Training Guide
Posting Payment For
Students of 1st Semester
Step 1: Go to student financials -> “Cashiering”

Step 2: Further in cashiering click on “post student payments” link
Step 3: At Student Payments page you have to enter the Business unit: “QAUNV”, Cahier’s office: QAUCSHR, ID: Student ID and click on “Add” button.

Step 4: 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.
Step 5: 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.

Step 6: After that click “Create Receipt” button, this would be the last step to post the payment of first semester students.