

# **Training Guide**

## **Generate Challan Forms**

## **Second Semester or Onward**



### **Student Financials:**

## How to generate Challan form for Second semester onward:

Go to "Rcords and Enrollment"



Further in that click "Student Term Information".



Now click "Term activate a student".



Enter the student's registration number in ID field. And press Search.

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Menu Search: Search: D Hostel Management System D Campus Community C Records and Enrollment D Enroll Students Student Term Information - Term Activate a Student - Student Orades - Term History D Career and Program Information D Enrollment Summaries D Term Processing D Graduation D Student Financials D Academic Advisement D Student Financials D Academic Advisement D Student Financials D Academic Advisement D Student Financials D Academic Advisement D Student Fols D Academic Advisement D Student Financials D Reporting Tools D PeopleTools - Chance MV Password	Term Activate a Student         Enter any information you have and click Search. Leave fields blank for a list of all values.         Find an Existing Value         ID:       begins with	<u>Hone</u>	Stanout	<u>New Window</u>

Now activate the term by clicking + button and entering that term (1013) in term field and press save button.

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Save Return to Search +Previous in List +Next in List

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study



Look for "Student Financials" link in left side menu and click it.

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Menu  Search:	Main Menu ⊳ Records and Enrollment	11013	
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PeopleTools     Careers     Change My Password	Environment Summaries View enrolment summaries for individuals or groups of students.	Processing     Processing     Process appointments, permissions, term activation, wallists     withdrawals and other end of term activities.     Case Permissions     Withdrawal and Cancellation     Prior of term Processing	Craditation Verify degrees & honors, update degree checkout statuses in batch, and suit changes. Craduation Report
	Review additional student information Student Advisor		

Now click on "Tuition and Fees" and further click on "Calculate Batch Tuition".

QAU		Home	<u>Sian out</u>
Menu         E           Search:         Image and the search of the search	Main Meru > Student Financials Marten student accounts, payments and collections and calculate tue Tuitton and Fees Calculate tutions and fees, process enrollment cancellations. Calculate Admission Fee Calculate Admission	titon. Create, approve and reverse posting transactions and assign late fees. Crowe Processing Provement by thronice Post Student Transaction	Bill Customers           Manage the way in which you bill students and organizations.           Cancel Invoice
- <u>View Customer Accounts</u> - <u>View time Due</u> Academic Advisement     Set Up SACR     PeopleTools     PeopleTools     - <u>Careers</u> - Change My Password	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.	

Click on Calculate Tuition.





Click on "add new value" tab.

QAU		Home	Worklist	Add to Favorites	Sign out
Menu Calculate Batch Tuition	A				New Window
Residency	Tuition for Multiple Students				
- View Fee Calculation	Enter any information you have and click Search. Leave fields blank for a list of all values.				
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Australian Loan Processing	Find an Existing Value Add a New Value				

And give any value like "anthro" for anthropology.

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- Tuition Calc Error	Find an Existing Value   Add a New Value
Report	

You will be on a page "Tuition for Multiple Students". Here select **\*Business Unit:** value from lookup as QAUNV.



QAU		Home 198	Add to Favoritas Sign out
Menu  Calculate Batch Tuition Calculate Batch Tuition Calculate Terms in Residency Calculate Tuition View Fee Calculation Messages	Tuition for Multiple Students		New Window   Customize Page
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Run Option value from drop down as "calculate and post tuition"

Select option must be the value "required only"

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Academic Career value from lookup as "PGRD"

Term value from lookup as "1013" Select

Academic Program from lookup according to concerned department like "MSANT" for anthropology





After pressing save. Run the process by press Run button on top right side

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Click OK button.



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Go to process monitor link on top right.



Refresh the page by clicking the Refresh button until your process get success.



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Note: Your department fees for all the students of MSc 2<sup>nd</sup> onward will be calculated by above steps. You have no need to repeat the above step again to calculate Fees.

Now Go to the link "Student Finanicals" . .

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demic Advisement Up SACR orting Tools			
pleTools <u>eers</u>			

Click the link "Bill customers".



#### QAU



#### Click on "Student Bills" link



### Click on "Create billing request" link



Click on add new value tab.



QAU				-	Home	Worklist	Add to Favorites	Sign out
Menu 🗖 Search:								New Window
D My Favorites	<b>Billing Request</b>							
D Hostel Management System	Enter any information you	have and click Search. Leave fields blank	< for a list of all values.					
Self Service Campus Community	(							
D Student Admissions	Find an Existing Value	Add a New Value						
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Charges Generate Invoice								
- Review Invoice								
<ul> <li>Print Invoice</li> <li>Produce Extract File</li> </ul>	Search Clear	Basic Search 📳 Save Search Criteria						

In Business Unit: select the lookup value QAUNV. And in Bill By Option: field lookup the value "Bill Range" or N.

QAU		<u>Home</u>	<u>Worklist</u>	Add to Favorites	Sign out
Menu         ■           Search:         ③           D My Favorites         ③           D Hostel Management System         D Self Service           D Campus Community         D Student Adminisions           D Records and Enrollment         D Curriculum Management           D Lorriculum Anagement         D Untriculum Anagement           D Bli Customers         ■ Bli Customers           → Bli Customers         → Bli Customers           → Create Blimg Request         − Identify Student	Billing Request         Eind an Existing Value         Add a New Value         Business Unit:         OAUNV/Q         Billing Request Nbr:         Billing Request Nbr:         Bill By Option:         Add				<u>New Window</u>

Click on Add button after filling all values.

In **Billing ID:** Select from Lookup the value according to your department and your Program. Like "<u>B-MSANT-U</u>" for MSc Anthropology. Give the value for Due Days like 2 for two days etc.



QAU			-	Home	Worklist	Add to Favorites	Sign out
Menu Search: > My Favorites > Hostel Management System > Self Service > Campus Community > Student Arminisions > Records and Enrollment > Curriculum Management > Curriculum Management > Curriculum Anagement > Curriculum Anagement > Ditarges and Payments > Dicharges and Payments - Student Films	Billing Request 1     Billing Request 2       Business Unit:     QAUNV     QAU Bursar       Bill By Option:     Bill Range       'Billing ID:     B-MSANT-U     Bill       'Invoice Date:     08/02/2010     Bill	Billing Request Nbr: 9999	999999 zunera Due Date Enter a Due D Due D	Days Due Date or Du ate:	ie Days	<u>New Window</u>	Customize Page
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- Identify Student				Ŧ			
- Generate Invoice - Review Invoice - Print Invoice - Produce Extract File - Student Invoice	Invoice Range		23				
Summary - Print Invoice Crystal	Start:	End:					
Corporate Bills <u>Review Printed Invoice</u> <u>Cancel Invoice</u> <u>Review Invoice</u>	Save Notify Previous tab (	Next tab		Add Dupdat	e/Display		

Now click on second tab "Billing Request 2".

In **Bill term:** Select the value from drop down as one term. In **From Term:** give the value 1013 and in **To:** give the value 1011. Select the value for **Invoice layout:** from lookup as MAINCAMPUS.

O L T T			
QAU	Home Worklist	Add to Favorites	Sign out
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D Records and Enrollment	Bill Term: One Term 🔽 From Term: 1013 📿 Fall 2010 To: 1013 📿 Fall 2010		
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⇒ Bill Customers     ⇒ Btudent Dille			
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<ul> <li>Create Billing Request</li> <li>Identify Student</li> </ul>	Generate & Print Rill Print Schedule of Classes for Term:		
Charges			
<ul> <li>Generate Invoice</li> <li>Review Invoice</li> </ul>	Address osage: malling address		
- Print Invoice	Output File Directory:		
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Summany = Print Invoice Orietal	Information Messages & Errors		
D Corporate Bills			
<ul> <li><u>Review Printed Invoice</u></li> <li>Cancel Invoice</li> </ul>	Save ENotify ePrevious tab Next tab Refresh		
- Review Invoice	Billing Request 1 Billing Request 2		
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Tick the check box Address not required as checked.

After filling all the above values carefully click on Generate Invoice button.

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- Generate Invoice	Address Usage: Mailing Address				
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- Review Invoice		Carrier Scholer			
Cancellation	Billing Request 1   Billing Request 2				

Now go to first tab "Billing Request1" and note down **Billing Request Nbr:** and **Invoice range Start: End:** The start and End range will tell that how many students have been billed. You can verify the number of students here with the total students in your respective program.

OAU			
QAU	Home Worklist	Add to Favorites	
Menu     Image: Constraint of the second secon	Billing Request 1         Business Unit:       QAUNY       QAU Bursar       Billing Request Nbr:       4823       PS         Bill By Option:       Bill Range       Due Date: Days         'Billing ID:       Enter a Due Date or Due Days       Due Date:         'hrvoice Date:       Bill 22010       Due Date:       Due Date:	New Window   Hel	b   <u>Customize Page</u>
♥ Bill Customers	ID: Due Days: 2		
- Pending To Bill Items	Item Due Info Customize   Find   View All   ## First 1 of 1 Ib Last		
- Create Billing Request	<u>*Term Description Due Date Due Days</u>		
Charges			
= Generate Invoice			
= Review Invoice			
- Print Invoice			
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Summary	Statt: QALLINVOICE-0000009823 End: QALLINVOICE-0000009824 08/02/00 1:55:24PM		
- Print Invoice Crystal			
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- Cancel Invoice	Block Floor Schercock Floorer Schercock		
- Review Invoice	Billing Request 1   Billing Request 2		
Concollation			



*e.g if invoice range start:*\_QAU-INVOICE-0000000140 and End: QAU-INVOICE-0000000160 it means total 20 students have been billed.

Now go to "Print Invoice" link on left panel.

Click on add new value tab ..

Then give any value in Run Control ID like Print-ANT for anthropology

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QAU			Home	Worklist	Add to Favorites	Sign out
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Search:						New Window Help
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My Favorites	Print Invoice Other					
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D Self Service	Eind an Existing Value Add a New Value	_				
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<ul> <li>Pending To Bill Items</li> <li>Create Dilling Deguast</li> </ul>						
<ul> <li>Identify Student</li> </ul>						
Charges						
- Generate Invoice						
- Review Invoice						
<ul> <li>Print Invoice</li> <li>Produce Extract File</li> </ul>						

Select **Business Unit:** value from lookup: as QAUNV.

Select the value from drop down for **Print Invoice by:** Billing Request Number. And in **Req Nbr:** enter the value Billing request number that you have noted down before.



Tick the checkbox **Override Bill Request Layout** and press save button.

QAU	Home Works	t Add to Favorites Sign out
it State Sta	Student Invoice Other Run Control ID: PRINT-ANT Report Manager Process Monitor Run	<u>New Window   Help</u>   Customize F
dent Admissions cords and Enrollment riculum Management dent Financials 'ultion and Fees harges and Payments ill Customers ? Student Bills — Pending To Bill Items	Print Options       'Business Unit:     QAUNY Q QAU Bursar     Output XML Data:     No       Print Invoice by:     Billing Request Number     Output Chunk Size:     200       Reg Nbr:     234 Q     234 Q	
- Create Billing Request     Identify Student     Charges     - Generate Invoice     - Review Invoice     - Print Invoice     - Produce Extract File     - Student Invoice	Override Bill Request  Override Bill Request Layout  Invoice Layout: MAINCAMPUSQ Main Campus Invoices  Aid Term From: Aid Term To:	
Summary - Print Invoice Crystal Corporate Bills - Review Printed Invoice - Cancel Invoice - Review Invoice Cancel Lation	Address Usage: MAILING Q Mailing Address          Print Schedule of Classes       Term:       Q         Override Address Info       Charles Info       Description	
Cashlering Payment Plans Refunds Collections	Save Notify	

Now Press Run button on top right corner .

Check the checkbox Print Invoices and click OK button.

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Menu E				-	Home Viorklis	<u>add to Favorites</u> <u>Sian out</u>
Search:						New Window   Help   Customize Page
D My Favorites	Process Scheduler Request					
> Hostel Management System > Self Service	User ID: PS	Run C	Control ID: PRINT-A	NT		
Campus Community     Student Admissions     Beserve and Enrollment	Server Name:	<ul> <li>Run Date: 08/02/20</li> </ul>	10 🛐			
D Curriculum Management	Recurrence:	▼ Run Time: 2:02:11P	M	et to Current Date/	lime	
D Tuition and Fees	Time Zone: Q					
D Charges and Payments	Process List Select Description	Process Name	Process Type	*Type *f	ormat Distribution	
<ul> <li>Student Bills</li> <li>Pending To Bill Items</li> </ul>	Print Non-Jetforms Invoice	SFBILLIV	SQR Report	VVeb 💌 F	PDF V Distribution	
<ul> <li>Create Billing Request</li> <li>Identify Student</li> </ul>	Print Invoices	SSF_PRNT_INV	XML Publisher	Web 🖌 F	PDF 🔽 Distribution	
Charges - Generate Invoice						
- Review Invoice	$\frown$					
- Produce Extract File	OK Cancel					
Summary						

Click on Process Monitor and Refresh the page and note down the instance number. After Success click on *Go back to Print Invoice Other* 



v						
QAU			Home	Worklist	Add to Favorites	Sign out
Menu	Process List Server List		_		New Window	<u>Customize Page</u>
<ul> <li><u>Review Fees After</u></li> <li><u>Calculation</u></li> <li><u>Calculate After</u></li> <li><u>Cancellation</u></li> <li><u>Fees After Calculatio</u></li> <li>Report</li> </ul>	User ID: Zunera Q Type: Server: Name: Run Status: Status	Last: 1 Q Instance:	Days Refresh to Save On Refresh			
- Fees Prior to Posting	Process List	Brosser	Customize   Find   View All   🏭 First	I of 1 Last		
- Tuition Calc Error	Select Instance Seq. Process Type	Name User Run Date	<u>Time</u> Run Status	Status Details		
D Australian Loan	25382 COBOL SQL	SFPBCALC zunera 08/02/20	IO 12:23:31PM PDT Success	Posted <u>Details</u>		
Processing Cancellation - Calculate Admission E. - Calculate Admission E. - Calculate Addis Fae - Assian Ontional Fees - Equation Variables - Lockin Tuttion Amount - Process Tuttion Amount - Review Calculation - Review Calculation - Review Fees Ater - Calculation - Review Fees Ater - Calculation - Review Fees Ater	Co back to Tuition for Multiple Students					

Click on Report manager



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<ul> <li>Records and Enrollment</li> <li>Curriculum Management</li> <li>Chudent Signaticulus</li> </ul>	Print Options		
<ul> <li>Student Financials</li> <li>Tuition and Fees</li> <li>Charges and Demosts</li> </ul>	'Business Unit: QAUNV Q QAU Bursar Output XML Data: No		
♥ Bill Customers	Print Invoice by: Customer ID 🛛 Voutput Chunk Size: 200		
Student Bills	D:		
- Create Billing Request			
- Identify Student	Invoice Number:		
- Generate Invoice	Override Bill Request		
Review Invoice     Print Invoice	Override Bill Request Layout		
- Produce Extract File			
- Student Invoice Summary			
- Print Invoice Crystal	Aid Term From: Aid Term To:		
- Review Printed Invoice	Address Usage: 🔍		
- Cancel Invoice	Print Schedule of Classes Term:		
Cancellation	Override Address Info Address not required Use Email Address Print Zero Bill		
D Cashiering			
D Refunds			
D Collections	Save & Return to Search Notify		
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The go to Third tab Administration tab.

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D Records and Enrollment	Status:		Folder:	Instance:		to:					
D Curriculum Management Student Financials	Report List	0. 0°58	<u>Cu</u>	stomize   Find   View .	NI   📶 PI	rst 🖪 1.2	of 2 Last				
D Tuition and Fees	Select	Report Prcs	Description	Request	Format	Statum	Details				
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- Generate Invoice											
- Review Invoice											
- Produce Extract File	Select Al	Deselec	t All								
- Student Invoice	Delete	lick the delete bu	utton to delete the selected repo	ort(s)							
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D Corporate Bills											
- Cancel Invoice	Save										
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D Cashiering	LIST I EXplorer	Administration	Archives								
D Payment Plans											
D Collections											
- View Customer Accounts											
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Enterprise Components											
D Worklist D Tree Manager											
Reporting Tools											
- Careers											
- Change My Password											
- My System Profile											
- My Dictionary											

Your report will be there with name SSF\_Print\_INV against your instance number. Click on it and All students' Challan will be open in pdf form. Take a print of it.

