



# **SAIS User Manual**Student Financials

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Creation Date: 13 March 2015
Last Updated: 13 March 2015
Document Ref: SAIS User Manual – Posting Refunds
Version: 1.1

## **Approvals:**

Recommending Approval

Approved

#### 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

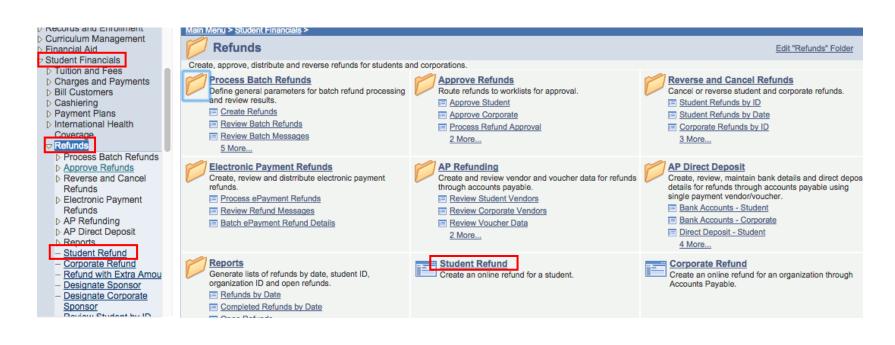
# Posting Refunds





If you have problems or concerns, please read our FAQs at <a href="http://e.up.edu.ph/faq-sais/">http://e.up.edu.ph/faq-sais/</a>. You may contact the eUP Helpdesk via email at <a href="helpdesk@up.edu.ph">helpdesk@up.edu.ph</a> or through phone at (02) 376-3100.

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



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

Click Refunds

Click Student Refund

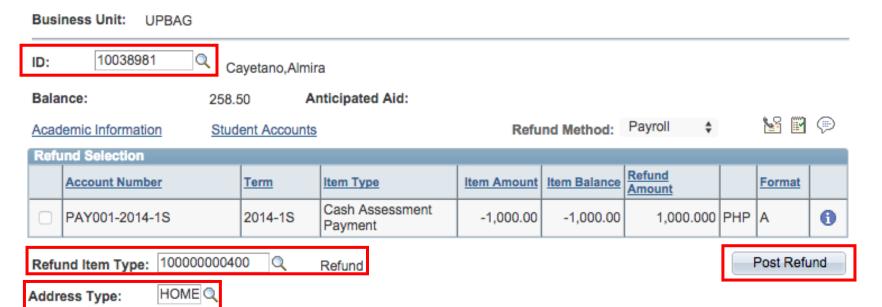
#### Student Refund

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



#### Student Refund



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

