COMMERCIAL CARD SERVICES ADMINISTRATOR GUIDE

Approving Allocations

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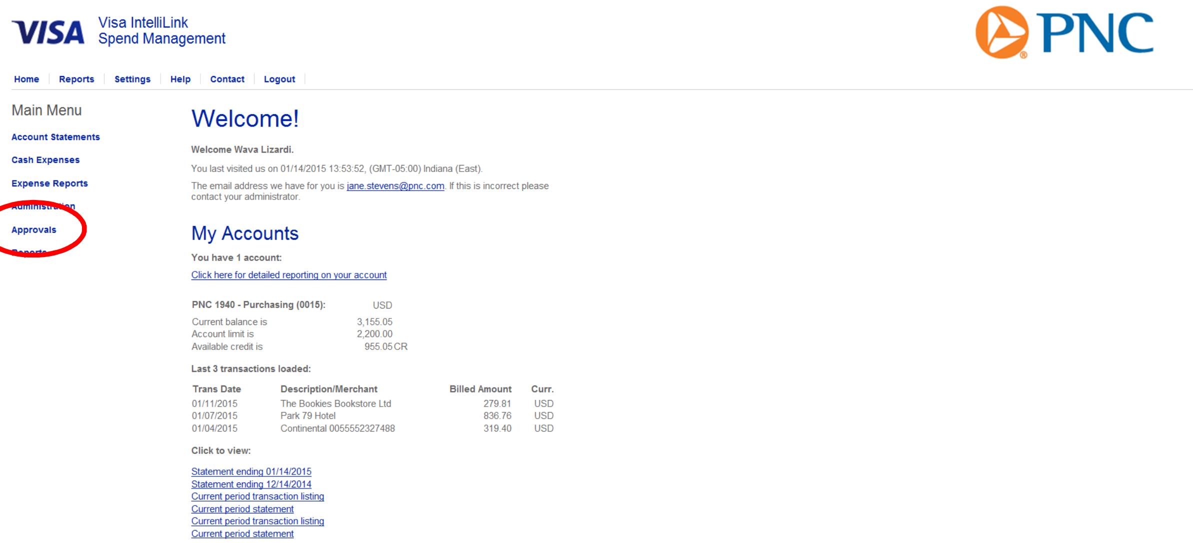
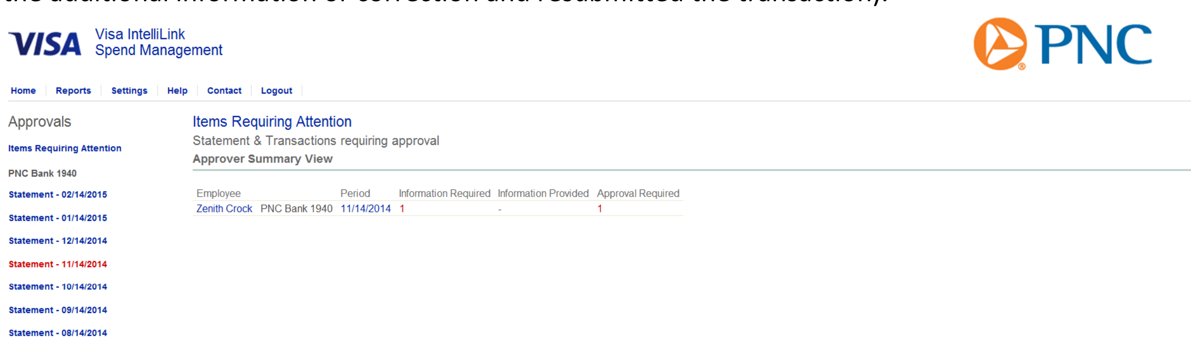
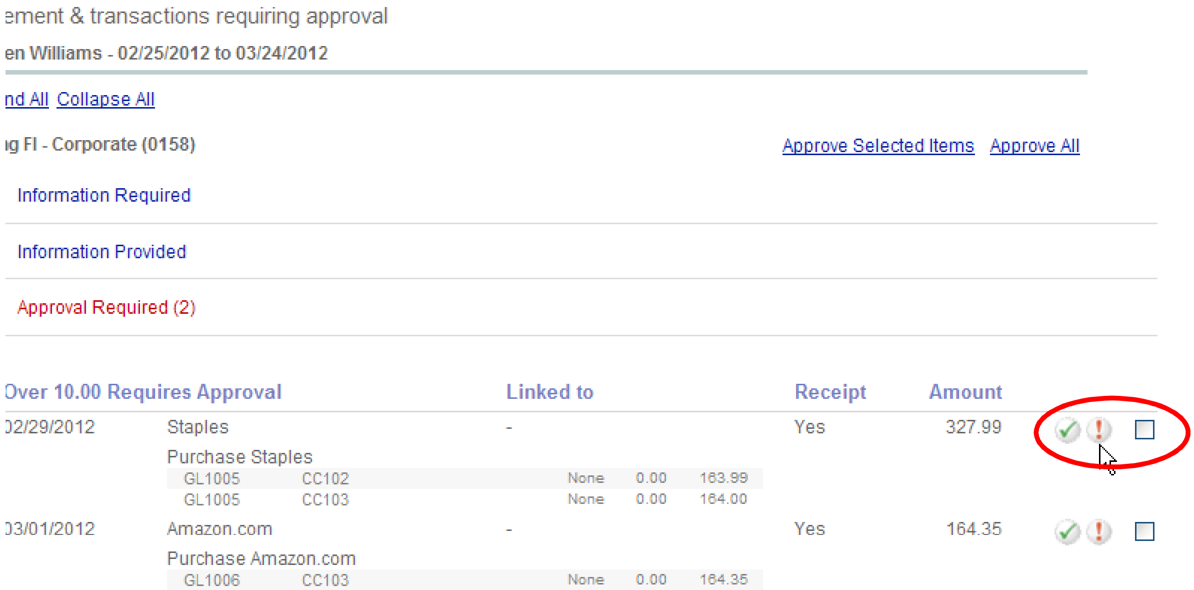
1. From the IntelliLink home screen, Click on the Approvals link on the left.



2. This will bring you to the Items Requiring Attention screen. You will see any employees that report to you that have transactions in an Approval Required status, an Information Required status (meaning that you, as the approver, requested more information or a coding correction from the submitter), or an Information Provided status (meaning that the employee provided the additional information or correction and resubmitted the transaction).



3. Click on the person's name or the statement period date to see the transactions. There are two options on the top right for multiple approval. You can approve all, or approve selected items by using the checkboxes to the right of the transactions.



4. Click on the exclamation mark to approve an individual transaction. This will bring up the approval screen where you should move the checkmark from Approval Required to either Approved or Information Required. If you use the Information Required option, you can input Approver Comments in the text field to explain to the employee what you need. Save when complete.