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# **Training Guide Post Charges and Print Challan Form**

## POSTING A CHARGE AND PRINTING CHALLAN FORM:

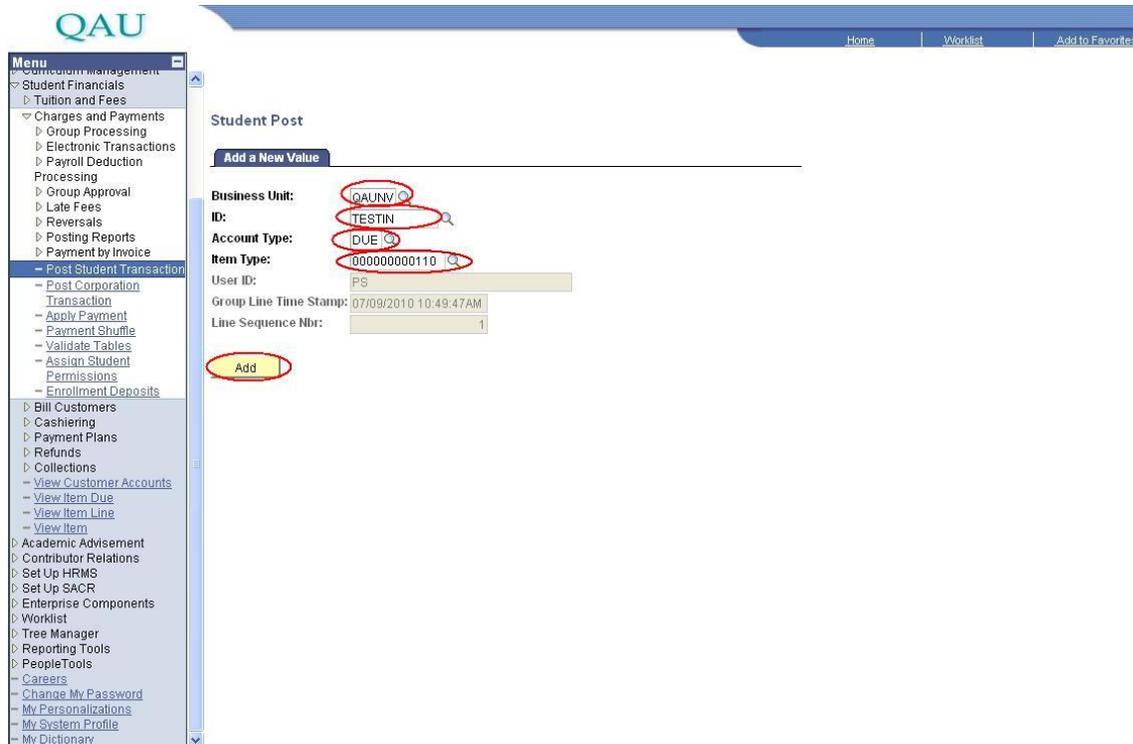
Go to Student Financials > Charges and Payments

The screenshot shows the QAU Student Financials main menu. The left sidebar contains a 'Menu' with various options, including 'Student Financials' which is expanded to show 'Charges and Payments'. The main content area displays a grid of menu items under the heading 'Student Financials'. The 'Charges and Payments' link is circled in red. Other visible links include 'Tuition and Fees', 'Cashingiering', 'Collections', 'View Item Line', 'Payment Plans', 'View Customer Accounts', 'View Item', 'Bill Customers', and 'Refunds'.

Then click "Post Student Transaction"

The screenshot shows the QAU Student Financials 'Charges and Payments' sub-menu. The left sidebar is the same as in the previous screenshot. The main content area displays a grid of menu items under the heading 'Charges and Payments'. The 'Post Student Transaction' link is circled in red. Other visible links include 'Group Processing', 'Group Approval', 'Postinn Reports', 'Post Corporation Transaction', 'Validate Tables', 'Electronic Transactions', 'Late Fees', 'Payment by Invoice', 'Apply Payment', 'Assign Student Permissions', 'Payroll Deduction Processing', 'Reversals', 'Payment Shuffle', and 'Enrollment Deposits'.

Now fill the values Business Unit:QAUNV,ID:student registration no., Account Type: from lookup, Item type: from lookup (you will select the the account type according to which charge you are applying)Then click **Add** button.



You can see the total Balance "Balance 00.00".

Follow the following steps for posting the amount on the required account.

- i) Write the desired amount on the field Amount i.e "**Amount** = 1000".
- ii) Select the term from the lookup i.e "**Term** 1013"
- iii) Select the current date. i.e. "**Date** =08/015/2010"
- iv) Click the button "**Post**" and then amount posted on the required account.

QAU

Home | Worklist | Add to Favorites

New Window

### Student Post

**Business Unit:** QAU Bursar  
**ID:** TESTIN Haq,Ayesha  
**Balance:** 0.00 **Anticipated Aid:** 0.00

**Account Type:** University Dues Account [New Transaction](#) **Post**

**Item Type:** 00000000110 Terminal Exam Fee for Mphil

**Amount:** 1000 KR [Currency Detail](#)

**Term:** 1011

**Reference Number:**

**Item Effective Date:** 07/09/2010

**Due Date:** 07/09/2010

[Student Accounts](#) [Academic Information](#) [Payment Details](#)

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

**Menu**

- Academic Management
- Student Financials
  - Tuition and Fees
  - Charges and Payments
    - Group Processing
    - Electronic Transactions
    - Payroll Deduction Processing
    - Group Approval
    - Late Fees
    - Reversals
    - Posting Reports
    - Payment by Invoice
  - Post Student Transaction
    - Post Corporation Transaction
    - Apply Payment
    - Payment Shuffle
    - Validate Tables
    - Assign Student Permissions
    - Enrollment Deposits
  - 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

Now you can see encircled in which the amount posted on the required account .The arrow shows that the amount is posted because all fields are disable after the Clicking the Button “Post”

QAU

Home | Worklist | Add to Favorites

Menu

- Curriculum Management
- Student Financials
  - Tuition and Fees
    - Charges and Payments
    - Group Processing
    - Electronic Transactions
    - Payroll Deduction
    - Processing
    - Group Approval
    - Late Fees
    - Reversals
    - Posting Reports
    - Payment by Invoice
    - Post Student Transaction
    - Post Corporation Transaction
    - Apply Payment
    - Payment Shuffle
    - Validate Tables
    - Assign Student Permissions
    - Enrollment Deposits
  - 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

New Window

### Student Post

Business Unit: QAU Bursar

ID: TESTIN      Haq,Ayesha

Balance: 1,000.00      Anticipated Aid: 0.00

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Account Type: University Dues Account      [New Transaction](#)      [Post](#)

Item Type: 000000000110      Terminal Exam Fee for Mphil

Amount: 1,000.00 PKR      [Currency Detail](#)

Term: 1011      SP10

Reference Number:      Posted Date: 07/09/2010

Item Effective Date: 07/09/2010

Due Date: 07/09/2010

[Student Accounts](#)      [Academic Information](#)      [Payment Details](#)

[Notify](#)      [Refresh](#)

Now you go to "Bill Customers" and Click it.

QAU

Home | Worklist | Add to Favorites

Menu

Search:

- 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

Main Menu >

### Student Financials

Maintain student accounts, payments and collections and calculate tuition.

<p><b>Tuition and Fees</b> Calculate tuition and fees, process enrollment cancellations.</p> <ul style="list-style-type: none"> <li>Calculate Admission Fee</li> <li>Calculate Hostel Fee</li> <li>Calculate Batch Tuition</li> <li>11 More...</li> </ul>	<p><b>Charges and Payments</b> Create, approve and reverse posting transactions and assign late fees.</p> <ul style="list-style-type: none"> <li>Group Processing</li> <li>Electronic Transactions</li> <li>Payroll Deduction Processing</li> <li>12 More...</li> </ul>	<p><b>Bill Customers</b> Manage the way in which you bill students and organizations.</p> <ul style="list-style-type: none"> <li>Student Bills</li> <li>Corporate Bills</li> <li>Review Printed Invoice</li> <li>2 More...</li> </ul>
<p><b>Cashiering</b> Manage cashiering office transactions and activities.</p> <ul style="list-style-type: none"> <li>Cash Management</li> <li>Balance by Business Day</li> <li>Post Student Payments</li> <li>10 More...</li> </ul>	<p><b>Payment Plans</b> Create and assign payment plans, deferral contracts and third party contracts.</p> <ul style="list-style-type: none"> <li>Payment Plan</li> <li>Mass Contract Select</li> <li>Third Party Contract</li> </ul>	<p><b>Refunds</b> Create, approve, distribute and reverse refunds for corporations.</p> <ul style="list-style-type: none"> <li>Process Batch Refunds</li> <li>Approve Refunds</li> <li>Reverse and Cancel Refunds</li> <li>20 More...</li> </ul>
<p><b>Collections</b> Processes for Collections, Credit History and Write-offs.</p> <ul style="list-style-type: none"> <li>Credit History</li> <li>Collection Effort</li> <li>Adjustments</li> <li>10 More...</li> </ul>	<p><b>View Customer Accounts</b> View activity on a student account by account type.</p>	<p><b>View Item Due</b> View detailed information about due line items on a student account.</p>
<p><b>View Item Line</b> View detailed information for each line item on a student's account.</p>	<p><b>View Item</b> View a list of all the account detail or line items on a student's account.</p>	

Now go to "Student Bills" and Click it

**Menu**

Search:

- ▷ 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

Main Menu > Student Financials >

**Bill Customers** Edit "Bill Customers"

Manage the way in which you bill students and organizations.

<p><b>Student Bills</b></p> <p>Manage the way in which you bill your students.</p> <ul style="list-style-type: none"> <li>▷ Pending To Bill Items</li> <li>▷ Create Billing Request</li> <li>▷ Identify Student Charges</li> <li>▷ More...</li> </ul>	<p><b>Corporate Bills</b></p> <p>Manage the way you bill your corporations and organizations.</p> <ul style="list-style-type: none"> <li>▷ Create Billing Request</li> <li>▷ Generate Invoice</li> <li>▷ Review Invoice</li> <li>▷ More...</li> </ul>	<p><b>Review Printed Invoice</b></p> <p>View information regarding specific printing process.</p>
<p><b>Cancel Invoice</b></p> <p>Cancel bills for organizations or students.</p>	<p><b>Review Invoice Cancellation</b></p> <p>View the results of the Bill Cancellation process.</p>	

Now Go to **“Create Billing Request”** and Click it.

**Menu**

Search:

- ▷ 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

Main Menu > Student Financials > Bill Customers >

**Student Bills** Edit "Student Bills"

Manage the way in which you bill your students.

<p><b>Pending To Bill Items</b></p> <p>View a list of charges that have not yet been billed.</p>	<p><b>Create Billing Request</b></p> <p>Select a set of parameters to determine how you identify and bill students.</p>	<p><b>Identify Student Charges</b></p> <p>Create an individual bill for all or some of a student's charges.</p>
<p><b>Generate Invoice</b></p> <p>Initiate the process that generates bills for students using a Billing ID.</p>	<p><b>Review Invoice</b></p> <p>View a student's invoice by invoice number.</p>	<p><b>Print Invoice</b></p> <p>Print invoices for your students.</p>
<p><b>Produce Extract File</b></p> <p>Create the extract file for printing of invoices.</p>	<p><b>Student Invoice Summary</b></p> <p>View invoice information for a student.</p>	<p><b>Print Invoice Crystal</b></p> <p>Print an invoice using Crystal Reports</p>

Then Click the 2<sup>nd</sup> Tab “Add New Value” which is encircled and Click it.

The screenshot shows the QAU web application interface. On the left is a navigation menu with categories like 'Records and Enrollment', 'Curriculum Management', 'Student Financials', 'Tuition and Fees', 'Charges and Payments', and 'Bill Customers'. The 'Create Billing Request' option is selected. The main content area is titled 'Billing Request' and contains a search form. The 'Add a New Value' tab is circled in red. The form fields include: 'Business Unit' (dropdown: begins with, value: QAUNM), 'Billing Request Nbr' (dropdown: =, value: ), 'Bill By Option' (dropdown: begins with, value: ), 'Bill Request ID' (dropdown: begins with, value: ), 'Billing Request Dt:Time' (dropdown: =, value: ), and 'Invoice Start Nbr' (dropdown: begins with, value: ). There is also a 'Case Sensitive' checkbox. Below the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'.

And then Click the lookup of “Business Unit “ i.e “Business Unit QAUNV” and Click the lookup of “Bill By Option “ i.e. Bill by option “ Y”.

This screenshot shows the same 'Billing Request' form as the previous one, but with the 'Business Unit' dropdown set to 'QAUNV' and the 'Bill By Option' dropdown set to 'Y'. Both dropdowns are circled in red. An 'Add' button is visible below the form fields. The 'Find an Existing Value' and 'Add a New Value' links are also present at the bottom of the form area.

Select the value of "Billing ID " from the lookup i.e."Billing ID DUESBILL " ,ID "Testing" where Testing is the Registration ID of the Required Student i.e " ID 02130611001" & Select the DueDate i.e.12/09/2010 and Go to 2<sup>nd</sup> Tab "Billing Request 2" which is show by an arrow.

The screenshot shows the QAU Billing Request 2 form. The left sidebar contains a menu with options like 'Create Billing Request', 'Generate Invoice', and 'Review Invoice'. The main form area has the following fields:

- Business Unit:** GAUNV QAU Bursar
- Billing Request Nbr:** 999999999 PS
- Bill By Option:** Bill One ID
- Billing ID:** DUESBILL (circled in red)
- Invoice Date:** 07/09/2010 (circled in red)
- ID:** TESTIN (circled in red)

Below these fields is a table titled "Item Due Info" with columns for Term, Description, Due Date, and Due Days. At the bottom of the form, there are buttons for Save, Notify, Previous tab, Next tab, Refresh, Add, and Update/Display.

Select the "Bill Term " by drop down list i.e "Bill term One term" , write the desired term in the "From Term" & "To " field i.e " From Term 1013 To 1013" ,Click the lookup of "Invoice Layout " i.e "Invoice Layout MAINCAMPUS" and Checked the box of "Address not Required".Click the Button "Generate Invoice"

The screenshot shows the 'Billing Request 2' form in the QAU system. The 'Business Unit' is set to 'QAUNV QAU Bursar' and the 'Billing Request Nbr' is '999999999 PS'. The 'Bill Term' is 'One Term', 'From Term' is '1011 Spring 2010', and 'To' is '1011 Spring 2010'. Under 'Print Options', 'Invoice Layout' is 'MAINCAMPUS Main Campus Invoices' and 'Output Format' is 'Other Bill (SQR)'. The 'Generate Invoice' radio button is selected. The 'Address Usage' is 'MAILING Mailing Address'. The 'Override Address Info' checkbox is checked, and 'Address not required' is also checked. The 'Generate Invoice' button is highlighted with a red circle. The 'Information Messages & Errors' section is empty. At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', and 'Update/Display'.

Now You can see all the Fields are Disabled after the Click the button “Generate Invoice”.

The screenshot shows the 'Billing Request 2' form after clicking the 'Generate Invoice' button. The form is now disabled, and the 'Generate Invoice' button is a greyed-out label. The 'Business Unit' is 'QAUNV QAU Bursar' and the 'Billing Request Nbr' is '4793 PS'. The 'Bill Term' is 'One Term', 'From Term' is '1011 Spring 2010', and 'To' is '1011 Spring 2010'. Under 'Print Options', 'Invoice Layout' is 'MAINCAMPUS Main Campus Invoices' and 'Output Format' is 'Other Bill (SQR)'. The 'Generate Invoice' radio button is selected. The 'Address Usage' is 'MAILING Mailing Address'. The 'Override Address Info' checkbox is checked, and 'Address not required' is also checked. The 'Generate Invoice' button is now a greyed-out label. The 'Information Messages & Errors' section is empty. At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Add', and 'Update/Display'.

Then Go to ” **Review Invoice** “by following this navigation”Student Financials → Bill Customers→Students Bills→ **Review Invoice**” and Then select the value of “**Bussiness Unit**” i.e. “**Bussiness Unit QAUNV**” and write the Registration ID of Student in the field of “**EmpID**” i.e “EmpID

02130611008” and click the Button “Search” and arrow shows that invoice of the desired student. Click the invoice.

**Invoice Info Student**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: QAUNV  
 Invoice Number: begins with  
 EmplID: begins with TESTIN  
 Bill Type ID:  
 Prior Invoice ID: begins with  
 Invoice Type:  
 Due Date:  
 User ID: begins with  
 Billing Status:

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

**Search Results**  
 View All First 1 of 1 Last

Business Unit	Invoice Number	EmplID	Bill Type ID	Prior Invoice ID	Invoice Type	Due Date	User ID	Billing Status
QAUNV	QAUN-INV-000009761	TESTIN	Student	(blank)	Regular	07/09/2010	PS	Initiated

You can see the detail of the Posted amount on desired ID “Testing” which is encircled below. Go to 3<sup>rd</sup> Tab “Bill Detail”.

**Invoice Info Student | Bill Career | Bill Detail | Bill Messages**

Business Unit: QAUNV QAU Bursar  
 Name: Haq, Ayesha  
 Invoice Number: QAUN-INV-000009761  
 Prior Invoice ID:  
 Invoice Type: Regular  
 Billing Status: Initiated  
 Address Type: BILL  
 Address: Address Info

Billing Request Nbr: 4793  
 ID: TESTIN  
 Prior Invoice Amount: 0.00  
 Total Billed: 1,000.00  
 Due Date: 07/09/2010

**Error / Warning**

Return to Search Notify Previous tab Next tab

Invoice Info Student | Bill Career | Bill Detail | Bill Messages

Now you can see the detail of the bill. i.e **Item Type** “Terminal Exam Fee for Mphil”, **Item Term** “ Spring 2010” & **Amount** “1000”.

Business Unit: QAUNV QAU Bursar      Billing Request Nbr: 4793  
 Name: Haq, Ayesha      ID: TESTIN

Item Type	Item Term	Date Posted	Due Date	Effective	Line Amount
Terminal Exam Fee for Mphil	Spring 2010	07/09/2010	07/09/2010	07/09/2010	1,000.00

Navigation: [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

Invoice Info Student | [Bill Career](#) | [Bill Detail](#) | [Bill Messages](#)

Now Go to “Print Invoice ” by Following this navigation ,

**Student Financials→Bill Customers”→Student Bills→Print Invoice.**

Then Go to 2<sup>nd</sup> Tab “Add New Value”.

Print Invoice Other  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID: begins with

Case Sensitive

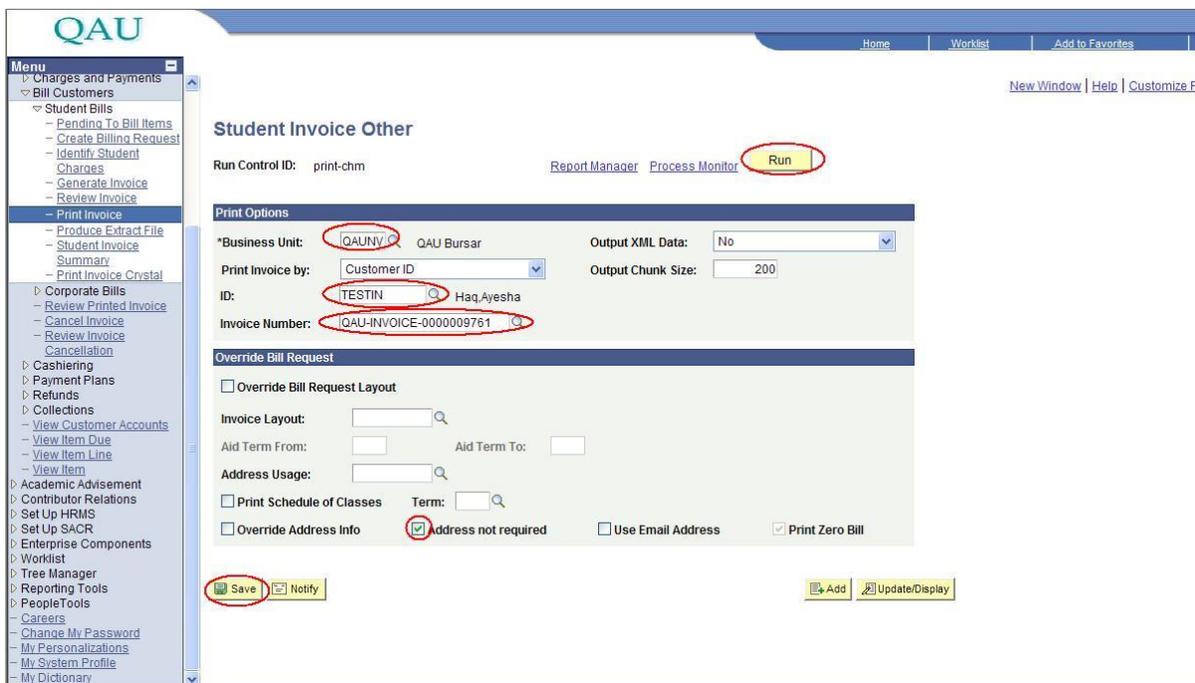
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

Now Write down on the Field of “Run Control ID” i.e “ print-chm” and Click “Add” Button .



After Clicking “Add” you can see that Page which shows below and then put up the desired Value.i.e“Business Unit” i.e QAUNV,”Print Invoice By “ i.e Customer ID,”invoice number “i.e QAU-INVOICE-000009 & Check the box of “Address not required” . Click “Save”Button at Bottom of page. Click “Run “.



After Clicking the **“Run”** button you can see the below page. Just click the check box button of the **“print invoice”** and then **“OK”** button.

**Process Scheduler Request**

User ID: PS      Run Control ID: print-chm

Server Name: [Dropdown]      Run Date: 07/09/2010 [B]

Recurrence: [Dropdown]      Run Time: 12:03:22PM      [Reset to Current Date/Time](#)

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Print Non-Jetforms Invoice	SFBILLIV	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Print Invoices	SSF_PRNT_INV	XML Publisher	Web	PDF	Distribution

[OK](#)   [Cancel](#)

[Main Content](#)

Then Click **“Process Monitor”**.

**Student Invoice Other**

Run Control ID: print      [Report Manager](#)   [Process Monitor](#)   [Run](#)

**Print Options**

\*Business Unit: QAUUNV QAU Bursar      Output XML Data: No

Print Invoice by: Customer ID      Output Chunk Size: 200

ID: [Input]

Invoice Number: [Input]

**Override Bill Request**

Override Bill Request Layout

Invoice Layout: [Input]

Aid Term From: [Input]      Aid Term To: [Input]

Address Usage: [Input]

Print Schedule of Classes      Term: [Input]

Override Address Info       Address not required       Use Email Address       Print Zero Bill

[Save](#)   [Return to Search](#)   [Notify](#)      [Add](#)   [Update/Display](#)

Now you can press the "Refresh" Button until the Run status "Success".

The screenshot shows the QAU system interface. On the left is a menu tree with 'Print Invoice' selected. The main area is titled 'View Process Request For' and contains search fields for User ID (rabia), Type, Last (1 Days), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is circled in red. Below the search fields is a 'Process List' table with one entry:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24799		XML Publisher	SSF_PRNT_INV	rabia	07/09/2010 12:05:42PM PDT	Queued	N/A	Details

Below the table is a link 'Go back to Print Invoice Other' and 'Save' and 'Notify' buttons. At the bottom, there are links for 'Process List' and 'Server List'.

Here you can see the "Run Status" i.e Success and "distribution status" i.e Posted. Then click the bottom link "Go back to Print other invoice".

The screenshot shows the QAU system interface after refreshing. The 'Run Status' is now 'Success' and the 'Distribution Status' is 'Posted', both circled in red. The 'Refresh' button is also circled in red. The 'Go back to Print Invoice Other' link is also circled in red. The table data is the same as in the previous screenshot:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	24799		XML Publisher	SSF_PRNT_INV	rabia	07/09/2010 12:05:42PM PDT	Success	Posted	Details

The 'Go back to Print Invoice Other' link is circled in red. The 'Save' and 'Notify' buttons are still present. At the bottom, there are links for 'Process List' and 'Server List'.

Then Click the Link "Report Manager".

QAU

Home | Worklist | Add to Favorites

New Window | Help | Customize

Menu

- Charges and Payments
  - Bill Customers
    - Student Bills
      - Pending To Bill Items
      - Create Billing Request
      - Identify Student
      - Charges
        - Generate Invoice
        - Review Invoice
      - Print Invoice
      - Produce Extract File
      - Student Invoice Summary
      - Print Invoice Crystal
    - Corporate Bills
      - Review Printed Invoice
      - Cancel Invoice
      - Review Invoice
    - Cancellation
    - 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
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    - People Tools
      - Careers
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      - My Personalizations
      - My System Profile
      - My Dictionary

Student Invoice Other

Run Control ID: print

**Report Manager** | Process Monitor | Run

Print Options

\*Business Unit: [ ] Output XML Data: No

Print Invoice by: Customer ID Output Chunk Size: 200

ID: [ ]

Invoice Number: [ ]

Override Bill Request

Override Bill Request Layout

Invoice Layout: [ ]

Aid Term From: [ ] Aid Term To: [ ]

Address Usage: [ ]

Print Schedule of Classes Term: [ ]

Override Address Info  Address not required  Use Email Address  Print Zero Bill

Save | Return to Search | Notify | Add | Update/Display

After Click the "Report Manager".Go to 3<sup>rd</sup> Tab "Administration " and Click the "Refresh" Button until you see your desired" Prcs Instance" .

Click the link "PDF\_PRINT\_INVPRINTINVOICE"

QAU

Home | Worklist | Add to Favorites

New Window | Help | Customize

Menu

Search: [ ]

- My Favorites
- Hostel Management System
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
  - Query
  - PSInvision
  - XML Publisher
  - Report Manager**
- People Tools
  - Careers
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary

List | Explorer | **Administration** | Archives

View Reports For

User ID: PS Type: [ ] Last: 1 Hours Refresh

Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

Report List

Select	Report ID	Prccs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	19858	24799	SSF_PRNT_INV Print Invoices	07/09/2010 12:06:10PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	19857	24799	Print Invoices	07/09/2010 12:05:45PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	19856	24798	SSF_PRNT_INV Print Invoices	07/09/2010 12:05:27PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	19855	24798	Print Invoices	07/09/2010 12:04:58PM	Acrobat (*.pdf)	Posted	Details

Select All  Deselect All

Delete Click the delete button to delete the selected report(s)

Save

List | Explorer | Administration | Archives