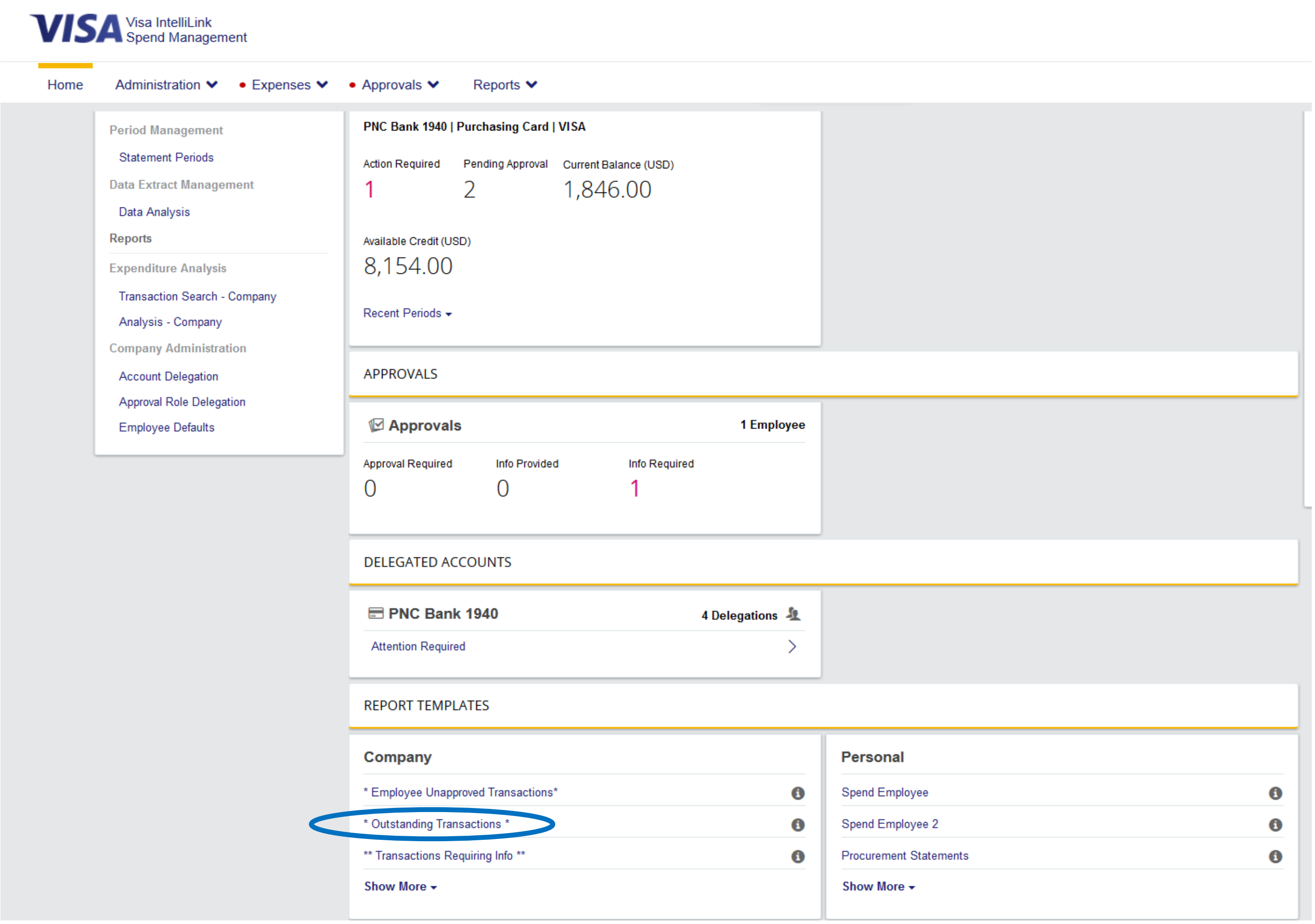
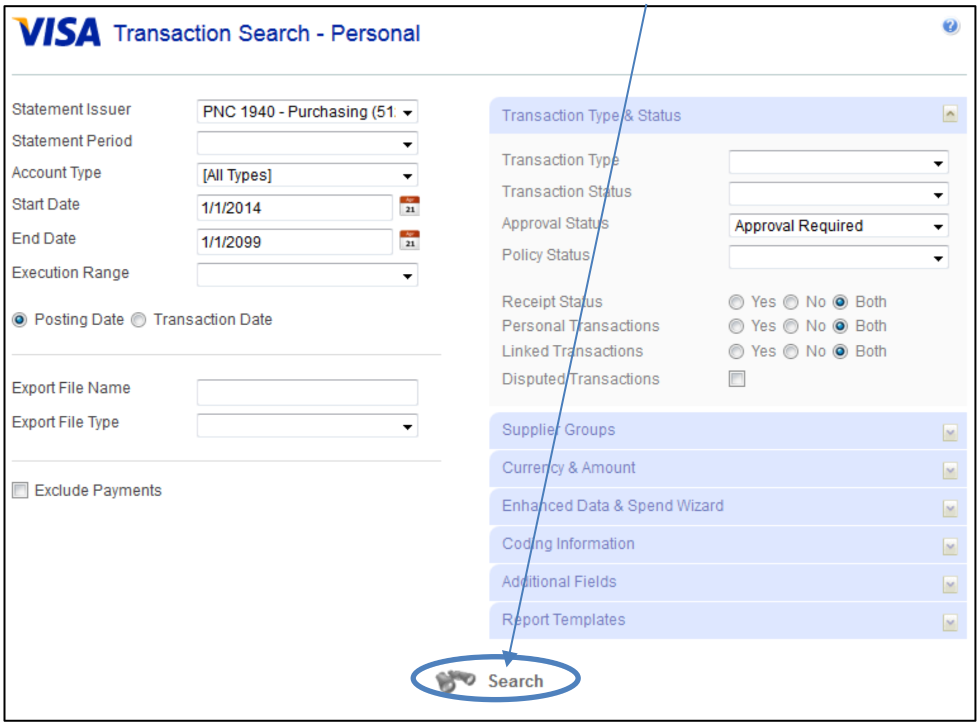
DePaul University
IntelliLink System Manual
Cardholder

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

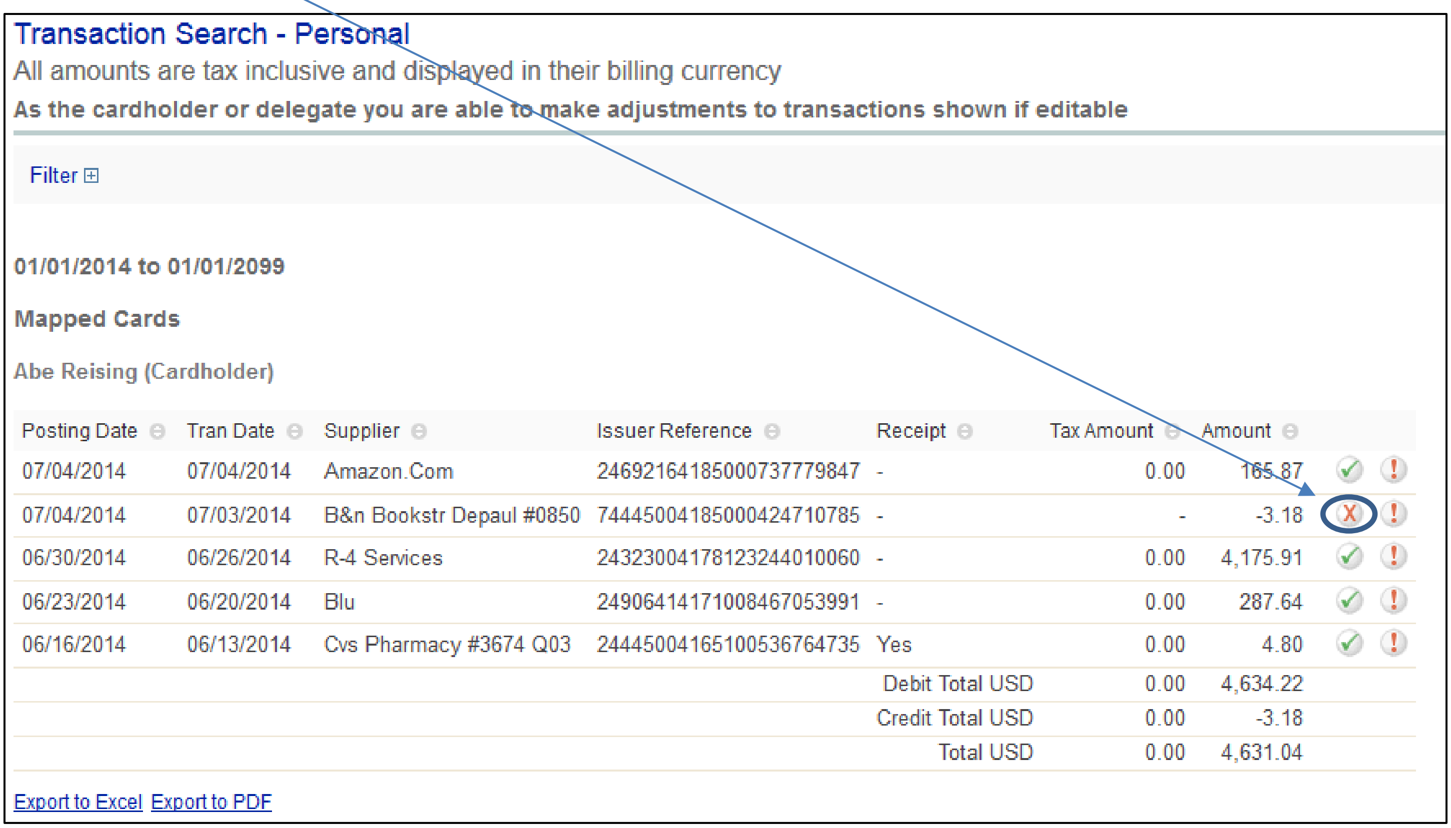


A pre-filled search box will appear, simply click the "Search" button



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



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

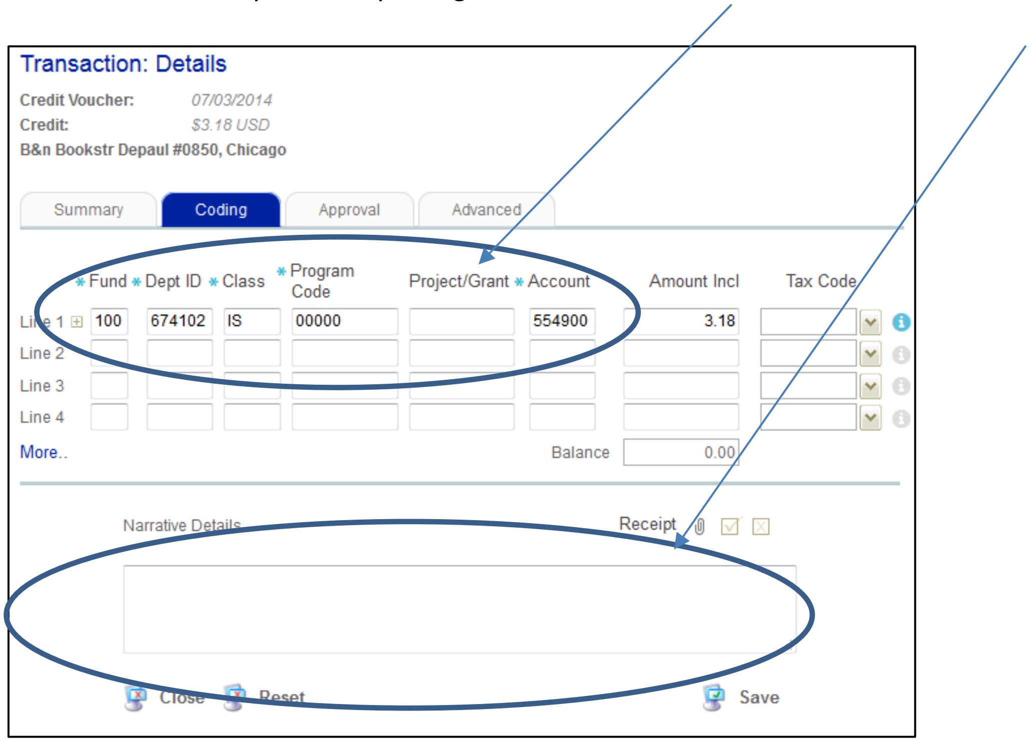
Mapped Cards

Abe Reising (Cardholder)

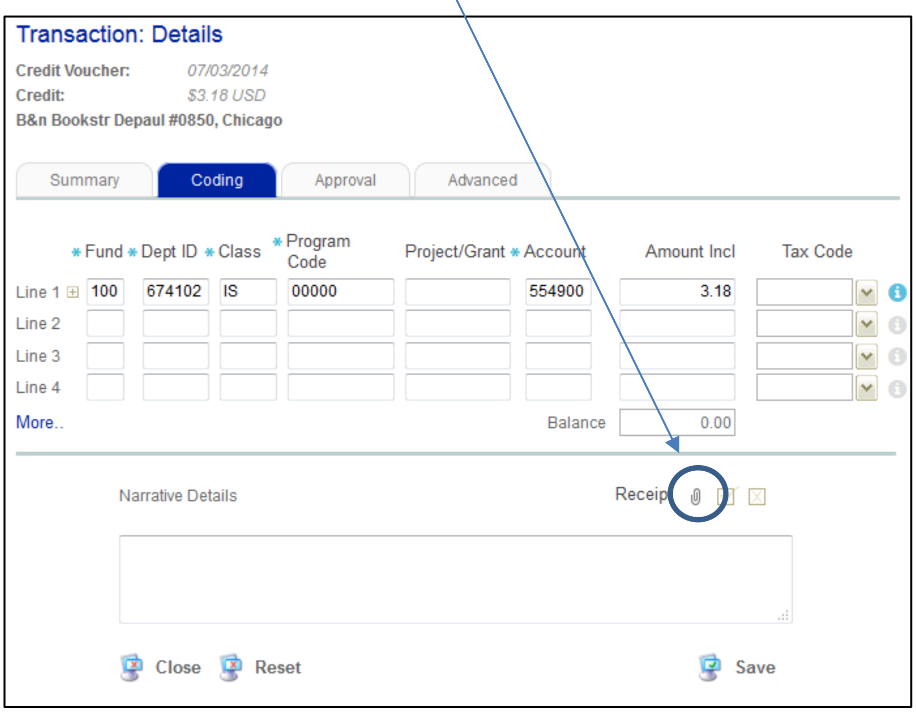
Posting Date	Tran Date	Supplier	Issuer Reference	Receipt	Tax Amount	Amount
07/04/2014	07/04/2014	Amazon.Com	24692164185000737779847	-	0.00	165.87
07/04/2014	07/03/2014	B&n Bookstr Depaul #0850	74445004185000424710785	-	-	-3.18
06/30/2014	06/26/2014	R-4 Services	24323004178123244010060	-	0.00	4,175.91
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

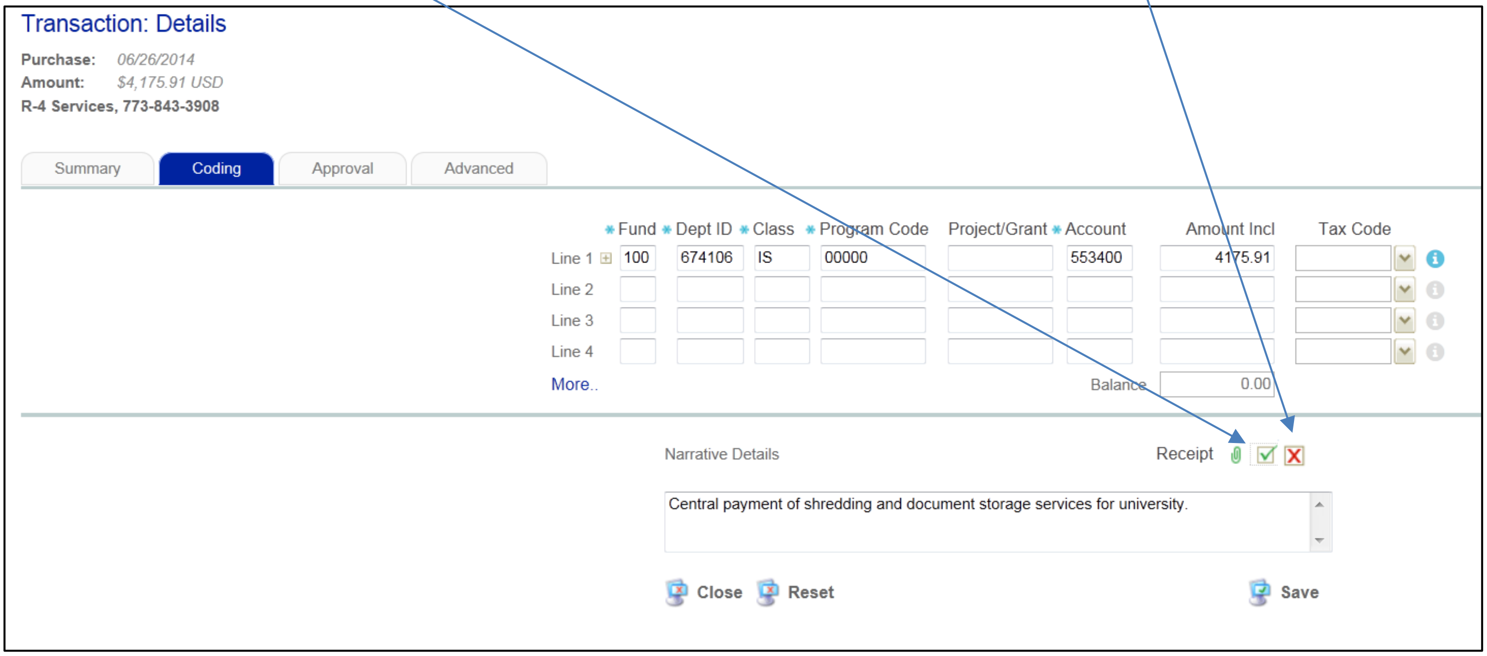
Review and make any necessary changes to the **Transaction Chartfields** and **Narrative Details**.



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 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.



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

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

Filter ⊞

01/01/2014 to 01/01/2099

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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

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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

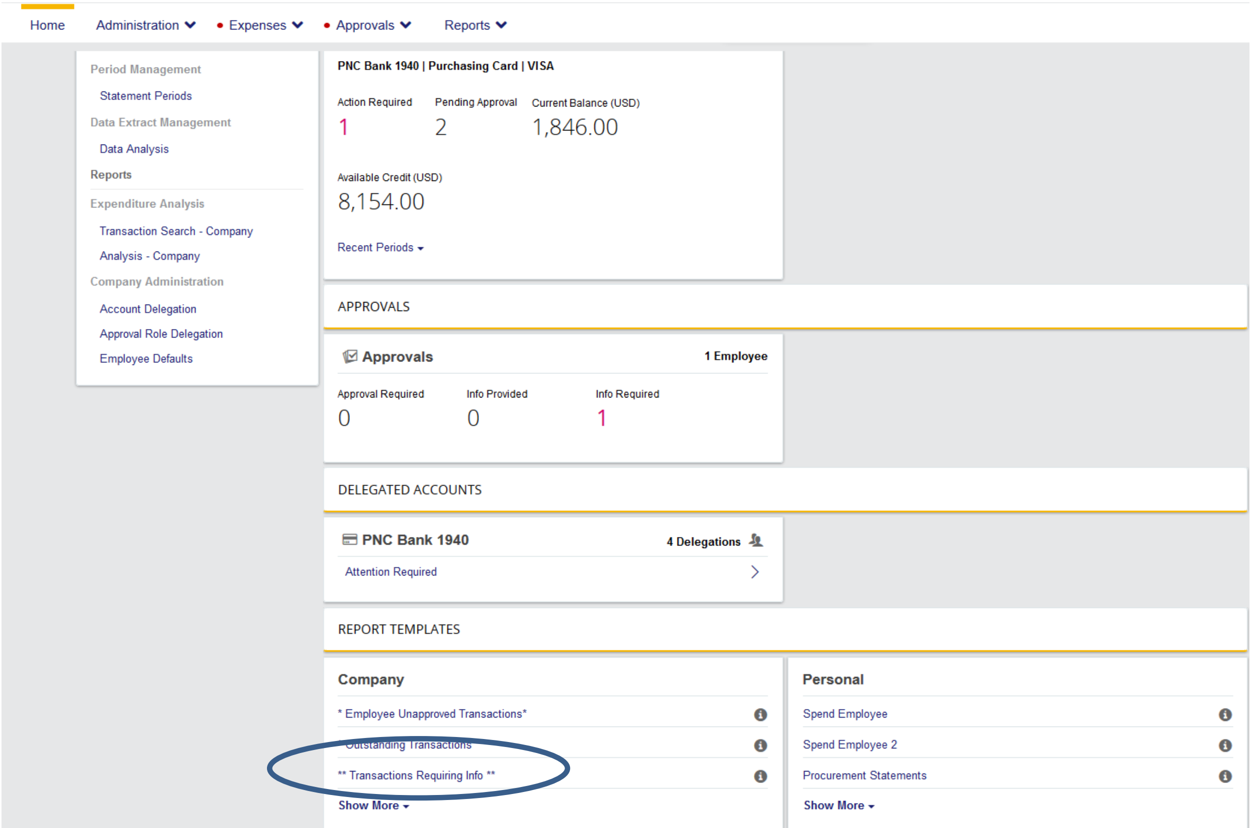
The following approval questions have been asked about a transaction for which you are responsible.

Abe Reising (Cardholder)

06/13/2014 B&n Bookstr Depaul #0850 $ 3.18

Need more information

[St. V Approver]

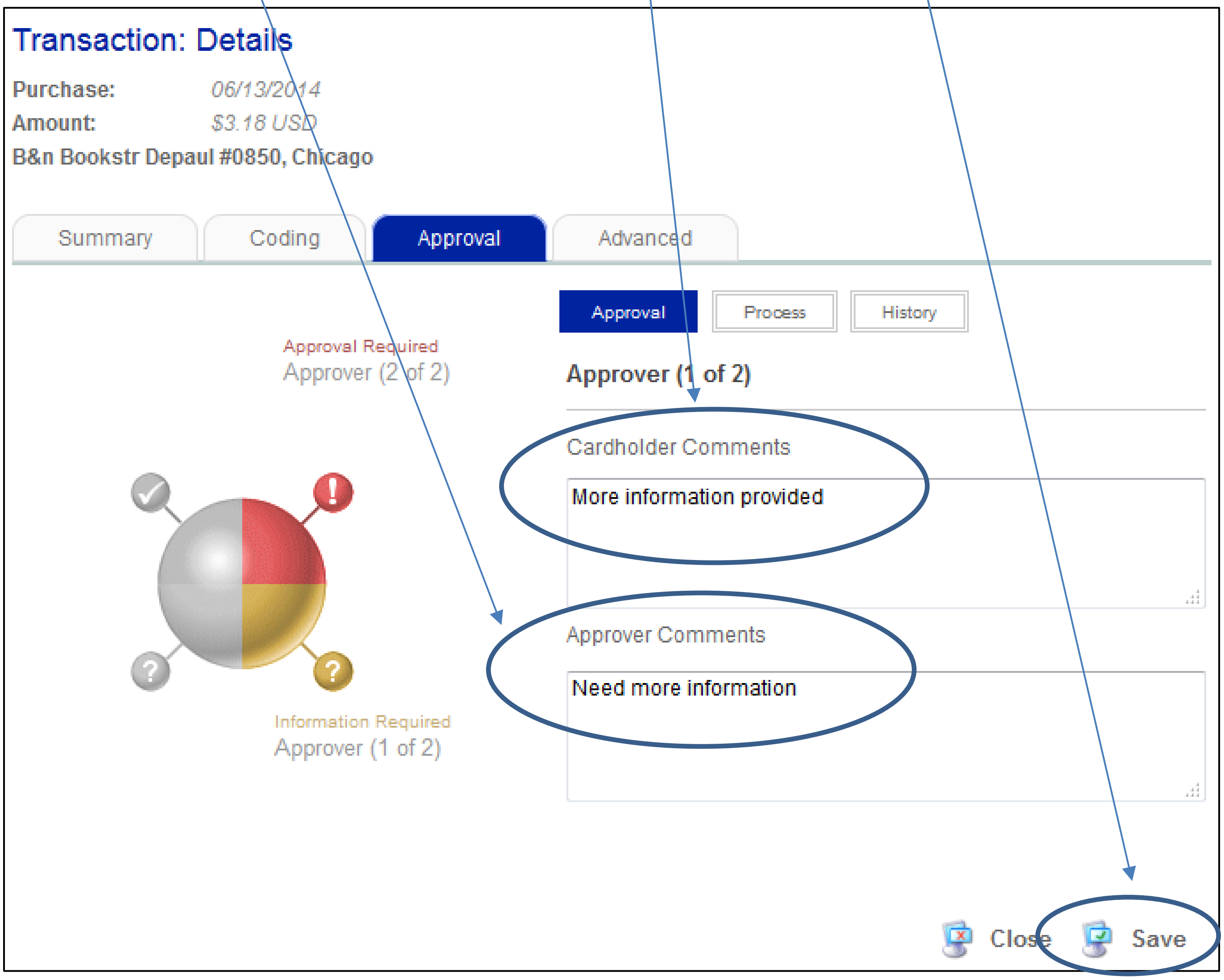


A list of transactions requiring more information will appear. To the right an **Orange Question Mark** indicates the approver has requested more information about the transaction. Click the icon to read the comment from the approver.

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 **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.

	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.

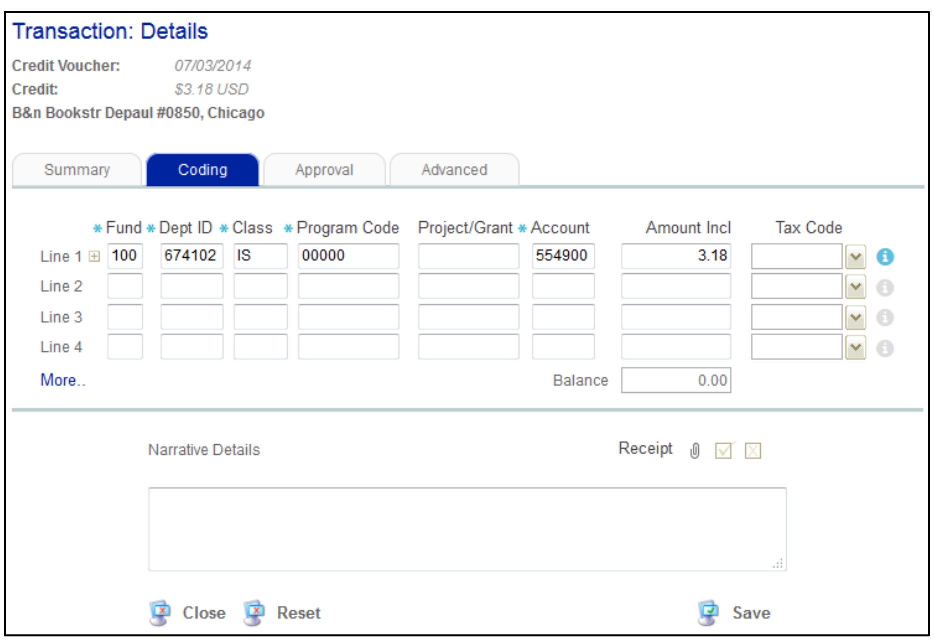
The second column of icons indicates the **approval** status of the transaction.

	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.

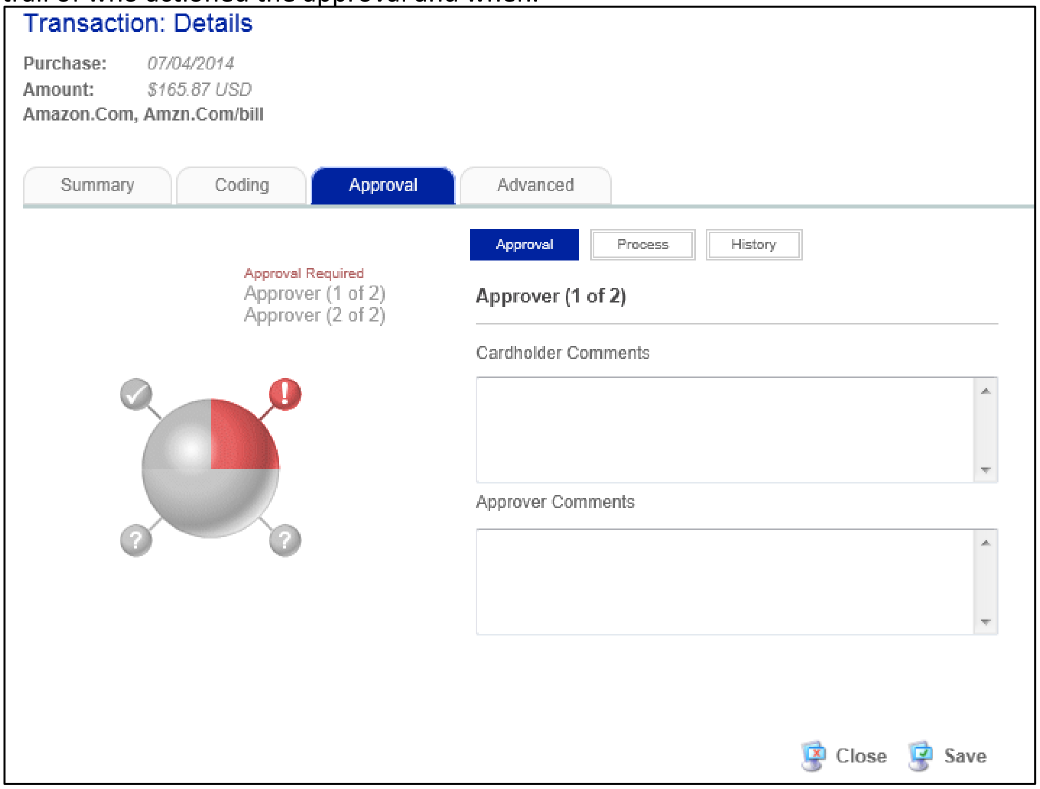
Additional Information

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.

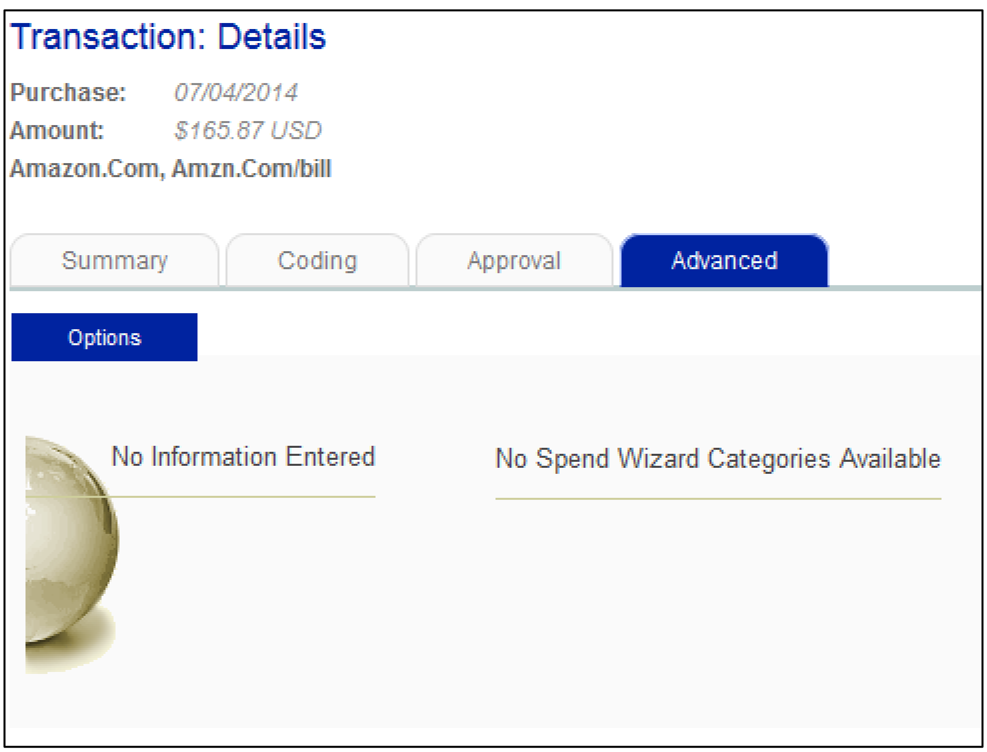
Coding Tab – (**Accounting Codes)** - This section displays the default chartfields for your transaction. If all expenditures are to be charged to the default chartfields coding is correct. **Narrative Detail (Transaction Notes)** – Here you will need to insert transaction comments. Regarding meal expenses 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.

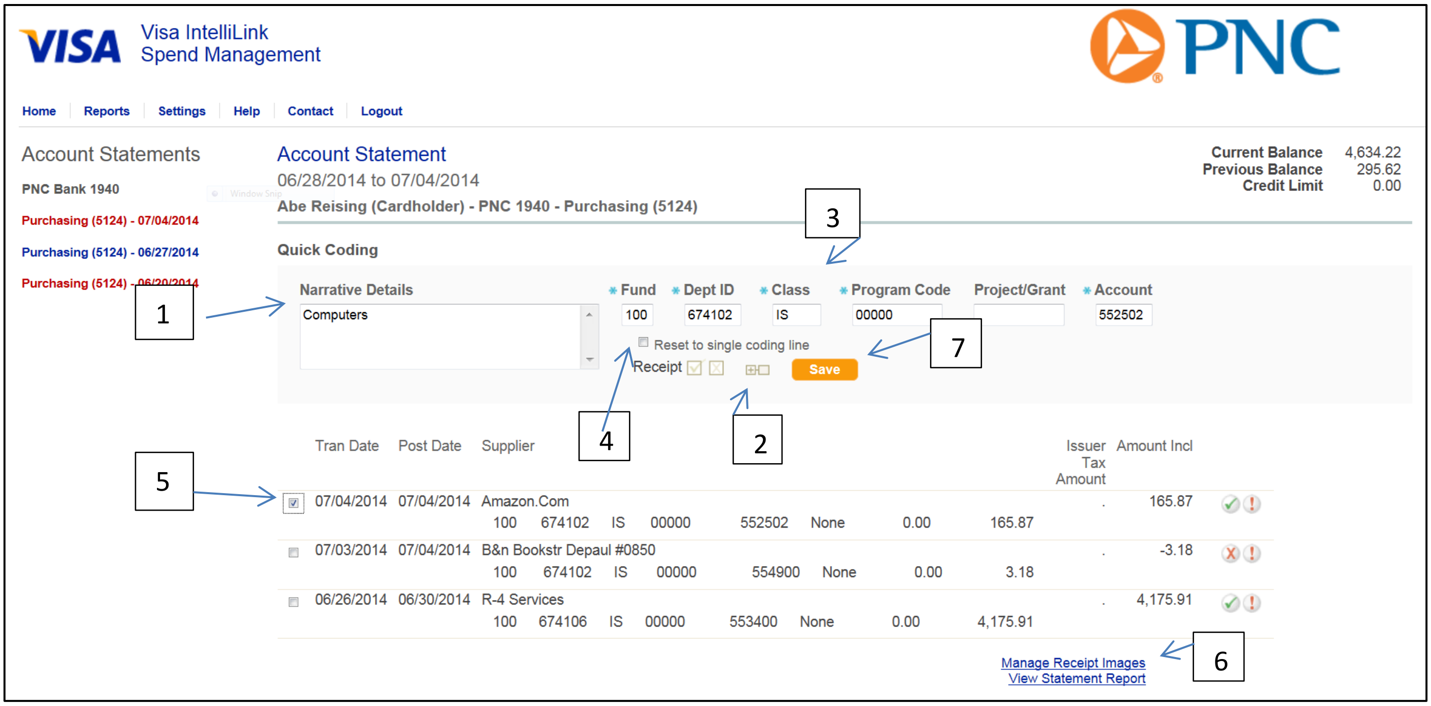


Advanced – This tab is not currently used by DePaul.



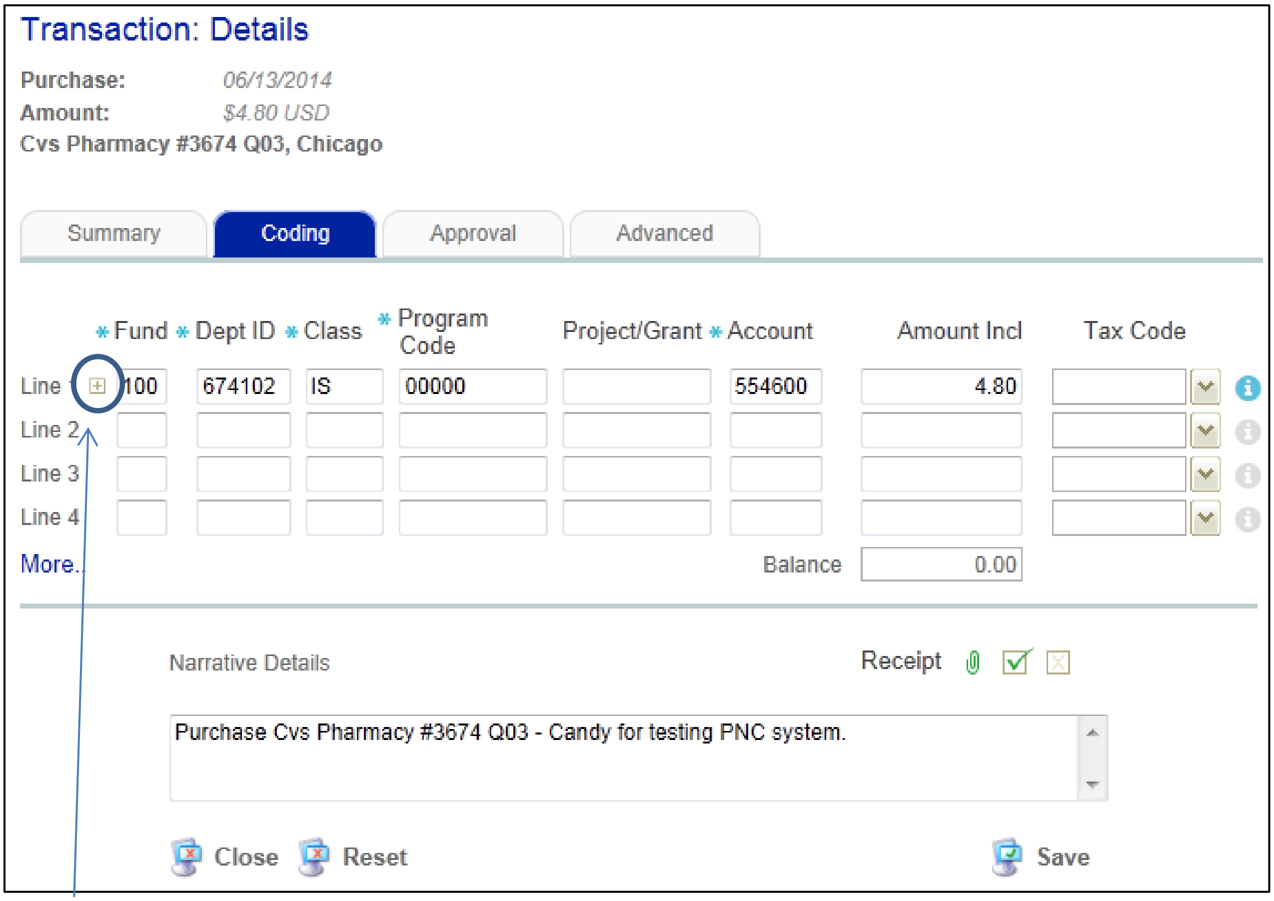
QuickCode

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.



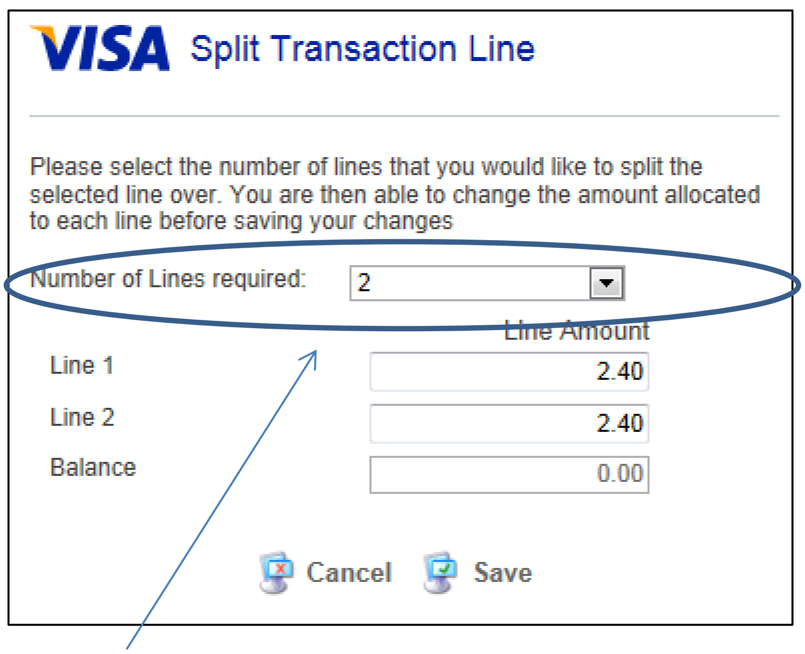
1. Transaction notes
2. Select Multi-Select in order to apply chartfield & notes to multiple transactions.
3. Update Chartfield information
4. Reset to single coding line (Reset the transaction to a single chartfield line)
5. Click each transaction you would like to apply notes & chartfield too
6. Add 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.



Click ⊞ to the left of the coding line

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.