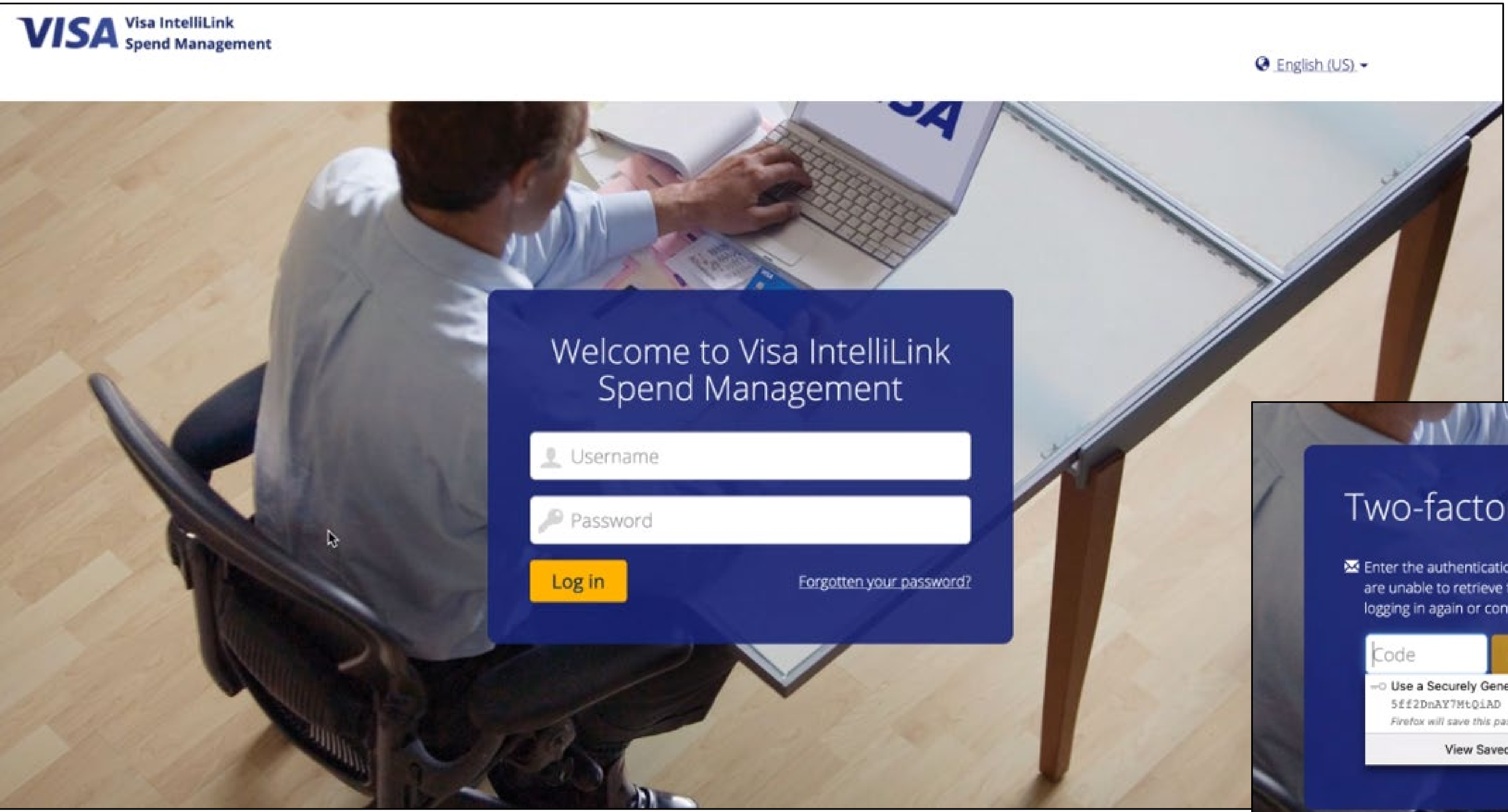
ILLINOIS INSTITUTE OF TECHNOLOGY

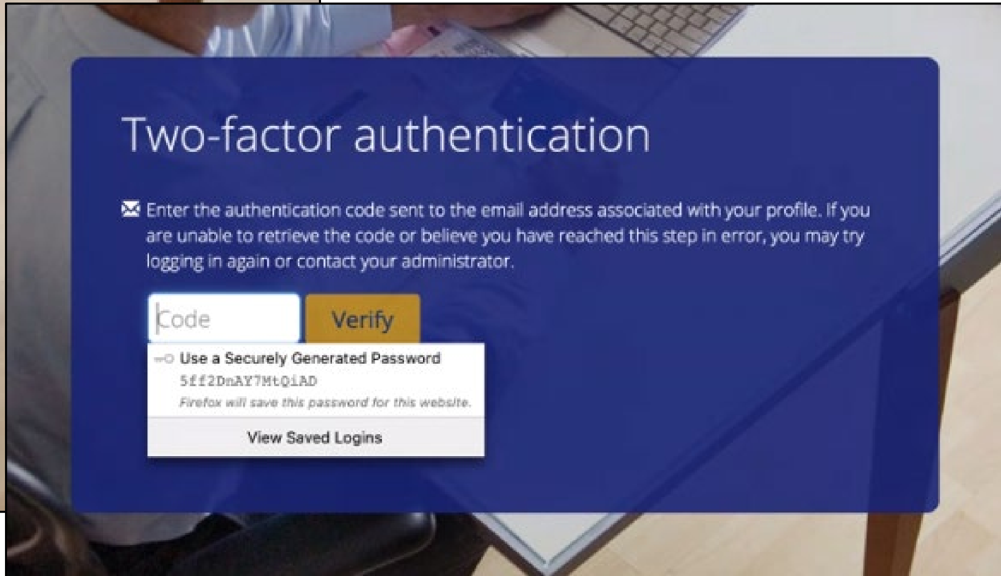
Visa IntelliLink P-Card Reconciliation Step-by-Step Guide

March 2021

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

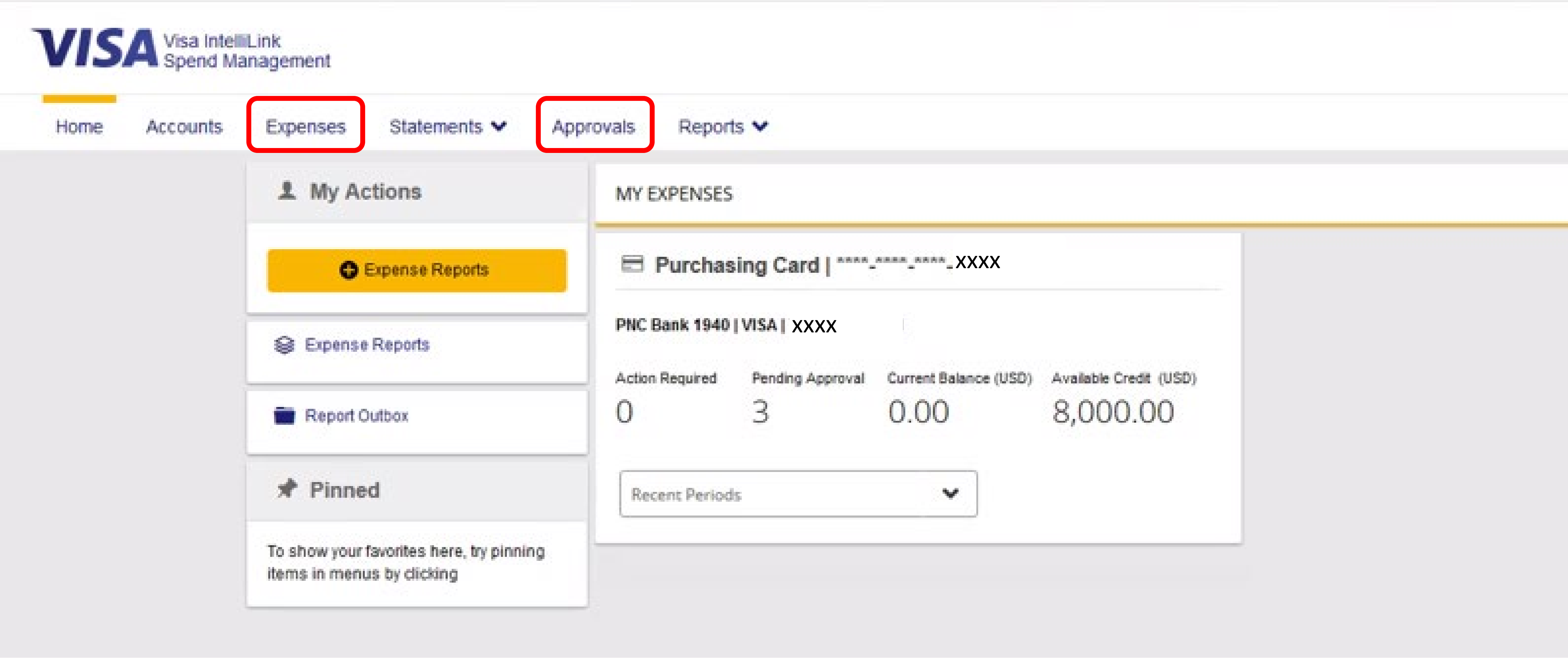
There is a **Two-factor Authentication** process and your authentication code will be emailed to your @iit.edu email address or via the **Visa Spend Management App** if you signed up for it.





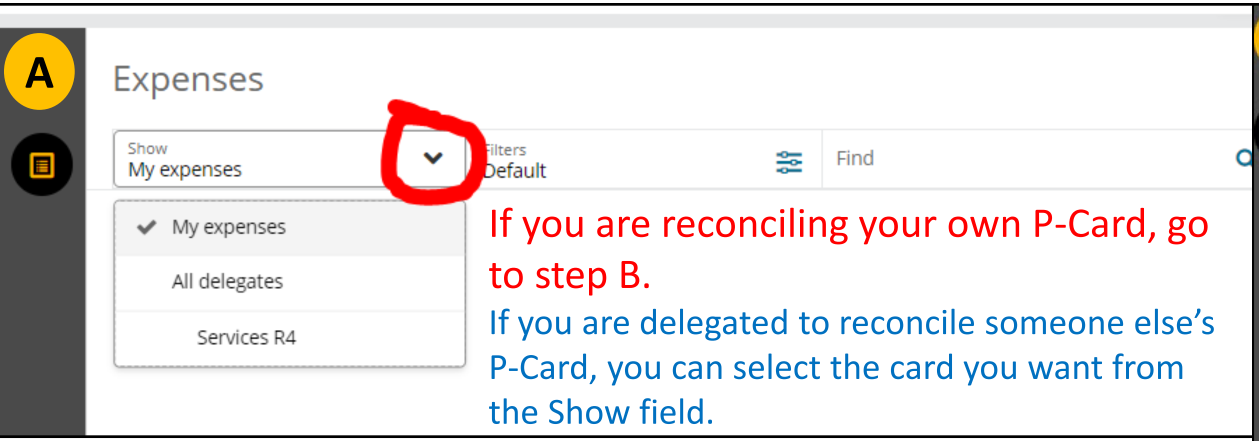
Step 2: Once you log in, you will see the Visa Spend Management's Home Page.

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.



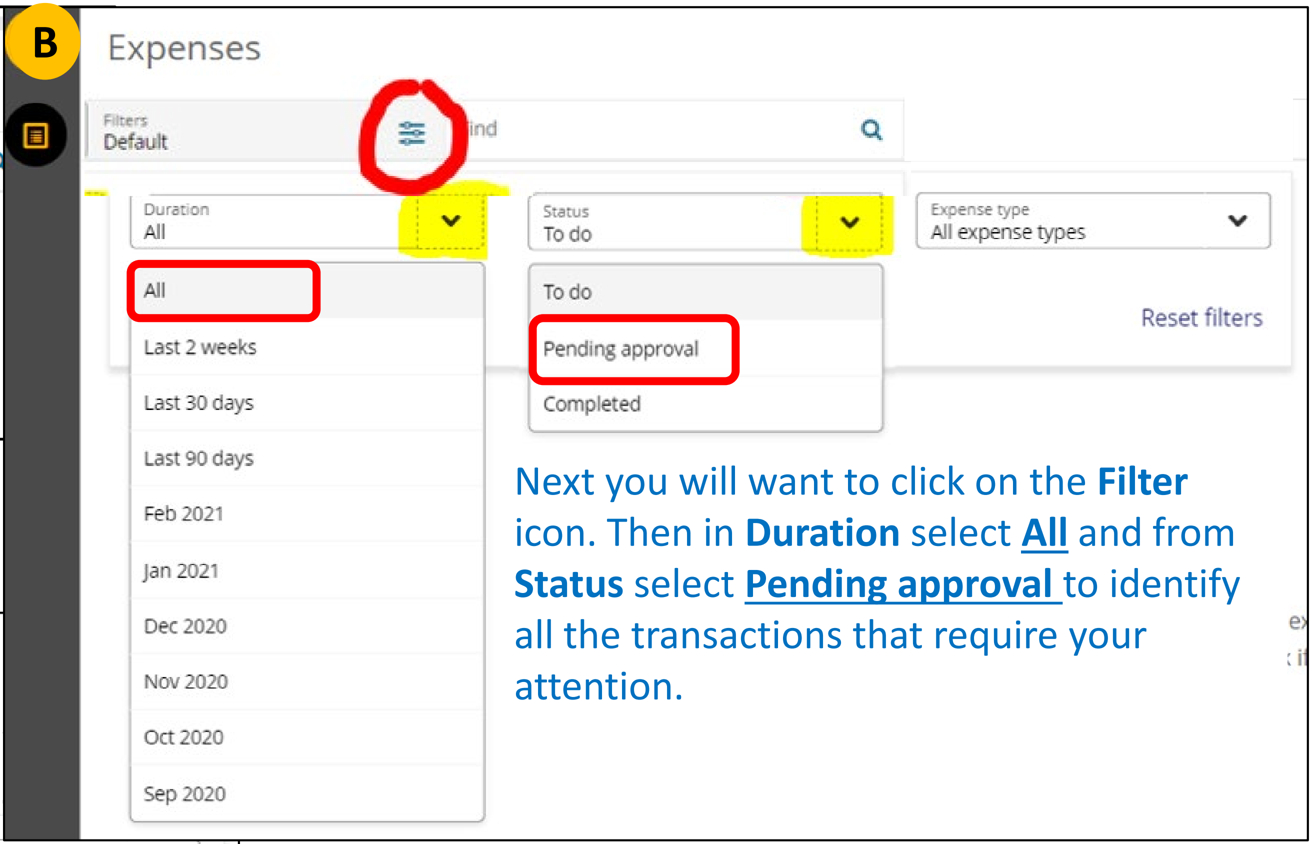
Step 3: To reconcile your P-Card charges, click on the **Expenses** tab.

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.

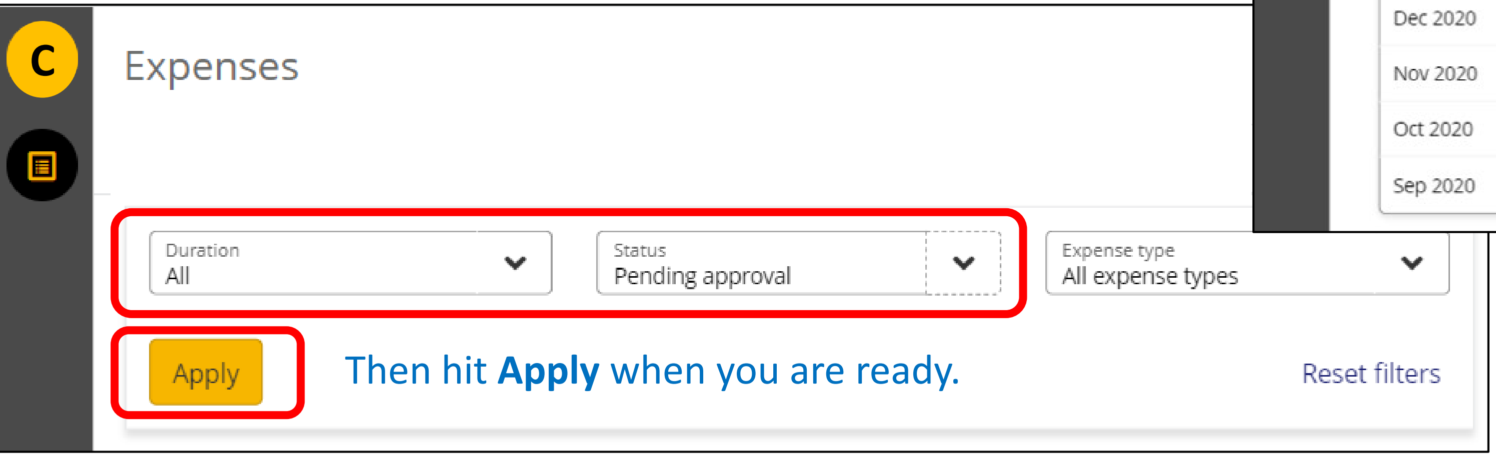


If you are reconciling your own P-Card, go to step B.

If you are delegated to reconcile someone else's P-Card, you can select the card you want from the Show field.

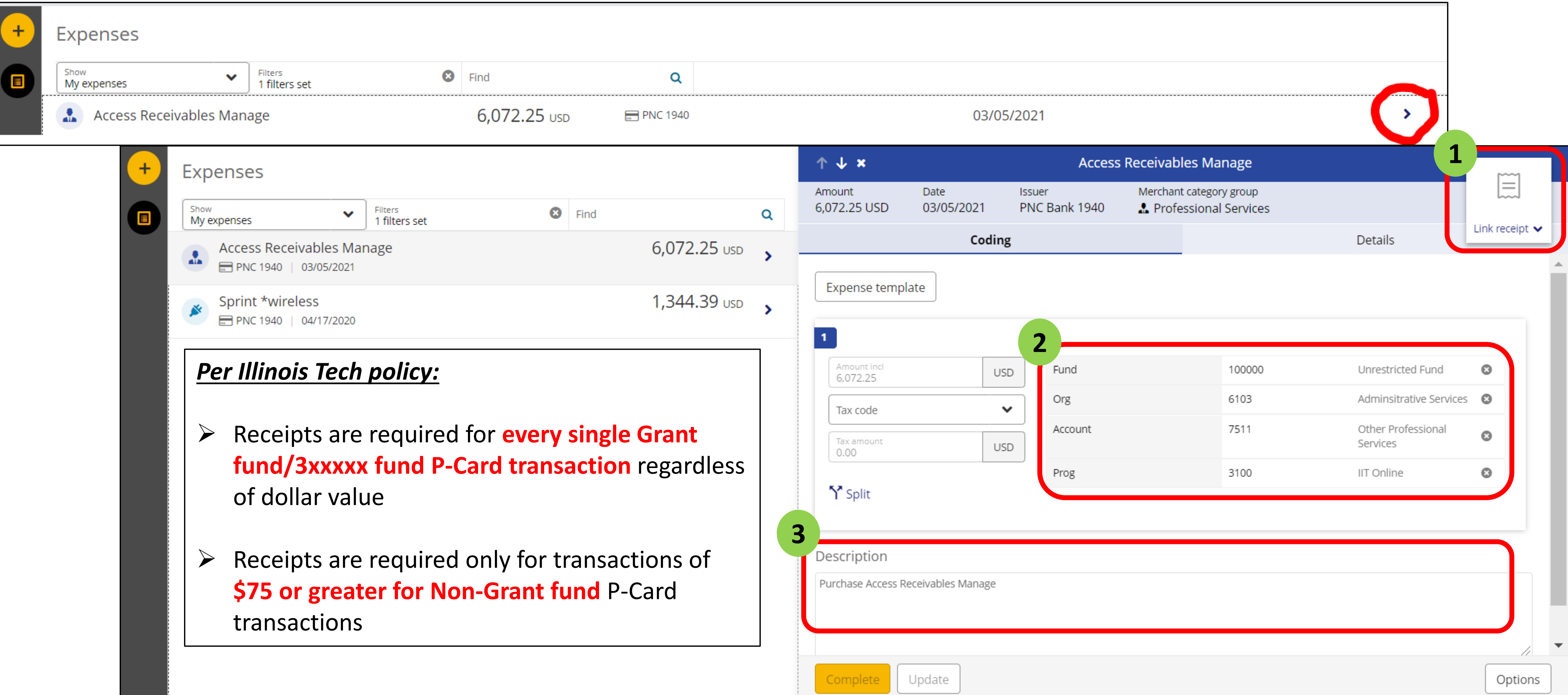


Next you will want to click on the **Filter** icon. Then in **Duration** select **<u>All</u>** and from **Status** select **<u>Pending approval</u>** to identify all the transactions that require your attention.



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

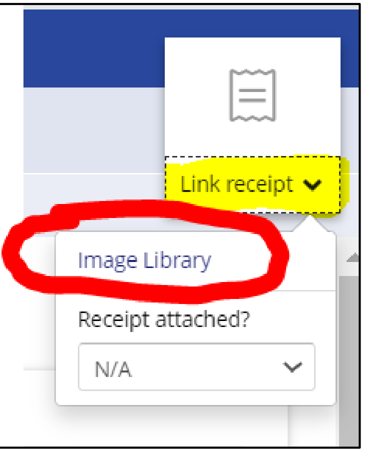
Step 4: Once you hit **Apply**, a list of all your P-Card transactions that need to be reconciled will appear on the new page. You will need to click on the **little arrow** next to each transaction to reconcile the expense, including 1 attach **receipt** if applicable, 2 verify **FOAP charge** codes,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

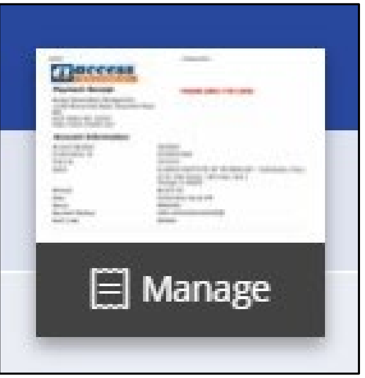


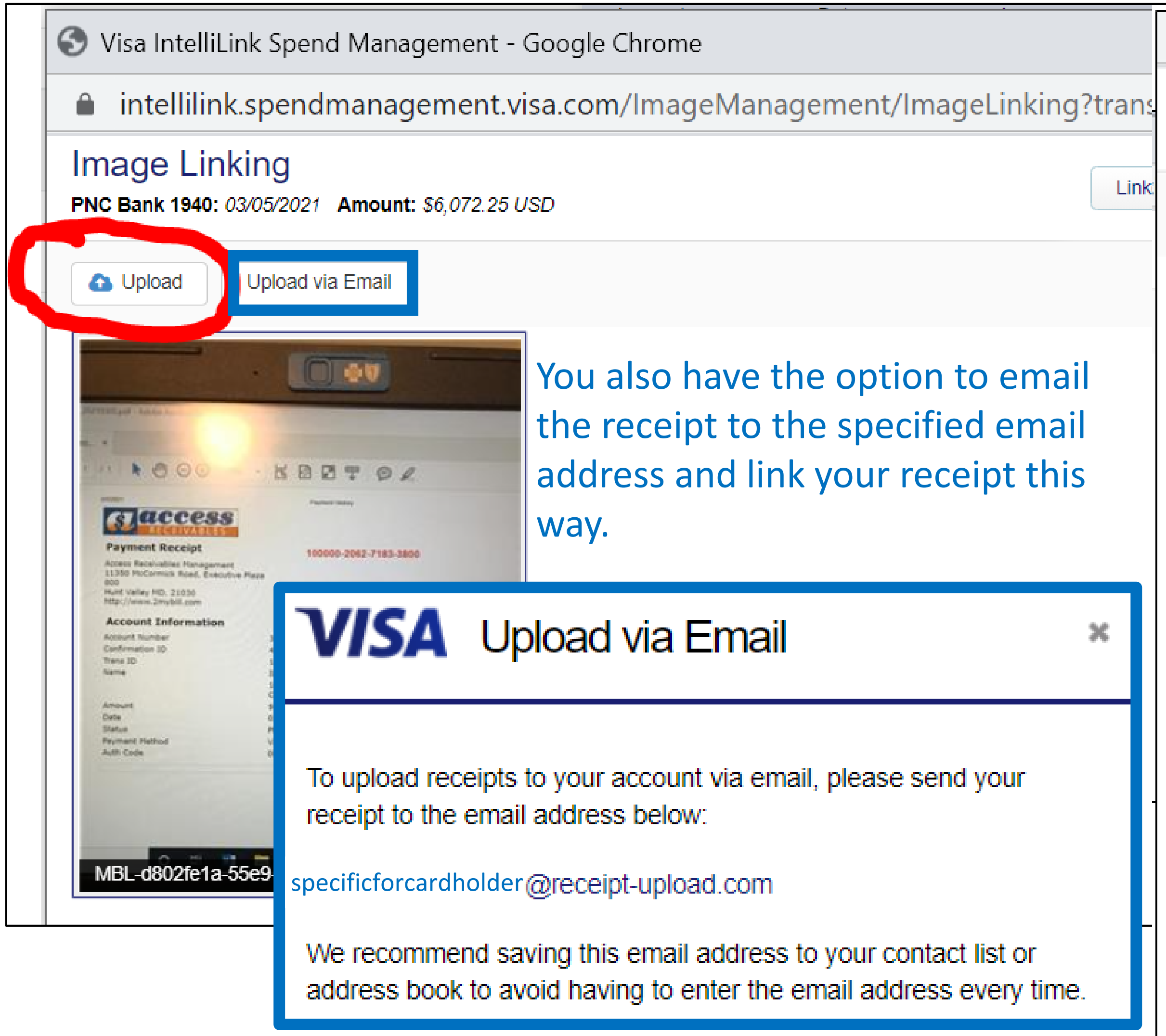
Per Illinois Tech policy:

- 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

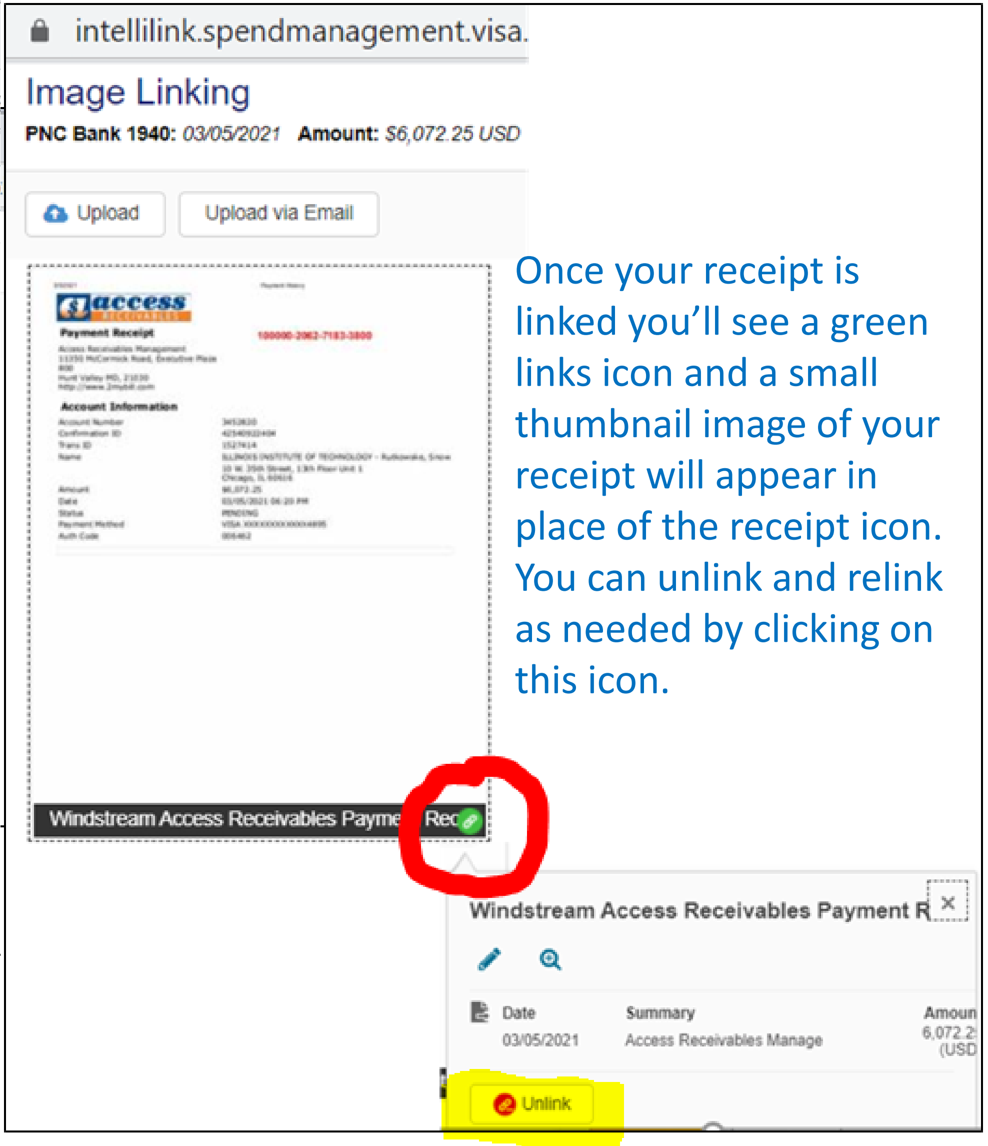
Step 5: Attach receipts by clicking on the **Receipt icon** and select **Image Library** from the dropdown list. A new window will pop up and you can **Upload** your receipt from your **desktop** or if you had taken a picture of your receipt with your smart phone via the **Visa Spend Mgmt. App,** you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





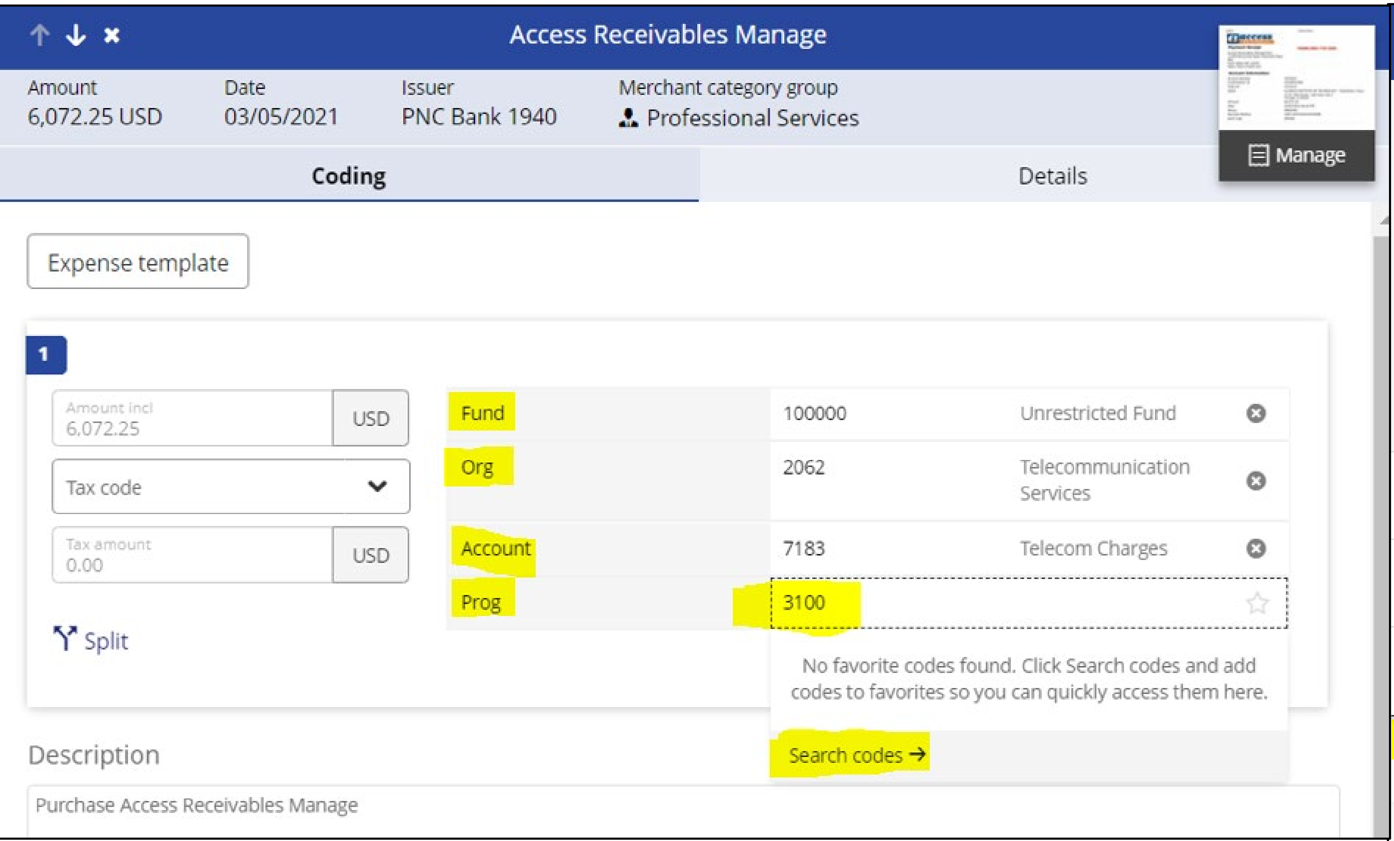


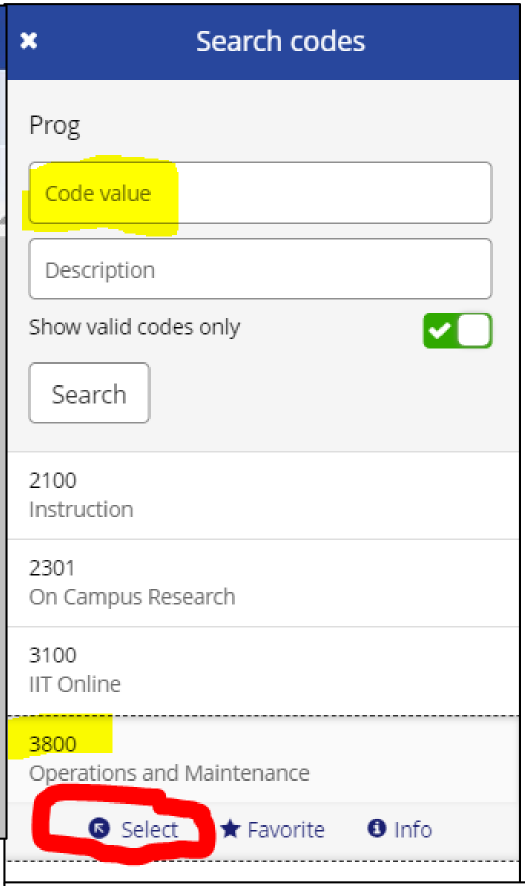
You also have the option to email the receipt to the specified email address and link your receipt this way.

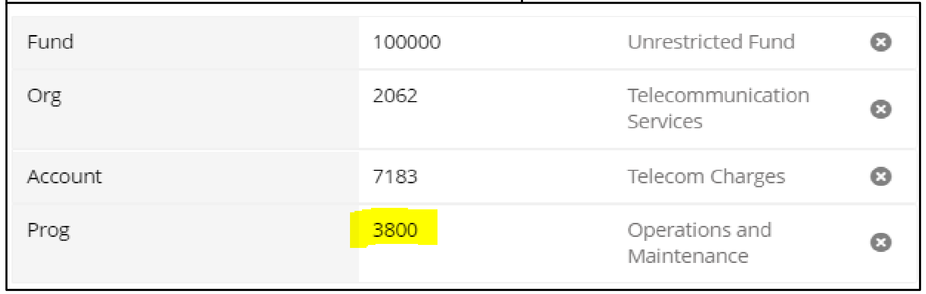


Once your receipt is linked you'll see a green links icon and a small thumbnail image of your receipt will appear in place of the receipt icon. You can unlink and relink as needed by clicking on this icon.

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.



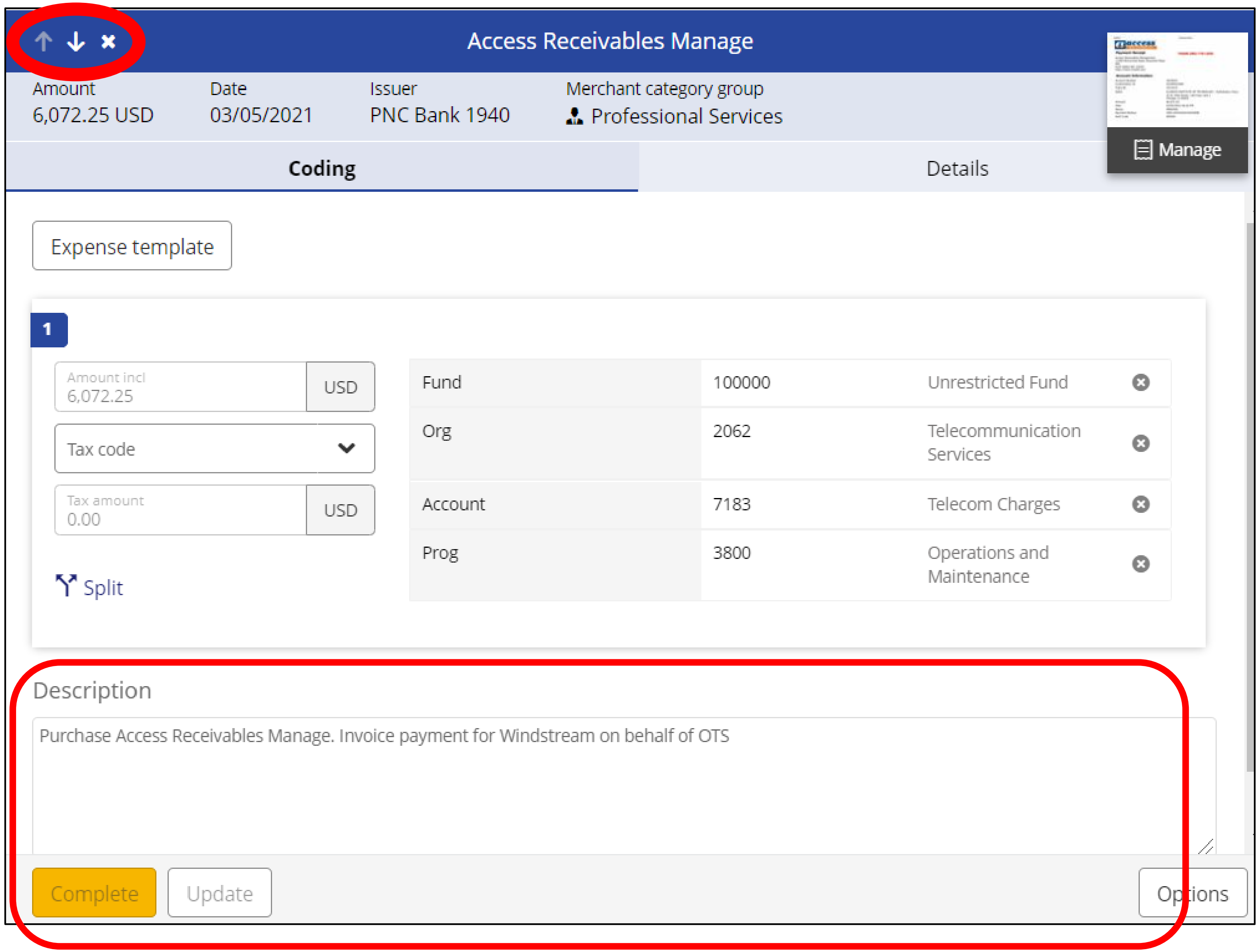




* If you need to frequently recode your P-Card transaction FOAP, please reach out to **Malcolm Brown** at mbrown43@iit.edu to gain access to the charge codes you need. ***Any P-Card FOAP recoding must be completed within 2 days of the end of each billing cycle for it to take effect.***

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.

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.



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.