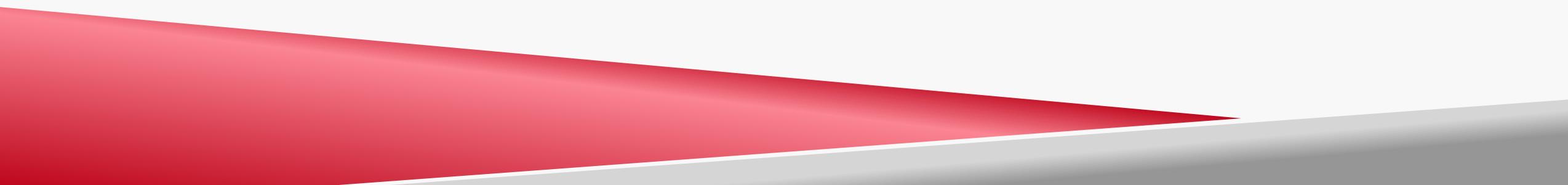# ILLINOIS INSTITUTE OF TECHNOLOGY

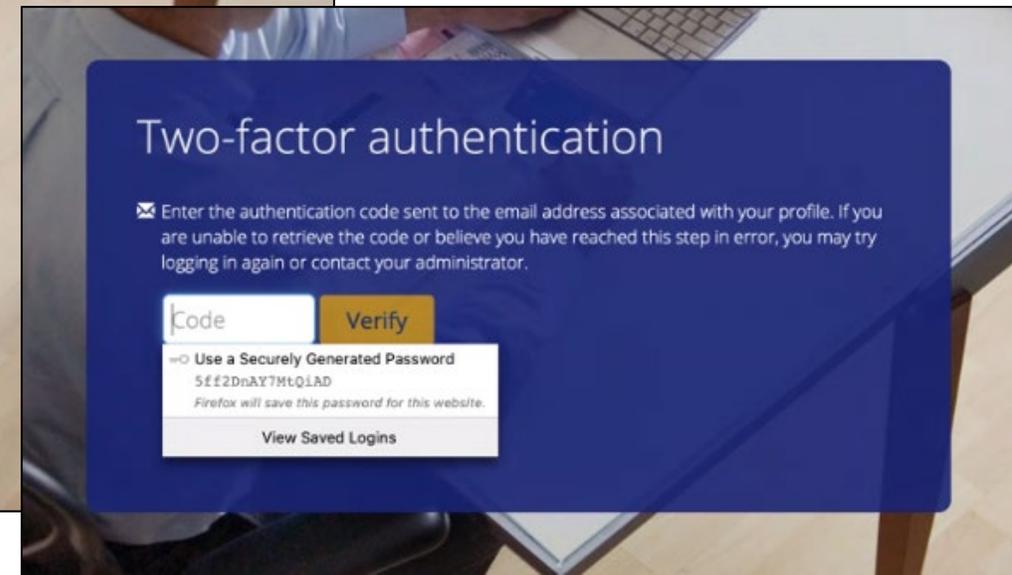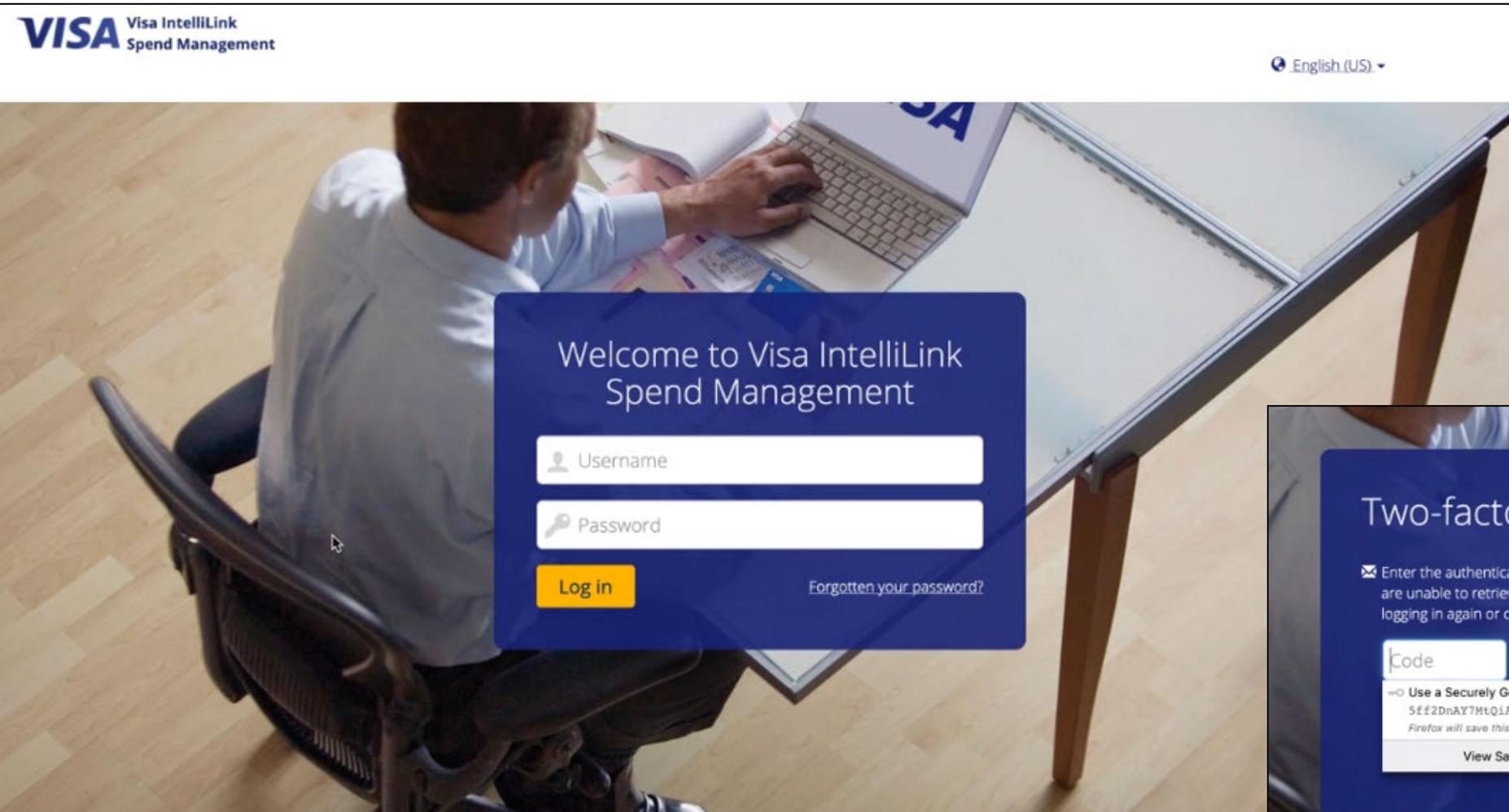# **Visa IntelliLink P-Card Approval Step-by-Step Guide**

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 sent 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: Click on the Approvals tab to review the list of P-Card transactions that are pending your review and approval to complete the reconciliation process.

The automatic setting is for a 12-month timeframe to date so you should be able to see all items pending your approval rather than what is only for the current billing cycle.

If you wish, you can also click on the Filter down arrow and select to view all the items that you have commented/asked follow-up questions about, those that you've already approved, change the date range, or transaction amount range for a more custom filter from the dropdown menu.

VISA Visa IntelliLink
Spend Management

Home   Administration ▾   Accounts   Expenses   Statements ▾   Approvals   Reports ▾

Approve Expenses

Filter
To do • 03/18/2020 to 03/18/2021   ▾

| Approval status | ⦿ To do ◯ Awaiting response ◯ Completed |

Date range
| Start date 03/18/2020 | 📅 | to | End date 03/18/2021 | 📅 |

68.84 USD   🔲 PNC 1940 (4199)

Expense type   ⦿ All ◯ Cash ◯ Card

168.94 USD   🔲 PNC 1940 (4199)

Amount range
| Minimum amount | to | Maximum amount |

132.90 USD   🔲 PNC 1940 (4199)

Options
Receipt linked   ⦿ All ◯ Yes ◯ No
Policy alert   ⦿ All ◯ Yes ◯ No
Credit   ⦿ All ◯ Yes ◯ No

178.40 USD   🔲 PNC 1940 (4199)

Show results   Reset

15.93 USD   🔲 PNC 1940 (4199)

Step 4: You can click on the little arrow next to each P-Card transaction to review the details. Please make sure to review for **business purpose description**, **FOAP**, and **receipt attachment** (receipt required for every transaction on grant/3xxxxx funds and also required for transactions $75 or more for non-grant funds). Then scroll down to the bottom of the side window where you can either ask a question or leave a comment, or if everything looks good, you can click on the **Approve** button.

Once you click **Approve**, you have completed the card holder's P-Card reconciliation cycle.