



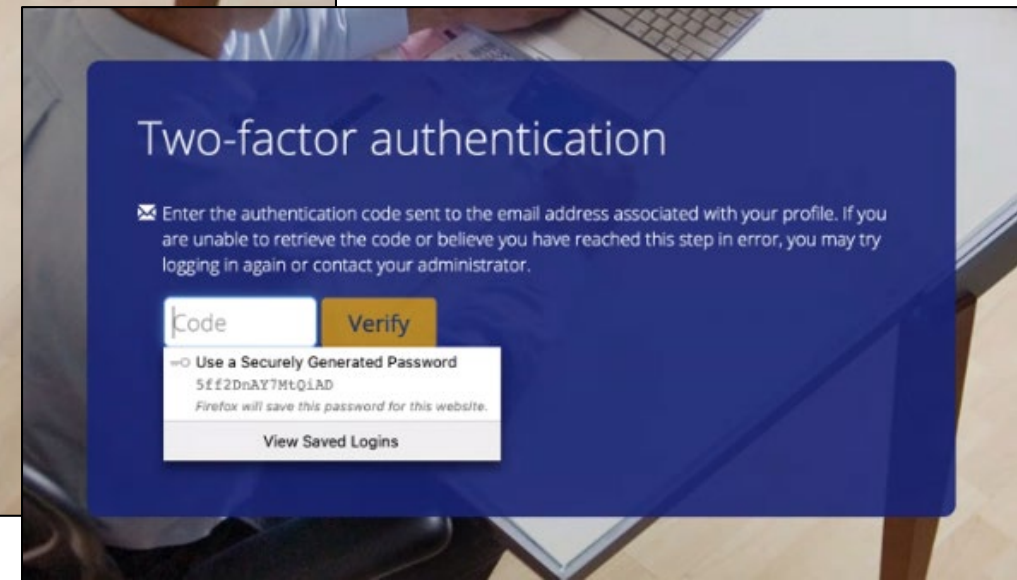
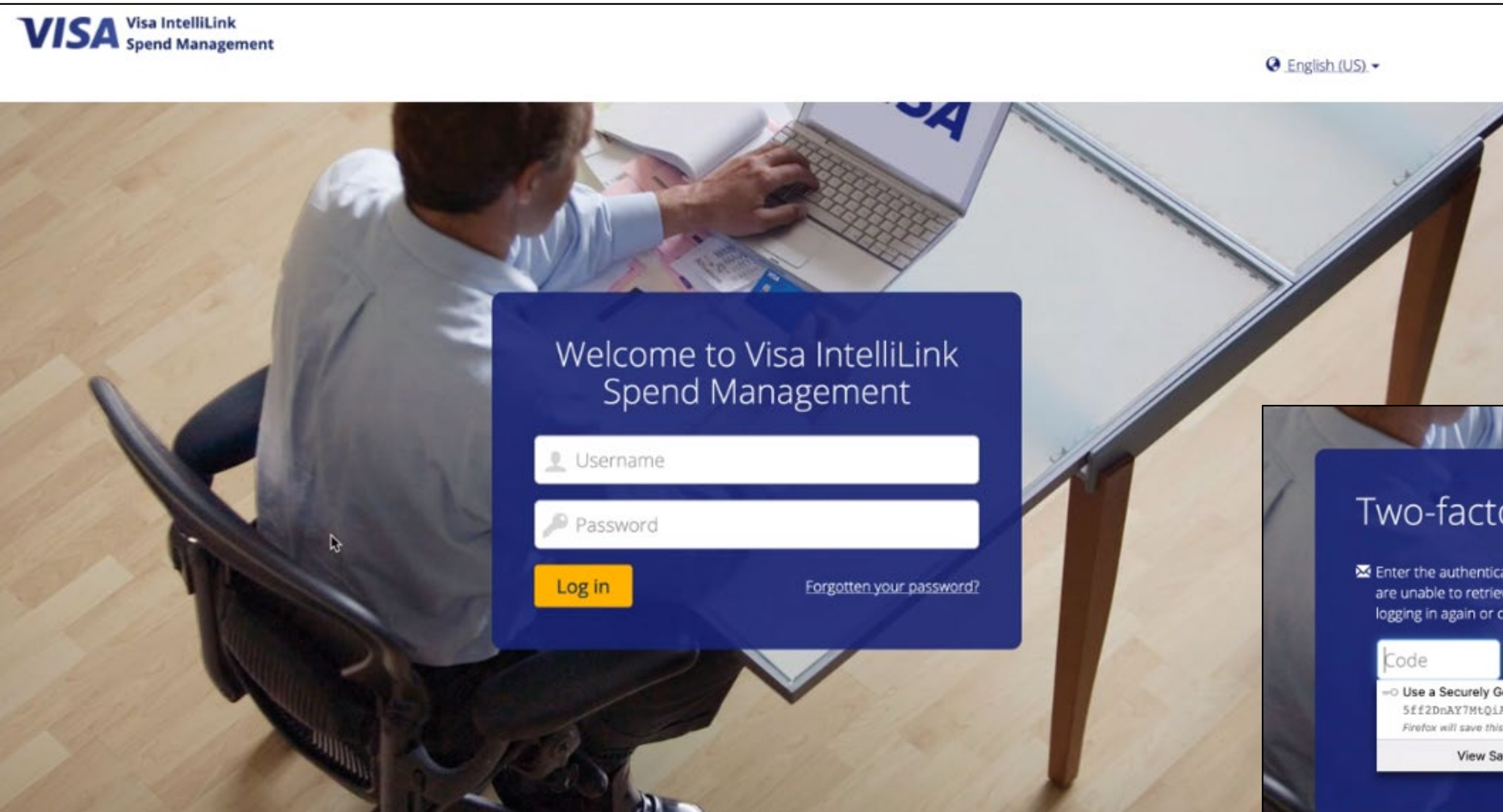
Visa IntelliLink P-Card Reconciliation Step-by-Step Guide

March 2021



Step 1: Log into **Visa IntelliLink** by going to **intellilink.spendmanagement.visa.com**.

There is a **Two-factor Authentication** process and your authentication code will be emailed to your @iit.edu email address or via the **Visa Spend Management App** if you signed up for it.



Step 2: Once you log in, you will see the Visa Spend Management's Home Page.

If you are a P-Card holder or proxy/delegate of a P-Card holder, you should see the **Expenses** tab and if you are an Approver, you should see the **Approvals** tab.

My Actions

+ Expense Reports

Expense Reports

Report Outbox

Pinned

To show your favorites here, try pinning items in menus by clicking

MY EXPENSES

Purchasing Card | **_****_****_XXXX**

PNC Bank 1940 | VISA | XXXX


Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
0	3	0.00	8,000.00

Recent Periods

Step 3: To reconcile your P-Card charges, click on the **Expenses** tab.

Follow the steps below to identify all the charges that require your attention because it is pending reconciliation and/or pending your supervisor/manager's review and approval.


A Expenses



Show My expenses  Filters Default

- My expenses
- All delegates
- Services R4

If you are reconciling your own P-Card, go to step B.
If you are delegated to reconcile someone else's P-Card, you can select the card you want from the Show field.

B Expenses

Filters Default  Find

Duration All  Status To do  Expense type All expense types

All

- Last 2 weeks
- Last 30 days
- Last 90 days
- Feb 2021
- Jan 2021
- Dec 2020
- Nov 2020
- Oct 2020
- Sep 2020



To do

- Pending approval**
- Completed

Reset filters

Next you will want to click on the **Filter** icon. Then in **Duration** select **All** and from **Status** select **Pending approval** to identify all the transactions that require your attention.

C Expenses

Duration All  Status Pending approval  Expense type All expense types

Apply Then hit **Apply** when you are ready. Reset filters

Step 4: Once you hit **Apply**, a list of all your P-Card transactions that need to be reconciled will appear on the new page. You will need to click on the **little arrow** next to each transaction to reconcile the expense, including **1** attach **receipt** if applicable, **2** verify **FOAP charge codes**, and **3** edit Description to provide **business purpose** for the charge.

The screenshot displays the 'Access Receivables Manage' interface. At the top, a summary bar shows a total amount of 6,072.25 USD for PNC 1940 on 03/05/2021. Below this is a list of expenses, including 'Access Receivables Manage' (6,072.25 USD) and 'Sprint *wireless' (1,344.39 USD). A detailed view of the 'Access Receivables Manage' transaction is shown on the right. This view includes a table for coding (Fund, Org, Account, Prog) and a description field. Annotations 1, 2, and 3 highlight specific areas: 1 points to the 'Link receipt' button, 2 points to the coding table, and 3 points to the description field.

1 Link receipt

Amount incl	Date	Issuer	Merchant category group
6,072.25 USD	03/05/2021	PNC Bank 1940	Professional Services

2

Field	Value	Code
Fund	100000	Unrestricted Fund
Org	6103	Administrative Services
Account	7511	Other Professional Services
Prog	3100	IIT Online

3

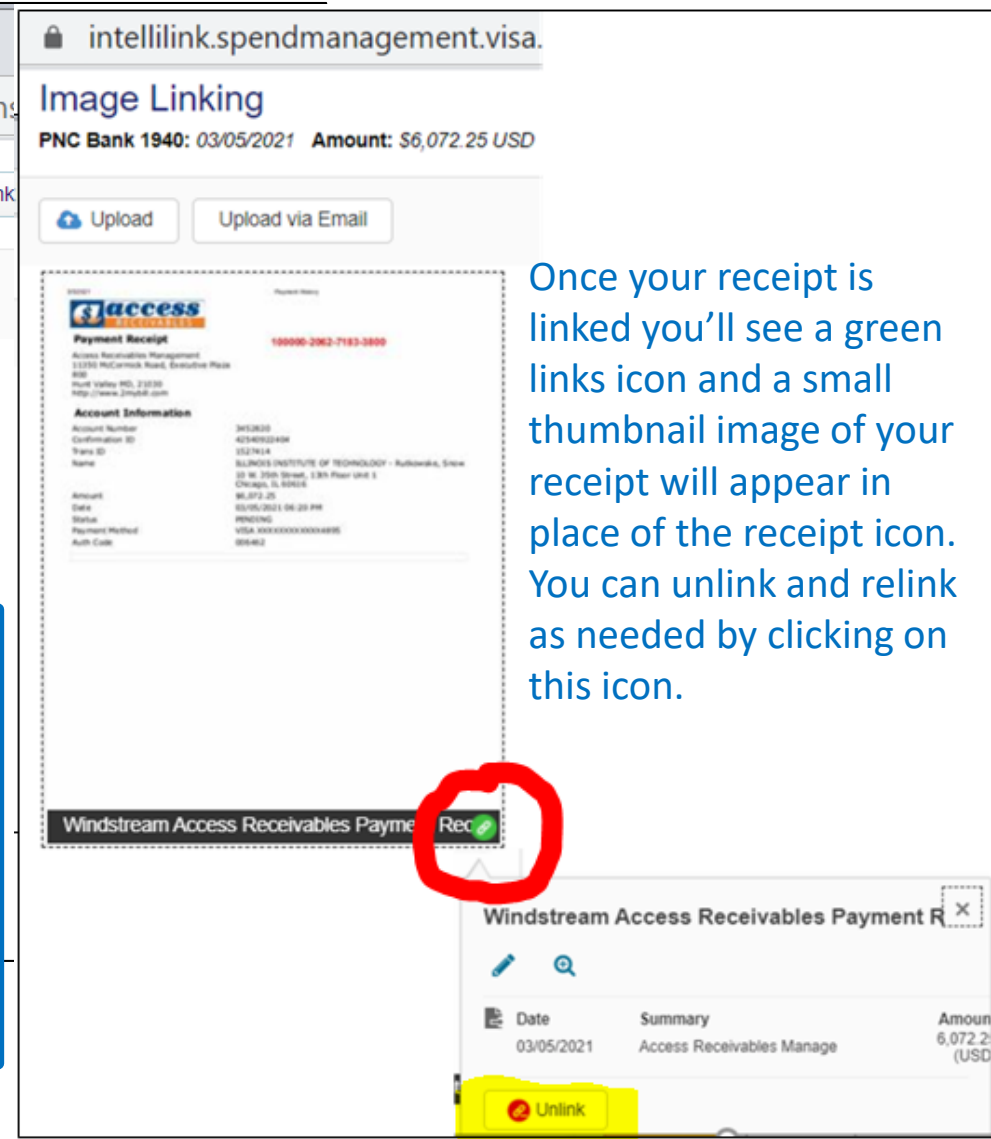
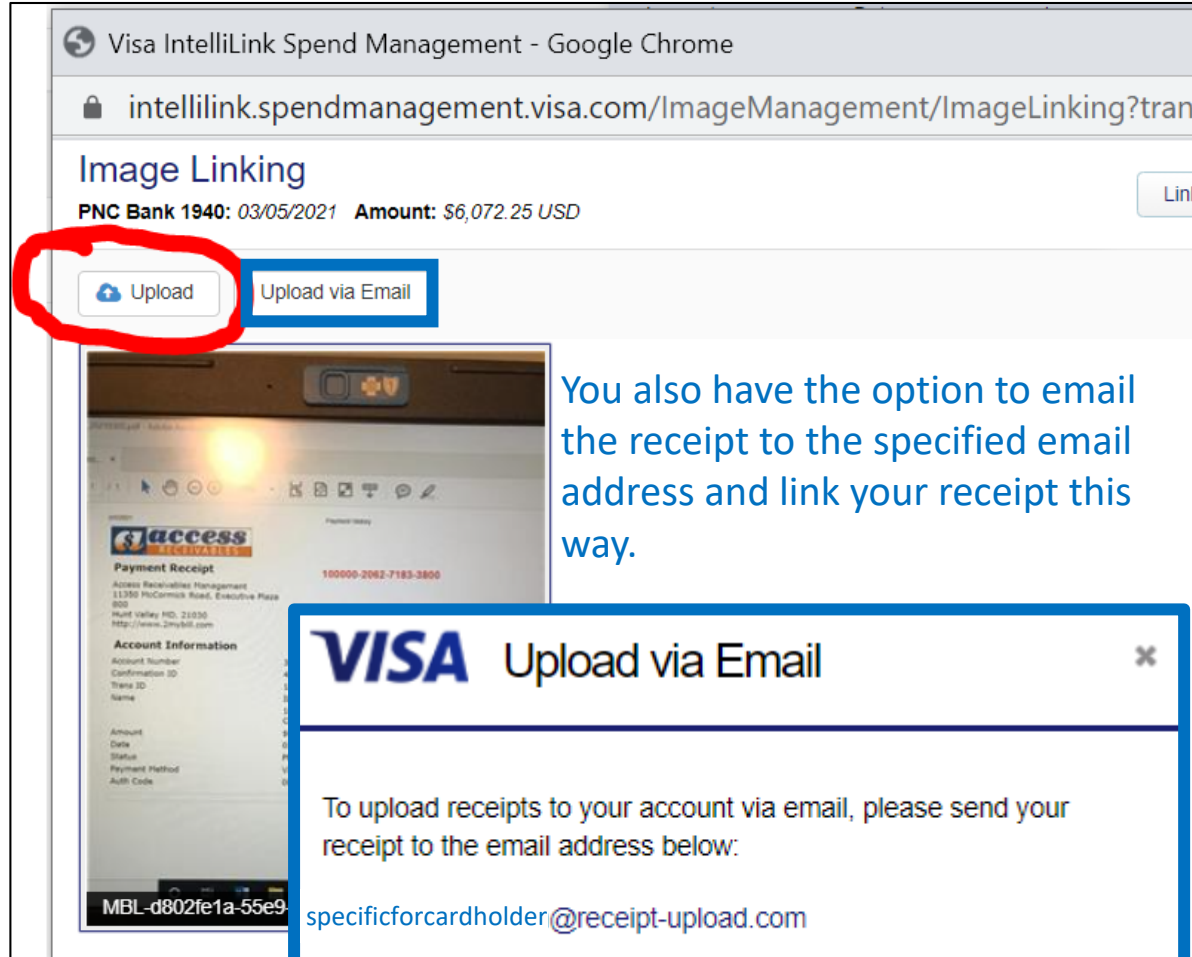
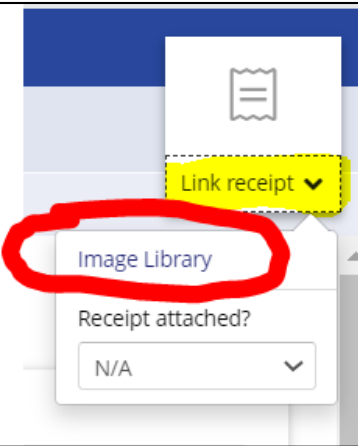
Description: Purchase Access Receivables Manage

Buttons: Complete, Update, Options

Per Illinois Tech policy:

- Receipts are required for **every single Grant fund/3xxxxx fund P-Card transaction** regardless of dollar value
- Receipts are required only for transactions of **\$75 or greater for Non-Grant fund P-Card transactions**

Step 5: Attach receipts by clicking on the **Receipt icon** and select **Image Library** from the dropdown list. A new window will pop up and you can **Upload** your receipt from your **desktop** or if you had taken a picture of your receipt with your smart phone via the **Visa Spend Mgmt. App**, you can also select the image to be linked on this Image Linking screen.



Step 6: Review and update the FOAP linked to each transaction. All P-Card charges are defaulted to the FOAP linked to your card specified during the P-Card application / setup process. However, if you need a specific transaction to hit a different FOAP you can adjust it during the reconciliation process – ***additional Administrator setup is required.**

The screenshot shows the 'Access Receivables Manage' interface. At the top, transaction details are displayed: Amount 6,072.25 USD, Date 03/05/2021, Issuer PNC Bank 1940, and Merchant category group Professional Services. Below this, the 'Coding' tab is active, showing a table of FOAP elements: Fund (100000, Unrestricted Fund), Org (2062, Telecommunication Services), Account (7183, Telecom Charges), and Prog (3100, Operations and Maintenance). A 'Search codes' window is open, showing a list of codes including 2100, 2301, 3100, 3800, and 3800. The '3800' code is highlighted, and the 'Select' button is circled in red.

*** If you need to frequently recode your P-Card transaction FOAP, please reach out to **Malcolm Brown** at mbrown43@iit.edu to gain access to the charge codes you need. **Any P-Card FOAP recoding must be completed within 2 days of the end of each billing cycle for it to take effect.****

Click on the **Fund, Org, Account, or Prog** number and a **Search** window will pop up. You can search for the code you need by typing in the code number then **Select** the one you want to update for each element of the FOAP.

Fund	100000	Unrestricted Fund	✕
Org	2062	Telecommunication Services	✕
Account	7183	Telecom Charges	✕
Prog	3800	Operations and Maintenance	✕

Step 7: Finally, you must provide an updated **Description** in the space provided detailing the business purpose of every single P-Card transaction **regardless of funding source or dollar amount**. Once done, hit the Update or Complete button on the bottom and you have completed your reconciliation for the specific P-Card transaction.

The screenshot shows the 'Access Receivables Manage' interface. At the top left, there are three icons: an up arrow, a down arrow, and an 'X', which are circled in red. Below these icons, the transaction details are displayed: Amount 6,072.25 USD, Date 03/05/2021, Issuer PNC Bank 1940, and Merchant category group Professional Services. The interface has two tabs: 'Coding' (selected) and 'Details'. A 'Manage' button is visible in the top right corner. Below the tabs, there is an 'Expense template' section with a '1' indicator. This section contains several input fields: 'Amount incl' (6,072.25 USD), 'Tax code' (dropdown), and 'Tax amount' (0.00 USD). To the right of these fields is a table of coding information:

Fund	100000	Unrestricted Fund	✕
Org	2062	Telecommunication Services	✕
Account	7183	Telecom Charges	✕
Prog	3800	Operations and Maintenance	✕

Below the coding table is a 'Split' icon. At the bottom of the interface, there is a 'Description' field containing the text: 'Purchase Access Receivables Manage. Invoice payment for Windstream on behalf of OTS'. At the very bottom, there are three buttons: 'Complete' (highlighted in yellow), 'Update', and 'Options'.

You can now click on the **Up Arrow, Down Arrow, or X** to move on to your next transaction needing reconciliation or close out this window.

Please note that you have 30 days after the end of each monthly billing cycle to reconcile your P-Card transactions. *The billing cycle ends on the 15th of every month and you have until the 15th of the following month to complete reconciliation.*

Any delays will result in the temporary deactivation of your P-Card until all reconciliation is up-to-date, or removal of P-Card privileges for repeat offenders.