

User Guide

03.3 Miscellaneous Income (Collection of Other Revenue) 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
09-09-2025	3.0.0	Enhancements for the manual	Project Manager



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Other Bill Receipts (Miscellaneous Income)

(Quick user Guide)



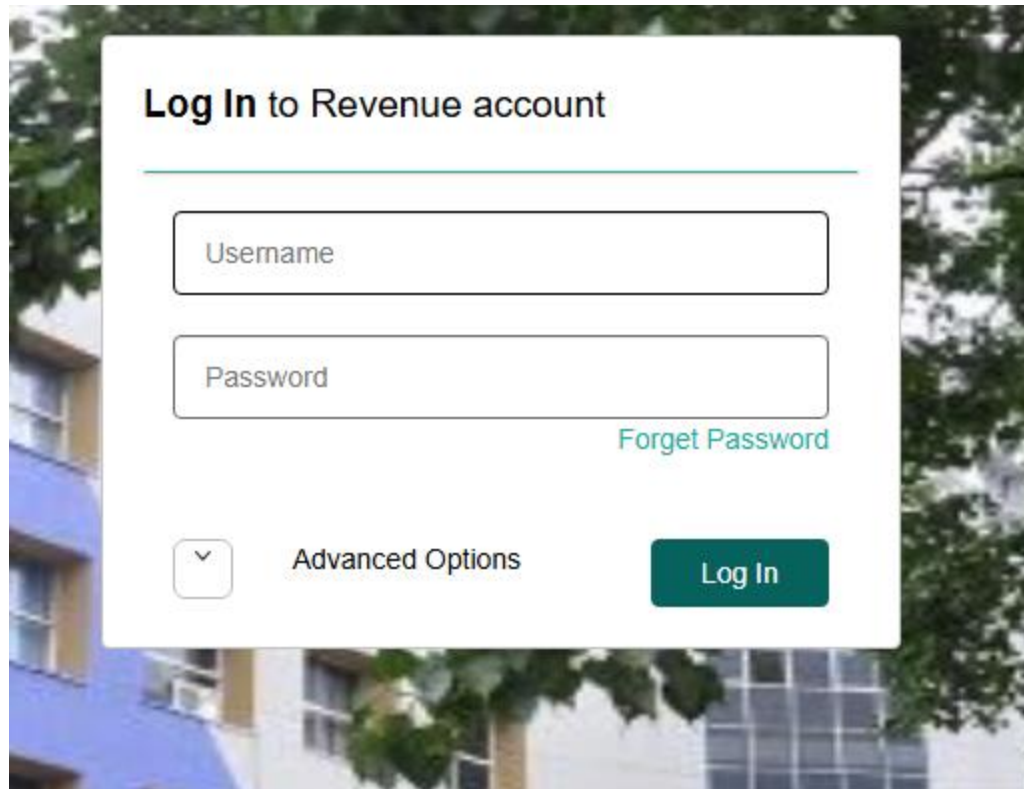
Departmental
Bill Payments
(other Revenue)

Bills for Shop Rental, Gully
Bowser, Bookings, other
services

USER GUIDE



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



Log In to Revenue account

Username

Password

[Forget Password](#)

▼ Advanced Options

Log In

Image 1.0 – Logging using your username and password

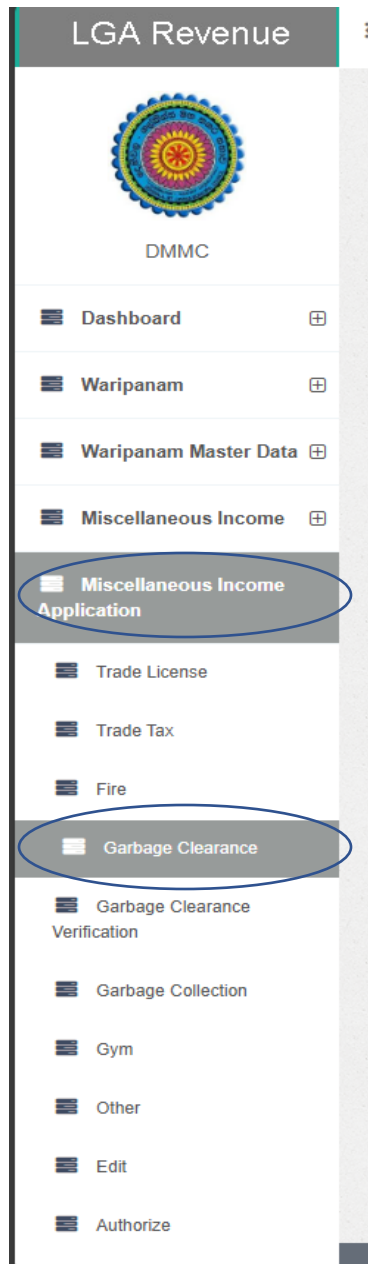


Image 1.1 – Select the Miscellaneous Income Application and select Garbage Clearance

Garbage Clearance process user Manual (version 12.8.1)

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administrator

Garbage Clearence

Bill Type
Garbage Clearance

☒ Is Inside Area Of The Council

Division
01-WILAWALA

Street
BALAPOKUNA ROAD LEFT

Property No./ Owner
6A/1B : MOHAMED SUBJAN MOHAMED RIZAN

Prop. ID *
159539

Add the Property

Assessment History

Retrive From Applications

Show

Application Details

ID 64	Application No * GL/0001/2025	Application Date * 9/11/2025	Property Type Category * <Select->
Applicant Name *			
Applicant Address *			
Applicant Email	Telephone No *	NIC *	Registration No * GL/0001/2025
Remarks			
Nature Of Business <Select->		Business Category General businesses	
From Date *	To Date	Billing Cycle	

Image 1.2 – Fill this Relevant field

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1. Introduction

This guide walks you through the Garbage Clearance interface of the LGA Rates application. You'll learn how to navigate to the Garbage Clearance form, understand each field, select appropriate options from dropdowns, and complete the process—from retrieving property details to generating a temporary bill. This manual is designed for printing; use your browser's Print feature after reading.

2. Accessing the Garbage Clearance Form

1. Log in to the LGA Rates system.
2. From the **Dashboard**, expand **Miscellaneous Master Data**.
3. Click **Garbage Clearance**.
4. Select **Garbage Clearance** (bill type) to open the form.

3. Form Overview

The Garbage Clearance form is divided into these sections:

1. **Bill Information** – Basic billing fields.
2. **Property Retrieval** – Fetch existing application details.
3. **Application Details** – Captured data about the applicant and property.
4. **Business Space** – Details for commercial properties.
5. **Residential Space** – Details for residential properties.
6. **Recommended Space Calculation** – Automatically computed area.
7. **Payment Details** – Generate and view temporary receipts.

4. Field Guide

4.1 Bill Information

- **Bill Type** Read-only. Displays “Garbage Clearance.”
- **Is Inside Area Of The Council** Choose whether the property falls within council limits.
- **Division** Administrative division of the property.
- **Street** Select the street name.
- **Property No./Owner** Displays “PropertyNumber : OwnerName.”
- **Prop. ID*** Unique property identifier.

4.2 Property Retrieval

- **Retrieve From Applications** Click to populate all fields in **Application Details** from an existing application.

4.3 Application Details

- **Property ID, Owner, Assessment No, Division, Street** Pre-filled once you retrieve or enter the Prop. ID.
- **Application No, Application Date** Enter if initiating a new clearance request.
- **Property Type Category*** Dropdown for Commercial, Residential, etc.
- **Applicant Name, Applicant Address** Owner’s contact details.
- **Applicant Email, Telephone No, NIC*** Additional contact and identity fields.
- **Registration No*** System-generated or user-entered registration code.
- **Remarks** Free-text field for special notes

(* Mark Details are compulsory)

4.4 Business Space (for Commercial Properties)

- **Nature Of Business*** Type of commercial activity.
- **Business Category** Broad classification of business.
- **From Date*, To Date** Validity period for clearance.
- **Billing Cycle** Monthly, Quarterly, Annually.
- **Floor Number, Floor Type** Specify level and its type.
- **Area (Square Feet)** Measured floor area.
- **Ratio** Predefined factor for space calculation.
- **Recommended Space (Sq. Ft.)** System-computed based on ratio.

4.5 Residential Space (for Residential Properties)

- **Floor Number** Level where dwelling is located.
- **No Of Units, No Of Bedrooms** Counts of living units and bedrooms.
- **No Of Persons Per Bedroom** Occupancy measure.

- **Servant And Other** Count of non-family occupants.
- **Total Persons** Sum of above occupants.
- **Recommended Space (Sq. Ft.)** System-computed area allocation.

4.6 Recommended Space Calculation

- Displays total recommended space for billing.

4.7 Payment Details

- **ID** Record identifier.
- **Amount** Calculated fee.
- **Temp Receipt ID, Temp Receipt No** Temporary receipt tracking.
- **Paid Amount, Receipt No** Finalized payment details.
- **Generate Temp. Bill** Drop-down to choose whether to create a temporary bill.

ID	Amount	Temp Receipt ID	Temp Receipt No	Paid Amount	Receipt No	Generate Temp. Bill
Select	0	5,000.00				Generate Temp. Bill
		View			View	

+
↺

Save
Exit

Image 1.3 – check the amount and save

5. Dropdown Data

Below are all dropdown fields and their available options:

- **Is Inside Area of the Council**

- Yes • No

- **Division**

- 01-WILAWALA
- 02-GANEMA
- 03-KOSGAM

(list all council divisions)

- **Street**

- BALAPOKUNA ROAD LEFT
 - LAKE VIEW ROAD
 - MAIN STREET

(list local streets)

- **Property Type Category**

- Commercial
- Residential
- Industrial
- Institutional
- Mixed-Use

- **Nature of Business**

- Retail
- Manufacturing
- Services
- Other

- **Business Category**

- General businesses
- Food & Beverage
- Healthcare
- Education
- Hospitality

- **Billing Cycle**

- Monthly
- Quarterly
- Semi-Annual
- Annual

- **Floor Type**

- Basement
- Ground Floor
- Mezzanine
- First Floor
- Second Floor
- Third Floor
- Other
-

- **Ratio**

- 0.50
- 1.00
- 1.50
- 2.00
- 2.50

Generate Temp. Bill

- Yes • No

6. Buttons & Actions

- **Retrieve from Applications:** Auto-fills form from prior data.
- **View:** Preview the temporary bill or receipt.
- **Save:** Commit all entries to the database.
- **Exit:** Close the form without saving.

7. Example Workflow

1. Access the Garbage Clearance form.
2. Enter or retrieve Prop. ID.
3. Verify **Application Details**.
4. For a commercial property, fill out **Business Space**; for residential, use **Residential Space**.
5. Confirm **Recommended Space** calculation.
6. Under **Payment Details**, choose **Generate Temp. Bill** → **Yes**.
7. Click **Save**, then **View** to inspect the temporary bill.
8. Print or finalize payment as needed.

8. Printing Instructions

1. After saving, open the **View** window.
2. Press **Ctrl + P**
3. Select paper size A4, portrait orientation.
4. Set margins to “Default” or “Normal.”
5. Click **Print** to produce a hard copy.