



COMMERCIAL CARD SERVICES CARDHOLDER GUIDE

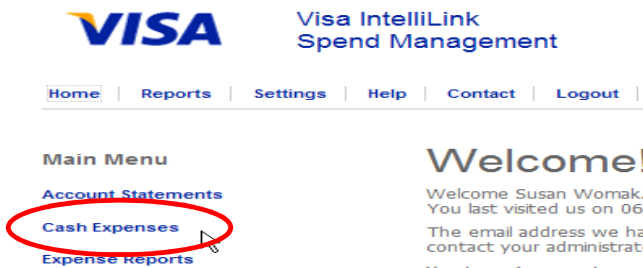
Creating Expense Reports



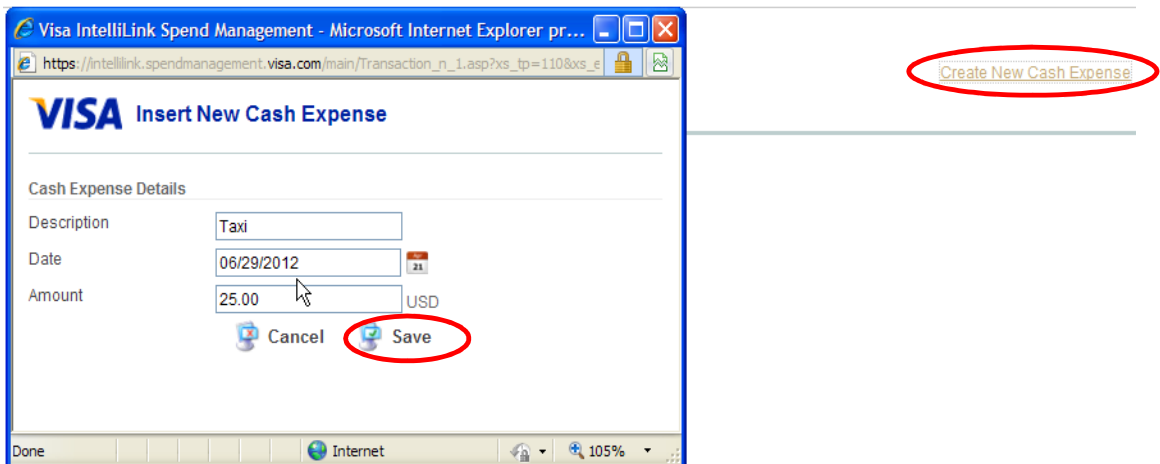
These instructions will walk you through creating an expense report in IntelliLink, coding the transactions, and submitting the expense report for approval. You have the ability to attach both card transactions and cash (out of pocket) expenses to your expense report. You can search through all posted card transactions, and you can manually create cash transactions within IntelliLink.

Cash Transactions

1. To create cash transactions, go to the IntelliLink Home page, then click on Cash Expenses.



2. Click on Create New Cash Expense on the right, then enter the details of the purchase and click Save.



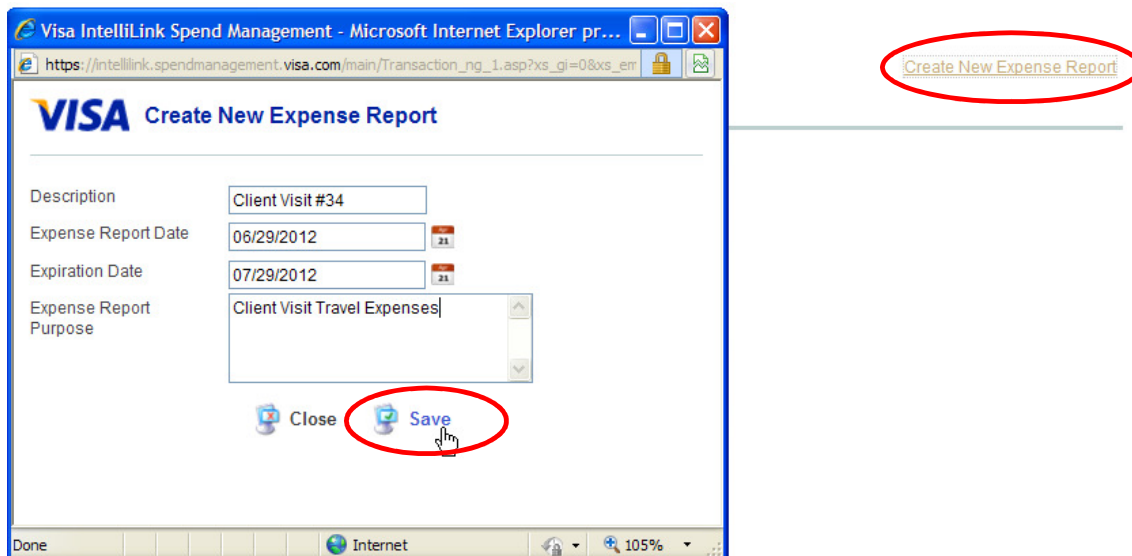
3. You will be able to attach any cash transactions that you create to an expense report in the following steps.

Expense Reports

1. To begin an expense report, go to the IntelliLink Home page, then click on Expense Reports.



- Click on Create New Expense Report on the right and then enter a Description and optional Expense Report Purpose. You can leave the Expense Report Date and Expiration Date as they are. Click Save.



- You will be taken to the expense report, where you can click on the paper clip to attach your transactions.

Account Statement

Expense Report
Susan Womak - Summary Statement

Expense Report Details - Client Visit #34

Tran Date	Summary	Amount Incl
06/29/2012	Expense Report Name - Client Visit #34	
	Client Visit Travel Expenses	

- You can add cash expenses and/or card transactions by choosing the cash or card options in the Account dropdown box. Choose the date range and click Ok. Use the arrows or the Select All option to attach your transactions. Click Save when you have all necessary transactions in the listing on the right.

VISA Transaction Linking & Allocation

Linking

Please search for the transactions to link to this Expense Report

Account: **Cash - Account 1**
 Period: **06/01/2012 to 06/30/2012** [Ok]

Tran Date	Description	Amount
06/13/2012	Taxi	USD 50.00
06/20/2012	Parking Garage	USD 7.00
06/25/2012	Fuel	USD 50.00
06/29/2012	Dinner - FL Trip	USD 16.50
06/29/2012	Taxi	USD 25.00

[Select All](#)

This window allows you to search and link transactions to this Expense Report record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the save button to save the links.

Tran Date	Description	Amount
06/20/2012	Parking Garage	USD 7.00
06/25/2012	Fuel	USD 50.00
Total Linked		
		USD 57.00

Cancel Save

- You will then be taken to the expense report display. The icons to the right of the transactions show the approval status of these transactions. A “Red X” in the left column means that a mandatory code is missing (in other words, it has not been coded yet). A “Green Checkmark” in the left column means that you have successfully coded the transactions. A “Green Question Mark” means that a default code has been applied automatically, but the transaction still needs to be submitted. The “Red Exclamation Marks” in the right column shown below indicate that these transactions need to be approved by your manager. Once they are coded and approved, the report will show two green checkmarks.


Account Statement

Expense Report

Susan Womak - Summary Statement

Expense Report Details - Client Visit #34

[Print Expense Report](#)

Tran Date	Summary	Amount Incl		
06/29/2012	Expense Report Name - Client Visit #34 Client Visit Travel Expenses			
Billing Currency - USD				
06/29/2012	Cash Expense - Taxi	25.00		
06/29/2012	Cash Expense - Dinner - FL Trip	16.50		
06/25/2012	Cash Expense - Fuel	50.00		
06/20/2012	Cash Expense - Parking Garage	7.00		
		98.50		USD

- You will click on the icon in the first column to go to the coding screen, where you will allocate the transaction by selecting a code for each code group. The example below shows four code groups (GL Code, CC Code, Project, and WBS). The number of code groups and their names will be specific to your organization.

VISA Cash Expense Details
 Cash Expense 06/29/2012
 Amount \$25.00 USD
 Taxi

	GL Code	CC Code	Project	WBS	Amount Incl	Tax Code
Line 1	[Dropdown]	[Dropdown]	[Text]	[Text]	25.00	[Dropdown]
Line 2	[Search]	[Dropdown]	[Text]	[Text]		[Dropdown]
Line 3	[Dropdown]	[Dropdown]	[Text]	[Text]		[Dropdown]
Line 4	[Dropdown]	[Dropdown]	[Text]	[Text]		[Dropdown]
					Balance	0.00

Narrative Details: Taxi
 Receipt:

Buttons: Close, Delete, Save

- When you click the dropdown box in a code group, you will see the Search option. Click on this option to find the code that you need for this transaction (Depending on the way that your organization is set up, you may see segments that do not have dropdown boxes. These are “Free-Form” segments, which should be manually entered.)
- On the Coding screen, you also have the option to enter “Narrative Details” at the bottom, which allows you to enter a written description of the purpose of the transaction.

- The Code Search screen allows you to search for codes by typing all or part of the code itself, or the description of the code, or simply leaving the search criteria blank and clicking Search. Click the upward arrow to use a code. You can click the “i” icon to see if a code has an extended description. Click the right-hand arrow to add it to your favorites list, which will make this code appear in the drop-down on the main coding screen in the future. (You can search using the wildcard character “%” anywhere in your search text. For example, “ABC%1” will find any code starting with “ABC” and with the number “1” located anywhere within it, for example “ABC00100”.)

Page 1 View Help

- You have the ability to split a single transaction between multiple code combinations. This is done by entering an amount on Line 2, Line 3, etc. and adjusting the amounts accordingly. Make sure that your split amounts add up to the transaction total amount (which is verified by the system, and will show a balance of 0.00 when the total is correct).

Purchase 03/16/2012
 Amount \$25.00 USD
 MTA-NYC Transit #00134 , New York

	GL Code	CC Code	Project	WBS	Amount Incl	Tax Code
Line 1	GL1001	CC104			7.00	
Line 2	GL1008	CC103			15.00	
Line 3	GL1003	CC104			3.00	
Line 4						
					Balance	0.00








Narrative Details: Purchase MTA-NYC Transit #00134

Close Save

- When you complete the coding for a transaction, click Save and move on to the next transaction. When you have completed your expense report, you can submit the expense report for approval by clicking the green arrow icon to the right of the expense report name.

Expense Report Details - Client Visit




[Print Expense Report](#)

Tran Date	Summary	Amount Incl	
07/25/2012	Expense Report Name - Client Visit Expense Report Number - 19		  
Billing Currency - USD			
07/12/2012	Cash Expense - Taxi	50.00	 
07/10/2012	Sunshine Florist	46.01	 

- Once the expense report is submitted, you will no longer see the paper clip or green arrow icons. If you need to modify the expense report, you can click on the “Minus” icon to remove the report from the approval queue, which will allow you to edit the information.

Expense Report Details - Quarterly Sales Trip

[Print Expense Report](#)




Tran Date	Summary	Amount Incl	
12/27/2011	Expense Report Name - Quarterly Sales Trip Expense Report Number - 10 Group Sales Trip.		  

- The example below shows a completed and approved expense report. The expense report itself has a green checkmark, showing that it has been approved, and all of the transactions appear as coded and approved. You can use the Print Expense Report link to get a PDF version of the full expense report.

Expense Report
Jarred Karlovec - Summary Statement

Expense Report Details - Business Trip

[Print Expense Report](#)

Tran Date	Summary	Amount Incl	
07/19/2012	Expense Report Name - Business Trip Expense Report Number - 18 Training		 
Billing Currency - USD			
07/12/2012	Cash Expense - Taxi	50.00	 
06/11/2012	Cracker Barrel #592	25.00	 
06/11/2012	Hyatt Hotels Dfw	353.33	 
06/11/2012	Staples 00112904	6.29	 
04/23/2012	American Ai	504.40	 
04/23/2012	Comcast Of Richmond	182.44	 
04/12/2012	United Air	350.43	 
		1,471.89	USD