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

2. TABLE OF CONTENTS

Page No.

ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

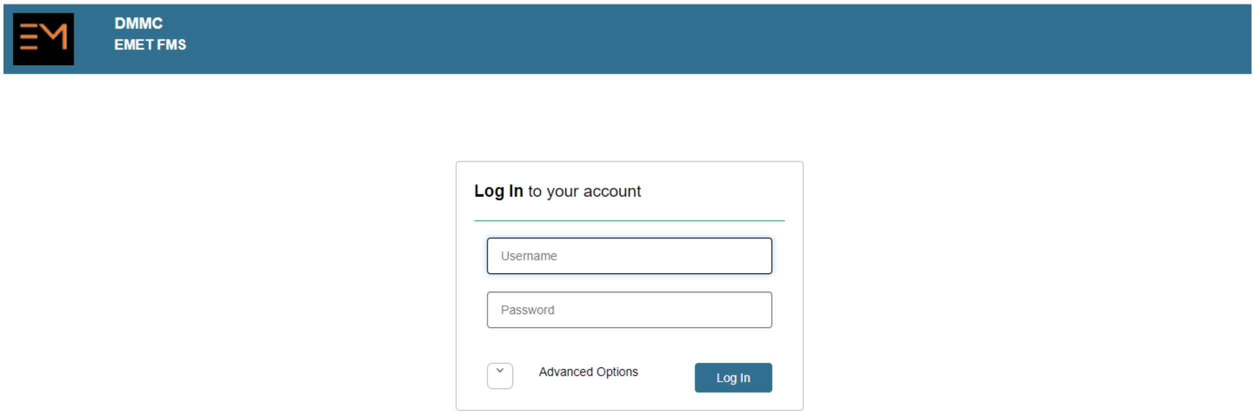
Finance Master Data

Finance Management

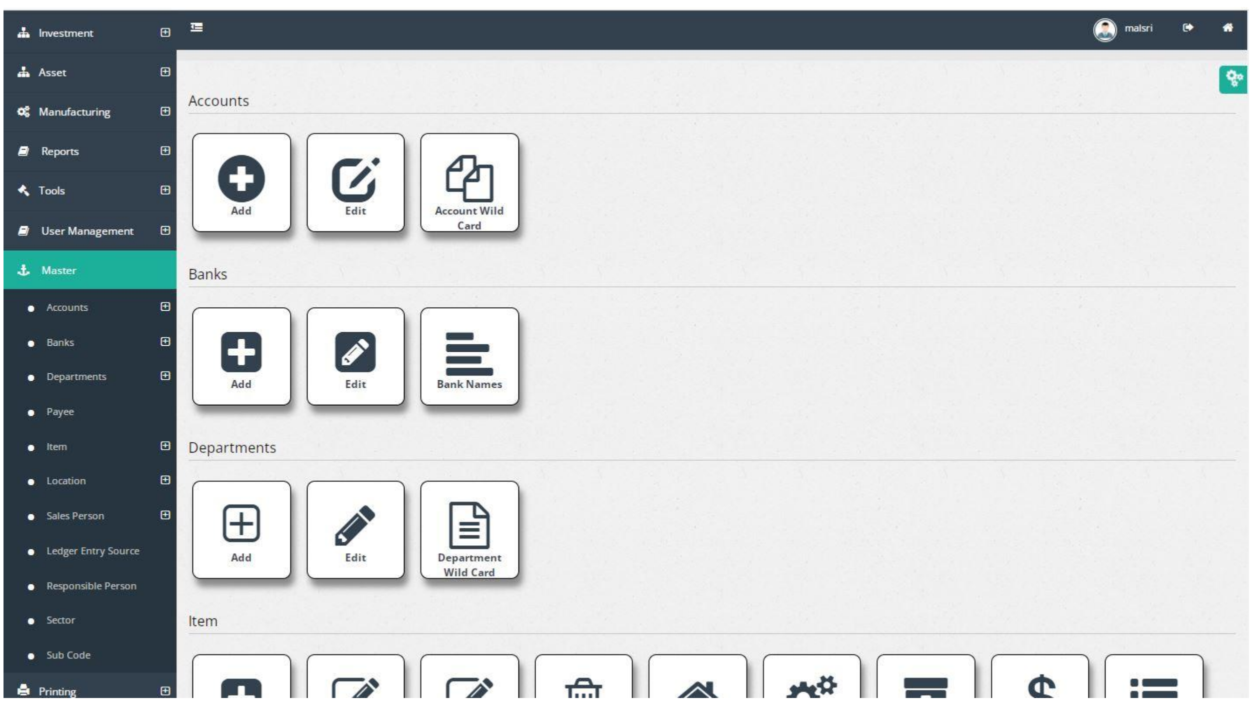
Voucher payments, Cheque payments, Cross Entry Vouchers, Book keeping, Budget, Final Accounts

READ MORE

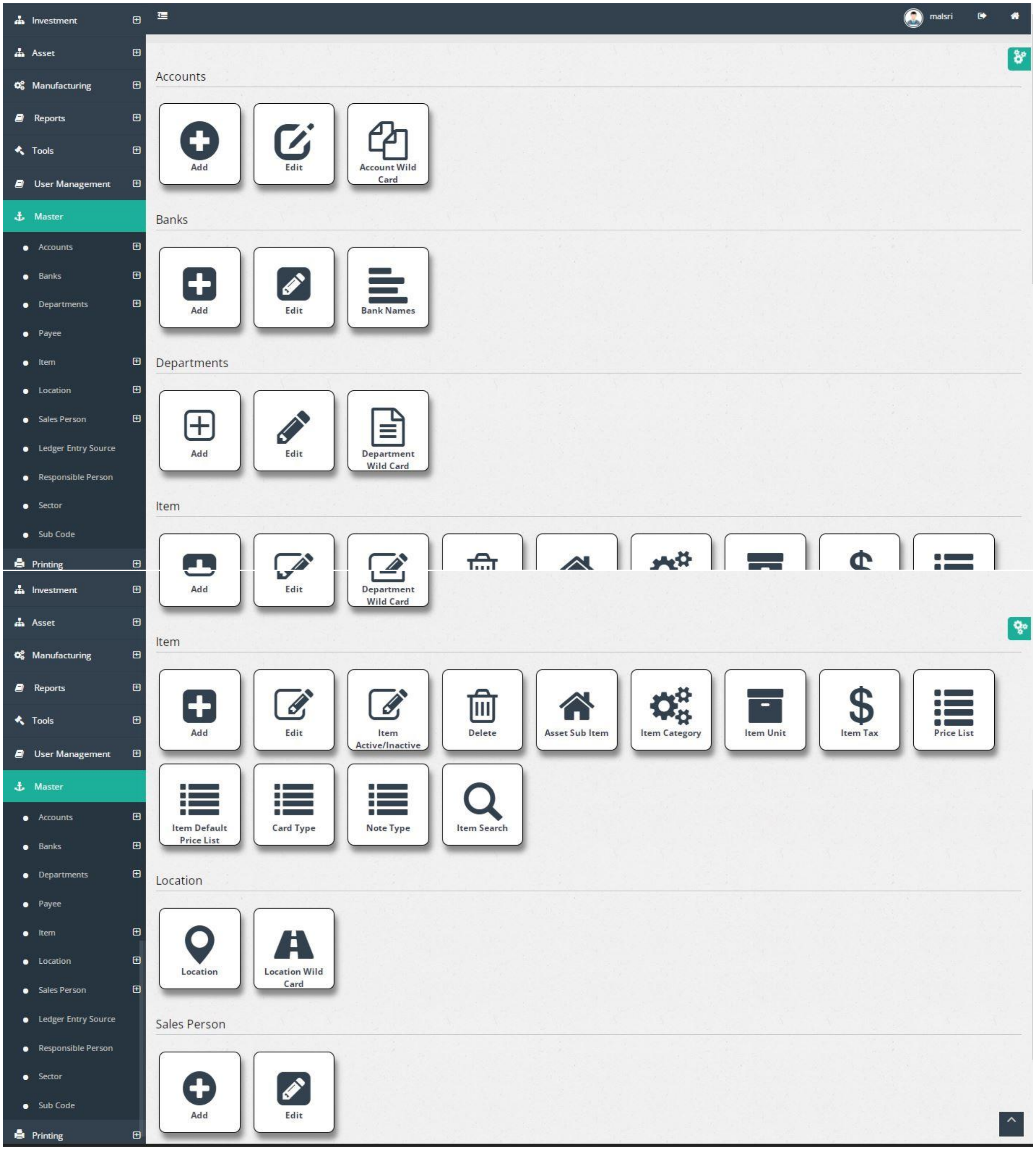
1. Open EMET FMS and log in by typing username and password

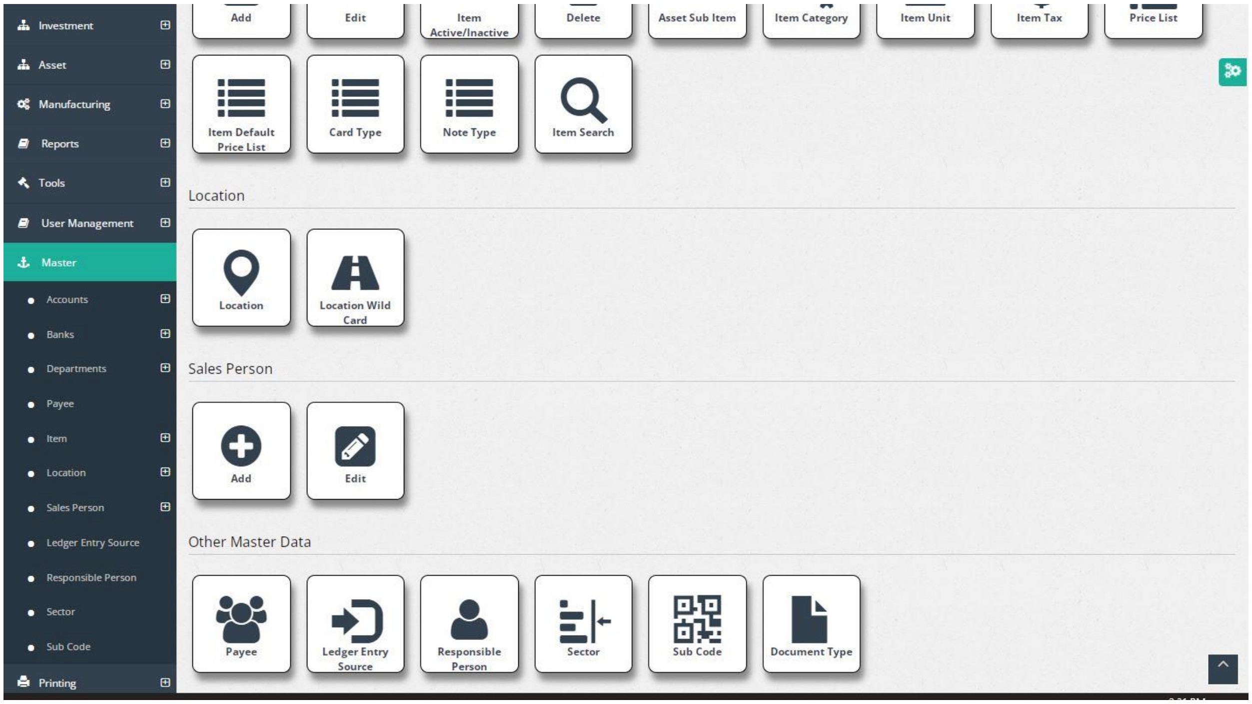


2. Then select the option ‘Master’ by double click and open

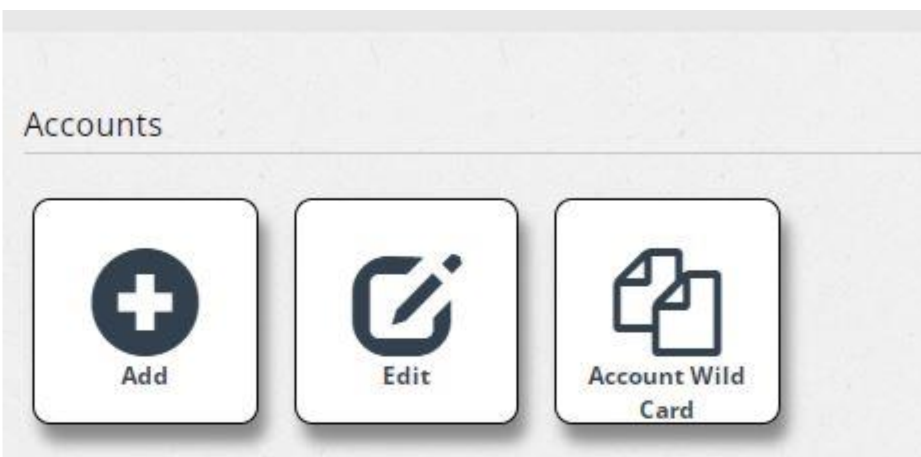


3. There are seven categories under ‘Master’ as ‘Accounts’, ‘Banks’, ‘Departments’, ‘Item’, ‘Location’, ‘Sales Person’, ‘Other Master Data’

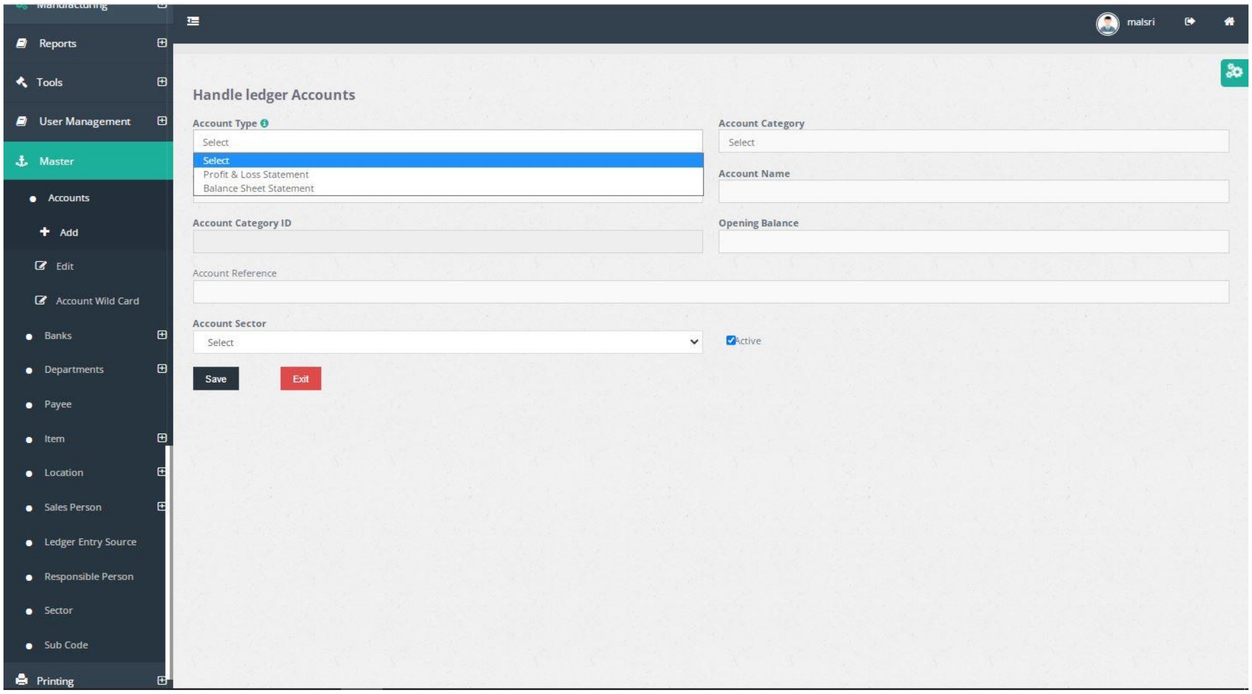

Investment
Asset
Manufacturing
Reports
Tools
User Management
Master
Accounts
Banks
Departments
Payee
Item
Location
Sales Person
Ledger Entry Source
Responsible Person
Sector
Sub Code
Printing
malsri
Accounts
Add
Edit
Account Wild Card
Banks
Add
Edit
Bank Names
Departments
Add
Edit
Department Wild Card
Item
Add
Edit
Department Wild Card
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
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



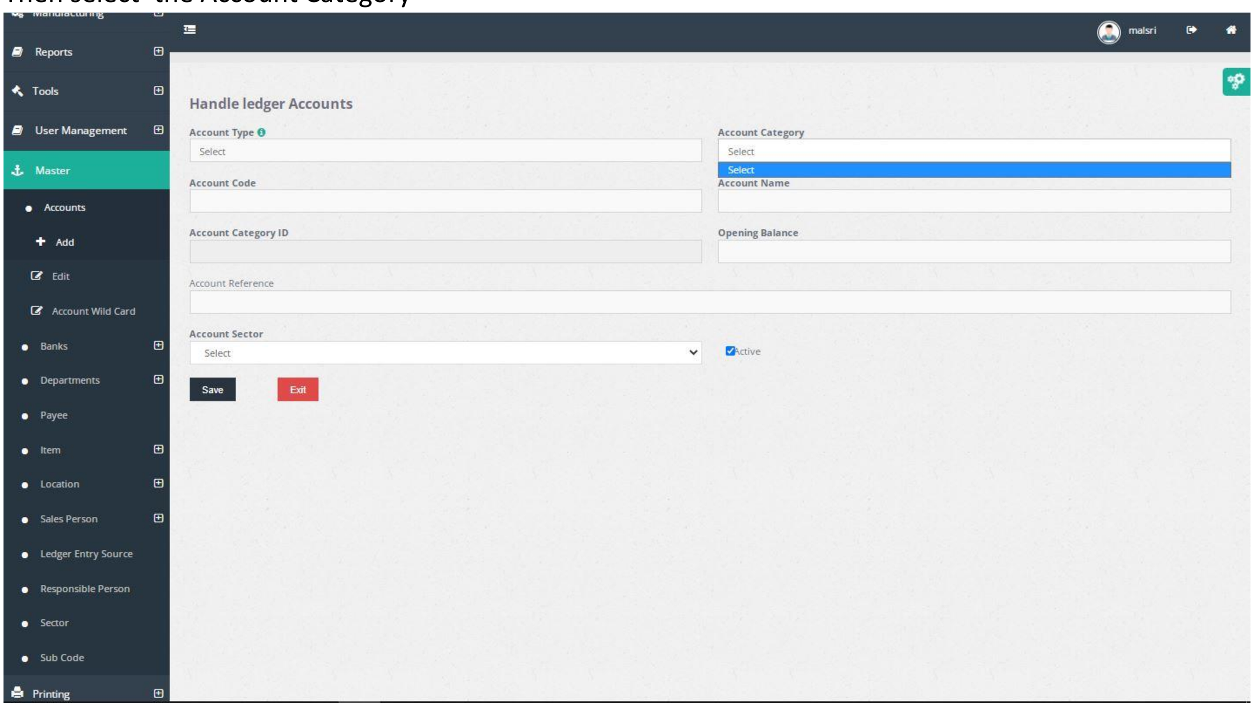
Accounts Add



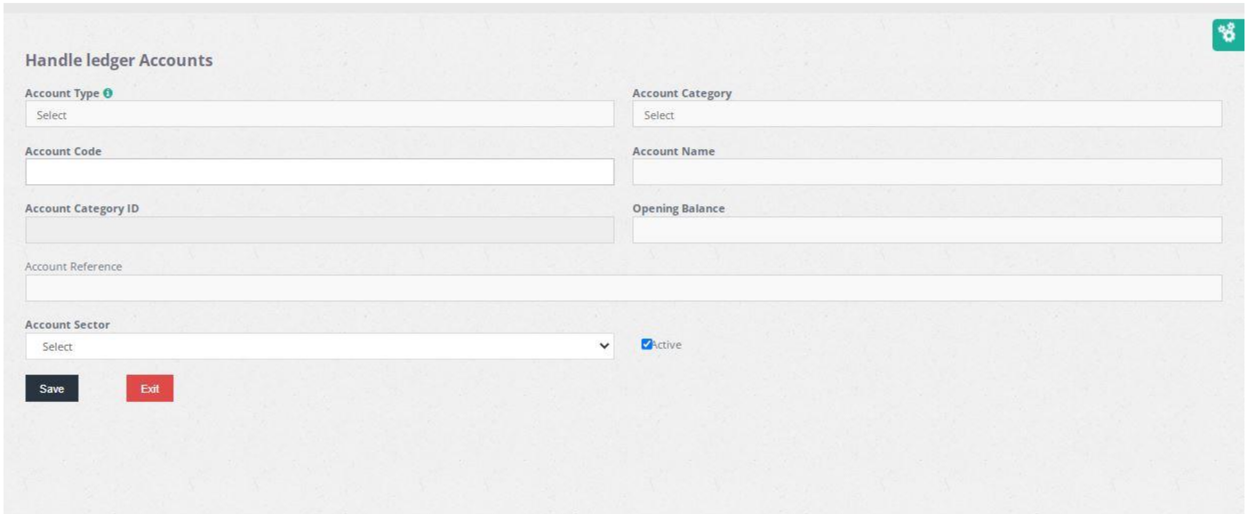
4. Then select the ‘Account Type’ whether it is ‘Profit & Loss Statement’ or ‘Balance Sheet Statement’.



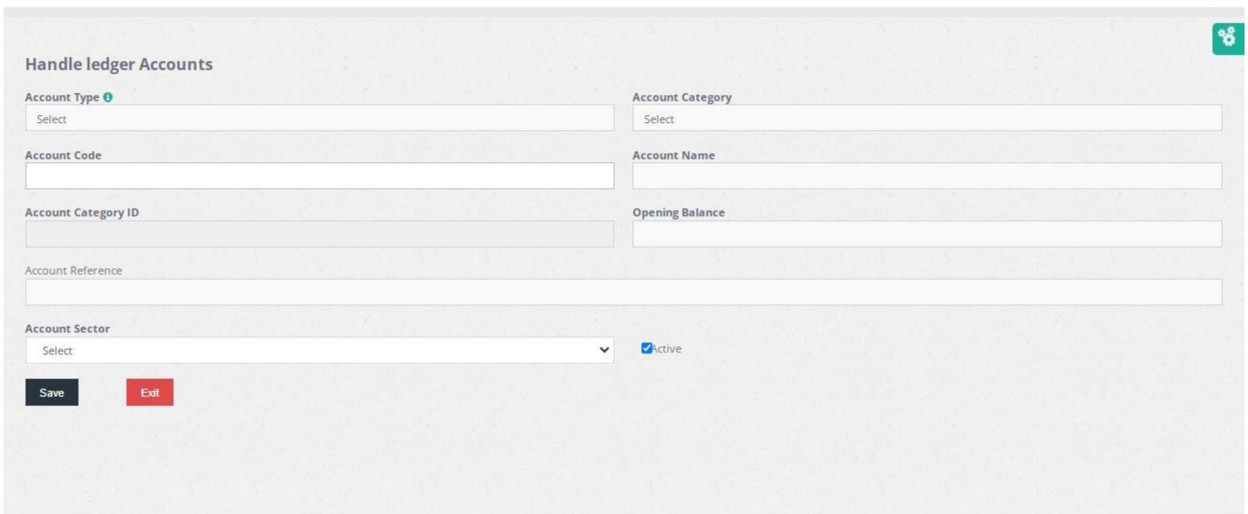
5. Then select 'the Account Category'



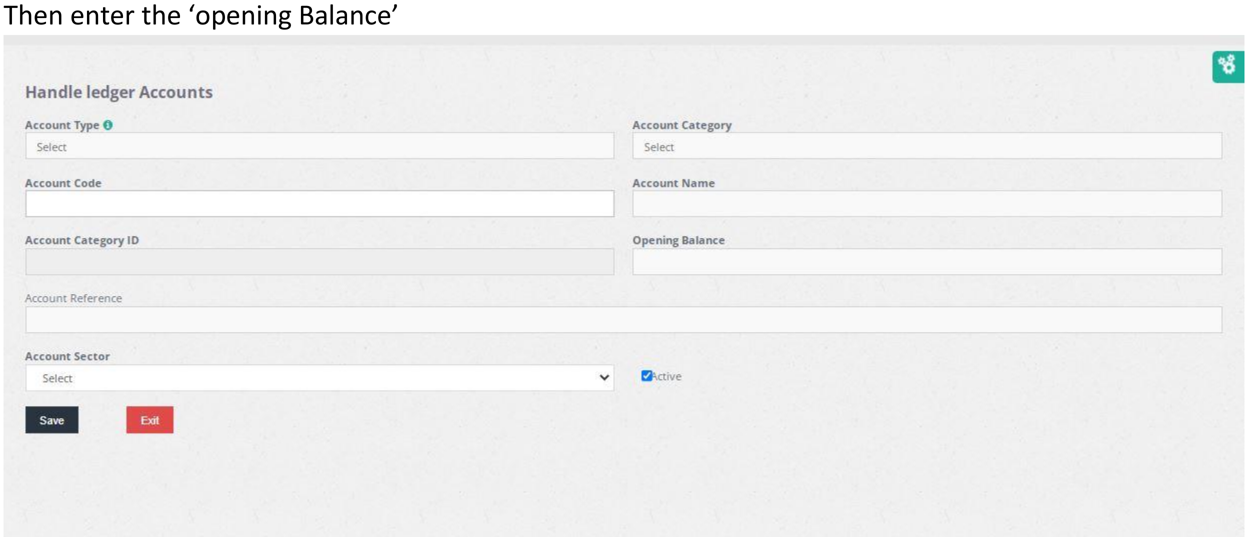
6. Then enter the 'Account Code'



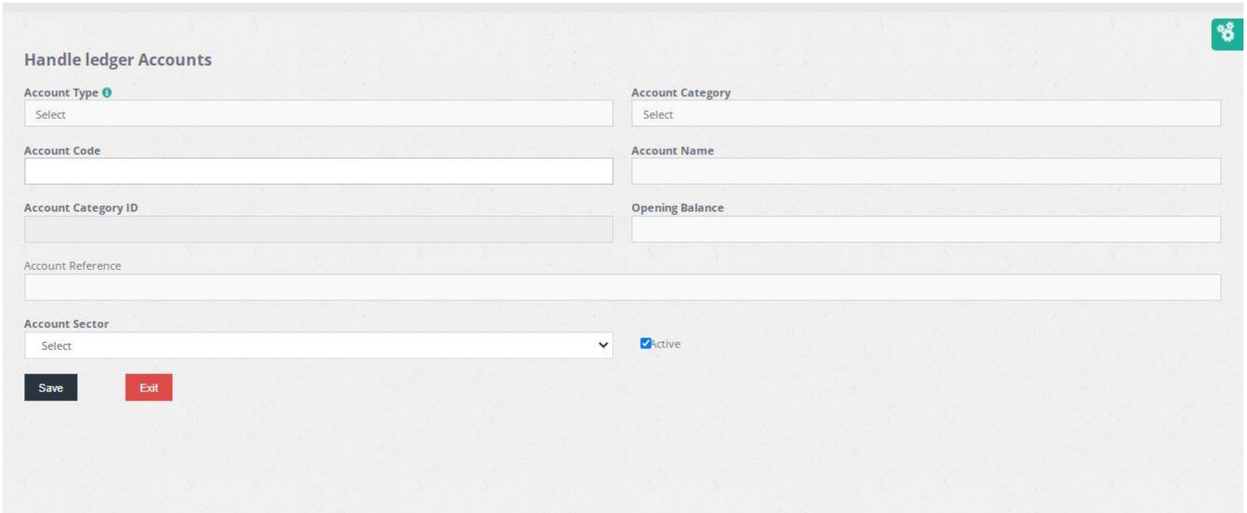
7. Then select the 'Account Name'



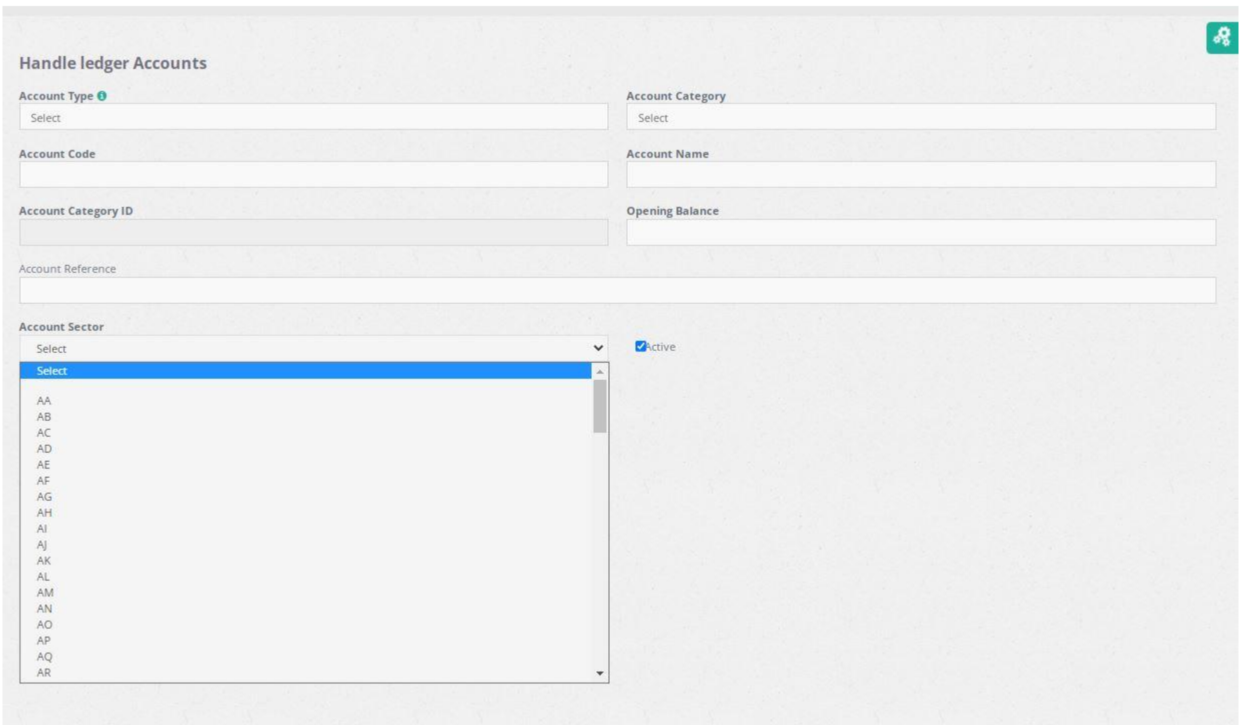
8. Then enter the 'opening Balance'



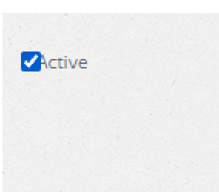
9. Then enter the 'Account Reference'



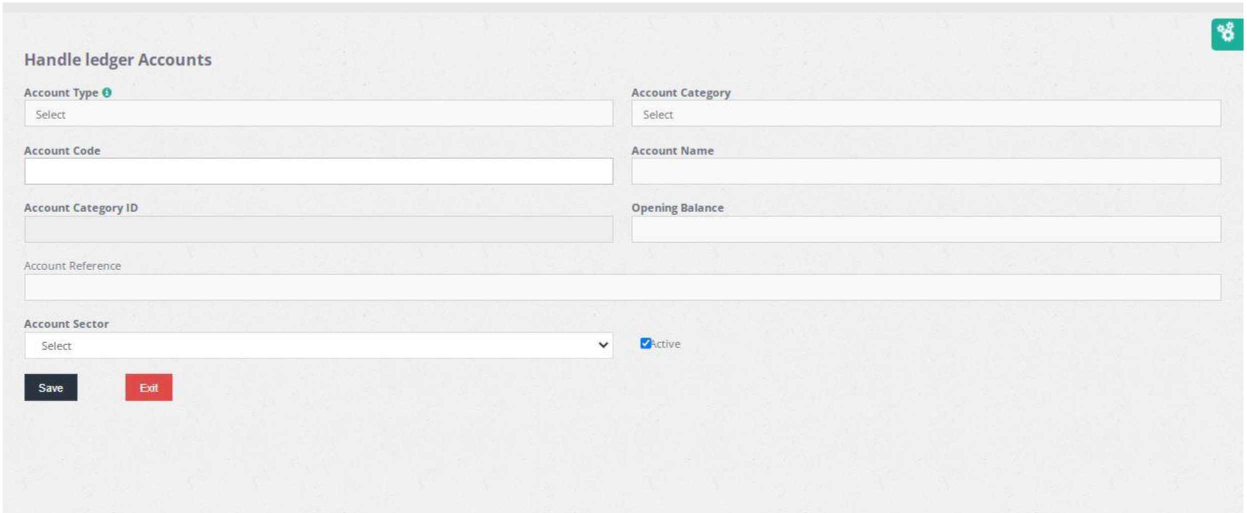
10. Then Select the 'Account Sector'



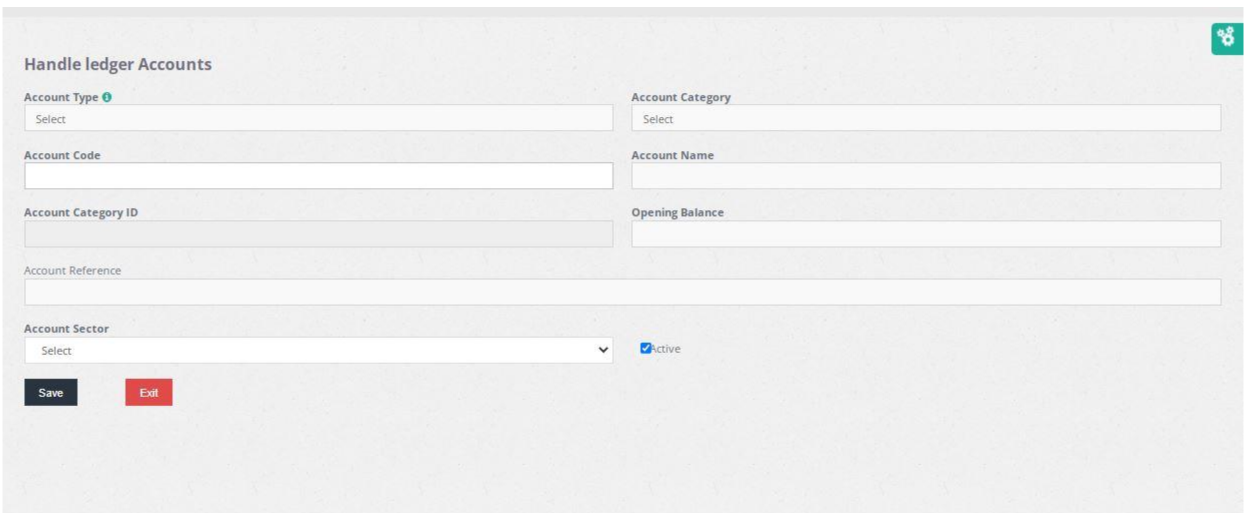
11. Put the Tick before 'Active'



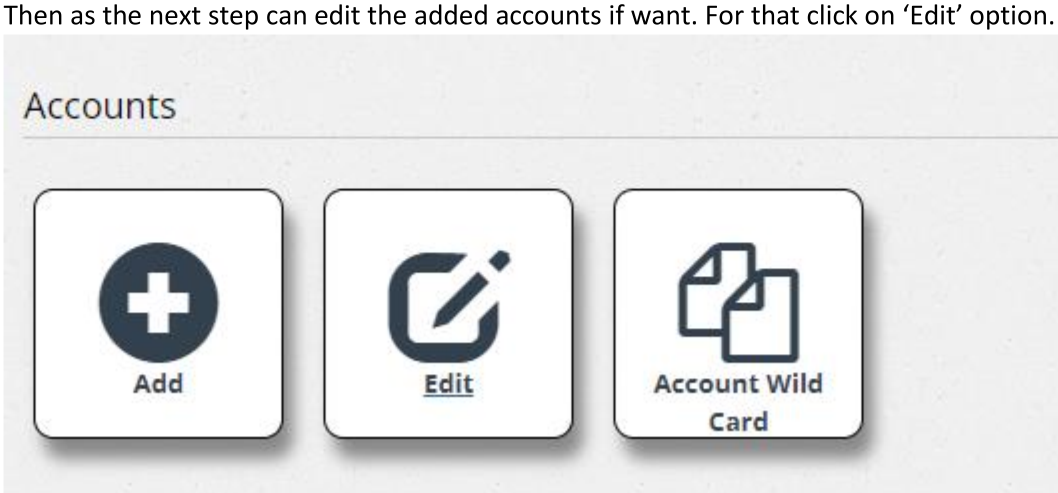
12. Then click on 'Save' button after filling the details



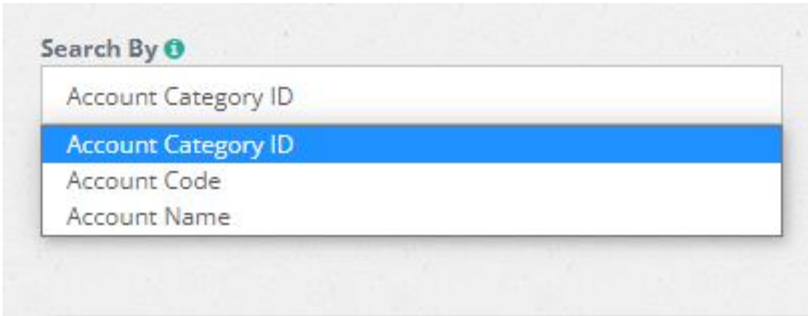
13. By clicking the 'Exit' button can again go to the main dashboard.



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

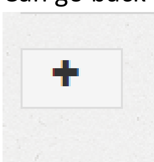


15. There users can search the accounts by ‘Account Category ID’, ‘Account Code’ or ‘Account Name’.

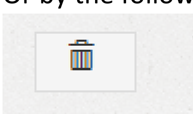


16. If else can be search the accounts.

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.

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

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

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

Exit

20. Users can select any account and view the details

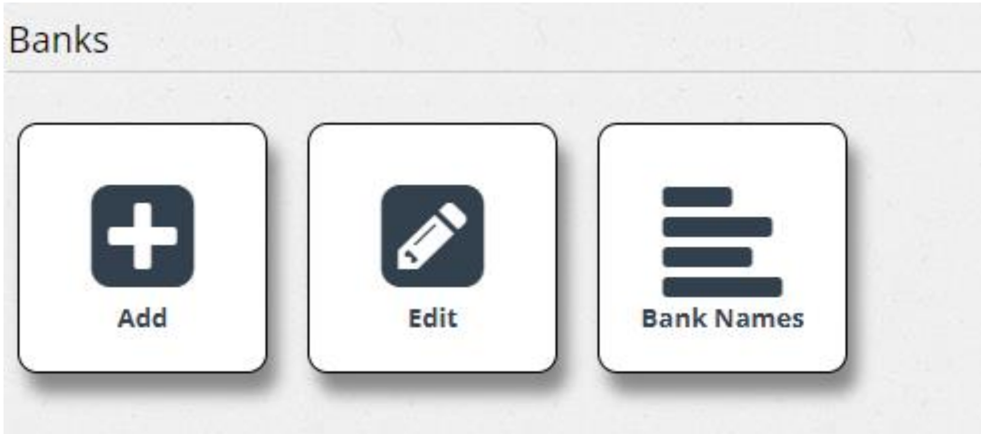
1 2 3 4 5 6 7 8 9 10 ...

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

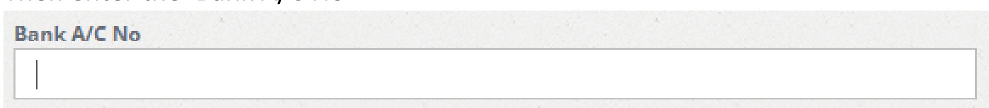
21. By clicking on ‘Exit’ button users can go back to the main dashboard.

- Account wild card

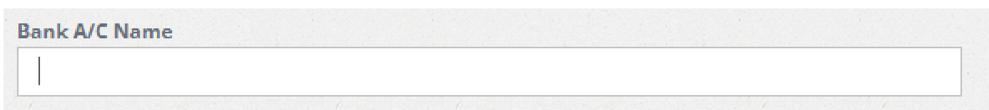
22. Then under 'Bank' category there are three options as 'Add', 'Edit' or 'Bank Names'



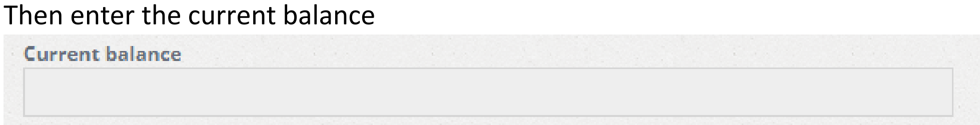
23. Then enter the 'Bank A/C No'



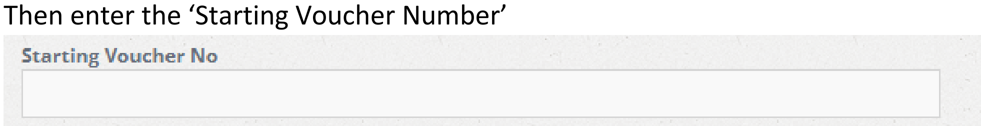
24. Then enter the 'Bank Account Name'



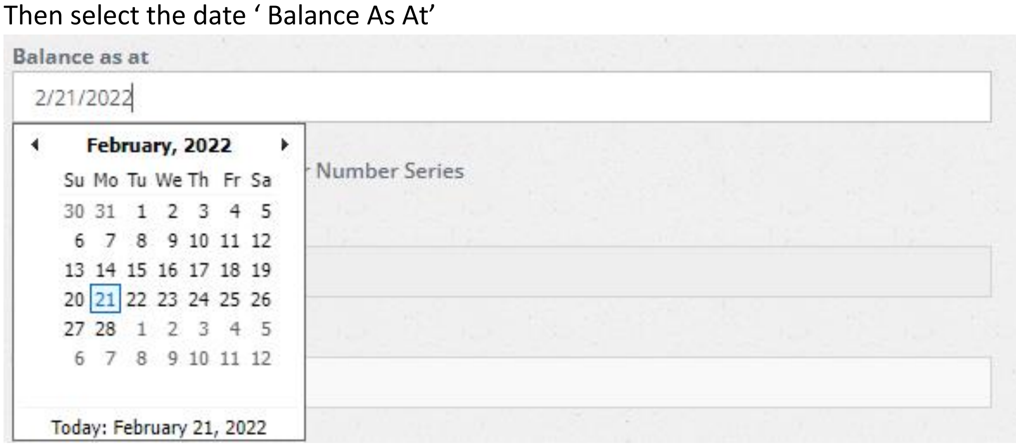
25. Then enter the current balance



26. Then enter the 'Starting Voucher Number'

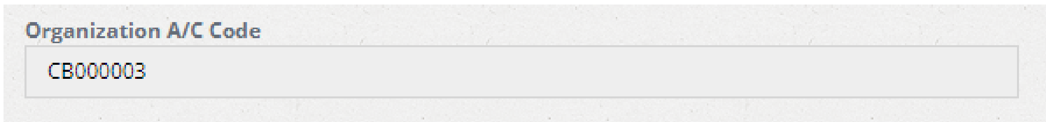


27. Then select the date ' Balance As At'

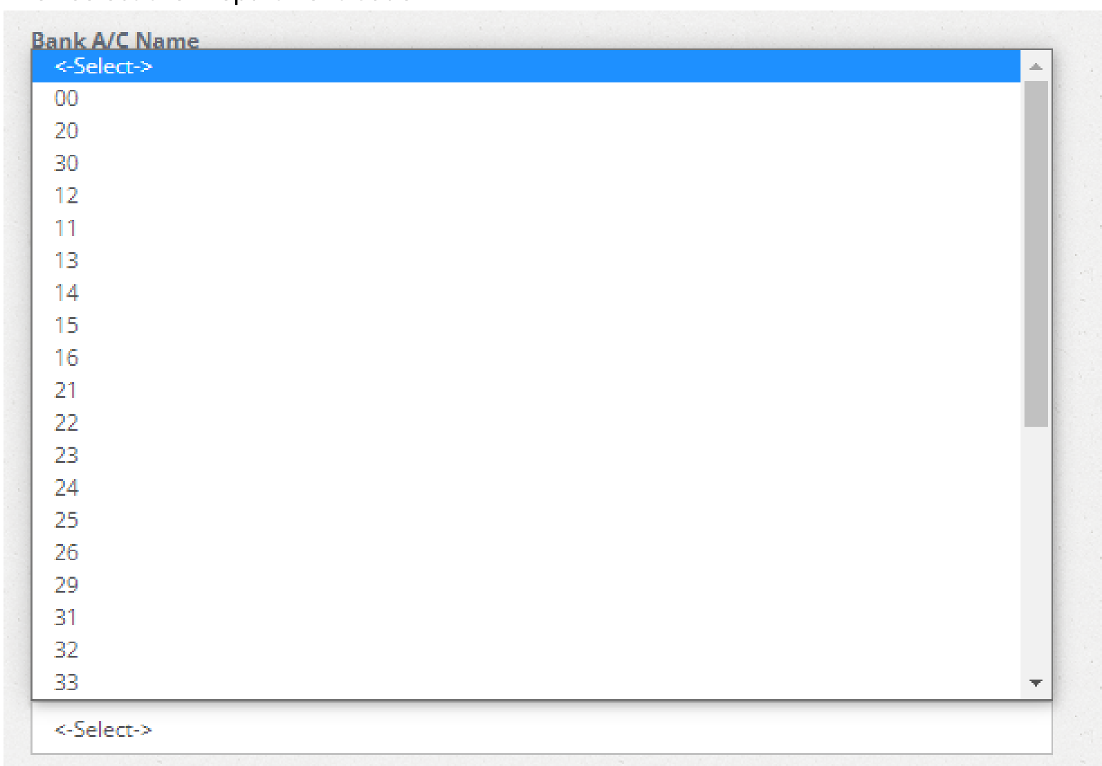


28. If want put the tick on ‘Do Not Restrict Voucher Number Series’

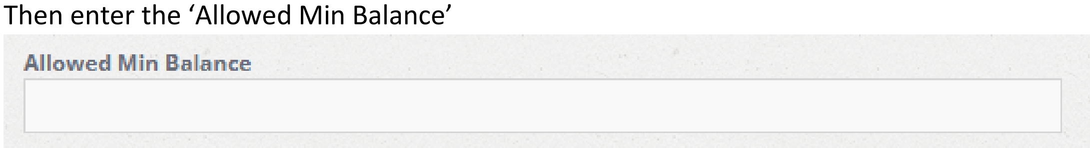
29. Then enter the ‘Organization Account Code’



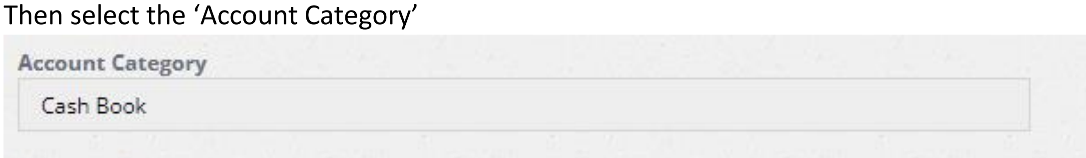
30. Then select the ‘Department Code’



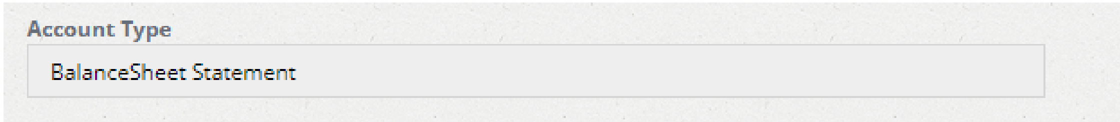
31. Then enter the ‘Allowed Min Balance’



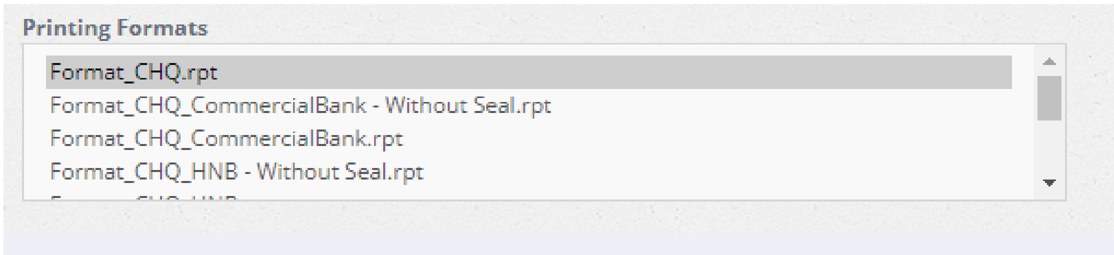
32. Then select the ‘Account Category’



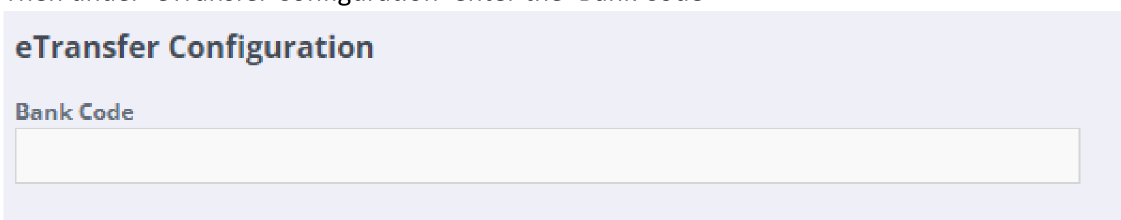
33. Then select the ‘Account Type’



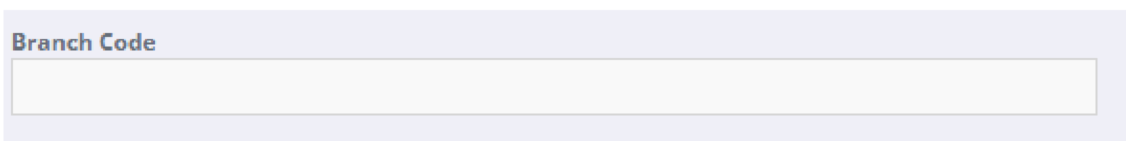
34. Then select the ‘Printing Formats’



35. Then under ‘eTransfer Configuration’ enter the ‘Bank Code’

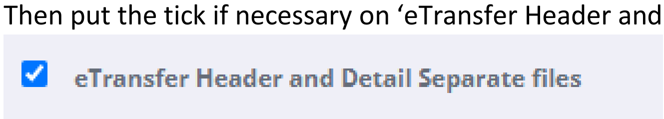


36. Then enter the ‘Branch Code’

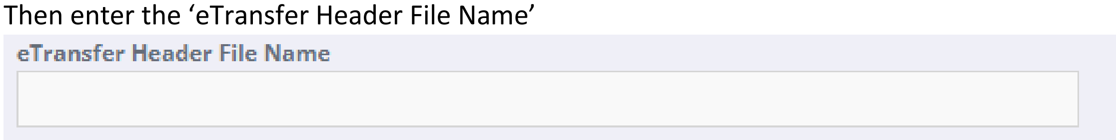


37. Then select the eTransfer format

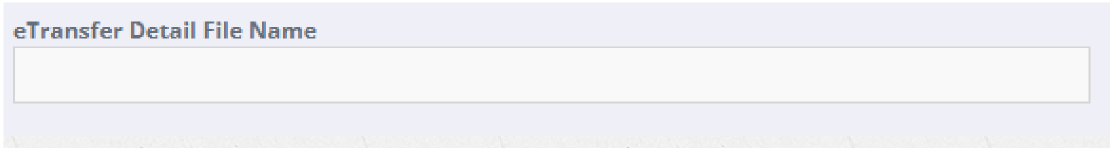
38. Then put the tick if necessary on ‘eTransfer Header and Detail Separate Files’



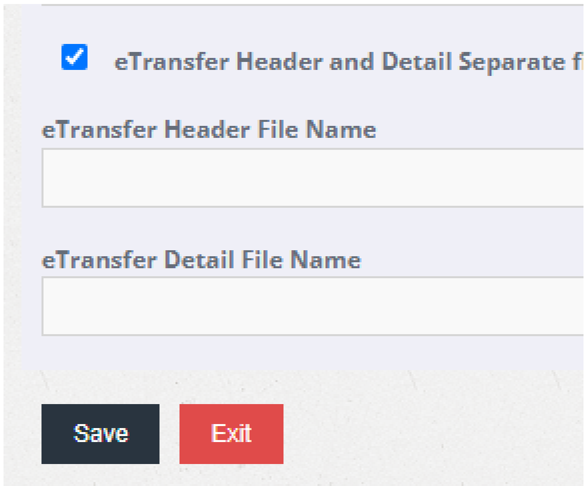
39. Then enter the ‘eTransfer Header File Name’



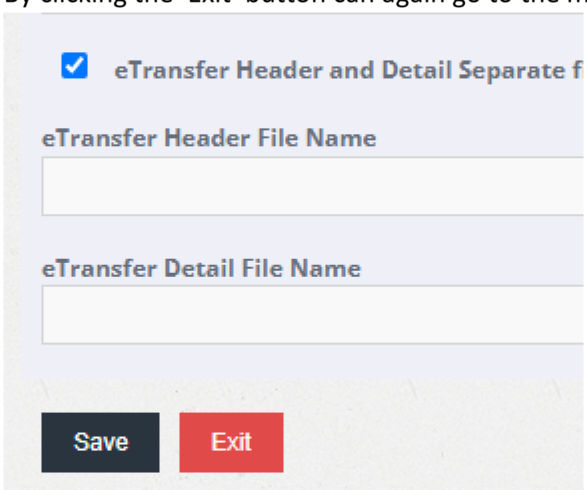
40. Then enter the eTransfer Detail File Name



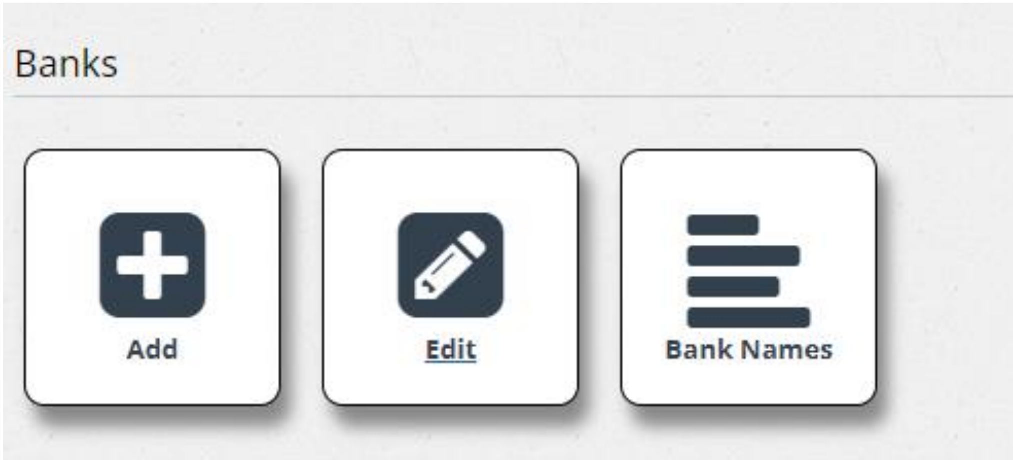
41. After filling the details correctly click ‘save’ button.



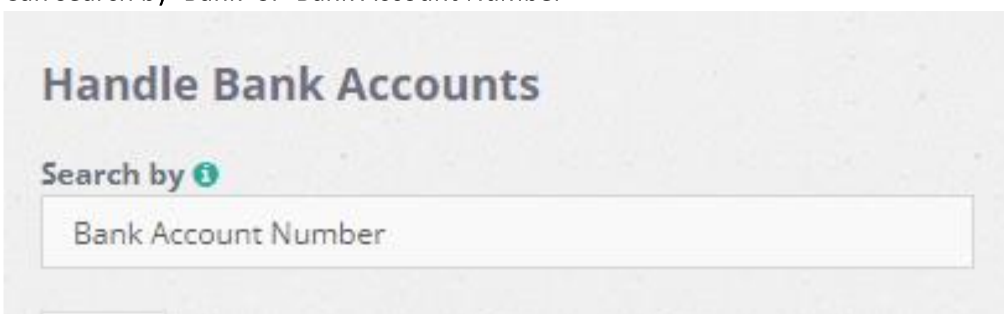
42. By clicking the ‘Exit’ button can again go to the main dashboard.



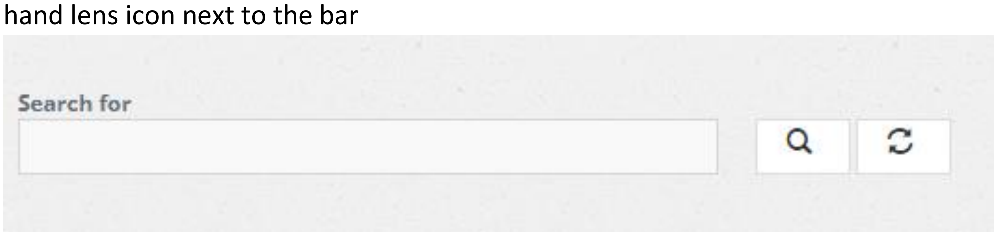
43. And under the category ‘Bank’ the next option is ‘Edit’



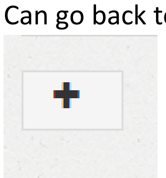
44. Can search by ‘Bank’ or ‘Bank Account Number’



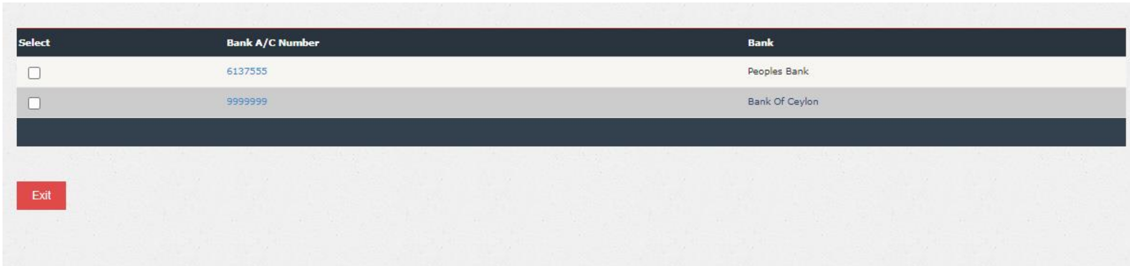
45. If else users can search the bank details by typing in the bar under ‘Search for’ and then click the hand lens icon next to the bar



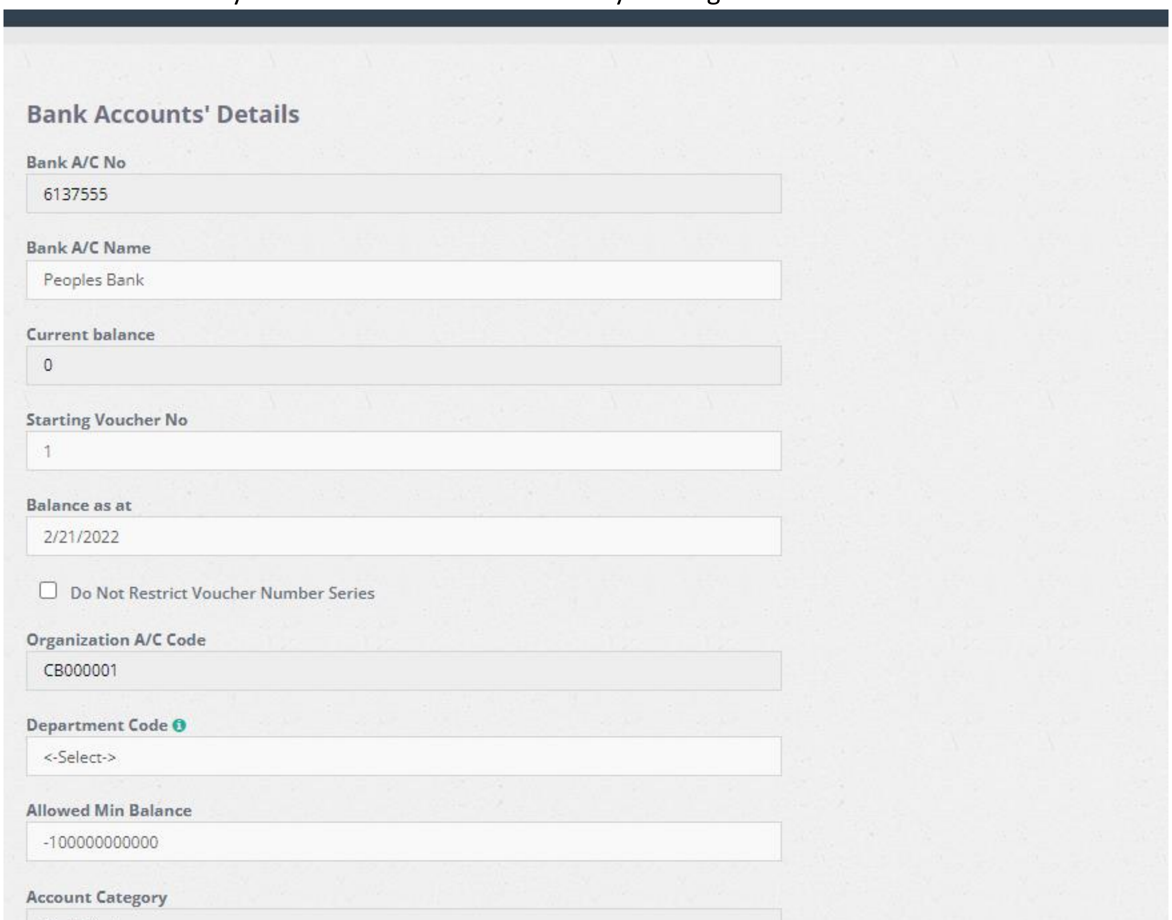
46. Can go back to the ‘Add Account’ option by clicking the following icon



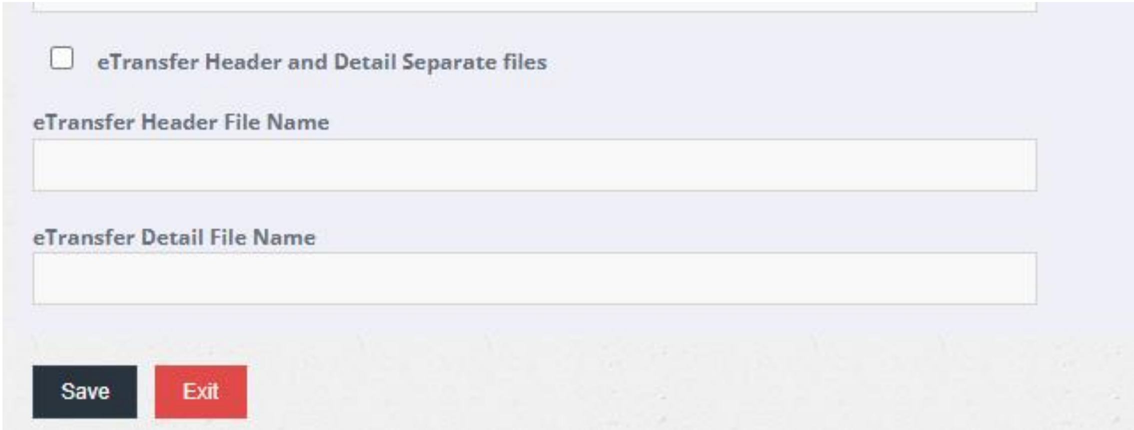
47. The added accounts can be seen like this.



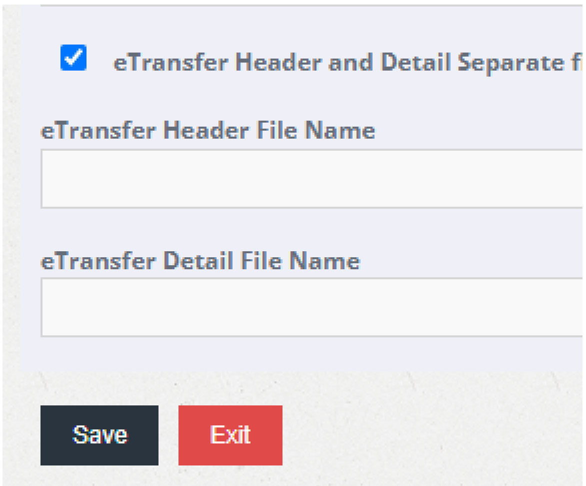
48. Users can select any account and view the details by clicking on the account number



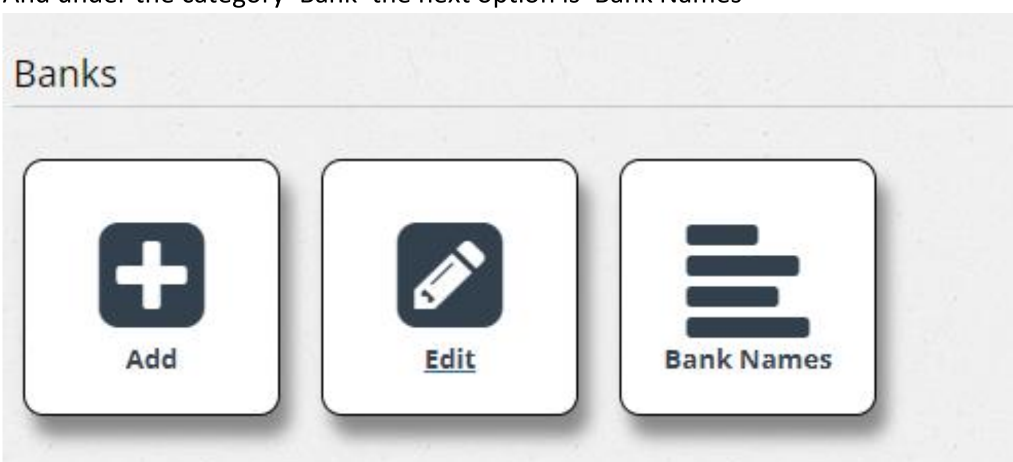
49. If it is necessary the bank details can be edited and click the ‘Save’ button definitely after changing anything.



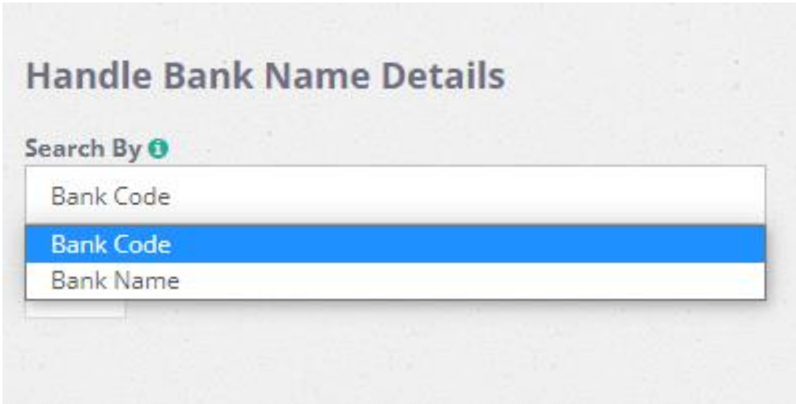
50. By clicking the 'Exit' button can again go to the main dashboard.



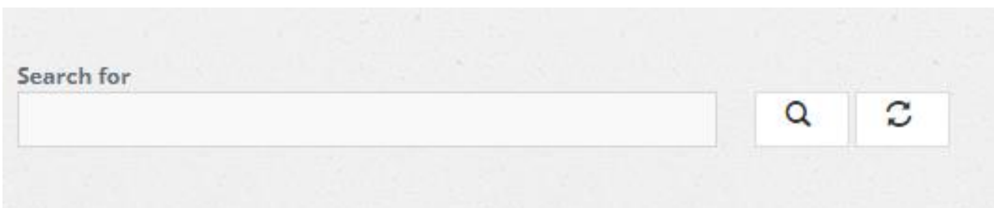
51. And under the category 'Bank' the next option is 'Bank Names'



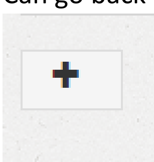
52. Under 'Search By' option users can search the bank details by 'Bank Code' or 'Bank Name'.



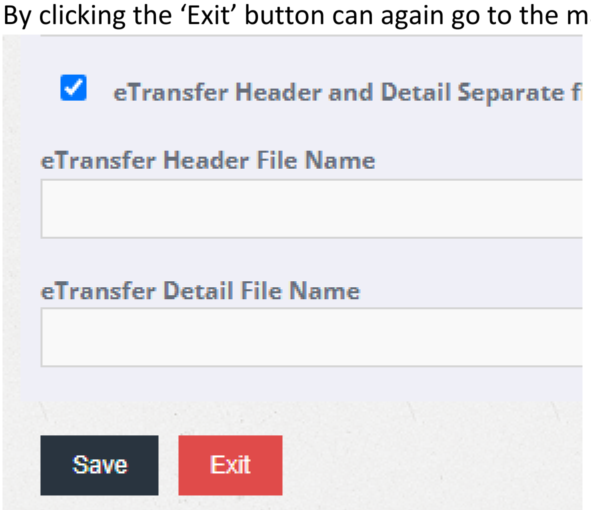
53. If else users can search the bank details by typing in the bar under ‘Search for’ and then click the hand lens icon next to the bar



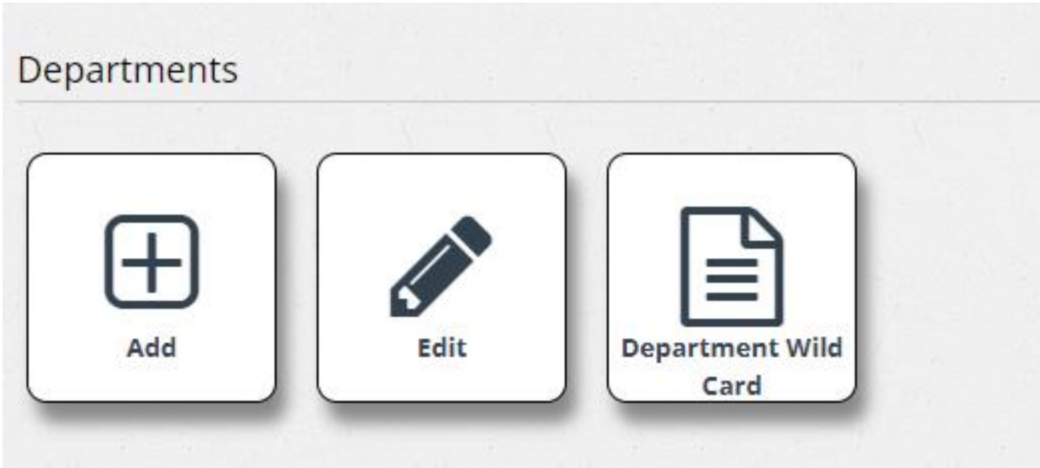
54. Can go back to the ‘Add Account’ option by clicking the following icon



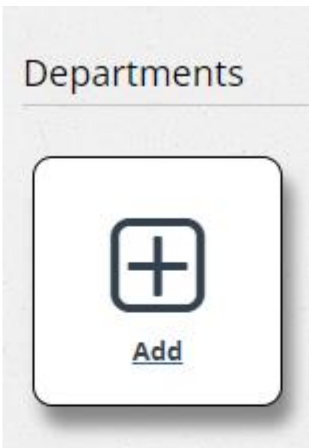
55. By clicking the ‘Exit’ button can again go to the main dashboard.



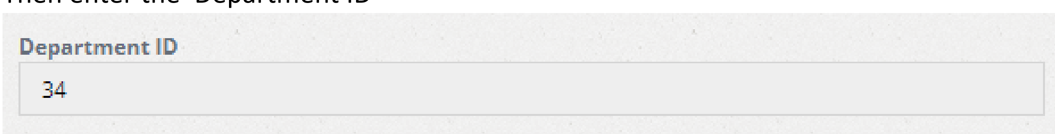
56. The next category is ‘Departments’



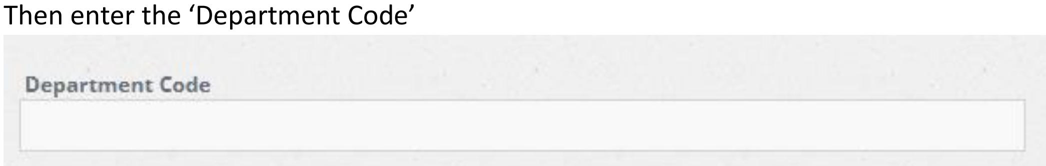
57. Then click on ‘Add’ button to add departments



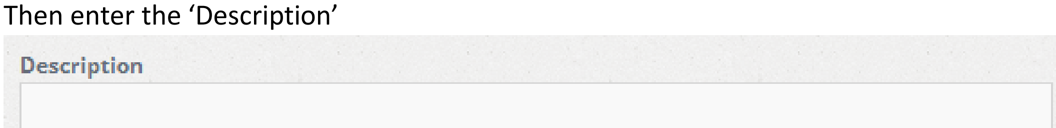
58. Then enter the ‘Department ID’



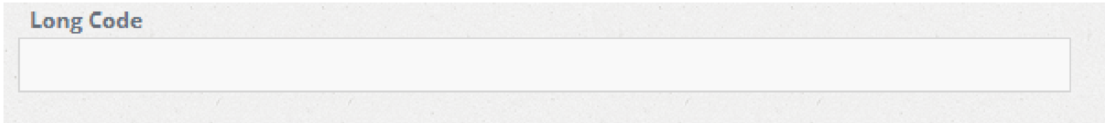
59. Then enter the ‘Department Code’



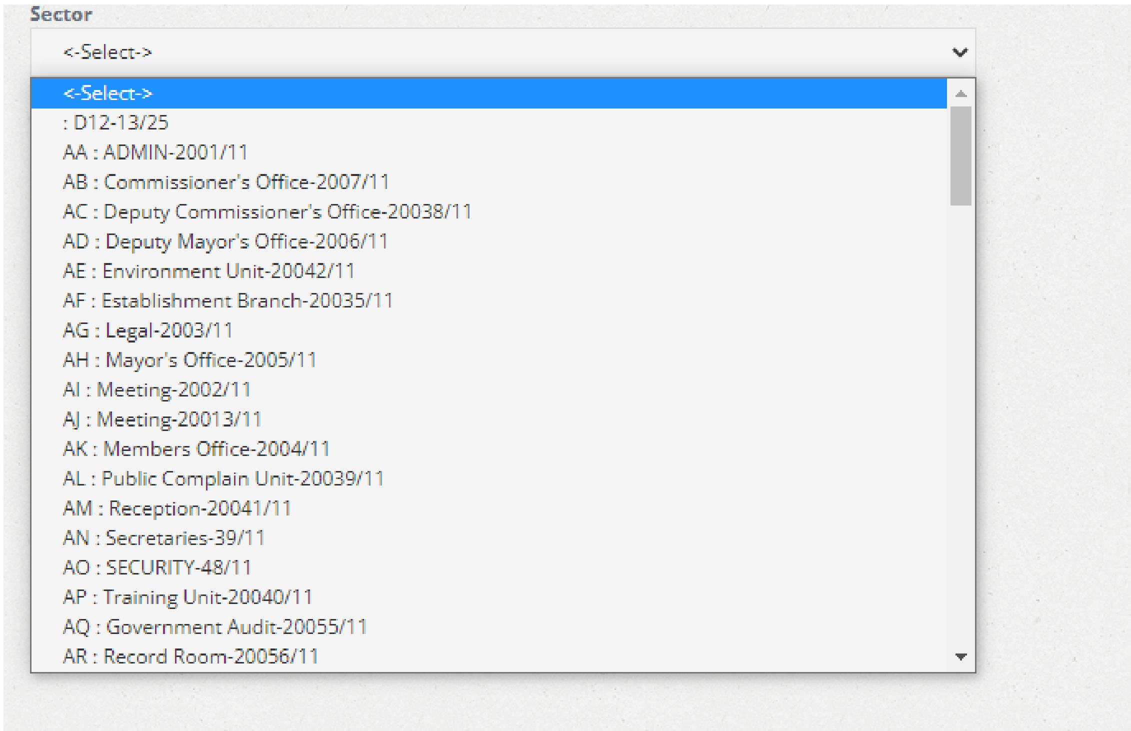
60. Then enter the ‘Description’



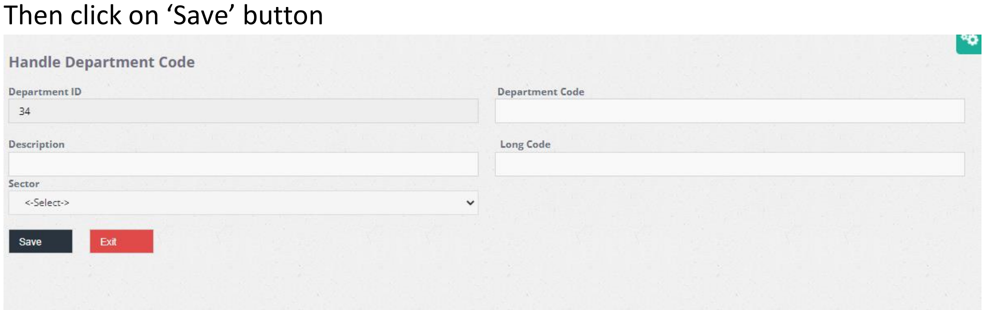
61. Then enter the ‘Long Code’



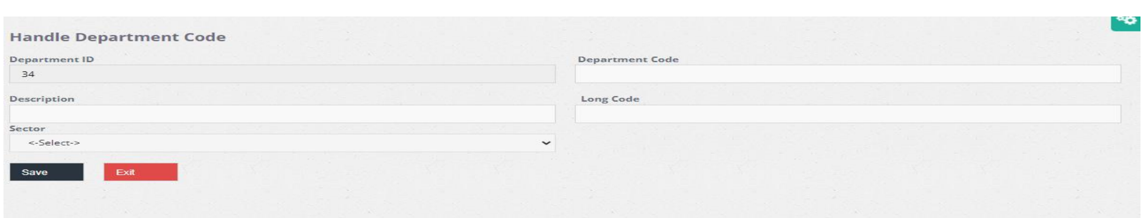
62. Then select the ‘Sector’



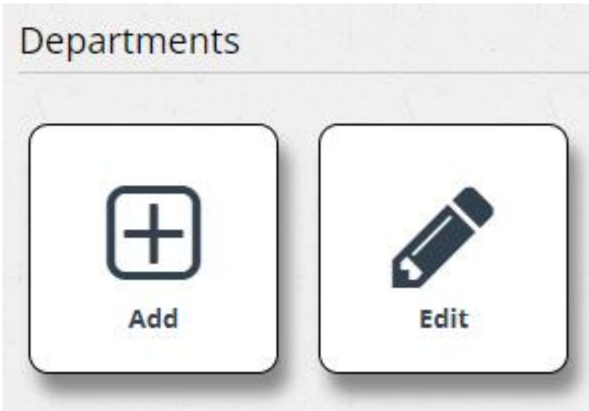
63. Then click on ‘Save’ button



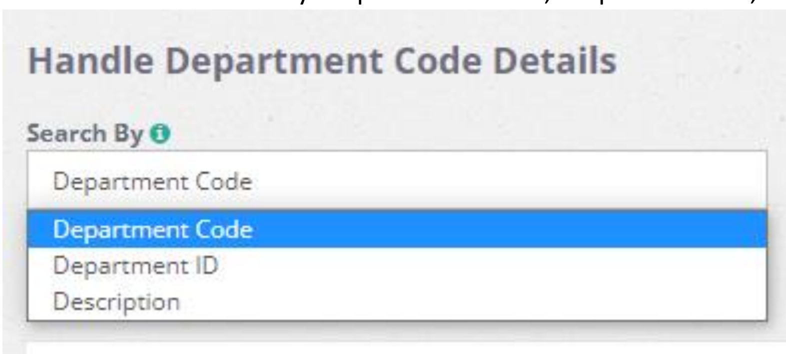
64. By clicking the ‘Exit’ button can again go to the main dashboard



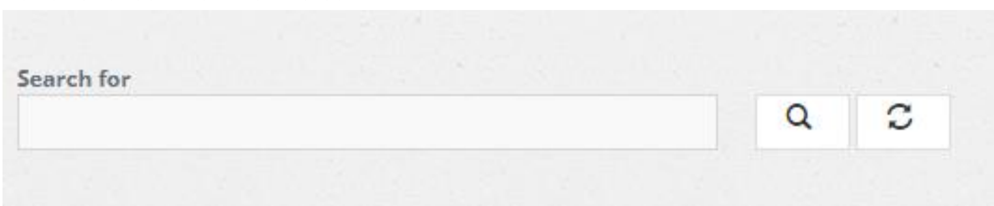
65. Under the departments category the next option is ‘Edit’



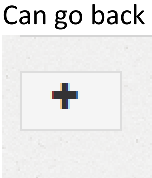
66. There users can search by ‘Department Code’, ‘Department ID’, and ‘Description’.



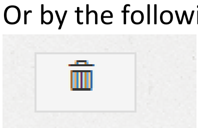
67. If else users can search the bank details by typing in the bar under ‘Search for’ and then click the hand lens icon next to the bar



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



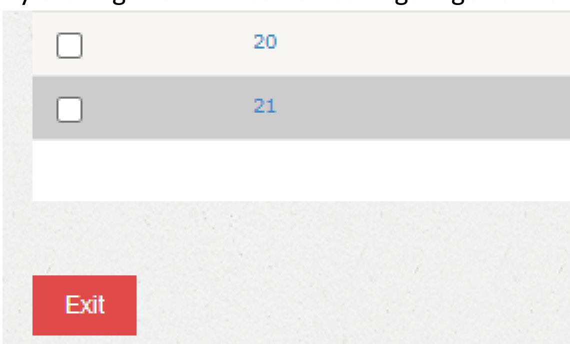
70. The added departments list can be seen like this.

1 2 3 4

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 - Helth Services
☐	21	Programme -2- Project -1- General Administration

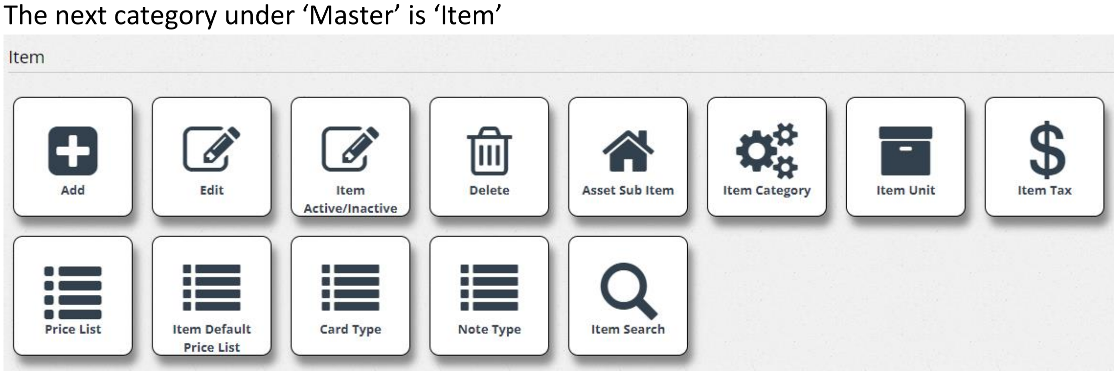
1 2 3 4

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

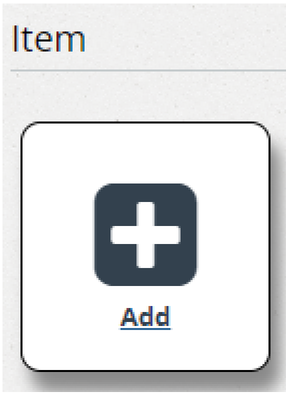


❖ Department Wild Card

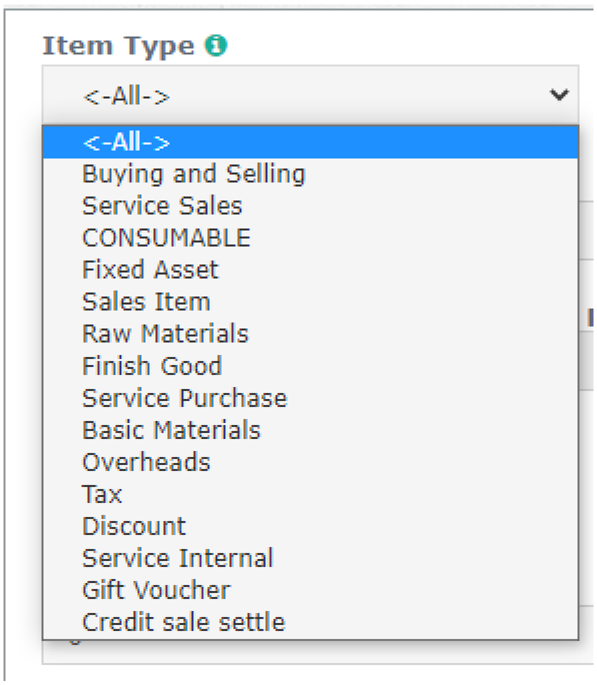
72. The next category under 'Master' is 'Item'



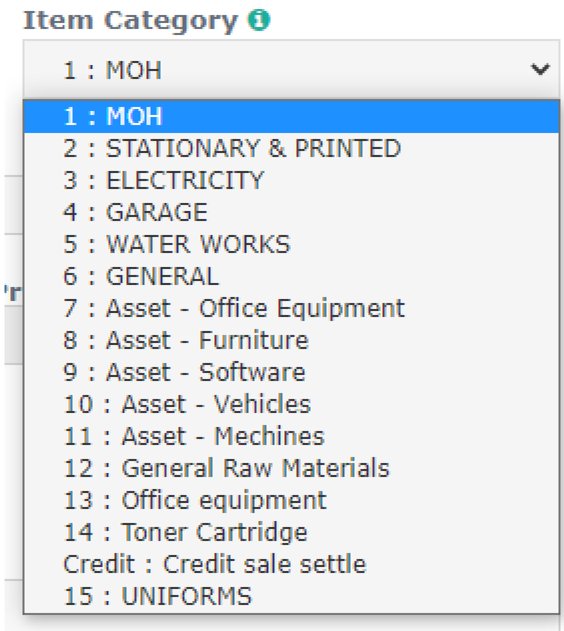
73. Then click the 'Add' option to add new



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

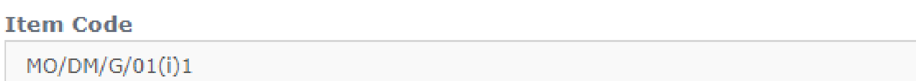


75. Then select the 'ITEM CATEGORY' from the list



76. Then enter the ‘Bar Code’

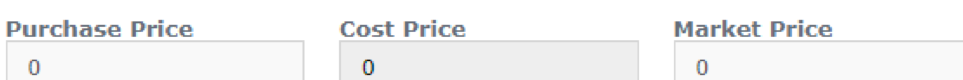
77. Then enter the ‘ITEM CODE’



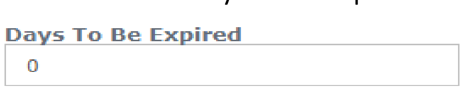
78. Then enter the ‘ITEM NAME’

79. Then enter the ‘Sale Price’ and ‘Wholesale Price’

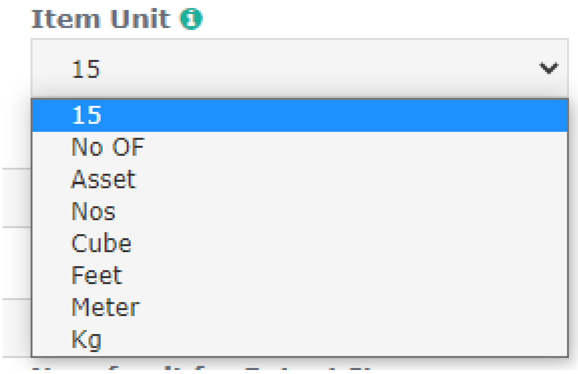
80. Then enter the ‘Purchase Price’, ‘Cost Price’ and ‘Market Price’



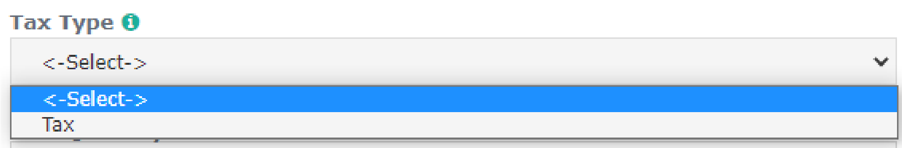
81. Then enter the ‘Days To Be Expired’



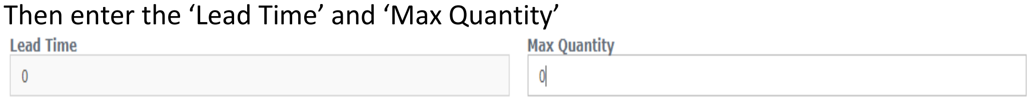
82. Then select the ‘Item Unit’



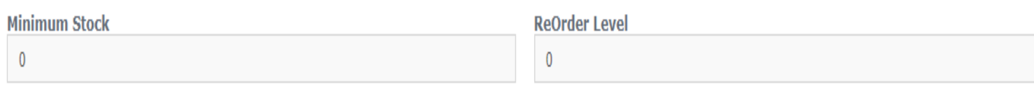
83. Then select the ‘Tax Type’



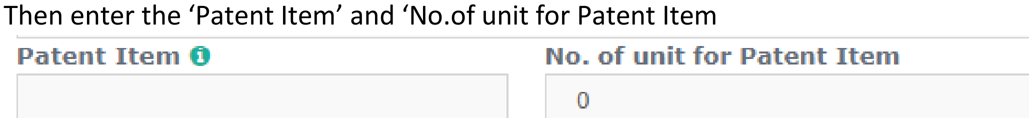
84. Then enter the ‘Lead Time’ and ‘Max Quantity’



85. Then enter the ‘Minimum Stock’ and ‘ReOrder Level’



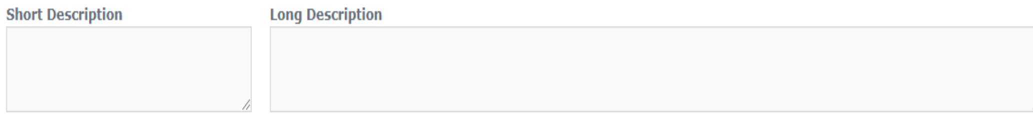
86. Then enter the ‘Patent Item’ and ‘No.of unit for Patent Item



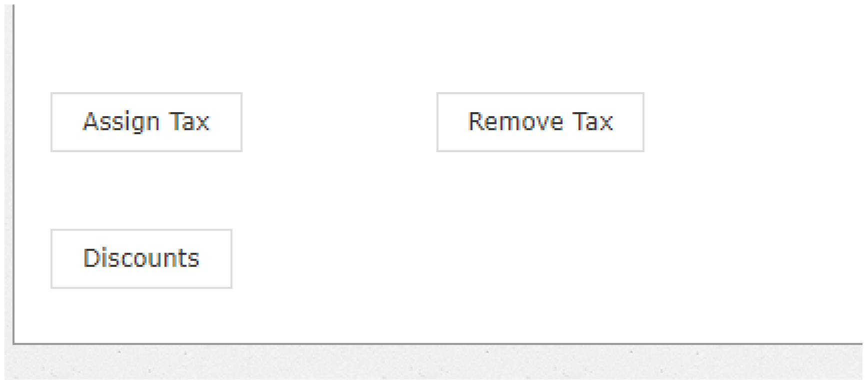
87. Then put the tick on ‘Item Price Changeable’and ‘Active’ if necessary

88. Then enter the ‘Length’, ‘Width’, ‘Height’ and ‘Weight’

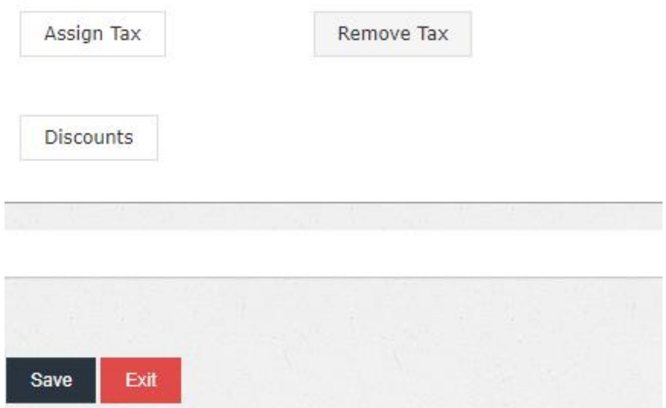
89. Then enter ‘Short Description’ or ‘Long Description’



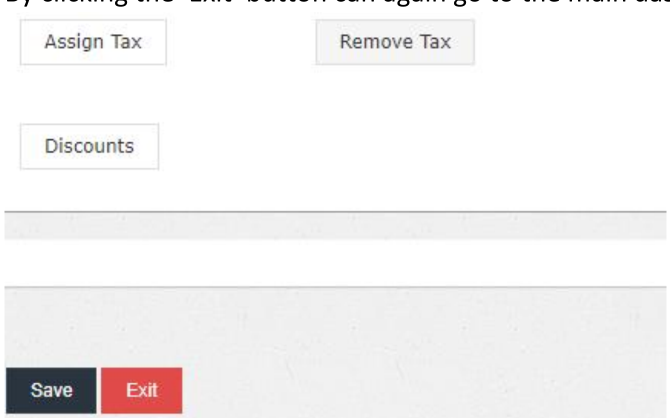
90. Then select whether to ‘Assign Tax’, ‘Remove Tax’ or ‘Discounts’.



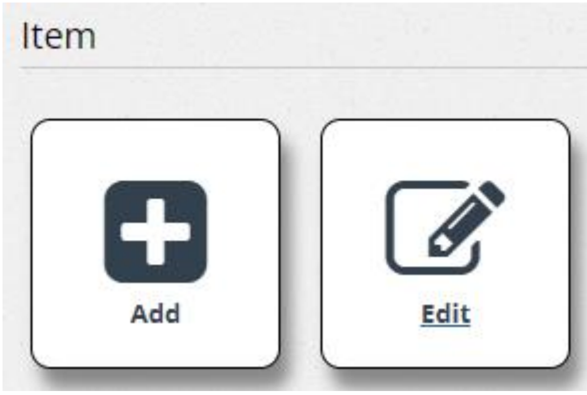
91. Then click on ‘Save’ button



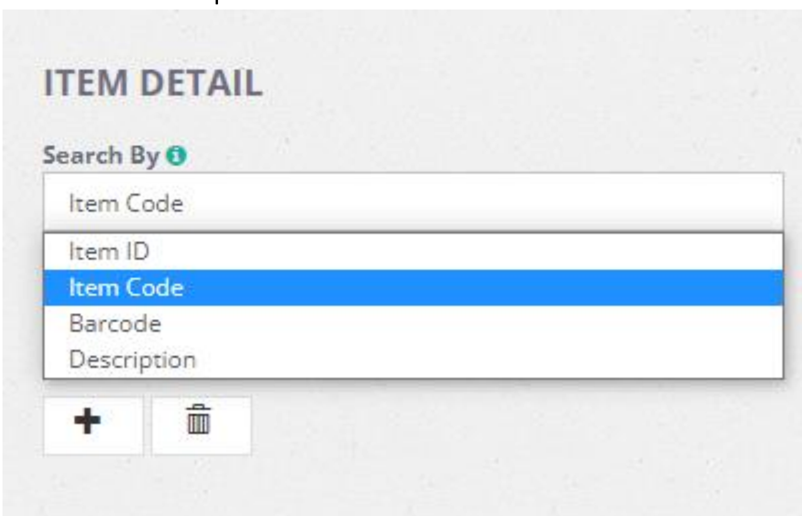
92. By clicking the ‘Exit’ button can again go to the main dashboard



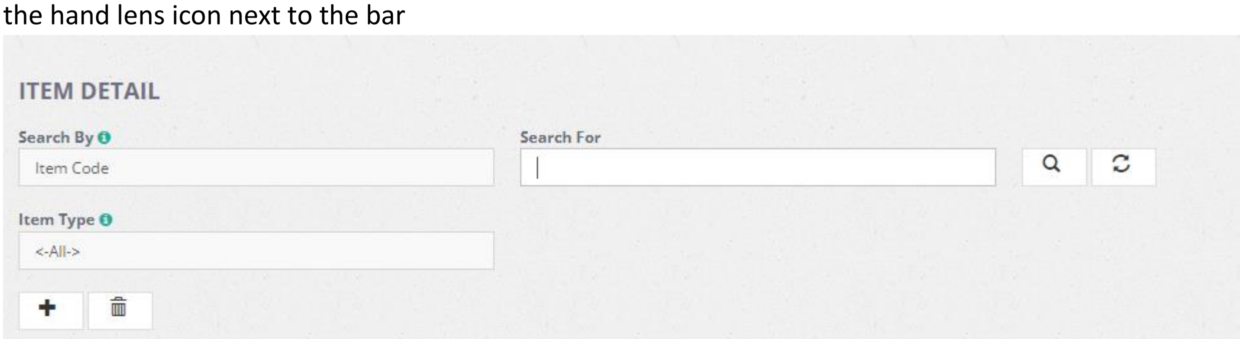
93. Then under ‘Item’ category the next option is ‘Edit’



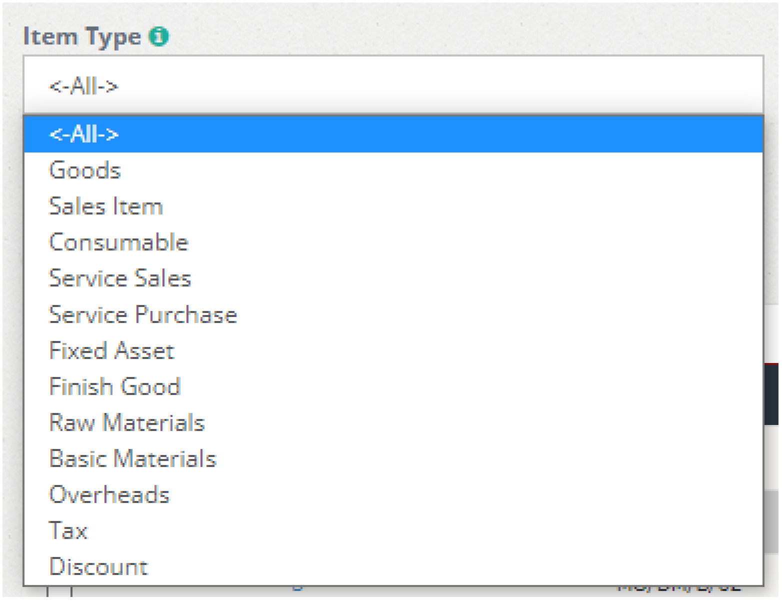
94. Under the option ‘Search By’ the Items can be searched under categories Item ID, Item Code, Barcode or Description



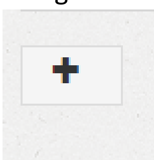
95. And also users can search the Item details by typing in the bar under ‘Search for’ and then click the hand lens icon next to the bar



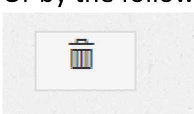
96. If else users can select items by ‘Item Type’ also



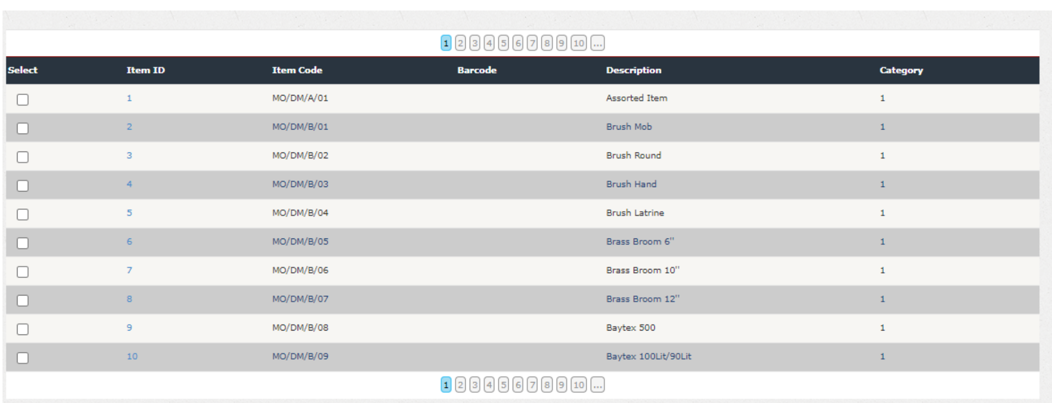
97. Can go back to the ‘Add Account’ option by clicking the following icon



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

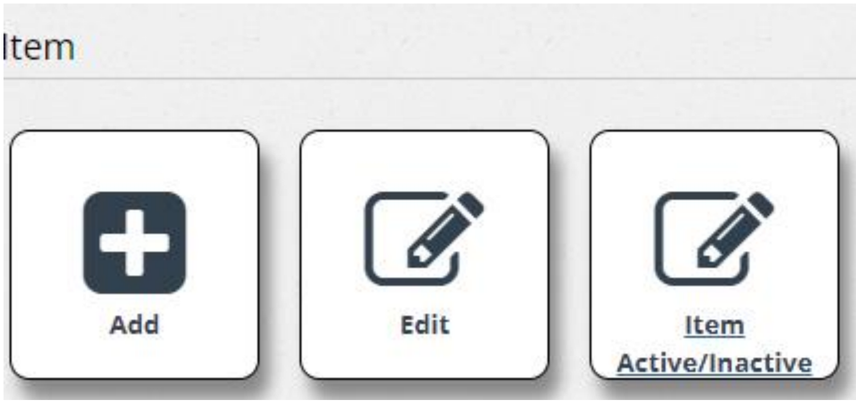
1 2 3 4 5 6 7 8 9 10 ...

100. Then click on 'Save' button

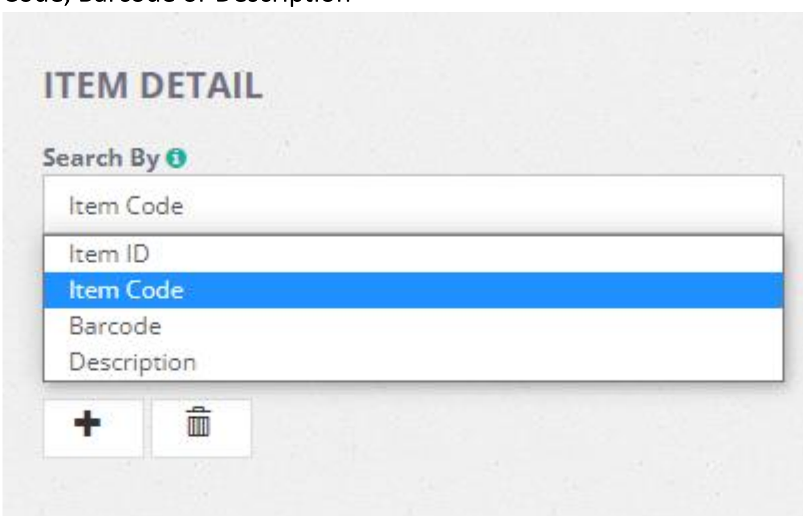
101. By clicking the 'Exit' button can again go to the main dashboard

102.

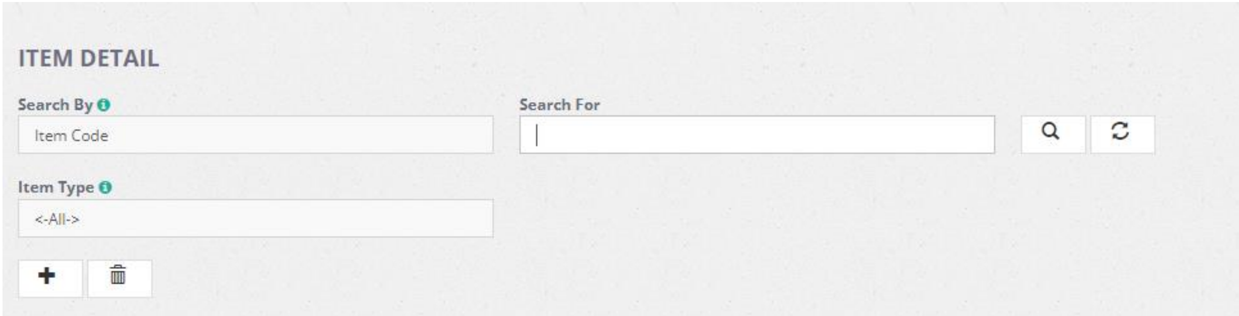
103. The next option under the item category is 'Item Active/Inactive'



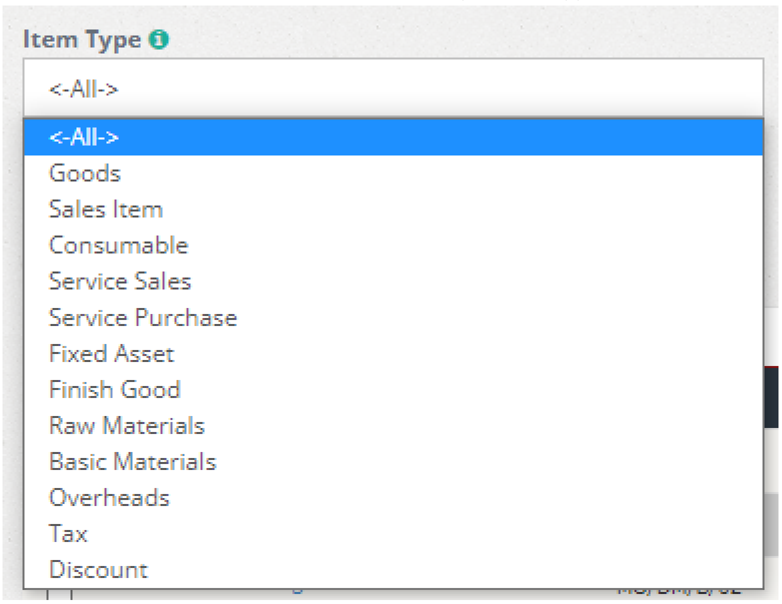
104. Under the option 'Search By' the Items can be searched under categories Item ID, Item Code, Barcode or Description



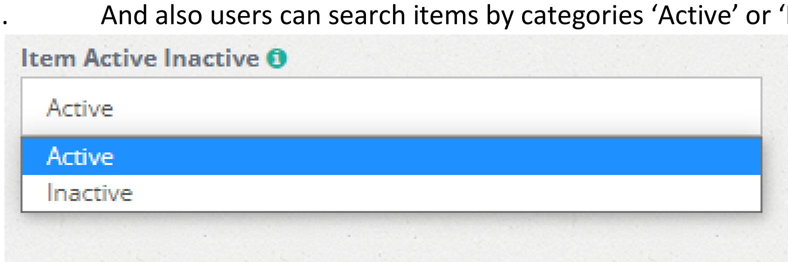
105. And also users can search the Item details by typing in the bar under 'Search for' and then click the hand lens icon next to the bar



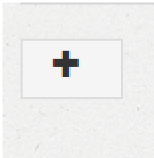
106. If else users can select items by 'Item Type' also



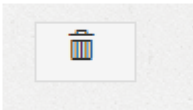
107. And also users can search items by categories 'Active' or 'Inactive'



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



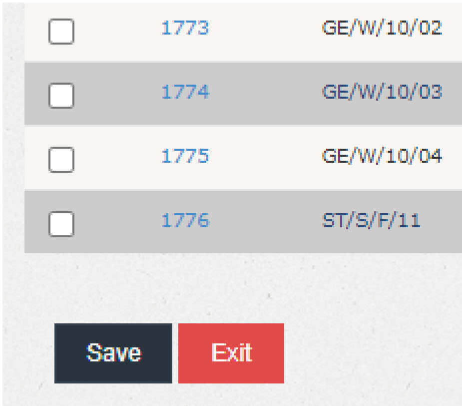
109. Or by the following icon can delete the selected accounts



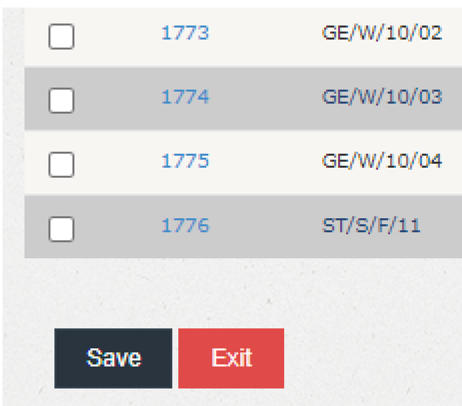
110. The Items are listed as below

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		Coller Dog	1
☐	17	MO/DM/D/01		Dettol	1
☐	18	MO/DM/P/01		Disinteetim (pynol)	1
☐	19	MO/DM/D/03		Duster	1
☐	20	MO/DM/E/01		Ekle Brooms	1

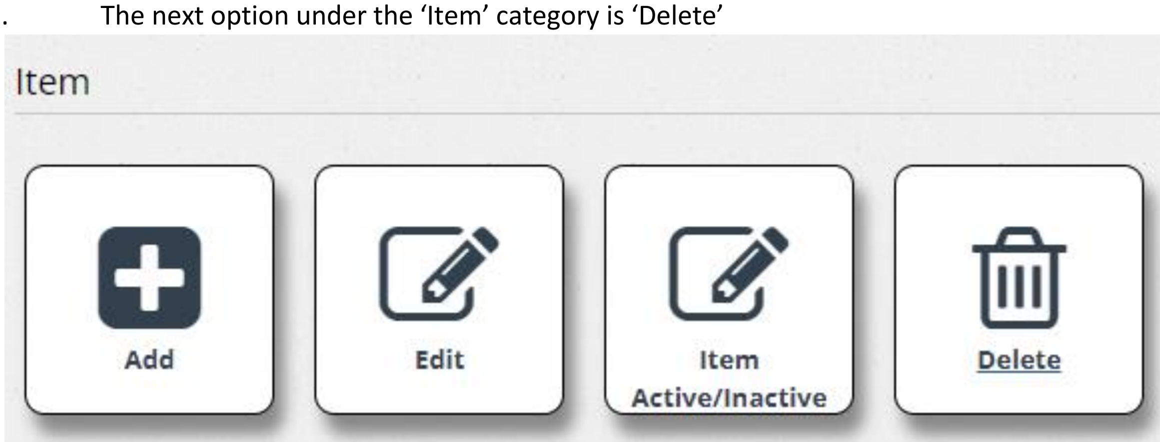
111. Then click on ‘Save’ button



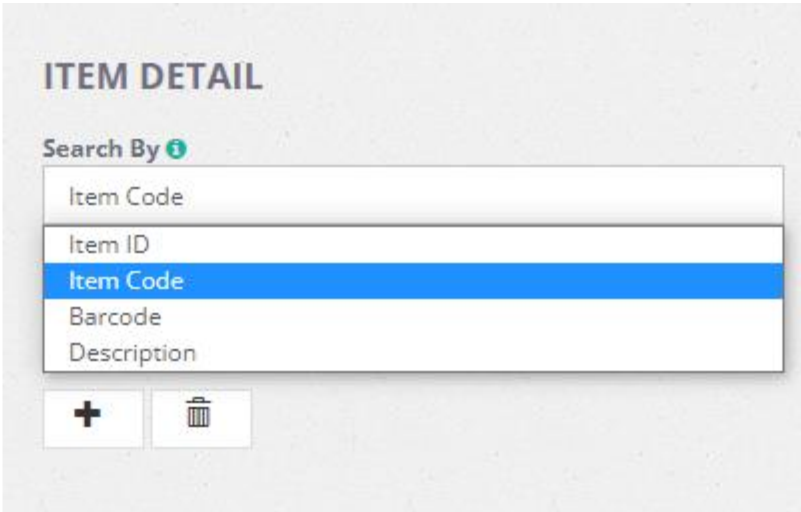
112. By clicking the ‘Exit’ button can again go to the main dashboard



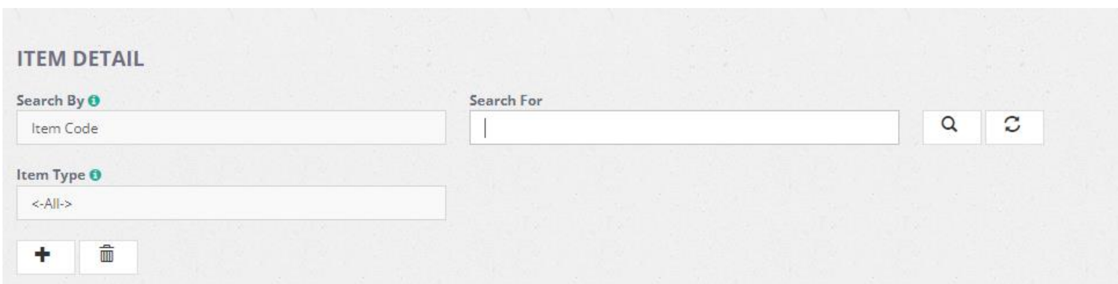
113. The next option under the ‘Item’ category is ‘Delete’



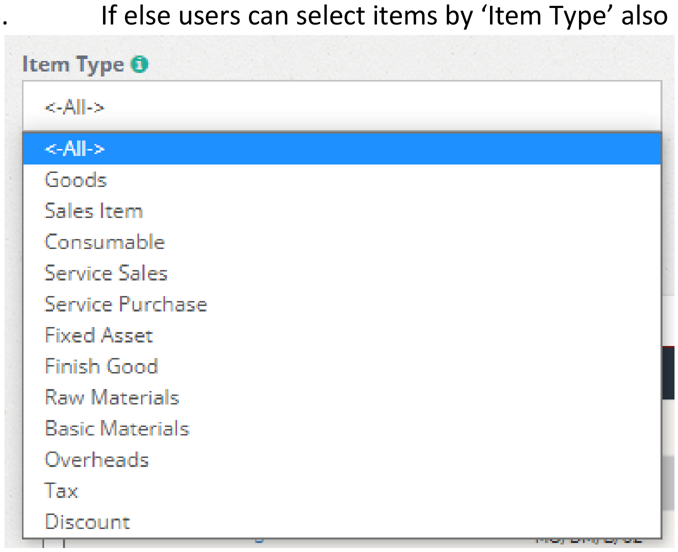
114. Under the option ‘Search By’ the Items can be searched under categories Item ID, Item Code, Barcode or Description



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



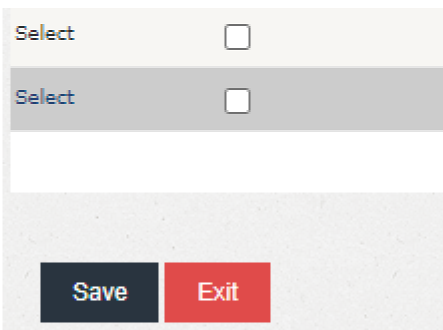
117. The items are listed as below

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

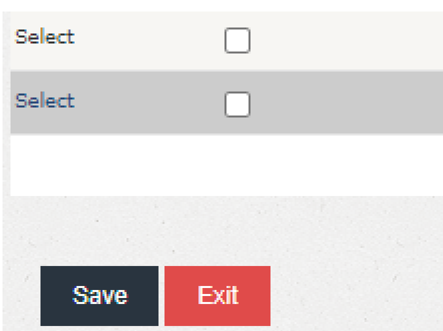
	Select	Item ID	Item Code	Barcode	Description	Category
Select	☐	1	MO/DM/A/01		Assorted Item	1
Select	☐	2	MO/DM/B/01		Brush Mob	1
Select	☐	3	MO/DM/B/02		Brush Round	1
Select	☐	4	MO/DM/B/03		Brush Hand	1
Select	☐	5	MO/DM/B/04		Brush Latrine	1
Select	☐	6	MO/DM/B/05		Brass Broom 6"	1
Select	☐	7	MO/DM/B/06		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

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

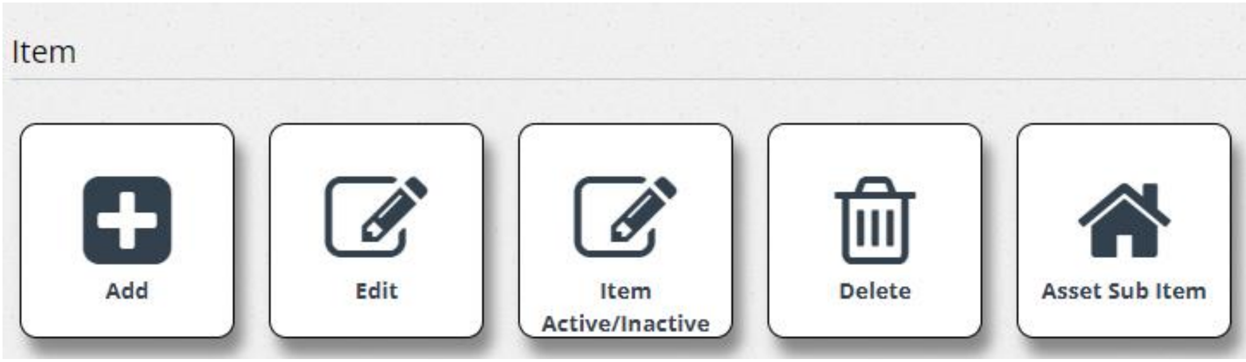
118. Then click on ‘Save’ button



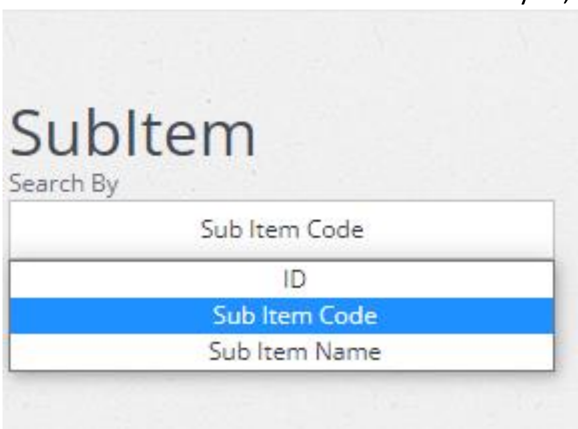
119. By clicking the ‘Exit’ button can again go to the main dashboard



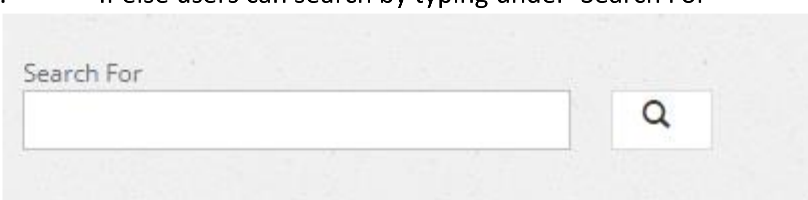
120. The next option under ‘Item’ category is ‘Asset Sub Item’



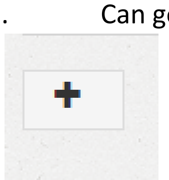
121. There users can search Sub Items by ID, Sub Item Code or Sub Item Name



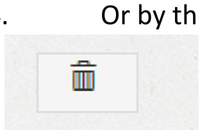
122. If else users can search by typing under ‘Search For’



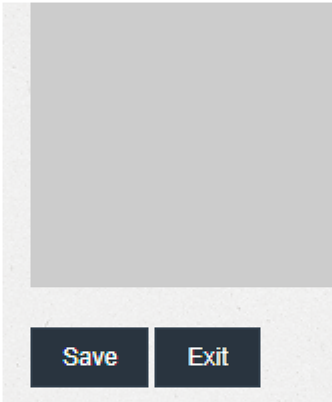
123. Can go back to the ‘Add Account’ option by clicking the following icon



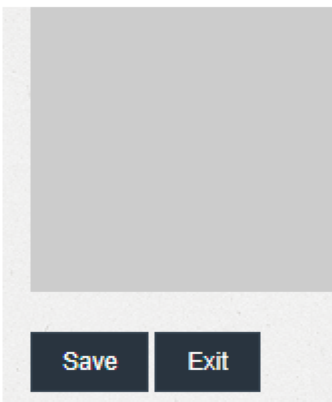
124. Or by the following icon can delete the selected accounts



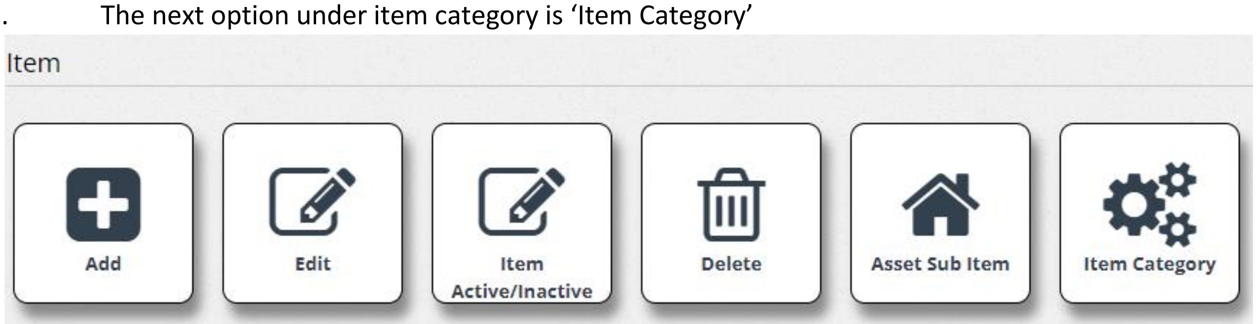
125. Then click on 'Save' button



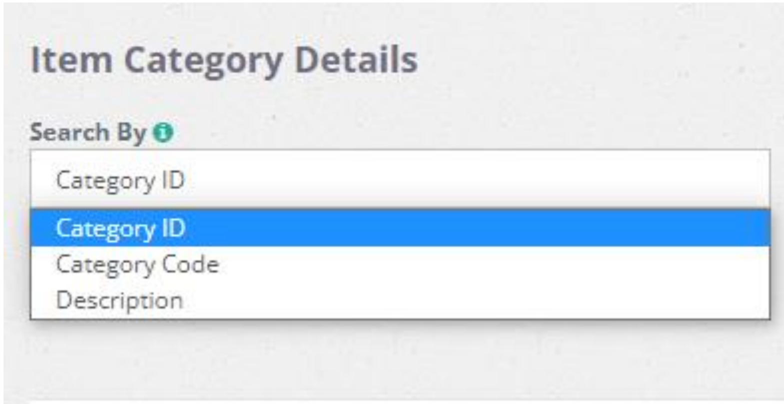
126. By clicking the 'Exit' button can again go to the main dashboard



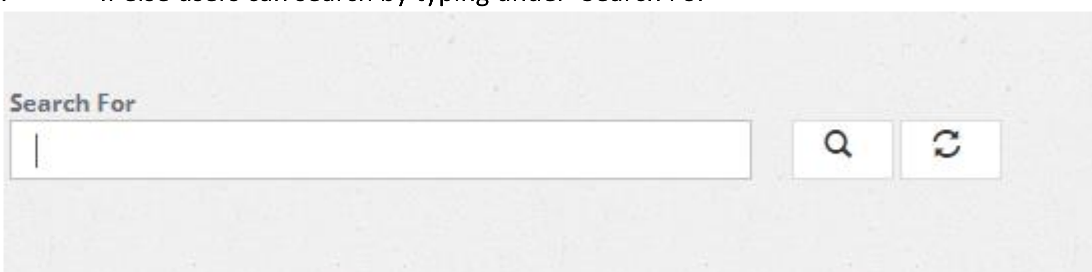
127. The next option under item category is 'Item Category'



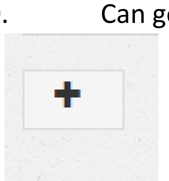
128. There users can search Sub Items by Category ID, Category Code or Description



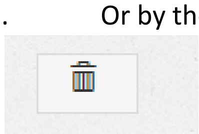
129. If else users can search by typing under ‘Search For’



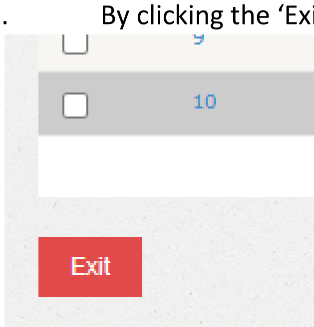
130. Can go back to the ‘Add Account’ option by clicking the following icon



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



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



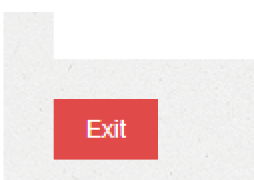
133. The item category details can be viewed as follows

1 2

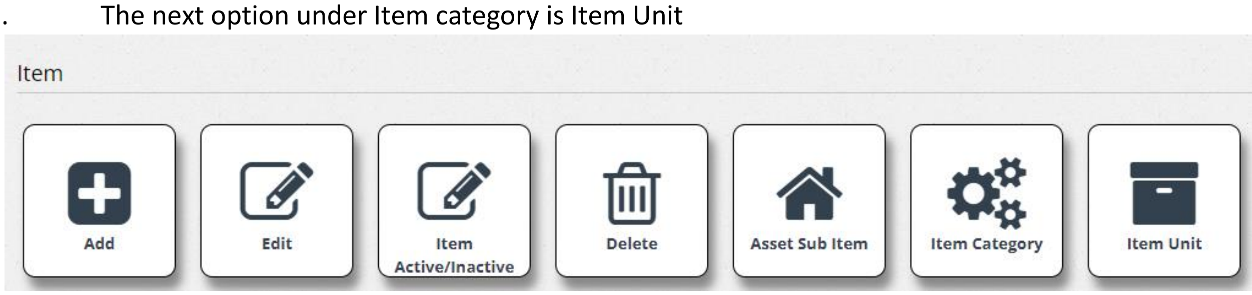
Select	Category ID	Category Code	Description
☐	1	1	MOH
☐	2	2	STATIONARY & PRINTED
☐	3	3	ELECTRICITY
☐	4	4	GARAGE
☐	5	5	WATER WORKS
☐	6	6	GENERAL
☐	7	7	Asset - Office Equipment
☐	8	8	Asset - Furniture
☐	9	9	Asset - Software
☐	10	10	Asset - Vehicles

1 2

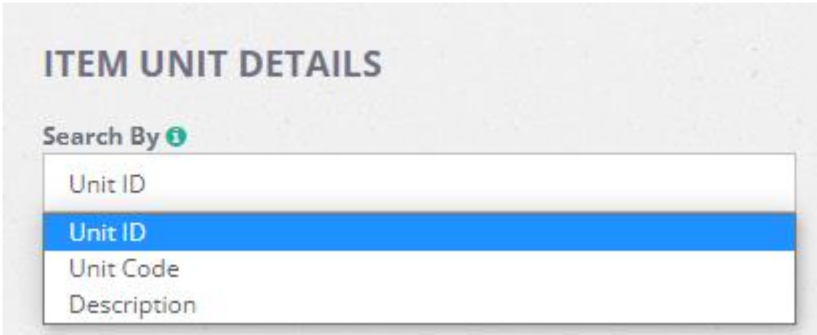
134. By clicking the ‘Exit’ button can again go to the main dashboard



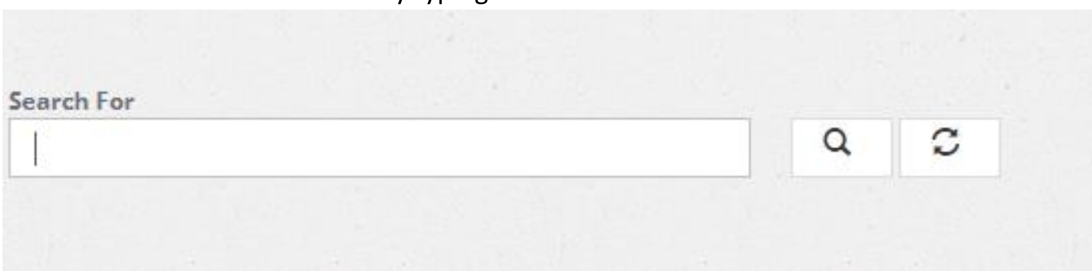
135. The next option under Item category is Item Unit



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

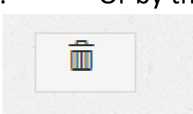


137. If else users can search by typing under 'Search For'

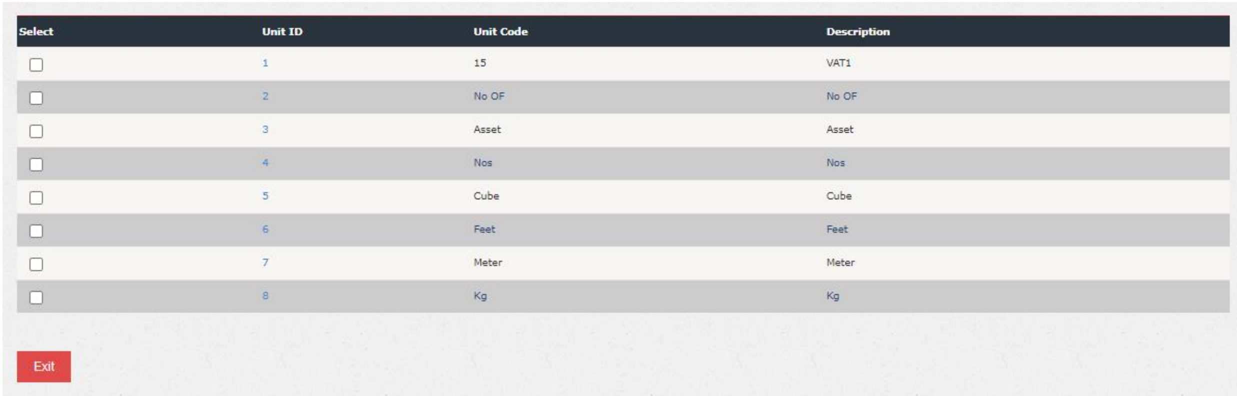


138. Can go back to the 'Add Account' option by clicking the following icon

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

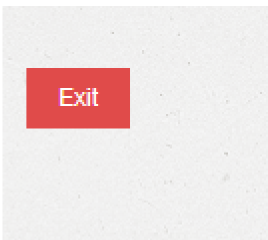


140. The item category details can be viewed as follows

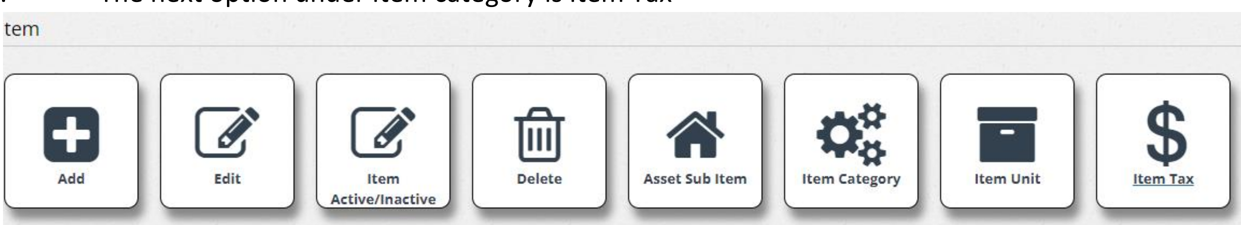


Select	Unit ID	Unit Code	Description
☐	1	15	VAT1
☐	2	No OF	No OF
☐	3	Asset	Asset
☐	4	Nos	Nos
☐	5	Cube	Cube
☐	6	Feet	Feet
☐	7	Meter	Meter
☐	8	Kg	Kg

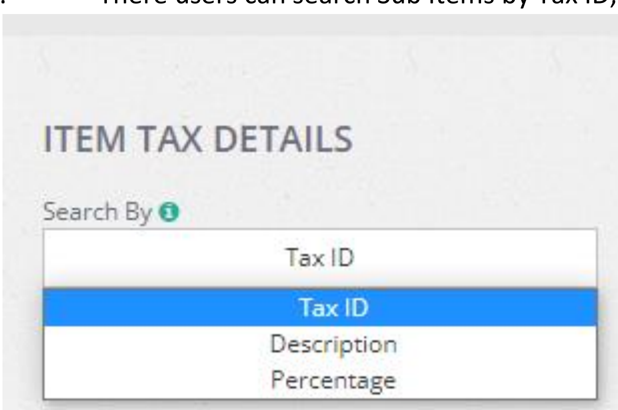
141. By clicking the ‘Exit’ button can again go to the main dashboard



142. The next option under Item category is Item Tax

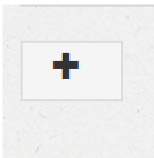


143. There users can search Sub Items by Tax ID, Description or Percentage

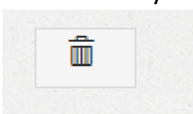


144. If else users can search by typing under ‘Search For’

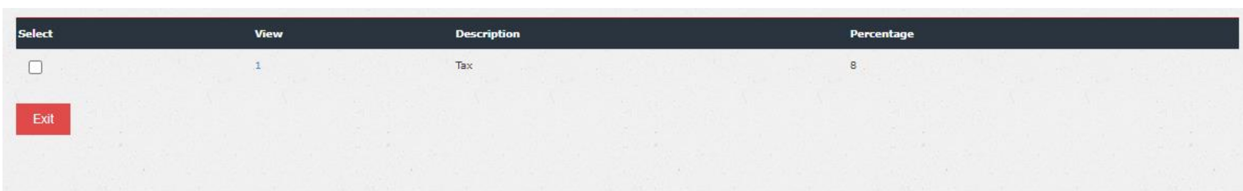
145. Can go back to the ‘Add Account’ option by clicking the following icon



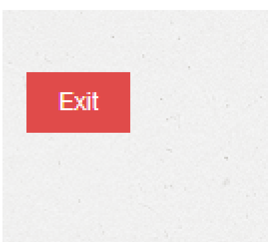
146. Or by the following icon can delete the selected accounts



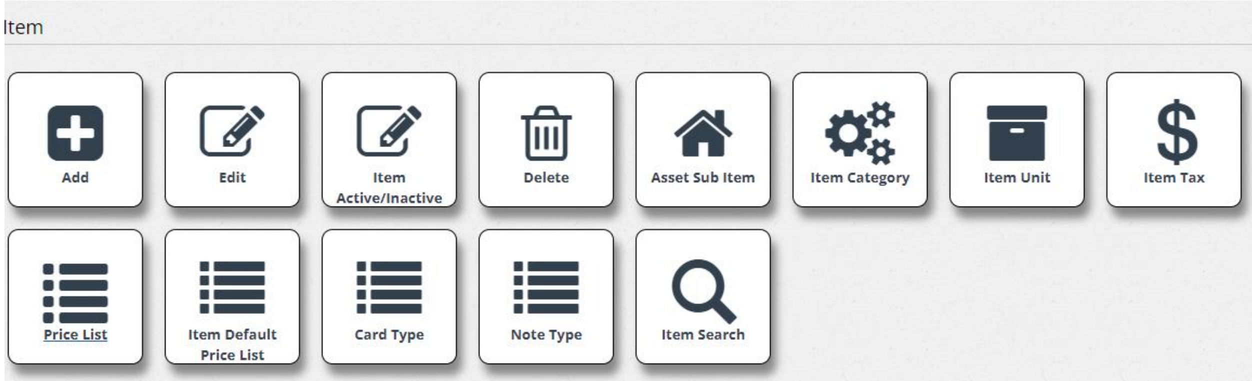
147. The Item Tax details can be viewed as follows



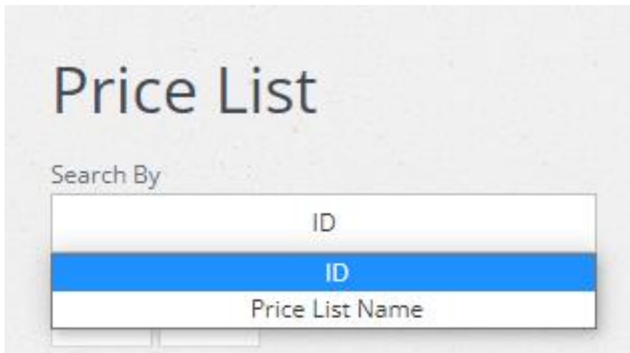
148. By clicking the ‘Exit’ button can again go to the main dashboard



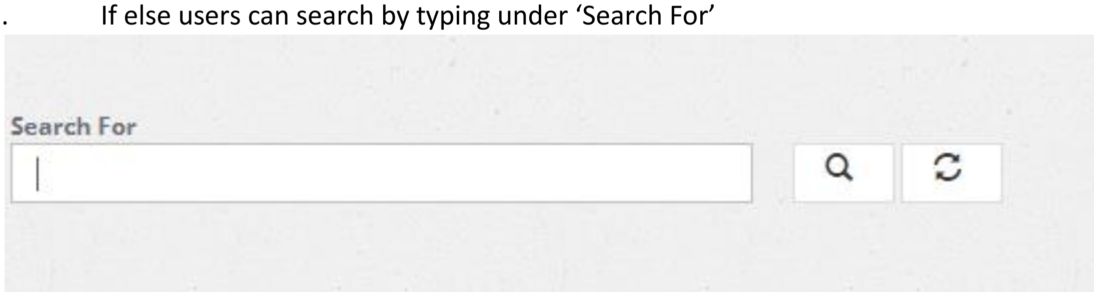
149. The next option under Item category is Price List



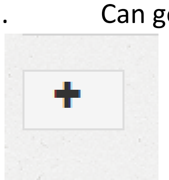
150. There users can search Sub Items by ID or Price List Name



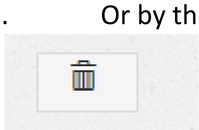
151. If else users can search by typing under 'Search For'



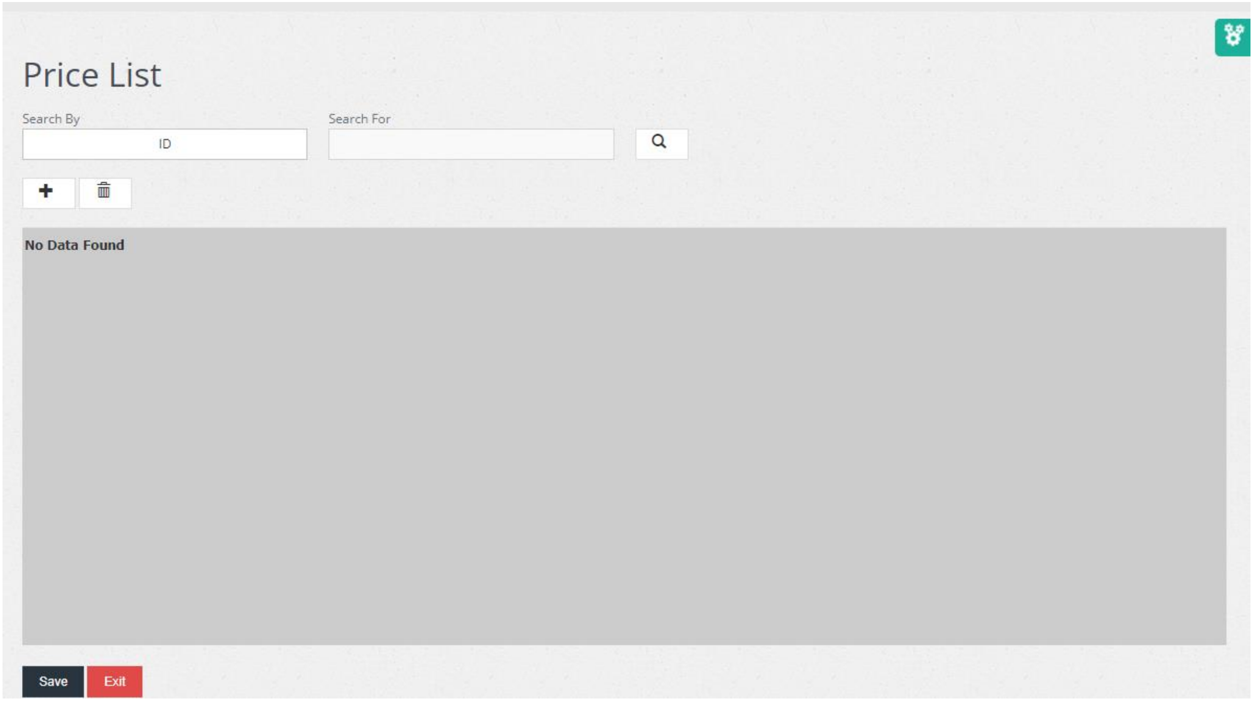
152. Can go back to the 'Add Account' option by clicking the following icon



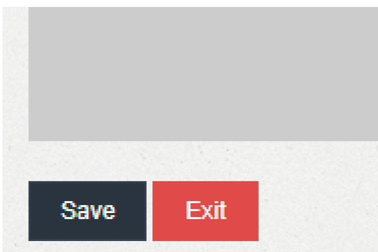
153. Or by the following icon can delete the selected accounts



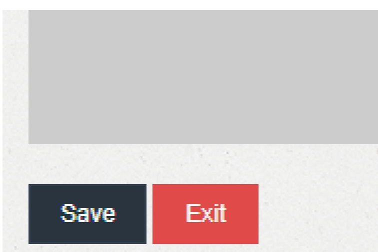
154. The Item Tax details can be viewed as follows



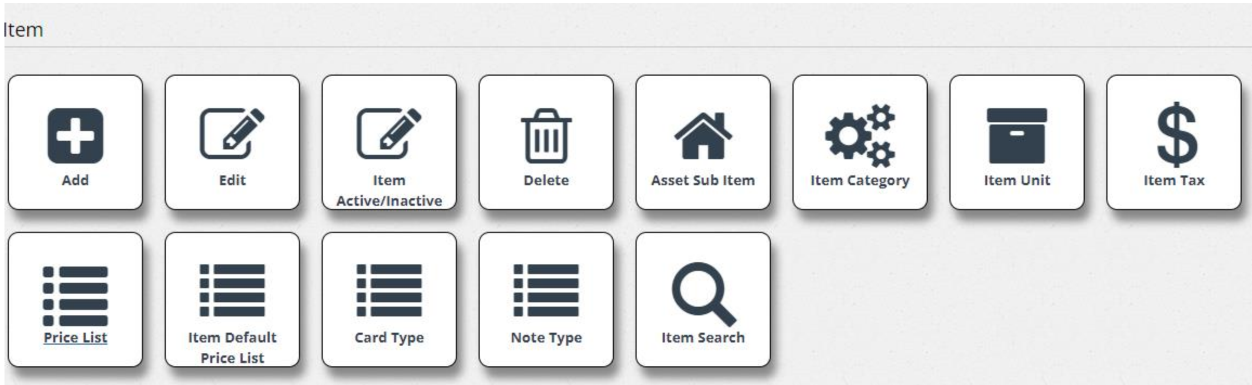
155. Then click on 'Save' button



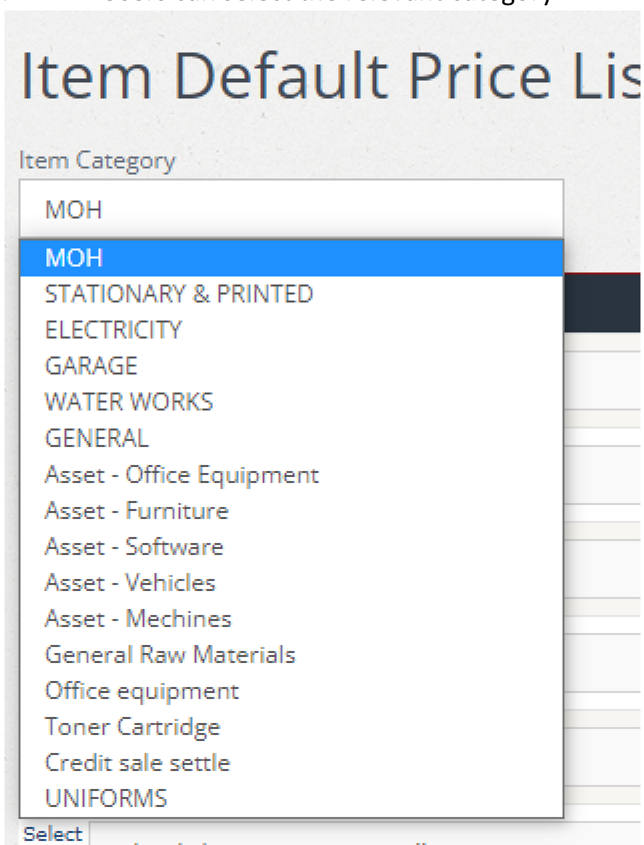
156. By clicking the 'Exit' button can again go to the main dashboard



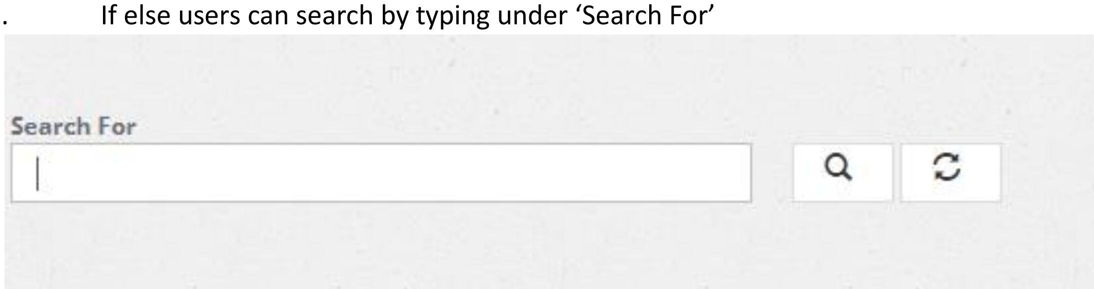
157. The next option under Item category is Item Default Price List



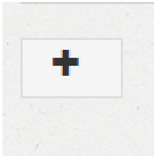
158. Users can select the relevant category



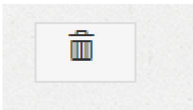
159. If else users can search by typing under ‘Search For’



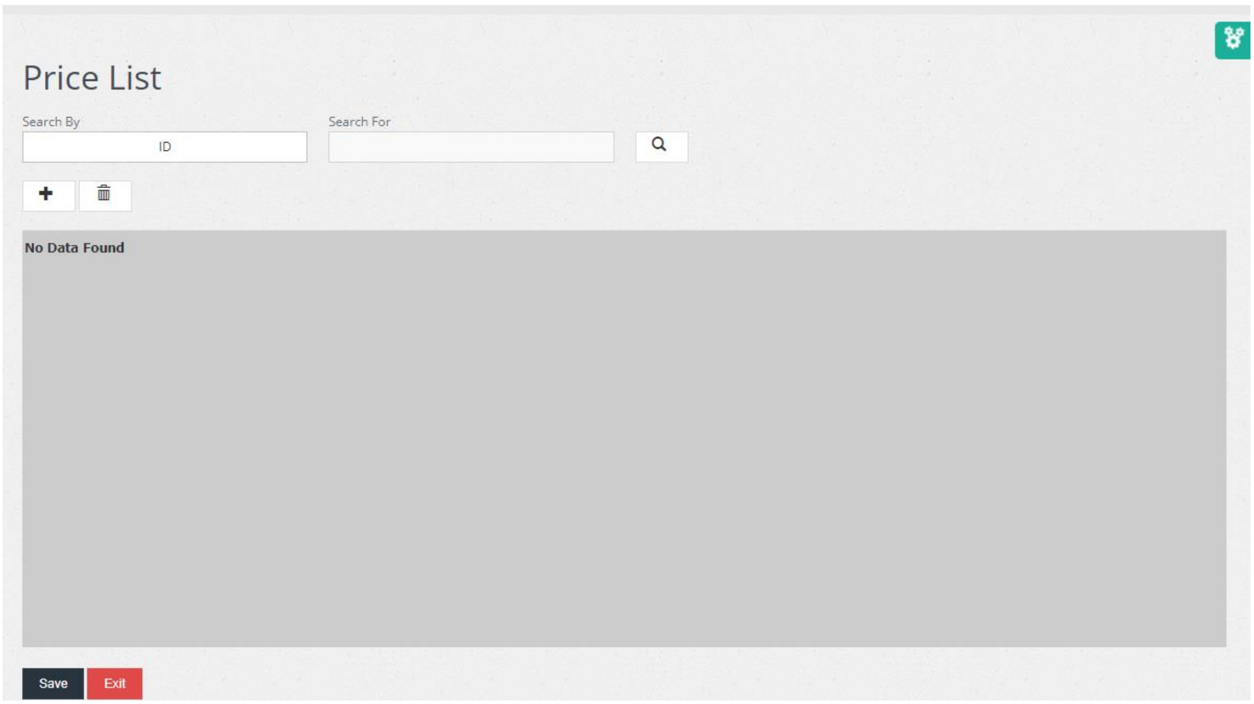
160. Can go back to the ‘Add Default Item Price’ option by clicking the following icon



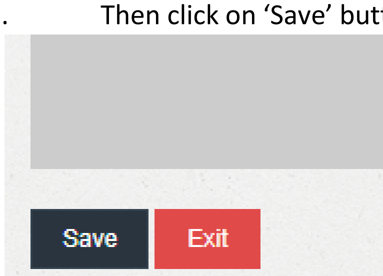
161. Or by the following icon can delete the selected default item prices



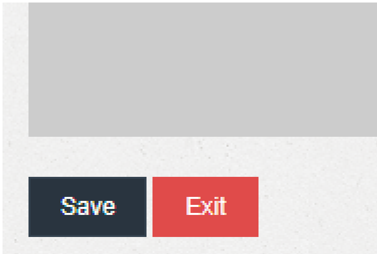
162. The Item Tax details can be viewed as follows



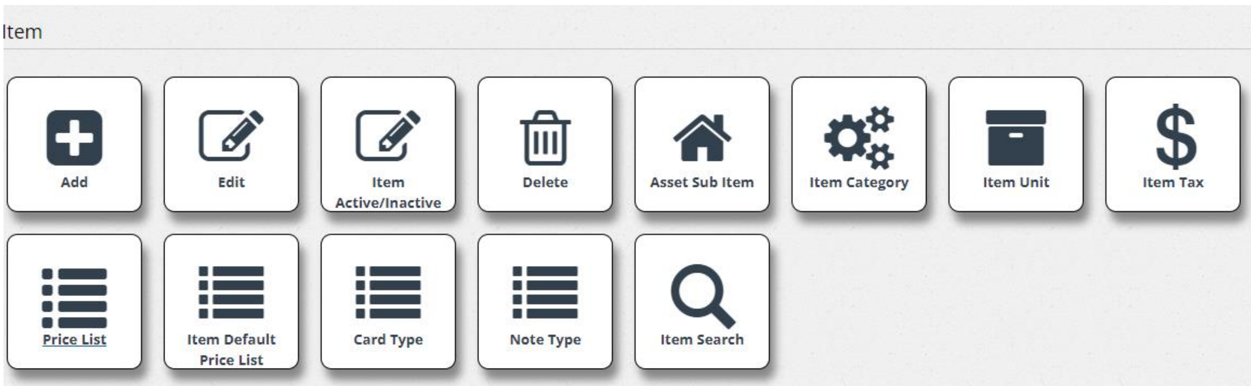
163. Then click on ‘Save’ button



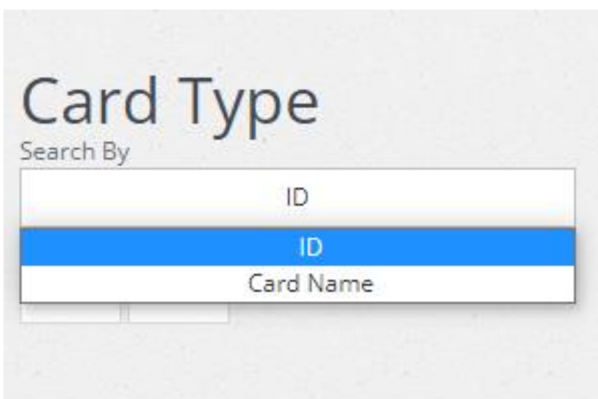
164. By clicking the ‘Exit’ button can again go to the main dashboard



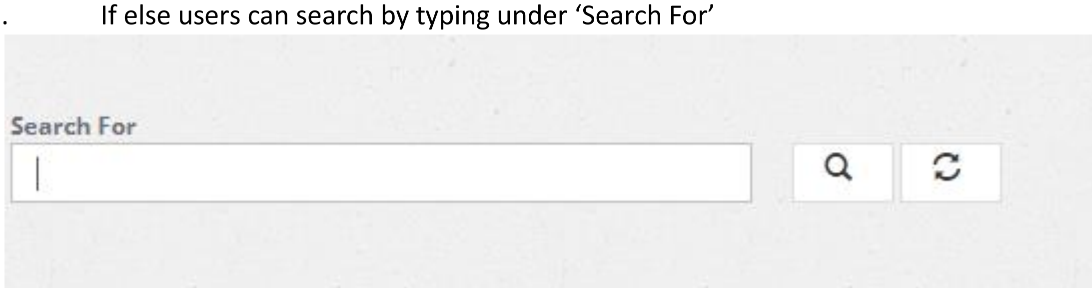
165. The next option under Item category is Card Type



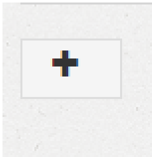
166. Users can select the relevant category by searching ID or Card Name



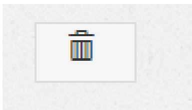
167. If else users can search by typing under ‘Search For’



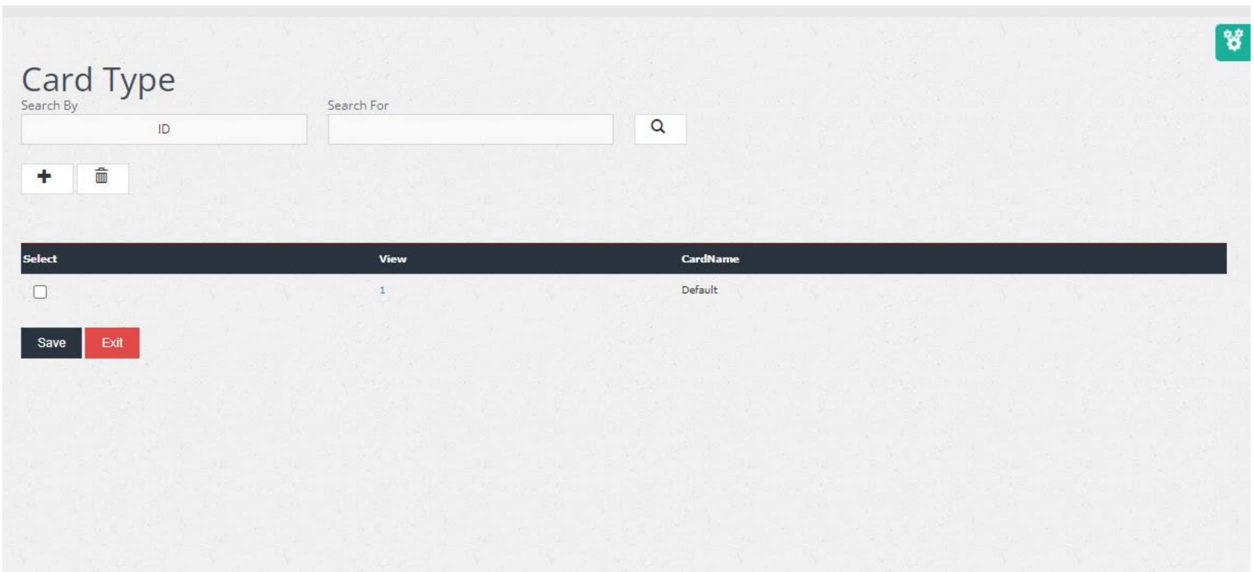
168. Can go back to the ‘Card Type’ add option by clicking the following icon



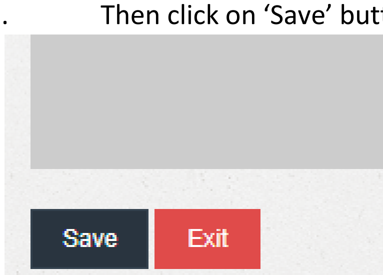
169. Or by the following icon can delete the selected card types



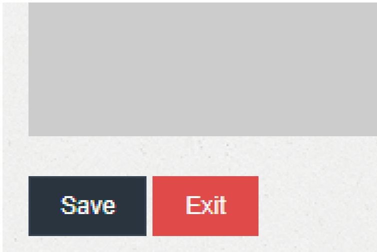
170. The Item card details can be viewed as follows



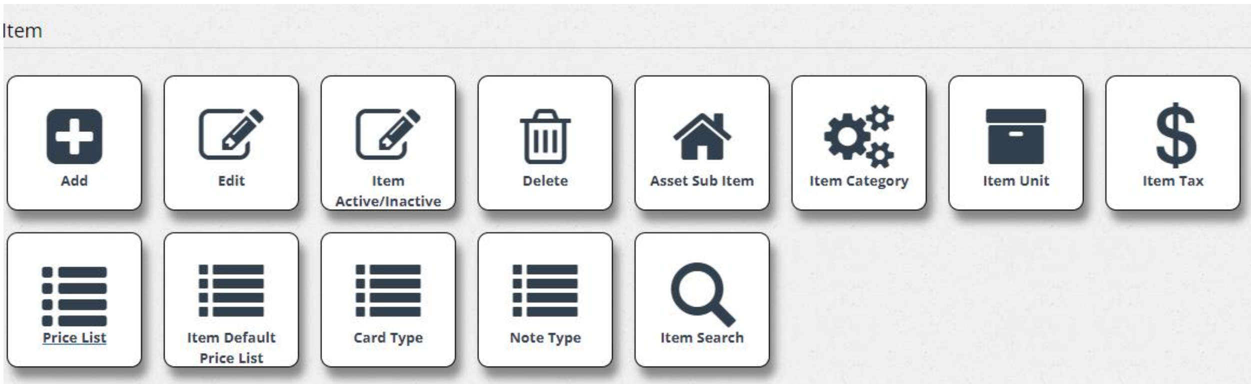
171. Then click on ‘Save’ button



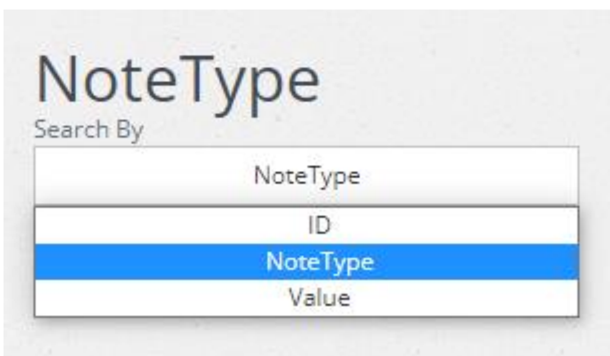
172. By clicking the ‘Exit’ button can again go to the main dashboard



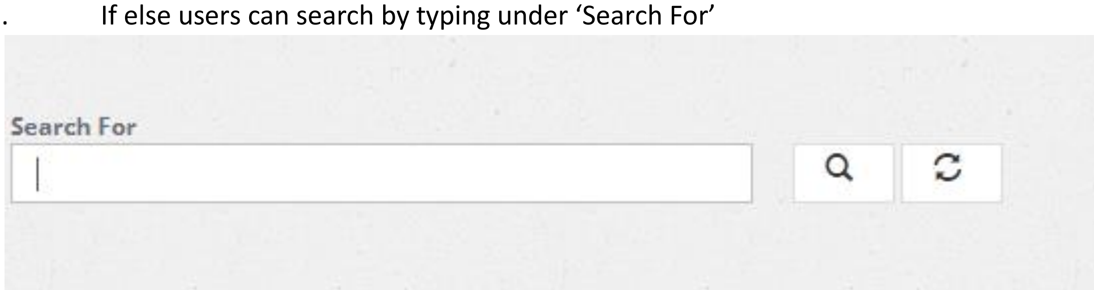
173. The next option under Item category is Note Type



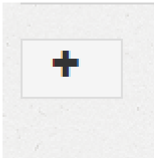
174. Users can select the relevant category by searching ID, Note Type or Value



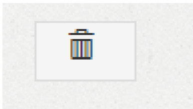
175. If else users can search by typing under 'Search For'



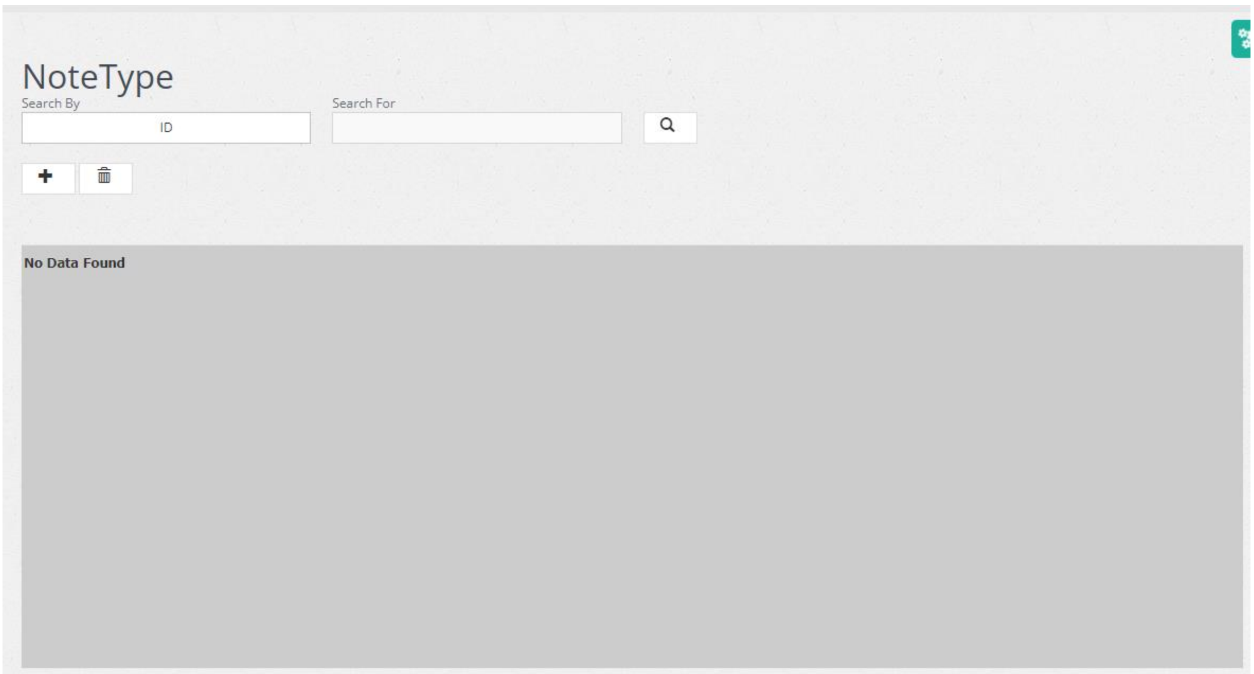
176. Can go back to the 'Note Type' add option by clicking the following icon



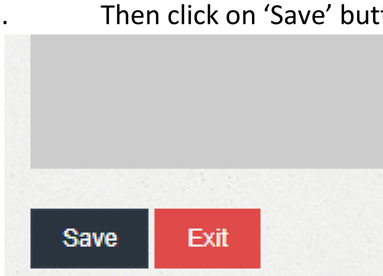
177. Or by the following icon can delete the selected Note Types



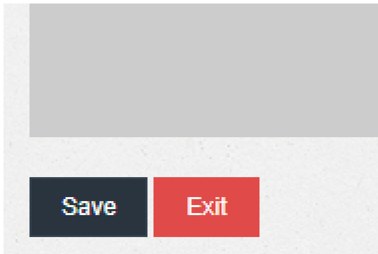
178. The Item card details can be viewed as follows



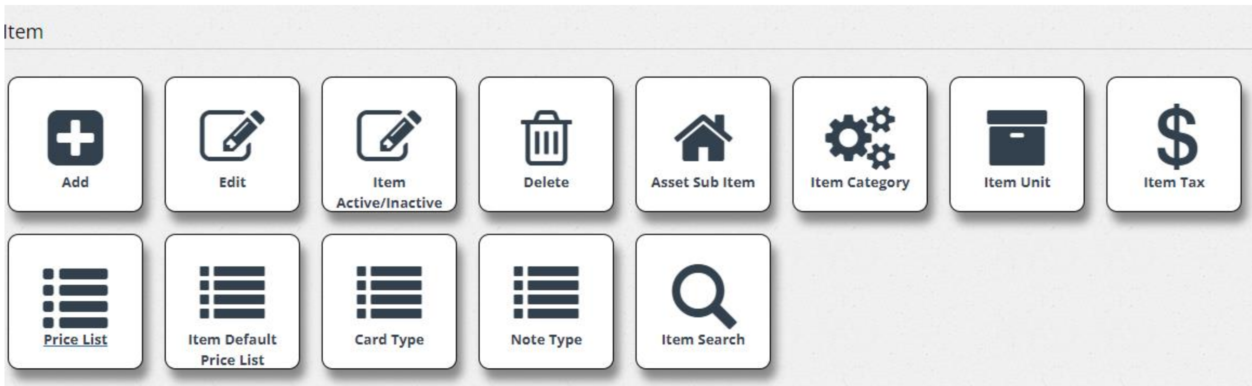
179. Then click on 'Save' button



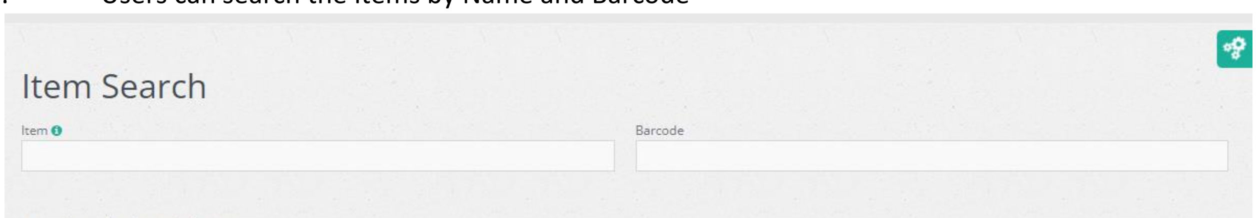
180. By clicking the 'Exit' button can again go to the main dashboard



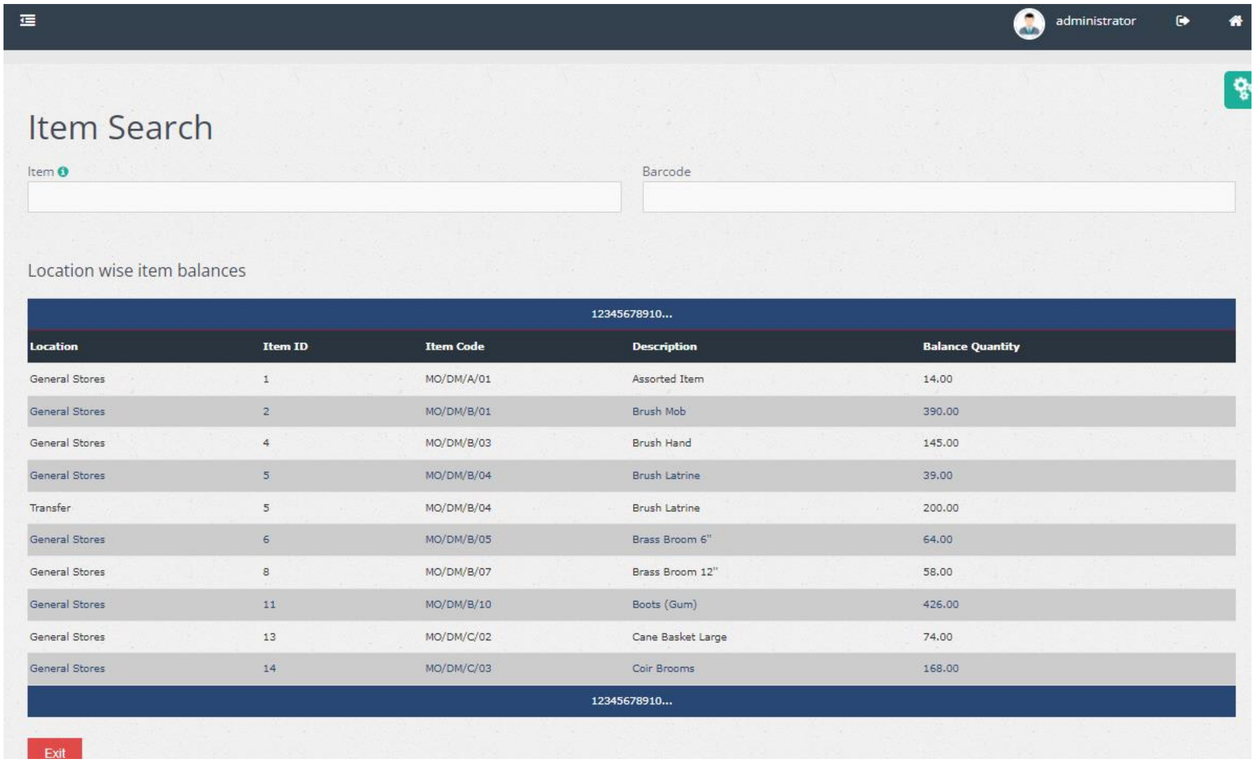
181. The next option under Item category is Item Search



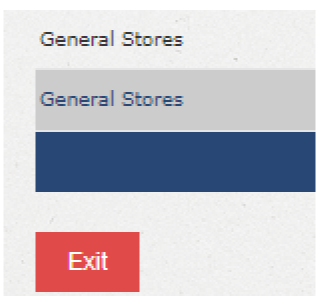
182. Users can search the Items by Name and Barcode



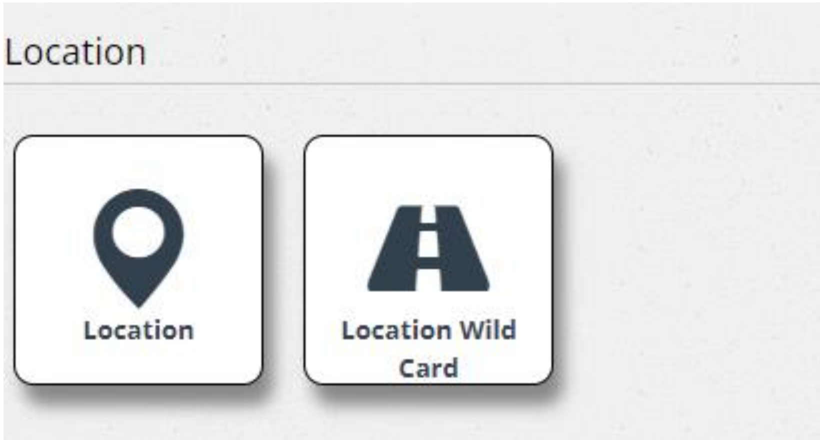
183. The details of the selected Items is shown as below



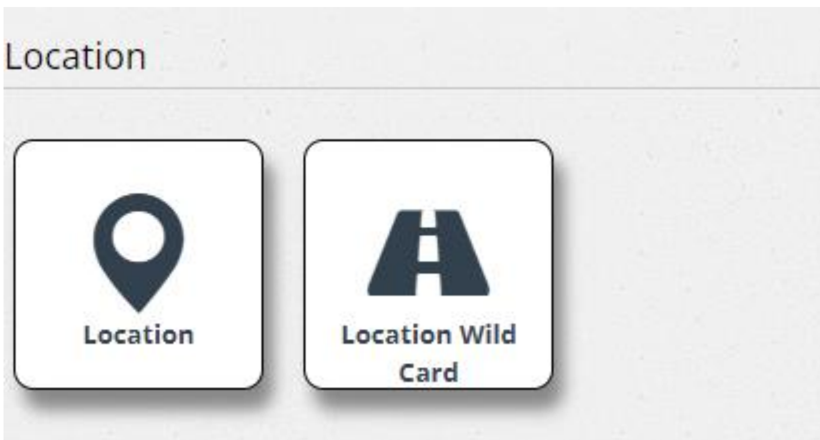
184. By clicking the 'Exit' button can again go to the main dashboard



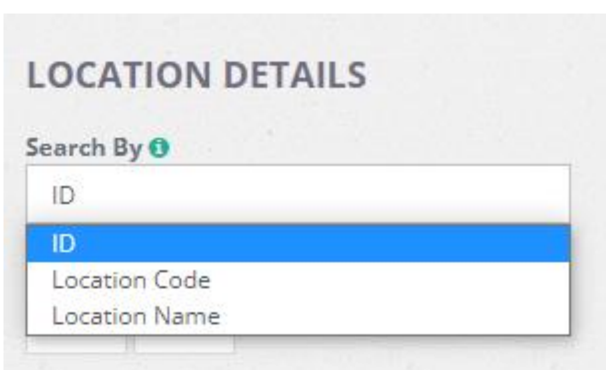
185. The next main category under master is 'Location'



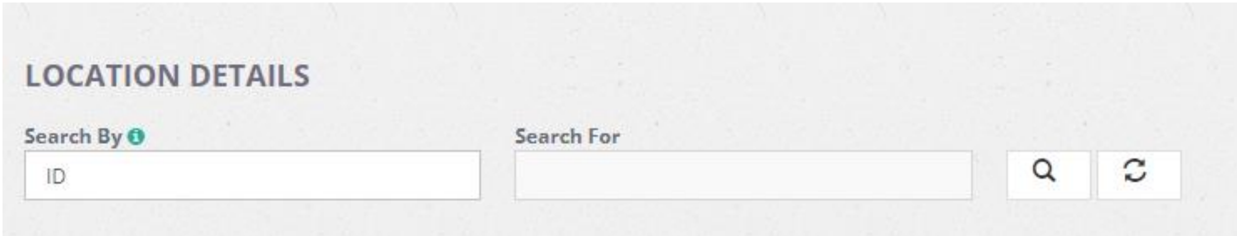
186. Under location category the first option is 'Location'



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



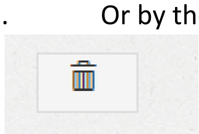
188. Users can search the Items by Name and Barcode



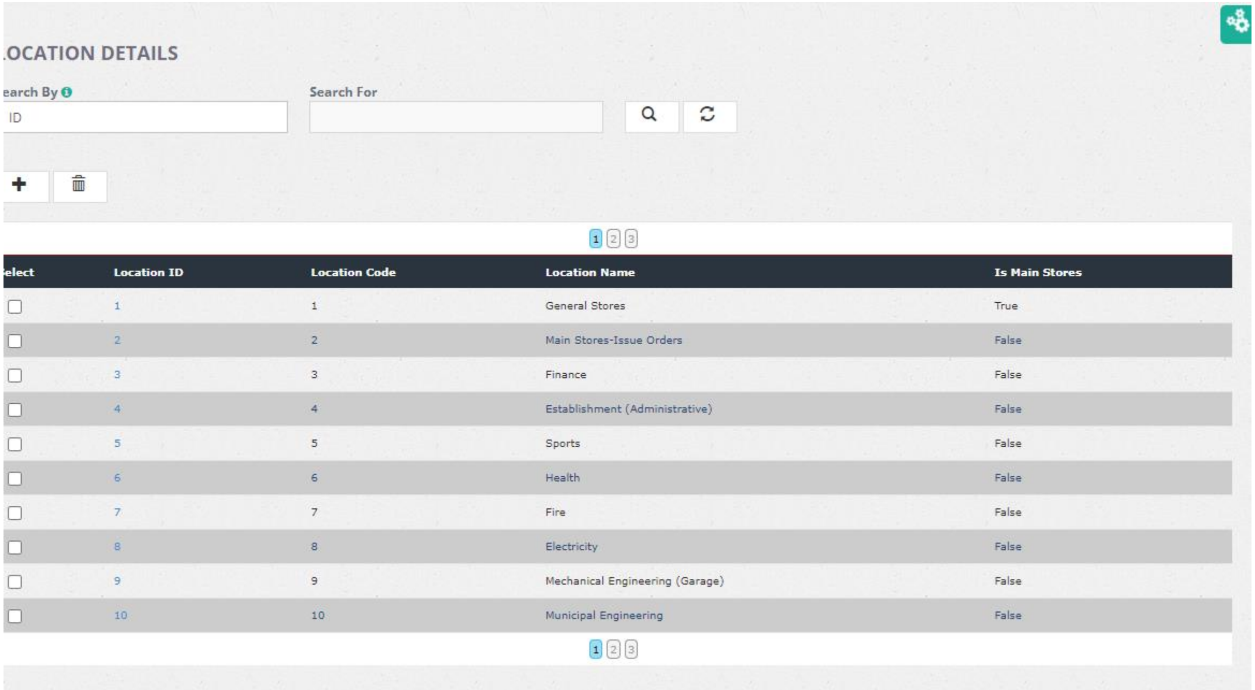
189. If else users can search by typing under ‘Search For’

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

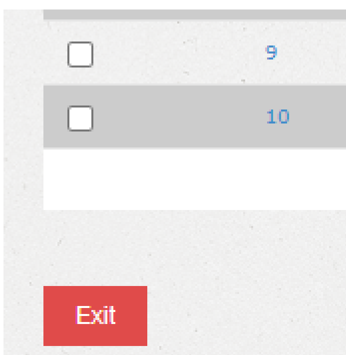


192. The Item card details can be viewed as follows

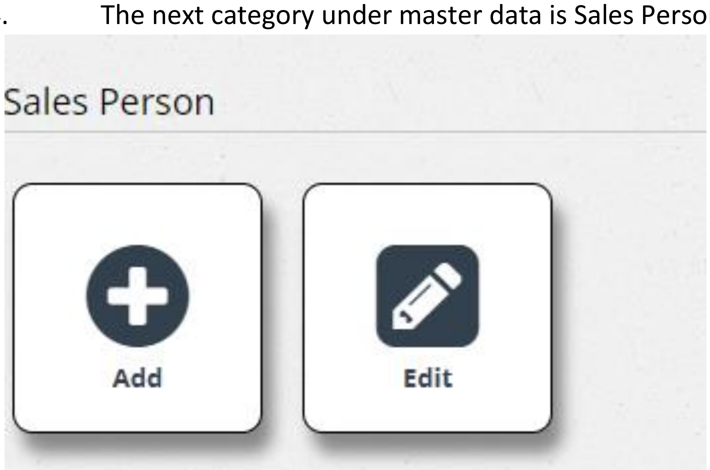


elect	Location ID	Location Code	Location Name	Is Main Stores
	1	1	General Stores	True
	2	2	Main Stores-Issue Orders	False
	3	3	Finance	False
	4	4	Establishment (Administrative)	False
	5	5	Sports	False
	6	6	Health	False
	7	7	Fire	False
	8	8	Electricity	False
	9	9	Mechanical Engineering (Garage)	False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

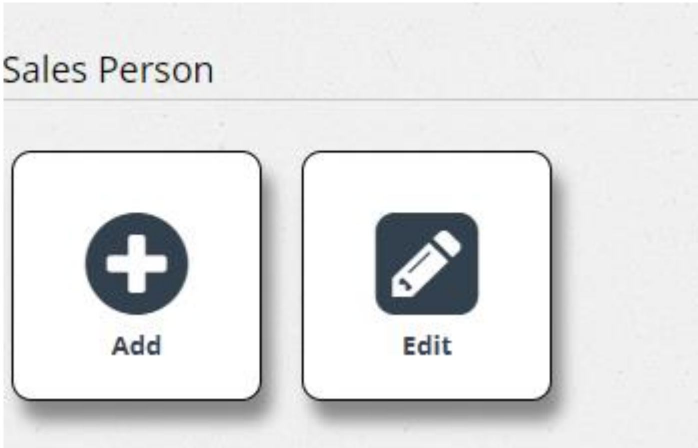
193. By clicking the ‘Exit’ button can again go to the main dashboard



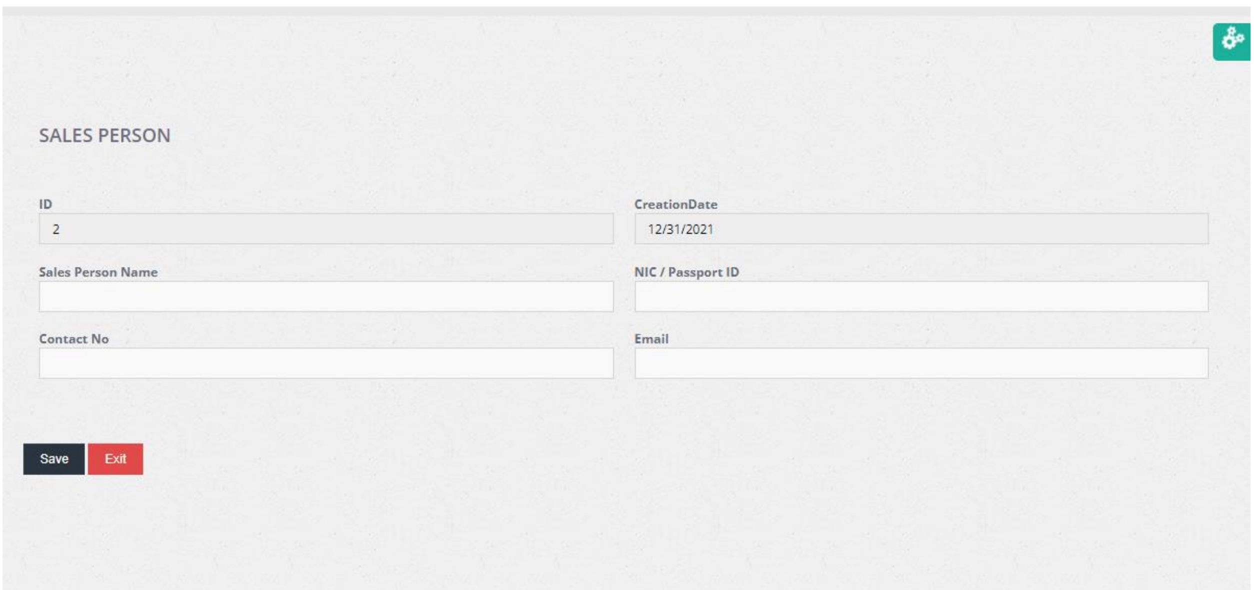
194. The next category under master data is Sales Person



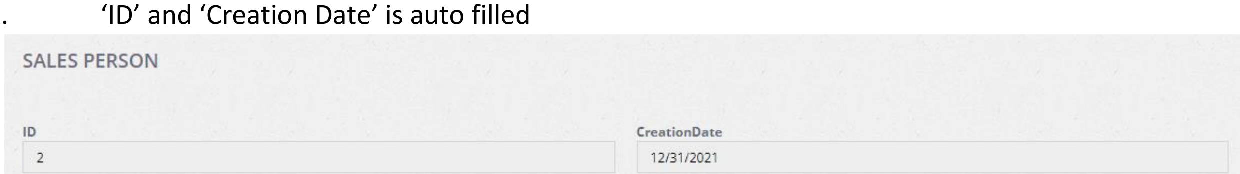
195. The first option under Sales Person category is ‘Add’



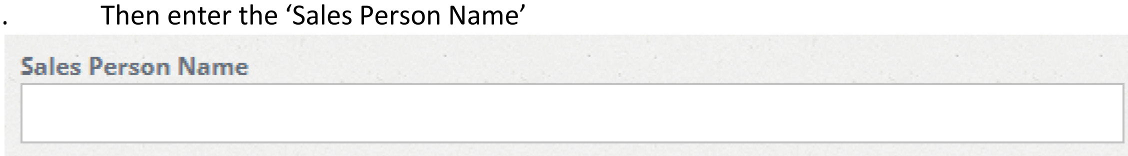
196. To add a new 'Sales Person' click on 'Add' button.



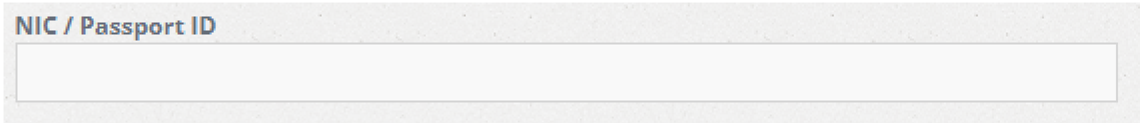
197. 'ID' and 'Creation Date' is auto filled



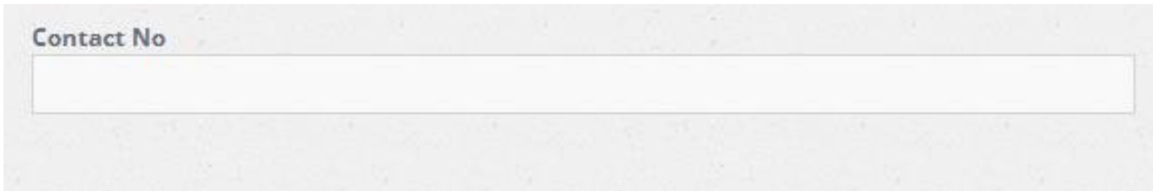
198. Then enter the 'Sales Person Name'



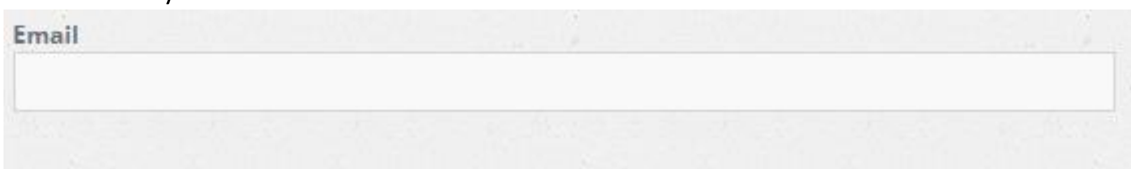
199. Then enter the 'NIC/Passport ID'



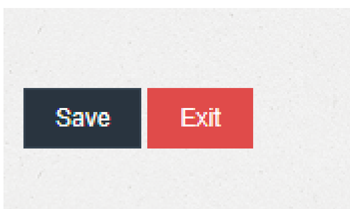
200. Then enter the ‘Contact Number’



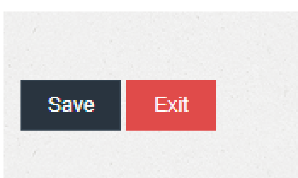
201. Finally enter the ‘Email’



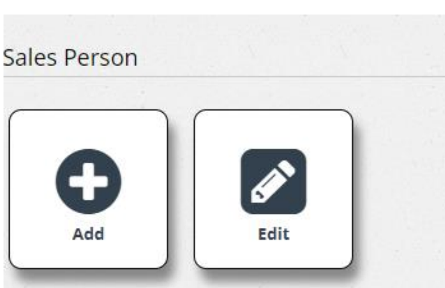
202. Then if the filled details are ok , click on ‘Save’ button



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



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

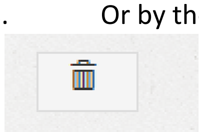


205. Users can select the relevant category by searching ID or Sales Person Name

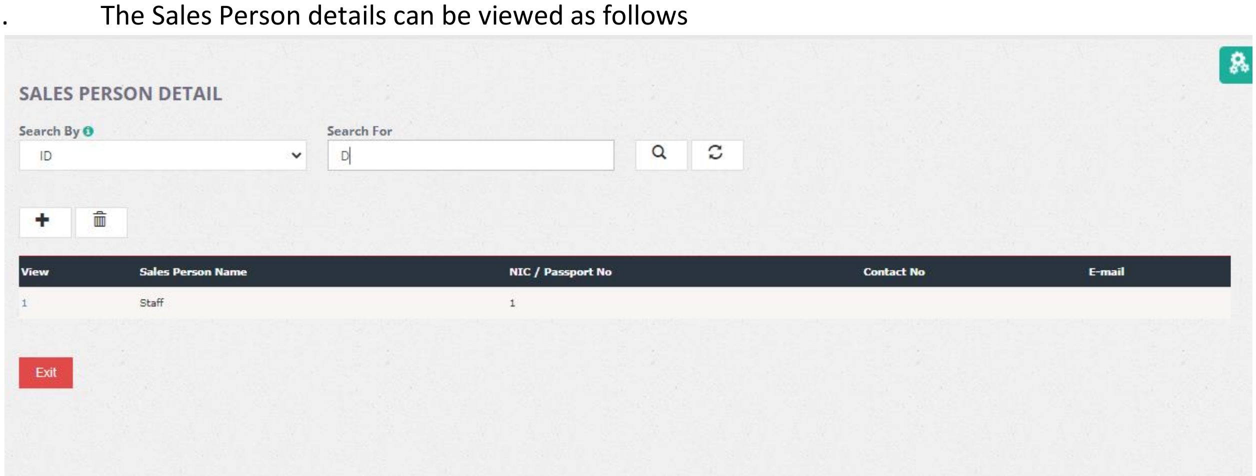
206. If else users can search by typing under ‘Search For’

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

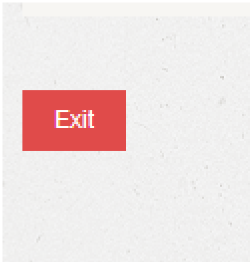
208. Or by the following icon can delete the selected Sales Persons



209. The Sales Person details can be viewed as follows

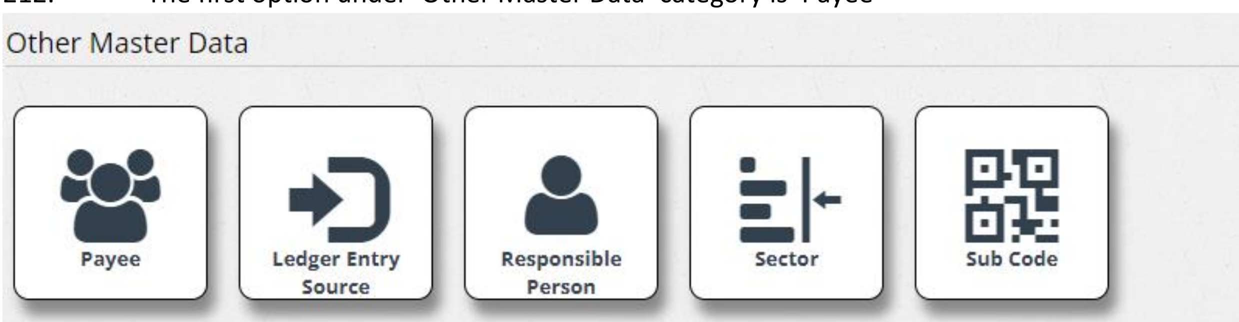


210. By clicking the ‘Exit’ button can again go to the main dashboard

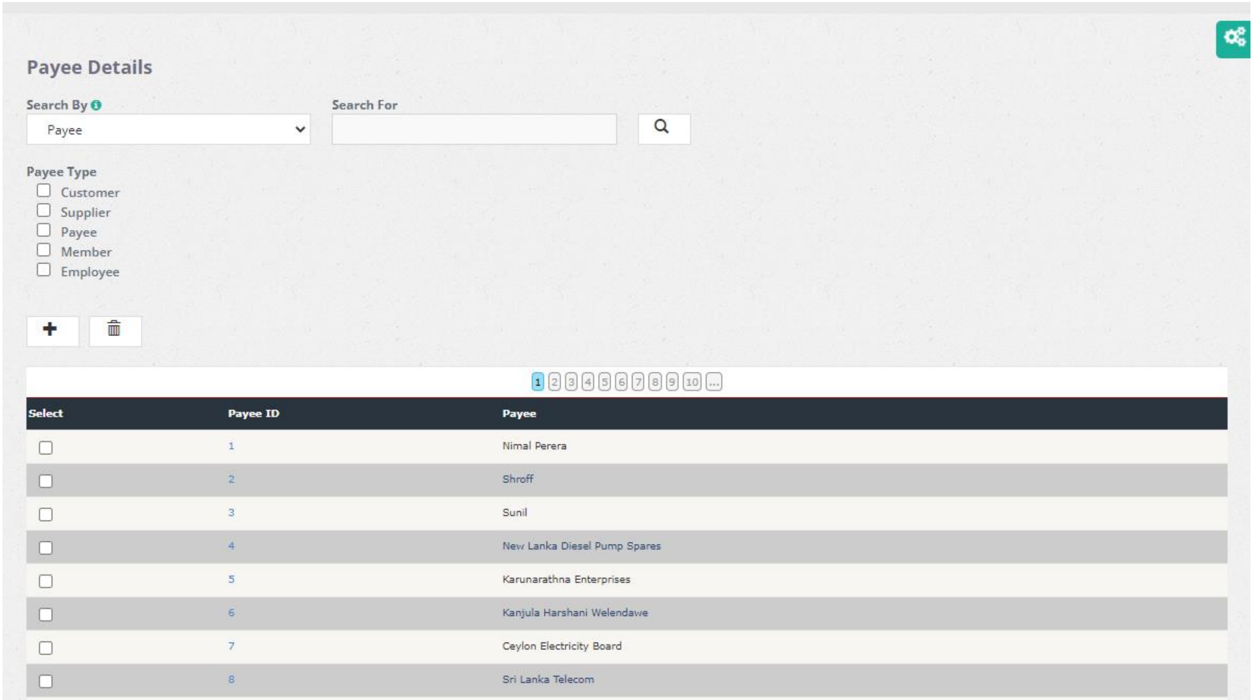


211. The last category under Master Data is ‘Other Master Data’

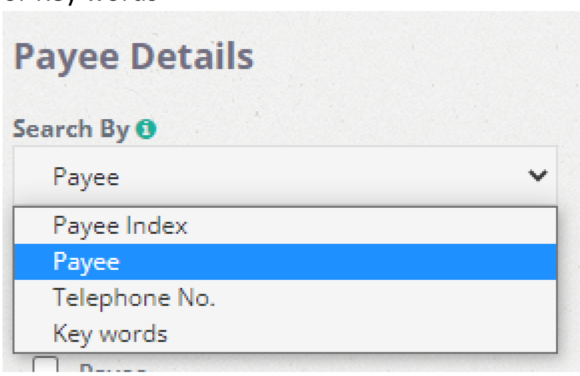
212. The first option under ‘Other Master Data’ category is ‘Payee’



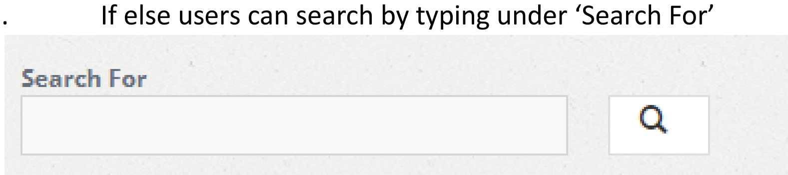
213. By clicking the ‘Payee’ option can search and see the ‘Payee’ details



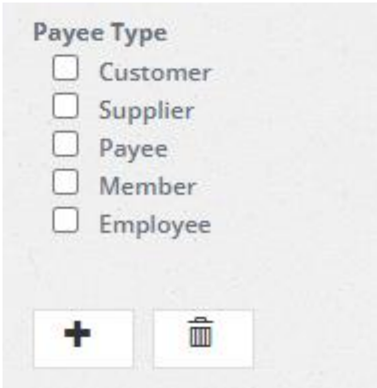
214. Users can select the relevant category by searching Payee Index, Payee, Telephone No. or Key words



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

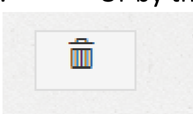


216. Payee Type can be selected

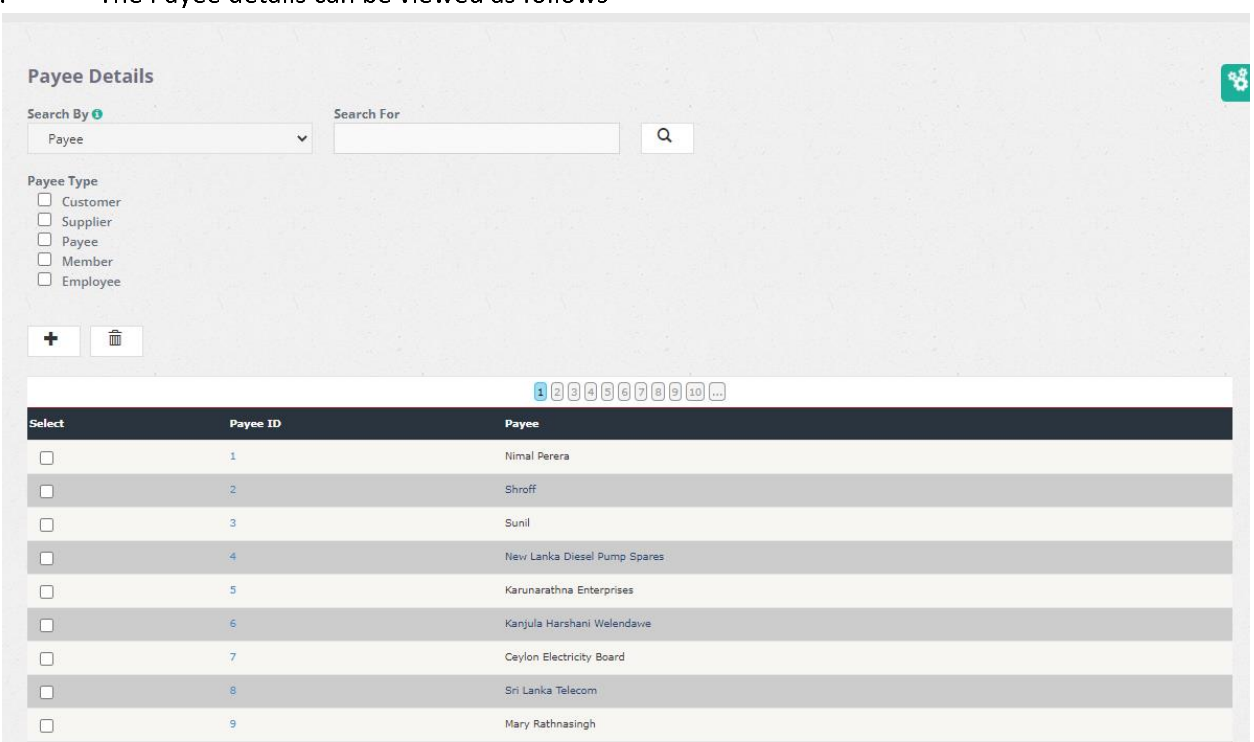


217. Can go back to the ‘S’ add option by clicking the following icon

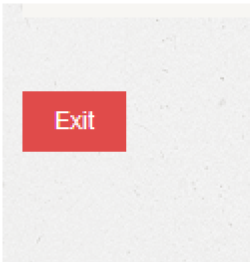
218. Or by the following icon can delete the selected Payees



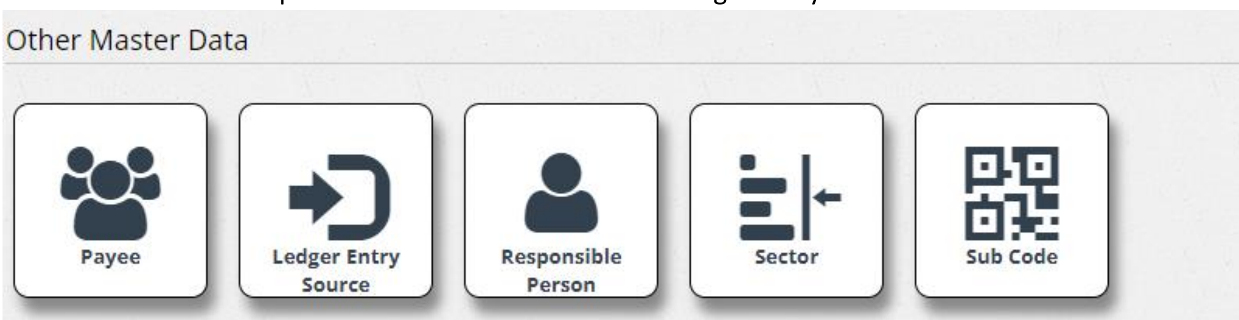
219. The Payee details can be viewed as follows



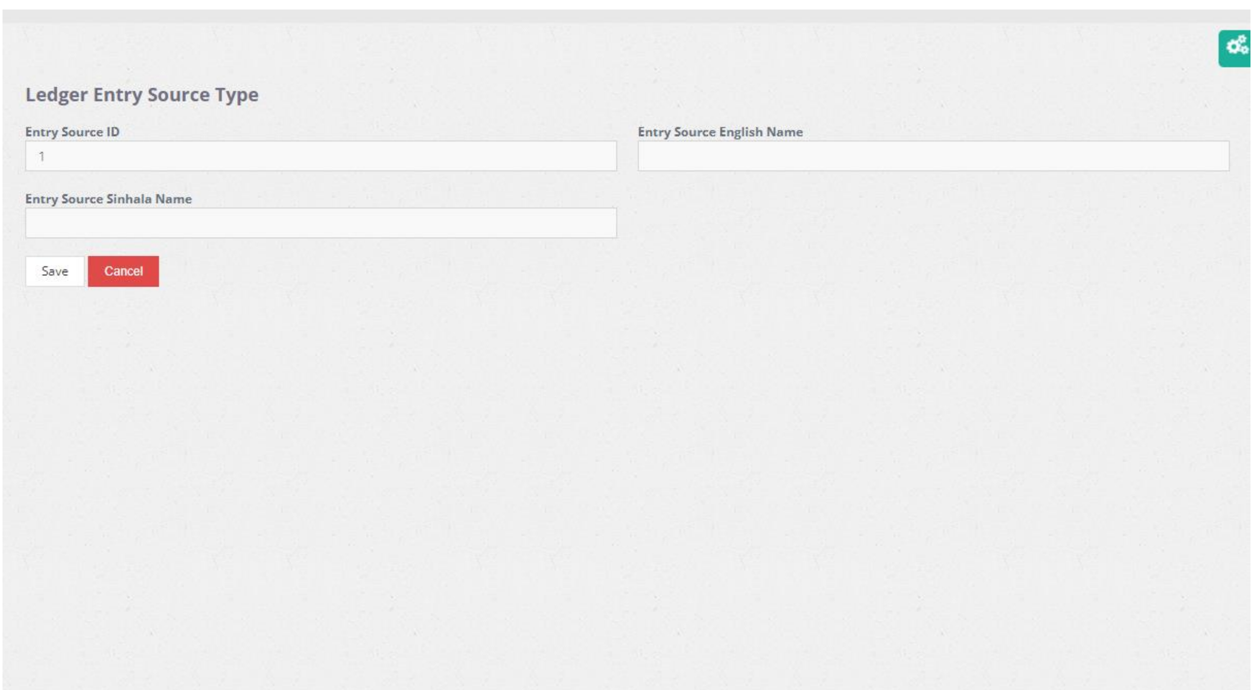
220. By clicking the ‘Exit’ button can again go to the main dashboard



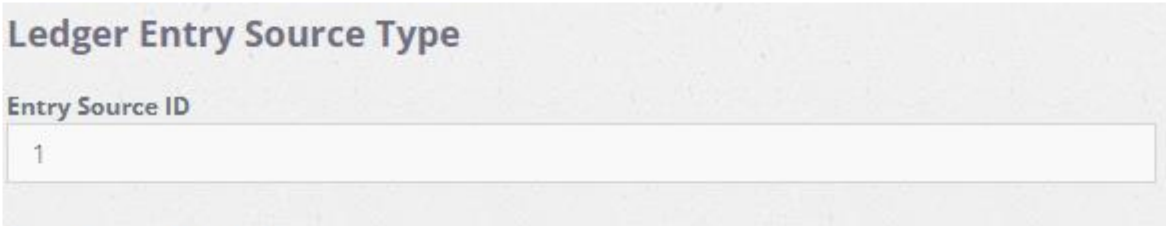
221. The next option under ‘Other Master Data’ Ledger Entry Source’



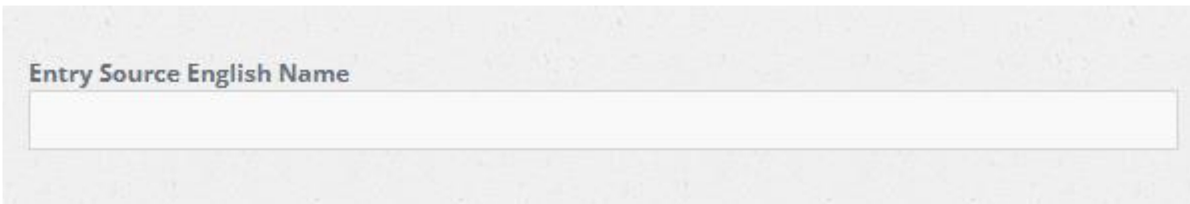
222. By clicking the ‘Ledger Entry Source’ option can search and see the ledger entry source details



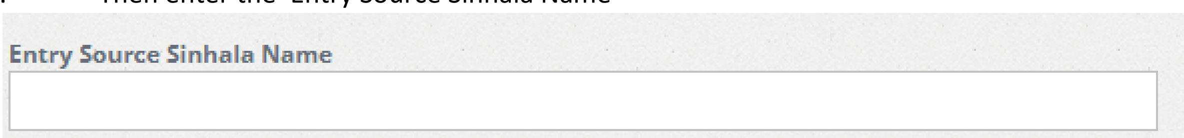
223. Users can enter the ledger entry source type and save. Firstly enter the ‘Entry Source ID’



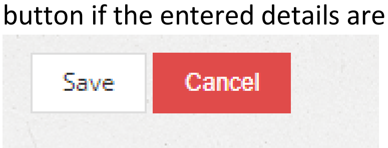
224. Then enter the ‘Entry Source English Name’



225. Then enter the ‘Entry Source Sinhala Name’

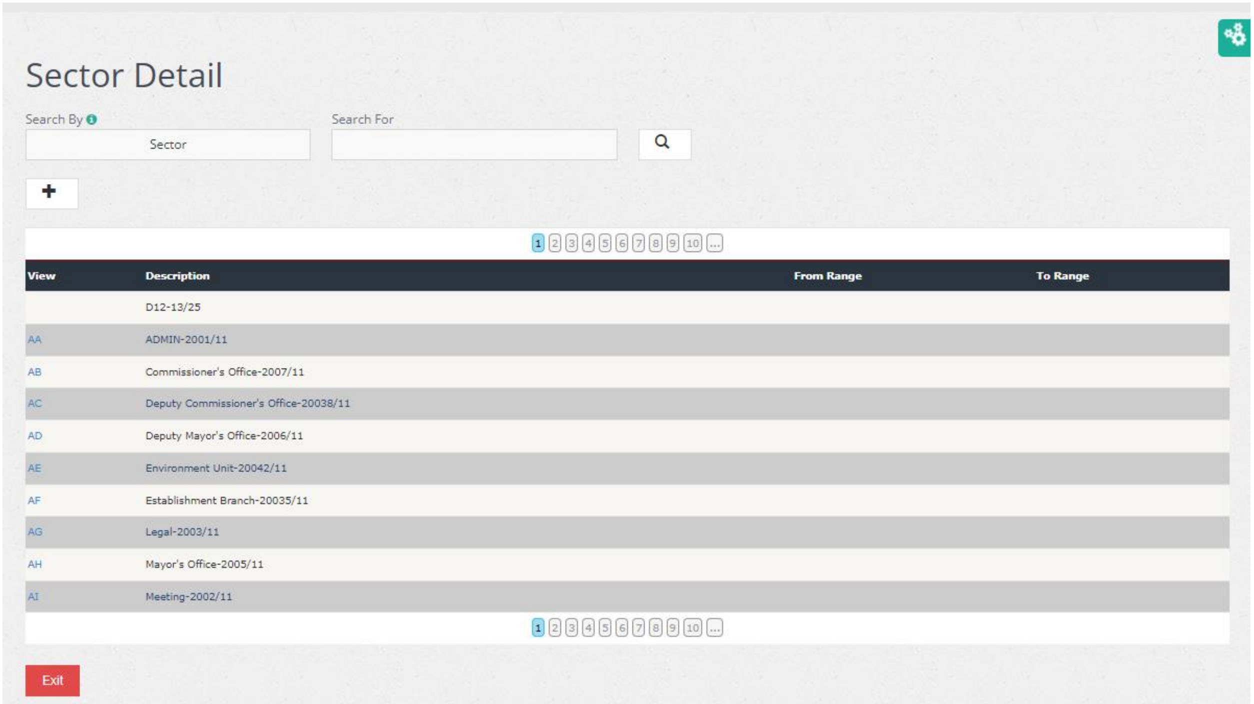


226. Then click on ‘Save’ button if the entered details are correct. Else click the ‘Cancel’ button if the entered details are wrong.

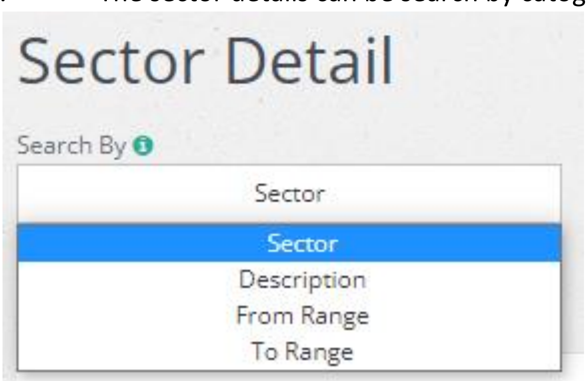


227. The next option under Other Master data is ‘Sector’

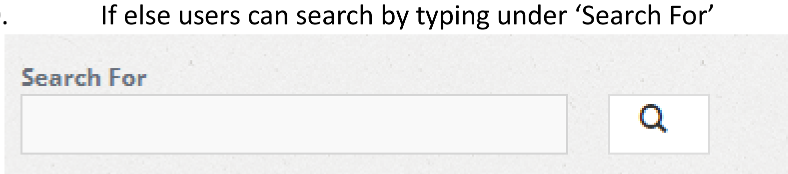
228. By clicking the 'Sector' option can be seen the 'Sector Details'



229. The sector details can be search by catogories



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



231. The sector details can be viewed as follows

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

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		

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

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