

## 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.

To create a NEW Expense report click here

To find previous Expense reports or to create for others, please click here.

## 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.

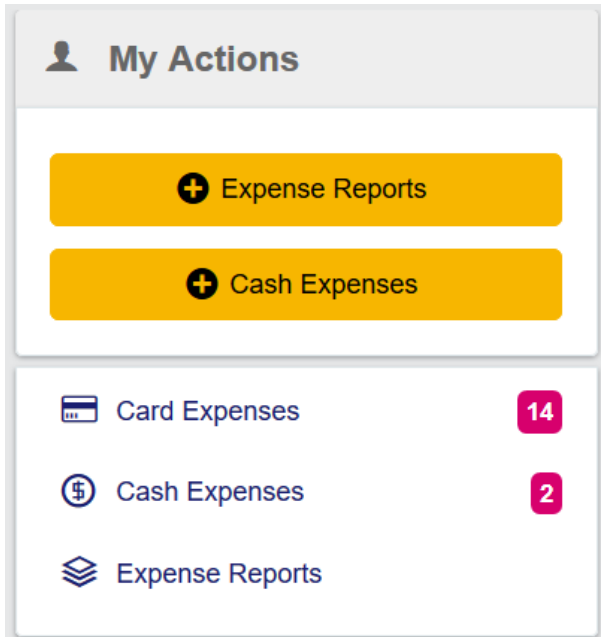
**Tip:** Areas with items requiring your attention are marked with a red dot (●).

## 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 (WAC does not have)** 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.





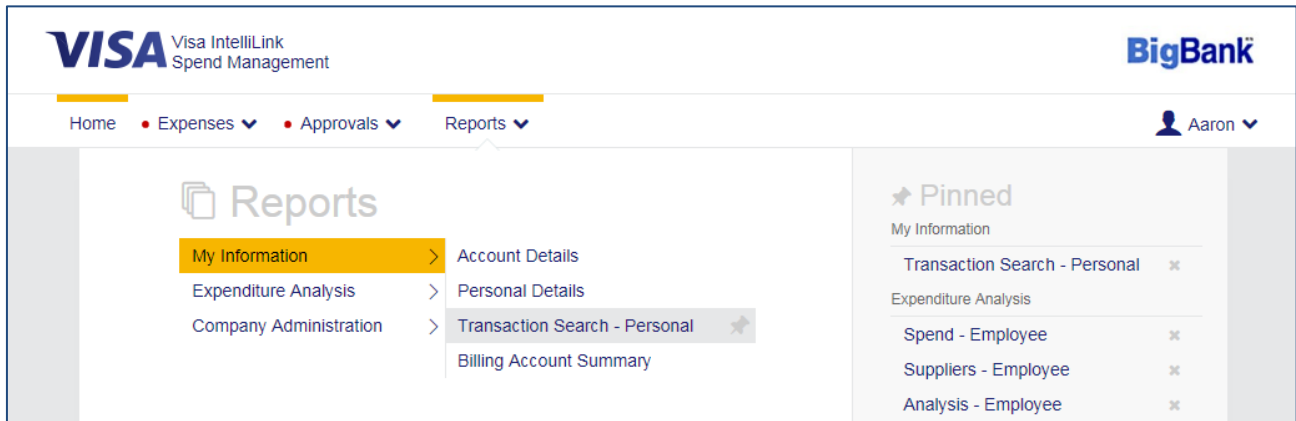
## Menus

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

Menu	Description
<b>Home</b>	Click to return to the <i>Home</i> screen.
<b>Expenses</b>	Click to manage your transactions, expense reports, and account statements.
<b>Approvals</b>	Click to view and approve transactions. If you are not an approver of transactions, you will not see this menu.
<b>Reports</b>	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.
<b>Profile</b>	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.

## 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

## The Profile Menu

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

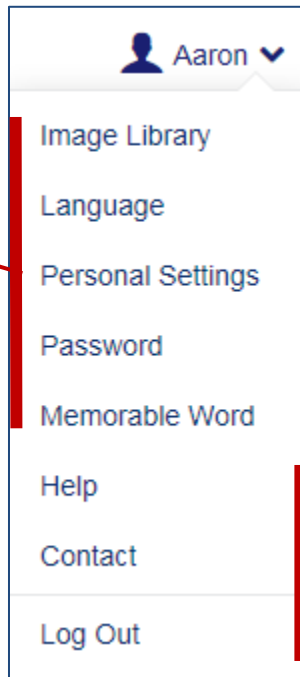
Upload and attach receipt images.

Choose your language.

Change personal settings.

Reset your password

Reset your memorable word.



Get help.

Find contact information for Support.

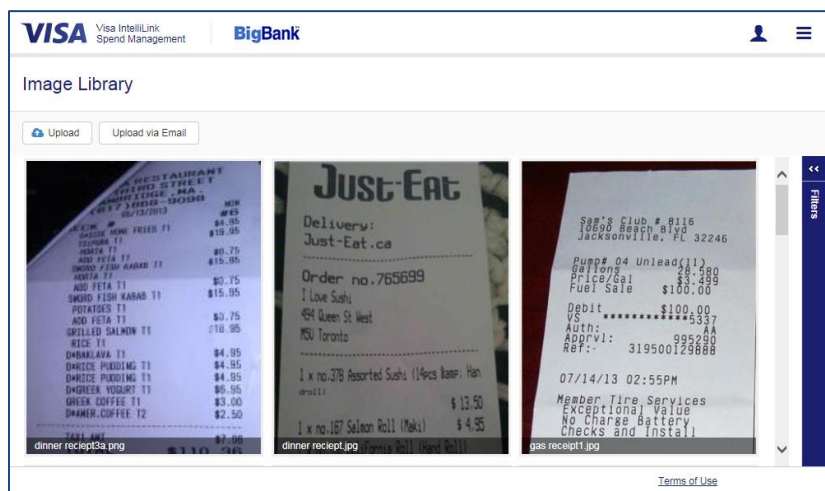
Log out of the application.

## 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**.

**Note:** To learn more about working with receipt images, see the [Receipt Imaging](#) section in this document.

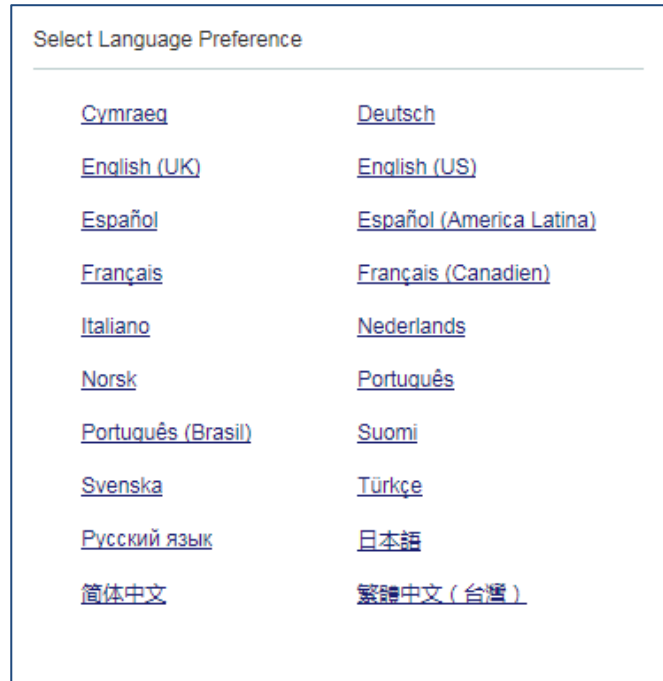


## Language

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

5. Choose  **Profile menu** > **Language**.
6. 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.

