

Visa IntelliLink

Spend Management nt

Visa IntelliLink Spend Management Approver Guide

December 2016

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About this Guide

The purpose of this guide is to help Visa Commercial Card users (approvers) understand how they can use the **Visa IntelliLink Spend Management** application to facilitate the expense management process. This includes general navigation and tips, as well as specific steps on how to approve transactions and expense reports.

This guide provides details of two different workflows, and the company's configuration will determine which flow the approver will follow. If the company's process requires a cardholder to submit expenses one-by-one and the manager to approve each transaction individually, this is considered a **transaction-based** workflow. If a cardholder groups multiple transactions together into a single expense report and the manager approves the entire expense report, this is considered an **expense report-based** workflow.

Both workflows are covered separately. Additionally, this guide shows users how to view and manage their personal settings as well as generate reports for reviewing and managing the spend they incur.

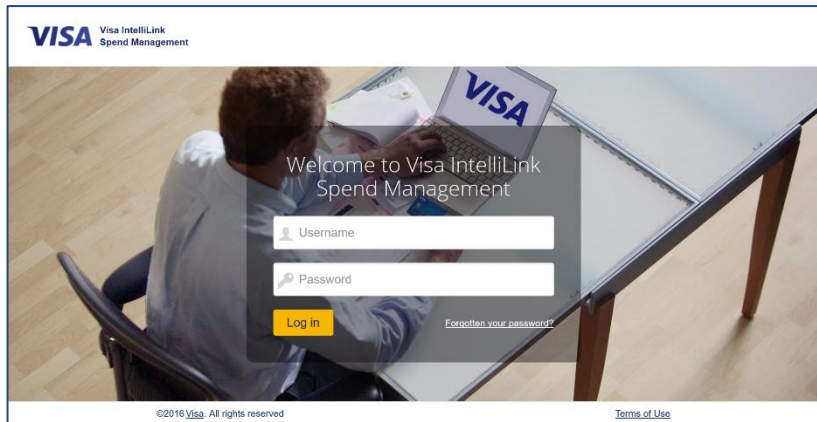
Note: The content in this guide may differ from what is seen within the **Visa IntelliLink Spend Management** application due to your company's settings.

Log In

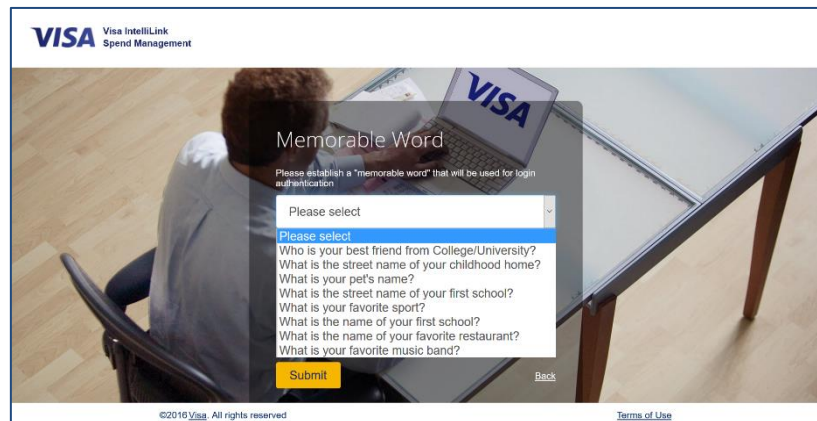
Your Initial Log In

Prior to logging in to **Visa IntelliLink Spend Management** for the first time you will receive your password and username, either by automated email or directly from your administrator. The first time you log in to the system you are asked to reset your password and establish a memorable word. Here's how:

1. Open a web browser and enter: <https://intellilink.spendmanagement.visa.com>
2. On the *Welcome to Visa IntelliLink Spend Management* page, enter your Username and Password, then click **Log in**.



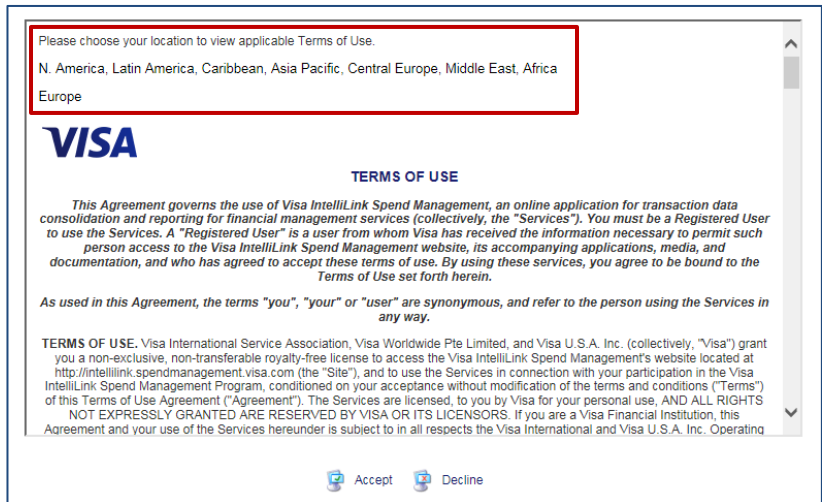
3. The *Create a Memorable Word* window displays. Select a **question** from the list, and then enter its **answer**. The answer to the question will become your *memorable word*, which will be used to verify your identity whenever you log in to **Visa IntelliLink Spend Management**.



4. Click **Submit**.

The next time you log in, you will be asked to enter three characters from your memorable word. If you forget your memorable word, click *View Memorable Word Reminder* to view your memorable question.

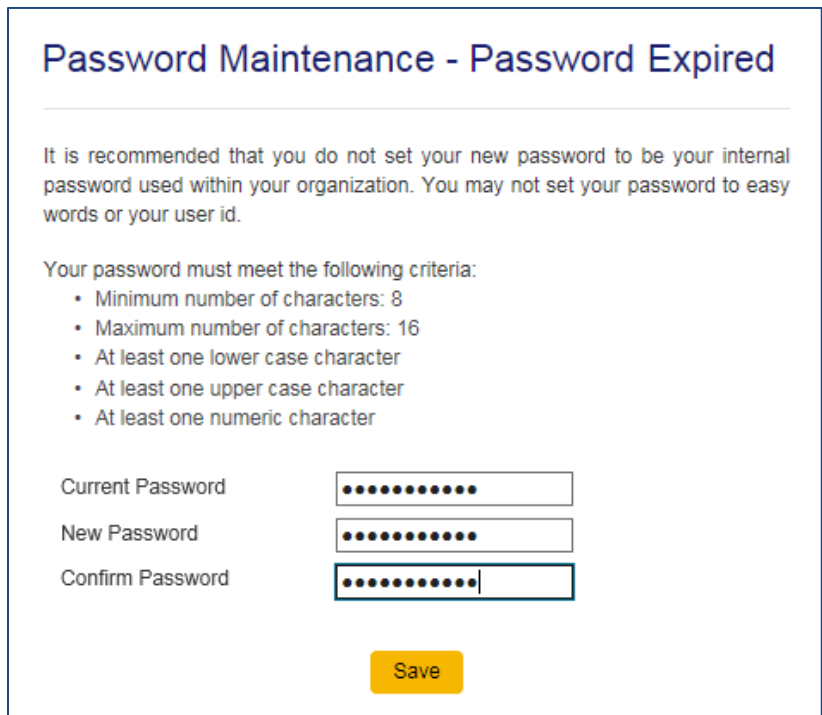
5. The *Terms of Use* window displays.
6. Choose your **location** at the top of the window.
7. Review the *Terms of Use*, then click **Accept** or **Decline**.



8. In the *Password Maintenance – Password Expired* window, **create a new password**.

Tip: The criteria for an acceptable password are listed in the window.

9. Click **Save**. The Home screen of **Visa IntelliLink Spend Management** will display.

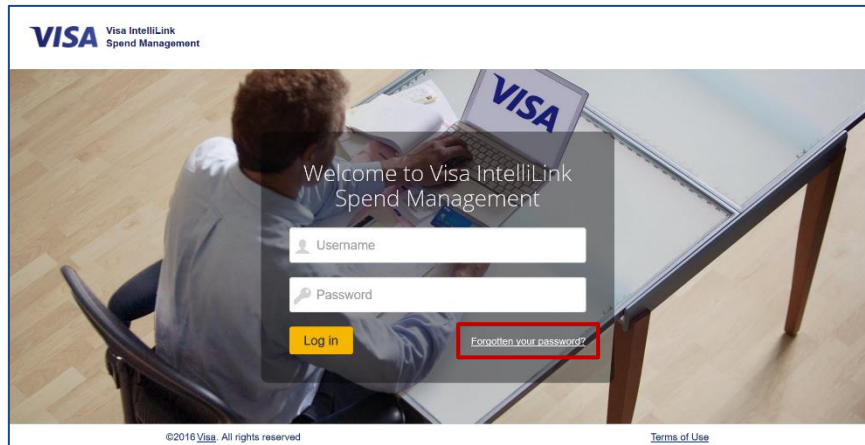


Note:

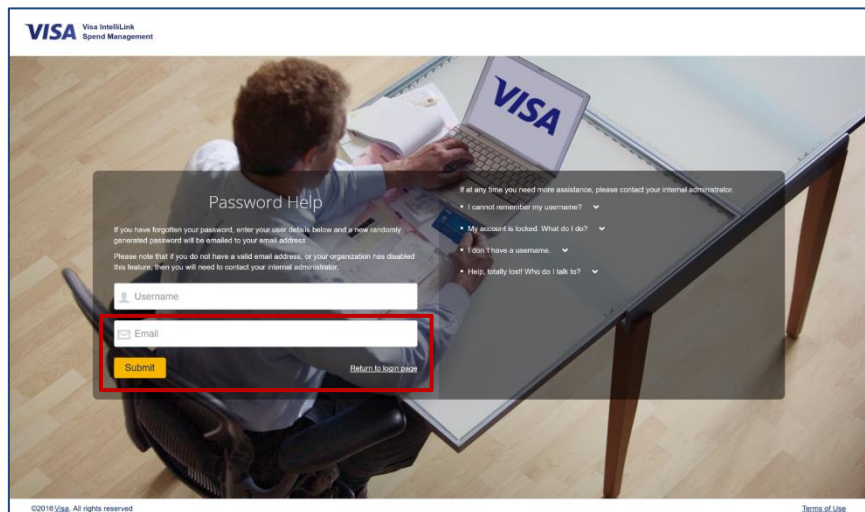
- By default, **Visa IntelliLink Spend Management** passwords expire in 90 days. Your company may set a more frequent password expiration period.
- Your password cannot be your username or the word *password*.
- Your company may have additional password criteria (other than those noted on the *Password Maintenance – Update* window) that control the minimum and maximum length, the required combination of alpha/numeric characters, and the use of uppercase and lowercase. Any company-specific password rules will display directly above the password fields in the *Password Maintenance - Update* window.

Forgotten Password

1. On the *Welcome to Visa IntelliLink Spend Management* page, click the **Forgot your password?** link.



2. In the *Password Help* window, enter your **Username** and **Email address**.
3. Click **Submit**.



Your email address is validated against your username. If a match is made, an email containing a randomly generated password is sent to you. The next time you log in, you will be asked to change the randomly generated password to one of your choice.

Change Your Password

1. Choose  **Profile menu > Password.**



2. In the *Password Maintenance - Update* window, enter your **Current Password.**
3. Enter and confirm your **New Password.**
4. Click **Save.**

VISA Password Maintenance - Update

It is recommended that you do not set your new password to be your internal password used within your organization. You may not set your password to easy words or your user id.

Your password must meet the following criteria:

- Minimum number of characters: 8
- Maximum number of characters: 16
- At least one lower case character
- At least one upper case character
- At least one numeric character

Current Password

New Password

Confirm Password

Save

Failed Log In

If you fail to log in successfully you will receive an error message. After three unsuccessful attempts, you will be temporarily locked out of **Visa IntelliLink Spend Management**. After two hours, your account will be automatically unlocked and you can log in with your original username, password, and memorable word characters. Alternatively, you can contact your administrator and ask them to unlock your account.

Log Out

- To quit the application, choose  **Profile menu > Log Out.**



The Home Screen

After logging in, the *Home* screen displays. The *Home* screen is a dashboard of information specific to your individual spending accounts and role within your company—cardholder, approver, and/or administrator.

The screenshot displays the Visa IntelliLink Spend Management Home screen for ABC Company. At the top, there is a navigation bar with tabs for Home, Expenses, Approvals, and Reports. The user's name, Aaron, is visible in the top right corner. The main content area is divided into several sections:

- MY EXPENSES:** A summary for 'Big Bank 1' (Corporate Card | VISA) showing 51 Action Required, 0 Pending Approval, a Current Balance of 16,910.67 USD, and an Available Credit of -10,210.67 USD.
- CASH EXPENSES:** A summary showing 0 Action Required, 1 Pending Approval, and a Current Balance of 97.20 USD.
- APPROVALS:** A summary showing 1 Approval Required, 0 Info Provided, and 0 Info Required, with a note for 1 Employee.
- Announcements:** An 'Issuer Message' regarding system maintenance and an 'Important Note' about expense report deadlines.

A left-hand sidebar contains navigation options like Expense Reports, Cash Expenses, Card Transactions, Approvals, and Expense Reports, along with a 'Pinned' section for Reports and My Information.

Navigation

Navigation sits along the top of the *Home* screen.

Click a top-level menu item to see an expanded menu. For example, click **Expenses** to see your statements, then click a statement period to view transactions for that period.



The items displayed in the top-level menu depend on your role and your organization’s settings.

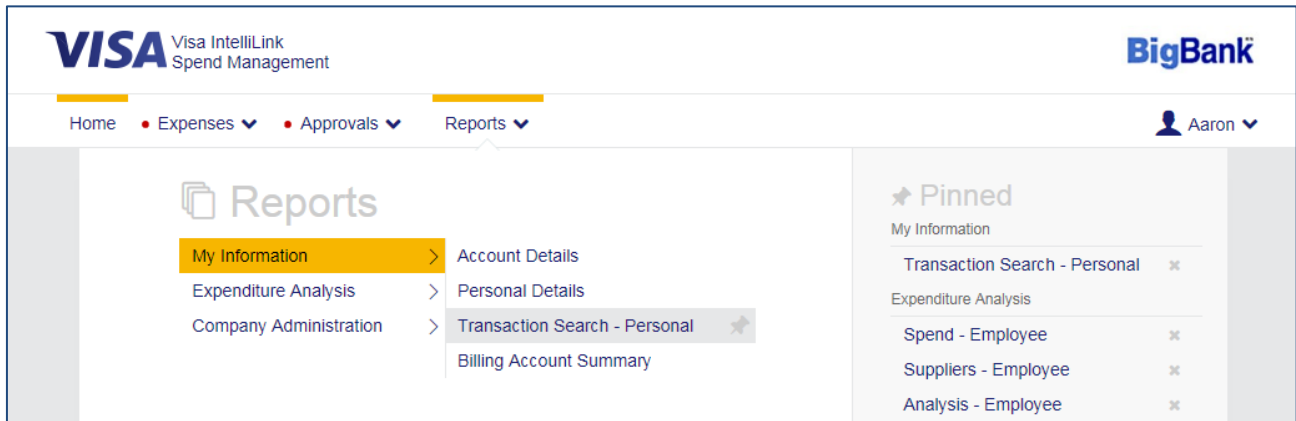
Tip: Areas with items requiring your attention are marked with a red dot (●).

The screenshot shows the 'Expenses' screen in the Visa IntelliLink Spend Management system. The top navigation bar includes Home, Expenses, Approvals, and Reports. The main content area features a list of expenses for 'Big Bank 1'. A sub-menu is open, showing 'Items Requiring Attention' with a list of statements, each marked with a red dot to indicate they need attention:

- Statement - 05/14/2016
- Statement - 04/14/2016
- Statement - 03/14/2016
- Statement - 02/14/2016
- Statement - 01/14/2016

Pinned Items

You can *pin* the menu items you use most often for easy access. To pin an item, click the  icon next to it. To unpin an item, click the  icon. Pinned items appear at the right of their top-level menu, and also on the *Home* screen in the *Pinned* panel.



Panels

The *Home* screen uses *panels* to display summary information.

– The *My Expenses* panel provides a snapshot of your spending account activity and links to your most recent statements.

– If your company supports out-of-pocket/cash accounts, you will see a *Cash Expenses* section.

– If you are an approver of transactions, you will see an *Approvals* panel.

Tip: Click the red numbers within panels to immediately begin coding and/or approving transactions.



MY EXPENSES

Big Bank 1

Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
51	0	16,910.67	-10,210.67

Corporate Card | VISA
***** 0020

Recent Periods ^

-  04/15/2016 to 05/14/2016 >
-  03/15/2016 to 04/14/2016 >

Cash Expenses

Action Required	Pending Approval	Current Balance (USD)
0	1	97.20

APPROVALS

Approvals

Approval Required	Info Provided	Info Required
1	0	0

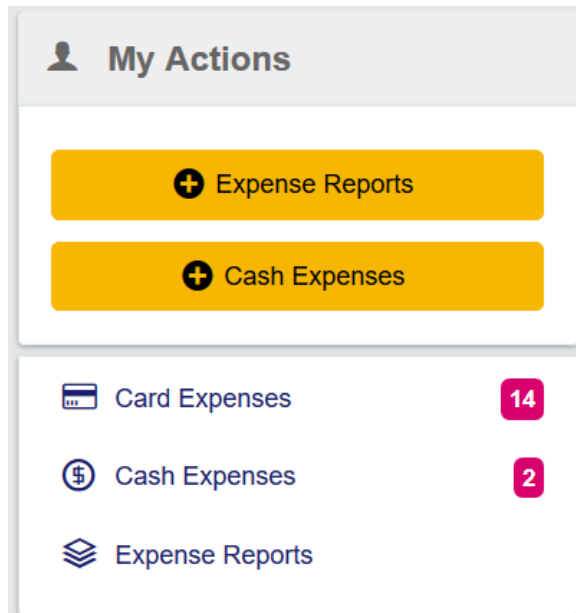
1 Employee

Quick Actions

Quick Action buttons allow you to initiate the creation of new expenses directly from the *Home* screen. There is no need to navigate anywhere. Simply click **+ Expense Reports** or **+ Cash Expenses** to get started.

Directly below the *Quick Action* buttons are links that display full lists of items requiring your attention.

Note: Available *Quick Action* buttons and links depend on your role and your organization’s settings.



Menus

The **Visa IntelliLink Spend Management** menus include:

Menu	Description
Home	Click to return to the <i>Home</i> screen.
Expenses	Click to manage your transactions, out-of-pocket/cash expenses, expense reports, and account statements.
Approvals	Click to view and approve transactions. If you are not an approver of transactions, you will not see this menu.
Reports	Click to view the reports you can run. This is determined by your role in the organization and which reports have been made available for your access.
Profile	Click to log out, get help, and view and manage account features and personal settings—including your <i>Image Library</i> , password, and memorable word.

The Profile Menu

View and manage account features and personal settings from the  **Profile** menu:

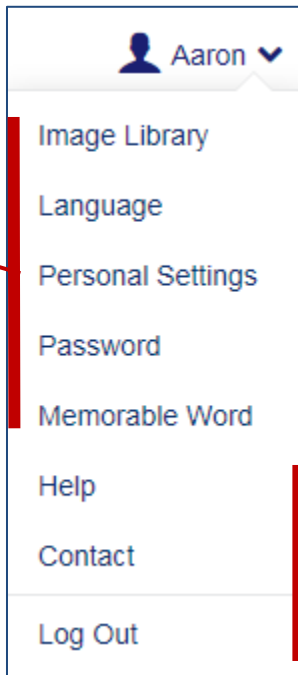
Upload and attach receipt images.

Choose your language.

Change personal settings.

Reset your password

Reset your memorable word.



Get help.

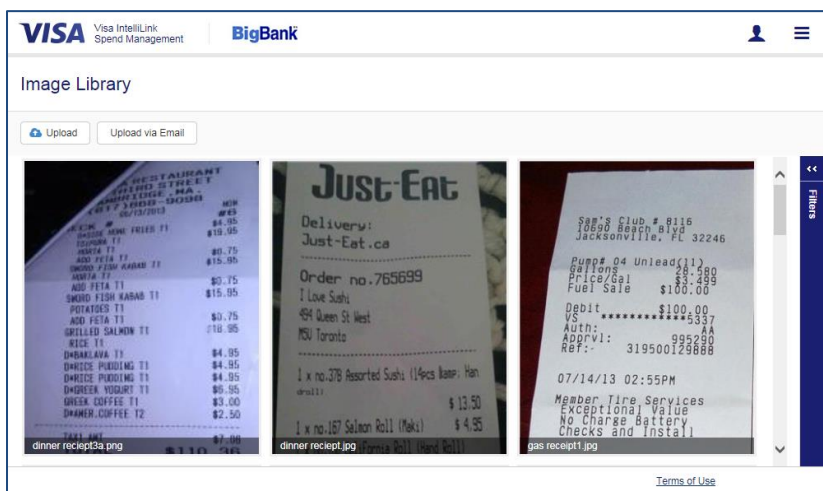
Find contact information for Support.

Log out of the application.

Image Library

The *Image Library* is your personal storage space for receipt images in **Visa IntelliLink Spend Management**. You can view your receipt images, upload new receipt images, and see which images have already been linked to your transactions.

- Choose  **Profile menu** > **Image Library**.

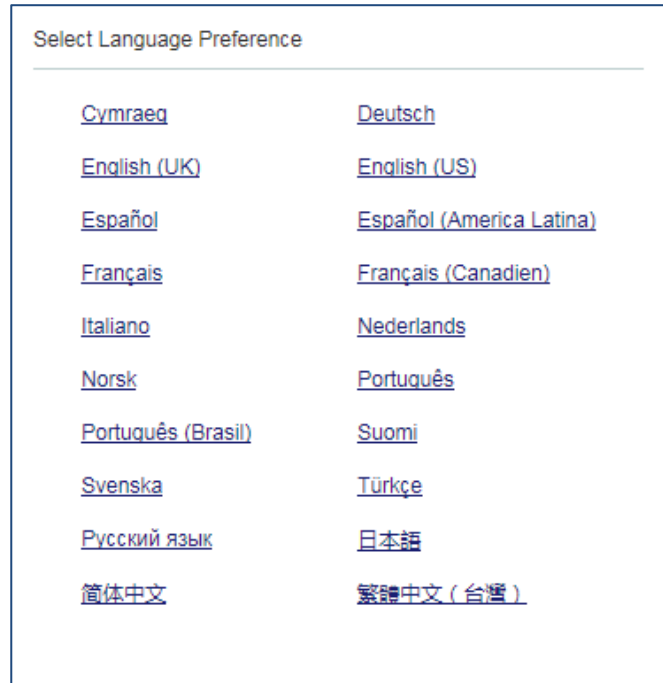


Language

You can change the language used in the interface of **Visa IntelliLink Spend Management** to any one of twenty languages.

1. Choose **Profile menu > Language**.
2. Click your preferred **language**.

Note: The language chosen here updates the language preference in your *Personal Settings* area, ensuring that every time you log in to **Visa IntelliLink Spend Management**, the interface displays in your preferred language.



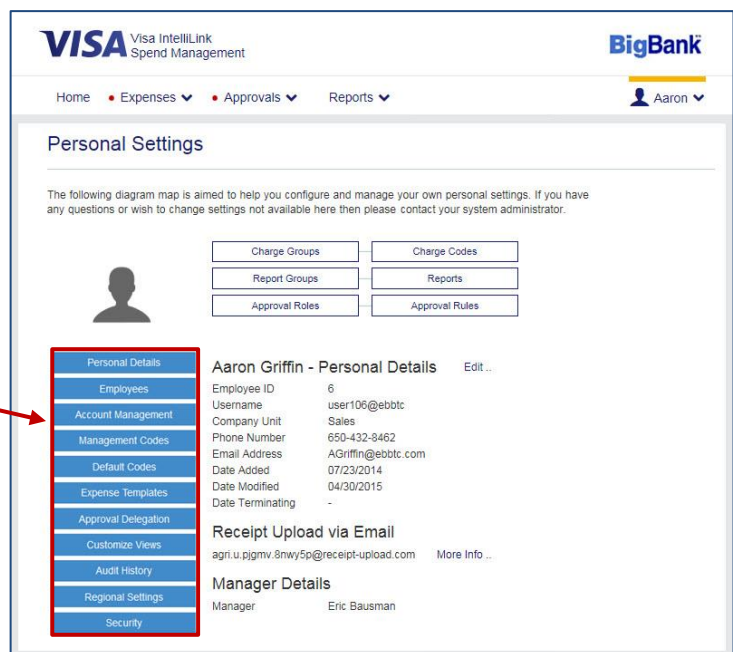
Personal Settings

The Personal Settings screen displays your personal details and provides links to view and change many settings in **Visa IntelliLink Spend Management**. To display the *Personal Settings* screen:

- Choose **Profile menu > Personal Settings**.

Note: For some companies, the information displayed is read-only and cannot be changed by users.

At the left of the *Personal Settings* screen are links to various application settings.



Change personal information

If your company allows it, you can easily change your name, email address, and phone number. Contact your system administrator to change other information.

1. Click **Profile menu > Personal Settings > Personal Details**.
2. On the *Personal Details* screen, click **Edit**.
3. Make changes, enter your password for authorization, then click **Save**.

Personal Details

VISA Modify Personal Details

First Name

Last Name *

Middle Name

Email Address *

Email Address 2

Phone Number

For security reasons before saving you need to enter your current password.

Your Password *

View your receipt upload email address

Visa IntelliLink Spend Management lets you email your receipt images to your Image Library using a personalized, system-generated email address. To view your upload email address:

1. Click **Profile menu > Personal Settings > Personal Details**.
2. On the *Personal Details* screen, under the *Receipt Upload via Email* header, click **More Info**.
3. The *Receipt Upload via Email* window displays.
4. We recommend that you save the email address in your contacts. This will make it easier to send your receipts to the *Image Library*.
5. Click **Close**.

Personal Details


VISA Receipt Upload via Email ✕


To upload receipts to your account via email, please send your receipt to the email address below:

We recommend saving this email address to your contact list or address book to avoid having to enter the email address every time.

Create custom account labels







You can assign personalized names to your accounts, which can be helpful if you have multiple accounts and would like to differentiate them beyond the last four digits of their account number.

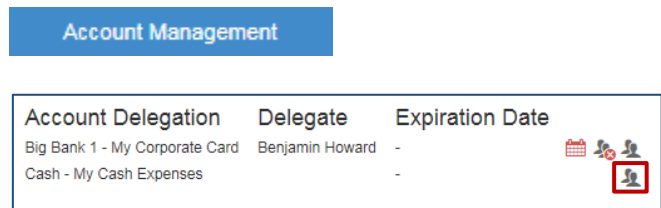
1. Click  **Profile menu > Personal Settings > Account Management.**
2. On the *Account Management* screen, click **Edit**, then enter the **account label(s)** you want to use to identify the account(s) throughout the application.
3. Click **Save**.



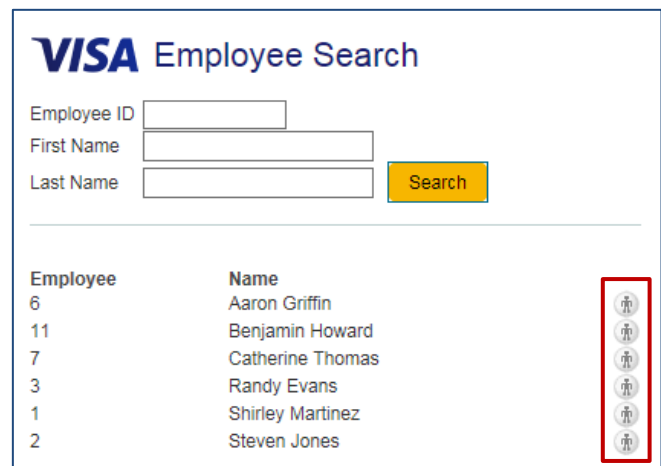
Delegate account responsibility

Employees going on leave, or who for any other reason are unable to manage their expenses for a period of time, can assign a *delegate* to help manage their accounts.

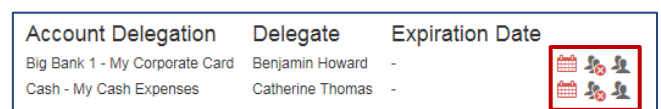
1. Click  **Profile menu > Personal Settings > Account Management.**
2. Click the **Delegate**  icon next to an account name.
3. From the *Employee Search* window, **find** who you want to assign as the account delegate.
4. Click the **Employee**  icon to select the person's name.
5. Click the    icons to set an expiry for the delegation, remove the delegation, or assign multiple delegates to an account.



Account Delegation	Delegate	Expiration Date
Big Bank 1 - My Corporate Card	Benjamin Howard	-
Cash - My Cash Expenses	-	-





Employee	Name
6	Aaron Griffin
11	Benjamin Howard
7	Catherine Thomas
3	Randy Evans
1	Shirley Martinez
2	Steven Jones




Account Delegation	Delegate	Expiration Date
Big Bank 1 - My Corporate Card	Benjamin Howard	-
Cash - My Cash Expenses	Catherine Thomas	-

Delegate charge code responsibility

If you have management responsibility for one or more charge codes in your company's Chart of Accounts, your administrator may have assigned you as the manager of those codes in **Visa IntelliLink Spend Management**. This means you may view expenditure reports for the charge codes.

1. Click  **Profile menu > Personal Settings > Management Codes**.
2. The charge code(s) you are responsible for will display. To delegate the reporting rights for a charge code, click the **Employee**  **icon** to the right of the code.
3. In the [Finance Code] window, click **New Delegate**. The *Employee Search* window displays.

Management Codes

Cost Center / Department Code	Delegates
East Coast Sales	- 

VISA S100E East Coast Sales

The following information details finance code S100E. As a manager or administrator you can add a detailed description to this code, which can then be used to communicate information about the purpose or requirements of this code. Additionally you can also delegate authority to allow other employees to view the online expenditure reports for this code.

Chargeable Code

Charge Code S100E

Description

Code Type Cost Center / Department Code

Report Node No reporting node


Active Yes No

Advanced Description

[Save](#)

Managers	Level Amount	Group Access
Aaron Griffin	0.00	All Codes

[New Delegate](#)

4. From the *Employee Search* window, **find** the person you want to assign as a charge code delegate.
5. Click the **Employee**  **icon** to select the person's name.






VISA Employee Search


Employee ID

First Name

Last Name [Search](#)

Employee	Name
6	Aaron Griffin
11	Benjamin Howard
7	Catherine Thomas
3	Randy Evans
1	Shirley Martinez
2	Steven Jones

6. The selected person is now listed as a Manager (Delegate) of the charge code.
7. Click  to remove a delegation.

Managers	Level Amount
Aaron Griffin	0.00
Shirley Martinez	0.00

[New Delegate](#)

Change default coding

You can view the default charge codes that are automatically assigned to your transactions by the application. If permitted by your company, you can change those default codes.

1. Click **Profile menu > Personal Settings > Default Codes.**
2. If your company allows you to edit your codes, click the **⊕ icon** next to an account name.
3. From the *Default Charge Codes – Personal* window, assign a default **charge code** to each code type, as necessary.
4. Click **Save.**

Default Codes				
Account	CC Code	Project Code	GL Code	GL Code2
My Corporate Card	-	-	GL101	GL101-0
My Cash Expenses	-	-	-	-
Employee	CC Code	Project Code	GL Code	GL Code2
Aaron Griffin	S100E	PRJ-4321	GL101	GL101-2

VISA Default Charge Codes - Personal

CC Code	Project Code	GL Code	GL Code2
S100E ▼	PRJ-4321 ▼	GL101 ▼	GL101-1 ▼

Create expense templates

If enabled for your company, you can create *expense templates* that you can apply to transactions during coding. For example, you can create an expense template to split transactions into multiple lines and allocate a specific percentage to each line.

1. Click **Profile menu** > **Personal Settings** > **Expense Templates**.



2. Click **Create New Template**.



3. In the *Create New Expense Template* window, type a **template name**.
4. To split transactions into multiple lines, click **+**. The total percentage is spread evenly across each line. To delete a line, click **x**.
5. For each line, enter the **percentage** allocated to it. To re-allocate percentages evenly, click **=**.
6. For each line, select a **charge code** for each code type, as necessary. Select **Search** to find codes not in the drop-down.
7. Select a **Tax Code**.

Create New Expense Template

Template Name

Line	GL Code	Cost Center	Percentage	Tax Code
1	<input type="text"/>	<input type="text"/>	100%	[Default]
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	[Default]
			100%	=



Narrative Details

Receipt

Save Cancel



8. In the optional *Narrative Details* field, enter the **text** you want to appear when the template is applied. If left blank, the system default is used (provided by the Issuer from the Merchant, or by Visa IntelliLink Spend Management as per the transaction type details).
9. From the *Receipt* drop-down, select **Yes** to place a check in the *Receipt* check box, indicating the user has a receipt for the transaction. Select **No** to place a cross in the *Receipt* check box, indicating the user does not have a receipt. Leave the field blank to make no selection.
10. Click **Save**.

Set preferred expense templates




1. Click **Profile menu > Personal Settings > Expense Templates**.
2. In the *Set Preferred Expense Template* window, click  at the right of an account name.
3. From the *Template* drop-down, select the **preferred template** for the account.
4. Click  to save the setting.

Expense Templates

Set Preferred Expense Template

Account	Template
Big Bank 1 - My Corporate Card	- 
Cash - Account 2	- 




Set Preferred Expense Template


Account	Template
Big Bank 1 - My Corporate Card	Project Template  
Cash - Account 2	- 

Search for a charge code

1. Select **Search** from the code type list.
2. A search window displays.
3. In the *Code Value* field, enter the **code** you're looking for. If you don't know the code, but know all or part of its **description**, enter it in the *Description* field.
4. Click **Search**.

Template Name

Line	CC Code	Project Code	GL Code	GL Code2	Percentage	Tax Code
1	S100E - East Coast Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>	100%	[Default] 
2	[Search]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	[Default]  

100% 

VISA Cost Center / Department

Code - 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 Cost Center / Department




Code - 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.

S100E East Coast Sales 

Note: To help, you can search using the wildcard character "%" anywhere in your search text. For example "ABC%1" finds any code starting with "ABC" and with the number "1" located anywhere within it, for example "ABC00100".

- The code(s) that meet your search criteria are listed (up to 60 codes). If the particular code you are looking is not in the list, refine your search.
- Click  to the right of the code you want to select, or click  to add the code to the drop-down as a Favorite. To remove a code from the drop-down, click  .

Note: If you are unable to find a code you believe you should have access to, contact your administrator.

VISA Cost Center / Department

Code - 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 Cost Center / Department

Code - 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.




C701OP	Consultants - Operations	↕ ⓘ ↕
C801M	Consultants - Marketing	↕ ⓘ ↕
C901A	Consultants - Financial	↕ ⓘ ↕
P700OP	Partners - Operations	↕ ⓘ ↕
P800M	Partners - Marketing	↕ ⓘ ↕
P900A	Partners - Finance	↕ ⓘ ↕
S100E	East Coast Sales	↕ ⓘ ↕
S101W	West Coast Sales	↕ ⓘ ↕
S102C	Central Region Sales	↕ ⓘ ↕

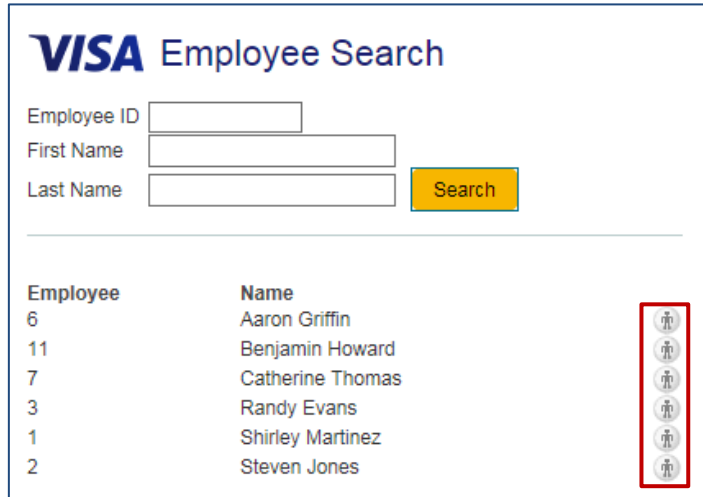
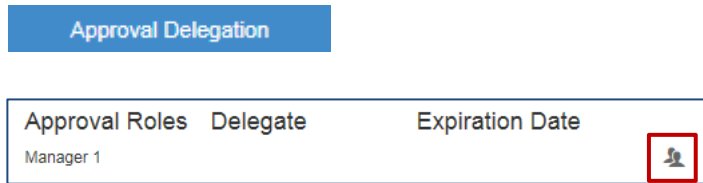
S100E East Coast Sales ↕




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

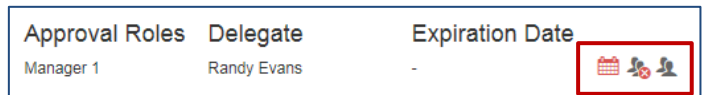
Delegate approval responsibility

Managers going on leave, or who for any other reason are unable to action their approvals for a period of time, can *delegate* their approval role to one or more other employees.

1. Click  **Profile menu > Personal Settings > Approval Delegation.**
2. Click the **Delegate**  icon next to the approval role you want to delegate.
3. From the *Employee Search* window, **find** the person you want to assign as a delegate.
4. Click the **Employee**  icon to select the person's name. You can delegate only to managers and other authorized delegates.



5. Click the    **icons** to set an expiry for the delegation, remove the delegation, or assign multiple delegates to an account.




Note:

- Some companies choose to disable this functionality, in which case you will not see an *Approval Delegation* link on your *Personal Settings* screen.
- If company unit restrictions have been enabled, you may only be able to delegate your approval role to those within your own company unit.

Customize account statements

By default, **Visa IntelliLink Spend Management** displays information the majority of users like to see on their account statements. If you want to make changes:

1. Click **Profile menu > Personal Settings > Customize Views**.
2. From the *Statement - Fields & Sort Order* list, choose the **fields** you want to see on your account statement. (Your company settings dictate what fields are available.)
3. Click to the right of the **field** you want to use as the primary sort order for your statements. A green arrow  icon will display next to the field. To toggle between descending/ascending sort orders, click the arrow.
4. If enabled by your company, choose the **Quick Coding** option to code transactions directly from the *Account Statement* screen. (Optional).

Customize Views

Statement - Fields & Sort Order	
Transaction Date	<input checked="" type="checkbox"/> ↑
Posting Date	<input type="checkbox"/>
Transaction Type	<input checked="" type="checkbox"/>
Supplier	<input checked="" type="checkbox"/>
Supplier Order Number	<input type="checkbox"/>
Disputed	<input type="checkbox"/>
Personal	<input type="checkbox"/>
Source Amount	<input type="checkbox"/>
Tax Amount	<input type="checkbox"/>
Issuer Tax Amount	<input type="checkbox"/>
Amount (Tax Exclusive)	<input type="checkbox"/>
Amount (Tax Inclusive)	<input checked="" type="checkbox"/>
Receipt	<input type="checkbox"/>
Receipt Image	<input checked="" type="checkbox"/>
Enhanced Data	<input type="checkbox"/>
Transaction Coding	<input type="checkbox"/>
Allocation	<input type="checkbox"/>
Expense Report Name	<input type="checkbox"/>
Expense Report Number	<input type="checkbox"/>
QuickCoding	<input checked="" type="checkbox"/>

Note: Some companies choose to disable this functionality, in which case you will not see a *Customize Views* button on your *Personal Settings* screen.

Customize approver view

If you hold an approver role within your company, you can choose which fields of information to display on the *Transaction Approval* screen.

1. Click **Profile menu > Personal Settings > Customize Views**.
2. From the *Approver View - Fields* list, choose the fields you want to see when approving transactions and/or expense reports.

Customize Views

Approver View - Fields	
Transaction Coding	<input checked="" type="checkbox"/>
Allocation	<input checked="" type="checkbox"/>
Disputed	<input type="checkbox"/>
Personal	<input type="checkbox"/>
Receipt	<input checked="" type="checkbox"/>
Receipt Image	<input checked="" type="checkbox"/>
Source Currency	<input type="checkbox"/>

Note: Some companies choose to disable this functionality, in which case you will not see a *Customize Views* button on your *Personal Settings* screen.

View audit history

If you can edit your personal details, your company may have enabled the *Audit History* feature, which tracks any changes you make to your personal details.

1. Click **Profile menu > Personal Settings > Audit History**.
2. A history of the changes you have made is displayed—including date and details.

Note: Some companies choose to disable this functionality, in which case you will not see an *Audit History* link on your *Personal Settings* screen.

Audit History			
Date	Audit History	Modification	
02/06/2015 11:15	Aaron Griffin	First Name	Aaron
		Last Name	Griffin
		Email Address	AGriffin@ebbtc.com
		Phone Number	650-432-8462
		Company Unit	Sales
02/06/2015 11:13	Aaron Griffin	First Name	Estanislado
		Last Name	Hannaford
		Email Address	user@demo.com
		Phone Number	650-432-8462
		Company Unit	Sales

Change regional settings

Your company has set defaults for the application date format, language, number format, name format, and time zone. Here's how to make changes:

1. Click **Profile menu > Personal Settings > Regional Settings**.
2. Make changes as needed.
3. Click **Save**.

Regional Settings	
Date Format:	<input type="text" value="mm/dd/yyyy"/> ▼
Using this format, the 18th March 2008 would be entered and displayed as 03/18/2008	
Language:	<input type="text" value="English (US)"/> ▼
Numeric Format:	<input type="text" value="1,000,000.00"/> ▼
Name Format:	<input type="text" value="<First name> <Last name>"/> ▼
Timezone:	<input type="text" value="(GMT-08:00) Pacific Time (US & Canada)"/> ▼
<input type="button" value="Save"/>	

Account Statements

The *Expenses* menu contains links to your most recent account statements. Accounts and statements requiring your attention are marked with a red dot (●).

The screenshot displays the Visa IntelliLink Spend Management interface. At the top left is the VISA logo and 'Visa IntelliLink Spend Management'. At the top right is the BigBank logo. Below the logos is a navigation bar with 'Home', 'Expenses' (highlighted with a red box and a red dot), 'Approvals', and 'Reports'. A user profile 'Aaron' is visible on the right. The main content area is titled 'Expenses' and shows a list of items for 'Big Bank 1'. The 'Items Requiring Attention' section is highlighted in yellow and contains a list of statements: 'Statement - 05/14/2016' (with a red dot), 'Statement - 04/14/2016', 'Statement - 03/14/2016', 'Statement - 02/14/2016', and 'Statement - 01/14/2016'.

View an account statement

From the **Expenses menu**, click the **account** and **statement period** you would like to view. The *Account Statement* screen displays transactions that occurred within the selected period.

The screenshot shows the 'Account Statement' interface. At the top, there are logos for VISA Visa IntelliLink Spend Management and BigBank. Below the logos is a navigation bar with 'Home', 'Expenses', 'Approvals', and 'Reports' menus, and a user profile for 'Aaron'. The main content area displays the account statement for 'Aaron Griffin - Big Bank 1 - My Corporate Card' for the period '04/15/2016 to 05/14/2016'. To the right of the title, there are balance details: Current Balance 16,910.67, Previous Balance 3,362.12, and Credit Limit 5,800.00. Below this is a table of transactions with columns for Tran Date, Transaction Type, Supplier, Image(s), and Amount Incl. The table contains seven rows of data, including purchases from Wingate By Wyndham Sh Pum, Mimeo.Com, The Home Depot 4611, Fedex Kinkos, and Capital Ale House, and a payment of -3,362.12. Each transaction row has status icons (X, checkmark, question mark, exclamation mark) to its right. At the bottom right of the table area, there are links for 'Manage Receipt Images' and 'View Statement Report'.

Tran Date	Transaction Type	Supplier	Image(s)	Amount Incl	Status
04/12/2016	Purchase	Wingate By Wyndham Sh Pum	No	13,634.58	X !
04/13/2016	Purchase	Mimeo.Com	Yes	162.55	✓ !
04/13/2016	Purchase	The Home Depot 4611	No	5.45	X !
04/24/2016	Purchase	Fedex Kinkos	No	1,661.11	X !
05/02/2016	Purchase	Capital Ale House	No	53.41	X !
05/01/2016	Payment	Payment	No	-3,362.12	

Transaction status icons

The following icons may appear next to the transactions on your Account Statement.

Icon	Meaning
	The transaction is incomplete. Hover over the icon to see what needs to be done.
	The transaction is fully coded or approved.
	The transaction was automatically coded by the system. However, it still requires review and submission. Click the icon to do so.
	The transaction has not yet been approved.
	The approver has requested more details about the transaction.

Approval Notifications

When a cardholder submits a transaction or an expense report, **Visa IntelliLink Spend Management** routes it to the managers who need to approve it. Who those managers are and the number needed to approve an expense is determined by your company, using customizable workflow rules.

There are two ways to know if there are transactions or expense reports awaiting your approval: Home screen notifications, and email notifications.

On the Home screen

The following notifications on the Home screen let you know if you have transactions or expense reports to approve. Click any notification to display a full list of items requiring your attention, and to begin the approval process.

The Approvals Menu.
Displays with a red dot (●) next to it when there are items requiring your approval.

The Approvals Link.
Displays the number of items requiring your approval.

The Approvals Panel.
Displays the number of items requiring your approval, the number of employees submitting expenses, and the status of your requests for additional information.

The screenshot shows the following data on the Home screen:

- Navigation:** Home, Expenses (with red dot), Approvals (with red dot), Reports
- MY EXPENSES:**
 - Big Bank 1: Action Required 43, Pending Approval 8, Current Balance (USD) 8,762.12, Available Credit (USD) -2,062.12
 - Cash Expenses: Action Required 3, Pending Approval 1, Current Balance (USD) 192.30
- APPROVALS:**
 - Approvals: 2 (Action Required), 0 (Info Provided), 0 (Info Required), 1 Employee
- Left Sidebar:** Expense Reports, Cash Expenses, Card Transactions (43), Cash Expenses (3), Approvals (2), Expense Reports (3), Pinned, Reports, My Information, Transaction Search - Personal, Expenditure Analysis, Spend - Employee, Suppliers - Employee, Analysis - Employee
- Right Sidebar:** ABC Company logo, Announcements, Issuer Message, Important Note

By Email

Visa IntelliLink Spend Management also offers an optional email-based notification and approval feature.

The content of the system-generated email varies, depending on the format selected by your company. The email may contain just the names of employees who have submitted items for your approval, employee names and the details of their transactions, or a complete listing of both names and transactions and the ability to approve transactions directly from the email.

Transaction Approval Action Required

The following transaction approval actions are required for the following employees. You may directly approve transactions by selecting their respective approve buttons, you must however be connected to the internet. Please note that you may only approve transactions up to 10 days from the date this email was issued.

User Three - DEF Financial - 15/05/2015 to 14/06/2015

				<u>Approve All</u>
21/05/2015	Dollar Rac Las000 Purchase M100SVC P800M PRO1001 D104 180.23	\$ 180.23		<u>Approve</u>
21/05/2015	United Air 0165550913324 Purchase M100SVC P800M PRO1001 D104 512.20	\$ 512.20		<u>Approve</u>
31/05/2015	Anaheim Plaza Hotel Purchase M100SVC P800M PRO1001 D104 325.00	\$ 325.00		<u>Approve</u>

For more information about this optional feature, see the [Automated Email Approval](#) section of this document.

Transaction-Based Approval

If your company has set up *transaction-based* approval (rather than *expense report-based* approval), transactions are submitted for approval as soon as, or shortly after, they are coded. If your company requires that cardholders link transactions to an expense report before submitting them, please skip this section and proceed to the [Expense Report-Based Approval](#) section.

1. Click any **notification** on the *Home* screen that shows you have transactions to approve. For more information, see the [Home screen notifications](#) section.
2. In the *Items Requiring Attention* window, click an **Employee Name** to approve transactions for an employee across *all* periods and accounts. Or, click a **Statement Period** to approve transactions for an employee for a *specific* period and account.

Employee	Period	Information Required	Information Provided	Approval Required
Aaron Griffin	Big Bank 1 04/14/2016	-	-	6
	03/14/2016	-	-	6
	12/14/2015	-	-	2
Donna Cook	Big Bank 1 04/14/2016	-	-	5
	03/14/2016	-	-	9

For each employee/statement period, the *Items Requiring Attention* window displays a count of transactions in each of the following states:

- **Information Required.** The number of transactions for which you have requested an employee provide more information.
- **Information Provided.** The number of transactions for which an employee has provided the information you requested.
- **Approval Required.** The number of transactions awaiting your approval.

Note: To learn more about requesting more information from an employee, see the [Request Information, or Reverse Approval](#) section.

- The *Transaction Approval* window displays. It lists the transactions the selected employee has submitted for your approval.

Home Expenses Approvals Reports Alan

Transaction Approval

Statement & transactions requiring approval
Donna Cook

Previous Next

Expand All Collapse All

Big Bank 1 - Corporate (0020) Approve Selected Items Approve All

Information Required

Information Provided

Approval Required

	Linked to	Receipt	Amount	Allocation	
02/20/2016 # 0946 La Quinta Inns	-	Yes	281.40	View	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Purchase # 0946 La Quinta Inns					
M100SVC GL109 GL109-2	None	0.00	281.40		
02/20/2016 Dom Va Nc Power	-	Yes	41.19	View	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Purchase Dom Va Nc Power					
M100SVC GL101	None	0.00	41.19		

Approved

Tip: Click other headings in the *Transaction Approval* window to show/hide the transactions you've requested more information about, the transactions the employee has provided more information for, and transactions you have previously approved.

- In the *Transaction Approval* window, select the **checkbox** of each transaction you want to approve, then click **Approve Selected Items**. If you want to approve *all* of the transactions, click **Approve All**.

Big Bank 1 - Corporate (0020) Approve Selected Items Approve All

Information Required

Information Provided

Approval Required

	Linked to	Receipt	Amount	Allocation	
02/20/2016 # 0946 La Quinta Inns	-	Yes	281.40	View	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Purchase # 0946 La Quinta Inns					
M100SVC GL109 GL109-2	None	0.00	281.40		
02/20/2016 Dom Va Nc Power	-	Yes	41.19	View	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Purchase Dom Va Nc Power					
M100SVC GL101	None	0.00	41.19		

Note: To view or request more detail about a specific transaction, click the **View** link in the *Allocation* column, or the **Approval Required** icon next to the transaction.

- After approving transactions, you are returned to the *Items Requiring Attention* window. **Repeat steps 2-4** for each employee who has submitted transactions for your approval.

Expense Report-Based Approval

If your company has set up *expense-report based* approval (rather than *transaction-based* approval), cardholders must link their transactions to an expense report before submitting them for approval. If your company requires that individual transactions be submitted as soon as, or shortly after, they are coded, please skip this section and see instead the [Transaction-Based Approval](#) section.

1. Click any one of the **notifications** on the *Home* screen that show you have expense reports to approve. For more information, see the [Home screen approval notifications](#) section.
2. In the *Items Requiring Attention* window, click an **Employee Name** to approve expense reports for an employee across *all* periods. Or, click a **Period** to approve a specific expense reports for an employee.


Employee	Period	Information Required	Information Provided	Approval Required
Steven Jones	Expense Report			
	Business Trip to Cleveland	11/15/2015	-	1
	March Expenses	03/01/2016	-	1
	Business trip to Orlando	05/23/2016	-	1

For each employee/statement period, the *Items Requiring Attention* window displays a count of transactions in each of the following states:

- **Information Required.** The number of transactions for which you have requested an employee provide more information.
- **Information Provided.** The number of transactions for which an employee has provided the information you requested.
- **Approval Required.** The number of transactions awaiting your approval.

Note: To learn more about requesting more information from an employee, see the [Request Information, or Reverse Approval](#) section.

Approve expense reports by employee

1. Click any of the [Home screen approval notifications](#), then in the *Items Requiring Attention* window, click an **Employee Name**.
2. In the *Transaction Approval* window, click the **Approval Required**  icon next to the expense report you want to approve.

Home • Expenses ▾ • Approvals ▾ Reports ▾ Aaron ▾




Transaction Approval [Back](#)

Statement & transactions requiring approval
Steven Jones

[Expand All](#) [Collapse All](#)

Expense Reports

- Information Required
- Information Provided
- ▲ **Approval Required (3)**

Expense Reports 3.1	Creation Date	Submit Date	Linked Items	Amount	
23 11/14/2015 Business Trip to Cleveland	01/20/2016	01/20/2016	4 Sales visit to CleveLamps, Inc.	2,465.04	
30 05/22/2016 Business trip to Orlando	07/13/2016	07/13/2016	4	566.98	
31 02/29/2016 March Expenses	07/14/2016	07/14/2016	10 ER to cover all expenses incurred in March 2016	1,924.38	

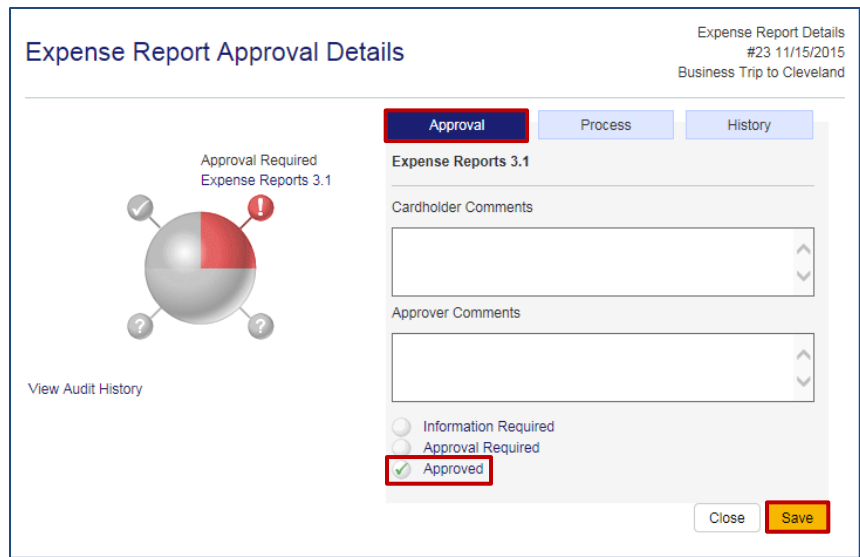
- Approved

Tip: If you want to view the transactions on an expense report, click the numeric value in the *Linked Items* column.

- On the *Approval* tab of the *Expense Report Approval Details* window, click **Approved** then click **Save** to approve the expense report.

You may also:

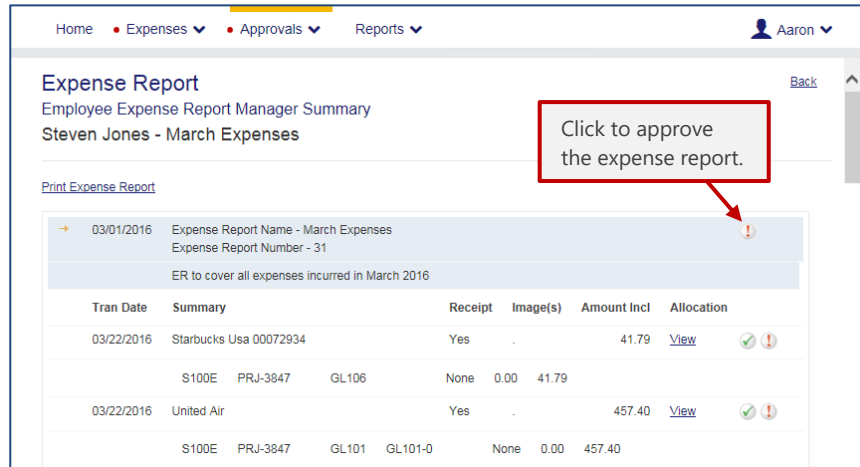
- Click **Process** to display the names of approvers, as well as the approval rules that govern the process.
- Click **History** to display an audit trail of approvers and what actions were performed to date.
- Click **View Audit History** to see the full history of the expense report.




- You are returned to the *Items Requiring Attention* window. **Repeat steps 2-3** for each employee who has submitted an expense report for your approval.

Approve expense reports by period

1. First, click any of the [Home screen approval notifications](#), then in the *Items Requiring Attention* window, click an expense report **Period**.
2. If necessary, **scroll** the *Expense Report* window to view all the transactions included in the expense report.
3. Click the **Approval Required**  icon next to the *expense report* (shaded in blue).

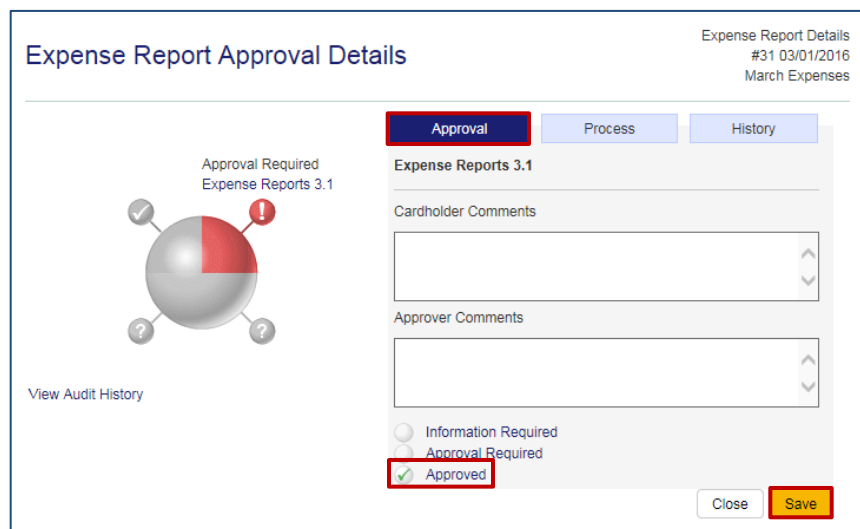


Note: To view or request more detail about a specific transaction, click the **Approval Required**  icon next to the *transaction*.

4. On the *Approval* tab of the *Expense Report Approval Details* window, click **Approved** then click **Save** to approve the expense report.

You may also:




- Click **Process** to display the names of approvers, as well as the approval rules that govern the process.
- Click **History** to display an audit trail of approvers and what actions were performed to date.
- Click **View Audit History** to see the full history of the expense report.



5. You are returned to the *Items Requiring Attention* window. **Repeat steps 1-4** for each expense report that has been submitted for your approval.

Request Information, or Reverse Approval

Sometimes you need to request more information, or change your approval of a transaction or expense report. For example, you declined an expense report initially, but the employee has since provided you with an explanation for its purchase and you want to approve it now.

1. In the *Transaction Approval* window, click the **Approval Status** icon next to the transaction or expense report you want to change. The icon will appear as an , , or  depending on the transaction or expense report's current status. (Hover over the status icon, or see the [Approval Status](#) section for more detail.
2. The *Transaction Details*, or *Expense Report Approval Details* window displays, defaulting to the *Approval* tab.

Note: The *Expense Report Approval Details* window is used in the example below, however, the capabilities and steps for the *Transaction Details* window are the same.



3. Select the appropriate option at the bottom of the window:
 - To request more information, click **Information Required**, then enter text in the *Approver Comments* field. Your comments will be forwarded to the employee for their response.
 - To reverse an approval, click **Approval Required**.
 - To approve an expense report, click **Approved**.
4. Click **Save**. The transaction or expense report is moved to the appropriate heading on the *Transaction Approval* window.

Approval Status

Approvals are governed by your company’s approval rules. At each change of approval status, the cardholder and/or approver may be notified of the change and requested to take necessary action to complete the process. For example, when you request more information from an employee regarding a transaction or expense report, it is automatically sent to them for comment. Most companies are configured so that a transaction or expense report is locked after it has been approved and extracted.





1. Go to the *Transaction Approval* window. The rightmost column of icons shows you the approval status of your transactions and expense reports.

Big Bank 1 - Corporate (0020) [Approve Selected Items](#) [Approve All](#)




Information Required



Information Provided

Approval Required

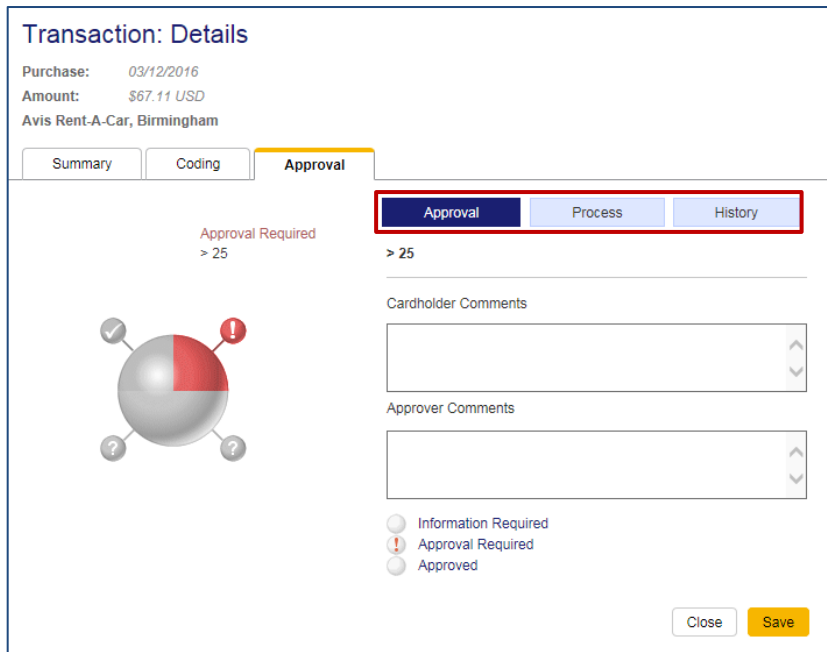
Date	Description	Linked to	Receipt	Amount	Allocation	Approval Status
02/20/2016	# 0946 La Quinta Inns	-	Yes	281.40	View	  <input type="checkbox"/>
	Purchase # 0946 La Quinta Inns					
	M100SVC GL109 GL109-2 None 0.00 281.40					
02/20/2016	Dom Va Nc Power	-	Yes	41.19	View	  <input type="checkbox"/>
	Purchase Dom Va Nc Power					
	M100SVC GL101 None 0.00 41.19					

2. Any one of three **Approval Status** icons can appear next to a transaction or expense report. Hover over an icon for more information, as described below.

Icon	Meaning
	The transaction or expense report has not yet been approved.
	The transaction or expense report has been fully approved.
	You, as approver, have requested more information about the transaction or expense report. It can remain in this state until the employee responds, or until you reviewed the employee response and take action.

3. Click an **Approval Status** icon ( ,  , or ) for more information.

- On the *Approval* window:
 - Click **Approval** to display comments provided by the cardholder and approver(s).
 - Click **Process** to display the names of approvers, as well as the approval rules that govern the process.
 - Click **History** to display an audit trail of approvers and what actions were performed to approve the transaction.
 - You may also [request more information, or reverse your approval](#).



- Review the *Approval* window to see if there is any action required by you:

Approved



If you see a check mark, and the top-left quadrant of the sphere is **green**, no action is required by you. You have previously approved the transaction or expense report.

Note: If an employee changes the coding of an expense after it has been approved, the transaction may be returned to you for re-approval, depending on company settings. Also, if a transaction is locked (approved and/or extracted from the system) it cannot be edited or deleted.

Information Required



If you see a question mark and the bottom-right quadrant of the sphere is **yellow-orange**, you have previously asked the employee to provide additional information; the information must be provided before you can approve the transaction or expense report.

Awaiting Approver Response



If you see an exclamation mark, and the top-right quadrant of the sphere is **red**, the transaction or expense report is awaiting your approval.

Automated Email Approval

Visa IntelliLink Spend Management also offers an *optional* email-based notification and approval feature. The content of the system-generated email varies, depending on the format selected by your company. The email may contain just the names of employees who have submitted items for your approval, employee names and the details of their transactions, or a complete listing of both names and transactions and the ability to approve transactions directly from the email.

To approve transactions

You will not receive one email for each action required. To avoid email overload, you will receive one email that summarizes all approval action required by you.

1. Click **Approve All** to approve all of the card transactions and cash expenses (if enabled) listed in the email.
- **Or**, click **Approve** to approve individual card transaction and cash expenses (if enabled) listed in the email.
2. Your browser will open to confirm your approval.

Transaction Approval Action Required

The following transaction approval actions are required for the following employees. You may directly approve transactions by selecting their respective approve buttons, you must however be connected to the internet. Please note that you may only approve transactions up to 10 days from the date this email was issued.

User Three - DEF Financial - 15/05/2015 to 14/06/2015

			<u>Approve All</u>
21/05/2015	Dollar Rac Las000 Purchase M100SVC P800M PRO1001 D104 180.23	\$ 180.23	<u>Approve</u>
21/05/2015	United Air 0165550913324 Purchase M100SVC P800M PRO1001 D104 512.20	\$ 512.20	<u>Approve</u>
31/05/2015	Anaheim Plaza Hotel Purchase M100SVC P800M PRO1001 D104 325.00	\$ 325.00	<u>Approve</u>

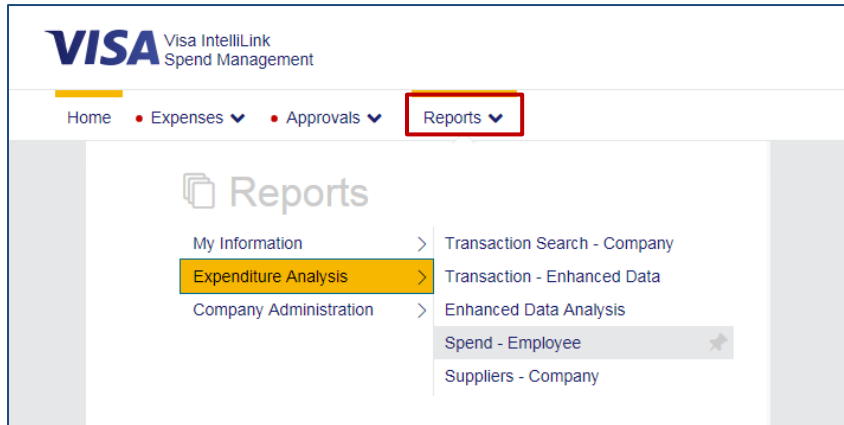
Note:

- You must take action on the approvals contained in the email within ten days of receipt, and you must be connected to the Internet at the time of approval.
- When you click *Approve All*, only the items listed in the email are approved; items that were submitted for approval after the email was sent will not be approved.
- If you need more details about a transaction, or if you need to ask a cardholder for more information about a purchase, logon to **Visa IntelliLink Spend Management** and follow the approval instructions contained in this document.

Reports

- From the top-level menu, click **Reports**. The reports you have access to are determined by your company and your role.

Tip: You can *pin* the reports you use most often for easy access. For more info, see the [Pinned Items](#) section.




- Select a report to run. In this example, the **Transaction Search – Personal** report:
- In the Report Filters window, select your report settings.
- Click **Search**. The report is displayed.

The screenshot shows the 'Spend - Employee' configuration window. It includes fields for Employee First Name, Employee Last Name, Management Level, and Company Unit. There are also fields for Account Number (Last 4 Digits), Account Issuer (set to 'Big Bank 1'), Statement Period (08/15/2016 to 09/14/2016), Account Type ([All Types]), Start Date, and End Date. A section for 'Posting Date' vs 'Transaction Date' is visible. On the right, there are expandable sections for 'Coding Information', 'Currency & Amount', 'Properties & Status', and 'Additional Fields'. The 'Additional Fields' section is expanded, showing 'General Fields' and 'Account Specific Fields' with checkboxes for various data points like Posting Date, Transaction Date, Tax Amount, Amount (Tax Inclusive/Exclusive), Source Amount, Expense Report Name/Number, Transaction Type, Supplier, Cash Specific Fields, Expense Stage, and Sum Description. A 'Report Templates' dropdown is at the bottom. A red box highlights the 'Search' button.

Common Approver Reports

- Spend - Employee** report. Allows an approver to view all spend made by an employee for a selected period.
- Suppliers - Employee** report. Allows an approver to view the suppliers used by an employee.
- Analysis - Employee** report. Allows an approver to analyze the spending pattern of an employee. It includes information on total spend per month, average spend, and transaction count.

Help

1. Choose  **Profile menu** > **Help**.
2. Search:
 - Click **Search** and enter a keyword. A list of relevant topics is displayed.
3. **Or**, Browse:
 - Click **Contents** and navigate your way to the relevant topic.

Tip: For further support, contact your company administrator.

