GETTING AN INTELLILINK ACCOUNT

- Once your College credit card arrives in the Business Office a User account and password for IntelliLink will be emailed to you.

  - There are two steps for logging in to your account. The first is entering your User ID and password. The second is entering three letters from your memorable word. *It may not always be the first three letters of the word.*
CREATING EXPENSE REPORTS

If you create an Expense Report, before the statement period closes, and there are additional transactions, those transactions will NOT be included in your Expense Report. You will need to delete the first Expense Report (you will NOT lose line coding/account number information). After you delete the Expense Report, you can recreate it to capture additional transactions. Remember, deleting the Expense Report will NOT delete the line coding/account numbers for individual transactions. To ensure that you have ALL the monthly transactions in your Expense Report, compare the total to your Statement, which can be found by clicking “PNC Bank 7740” under Expenses.

- Click on Expenses at the top of the screen and then Expense Reports

- On the far right of your screen Click on Expense Report: Create New Item
  - Description: type the month and cardholder name. Example: April – Jane Smith
  - Transaction Date: default*
  - Expiration Date: default*
  - Comments: blank*
  - Click SAVE

*these fields have NO IMPACT on the expense report. They have nothing to do with the statement period and should be left alone.
• In the Transaction Linking & Allocation window
  o Account: PNC 7740 – Account 1*
  o Period: select the statement period
  o Click Ok

*If you received a replacement credit card during the month, you will have two accounts, which will appear as Account 1 and Account 2. You will need to make an Expense Report for both Accounts.

• Move the transactions into your expense report:
  o Click on Select All at the bottom of your transaction list. This will move the list of your transaction into the expense report. **If you have more than one page of transactions you will need to click on each page and click Select All**
  o Click Save
CODING IN EXPENSE REPORTS

An Expense Report must be created before you can code transactions with in Expense Reports. (If you coded in Account Statements, the coding will transfer over when you create the Expense Report.)

- Click on the red “X” next to each transaction so you can add the GL account number and narrative. If a default account number has been added, you will see a green check mark. You still need to add an object code to the account number.

- The Coding tab is used to enter your account number.
  - Use the GL Account drop down menu to find the first 8 digit of the account number
  - Click the drop down arrow below GL ACCOUNT on Line 1
  - Click [Search]

- Enter the first few digits of the account number you are looking for. You must follow the format XX-X-XXXX, two digits, dash, one digit, dash etc . . Click Search

- DO NOT enter anything in the Description field
• A list of available account numbers will appear. The up arrow, next to the account name, will allow you to use that account number for your transaction. The right arrow, next to the account name, will allow you to add this account number to your list of favorites. Once you have created a favorites list you will not have to perform the search. (Favorites will not appear until you have saved at least one account number in a transaction.) If you cannot find an account number email BusinessOffice@kzoo.edu

Manually enter the Object Code
• If you use Projects, manually enter the Project number

You can split the transaction between multiple account numbers by enter a different account number and account on each Line on the Coding tab.

• Receipt: indicate if you have the receipt for this purchase
  • If you do NOT have a receipt, it is your responsibility to obtain a copy. If you cannot get copy, you must include a completed Missing Report Form signed by your supervisor. This form can be found on the Business Office website under All Forms.
• Narrative Details
  • Type the Business Purpose for the expense and the names of participants for all meal purchases.
• Print your Statement by click on Print Expense Report

A window will appear with your formatted statement. **It will print best if you use Ctrl+P from this window.** You can also scroll to the bottom and Click on View Printable Expense Report. This will then open a PDF which you can print. (NOTE: The margins on the PDF are too short and you could have pages with only one transaction. This is a glitch in IntelliLink and cannot be fixed by the Business Office.)

Cardholders are responsible for statements arriving in the Business Office on time. Please give your supervisor enough time to review and sign your statement.
DELETING AN EXPENSE REPORT

- You can delete an Expense Report by clicking on the italicized lower case “i” and then clicking on Delete. Deleting an Expense Report will NOT removing the coding/account numbers from your transactions.

CURRENT BALANCE AND CREDIT LIMIT

- You can find your current balance and credit limit on the IntelliLink site. Please do not contact the Business Office for this information. You may also call the number on the back of your credit card.

CREDIT LIMIT INCREASES

- Please have your supervisor email BusinessOffice@kzoo.edu to request a credit limit increase. Increases will be processed in 1 business day.

PASSWORDS

- If you forget your password or username, go to the Login page and follow the instructions. https://intellilink.spendmanagement.visa.com/secure/welcome.asp

DUE DATES AND CYCLE DATES

- Statements are due to the Business Office on the 10th of the month or the following business day. For statement cycle dates please visit the Business Office website and select Purchasing/Credit Card on the left.
- Cycle dates are already set up in IntelliLink as Statement Periods. You do NOT have to enter them manually. The statement closes on the 27th of each month unless the 27th is on a weekend, then the closing date is the next business day.