



VISAYAS
STATE UNIVERSITY



DormPay
System



DormPay Dormer User Guide

Official User Documentation for the DormPay Web Application

Version 1 | January 2026

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Getting Started

Upon registration as an occupant to a specific dormitory, you will likely receive an email containing your temporary credentials.

Welcome to DormPay System Inbox x

DormPay System <mabolo2025@gmail.co... 6:50 AM (0 minutes ago) ☆ 😊 ↶ ⋮

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.



Signing In

DormPay

Your official portal for managing dorm payments.

Sign In

Select Account Type

Admin User

Email Address

you@example.com

Password

Forgot Password?

Sign In as User

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

When directed to the [website](#), sign in as a '**User**' with the credentials received from DormPay's automated email.



Navigating the Web Application

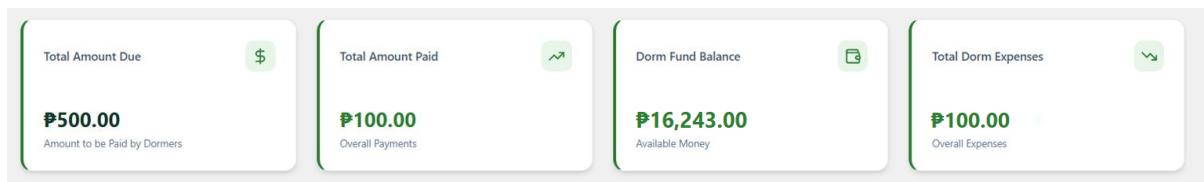
Dashboard

The screenshot shows the 'Dashboard' page of the DormPay System. On the left, a dark sidebar menu includes 'Dashboard', 'Payments', 'Expenses', and 'Fines'. A user profile for 'John Rhuel Account' is shown with the email 'johnrhuel@gmail.com'. At the bottom of the sidebar is a 'Sign Out' button. The main content area has a title 'Dashboard' and a subtitle 'View dormitory funds summary'. It features four statistic cards:

- Total Amount Due: ₱500.00 (Amount to be Paid by Dormers)
- Total Amount Paid: ₱100.00 (Overall Payments)
- Dorm Fund Balance: ₱16,243.00 (Available Money)
- Total Dorm Expenses: ₱100.00 (Overall Expenses)

Below these cards is a 'Payment Overview' section with a table showing a single entry for 'Period 2025-08' with an amount of ₱250.00 and a status of 'Unpaid'.

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



- **Total Amount Due:** The total amount all occupants in the dormitory still owe but haven't paid yet.
- **Total Amount Paid:** The total money collected by the dormitory.
- **Dorm Fund Balance:** The total money sitting on the dormitory's account

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

Vision: A global green university providing progressive leadership in agriculture, science and technology, education, and allied fields for societal transformation.

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.



Payment Overview

Payment Overview
Your recent payment history

Period	Amount	Status
2025-08	₱250.00	₱0.00 Unpaid

- **Bill Details:** On the left, you see the specific **Period** (e.g., 2025-08) and the total **Amount** charged for that month (e.g., ₱250.00).
- **Progress:** The large number on the right (e.g., ₱0.00) displays how much money you have actually *paid* so far.
- **Status:** The badge tells you if you are clear or not. A red **Unpaid** badge means you still need to settle this bill.



Viewing Payments

The screenshot shows the 'My Payments' dashboard. On the left sidebar, there are links for Dashboard, Payments (which is selected and highlighted in white), Expenses, and Fines. Below that, it shows 'John Rhuel Account' and 'johnrhuell@gmail.com'. At the bottom of the sidebar is a 'Sign Out' button. The main content area is titled 'My Payments' and says 'View your payable and payment history'. Under 'Payment Records', it says 'All your dormitory payments and balances'. A table shows one record for '2025-08':

Billing Period	Amount Due	Amount Paid	Balance	Recorded At	Status
2025-08	₱250.00	₱0.00	₱250.00	N/A	Unpaid

Below the table, three boxes show 'Total Amount Due' (₱250.00), 'Total Amount Paid' (₱0.00), and 'Outstanding Balance' (₱250.00). A 'Payment Progress' bar is at 0%.

The comprehensive financial history for the student, showing exactly what has been billed and what has been paid.

Payment Records

This screenshot shows the 'Payment Records' section. It has a header 'Payment Records' and a sub-header 'All your dormitory payments and balances'. A table lists the following data:

Billing Period	Amount Due	Amount Paid	Balance	Recorded At	Status
2025-08	₱250.00	₱0.00	₱250.00	N/A	Unpaid

This main table lists every bill generated for your specific account:

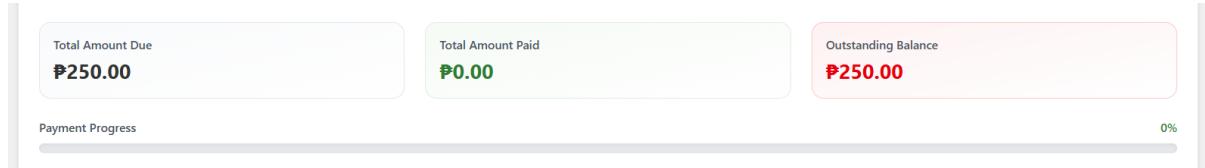
- **Billing Period:** Identifies the specific month the bill is for (e.g., 2025-08).
- **Financial Breakdown:** Columns show the **Amount Due** (total charge), **Amount Paid** (what you have submitted), and the **Balance** (what is left to pay).

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- **Status:** A color-coded badge (e.g., Red "Unpaid") indicates the current state of that specific bill.



Three statistical cards give you a quick "health check" of your account:

- **Total Amount Due:** The cumulative total of all bills ever issued to you.
- **Total Amount Paid:** The total sum of money you have successfully paid to the dorm.
- **Outstanding Balance:** The most important number; this is the total debt you currently owe.

Payment Progress

- A visual progress bar at the bottom indicates what percentage of your total obligations has been settled (e.g., 0%).



Viewing Expenses

The screenshot shows the 'Expenses' dashboard for the Sampaguita Ladies Hall Mock dormitory. It displays the following information:

- Total Expenses:** ₱4,550.00 (All recorded expenses)
- This Month:** ₱4,550.00 (Current month's expenses)
- Top Category:** Maintenance (₱4,300.00 spent)
- Expense Records:** Complete list of all recorded expenses. Two entries are shown:
 - CCTV for security purposes (Maintenance category) - ₱4,300.00, recorded by Sampaguita Adviser (coflang@vsu.edu.ph)
 - Cleaning Materials (Utilities category) - ₱250.00, recorded by Sampaguita Adviser (coflang@vsu.edu.ph)

On the left sidebar, the 'Expenses' option is selected. At the bottom left, it shows the user profile of Pauline Dejos (dejospauline2@gmail.com) and a 'Sign Out' button.

A read-only dashboard that allows you to monitor the dormitory's spending and financial health.

Exporting Expenses Data

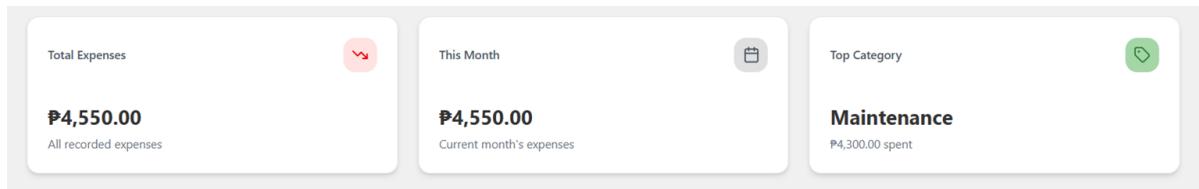
The screenshot shows a confirmation dialog box titled 'Export Expenses Data'. It contains the following text:

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 right of the dialog box, there are two buttons: 'Cancel' and 'Export'. A red box highlights the 'Export' button, and a black arrow points from the 'Export CSV' button on the main dashboard to this dialog box.



- If you want a personal copy of the financial report, click the white **Export CSV** button at the top right to download the data as a spreadsheet.



Three cards provide a quick summary of the dorm's spending:

- **Total Expenses:** The total amount of money spent by the dorm administration to date.
- **This Month:** Shows how much has been spent specifically in the current month.
- **Top Category:** Identifies the main area where funds are being used (e.g., Maintenance), so you know the biggest cost drivers.



Expense Records

Search by title, description, or recorded by... All Catego ▾

Showing 2 of 2 expenses

Expense Records

Complete list of all recorded expenses

Title & Description	Amount	Expense Date	Receipt	Recorded By	Details
CCTV for security purposes <small>Maintenance</small>	₱4,300.00	1/22/2026	View	Sampaguita Adviser cofilang@vsu.edu.ph	View Details
Cleaning Materials Floor wax, soap powder, mops... <small>Utilities</small>	₱250.00	1/13/2026	View	Sampaguita Adviser cofilang@vsu.edu.ph	View Details

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.

Cleaning Materials
Floor wax, soap powder, mops...
Utilities

₱250.00 1/13/2026 [View](#) Sampaguita Adviser
cofilang@vsu.edu.ph

[View Details](#)



Expense Details
Viewing details for expense: CCTV

Receipt
No receipt image available.

Title CCTV **Category** Maintenance

Amount (₱) 4300 **Expense Date** 01/22/2026

Description
for security purposes

[Close](#)



Viewing Fines

My Fines
View your fine payable and payment history

Fine Records
All your dormitory fine payable and balances

Date Generated	Amount Due	Amount Paid	Balance	Recorded At	Remarks	Status
January 23, 2026	₱110.00	₱110.00	₱0.00	January 23, 2026	Daily Cleaning - G	Paid
January 23, 2026	₱15.00	₱0.00	₱15.00	N/A	Daily Cleaning - M	Unpaid

Total Amount Due
₱125.00

Total Amount Paid
₱110.00

Outstanding Balance
₱15.00

Payment Progress

JA
John Rhuel Account
johnrhuel@gmail.com

[→] Sign Out

A dedicated record of any penalties, late fees, or specific violations charged to your account (e.g., missed event attendance).

Fine Records

Fine Records
All your dormitory fine payable and balances

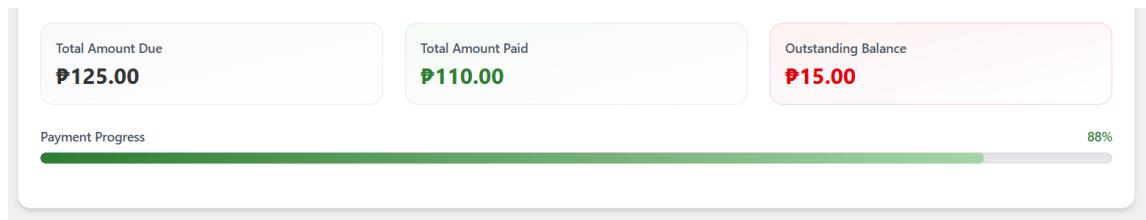
Date Generated	Amount Due	Amount Paid	Balance	Recorded At	Remarks	Status
January 23, 2026	₱110.00	₱110.00	₱0.00	January 23, 2026	Daily Cleaning - G	Paid
January 23, 2026	₱15.00	₱0.00	₱15.00	N/A	Daily Cleaning - M	Unpaid

The table provides a detailed log of every fine issued to you:

- **Date Generated:** When the fine was charged to your account.



- **Financials:** Shows the specific **Amount Due**, how much you have paid, and any remaining balance.
- **Remarks:** The reason for the fine (e.g., "Daily Cleaning") so you know exactly why you were charged.
- **Status:** A status badge indicates whether the fine is settled.
 - **Paid (Green):** The debt is cleared.
 - **Unpaid (Red):** You still need to settle this amount.



Summary Cards

- **Total Amount Due:** The total of all fines ever charged to you.
- **Total Amount Paid:** The total amount you have successfully settled.
- **Outstanding Balance:** The current amount you owe in fines. This is highlighted in red to grab your attention.

Payment Progress

- A green progress bar at the bottom visualizes how close you are to clearing all your fines (e.g., 88%).



Revision History

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