

# Business Office Newsletter



## Year-End Reminders—Save the Dates:

The Business Office has set the dates for end of fiscal year deadlines.

**July 8<sup>th</sup>** – All vendor invoices, employee expense reimbursements, and Visa statements for the month of June (or earlier months) must be submitted.

**July 15<sup>th</sup>** – Reports for FY 2021 operating budgets will be ready for final review by budget managers.

**July 22<sup>nd</sup>** – Submit journal entry requests for any adjustments to your budget pertaining to FY2021 by this date.

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## Business Office Hours

Mail Stop: 1-BUSOFC

Business Hours:

8:00am-5:00pm

Cashier Hours:

8:30am-2:00pm

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

## SEAMS Seamless Administrative Systems

### SEAMS Project:

The Carleton Business Office is actively engaged in supporting the work of the SEAMS Project. This project will replace our administrative system, Ellucian Colleague (aka The Hub), with new technology to support faculty, students and staff. This project will touch all of our functional areas, student accounts, accounts payable, payroll and financial reporting. We are excited to explore these solutions together and look forward to working with you in new ways in the future!

### SOFTWARE:

The SEAMS 3rd Party Software Task Force has been evaluating campus processes and procedures influencing the acquisition of 3rd Party Software. In order to more effectively manage 3rd Party Software the acquisition process will be more centralized to ensure data security, data stewardship, data integration and budget implications are evaluated within the context of campus priorities and objectives. More guidance on the enhanced service and support model for 3rd Party Software acquisitions will be coming soon.

## Budget Manager Tutorial

Whether you are a new or seasoned Budget Manager at Carleton, we are pleased to share with you a new Budget Manager Tutorial - Budget Manager 101 to support your work.

This 20 minute video is available on the Business Office website:

<https://www.carleton.edu/business/gen-acct/general-accounting-budgets/>

Please feel free to reference this resource at your convenience and share with us additional questions or recommendation for improvement at any time.

### 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



# Credit Card Corner



## Purchasing Card Application Process is Now Online

Faculty and staff are eligible to apply for a purchasing card to make purchases on behalf of the College. Use this link to the electronic application form found on our Purchasing Card webpage:

<https://www.carleton.edu/business/purchasing-cards/card-program/>

**Step 1:** The new cardholder initiates the application by entering their approving manager's email address. The request is then emailed to the approver to complete the form information.

**Step 2:** The approving manager will authorize their approval of the card through completion of the form. The following information is required: the name of the individual responsible for monthly approvals, the default budget number assigned, and suggested monthly & single purchase credit limits.

**Step 3:** Business Office performs final review and the new card is ordered. The new cardholder will receive an email with a link to the online training tutorial and will be notified once their new card arrives on campus.

Please contact Amy Swenson with questions regarding this new online process at:

[aswenson@carleton.edu](mailto:aswenson@carleton.edu).

## Travel Expense: Tips

Our travel policy has been updated to clarify that only tips for meals and transportation which are documented with receipts are eligible business expenses. Tips in excess of 20% should be reported as a personal expense.

Out of pocket gratuities for personal services rendered for maid service/housekeeping or baggage handling are not eligible for reimbursement. Tips for these services are a matter of personal preference and are not considered an obligated business expense. Please keep this clarification in mind as you make future travel plans.



## Fraud Reminder & Review of Fraud Reporting Process

With continued remote work, we are asking cardholders to remain vigilant in monitoring fraudulent activity. We are still operating in 'emergency mode' and fraudsters are relentlessly taking advantage. Be cautious when shopping online and storing your card information with websites. Use known, trusted websites for purchasing and check to make sure you see "https" in the address bar. The 's' indicates a secure site.

If you see fraudulent activity – transactions that post to your account that weren't authorized by you – contact the Wells Fargo Fraud Center: 1-(800) 932-0036.

The number is listed on the back of your Wells Fargo credit card for quick reference. Wells Fargo's fraud team will verify your identity by asking for your Unique ID (This is typically the last 4 digits of your employee ID, which can be found on the back of your OneCard or pay advice on the HUB). They will help create a fraud case, place your account on a temporary hold and reissue a new card. Make note of the fraud case number given to you in the description field of fraudulent transactions posted to your account. The notation indicates to your approver that a fraud case has been opened and is being investigated by Wells Fargo.

When requesting a replacement card, cardholders have the option of routing the card to their home address instead of the Business Office. Please be sure to indicate where you would like to receive your replacement card when speaking with the fraud center.

For that month, also notice that you might have 2 statements to reconcile. Be sure to review both statements when it comes time to complete your cardholder reconciliation. (You are able to toggle between statements using a dropdown box that appears within your account.)