Purpose: Approver Reporting/Monitoring

Report: Spend -Employee

When viewing transactions through the Approvals menu option, you can only see the cardholder’s transactions once they are submitted to you for approval. If the cardholder has not submitted the transaction for approval you, the approver, won’t know they exist.

However, there is a report you, as the approver, can run in order to see what transactions your cardholder has made, even if the cardholder has not yet submitted it to you for approval.

Note, the purpose of this report is to give you a resource to track the status of your cardholder’s transactions; as well as, communicate with your cardholder if they are not submitting their transactions to you.

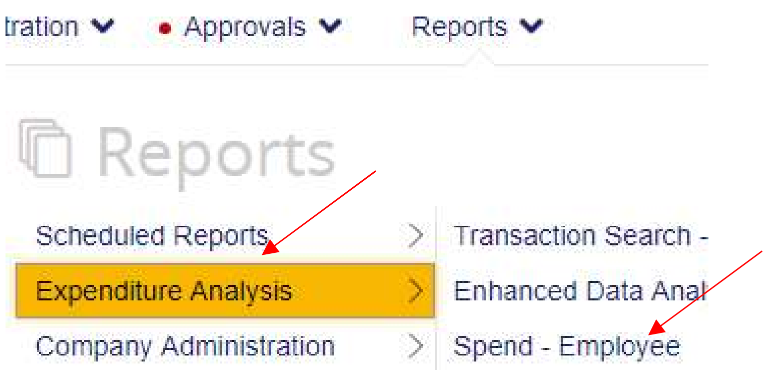
Following are instructions on how to run this report.

You may see more menu and or report options in this guide than what you see on your account. Depending on your role and security will determine what options you see.

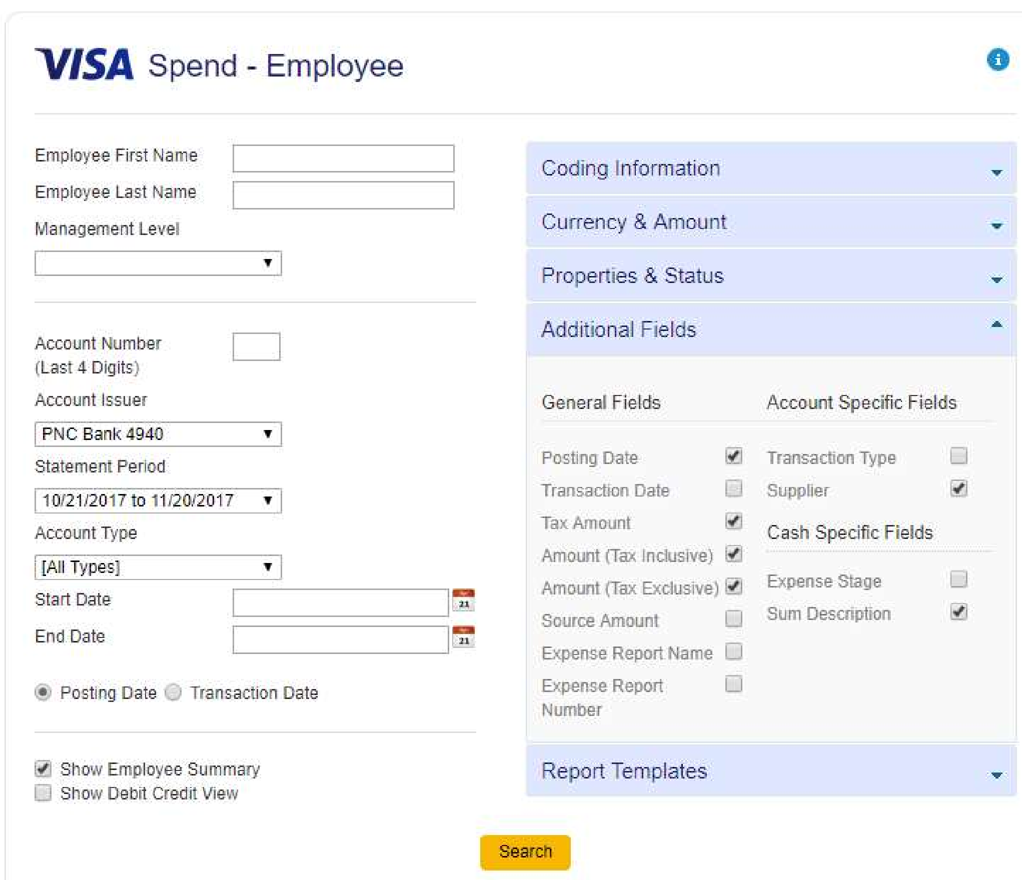
1. Log into the Visa IntelliLink Spend Management system

2. Select the drop down arrow for the Reports option

3. Select the Expenditure Analysis option and then select the Spend – Employee report

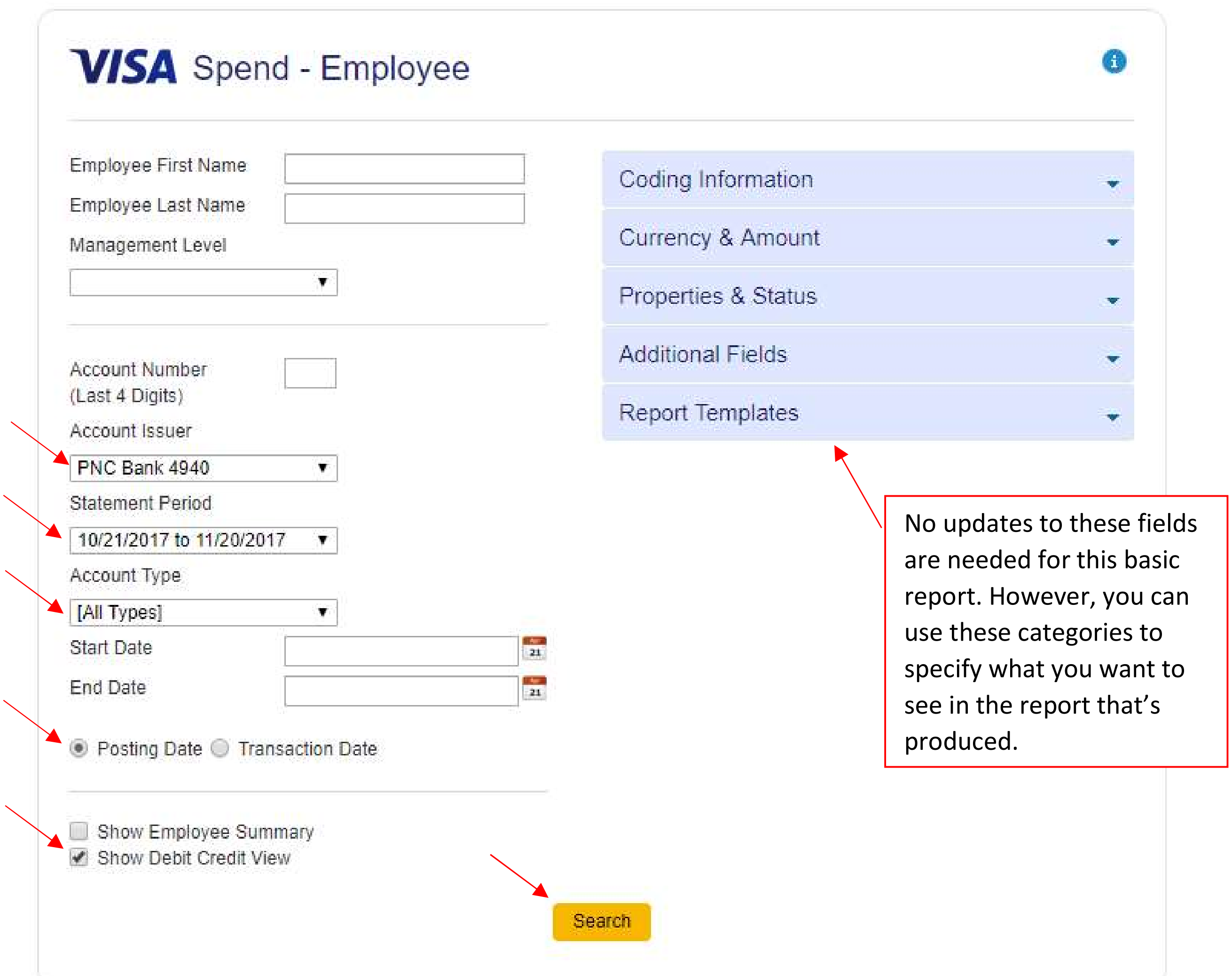


4. You will see the following screen pop up



5. From here you can select different criteria depending on what you would like to see. For this example we are going to run a basic report that will produce all your cardholders who have transactions for a specific cycle period.

    a. Account Issuer = PNC Bank 4940
    b. Select the Statement Period you want, select the drop down arrow to change the defaulted period
    c. Account Type = [All Types]
    d. Check the option for Posting Date
    e. Uncheck the box next to Show Employee Summary
    f. Check the box next to Show Debit Credit View
    g. Select Search



6. The result will be a report that looks similar to the following:

Spend - Employee

Click the summary element to view the transactions of the selected context

Transactions

Employee	Posting Date	Supplier	Tax Amount	Amount Excl	Amount Incl	
[redacted]	08/28/2017	Groth Music	-	56.91	56.91	
	08/28/2017	The Musicians Choice	-	482.55	482.55	
			-	539.46	539.46	USD

Employee	Posting Date	Supplier	Tax Amount	Amount Excl	Amount Incl	
[redacted]	08/23/2017	Amazon Mktplace Pmts	-	30.00	30.00	
	08/24/2017	Hy Vee Drugstore 7	-	6.37	6.37	
	08/25/2017	Gateway Market	-	205.64	205.64	
			-	242.01	242.01	USD

7. As you can see this report provides you with both those transactions that **<u>have not</u>** yet been submitted for approval (indicated by the green question mark) in the first column, and

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[redacted]	08/28/2017	Groth Music	-	56.91	56.91	
	08/28/2017	The Musicians Choice	-	482.55	482.55	
			-	539.46	539.46	USD

those transactions that **<u>have been</u>** submitted for approval (indicated by the green checkmark),

Employee	Posting Date	Supplier	Tax Amount	Amount Excl	Amount Incl	
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	08/24/2017	Hy Vee Drugstore 7	-	6.37	6.37	
	08/25/2017	Gateway Market	-	205.64	205.64	
			-	242.01	242.01	USD