Training Guide
Posting Payment for Students of Second Semester Onward
**STEP1:** Go to student financials -> **Cashiering**

**STEP2:** Further in cashiering click on **“post student payments”**
**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.
**Steps:** Further in Tender select the value CASH and Amount **11400**. The amount is the same as in above row of amount.
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.