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# **Training Guide**

## **Challan Form 1st Semester**

# USER GUIDE FOR PRINTING CHALLAN FORM FOR THE FIRST SEMESTER

Step1: Click on Student Financials>**Tuition and Fees**

The screenshot shows the QAU Student Financials main menu. The left sidebar contains a 'Menu' with 'Student Financials' expanded. The main content area displays a grid of options under the heading 'Student Financials'. The 'Tuition and Fees' option is circled in red. Other options include 'Charges and Payments', 'Bill Customers', 'Cashingier', 'Payment Plans', 'Refunds', 'Collections', 'View Customer Accounts', and 'View Item Line'.

Step2: Further click on **“Calculate Admission Fee”**

The screenshot shows the QAU Student Financials 'Tuition and Fees' sub-menu. The left sidebar is the same as in the previous screenshot. The main content area displays a grid of options under the heading 'Tuition and Fees'. The 'Calculate Admission Fee' option is circled in red. Other options include 'Calculate Batch Tuition', 'Australian Loan Processing', 'Cancellation', 'Assign Optional Fees', 'Override Optional Fees', 'Equation Variables', 'Lock in Tuition Amount', 'Process Tuition Lock In', 'Tuition Calculation', 'Review Calculation Messages', and 'Review Fees After Calculation'.

Step3: Now Click on **Add a New Value** tab

The screenshot shows the QAU (Quaid-e-Azam University) system interface. The top navigation bar includes 'Home', 'Worklist', and 'Add to Favorites'. The left sidebar contains a 'Menu' with various options, including 'Calculate Admission Fee' which is currently selected. The main content area is titled 'Calculate Batch Admission Fee' and contains the following text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this text are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red. Below the buttons is a search field with the text 'Search by: Run Control ID begins with' and a 'Case Sensitive' checkbox. There are also 'Search' and 'Advanced Search' buttons. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step4: In Run Control ID type any name that you could use later and click Add button

The screenshot shows the QAU Student Financials interface. The left-hand menu is expanded to 'Calculate Admission Fee'. The main window title is 'Calculate Batch Admission Fee'. At the top of the main window, there are buttons for 'Find an Existing Value' and 'Add a New Value'. Below this, there is a 'Run Control ID:' field containing the text 'mszool'. A yellow 'Add' button is circled in red. At the bottom of the main window, there are again buttons for 'Find an Existing Value' and 'Add a New Value'. The top navigation bar includes 'Home', 'Worklist', and 'Add to Favorites' links, and a 'New Window' link on the right.

Step5: Now at Calculate Admission Fee and Dues page fill the values from lookup. **\*Academic Institution: QAUNV, \*Academic Career: PGRD, \*Admit Term: from lookup current term (1111), \*Academic Program: MSZOO** (e.g MSc Animal Sciences)

After filling the values **press saves** button and then Press Run button.

QAU

Home | Worklist | Add to Favorites

New Window | Help | Custom

Menu

- Student Financials
  - Tuition and Fees
    - Calculate Batch Tuition
    - Australian Loan Processing
    - Cancellation
    - Calculate Admission Fee
      - Assign Optional Fees
      - Override Optional Fees
      - Equation Variables
      - Lock in Tuition Amount
      - Process Tuition Lock In
      - Tuition Calculation
      - Review Calculation Messages
      - Review Fees After Calculation
      - Review Fees Prior to Posting
  - Charges and Payments
  - Bill Customers
  - Cashiering
  - Payment Plans
  - Refunds
  - Collections
    - View Customer Accounts
    - View Item Due
    - View Item Line
    - View Item
  - Academic Advisement
  - Contributor Relations
  - Set Up HRMS
  - Set Up SACR
  - Enterprise Components
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Careers
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary

Calculate Batch Admission Fee

### Calculate Admission Fee and Dues

Run Control ID: mszoo      Report Manager      Process Monitor      **Run**

Parameters	
'Academic Institution'	QAUNV Quaid-i-Azam University
'Academic Career'	PORD Postgraduate
'Admit Term'	1011 Spring 2010
'Academic Program'	MSZOC

**Save**      **Add**      **Update/Display**

Step5: After pressing Run button you will be directed to another page. On that page press **Ok** button.

QAU

Home | Worklist | Add to Favorites

New Window | Help | Custom

Process Scheduler Request

User ID: PS Run Control ID: mszoo

Server Name: [ ] Run Date: 07/07/2010 [BT]

Recurrence: [ ] Run Time: 3:33:24PM [Reset to Current Date/Time]

Time Zone: [ ]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Calculate Admission Fee	CLADMFE	SQR Report	Web	PDF	Distribution

OK Cancel

Step6: After pressing **Ok** button you will be directed to the page Calculate Admission Fee and Dues, here press on link **Process Monitor**

QAU

Home | Worklist | Add to Favorites

New Window | Help | Cus

Calculate Batch Admission Fee

Calculate Admission Fee and Dues

Run Control ID: mszoo [Report Manager] **Process Monitor** [Run]

Parameters

\*Academic Institution: QAUNV Quaid-I-Azam University

\*Academic Career: PGRD Postgraduate

\*Admit Term: 1011 Spring 2010

\*Academic Program: MSZOO M.Sc Animal Sciences

[Save] [Return to Search] [Add] [Update/Display]

Step7: Now you will see a process in queue, **click Refresh button** till it shows status Success.

The screenshot shows the QAU (Quaid-e-Azam University) system interface. On the left is a navigation menu with categories like 'Curriculum Management', 'Student Financials', and 'Charges and Payments'. The main area is titled 'Process List' and 'Server List'. Below this is a 'View Process Request For' form with fields for 'User ID', 'Server', 'Run Status', and 'Distribution Status'. A 'Refresh' button is circled in red. Below the form is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24792		SQR Report	CLADMFE	PS	07/07/2010 3:38:21PM PDT	Initiated	N/A	<a href="#">Details</a>

Below the table, there is a link: [Go back to Calculate Batch Admission Fee](#). At the bottom, there are 'Save' and 'Notify' buttons, and the text 'Process List | [Server List](#)'.

Step8: After getting success status, press on link **Go back to Calculate Batch Admission Fee**

Menu

- Records and Enrollment
- Curriculum Management
- Student Financials
  - Tuition and Fees
    - Calculate Batch Tuition
    - Australian Loan Processing
    - Cancellation
    - Calculate Admission Fee
    - Assign Optional Fees
    - Override Optional Fees
    - Equation Variables
    - Lock in Tuition Amount
    - Process Tuition Lock In
    - Tuition Calculation
    - Review Calculation Messages
    - Review Fees After Calculation
    - Review Fees Prior to Posting
  - Charges and Payments
  - Bill Customers
  - Cashiering
  - Payment Plans
  - Refunds
  - Collections
    - View Customer Accounts
    - View Item Due
    - View Item Line
    - View Item
  - Academic Advisement
  - Contributor Relations
  - Set Up HRMS
  - Set Up SACR
  - Enterprise Components
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Careers
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary

Process List | Server List

View Process Request For

User ID: PS Type: Last: 1 Hours Refresh

Server: PSNT Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24793		SQR Report	CLADMFE	PS	07/07/2010 3:38:46PM PDT	Success	Posted	Details
<input type="checkbox"/>	24792		SQR Report	CLADMFE	PS	07/07/2010 3:38:21PM PDT	Success	Posted	Details

Go back to Calculate Batch Admission Fee

Save Notify

Step9: Now on left panel click the link **“Reporting Tools”** and then click **“Xml Publisher”**

Menu

- My Favorites
- Hostel Management System
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools**
  - Query
  - PSnVision
  - XML Publisher
  - Report Manager
- PeopleTools
  - Careers
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

Main Menu >

Reporting Tools

Run, create, and manage queries and nVision reports.

Report Manager  
Review report list.

Query  
Extract information using visual representations of your PS database.  
Query Manager  
Query Viewer  
Schedule Query

PSnVision  
Design and create MS Excel spreadsheet r data.  
Define Report Book  
Register Drilldown Layout  
Define Report Request  
Define Scope

XML Publisher  
Register XML-based report templates and translations. Run Query-based reports. Use enhanced search for XMLLP report instances.  
Data Source  
Report Definition  
Content Library  
5 More...

Step10: Now click on **“Query Report Viewer”** link.



QAU

Home | Worklist | Add to Favorites

Main Menu > Reporting Tools >

**XML Publisher** Edit "XML Pu

Register XML-based report templates and translations. Run Query-based reports. Use enhanced search for XMLP report instances.

<p><b>Data Source</b></p> <p>Register schema and sample data files for XML Publisher data sources.</p>	<p><b>Report Definition</b></p> <p>Define reports by associating Data Sources with layout Template files.</p>	<p><b>Content Library</b></p> <p>Create and maintain reusable Sub-Template defin</p>
<p><b>Translations</b></p> <p>Register Translation XLIFF files for Report RTF templates and Content Library RTF sub-templates</p>	<p><b>Query Report Viewer</b></p> <p>Run Query-based XML P reports real-time. View in a window.</p>	<p><b>Query Report Scheduler</b></p> <p>Schedule Query-based XMLP reports. Use to run reports.</p>
<p><b>XMLP Report Search</b></p> <p>Locate XML Publisher report output using enhanced search criteria.</p>	<p><b>Setup</b></p> <p>Prepare for using XML Publisher.</p> <ul style="list-style-type: none"> <li>Report Category</li> <li>Design Helper</li> </ul>	

Menu

Search:

- My Favorites
- Hostel Management System
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
  - Query
  - PSInVision
  - XML Publisher
    - Report Manager
- PeopleTools
  - Careers
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

Step11: Now type the report name in begins with as **adm** and **press search button**.

QAU

Home | Worklist | Add to Favorites

New Window | Help | Cus

**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

Menu

Search:

- My Favorites
- Hostel Management System
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
  - Query
  - PSInVision
  - XML Publisher
    - Setup
    - Data Source
    - Report Definition
    - Content Library
    - Translations
    - Query Report Viewer
    - Query Report Scheduler
    - XMLP Report Search
    - Report Manager
- PeopleTools
  - Careers
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

Step11: You will see the report **“ADM\_FEE\_R”**, now click on **View Report** link

The screenshot shows the QAU Query Report Viewer interface. On the left is a navigation menu with various system options. The main area displays a search interface where 'Report Name' is selected and 'ADM' is entered. Below the search bar, a table of search results is shown. The table has columns for Report Name, Description, Data Source ID, Format, Burst, and View Report. The row for 'ADM\_FEE\_R' is circled in red, and its 'View Report' link is also circled in red.

**Menu**

- Search: [ ]
- My Favorites
- Hostel Management System
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
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- Tree Manager
- Reporting Tools
  - Query
  - PSInVision
  - XML Publisher
    - Setup
    - Data Source
    - Report Definition
    - Content Library
    - Translations
  - Query Report Viewer
  - Query Report Scheduler
  - XML P Report Search
  - Report Manager
- PeopleTools
  - Careers
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

**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 ADM

[ Search ] [ Advanced Search ]

**Search Results** [ Show Template Prompts ]

Report Name	Description	Data Source ID	Format	Burst	View Report
ADMIT_CARD	Admit Card	ADMIT_CARD	PDF	N	<a href="#">View Report</a>
<b>ADM_FEE_R</b>	Admission Fee Report	ADM_FEE_Q	PDF	N	<a href="#">View Report</a>
ADM_RATIO	ADM_RATIO	ADM_RATIO	PDF	N	<a href="#">View Report</a>

Step12: In ID box type the student ID and click **“OK”** button to open the Chillan form in Pdf file. Take the print of it.

