

DePaul University IntelliLink System Manual *Cardholder*

To view all pending transactions click “**Outstanding Transactions**” link

The screenshot displays the Visa IntelliLink Spend Management interface. At the top left is the VISA logo and the text "Visa IntelliLink Spend Management". Below this is a navigation bar with links: Home, Administration, Expenses, Approvals, and Reports. A left-hand sidebar contains a menu with items like "Period Management", "Statement Periods", "Data Extract Management", "Data Analysis", "Reports", "Expenditure Analysis", "Transaction Search - Company", "Analysis - Company", "Company Administration", "Account Delegation", "Approval Role Delegation", and "Employee Defaults".

The main content area is divided into several sections:

- PNC Bank 1940 | Purchasing Card | VISA**: A summary card showing "Action Required" (1), "Pending Approval" (2), and "Current Balance (USD)" (1,846.00). It also shows "Available Credit (USD)" (8,154.00) and a "Recent Periods" dropdown.
- APPROVALS**: A section with a sub-card for "Approvals" (1 Employee) showing "Approval Required" (0), "Info Provided" (0), and "Info Required" (1).
- DELEGATED ACCOUNTS**: A section with a sub-card for "PNC Bank 1940" (4 Delegations) showing "Attention Required" with a right-pointing arrow.
- REPORT TEMPLATES**: A section with two columns: "Company" and "Personal".
 - Company**: Includes links for "* Employee Unapproved Transactions*", "* Outstanding Transactions*" (circled in blue), and "** Transactions Requiring Info **".
 - Personal**: Includes links for "Spend Employee", "Spend Employee 2", and "Procurement Statements".

A pre-filled search box will appear, simply click the "Search" button

VISA Transaction Search - Personal

Statement Issuer: PNC 1940 - Purchasing (51)

Statement Period: [Dropdown]

Account Type: [All Types]

Start Date: 1/1/2014

End Date: 1/1/2099

Execution Range: [Dropdown]

Posting Date Transaction Date

Export File Name: [Text Box]

Export File Type: [Dropdown]

Exclude Payments

Transaction Type & Status

Transaction Type: [Dropdown]

Transaction Status: [Dropdown]

Approval Status: Approval Required

Policy Status: [Dropdown]

Receipt Status: Yes No Both

Personal Transactions: Yes No Both

Linked Transactions: Yes No Both

Disputed Transactions:

Supplier Groups: [Dropdown]

Currency & Amount: [Dropdown]

Enhanced Data & Spend Wizard: [Dropdown]

Coding Information: [Dropdown]

Additional Fields: [Dropdown]

Report Templates: [Dropdown]

Search

The system will bring up a list of ALL the transactions waiting to be reviewed

Click on the red  next to each transaction to edit chartfield codes (if necessary) and to add detailed transaction notes

Transaction Search - Personal

All amounts are tax inclusive and displayed in their billing currency

As the cardholder or delegate you are able to make adjustments to transactions shown if editable

Filter

01/01/2014 to 01/01/2099

Mapped Cards

Abe Reising (Cardholder)

Posting Date	Tran Date	Supplier	Issuer Reference	Receipt	Tax Amount	Amount		
07/04/2014	07/04/2014	Amazon.Com	24692164185000737779847	-	0.00	165.87		
07/04/2014	07/03/2014	B&n Bookstr Depaul #0850	74445004185000424710785	-	-	-3.18		
06/30/2014	06/26/2014	R-4 Services	24323004178123244010060	-	0.00	4,175.91		
06/23/2014	06/20/2014	Blu	24906414171008467053991	-	0.00	287.64		
06/16/2014	06/13/2014	Cvs Pharmacy #3674 Q03	24445004165100536764735	Yes	0.00	4.80		
Debit Total USD					0.00	4,634.22		
Credit Total USD					0.00	-3.18		
Total USD					0.00	4,631.04		

[Export to Excel](#) [Export to PDF](#)

Review and make any necessary changes to the **Transaction Chartfields** and **Narrative Details**.

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

To attach a receipt, click on the “”. Images can be attached by uploading from the computer or emailing an image from a computer, phone or other device. Detailed information on attaching receipts can be found in the **IntelliLink Manual - Receipts** guide on the Procurement website.

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

Once linked, click the  next to the paperclip to indicate a receipt is attached or click the  to indicate the [ProCard Missing Receipt Form](#) was used in lieu of an actual receipt.

Transaction: Details

Purchase: 06/26/2014
Amount: \$4,175.91 USD
R-4 Services, 773-843-3908

Summary **Coding** Approval Advanced

	* Fund	* Dept ID	* Class	* Program Code	Project/Grant	* Account	Amount Incl	Tax Code
Line 1	100	674106	IS	00000		553400	4175.91	
Line 2								
Line 3								
Line 4								
More..							Balance	0.00

Narrative Details

Receipt   

Central payment of shredding and document storage services for university.

 Close  Reset  Save

Once the transaction has been coded, transaction notes have been added, and you've hit save the  will turn into . This means the transaction has been submitted, and is waiting for an approval.

Transaction Search - Personal
 All amounts are tax inclusive and displayed in their billing currency
 As the cardholder or delegate you are able to make adjustments to transactions shown if editable

Filter 

01/01/2014 to 01/01/2099

Mapped Cards
 Abe Reising (Cardholder)

Posting Date	Tran Date	Supplier	Issuer Reference	Receipt	Tax Amount	Amount	
07/04/2014	07/04/2014	Amazon.Com	24692164185000737779847	-	0.00	165.87	 
07/04/2014	07/03/2014	B&n Bookstr Depaul #0850	74445004185000424710785	-	-	-3.18	 
06/30/2014	06/26/2014	R-4 Services	24323004178123244010060	-	0.00	4,175.91	 
06/23/2014	06/20/2014	Blu	24906414171008467053991	-	0.00	287.64	 
06/16/2014	06/13/2014	Cvs Pharmacy #3674 Q03	24445004165100536764735	Yes	0.00	4.80	 
					Debit Total USD	0.00	4,634.22
					Credit Total USD	0.00	-3.18
					Total USD	0.00	4,631.04

[Export to Excel](#) [Export to PDF](#)

The **red exclamation point** in the second column indicates the transaction is awaiting approval. Once approved it will drop off this report. After you submit your transactions, your Approver has the opportunity to **Request More Information**. In addition to receiving an **email** regarding the request, you can locate and respond to the request by clicking *** Transactions Requiring Info *** on the home screen and then clicking search in the pop-up window.

Abe Reising (Cardholder)

IntelliLink Website: <https://intellilink.spendmanagement.visa.com> Your approver has requested additional details on a submitted transaction(s). Please log-on to the IntelliLink website and run the *** Transactions Requiring Info *** report to view the transaction(s).

Transactions - Approval Questions

The following approval questions have been asked about a transaction for which you are responsible.

Abe Reising (Cardholder)

06/13/2014	B&n Bookstr Depaul #0850 Need more information [St. V Approver]	\$ 3.18
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Home Administration Expenses Approvals Reports

Period Management

Statement Periods

Data Extract Management

Data Analysis

Reports

Expenditure Analysis

Transaction Search - Company

Analysis - Company

Company Administration

Account Delegation

Approval Role Delegation

Employee Defaults

PNC Bank 1940 | Purchasing Card | VISA

Action Required	Pending Approval	Current Balance (USD)
1	2	1,846.00

Available Credit (USD)

8,154.00

Recent Periods ▾

APPROVALS

Approvals 1 Employee

Approval Required	Info Provided	Info Required
0	0	1

DELEGATED ACCOUNTS

PNC Bank 1940 4 Delegations

Attention Required >

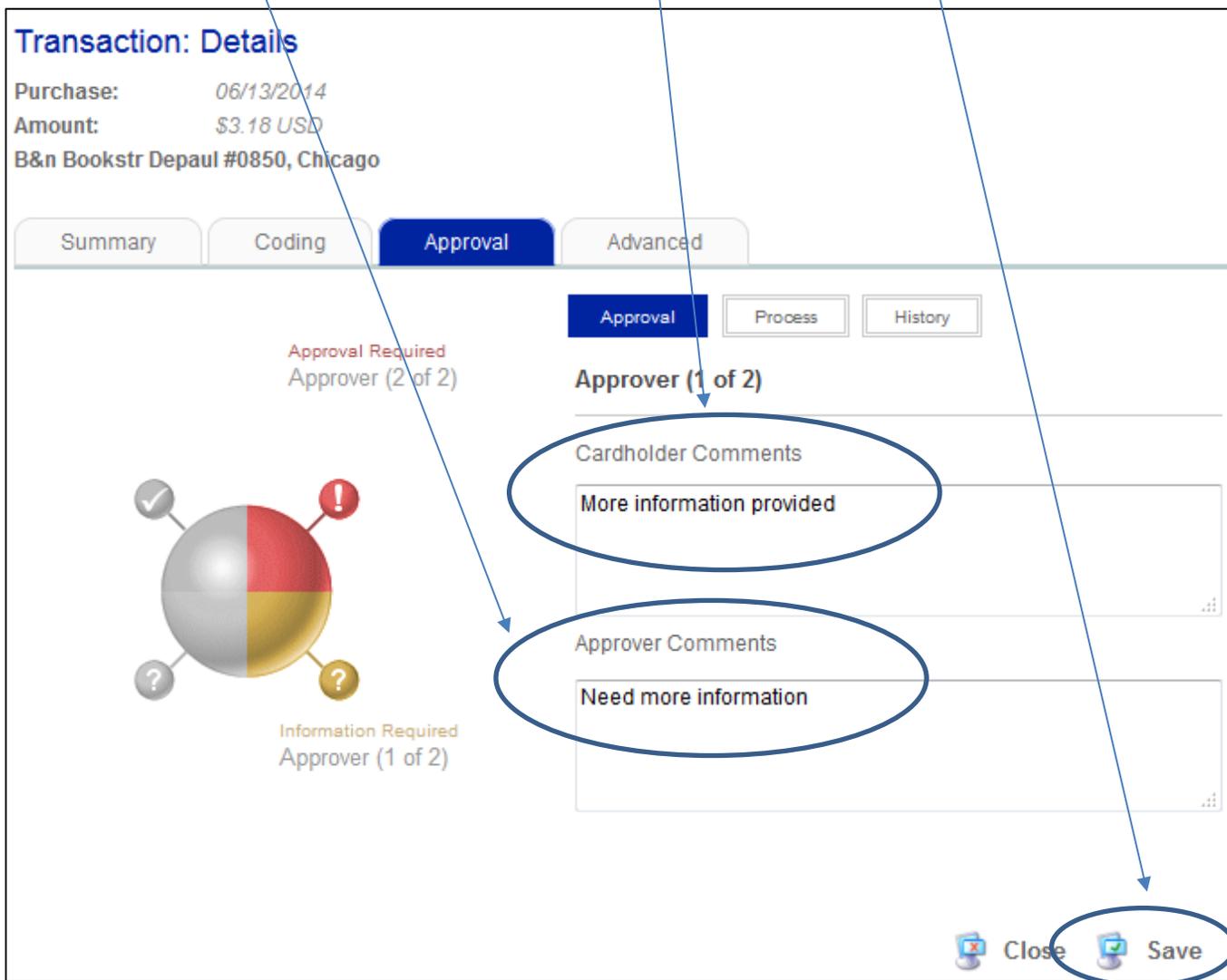
REPORT TEMPLATES

<p>Company</p> <ul style="list-style-type: none"> * Employee Unapproved Transactions* ⓘ Outstanding Transactions ⓘ ** Transactions Requiring Info ** ⓘ Show More ▾ 	<p>Personal</p> <ul style="list-style-type: none"> Spend Employee ⓘ Spend Employee 2 ⓘ Procurement Statements ⓘ Show More ▾
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A list of transactions requiring more information will appear. To the right an **Orange Question Mark** indicates the approver has requested more information about the transaction. Click the icon to read the comment from the approver.

Abe Reising (Cardholder)							
Posting Date	Tran Date	Supplier	Issuer Reference	Receipt	Tax Amount	Amount	
06/16/2014	06/13/2014	B&n Bookstr Depaul #0850	24445004165000329692715	Yes	0.00	3.18	✔ ?
					Debit Total USD	0.00	3.18
					Credit Total USD	0.00	0.00
					Total USD	0.00	3.18

Respond to the **Approver Comments** in the **Cardholder Comments** field and click **Save**.



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 Cardholder Comments field.

Additional Information

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.

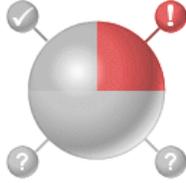
Transaction: Details

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)



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



QuickCode

You can easily and quickly code one transaction (or a group of transactions) via your account statement screen rather than having to navigate to the **Coding** tab of your **Transaction Details** window. To access the QuickCoding click on Account Statements on the left of your screen. Any statements in red require action by the cardholder.

The screenshot displays the PNC Visa IntelliLink Spend Management interface. At the top, there are logos for VISA and PNC, and navigation links: Home, Reports, Settings, Help, Contact, Logout. The main content area shows account statements for PNC Bank 1940, with a balance of 4,634.22. The cardholder is Abe Reising. The 'Quick Coding' section is active, showing a narrative 'Computers' and chartfield information: Fund 100, Dept ID 674102, Class IS, Program Code 0000, Project/Grant, and Account 552502. Below this is a table of transactions with columns for Tran Date, Post Date, Supplier, and Amount. Three transactions are listed: Amazon.Com (07/04/2014, 165.87), B&n Bookstr Depaul #0850 (07/03/2014, -3.18), and R-4 Services (06/26/2014, 4,175.91). A 'Save' button is visible in the Quick Coding section. A 'Manage Receipt Images' link is at the bottom right.

Tran Date	Post Date	Supplier	Fund	Dept ID	Class	Program Code	Project/Grant	Account	Issuer Tax Amount	Amount Incl	Status
07/04/2014	07/04/2014	Amazon.Com	100	674102	IS	00000		552502	165.87	165.87	✓ !
07/03/2014	07/04/2014	B&n Bookstr Depaul #0850	100	674102	IS	00000		554900	-3.18	-3.18	✗ !
06/26/2014	06/30/2014	R-4 Services	100	674106	IS	00000		553400	4,175.91	4,175.91	✓ !

1. Transaction notes
2. Select Multi-Select in order to apply chartfield & notes to multiple transactions.
3. Update Chartfield information
4. Reset to single coding line (Reset the transaction to a single chartfield line)
5. Click each transaction you would like to apply notes & chartfield too
6. Add receipts by clicking the "Manager Receipt Images" button on the lower right of the list
7. Save

Split Transaction – You may sometimes need to split a transaction across more than one chartfield information.

Transaction: Details

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

Summary **Coding** Approval Advanced

Line	* Fund	* Dept ID	* Class	* Program Code	Project/Grant	* Account	Amount Incl	Tax Code
Line 1	100	674102	IS	00000		554600	4.80	
Line 2								
Line 3								
Line 4								
Balance							0.00	

Narrative Details: Purchase Cvs Pharmacy #3674 Q03 - Candy for testing PNC system.

Close Reset Save

Click  to the left of the coding line

The **Split Transaction Line** dialog box appears, allowing you to either:

VISA Split Transaction Line

Please select the number of lines that you would like to split the selected line over. You are then able to change the amount allocated to each line before saving your changes

Number of Lines required:

	Line Amount
Line 1	2.40
Line 2	2.40
Balance	0.00

Cancel Save

1. Split the amount evenly across 2-10 lines (select the number of lines from the drop-down field and click **Save**. Each line takes an even portion of the original line and taxation amounts).
2. Split the line by amount (select the number of lines you want to split the transaction across, adjust the amounts in the **Line Amount** text boxes and click **Save**). The balance must be \$0.00 before you can save.