



University of the Philippines



SAIS

Student Academic Information System



SAIS User Manual

Student Financials

Author: eUP SAIS and Communications Team
Creation Date: 25 November 2014
Last Updated: 18 February 2015
Document Ref: SAIS User Manual – Valid Cashiers
Version: 1.1

Approvals:

Recommending Approval _____

Approved _____

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
25 November 2014	Almira Cayetano Michael Argarin	1.0	No Previous Document
18 February 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



VALID CASHIERS



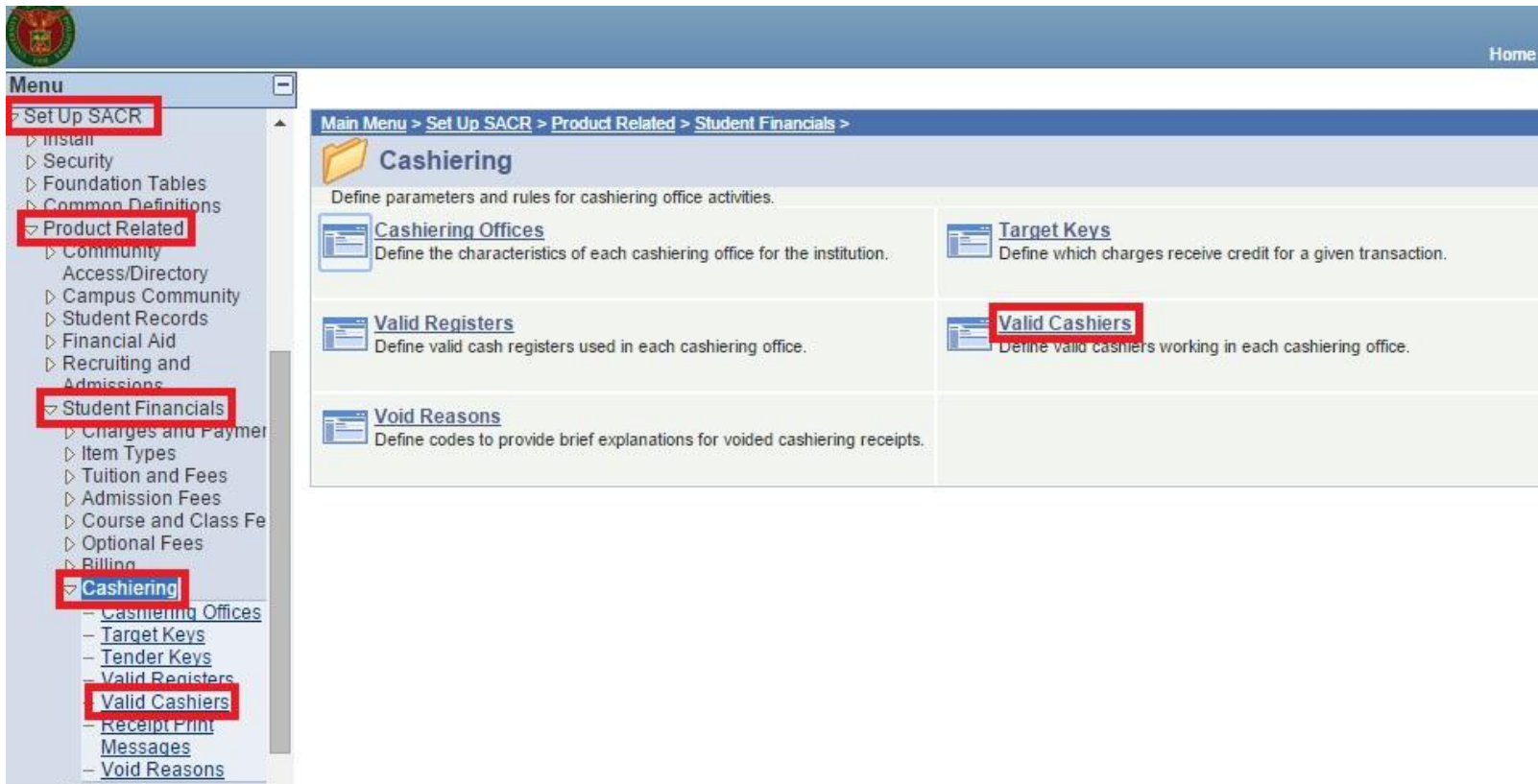


UNIVERSITY OF THE PHILIPPINES

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>Sign In</p>	<p>Welcome to the UP Student Academic Information System</p>
--	--

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 or through phone at (02) 376-3100.



STEP 2. On the menu on the left side of the screen, click **Set Up SACR**.

Then, click **Product Related**.

Click **Student Financials**.

Click **Cashiering**.

Lastly, click **Valid Cashiers**.

Valid Cashiers

Find an Existing Value | **Add a New Value**

Business Unit: UPCEB

Cashier's Office: CASHOFF

Cashier: cgrenes

User ID	Description
cgrenes	cgrenes

Add

Find an Existing Value | Add a New Value

STEP 3. To add a new cashier, click the **Add a New Value** tab.

Input the **Business Unit**, and **Cashier's Office** of the applicable constituent university.

Enter the **username** in the **Cashier** field.

Then, click the **Add** button.

Valid Cashiers Delete Cashier

Business Unit: UPCEB Cashier's Office: CASHOFF Cash Office

Cashier: cgrenes cgrenes

Supervisor Approval Required Switch Department Only Cashier

Supervisor Operator ID:

Print Receipt Automatically

Student Payment Corporate Payment Department Receipt Cash Check

Valid Cash Registers Find First 1 of 1 Last

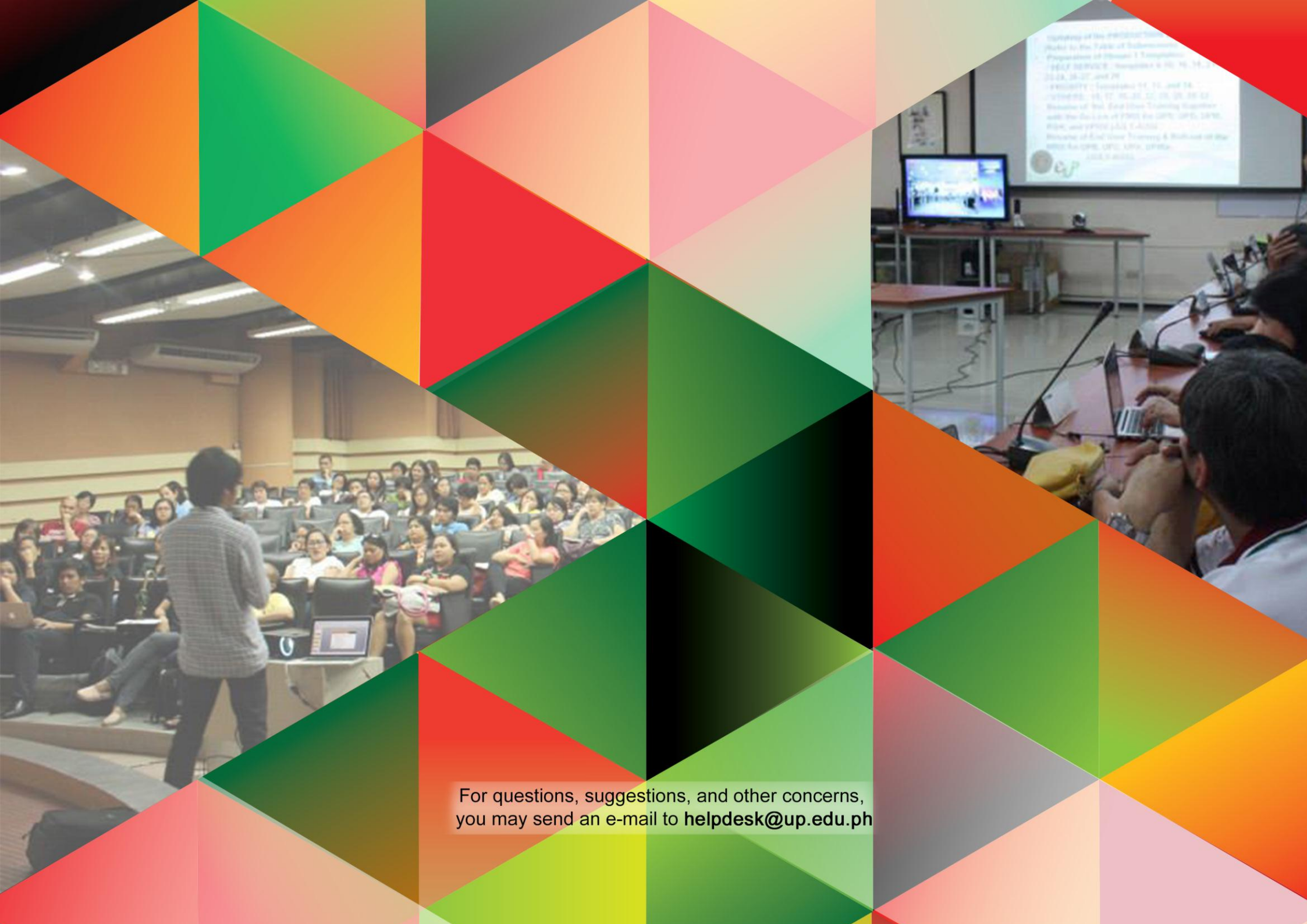
STEP 4. This page will be shown.

Tick the boxes next to **Supervisor** and **Approval Required Switch**.

Under the panel for **Print Receipt Automatically**, tick the boxes next to **Student Payment**, **Corporate Payment**, **Department Receipt**, and **Cash Check**.

Under the panel for **Valid Cash Registers**, input **REG01**.

Then, click **Save**.



Supporting of the PROSPERITY
Plan to the Table of Contents
Preparation of Manual 1 Template
HELP DESK - November 6, 10, 14, 17,
20, 24, 27 and 28
PROSPERITY - November 11, 15, and 16
PROSPERITY - 18, 19, 21, 22, 25, 26, 28, 31
Review of the Data Drive Training Together
with the Division of PROSPERITY, UPD, UPV,
UPM, and UPN (July 2016)
Review of the Data Drive Training & Roll-out of the
PROSPERITY, UPD, UPV, UPN -
July 2016

For questions, suggestions, and other concerns,
you may send an e-mail to helpdesk@up.edu.ph