

## 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.

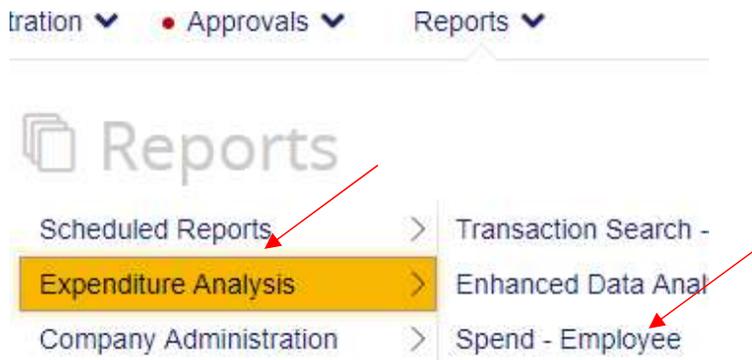
Following are instructions on how to run this report.

***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

### VISA Spend - Employee

Employee First Name

Employee Last Name

Management Level

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Account Number (Last 4 Digits)

Account Issuer

Statement Period

Account Type

Start Date

End Date

Posting Date  Transaction Date

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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 ▾

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

**VISA Spend - Employee**

Employee First Name

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Account Issuer

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Show Employee Summary

Show Debit Credit View

Coding Information

Currency & Amount

Properties & Status

Additional Fields

Report Templates

No updates to these fields are needed for this basic report. However, you can use these categories to specify what you want to see in the report that's produced.

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		
	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		
	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 **have not** yet been submitted for approval (indicated by the green question mark) in the first column, and

Employee	Posting Date	Supplier	Tax Amount	Amount Excl	Amount Incl		
	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 **have been** submitted for approval (indicated by the green checkmark),

Employee	Posting Date	Supplier	Tax Amount	Amount Excl	Amount Incl		
	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	