Carleton College
Purchasing Card Training

Kara Lloyd
Accounts Payable Manager
Program Administrator

Amy Swenson
Purchasing Card Specialist
Program Administrator
Before we begin...

1. Review training materials packet (Unique ID)
2. Review purchasing card application
3. Did you complete your first sign on?
4. 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:

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

Frequently Asked Questions (FAQ)

[Links to specific categories and questions]

What should I do if I cannot remember my PIN?

How do I set up my PIN on my Chip & PIN card?

What are the benefits of using a Chip & PIN card?

[Search function and additional questions]

Business Office
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.
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 (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 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,

CEOs Portal System Requirements

Supported Operating Systems
- Windows 7
- Windows 8 and 8.1
- Mac OS X Mavericks – 10.9

Supported Browsers
- Internet Explorer 9, 10 & 11
- Chrome
- Firefox
- Safari (Only on Mac OS X)

Upcoming System updates
- End support for Windows XP: End of 2014
- End support for Windows Vista: End of 2014
- End support for Internet Explorer 8: End of 2014
- 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.

CEOs 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

Go to www.wellsfargo.com
Click on "Commercial" tab
Logging In

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 website 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

My Profile

Change Password

Enter your Current Password. Create a new password by entering then re-entering the password in the fields. If you need assistance, call toll free 1-800-AT-WELLS (1-800-289-3557), option 5.

All fields are required.

Current Password: 
New Password: 
Re-enter New Password: 

Passwords must contain the following:
- 6 to 12 characters
- At least one number
- At least one letter

It is also recommended that your password should have at least one special character (Examples: ! * % $).

Passwords cannot be the same as, or include:
- Your first name
- Your last name
- Company name
- Company ID
- User ID
- Previous 6 passwords
- Names of months (Example: March123)
- The same character repeated 3 times or more (Example: 2Kaaa5)

Save
Cancel
Answer two secret questions

New User Setup

Secret Question 1: Select One

* Answer 1

Secret Question 2: Select One

* Answer 2

Answers Guidelines
- Answers are not case sensitive
- Use only letters, numbers, apostrophes, hyphens, or spaces
- Capitalize proper names only
- Create simple but meaningful answers

Continue

Sign on Help
Read and accept the **CEO** Terms of Use

New User Setup

Change Password  ✔  Secret Questions  ✔  Terms of Use  3  Profile  4

[Image]

Secret Questions saved.

You must accept the Terms of Use to complete your New User Setup. To print the Terms of Use, select **Terms of Use** from the footer on the Sign on screen or the CEO Home screen.

Terms of Use for CEO Portal

**UPDATED MAY 2012**

You have now entered the **Commercial Electronic Office (CEO)** business portal at the website for Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO portal you will be able to use certain financial services (the "Services") of Wells Fargo or its affiliates (the "Affiliates"). The term "Affiliate" means the parent company of Wells Fargo, Wells Fargo & Company, and any present or future company that controls, is controlled by, or is under common control with Wells Fargo Bank N.A.

A Service may be used through the CEO portal only after: (a) you agree to these Terms of Use, (b) you or your company accepts an online access agreement and/or other agreement(s) required to receive the Service, and (c) you or your company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Services (the "Service Forms").

YOU MUST AGREE TO THESE TERMS OF USE BEFORE USING THE CEO PORTAL. To agree to these Terms of Use, you must, using your mouse, keystroke, or other device, select the I Accept button at the end of these Terms of Use. Selecting I Accept will be deemed the legal equivalent of your handwritten signature and will constitute your agreement with Wells Fargo and its Affiliates to these Terms of Use, to any other terms and conditions appearing on any screen on this website when enrolling for or using any of the Services, and to the rules, policies, procedures,
New User Setup

Review Email Address for Accuracy
Enter Business Phone Number

Add your Business Phone Number
Note: Country Code is Required

Turn on Automatic Access to Open CCER Upon Login
Confirm Contact Information

Confirmation

Your changes have been saved.

Contact Information

Name: Kara Lloyd
User ID: UserID123
Email: klloyd@carleton.edu
Fax:
Phone Number 1: 507 222 5934

Preferences

Automatic Access: Yes

Continue to CEO

Confirm your contact information:

- Name
- User ID
- Email
- Phone
- Automatic Access
Click on your name to view your profile and edit your account information.

Sign Off after you have completed your CCER review.
CEO Home Page

Use the CEO Home drop down Menu

OR

Use the link at the bottom to sign into Commercial Card Expense Reporting (CCER)
Cardholder experience
Cardholder Roles

Click Here to Switch Between Roles
Bank Information for OOP & Personal Expenses

One-Time Set-Up
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

Click Here to Review an Open Statement during the Review Period

Review Period Timeline
View Cycle-To-Date

Click here to view transactions as they post

Click here to view a list of pending transactions
Pending Transaction List

<table>
<thead>
<tr>
<th>Transaction Date/Time</th>
<th>Merchant</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/12/2016 01:53 pm PT</td>
<td>MN</td>
<td>34.99 USD</td>
</tr>
<tr>
<td>01/12/2016 11:42 am PT</td>
<td>INNOVATIVE OFFICE SOLUTION MN</td>
<td>34.99 USD</td>
</tr>
</tbody>
</table>

Total Pending Charges: 69.98 USD
### Transaction List Features

#### Cardholder Summary
- **Cardholder Name:**
- **Card Number:**
- **Status:** Open
- **Charges:** 665.57 USD
- **Out-of-pocket:** 0.00 USD
- **Total Amount:** 665.57 USD
- **Start Date:** 07/01/2015
- **End Date:** 07/31/2015
- **Reminder Period:** 08/01/2015 through 09/04/2015
- **Grace Period:** 08/05/2015 through 09/08/2015

#### Charges
**Charge Type:** All Transactions

**Viewing 1 to 4 of 4 Items**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Posting Date</th>
<th>Personal</th>
<th>Merchant</th>
<th>GL Code</th>
<th>Unit</th>
<th>Receipt Attached</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/14/2015</td>
<td>Tavern Of Northfield Northfield, MN</td>
<td>5503 - Travel</td>
<td>VP AND TREASURER(1125)</td>
<td></td>
<td>53.50 USD</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>07/21/2015</td>
<td>Taf Bookstore #231 Nashville, TN</td>
<td>5302 - Office Supplies</td>
<td>VP AND TREASURER(1125)</td>
<td></td>
<td>36.67 USD</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>07/22/2015</td>
<td>United 815245720333 800-932-2732, TX</td>
<td>5503 - Travel</td>
<td>VP AND TREASURER(1125)</td>
<td></td>
<td>275.20 USD</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>07/25/2015</td>
<td>Aashe #3- Conference 888-347-9997, PA</td>
<td>5281 - Professional Services</td>
<td>VP AND TREASURER(1125)</td>
<td></td>
<td>300.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Expense Code**

**Check the box if you have a receipt**

**Additional Detail Available**

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

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

**Total Charges:** 665.57 USD
## Transaction List Feature

The image shows a screenshot of the Transaction List feature in a commercial card expense reporting system. The screenshot includes a table with columns for Transaction Date, Posting Date, Merchant, Custom Fields, G/L Code, Receipt Attached, and Amount/Charge. The merchant details are displayed in a pop-up box that can be accessed by clicking on a specific merchant entry.

### Merchant Details

- **Transaction Date**: 10/01/2014
- **Posting Date**: 10/02/2014
- **Merchant Name**: Skillpath Seminars Main
- **Merchant City**: Kansas City, MO
- **Merchant Zip / Postal Code**: 662010000
- **Amount**: 149.00 USD
- **Sales Tax**: 0.00 USD
- **Debit/Credit**: Debit
- **Ost/Pst/Ost**: N/A

The merchant details include a table for item information:

<table>
<thead>
<tr>
<th>Addendum Sequence Number</th>
<th>Commodity Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Line Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>865000000</td>
<td>The Business Writing Basi</td>
<td>1</td>
<td>NBR</td>
<td>149.00 USD</td>
</tr>
</tbody>
</table>

### Instructions

- Click on the merchant to display merchant details.

---

[Commercial Card Expense Reporting - Internet Explorer](https://wellsonecard.wellsfargo.com/ccer/ksoMerchantDetailPopup.do?merchantDetailTranId=3337402)
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.

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

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Personal</th>
<th>Merchant</th>
<th>G/L Code</th>
<th>Unit</th>
<th>Receipt Attached</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/14/2015</td>
<td>07/16/2015</td>
<td></td>
<td>Tavern Of Northfield Northfield, MN</td>
<td>5600 - Travel</td>
<td>VP AND TREASURER(1125)</td>
<td>53.50 USD</td>
<td></td>
</tr>
<tr>
<td>07/21/2015</td>
<td>07/22/2015</td>
<td></td>
<td>Tsu Bookstore #231 Nashville, TN</td>
<td>5302 - Office Supplies</td>
<td>VP AND TREASURER(1125)</td>
<td>36.87 USD</td>
<td></td>
</tr>
<tr>
<td>07/22/2015</td>
<td>07/24/2015</td>
<td></td>
<td>United</td>
<td>5600 - Travel</td>
<td>VP AND TREASURER(1125)</td>
<td>275.20 USD</td>
<td></td>
</tr>
<tr>
<td>07/25/2015</td>
<td>07/27/2015</td>
<td></td>
<td>Aashe #3- Conference 888-347-9967, PA</td>
<td>5281 - Professional Services</td>
<td>VP AND TREASURER(1125)</td>
<td>300.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

Select Charges to Review

Select Reclassify

Reclassify

Add Descriptions

Split & Reclassify | Dispute | Copy Request

Total Charges: 665.57 USD
### Reclassification Screen

**Return to Charges — Manage Charges**

- **Enter your description**, and click **Save**. Note: if the **Apply to All** link is available, you can copy this description to all listed transactions.
- **Required Field**
- **View Details**

**Cardholder Name:**

**Card Number:**

**Charges**

Viewing 1 to 2 of 2 Items

<table>
<thead>
<tr>
<th>#</th>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Personal</th>
<th>Merchant</th>
<th>Description</th>
<th>Unit</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/21/2015</td>
<td>07/22/2015</td>
<td></td>
<td>Tsu Bookstore #231</td>
<td>books for professional development</td>
<td></td>
<td>36.87 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nashville, TN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VP AND TREASURER(1125)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>07/22/2015</td>
<td>07/24/2015</td>
<td></td>
<td>United 0162457720333</td>
<td>airfare to attend Higher Ed Conference, August 24-28th. Houston, Texas]</td>
<td></td>
<td>275.20 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>800-932-2732, TX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VP AND TREASURER(1125)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Ledger Code:**

- **5302** - Office Supplies
- **5800** - Travel

**FUND:**

- **10**

**SOURCE:**

- **0000**

**DEPT:**

- **1125**

**Receipt Attached:**

- **Yes**

**Check the box if you have a receipt**

**Enter Informative Description**

- **Click to Reclassify**

**Return to List**

**Check this box if it is a personal expense**

**Remember to Save!**
Select General Ledger Code

Select General Ledger Code

Filter

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1913</td>
<td>Miscellaneous Pre-paid Expense</td>
</tr>
<tr>
<td>1933</td>
<td>Prepaid OffCampus Prog Expense</td>
</tr>
<tr>
<td>5280</td>
<td>Services - MIAC Events</td>
</tr>
<tr>
<td>5281</td>
<td>Professional Services</td>
</tr>
<tr>
<td>5300</td>
<td>Professional Services</td>
</tr>
<tr>
<td>5301</td>
<td>Printing - off campus</td>
</tr>
<tr>
<td>5302</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>5303</td>
<td>Lab Supplies</td>
</tr>
<tr>
<td>5304</td>
<td>Films</td>
</tr>
<tr>
<td>5305</td>
<td>Books</td>
</tr>
</tbody>
</table>

Select General Ledger Code

Filter: office

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5302</td>
<td>Office Supplies</td>
</tr>
</tbody>
</table>

Viewing 1 - 80 of 80 items
Add Descriptions

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

Return to Transactions
Split & Reclassify

To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>Custom Fields</th>
<th>G/L Code</th>
<th>Receipt Attached</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/2013</td>
<td>08/01/2013</td>
<td>Promotions Now Healthplott, NJ</td>
<td></td>
<td>5302 - Office Supplies</td>
<td></td>
<td>319.70 USD</td>
</tr>
<tr>
<td>08/18/2013</td>
<td>08/19/2013</td>
<td>Menards 3177 Dundas, MN</td>
<td></td>
<td>5302 - Office Supplies</td>
<td></td>
<td>29.97 USD</td>
</tr>
<tr>
<td>08/19/2013</td>
<td>08/20/2013</td>
<td>Ugozpl Print Qtc 32 202-512-1665, DC</td>
<td></td>
<td>5281 - Professional Services</td>
<td></td>
<td>67.00 USD</td>
</tr>
<tr>
<td>09/20/2013</td>
<td>08/21/2013</td>
<td>Minnesota Bookstore 651-297700, MN</td>
<td></td>
<td>5302 - Office Supplies</td>
<td></td>
<td>21.05 USD</td>
</tr>
</tbody>
</table>

Select a Transaction
Select Split & Reclassify
Split & Reclassify

- Can be used to split due to a personal portion
- Can be used to charge multiple departments
Split & Reclassify

Return to Transaction List

Split by % or $ Amount

Check this box if a portion of the charge is personal

Remember to Save
### Dispute

#### Charges — Cycle-to-Date

To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>Custom Fields</th>
<th>GL Code</th>
<th>Receipt Attached</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/2013</td>
<td>08/01/2013</td>
<td>Promotions Now Healthpoint, NJ</td>
<td>[Image]</td>
<td>5302 - Office Supplies</td>
<td>[Image]</td>
<td>319.70 USD</td>
</tr>
<tr>
<td>09/10/2013</td>
<td>09/19/2013</td>
<td>Meneals 3177 Dundas, MN</td>
<td>[Image]</td>
<td>5302 - Office Supplies</td>
<td>[Image]</td>
<td>28.97 USD</td>
</tr>
<tr>
<td>09/19/2013</td>
<td>09/20/2013</td>
<td>Usagyt Print Ofc 32 202-512-1665, DC</td>
<td>[Image]</td>
<td>5281 - Professional Services</td>
<td>[Image]</td>
<td>67.00 USD</td>
</tr>
</tbody>
</table>

**Total Charges:** 437.62 USD
At least one selection for each section is required.

Selected Charge
- Transaction Date: 09/15/2013
- Merchant: Urgent Print Off 32
- Merchant Reference Number: 0944400200
- Amount/Original Currency: $25.00
- Posting Date: 09/20/2013
- Merchant Type: Government Services Not Elsewhere Classified
- General Ledger Code: 5281 - Professional Services

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 1-800-322-8035 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.
- Canceled Transaction
  - I canceled the transaction on [date]
- Incorrect Amount
  - A transaction for [amount] posted on my statement as above.
- Merchant/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 [date].
- Paid by other means
  - I have already paid this transaction by: [method]
- Credit not posted
  - The merchant did not process a credit transaction receipt.
- Returned Merchandise
  - I have returned the merchandise to the merchant and 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: 507225934

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 9/26/13 no response.

Click Submit
Out-Of-Pocket (OOP) Expenses

Select "Review Open Statements" during the review period. Select "View Cycle-To-Date" to enter expenses prior to the review period.

Click on "Out-of-Pocket" Expenses to electronically record expenses and receive reimbursement.
### Out-Of-Pocket (OOP) Expenses

**Out-of-pocket Transactions — New**

Enter information in the highlighted fields to record an out of pocket expense.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Expense Category</th>
<th>Distance / Item Count</th>
<th>Rate / Per Diem</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/03/2015</td>
<td>Employee Travel</td>
<td>80.0</td>
<td>0.5600 - Mileage Rate</td>
<td>44.8 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Ledger Code** will default based on Expense Category

**Mileage rate can be selected from drop down menu and amount will be calculated**

Enter in $ Amount incurred for all other expenses

Select "Add Another" to keep adding expenses. Select "Save" when you are done.
To Electronically Approve your Statement, Click on Review Open Statements.
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

#### Cardholder Summary

<table>
<thead>
<tr>
<th>Cardholder Name:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>205.84 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.41 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>215.25 USD</td>
</tr>
</tbody>
</table>

#### Charges

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Personal</th>
<th>Merchant</th>
<th>Receipt Attached</th>
<th>General Ledger Code</th>
<th>Unit</th>
<th>Amount/Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2015</td>
<td>07/02/2015</td>
<td>No</td>
<td>Tavern On France Edina, MN</td>
<td>Yes</td>
<td>5800 - Travel</td>
<td>PLANNED GMING(3540)</td>
<td>18.25 USD / 18.25</td>
</tr>
</tbody>
</table>

**Description:** Lunch - Edina, MN - June 30, 2015 - Donor/Prospect Cultivation Travel

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Personal</th>
<th>Merchant</th>
<th>Receipt Attached</th>
<th>General Ledger Code</th>
<th>Unit</th>
<th>Amount/Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/20/2015</td>
<td>07/22/2015</td>
<td>No</td>
<td>Hilton Garden Inn 3760 Mettawa, IL</td>
<td>Yes</td>
<td>5811 - Travel-prof</td>
<td>PLANNED GMING(3540)</td>
<td>187.59 USD / 187.59</td>
</tr>
</tbody>
</table>

**Description:** Hotel - Mettawa, IL - July 19, 2015 - Conference/Employee Professional Development

**Total Charges:** 205.84 USD

#### Out-of-pocket Expenses

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Expense Category</th>
<th>Distance / Item Count</th>
<th>Rate / Per Dilem</th>
<th>Status</th>
<th>General Ledger Code</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/13/2015</td>
<td>Employee Travel</td>
<td>1.0</td>
<td>0.5600 - Mileage Rate</td>
<td>Approved</td>
<td>5801 - Employee Travel</td>
<td>PLANNED GMING(3540)</td>
<td>0.56 USD</td>
</tr>
</tbody>
</table>

**Description:** Mileage - July 13, 2015 - Donor/Prospect Cultivation Travel

**FUND 10**

**SOURCE 0000**

**DEPT 3540**
Personal Profile & View Previous Statements

Personal profile

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.

Billing address for online and phone orders

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

Click to retrieve current available credit.
Email & Text Alerts

- Click Manage Alerts
Email & Text Alerts

- Select Alert Preferences & Click Submit
Email & Text Alerts

- Edit Preferences at any time
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
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

- View transaction details
- Make changes if necessary
Approve/Modify/Decline OOP Expenses

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

<table>
<thead>
<tr>
<th>Transaction Date</th>
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<th>Personal</th>
<th>Merchant</th>
<th>Custom Fields</th>
<th>GL Code</th>
<th>Receipt Attached</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/05/2000 xx</td>
<td>03/05/2000 xx</td>
<td>No</td>
<td>COMPUTER STORE* Denver, CO</td>
<td></td>
<td>273007 - Computers</td>
<td></td>
<td>$2,900.00</td>
</tr>
<tr>
<td>03/04/2000 xx</td>
<td>03/04/2000 xx</td>
<td>No</td>
<td>HOTEL Dallas, TX</td>
<td></td>
<td>SPLIT</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>03/07/2000 xx</td>
<td>03/07/2000 xx</td>
<td>No</td>
<td>AIRLINE Oakland, CA</td>
<td></td>
<td>SPLIT</td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>03/06/2000 xx</td>
<td>03/06/2000 xx</td>
<td>No</td>
<td>CAR RENTAL COMPANY** Phoenix, AZ</td>
<td></td>
<td></td>
<td></td>
<td>$100.29</td>
</tr>
<tr>
<td>03/06/2000 xx</td>
<td>03/06/2000 xx</td>
<td>No</td>
<td>COMPUTER STORE* San Ramon, CA</td>
<td></td>
<td></td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>03/10/2000 xx</td>
<td>03/10/2000 xx</td>
<td>No</td>
<td>COMPUTER STORE Pittsburgh, PA</td>
<td></td>
<td>DISPUTE</td>
<td></td>
<td>$199.99 / 150.25</td>
</tr>
<tr>
<td>03/12/2000 xx</td>
<td>03/12/2000 xx</td>
<td>No</td>
<td>GAS STATION Provo, UT</td>
<td></td>
<td></td>
<td></td>
<td>$2.95</td>
</tr>
<tr>
<td>03/15/2000 xx</td>
<td>03/15/2000 xx</td>
<td>No</td>
<td>GENERAL STORE* Vancouver, BC</td>
<td></td>
<td></td>
<td></td>
<td>$(899.49 / 910.00)</td>
</tr>
</tbody>
</table>

Select All Clear All

- 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 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