How to prepare monthly Expense Reports

Log in to the Zions Commercial Card through the following link: https://intellilink.spendmanagement.visa.com
(Log-in and enter your two factor authentication)

The dashboard will be displayed and if there are any charges it will look similar to the screen below.

To review and code charges, click on number that is displayed under "Action Required"

All transactions will be displayed. To add the description and PCA to each transaction, click on the red "X" located at the right of the transaction amount.

Home   • Expenses ∨   Reports ∨

Items Requiring Attention - Zions Bank 5134
06/01/2018 to 06/30/2018

Emma Getliff

Account Name	Tran Date	Supplier	Amount Incl	
Purchasing (9841)	06/26/2018	Uline	448.39	X

The "Detail" screen will be displayed. Your Commercial Card account is set up with a default PCA. This may be used or changed.

- To change the PCA click on the down arrow next to the PCA to select the correct number. (See notes below on how to search for a PCA and/or Sub object.)
- Select the correct Sub object that accurately applies to the transaction.
- The transaction may be divided between multiple PCA codes.
- Do not enter anything in the Tax Code field.

To search for a PCA on an individual transaction, on the Transaction Detail screen (previous screen shot), select the down arrow found in the PCA column. The PCA Search screen will be displayed. By clicking **[Search]** it will bring up window to begin the search. Select the *Search* in the yellow box to view the available PCA options.

https://intellilink.spendmanagement.visa.com/settings/Favourites_cc.asp?transaction_ref=H383320180716kduyfgxju&employee_num=hmoore&transaction_line=1&cc_ty

VISA PCA - Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value
Description
Valid Codes Only   Yes ● All ○

Search

10100	Executive Management
10110	Foundation Support
10200	Fiscal Operations
10300	Human Resources
10400	Marketing & Public Relations
15305	Health Program Fees
15310	Medical Assistant Lab Fees
15315	Welding & Elec Tech Lab Fees
15320	Automotive & Electronic Tech F
15325	Physical Science Fee

VISA PCA - Favorites

If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.

Add codes that you use regularly to your favorites below. This will place them within your select lists. A total of 15 codes per code type may be added to each list.

| 10200 | Fiscal Operations |

Click the up arrow to attach the code to the transaction details box

You can create favorites by clicking the right arrow

Searching for the Sub object is similar to the steps in searching for a PCA. By clicking **[Search]** it will bring up window to begin the search. Select the *Search* in the yellow box to view the available Sub object options.

https://intellilink.spendmanagement.visa.com/settings/Favourites_cc.asp?transaction_ref=H383320180716kduyfgxju&employee_num=hmoore&transaction_line=1&cc_ty

VISA Subobject - Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value
Description
Valid Codes Only   Yes ⦿ All ○   Search

5200	Services
5201	Printing & Duplicating
5205	Dues & Subscriptions
5206	Advertising
5210	Travel
5213	Motor Pool Charge Back
5220	Repairs & Maintenance
5240	Food
5246	Background Checks

VISA Subobject - Favorites

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Add codes that you use regularly to your favorites below. This will place them within your select lists. A total of 15 codes per code type may be added to each list.

5290	Miscellaneous Services
5300	Supplies
5301	Office Supplies
5315	Instructional Supplies
5325	Computer/IT Equipment Under $2
5390	Miscellaneous Supplies

Click the up arrow to attach the code to the transaction details box

You can create favorites by clicking the right arrow

Enter a detailed description of the purchase which will appear on the expense report when printed/submitted. Select "Save" to clear out your outstanding items.

When all transactions have been coded the following screen will be displayed:

VISA Visa IntelliLink Spend Management

Home • Expenses ⌄ Reports ⌄

✓ You have no outstanding items requiring your attention
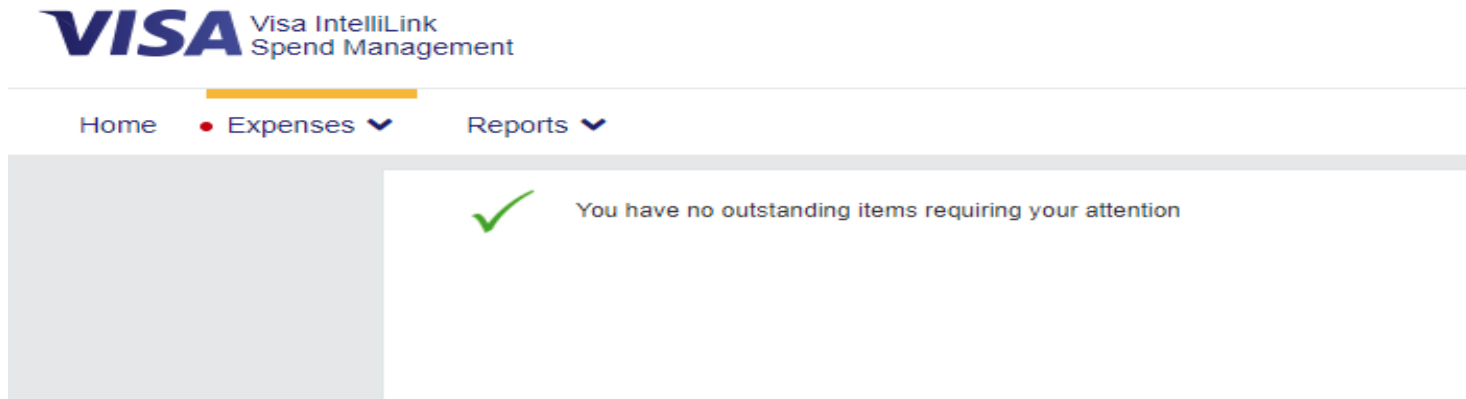
Once all transactions have been coded an expense report will need to be created. If continuing from the previous step, select **Home** to return to the dashboard.

To create the expense report, on the dashboard page, select the yellow button "Expense Reports", the option to create a new item will appear.

The Expense Report: Create New Item screen will be displayed. Enter the Description, Date and Comments (if needed) regarding the transactions that will be added to the monthly expense report. Note: One Expense Report can be created for all transactions.

Description examples: July Statement, Healthcare Card 1, Office Supplies for July, etc.

Default to day the report is created. No change.

Enter the current date or the last day of the month.

VISA https://intellilink.spendmanagement.visa.com/Main/Transaction_ng_1.asp?xs_gi=0&xs_emp=

VISA Expense Report: Create New Item

Description

Date   08/06/2018

Expiration Date   08/31/2018

Comments

Save   Close

Select "Save" to link the charges to the report or to save for later (the report will appear under "Account Statements").

To attach the transactions to the Expense Report, select the Paperclip icon.

Account Statement
Expense Report
Emma Getliff - Summary Statement

Expense Report Details - Supplies

Date	Summary	Amount Incl	Allocation
06/27/2018	Expense Report Name - Supplies Expense Report Number - 4		
	Office Supplies for the Business Office & Receiving Room		

Select the appropriate account (if you manage more than one account) and time period of the transactions and select "OK".

The coded transactions will be displayed. Click on the arrows to link the transactions to the statement.

Select "Save" to apply the transactions to the Expense Report.

The transactions have attached to the Expense Report and are ready to be submitted. Select "Print Expense Report" located at the top right of the summary box.

Account Statement
Expense Report
Heidi Moore - Summary Statement

Expense Report Details - July Expense Report

Print Expense Report

Date	Summary	Amount Incl	Allocation		
07/20/2018	Expense Report Name - July Expense Report Expense Report Number - 12			ⓘ	📎

Billing Currency - USD

07/14/2018	Homedepot.Com	84.44	View	✓
07/13/2018	Homedepot.Com	2,169.54	View	✓
		2,253.98	**USD**	

Select 'View Printable Expense Report' at the bottom the page to pull up the report in a PDF format. Attach the transaction receipts, sign and date on the "Submitted by" line. Have supervisor sign and date on the "Approved by" line and submit to the Business Office by the 9th of the month.

Expense Report

Company:	COLLEGE OF EASTERN IDAHO	Name:	July Expense Report
Acct Holder:	Moore, Heidi	Number:	12
Employee ID:	hmoore	Exp. Rept Date:	07/20/2018
Delegate(s):		Purpose:	

Txn Date	Merchant		Txn Amt	Curr	Bill Amt	Curr
Allocated To					All. Amt	
Txn Type	Txn Desc	Approved by	Receipt?	Tax Ev?		
07/14/2018	Homedepot.Com		84.44	USD	84.44	USD
	Maeck Donation 36305	Instructional Supplies 5315				84.44	USD
Card	Shelving for Nursing Simulation Lab		No	No		
07/13/2018	Homedepot.Com		2,169.54	USD	2,169.54	USD
	Maeck Donation 36305	Instructional Supplies 5315				2,169.54	USD
Card	Shelving for Nursing Simulation Lab		No	No		

Expense Report Summary	USD
Total Card Transactions Expensed:	2,253.98
Total Cash Transactions Expensed:	0.00
Total Expensed:	2,253.98

_____   _____   _____   _____
Submitted by   Date   Approved by   Date

View Printable Expense Report