

## Training Guide Posting Payment for Students of Second Semester Onward



## STEP1: Go to student financials -> Cashiering



STEP2: Further in cashiering click on "post student payments"





**STEP3**: At Student Payments page you have to enter the Business unit: **QAUNV**, Cahier's office: **QAUCSHR**, ID (e.g. **Test-MP101** is student Registration #) then click on Add button.

OAU				
2110	H	ome	Worklist	Add to Favorites
Menu 🖬				
Charges and Payments	<u>^</u>			New Win
D Bill Customers				New York Control of Co
	Student Payments			
Cash Management				
Balance by Business Day	Add a New Value			
<ul> <li>Post Student Payments</li> </ul>				
- Post Corporate	Business Init			
Payments	Dualities office 12AUNO			
- Collect Department	Cashier's Office COAUCSHR			
Receipts	Receipt Number: 99999999999			
- Cash Checks	ID: TEST-MP101			
Payments				
- Review Corporate	444			
Payments	Add			
- Review Department				
Heceipts Devices Check Cooking				
- Post Receipts				
- Review Corporate				
Receipts				
- Review Student Receipts				
Payment Plans				
D Collections				
- View Customer Accounts				
- <u>View Item Due</u>				
- <u>View Item Line</u>				
- <u>View Item</u>				
D Contributor Relations				
▷ Set Up HRMS				
▷ Set Up SACR				
D Enterprise Components				
D Tree Manager				
▷ Reporting Tools				
D PeopleTools				
- Careers				
- My Personalizations				
- My System Profile				
- My Dictionary	<b>v</b>			

**STEP4**: After clicking on **Add button** you will see the total balance of student that he has to pay. In **Target** detail lookup the value in **Target: ALL**, Amount: **11400**(The charge student has to pay), Term: 1013.





**STEP5**: Further in Tender select the value CASH and Amount 11400. The amount is the same as in above row of amount.

OATI				
QAU		Home	Worklist	Add to Favorites
Menu 🗖				
Charges and Payments				New Mindow Help Cust
D Bill Customers				Intern Hilderi   Intere   oder
▷ Cash Management	Student Payments			
D Balance by Business				
Day	Unit: QAUNV Office: QAU Cashiering Office Business Date: 04/16/2010			
- Post Student Payments	Barlistory 00004 Cashiery DO			
Payments	Register. (0000) Casher. PS			
- Collect Department		• O (m)		
Receipts	ID: TEST-MP1011 Khan,zara			
- Cash Checks	Balance (40,100.00) Anticipated Aid: 0.00 Select Charges to Pay			
- Review Student		10		
- Review Corporate	Ref Nbr: Create Receipt	New Tra	insaction	
Payments		_	0.00	
- Review Department	Target: 11,400.00 Tax: 0.00 Tender: 11,400.00 Change:		0.00	
Receipts				
- Review Check Cashing - Post Receipts	Target Detail Find	First 🖪 1 of ·	🕩 Last	
- Review Corporate	Torrath All Day Annual 11 400 00 PKR			
Receipts	Target: All Amount: T1,400.00			
- Review Student Receipts	Term: 1013 Restricted to Invoice Invoice ID: QAU-INVOICE-0000009822			
D Payment Plans				
D Collections	Tender Detail Find	First 🖪 1 of	🗈 Last	
- View Customer Accounts	Tanday CASH O out 11 400 00 PKR O o	E AL		
- <u>View Item Due</u>	Tender: Cash Amount: Ti,400.00 MA 40	Urrency Detail		
- <u>View Item Line</u>	Deposit ID: Tender Details			
<ul> <li>View item</li> <li>Academic Advisement</li> </ul>				
D Contributor Relations	Go to: Academic Information Student Accounts			
D Set Up HRMS				
D Set Up SACR				
Enterprise Components				
D Tree Manager				
D Reporting Tools				
D PeopleTools				
- <u>Careers</u>	ENdtify Refresh			
- My Personalizations				
- My System Profile				
- My Dictionary				



**STEP6**: After that click **"Create Receipt"** button, this would be the last step to post the payment of students other than first semester. All fields would be disabled after clicking **"Create Receipt"** button.

OATI												
QAU								~	Home	Worklist	Add to	Favorites
Menu  Charges and Payments Pill Custamore											New W	indow   Help   Custo
✓ Cashiering												
Cash Management	Studen	t Payme	ents									
Balance by Business	o cara o n											
Day	Unit:	QAUNV	Office:	QAU Cashiering Of	fice	в	usiness Da	te: 04/16/2010				
- Post Student Payments	Pagietor	00004	Cachior	00		P	ecoint Mbr	7475	Sea Mbr 7407			
Payments	Kegister.	00001	cashier.	F5			tecenpt nor.	7475	Sequer. 7167			
- Collect Department Receipte	ID:	TEST-MP	1011	khan,zara					<u>19</u>	P		
- Cash Checks	Balance	28 700 00		Anticipated Aid:	0.0	10						
- Review Student	buildinge	20,1 00.00	-	Antopatoa Au	0.0	50	-		~			
Payments	Dof Mbr						(	Print Receint	Diew Tra	eaction		
- Review Corporate	Rei NDL						-	Thirtecopt		10 de llorr		
- Review Department	Target:		11,400.00	Tax:	0.00 <b>T</b>	ender:	11	1,400.00 Change	: )	0.00		
Receipts												
- Review Check Cashing	Target Deta	fi						-		De la casa de la		
- Post Receipts	Turget Dett							<u>, 11</u>	i <u>u</u> rirst⊡1or1	Last		
- Review Corporate	Target:	ALL		All		Amount:		11,400.00 PK	к			
- Review Student Receints	Tarrent	1012				In the second	OALLIND		22			
D Payment Plans	Term:	1013		Restricted to invoice		invoice iD:	GAOTIN	01012-000000381	-2			
D Refunds	Tandar Dat	-11										
D Collections	Tender Det	all						<u>Bin</u>	<u>id</u> First⊡l1of1	Last		
- <u>View Customer Accounts</u> - <u>View Item Due</u>	'Tender:	CASH		Cash		Amount:	11,4	400.00 PKR	Currency Detail			
- <u>View Item Line</u> - <u>View Item</u>	Deposit ID			Tender Details								
D Academic Advisement	Cata			<b>CI</b> 1.11								
D Contributor Relations	60 10:	Academic	Intermation	Student Account	<u>IS</u>							
D Set Up HRMS												
Enterprise Components												
D Worklist												
D Tree Manager												
D Reporting Tools												
- Careers	-Notify	Refresh										
- Change My Password												
- <u>My Personalizations</u>												
- My System Profile												
- My Dictionary												

