



---

# **Training Guide Posting Payment for Students of Second Semester Onward**

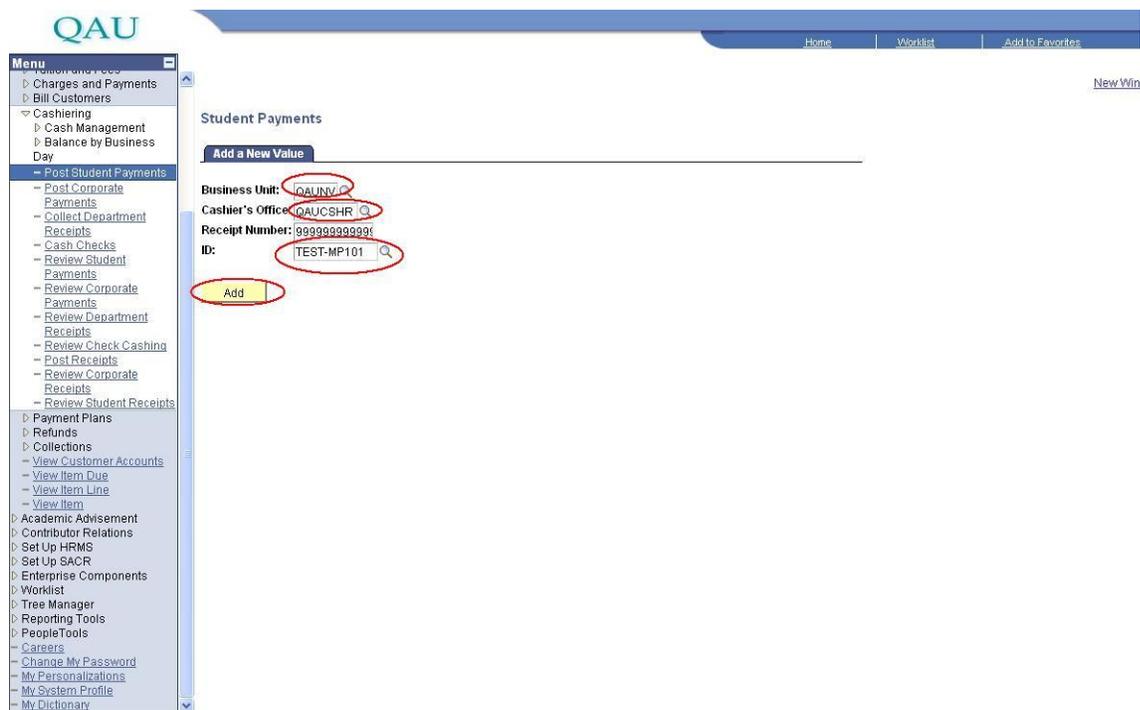
## STEP1: Go to student financials -> **Cashiering**

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 circled in red. The main content area displays a grid of sub-menus under the heading 'Student Financials'. The 'Cashiering' sub-menu is highlighted with a red circle and contains the following items: 'Cash Management', 'Balance by Business Day', and 'Post Student Payments' (which is also circled in red). Other sub-menus include 'Tuition and Fees', 'Charges and Payments', 'Bill Customers', 'Payment Plans', 'Refunds', 'Collections', 'View Customer Accounts', and 'View Item Line'.

## STEP2: Further in cashiering click on **“post student payments”**

The screenshot shows the QAU Cashiering sub-menu. The 'Menu' sidebar on the left is the same as in the previous screenshot. The main content area displays a grid of sub-menus under the heading 'Cashiering'. The 'Post Student Payments' sub-menu is circled in red and contains the following items: 'Review Student Payments', 'Review Check Cashiering', 'Review Student Receipts', 'Collect Department Receipts', 'Review Corporate Payments', 'Post Receipts', 'Cash Checks', 'Review Department Receipts', and 'Review Corporate Receipts'. The 'Post Student Payments' sub-menu is highlighted with a red circle and contains the following items: 'Review Student Payments', 'Review Check Cashiering', 'Review Student Receipts', 'Collect Department Receipts', 'Review Corporate Payments', 'Post Receipts', 'Cash Checks', 'Review Department Receipts', and 'Review Corporate Receipts'.

**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**.

QAU

Home | Worklist | Add to Favorites

New Window | Help | Cust

### Student Payments

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

ID: TEST-MP1011 khan.zara  
 Balance: 40,100.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

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

Target: 11,400.00 Tax: 0.00 Tender: 11,400.00 Change: 0.00

**Target Detail**

Target:	ALL	All	Amount:	11,400.00	PKR
Term:	1013	Restricted to Invoice	Invoice ID:	QAU-INVOICE-0000009822	

**Tender Detail**

Tender:	CASH	Cash	Amount:	11,400.00	PKR
Deposit ID:	<input type="text"/>				

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

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

**STEP5:** Further in Tender select the value CASH and Amount 11400. The amount is the same as in above row of amount.

QAU

Home | Worklist | Add to Favorites

New Window | Help | Cust

### Student Payments

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

ID: TEST-MP1011 khan.zara  
 Balance: 40,100.00 Anticipated Aid: 0.00 [Select Charges to Pay](#)

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

Target: 11,400.00 Tax: 0.00 Tender: 11,400.00 Change: 0.00

**Target Detail**

Target:	ALL	All	Amount:	11,400.00	PKR
Term:	1013	Restricted to Invoice	Invoice ID:	QAU-INVOICE-0000009822	

**Tender Detail**

Tender:	CASH	Cash	Amount:	11,400.00	PKR
Deposit ID:	<input type="text"/>				

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

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

**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.

The screenshot displays the QAU Student Payments interface. The left sidebar contains a menu with various options, including 'Post Student Payments' which is currently selected. The main content area shows the following details:

- Unit:** QAUNV **Office:** QAU Cashiering Office **Business Date:** 04/16/2010
- Register:** Q0001 **Cashier:** PS **Receipt Nbr:** 7475 **Seq Nbr:** 7187
- ID:** TEST-MP1011 **khan,zara**
- Balance:** 28,700.00 **Anticipated Aid:** 0.00
- Ref Nbr:** [Empty field]
- Target:** 11,400.00 **Tax:** 0.00 **Tender:** 11,400.00 **Change:** 0.00

Below these details are two summary sections:

- Target Detail:** Target: ALL, Amount: 11,400.00 PKR, Term: 1013, Invoice ID: QAU-INVOICE-000009822
- Tender Detail:** Tender: CASH, Amount: 11,400.00 PKR

The 'Print Receipt' button is highlighted with a red circle. At the bottom of the interface, there are 'Notify' and 'Refresh' buttons.