

# User Guide

## 06. Engineering and Planning-MA-134- Planning-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

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2. TABLE OF CONTENTS

Page No.

1. Revision History .....	2
2. TABLE OF CONTENTS.....	2
3. THE PROCESS.....	4
4. Master Data - Departments .....	5



# ENTERPRISE RESOURCE PLANNING (ERP)

## Dehiwala Mount Lavinia Municipal Council

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

### PLANNING-BILLING



#### Municipal Engineering & Planning

buildings and block plans,  
street line certificates,  
conformity certificates, act  
for unauthorized  
constructions, extension of  
period for buildings etc..

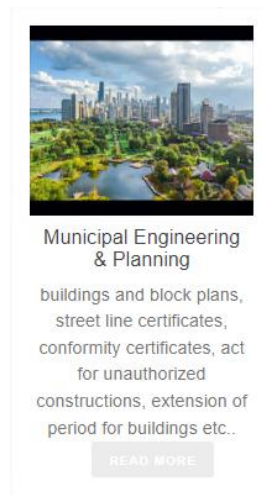
[READ MORE](#)

### 3. THE PROCESS



## 4. MASTER DATA - DEPARTMENTS

**STEP: 01 Click On this Icon in ERP Page**



Municipal Engineering & Planning

buildings and block plans, street line certificates, conformity certificates, act for unauthorized constructions, extension of period for buildings etc..

[READ MORE](#)

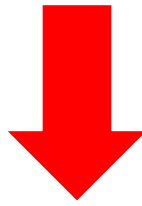


**STEP: 02 Login using your user name and password to the system**

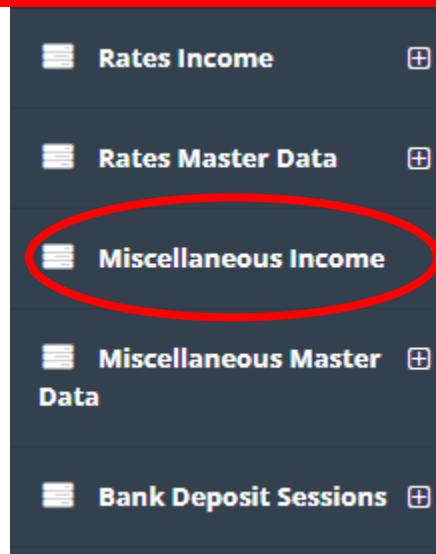
**Log In** to your account

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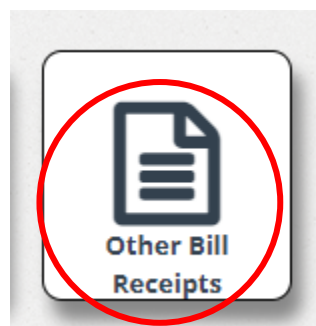
Advanced Options



**STEP: 03 Then click on Miscellaneous Income**



**STEP: 04 Then click on Other Bill Receipts**





**STEP: 05 Enter Department Mater data**

Receipt No **01** 609338 Date **02** 4/7/2022 Receipt ID **03** 854960 Billing Type **04** Undeveloped Land Tax **Print / Save**

Payee  Field Officer  
5 Payee **05** Kumarasinghe **Save Only**

Remarks **06** 1quarter File No./Reference **07** 011 **Exit**

+

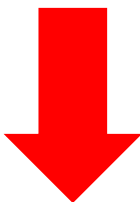
Reg. No	Discription	Amount	Account No
>>	Block Plane <b>08</b>	1000 <b>09</b>	20-469901 : Tax on undeveloped land <b>10</b>

VAT Included  NBT Included  StampDuty Included Copy Fees 0.00

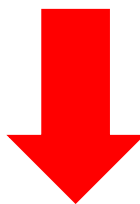
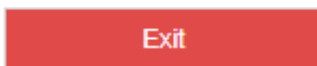
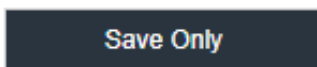
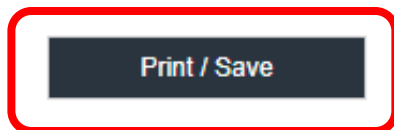
**Only if taxes are levied, click on the checkbox**

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- 01. Receipt Number (Auto Generate)
- 02. Date (Auto Generate)
- 03. Receipt Id (Auto Generate)
- 04. Select Bill type
- 05. Select payee
- 06. Enter Remarks
- 07. Enter File Number/ Reference
- 08. Enter description
- 09. Enter Amount
- 10. Select Account



**STEP: 06 Click on Print/Save Button**



**STEP: 07 Issu Bill to Customer.**

**\*\*\*END\*\*\***

**The next is authorized by Shorff**