



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.

Friday, 19 Jun 2020
1:58p

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Accounts Management

Outstanding Transactions

Note:
You may pay for your University transactions via bank transfers (either electronic or over-the-counter) by bundling your unpaid forms in a **Payment Slip**.

Please check your Form 5 assessment carefully.

- Ensure that all your scholarships have already been incorporated into your Form 5's assessment before adding it to a payment slip. If they are not, you may request for Reassessment.
- If you have applied for a student loan, please wait for its approval so that the amount payable will be updated.

Outstanding Transactions | Completed Transactions

Payment Slips Created New Payment Slip

Date Created	Description	Balance	Action
No transactions ready for payment yet			

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2020-06-19 13:52:28



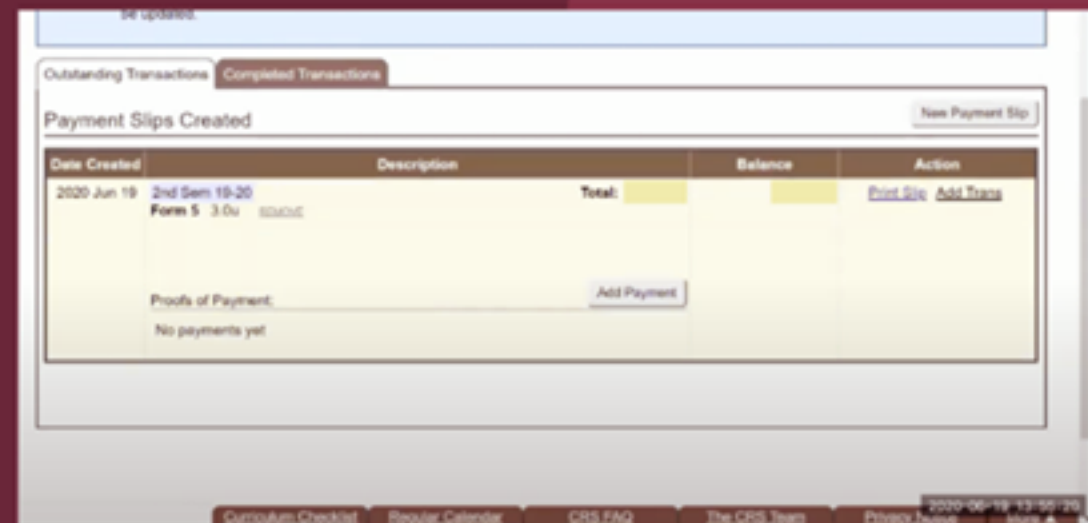
For Paying Students

(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.

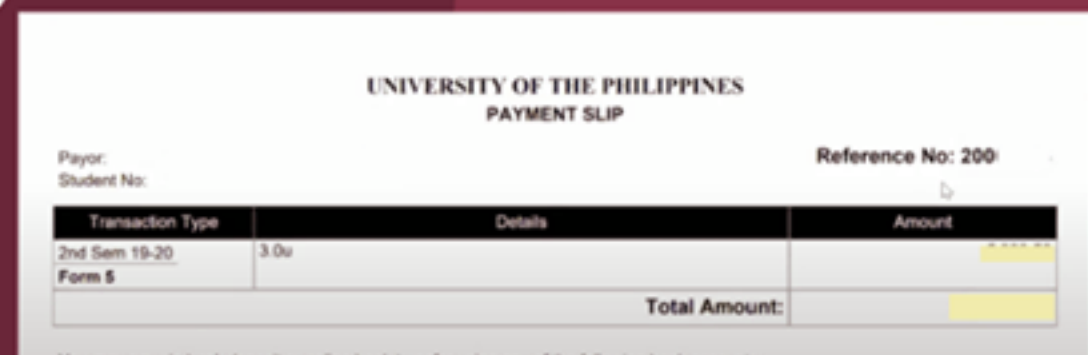
1



2



3





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.

4

Date Created	Description	Total	Balance	Action
2020 Jun 19	2nd Sem 19-20 Form 5 3.0u			Print Slip Add Trans

Proofs of Payment:

No payments yet

5

Add Proof of Payment

Payment Slip Reference No: 2000

UP Bank Account: LAND BANK OF THE PHILIPPINES (LBP)

Fund Transfer Method:

Additional Remarks:

Date of Deposit:

Amount Deposited: (please omit commas ex. 10500.00)

6

Proofs of Payment:

<input checked="" type="checkbox"/>	Jun 19 LBP Over-The-Counter Bank Deposit		<input type="button" value="Delete"/>
	Bank Branch: UP Diliman check deposit		
		Total	

Legend: Pending Cashier Validation

i Your encoded Payment Proofs will be reconciled against the entries in the University's Statement of Account. Make sure that you encode truthful and accurate information in order to avoid difficulties in the validation process.

Should there be validation issues and your Payment Proof can not be reconciled, it will be marked as "Rejected" and will require you to enter an explanation. The Cash Office may also require you to produce documents (e.g., deposit slip, etc.) to prove your declared payment transaction.

Fraudulent declarations of payment transactions (through Payment Proofs) will not be tolerated by the University and may result in disciplinary action.



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

The screenshot shows a 'Create New Payment Slip' dialog box. It contains a table with columns for Transaction Type, Description, and Amount. A single row is visible with a selected checkbox, '2nd Sem 19-20 Form 5', '19.00', and 'Recently tagged: UP LLM Scho-Pay'. Below the table is a 'Request for Reassessment' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Transaction Type	Description	Amount
<input checked="" type="checkbox"/> 2nd Sem 19-20 Form 5	19.00 Recently tagged: UP LLM Scho-Pay	

Total 0 items 0.00

2

The screenshot shows a 'Payment Slips Created' table. The table has columns for Date Created, Description, Balance, and Action. A single row is visible with a date of '2020 Jun 19', a description of '2nd Sem 19-20 Form 5 19.00', and a balance of '19.00'. The description also includes 'Assessed with: UP LLM Scho-Pay'. The Action column contains 'Post Slip' and 'Add Taxes' links. Below the table is an 'Add Payment' button.

Date Created	Description	Balance	Action
2020 Jun 19	2nd Sem 19-20 Form 5 19.00 Assessed with: UP LLM Scho-Pay	19.00	Post Slip Add Taxes



Multiple Transactions In 1 Payment Slip

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

Outstanding Transactions

You may pay for your University transactions via bank transfer (either electronic or over the counter) by...

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
<input checked="" type="checkbox"/>	2nd Sem 19-20 Dropping	Law 122 I-B [4.0u]	40.00
<input checked="" type="checkbox"/>	2nd Sem 19-20 Dropping	Law 110 I-B [4.0u]	40.00
<input checked="" type="checkbox"/>	2nd Sem 19-20 Dropping	Law 101 I-B [5.0u]	50.00
<input checked="" type="checkbox"/>	2nd Sem 19-20 Dropping	Law 117 I-B [2.0u]	20.00
Total		4 items	150.00