

Welcome!

Introduction to PNC Corporate Credit Card

Procurement & Contracts Site

<http://www.american.edu/finance/controller/Procurement-and-Contracts.cfm>

- Corporate Credit Card Policy
- Corporate Credit Card Agreement
- Corporate Credit Card Application
- PowerPoint File

Agenda

Policy Highlights

IntelliLink Access

Reconciliation

- GL Coding for Single Transaction
- GL Coding for Multiple Transactions
- Receipt Imaging

Approval



Policy Highlights

Transaction & Credit Limits

- \$5,000 Single Transaction, \$10,000 Monthly

Credit Limits up to \$20,000 available with required approval per policy

Temporary Limits available, reviewed on case-by-case basis

Receipts required for all transaction equal to and greater than \$50.00

- Receipts not required for transactions under \$50.00
- Hardcopies can be destroyed once receipts are uploaded to IntelliLink system

Prohibited & Restricted Commodities List

Policy Highlights

Due dates for reconciliation and approvals

- Reconciliation is due by the 10th of the month after statement cycle closing
- Approval is due by the 20th of the month after statement cycle closing

Delegates for Cardholders & Approvers

Department Cards

Suspension and Revocation

- Stated instances that could result in suspension or revocation of card privilege
 - Missing due dates
 - Missing receipts
 - Purchasing restricted commodities without prior approval
 - Splitting transactions to circumvent single transaction limit
 - Personal purchases without reimbursing the University
 - Sharing the card

Card Activation & PNC 24/7 Support

PNC Activation Line: 1-888-339-2228

- Security Code: Last 4 digits of your AU employee ID number
- PIN: You will be asked to set up your own PIN
 - No more waiting for PIN Mailers!!!
- Sign back of card!

24/7 Cardholder Customer Service: 1-800-685-4039

- Report lost/stolen/fraud
- Account Inquiries
- Card benefits questions
- Will not increase card limits



IntelliLink

[HTTPS://INTELLILINK.SPENDMANAGEMENT.VISA.COM/](https://intellilink.spendmanagement.visa.com/)



Username

Welcome to Visa IntelliLink Spend Management

You have been successfully setup as a new user on Visa IntelliLink Spend Management.

Please find below the username you can use to access this service.

Username: **newuserpnc**

Please click [here](#) to sign into Visa IntelliLink Spend Management



Password

Welcome to Visa IntelliLink Spend Management

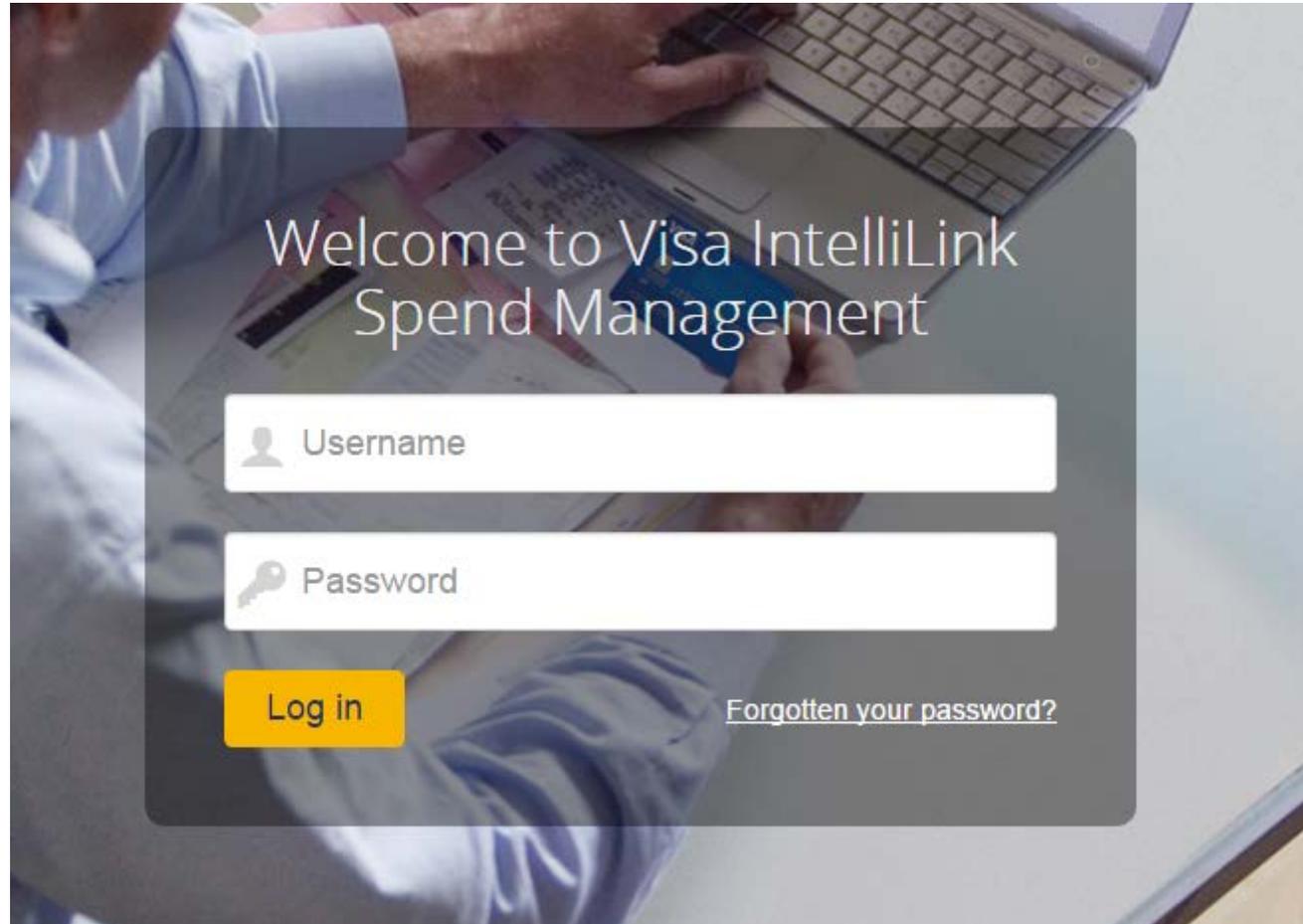
You have been successfully setup as a new user on Visa IntelliLink Spend Management.

Please find below the password you can use to access this service.

Password: **3LHS12#jl**

Please click [here](#) to sign into Visa IntelliLink Spend Management

Visa IntelliLink Login





Memorable Word Setup

Memorable Word

Please establish a "memorable word" that will be used for login authentication

Please select ▼

Enter answer to question:

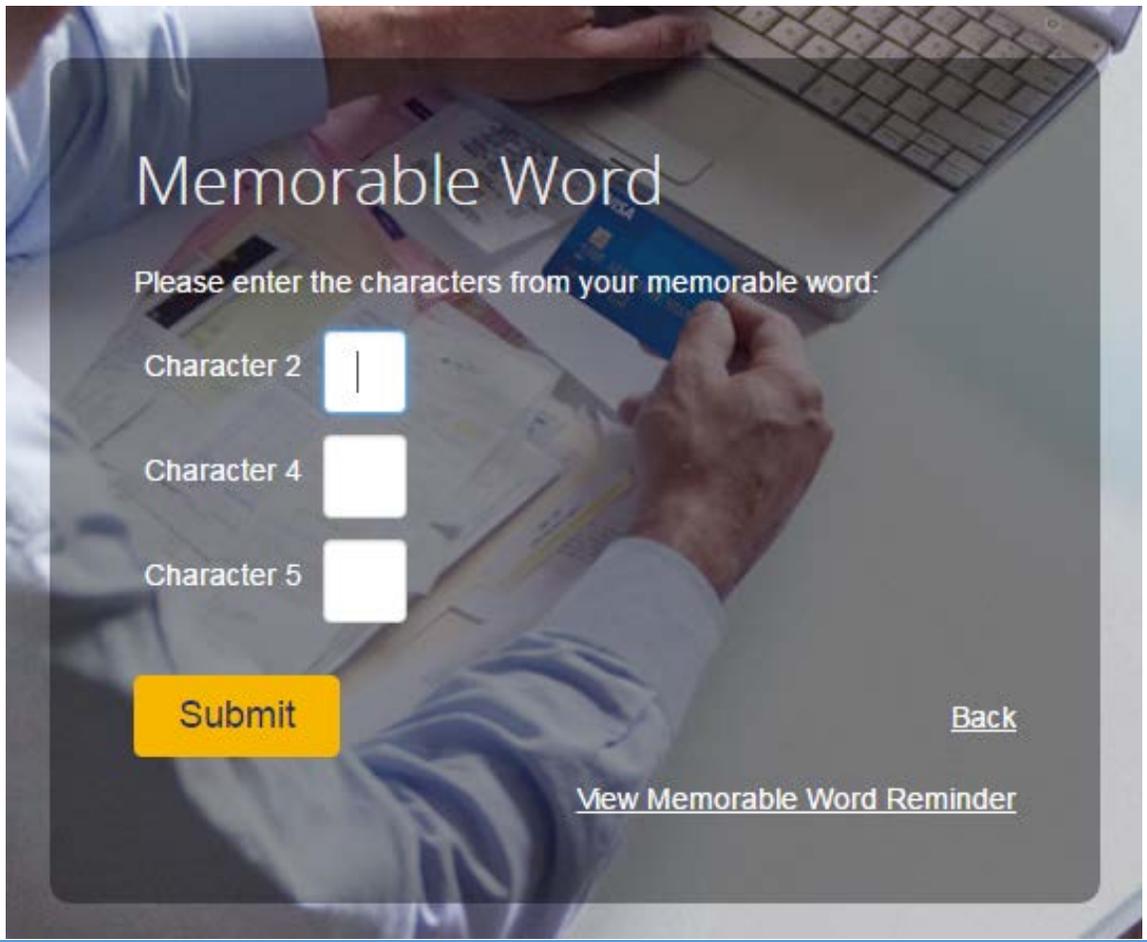
(This is your "memorable word") Minimum of 5 and maximum of 15 alpha characters. Upper or lower case. No spaces or numbers.

Re-enter answer:

Submit [Back](#)



Memorable Word – Subsequent Log in



Reconciliation

Reconciliation Due Date Timeline

Statement Cycle Closing

Day after Cycle Closing

- Automatic Email: Statement Ready

10th after Cycle Closing

Cardholder Reconciliation

- Day after Reconciliation Due
- Corrective Actions for Cardholders

20th after Cycle Closing

Approval Due

- Day after Approval Due
- Corrective Actions for Approvers
- Suspension for cards with unapproved transactions

My Actions

[Expense Reports](#)

[Card Expenses](#) 127

[Expense Reports](#)

Pinned

Administration

- Overview
 - Administration Overview
 - Account Management
- File Management
 - The Vault
- Period Management
 - Statement Periods
- Data Extract Management
 - Data Analysis

ADMINISTRATOR

Transactions 03/01/2017 to 03/31/2017

PNC Bank 4940

Total

1017

Transactions

1017

Coding Required

833

Debit (USD)

195,446.86

Pending Approval

101

Credit (USD)

4,053.20

[View full transaction summary](#)

Recent Periods ▾

Account Management

	Unmapped	Active
PNC Bank 4940	98	656
Cash Expenses	27	0

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: 03/06/2017



MY EXPENSES

Shorts Travel | ***** 5162

PNC Bank 4940 | Corporate Card | VISA

Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
5	0	641.29	99,358.71

World Travel | ***** 5154

PNC Bank 4940 | Corporate Card | VISA

Action Required	Pending Approval	Current Balance (USD)
97	0	25,940.02



 Robert 

Image Library

Language

Personal Settings

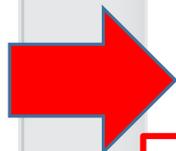
Password

Memorable Word

Help

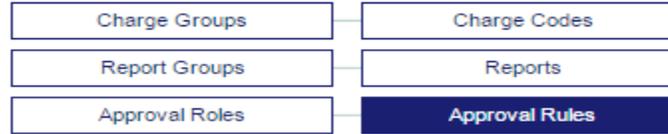
Contact

Log Out



Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If yo



- Personal Details
- Account Management
- Management Codes
- Default Codes
- Approval Delegation
- Customize Views**
- Audit History
- Regional Settings
- Security

Statement - Fields & Sort Order

- Transaction Date ↑
- Posting Date
- Transaction Type
- Supplier
- Supplier Order Number
- Disputed
- Personal
- Source Amount
- Tax Amount
- Issuer Tax Amount
- Amount (Tax Exclusive)
- Amount (Tax Inclusive)
- Receipt**
- Receipt Image**
- Enhanced Data
- Transaction Coding**
- Allocation
- Expense Report Name
- Expense Report Number
- QuickCoding**

General Settings

- No Auto Closing Windows

Save



My Actions

[+ Expense Reports](#)

[Card Expenses](#) 127

[Expense Reports](#)

Pinned

Administration

- Overview
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PNC Bank 4940 | Corporate Card | VISA

Action Required	Pending Approval	Current Balance (USD)
97	0	25,940.02

Administration



Expenses



Reports



Expenses

PNC Bank 4940



Expense Reports



Statement - 03/31/2017



Statement - 02/28/2017

Statement - 01/31/2017

Statement - 12/30/2016

Statement - 11/30/2016

Statement - 10/31/2016

Account Statement

03/01/2017 to 03/31/2017

Robert Lu - PNC 4940 - World Travel

Quick Coding

Narrative Details

* Fund * UNIT * Object Code * Project

Reset to single coding line

Receipt 

	Tran Date	Post Date	Supplier							Receipt	Image(s)	Amount Incl	
<input type="checkbox"/>	02/25/2017	03/01/2017	Lufthansa							.	No	1,272.76	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
			10 641005 52101 11112	None	0.00	1,272.76							
<input type="checkbox"/>	02/27/2017	03/01/2017	Agent Fee							.	No	9.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
			10 641005 52101 11112	None	0.00	9.00							
<input type="checkbox"/>	02/27/2017	03/01/2017	Agent Fee							.	No	30.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
			10 641005 52101 11112	None	0.00	30.00							
<input type="checkbox"/>	02/27/2017	03/01/2017	Agent Fee							.	No	30.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
			10 641005 52101 11112	None	0.00	30.00							



<input type="checkbox"/>	02/27/2017	03/01/2017	United								No	332.80		
			10	641005	52101	11112	None	0.00	332.80					
<input type="checkbox"/>	02/28/2017	03/02/2017	Agent Fee								No	9.00		
			10	641005	52101	11112	None	0.00	9.00					
<input type="checkbox"/>	02/28/2017	03/02/2017	Agent Fee								No	30.00		
			10	641005	52101	11112	None	0.00	30.00					
<input type="checkbox"/>	02/28/2017	03/02/2017	Agent Fee								No	9.00		
			10	641005	52101	11112	None	0.00	9.00					

Cardholder

Missing Information



Coding Completed



Approver

Approval Required



Approved



Information Required





Quick Coding

Narrative Details

* Fund * UNIT * Object Code * Project

10 641005 52101 11112

Reset to single coding line

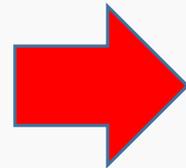
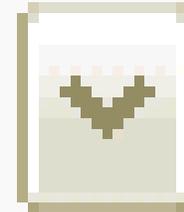
Receipt  Save



Tran Date	Post Date	Supplier						Receipt	Image(s)	Amount Incl	
<input checked="" type="checkbox"/>	02/25/2017	03/01/2017	Lufthansa						No	1,272.76	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
			10	641005	52101	11112	None	0.00		1,272.76	

* Object Code

52101



[Search]

VISA Object Code - 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 Object Code - 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.

VISA Object Code - Search

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

Code Value

52105

Description

Valid Codes Only

Yes

All

Search

VISA Object Code - 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.

VISA Object Code - 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

52105 Visa Card Small Purchases



[Page 1](#) [View Help](#)

VISA Object Code - 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.

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VISA Object Code - 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](#)

52105 Visa Card Small Purchases   

[Page 1](#) [View Help](#)

VISA Object Code - 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.

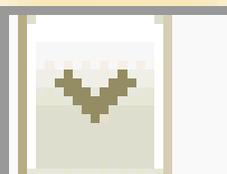
Add codes that you use regularly to your favorites below. This will place them within your select lists. A total of 15 codes per code type may be added to each list.

52105 Visa Card Small Purchases 

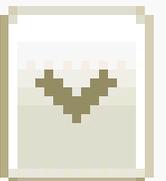
* Object Code

* Project

52101



11112



52105 - Visa Card Small Purchases

[Search]

Quick Coding

Narrative Details

Transaction Description Here

* Fund

10

* UNIT

641005

* Object Code

52101

* Project

11112

Reset to single coding line

Receipt



Save



Tran Date

Post Date

Supplier

Receipt

Image(s)

Amount Incl



02/25/2017

03/01/2017

Lufthansa

.

No

1,272.76



10

641005

52101

11112

None

0.00

1,272.76

Reconciliation

SPLITTING TRANSACTIONS TO MULTIPLE GL

A solid orange horizontal bar at the bottom of the slide.

Transaction: Details

Purchase: 02/25/2017

Amount: \$1,272.76 USD

Lufthansa, Douglassville

Summary

Coding

Approval

Advanced

	* Fund	* UNIT	* Object Code	* Project	Amount Incl	Tax Code	
Line 1	10	641005	52101	11112	1200.00		
Line 2	10	182501	52105	00000	72.76		
Line 3							
Line 4							
More..							
				Balance	0.00		

Description

Receipt

Close

Reset

Save

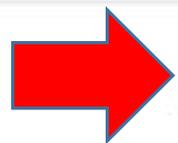
Reconciliation

RECEIPTS





<input type="checkbox"/>	03/29/2016	Harris Teeter #0231						6.98	View		
	10	641007	52118	00000	None	0.00	6.98				
<input type="checkbox"/>	03/30/2016	Wholefids Ten 10062						48.40	View		
	10	641007	52118	00000	None	0.00	48.40				



[Manage Receipt Images](#)
[View Statement Report](#)

Image Linking

PNC Bank 4940: 03/01/2016 Amount: \$66.81 USD

Linked Images

Image Library

 Upload

Upload via Email



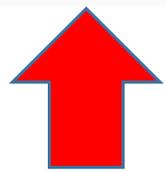
Filters

Image Linking

PNC Bank 4940: 03/01/2016 Amount: \$66.81 USD

Linked Images **Image Library**

 Upload



Filters

Image Linking

PNC Bank 4940: 03/01/2016 Amount: \$66.81 USD

Linked Images **Image Library**

Upload Upload via Email

Open

<< Google >> Chrome > Application > 48.0.2564.116 >

Search 48.0.2564.116

Organize New folder

Name	Date modified	Type	Size
default_apps	2/23/2016 4:26 PM	File folder	
Extensions	2/23/2016 4:26 PM	File folder	
Installer	2/23/2016 4:26 PM	File folder	
Locales	2/23/2016 4:26 PM	File folder	
PepperFlash	2/23/2016 4:26 PM	File folder	
VisualElements	2/23/2016 4:26 PM	File folder	
secondarytile.png	2/17/2016 10:45 PM	PNG image	1 KB

File name: Custom Files

Open Cancel

Image Linking

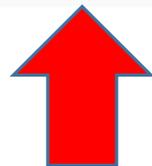
PNC Bank 4940: 03/01/2016 Amount: \$66.81 USD

Linked Images

Image Library

 Upload

Upload via Email



Filters

Image Linking

PNC Bank 4940: 03/01/2016 Amount: \$66.81 USD

Linked Images

Image Library

Upload

Upload via Email

VISA Upload via Email

To upload receipts to your account via email, please send your receipt to the email address below:



bbla.u.qklyr.14t66d@receipt-upload.com

We recommend saving this email address to your contact list or address book to avoid having to enter the email address every time.

Close

Image Linking

PNC Bank 4940: 03/01/2016 Amount: \$66.81 USD

Linked Images

Image Library

 Upload

Upload via Email



Filters

Image Linking

PNC Bank 4940: 03/01/2016 Amount: \$66.81 USD

Linked Images

Image Library

Upload

Upload via Email

Filters



Linking Status

Linked Images

Include extracted images

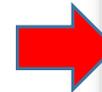
Unlinked Images

Display

Images uploaded within the last 6 months

All images

Search



Manage Receipt Images

Linked Images | **Image Library**

Upload | Upload via Email



Filters >>

Linking Status

- Linked Images
- Unlinked Images

Display

- Images uploaded within the last 6 months
- All images

Search



Receipt Sample.jpg

Manage Receipt Links | Delete



Manage Receipt Links

SAMPLE RECEIPT

555 S Regstreet
Rustin, TX 78745
555-555-5555

STORE: 0003 REGISTER: 001
CASHIER: KATZE
ASSOCIATE: 000000

CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION

STORE : 0003
REGISTER : 001
DATE : 12/31/2005
NUMBER : 5104

259.99

SUBTOTAL 259.99
SALES TAX 21.45
TOTAL 281.44

AMOUNT TENDERED
VISA 281.44

REC#: *****1234
EXP: *****
APPROVAL: 888888
CARDHOLDER: JANE SMITH

TOTAL PAYMENT 281.44

Transaction: 52858 1/8/2006 2:40 PM

CARDHOLDER SIGNATURE:

Jane Smith

Transactions

<input type="checkbox"/>	Reference	Date	Image Count	Amount
<input type="checkbox"/>	Dolar Rac Las000	03/15/2014	1	125.05
<input type="checkbox"/>	United Air 0165551871439	03/15/2014	0	200.40
<input checked="" type="checkbox"/>	Lakeshore Lodge Llc	03/18/2014	0	90.00
<input type="checkbox"/>	Saina 24 7 Tr73010043	03/21/2014	0	40.88
<input checked="" type="checkbox"/>	Budget Rent-A-Car	03/25/2014	0	138.55
<input checked="" type="checkbox"/>	United Air 0165550913332	03/25/2014	0	512.20
<input type="checkbox"/>	Anderson Farms	03/31/2014	0	612.00
<input type="checkbox"/>	Continental 0055552327488	04/04/2014	0	319.40
<input type="checkbox"/>	Park 79 Hotel	04/07/2014	0	836.76
<input type="checkbox"/>	The Bookies Bookstore Ltd	04/11/2014	0	279.81



Save

Cancel

Account Statement Screen after Coding

<input type="checkbox"/>	03/29/2016	Harris Teeter #0231						6.98	View	 
	10	641007	52118	00000	None	0.00	6.98			
<input type="checkbox"/>	03/30/2016	Wholefids Ten 10062						48.40	View	 
	10	641007	52118	00000	None	0.00	48.40			

[Manage Receipt Images](#)
[View Statement Report](#)

Approver

Home

Administration ▼

• Expenses ▼

Reports ▼

 My Actions

 Expense Reports

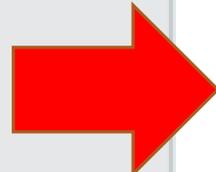
 Card Expenses

121

 Approvals

6

 Expense Reports



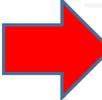


Items Requiring Attention

Statement & Transactions requiring approval

Approver Summary View

Employee	Period	Information Required	Information Provided	Approval Required
Robert Lu	PNC Bank 4940	03/31/2017	-	-
				6



Transaction Approval

[Back](#)

Statement & transactions requiring approval

Robert Lu

[Expand All](#) [Collapse All](#)

PNC 4940 - Corporate (8816)

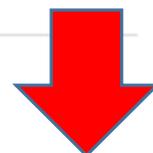
[Approve Selected Items](#) [Approve All](#)

▶ Information Required

▶ Information Provided

▲ Approval Required (6)

> 0		Linked to	Receipt	Image(s)	Amount	Allocation	
02/28/2017	Wb Mason	-	-	.	54.16	View	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	WB Mason Ghost Card Purchases						
	10 641005 52101 11111	None	0.00	54.16			
02/28/2017	Wb Mason	-	-	.	163.70	View	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	WB Mason Ghost Card Purchases						
	10 641005 52101 11111	None	0.00	163.70			
02/28/2017	Wb Mason	-	-	.	131.00	View	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	WB Mason Ghost Card Purchases						
	10 641005 52101 11111	None	0.00	131.00			



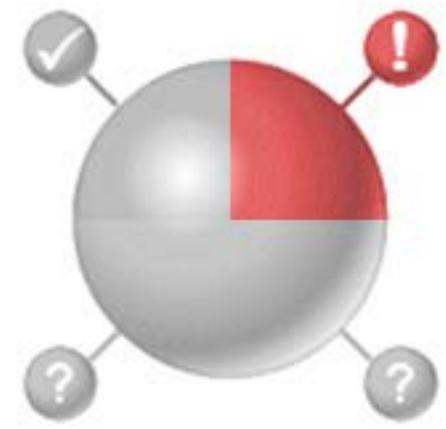
Summary

Coding

Approval



Approval Required
> 0



Approval

Process

History

> 0

Cardholder Comments

Approver Comments

- Information Required
- Approval Required
- Approved

Transaction: Details

Purchase: 03/23/2016
 Amount: \$3,600.00 USD
 Natl Profsnl Science Ma, 508-831-4996

- Summary
- Coding
- Approval
- Advanced

	* Fund	* UNIT	* Object Code	* Project	Amount Incl	Tax Code
Line 1	10	181051	52101	00000	3600.00	
Line 2						
Line 3						
Line 4						
More..					Balance	0.00

Description

Receipt 

Purchase Natl Profsnl Science Masters 2 Year membership Renewal

 Close  Reset

 Save

Summary

Coding

Approval

Approval

Process

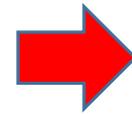
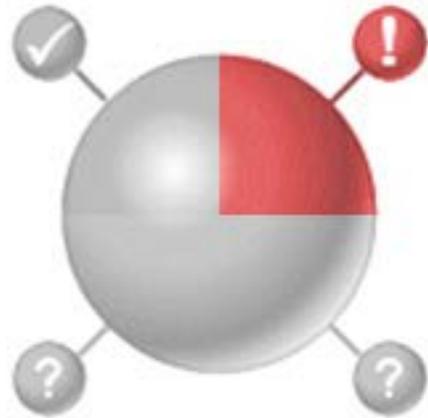
History

Approval Required
> 0

> 0

Cardholder Comments

Approver Comments



-  Information Required
-  Approval Required
-  Approved



Close



Save

Reports

APPROVER



Visa IntelliLink
Spend Management

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Reports

[Expenditure Analysis](#)

[Spend - Employee](#)

[Suppliers - Employee](#)

[Analysis - Employee](#)

[Company Administration](#)

[Credit Limit Report](#)

VISA Spend - Employee

Employee First Name

Employee Last Name

Management Level

Account Number (Last 4 Digits)

Account Issuer

Statement Period

Account Type

Start Date

End Date

Posting Date Transaction Date

- Show Employee Summary
- Show Debit Credit View

- Coding Information
- Currency & Amount
- Properties & Status
- Additional Fields

General Fields		Account Specific Fields	
Posting Date	<input checked="" type="checkbox"/>	Transaction Type	<input type="checkbox"/>
Transaction Date	<input type="checkbox"/>	Supplier	<input checked="" type="checkbox"/>
Tax Amount	<input checked="" type="checkbox"/>	Cash Specific Fields	
Amount (Tax Inclusive)	<input checked="" type="checkbox"/>	Expense Stage	<input type="checkbox"/>
Amount (Tax Exclusive)	<input checked="" type="checkbox"/>	Sum Description	<input checked="" type="checkbox"/>
Source Amount	<input type="checkbox"/>		
Expense Report Name	<input type="checkbox"/>		
Expense Report Number	<input type="checkbox"/>		

Report Templates

 Search

VISA Suppliers - Employee

Supplier Name

Merchant Group

Merchant Category

Preferred Supplier Both Yes No

Account Issuer

Statement Period

Account Type

Start Date

End Date

Execution Range

Posting Date Transaction Date

Export File Name

Export File Type

List Suppliers By

Merchant Groups

Merchant Categories

Supplier List

Display Result In

Source Currency

Billing Currency

Coding Information

Fund

UNIT

Object Code

Project

Currency & Amount

Supplier Properties

Properties & Status

Additional Fields

Report Templates



Search

VISA Analysis - Employee



Employee First Name

Employee Last Name

Management Level

Account Number (Last 4 Digits)

Account Issuer

Statement Period

Account Type

Start Date

End Date

Posting Date Transaction Date

Report View - Statistical

Report View - Period

Account Properties ▲

Coding Information ▲

Currency Information ▲

Additional Fields ▼

Employee First Name	<input checked="" type="checkbox"/>	↑	Activation Date	<input type="checkbox"/>
Employee Last Name	<input checked="" type="checkbox"/>		Expiration Date	<input type="checkbox"/>
Credit Limit	<input checked="" type="checkbox"/>		Account Average	<input checked="" type="checkbox"/>
Credit Bal - Last Period	<input type="checkbox"/>		Transaction Count	<input type="checkbox"/>
Credit Bal - Statement	<input type="checkbox"/>		Expense Report Name	<input type="checkbox"/>
Employee ID	<input type="checkbox"/>		Expense Report Number	<input type="checkbox"/>

Report Templates ▲

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Visa IntelliLink Spend Management - Google Chrome

https://intellilink.spendmanagement.visa.com/Reports/report2_1800c.asp

VISA Credit Limit Report ?

Manager Type	<input type="text" value="HR Manager 1"/>
Manager ID	<input type="text"/>
Manager First Name	<input type="text"/>
Manager Last Name	<input type="text"/>
Account Issuer	<input type="text" value="PNC Bank 4940"/>

Account Type	<input type="text" value="[All]"/>
Total Credit Limit	<input type="text"/>

Active Accounts Only

Group by Manager Type

▲

Employee First Name

Employee Last Name

▲

▲

 Search

Contact

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