Settlement of Outstanding Transactions

Due to the shift of payment schemes for this term, the CRS will have a new tab named "settlement of outstanding transactions" (for tuition, dropping, LOA, etc).

The new tab will show all outstanding transactions of a CRS account. For purposes of paying students / students under scholarship privileges, a note can be seen at the top.
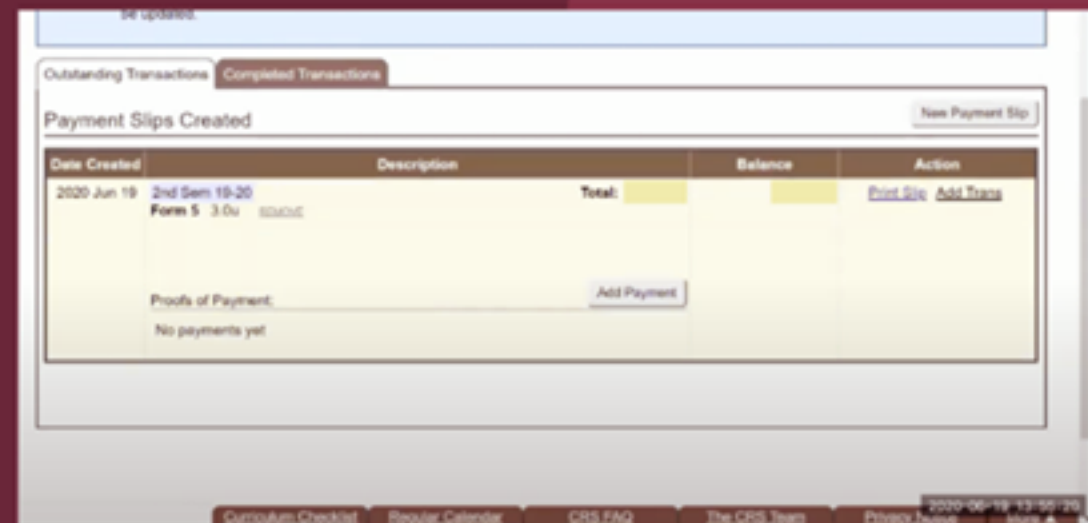
USC

For Paying Students

(1) After assessment, this will appear in the settlement of outstanding transactions tab. Click "Print Slip" to generate payment slip.

(2) Select the transactions that you wish to include in the payment slip. Click "Save."

(3) A payment slip will be generated, indicating payment options and important matters.
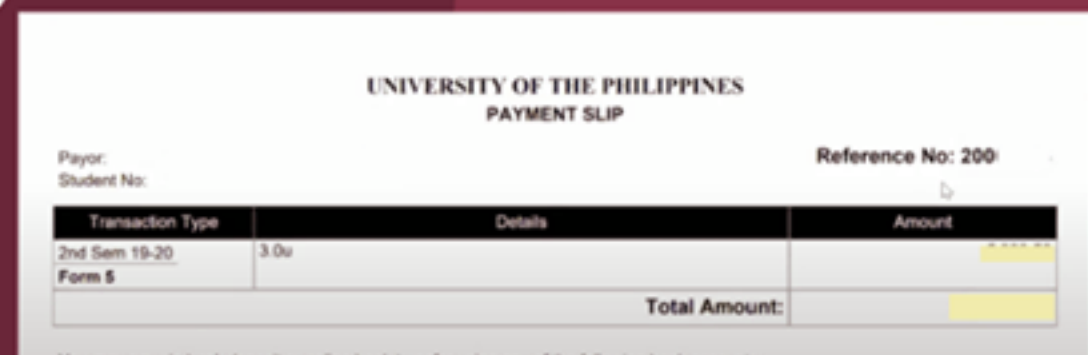
For Paying Students

(4) Once paid, click "add payment" to add proof of payment (for validation by the Cash Office).

(5) Payment details are required to be entered in this window. Afterwards, click "Save."

(6) Wait for the cashier to validate your payment. A checkmark will replace the box beside the date once payment is validated.

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Students with Scholarships

As indicated in the tab notes, always check if your scholarship has been included in your assessment.

If your scholarship gets tagged **AFTER** assessment, a notice will appear in your account.

(1) Click "request for reassessment." Your unit will receive your request and process reassessment.

(2) A remark "assessed with" will appear once scholarship has been included in the assessment.

1

Create New Payment Slip

Please check the box beside the transaction that you you want to include in the payment slip.

	Transaction Type	Description	Amount
☐	2nd Sem 19-20 Form 5	19.0u Recently tagged: UP LLM Scho-Pay	
		Request for Reassessment	
	Total	0 items	0.00

Save   Cancel

Outstand...

Payme...

Date Cr...

2

Payment Slips Created   New Payment Slip

Date Created	Description		Balance	Action
2020 Jun 19	2nd Sem 19-20 Form 5 19.0u REMOVE Assessed with: UP LLM Scho-Pay	Total:		Print Slip Add Trans
	Proofs of Payment:	Add Payment		
	No payments yet			

Multiple Transactions In 1 Payment Slip

Multiple transactions can be included in one payment slip.
Just check the boxes applicable and click "Save."