



QR Code Creation For Credit Card Use & NelNet Overview



THE OHIO STATE UNIVERSITY

EXTENSION OPERATIONS

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

2023

An Online Payment Portal can be setup for each Extension Office

- NelNet is a live online payment (credit card) processor
- Functions similarly to PayPal, Apple Pay, Google Pay, etc
- Each county office has been set up with a Bank of America merchant account by the Treasurer's Office
- Bank of America typically charges a transaction fee, between 2.5-3%
- Credit card payments can be used for program fees, publications, registrations, and testing fees
- There is a generic set up for all county offices –created through this URL
go.osu.edu/countyextensionpayment
- Or you can create custom QR codes for products & services, for the ease of identify educator dollars



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This is what Jesse Buxton has set up for all county offices -created through a URL

go.osu.edu/countyextensionpayment

Online Payment Portal

Required fields are marked with an *

Payment Amount

Account: OSU Extension - Perry County

Customer First Name*:

Customer Last Name*:

Items/Services*:

Additional Comments:

Payment Amount*:

Total Amount:

0.00

Payment Method*:

Credit Card



Continue

Cancel

Card transactions for The Ohio State University are processed by Nelnet Campus Commerce, USA.



First request a "URL Builder" from Jessie Buxton. Once you receive the link and open it, it will look like this. We have created this one for the sale of 4H Project Books

Once you enter the product information click on the red "BUILD URL" button. The program will then create a link that will appear in the blue box. Copy and paste the entire link.



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Perry NetNet URL Builder

Item(s)/Service(s)

4H Project Book

First Name

Last Name

Additional
Comments

Amount *

8.00

Contact Email

goodrich.133@osu.edu

Build URL

https://quikpayasp.com/osu/commerce_manager/payer.do?orderType=CFAES_Extension_Perry&userChoice20=4H%20Project%20Book&amount=800&userChoice25=goodrich.133%40osu.edu

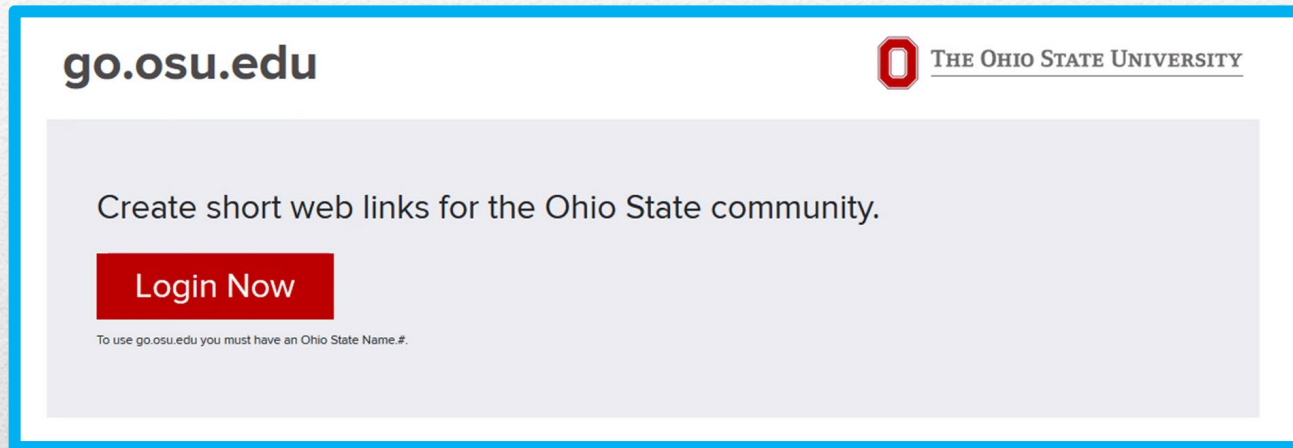
[Click here to pay online](#)



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Extension Operations
March 2023

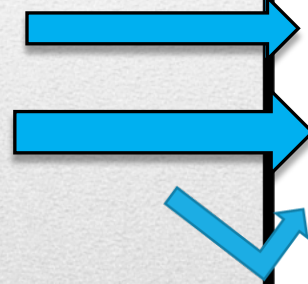
For the QR Code process, utilize the go.osu.edu site:



To customize the portal you can create individual “QR” codes.

Open up a new window and type Go.osu.edu and click "Login now". You will now be in the "Create" screen

1. Copy the URL that was built in blue box and paste it in the "Link to shorten" field below.
2. In the "Alias" field identify the product/service item
3. Click "Save link" button.
4. Once you have saved, under the "Manage" column to the far right click the "EDIT"



go.osu.edu
Logged in as Debby | Links | Groups | Logout

Create

Link to shorten

Alias(es)

Save link

Manage

| Alias(es) | Link | Clicks | Creation Date | Admin | Manage |
|---------------------|--|--------|---------------|----------------------|--------|
| principalsparenting | https://quikpayasp.com/osu/commerce_manager/payer.do?orderType=CFAES_Extension_Perry&userChoice20=4H%20Project%20Book&amount=800&userChoice25=goodrich.133%40osu.edu | 1 | 5/11/2023 | goodrich.133@osu.edu | Edit |



go.osu.edu

Logged in as Debby | Links | Groups | Logout

Edit Link

Link to shorten

Alias(es)

go.osu.edu/ 4hprojectbooks

[Add alias\(es\)](#)QR
Code

X

Should anyone else be able to manage this?

Users

Groups

X

[Add groups](#)[Add users](#)

Expiration Date (optional)

Add campaign information to Link? (optional)

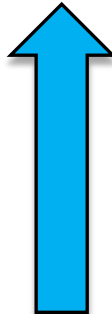
Campaign Name

The name of your marketing initiative. [Read tagging guidelines for campaign names.](#)

Medium Code

^ Advanced Options

The program has now created a QR code for the product/service. Click on the "QR Code in the red.



The program creates the QR code as a PNG file and you can "right" click and save the image to your desktop.



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Once you have saved the "QR" code to your desktop you can create a document to print for those items. The laminated document to the right is what we have created in our office for easy credit card/cell phone payment use. The customer does not have to type in the "https/payment address they simply scan the appropriate "QR code" and the correct payment window appears on their device.



THE OHIO STATE UNIVERSITY EXTENSION

Please scan appropriate QR code below

SOIL KITS
\$9.00



**FARM ACCT
BOOKS**
\$7.75

ServSafe
Class \$140.00
Online \$150.00



THANK YOU FOR CHOOSING OSU EXTENSION XXXXX COUNTY!

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis
For more information; <http://go.osu.edu/cfaesdiversity>



Here are three examples of what appears on the customers device for easy payment. The product/service Pre-populates and the dollar amount of each item. For the 4H project book purchase I would advise the customer to type the Club name in the "Additional Comment Field:

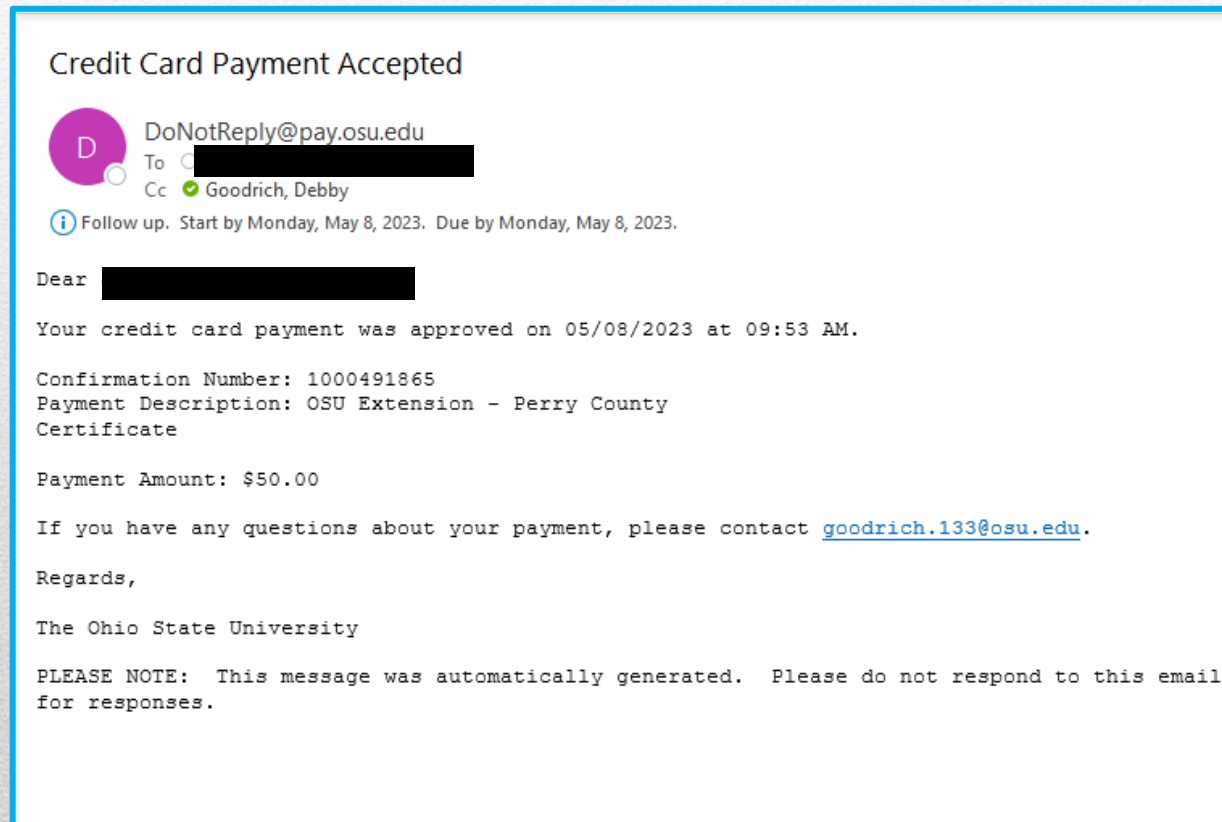
The image displays three screenshots of the 'Online Payment Portal' on a mobile device. Each screenshot shows a form with the following fields:

- Payment Amount**: A field where the payment amount is entered. In the first screenshot, it is 140.00. In the second, it is 7.50. In the third, it is 9.00.
- Account**: A dropdown menu showing 'OSU Extension - Perry County'.
- Customer First Name***: A text input field.
- Customer Last Name***: A text input field.
- Items/Services***: A dropdown menu showing the selected item. In the first screenshot, it is 'ServSafe Manager Training'. In the second, it is 'Farm Account Books'. In the third, it is 'Soil Kits'.
- Additional Comments**: A text input field.

At the bottom of each screenshot, the URL 'quikpayasp.com' is visible. The time shown on the device is 8:30 for the first two and 8:29 for the third.



Sample of email confirmation after the payment.



- You will receive a monthly statement via email of your credit card payment transactions

When you receive the email the password to open the statement is 43201

Total amount of transactions



Summary of each individual transaction



PO Box 2394, Omaha, NE 68103-2394

YOUR CARD PROCESSING STATEMENT

THE OHIO STATE UNIVERSIT
CAROLE FALLON
1590 N HIGH ST STE 400
COLUMBUS OH 43201-6000

Page 1 of 4 **THIS IS NOT A BILL**
Statement Period 03/01/22 - 03/31/22
Merchant Number 372105506888
Customer Service Website - www.businesstrack.com
Phone - 1-833-692-5687

SUMMARY

An overview of account activity for the statement period.
Fees charged for March activity will appear on April statement.

| | | |
|----------------------------------|------------------------|-----------------|
| Page 1 | Total Amount Submitted | \$702.50 |
| Page 2 | Chargebacks/Reversals | 0.00 |
| Page 2 | Adjustments | 0.00 |
| Page 2 | Fees Charged | -\$0.42 |
| Total Amount Funded to Your Bank | | \$702.08 |

IMPORTANT INFORMATION ABOUT YOUR ACCOUNT

IMPORTANT INFORMATION: Recently, the Card Brand & Debit Network Organizations announced several operational and interchange program & rate changes. You can see a summary of these changes in the enclosed "Summary of Spring 2022 Card Brand & Debit Network Organization Changes". Please also refer to the following documents in the "Resources" section on www.businesstrack.com for updated Card Brand & Debit Network Organization information that will be applied to your account as of April 2022.

* "Interchange Rate/Fee Schedule" describes the interchange fees and requirements for Visa, Mastercard and Discover card transactions.

* "Interchange Qualification Matrix" provides a description of the various interchange levels established by the various payment card brands, as well as the primary qualification criteria for each interchange level, and similar information related to Debit networks.

* "Card Organization Pass Through Fee Schedule" provides information about fees charged by the Card Organizations that are passed on to your account.

* "Summary of Spring 2022 Card Brand & Debit Network Organization Changes" provides a summary of the recently announced changes (also enclosed in this statement).

Please note, to access these documents and other valuable information, you will need to register and/or log into www.businesstrack.com. To register, you will need your Merchant Identification Number, Tax ID and your business checking account number. If you have trouble finding the referenced documents once logged into the site, please contact the customer service phone number listed on this statement to request a copy.

SUMMARY BY DAY

| Date Submitted | Submitted Amount | Chargebacks/ Reversals | Adjustments | Fees | Amount Processed |
|----------------|------------------|------------------------|-------------|----------------|------------------|
| 03/02/22 | 0.00 | 0.00 | 0.00 | -\$0.42 | -\$0.42 |
| 03/11/22 | \$582.50 | 0.00 | 0.00 | 0.00 | \$582.50 |
| 03/24/22 | \$60.00 | 0.00 | 0.00 | 0.00 | \$60.00 |
| 03/25/22 | \$60.00 | 0.00 | 0.00 | 0.00 | \$60.00 |
| Total | \$702.50 | 0.00 | 0.00 | -\$0.42 | \$702.08 |

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Extension Operations
March 2023

- 2nd page of the statement

Summary of what
type of card was
used

Break down of
fees

YOUR CARD PROCESSING STATEMENT

Merchant Number 372105506888 Page 2 of 4
Customer Service Website - www.businesstrack.com
Phone - 1-833-692-5687 Statement Period 03/01/22 - 03/31/22

SUMMARY BY CARD TYPE

| Card Type | Average Ticket | Total Gross Sales You Submitted | | Refunds | | Total Amount You Submitted | |
|--------------|----------------|---------------------------------|-----------------|----------|-------------|----------------------------|-----------------|
| | | Items | Amount | Items | Amount | Items | Amount |
| Mastercard | \$60.00 | 1 | \$60.00 | 0 | 0.00 | 1 | \$60.00 |
| VISA | \$321.25 | 2 | \$642.50 | 0 | 0.00 | 2 | \$642.50 |
| Total | | 3 | \$702.50 | 0 | 0.00 | 3 | \$702.50 |

AMOUNTS SUBMITTED BY BATCH

| Date Submitted | Batch Submitted | MASTERCARD | VISA | Total Submitted |
|-------------------|-----------------|----------------|-----------------|-----------------|
| 03/11/22 | 034802110046 | 0.00 | \$582.50 | \$582.50 |
| 03/24/22 | 034802240047 | \$60.00 | 0.00 | \$60.00 |
| 03/25/22 | 034802250048 | 0.00 | \$60.00 | \$60.00 |
| Sub Totals | | \$60.00 | \$642.50 | \$702.50 |
| Total | | | | \$702.50 |

CHARGEBACKS/REVERSALS Transactions that are challenged or disputed by a cardholder or card-issuing bank.

| Date | Reference No. | Description | Card Number (Last 4 Digits) | Amount |
|--|---------------|-------------|-----------------------------|-------------|
| No Chargebacks/Reversals for this Statement Period | | | | |
| Total | | | | 0.00 |

ADJUSTMENTS The amounts credited to, or deducted from, your account to resolve processing and billing discrepancies.

| Date | Description | Amount |
|--|-------------|-------------|
| No Adjustments for this Statement Period | | |
| Total | | 0.00 |

FEES CHARGED Amount charged to authorize, process and settle card transactions, along with transaction-based and/or fixed amounts charged for specific card processing services.

| Date | Type | Description | Total |
|---|------|---|----------------|
| 03/02/22 | IC | VI-CP/RRETAIL2(EMERG MKTS)(DB) | -\$0.31 |
| 03/02/22 | IC | VISA ASSESSMENT FEE DB .001300 TIMES \$25.00 | -\$0.03 |
| 03/02/22 | FEE | VISA NETWORK FEE CNP 2-10 | -\$0.04 |
| 03/02/22 | FEE | VISA AUTH FEE 1 TRANSACTIONS AT .020000 | -\$0.02 |
| 03/02/22 | FEE | VI NTWK ACQ PROC FEE US DB/PP 1 TRANSACTIONS AT .015500 | -\$0.02 |
| Total Interchange Charges | | | -\$0.34 |
| Total Fees | | | -\$0.08 |
| Total (Service Charges, Interchange Charges, and Fees) | | | -\$0.42 |

Fee Type Legend
SC = Service Charges
IC = Interchange Charges
FEE = Fees

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After you receive your monthly statement, you can then go to the NelNet reporting site and pull a payment report for the month you need, selecting the “Select Criteria” button

NelNet Reporting Site

https://quikpayasp.com/osu/commerce_manager/csr.do

The screenshot displays the NelNet Reporting Site interface. The top header features the Ohio State University logo and the text 'THE OHIO STATE UNIVERSITY'. Below the header, a red navigation bar contains a user profile icon and a right-pointing arrow. The main content area is divided into a left sidebar and a central panel. The sidebar includes links for 'Message Board', 'Edit My Profile', 'Reports Summary' (highlighted with a blue arrow), and 'Find Transaction'. The central panel is titled 'Payment Reports' and shows a date range of 'Past 30 days as of May 22, 2023 01:19 PM'. It includes a 'Payment' dropdown menu and a 'Reconcile' button. A large green pie chart represents the payment data. To the right of the chart is a table with the following data:

| PAYMENT TYPE | PERCENTAGE | TOTAL | DOLLAR AMOUNT |
|------------------------|------------|-------|---------------|
| Credit Card - Approved | 100.00% | 2 | \$200.00 |

At the bottom right of the central panel, a blue arrow points to a green button labeled 'Select Criteria'.



Message Board
Edit My Profile
Reports Summary
Find Transaction

Payment Report Criteria

Time Options ?

☒ Calendar Day ☐ Business Day

☐ By Day
Date:

☒ By Month
Month:

☐ By Time Period ?
Format:
From Date:
To Date:

Attention! One processor must be selected to run report.

☐ Select Credit Card Options ?

Additional Criteria
By default all parameters except inactive processors are checked in this section. Please expand Additional Criteria section if you wish to view and or edit the selections.

One processor must be selected!

Cancel Run Report

After you select the “Select Criteria” button you will choose the month/day that you need, then you will need to click on the box “Select Credit Card Options” in order to run the report

☒ Select Credit Card Options ?

Card Type:

☒ Discover ☒ American Express ☒ China Union Pay ☒ China Unionpay ☒ Diners Club
☒ Job ☒ Mastercard ☒ Visa

☒ Payment ☒ Approved ☒ Rejected
☒ Error ☒ Unknown ☒ Reversed
☒ Expired_card

☒ Refund ☒ Approved ☒ Rejected
☒ Error ☒ Unknown ☒ Reversed
☒ Expired_card ☒ Chargeback ☒ Reversed_chargeback

PAYMENT PROCESSORS All None
☒ CFAES Extension Perry CC

ORDERS
☒ CFAES_Extension_Perry - Commerce Manager Pay

Additional Criteria
By default all parameters except inactive processors are checked in this section. Please expand Additional Criteria section if you wish to view and or edit the selections.

Cancel Run Report



Payment Report Summary

Report Criteria

[Excel](#) [Print](#) [Return to Reports Home](#) [Back](#)

CALENDAR_DAY

Mar 01, 2022 12:00 AM - Apr 01, 2022 12:00 AM

Totals for all Processors

[View All Processor Details](#)

| APPROVED / COMPLETED / POSTED / N.O.C. | TOTAL | RETURNED | TOTAL | UNSUCCESSFUL | TOTAL |
|---|----------|----------|--------|--------------|--------|
| 3 | \$702.50 | 0 | \$0.00 | 0 | \$0.00 |

Totals by Processor Type

Credit Card Payments

[View Credit Card Details](#)

| | | |
|--------------------------------------|--|-----------------------------------|
| Approved: \$702.50 3 transactions | Rejected/Error: \$0.00 0 transactions | Unknown: \$0.00 0 transactions |
|--------------------------------------|--|-----------------------------------|

eCheck Payments

[View eCheck Details](#)

| | | | |
|----------------------------------|------------------------------------|-------------------------------------|----------------------------------|
| Posted: \$0.00 0 transactions | Returned: \$0.00 0 transactions | Cancelled: \$0.00 0 transactions | N.O.C.: \$0.00 0 transactions |
|----------------------------------|------------------------------------|-------------------------------------|----------------------------------|

Wire Transfer Payments

[View Wire Transfer Details](#)

| | | |
|-------------------------------------|-----------------------------------|---|
| Completed: \$0.00 0 transactions | Pending: \$0.00 0 transactions | Cancelled/Expired: \$0.00 0 transactions |
|-------------------------------------|-----------------------------------|---|

Click on
“View All Processor Details”

Types
of
Payments

Click on the “Excel Detail” to
show all customer and
product purchase information

Message Board

Edit My Profile

Reports Summary

Find Transaction

Payment Report Details

[Print](#) [Edit Criteria](#) [Return to Reports Home](#) [Back](#)
[Excel Basic](#) - Download a report that contains columns displayed on current page.

[Excel Detail](#) - Download a report that contains more columns/details.

Transactions Per Page:

100

[Configure Table Options](#)

| Confirm Number | Date (EDT) | Amount | Payment Method | Account Number | Account | Actual Payer |
|----------------|-------------------|----------|----------------|----------------|------------------------------|------------------------|
| 1000188491 | 03/09/22 04:31 PM | \$582.50 | VISA | | OSU Extension - Perry County | Commerce Manager Payer |
| 1000194927 | 03/23/22 09:34 AM | \$60.00 | MASTERCARD | | OSU Extension - Perry County | Commerce Manager Payer |
| 1000195897 | 03/24/22 11:20 AM | \$60.00 | VISA | | OSU Extension - Perry County | Commerce Manager Payer |

Showing 1-3 of 3

[«](#) [<](#) [1](#) [>](#) [»](#)

Page 1 of 1



Excel Detail Report

Scroll over to Column AF to get customer name and BI for memo

| Transaction Id | Transaction Total Amount | Transaction Account Type | Transaction Date (EDT) | Transaction Effective Date | Transaction Description | Transaction Result Date (EDT) |
|----------------|--------------------------|--------------------------|------------------------|----------------------------|------------------------------|-------------------------------|
| 1000188491 | \$582.50 | VISA | 3/9/2022 16:31 | 3/10/2022 | OSU Extension - Perry County | 3/10/2022 16:12 |
| 1000194927 | \$60.00 | MASTERCARD | 3/23/2022 9:34 | 3/23/2022 | OSU Extension - Perry County | 3/23/2022 16:17 |
| 1000195897 | \$60.00 | VISA | 3/24/2022 11:20 | 3/24/2022 | OSU Extension - Perry County | 3/24/2022 16:15 |

Refunds

Click on the correct confirmation number that you want to refund and all the customers information will be displayed. Scroll to the bottom of the page and click the refund button. The amount will be credited back to the credit card.

Payment Report Details [Print](#) [Edit Criteria](#) [Return to Reports Home](#) [Back](#)

[Excel Basic](#) - Download a report that contains columns displayed on current page.

[Excel Detail](#) - Download a report that contains more columns/details.

Transactions Per Page:

[Configure Table Options](#)

| Confirm Number | Date (EDT) | Amount | Payment Method | Account Number | Account | Actual Payer |
|----------------|-------------------|----------|----------------|----------------|------------------------------|------------------------|
| 1000188491 | 03/09/22 04:31 PM | \$582.50 | VISA | | OSU Extension - Perry County | Commerce Manager Payer |
| 1000194927 | 03/23/22 09:34 AM | \$60.00 | MASTERCARD | | OSU Extension - Perry County | Commerce Manager Payer |
| 1000195897 | 03/24/22 11:20 AM | \$60.00 | VISA | | OSU Extension - Perry County | Commerce Manager Payer |

Showing 1-3 of 3

Page 1 of 1

Processor: CFAES Extension Perry CC

Origination: On-line transaction

Refund

Chargeback



For more information on NelNet:

[Introduction to NelNet Commerce Manager](#)

[NelNet Statement Info Sheet](#)

[NelNet Job Aid](#)



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EXTENSION OPERATIONS

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

NelNet Overview

OSU Extension Operations
Extension Finance
Job Aids



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