



University of the Philippines



**SAIS**

**Student Academic Information System**



# **SAIS User Manual**

## *Student Financials*

Author: eUP SAIS and Communications Team  
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### **Approvals:**

Recommending Approval \_\_\_\_\_

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## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference
13 March 2015	Stephen Ko	1.0	No Previous Document
13 March 2015	Sarah Cortejos	1.1	Added Document Control Numbers Edited Format

### 1.2 Reviewers

#### eUP Core Technical Committee

Name	Project Role
Prof. Rowena Solamo	Team Lead eUP Quality Assurance Team



# Posting Refunds



# UNIVERSITY OF THE PHILIPPINES

**STEP 1.** Log into SAIS using the provided username and password. Click the **Sign In** button.

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><b>Sign In</b></p>	<p>Welcome to the UP Student Academic Information System</p>
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If you have problems or concerns, please read our FAQs at <http://e.up.edu.ph/faq-sais/>. You may contact the eUP Helpdesk via email at [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph) or through phone at (02) 376-3100.



**STEP 2.** On the menu on the left side of the screen, click **Student Financials**.

Click **Refunds**

Click **Student Refund**


### Student Refund


Enter any information you have and click Search. Leave fields blank for a list of all values.

**STEP 3.** Fill out the **Business Unit** field, then click Search


Find an Existing Value \_\_\_\_\_

▼ Search Criteria

Business Unit: =  

Description: begins with  

Business Unit	Description
UPBAG	UP Baguio

[Basic Search](#)  [Save Search Criteria](#)

# Student Refund

Business Unit: UPBAG

ID:  Cayetano,Almira

Balance: 258.50      Anticipated Aid:

[Academic Information](#)

[Student Accounts](#)

Refund Method: Payroll



Refund Selection									
	Account Number	Term	Item Type	Item Amount	Item Balance	Refund Amount		Format	
<input type="checkbox"/>	PAY001-2014-1S	2014-1S	Cash Assessment Payment	-1,000.00	-1,000.00	1,000.000	PHP	A	

Refund Item Type:  Refund

Address Type:

**STEP 4.** Enter the **ID** of the Student (ex. 10038981)

Select the Item you want to Refund

Select **Refund** as the **Refund Item Type**.

Select the **address type** assigned to the student (ex. HOME)

Click **Post Refund**

**Note:** If the student's address type does not exist, let the student update his/her address and address type through self-service or use the add/update a person page to add the student's address and address type





For questions, suggestions, and other concerns,  
you may send an e-mail to [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph)