To view all pending transactions click “Outstanding Transactions” link
A pre-filled search box will appear, simply click the “Search” button.

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

Click on the red ‘X’ next to each transaction to edit chartfield codes (if necessary) and to add detailed transaction notes.
Review and make any necessary changes to the **Transaction Chartfields** and **Narrative Details**.

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.
Once linked, click the checked box next to the paperclip to indicate a receipt is attached or click the crossed box to indicate the ProCard Missing Receipt Form was used in lieu of an actual receipt.
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.

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.

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 $ 3.18
Need more information
[St. V Approver]
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.
Respond to the Approvers 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.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>Red cross. This indicates that mandatory coding or information is still required for the transaction.</td>
</tr>
<tr>
<td>✓</td>
<td>Green check. This indicates all required information has been entered for the transaction.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>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.</td>
</tr>
<tr>
<td>✓</td>
<td>Green check. This indicates approval has been given.</td>
</tr>
<tr>
<td>?</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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.

**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.**
**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.

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

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.

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

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.