User Guide

04. Valuation and Assessment-MA-Collect Fees for Miscellaneous Service and Items- Departmental- Preparing of normal Billing 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.

ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector
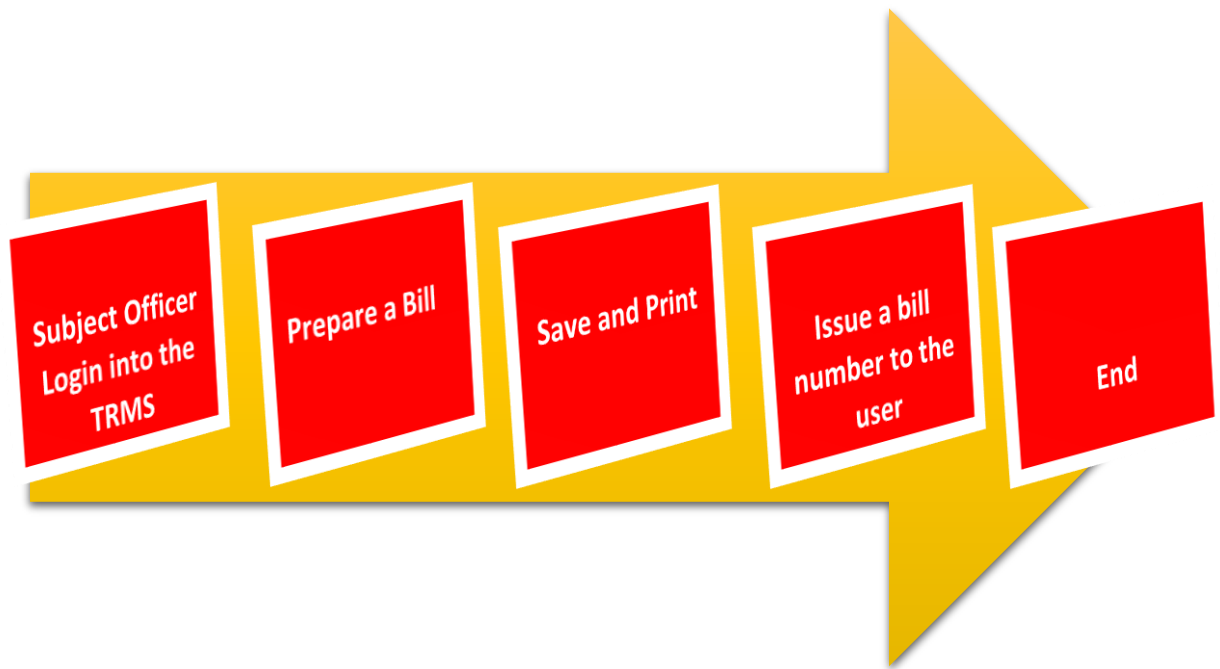
PREPARATION OF NORMAL BILLING

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 → Prepare a Bill → Save and Print → Issue a bill number to the user → End

4. PREPARATION OF NORMAL BILLING

STEP: 01 Click On this Icon in ERP Page

BILLS

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
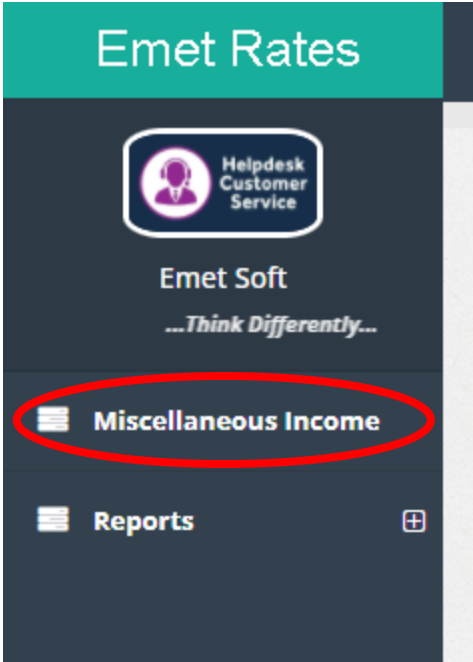
Log In to your account

Username
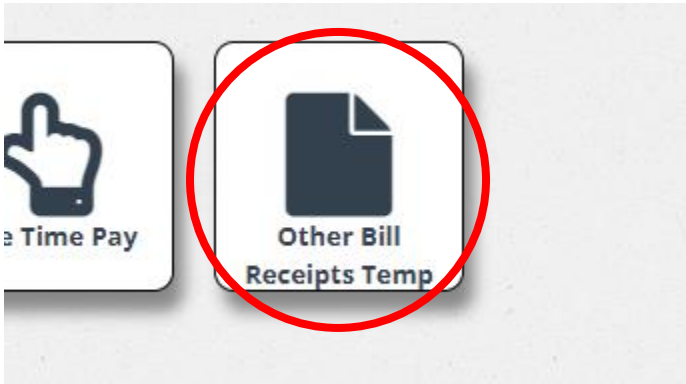
Password

Advanced Options   Log In

STEP: 03 Then click on Miscellaneoous Incomes

Emet Rates

Helpdesk
Customer
Service

Emet Soft

...Think Differently...

Miscellaneous Income

Reports

STEP: 04 Then click on Other bill recipts temp

Time Pay

Other Bill
Receipts Temp
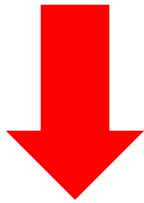
STEP: 05 Then Select the Billing Type

Billing Type

GULLY-BOWSER	▼
<-Select->	
GULLY-BOWSER	
SOLID-WASTE-MANAGEMENT-I	
SOLID-WASTE-MANAGEMENT-\	

When a customer comes to get a service. First select the bill type.

(Ex: GULLY-BOWSER)

පාරිභෝගිකයෙකු සේවාවක් ලබා ගැනීමට පැමිණි විට. පළමුව බිල් වගර්ය තෝරන්න.

(උදාහරණ: GULLY-BOWSER)

The system automatically issues the account and account number after selecting the bill type.

(Ex: GULLY-BOWSER)

බිල් වගර්ය තේරීමෙන් පසු පද්ධතිය ස්වයංක්රීයව ගිණුම සහ ගිණුම් අංකය නිකුත් කරයි.

(උදාහරණ: GULLY-BOWSER)

Billing Type

GULLY-BOWSER	▼

Account No

30-160403-2 : Gully Bowser(Labour Cha)

Copy Fees

STEP: 06 Then Enter Payee name

Example:

When a customer comes to get a service. Enter his name.

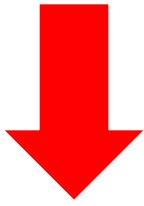○ Payee ○ Field Officer
Payee

sa

Savi Prakashakyo DMMC/FN/CMC/04/HL/85
SALON DIVINE
sanda ruu saloon
SAMAN MOTOR TRADERS
samith stories
SAHANA CHEMIS
SATHSARA GROCERY
SAMPATH BANK-MT.LAVINIA
Sarasavi Book Shop (pvt)Ltd (Mahesh Pere
Salon Dee

You can type remarks if needed.

(Ex: customer address)

උදාහරණ:

පාරිභෝගිකයෙකු සේවාවක් ලබා ගැනීමට පැමිණ විට. ඔහුගේ නම ඇතුලත් කරන්න.

අවශය නම් ඔබට සටහන් ටයිප් කළ හැක.

(උදාහරණ: පාරිභෝගික ලිපිනය)

STEP: 07 Then Add Remarks and File No. / Refference (IF NEEDED**)**

You can enter file no if needed.

(Ex: 011)

අවශ්‍ය නම්, ඔබට ගොනු අංකය ඇතුළත් කළ හැකිය.

(උදාහරණ: 011)

○ Payee ○ Field Officer
Payee

Savi Prakashakyo DMMC/FN/CMC/04/HL/85

Remarks

No: 110/12 Saranankara Road, Dehiwala

File No./Refference

011

＋　　🗑

STEP: 08 Then Add Account No

Reg. No	Discription	Amount	Account No	
>>	Hires of Townhall	0	70-420203 : Hires of Townhall	

☐ VAT Included   ☐ NBT Included   ☐ StampDuty Included   Copy Fees   0.00

Account No

70-420203 : Hires of Townhall

63-100101 : Salaries and Wages 15
63-100301 : Salary Allowances 17
63-100301-1 : COL Allowances 17
63-120101 : Stationery and Office Req
63-130400 : Repairs & Maintenance of
63-134905 : Internal Wiring
66-100101 : Salaries and Wages 16
66-100301 : COL Allowances 18
66-100301-1 : Salary Allowances 18
70-100103 : E.P.F,E.TF (Library)
70-160403 : Town Hall (Chair)
70-160403-1 : Library Intenet Service
70-160403-2 : Library Photocopy Service
70-160403-3 : Membership Fees (Phy.Cen)
70-160403-4 : Membership Fees(Library)
70-160403-5 : Town Hall (Water Bill)
70-160403-6 : Town Hall (Ele.Bill)
70-410702 : Entertainment Tax
70-420202 : Hire of Lib.Meeting.Hall
70-420203 : Hires of Townhall

Select the account number and account to which the money should be credited

(Ex: 70-420203 : Hires of Townhall)

මුදල් බැර කළ යුතු ගිණුම් අංකය සහ ගිණුම තෝරන්න

(උදාහරණ: 70-420203 : Hires of Townhall)

STEP: 09 Then Add Amount

	Reg. No	Discription	Amount	Account No	
>>		Hires of Townhall	50000.00	70-420203 : Hires of Townhall	

☐ VAT Included   ☐ NBT Included   ☐ StampDuty Included   Copy Fees   0.00

Click this icon to add a new row.

(Ex: Gym Membership row)

නව පේළියක් එක් කිරීමට මෙම
ලකුණ ක්ලික් කරන්න. (උදාහරණ:
Gym Membership row)

	Reg. No	Discription	Amount	Account No	
>>		Hires of Townhall	50000.00	70-420203 : Hires of Townhall	
>>		Gym Membership	2000.00	70-420209 : Gym Membership	

☐ VAT Included   ☐ NBT Included   ☐ StampDuty Included   Copy Fees   0.00

If you want to delete a row, select the row and click this icon

ඔබට යම් පේළියක් මකා දැමීමට අවශ්‍ය නම් ,
පේළිය තොරා මෙම සලකුන ක්ලික් කරන්න.

	Reg. No	Discription	Amount	Account No	
>>		Hires of Townhall	50000.00	70-420203 : Hires of Townhall	
>>		Gym Membership	2000.00	70-420209 : Gym Membership	

☐ VAT Included   ☐ NBT Included   ☐ StampDuty Included   Copy Fees   0.00

You can select a row by click on this icon.

මෙම සලකුන මත ක්ලික් කිරීමෙන්
ඔබට පේළියක් තෝරාගත හැක

10

If necessary, you can enter a description.

(Ex: Hires of Town hall, Gym Membership)

අවශ්‍ය නම්, ඔබට විස්තරයක් ඇතුළත් කළ හැකිය

(උදාහරණ: Hires of Town hall, Gym Membership)

STEP: 10 Then Add Discription

	Reg. No	Discription	Amount	Account No	
>>		Hires of Townhall	50000.00	70-420203 : Hires of Townhall	
>>		Gym Membership	2000.00	70-420209 : Gym Membership	

☐ VAT Included   ☐ NBT Included   ☐ StampDuty Included   Copy Fees   0.00

(**IF NEEDED**)

STEP: 11 Then Add VAT Included

	Reg. No	Discription	Amount	Account No	
>>		Reception Hall Fees	50000.00	70-420203 : Hires of Townhall	
>>		VAT 8%	4000.00	00-757001 : VAT	

☑ VAT Included   ☐ NBT Included   ☐ StampDuty Included   Copy Fees   0.00

Click on the check box to add VAT

වැට් බදු ඇතුළත් කිරීමට සලකුණු කොටුව සලකුණු කරන්න

11
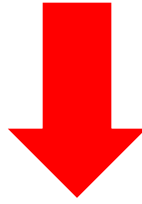
(IF NEEDED**)**

STEP: 12 Then Add NBT Included

Reg. No	Discription	Amount	Account No	
>>	Reception Hall Fees	50000.00	70-420203 : Hires of Townhall	
>>	VAT 8%	4000.00	00-757001 : VAT	
>>	Stamp Duty 10%	5000	00-757000-4 : Misce Deposits(Stamp)	

☑ VAT Included   ☑ NBT Included   ☑ StampDuty Included   Copy Fees | 20.00 |

⬆

Click on the check box to add NBT

එන්.බී.ටී ඇතුළත් කිරීමට සලකුණු කොටුව සලකුණු කරන්න

⬇

(IF NEEDED**)**

STEP: 13 Then Add StampDuty Included

Reg. No	Discription	Amount	Account No	
>>	Reception Hall Fees	50000.00	70-420203 : Hires of Townhall	
>>	VAT 8%	4000.00	00-757001 : VAT	
>>	Stamp Duty 10%	5000	00-757000-4 : Misce Deposits(Stamp)	

☑ VAT Included   ☑ NBT Included   ☑ StampDuty Included   Copy Fees | 20.00 |

⬆

Click on the check box to add Stamp Duty Included

මුද්දර ගාස්තු ඇතුළත් කිරීමට සලකුණු කොටුව සලකුණු කරන්න

(**IF NEEDED**)

STEP: 14 Then Add Copy Fees

Reg. No	Discription	Amount	Account No	
>>	Reception Hall Fees	50000.00	70-420203 : Hires of Townhall	
>>	VAT 8%	4000.00	00-757001 : VAT	
>>	Stamp Duty 10%	5000	00-757000-4 : Misce Deposits(Stamp)	

☑ VAT Included   ☑ NBT Included   ☑ StampDuty Included   Copy Fees   20.00

Enter the copy fee here.

(Ex: 20.00)

පිටපත් ගාස්තුව මෙතනින් ඇතුලත් කරන්න.

(උදාහරණ: 20.00)

STEP: 15 Print/ Save

Print / Save

Save Only

Exit

END

Issue Bill Number to Customer for payments.

***

The next is authorized by Shorff

පද්ධතිය විසින් නිකුත් කරන ලද බිල්පත් අංකය පාරිභෝගිකයාට ලබා දෙන්න.