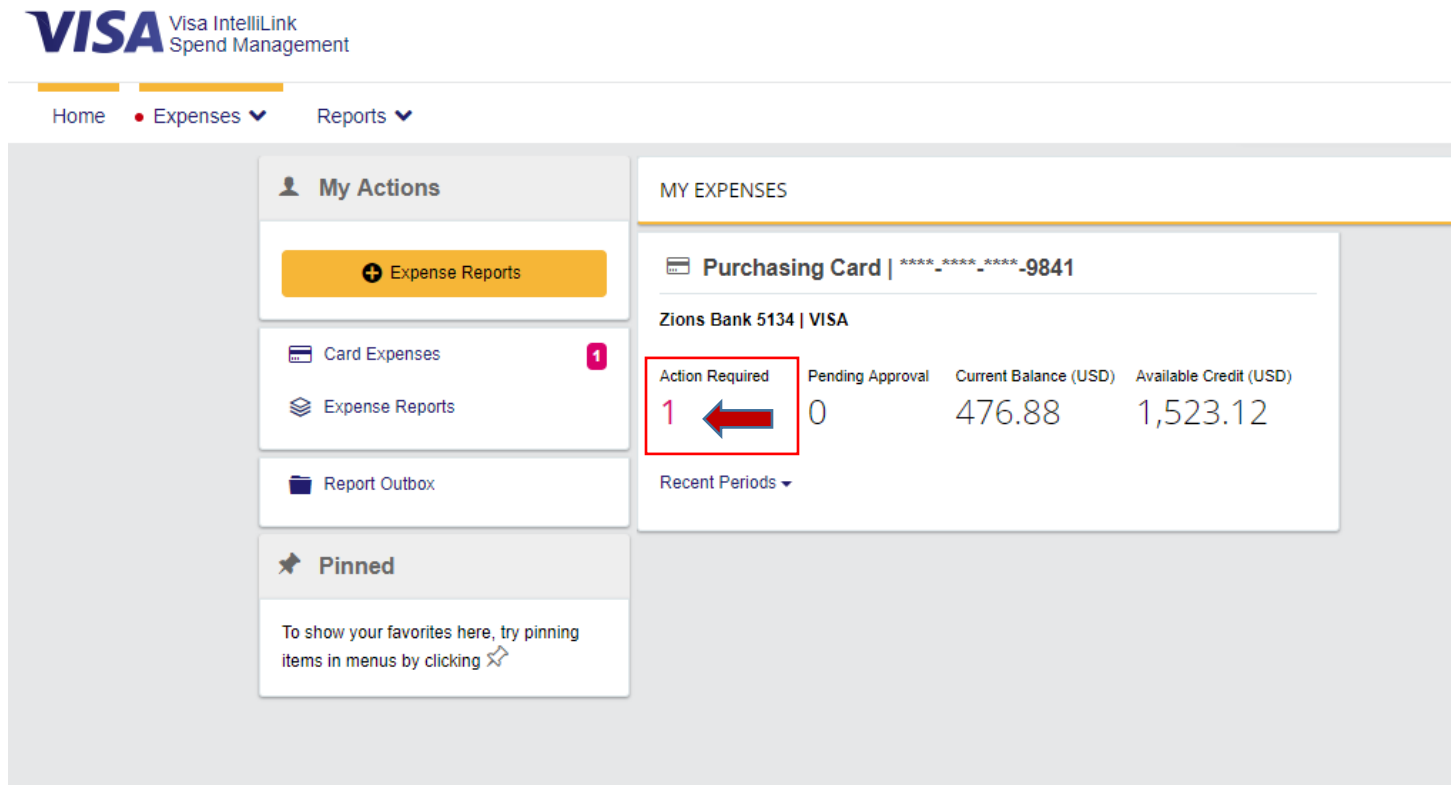


How to prepare monthly Expense Reports

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”



The screenshot displays the Visa IntelliLink Spend Management dashboard. The top navigation bar includes 'Home', 'Expenses', and 'Reports'. The left sidebar contains 'My Actions' with a prominent 'Expense Reports' button, 'Card Expenses' (with a notification badge '1'), 'Expense Reports', and 'Report Outbox'. Below this is a 'Pinned' section with instructions. The main content area, titled 'MY EXPENSES', shows details for a 'Purchasing Card | ****-****-****-9841' issued by 'Zions Bank 5134 | VISA'. A table displays the following data:

Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
1	0	476.88	1,523.12


The number '1' in the 'Action Required' column is highlighted with a red box and a red arrow pointing left, indicating the number of charges requiring attention. Below the table is a 'Recent Periods' dropdown menu.

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.

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 



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.

ntion

Sup
Uline

Visa IntelliLink Spend Management - Google Chrome

Secure | https://intellilink.spendmanagement.visa.com/Main/Transaction_1.asp?transaction_ref=H383320180627gyfqgpxjj&page=&wf=w

Transaction: Details

Purchase: 06/26/2018
Amount: \$448.39 USD
Uline, 800-295-5510

Summary Coding Approval Advanced

	* PCA	* Subobject	Amount Incl	Tax Code
Line 1	10200		448.39	
Line 2				
Line 3				
Line 4				
More..				
		Balance	0.00	

Description: Purchase Uline

Receipt:

Close Reset Save

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.

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

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.

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

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_tj

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

VISA Subobject - 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.

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

5200	Services	↑	i	→
5201	Printing & Duplicating	↑	i	→
5205	Dues & Subscriptions	↑	i	→
5206	Advertising	↑	i	→
5210	Travel	↑	i	→
5213	Motor Pool Charge Back	↑	i	→
5220	Repairs & Maintenance	↑	i	→
5240	Food	↑	i	→
5246	Background Checks	↑	i	→
5250	Board Expenses	↑	i	→

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

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.

ntion
Uline

Sup
Uline

Transaction: Details

Purchase: 06/26/2018
Amount: \$448.39 USD
Uline, 800-295-5510

Summary Coding Approval Advanced

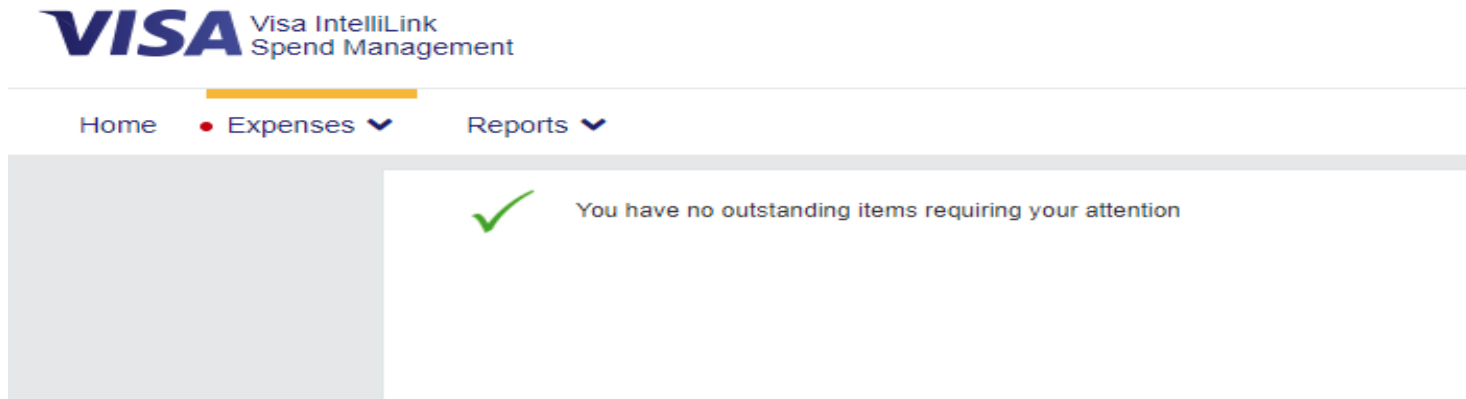
	* PCA	* Subsubject	Amount Incl	Tax Code
Line 1	10200	5300	448.39	
Line 2				
Line 3				
Line 4				
More..			Balance	0.00

Description Receipt

Purchase Uline- Bought a flat bed cart for the receiving room in Bldg 3

Close Reset Save

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



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 screenshot displays the Visa IntelliLink Spend Management dashboard. At the top left is the VISA logo and the text "Visa IntelliLink Spend Management". Below the logo is a navigation bar with "Home", "Expenses" (with a red dot), and "Reports" (with a dropdown arrow). The main content area is divided into two columns. The left column contains a "My Actions" section with a yellow button labeled "+ Expense Reports" (highlighted by a red arrow), followed by "Expense Reports" (with a stack icon), "Report Outbox" (with a folder icon), and a "Pinned" section with a star icon and a message: "To show your favorites here, try pinning items in menus by clicking [star icon]". The right column is titled "MY EXPENSES" and features a "Purchasing Card" summary for "Zions Bank 5134 | VISA" with card number "****-****-****-9841". Below this is a table with the following data:

Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
0	0	476.88	1,523.12

Below the table is a "Recent Periods" dropdown menu.



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.

The screenshot shows a web browser window with the URL https://intellilink.spendmanagement.visa.com/Main/Transaction_ng_1.asp?xs_gi=0&xs_emp=. The page title is "VISA Expense Report: Create New Item". The form contains the following fields:



- Description:** A text input field. A callout box points to it with the text: "Description examples: July Statement, Healthcare Card 1, Office Supplies for July, etc."
- Date:** A date input field containing "08/06/2018" with a calendar icon. A callout box points to it with the text: "Default to day the report is created. No change."
- Expiration Date:** A date input field containing "08/31/2018" with a calendar icon. A callout box points to it with the text: "Enter the current date or the last day of the month."
- Comments:** A large text area for additional notes.


At the bottom right of the form are two buttons: "Save" (highlighted in yellow) and "Close".

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

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

VISA Expense Report: Create New Item

Description	<input type="text" value="August Statement"/>
Date	<input type="text" value="08/06/2018"/> 
Expiration Date	<input type="text" value="08/31/2018"/> 
Comments	<input type="text"/>





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”.

Visa IntelliLink Spend Management - Google Chrome

Secure | https://intellilink.spendmanagement.visa.com/Main/Transaction_link_m.asp?xs_gi=53776&xs_emp=egetliff

VISA Transaction Linking & Allocation

Linking

Please search for the transactions to link to this Expense Report

Account:

Period:

This window allows you to search and link transactions to this record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the 'Save' button to save the links.

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

Visa IntelliLink Spend Management - Google Chrome

Secure | https://intellilink.spendmanagement.visa.com/Main/Transaction_link_m.asp?xs_gi=53776&xs_emp=egetliff

VISA Transaction Linking & Allocation

Linking

Please search for the transactions to link to this Expense Report

Account:

Period:

Tran Date	Description	Amount	
06/19/2018	Office Depot #1080	USD 9.54	→
06/20/2018	Office Depot #1080	USD 18.95	→
06/26/2018	Uline	USD 448.39	→

[Select All](#)

This window allows you to search and link transactions to this record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the 'Save' button to save the links.

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

Visa IntelliLink Spend Management - Google Chrome

Secure | https://intelliink.spendmanagement.visa.com/Main/Transaction_link_m.asp?xs_gi=53776&xs_emp=egetliff

VISA Transaction Linking & Allocation

Linking

Please search for the transactions to link to this Expense Report


Account:

Period:

Tran Date	Description	Amount
06/19/2018	Office Depot #1080 USD	9.54
06/20/2018	Office Depot #1080 USD	18.95
06/26/2018	Uline USD	448.39

This window allows you to search and link transactions to this record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the 'Save' button to save the links.

Tran Date	Description	Amount	
06/19/2018	Office Depot #1080 USD	9.54	↔
06/20/2018	Office Depot #1080 USD	18.95	↔
06/26/2018	Uline USD	448.39	↔
Total Linked		USD	476.88



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.

https://intelliink.spendmanagement.visa.com/Custom_RP/Report4002.asp?xs_gj=56008&xs_emp=hmoore&xsl_mode=Custom_Group_VISA.xsl

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](#)