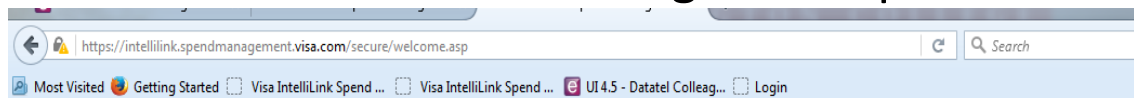


We use Visa IntelliLink Spend Management which is found at

<https://intellilink.spendmanagement.visa.com/secure/welcome.asp>

You can access this site anywhere you have an internet connection you are not limited to being on campus.



VISA Visa IntelliLink
Spend Management

User Login

Please enter your login details below:

Username
Password

Forgot your password? [Click here](#)





VISA Visa IntelliLink
Spend Management

User Login - Memorable Word

Please enter the characters from your memorable word:

Character 1 *

Character 3 *

Character 5 *

Submit

[View Memorable Word Reminder](#)



Back

Please notice that they do change the Character they are asking for.

Navigating as a Cardholder

Home Page Features

Welcome!

Welcome Elizabeth E Kiss.

You last visited us on 11/10/2016 11:16:46, (GMT-05:00) Eastern Time (US & Canada).

The email address we have for you is president@agnesscott.edu. If this is incorrect please contact your administrator.

My Accounts

You have 1 account:

[Click here for detailed reporting on your account](#)

PNC 4940 - Corporate (5982):	USD
Current balance is	53.24
Account limit is	25,000.00
Available credit is	24,946.76

Message from Administrators

Account Balance and Credit Limit

View Home Page

Home Page Features

Last 3 Transactions

Last 3 transactions loaded:

Trans Date	Description/Merchant	Billed Amount	Curr.
11/06/2014	Qt 786 07007867	45.02	USD
11/06/2014	Buffalo Wild Wings 0398	20.04	USD
10/30/2014	Luna Restaurant	46.00	USD

Links to Statements

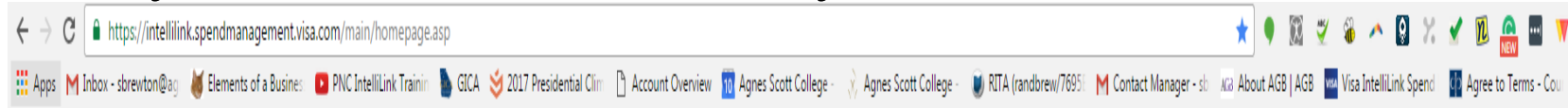
Click to view:

[Statement ending 12/02/2014](#)

[Statement ending 11/03/2014](#)

Home Page Features

When you first enter on the left you will see:



Home | Reports | Settings | Help | Contact | Logout

Main Menu

Welcome!

Select "Expense Reports"

Account Statements

Welcome Elizabeth E Kiss.

Expense Reports

You last visited us on 11/10/2016 11:16:46, (GMT-05:00) Eastern Time (US & Canada).

Approvals

The email address we have for you is president@agnesscott.edu. If this is incorrect please contact your administrator.

Reports

My Accounts

You have 1 account:

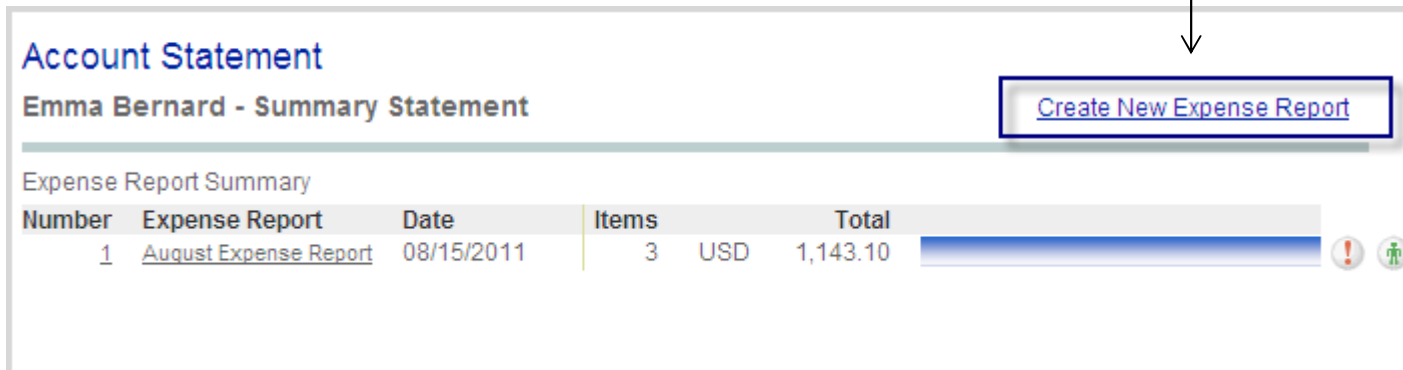
[Click here for detailed reporting on your account](#)

PNC 4940 - Corporate (5982): USD

Current balance is 53.24

Create Expense Report

Step 1 – Select Link to Create New Expense Report



Account Statement
Emma Bernard - Summary Statement

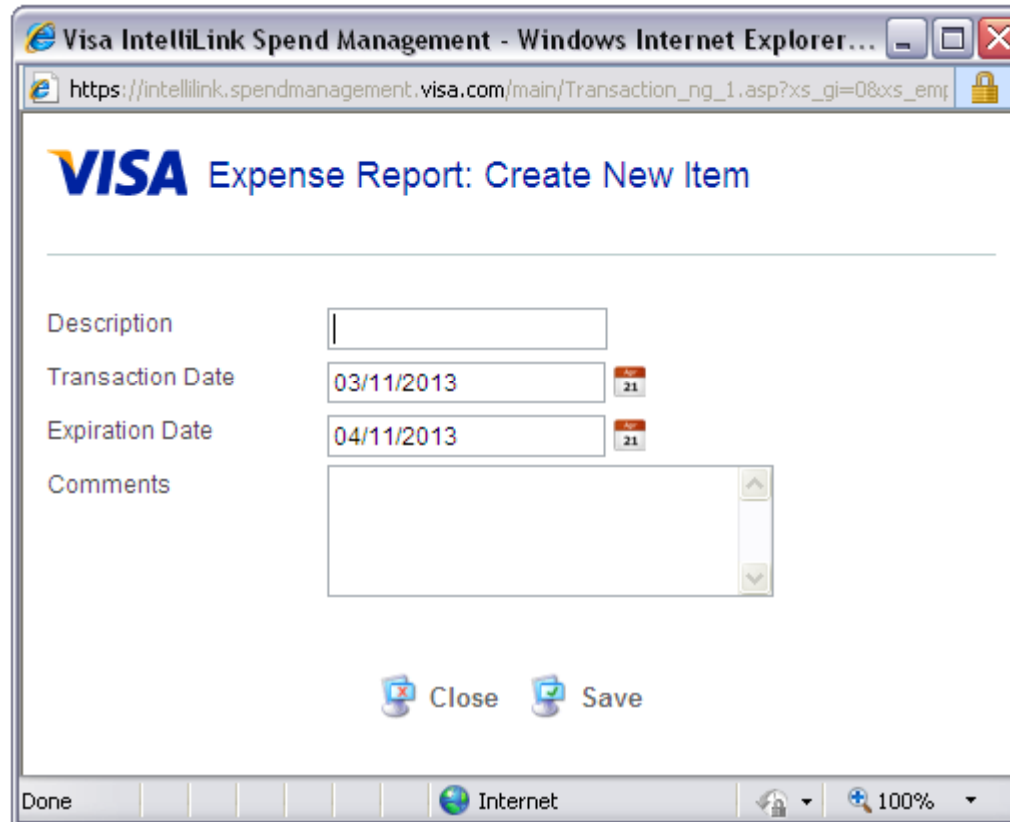
Expense Report Summary

Number	Expense Report	Date	Items	Total
1	August Expense Report	08/15/2011	3 USD	1,143.10

[Create New Expense Report](#)

Create Expense Report

Step 2 – Provide an Expense Report Name and Description



The screenshot shows a web browser window titled "Visa IntelliLink Spend Management - Windows Internet Explorer...". The address bar displays the URL: https://intellilink.spendmanagement.visa.com/main/Transaction_ng_1.asp?xs_gi=08xs_emj. The page content includes the Visa logo and the heading "Expense Report: Create New Item". Below the heading, there is a form with the following fields:

- Description: A text input field.
- Transaction Date: A date input field containing "03/11/2013" with a calendar icon.
- Expiration Date: A date input field containing "04/11/2013" with a calendar icon.
- Comments: A text area with a vertical scrollbar.

At the bottom of the form, there are two buttons: "Close" and "Save". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Note: These fields can be completed as you see fit. It is suggested that you use the expense report date for the period you will be coding. The expiration date will be the date that the expense report will no longer be displayed in the expense report summary of the user's account statement.

Create Expense Report – Transaction Linking

Step 3 – Link all transactions of a period by clicking “Select All”. There may be expenses from a previous month that may need to be included in the current month (October 1 – October 31).

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.

Tran Date	Description	Amount	Tran Date	Description	Amount	
10/24/2014	Mellow Mushroomgville	USD 29.00	10/24/2014	Mellow Mushroomgville	USD 29.00	↔
10/29/2014	Advance Auto Parts 6670	USD 2.43	10/29/2014	Ascap License Fee	USD 976.15	↔
10/29/2014	Ascap License Fee	USD 976.15	10/29/2014	Advance Auto Parts 6670	USD 2.43	↔
10/29/2014	Georgia Society Of Cpas	USD 125.00	10/29/2014	Georgia Society Of Cpas	USD 125.00	↔
10/30/2014	Luna Restaurant	USD 46.00	10/30/2014	Luna Restaurant	USD 46.00	↔
			Total Linked		USD 1,178.58	

Once all transactions are linked, click save.

Allocating Transactions

Mandatory Allocation Elements

- GL Codes

Transaction: Details

Purchase: 01/15/2015
Amount: \$101.49 USD
Amazon.Com, Amzn.Com/bill

	* GL Codes	CC Cod	Amount Incl	Tax Code
Line 1	<input type="text"/>	<input type="text"/>	101.49	Actual Tax
Line 2	<input type="text"/>	<input type="text"/>		
Line 3	<input type="text"/>	<input type="text"/>		
Line 4	<input type="text"/>	<input type="text"/>		
More..		Balance	0.00	

Select drop-down for list of code values; select Search

Narrative Details Receipt

Purchase Amazon.Com



Additional details **MUST** be provided here or on the receipt itself indicating the business purpose.

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



10-253002-6552055 BUSINESS OFFICE/ Meals & Enter  

[Page 1](#) [View Help](#)

If you know the full code - just type the numbers with the hypens and click search

Search by Code Value Use Wildcard

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



10-253002-6301010 BUSINESS OFFICE/ Repairs & Mai  
10-253002-6301020 BUSINESS OFFICE/ MAINTENANCE S  
10-253002-6351000 BUSINESS OFFICE/ Supplies  
10-253002-6351010 BUSINESS OFFICE/ Office Srv  

~1025

If you know only the department code- use the wildcard search with % for the unknowns


VISA GL Codes - 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

10-152402-6351000	DEANS OFFICE/ Supplies	  
10-152402-6351010	DEANS OFFICE/ Office Supplies	  
10-152402-6351025	DEANS OFFICE/ Postage	  

Search by Description

You can enter the beginning word

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

10-207602-6301010	MENS BASEBALL/ Repairs & Maint	  
10-207602-6351000	MENS BASEBALL/ Supplies	  
10-207602-6351010	MENS BASEBALL/ Office Supplies	  
10-207602-6351025	MENS BASEBALL/ Postage	  

Or better yet enter a word with % before and/or after to get everything with that word

Allocating Transactions

VISA GL Codes - 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 GL Codes - 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.

For codes that you use regularly add them 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.

Select search to browse code values.

10-000000-1501010	WAC/ PREPAY	  	10-000000-1501010	WAC/ PREPAY	
10-000000-2101020	WAC:BB&T CORPORATE CARD PAYABL	  			
10-102004-6301010	AMERICAN STUDIES/ REPAIRS AND	  			
10-102004-6351000	AMERICAN STUDIES:SUPPL	  			
10-102004-6351005	AMERICAN STUDIES/ INSTRUCTIONA	  			
10-102004-6351010	AMERICAN ST	  			
10-102004-6351025	SU	  			
10-102004-6501020	AM	  			
10-102004-6552020	CC	  			
10-102004-	AM	  			
10-102004-	AMERICAN STUDIES/ MEALS	  			

Create Favorites

Select a code value by selecting it from the list.

If you select the green "i" it will give you the full description on the account

Visa IntelliLink Spend Management - Mozilla Firefox

https://intellilink.spendmanagement.visa.com/settings/Favourites_cc.asp?transaction_ref=H9220160125srqclmpw&employee_num=3078351&transaction_


VISA GL Codes - 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 GL Codes - 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.

For codes that you use regularly add them 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.

10-102130-6551055	TROPICAL ECOLOGY OF NICARAGUA/	←
10-152402-6551020	DEAN'S OFFICE/ Faculty Travel	←
10-204002-6551055	ADMISSIONS OFFICE/ OTHER Trave	←
10-204002-6552055	ADMISSIONS OFFICE/ Meals & Ent	←
10-207612-6551010	MENS BASKETBALL/ RECRUITING Tr	←
10-253010-6401015	GENERAL EXPENSE/ Bank and Cre	←
10-253010-6701005	GENERAL EXPENSE/ Oil	←
10-253025-6351000	515 Disaster Recovery :supplie	←
10-307525-6301010	ATHLETIC FIELD/ Repairs & Main	←
20-102656-6552055	INSTITUTE FOR RLGN/POL/CULTURE	←
20-251004-6501020	PRESIDENTIAL DISCRETIONARY: Pr	←

Allocating Transactions

Transaction: Details

Purchase: 01/15/2015
Amount: \$101.49 USD
Amazon.Com, Amzn.Com/bill

Summary **Coding** Approval Advanced

	* GL Codes	CC Codes	Amount Incl	Tax Code
Line 1	<input type="text"/>	<input type="text"/>	101.49	Actual Tax <input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>		<input type="text"/>
Line 3	10-000000-1501010 - WAC/ PREPAY [Search]			<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>		<input type="text"/>
More..			Balance	0.00

Narrative Details Receipt

Purchase Amazon.Com

Tax Code is not required

Favorites are available without searching for allocation values.

Once all mandatory codes are entered the transaction may be saved.

Expense Reports - Submission















Submit Expense Report Using Icon



Account Statement
Expense Report

Expense Report Details - 11/3/14

[Print: Expense Report](#)

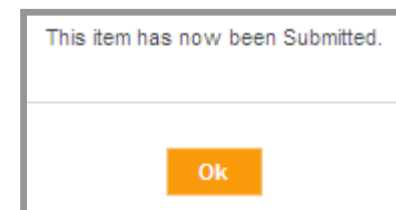
Tran Date	Summary	Amount Incl	
12/04/2014	Expense Report Name - 11/3/14 Expense Report Number - 2		   
Billing Currency USD			
10/30/2014	Luna Restaurant	46.00	 
10/29/2014	Ascap License Fee	976.15	 
10/29/2014	Advance Auto Parts 6670	2.43	 
10/29/2014	Georgia Society Of Cpas	125.00	 
10/24/2014	Mellow Mushroomville	29.00	 
		1,178.58	USD

* 11/3/14 has not been submitted for approval.

[Manage Receipt Images](#)

Unless your supervisor has a question-
CONGRATULATIONS YOU ARE DONE!!

Confirmation message




















Do you want to see a copy of your Expense Report?

help | Contact | Logout

Account Statement
Expense Report
Bianco Judiann - Summary Statement

Expense Report Details - Jan 3-FEB2 2016

[Print Expense Report](#)

Date	Summary	Amount Incl	
01/05/2016	Expense Report Name - Jan 3-FEB2 2016 Expense Report Number - 3510		 
Billing Currency - USD			
02/01/2016	Debit Adjustment - Monthly Service Fee	100.00	
01/31/2016	Debit Adjustment - Foreign Transaction Fee	6.40	
01/25/2016	Debit Adjustment - Foreign Transaction Fee	7.30	
01/25/2016	Debit Adjustment - Foreign Transaction Fee	0.63	
01/25/2016	Debit Adjustment - Foreign Transaction Fee	1.15	
01/25/2016	Debit Adjustment - Foreign Transaction Fee	3.15	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	0.43	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	0.43	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	1.14	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	1.45	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	3.32	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	1.50	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	0.43	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	2.02	
01/24/2016	Debit Adjustment - Foreign Transaction Fee	4.43	

Click on “Print Expense Report” to see your transactions and the codes you entered

Click on this paperclip anytime during the month to add transactions to your report-only catch is that it must not have submitted for approval yet

Expense Report

Company:	AGNES SCOTT COLLEGE	Name:	November Expenses Report
Acct Holder:	Kiss, Elizabeth E	Number:	148
Employee ID:	ekiss	Exp. Rept Date:	11/01/2016
Delegate(s):	Angela R Allen - aallen	Purpose:	

Txn Date	Merchant	Txn Amt	Curr	Bill Amt	Curr
Allocated To				All. Amt	
Txn Type	Txn Desc	Approved by	Receipt?	Tax Ev?	
11/01/2016	Lickety Split - 4244		3.29	USD	3.29 USD
	Undesignated & UN budget mgr a 11 President's office 04120 Fuel Oil 51100 Shana				3.29 USD
Card	Shana Purchase Lickety Split - 4244		No	No	
<hr/>					
10/31/2016	Atl Airport S Hrly Middle		32.00	USD	32.00 USD
Card	Purchase Atl Airport S Hrly Middle		No	No	32.00 USD
<hr/>					
10/31/2016	Metro 006-Dupont Circle N		10.00	USD	10.00 USD
Card	Purchase Metro 006-Dupont Circle N		No	No	10.00 USD

Expense Report Summary	USD
Total Card Transactions Expensed:	45.29
Total Cash Transactions Expensed:	0.00
Total Expensed:	45.29

Submitted by _____ Date _____

Approved by _____ Date _____

[View Printable Expense Report](#)