

User Guide

10.02 Finance Management-CC-102-Master Data- Payee 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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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

MASTER DATA - PAYEE



Finance Management

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

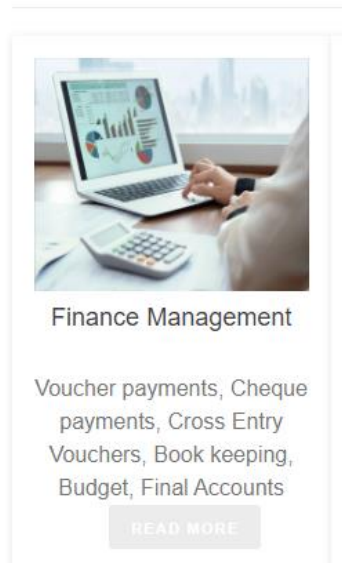
[READ MORE](#)

3. THE PROCESS



4. MASTER DATA - PAYEE

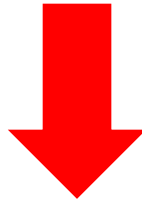
STEP: 01 Click On this Icon in ERP Page



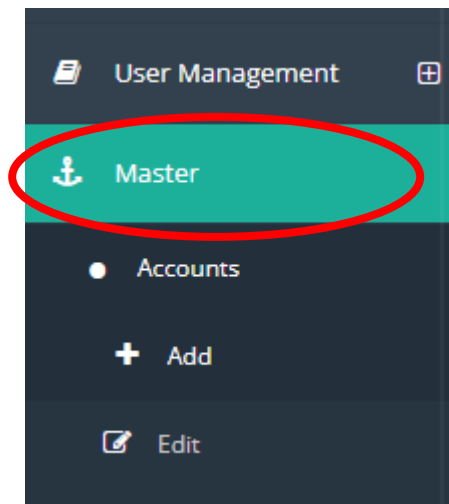
STEP: 02 Login using your user name and password to the system

Log In to your account

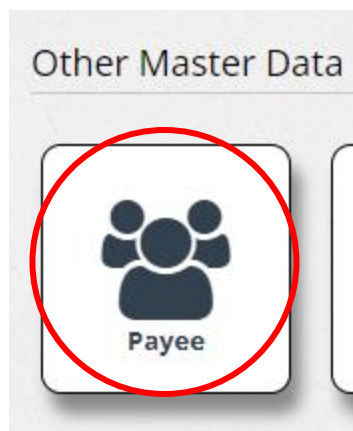
☐ Advanced Options



STEP: 03 Then click on Master



STEP: 04 Then click on Payee





STEP: 05 Add Payee

Payee Details

Search By  Payee  Search For 

Payee Type

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

Click here...



Payee ID	01	5897	Payee Index	02	5897
Payee	03	S.C.Builders	(Mr./Mrs./Miss./Ms)	04	Mr. Sahan Chathuranga
Payee Type	05	☐ Customer ☐ Supplier ☒ Payee ☐ Member ☐ Employee	City (or Country)	06	Colombo
Payee Details	07	Contract	Address	08	110/12 Alakeshwara road , kotte
Tel.Numbers	09	0761532400	Contact Person	10	Ashan Chathuranga
Email Address	11	Sahan@emetsoft.com	Alternative Email Address	12	Sahancms@gmail.com
VAT / G.S.T No	13	15	SVAT No	14	10
Customer Code/ Bar Code	15	102015	Debtor Account	16	100102
Credit Period (Days)	18	30	Creditor Account	17	100200
Sector	20	BA	Credit Amount	19	150000
☒ Active ☒ Registered	21	☒ Approved ☐ Black Listed	Key Words		
Head	22	10	Bank Code	23	20
Branch Code	24	55	Bank Acc Number	25	105865943

01. Add Payee ID (Auto Generate)
02. Add Payee Index (Auto Generate)
03. Select Payee
04. Enter Name
05. Select Payee Type
06. Enter City(or Country)
07. Payee Details
08. Enter Address
09. Enter Telephone Number
10. Enter Contact Person
11. Enter Email Address
12. Enter Alternative Email address
13. Enter VAT/ G.S.T Number
14. Enter SVAT Number
15. Enter Customer Code/Bar code
16. Select Debtor Account
17. Select Creditor Account
18. Enter Credit Period(Days)
19. Enter Credit amount
20. Select Sector

21. Enter Keywords
22. Enter Head Code
23. Enter Bank Code
24. Enter Branch Code
25. Enter Bank Account Number



STEP: 07 Click on Save Button

Address 110/12 Alakeshwara road , kotte			
Tel.Numbers 0761532400		Contact Person Ashan Chathuranga	
Email Address Sahan@emetsoft.com		Alternative Email Address Sahancms@gmail.com	
VAT / G.S.T No 15		SVAT No 10	
Customer Code/ Bar Code 102015		Debtor Account ⓘ 100102	Creditor Account ⓘ 100200
Credit Period (Days) 30		Credit Amount 150000	
Sector BA			
☒ Active ☒ Registered ☒ Approved ☐ Black Listed			
Key Words			
Head 10	Bank Code 20	Branch Code 55	Bank Acc Number 105865943
Save Cancel			