

# DePaul University IntelliLink System Manual *Approver*

To begin the approval process, click on the flashing **Approvals** menu item on your home page.

The screenshot shows the Visa IntelliLink Spend Management interface. The top navigation bar includes Home, Administration, Expenses, Approvals, and Reports. The main content area is divided into several sections:

- My Actions:** Contains a yellow button for Expense Reports, Card Expenses (55), Approvals (1), and Expense Reports.
- Pinned:** Lists Administration Overview, Account Management, Instance Management, Module - Company Unit, and File Management.
- ADMINISTRATOR:** Displays a summary for PNC Bank 1940 from 02/25/2017 to 03/10/2017. It includes a table for Account Management and a summary of Transactions.

Account Management		Unmapped	Active
PNC Bank 1940		3	880
Cash Expenses		7	0

Transactions	Debit (USD)	Credit (USD)
2530	728,604.71	975,034.83


Summary Metrics for PNC Bank 1940:

- Total Transactions: 2530
- Coding Required: 1997
- Pending Approval: 425

When you click **Approvals** from your home page main menu you will be taken to your **Items Requiring Attention** screen. The **Items Requiring Attention** screen displays a list of employees who have transactions awaiting your approval, as well as the statement period and number of transactions. If you click the employee name, you will be taken to the **Transaction Approval** screen, and it will display all transactions that need approval across all periods and all account types. If you click a statement period beside an employee's name, you will also be taken to the **Transaction Approval** screen, but it will display only the transactions for that period and that account type.

**Items Requiring Attention**  
Statement & Transactions requiring approval  
Approver Summary View

Employee	Period	Information Required	Information Provided	Approval Required
Sybil Madison-Boyd	PNC Bank 1940	02/24/2017	1	-

Click on the green “” next to each transaction so you can review chartfield codes & review notes. These are also listed on the main screen for easy review.

**Transaction Approval**  
Abe Reising (Cardholder) Statement & transactions requiring approval

[Expand All](#) [Collapse All](#)





PNC 1940 - Purchasing (5124) [Approve Selected Items](#) [Approve](#)

Information Required

Information Provided

Approval Required (4)

Approver (1 of 2)

Date	Description	Linked to	Receipt	Amount	Action
06/13/2014	B&n Bookstr Depaul #0850 BIC Pencils, for Procurement Services office. Used as a test purchase to help set up PNC ProCard System.	-	Yes	3.18	
06/26/2014	R-4 Services Central payment of shredding and document storage services for university.	None 0.00 3.18	-	4,175.91	
07/03/2014	B&n Bookstr Depaul #0850 test	-	Yes	-3.18	
07/04/2014	Amazon Com Rubbermaid Commercial FG452088BLA Heavy-Duty Service Cart with Lipped Shelves, Medium, Black	None 0.00 3.18	Yes	165.87	

Approved

Review and make any necessary changes to the **Transaction Chartfields** and **Narrative Details**. Make sure you click the save button if you change any of the information.

## Transaction: Details

Purchase: 06/13/2014  
Amount: \$3.18 USD  
B&n Bookstr Depaul #0850, Chicago

Summary

**Coding**

Approval



Advanced


	* Fund	* Dept ID	* Class	* Program Code	Project/Grant	* Account	Amount Incl	Tax Code
Line 1	100	674102	IS	00000		554900	3.18	
Line 2								
Line 3								
Line 4								
More..							Balance	0.00


Narrative Details

Receipt   

BIC Pencils, for Procurement Services office. Used as a test purchase to help set up PNC ProCard System.

 Close  Reset

 Save

To review the attached receipt, click on the “”

After clicking, the **Receipt Image Management** screen will appear. Click on the **Image** file to load the image:




**VISA Receipt Image Management**  Upload New Image

Image Details

Image 

**B&N 3.18.pdf** (14 KB)  
Abe Reising (Cardholder)  
06/24/2014

 Linked Transactions

Barnes & Noble - DePaul Center  
1 E. Jackson Boulevard  
Chicago, IL 60604  
312-362-8792

STORE:00850 REG:006 TRAN#:2195  
CASHIER:ITA R

TAX EXEMPT ID: E9980902207  
TAX EXEMPT RSN: SCHOOL

BicVlcty7e2p  
07033041708 N  
(1 @ 3.88)  
02FACULTY/STAFF DISCOU 20% (0.80)  
(1 @ 3.18) 3.18

TOTAL 3.18  
VISA 3.18

Card# XXXXXXXXXXXXX5124  
Expdate: XX/XX  
Auth: 090603  
Entry Method: Swiped

I AGREE TO PAY ABOVE TOTAL AMOUNT  
ACCORDING TO CARD ISSUER AGREEMENT

Amount Saved 0.80

V203.69 \*06/13/2014 02:56PM



CUSTOMER COPY

Once you have reviewed the **Transaction Chartfields**, **Narrative Details** and **Receipt**, you are free to approve or request more information. To approve or request more information, click on the **Approval Tab**. You can also come to this tab directly by hitting the red exclamation point on the transaction list.

**Transaction: Details**  
Purchase: 06/13/2014  
Amount: \$3.18 USD  
B&n Bookstr Depaul #0850, Chicago

Summary Coding **Approval** Advanced

Approval Process History

Approval Required  
Approver (1 of 2)  
Approver (2 of 2)

Cardholder Comments

Approver Comments

Information Required  
Approval Required  
Approved

Close Save

Click either the **Approved** or **Information Required** options at the bottom of the **Approval** tab.

1. If you chose to approve, a green check appears in the **Approved** check box. Click **Save**.

**Transaction: Details**  
Purchase: 06/13/2014  
Amount: \$4.80 USD  
Cvs Pharmacy #3674 Q03, Chicago

Summary Coding **Approval** Advanced

Approval Process History

Approved All 10.1  
Approval Required All 10.2

Cardholder Comments

Approver Comments

Information Required  
Approval Required  
**Approved**

Close Save

- If you chose **Information Required**, an orange question mark appears in the **Information Required** check box. The approver will also need to provide comments in the **Approver Comments** box.

**Transaction: Details**

Purchase: 06/13/2014  
 Amount: \$4.80 USD  
 Cvs Pharmacy #3674 Q03, Chicago

Summary Coding **Approval** Advanced

Approval Required All 10.2

Approval Process History

**All 10.1**

Cardholder Comments

Approver Comments

Please provide more information.

Information Required All 10.1

Information Required Approval Required Approved

Close Save

The transaction's status will switch to **Information Required**, indicating that the transaction that is back with the cardholder awaiting them to provide additional information.

VISA Visa IntelliLink Spend Management PNC

Home Reports Settings Help Contact Logout

Expand All Collapse All

Approvals

PNC 1940 - Purchasing (5124)

Items Requiring Attention



PNC Bank 1940

Information Required (1)




Statement	Date	Description	Linked to	Receipt	Amount	Status
Statement - 07/18/2014	06/13/2014	Cvs Pharmacy #3674 Q03	-	Yes	4.80	Information Required
Statement - 07/04/2014		M&M candy for Procurement Services office. Used as a test purchase to help set up PNC ProCard System.				
Statement - 06/27/2014	100 674102 IS 00000 554900		None 0.00	4.80		
Statement - 06/20/2014		Information Provided				
Statement - 06/13/2014		Approval Required (3)				
Statement - 06/06/2014		Information Provided				
Statement - 05/30/2014		Information Provided				
Statement - 05/23/2014	06/20/2014	Blu	-	-	287.64	Information Required
Statement - 05/16/2014		Domain name re-registration of universitysalvage.com web address.				
Statement - 05/09/2014	100 674103 IS 00000 552840		None 0.00	287.64		
	06/26/2014	R-4 Services	-	-	4,175.91	Information Required
		Central payment of shredding and document storage services for university.				
	100 674106 IS 00000 553400		None 0.00	4,175.91		
	07/04/2014	Amazon.Com	-	-	165.87	Information Required
		Computers				
	100 674102 IS 00000 552502		None 0.00	165.87		
		Approved				

**Transaction Icons** – Columns of icons display to the right of transactions on your account statement. (Depending on your organization's setup, you may not see every one of the icons below.)

The first column of icons indicates the **cardholder's** actions that relate to the transaction.

	Red cross. This indicates that mandatory coding or information is still required for the transaction.
	Green check. This indicates all required information has been entered for the transaction.

The second column of icons indicates the **approval** status of the transaction.

	Red exclamation mark. This indicates approval is required for the transaction. Click the icon to view which approval rule(s) applies to the transaction and who is required to approve it.
	Green check. This indicates approval has been given.
	Orange question mark. This indicates the approver has requested more information about the transaction. Click the icon to read the comment from the approver. You can also respond to this comment via the <b>Cardholder Comments</b> field.

### Additional Information in the Transaction Details

**Summary Tab** – This tab displays any extended data the card issuer has provided for this transaction. For example, a transaction for a taxi fare may show pick up and drop off location details or, if the transaction was an airfare, you may have details provided on flight number, passenger name, and departure and arrival time. If there is more than one category of enhanced data for a transaction, the categories are displayed via tabs; one tab for each type of enhanced data available.

**Transaction: Details**

Purchase: 07/04/2014  
 Amount: \$165.87 USD  
 Amazon.Com, Amzn.Com/bill

Summary    Coding    Approval    Advanced

---

Amazon.Com, Amzn.Com/bill WA  
 Transaction Date 07/04/2014  
 Posting Date 07/04/2014


Supplier Category Details  
 Merchant Group Utilities  
 Merchant Category Computer Network/Info Svcs  
[View Supplier Details...](#)

View Audit History

Card Transaction    **Transaction Line Item**

Extended Transaction Details

Order Date	Description	Product Code	Line Item Total	Quantity	Unit of Measure	Unit Price	Bill Number	Destination Country	Commodity Code	Last Item	Service Identifier (Detail)	Source Country Code	Message ID (Detail)	Line Item Sales Tax Flag	Purchase
07/04/2014	Rubbermaid Commercial FG45	B001F0GASU	165.87	1.00	PCE	165.87	EBBHRMEDY211	840	B001F0GASU	Yes	PURCHL	9000	960000002909446	No	0

 Close

**Coding Tab – (Accounting Codes)** - This section displays the default chartfields for your transaction. If all expenditures are to be charged to the default chartfields coding is correct. **Narrative Detail (Transaction Notes)** – Here you will need to insert transaction comments. Regarding meal expenses for employees and business guests, IRS guidelines require the meal expenses for others include the following supporting information: names, positions or titles, the organizational affiliation of the guest(s), and the business purpose are indicated on the notes field. For travel expenses, make sure to include the conference title/purpose, conference location & dates. **All transactions must also have a business purpose.**

**Transaction: Details**  
 Credit Voucher: 07/03/2014  
 Credit: \$3.18 USD  
 B&n Bookstr Depaul #0850, Chicago

Summary **Coding** Approval Advanced

	* Fund	* Dept ID	* Class	* Program Code	Project/Grant	* Account	Amount Incl	Tax Code
Line 1	100	674102	IS	00000		554900	3.18	
Line 2								
Line 3								
Line 4								
More..						Balance	0.00	

Narrative Details Receipt

Close Reset Save

**Approval** – From the **Approval** tab you will be able to find information on what approval rule, if any, applies to this transaction. By clicking the **Process** heading in this window, you can see the name of the individual(s) who need to approve the transaction and, if it is an older transaction, under the **History** heading you will be able to view the audit trail of who actioned the approval and when.


**Transaction: Details**  
 Purchase: 07/04/2014  
 Amount: \$165.87 USD  
 Amazon.Com, Amzn.Com/bill

Summary Coding **Approval** Advanced

Approval Process History

Approval Required

Approver (1 of 2)  
Approver (2 of 2)



**Approver (1 of 2)**

Cardholder Comments

Approver Comments

Close Save

**Advanced** – This tab is not currently used by DePaul.

## Transaction: Details

Purchase: 07/04/2014

Amount: \$165.87 USD

Amazon.Com, Amzn.Com/bill


Summary

Coding

Approval

**Advanced**

**Options**



No Information Entered

No Spend Wizard Categories Available