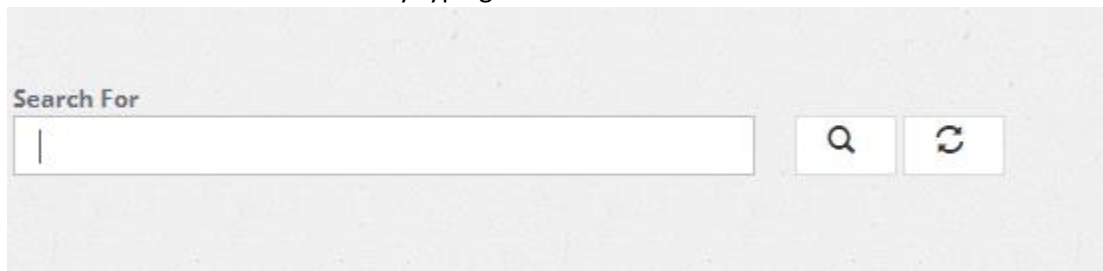


188. Users can search the Items by Name and Barcode



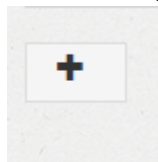
The screenshot shows a search interface titled "LOCATION DETAILS". It features two input fields: "Search By" with a dropdown menu currently showing "ID", and "Search For" which is empty. To the right of these fields are two buttons: a magnifying glass icon for search and a circular arrow icon for refresh.

189. If else users can search by typing under 'Search For'

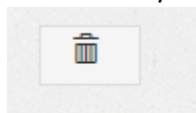


The screenshot shows a close-up of the "Search For" input field. The field is empty with a vertical cursor at the beginning. To the right of the input field are two buttons: a magnifying glass icon for search and a circular arrow icon for refresh.

190. Can go back to the 'Note Type' add option by clicking the following icon



191. Or by the following icon can delete the selected Note Types



192. The Item card details can be viewed as follows

LOCATION DETAILS

Search By Search For

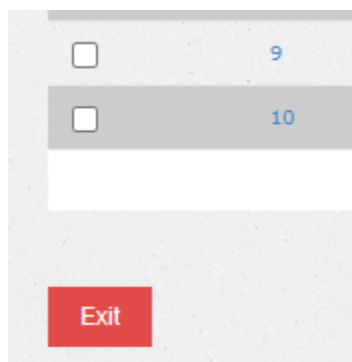
ID

1 2 3

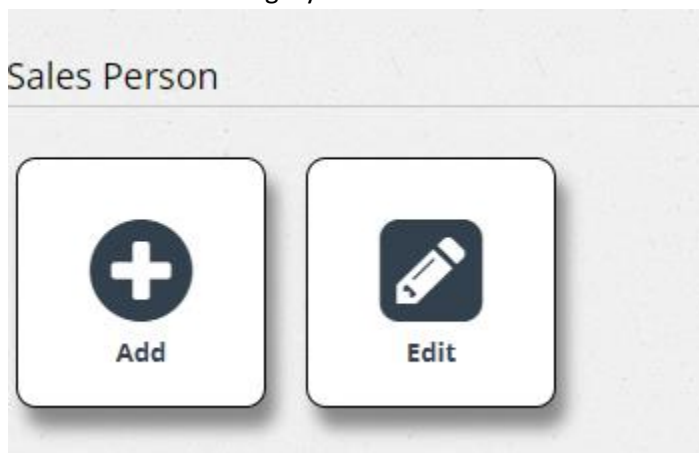
Select	Location ID	Location Code	Location Name	Is Main Stores
☐	1	1	General Stores	True
☐	2	2	Main Stores-Issue Orders	False
☐	3	3	Finance	False
☐	4	4	Establishment (Administrative)	False
☐	5	5	Sports	False
☐	6	6	Health	False
☐	7	7	Fire	False
☐	8	8	Electricity	False
☐	9	9	Mechanical Engineering (Garage)	False
☐	10	10	Municipal Engineering	False

1 2 3

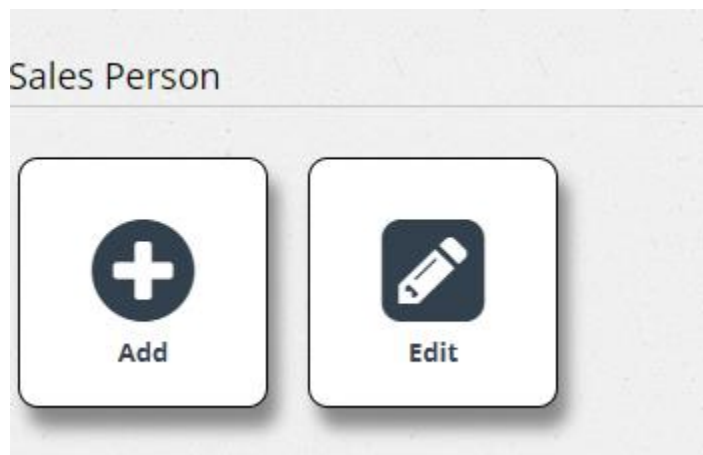
193. By clicking the 'Exit' button can again go to the main dashboard



194. The next category under master data is Sales Person



195. The first option under Sales Person category is 'Add'



196. To add a new 'Sales Person' click on 'Add' button.

A screenshot of a web application form titled "SALES PERSON". The form contains several input fields: "ID" (pre-filled with "2"), "CreationDate" (pre-filled with "12/31/2021"), "Sales Person Name", "NIC / Passport ID", "Contact No", and "Email". At the bottom left, there are two buttons: "Save" (dark blue) and "Exit" (red). A green gear icon is visible in the top right corner.

197. 'ID' and 'Creation Date' is auto filled

A screenshot of the "SALES PERSON" form, focusing on the pre-filled fields. The "ID" field contains the value "2" and the "CreationDate" field contains the value "12/31/2021".

198. Then enter the 'Sales Person Name'

A screenshot of the "Sales Person Name" input field. The label "Sales Person Name" is displayed in blue text above a large, empty white text input box.

199. Then enter the 'NIC/Passport ID'

NIC / Passport ID

200. Then enter the 'Contact Number'

Contact No

201. Finally enter the 'Email'

Email

202. Then if the filled details are ok , click on 'Save' button

Save Exit

203. By clicking the 'Exit' button can again go to the main dashboard

Save Exit

204. Then if want to edit sales person data click on 'Edit' button

Sales Person


Add


Edit

205. Users can select the relevant category by searching ID or Sales Person Name

SALES PERSON DETAIL

Search By ?

ID

ID

Sales Person Name

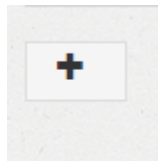
206. If else users can search by typing under 'Search For'

Search For

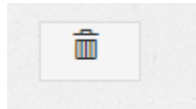
Q

↺

207. Can go back to the 'Sales Person' add option by clicking the following icon



208. Or by the following icon can delete the selected Sales Persons



209. The Sales Person details can be viewed as follows

SALES PERSON DETAIL

Search By ?

ID

Search For

D

Q

↺

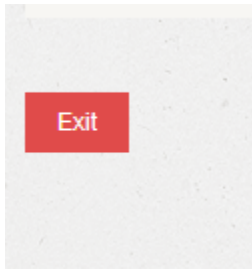
+

🗑

View	Sales Person Name	NIC / Passport No	Contact No	E-mail
1	Staff	1		

Exit

210. By clicking the 'Exit' button can again go to the main dashboard



211. The last category under Master Data is 'Other Master Data'



212. The first option under 'Other Master Data' category is 'Payee'



213. By clicking the 'Payee' option can search and see the 'Payee' details

Payee Details

Search By  Payee Search For Q

Payee Type

- ☐ Customer
- ☐ Supplier
- ☐ Payee
- ☐ Member
- ☐ Employee

+ 🗑️

1 2 3 4 5 6 7 8 9 10 ...

Select	Payee ID	Payee
☐	1	Nimal Perera
☐	2	Shroff
☐	3	Sunil
☐	4	New Lanka Diesel Pump Spares
☐	5	Karunaratna Enterprises
☐	6	Kanjula Harshani Welendawe
☐	7	Ceylon Electricity Board
☐	8	Sri Lanka Telecom

214. Users can select the relevant category by searching Payee Index, Payee, Telephone No. or Key words

Payee Details

Search By 

- Payee
- Payee Index
- Payee**
- Telephone No.
- Key words

215. If else users can search by typing under 'Search For'

Search For

Q

216. Payee Type can be selected

Payee Type

☐ Customer

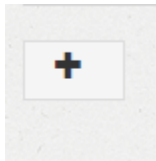
☐ Supplier

☐ Payee

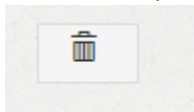
☐ Member

☐ Employee

217. Can go back to the 'S' add option by clicking the following icon



218. Or by the following icon can delete the selected Payees



219. The Payee details can be viewed as follows

Payee Details

Search By 🔍 Payee Search For 🔍

Payee Type

☐ Customer

☐ Supplier

☐ Payee

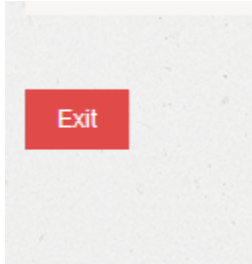
☐ Member

☐ Employee

1 2 3 4 5 6 7 8 9 10 ...

Select	Payee ID	Payee
☐	1	Nimal Perera
☐	2	Shroff
☐	3	Sunil
☐	4	New Lanka Diesel Pump Spares
☐	5	Karunaratna Enterprises
☐	6	Kanjula Harshani Welendawe
☐	7	Ceylon Electricity Board
☐	8	Sri Lanka Telecom
☐	9	Mary Rathnasingh
☐	10	Chief Rathnasingh

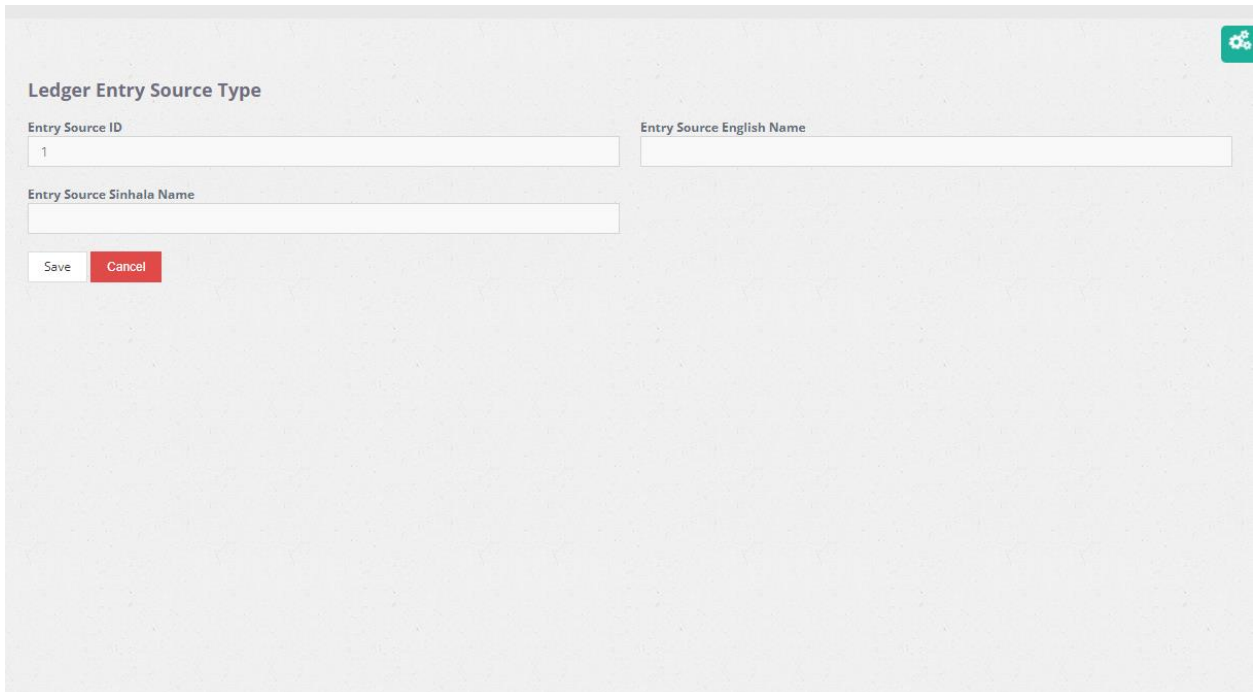
220. By clicking the 'Exit' button can again go to the main dashboard



221. The next option under 'Other Master Data' Ledger Entry Source'



222. By clicking the 'Ledger Entry Source' option can search and see the ledger entry source details

A screenshot of the "Ledger Entry Source Type" form. The title "Ledger Entry Source Type" is at the top. Below it are three input fields: "Entry Source ID" with the value "1", "Entry Source English Name", and "Entry Source Sinhala Name". At the bottom are two buttons: "Save" and "Cancel". A green gear icon is in the top right corner.

223. Users can enter the ledger entry source type and save. Firstly enter the 'Entry Source ID'

Ledger Entry Source Type

Entry Source ID

224. Then enter the 'Entry Source English Name'

Entry Source English Name

225. Then enter the 'Entry Source Sinhala Name'

Entry Source Sinhala Name

226. Then click on 'Save' button if the entered details are correct. Else click the 'Cancel' button if the entered details are wrong.

227. The next option under Other Master data is 'Sector'

Other Master Data

 Payee	 Ledger Entry Source	 Responsible Person	 Sector	 Sub Code
--	--	---	---	---

228. By clicking the 'Sector' option can be seen the 'Sector Details'

The screenshot shows the 'Sector Detail' page. At the top, there is a 'Search By' dropdown menu with 'Sector' selected, and a 'Search For' text input field with a search button. Below the search bar is a table with the following columns: View, Description, From Range, and To Range. The table contains 10 rows of data, each representing a different sector. The 'View' column contains codes (AA, AB, AC, AD, AE, AF, AG, AH, AI) and the 'Description' column contains the sector name. The 'From Range' and 'To Range' columns are empty. Below the table is a pagination bar with links 1 through 10. At the bottom left, there is a red 'Exit' button.

View	Description	From Range	To Range
	D12-13/25		
AA	ADMIN-2001/11		
AB	Commissioner's Office-2007/11		
AC	Deputy Commissioner's Office-20038/11		
AD	Deputy Mayor's Office-2006/11		
AE	Environment Unit-20042/11		
AF	Establishment Branch-20035/11		
AG	Legal-2003/11		
AH	Mayor's Office-2005/11		
AI	Meeting-2002/11		

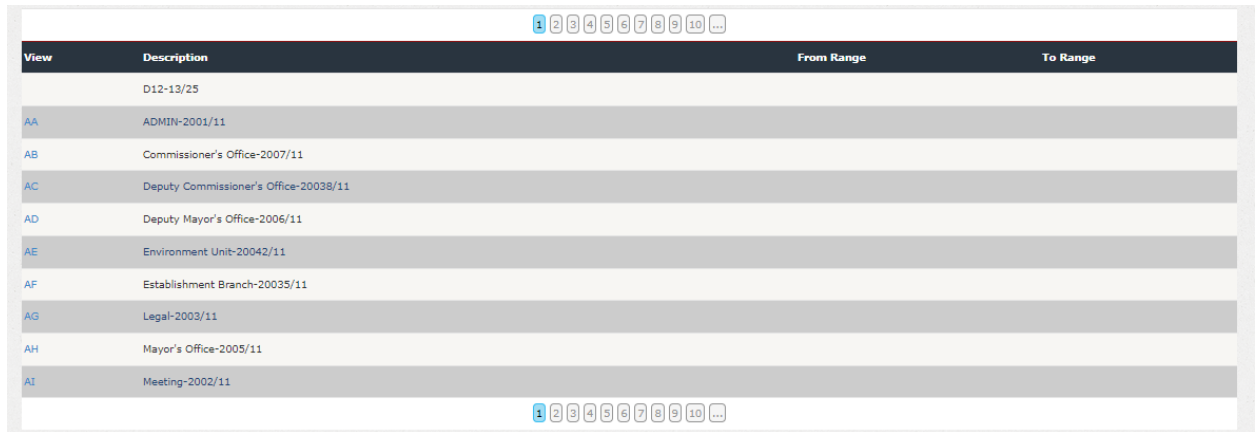
229. The sector details can be search by categories

The screenshot shows the 'Sector Detail' page with the 'Search By' dropdown menu open. The dropdown menu has five options: 'Sector', 'Description', 'From Range', and 'To Range'. The 'Sector' option is highlighted in blue.

230. If else users can search by typing under 'Search For'

The screenshot shows the 'Search For' text input field with a search button. The field is empty and the search button is a magnifying glass icon.

231. The sector details can be viewed as follows



The screenshot shows a table with four columns: View, Description, From Range, and To Range. The table contains 10 rows of data. Above and below the table is a pagination bar with buttons numbered 1 through 10, and an ellipsis button.

View	Description	From Range	To Range
	D12-13/25		
AA	ADMIN-2001/11		
AB	Commissioner's Office-2007/11		
AC	Deputy Commissioner's Office-20038/11		
AD	Deputy Mayor's Office-2006/11		
AE	Environment Unit-20042/11		
AF	Establishment Branch-20035/11		
AG	Legal-2003/11		
AH	Mayor's Office-2005/11		
AI	Meeting-2002/11		

232. By clicking the 'Exit' button can again go to the main dashboard

