QUAID-I-AZAM UNIVERSITY

ISLAMABAD

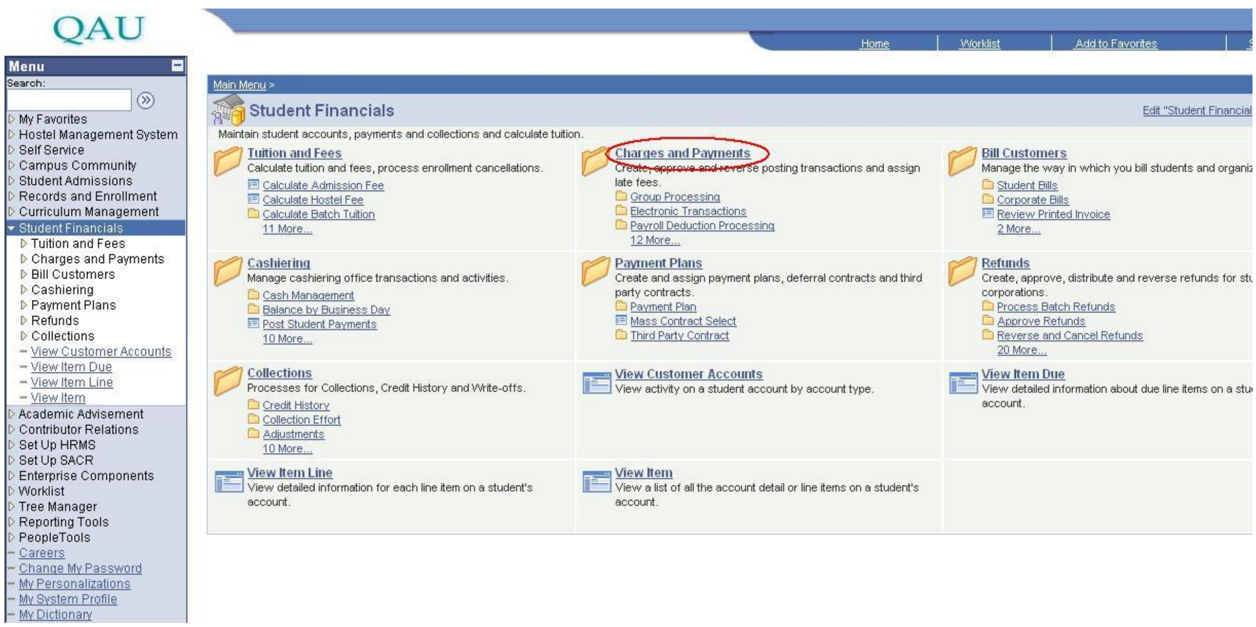
Training Guide
Post Charges and Print
Challan Form

CNC Communication Network Cell

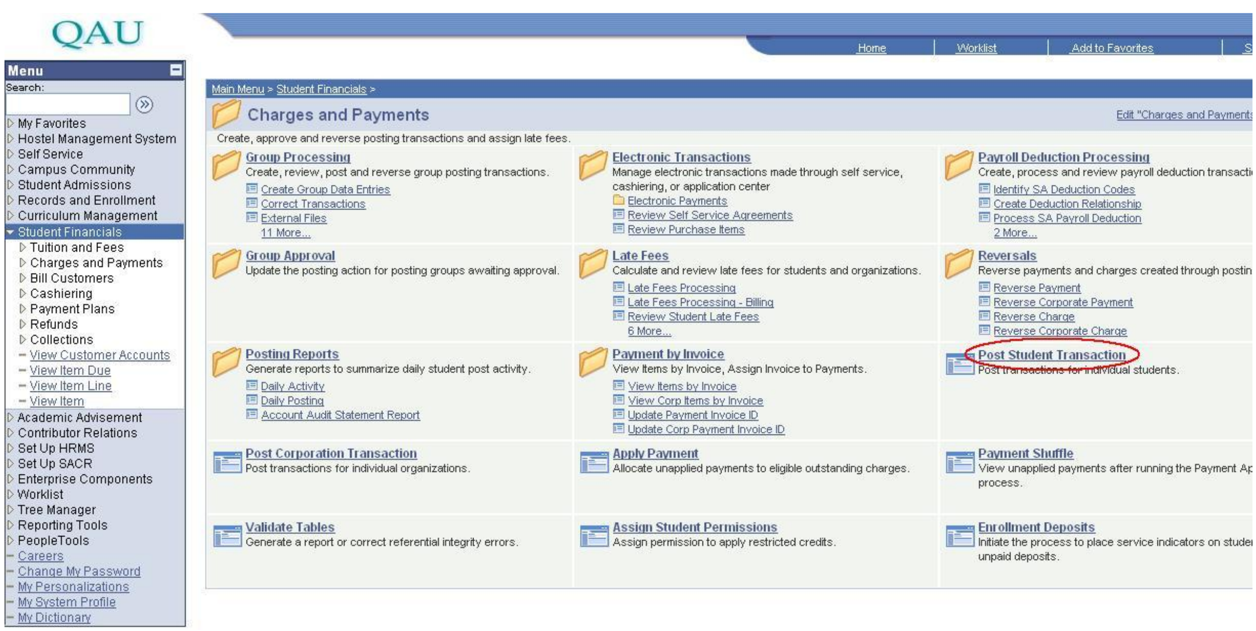
Quaid-e-Azam University

POSTING A CHARGE AND PRINTING CHALLAN FORM:

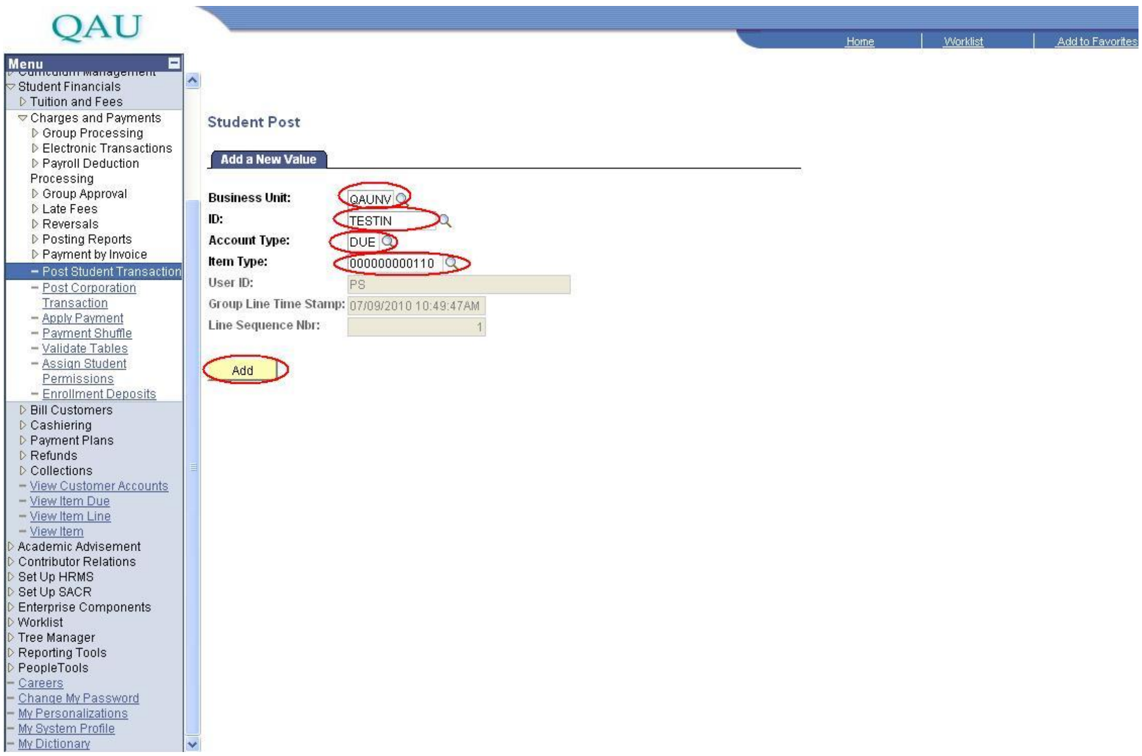
Go to Student Financials > Charges and Payments



Then click "**Post Student Transaction**"



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.

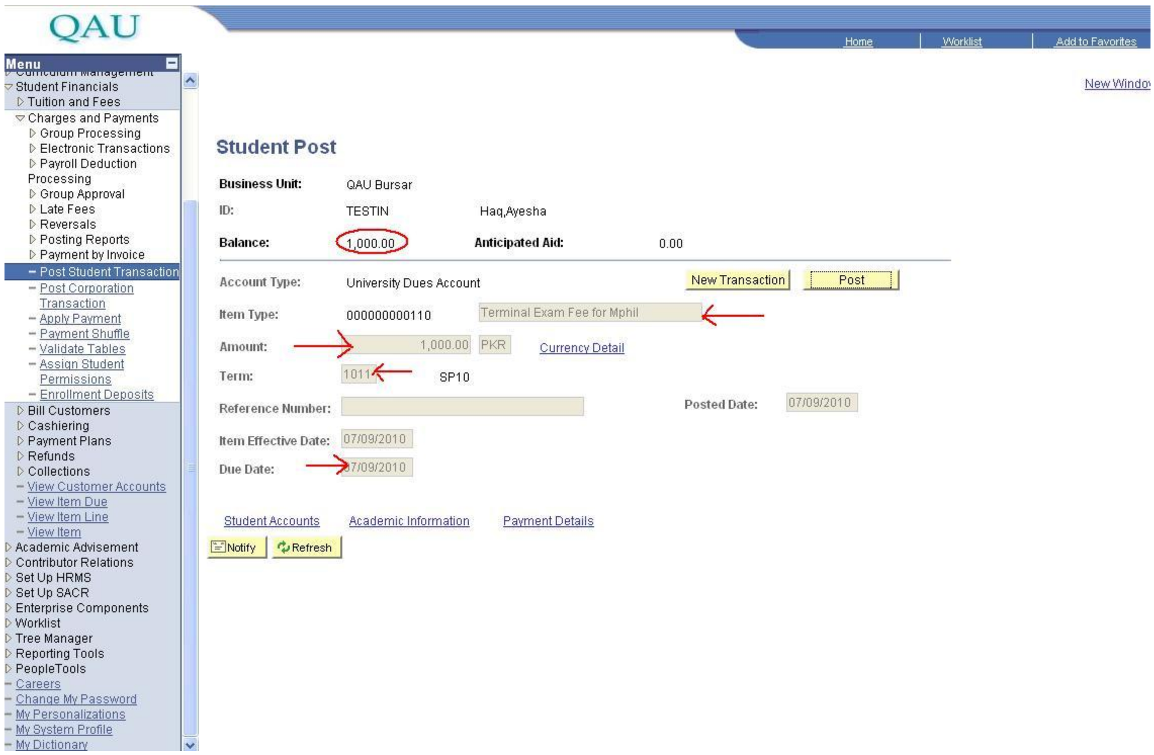


You can see the total Balance ” Balance 00.00” .

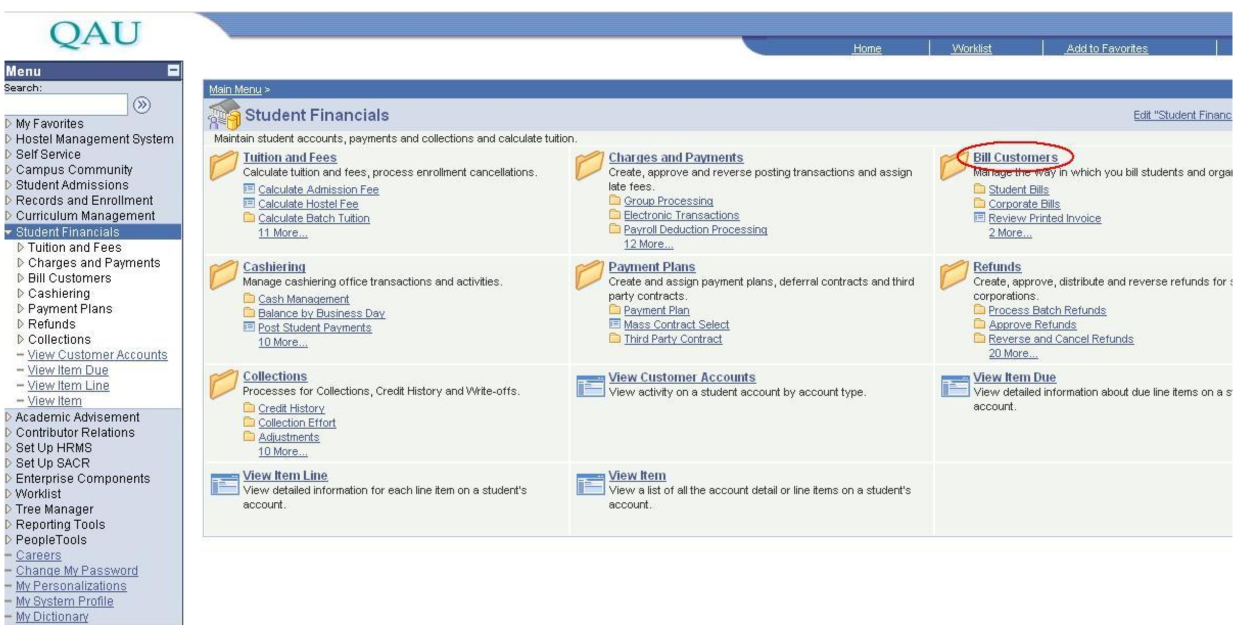
Follow the following steps for posting the amount on the required account.

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.

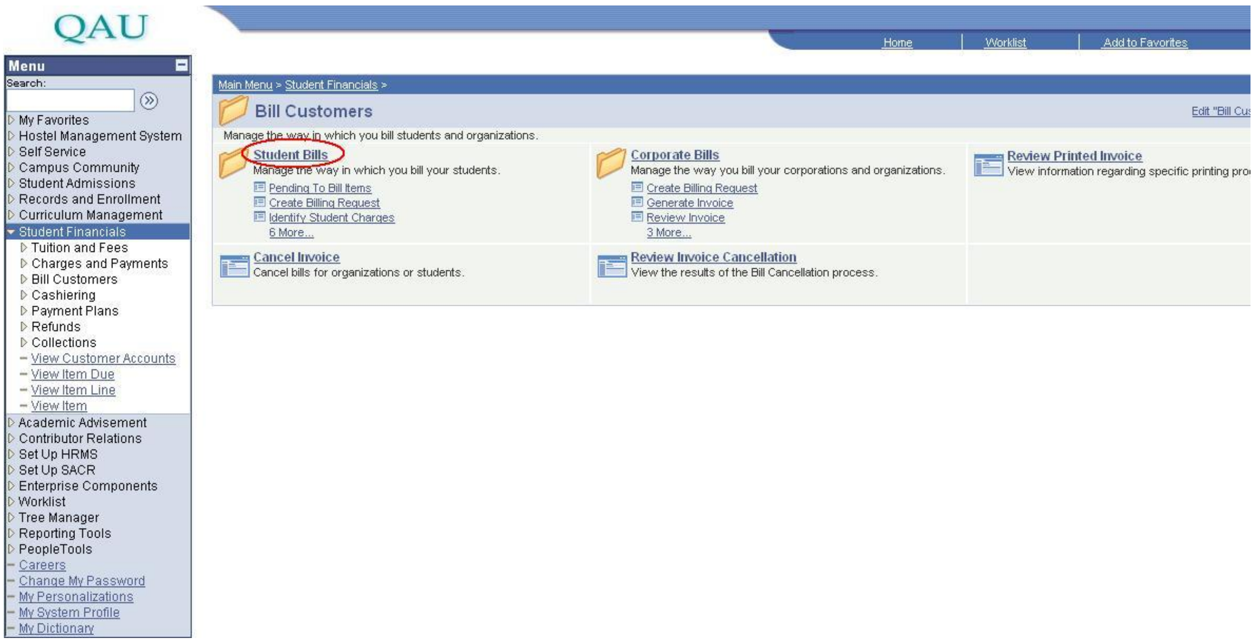
Now you can see encircled in which the amount posted on the required account .The arrow shows that the amount is posted because all fields are disable after the Clicking the Button “**Post”**



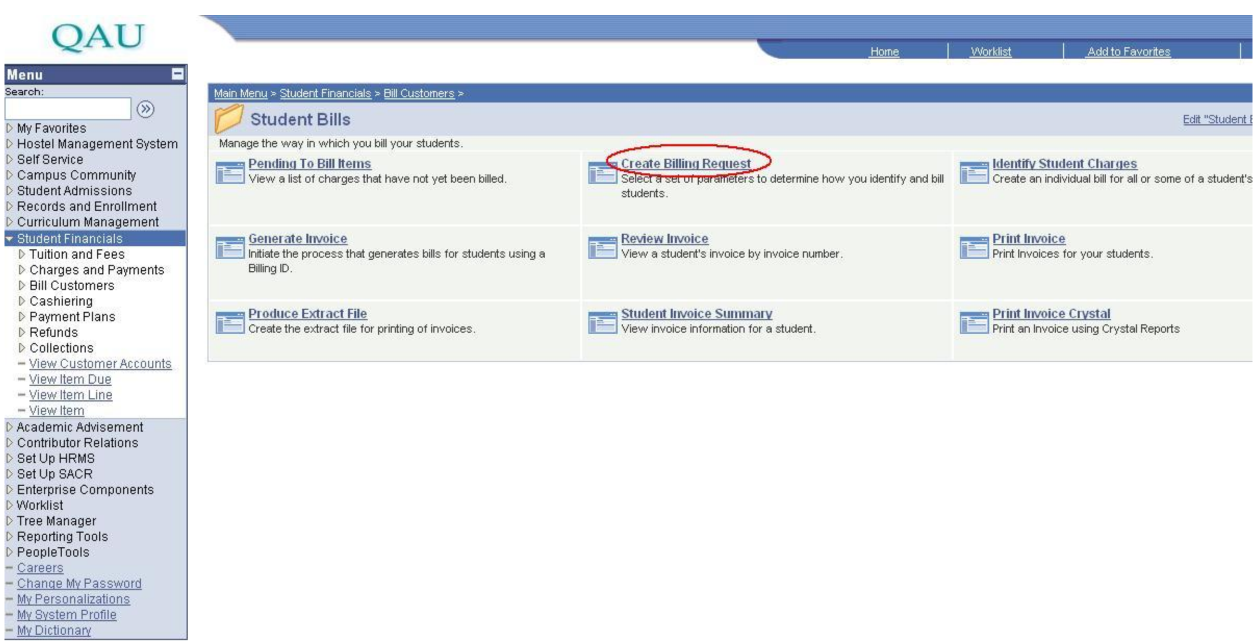
Now you go to"**Bill Customers"** and Click it.



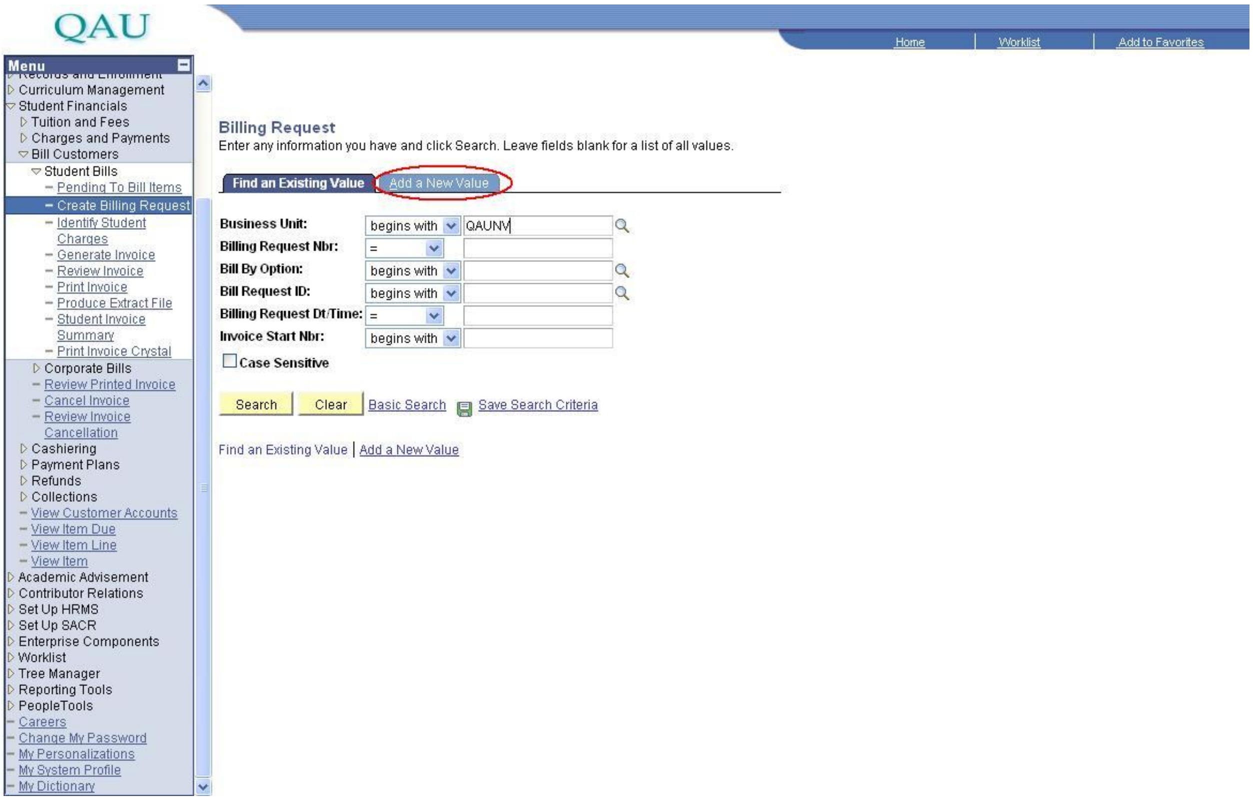
Now go to **"Student Bills" and** Click it



Now Go to **"Create Billing Request "**and Click it.

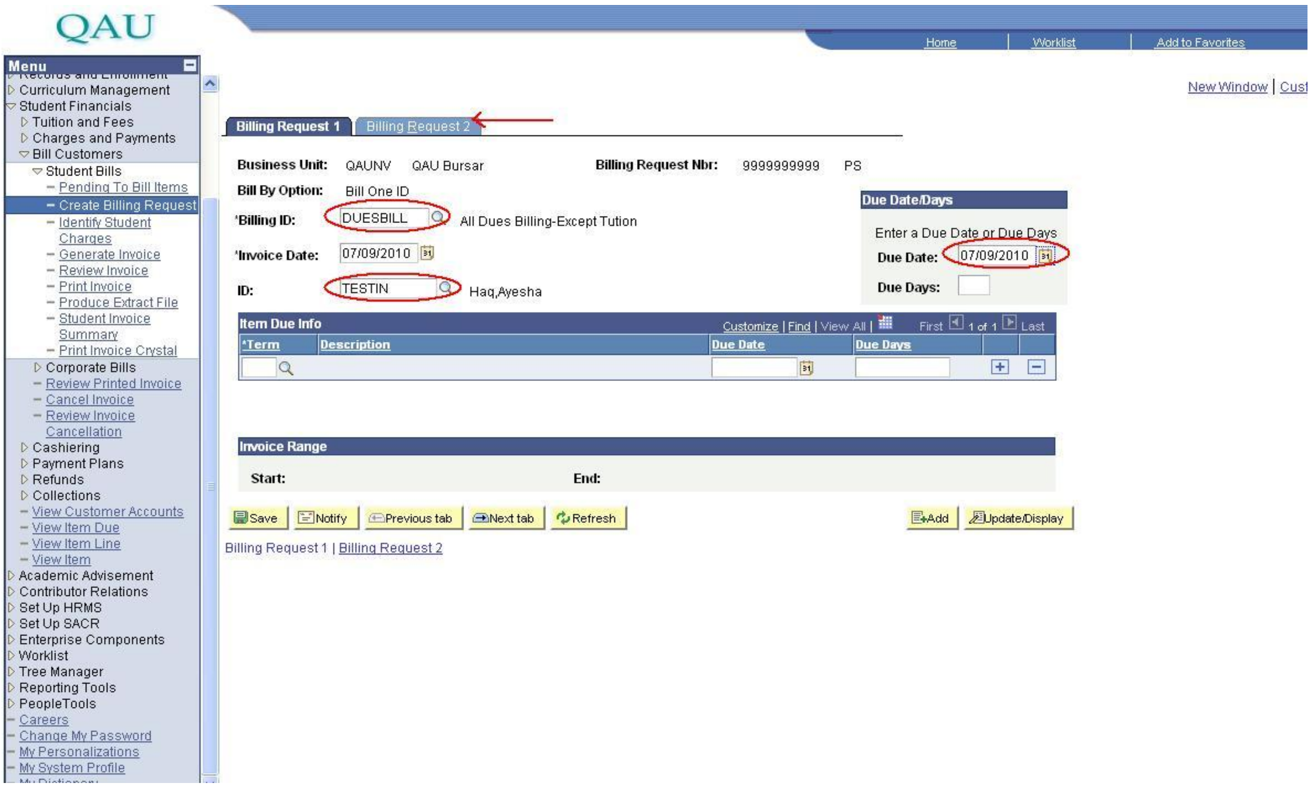


Then Click the 2nd Tab “**Add New Value”** which is encircled and Click it.

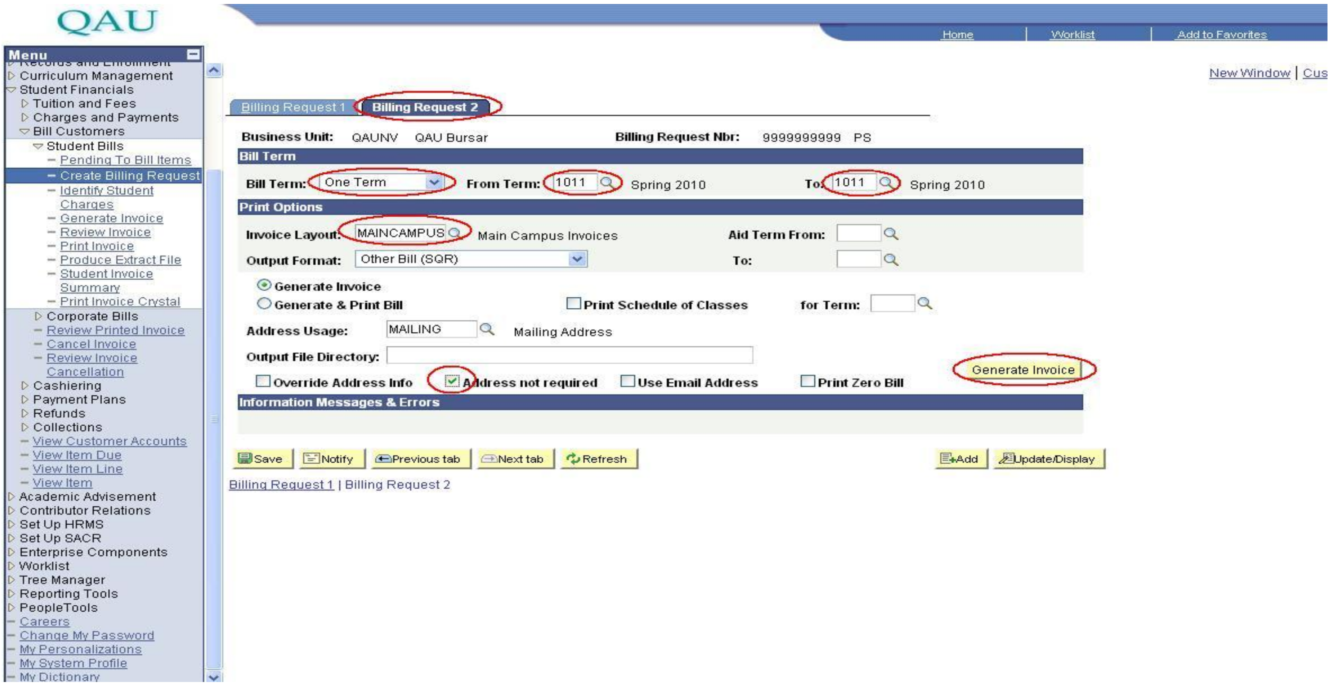


And then Click the lookup of **” Business Unit “** i.e“Business Unit QAUNV” and Click the lookup of **“Bill By Option “** i.e. Bill by option Y”.

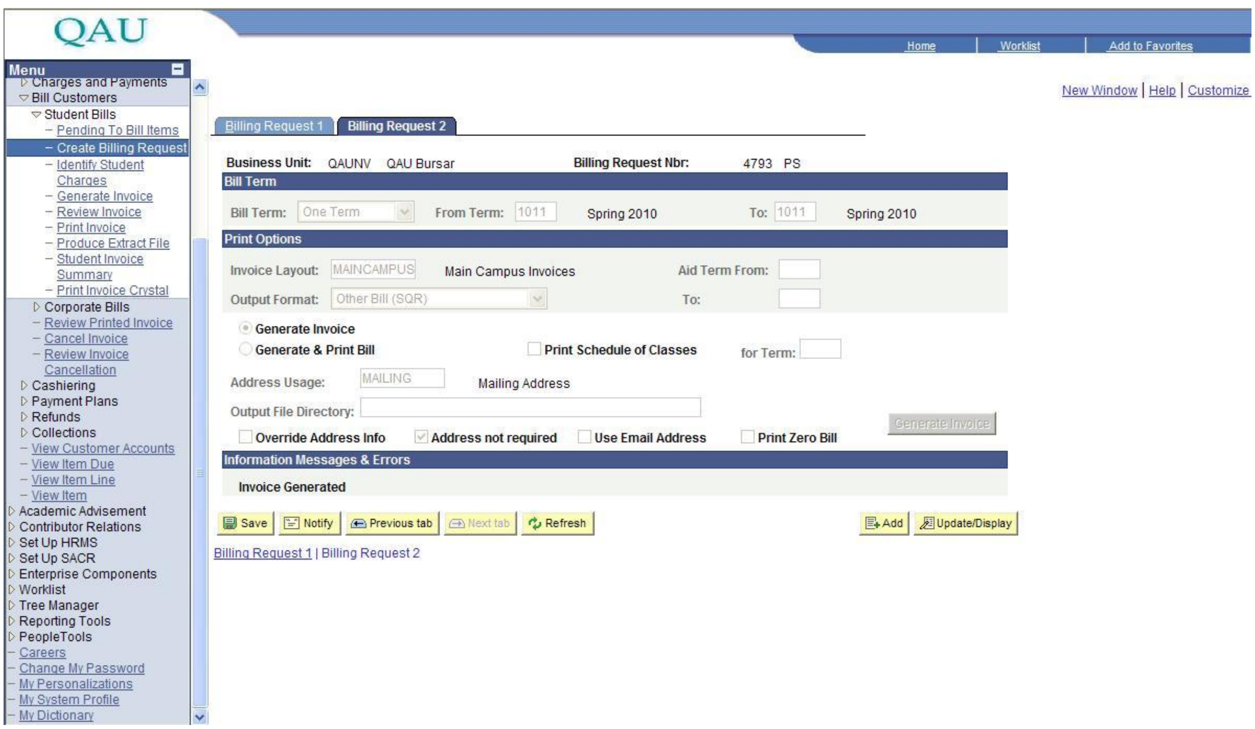
Select the value of **"Billing ID "** from the lookup i.e**."Billing ID DUESBILL " ,**ID "Testing" where Testing is the **Registration ID** of the Requried Student i.e " ID 02130611001" & Select the **DueDate** i.e12/09/2010 and Go to 2nd Tab **"Biiling Request 2"** which is show by an arrow.



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 Requried".**Click the Button **"Generate Invoice"**

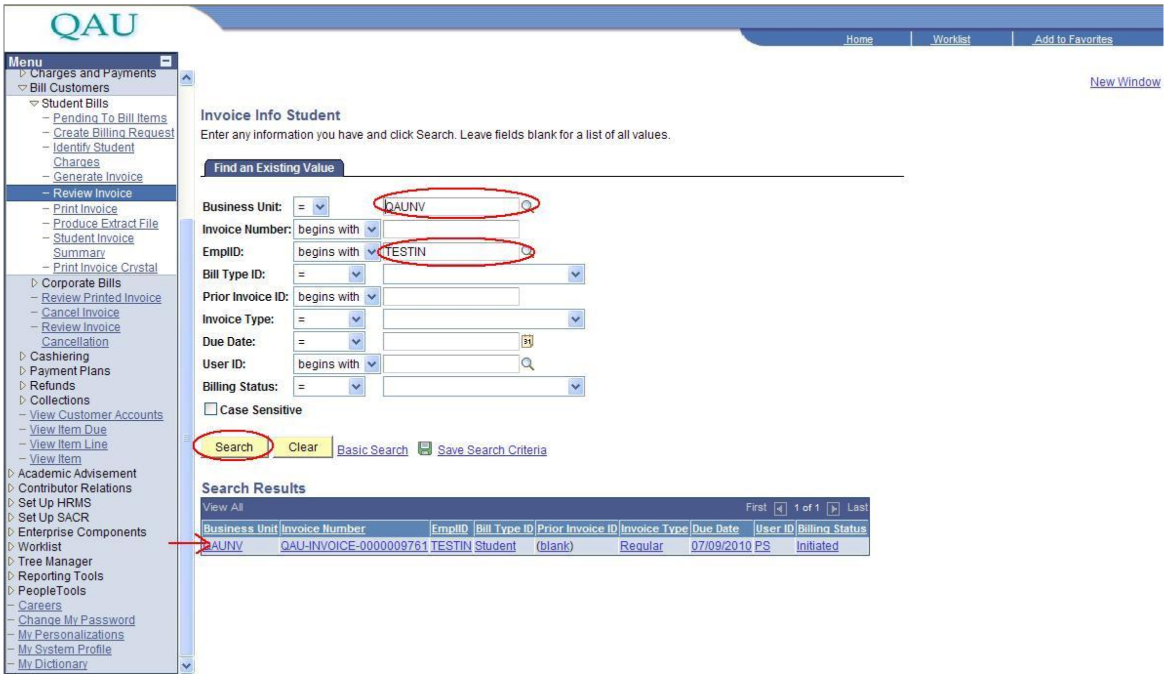


Now You can see all the Fields are Disabled after the Click the button **"Generate Invoice".**

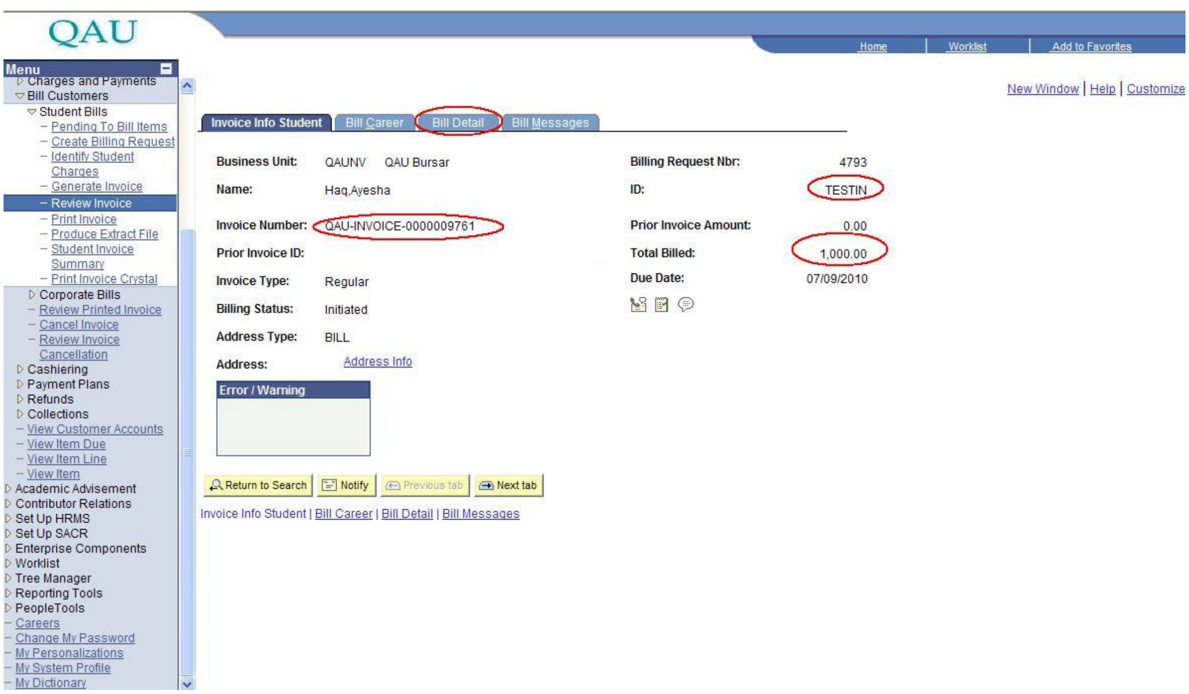


Then Go to " **Review Invoice** "by following this navigation"Student Financials → Bill Customers→Students Bills→ **Review Invoice**" and Then select the value of **"Bussiness Unit"** i.e. "Bussiness Unit QAUNV" and write the Registration ID of Student in the field of **"EmpID" i.e** "EmpID

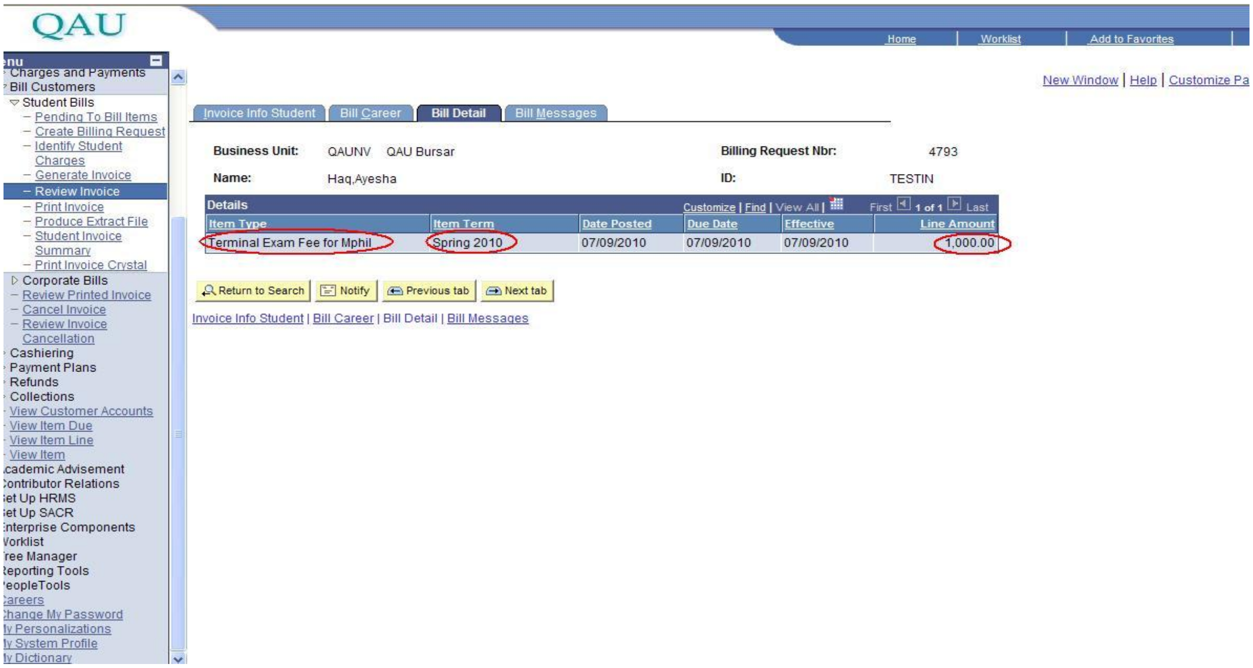
02130611008” and click the Button **“Search”** and arrow shows that invoice of the desired student.Click the invoice.



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



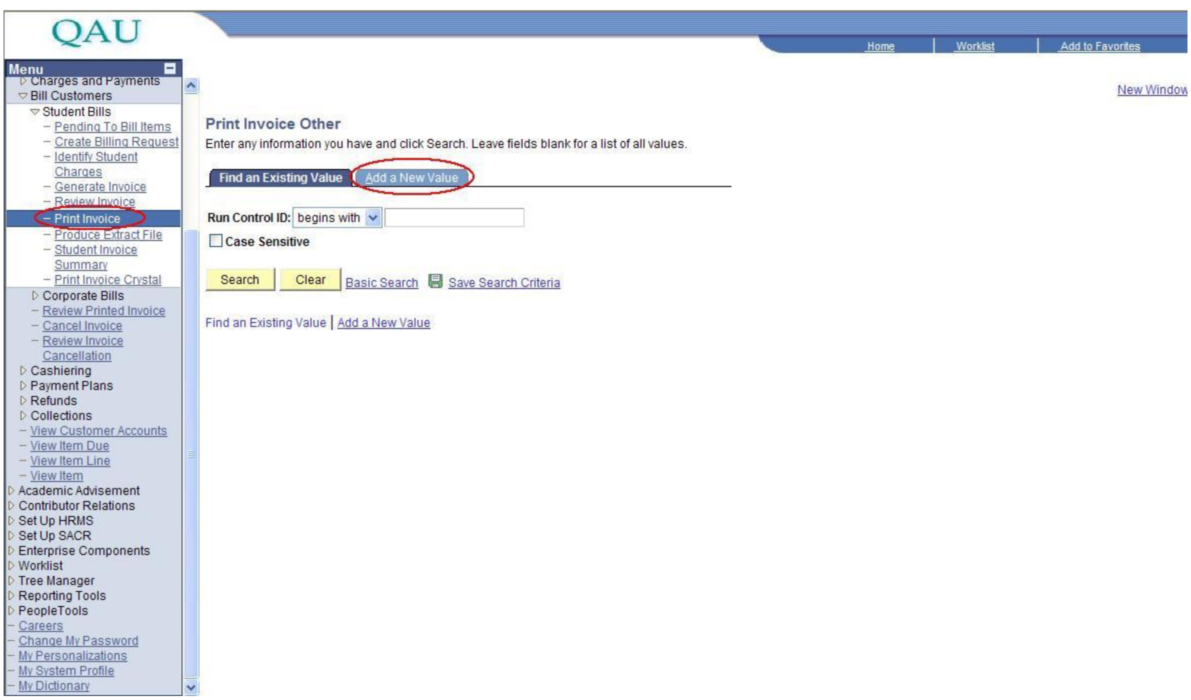
Now you can see the detail of the bill**.i.e Item Type** “Terminal Exam Fee for Mphil”,**Item Term** “ Spring 2010” & **Amount** “1000”.



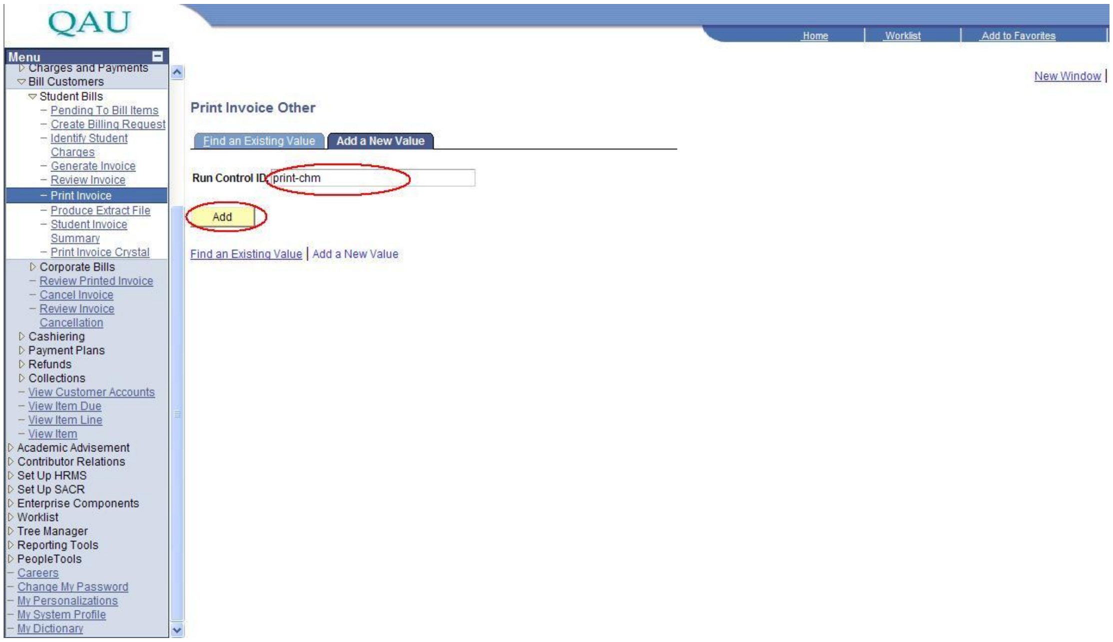
Now Go to "Print Invoice " by Following this navigation ,

Student Financials→Bill Customers"→Student Bills→Print Invoice.

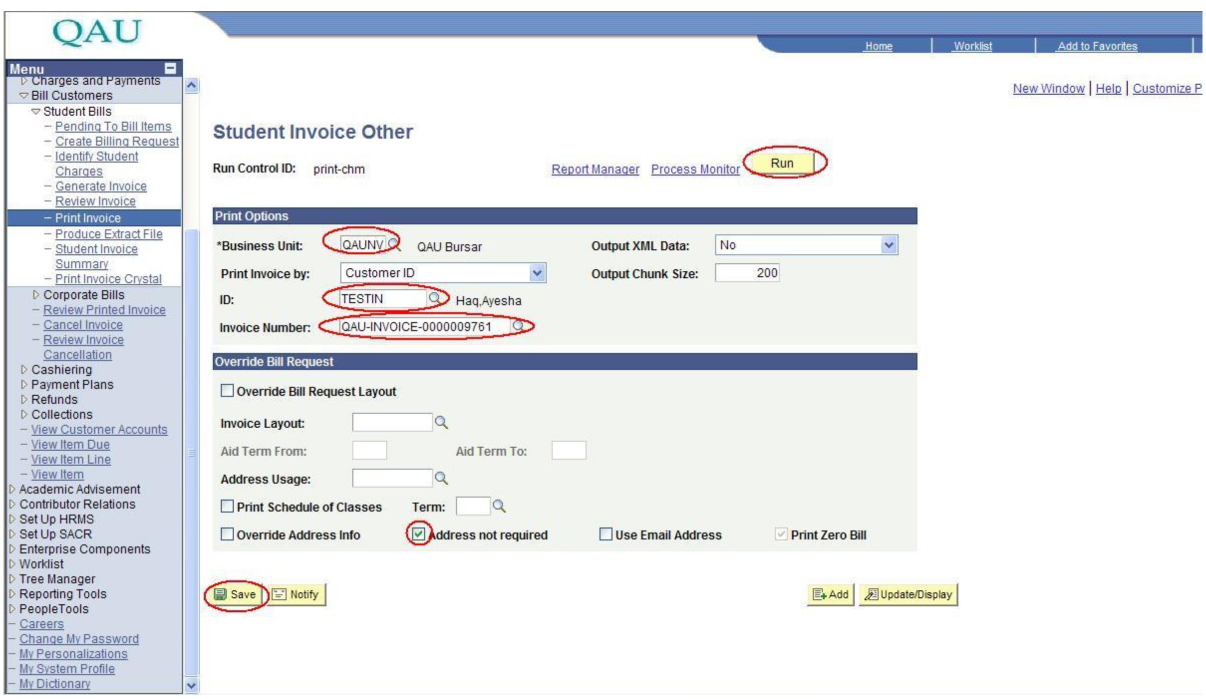
Then Go to 2nd Tab **"Add New Value".**



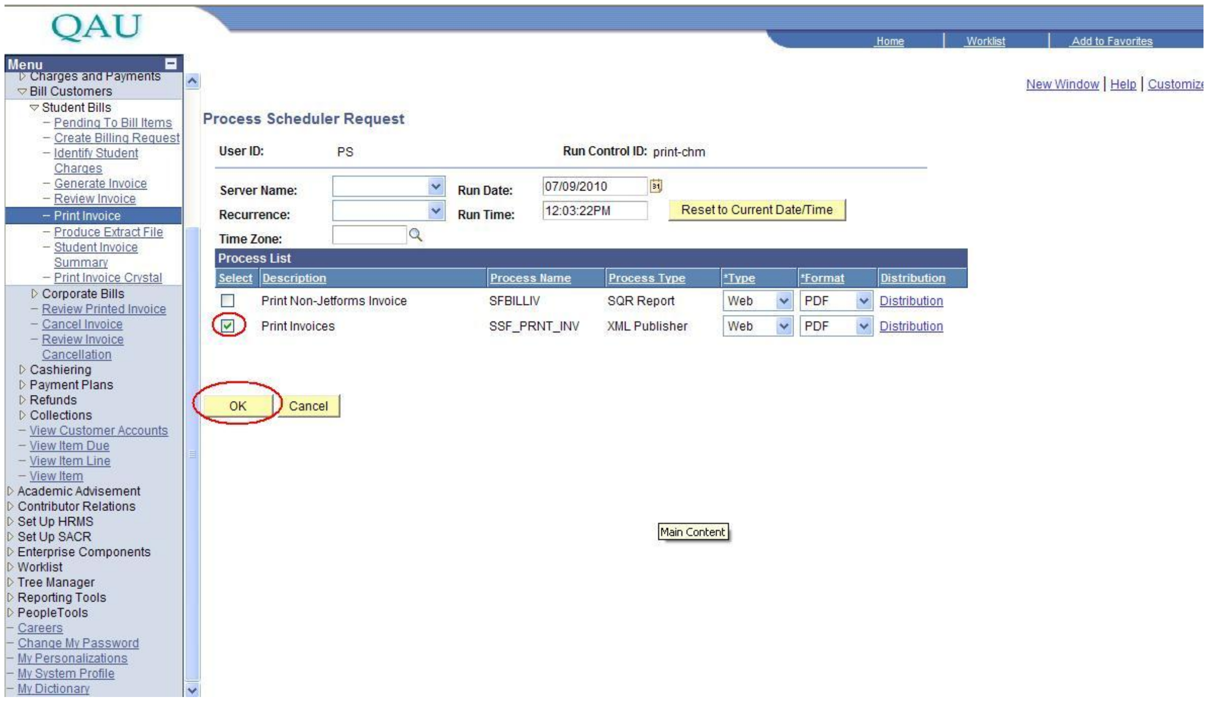
Now Write down on the Field of **"Run Control ID" i.e** " print-chm" and Click **"Add"** Button .



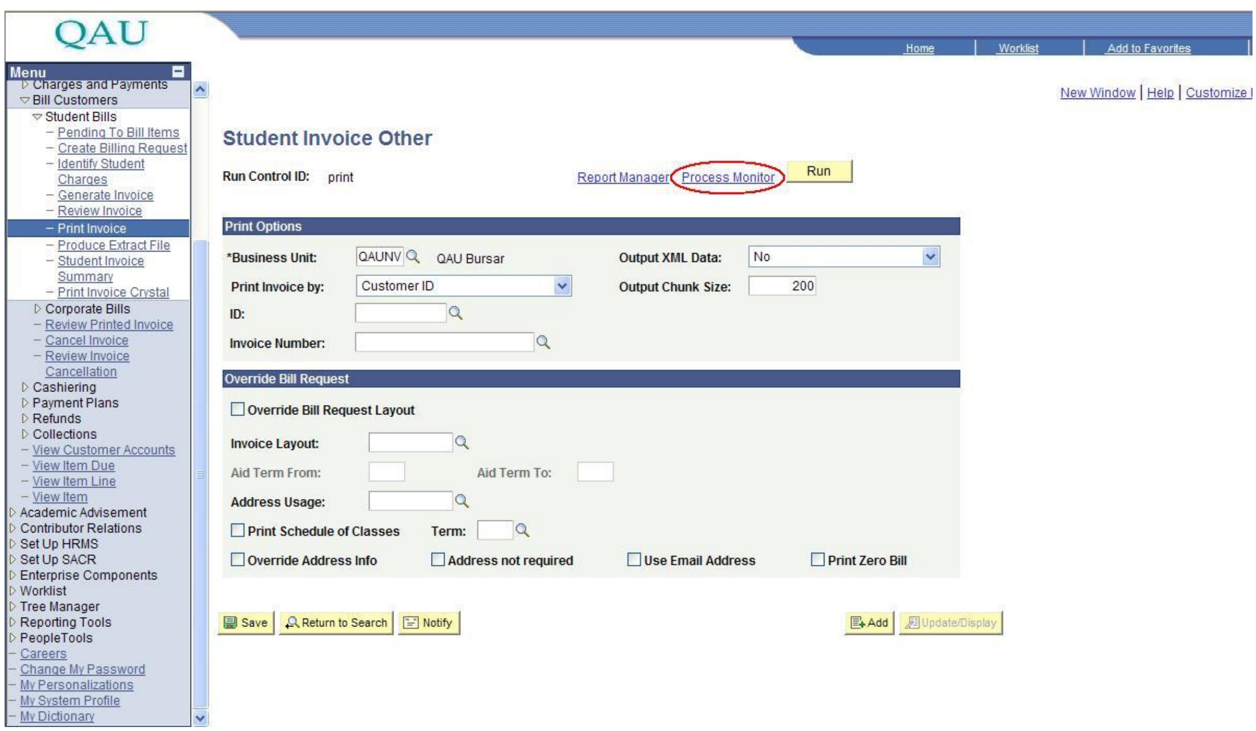
After Clicking **"Add"** you can see that Page which shows below and then put up the desired Value.i.e**"Bussiness Unit"** i.e QAUNV,**"Print Invoice By "** i.e Customer ID**,"invoice number "**i.e QAU-INVOICE-000009 & Check the box of **"Address not required" .** Click "**Save**"Button at Bottom of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



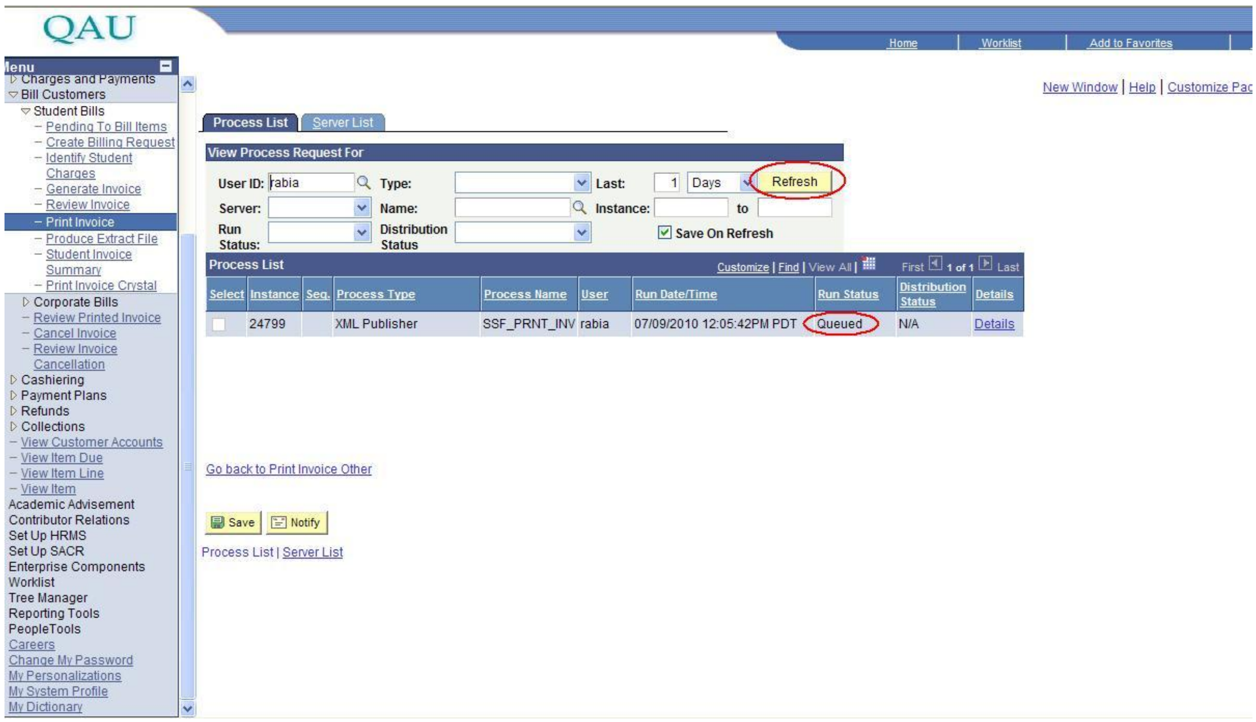
After Clicking the **"Run"** button you can see the below page**.** Just click the check box button of the **"print invoice"** and then **"OK"** button.



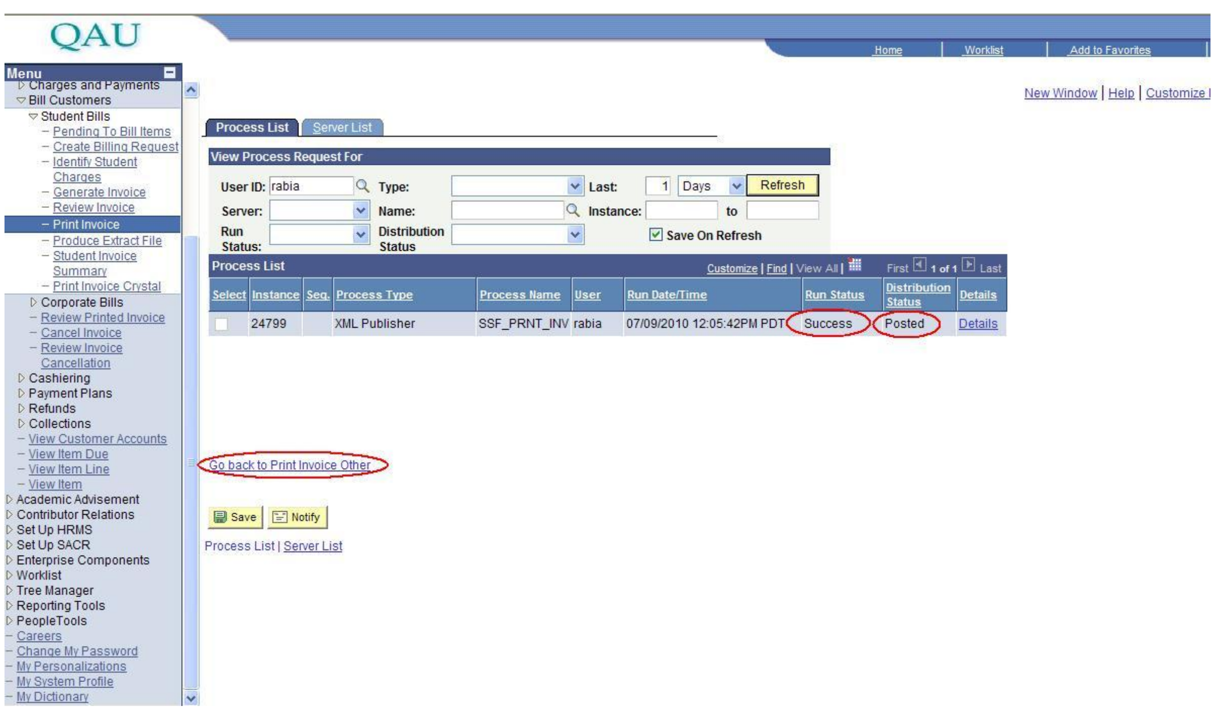
Then Click **"Process Monitor".**



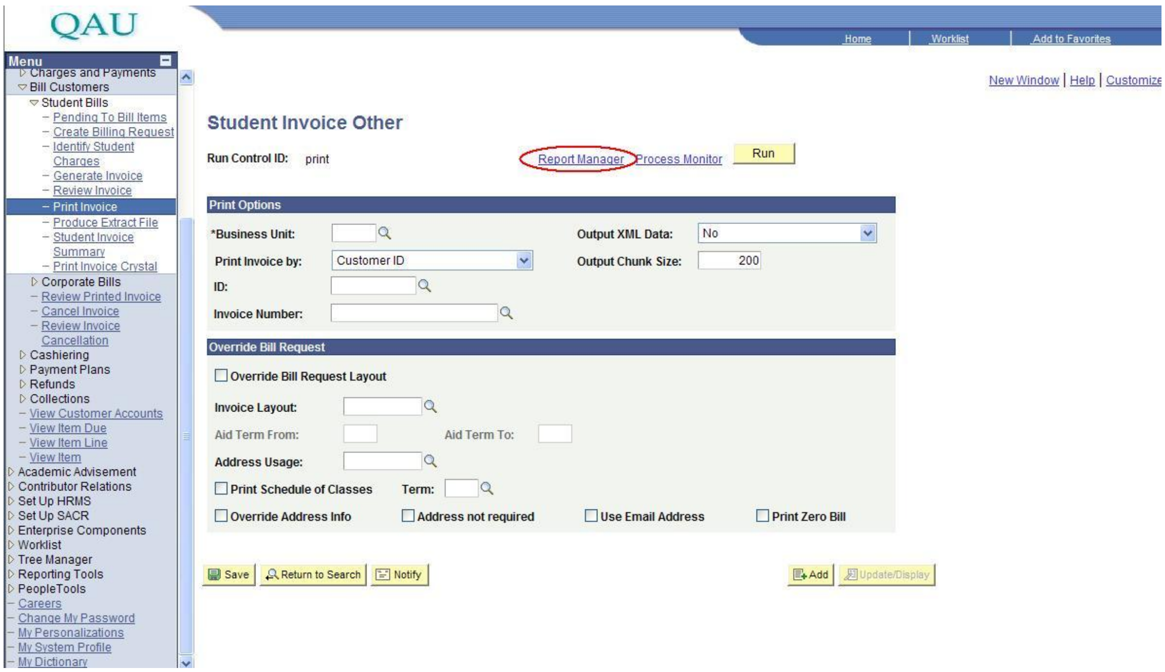
Now you can press the**” Refresh”** Button until the **Run status** “Success “.



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”.**



Then Click the Link**"Report Manager".**



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

Click the link "PDF_PRINT_INVPRINTINVOICE"