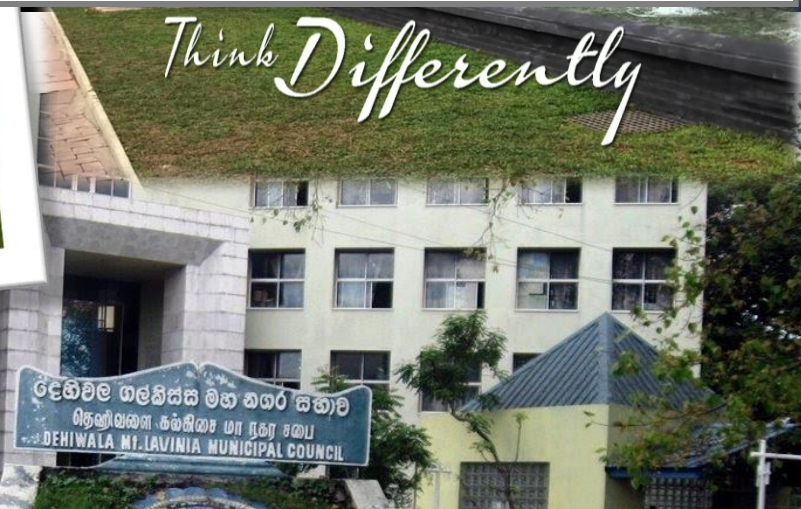


DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL OF SRI LANKA

**Supply, delivery, installation,  
Commissioning, Training and Maintenance of  
Enterprise Resource Planning System  
(DMMC-ERP)**

**User Manual – Valuation and  
Assessment**

**Ver. 2.0.0**



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**EMETSOFT Private Limited**

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# **User Manual – Valuation and Assessment**

**For**

**Supply, delivery, installation, Commissioning, Training and  
Maintenance of Enterprise Resource Planning System  
(DMMC-ERP)**

**For**

**DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL**

**By**

**EMETSOFT (PVT) LTD**



## 1. REVISION HISTORY

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
07-03-2022	0.0.1	Initial version created with Introduction	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report – Final review	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager



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### 3. VALUATION AND ASSESSMENT SYSTEM

#### 3.1. OVERVIEW

Valuation and Assessment module is one of the main modules of the DMMC – ERP system which uses to provide Valuation and Assessment facilities to the DMMC and manage stores. This module tightly integrated with the Revenue modules.

#### 3.2. FUNCTIONS AND USER MANUAL REFERENCES

Following functions and Roles are defined in the Valuation and Assessment Module.

#	Description	Name of the manual
1	<i>Main Manual</i>	04.0 Valuation and Assessment User Guide TOC
2	Shop Rental operation	04.01 Valuation and Assessment-MA-5-Collect Fees for Miscellaneous Service and Items-Shop Rent Counter
3	<i>Bill payment for Trade Tax and License operation</i>	04.02 Valuation and Assessment-MA-6-Collect Fees for Miscellaneous Service and Items-Trade License and Tax
4	<i>Bill payment for Other mixed revenue operations</i>	04.03 Valuation and Assessment-MA-7-Collect Fees for Miscellaneous Service and Items-Mixed Revenue Counter
5	<i>Cancelation of Mixed revenue bills</i>	04.04 Valuation and Assessment-CC-8-Collect Fees for Miscellaneous Service and Items-Mixed Revenue Cancel
6	<i>Posting Bills</i>	04.05 Valuation and Assessment-CC-9-Collect Fees for Miscellaneous Service and Items-Bill Posting Counter
7	<i>Preparing Bills from any department (as general illustration)</i>	04.06 Valuation and Assessment-MA-Collect Fees for Miscellaneous Service and Items-Departmental - Preparing of normal Billing
8	<i>Preparing master data for Shop Rent</i>	04.07 Valuation and Assessment-MA-19-Collect Fees for Miscellaneous Service and Items-Shop Rent Subject - master data



<b>9</b>	<i>Bill payments for Bills and Banners process</i>	<i>04.08 Valuation and Assessment-MA-21-Collect Fees for Miscellaneous Service and Items-Bills and Banners</i>
<b>10</b>	<i>Bill payment for services provided by Fire Department</i>	<i>04.09 Valuation and Assessment-MA-218-Collect Fees for Miscellaneous Service and Items-Fire Department-Bills(invoicing)</i>
<b>11</b>	<i>Bill payments for Valuation department processes</i>	<i>04.11 Valuation and Assessment-MA-11-Valuation and Assessments-Valuation and Assessment-Valuation Counter Billing</i>
<b>12</b>	<i>Cancelation of valuation bills</i>	<i>04.12 Valuation and Assessment-CC-12-Valuation and Assessments-Valuation Counter Canceling</i>
<b>13</b>	<i>Name Change process</i>	<i>04.13 Valuation and Assessment-MA-13-Valuation and Assessments-Valuation and Assessment - Name Changes</i>
<b>14</b>	<i>Nature of Changes</i>	<i>04.14 Valuation and Assessment-MA-13-Valuation and Assessments-Valuation System - Nature of Changes</i>
<b>15</b>	<i>Assessment Number change</i>	<i>04.15 Valuation and Assessment-MA-13-Valuation and Assessments-Valuation System-Assessment Number</i>
<b>16</b>	<i>Number Verification</i>	<i>04.16 Valuation and Assessment-MA-13-Valuation and Assessments-Valuation System-Number Verification</i>
<b>17</b>	<i>Ownership Verification</i>	<i>04.17 Valuation and Assessment-MA-13-Valuation and Assessments-Valuation System-Ownership Verification</i>

*These separate user manuals are attach separately.*