

User Guide

04. Valuation and Assessment-MA-5-Collect Fees for Miscellaneous Service and Items- Shop Rent Counter Ver 2.0.0

For

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

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

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

Shop Rent Counter

(Quick user Guide)

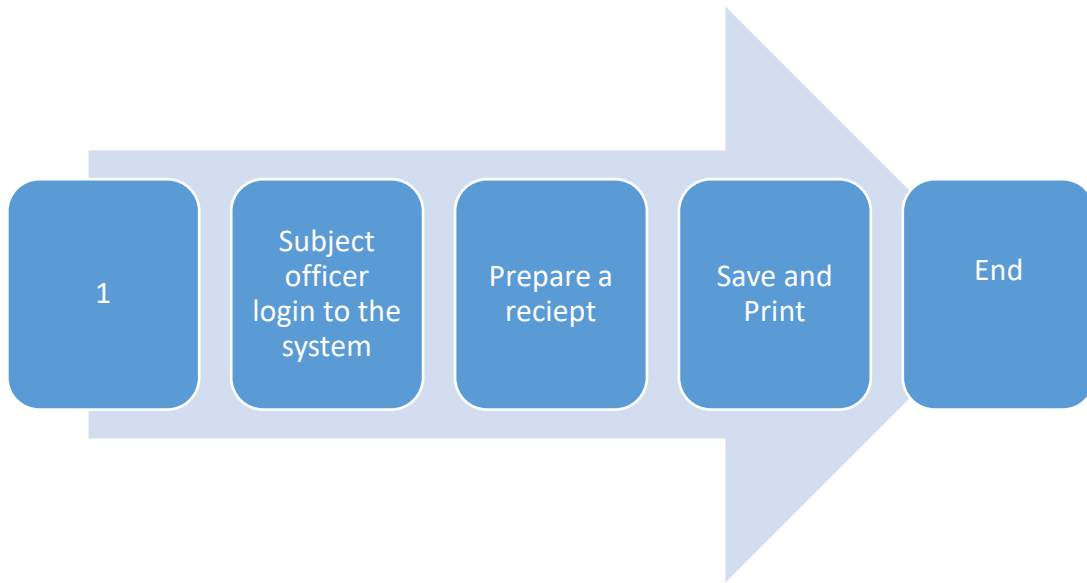


Departmental
Bill Payments
(other Revenue)

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

[READ MORE](#)

3. THE PROCESS



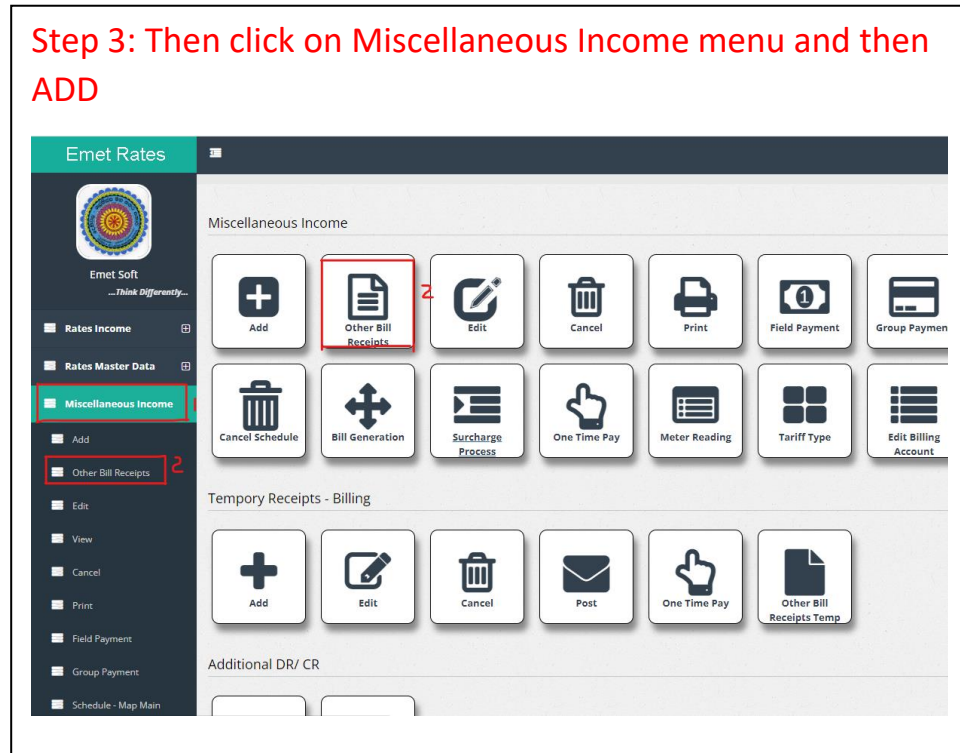
Step 2: Login using your user name and password to the system

The image shows a login form with the following elements:

- Title: **Log In to your account**
- Input field: Username
- Input field: Password
- Dropdown menu: Advanced Options
- Button: Log In



Step 3: Then click on Miscellaneous Income menu and then ADD



Step 4: Then user will get following interface

The screenshot shows the 'Receipt' form interface. It includes the following fields and controls:

- Receipt No: 609678 (1)
- Date: 4/18/2022 (2)
- Receipt ID: 855370 (3)
- Billing Type: <-Select-> (4)
- Buttons: Print / Save (13), Save Only (14), Exit
- Payee: Payee (5) (Radio button selected for Payee, Field Officer is unselected)
- Remarks (6)
- File No./Reference (7)
- Buttons: + (8), trash icon
- Table header: Reg. No (9), Discription (10), Amount (11), Account No (12)
- Table row: >> (9), (10), 0 (11), <-Select-> (12)
- Checkboxes: VAT Included, NBT Included, StampDuty Included
- Copy Fees: 0.00

1. Receipt No : Number of the receipt (Auto filled)
2. Date : The date of the receipt (Auto filled)

3. Receipt ID : The ID of the receipt (Auto filled)
4. Billing Type : Select the relevant billing type
5. Put the tick to select whether a payee direct pay or a field officer payment and enter details relevant to the selected one
6. Remarks : Can be added if there (Eg: Address)
7. File No./Reference : Can be added if there
8. Click to add a new row
9. Reg.No : Register number
10. Description : Enter the relevant description
11. Amount : Enter the paying amount
12. Account No. : Enter the relevant account number
13. Print/Save : After saving print the receipt
14. Save Only : Save the receipt

4. STEP 5: ENTER PAYMENT DETAILS

+ 9

MOP 1	Date 2	Cheque No 3	Amount 4	Bank / Branch 5	Remarks 6	Date Re-pay 7	Re-Pay Date 8
Cheque	4/18/2022		0.00			<input type="checkbox"/>	

Printing Formats

- Bill_Receipt_Preprinted.rpt
- TempBill_Receiptt_Preprinted.rpt

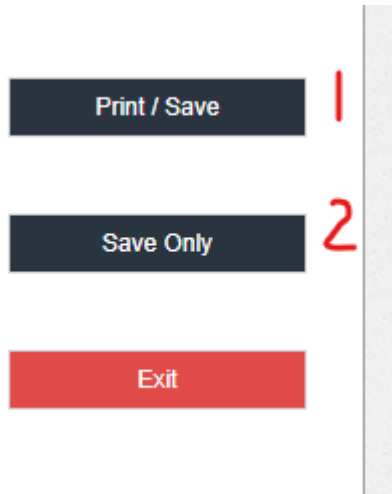
Total

0

1. MOP : Select the Method of Payment from the drop down menu (Eg. Cheque, Credit Card, Deposit)
2. Date : Date is auto filled , if want can change
3. Cheque No : The cheque number
4. Amount : The paying amount
5. Bank/Branch : The bank name
6. Remarks : If want add (Eg. Address)
7. Date Re-pay : Tick on Repay Date

8. Re-Pay Date :The repaying date
9. Click to add a new row

5. STEP 6: PRINT AND SAVE



1. Print/Save : After saving print the receipt
2. Save Only : Save the receipt