

Credit Card Encryption Process

In order to be compliant with the Payment Card Industry Data Security Standard (PCI DSS), SBCTC-ITD has developed a new process to encrypt credit card numbers in the database for those charge transactions processed by cashiers on the Cashiering Screen (BM1600). In keeping with the PCI DSS standards, we have also changed the Purge Credit Card Data job (BM1768J). Colleges may retain credit card numbers and expiration dates for up to 365 days.

After the Table 3 Implementation on December 11, 2009, the revised purge job will be on all college processors, and may be scheduled as a stand-alone job at anytime. This revised purge process will become a permanent required job in the Monthly General Ledger Reporting (FG012M) beginning December 2009 Month-End.

The changes made to cashiering for the credit card encryption process will be transparent to college cashiers. After implementation:

- Cashiers will continue to enter the credit card numbers and expiration dates on the Cashiering Screen (BM1600) for charge payments.
- The card number and expiration date will continue to display on BM1600 for refunds of payments made by credit card.
- The card number and expiration date will continue to display on the Credit Card Activity Screen (BM1603) for access by authorized college staff.
- If a college chooses to retain credit card records for less than 365 days, a lesser value may be entered in the Storage Management Screen (ZX0050), in the Data Set Name field for the CR-CARD-D data set.

We have created a new job that encrypts any credit card numbers that have not been encrypted during normal cashiering processing each day. The Encrypt Credit Card Numbers job (BM1787J) will become a required job in the Daily Accounting Evening job group (FG001D) with the December 11, 2009, Table 3 Implementation. After the implementation, colleges may also schedule BM1787J anytime as a stand-alone job.

NOTE: If "UNKNOWN" appears in the credit card number field on the Cashiering Screen (BM1600) or on the Credit Card Activity Screen (BM1603) for a refund transaction, that credit card number may have been purged or there may be a server issue. In either case, if the cashier is processing a refund, the student will need to provide the credit card number and expiration date to complete the transaction.