



COMMERCIAL CARD SERVICES ADMINISTRATOR GUIDE

Approving Allocations



Approving Allocations

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

VISA Visa IntelliLink Spend Management

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Main Menu

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- Cash Expenses
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- Approvals**
- Reports

Welcome!

Welcome Wava Lizardi.
 You last visited us on 01/14/2015 13:53:52, (GMT-05:00) Indiana (East).
 The email address we have for you is jane.stevens@pnc.com. If this is incorrect please contact your administrator.

My Accounts

You have 1 account:
[Click here for detailed reporting on your account](#)

PNC 1940 - Purchasing (0010): USD

Current balance is	3,155.05
Account limit is	2,200.00
Available credit is	955.05 CR

Last 3 transactions loaded:

Trans Date	Description/Merchant	Billed Amount	Curr.
01/11/2015	The Bookies Bookstore Ltd	279.81	USD
01/07/2015	Park 79 Hotel	836.76	USD
01/04/2015	Continental 0055552327488	319.40	USD

Click to view:
[Statement ending 01/14/2015](#)
[Statement ending 12/14/2014](#)
[Current period transaction listing](#)
[Current period statement](#)
[Current period transaction listing](#)
[Current period statement](#)

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).

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Approvals

Items Requiring Attention

Statement & Transactions requiring approval
 Approver Summary View

Statement	Employee	Period	Information Required	Information Provided	Approval Required
PNC Bank 1940	Zenith Crock	PNC Bank 1940	11/14/2014	1	1

Statement - 02/14/2015
 Statement - 01/14/2015
 Statement - 12/14/2014
Statement - 11/14/2014
 Statement - 10/14/2014
 Statement - 09/14/2014
 Statement - 08/14/2014

- 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.

Statement & transactions requiring approval

John Williams - 02/25/2012 to 03/24/2012

[Expand All](#) [Collapse All](#)

Signature FI - Corporate (0158)

[Approve Selected Items](#) [Approve All](#)

Information Required

Information Provided

Approval Required (2)

Over 10.00 Requires Approval	Linked to	Receipt	Amount	
02/29/2012	Staples	-	327.99	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Purchase Staples			
	GL1005 CC102	None 0.00	163.99	
	GL1005 CC103	None 0.00	164.00	
03/01/2012	Amazon.com	-	164.35	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Purchase Amazon.com			
	GL1006 CC103	None 0.00	164.35	

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.

