- Log into IntelliLink
  https://intellilink.spendmanagement.visa.com
- 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 for the chosen month are displayed on the center of the screen.
  o A red X in the first column denotes that a transaction requires allocation.
  o A green checkmark in the first column denotes that a transaction has been allocated.
  o A red exclamation mark in the second column denotes that a transaction requires approval.
  o A green checkmark in the second column denotes that a transaction has been approved.
  o A red question mark in the second column denotes that further information has been requested from the cardholder.

Click on the red X for the first transaction. The Transaction Details screen will be displayed.
  o Each transaction must have an Org Cod and an Account. Check with your department if you also require an Activity Code.
  o 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!

To begin allocating, click on the red X.

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 correct org code is not listed, click on “Search”. This brings up the “Org Code – Search” screen.
  o If Org number is known, type it in to 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.
  o To add the Org to the favorites list, click on the arrow facing to the right.
  o To add the Org to this transaction, click on the arrow facing up.
• Back on the Transaction: Details screen, click on the Mandatory Description box to enter the “5 W’s” of the transaction.
  
  o **Who:** understood to be the employee, if the purchase was made for someone other than the employee, it must be stated. Exception: food purchases, all employees at meal must be stated
  o **What:** summary of item(s) or service(s) purchased
  o **Where:** understood to be the supplier. Exception: when traveling, the location of travel must be stated
  o **When:** understood to be the date of purchase. Exception: when traveling, the dates of travel must be stated
  o **Why:** an explanation of the business purpose of the purchase

• To attach a receipt to this transaction, click on the paperclip icon next to the word “Receipt”.
  o The Image Linking window will appear.
• 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”.
Enter comments to approver here then click save.