



VISAYAS
STATE UNIVERSITY



DormPay
System



DormPay Dormer User Guide

Official User Documentation for the DormPay Web Application

Version1 | January 2026

Dejos, Pauline

Laurent John Rhuel



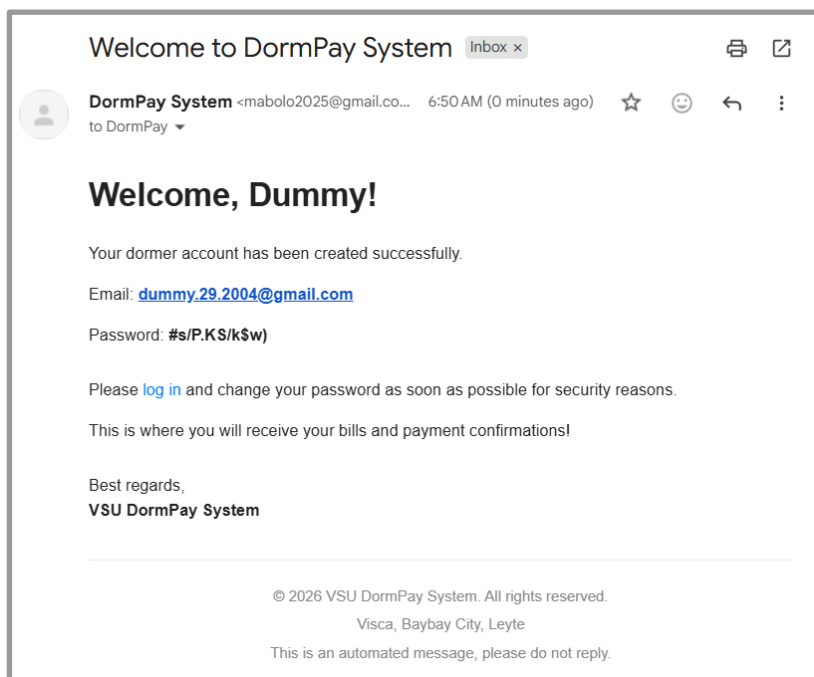
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Getting Started

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



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.





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DormPay
System

Signing In

**DormPay**



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

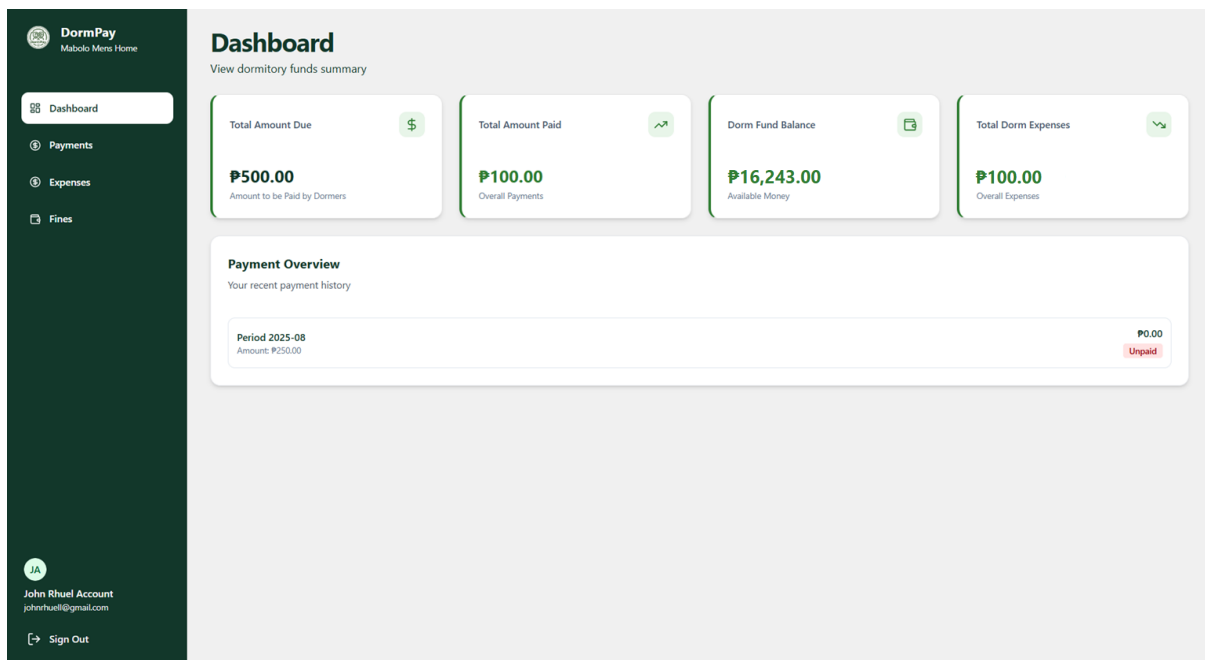
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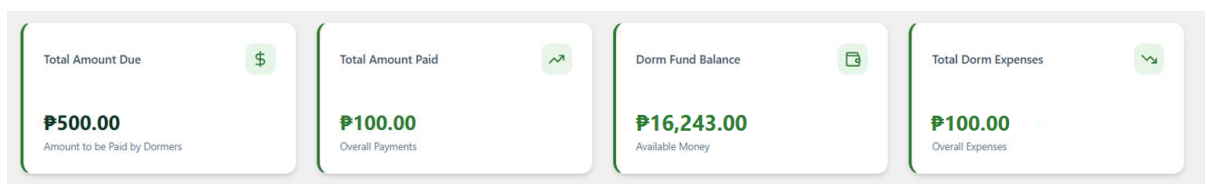


Navigating the Web Application

Dashboard



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



- **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.

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Payment Overview

Payment Overview

Your recent payment history

Period 2025-08
Amount: ₱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.

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Viewing Payments

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

Payment Records

Payment Records					
All your dormitory payments and balances					
Billing Period	Amount Due	Amount Paid	Balance	Recorded At	Status
2025-08	P250.00	P0.00	P250.00	N/A	Unpaid

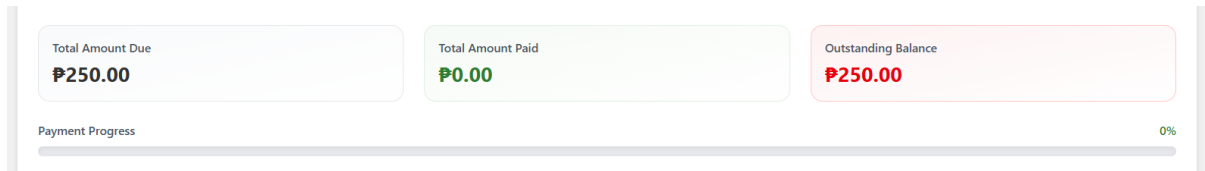
This main table lists every bill generated for your specific account:

- **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%).

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Viewing Expenses

Expenses
Track all the expenses of the dormitory

Export CSV

Total Expenses
₱4,550.00
All recorded expenses

This Month
₱4,550.00
Current month's expenses

Top Category
Maintenance
₱4,300.00 spent

Search by title, description, or recorded by... All Category

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 Maintenance	₱4,300.00	1/22/2026	View	SA Sampaguita Adviser colliang@vssu.edu.ph	View Details
Cleaning Materials Floor wax, soap powder, mops... Utilities	₱250.00	1/13/2026	View	SA Sampaguita Adviser colliang@vssu.edu.ph	View Details

Page 1 of 1

Previous Next

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

Exporting Expenses Data

Expenses
Track all the expenses of the dormitory

Export CSV

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.

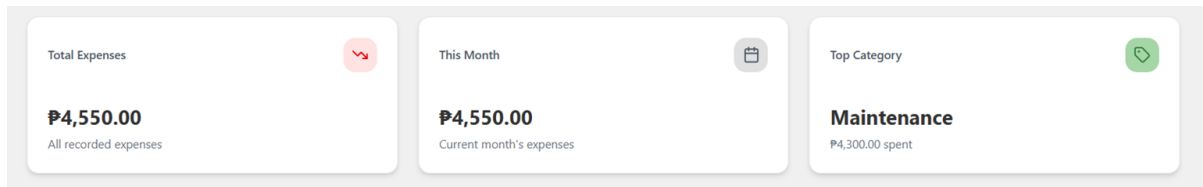
Cancel Export

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- 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

All Category

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 Maintenance	₱4,300.00	1/22/2026		SA Sampaguita Adviser cofilang@vsu.edu.ph	
Cleaning Materials Floor wax, soap powder, mops... Utilities	₱250.00	1/13/2026		SA Sampaguita Adviser cofilang@vsu.edu.ph	

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

SA Sampaguita Adviser
cofilang@vsu.edu.ph

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

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Viewing Fines

 DormPay
Mabolo Mens Home

Dashboard

Payments

Expenses

Fines

JA

John Rhuel Account
johnrhuel@gmail.com

Sign Out

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	P110.00	P110.00	P0.00	January 23, 2026	Daily Cleaning - G ▾	Paid
January 23, 2026	P15.00	P0.00	P15.00	N/A	Daily Cleaning - M ▾	Unpaid

Total Amount Due
P125.00

Total Amount Paid
P110.00

Outstanding Balance
P15.00

Payment Progress

88%

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	P110.00	P110.00	P0.00	January 23, 2026	Daily Cleaning - G ▾	Paid
January 23, 2026	P15.00	P0.00	P15.00	N/A	Daily Cleaning - M ▾	Unpaid

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

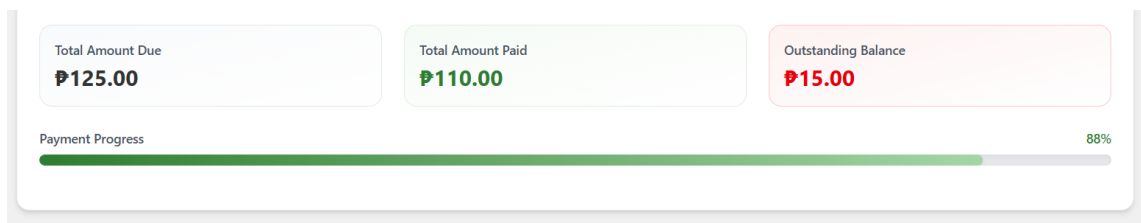
- **Date Generated:** When the fine was charged to your account.

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- **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 Laurent John Rhuel	January 24, 2026