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User Reference Document – RR/CR

& Fee Challan Generation in SAP

SAP Implementation At MDU Rohtak

By   KPMG Professional Services

Date : 04.07.2015

Maharashi Dayanand University, Rohtak

(Established under Haryana Act No. 25 of 1957)
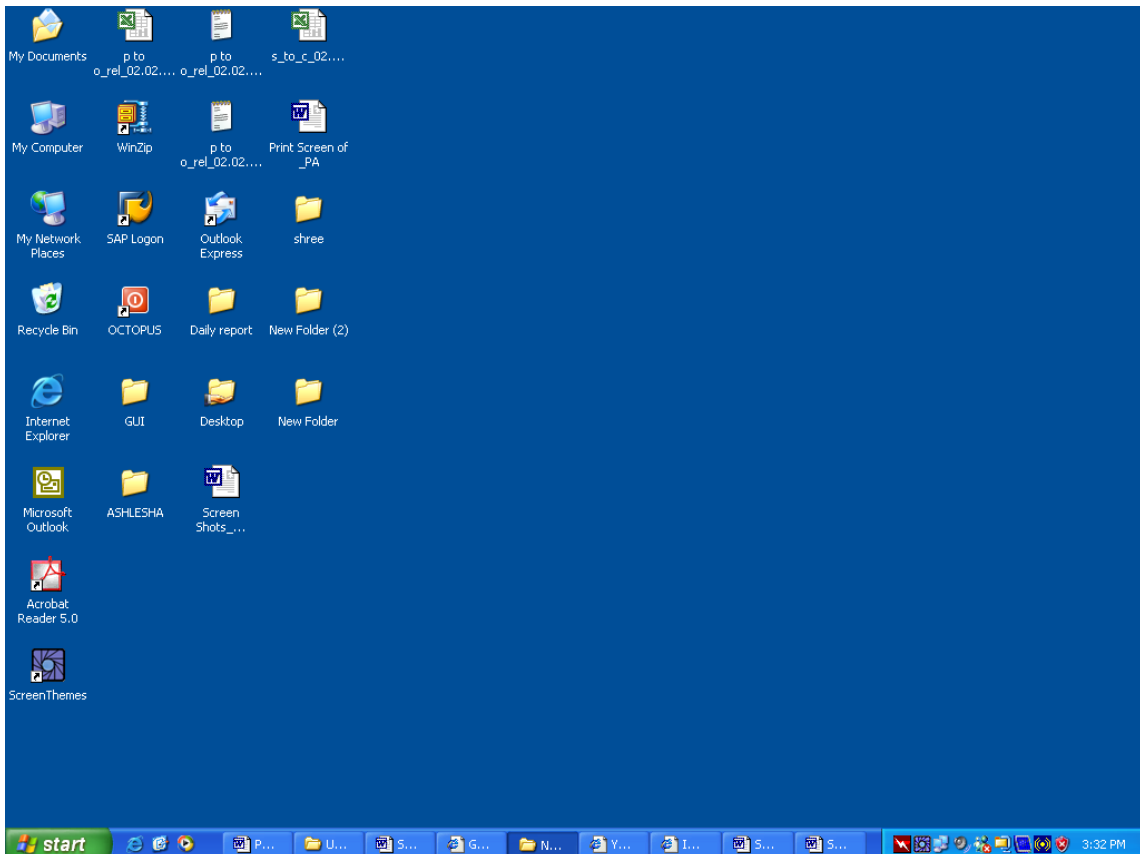
('A' Grade NAAC Accredited)

Getting Logged On to SAP

1 Switch ON your PC.
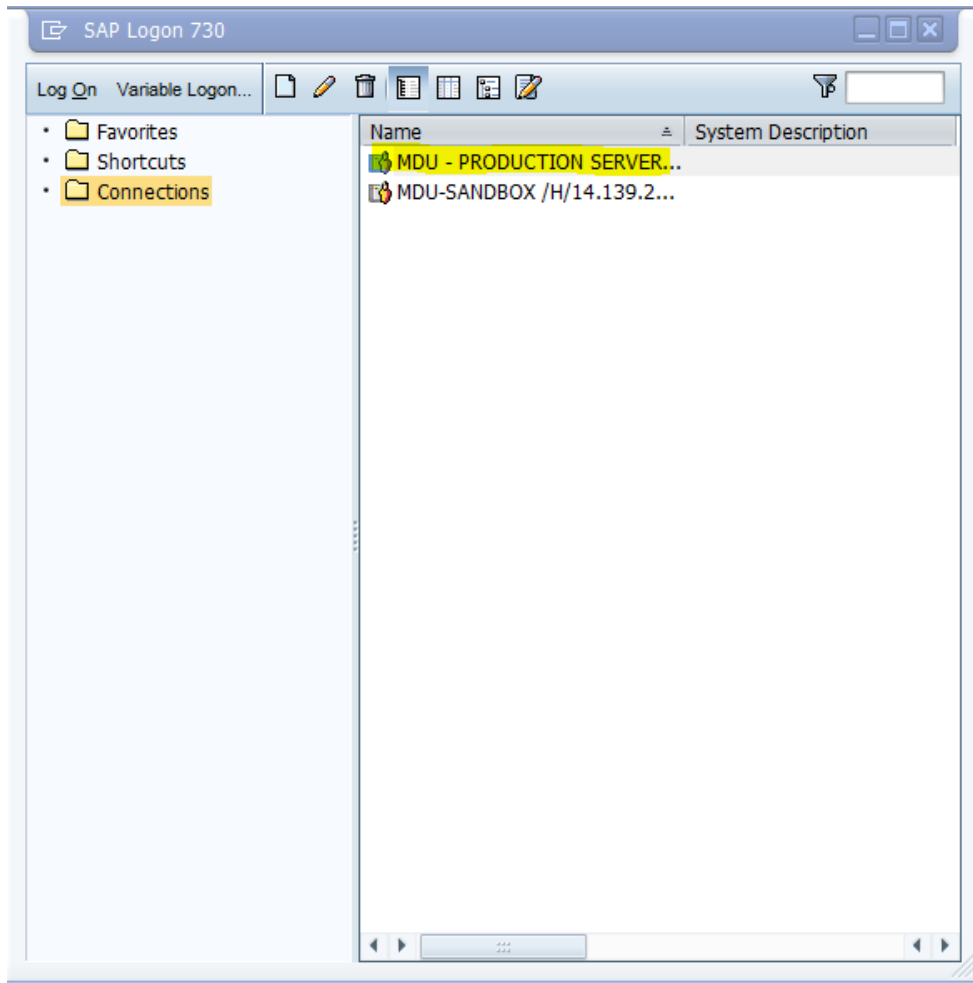   A screen similar to the one shown below will flash on your PC: [Desktop Screen]

2 To open Logon Window: [Net Weaver Client]

Double click on the Toolbar "SAP logon" on above Screen.
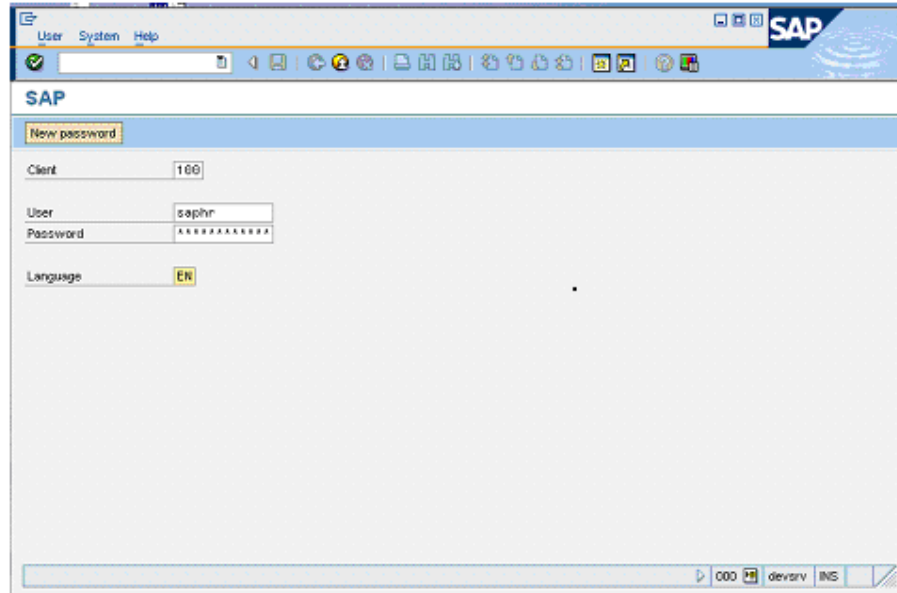

SAP Logon.lnk

Following Logon window shall open on your screen:

In this window, Double click on MDU – PRODUCTION button. By doing this below SAP Logon Screen will appear.

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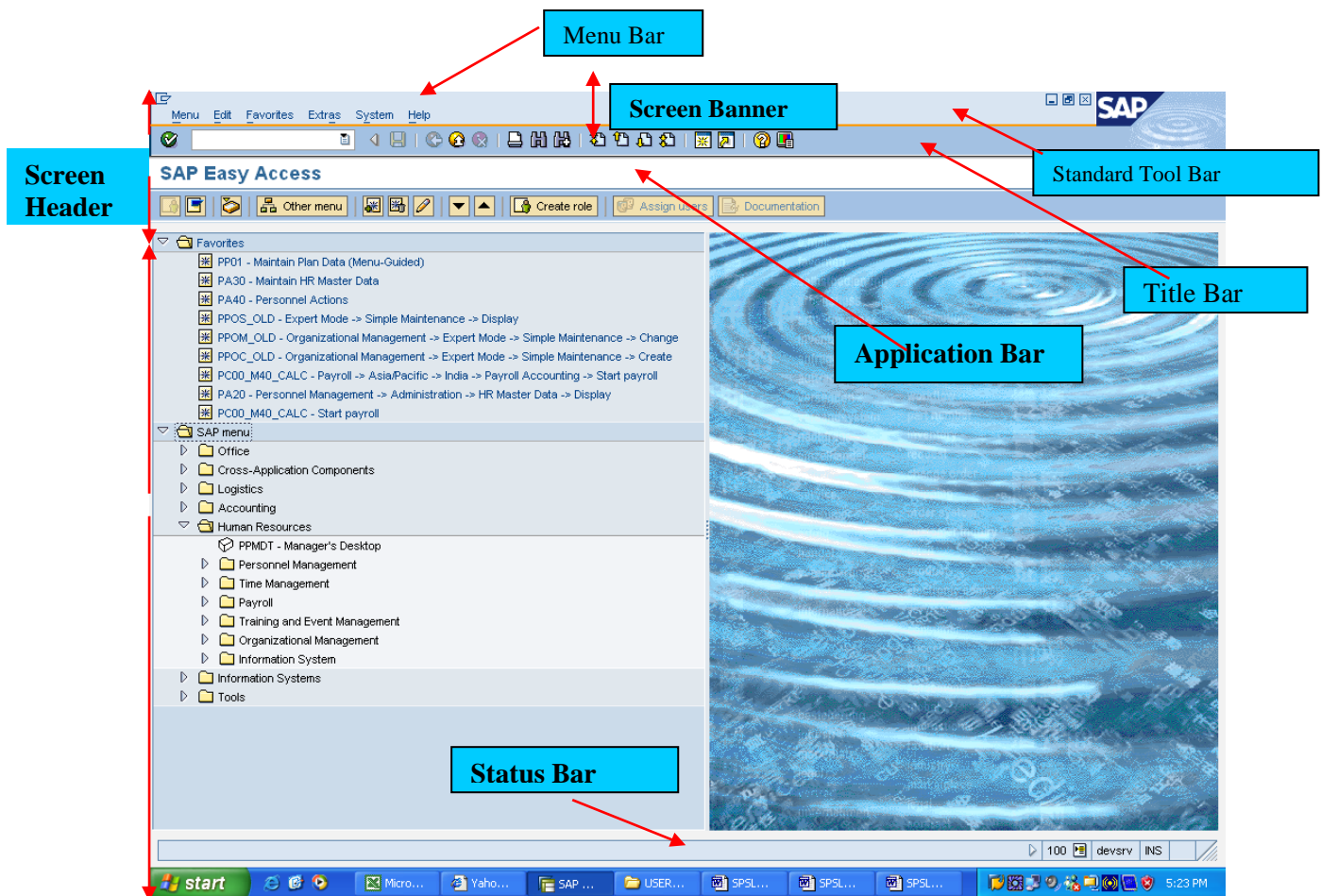cutting through complexity ™

3 SAP LOGON SCREEN

- Input your user name & password.

- You may have to set your own password in case of first time login. A prompt will appear to capture your new password.

- In – case of any trouble in logging in, please contact MDU IT cell members for user reset.

- Choose language EN (English). Press Enter key to login SAP system.

4   To open the SAP Easy Access window:

- Enter your client number. (If different than default)
- Enter your SAP User ID.
- Enter your SAP User Password.
- Press Enter on your Keyboard.

Menu Bar

Screen Banner

Standard Tool Bar

Screen Header

Title Bar

Application Bar

Status Bar

- **The user menu contains only those items – such as transactions, reports, and Web addresses – you need to perform your daily tasks. If your system Head has defined a user menu, it is displayed when you log on to the system.**
- If you have not been assigned a user menu, or you need to access items that are not contained in your user menu:
- Open the SAP standard menu by choosing *Menu -> SAP standard menu*.
- You now have a complete overview of the SAP System you are currently working with. Use the workplace menu to navigate to the items you need.
- Or, contact your IT cell member.

On the SAP Easy Access initial screen, you can also:

Create a **Favourites** list consisting of the transactions, files, and Web addresses you use most frequently.
The standard toolbar contains buttons for performing common actions such as *Save* and *Enter*.

The functions assigned to the standard toolbar are listed below:

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the Enter key. Does not save your work.
	Command field	Allow you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as *Save* in the *Edit* menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as *Cancel* in the *Edit* menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the CTRL + Page Up keys.
	Previous page	Scrolls to the previous page. Same function as the Page Up key.
	Next page	Scrolls to the next page. Same function as the Page Down key.
	Last page	Scrolls to the last page. Same function as the CTRL + Page Up key.
	Create session	Creates a new SAP session. Same function as *Create session* in the *System* menu.

	Create shortcut	Allow you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allow you to customize the display options.

The Application toolbar contains buttons for performing common actions such as Create and Change.

The functions assigned to the application toolbar are listed below:

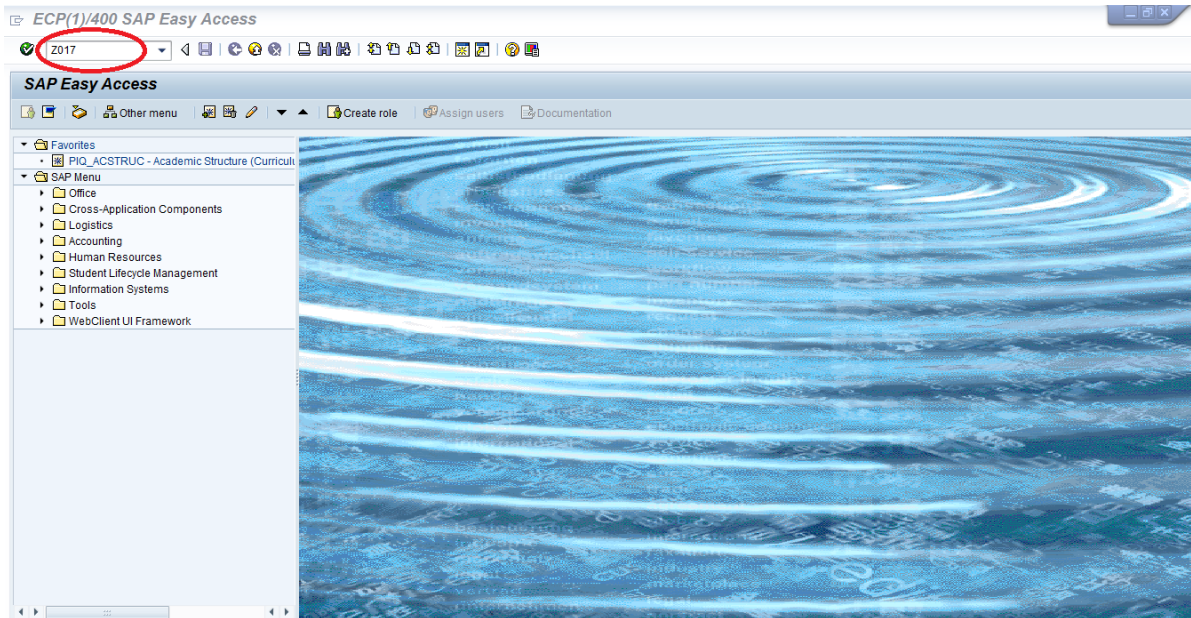| Button	Name	Function
	Create	You use this function to create a new object.
	Change	You use this function to change an object.
	Display	You use this function to display an existing object. You cannot change data in display mode.
	Copy	You use this function to copy objects to temporary storage or to the database.
	Delimit	Delimit means you want to change a validity period, so that the end date occurs sooner than is currently stated
	Delete	You use this function to delete an object.
	Overview	Screen within a task that displays a summary table of the sub-objects of an object. Each sub-object usually has a detail screen
	Execute	You use this function to run a program.

Some important SAP functionalities and shortcuts :

1. You can create maximum of 6 SAP sessions (Screen)
2. /n – used for closing a screen
3. /o – used for opening a screen
4. /nex – used for logging off the system
5. /n and /o should be used along with the respective transaction code when navigating in SAP screen other than home screen

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# Student Registration Program [Initial (RR) / Sessional (CR)]

TRANSACTION CODE: **Z017**

- After logging into SAP, enter the transaction code "Z017" in the area highlighted below. This would take you to the Initial Registration Screen.

Selection Screen – Initial Registration

- Select Initial Registration dropdown
- Input desired values in selection screen
- Click next

Create Registration

Select a Course

- (•) M.Phil English
- ( ) Master of Business Administration

Student Category Master Data

Student Institute	[ ]	☐ Organization Name
Student Group	☑	▼
Student Fee Category	☑	▼
Fee Benefit Category	☑	▼
Student Catergory		▼
Student Sub-Category		▼
[Register]	[Cancel]	

- Here in this screen you are required to select the course for which student is seeking admission.
- Along with the course, users are required to fill in certain master data like Student's Institute, Student Group, Student Fee Category and Fee Benefit Category which are MANDATORY fields. These fields act as fee calculation base
- Users can fill in Student Category and Student Sub-Category also if available.
- Click Register
- In case QUOTA is not available, program will be returning an error message

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Create Registration

Select a Course

- (●) M.Phil English
- ( ) Master of Business Administration

Student Category Master Data

Student Institute	50000442 ▭ Organization Name	Test College 1
Student Group	10 Regular-Course	▼
Student Fee Category	10 General Category	▼
Fee Benefit Category	10 Morning Course	▼
Student Catergory		▼
Student Sub-Category		▼

[Register]   [Cancel]

🛑 No seats available for specified criteria.

- When quota is available for the selected criteria, then program would allow you for registering the selected student.
- Program will give you a message stating successful registration and corresponding activities are:
  * Registration Number will be generated for the student
  * Quota will be updated accordingly
  * "UNDER PROCESS" status tag will be assigned for the student

Selection Screen – Sessional Registration

Create Registration

⊕ ⮺

Selection

- ( ) Initial Registration
- (●) Sessional Registration

Sessional Registration

Student Number	1000001819	Student Name	REGISTRATION Test 7
Institute	50000442	Institute Name	Test College 1
Course/ Program	50000257 B.ED ▼		
Year	2016		
Session	010 Semester 1 ▼		

[Register]   [Cancel]

- Select "Sessional Registration" in the selection screen
- Input the desired details. Student's institute would be popped automatically.
- Click Register

In case, you are trying to perform initial registration program will throw an error and will not proceed to registration
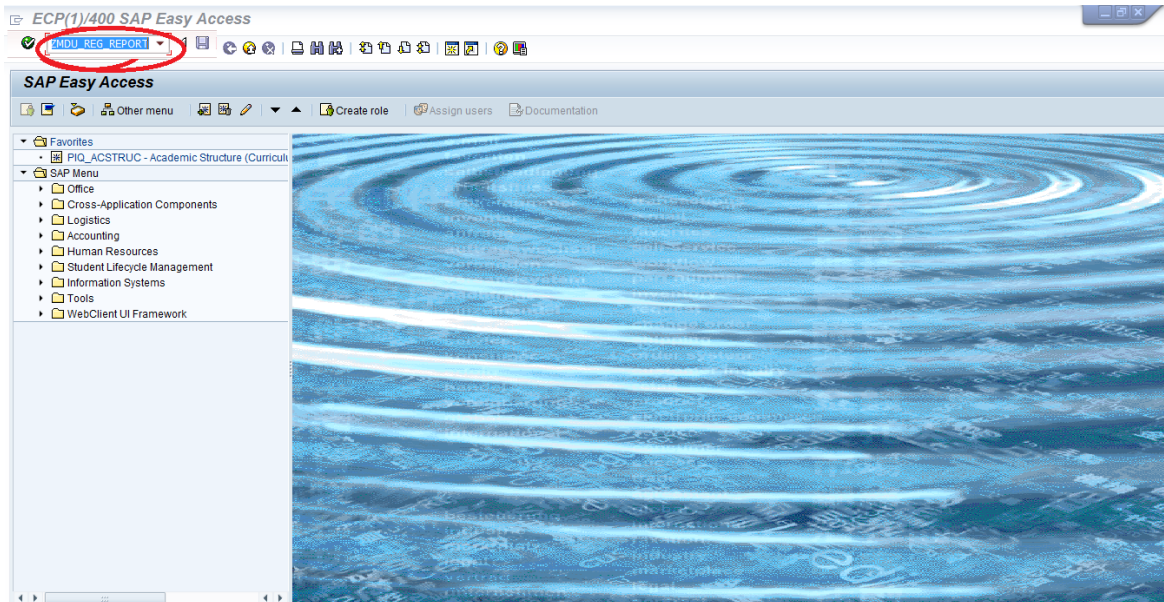

If all input is correct, program gives a message of successful registration.

Student Registration Report

Transaction Code : ZMDU_REG_REPORT

- Navigate to the Registration report selection screen by using the ZMDU_REG_REPORT TCode as shown below.

1. Selection Screen:

Kindly input below mentioned values. Please use search help for selecting selection screen values.

For example:

Institute   : UTD - DEPARTMENT OF ENGLISH
Course   : 511 BACHELOR OF ARTS
Academic Year   : 2016
Academic Session : 010
Attending   : [FLAG]

- After selection screen input, click on "Execute" button, to execute the report.

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2. Report:

Student Registration Report

M D UNIVERISTY, ROHTAK
REGISTRATION RETURN OF NEW REGISTRATIONS FOR THE YEAR JANUARY-16
INSTITUTE CODE: UTD-English | INSTITUTE NAME: UTD - DEPARTMENT OF ENGLISH | COURSE NAME: 511 BACHELOR OF ARTS | Semester: Semester 1

Regn. No	Student Number	Date of Enrolment	College Roll No	Name of Student	Fathers Name	Mothers Name	Date of Birth	Category	Sex	Board Name	Exam	Roll No	Session	Mks obt/Max	Result
3214321	1000000501	29/03/2015	21212	SEMESTER 1 511	father last	MotherTest	19/03/1989	Readmitted Student (Example)	Male	HSC	Matric/Secondary	98765	2015	98.00/100.00	Passed
	1000000400	10/03/2015		asd sswe					Male				2015		
	1000000203	29/03/2015		for address test				Sports Quota	Male				2015		

- The report is displayed in ALV form.
- This report can be saved (or) exported in excel, for that you have to click on the high lightened button in the above screenshot

Continuous Return Report

Transaction Code: ZMDU_CRREPORT

- In order to navigate to the selection screen for Continuous Return Report enter the TCODE as shown below.
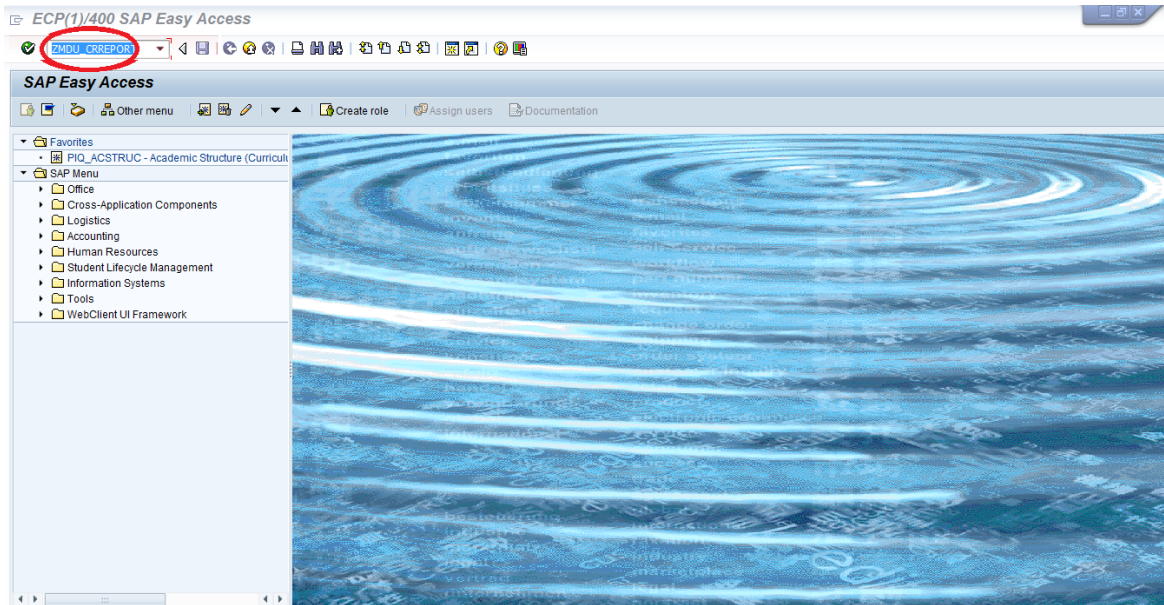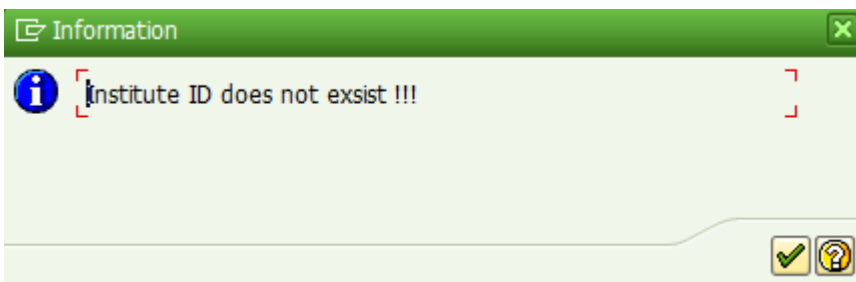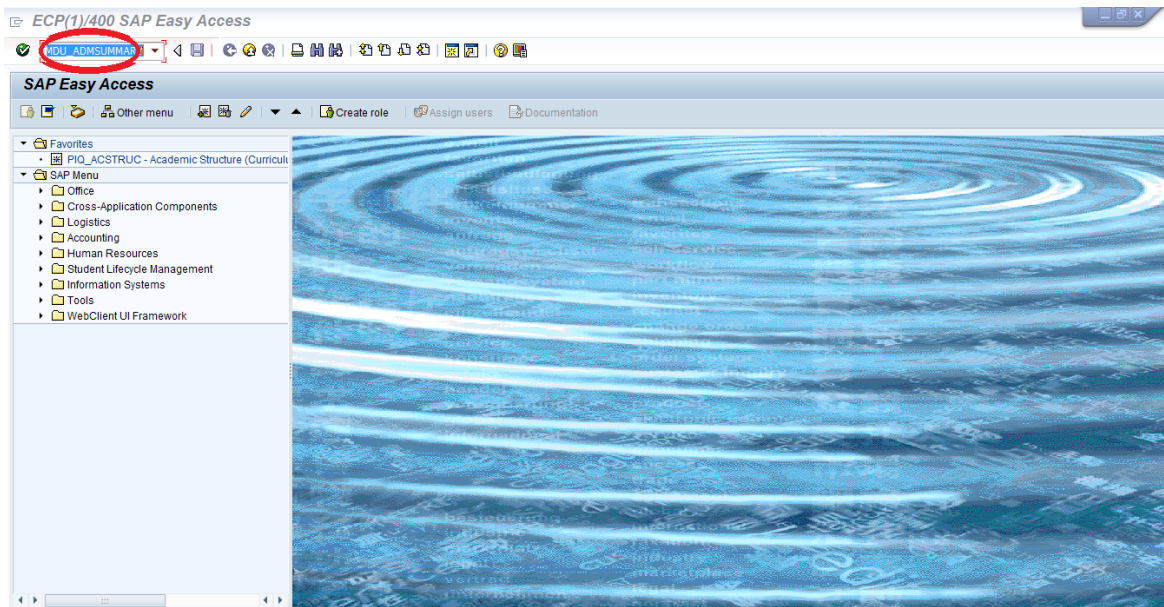

1   Selection Screen Testing

- Input desired details and click on "Execute"

The above error will occur in case of wrong entries. Please check the entries and try again in selection screen

2   Report

- The report is displayed in ALV form.

- This report can be saved (or) exported in excel, for that you have to click on the high lightened button in the above screenshot

Admission Summary Report

Transaction Code : ZMDU_ADMSUMMARY

- In order to navigate to the selection screen of the admission

1. Selection Screen:
Kindly input below mentioned values. Please use search help for selecting selection screen values.

For example:
Institute   *: UTD - DEPARTMENT OF ENGLISH*
Course   *: 511 BACHELOR OF ARTS*
Academic Year   *: 2016*
Academic Session   *: 010*

Input details in selection screen and click on "Execute"

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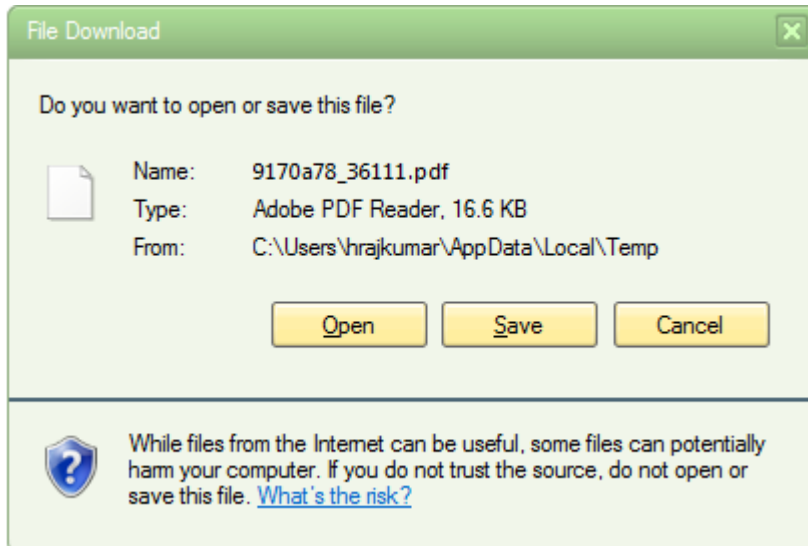
- Kindly click "OPEN" to open the adobe form.
  (Or)
- You can save the file directly by clicking on "SAVE"

2. Report:

S No	Registration No	College Roll No	Student Number	Name	Father Name	Category	Course Name	Sem
1	3214321	21212	1000000501	SEMESTER 1 511	fatherlast	Readmitted student (Beispiel)	511 BACHELOR OF ARTS	Semester 1
2			1000000400	asd sswe			511 BACHELOR OF ARTS	Semester 1
3			1000000203	for address test		Sports Quota	511 BACHELOR OF ARTS	Semester 1

- The report is displayed in adobe form.
- This report can be saved (or) taken print out directly by pressing CTRL + P

Student Fee Payments [Challan Generation]

Transaction Code : ZFEE

- In order to navigate to the selection screen of the admission
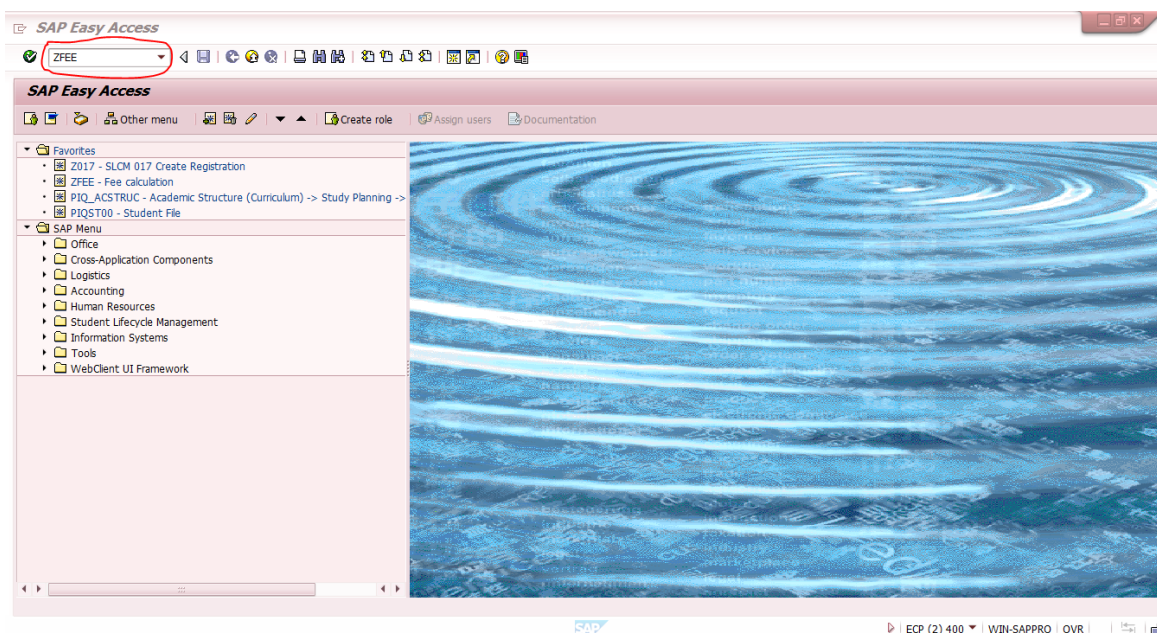
1. Selection Screen:

Kindly input below mentioned values. Please use search help for selecting selection screen values.

For example:

Student Number   : *[Input student number printed on the form]*
Current Date   : *14.07.2015 [Please use current date. Do not change it]*

Input details in selection screen and click on "Execute"

Print Fee Challan

🖨 Print Challan

Fee Overview

CTyp	Name	Σ	Amount
1080	Registration Fee		1,000.00
1020	Tuition Fees		240.00
1010	Admission Fee		50.00
1060	Curriculum Charges		50.00
1090	Dilapidation Fee		12.00
1100	Medical Fee		30.00
2010	R. K. Fund Fees		70.00
1040	Development Fees		16,000.00
1140	Journal		50.00
1170	Examination and I.Ca		2,100.00
1050	Library Security Ref		500.00
1030	Amalgamated Fund		240.00
2020	Holiday Home Fund		20.00
2030	N.S.S Fund		10.00
2040	Sports Fees		120.00
2050	Youth Red Cross		60.00
2060	Youth Welfare		500.00
2070	Flim Club Fees		120.00
2080	Magzine Fee		10.00
2090	S.A.F.		5.00
2100	House Exam		8.00
2110	Identity Card		5.00
2120	Cycle Stand Fee		12.00
2130	Union Fund		12.00

Student Details

Student Id	1100003003
Name	AMAN
Surname	SANGWAN
Fee Category	30 University Ward
Benefit Category	
Student Group	20
Challan valid	
Bank	

Fee Break up

Admission Fees	50.00
Tution Fees	240.00
Amalgated Funds	240.00
Development Fees	16,000.00
Security Refundable	500.00
Curriculumn Charges	50.00
Others	5,144.00
Grand Total	**22,224.00**

- Kindly input challan validity date – usually the same working day in the field marked in yellow colour
- Input option can be availed from the button marked in red for selection of bank.

  Both these entries are mandatory input.

2. Challan Print Out:

Once all the input is made, click on the icon – "Print Challan"

- Click on Print Preview to open the challan form.
- Use Print or press CTRL+P to take a print out of the challan form