



VISAYAS
STATE UNIVERSITY



DormPay
System



DormPay Administrator User Guide

Official User Documentation for the DormPay Web Application

Version 1 | January 2026

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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:

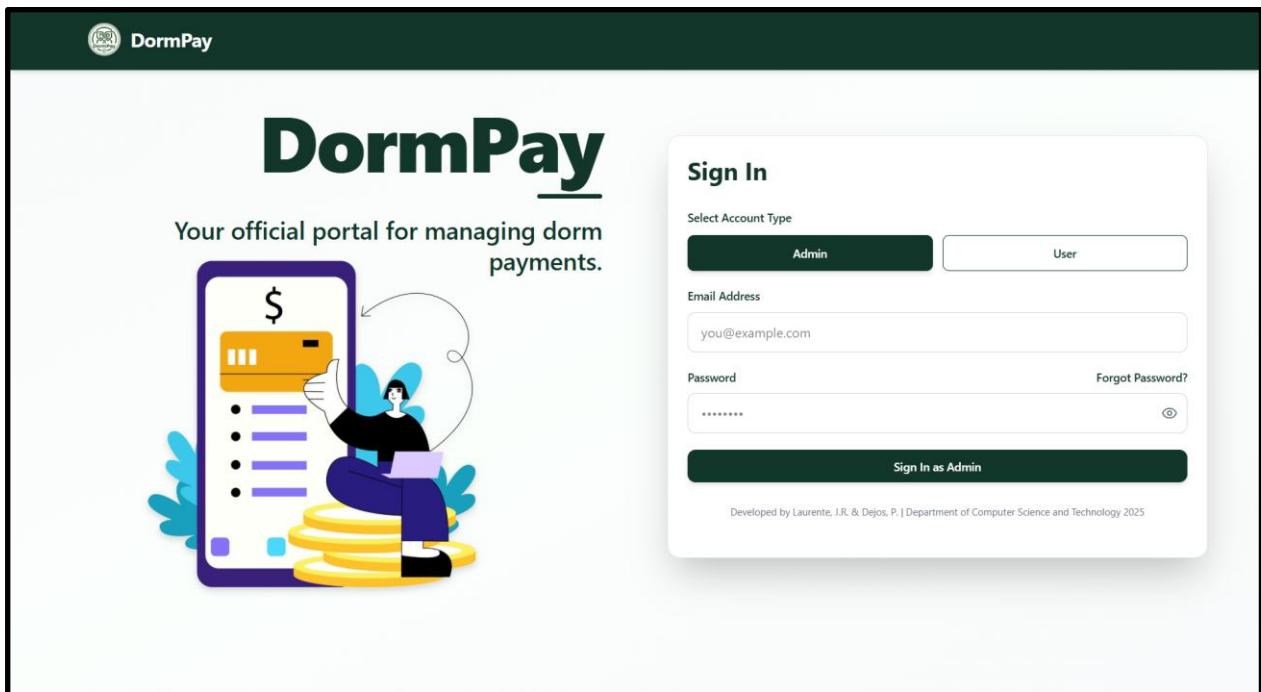
Email: [REDACTED]@vsu.edu.ph

Password: iloveVSU-DormPay

Best regards,
DormPay System



Signing In



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



Navigating the Web Application

Dashboard

The screenshot shows the 'Dashboard Overview' section of the web application. On the left, a sidebar menu includes 'Dashboard' (selected), 'Dormers', 'Payments', 'Expenses', 'Events', and a contact entry for 'Sampaguita Adviser' (emelle.casing@vsu.edu.ph). A 'Sign Out' button is at the bottom. The main area has a title 'Dashboard Overview' and a subtitle 'Real-time financial status of your dormitory'. It features four statistic cards:

- Dorm Fund Balance: ₱0.00 (Current available funds)
- Total Collectibles: ₱0.00 (Remaining collectibles)
- Total Expenses: ₱0.00 (Overall expenses this semester)
- Active Dormers: 2 (Currently registered dormers)

Below these is a 'Regular Payables' section with a 'No Payables Yet' message, a 'Start by adding your first recurring expense' note, and a '+ Add First Payable' button. At the bottom is a 'Recent Transactions' section.

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

This screenshot shows the same 'Dashboard Overview' section as the previous one, but with different data values:

- Dorm Fund Balance: ₱0.00 (Current available funds)
- Total Collectibles: ₱0.00 (Remaining collectibles)
- Total Expenses: ₱0.00 (Overall expenses this semester)
- Active Dormers: 2 (Currently registered dormers)

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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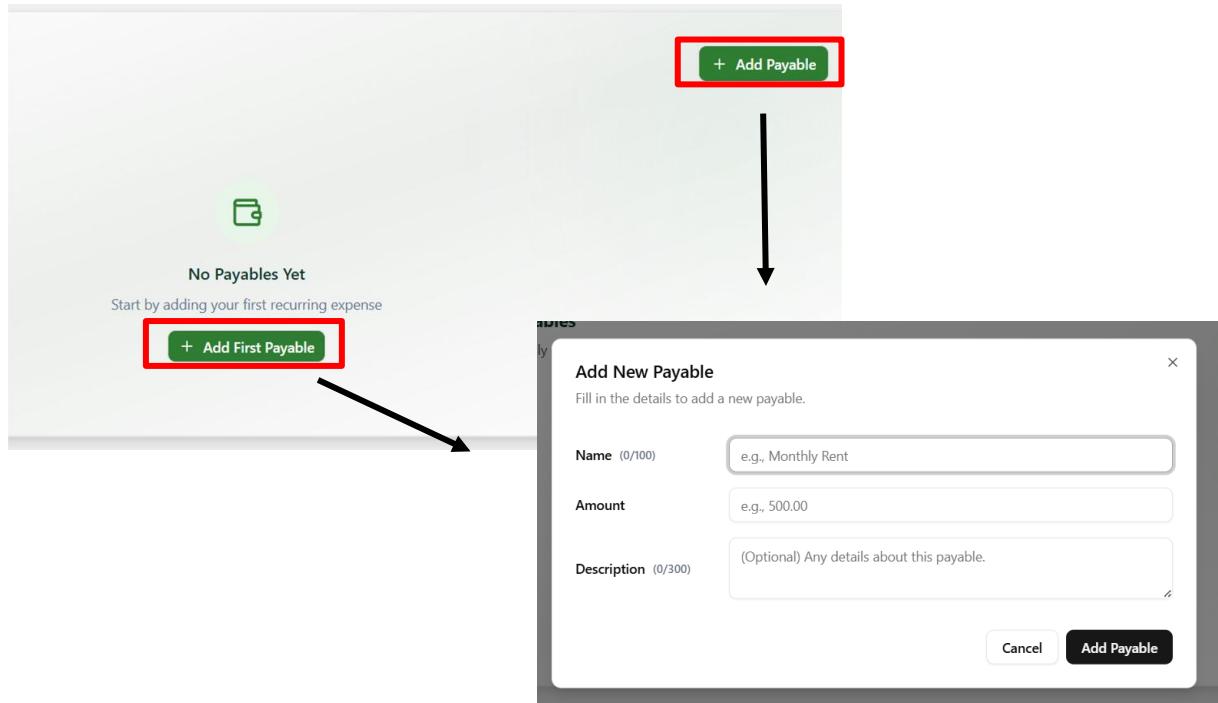
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high-quality instruction, innovative research, and impactful community engagement.



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).



- 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.
---	--	---	--



Recent Transactions

Recent Transactions

Latest payment and expense activities

3

Payments Expenses

Category	Description	Date	Type	Amount
Payment	Payment for 2025-08 paid through Cash by Dormer 1 (Room 2)	Jan 21, 2026	Payment	+₱100.00
Expense	Utilities expenses - Projector and Projector Screen	Jan 20, 2026	Expense	-₱15,000.00
Expense	Supplies expenses - Cleaning Materials	Jan 13, 2026	Expense	-₱1243

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., +₱100.00).
- 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., -₱15,000.00).



Managing Dormers

The screenshot shows the 'Dormer Management' section of the system. On the left, a sidebar menu includes 'Dashboard', 'Dormers' (which is selected), 'Payments', 'Expenses', and 'Events'. A user profile for 'Sampaguita Ladies Hall' is shown. At the bottom of the sidebar is a 'Sign Out' button. The main area is titled 'Dormer Management' with the subtitle 'Generate bills and track payments for all residents'. It features a search bar, a dropdown for 'All Rooms', and a button to 'Add Dormer'. Below this is a table titled 'Dormer Records' with the subtitle 'Complete list of all registered dormers'. The table has columns for Resident (with initials and gender), Room, Role, Email, and Actions (Bill, View, Edit, Delete). Six dormer records are listed:

Resident	Room	Role	Email	Actions
MR Ma	311	User	mo213@placeholder.co...	[Bill] [View] [Edit] [Delete]
AG Arr	401	User	ilenez230@placeholder...	[Bill] [View] [Edit] [Delete]
JG Joy	304	User	jplaceholder.com	[Bill] [View] [Edit] [Delete]
NR Nei	309	User	'@placeholder.com	[Bill] [View] [Edit] [Delete]
KI Khi	202	User	i46@placeholder.com	[Bill] [View] [Edit] [Delete]
MS Ma	305	User	ry166@placeholder.com	[Bill] [View] [Edit] [Delete]

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



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.

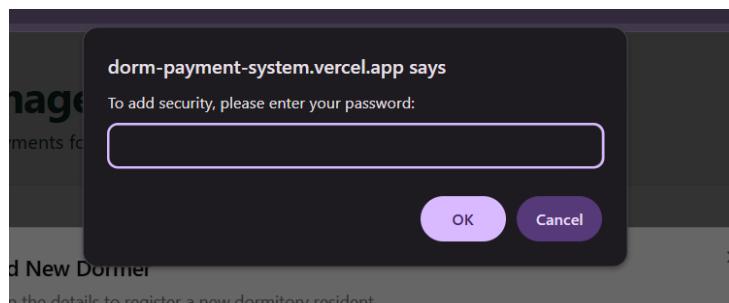
The screenshot shows a web-based application for managing dormitory residents. At the top, there are two buttons: 'Export CSV' and 'Import CSV'. To the right of these is a green button with a plus sign and the text 'Add Dormer', which is highlighted with a red box and has a black arrow pointing down to it from the text above. Below this, a modal window titled 'Add New Dormer' is displayed. The modal has a subtitle 'Fill in the details to register a new dormitory resident'. It contains several input fields: 'First Name (0/50)' and 'Last Name (0/50)', both with empty text boxes; 'Email (0/100)' and 'Phone (0/20)', both with empty text boxes; a 'Role' dropdown menu labeled 'Select role'; and a 'Room Number' dropdown menu labeled 'Select room'. At the bottom right of the modal are two buttons: 'Cancel' and a green '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.



- **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

Welcome to DormPay System Inbox x Print Forward

DormPay System <mabolo2025@gmail.com> 6:50 AM (0 minutes ago) Star Smile Reply More
to DormPay ▾

Welcome, Dummy!

Your dormer account has been created successfully.

Email: dummy.29.2004@gmail.com

Password: **#s/P.KS/k\$w)**

Please [log in](#) and change your password as soon as possible for security reasons.

This is where you will receive your bills and payment confirmations!

Best regards,
VSU DormPay System

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Visca, Baybay City, Leyte
This is an automated message, please do not reply.

Admin Account Email Notification

DormPay System <mabolo2025@gmail.com> 6:58 AM (0 minutes ago) Star Smile Reply More
to DormPay ▾

Welcome, Dummy!

We're inviting you to be an admin of [DormPay System](#). You can now log in with the following credentials:

Email: dummy.29.2004@gmail.com

Password: **_J5^+|zj:qj4**

Best regards,
DormPay System

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Option 2: Via CSV (Bulk Registration)

The screenshot shows the top navigation bar of the DormPay System with three buttons: 'Export CSV', 'Import CSV' (which is highlighted with a red box and has a black arrow pointing to the pop-up), and 'Add Dormer'. Below this, a modal window titled 'Import Dormers' is displayed. The window contains instructions: 'Bulk import residents using CSV format or by pasting data below.' It includes a blue information box stating 'Required CSV Format: First Name, Last Name, Email, Phone, Room Number' and a note: '* Each resident must be on a new line. All residents will be assigned the "User" role.' There is a 'Paste CSV Data' text area containing sample data: 'John, Doe, john.doe@example.com, 09123456789, Room 1 Jane, Smith, jane.smith@example.com, 09987654321, Room 2'. Below the text area are 'Upload File' and 'Cancel' buttons, followed by a green 'Import Residents' button.

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):

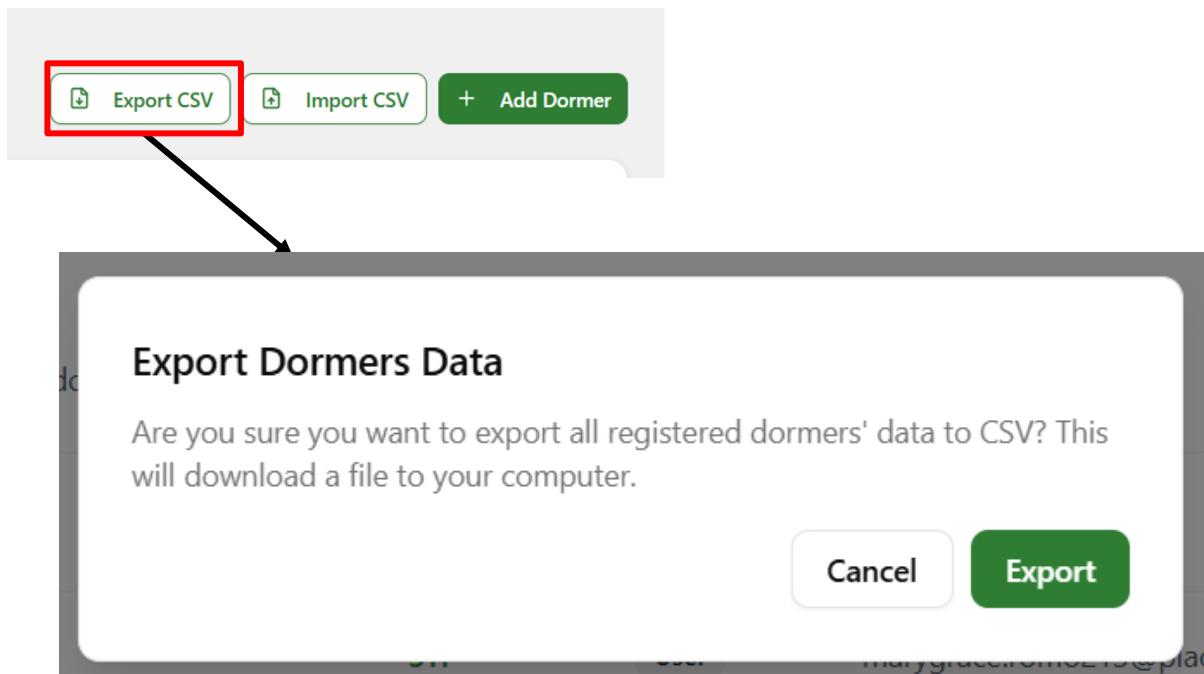


- Method A (Paste): Copy your data from a text file or spreadsheet and paste it directly into the "Paste CSV Data" text box.
- Method B (Upload): Download a [copy of this spreadsheet AS CSV](#) and enter information for multiple dormers. Then, upload the now-filled spreadsheet.

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

Search dormers...

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 Ear	1	User	@gmail.com	Bill	View	Edit	Delete
KA Kirl	9	User	levsu@gmail.com	Bill	View	Edit	Delete
AM Alv	SA Room	User	r@gmail.com	Bill	View	Edit	Delete
ZE Zac	1	User	hxyrihs@gmail.com	Bill	View	Edit	Delete
MR Ma	8	User	@gmail.com	Bill	View	Edit	Delete
JA Joe	9	User	lrade@gmail.com	Bill	View	Edit	Delete

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Generating a New Bill

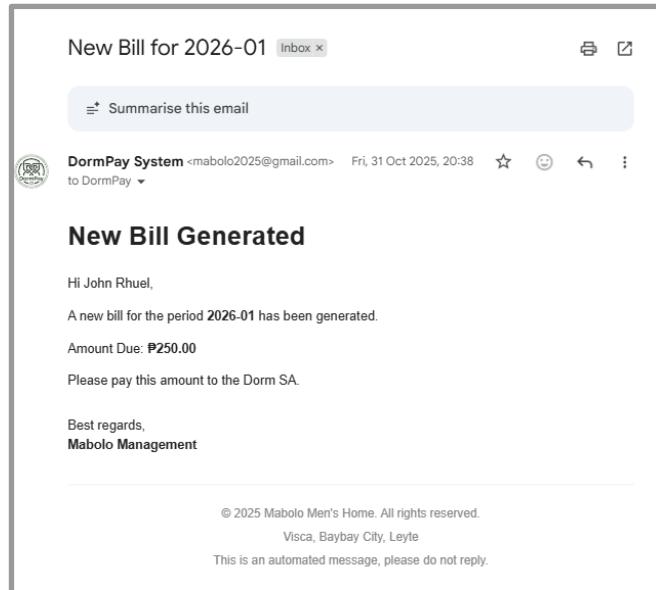
The screenshot shows the 'Actions' bar with four buttons: 'Bill' (highlighted with a red box), 'View', 'Edit', and 'Delete'. A black arrow points from the 'Bill' button to a modal dialog box titled 'Generate New Bill'. The dialog box contains fields for 'Billing Period' (set to 'August 2025'), a 'Payables' section listing fees like Maintenance Fee, Laptop Fee, Fan Fee, and Printer, and a 'Total Bill Amount' field set to '₱ 0.00'. There is also a 'Description / Notes' text area containing placeholder text: 'e.g., Monthly charges for October, including maintenance and WiFi.' At the bottom are 'Cancel' and 'Generate Bill' buttons.

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.

The screenshot shows a user interface for viewing dormer details. At the top, there are four buttons: 'Bill' (green), 'View' (blue with a red border and a magnifying glass icon), 'Edit' (green), and 'Delete' (red). The 'View' button is highlighted with a red box and has two black arrows pointing down to a pop-up window. The pop-up window has two tabs: 'Bills' (left) and 'Details' (right). The 'Bills' tab displays a table of financial history:

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	

The 'Details' tab shows personal information and dormitory assignment:

Contact Information	Dormitory Details
Email: [REDACTED]@gmail.com	Room Number: 2
Phone: 0923 [REDACTED]	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).



Editing Dormer Information

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

The screenshot shows a user interface for managing dormitory residents. At the top, there is a horizontal bar with three buttons: 'Bill' (green), 'View' (blue), 'Edit' (green with a pencil icon), and 'Delete' (red). The 'Edit' button is highlighted with a red box and has a black arrow pointing down to a modal window titled 'Edit Dormer'. The modal window contains fields for First Name (Jo), Last Name (Alma), Email (jo[REDACTED]@gmail.com), Phone (09[REDACTED]), Role (User dropdown), and Room Number (Room 8 dropdown). At the bottom right of the modal are 'Cancel' and 'Save Changes' buttons, with 'Save Changes' being green.

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**.

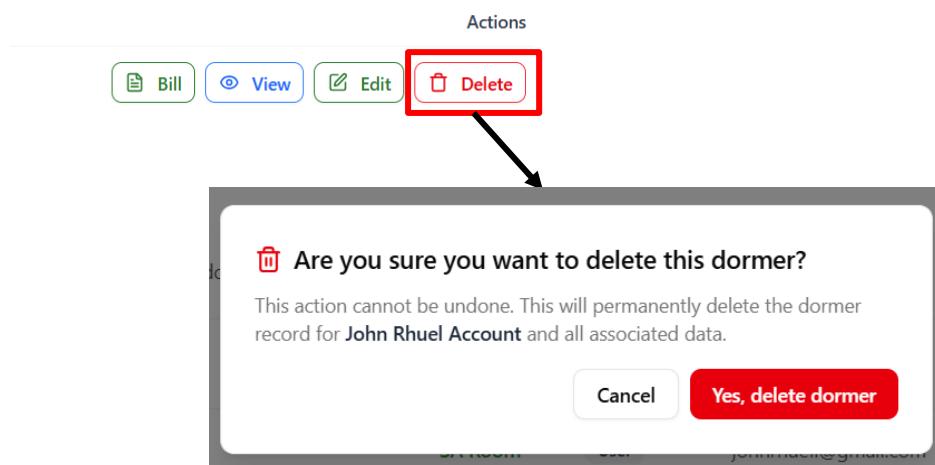
3. Save:

- 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.

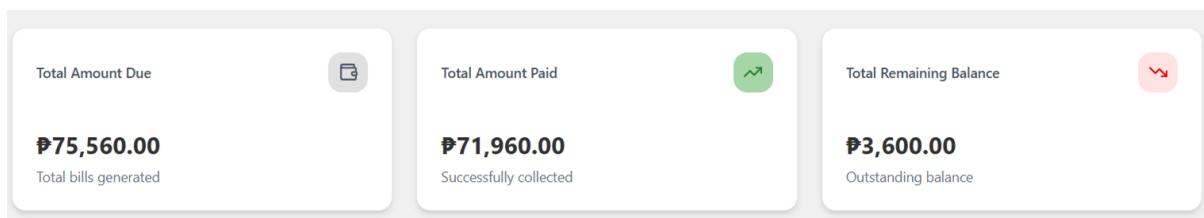


Managing Payments

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

The screenshot displays the 'Payment Management' section of the DormPay system. On the left, a dark sidebar menu includes 'Dashboard', 'Dormers', 'Payments' (which is selected), 'Expenses', and 'Events'. The main area has a title 'Payment Management' with a subtitle 'Manage and track all bills and payments for the dormitory'. It features three summary boxes: 'Total Amount Due' (₱75,560.00), 'Total Amount Paid' (₱71,960.00), and 'Total Remaining Balance' (₱3,600.00). Below these are search and filter options: 'Search by resident name, room, or period...', 'All Status', and 'All Periods'. A table titled 'Bill Records' lists five entries with columns for Resident (with icons), Total Amount Due, Amount Paid, Remaining Balance, Status (Paid), and Actions (Details). At the bottom left of the sidebar is 'Admin' and 'Sign Out'.

Financial Overview



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

Search by resident name, room, or period... All Status 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
Nena Rufin Room 309 • 2025-08	₱50.00 2025-08	₱0.00	₱50.00	Unpaid	Details Pay
Sampaguita Dormer Room 1 • 2025-08	₱250.00 2025-08	₱250.00	₱0.00	Paid	Details

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

Actions

🕒 Details ✉ Pay

Amount Paid	Payment Date	Method	Recorded By
₱250.00	Jan 13, 2026	Cash	Sampaguita Adviser

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

Actions

🕒 Details ✉ Pay

Billing Period	Remaining Balance
2025-08	₱50.00

Payment Amount
e.g., 50.00

Payment Date
01/22/2026

Payment Method
Cash

Notes (Optional) (0/500)
e.g., Partial payment for September

Cancel Confirm Payment



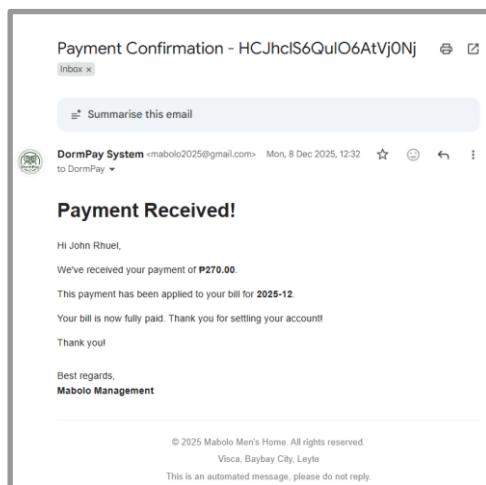
Upon clicking the 'Pay' button from a specific dormer's row on the Bill Records table.

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".



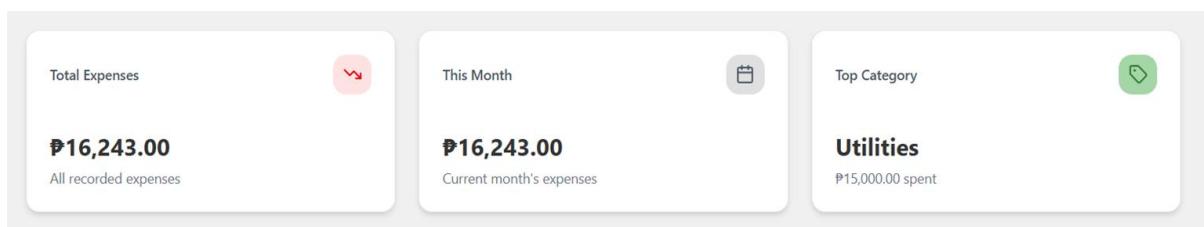
- The system will also auto-generate an email notification for their payment.



Managing Expenses

The screenshot shows the 'Expenses Management' page of the DormPay system. On the left, a sidebar menu includes 'Dashboard', 'Dormers', 'Payments', 'Expenses' (which is selected), and 'Events'. A 'Demo Account' section shows '22-1-00109@vsu.edu.ph'. At the bottom of the sidebar are 'Sign Out' and a right arrow. The main content area has a title 'Expenses Management' and a subtitle 'Manage and track all expenses for the dormitory'. It features three summary cards: 'Total Expenses' (₱16,243.00, All recorded expenses), 'This Month' (₱16,243.00, Current month's expenses), and 'Top Category' (Utilities, ₱15,000.00 spent). Below these is a search bar and a message 'Showing 2 of 2 expenses'. The 'Expense Records' section lists two entries: 'Cleaning Materials' (₱1,243.00, Recorded by Mabolo Adviser, 1/13/2026) and 'Projector and Projector Screen' (₱15,000.00, Recorded by Mabolo Adviser, 1/20/2026). At the bottom are 'Previous' and '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.



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 shows the 'Expenses Management' interface. At the top, there are buttons for 'Export CSV' and 'Email Report'. Below them is a green button labeled '+ Add Expenses', which is highlighted with a red box and has a black arrow pointing to it from the left. The main area displays a modal window titled 'Add New Expense'. The modal contains fields for 'Title * (0/100)' with placeholder text 'e.g., Dorm Cleaning Materials', 'Description (0/500)' with placeholder text 'Provide details about this expense...', 'Amount *' with a value of '₱ 0.00', 'Expense Date *' with a date of '01/22/2026', 'Category *' with a dropdown menu 'Select expense category', and a 'Receipt Image' section with a file upload area. At the bottom of the modal are 'Cancel' and 'Save Expense' buttons.

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' page. At the top right, there are three buttons: 'Export CSV', 'Email Report' (which is highlighted with a red box and has a black arrow pointing to a confirmation dialog), and '+ Add Expenses'. The confirmation dialog box is titled 'Send Expense Report' and contains the message: 'This will send an email containing the dormitory's expenses report to all registered dormers. Proceed?'. It has two buttons at the bottom: 'Cancel' and 'Send Email'.



Dormitory Expense Report [Inbox](#)

Summarise this email

DormPay System Wed 14 Jan, 13:38 (10 days ago)

[to DormPay](#)

Dormitory Expense Report

Hello everyone,

Please find the latest expense report attached to this email.

Best regards,
Mabolo Management

© 2026 Mabolo Men's Home. All rights reserved.
Visca, Baybay City, Leyte
This is an automated message, please do not reply.

One attachment • Scanned by Gmail

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



Exporting Expense Records

The screenshot shows the 'Expenses Management' section of the DormPay system. At the top right, there are three buttons: 'Export CSV' (highlighted with a red box and a black arrow), 'Email Report', and '+ Add Expenses'. Below this, a modal dialog box is displayed with the title 'Export Expenses Data'. The dialog contains the text: 'Are you sure you want to export the dormitory's expenses data to CSV? This will download a file to your computer.' At the bottom of the dialog are two buttons: 'Cancel' and 'Export'.

This feature allows you to export and download a spreadsheet containing all the expenses.

Click '**Export**' to proceed

Tracking Expenses via Expense Records

The screenshot shows the 'Expense Records' page. At the top, there is a search bar with placeholder text 'Search by title, description, or recorded by...' and a dropdown menu labeled 'All Categc'. Below the search bar, it says 'Showing 2 of 2 expenses'.

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

At the bottom left, it says 'Page 1 of 1'. At the bottom right, there are 'Previous' and 'Next' buttons.



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.

Current month's expenses

Expense Details

Viewing details for expense: CCTV

Receipt

No receipt image available.

Title	Category
CCTV	Maintenance
Amount (₱)	Expense Date
4300	01/22/2026
Description	
for security purposes	

[Close](#) [Edit](#)

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

Events

Sampaguita Adviser
collang@vsu.edu.ph

[→] Sign Out

Event Payables
Manage one-time payables separate from the main dorm fund

Team Building

Amount Due: ₱60.00

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

The screenshot shows a modal dialog titled "Add New Event". The dialog has a light gray background and a dark gray header bar. Inside, there are four input fields: "Event Name (0/100)" with an empty text area, "Description (0/500)" with an empty text area, "Event Collectible" with the value "0" in a text input, and "Due Date" with a date picker set to "mm/dd/yyyy". At the bottom right are two buttons: "Cancel" and "Save Event". A red arrow points from the "Create New Event" button on the main dashboard to the "Add New Event" modal.

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.



New Event: Mabolo Days Contribution Inbox x Print Reply

* Summarise this email

DormPay System Wed 21 Jan, 07:05 (3 days ago) Star Smile Reply More

New Event Created

Hi dormers,

A new event, **Mabolo Days Contribution**, has been created.

Amount Due: **P125.00**

Please pay this amount on or before **2026-01-23** to the Dormitory Treasurer or Auditor.

Best regards,
VSU DormPay

© 2026 VSU DormPay. All rights reserved.
Visca, Baybay City, Leyte
This is an automated message, please do not reply.

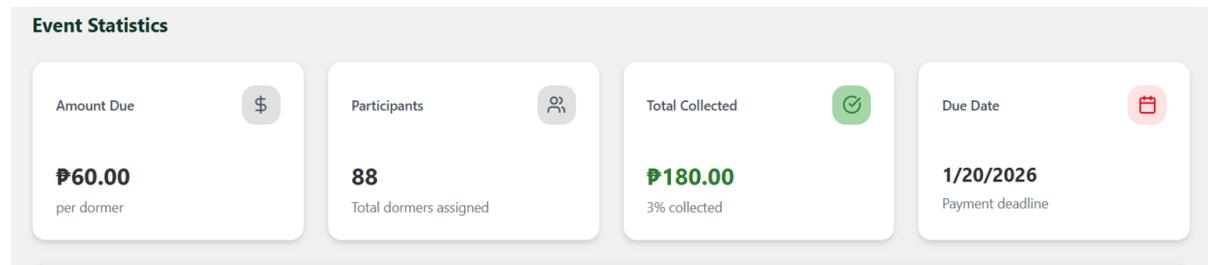
Email notification is auto-generated in every successful event creation for specific events.



Event Details

The screenshot shows two views of the DormPay system. On the left is a sidebar menu with options: Dashboard, Dormers, Payments, Expenses, and Events (which is selected and highlighted with a red border). The main area displays 'Event Payables' for 'Team Building'. It shows an amount due of ₱60.00, collection progress at 3/88 Paid (3% Complete), and a breakdown of 3 Paid, 0 Partial, and 85 Unpaid. A 'View Details' button is highlighted with a red box and a downward arrow points to the detailed view on the right. The detailed view shows 'Team Building' for KASAMMA Team Building with an amount due of ₱60.00 per dormer, 88 participants, and a total collected of ₱180.00. It includes a search bar for dormers, a status bar showing 10 dormers assigned, and a 'Dormer Payment Status' section.

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



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 ▾

4:31PM (0 minutes ago) ⭐ 😊 ← ⋮

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.



Tracking Event Payments

Search dormers... 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
MR Mary Room	₱60.00	Paid	Invalid Date	Admin cofilang@vsu.edu.ph	Completed
AG Arne Room	₱0.00	Unpaid	Not paid	N/A	Log Payment
JG Joy G Room	₱60.00	Paid	1/18/2026	Admin cofilang@vsu.edu.ph	Completed
NR Nena Room	₱60.00	Paid	1/18/2026	Admin cofilang@vsu.edu.ph	Completed
KI Khey Room	₱0.00	Unpaid	Not paid	N/A	Log Payment
MS Mae I Room	₱0.00	Unpaid	Not paid	N/A	Log Payment
GP Gwer Room	₱0.00	Unpaid	Not paid	N/A	Log Payment
AF Abby Room	₱0.00	Unpaid	Not paid	N/A	Log Payment
HS Hada Room	₱0.00	Unpaid	Not paid	N/A	Log Payment
AR Aira I Room	₱0.00	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.



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.

The screenshot shows a modal window titled '\$ Log Event Payment' with the sub-instruction 'Record payment for Team Building'. The 'Dormer Information' section displays Name: Ar... (redacted), Room: 401, and Amount Due: ₱60.00. Below this, there are fields for 'Amount *' (₱ 0.00) and 'Payment Date *' (01/22/2026). The 'Payment Method *' dropdown is set to 'Cash'. A text area for 'Notes (Optional)' contains the placeholder 'Add any additional notes...'. At the bottom are 'Cancel' and 'Record Payment' buttons, with the latter being green.

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."

The screenshot shows an email inbox with a single message. The subject line is "Mabolo Days Contribution Event Payment Recorded". The sender is "DormPay System" and the recipient is "John Rhuel". The email body contains the following text:
Event Payment Recorded
Hi John Rhuel,
Your payment for the event **Mabolo Days Contribution** has been recorded.
Amount Paid: **₱125.00**
Total Amount Paid: **₱125.00**
Remaining Balance: **₱0.00**
Status: **Paid**
Best regards,
VSU DormPay

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



Managing Fines

The screenshot shows the 'Fines Management' section of the DormPay system. On the left, a sidebar menu includes 'Dashboard', 'Dormers', 'Payments', 'Expenses', 'Events', and 'Fines' (which is highlighted). Below the menu, there's a 'Mabolo Adviser' section with a profile picture and email (mabolo2025@gmail.com). At the bottom of the sidebar is a 'Sign Out' button. The main content area has a title 'Fines Management' and a subtitle 'Generate fines and track payments for all residents'. It features three summary boxes: 'Total Fines' (₱125.00, All recorded fines), 'Collectible Fines' (₱15.00, Fines that can be collected), and 'Collected Fines' (₱110.00, Fines collected). Below these is a search bar ('Search dormers...') and a dropdown ('All Rooms'). A message says 'Showing 3 dormers'. The 'Dormer Records' section lists three residents:

Resident	Room	Role	Email	Actions
JA John Rhuel Account	SA Room	User	johnrhuell@gmail.com	<button>Fine</button> <button>View</button>
DI Dormer 1	2	User	sample_email@vsu.edu.ph	<button>Fine</button> <button>View</button>

This page features the management of fines from the drom. 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

The screenshot shows a modal window titled "Generate New Fine" for "John Rhuel Account • Room SA Room". The window has a "Payables" section listing three items:

Payable	Amount
Daily Cleaning	₱10.00
Daily Cleaning - MWF	₱15.00
General Cleaning	₱100.00

The "Total Fine Amount" is ₱ 0.00. There is a "Description / Notes (0/500)" field containing placeholder text: "e.g., Fine for late payment, property damage, or violation of dormitory rules." At the bottom are "Cancel" and "Generate Fine" buttons.

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

The screenshot shows a pop-up window titled "John Rhuel Account - Fines" for "Room SA Room". The window has two tabs: "Fines" and "Details". The "Fines" tab is active, displaying a table with the following data:

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)	

Below the table, there is a "Full Remarks:" section containing the text "Daily Cleaning - General Cleaning". At the bottom of the "Fines" tab, there is another row of data:

Date Recorded	Amount Due	Amount Paid	Date Paid	Remarks	Status	Action
January 23, 2026	₱15.00	₱0.00	-	Daily Cleaning - MW	(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

JA Record Fine Payment John Rhuel Account • Room SA Room

Fine Summary

Fine ID KIMZUNO4	Remaining Balance ₱15.00
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

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 Laurente John Rhuel	January 24, 2026