QR Code Creation For Credit Card Use & NeINet 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

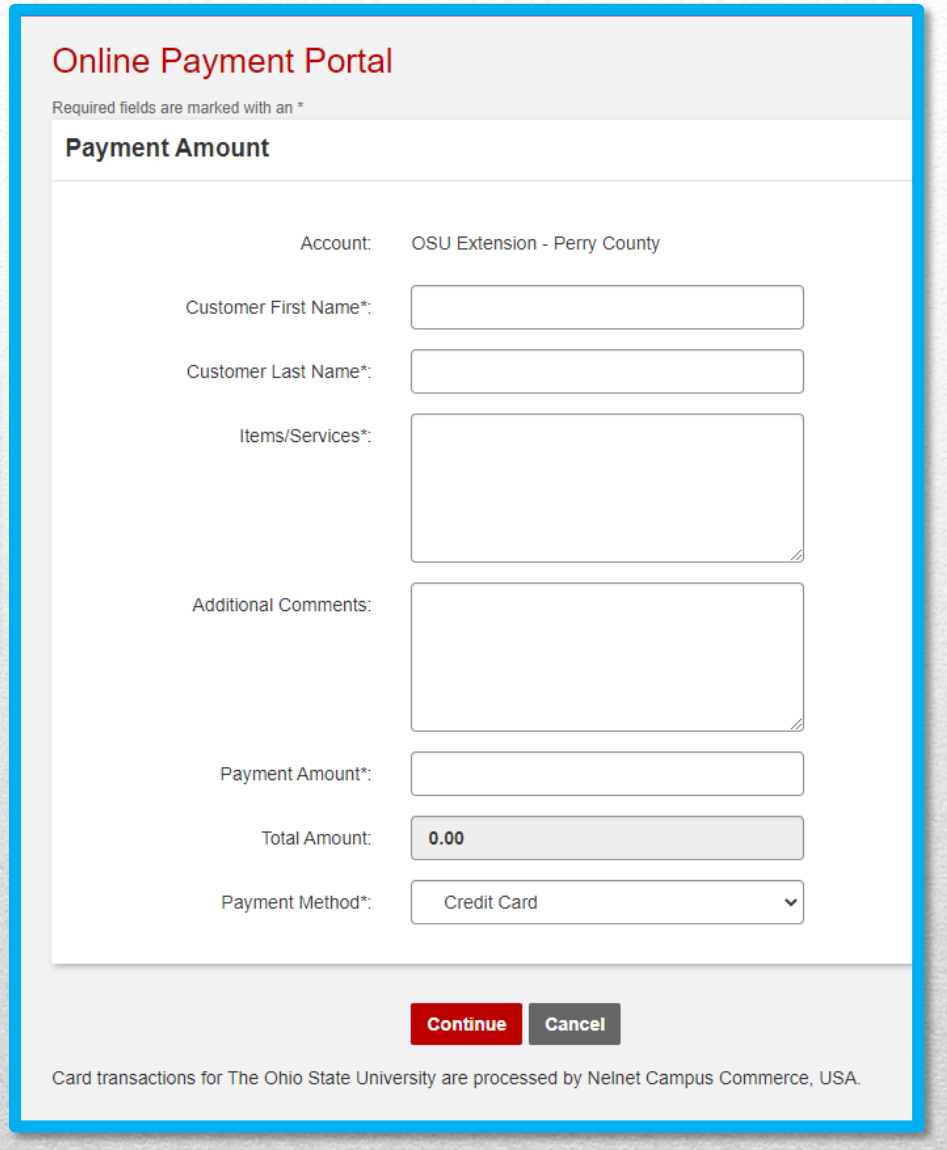
  go.osu.edu/countyextensionpayment

- Or you can create custom QR codes for products & services, for the ease of identify educator dollars

THE OHIO STATE UNIVERSITY

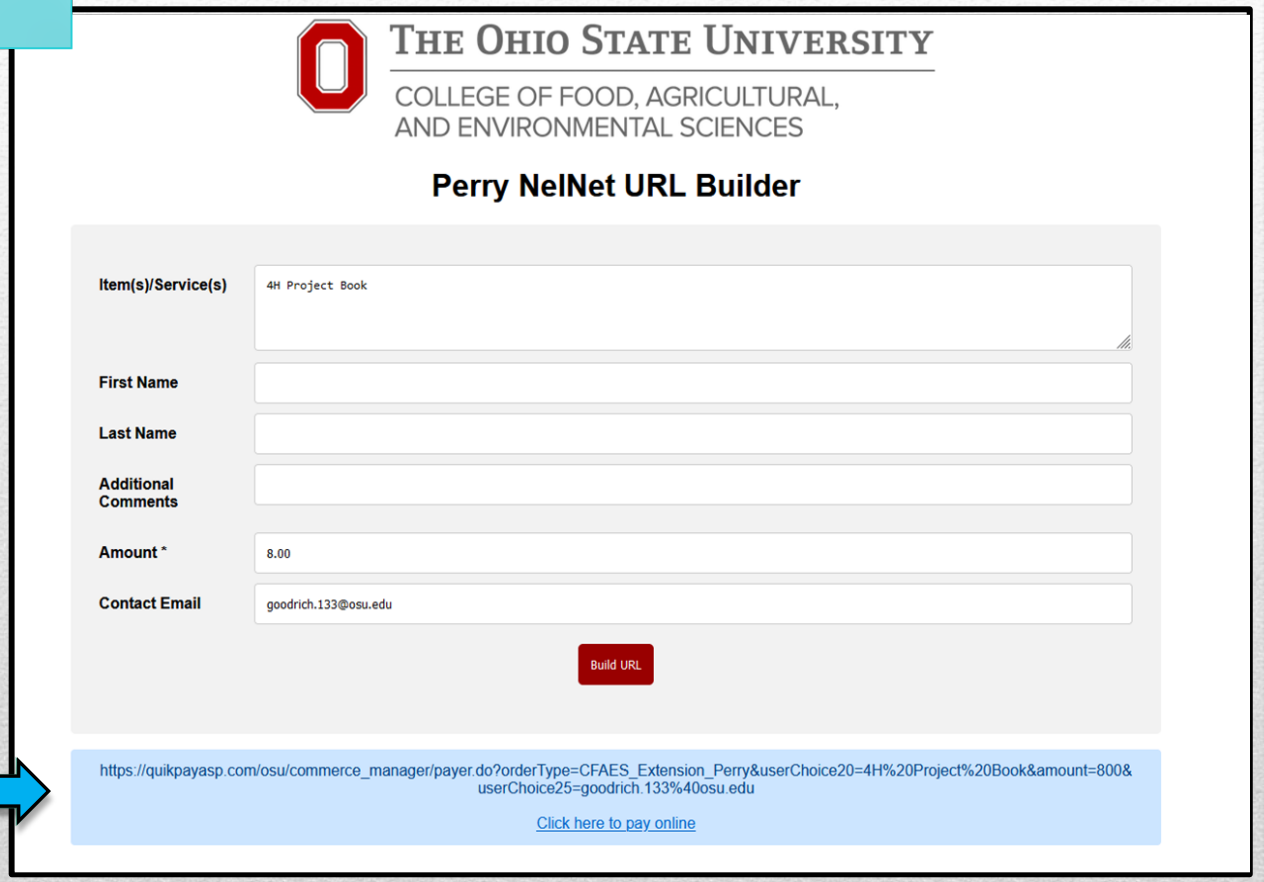
This is what Jesse Buxton has set up for all county offices -created through a URL

go.osu.edu/countyextensionpayment

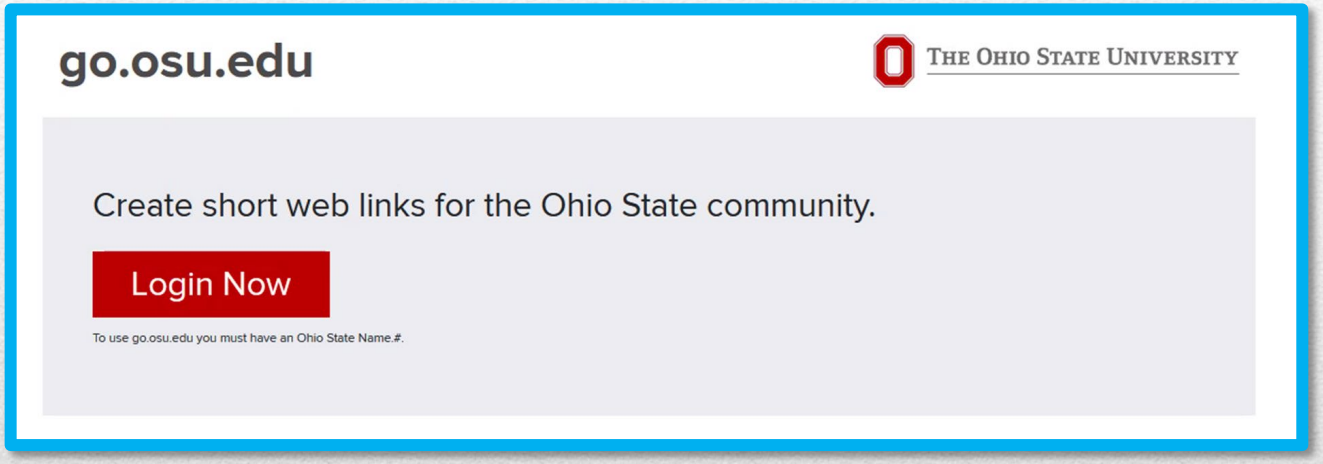


First request a "URL Builder" from Jessie Buxton. Once you receive the link and open it, it will look like this.
We have created this one for the sale of 4H Project Books

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.



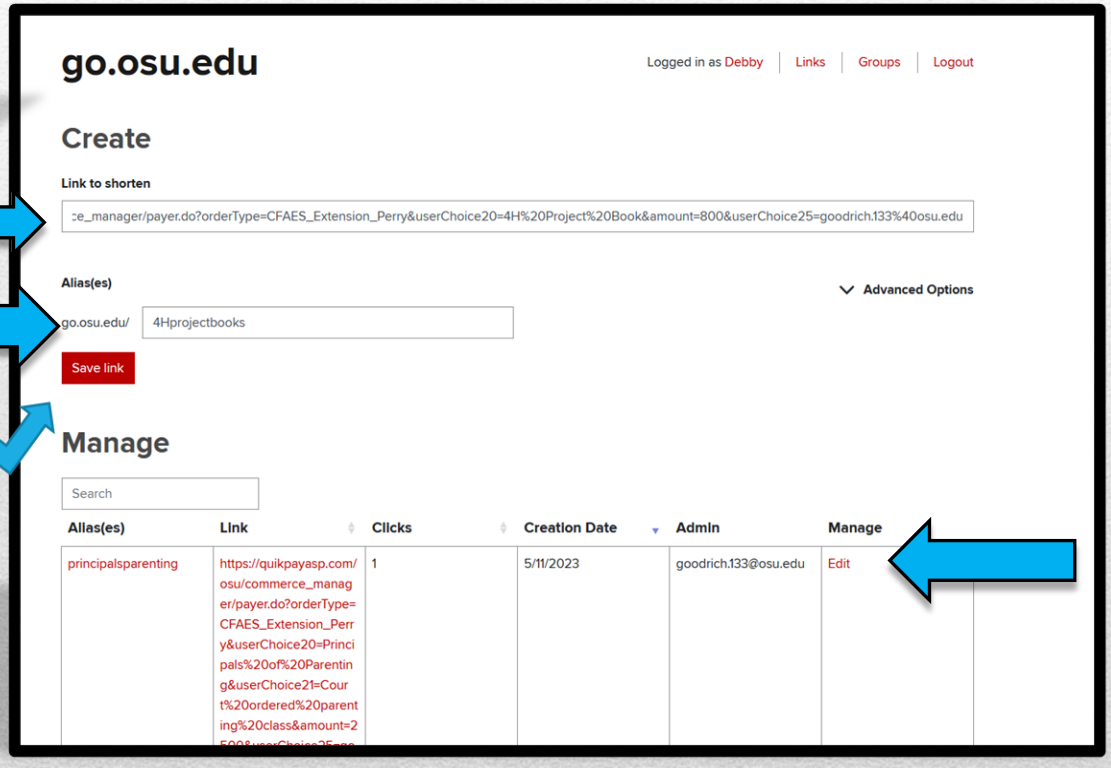
For the QR Code process, utilize the go.osu.edu site:

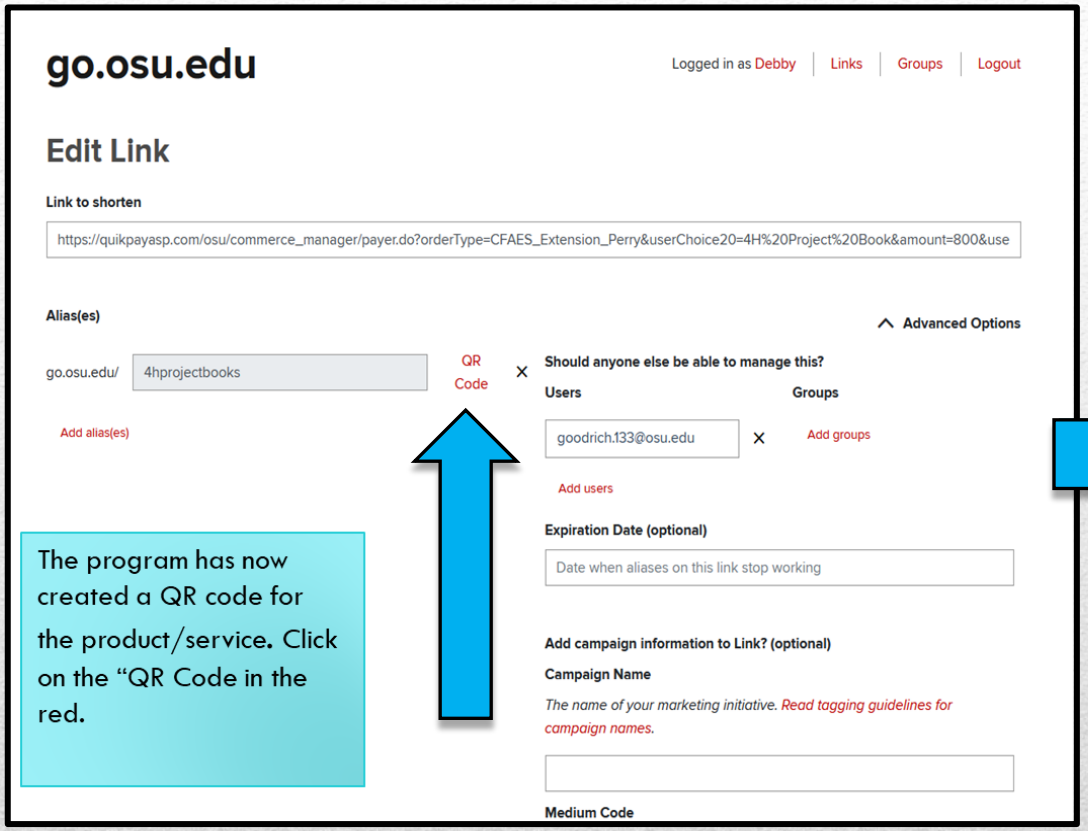


To customize the portal you can create individual "QR" codes.

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"

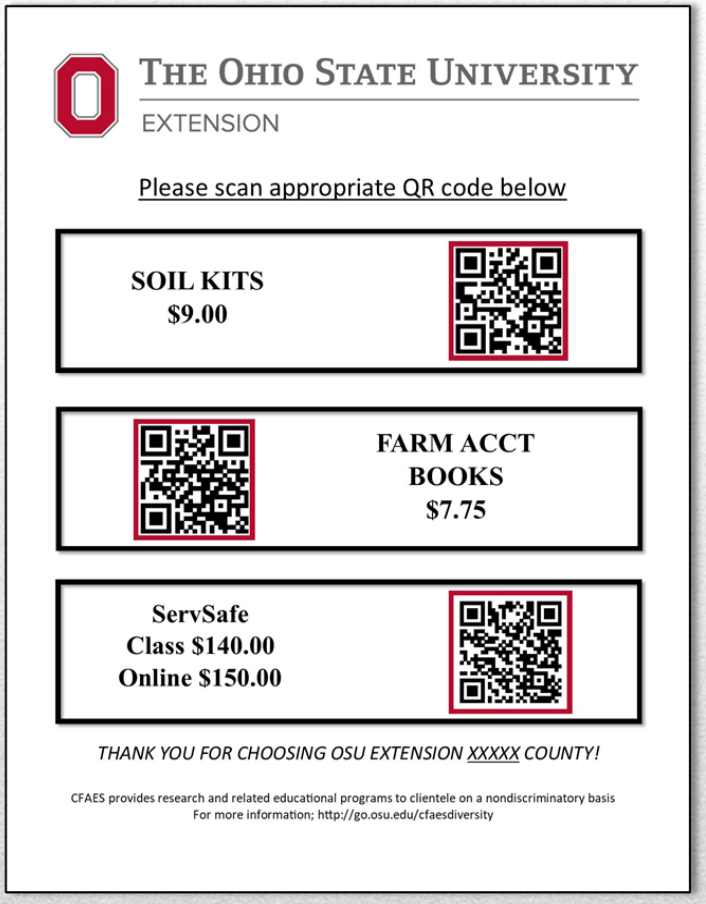




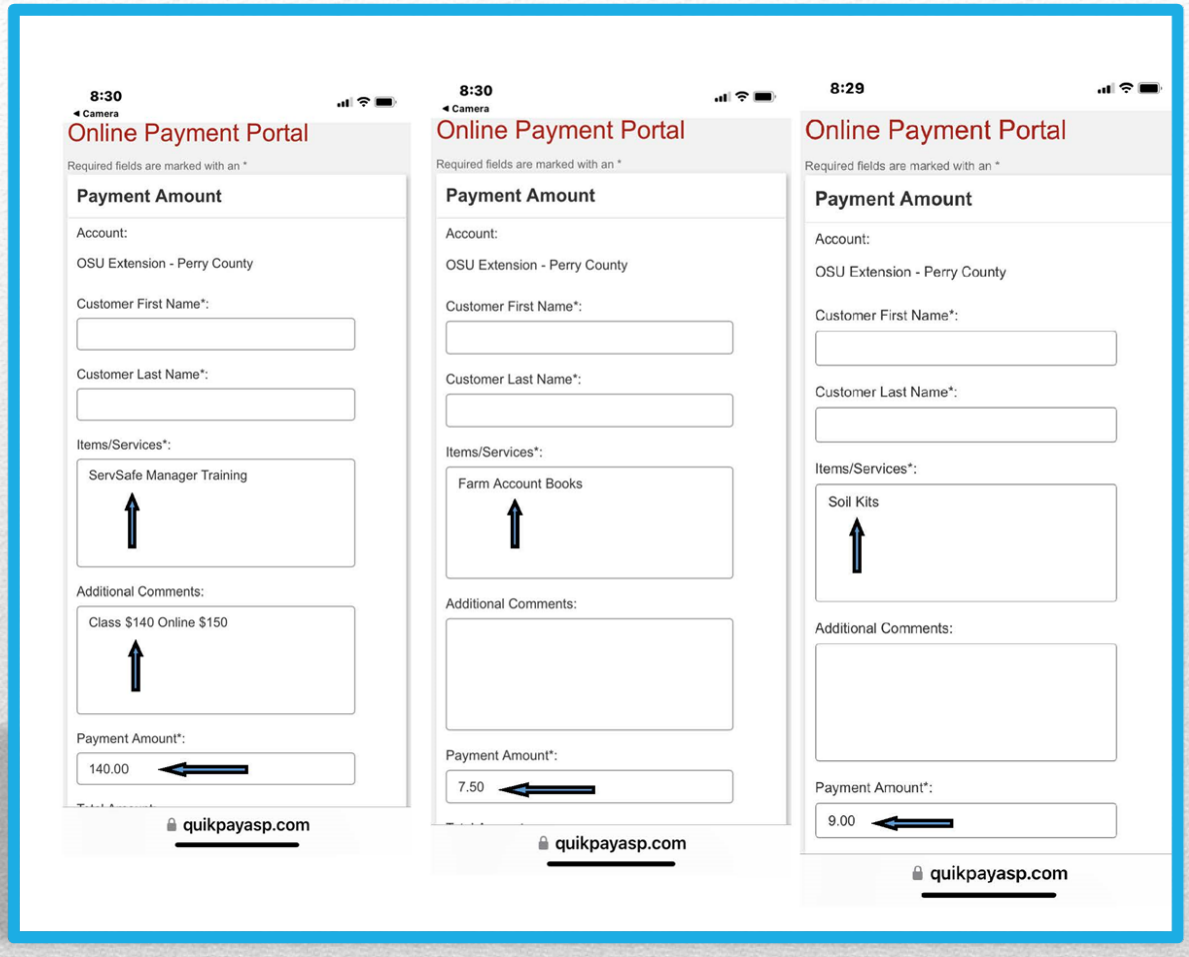
The program has now created a QR code for the product/service. Click on the "QR Code in the red.

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

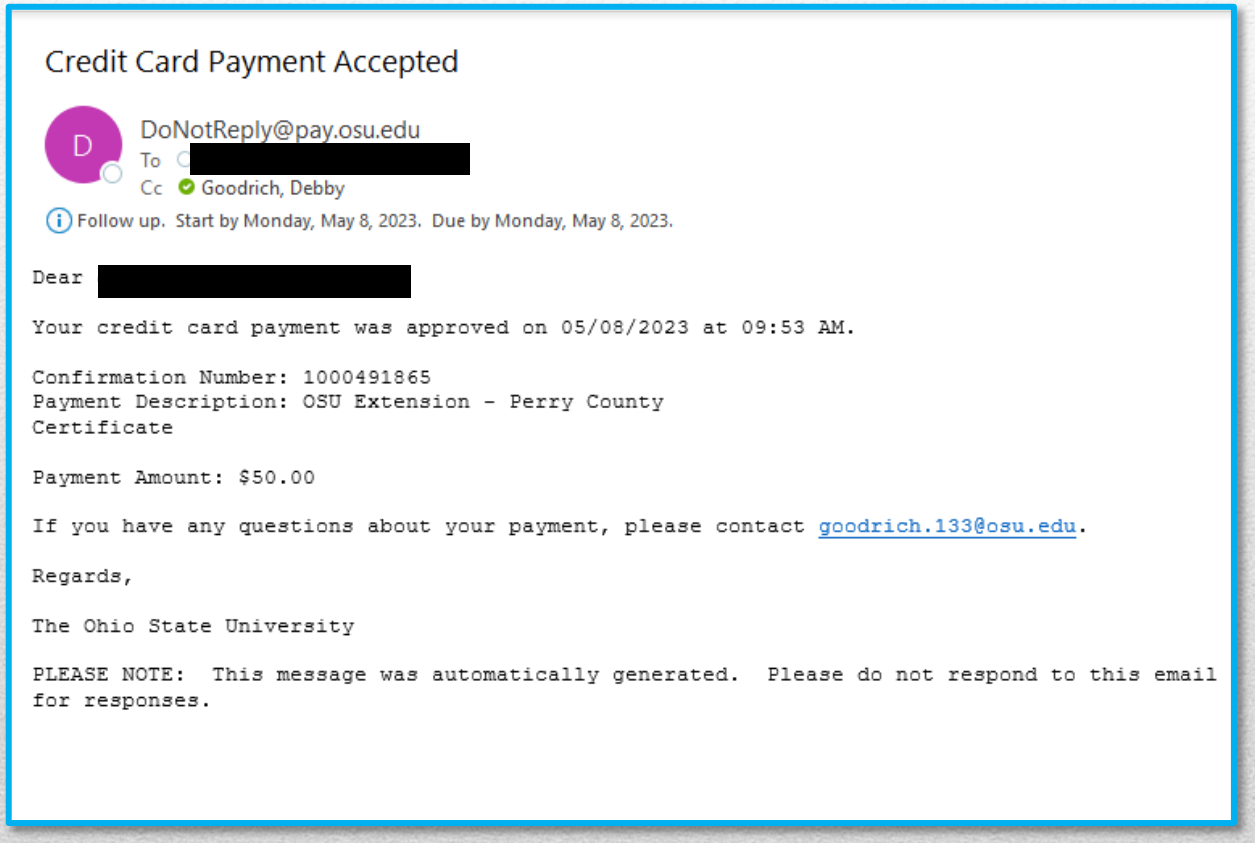
Once you have saved the "QR" code to your desktop you can create a document to print for those items. The laminated document to the right is what we have created in our office for easy credit card/cell phone payment use. The customer does not have to type in the "https/payment address they simply scan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



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:



Sample of email confirmation after the payment.



Credit Card Payment Accepted

D DoNotReply@pay.osu.edu
To [redacted]
Cc Goodrich, Debby

Follow up. Start by Monday, May 8, 2023. Due by Monday, May 8, 2023.

Dear [redacted]

Your credit card payment was approved on 05/08/2023 at 09:53 AM.

Confirmation Number: 1000491865
Payment Description: OSU Extension - Perry County Certificate

Payment Amount: $50.00

If you have any questions about your payment, please contact goodrich.133@osu.edu.

Regards,

The Ohio State University

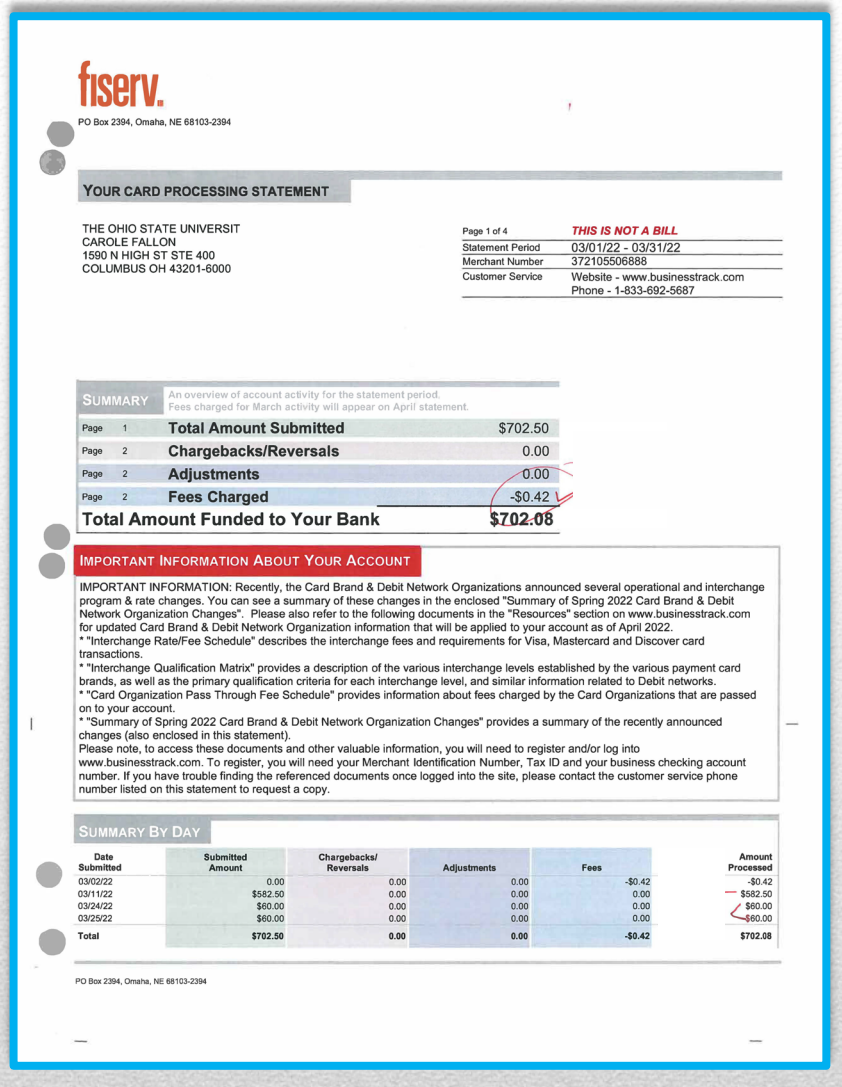
PLEASE NOTE: This message was automatically generated. Please do not respond to this email for responses.

- 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



fiserv.

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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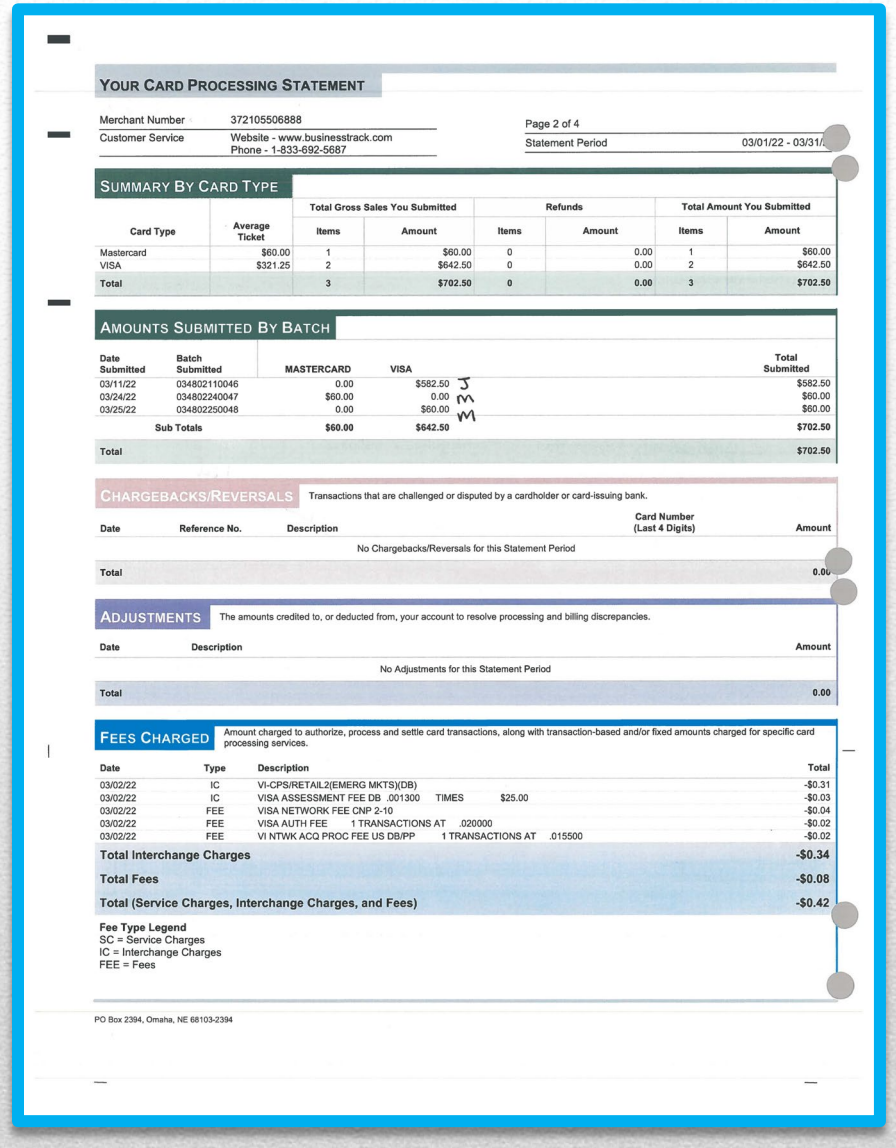
- 2nd page of the statement

Summary of what type of card was used

Break down of fees



YOUR CARD PROCESSING STATEMENT

Merchant Number 372105506888
Customer Service Website - www.businesstrack.com
Phone - 1-833-692-5687

Page 2 of 4
Statement Period 03/01/22 - 03/31/

SUMMARY BY CARD TYPE

Card Type	Average Ticket	Total Gross Sales You Submitted Items	Total Gross Sales You Submitted Amount	Refunds Items	Refunds Amount	Total Amount You Submitted Items	Total Amount You Submitted 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-CPS/RETAIL2(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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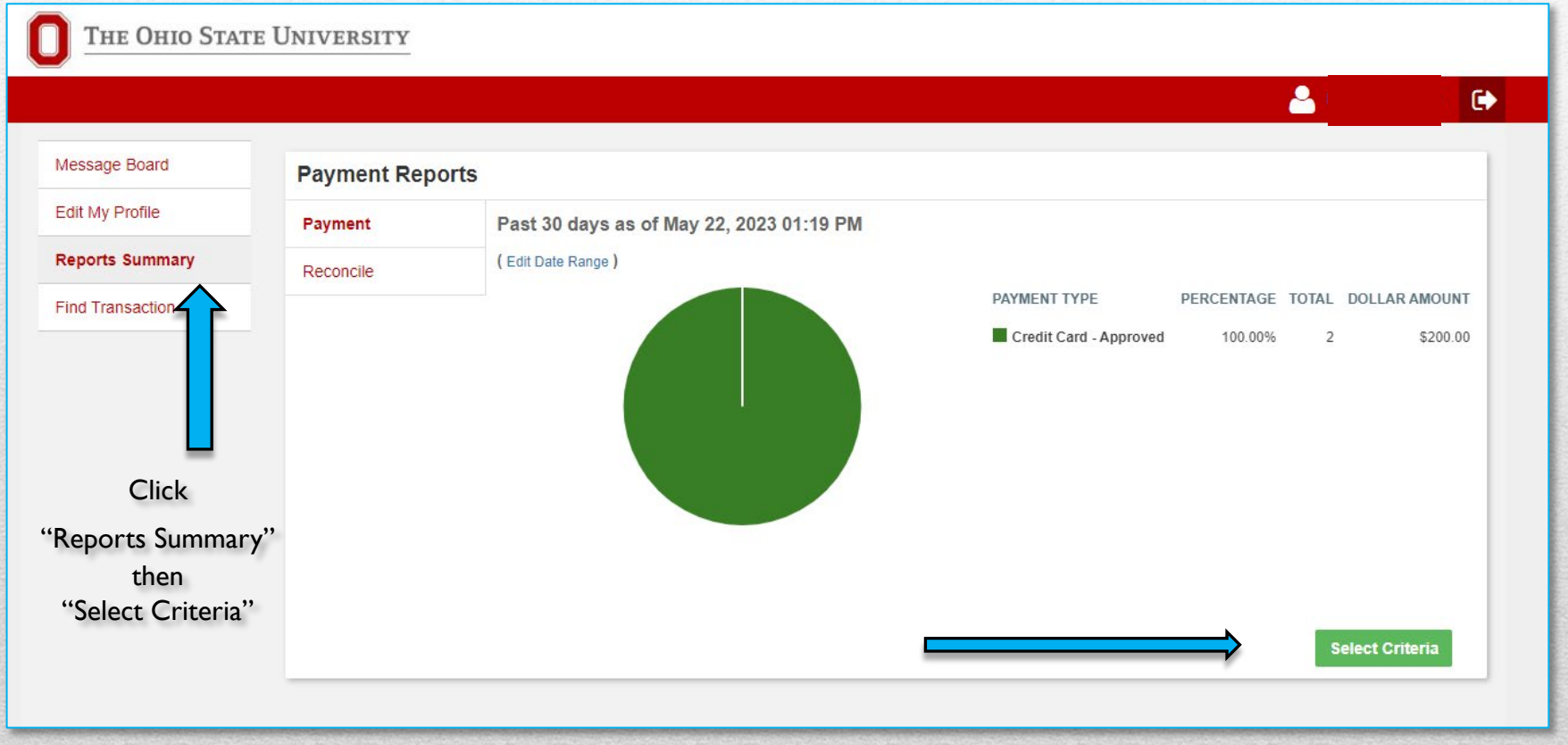
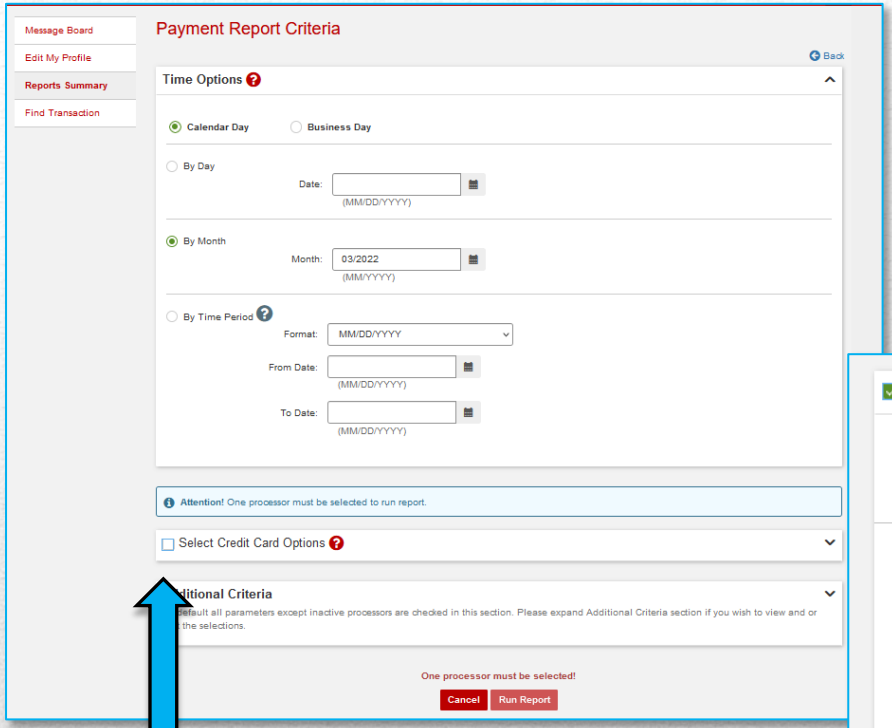
After you receive your monthly statement, you can then go to the NelNet reporting site and pull a payment report for the month you need, selecting the "Select Criteria" button

NelNet Reporting Site

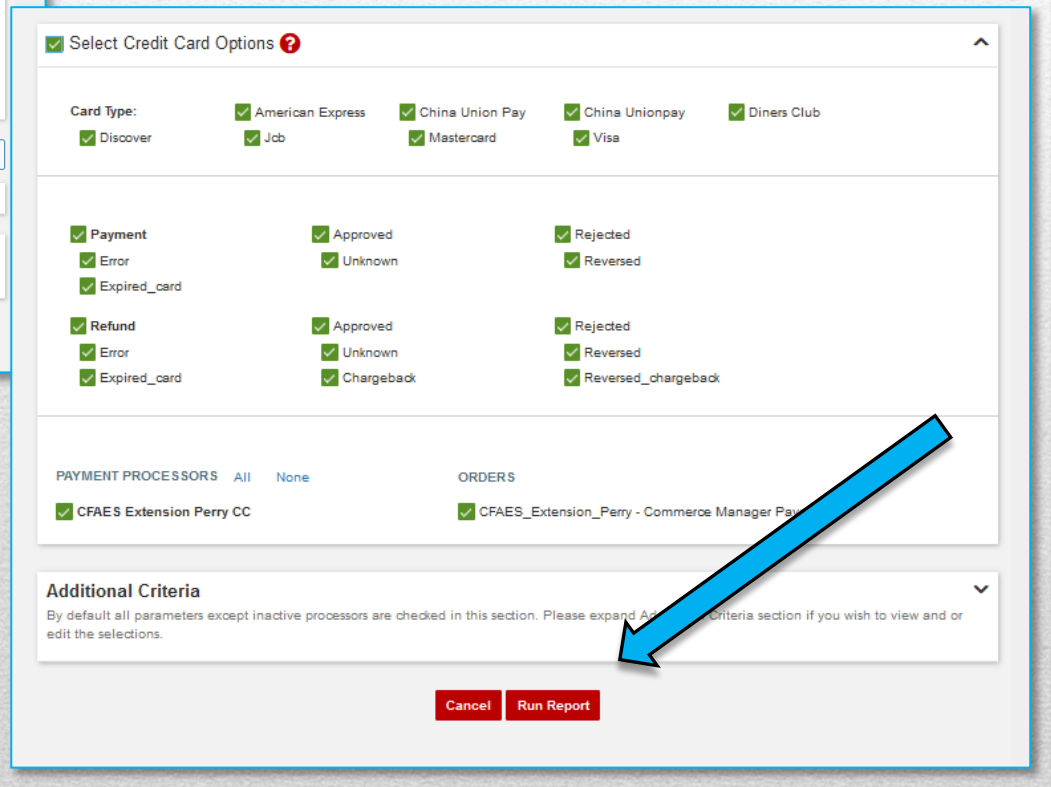
https://quikpayasp.com/osu/commerce_manager/csr.do

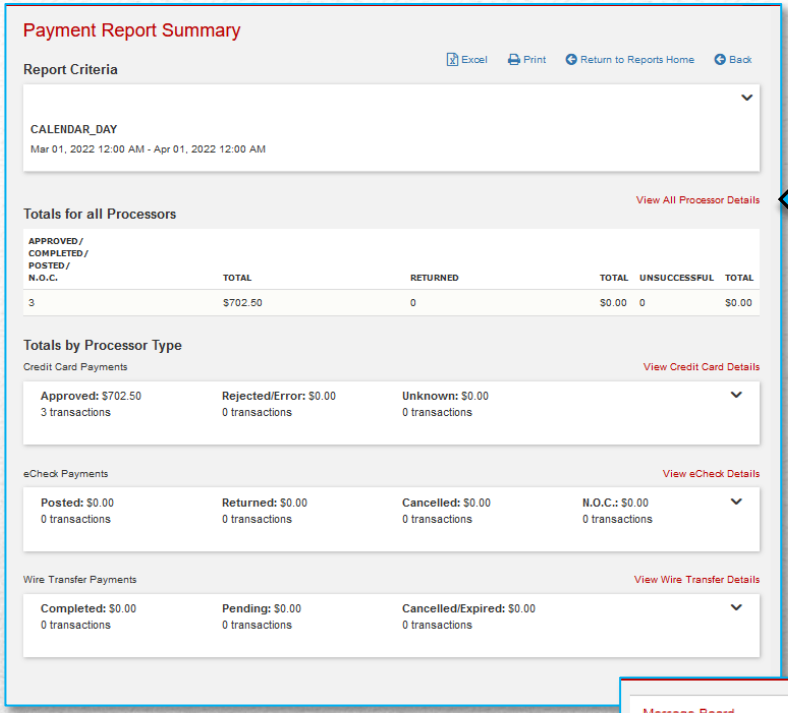


Click "Reports Summary" then "Select Criteria"



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

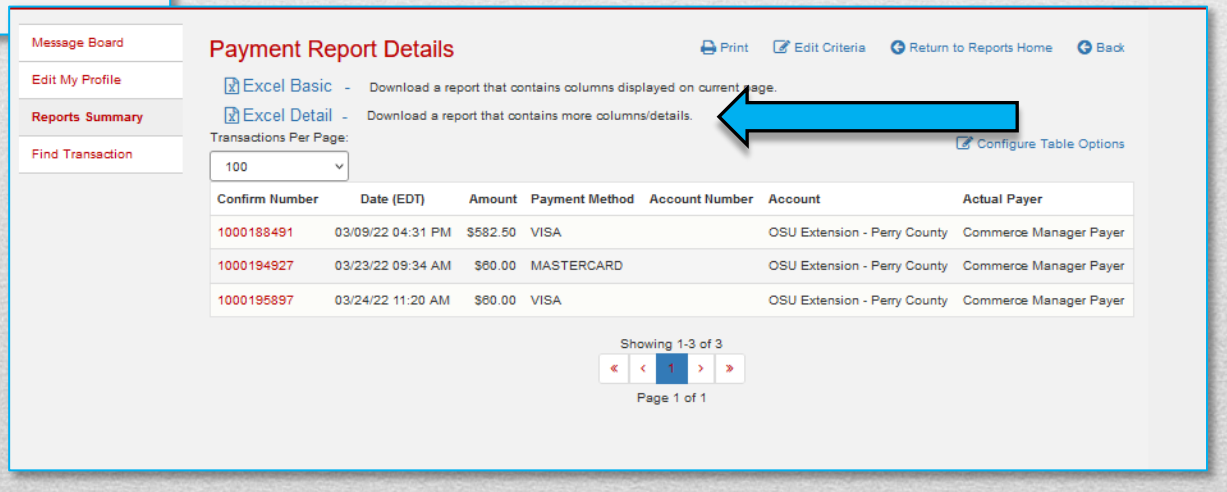




Click on
"View All Processor Details"

Types
of
Payments

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



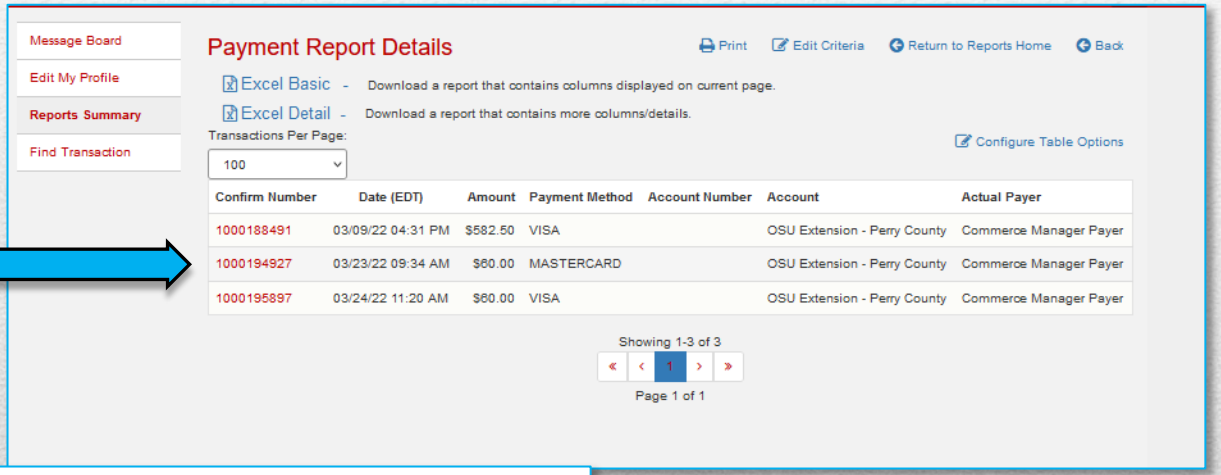
Excel Detail Report

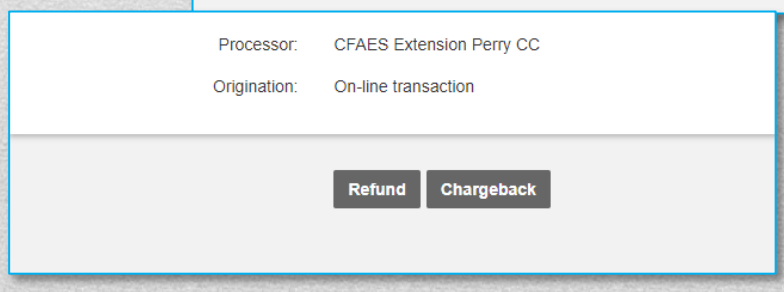
Scroll over to Column AF to get customer name and B1 for memo

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.





Workday Report

This is how it will appear when you run your Equity Balances by Cost Center & Fund Group report in your FD111

Fees Debited

Payments Credited

Equity Balances by Cost Center and Fund Group

Journal	Journal So	Accounting Date	Amount	Memo	Worktags	Cost Center	Balancing Unit	Fund
			3,685.60					
Operational Journal: The Ohi	Ad Hoc Bank Transaction	3/3/2022	(0.34)	MC/VS/372105506888 : INTERCH	Balancing Unit: BL1292 FAES	CC11943 FAES | Perry Cour	BL1292 FAES | Perry County	FD111 Designated Other Fur
Operational Journal: The Ohi	Ad Hoc Bank Transaction	3/3/2022	(0.08)	MC/VS/372105506888 : FEE	Balancing Unit: BL1292 FAES	CC11943 FAES | Perry Cour	BL1292 FAES | Perry County	FD111 Designated Other Fur
Operational Journal: The Ohi	Internal Service Delivery	3/4/2022	(0.10)	PCI Admin Fee - February 2022: 37	Balancing Unit: BL1292 FAES	CC11943 FAES | Perry Cour	BL1292 FAES | Perry County	FD111 Designated Other Fur
Operational Journal: The Ohi	Ad Hoc Bank Transaction	3/14/2022	582.50	MC/VS/05506888 : DEPOSIT	Balancing Unit: BL1292 FAES	CC11943 FAES | Perry Cour	BL1292 FAES | Perry County	FD111 Designated Other Fur
Operational Journal: The Ohi	Ad Hoc Bank Transaction	/25/2022	60.00	MC/VS/05506888 : DEPOSIT	Balancing Unit: BL1292 FAES	CC11943 FAES | Perry Cour	BL1292 FAES | Perry County	FD111 Designated Other Fur
Operational Journal: The Ohi	Ad Hoc Bank	/28/2022	60.00	MC/VS/05506888 : DEPOSIT	Balancing Unit: BL1292 FAES	CC11943 FAES | Perry Cour	BL1292 FAES | Perry County	FD111 Designated Other Fur
			4,387.58					

File above is what was downloaded from the "Equity" column from the Equity Balances by Fund Group report

For more information on NeINet:

Introduction to NeINet Commerce Manager

NeINet Statement Info Sheet

NeINet Job Aid

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NeINet Overview

OSU Extension Operations
Extension Finance
Job Aids

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