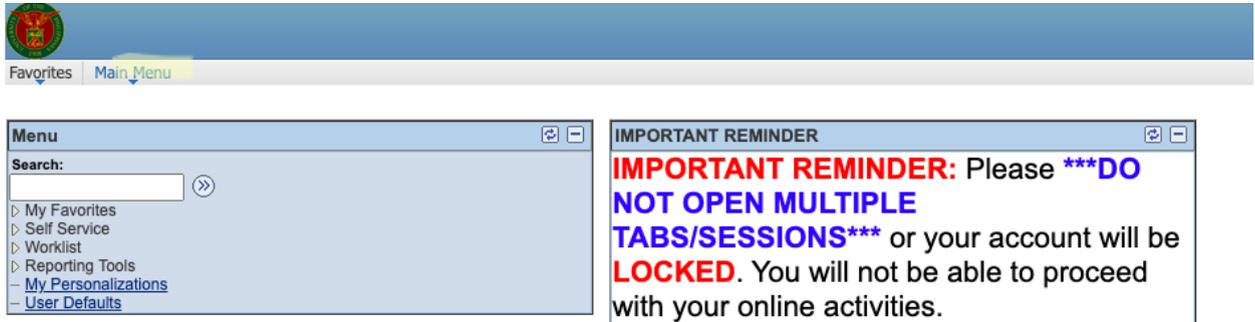
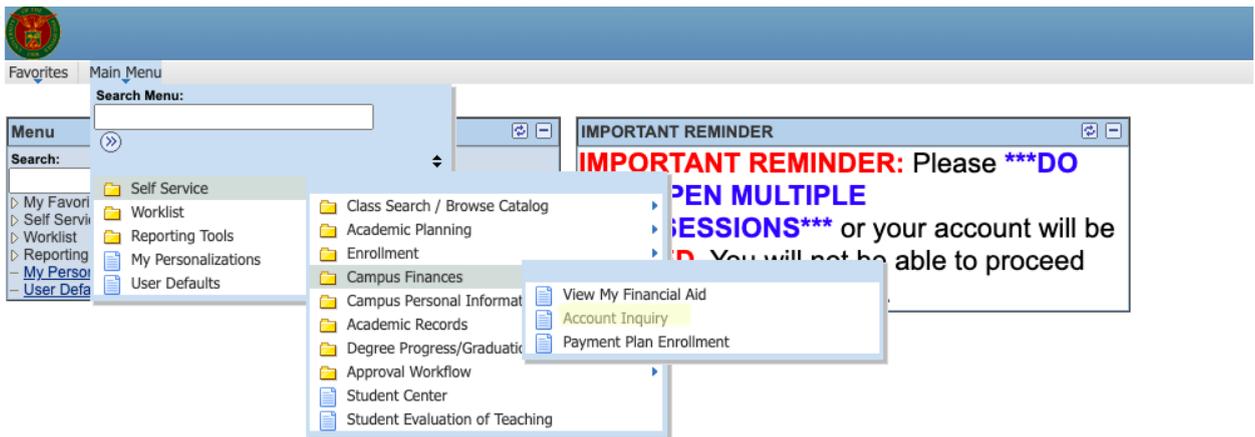


SAIS CURRENT BALANCE INQUIRY INSTRUCTIONS

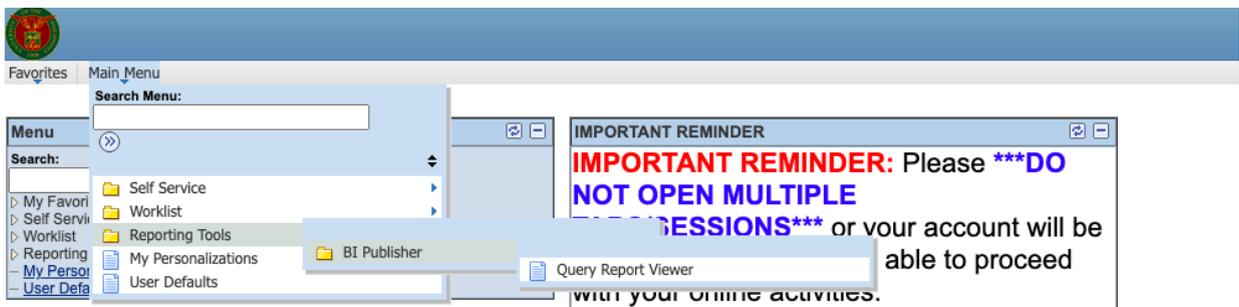
Step 1: In your SAIS Account, go to the Account Inquiry page. Select the Main Menu tab.



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



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



Type "LB_STDNT_BAL" and click search.

Query Report Viewer

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

*Search by: begins with

[Advanced Search](#)

Click [View Report](#) to generate the pdf file.

Query Report Viewer

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

*Search by: begins with

[Advanced Search](#)

Search Results

[Show Template Prompts](#)

Report Definition					
Report Name	Description	Data Source ID	*Format	Burst	View Report
LB_STDNT_BAL	UPLB_STDNT_VW	UPLB_STDNT_VW	PDF	N	View Report

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

LB_STDNT_BAL.pdf | 1 / 1 | 100% |  



University Of the Philippines Los Baños

Student Academic Information System

ACCOUNT SUMMARY

SAIS ID: 106...
 Campus ID: 201...
 Student Name: RICHARD DE GUZMAN
 Total Balance (Philippine Peso): 0.00
 Date and Time Generated: NOV-15-2022 02:44 PM

Details:

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

Reminders:

- If you have a loan, kindly settle the loan portion of this balance separately. Please contact the appropriate office (Student Loans 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. *Kindly pay only the exact amount up to the last centavo.* Should you believe that there are incorrect entries or if you have other questions, you may send your inquiries to sais.uplosbanos@up.edu.ph.

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