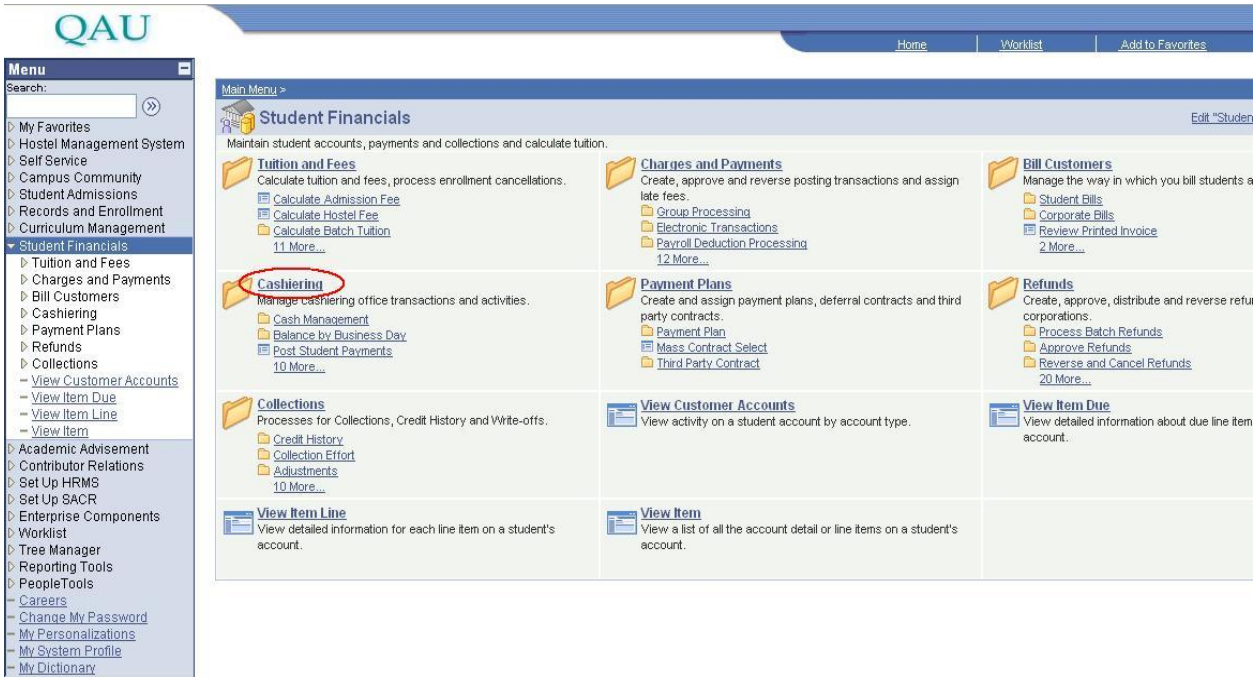
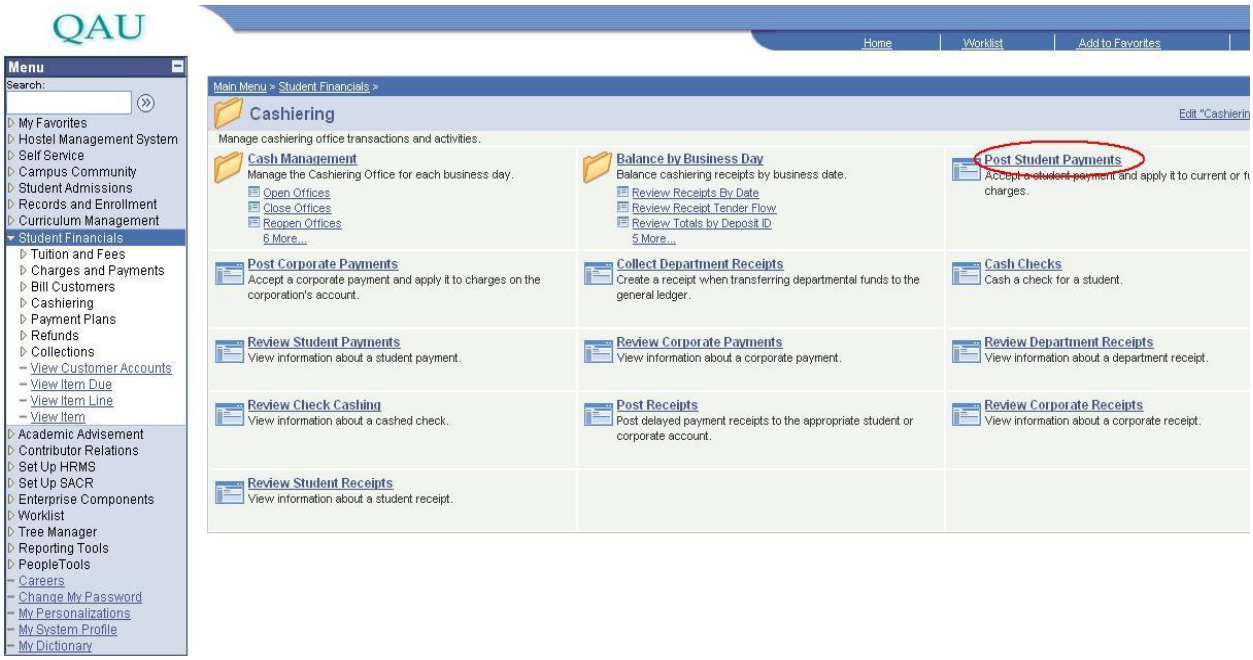
Training Guide
Posting Payment for Students of Second Semester Onward

CNC Communication Network Cell
Quaid-e-Azam University

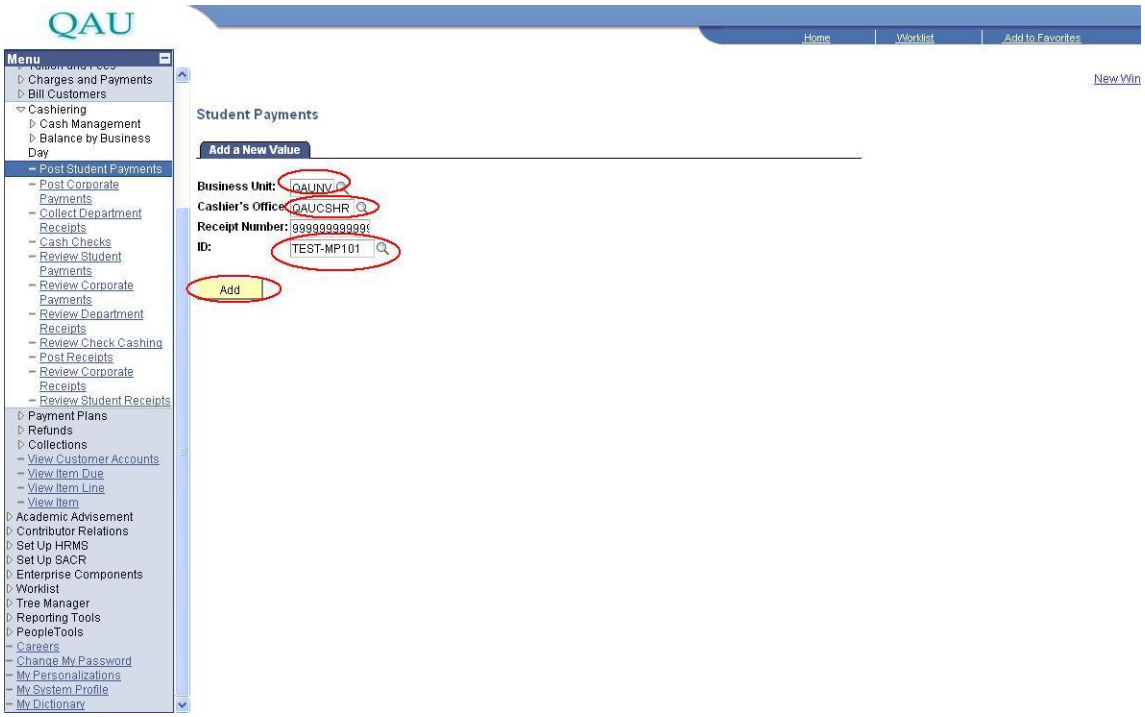
STEP1: Go to student financials -> **Cashiering**



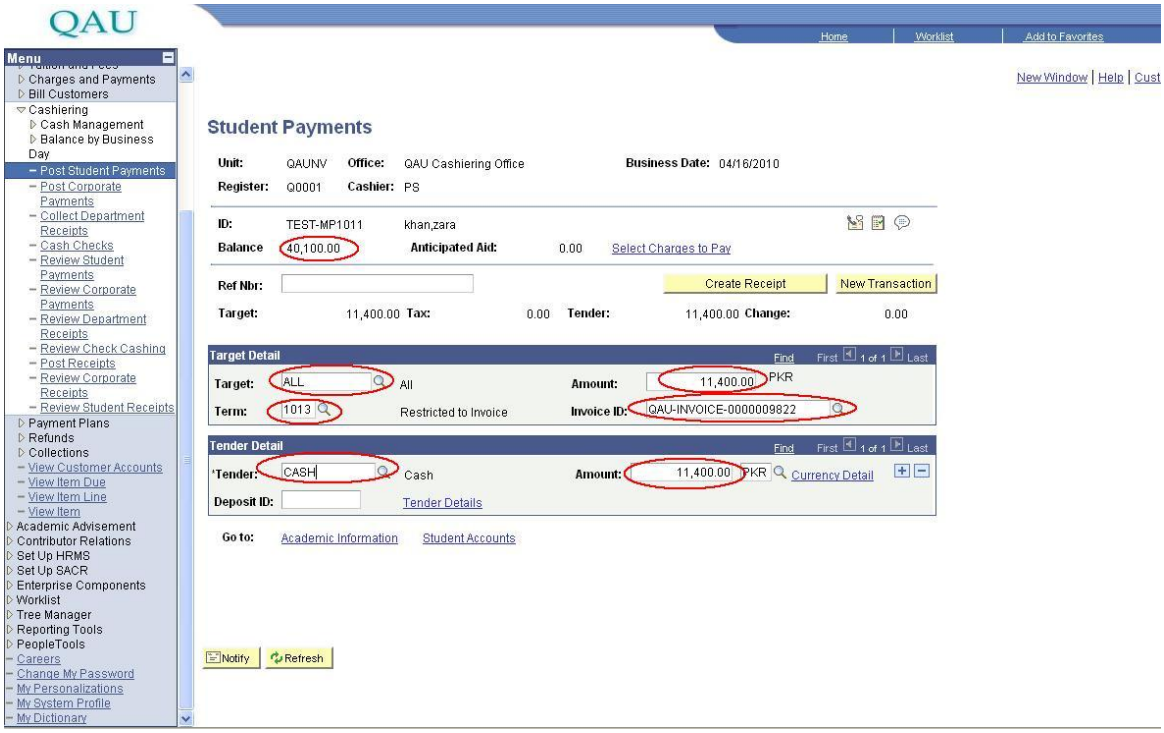
STEP2: Further in cashiering click on **"post student payments"**



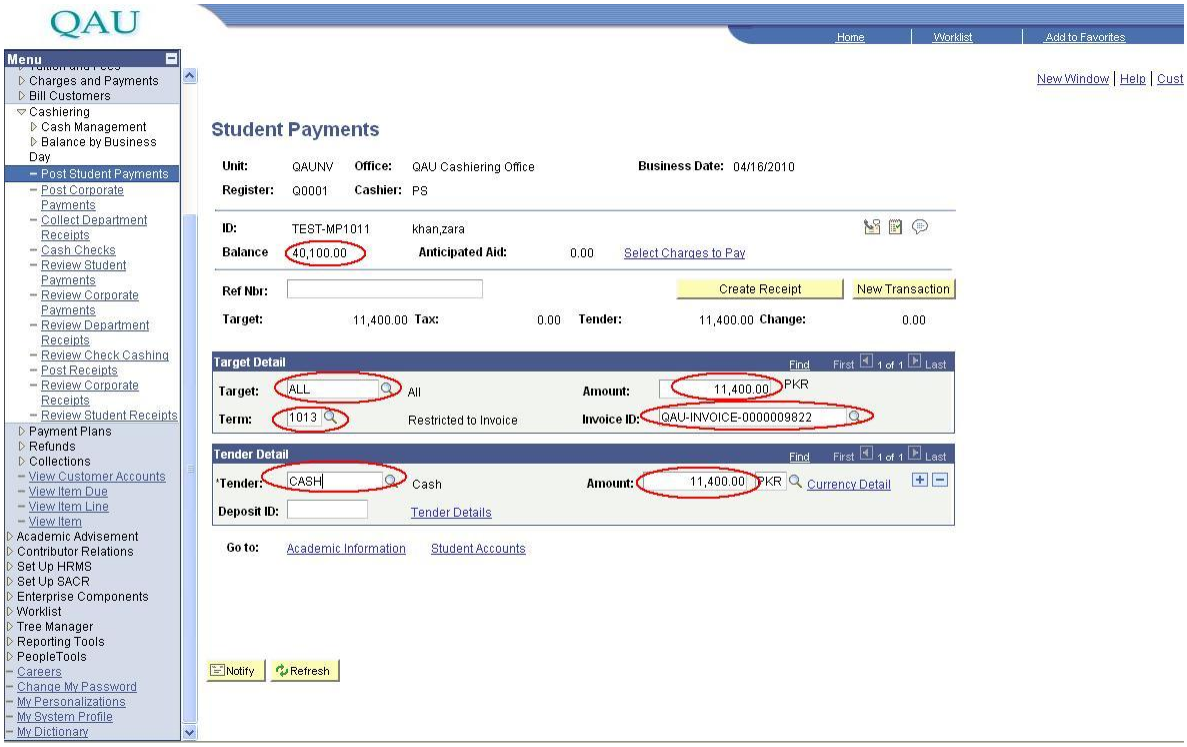
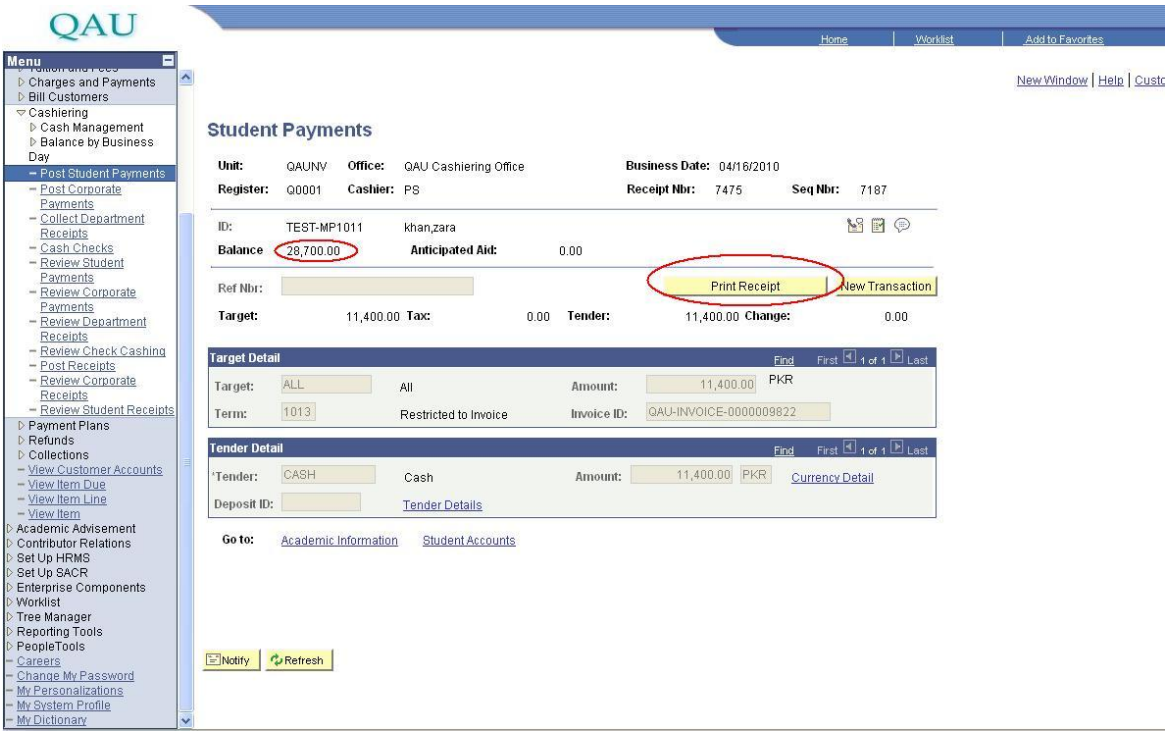
STEP3: At Student Payments page you have to enter the Business unit: **QAUNV**, Cahier's office: **QAUCSHR**, ID (e.g. **Test-MP101** is student Registration #) then click on Add button.



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.



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.