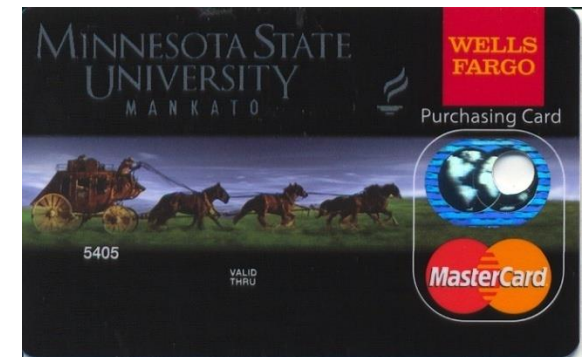


Minnesota State University, Mankato Purchasing Card Program

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 (CA035 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

Types of Purchases By Object Code

- 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-compliance 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							Key
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	CCER Cycle End
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	Reminder Period
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	Final Approval Period
20	21	22	23	24	25	26	

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

The screenshot shows the Wells Fargo website interface. At the top, the browser address bar displays <https://www.wellsfargo.com>. The navigation menu includes tabs for Personal, Small Business, and Commercial. The Commercial tab is highlighted. Below the navigation, there are links for Banking, Loans and Credit, Insurance, Investing and Retirement, and Wealth Management. The main content area features a login form titled "View Your Accounts" with fields for Account Summary, Username, and Password, and a "Go" button. To the right, there is a promotional banner for "Everyday personal checking" with a "Start Now" button. Below the banner, there are several service tiles: "Fraud Information Center", "Banking Made Easy", "Going to College" (highlighted), "Home Lending", and "Borrowing and Credit". The "Going to College" tile contains the heading "Managing your money for college" and a list of resources: "The basics of creating a budget", "Using scholarships and grants to pay for your education", "Planning for the future", and "Find a Wells Fargo student loan". To the right of this tile, there are two more promotional tiles: "Check your balance on the go" and "Take simple steps to grow your savings". The bottom of the page shows a Windows taskbar with various application icons and a system tray displaying the time 12:56 PM and date 8/23/2013.

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

Logging In

The screenshot shows the Wells Fargo Commercial website. The browser address bar displays <https://www.wellsfargo.com/com/>. The navigation menu includes 'Personal', 'Small Business', and 'Commercial' (which is selected). A search bar is located in the top right. Below the navigation, there are links for 'Products and Services', 'Industry Expertise', and 'Insights'. A prominent banner features a woman and a man in business attire. On the left side of the banner, a white box contains the text 'Commercial Electronic Office® Portal' and a blue 'Sign On' button with a lock icon. Below the button are links for 'Sign-On Help', 'Get CEO® Mobile', and 'Fraud Protection'. To the right of the image, a dark red box contains the text 'Helping you stay competitive' and 'At Wells Fargo, we help businesses by really getting to know their people and their plans', with a 'Learn More' button. Below the banner, there are three columns of content: 'Insights' with links to 'Weekly Economic & Financial Commentary', 'Monthly Economic Outlook', 'Economic Indicators Reports', 'Global Financial Institutions Podcast', 'Retirement Perspectives', and 'Real Estate and Housing Reports'; 'Products and Services' with a description and a list of services including Commercial Insurance, Commercial Real Estate, and Securities & Investment Banking; 'Industry Expertise' with a description and a list of industries including Education, Energy, Healthcare, and Technology; and 'Working with You' with a description and a list of services including local relationship managers and bankers.

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 <input type="text"/>	Trouble Logging in? <ul style="list-style-type: none">▪ Password Reset Tutorial▪ First Time Sign On Tips
User ID <input type="text"/>	Additional Information <ul style="list-style-type: none">▪ Online Security▪ System Requirements
Password <input type="text"/>	
Sign On Forgot Password?	

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:

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

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



Commercial Electronic Office®

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](#)

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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

You have now entered the Commercial Electronic Office ^{EM} (CEO ^{EM}) business portal of the website for Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO you will be able to use certain financial services (the "Services") of Wells Fargo or its affiliates (the "Affiliate").

A Service may be used through the CEO only after (a) you agree to these Terms of Use, (b) your company agrees the Online Access Agreement and the other agreements required to receive the Service, and (c) your Company accepts the applicable forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Service (the "Service Forms").

TO AGREE TO THESE TERMS OF USE, YOU MUST, USING YOUR INHOUSE OR BEST INHOUSE OR OTHER COMPUTER DEVICE, CLICK ON THE "I AGREE TO CONSENT TO" OR SIMILARLY WORDED BUTTON OR ENTRY FIELD AT THE END OF THESE TERMS OF USE. CLICKING ON THIS BUT NOT ON OTHER ENTRY FIELD WILL BE DEEMED THE LEGAL EQUIVALENT OF YOUR HANDWRITTEN SIGNATURE AND WILL CONSTITUTE YOUR AGREEMENT WITH AND CONSENT TO THESE TERMS OF USE.

You agree to use the CEO and the Services through the CEO only as provided in (a) these Terms of Use, (b) the Service Forms your company has signed or accepted to receive the Service, (c) the rules, procedures, standards, instruments, and policies made applicable to the Service from time to time by Wells Fargo and the Affiliate, (d) any instructions, forms, or conditions appearing on a screen of the CEO when you use the Service, (e) any state and federal laws and regulations applicable to the Service, and (f) with respect to funds transfer Services, the rules and regulations of any funds transfer system used in connection with such Service.

You have been given an ID code and a password by Wells Fargo to enter the CEO the first time. Wells Fargo has also assigned an ID code to your company for you to use each time you enter the CEO. Although your company's ID code and your ID code will remain the same for each entry into the CEO, the password assigned to you by Wells Fargo for your first entry into the CEO must be changed to a new password you select when you first enter the CEO. Wells Fargo will not know your new password or any subsequent passwords selected by you.

If a user responsibility and the responsibility of your company to ensure that your ID code and passwords are used only by you. FAILURE TO PROTECT YOUR ID CODE AND PASSWORDS MAY ALLOW AN UNAUTHORIZED PARTY TO USE THE SERVICES, TO CORRECT, CHANGE, VERIFY, OR SEND DATA USED WITH THE SERVICES, TO SEND INFORMATION AND COMMUNICATIONS TO, OR RECEIVE INFORMATION AND COMMUNICATIONS FROM, WELLS FARGO AND THE AFFILIATES, OR TO ACCESS YOUR COMPANY'S ELECTRONIC COMMUNICATIONS AND FINANCIAL DATA. You acknowledge that following your company's internal security procedures regarding ID codes and passwords is very important to limit this risk, and you agree to follow such procedures at all times.

You agree to notify Wells Fargo immediately when you become aware of any loss or theft of, or any unauthorized use of, your ID code or any of your passwords. You also agree to notify Wells Fargo immediately after you become aware of any unauthorized use of (i) a Service you company is receiving or (ii) any confidential information concerning your company or your company's use of a Service.

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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:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Title:*	<input type="text" value="Other"/>
Functional Area:*	<input type="text" value="Treasury Management"/>
Email:*	<input type="text"/>

Your Phone Number:*

Choose either United States OR International, and enter your phone number.

<input checked="" type="radio"/> United States	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Area Code	Telephone	Extension
<input type="radio"/> International	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country Code	City Code	Telephone
			Extension

Your Fax Number:

Choose either United States OR International, and enter your fax number.

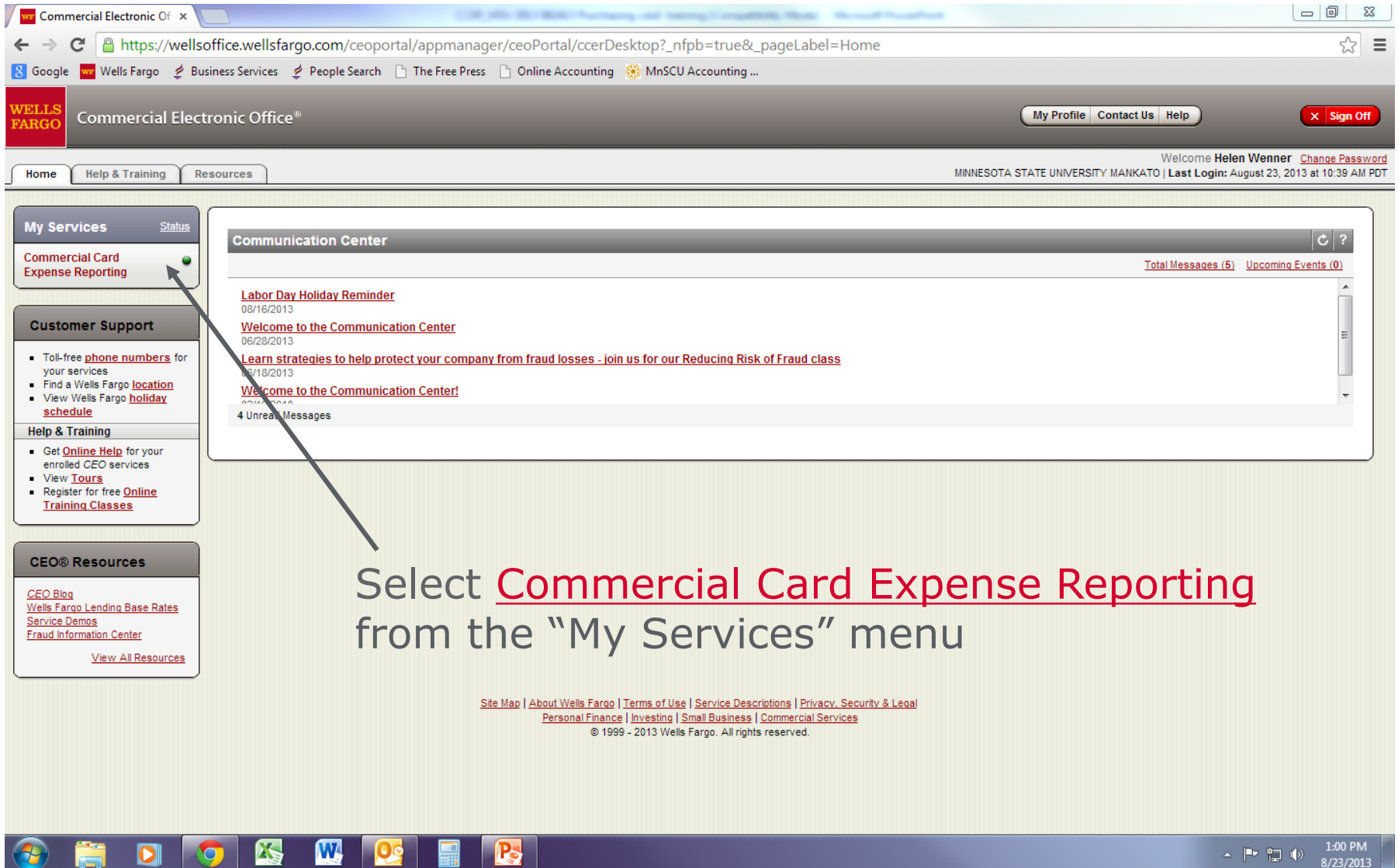
<input checked="" type="radio"/> United States	<input type="text"/>	<input type="text"/>
	Area Code	Fax Number
<input type="radio"/> International	<input type="text"/>	<input type="text"/>
	Country Code	Fax Number

Save

Cancel

Edit the Profile so we can offer more personalized support

CEO Home Page



The screenshot shows the Wells Fargo Commercial Electronic Office (CEO) home page. The browser address bar displays the URL: https://wellsfargo.com/ceoportal/appmanager/ceoPortal/ccerDesktop?_nfpb=true&_pageLabel=Home. The page header includes the Wells Fargo logo, the text "Commercial Electronic Office", and navigation links for "My Profile", "Contact Us", "Help", and "Sign Off". A user greeting "Welcome Helen Wenner" and a "Change Password" link are visible. The main navigation bar contains "Home", "Help & Training", and "Resources".

The "My Services" menu is highlighted, showing a green status indicator next to "Commercial Card Expense Reporting". An arrow points from this menu item to the text below. The "Communication Center" is also visible, displaying messages such as "Labor Day Holiday Reminder" and "Welcome to the Communication Center".

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

Site Map | [About Wells Fargo](#) | [Terms of Use](#) | [Service Descriptions](#) | [Privacy, Security & Legal](#)
[Personal Finance](#) | [Investing](#) | [Small Business](#) | [Commercial Services](#)
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Role: Cardholder

Welcome Jack Kline

Open Statements

▼ Manage Statements

Review Open Statements

[View Cycle-to-Date](#)[View Previous Statements](#)

▶ Reports

▶ User Information

Select a statement, and click View.

Viewing 1 to 2 of 2 Items

	Card Number ▲	Start Date	End Date	Charges	OOP	Total	Status
1.	<input checked="" type="radio"/> xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$82.00	\$4986.23	Open
2.	<input type="radio"/> xxxx-xxxx-xxxx-8921	03/01/20xx	03/31/20xx	\$500.00	\$130.00	\$630.00	Open

[View](#)

Viewing 1 to 2 of 2 Items

Manage Statements

- Review Open Statements (default)

Commercial Card Expense Reporting - Reclassify Expenses - Mozilla Firefox

Commercial Electronic Office Commercial Card Expense Reporting - Re... x +

wellsfargo.com https://wellstation.wellsfargo.com/ccer/reclassifyExpCardTranDetails.do

Wells Fargo Business Services MnSCU Login People Search MSU Office Directory MavMail Purchasing Card - Busi... Valadation Tables Exchange Rates Pandora TWC 56001 Weather Forec...

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: **Program Administrator** | [Cardholder](#) Welcome **Helen Wenner**

Reclassify Expenses

- Manage Users
 - Edit User Profile
 - Manage Cards
 - Request New Card
 - 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

[Return to Reclassify Expenses — Search Results](#)

To filter transactions, select from the **Charge Type** drop-down menu. Select transactions, and click one of the functions below. Click **Save** when you are done. [Print Version](#)

[View Details](#)

Cardholder Summary

Cardholder Name:	SCIENCE, FAIR	Start Date:	07/30/2011
Card Number:	xxxx-xxxx-xxxx-4190	End Date:	08/12/2011
Status:	Cardholder Reviewed	Reminder Period:	08/13/2011 through 08/17/2011
Charges:	76.83 USD	Grace Period:	08/18/2011 through 08/19/2011
Out-of-pocket:	0.00 USD	Approval Period:	08/20/2011 through 08/23/2011
Total Amount:	76.83 USD	Download Period:	08/24/2011 through 08/25/2011

Charges

Charge Type:

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.	<input type="checkbox"/>	08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	3000 - Supplies Materials Subscriptions	<input checked="" type="checkbox"/>	(7.47) USD
<u>Description:</u> Credit for a cracked or broken storage box.							
2.	<input type="checkbox"/>	08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	3000 - Supplies Materials Subscriptions	<input type="checkbox"/>	(8.02) USD
<u>Description:</u> Incorrect credit for cracked storage box. No receipt given. Added tax, but should be tax exempt.							

- 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.

Cardholder Summary

Cardholder Name:	STORES 214015, UNIVERSITY	Start Date:	03/13/2021
Card Number:	xxxx-xxxx-xxxx-8418	End Date:	03/26/2021
Status:	Open	Reminder Period:	03/27/2021 through 03/31/2021
Charges:	112.92 USD	Grace Period:	04/01/2021 through 04/05/2021
Out-of-pocket:	0.00 USD		
Total Amount:	112.92 USD		

Charges

Charge Type: All Transactions

Viewing 1 to 1 of 1 items

Transaction Date	Posting Date	Merchant	G/L Code	Unit	Receipt Submitted	Amount / Original Currency
03/25/2021	03/26/2021	Mississippi Welders 507-454-5231, MN	3000 - Supplies/ Materials/ Subscriptions	610000 AUXILIARY SERVICE AND OPERATIONS(610000)	<input type="checkbox"/>	112.92 USD

Description: *

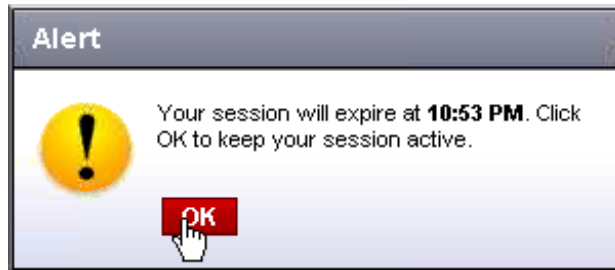
DEPARTMENT: 600003 COST CENTER: 214015

Buttons: **Reclassify** **Add Descriptions** **Split & Reclassify** **Dispute** **Copy Request**

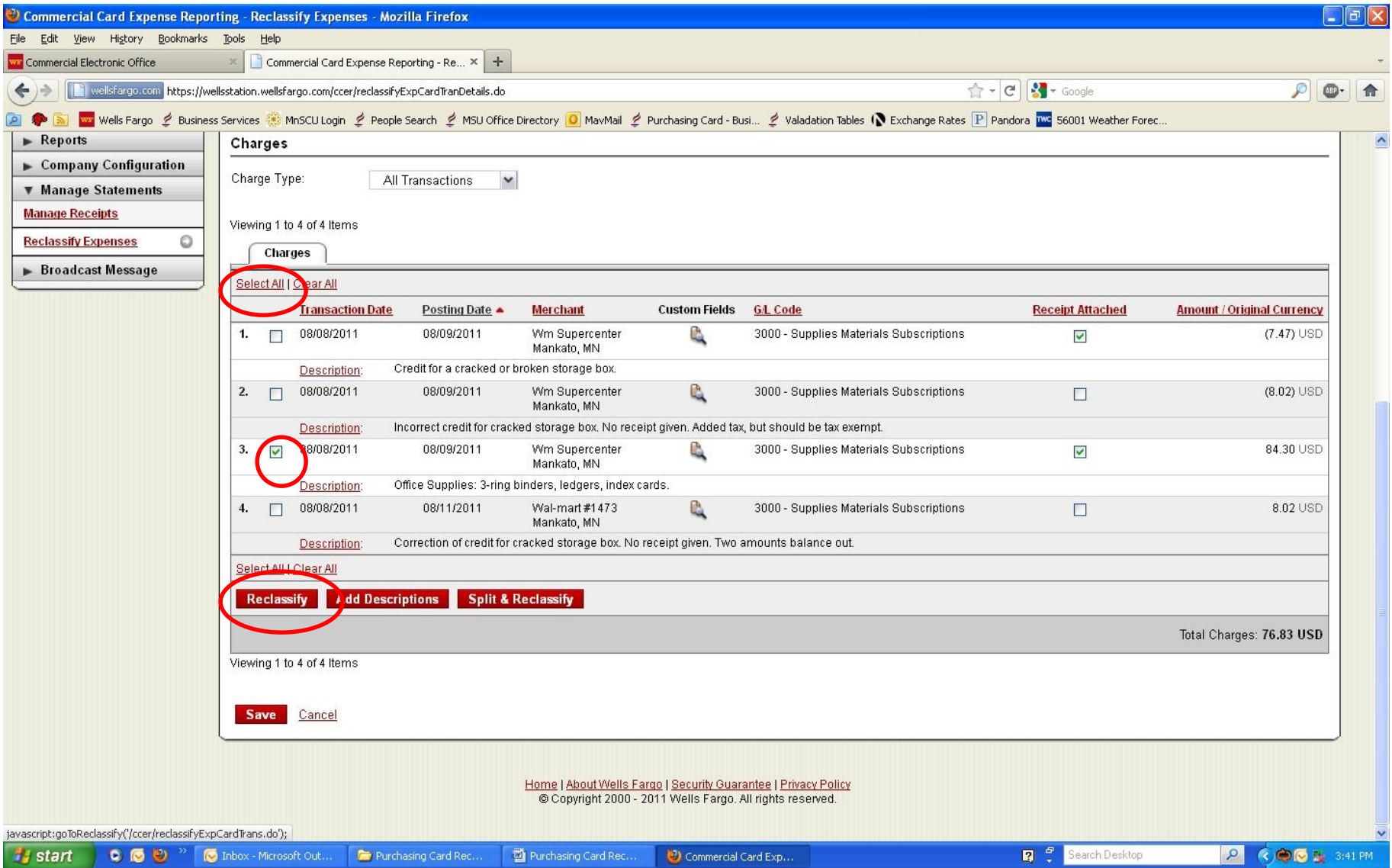
Available functionality includes:

- 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



- 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"

Commercial Card Expense Reporting - Reclassify Expense - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Commercial Electronic Office Commercial Card Expense Reporting - Re... x +

wellsfargo.com https://wellsstation.wellsfargo.com/ccer/reclassifyExpCardTrans.do

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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

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	<input checked="" type="checkbox"/>	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

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

- 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 ^ ~ [] " `

Commercial Card Expense Reporting - Reclassify Expense - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Commercial Electronic Office Commercial Card Expense Reporting - Re... x

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Wells Fargo Business Services MnSCU Login People Search MSU Office Directory MavMail Purchasing Card - Busi... Valadation Tables Exchange Rates Pandora TWC 56001 Weather Forec...

View Declines
Emulate User
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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

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	<input checked="" type="checkbox"/>	84.30 USD / 84.30

General Ledger Code * Description Unit

3000 - Supplies Ma Office Supplies: 3-ring binders, ledgers, index 250000 COLLEGE OF SCI ENG AND TECH(250000)

DEPARTMENT: 250000
FAX #: 389-2788
FIRST NAME: SCIENCE FAIR

Viewing 1 to 1 of 1 Items

Save Cancel

Select General Ledger Code

Filter

Viewing 1-23 of 23 items

Code	Description
1110	Advertising
1260	Maintenance contracts
1280	Repairs-other
1460	Printing- other
1730	Software License/purchase/mainte
1755	On-Line Subscriptions/System Acc
1850	Sodexho Catering- Special expens
1870	Purchased Services-Other

Viewing 1-23 of 23 items

FIRST 6 OF LAST NAME: SCIENC
LAST NAME: SCIENCE FAIR

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- 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

Commercial Card Expense Reporting - Reclassify Expense - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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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

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	<input checked="" type="checkbox"/>	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

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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

[Return to Charges](#) — [Manage Charges](#)

Check a **Split Type**, and click **Select Split**. Enter the required information for both portions of the split. The total amount must equal the original transaction. Click **Save** when you are done.

View Details

Cardholder Name: **Kline, Jack**

Card Number: **xxxx-xxxx-xxxx-8920**

Split Type: By Amount By Percentage

Split and Reclassify by Amount

Selected Charge			
Transaction Date:	04/04/20xx	Posting Date:	04/04/20xx
Merchant Name:	HOTEL	Personal:	No
Receipt Attached:	No	General Ledger Code:	275001 - Business Travel
Original Currency / Amount:	\$1000.50	Unit:	Sales (70012)
Description:	Stayed at Comfort for the 3-day Conference at Dallas.		

[Add a Split](#)

	Personal	General Ledger Code	Unit	Amount
1.	<input type="checkbox"/>	275001 - Business Travel	Sales (70012)	\$500.25
Split Description Stayed at Comfort for the 3-day Conference at Dallas.				
Company #		Location Code	Dept. #	Project ID
150		2016	28	04
2.	<input type="checkbox"/>	275001 - Business Travel	Sales (70012)	\$500.25
Split Description Ordered food for the staff meeting held at the hotel.				
Company #		Location Code	Dept. #	Project ID
150		2016	28	04

Remaining Amount: \$0.00

[Delete](#)

[Add a Split](#)

[Save](#) [Cancel](#)

- 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

Charges

Charge Type:

Viewing 1 to 8 of 8 items

Charges		Out-Of-pocket Expenses						
Transaction Date	Posting Date	Personal	Merchant Name	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency	
1. <input checked="" type="checkbox"/>	03/02/20xx	03/03/20xx	<input checked="" type="checkbox"/>	COMPUTER STORE*		273007	<input type="checkbox"/>	\$2900.00
Description: Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners								
2. <input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL		SPLIT	<input checked="" type="checkbox"/>	\$1000.50
Description: Hotel stay for 3-day conference in Dallas								
3. <input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$800.00
Description: Flight from Texas								
4. <input type="checkbox"/>	03/06/20xx	03/06/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$100.28
Description: Rented a car								
5. <input type="checkbox"/>	03/08/20xx	03/08/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$800.00
Description: Computer components								
6. <input type="checkbox"/>	03/10/20xx	03/10/20xx	<input type="checkbox"/>	COMPUTER STORE		DISPUTE	<input type="checkbox"/>	\$199.99/150.25
Description: Software program								
7. <input type="checkbox"/>	03/12/20xx	03/12/20xx	<input checked="" type="checkbox"/>	GAS STATION *		275001	<input checked="" type="checkbox"/>	\$2.95
Description: Gasoline								
8. <input type="checkbox"/>	03/15/20xx	03/15/20xx	<input type="checkbox"/>	GENERAL STORE*		273005	<input type="checkbox"/>	\$(899.49/910.00)
Description: Supplies for meeting								
								Total: \$4904.23

Select All | Clear All

Reclassify Add Description Split & Reclassify Dispute Copy Request

Viewing 1 to 8 of 8 items

Save **Statement Reviewed** Cancel

- 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

Commercial Card Expense Reporting - Reclassify Expense - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Commercial Card Expense Reporting - Recla... +

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WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Program Administrator | [Cardholder](#) Welcome Helen Wenner

Charges — Modify Transactions


▼ Manage Users

- [Edit User Profile](#)
- [Manage Cards](#)
- [Request New Card](#)
- [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

[< Return to Reclassify Expenses](#)

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](#)

 Your changes have been saved.

Cardholder Name: SCIENCE, FAIR
Card Number: xxx-xxxx-xxxx-4390

Charges

Viewing 1 to 1 of 1 Items

Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	<input checked="" type="checkbox"/>	84.30 USD / 84.30

General Ledger Code ★ **Description** **Unit**

3000 - Supplies Ma [View Details](#) Office Supplies: 3-ring binders, ledgers, index cards. 250000 COLLEGE OF SCI ENG AND TECH(250000)

DEPARTMENT **COST CENTER** **FIRST 6 OF LAST NAME**

250000 [View Details](#) 339627 [View Details](#) SCIENC

FAX # **PHONE #** **LAST NAME**

389-2788 389-2849 SCIENC [Help](#)

start Inbox - Microsoft Out... Commercial Card Exp... Presentation1 Manual Search Desktop 2:46 PM

- 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

Commercial Card Expense Reporting - Reclassify Expenses - Mozilla Firefox

Commercial Card Expense Reporting - Mozilla Firefox

wellsfargo.com https://wellsstation.wellsfargo.com/ccer/reclassifyExpCardTransPrintPopup.do

WELLS FARGO Commercial Card Expense Reporting Close

Statement Expenses 08/22/2011 12:55 PM PT
Requested By: WENNER, HELEN

Print

Welcome Helen Wenner

transactions, and click one of the functions below. Click **Save** when you are done.

[Print Version](#)

[Print Version](#)

Start Date: 07/30/2011
End Date: 08/12/2011
Reminder Period: 08/13/2011 through 08/17/2011
Grace Period: 08/18/2011 through 08/19/2011
Approval Period: 08/20/2011 through 08/23/2011
Download Period: 08/24/2011 through 08/25/2011

Cardholder Summary

Cardholder Name: SCIENCE, FAIR Start Date: 07/30/2011
Card Number: xxxx-xxxx-xxxx-4390 End Date: 08/12/2011
Status: Cardholder Reviewed
Charges: 76.83 USD 08/13/2011 through 08/17/2011
Out-of-pocket: 0.00 USD Grace Period: 08/18/2011 through 08/19/2011
Total Amount: 76.83 USD Approval Period: 08/20/2011 through 08/23/2011
Download Period: 08/24/2011 through 08/25/2011

Charges

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	08/08/2011	08/09/2011	Wm Supercenter Mankato, MN	Yes	3000 - Supplies Materials Subscriptions	250000 COLLEGE OF SCI ENG AND TECH(250000)	(7.47) USD / (7.47)

[Manage Receipts](#)

[Reclassify Expenses](#)

[Broadcast Message](#)

Viewing 1 to 4 of 4 Items

Charges

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>GL Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1.	08/08/2011	08/09/2011	Wm Supercenter Mankato, MN		3000 - Supplies Materials Subscriptions	<input checked="" type="checkbox"/>	(7.47) USD
	<u>Description:</u> Credit for a cracked or broken storage box.						
2.	08/08/2011	08/09/2011	Wm Supercenter Mankato, MN		3000 - Supplies Materials Subscriptions	<input type="checkbox"/>	(8.02) USD
	<u>Description:</u> Incorrect credit for cracked storage box. No receipt given. Added tax, but should be tax exempt.						

[Help](#)

start | Inboxes - Microsoft Out... | Commercial Card Exp... | Commercial Card Exp... | Presentation1 | Manual | Search Desktop | 2:55 PM

- 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.

Commercial Card Expense Reporting - Reclassify Expenses - Mozilla Firefox

Commercial Electronic Office | Commercial Card Expense Reporting - Re... x +

wellsfargo.com https://wellsstation.wellsfargo.com/ccer/reclassifyExpCardTranDetails.do

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WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Program Administrator | Cardholder Welcome Helen Wenner

Reclassify Expenses

- Manage Users
 - Edit User Profile
 - Manage Cards
 - Request New Card
 - 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

[Return to Reclassify Expenses — Search Results](#)

To filter transactions, select from the **Charge Type** drop-down menu. Select transactions, and click one of the functions below. Click **Save** when you are done.

[Print Version](#)

View Details

Cardholder Summary

Cardholder Name:	SCIENCE, FAIR	Start Date:	07/30/2011
Card Number:	xxxx-xxxx-xxxx-4390	End Date:	08/12/2011
Status:	Cardholder Reviewed	Reminder Period:	08/13/2011 through 08/17/2011
Charges:	76.83 USD	Grace Period:	08/18/2011 through 08/19/2011
Out-of-pocket:	0.00 USD	Approval Period:	08/20/2011 through 08/23/2011
Total Amount:	76.83 USD	Download Period:	08/24/2011 through 08/25/2011

Charges

Charge Type:

Viewing 1 to 4 of 4 Items

Charges

Select All | Clear All

	Transaction Date	Posting Date	Merchant	Custom Fields	GL Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/> 08/08/2011	08/09/2011	Wm Supercenter Mankato, MN		3000 - Supplies Materials Subscriptions	<input checked="" type="checkbox"/>	(7.47) USD
	<i>Description:</i> Credit for a cracked or broken storage box.						
2.	<input type="checkbox"/> 08/08/2011	08/09/2011	Wm Supercenter Mankato, MN		3000 - Supplies Materials Subscriptions	<input type="checkbox"/>	(8.02) USD
	<i>Description:</i> Incorrect credit for cracked storage box. No receipt given. Added tax, but should be tax exempt.						

•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



Open Statements

▼ Manage Statements

Approve Statements

[View Cycle-to-Date](#)[View Previous Statements](#)[Receipts Record](#)

▶ View Requests/ Status

▶ Reports

▶ Manage Users

Select a statement, and click View.

Viewing 1 to 12 of 12 items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	OOP	Total	Status
1.	<input type="radio"/> Brooks, Roger	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	\$3000.00	\$0.00	\$3000.00	Approved
2.	<input type="radio"/> Campbell, Molly	xxxx-xxxx-xxxx-9799	03/01/20xx	03/31/20xx	\$2505.50	\$14.55	\$2520.05	CH Reviewed
3.	<input type="radio"/> Cox, Mary	xxxx-xxxx-xxxx-2133	03/01/20xx	03/31/20xx	\$4623.95	\$880.50	\$5504.45	Open
4.	<input type="radio"/> Evans, Jerry	xxxx-xxxx-xxxx-2234	03/01/20xx	03/31/20xx	\$4524.90	\$851.90	\$5376.80	Open
5.	<input type="radio"/> Gordon, Andrew	xxxx-xxxx-xxxx-2335	03/01/20xx	03/31/20xx	\$4425.85	\$822.13	\$5247.98	Open
6.	<input type="radio"/> Howell, Candi	xxxx-xxxx-xxxx-2436	03/01/20xx	03/31/20xx	\$4326.80	\$793.17	\$5119.97	CH Reviewed
7.	<input type="radio"/> King, Tom	xxxx-xxxx-xxxx-2537	03/01/20xx	03/31/20xx	\$300.00	\$764.21	\$1064.21	CH Reviewed
8.	<input checked="" type="radio"/> Kline, Jack	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$82.00	\$4986.23	Open
9.	<input type="radio"/> McGraw, Emily	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	\$3203.73	\$14.55	\$3218.28	CH Reviewed
10.	<input type="radio"/> Wagner, Judy	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	\$4500.00	\$706.29	\$5206.29	Open
11.	<input type="radio"/> West, Jason	xxxx-xxxx-xxxx-2840	03/01/20xx	03/31/20xx	\$(3930.60)	\$0.00	\$(3930.60)	Open
12.	<input type="radio"/> Wright, Josh	xxxx-xxxx-xxxx-2941	03/01/20xx	03/31/20xx	\$3831.55	\$648.37	\$4479.92	Open

View

Viewing 1 to 12 of 12 items

Manage Statements

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

Statement Approval

Charges		Out-of-pocket Expenses								
Select All Clear All										
	Transaction Date ▲	Posting Date	Personal	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Receipt Attached	Amount /Original Currency Amount	
1.	<input checked="" type="checkbox"/>	03/02/20xx	03/03/20xx	<input checked="" type="checkbox"/>	COMPUTER STORE*	DENVER, CO		273007	<input type="checkbox"/>	\$2900.00
Description: Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners										
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	HOTEL	DALLAS, TX		SPLIT	<input checked="" type="checkbox"/>	\$1000.50
Description: Hotel stay for 3-day conference in Dallas										
3.	<input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>	AIRLINE	OAKLAND, CA		SPLIT	<input type="checkbox"/>	\$800.00
Description: Flight from Texas										
4.	<input type="checkbox"/>	03/05/20xx	03/05/20xx	<input type="checkbox"/>	CAR RENTAL COMPANY*	PHOENIX, AZ			<input type="checkbox"/>	\$100.28
Description: Rented a car										
5.	<input type="checkbox"/>	03/08/20xx	03/08/20xx	<input type="checkbox"/>	COMPUTER STORE*	SAN RAMON, CA		273007	<input type="checkbox"/>	\$800.00
Description: Computer components										
6.	<input type="checkbox"/>	03/10/20xx	03/10/20xx	<input type="checkbox"/>	COMPUTER STORE	LONDON, UK		DISPUTE	<input type="checkbox"/>	\$199.99/150.25
Description: Software program										
7.	<input type="checkbox"/>	03/12/20xx	03/12/20xx	<input type="checkbox"/>	GAS STATION	PROVO, UT		275001	<input type="checkbox"/>	\$2.95
Description: Gasoline										
8.	<input type="checkbox"/>	03/15/20xx	03/15/20xx	<input type="checkbox"/>	GENERAL STORE*	VANCOUVER, BC		273005	<input type="checkbox"/>	\$(899.49/910.00)
Description: Supplies for meeting										
									Total: \$4904.23	
Select All Clear All										
Reclassify Add Description Split & Reclassify Dispute Copy Request										

Viewing 1 to 8 of 8 items

Save **Approve Statement** **Cancel**

- 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

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: Cardholder Welcome Jack Kline

View Declines

- Manage Statements
- Reports
 - Create Transaction Report
 - Transaction Summary
 - View Declines**
 - User Information

The declines are displayed. For those with multiple cards who want to view the declines for another card, select from the **Card Number** drop-down menu.

Card Number:

Declines

Viewing 1 to 1 of 1 Items

	Transaction Date ▲	Merchant Name	Merchant Type	MCC Code	Amount	Decline Reason
1.	03/31/20xx	GENERAL STORE	RETAIL	1053	\$50.50	Merchant excluded
2.	03/31/20xx	COMPUTER STORE	RETAIL	1053	\$238.76	Exceeds single transaction limit for account

- 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**](mailto: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 Administrator 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/>