SAIS CURRENT BALANCE INQUIRY INSTRUCTIONS

<u>Step 1:</u> In your SAIS Account, go to the <u>Account Inquiry</u> page. Select the <u>Main</u> <u>Menu</u> tab.

Favorites Main_Menu	
Menu C -	IMPORTANT REMINDER
Search: > My Favorites > Self Service > Worklist > Reporting Tools - My Personalizations - User Defaults	IMPORTANT REMINDER: Please ***DO NOT OPEN MULTIPLE TABS/SESSIONS*** or your account will be LOCKED. You will not be able to proceed with your online activities.

Select the <u>Self Service</u> tab, go to <u>Campus Finances</u>, and select <u>Accounts Inquiry</u>. Visiting this page will automatically calculate your tuition.



Step 2: Visit the **Query Report Viewer** page. Select the <u>Main Menu</u> tab, select the <u>Reporting Tools</u> tab, then click on <u>BI Publisher</u> and then <u>Query Report</u> <u>Viewer</u>).

Favorites	Main_Menu				
	Search Menu:				
Menu			¢ -	IMPORTANT REMINDER	¢ -
Search:	- [~]	\$		IMPORTANT REMINDE	R: Please ***DO
h hts Easter	E Self Service	÷		NOT OPEN MULTIPLE	
 My Favor Self Serv Worklist 	📊 🗀 Worklist				
	Reporting Tools		ESSIONS*** or v		vour account will be
Reporting	My Personalizations	🔁 BI Publisher		Duran Barant Manuar	able to proceed
- My Perso	User Defaults			Query Report Viewer	
- User Der				with your online activitie	σ.

Type "LB_STDNT_BAL" and click search.

Favorites Main_Menu > Reporting Tools > BI Publisher > Query Report Viewer					
Query Report Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search by: Report Name begins with LB_STDNT_BAL Search Advanced Search					

Click <u>View Report</u> to generate the pdf file.

()						
Favorites Main Menu > Reporting Tools >	BI Publisher > Query Report	rt Viewer 🧕				
Query Report Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search by: Report Name begins with LB_STDNT_BAL Search Advanced Search						
Search Results Show Template Prompts						
Report Definition	Personalize Find	View All 🗖 🛗 First 🗹 1 of 1 🖸 Last				
Report Name Description	Data Source ID	*Format Burst View Report				
LB_STDNT_BAL UPLB_STDNT_VW	UPLB_STDNT_VW	PDF V N View Report				

A sample report looks like this. Note that a <u>positive amount</u> pertains to a <u>balance /</u> <u>underpayment</u>, while a <u>negative amount</u> indicates <u>overpayment</u>.

≡	LB_STDNT_BAL.pdf	1 / 1	- 100% + 🗄 🖏	 ₹	ē	
		University Of the Philippines Los Baños Student Academic Information System ACCOUNT SUMMARY				
		SAIS ID: 1000000 Campus ID: 201000000 Student Name: RICh norkicL DE Gr Total Balance (Philipine Peso): 0.00 Date and Time Generated: NOV-15-2 Details:	022 02:44 PM			
	OF THE					
		Term	Term Balance			
		First Semester, 2018-2019	Php 0.00			
		Second Semester, 2018-2019	Php 0.00			
		First Semester, 2019-2020	Php 0.00			
		Second Semester, 2019-2020	Php 0.00			
		First Semester, 2020-2021	Php 0.00			
		Second Semester, 2020-2021	Php 0.00			
		Mid-Year Term 2021	Php 0.00			
		First Semester, 2021-2022	Php 0.00			
		Second Semester, 2021-2022	Php 0.00			
		First Semester, 2022-2023	Php 0.00			
		Remindent				
		Reminders: 1. If you have a loan, kindly settle the appropriate office (Student Loans	e loan portion of this balance separately. Please contact the and Claims Section of OVCSA-OSG:			

The generated report may indicate a different total balance relative to the amount provided by the Account Inquiry page due to balances or overpayment in the previous semesters.

In these cases, please pay the amount provided by the LB_STDNT_BAL report. <u>Kindly pay only the exact amount up to the last centavo</u>. Should you believe that there are incorrect entries or if you have other questions, you may send your inquiries to <u>sais.uplosbanos@up.edu.ph</u>.

Lastly, if there are <u>changes in your enrollment</u> (e.g., addition or deletion of courses), please **redo Steps 01 and 02** to generate an updated report.