



PNC Visa Credit Card Program



Guide for Faculty & Staff

Introduction

This guide contains instructions for both Cardholders and Designated Approvers who have been issued a PNCBank purchase card for use in purchasing goods and services on behalf of Moore College of Art and Design.

Cardholders will find step-by-step instructions on how to code their transactions. Designated Approvers will learn how to approve these Cardholder transactions.

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Cardholder Instructions

1. When you login to IntelliLink, you will see your landing page with specific details pertaining to your account. This page will include your current balance, available credit, and recent statement periods.
2. Click on the **Recent Periods** link in the middle of the page to access the most recent statement period.

The screenshot shows the Visa IntelliLink Spend Management dashboard. The top navigation bar includes the Visa logo, 'Visa IntelliLink Spend Management', and the PNC logo. Below the navigation bar, there are tabs for 'Home', 'Expenses', and 'Reports'. The user's name 'Rachel' is displayed in the top right corner. The main content area is divided into three sections: 'My Actions', 'MY EXPENSES', and 'Announcements'. The 'My Actions' section on the left contains links for 'Expense Reports', 'Report Outbox', and a 'Pinned' section. The 'MY EXPENSES' section in the center displays the 'Purchasing Card | ****-****-****-9197' and the cardholder's name 'PNC Bank 1940 | VISA | Rachel Phillips'. It shows a table with columns for 'Action Required', 'Pending Approval', and 'Current Balance (USD)'. The 'Current Balance (USD)' is 0.00. Below the table, the 'Available Credit (USD)' is 2,500.00. A 'Recent Periods' dropdown menu is open, showing two options: '08/31/2019 to 09/30/2019' and '08/01/2019 to 08/30/2019'. The 'Announcements' section on the right contains an 'Issuer Message' and an 'Important Note' about providing credit card details.

Action Required	Pending Approval	Current Balance (USD)
0	2	0.00

Available Credit (USD)
2,500.00

Recent Periods
08/31/2019 to 09/30/2019
08/01/2019 to 08/30/2019

Announcements
Issuer Message
Important Note
We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.
Last visit: 10/25/2019

You can also click the **Expenses** tab on the left to view your most recent transactions.

The screenshot shows the Visa IntelliLink Spend Management dashboard with the 'Expenses' tab selected. The top navigation bar includes the Visa logo, 'Visa IntelliLink Spend Management', and the PNC logo. Below the navigation bar, there are tabs for 'Home', 'Expenses', and 'Reports'. The user's name 'Rachel' is displayed in the top right corner. The main content area is divided into three sections: 'Expenses', 'Pinned', and 'Announcements'. The 'Expenses' section in the center displays the 'PNC Bank 1940' and the cardholder's name 'Statement - 09/30/2019'. It shows a table with columns for 'Expense Reports' and 'Statement - 09/30/2019'. The 'Statement - 09/30/2019' is highlighted. Below the table, the 'Available Credit (USD)' is 2,500.00. A 'Recent Periods' dropdown menu is open, showing two options: '08/31/2019 to 09/30/2019' and '08/01/2019 to 08/30/2019'. The 'Pinned' section on the left contains a link for 'Expense Reports'. The 'Announcements' section on the right contains an 'Issuer Message' and an 'Important Note' about providing credit card details.

Expense Reports	Statement - 09/30/2019
Expense Reports	Statement - 09/30/2019

Available Credit (USD)
2,500.00

Recent Periods
08/31/2019 to 09/30/2019
08/01/2019 to 08/30/2019

Pinned
Expense Reports




Announcements
Issuer Message
Important Note
We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.
Last visit: 10/25/2019

Antanette Mattheiss



Posting Date	Tran Date	Account	Supplier	Amount		
04/15/2019	04/12/2019	0003	Shorebreak Hotel & Zimz	760.75		
04/21/2019	04/18/2019	0003	Southwestair5265555683068	185.40		
04/21/2019	04/18/2019	0003	Dollar Rac Crp	296.04		

Note the symbols on the right. Symbols in the first column indicate the coding status of each transaction, while symbols in the second column indicate the approval status.

First Column – Coding status

	Red X	Coding needs to be completed for this item.
	Green Checkmark	Coding is complete for this item.
	Green Question Mark	A default code was populated, but the coding needs to be submitted.

Second Column – Approval status

	Red Exclamation Point	<i>The transaction's coding requires approval by your Designated Approver.</i>
	Green Checkmark	<i>Designated Approver has approved the transaction.</i>

3. When you click on the “X” or “?” icons to code a transaction, you will see the transaction **Coding** screen with six columns: Project, Fund, Expense, Department, Amount Incl, and Tax Code.

Transaction: Details

Purchase: 10/11/2019
Amount: \$55.28 USD
Displays2go, 401-247-0333

Summary **Coding** Approval

	Project	* Fund	* Expense	* Department	Amount Incl	Tax Code	
Line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	55.28	<input type="text"/>	
Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Line 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Line 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
More..					Balance	0.00	

Description Receipt ☒ ☐

Project – Do not use unless you are using funds 20, 21, 22, or 30.

Fund – Most departments use fund 10.

Expense – This is the account code you would normally use when deciding the transaction’s purpose. For example, if the purchase is for Dues and Fees, the code would be 6810. *Note: you can split transactions between more than one expense code.*

Department – This is where you designate the department to which you would like to charge the expense. *Note: you can split transactions between more than one department code.*

Amount Incl – This is the amount you want to charge each account number.




Tax Code – Do not use.

You will need to complete a code for each **Fund**, **Expense**, and **Department** field.

4. When you click the dropdown box in a column, you will see the **Search** option. Click on this option to find the code you need for this transaction.

The code search screen allows you to search for codes by typing all or part of the code, the description of the code, or simply leaving the search criteria blank and clicking Search.

You can search using the wildcard character “%” anywhere in your search text. For example, “ABC%1” will find any codes starting with “ABC” and with the number “1” located anywhere within it, such as “ABC00100”.

- Click the “Upward Arrow”  to select a code.
- Click the “i Icon”  to see if a code has an extended description.
- Click the “Right-Hand Arrow”  to add the code to your Favorites list, which will place the code as a frequently used option in the drop-down menu on the main Coding screen.

VISA Expense - 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

VISA Expense - 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.

Add codes that you use regularly 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.

6315	Purchased Mailing Services	  
6320	Professional Educational Servi	  
6325	Student Staff Development Serv	  
6326	Faculty Development Grants	  
6330	Other Professional Services	  
6331	Purchased Security Services	  
6340	Honoraria	  
6341	Visiting Artist Expenses	  
6345	Resident Assistants	  
6350	Accountants' Fees	  
6360	Legal Fees	  

5. Enter a detailed description in the **Description** box so your Designated Approver will know what good or service you have purchased. In many cases, the description will auto-populate, and you will need to add additional information to describe the exact purpose of your transaction.

6. You have the ability to split a single transaction between multiple codes. This is done by entering an amount on Line 2, Line 3, etc. and adjusting the amounts accordingly.

Make sure 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).

Transaction: Details

Purchase: 10/11/2019
Amount: \$55.28 USD
Displays2go, 401-247-0333

Summary **Coding** Approval

	Project	* Fund	* Expense	* Department	Amount Incl	Tax Code
Line 1		10	6550	5966	35.28	
Line 2		10	6540	5760	20.00	
Line 3						
Line 4						
More..					Balance	0.00

Description: Billboards used for advertising Moore College

Receipt: ☒ ☐

Close Reset Save

7. After you complete the coding for a transaction, click **Save**. The Red X ❌ will become a Green Checkmark ✅ in the first column.

VISA Visa IntelliLink Spend Management PNC

Home Expenses Reports Rachel

Account Statement
08/31/2019 to 09/30/2019
Rachel Phillips - PNC 1940 - Purchasing (9197)

Tran Date	Supplier	Amount Incl	Allocation
09/12/2019	Nyfa Classifieds	175.00	View ✅ ❌
09/13/2019	Afp Career Center	345.00	View ✅ ❌

Legally compliant PDF statement unavailable
[Download Statement Report](#)

Current Balance 0.00
Previous Balance 0.00
Credit Limit 2,500.00
Statement Status Updated

8. Once a month is complete and all transactions for that month have been coded, click on **Download Statement Report**.

Account_Statement_20191101155937519 (1).pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Account_Statement... x

66.7%

Sign In

Share

Account Statement

Creation Date: Friday, November 01, 2019

Company: MOORE COLLEGE ART DESIGN
 Cardholder: Rachel Phillips
 Account Ending: XXXXX-XXXX-XXXX-4197

Bank Name: PNC Bank 1940
 Card Type: Purchasing
 Credit Limit: USD 2000.00
 Billing Cycle: 9/31/2019 to 9/30/2019
 Statement Status: Updated

Trans Date	Posting Date	Description/Merchant	Tax Amt	Tax2 Amt	Billed Amount (USD)
9/12/2019	9/13/2019	Nyfa Classfeels 212-365-6	0.00	0.00	175.00
		Ref# 24692169255100128131123			
		Supplier Loc 212-365-6900, NY, US			
9/13/2019	9/16/2019	Alp Career Center Httpsnay	0.00	0.00	345.00
		Ref# 24492159255100128131123			
		Supplier Loc Httpsnayfor C, MD, US			

Past Due Amounts	Account Summary(USD)	
30 Days	0.00	Opening Balance
60 Days	0.00	+Total Purchases
90 Days	0.00	+Total Other Charges
120 Days	0.00	+Necessary Adjustment
120+ Days	0.00	-Total Credits
		-Total Payments
		=Closing Balance




Note: For closed periods, if there is a non-zero amount in the Necessary Adjustment field, then the Opening Balance plus the net sum of all debits and credits does not equal the ending balance. Please contact your financial institution.

Submitted By: _____ Date: _____
 Approved By: _____ Date: _____

9. Print, sign, and attach receipts to your monthly statement.

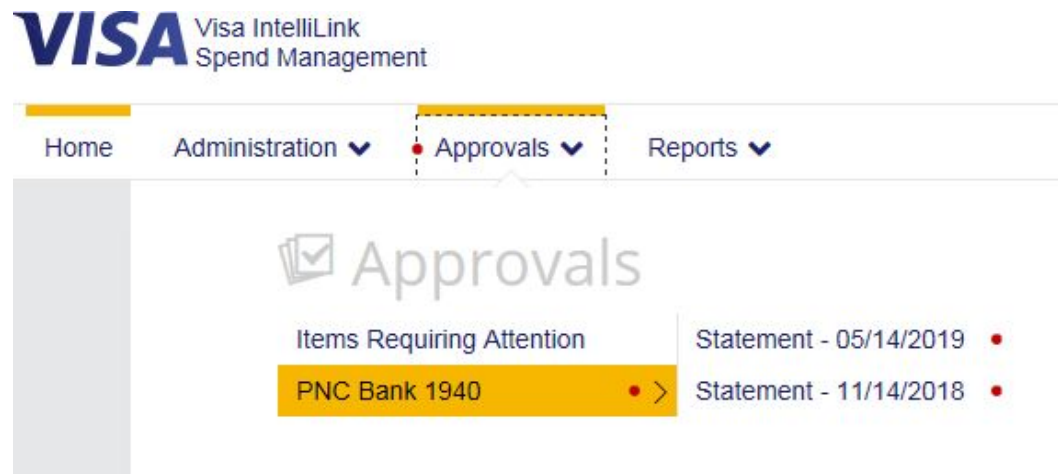
10. Provide your Designated Approver with the signed statement and attached receipts **no later than 15 days after the month's end**.

11. The Designated Approver will review your statement and receipts. They can either approve, ask for additional detail, or decline approval for each transaction.

A transaction needs to be approved to change the Red Exclamation Point  into a Green Checkmark . You will need to review your transactions after submittal to make sure there is a Green Checkmark  in the second column for each transaction.

Designated Approver Instructions

1. From the IntelliLink home screen, click on **Approvals** and then **Items Requiring Attention**.



2. You will now see all transactions with **Information Required**, **Information Provided**, or **Approval Required** status for any employees that report to you.

PNC

Items Requiring Attention

Statement & Transactions requiring approval

Approver Summary View

Employee	Period	Information Required	Information Provided	Approval Required
Olmiraida Medina	PNC Bank 1940 09/30/2019	-	-	2
Rachel Phillips	PNC Bank 1940 09/30/2019	-	-	2
Shaun Flanly	PNC Bank 1940 09/30/2019	-	-	2
Suzanne Kopko	PNC Bank 1940 09/30/2019	-	-	1

3. Click on the cardholder's name or the statement period date to view the transactions requiring approval.

There are two options on the top right for multiple approval: you can **Approve Selected Items** or **Approve All** by using the checkboxes to the right of the transactions.

Expand All Collapse All






PNC 1940 - Purchasing (9213)

Approve Selected Items Approve All


Information Required

Information Provided

Approval Required (2)

Approval Required								Linked to	Receipt	Amount	Allocation	
07/30/2019	Educause							-	Yes	231.00	View	  
	Purchase Educause											
	10	6618	5150	None	0.00	231.00						
07/31/2019	Creation Engine Inc							-	Yes	450.00	View	  
	Purchase Creation Engine Inc											
	10	6618	5160	None	0.00	450.00						

Approved

4. Click on the Red Exclamation Point  to begin approving an individual transaction. This will bring up the **Approval** tab.

Transaction: Details

Purchase: 10/17/2018

Amount: \$30.98 USD

King Soopers #0128, Aurora

Summary

Coding

Approval

Approval

Process

History

Approval Required

> 0

Cardholder Comments

Approver Comments

Information Required

Approval Required

Approved

Close

Save

Prior to approving, click on the **Coding** tab at the top left to see the transaction's allocation and description. After reviewing these, you can click back to the **Approval** tab.

The approval screen will provide you with two options: you can either approve the item or require additional information. If additional information about the transaction is required, leave your comments to the Cardholder in the **Approver Comments** box (for example, “Receipts are missing,” or “A more detailed explanation of this transaction is needed.”)

After you have completed the approval process, click **Save**.

Once saved, you can see the transaction was approved.



After approving the statement, you will no longer see it in your **Approver Summary View**.

The screenshot shows a table titled "Items Requiring Attention" with the subtitle "Statement & Transactions requiring approval" and "Approver Summary View". The table has five columns: Employee, Period, Information Required, Information Provided, and Approval Required. It contains three rows of data for the period 09/30/2019.

Employee	Period	Information Required	Information Provided	Approval Required
Olmiraida Medina	PNC Bank 1940	09/30/2019	-	2
Rachel Phillips	PNC Bank 1940	09/30/2019	-	2
Suzanne Kopko	PNC Bank 1940	09/30/2019	-	1

In order to complete the Approver process, repeat the above steps for each of your Cardholders for each statement period.