



University of the Philippines



**SAIS**

**Student Academic Information System**



# SAIS User Manual

## *Student Financials*

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Creation Date: 16 February 2015  
Last Updated: 18 February 2015  
Document Ref: SAIS User Manual – Voiding Receipts Configuration  
Version: 1.1

### Approvals:

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

Approved \_\_\_\_\_

## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference
16 February 2015	Almira Cayetano Michael Argarin	1.0	No Previous Document
18 February 2015	Sarah Cortijos	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



# **VOIDING RECEIPTS CONFIGURATION**



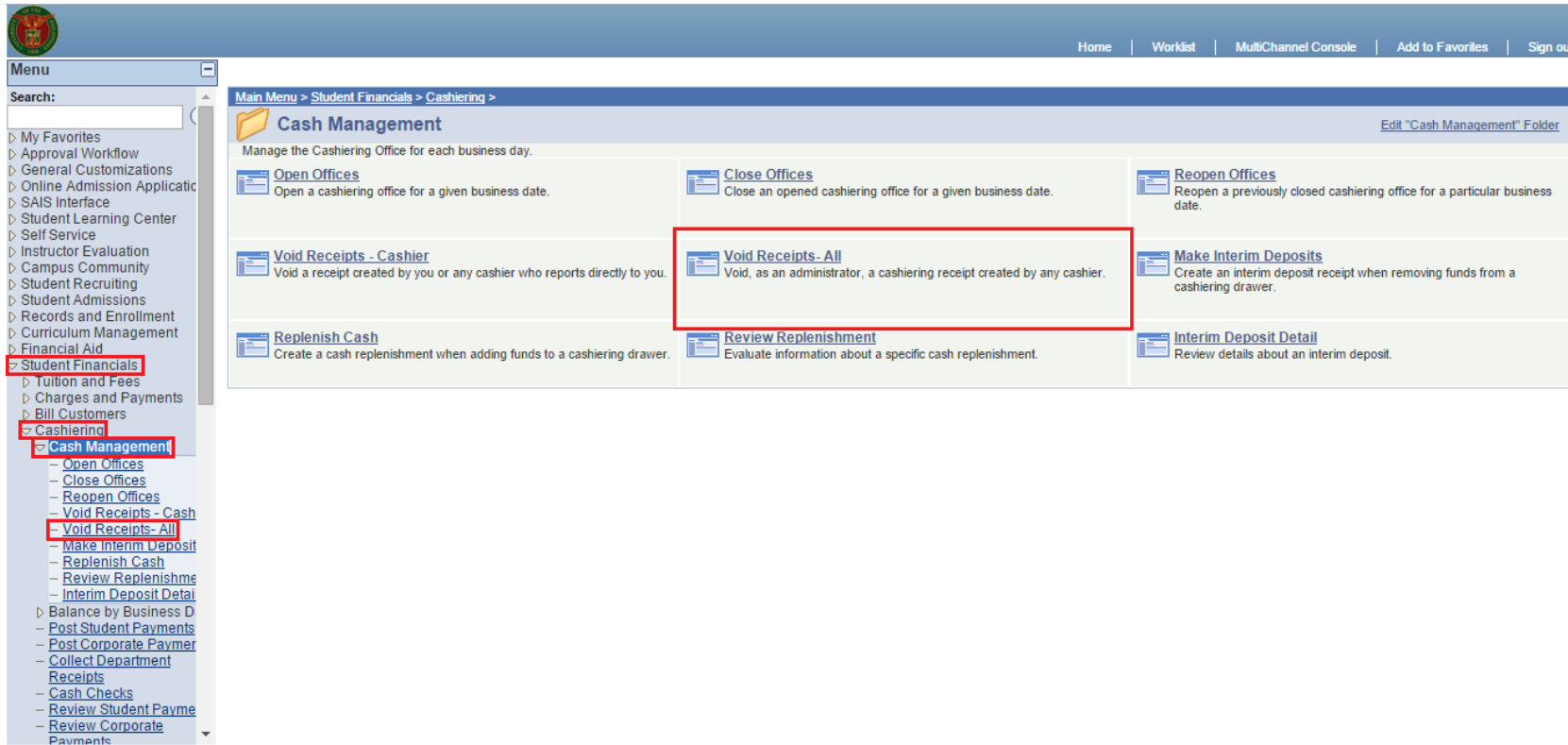


# UNIVERSITY OF THE PHILIPPINES

**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 **Cashiering**.

Click **Cash Management**.

Lastly, click **Void Receipts – All**.

**Menu**

Search:

- ▷ My Favorites
- ▷ Approval Workflow
- ▷ General Customizations
- ▷ Online Admission Applicatio
- ▷ SAIS Interface
- ▷ Student Learning Center
- ▷ Self Service
- ▷ Instructor Evaluation
- ▷ Campus Community
- ▷ Student Recruiting
- ▷ Student Admissions
- ▷ Records and Enrollment
- ▷ Curriculum Management
- ▷ Financial Aid
- ▽ Student Financials
  - ▷ Tuition and Fees
  - ▷ Charges and Payments
  - ▷ Bill Customers
- ▽ Cashiering
  - ▽ Cash Management
  - [Open Offices](#)

### Void Receipts- All

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

**Find an Existing Value**

**Search Criteria**

**Business Unit:** begins with ▼ UPCEB

**Cashier's Office:** begins with ▼ Business Unit Description

**Description:** begins with ▼ UPCEB UP Cebu


Case Sensitive


**Search** Clear Basic Search Save Search Criteria

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

## Void Receipts - All

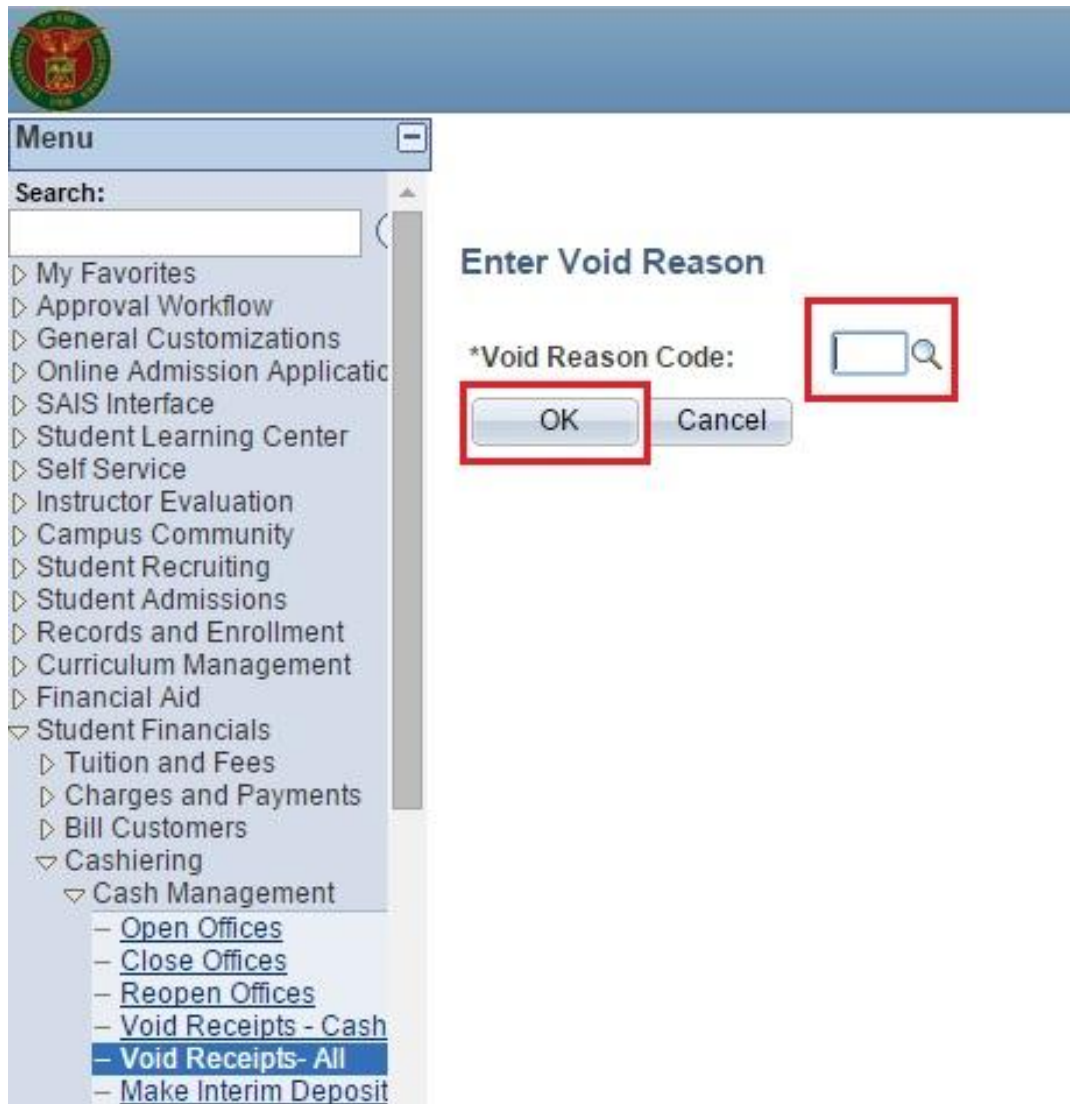
Business Unit: UPCEB Business Date: 11/25/2014  
 Cashier's Office: CASHOFF Cash Office

First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 3  
 Total Number of Receipts: 3  Seq 1 to 3

Personalize   Find    										
	Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID
<input type="button" value="Void"/>	ADM	N	Voided	4	REG01	jgalabarca	7,711.50	1:07:58PM	Stdnt Pymt	10039206
<input type="button" value="Void"/>	ADM	N	Voided	5	REG01	almira	7,711.50	1:07:59PM	Stdnt Pymt	10039204
<input type="button" value="Void"/>		N	Posted	6	REG01	cgrenes	6,711.50	1:08:00PM	Stdnt Pymt	10039205

**STEP 4.** The site will redirect to this page. Click the **Void** button.





**STEP 5.** Input the **Void Reason Code** and then click the **OK** button.



Supporting the PROSPERITY  
Plan to the Table of Excellence  
Preparation of Human Capital  
HELP DESK - November 6 to 16, 17, 18, 20-27 and 29  
PROSPERITY - November 17, 18, and 24  
PROSPERITY - 19, 21, 22, 23, 25, 26, 28, 31  
Support of the Data Drive Training Together  
with the Division of PROSPERITY, UPD, UPV,  
UPM, and UPST (LNU, LNU)  
Support of the Data Drive Training & Roll-out of the  
PROSPERITY, UPD, UPV, UPM,  
LNU, LNU

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