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Business Office Newsletter

Fraud Awareness

When it comes to fraud, emergencies create an opportunity. During the current crisis fraudsters are diversifying their efforts. Keep close track of your accounts at this time (both work and personal) and respond to any Wells Fargo fraud inquiries immediately. Be extra cautious of phishing scams and new vendors offering promotions. To report suspicious activity on your account, call 1 (800) 932-0036 and speak directly with the Wells Fargo Fraud Team.

Note: Do not mark fraudulent transactions as “Disputed” with your statement, as these are separate processes.

Password Managers

With the increase risk of fraud, consider using a password manager program such as LastPass or KeePass to store, generate and manage your online credentials. The advantage of a password manager is that it can generate unique, long and complex passwords for the numerous logins required for your accounts. ITS can help with setting up these programs on your computer. Tips for managing your passwords can be found on the [ITS Manage Your Passwords Web-Page](#).



Electronic Receipt Imaging

We have implemented electronic receipt imaging for Wells Fargo Purchasing Card & Out-Of-Pocket reporting. Go green and paperless by submitting your receipt documentation electronically. On the [Purchasing Card website](#) under “Quick Links” you can find a shortcut to instructions on how to attach receipts from both your desktop AND the mobile app. (Wells Fargo Cardholder Receipt Imaging System – CHRIS).

Reconcilers and approvers can add receipt documentation for cardholders, as needed. Please add missing receipt documentation as soon as possible; ideally before the end of the month.

You do not need to have a college issued purchasing card to utilize OOP.

Business Office Hours

Mail Stop: 1-BUSOFCC

Business Hours:

8:00am-5:00pm

Cashier Hours:

8:00am-2:00pm

Business Office Forms:

<http://apps.carleton.edu/campus/business/businessofficeforms>

Enable Your Out of Pocket Feature

Wells Fargo Out-of-Pocket (OOP) is the recommended method of reimbursement for all college employees. Please utilize this feature to request reimbursement for mileage, tolls, and other miscellaneous business expenses.

You do not need to have a college issued purchasing card to utilize OOP. Contact Amy Swenson (x5509) if you are interested in using this feature and would like more information. If you are an existing cardholder, enabling Out-of-Pocket is simple. Use this link for set-up instructions: [Out-of-Pocket](#).

Purchasing Card Tutorials

During this time of remote work, we have added several resources to the Business Office web-site to support new purchasing cardholders. A series of recorded presentations have been developed to introduce new cardholders to the purchasing card program. Information includes purchasing resources, policy, step-by-step instructions on how to review your charges, and card security.

An Approver/Reconciler tutorial is also available for employees responsible for transaction review. Bonus: These tutorials can serve as a helpful refresher for current cardholders/approvers as we begin a new academic year. Click here to access the recordings: [Tutorials](#).



Accounts Payable

Send all Invoices and Payment Requests to accountspayable@carleton.edu

Accounts Payable Inbox

Invoices and Payment Requests (with documentation attached) should be emailed to accountspayable@carleton.edu.

To avoid processing delays, please double check to make sure your information is complete and that you have the proper approvals before submission. Electronic authorizations from approvers will be accepted.

Employee expense reimbursements should be submitted through Wells Fargo Out-Of-Pocket.

To our Carleton Community: You have our continued support! Stay healthy!

Frequent Contacts:

Business Office Phone:
507-222-4843

Departmental Deposits:
Brenda Schneider; 4843

Accounts Payable/Payment Requests:

Melissa Smith; 4844

Purchasing Card Assistance & Training:

Amy Swenson; 5509

Budget Access, Transfers & Journal Entries:

Karl Symons; 4471

International Students & Visitors:

Shari Mayer; 4022

Payroll:

Jennifer Paulson; 4283

Grant Management:

Susan Benson; 5990



Vendor Electronic Payment Authorization Request Form – Secure Portal

As businesses continue to operate remotely, we are focusing more attention to vendor participation in direct deposit. The Business Office has developed a new OnBase form to request Vendor Electronic Payment Authorization, which allows vendors to provide banking information through a secure portal.

When should I use this form?

- Use to request banking information from an existing vendor who has received paper checks in the past.
- Use to request bank wire transfer information from a foreign vendor.

Note: This form does not need to be used if you have submitted a request for W-9 through our secure portal. The Business Office will continue to manage direct deposit requests for new vendors.

How does it work?

- Click on the [Vendor Electronic Payment Authorization Form](#)
- Fill in the vendor name and email address then click Submit
- An email with a secure link will be sent to the vendor email address provided
- The vendor will have fourteen days to upload their form into the secure folder