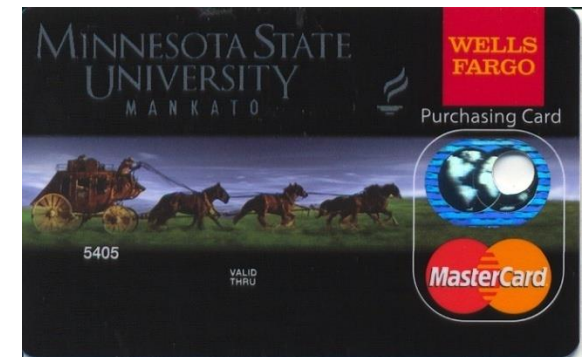# Minnesota State University, Mankato Purchasing Card Program

Commercial Card Expense Reporting (CCER) with Wells Fargo- Mastercard (Updated) 04/01/2021

Commercial Electronic Office Portal with Wells Fargo Bank

Purchasing Cards for

Cardholder/Reconciler/Approvers

MSU Campus P-Card Administrator

Business Services

Together we'll go far

Additional info:

- Upon completion of this training, you will need to complete a memorandum of agreement that can be found at:
  - https://admin.mnsu.edu/globalassets/finance-and-administration/business-services/purchasing-card/training/cardholderagreementjuly2011.pdf

- Once received arrangements will be made so you receive the following:
  - Sign on Id and temporary password to sign onto portal
  - Actual purchasing card and activation information

  Refer to MSU Purchasing card website for reconciling quick guides and more INFO….
  - https://admin.mnsu.edu/finance-and-administration/departments/business-services/purchasing-card/

Wells Fargo Purchasing Card

- **Program Highlights:**

There are two kinds of cards issued:
   Department program cards or Individual cards

Provides flexibility while adhering to university purchasing policies and procedures

Provides accountability for auditing purposes via the use of:
   Cardholders, Reconcilers, Approvers

The program provides
         Online access (biweekly reconciling)
         One card for multiple cost centers and object codes
         Customized spending limits to each card (Individual/Dept cards)
         On-line transaction history for the cardholder to view
         Customized MasterCard Credit card design and MSU logo
         MSU Mankato Sales Tax Exemption number shown on card
            (Sales Tax Exemption for Materials and supplies ONLY)

Opportunity for Revenue Sharing Program

Current Options for Purchasing Goods & Services

1) Marketplace Electronic Purchase Order

2) Field Purchase Order (CAO35 Form)

3) Request for Check Writing (CS1400 Form) for prepayment of fees, registrations, subscriptions, etc.

4) Purchase item with personal funds and seek reimbursement on an Expense Reimbursement Form

5) Request Travel Advance (CS1404 or CA036 Forms)

6) Purchasing Card / Group Travel Credit Card

A Goal of the purchasing card program is to minimize/reduce the use of 1-5 above.

Possible Object Codes - Basic Template

- 1110 Advertising

- 1260 Maintenance contracts

- 1280 Minor repairs, sent off campus only- (if on-campus repair need certificate of liability and purchase order processing)

- 1460 Printing Other (only if on-campus Printing Services cannot provide)

- 1730 Software license/purchase/maintenance

- 1755 On-Line Subscriptions/System Access Fee

- 1870 Purchased Services- other Ex: dry cleaning

- 2870 Memberships

- 2891 Fixed Fees, licenses, permits

- 3000 Supplies, Materials, Subscriptions (NO computers)

Additional Object Codes to utilize with Department Approval

And the following additional object codes

- 2222 State Emp/Registration fee- out of state

- 2230 State Emp/Hotel / Lodging Tax & Room Charge – Out State

- 2520 State Emp/Intl travel expenses Airfare/Car rental/Taxi

- 2522 State Emp/Intl travel Registration fee

- 2530 State Emp/ntl travel Hotel/Lodging Tax& Room Charges

- Catering of large events- always requires special expense prior approval

- 1850   Catering of large events - special expense approval

Student travel

- 2710   Student Activities

- 2720   Student Travel (Team or group)

Full List of Object code expenditures on p card

3000 - **Supplies and Subscriptions**

1110 - **Advertising**

1260 - **Maintenance Contracts**

1280 - **Repairs Minor   (sent off campus)**

1460 - **Printing-Other (when MSU Printing Services can't provide)**

1730 - **Software License / Purchase / Maintenance**

1755 - **On-line Subscriptions / System Access Fee**

1850 - **Catering of Large Events (Must have special exp prior approval)**

1870 - **Purchased Services – Other   (Ex: Dry cleaning)**

2120 - **State Emp/Car Rental / Taxi – In State**

2122 - **State Emp/Registration Fee – In State**

2130 - **State Emp/Hotel / Lodging Tax & Room Chg – In State**

2220 - **State Emp/Airfare / Car Rental / Taxi – Out of State**

2222 - **State Emp/Registration Fee – Out of State**

2230 - **State Emp/Hotel / Lodging Tax & Room Chg – Out State**

25XX-   **Related coding for Intl travel**

2710 - **Student Activity Expenses**

2720 - **Student Travel Expenses**

2870 - **Memberships**

2891 - **License Fees, Permits, and Fixed Fees**

3210 - **Library Books**

3211 - **Library A/V Materials**

3212 - **Library Subscriptions**

Three On-line Roles

- Cardholder – Biweekly reviews their statement, reclassifies expenses (assigns Dept. Id's, Account Codes), provides a business description and completes the review function. Prints and scans reconciliation with detailed receipts along with any prior approval and/ or special expense forms and forwards to approver via email. Cardholders have an allotted number of days to finalize their statement before the billing cycle closes, but can review and edit p-card statements daily if desired.

- Reconciler (optional role) - Performs the same function as a cardholder in completing statements. This is a role you can assign to staff in order to oversee a certain cardholder or a group of cardholders' p-card expenses. This is an optional role that departments may choose to use if needed.

- Approver –This role is generally performed by the Department Head/Supervisor. Reviews, edits, and approves p-card statements for cardholders assigned to them. This is done after the cardholder has reconciled and before data is uploaded for financial reporting. The approver approves online and forwards the scanned reconciliation with receipts for audit to: pcardreconciliations@mnsu.edu

Importance of Approver's Role

The Approver is responsible for:

- Reviewing, editing, and approving online allocations by required due date.

In most areas, the Approver is the department head, and is responsible for:

- Reviewing department p-card purchases to ensure compliance with University purchasing policy and procedure.
- Notifying cardholder, department head, and p-card administrator of unresolved non-compliancy issues.
- Ensuring the maintenance of p-card documentation (including receipts).
- Approval of all account maintenance including requesting new accounts and closure of existing accounts.
- Approving limit changes and blocks/unblocks of MCC's (Merchant Category Codes).

- ## Reconciliation Cycle (Cardholder to Approver)

  - Approver Period/Deadline
    - An email will be sent to the Approver once the cardholder has finished reviewing the statement indicating to the approver that the statement is now

Sample Template of Processing Date Calendar

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Key

Color	Meaning
Red	CCER Cycle End
Yellow	Reminder Period
Green	Grace Period
Blue	Final Approval Period

Cardholder and Approver sample automated emails

E-Mail Notification - Cardholder

If you are on vacation or do not have access to a computer, contact your program administrator so a reconciler can be assigned.

Cardholder Statement Ready for Review

Statement Review for 11/6/20XX

Dear Cardholder:

Your most recent statement is ready for review by accessing the Wells Fargo Commercial Card Expense Reporting system for the following card(s):

xxxx-xxxx-xxxx-1234

Please complete your review in a timely manner and forward your receipts as appropriate.

This is an automated email. Please do not reply to this message.

E-Mail Notification Sample for Approver

Cardholder Review of Statement is Complete

Cardholder Statement Review Complete

Dear Approver:

The most recent statement has been reviewed for the following cardholder:

Lastname, Firstname

xxxx-xxxx-xxxx-1234

xxxx-xxxx-xxxx-5678

The statement(s) are ready for your review by accessing the

Wells Fargo Commercial Card Expense Reporting system

Please complete your review in a timely manner.

This is an automated email. Please do not reply to this message.

E-Mail Notification Sample for Approver

Approver Mail (after grace period end date)

Cardholder Statement Review overdue for mm/dd/yyyy

Dear Approver:

The following cardholder(s) have not reviewed their most recent statement:

Lastname, Firstname xxxx-xxxx-xxxx-1234

Lastname, Firstname xxxx-xxxx-xxxx-5678

 Notifications have been sent to each cardholder but they have still failed to review their statement. If you choose, you may review the statement on the cardholder's behalf by accessing the Wells Fargo Commercial Card Expense Reporting system.

 This is an automated email. Please do not reply to this message.

Minnesota State University, Mankato

On-Line access

How to sign on

www.wellsfargo.com
Click on "commerical tab"
Click "sign on" to Commerical Electronic
Office Portal
Company ID: MIM630
Complete User ID and Password
"sign on"

Logging In

Go to www.wellsfargo.com.   Click on the "Commercial" tab

Logging In

Click on "Sign On"

Commercial Electronic Office Sign On

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.

Simply enter your:

- Company ID
  - CO ID
- User ID
  - Unique to user
- Password
  - Unique to user

Commercial Electronic Office®

Company ID

User ID

Password

Sign On   **Forgot Password?**

Trouble Logging in?
- Password Reset Tutorial
- First Time Sign On Tips

Additional Information
- Online Security
- System Requirements

Remember to bookmark this page for future access

Your First Sign-On

- Change your temporary password

- Answer two "Secret Questions"

- 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 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: [   ]

Save   Cancel

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)

Change Password

Password Changed

Your password will be valid for 120 days and will expire on 01/19/2005.

My Profile | Edit Secret Questions

After selecting a new password, you will see a message box indicating the successful change of the password along with the date when the password will expire.

Answer Two Secret Questions

Edit Secret Questions

Your secret questions and answers provide an additional level of security for your online banking services. Choose questions from the drop-down menus below and answer in the fields provided. Please ensure your answers contain only letters, numbers, apostrophes, hyphens or spaces. If you choose the date question, your answer must read MM/DD/YYYY.

* Required Field

Secret Question? * | What is your mother's maiden name? ▼

Choose One:
What is your mother's birthday?
What is your mother's maiden name?
What was the last name of your favorite teacher?
What was your childhood nickname?
What was your first pet's name?

Answer: *

Secret Question? *

Answer: *

Save   **Cancel**

Reset your own password in CCER

- Select a question from the drop down list

- Provide an answer

- Repeat the process with a different question

- Remember the answers!

Next Steps

Welcome to the Commercial Electronic Office Portal

As a new user, you'll need to complete the following steps before beginning work on the *CEO®* portal:

Step 1: Accept the *CEO* Terms of Use.
Step 2: Create a User Profile.

Continue   Cancel

This screen lets you know what you have left to accomplish:

Step 1: Accept the *CEO* Terms of Use

Step 2: Create a User Profile

Terms of Use

I Agree   Cancel

Edit Profile

Please take a few moments to update the following information. It will help us provide you with more personalized support, essential service status updates and an added level of security.

* Required Field

First Name:* [   ]

Middle Initial: [   ]

Last Name:* [   ]

Title:* [Other ▼]

Functional Area:* [Treasury Management ▼]

Email:* [   ]

Your Phone Number:*
Choose either United States OR International, and enter your phone number.

◉ United States   [   ] [   ] [   ]
                    Area Code   Telephone   Extension

○ International   [   ] [   ] [   ] [   ]
                   Country Code   City Code   Telephone   Extension

Your Fax Number:
Choose either United States OR International, and enter your fax number.
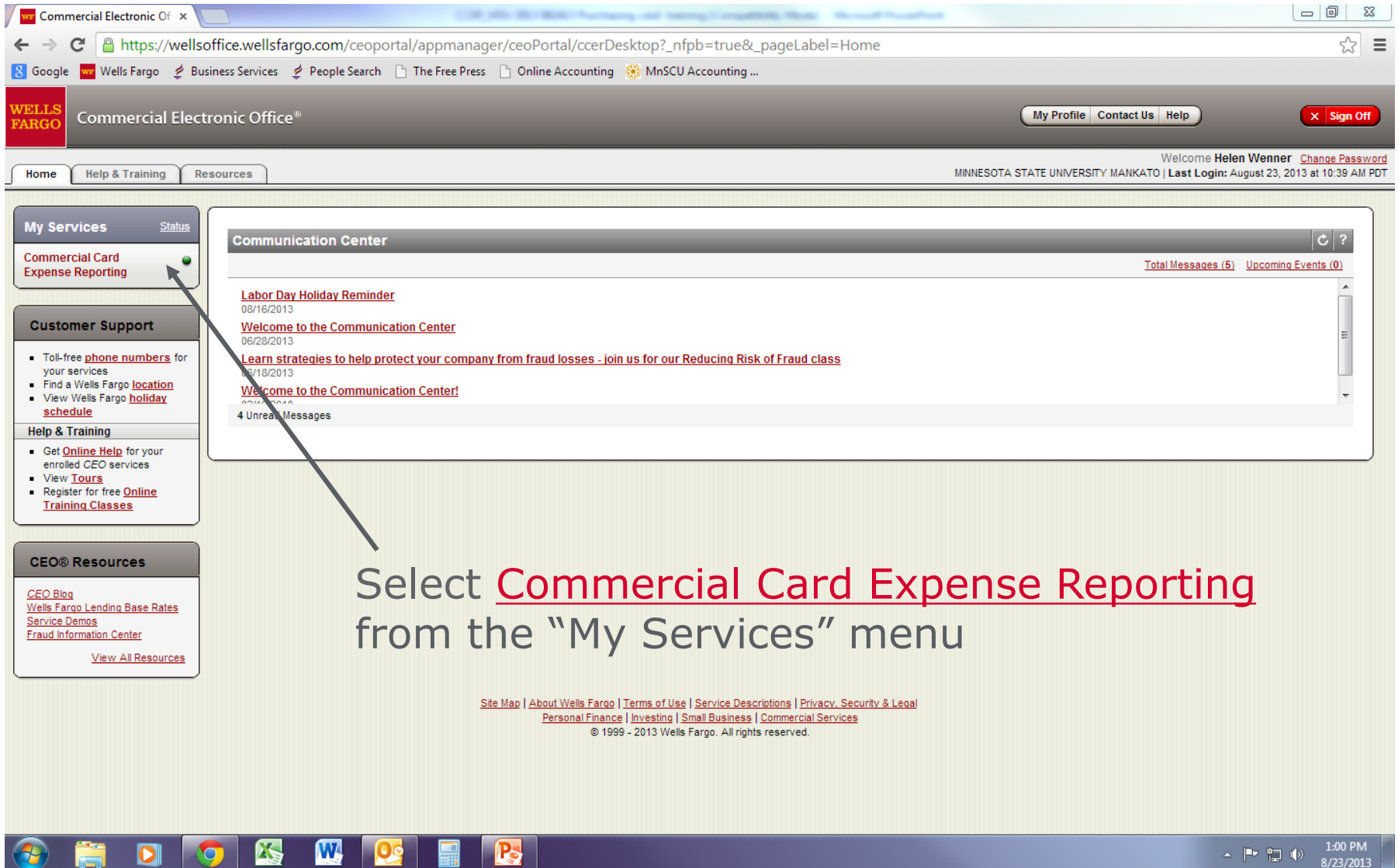
◉ United States   [   ] [   ]
                    Area Code   Fax Number

○ International   [   ] [   ] [   ]
                   Country Code   City Code   Fax Number

[Save] [Cancel]

Edit the Profile so we can offer more personalized support

CEO Home Page

Select Commercial Card Expense Reporting from the "My Services" menu

Manage Statements

▪ Review Open Statements (default)

- This is similar to the screen that will pop up.
- The name of the user/card will be in the upper left corner.
- The time period will be in the upper right corner.
- The transactions will be shown below.
- If you ever need to reprint a reconciliation you will need to hit the red "Print Version" button in the upper right hand corner, as this is the only way to see cost centers on a print out.

Available functionality includes:
- Reclassify - reallocate an entire transaction
- Add Descriptions - provide transaction details
- Split and Reclassify – divide a transaction multiple ways
- Dispute- do not use, it is fraud or direct vendor resolution

Reclassify Screen

Alert

Your session will expire at **10:53 PM**. Click OK to keep your session active.

OK
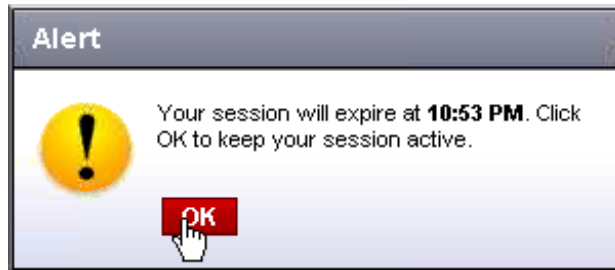
- Enter a business description, review/reclassify custom fields and the GL code

- Avoid special characters - < > % ; ( ) & + \ # ? { } I ^ ~ [ ] " `

- Please note the system will timeout without notice after 15 minutes of inactivity. You will receive a 10 minute warning on all "Action" screens. Click OK to reset the timer.
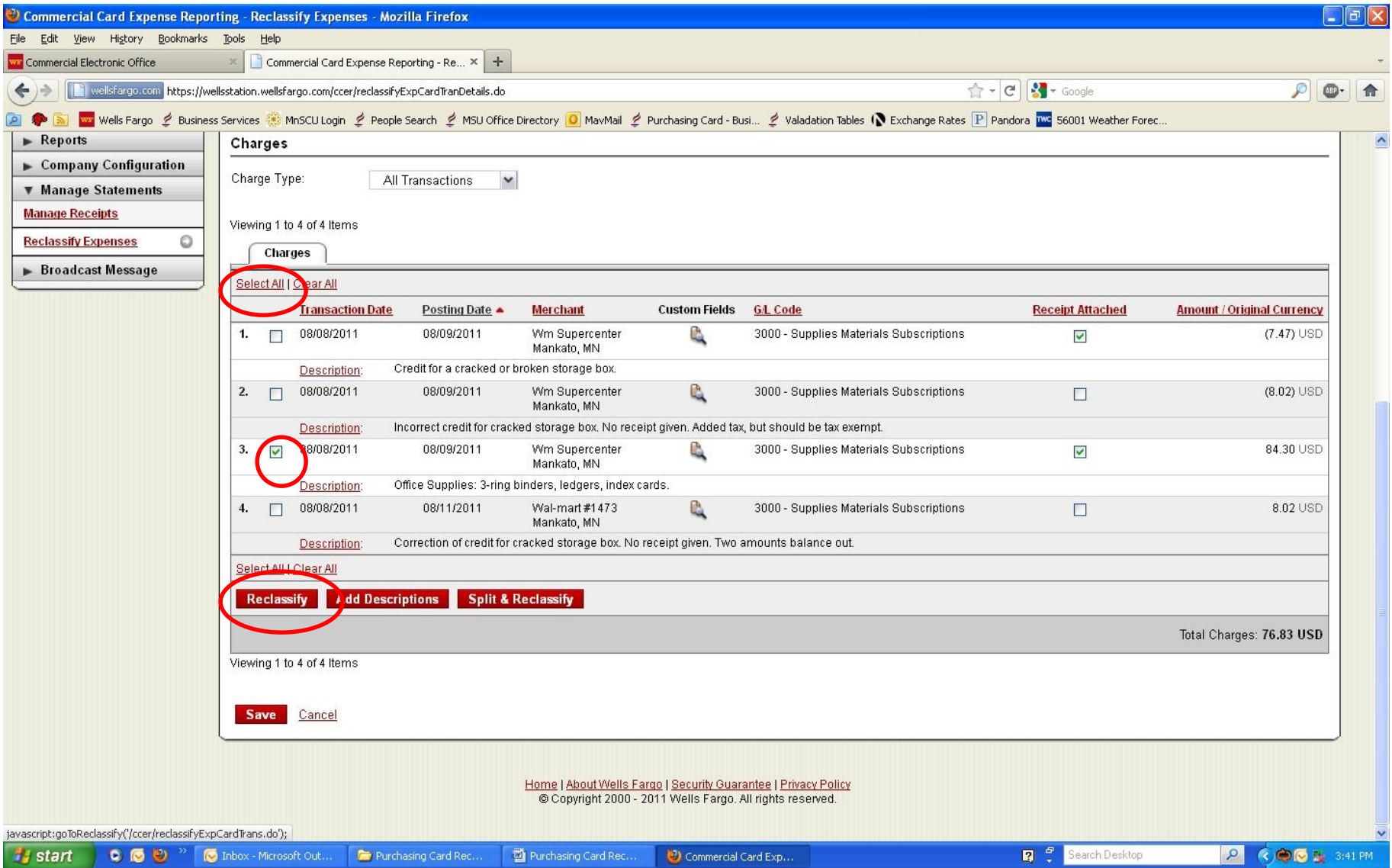
• When you need to add a description or reclassify an object code or cost center you will need to click on the transaction you need to make changes to and then click on "Reclassify".
• If you need to change all of the transactions you may click on "Select All" and then select "Reclassify"

•To change an object code, cost center or department click on the piece of paper with the magnifying glass next to the field you would like to change.
•To change a description, write inside the Description box. Characters that are not allowed include: - < > % ; ( ) & + \ # ? { } I ^ ~ [ ] " `

•When you click on the magnifying glass over the piece of paper a list will show up with options. Always use this list, as these are the valid codes to use. NEVER type in a cost center, object code or department code. ALWAYS choose from the list provided.

•If you need a code that is not listed, see the MSU Validation table.

•After you choose the appropriate code, by clicking on it, the list will close on

View Declines

Emulate User

Reset User Password

Create New User

Disable / Enable User

Edit Multiple Users

► **View Requests / Status**

► **Reports**

► **Company Configuration**

▼ **Manage Statements**

Manage Receipts

Reclassify Expenses   ○

► **Broadcast Message**

Cardholder Name: **SCIENCE, FAIR**

Card Number: xxxx-xxxx-xxxx-**4390**

Charges

Viewing 1 to 1 of 1 Items

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
	08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	☑	84.30 USD / 84.30

General Ledger Code ★

3000 - Supplies Ma🔍

Description

Office Supplies: 3-ring binders, ledgers, index cards.

Unit

250000 COLLEGE OF SCI ENG AND TECH(250000)   ▾

DEPARTMENT

250000   🔍

COST CENTER

339627   🔍

FIRST 6 OF LAST NAME

SCIENC

FAX #

389-2788

PHONE #

389-2849

LAST NAME

SCIENCE FAIR

FIRST NAME

SCIENCE FAIR

Viewing 1 to 1 of 1 Items

Save   Cancel

start   Inbox - Microsoft Out...   Purchasing Card Rec...   Purchasing Card Rec...   Commercial Card Exp...   Search Desktop   3:41 PM

•After the list closes out you will need to save your changes.
•Click on "Save"

Split and Reclassify Screen

- Divide and reallocate a transaction into multiple entries

- Split by Amount or by Percentage

- Select Add to create a new row and begin the split process

Complete your Review

▪ Select Statement Reviewed and a message box appears indicating that an email will be sent to your approver

▪Print out reconciliation by clicking "Print Version" at the top right corner, attach receipts, prior approvals, and label with signature. Retain originals. Scan and Forward to your approver

•You will know if your changes have been saved by looking near the top of the screen.

•If your changes have saved appropriately a green circle with an "OK" in it will show up.

•If your changes have not been saved for some reason a red circle will show up

•When you hit "Print Version" a second screen will pop up.
•Hit the red underline "Print" on this screen to bring up the print screen and then hit "OK" or "Print" to actually print off the screen.

•Again, if you need to reprint the reconciliation front page/summary you will need to hit "Print Version"

Approver Experience

Together we'll go far

Manage Statements

- Statement Approval Queue (If the cycle is ready for review)
- Notify Program Administrator if a Secondary Approver is needed

Statement Approval

- Review transaction details and descriptions, and make sure all are in compliance with company policy .
- Approve the card expenses by clicking "Approve Statement"

View Declines

- View declined transactions to determine the reason for the decline

- Declines usually appear within 48 hours

P-card Security

Lost or Stolen P-card: **Cardholders should immediately report lost, misplaced, or stolen cards directly to:**

> *Wells Fargo P-card Account Services*
> **1/800-932-0036**

Safety online **– Wells Fargo does not request or send sensitive information – such as account numbers or passwords – in an unsecured email, or by directing you to an unsecured website. You can forward suspect emails to reportphish@wellsfargo.com**

Questions, concerns?
University P-card Administrator: Business Services, WA236,

Check the online P-card site for forms, references and information http://

Record Keeping

Business Services maintains p-card documentation a minimum of 7 years. Be sure your documentation provides a complete business purpose for each p-card expense. The following documentation is required for auditing purposes.

- Cardholder Statement (including business purpose) with original detailed receipt-
- Back up documentation
    - P-card special expense, Prior approvals
    - Published meeting agenda
    - List of attendees
- Signature form (signed by Manager)
    - Signed "Statement Approval Queue"

Be sure to keep a copy of your reconciliation and receipts in case something gets lost.

Contact Information

- Wells Fargo - 1-800-932-0036
  - Call immediately if your card is lost, stolen or suspected missing, then contact the Program Adminstrator at MSU.
  - 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
  - Need Assistance with dispute

  Program Administrator

  Business Services   WA236

Innovative Office is our contracted vendor for office supplies.

Innovative Office Solutions is a contracted vendor for office supplies
You will need to contact Innovative solutions to get an account set up for placing orders thru their portal.

The telephone number for Innovative Office Solutions is 1-866-574-5389. You may be able to set this one up yourself by selecting the green *"Register"* button on the right side of the web page.

This is the link to Innovative Office Solutions:
http://www.innovativeos.com/

Thank You!
And
NOW…..

Additional info:

- Upon completion of this training, complete a memorandum of agreement that can be found at:
  - https://admin.mnsu.edu/globalassets/finance-and-administration/business-services/purchasing-card/training/cardholderagreementjuly2011.pdf

- Once received arrangements will be made so you receive the following:
  - Sign on ID and temporary password to sign onto portal
  - Actual purchasing card and activation information. Also note when ordering online, the bill to address to use is always 236 Wigley Admin . Shipping can be to your desired location.

  Refer to MSU Purchasing card website for reconciling quick guides and more INFO….
  - https://admin.mnsu.edu/finance-and-administration/departments/business-services/purchasing-card/