

User Guide

10.03 Finance Management-CC-103-Master Data- Departments 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 - DEPARTMENTS

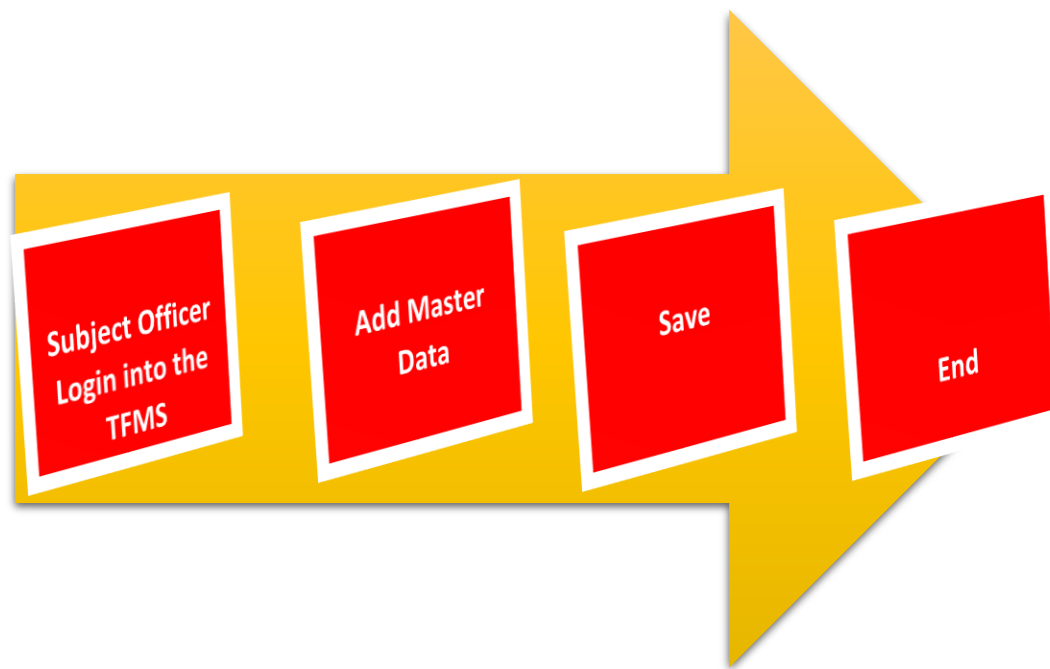


Finance Management

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

[READ MORE](#)

3. THE PROCESS



4. MASTER DATA - DEPARTMENTS

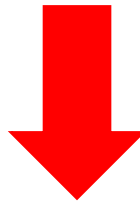
STEP: 01 Click On this Icon in ERP Page



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

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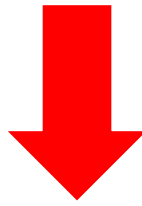


STEP: 02 Login using your user name and password to the system

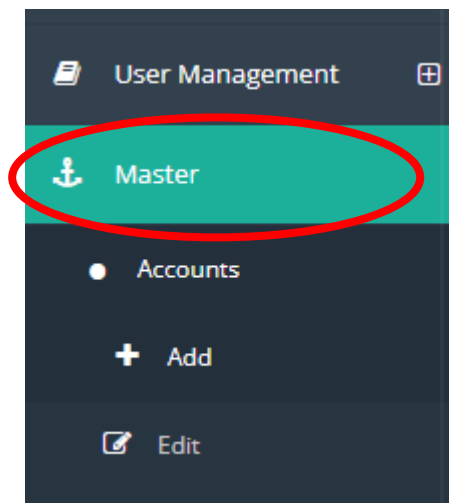
Log In to your account

☐

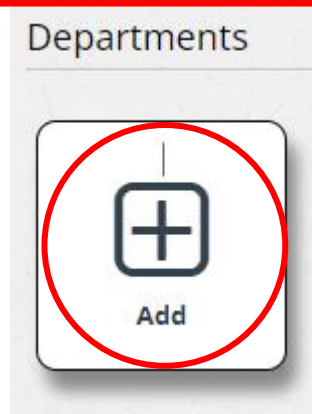
Advanced Options



STEP: 03 Then click on Master



STEP: 04 Then click on Add





**STEP: 05 Enter Department
Mater data**

Handle Department Code

Department ID 532	01	Department Code 5001	02
Description Type here...	03	Long Code 101007788256	04
Sector AB : Commissioner's Office-2007/11	05		

Save **Exit**

- 01. Department ID (Auto Generate)
- 02. Department Code (Auto Generate)
- 03. Enter Description
- 04. Enter Long Code
- 05. Select Sector



STEP: 06 Click on Save Button

Handle Department Code

Department ID 532	Department Code 5001
Description Type here...	Long Code 101007788256
Sector AB : Commissioner's Office-2007/11	

Save **Exit**