QUAID-I-AZAM UNIVERSITY

ISLAMABAD

Training Guide
Print Hostel Challan Form
For 1st Semester

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

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

Step3: You will be on page **TX_HOSTEL_DUES**. Here click on "**Add a New Value"** tab.
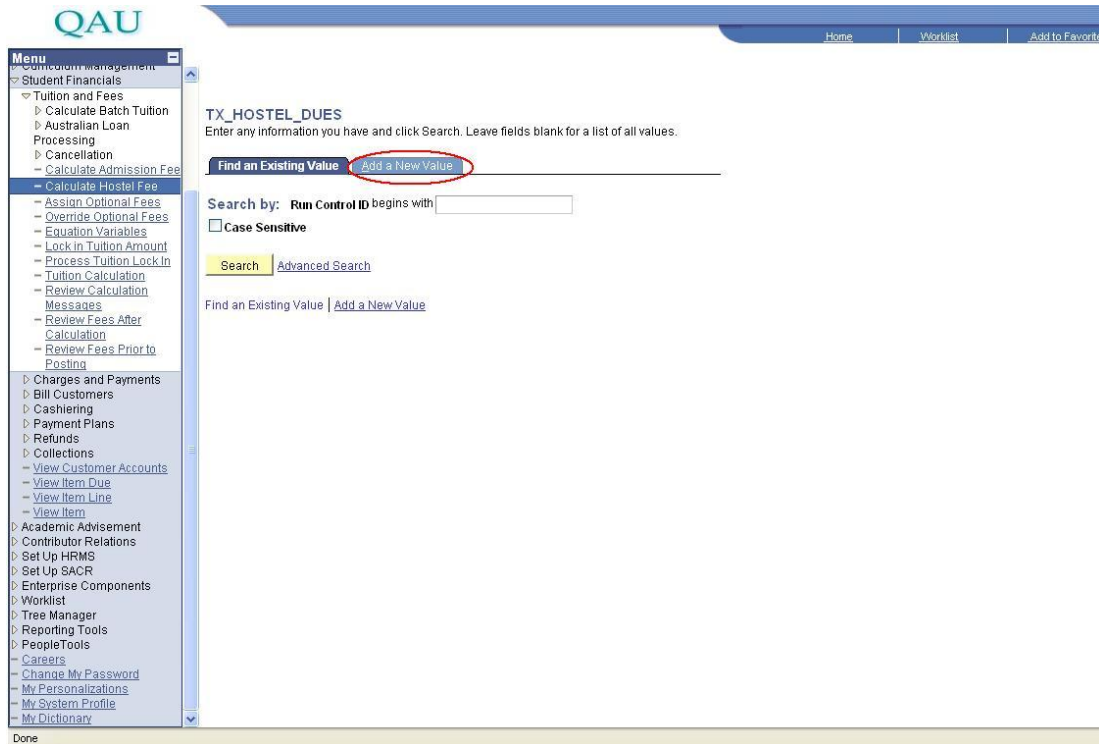
Step4: In Run Control ID type any value **(e.g. Hst-cmh)** and then click "**Add"** button.

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.

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.

Step6: Now click on **"OK"** button.

You will be directed to the page Calculate Hostel Dues, here click on link Process Monitor.

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

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

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

Step10: Now click on **"Query Report Viewer"** link.
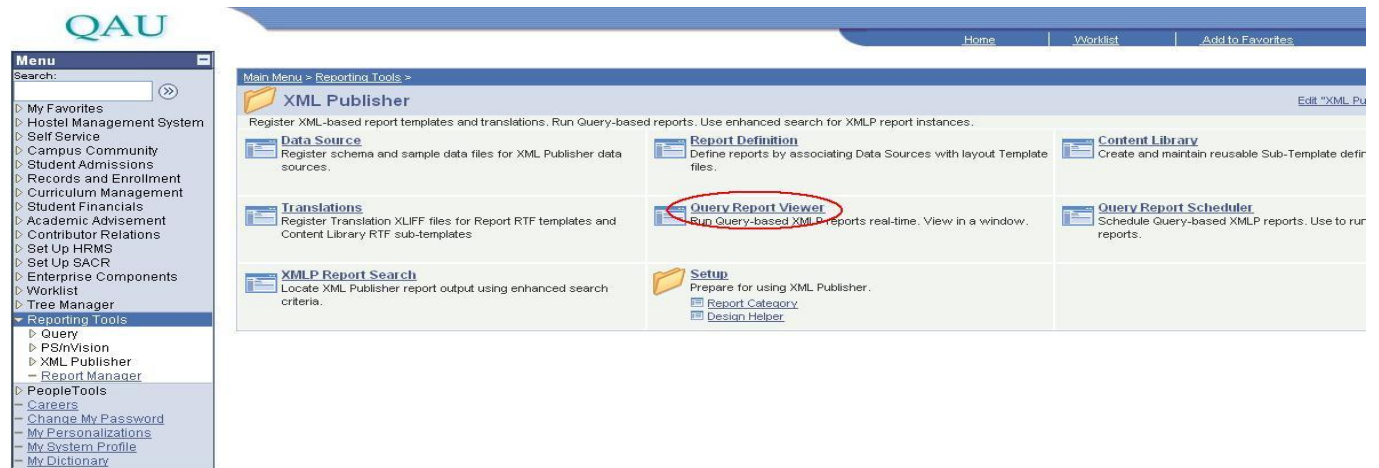
Step11: In begins with box type "**HOS** "and press Search button
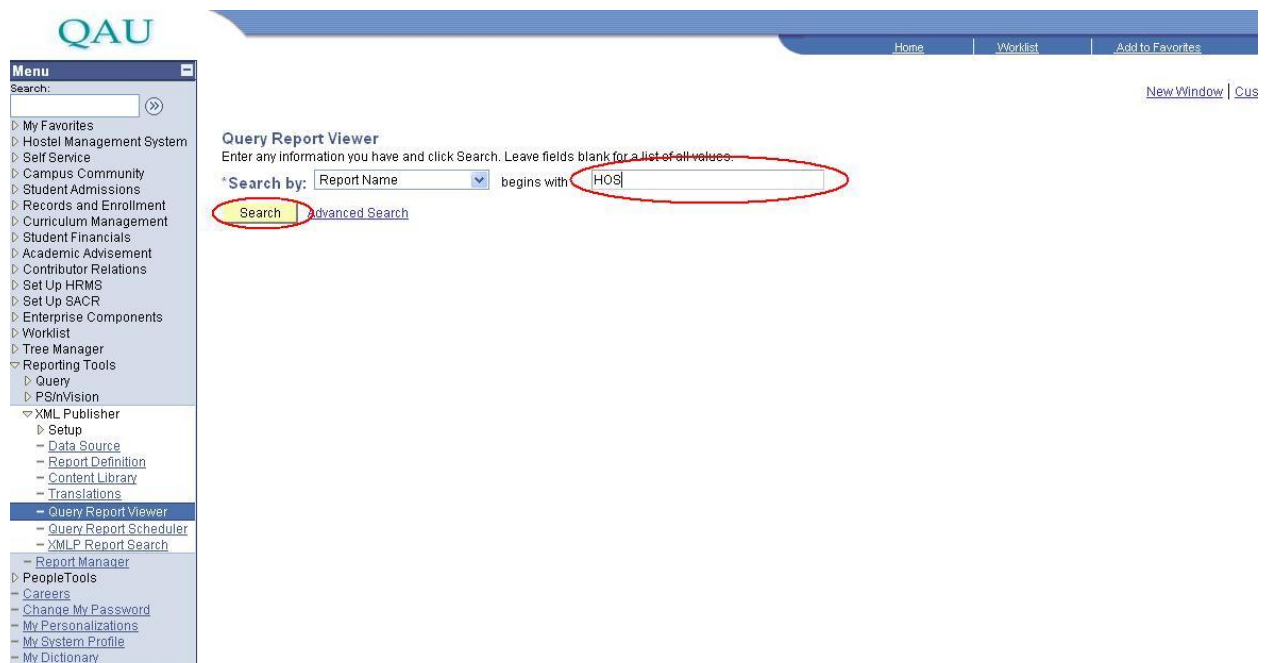
In Search Result you will see the report name "**HOSTEL_DUES"**, now click on view report link.

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