

# User Guide

## 11. New Modules-MA-191-Sports-Halls booking bills 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            |
|------------|---------|-----------------------------|-------------------|
| 08-03-2025 | 0.0.1   | Initial version             | EMETSOFT IMP Team |
| 26-04-2025 | 0.1.1   | Modifications to the report | EMETSOFT IMP Team |
| 28-04-2025 | 1.0.0   | Final Release               | Project Manager   |
| 19-05-2025 | 2.0.0   | Enhancements for the manual | Project Manager   |

## 2. TABLE OF CONTENTS

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# ENTERPRISE RESOURCE PLANNING (ERP)

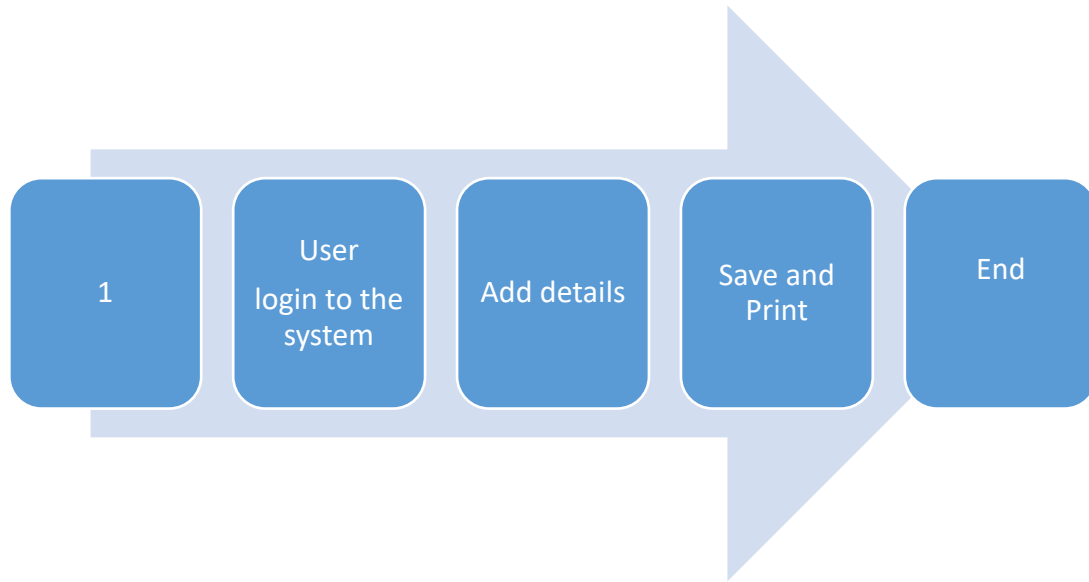
Dehiwala Mount Lavinia Municipal Council

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

## **Gym Booking Bills (CRM)**

**(Quick user Guide)**

### 3. THE PROCESS



**Step 1: Login using your user name and password to the system**

Log In to your account

---

Username

Password

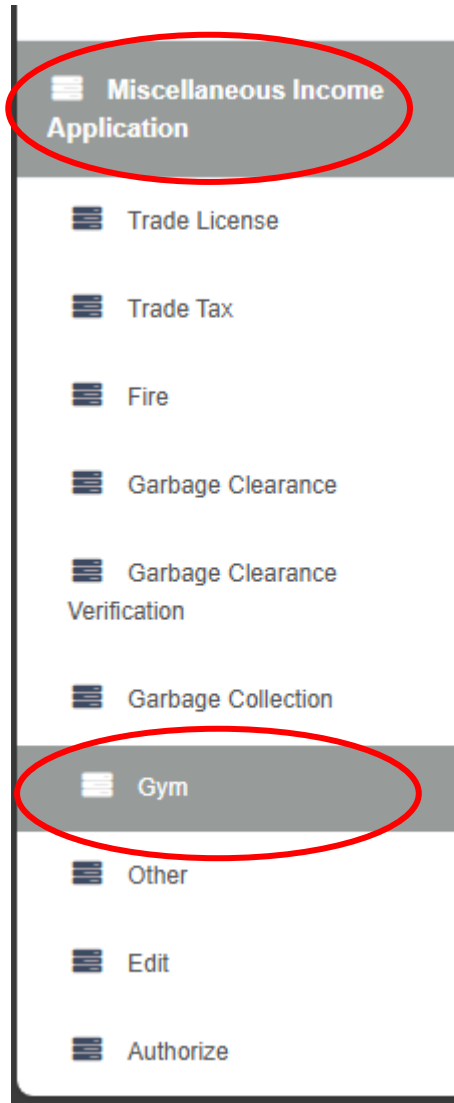
▼ Advanced Options

Log In



◇ Step 2: Access the Billing Application

- Go to the ERP portal and log in with your USER credentials.
- Navigate to: Rates →Miscellaneous Income Application →Gym.



### ◇ Step 3: Enter Property Details

- **Division:** Select the relevant council division (e.g., Division 01-WILAWALA).
- **Street:** Choose the correct street (e.g., BALAPOKUNA ROAD LEFT).
- **Property No./Owner:** Enter the property number and owner's name (e.g., 6A/1B : MOHAMED SUBJAN MOHAMED RIZAN).
- **Prop. ID:** Input the property ID (e.g., 159539).

☒ Is Inside Area Of The Council

|             |                     |                                  |            |                  |                    |
|-------------|---------------------|----------------------------------|------------|------------------|--------------------|
| Division    | Street              | Property No./ Owner              | Prop. ID * |                  |                    |
| 01-WILAWALA | BALAPOKUNA ROAD LEF | 6A/1B : MOHAMED SUBJAN MOHAMED R | 159539     | Add the Property | Assessment History |

### ◇ Step 4: Fill in Application Details

- **Application No:** Auto-generated or manually entered (e.g., GM/0004/2025).
- **Application Date:** Select the date (e.g., 9/11/2025).
- **Property Type Category:** Choose from dropdown.
- **Applicant Name & Address:** Fill in personal details.
- **Contact Info:** Include email, phone number, NIC, and registration number.

Application Details

|    |                  |                    |                          |
|----|------------------|--------------------|--------------------------|
| ID | Application No * | Application Date * | Property Type Category * |
| 69 | GM/0004/2025     | 9/11/2025          | <Select->                |

Applicant Name \*

Applicant Address \*

|                 |                |       |                   |
|-----------------|----------------|-------|-------------------|
| Applicant Email | Telephone No * | NIC * | Registration No * |
|                 |                |       | GM/0004/2025      |

Remarks

|             |         |               |               |
|-------------|---------|---------------|---------------|
| From Date * | To Date | Bill Amount * | Billing Cycle |
| 9/11/2025   |         | 800.00        | Monthly       |

### ◇ Step 5: Define Billing Period

- **From Date** and **To Date**: Set the billing duration.
- **Billing Cycle**: Choose “Monthly” or other applicable cycle.
- **Bill Amount**: Enter the amount (e.g., 800.00).

### ◇ Step 6: Generate Temporary Bill

- Scroll to **Time Payment Details**.
- Input:
  - **ID**
  - **Amount**
  - **Temp Receipt ID**
  - **Temp Receipt No**
  - **Paid Amount**
- Click **Generate Temp. Bill**.

Payment Details

| ID     | Amount | Temp Receipt ID | Temp Receipt No | Paid Amount | Receipt No | Generate Temp. Bill |
|--------|--------|-----------------|-----------------|-------------|------------|---------------------|
| Select | 0      | 1,600.00        |                 |             |            |                     |
|        |        |                 |                 |             |            | Generate Temp. Bill |
|        |        |                 |                 |             |            |                     |

[View](#) [View](#)

[+](#) [↺](#)

### ◇ Step 7: Finalize and Save

- Review all entered data.
- Click **View** to preview the bill.
- Click **Save** to store the record.
- Use **Exit** to return to the dashboard.

[Save](#) [Exit](#)

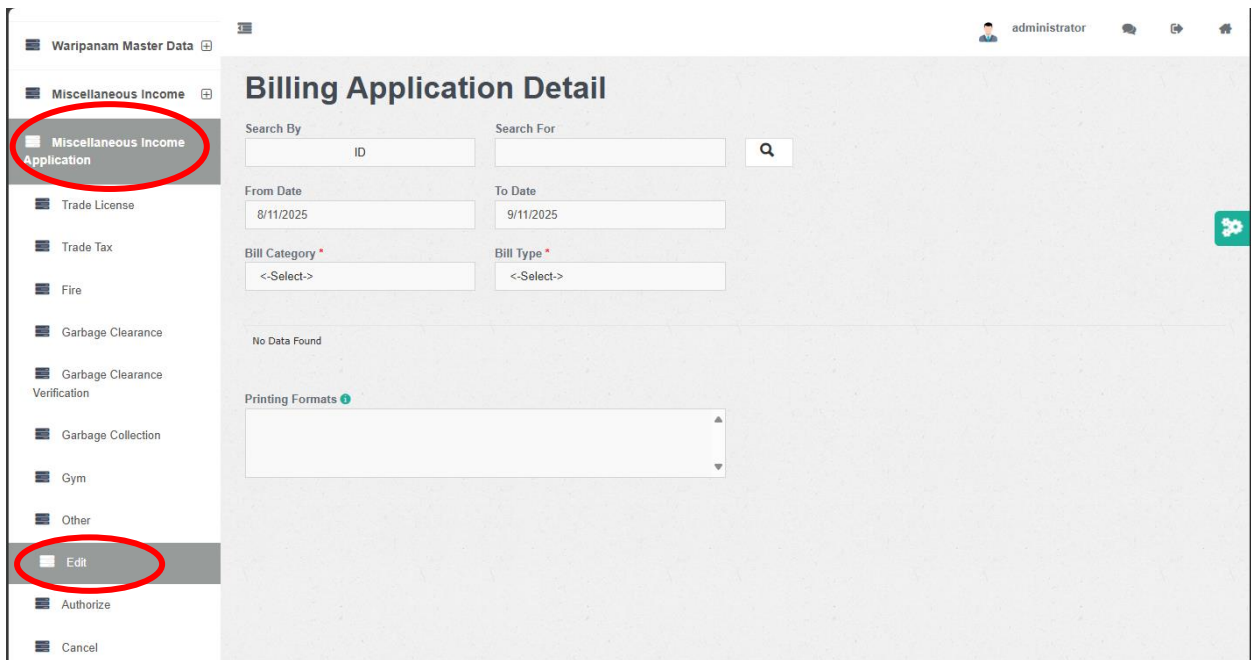
### ◇ Step 8: Print the Bill

- Navigate to the **Print** option under “Other Bill Receipts”.
- Select the Gym Bill and click **Print**.

## Notes

- Ensure all fields marked with \* are filled.
- Use the **Correct Incomplete** feature if any data is missing.
- For online payments, navigate to **Online Payments – Billing**.

## Edit Gym Booking



The screenshot displays the 'Billing Application Detail' interface in the DMMC ERP system. The left sidebar menu includes the following items: Waripanam Master Data, Miscellaneous Income, Miscellaneous Income Application (highlighted with a red circle), Trade License, Trade Tax, Fire, Garbage Clearance, Garbage Clearance Verification, Garbage Collection, Gym, Other, Edit (highlighted with a red circle), Authorize, and Cancel. The main form area contains search filters: Search By (ID), Search For ( ), From Date (8/11/2025), To Date (9/11/2025), Bill Category (\*), and Bill Type (\*). The 'No Data Found' message is displayed below the filters. The 'Printing Formats' section is also visible.

## Cancel Gym Booking

### ◇ Step 1: Access the Cancellation Interface

- Log in to the DMMC ERP system.

- Navigate to: Rates → Miscellaneous Income Application → Gym.

#### ◇ Step 2: Search for the Bill

- Use the **Search By ID** or **Search By Date** filters:
  - **From Date:** e.g., 08/11/2025
  - **To Date:** e.g., 09/11/2025
- Select:
  - **Bill Category:** Gym
  - **Bill Type:** DMMC Main Gym

#### ◇ Step 3: Review Bill Details

For each entry, verify the following:

- **Application No:** e.g., GM/0001/2025
- **Application Date:** e.g., 8/29/2025
- **Applicant Name:** e.g., M.K.M. AMRI
- **Address:** e.g., 25/1, SUJATHA AVENUE, KALUBOWILA, DEHIWALA
- **Phone:** e.g., 0760684824
- **Bill Amount:** e.g., 800.00
- **Billing Period:** e.g., 01/09/2025 to 31/10/2025

#### ◇ Step 4: Select the Bill to Cancel

- Click the checkbox next to the bill you wish to cancel.
- Confirm the selection by clicking **View**.

#### ◇ Step 5: Execute Cancellation

- Click **Cancel** to initiate the cancellation process.
- A confirmation prompt will appear—click **Yes** to proceed.

#### ◇ Step 6: Finalize and Print

- Once cancelled, click **Print** to generate a cancellation receipt.
- Use the **Exit** button to return to the dashboard.