WELLS FARGO

Carleton

Carleton College
Purchasing Card Training

Kara Lloyd
Accounts Payable Manager
Program Administrator

Amy Swenson
Purchasing Card Specialist
Program Administrator

Before we begin...

- Review training materials packet (Unique ID)
- Review purchasing card application
- Did you complete your first sign on?
- What types of purchases will you be making?

Cardholder Responsibilities & Reconciliation Timeline

Cardholder Responsibilities:

- Follow policies and guidelines
- Retain original, itemized receipts
- Modify account codes when necessary
- Maintain security of your card
- Complete online reconciliation by due date

Manager/Approver Responsibilities:

- Review transactions for cardholders that report to you
- Submit cardholder statements to Business Office prior to deadline

Reconciliation Timeline:

MAKE CHARGES 1ST-30/31ST	RECEIVE EMAIL NOTIFICATION	RECONCILIATION BY 8th CALENDAR DAY	APPROVER REVIEW BY 12th CALENDAR DAY	SEND TO BUSINESS OFFICE	DOWNLOAD ON THE 15th

Wells Fargo will send email reminders to help keep you on track.

Traveling during review period?

- Anywhere you have access to the internet, you should be able to access your account
- Leave the documentation with your approver if possible and be sure to sign the paper copy of your statement(s)
- Documentation can be submitted upon your return also (But within 60 days)
- Two most important steps are entering **descriptions** and making sure **account codes** are appropriate
- Any account codes that need adjusting after the download has been performed must be requested via the online Journal/Transfer Request Form
- Indicate any personal expenses by checking the personal box

Program Basics

- Remember to set up your Card PIN
- Credit limits can be adjusted
- Charges will automatically default to PDA/department account
- Replacement cards are issued automatically by Visa before exp date

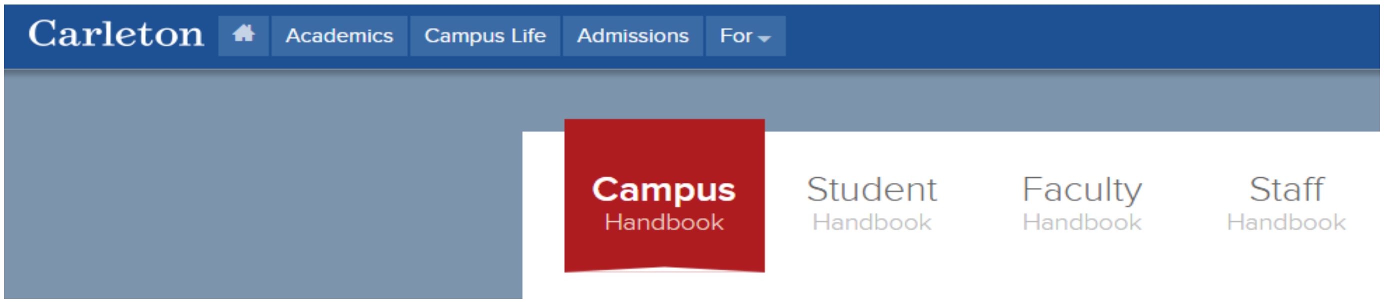
Request a Credit Limit Increase

- Call (x5509) or email (aswenson@Carleton.edu)
- Provide the following information:
  1. Amount of increase – Monthly, single purchase or both?
  2. Time frame for increase – One week? One month? Two months?
  3. Purpose for increase – Why do you need additional funds?
  4. Budget source – Where are the funds coming from?
  5. Please copy your supervisor or department head and administrative assistant

Increases take effect immediately!

College Policy

- Please review the Carleton Campus Handbook for policy information:



- Please review the Business Office website for general purchasing information and P Card resources:

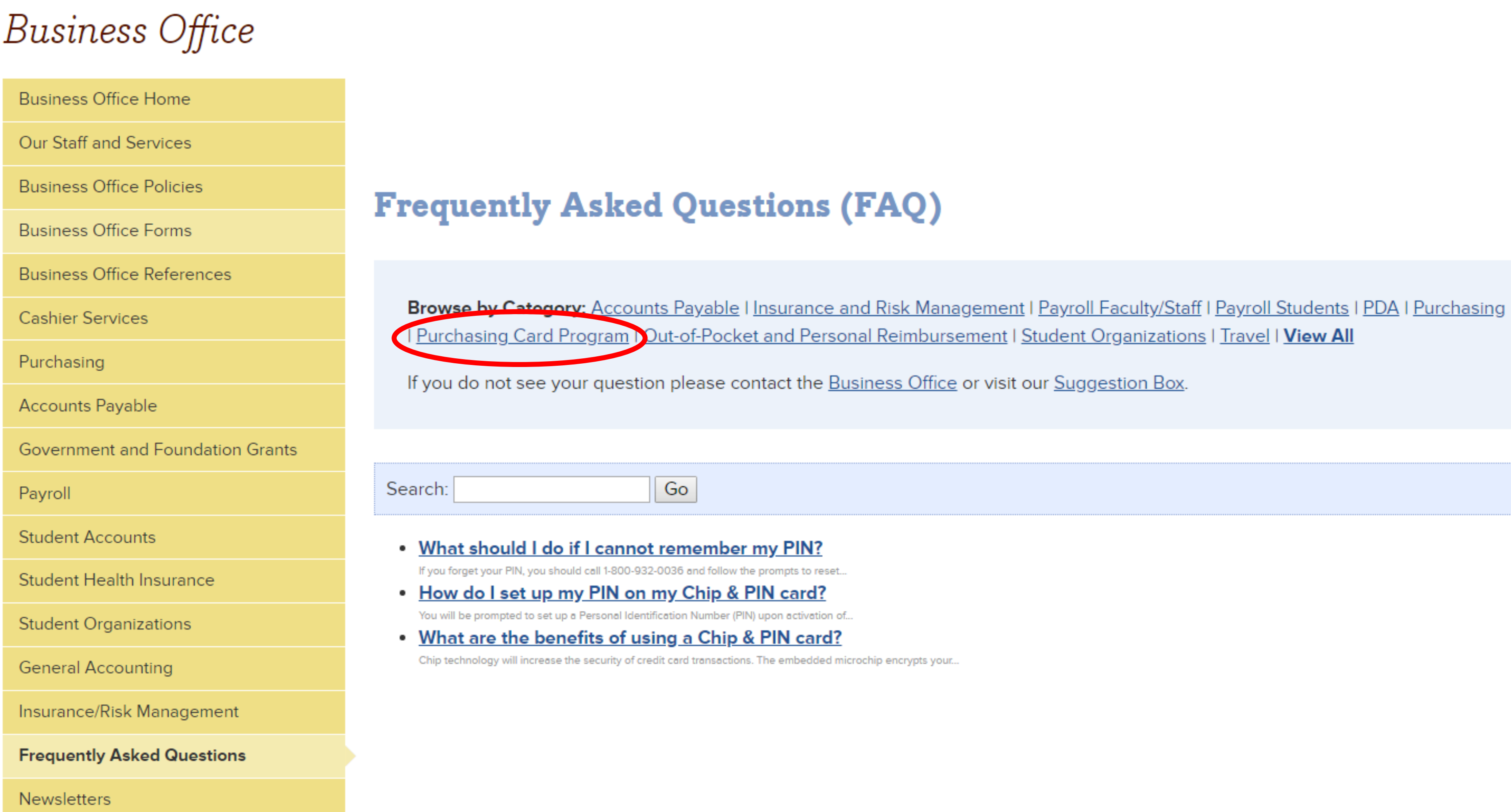
Business Office Policies

All Business Office policies are maintained in the Carleton College Campus Handbook

- Employee Travel and Reimbursement
- Local Meals and Entertainment Expenses
- Faculty Development (FDA) and Professional Development Accounts (PDA)
- Purchasing
- Insurance
- Petty Cash

College Policy

- The Business Office website has a FAQ section for Purchasing Card questions:



Expense Code List

https://apps.carleton.edu/campus/business/AcctPay/codes/

Professional Services:

- **5281** Professional Services

Supplies:

- **5301** External Printing
- **5302** Office Supplies
- **5303** Lab Supplies
- **5305** Postage
- **5309** Subscriptions and films

Equipment:

- **5401** Equipment Repair
- **5402** Equipment Purchases
- **5404** Equipment Rental
- **5405** Equipment Service Contracts
- **5451** Capital Purchases over $10,000.00

Travel:

- **5801** Employee Travel
- **5802** Student Travel/Field Trips
- **5811** Travel for Professional Development
- **5814** Travel Expenses for Alumni or Speakers

Miscellaneous:

- **5907** Meetings & Entertainment (department meetings, visitors, donors and related refreshments)
- **5911** Fees (Membership fees to organization, etc.)
- **5954** Early Returnees
- **5955** Services
- **5997** Faculty Entertaining Student (outside the classroom)
- **5999** Other/Miscellaneous

Vendor Contracts

Carleton College is a member of the following group of Purchasing Contracts. Please refer to them when purchasing on behalf of the College:

- Education & Institutional Cooperative (E&I)
- Associated Colleges of the Twin Cities (ACTC)
- State of MN
- US Communities
- Office Supplies – Innovative Office Solutions
- Delta Sky Bonus Program
  - Membership Number: US268432682

Contact:

Randie Johnson, Purchasing Manager, x4178

Amazon Business Account

- Amazon Business allows you to shop on Amazon using a multi-user business account.
- Access to millions of business products on Amazon with business pricing on select items.
- Amazon Business Account Cardholder Benefits:
  - Free shipping (5-8 business days) on eligible orders over $25
  - Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
  - Business Pricing and quantity discounts on millions of items
  - Access to a specialized business only Customer Service team at 866.486.2360
- Not to be used for personal orders
- Randie Johnson reviews certain purchases – Include a note for any restricted items

Tax Exempt Status

- Tax Exempt Certificate on Business Office Web-site
  https://apps.carleton.edu/campus/business/businessofficeforms/
- Tax Exempt Number embossed on your card: 9008717
- Cardholders are responsible for sales tax refunds or reimbursements

Swap Shop

Faculty and staff are encouraged to utilize the **Office Supply Swap** located in the Sustainability Office in Facilities. Binders, bookends, folders, and file organization supplies... we have it all! Bring your unneeded (but reusable) office supplies and take anything you're able to reuse. Contact sustainability@carleton.edu with questions.

Prohibited Transactions

Purchasing the following items constitutes misuse of the purchasing card:

- Personal Purchases
- Computer Equipment contact ITS to document
- Furniture Purchases unless with the consent of Facilities
- Personal expressions of gratitude or sympathy
- Gasoline for Personal Vehicle – Use Mileage
- Gift Certificates
- Special Flight accommodations without approval

Documentation & Recordkeeping

The cardholder is responsible for keeping accurate records for all transactions.

Tips for Recordkeeping:

- Keep original, itemized receipts
- Business purpose should be entered for each expense

(Cross Border Transaction Fee for any international expense)

- Include a list of meal attendees
- Include itemized meal receipts for hotel stays
- Conference travel must include the name of the conference and dates attended
- Request a copy of lost receipts from vendor
- Reclassify account codes when necessary – Complete Transaction/Journal Request Form if codes need to be reclassified after the deadline

Consequences of Misuse

Step 1) Informal resolution informing cardholder of misuse and expectation of compliance

Step 2) Supervisor contacted if informal resolution ineffective

Step 3) Formal warning delivered to cardholder of violation and consequences

Step 4) Disciplinary action including suspension or termination of card or employment depending on the severity of the offense.

WELLS FARGO

Commercial Card Expense Reporting (CCER)

Carleton College

An internet solution

Accessed via Wells Fargo’s secure Commercial Electronic Office® (CEO) portal

Logging In – System Requirements

Commercial Electronic Office®

Close

Commercial Electronic Office (*CEO*®) Browser & System Requirements

The *CEO* portal is your gateway to our suite of online financial solutions and services. The browser and system requirements below reflect the minimum technology standards for using the *CEO* portal.

Web Accessibility

At Wells Fargo, we are dedicated to making our online services accessible to everyone, including people with disabilities. We are committed to accessibility as an ongoing activity, and we are continually striving to improve accessibility and usability for all of our customers. Our accessibility efforts are based on the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG 2.0).

For details on *CEO* portal accessibility,

Are you a Mac or a PC user?

CEO Portal System Requirements

Supported Operating Systems	Supported Browsers	Upcoming System updates
Windows 7	Internet Explorer 9, 10 & 11	End support for Windows XP: End of 2014
Windows 8 and 8.1	Chrome	End support for Windows Vista: End of 2014
Mac OSX Mavericks - 10.9	Firefox	End support for Internet Explorer 8: End of 2014
	Safari (Only on Mac OSX)	End support for Internet Explorer 9: 2015

Application System Requirements

Additional system requirements for specific applications can be found in the FAQs and user guides for that application.

Browser Requirements

For your protection, browsers must support 128-bit encryption. The *CEO* portal also requires JavaScript, XHR, and cookies.

CEO Portal Technical Support

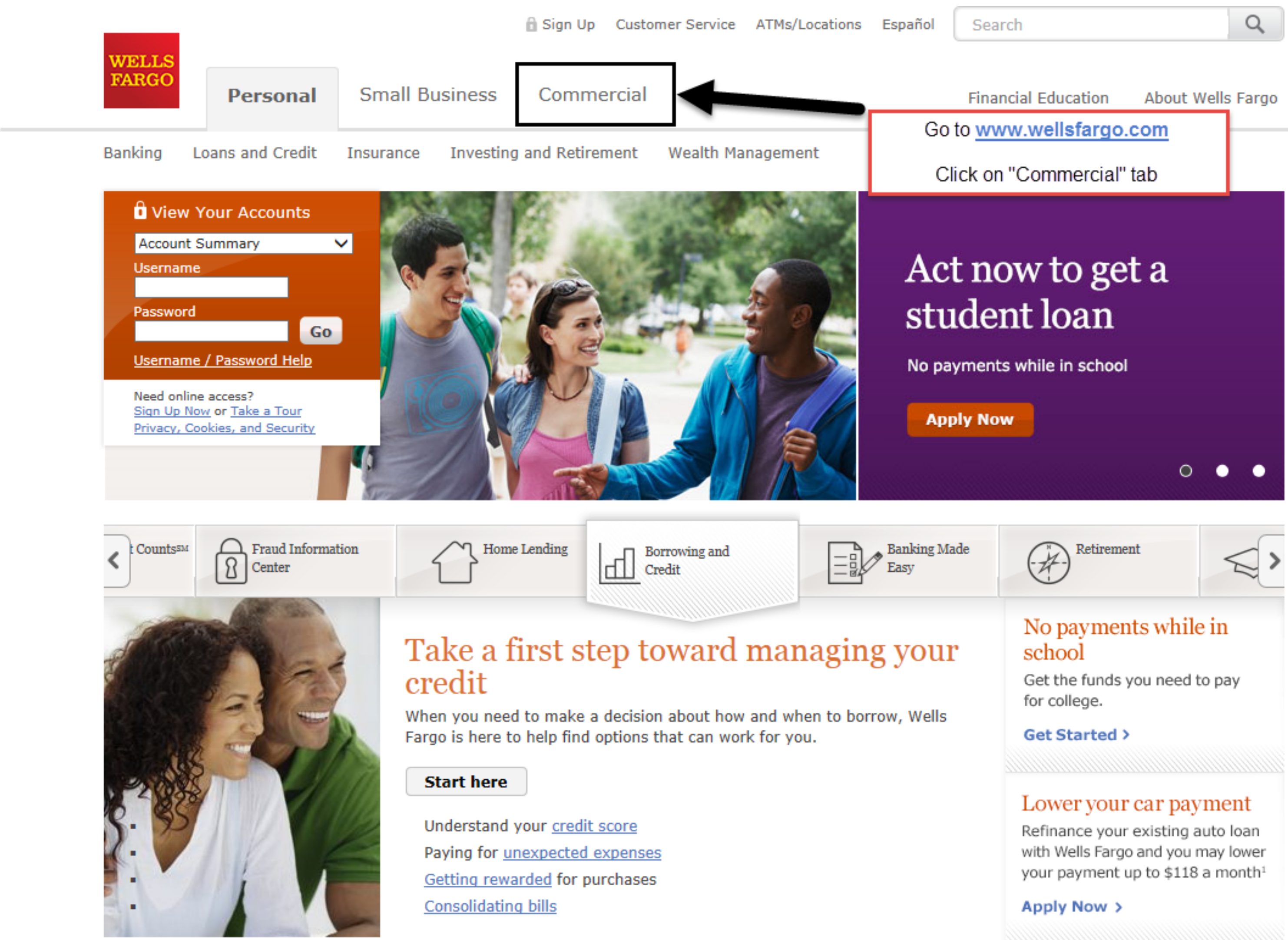
U.S. or Canada

1-800-AT-WELLS, (1-800-289-3557).

World Wide

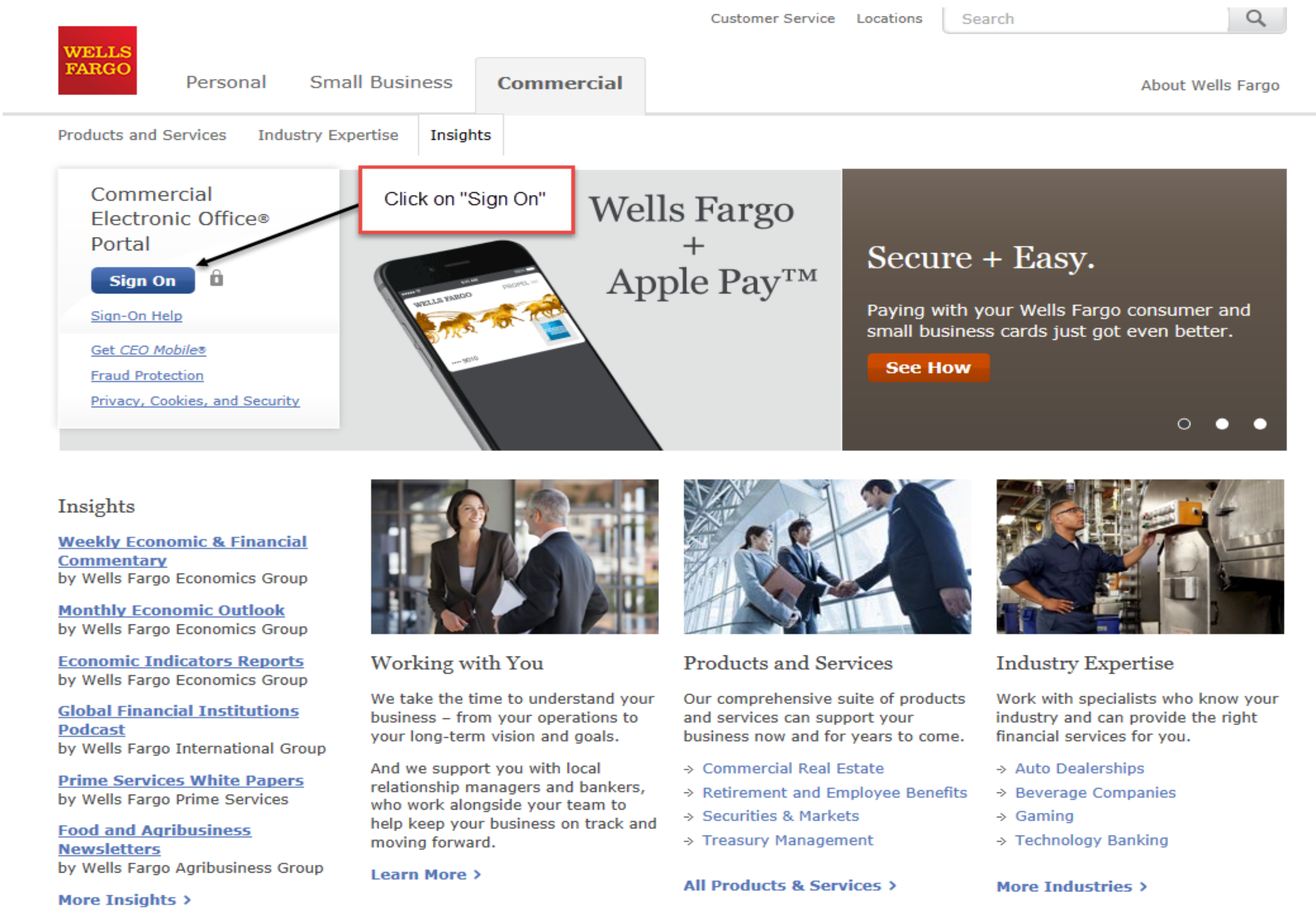
Mexico: 001-800-289-3557
Countries with UIFN (Universal International Freephone Number):
Dial your international dialing code and the UIFN (Universal International Freephone Number) for your country, 8000-AT-WELLS (8000-289-3557).

Logging In



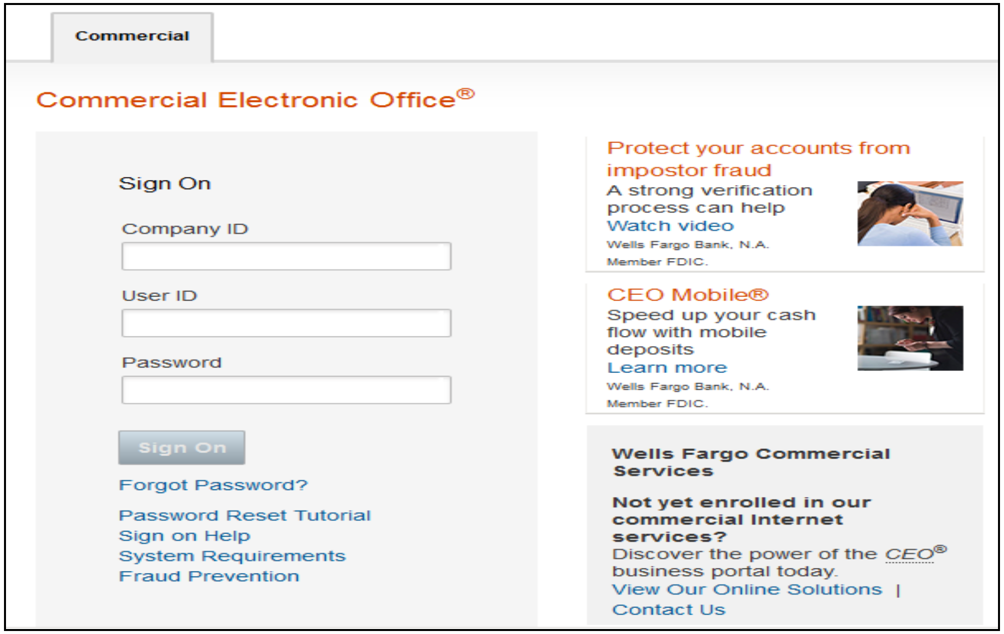
Sign Up
Customer Service
ATMs/Locations
Español
Search
WELLS FARGO
Personal
Small Business
Commercial
Financial Education
About Wells Fargo
Go to www.wellsfargo.com
Click on "Commercial" tab
Banking
Loans and Credit
Insurance
Investing and Retirement
Wealth Management
View Your Accounts
Account Summary
Username
Password
Go
Username / Password Help
Need online access?
Sign Up Now or Take a Tour
Privacy, Cookies, and Security
Act now to get a student loan
No payments while in school
Apply Now
Fraud Information Center
Home Lending
Borrowing and Credit
Banking Made Easy
Retirement
Take a first step toward managing your credit
When you need to make a decision about how and when to borrow, Wells Fargo is here to help find options that can work for you.
Start here
Understand your credit score
Paying for unexpected expenses
Getting rewarded for purchases
Consolidating bills
No payments while in school
Get the funds you need to pay for college.
Get Started ›
Lower your car payment
Refinance your existing auto loan with Wells Fargo and you may lower your payment up to $118 a month[1]
Apply Now ›

Logging In


Customer Service
Locations
Search
WELLS FARGO
Personal
Small Business
Commercial
About Wells Fargo
Products and Services
Industry Expertise
Insights
Commercial Electronic Office® Portal
Sign On
Sign-On Help
Get CEO Mobile®
Fraud Protection
Privacy, Cookies, and Security
Click on "Sign On"
Wells Fargo + Apple Pay™
Secure + Easy.
Paying with your Wells Fargo consumer and small business cards just got even better.
See How
Insights
Weekly Economic & Financial Commentary
by Wells Fargo Economics Group
Monthly Economic Outlook
by Wells Fargo Economics Group
Economic Indicators Reports
by Wells Fargo Economics Group
Global Financial Institutions Podcast
by Wells Fargo International Group
Prime Services White Papers
by Wells Fargo Prime Services
Food and Agribusiness Newsletters
by Wells Fargo Agribusiness Group
More Insights ›
Working with You
We take the time to understand your business – from your operations to your long-term vision and goals.
And we support you with local relationship managers and bankers, who work alongside your team to help keep your business on track and moving forward.
Learn More ›
Products and Services
Our comprehensive suite of products and services can support your business now and for years to come.
Commercial Real Estate
Retirement and Employee Benefits
Securities & Markets
Treasury Management
All Products & Services ›
Industry Expertise
Work with specialists who know your industry and can provide the right financial services for you.
Auto Dealerships
Beverage Companies
Gaming
Technology Banking
More Industries ›

Commercial Electronic Office sign on

- Simply enter your:
  - Company ID
    - Carle057
  - User ID
    - Unique to user
  - Password
    - Unique to User



- Bookmark this page for future access

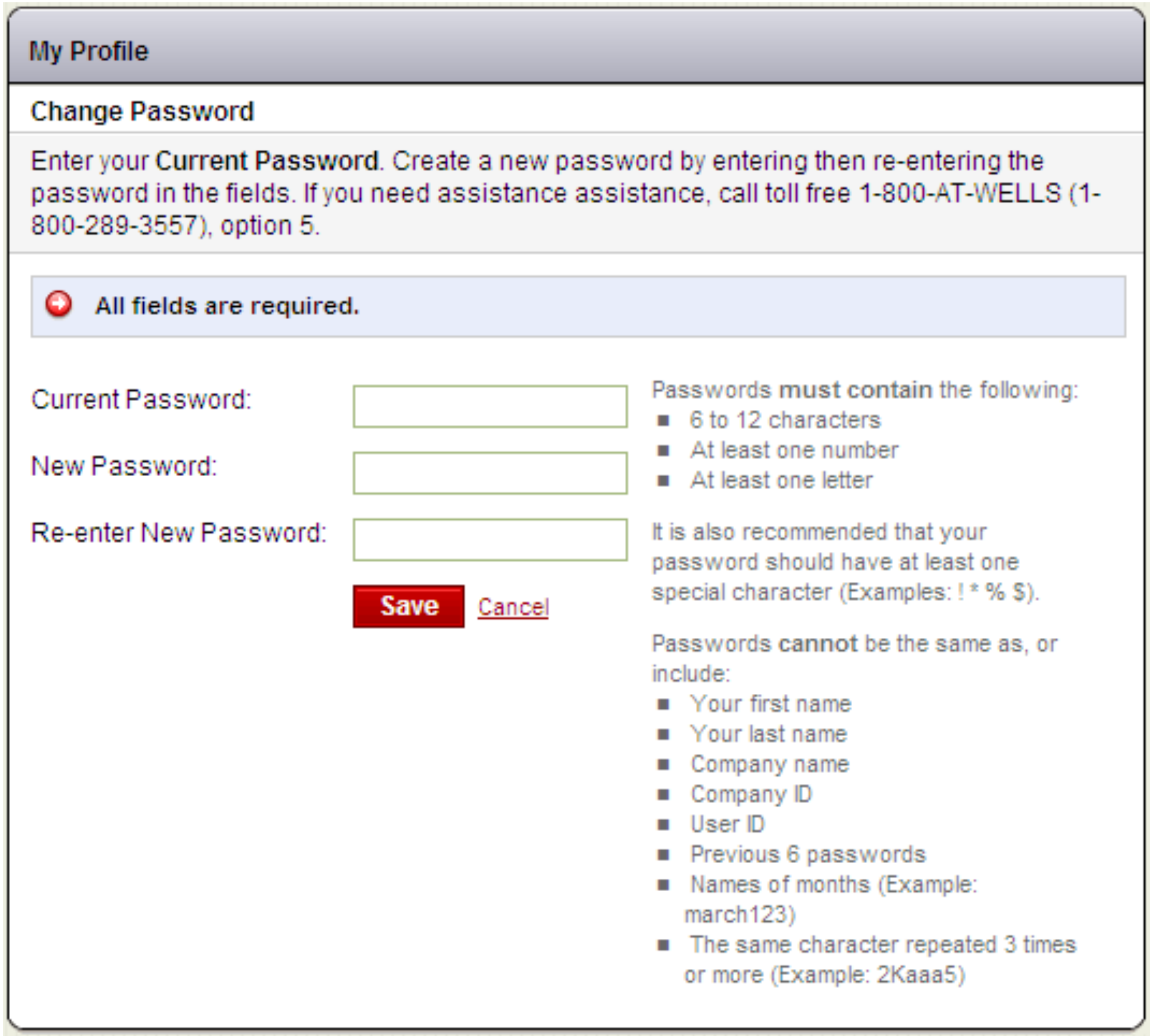
EMAILS OR FRAUDULENT CALLS

Be careful about phishing (or fake) emails or fraudulent calls. Wells Fargo will never ask you for your CEO portal Password, Token Passcodes, and PIN numbers through an unsolicited email, a web site from a link in an unsolicited email, or unsolicited telephone calls. Never click on a link or respond to these emails. A Wells Fargo representative sometimes sends emails when digital certificates are about to expire, but we always ask that you contact us. Report any phishing or fraudulent attempts to **ReportPhish@wellsfargo.com**, or contact your Wells Fargo representative immediately if you have inadvertently provided information.

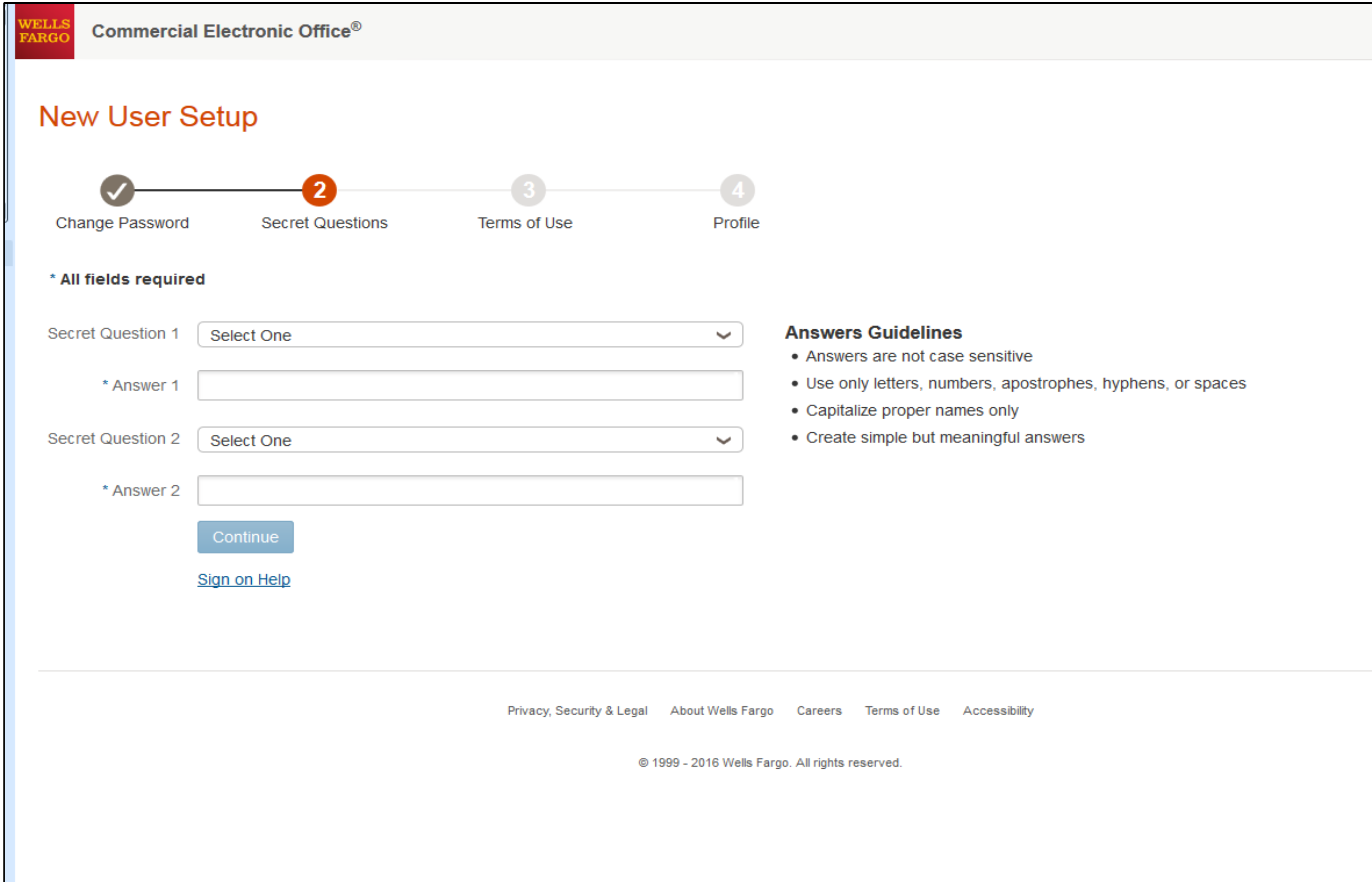
Your First Sign-on:

- Change your temporary password
- Answer two “secret questions”
- Read and accept the CEO Terms of Use Agreement
- Create a user profile:
  - Name, title
  - Telephone number
  - Email address

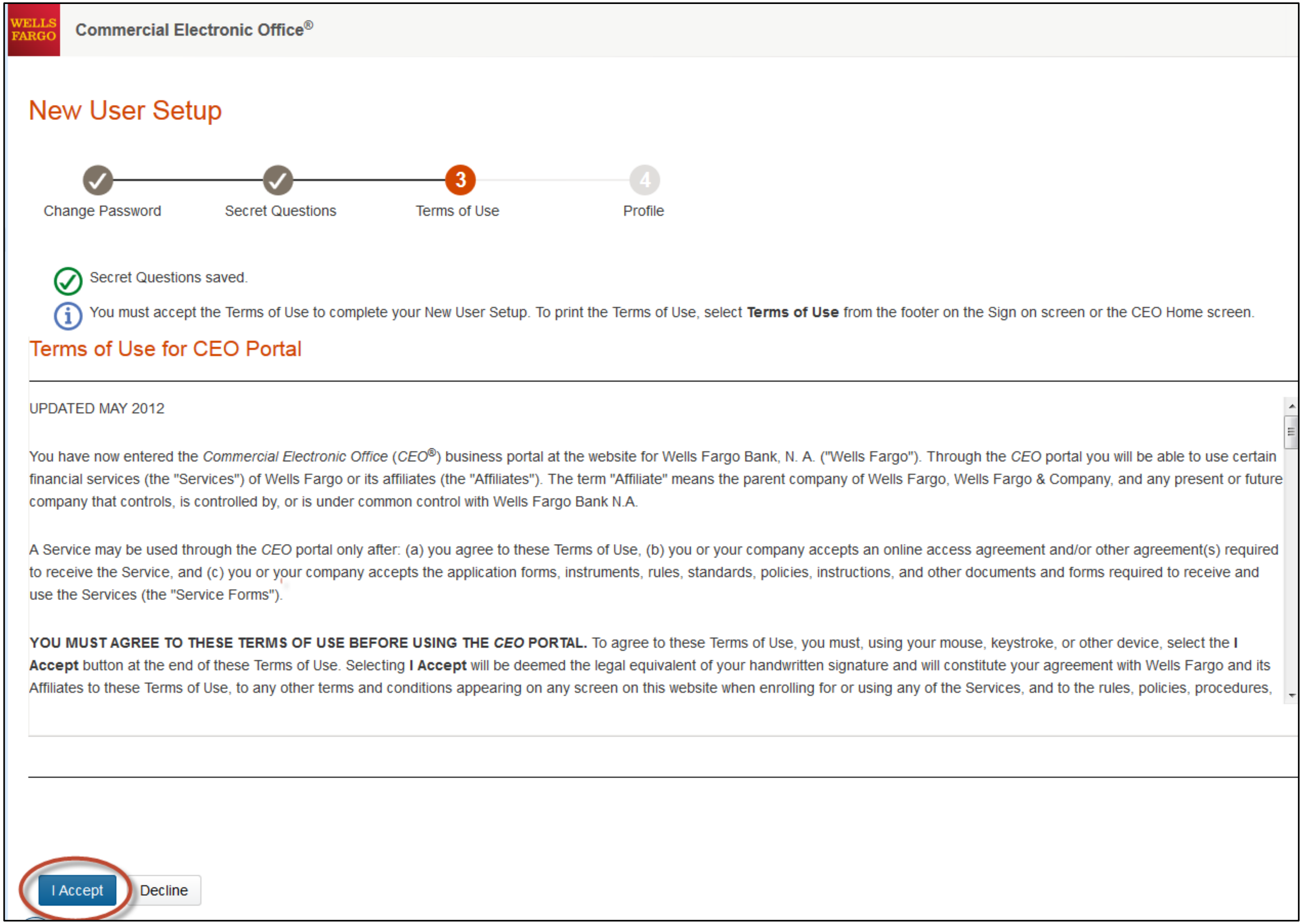
Change password

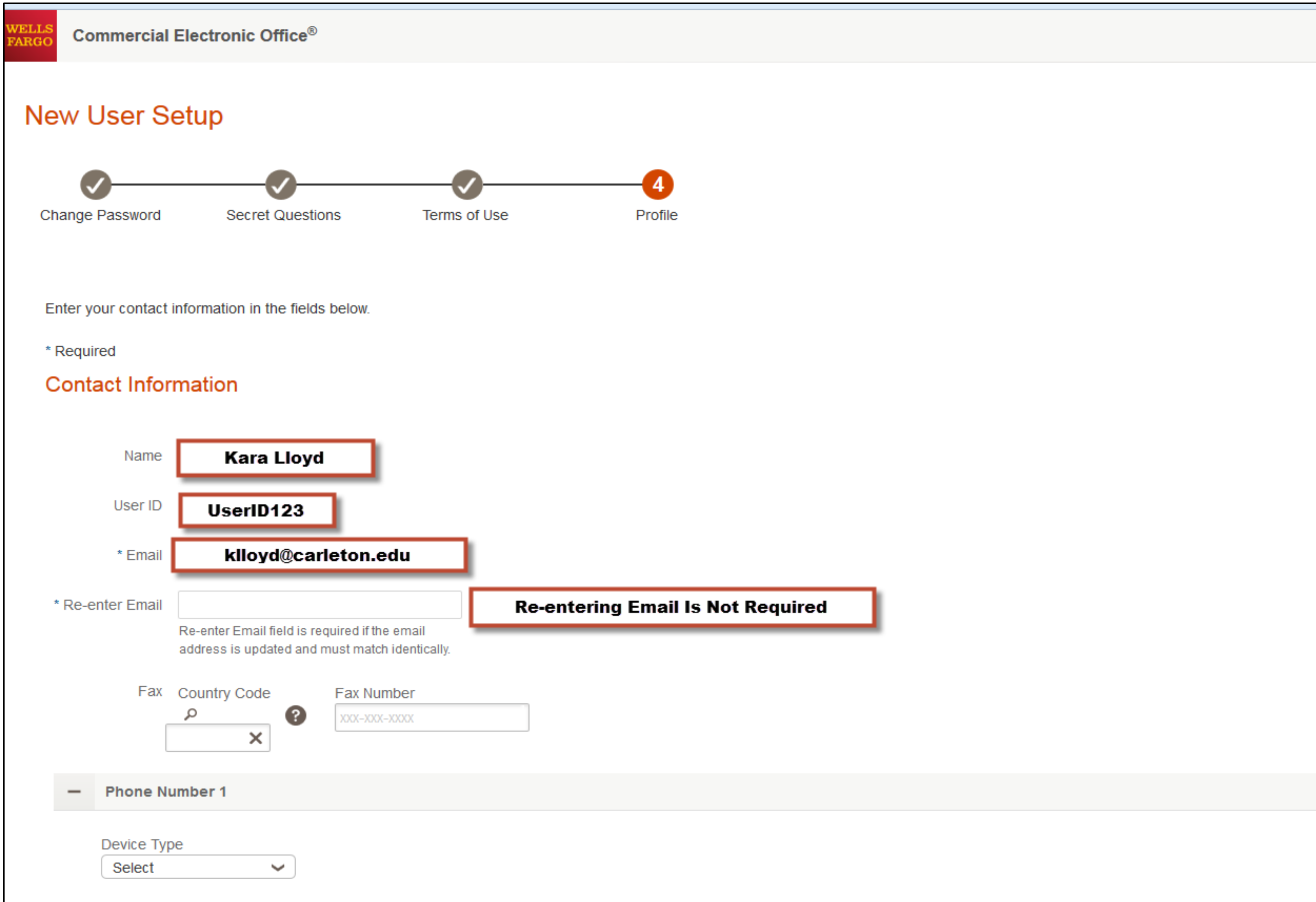


Answer two secret questions

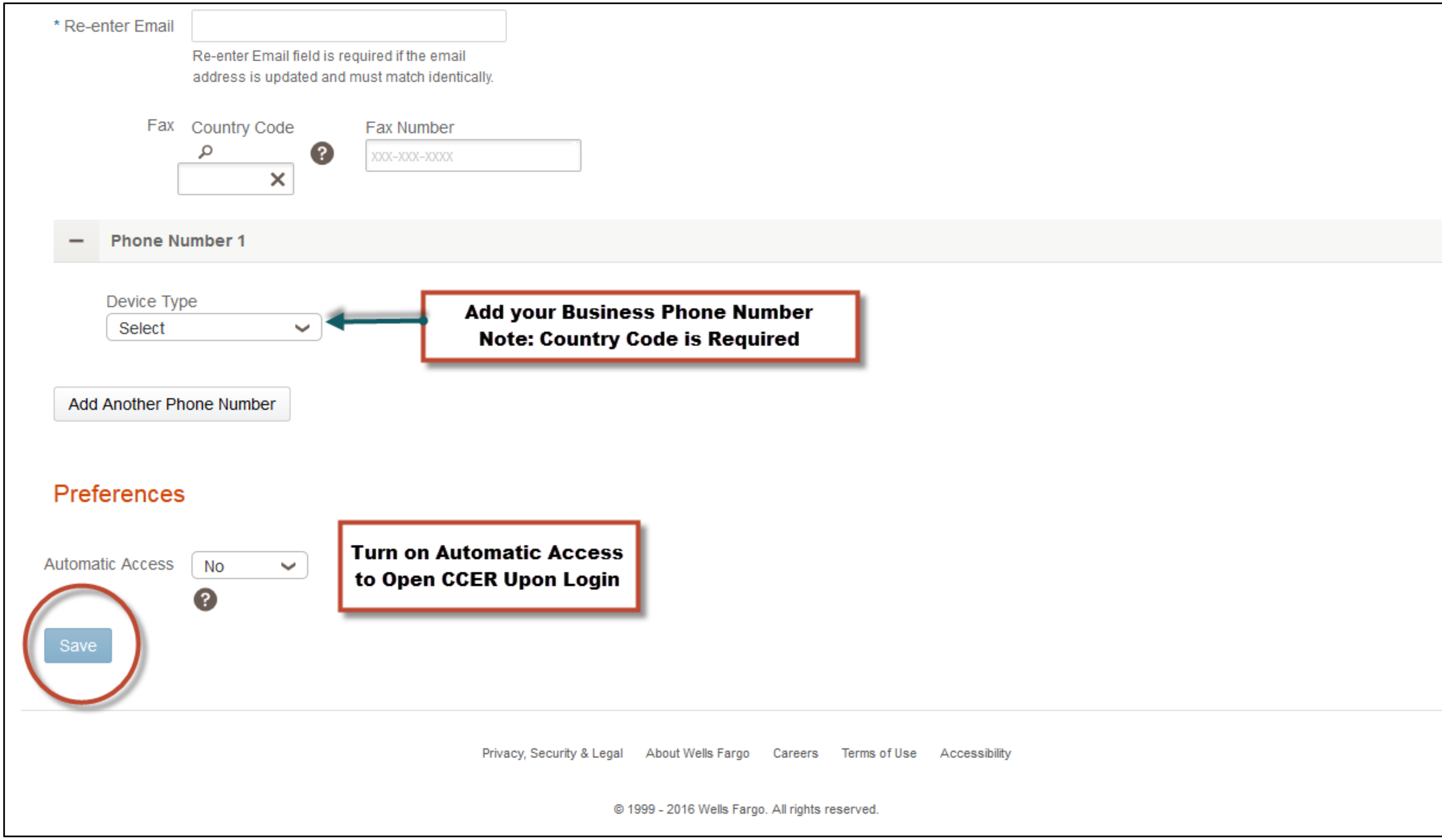


Read and accept the *CEO* Terms of Use



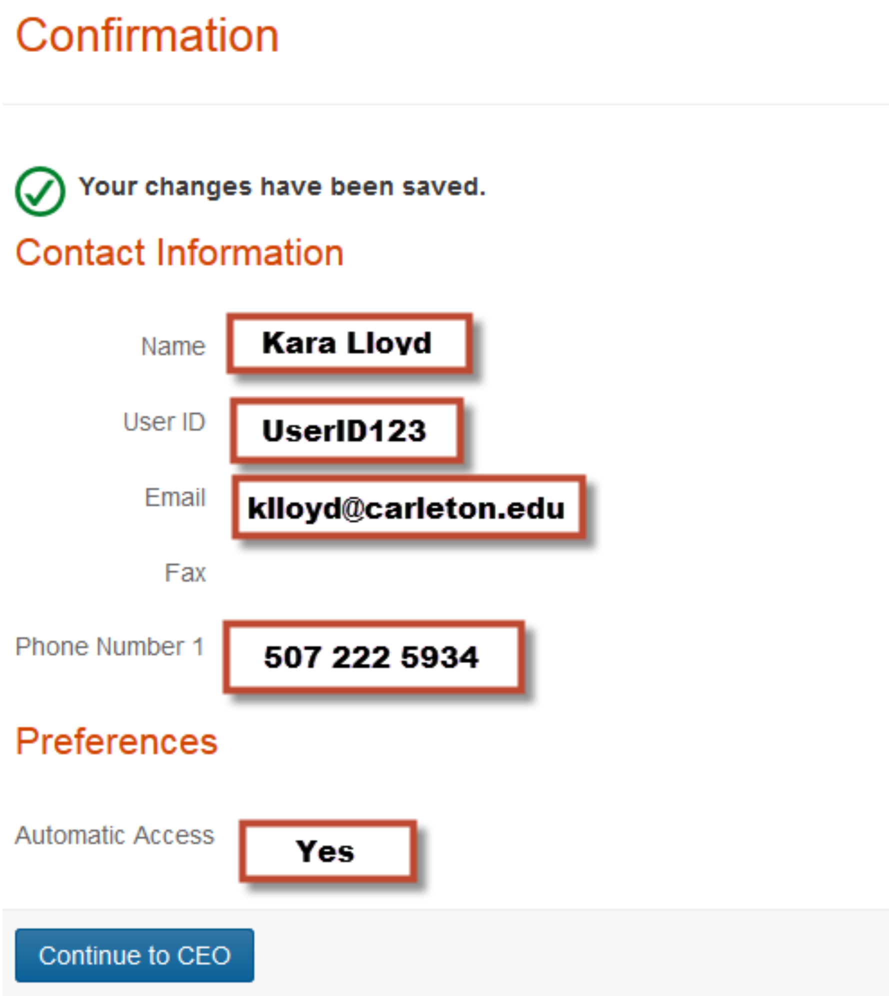


Review Email Address for Accuracy



Enter Business Phone Number

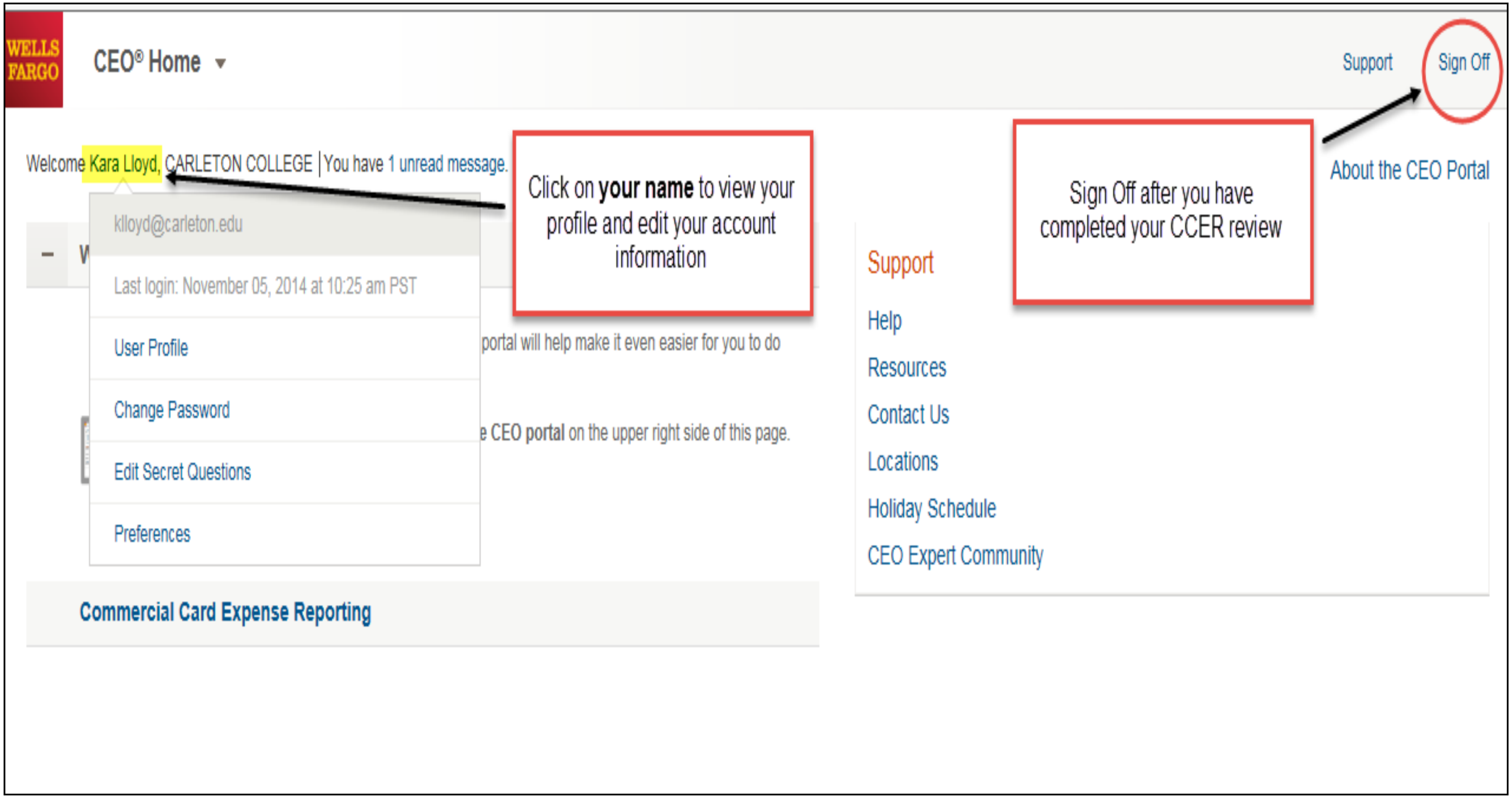
Confirm Contact Information



Confirm your contact information:

- Name
- User ID
- Email
- Phone
- Automatic Access

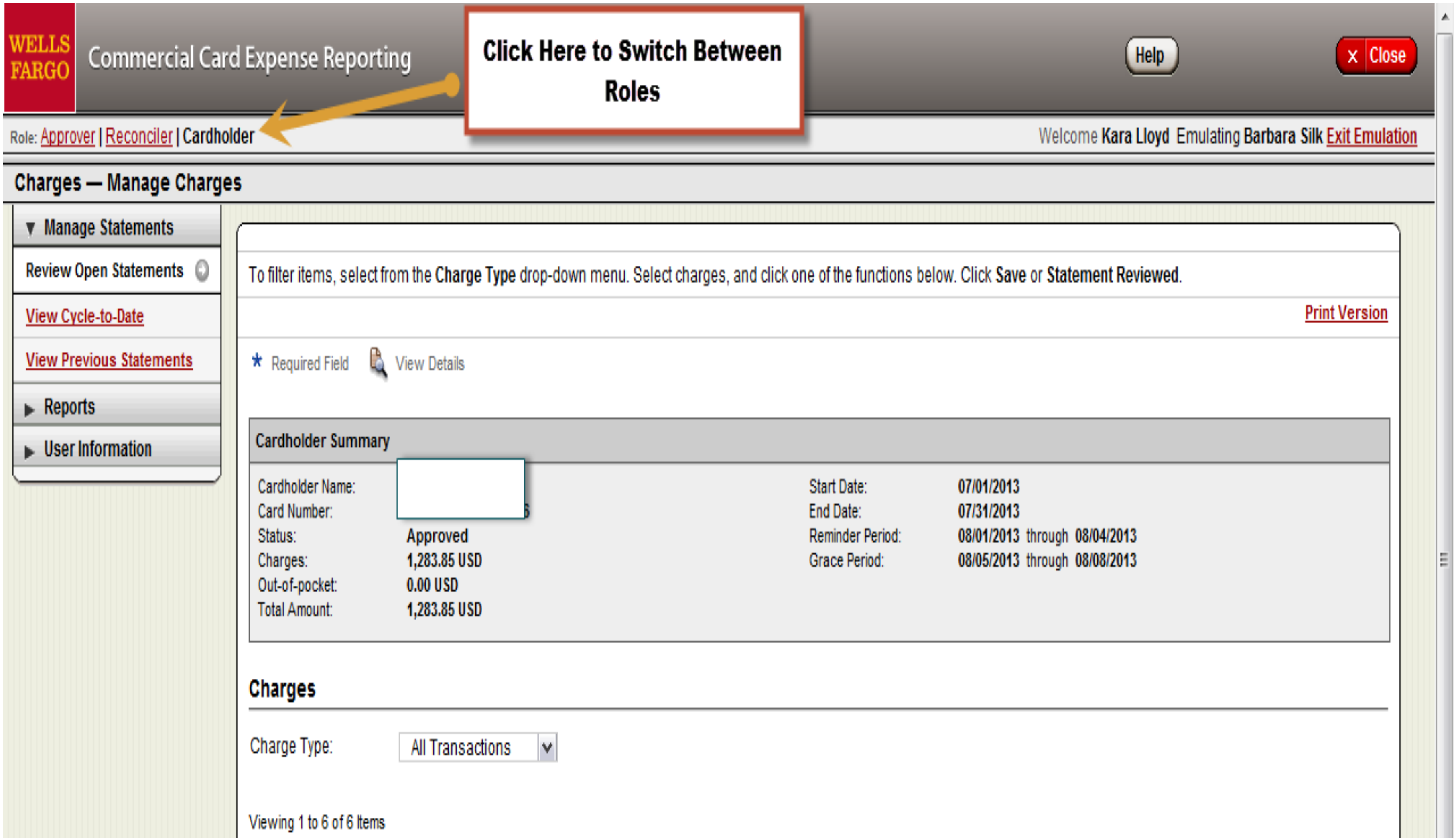
CEO Home Page



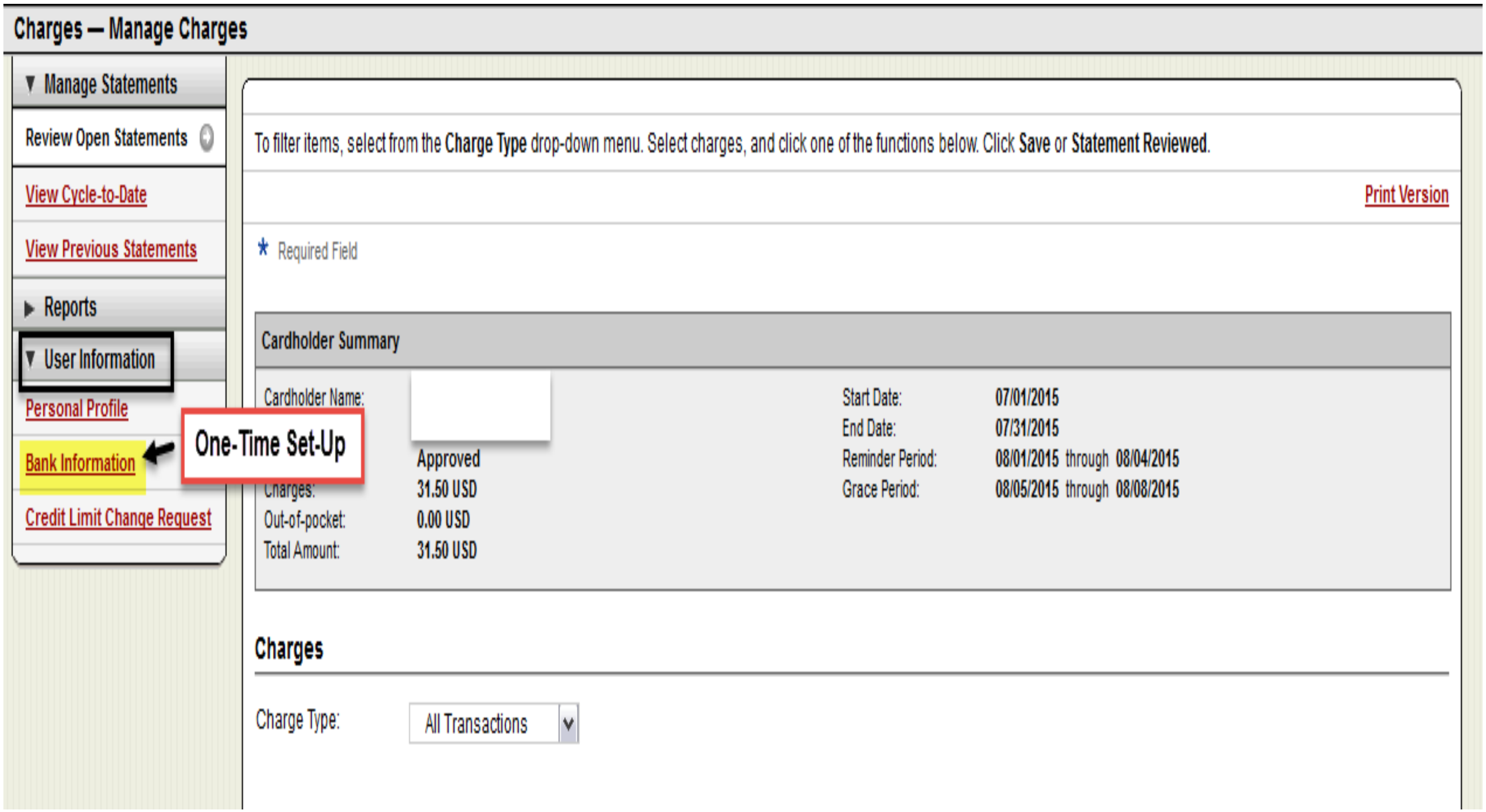
CEO Home Page

Cardholder experience

Cardholder Roles



Bank Information for OOP & Personal Expenses



Bank Information for OOP & Personal Expenses

Check the **Authorization** box, enter your account information, and click **Save**.

Note: This account will be debited or credited for your out-of-pocket or personal expenses. While this information is optional, it may be required by your company. Contact your administrator for company requirements.

* Required Field

Authorization: ☑ Upon entering the following Automated Clearing House Information, I hereby authorize CARLETON COLLEGE to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and / or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until CARLETON COLLEGE has received notification from me of its termination in such time and in such manner as to afford CARLETON COLLEGE and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: * Checking Savings

Account Number: *

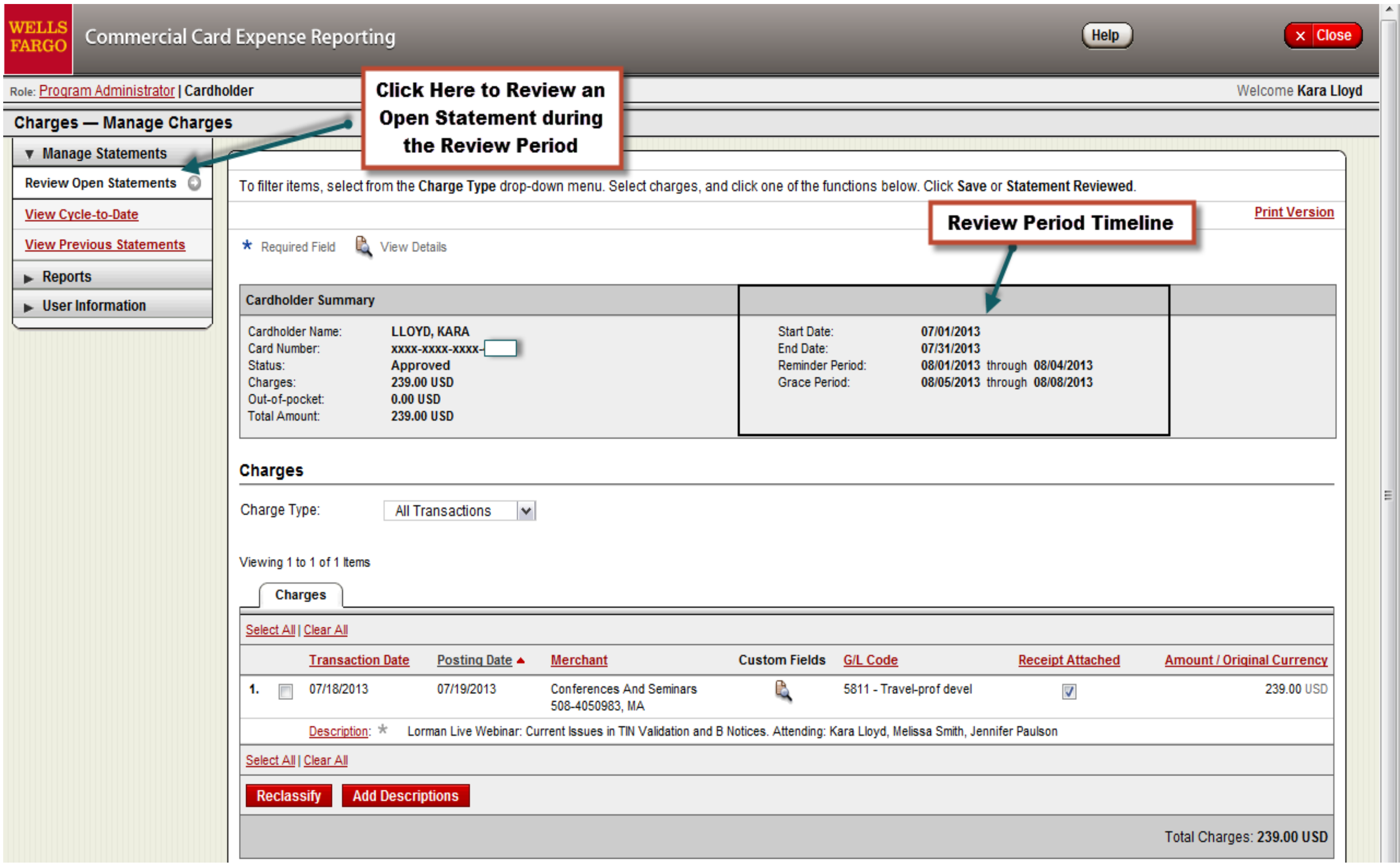
Routing / Transit Number: *

Enter Checking / Savings Account Number & Routing Number

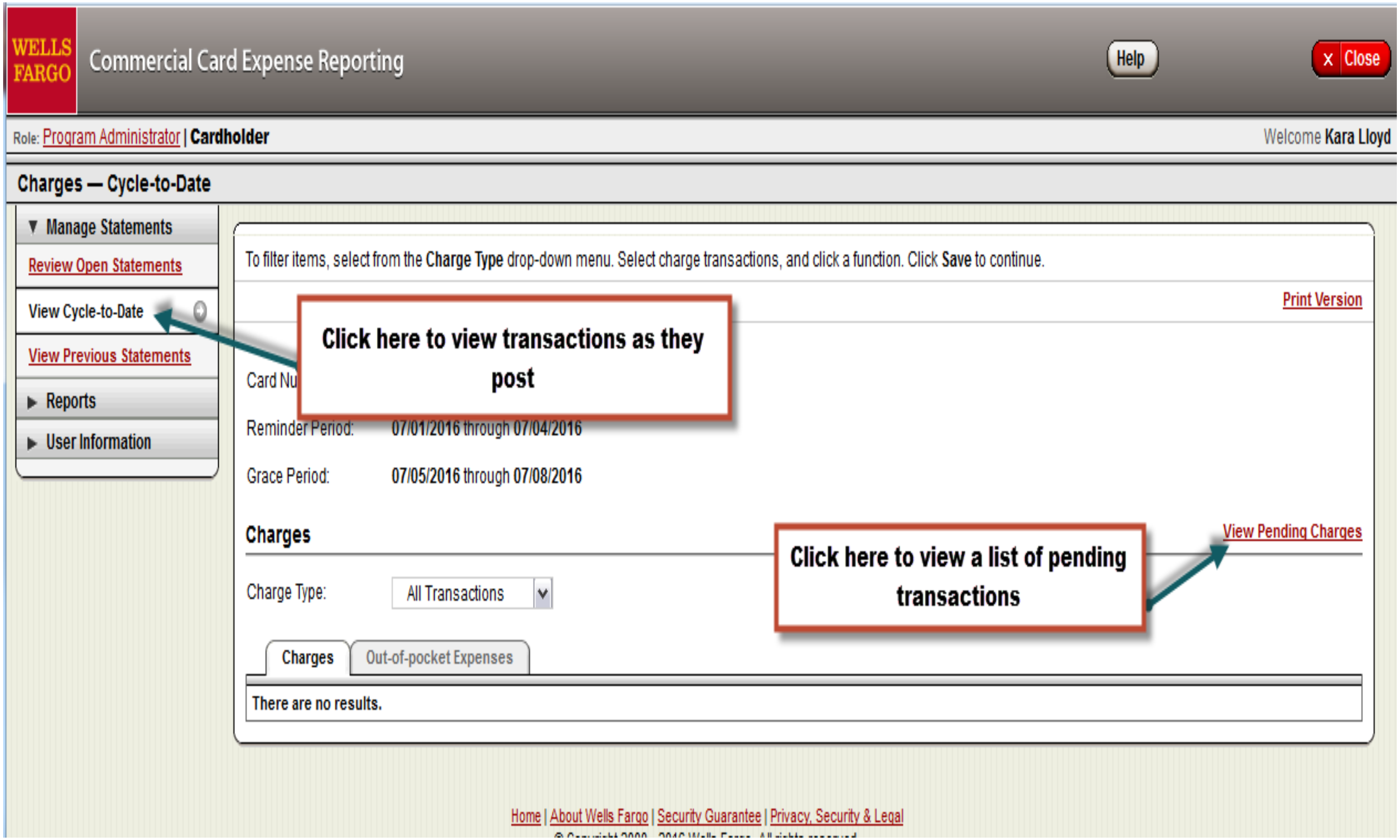
Save

Remember to Save

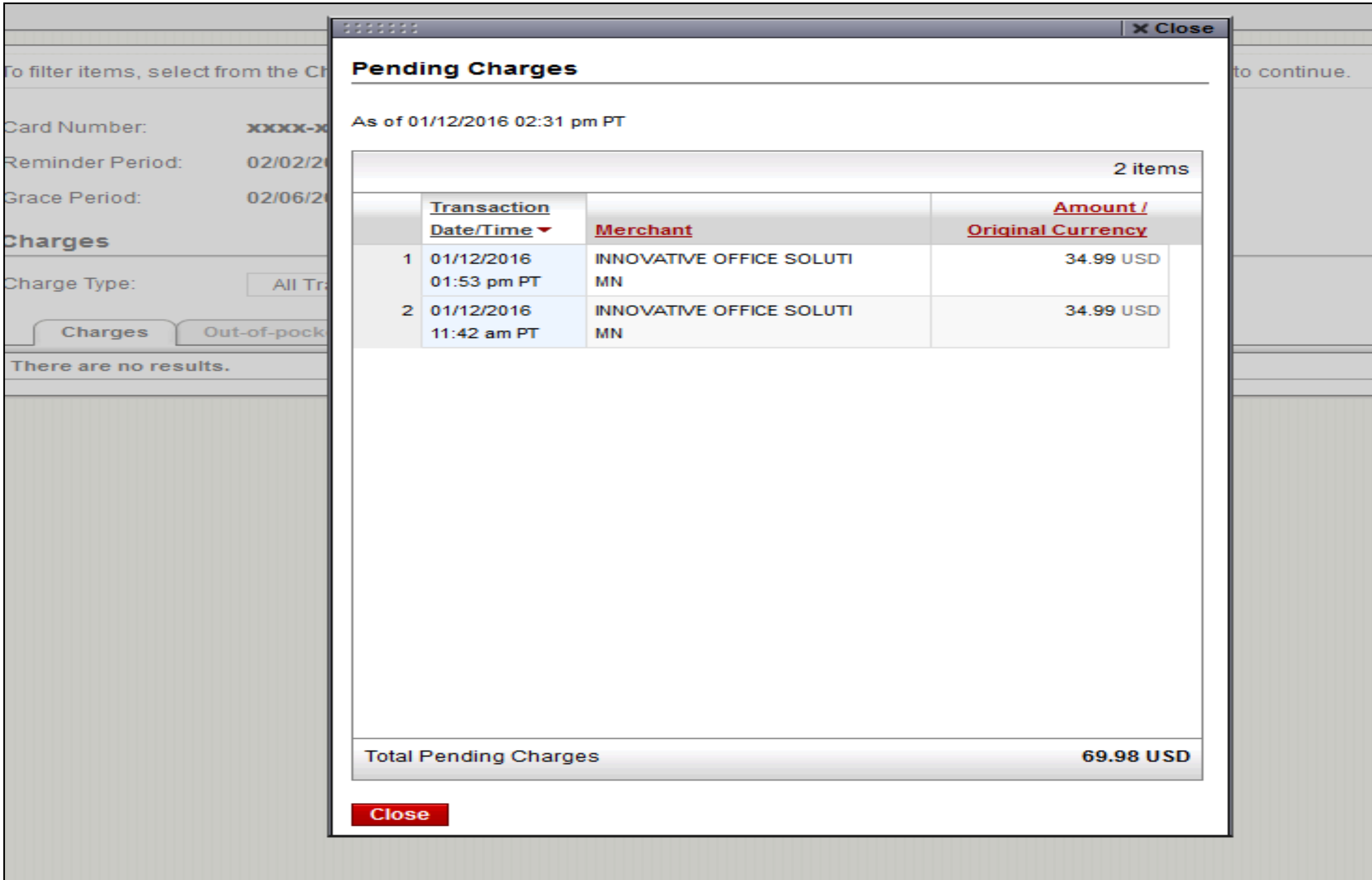
Review Open Statements



View Cycle-To-Date



Pending Transaction List



Transaction List Features

Cardholder Summary

Cardholder Name:		Start Date:	**07/01/2015**
Card Number:		End Date:	**07/31/2015**
Status:	**Open**	Reminder Period:	**08/01/2015** through **08/04/2015**
Charges:	**665.57 USD**	Grace Period:	**08/05/2015** through **08/08/2015**
Out-of-pocket:	**0.00 USD**		
Total Amount:	**665.57 USD**		

Charges

Charge Type: All Transactions

Viewing 1 to 4 of 4 Items

Charges | Out-of-pocket Expenses

Expense Code

Check the box if you have a receipt

Select All | Clear All

		Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Attached	Amount / Original Currency
1.	☐	07/14/2015	07/16/2015	☐	Tavern Of Northfield Northfield, MN	5800 - Travel	VP AND TREASURER(1125)	☐	53.50 USD
		Description: *							
		FUND: 10				**SOURCE:** 0000		**DEPT:** 1125	
2.	☐	07/21/2015	07/22/2015	☐	Tsu Bookstore #231 Nashville, TN	5302 - Office Supplies	VP AND TREASURER(1125)	☐	36.87 USD
		Description: *							
		FUND: 10				**SOURCE:** 0000		**DEPT:** 1125	
3.	☐	07/22/2015	07/24/2015	☐	United 0162457720333 800-932-2732, TX	5800 - Travel	VP AND TREASURER(1125)	☐	275.20 USD
		Description: *							
		FUND: 10				**SOURCE:** 0000		**DEPT:** 1125	
4.	☐	07/25/2015			Aashe #3- Conference 888-347-9997, PA	5281 - Professional Services	VP AND TREASURER(1125)	☐	300.00 USD
		Description:							
		FUND: 10				**SOURCE:** 0000		**DEPT:** 1125	

Additional Detail Available

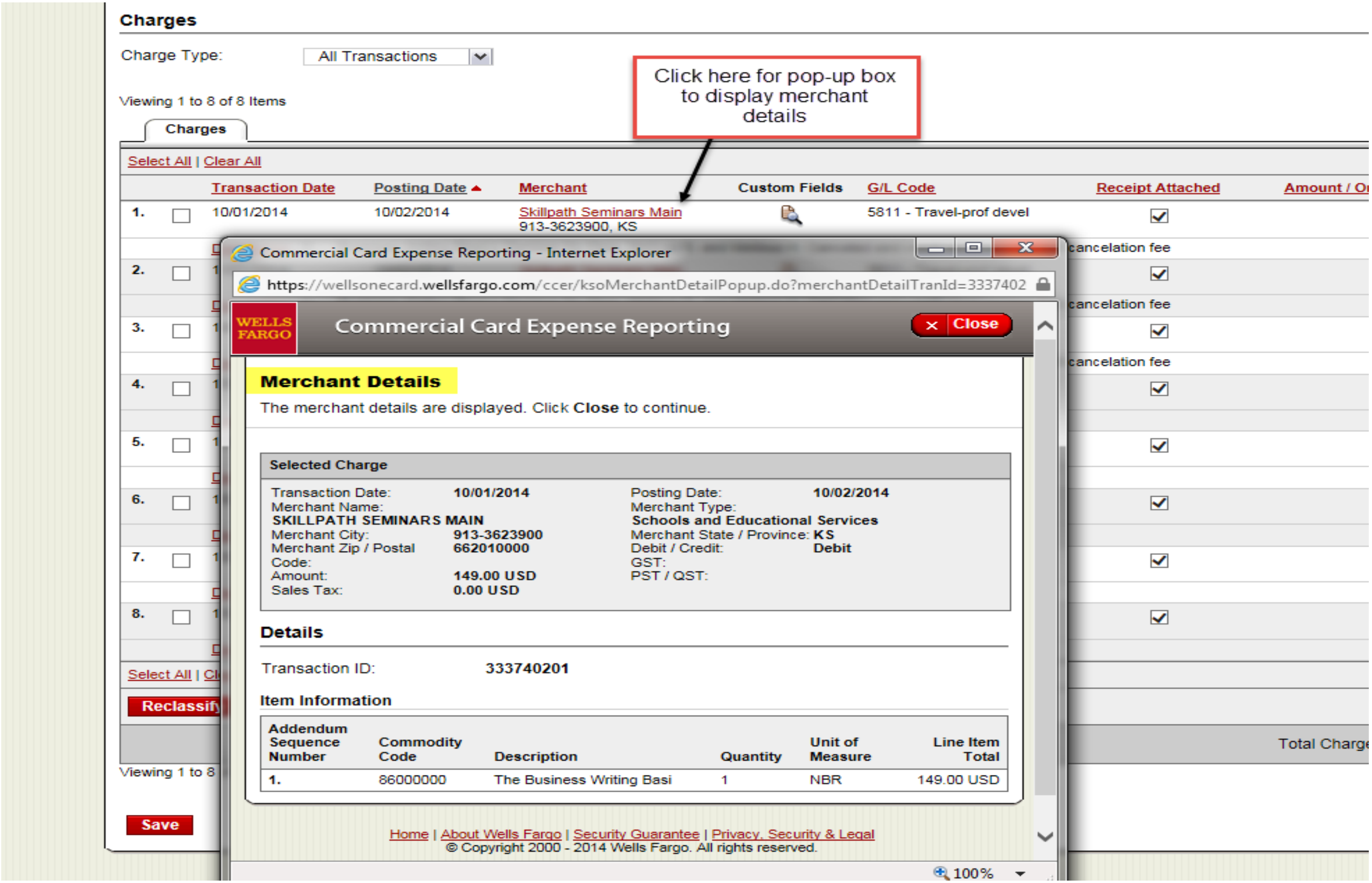
Check the box for one or more charges OR Select All to modify all charges

Select All | Clear All

Reclassify | Add Descriptions | Split & Reclassify | Dispute | Copy Request

Total Charges: **665.57 USD**

Transaction List Feature



International Travel

Wells Fargo charges a cross border transaction fee which applies when a cardholder makes a single currency purchase at a foreign country merchant. Anyone making online, telephone or in-person purchases from vendors that use foreign banks and whose credit card issuer passes transaction fees onto the customer will incur this charge. This shows up as a separate line item on your statement.

3.	☐	03/03/2019	03/05/2019	No	Cross Border Trans Fee	5800 - Travel	ART AND ART HISTORY(5107)	☐	1.80 USD
		Description: *							
		FUND: 10			SOURCE: 0000		DEPT: 5818		

Note: Faculty and staff traveling internationally on College business, not related to OCS programs, are required to complete the International Travel Record form in order to ensure adequate insurance coverage has been provided for the duration of their trip. This form is located on the Business Office website.

Reclassification Screen

Charges

Charge Type: All Transactions

Viewing 1 to 4 of 4 Items

Charges | Out-of-pocket Expenses

Select All | Clear All

		Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Attached	Amount / Original Currency
1.	☐	07/14/2015	07/16/2015	☐	Tavern Of Northfield Northfield, MN	5800 - Travel	VP AND TREASURER(1125)	☐	53.50 USD
		Description: *							
		FUND: 10			**SOURCE:** 0000		**DEPT:** 1125		
2.	☑	07/21/2015	07/22/2015	☐	Tsu Bookstore #231 Nashville, TN	5302 - Office Supplies	VP AND TREASURER(1125)	☐	36.87 USD
		Description:							
		FUND: 10			**SOURCE:** 0000		**DEPT:** 1125		
3.	☑	07/22/2015	07/24/2015	☐	United 0162457720333 800-932-2732, TX	5800 - Travel	VP AND TREASURER(1125)	☐	275.20 USD
		Description: *							
		FUND: 10			**SOURCE:** 0000		**DEPT:** 1125		
4.	☐	07/25/2015	07/27/2015	☐	Aashe #3- Conference 888-347-9997, PA	5281 - Professional Services	VP AND TREASURER(1125)	☐	300.00 USD
		Description: *							
		FUND: 10			**SOURCE:** 0000		**DEPT:** 1125		

Select Charges to Review

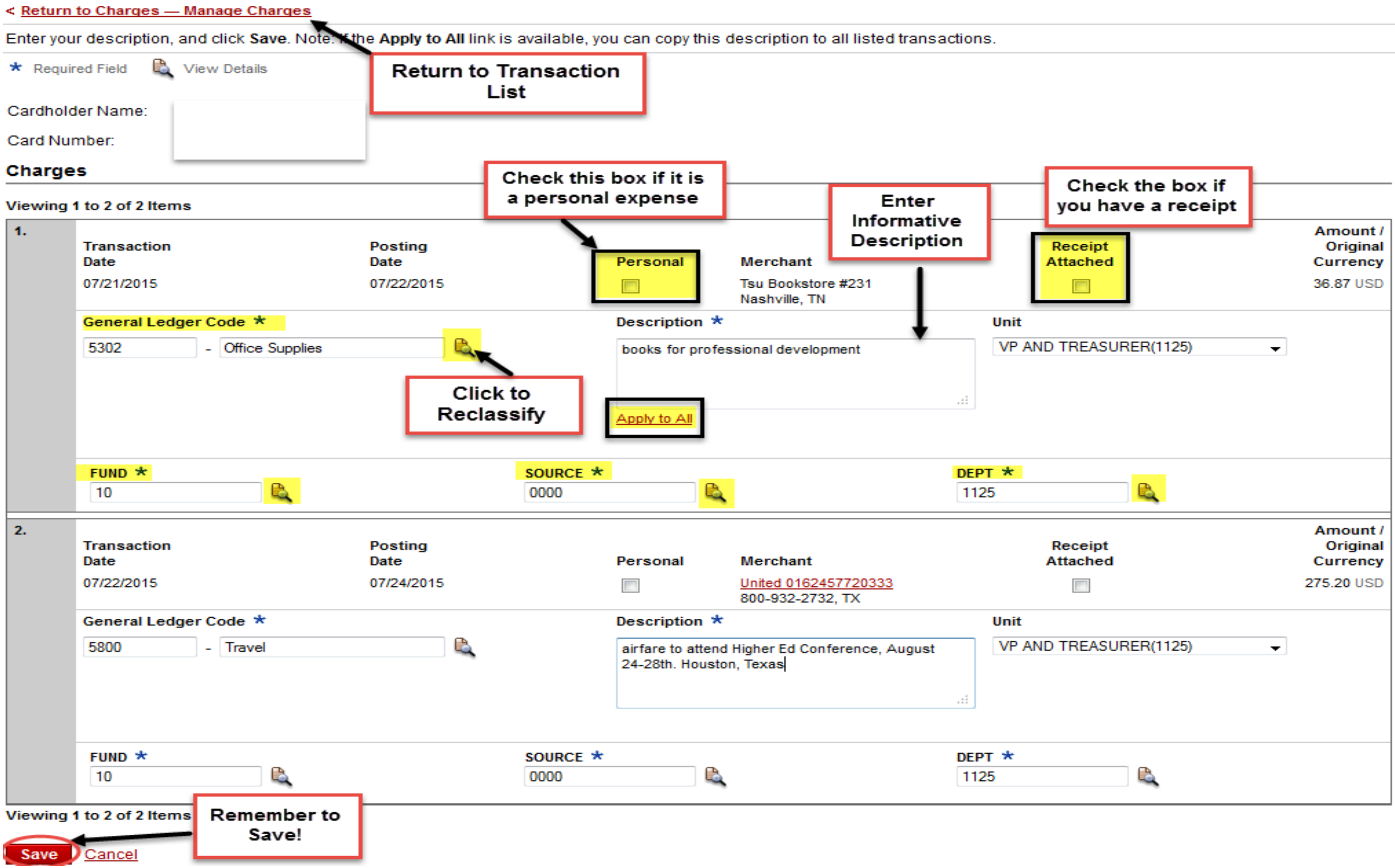
Select Reclassify

Select All | Clear All

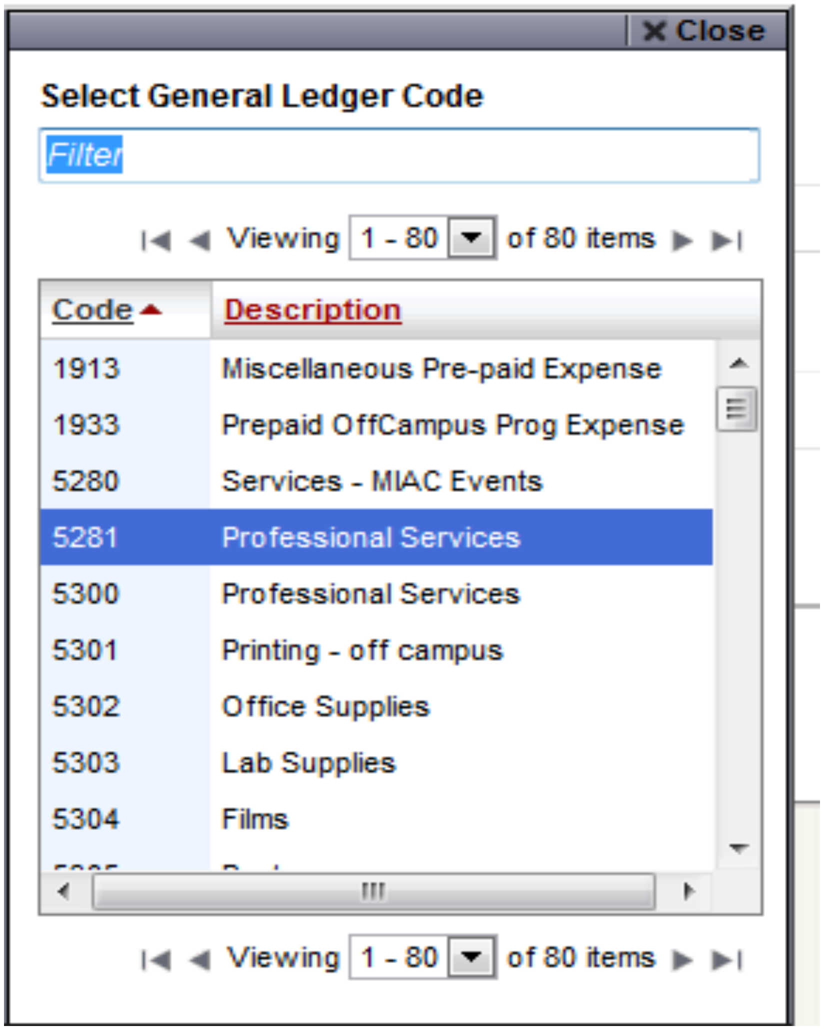
Reclassify | Add Descriptions | Split & Reclassify | Dispute | Copy Request

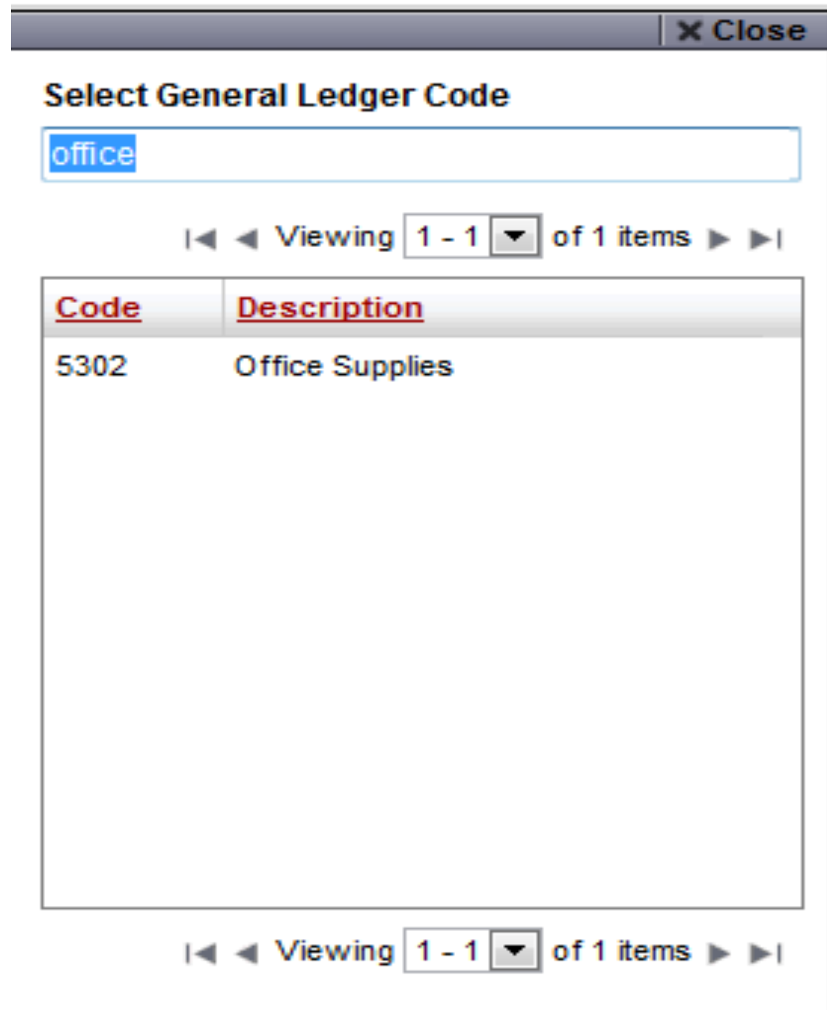
Total Charges: **665.57 USD**

Reclassification Screen

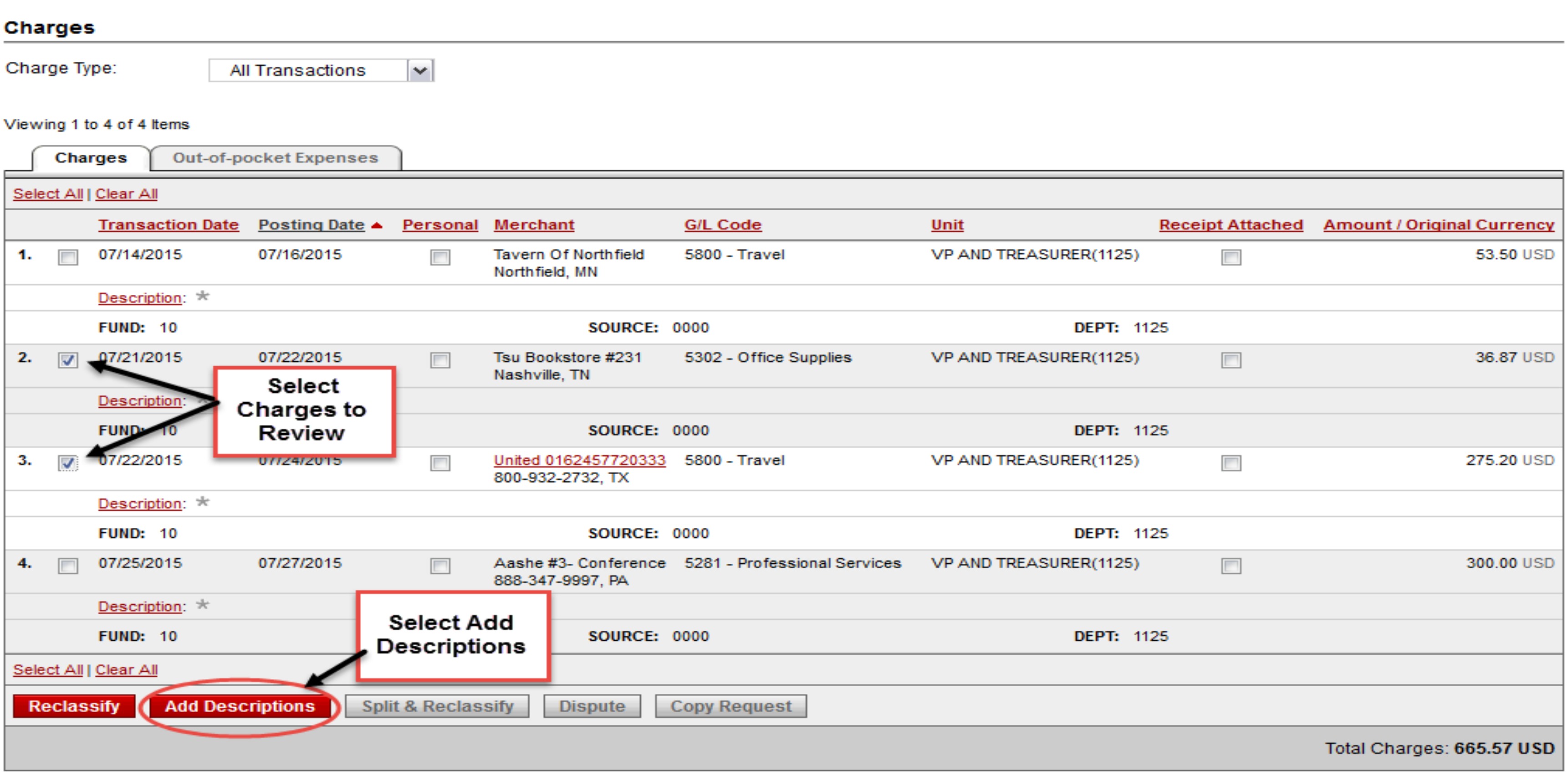


Select General Ledger Code



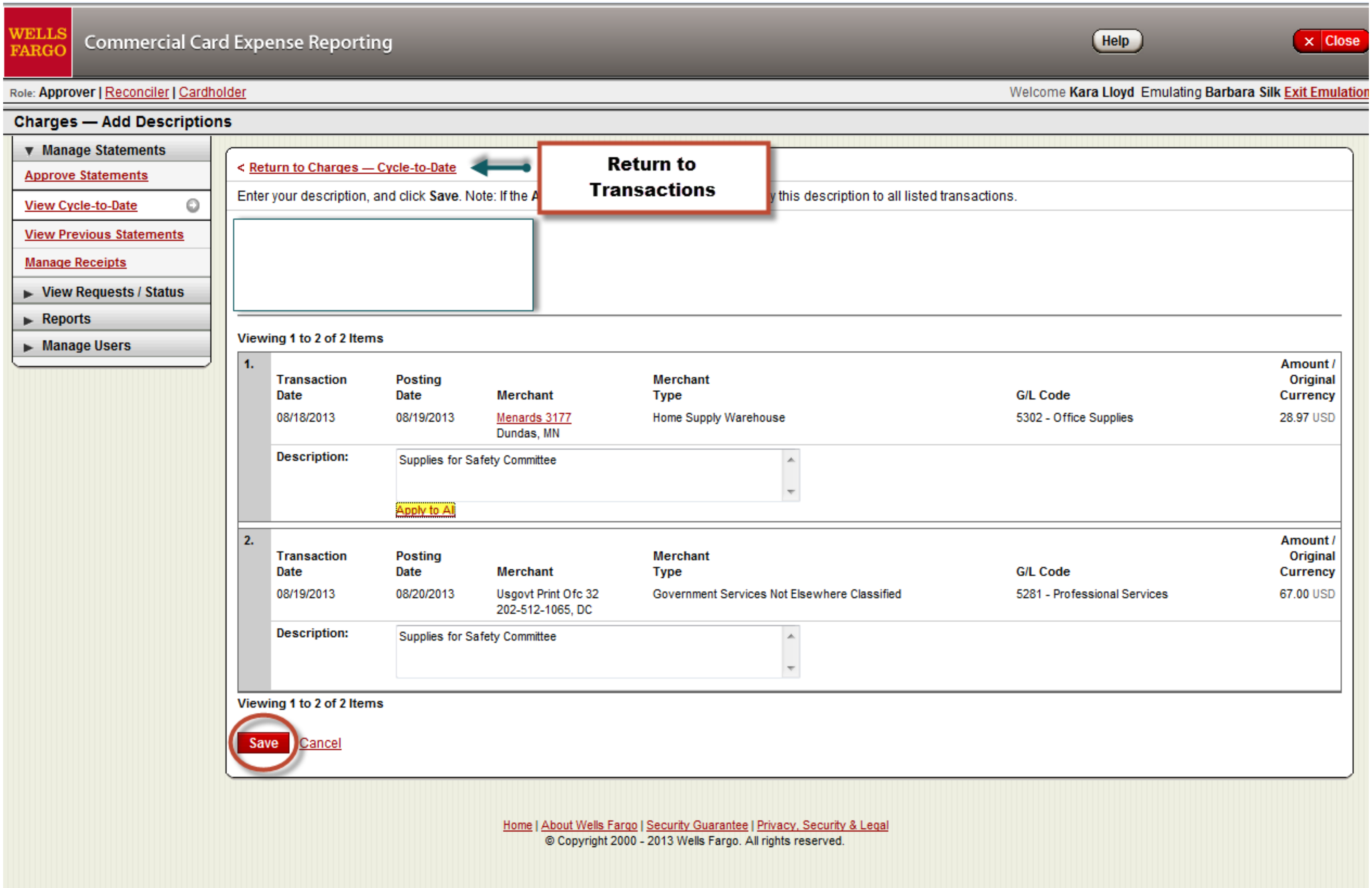


Add Descriptions

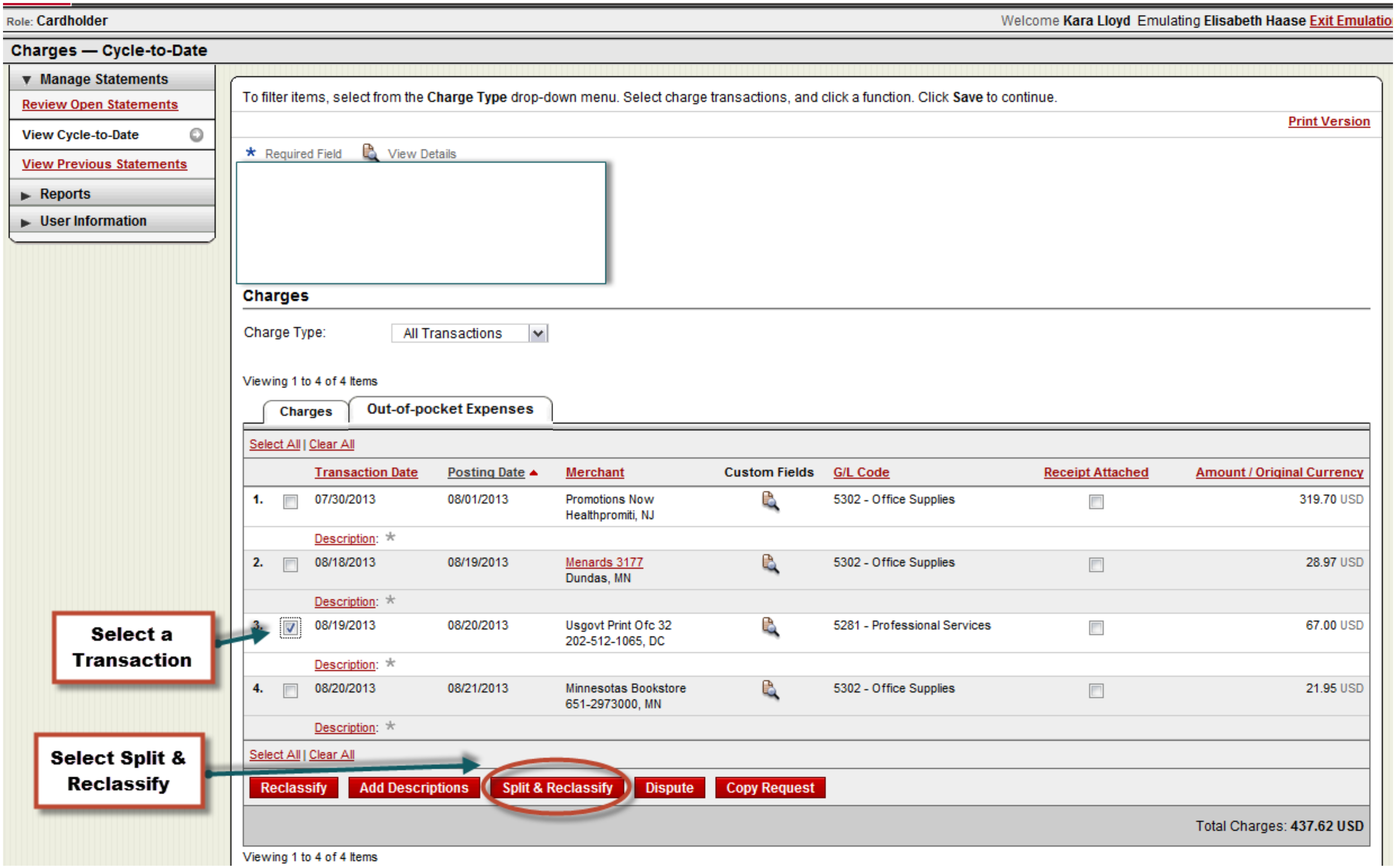


You can also quickly add descriptions from your main page by clicking on “Description”

Add Descriptions



Split & Reclassify

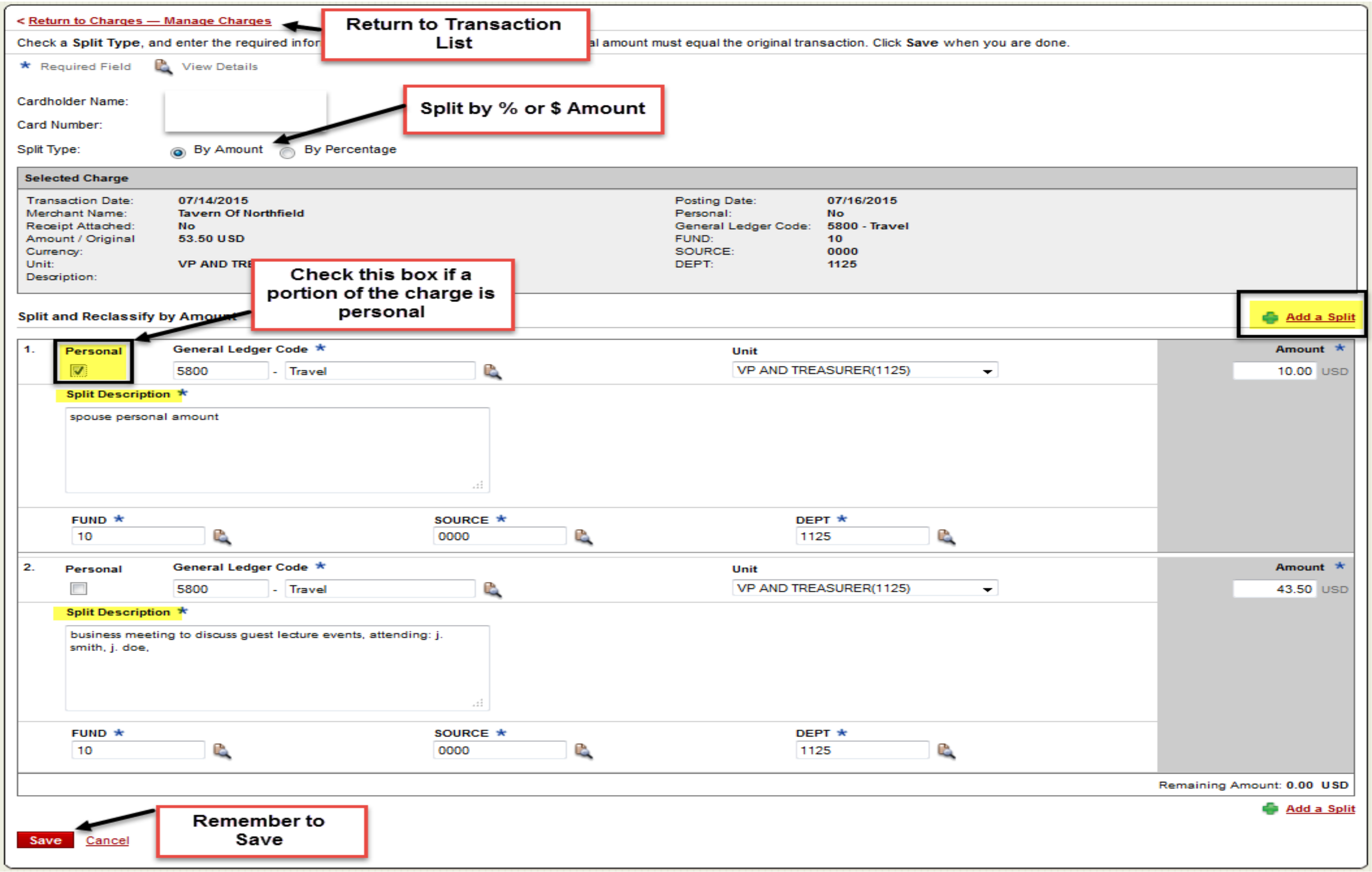


Split & Reclassify

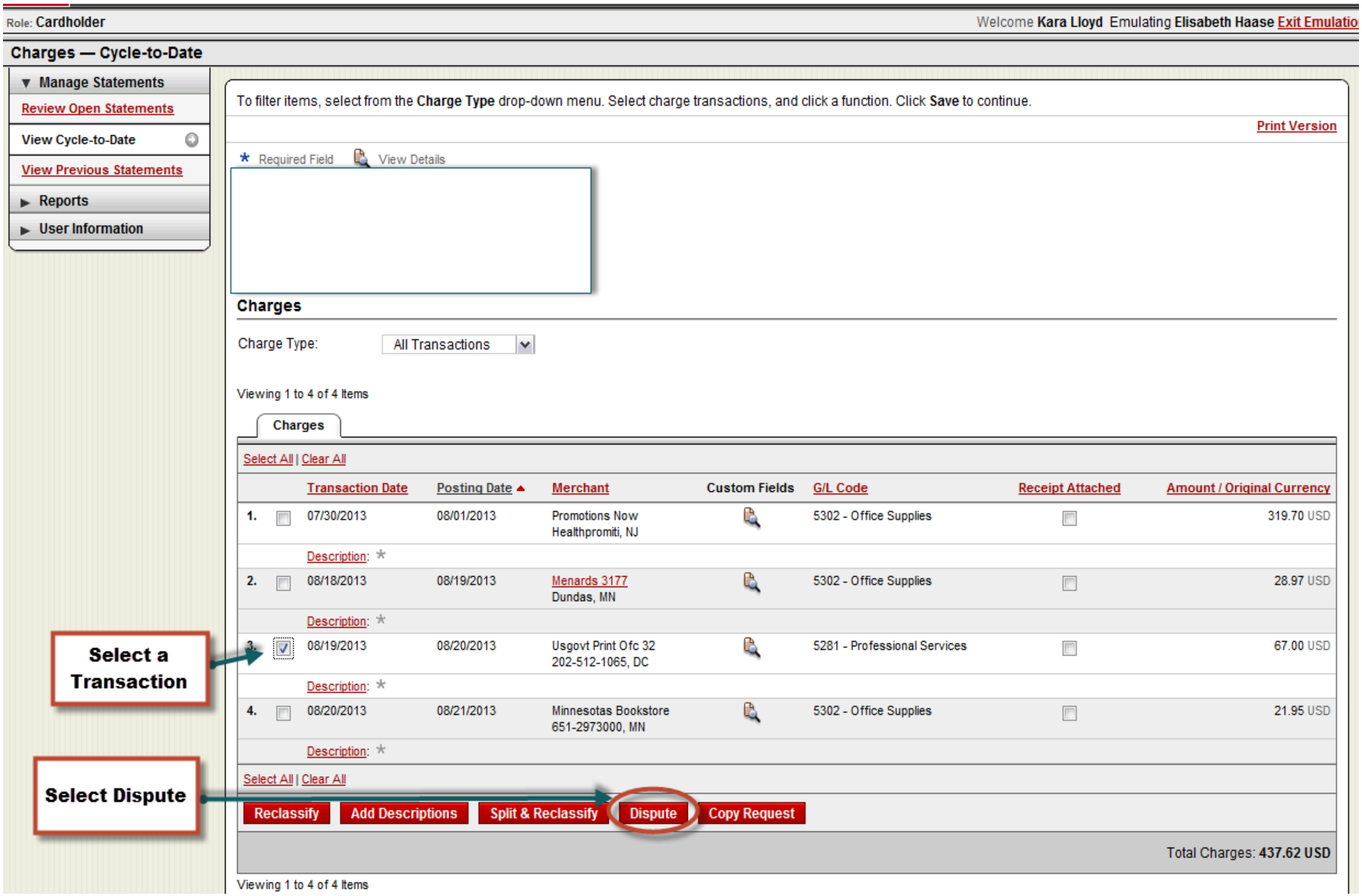
- Can be used to split due to a personal portion

- Can be used to charge multiple departments

Split & Reclassify



Dispute


Role: Cardholder
Welcome Kara Lloyd Emulating Elisabeth Haase Exit Emulatio
Charges — Cycle-to-Date
Manage Statements
Review Open Statements
View Cycle-to-Date
View Previous Statements
Reports
User Information
To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.
Print Version
Required Field
View Details
Charges
Charge Type:
All Transactions
Viewing 1 to 4 of 4 Items
Charges
Select All | Clear All
Transaction Date
Posting Date
Merchant
Custom Fields
G/L Code
Receipt Attached
Amount / Original Currency
1.
07/30/2013
08/01/2013
Promotions Now Healthpromiti, NJ
5302 - Office Supplies
319.70 USD
Description: *
2.
08/18/2013
08/19/2013
Menards 3177 Dundas, MN
5302 - Office Supplies
28.97 USD
Description: *
3.
08/19/2013
08/20/2013
Usgovt Print Ofc 32 202-512-1065, DC
5281 - Professional Services
67.00 USD
Description: *
4.
08/20/2013
08/21/2013
Minnesotas Bookstore 651-2973000, MN
5302 - Office Supplies
21.95 USD
Description: *
Select All | Clear All
Reclassify
Add Descriptions
Split & Reclassify
Dispute
Copy Request
Total Charges: 437.62 USD
Viewing 1 to 4 of 4 Items
Select a Transaction
Select Dispute

WELLS FARGO Commercial Card Expense Reporting

Help | Close

Role: Cardholder

Welcome **Kara Lloyd** Emulating **Elisabeth Haase** Exit Emulation

Charges — Dispute

- **Manage Statements**
  - Review Open Statements
  - View Cycle-to-Date
  - View Previous Statements
- **Reports**
- **User Information**

< Return to Charges — Cycle-to-Date

Return to Transaction List

Select the **Dispute Type**, and enter the information. Enter the reason for the dispute and any steps you have taken to resolve the situation with the merchant in the **Dispute Description** box. Click **Submit**.

Note: You can dispute a charge only up to 60 days after a transaction has been posted. Once you initiate a dispute, you cannot request a copy.

* At least one selection for each section is required.

Selected Charge

Transaction Date:	08/19/2013	Posting Date:	08/20/2013
Merchant:	Usgovt Print Ofc 32 202-512-1065, DC	Merchant Type:	Government Services Not Elsewhere Classified
Merchant Reference Number:	24445003232600253012888	General Ledger Code:	5281 - Professional Services
Amount / Original Currency:	67.00 USD		

Dispute Details

If your card has been compromised due to fraud, or has been lost or stolen and you have not yet reported it, please contact the Business Purchasing Service Center at 1-800-932-0036 immediately.

For all dispute types except Unauthorized, you must first contact the merchant and try to resolve the problem before filing a dispute with Wells Fargo.

Dispute Type:

- ○ **Unauthorized Transaction**
  I certify that the disputed transaction was not made by me or the person authorized by me to use the card, nor were the goods or services represented by this transaction received by me or a person authorized by me.
- ● **Duplicate Transaction**
  A single transaction has posted more than once.
- ○ **Cancelled Transaction**
  I cancelled the transaction on
- ○ **Incorrect Amount**
  A transaction for posted on my statement as above.
- ○ **Merchandise/Service not received**
  I did not receive the service or merchandise requested. I contacted the merchant, and they did not resolve my dispute. I expected to receive the merchandise/services on
- ○ **Paid by other means**
  I have already paid this transaction by:
  Select One
- ○ **Credit not posted**
  The merchant did not process a credit transaction receipt.
- ○ **Returned Merchandise**
  I have returned the merchandise to the merchant and I have not received a credit.
- ○ **Unrecognized Transaction**
  I do not recognize the transaction.

Contact Information

Please enter a phone number so that we may contact you in case we have any questions about this dispute.

Phone Number: 5072225934

Reason for Dispute

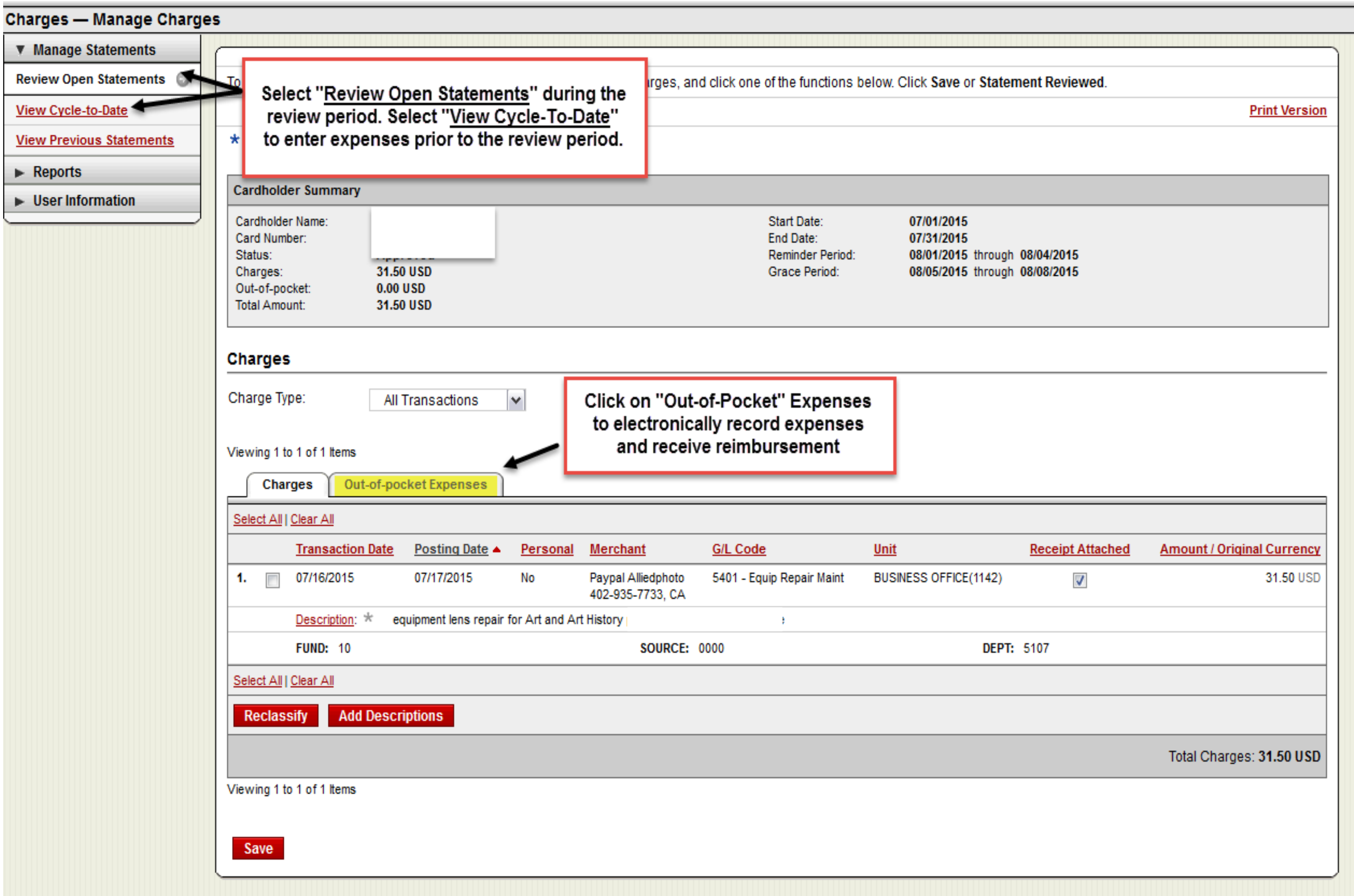
Briefly describe the reason for this dispute, and include what steps you took to resolve this matter. If the dispute is a hotel or auto rental charge, please provide the **Merchant Cancellation Number**.

Dispute Description: billing error, charged twice for same invoice. contacted vendor on 8/26/13 no response.

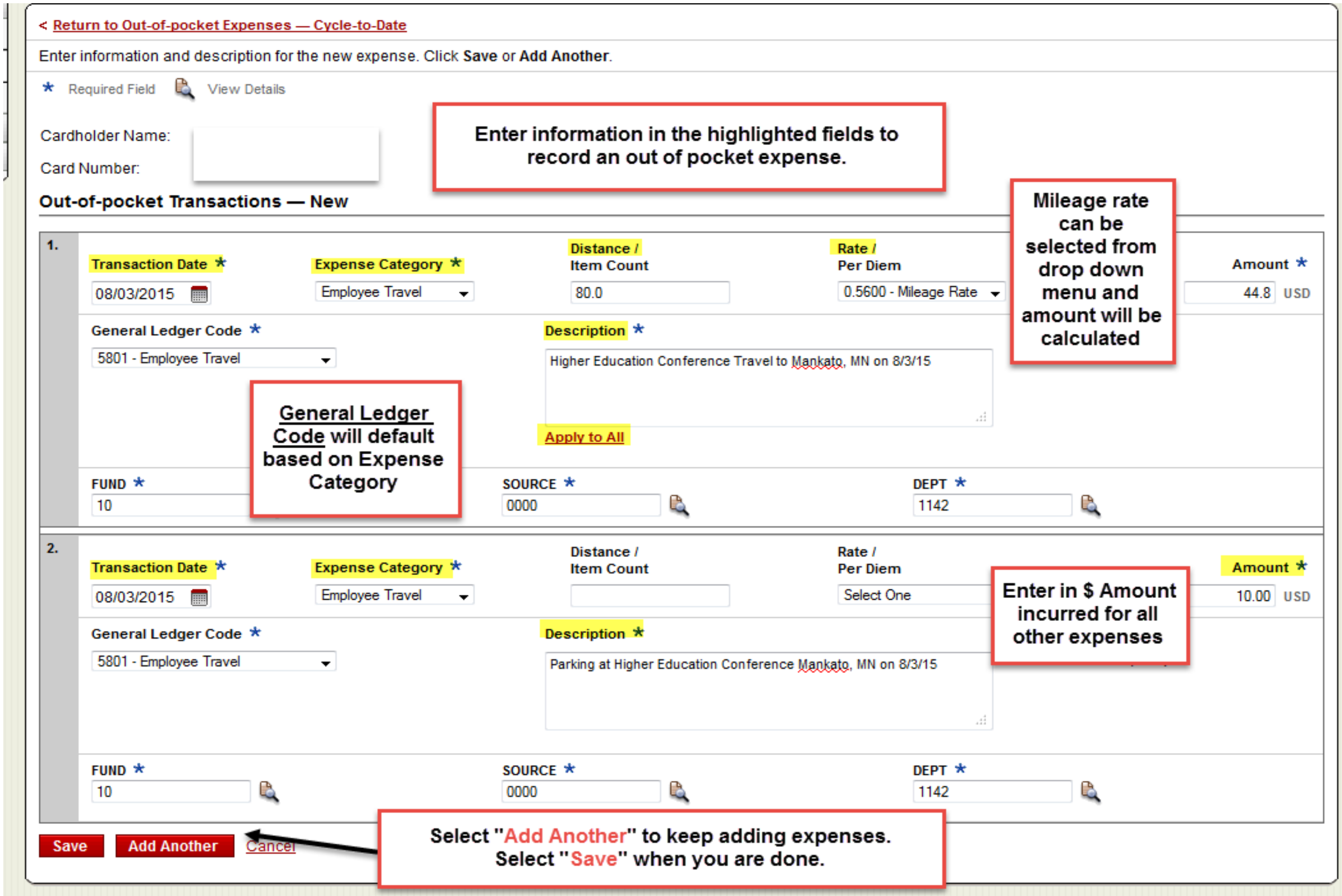
Click Submit

Submit | Cancel

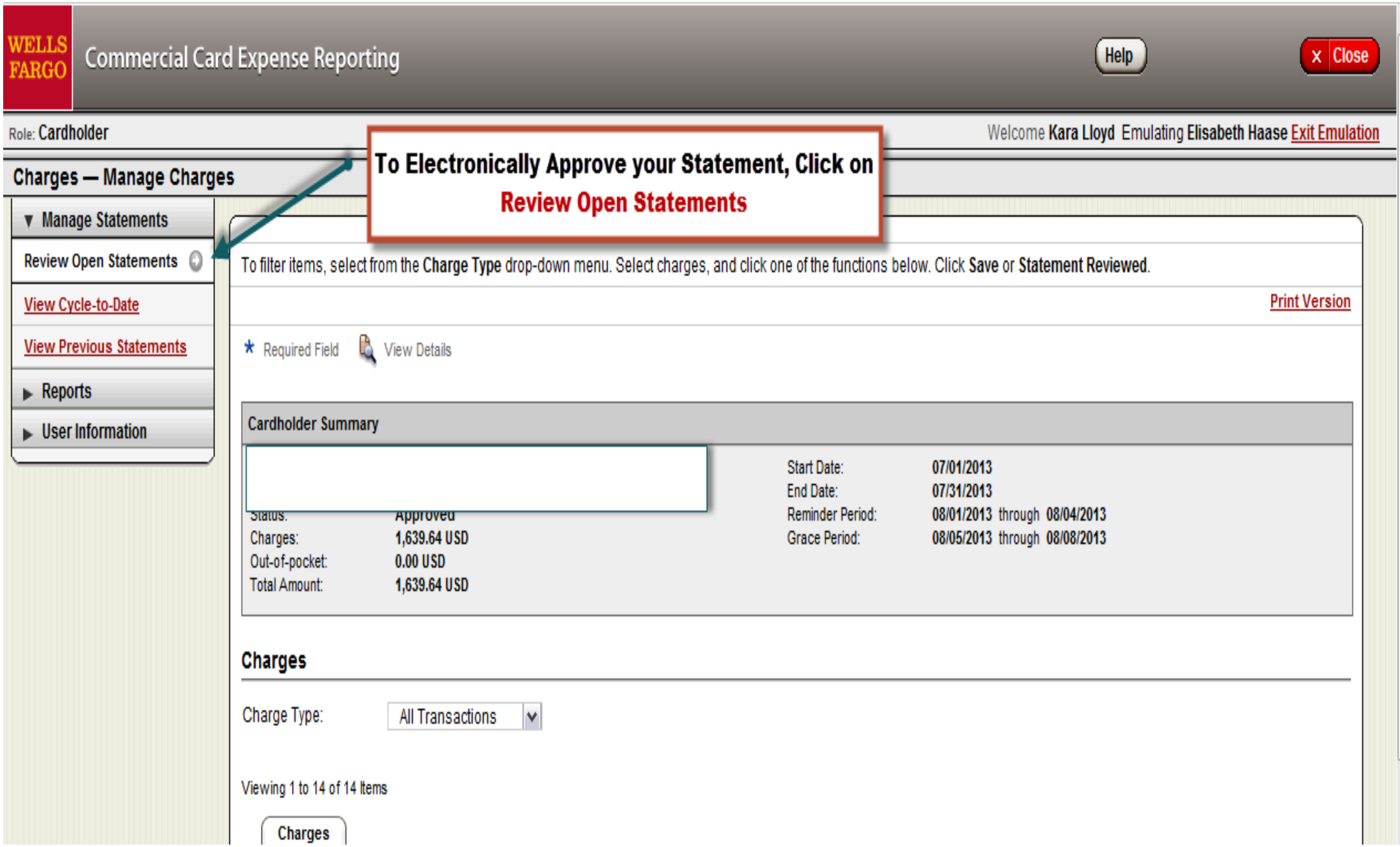
Out-Of-Pocket (OOP) Expenses



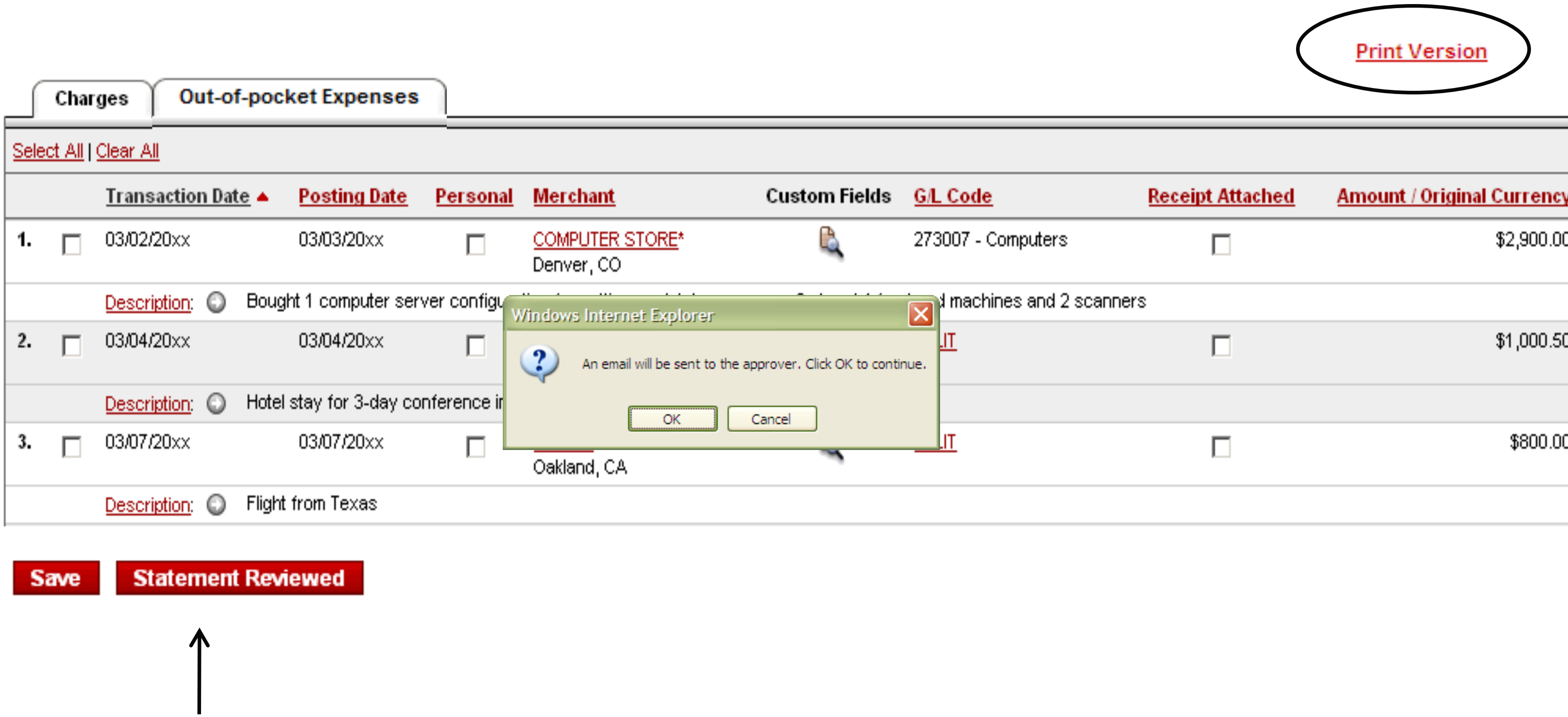
Out-Of-Pocket (OOP) Expenses



Review Open Statement – Final Steps



Complete Your Review



- Select statement reviewed and a message box appears indicating that an email will be sent to your approver
- Print completed statement and attach receipts
- Submit statement and receipts to your approver

Statement Sample

WELLS FARGO

Statement Expenses 08/10/2015 11:58 AM PT

Requested By:

Cardholder Summary

Cardholder Name:		Start Date:	**07/01/2015**
Card Number:		End Date:	**07/31/2015**
Status:	**Approved**	Reminder Period:	**08/01/2015** through **08/04/2015**
Charges:	**205.84 USD**	Grace Period:	**08/05/2015** through **08/08/2015**
Out-of-pocket:	**9.41 USD**		
Total Amount:	**215.25 USD**		

Charges

#	Transaction Date	Posting Date	Personal	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
1.	06/30/2015	07/02/2015	No	Tavern On France Edina, MN	Yes	5800 - Travel	PLANNED GIVING(3540)	18.25 USD / 18.25
	Description	Lunch-Edina, MN- June 30, 2015-Donor/Prospect Cultivation Travel						
	FUND 10			**SOURCE** 0000			**DEPT** 3540	
2.	07/20/2015	07/22/2015	No	Hiltongardeninn3760 Mettawa, IL	Yes	5811 - Travel-prof devel	PLANNED GIVING(3540)	187.59 USD / 187.59
	Description	Hotel-Mettawa, IL-July 19,2015-Conference/Employee Professional Development						
	FUND 10			**SOURCE** 0000			**DEPT** 3540	

Total Charges: 205.84 USD

Out-of-pocket Expenses

#	Transaction Date	Expense Category	Distance / Item Count	Rate / Per Diem	Status	General Ledger Code	Unit	Amount
1.	07/13/2015	Employee Travel	1.0	0.5600 - Mileage Rate	Approved	5801 - Employee Travel	PLANNED GIVING(3540)	0.56 USD
	Description	Mileage-July 13 2015-Donor/Prospect Cultivation Travel						
	FUND 10			**SOURCE** 0000			**DEPT** 3540	

Personal Profile & View Previous Statements

Personal profile

- ▼ Manage Statements
  - Review Open Statements
  - View Cycle-to-Date
  - View Previous Statements
- ► Reports
- ▼ User Information
  - Personal Profile

Card Information

Mailing

Address Type:	USA
Address Line 1:	ONE NORTH COLLEGE STREET
Address Line 2:	
City:	NORTHFIELD
State:	MN
Zip Code:	55057-4001

Billing address for online and phone orders

Account Parameters

Templates

Selected Template:

Limits

Daily Number of Transactions:	
Monthly Number of Transactions:	
Daily Dollar Limit:	0.00 USD
Monthly Credit Limit:	5,000.00 USD
Single Purchase Limit:	5,000.00 USD
Available Credit:	4,179.80 USD as of 05/07/2013 12:59 PM PT
Declining Balance:	No
Number of Months Active:	0

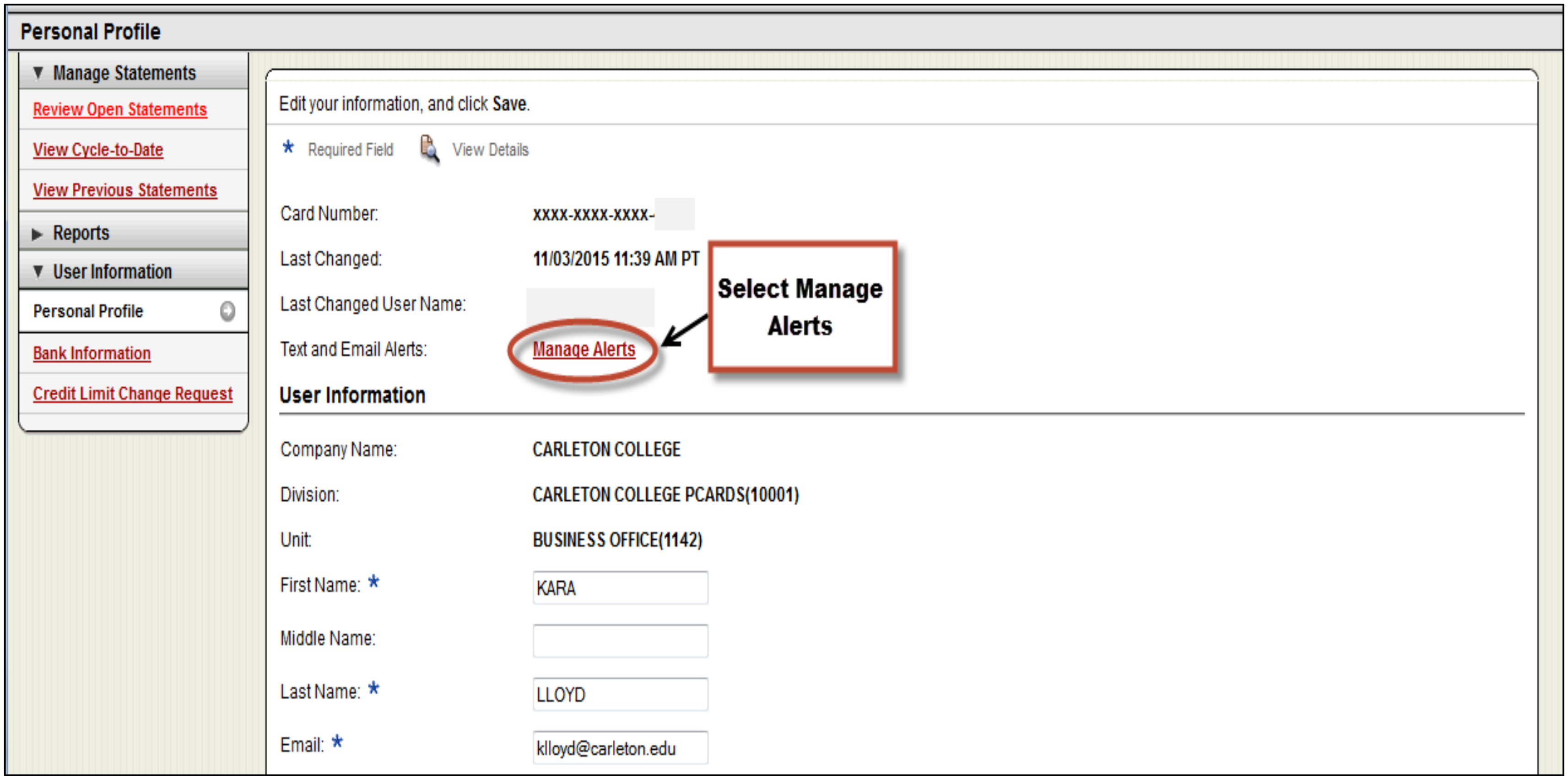
Click to retrieve current available credit

You can also contact the Business Purchasing Service Center 24/7 at 1-800-932-0036 to obtain available credit. Must provide Unique ID to obtain any information

Available credit field is the remaining balance of the cardholder's existing credit limit

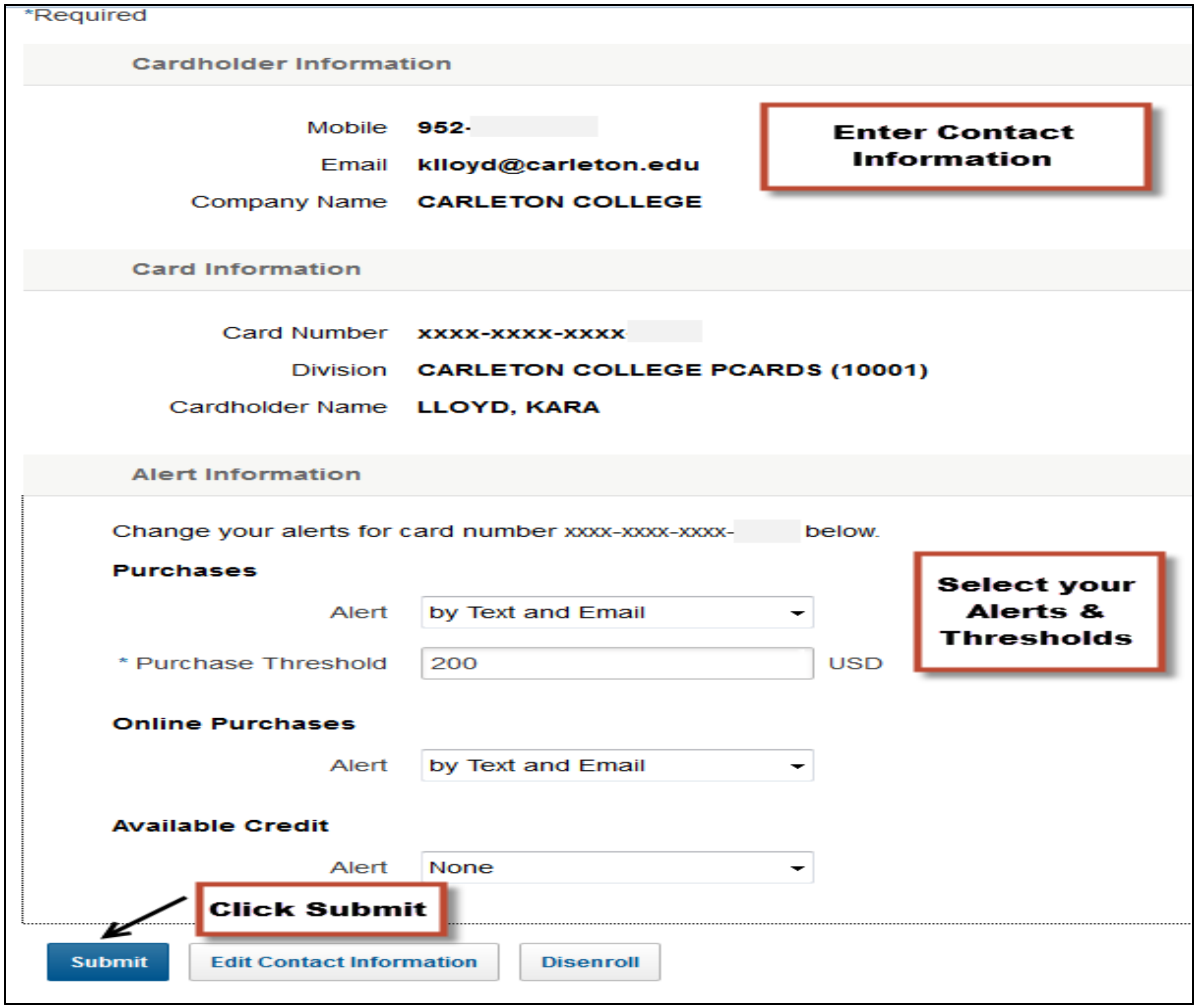
Email & Text Alerts

- Click Manage Alerts



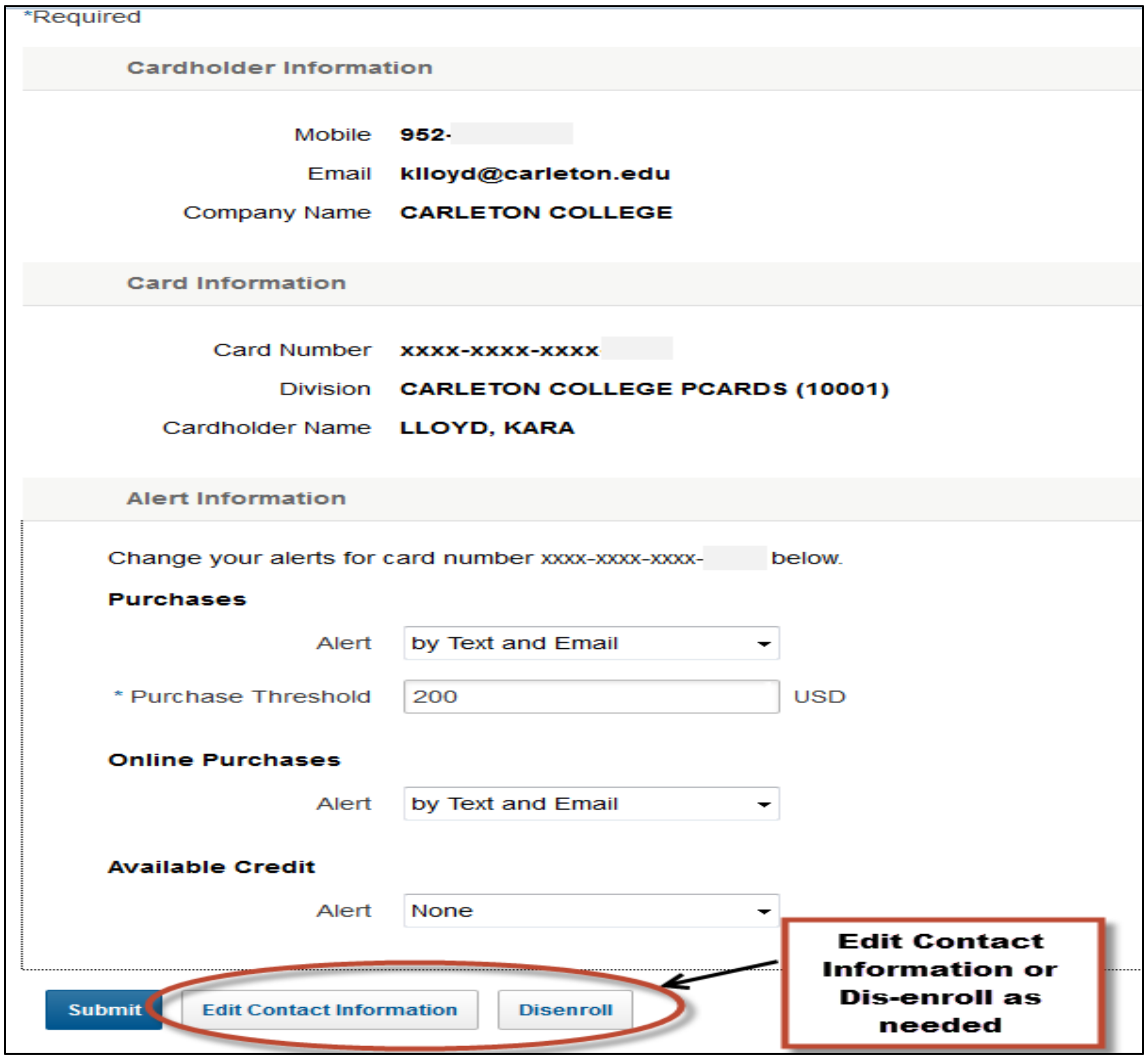
Email & Text Alerts

- Select Alert Preferences & Click Submit



Email & Text Alerts

- Edit Preferences at any time


*Required

Cardholder Information

Mobile 952-

Email kloyd@carleton.edu

Company Name CARLETON COLLEGE

Card Information

Card Number xxxx-xxxx-xxxx

Division CARLETON COLLEGE PCARDS (10001)

Cardholder Name LLOYD, KARA

Alert Information

Change your alerts for card number xxxx-xxxx-xxxx- below.

Purchases

Alert: by Text and Email

* Purchase Threshold: 200 USD

Online Purchases

Alert: by Text and Email

Available Credit

Alert: None

Submit | Edit Contact Information | Disenroll

Edit Contact Information or Dis-enroll as needed

Fraud Alert Management

Alert Information

Choose alerts to send at the company level.

Purchases

Alert: by Text and Email

Online Purchases

Alert: by Text and Email

Available Credit

Alert: by Text and Email

Decline

Alert: by Text and Email

Fraud

Alert: by Text and Email

Submit | Enroll Divisions | Disenroll Company

Fraud Alert Management

- If you suspect fraud, immediately notify Wells Fargo by phone 800-AT-WELLS, Option 2.
  - Wells Fargo will assess the situation and take action by holding or flagging your account.
  - If fraud is confirmed, the account will be permanently closed and you will be issued a replacement.
  - If a fraudulent charge has posted to your account, **include the Fraud Case number in the description field.**
- If you receive a fraud notification email from Wells Fargo
  - Please respond immediately

Fraud vs. Dispute

- Fraudulent credit card activity is considered as unauthorized use of the card.
- Disputes are disagreements between the merchant and the cardholder, where the cardholder is asking for assistance.
  - Double billing, over-billing, billing for goods not received, and problems with issuing credits, etc.

Declines

- The purchasing card will be declined if:

- The cardholder has exceeded the designated transaction, daily or monthly limit.
- The cardholder attempts to use the card for a blocked supplier category
- The incorrect expiration date or security code is used
- The card has not been activated
- The card has expired
- The card has been placed in a temporary fraud hold status due to unusual activity
- The incorrect billing address was supplied to the merchant

Lost/Stolen Card

- Call Wells Fargo immediately to report lost or stolen cards

  (1-800-932-0036)
- You will be prompted to verify your identity with your Unique ID
- Wells Fargo will place your account into a temporary hold while they reissue a replacement card
- Carleton College is liable for ALL charges that occur from the time a card is lost/stolen until the time the loss is reported to Wells Fargo. If cardholder does not report incident immediately, any fraudulent activity will post to the cardholder's budget without recourse for refund

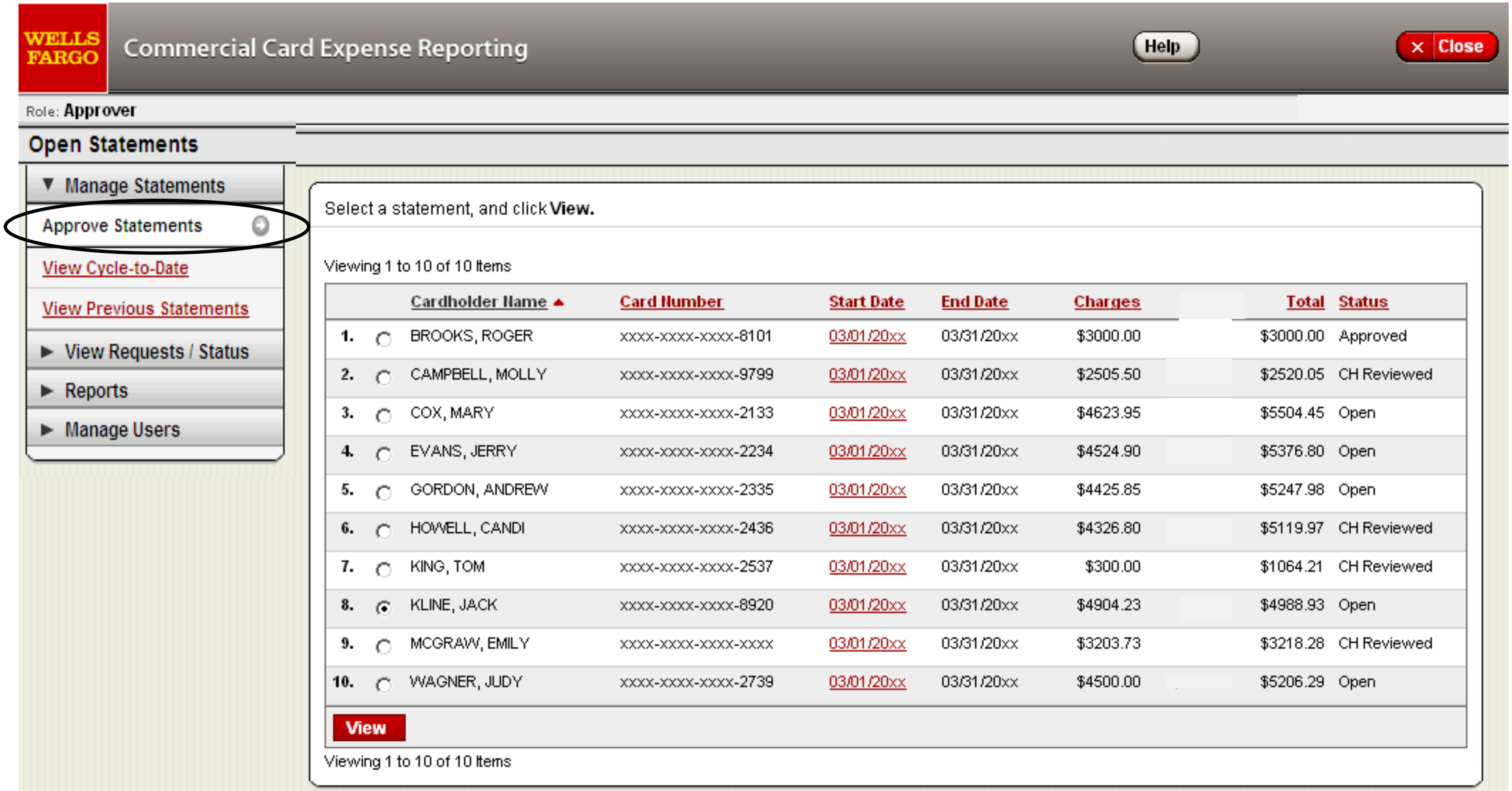
Contact information

- Wells Fargo - 1-800-932-0036
  - From outside of the United States call 1-612-332-2224
  - Call immediately if your card is lost, stolen or suspected missing
  - For immediate decline information
  - To access the automated voice response system for the following information:
    - Current balance
    - Available credit

- Contact a program administrator if:
  - You have questions about your card
  - Need to increase your credit limit
  - Change jobs
  - Need to order cards for other employees

Primary Program Administrator:
Amy Swenson
Alternate Program Administrators:
Kara Lloyd, Randie Johnson

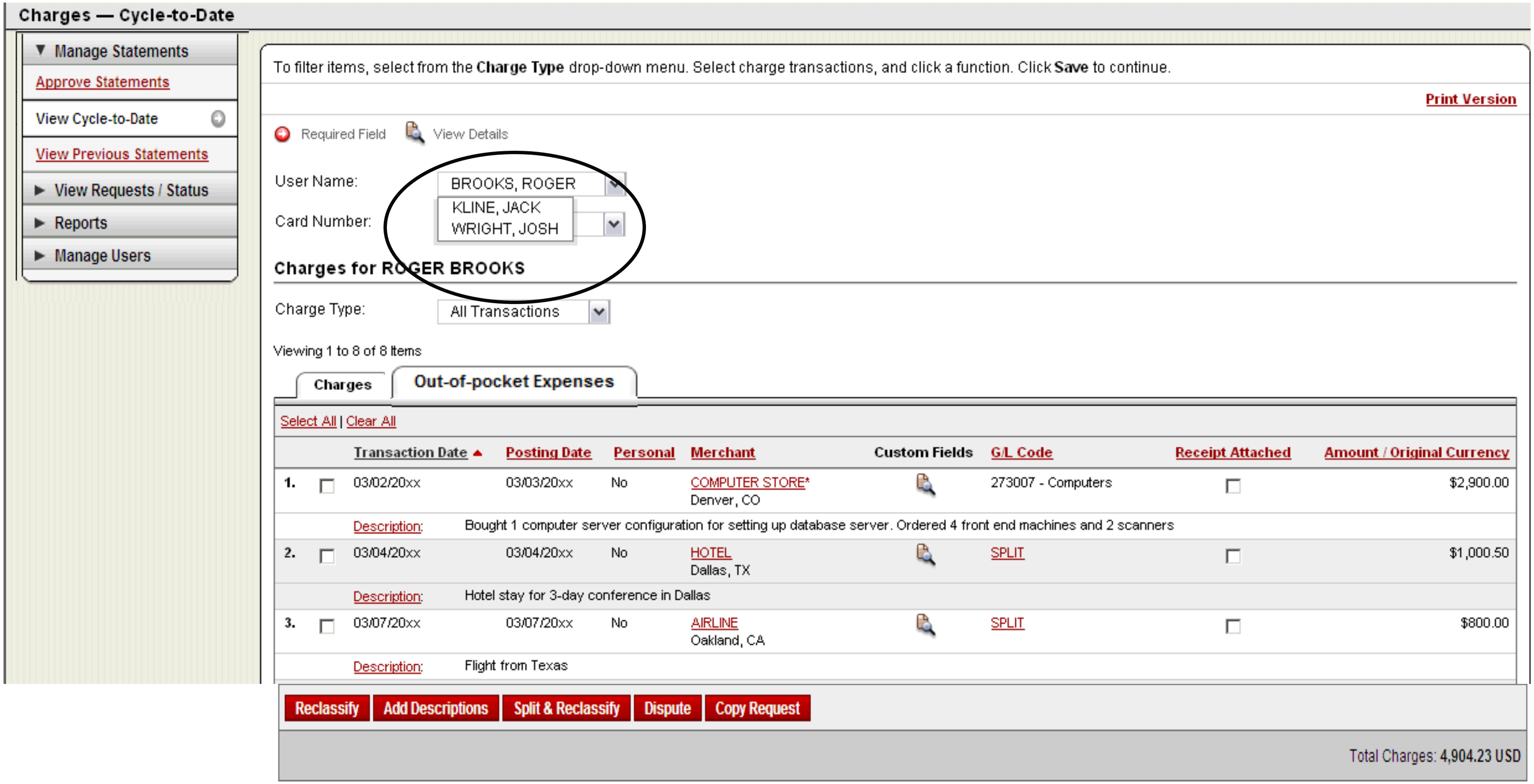
Approver experience



		Cardholder Name	Card Number	Start Date	End Date	Charges	Total	Status
1.	○	BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	$3000.00	$3000.00	Approved
2.	○	CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	03/01/20xx	03/31/20xx	$2505.50	$2520.05	CH Reviewed
3.	○	COX, MARY	xxxx-xxxx-xxxx-2133	03/01/20xx	03/31/20xx	$4623.95	$5504.45	Open
4.	○	EVANS, JERRY	xxxx-xxxx-xxxx-2234	03/01/20xx	03/31/20xx	$4524.90	$5376.80	Open
5.	○	GORDON, ANDREW	xxxx-xxxx-xxxx-2335	03/01/20xx	03/31/20xx	$4425.85	$5247.98	Open
6.	○	HOWELL, CANDI	xxxx-xxxx-xxxx-2436	03/01/20xx	03/31/20xx	$4326.80	$5119.97	CH Reviewed
7.	○	KING, TOM	xxxx-xxxx-xxxx-2537	03/01/20xx	03/31/20xx	$300.00	$1064.21	CH Reviewed
8.	◉	KLINE, JACK	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	$4904.23	$4988.93	Open
9.	○	MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	$3203.73	$3218.28	CH Reviewed
10.	○	WAGNER, JUDY	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	$4500.00	$5206.29	Open

Manage Statements

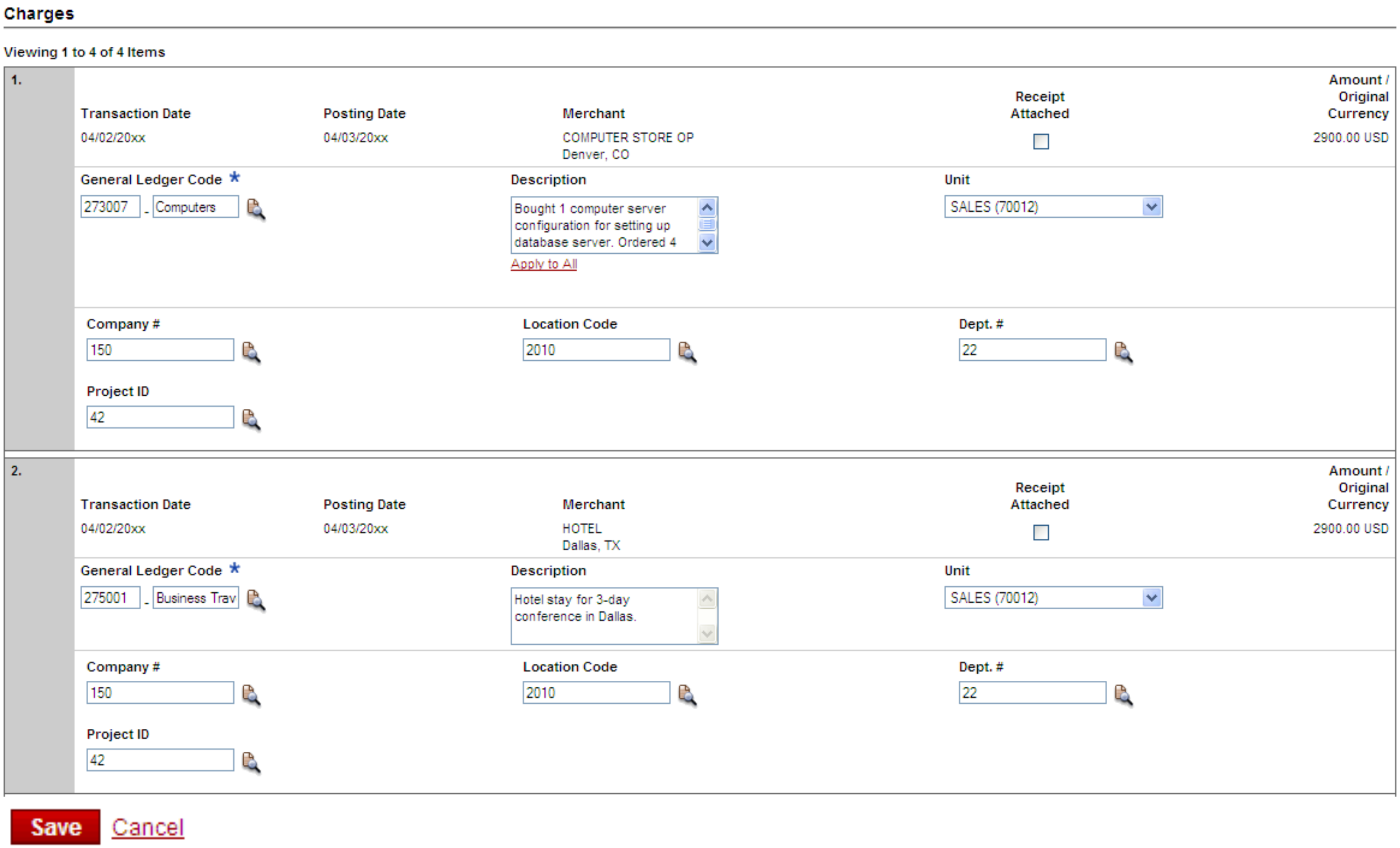
- Statement approval queue (If the cycle is ready for review)
- Notify program administrator if a secondary approver is needed



Manage Statements

- Cycle-to-date transactions
- Approvers can view activity for any cardholder that rolls up to them for approval

View reclassifications


Charges

Viewing 1 to 4 of 4 Items

1.

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
04/02/20xx	04/03/20xx	COMPUTER STORE OP Denver, CO		2900.00 USD

General Ledger Code * 273007 - Computers

Description: Bought 1 computer server configuration for setting up database server. Ordered 4

Apply to All

Unit: SALES (70012)

Company #: 150

Location Code: 2010

Dept. #: 22

Project ID: 42

2.

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
04/02/20xx	04/03/20xx	HOTEL Dallas, TX		2900.00 USD

General Ledger Code * 275001 - Business Trav

Description: Hotel stay for 3-day conference in Dallas.

Unit: SALES (70012)

Company #: 150

Location Code: 2010

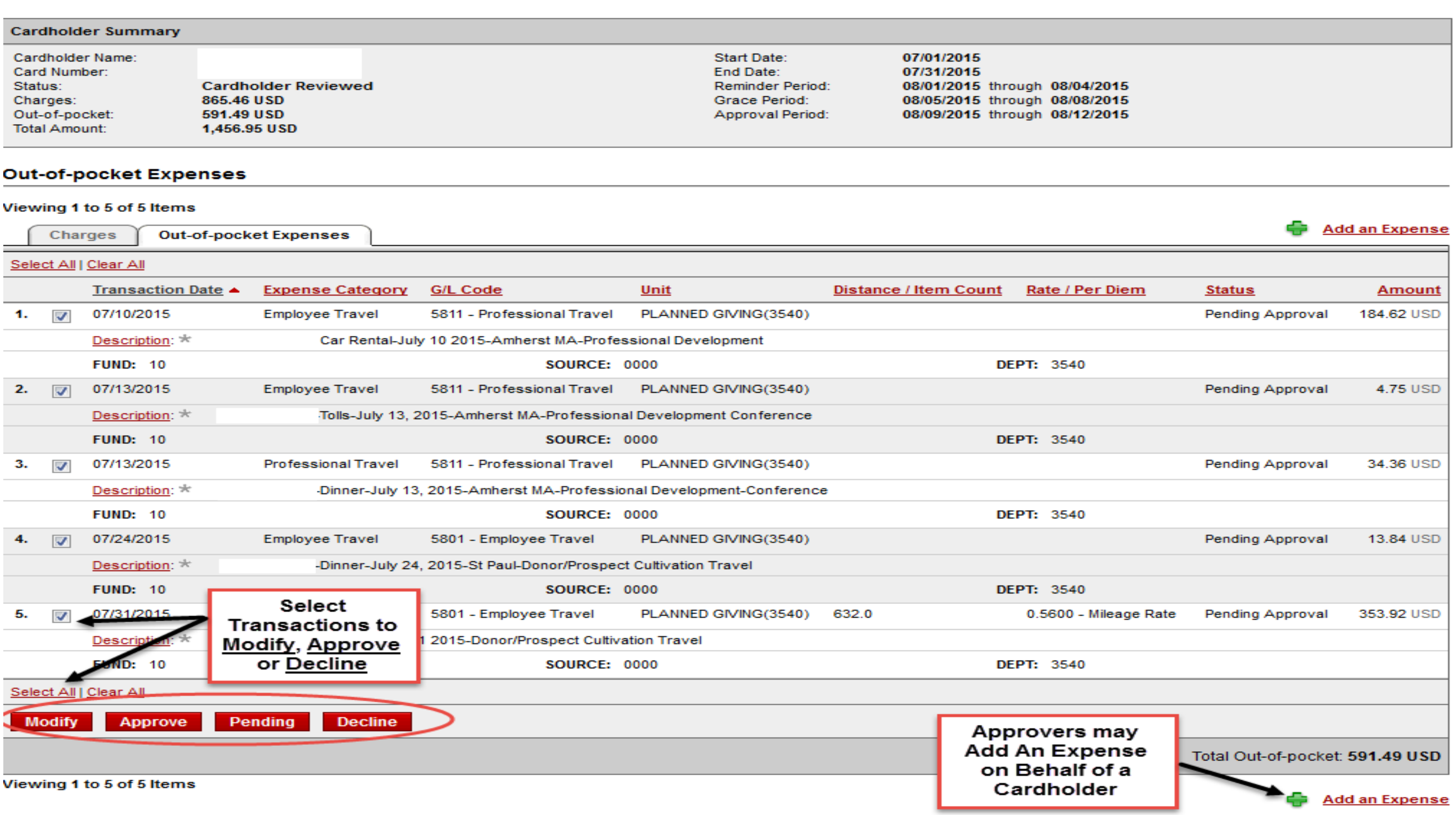
Dept. #: 22

Project ID: 42

Save Cancel

- View transaction details
- Make changes if necessary

Approve/Modify/Decline OOP Expenses



- View transaction details
- Make changes, approve, or decline if necessary

Statement approval

Charges | Out-of-pocket Expenses

Select All | Clear All

		Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	☐	03/02/20xx	03/03/20xx	No	COMPUTER STORE* Denver, CO		273007 - Computers	☐	$2,900.00
		Description:	Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2.	☐	03/04/20xx	03/04/20xx	No	HOTEL Dallas, TX		SPLIT	☐	$1,000.50
		Description:	Hotel stay for 3-day conference in Dallas						
3.	☐	03/07/20xx	03/07/20xx	No	AIRLINE Oakland, CA		SPLIT	☐	$800.00
		Description:	Flight from Texas						
4.	☐	03/05/20xx	03/05/20xx	No	CAR RENTAL COMPANY* Phoenix, AZ			☐	$100.28
		Description:	Rented a car						
5.	☐	03/08/20xx	03/08/20xx	No	COMPUTER STORE* San Ramon, CA		273007 - Computers	☐	$800.00
		Description:	Computer components						
6.	☐	03/10/20xx	03/10/20xx	No	COMPUTER STORE Pittsburgh, PA		DISPUTE	☐	$199.99 / 150.25
		Description:	Software program						
7.	☐	03/12/20xx	03/12/20xx	No	GAS STATION Provo, UT		273001 - Business Travel	☐	$2.95
		Description:	Gasoline						
8.	☐	03/15/20xx	03/15/20xx	No	GENERAL STORE* Vancouver, BC		273005 - Stationary	☐	$(899.49 / 910.00)
		Description:	Supplies for meeting						

Select All | Clear All

Reclassify | Add Descriptions | Split & Reclassify | Dispute | Copy Request

Total Charges: **$4,904.23**

Save | Approve Statement

- Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy for charges
- Approve the card expenses by clicking “approve statement”

Statement summary report

Statement Summary Report

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▼ Reports
  - Reporting Download
  - Statement Summary
  - Offline
- ▶ Manage Users

< Return to Statement Summary Report - Select

Below are the statement summaries for up to twelve cycles. Use the scrollbars on the right and on the bottom to view all the information.

Print Version

Division: ABC MANUFACTURING

Statement Summaries

Viewing 1 to 8 of 8 Items

	Name ▲	Card Number	Unit	12/01 20xx to 12/31 20xx	11/01 20xx to 11/30 20xx	10/01 20xx to 10/31 20xx	09/01 20xx to 09/30 20xx	08/01 20xx to 08/31 20xx	07/01 20xx to 07/31 20xx	06/01 20xx to 06/30 20xx	05/01 20xx to 05/31 20xx	04/01 20xx to 04/30 20xx
1.	BROOKS, ROGER	xxxx-xxxx-xxxx-8101	DEVELOPMENT (70010)	$342.90	$1,109.00	$1,246.83	$1,298.90	$678.20	$1,246.83	$105.94	$0.00	$0.00
2.	CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	MARKETING (70008)	$12.00	$150.99	$67.99	$2,201.90	$1,245.67	$345.89	$12.00	$0.00	$0.00
3.	COX, MARY	xxxx-xxxx-xxxx-2133	DEVELOPMENT (70010)	$123.90	$1,246.83	$1,109.00	$342.90	$105.94	$123.90	$0.00	$0.00	$0.00
4.	EVANS, JERRY	xxxx-xxxx-xxxx-2234	MARKETING (70008)	$420.00	$600.00	$12.00	$500.00	$213.00	$3,219.23	$6.90	$0.00	$0.00
5.	GORDON, ANDREW	xxxx-xxxx-xxxx-2335	MARKETING (70008)	$263.60	$709.75	$1,006.40	$2,298.90	$698.55	$876.25	$453.96	$0.00	$0.00
6.	HOWELL, CANDI	xxxx-xxxx-xxxx-2436	DEVELOPMENT (70010)	$512.00	$775.55	$300.25	$3,456.89	$445.95	$330.00	$285.00	$0.00	$0.00
7.	KING, TOM	xxxx-xxxx-xxxx-2537	SALES (70012)	$266.45	$2,586.90	$1,345.80	$354.97	$4,120.00	$456.90	$0.00	$0.00	$0.00
8.	KLINE, JACK	xxxx-xxxx-xxxx-8920	SALES (70012)	$7,365.00	$586.57	$1,532.80	$1,237.00	$632.00	$329.67	$526.90	$0.00	$0.00
			Total:	$9,305.25	$7,765.59	$6,621.07	$11,691.46	$8,139.31	$6,928.67	$1,390.70	$0.00	$0.00

Statement summary report showing cardholder statements over period of time

Next Steps…

- Complete Wells Fargo CCER 1st login
- Enable your account for the Out-of-Pocket and Personal features by providing your personal bank account information
- Receive notification from Business Office of card arrival
- Receive and activate your purchasing card
- Set up 4-digit card PIN
- Download CEO Mobile App

- Use your card!

Thank you!

Visit the Business Office Purchasing Card Web-site for additional information:

https://apps.carleton.edu/campus/business/purchasing_cards/cardprogram/

Business Office Contacts:

Primary Program Administrator:

Kara Lloyd x5934

Alternate Program Administrators:

Randie Johnson x4178

Amy Swenson x5509