QUAID-I-AZAM UNIVERSITY

ISLAMABAD

Training Guide

Challan Form 1st Semester

USER GUIDE FOR PRINTING CHALLAN FORM FOR THE FIRST SEMESTER

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

Step2: Further click on **"Calculate Admission Fee"**

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

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

QAU

Menu

Student Financials
▽ Tuition and Fees
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Calculate Batch Admission Fee

Find an Existing Value | **Add a New Value**

Run Control ID: mszoo

Add

Find an Existing Value | Add a New Value

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.

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

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

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

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

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

Step10: Now click on **"Query Report Viewer"** link.

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

Step11: You will see the report **"ADM_FEE_R",** now click on **View Report** link

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.