



# Finance Super Admin Manual

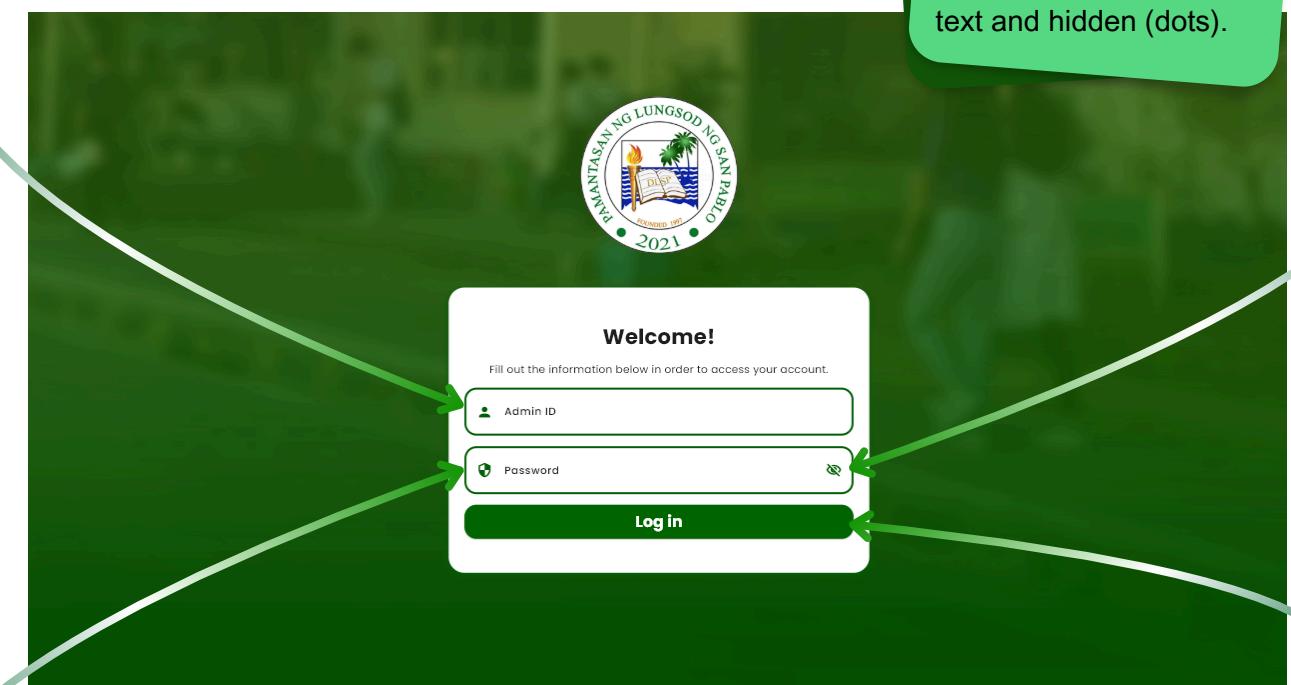
# Login Page

## Admin ID

Enter your Admin ID

## Eye Icon

Clicking the icon toggles visibility between plain text and hidden (dots).



## Password

Enter your Password

## Login Button

Ensure your Admin ID and password are entered correctly to avoid login errors.

# Navigation Bar



## Dashboard

This navigation bar provides access to the Dashboard page.

## Integrated School Students

The navigation bar opens the Integrated Schools section with IS Students and their transactions.

## Payees Students

The navigation bar takes you to the Payees Students, where you can see students and their transaction details.

## Calendar Holiday

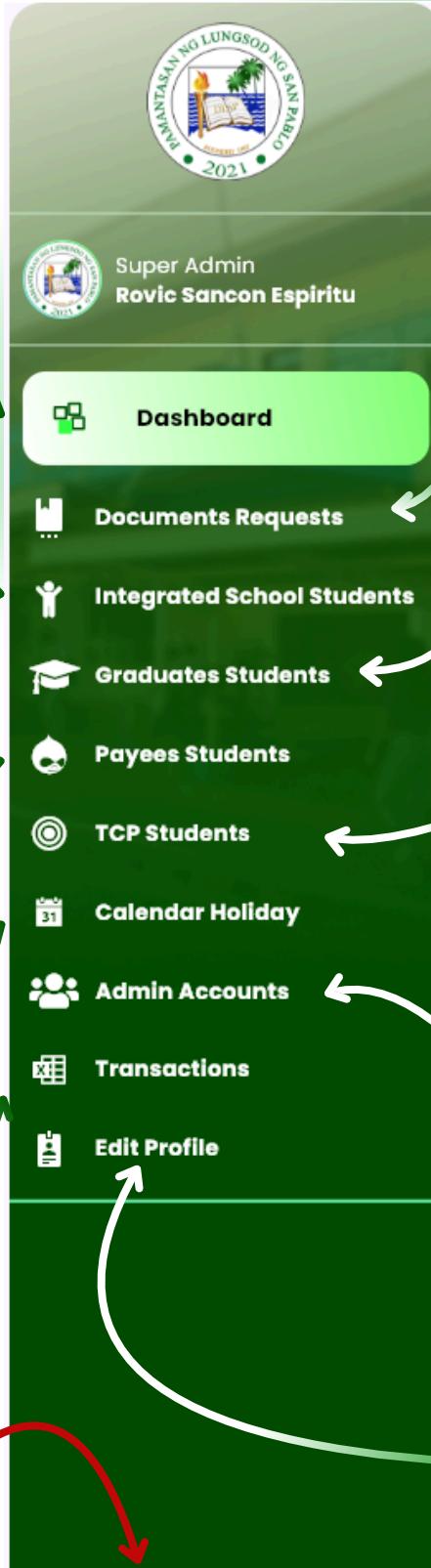
The navigation bar takes you to the Calendar Holiday section, where you can view and set holiday dates.

## Transactions

The navigation bar takes you to the Transaction section, where you can view detailed transactions and export student or transaction data.

## Logout

The logout button takes you to the login page and signs you out of your account.



## Documents Requests

The navigation bar opens the Document Requests section showing all transactions of Documents.

## Graduates Students

The navigation bar takes you to the Graduates Students, where you can see students and their transaction details.

## TCP Students

The navigation bar takes you to the TCP Students, where you can see students and their transaction details.

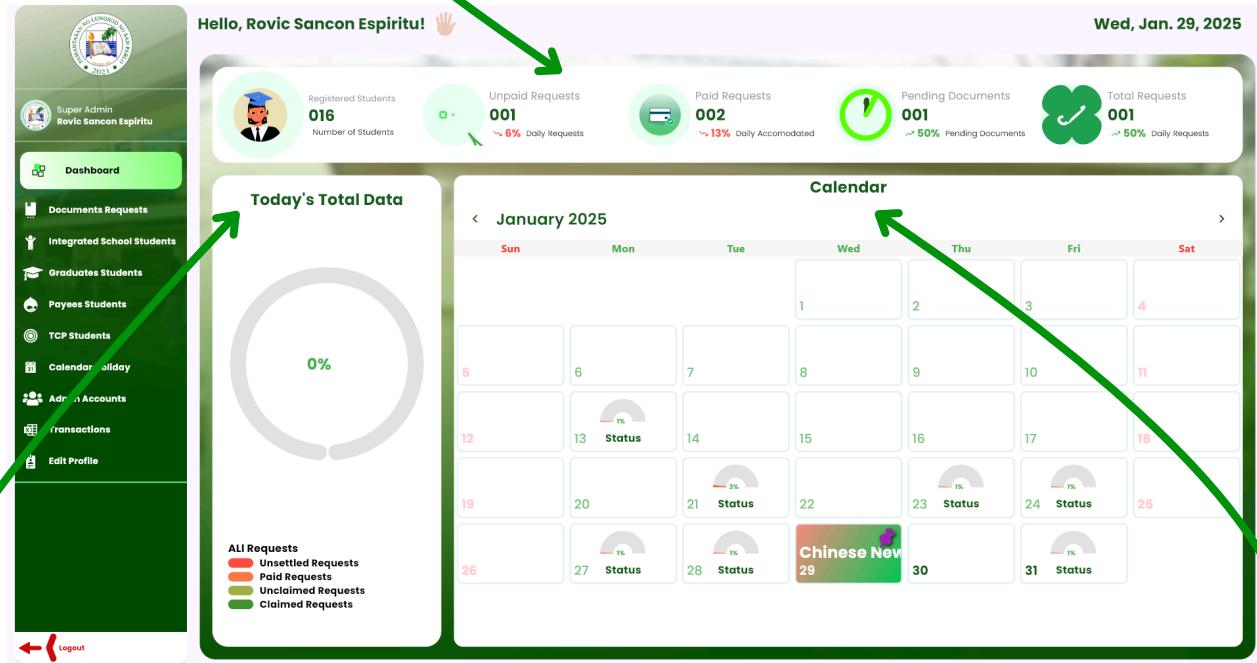
## Admin Accounts

The navigation bar takes you to the Admin Accounts section, where you can create and delete admin accounts.

## Edit Profile

The navigation bar takes you to the Edit Profile section, where you can update your personal information.

# Dashboard Page



## Today's Total Data

Displays the present day's status percentages, including unsettled requests, paid requests, unclaimed requests, and claimed requests.

## Calendar

Displays the current month with daily status to monitor request volumes. It also highlights holiday dates, with green indicating transaction days, non-highlighted for no data, and red for no transactions.

# Documents Request Page

## Statistical Data

Displays the total number of registered students, total requests with daily request percentage, and total accommodations with daily accommodation percentage.

The screenshot shows the main dashboard of the system. At the top, it displays a welcome message "Hello, Rovic Sancon Espiritu!" and the date "Wed, 01 29, 2025". On the left, there's a sidebar with various administrative links like Super Admin, Dashboard, Documents Requests, Integrated School Students, etc. The central area has three main sections: 1) Statistical Data showing 011 Registered Students, 000 Total Requests (0% Daily Requests), and 067 Total Accommodated (100% Daily Accommodation). 2) All Document Requests, which lists student information (Student ID, Fullname, Program/Course) for 8 students. 3) Student Transaction History for student 21-01448, showing three transactions with totals of 50.00, 50.00, and 150.00.

Image	Student ID	Fullname	Program/ Course
	21-00141	Rizal Ryan Arapiles Alimago	Bachelor of Science in Information Technology
	21-00461	Takeshi Coronado Yoshikawa	Bachelor of Science in Information Technology
	21-01448	Mark Ivann Mendoza	Bachelor of Science in Information Technology
	21-02028	Jeffrey Ramirez Sandro	Bachelor of Science in Information Technology
	21-02899	Joshua Gonzales Dana	Bachelor of Science in Information Technology
	21-12345	Jeremie Garil Sotero	Bachelor of Science in Information Technology
	21-67890	Aljon Nival Bumbohay	Bachelor of Science in Accounting Information Systems

## All Document Requests

Shows the student's profile picture, Student ID, Full Name, and Program or Course in a list view. It includes a search bar to filter by Student ID or Full Name.

## Student Transaction History

Displays essential student information, including name, student ID, program, birthdate, contact number, and address. Additionally, it presents the transaction history with details such as date, assisting admin ID, official receipt, document type, and price.

# Integrated School Students Page

## Statistical Data

Displays the total number of registered IS students, total requests with daily request percentage, and total accommodations with daily accommodation percentage.

## Transaction Report

Displays the student's total outstanding balance, transaction history, completed payments, and new payments. An export button is available for their transaction records.



Hello, Rovic Sancon Espiritu!

Registered Students **001** Number of Students

Total Requests **000** ~0% Daily Requests

Total Accommodated **000** ~0% Daily Accommodation

All Integrated School Students

Image	Student ID	Fullname	BirthDate	Phone Number	Address	Outstanding Balance
	108364080127	Jhelaine Pine Caponpon	Jan 01 2012	+63975364952169	Brig. Magcase, San Pablo City, 4000 Laguna	Php 11000.00

Search

Export All Students

Export Students Data

Wed, Jan 29, 2025

### Transaction Report

Jhelaine Pine Caponpon

108364080127

Outstanding balance  
**Php 11,000.00**

PLSP

Add

Add new Student Fee



Tuition

01.29.2025

+ 11,000.00

## Student Lists

Displays all Integrated Students along with their respective balances and student information credentials, including a search bar to locate specific students. An Export to Excel button is available at the bottom for exporting all IS student data.

## Add Outstanding Balance

Enter the new payment amount, select the fee type, and click Save to update the outstanding balance.

### Add Outstanding Balance

**Php 11,000.00**

#### Transaction Amount

Transaction Amount

#### Education Cost Name

Select Fee

Save



Payment Lists  
Tuition  
Misc

## Payment Lists

Enter a new payment name and click Save to add it to the list above

Create New Payment

Payment Name

Save

# Graduate School Students Page

## Statistical Data

Displays the total number of registered Graduate School students, total requests with daily request percentage, and total accommodations with daily accommodation percentage.

## Transaction Report

Displays the student's total outstanding balance, transaction history, completed payments, and new payments. An export button is available for their transaction records.



Hello, Rovic Sancon Espiritu!

Registered Students  
016  
Number of Students

Total Requests  
000  
~ 0% Daily Requests

Total Accommodated  
000  
~ 0% Daily Accommodation

## All Graduate School Students

Image Student ID Fullname BirthDate Phone Number Address Outstanding Balance

21-98765 Rovic Sancon Espiritu Oct 30 2002 +639300829077 Brgy. Talaga, Rizal, 4003 Laguna Php 0.00

Search

Export All Students

Wed, 01 29, 2025

## Transaction Report

Rovic Sancon Espiritu  
21-98765  
Outstanding balance  
**Php 0.00**  
PLSP

Add  
Add new Student Fee

No transactions found.



Export Students Data

## Student Lists

Displays all Graduate School Students along with their respective balances and student information credentials, including a search bar to locate specific students. An Export to Excel button is available at the bottom for exporting all Graduate School student data.

## Add Outstanding Balance

Enter the new payment amount, select the fee type, and click Save to update the outstanding balance.

## Add Outstanding Balance

**Php 11,000.00**

### Outstanding Balance

### Transaction Amount

Transaction Amount

### Education Cost Name

Select Fee

Save

Payment Lists  
Tuition  
Misc

## Payment Lists

Enter a new payment name and click Save to add it to the list above

Create New Payment

Payment Name

Save

# Payees Students Page

## Statistical Data

Displays the total number of registered Payees students, total requests with daily request percentage, and total accommodations with daily accommodation percentage.

## Transaction Report

Displays the student's total outstanding balance, transaction history, completed payments, and new payments. An export button is available for their transaction records.



Hello, Rovic Sancon Espiritu!

Registered Students **002** Number of Students

Total Requests **000** ~0% Daily Requests

Total Accommodated **000** ~0% Daily Accommodation

**All College Payees Students**

Image	Student ID	Fullname	BirthDate	Phone Number	Address	Outstanding Balance
	20-0086	Mary Joy Estrangero Olarte	Nov 10 2001	+639272431373	Brgy. San Lucas I, San Pablo City, Laguna	Php 8400.00
	21-67890	Aijon Nival Bumbahay	Jan 01 2003	+639968546674	Brgy. Solidad, San Pablo, 4000 Laguna	Php 0.00

**Transaction Report**

Mary Joy Estrangero Olarte	20-0086	Outstanding balance	Php 8,400.00	PLSP
Add	Add new Student Fee			
OR: 10009	01.26.2025   fin1	+100.00		
OR: 100000	01.28.2025   fin1	+2,000.00		

## Student Lists

Displays all Payees Students along with their respective balances and student information credentials, including a search bar to locate specific students. An Export to Excel button is available at the bottom for exporting all Payees student data.

## Add Outstanding Balance

Enter the new payment amount, select the fee type, and click Save to update the outstanding balance.

Add Outstanding Balance

Php 0.00

Outstanding Balance

Transaction Amount

Transaction Amount

Education Cost Name

Select Fee

Payment Lists  
Tuition  
Misc

## Payment Lists

Enter a new payment name and click Save to add it to the list above

Create New Payment

Payment Name

# TCP Students Page

## Statistical Data

Displays the total number of registered TCP students, total requests with daily request percentage, and total accommodations with daily accommodation percentage.

## Transaction Report

Displays the student's total outstanding balance, transaction history, completed payments, and new payments. An export button is available for their transaction records.



Hello, Rovic Sancon Espiritu!

Registered Students **001** Number of Students

Total Requests **000** **~0%** Daily Requests

Total Accommodated **000** **~0%** Daily Accommodation

**All College Payees Students**

Image	Student ID	Fullname	BirthDate	Phone Number	Address	Outstanding Balance
	20-20123	Andrea Joy Sancon Espiritu	Apr 04 2011	+639300829077	Brgy. Talaga, Rizal, 4003 Laguna	<b>Php 0.00</b>

**Export All Students**

**Transaction Report**

**Andrea Joy Sancon Espiritu**  
20-20123  
Outstanding balance  
**Php 0.00**  
PLSP

**Add** Add new Student Fee

No transactions found.

**Export Students Data**

## Student Lists

Displays all TCP Students along with their respective balances and student information credentials, including a search bar to locate specific students. An Export to Excel button is available at the bottom for exporting all TCP student data.

## Add Outstanding Balance

Enter the new payment amount, select the fee type, and click Save to update the outstanding balance.

**Add Outstanding Balance**

**Php 0.00**

Outstanding Balance

**Transaction Amount**

Transaction Amount

**Education Cost Name**

Select Fee

**Save**

## Payment Lists

Enter a new payment name and click Save to add it to the list above

Payment Lists  
Tuition  
Misc

**Create New Payment**

Payment Name

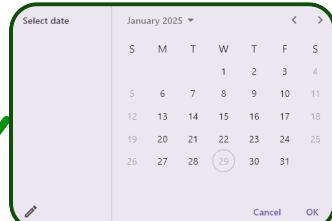
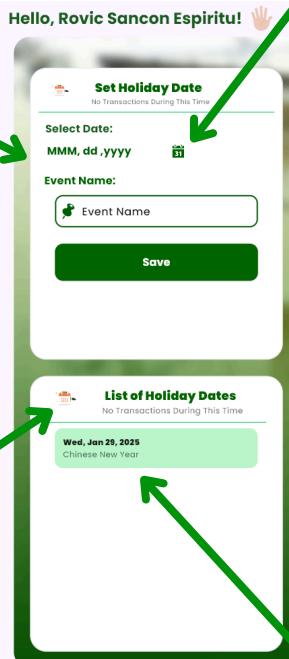
**Save**

# Calendar Holiday Page

## Set Holiday Date

Choose the date and name of the holiday, indicating no transactions will occur on that day.

**Date Selection**  
Select the date to set as a holiday.



## Event Calendar



## List of Holiday Dates

A separate pane displays the list of holidays, allowing you to delete any if needed.

Wed, Jan 29, 2025  
Chinese New Year

## Event Calendar

Displays all events and holidays with color-coded indicators:

- **Past Dates:** Shown in pastel red
- **Future Holidays:** Shown in bright red
- **Today's Date:** Shown in green
- **Today's Holiday:** Shown in a red and green gradient

Wed, Jan 29, 2025  
Chinese New Year

## How to Delete?

To delete a holiday, hold and swipe the listed date to the left.

## Delete

# Admin Accounts Page



# Transaction Page

## Transaction Data

Displays a list of all transactions, including the invoice, student details, payment information, payment date, and price.

#	Invoice	Student Details	Payments Details	Date	Price
1	10011	21-12345 Jeremie Goril Sotero	Certification of Grades	01-31-2025	Php 50.00
2	73541	21-02899 Joshua Gonzales Dana	Transcript of Grades	01-31-2025	Php 100.00
3	73540	20-1345 Aaron Paul Cruzat Ortiz	Transcript of Grades	01-30-2025	Php 100.00
4	100001	20-0087 Jay-R Real Jonas	Certification of Grades	01-30-2025	Php 10000.00
5	100005	21-02899 Joshua Gonzales Dana	Certification of Grades	01-28-2025	Php 50.00
6	100009	20-0086 Mary Joy Estrangero Olarte	Misc	01-28-2025	Php 100.00
7	10010	21-01448 Mark Ivann Mendoza	Certification of Graduation	01-28-2025	Php 50.00
8	100000	20-0086 Mary Joy Estrangero Olarte	Misc	01-28-2025	Php 2000.00
9	1231234	21-00001 Jeffrey Ramirez Sandro	Misc	01-27-2025	Php 500.00
10	100006	21-00002 Joshua Gonzales Dana	FEE	01-24-2025	Php 2000.00

## Multi-Select

Choose data by marking individual checkboxes or selecting "Select All" to select all input data at once.

## Delete Button

Allows you to remove all selected items from the transactions list.

## Export Button

Allows you to export all selected items from the transactions list into an Excel file.

## Filter transactions by:

- Date: Ascending or Descending
- Invoice or Official Receipt Number: Ascending or Descending

Date

Date

Invoice Number

Invoice Number

# Edit Profile Page

## Profile Edit

Allows you to view your personal details and modify your credentials, such as email and contact number



Welcome back, Rovic Sancon Espiritu!  
Feel free to update your profile information below.



Email \_\_\_\_\_  
rovic.espiritu0729@gmail.com

Contact Number \_\_\_\_\_  
09300829077

Update Account

## Update Button

The Update button lets you save any changes made to your information or settings. After editing your details, click this button to apply and store the changes.

## Profile Image

This displays your current profile image, which is editable. The image icon is used for selecting image file.

## Contact No. Field

This displays your current phone number, which is editable. Please note, only Philippine phone numbers are accepted.

## Email Field

This displays your current email, which is editable. Please note, only Gmail addresses are accepted.