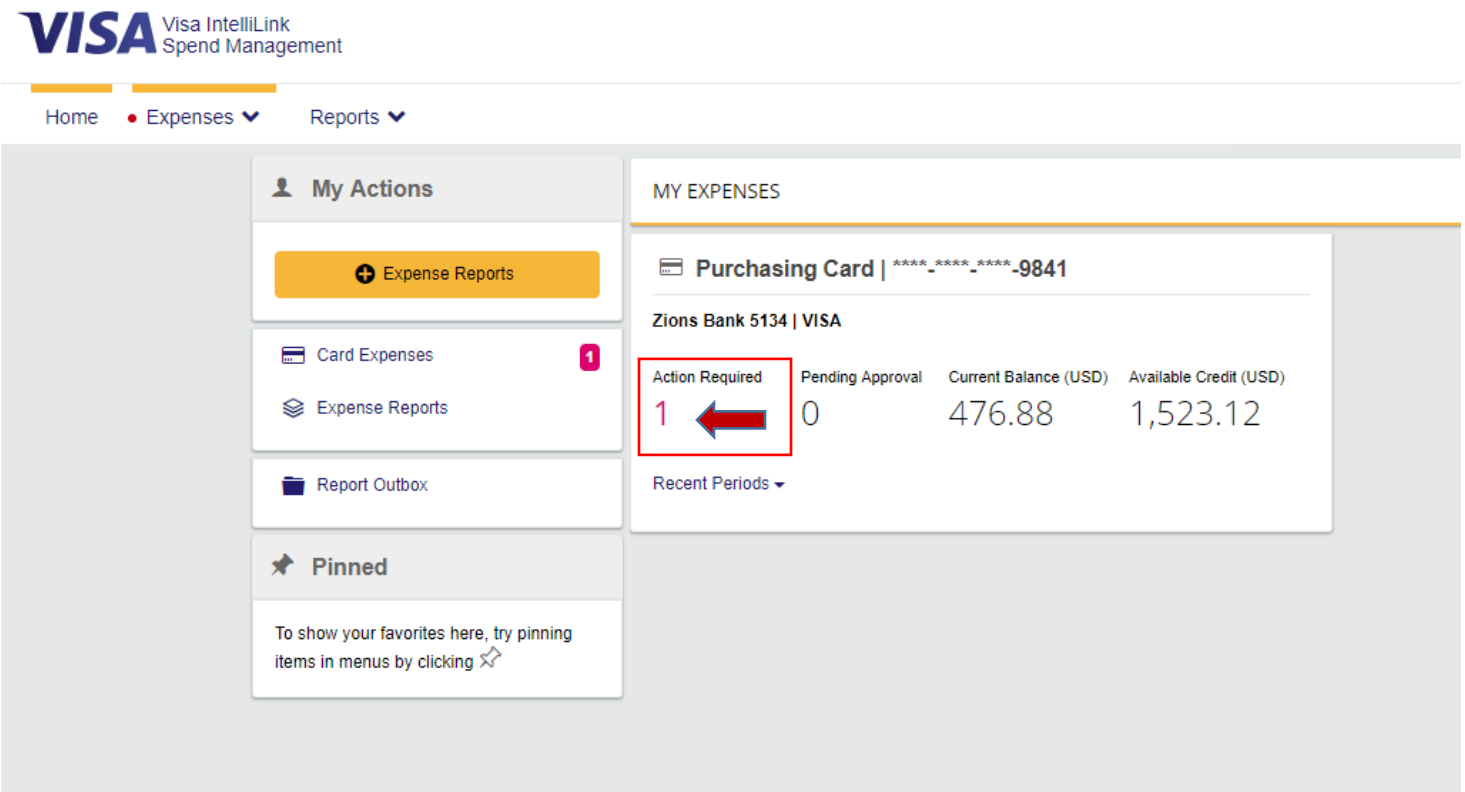
How to prepare monthly Expense Reports

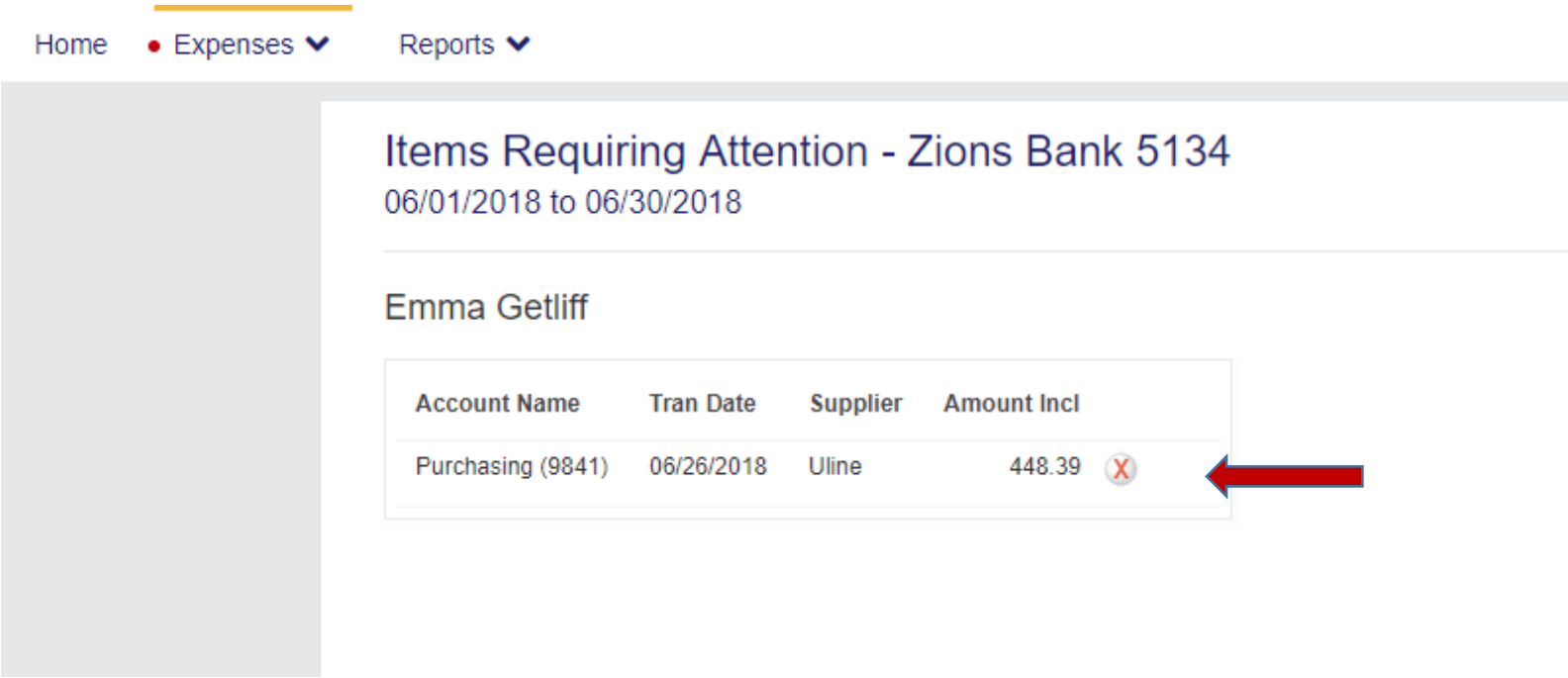
Log in to the Zions Commercial Card through the following link: https://intellilink.spendmanagement.visa.com
(Log-in and enter your two factor authentication)

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"

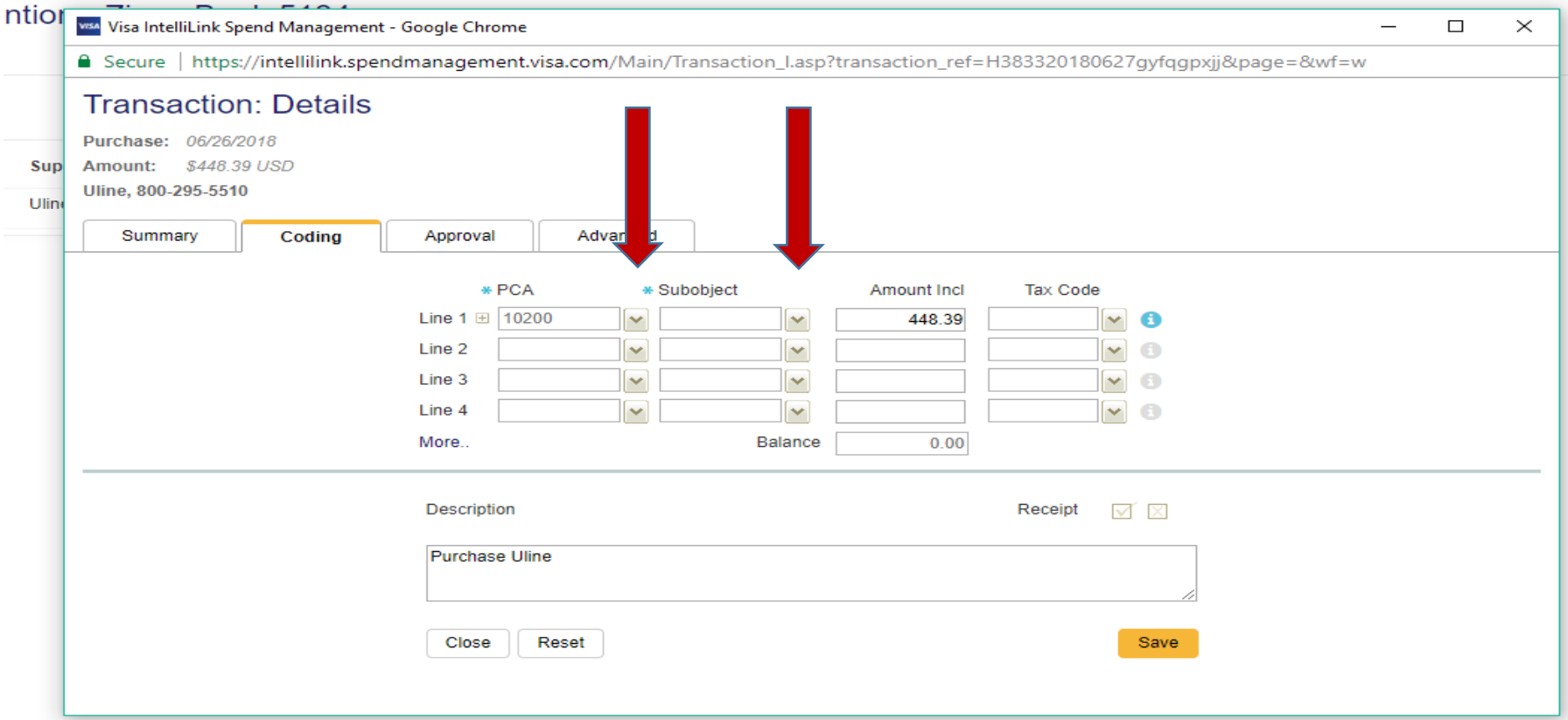


All transactions will be displayed. To add the description and PCA to each transaction, click on the red "X" located at the right of the transaction amount.

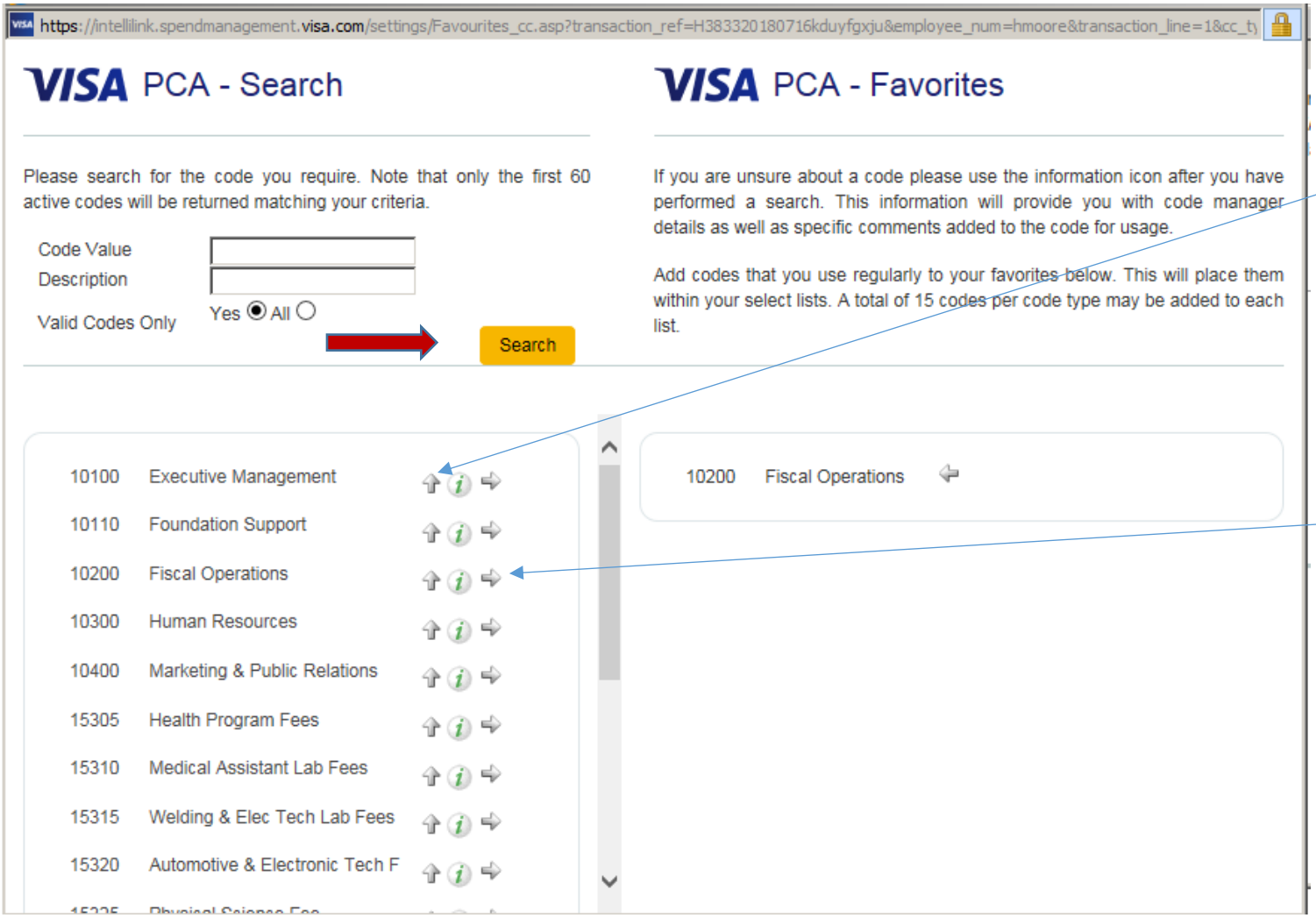


The “Detail” screen will be displayed. Your Commercial Card account is set up with a default PCA. This may be used or changed.

- 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.



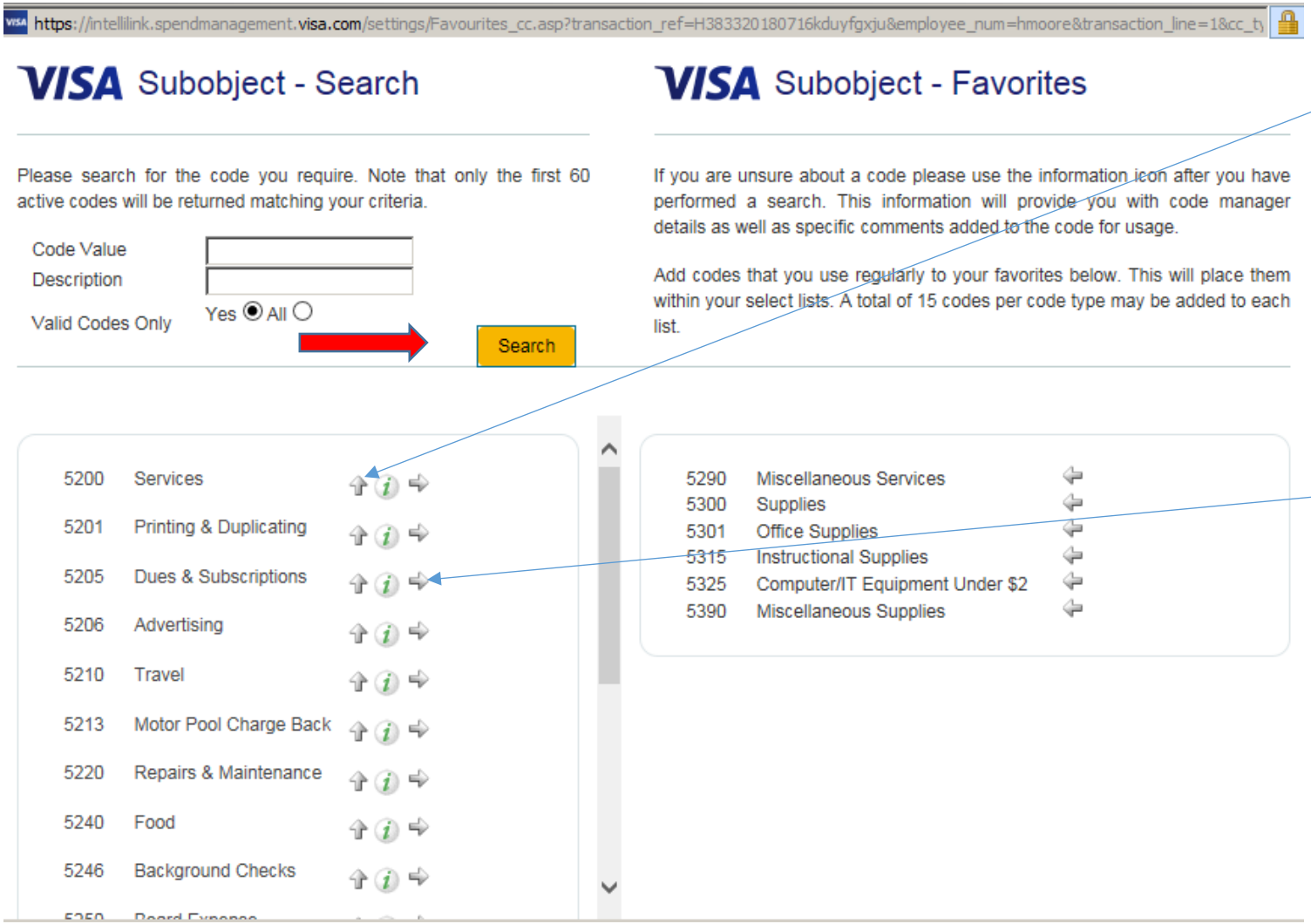
To search for a PCA on an individual transaction, on the Transaction Detail screen (previous screen shot), select the down arrow found in the PCA column. The PCA Search screen will be displayed. By clicking **[Search]** it will bring up window to begin the search. Select the *Search* in the yellow box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



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

You can create favorites by clicking the right arrow

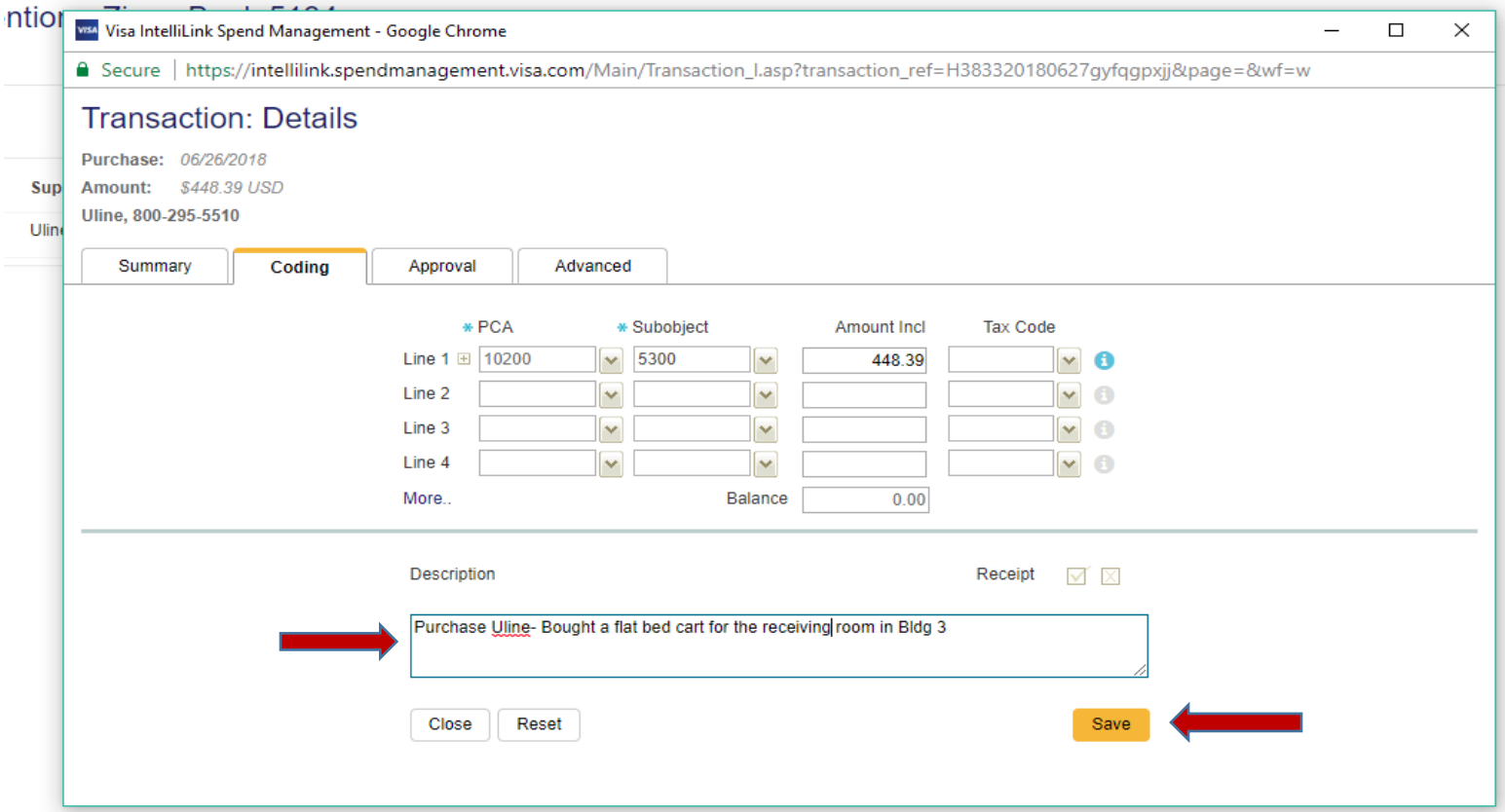
Searching for the Sub object is similar to the steps in searching for a PCA. By clicking **[Search]** it will bring up window to begin the search. Select the *Search* in the yellow box to view the available Sub object options.



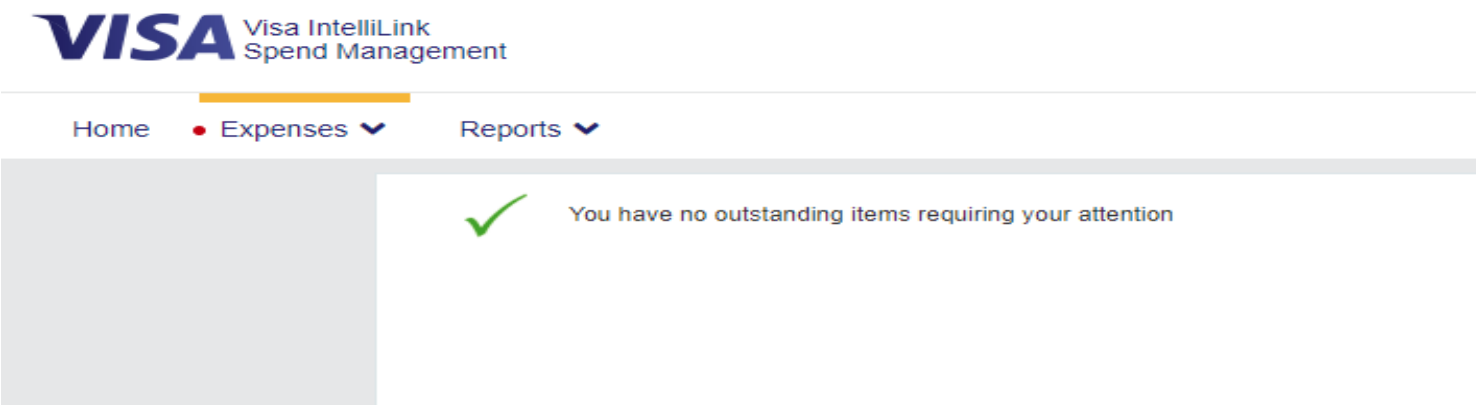
Click the up arrow to attach the code to the transaction details box

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.

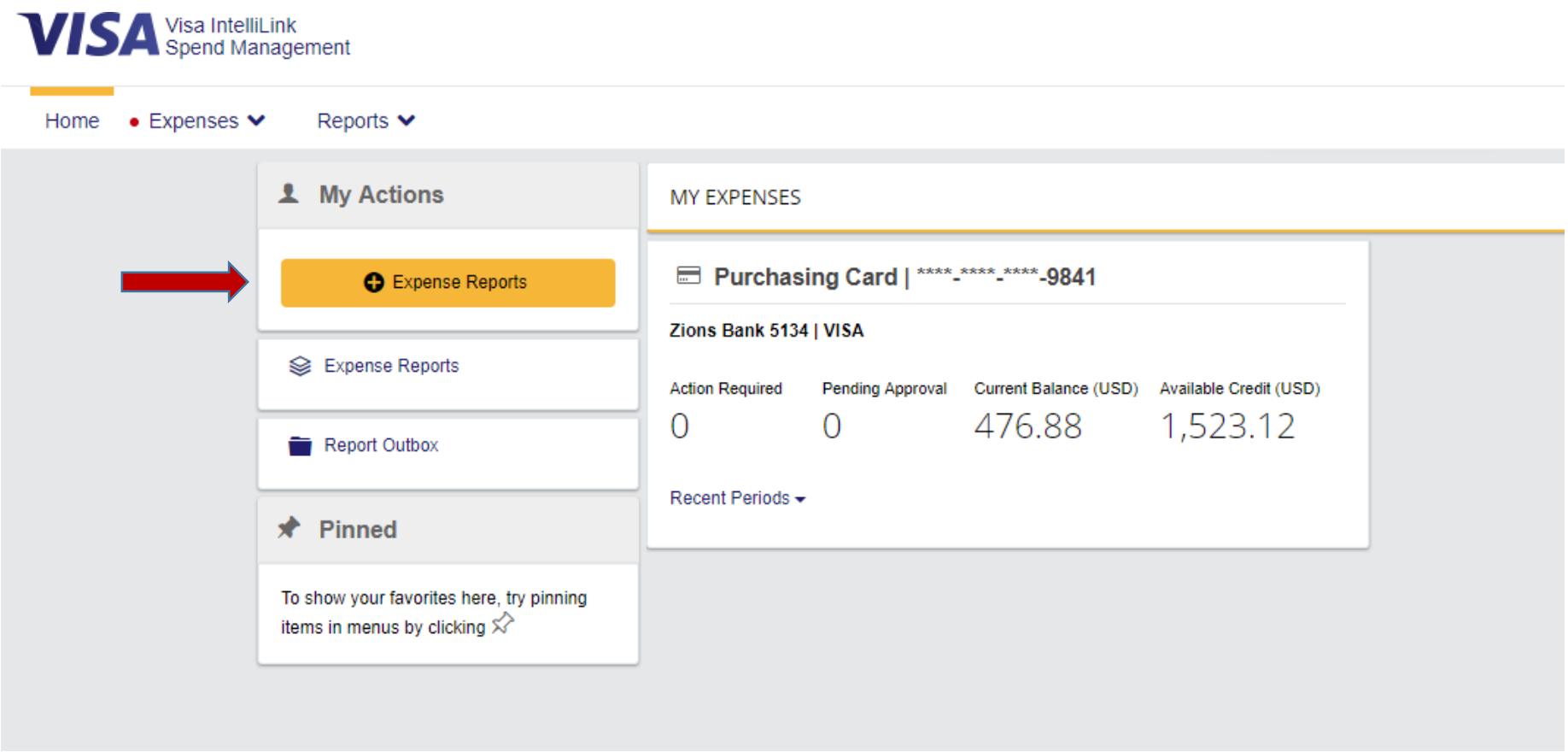


When all transactions have been coded the following screen will be displayed:

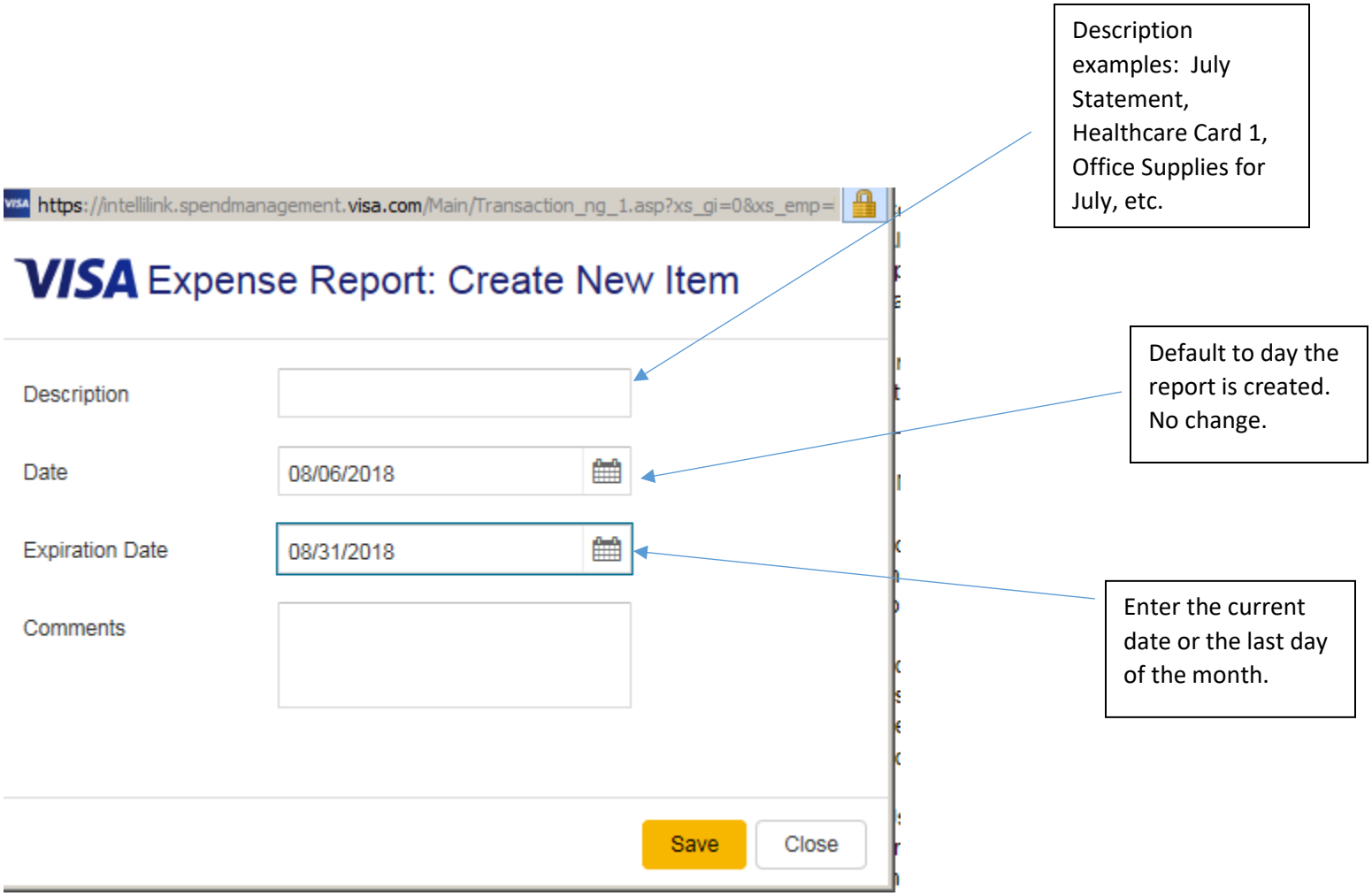


Once all transactions have been coded an expense report will need to be created. If continuing from the previous step, select **Home** to return to the dashboard.

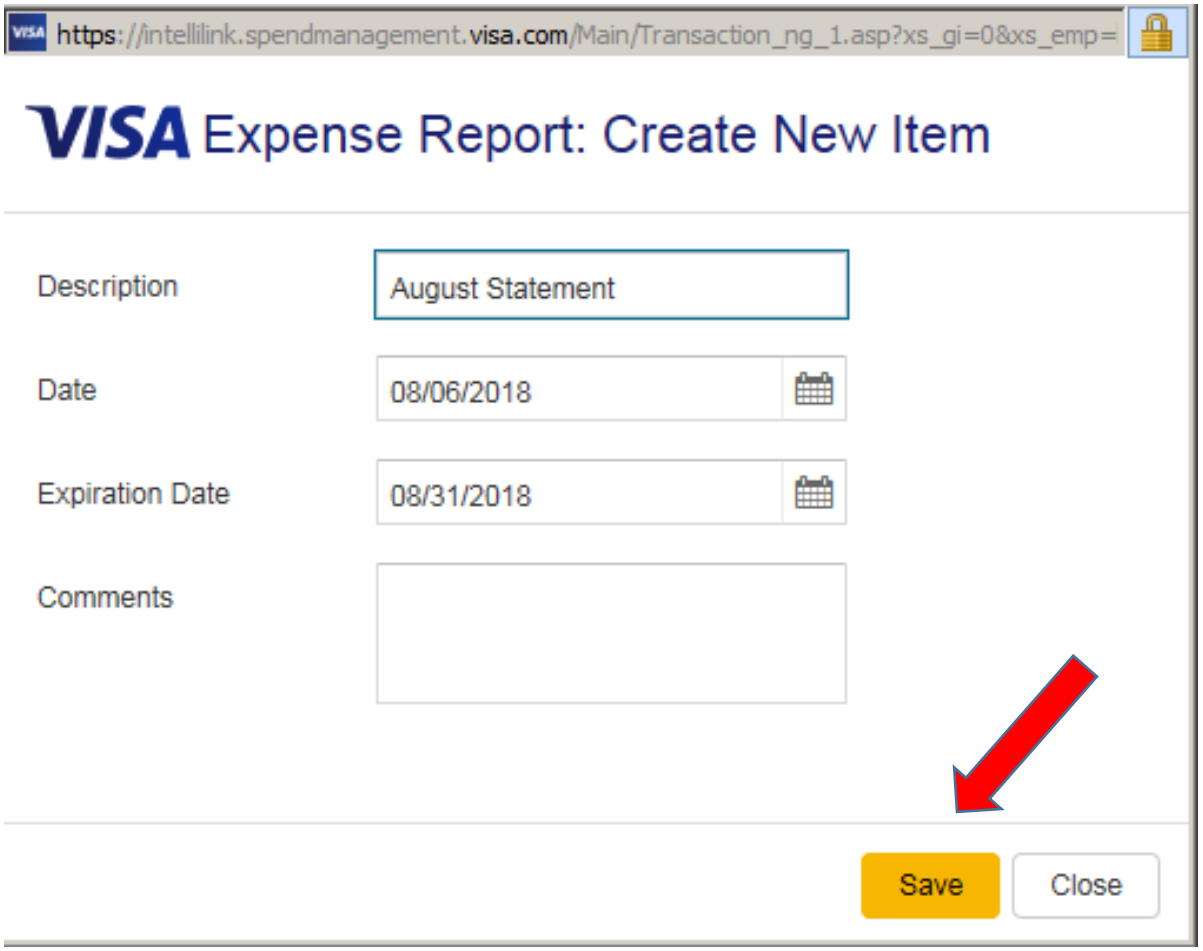
To create the expense report, on the dashboard page, select the yellow button “Expense Reports”, the option to create a new item will appear.



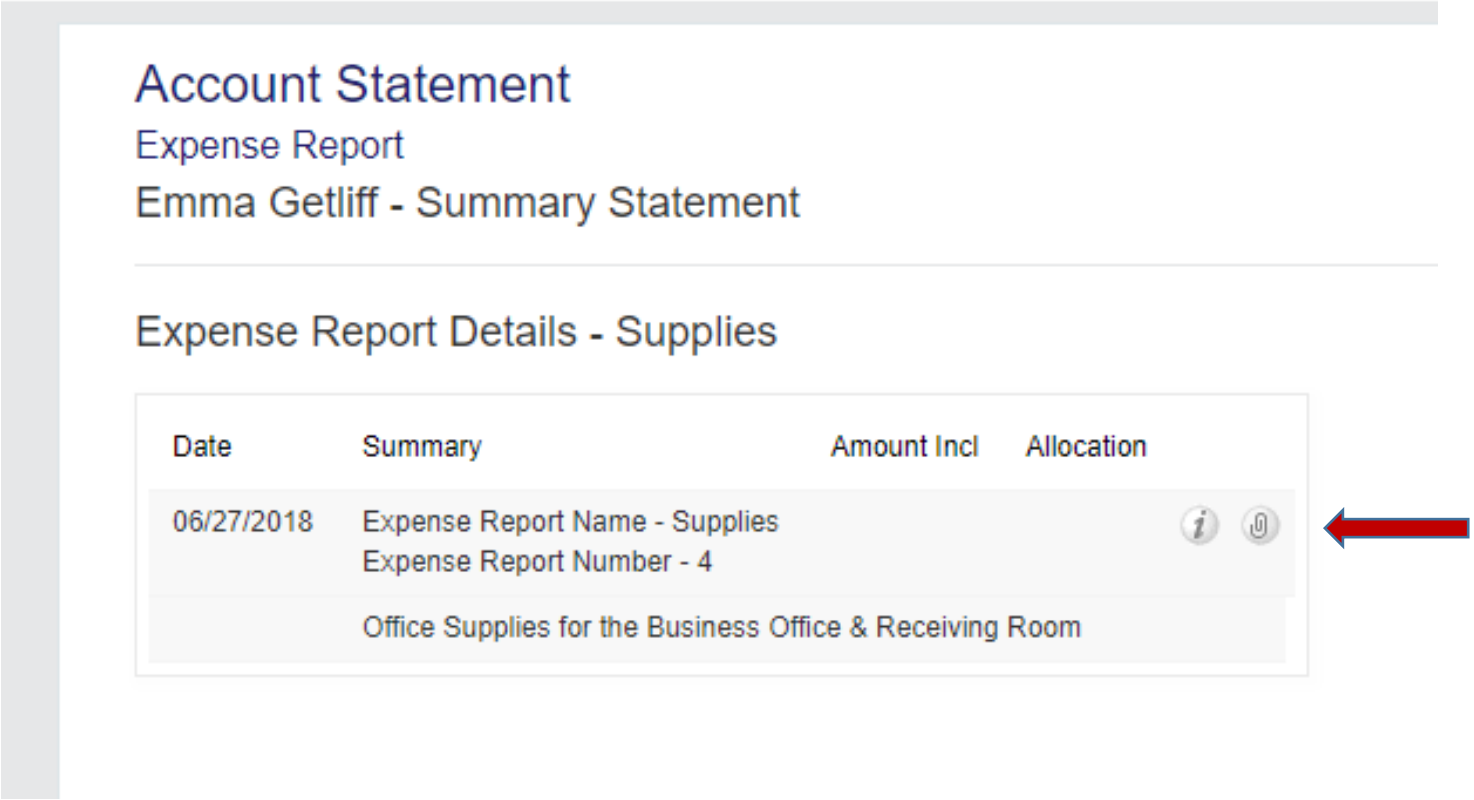
The Expense Report: Create New Item screen will be displayed. Enter the Description, Date and Comments (if needed) regarding the transactions that will be added to the monthly expense report. Note: One Expense Report can be created for all transactions.



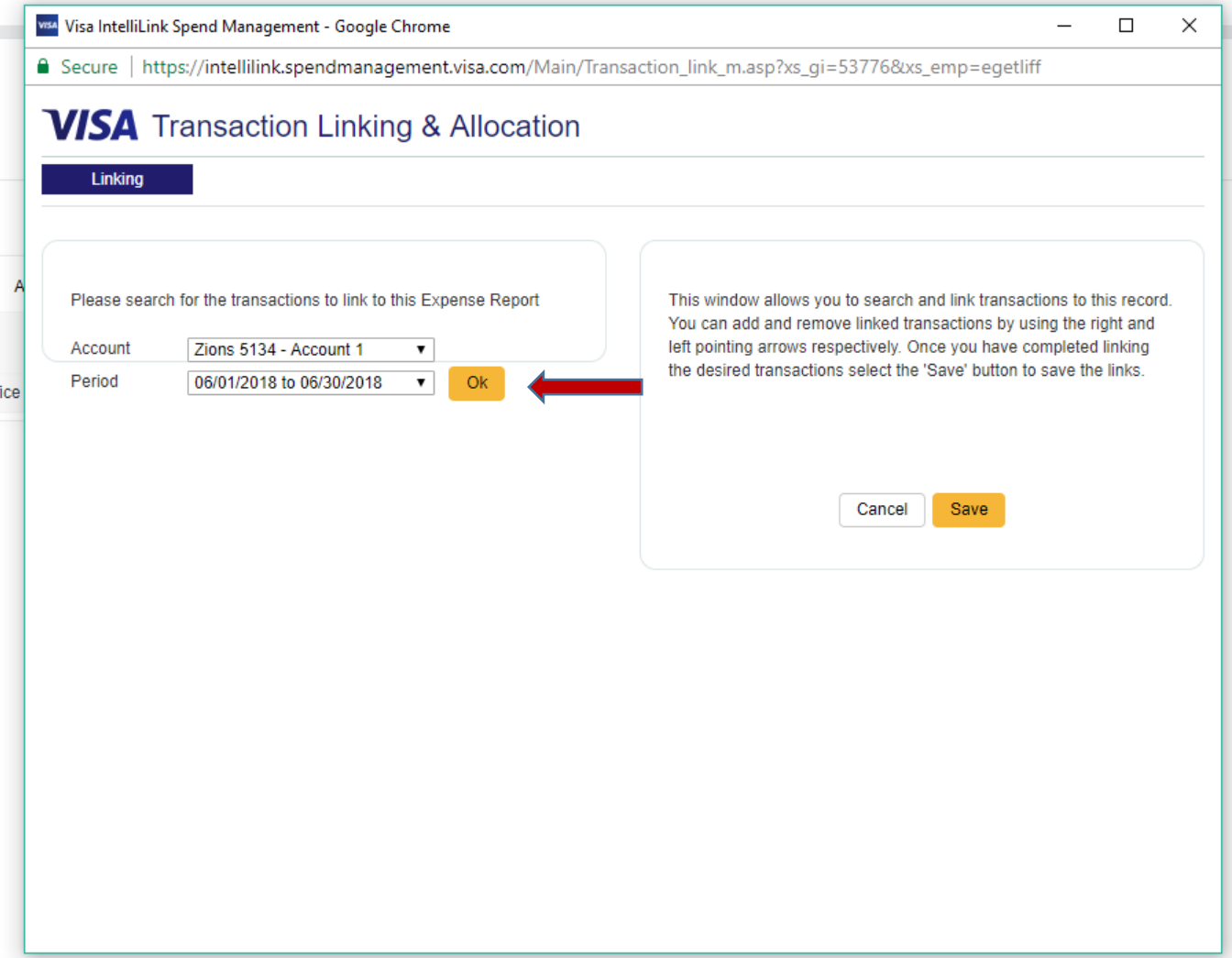
Select “Save” to link the charges to the report or to save for later (the report will appear under “Account Statements”).



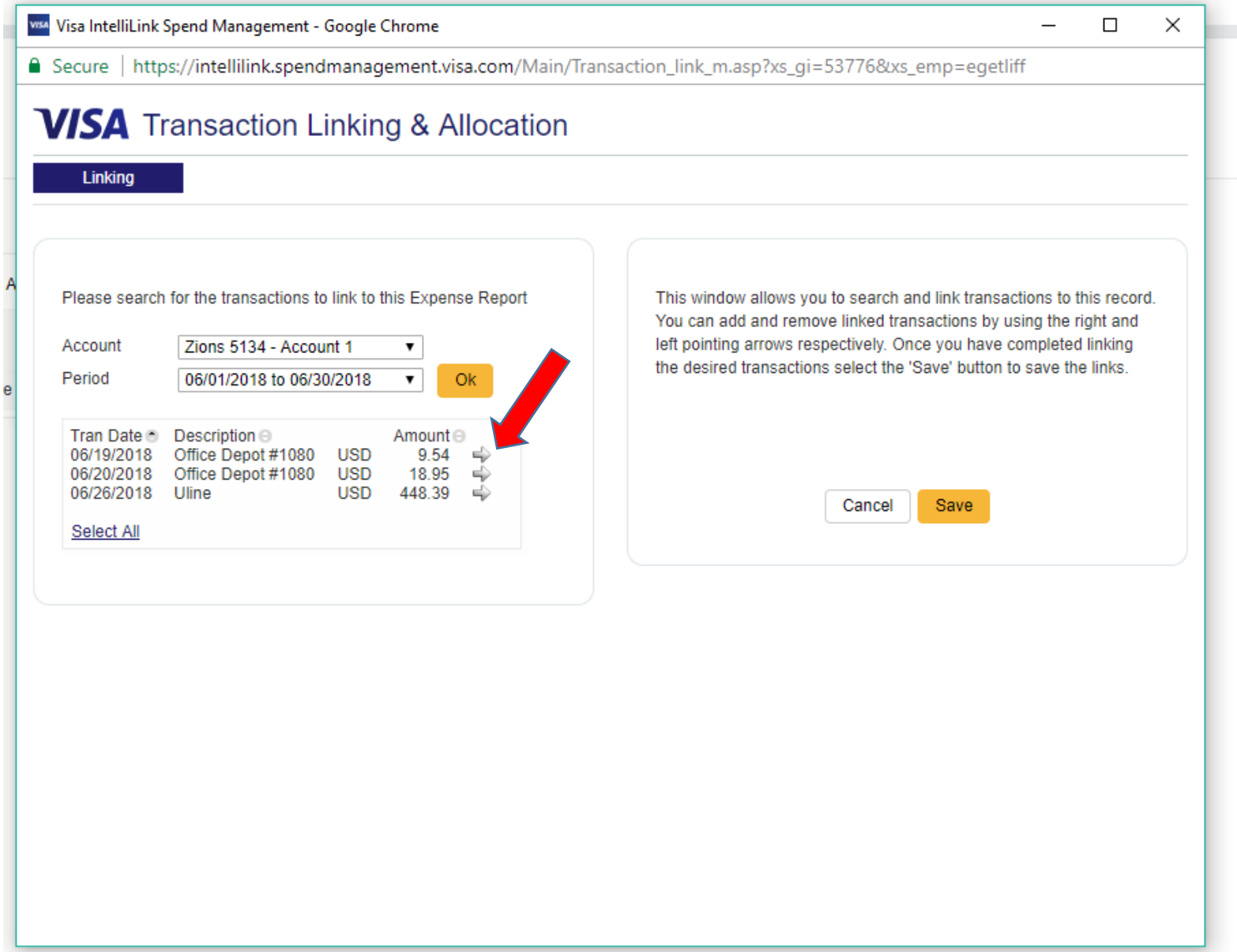
To attach the transactions to the Expense Report, select the Paperclip icon.



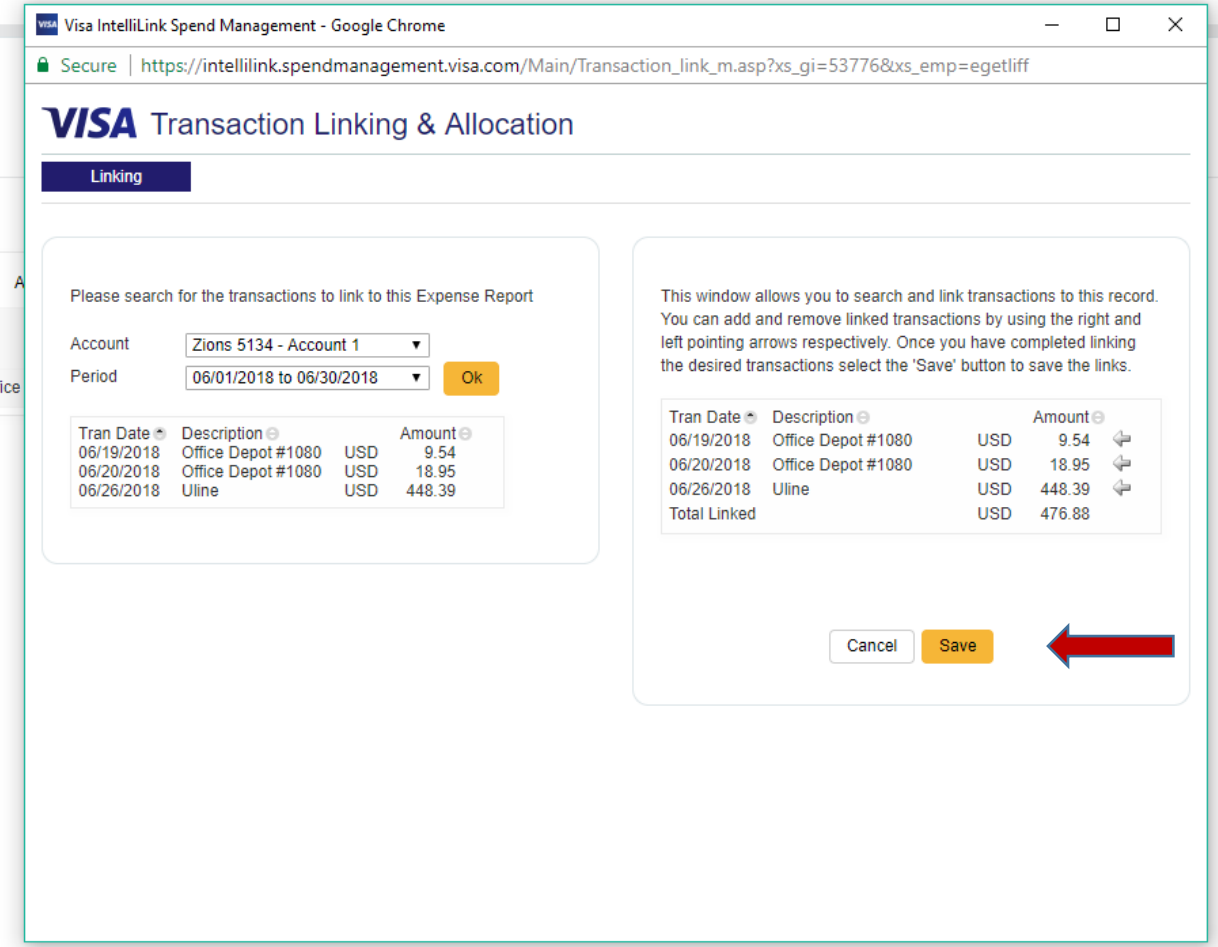
Select the appropriate account (if you manage more than one account) and time period of the transactions and select “OK”.



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.

https://intellilink.spendmanagement.visa.com/Custom_RP/Report4002.asp?xs_gi=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 / Allocated To / Txn Type	Merchant / Txn Desc	Approved by	Txn Amt / Receipt?	Curr / Tax Ev?	Bill Amt / All. Amt	Curr
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