Internet Payment Gateway Guide

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Standard Operating Procedure for Online Payment Portal Usage

1. UoM staff who wish to use online payment portal to receive payments should request the Finance Division to configure the payment portal for their respective payment recieving activities. The authorised staff (eg. MSc coordinator, Head of the Department, Deputy Registrar of Examinations division, ..) should send a request explaining the requirement to pay@uom.lk

2. For every request that is sent to pay@uom.lk a support ticket is created automatically and directed to the finance division.

3. Relevant staff in the finance division shall attend to the support tickets:
   - Log in to https://pay-admin.uom.lk admin portal
   - Create/enable an expenditure code for a requirement payment receiving activity
   - Assign permissions to the relevant UoM staff to the relevant expenditure code related activities https://pay-admin.uom.lk
   - Send a reply to the requesting staff upon setup completion

4. Once the setup completion email is received, the staff who requested the service could log into https://pay-admin.uom.lk using their UoM user credentials and perform the following actions:
   - Create payment reference codes or generate pay advices to request payments from payees
   - Monitor pending and received payment relevant to the expenditure codes assigned to them
   - Download various reports

5. Once the reference/pay advice is generated, the payees may make online payments through https://pay.uom.lk

Note: For all payments collected through the online payment gateway (credit/debit cards) a service charge of 1% is charged by the bank and this has to be absorbed by the respective payment receiving department/division.

If there are any issues encountered, please send an email with details to pay@uom.lk

Configurations by Department Staff to Generate Pay Advices (eg. MSc Coordinator)

Once you are added to the payment admin portal (https://pay-admin.uom.lk). You can login to the portal using your university account. The portal is accessible only within the university IP addresses. If you want to log in outside the university, you can use the university VPN.

After login to the system, navigate to **Generate Pay Advice bulk** link. Use the provided CSV file (sent to you by email) and fill in the student details that need to get payment from and upload it to the system. Upon successful upload, it will download a zip file, which contains pay advice PDFs, one per payees. This pay advice may be sent to payees to inform them about the payment request.

Fields in the CSV sheet

invoice_prefix: Example invoice id is **XX**AB000002. XX part is the department specific code. **AB** part is the prefix. This **AB** prefix to differentiate the payment receiving activities (example: differentiating multiple MSc courses, other payment etc.). Rest is a sequence number. CITES/Finance Division will provide you with the relevant prefix code, you just need to copy it to all the required rows of the CSV file.

name: Student name

phone_no: Student Phone Number

nic_passport: Student passport or NIC

amount: payment amount. If the student pays using online portal, he cannot enter the payment amount. The amount that you add here will be fetched by the system.

description: description needs to be added to the pay advice.

expenditure_code: finance ledger code of your payment receiving activity. (this is also provided in the CSV)

Please make sure to make the nic_passport field TEXT FORMAT (if you are using Excel to edit) to prevent it being automatically changing to scientific notation for new NIC numbers.

Once you generate pay advices, when you navigate the **Pay Advice** link you can see all the issued pay advice with payment status Success or Pending.

Students can make the payment using our payment gateway - https://pay.uom.lk or offline methods.

Either way students must enter the **Pay Advice ID** as the reference. If the student makes a payment with payment gateway (https://pay.uom.lk), the status will be changed as completed immediately. If the student makes a payment offline, once the reconciliation is done by the Finance Division, it will be updated as completed in the system. To make this smooth, the student must enter the **Pay Advice ID** even in the offline payments (bank payment slip).