# TEERTHANKER MAHAVEER UNIVERSITY



# FEE MODULE USER MANUAL



# Table of Contents

<u>1.FEE ROLE CENTRE.</u> <u>3</u>
2.FEE SETUP
2.1 FEE SETUP WITH FINE
3.FEE LIST MASTER UPLOAD
4.NO. SERIES CREATION
5.FEE GENERATION.
6.ADMITTED STUDENT LIST
7.CUSTOMER LIST
7.1 CUSTOMER LEDGER
8.CASH RECEIPT VOUCHER
9. BANK RECEIPT VOUCHER
10. SHOWING FINE ON CARD
<u>10.1 FINE PAYMENT.</u>
11. REFUND CASH/BANK
11.1 CASH PAYMENT REFUND
11.2 BANK PAYMENT REFUND
12. SEND FOR APPROVAL
13.CUSTOMER JV DISCOUNT
14.CUSTOMER WAVE OFF
15.JV rectification
16.PAYMENT LEDGER ENTRIES
17.FEE TRANSFER/ADJUSTMENT
<u>18. REVERSE THE INVOICE.</u>
19.PAYMENT UPLOAD IN BULK
<u>19.1 Cust. Payment upload.</u>
20. STUDENT CANCEL/DEACTIVATE
21. CANCEL TRANSPORT LIST
22. SCHOLARSHIP SETUP.
23.SC LIST
24.DISCIPLINARY FINE
<u>25. REPORTS.</u>

## **1.FEE ROLE CENTRE.**

Microsoft Navision will be installed on the system of all the users. User can see the Microsoft Navision Icon in their taskbar

Step1: Click on the Icon. The Login page will be opened. Put the User ID and Password. The fee role centre will be opened

Step 2.Fee role centre.

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## 2.FEE SETUP.

Step 1.F	ee setup.						
			Tec mon	genera nore center			
<ul> <li>ACTIONS</li> </ul>	REPORT						TMIN
E Fee Generator	E3 Bank Receipt Voucher	O Discount Applicable Students	Student Hostel Allocation	Bank Payment Voucher	Fee List Master Upload	🖻 Cust. Cash Payment Upload	🖻 Cust. Bank Refund Upload
III Journal Voucher	Customer List	© No. Series	Cash Payment Voucher	Admitted Student List	Student Cancel/NR List	Cust. Bank Payment Upload	🗙 Transport Cancel List
FEE REFUND	Discount Applicable Jain Stud	Fee Setup	Error Fee Creation Data	🎝 Discount Fee List	Student Cancel/NR Post	🖹 Cust. Cash Refund Upload	Cancelled Transport List
			New Da	cument			

#### Fee Management Role Center

#### Step 2.New

Create fee setup course wise according to year.

н	DME NAV	IGATE								
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ourse Fe	e Header Lis	t -							Type to filter (F3)	No.	+ -)	0
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No.	- Course Code	Course Name	Semester	College Code Departmen Year	Year Part	Due Date	Academic	Admitted	6			
CF/00001	BARCH-001	B.Arch (Bachlor of Architecture)	1	TMAR			12-13	12-13				
CF/00002	BARCH-001	B.Arch (Bachlor of Architecture)	10	TMAR			12-13	12-13				
CF/00003	BARCH-001	B.Arch (Bachlor of Architecture)	10	TMAR			13-14	12-13				
CF/00004	BARCH-001	B.Arch (Bachlor of Architecture)	IV	TMAR			13-14	12-13				
CF/00005	BARCH-001	B.Arch (Bachlor of Architecture)	v	TMAR			14-15	12-13				
CF/00006	BARCH-001	B.Arch (Bachlor of Architecture)	VE	TMAR			14-15	12-13				
CF/00007	BARCH-001	B.Arch (Bachlor of Architecture)	- VII	TMAR			15-16	12-13				
CF/00008	BARCH-001	B.Arch (Bachlor of Architecture)	VIE	TMAR			15-16	12-13				
CF/00009	BARCH-001	B.Arch (Bachlor of Architecture)	DK.	TMAR			16-17	12-13				
CF/00010	BARCH-001	B.Arch (Bachlor of Architecture)	х	TMAR			16-17	12-13				
CF/00011	INT-007	BCA-MCA (Integrated)	1	TMCT			12-13	12-13				
CF/00012	INT-007	BCA-MCA (Integrated)	11	TMCT			12-13	12-13				
CF/00013	INT-007	BCA-MCA (Integrated)	18	TMCT			13-14	12-13				
PE/00614	BIT 007.	DPA ANA Retended	144	TARTT			12.14	13.13				

TMIMT SOCIETY

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#### Step 3.Fill all details and click ok button.

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Course Code	BARCH-001		r.	Department Code:			v			
Course Name	B.Arch (Bachler of Archite	ecture)	T	G/L Account for fine	t 376100020		*			
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Fee Compo	Description	Fees Type	Amount Du	ie Date Late Fee %	Fixed Amount G/L Acou	Year Part Due	Date II Due Date II	Late Fee Amou	Late Fee Amou	L
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TRAN	Transportation Fees	TRAN	0.00	0.00	0.00 375100020			0.00	0.00	1
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FOR MODIFICATION IN FEE SETUP. Step 1.Select and click edit.

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/00002	SARCH-001	6.Arch (Bachlor of Architecture)	T	<b>DMAR</b>			_	12-13	12-13		-	
/00003	BARCH-001	B.Arch (Bachlor of Architecture)		TMAR				13-14	12-13			
/00004	BARCH-001	B.Arch (Bechlor of Architecture)	11/	TMAR				13-14	12-13			
/00005	BARCH-001	B.Arch (Bachlor of Architecture)	v	TMAR				14-15	12-13			
/00005	BARCH-001	B.Arch (Bachlor of Architecture)	V	TMAR				14-15	12-13			
/00007	BARCH-001	8.Arch (Bachlor of Architecture)	5.1/11	TMAR				15-16	12-13			
00008	BARCH-001	B.Arch (Bachlor of Architecture)	181	TMAR				15-16	12-13			
(00009	BARCH-001	B.Arch (Bachlor of Architecture)	DC	TMAR				16-17	12-13			
/00010	SARCH-001	B.Arch (Bachlor of Architecture)	х	TMAR				16-17	12-13			
/00011	INT-007	BCA-MCA (Integrated)	1	TMCT				12+13	12-13			
/00012	INT-007	BCA-MCA (Integrated)	1.1	TMCT				12-13	12-13			
/00013	INT-007	BCA-MCA (Integrated)		TMCT				13-14	12-13			
/00014	JINT-007	BCA-MCA (Integrated)	IV:	TMCT				13-14	12-13			
/00015	INT-007	BCA-MCA (Integrated)	v	TMCT				14-15	12-13			
/00016	INT-007	BCA-MCA (Integrated)	. VI	TMCT				14-15	12-13			
/00017	INT-007	BCA-MCA (Integrated)	NU.	TMCT				15-16	12-13			
00018	INT-007	BCA-MCA (Integrated)	1/1.8	TMCT				15-16	12-13			
00019	INT-007	BCA-MCA (Integrated)	DX.	TMCT				16-17	12-13			
00020	INT-007	BCA-MCA (integrated)	x	TMCT				16-17	12-13			

## Step 2.make changes and click ok.

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ourse Code:	BARCH-001		4		Department Code:				~				
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EXAM	Examination Fee	EXAM	3,000.00		0.00	0.00	376100020				0.00	0.0	1
HOST	Hostel Fee	HOST	0.00		0.00	0.00	375100020				0.00	0.00	1
TRAN	Transportation Fees	TRAN	0.00		0.00	0.00	375100020				0.00	0.00	<u>k</u>
REAP	Re-Appear/Back paper	REAP	0.00		0.00	0.00	\$76100020				0.00	0.0	£
SCRU	Scrutiny Fee	SCRU	1,000.00		0.00	0.00	376100020				0.00	0.0	F
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n.													

#### 2.1 FEE SETUP WITH FINE.

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2 Course Fee	Header Lis	L *									366	No.	- 🏌 🗸
Na. 🔺	Course Code	Course Name	Semester	College Code	Departmen	Year	Year Part	Due Date	Academic	Admitted	Y <sub>ee</sub>		
CF/00365	BTECH-007	B.TECH. (2ND YEAR LATERAL ENTRY)	M	TMEG					14+15	14-15		1	
CE/01265	PAPCH,001	E,0.ush		TMGR					16 Main	16,17			
CF/02366	BTECH-015	8.Tech Mechanikal Engineering		TMEG					17-18	17-18			
CF/03386	BRY-001	BRY	10	IMMG					19-20	18-19			5 C C
CF/03660	MSCM-005	M.SC. MEDICAL - (PHARMACOLOGY)		TMMC		YEAR 1	2nd		16-19	18-19			

Step 2.Fill due date and fine by percentage-wise, fixed or slab wise.

CF/02366									
General									•
No:	CF/02366			College Code:	TMEG	~			
Course Code:	BTECH-015	Ý		Department Code:		~			
Course Name:	B.Tech Mechanical Er	ngineering		G/L Account for fine	376100020	~			
Type Of Courses	Semester	v		Year Parts		Ý			
Semesten	8	Ý		Academic Yean	17-18 4				
Year:		Ŷ		Admitted Year:	17-18	Ŷ			
Student Category:	GEN								
Course Fee Subfo	orm		Percen	itage-wise					4 <sup>8</sup> ^
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DGAM	Examination Fee	EXAM	4,000.00 3/21/2018	0.00	0.00 376100020	3/28/2018	5/1/2018	500.00	2,1
							~		-
						5	lab wise		

Step 3.Ok.

## 3.FEE LIST MASTER UPLOAD.

Step 1.Fee list master upload.



Step 2.Select export  $\rightarrow$  Open  $\rightarrow$  Fill details  $\rightarrow$  Save file. Step 3.Import  $\rightarrow$  Ok- $\rightarrow$  Select file  $\rightarrow$  Click ok.

## 4.NO. SERIES CREATION.



#### Step 3. Creating no. series and click ok.

	-			New - 1	lo. Series Lin	ies - CR - Cash	Receip	pt Vouchar	- 0
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lo, Series Li	nes -							2	Type to filter (F3) Starting Date
Starting Date		Ending No.	Last Date U	Last No. Us	Warning No.	increment	Open		
9/7/2019	CR/1819/0709/00001		9/7/2019	CR/1819/070		1			
97272019	CR/1019/0209/00001		97272019	CR/1819/020		1	~		
8/31/2019	CR/1920/3108/0001		8/31/2019	CR/1920/310		1			
8/30/2019	CR/1920/00001		8/30/2019	CR/1920/000		1	~		
8/29/2019	CR/1415/00001		8/29/2019	CR/1415/000		1	2		
8/19/2019	CR/1891/1908/00001		8/19/2019	CR/1891/190		1	1		
8/7/2019	CR/1920/0708/00001		B/7/2019	CR/1920/070		1	1		
ALC: NOT THE R. P.	CR/1920/00001		8/3/2019	CR/1920/000.		1	1		
8/3/2019	read a serie constraint								

## **5.FEE GENERATION.**

40			Fee Man	agement Role Center			
ACTIONS	REPORT						TM
Fee Generaton	Bank Receipt Voucher	Discount Applicable Students	Student Hostel Allocation	Bank Payment Voucher	Fee List Master Upload	🖹 Cust. Cash Payment Upload	Cust. Bank Refund Uploa
Journal Voucher	O Customer List	Ø No. Series	O Cash Payment Voucher	Admitted Student List	Student Cancel/NR List	🖹 Cust. Bank Payment Upload	🗙 Transport Cancel List
FEE REFUND	Oiscount Applicable Jain Stud	Fee Setup	Error Fee Creation Data	🐴 Discount Fee List	G Student Cancel/NR Post	📄 Cust. Cash Refund Upload	Cancelled Transport List
			New Dr	bdument			

## Step 2.Fill all details you can use the filter for generating fees course wise, student wise etc.

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Ro e C	Page		
	Fee Type: EXAM 🗸 ^		Fee Structure
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ou B.	For Vern Fee Generation	73	CF/m B+R B.Arch (Bachlor of 1
В.		. S 1 273	CF/ BAR B.Arch (Bachlor of 1
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В.	Year:	. T M 123	CF/ BAR B.Arch (Bachlor of )
N B.	Year Part:	T 1 223	CF/ BAR B.Arch (Bachlor of )
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## 6.ADMITTED STUDENT LIST.

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al Voucher 🖯 Customer List EFUND 🛛 Discount Applicable Jain S	No. Series tud   Fee Setup	<ul> <li>Cash Payment Vo</li> <li>Error Fee Creation</li> </ul>	n Data Discount Fee List	ist Student Cancel/NR List	Cust. Bank Pa	iymant Upload fund Upload	X Transport Canc ✓ Cancelled Trans	el List sport List
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ted Student List •					Tj	ipe to filter (F3)	No.	
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8-19/0 MOHD AUAZ 8-19/0 UMESH KUMAR	5/1/1999 NASEEM AH 1/16/2002 RISHIPAL SIN	IMAD NASEEMA PARVEEN NGH KRISHNA DEVI	18-19 BCA-001 18-19 DEL-003		HI HD	d d		-
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APP/18-19/01 General No.: Applicant Name*: Course Code*:	255 APP/18-19/012 UMESH KUMA DEL=003	Admission 255 kR	Year*: Section*: Fee Classificat	ion Code*: (			* *	5 0 0 0
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APP/18-19/01 General No.: Applicant Name*: Course Code*: Gender*: Date of Birth*: Religion*: Quota/Category*: Sub Religion: Pay Type:	255 APP/18-19/012 UMESH KUMA DEL-003 Male 1/16/2002 HINDU OBC	Admission 255 AR V	Year*: Section*: Fee Classificat Alloted: Session*: Blood Group: Prospectus No Discount Appl Reason: Admitted:	ion Code*: [ ] ] icable: [	5EN ] 8-19 PROS/18-1	9/01336		D D D D D D D D D D D D D D D D D D D
APP/18-19/01 General No.: Applicant Name*: Course Code*: Gender*: Date of Birth*: Religion*: Quota/Category*: Sub Religion: Pay Type: Nationality*:	255 APP/18-19/012 UMESH KUMA DEL=003 Male 1/16/2002 HINDU OBC	Admission	Year*: Section*: Fee Classificat Alloted: Session*: Blood Group: Prospectus No Discount Appl Reason: Admitted: Skip Procupité	ion Code*:	GEN ] 8-19 PROS/18-1 ]	9/01336		
APP/18-19/01 General No.: Applicant Name*: Course Code*: Gender*: Date of Birth*: Religion*: Quota/Category*: Sub Religion: Pay Type: Nationality*: Type Of Course*:	255 APP/18-19/012 UMESH KUMA DEL-003 Male 1/16/2002 HINDU OBC IND Semester	Admission	Year*: Section*: Fee Classificat Alloted: Session*: Blood Group: Prospectus No Discount Appl Reason: Admitted: Skip Prequalifi Transport App	ion Code*:	GEN 3EN 3EN 3EN 3EN 3EN 3EN 3EN 3EN 3EN 3	9/01336		
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APP/18-19/01 General No.: Applicant Name*: Course Code*: Gender*: Date of Birth*: Religion*: Quota/Category*: Sub Religion: Pay Type: Nationality*: Type Of Course*: Semester*: Family Information	255 APP/18-19/012 UMESH KUMA DEL-003 Male 1/16/2002 HINDU OBC IND Semester I	Admission	Year*: Section*: Fee Classificat Alloted: Session*: Blood Group: Prospectus No Discount Appl Reason: Admitted: Skip Prequalifi Transport Acce Hostel Accom	ion Code*:	GEN GEN B-19 ROS/18-1 COS/18-1	9/01336	* * * * *	
APP/18-19/01 General No.: Applicant Name*: Course Code*: Gender*: Date of Birth*: Religion*: Quota/Category*: Sub Religion: Pay Type: Nationality*: Type Of Course*: Semester*: Family Information Communication	255 APP/18-19/012 UMESH KUMA <b>PEL-003</b> Male 1/16/2002 HINDU OBC IND Semester 1	Admission	Year*: Section*: Fee Classificat Alloted: Session*: Blood Group: Prospectus No Discount Appl Reason: Admitted: Skip Prequalifi Transport Accom	ion Code*:	3EN ] 8-19 PROS/18-1 ] ] ] ]	9/01336		S D D D D D D D D D D D D D
APP/18-19/01 General No.: Applicant Name*: Course Code*: Gender*: Date of Birth*: Religion*: Quota/Category*: Sub Religion: Pay Type: Nationality*: Type Of Course*: Semester*: Family Information Communication	255 APP/18-19/012 UMESH KUMA DEL=003 Male 1/16/2002 HINDU OBC IND Semester I	Admission	Year*: Section*: Fee Classificat Alloted: Session*: Blood Group: Prospectus No Discount Appl Reason: Admitted: Skip Prequalifi Transport Acc Hostel Accom	ion Code*:	GEN GEN B-19 PROS/18-1 COS/18-1	9/01336		

Note: After admitted student application will be converted to the customer.

## 7.CUSTOMER LIST.

All the students are treated as Customer which can be viewed in the Customer List placed on the Dashboard.

Fee Gener Journal Vo	aton IEI Bank Receipt Vouc nucher 🔕 Customer List ID 😔 Discount Applicabl	her G G le Jain Stud G	Discount Applicab No. Series Fee Setup	le Students (0) S (0) C (0) E	tudent Hostel Allocat ash Payment Vouche mor Fee Creation Dat Nor	on (i) Bank Payment Voucher (ii) Admitted Student List (iii) Discount Fee List (Document	Bigh Fee List Master Upload Student Cancel/NR List Student Cancel/NR Post	한 Cust, Cash Payme 한 Cust, Bank Payme 한 Cust, Cash Refun	ent Upload 📑 ent Upload 🗙 d Upload 🚽	Cust. Bank Refund Uploa Transport Cancel List Cancelled Transport List	nd S Refresh Page
ee Mana	gement Role Center										
tep 2	.Customer l	ist.									
HOME	ACTIONS NAVIGATE	REPORT								TN	MIMT SOCIET
Jew Sales Quote	Sales Invoice Sales Order Reminder Nov	View Dele	te Cash Receipt Journal	Sales Journa Sales Journa Ledger Entri Statistics Process	Gustomer - Ci Top 10 List	istomer - Order Customer - S Summary Sales List Repo	tatement	s Receiveble Bance to Date syment Receipt	Show as Chart View	Notes Links	Refresh Clear Filter Find Page
istomer	List •						Type to filter (F3)	No.	v	Customer Statistics	
								Filten	Student	Customer No.: Balance (LCV):	ST/000391 15,500.00
No. +	Nome	Responsi	Location Ye	ter Phone No	Contact	Student Fath	her Name Date of B	i Debit Amount	Credit Am	Sales	
51/000391	AAYUSH AGAKWAL			969090313	aj	MANO: AGA	00WAL 8/28/1999	40,400.00	24,9	Outstanding Ord	0.00
51/000392	ABDUL QADIK			909023939		MOMANINA	D LAIQ 8/12/1991	42,000.00	45,4	Shipped Not Inv	0.00
51/000393	ABHISHEK BARNAND			745488732		AJEET BARN	ARD 11/21/195	13,000.00	2.9.5	Outstanding Inv	0.00
51/000394	ABHISHEK SAXENA			952014111		ANIL SAXEN	A 11/25/199	10,000,00	(25	Service Outstanding Ser	0.00
51/008395	ABUL HASAN ZIA			B12/146404		ZIA UBAL	12/9/1994	<ul> <li>12,900,00</li> <li>14,000,00</li> </ul>	12,9	Serv Shinned No	0.00
\$1/000396	ADITYA CHOUDHARY			901291162		SAMEEV KUI	MAR 6/20/1993	16,000.00		Outstanding Ser.	0.00
51/000397	ADITIA SINGH			9430339218		KAJESH KUN	IAK SINGH 7/20/1990	5 15,000.00		Total (LCY)	15,500.00
51/000398	AUGUYA SHUKLA			83//W/083		USINESH SHU	NLA 12/3/1998	5 80,000,00 5 80,500,00		Credit Limit (LCV):	0.00
ST/000399	AICAC AU			62/3/3336		MUCAU AU	3/10/1000	13,000.00		Overdue Amount	15,500.00
517000400	AKARISPI PANDET					SUDHISH PA	NUCT 10/9/1997	* *0,000.00	17.6	Total Sales (LCY): (numinal Prena)	0.00
ST/000401	ANADO MANAN				6	CATTAR LES	NAN NISETUKLUM - 6/19/1996	75,000,00	12,0	Invences Prepayar	0.00
317000403	AMEED ARDER ALL				5	KEALED MAN	6N 3/0/1007	10,000	12,9	Sell-to Customer Sa	al A
CT/000404	ALLER PLAN			6440535640			7/1/1007	28,000,00	16,9	Customer No :	ST/000391
ST/000404	ADDIS BUIER					ADDUC BAIL	1/1/1997	26,902.00	14,0	Quotes:	C
ST/000404 ST/000405	OTHER FROM THE PROPERTY OF THE					ALAS D CILLOR	United 1/23/1995	20,100.00	11,5	Blanket Orders:	C
ST/000404 ST/000405 ST/000406	ANIKET KUMAR			- savionati		AMAK SING	4/3/1997	100 100 00	12.0	Orders:	0
\$T/009404 \$T/009405 \$T/009406 \$T/009407	ANIKET KUMAR			714046111	E Contraction of the Contraction	7. Aug 21.	5 1 M M M	ILAL PUBLICS	1.0.16		
ST/000404 ST/000405 ST/000406 ST/000407 ST/000409 ST/000409				724846127		PAILACH IA	AJAIN 4/3/1992 M 7/17/100/	35.000.00	12.0	Return Orders	0
\$T/000404 \$T/000405 \$T/000406 \$T/000409 \$T/000409 \$T/000410	ANKET KUMAR ANKI KUMAR ANKIT JAIN ANKITA JAIN			7248461271		KAILASH JAI	N 7/17/1994	25,800.00	12,9	Return Orders Credit Memos:	0

Step 3.Edit to see all the details about the customer.

#### 7.1 CUSTOMER LEDGER. Step 1.Select customer and edit.

G 💭 🖷 TMU 🕽 Hon	me + Customers	0	Search (Ctrl+F3)	
HOME ACTIONS	NAVIGATE REPORT		TMIN	IT SOCIET
New Sales Crider Reminder	Cath       2       Cath       Cathomer - Top 10 List       Statement       Customer - Payment Receipt       C.S.         Civen       Cash Receipt       C	how as List how as Chart	Notes Clear Fil Links Clear Fil Mr Find	ter
Role Center	Customers - Type to filter (F3) No.	•   → •	Customer Statistics	^
Sales Quotes     Blanket Sales Orders	Filtz No. A Name Responsi Location Year Phone No. Contact Stu	er: Student Ident Father N 🔿	Customer No.: S Balance (LCV): Sales	f/013947 0.00
Sales Invoices D Sales Return Orders Sales Coudt Memory	ST/013932         ASHISH KUMAR         7409934663         SAT           ST/013933         AKANKSHA SYLVESTER         9997210181         ANII	VIR SINGH IL SYLVESTER	Outstanding Ord Shipped Not Inv	0.00
litems	57/013935         NIDHI YADAV         8192042872         P.M.           57/013936         BAKULJAIN         9760804532         ASH	. YADAV IOK KUMAR J	Outstanding Inv Service	0.00
item Journals Sales Journals		NAVVAR INDRA SINGH	Outstanding Ser Serv Shipped No	00.0 00.0
Cash Receipt Journals Journal Voucher	5T/013941 RAINA [] 7351950774 BLID ST/013942 PINKI VERMA [] 9568282757 RAK	XOHSAIN KESH KUMAR	Outstanding Ser Total (LCV):	0.00 0.00
Cash Receipt Voucher Bank Receipt Voucher	51/013943 HEENA SALMANI	HD SAMI SAL	Credit Limit (LCY): Overdue Amount	00.0
Purchase Orders Purchase Invoices	SUPRIME SUPRIM	IOK KUMAR	Invoiced Prepey-	0.00
Student Scholarship Student	S1/7015940         AMEER HA TIMA         5280450302         AHI           S1/7013947         JYENDRA PRATAP SINGH         9027097815         KAR	IAN SINGH	Sell-to Customer Sal	^
The second se			the second s	F 100 F 70 F 4 78

#### Step 2.Balance(LCY).

		Edit - Customer Card - ST	/013941 - RAIN	A		- 0 ×			- 0	X
HOME ACTION	IS NAVIGATE REPOR	۲.			1	MIMT SOCIETY	0	Search (Ctrl+F3)		
Fee Head Transfer	Manage	Payment Ledger Entries	Customer - Balance to Date Report	Notes	Clear Filter Go to Page		as List as Chart	Notes	TMIMT SC Refresh Clear Filter Find	CIETY
ST/013941 - RAIN	A.						547	Show Attached	Page	
General				* _	Sell-to Customer	Sal ^ _	1 - ×	Customer Stat	listics	^
No:: Name: Course Name College Code: Enrollment No:: Type Of Course Semester: Student Father Name: Student Satue: Date of Binh: Category Admitted Year: Address 2: Post Code: Citor	ST/013941           RAINA           BED-001           Bachelor of Education           TMED           TED1501022           Semental           IV           BUDDHSAIN           Student           5/x8/1982           GEN           16-17           VILL& POST- BHANPUR           BUDQUIN	Student WhatsApp No:     Phone No:     Phone No:     Primery Contect No::     Search Name:     Gender:     Session     Academic Yean:     Samaj Kalyare     Sc/STL     Belonce (LCY):     Bilocked:     Yean:     Last Date Modified:     New Semester:     New Semester:     TF LE:	7351950774 RAINA Female 9/23/2019 XII		Customer No: Quotes: Bianket Ordens: Orders: Invoices: Return Ordens: Credit Memois Patd, Shipments: Patd, Credit Mem Customer Statistic Customer No: Balance (LCY): Sales: Outstanding Ord Shipped Not Inv Outstanding Inv Service	517,013941 0 0 0 0 0 0 0 0 0 0 0 0 0	aident Father N ^ SINGH LVESTER DAV KOMAR J VAR A SINGH SAMI SAL HJAIN ULLAH SINGH AHMADA A THAKI	Customer No.: Balance (LCV): Sales Outstanding O Shipped Nictin Outstanding In Service Outstanding Is Service Outstanding S Total (LCV): Overdue Amou Total Sales (LCV) Invoiced Prepay Sell-to Custom Customer No.: Quotes: Blanks Ordes: Outstanding S	51/01 rd w w w w w rt y)  her Sal, \$1/01	3941 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.
Country/Negion Code: State Code: Religion:	UP	HOST LE: REAP LE:		0.00	Serv Shipped No Outstanding Ser Total (LCY):	0.00 0.00 0.00	T AGARW AND SAIN	Return Orders: Credit Memos:		0
						OK	INDRA SIA Y	Pstd. Shipments Pstd. Invoices:		0 0

#### Step 3.Customer ledger entries.

a second	<ul> <li>Loss accordentation contract contraction and according to the second se Second second s</li></ul>	332		1		
<u>10</u>	View - Customer Ledger	Entries - ST/013941 - RA	AINA			a X
HOME ACTIONS NAVIGATE     Home Edit     Navigate Incoming     Document     Show Show as     stat:     Deciment     Document     View	Notes: Lisis Show Attached				THINT SO	CIETY
Customer Ledger Entries → Show results: X Where Customer No. ▼ is ST/013941 X And Open ▼ is Yes † Add Filter		Type to filter (F3)	Posting Date	(v) (j) (k)	Customer Ledger Entry Document: Due Date Print. Discount Date Reminder/Fin. Charg Applied Entries Detailed Ledger Entri	0000
Postin A Document Documen Cust A	Course Message to Recipient	Description	Comment	2	Customer Statistics - Bil Customer No.: Balance (LCV): Sales Outstanding Orders Shipped Not Invd. ( Outstanding Invoic Service Outstanding Serv. O Serv Shipped Nat. In Outstanding Serv. I Total (LCV): Credit Limit (LCV): Overdue Amounts (L Total Ser (LCV): Invoiced Prepaymen	0.00 0.00 0.00

## 8.CASH RECEIPT VOUCHER.

Step 1.Creating cash receipt.

- A) Select the Customer from the customer list.
- B) Click on Cash Receipt Voucher



Step 2. A page for Cash Receipt will open and fill document no. and apply-to-doc no.

н	DME ACT	IONS NAVIGATE													TMIMI SOCIETY
Delete	Post and Print	Send For Approval Select All Entries Un-Select All Entries	TF Fine Creation	HOSTAL Fine Creation	EXAM Fine Creation	REAP Fine Creation	Refresh	Find							
Managé		Process		Categ	ary 10		Pa	98							
Batch Na	cash	*											1		
36	Bal. Accou.	. Bal. Account Name		Co	urse	Course Name	£		Semester	Year Code	Applies-to	. Applies-to Y	er Part	Status	Academic
	ST/027796	MAYANK		BC/	-001	Bachelor of C	omputer A	pplicatio	ns I		Invoice	9-20/00029 🐱			19-20

#### Mandatory field to filled.

- 1.Document no.
- 2. Apply -to-doc.no.

Step 3.On apply-to-doc.no. select entries and ok.

				Apply C	ustomet entrie	5-51/02/190+1VIA	ATAINE		
HOME A	CTIONS NAVIGA	JTE							
Set Navig Applies-to ID Proc	gate Post Application	Refresh Find Page							
General									
Posting Date:	9/23/2019			Description:	MAYAN	¢			
Document Type:	Payment		¥	Currency Code					
Document No.:	6			Amount:			11.0	00	
Customer No.:	ST/027796			Remaining Am	iount:		11.0	00	
tion	Curren	▲ Fee Code	Journal Bat	Remaining A	Appln. Remaini.	. Amount to Apply	Appin. Amount	Due Date 🔺	Pmt. Disco
fee		TF	FEEINV	8,897.00	8,897.0	8,897.00	8,897.00	5/1/2019	

Step 4.Select and Post and print. You can also print and post multiple entries.

	LIME ALTO	INS NAVIGATE													TMIME SOCIETY
Delete Aarrage	Post and Print	Send For Approval Select All Entries Un-Select All Entries 200000	TF Fine Creation	HOSTAL Fine Creation Colleg	EXAM Fine Creation cry 10	REAP Fine Creation	<b>Q</b> Refresh Pa	Find							
Batch Na	me CASH	¥	1												
30	Bal. Accou	Bal. Account Name		Col	urse	Course Name	ŧ		Semester	Vear Code	Applies-to	Applies-to	Vear Part	Status	Academic
1	ST/027796	MAYANK		BCA	-001	Bachelor of C	omputer A	pplication	• J		Invoice	9-20/20029 -			19-20

Step 5. Click yes.

## 9. BANK RECEIPT VOUCHER.

#### Step 1.

Step 1.Creating Bank receipt.

- A) Select the Customer from the customer list.
- B) Click on Bank Receipt Voucher

	Lan. Customer cure .	WALLOW MALAN				
HOME ACTIONS NAVIGATE REPORT						TMIMT SOCIETY
Sales Order         Reminder         Sales Notice         Keininder         Keininder	ev X Scach Receipt J	er Entries 💽 Sales Journal e 📄 Statistics purnal Process	Customer - Balance to Date Report	Notes	Refresh I Pr Clear Filter Ne Go to Page	evious set
Step 2. A page for Bank Receipt will	open and fi	ll details.				
	Edit - Bank Receipt V	oucher - FEE - fee				- 0 X
HOME ACTIONS NAVIGATE						TMIMT SOCIETY
Note         Post Post and Send For Print Approval         Process         Image	Refresh Find					
Betch Name: FEE 🗸						
Posting Date Document Document Serv Comment	Fine	Late Fee Fee Code P	arty Type Party Co	ide Account Ty	. Account No. E	lescription
5/16/2019 Payment v 123 🗌 mhy2y2u		0.00 TF		Bank Account	t BN/131020010 P	NB SOD 394200PC000008

#### Mandatory field to filled.

- 1.Document no.
- 2.Instrument date.
- 3.Instrument type.
- 4. Drawn on.
- 5.Instrument no.

#### Step 3. Print and post.

HOME ACTIONS	NAVIGATE									TMINT SOCIETY
Delete Post and Se Post Print Ap	nd For proval Creation	HOSTAL Fine EXAM Fine REAP fine Creation Creation Category 10	Refresh Find	l I						
Batch Name: FEE Semester Veer Cod	v Instructeot	Analies-to Doc. Type	Applies-to	Senice Lex.	Service Tax Rou	Internet	Drawn On	Pauchle At	Satus	Infrument
1	5/16/2019	Invoice	FEEINV/19-2	Nearest	0.00	RTGS	16/05/2019	T	Sector	1
					1					

Step 4.Click yes.

#### 10. SHOWING FINE ON CARD. Step 1.Customer list→select customer→edit.

HOME ACTION	NS NAVIGATE REPORT						1	IMIMT SOCIET	16
Fee Head Transfer	Reminder [ 5 Cash Payment Refund 💷 🦉 Cash Receipt Voucher 😫 💷 Bank Receipt Voucher 🖽 😵 New	View X Manage Payment Ledger	Entries 💽 Sales Journal 	Eustomer – Balance to Date Report	Notes	Clear Got	resh d Previous ar Filter ) Next to Page		
T/027757 · DUR	RGESH YADAV								
No.	\$1/027757	Student WhatsApp No.:				<u>^</u>	Sell-to Customer S	Sal_ ^	1
Name:	DURGESH YADAV	Phone No.:			1		Customer No.:	ST/027757	1
Course Code:	MPED-001	Primary Contact No.:					Quotes:	0	
Course Name:	Master of Physical Education	Search Name:	DURGESH VADAV				Blanket Orders:	D	
College Code:	TMPE	Genden	Male		¥	_	Orders	0	1
Enrollment No.:		Session:					Return Orders:	0	1
Type Of Course	Semester	Academic Year:	18-19				Credit Memos	0	
Semesten	Ĩ.	Samej Kalyan:					Patd. Shipments:	0	1
Student Father Name	RAMVEER SINGH	SC/ST:	ũ				Pstd. Invoices: Pstd. Return Rece	0	11
Student Status:	Student	Aedher No.;	409629414431			=	Pstd. Credit Mem	0	
Date of Birth:	2/20/1995	Balance (LCV):		25,200.00					1
Category:	OBC	Blocked:			~		Customer Statistic	s ^	
Admitted Year:	18-19	Year:					Customer No.:	ST/027757	
Address:	MAIN ROAD RAJPURA DISTT SAMBHAL	Last Date Modified	9/24/2019				Balance (LCY): Salar	25,200.00	
Address 2:		New Semester:	XII				Outstanding Ord	0.00	
Post Code:		New Year		J	-		Shipped Not Inv	0.00	
City:	SAMBHAL	TFLE		4,200.00			Outstanding inv	0.00	
Country/Region Code:		EXAM LE:		2,000.00		-	Service		
State Code:		HOSTLE		0.00			Outstanding Set	0.00	
Religion	HINDU	REAP LE:		0.00			Serv Shipped No	0.00	
ommunication			SAYVESTO	DURGESHVADAVIDO	MAILCOM	¥.	Total (LCY):	25,200,00	
				and the strength		4	Credit Limit (LCV):	0.00	1

## 10.1 FINE PAYMENT.

Fee Head Transfer	NS NAVIGATE REPORT Reminder Gash Payment Refund 💷 🕅 Cash Receipt Voucher 🛃 📖	Payment Ledge	r Entries 📑 Sales Journal		lotes (	🛛 Refresh 🏹 Clear Fil	Previous ter     Next	TMIMT SOCIE	Y
Sales Order 2	Bank Receipt Voucher 🔝 😽	View 🗙 🎼 Cash Receipt Jo	urnal	Customer - Balance to Date		→ Go to			
2	New	Manage	Process	Report Show	Attached		Page		
T/027757 · DUR	RGESH YADAV								
No.:	\$1/027757	Student WhatsApp No.	:			^ Sel	I-to Customer !	Sal_ ^	1
Name:	DURGESH YADAV	Phone No.:		1 alig	3	Cu	stomer No.:	ST/027757	į.
Course Code:	MPED-001	Primary Contact No.:				Qu	iotes:	0	ł.
Course Name:	Master of Physical Education	Search Name:	DURGESH VADAV			Bla	nket Orders:	0	1
College Code:	TMPE	Genden	Male		1	On	ders	0	5
Enrollment No.:		Section:	a contra la		7	Ret	oices: tum Orders:		
Type Of Course	Semester	Academic Year:	18-19			Cre	dit Memos		i.
Semester	1	Samej Kalyan:				Pst	d. Shipments:	0	Ē
Student Father Name	RAMVEER SINGH	SC/ST:	ů.			Pat	d. Invoices:	0	ŀ.
Student Status	Student	Aedher No.:	409629414431			Pst	d. Return Rece	9	1
Date of Birth:	2/20/1995	Balarsce (LCV):		25,200.00			an areas merily.	3	2
Categoons	OFC	Blocked:			2	Cu	stomer Statistic	s	6
Admitted Veen	16.10	Year:	·			Cu	stomer No.:	ST/027757	
Address	MAIN POAD PAIDLIPA DICTT SAMPLIAL	Last Date Modified	9/24/2019			Bel	lance (LCY):	25,200.00	¢.
4 13 - 7		New Semecter	YII .			Sal			
Address 2:		1	PN-1			0	utstanding Ord	0.00	Ľ
Post Code:		IVEN SCAT		14.788.87	1	22	upped Not Inv	0.00	Ľ
Country Project Code	SAMOTAL	TP LE		+,200.00		0	utstanding inv	0.00	8
Gate Code		HOSTLE		2,000.00		0	utstanding Ser	0.00	k.
Religion	HINDU	REAPLE		0.00		Se	erv Shipped No	0.00	1
		Contraction of the second s		875 A.	5	0	utstanding Ser	0.00	
and a second		11-12	SAYVESTO	DURGESHVADAV@GMAIL	COM Y	To	tal /I.CYI-	25,200.00	í.

step 2.3	belect line a	nd click for genera	iting a fine invoice.		
3		Edit - Casi	Receipt Voucher - CASH - Cash Receipt Vo	ucher	_ Ø X
Delete Post ar Print Manage	ACTIONS NAVIGATE	TF Fine HOSTAL Fine BXAM Fine REAP Fin Creation Creation Creation Creation	Refresh Find		
Batch Names C Posting Date 9/24/2019	ASH v Document Document Payment	: Line No. A Serv Fae Code 350000 🗋	Late Fee Account Ty Account No. Pos 0.00 G/LAccount 264100020 DOM	ting G Description MESTIC Cash in Hand	Fine Amount Amount giver
			Microsoft Dynamics NAV		
6	Account Name	as Bel Account Name Debit Amount	Total Debit Amount Crefit Amount	Total Credit Amount Belance	Total Balance
Account Name:	Account Name Cash In Hand	Bal, Account Name Debit Amount DURGESH YADAV	Total Debit Amount Credit Amount	Total Credit Amount 64ance 0.00	Jotal Belance 0.00 0.00 이어 이어 이

Step 3.Payment of fine which is generated.

11-CANTE	ACTIONS N	AVIGATE											TMIMT	SOCIETY
Set Nav Dires-to ID Pro	igate Post Applicatio	Refresh	Find											
neral Isting Date: Scument Type:	9/24/2019 Payment			¥	Description: Currency Code	DURGESH	YADAV				]	Customer Led Document Due Date:	ger Entry . I	nvoice F 10/3/201
ocument No.: ustomer No.:	ST/027757				Amount: Remaining Amoun	t			00.0 00.0			Prist, Discount D Reminder/Fin, C Applied Entries	ate: harg	
Posting Date 10/3/2018 10/3/2018	Document Invoice Invoice	Documen FEEINV/ FEEINV/	Cust = ST/027757 ST/027757	Description Tuition Fee Examination F	ee	Curren 🍝	Fee Code TF EXAM	Journal Bat FEEINV FEEINV	Remaining A, 20,700.00 4,500.00	Appin. Remaini 20,700.00 4,500.00	Amount t	Detailed Ledger	intri	
9/24/2019	Invoice	FINE/1819/	5T/027757	TF Fine			TF FINE	FEEINV	4,200.00	4,200.00				
ep 4.I	Print al ACTIONS N Send For Select All Un-Select Process	nd po IAVIGATE Approval Entries t All Entries	St.	STAL Fine EXA Creation Cr Category 1	M Fine REAP Fine tation Creation	Refresh Find			1				TMINT	SOCIETY
HOME HOME Post ar Print	ACTIONS N Send For Select All Un-Select Process	nd po IAVIGATE Approval Entries All Entries	st.	STAL Fine EXA Creation Cr Category 1	M Fine REAP Fine ation Creation	Refresh Find Page			1				TMIMT	SOCIETY

## Step 2.Select fine and click for generating a fine invoice.

## 11. REFUND CASH/BANK.

#### Refund amount.

#### 11.1 CASH PAYMENT REFUND.

#### Step 1. Customer list $\rightarrow$ select customer $\rightarrow$ edit $\rightarrow$ cash payment refund.

HOME #	ACTIONS NAVIGATE	REPORT							TMIMT SOCIETY
Fee Head Transf	er 📓 Reminder	Cash Payment Refund	8 /	Payment Ledger Entries.	d Sales Journal	1	Notes	😭 Refresh	4 Previous
Sales Invoice	🚝 Cash Receipt Voucher	10 <sup>1</sup>	14	C <sup>*</sup> Apply Template	Statistics	11.8	Links	Clear Filter	Next
B Sales Order	🚑 Bank Receipt Voucher	(AL) 🚳	View X	Cash Receipt Journal		Balance to Date		-> Go to	
	New		Mariage	Process		Report	Show Attached	Pag	8

ST/027757 - DURGESH YADAV

#### Step 2.Fill details and print and post.

	EUIL - Cash Payment Vot	ICHEL - KELOND	odlik Payille	nt Kelunu			L	1
HOME ACTIONS NAVIGATE							TMIMT SO	CIETY 🕜
X 🔹 🚔 🗺 😂	44							
Delete Post Post and Send For Refresh Print Approval	Find							
Menage Z Proces Page	c .	1						_
Batch Name: REFUND v		±.						
Posting Date Document Document	Course Name	Course	Academic	Year Code	Year Part	Semester	Party Type	Party
9/24/2019 v Refund	Master of Physical Education	MPED-001	18-19			1		

#### 11.2 BANK PAYMENT REFUND.

#### Step 1. . Customer list $\rightarrow$ select customer $\rightarrow$ edit $\rightarrow$ cash payment refund.

	Edit - Custo	mer Card - ST/027757 - DURGESH YADA	V			- 0 ×
HOME ACTIONS NAVIGATE REPORT					1	TMIMT SOCIETY
Sales Order         Reminder         Sales Invoice         Cash Receipt Voicher         III           Sales Order         Sales Order         Sales         Sales         IIII	View X	Payment Ledger Entries         Image: Sales Journal           The Apply Template         Image: Sales Journal           Image: Sales Journal         Image: Sales Journal	Lit Customer - Balance to Date	🤫 Notes 🔒 Links	Clear Filter Next	
New	Manage	Process	Report	Show Attached	Page	
ST/027757 · DURGESH YADAV						
	-					

#### Step 2.Fill details and print and post.

20		Edit -	Bank Payment Voucher - I	REFUND - Bank Payment Ret	lund		
HOME	ACTIONS NAVIGATE						TMIMT SOCIETY
Delete Pos Manage 2	Point Log_ Print Log_ Process	r Approval Refresh Find					
Batch Name:	REFUND ~		1				
Posting Da	te Document Document	. Party Type Party Code	Account Ty Account No.	Comment	Description	Status	Academic
8/24/2019	✓ Refund		Bank Account				18-19 M

## 12. SEND FOR APPROVAL.

#### If you want to post backdate entries than click sends for approval.

## Step 1.Select and click for send for approval.

•	HOME	ACTIONS N	AVIGATE										TMIMT SOCIETY
X Delete	Post and Print	Send For Select All	Approval Entries All Entries	TF Fine HOSTAL Fin Creation Creation	e EXAM Fine Creation	REAP Fine Creation	<b>R</b> efresh	Find					
Manage		Process		Cab	egory 10		Page						
Batch N Po	lame CA	ASH Document	v Document -	LineNo. + Se	rv Fee Co	de 1	Late Fee	Account Ty	Account No.	Posting G	Description	Fine An	10unt Amount giver
374	4/2019	Payment	ĸ	550000	IF PINE		uu	U/L Account	204100020	DOMESTIC	Cash is Hand	4,	200.00
9/1	0/2019	Payment	с	\$70000 (			0.00	G/L Account	264100020	DOMESTIC	Cash in Hand		0.00

## **13.CUSTOMER JV DISCOUNT.**

Provide a discount to the customer.

Step 1.Customer list  $\rightarrow$  Select customer  $\rightarrow$  edit  $\rightarrow$  JV discount.

Call.			Edit - C	usioner caru - Struct 190- WHATHIN	N			
HOME ACTION	S NAVIGATE REPORT	-						TMIMT SOCIETY
Sales Invoice	Reminder 👫 Cash Peyment Refu Cash Receipt Voucher 📑 Bank Receipt Voucher 🖭		View X	Payment Ledger Entries Di Sales Jours C Apply Template Statistics Cash Receipt Journal	Customer - Balance to Date	📑 Notes 🔂 Línks	<ul> <li>Ø Refresh</li> <li>✓ Previous</li> <li>▼ Clear Filter</li> <li>▶ Next</li> <li>→ Go to</li> </ul>	
	New		Manage	Process	Report	Show Attached	Page	
ST/027796 - MAY	ANK	JV - Disco	unt					

#### Step 2.Select account no. for discount. In which you want to provide a discount.

								110.07	A MARTINE		11.11		and the second	ALC MARKED AND A					
т н	OME	ACTION	S N	AVIGATE														TMD	MT SOCIETY
X Delete Manage	Gen transf	ierate er entry	Post	Post and Print Proce	Erro	Send For Approval	C Refresh Pr	Find	b s										
Batch N	ame:	DISCOUNT	T	¥															
To	Fee C	Account	t Ty	Account	No.	Description		Del	ait Amo	unt	Credi	Amount	Gen. Postin	Gen. Bus. P.,.	Gen. Prod	Amount	Bal. Accou	Bal. Accou	Bal. Account
		G/L Acco	ount		v							10000				0.00	Customer	ST/027796	MAYANK
			1.1	T No.		Name		Incor	me/Ba	BL.,	Ū								
				401702010	)	Discount in Tution		Incon	ne Stat.	+ 🔲	V								
				401702020	)	Discount in Hastel		lacon	ne Stat	- 🗆	~								
				401702030	3	Discount in ST Charges		Incen	ne Stat	. 🗆	~								
				401702040	)	Discount in Others		Incon	ne Stat.	. 🗆	$\mathbf{V}$								
				401702050	)	Discount Jain Students		incon	ne Stat.	. []	~								
				New A	dvani	ced	₩ Se	t as de	fault föb	er colu	mn <sup>i</sup> d								
									-										

#### Step 3.Post and print.

1	Edit - Journal Voucher - DIS	COUNT - Individual Discount		- 0 X
HOME ACTIONS NAVIGATE				TMIMT SOCIETY
🗙 📑 🚔 🎑 Send For Approval 🔮	3 AL			
Delete Generate Post Post and Error Ref	resh Find			
Manage Strategy Strat	Page			
Betch Name: DISCOUNT v				
Posting Date Document Document Comment	Status Fee Co	le From Fee To Fee C Account Ty	Account No. Description	Debit Amou
9/27/2019 Credit Memo 1		G/L Account	401702020 Discount in Hostel	4,000

## 14.CUSTOMER WAVE OFF.

#### Wave off customer amount.

#### Step 1. Step 1. Customer list $\rightarrow$ Select customer $\rightarrow$ edit $\rightarrow$ JV wave off.

<u> </u>		Edit - C	ustomer Card - ST/027796 - MAYANK				- 0 x
HOME ACTIONS NAVIGATE REPORT						i i i	TMIMT SOCIETY
Pee Head Transfer     Reminder     Sales Invoice     Sales Order     Sales Order		View X	Payment Ledger Entries [] Sales Journal C Apply Template [] Statistics C Ash Receipt Journal	Customer - Balance to Date	Notes	Clear Filter Next	
New	_	Manano	Process	Report	Show Attached	Page	
ST/027796 - MAYANK	V - Wa	we Off					
Connerd	-					A C Sell to Customer	Cal + 0

#### Step 2.Select account no. for wave off.

HOME ACTIONS NAVIGATE					TMIMT SOCIETY
Delete Generate transfer entry Manage	Befresh Find Rage	1 1 1			
Batch Name: WAVEOFF v					
Posting Date Document Document	. Comment	Status Fee Code	From Fee To Fee C Ac	point fym Account from Description	Bebitrimour
9/27/2019 E			G/1	Account	
				🔻 No. 🗢 Name	Income/Ba Bl D
				376100020 Late Fees Fine	Income Stat 🔲 🕑
				401701010 Rebate in Tution	income Stat 🔲 😿
				401701020 Rebate in Hostel	income Stat 🔲 🖌
				401701030 Rebate in ST Charge	income Stat
				401701040 Rebete in Others	Income Stat 🔲 🖌
				New Advanced	T Set as default filter-column

#### Step 3.Post and print.

	ALCONO.
HOME ACTIONS NAVIGATE	ICIETY 🕜
K 📴 🐳 🔛 Rend For Approval 😂 👬	
ete Generate Post Post and Error Refresh Find	
transferentry Print Log	
unge rage rage	
ch Name WAVEOFF V *	
Posting Date Document Document Comment Status Fee Code From Fee To Fee C Account Ty., Account No. Description Del	iit Amou
9/27/2019 Credit Memo E G/L Account 401701010 Sabate an Tution	

### 15.JV rectification. Step 1.Customer list→Select customer→edit→JV rectification.

41			Edit - C	ustomer Card - 51/02//9	- MAYANK				- 0 .
<ul> <li>HOME AC</li> </ul>	TIONS NAVIGATE	REPORT							TMIMT SOCIETY
Eee Head Transfer	Reminder Cash Receipt Vouche Bank Receipt Vouche	Cash Payment Refund	View X	E Payment Ledger Entries Payment Ledger Entries Apply Template C Cash Receipt Journal	G Sales Journal	Customer - Balance to Date	🔫 Notes 🗋 Links	Clear Filter ► Net Go to	evious: :xt
ST/027796 - N General	New	JV - Rectification	Manage	Process		Report	Show Attached	Page	omer Sal

#### Step 2.Fill the details and post and print.

HOME ACTIONS N	AVIGATE						TMIMT SOCIETY
Delete Generate transfer entry	ost and Print Print Print C2	Refresh Find	1				
Batch Name: RECTIFICAT	v						6
Posting Date Document	Document Comment	Statu	s Fee Code	From Fee To Fee C	Account Ty., Account No.	Description	Debit Amou
9/27/2019	1		EXAM		G/L Account	1	

## **16.PAYMENT LEDGER ENTRIES.**

#### For duplicate receipt for all payments.

#### Step 1.Customer list $\rightarrow$ Select customer $\rightarrow$ edit $\rightarrow$ payment ledger entries.

<u>40</u>			Edit - Ci	ustomer Card - ST/02/796 MAYANK				- 0 *
HOME AC	TIONS NAVIGATE	REPORT						MIMT SOCIETY
Fee Head Transfer	Reminder	Cash Payment Refund 🔝 🛄	View X	Payment Ledger Entries     Apply Lemplate     Apply Cash Receipt Journal	Customer - Balance to Date	🦷 Notes 🎧 Links	CRefresh	
	New		Mininage	Process	Report	Show Attached	Page	
ST/027796 · N	1AYANK			Payment Ledger Entries				

#### Step 2.Select and print.

HOME	NAVIGAT	E									TMIMT	SOCIETY 😗
Fee Transfer Print Process	Print.	Show Show at List Chart	as Notes	Links Refre	sh Clear Filter Page	find						
Customer	Ledger Er	ntries •							Type to filter (F3)	Posting Date		> - v
											Filter: ST/	027796
Posting D	Documen	Documen	Customer	Student Name		College Code	1	Message to Recipient	Description	Journal B.	Filter ST/	027796 Original Ar
Posting D	Documen Payment	Documen CR/0105/0	Customer \$1/027796	Student Name MAVANK		College Code TMCT	1	Message to Recipient	Description Cash In Hand	Journal B	Filter: ST/I Currency	027796 Original Ar -2,5
Posting D 5/1/2019 5/6/2019	Documen Payment Payment	Documen CR/0105/0 CR/0605/0	Customer ST/027796 ST/027796	Student Name MAYANK MAYANK		College Code TMCT TMCT	1	Message to Recipient	Description Cash In Hand Cash In Hand	Journal B CASH CASH	Filten ST/I Currency	027796 Original Ar -2,5 -10,00
Posting D 5/1/2019 5/6/2019 5/6/2019	Documen Payment Payment	Documen CR/0105/0 CR/0605/0 BR/0605	Customer ST/027796 ST/027796 ST/027796	Student Name MAVANK MAVANK MAVANK		College Code TMCT TMCT TMCT	1	Message to Recipient	Description Cash In Hand Cash In Hand PNB SOD 394200PC00000	Journal B CASH CASH 852 FEE	Filter: ST/I	027796 Original Ar -2,5 -10,00 -100,00

#### Receipt.

		Duplicate Receipt	Account 's Office Copy
Name	: SEEMA	College	: TEERTHANKER MAHAVEER COLLEGE OF
Mother Name	: PAVAN DEVI		NURSING
Enrollment No.	: TNR1708007	Programm	: ANM (AUXILLARY NURSING & MIDWIFERY)- TEERTHANKER MAHAVEER COLLEGE OF NURSING
Batch Year	: 17-18	Receipt No.	: CASH - CR/0105/00004
USIN	: 14017012924	Date	: 01/05/17

Received with thanks a sum of Rupees 17,000 /- (SEVENTEEN THOUSAND RUPEES AND ZERO PAISA ONLY) from SEEMA D/o Mr. RAJESH KUMAR by Cash On Account of:

	FOR SESSION 17-18	1	
ADMISSION FEE	YEAR 1	Rupees	2,000.00
TUITION FEE	YEAR 1	Rupees	15,000.00

Total :

17,000.00

## 17.FEE TRANSFER/ADJUSTMENT.

Step 1.Customer	· list→Select customer-	→edit→balance(LCY).
-----------------	-------------------------	---------------------

Fee Head Transfer	Reminder Cash Payment Refund III 式 Cash Receipt Voucher III Vu Bank Receipt Voucher III S New M	ev X Cash Receipt Jou anage	Entries 💽 Sales Journal 	Customer - Balarce to Date Report S	Notes	Cle → Go	fresh I Previous ar Filter I Next to Page	
T/026239 - KM	PRIYANSHI							
eneral No.:	57/026239	Student WhatsApp No.:	[		- '	^	Sell-to Customer S Customer No.:	ST/026239
Name	KM PRIVANSHI	Phone No.:			020		Guotes	0
numa Code	NUR-003	Driman Contact No :			1.483		Blanket Orders:	0
ourse Name	GNM (DIPLOMA IN GENERAL NURSING & MID- WIFERY) PAR	Search Mame	KM PRIVANSHI				Invoicest	0
ollege Code:	TMSN	Can dan	Famala		1.21	÷.	Return Orders:	0
nrollment No.:		Gender	remaie		*		Credit Memos	0
ine Of Course		Session:	10.00				Pstd. Shipments	0
ype or course.	BRANE .	Scool Falconi	10-12			=	Pstd. myoices	
Furley Eather Name	BHOODEV SINGH	Sc/ST:	0				Pstd. Pstd. Invoice	s:
Endert Claters	The start		-	1	-			
late of Birthy	a/0/1007	Ralance (ICV):	ļ	_9 000 00	1		Customer Statistic	s ^
ate of parts	25N	Biocked		2,000100			Customer No.:	ST/026239
aregory;	Selv.	Vear	VERP 1		-		Balance (LCY):	-9,000.00
dmitted Year.	12-19	Last Date Modified:	9/27/2019	i			Outstanding Ord	0.00
daress:	MARAL REPICTIFIC, KANI DAGR COLUNT, DRAMPOR	Mau Camartan	presentes res	1			Shipped Not Inv	0.00
ddress 2:	SUNOR, UTTAR PRADESH	New service e.		1			Outstanding Inv	0.00
ost Code		DRW YEAC	TEAR II	]			Service	
ity;	BUNOK	TFLE		0.00			Outstanding Ser	0.00
ountry/Region Code:	10	CAAM LC		0.00			Serv Shipped No	0.00
eligion:	HINDU	REAPLE		0.00			Outstanding Ser Total (LCV):	9,000.00

#### Step 2.Action $\rightarrow$ apply entries. Adjust advance.

	Edit - Cu	stomer Card - ST/020	5239 · KM PRIYAN	ISHI			- 6	
	View - Custon	ner Ledger Entries - S	T/026239 · KM PI	RIYANSHI			- 0	
NAVIGATE							MIMT SOCIETY	
ply Unapply Reverse Entries Transaction								
ntries			Type to filter (FJ)	Posting Date		<ul> <li>Customer Ledger f</li> </ul>	ntry	
, ▼ is ST/026239 ; Yes	1					Document: Due Date Prnt. Discount Date: Reminder/Fin. Charg. Applied Entries: Detailed Ledger Entri.	Payment 9/18/20	
Description	Comment	Journal Bat	Remarks	Fee Cade	Hostel Ca	H Customer Statistics	- Bil	
Cash in Hand		CASH		ADV	HOST001	Customer No :	ST/0262	
Hostel Fee	864	FEEINV		TZOH		Balance (LCY): Sales Duitstanding Ordens Shipped Not Invol. (. Outstanding Invoic.	-9,000 . 0 . 0	
						Outstanding Serv. 0.	0	
						Serv Shipped Not In.	. 0	
						Outstanding Serv. I., Total (LCV): Credit Limit (LCV): Overdue Amounts II.	0 -9,000. 0 -10,000	
						Total Sales (LCY):	0	
						Invoiced Prepaymen.	. 0	
10								
	NAVIGATE W Unapply Reverse Entries. Transaction Functions Tries * * is ST/028239 Yes Description Cash in Hand Hostel Fee	View - Custon NAVIGATE View Traination. Functions View - Custon NaviGate Strices - Traination. Functions Traination Train	View - Customer Ledger Entries - S NAVIGATE Unapply Reverse Entries - Strice Functions Tries - Tries - Test ST/028239 Yes 1 Description Comment Journal Bet Cash in Hand CASH Hostel Fee and FEENV	View - Customer Ledger Entries - ST/026239 - KM PK NAVIGATE Unapply Reverse Entries - ST/026239 Ves Type to filter (F3) Ves 1 Description Comment Journal Bet Remarks Cash in Hand CASH Hostel Fee and FEENV	<th close="" conte<="" content="" td=""><td>NAVIGATE       We reprive Reverse Entries - ST/026239       Ype to filter (F3)       Posting Date       Type to filter (F3)       Posting Date       Yes       1       Description     Comment       Journal Bit     Remarks       Fee Code     Hootd Cash       Hostel Fee     and       FEINV     HOST</td><td>View - Customer Ledger Entries - ST/026239 - KM PRIVANSHI  NAVIGATE  Vorgepty Severa  Fractions  Customer Ledger Entries - ST/026239 - KM PRIVANSHI  Customer Ledger E  Customer Ledger</td></th>	<td>NAVIGATE       We reprive Reverse Entries - ST/026239       Ype to filter (F3)       Posting Date       Type to filter (F3)       Posting Date       Yes       1       Description     Comment       Journal Bit     Remarks       Fee Code     Hootd Cash       Hostel Fee     and       FEINV     HOST</td> <td>View - Customer Ledger Entries - ST/026239 - KM PRIVANSHI  NAVIGATE  Vorgepty Severa  Fractions  Customer Ledger Entries - ST/026239 - KM PRIVANSHI  Customer Ledger E  Customer Ledger</td>	NAVIGATE       We reprive Reverse Entries - ST/026239       Ype to filter (F3)       Posting Date       Type to filter (F3)       Posting Date       Yes       1       Description     Comment       Journal Bit     Remarks       Fee Code     Hootd Cash       Hostel Fee     and       FEINV     HOST	View - Customer Ledger Entries - ST/026239 - KM PRIVANSHI  NAVIGATE  Vorgepty Severa  Fractions  Customer Ledger Entries - ST/026239 - KM PRIVANSHI  Customer Ledger E  Customer Ledger

Step 3.Select invoice and click se	et applied id.
	Edit - Apply Customer Entries - S

INTER       ACTIONS       MAXARE       MAXARE         Intermed parts       Property Participant       Propet	INDEX       ACTIONS       NUMERIE       Description       Cuttomer Ledger Entry -		Edit - Apply Customer	Entries - ST/026239 - KM PRI	VANSHI		- 0
Image: Set of the set of	Image:	HOME ACTIONS NAVIGATE	AN 11 CONTRACTOR OF THE OWNER OWNER OWNER OWNER				TMIMT SOCIET
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<pre>let.b b Apploate.</pre>	<pre>st o</pre>	Set Javigate Post Refresh Find					
Image Date       Participation       Customer Longinger Fully         Image Date       Participation       Customer Longinger Fully       Description         Image Date       Description       Customer Longinger Fully       Description         Image Date       Participation       Customer Longinger Fully       Description         Image Date       Participation       Customer Longinger Fully       Description         Image Date       Participation       Description       Customer Longinger Fully         Image Date       Participation       Description       Customer Longinger Fully         Image Date       Participation       Description       Customer Longinger Fully         Image Date	Image: Control of the Plant in the Plan	vlies-to ID Application					
rad       Image Date:       Product proce       Cath the Hand       Cath the Hand       Cath the Hand       Cath the Hand       Date Date:       Note:	rad 4 Control Collaboration Control Collaboration Control Free Cole Auronal Bar. Remaining A. Ageb. Remainin	nousa naye					
man Date: Maria	Builder Mit 2018       Decompter       Canners (Lee Media       Decompter       Decompter       Decompter       Media       Decompter       Media       Decompter       Media       Decompter       Media       Decompter       Media       Media<	neral 2					Customer Ledger Entry
ament Type Payment Occurrer Loger Entry Ströb229  Anount Process Code:	Inter Type (Province) Province (Inter Access) Province (Inter Access)	sting Date: 9/18/2018	Description: Cash	In Hand			Document: Invoice I
Americk (b) (1980) Amounts (b) (1980) Amount	winst No. 2000 Protein Dis Decument - Document Cut. * Decupion Protein Dis Decument - Document - Cut. * Decupion Protein Dis Decument - DecumentDocument	ocument Type: Payment	Currency Code:				Due Date: 9/27/20 Prof. Discount Date:
Apple:20 Process application: Apple:20 Process application: Apple:20 Process application: Process applicati	State: No.: State: State	CR1809201800041	Amount		-10,000.00		Reminder/Fin. Charg
Applied to D       Postag Date       Document	Bardiel CB       Posizing Date       Description       Current       Fee Code       Journal Ed.R       Remaining J	istomer No.: ST/026239	Remaining Amount		-10,000.00		Applied Entries
BY27/2019       Invoice       FEERV/13ST/026239       Heads Fee       HOST       FEERV       L000.00       L00         1       1         201       1       1       1         201       1       1       1         201       1       1       1       1         201       1       1       1       1       1         201       Post       Post<	NUMBER     PERMY/19     ST/02/39     Head     HOST     FERMY     U.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Applies-to ID Posting Date Document Documen Cust	* Description	Curren A Fee Code	Journal Bat Remaining	A Appin. Rema	Detailed Ledger Entri
Image: Strate	Image: State in the state	9/27/2019 Invoice FEEINV/19 ST/0	6239 Hostel Fee	HOST	FEEINV 1,00	0.00 1,00	
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## 18. REVERSE THE INVOICE.

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### Step 3.Select and fill remarks click reverse.

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## **19.PAYMENT UPLOAD IN BULK.**

If you want to upload various payment in bulk.

Find below Template for bulk upload. Fill all the details in the excel format and after that save as CSV(MS-DOS) file for upload.



Taking cust.payment upload for demonstration the upload process for cust.bank payment upload, cust. Cash refund payment upload, cust. bank refund upload is to same.

#### 19.1 Cust. Payment upload.

#### Step 1.Click and ok.

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#### Step 2. Upload CSV(MS-DOS).

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#### Message display.



## 20. STUDENT CANCEL/DEACTIVATE.

Student name has appeared after the director has approved the request.

Step 1.Student cancel deactivate list.

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#### Step 2.Select and edit.

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#### Step 3.Select option which you want to do.

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General			
Document No.:	STCLE/18-19/00194	Status	Sent For Finance Approval
Student No.:	ST/027740 ~	Balance (LCY):	500.00
Student Name:	DEPA PANWAR	Skip Principal (User):	<u>e</u>
Course Code:	MBA-003	Skip Remarks (User)	A/C ADMISSION CANCELLED DEDUCT RS 49170/-(DETAIL GIVEN ON REVERSE
Type Of Course:	Semester	Remarks	10 10
Yean		Remarks (User):	A/C ADMISSION CANCELLED DEDUCT RS 49170/-(DETAIL GIVEN ON REVERSE
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- 1. On Reject send back to the director.
- 2. Refund details  $\rightarrow$  navigate.
- a) Fee refund if you want to refund payment Select payment.

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·ee	FEEINV	AHMT			ENR	E.	5,000.00	0.00	0.00	9/27/2018		
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ment	FEEINV	TMHA		1	SKD	Ē.	500.00	0,00	0.00	9/27/2018		
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02100004339 (TMU)	FEE	AHMT			TF	T,	-64,800.00	0.00	0.00	9/27/2018		
02100004339 (TMU)	FEE	TMHA			LBC	1	-1,000.00	0.00	0.00	9/27/2018		

#### b). Credit memo if you want to convert invoice to the credit memo.

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9/27/2018	Invoice	FEEINV/18		ST/027740	MBA-005	Master	of Business Administratio	Enrollment Fee		FEEINV	TMHA
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9/27/2018	Invoice	FEEINV/18		ST/027740	MBA-005	Master	of Business Administratio	Examination Fee		FEEINV	TMHA
9/27/2018	Invoice	FEEINV/18		ST/027740	MBA-005	Master	of Business Administratio	Lab Charges		FEEINV	TMHA
9/27/2018	Invoice	FEEINV/18		ST/027740	MBA-005	Master	of Business Administratio	Refundable Securi	ty (Hostel)	FEEINV	TMHA
9/27/2018	Invoice	FEEINV/18		ST/027740	MBA-005	Master	of Business Administratio	Skill Development		FEEINV	TMHA
9/27/2018	Payment	BR2709201		ST/027740	MBA-005	Master	of Business Administratio	PNB - 3942002100	004339 (TMU)	FEE	TMHA
9/27/2018	Payment	BR2709201		ST/027740	MBA-005	Master	of Business Administratio	PNB - 3942002100	004339 (TMU)	FEE	TMHA =

## Step 4.Click cancel/NR.

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## 21. CANCEL TRANSPORT LIST.

Cancel student transport facility. Transport cancel request is initiated by the transport module.

al Voucher I Sank Receipt Voucher E EFUND © Customer List © New Doc	) Uncount Applicable Jain Studie Group Group Discount Applicable Jain Studie Group Group Discount Applicable Jain Studie Group Group Discount Applicable Jain Studie Group Group Group Discount Applicable Jain Studie Group Group Group Discount Applicable Jain Studie Group	Page	
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## 22. SCHOLARSHIP SETUP.

#### Step 1.Scolarship setup list.

Scholarship Setup List

#### Step 2.New.

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TMINT SOCIETY

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Scholarship Setup List -										Type to fi	Iter (F3) 5	cholarship No.	7 🔿
												Nofi	iters applied
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SCHO/181 1718 JIAN SCHOLRSHIP FOR 1819 SESSION	17-18	JAIN								1/1/2017	10/31/2018	Released	
SCH0/181 1718 JAIN SCHOLRSHIP FOR 1819 SESSION	17-18	JAIN								1/1/2017	10/31/2018	Released	
SCH0/181 1718 JAIN SCHOLRSHIP FOR 1819 SESSION	17-18	JAIN								1/1/2017	10/31/2018	Released	
SCHO/181 1819 JAIN SCHOLRSHIP UPDATE FOR 1819 ODD SEN	1 18-19	<b>JAIN</b>								4/1/2017	10/31/2018	Released	
SCHO/181 EXAMI	19-20	JAIN								1/1/2019	10/31/2020	Released	

#### Step 3.Fill all details.

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Scholarship No.: Type of Scholarship: Admitted Yean: Student Category: Quota: State: Sports: Management:	2014004151800000051           1819 JAIN SCHOLRSHIP UPDATE FOR 1           18-19         v           JAIN	v v	Type: Qualification: Scholarship Exa Start Date: End Date: Remarks: Status:	m: 4/1/2017 10/31/2018 1819 JAIN SCHOLF Released	E V V VSHIP UPDATE FOR 1819 ODD 5	<ul> <li>▼</li> <li>▼</li> <li>&gt;</li> <li>&gt;</li> </ul>	
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Note: If you want modification than approval is required.

Step 4.Run report scholarship process report after this student appeared in discount applicable for other student and discount applicable for Jain student.

# Step 5.Discount applicable other students.

#### Step 1.Select and apply the discount.



Note: After this student, the name will be shown on director finance approval for their approval.

#### Step 6.On Director finance approval select and post.

🕒 🗇 🖷 TMU + Departme	nts + University +	Admission + Stuc	lent Admission 🔸	Director Finance	Approval			C	Search (Ctrl+F3)		
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D Approval Document	No A Na	in a second	Shudant Eat	her Blame	Course C	Course Name	Comorter	Admited	Aon Vear	Catabook	Direc
✓ University	ST/021935 JA	GBEER SINGH	UTTAM SIN	IGH	BBA-001	Bachelor of Business Administ		17-18		MIN	Disco
Admission Enquiry & Application Student Admission	ST/027777 AR	IPITA SRIVASTAVA	GYANESH (	CHANDRA SRL.	MBA-001	Master of Business Administra	ш	18-19		GEN	Disco

Note: Discount on the tuition fee on the basis of TMU examination then select students and click exam base post.

#### Step 7.Discount applicable for Jain student.

#### Step 1.Select and apply the discount.

G 💭 🗂 TMU + D	epartments + University + Admission + Student Admission + Discount Applicable Jain Stud	Search (Ctri+F3)
HOME ACTIONS		TMIMT SOCIETY @
Discount Apply New	Edit         Delete         Show         Show         Show         Refresh         Clear         Find           Manage         View         Show Attached         Show Attached         Page         Find         Find <t< th=""><th></th></t<>	
Departments > Sales & Marketing > Financial Management	Discount Applicable Jain Stud	Type to filter (F3) No. 🔹 🗣 💌
Approval Document.	No. A Name Student Father Name Course C Course Name	Semester App, Admited Year Category Disco

Note: After this student, the name will be shown on director finance approval Jain for their approval.

Step 8. On director finance approval Jain.

Step 1. Ø Search (Ctrl+F3) HOME ACTIONS TMIMT SOCIETY @ Select UnSelect Discount Amount 2 Departments \* 🤿 V Type to filter (F3) No. Director Finance Approval Jain + Salès & Marketing No filters applied **Financial Management** Approval Document Name Student Father Name Category Dit No. Course C... Course Name Semester Admited ... App... Year 1 University ST/017024 KAVITA JAIN GYAN CHAND JAIN MBA-001 Muster of Busin m 17-18 MIN Admission ST/017025 ANJAU JAIN ASHOK KUMAR JAIN MBA-001 Master of Business Administra... III 17-18 MIN Dis Enquiry & Application Student Admission ST/017066 SHILPI JAIN ADISHWAR KUMAR JAIN MEA-001 Master of Business Administra... III 17-18 MIN Dis Reports

## 23.SC LIST.

#### Step 1.New.

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#### Step 2.Fill details.

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#### Step 3.You can see the released sc list.

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#### View released list.

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## 24.DISCIPLINARY FINE.

## Note: This only available on this ID TMU00865.

## Step 1.Login the portal.

#### Step 2.Fine $\rightarrow$ disciplinary fine.

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## Step 3.View fine report.

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	1	MOHD NAWAZISH KHAN	TMG1601139	BBA-001(Bachelor of Business Administration)	vī	Fine	24 Jul 2019	24 Jul 2019		1,000.00
	2	MOHD NAWAZISH KHAN	TMG:6or139	BBA-oos(Bachelor of Business Administration)	71	Fine	24 Jul 2019	24 Jul 2019		1,000.00
	3	SHAHRUEH ALI	TMG1601233	BEA-cos(Bachelor of Business Administration)	vi	Fine	02 Alig 2019	02 Aug 2019		100.00
	4	MOHD ANAS KHAN	TEN4717009	BTECH-008(Bachelor of Technology (Civil Engineering) (Lateral Entry))	V	Fine	06 Oct 2018	05 Oct 2018		2,000.00
	ő	YESH JAIN	TMG1701204	BEA-con(Eachelor of Business Administration)	ш	Fine	08 Oct 2018	o8 Oct 2018		500.00
	6	ADITYA JAIN	TMG1701234	BBA-oos(Bachelor of Business Administration)	III	Fine	06 Oct 2018	02 Grt 2018		200.00
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## 25. REPORTS.

Step 1.Login the NAV.

Step 2.User click on the report tab and there is various type of reports are available for a user can generate a report according to its requirements.

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🔝 User Wise Collection 🛛 🕀	College Wise Colle 🔄 Daily Voucher	Convert Cust. To Stud.	Fee Waiver	🖯 Disciplinary Fine 🗐 🗇 🗇 🗇	0 M	
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