Serving Florida State University’s Payment Card Community

SFS PCI Security Training a Success

Student Financial Services (SFS) is wrapping up this year’s PCI Security Awareness training with much success.

The security training, mandated by the Payment Card Industry Data Security Standards (PCI DSS) and FSU’s Payment Card Policy, is an annual training designed to bring security awareness to all employees that work with payment cardholder information.

Presented on Blackboard, the training consists of a PowerPoint presentation that covers topics such as related FSU policies, what to do in case of a security breach, brief overview of the PCI DSS, overall importance of security awareness, password strategies, and how to protect against unwanted access to credit card data.

Most departments who process payment cards participated in the training by enrolling all of their employees that work with cardholder data. Over 200 employees have taken the training and all have passed. There are a few people in a couple of departments that still need to complete the training.

As stated in the FSU Payment Card Policy, all employees who process, transmit, or store cardholder data must take the training annually or upon hire. It is important that each department/merchant keep SFS aware of any changes to your payment card processing staff so we can enroll new employees in the training (including current staff members who are taking over those duties), and remove employees who are no longer processing cards.

The Merchant Employee Change Form, CR-03, can be downloaded from the SFS website. Go to [http://sfs.fsu.edu](http://sfs.fsu.edu), select Student Financial Services for Departments, click Forms (on the upper right hand side), scroll down to Payment Card section, and then select the form. For ease of use, fill it out in its PDF format and email directly to aminnerly@admin.fsu.edu.

With such enthusiasm and support for this program it is the hope that future training programs can be developed to further enhance operational procedures that are founded on security and best practices. Special thanks to our merchants for putting their best foot forward by keeping FSU safe.
1. **Avoid Voiding Pin-Base Debit Card Transactions**

If a card has been processed as a Pin Based Debit (hitting the debit key first, swiping, and then having the customer enter his PIN) and you want to reverse that transaction, the best way is to fill out a Departmental Refund (RS 34) form located at:

http://control.vpfa.fsu.edu/Controller-Forms#SFSForm

Voiding this type of transaction will not cancel the transaction. It will put the transaction in “limbo” (Banks do not allow voided Pin Based Debit Transactions) and then after 30 days or more, the money will be deposited into FSU’s account.

The customer will not get his refund, your DT-118 will not be reflected accurately, and it creates more work to allocate a miscellaneous deposit item as well as finding out who needs to get that refund and then issuing that refund.

Banks only process voids or credits (done on a terminal) from cards that are processed as a credit card (swiping and then signing).

2. **Simple Tip to Get Your Money Faster**

After settling (closing) a batch, the quickest way to get those funds credited to your departmental budget is to fill out a Revenue Deposit Form, DT-118 or DT-118A, and submit to Student Financial Services *no later than 2 business days* from the date of sale. The form and instructions are located on the Controller’s Website at:

http://control.vpfa.fsu.edu/Controller-Forms#SFSForm
DT-118 Refresher: Back to the Basics

Many thanks to Curt Caito, Accounting Specialist – SFS, for his numerous contributions to this article.

Since there are probably departments out there that have new employees whose responsibilities include processing deposits, this would be a good time to go over the basics in preparing and submitting a DT-118.

Speaking of new employees, SFS would like to introduce Eric Jordan as our new Accounting Associate who is in charge of processing your DT-118s on our end. He is your new contact and can be reached at 644-9443 or at ejordan@admin.fsu.edu. Please copy Curt Caito with all correspondences at ccaito@fsu.edu.

The importance of properly filling out these forms (DT-118 and DT-118A), to the letter, and submitting it timely is to ensure funds are recorded into the correct budget/account.

Both forms can be downloaded at http://sfs.fsu.edu, select Student Financial Services for Departments, on the upper right hand side click Forms, select the appropriate form (instructions can also be downloaded).

How to fill out a Cash/Check DT-118:

1. Fill in Department Name.
2. Fill in Date – Sale date (date revenue is generated) not date form is completed.
3. Put the sales amount for each category of payment making sure that the sum matches what is put in the Total line.
4. Enter the Department, Fund Code, Account, Project (if any), Chartfield (if any), and amount. Use a separate line for each budget type when there is more than one. Make sure all of the amounts listed here equal the Total listed in Step 3.
5. Enter name of person responsible for deposit field (sign, print name, and include phone number). Very important.

6. Area number is found on bottom left corner of deposit slip and is the five numbers after the lead zero (e.g. 0 12345 123). Call Curt Caito if there is no deposit slip.
7. Deposit Slip #: last three digits of the same number in Step 6 (e.g. 0 12345 123) also found on the top right corner.
8. Enter the corresponding Julian calendar date of sale. (e.g. 2/10/10 is the 41st day of the year. 41 is the Julian date).

Important: Please verify that a copy of the deposit slip is attached to the DT-118 and matches the totals listed on the form.
How to fill out an ACH/Wire/Credit Card DT-118A:
Steps 1, 2, 4, 5, 6, and 8 are identical to above form

3. Enter sales amount for each card type that makes up the deposit. **Verify** that each card type totals match what is listed on the settlement slip(s); and the Total line on the form matches the total deposit on the settlement slip.

7. **For Office Use Only** – Leave Blank.

9. Terminal #: Use the last four digits of the merchant ID # for American Express and Discover. The terminal ID for MC/Visa/FSUCard is the last four digits prior to the last digit of your merchant ID (e.g. 4301399999999999). There should be a different number listed under each card type.

A few more things to mention:

**Verify** that all copies of the settlement summaries (not individual sales receipts or the detailed settlement listing each transaction) that make up the deposit amounts submitted on the DT-118A are included with the form. Each department is responsible to hold on to the individual sales receipts for at least 3 fiscal years. Please attach all settlement summary slips neatly to the back (not front) of the form.

**Note:** If you have a negative net Discover deposit amount (more refunds or credits than sales) please complete a separate form with just that negative sales amount. Discover credits are not debited directly from our bank account but are adjusted on the department’s monthly merchant statement and thus must be handled differently.

Submit forms to SFS. If you have any questions regarding this process, please do not hesitate to contact:

Curt Caito at 644-9475
caito@fsu.edu
Contact Information

Alyn Minnerly
Credit Card Manager
Student Financial Services
Florida State University
A1500 University Center
Tallahassee, FL 32306
TEL: (850) 644-9449
FAX: (850) 645-4933
am08t@admin.fsu.edu