# 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).

---

Revision #5
Created 2025-12-02 04:57:52 UTC by Director Center for IT Services
Updated 2025-12-02 06:27:49 UTC by Director Center for IT Services