

User Guide

04. Valuation and Assessment-MA-7-Collect Fees for Miscellaneous Service and Items- Mixed Revenue 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)

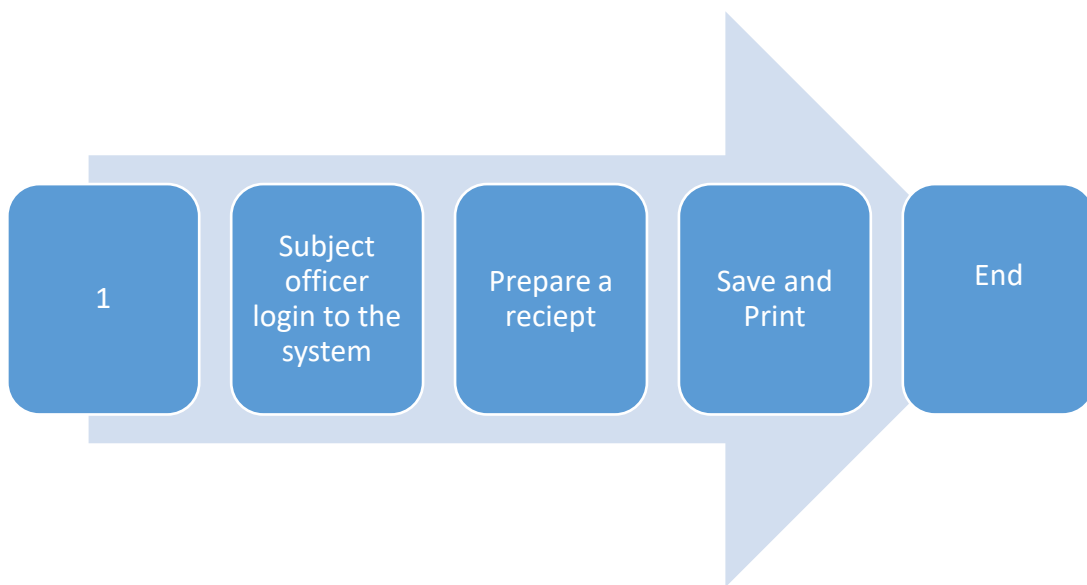
Dehiwala Mount Lavinia Municipal Council

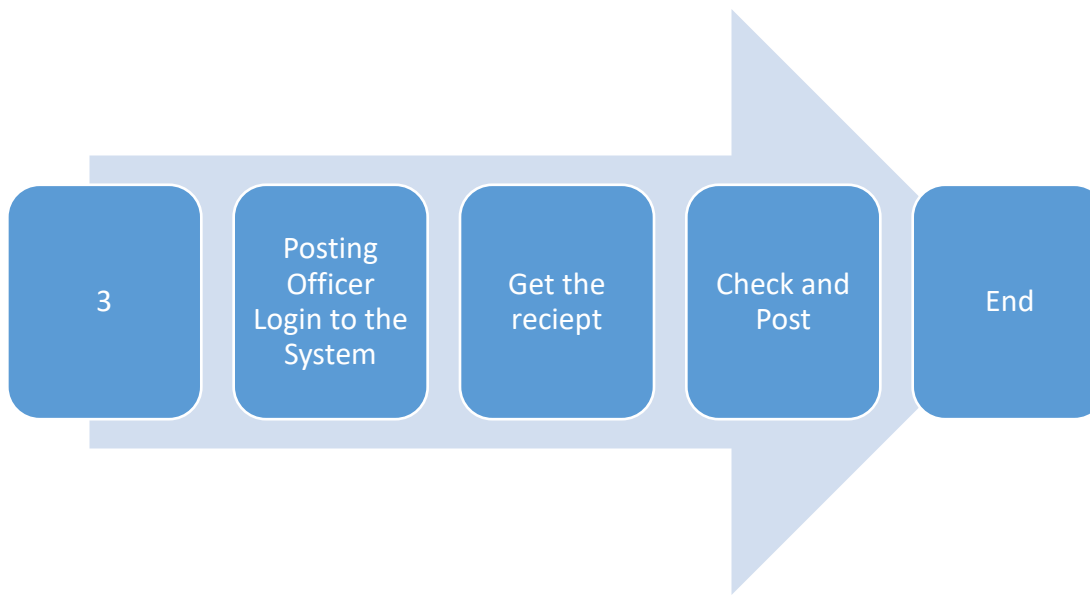
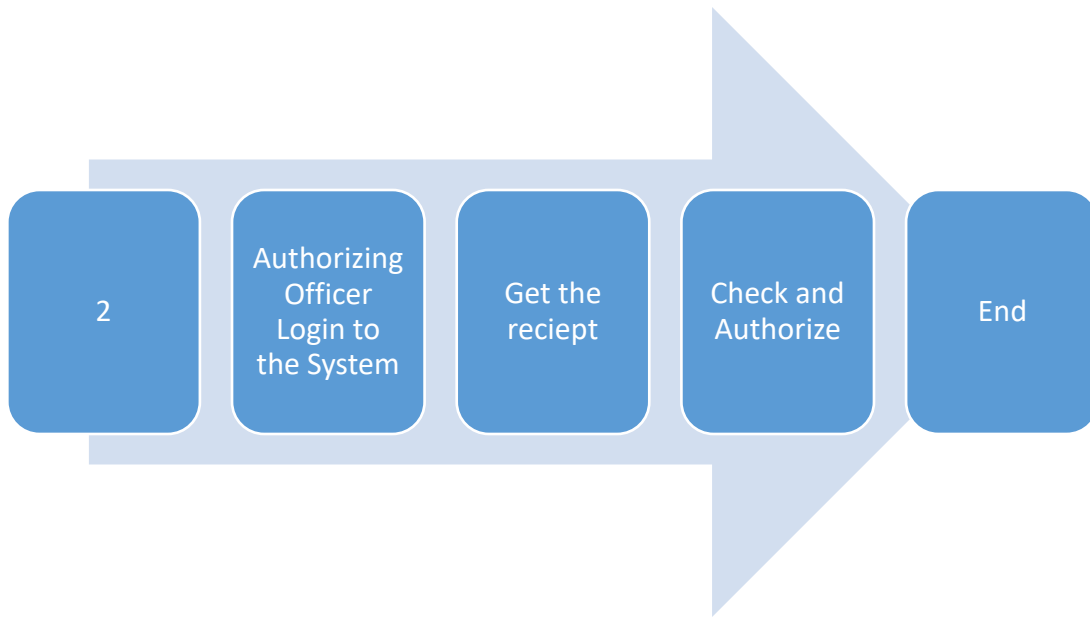
Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Mixed Revenue Counter

(Quick user Guide)

3. THE PROCESS





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

Log In to your account

Username

Password

Advanced Options

Log In



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

Miscellaneous Income

Emet Soft
...Think Differently...

Rates Income

Rates Master Data

Miscellaneous Income

Add

Other Bill Receipts

Edit

Cancel

Print

Field Payment

Group Payment

Schedule - Map Main Receipt

Cancel Schedule

Bill Generation

Surcharge Process

One Time Pay

Meter Reading

Tariff Type

Edit Billing Account

Correct Incomplete Online Payments-Billing

4. STEP 4: INVOME ADD

The screenshot shows a 'Receipt' form with the following fields and buttons highlighted with red boxes and numbered 1 through 18:

- 1: Bill Type (000 Business Taxes)
- 2: Bill Division (01-WILAWALA)
- 3: Bill Location (<-All->)
- 4: Bill (01 : CEMETERY-BURIAL)
- 5: Bill ID (35502)
- 6: Search button (Q)
- 7: Search By Owner/NIC (checkbox and text input)
- 8: Search By Reg.No (checkbox and text input)
- 9: Search No. button
- 10: IPS button
- 11: Last Receipt Details (Previous receipts are not available.)
- 12: History button
- 13: Receipt No (603538)
- 14: Date (3/11/2022)
- 15: Receipt ID (848198)
- 16: Owner (CEMETERY-BURIAL)
- 17: Remarks
- 18: File No./Reference

Buttons on the right side include: Print / Save, Save Only, and Exit.

1. Bill Type : Select the relevant Bill Type from the drop down menu (Eg: Business tax , Shop Rent, Trade Tax)
2. Bill Division : Select the relevant Bill Division (Eg: WILWALA, DUTUGEMUNU)
3. Bill Location : Select the relevant bill location from the drop down menu(Eg: Balapokuna Road Left, Dutugemunu Street)
4. Bill : Select the relevant bill type from the drop down menu
5. Bill ID : Bill ID is auto filled
6. Can search by Bill Type, Bill Division, Bill Location , Bill or Bill ID
7. Search by Owner/NIC : Can search by using the owner's name o owner's National ID number
8. Search by Reg. No : Type the register number to search
9. Search No. : By clicking the button can search by the number
10. IPS : By clicking can view the Individual payment Summary Report
11. Last Receipt Details: If there are any previous receipts , the details are viewed here
12. History : By clicking the button can view if there are any previously added receipts
13. Receipt No : The receipt number is auto filled
14. Date : The date is also auto filled
15. Receipt ID : The receipt ID is also auto filled
16. Owner : Owner is auto filled
17. Remarks : Can add remarks if needed

18. File No./Reference : Enter the file number as reference

5. STEP 5: ENTER PAYMENT DETAILS AND CHEQUE DETAILS

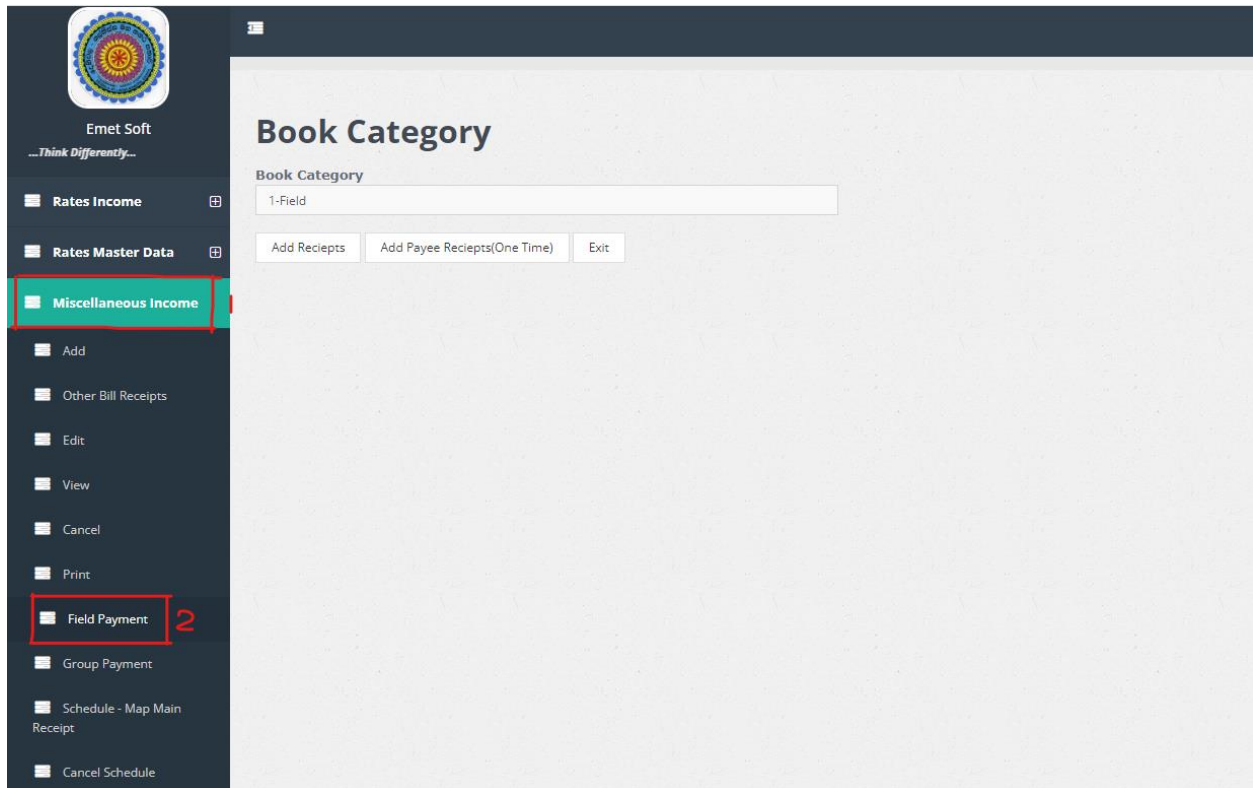
The screenshot shows two parts of a form. The top part is a header row with four columns: 'Reg. No' (1), 'Discription' (2), 'Amount' (3), and 'Account No' (4). Below this is a data row with values: '>>' (under Reg. No), an empty field (under Discription), '0' (under Amount), and '<-Select->' (under Account No). The bottom part is another header row with eight columns: 'MOP' (5), 'Date' (6), 'Cheque No' (7), 'Amount' (8), 'Bank / Branch' (9), 'Remarks' (10), 'Date Re-pay' (11), and 'Re-Pay Date' (12). Below this is a data row with values: 'Cheque' (under MOP), '3/11/2022' (under Date), an empty field (under Cheque No), '0.00' (under Amount), an empty field (under Bank / Branch), an empty field (under Remarks), an empty checkbox (under Date Re-pay), and an empty field (under Re-Pay Date).

1. Reg No : Reg number is auto filled
2. Description : If need add any description
3. Amount : Amount is also auto filled
4. Account No : select from the drop down menu
5. MOP : Select the Method of Payment from the drop down menu (Eg. Cheque, Credit Card, Deposit)
6. Date : Date is auto filled , if want can change
7. Cheque No : The cheque number
8. Amount : The paying amount
9. Bank/Branch : The bank name
10. Remarks : If want add (Eg. Address)
11. Date Re-pay : Tick on Repay Date
12. Re-Pay Date :The repaying date

Step 6: Then user has to click on save button to save the bill

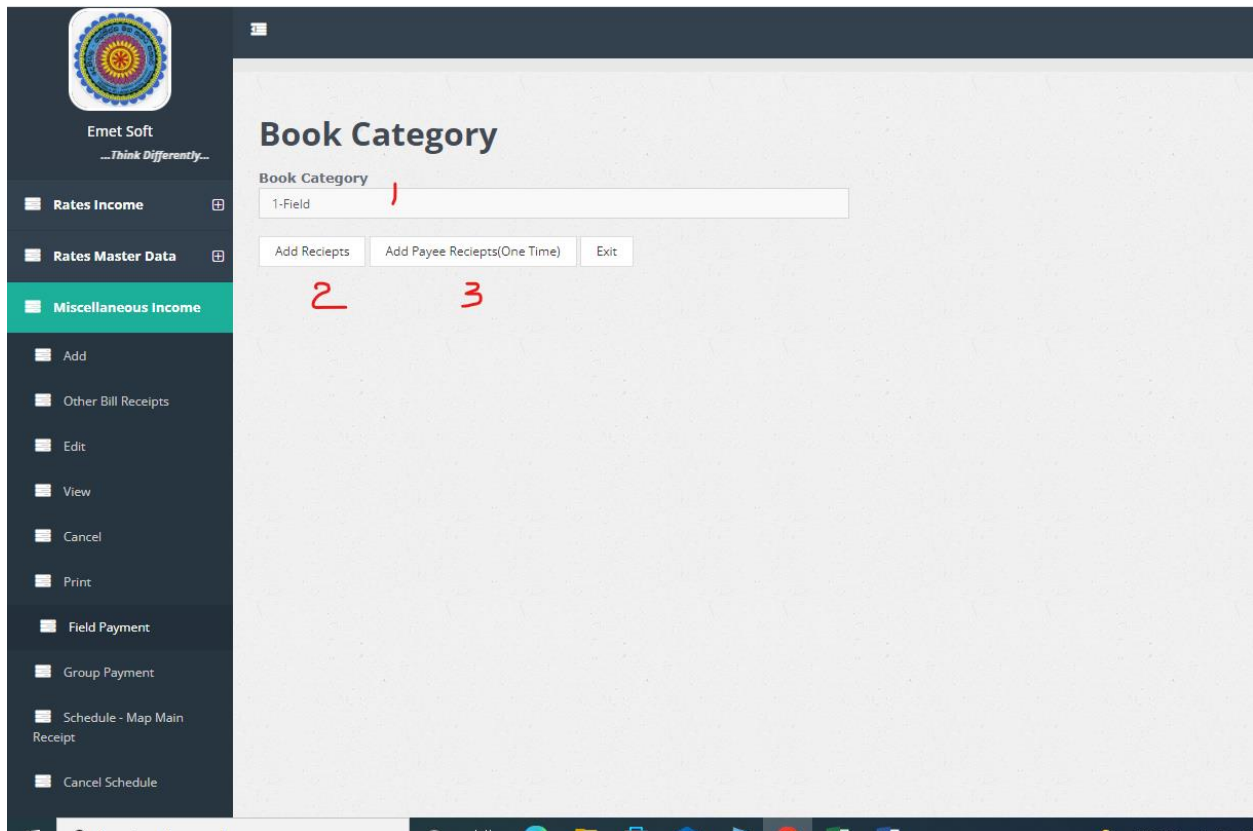
The screenshot shows a receipt form with the following fields: 'Receipt No' (603538), 'Date' (3/11/2022), 'Receipt ID' (848198), 'Owner' (CEMETERY-BURIAL), 'Remarks' (empty), and 'File No./Reference' (empty). On the right side, there are three buttons: 'Print / Save' (highlighted with a red box), 'Save Only', and 'Exit'.

6. STEP 7: THE NEXT STEP IS FIELD PAYMENTS – ADD BOOK CATEGORY



1. Go to the Miscellaneous Income menu
2. Click on Field Payment

Step 9: First select the book category and click to add receipts or add payee receipts



1. Book category : Select the relevant book category
2. Add Receipts : Click on button to add receipts
3. Add payee Receipts : Click on button to add payee receipts

Add the receipts as previously explained

7. STEP 10: ADD FILED RECEIPTS

The screenshot shows a web application interface for adding filed receipts. The form is titled 'Receipt' and includes a 'Book Category 1-Field' section. The form fields are annotated with red numbers 1 through 17. The fields include: Bill Type (1), Bill Division (2), Bill Location (3), Bill (4), Bill ID (5), Search By Owner/NIC (6), Search By Reg.No (7), Last Receipt Details (8), Receipt No (9), Date (10), Receipt ID (11), Owner (12), Remarks, and File No./Reference. There are also buttons for 'Print / Save' (16), 'Save Only' (17), and 'Exit'. A search icon (13) is located next to the Bill ID field. A 'History' button (15) is located below the Last Receipt Details field. A '+' button is located at the bottom left of the form.

1. Bill Type : Select the relevant bill type
2. Bill Division : Select the relevant bill division
3. Bill Location : Select the relevant bill location
4. Bill : Select the relevant bill
5. Bill ID : Auto filled
6. Click to search by owner or NIC
7. Click to search by Register number
8. Last receipt details are viewed here
9. Receipt Number is auto filled
10. Date is auto filled
11. Receipt Id is auto filled
12. Select the relevant owner
13. Click to search
14. Click to view individual payment summary
15. Click to view the payment history
16. Click to save and print
17. Click to print only

1

Reg. No	Discription	Amount	Account No
>> 2	3	0 4	<-Select-> 5

14

MOP 6	Date 7	Cheque No 8	Amount 9	Bank / Branch 10	Remarks 11	Date Re-pay 12	Re-Pay Date 13
Cheque	4/18/2022		0.00			<input type="checkbox"/>	

Printing Formats
 Bill_Receipt_Preprinted.rpt
 TempBill_Receiptt_Preprinted.rpt

Total
 0

Payee Name
 Field Officer

1. Click to add a new row
2. Reg No : Enter the relevant register number
3. Description : Enter if any description
4. Amount : Enter the amount
5. Account No : Enter the account number
6. MOP : Select the method of payment
7. Date : Select the date
8. Cheque No : Enter the cheque number
9. Amount : Enter the amount
10. Bank/Branch : Select the bank or branch
11. Enter if there are any remarks
12. Date Re-Pay : enter the repaying date
13. Date Re-Pay : enter the repaying date
14. Click to add a new row