Payment Cards Processing at UNL

**University of Nebraska —Lincoln
Bursar's Office**

Michael Rutt is New PCI Contact

Zac Reimer will be leaving the University next month. His last day will be September 9th. Zac has been an integral part of the University's PCI compliance efforts from the onset of the PCI DSS. His expertise will be missed.

Zac has accepted a position at Vesta Corporation in Portland, Oregon. We wish Zac and his family well in his new position and their move to Oregon.

Mike Rutt, Sr. Information Security Analyst – Information Services, will be taking over as our new PCI contact person. Mike has been with UNL for 12 years in various roles in Information Services. He has served as Team Coordinator for Lotus Notes for most of his time here and has served on the Security Team for a little over a year now.

Mike will replace Zac as our contact for the PCI scans and online payment processing security (setup and ongoing).

Mike's contact information is:

**Mike Rutt
1800 N 33rd St (0747)
402-472-0933
mrutt2@unl.edu**

We welcome Mike to this new role!

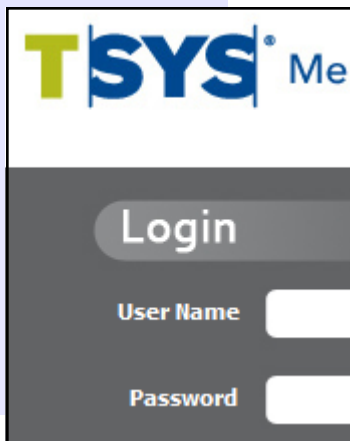## 2010-11 PCI Compliance Documentation is Complete

The 2010-11 PCI Compliance is complete and the documentation has been submitted. Thank you all for your efforts in making this happen. It certainly is not a small undertaking, and everyone's patience and support is greatly appreciated.

This year, significant changes were seen for some merchants due to the introduction of the SAQ C-VT. This affected those merchants entering payment card transactions online on behalf of their customers. It also created a reason for these merchants to re-examine their processes. In several situations, merchants realized that simple changes in their processes could be made to simplify the PCI compliance. The current processes were "nice" for their customers but unnecessary. They also created more work and complicated PCI compliance.

We'd like to see all merchants evaluate their current processes in the coming months. Look for opportunities to simplify!

The Office of the Bursar is responsible for administering the University of Nebraska-Lincoln money handling policies and procedures. Don't ever hesitate to contact us with any receipting questions you may have.

UNIVERSITY OF
Nebraska
Lincoln

Vx570 Terminal Set Up Changes — Your Action is Required

A number of UNL merchants use the Vx570 terminal for card processing. A few years ago, the automatic generation of a nightly batch report was turned off for most merchants. The batch report included the full credit card number for that day's transactions and this could not be changed. Eliminating the report decreased the exposure of this information.

New options are now available for those merchants using the Vx570 terminal. The new programming options include:

- Truncating the card number on the detail batch report
- Partial authorizations
- Reversals

TSYS Merchant Solutions has re-programmed those UNL merchant accounts which utilize the Vx570 terminals. Their programming now includes all of these new features. Those merchants include the following:

- Ashfall Park Gift Shop
- ARDC
- Arts & Sciences
- Athletic Concessions
- Barkley SLH Clinic
- Computer Shop
- Food Process Center/Dairy Store
- Information Services
- NE State 4H Camp
- Nebraska Union
- Parking Services
- Prairie Schooner
- UNL Services / Print Copy
- Trailside Museum

For this to take effect, you will need to call and do a full download. Call our TSYS Merchant Solutions account representative:

JoAnn Higgins
800-228-2443 Ext. #2293

She will connect you to the proper department to have the download completed and can answer any questions you might have about the new features.

Here is some information on the new features. We've also include under separate attachment operational instructions for the Vx570.

Partial Authorizations –If the sale is $100.00 but the customer only has $75.00 available on their payment card, you will receive an approval for $75 rather than just a decline for the entire transaction. You will then need to ask for another payment form for the balance of the transaction. If the cardholder doesn't have another form of payment or wishes not to use the payment card for the partial payment, you will need to do a reversal to clear the partial authorization.

Reversals –To void a sale from the same day's batch, run a reversal instead of a void. A reversal actually removes the authorization from the cardholder's account.