

User Guide

01.01 Waripanam system- Common Master Data Ver 2.0.0

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

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ENTERPRISE RESOURCE PLANNING (ERP)

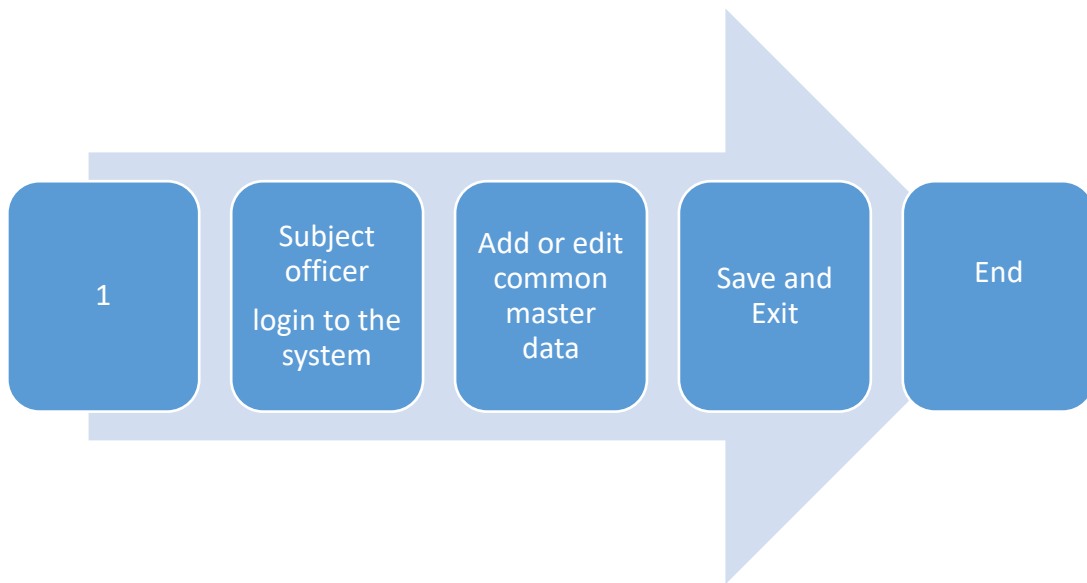
Dehiwala Mount Lavinia Municipal Council

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

Common Master Data for TRMS

(Quick user Guide)

3. THE PROCESS



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

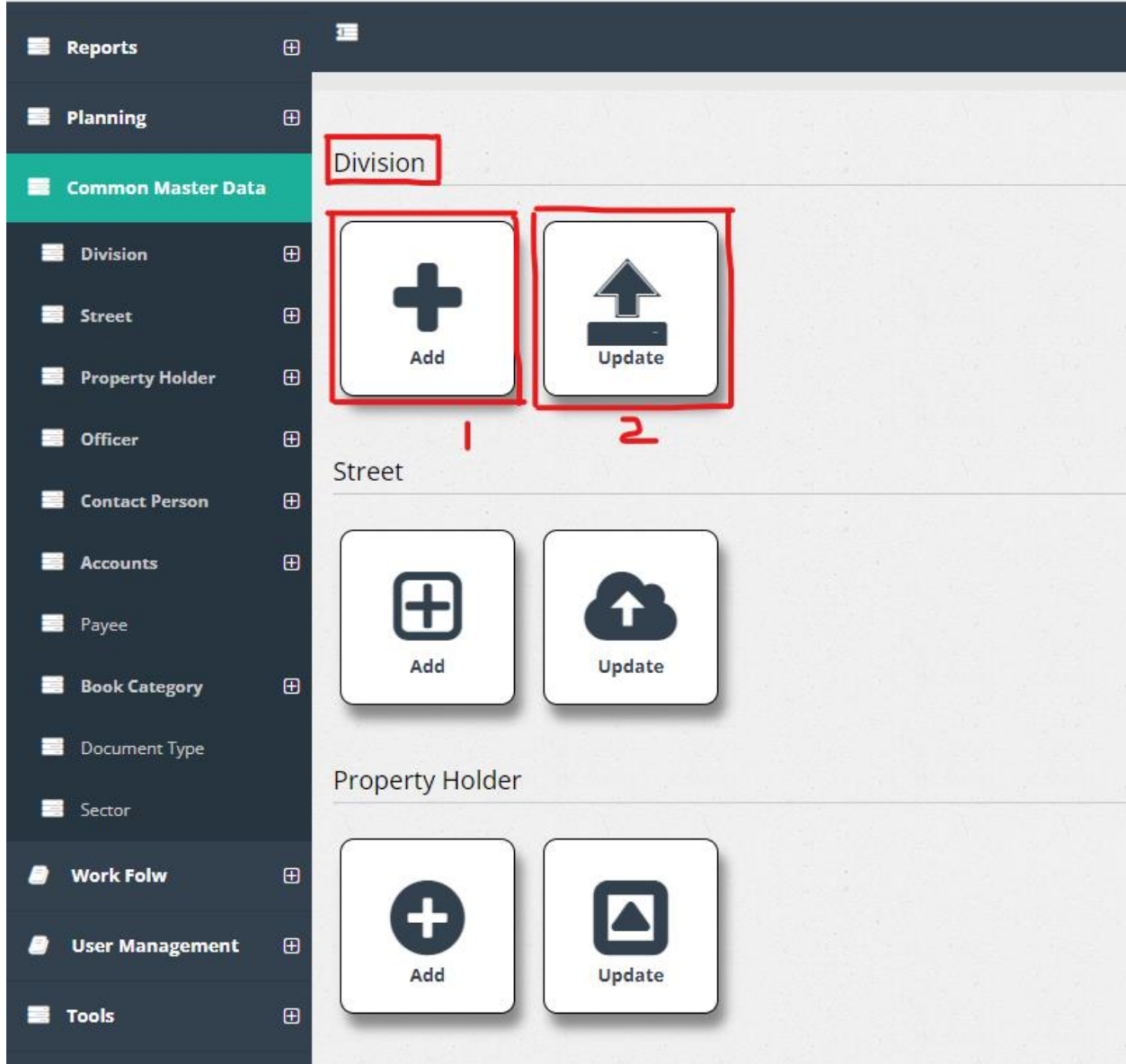
Log In to your account

Username

Password

Advanced Options

Step 3: There user can add or edit a division



1. Add a new division
2. Edit a division

4. STEP 4: ADD A DIVISION

The screenshot shows a web form titled "Division" with the following fields and buttons:

- Division ID**: A text input field containing the number "36". A red box highlights the field, and a red number "1" is to its right.
- Division Type**: A dropdown menu with "Rates/Billing" selected. A red box highlights the field, and a red number "2" is to its right.
- Name ***: A text input field. A red box highlights the field, and a red number "3" is to its right.
- Code**: A text input field. A red box highlights the field, and a red number "4" is to its right.
- Save**: A dark button. A red box highlights the button, and a red number "5" is below it.
- Exit**: A red button. A red box highlights the button, and a red number "6" is below it.

1. Division ID : Enter the Division ID
2. Division Type : Enter the division type
3. Name : Enter the name
4. Code : Enter the division code
5. Save : By clicking can add a new division
6. Exit : By clicking can go back to the main dashboard

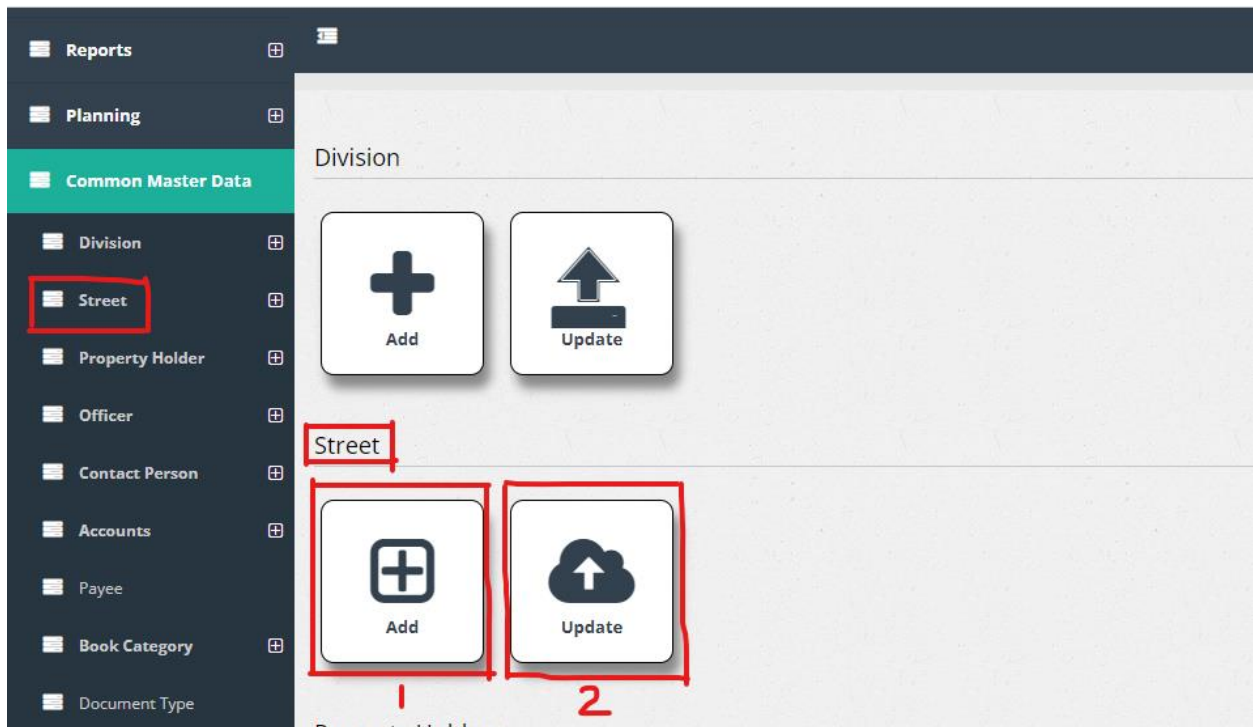
5. STEP 5: EDIT A DIVISION

The screenshot shows a web interface titled "Division Detail". At the top right, there is a green gear icon. Below the title, there are two search fields: "Search By" with a dropdown menu currently set to "Division ID" (marked with a red box and the number 1), and "Search For" (marked with a red box and the number 2). To the right of these fields is a search button with a magnifying glass icon. Below the search fields are two buttons: a plus sign (+) (marked with a red box and the number 3) and a trash can icon (marked with a red box and the number 4). Below these buttons is a table with a dark header and a light body. The table has three columns: "Select", "View", and "Name". The "Select" column contains checkboxes. The "View" column contains numbers from 1 to 10. The "Name" column contains names of divisions. Below the table are pagination controls with numbers 1, 2, 3, and 4.

Select	View	Name
<input type="checkbox"/>	1	01-WILAWALA
<input type="checkbox"/>	2	02-DUTUGEMUNU
<input type="checkbox"/>	3	03-KOHUWALA
<input type="checkbox"/>	4	04-KALUBOWILA
<input type="checkbox"/>	5	05-HATHBODHIYA
<input type="checkbox"/>	6	06-SARANANKARA
<input type="checkbox"/>	7	07-GALWALA
<input type="checkbox"/>	8	08-DEHIWALA WEST
<input type="checkbox"/>	9	09-DEHIWALA EAST
<input type="checkbox"/>	10	10-UDYANAYA

1. Search By : Select the category which want to search (Division ID, Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new division (Refer Step 4)
4. Can delete division

Step 6: There user can add or edit a street



3. Add a new street
4. Edit streets

6. STEP 7: ADD A STREET

A screenshot of a 'Street' form. At the top left is a 'Back' button. The form has three input fields: 'Location ID' with the value '1020', 'Road Name *', and 'Division ID' with the value '01-WILAWALA'. Below the fields is a 'Save' button. Red boxes and numbers 1-4 highlight the 'Location ID' field, the 'Road Name' field, the 'Division ID' field, and the 'Save' button respectively.

1. Location ID : ID of the street
2. Road Name : name of the road
3. Division ID : ID of the division which the street belongs to

4. Save : Click to add a new street

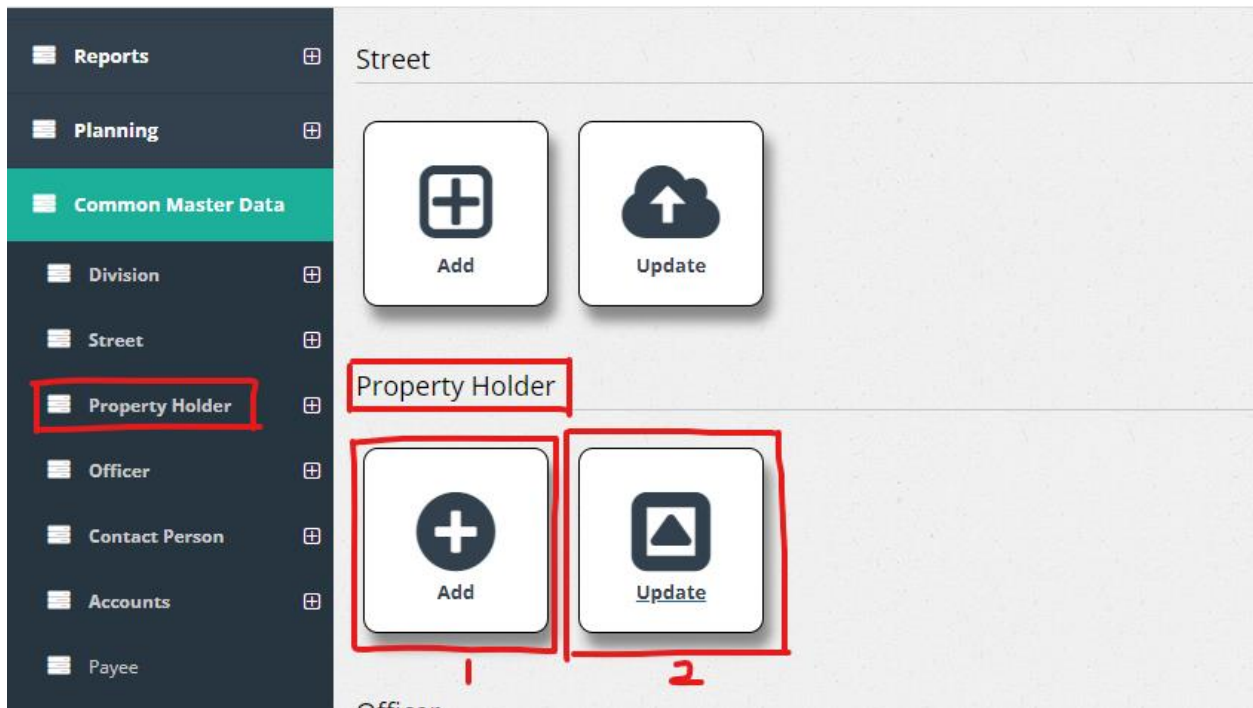
7. STEP 8: EDIT STREETS

The screenshot shows the 'Street Detail' interface. At the top, there are two search filters: 'Search By' (Location ID) and 'Search For'. Below these are two buttons: a plus sign (+) and a trash can icon. A table lists 10 streets with columns for 'Select', 'View', and 'Road Name'. The table is paginated with a '1' button and a '...' button.

Select	View	Road Name
<input type="checkbox"/>	1	BALAPOKUNA ROAD LEFT
<input type="checkbox"/>	2	BALAPOKUNA ROAD RIGHT
<input type="checkbox"/>	3	DE SILVA RD LEFT
<input type="checkbox"/>	4	DE SILVA RD RIGHT1
<input type="checkbox"/>	5	DUTUGEMUNU STREET LEFT1
<input type="checkbox"/>	6	DUTUGEMUNU STREET RIGHT1
<input type="checkbox"/>	7	HOSPITAL RD LEFT1
<input type="checkbox"/>	8	SRI SUNANDARAMA RD RIGHT
<input type="checkbox"/>	9	KIRILLAPONA ROAD LEFT
<input type="checkbox"/>	10	KIRILLAPONA RD RIGHT

1. Search By : Select the category which want to search (Location ID, Road Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new street (Refer Step 7)
4. Can delete street

Step 9: There user can add or edit a Property Holder



5. Add a new property holder
6. Edit property holders

8. STEP 10: ADD A PROPERTY HOLDER

The screenshot shows the 'Property Holder' form with the following fields and buttons highlighted with red boxes and numbered 1 through 8:

- 1. Property HolderID (containing 79364)
- 2. Name *
- 3. Address
- 4. City Country
- 5. Telephone
- 6. NIC
- 7. Save button
- 8. Exit button

1. Property Holder ID : ID of the property holder is auto filled
2. Name : name of the property holder

3. Address : Property holder's address
4. City Country : City of property holder
5. Telephone : Property holder's contact number
6. NIC : Property Holder's NIC
7. Save a new property holder
8. Go back to the main dashboard

9. STEP 11: EDIT PROPERTY HOLDERS

Property Holder

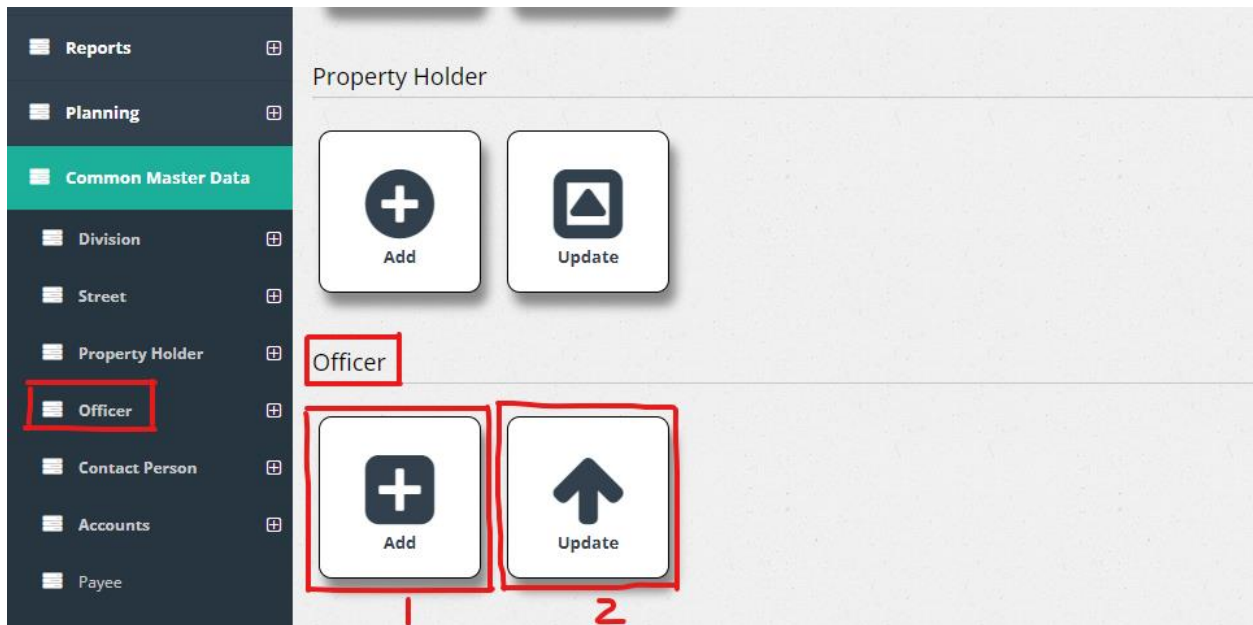
Search By 1 Search For 2

3 4

Select	View	Name	Address	Telephone	NIC
<input type="checkbox"/>	1	K.A.PADMAWATHIE		NULL	NULL
<input type="checkbox"/>	2	C.B.SEELAWATHIE		NULL	NULL
<input type="checkbox"/>	3	MOOSA LEBBE MOHAMED LAHIR		NULL	NULL
<input type="checkbox"/>	4	A.L.AKRAM SHERIFF		NULL	NULL
<input type="checkbox"/>	5	W.G.RODRIGO		NULL	NULL
<input type="checkbox"/>	6	S.DASSANAYAKE		NULL	NULL
<input type="checkbox"/>	7	D.A.E.SILVA		NULL	NULL
<input type="checkbox"/>	8	W.D.R.ABEYGUNAWARDHANA		NULL	NULL
<input type="checkbox"/>	9	PHJXXXXXXXX		NULL	NULL
<input type="checkbox"/>	10	U.N.RODRIGO		NULL	NULL

1. Search By : Select the category which want to search (PH_Name, PH_Address, PH_Telephone, PH_NIC)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 10)
4. Can delete property holders

Step 12: There user can add or edit an Officer



7. Add a new officer
8. Edit officers

10.STEP 13: ADD AN OFFICER

A screenshot of the 'Officer' form. At the top left is a 'Back' button. The form has several fields: 'Officer ID' (value: 57, labeled '1'), 'Officer Name' (labeled '2'), 'Designation' (labeled '3'), 'Commission Rate' (value: 0, labeled '4'), 'Commission Rate Business' (value: 0, labeled '5'), 'Amounts Limit From' (empty, labeled '6'), 'Amounts Limit To' (empty, labeled '7'), 'Division' (value: 01-WILAWALA, labeled '8'), and 'Comments' (empty, labeled '9'). At the bottom left is a 'Save' button (labeled '10').

1. Officer ID : ID of the officer
2. Officer Name : name of the officer
3. Designation : Property holder's designation

4. Commission Rate : Commission Rate of the officer
5. Commission Rate Business : Officer's commission rate business
6. Amounts Limit From : From where the officer's amount limit
7. Amounts Limit To : To where the officer's amount limit
8. Division : Select the officer's division from the drop down menu
9. Comments : Enter the comments if there any
10. Click on to add a new officer

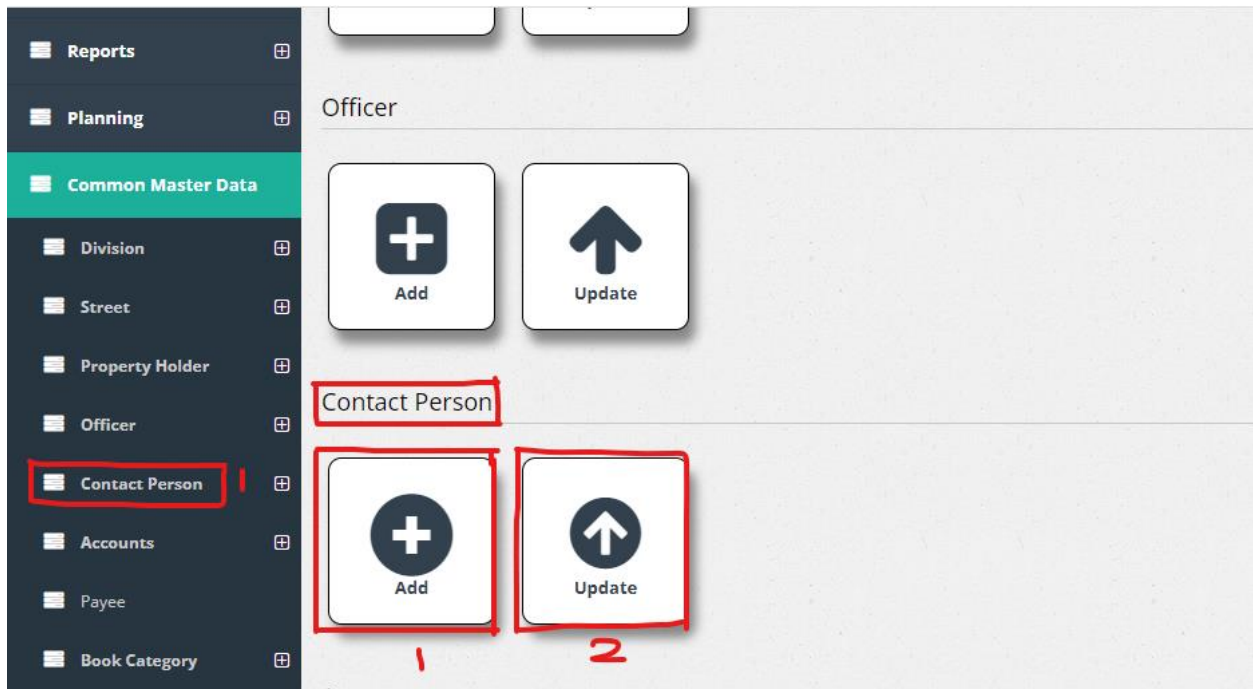
11.STEP 14: EDIT OFFICERS

The screenshot shows the 'Officer Detail' interface. At the top, there is a search section with a 'Search By' dropdown menu (labeled '1') set to 'Officer ID' and a 'Search For' text input field (labeled '2'). Below these are two buttons: a plus sign (+) labeled '3' and a trash can icon labeled '4'. The main part of the interface is a table with columns: Select, View, Name, Designation, Commission Rate, and Comments. The table contains 10 rows of officer data. At the bottom of the table, there are pagination controls showing '1' selected out of 6 pages.

Select	View	Name	Designation	Commission Rate	Comments
<input type="checkbox"/>	1	z - 03	Field Officer	12	
<input type="checkbox"/>	2	D. Dayananda	Filed Officer	12	
<input type="checkbox"/>	3	N.R. Silva	Field Officer	12	
<input type="checkbox"/>	4	A.W. Ariyadasa		12	
<input type="checkbox"/>	5	K.GALLAGE	Field Officer	12	
<input type="checkbox"/>	6	J.M.A.W. Jayasinghe	field officer	12	
<input type="checkbox"/>	7	z 21	Field Officer	12	
<input type="checkbox"/>	8	K.S. Nonis	Field officer	12	
<input type="checkbox"/>	9	C. Jayaweera Fernando	Field Officer	12	
<input type="checkbox"/>	10	B.U. Weerasinghe	Revenue Inspector	3	

1. Search By : Select the category which want to search (Officer ID, Name, Designation)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 13)
4. Can delete property holders

Step 15: There user can add or edit a Contact Person



9. Add a new Contact Person
10. Edit contact persons

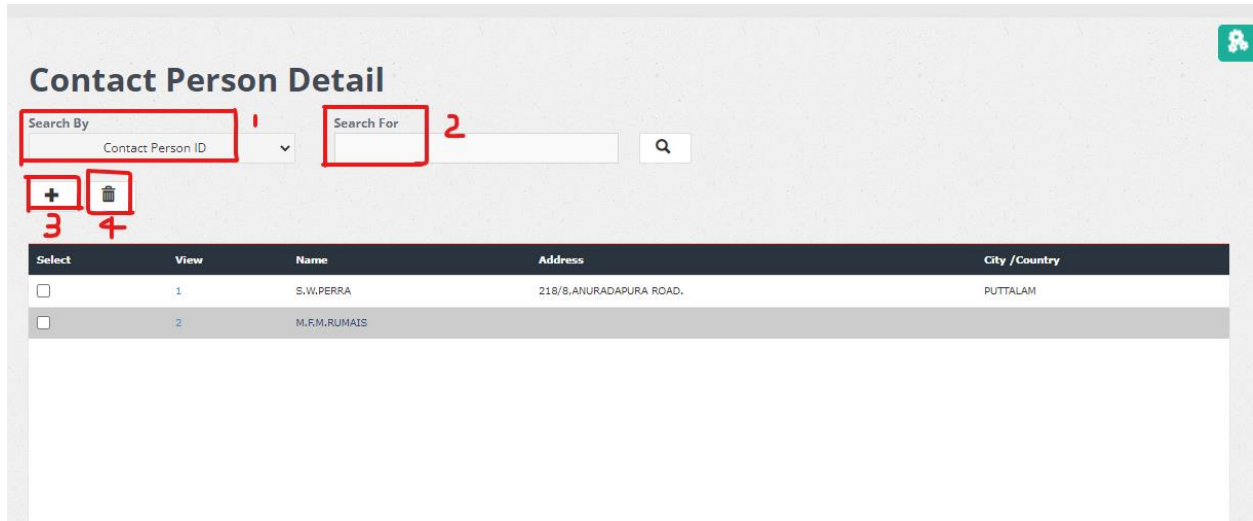
12.STEP 16: ADD A CONTACT PERSON

A screenshot of a 'Contact Person' form. At the top left is a 'Back' button. Below it is the title 'Contact Person'. The form has four input fields and one button. The first field is 'Contact Person ID' with the value '3' and is highlighted with a red box and number '1'. The second field is 'Name *' and is highlighted with a red box and number '2'. The third field is 'Address' and is highlighted with a red box and number '3'. The fourth field is 'City /Country' and is highlighted with a red box and number '4'. At the bottom left is a 'Save' button, highlighted with a red box and number '5'.

1. Contact person ID : ID of the contact person is auto filled
2. Name : name of the contact person

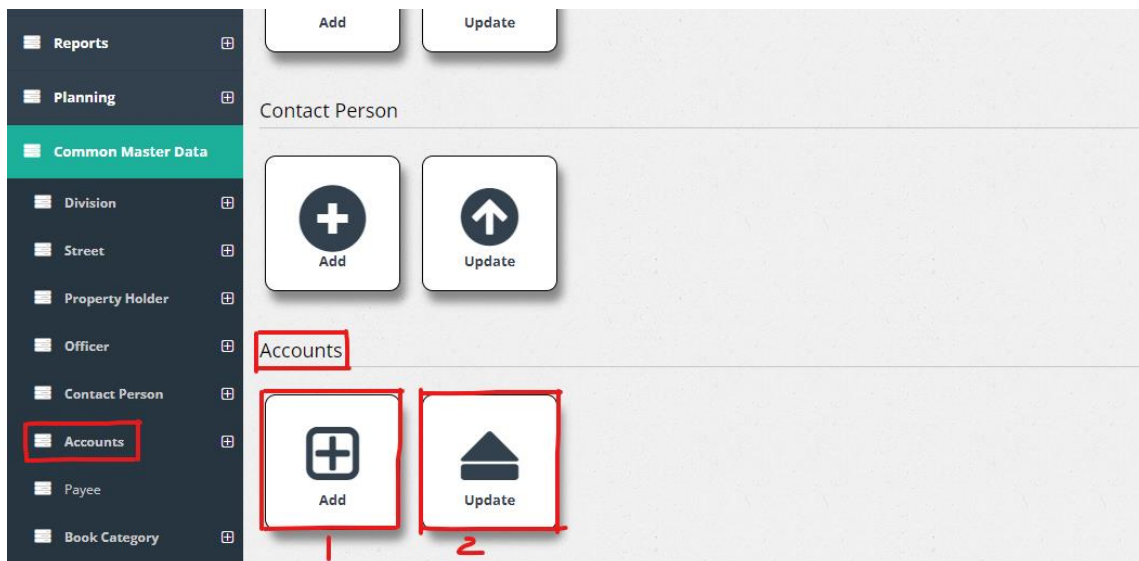
3. Address : Contact person's address
4. City/Country : Contact person's city or country
5. Click on to add a new contact person

13.STEP 17: EDIT CONTACT PERSONS



1. Search By : Select the category which want to search (Contact Person ID, Name, Address, City/Country)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 16)
4. Can delete contact persons

Step 18: There user can add or edit Accounts



11. Add a new Account

12. Edit Accounts

14. STEP 19: ADD A NEW ACCOUNT

The screenshot shows a web form titled "Accounts" with a "Back" button in the top left. The form contains several input fields and a "Save" button. Red boxes and numbers are used to highlight specific elements:

- 1: A red box around the "Account ID" field, which contains the value "312".
- 2: A red box around the "Account Number *" field.
- 3: A red box around the "Account Name *" field.
- 4: A red box around the "Map Department Code" field.
- 5: A red box around the "Map Bank Code" field.
- 6: A red box around the "Map Code" field.
- 7: A red box around the "Save" button.

1. Account ID : ID of the contact person is auto filled
2. Account Number : the account's number
3. Account Name : Name of the account
4. Map Department Code : Enter the Map Department Code
5. Map Bank Code : Enter the Map Bank Code
6. Map Code : Enter the Map code
7. Click on to add a new account

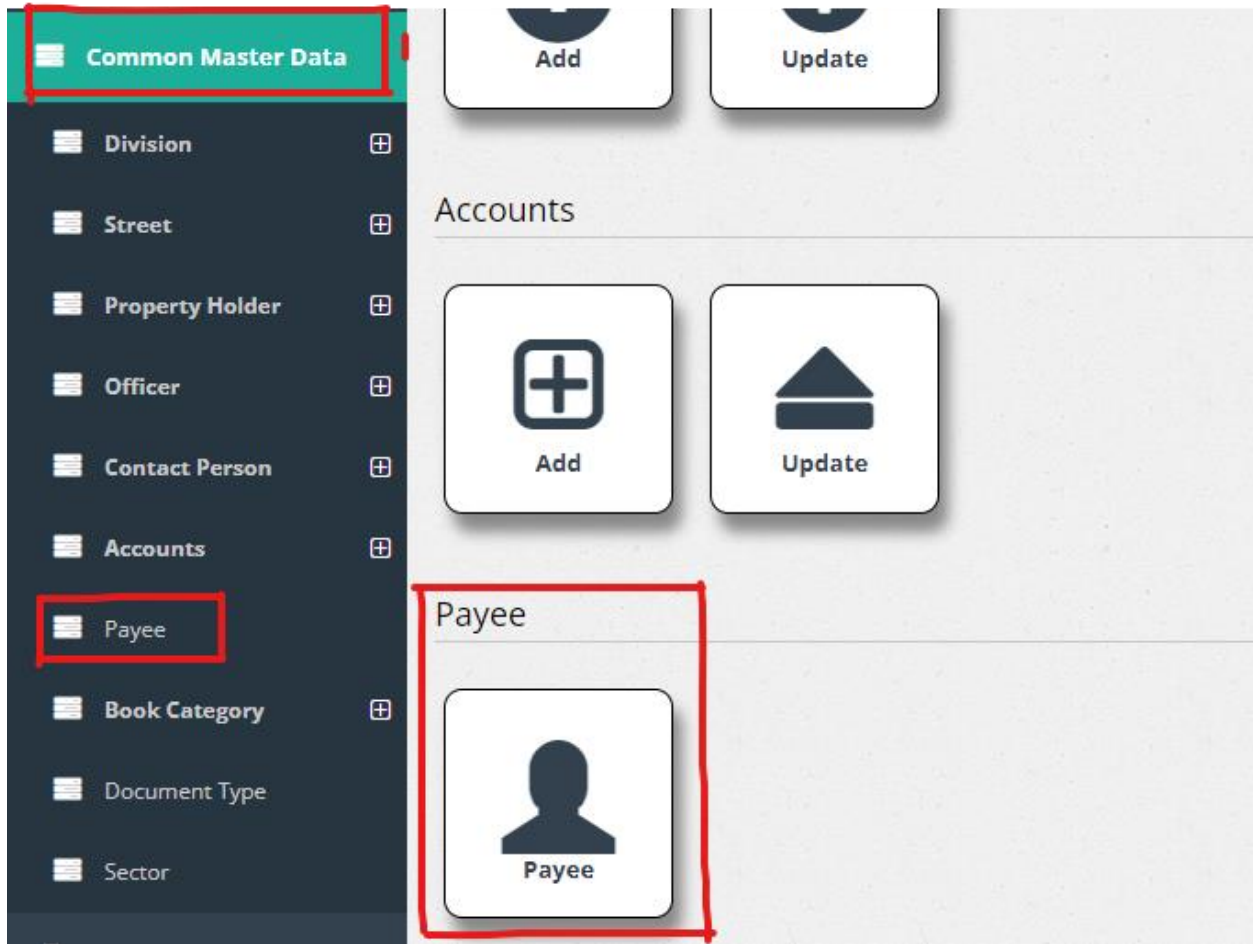
15.STEP 20: EDIT ACCOUNTS

The screenshot shows the 'Account Detail' page. At the top, there are two search filters: 'Search By' (labeled 1) with a dropdown menu currently set to 'Account ID', and 'Search For' (labeled 2) with a text input field and a search icon. Below these are two icons: a plus sign (labeled 3) and a trash can (labeled 4). The main content is a table with columns: Select, View, Account Number, Account Name, Map Code, and Map Bank Code. The table lists 10 rows of account data. At the bottom of the table, there is a pagination control showing page 1 of 10.

Select	View	Account Number	Account Name	Map Code	Map Bank Code
<input type="checkbox"/>	44	20-410100-1	Assessment Tax	410100	6137555
<input type="checkbox"/>	45	20-410100-2	Assessment Tax Arrears	410100	6137555
<input type="checkbox"/>	46	40-420202	Shop Rentals	420202	6137555
<input type="checkbox"/>	47	40-420202-1	Shop Rentals Arrears	420202	6137555
<input type="checkbox"/>	48	00-757001	VAT	757001	6137555
<input type="checkbox"/>	49	00-757002	NBT	757002	6137555
<input type="checkbox"/>	50	30-430101	Trade License	430101	6137555
<input type="checkbox"/>	51	10-430501-2	Advertisement (Board)	430501	6137555
<input type="checkbox"/>	52	10-430501	Advertisement (Banner)	430501	6137555
<input type="checkbox"/>	53	10-430501-1	Advertisement (Trade Pro)	430501	6137555

1. Search By : Select the category which want to search (Account ID, Name, Account Number, Account Name, Map Code, Map Bank Code)
2. Search For : Type the relevant details for the selected category
3. Can add a new property holder (Refer Step 19)
4. Can delete contact persons

Step 21: There user can view the Payee Details



1. View Payee Details

16.STEP 22: VIEW PAYEE DETAILS

Payee Details

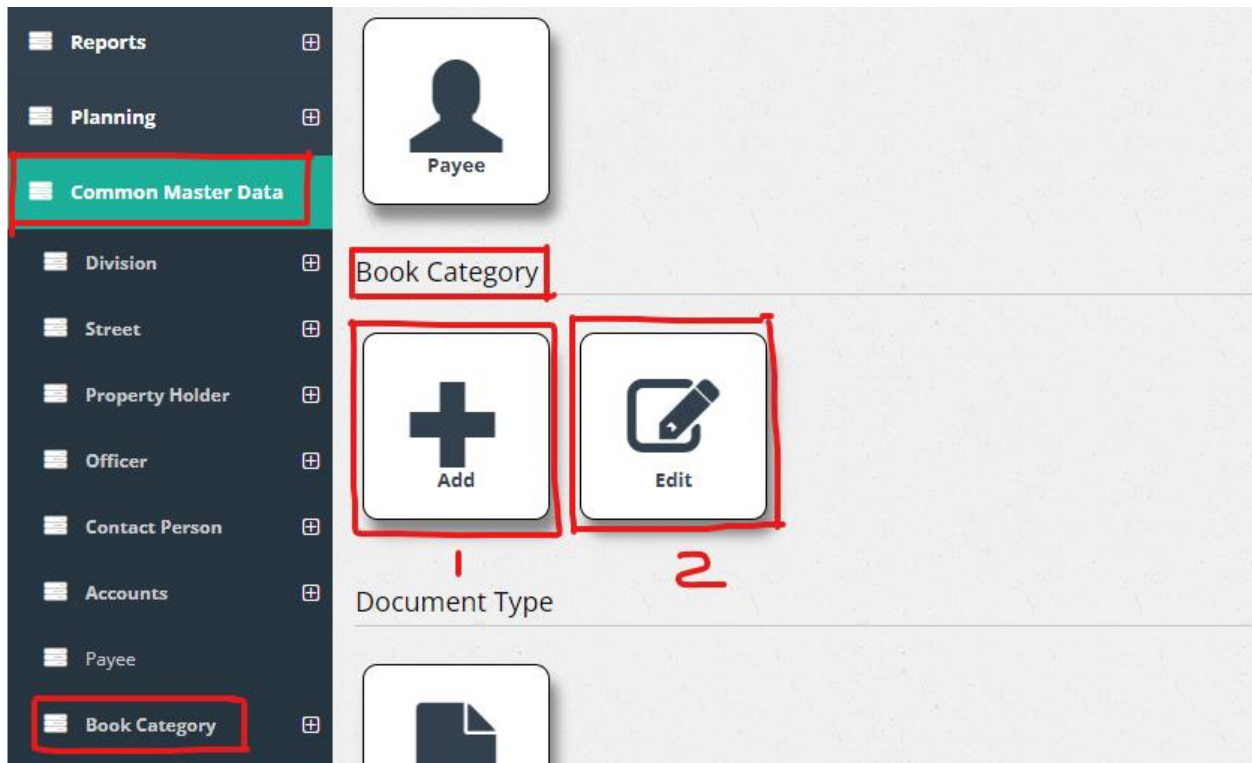
Search By: Payee ID (1) Search For: (2) [Search] [Refresh]

[+] (3) [Trash] (4)

Select	View	Payee	Address
<input type="checkbox"/>	1	d	
<input type="checkbox"/>	2	a	
<input type="checkbox"/>	3	nirasha	
<input type="checkbox"/>	4	Shroff	DMMC
<input type="checkbox"/>	5	shroff	
<input type="checkbox"/>	6	shroff	
<input type="checkbox"/>	7	shroff	
<input type="checkbox"/>	8	shroff	
<input type="checkbox"/>	9	shroff	
<input type="checkbox"/>	10	sh	
<input type="checkbox"/>	11	shr	
<input type="checkbox"/>	12	shroff	
<input type="checkbox"/>	13	7213.95	
<input type="checkbox"/>	14	shroff2	
<input type="checkbox"/>	15	34959.36	
<input type="checkbox"/>	16	SHROFF	

1. Search By : Select the category which want to search (Payee ID, Name, Payee, Address)
2. Search For : Type the relevant details for the selected category
3. Can add a new payee
4. Can delete payees

Step 23: There user can add or edit Book Categories



1. Add a new Book Category
2. Edit Book Categories

17.STEP 24: ADD A NEW BOOK CATEGORY

A screenshot of a 'Book Category' form. At the top left is a 'Back' button. The form title is 'Book Category'. Below the title are four input fields: 'BookID' (containing '1004', highlighted with a red box and labeled '1'), 'Name' (empty, highlighted with a red box and labeled '2'), 'UserName' (empty, highlighted with a red box and labeled '3'), and 'Prefix' (empty, highlighted with a red box and labeled '4'). At the bottom left is a 'Save' button (highlighted with a red box and labeled '5').

1. Book ID : Book ID is auto filled
2. Name : The book category name

3. User Name : User name of the book category
4. Prefix : The prefix of the book category
5. Click on to add a new book category

18.STEP 25: EDIT BOOK CATEGORIES

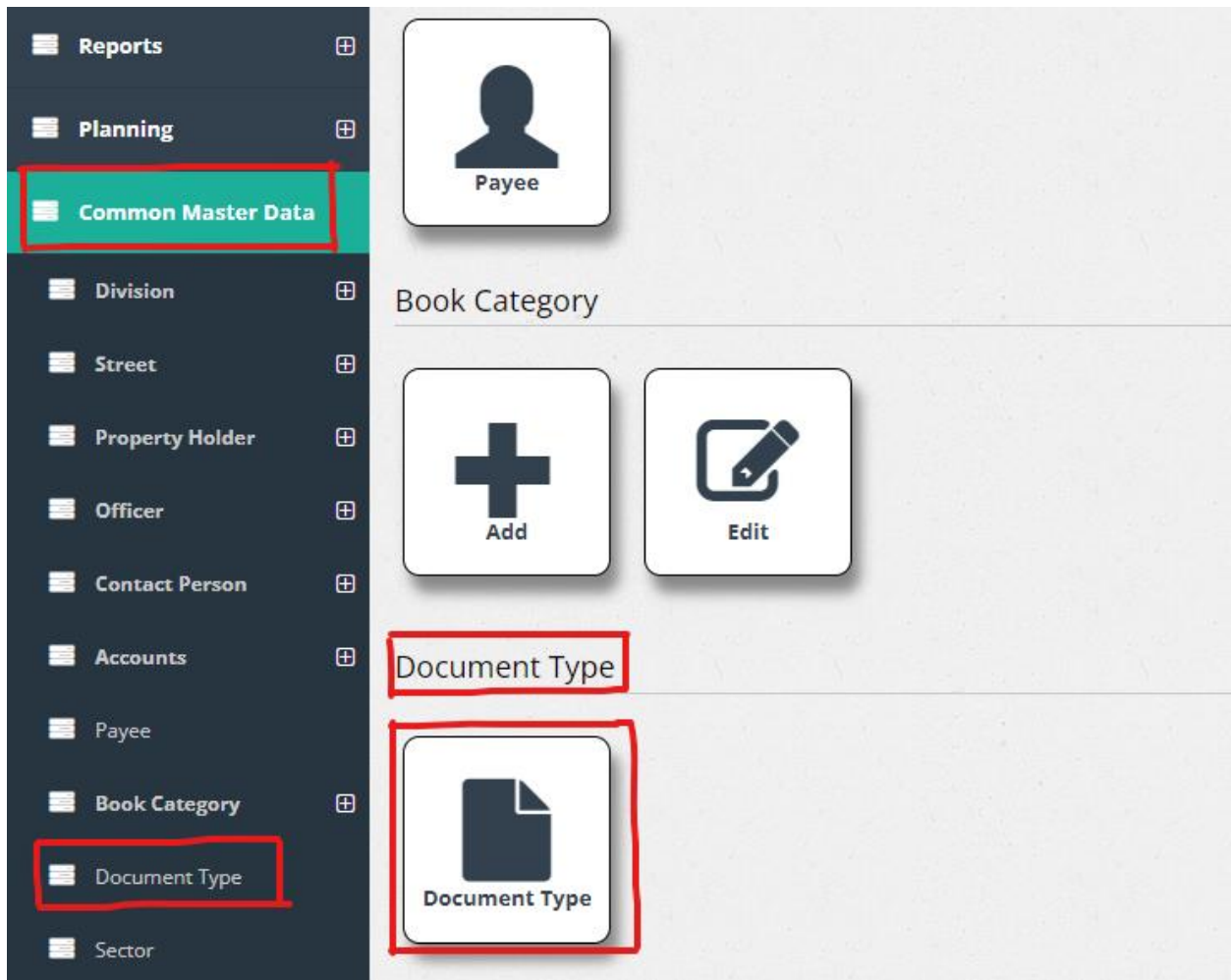
Receipt Book Category Details

Search By Search For

Select	View	Name	User Name
<input type="checkbox"/>	0	Cross Entry	
<input type="checkbox"/>	1	1-Field	
<input type="checkbox"/>	2	Non Cash	
<input type="checkbox"/>	3	Non-Cash - Shroff	shroff
<input type="checkbox"/>	4	2-Field	
<input type="checkbox"/>	5	Shop Rental	Shop Rental
<input type="checkbox"/>	6	3-Field	
<input type="checkbox"/>	999	MCASH	
<input type="checkbox"/>	1000	Online Pay - Rate	
<input type="checkbox"/>	1001	Online Pay - Miscellaneous	
<input type="checkbox"/>	1002	Trade License	
<input type="checkbox"/>	1003	Trade Tax	

1. Search By : Select the category which want to search (Book ID, Name, User Name)
2. Search For : Type the relevant details for the selected category
3. Can add a new book category (Refer Step 24)
4. Can delete book categories

Step 26: There user can view the Document Types



1. View Document Type

19.STEP 27: VIEW DOCUMENT TYPES

Document Type Detail

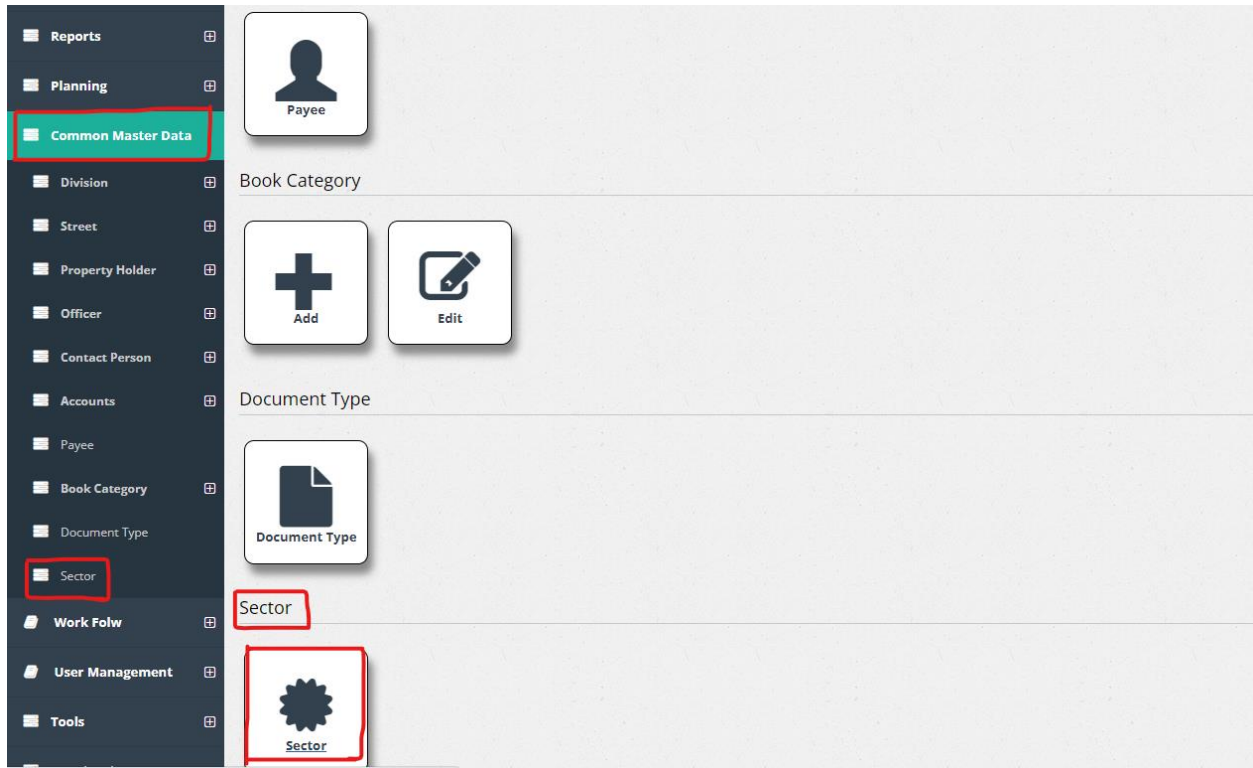
Search By: ID | Search For: | Q

+ 3 | - 4

Select	View	Document Type
<input type="checkbox"/>	1	Block Plan Application
<input type="checkbox"/>	2	Building Plan Application
<input type="checkbox"/>	3	Street Line Application
<input type="checkbox"/>	4	COC Application
<input type="checkbox"/>	5	COC Renewal Application
<input type="checkbox"/>	6	Payment slip - Processing Fee
<input type="checkbox"/>	7	Drawings of the proposed building
<input type="checkbox"/>	8	Approved Subdivision Plan
<input type="checkbox"/>	9	Deed / title certificate
<input type="checkbox"/>	10	National Identity Card/ Passport

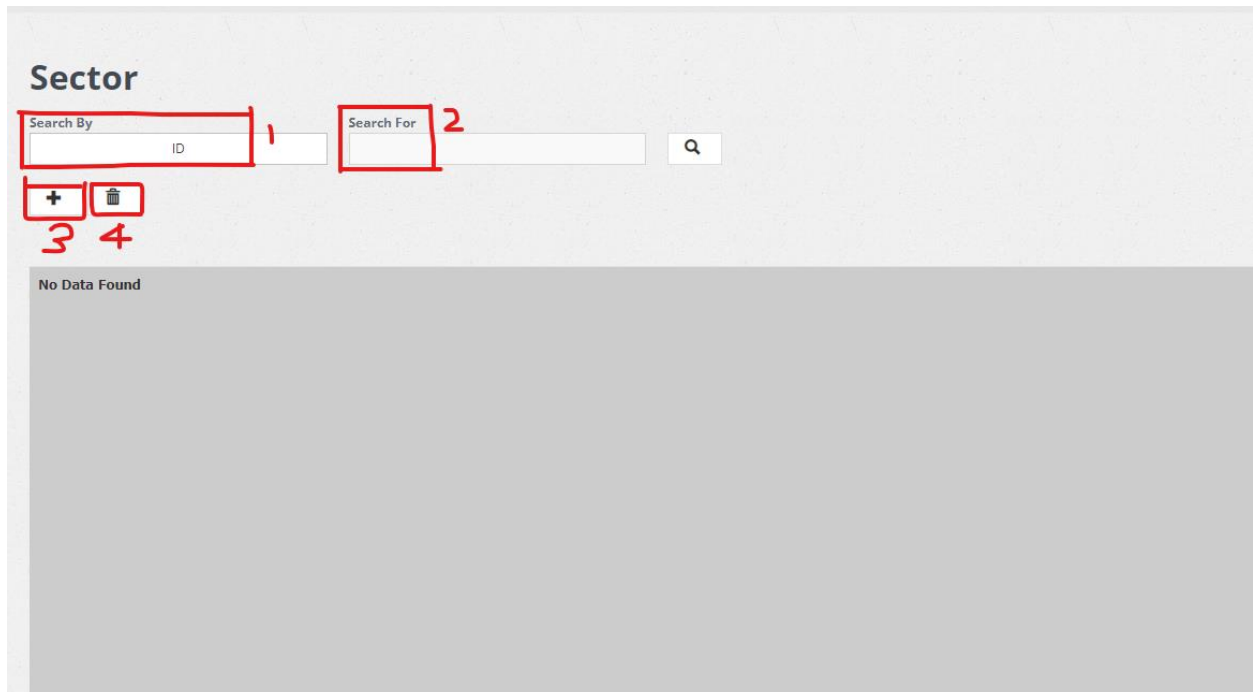
1. Search By : Select the category which want to search (ID, Document Type, Document Type Extension)
2. Search For : Type the relevant details for the selected category
3. Can add a new document type
4. Can delete document types

20.STEP 28: THERE USER CAN VIEW THE SECTORS



1. View Document Type

21.STEP 29: VIEW SECTORS



1. Search By : Select the category which want to search (ID, Sector, Description)
2. Search For : Type the relevant details for the selected category
3. Can add a new document type
4. Can delete document types