

ELCT-ELVD Diocese Payment System User Guide

A practical guide to the new payment workflow, organised by what each user role does day-to-day.

1. What this system does

Replaces the paper-based payment process with a digital, auditable workflow:

1. Submit a request (5 types — Payment, Project, Imprest, Allowance, Procurement).
2. Approval chain routes it automatically to the right people (Procurement Officer → Head of Department → Treasurer → General Secretary).
3. Disburse — Treasurer records the PV number, cheque number, payment date.
4. Reconcile — receipts are uploaded; Treasurer verifies them. (For Imprest, a retirement step replaces reconciliation.)
5. Reports & Vouchers — print an A4 payment voucher for any approved request and run filtered reports.

Every action is recorded with a timestamp and the acting user's name. Nothing happens silently.

2. Getting started

Logging in

Use your existing ELCT-ELVD username and password. The system uses your existing role (admin / parish / district / department head / etc.) to decide what you can see.

Finding the payments menu

After logging in, you'll see a new **Payments** dropdown in the sidebar. **The links you see depend on your role** — the system hides links you can't use to keep the menu clean.

Main dashboard sidebar (everywhere except inside the payments module)

The **Payments** dropdown shows up to 3 links:

Link	Who sees it
New Request	Everyone
My Requests	Everyone
Approvals Inbox	Only users assigned a payment role (HoD, Procurement Officer, Treasurer, General Secretary), plus admins

Inside the payments module (the dedicated Payments sidebar)

Once you're on any payments page, the sidebar expands with the operational links — again filtered by your role:

Link	Who sees it
New Request	Everyone
My Requests	Everyone
Approvals Inbox	Assigned approvers + admins

Disbursements	Treasurer or admin
Reconciliation	Treasurer or admin
Imprest Retirements	Treasurer/admin, plus anyone who has ever submitted an imprest
Reports	Treasurer or admin
Rejected Requests	Treasurer or admin
Role Assignments	Admin only

A red badge on **Approvals Inbox** (and on the inbox icon in the top bar) shows how many requests are waiting for you. The icon and badge only appear if you have any payment role assigned.

Note: if a link you expected isn't there, it's because no payment role has been assigned to you yet. Ask the admin to add you in **Role Assignments** (Section 8).

3. For Requesters submitting a request

Anyone with a login can submit. Click Payments → New Request and pick the type:

3.1 Payment Request

For a generic vendor or supplier payment.

1. Fill in payee name, address, phone, bank account, bank name.
2. Enter the amount (in TSH) and amount in words.

3. Describe the purpose (linked to the activity).
4. Select your Department — this is what routes the request to the right Head of Department.
5. Optionally select a Section — if set, the request also routes through that section's Procurement Officer.
6. Click Submit Request. You'll see the request number (e.g. PR-2026-00007) and which stage it's waiting for.

3.2 Project Payment

Same as a Payment Request, but tied to a project.

1. Pick the Project from the dropdown.
2. Fill the rest of the form (payee, amount, purpose, etc.).
3. The Class/Project field auto-defaults to the project name if you leave it blank.
4. Routes through Budget Responsible → HoD → Treasurer → General Secretary.

3.3 Imprest Requisition

For a cash advance you'll account for later.

1. Your name pre-fills as the applicant. Add phone, address, bank details.
2. Describe the purpose (travel destination, dates, breakdown).
3. Enter the total amount and amount in words.
4. Pick department / section.
5. Submit. Note: once approved and disbursed, you have 14 days to retire the imprest (see Section 6).

3.4 Allowance Payment

For paying multiple recipients (per-day allowance).

1. Enter the Purpose of Allowance + start/end dates.
2. Pick department / section.
3. Click Add Recipient for each person — fill name, days, rate per day, phone. The total auto-calculates as days × rate.
4. Add as many recipients as needed; total at the bottom updates live.
5. Submit.

3.5 Procurement Request

For purchasing goods or services.

1. Enter Nature of Purchase, whether it's Budgeted (Yes/No), the Proposed Supplier, Delivery Date.

2. Pick department / section.
3. Click Add Item for each item — fill item name, description, quantity, unit price. Per-row total auto-calculates.
4. Submit. Routes through the section's Procurement Officer first.

3.6 Tracking your requests

Open Payments → My Requests to see everything you've submitted. Use the status chips at the top (All, Pending, Approved, Rejected, Disbursed, Reconciled, Flagged) to filter. Click the eye icon to open the full detail page.

4. For Approvers (HoD, Treasurer, General Secretary)

When a request reaches your stage, it appears in Payments → Approvals Inbox with a red badge counter.

What you see

Each request appears as a card showing:

- Request number, type, amount
- Payee details, address, bank info
- Purpose
- Line items (for procurement / allowance)
- A stage timeline showing every step: who approved (with date), what's pending, what's still upcoming
- An inline action bar at the bottom

Acting on a request

You can approve or reject without opening each request — that's the whole point of the inbox layout. For each card:

1. Read the preview (everything is right there).
2. (Optional) Type a comment in the textarea — required if you reject or flag.
3. Click Approve (green), Reject (red), or Open (to go to the full detail page).

When you approve, the request advances to the next stage automatically. When you reject, the requester is notified and the request is closed.

Why a request might not be in your inbox

- It hasn't reached your stage yet (look in the timeline).
- It's scoped to a different department/section. The system only shows you requests where you're the right approver for that organisational unit.

5. For the Treasurer — disbursement & reconciliation

After the General Secretary approves a request, it lands on the Treasurer's desk.

5.1 Disbursement (Payments → Disbursements)

Each fully-approved request appears as a card with the same preview as the inbox, plus an inline form:

1. PV Number — auto-suggested as `PV-2026-00012` but you can edit it.
2. Cheque Number — required if method is Cheque.
3. Method — Cheque / Cash / Bank Transfer.
4. Payment Date — defaults to today.

Click Disburse. The request moves to status `disbursed` and is recorded in the audit trail.

5.2 Reconciliation (Payments → Reconciliation)

For Payment, Project, Allowance, Procurement requests (not Imprest — that uses retirement):

1. The page shows all `disbursed` requests with their attachments listed.
2. Click on any attachment to download/preview it.
3. Type a comment, then click Verify & Reconcile (status → `reconciled`) or Flag Discrepancy (status → `flagged`, comment required).

Flagged requests stay visible so they can be re-verified after correction.

6. For Requesters — uploading receipts & retiring imprests

6.1 Uploading a receipt or supporting document

1. Open the request via My Requests → eye icon (or directly via the link in any notification).
2. Scroll to the Attachments section.

3. Click Choose File, pick the file (PDF, image, doc, xls — max 10 MB), choose the category (Receipt / Supporting Doc / Imprest Retirement Doc), click Upload.
4. The file appears in the attachments list and is downloadable by anyone with access to that request.

6.2 Retiring an imprest

Go to Payments → Imprest Retirements. You'll see all imprests you've taken (or all imprests if you're Treasurer/admin), with status chips: Open, Pending, Overdue, Submitted, Verified, Salary-recovered.

For each pending or overdue imprest:

1. Enter the Actual Amount Spent (in TSH).
2. Enter the Date of Return / Expenditure.
3. Add notes (e.g. fuel + lodging breakdown).
4. Optionally upload receipts via the request's detail page.
5. Click Submit Retirement.

The system auto-calculates the balance: positive means you return money to the org; negative means the org owes you a top-up.

After you submit, the Treasurer sees it in their queue and can:

- Verify & Close — closes the imprest (status → `retired`).
- Flag for Resubmit — sends it back to you with a reason. Fix the amount or add receipts and resubmit.
- Recover from Salary — only for overdue imprests (past the 14-day window). Marks it as recoverable from your salary; closes the imprest.

A due date is displayed on every imprest; cards turn red and show "Overdue by N day(s)" once the date has passed.

7. For everyone — reports & vouchers

7.1 Reports dashboard (Payments → Reports)

Top of the page shows 4 KPI cards: Total Requests / Pending Approval / Approved & Disbursed / Rejected & Flagged. Below:

- By Status — count + total amount per status.
- By Type — count + total per request type.
- Top Departments — top 10 by total amount.
- Imprest Retirements — pending / overdue / submitted / verified / salary-recovered counts.
- Activity (last 30 days) — daily counts and totals.

7.2 Summary report (Payments → Reports → Summary & Filter)

A filterable list with these filters:

- From / To date range
- Type (Payment / Project / Imprest / Allowance / Procurement)
- Status (Pending / Approved / Rejected / Disbursed / Reconciled / Retired / Flagged / Draft)
- Department
- Project

The total at the top updates with your filter. Two export buttons at top-right:

- Download CSV — exports the filtered list with all columns.
- Print — print-friendly view that hides the sidebar and header.

Each row has shortcuts to open the request or print its voucher directly.

7.3 Print Voucher

Open any approved/disbursed/reconciled/retired request. In the Request Details card header, click Print Voucher. A new tab opens with an A4 voucher containing:

- Diocese letterhead and voucher title (typed — Payment / Project / Imprest / Allowance / Procurement).
- Request number, PV number, date.
- Payee/applicant block.
- Amount in figure + words.
- Purpose (and type-specific fields like project, supplier, allowance period).
- Items table for procurement/allowance.
- Accounting fields (code, account, class/project, DR, CR).
- Signature grid showing each approval stage with the approver's name + date.
- Imprest retirement summary if applicable.
- Receipt-of-payment footer with cheque/cash checkboxes and recipient signature line.

- A status stamp watermark (APPROVED, PENDING, etc.).

Click the browser's Print button (or use the toolbar's print button) to send to a printer or save as PDF.

7.4 Rejected Requests (Payments → Rejected Requests)

Lists every request that was rejected, including:

- Rejection reason (the comment the rejecter typed).
- Who rejected it.
- The stage at which it was rejected.
- When.

CSV export available via the button at top-right.

8. For Administrators — role assignments

The workflow needs to know who is the Treasurer, the General Secretary, the HoD of each department, and the Procurement Officer of each section. Without these mappings the workflow has no one to route to.

8.1 Opening role assignments

Sidebar → Payments → Role Assignments (admin-only — visible only to users at `level=admin`).

8.2 Adding an assignment

1. Pick a User from the dropdown.
2. Pick a Payment Role:
 - Treasurer — diocese-wide finance authority (disburse + verify reconciliation/retirement).
 - General Secretary — final approver.
 - Head of Department — verifies requests from their department.
 - Procurement Officer — first-line validator for requests from their section.
 - Budget Responsible — currently treated as HoD; reserved for future use.
3. Pick Scope:
 - Global (any request) — use for Treasurer, General Secretary.
 - Department-specific — pick the department; use for Heads of Department.
 - Section-specific — pick the section; use for Procurement Officers.

4. Click Add Assignment.

8.3 Removing an assignment

Click the red trash icon next to any row in the Current Assignments table.

8.4 What if a stage has no assigned user?

The workflow skips the stage automatically when advancing or when creating a new request. So if no Procurement Officer is assigned to a section, requests from that section start at the HoD stage instead. Add the right person here to have requests route correctly.

8.5 Pre-seeded data

On first install, the migration auto-assigned:

- Every active user with `level='department head'` as Head of Department for the department whose ID matches their `users.role` field.
- Every active user with `level='general secretary'` as General Secretary.
- User #1 (Ufanisi Africa) as Treasurer + Procurement Officer (global) — for testing only. Replace this with the real Treasurer before going live.

10. Troubleshooting

Symptom	What to check
Submitting a form gives "ArgumentCountError"	Reload the page; if it persists, contact the developer. This is a code-level bug, not a user error.
My request is "stuck pending" but no one acts	Check the stage label in My Requests. The user who needs to approve might not be assigned in Role Assignments. Ask the admin.
Can't see a request that was assigned to me	Confirm with admin that you're the assigned approver for that request's department/section. The system only shows you requests where you're authorised to act.
Uploaded a wrong file	Currently no delete UI — ask the admin to remove via DB, or upload the correct version (it'll appear above the wrong one in the list).

Imprest is overdue but I can't retire it	You can still submit retirement for overdue imprests — they show up in the "Overdue" filter. Submit as normal; the Treasurer will verify or convert to salary recovery.
Voucher print is missing the logo	Ensure <code>assets/img/logo.png</code> exists in the project. The voucher gracefully hides the logo if missing.
Print Voucher button is missing	The button only appears once a request reaches <code>approved</code> status (not while still pending).

For developer support, see the migration files in `migrations/` and the source under `payments/` and `includes/`.