

# VISM

## Visa Intellilink Spend Management

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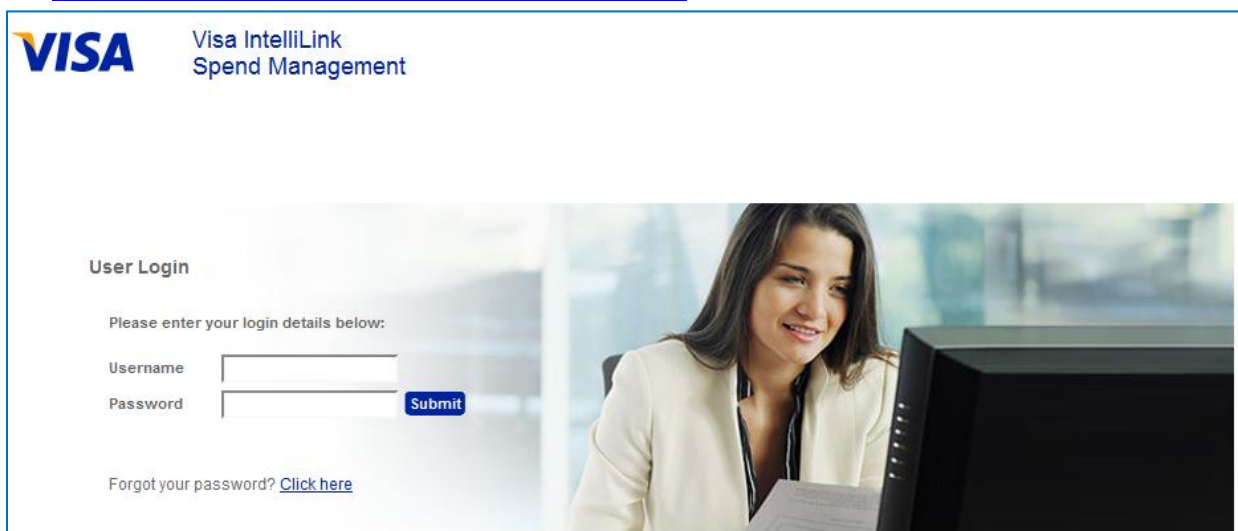
There is online video training available from the [Accounting](#) webpage in the Credit Cards section. The training demonstrates all the topics covered in this document.

### Logging In – First Time

Logging in for the first-time will require some additional steps beyond the standard login. Those steps are detailed here.

1. Open your web browser and go to the following website (type the website in your address bar and press Enter):

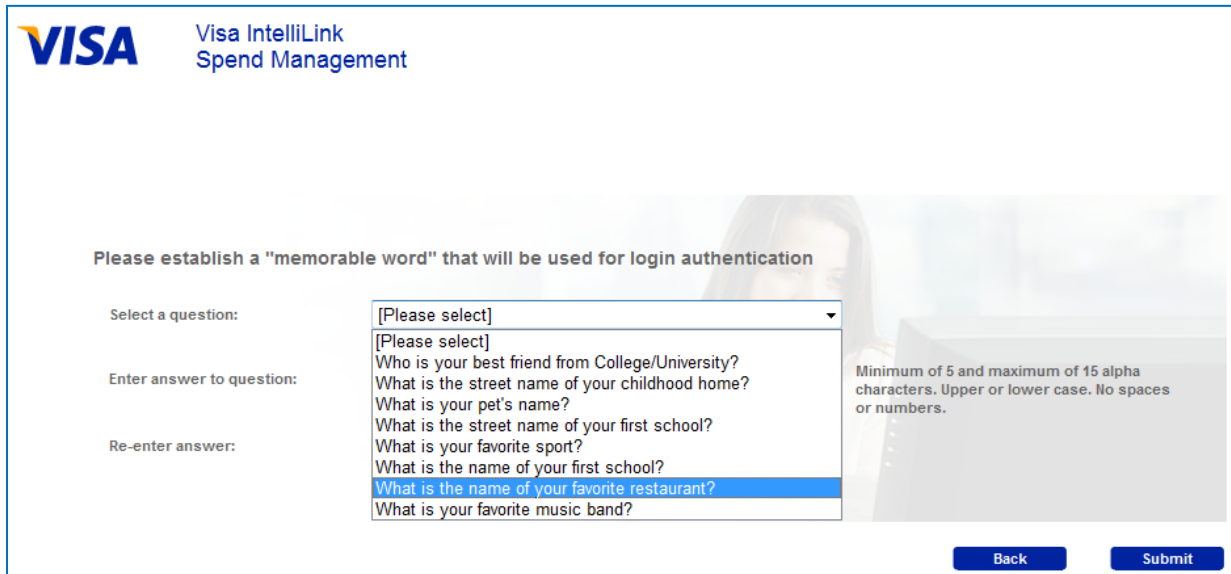
<https://intellilink.spendmanagement.visa.com>



2. Enter your Username:  
This is not case-sensitive, and is typically your email address, for example:  
greg.kuhn@principia.edu
3. Enter your initial password:  
This is case-sensitive, and for first-time users of this new website it is: **Welcome1**
4. Click **Submit**
5. Create a “memorable word” (see image below).  
Every time you login, you will be asked to enter 3 characters from this memorable word. Those 3 characters are randomly alternated with each login. For instance, one time you’ll be asked for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> characters, another time you’ll be asked for the 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> characters, etc.

Notice there are some security requirements for this memorable word. Please pay attention to those requirements when creating your word. For instance, it must contain both upper and lower-case letters.

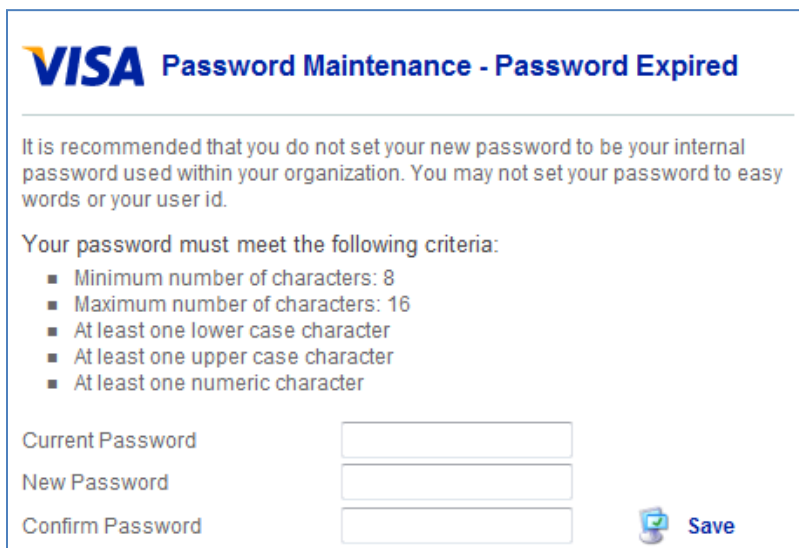
Additionally, you must select a question from the drop-down list. Hopefully your memorable word can be an answer to one of these questions; however, you're the only one who will know that info. So, it's up to you whether or not your question and the memorable word are related to each other. You'll only see the question again, if, when logging in, you click the button labeled "View Memorable Word Reminder".



6. You must accept the Terms of Use to continue. Click the **Accept** button.
7. Create your own password following the security criteria listed in the dialog box. Since you're required change this password every 30 days, and you can't use the same password twice, you may want to develop some way to construct a memorable password that can easily modify each month. For instance, you could start your password with your favorite password and then add the month and year to the end of it. Then, each time you must change it, you just modify that month and year. Here's an example (it is not recommended that you use this as your actual password):

If it's October 2011, I might start with - Pa\$\$word1011

Then, in November, I'd change it to – Pa\$\$word1111



8. Click **Save** and you'll be taken to the Home page. This completes your initial login. Be sure to review the **Initial Setup** training before attempting to Reconcile Transactions.

## Home Page

The Home page shows some basic info about your account: your name, email address, the number of accounts you have access to, the 3 latest transactions, and links to recent statements.

**VISA** Visa IntelliLink Spend Management

Home | Reports | Settings | Help | Contact | Logout

**Main Menu**

- Account Statements
- Expense Reports
- Reports

### Welcome!

Welcome Training Account .  
You last visited us on 09/20/2011 11:36:51, (GMT-06:00) Central Time (US & Canada).  
The email address we have for you is train.stl@principia.edu. If this is incorrect please contact your administrator.

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

**For your account:** USD

Current balance is 0.00  
Credit limit is 8,000.00  
Available credit is 8,000.00

Last 3 transactions loaded:

Trans Date	Description/Merchant	Billed Amount	Curr.
06/29/2011	Marriott St Louis West	201.56	USD
06/26/2011	Subway 00219766	15.70	USD
06/25/2011	Crystal Garden Cafe	44.74	USD

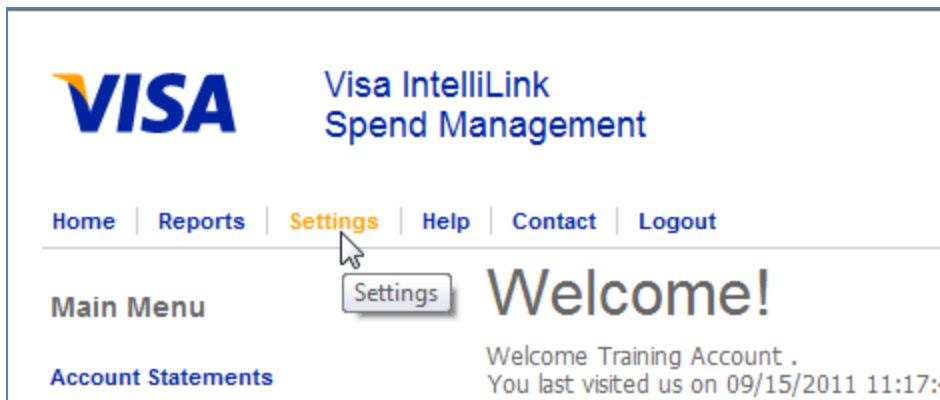
Click to view:  
[Statement ending 09/09/2011](#)  
[Statement ending 08/10/2011](#)  
[Statement ending 07/11/2011](#)  
[Statement ending 06/09/2011](#)

## Initial Settings

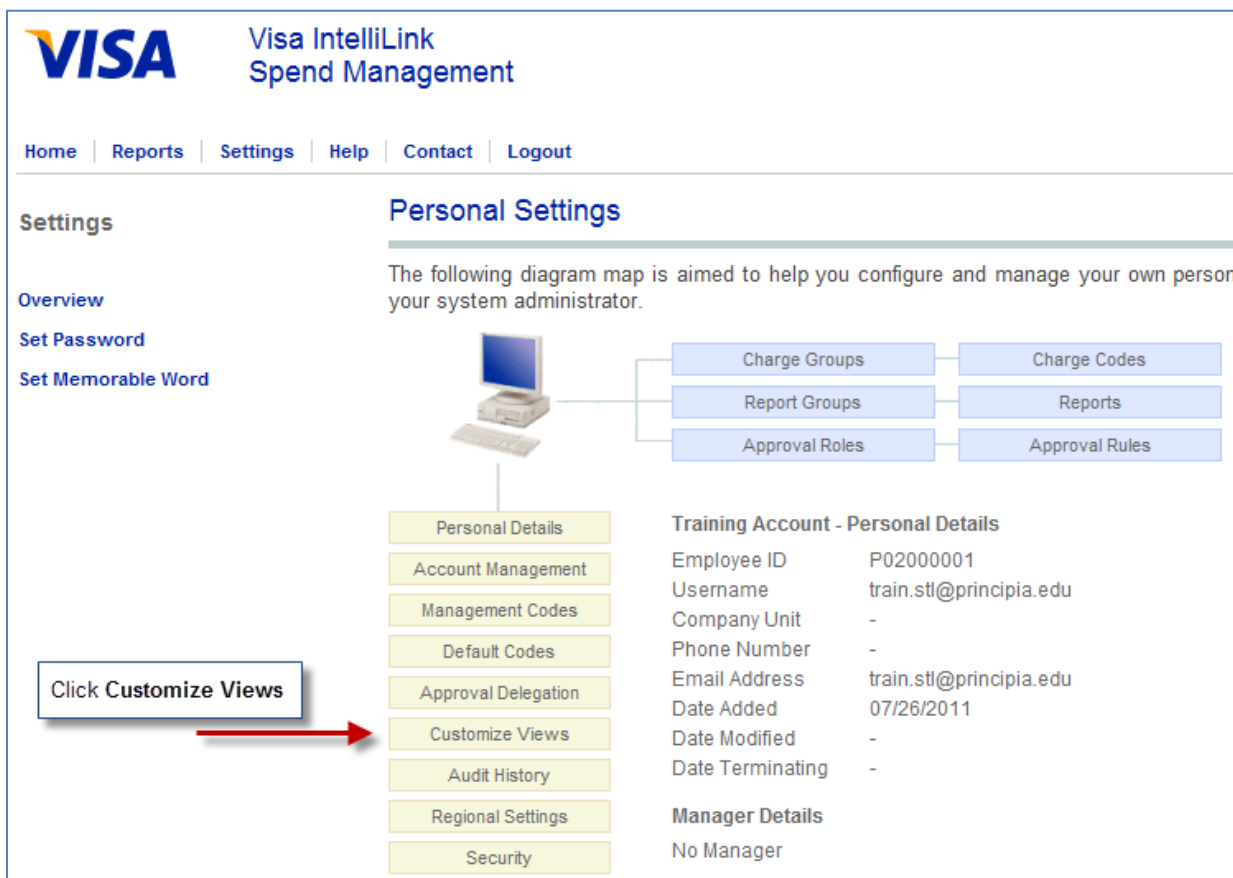
You must follow these steps after your initial login, before you begin any transaction reconciling. If you skip these steps, you will not have all the functions needed to easily allocate your transactions to the proper codes.

**NOTE – Watch for pop-up blocker warning (pale yellow bar in upper part of your browser). Please allow this website by clicking that bar and selecting “Always Allow Pop-ups from this site”**

1. From the Home page, click the link for **Settings**



2. On the **Settings** page, click **Customize Views**



3. Add checkmarks to the following items (see image below):

- a. Issuer Tax Amount
- b. Transaction Coding
- c. Quick Coding

Personal Details

Account Management

Management Codes

Default Codes

Approval Delegation

Customize Views

Audit History

Regional Settings

Security

### Statement - Fields & Sort Order

Transaction Date	<input checked="" type="checkbox"/>	↑
Posting Date	<input type="checkbox"/>	
Transaction Type	<input type="checkbox"/>	
Supplier	<input checked="" type="checkbox"/>	
Supplier Order Number	<input type="checkbox"/>	
Disputed	<input type="checkbox"/>	
Personal	<input type="checkbox"/>	
Source Amount	<input type="checkbox"/>	
Tax Amount	<input type="checkbox"/>	
Issuer Tax Amount	<input checked="" type="checkbox"/>	
Amount (Tax Exclusive)	<input type="checkbox"/>	
Amount (Tax Inclusive)	<input checked="" type="checkbox"/>	
Receipt	<input type="checkbox"/>	
Enhanced Data	<input type="checkbox"/>	
Transaction Coding	<input checked="" type="checkbox"/>	
Expense Report Name	<input type="checkbox"/>	
Expense Report Number	<input type="checkbox"/>	
QuickCoding	<input checked="" type="checkbox"/>	
General Settings	<input type="checkbox"/>	
No Auto Closing Windows	<input type="checkbox"/>	

Add checkmarks to these 3 items

Then click **Save**

Save

4. Click **Save**
5. Click **Ok** in the next dialog box.
6. Click the link for **Home** to return to the main Home page.

This concludes your Initial Setup instructions. You're ready to learn how to reconcile transactions.

## Logging In (after First Time login)

1. Open your web browser and go to the following website (type the website in your address bar and press Enter):  
**https://intellilink.spendmanagement.visa.com**

**VISA** Visa IntelliLink  
Spend Management

User Login

Please enter your login details below:

Username

Password  **Submit**

Forgot your password? [Click here](#)

2. Enter your Username:

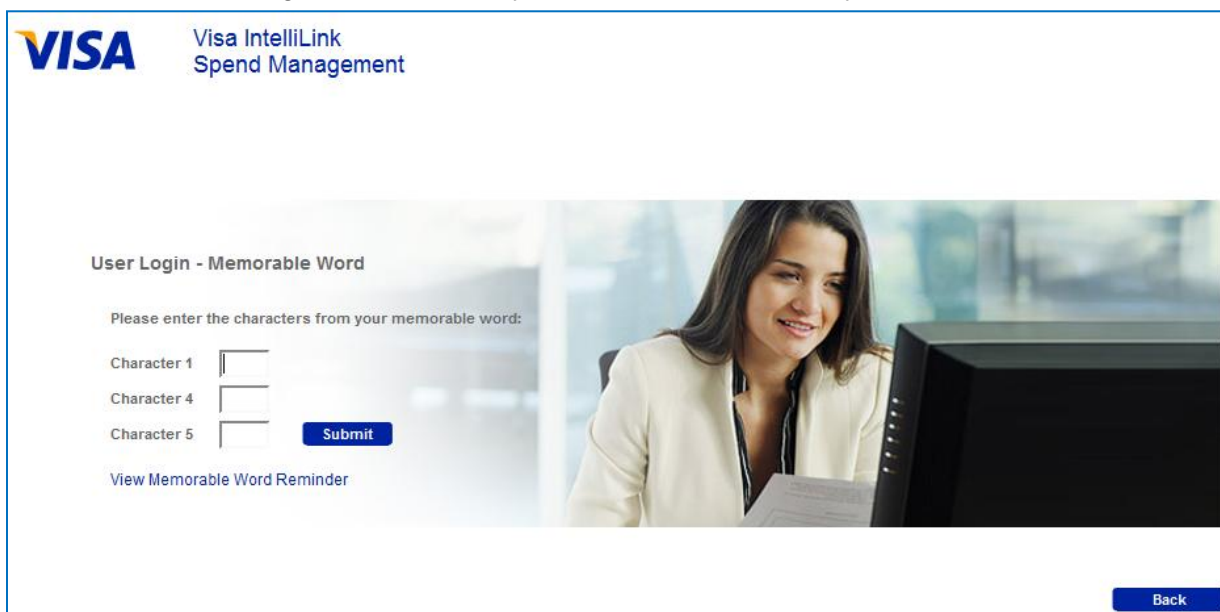
This is not case-sensitive, and is typically your email address, for example:  
greg.kuhn@principia.edu

3. Enter your password:

This is case-sensitive, and you'll be prompted to change it every 30 days.

4. Click **Submit**

5. Enter the requested characters of your memorable word. The characters requested will be randomly generated each time you login. If you based your memorable word on an answer to a list of available security questions, you can click the **View Memorable Word Reminder** link to get a hint to what your memorable word may be.



VISA Visa IntelliLink Spend Management

User Login - Memorable Word

Please enter the characters from your memorable word:

Character 1

Character 4

Character 5  [Submit](#)

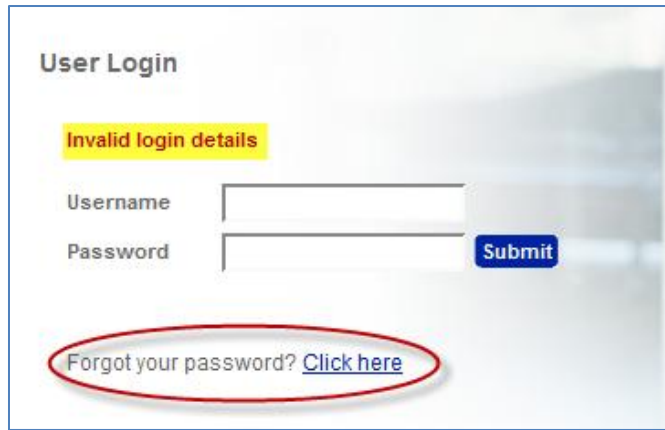
[View Memorable Word Reminder](#)

[Back](#)

6. Click **Submit**

It is important to note that if you get either your Password or any character of your Memorable Word wrong, you will be returned to the login screen and you will see **Invalid Login Details**. Unfortunately, it doesn't tell you whether you got the *password* wrong or some part of your *memorable word* wrong. You'll just have to try again.

7. If you forget your password, click the **Forgot Your Password** link (shown below), and follow the instructions.
  - a. If you get either your *password* or some character in your *memorable word* wrong, after 4 failed attempts, you will get locked out for 2 hours. You can either wait 2 hours and try again, or contact your administrator (Principia's Accounting department) to unlock the account and either reset your password or reset both the password and the memorable word.

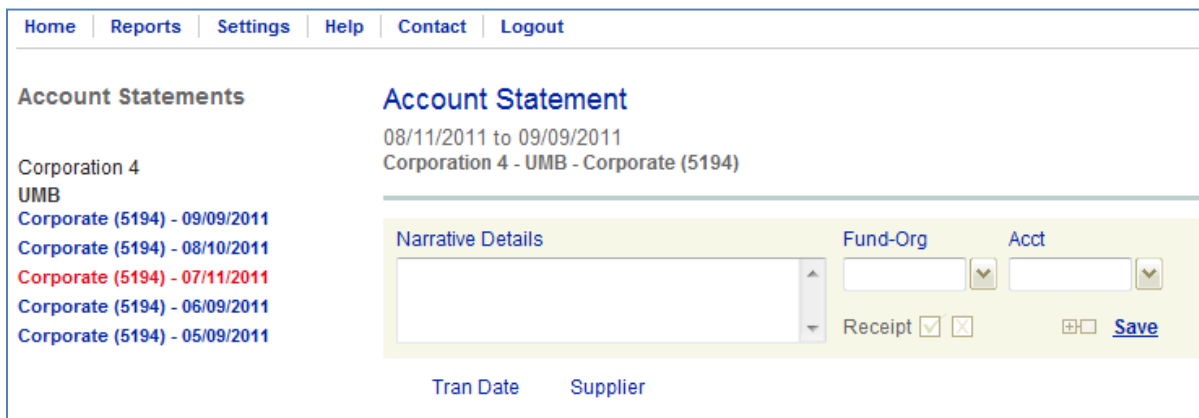


## Reconciling Transactions

Reconciling transactions involves reviewing each purchase and making sure it's been allocated to the proper Fund or Org code as well as the proper Account code. Each month you must review every purchase and accept or correct the codes. You'll receive an email message each month reminding you to do this.

### Quick Coding

1. From the Home page, click the **Account Statements** link on the left side of the page.
2. On the left side of the next window, you'll see a list of recent statements, based on their end date. You should have received an email indicating which end date to use.



3. Click on the date for the appropriate statement and begin reconciling.
4. Transactions will be listed by purchase date and Supplier. Icons on the right side of the screen show the status of each transaction. (See image below.)
  - a. A green checkmark ✓ means the transaction has been fully coded and approved. You'll see that icon after you've reviewed a transaction and clicked the **Save** button.
  - b. A green question mark ? means the transaction has default codes, which were automatically applied by the system. **You need to review and approve this transaction, so that it changes to a green checkmark.**
  - c. A red X means there is a code or codes missing.



Account Statements

- Corporation 4
- UMB
- Corporate (5194) - 09/09/2011
- Corporate (5194) - 08/10/2011
- Corporate (5194) - 07/11/2011
- Corporate (5194) - 06/09/2011
- Corporate (5194) - 05/09/2011

Account Statement

06/10/2011 to 07/11/2011  
Corporation 4 - UMB - Corporate (5194)

Current Balance 3,053.62  
Previous Balance 0.00  
Credit Limit 8,000.00  
Statement Status Updated

Narrative Details Fund-Org  Acct

Receipt    Save

Tran Date	Supplier	Acct code	Receipt	Issuer Tax Amount	Amount Incl	
<input type="checkbox"/> 06/09/2011	Delta Air	410001 7302	Yes	520.80	520.80	✓
<input type="checkbox"/> 06/09/2011	Delta Air	410001 7302	Yes	520.80	520.80	✓
<input type="checkbox"/> 06/09/2011	Orbitz	410001 7302	Yes	50.00	50.00	?
<input type="checkbox"/> 06/12/2011	Marriott St Louis West	410001 7305	Yes	278.45	278.45	✓
<input type="checkbox"/> 06/15/2011	Marriott St Louis West	None	Yes	403.43	403.43	X
<input type="checkbox"/> 06/22/2011	Karrass Ltd	410001 7128	Yes	499.00	998.00	✓
<input type="checkbox"/> 06/24/2011	Hyatt Hotels F&b Chicago	None	Yes	20.14	20.14	X
<input type="checkbox"/> 06/25/2011	Crystal Garden Cafe	410001 7305	Yes	44.74	44.74	✓
<input type="checkbox"/> 06/26/2011	Subway 00219766	410001 7305	Yes	15.70	15.70	✓
<input type="checkbox"/> 06/29/2011	Marriott St Louis West	410001 7305	Yes	201.56	201.56	✓

Fund or Org code

Acct code

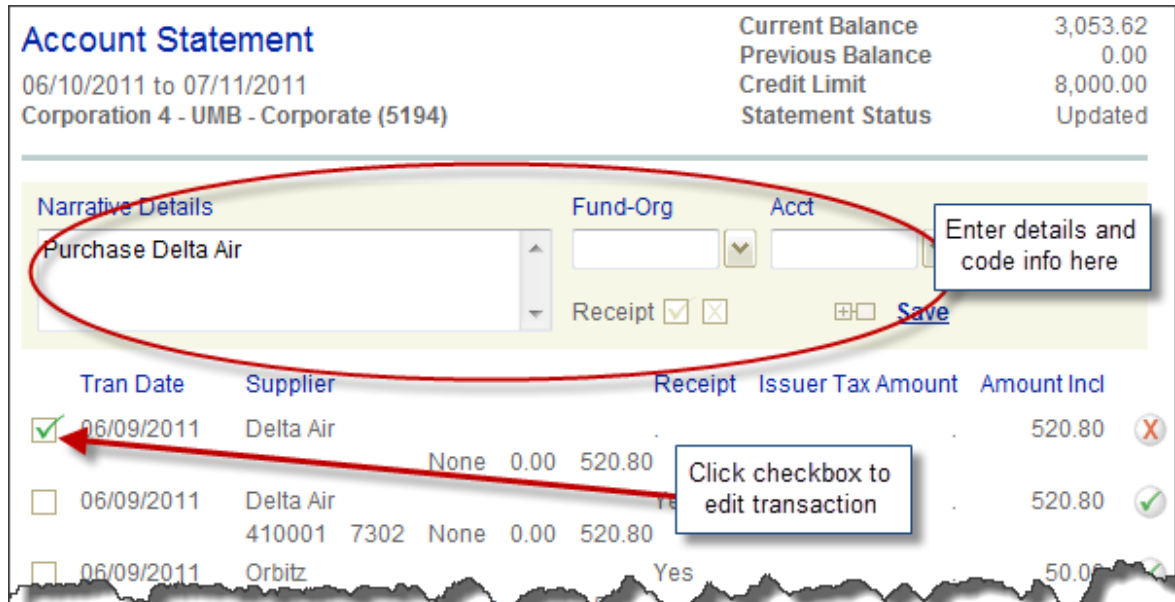
Green ✓ means transaction is coded and approved

Green ? mean default codes were applied

Red X means codes are missing

[View Statement Report](#)

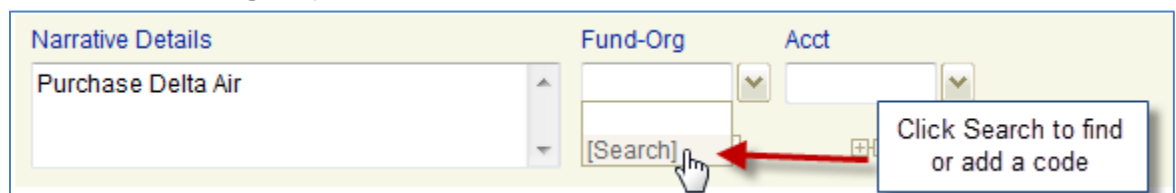
5. To edit a transaction, click the checkbox next to the transaction date. Narrative Details and Code Info about the purchase will appear in the fields at the top of the list.



6. Enter a description of your transaction in the Narrative Details section. The purpose and examples of this description are:
  - a. To record guests and purpose of meals that were charged  
Example: Lunch with Jon Doe, donor
  - b. To clarify the transaction and avoid audit questions later  
Example 1: Gas in Texas  
Example 2: Thank you gift for Sally Jones
7. If you've already created Fund-Org Favorites, then select the Fund or Org code from the **Fund-Org** drop-down list. You can't directly type a code number here, you must either have it listed in your Fund-Org Favorites list (which show in this drop-down list) or use the Search tool to locate a code.

Here's how to Search for a code and how to add codes to your Fund-Org Favorites list

- a. Click the **Fund-Org** drop-down list and select **[Search]**



- b. If you know the Fund or Org code, enter it now and click the **Search** button. If you aren't sure, but you know what it starts with, you could use a "wildcard" search, by typing the number(s) it starts with and then adding the percent symbol % at the end. This will return a list of results with all codes that begin with the numbers you typed.

Here are some examples of how you can search using the wildcard. This method applies to either the Code Value or the Description, and you can substitute the wildcard anywhere in the search. You might even want to put one at the beginning and ending of your search to cover all possibilities.

- Search for an Org Code that starts with 41 – enter **41%** in the Code Value
- Search for a Designated Fund that starts with D2 – enter **D2%** in the Code Value
- Search for a code for Men's Basketball – enter **%basket%** in Description

## VISA Fund-Org Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

---

Code Value

Description

Valid Codes Only Yes  All   [Search](#)

- c. Once you get the desired search result, you should take this opportunity to add that code to the **Favorites** list, which is on the right side of the Search window. Just click the right arrow → next to the desired code to add it to your **Favorites**. You can remove a code from your **Favorites** by clicking the left arrow ← that follows the code in the **Favorites** list.

The screenshot shows the 'VISA Fund-Org Search' interface. On the left, a search results table lists various codes and descriptions. The code '410001 Accounting' is highlighted in yellow. To the right of this code is a right-pointing arrow. A red arrow points from a text box 'Click here to add to Favorites' to this right arrow. A tooltip over the right arrow says 'Add this code to my list of favorites'. On the right side of the window, there is a 'VISA Fund-Org Favorites' section. It shows the code '410001 Accounting' with a left-pointing arrow to its right. A red arrow points from a text box 'Click the left arrow to remove from Favorites' to this left arrow. The browser window title is 'Visa IntelliLink Spend Management - Windows Internet Explorer' and the address bar shows the URL: 'https://intelliink.spendmanagement.visa.com/settings/Favourites\_cc.asp?employee\_num=P02000001&cc\_type=101'.

- d. To apply the desired code to your transaction, either click the up arrow ↑ next to the code, or click anywhere in that line to the left of the up arrow (see highlighted area above).
- e. Once you've saved this transaction, the next time you click the drop-down arrow for the Fund-Org code, you will see your Favorites listed.

- Select the Acct code from the **Acct** drop-down list. Once again, you can't directly type a code number here, so you must either have it listed in your Acct Favorites list (which makes it appear in this drop-down area) or use the Search tool to locate a code. The process of adding an Acct code is the same as adding a Fund-Org code. See Steps 7b-e (above) to review how that's done.

Below is a sample of searching for all Acct codes that contain the word "travel" in the description. Just enter **%travel%** and click the [Search](#) button.

**VISA Acct Search**

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value:

Description:

Valid Codes Only Yes  All

7227	Student Travel & Meals	<input type="button" value="↑"/> <input type="button" value="i"/> <input type="button" value="→"/>
7305	Travel Meals/Lodging Employee	<input type="button" value="↑"/> <input type="button" value="i"/> <input type="button" value="→"/>

**VISA Acct Favorites**

If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.

For codes that you use regularly add them to your favorites below, this will place them within your select lists. A total of 15 codes per code type may be added to each list.

7305	Travel Meals/Lodging Employee	<input type="button" value="←"/>
------	-------------------------------	----------------------------------

- Click the **Save** button. Once each transaction is displayed with a green checkmark, this completes the basic steps to coding and approving a transaction. Repeat this process for each transaction. If you have a transaction that needs to be charged to more than one Fund or Org number or needs to be split between more than one Acct code, see the section on **Splitting a Transaction**.

**Narrative Details**

Purchase Delta Air - attend conference

**Fund-Org** 410001 **Acct** 7305

Receipt

**Note:** When you need to bill a student for a purchase, enter **499999** in the Fund-Org field to identify a PrinBill charge and **7170** in the Acct field. Then enter the ID (P01xxxxxx) of the student in the Narrative Details field. Prior approval from Accounting is necessary before making a purchase that is to be billed to a student.

### Using Multiple Select Quick Coding

Normally, when you're Quick Coding transactions, you can only select one checkbox at a time. If you want to apply the same Narrative Details, Fund-Org code, and Acct code to several transactions at once, you need to turn on **Multiple Select** mode.

**Narrative Details**

**Fund-Org**  **Acct**

Receipt

Tran Date Supplier Re

Switch Modes: Multiple Select or Single Select

Click the + symbol next to this icon to switch between Multiple and Single Select modes

- Click the + icon in the Quick Coding section at the top of the window.

## The Principia

- a. Single Select mode icon looks like this
- b. Multiple Select mode icon looks like this
2. Once you've turned on Multiple Select mode, you can click the checkbox for more than one transaction at a time.
3. With multiple checkboxes selection, enter the Narrative Details, Fund-Org code, and Acct code information, Receipt checkbox, and click **Save**. Those identical settings will be applied to every transaction selected.

**Note:** Be sure to turn Multiple Select mode off when you're finished, to avoid accidentally changing more than one transaction at a time.

## Splitting a Transaction into Multiple Codes

Sometimes you may need to charge a purchase to more than one Fund or Org Number or split the purchase into several **Account** codes.

1. Click the editing icon on the right side of the page (shown below) for the transaction you want to split

The screenshot shows a table of transactions with columns for Tran Date, Supplier, Fund-Org, Acct, Amount, and Amount Incl. A callout box with a blue background and white text says: "Clicking one of these icons opens the editing window for that transaction. Click the icon for the transaction you want to split". Red arrows point from this box to the editing icons (checkmarks, question mark, and X) in the rightmost column of the table. The icons are circled in red.

Tran Date	Supplier	Fund-Org	Acct	Amount	Amount Incl	Editing Icon
<input type="checkbox"/> 06/09/2011	Delta Air	410001			520.80	✓
<input type="checkbox"/> 06/09/2011	Delta Air	410001 7302	None	0.00	520.80	✓
<input type="checkbox"/> 06/09/2011	Orbitz	410001 7302	None	0.00	50.00	?
<input type="checkbox"/> 06/12/2011	Marriott St Louis West	410001 7305	None	0.00	278.45	✓
<input type="checkbox"/> 06/15/2011	Marriott St Louis West				403.43	X

2. The Transaction Details window opens, where you can begin selecting the appropriate codes to split the transaction. Select the **Fund-Org** code on line 1, for the first split. Use the same method described in **Quick Coding** Steps 7b-e to add codes to your Favorites list or search for a code. (See image below for example of Transaction Details window with splits.)
3. Select the **Acct** code on line 1 for the first split. (See image below for example of Transaction Details window with splits.)
4. Enter the amount for the first split. Notice the Balance will automatically calculate to display the remaining balance of the transaction. (See image below for example of Transaction Details window with splits.)

**VISA Transaction Details**  
 Purchase 06/09/2011  
 Amount \$520.80 USD  
 Delta Air, Mankato

Summary | **Coding** | Approval

	Fund-Org	Acct	Amount Incl	Tax Code
Line 1	410001	7305	260.40	
Line 2	400001	7305	260.40	
Line 3				
Line 4				

More.. Balance 0.00

Narrative Details: Purchase Delta Air - airfare to attend conference

Close Reset Save

- When you've entered all the splits needed, click the **Save** button.
- The split code info will be displayed on the main transaction window as shown below.

Tran Date	Supplier	Receipt	Issuer Tax	Amount	Amount Incl
06/09/2011	Delta Air				520.80
	410001 7305	None	0.00	260.40	
	400001 7305	None	0.00	260.40	
06/09/2011	Delta Air	Yes			520.80
	410001 7302	None	0.00	520.80	
06/09/2011	Orbitz	Yes			50.00
	410001 7302	None	0.00	50.00	

## Other Info

- Your sessions will timeout at 30 minutes of inactivity.
- Check <http://community.principia.edu/accounting> for a link to video training tutorials.
- If you have **problems logging in**, contact Accounting: either Sandy Laurie at x3384 or Roberta Day at x3520.
- If you need additional **training assistance**, contact Greg Kuhn at x3124 or [greg.kuhn@principia.edu](mailto:greg.kuhn@principia.edu)
- For questions about the proper Account codes for transactions, you can review the [Account Code list](#) on the Accounting webpage or check with Sandy Laurie or Sara Thorndike.