

# TERP Lite — VillageCare User Guide (English)

**Version 5.22.6** · For mosque committees, community organizations, and religious trusts

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# 1. What is VillageCare?

VillageCare is a complete management system for mosque communities. It helps you:

- **Register families** with all members and contact details
- **Collect monthly contributions** efficiently
- **Track pledges, donations, and welfare funds**
- **Manage Zakat, Uluhiya, and Faraid** according to Islamic rules
- **Issue loans** (Qard Hasan / interest-free)
- **Send SMS announcements** to all families at once
- **Generate certificates and ID cards**
- **Run reports** for committee meetings and audits

## Who Uses It?

- **Treasurer** — daily collection, receipts, payments
- **Secretary** — family records, announcements, certificates
- **Imam/Moulavi** — Zakat calculation, Faraid, religious matters
- **Committee Chairman** — reports, approvals, oversight
- **Family Members** — self-service portal (view own data)

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# 2. Getting Started

## 2.1 First Login

1. Open TERP application
2. Enter username and password (given by admin)
3. Click Login
4. Main menu appears with Village Care section

## 2.2 Navigation

- Click “Village Care” in the left menu
- Sub-menus expand showing all features
- Click any item to open

## 2.3 Daily Routine

MORNING

↓

1. Open VC Dashboard → review today's tasks

↓

2. Process new family registrations

↓

3. Record cash collections from yesterday

↓

AFTERNOON

↓

4. Issue certificates if requested

↓

5. Handle welfare/loan applications

↓

EVENING

↓

6. Run daily collection report

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7. Send pending SMS reminders

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## 3. Areas & Streets

Organize your village geographically before adding families.

**Path:** Village Care → Areas / Streets

### Add Area

- Name: “Main Road Area” or “Mosque Area”
- Description (optional)
- Save

### Add Street (under area)

- Pick parent Area

- Street Name
- Save

This helps with:

- Door-to-door collection planning
- SMS broadcast to specific areas
- Reports by area/street

## 4. Family Registration

**Path:** Village Care → Family Registration

### 4.1 Adding a New Family

**Header Information:**

Field	Required	Example
Token Number	Auto	F-0001, F-0002...
Family Name	Yes	"Mohamed Family"
Area	Yes	Mosque Area
Street	Yes	Main Road
House Number	No	45
Address	No	Full address
Contact Number	Yes	077-1234567
Alternative Contact	No	Spouse's phone
Email	No	<a href="mailto:family@email.com">family@email.com</a>
Family Head Name	Yes	"Mohamed Ahmed"
Monthly Charge	Yes	LKR 500 (committee decides)
Joined Date	Yes	Date joined community

## 4.2 Family Categories

- **ACTIVE** — Normal family, pays monthly
- **WELFARE** — Receives community support
- **EXEMPT** — Not required to pay (elderly, hardship)
- **NEW** — Recently joined, observing

Click **Save** → family is registered.

## 4.3 Family Photo

- Click "Photo" tab
- Upload family photo (auto-resized to 400×500)
- Used in family profile, certificates, ID cards

## 4.4 Editing a Family

- Search by name, token, or area
- Click Edit
- Make changes → Save

## 4.5 Cancelling a Family

- If family moves away or leaves community
- Click "Cancel" → enter reason → Save
- Family hidden from active lists but data preserved

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# 5. Member Management

Once a family is registered, add individual members.

**Path:** Village Care → Family → Members tab

## 5.1 Adding Members

Field	Notes
Member Name	Full name

Relation to Head	Father / Mother / Son / Daughter / Spouse / etc.
Date of Birth	For age calculation
Gender	Male / Female
NIC	National ID Card number
Phone Number	If they have their own
Is Head	Check ONE member as family head
Photo	Optional, for ID card
Status	Active / Inactive
Education	Highest qualification
Occupation	Work/profession

## 5.2 Why Track Members?

- **Statistics** — total people in community
- **Zakat** — calculation per family considers dependents
- **Faraid** — inheritance needs family tree
- **Welfare** — needs-based on family size
- **ID Cards** — each member can get own card

## 5.3 Marking Deaths

- Edit member → Status = Deceased
- Date of Death
- Family count auto-updates in reports

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## 6. Monthly Collection

The most-used feature. Records monthly contributions from each family.

**Path:** Village Care → Collection Entry

## **6.1 Daily Collection Process**

1. Treasurer goes door-to-door OR families come to mosque
2. Open Collection Entry form
3. Search family by name/token
4. System shows:
  - Family details
  - Pending months (e.g., "April, May 2026 - LKR 1,000")
  - Last payment date
5. Enter amount received
6. Pick payment method (Cash / Cheque / Bank)
7. Add notes if needed
8. Print receipt
9. Save

## **6.2 Bulk Collection (End of Day)**

- Open Bulk Collection
- List all collections done today
- Verify totals match cash in hand
- Submit to GL

## **6.3 Charge Schedule**

The system automatically creates monthly charges:

- 1st of every month, system generates "due" for each family
- Tracked in tbl\_VC\_ChargeSchedule
- Status: PENDING / PARTIAL / PAID
- Overdue families flagged in reports

## **6.4 Customized Charges**

Some families pay different amounts:

- Wealthy family: extra contribution
- Hardship family: reduced or exempt
- Edit family → set custom Monthly Charge

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## 7. Pledges & Donations

When a family promises to pay for a special purpose (mosque construction, Ramadan, special event).

**Path:** Village Care → Pledges

### 7.1 Recording a Pledge

Field	Example
Donor Family	Mohamed Family
Pledge Date	Today
Purpose	"Mosque Roof Repair"
Pledged Amount	LKR 50,000
Expected Date	When they'll pay
Status	OUTSTANDING

### 7.2 Receiving Pledge Payments

- Family pays toward pledge
- Open pledge → Record Payment
- Enter amount + method
- System tracks:
  - Pledged Amount (50,000)
  - Amount Received (e.g., 20,000 first installment)
  - Status: PARTIAL
- Final payment → Status: FULFILLED



### 7.3 Overdue Pledges

- If Expected Date passes without full payment → marked OVERDUE
- Generates reminder for SMS broadcast

### 7.4 Donations (Non-Pledged)

- Walk-in donations without prior promise
  - Quick entry: Family / Amount / Purpose / Date
- 

## 8. Zakat Management

Calculate Zakat per Islamic rules (2.5% of wealth held for one lunar year above Nisab).

**Path:** Village Care → Zakat

### 8.1 Setting Nisab

- Each Ramadan, committee decides current Nisab value
- Based on gold/silver market price
- Settings → VC Nisab Value (e.g., LKR 1,200,000 for gold Nisab)

### 8.2 Family Zakat Calculation

1. Open Zakat for a family
2. Enter their assets:
  - Cash savings
  - Gold weight × current price
  - Silver weight × current price
  - Business stock
  - Receivables (money owed to them)
3. Enter liabilities:
  - Debts they owe
  - Unpaid expenses

#### 4. System calculates:

- Net Zakatable wealth
- If above Nisab → 2.5% Zakat due
- If below Nisab → No Zakat

#### 5. Save

### 8.3 Recording Zakat Paid

- When family pays Zakat
- Record Date / Amount / Recipients
- Track who received (poor families, needy, etc.)

### 8.4 Hijri Year

- Each Zakat calc tied to Hijri year (1446, 1447...)
  - One family = one Zakat record per Hijri year
  - Annual report by Hijri year
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## 9. Loans (Qard Hasan)

Interest-free loans to families in need.

**Path:** Village Care → Loans

### 9.1 Loan Application Process

1. Family applies (in person, with documents)
2. Open New Loan
3. Enter:
  - Family
  - Loan Amount
  - Purpose (medical, business, education)
  - Issue Date

- Due Date (1-12 months later)
- Installment plan (monthly amount)
- 4. Committee approves
- 5. Status: APPROVED → ACTIVE
- 6. Disburse cash/cheque to family

## 9.2 Recording Repayments

- Family pays monthly installment
- Open loan → Record Repayment
- Amount, Date, Method
- System tracks:
  - Total Loan
  - Amount Paid So Far
  - Amount Remaining

## 9.3 Auto-Overdue Detection

- At every login, system checks all loans
- If Due Date passed AND amount remaining > 0
- Status auto-flips: ACTIVE → OVERDUE
- Treasurer sees overdue list

## 9.4 Loan Statuses

- **APPLIED** — submitted, awaiting approval
  - **APPROVED** — approved, awaiting disbursement
  - **ACTIVE** — disbursed, being repaid
  - **OVERDUE** — past due date with balance
  - **COMPLETED** — fully repaid
  - **WRITTEN\_OFF** — written off as bad debt
-

## 10. Welfare & Relief

For families needing financial support.

### 10.1 Welfare Status

**Path:** Village Care → Welfare Status

Mark family as needing welfare:

- Reason (illness, unemployment, disability)
- Effective Date
- Monthly Aid Amount (optional)
- Review Date

### 10.2 Relief Campaigns

**Path:** Village Care → Relief Campaigns

For emergencies (floods, fires, COVID-19):

1. Create campaign
  - Name "Flood Relief 2026"
  - Target Amount
  - Start/End Date
2. Collect donations toward campaign
3. Distribute to needy families
4. Track per-family aid amount

### 10.3 Welfare Distribution

- Monthly distribution to welfare families
  - Cash, food, supplies
  - Document with receipts
  - Report shows total welfare given per month
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## 11. Uluhiya / Qurban

Manage Eid al-Adha sacrifice operations.

**Path:** Village Care → Uluhiya / Qurban

### 11.1 Register Animal

Field	Example
Event Year	1446 / 2026
Animal Type	COW / GOAT / SHEEP / CAMEL
Animal Code	C-001
Total Shares	7 (for cow), 1 (for goat)
Share Price	LKR 25,000 each
Status	AVAILABLE

### 11.2 Allocate Shares to Families

- Family pays for one or more shares
- Cow has 7 shares → up to 7 families
- Goat has 1 share → one family
- Record:
  - Party Name
  - On Behalf Of (could be deceased relative, niyyah)
  - Shares Taken (1, 2, etc.)
  - Amount Paid

### 11.3 Meat Distribution

After Eid sacrifice:

1. Each share = ~1/3 to family, 1/3 to relatives, 1/3 to poor
2. Record distribution:

- Recipient Name
- Type (SELF / FAMILY\_FRIENDS / POOR)
- Portion in kg

3. Generate distribution receipt

## 11.4 Reports

- Total animals
  - Total revenue
  - Total shares sold vs available
  - Distribution summary
- 

## 12. Faraid Calculator

Calculate Islamic inheritance per Quranic rules.

**Path:** Village Care → Faraid Calculator

### 12.1 Important Disclaimer

This is a **calculation tool**, not legal advice. For binding distribution:

- Consult a qualified Islamic scholar
- Use Court of Quazi if applicable
- This tool covers ~80% of common cases
- Complex cases (Awl, Radd, Gharrawayn) need scholar review

### 12.2 Creating a Case

1. Click New Case
2. Enter deceased details:
  - Name
  - Date of Death
  - Total Estate (sum of all wealth/property)

- Funeral Expenses (deducted first)
- Debts (deducted next)
- Wasiyya / Bequest (max 1/3 of remaining)

3. System calculates Net Distributable

4. Click Create Case

### 12.3 Adding Heirs

For each heir of the deceased:

- Relation: HUSBAND / WIFE / FATHER / MOTHER / SON / DAUGHTER / BROTHER / SISTER / etc.
- Name of heir
- Count (e.g., 3 sons = SON, count = 3)
- Click Add Heir

### 12.4 Computing Distribution

- Click Compute Distribution
- System applies Quranic rules:
  - Husband: 1/4 if children, else 1/2
  - Wife: 1/8 if children, else 1/4 (split among wives)
  - Mother: 1/6 if children or 2+ siblings, else 1/3
  - Father: 1/6 if son, residuary otherwise
  - Daughter alone (no son): 1/2 if one, 2/3 if multiple
  - Son + Daughter: residuary 2:1 ratio
  - Siblings: residuary when no descendants/father
- Grid shows each heir's share fraction and LKR amount

### 12.5 What's NOT Handled

- Awl (over-allocation)
- Radd (under-allocation)

- Half-siblings (paternal/maternal)
- Grandparents in unusual configurations
- These need scholar's guidance

## 13. Mass SMS Broadcast

Send one message to many families at once.

**Path:** Village Care → Mass SMS / Email Broadcast

### 13.1 Composing a Message

Field	Example
Title	"Eid Greetings 2026"
Channel	SMS or EMAIL
Target Type	All Families / By Area / By Street / Pending Collection / Welfare Needy
Target Filter	(Area name if applicable)
Subject (Email only)	"Eid Mubarak"
Message Body	"Assalamu Alaikum {PartyName}, Eid Mubarak..."

### 13.2 Personalization Variables

- {PartyName} — auto-replaced with family name
- {Date} — today's date

Example body:

"Assalamu Alaikum {PartyName}, monthly contribution reminder for {Date}. Please visit mosque office or pay via bank transfer. Jazak Allah Khair."

### 13.3 Live Recipient Count

- As you pick target, system shows "Recipients: 47"
- Verify count before sending



## 13.4 Send Options

- **Save Draft** — save for later review
- **Send Now** — sends immediately (cannot undo)

## 13.5 Common Use Cases

- Ramadan greetings (Target: All Families)
- Eid greetings (Target: All)
- Friday prayer reminder (Target: All)
- Monthly collection reminder (Target: Pending Collection)
- Special event invitation (Target: By Area)
- Emergency announcement (Target: All)

## 13.6 SMS Cost Awareness

- Each SMS costs money (you pay SMS gateway)
  - Check recipient count before sending
  - Use Email if cost matters more than speed
- 

# 14. Family Self-Service Portal

Let families log in and view their own data.

**Path:** Village Care → Family Portal Logins (admin creates logins)

## 14.1 What Families Can See

- Their family token + details
- Member list
- Pending collection balance
- Active loans
- Pledge status
- Monthly statement

## 14.2 What Families CANNOT Do

- Edit anything
- See other families' data
- See mosque finances
- Make online payments (Phase 2)

## 14.3 Admin Creates Login

1. Open Family Portal Logins
2. Pick family from dropdown
3. Enter Username (e.g., "ahmedfamily")
4. Enter Email (optional)
5. Click Create Login
6. **8-character password auto-generated and shown ONCE**
7. Copy password, give to family head

## 14.4 Password Reset

- If family forgets password
- Select login → Reset Password
- New password generated
- Share with family

## 14.5 Auto-Lock

- 5 wrong password attempts → account locked
  - Admin must reset to unlock
- 

# 15. Photos & ID Cards

## 15.1 Family Photos

- Upload on family registration

- Auto-resized to 400×500 pixels
- Shown on family profile, certificates

## 15.2 Member Photos

- Each member can have own photo
- Used on member ID card

## 15.3 Printing ID Cards

**Path:** Village Care → Print ID Card

- Pick family
  - System prints:
    - Family Token Card (one per family)
    - Member ID Card (one per member)
  - Includes photo, name, token, contact
  - QR code for quick lookup
  - Standard credit-card size
- 

# 16. Certificates

Issue official certificates from the mosque.

**Path:** Village Care → Certificates

## 16.1 Types of Certificates

- Membership Certificate
- Death Certificate
- Marriage Certificate
- Character Certificate
- Tax Exemption Letter (for Zakat received)
- Custom certificate (free text)

## **16.2 Issuing**

1. Pick type
2. Select family/member
3. Fill specific fields (e.g., for death: date, place)
4. Imam/Chairman signs
5. Print on letterhead
6. Save copy in system

## **16.3 Certificate Number**

- Auto-generated: CERT-2026-001
  - Tracked in register
  - Reissue copies if needed
- 

# **17. Reports**

## **17.1 Collection Reports**

- Daily Collection
- Monthly Collection
- Family-wise Collection
- Area-wise Collection
- Pending Collections (overdue)

## **17.2 Member Reports**

- Family Register (all families)
- Member List (all members)
- Age-wise distribution
- Welfare Families
- New families this month

## 17.3 Financial Reports

- Pledge Status
- Zakat Summary by year
- Loan Outstanding
- Uluhiya Summary
- Welfare Distribution

## 17.4 Custom Date Ranges

- All reports filter by date
  - Filter by area/street
  - Filter by status
  - Export to Excel
- 

# 18. Dashboard

**Path:** Village Care → VC Dashboard

Real-time view of community status:

- Total families (active/welfare/new)
- This month's collection (received vs target)
- Pending collections (count and total)
- Active loans (count and outstanding)
- Recent pledges
- Upcoming birthdays / anniversaries
- Welfare alert (families needing review)
- Recent SMS broadcasts

Click any item to drill down.

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## 19. Settings

**Path:** Village Care → Settings

Configure your mosque's preferences:

### 19.1 Mosque Info

- Mosque Name
- Address
- Imam Name
- Logo (for printing)

### 19.2 Default Values

- Default Monthly Charge
- Default Currency (LKR)
- Default Zakat Nisab
- SMS Gateway Settings

### 19.3 Module Switches

- Enable/disable: Zakat, Uluhiya, Faraid, Loans
  - Based on what mosque uses
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## 20. Troubleshooting

### **"Cannot find family"**

- Search by token number instead of name
- Check Cancelled filter (might be inactive)

### **"Collection not showing in report"**

- Date filter wrong
- Status filter (only POSTED shown by default)

### **"SMS not delivered"**

- Check phone number format (must include country code or 0 prefix)
- Check SMS gateway balance
- View Notification Log for error details

### **"Family portal login not working"**

- Check IsActive on login record
- Try password reset
- Check failed attempts (locked at 5)

### **"Faraid result looks wrong"**

- Recheck Total Estate (gross before deductions)
- Recheck Wasiyya (max 1/3 of net)
- Recheck heir counts (3 sons, not 1 son)
- Consult scholar for edge cases

### **"Photo upload error"**

- File must be JPG/PNG, < 5MB
- Check folder permissions on server

### **"Auto-overdue loans not flipping"**

- Only happens at login, not real-time
- Check Due Date is past
- Check Amount Remaining > 0

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## **Appendix A — Hijri Calendar Reference**

Hijri Month	Approximate Gregorian
Muharram	Aug-Sep
Safar	Sep-Oct

Rabi al-Awwal	Oct-Nov
Rabi al-Thani	Nov-Dec
Jumada al-Awwal	Dec-Jan
Jumada al-Thani	Jan-Feb
Rajab	Feb-Mar
Sha'ban	Mar-Apr
Ramadan	Apr-May
Shawwal	May-Jun (Eid al-Fitr)
Dhu al-Qa'dah	Jun-Jul
Dhu al-Hijjah	Jul-Aug (Eid al-Adha)

Note: Hijri dates shift ~11 days earlier each Gregorian year.

## Appendix B — Common Permission Roles

Role	Permissions
Treasurer	Collection, Receipts, Pledges, Loans (full)
Secretary	Families, Members, Certificates, SMS Broadcast
Imam	Zakat, Faraid, Uluhiya (full)
Chairman	All reports, approval workflows
Member	View-only access
Volunteer	Specific tasks as assigned

Configure in: Admin → Roles → Permissions