

OneStop Receipting System

Background

Late 2006 Financial Services conducted a review into receipting business processes.

The review identified a range of issues

- **A high volume of cash transactions** – 50% of all over the counter transactions, 24% of which were for less than \$50.
- **Costly manual receipting processes** – interim receipting with 63 budget centres at a cost of around \$275K p.a – **most of these costs are being born within budget centres not Financial Services.**
- **Too many service points.**
- **Outdated cashiering system.**
- **Questionable business value** in some low value items we charge students for – more than 270 items. Is it viable to charge for all of these items or should some be free.

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Achievements to Date

- **OneStop live at:**
 - Student Centres (Hobart, Launceston and Cradle Coast)
 - Homestay International Office
 - Office of Maritime Communications
 - Menzies
 - Financial Services, Back Office
- Restructured the University cashier receipting function – Student Centres are processing all over the counter payments while most other payments are being processed back office at Financial Services.
- New OneStop Transaction/Product Request Form which can be found at:
http://www.utas.edu.au/docs/fin_services/revenue/forms.html

2008 Objectives

- Online payments live 1 May 2008.
- A dashboard style reporting system from which receipting activity can be monitored by budget centres.
- Phase out interim receipting – offer budget centres other methods of receipting, eg. online or via central service points.
- Integration of CAPS and OneStop.
- OneStop roll-out to the Libraries.

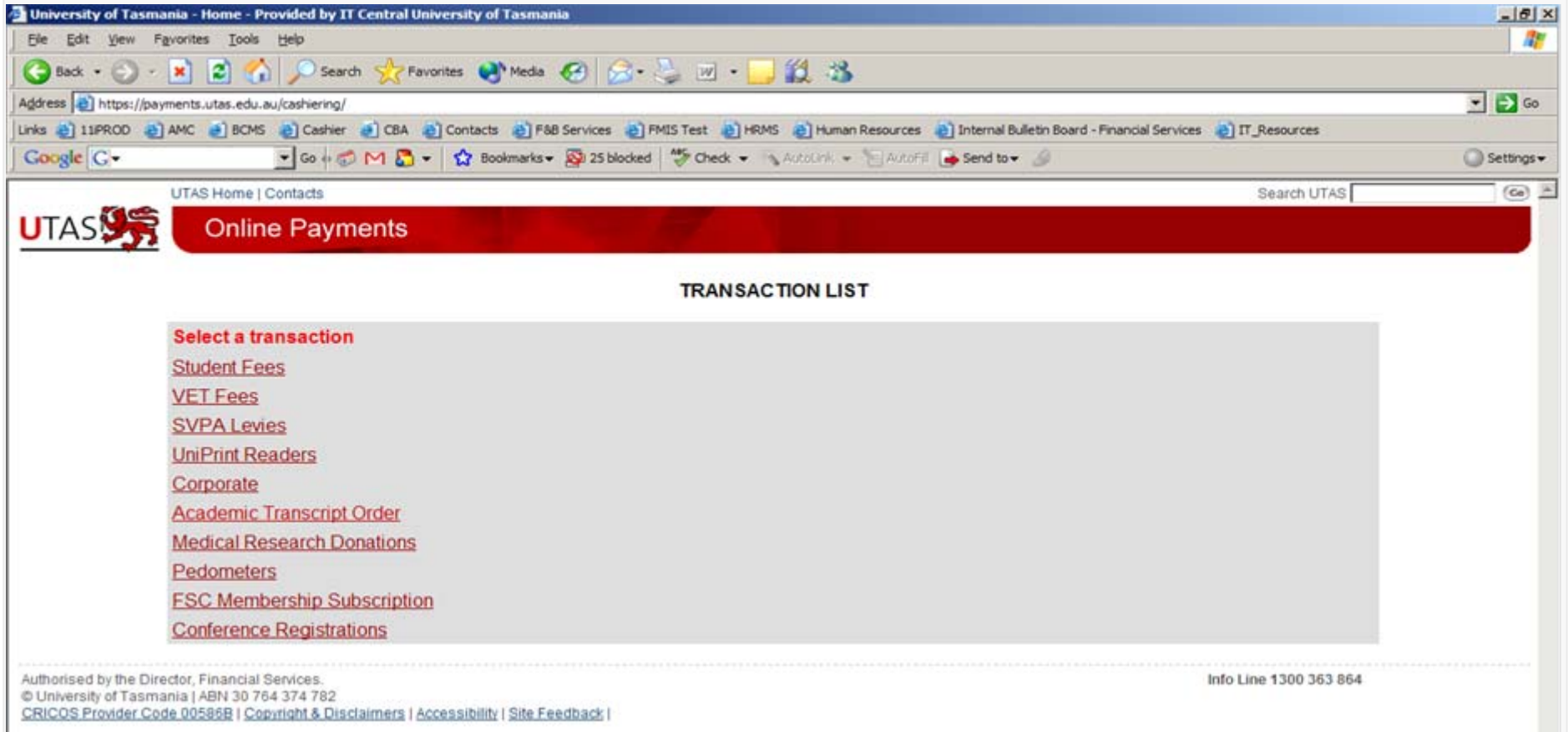
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Online Transactions

- Virtually any payment processed over the counter can be processed online. OneStop provides a web based payment facility which can process credit card transactions.
- Web payments can be integrated into existing web pages and systems or setup to be processed by a central portal.
- The central payments portal concept is being undertaken with Student Administration and will use the e-student portal.

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- Online continued



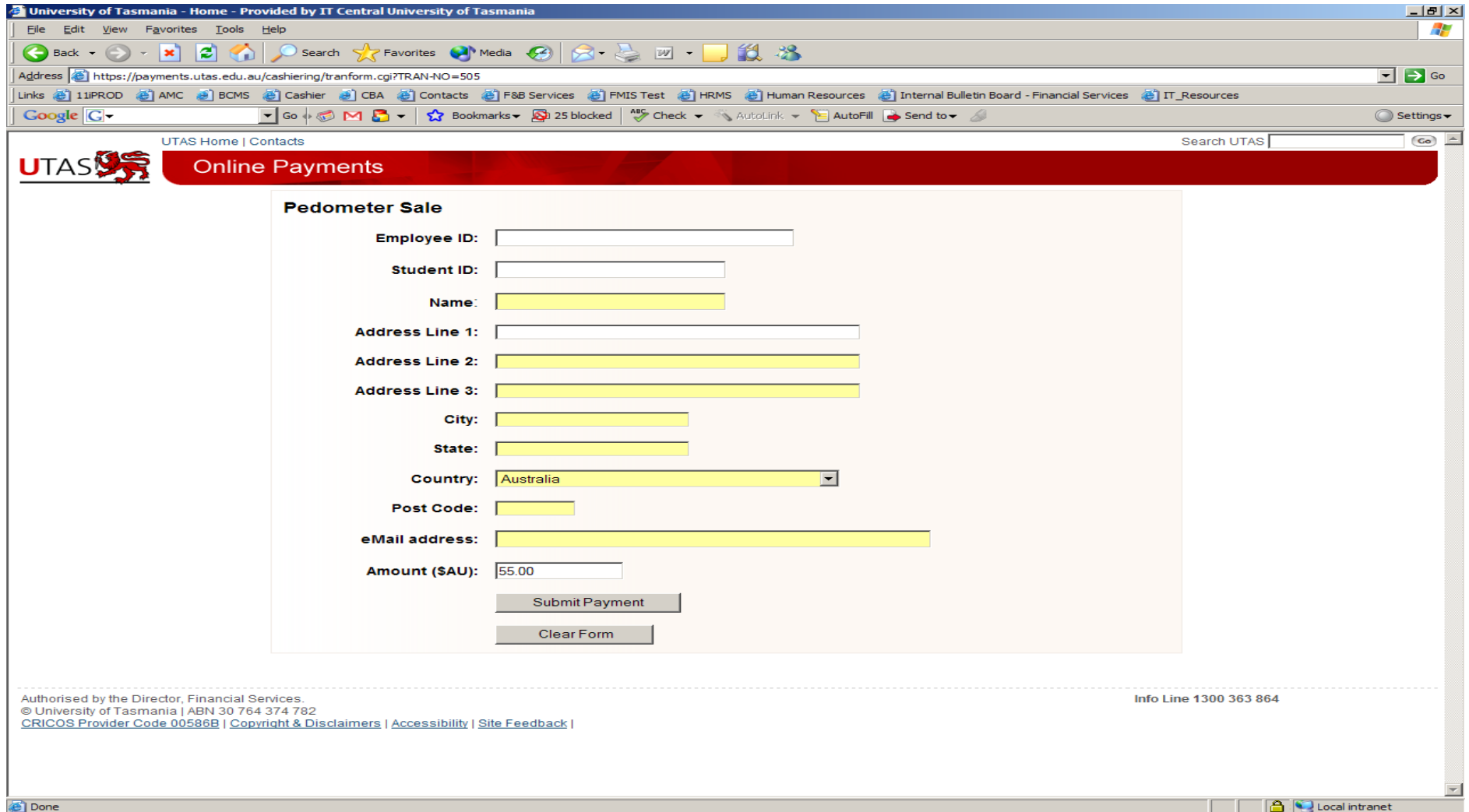
The screenshot shows a web browser window displaying the University of Tasmania's Online Payments portal. The browser's address bar shows the URL <https://payments.utas.edu.au/cashiering/>. The page features a red header with the UTAS logo and the text "Online Payments". Below the header, the main content area is titled "TRANSACTION LIST" and contains a list of transaction categories under the heading "Select a transaction".

TRANSACTION LIST

- [Select a transaction](#)
- [Student Fees](#)
- [VET Fees](#)
- [SVPA Levies](#)
- [UniPrint Readers](#)
- [Corporate](#)
- [Academic Transcript Order](#)
- [Medical Research Donations](#)
- [Pedometers](#)
- [FSC Membership Subscription](#)
- [Conference Registrations](#)

At the bottom of the page, there is a footer containing the following text: "Authorised by the Director, Financial Services. © University of Tasmania | ABN 30 764 374 782 CRICOS Provider Code 00586R | [Copyright & Disclaimers](#) | [Accessibility](#) | [Site Feedback](#) | Info Line 1300 363 864".

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A screenshot of a web browser displaying the UTAS Online Payments page. The browser's address bar shows the URL: https://payments.utas.edu.au/cashiering/tranform.cgi?TRAN-NO=505. The page has a red header with the UTAS logo and the text "Online Payments". Below the header is a form titled "Pedometer Sale". The form contains several input fields: Employee ID, Student ID, Name, Address Line 1, Address Line 2, Address Line 3, City, State, Country (a dropdown menu with "Australia" selected), Post Code, eMail address, and Amount (\$AU) with the value "55.00". At the bottom of the form are two buttons: "Submit Payment" and "Clear Form". The footer of the page contains the text: "Authorised by the Director, Financial Services. © University of Tasmania | ABN 30 764 374 782 CRICOS Provider Code 00586B | Copyright & Disclaimers | Accessibility | Site Feedback |" and "Info Line 1300 363 864". The browser's status bar at the bottom shows "Done" and "Local intranet".

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File Edit View Favorites Tools Help

Address <https://payments.utas.edu.au/cashiering/viewlist.cgi?14412446> Go

Links 11IPROD AMC BCMS Cashier CBA Contacts F&B Services FMIS Test HRMS Human Resources Internal Bulletin Board - Financial Services IT_Resources

Google G Go Bookmarks 25 blocked Check AutoLink AutoFill Send to Settings

UTAS Home | Contacts Search UTAS

UTAS Online Payments

Payments to Process

Item Description	Amount
505 Pedometers - 00900041	55.00 Remove
Total Amount (\$AU):	55.00

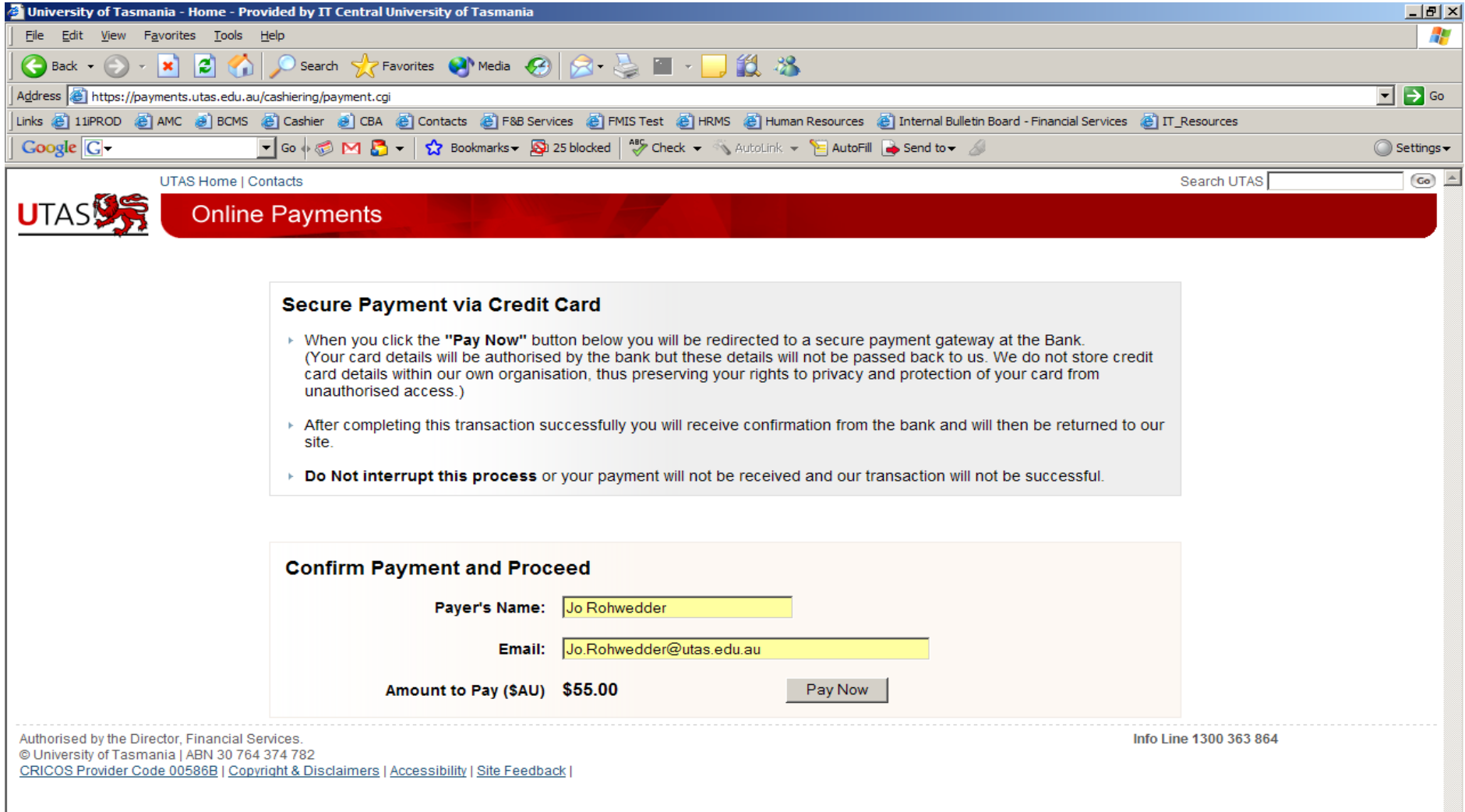
[Clear this List](#)

[Process Payment for the above details](#)

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A screenshot of a web browser window displaying the UTAS Online Payments page. The browser's address bar shows the URL "https://payments.utas.edu.au/cashiering/payment.cgi". The page has a red header with the UTAS logo and the text "Online Payments". Below the header, there is a section titled "Secure Payment via Credit Card" with three bullet points explaining the payment process and warning not to interrupt it. Below this is a "Confirm Payment and Proceed" section with a form containing the payer's name "Jo Rohwedder", email "Jo.Rohwedder@utas.edu.au", and the amount to pay "\$55.00". A "Pay Now" button is visible next to the amount. At the bottom of the page, there is a footer with contact information and a search bar.

Secure Payment via Credit Card

- ▶ When you click the "Pay Now" button below you will be redirected to a secure payment gateway at the Bank. (Your card details will be authorised by the bank but these details will not be passed back to us. We do not store credit card details within our own organisation, thus preserving your rights to privacy and protection of your card from unauthorised access.)
- ▶ After completing this transaction successfully you will receive confirmation from the bank and will then be returned to our site.
- ▶ **Do Not interrupt this process** or your payment will not be received and our transaction will not be successful.

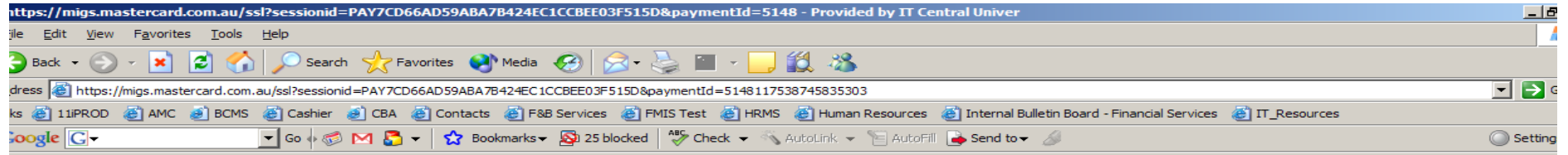
Confirm Payment and Proceed

Payer's Name:

Email:

Amount to Pay (\$AU) **\$55.00**

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Commonwealth Bank 

Your details will be sent to and processed by **The Commonwealth Bank of Australia** and will not be disclosed to the merchant

TEST MODE

Merchant name: **University of Tasmania - Alumni Services**

Card details



MasterCard:

You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::: - - -

Expiry Date ::: / month/year

Security Code :::

The 3 digits after the card number on the signature panel of your card.

Purchase Amount ::: **AUD \$55.00**



I hereby authorise the debit to my MasterCard Account in favour of University of Tasmania - Alumni Services

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)

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Address: <https://payments.utas.edu.au/cashiering/tranview.cgi?14434069>

Links: 11IPROD, AMC, BCMS, Cashier, CBA, Contacts, F&B Services, FMIS Test, HRMS, Human Resources, Internal Bulletin Board - Financial Services, IT_Resources

UTAS Home | Contacts Search UTAS

Online Payments

Authorised Ref: 809814000091
 Name: Jo Rohwedder
 Address: Locked Bag 1353
 Launceston TAS 7248



University of Tasmania
Locked Bag 1353
Launceston TAS 7250

ABN: 30 764 374 782

Tax Invoice / Receipt

07/04/2008 14:43.40
Receipt No. 0000079

Online Payment Ref. WPY0000111

Item	Description	GST	Amount
505	Pedometers 00900041	5.00	55.00
Total (including GST)		5.00	55.00

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OneStop Receipting System

- **Online Enhancements still to come:**
 - Email Tax Invoice.
 - Web based reporting functions.