

How to Generate a Fee Bill

Student Portal

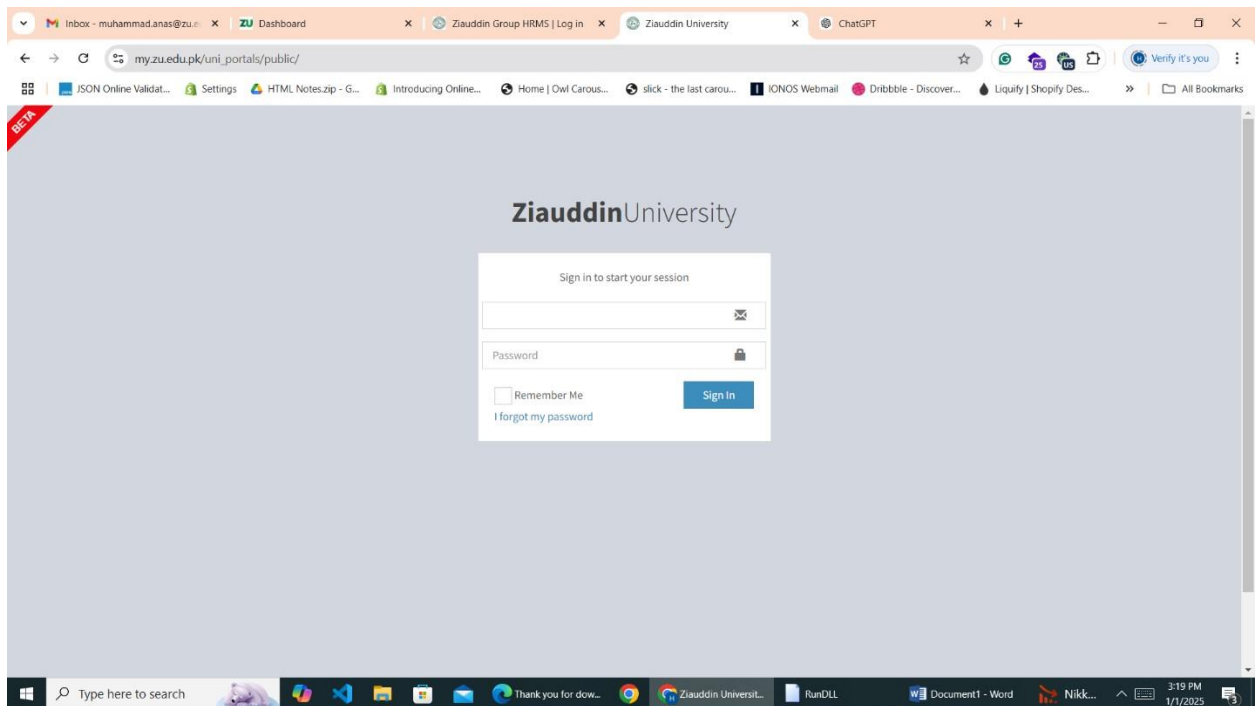
1. Introduction

Welcome to the How to Generate a Fee Bill tutorial this guide will help you to generate a bill

Step 1: Log in to my.zu.edu.pk

1. Open your preferred web browser.
2. Navigate to my.zu.edu.pk.
3. Enter your credentials (username and password) to log in.

Note: This portal is responsive you can access it with a Mobile, Laptop, Tablet



Step 2: Navigate to the Attendance Section

1. After logging in, locate the menu bar on the dashboard.
2. Click on the **Fees Detail** tab or a section


The screenshot displays the Ziauddin University dashboard. On the left is a dark sidebar menu with the following items: Dashboard, Subject Registration, Timetable, Attendance, Exam Schedule, Fees Detail (highlighted with a green arrow), Portal Feedback, Teacher Feedback, Guide Book, Survey, Online Survey, PBL's, Final/Semester Exam Result, and Internal Exam Result. The main content area is titled 'Dashboard' and features a profile card with a placeholder for a profile picture and a list of personal details: Digital ID #, Enrolment #, Batch, Email ID, and Date of Birth. Below this, a red text notification states 'PKR 125,000 Outstanding Fee' with a large green arrow pointing down to a green button labeled 'Fees Detail'.

After clicking this icon, you can see the details of your fee.

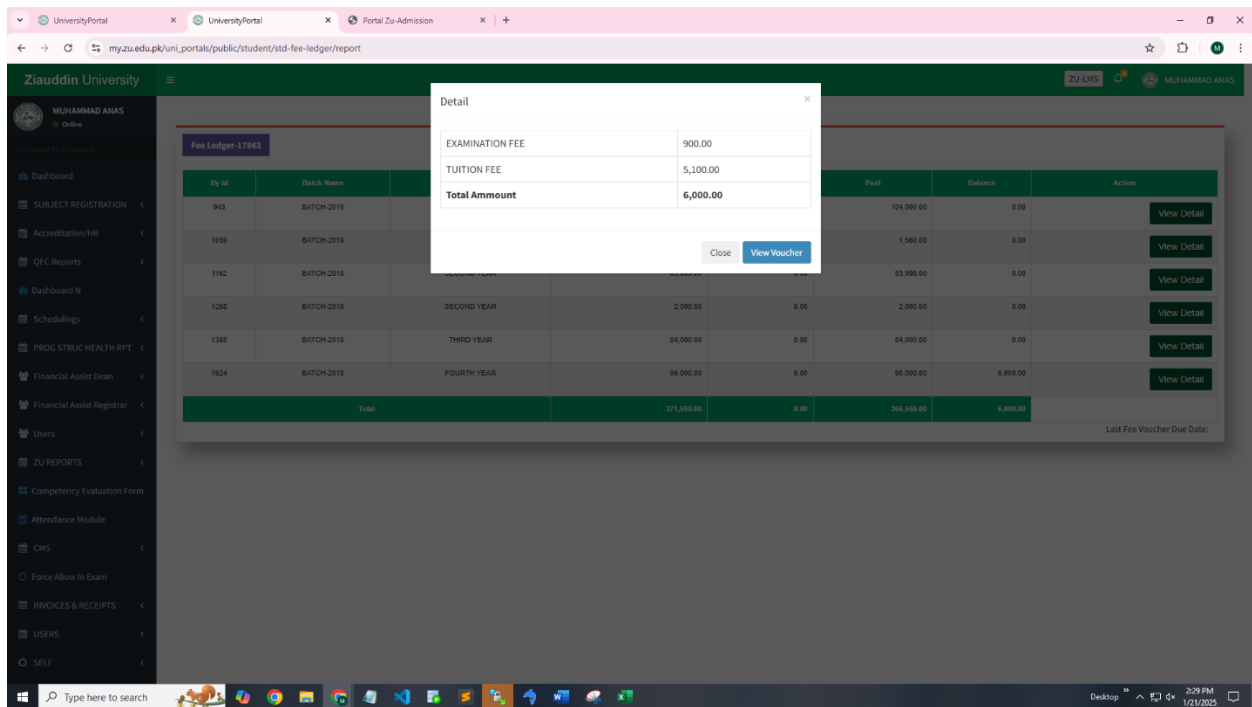
Now, if you want a voucher to pay a fee, you can click on Create voucher

Fee Ledger-4674

By Id	Batch Name	By Name	Actual Amount	Discount	Paid	Balance	Action
2484	BATCH-1 S	FIRST YEAR	310,000.00	0.00	185,000.00	125,000.00	Create Voucher
Total			310,000.00	0.00	185,000.00	125,000.00	Last Fee Voucher



After creating the voucher button new screen like this, click on View Voucher



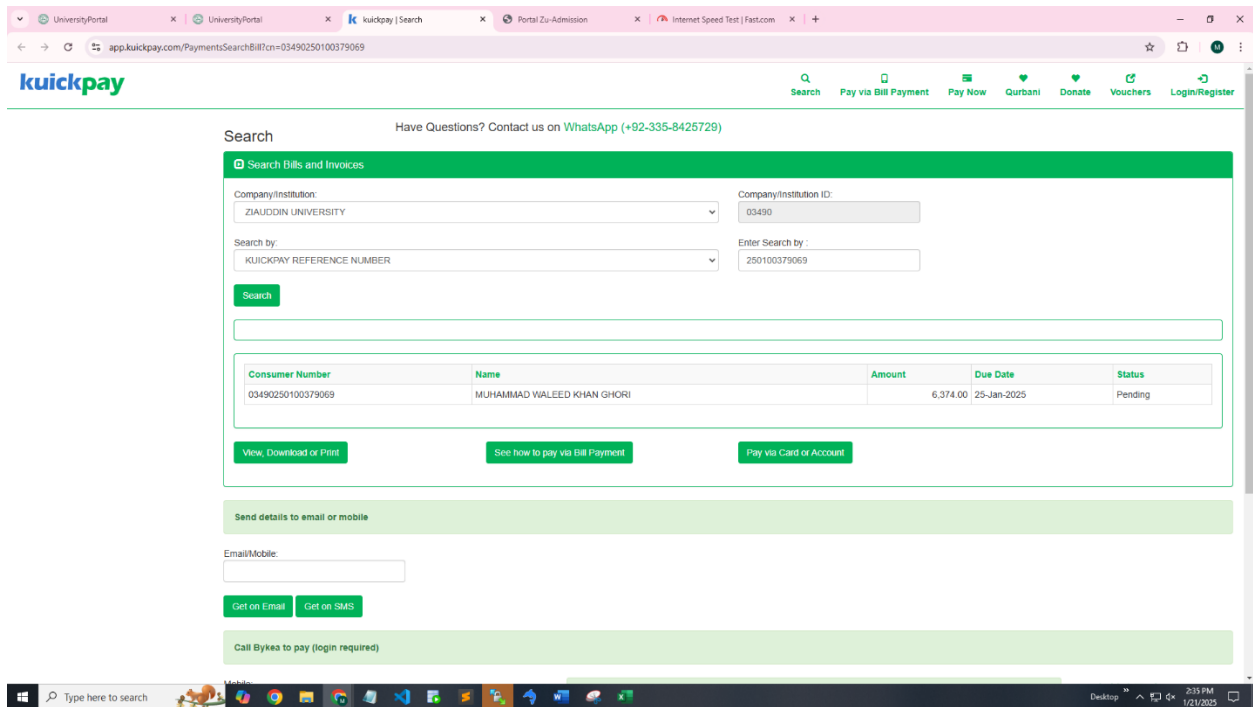
Detail

EXAMINATION FEE	900.00
TUITION FEE	5,100.00
Total Ammount	6,000.00

[View Voucher](#)

Now you can see your voucher here is the detail on how to pay your fee

- You can see how to pay your fee on this platform
- You can also use the debit card to pay your fee



You can download the voucher slip by clicking on View, Download, or Print

