User Guide

04. Valuation and Assessment-MA-6-Collect Fees for Miscellaneous Service and Items-Trade License and Tax 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

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----------------------------------------------------------------
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.

TRADE LICENSE AND TAX

BILLS
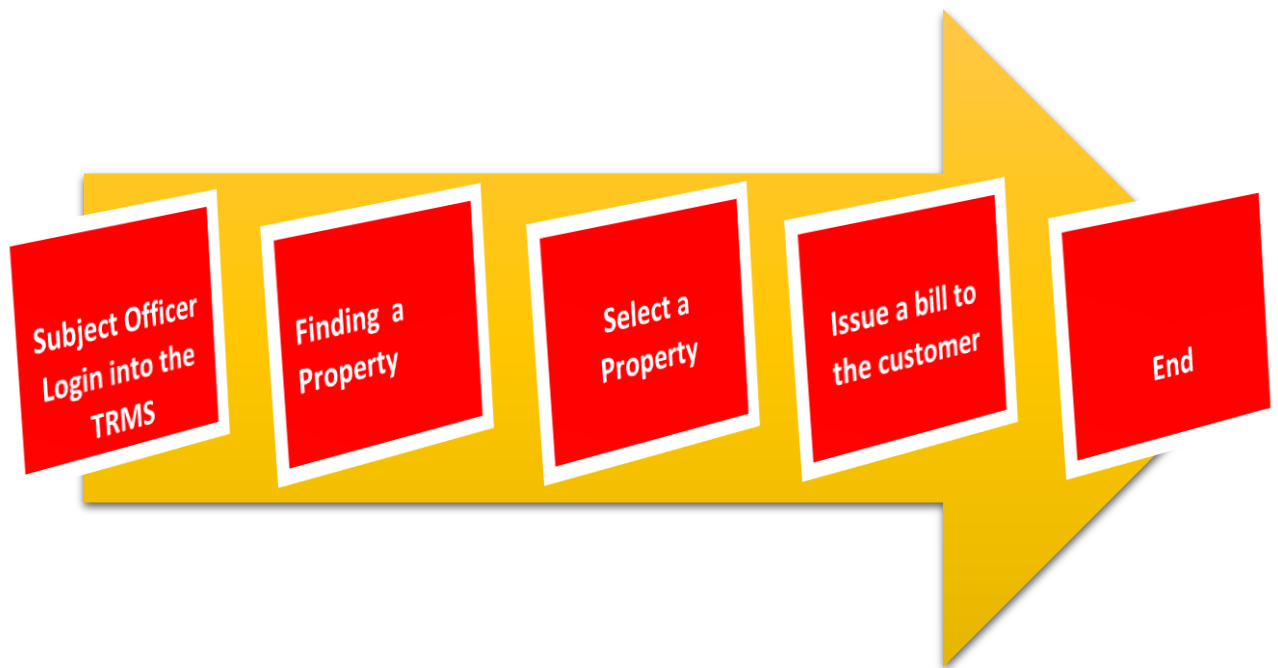
Departmental Bill Payments (other Revenue)

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

READ MORE

3. THE PROCESS

Subject Officer Login into the TRMS → Finding a Property → Select a Property → Issue a bill to the customer → End

4. PREPARATION OF TRADE LICENSE AND TAX

STEP: 01 Click On this Icon in ERP Page

BILLS

REVENUE

Departmental
Bill Payments
(other Revenue)

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

READ MORE

**STEP: 02 Login using your user name
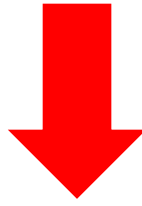and password to the system**

Log In to your account

sahan_Emet

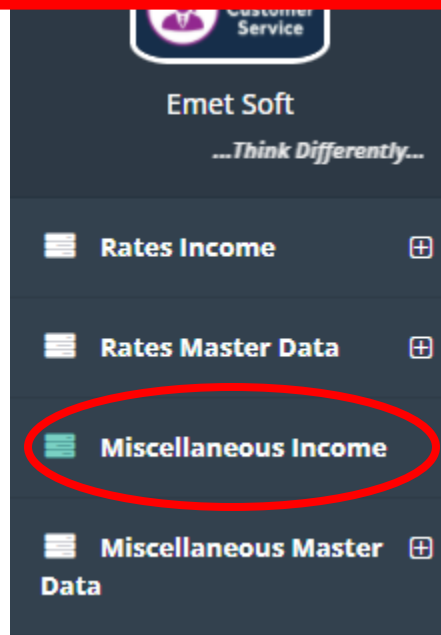...

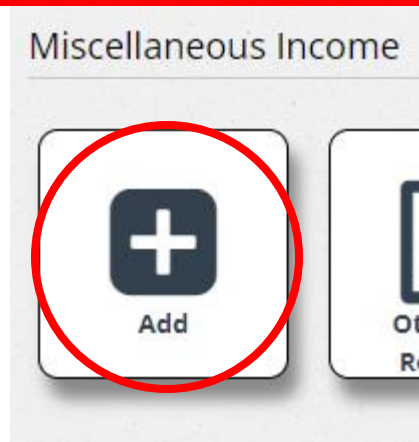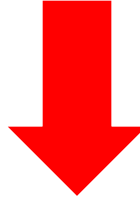Advanced Options   Log In

STEP: 03 Then click on Miscellaneou Incomes

Emet Soft

...Think Differently...

Rates Income

Rates Master Data

Miscellaneous Income

Miscellaneous Master Data

STEP: 04 Then click on Add

Miscellaneous Income

Add

When a customer comes to get a service, first you need to find the property you want to pay for.

01   **02**

Bill Type	Bill Division	Bill Location	Bill	Bill ID
000 Business Taxs	03-KOHUWALA	ANANDA RD LEFT	1A 1/1 : N.ABEYASURIYA	6941

☐ Search By Owner/NIC   **03**   ☐ Search By Reg.No

Type here to search by owner name...   Type here to search by Reg.No...   Search No.   IPS

Last Receipt Details

(Previous receipts are not available.)   History

There are three options for finding property related to payment.

01 Bill Type, Bill Division, Bill Location, Bill

02 Bill ID

03 Search by Owner/NIC

04 Search by Registration No

First select the Bill Type, then select the Bill Division, then select the Bill Location and Bill.

You can get the drop down menu by clicking on this icon

Select the Bill Type first

(Example: 000 Business Taxs)

Select the property related division

(Example: 03-KOHUWALA)

If the customer's property is located on Ananda Rd Left in the Kohuwala Division.

Then select the Location

(Example: ANANDA RD LEFT)

Then select the property

(Example: 1A 1/1: N.ABEYASURIYA)

02

The second method you can use to find the property you want is to use the Bill Id.

Bill ID

Type the Bill ID in the blank box

Bill ID

6941

(Example : 6941)

Bill Type	Bill Division	Bill Location	Bill	Bill ID	
000 Business Taxs	03-KOHUWALA	ANANDA RD LEFT	1A 1/1 : N.ABEYASURIYA	6941	🔍

☐ Search By Owner/NIC   ☐ Search By Reg.No

Type here to search by owner name...   Type here to search by Reg.No...   ...n No.   IPS

Last Receipt Details

(Previous receipts are not available.)   History

After typing the Bill ID, click the Search button to get the relevant information

The third method you can use to find the property you want is to use the owner name or NIC number.

To do this, first Click on the check box

☐ Search By Owner/NIC

Type here to search by owner name...

☑ Search By Owner/NIC

Type here to search by owner name...

☑ Search By Owner/NIC

n.abe

Type the Owner Name/NIC in the blank box

N.ABEYSURIYA NULL
N.ABEYASURIYA NULL
N.ABEYSURIYA
N.ABEYSOORIYA
G.N.ABEYSEKARA NULL

Bill Type	Bill Division	Bill Location	Bill	Bill ID	
000 Business Taxs ▼	03-KOHUWALA ▼	ANANDA RD LEFT ▼	1A 1/1 : N.ABEYASURIYA ▼	6941	🔍
☑ Search By Owner/NIC			☐ Search By Reg.No		
N.ABEYASURIYA NULL			Type here to search by Reg.No...	Se...	IPS
Last Receipt Details					
(Previous receipts are not available.)					History

After typing the Owner name/ NIC number, click the Search button to get the relevant information

04

The third method you can use to find the property you want is to use the Registration number.

To do this, first Click on the check box

☐ Search By Reg.No

| Type here to search by Reg.No... | Search No. |

Type the Registration No

☑ Search By Reg.No

| Type here to search by Reg.No... | Search No. |

☑ Search By Reg.No

| 1A 1/1 : N.ABEYASURIYA | Search No. |

(Example : 1A 1/1 : N.ABEYASURIYA)

☑ Search By Reg.No

| 1A 1/1 : N.ABEYASURIYA | Search No. |

After typing the registration number, click the Search button to get the relevant information

	Bill Type	Bill Division	Bill Location	Bill	Bill ID	

Bill Type: 000 Business Taxs
Bill Division: 03-KOHUWALA
Bill Location: ANANDA RD LEFT
Bill: 1A 1/1 : N.ABEYASURIYA
Bill ID: 6941

☐ Search By Owner/NIC
Type here to search by owner name...

☐ Search By Reg.No
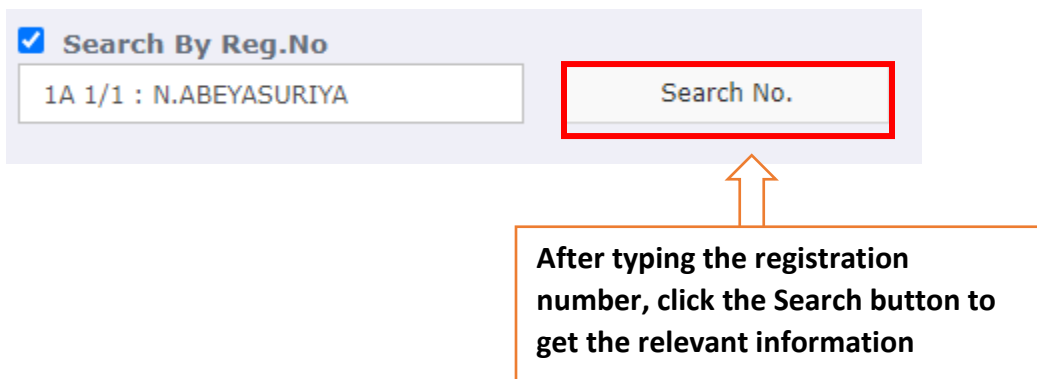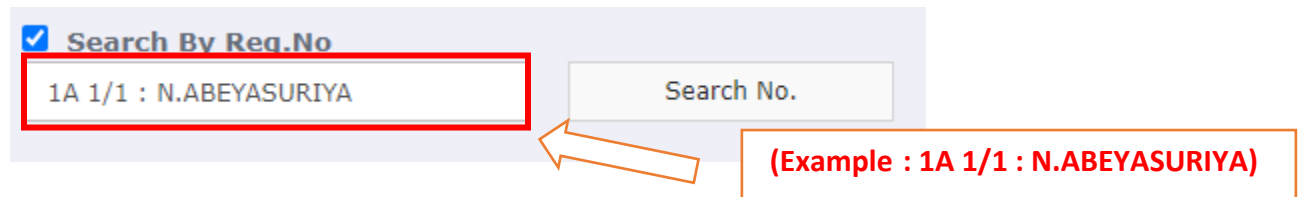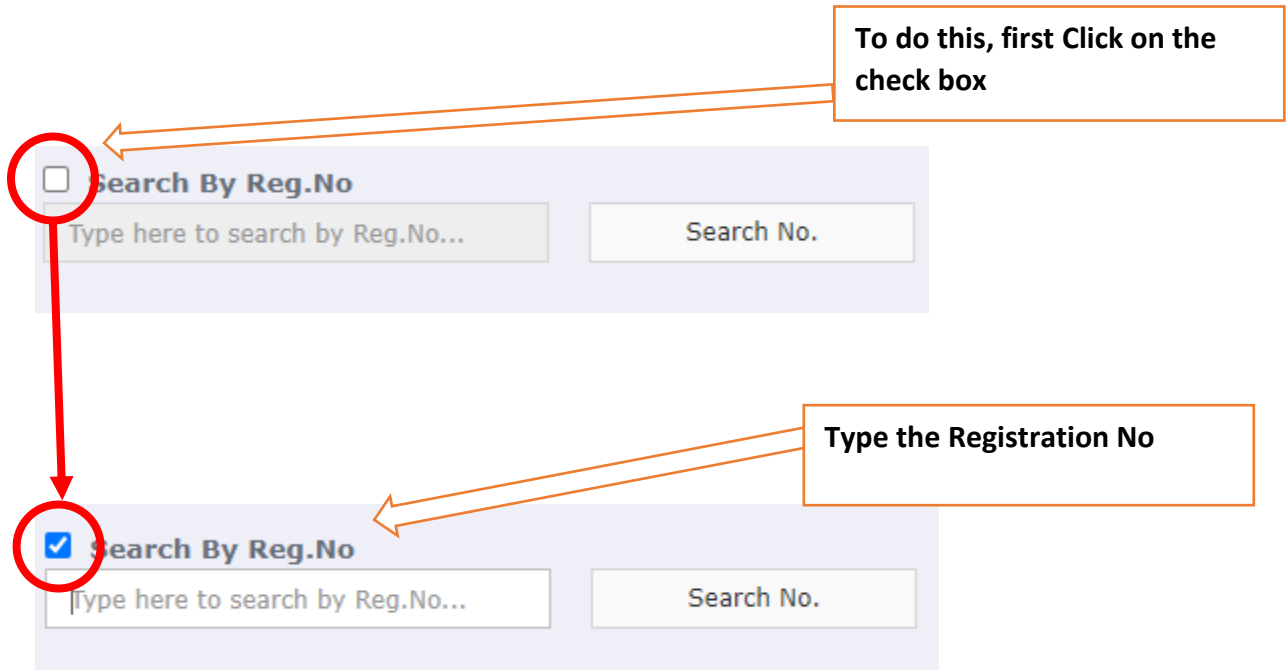Type here to search by Reg.No...
Search No. IPS
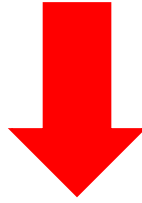
Last Receipt Details

(Previous receipts are not available.)   History

Select	Reg.No	1	Description	B/F Balance	B/F Surcharge	Total Balance	This Period	Paid	Period Discount	Period Due	Total Due	Surcharge	Add DR/CR
☑	1A 1/1		000 Business Taxs	10000.00	0.00	10000.00	5000.00	0.00	0.00	0.00	15000.00	0.00	0.00

☐ VAT Included   ☐ NBT Included   ☐ StampDuty Included

Copy Fees
0.00

☐ Customized Amount
☐ Pay Seperately NBT/VAT

[ ] Pay

Receipt No 60?113   **Date** 3/30/2022   **Receipt ID** 853523

Print / Save

Owner
N.ABEYASURIYA

Save Only

If paying for a Customized Amount, click on the checkbox

Enter the amount

5000.00   Pay

The system automatically generates a receipt number and receipt ID
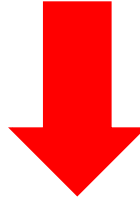
STEP: 07 click the Pay button

Copy Fees
0.00

☐ Customized Amount
☐ Pay Seperately NBT/VAT

Pay

Receipt No
608113

Date
3/30/2022

Receipt ID
853523

Print / Save

Owner
N.ABEYASURIYA

Save Only

STEP: 06 Click on Print/Save Button

Print / Save

Save Only

Exit

STEP: 08 Issu Bill to Customer.

END

The next is authorized by Shorff