

DePaul University IntelliLink System Manual *Receipts*

Uploading Receipts:

Receipts can be uploaded in the IntelliLink System or by email. To start, scan or otherwise save the receipt image to your computer. The file name will appear in IntelliLink, so give it something you will recognize (e.g. vendor name and dollar amount). The system accepts most image formats, PDFs, Excel and Word documents.





1. Uploading in the IntelliLink System:


Click the  icon

Transaction: Details

Purchase: 03/02/2017
Amount: \$460.76 USD
Mgm Grand - Front Desk, Las Vegas

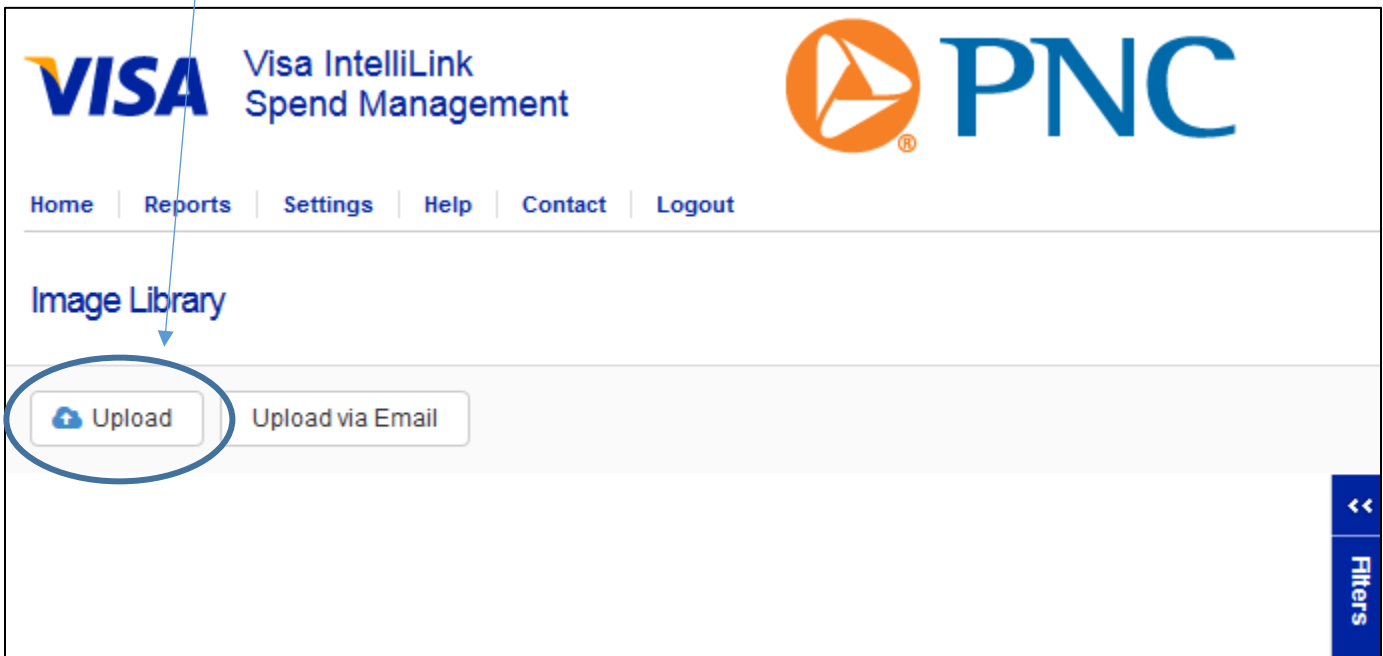
Summary **Coding** Approval Advanced

	* Fund	* Dept ID	* Class	* Program Code	Project/Grant	* Account	Amount Incl	Tax Code	
Line 1	100	674102	IS	00000		555200	460.76		
Line 2									
Line 3									
Line 4									
More..									
						Balance	0.00		

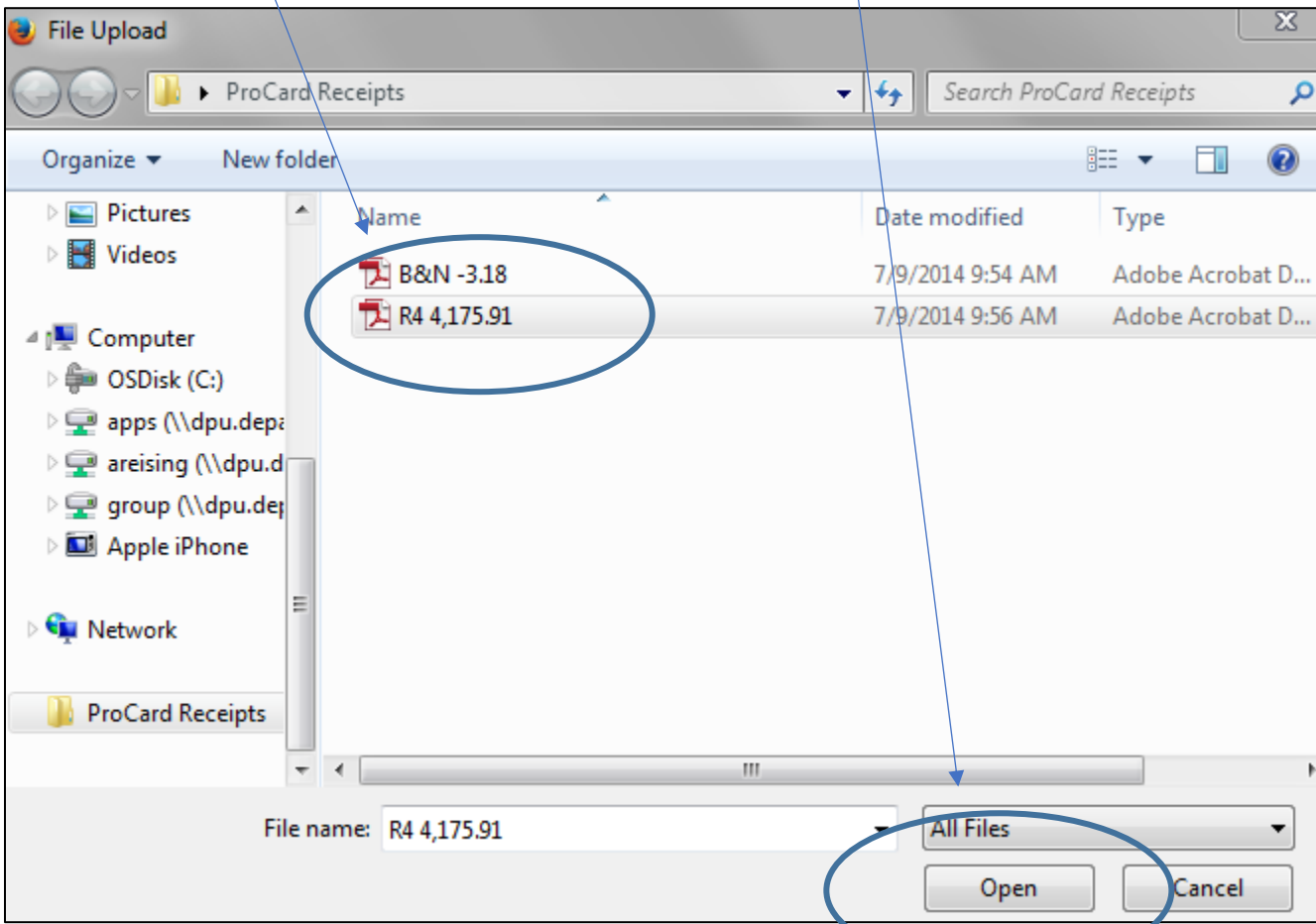
Description Receipt 

Hotel charges for Laurie Krauel for Heug conference in Las Vegas, NV from 2/27-3/2/2017.

Click on the **Upload** button



Locate one or more **files** to be uploaded on your computer, and click **Open**

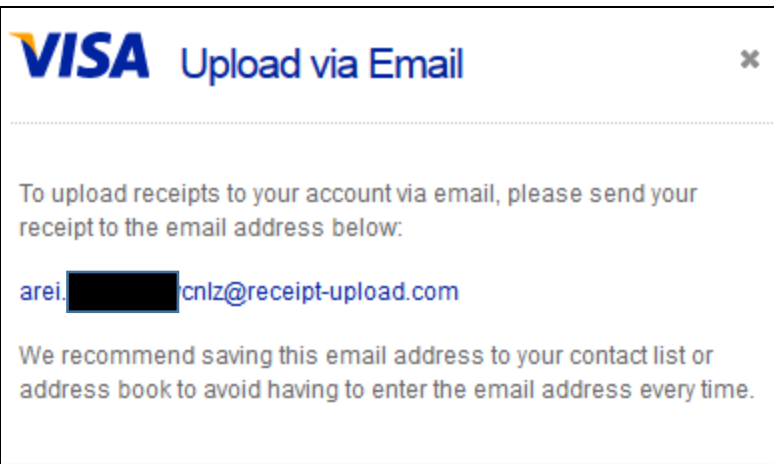


The image(s) will automatically upload, and a **status screen** will appear.

The screenshot displays the PNC Visa IntelliLink Spend Management interface. At the top left, the VISA logo is followed by the text "Visa IntelliLink Spend Management". To the right is the PNC logo. Below the logos is a navigation menu with links for Home, Reports, Settings, Help, Contact, and Logout. The main heading is "Image Library". Below this heading are two buttons: "Upload" and "Upload via Email". A red square icon with a white Adobe PDF logo is shown, with the text "R4 4,175.91.pdf" below it. A blue vertical sidebar on the right contains a "Filters" button. A green notification box is overlaid on the right side of the interface, containing the text: "Success", "The following file(s) were successfully uploaded:", and "R4 4,175.91.pdf". A blue arrow points from the top of the page down to the notification box.

2. Images can be **Uploaded via Email**. Note that this can be done from any computer or web-enabled device, including photos taken with your phone.

This screenshot shows the same PNC Visa IntelliLink Spend Management interface as the previous one. The "Upload via Email" button is circled in blue. A blue arrow points from the text "including photos taken with your phone" in the list above down to the "Upload via Email" button.



VISA Upload via Email ✕

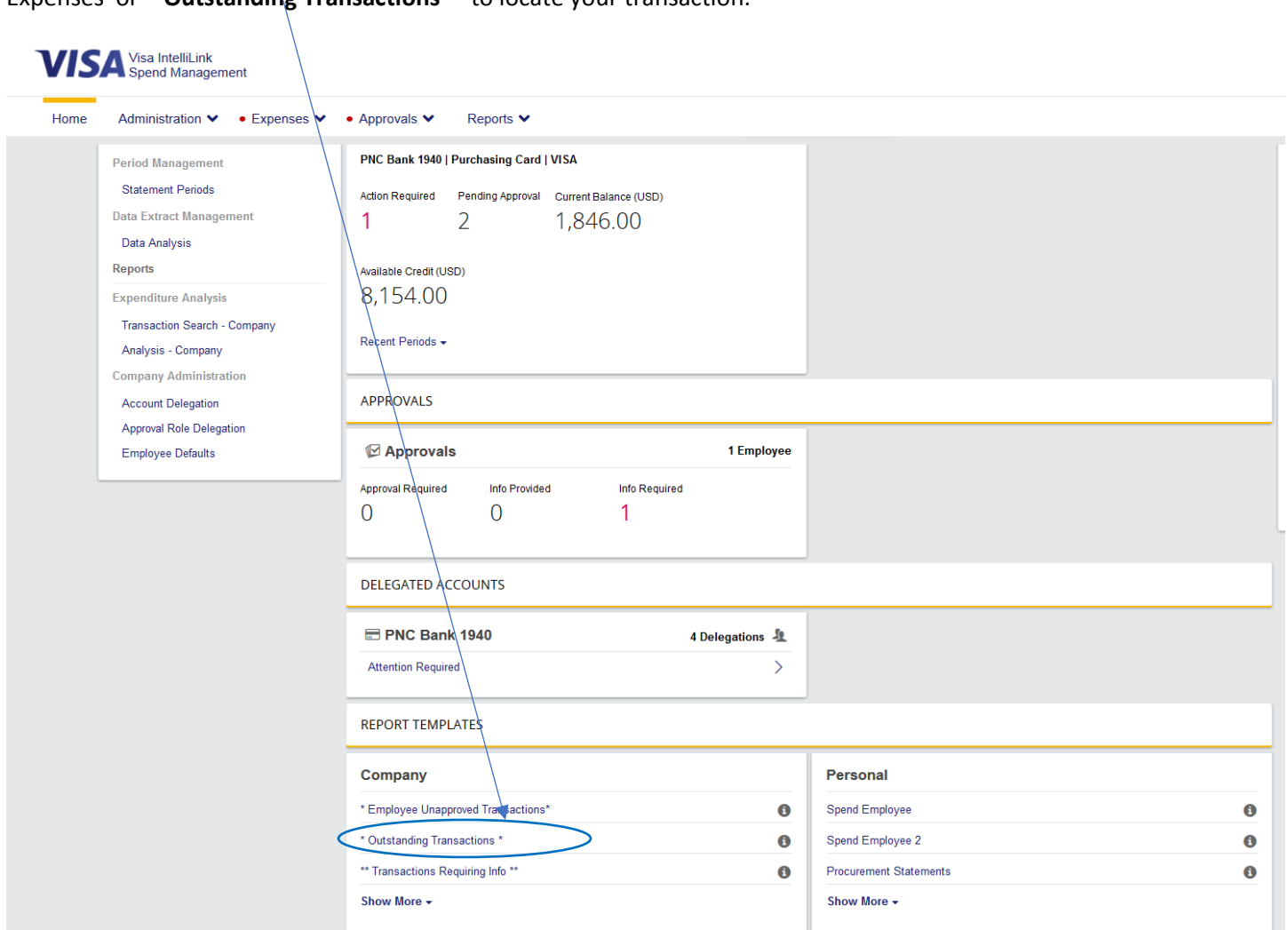
To upload receipts to your account via email, please send your receipt to the email address below:

arei. [REDACTED] cnlz@receipt-upload.com

We recommend saving this email address to your contact list or address book to avoid having to enter the email address every time.

Attaching Receipts to an individual transaction:

To attach a receipt to a specific transaction you must first navigate to the specific transaction. Click on either Card Expenses or * **Outstanding Transactions** * to locate your transaction.



VISA Visa IntelliLink Spend Management

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

Company	Personal
* Employee Unapproved Transactions* i	Spend Employee i
* Outstanding Transactions * i	Spend Employee 2 i
** Transactions Requiring Info ** i	Procurement Statements i
Show More ▾	Show More ▾

Click on the  next to the specific transaction

VISA Visa IntelliLink Spend Management


Home | Reports | Settings | Help | Contact | Logout

Main Menu

- Account Statements
- Expense Reports
- Reports
- Image Library

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 


PNC Bank 1940, Statement Period 06/28/2014 to 07/04/2014

Mapped Cards

Abe Reising (Cardholder)

Posting Date	Tran Date	Supplier	Amount		
06/30/2014	06/26/2014	R-4 Services	4,175.91		
07/04/2014	07/03/2014	B&n Bookstr Depaul #0850	-3.18		
07/04/2014	07/04/2014	Amazon.Com	165.87		
			Debit Total USD	4,341.78	
			Credit Total USD	-3.18	
			Total USD	4,338.60	

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

Click on the  icon

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


Select the **file to attach** and then click **Link**

Image Linking

Linked Images **Image Library**

 Upload

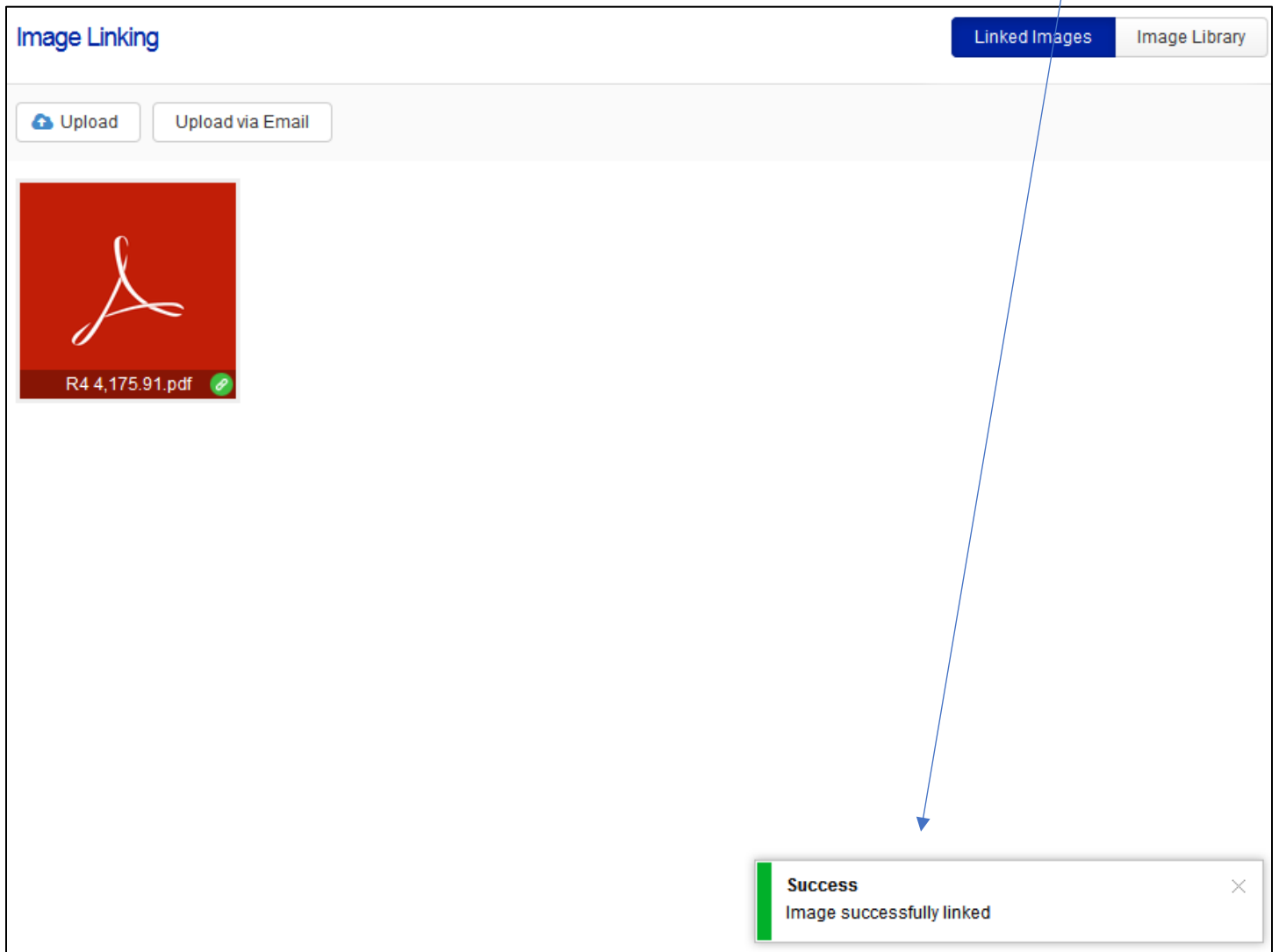

R4 4,175.91.pdf





R4 4,175.91.pdf 07/10/2014 / 508.5 KB

Filters

After clicking **Link**, a dialog box will appear in the bottom right corner indicating the file was **Successfully Linked**








After closing the Image Linking window, you will return to the Transaction: Details screen. You will now see that the  has turned to , indicating a file has been attached.

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	<input type="text" value="100"/>	<input type="text" value="674106"/>	<input type="text" value="IS"/>	<input type="text" value="00000"/>	<input type="text"/>	<input type="text" value="553400"/>	<input type="text" value="4175.91"/>	<input type="text"/>	<input type="button" value="v"/> 	
Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/> 	
Line 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/> 	
Line 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/> 	
More..							Balance	<input type="text" value="0.00"/>		

Narrative Details Receipt 

Central payment of shredding and document storage services for university.

 Close  Reset  Save

If the attached file is the actual receipt for the transaction, click on the **Yes** check-box.

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									
Balance							0.00		

More..

Narrative Details

Receipt

Central payment of shredding and document storage services for university.

Close Reset Save

If the attached file is the **NOT** the actual receipt for the transaction, but is instead the [ProCard Missing Receipt Form](#), click on the **No** check-box.

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		<input type="checkbox"/>
Line 2									<input type="checkbox"/>
Line 3									<input type="checkbox"/>
Line 4									<input type="checkbox"/>
Balance							0.00		

More..

Narrative Details

Receipt

Central payment of shredding and document storage services for university.

Close Reset Save