## Visa IntelliLink Spend Management Quick Reference Guide

### 1. Establishing a Memorable Word

For access to Visa IntelliLink Spend Management click URL:

https://intellilink.spendmanagement.visa.com

Begin by entering your username and the temporary password. You will create your memorable word this step is for login authentication.

- The memorable word needs to be at least five characters in length.
- The maximum is 15 characters.
- Yes, you can use UPPER or lower case alpha characters ONLY.
- NO spaces or numbers.

**Note:** The system will not allow space(s) or number(s).

Next, accept the terms of use, and create your new password.

### 2. Your Home Screen

Once you have successfully logged into the system, you will land on your home page. The top menu on your home screen allows you to navigate various areas of the system, including the user menu that gives you access to your personal settings and the online help.

| ✓ Pin your favorite links | A onetime action allows quicker and easier access to view commonly used features or pages. Users can pin the menu links they use most often for easier on click access. |
| ✓ Update the status of your personal settings | Click on the user menu drop-down arrow next to your name and select your **Personal Settings** link. On this screen, you will find a diagram map that will help you manage and configure your own personal settings on Visa IntelliLink Spend Management. |
A comprehensive suite of real time, online reports come standard with Visa IntelliLink Spend Management. These reports are interactive and dynamic, with drill-down functionality, allowing you to analyze, review and monitor all aspects of your business spend.

The report group you belong to in the system dictates the reports you can access. Reports are clustered into groups and employees are then linked to the groups that contain the reports relevant to them. If you do not have access to a report, you believe you should be able to view, contact your internal administrator.

The Reports menu is structured so each report sits under a category heading, eg. My Information, Expenditure Analysis, Company Administration or Usage and Monitoring.

To reduce information overload, most reports present a high-level summary of the information on first view. To identify where you can drill down to a greater level of detail, move your cursor over the report and take note where it changes to a hand pointer.

As you drill down to different levels of any report in the system, your trail is recorded at the top of the screen. For some reports, the levels display as a hyperlinks, allowing you to easily return to a previous view of the results.

To find out the purpose of a particular report, click the help icon or that appears in the top-right corner of the report search window.

There is much more to learn about how to use Visa IntelliLink Spend Management Reports below list provides description for each report. (Please also see the online help for more details)
Cardholder Reports

Account Details  The Account Details report allows each cardholder to view their personal details supplied by the card issuer. This report should be made available to all cardholders within the company.

Personal Details  The Personal Details report enables a user to have visibility over the details maintained against their user profile.

Transaction Search - Personal  The Transaction Search - Personal report gives an account holder visibility over their own spend.

Manager Reports-  Employee reports allow a manager visibility over activity of their direct report

Analysis - Employee  The Analysis - Employee report provides a breakdown of employee spend over a range of months. This report includes information on total spend per month, average spends and transaction counts. This report is limited to a Managers own employees.

Spend - Employee  The Spend - Employee report details all charges made by their employees, for a selected period.

Suppliers - Employee  The Suppliers - Employee report allows a manager to search and report on the suppliers used against their employees. This can be used to target, report on, or just find selected suppliers.

Administrator Reports

Expenditure Analysis

Analysis - Company  The Analysis - Company report provides a breakdown of employee spend over a range of months. This report includes information on total spend per month, average spends and transaction counts. This report is global for a company instance.

City Pairs  The City Pairs reports (by carrier or by origin city) display the segments traveled on frequently traveled city pairs, including either the carriers used and/or the volume of travel for each. This report allows users to track cardholder usage of preferred sup

Enhanced Data Analysis  The Enhanced Data Analysis report is a complex report that can be used to interrogate the enhanced data supplied by the Card Provider. This report has been enhanced to retrieve all transactions (with and without enhanced data) and summarize results between transactions with and without enhance

Environmental Impact  The Environmental Impact report evaluates the environmental impact of selected transactions and statements being printed, and shows the potential environmental benefits of using this online product, given that it is by nature a paperless technology and business process.

Suppliers - Company  The Suppliers - Company report allows a user to search and report on the suppliers used within the company against a selection criteria. This can be used to target, report on, or just find selected suppliers. This report is high level and covers all employee

Suppliers - Top Spend  The Suppliers - Top Spend report provides a list of the top suppliers the company employees have transacted with. This management report allows a user to view a listing of the top suppliers ordered by the total billing value for the supplier, number of transactions.
**Transaction Search - Company**  
The Transaction Search - Company report allows admins/users to select certain transactions through selection criteria. This can be used to target, report on, or just find specific transactions. As this report is high level and crosses all organizations employees it. This is the single most used account within the portfolio.

**Company Administration**

**Account Delegation**  
The Account Delegation report shows all the cards within the system where the cardholder has delegated coding authority to another employee. You may also use this report to add or remove delegates to an account.

**Approval Role Delegation**  
The Approval Role Delegation report shows all the delegations within the system where an approver has delegated their approval authority to another employee. If granted the applicable authority, from this report the Administrator is also able to add or remove delegations.

**Card & Employee Departures**  
The Card & Employee Departures report allows user to view and report on Cards which are due to expire, as well as anticipated employee departure dates.

**Credit Limit Report**  
This report allows you to view possible transaction limit infringements made by card holders within a specified period. By default the report will compare transactions to the "Transaction Limit" of the card account the purchase was made on, but you can also manually enter a Transaction Limit value when running the report. This report will only report on the employees you manage.

**Employee Defaults**  
The Employee Defaults report lists all your employees and the transaction defaults they have set.

**Extract Reconciliation**  
The Extract Reconciliation report is used for companies that use the Feed extract type. This report summarizes transactions based on their extract status and is useful for reconciliation purposes.

**Statement Manager**  
The Statement Manager report allows an appropriate person in an audit or tax role to view employee statement details as well as mark against statement/transactions the physical viewing of related tax receipts or other appropriate documentation.

**Usage and Monitoring**

**Approval Status**  
This report breaks down all transactions against their current approval status for a specified period. If you select the **Summary – Approver** check box on the bottom left of the search window, the returned report will show an additional column called **Unavailable**. This column shows the number of transactions and/or statements that require approval, but due to business rules not being passed, are not yet available for the approver to view and action.

**Audit Tracking**  
The Audit Tracking report allows an administrator, or auditor, to review audit history for a range of system level company configurations. This can include moving an employee from one group to another, changes to employee details and other items.

**Automatic Email Log**  
This is a log of all the auto emails that were sent from the system for a certain date range.

**Image Report**  
This report enables administrators to monitor employee use of the image linking functionality. It provides a top-level summary of image linking at the organization level. The administrator can then drill down to view more detailed data in the employee summary view or at the individual employee level. The report displays data on the number of linked images, the number (and percentage) of unlinked images, the total size of the linked images and the value of linked images.
**Past Due Report**  
The Past Due Report identifies cardholders with delinquent account payments. A past due period is equivalent to 30 days, and this report contains up to five past due periods: 30 days, 60 days, 90 days, 120 days and 120+ days.

**Spending Pattern Exceptions**  
The Spending Pattern Exceptions report will show any cardholder who has made a transaction significantly greater than their normal purchase pattern. The average is calculated based on the total amount of the “Purchase” type transaction over the date range specified in the report search page. The transactions would be included in the report if it is 3 times the average spend.

**Transaction Exceptions**  
This report displays transactions that are incomplete or in error. This report also allows the administrator, where the system access rights have been granted, to update the coding in the Transaction Details window on behalf of the employee.

**Transaction Limit Monitoring**  
The Transaction Limit Monitoring report will show any cardholder who has perhaps tried to break their transaction limit by splitting a purchase into multiple purchases. By default, the report will compare transactions to the "Transaction Limit" of the card, but you can also manually enter a Transaction Limit value when running the report.