

# Ins and Outs of Setting Up a uPay Site

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# Topics

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- ❑ What Is a uPay Site?
- ❑ Request a uPay Site
- ❑ Merchant ID Number Setup
- ❑ Third-Party Data Setup Worksheet
- ❑ Access Request Forms
- ❑ Setting up a uPay Site (technical)
- ❑ Testing Process
- ❑ uPay Site in Production
- ❑ Reconciliation of Transactions
- ❑ Working Example



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# What Is a uPay Site?

Allows you to configure online payment pages for an existing campus Web application

# Request a uPay Site

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# Marketplace Request Form

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- Departmental Contact Information
  - Contact Information for Site and Reconciliation Issues
  
- Requested Go-Live Date
  
- Name of uPay Site
  - This name will appear on the signature line of the confirmation e-mailed to customers and on their credit card statement.

# Marketplace Request Form (contd.)

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- Chartfield for uPay Site
  - Only one funding source can be associated with a uPay site.
  - Fund, Department, Account, Project, Program
  - Accounting Code Name Field
    - Recommend a Naming Convention Be Set up
    - Prefix and the Actual Fund Number to Be Used (Example: UNDEERC20425)
  - Must confirm that chartfield has been loaded into Touchnet Marketplace.
    - If receive error when setting up accounting code, notify Emily/Lisa to request remedy ticket be submitted for load.
    - Chartfield loads are done once/week, but only if CNL has received a ticket/request to do so.
    - Allow a minimum of 5 working days for load to be processed by CNL and Touchnet.

# Marketplace Request Form (contd.)

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- Chartfield to Charge for Merchant ID Number Fee and Merchant Fees
  - Generally, this would be the same chartfield that is identified for the uPay site.
  
- External Transaction ID Prefix
  - This helps to identify which site the transactions are associated with (example: Bio09xxxxxx)
  - Generally, we use four alpha characters, but can use additional ones.
  
- Merchant Managers and uPay Site Managers

# Marketplace Request Form (contd.)

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- Payment Methods Accepted
  - WebCheck
    - NSF's and transactions with incorrect banking information will be returned as unpaid.
    - SAS Records on a Journal Entry
    - Department is required to notify the customer to request payment. Contact information is included on registration form or application.
  - Credit Cards (MasterCard, VISA, Discover, American Express)
  - Payment by Mail (does not go through Marketplace)
    - Registration information is passed to database.
    - No information goes through Marketplace.

# Marketplace Request Form (contd.)

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## □ Possible Options for uPay Site

*NOTE: Answering "Yes" to some of these questions may reduce your merchant fees, but requiring too many steps may frustrate your customer.*

- Address verification for credit cards?
- Credit card verification value?
- Bank account number to be entered twice?
- Address for ACH payment?
- Show e-mail address prompt?
- Require e-mail address?

# Marketplace Request Form (cont.)

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- Department completes form
  - Submit to Emily/Lisa (Student Account Services)
  - Approved form sent to department
  - Web addresses for setting up uPay site for test and production provided

# Merchant ID Number Setup

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# Merchant Credit Card Processing Application

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- SAS obtains form from Bank of North Dakota.
- SAS works with department to complete the form.
- May have one merchant ID for multiple uPay sites or one for each uPay site
  - UND has one merchant ID per department, each having multiple uPay sites attached.
- Each Merchant ID Number for MC/VISA costs \$10 per month.
- Student Account Services submits completed form to Bank of North Dakota.

# Merchant Credit Card Processing Application

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## Required Information

- Physical Address
- Type of Business
- Seasonal Business (yes or no)
- Credit Cards Offered
  - MasterCard, VISA, Discover
  - American Express – BND does not obtain Merchant ID Number from American Express; must obtain directly from American Express and provide to BND
- Estimated Annual Sales Amount
- Estimated Average Ticket Amount
- Type of Merchandise Sold or Services Rendered
- Estimated Percentage of Transactions to Be Processed by:
  - Internet
  - Mail Order
  - Telephone Order
  - Swiped
  - Other

|  |                |  |                        |                      |
|--|----------------|--|------------------------|----------------------|
| Legal Business Name  |                |  | Date Business Acquired |                      |
| DBA (if applicable)  |                |  | Number of Locations    |                      |
| Physical Address   |                | City   | State                  | Zip Code             |
| Mailing Address (if different)   |                | City   | State                  | Zip Code             |
| Tax ID Number  | Contact Name   | Telephone Number   | Fax Number             | Access Code - 8 or 9 |
| Type of Business   |                | Seasonal<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |                        |                      |
| Credit Cards Offered<br><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express: Merchant ID _____ |                |  |                        |                      |
| Annual Sales Amount  | Average Ticket | BND Account Number Settlement will Deposit Into                      |                        |                      |

|  |                                |
|--|--------------------------------|
| Equipment Information<br><input type="checkbox"/> Credit Card Machine <input type="checkbox"/> 3rd Party Vendor  |                                |
| Name of 3rd Party Vendor (Payment Gateway - A system that provides electronic commerce services to Merchants for the Authorization and Clearing of Electronic Commerce transactions) |                                |
| Name of Payment Application (A software application contained within a Chip that defines the parameters for processing a credit card transaction.)                                   | Version of Payment Application |
| State type of merchandise sold and/or services rendered  |                                |
| Percentage of Transactions<br>Swiped _____%    Mail Order _____%    Telephone Order _____%<br>Internet _____%    Other _____%  |                                |

I certify that everything I have stated in this application and on any attachments is correct. Bank of North Dakota may keep this application whether or not it is approved.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

# Third-Party Data Setup Worksheet

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# Third-Party Data Setup Worksheet

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- ❑ Worksheet is received from Bank of North Dakota after the Merchant Credit Card Processing Application is submitted.
- ❑ Worksheet is submitted to CND (Dee) via e-mail request.
- ❑ Worksheet provides Merchant ID Number.
- ❑ CND sets up Merchant ID Number in Touchnet Payment Gateway.
  - Test and Production Environments
  - For UND, test sites are set up under one merchant, "UND Merchant."
  - CND submits request to Touchnet Client Services to have Payment Gateway restarted so that the changes take effect; should allow 3-5 days.

# Access Roles and Request Forms

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- Merchant Manager
- uPay Site Manager



# Merchant Manager Access

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- Role includes the following:
  - Manage the Merchant's Settings
  - Add uPay site manager users. UND departments should not use this role, as SAS will set up access for uPay Site Managers.
  - Add uPay Site(s) under the Merchant ID
  - Review Marketplace reports

# Merchant Manager Access (cont.)

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- Access Form (form No. NDUS-CND-011)
  - Located at <http://www.und.edu/dept/connectndsecurity/Forms.html> under Touchnet.
  - A separate access form is required for each staffer requesting the Merchant Manager Role.
  - Access forms should be completed and submitted electronically by the employee's supervisor.
  - Submit form to campus Touchnet Access Control Officer.
  - Indicate the uPay site (uPay site name) that you are requesting access for.
  - Touchnet Access Control Officer approves and submits a Remedy Ticket.
  - The Requester Signature is to be the Assistant Controller (for UND's process only).
  - Access must be requested for both the Test Site and the Production Site (check appropriate boxes).
  - Departments should allow 3-5 days for the access request to be processed
  - You will receive notification from Connect ND when your access request has been approved and processed.



### ConnectND Access Request for TouchNet:

|  |  |
|--|--|
| <b>Environment :</b> <input type="checkbox"/> Production <input type="checkbox"/> SIT/Dev                  |  |
| <b>Check One:</b>  |  |
| Request Type: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete | Request Date:  |
| Requestor's Full Name:   |  |
| Requestor's Phon   |  |
| Requestor's E-ma   |  |
| <b>Requestor's Mailing Address:</b>  |  |
| Address 1:   |  |
| Address 2:   |  |
| City:  | State: Zip   |
| Requestor's Employee (EMPID) #   |  |
| Institution  |  |
| Requestor's ConnectND UserID, if known:  | Requested Completion Dat                                 |
| <b>Payment Gateway Roles</b>   |  |
| Accountant   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Cashier  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Bursar   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Administrator (Functional, Technical and Security Users Only)  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Bill-Payment Suite Roles</b>  |  |
| TBP Support  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| TBP Administrator (Functional, Technical and Security Users Only)  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Marketplace Suite Roles</b>   |  |
| Merchant Manager   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Merchant(s):   |  |
| Chief Administrator (Functional, Technical and Security Users Only)  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Required For All Requests:</b>  |  |
| REQUESTOR'S SIGNATURE: _____   | DATE: _____  |
| <b>Approval Section:</b>   |  |
| CAMPUS TOUCHNET ADVISORY GROUP REPRESENTATIVE: _____   | DATE: _____  |
| <i>ConnectND Security Staff Use Only</i>   |  |
| USER ID: _____   | PASSWORD: _____  |
| SECURITY ADMINISTRATOR: _____  | DATE: _____  |



# uPay Site Manager Access

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- Role includes the following:
  - Manage departmental uPay site's settings
  - Search for Payments
  - Cancel/refund payments
  - Review Marketplace reports

# uPay Site Manager Access (cont.)

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- Access Forms:
  - Form is obtained from Emily, Student Account Services
  - A separate access form is required for each staff requesting uPay Site Manager access.
  - Access must be submitted for both the Test Site and the Production Site (check appropriate boxes).
  - Access form should be completed and submitted electronically by the employee's supervisor.
  - Access form is submitted electronically to Emily Goodoien, Student Finance Accountant and a copied to Lisa Heher, Assistant Controller.
  - Student Finance Accountant processes the access request once accountant is emailed that uPay Site is created.
  - Merchant Managers should not set up their uPay Site Managers, even though that role is available to Merchant Mangers.
  - Departments should allow 3-5 days for access request to be processed.
  - You will receive an e-mail notification from Emily when your access request has been processed.

### Access Request for Marketplace uPay Site Manager

**Environment :**       Production       Q (Test)

**Check One:**

Request Type:       New       Change       Delete      Request Date:

Requestor's Full Name:

Requestor's Phone

Requestor's E-mail

**Requestor's Mailing Address:**

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Requestor's ConnectND Userid: \_\_\_\_\_

Requested Completion Date

**uPay Site Manager Access for:**

uPay Site \_\_\_\_\_

Additional site(s) \_\_\_\_\_

**Required For All Requests:**

**REQUESTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Approval Section:**

**Requestor's Supervisor Signature** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Student Account Services use only*

USER ID: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

SECURITY ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_



# Deleting Access

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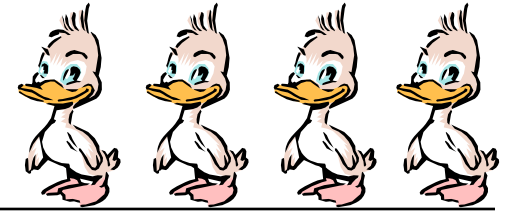
- ❑ Each access form has a “delete” access option.
- ❑ Complete the form and submit electronically under the same procedures used when requesting access.



# Setting Up a uPay Site

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# Get Your Ducks in a Row!



- Who will create the uPay site?
- Who will do the refunds?
- How are you going to deal with payments that have multiple funds?
- How will you deal with walk-ins and phone registrations?
- Reusing previous accounting codes

### MARKETPLACE REQUEST FORM

Department completes form and submits to:

emilygoodoien@mail.und.nodak.edu and lisaheher@mail.und.nodak.edu

|  |   |
|--|---|
| Department:  | EERC  |
| Departmental Contact Name:   | <u>Madhavi Marasinghe</u>   |
| Departmental Contact Phone/Stop #:   | 777-2805 Stop 9018  |
| Requested Site Go-Live Date:   | May 15, 2009  |
| Purpose of uPay Site:<br>(type of goods/services sold)   | Biomass 09 Conference—take registrations for conference   |
| Name of uPay Site:<br>(name will show on confirmation and customer's credit card statement)  | Biomass09   |
| Chartfield for uPay Site (for revenue):<br>(limited to one chartfield)   | 41000-1120-452010-UNDP014651  |
| Accounting Code Name for uPay Site<br>( <i>UNDdept initials fund</i> )<br><i>Example UNDCE20432 would be Continuing Educ fund 20432)</i> | UND EERC-Biomass09  |
| Chartfield for uPay Site expenses:<br>(credit card merchant fees)  | 621071-21518-1120   |
| External Transaction ID Prefix:<br>(4 alpha char to identify site or dept)   | Bio09   |
| Merchant Manager(s):   |   |
| uPay Site Manager(s):  |   |
| Payment Methods Accepted:<br>(circle all that apply)   | <u>WebCheck</u> <u>MasterCard/VISA</u> <u>Discover</u><br><u>American Express</u><br>Pay by Mail (not recommended for most sites)   |
| Options for uPay Site Set Up:  | Require address verification for credit cards? <u>YES</u> NO<br><br>Require credit card verification value? <u>YES</u> NO<br><br>Require bank account number entered twice? <u>YES</u> NO<br><br>Required address for ACH payment? <u>YES</u> NO<br><br>Show email address prompt? <u>YES</u> NO<br><br>Email address required? <u>YES</u> NO |

# Create uPay Site



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Log in to TouchNet Operations Center

#### Control Menu

[Home](#)[Help](#)[My Profile](#)[Logout](#)[Marketplace Suite](#)[UND EERC](#)[Settings](#)[Accounting Codes](#)[Users](#)[Store](#)[uPay Sites](#)[Marketplace Reports](#)

Merchant specific accounting codes are available to this Marketplace merchant only. Merchant managers can choose to use any number of the common accounting codes in addition to the specific codes, or none at all.

### Marketplace Merchant Accounting Codes

Choose which common Accounting Codes will be available for use within this merchant.

[Add >>](#)

#### Enabled Common Accounting Codes

| Name | In Use? | Actions |
|------|---------|---------|
|------|---------|---------|

None currently enabled.

[Add New Accounting Code](#)

Current Accounting Codes for UND EERC:

| Name             | In Use? | Actions                                     |
|------------------|---------|---|
| EERC-Williston08 | No      | <a href="#">Edit</a> <a href="#">Delete</a> |

Control Menu

- Marketplace Suite
  - UND
    - Settings
    - Accounting Codes
    - Users
    - Store
    - uPay Sites
    - Marketplace Reports

- Home
- Help
- My Profile
- Logout

<< Back To UND Accounting Codes

Error! Notify  
Emily/Lisa!

### Edit Accounting Code

| Business Unit | Fund  | Department | Account | Program | Class | Project    |
|---------------|-------|------------|---------|---------|-------|------------|
| UND01         | 41000 | 1120       | 452010  |         |       | UNDP014651 |

Accounting Code Name:

Save

Note: Accounting code names must be unique (case-insensitive). Listed below are the names already being used.

- Dee Test
- Dee Test2
- EERC-H2Works2009
- ETICourseRegistration
- UND DCE Correspondence
- UND EERC
- UND EERC Project
- UND Music Revenue
- UND Sales Taxes
- UND21828ADM
- UNDCE08318
- UNDCE20088
- UNDCE20090
- UNDCE22170
- UNDCE30002

### Naming Convention:

- **UNDEERC41000 (Univ-Dept-Fund Number)**
- **UNDEERCBio09 (Univ-Dept-Site Name)**

#### Control Menu

[Home](#)[Help](#)[My Profile](#)[Logout](#)

The uPay site name is used in reports and other Operations Center display. Use the back and forward arrow buttons to select a layout for your site.

### EERC Biomass09 Layout Settings

Site Name:

Signature line  
for e-mail  
confirmation  
sent by uPay

Please choose a payment method and payment amount

Payment Method:

Amount of Donation: \$  (ex. 1145.50)

1

Use the arrow buttons above to choose between the available uPay Site Layouts and then press Save

- Marketplace Suite
- UND
  - Settings
  - Accounting Codes
  - Users
  - Store
- uPay Sites
  - Add a uPay Site
  - UNDCE COS Reg
  - UND Athletic Dept
  - UND Apartment Housing
  - MM-Biomass 08
  - Housing
  - UND Athletic Department
  - UNDCE Cert App
  - UND Application Fee
  - Admissions UND
  - EERC ND Oil and Gas Conference
  - UNDCE COS App
  - EERC Williston Basin 08
  - UND Housing Applications
  - UNDCE DDP App
  - UNDCE Cert Ext
  - UNDCE COS Ext
  - UNDCE OLLI Reg
  - UNDCE DM App
  - UNDCE PDE Workshop
  - UNDCE PDE Reg
  - UNDCE Primary Care
  - UNDCE Geography
  - UNDCE Clinical Forum
  - UNDCE Exam Req
  - UNDCE PDE Ext
  - UNDCE HR

Marketplace Suite

UND

- Settings
- Accounting Codes
- Users

Store

uPay Sites

- Add a uPay Site
- UNDCE COS Reg
- UND Athletic Dept
- UND Apartment Housing
- MM-Biomass 08
- Housing
- UND Athletic Department
- UNDCE Cert App
- UND Application Fee
- Admissions UND
- EERC ND Oil and Gas Conference
- UNDCE COS App
- EERC Williston Basin 08
- UND Housing Applications
- UNDCE DDP App
- UNDCE Cert Ext
- UNDCE COS Ext
- UNDCE OLLI Reg

### EERC Biomass09 Payment Settings

Users see the Payment Amount prompt before the dollar amount field. The ACH Shared Secret prompt describes any validation you require for ACH payments.

Site uses T-Link:

Yes  No

T-Link Web Service URL:

Perform General Ledger Updates:

Yes  No

Accounting Code:

UND EERC-Biomass09

Payment Amount Prompt:

Payment Amount

Default Payment Amount: \$

185.00

(Example: 1234.56)

Minimum Payment Amount: \$

Maximum Payment Amount: \$

Payment Methods Accepted:

- webCheck
- AmEx
- Discover
- Visa
- MasterCard

- ▶ Payment Search
- ▶ Housing
- ▶ UND Athletic Department
- ▶ UNDCE Cert App
- ▶ UND Application Fee
- ▶ Admissions UND
- ▶ EERC ND Oil and Gas Conference
- ▶ UNDCE COS App
- ▶ MM-Williston08
- ▶ UND Housing Applications
- ▶ UNDCE DDP App
- ▶ UNDCE Cert Ext
- ▶ UNDCE COS Ext
- ▶ UNDCE OLLI Reg
- ▶ UNDCE DM App
- ▶ UNDCE PDE Workshop
- ▶ UNDCE PDE Reg
- Marketplace Reports

Payment Methods Accepted:

- webCheck
- AmEx
- Discover
- Visa
- MasterCard

Allow the amount to be passed in?

- Yes     No

Require encoded validation key for amount?

- Yes     No (applies only if amount passed in)

Allow the user to edit the payment amount?

- Yes     No

Require address verification for credit card payment?

- Yes     No

Require the credit card verification value?

- Yes     No

Require bank account number to be entered twice?

- Yes     No (applies for ACH only)

Require address for ACH payment?

- Yes     No

ACH Shared Secret Prompt

Please enter yes to accept

Show email address prompt?

- Yes     No

Require email address?

- Yes     No

Save

Control Menu

Home

Help

My Profile

Logout

- Marketplace Suite
- UND
- Settings
- Accounting Codes
- Users

The general settings for the upay site EERC Biomass09 have been updated successfully.

### EERC Biomass09 Messages & Titles

# HYDROGENWORKS

The Premier Professionals Training Course

San Diego, California

Please select a payment method

Payment Method:

Payment Amount: \$ 795.00

Cancel

Continue

- ▶ UNDCE COS Ext
- ▶ UNDCE OLLI Reg
- ▶ UNDCE DM App
- ▶ UNDCE PDE Workshop
- ▶ UNDCE PDE Reg
- ▶ UNDCE Primary Care
- ▶ UNDCE Geography
- ▶ UNDCE Clinical Forum
- ▶ UNDCE Exam Req
- ▶ UNDCE PDE Ext

# HYDROGENWORKS

The Premier Professionals Training Course

San Diego, California

### Please enter your credit card information

\* Credit Card Type:

\* Account Number:

\* Expiration Date:  /

\* Card Verification Value:  [What is this?](#)

\* Name on Card:

\* Email Address:

Billing Address of Credit Card

\* Street Address 1:

Street Address 2:

\* City, State, Zip:

Country:

\* Required Information

Cancel

Continue

# HYDROGENWORKS

The Premier Professionals Training Course

San Diego, California

### Please enter your bank account information

\* Account Type:

\* ABA Routing Number:  [View Illustration](#)

\* Account Number:

\* Name on the Account:

\* Email Address:

#### Billing Address of the Account

\* Street Address 1:

Street Address 2:

\* City:  State:  Postal Code:

Country:

\* Required Information

Cancel

Continue

# HYDROGENWORKS

*The Premier Professionals Training Course*

San Diego, California

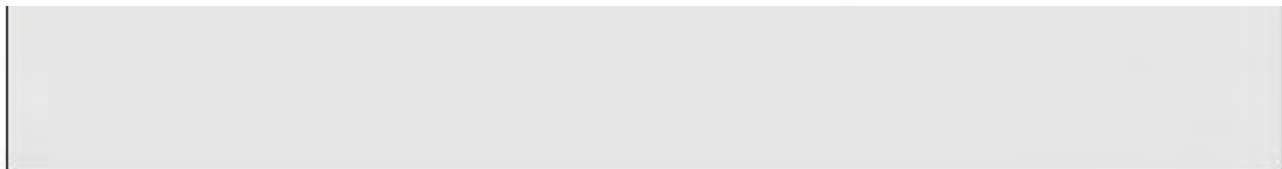
**Thank you. Please print this receipt for your records.**

Name on Card: adf adf  
Account Number: xxxxxxxxxxxx5454  
Amount Paid: \$ 795.00  
Date and Time: 03/06/2009 at 09:53:52 CST  
Reference Number: 20090306000000  
Credit Card Authorization Code: 095352  
Credit Card Merchant Id: XXXYYYZZZ  
External Transaction ID: 60258589652522690134093  
System Tracking ID: 1396

\*\*\* Card Not Present \*\*\*

[Thank you for your payment. Click here to continue print your confirmation.](#)

- ▶ UND Housing Applications
- ▶ UNDCE DDP App
- ▶ UNDCE Cert Ext
- ▶ UNDCE COS Ext
- ▶ UNDCE OLLI Reg
- ▶ UNDCE DM App



- Marketplace Suite
  - UND
    - Settings
    - Accounting Codes
    - Users
    - Store
    - uPay Sites
      - Add a uPay Site
      - UNDCE COS Reg
      - UND Athletic Dept
      - UND Apartment Housing
      - MM-Biomass 08
        - Layout Selection
        - Image Management
        - Payment Settings
        - Messages & Titles
        - Form Parameters
        - Miscellaneous
          - Recurring Settings
          - Payment Search
        - Housing
        - UND Athletic Department
        - UNDCE Cert App
        - UND Application Fee
        - Admissions UND
        - EERC ND Oil and Gas Conference
        - UNDCE COS App
        - MM-Williston08
        - UND Housing Applications
        - UNDCE DDP App
        - UNDCE Cert Ext
        - UNDCE COS Ext
        - UNDCE OLLI Reg
        - UNDCE DM App
        - UNDCE PDE Workshop
        - UNDCE PDE Reg
    - Marketplace Reports

Use success, error, cancel, and privacy links to direct users to your pages.

## MM-Biomass 08 Misc Settings

Delete Upay Site

uPay Site ID: 10

uPay Site Status: ONLINE

Site Manager's E-mail Address: mmarasinghe@undeerc.org

If you wish to have payment results and other useful data posted to your application, you can use the Posting URL. This URL is not used to navigate the user's browser. It is used only to update your application. The Posting Key is used to enforce tighter security within your application.

Posting URL (optional): <https://www.undeerc.org/testproducts/biomass08/Post/>

Posting Key: biomass

Post data to show when users click Cancel?  Yes  No

The Success Link you define here appears after a successful payment. It is used to navigate the user's browser back to your application.

Text For Success Link: Back to Biomass

Success Link URL: <https://www.undeerc.org/testproducts/biomass08/>

The Error Link is used only for system failures. For payment method entry errors, the user may re-enter payment data.

Text For Error Link: We're sorry, an error has occurred. Please try again la

Error Link URL: <http://www.undeerc.org/testproducts/biomass08/>

# Posting Script

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- Catch the parameters sent back from TouchNet
  - Account Info – Name, Address, Card Type, Bank Name
  - Payment Amount, Status, Date, Receipt Number
  - System tracking ID
  - External transaction ID
    - Conferences – Bio0912345, H2Works433232
    - Education Training Inst – LEAD43433, MISC543232
    - Admissions – Jane Doe323232, John Smith532121

# Posting Script (cont.)

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- Must be in a secure server (<https://>).
- Department sends Posting Script URL to Emily/Lisa and they will submit to Touchnet.
- Can be used to:
  - Update your database with payment information.
  - Send confirmation e-mail.
  - Send error messages.

# Once you leave your Web site to complete the online payment, you need a way to get back

- ▶ UNDCE OLLI Reg
- ▶ UNDCE DM App
- ▶ UNDCE PDE Workshop
- ▶ UNDCE PDE Reg
- ▶ UNDCE Primary Care
- ▶ UNDCE Geography
- ▶ UNDCE Clinical Forum
- ▶ UNDCE Exam Reg
- ▶ UNDCE PDE Ext
- ▶ UNDCE HR
- ▶ UNDCE Alcohol Summit
- ▶ EERC ETI
- ▶ EERC Enrollment Services
- ▶ UNDCE JFK
- ▶ UNDCE Beyond Boundaries
- ▶ EERC Conference Registration
- ▶ ETI Course Registration
- ▼ EERC Biomass09
  - Layout Selection
  - Image Management
  - Payment Settings
  - Messages & Titles
  - Form Parameters
  - Miscellaneous
  - Recurring Settings
  - Payment Search
- ▶ EERC Hydrogen Works Training Course 2009
- Marketplace Reports

The Success Link you define here appears after a successful payment. It is used to navigate the user's browser back to your application.

Text For Success Link:

Success Link URL:

The Error Link is used only for system failures. For payment method entry errors, the user may re-enter payment data.

Text For Error Link:

Error Link URL:

The text entered below is used for the alternate text for the Cancel Button. The Cancel Link is used to navigate the user's browser when they press the Cancel Button.

Text For Cancel Link:

Cancel Link URL:

The Privacy Link appears at the bottom of your uPay Site.

Text For Privacy Link:

Privacy Link URL:

- OR -

Privacy Text:

# Posting Status Report

**TouchNet** OPERATIONS CENTER Marketplace Suite

Control Menu

- Marketplace Suite
  - UND EERC
    - Marketplace Reports**

Home Help My Profile Logout

The reports you see depend on your assigned roles. Click a report name to see its details.

### Marketplace Financial Reports

| Merchant         |   |
|------------------|---|
| UND EERC         | <a href="#">Merchant Revenue Report</a> |
| Stores           |   |
| WillistonBasin08 | <a href="#">Revenue Report</a>          |
|                  | <a href="#">Posting Status Report</a>   |

# Posting Status Report

- ❑ Complete – The transaction was completed successfully.
- ❑ Cancelled – The user cancelled the transaction.

| Date/Time                | External Trans Id       | System Tracking ID | Payment Status | Posting URL   | Posting Status |
|--------------------------|-------------------------|--------------------|----------------|---|----------------|
| 2009-01-26<br>14:45:19.0 | 60268589686044135820099 | 1361               | Success        | https://www.undeerc.org/testproducts/confreg/BM09PostBack.asp | Complete       |
| 2009-01-26<br>14:58:32.0 | 60268589686040076382915 |                    | Cancel         | https://www.undeerc.org/testproducts/confreg/BM09PostBack.asp | Cancelled      |
| 2009-01-26<br>15:05:15.0 | 60268589686031950198035 | 1362               | Success        | https://www.undeerc.org/testproducts/confreg/BM09PostBack.asp | Complete       |
| 2009-01-28<br>15:04:44.0 | 60268589684306383837395 |                    | Cancel         | https://www.undeerc.org/testproducts/confreg/BM09PostBack.asp | Cancelled      |
| 2009-01-28<br>15:15:44.0 | 60268589684303761166179 | 1363               | Success        | https://www.undeerc.org/testproducts/confreg/BM09PostBack.asp | Complete       |
| 2009-01-28<br>16:56:06.0 | 60268589684236653970771 | 1364               | Success        | https://www.undeerc.org/testproducts/confreg/BM09PostBack.asp | Complete       |
| 2009-01-29<br>09:25:22.0 | 60268589683643776218563 |                    | Cancel         | https://www.undeerc.org/testproducts/confreg/BM09PostBack.asp | Cancelled      |

# Posting Status Report

- Error
  - Errors in the Script
  - Script Doesn't Exist
  - Server is Down
  - Errors at the uPay Site During Payment Submittal

|                          |                   |    |         |   |
|--------------------------|-------------------|----|---------|---|
| 2008-01-30<br>15:27:51.0 | A117099-<br>SO-AD | 81 | Success | <a href="https://www.undeerc.org/testproducts/wbpc/postback.asp">https://www.undeerc.org/testproducts/wbpc/postback.asp</a> Error |
| 2008-01-30<br>20:38:32.0 | A117101-<br>SO-AD |    | Cancel  | <a href="https://www.undeerc.org/testproducts/wbpc/postback.asp">https://www.undeerc.org/testproducts/wbpc/postback.asp</a> Error |
| 2008-01-30               | A117102           |    |         | Net   |

# Example: E-Mail Generated by uPay

Subject: RE: Notification of scheduled payment

-----Original Message-----

From: mmarasinghe@undeerc.org [<mailto:mmarasinghe@undeerc.org>]

Sent: Thursday, January 24, 2008 12:43 PM

To: Garvin, Barry (Denver)

Subject: Notification of scheduled payment

This is an automated message to inform you that your scheduled payment has been completed successfully. Payment details are listed below. Please note that all payments are subject to approval and final verification.

===== PAYMENT DETAILS =====

Name: Barry Garvin

Payment Type: Visa

Credit Card Number: xxxxxxxxxxxx8356

Credit Card Expiration Date: 01/10

Credit Card Authorization Code: 069468

Credit Card Merchant Id: 853614614000

\*\*\* Card Not Present \*\*\*

Total Paid: \$ 500.00

Date/Time: 01/24/2008 at 13:43:02 CST

External Transaction Id: A117015-A0-A117016-A0-A0-A0-X37194-S0

System Tracking ID: 46

Payment Gateway Reference Number: 20080124000004 =====

Thank you,  
WillistonBasin08

\*\*\*\*\*

IMPORTANT NOTICE: This message is intended for the individual or entity to which it is addressed and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that copying, forwarding or other dissemination or distribution of this message is prohibited and that taking any action in reliance on the content of this message is to be avoided. Should you receive this e-mail in error, please notify the sender immediately via e-mail or call (403) 699-4000 and delete this message from your system. Thank you.

# Example: E-Mail Generated by the EERC

Subject: H2Works Conference Registration

Registered at: 3:44:13 PM 2/23/2009

Payment By: Minnie Mouse

H2Works Registration

Transaction number: 60258589661817266610176

Payment Receipt Number: 20090223000004

Amount Charged To Credit Card/E-Check: 795.00

Attendee: Ms. Minnie Mouse

Position:

Organization: Disneyland

Address: 301 Cheddar Land

City: Los Angeles, CA 88888

Email: Minnie@Disney.com

URL:

Phone: (444) 555-8888

Fax:

Affiliation: Industry

Dietary Needs: False

Access Needs: False

Special Requirements:

Regular Registration (Through January 16): \$795

-----  
Total Cost \$: 795

Payment Type: Credit Card

Payment Date: 2/23/2009 3:44:00 PM

Receipt Number: 20090223000004

Transaction ID: 60258589661817266610176

# Onsite Registrations

---

## **UPay Test Page** **(Additional parameters are passed)**

|  |                                |   |
|--|--------------------------------|---|
| UPAY_SITE_ID   | UPay Site Id:                  | <input type="text"/>                                      |
| EXT_TRANS_ID_LABEL   | External Trans Id Label:       | <input type="text" value="Ext Trans Id"/>                 |
| EXT_TRANS_ID   | External Trans Id:             | <input type="text"/>                                      |
| AMT  | External Amount Passed In : \$ | <input type="text" value="12.35"/>                        |
| SSV  | Shared Secret Value:           | <input type="text" value="1980"/>                         |
| SSV_PROMPT   | Shared Secret Value Prompt:    | <input type="text" value="Enter the year of your birth"/> |
| SomePassThruParam  | Pass-Thru Parameter:           | <input type="text" value="SomePassThruParamValue"/>       |
| <a href="#">Click Here to start the uPay process and post the values shown above</a> |                                |   |

# Testing Process

---

# Testing Process

---

- Testing is required prior to go-live.
- Allow a minimum of 2 weeks
- Electronic spreadsheet of test transactions should be submitted to SAS prior to testing.
  - Ensures input equals output
  - Should include a minimum of two transactions per payment method
  - Should include full refund and partial refund transactions for each type of payment method offered
    - Refund test transactions are done a minimum of 1 day after the original test transaction is completed
- Test credit card and ACH numbers available.
- Contact SAS when all test transactions have been processed.

# uPay Site in Production

---





# Department Responsibilities

---

- ❑ Recreate the uPay site in production.
- ❑ Process transaction in production using a real credit card.
- ❑ Reconcile on a daily basis.
- ❑ Issue refunds via their uPay site.
- ❑ Respond to questions from their customers.
- ❑ Follow up on NSF/incorrect banking information for returned items (WebCheck transactions).

# Reconciliation of Transactions

---

# Reconciliation Process

---

- Department needs to develop its business process for its daily reconciling
  - Marketplace to Database
  - Database to General Ledger
  
- Student Account Services reconciles on a daily basis:
  - Marketplace to Payment Gateway
  - Payment Gateway to the General Ledger
  - General Ledger to the Bank Account



# Marketplace to Payment Gateway

---

- Marketplace:
  - Merchant Revenue Report for Each Merchant (exported to Excel)
  - uPay Site Revenue Report (exported to Excel)
  
- Payment Gateway:
  - Credit Card Batch Detail Report
  - ACH File Detail Report
  
- Reconciliation Spreadsheet

#### Control Menu

- Marketplace Suite
  - UND
  - Marketplace Reports

The reports you see depend on your assigned role.  
Click a report name to see its details.

### Marketplace Financial Reports

Click Marketplace Reports to get the menu below.

| Merchant                                   |
|--|
| UND  |
| <a href="#">Merchant Revenue Report</a>    |
| Stores                                     |
| UND Residence Services Camps & Conferences |
| <a href="#">By Product</a>                 |
| <a href="#">By Stock No.</a>               |
| <a href="#">By Product Type</a>            |
| <a href="#">Totals</a>                     |
| UND eMusic Online!                         |
| <a href="#">By Product</a>                 |
| <a href="#">By Stock No.</a>               |
| <a href="#">By Product Type</a>            |
| <a href="#">Totals</a>                     |
| UND Professional Development for Educators |
| <a href="#">By Product</a>                 |
| <a href="#">By Stock No.</a>               |
| <a href="#">By Product Type</a>            |
| <a href="#">Totals</a>                     |
| UND Sporting Goods                         |
| <a href="#">By Product</a>                 |
| <a href="#">By Stock No.</a>               |
| <a href="#">By Product Type</a>            |
| <a href="#">Totals</a>                     |
| UND Lisas Store                            |
| <a href="#">By Product</a>                 |
| <a href="#">By Stock No.</a>               |
| <a href="#">By Product Type</a>            |
| <a href="#">Totals</a>                     |
| MM M: Conference Store                     |

#### Control Menu

Marketplace Suite

UND

Marketplace Reports

<< Back To Reports

The default report shows current year information.

### Merchant Revenue Report

Start Date:  [mm/dd/yyyy]

End Date:  [mm/dd/yyyy]

Go

### Merchant Revenue Report

Export To CSV

| Merchant Name | # of Upay Transactions | Upay Transaction Totals | # of Items Sold | Store Sales Totals | Shipping Totals | Tax Collected | Total Merchant Revenue |
|---------------|------------------------|-------------------------|-----------------|--------------------|-----------------|---------------|------------------------|
| UND           | 9                      | \$4,930.00              | 0               | \$0.00             | \$0.00          | \$0.00        | \$4,930.00             |

| Store Name  | # of Fulfillments | # of Items Sold | Total Items Amount | Total Shipping Amount | Total Item + Shipping Amount | Total Tax Collected | Total Amount with Tax |
|---|-------------------|-----------------|--------------------|-----------------------|------------------------------|---------------------|-----------------------|
| There is no revenue on record for the selected time period. |                   |                 |                    |                       |                              |                     |                       |

| # Of Credit Card Transactions | Total Credit Card Transactions | # Of ACH Transactions | Total ACH Transactions | Total # Of Transactions | Total Revenue |
|-------------------------------|--------------------------------|-----------------------|------------------------|-------------------------|---------------|
| 7                             | \$4,930.00                     | 2                     | \$0.00                 | 9                       | \$4,930.00    |

| uPay Site ID | uPay Site Name | # Of Credit Card Transactions | Total Credit Card Transactions | # Of ACH Transactions | Total ACH Transactions | Total # Of Transactions | Total Revenue |
|--------------|----------------|-------------------------------|--------------------------------|-----------------------|------------------------|-------------------------|---------------|
| 6            | UNDCE COS Reg  | 0                             | \$0.00                         | 0                     | \$0.00                 | 0                       | \$0.00        |
| 7            | UND Athletic   | 0                             | \$0.00                         | 0                     | \$0.00                 | 0                       | \$0.00        |

Continuation  
of previous  
page...

|    |   |   |            |   |        |   |            |
|----|---|---|------------|---|--------|---|------------|
| 54 | App   | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 55 | UNDCE<br>PDE<br>Workshop                                | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 56 | UNDCE<br>PDE Reg  | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 57 | UNDCE<br>Primary<br>Care                                | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 58 | UNDCE<br>Geography                                      | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 59 | UNDCE<br>Clinical<br>Forum                              | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 60 | UNDCE<br>Exam Req                                       | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 61 | UNDCE<br>PDE Ext  | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 62 | UNDCE HR  | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 63 | UNDCE<br>Alcohol<br>Summit                              | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 64 | EERC ETI  | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 65 | EERC<br>Enrollment<br>Services                          | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 66 | UNDCE<br>JFK  | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 67 | UNDCE<br>Beyond<br>Boundaries                           | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
| 68 | EERC<br>Conference<br>Registration                      |   | \$0.00     |   | 0      | 0 |            |
| 69 | ETI Course<br>Registration                              |   | \$0.00     |   | 0      | 0 |            |
| 70 | EERC<br>Biomass09                                       | 0 | \$0.00     | 0 | \$0.00 | 0 | \$0.00     |
|    | EERC<br>Hydrogen<br>Works<br>Training<br>Course<br>2009 | 7 | \$4,930.00 | 2 | \$0.00 | 9 | \$4,930.00 |

Site ID

Number of  
Credit Card  
Transactions

Number of  
ACH  
Transactions

Total Number  
of uPay  
Transactions

|    |   |   |   |
|----|---|---|---|
| 72 | 7 | 2 | 9 |
|----|---|---|---|

# Merchant Revenue Report

| Merchant Revenue Report |  |                               |                                |                       |                        |                         |                        |
|-------------------------|--|-------------------------------|--------------------------------|-----------------------|------------------------|-------------------------|------------------------|
| Merchant Name           | # of Upay Transactions                   | Upay Transaction Totals       | # of Items Sold                | Store Sales Totals    | Shipping Totals        | Tax Collected           | Total Merchant Revenue |
| UND                     | 9  | 4,930.00                      | 0                              | 0                     | 0                      | 0                       | 4,930.00               |
| uPay Site ID            | uPay Site Name                           | # Of Credit Card Transactions | Total Credit Card Transactions | # Of ACH Transactions | Total ACH Transactions | Total # Of Transactions | Total Revenue          |
| 69                      | ETI Course Registration                  | 0                             | -                              | 0                     | -                      | 0                       | -                      |
| 70                      | EERC Biomass09                           | 0                             | -                              | 0                     | -                      | 0                       | -                      |
| 72                      | EERC Hydrogen Works Training Course 2009 | 7                             | 4,930.00                       | 2                     | -                      | 9                       | 4,930.00               |
| Total                   |  | 7                             | 4,930.00                       | 2                     | -                      | 9                       | 4,930.00               |

This is what the Merchant Revenue report looks like once it is exported and formatted. It will list all of the uPay Sites; this report has been shortened to show the last site and its transactions.

Going back to Marketplace, we will scroll down to the uPay site that has the day's transactions and click on the Revenue Report.

- UNDCE Exam Req
  - [Revenue Report](#)
  - [Posting Status Report](#)
- UNDCE PDE Ext
  - [Revenue Report](#)
  - [Posting Status Report](#)
- UNDCE HR
  - [Revenue Report](#)
  - [Posting Status Report](#)
- UNDCE Alcohol Summit
  - [Revenue Report](#)
  - [Posting Status Report](#)
- EERC ETI
  - [Revenue Report](#)
  - [Posting Status Report](#)
  - [GL Exception Report\(1\)](#)
- EERC Enrollment Services
  - [Revenue Report](#)
  - [Posting Status Report](#)
  - [GL Exception Report\(12\)](#)
- UNDCE JFK
  - [Revenue Report](#)
  - [Posting Status Report](#)
- UNDCE Beyond Boundaries
  - [Revenue Report](#)
  - [Posting Status Report](#)
- EERC Conference Registration
  - [Revenue Report](#)
  - [Posting Status Report](#)
  - [GL Exception Report\(2\)](#)
- ETI Course Registration
  - [Revenue Report](#)
  - [Posting Status Report](#)
- EERC Biomass09
  - [Revenue Report](#)
  - [Posting Status Report](#)
  - [GL Exception Report\(1\)](#)
- EERC Hydrogen Works Training Course 2009
  - [Revenue Report](#)
  - [Posting Status Report](#)

#### Control Menu

<< Back To Reports

The default report shows current year information.

### uPay Revenue Report

Start Date:    
 End Date:

Go

#### uPay Revenue Report For EERC Hydrogen Works Training Course 2009

| uPay Site ID | uPay Site Name                           | # Of Credit Card Transactions | Total Credit Card Transactions | # Of ACH Transactions | Total ACH Transactions | Total # Of Transactions | Total Revenue |
|--------------|--|-------------------------------|--------------------------------|-----------------------|------------------------|-------------------------|---------------|
| 72           | EERC Hydrogen Works Training Course 2009 | 7                             | \$4,930.00                     | 2                     | \$0.00                 | 9                       | \$4,930.00    |

Export To CSV

| Fulfillment Date      | System Tracking ID | External Trans ID       | Payment Method | Name          | TPG Reference Number | One Time /Recurring | Payment Amount |
|-----------------------|--------------------|-------------------------|----------------|---------------|----------------------|---------------------|----------------|
| 2009-02-23 09:06:54.0 | 1383               | 60258589662057502189564 | MasterCard     | ad asdfssd    | 20090223000000       | One Time            | \$795.00       |
| 2009-02-23 15:24:43.0 | 1384               | 60258589661829527240096 | Visa           | Testor        | 20090223000001       | One Time            | \$795.00       |
| 2009-02-23 15:34:23.0 | 1385               | 60258589661825571652240 | MasterCard     | Mary          | 20090223000002       | One Time            | \$925.00       |
| 2009-02-23 15:39:04.0 | 1386               | 60258589661820370373168 | MasterCard     | Mickey Mouse  | 20090223000003       | One Time            | \$925.00       |
| 2009-02-23 15:45:20.0 | 1387               | 60258589661817266610176 | Discover       | Minnie Mouse  | 20090223000004       | One Time            | \$795.00       |
| 2009-02-23 15:51:59.0 | 1388               | 60258589661813533041568 | Bank Account   | Doogie Howser | 497                  | One Time            | \$795.00       |
| 2009-02-23 16:12:26.0 | 1388               | 60258589661813533041568 | Bank Account   | Doogie Howser | 497                  | One Time            | -\$795.00      |
| 2009-02-23 16:03:51.0 | 1389               | 60258589661806906813520 | Visa           | Mary Poppins  | 20090223000005       | One Time            | \$795.00       |
| 2009-02-23 16:11:55.0 | 1389               | 60258589661806906813520 | Visa           | Mary Poppins  | 20090223000005       | One Time            | -\$100.00      |

# Revenue Report

uPay Revenue Report for EERC Hydrogen Works Training Course 2009

| Payment Date    | System Tracking ID | External Trans ID       | Payment Method            | Name          | TPG Reference Number | One Time/Recurring | Payment Amount |
|-----------------|--------------------|-------------------------|---------------------------|---------------|----------------------|--------------------|----------------|
| 2/23/2009 15:51 | 1388               | 60258589661813500000000 | Bank Account              | Doogie Howser | 497                  | One Time           | 795.00         |
| 2/23/2009 16:12 | 1388               | 60258589661813500000000 | Bank Account              | Doogie Howser | 497                  | One Time           | (795.00)       |
|                 |                    |                         | <b>Bank Account Total</b> |               |                      |                    | -              |
| 2/23/2009 15:45 | 1387               | 60258589661817200000000 | Discover                  | Minnie Mouse  | 20090223000004       | One Time           | 795.00         |
|                 |                    |                         | <b>Discover Total</b>     |               |                      |                    | 795.00         |
| 2/23/2009 9:06  | 1383               | 60258589662057500000000 | MasterCard                | ad asdfssd    | 20090223000000       | One Time           | 795.00         |
| 2/23/2009 15:34 | 1385               | 60258589661825500000000 | MasterCard                | Mary          | 20090223000002       | One Time           | 925.00         |
| 2/23/2009 15:39 | 1386               | 60258589661820300000000 | MasterCard                | Mickey Mouse  | 20090223000003       | One Time           | 925.00         |
|                 |                    |                         | <b>MasterCard Total</b>   |               |                      |                    | 2,645.00       |
| 2/23/2009 15:24 | 1384               | 60258589661829500000000 | Visa                      | Testor        | 20090223000001       | One Time           | 795.00         |
| 2/23/2009 16:03 | 1389               | 60258589661806900000000 | Visa                      | Mary Poppins  | 20090223000005       | One Time           | 795.00         |
| 2/23/2009 16:11 | 1389               | 60258589661806900000000 | Visa                      | Mary Poppins  | 20090223000005       | One Time           | (100.00)       |
|                 |                    |                         | <b>Visa Total</b>         |               |                      |                    | 1,490.00       |
|                 |                    |                         | <b>Grand Total</b>        |               |                      |                    | 4,930.00       |

This is the uPay Revenue Report after it's been exported, formatted, and sorted by Payment Method.



Payment Type:  ALL  Credit Card  ACH  Debit

Report Type:

Date Range: From: February 23 2009 To: February 25 2009

Buttons: Today Month YTD

All Merchants  Select Individual Merchants

- Credit Card

UND Marketplace  UND Athletics MP CC  UND Athletics MP CC  UND Athletics MP CC  UND Continuing Educ

- ACH

UND MP ACH  UND Athletics MP ACH  UND Continue Ed ACH

- Debit

Not Available

View Report

Export To CSV

Optional search fields:

Reset

| Ancillary Data  | Amount  | Response Code  |
|---|---|--|
| <input type="radio"/> Exactly <input type="radio"/> Partial Match<br><input type="text"/> | <input type="radio"/> Exactly <input type="text"/><br><input type="radio"/> From <input type="text"/> To <input type="text"/> | Option: <input type="text" value="- All -"/><br>Error Code: <input type="text"/> |
| Error log   |   |  |
| <input checked="" type="radio"/> All <input type="radio"/> Host Update                    |   |  |

Additional Fields:  Hide  Show

Next, reports are run from Payment Gateway. Select Reports, Credit Card, Batch Details, the Date Range, and the Individual Merchants. Export to CSV.

# CSV Report

| SUB_TRANS_CD | PAY_TYPE | REC_TYPE | TRANS_TYPE | TRANS_DATE_STR | TRANS_TIME | CREDIT_FLAG | CARD_NBR | CARD_EXPIR_DATE | CARD_TYPE | AMOUNT   | REFERENCE_ID   | APPROVAL_CO  |
|--------------|----------|----------|------------|----------------|------------|-------------|----------|-----------------|-----------|----------|----------------|--------------|
| 15           | 0        | CD       | PUR        | 2/25/2009      | 11:03:14   | S           | 5454     | 309             | MC        | 795.00   | 20090223000000 | SIM090561103 |
| 15           | 0        | CD       | PUR        | 2/25/2009      | 11:03:14   | S           | 2222     | 813             | VISA      | 795.00   | 20090223000001 | SIM090561103 |
| 15           | 0        | CD       | PUR        | 2/25/2009      | 11:03:14   | S           | 5454     | 311             | MC        | 925.00   | 20090223000002 | SIM090561103 |
| 15           | 0        | CD       | PUR        | 2/25/2009      | 11:03:14   | S           | 5454     | 311             | MC        | 925.00   | 20090223000003 | SIM090561103 |
| 15           | 0        | CD       | PUR        | 2/25/2009      | 11:03:14   | S           | 6666     | 610             | DISC      | 795.00   | 20090223000004 | SIM090561103 |
| 15           | 0        | CD       | PUR        | 2/25/2009      | 11:03:14   | S           | 1111     | 1010            | VISA      | 695.00   | 20090223000005 | SIM090561103 |
|              |          |          |            |                |            |             |          |                 |           | 4,930.00 |                |              |

Here is the CSV Report. When exported to CSV, the Upay Site comes over as a Sub\_Trans\_CD number. If you are working with multiple sites, this report could be subtotaled on the Sub\_Trans\_CD, or each Upay Site. In this case, the Site Biomass09, has been assigned the number 15.

# ACH File Details

If there were any eChecks accepted, the same steps would be taken, only selecting ACH and ACH File Details. Export to CSV

**Reports** **Merchant Administration**

| Payment Type                         | Report Type                          | Date Range   |
|--------------------------------------|--------------------------------------|--|
| <input type="radio"/> ALL            | Pending Transactions (next ACH file) | From: February 23 2009   |
| <input type="radio"/> Credit Card    | Current Status (Transactions)        | To: February 23 2009   |
| <input checked="" type="radio"/> ACH | <b>ACH File Details</b>              | <input type="button" value="Today"/> <input type="button" value="Month"/> <input type="button" value="YTD"/> |
| <input type="radio"/> Debit          | Rejections                           |  |
|                                      | Failed Attempts                      |  |

All Merchants  Select Individual Merchants

- Credit Card

UND Marketplace  UND Athletics MP CC  UND Athletics MP CC  UND Athletics MP CC  UND Continuing Educ

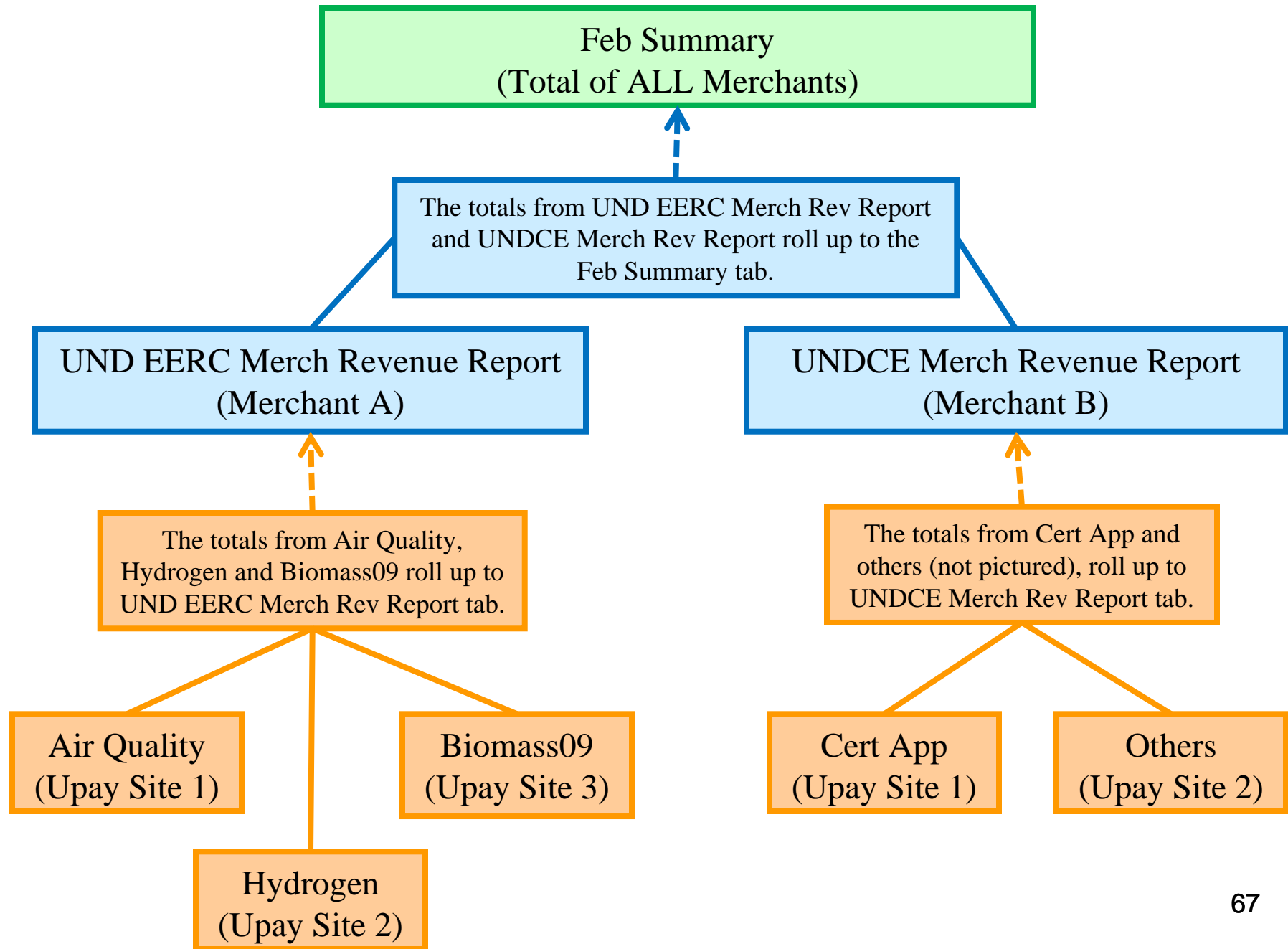
- ACH

UND MP ACH  UND Athletics MP ACH  UND Continue Ed ACH

- Debit

Not Available





# February 2009 Market

|    | A         | B              | C              | D           | E             | F              | G           | H               | I              | J           | K           |
|----|-----------|----------------|----------------|-------------|---------------|----------------|-------------|-----------------|----------------|-------------|-------------|
| 1  |           |                |                |             |               |                |             |                 |                |             |             |
| 2  |           |                | <b>Bank</b>    |             |               | <b>Bank</b>    |             |                 | <b>Bank</b>    |             |             |
| 3  |           | <b>Visa/MC</b> | <b>Deposit</b> | <b>Date</b> | <b>Amex</b>   | <b>Deposit</b> | <b>Date</b> | <b>Discover</b> | <b>Deposit</b> | <b>Date</b> | <b>Eche</b> |
| 4  | 2/1/2009  | \$ 2,184.04    | \$ 2,219.04    | 2/3/2009    | \$ 35.00      | \$ 34.16       | 2/5/2009    | \$ 100.00       | \$ 100.00      | 2/4/2009    | \$          |
| 5  | 2/2/2009  | \$ 9,593.56    | \$ 9,593.56    | 2/4/2009    | \$ 35.00      | \$ 34.16       | 2/6/2009    | \$ 135.00       | \$ 135.00      | 2/5/2009    | \$          |
| 6  | 2/3/2009  | \$ 7,153.72    | \$ 7,153.72    | 2/5/2009    | \$ -          |                |             | \$ 35.00        | \$ 35.00       | 2/6/2009    | \$ (1.9     |
| 7  | 2/4/2009  | \$ 7,522.60    | \$ 7,522.60    | 2/6/2009    | \$ 35.00      | \$ 34.16       | 2/9/2009    | \$ 2,758.08     | \$2,758.08     | 2/9/2009    | \$          |
| 8  | 2/5/2009  | \$ 3,228.08    | \$ 3,228.08    | 2/9/2009    | \$ (3,000.00) | #####          | 2/9/2009    | \$ 270.00       |                |             | \$ 6        |
| 9  | 2/6/2009  | \$ 4,278.88    |                |             | \$ -          |                |             | \$ 250.00       |                |             | \$          |
| 10 | 2/7/2009  | \$ 4,112.44    |                |             | \$ -          |                |             | \$ 135.00       | \$ 655.00      | 2/10/2009   | \$          |
| 11 | 2/8/2009  | \$ 3,767.92    | \$ 11,244.88   | 2/10/2009   | \$ 35.00      | \$ 34.16       | 2/12/2009   | \$ -            |                |             | \$          |
| 12 | 2/9/2009  | \$ 14,449.88   | \$ 15,314.24   | 2/11/2009   | \$ -          |                |             | \$ 500.00       | \$ 500.00      | 2/12/2009   | \$          |
| 13 | 2/10/2009 | \$ 6,753.40    | \$ 6,803.40    | 2/12/2009   | \$ -          |                |             | \$ 694.52       | \$ 694.52      | 2/13/2009   | \$ 1        |
| 14 | 2/11/2009 | \$ 6,631.48    | \$ 6,631.48    | 2/13/2009   | \$ -          |                |             | \$ 35.00        | \$ 35.00       | 2/17/2009   | \$          |
| 15 | 2/12/2009 | \$ 4,244.04    | \$ 4,244.04    |             |               |                |             | 4.52            | \$ 744.52      | 2/18/2009   | \$ 7        |
| 16 | 2/13/2009 | \$ 4,249.52    | \$ 4,249.52    |             |               |                |             | -               |                |             | \$          |
| 17 | 2/14/2009 | \$ 745.00      | \$ 745.00      |             |               |                |             | -               |                |             | \$          |
| 18 | 2/15/2009 | \$ 1,079.52    | \$ 1,079.52    |             |               |                |             | -               |                |             | \$          |
| 19 | 2/16/2009 | \$ 3,113.56    | \$ 3,113.56    |             |               |                |             | 0.00            | \$ 50.00       | 2/19/2009   | \$          |
| 20 | 2/17/2009 | \$ 4,058.80    | \$ 4,058.80    | 2/19/2009   | \$ 35.00      | \$ 34.16       | 2/23/2009   | \$ 50.00        | \$ 50.00       | 2/20/2009   | \$ (1       |
| 21 | 2/18/2009 | \$ 4,084.04    | \$ 4,084.04    | 2/20/2009   | \$ 35.00      | \$ 34.16       | 2/23/2009   | \$ 270.00       | \$ 270.00      | 2/23/2009   | \$          |
| 22 | 2/19/2009 | \$ 6,577.04    | \$ 6,577.04    | 2/23/2009   | \$ -          |                |             | \$ 85.00        | \$ 85.00       | 2/24/2009   | \$          |
| 23 | 2/20/2009 | \$ 4,723.08    |                |             | \$ -          |                |             | \$ 70.00        |                |             | \$ 7        |
| 24 | 2/21/2009 | \$ 2,343.56    |                |             | \$ 35.00      | \$ 34.16       | 2/25/2009   | \$ 35.00        | \$ 105.00      | 2/24/2009   | \$          |
| 25 | 2/22/2009 | \$ 2,359.04    | \$ 9,390.68    | 2/24/2009   | \$ -          |                |             | \$ 659.52       | \$ 659.52      | 2/25/2009   | \$          |

The totals from UND EERC Merch Rev Report and UNDCE Merch Rev Report roll up to the Feb Summary tab.

|             |                        |             |          |           |                     |          |
|-------------|------------------------|-------------|----------|-----------|---------------------|----------|
| Feb Summary | UND EERC Merch Rev Rep | Air Quality | Hydrogen | Biomass09 | UNDCE Merch Rev Rep | Cert App |
|-------------|------------------------|-------------|----------|-----------|---------------------|----------|

The totals from Air Quality, Hydrogen and Biomass09 roll up to UND EERC Merch Rev Report tab.

The totals from Cert App and others (not pictured), roll up to UNDCE Merch Rev Report tab.







# Payment Gateway to General Ledger

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- Payment Gateway:
  - Credit Card Batch Detail Report
  - ACH File Detail Report
  
- General Ledger:
  - Cash by Source Report (source code = MKP)
  
- Reconciliation Spreadsheet

This is an example of the journal that is generated and posted. Once transactions are created in Marketplace, it will take 2 days for the journals to post in the General Ledger.

Header | Lines | Totals | Errors | Approval

Unit: UND01 Journal ID: 0000729196 Date: 02/23/2009 \*Process: Edit Journal Process

Template List Search Criteria  Errors Only Line: 10

| Select                   | Line | Unit  | Account | Fund  | Dept | Program | PC Bus Unit | Project    | An Type | Amount   | Suspended Line | Reference | Journal Line Description |
|--------------------------|------|-------|---------|-------|------|---------|-------------|------------|---------|----------|----------------|-----------|--------------------------|
| <input type="checkbox"/> | 1    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | -795.00  |                | 1383      | Marketplace asdfssd      |
| <input type="checkbox"/> | 2    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | -795.00  |                | 1384      | Marketplace Testor       |
| <input type="checkbox"/> | 3    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | -925.00  |                | 1385      | Marketplace Mary         |
| <input type="checkbox"/> | 4    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | -925.00  |                | 1386      | Marketplace Mouse        |
| <input type="checkbox"/> | 5    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | -795.00  |                | 1387      | Marketplace Mouse        |
| <input type="checkbox"/> | 6    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | -795.00  |                | 1388      | Marketplace Howser       |
| <input type="checkbox"/> | 7    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | -795.00  |                | 1389      | Marketplace Poppins      |
| <input type="checkbox"/> | 8    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | 100.00   |                | 1389      | Marketplace Poppins      |
| <input type="checkbox"/> | 9    | UND01 | 452010  | 41000 | 1120 |         | UND01       | UNDP014331 | GLE     | 795.00   |                | 1388      | Marketplace Howser       |
| <input type="checkbox"/> | 10   | UND01 | 105251  | 41000 |      |         |             | UNDP014331 |         | 4,930.00 | 10             |           | Cash - in BND            |

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| UND01 | 10          | 5,825.00     | 5,825.00      | P              | V             |

A PeopleSoft Cash by Source report (source code = MKP) is needed for reconciling.

|   | A          | B          | C          | D            | E           | F             | G     | H       | I          | J        | K | L | M |
|---|------------|------------|------------|--------------|-------------|---------------|-------|---------|------------|----------|---|---|---|
| 1 | Cash Trans | 1          |            |              |             |               |       |         |            |          |   |   |   |
| 2 | Source     | Journal ID | Trans Date | Journal Date | Posted Date | Journal Descr | Fund  | Program | Project    | Amount   |   |   |   |
| 3 | MKP        | 0000729196 | 2/23/2009  | 2/23/2009    | 2/26/2009   | MARKETPLACE   | 41000 |         | UNDP014331 | 4,930.00 |   |   |   |
| 4 |            |            |            |              |             |               |       |         |            |          |   |   |   |
| 5 |            |            |            |              |             |               |       |         |            |          |   |   |   |

# General Ledger to Bank Account

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- General Ledger:
  - Cash by Source (CBS) Report (source code = MKP)
  
- Bank Account:
  - BND Direct (current day transactions)
  
- Reconciliation Spreadsheet

# Marketplace Summary

|           | Bank<br>Deposit | Date        | Bank<br>Deposit | Date | Bank<br>Deposit | Date      | Bank<br>Deposit | Date | Bank<br>Deposit | Date | Total<br>Pymt Methods | Upay        | Payment<br>Gateway | Difference b/w Upay<br>and Pymnt Methods | CBS<br>Journals | Diff b/w CBS<br>and Pymnt Gtwy |
|-----------|-----------------|-------------|-----------------|------|-----------------|-----------|-----------------|------|-----------------|------|-----------------------|-------------|--------------------|--|-----------------|--------------------------------|
| 2/1/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/2/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/3/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/4/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/5/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/6/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/7/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/8/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/9/2009  |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/10/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/11/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/12/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/13/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/14/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/15/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/16/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/17/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/18/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/19/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/20/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/21/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/22/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/23/2009 | \$ 4,135.00     | 2/25/2009   | \$ 4,135.00     |      | \$ 795.00       | 2/26/2009 | \$ 795.00       |      | \$ -            |      | \$ 4,930.00           | \$ 4,930.00 | \$ 4,930.00        | \$ -                                     | \$ 4,930.00     | \$ -                           |
| 2/24/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/25/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/26/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/27/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| 2/28/2009 |                 |             |                 |      |                 |           |                 |      |                 |      | \$ -                  |             |                    |  |                 |                                |
| Totals    | \$ 4,135.00     | \$ 4,135.00 | \$ -            | \$ - | \$ 795.00       | \$ 795.00 | \$ -            | \$ - | \$ -            | \$ - | \$ 4,930.00           | \$ 4,930.00 | \$ 4,930.00        | \$ -                                     | \$ 4,930.00     | \$ -                           |

Formula from Each uPay Revenue Report

Formula from Each MKP Merchant Revenue Reports

Obtained from CBS Report

Obtained from BND Current Daily Transactions

Formula of All Payment Methods

Formula from Each Merchant Tabs Listing Payment Gateway

# Things to Remember!

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- ❑ Site name specified will show up as the signature line for uPay correspondence.
- ❑ Multiple funds cannot be used for a single uPay site.
- ❑ Posting Script has to be on a secured server.
- ❑ External Transaction ID is the link to your database.
- ❑ Complete the required forms well in advance of creating a site.

# Questions?

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