

User Guide

02.23 Finance Management - Payroll-MA-25 to 61-All in one Payroll 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

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

2. TABLE OF CONTENTS

	Page No.
1. Revision History	2
2. TABLE OF CONTENTS.....	2
1. Salary Master Data.....	5
2. Identify the employees who's status is transferred, resigned or pensioned (WNOP).	24
a) Employee List Age Wise Report	25
3. Edit the status of identified employees' to transfer, resign or pension	27
4. Then check whether they are receiving half salaries and set those (E.g. Employees those who are having maternity leaves).....	29
5. Individual Employee Salary Changes.....	31
6. Salary Advance	33
7. No Pay Authorize	42
8. Addition Deduction Add Edit	44
a. Addition Deduction One Time	44

b.	Addition Deduction Regular	45
c.	Pause Addition Deduction	47
9.	Loans	50
10.	Process the salary for the first time	76
11.	Salary Payment Detail Report	78
12.	Bank Remittance Detail Report.....	79
13.	Employee Salary Stop.....	80
14.	Salary Reprocess	82
15.	Salary Authorize	82
16.	Employee Pay Slip/Slip Transfer File/Bank Remittance Letter	85
17.	Temporary Employees Salary.....	87
18.	Members Salary	91
19.	Re-employment Salary.....	94
20.	All Reports.....	98
21.	Check and release the salaries.....	125
22.	Salary Vouchers.....	133



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Payroll

(Quick user Guide)



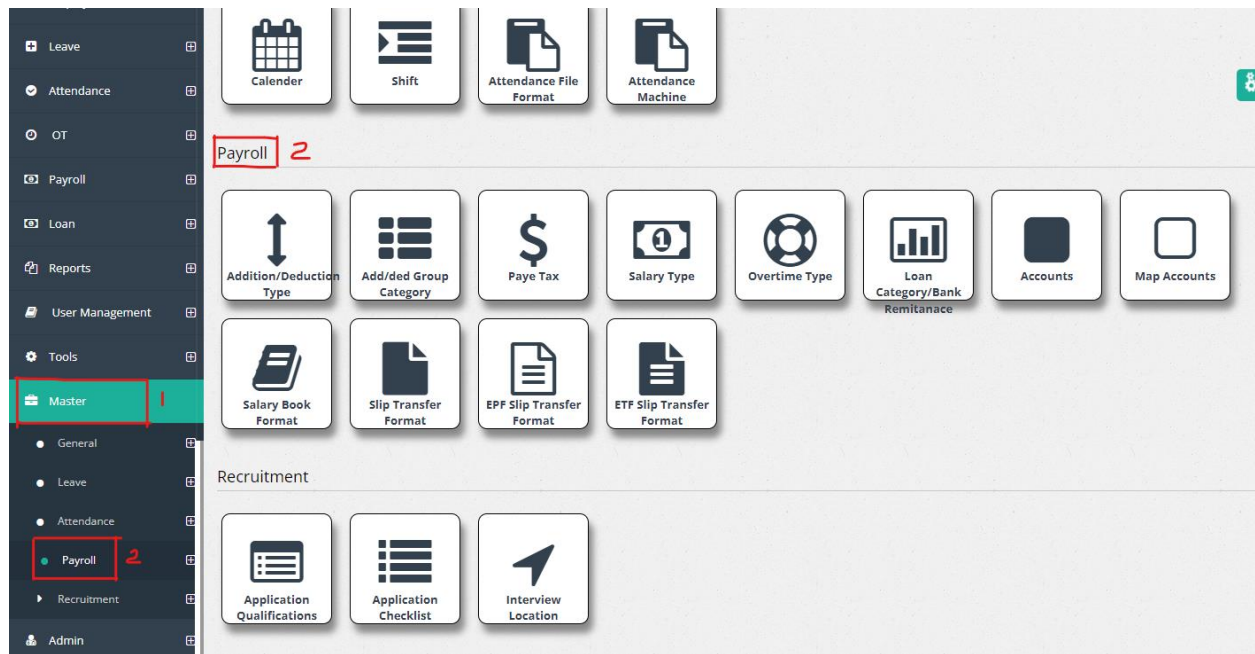
Payroll

Employee salaries

[READ MORE](#)

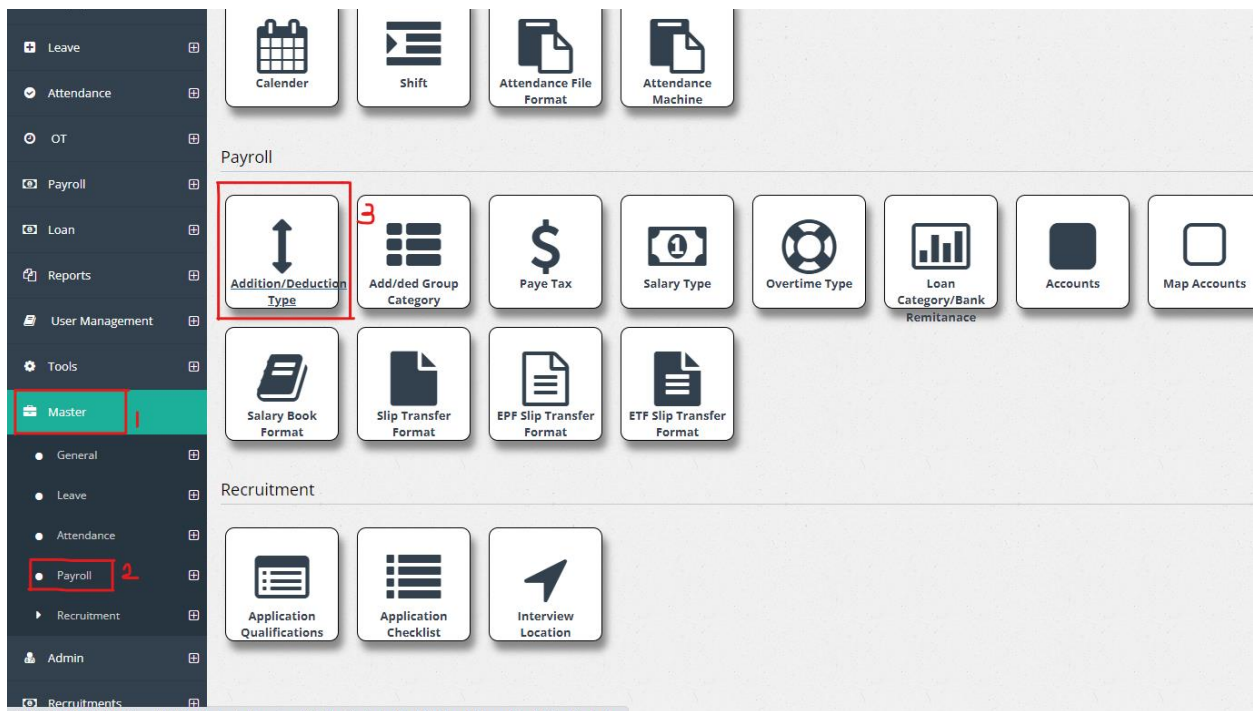
Payroll Process

1. Salary Master Data




1. Under Master Option
2. Select Payroll

Addition Deduction Type



1. Under Master Option
2. Select Payroll
3. Select the option Addition/Deduction Type

Addition and Deduction Type Details

Search By  1
Description

Search For 2

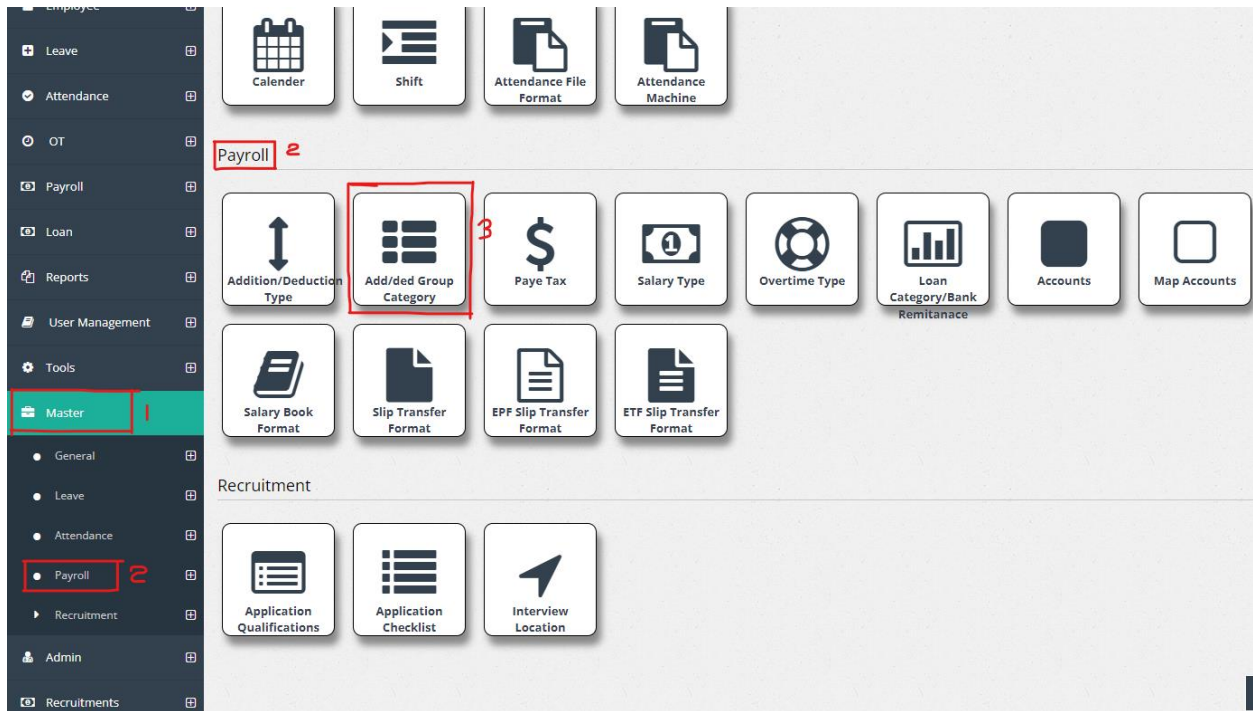
3

6 7

Select	ID	Description
<input type="checkbox"/> 4	<input type="checkbox"/> 108 5	Interim Allowance
<input type="checkbox"/>	111	C.O.L
<input type="checkbox"/>	250	Stamp
<input type="checkbox"/>	1105	Language Allowance
<input type="checkbox"/>	1112	Telephone Allowance
<input type="checkbox"/>	1121	Over Pay
<input type="checkbox"/>	1123	Salary Advance
<input type="checkbox"/>	1132	Additional Allowance
<input type="checkbox"/>	1143	W&OP Arrears
<input type="checkbox"/>	1144	No Pay
<input type="checkbox"/>	1147	Loan Interest
<input type="checkbox"/>	1150	People's Bank
<input type="checkbox"/>	1151	Bank Of Ceylon
<input type="checkbox"/>	1152	Development Bank

1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. Put the tick to select addition deduction types
5. By clicking can see the details
6. By clicking can add a new addition deduction type
7. By clicking can delete an existing addition deduction type

Add/ded Group Category



1. Under Master Option
2. Select Payroll
3. Select the option Add/ded Group Category

This is used to summarize addition and deduction in the pay slip. As example; Other welfare, welfare society, health welfare can be shown under single name like OTHER SOCIETIES.

Gross Salary	
Deduction	
W.&.OP	
Festival	
Distress	
STMP	
OTHER SOCIETIES	
AGRAHARA	
PPMA	
Total Deduction	
Net Salary	
Festival	h
Prv.Bal:5,000.00	
Distress	h
Prv.Bal:125,000.08	
Employee	Employer

Addition / Deduction Group Category Details

Search By 1 4 5 Search For 2 3

Select	ID	Sub Category Type
<input checked="" type="checkbox"/> 6	2001 7	COL
<input type="checkbox"/>	2002	Agrahara
<input type="checkbox"/>	2003	Other

1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. By clicking can add a new addition deduction type
5. By clicking can delete an existing addition deduction type
6. Put the tick to select addition deduction types
7. By clicking can see the details

Payee Tax

The screenshot shows a software interface with a dark sidebar on the left containing a menu. The 'Master' option is highlighted in green. Under 'Master', 'Payroll' is selected and highlighted with a red box and the number '2'. In the main content area, there is a grid of icons. The 'Payee Tax' icon, which features a dollar sign, is highlighted with a red box and the number '3'. Other icons include 'Addition/Deduction Type', 'Add/ded Group Category', 'Salary Type', 'Overtime Type', 'Loan Category/Bank Remittance', 'Accounts', 'Map Accounts', 'Salary Book Format', 'Slip Transfer Format', 'EPF Slip Transfer Format', 'ETF Slip Transfer Format', 'Application Qualifications', 'Application Checklist', and 'Interview Location'.

1. Under Master Option
2. Select Payroll
3. Select the option Paye Tax

Paye Tax

	From Salary	To Salary	Formula
Select	250,000.00	500,000.00	$S*(6/100)-15000$
Select	500,000.00	750,000.00	$S*(12/100)-45000$
Select	750,000.00	9,999,999,999.00	$S*(18/100)-90000$

+ 2 🗑️ 3 🔍 6
Save Exit
4 5

1. Click to select one
2. Click to add a new one
3. Click to delete one
4. Click to save
5. Click to exit
6. Click to see tax formulas

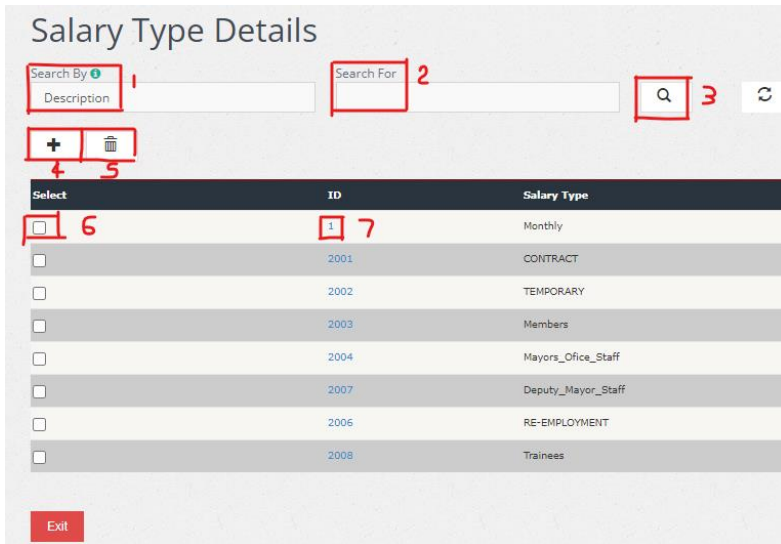
Salary Type

Payroll
 Loan
 Reports
 User Management
 Tools
Master
 • General
 • Leave
 • Attendance
 • **Payroll**
 ▶ Recruitment

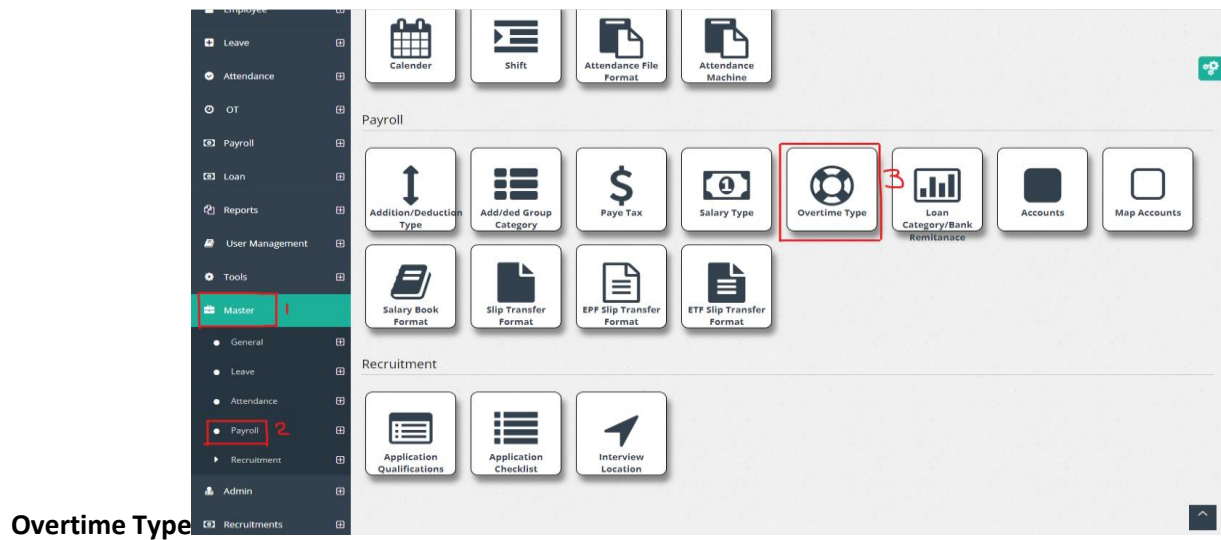
Addition/Deduction Type
 Add/ded Group Category
 Paye Tax
Salary Type
 Overtime Type
 Loan Category/Bank Remittance
 Accounts
 Map Accounts
 Salary Book Format
 Slip Transfer Format
 EPF Slip Transfer Format
 ETF Slip Transfer Format

Recruitment
 Application
 Application
 Interview

1. Under Master Option
2. Select Payroll
3. Select the option Salary Type

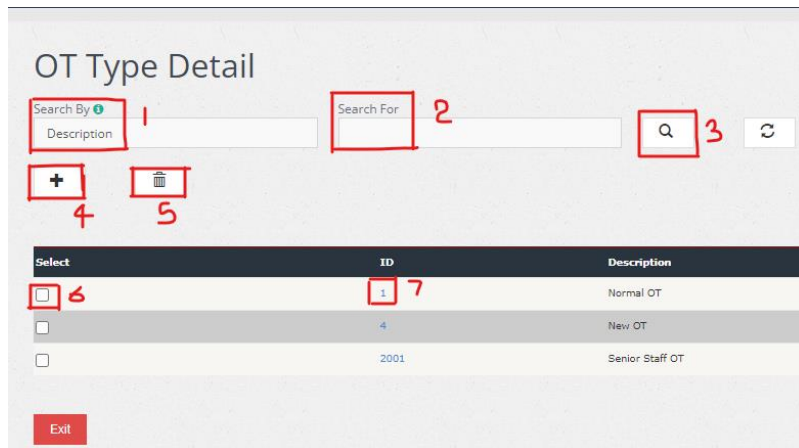


1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
 - a. By clicking can add a new salary type
4. By clicking can delete an existing salary type
5. Put the tick to select salary types
6. By clicking can see the details



1. Under Master Option
2. Select Payroll
3. Select the option Overtime Type

1. Search By : category to the drop down
2. Search For : details to the category that
3. Click to search
4. By clicking can type
5. By clicking can existing OT
6. Put the tick to types
7. By clicking can see the details

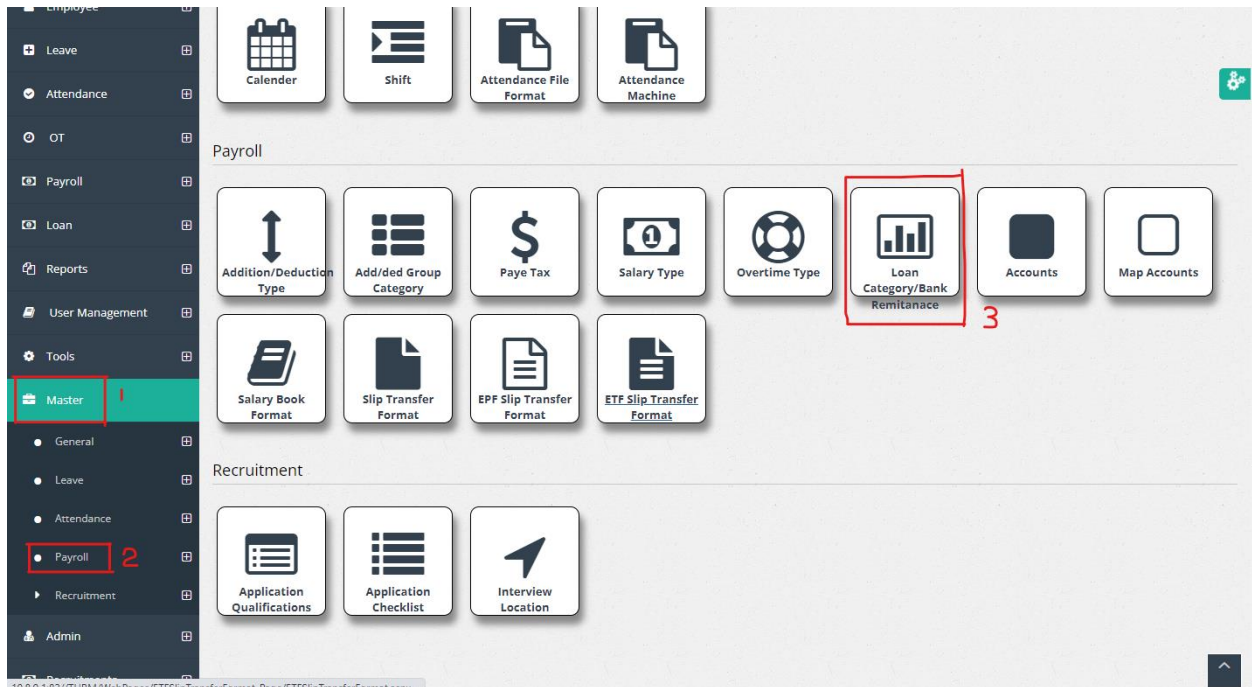


Select the search from menu
Enter the relevant selected

add a new OT

delete an type
select OT

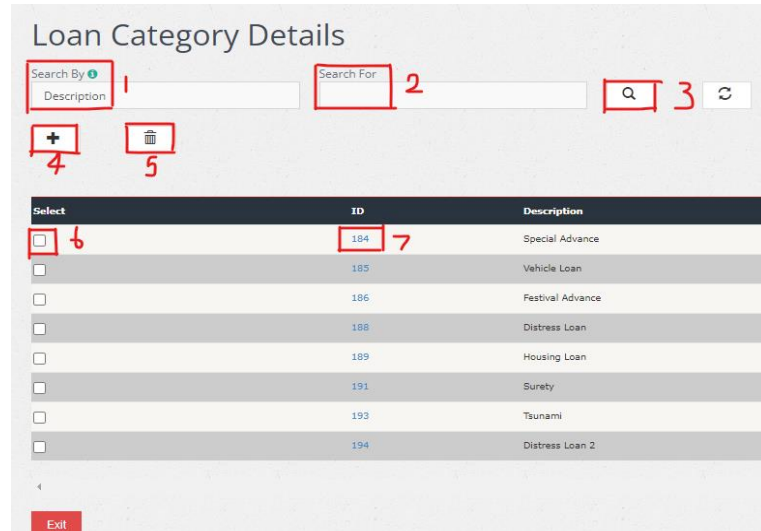
Loan Category/ Bank Remittance



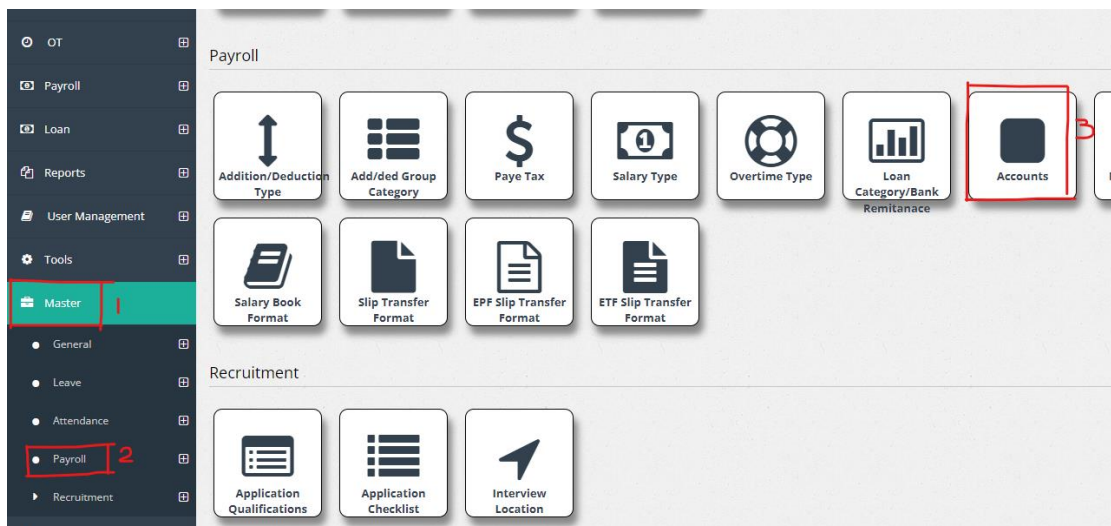
1. Under Master Option

2. Select Payroll
3. Select the option Loan Category/ Bank Remittance

1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. By clicking can add a new loan category
5. By clicking can delete an existing loan category
6. Put the tick to select loan categories
7. By clicking can see the details



Accounts



1. Under Master Option
2. Select Payroll
3. Select the option Accounts

1. Search By : Select the category to search from the drop down menu
2. Search For : Enter the details to the relevant category that selected
3. Click to search
4. By clicking can add a new account
5. By clicking can delete an existing account
6. Put the tick to select accounts
7. By clicking can see the details

Map Accounts

This is used to map the payroll with finance system accounts. Before mapping the accounts you have to create the accounts using the 'Accounts' icon shown below in blue color circle. (As in the previous step)

The screenshot displays the 'Accounts Code Details' window and the 'Map Accounts' button in the payroll module. The 'Accounts Code Details' window includes a search section with a 'Search By' dropdown (1), a 'Search For' text input (2), and a search button (3). Below the search section are a plus icon (4) and a trash icon (5). A table lists accounts with columns for 'Select', 'ID', and 'AccountsCode Name'. The first row is selected (checkbox 6) and has ID '2001' (7) and name 'Salaries and Wages'. The second row has ID '2002' and name 'Cost of living allowance'. The 'Map Accounts' button is highlighted with a red box (3).

Select	ID	AccountsCode Name
<input checked="" type="checkbox"/>	2001	Salaries and Wages
<input type="checkbox"/>	2002	Cost of living allowance

The 'Map Accounts' button is located in the 'Payroll' module, which is highlighted in the left sidebar (2). The 'Accounts' icon is also visible in the 'Payroll' module (3).

1. Under Master Option
2. Select Payroll
3. Select the option Map Accounts

The screenshot shows a 'Map Accounts' form with the following fields and buttons highlighted with numbered red boxes:

- 1: Salary Type dropdown
- 2: Basic Salary dropdown
- 3: EPF Employee dropdown
- 4: EPF Employee Control dropdown
- 5: EPF Employer dropdown
- 6: EPF Employer Control dropdown
- 7: ETF dropdown
- 8: ETF Control dropdown
- 9: Paye Tax dropdown
- 10: Paye Tax Control dropdown
- 11: Pension dropdown
- 12: Advance dropdown
- 13: OT dropdown
- 14: No Pay dropdown
- 15: Attendance Allowance dropdown
- 16: Salary Control dropdown
- 17: Save button

1. Salary Type : Select the salary type from the drop down menu

The dropdown menu for 'Salary Type' is open, showing the following options:

- <-Select->
- <-Select->
- Monthly
- CONTRACT
- TEMPORARY

2. Basic Salary : Select the basic salary account from the drop down menu

The dropdown menu for 'Basic Salary' is open, showing the following options:

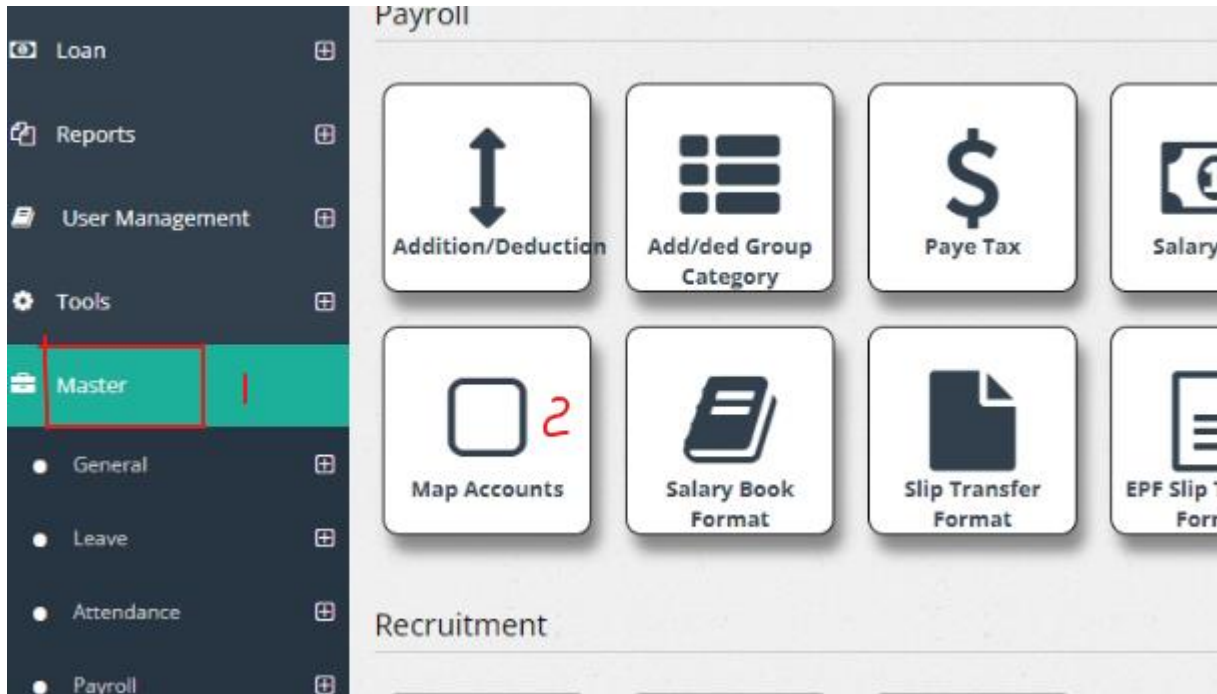
- <-Select->
- <-Select->
- 41100
- 41500
- 46101
- 45201
- 21101
- 15003
- 15001
- 15002
- 41200
- 41300
- 25500

3. EPF Employee : Select the employee from drop down menu
4. EPF Employee Control : Select from the drop down menu
5. EPF Employer : Select the employer from the drop down menu
6. EPF Employer Control : Select from the drop down menu

7. ETF : Select the ETF from the drop down menu
8. ETF Control : Select from the drop down menu
9. Paye Tax : Select the tax from the drop down menu
10. Paye Tax Control : Select from the drop down menu
11. Pension : Select the pension amount from the drop down menu
12. Advance : Select from the drop down menu
13. OT : Select the OT from the drop down menu
14. No Pay : Select from the drop down menu
15. Attendance Allowance : Select from the drop down menu
16. Salary Control : Select from the drop down menu
17. Click to save

EPF/ETF Related Salaries

Master data for the EPF/ETF related salaries



1. Under Master option
2. Select Map Accounts option under payroll

Map Accounts

Salary Type **1**
CASUAL-TEMPORARY

Basic Salary **1**
1001/02/2

EPF Employee **1**
<-Select->

EPF Employee Control **1** **2**
1001/02/2

EPF Employer **1** **4**
1001/04/1

EPF Employer Control **1**
<-Select->

ETF **1** **3**
1001/04/1

ETF Control **1**
<-Select->

Paye Tax **1**
<-Select->

Paye Tax Control **1**
<-Select->

Pension **1**
<-Select->

Advance **1**
<-Select->

OT **1**
<-Select->

No Pay **1**
<-Select->

Attendance Allowance **1**

Salary Control **1**

1. Salary Type : Select the relevant salary type (Eg: Casual Temporary)
2. EPF Employee Control : Enter the control account number
3. EPF Employer : Enter the employer account number
4. ETF : Enter the ETF account number or common salary account number

Employee | Leave | Attendance | OT | Payroll | Loan | **Reports** | Reports | User Management | Tools | Master | Admin

Select a report

- HRM Reports **2**
 - Employee Reports
 - Leave & Attendance
 - Pay Roll **3**
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise
 - Salary Payment Detail Report
 - Pay Slip
 - Salary History
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise **4**
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type

Salary Type: **5**
CASUAL-TEMPORARY

Organization: Organization 1

Salary Session: **6**
Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPOR

Payroll User: <-All->

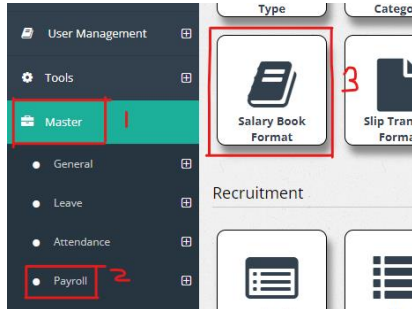
Show unbalance reason

7

1. Under reports option
2. Under HRM reports
3. EPF Employer : Enter the employer account number
4. ETF : Enter the ETF account number or common salary account number

Salary Book Format

This can be used to layout the format of the paysheet.



1. Under Master Option
2. Select Payroll
3. Select the option Salary Book Format

Salary Book Format

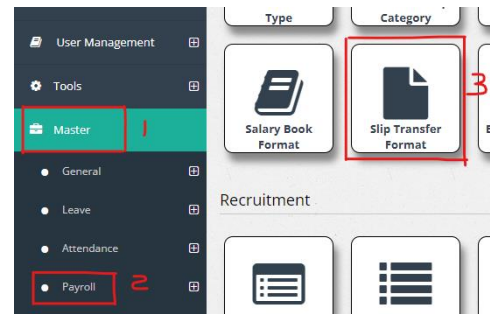
Salary Book Format - Default

ID	Type	Description	Column No	Row No
Select 1	Basic	Basic	1	1
Select 2	Sub	sub Total	2	1
Select 3	<<-Select->	-	0	0
Select 4	Advance	Sal.Adv.	2	7
Select 5	Gross	Gross pay	3	7
Select 6	Pention	W&OP	4	1
Select 7	Tot.Deduction	Tot.Ded.	15	7
Select 8	Net	Net Pay	16	1
Select 9	<<-Select->	-	0	0

1. Give column and row number for each addition and deduction. Can add extra rows if needed.

Slip Transfer Format

1. Under Master Option
2. Select Payroll
3. Select the option Slip Transfer Format



Slip Transfer Format

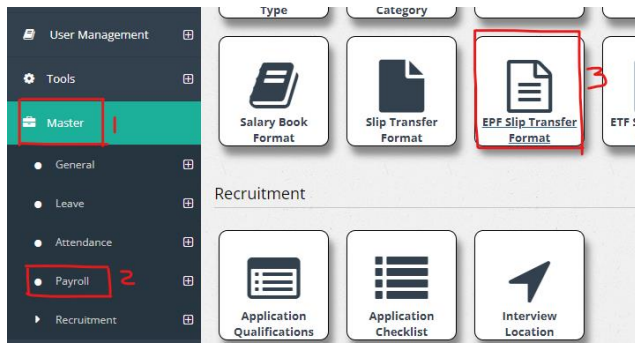
Index	Variable ID	Value	Length	Alignment	Date Format	Leading Zeros
Select 1	Bank Code		4	Left		Yes
Select 2	Branch Code		3	Right		Yes
Select 3	Fixed	000	3	Right		No
Select 4	Acc No		12	Right		No
Select 5	Acc Holder		20	Left		No
Select 6	Fixed	23	2	Left		No
Select 7	Fixed	0	1	Right		No
Select 8	Amount		12	Right		No
Select 9	Emp No		15	Left		No

At the bottom of the form, there are three buttons: a '+' button (highlighted with a red box and a red number '2'), a trash icon button (highlighted with a red box and a red number '3'), and a 'Save' button (highlighted with a red box and a red number '4'). There is also an 'Exit' button.

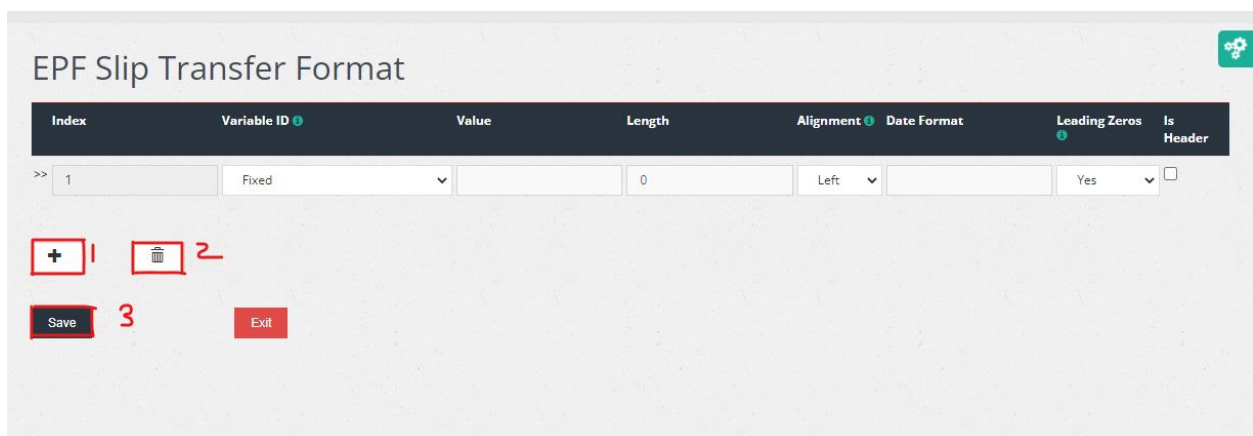
Set each cell with a given bank's slip transfer format. As an example ; BOC slip transfer format.

2. Click to add a new row
3. Click to delete a selected row
4. Click to save

EPF Slip Transfer Format



1. Under Master Option
2. Select Payroll
3. Select the option EPF Slip Transfer Format

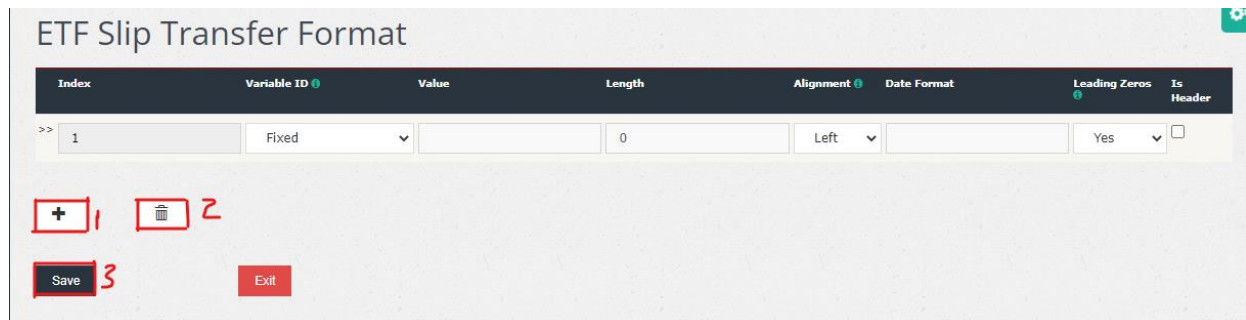
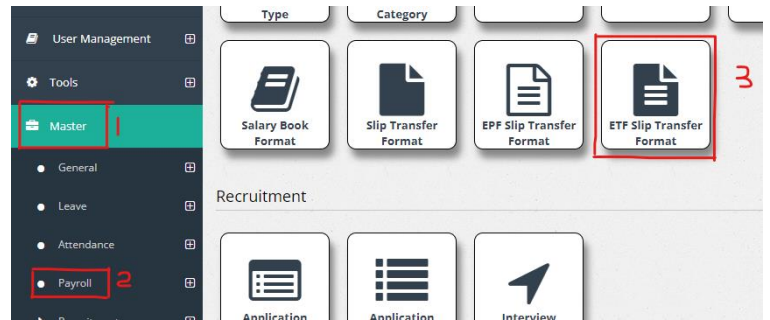


Select and fill each column with given EPF/ETF formats.

1. Click to add a new row
2. Click to delete a row
3. Click to save

ETF Slip Transfer Format

1. Under Master Option
2. Select Payroll
3. Select the option ETF Slip Transfer Format



Select and fill each column with given EPF/ETF formats.

1. Click to add a new ETF slip transfer format
2. Click to delete ETF slip transfer formats
3. Click to save

2. Identify the employees who's status is transferred, resigned or pensioned (WNOP).

Check the 'Pension Report' and 'Payroll Changes Report'

<u>Dehiwala-Mount Lavinia Municipal Council</u>				
<u>Dehiwala-Mount Lavinia</u>				
<u>Payroll Changes Report</u>				
Session: 10/1/2021 To 10/31/2021[Monthly]				
<i>* Only the authorized changes are included for the report.</i>				
Employee No	Employee Name	Designation	Section	Remarks
01. New Added Employee and their basic salary to payroll				2
5451	K.A.D. ATHULA	Driver	CENTRAL DEPOT	Start date: 09-Nov-2006
7187	S. H. Rupawathi	Management Assistant iii	Section 1	Start date: 11-Nov-2009
02. Removed Employees from this payroll(Partially paid)				6
5148	W. M. Karunadasa	Market Supervisor	MT - LAVINIA MASTER	End date: 22-Oct-2021
5363	D. W. Swarnalatha Mendis	Health Labourer	Clinic	End date: 07-Aug-2021
5436	M. D. Anura	Health Labourer	Kohuwala Cemetery	End date: 25-Sep-2021
6170	W. A. Priyantha	Health Labourer	Karagampitiya Muster	End date: 04-Aug-2021
6280	A. H. Thuwan Arif	Health Labourer	Kohuwala Muster	End date: 22-Oct-2021
6807	P. P. S. K. Peiris	Health Labourer	Kohuwala Cemetery	End date: 14-Sep-2021

a) Employee List Age Wise Report

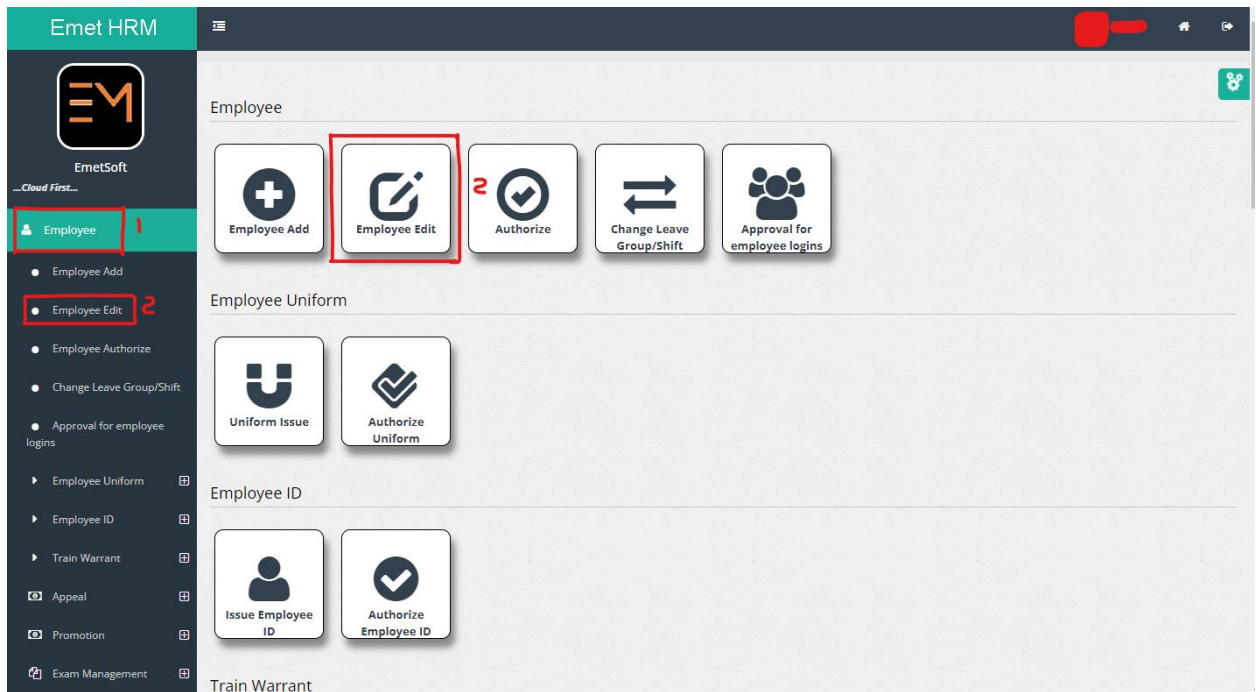
The screenshot displays the HRM Reports interface. On the left, a tree view under 'HRM Reports' shows 'Employee Reports' (1) expanded, with 'Employee List By Age' (2) selected. On the right, filter fields are shown: 'Organization:' (3) set to 'DMMC', 'Year:' (4) set to '2011' and 'Jan', and 'Years Between' (5) set to '35' and '45'. At the bottom, 'Main Heading:' and 'Sub Heading:' fields both contain 'Dehiwala-Mount Lavinia Municipal Council'. A 'View Report' button (6) and an 'Exit' button are visible, along with a checked 'PDF format' option.

1. Under the Employee Reports option
2. Select the report employee list by age
3. Organization : Select the relevant organization
4. Year : Select the year and month from the drop down menus
5. Years Between : select the years in between that want to search
6. Click to view the report

The report is viewed as follows

<u>Dehiwala-Mount Lavinia Municipal Council</u>					
<u>Dehiwala-Mount Lavinia</u>					
<u>Employee List By Age</u>					
between	35	45	As At	1/31/2011	
Employee No	Employee Code	Employee Name	Section	Date of Birth	
Designation:			No of Employees:	1	
					31-Dec-1973
Designation:		Officer	No of Employees:	1	
					05-Feb-1970
Designation:		scr	No of Employees:	1	
					09-Jul-1966
Designation:		l Officer	No of Employees:	2	
					27-Jan-1976
					29-Jul-1967
Designation:			No of Employees:	1	
				24-Apr-1973	
Designation:		No of Employees:	2		
				29-Dec-1968	
				16-Aug-1971	
Designation:		No of Employees:	1		
				06-Mar-1973	
Designation:		No of Employees:	21		

3. Edit the status of identified employees' to transfer, resign or pension



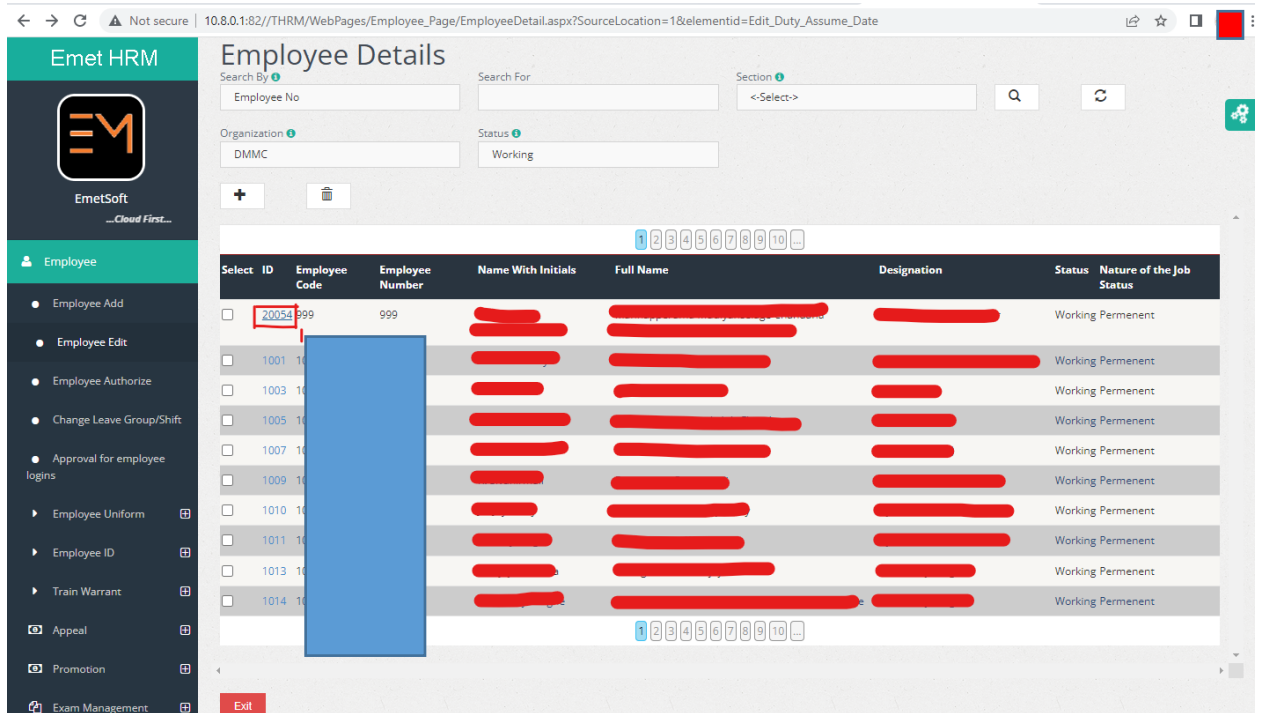
1. Click on Employee menu
2. Click on employee Edit option

The screenshot shows the Emet HRM interface. On the left is a sidebar with the EmetSoft logo and a list of employee management tasks. The main area is titled 'Employee Details' and contains search filters for Employee No, Organization, Status, and Section. Below the filters is a table of employees. The first row of the table is highlighted, and its first cell (employee number) is marked with a red box and the number 7. Other cells in this row are redacted with blue boxes. The search filters are also marked with red boxes and numbers 1 through 6. A search icon and a refresh icon are marked with 6. A plus icon and a trash icon are marked with 8.

Select	ID	Employee Code	Employee Number	Name With Initials	Full Name	Designation	Status	Nature of the Job Status
<input checked="" type="checkbox"/>	7	20054	999	M. M. C. K. K. Mannapperuma	Mannapperuma Mudiyanseleage Chandana Krishantha Kumara Mannapperuma	Municipal Commissioner	Working	Permanent
<input type="checkbox"/>		1001	1001	L.L. Balasooriya	Lochana Lakshmi Balasooriya	Deputy Municipal Commissioner	Working	Permanent
<input type="checkbox"/>		1003	1003	S. Kunthavi	Sugirthas Kunthavi	Accountant	Working	Permanent
<input type="checkbox"/>		1005	1005	N.K.L. Chandana	Naga Kankanamge Lalith Chandana	Engineer (Civil)	Working	Permanent
<input type="checkbox"/>		1007	1007			Engineer (Civil)	Working	Permanent
<input type="checkbox"/>		1009	1009			Arvedic Medic	Working	Permanent
<input type="checkbox"/>		1010	1010			Arvedic Medic	Working	Permanent
<input type="checkbox"/>		1011	1011			Arvedic Medic	Working	Permanent
<input type="checkbox"/>		1013	1013			Veterinary Surge	Working	Permanent
<input type="checkbox"/>		1014	1014			Veterinary Surge	Working	Permanent

1. Search By Employee No
2. Search For
3. Section
4. Organization : Select the organization
5. Status : Select the working status from the drop down menu
6. Click on to search
7. Click on the blue color employee number to edit the employee. **Change the employee status from working to resign, WNOP and transferred.**

4. Then check whether they are receiving half salaries and set those (E.g. Employees those who are having maternity leaves)




1. Go to employee profile by clicking on the blue color employee numbers

In the Employee profile

Employee

Personal Details



- Employee Basic Salary
- Addition and Deduction-Regular
- Addition and Deduction-Installments
- Pause Addition and Deduction
- Salary Bank Information
- OT Bank Information
- View Salary Detail

Employee ID: [Redacted] Employee No: [Redacted]

Title: Mr. Full Name: [Redacted]

Surname: [Redacted] Initials of the Name: [Redacted]

Name With Initials: [Redacted] NIC Number: [Redacted]

Date Of Birth: [Redacted] Employee Code: 999

Designation: Municipal Commissioner Start Date: 1/25/2021 Religion: Buddhist Gender: Female Male

Passport No: [Redacted] Ethnic Race: Sinhala

Language: Sinhala Civil Status: Married

Birth Place: [Redacted] Photo of the Employee: No file chosen

Put the tick on half salary

EmetSoft
...Cloud First...

Employee

- Employee Add
- Employee Edit
- Employee Authorize
- Change Leave Group/Shift
- Approval for employee logins
- Employee Uniform
- Employee ID

Particulars of Salary Payments

Payment 1

EPF Entitle ETF Entitle Pension E

EPF/ETF Enter manually

EPF	EPF Employer	ETF	PAYE	PAYE TAX
0.00	0.00	0.00		0.00

Is OT Allowed Half Pay Stop Salary Is Day Pay

Salary Type: Monthly Next Incre: [Redacted]

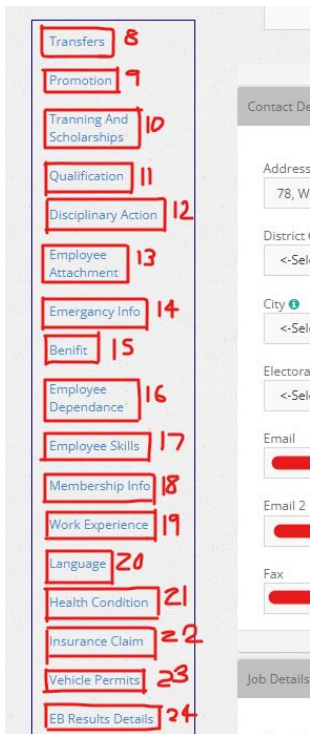
Gratuity B/F Amount: 0.0000 Gratuity B/F Date: [Redacted] WNOP No: [Redacted]

5. Individual Employee Salary Changes

The screenshot shows a web interface for managing an employee's details. The main heading is 'Employee' with a sub-heading 'Personal Details'. On the left, there is a placeholder for an employee photo. On the right, there are several input fields for personal information: Employee ID, Title (with a dropdown arrow), Mr. (checkbox), Surname, Name, Date of Birth, Designation, Passport Number, Language, Sinhala, and Birth Place. In the center, there is a vertical list of seven options, each enclosed in a red box and numbered 1 through 7:

- Employee Basic Salary
- Addition and Deduction-Regular
- Addition and Deduction-Installments
- Pause Addition and Deduction
- Salary Bank Information
- OT Bank Information
- View Salary Detail

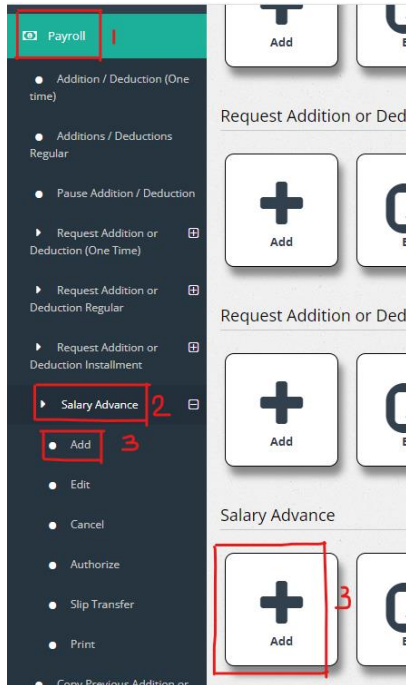
1. Employee Basic Salary : Make the changes in basic salary and changes
2. Addition and Deduction Regular : To check the additions and deductions only for the selected employee
3. Addition and Deductions installments : If there are any additions or deductions in installment wise, add or delete from here and save
4. Pause Addition and Deduction : If want to pause any addition and deduction , select it and save
5. Salary Bank : The details of the bank account to which the net salary goes. And the payment type of the employee (slip/cheque)
6. OT Bank Information : The employee's bank details to which the OT payment goes to
7. View Salary Detail : If want to see the salary details , additions and deductions of the relevant month



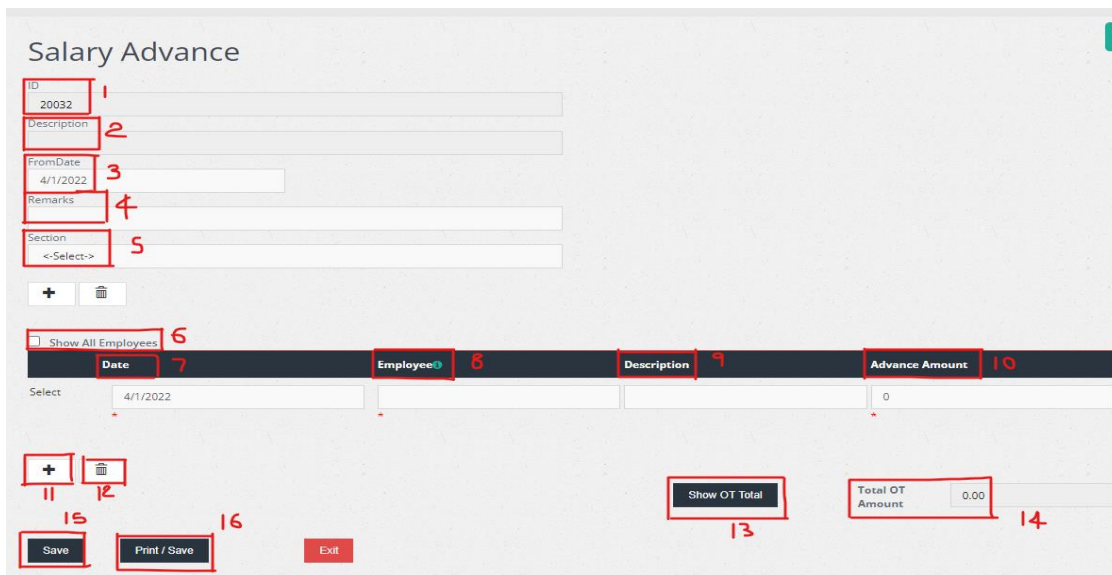
8. Transfers : The details of the transfers
9. Promotions : The details of the promotions
10. Training and Scholarships : The details of the trainings and scholarships
11. Qualifications : The details of the qualifications
12. Disciplinary Actions : The details of the disciplinary actions
13. Employee Attachment : If there are any attachments attach here
14. Emergency info : Fill up with the contact details in case of an emergency
15. Benefit : Enter the benefit details
16. Employee Dependence : Add the employee dependent details if there
17. Employee Skills : Enter the employee's skills details
18. Membership Info : Enter the details about the membership
19. Work Experience : Enter the details about the work experience
20. Language : Enter the language proficiency details
21. Health Condition : Enter the details about the health condition
22. Insurance claim : Enter the details about the insurance claim
23. Vehicle Permits : Enter the details about the vehicle permits
24. EB Result Details : Enter the EB result details
25. Service Letter Details : Enter the service letter details
26. Leave B/F : Enter the leave details
27. O/L Result : Enter the O/L results
28. A/L Result : Enter the A/L result
29. Recommendation Letter : Attach the recommendation letters
30. Employee Document : Attach the employee documents if there

6. Salary Advance

Add Salary Advance

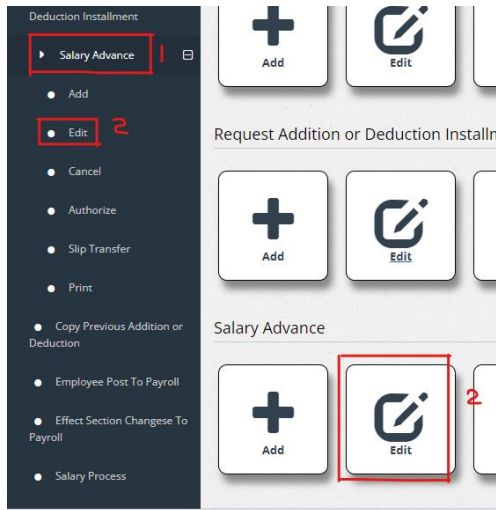


1. Under the payroll option
2. Under Salary Advance option
3. Select Add



1. ID : Enter the ID
2. Description : Enter the description if necessary
3. From Date : Enter the date from which
4. Remarks : Enter the remarks if necessary
5. Section : Select the section from the drop down menu
6. Put the tick if want to select all employees
7. Date : Select the relevant date from menu
8. Employee : Select the employee
9. Description : enter the description if necessary
10. Advance Amount : Enter the advance amount
11. Click to add a new row
12. Click to delete a row
13. Click to view the OT total
14. Total OT amount is viewed here
15. Click to save
16. Click to print the salary advance

Edit Salary Advance

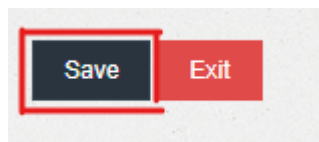


1. Under the Salary Advance
2. Select Edit

108.0.1:82/THRM/WebPages/ReouestInstallment Page/ReouestInstallmentDetail.aspx?Mode=2&elemen

The screenshot shows the 'Salary Advance Detail' form. The search criteria are highlighted with red boxes and numbers: 'Search By' (ID) is 1, 'Search For' is 2, 'From Date' (3/1/2022) is 3, 'To Date' (4/1/2022) is 4, 'Section' (<Select->) is 5, and the search button (Q) is 6.

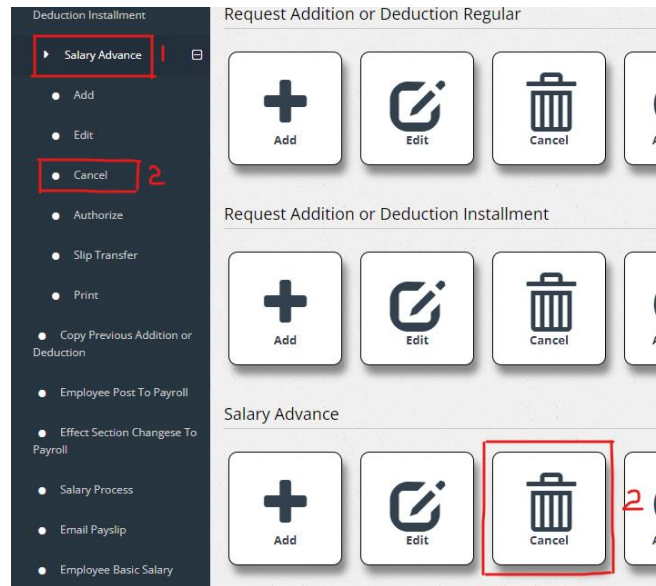
1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Click to search



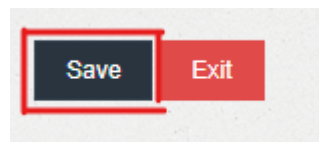
1. Click to save additions or deductions

Cancel Salary Advance

1. Under the Salary Advance
2. Select Cancel

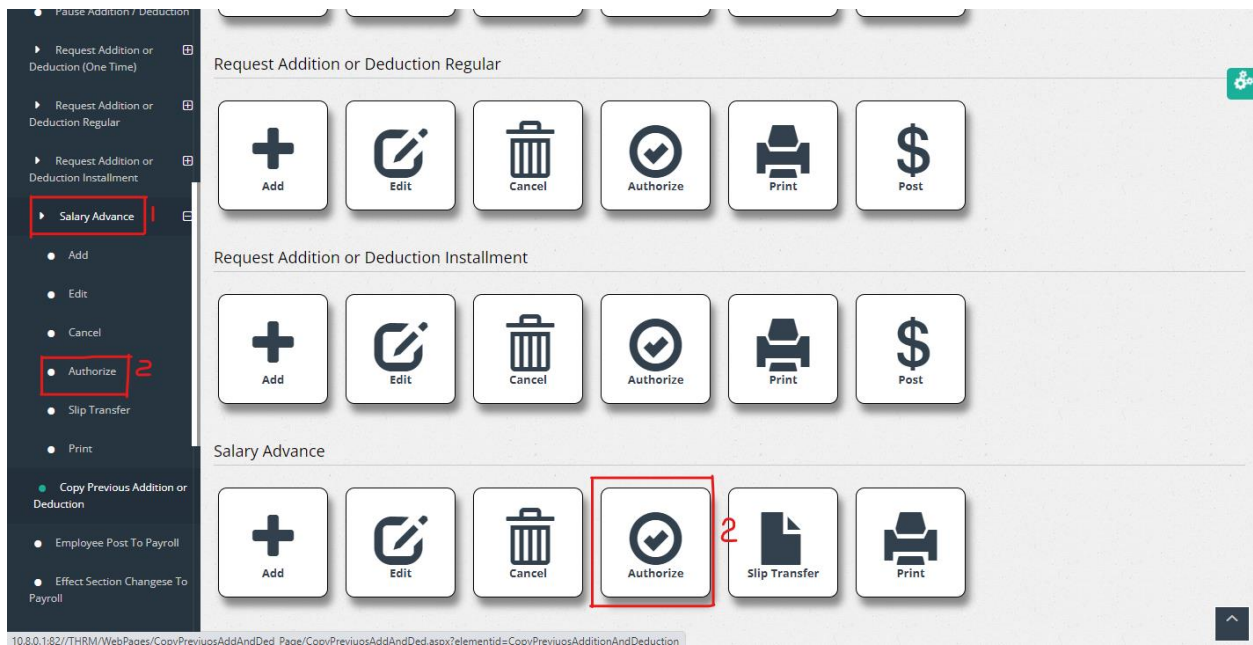
A screenshot of a web form titled 'Salary Advance Detail Cancel'. It contains several input fields: 'Search By' with 'ID' selected (marked with a red box and '1'), 'Search For' (marked with a red box and '2'), 'From Date' with '3/1/2022' (marked with a red box and '3'), 'To Date' with '4/1/2022' (marked with a red box and '4'), and 'Section' with '<-Select->' (marked with a red box and '5'). A search button with a magnifying glass icon (marked with a red box and '6') is located to the right of the 'Search For' field.

1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Click to search



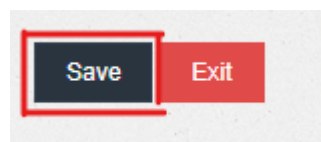
1. Click to save additions or deductions

Authorize Salary Advance



1. Under the Salary Advance
2. Select Authorize

1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Click to search



1. Click to save additions or deductions

Salary Advance Detail – Slip Transfer

The screenshot shows a sidebar on the left with a menu. The 'Salary Advance' option is selected, and the 'Slip Transfer' option is highlighted with a red box and a '2'. The main content area is divided into three sections: 'Request Addition or Deduction Regular', 'Request Addition or Deduction Installment', and 'Salary Advance'. Each section contains a row of icons: Add, Edit, Cancel, Authorize, Print, and Post. In the 'Salary Advance' section, the 'Slip Transfer' icon is highlighted with a red box and a '2'.

1. Under the Salary Advance
2. Select Authorize

The screenshot shows the search interface for Salary Advance Detail - Slip Transfer. The search form has the following fields and controls:

- Search By: ID (1)
- Search For: (2)
- From Date: 3/1/2022 (3)
- To Date: 4/1/2022 (4)
- Section: <-Select-> (5)
- Show all: (6)
- Search button: (7)

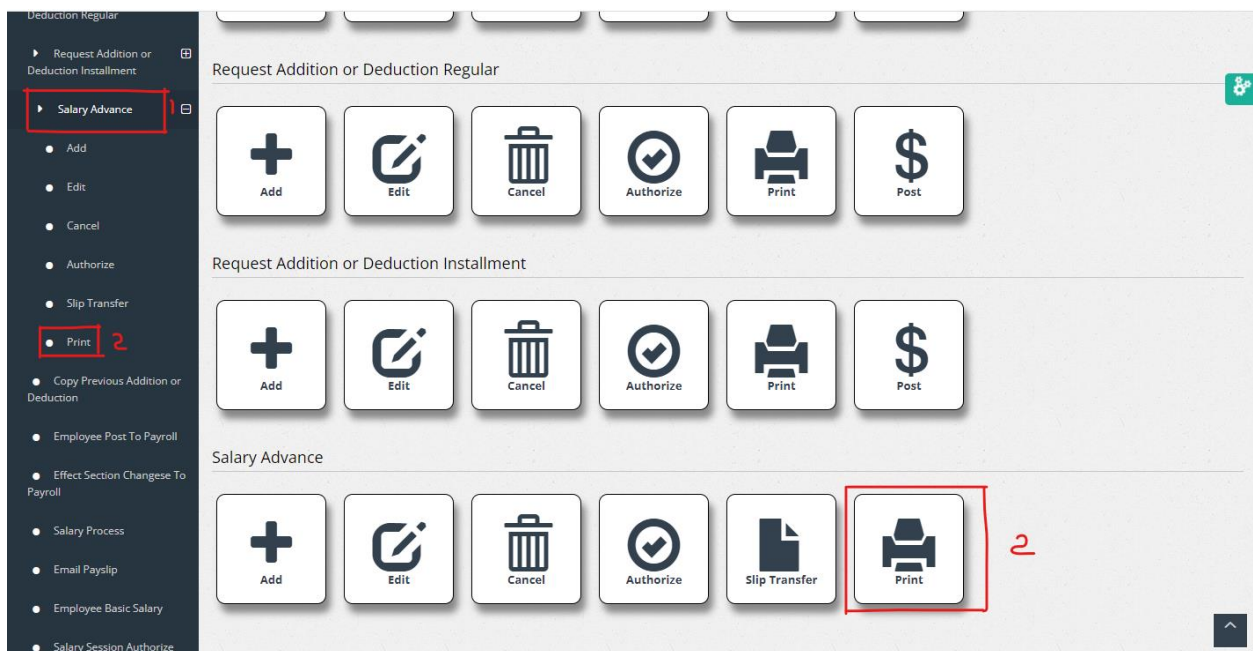
Below the search form, it says "No Data Found".

1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Put the tick to show all slips
7. Click to search



1. Click to create slip transfer file
2. Click to download the slip transfer file

Salary Advance Print



1. Under the Salary Advance
2. Select Authorize

Salary Advance Print

Search By 1

From Date 3

Section 5

Search For 2

To Date 4

Show all 6

7

Select	Description	Date	Remarks	Amount
<input checked="" type="checkbox"/> 8	Salary Advance -20026 - [3/1/2022] - [Finance (EXP)]	01/03/2022	Salary Advance-March 2022	14,000.00
<input type="checkbox"/>	Salary Advance -20027 - [3/1/2022] - [Finance (EXP)]	01/03/2022	SALARY ADVANCED MARCH 2022	2,000.00
<input type="checkbox"/>	Salary Advance -20028 - [3/7/2022] - [Finance (EXP)]	07/03/2022	Salary Advance March 2022	15,500.00
<input type="checkbox"/>	Salary Advance -20029 - [3/7/2022] - [Finance (EXP)]	07/03/2022	Salary Advance 2022 March	13,000.00
<input type="checkbox"/>	Salary Advance -20030 - [3/1/2022] - [Finance (EXP)]	01/03/2022	2022 MARCH SALARY ADVANCE	40,000.00
<input type="checkbox"/>	Salary Advance -20031 - [3/8/2022] - [Finance (EXP)]	08/03/2022	Salary Advance March 2022	3,500.00

9

1. Search By : Select the category to search
2. Search For : Enter the relevant detail of selected category to search
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Section : Select the relevant section from the drop down menu
6. Put the tick to show all slips
7. Click to search
8. Put the tick to select
9. Click to print

7. No Pay Authorize

Payroll

EmetSoft
...Cloud First...

Employee
Leave
Attendance
OT
Payroll

Addition / Deduction (One time)
Additions / Deductions Regular
Pause Addition / Deduction
Request Addition or Deduction (One Time)
Request Addition or Deduction Regular

Addition / Deduction (One time)
Additions / Deductions Regular
Pause Addition / Deduction
Request Addition or Deduction (One Time)
Request Addition or Deduction Regular

Request Addition or Deduction (One Time)

Request Addition or Deduction Regular

1. Under the option Payroll
2. Select Addition/Deduction(One Time)

Employee Addition And Deduction (One time)

Add and Deduction
<Select->
Interim Allowance
Janashakthi
JSSY
Kamkaru Samithiya
Lady Lochore
Language Allowance
LGPW
Loan Interest
Loan/Int. Adjustment-Add
Loan/Int. Adjustment-Ded
Midwives Union
NFLG
NHDA
No Pay
Official Vehicle Charges
Other Allowance
Other Loan
Over Pay
Overseer Society

Bank / Agent

Amount: 0.00

Delete

Save Exit

1. Add and Deduction : Select the addition and deduction type as no pay

2. Bank/Agent : Enter the bank or agent

Employee Addition And Deduction (One time)

Add and Deduction Bank / Agent

Salary Session

Select a option

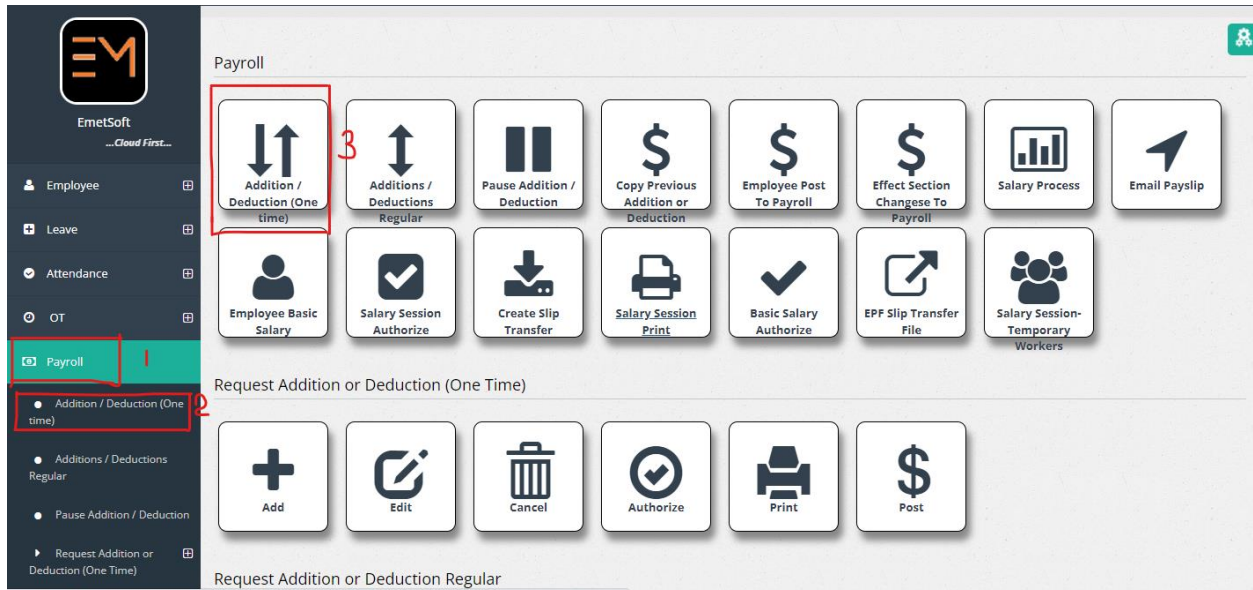
Normal
 Quick Mode
 Import CVS
 Retrive from Prv. Salary Session

Select	Date	Employee	Amount	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="button" value="Delete"/>

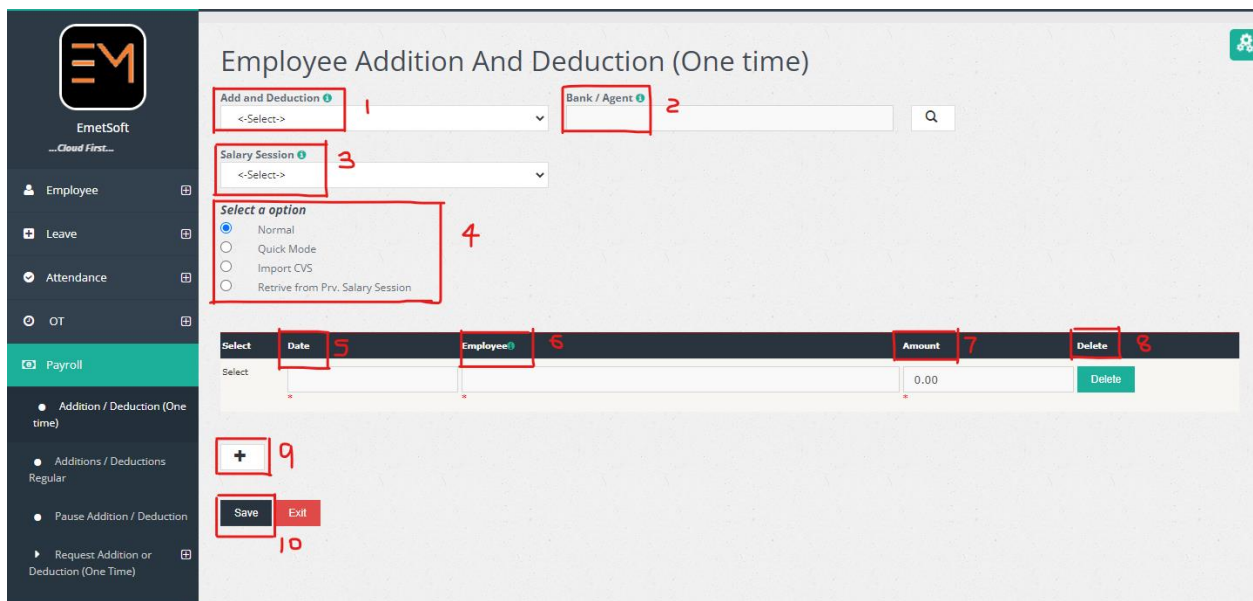
1. Salary Session : Select the relevant session from the menu
2. Put the tick to select an option
3. Click to select
4. Date : Enter the date
5. Employee : Enter the employee
6. Amount : Enter the amount
7. Delete : Click to delete
8. Click to add a new row
9. Click to save

8. Addition Deduction Add Edit

a. Addition Deduction One Time



1. Under the payroll option
2. Select Addition/Deduction One Time



1. Select whether addition or deduction

2. Enter the bank or agent
3. Select the salary session from the list
4. Put a tick before to select an option
5. Select the date
6. Employee : Enter the employee by selecting from the drop down menu
7. Amount : Enter the amount
8. Click to delete
9. Click to add a new row
10. Click to save

b. Addition Deduction Regular

The screenshot displays the EmetSoft Payroll system interface. On the left is a dark sidebar with the EmetSoft logo and a menu containing options like Employee, Leave, Attendance, OT, and Payroll. The Payroll option is highlighted in green. The main area is titled 'Payroll' and contains a grid of icons for various payroll actions. The icon for 'Additions / Deductions Regular' is highlighted with a red box and a red number '2'. Below this grid, there are sections for 'Request Addition or Deduction (One Time)' and 'Request Addition or Deduction Regular', each with its own set of icons. The 'Additions / Deductions Regular' option is also highlighted in the left sidebar menu with a red box and a red number '2'.

1. Under the payroll option
2. Select Addition/Deduction Regular

Employee Additions / Deductions Regular

1
 2
 3
 5

4

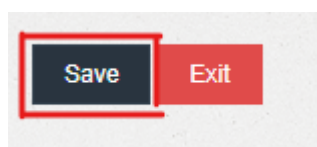
6
 7
 8
 9
 10
 11
 12
 13
 14
 15

16

** When the bank account number and account holder are blank the account details will be taken from the agent. If the agent is blank the account details will be taken from the relevant add/ded type*

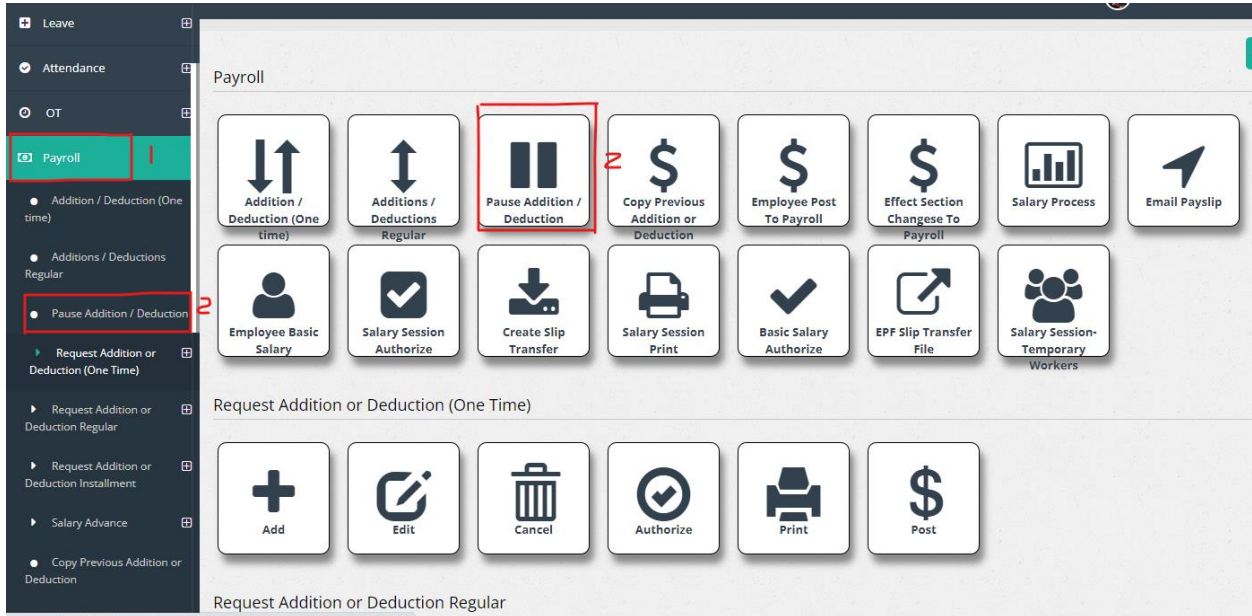
Employee	Addition Deduction Type	Amount	Payment Mode	Bank/Agent	Acc. No.	Acc. Holder	Start Date	No of Installment	End Date
5242-P.R. S.Fernando	ACDS	<input type="text" value="100.00"/>	2	0:AGENT:ACDS:2-ACDS - ALL CEYLON GOVERNMENT DRIVER SOCIETY, 56 KIRULAROAD,CLOS			01-Nov-2021	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5250-A.A.S.R.K Karunaratna	ACDS	<input type="text" value="100.00"/>	2	0:AGENT:ACDS:2-ACDS - ALL CEYLON GOVERNMENT DRIVER SOCIETY, 56 KIRULAROAD,CLOS			01-May-2021	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5259-W.B SUJATHSIRI	ACDS	<input type="text" value="100.00"/>	2	0:AGENT:ACDS:2-ACDS - ALL CEYLON GOVERNMENT DRIVER SOCIETY, 56 KIRULAROAD,CLOS			01-May-2021	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5265-M.C. Silva	ACDS	<input type="text" value="100.00"/>	2	0:AGENT:ACDS:2-ACDS - ALL CEYLON GOVERNMENT DRIVER SOCIETY, 56 KIRULAROAD,CLOS			01-May-2021	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1. Add and Deduction : Select the add or deduction type from the drop down menu
2. Bank/Agent : Enter the bank or agent
3. Section : Select the section from the drop down menu
4. Search Employee Number : Enter the employee number to search
5. Click to search an employee
6. Employee : Enter the employee
7. AddDed Type : Select the addition deduction type
8. Amount : Enter the relevant type
9. Pay Mode : Select the pay mode form the drop down menu
10. Bank/Agent : Enter the bank or agent
11. Acc. No : Enter the account number
12. Acc. Holder : Enter the account holder's name
13. Start Date : Enter the start date to add or deduct
14. No Of Installment : Enter the number of installment if there is
15. End Date : Enter the end date to add or deduct
16. Click to add a new Addition or deduction row



1. Click to save additions or deductions

c. Pause Addition Deduction



1. Under the payroll option
2. Select Pause Addition/Deduction

Employee Details

Search By

Organization

1 2 3 4 5 6 7 8 9 10 ...

Select	ID	Employee Code	Employee Number	Name With Initials	Full Name	Designation	Status	Nature of the Job Status
<input type="checkbox"/>	20054	999	999	M. M. C. K. K.	Mannapperuma Mudiyansele Chandana	Municipal Commissioner	Working	Permanent
<input type="checkbox"/>	1001	1001	1001					
<input type="checkbox"/>	1003	1003	1003					
<input type="checkbox"/>	1005	1005	1005					
<input type="checkbox"/>	1007	1007	1007					
<input type="checkbox"/>	1009	1009	1009					
<input type="checkbox"/>	1010	1010	1010					
<input type="checkbox"/>	1011	1011	1011					
<input type="checkbox"/>	1013	1013	1013					
<input type="checkbox"/>	1014	1014	1014					

1. Search By : Select the option from drop down menu to search by
2. Search For : Enter the relevant details to the selected category
3. Section : Select the relevant section from the drop down menu
4. Organization : Select the organization
5. Status : Select the status from the drop down menu
6. Click to search
7. By clicking on ID can go to the employee profile

Pause Addition And Deduction

Addition Deduction Type

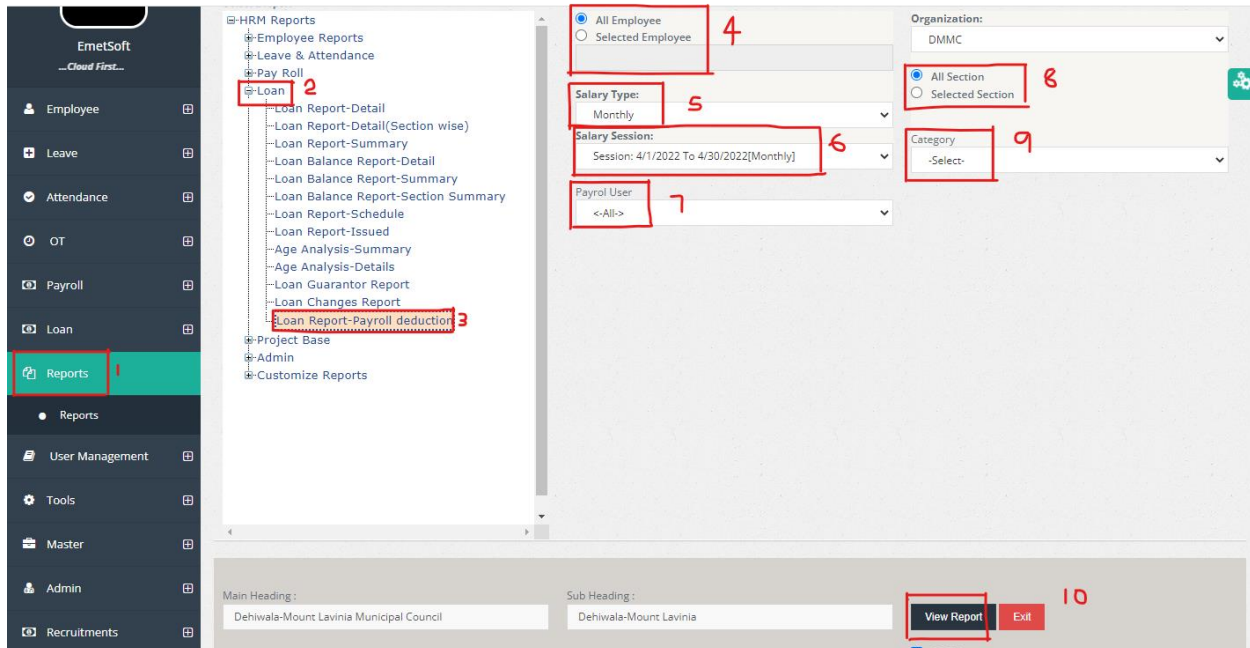
1. Addition Deduction Type : Select the addition deduction type from the drop down menu
2. Click to pause another addition or deduction
3. Click to delete a paused addition or deduction
4. Click to save a paused addition or deduction

9. Loans

Loans (Check in Payroll)

There are two reports that can be used to check loans in payroll

Loan Report Payroll Deduction



1. Under the option Reports
2. Under the loan option
3. Select the Loan report by payroll deduction report
4. Put the tick in all employee if want to see details of all employees. Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Salary Type : Select the salary type from drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Payroll User : Select the user if necessary
8. Put the tick on all section or selected section
9. Category : Select the relevant category
10. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Salary Payment Detail Report

Salary Session : Session: 4/1/2022 To 4/30/2022[Monthly]

Employee No	Employee Name	Loan Category	Installment	Interest
Section : Admin			11,404.02	1,088.23
Distress Loan			9,066.24	1,030.95
[REDACTED]	[REDACTED]	Distress Loan	4,166.67	670.83
[REDACTED]	[REDACTED]	Distress Loan	4,899.57	360.12
Distress Loan 2			2,337.78	57.28
[REDACTED]	[REDACTED]	Distress Loan 2	2,337.78	57.28

Loan Report Issued

The screenshot displays the EmetSoft HRM Reports interface. On the left, a sidebar menu shows 'Reports' highlighted. The main area is titled 'Select a report' and lists various report options under 'HRM Reports'. The 'Loan Report-Issued' option is selected and highlighted with a red box and the number 3. To the right of the list, there are several input fields: 'All Employee' (selected with a radio button and marked with 4), 'Selected Employee' (unselected), 'From Date:' (3/5/2022, marked with 5), 'To Date:' (4/5/2022, marked with 6), 'Organization:' (DMMC), and 'Category:' (-Select-, marked with 7). At the bottom, there are 'Main Heading:' and 'Sub Heading:' fields, both containing 'Dehiwala-Mount Lavinia Municipal Council'. A 'View Report' button (marked with 8) and an 'Exit' button are visible, along with a 'PDF format' checkbox.

1. Under the option Reports
2. Under the loan option
3. Select the Loan report issued
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Category : Select the relevant category
8. Click to view the report

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

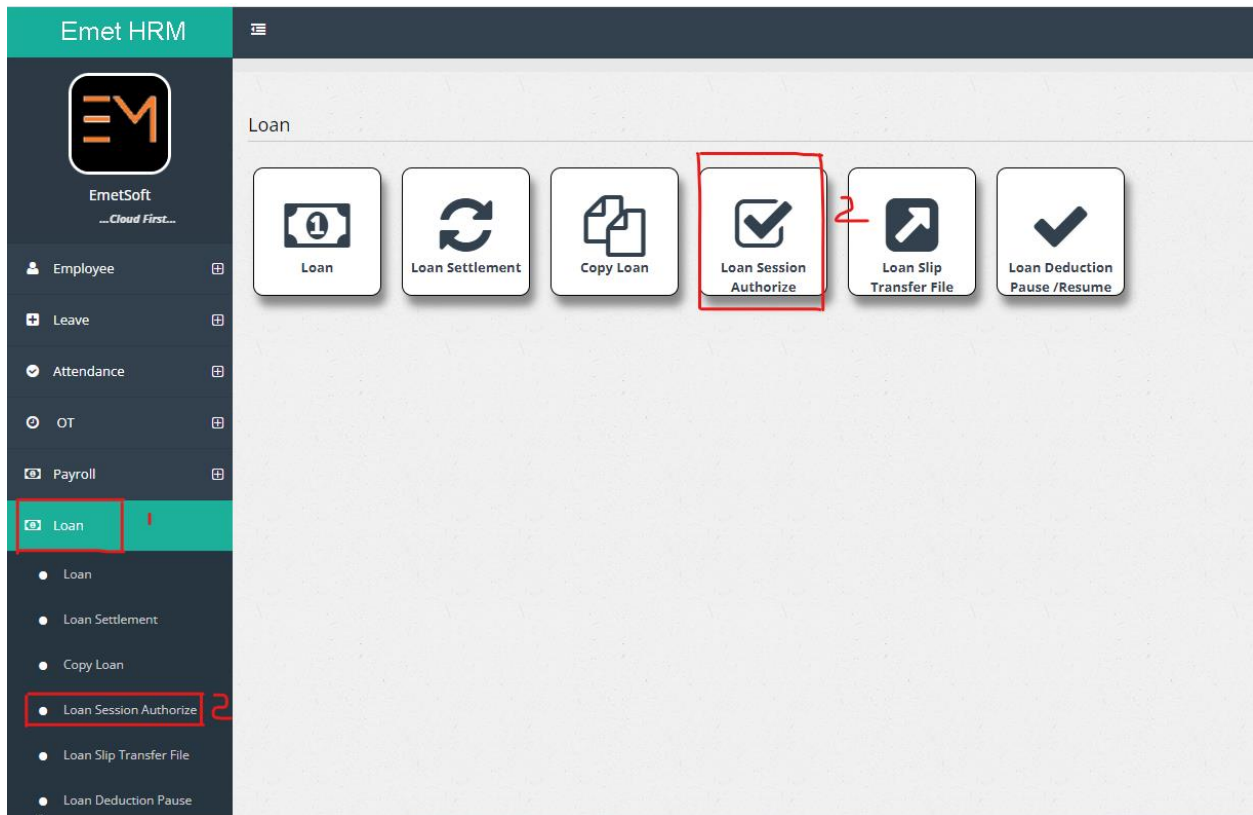
Loan Report-Issued

Category All
 Date : 3/5/2022 To 4/5/2022

Number:	Employee Name	Description:	Amount	No.of Ins	Start Date	End Date	Capital Ins	Voucher Amt.	Rate(%)	Status
New Loan								18,964,150.00		
1						ov-2022	1,250.00	10,000.00	0.00	Paused
1						ov-2022	1,250.00	10,000.00	0.00	Paused
1						ov-2022	1,250.00	10,000.00	0.00	Paused
1						ov-2022	1,250.00	10,000.00	0.00	Paused
1						ov-2022	1,250.00	10,000.00	0.00	Paused
1						pr-2023	2,500.00	32,500.00	4.20	Not Complied
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ar-2027	4,166.67	249,975.00	4.20	Not Complied
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	0.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	0.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused
5						ov-2022	1,250.00	10,000.00	0.00	Paused

.....
 Prepared By Checked By Certified By

Post Loans to Salary



1. Under the option Loans
2. Under the loan session authorize

Loan Session Authorization



Unauthorized
 Authorized
 Select All

Status	Start Date	End Date	Salary Type	Description
<input checked="" type="checkbox"/>	02/11/2022	01/12/2022	RE-EMPLOYMENT	Session: 11/2/2022 To 12/1/2022[RE-EMPLOYMENT]
<input type="checkbox"/>	01/05/2022	31/05/2022	Monthly	Session: 5/1/2022 To 5/31/2022[Monthly]
<input type="checkbox"/>	01/05/2022	31/05/2022	Members	Session: 5/1/2022 To 5/31/2022[Members]
<input type="checkbox"/>	01/04/2022	30/04/2022	Mayors_Office_Staff	Session: 4/1/2022 To 4/30/2022[Mayors_Office_Staff]
<input type="checkbox"/>	01/04/2022	30/04/2022	Deputy_Mayor_Staff	Session: 4/1/2022 To 4/30/2022[Deputy_Mayor_Staff]
<input type="checkbox"/>	01/04/2022	30/04/2022	Monthly	Session: 4/1/2022 To 4/30/2022[Monthly]
<input type="checkbox"/>	01/03/2022	31/03/2022	RE-EMPLOYMENT	Session: 3/1/2022 To 3/31/2022[RE-EMPLOYMENT]
<input type="checkbox"/>	01/03/2022	31/03/2022	TEMPORARY	Session: 3/1/2022 To 3/31/2022[TEMPORARY]
<input type="checkbox"/>	01/03/2022	31/03/2022	Trainees	Session: 3/1/2022 To 3/31/2022[Trainees]
<input type="checkbox"/>	01/02/2022	28/02/2022	RE-EMPLOYMENT	Session: 2/1/2022 To 2/28/2022[RE-EMPLOYMENT]
<input type="checkbox"/>	01/02/2022	28/02/2022	TEMPORARY	Session: 2/1/2022 To 2/28/2022[TEMPORARY]
<input type="checkbox"/>	01/01/2022	31/01/2022	RE-EMPLOYMENT	W.R.K.PATHIRANA - 50007 - JANUARY 2022

1. Put the tick to see authorized or unauthorized loan sessions
2. Put the tick to select all employees at once
3. Put the tick to select employees\
4. Click to authorize unauthorized ones or unauthorized ones to authorize

Loan Reports

Loan Reports – Detail

The screenshot displays the EmetSoft HRM Reports interface. The sidebar menu on the left has 'Reports' highlighted with a red box and the number 1. Under 'Reports', 'Loan' is selected with a red box and the number 2. The 'Loan' sub-menu is expanded, and 'Loan Report-Detail' is selected with a red box and the number 3. The main area shows the 'Select a report' list with 'Loan Report-Detail' selected. The filter configuration panel on the right has several fields: 'All Employee' is selected with a red box and the number 4; 'Payroll User' is set to '<-All->' with a red box and the number 5; 'From Date' is '3/5/2022' with a red box and the number 6; 'To Date' is '4/5/2022' with a red box and the number 7; 'All Section' is selected with a red box and the number 8; 'Category' is '-Select-' with a red box and the number 9. The bottom of the interface shows 'Main Heading' and 'Sub Heading' both set to 'Dehiwala-Mount Lavinia Municipal Council'. A 'View Report' button is highlighted with a red box and the number 10, along with an 'Exit' button and a 'PDF format' checkbox.

1. Under the option Reports
2. Under the loan option
3. Select the Loan report detail
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Payroll User : Select the user from the drop down menu
6. From Date : Select the date from which
7. To Date : Select the date to which
8. Put the tick on all section or selected section
9. Category : Select the relevant category
10. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

Loan Report-Details

Category All
Date : 3/5/2022 To 4/5/2022

Number:	Description:	Amount	BF Amt	Instalment Amt	%	Interest Amount	Due Amt	Due Ins	Status
		250,000.00	195,833.29	4,166.67	4.20	685.42	191,666.62	46.00	Not Completed
		21,040.00	18,702.22	2,337.78	4.20	65.46	16,364.44	7.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		195,833.29	108,333.22	4,166.67	4.20	379.17	104,166.55	25.00	Not Completed
		91,666.74	4,166.67	4,166.67	4.20	14.58	0.00	0.00	Completed
		233,333.52	145,833.45	4,166.67	4.20	510.42	141,666.78	34.00	Not Completed
		250,000.00	204,166.63	4,166.67	4.20	714.58	199,999.96	48.00	Not Completed
		250,000.00	204,166.63	4,166.67	4.20	714.58	199,999.96	48.00	Not Completed
		14,535.00	12,112.50	12,112.50	4.20	0.00	0.00	0.00	Completed
		250,000.00	195,833.29	4,166.67	4.20	685.42	191,666.62	46.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		250,000.00	233,333.32	4,166.67	4.20	816.67	229,166.65	55.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		208,333.30	120,833.23	4,166.67	4.20	422.92	116,666.56	28.00	Not Completed
		191,083.20	107,790.51	4,899.57	4.20	377.27	102,890.94	21.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		10,000.00	6,250.00	0.00	0.00	0.00	6,250.00	5.00	Not Completed

4/5/2022

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Page 1 of 106

Loan Reports – Detail(Section Wise)

The screenshot displays the EmetSoft HRM Reports interface. On the left is a sidebar menu with 'Reports' highlighted. The main area shows a tree view of reports under 'HRM Reports', with 'Loan' expanded to show 'Loan Report-Detail(Section wise)'. To the right is a filter configuration panel with the following elements highlighted by red boxes and numbers:

- 1:** Reports menu item in the sidebar.
- 2:** Loan report item in the tree view.
- 3:** Loan Report-Detail(Section wise) report item in the tree view.
- 4:** All Employee radio button in the filter panel.
- 5:** Payroll User dropdown menu.
- 6:** From Date field containing 3/5/2022.
- 7:** To Date field containing 4/5/2022.
- 8:** All Section radio button in the filter panel.
- 9:** Category dropdown menu.
- 10:** View Report button at the bottom right.

At the bottom of the interface, the 'Main Heading' is 'Dehiwala-Mount Lavinia Municipal Council' and the 'Sub Heading' is 'Dehiwala-Mount Lavinia'. There are also 'View Report' and 'Exit' buttons, and a checkbox for 'PDF format'.

1. Under the option Reports
2. Under the loan option
3. Select the Loan report detail
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Payroll User : Select the user from the drop down menu
6. From Date : Select the date from which
7. To Date : Select the date to which
8. Put the tick on all section or selected section
9. Category : Select the relevant category
10. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council									
Dehiwala-Mount Lavinia									
HRM LoanReport Detail SectionWise									
Category	All								
Date :	3/5/2022 To 4/5/2022								
Number:	Description:	Amount	BF Amt	Instalment Amt	%	Interest Amount	Due Amt	Due Ins	Status
Admin-11				11,404.02		1,128.15			
		250,000.00	195,833.29	4,166.67	4.20	685.42	191,666.62	46.00	Not Completed
		21,040.00	18,702.22	2,337.78	4.20	65.46	16,364.44	7.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		191,083.20	107,790.51	4,899.57	4.20	377.27	102,890.94	21.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
				36,166.35		6,192.65			
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		250,000.00	191,666.62	4,166.67	4.20	670.83	187,499.95	45.00	Not Completed
		4,600.00	400.00	0.00	4.20	0.00	400.00	2.00	Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		250,000.00	205,357.10	4,464.29	4.20	718.75	200,892.81	45.00	Not Completed
		4,000.00	4,000.00	400.00	0.00	14.68	3,600.00	9.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		250,000.00	234,693.88	5,102.04	4.20	821.43	229,591.84	45.00	Not Completed
		4,000.00	4,000.00	400.00	0.00	14.68	3,600.00	9.00	Not Completed
		250,000.00	250,000.00	4,166.67	4.20	875.00	245,833.33	59.00	Not Completed
		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	8.00	Not Completed
		250,000.00	166,666.60	4,166.67	4.20	583.33	162,499.93	39.00	Not Completed

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Page 1 of 110

Loan Report – Summary

The screenshot displays the EmetSoft HRM Reports interface. On the left, a sidebar menu shows 'Reports' highlighted. The main area is titled 'Select a report' and lists various report categories. The 'Loan' category is expanded, and 'Loan Report-Summary' is selected. On the right, there are two dropdown menus: 'Organization' (set to 'DMMC') and 'Category' (set to 'All Dates'). Below these, there are two radio buttons: 'All Employee' (selected) and 'Selected Employee'. At the bottom, there are two text boxes for 'Main Heading' and 'Sub Heading', both containing 'Dehiwala-Mount Lavinia Municipal Council'. A 'View Report' button is highlighted, and a 'PDF format' checkbox is checked.

1. Under the option Reports
2. Under the loan option
3. Select the Loan report summary
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Category : Select the relevant category
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

Loan Report-Summary

Category All
 Date : All

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Description:	From Date:	To Date:	Amount	Status
DIRSR	08-Jan		250,000.00	Not Complied
Description:	From D		Amount	Status
DIRSR	20-Jan		250,000.00	Not Complied
Description:	From D		Amount	Status
DISTR	16-Mar		250,000.00	Not Complied
Description:	From D		Amount	Status
Festival Advance	01-Mar		10,000.00	Complied
Description:	From D		Amount	Status
DIRSR	08-Jan		250,000.00	Not Complied
Festival	30-Mar		10,000.00	Not Complied
Description:	From D		Amount	Status
BANKF	29-Feb		4,000.00	Complied
Description:	From D		Amount	Status
DIRSR	30-Sep		191,083.20	Not Complied
Description:	From D		Amount	Status
DIRSR	20-Jan		250,000.00	Not Complied
Distress	11-Feb		21,040.00	Not Complied
Description:	From D		Amount	Status
DISTR	16-Mar		250,000.00	Not Complied
Description:	From Date:	To Date:	Amount	Status

Loan Balance Report – Detail

The screenshot displays the EmetSoft HRM Reports interface. The sidebar menu on the left has 'Reports' highlighted with a red box and the number 1. The 'Select a report' tree in the center has 'Loan' highlighted with a red box and the number 2, and 'Loan Balance Report-Detail' highlighted with a red box and the number 3. The filter panel on the right has 'All Employee' selected with a red box and the number 4, 'From Date' set to 3/5/2022 with a red box and the number 5, 'To Date' set to 4/5/2022 with a red box and the number 6, 'All Section' selected with a red box and the number 7, and 'Category' set to '-Select-' with a red box and the number 8. The main heading section at the bottom has 'Main Heading' set to 'Dehiwala-Mount Lavinia Municipal Council' and 'Sub Heading' set to 'Dehiwala-Mount Lavinia', with a 'View Report' button highlighted with a red box and the number 9. A 'PDF format' checkbox is also visible.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Detail
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Loan Balance Report-Details

Category All
Date : 3/5/2022 To 4/5/2022

		BF Amount	Transfer From a Section From	Given Loan From		Settle By Salary	Settle By Receipt	Transfer To a Section	Balance C/F	
		March 2022	March 2022	March 2022	April 2022	March 2022	March 2022	April 2022		
	Distress Loan	(87,500.07)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(91,666.74)	
	Distress Loan 2	18,702.22	0.00	0.00	0.00	(2,337.78)	0.00	0.00	16,364.44	
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	
	Distress Loan	(83,292.69)	0.00	0.00	0.00	(4,899.57)	0.00	0.00	(88,192.26)	
	Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	
	Special Advance	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	
			(161,690.54)	0.00	20,000.00	0.00	(11,404.02)	0.00	0.00	(153,094.56)
	Distress Loan	(132,905.19)	0.00	0.00	0.00	0.00	0.00	0.00	(132,905.19)	
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	
	Distress Loan	(58,333.38)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(62,500.05)	
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	
	Special Advance	(4,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(4,000.00)	
	Vehicle Loan	(4,200.00)	0.00	0.00	0.00	0.00	0.00	0.00	(4,200.00)	
	Distress Loan	30,104.35	0.00	0.00	0.00	(4,464.29)	0.00	0.00	25,640.06	
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	
	Special Advance	0.00	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)	
	Distress Loan	(11,390.54)	0.00	0.00	0.00	(5,102.04)	0.00	0.00	(16,492.58)	
	Festival Advance	(10,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(10,000.00)	
	Housing Loan	(9,995.04)	0.00	0.00	0.00	0.00	0.00	0.00	(9,995.04)	
	Special Advance	4,000.00	0.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00	
	Distress Loan	249,975.00	0.00	0.00	0.00	(4,166.67)	0.00	0.00	245,808.33	
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	
	Tsunami	(25,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	(25,000.00)	
	Distress Loan	(83,333.40)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(87,500.07)	
	Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	
	Distress Loan	(16,691.68)	0.00	0.00	0.00	(4,166.67)	0.00	0.00	(20,858.35)	
	Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	
	Special Advance	4,000.00	0.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00	

Loan Balance Report – Summary

The screenshot displays the EmetSoft HRM Reports interface. The sidebar menu on the left has 'Reports' highlighted with a red box and the number 1. The report selection tree in the center has 'Loan' (2) and 'Loan Balance Report-Summary' (3) highlighted with red boxes. The filter panel on the right has 'All Employee' (4), 'From Date: 3/5/2022' (5), 'To Date: 4/5/2022' (6), 'All Section' (7), and 'Category: -Select-' (8) highlighted with red boxes. The main heading section at the bottom has 'Dehiwala-Mount Lavinia Municipal Council' and 'Dehiwala-Mount Lavinia' entered, with 'View Report' (9) and 'Exit' buttons highlighted with red boxes. A 'PDF format' checkbox is also visible.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Summary
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Loan Balance Report-Summary

Category All
Date : 3/5/2022 To 4/5/2022

	BF Amount	Transfer From a Section From	Given Loan From	Settle By Salary	Settle By Receipt	Transfer To a Section	Balance C/F
Distress Loan	(87,500.07)	0.00	0.00	(4,166.67)	0.00	0.00	(91,666.74)
Distress Loan 2	18,702.22	0.00	0.00	(2,337.78)	0.00	0.00	16,364.44
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Distress Loan	(83,292.69)	0.00	0.00	(4,899.57)	0.00	0.00	(88,192.26)
Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
Special Advance	400.00	0.00	0.00	0.00	0.00	0.00	400.00
	(161,690.54)	0.00	20,000.00	(11,404.02)	0.00	0.00	(153,094.56)
Distress Loan	(132,905.19)	0.00	0.00	0.00	0.00	0.00	(132,905.19)
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Distress Loan	(58,333.38)	0.00	0.00	(4,166.67)	0.00	0.00	(62,500.05)
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Special Advance	(4,000.00)	0.00	0.00	0.00	0.00	0.00	(4,000.00)
Vehicle Loan	(4,200.00)	0.00	0.00	0.00	0.00	0.00	(4,200.00)
Distress Loan	30,104.35	0.00	0.00	(4,464.29)	0.00	0.00	25,640.06
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Special Advance	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)
Distress Loan	(11,390.54)	0.00	0.00	(5,102.04)	0.00	0.00	(16,492.58)
Festival Advance	(10,000.00)	0.00	0.00	0.00	0.00	0.00	(10,000.00)
Housing Loan	(9,995.04)	0.00	0.00	0.00	0.00	0.00	(9,995.04)
Special Advance	4,000.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00
Distress Loan	249,975.00	0.00	0.00	(4,166.67)	0.00	0.00	245,808.33
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Tsunami	(25,000.00)	0.00	0.00	0.00	0.00	0.00	(25,000.00)
Distress Loan	(83,333.40)	0.00	0.00	(4,166.67)	0.00	0.00	(87,500.07)
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Distress Loan	(16,691.68)	0.00	0.00	(4,166.67)	0.00	0.00	(20,858.35)
Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
Special Advance	4,000.00	0.00	0.00	(400.00)	0.00	0.00	3,600.00
Distress Loan	237,474.99	0.00	0.00	(4,166.67)	0.00	0.00	233,308.32
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Special Advance	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Distress Loan	233,308.32	0.00	0.00	(4,166.67)	0.00	0.00	229,141.65
Festival Advance	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	333,013.43	0.00	90,000.00	(36,166.35)	0.00	0.00	386,847.08
Distress Loan	(44,691.60)	0.00	0.00	(2,234.58)	0.00	0.00	(46,926.18)
Festival Advance	(10,000.00)	0.00	10,000.00	0.00	0.00	0.00	0.00
Special Advance	0.00	0.00	0.00	(400.00)	0.00	0.00	(400.00)
Distress Loan	(54,470.60)	0.00	0.00	(2,723.53)	0.00	0.00	(57,194.13)

Loan Balance Report – Section Summary

The screenshot displays the EmetSoft HRM Reports interface. The sidebar menu on the left has 'Reports' highlighted. The main area shows a tree view of reports under 'HRM Reports', with 'Loan Balance Report-Section Summary' selected. To the right, a filter panel contains the following elements:

- Employee Selection:** Radio buttons for 'All Employee' (checked) and 'Selected Employee'. A red box labeled '4' highlights this section.
- From Date:** A text input field containing '3/5/2022'. A red box labeled '5' highlights this field.
- To Date:** A text input field containing '4/5/2022'. A red box labeled '6' highlights this field.
- Organization:** A dropdown menu with 'DMMC' selected.
- Section Selection:** Radio buttons for 'All Section' (checked) and 'Selected Section'. A red box labeled '7' highlights this section.
- Category:** A dropdown menu with '-Select-' selected. A red box labeled '8' highlights this field.

At the bottom of the interface, there are two text input fields for 'Main Heading' and 'Sub Heading', both containing 'Dehiwala-Mount Lavinia Municipal Council'. To the right of these fields are 'View Report' and 'Exit' buttons, with a red box labeled '9' highlighting the 'View Report' button. A 'PDF format' checkbox is also present and checked.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Summary
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

The report is viewed as follows

Loan Report Schedule

The screenshot displays the EmetSoft HRM Reports interface. On the left, a sidebar menu shows 'Reports' highlighted with a red box and the number '1'. The main area is titled 'Select a report' and contains a tree view of report categories. 'Loan' is highlighted with a red box and the number '2'. Under 'Loan', 'Loan Balance Report-Summary' is highlighted with a red box and the number '3'. To the right of the tree view, there are two radio buttons: 'All Employee' (selected) and 'Selected Employee', with a red box and the number '4' around them. Below these is a dropdown menu for 'Organization' set to 'DMMC'. Another dropdown menu for 'Category' is set to '-Select-' with a red box and the number '5' around it. At the bottom, there are two text boxes for 'Main Heading' and 'Sub Heading', both containing 'Dehiwala-Mount Lavinia Municipal Council'. To the right of these boxes are 'View Report' and 'Exit' buttons, with a red box and the number '6' around them. A 'PDF format' checkbox is also visible at the bottom right.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Summary
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Category : Select the relevant category
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia

Loan Report-Details

Category All
 Date : All

Number:	Description:	From Date:	To Date:	Amount	Paid Amt	Status
	DIRSR				0.00	Not Complete
Paid Date		Paid Amount	Interest Amount		Due Amount	
31-Jan-2021		4,167.00	875.00		245,833.00	
28-Feb-2021		4,167.00	875.00		241,666.00	
31-Mar-2021		4,167.00	875.00		237,499.00	
30-Apr-2021		4,167.00	875.00		233,332.00	
31-May-2021		8,334.66	816.66		229,165.33	
30-Jun-2021		4,166.67	816.67		220,830.67	
31-Jul-2021		4,166.67	802.08		216,664.00	
31-Aug-2021		4,166.67	787.50		212,497.33	
30-Sep-2021		4,166.67	772.92		208,330.66	
31-Oct-2021		4,166.67	758.33		204,163.99	
30-Nov-2021		4,166.67	743.75		199,997.32	
31-Dec-2021		4,166.67	729.17		195,830.65	
31-Jan-2022		4,166.67	714.58		191,663.98	
28-Feb-2022		4,166.67	700.00		187,497.31	
31-Mar-2022		4,166.67	685.42		183,330.64	
30-Apr-2022		4,166.67	670.83		179,163.97	
Number:	Description:	From Date:	To Date:	Amount	Paid Amt	Status

Loan Report Issued

The screenshot displays the EmetSoft interface for generating a 'Loan Report Issued'. The left sidebar shows the 'Reports' menu item highlighted. The main area shows a tree view of report options, with 'Loan Report-Issued' selected. The right panel contains configuration options: 'All Employee' is selected, 'From Date' is 3/5/2022, 'To Date' is 4/5/2022, and 'Category' is set to '-Select-'. The 'View Report' button is visible at the bottom right.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Balance Report Detail
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Category : Select the relevant category
8. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Loan Report-Issued

Category All
Date : 3/5/2022 To 4/5/2022

Number:	Employee Name	Description:	Amount	No. of Ins	Start Date	End Date	Capital Ins	Voucher Amt.	Rate(%)	Status
New Loan								18,964,150.00		
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Distress	32,500.00	13	01-Apr-2022	30-Apr-2023	2,500.00	32,500.00	4.20	Not Complied
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		DIRSRESS	250,000.00	60	16-Mar-2022	15-Mar-2027	4,166.67	249,975.00	4.20	Not Complied
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	0.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	0.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	30-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		FESTIVAL ADVANCE	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused
		Festival	10,000.00	8	31-Mar-2022	29-Nov-2022	1,250.00	10,000.00	0.00	Paused

.....
Prepared By

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Checked By

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Certified By

Loan Gurantor Report

The screenshot displays the EmetSoft HRM Reports interface. On the left, a sidebar menu lists various reports, with 'Reports' highlighted in green. The main area shows a tree view of reports under 'HRM Reports', with 'Loan' and 'Loan Gurantor Report' highlighted. A red box labeled '1' is around the 'Reports' menu item, '2' is around 'Loan', and '3' is around 'Loan Gurantor Report'. On the right, there are radio buttons for 'All Employee' (selected) and 'Selected Employee', with a red box labeled '4' around them. Below these is an 'Organization' dropdown menu set to 'DMMC'. At the bottom, there are input fields for 'Main Heading' and 'Sub Heading', both containing 'Dehiwala-Mount Lavinia Municipal Council'. A red box labeled '5' is around the 'View Report' button. A 'PDF format' checkbox is also visible.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Gurantor Report
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Loan Guarantor Report

Employee Name : All

Employee No	Employee Name	Start Date	End Date	Loan Category	Amount	Status
		23-02-2021	22-Mar-2026	Distress Loan	247,500.00	Ongoing
		14-02-2022	13-Mar-2027	Distress Loan	247,500.00	Ongoing
		07-02-2021	06-May-2026	Distress Loan	242,500.00	Ongoing
		22-02-2022	21-Mar-2027	Distress Loan	250,000.00	Ongoing
		08-02-2021	07-Mar-2026	Distress Loan	250,000.00	Ongoing
		15-02-2021	14-Mar-2026	Distress Loan	250,000.00	Ongoing
		29-02-2021	28-Mar-2026	Distress Loan	250,000.00	Ongoing
		18-02-2021	17-Oct-2026	Distress Loan	250,000.00	Ongoing
		23-02-2021	22-Dec-2026	Distress Loan	167,595.00	Ongoing
		28-02-2022	27-Mar-2027	Distress Loan	250,000.00	Ongoing
		01-Feb-2022	31-Jan-2027	Distress Loan	245,000.00	Ongoing

Loan Changes Report

The screenshot shows the EmetSoft application interface. On the left is a dark sidebar menu with the EmetSoft logo and the tagline "...Cloud First...". The sidebar contains several menu items: Employee, Leave, Attendance, OT, Payroll, Loan, Reports (highlighted in green), User Management, Tools, Master, Admin, and Recruitments. The main area displays a "Select a report" dialog box. The dialog has a tree view on the left with the following items: Employee Reports, Leave & Attendance, Pay Roll, Loan (highlighted with a red box and number 2), Loan Report-Detail, Loan Report-Detail(Section wise), Loan Report-Summary, Loan Balance Report-Detail, Loan Balance Report-Summary, Loan Balance Report-Section Summary, Loan Report-Schedule, Loan Report-Issued, Age Analysis-Summary, Age Analysis-Details, Loan Guarantor Report, Loan Changes Report (highlighted with a red box and number 3), Loan Report-Payroll deduction, Project Base, Admin, and Customize Reports. To the right of the tree view are two dropdown menus: "Salary Type:" (highlighted with a red box and number 4) and "Salary Session:" (highlighted with a red box and number 5). The "Organization:" field is set to "DMMC". At the bottom of the dialog, there are two input fields: "Main Heading:" (containing "Dehiwala-Mount Lavinia Municipal Council") and "Sub Heading:" (containing "Dehiwala-Mount Lavinia"). To the right of these fields are two buttons: "View Report" (highlighted with a red box and number 6) and "Exit". A checkbox for "PDF format" is checked.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Guarantor Report
4. Salary Type : Select the salary type from the drop down menu
5. Salary Session : Select the salary session from the drop down menu
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Loan Changes Report

Session: 4/1/2022 To 4/30/2022[Monthly]

Employee No	Employee Name	Loan Type	Amount	Instalment	No. of Instll.	Start Date	Remarks
1. New Loan - Authorized for loan deduction from this salary							
99							
		Distress Loan	32,500.00	2,500.00	13.00	1-Apr-2022	New Loan :2003636
		Distress Loan	250,000.00	4,166.67	60.00	16-Mar-2022	New Loan :2002679
		Distress Loan	250,000.00	4,166.67	60.00	23-Mar-2022	New Loan :2002704
		Distress Loan	141,347.46	6,145.54	23.00	25-Mar-2022	New Loan :2002713
		Distress Loan	250,000.00	4,166.67	60.00	30-Mar-2022	New Loan :2003111
		Distress Loan	250,000.00	4,166.67	60.00	28-Mar-2022	New Loan :2002788
		Distress Loan	250,000.00	4,166.67	60.00	23-Mar-2022	New Loan :2002706
		Distress Loan	250,000.00	4,166.67	60.00	31-Mar-2022	New Loan :2003519
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002676
		Distress Loan	250,000.00	4,166.67	60.00	21-Mar-2022	New Loan :2002691
		Distress Loan	250,000.00	10,869.57	23.00	14-Mar-2022	New Loan :2002669
		Distress Loan	250,000.00	4,166.67	60.00	22-Mar-2022	New Loan :2002701
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002677
		Distress Loan	250,000.00	4,166.67	60.00	10-Mar-2022	New Loan :2002653
		Distress Loan	250,000.00	4,166.67	60.00	10-Mar-2022	New Loan :2002656
		Distress Loan	250,000.00	4,166.67	60.00	8-Mar-2022	New Loan :2002650
		Distress Loan	250,000.00	4,166.67	60.00	18-Mar-2022	New Loan :2002689
		Distress Loan	250,000.00	4,166.67	60.00	14-Mar-2022	New Loan :2002664
		Distress Loan	250,000.00	6,250.00	40.00	30-Mar-2022	New Loan :2003184
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002674
		Distress Loan	250,000.00	4,166.67	60.00	15-Mar-2022	New Loan :2002672

Loan Report – Payroll Deduction

The screenshot shows the EmetSoft application interface for generating a report. The sidebar menu on the left has 'Reports' highlighted with a red box and the number 1. The main report selection area has 'Loan' selected with a red box and the number 2, and 'Loan Report-Payroll deduction' selected with a red box and the number 3. The filter configuration panel on the right has several fields: 'All Employee' selected with a red box and the number 4, 'Salary Type' set to 'Monthly' with a red box and the number 5, 'Salary Session' set to 'Session: 4/1/2022 To 4/30/2022[Monthly]' with a red box and the number 6, 'Payroll User' set to '<-All->' with a red box and the number 7, 'Organization' set to 'DMMC' with a red box and the number 8, and 'All Section' selected with a red box and the number 9. At the bottom, the 'View Report' button is highlighted with a red box and the number 9. The main heading is 'Dehiwala-Mount Lavinia Municipal Council' and the sub heading is 'Dehiwala-Mount Lavinia'. The PDF format checkbox is checked.

1. Under the option Reports
2. Under the loan option
3. Select the Loan Report Payroll Deduction
4. Put the tick in all employee if want to see details of all employees.
Otherwise put the tick on selected employee and enter the employee by selecting from list
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Put the tick on all section or selected section
8. Category : Select the relevant category
9. Click to view the report

Dehiwala-Mount Lavinia Municipal Council

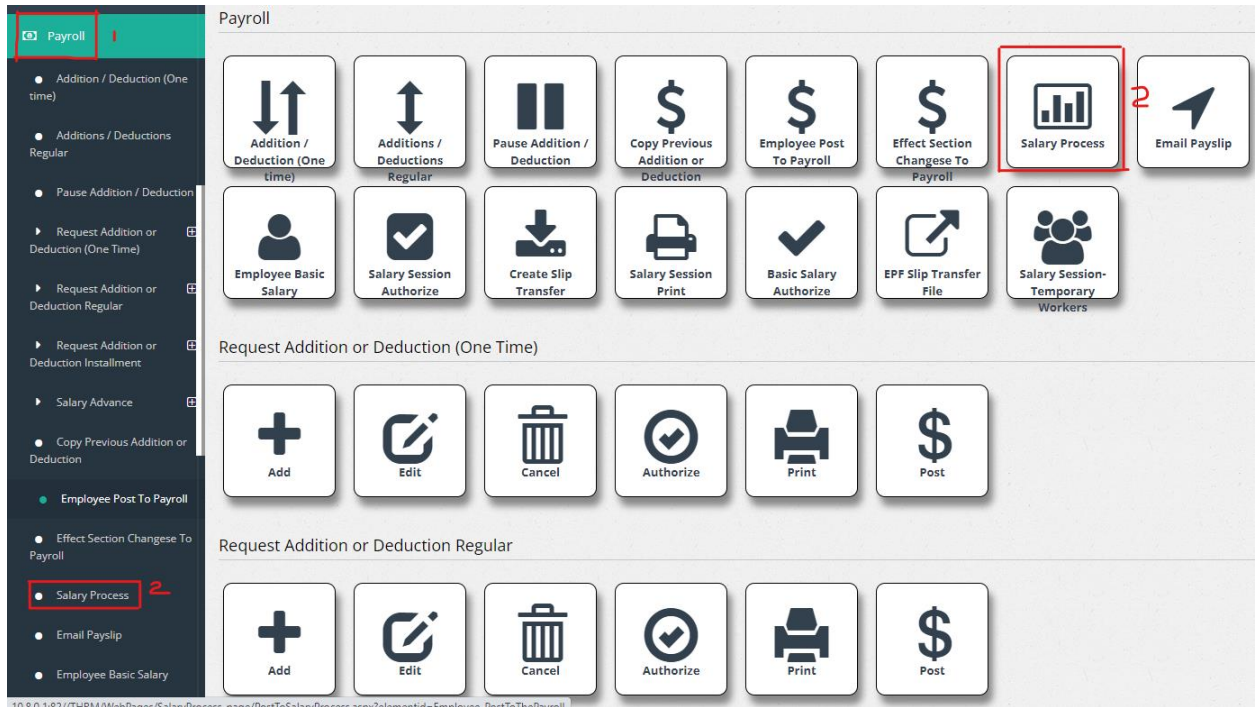
Dehiwala-Mount Lavinia

Salary Payment Detail Report

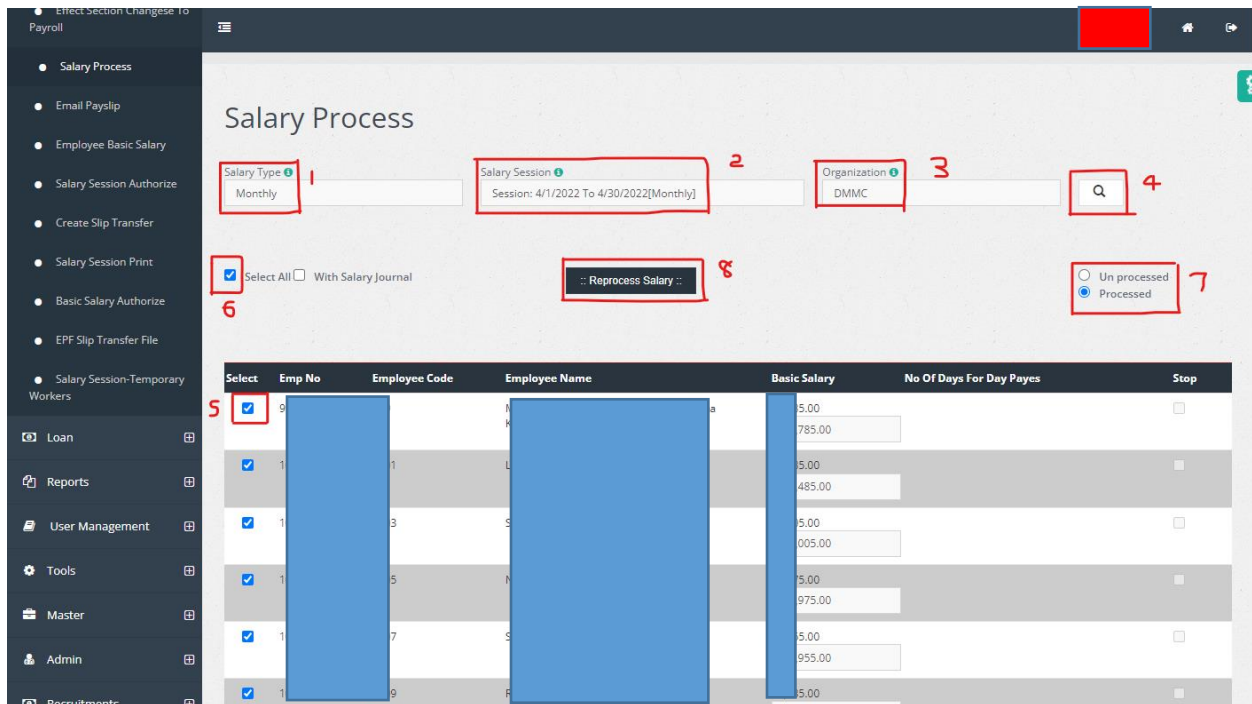
Salary Session : Session: 4/1/2022 To 4/30/2022[Monthly]

Employee No	Employee Name	Loan Category	Installment	Interest
Section : Admin			11,404.02	1,088.23
Distress Loan			9,066.24	1,030.95
		Distress Loan	4,166.67	670.83
		Distress Loan	4,899.57	360.12
Distress Loan 2			2,337.78	57.28
		Distress Loan 2	2,337.78	57.28

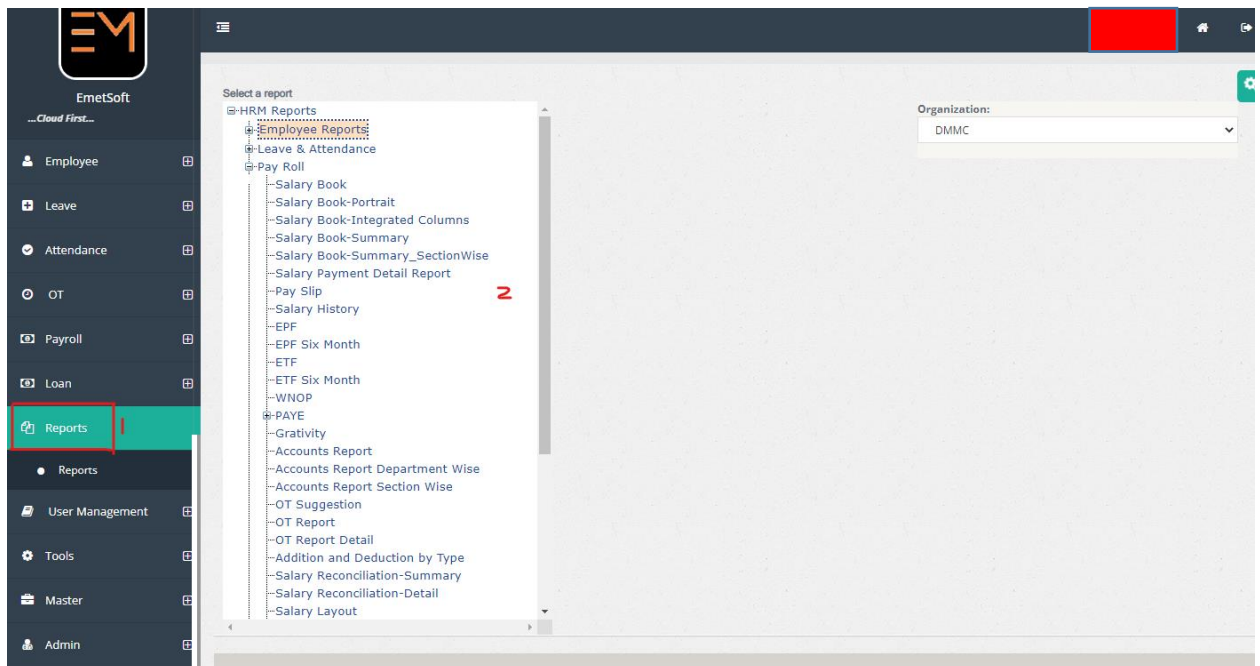
10. Process the salary for the first time



1. Click on Payroll menu
2. Select the Salary Process Option



1. Salary Type : Select the salary type from the drop down menu
 2. Salary Session : Select the salary session from the drop down menu
 3. Organization : Select the organization
 4. Click on to search
 5. Put the tick to select an employee
 6. Put the tick on to select all employees at once
 7. Select whether processed or not
 8. Click on to process the salary
5. Then tally the manual documents with the processed one
 6. If there are any changes, do those
 7. Then reprocess again
 8. If there are any changes in the bank accounts enter those to the system
 9. Then check whether if there are any changes in the bank accounts
 10. Then check whether there are any changes in the bank accounts to which remittance is credited
 11. Then check the total amounts with the loan report
 12. Then again reprocess
 13. Then take the reports pay slip, slip transfer file and accounts report



1. Select on reports menu and click on reports
2. Select the reports that want to print

11. Salary Payment Detail Report

Select a report

- HRM Reports
 - Employee Reports
 - Leave & Attendance
 - Pay Roll 1
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary SectionWise
 - Salary Payment Detail Report 2
 - Pay Slip
 - Salary History
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

Organization: 7
DMMC

All Employee 3
 Selected Employee

Salary Type: 4
<-Select->

Salary Session: 5
<-Select->

Payroll User: 6
<-All->

All Section 8
 Selected Section

Main Heading : Dehiwala-Mount Lavinia Municipal Council
Sub Heading : Dehiwala-Mount Lavinia

View Report 9 Exit

PDF format

1. Under the option payroll
2. Select the report Salary Payment Detail Report
3. Put the tick to all employee or selected employee. If the tick has put on selected employee type the employee number
4. Salary Type : Select the salary type from the drop down menu
5. Salary Session : Select the relevant salary session
6. Payroll User : Select the payroll user if want
7. Organization : Select the organization
8. Put the tick on all section or selected section
9. Click to view report

12. Bank Remittance Detail Report

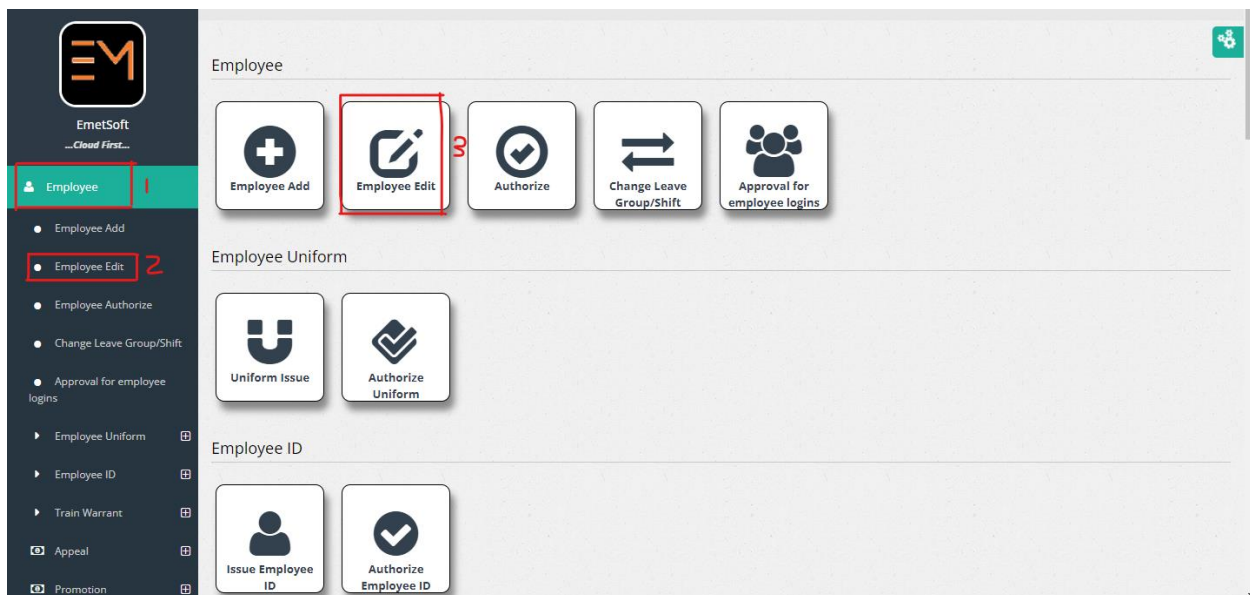
The screenshot shows the 'Bank Remittance Detail Report' selection interface. On the left, a tree view lists various reports, with 'Bank Remittance-Detail' highlighted and numbered 1. The main form contains several fields and dropdown menus, each numbered for reference:

- 2: Radio buttons for 'All Employee' (selected) and 'Selected Employee'.
- 3: 'Salary Type' dropdown menu.
- 4: 'Salary Session' dropdown menu.
- 5: 'Payroll User' dropdown menu.
- 6: 'Organization' dropdown menu (value: DMMC).
- 7: 'Bank / Agent' dropdown menu.
- 8: 'Payment Mode' dropdown menu (value: Cheque).
- 9: 'View Report' and 'Exit' buttons.

At the bottom, there are fields for 'Main Heading' (Dehiwala-Mount Lavinia Municipal Council) and 'Sub Heading' (Dehiwala-Mount Lavinia). A 'PDF format' checkbox is checked.

1. Select the report Bank Remittance Detail
2. Put the tick to all employee or selected employee. If the tick has put on selected employee type the employee number
3. Salary Type : Select the salary type from the drop down menu
4. Salary Session : Select the relevant salary session
5. Payroll User : Select the payroll user if want
6. Organization : Select the organization
7. Bank/Agent : Select the bank or agent from the drop down menu
8. Payment Mode : Select the payment mode from the drop down menu (cheque, cash, slip transfer, cross)
9. Click to view report

13. Employee Salary Stop



1. Under Employee Option
2. Select Employee Edit

Employee Details

Search By Employee No Search For Section <-Select->

Organization DMMC Status Working

1 2 3 4 5 6 7 8 9 10 ...

Select	ID	Employee Code	Employee Number	Name With Initials	Full Name	Designation	Status	Nature of the Job Status
<input type="checkbox"/>	20054						Working	Permanent
<input type="checkbox"/>	1001						Working	Permanent
<input type="checkbox"/>	1003						Working	Permanent
<input type="checkbox"/>	1005						Working	Permanent
<input type="checkbox"/>	1007						Working	Permanent
<input type="checkbox"/>	1009						Working	Permanent
<input type="checkbox"/>	1010						Working	Permanent
<input type="checkbox"/>	1011						Working	Permanent
<input type="checkbox"/>	1013						Working	Permanent
<input type="checkbox"/>	1016						Working	Permanent

1. By clicking go to employee profile

Particulars of Salary Payments

Payment Type Slip Transfer

EPF Entitle ETF Entitle Pension Entitle EPF Cheque to Other Org

EPF/ETF Enter manually

EPF	EPF Employer	ETF
0.00	0.00	0.00

PAYE Tax Enter manually

PAYE TAX 0.00

Is OT Allowed Half Pay Stop Salary Is Day Pay Attendance Allowance 0.00

Salary Type Monthly Next Increment Date

Gratuity B/F Amount 0.0000 Gratuity B/F Date WNOP No PSPF No

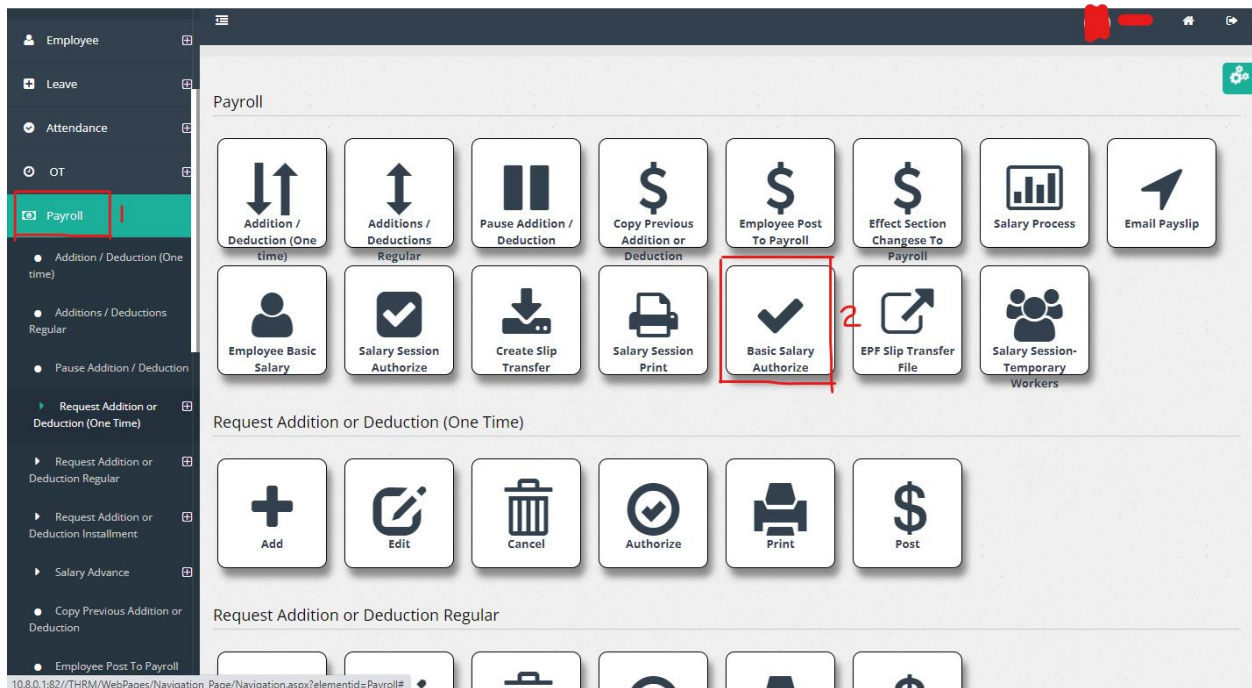
2 3

1. Put the tick to stop salary
2. Click to save
3. Click to save and do another task

14. Salary Reprocess

15. Salary Authorize

Basic Salary Authorize



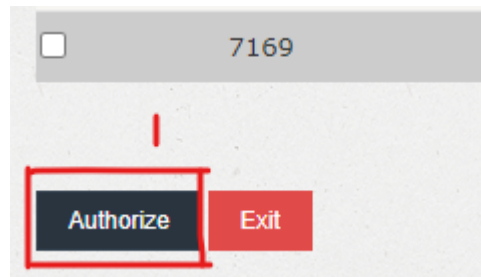
1. Under Payroll Option
2. Select Basic Salary Authorize

Employee Basic Salary Increments Authorize

Select All

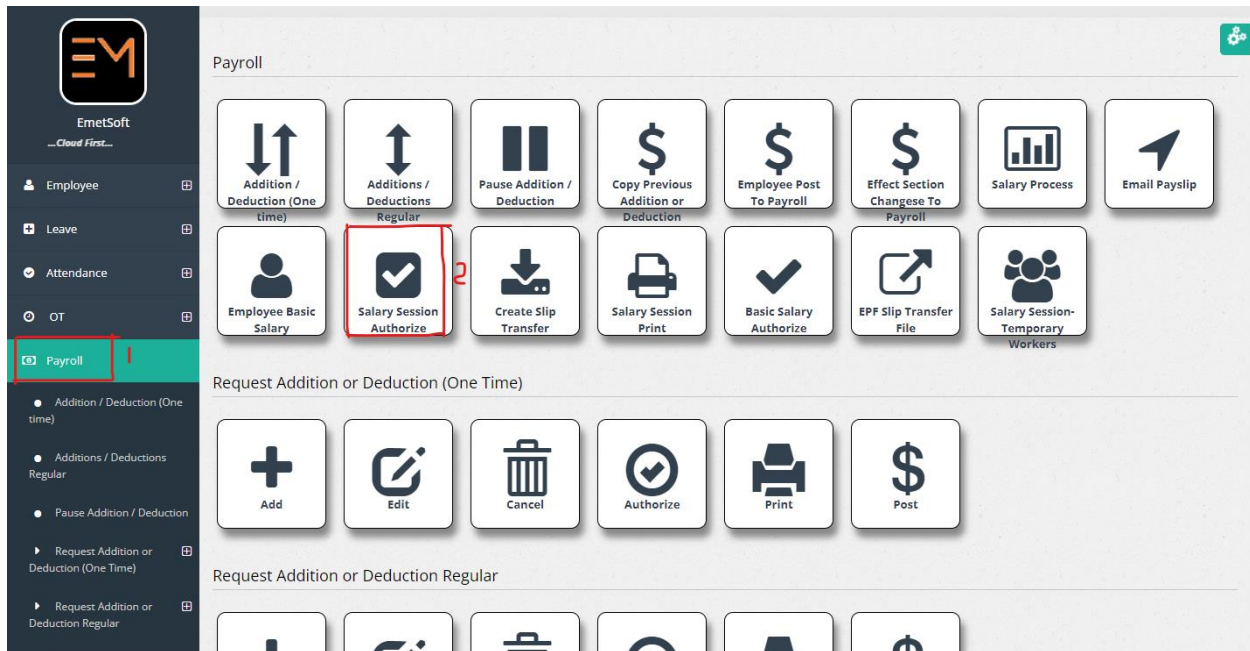
Authorize	EmployeeCode	Employee	Start Date	End Date	Current Basic	New Basic
<input checked="" type="checkbox"/> 2			2021/11/26		33,650.00	33,950.00
<input type="checkbox"/>			2021/08/14		26,250.00	26,500.00
<input type="checkbox"/>			2020/01/01		25,000.00	31,610.00
<input type="checkbox"/>			2022/01/28		28,640.00	28,910.00
<input type="checkbox"/>			2021/09/15		32,540.00	32,840.00
<input type="checkbox"/>			2021/12/30		31,040.00	31,340.00
<input type="checkbox"/>			2020/01/01		33,050.00	33,350.00
<input type="checkbox"/>			2021/11/26		30,260.00	30,800.00
<input type="checkbox"/>			2021/11/26		30,530.00	30,800.00

1. Put the tick to select all employees to authorize
2. Put the tick to select an employee

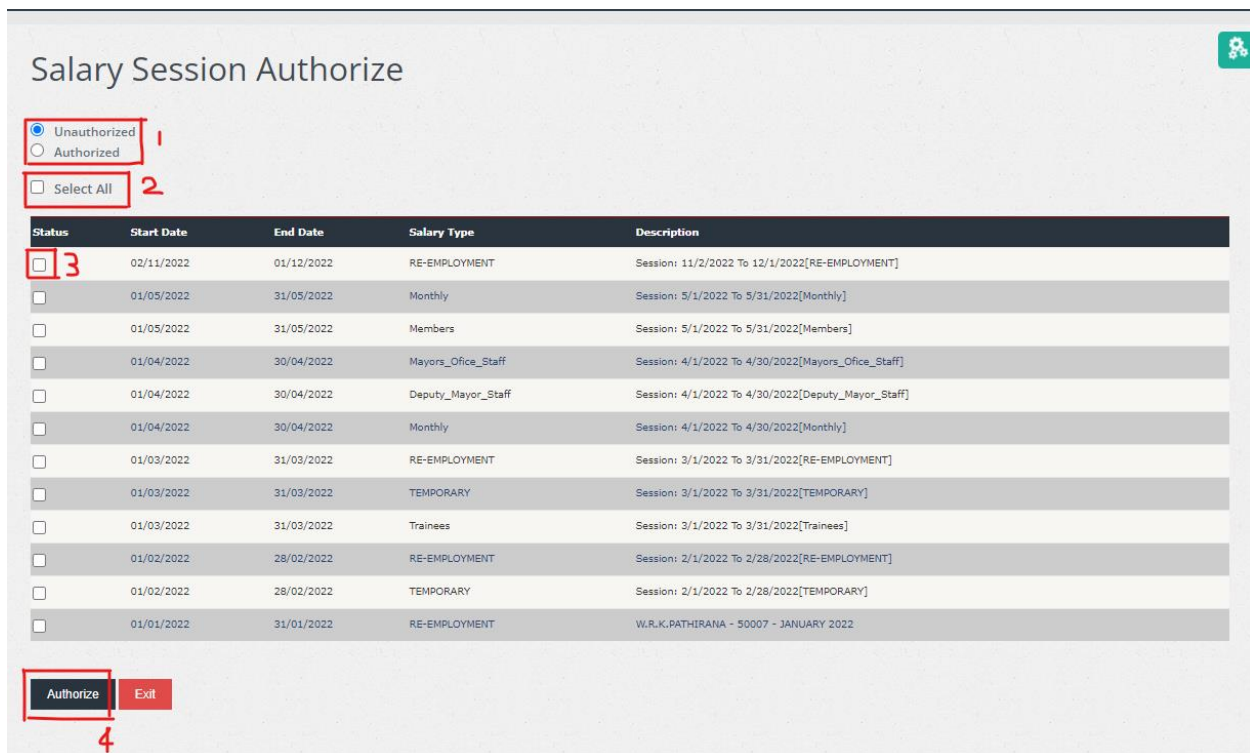


1. Click to authorize

Salary Session Authorize



1. Under Payroll Option
2. Select Salary Session Authorize



1. Put the tick to see authorized or unauthorized salary sessions

2. Put the tick to select all employees to authorize
3. Put the tick to select an employee
4. Click to authorize

16. Employee Pay Slip/Slip Transfer File/Bank Remittance Letter

Select a report

- HRM Reports
 - Employee Reports
 - Leave & Attendance
 - Pay Roll
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise
 - Salary Payment Detail Report
 - Pay Slips** 1
 - Salary History
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

All Employee 2
 Selected Employee

Salary Type: 3
 <-Select->

Salary Session: 4
 <-Select->

Payroll User 5
 <-All->

Organization: 6
 DMMC

All Section 7
 Selected Section

Main Heading : Dehiwala-Mount Lavinia Municipal Council
 Sub Heading : Dehiwala-Mount Lavinia

8

PDF format


1. Select the report pay slip
2. Put the tick to all employee or selected employee. If the tick has put on selected employee type the employee number
3. Salary Type : Select the salary type from the drop down menu
4. Salary Session : Select the relevant salary session
5. Payroll User : Select the payroll user if want
6. Organization : Select the organization
7. Put the tick on all section or selected section
8. Click to view report

Dehiwala-Mount Lavinia Municipal Co

Dehiwala-Mount Lavinia

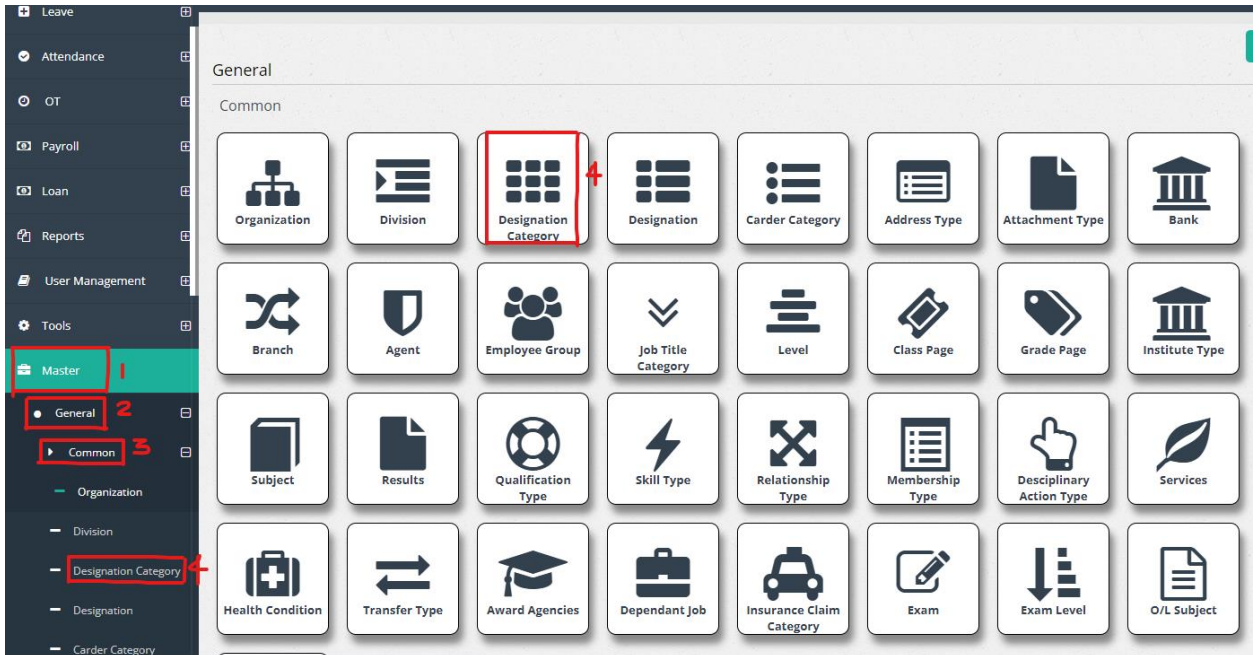
Salary Slip

Sq

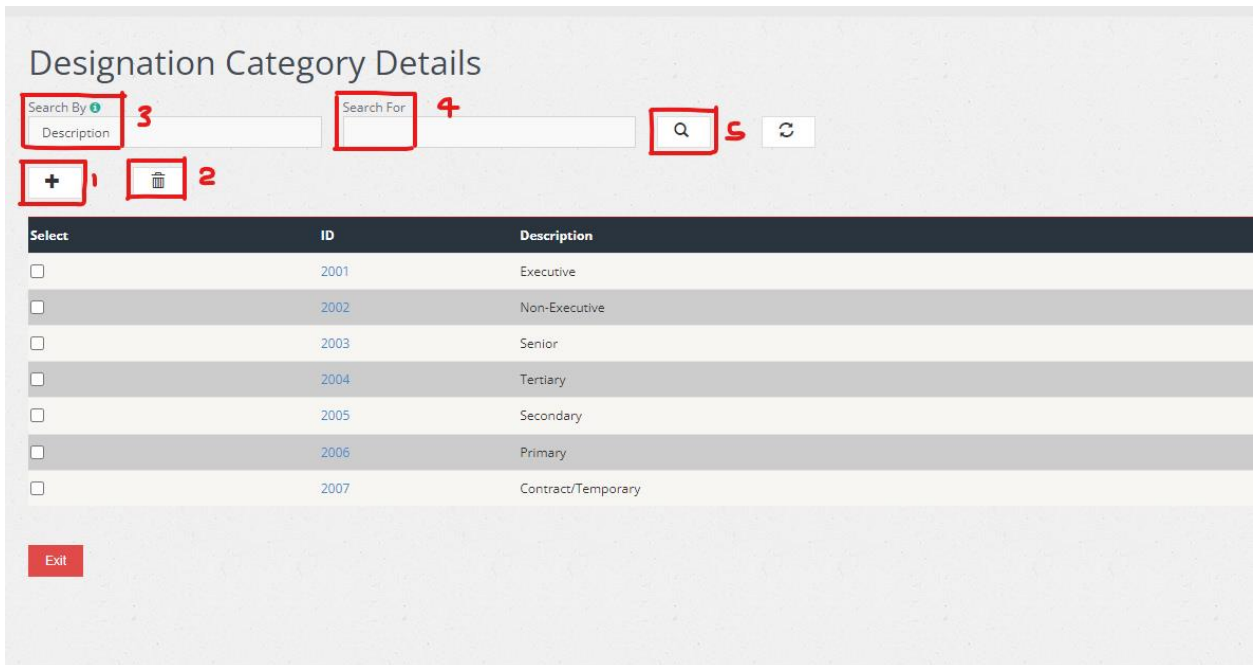
	
Designation	Management Ser
Section	Book Keeping
NIC Number	8
Employee Number	
Employee Code	
Earnings	
Basic Salary	
Sub Total	
INTERIM ALLOW.	
C.O.L.	
Gross Salary	
Deduction	
W.&OP	
Festival	
Distress	
STMP	
OTHER SOCIETIES	
AGRAHARA	
PPMA	
Total Deduction	
Net Salary	
Festival	h
Prv.Bal:5,000.00	
Distress	h
Prv.Bal:125,000.08	
Employee	Employer

17. Temporary Employees Salary

1. As the first step create a designation



1. Under Master option
2. In the General option
3. In the Common option
4. Select the designation category option



1. Click to add a new designation category
2. Click to delete an existing designation category
3. Search By : Select the category to search from the drop down menu

4. Search For : Enter the details according to the selected category to search
5. Click on to search

The screenshot shows a web form titled "Designation Category". It contains the following elements:

- A text input field labeled "Category ID" containing the value "2008". A red box highlights this field, and a red number "1" is placed to its right.
- A text input field labeled "Designation Category *". A red box highlights this field, and a red number "2" is placed to its right.
- A button labeled "Cadre" located to the right of the "Designation Category" field.
- Two buttons labeled "Save" and "Exit" at the bottom left. A red number "3" is placed above the "Save" button.
- A note at the bottom: "Fields marked with an asterisk * are required."

1. Category ID : Enter the category ID
2. Designation Category : Enter the new designation category to add
3. Click to save a new designation category

Then go to employees profile

Fax

Job Details

Class ¹ <-Select-> Grade ¹ <-Select->

Service ¹ <-Select->

Nature of the Job Status ¹ **2** Permanent State ¹ Unauthorized

Supervisor ¹ Division ¹ ME - Rathmalana

Is Shift Worker Set working days for non shift workers ¹ Drivers Leave Group ¹ MA Employee Group ¹ **1** CONTRACT

Occupation Classif. Grade Insurance No

User Name Appointment Date Resigned Date

1. Employee Group : Select the employee group as temporary
2. Nature of the Job Status : Select the nature of the job status from the drop down menu

Particulars of Salary Payments

Basic Salary Payment Type ¹ **3** <-Select->

EPF Entitle ¹ ETF Entitle ² Pension Entitle EPF Cheque to Other Org

EPF/ETF Enter manually PAYE Tax Enter manually

EPF EPF Employer ETF PAYE TAX PAYE

Is OT Allowed ⁴ Half Pay Stop Salary Is Day Pay Attendance Allowance

Salary Type ¹ **5** CONTRACT Next Increment Date

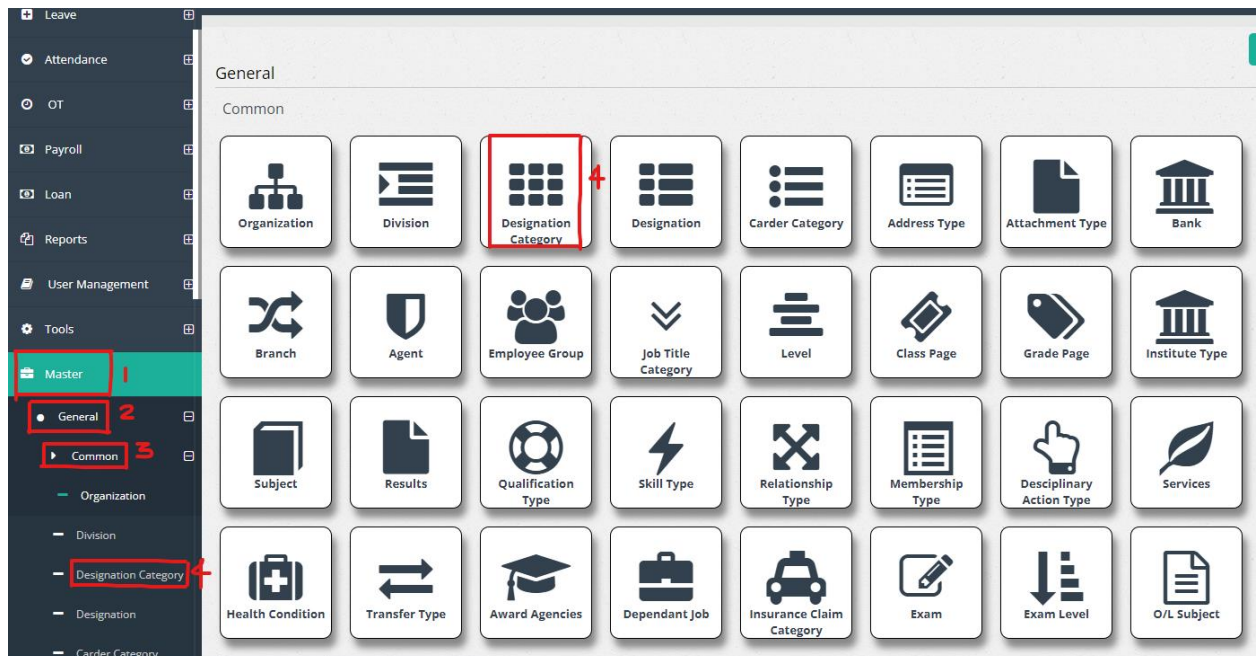
Gratuity B/F Amount Gratuity B/F Date WNOP No PSPF No

6 Save Save and Continue Exit

1. EPF Entitie : Don't put the tick
2. ETF Entitie : Don't put the tick
3. Payment Type : Select the payment type
4. Is OT Allowed : Don't put the tick
5. Salary Type : Select the salary type from the drop down menu
6. Click to save

18. Members Salary

As the first step create a designation



1. Under Master option
2. In the General option
3. In the Common option
4. Select the designation category option

Designation Category Details

Search By ³ Search For ⁴

¹ ²

Select	ID	Description
<input type="checkbox"/>	2001	Executive
<input type="checkbox"/>	2002	Non-Executive
<input type="checkbox"/>	2003	Senior
<input type="checkbox"/>	2004	Tertiary
<input type="checkbox"/>	2005	Secondary
<input type="checkbox"/>	2006	Primary
<input type="checkbox"/>	2007	Contract/Temporary

1. Click to add a new designation category
2. Click to delete an existing designation category
3. Search By : Select the category to search from the drop down menu
4. Search For : Enter the details according to the selected category to search
5. Click on to search

Designation Category

Category ID ¹

Designation Category * ²

³

Fields marked with an asterisk * are required.

1. Category ID : Enter the category ID

2. Designation Category : Enter the new designation category to add
3. Click to save a new designation category

Then go to employee's profile

The screenshot shows a web form for an employee profile. At the top, there is a 'Fax' field. Below it is a 'Job Details' section with several fields: 'Class' and 'Grade' (both with '<-Select->' dropdowns), 'Service' (with '<-Select->'), 'Nature of the Job Status' (with 'Permenent' selected and a red box and '2' next to it), 'State' (with 'Unauthorized'), 'Supervisor' (empty), and 'Division' (with 'ME - Rathmalana'). Below these are 'Is Shift Worker' (checkbox), 'Set working days for non shift workers' (with 'Drivers'), 'Leave Group' (with 'MA'), and 'Employee Group' (with 'CONTRACT' selected and a red box and '1' next to it). At the bottom are 'Occupation Classif. Grade', 'Insurance No', 'User Name', 'Appointment Date', and 'Resigned Date' fields.

1. Employee Group : Select the employee group as members
2. Nature of the Job Status : Select the nature of the job status from the drop down menu

Particulars of Salary Payments

Basic Salary

Payment Type

EPF Entitle ETF Entitle

Pension Entitle EPF Cheque to Other Org

EPF/ETF Enter manually

EPF EPF Employer ETF

PAYE Tax Enter manually

PAYE TAX

Is OT Allowed Half Pay Stop Salary Is Day Pay Attendance Allowance

Salary Type Next Increment Date

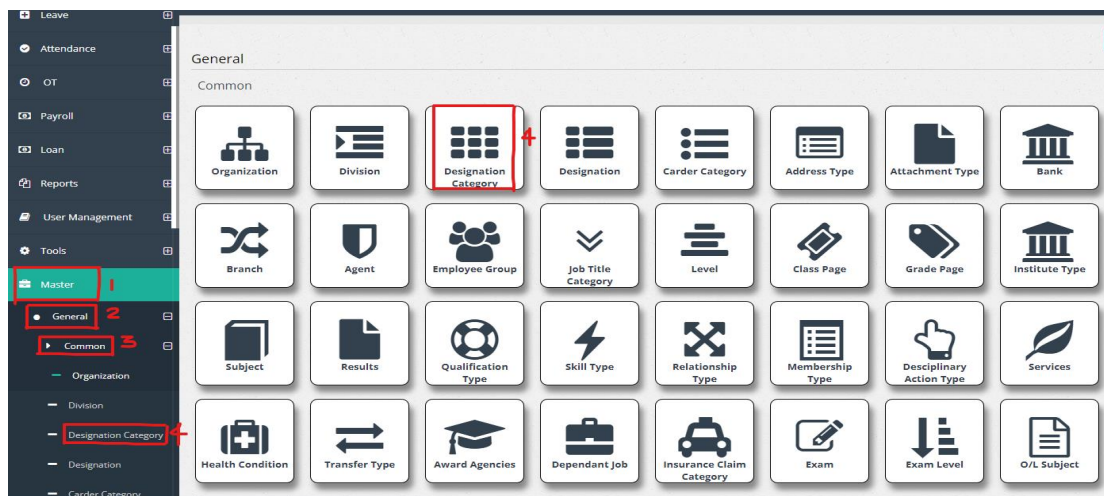
Gratuity B/F Amount Gratuity B/F Date WNOP No PSPF No

Save Save and Continue Exit

1. EPF Entitie : put the tick if necessary
2. ETF Entitie : put the tick if necessary
3. Payment Type : Select the payment type
4. Is OT Allowed : Put the tick if necessary
5. Salary Type : Select the salary type from the drop down menu
6. Click to save

19. Re-employment Salary

As the first step create a designation



1. Under Master option

2. In the General option
3. In the Common option
4. Select the designation category option

Designation Category Details

Search By ³ Search For ⁴

¹ ²

Select	ID	Description
<input type="checkbox"/>	2001	Executive
<input type="checkbox"/>	2002	Non-Executive
<input type="checkbox"/>	2003	Senior
<input type="checkbox"/>	2004	Tertiary
<input type="checkbox"/>	2005	Secondary
<input type="checkbox"/>	2006	Primary
<input type="checkbox"/>	2007	Contract/Temporary

1. Click to add a new designation category
2. Click to delete an existing designation category
3. Search By : Select the category to search from the drop down menu
4. Search For : Enter the details according to the selected category to search
5. Click on to search

Designation Category

Category ID ¹

Designation Category * ²

³

Fields marked with an asterisk * are required.

1. Category ID : Enter the category ID
2. Designation Category : Enter the new designation category to add
3. Click to save a new designation category

Then go to employees profile

The screenshot shows a web form for an employee profile. At the top, there is a 'Fax' field. Below it is a 'Job Details' section. The form contains several fields: 'Class' and 'Grade' (both dropdown menus with '<-Select->' selected), 'Service' (dropdown with '<-Select->'), 'Nature of the Job Status' (dropdown with 'Permenent' selected, annotated with a red box and a red '2'), 'State' (dropdown with 'Unauthorized'), 'Supervisor' (text field), 'Division' (dropdown with 'ME - Rathmalana'), 'Is Shift Worker' (checkbox), 'Set working days for non shift workers' (dropdown with 'Drivers'), 'Leave Group' (dropdown with 'MA'), 'Employee Group' (dropdown with 'CONTRACT' selected, annotated with a red box and a red '1'), 'Occupation Classif. Grade' (text field), 'Insurance No' (text field), 'User Name' (text field), 'Appointment Date' (text field), and 'Resigned Date' (text field).

1. Employee Group : Select the employee group as reemployment
2. Nature of the Job Status : Select the nature of the job status from the drop down menu

Particulars of Salary Payments

Basic Salary

Payment Type

EPF Entitle 1

ETF Entitle 2

Pension Entitle

EPF Cheque to Other Org

EPF/ETF Enter manually

EPF

EPF Employer

ETF

PAYE Tax Enter manually

PAYE TAX

Is OT Allowed 4

Half Pay

Stop Salary

Is Day Pay

Attendance Allowance

Salary Type 5

Next Increment Date

Gratuity B/F Amount

Gratuity B/F Date

WNOP No

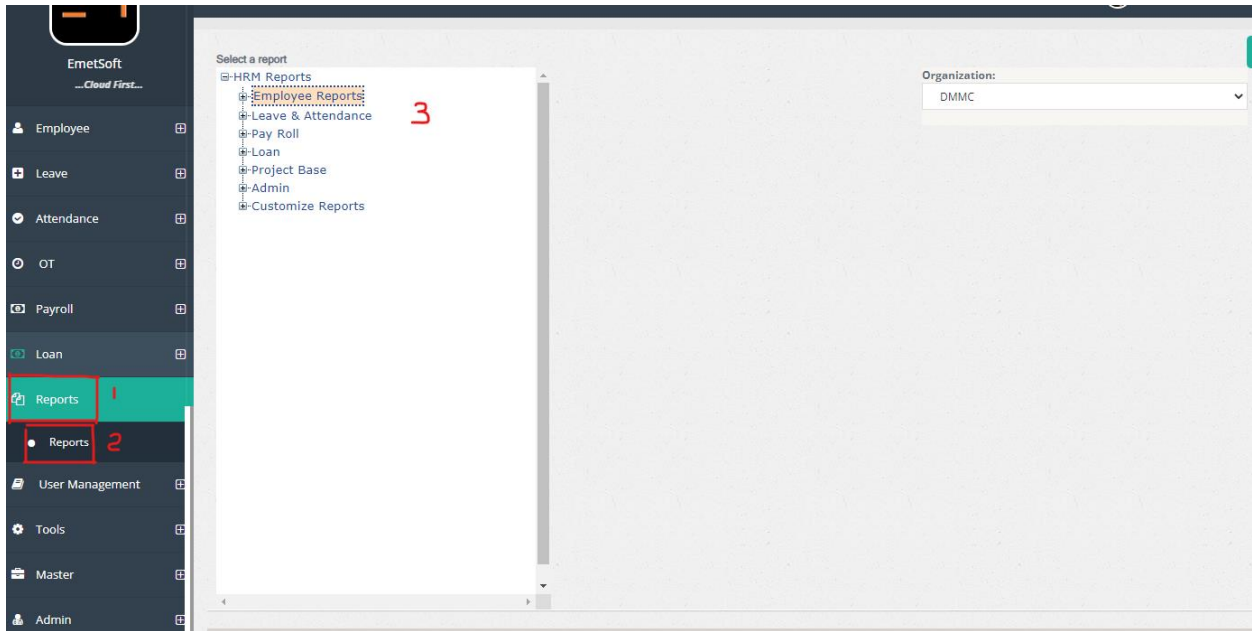
PSPF No

6

Save Save and Continue Exit

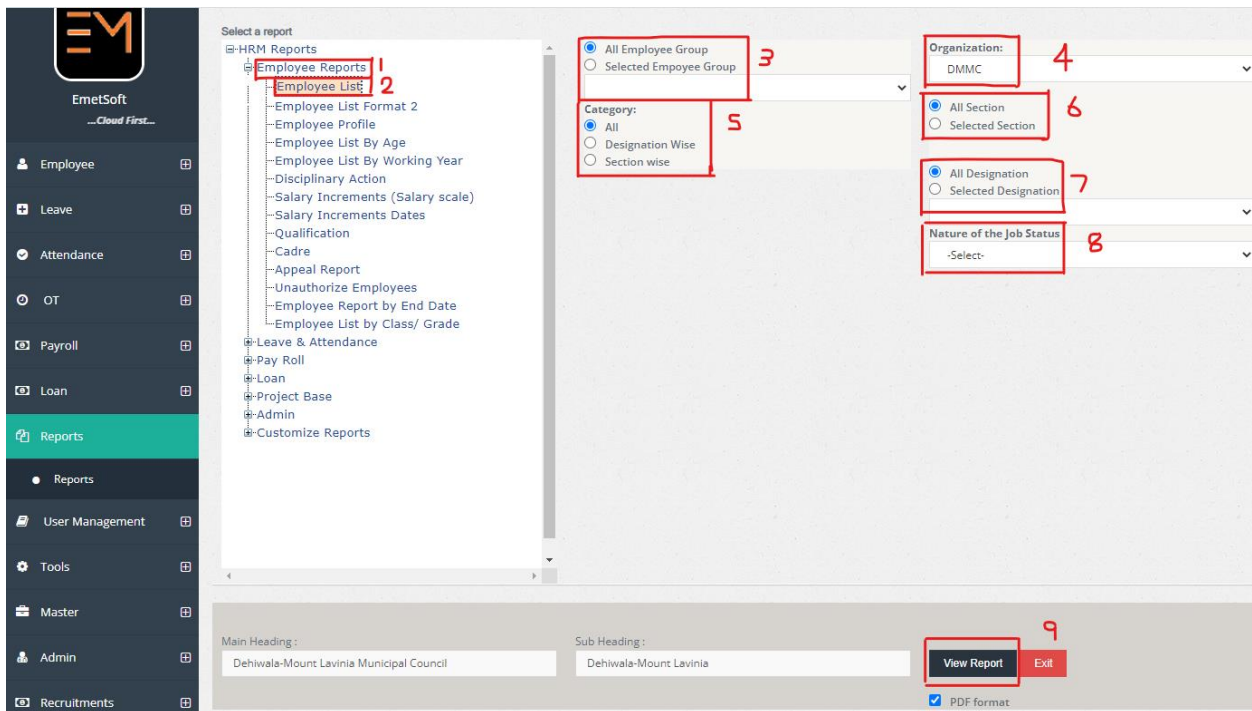
1. EPF Entitle : put the tick if necessary
2. ETF Entitle : put the tick if necessary
3. Payment Type : Select the payment type
4. Is OT Allowed : Put the tick if necessary
5. Salary Type : Select the salary type from the drop down menu
6. Click to save

20. All Reports



1. Under the reports option
2. Select the Reports menu
3. Then select any report by clicking

Report Employee List



1. Under Employee Reports option
2. Select the Employee list
3. Put the tick in all employee group if want to see all employee list or put the tick on selected employee group and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Category : Put the tick on selected category
6. Put the tick in All Section or Selected section
7. Put the tick on All designation or selected designation
8. Nature of the Job Status : Select the job status from the drop down menu
9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Employee List

Employee No	Employee Code	Employee Name	Designation	Section	Date of Birth
999				Admin	
1001				Admin	
1003				Finance (EXP)	
1005				Engineer Department	
1007				Engineer Department	
1009				Ayurvedha	
1010				Ayurvedha	
1011				Ayurvedha	
1013				Veterinary Surgeon Office	
1014				Veterinary Surgeon Office	
1016				Legal	
1018				Finance (EXP)	
1020				Establishment Branch	
1024				Admin	
1026				ME - Rathmalana	
1030				Legal	
1031				Ayurvedha	
1032				Ayurvedha	
1034				Mechanical Engineer Department	
1035				Finance (REV)	
1036				Planning Section	
1037				Engineer Department	
1038				Veterinary Surgeon Office	

Employee No	Employee Code	Employee Name	Designation	Section	Date of Birth
2000				Members	
2001				Members	
2002				Members	
2003				Members	
2004				Members	
2005				Members	
2006				Members	
2007				Members	
2008				Members	
2009				Members	
2010				Members	
2011				Members	
2012				Members	
2013				Members	

Report Employee Profile

The screenshot displays the EmetSoft application interface. On the left is a dark sidebar menu with the EmetSoft logo and the tagline "...Cloud First...". The menu items include Employee, Leave, Attendance, OT, Payroll, Loan, Reports (highlighted in green), User Management, Tools, Master, Admin, and Recruitments. The main content area is titled "Select a report" and contains a list of report options. The "Employee Reports" folder is expanded, and "Employee Profile" is selected. To the right of the list, there are two radio buttons: "All Employee" (unselected) and "Selected Employee" (selected). Below these is a text input field. To the right of the input field is a dropdown menu labeled "Organization:" with "DMMC" selected. At the bottom of the interface, there are two text input fields for "Main Heading:" (containing "Dehiwala-Mount Lavinia Municipal Council") and "Sub Heading:" (containing "Dehiwala-Mount Lavinia"). To the right of these fields are two buttons: "View Report" and "Exit". A "PDF-format" checkbox is checked at the bottom right.

1. Under Employee Reports option
2. Select the Employee Profile
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Employee Profile

Basic Information

Employee No	[REDACTED]
Employee Code	[REDACTED]
Salary Code	
Employee Full Name	[REDACTED]
Name With Initial	[REDACTED]
Designation	[REDACTED]
NIC	[REDACTED]
Date of Birth	[REDACTED]
Date of join	[REDACTED]
Section	[REDACTED]
Organization	[REDACTED]
Employee Group	[REDACTED]
Address	
Phone	
E Mail	

Qualification

Qualification Description	Exam	Subject	Grade
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Transfers

Report Employee List By Age

The screenshot displays the HRM Reports interface. On the left, a tree view under 'HRM Reports' shows 'Employee Reports' expanded, with 'Employee List By Age' selected. On the right, a configuration panel includes: 'Organization:' dropdown set to 'DMMC'; 'Year:' dropdown set to '2011' and 'Jan'; 'Years Between' input fields set to '35' and '45'. At the bottom, 'Main Heading:' and 'Sub Heading:' are both set to 'Dehiwala-Mount Lavinia Municipal Council'. A 'View Report' button and an 'Exit' button are visible, along with a checked 'PDF format' option.

1. Under Employee Reports option
2. Select the Employee List By Age
3. Organization : Select the organization
4. Year : Select the year and the month\
5. Years Between : Select the years between
6. Click to view the report

Report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Employee List By Age

between 25 35 As At 1/31/2011

Employee No	Employee Code	Employee Name	Section	Date of Birth
-------------	---------------	---------------	---------	---------------

Designation:	Administrative Officer	No of Employees:	1	
---------------------	------------------------	-------------------------	---	--

Designation:	Auto Electrician	No of Employees:	1	
---------------------	------------------	-------------------------	---	--

Designation:	Ayurvedic Dispenser	No of Employees:	1	
---------------------	---------------------	-------------------------	---	--

Designation:	Ayurvedic Medical Officer	No of Employees:	4	
---------------------	---------------------------	-------------------------	---	--

Designation:	Carpenter	No of Employees:	2	
---------------------	-----------	-------------------------	---	--

Designation:	Council Member	No of Employees:	6	
---------------------	----------------	-------------------------	---	--

Report Employee List By Working year

The screenshot shows the HRM Reports interface. On the left, a tree view under 'HRM Reports' has 'Employee Reports' selected (1), and 'Employee List By Working Year' is highlighted (2). On the right, the 'Organization' dropdown is set to 'DMMC' (3), the 'Year' dropdown is set to '2011' (4) and 'Jan', and the 'Years Between' range is set from '25' to '35' (5). At the bottom, the 'Main Heading' is 'Dehiwala-Mount Lavinia Municipal Council' and the 'Sub Heading' is 'Dehiwala-Mount Lavinia'. A 'View Report' button (6) and an 'Exit' button are visible, along with a 'PDF format' checkbox.

1. Under Employee Reports option
2. Select the Employee List By Age
3. Organization : Select the organization
4. Year : Select the year and the month\
5. Years Between : Select the years between
6. Click to view the report

The report is viewed as follows

<u>Dehiwala-Mount Lavinia Municipal Council</u>					
<u>Dehiwala-Mount Lavinia</u>					
<u>Employee List By Working Year</u>					
between	25	35	As At	1/31/2011	
Employee No	Employee Code	Employee Name	Section		Date of Birth
Designation:	Carpenter	No of Employees:		1	

Report Disciplinary action

The screenshot shows the HRM Reports interface. On the left, a sidebar menu lists various reports, with 'Employee Reports' (1) expanded to show 'Disciplinary Action' (2). The main content area contains several filters: 'All Employee' (3) and 'Selected Employee' (radio buttons), an 'Organization' dropdown menu (4) set to 'DMMC', 'From Date' (5) set to '2/28/2022', and 'To Date' (6) set to '3/31/2022'. At the bottom, there are 'Main Heading' and 'Sub Heading' fields (both containing 'Dehiwala-Mount Lavinia Municipal Council'), a 'View Report' button (7), an 'Exit' button, and a checked 'PDF format' checkbox.

1. Under Employee Reports option
2. Select the Disciplinary Action
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. From Date : Select the date from which
6. To Date : Select the date to which
7. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Disiplinary Action

From Date: 2/28/2022

To Date : 3/31/2022

Employee No	NIC No	Employee Name	From Date	To Date
-------------	--------	---------------	-----------	---------

Report Salary Increments (Salary Scale)

The screenshot shows the HRM Reports interface. On the left, a tree view under 'HRM Reports' has 'Employee Reports' expanded, and 'Salary Increments (Salary scale)' is selected. On the right, the 'From Date' is set to 2/28/2022, 'To Date' to 3/31/2022, and 'Organization' is set to DMMC. At the bottom, the 'Main Heading' is 'Dehiwala-Mount Lavinia Municipal Council' and the 'Sub Heading' is 'Dehiwala-Mount Lavinia'. The 'View Report' button is highlighted, and the 'PDF format' checkbox is checked.

1. Under Employee Reports option
2. Select the Salary Increments
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Organization : Select the organization from the drop down menu
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

From Date: 2/28/2022

Salary Increments

To Date: 3/31/2022

Employee No	Employee Name	Designation	Next Increment Date	Current Basic Salary	Next Basic Salary	Salary Scale
-------------	---------------	-------------	---------------------	----------------------	-------------------	--------------

Report Salary Increments Dates

The screenshot shows the HRM Reports interface. On the left, a tree view under 'HRM Reports' has 'Employee Reports' selected (1), and 'Salary Increments Dates' is highlighted (2). On the right, the 'From Date' is set to 2/28/2022 (3) and the 'To Date' is set to 3/31/2022 (4). The 'Organization' dropdown menu is set to 'DMMC' (5). At the bottom, the 'Main Heading' is 'Dehiwala-Mount Lavinia Municipal Council' and the 'Sub Heading' is 'Dehiwala-Mount Lavinia'. There are 'View Report' (6) and 'Exit' buttons, and a 'PDF format' checkbox is checked.

1. Under Employee Reports option
2. Select the Salary Increments Dates
3. From Date : Select the date from which
4. To Date : Select the date to which
5. Organization : Select the organization from the drop down menu
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Salary Increment Employee List

From Date: 2/28/2022

To Date : 3/31/2022

Employee Code	Employee No	NIC	Employee Name	Designation	Section	Increment Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Valuation Branch	31-Mar-2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Establishment Branch	31-Mar-2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	CONTRACT	28-Feb-2022

Total No of Employees: 3

Report Qualification

The screenshot shows the 'Select a report' interface. On the left, a tree view under 'HRM Reports' has 'Employee Reports' selected (1) and 'Qualification' highlighted (2). On the right, there are radio buttons for 'All Employee' (3) and 'Selected Employee'. An 'Organization:' dropdown menu is set to 'DMMC' (4). At the bottom, 'Main Heading' and 'Sub Heading' are both set to 'Dehiwala-Mount Lavinia Municipal Council' and 'Dehiwala-Mount Lavinia' respectively. There are 'View Report' (5) and 'Exit' buttons, and a checked 'PDF format' option.

1. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
2. Organization : Select the organization

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council

Dehiwala-Mount Lavinia

Employee Qualification

5606

Management Service Officer

Exam

Subject

Results

Institute

Report Salary Book

The screenshot shows the 'Report Salary Book' interface. On the left, a tree view under 'HRM Reports' has 'Pay Roll' selected (1), and 'Salary Book' is highlighted (2). The main area contains several form fields: 'All Employee' (3) and 'Selected Employee' (radio buttons), 'Organization: DMCC' (4), 'Salary Type: <-Select->' (5), 'Salary Session: <-Select->' (7), 'Payroll User: <-All->' (8), and 'All Section' (6) and 'Selected Section' (radio buttons). At the bottom, 'Main Heading: Dehiwala-Mount Lavinia Municipal Council' and 'Sub Heading: Dehiwala-Mount Lavinia' are shown, along with 'View Report' (9) and 'Exit' buttons, and a 'PDF format' checkbox.

1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Salary Book

Session: 4/1/2022 To 4/30/2022[Monthly]

3/31/2022

Prepared By : Checked By : Certified By :

Report Salary Book Integrated Columns

Select a report

- HRM Reports
 - Employee Reports
 - Leave & Attendance
 - Pay Roll 1
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns 2
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise
 - Salary Payment Detail Report
 - Pay Slip
 - Salary History
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

Salary Type: Monthly 5

Salary Session: Session: 4/1/2022 To 4/30/2022[Monthly] 7

Payroll User: <-All-> 8

Organization: DMMC 4

All Section Selected Section 6

Main Heading : Dehiwala-Mount Lavinia Municipal Council

Sub Heading : Dehiwala-Mount Lavinia

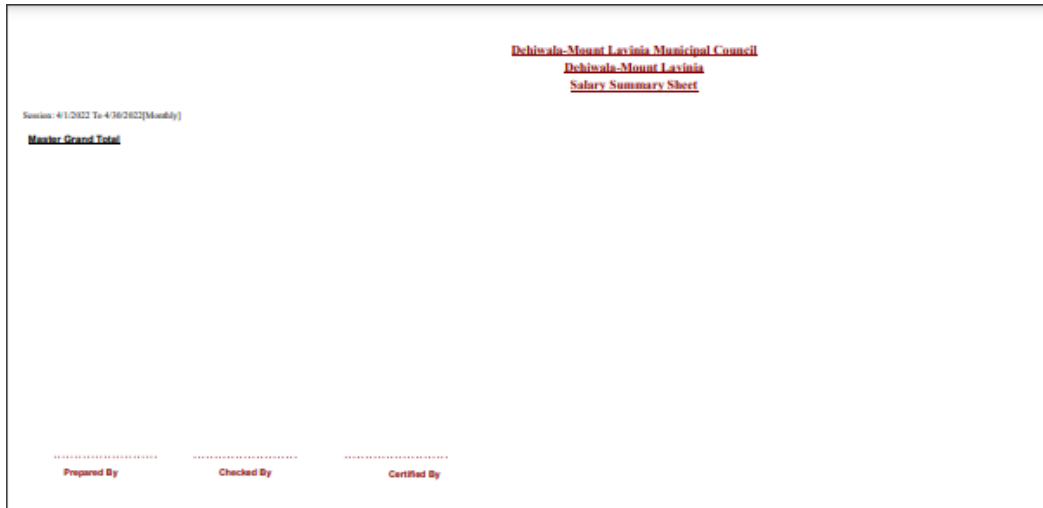
View Report Exit 9

PDF format

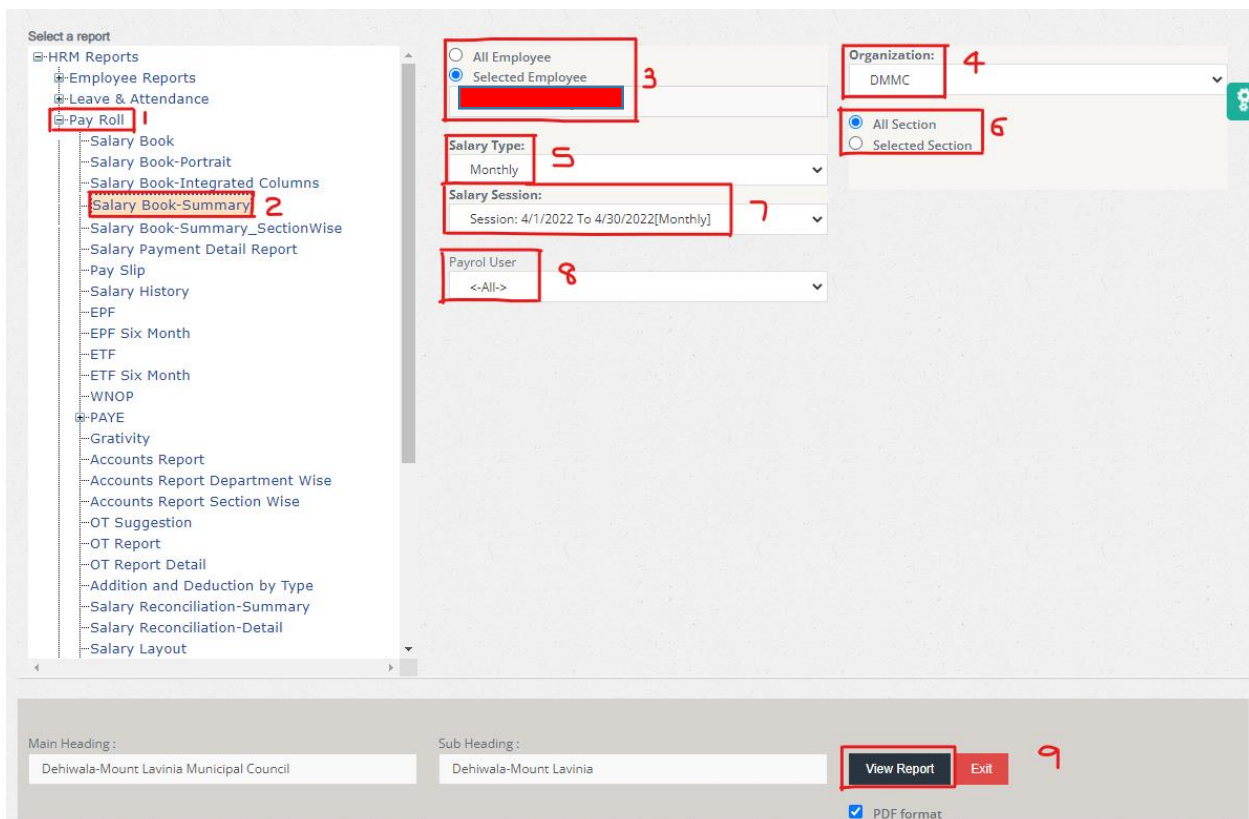
1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section

7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows



Report Salary Book Summary



1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Salary Book - Summary

Session: 4/1/2022 To 4/30/2022[Monthly]

	Total
Bank Remittance Summary	
Cash Total	
Cheque Total	
Slip Transfer Total	
Cross Total	
Payble Total	
Bank Remittance Total	

3/31/2022

Report Salary Book Summary Section Wise

Select a report

- HRM Reports
 - Employee Reports
 - Leave & Attendance
 - Pay Roll 1
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise 2
 - Salary Payment Detail Report
 - Pay Slip
 - Salary History
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

All Employee
 Selected Employee 3

Organization: DMMC 4

Salary Type: Monthly 5

Salary Session: Session: 4/1/2022 To 4/30/2022[Monthly] 7

Payroll User: <-All-> 8

All Section 6
 Selected Section

Main Heading : Dehiwala-Mount Lavinia Municipal Council
Sub Heading : Dehiwala-Mount Lavinia

9

PDF format

1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Salary Book - Summary (Section Wise)

Session: 4/1/2022 To 4/30/2022[Monthly]

	Total
Bank Remittance Summary	
Cash Total	
Cheque Total	
Slip Transfer Total	
Cross Total	
Payable Total	
Bank Remittance Total	

3/31/2022

Report Salary Payment Detail Report

The screenshot shows the 'Report Salary Payment Detail Report' configuration screen. On the left, a tree view shows the report selection path: HRM Reports > Employee Reports > Pay Roll > Salary Book > Salary Book-Summary > Salary Book-Summary_SectionWise > Salary Payment Detail Report (highlighted with a red box and number 2). The right panel contains several configuration options: 'All Employee' (radio button) and 'Selected Employee' (radio button, selected, with a red box and number 3); 'Organization:' dropdown menu (set to 'DMMC', with a red box and number 4); 'Salary Type:' dropdown menu (set to 'Monthly', with a red box and number 5); 'Salary Session:' dropdown menu (set to 'Session: 4/1/2022 To 4/30/2022[Monthly]', with a red box and number 7); 'All Section' (radio button, selected, with a red box and number 6) and 'Selected Section' (radio button); and 'Payroll User:' dropdown menu (set to '<-All->', with a red box and number 8). The footer contains 'Main Heading:' (Dehiwala-Mount Lavinia Municipal Council), 'Sub Heading:' (Dehiwala-Mount Lavinia), 'View Report' (button, with a red box and number 9), 'Exit' (button), and a checked 'PDF format' checkbox.

1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary

9. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Salary Payment Detail Report

Salary Session : Session: 4/1/2022 To 4/30/2022[Monthly]

Employee No	Employee Name	Designation	Payment Type	Bank	Bank Code	Branch	Branch Code	Acc Number	Account Holder	Net Salary
Section :	Map Code :									

Grand Total

Report Pay Slip

Select a report

- HRM Reports
 - Employee Reports
 - Leave & Attendance
 - Pay Roll 1
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise
 - Salary Payment Detail Report
 - Pay Slip 2
 - Salary History
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP
- PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

All Employee 3
 Selected Employee

Organization: DMMC 4

Salary Type: Monthly 5
 All Section 6
 Selected Section

Salary Session: Session: 4/1/2022 To 4/30/2022[Monthly] 7

Payroll User: <-All-> 8

Main Heading : Dehiwala-Mount Lavinia Municipal Council
Sub Heading : Dehiwala-Mount Lavinia

View Report **Exit** 9

PDF format

1. Under Employee Payroll option
2. Select the Salary Book
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Put the tick before all section or selected section
7. Salary Session : Select the salary session from the drop down menu
8. Payroll User : Enter the user if necessary
9. Click to view the report

The report is viewed as follows



Report Salary History

Select a report

- HRM Reports
 - Employee Reports
 - Leave & Attendance
 - Pay Roll 1
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise
 - Salary Payment Detail Report
 - Pay Slip
 - Salary History 2
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

Organization: DMMC 4

Selected Employee 3

Salary Type: Monthly 5

Salary Session: Session: 4/1/2022 To 4/30/2022[Monthly] 6

Main Heading: Dehiwala-Mount Lavinia Municipal Council

Sub Heading: Dehiwala-Mount Lavinia

View Report Exit 7

PDF format

1. Under Employee Payroll option
2. Select the Salary History
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
Pay Ledger

Employee No
Employee Name
Designation
Section

Report EPF

The screenshot shows a web application interface for generating an EPF report. On the left, a tree view under 'HRM Reports' has 'Pay Roll' (1) expanded to show 'EPF' (2). On the right, there are several input fields: 'All Employee' (radio button) and 'Selected Employee' (radio button with a red box 3) for selection; an 'Organization:' dropdown menu (4) set to 'DMMC'; a 'Salary Type:' dropdown menu (5) set to 'Monthly'; and a 'Salary Session:' dropdown menu (6) set to 'Session: 4/1/2022 To 4/30/2022[Monthly]'. At the bottom, there are 'Main Heading:' and 'Sub Heading:' fields, both containing 'Dehiwala-Mount Lavinia Municipal Council'. To the right of these fields are 'View Report' (7) and 'Exit' buttons. A 'PDF format' checkbox is checked at the bottom right.

1. Under Employee Payroll option
2. Select the EPF
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Click to view the report

The report is viewed as follows

Dehiwala Mount Lavinia Municipal Council

Superintendent,
Employees' Providant Fund, P.O Box:1299
Colombo 01

C Form E.P.F Acc No 15 of 1958

EPF Reg. No Shroff Dehiwala Mount L
Month March 2022
Contribution 0.00
Surcharges
Total Remittance 0.00
Cheque No
Bank and Branch -

Employee's Name	NIC	Employee No	Total Contribution	Employer Contribution	Employee Contribution	Total Earning
		0	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00

Report EPF Six Month

Select a report

- HRM Reports
 - Employee Reports
 - Leave & Attendance
 - Pay Roll 1
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise
 - Salary Payment Detail Report
 - Pay Slip
 - Salary History
 - EPF
 - EPF Six Month 2
 - ETF
 - ETF Six Month
 - WNOP
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

Organization: DMCC 4

Year: 2020 5

Jan/Jun

Main Heading : Dehiwala-Mount Lavinia Municipal Council

Sub Heading : Dehiwala-Mount Lavinia

View Report 6 Exit

PDF format

1. Under Employee Payroll option
2. Select the EPF
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu

5. Year : Select the year and month from the menu
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council							
Dehiwala-Mount Lavinia							
EPF Report							
3120 - Jan-Jun							
Name	EPF No	NIC	Total Contribution	Jan	Feb	Mar	Apr

Report ETF

1. Under Employee Payroll option
2. Select the ETF
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Click to view the report

The report is viewed as follows

Employee Name	NIC	Employee No	Total Earning	ETF Amount
		0	0.00	0.00
			0.00	0.00

Act. No. 46 of 1980	EMPLOYEE'S TRUST FUND BOARD	Advice of remittance R4
Dehiwala Mount Lavinia Municipal Council		ETF Reg. No Shroff Dehiwala Mount I
		Month March 2022
		No of Employees 1
		Contribution 0.00
		Surcharges
		Total Remittance 0.00
		Cheque No
		Bank and Branch -

Report ETF Six Month

Main Heading : Dehiwala-Mount Lavinia Municipal Council
Sub Heading : Dehiwala-Mount Lavinia

View Report **Exit**

PDF format

1. Under Employee Payroll option
2. Select the ETF Six month

3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Year : Select the year and month from the menu
6. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
ETF Report

Name	EPF No NIC	Total Contribution	Jan	Feb	Mar	Apr	May	Jun

Report WNOP

Select a report

- [-] HRM Reports
 - [-] Employee Reports
 - [-] Leave & Attendance
 - [-] Pay Roll **1**
 - Salary Book
 - Salary Book-Portrait
 - Salary Book-Integrated Columns
 - Salary Book-Summary
 - Salary Book-Summary_SectionWise
 - Salary Payment Detail Report
 - Pay Slip
 - Salary History
 - EPF
 - EPF Six Month
 - ETF
 - ETF Six Month
 - WNOP **2****
 - PAYE
 - Grativity
 - Accounts Report
 - Accounts Report Department Wise
 - Accounts Report Section Wise
 - OT Suggestion
 - OT Report
 - OT Report Detail
 - Addition and Deduction by Type
 - Salary Reconciliation-Summary
 - Salary Reconciliation-Detail
 - Salary Layout

All Employee
 Selected Employee **3**

Organization: **4**
DMMC

Salary Type: **5**
Monthly

Salary Session: **6**
Session: 4/1/2022 To 4/30/2022[Monthly]

Payroll User: **7**
<-All->

Main Heading :
Dehiwala-Mount Lavinia Municipal Council

Sub Heading :
Dehiwala-Mount Lavinia

8

PDF format

1. Under Employee Payroll option
2. Select the WNOP
3. Put the tick in all employee if want to see all employee list or put the tick on selected employee and enter the employee number in space
4. Organization : Select the organization from the drop down menu
5. Salary Type : Select the salary type from the drop down menu
6. Salary Session : Select the salary session from the drop down menu
7. Payroll user : Select the user from the drop down menu
8. Click to view the report

The report is viewed as follows

Dehiwala-Mount Lavinia Municipal Council
Dehiwala-Mount Lavinia
WNOP Report

March 2022

Employee No	Employee Name	WNOP No.	NIC	Basic Salary	%	WNOP
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Prepared By :

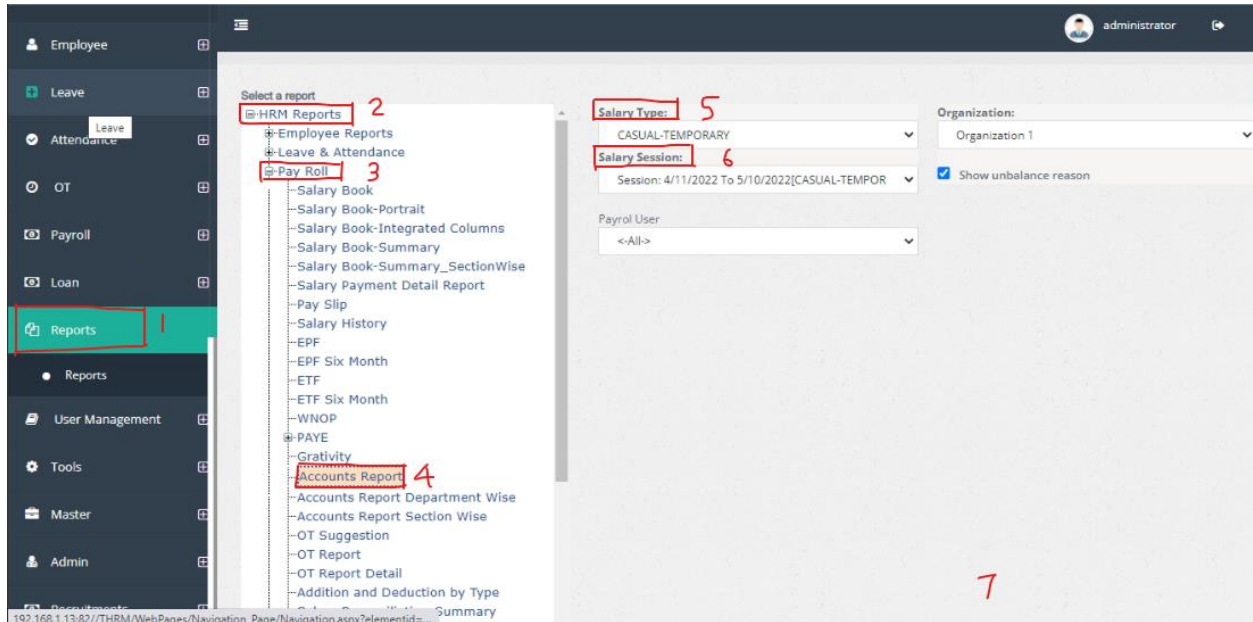
Checked By :

Certified By :

21. Check and release the salaries

Accounts Report

First you have to check the totals of the Accounts Report of the system.



Report Interface

1. Under reports option
2. In the HRM reports
3. Under payroll option
4. Select the Accounts report
5. Salary Type : Select the salary type (Eg: Casual temporary)
6. Salary Session : Select the relevant salary session
7. Click to view the report

Accounts Report

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]-

Account Code	Account Name	Amount
1001/02/2	අනියම් සේවකයින්ගේ වැටුප් හා වේතන	2,721,647.13
1001/04/1	රාජ්‍ය සේවා අර්ථ සාධක අරමුදල	544,329.39
1001/05/2	අනියම් සේවකයින්ගේ සීටන වියදම් දීමනාව	1,515,057.76
Total		4,781,034.28 1
1001/02/2	අනියම් සේවකයින්ගේ වැටුප් හා වේතන	4,603,534.28
1-143	Festival Advance	177,500.00
Total		4,781,034.28 2

Tally whether the totals (highlighted number 1 & 2) are equal. If they are not equal , reasons will be shown in the same report. To get the reasons should put the tick on “Show Unbalance reason” option in the report interface.

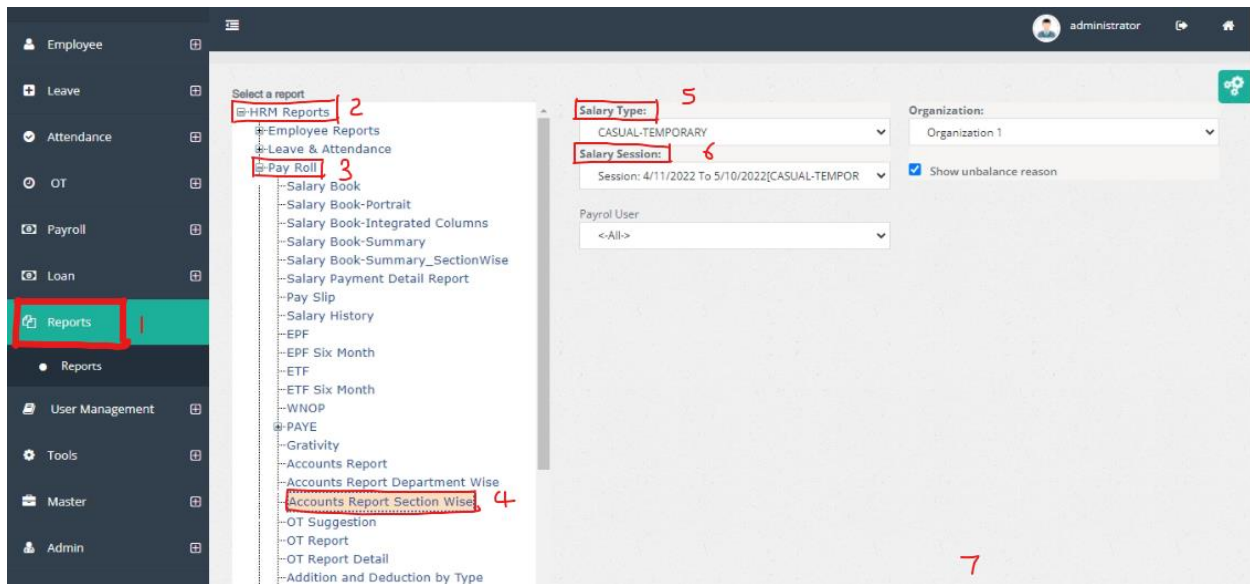
Then check the number 5 and number 6 totals are equal, as shown in the below image. If they are not

Account Code	Account Name	Amount
1001/02/2	අනියම් සේවකයින්ගේ වැටුප් හා වේතන	4,603,534.28
Total		4,603,534.28 5
Cash	Cash 1	219,120.80
Cheque	Cheque 2	1,251,422.35
Payable	Payable 3	0.00
Silp Transfer	Silp Transfer 4	3,132,991.13
Total		4,603,534.28 6

Prepared By : Checked By : Certified By :

equal , reasons will be shown in the same report. To get the reasons should put the tick on “Show Unbalance reason” option in the report interface.

Accounts Report – Section Wise and Remittance Total of Salary Book Summary Report



Accounts Report – Section Wise

1. Under reports option
2. In the HRM reports
3. Under payroll option
4. Select the Accounts report – Section Wise
5. Salary Type : Select the salary type (Eg: Casual temporary)
6. Salary Session : Select the relevant salary session
7. Click to view the report

Accounts Report - Section wise

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]-

		1001/02/2	1001/04/1	1001/05/2	Cross	Total
		අනියම් සේවකයින් ගේ වැටුප් හා	රාජ්‍ය සේවා අර්ථ සාධක අරමුදල	අනියම් සේවකයින් ගේ ජීවන		
1001/02/2	1001/02/2	0.00	0.00	0.00	(4,385,802.46)	(4,385,802.46)
	Total	0.00	0.00	0.00	(4,385,802.46)	(4,385,802.46)
1001.4	AD ADMIN DIVISION	123 674 50	24 734 00	66 351 34	123 643 07	101 116 77
	Total	2,721,647.13	544,329.39	1,515,057.76	(395,231.82)	4,385,802.46
	Grand Total	2,721,647.13	544,329.39	1,515,057.76	(4,781,034.28)	0.00

Check whether the highlighted total of the above accounts report is equal to the bank remittance total of the below report (salary book summary report) .

ReportViewer.aspx 1 / 1 | - 100% + | [Icons]

Salary Book - Summary

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]

	Total
Basic Salary	2,721,647.13
Sub Total	2,721,647.13
Casual Cost Of Living	875,420.00
Casual Other Allowances	-
Casual Fuel Allowances	9,500.00
Casual New Addition - 5000	630,137.76
Gross Salary	4,236,704.89
EPF 0%	217,731.82
Festival	177,500.00
Welfare	95,450.00
BANK DED	4,000.00
Stamp	2,225.00
Casual Bank Loan	101,304.00
CASUAL_WELFARE	85,350.00
casual- other deduction	40,241.38
Total Deduction	723,802.20
Net Salary	3,512,902.69
EPF Employer 0%	326,597.57
ETF 8%	217,731.82
Bank Remittance Summary	
Cash Total	219,120.80
Cheque Total	1,251,422.35
Slip Transfer Total	3,132,991.13
Cross Total	177,500.00
Payable Total	-
Bank Remittance Total	4,781,034.28

5/13/2022

Calculator Standard [Icons]

4563302.46 + 217731.82 =

4,781,034.28

MC MR M+ M- MS Mv

% CE C [X]

1/x x² √x ÷

7 8 9 ×

4 5 6 -

1 2 3 +

+/- 0 . =

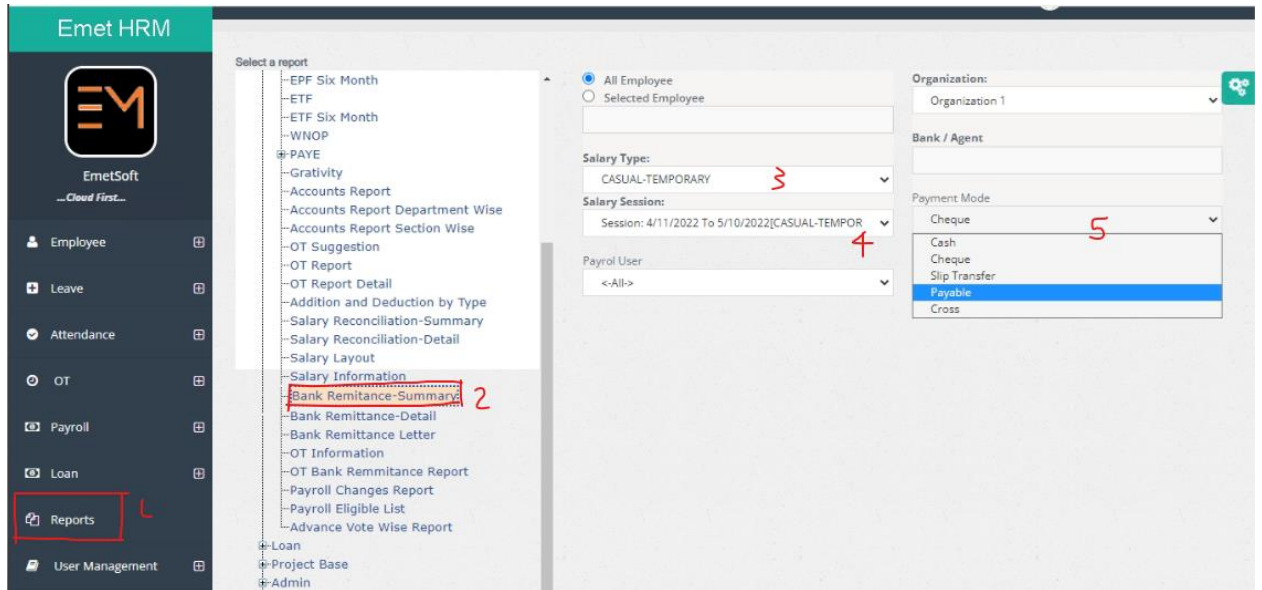
Normally Gross Salary (1) should be equal to Bank Remittance Total (4) , if this is not equal , the reasons may be the other remittances like EPF (2), ETF (3), food allowances, room rent, etc. They must be added to the gross salary to get the final bank remittance total.

Salary Book Summary Report and Bank Remittance Summary Report

<u>Salary Book - Summary</u>	
Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]	
	Total
Basic Salary	2,721,647.13
Sub Total	2,721,647.13
Casual Cost Of Living	875,420.00
Casual Other Allowences	-
Casual Fuel Allowences	9,500.00
Casual New Addition - 5000	630,137.76
Gross Salary	4,236,704.89
EPF 0%	217,731.82
Festival	177,500.00
Welfare	95,450.00
BANK DED	4,000.00
Stamp	2,225.00
Casual Bank Loan	101,304.00
CASUAL_WELFARE	85,350.00
casual- other deduction	40,241.38
Total Deduction	723,802.20
Net Salary	3,512,902.69
EPF Employer 0%	326,597.57
ETF 8%	217,731.82
	-
Bank Remittance Summary	
Cash Total	219,120.80
Cheque Total	1,251,422.35
Slip Transfer Total	3,132,991.13
Cross Total	177,500.00
Payble Total	-
Bank Remittance Total	4,781,034.28

5/13/2022

Highlighted cash total, cheque total, cross total and slip transfer total of the salary book summary report must be tallied with the bank remittance summary reports with the relevant payment modes such as cash, cheque, cross, slip transfer.



1. Under reports option, In the HRM reports ,Under payroll option
2. Select the Bank Remittance Summary report
3. Salary Type : Select the salary type (Eg: Casual temporary)
4. Salary Session : Select the relevant salary session
5. Payment Mode : Select the relevant payment mode (Eg: Cash, Cheque, Slip Transfer, Cross)
6. Click to view the report

Salary Book - Summary

Session: 4/11/2022 To 5/10/2022[CASUAL-TEMPORARY]

	Total
Basic Salary	2,721,647.13
Sub Total	2,721,647.13
Casual Cost Of Living	875,420.00
Casual Other Allowences	
Casual Fuel Allowences	9,500.00
Casual New Addition - 5000	630,137.76
Gross Salary	4,236,704.89
EPF 0%	217,731.82
Festival	177,500.00
Welfare	95,450.00
BANK DED	4,000.00
Stamp	2,225.00
Casual Bank Loan	101,304.00
CASUAL_WELFARE	85,350.00
casual- other deduction	40,241.38
Total Deduction	723,802.20
Net Salary	3,512,902.69
EPF Employer 0%	326,597.57
ETF 8%	217,731.82
Bank Remittance Summary	
Cash Total	219,120.80
Cheque Total	1,251,422.35
Slip Transfer Total	3,132,991.13
Cross Total	177,500.00
Payble Total	
Bank Remittance Total	4,781,034.28

Bank Remittance Summary Report – With Payment mode Cash

219,120.80

Certified By :

Bank Remittance Summary Report – With Payment mode Cheque

1,251,422.35

Certified By :

Bank Remittance Summary Report – With Payment mode Slip Transfer

3,132,991.13

Certified By :

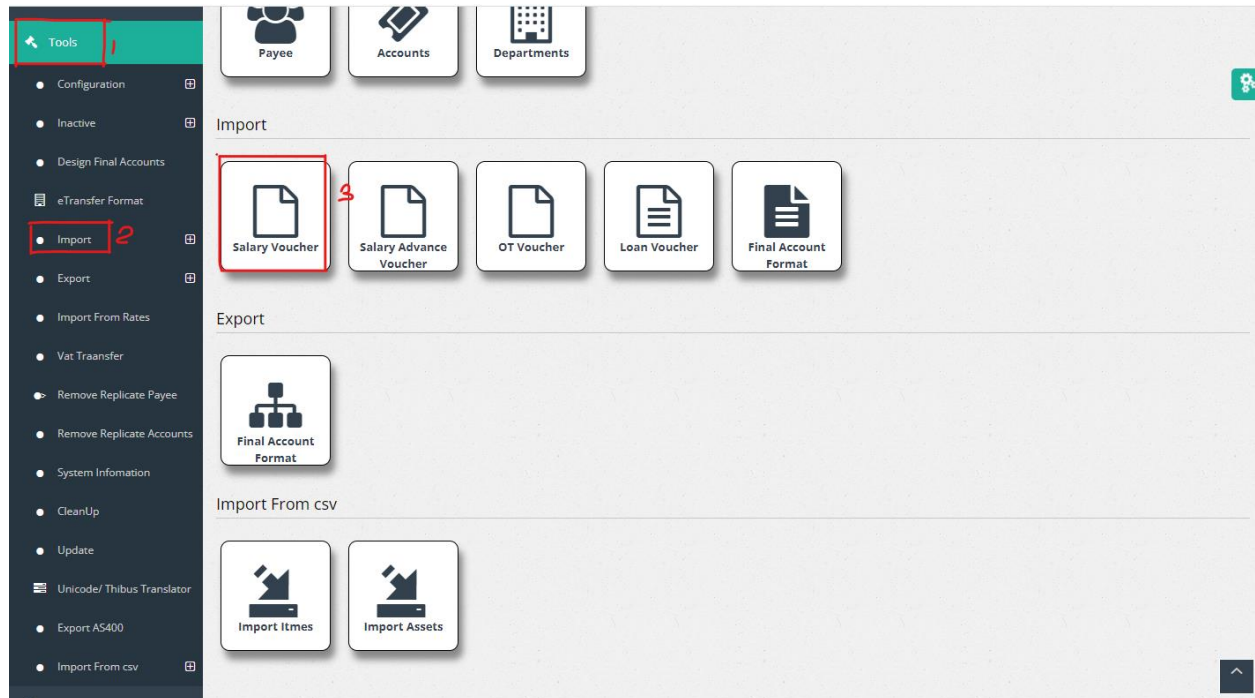
5/13/2022

Bank Remittance Summary Report – With Payment mode Cross

177,500.00

Certified By :

22. Salary Vouchers



In Finance Management system

1. Under the Tools menu
2. Under Import option
3. Select Salary Voucher option

Salary Voucher/Salary Journal

Salary Voucher 1
 Salary Journal

Salary Session 2
 Session: 10/1/2021 To10/31/2021|MEMBERS OFFICE STA

Bank 3
 6137555 : Peoples Bank

Department 4
 00

Cheque Details

Svh_Date	Svh_Description	Svh_AccCode	Svh_Payee	Svh_Amount	Svh_ID
10/31/2021 12:00:00 AM	Salary October-2021	41100	Shroff Dehiwala Mount Lavinia Municipal Council	61500.0000	2003783
10/31/2021 12:00:00 AM	Salary October-2021	41100	The Manager People's Bank Galle Road Dehiwala	104500.0000	2003785

1. Put the tick to select whether salary voucher or salary journal
2. Salary Session : Select the salary session from the list
3. Bank : Select the bank from the list
4. Department : Select the department from the list
5. Click to import the salary voucher

23.