

Marketplace Training Manual – uPay for TouchNet Ready Partners

Office of the Bursar Cash Operations

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Section I: Welcome to Marketplace!

A. Why Marketplace?

The Office of the Bursar in conjunction with Information Technology Systems has determined it necessary to reduce the University's PCI scope. One way to do so is to consolidate the number of third party systems used in credit card processing across the University. TouchNet Marketplace utilizes the TouchNet Payment Gateway, which can be used by both smaller departments with low volume credit card payments via a uStore as well as larger departments using a TouchNet Ready Partner via uPay. The ultimate goal is to reduce the number of individual merchant accounts open at the University as well as streamline the third party vendors used for credit card processing.

Once logged into TouchNet, navigate to the Marketplace Operations Center:
Applications → Marketplace

Dashboard RECON1 Applications Client Community Help

Home Administration Health Science Office Activities Student Management Reports Manager Files

Payment Gateway
Bill+Payment
Marketplace
PayPath

Applications Center Home

Mobile and uPay sites. Search for Order Id or System Tracking Id. Status can be changed on store and upay sites.

Mall Link and Search

UConn Marketplace View Mall

Order or System Tracking ID :

Search Advanced Search

Stores

Show 10 entries Search:

<input type="checkbox"/>	Name	Id	Template	Type	Merchant Name	Web	Mobile	Point of Sale	Fulfillments Pending	Links	
<input type="checkbox"/>	Allied Health Sci	3	Designer: Fixed Width	General	Allied Health Sci	Enabled	N/A	Disabled	1	View Store	
<input type="checkbox"/>	ANSC CT Horse Symposium	2	Designer: Fixed Width	General	Animal Science	Enabled	N/A	Disabled	0	View Store	
<input type="checkbox"/>	ANSC Horse Practicum and Riding Lessons	1	Designer: Fixed Width	General	Animal Science	Enabled	N/A	Disabled	0	View Store	
<input type="checkbox"/>	Office of the Registrar	5	Designer: Fixed Width	General	Registrar's Office	Enabled	N/A	Disabled	1	View Store	
<input type="checkbox"/>	Student Activities	4	Designer: Fixed Width	General	Student Activities	Enabled	N/A	Disabled	0	View Store	

Showing 1 to 5 of 5 entries First Previous 1 Next

B. TouchNet Ready Partners

TouchNet has created a relationship with various common campus vendors which allows integration between the vendors and Marketplace. TouchNet is used as the payment gateway (replacing other options such as PayPal or Authorize.net) with transactions flowing through Marketplace. This not only streamlines credit card payment processing across the University, but it also allows departments to use a third party vendor without needing their own merchant account. This manual covers only uPay used for TouchNet Ready Partners.

Current TouchNet Ready Partners can be found here:

<https://www.touchnet.com/en/partners/touchnet-ready-partners>

C. uPay vs. uStore

TouchNet Ready Partners link into Marketplace via uPay. With uPay, information is collected by the TouchNet Ready Partner system and Marketplace acts only as the payment gateway. Marketplace also offers uStores. A uStore is intended for departments who wish to accept credit card payments for products/services/events and require basic collection of information. Departments may use uPay for their Touchnet Ready Partner, but also have a need to open a uStore to accept payments that do not go through the third party vendor.

D. Fees

The University is charged processing fees by our processor, Global Payments. The fees are typically 2-5% of the monthly sales. Cash Operations will receive the bill monthly from Global and calculate the department's portion. Cash Operations will charge the department's KFS account via a Distribution of Income and Expense edoc. For departments who have their own merchant account, this will replace the monthly bills you currently receive and pay. The fees should be comparable.

E. Marketplace uPay User Roles

There are a variety of user roles in Marketplace. Proper separation of duties should be utilized when assigning roles. Below are detailed descriptions of each role:

Site Manager: Added to Marketplace by Cash Operations

- Manage the allowed payments
- Configure the site to accept recurring payments and additional donation offerings
- Customize settings such as email announcement text, uPay page titles and text, refund policy
- Take uPay sites online or offline
- Search, cancel, and refund payments
- Review Marketplace reports

Payment Clerk: Added to Marketplace by the Site Manager

- Search, cancel, and refund payments

Accountant: Added to Marketplace by Site Manager

- View Marketplace reports

F. Administrative Responsibility

Both Cash Operations and departments have administrative responsibilities associated with Marketplace:

Cash Operations

- Primary liaison between the University and TouchNet (payment gateway and third party provider of Marketplace) as well as with Global (credit card processor)
- Collaborates with ITS to ensure PCI Compliance is achieved and maintained at the University level
- Creates initial uPay site and settings
- Add and Disable users in TouchNet and Marketplace
- Responsible for recording all Marketplace payments in KFS and paying the monthly Global bill

- Responsible for paying monthly credit card processing fees (Global and AmEx) and charging Merchants appropriately within KFS
- Primary contact for departments for all Marketplace related questions

Departments

- Responsible for ensuring PCI Compliance at the departmental level
- Oversees customizable uPay settings such as email text and return policy
- Primary contact for their customers
- Respond to any chargeback or returned payments timely
- Reconcile transactions processed in the TouchNet Ready Partner third party system to payments processed in Marketplace and to revenue recorded in KFS on at least a monthly basis

Section II: uPay Site Setup

A. Overview of Setup Process

Cash Operations will work with your department and TouchNet to implement the TouchNet Ready Partner and create the uPay site. Unless requested otherwise by the department, all setup will be done in production only. The following is the general overview of the setup process:

1. If the TouchNet Ready Partner has not yet been implemented with Marketplace, Cash Operations will submit a request with TouchNet to implement. If the Partner has already been added, then the department will need to reach out to their vendor to make them aware that they are switching payment gateways and continue to Step 3.
2. TouchNet will send Cash Operations a Data Gathering Worksheet. To complete this worksheet, the department may need to reach out to the vendor to request information including URLs to be whitelisted by TouchNet with their firewall as well as the return/error/cancel URLs. The completed worksheet needs to be sent to the vendor and TouchNet.
3. Cash Operations will create the initial uPay site and required settings. **Note:** Cash Operations will need to enter the KFS account and object code during the initial setup. ***All payments must go to a single KFS account and object code.*** If funds need to go to multiple accounts, then we suggest setting up the uPay site with a clearing account and periodically submitting a DI to move the funds accordingly in KFS.
4. The department will configure allowed customizable fields such as: Email text and signature, name of uPay site, and the return policy. See Section B below for more detail.
5. Department will need to communicate information to the vendor so setup can be completed on their end. Information likely will include uPay Site ID and T-Link.
6. Once setup is completed on the TouchNet Ready Partner's end, a \$1.00 test transaction should be initiated to confirm setup is working as expected. Be sure you have set the site status to Enable!
7. When ready, Cash Operations will work with Global Payments to close the departments existing merchant account(s) if applicable.

B. Customizable Fields

Although Cash Operations will configure the uPay sites with many of the fields that must remain static, there are some fields that the department can customize. If you are unsure if a certain field can be changed or customized, please ask Cash Operations.

Payment Settings

Most of the settings on this page cannot be changed. However, you can customize Optional Prompts. Marketplace can collect some additional information during the checkout process. Depending on what information is collected by your TouchNet Ready partner, you may or may not want these options to be shown to the customer. If you choose to have this information collected by marketplace, responses will be available in various Marketplace Reports as well as searchable within Marketplace Payment Search.

Optional Prompts		
		Required?
Show email address prompt:	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>
Show day phone prompt:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
Show night phone prompt:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
Show mobile phone prompt:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>

Messages & Titles

This screen allows you to customize the page names that appear in the customer's browser title bar and the messages that the user sees at the top of the uPay pages. Below are the applicable fields:

Payment Method Selection	
Page Title:	<input type="text" value="Payment Method Selection"/>
Payment Method Selection Message: (HTML Allowed)	<div>Please select a payment method and enter an amount</div>

Credit Card	
Payment Info Page Title:	<input type="text" value="Enter Payment Information"/>
Credit Card Payment Info Message: (HTML Allowed)	<div>Please enter your credit card information</div>
Verification Page Title:	<input type="text" value="Verify Your Payment Information"/>
Credit Card Payment Verification Message: (HTML Allowed)	<div>Please verify your payment information</div>

If allowing for Additional Donation option:

Additional Donation Pages	
Page Title:	<input type="text" value="Additional Donation Options"/>
Additional Donation Message: (HTML Allowed)	<div>Select or enter the amount of your donation.</div>

Form Parameters

The TouchNet Ready Partner passes certain parameters to the uPay site when sending the customer to submit payment. Typically, three parameters are setup: UPAY SITE_ID, TICKET NAME, and TICKET. (This is just the name of the parameter fields and may not be a true “ticket name”). However, some TouchNet Ready Partners may be able to send additional parameters that will appear in various Marketplace reports. The department can add these additional parameters here by clicking “Add new”. Note: It is important that you enter the parameter name exactly how the TouchNet Ready Partner sends it through.

Display Name Settings		
Parameter Names below must be an exact match for parameters passed to uPay, or the data will not be available for reports and payment search.		
Parameter Name (Required)	Display Name (Optional)	Display in Reports/Searches
No parameters have been defined for the uPay site.		

Add new

Display Name Settings				
Parameter Names below must be an exact match for parameters passed to uPay, or the data will not be available for reports and payment search.				
Parameter Name (Required)	Display Name (Optional)	Display in Reports/Searches	Sort Key	Actions
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	Delete

Add new

Save changes

Cancel

Miscellaneous

Here, you can change the Site Status, enter a customized Site Offline Message (message customer will see in the rare occurrence that the uPay site is down), the Site Name, and the Site Email Address.

General Settings	
Site Id:	1
Site Status:	Disabled <input type="button" value="v"/>
Mobile Status:	Disabled <input type="button" value="v"/>
Site Offline Message: (500 characters max)	<div>This site is currently unavailable.</div>
Site Name:	<input type="text" value="Graduate School"/>
Site Email Address:	<input type="text" value="gradschool@uconn.edu"/>

You can also decide when the customer will receive an email. Note: The TouchNet Ready Partner may send an email when the payment is submitted, however it will not notify the customer of any refunds.

Email Settings for Payer Message	
Send Payment Notification Email to Payer:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send Refund Notification Email to Payer:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send uPay Driven Recurring Payment Notification Email to Payer:	<input type="radio"/> Yes <input checked="" type="radio"/> No

The department can enter the Return Policy if applicable.

Return Policy Settings	
Disabling this feature removes the return policy from the footer and the return policy text at checkout.	
Show Return Policy Link:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Return Policy Link Label:	<input type="text" value="Return Policy"/>
Return Policy Text (50,000 chars max): (HTML Allowed)	<div></div>

The department can also elect to have Privacy, Help, and Accessibility links displayed. These links will show in the bottom of the uPay site's navigation bar.

Privacy Link Settings	
Show Privacy Link:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Privacy Link Label:	<input type="text" value="Privacy"/>
Privacy Link Content:	<input checked="" type="radio"/> Add URL <input type="radio"/> Add Text (50,000 chars max, HTML Allowed) <div></div>

Help Link Settings	
Show Help Link:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Help Link Label:	<input type="text" value="Help"/>
Help Link Content:	<input checked="" type="radio"/> Add URL <input type="radio"/> Add Text (50,000 chars max, HTML Allowed) <div></div>

Accessibility Link Settings	
Show Accessibility Link:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Accessibility Link Label:	<input type="text" value="Accessibility"/>
Accessibility Link Content:	<input checked="" type="radio"/> Add URL <input type="radio"/> Add Text (50,000 chars max, HTML Allowed) <div></div>

Email Messages

The department can customize the signature text of the payment notification as well as the language used in other emails that you can elect Marketplace to send the customer (chosen on the Miscellaneous page).

Email Settings	
Payment Notification Signature Text:	<input type="text" value="UConn Graduate School"/>
Notification Confirmation Announcement: (5,000 chars max)	<div></div>
Refund Announcement: (5,000 chars max)	<div></div>
Cancel Announcement: (5,000 chars max)	<div></div>

If electing to offer recurring payments, the departments can customize those emails as well.

Email Messages Recurring	
Recurring Success Announcement: (5,000 chars max)	<div>Hello 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.</div>
Recurring Failure Announcement: (5,000 chars max)	<div>Hello This is an automated message to inform you that your scheduled payment did not successfully complete. Error details are listed below. Please contact us if you have questions about this e-mail or the payment referenced below.</div>
Recurring Error Announcement: (5,000 chars max)	<div>Hello This is an automated message to inform you a scheduled payment did not successfully complete. Error details are listed below.</div>
Recurring Reminder Announcement: (5,000 chars max)	<div>Hello This message is a reminder that you have scheduled a recurring payment for the date listed below. Please see the Payment Details section of this message for additional information about the payment. Thank you for scheduling recurring payments!</div>

Recurring Settings

The department can elect to allow the customer to setup recurring payments. Settings related to recurring payments are here.

Recurring Payments Settings	
Allow Recurring Payments:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Prompt Displayed to User Asking if Recurring Payments are Desired:	<input type="text"/>
Allow Recurring Payments with no end date (Credit Card payments will still be limited to expiration date):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Maximum Duration:	<input type="text"/> --Select Units-- (99 years max)
Accepted Frequencies:	
<input type="checkbox"/> Daily	
<input type="checkbox"/> Weekly	
<input type="checkbox"/> Monthly	
<input type="checkbox"/> Bi-Monthly	
<input type="checkbox"/> Quarterly	
<input type="checkbox"/> Semi-Annually	
<input type="checkbox"/> Annually	
Recurring Donation Reminder:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<input type="text"/> day(s) before recurring donation date
ACH Agreement Text for Recurring Payments: (HTML Allowed)	
<div></div>	
Contact Information for Users who Create Recurring Payments:	
Name:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Phone Number: (Example: 123-456-7890)	<input type="text"/>
<div>Save</div>	

Additional Donation

The department can setup a prompt to be displayed to the customer during the checkout process, asking if the customer would like to make an additional donation. Settings related to additional donation are here.

Additional Donation Settings	
Add an additional option in the payment process to request a one-time donation?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Donation name:	<input type="text"/>
Prompt for a one-time donation:	<input type="text"/>
Description: (30,000 chars max) (HTML Allowed)	<div></div>
Set up one or more amounts from which the buyer may choose to purchase. User entered amount allows the buyer to determine the purchase amount.	
Donation amount:	<div><div>Donation Amounts</div><div><input type="checkbox"/> User entered amount.</div><div>Minimum user entered amount:</div><div><input type="text"/></div><div>1 <input type="checkbox"/> <input type="text"/></div><div>Add More Selections</div></div>
To override the upay default account code, select a value in the Account Code Override drop down.	
Accounting Code Override:	<input type="text"/>
<div>Save</div>	
Image Management for Additional Donation	
Best results is using an image with the recommended W x H: 250 x 250 pixels	
No Images	
<div>Upload full size image</div>	



Section III: Payment Search

A. How to Search for a Payment

Navigate to the Payment Search screen. Here, there are several fields that you can search. Note: Fields such as phone number and email will only be searchable if you elected to have them be prompted to the customer under the Payment Screen → Option Prompts. Enter the information you have and click Run Search. All payments meeting the search criteria will show. You can view all details by clicking on the System Tracking ID.

Payment Search

Enter one or more filter values for payment search.

System Tracking ID:	<input type="text"/>
Payment Gateway Reference Number:	<input type="text"/>
Credit Card Authorization Code:	<input type="text"/>
External Transaction ID:	<input type="text"/>
Linked Session Id:	<input type="text"/>
Customer Name:	<input type="text"/>
Customer Phone Number:	<input type="text"/>
Customer Email:	<input type="text"/>
Order Date:	From: <input type="text"/>  To: <input type="text"/> 
Parameter Name:	<div><input type="text"/></div> <div>Clear All Select All</div>
Parameter Value:	<input type="text"/>
Number of rows per page:	10

Run Search

B. Refunding a Customer

To refund a customer, first find the original payment by following the Payment Search instructions above. Once you locate the payment, click into the System Tracking ID. Confirm that the completed payment has a Status of “Success”. Then, click “Refund” under Action.

Completed Payments					
Date	Status	TPG Reference Number	Original Amount	Remaining Balance	Action
07/13/2018 11:48:56 AM EDT	Success	20180713000005	\$150.00	\$150.00	Refund

Enter the Refund Amount and click Submit to finalize the refund.

New Payment Search Order Details

Refund Options

Item	Original Amount	Remaining Balance	Accounting Code	Original Accounting Code Amount	Accounting Code Amount Remaining	Refund Amount
UConn Events and Conference Services	\$150.00	\$150.00	4162640 14784	\$150.00	\$150.00	\$ <input type="text"/>

Cancel Submit

Section IV: Marketplace Reports for uPay Sites


Below are the various reports available in Marketplace. They will be helpful in reconciling the transactions made in the TouchNet Ready partner system as well as reconciling KFS.

Revenue



Used to pull all payments received in a specific date range. Note: Recurring payments appear as revenue on the day the payments are processed. For example, if a recurring payment is set for December 1, the payment will be displayed as revenue on December 1.

Enter the date range, determine the number of rows you want to show on each page, and click View. The report can be Exported to CSV.

uPay Revenue Report

Print Page 

The default report shows current day information.

From: 02/01/18 12:00 AM  To: 03/09/18 11:59 PM  [View](#)

Application Type:

- ☒ uPay
- ☒ uPay Mobile

Number of rows per page: 10

Site ID	Site Name	Credit Card Transactions	Total Credit Card Transactions	Campus Card Transactions	Total Campus Card Transactions	ACH Transactions	Total ACH Transactions	Total Transactions	Total Revenue
1	mat's test	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00

There is no data on record for the selected time period.

By Product



All payments made for a TouchNet Ready Partner system will have the same product name. Therefore, this report will be similar to the Revenue report above.

Product Detail Report

The default report shows current day information.

[Back To Upay By Product Report](#)

[Export To CSV](#)

From: 02/22/16 12:00 AM  To: 04/22/16 11:59 PM  [View](#)

Application Type:

- ☒ uPay
- ☒ uPay Mobile

[Hide Product Detail](#)

Product Name	Order Id	Purchaser	Date Ordered	Payment Method	Total Amount Paid
Upay Site 0	3077	Tom Sprat	04/22/2016 02:40:17 PM CDT	Visa	\$1.00
Email Address			gjohnson@touchnet.com Email Status: Success		
Upay Site 0	2030	Test User	02/18/2016 10:21:33 AM CST	Visa	\$12.35
Email Address			rstillmonkey@touchnet.com Email Status: Success		
Upay Site 0	2029	Test User	02/18/2016 10:16:58 AM CST	Visa	\$12.35
Email Address			rstillmonkey@touchnet.com Email Status: Success		
Upay Site 0	2028	Test User	02/18/2016 09:57:05 AM CST	Visa	\$12.35
Email Address			rstillmonkey@touchnet.com Email Status: Success		

The Product Detail Report shows the transactions for the selected date range.

Recurring Payment

Only applicable if the department has elected to allow customers to make recurring payments. The uPay Recurring Payment Group Report contains two tables. The table at the top of the report shows totals for all recurring payments that were processed during the selected date range. The second table shows all recurring payment schedules for which payments were processed during the selected date range.

The Installments column shows the number of payments that were processed for each recurring payment schedule. For example, if this column shows "3 of 13," this means three recurring payments were processed during the selected date range, and the recurring payment schedule includes a total of 13 payments.

uPay Recurring Payment Group Report

Print Page

The default report shows current day information.

Export To CSV

From: 01/01/16 12:00 AM To: 04/22/16 11:59 PM View

Application Type:
☒ uPay
☒ uPay Mobile

Site ID	Site Name	Processed Transactions	Processed Revenue	Pending Transactions	Pending Revenue
0	Upay Site 0	21	\$259.35	0	\$0.00

System Tracking ID	External Trans ID	Payment Method	Name	Installments	Processed Revenue	Pending Revenue	Total Revenue
1912	A234	Visa	Test User	1 of 1	\$12.35	\$0.00	\$12.35
1915	A234	Electronic Check (ACH)	Test User	1 of 1	\$12.35	\$0.00	\$12.35
1916	A234	Electronic Check (ACH)	Test User	1 of 1	\$12.35	\$0.00	\$12.35
1917	A234	Electronic Check (ACH)	Test User	1 of 1	\$12.35	\$0.00	\$12.35
1919	A234	Electronic Check (ACH)	Test User	1 of 1	\$12.35	\$0.00	\$12.35
1920	A234	Electronic Check (ACH)	Test User	1 of 1	\$12.35	\$0.00	\$12.35
2028	A234	Visa	Test User	5 of 5	\$61.75	\$0.00	\$61.75
2029	A234	Visa	Test User	5 of 5	\$61.75	\$0.00	\$61.75
2030	A234	Visa	Test User	5 of 5	\$61.75	\$0.00	\$61.75

You can view additional information by clicking a System Tracking ID number. The uPay Recurring Payment Detail Report is then displayed for the selected System Tracking ID.

uPay Recurring Payment Detail Report

Print Page

[Back To uPay Recurring Payment Group Report](#)

[Export To CSV](#)

From: To: [View](#)

Application Type:
☒ uPay
☒ uPay Mobile

Upay Site ID	Upay Site Name	System Tracking ID	External Trans ID	Payment Method	Name	Number of Installments	Total Processed Revenue	Total Pending Revenue
0	Upay Site 0	2028	A234	Visa	Test User	5	561.75	50.00

[Hide Detail](#)

Installment	Date	Status	TPG Reference Number	Amount
1732	02/18/2016 12:00:00 AM CST	Success	20160218000002	512.35
Email Address		rstillmonkey@touchnet.com Email Status: Success		
1733	02/19/2016 12:00:00 AM CST	Success	20160219000000	512.35
Email Address		rstillmonkey@touchnet.com Email Status: Success		
1734	02/20/2016 12:00:00 AM CST	Success	20160220000000	512.35
Email Address		rstillmonkey@touchnet.com Email Status: Success		

On the Recurring Payment Detail Report, you can view scheduled recurring payments by selecting a future date range that includes the scheduled payments. The Status column shows payments that have been processed ("Success") and payments that are scheduled to be processed in the future ("Not Processed"). The status of e-mail recurring payment confirmation messages is displayed (Success or Failure). You can hide the e-mail address information and contract the list of installments by selecting the Hide Detail button

uPay Recurring Payment Detail Report

Print Page

[Back To uPay Recurring Payment Group Report](#)

[Export To CSV](#)

From: To: [View](#)

Application Type:
☒ uPay
☒ uPay Mobile

Upay Site ID	Upay Site Name	System Tracking ID	External Trans ID	Payment Method	Name	Number of Installments	Total Processed Revenue	Total Pending Revenue
0	Upay Site 0	3077		Visa	Tom Sprat	50	51.00	549.00

[Hide Detail](#)

Installment	Date	Status	TPG Reference Number	Amount
1755	04/22/2016 12:00:00 AM CDT	Success	20160422000013	51.00
Email Address		gjohnson@touchnet.com Email Status: Success		
1756	04/29/2016 12:00:00 AM CDT	Not Processed		51.00
Email Address		gjohnson@touchnet.com Email Status: Success		
1757	05/06/2016 12:00:00 AM CDT	Not Processed		51.00
Email Address		gjohnson@touchnet.com Email Status: Success		
1758	05/13/2016 12:00:00 AM CDT	Not Processed		51.00
Email Address		gjohnson@touchnet.com Email Status: Success		
1759	05/20/2016 12:00:00 AM CDT	Not Processed		51.00
Email Address		gjohnson@touchnet.com Email Status: Success		

Posting Status

TouchNet Ready Partners do not use this feature.

Posted Parameters

This report displays any parameters that were configured in the uPay Form Parameters page. The payment information in this report can be exported by using the "Export to CSV" button. The posted parameters appear in new columns to the right of the other data in the CSV file. Select View Detail to see all parameter fields.

uPay Posted Parameters ReportPrint Page

The default report shows current day information.

Export To CSV

From: 12/14/16 12:00 AM To: 12/14/16 11:59 PM View

Application Type:
☒ uPay
☒ uPay Mobile

Number of rows per page: 10

Show Detail

Fulfillment Date	System Tracking ID	External Trans ID	Name	TPG Reference Number	One Time / Recurring	Payment Amount
12/14/2016 09:54:14 AM CST	3205	A234	Test User	20161214000000	One Time	\$50.00
12/14/2016 11:07:22 AM CST	3206	A234	Test User	20161214000003	One Time	\$100.00
12/14/2016 11:09:06 AM CST	3207	A234	Fred Wilson	20161214000004	One Time	\$250.00

Hide Detail

Fulfillment Date	System Tracking ID	External Trans ID	Name	TPG Reference Number	One Time / Recurring	Payment Amount
12/14/2016 09:54:14 AM CST	3205	A234	Test User	20161214000000	One Time	\$50.00
Posted Parameter Name Parameter Value						
Amount 50.00						
Campus Transaction ID 3045678						
12/14/2016 11:07:22 AM CST	3206	A234	Test User	20161214000003	One Time	\$100.00
Posted Parameter Name Parameter Value						
Amount 100						
Campus Transaction ID 3045678						
12/14/2016 11:09:06 AM CST	3207	A234	Fred Wilson	20161214000004	One Time	\$250.00
Posted Parameter Name Parameter Value						
Amount 250						
Campus Transaction ID 3045678						

User Roles Report

This report shows a list of all assigned user roles for this uPay site—uPay site managers, payment clerk, and site accountants. The report is initially sorted by Role Name (the far left column); however, you can select the arrows in the column headers to choose a different sorting method. You can export this report in CSV format.

User Roles				
<div>Print Page</div> <div>Export To CSV</div>				
Role Name	External Id	User Name	Upay Site Id	Upay Site Name
Payment Clerk	C09900.fflintstone	Fred Flintstone	15	Derek uPay Site
uPay Site Accountant	C09900.wflintstone	Wilma Flintstone	15	Derek uPay Site
uPay Site Manager	C09900.brubble	Barney Rubble	15	Derek uPay Site
uPay Site Manager	C09900.berubble	Betty Rubble	15	Derek uPay Site
uPay Site Manager	C09900.pflintstone	Pebbles Flintstone	15	Derek uPay Site

Section V: Resources

A. Designated email: marketplace@uconn.edu

B. Resources on Cash Operations website: <https://bursar.uconn.edu/cash-operations-3/>

C. Main Contacts: Sherri Manis, Alyse Lofman-Kwapien

D. Logging into Marketplace Operations Center:

<https://secure.touchnet.com/ucommercecentral>

Login username will always begin with c21646.