Office of the Treasurer

A Word From Dennis Reedy, Managing Director Treasury Operations

Last quarter I stressed how all areas of Indiana University now have greatly expanded responsibilities for data security. These responsibilities come in many forms such as new and/or expanded federal and state laws and PCI DSS compliance.

Each of these areas provide unique challenges as to what Indiana University must do to comply. Compliance in many cases will require changes on your part as to how you conduct your business. One simple change that every department can make is not keeping information you do not need. Simply put: **"If you don't need it, don't keep it."** Another change would be reconfiguring your payment processing methods so as to reduce the handling of cardholder information.

Throughout this quarters newsletter Treasury Operations provides you with ongoing information about a hot topic, Payment Card Industry Data Security Standards as well as new payment processing options like Remote Capture. We also again this year provide departments the opportunity to acquire continued education focusing on payment processing in addition to revenue processing training at our 7th Annual e-Business and Banking Seminar.

It takes everyone at Indiana University to make our university compliant to the ever changing world of payment processing and customer data security.

KIM L. STUART, CTP, EDITOR

Payment Card Industry Data Security Standards

It is every departments (merchant) responsibility to know about PCI DSS, comply with PCI DSS, and know how it affects the way you do business when it comes to protecting cardholder data (collection, transmission, and storage). Treasury Operations Payment Card Services has over the past three years provided training and information about PCI DSS so that departments (merchant) could have a better grasp on the importance of protecting cardholder data. The collection, transmission, and storage of this data must increasingly become ingrained in your day to day business activities with emphasis on implementing procedures that will help your department be in compliance as well as stay in compliance. PCI DSS is an ever evolving standard and Treasury Operations Payment Card Services is here to assist you by keeping you abreast of new updates of the standards for your credit card payment options. This could mean that a re-evaluation of which departments process credit cards or how departments process credit card transactions might occur in the future as standards become more stringent.

What should you do right now? Every department must take on this mantra, *"If we don't need it then we don't keep it."* What does this apply to? It applies to all forms of media (paper, electronic, telephonic messages) that collect, transmit, and store card holder data. PCI DSS has changed the way Indiana University departments must transact business and protect cardholder information. Any department that does not understand the parameters of Payment Card Industry Data Security Standards and what your responsibilities are in regards to these standards should contact Payment Card Services at pmtcards@indiana.edu .

E-Business and Banking Seminar–July 22nd & July 23rd
(Includes a Revenue Processing Training Session)

It is time for our Seventh Annual e-Business & Banking Seminar. Again we will offer two dates and locations to choose from. On July 22nd we will be in Bloomington at the IMU Dogwood Room and we will be in Indianapolis on July 23rd at the University Library-Lilly Auditorium. Mark you calendars for these dates, as you will not want to miss it this year! We advise you to register early as the sessions fill up quickly and seating is limited.

We have made a change to the seminar this year by making the afternoon portion a revenue processing training for anyone who has yet to fulfill this requirement mandated by policy VI-120. As stated in the **Revenue Processing Policy VI-120**, the Office of the Treasurer will hold periodic training sessions for all employees involved in revenue processing. These training sessions will alternate across campuses. Attendance at a training session is **mandatory for anyone processing revenue** prior to the inception of revenue processing. We are making every attempt to schedule the training sessions so that they can accommodate as many of your employees as possible without disrupting your daily business activities. Attending the e-Business and Banking afternoon Revenue Processing Training is another opportunity to send employees who need to complete the training.

Bloomington - Tuesday, July 22nd – IMU Dogwood Room

9:00 – 11:30 e-Business and Banking Seminar

1:30 – 4:00 – Revenue Processing Training

IUPUI – Wednesday, July 23rd – University Library- Lilly Auditorium

9:00 – 11:30 – e-Business and Banking Seminar

1:30 – 4:00 – Revenue Processing Training

To register for the Seventh Annual e-Business and Banking Seminar click on the link below:

http://www.indiana.edu/~iutreas/forms/ebusiness_semreg.html

PLEASE NOTE: the morning is ONLY a 2 hour seminar, the afternoon is ONLY Revenue Processing Training. The registration will let you select either one session (seminar or training) or you will be able to select "both".

Indiana University Bank Accounts

Did you know that **only** the Office of the Treasurer is authorized to open or close bank accounts for Indiana University? **Policy VI-52 Establishing and Closing University Bank Accounts,** establishes that all funds belonging to Indiana University must be deposited in an Indiana University bank account. It further states, accordingly, the opening or closing of any bank account, must be approved by the Office of the Treasurer prior to their establishment or closing.

Academic departments and administrative offices within Indiana University wanting to open or close a bank account must send a written request to the Office of the Treasurer, Treasury Operations, Poplars 205.

Remote Capture

Remote capture is a system which will enable departments to immediately deposit checks your department receives, on-site by scanning the checks through a check scanning device, your department will then transmit the deposit directly to the bank. This helps secure and protect checks, and also allows the funds to be deposited into an IU bank account immediately. Once deposited, the check images as well as other reports will be available for your needs for a limited time. Here is what some of our current users have to say about Remote Capture:

- **Easy, Easy, Easy! I love it! It's so simple to use and so fast!**

- **Remote capture is great! Not only is it faster and more efficient, it also solves a number of security issues. How did we live without it?**

- **I was apprehensive about starting the remote capture. Another thing to learn! But having used it for several months, I really like it.**

- **I love the remote capture, it is so easy (and fun) to use. I have not had any problems thus far. I love not having to do the accountable mail pick up request, and the fact that we can easily see our deposits and transactions is great.**

Contact Diane Thrasher at dthrash@indiana.edu to find out more.

Remote Capture Set-Up

Ordering Deposit Tickets and Revolving Fund Checks

Did you know that you may be able to get your next order of checks for your revolving fund account for free?

- **All checks and deposit tickets that you use for your revolving fund accounts must be ordered through the Office of the Treasurer, Treasury Operations.**

- **We will pay for the first order, after that, orders must still come through us, however your department will be responsible for paying for the checks.**

- **Allow 4-6 weeks for the**
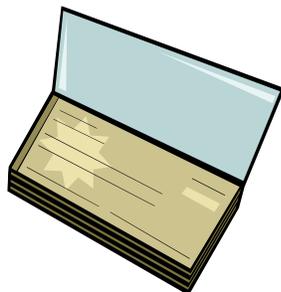
arrival of checks and deposit tickets.

We will order the standard style secure stock check which contain all of the check stock security features that Indiana University requires.

There is no need to reorder at this time unless you are out of check stock. If you have any questions or would like to place an order for checks, please contact Diane Thrasher at:

dthrash@indiana.edu

As a reminder, the only deposits to Revolving Fund Accounts should be ACH Replenishments from IU.

IU Pay Card

Direct Deposit is the preferred method of paying employees, but what if you have an employee who doesn't have a checking account? Or how about that employee that is working overseas and needs their pay. The solution is IU Paycard and this option is now available.

The IU Paycard is a prepaid Visa debit card issued by Chase Bank that can be used by university departments to make payments for a wide variety of applications.

- Alternative to issuing checks

- Revolving fund disbursements

- Employees traveling internationally

There are many more uses for the Paycard so check it out. Please contact Ruth Harpool at 812-855-3910 or Mary Byrde at 812-855-3274 if you would like more information.
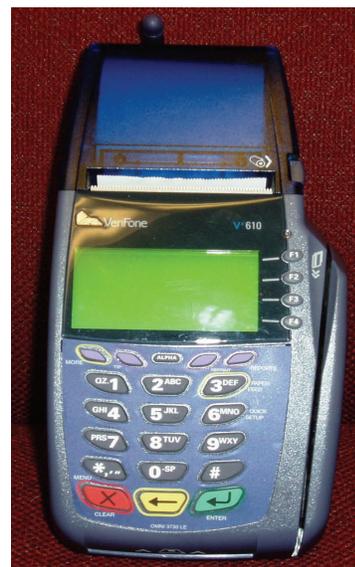
Enquiring Minds Need to Know

Soon we will be multiplying our wireless terminals!

Payment Card Services now has more capability for you to conduct business off site by using our new **Verifone Omni 3700Vx wireless terminals**. We are currently renting these new wireless terminals to departments so that you can work at several different locations.

It's been a great success! We have had several departments use our wireless terminals and they were able to successfully transact business offsite.

If you haven't given it a try; what are you waiting for?

A rental fee of $20.00 per event, per terminal, will be assessed to your department if you would like to use any of the terminals. If you have an event and you would like to accept credit cards please consider using our new **Verifone Omni 3700Vx**. Simply contact Payment Card Services at pmtcards@indiana.edu.

◆ **Does your department currently have a Treasury issued Endorsement Stamp?** If you do then it may need to be replaced! Please email the following information as soon as possible:

  Main contact name & phone number, and e-mail

  Department name

  Campus address

  To: Treasury@indiana.edu

  Subject line: Endorsement Stamp (your department)

◆ **Have you been to our new Treasury Website lately?** We have a whole new look! Also, if you have bookmarked our URL you will experience some difficulty getting to our new website. So that you can find us again, follow this link http://www.indiana.edu/~iutreas/ to reset your bookmark. We hope you will find our new Treasury Website informative and user friendly!

◆ **Do your customers know you accept credit and debit cards or other forms of electronic payments?** If they don't, it might be a signage problem. Payment Card Services can provide you with the proper signage to display your electronic payment options. Simply fill out the Payment Card Supply Request to let us know what you need.

◆ **Have you ever wondered what the Treasury Operations Staff titles mean?** The Treasury Operations staff have been through extensive training and accreditation which assists us in being authorities on e-Business and Banking functions at Indiana University. Those professional titles include AAP-Accredited ACH Professional and CTP-Certified Treasury Professional. We have an expansive pool of information to reference as well as numerous professionals that partner with us to bring our university departments the latest and greatest payment options. We acquire our information from Federal Agencies, Treasury Managers at our partner banks, NACHA, Elavon, Card Associations (Visa/MC, Discover, AMEX), Federal Reserve, NACUBO, and the PCI Security Council.   The Treasury Operations staff each year attends continued educational seminars and conferences. We are also members of the Association of Financial Professionals.

◆ **Does an ink pen color really matter?** The answer is yes!! If you have green, pink, red or any other color, besides black or blue, ink pens for customers to use GET RID OF THEM. Only black or blue ink shows up on forms that are electronically processed or copied (e-checks, credit card receipts, remote capture images). Customers could dispute the transaction, if a colored pen was used, as no signature would appear on the document.

June

Visit our website at:
www.indiana.edu/~iutreas/

Is your department paying for credit card supplies?

Payment Card Services has them for free!

Just click the link below to order what you need.

http://www.indiana.edu/~iutreas/email/supply_request.html

INDIANA UNIVERSITY
Office of the Treasurer

What's In Treasury-Services We Can Offer

Treasury Operations is always available to provide training sessions as well as information on various topics and services we can offer. Whether you are new to IU, new to the position, or would just like to understand our services better, Treasury Operations can help. You can arrange training through Diane Thrasher at dthrash@indiana.edu. and she will set up a time for Treasury to meet with you and/or your staff. Some of the topics covered in each areas training are:

Payment Card Services	**Banking Services**
POP/E-Check	Cash Handling
Electronic Commerce	Banking Operations
Fraud/Chargeback's	ACH & Wire Transfers
Electronic Business	Fraud Prevention & Detection
IU Pay	Lockbox
PCI DSS	Remote Capture

Important Phone Numbers

- IU Money Movement/Banking Services   812-855-9268   moneymov@indiana.edu

- IU Payment Card Services   812-855-0586   pmtcards@indiana.edu

- 24 hr. Terminal Help Desk (Credit Cards)   1-800-777-7240

- Voice Authorizations (Visa & MC)   1-866-401-4852

- Voice Authorizations (Discover)   1-800-347-1111

- Voice Authorizations (Amex)   1-800-528-2121

- NOVA Customer Service (Tara Dyer)   1-800-725-1245 ext. 8091

Let Us Know

We want and need your feedback in order to make this a more useful publication. Please submit any ideas or issues you would like to see addressed in this publication to the Office of the Treasurer, Treasury Operations at dthrash@indiana.edu. Use the subject Newsletter Feedback.

If you would like to be added to or deleted from the newsletter distribution list, please let us know. You should email your name, title, department, campus address, phone, fax and email address to dthrash@indiana.edu.

Send us an email!