



Training Guide Posting Payment For Students of 1st Semester

Step1: Go to student financials -> "Cashiering"

The screenshot shows the QAU Student Financials interface. On the left is a 'Menu' sidebar with a search bar and a tree view of navigation options. The 'Student Financials' section is expanded, and 'Cashiering' is highlighted with a red circle. The main content area displays a grid of links for various financial functions. The 'Cashiering' link is circled in red, and its sub-menu items are visible below it.

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**
 - Calculate tuition and fees, process enrollment cancellations.
 - Calculate Admission Fee
 - Calculate Hostel Fee
 - Calculate Batch Tuition
 - 11 More...
- Cashiering** (highlighted)
 - Manage cashiering office transactions and activities.
 - Cash Management
 - Balance by Business Day
 - Post Student Payments
 - 10 More...
- Collections**
 - Processes for Collections, Credit History and Write-offs.
 - Credit History
 - Collection Effort
 - Adjustments
 - 10 More...
- View Item Line**
 - View detailed information for each line item on a student's account.
- Charges and Payments**
 - Create, approve and reverse posting transactions and assign late fees.
 - Group Processing
 - Electronic Transactions
 - Payroll Deduction Processing
 - 12 More...
- Payment Plans**
 - Create and assign payment plans, deferral contracts and third party contracts.
 - Payment Plan
 - Mass Contract Select
 - Third Party Contract
- View Customer Accounts**
 - View activity on a student account by account type.
- View Item**
 - View a list of all the account detail or line items on a student's account.
- Bill Customers**
 - Manage the way in which you bill students a corporation.
 - Student Bills
 - Corporate Bills
 - Review Printed Invoice
 - 2 More...
- Refunds**
 - Create, approve, distribute and reverse refund corporations.
 - Process Batch Refunds
 - Approve Refunds
 - Reverse and Cancel Refunds
 - 20 More...
- View Item Due**
 - View detailed information about due line item account.

Step2: Further in cashiering click on "post student payments" link

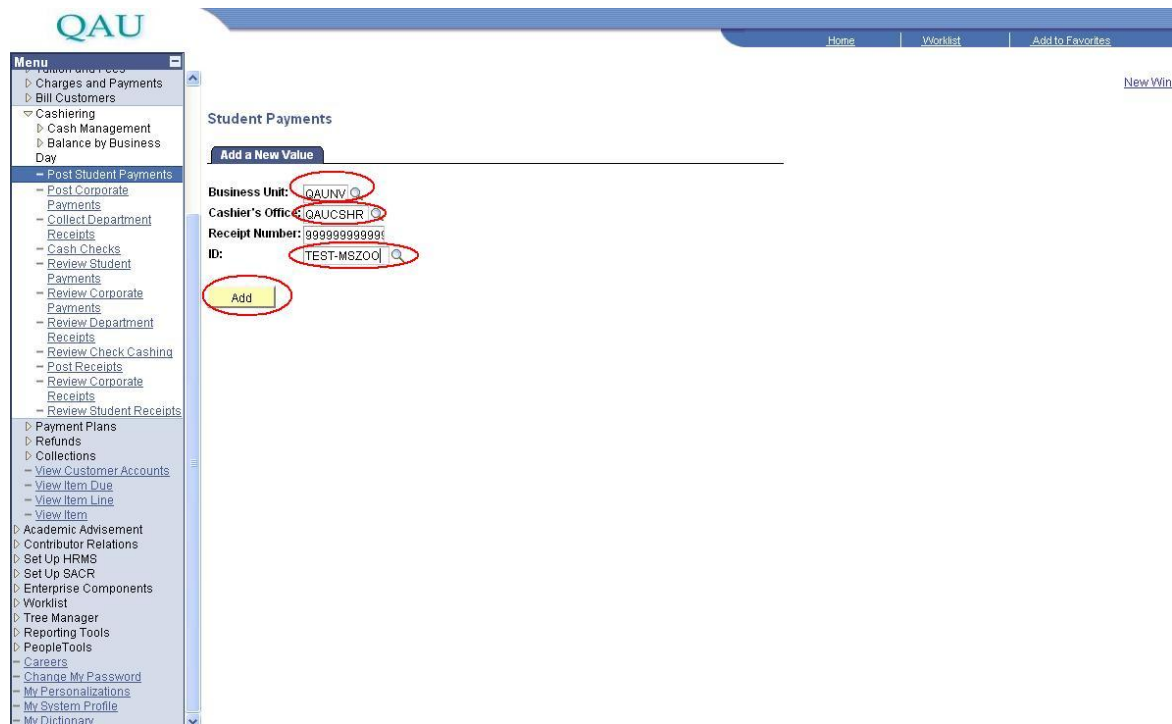
The screenshot shows the QAU Cashiering interface. The 'Menu' sidebar is the same as in the previous screenshot. The main content area displays a grid of links for various cashiering functions. The 'Post Student Payments' link is highlighted with a red circle. Its description is visible below the link.

Cashiering

Manage cashiering office transactions and activities.

- Cash Management**
 - Manage the Cashiering Office for each business day.
 - Open Offices
 - Close Offices
 - Reopen Offices
 - 6 More...
- Post Corporate Payments**
 - Accept a corporate payment and apply it to charges on the corporation's account.
- Review Student Payments**
 - View information about a student payment.
- Review Check Cashing**
 - View information about a cashed check.
- Review Student Receipts**
 - View information about a student receipt.
- Balance by Business Day**
 - Balance cashiering receipts by business date.
 - Review Receipts By Date
 - Review Receipt Tender Flow
 - Review Totals by Deposit ID
 - 5 More...
- Collect Department Receipts**
 - Create a receipt when transferring departmental funds to the general ledger.
- Review Corporate Payments**
 - View information about a corporate payment.
- Post Receipts**
 - Post delayed payment receipts to the appropriate student or corporate account.
- Post Student Payments** (highlighted)
 - Accept a student payment and apply it to current or future charges.
- Cash Checks**
 - Cash a check for a student.
- Review Department Receipts**
 - View information about a department receipt.
- Review Corporate Receipts**
 - View information about a corporate receipt.

Step3: At Student Payments page you have to enter the **Business unit:** **“QAUNV”**, Cahier’s office: **QAUCSHR**, ID: **Student ID** and click on **“Add”** button.



Step4: After clicking on **Add** button you will see the total balance of student that he has to pay. In **Target detail** look the value in **Target:** **“ADMFEE”**, **Amount:** **50250**(the charge student has to pay), **Term:** **“1013”** and click on **“+”** button to add another row.

QAU

Home | Worklist | Add to Favorites

New Window | Help | Cu

Student Payments

Unit: QAUNV Office: QAU Cashiering Office Business Date: 04/16/2010
 Register: Q0001 Cashier: PS

ID: TEST-MSZOO ZOO,TEST
 Balance: 50,250.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 50,250.00 Tax: 0.00 Tender: 0.00 Change: 0.00

Target Detail Find First 1 of 1 Last

Target:	ADM FEE	ADM	Amount:	50,250.00	PKR	+ -
Term:	1013		Invoice ID:			

Tender Detail Find First 1 of 1 Last

Tender: Amount: PKR [Currency Detail](#) [+](#) [-](#)

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

[Notify](#) [Refresh](#)

Step5: After clicking “+” sign in Target select the value **LIB_SEC** and Amount **3000** according to rule. In **Term** select **1013** for Fall2010. Further in **Tender:** **CASH** and in **Amount** the total of above two rows. Here it is **53250**.

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Home | Worklist | Add to Favorites

New Window | Help | Custom

Student Payments

Unit: QAUNV Office: QAU Cashiering Office Business Date: 04/16/2010
 Register: Q0001 Cashier: PS

ID: TEST-MSZOO ZOO,TEST
 Balance: 50,250.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 53,250.00 Tax: 0.00 Tender: 53,250.00 Change: 0.00

Target Detail Find First 1-2 of 2 Last

Target:	ADM FEE	ADM	Amount:	50,250.00	PKR	+ -
Term:	1013		Invoice ID:			
Target:	LIB_SEC	Security	Amount:	3,000.00	PKR	+ -
Term:	1013		Invoice ID:			

Tender Detail Find First 1 of 1 Last

Tender: CASH Cash Amount: 53,250.00 PKR [Currency Detail](#) [+](#) [-](#)

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

Step6: After that click “**Create Receipt**” button, this would be the last step to post the payment of first semester students.