



**VISAYAS**  
STATE UNIVERSITY



**DormPay**  
System



## **DormPay Administrator User Guide**

*Official User Documentation for the DormPay Web Application*

*Version1 | January 2026*

**Dejos, Pauline  
Laurent John Rhuel**



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## Getting Started

Upon registration as the adviser to a specific dormitory or after creating an admin account, you will likely receive an email containing your temporary credentials.



**DormPay System** <mabolo2025@gmail.com>  
to DormPay ▾

### Welcome, Sample!

\*\*\*

We're inviting you to be an adviser of Sampaguita Ladies Hall. You can access the DormPay System [here](#). You can now log in with the following credentials:

Email: [REDACTED]@[vsu.edu.ph](#)

Password: **iloveVSU-DormPay**

Best regards,  
**DormPay System**

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**DormPay**  
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## Signing In

**DormPay**  
Your official portal for managing dorm payments.

**Sign In**

Select Account Type

Email Address

Password [Forgot Password?](#)

Developed by Laurente, J.R. & Dejos, P. | Department of Computer Science and Technology 2025

When directed to the [website](#), log in with the credentials received from DormPay's automated email.

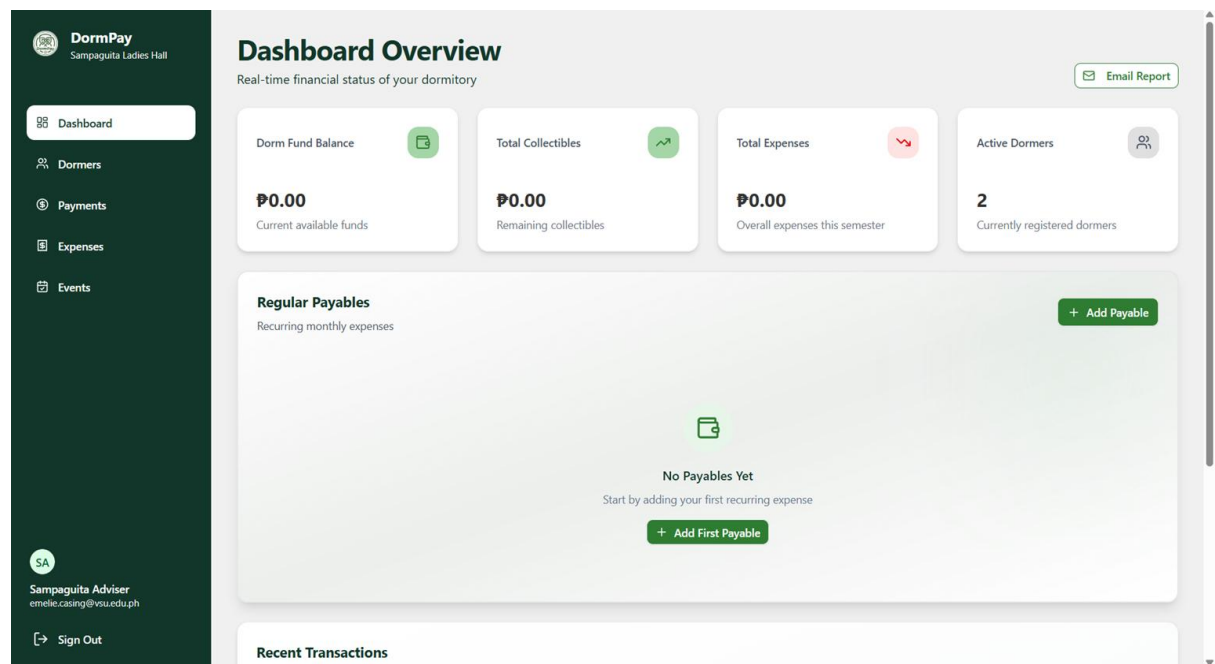
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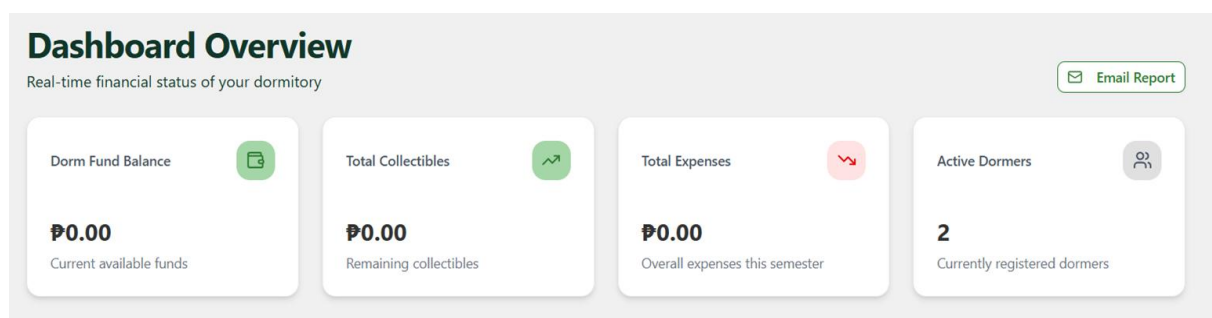


# Navigating the Web Application

## Dashboard



The statistic cards provide a summary of the dormitory's financial status.



**Dorm Balance:** The actual money currently sitting in the dorm's account.

**Total Collectibles:** The total amount of money that dormers still owe but haven't paid yet.

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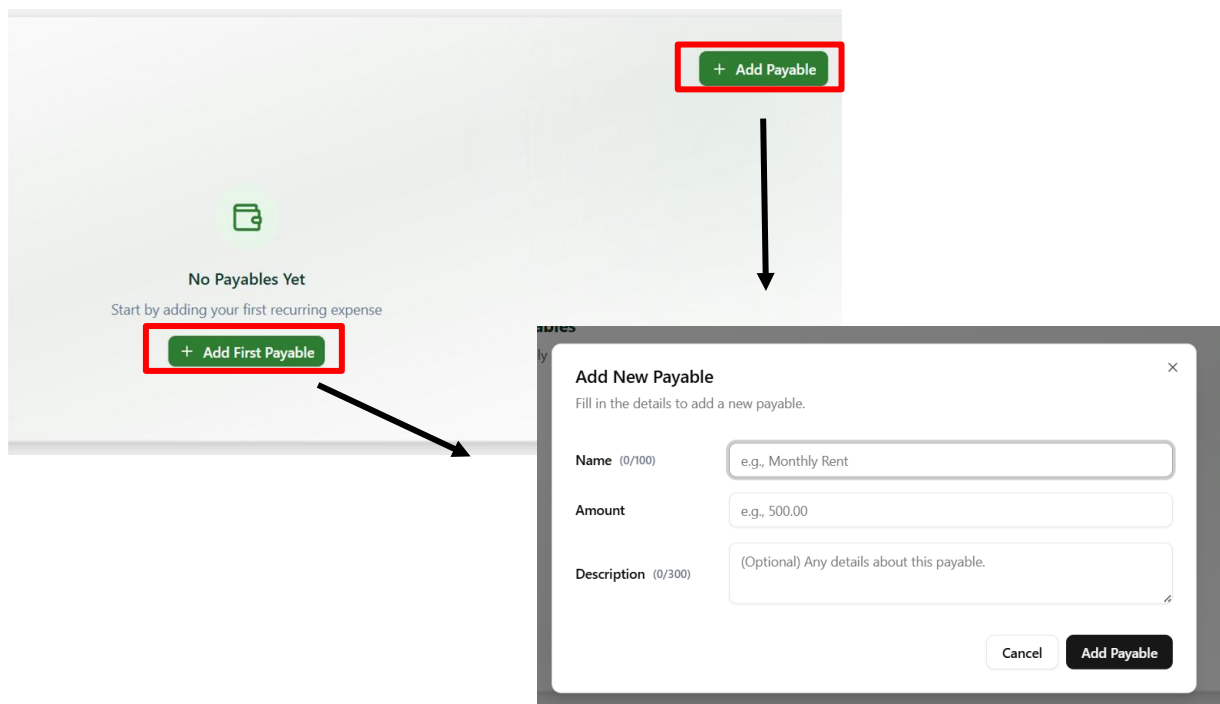
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**Total Expenses:** The accumulated total of money spent by the dorm management for the current semester.

**Active Dormers:** The total count of students currently living in the dorm and registered in the system.

## Adding Recurring Payables



This feature to set up new fees or recurring charges (like Maintenance or Utility shares) that dormers need to pay.

1. **Initiate:** Click the green + Add Payable button at the top right of the screen.
  - *Note: If this is your very first entry, you can also click the large + Add First Payable button in the center.*
2. **Enter Details:** A pop-up window will appear. Fill in the required information:
  - **Name:** Enter a short, clear title for the fee (e.g., "Monthly Rent" or "Utility Share").
  - **Amount:** Input the exact cost (e.g., 500.00).

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- Description (Optional): Add any extra details if necessary to explain what the fee covers.
3. **Save:** Click the black Add Payable button to confirm and save the new entry to the system. Doing so also grants the user to click and edit the existing collectible details.

**Regular Payables** 4


Recurring monthly expenses

+ Add Payable

 **Printer**


**₱100.00**

Charged for occupants who own printers.

 **Chargeable Fan**


**₱20.00**

Charged for occupants who own chargeable fans.

 **Maintenance Fee**

**₱350.00**

Maintenance fee for the current semester.

 **Laptop**

**₱50.00**

Charged for occupants who own laptops.




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## Recent Transactions

Recent Transactions			3
Latest payment and expense activities			
<span>● Payments</span> <span>● Expenses</span>			
	Payment for 2025-08 paid through Cash by Dormer 1 (Room 2)		+P100.00
Jan 21, 2026 <span>● Payment</span>			
	Utilities expenses - Projector and Projector Screen		-P15,000.00
Jan 20, 2026 <span>● Expense</span>			
	Supplies expenses - Cleaning Materials		-P1243
Jan 13, 2026 <span>● Expense</span>			

A real-time activity log showing the financial history of the dorm. It tracks money moving in and out of the system.


- **Green Entries (Payments):** These represent income, such as rent or fees collected from dormers. They are highlighted in green with a plus sign (e.g., +P100.00).
- **Red Entries (Expenses):** These represent money spent by the dorm, such as utility bills or cleaning supplies. They are highlighted in red with a minus sign (e.g., -P15,000.00).

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## Managing Dormers

**DormPay**  
Sampaguita Ladies Hall  
Mock

Dashboard

**Dormers**

Payments

Expenses

Events

SA

Sampaguita Adviser  
cofiang@vsu.edu.ph

Sign Out

### Dormer Management

Generate bills and track payments for all residents







[Export CSV](#) [Import CSV](#) [+ Add Dormer](#)

All Rooms

Showing 6 dormers

#### Dormer Records

Complete list of all registered dormers

Resident	Room	Role	Email	Actions
 Ma	311	User	mo213@placeholder.co...	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
 Arr	401	User	ilenez230@placeholder...	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
 Joy	304	User	placeholder.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
 Nei	309	User	@placeholder.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
 Khr	202	User	w46@placeholder.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
 Ma	305	User	ry166@placeholder.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

The main database for viewing and managing all registered residents in the dorm.

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## Adding Dormers

### Option 1: Via Pop-up window (Individual Registration)

Open the Form:

- Navigate to the *Dormer Management* page.
- Click the green + Add Dormer button located at the top right corner of the screen.

The screenshot shows the Dormer Management interface. At the top, there are three buttons: 'Export CSV', 'Import CSV', and a green '+ Add Dormer' button. The '+ Add Dormer' button is highlighted with a red box. An arrow points from this button to a pop-up window titled 'Add New Dormer'. The pop-up window contains the following fields:

- First Name (0/50)
- Last Name (0/50)
- Email (0/100)
- Phone (0/20)
- Role (Select role dropdown)
- Room Number (Select room dropdown)
- Cancel button
- Save Dormer button

Enter Student Details: A pop-up window titled "Add New Dormer" will appear. Fill in the following required fields:

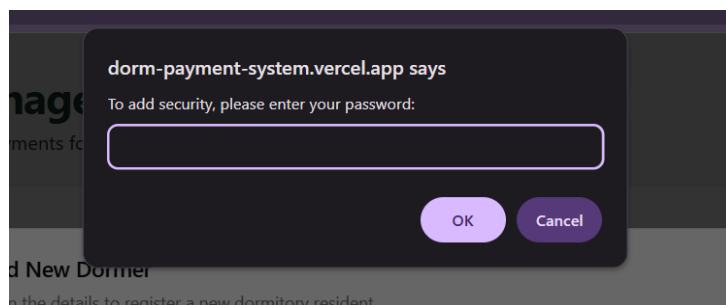
- Personal Information: Enter the student's First Name, Last Name, Email, and Phone number.
- System Assignment:
  - Role: Select the appropriate permission level (e.g., User) from the dropdown menu.

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- **User:** This refers to the dormer of the dorm. No special access to the system, but do have a user account for viewing their payments, dorm expenses, fines, and dorm summary of funds
- **Admin:** This has the same access privilege as the dorm adviser. Generally, this admin account is created for SAs, the Treasurer, and/or the Finance committee of the dorm.



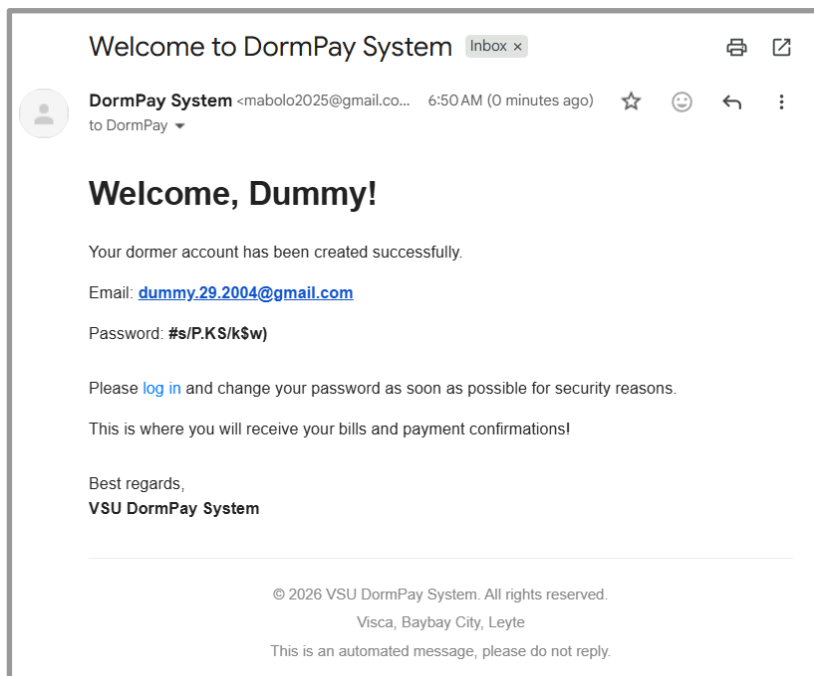
- In adding an admin account, the current admin user will be prompted to enter their password for security purposes.
  - Room Number: Select the room the dormer is currently residing in.

Save:

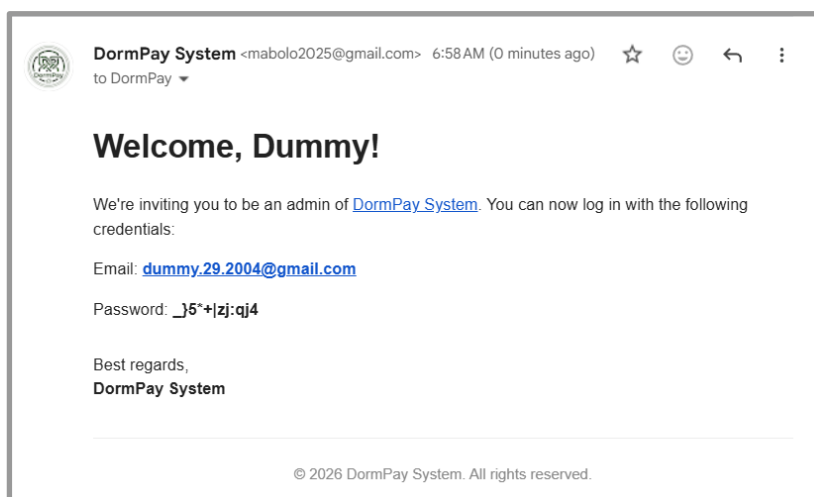
- Review the information for accuracy.
- Click the green Save Dormer button to finalize the registration and add them to the official list.
- In every successful user account generation for both user and admin, it will send an email to the registered dormer email address.



## User Account Email Notification



## Admin Account Email Notification

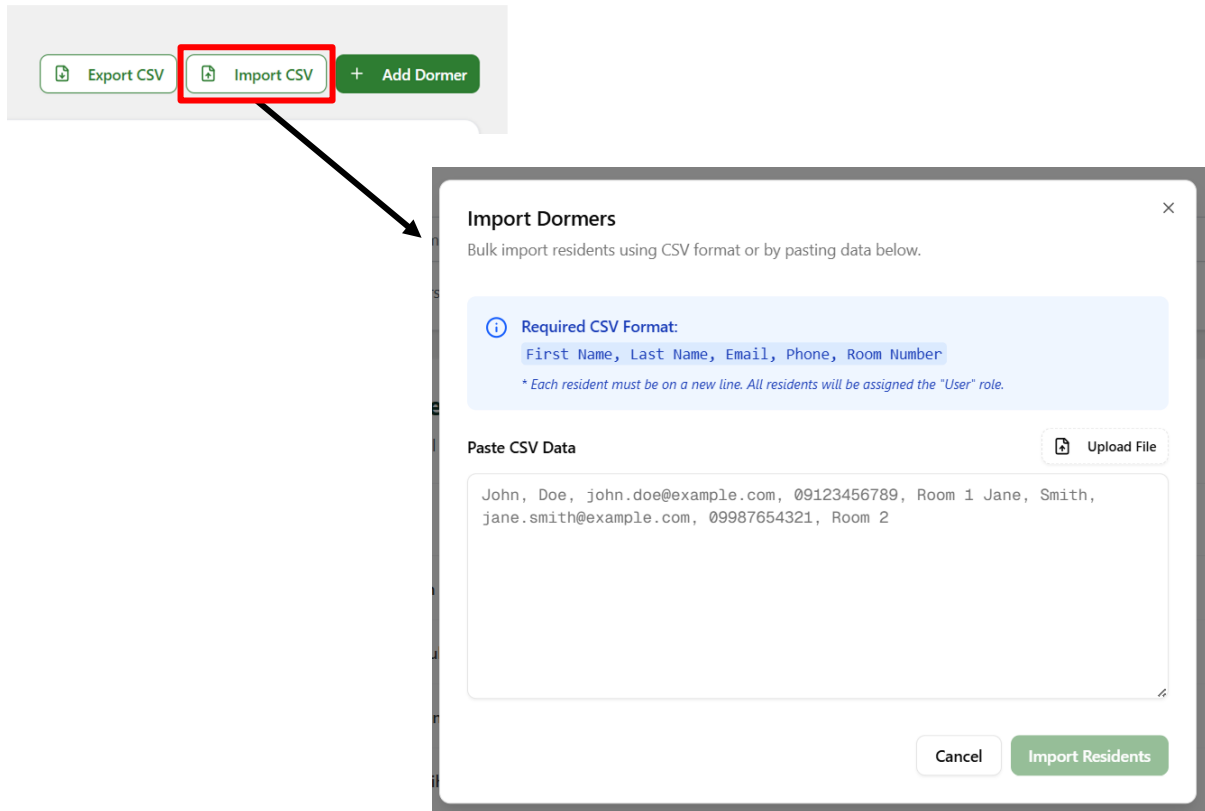


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## Option 2: Via CSV (Bulk Registration)



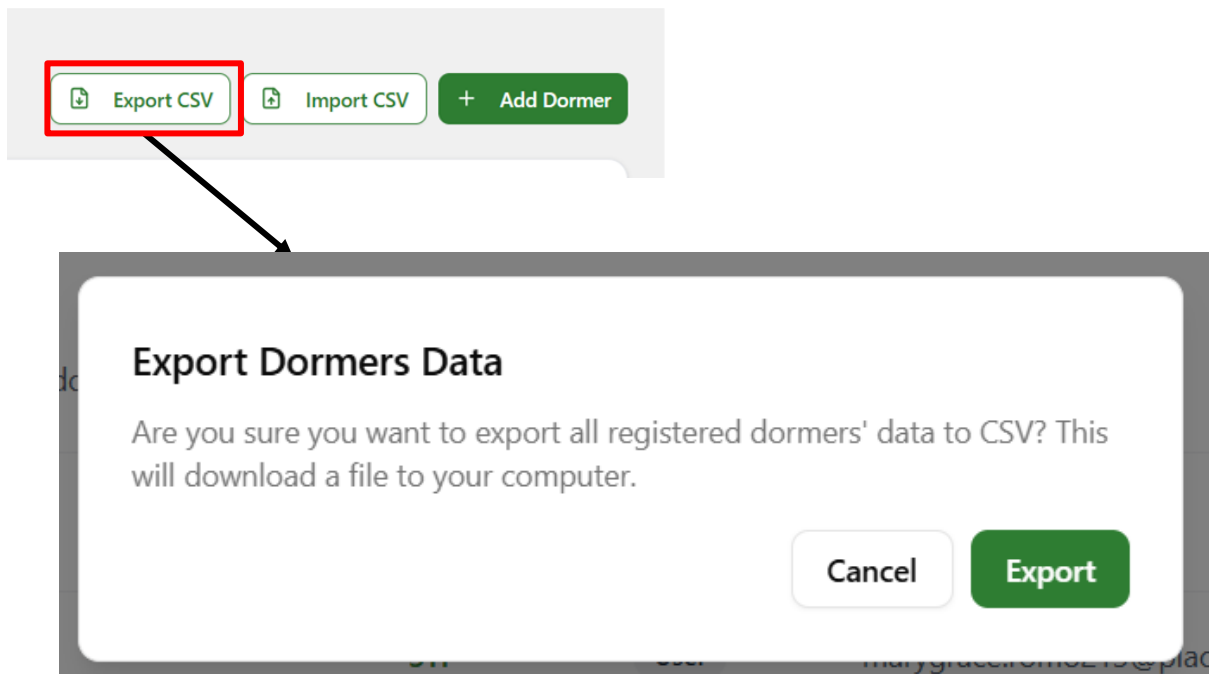
Use this method to register multiple students at once using a spreadsheet or raw data list. This saves time compared to adding them one by one.

1. Upon clicking the 'Import CSV' button, a pop-up window will appear. Ensure your data follows the Required CSV Format displayed in the blue information box:
  - Format: **First Name, Last Name, Email, Phone, Room Number**. Strictly follow the column order and a valid email address to ensure the successful registration of dormers.
  - **Note:** Each resident must be on a new line. The system automatically assigns the "User" role to everyone imported this way.
2. Input Data (Two Ways):



- Method A (Paste): Copy your data from a text file or spreadsheet and paste it directly into the "Paste CSV Data" text box.
  - Method B (Upload): Download a [copy of this spreadsheet AS CSV](#) and enter information for multiple dormers. Then, upload the now-filled spreadsheet.
3. Finish:
- Click the green Import Residents button at the bottom right to process the list and add all students to the database.

### Exporting Dormer Information as a Spreadsheet



Pressing the 'Export CSV' button prompts the user to confirm the file download, click on the 'Export' button to proceed.



## Search and Filter

All Rooms

Showing 6 dormers

- **Search Bar:** Quickly find a specific student by typing their name in the "Search dormers..." field.
- **Room Filter:** Use the "All Rooms" dropdown to display only the residents of a specific room number.

## Dormer Records List

The main table displays key details for every resident:

Dormer Records					
Complete list of all registered dormers					
Resident		Room	Role	Email	Actions
EF	Earl	1	User	@gmail.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
KA	Kirl	9	User	levsu@gmail.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
AM	Alv	SA Room	User	r@gmail.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
ZE	Zac	1	User	hxyrihs@gmail.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
MR	Ma	8	User	@gmail.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
JA	Joe	9	User	lrade@gmail.com	<a href="#">Bill</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Page 1 of 12

[Previous](#) [Next](#)

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## Generating a New Bill

Actions

 **Bill**  **View**  **Edit**  **Delete**

Generate New Bill

EF [Redacted] Room 1

Billing Period  
August 2025

Payables Running Total

<input type="checkbox"/> Maintenance Fee	P250.00
<input type="checkbox"/> Laptop Fee	P20.00
<input type="checkbox"/> Fan Fee	P20.00
<input type="checkbox"/> Printer	P20.00

Total Bill Amount  
P 0.00

Description / Notes (0/500)  
e.g., Monthly charges for October, including maintenance and Wifi.

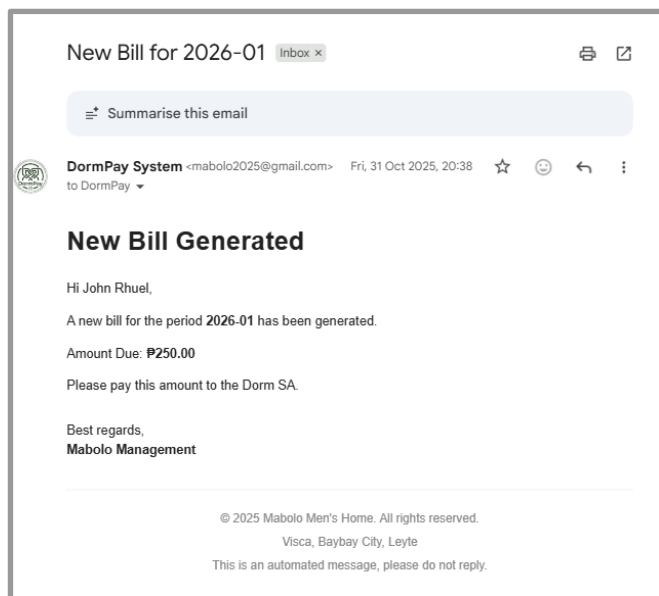
Cancel Generate Bill

This feature creates a bill statement for a specific dormer for a set period. Upon clicking the 'Bill' button, a pop-up will appear. Complete the following steps:

- **Select Period:** Choose the specific month/year from the **Billing Period** dropdown (e.g., August 2025).
- **Add Charges:** In the **Payables** section, check the boxes for the specific fees you want to include (e.g., Maintenance Fee, Laptop Fee, Fan Fee). These fees are declared in the Payables section in the Dashboard.
- **Add Notes:** Optionally, use the **Description / Notes** box to explain the charges (e.g., "Monthly charges for October, including maintenance").
- Click the blue **Generate Bill** button to save the bill and link it to the student's account.
- **NOTE:** In the case of generating a bill that already exists in that period, a pop-up confirmation will prompt the user whether to continue the action, as this will **override**



the existing bill transaction. However, if there is already an existing payment, any bill generation for that period is *blocked*.



- In every successful bill generation, it will send an email notification to the dormer's registered email address in the system.



## Viewing Dormer Details

Use this feature to check a student's history without changing any data.

Actions

Bill View Edit Delete

**RC Room 2**

**Bills** Details

Period	Amount Due	Amount Paid	Status	Action
2025-12	₱250.00	₱250.00	Paid	
2025-11	₱250.00	₱250.00	Paid	
2025-10	₱250.00	₱250.00	Paid	
2025-09	₱250.00	₱250.00	Paid	
2025-08	₱250.00	₱250.00	Paid	

**Bills** Details

Contact Information

Email: [redacted]@gmail.com

Phone: 09[redacted]

Dormitory Details

Room Number: 2

Date Added: 8/11/2025

### 1. Open Profile:

- Click the blue **View** button (eye icon).

### 2. Navigate Tabs: The pop-up window contains two main tabs:

- **Bills Tab:** Displays a financial history table showing the **Period**, **Amount Due**, **Amount Paid**, and current **Status** (e.g., Paid) for past transactions.
- **Details Tab:** Shows the student's personal information (Email, Phone) and dormitory assignment (Room Number, Date Added).

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## Editing Dormer Information

Use this feature to update incorrect information or change a student's details (like moving them to a new room).

Actions

[Bill](#) [View](#) [Edit](#) [Delete](#)

**Edit Dormer** ×

Fill in the details to edit a dormitory resident

**First Name** (13/50) **Last Name** (7/50)

Jo [REDACTED] Alma [REDACTED]

**Email** (33/100) **Phone** (11/20)

jo [REDACTED]@gmail.com 09 [REDACTED]

**Role** **Room Number**

User **Room 8**

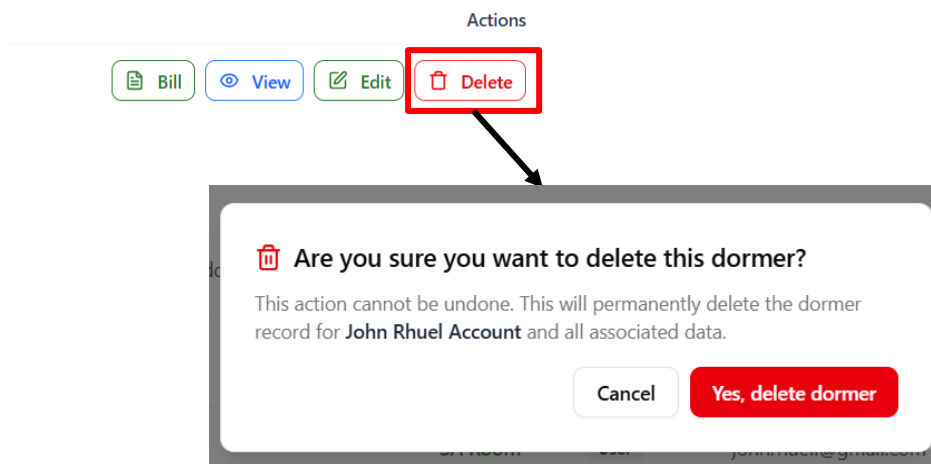
[Cancel](#) [Save Changes](#)

1. **Open Edit Form:**
  - Click the green **Edit** button (pencil icon).
2. **Update Details:**
  - Modify the necessary fields in the "Edit Dormer" form, such as **First Name**, **Last Name**, **Email**, **Phone**, or **Room Number**.
3. **Save:**
  - Click the green **Save Changes** button to update the system.



## Deleting a Dormer

Use this feature to permanently remove a student from the system (e.g., if they have moved out).



1. **Initiate Delete:**
  - Click the red **Delete** button (trash can icon).
2. **Confirm Action:** This action cannot be undone and will permanently delete the student's record and associated data.
3. **Finalize:**
  - Click the red **Yes, delete dormer** button to confirm.



## Managing Payments

This page shows a comprehensive log to manage and track all generated bills and payments collected from residents.

The screenshot shows the 'Payment Management' dashboard. On the left is a dark sidebar with navigation links: Dashboard, Dormers, Payments (selected), Expenses, and Events. At the bottom of the sidebar are 'Admin' and 'Sign Out' links. The main content area has a title 'Payment Management' and a subtitle 'Manage and track all bills and payments for the dormitory'. There is an 'Export CSV' button in the top right. Below the title are three summary cards: 'Total Amount Due' (₱75,560.00, Total bills generated), 'Total Amount Paid' (₱71,960.00, Successfully collected), and 'Total Remaining Balance' (₱3,600.00, Outstanding balance). Below these cards is a search bar with the placeholder 'Search by resident name, room, or period...' and filters for 'All Status' and 'All Period'. It indicates 'Showing 6 of 290 bills'. Below the search bar is a 'Bill Records' section with the subtitle 'Complete list of all bills and payment status'. It contains a table with columns: Resident, Total Amount Due, Amount Paid, Remaining Balance, Status, and Actions. The table lists four residents: DV (Dc Ro), MM (Mi Ro), RO (Riz Ro), and Jol. Each row shows a bill amount, a paid amount, a remaining balance of ₱0.00, and a 'Paid' status. Each row also has a 'Details' link.

Resident	Total Amount Due	Amount Paid	Remaining Balance	Status	Actions
DV Dc Ro	₱270.00 2025-10	₱270.00	₱0.00	Paid	<a href="#">Details</a>
MM Mi Ro	₱270.00 2025-08	₱270.00	₱0.00	Paid	<a href="#">Details</a>
RO Riz Ro	₱250.00 2025-12	₱250.00	₱0.00	Paid	<a href="#">Details</a>
Jol	₱270.00	₱270.00	₱0.00	Paid	<a href="#">Details</a>

## Financial Overview

The Financial Overview section displays three summary cards: 'Total Amount Due' (₱75,560.00, Total bills generated), 'Total Amount Paid' (₱71,960.00, Successfully collected), and 'Total Remaining Balance' (₱3,600.00, Outstanding balance).

At the top of the page, three key statistics give a snapshot of the dorm's collection progress:

- **Total Amount Due:** The sum of all bills generated by the system
- **Total Amount Paid:** The total amount of money that has been successfully collected so far.
- **Total Remaining Balance:** The outstanding balance, money that has been billed but not yet paid by residents.

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## Tracking Individual Bill Payments via Bill Records

All Statuses

All Periods

Showing 2 of 2 bills

### Bill Records

Complete list of all bills and payment status

Resident	Total Amount Due	Amount Paid	Remaining Balance	Status	Actions
<div>NR</div> <div>Nena Rufin</div> <div>Room 309 • 2025-08</div>	<div>P50.00</div> <div>2025-08</div>	<div>P0.00</div>	<div>P50.00</div>	<div>Unpaid</div>	<div>Details</div> <div>Pay</div>
<div>SD</div> <div>Sampaguita Dormer</div> <div>Room 1 • 2025-08</div>	<div>P250.00</div> <div>2025-08</div>	<div>P250.00</div>	<div>P0.00</div>	<div>Paid</div>	<div>Details</div>

Use the **Bill Records** list to verify if a resident has paid their dues or if they still have an outstanding balance.

### Locate a Transaction:

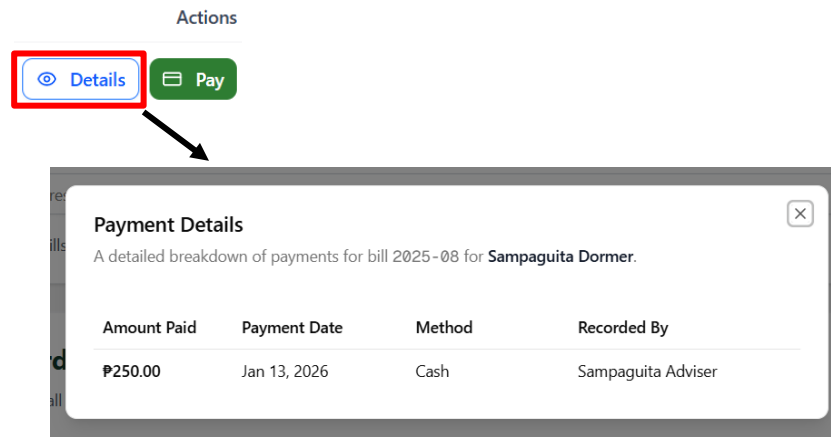
- **Search:** Use the search bar at the top to quickly find a record by entering the **Resident Name, Room Number, or Billing Period** (e.g., "2025-10").
- **Filters:** Use the dropdown menus to filter by **Status** (e.g., Unpaid, Partial) or **Period** to see a specific month's collection.

**Review Financial Details:** The table provides a financial breakdown for each bill:

- **Total Amount Due:** The original amount charged to the student (e.g., ₱270.00).
- **Amount Paid:** How much the student has actually submitted so far. If this matches the "Due" amount, the debt is cleared.
- **Remaining Balance:** Any money still owed. A value of **₱0.00** indicates the bill is fully settled.

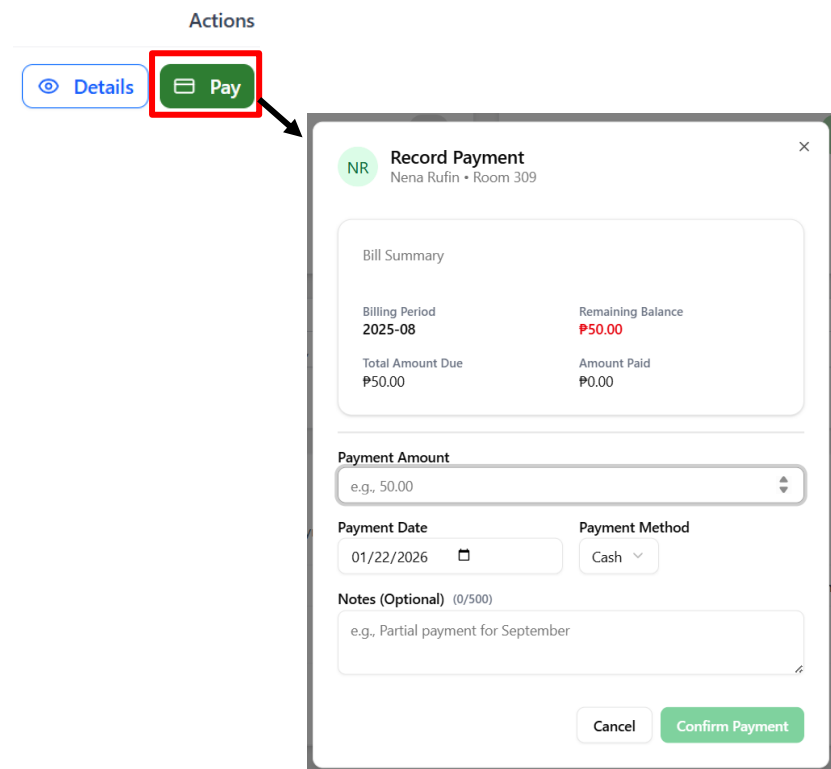


## Viewing Payment Details



Upon clicking the 'Details' button from a row on the Bill Records table, a "Payment Details" pop-up will appear showing a log of all transactions for that specific bill.

## Recording a Payment



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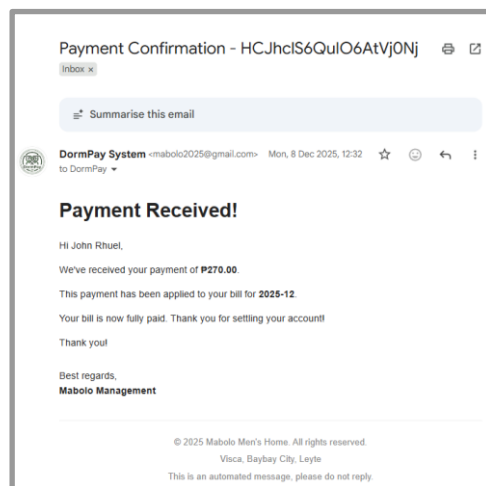
Upon clicking the 'Pay' button from a specific dormer's row on the Bill Records table.

#### Enter Payment Details:

- **Payment Amount:** Enter the exact amount the student is paying now (e.g., 50.00).
- **Payment Date:** Confirm the date (defaults to today) or select a past date if recording a late entry.
- **Payment Method:** Select the relevant payment methods from the dropdown.
- **Notes (Optional):** Add a note for context, such as "Partial payment for September".

#### Confirm:

- Click the green **Confirm Payment** button to save the transaction.
- **Result:** The system will deduct this amount from the student's balance. If fully paid, the status will change to "Paid".



- The system will also auto-generate an email notification for their payment.

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## Managing Expenses

The screenshot shows the DormPay Expenses Management dashboard. On the left is a dark green sidebar with navigation links: Dashboard, Dormers, Payments, Expenses (selected), and Events. The main content area has a header 'Expenses Management' with a subtitle 'Manage and track all expenses for the dormitory'. Below this are three summary cards: 'Total Expenses' (₱16,243.00), 'This Month' (₱16,243.00), and 'Top Category' (Utilities, ₱15,000.00 spent). A search bar and a category filter are present. Below is a table of 'Expense Records' with columns: Title & Description, Amount, Expense Date, Receipt, Recorded By, and Details. The table lists two expenses: 'Cleaning Materials' (₱1,243.00, 1/13/2026) and 'Projector and Projector Screen' (₱15,000.00, 1/20/2026). Both are recorded by 'Mabolo Adviser'. The bottom of the page shows 'Page 1 of 1' and 'Previous/Next' buttons.

This page serves as your central financial hub to track and analyze all dormitory spending, allowing you to view real-time statistics, log new expenses, and audit detailed transaction records with receipts.

This image is a close-up of the three summary cards from the dashboard. The 'Total Expenses' card shows a cumulative total of ₱16,243.00. The 'This Month' card shows the current month's total of ₱16,243.00. The 'Top Category' card highlights 'Utilities' with a total of ₱15,000.00 spent.

These cards provide a quick snapshot of the dorm's spending habits.

- **Total Expenses:** Displays the cumulative total of all money spent since the system started recording.

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- **This Month:** Shows the total spending for the current month only. Use this to track if you are staying within your monthly budget.
- **Top Category:** Identifies the single category taking up the largest chunk of your budget (e.g., "Utilities"), helping you pinpoint where costs are high.

## Logging an Expense

Use this feature to record any money spent on behalf of the dormitory (e.g., buying cleaning supplies or paying utility bills). Clicking on the 'Add Expenses' button opens a pop-up that prompts the user to enter the necessary information.

The screenshot displays the 'Expenses Management' section of the DormPay system. At the top, there are buttons for 'Export CSV', 'Email Report', and a highlighted 'Add Expenses' button. Below this, a modal window titled 'Add New Expense' is open. The modal contains the following fields and options:

- Title \*** (0/100): A text input field with a placeholder example 'e.g., Dorm Cleaning Materials'.
- Description** (0/500): A larger text area with a placeholder 'Provide details about this expense...'.
- Amount \***: A numeric input field showing 'P 0.00'.
- Expense Date \***: A date picker showing '01/22/2026'.
- Category \***: A dropdown menu with the text 'Select expense category'.
- Receipt Image**: A section with an upload icon and the text 'Upload receipt image', followed by a 'Choose File' button.
- Buttons**: 'Cancel' and 'Save Expense' buttons at the bottom right of the modal.

At the bottom of the modal, a status bar shows a balance of 'P15,000.00', a date of '1/20/2026', and a 'View' button.

**Enter Expense Details:** Fill in the following fields (fields marked with \* are required):

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- **Title:** Enter a short, clear name for the expense (e.g., "Dorm Cleaning Materials").
- **Description:** Optionally, add more context or details about what was purchased.
- **Amount:** Input the exact cost in Pesos (₱).
- **Expense Date:** Select the date the purchase was made using the calendar picker.
- **Category:** Choose the appropriate classification from the dropdown menu (e.g., Utilities, Maintenance) to help with reporting.

#### Upload Receipt (Proof of Purchase):

- In the **Receipt Image** section, click the white **Choose File** button.
- Select the photo or digital copy of the receipt from your device. This creates a digital audit trail for the transaction.

#### Save:

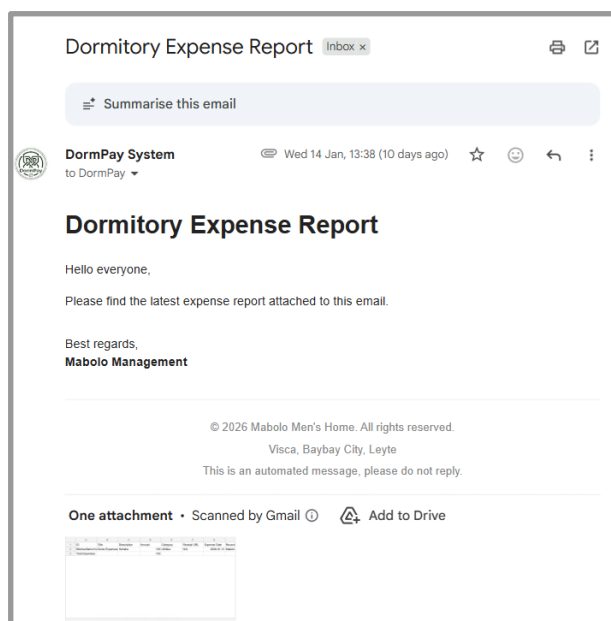
- Click the green **Save Expense** button to record the transaction and update your total expense stats.

## Sending Expense Reports

The screenshot shows the 'Expenses Management' section of the DormPay system. The header includes the title 'Expenses Management' and the subtitle 'Manage and track all expenses for the dormitory'. Below the header are three buttons: 'Export CSV', 'Email Report' (highlighted with a red box), and '+ Add Expenses'. An arrow points from the 'Email Report' button to a modal dialog box titled 'Send Expense Report'. The dialog box contains the text: 'This will send an email containing the dormitory's expenses report to all registered dormers. Proceed?'. At the bottom of the dialog are two buttons: 'Cancel' and 'Send Email'.

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This feature automatically generates and emails a summary of the dormitory's expenses to all currently registered residents. Click **'Send Email'** to proceed.

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## Exporting Expense Records

**Expenses Management**  
Manage and track all expenses for the dormitory

[Export CSV](#) [Email Report](#) [+ Add Expenses](#)

**Export Expenses Data**  
Are you sure you want to export the dormitory's expenses data to CSV?  
This will download a file to your computer.

[Cancel](#) [Export](#)

This feature allows you to export and download a spreadsheet containing all the expenses. Click 'Export' to proceed

## Tracking Expenses via Expense Records

Search by title, description, or recorded by... [All Categc](#)

Showing 2 of 2 expenses

**Expense Records**  
Complete list of all recorded expenses

Title & Description	Amount	Expense Date	Receipt	Recorded By	Details
<b>Cleaning Materials</b> This contains expenses for floo... <a href="#">Supplies</a>	<b>₱1,243.00</b>	1/13/2026	<a href="#">View</a>	<a href="#">MA</a> Mabolo Adviser mabolo2025@gmail.com	<a href="#">View Details</a>
<b>Projector and Projector Screen</b> Total expenses for the dormito... <a href="#">Utilities</a>	<b>₱15,000.00</b>	1/20/2026	<a href="#">View</a>	<a href="#">MA</a> Mabolo Adviser mabolo2025@gmail.com	<a href="#">View Details</a>

Page 1 of 1 [Previous](#) [Next](#)

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The table provides a detailed audit trail for every peso spent on the dormitory. Clicking on the 'View Details' button opens a window containing the detailed information of the recorded cost.

The image shows a modal window titled "Expense Details" with a close button (X) in the top right corner. Below the title, it says "Viewing details for expense: CCTV". The modal contains several input fields and buttons:

- Receipt:** A large rectangular area with the text "No receipt image available."
- Title:** A text input field containing "CCTV".
- Category:** A dropdown menu showing "Maintenance" with a downward arrow.
- Amount (₱):** A text input field containing "4300".
- Expense Date:** A text input field containing "01/22/2026".
- Description:** A text area containing "for security purposes".
- Buttons:** At the bottom right, there are two buttons: "Close" and "Edit" (which has a pencil icon).

By clicking on the 'Edit' button, this also allows the user to edit details if necessary.



## Managing Event or Special Payables

**DormPay**  
Sampaguita Ladies Hall  
Mock

Dashboard  
Dormers  
Payments  
Expenses  
Events

SA  
Sampaguita Adviser  
coflang@visu.edu.ph  
Sign Out

### Event Payables

Manage one-time payables separate from the main dorm fund

**Team Building**

Amount Due: **P60.00**

Collection Progress: 3/88 Paid  
3% Complete

3 Paid, 0 Partial, 85 Unpaid

[View Details](#)

[+ Create New Event](#)

This page manages one-time fees for specific activities, such as parties, team building, or special contributions, separate from the main dorm fund. This is generally managed by the Dormitory Treasurer.





## Creating Events

### Event Payables

Manage one-time payables separate from the main dorm fund

+ Create New Event

**Add New Event** ×

Fill in the details to register a new event

Event Name (0/100)

Description (0/500)

Event Collectible

Due Date

0 mm/dd/yyyy

Cancel Save Event

Click on the 'Create New Event' button from the Events dashboard. This will open a form to fill in the event details.

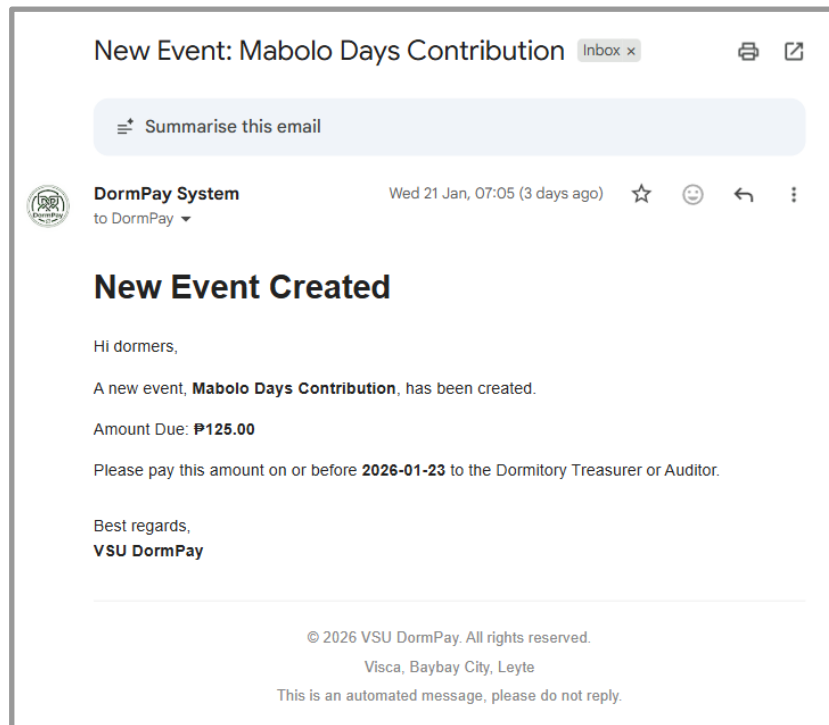
**Enter Event Details:** A pop-up window titled "Add New Event" will appear. Fill in the required information:

- **Event Name:** Enter a short, clear title for the activity.
- **Description:** Add optional details to explain what the collection is for.
- **Event Collectible:** Input the specific amount each student is expected to pay.
- **Due Date:** Select the deadline for the contribution using the date picker (mm/dd/yyyy).

Click the '**Save Event**' button after logging the details.

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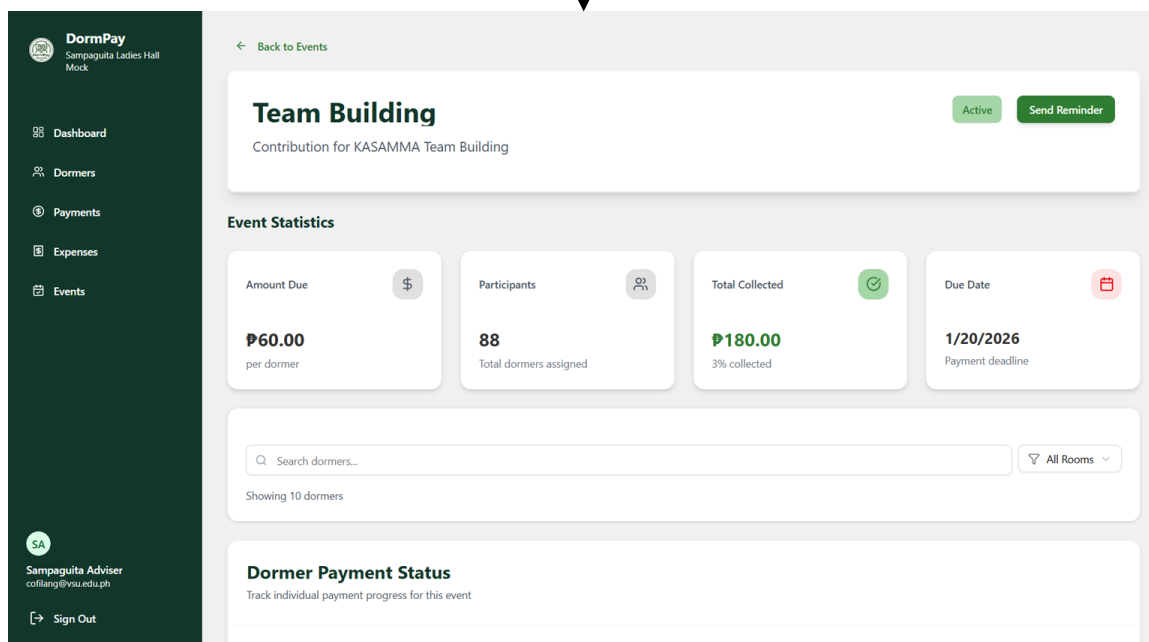
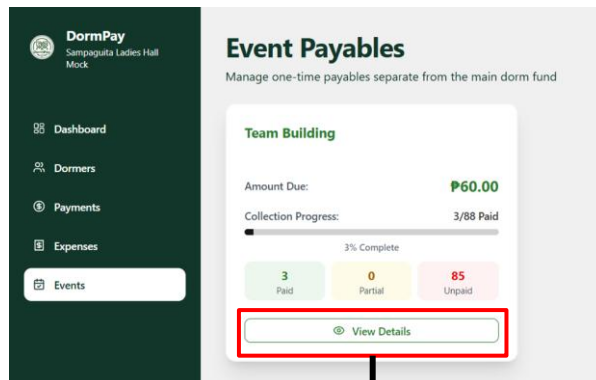
Email notification is auto-generated in every successful event creation for specific events.

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## Event Details



This page provides a detailed view to monitor collections for a specific event and identify students who still need to pay.

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#### Event Statistics

Amount Due



**₱60.00**

per dormer

Participants



**88**

Total dormers assigned

Total Collected



**₱180.00**

3% collected

Due Date



**1/20/2026**

Payment deadline

**Review Event Statistics:** The top section provides a high-level summary of the event's collection progress.

## Sending Payment Reminders

← Back to Events

**Team Building**  
Contribution for KASAMMA Team Building

Active Send Reminder

**DormPay System** <mabolo2025@gmail.com>  
to DormPay

**Payment Reminder**

Hi dormers,

This is a friendly reminder that your payment for **Team Building** is still pending.

**Amount Due: ₱60**

Please settle this amount on or before **2026-01-20** to avoid any delays.

You can make your payment to the Dormitory Treasurer or Dormitory Auditor.

Best regards,  
**VSU DormPay**

Click one the '**Send Reminder**' button to broadcast an email notification to all dorm occupants who have not yet settled their payment for a specific event.

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## Tracking Event Payments

All Rooms

Showing 10 dormers

### Dormer Payment Status

Track individual payment progress for this event

Dormer	Amount Paid	Payment Status	Payment Date	Recorded By	Actions
Mary Room	P60.00	Paid Cash	Invalid Date	Admin cofilang@vsu.edu.ph	Completed
Arne Room	P0.00	Unpaid	Not paid	N/A	Log Payment
Joy G Room	P60.00	Paid Cash	1/18/2026	Admin cofilang@vsu.edu.ph	Completed
Nena Room	P60.00	Paid Cash	1/18/2026	Admin cofilang@vsu.edu.ph	Completed
Kherj Room	P0.00	Unpaid	Not paid	N/A	Log Payment
Mae I Room	P0.00	Unpaid	Not paid	N/A	Log Payment
Gwer Room	P0.00	Unpaid	Not paid	N/A	Log Payment
Abby Room	P0.00	Unpaid	Not paid	N/A	Log Payment
Hada Room	P0.00	Unpaid	Not paid	N/A	Log Payment
Aira Room	P0.00	Unpaid	Not paid	N/A	Log Payment

The **Dormer Payment Status** table helps verify who has contributed and record new payments for the specific event.

### 1. Locate the Student:

- **Search:** Use the search bar to find a specific resident by name.
- **Filter:** Use the **All Rooms** dropdown to view residents from a specific room only.

### 2. Check Payment Status:

The table provides a clear status for every student assigned to the event.

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## Logging an Event Payment

Clicking on the 'Log Payment' button from a dormer's row on the Dormer Payment Status table, reveals a pop-up form that logs payment.

### Verify Dormer Information:

- Check the top section to ensure you are recording the payment for the correct student. It displays the **Name**, **Room Number**, and the specific **Amount Due** for this event.

### Enter Payment Details:

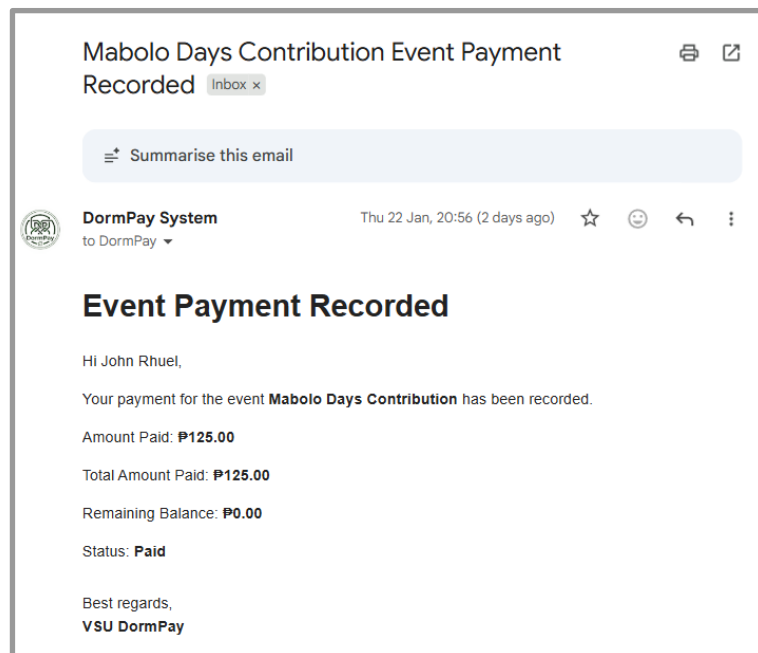
- **Amount:** Input the exact amount the student is paying. Ensure it matches the "Amount Due" to fully clear the debt.
- **Payment Date:** Confirm the date of the transaction. It defaults to the current date but can be adjusted if you are logging a past payment.



- **Payment Method:** Select the mode of payment (e.g., **Cash**) from the dropdown menu.
- **Notes:** Optionally, add any relevant details in the text box (e.g., "Paid via roommate").

**Finalize:**

- Click the green **Record Payment** button to save the transaction.
- **Result:** The student's status in the event list will update to **Paid**, and the "Log Payment" button will change to "Completed."



- An auto-generated email notification will also be sent to their email address.



## Managing Fines

**Fines Management**  
Generate fines and track payments for all residents

Total Fines: ₱125.00 (All recorded fines)

Collectible Fines: ₱15.00 (Fines that can be collected)

Collected Fines: ₱110.00 (Fines collected)

Search dormers... All Rooms

Showing 3 dormers

**Dormer Records**  
Complete list of all registered dormers

Resident	Room	Role	Email	Actions
JA John Rhuel Account	SA Room	User	johnrhuel@gmail.com	<a href="#">Fine</a> <a href="#">View</a>
D1 Dormer 1	2	User	sample_email@vsu.edu.ph	<a href="#">Fine</a> <a href="#">View</a>

This page features the management of fines from the dorm. The top section shows a summary of fines, which includes:

- **Total fines:** This refers to the total amount generated from fines of the dormers
- **Collectible fines:** This refers to the remaining collectible fines.
- **Collected fines:** This refers to the amount collected from fines.

In the next section, a similar search and filter of rooms from the dormitory page is shown. This is primarily used for fast lookup for a specific dormer when generating fines or paying fines.





## Generating New Fines

**Generate New Fine** ×

JA John Rhuel Account • Room SA Room

---

**Payables** Running Total

**₱0.00**

<input type="checkbox"/> Daily Cleaning	₱10.00
<input type="checkbox"/> Daily Cleaning - MWF	₱15.00
<input type="checkbox"/> General Cleaning	₱100.00

**Total Fine Amount**

₱ 0.00

**Description / Notes** (0/500)

e.g., Fine for late payment, property damage, or violation of dormitory rules.

When the **Fine** button is clicked for a specific dormer, a pop-up window will show for generating fines.

- **Payables:** This is the list of the categories of fines for a specific dormitory.
- **Total Fine Amount:** This is where the running sum will be displayed in every selection of fine payable.
- **Description/Notes (Optional):** This is where the description with regard to the fines generation will be displayed.

When clicking the **Generate Fine** button,

- The system will be validated if there is *at least one* selected payable.
  - Once successfully validated, it will then generate a fine for a specific dorm/
  - If failed to validate, the generation of fine will not proceed.



## View Dormer's Fines and Details

**John Rhuel Account - Fines**  
Room SA Room

**Fines** | Details

Date Recorded	Amount Due	Amount Paid	Date Paid	Remarks	Status	Action
January 23, 2026	₱110.00	₱110.00	January 23, 2026	Daily Cleaning - Gen ^	Paid	
Full Remarks: Daily Cleaning - General Cleaning						
January 23, 2026	₱15.00	₱0.00	-	Daily Cleaning - MW v	Unpaid	Pay

When the **View** button is clicked for a specific dormer, a pop-up window will show with two tabs: the *Fines* and *Details* tab.

- **Fines:** This tab will list the fines generated for a specific dormer. The table contains columns for **Date Recorded**, **Amount Due**, **Amount Paid**, **Date Paid**, **Remarks**, **Status** (e.g., *Paid*, *Unpaid*, *Partially Paid*), and **Action** (including Pay action)
  - If the status of a specific fine is *Paid*, no further action can be done.
  - If the status of a specific fine is *Unpaid* or *Partially Paid*, a **Pay** button will be shown in the action tab.



## Paying Fines

**Record Fine Payment**  
John Rhuel Account • Room SA Room

**Fine Summary**

Fine ID <b>KIMZUNO4</b>	Remaining Balance <b>₱15.00</b>
Total Amount Due ₱15.00	Amount Paid ₱0.00
Remarks Daily Cleaning - MWF	

**Payment Amount**  
e.g., 15.00

**Payment Date**  
01/23/2026

**Payment Method**  
Cash

**Notes (Optional)** (0/500)  
e.g., Payment for property damage fine

**Cancel** **Confirm Payment**

When the **Pay** button is clicked for a specific fine of a dormer, a pop-up window will show for fine payment. The following details will be input to successfully confirm a specific payment:

- **Payment Amount:** This refers to the specific amount that the dormer is paying for a specific fine
- **Payment Date:** This refers to the date in which the dormer paid or when the specific transaction occurred. By default, it will have the current date.
- **Cash Method:** This refers to the mode of payment. By default, it will have cash as the payment method
- **Notes (Optional):** This refers to an additional payment description for a specific transaction.

When clicking **Confirm Payment**, it will then record the specific transaction.



## Revision History

Revision Version	Author	Date
Version 1.1	Pauline Dejos Laurent John Rhuel	January 24, 2026

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