



Training Guide Posting Payment For Students of 1st Semester

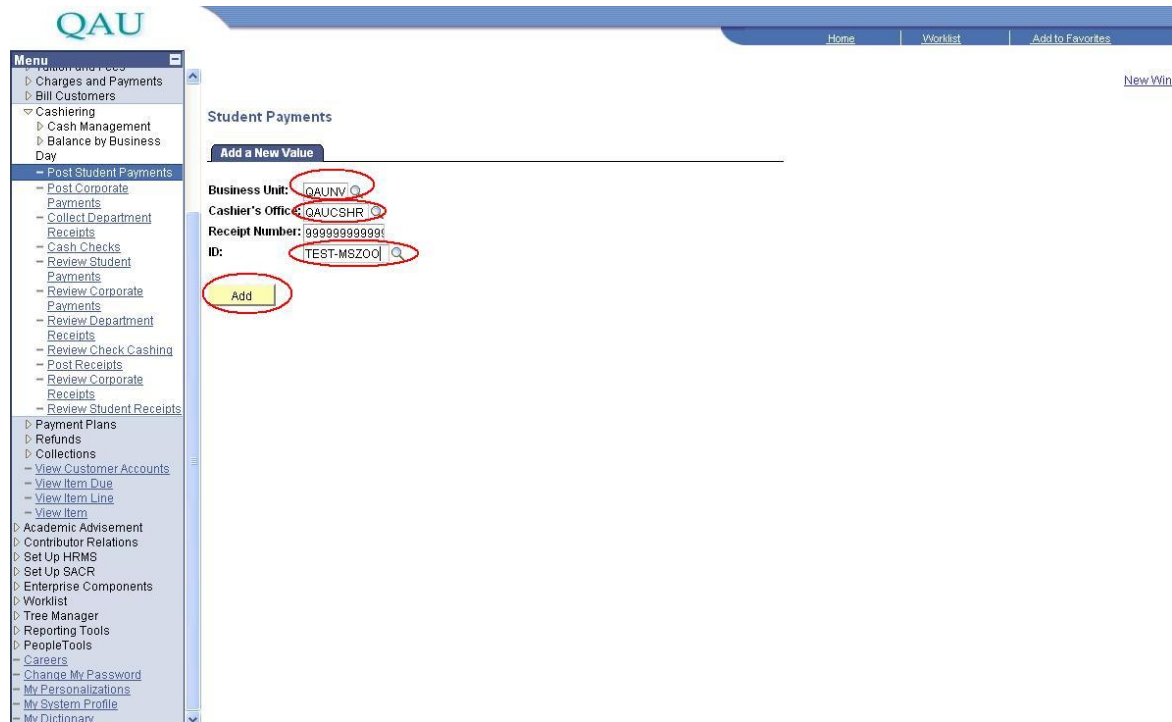
Step1: Go to student financials -> "Cashiering"

The screenshot shows the QAU Student Financials interface. On the left is a 'Menu' sidebar with a search bar and a tree view of navigation options. The 'Student Financials' section is expanded, and 'Cashiering' is highlighted with a red circle. The main content area displays a grid of links for various financial functions, including 'Tuition and Fees', 'Charges and Payments', 'Bill Customers', 'Refunds', 'Collections', 'View Customer Accounts', and 'View Item Line'. The 'Cashiering' link is circled in red.

Step2: Further in cashiering click on "post student payments" link

The screenshot shows the QAU Cashiering interface. The 'Menu' sidebar on the left is the same as in the previous screenshot. The main content area displays a grid of links for various cashiering functions, including 'Cash Management', 'Balance by Business Day', 'Post Student Payments', 'Post Corporate Payments', 'Collect Department Receipts', 'Cash Checks', 'Review Student Payments', 'Review Corporate Payments', 'Review Department Receipts', 'Review Check Cashing', 'Post Receipts', 'Review Corporate Receipts', and 'Review Student Receipts'. The 'Post Student Payments' link is circled in red.

Step3: At Student Payments page you have to enter the **Business unit:** **“QAUNV”**, Cahier’s office: **QAUCSHR**, ID: **Student ID** and 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** look the value in **Target: “ADMFEE”**, **Amount: 50250**(the charge student has to pay), **Term: “1013”** and click on **“+”** button to add another row.

QAU

Home | Worklist | Add to Favorites

New Window | Help | Cu

Student Payments

Unit: QAUNV Office: QAU Cashiering Office Business Date: 04/16/2010
 Register: Q0001 Cashier: PS

ID: TEST-MSZOO ZOO,TEST
 Balance: 50,250.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 50,250.00 Tax: 0.00 Tender: 0.00 Change: 0.00

Target Detail Find First 1 of 1 Last

Target:	ADM FEE	ADM	Amount:	50,250.00	PKR	+ -
Term:	1013		Invoice ID:			

Tender Detail Find First 1 of 1 Last

Tender: Amount: PKR [Currency Detail](#) [+](#) [-](#)

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

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

Step5: After clicking “+” sign in Target select the value **LIB_SEC** and Amount **3000** according to rule. In **Term** select **1013** for Fall2010. Further in **Tender:** **CASH** and in **Amount** the total of above two rows. Here it is **53250**.

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Student Payments

Unit: QAUNV Office: QAU Cashiering Office Business Date: 04/16/2010
 Register: Q0001 Cashier: PS

ID: TEST-MSZOO ZOO,TEST
 Balance: 50,250.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Target: 53,250.00 Tax: 0.00 Tender: 53,250.00 Change: 0.00

Target Detail Find First 1-2 of 2 Last

Target:	ADM FEE	ADM	Amount:	50,250.00	PKR	+ -
Term:	1013		Invoice ID:			
Target:	LIB_SEC	Security	Amount:	3,000.00	PKR	+ -
Term:	1013		Invoice ID:			

Tender Detail Find First 1 of 1 Last

Tender: CASH Cash Amount: 53,250.00 PKR [Currency Detail](#) [+](#) [-](#)

Deposit ID: [Tender Details](#)

Go to: [Academic Information](#) [Student Accounts](#)

Step6: After that click “**Create Receipt**” button, this would be the last step to post the payment of first semester students.