Visa IntelliLink – Employee Unapproved Transactions Report

Procurement Services recently created a new report for ProCard Approvers: *Employee Unapproved Transactions*. This report will show all unapproved transactions (cardholder un-submitted & submitted) for each cardholder that routes up to an approver.

Visa IntelliLink System

Below are screenshots to access that report:

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Welcome!

Welcome Laurie Krauel.
You last visited us on 07/16/2015 10:20:36, (GMT-06:00) Central Time (US & Canada).
The email address we have for you is krauel@depaul.edu. If this is incorrect please contact your administrator.

My Accounts
You have 8 accounts:
Click [here](#) for detailed reporting on your accounts
Click [**view**](#)
* Employee Unapproved Transactions*
* Transactions Requiring Approval*
* All Approved Transactions*
More...

You have 1 employee who reports to you:
View employee transactions
If you have any questions regarding this report or the IntelliLink system in general, please contact Laurie Krauel at lkrauel@depaul.edu or x2-5272.

**Fiscal Year Stats Roundup**

Happy Fiscal 16! Now that FY15 is behind us, a few quick stats:
Purchase Orders
2,575 Total Purchase Orders Issued
$69,701,845 Total Purchase Order Value

Bid Compliance
449 Total Requisitions >$25,000
448 Compliant
1 Non-Compliant
99.78% Rate of Compliance

After-the-Fact Compliance
2,575 Total Requisitions
2,503 Compliant
72 Non-Compliant
97.20% Rate of Compliance

ProCard Compliance (“2-sets of eyes”)
63,130 Total Transactions
61,609 Compliant
97.60% Rate of Compliance

Salvage
6,351 Items Submitted to University Salvage (a 24% increase from FY14!) Items
Amounts, Submitted by Campus:
- 3,569 LPC
- 2,772 Loop
- 10 Naperville

Salvage Store
499 Orders via the University Salvage Store
726 Items Sold (1.45 items per order)
$69,494 Net Sales (~$140 per order)

For assistance with purchase orders, bids or to setup department-specific training
programs contact us at x2-7510 or procurement@depaul.edu.

How to Buy at DePaul - Information Website
Procurement Services has many resources on its website. One of best (we think!) is the How to Buy at DePaul page. This page provides information on general purchasing, such as:

- Purchases by Dollar Threshold
- Vendor Selection
- Contract Usage

The page also provides valuable information on purchasing by category. This information includes much more specific details and contacts for things such as:

- Ordering cell phones and changing plans
- Printed stationery
- Electronic letterhead
- T-Shirts, apparel and other promo items
- Tipping guidelines
- And MANY more

New Demon Discounts Vendors

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

Website:  http://procurement.depaul.edu
Email:  procurement@depaul.edu
Phone:  (312) 362-7510
Fax:  (312) 362-7547

- Procurement Services