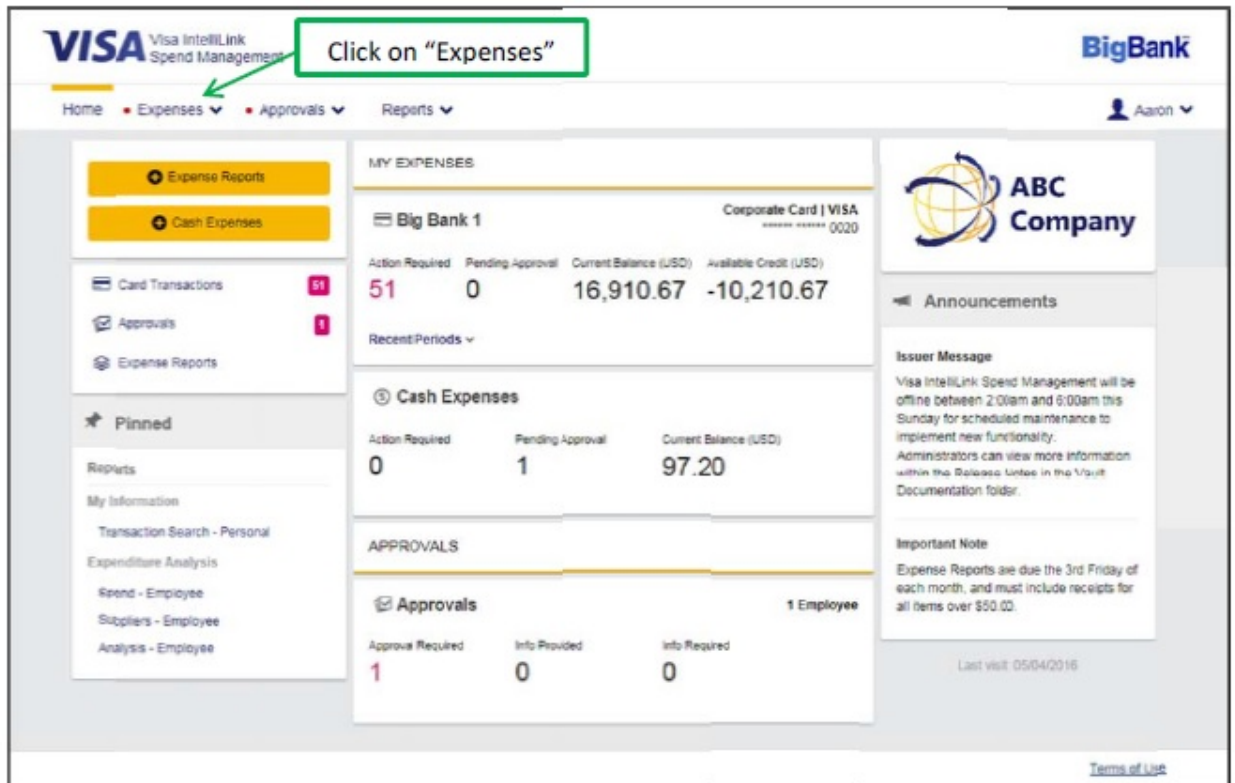
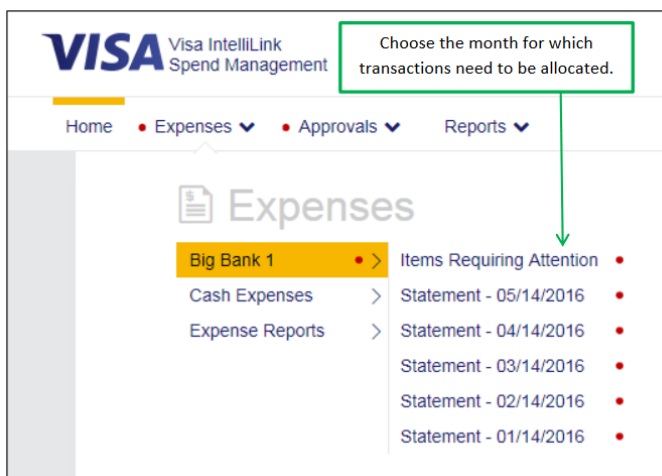


- Log into Visa Intellilink
<https://identity.intellilink.spendmanagement.visa.com/login?signin=50d6787db5f792b20ac6c15c2206548d#/login>
- On your home page, click “Expenses” menu option. If allocations are required, items will be marked with a red dot.



- From the list, click on the month for which transactions require allocation. Areas with items requiring your attention are marked with a red dot.



- Transactions requiring allocation will be displayed in the center of the screen. There will be a red X and a red exclamation point on the right side of each transaction.

To begin allocating, click on the red X for the first transaction requiring allocation.

Transactions for the chosen month are displayed on the center of the screen.

- A red X in the first column denotes that a transaction requires allocation.
- A green checkmark in the first column denotes that a transaction has been allocated.
- A red exclamation mark in the second column denotes that a transaction requires approval.
- A green checkmark in the second column denotes that a transaction has been approved.
- A red question mark in the second column denotes that further information has been requested from the cardholder.

Tran Date	Supplier	Amount Tax	Amount Incl	Allocation	Approval
06/04/2013	Crystallmaker Software Ltd	0.00	1,207.58	X	!
06/13/2013	Teamworkpm	0.00	99.79	✓	✓
06/26/2013	Upside Wireless Inc	0.00	75.60	X	!

- Click on the red X for the first transaction. The Transaction Details screen will be displayed.
- Each transaction must have an Org Code and an Account. Check with your department if you also require an Activity Code as well.
- Transactions automatically default to the employee’s home Org Code and an Account. This is not necessarily the proper information for the transaction – always check!
- **The next few steps will describe how to assign an Org Code. Please use the same process to assign an Account and Activity (if needed).**
- To change the Org Code, click on the arrow next to the Org Code box and then click on the Org if it is listed. If it is not listed, click on “Search”. This brings up the “Org Code – Search” screen.

Transaction: Details

Purchase: 07/31/2017
 Amount: \$88.45 USD
 Steve Weiss Music Inc, 215-6590100

Click down arrow then select correct org.
 If correct org is not a choice, click "Search".

Summary Coding Approval Advanced

	* Org Code	* Account	Activity	Amount Incl	Tax Code
Line 1	2430	6247		88.45	
Line 2	2430 - Murray Library				
Line 3	2724 - Diversity Affairs				
Line 4	7434 - Friends of the Library-Unrestr				
	[Search]				
Balance				0.00	

Description: Purchase Steve Weiss Music Inc

Close Reset Save

- If the Org number is known, type it into the "Code Value" box and click "Search", or if the Org name is known, type it into the "Description" box surrounded by percent (%) signs and click search (for example, %travel%). The Org(s) will be listed below.
- To add the Org to the favorites list, click on the arrow facing to the right.
- To add the Org to this transaction, click on the arrow facing up.

VISA Org Code - Search

Please search for the code you require. Note that only the first active codes will be returned matching your criteria.

Code Value: 2741
 Description: []
 Valid Codes Only: Yes All

Search

VISA Org Code - Favourites

2741 Procurement Posting

Click this arrow to add to favorites

Click this arrow to add to this transaction

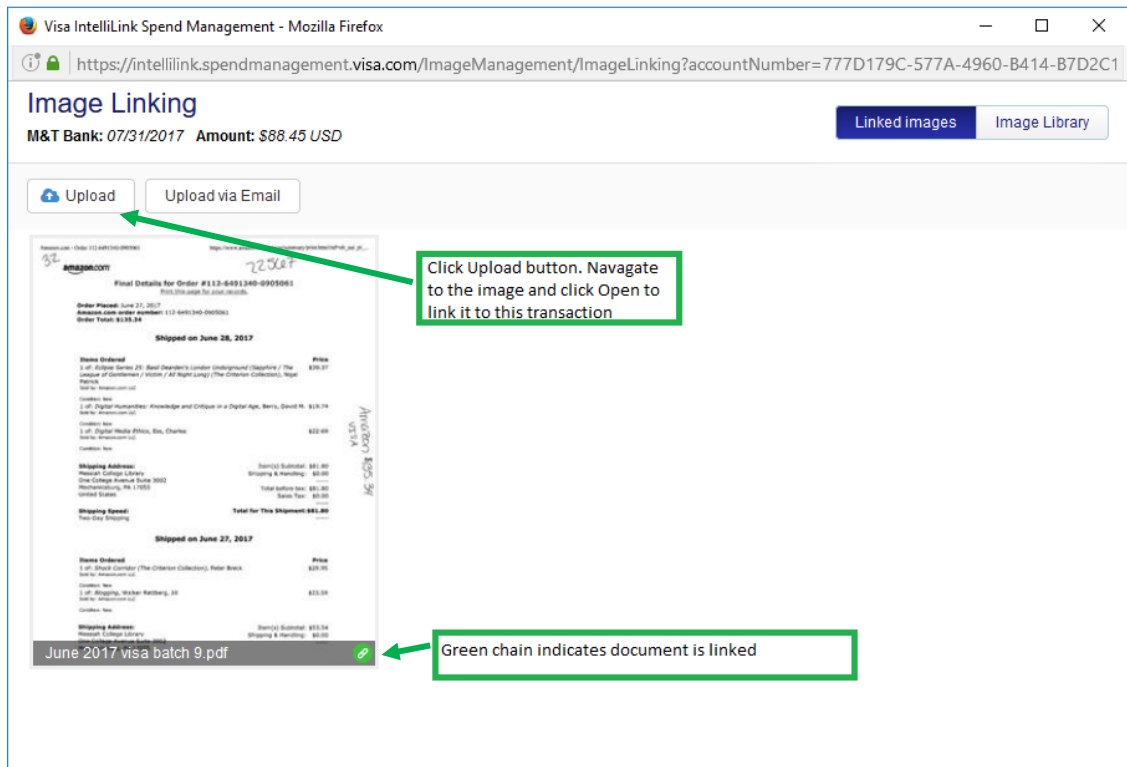
Page 1 View Help

- Click on the Description box to enter the “5 W’s” of the transaction. Between the Description box and the information on the receipt you will upload, all of the “5 W” questions must be answered. The IRS requires this extremely important step and the information must be maintained for audit purposes.
 - Who: This is understood to be the employee. If the purchase was made for someone other than the employee, it should be provided. (See special rules for food purchases)
 - What: item(s) or services(s) purchased. This is typically listed on the itemized receipt; however, a general description is appreciated.
 - Where: This is typically the location where the purchase was made and can be found on the receipt. However, if traveling, the location of travel should also be included.
 - When: This is typically the date of the purchase and can be found on the receipt. However, if traveling, the dates of travel should be included.
 - Why: This is the business purpose of the expense.
- To attach a receipt to this transaction, click on the paperclip icon next to the word “Receipt”

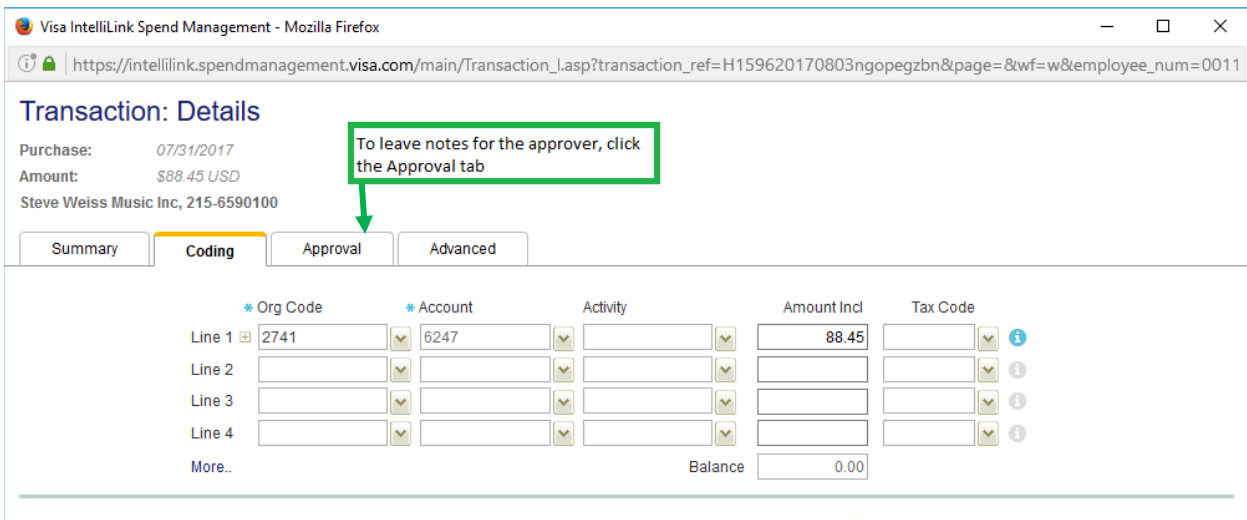
The screenshot shows the 'Transaction: Details' page in the Visa IntelliLink Spend Management system. The browser window title is 'Visa IntelliLink Spend Management - Mozilla Firefox'. The URL is 'https://intellilink.spendmanagement.visa.com/main/Transaction_1.asp?transaction_ref=H159620170803ngopegzbn&page=&wf=w&employee_num=0011'. The transaction details include: Purchase: 07/31/2017, Amount: \$88.45 USD, and Vendor: Steve Weiss Music Inc, 215-6590100. The 'Coding' tab is active, showing a table with columns for Org Code, Account, Activity, Amount Incl, and Tax Code. The first line item shows Org Code 2741, Account 6247, and Amount Incl 88.45. Below the table, there is a 'Description' field and a 'Receipt' field. The 'Description' field contains the text 'Books, music scores, DVDs, Kits, and other materials purchased for Murray Library's collection'. The 'Receipt' field has a paperclip icon next to it. A green box highlights the paperclip icon with the text 'Click paperclip to attach receipt'. Another green box highlights the 'Description' field with the text 'Enter business reason for purchase. Must answer 5 Ws'. At the bottom of the form, there are 'Close', 'Reset', and 'Save' buttons.

- The Image Linking window will appear
- Click “Upload” in the top left corner
- Navigate to your document and click “Open” (you may repeat this as many times as necessary if you have multiple documents to link).

- You should notice a green chain icon in the bottom right corner of the image. This means the image has been linked to this transaction.



- Close out of the Image Linking window. The paperclip should now be green.
- If it is necessary to leave notes for the approver of the transaction, they should be left in the “Cardholder Comments” box. To access this box, click the “Approval” tab toward the top of the Transaction: Details window. Click into the “Cardholder Comments” box and type the necessary information and click “Save”.



Transaction: Details

Purchase: 07/31/2017
Amount: \$88.45 USD
Steve Weiss Music Inc, 215-6590100

- Summary
- Coding
- Approval**
- Advanced

- Approval**
- Process
- History

Approval Required
Org Code Approval



Org Code Approval

Cardholder Comments

Approver Comments

Enter comments to approver here then click Save

- Close
- Save