

Open Payment Pathway training notes

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1 Logging into the OPP



Client Login

Email:

Password:

Having Problems Logging In?

Forgotten your password? Click [here](#) to reset your password.

Not got a login? Contact support at helpdesk@wpmeducation.com or call 08442 641581.

To log into the Open Payment Pathway, you will need a username and password. This can be requested from the Finance Systems Team.

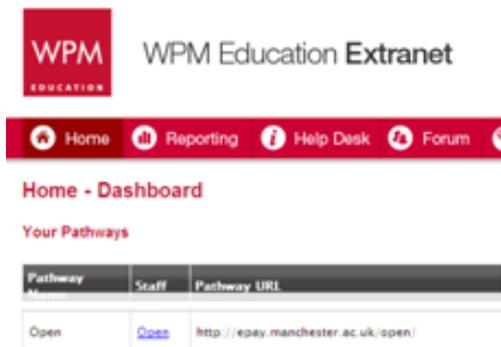
By logging in, the WPM Extranet will record when you have accessed the system and taken payments.

All transaction details are stored in the Extranet.

2 Accessing the payment screen

Once you have logged in, you will be able to see the Dashboard.

Choose the Pathway called 'Open' (on the left hand side under the heading 'Your Pathways').



You will then see the first of the payment screens. Note on the top right hand side you can see that you are logged in.

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Staff Area

You are currently logged in as: Laura Turner.
[Log Out](#)
[Make another payment](#)

* indicates a required field

Customer Details

University ID Number/Customer Number *

Customer Name *

Contact Number *

Email Address *

Academic Year

Invoice Number *

Terms & Conditions

Check this box to indicate you accept the [Terms and Conditions](#).

I accept the Terms and Conditions *

Important, please read before proceeding



Note: If you do not see the text **Staff Area** and your log in details, you must log in again via the Extranet.

3.1 Taking a payment

Screen One – Customer details

* indicates a required field.

Customer Details

University ID Number/Customer Number *

Customer Name *

Contact Number *

Email Address *

Academic Year

Invoice Number *

Terms & Conditions

Check this box to indicate you accept the [Terms and Conditions](#).

I accept the Terms and Conditions *

To proceed click Continue.

About this screen

Screen One requires details about the student or commercial customer which a payment is being made for.

If a payment is being made by the parent of a student for example, you would record the student's details here.

Fields to be entered – Please note you can copy most of the information from the customer OF account; this will cut down the level of any errors which may occur.

- University ID Number/Customer Number** – Enter the student's 7 digit ID number or commercial customer's account number e.g. 1234567
- Customer Name** – Enter the student or commercial customer's name. E.g. John Smith
- Contact Number** – Enter a contact number for the student or commercial customer without spaces. E.g. 01613066000
- Email address** – Enter an email address for the student or commercial customer. The email address entered here is recorded for query purposes only and will not be the email address to which a receipt will be sent. This is entered later in the process. test@test.co.uk
- Academic year** – If relevant, please select an academic year (List of Values)
- Invoice number** – Enter the 8 digit invoice number here. E.g. 12345678



Note: If the customer is paying several invoices of the same type (e.g. all tuition fees), enter all the invoice numbers in a continuous string. These will show with a space between each in the Oracle receipt (see below).

Charge Type	Student Accommodation Fees	Student Accon
Prepayment	NO	
Academic Year	10/11	10/11
PAYMENT TYPE	WP	Web Payments
ORDERID	CPGOPG18629	
Authorisation Code	2	
STOREID	56506563	
ECI	25048331 30392460 12345678 87654321	

Terms and Conditions

The University's Terms and Conditions are linked from this screen. In order to progress to the next screen, you will need to tick the box.

Screen Two – Payment details

* indicates a required field

Customer Details

University ID Number/Customer Number	1234567
Customer Name	Mr A Test
Contact Number	01612757234
Email Address	a.test@testltd.co.uk
Academic Year	10/11
Invoice Number	12345678

Payment Options

Description *	Total Amount (GBP) *	One off Card Payment
<input type="checkbox"/> Student Accommodation Fees	<input type="text"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Tuition Fees	<input type="text"/>	<input type="radio"/>
<input type="checkbox"/> Other	<input type="text"/>	<input type="radio"/>

Please choose only one payment option.

To proceed click Continue.
Continue

About this screen - Please note you may be able to copy most of the information from the customer OF account; this will cut down the level of any errors which may occur.

The second screen confirms the details you entered on screen one and then allows you to choose which type of payment the customer would like to make.

Choose which payment type you would like to make by selecting the appropriate button on the right hand side 'One off Card Payment'. Then enter the amount the customer would like to pay with a decimal point e.g. 60.00.



Note: If a student wishes to pay for a combination of fees, tuition and a late payment fee for example, you can choose the 'Other' option and enter the total amount in the value 'Other' amount box.

The 'Other' option can also be used to pay for late payment invoices for students or commercial customer invoices for example.

Screen Three – Summary page

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UNIVERSITY

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Please check the items below and click 'Continue' to proceed

Customer Details	
University ID Number/Customer Number	1234567
Customer Name	Mr A Test
Contact Number	01612757234
Email Address	mratest@test.co.uk
Academic Year	
Invoice Number	12345678

Description of item(s) to pay	Total Cost
Tuition Fees	£600.00
Total to pay today	£600.00

[Continue](#)

Please click [Back](#) to return to payment options. [Back](#)

About this screen

Screen three is a confirmation screen showing you the details you have entered and the type and amount of your payment.

If any details are incorrect, you can select the 'back' button to amend them.

Screen Four – Payee details

About this screen

The top part of screen four requires entering card details.

The screenshot shows a form titled "Enter Credit / Debit Card Details". At the top right of the form area is a "Continue" button with a right-pointing arrow. Below the title bar, there is a note: "* indicates a required field". The form fields are as follows:

- Card Type***: Radio buttons for VISA, VISA DEBIT, MasterCard, and Maestro.
- Card Holder Name***: A text input field.
- Card Number***: A text input field.
- Card Security Code***: A text input field with a help icon (question mark in a blue circle).
- Expiry Date (MM/YYYY)***: Two dropdown menus for month and year.
- Start Date (MM/YYYY)**: Two dropdown menus for month and year.

The bottom part of screen four requires entering additional information about the payee. The system has a built in facility to find an address from a postcode, however you can also enter an address manually if required.

Country – Defaults to United Kingdom

Post Code – Enter the payee's postcode e.g. M13 9PL

House / Flat No – Enter the payee's house or flat number e.g. 90

Then select 'Find Address'.

The screenshot shows a form titled "Billing Address". Below the title bar, there is a note: "Your billing address is the address where you are receiving the statements for your credit / debit card." The form fields are as follows:

- Country***: A dropdown menu with "UNITED KINGDOM" selected.
- Postcode***: A text input field.
- House / Flat No.**: A text input field with a help icon (question mark in a blue circle).

At the bottom of the form is a "Find Address" button. Below the button is a link: [Enter your address manually](#) with a help icon (question mark in a blue circle).

Once you have entered the payee's address, you are prompted to enter some more details about the payee:

Contact number - For the payee (not mandatory) – e.g. 01613066000

Email address - For the payee. This field is mandatory as this is the address the payment receipt will be sent to e.g. payee@test.co.uk

Contact Number (without spaces)	<input type="text"/>	
Email Address*	<input type="text"/>	
Confirm Email Address*	<input type="text"/>	

Screen Five – Summary of Payment

About this screen

This screen confirms the payee details you entered on screen four. If the details are correct, you can then choose 'Confirm Your Payment'. Alternatively, if you need to amend the card details, choose 'Edit Details'.

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Confirm your Payment

Summary of Payment

Description of item(s) to pay	Total Cost
Tuition Fees	£500.00
Total to pay today	£500.00

Payment Information

[Edit details](#)

Card Transaction Name on Card: Mr A Test Last 4 Digits of Card Number: 1111 Card Type: VISA	Billing Address Finance Systems Oxford Road Manchester Lancashire M13 9PL UNITED KINGDOM
---	---

Email confirmation will be sent to: mratest@test.co.uk

3D-Secure Information

Screen Six – Receipt page

About this screen

If the payment is successful you will see the screen below. The screen confirms that an email receipt has been issued.

It also displays a unique reference number which will always start with the characters *CPGOPG*. This is included in the receipt the customer receives.

You should then choose 'Make Another Payment' which will take you back to the start of the process.

The screenshot shows a web application interface with a navigation menu at the top containing links for Undergraduate, Postgraduate, International, Our Research, Business, Alumni, Visitors, and About Us. On the right side, there is a 'Staff Area' section indicating the user is logged in as Adele McGuinn, with links for 'Log Out' and 'Make another payment'. The main content area is titled 'Payment Summary' and features a blue information box stating 'Your payment is now complete. An email confirmation has been sent to merriepwycoff@aol.com.' Below this is a green box with the text 'You may wish to print this page for your records' and a 'Print' button. A summary box shows 'Your payment reference is: CPGOPG19766' and 'Date: 20 Apr 2012 15:51'. At the bottom, a table lists the payment details.

Description of item(s) paid	Total Cost
Tuition Fees	£385.00

Your payment reference is: CPGOPG19766		Date: 20 Apr 2012 15:51
--	--	-------------------------

Description of item(s) paid	Total Cost
Tuition Fees	£385.00
Total paid today	£385.00

Payment Information

<p>Name on Card: Merrie P Wycoff Last 4 Digits of Card Number: 1222 Card Type: </p>	<p>Billing Address 3018 South Rakeridge Trail Bolder Colorado 80802 UNITED STATES</p>
--	---

Please click here to complete the process. **Finish** 

If the payment has been unsuccessful, a “payment failed” message will appear.

Continue 

Payment Failed

Your payment has been declined as your card number was not valid.

Please contact your card issuer directly if you require further information regarding this. The University of Manchester carries no responsibility for transactions declined by your card issuer.

However if you want to check the details you entered, or try another card please [try again below](#).

* indicates a required field

Enter Credit / Debit Card Details

Card Type*    

Card Holder Name*

Card Number*

Card Security Code* 

If you wish to re-enter the card details or try an alternative card, you can scroll down and process the payment again.

Email receipts

An example of the receipt the customer receives is below. It confirms the details you entered in the screens, their unique reference and contact details for queries.

Extra line breaks in this message were removed.

From: store@manchester.ac.uk
To:
Cc:
Subject: Thank you for your payment CPGOPG18631

Thank you for your recent payment, reference CPGOPG18631

Customer Name:
Customer Number: 2626
Contact Number: 01612757234
Email Address: laura.turner@manchester.ac.uk Academic Year: 08/09 Invoice Number: 15021528

Card Holder Name: Test
Card: **** * 1111
Card Reference:

Payment has been made for the following:

Other
Paid today: 234.56 (GBP)
Your payment reference is: CPGOPG18631:

If you have any queries regarding your payment please contact us on 0044 (0)161 275 6838 or e-mail cashiers@manchester.ac.uk

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

Finding a receipt in Oracle

The customer's receipt will show in Oracle the following working day. The process to create receipts is completed by the Income Office.

An example of an OPP receipt is shown below. The ORDERID field is populated with the unique reference you saw on the payment confirmation screen and in the customer's email.

The invoice number entered is shown in the ECI field.

Receipts (UOM) - 8

Receipt		Balances	
Payment Method	OPPWP	Unidentified	0.00
Receipt Number	514575	Applied	0.00
Receipt Amount	GBP 1,000.00	On Account	0.00
Receipt Type	Standard	Unapplied	1,000.00
Status	Remitted	Cash Claims	0.00
		Prepayments	0.00

Detail	
Identify By	Customer Bank
Trans Number	
Customer Name	Julie Wack
Customer Number	7116223
Customer Location	
Customer Taxpayer ID	
Reference	
Postmark Date	

Receipt Information	
Charge Type	Tuition Fees
Prepayment	NO
Academic Year	10/11 10/11
PAYMENT TYPE	WP Web Payments
ORDERID	CPGPG18689
Authorisation Code	2
STOREID	56506563
ECI	30251611

If a customer paid for multiple invoices, these are shown as below.

Receipts (UOM) - 10

Receipt		Balances	
Payment Method	OPPWP	Unidentified	0.00
Receipt Number	514585	Applied	0.00
Receipt Amount	GBP 24.99	On Account	0.00
Receipt Type	Standard	Unapplied	24.99
Status	Remitted	Cash Claims	0.00
		Prepayments	0.00

Detail	
Identify By	Customer Bank
Trans Number	
Customer Name	Archibald Proulx
Customer Number	7299069
Customer Location	
Customer Taxpayer ID	
Reference	
Postmark Date	

Receipt Information	
Charge Type	Student Accommodation Fees
Prepayment	NO
Academic Year	10/11 10/11
PAYMENT TYPE	WP Web Payments
ORDERID	CPGPG18629
Authorisation Code	2
STOREID	56506563
ECI	25048331 30392460 12345678 87654321