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# **Training Guide Print Hostel Challan Form For 1st Semester**

## Step1: Go to Student Financials > "Tuition and Fees"

The screenshot shows the QAU Student Financials interface. On the left is a 'Menu' sidebar with a search bar and a tree view. The 'Student Financials' folder is expanded, and the 'Tuition and Fees' sub-item is highlighted. The main content area displays a grid of links for various financial processes, with 'Tuition and Fees' circled in red.

**Menu**

- My Favorites
- Hostel Management System
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials**
  - Tuition and Fees**
  - 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

**Student Financials**

Maintain student accounts, payments and collections and calculate tuition.

- Tuition and Fees** (Circled in red)
  - Calculate Admission Fee
  - Calculate Batch Tuition
  - Australian Loan Processing
  - 10 More...
- Charges and Payments**
  - Group Processing
  - Electronic Transactions
  - Payroll Deduction Processing
  - 12 More...
- Bill Customers**
  - Student Bills
  - Corporate Bills
  - Review Printed Invoice
  - 2 More...
- Cashiering**
  - Cash Management
  - Balance by Business Day
  - Post Student Payments
  - 10 More...
- Payment Plans**
  - Payment Plan
  - Mass Contract Select
  - Third Party Contract
- Refunds**
  - Process Batch Refunds
  - Approve Refunds
  - Reverse and Cancel Refunds
  - 20 More...
- Collections**
  - Credit History
  - Collection Effort
  - Adjustments
  - 10 More...
- View Customer Accounts**
  - View activity on a student account by account type.
- View Item Due**
  - View detailed information about due line items on a student's account.
- View Item Line**
  - View detailed information for each line item on a student's account.
- View Item**
  - View a list of all the account detail or line items on a student's account.

## Step2: Then click the link "Calculate Hostel Fee"

The screenshot shows the QAU Student Financials interface with the 'Tuition and Fees' section selected. The 'Calculate Hostel Fee' link is circled in red.

**Menu**

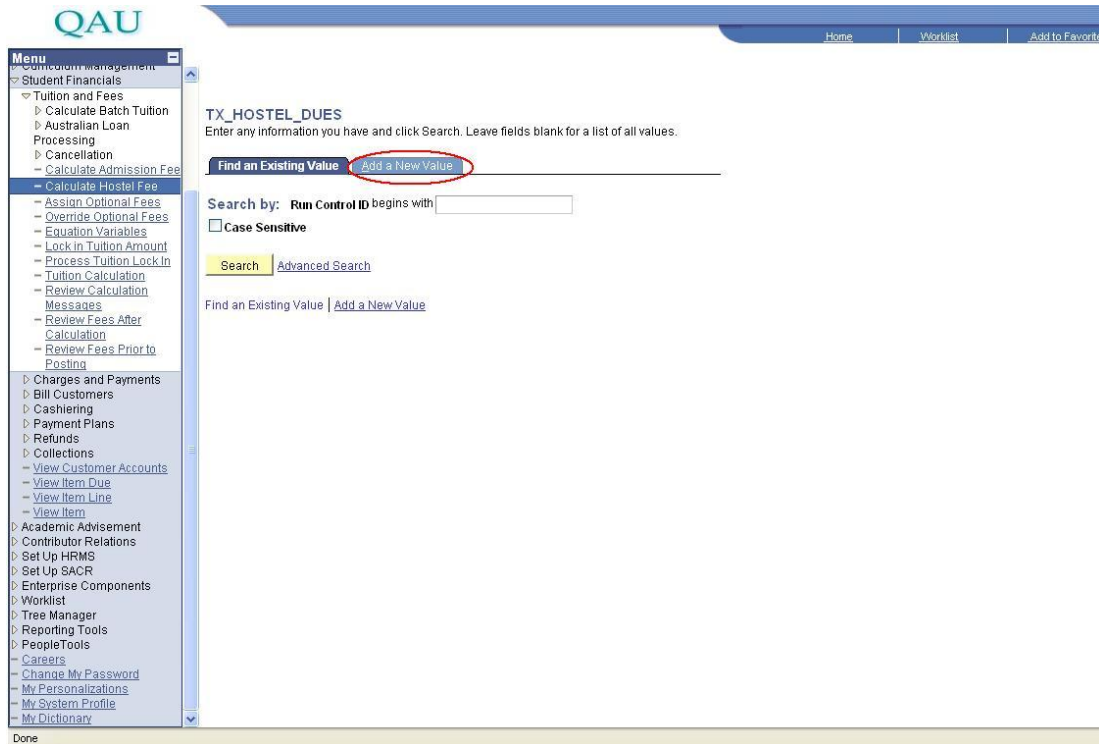
- My Favorites
- Hostel Management System
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials**
  - Tuition and Fees**
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**Tuition and Fees**

Calculate tuition and fees, process enrollment cancellations.

- Calculate Admission Fee**
  - Calculate Admission Fee
- Calculate Hostel Fee** (Circled in red)
  - Calculate Hostel Fee
- Calculate Batch Tuition**
  - Calculate and review results of tuition calculation for students.
  - Calculate Terms in Residency
  - Calculate Tuition
  - View Fee Calculation Messages
  - 5 More...
- Australian Loan Processing**
  - Create, update, reconcile loan data for HECS-HELP, FEE-HELP, OS-HELP recipients.
  - Maintain FEE-HELP Loan
  - Maintain OS-HELP Loan
  - Process FEE-HELP Determination
  - 3 More...
- Cancellation**
  - Manage how the system cancels enrollment for students past due on fee payments.
  - Cancel Enrollment
  - Review Enrollment Cancellation
  - Review Cancellation Messages
  - Report Cancellation
- Assign Optional Fees**
  - Change or calculate optional fees for an individual student.
- Override Optional Fees**
  - Override optional fees charged an individual student after the stop date.
- Equation Variables**
  - Define variables used to classify students for tuition calculation purposes.
- Lock in Tuition Amount**
  - Override locked-in tuition amounts or override the tuition process.
- Process Tuition Lock In**
  - Initiate the process to set the minimum amount of tuition or fees charged.
- Tuition Calculation**
  - Initiate the process that calculates tuition and fees for an individual student.
- Review Calculation Messages**
  - Review the fee calculation messages for a specific student.
- Review Fees After Calculation**
  - Review the tuition and fees calculated for a specific student.
- Review Fees Prior to Posting**
  - Review the fees for a student prior to posting them to the student's account.

**Step3:** You will be on page **TX\_HOSTEL\_DUES**. Here click on **“Add a New Value”** tab.



**Step4:** In Run Control ID type any value (e.g. **Hst-cmh**) and then click **“Add”** button.



**Step5:** After clicking **“Add”** button you will go to the page Calculate Hostel Dues. Here fill the four values through lookup as, **\*Academic Institution: QAUNV**, **\*Academic Career: PGRD**, **\*Admit Term: 1111** from lookup current term, **\*Academic Program: MSCHM** (e.g. MSc Chemistry)

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

The screenshot displays the QAU Student Financials system interface. The main window is titled 'Calculate Hostel Dues'. At the top, there are navigation links for 'Home', 'Worklist', and 'Add to Favorites'. A 'Run Control ID' field is set to 'HST-CMH'. To the right of this field are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' button is circled in red. Below the 'Run Control ID' is a 'Parameters' table with the following data:

Parameters		
'Academic Institution'	QAUNV	Quaid-i-Azam University
'Academic Career'	PGRD	Postgraduate
'Admit Term'	1011	End Term - Svc Indicator Use
'Academic Program'	MSCHM	M.Phil American Studies

At the bottom of the main area, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The 'Save' button is circled in red. On the left side, there is a 'Menu' pane with a tree view of system functions, including 'Student Financials', 'Tuition and Fees', 'Charges and Payments', 'Academic Advisement', and 'Worklist'.

**Note:** For the above mentioned procedure the students who are already enrolled in university and are applying first time for Hostel , to Calculate their Hostel Dues you have to change the admit term to the term in which that student took admission in university.

For example for the student whose id is **01020911001** and he applied first time in hostel, to calculate his dues, you have to select admit term: **0911** and choose all other values accordingly as mentioned in above screenshot.



QAU

Home | Worklist | Add to Favorites

New Window | C

**TX Hostel Dues**

### Calculate Hostel Dues

Run Control ID: HST-CMH      Report Manager: **Process Monitor**      Run

**Parameters**

'Academic Institution: QAUNV      Quaid-I-Azam University

'Academic Career: PORD      Postgraduate

'Admit Term: 1011      End Term - Svc Indicator Use

'Academic Program: MSCHM      M.Phil American Studies

**Step7:** Your process will be in queue. Click on **“Refresh”** button again and again till process get **“Success”**.

QAU

Home | Worklist | Add to Favorites

New Window | C

**Process List**    **Server List**

**View Process Request For**

User ID: PS      Type:      Last: 2 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"/>	22828		SQR Process	HTLFEE	PS	07/08/2010 1:33:00PM PDT	<b>Queued</b>	N/A	Details

Go back to TX\_HOSTEL\_DUES

Process List | [Server List](#)

**Step8:** After Success click on the link [Go back to TX HOSTEL DUES](#)

The screenshot shows the QAU system interface. On the left is a menu with 'Student Financials' expanded to 'Calculate Hostel Fee'. The main area displays a 'Process List' for 'HTLFEE PS' with a 'Run Status' of 'Success' (circled in red) and a 'Distribution Status' of 'Posted'. A link 'Go back to TX HOSTEL DUES' is circled in red in the left panel. Below the table are 'Save' and 'Notify' buttons.

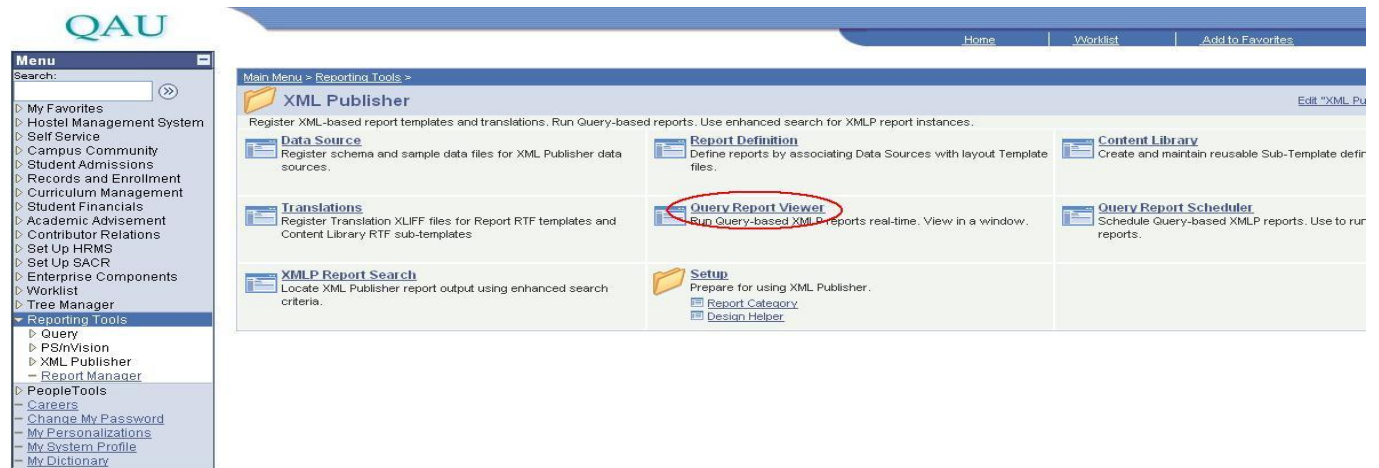
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	22828		SQR Process	HTLFEE	PS	07/08/2010 1:33:00PM PDT	Success	Posted	Details

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

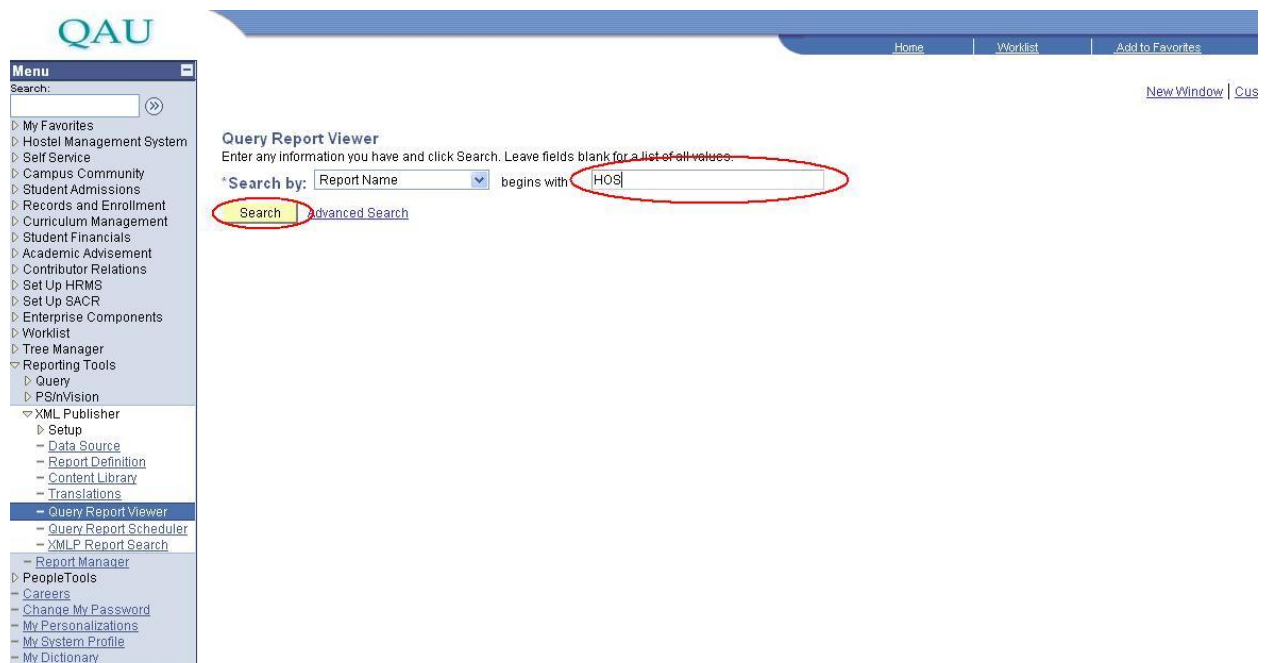
The screenshot shows the QAU system interface with the 'Reporting Tools' menu open. The 'XML Publisher' option is circled in red in the left panel. The main area displays the 'Reporting Tools' dashboard with options for 'Report Manager', 'Query', and 'PSnVision'.



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



**Step11:** In begins with box type **“HOS”** and press Search button



In Search Result you will see the report name **“HOSTEL\_DUES”**, now click on [view report link](#).

QAU

Home | Worklist | Add to Favorites

New Window | Cu

**Menu**

Search:

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- Set Up SACR
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
  - Query
  - PS/IVision
  - XML Publisher
    - Setup
    - Data Source
    - Report Definition
    - Content Library
    - Translations
  - Query Report Viewer
    - Query Report Scheduler
    - XMLP Report Search
  - Report Manager
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**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

**Search Results**

Report Name	Description	Data Source ID	Format	Burst	View Report
HOSTEL_DUES	Hostel Dues	HTL_FEE_Q	PDF	N	<input type="button" value="View Report"/>

**Step12:** In **ID** box type the **student ID** and click **“OK”** button. Report will be open in pdf format. Take a print of it.

QAU

Home | Worklist | Add to Favorites

**Menu**

Search:

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HTL\_FEE\_Q

ID: