Intellilink Home Page: Information

• Link:  
  https://intellilink.spendmanagement.visa.com/account/login

• RECONCILIATION DEADLINES for cardholders and approvers are specified on the right-hand side of the home screen

• Consider putting these dates on your calendar as a reminder to complete reconciliation on a monthly basis
This indicates how many transactions need to be reconciled for the statement period.
Reconciliation

Select “Expenses,” then select the statement period with the red dot next to it.
Reconciliation

The transaction/reconciliation screen will appear:

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Supplier</th>
<th>Receipt</th>
<th>Image(s)</th>
<th>Amount Incl</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2016</td>
<td>Exxonmobil 97594402</td>
<td>Yes</td>
<td>Yes</td>
<td>31.00</td>
<td>View</td>
</tr>
<tr>
<td>111011</td>
<td>72360</td>
<td>None</td>
<td>0.00</td>
<td>31.00</td>
<td></td>
</tr>
<tr>
<td>Fuel Type</td>
<td>Unleaded Super</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel Unit of Measure</td>
<td>U.S. Gallon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel Quantity</td>
<td>9.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel Unit Cost</td>
<td>3.4186</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/08/2016</td>
<td>Exxonmobil 97594402</td>
<td>No</td>
<td></td>
<td>35.00</td>
<td>View</td>
</tr>
<tr>
<td>111011</td>
<td>72360</td>
<td>None</td>
<td>0.00</td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>Fuel Type</td>
<td>Unleaded Super</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The left-most column button indicates whether a transaction has been approved by the APPROVER.

The right-most column button indicates whether a transaction has been reconciled by the CARDHOLDER.
Reconciliation

To identify unreconciled transactions:

In the CARDHOLDER column:
- = reconciled
- = unreconciled
Reconciliation

To identify transactions awaiting review/approval:

In the APPROVER column:
- = approved
- = not yet approved
Reconciliation

Select the transaction you want to reconcile

<table>
<thead>
<tr>
<th>Tran Date</th>
<th>Supplier</th>
<th>Receipt</th>
<th>Image(s)</th>
<th>Amount Incl</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2016</td>
<td>Exxonmobil 97594412</td>
<td>Yes</td>
<td>Yes</td>
<td>31.00</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td>1110111 72360</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Type: Unleaded Super</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Unit of Measure: U.S. Gallon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Quantity: 9.06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Unit Cost: 3.4188</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/08/2016</td>
<td>Exxonmobil 97594412</td>
<td>No</td>
<td></td>
<td>35.00</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td>1110111 72360</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Type: Unleaded Super</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Unit of Measure: U.S. Gallon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Quantity: 10.23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fuel Unit Cost: 3.4189</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/12/2016</td>
<td>Gulf Oil 92043347</td>
<td>No</td>
<td></td>
<td>38.00</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td>1110111 72360</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description: Super Unleaded (92 octane)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reconciliation: THREE STEPS
Reconciliation: THREE STEPS

Three steps are necessary to reconcile a transaction:

1. Assign the budget code for the charge.
2. Attach or upload the receipt (include supporting documentation, i.e., quote, authorization to use grant funds).
3. Provide the business purpose (WHO, WHAT, WHEN, WHERE).
STEP ONE
Assign Budget Code
Reconciliation

STEP 1 - Assign the budget code

Select the transaction you want to reconcile.
Reconciliation
STEP 1 - Assign the budget code

Note that any defaulted budget code(s) will automatically populate at the top of the Quick Coding screen for the transaction once the transaction has been selected. Every transaction requires an ACTIVITY and OBJECT code!
Reconciliation
STEP 1 - Assign the budget code

To search for a code, select the drop-down arrow and select “Search”:

NOTE: codes cannot be typed into the ACTIVITY or OBJECT fields and may be selected only via the pull-down option.

The following screen will appear:
Reconciliation

STEP 1 - Assign the budget code

Codes may be searched by value or by description. If you do not have the exact value or description, use the % as the wildcard for the search.

For example, if you type the wildcard at the beginning of a field, the result will yield anything that contains the numbers anywhere in the description. The “%73” search yields the following:
Reconciliation

STEP 1 - Assign the budget code

Typing the wildcard character at the end will yield a result with the numbers “73” at the beginning of the description:
Reconciliation
STEP 1 - Assign the budget code

This concept also applies to descriptions.

If you enter “gas%” in the description field, the system returns the following:
Reconciliation
STEP 1 - Assign the budget code

If, however, you enter “gas%” in the description field, the system returns the following:
Reconciliation
STEP 1 - Assign the budget code

You may save up to fifteen (15) favorites to avoid having to search each time for activity or object codes by selecting the right-pointing arrow:

The saved code will then appear under “Favorites”
Reconciliation
STEP 1 - Assign the budget code

To use the code for the transaction, select the up-pointing arrow.
Reconciliation

STEP 1 - Assign the budget code

NOTE: Once “Favorite” codes have been entered, they can be accessed via the pull-down arrow for ACTIVITY or OBJECT codes:
Reconciliation

STEP 1 - Assign the budget code

The account codes are now in the transaction:
STEP TWO
Receipts
Reconciliation
STEP 2 – Receipts

You can upload receipt images directly from your smartphone or via your desktop email application. If you use a smart phone, please take individual photographs of your receipts immediately and email them to your image library where you can preview and identify them easily for linking to card transactions.

NOTE: Each cardholder has an email address specific to his/her Intellilink account. This information is located by navigating as follows:

1. Select “Personal Settings” under your user name in the upper right-hand corner of the HOME page.
2. The email address is indicated under “Receipt Upload via Email”
3. You are encouraged to save this in your Outlook contacts for future reference and ease of forwarding receipts.

* Images supported in Intellilink include .jpg, .jpeg, .gif, .png, .tif, .tiff, .xls, .xlsx, .doc, .docx and .pdf. (Note: It does not support .bmp files.)
RECEIPTS

Image Library Information
Reconciliation
STEP 2 - Receipts – Image Library Information

Receipts that are emailed may be renamed for ease of reference and reconciliation. Left-click over the image from the Image Library that you would like to rename:

Select the pencil to rename the document and approve to save.
Reconciliation
STEP 2 - Receipts – Image Library Information

Select the pen to rename the document and checkmark to save.

The confirmation screen will appear with the renamed receipt.
RECEIPTS

Email Upload from Image Library
Reconciliation
STEP 2 – Attach Receipt (Option 1)

To **upload** a receipt that has been emailed into your Image Library, select “Manage Receipt Images” at the bottom of the screen:

* Images supported in Intellilink include .jpg, .jpeg, .gif, .png, .tif, .tiff, .xls, .xlsx, .doc, .docx and .pdf. (Note: It does not support .bmp files.)
Reconciliation
STEP 2 – Attach Receipt (Option 1)

From the Image Library, select the image associated with the transaction and click on “Manage Receipt Links”: 
Reconciliation

STEP 2 – Attach Receipt (Option 1)

A list of transactions for the statement period will appear. Select the transaction associated with the receipt and SAVE.

The system will confirm that the link was saved.
Reconciliation
STEP 2 – Attach Receipt (Option 1)

To attach a receipt from your desktop, select “Manage Receipt Images” at the bottom of the screen:

* Images supported in Intellilink include .jpg, .jpeg, .gif, .png, .tif, .tiff, .xls, .xlsx, .doc, .docx and .pdf. (Note: It does not support .bmp files.)
RECEIPTS

Upload from Desktop
Reconciliation
STEP 2 – Upload Receipt from Desktop (Option 2)

To **upload** a receipt from your desktop, select “Manage Receipt Images” at the bottom of the screen:

* Images supported in Intellilink include .jpg, .jpeg, .gif, .png, .tif, .tiff, .xls, .xlsx, .doc, .docx and .pdf. (Note: It does not support .bmp files.)
Reconciliation
STEP 2 – Upload Receipt from Desktop (Option 2)

The “Manage Receipt Images” screen will appear. Select

Locate the document and click on “open”
Reconciliation
STEP 2 – Upload Receipt from Desktop (Option 2)

The “Manage Receipt Images” screen will appear. Select Locate the document and click on “open”

You will receive confirmation of successful upload
Reconciliation
STEP 2 – Upload Receipt from Desktop (Option 2)

From the Manage Receipt Images screen, select and left-click on the receipt. Select “Manage Receipt Links”
Reconciliation
STEP 2 – Upload Receipt from Desktop (Option 2)

A screen will appear with the receipt and a summary of your transactions for the statement period. Select the transaction associated with this receipt and SAVE.

The system will confirm that the link was saved:
Reconciliation
STEP 2 – Upload Receipt from Desktop (Option 2)

A screen will appear with the receipt and a summary of your transactions for the statement period. Select the transaction associated with this receipt and SAVE.
STEP 3 – Business Purpose

STEP 3: Provide the business purpose (WHO, WHAT, WHEN, WHERE). Be sure to indicate you have a receipt and SAVE the transaction!
Reconciliation

Reconciliation is now complete!

Account coding is here

This indicates you have a receipt and that it's scanned

The ✅ indicates the transaction is reconciled
Questions? Need assistance with reconciliation?

Following are some available resources:

• Intellilink HELP menu:
  – Select Help from the pull-down menu under your name on the right-hand corner of the HOME page.
  – You will see General User Help and can search Contents or via keyword

• Procurement Services:
  – Contact the Program Administrator at x7902