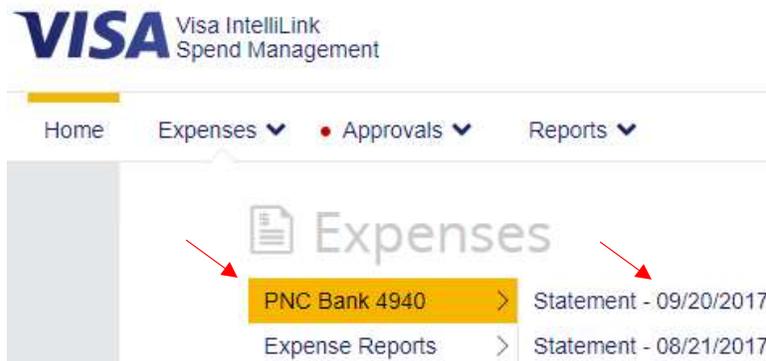


Cardholder Guide – Coding Transactions

1. Log into the PNC Visa Intellilink Website
2. Select Expenses from the top menu



3. Select PNC Bank 4940 then the applicable Statement period



Note, if you are a delegate cardholder; also known as a reconciler, you will see a section for Delegate Statements below your own. This is how you would access the transactions for those cards you are a reconciler for. You can then follow the below procedures for reviewing/updating/submitting transactions for that cardholder.

4. You will see the transactions that have posted for the Statement period selected

Account Statement

08/22/2017 to 09/20/2017



Tran Date	Supplier	Image(s)	Amount Incl	
08/30/2017	Agent Fee	No	30.00	
08/30/2017	Agent Fee	No	30.00	
08/30/2017	American Air	No	213.30	
08/30/2017	American Air	No	213.30	
08/30/2017	Delta Air	No	136.80	
08/30/2017	Delta Air	No	136.80	

The first row of icons represents the status of the transaction

- A Green Checkmark signifies a transaction has been completely coded.
- A Green Question Mark signifies a transaction has been coded automatically, but still needs reviewed (open up, review/update and save).
- A red "X" signifies that a required field is missing.

The second row of icons represents the approval status of the transaction. If no second Icon is present, then the transaction does not require approval.

- A Red Exclamation Point means that the transaction needs approved.
- A Green Checkmark means that the transaction has been approved.

5. Clicking on any of the icons in the first column (Green Check, Green Question Mark, or Red X) will bring you to the coding screen for that transaction. The pop-up window will show a screen with your organization's segments listed in columns. The example shown below has four segments, but your screen may have between one and eight columns, each with a segment name. When you click the dropdown box in a field, you will see the Search option. Click on this option to find the code that you need for this transaction. Segments that do not have a dropdown are "freeform" and accept up to 25 characters.



- The code search screen allows you to search for codes by typing all or part of the code itself, or the description of the code, or simply leaving the search criteria blank and clicking "Search". Click the upward arrow to use a code. Click the "I" icon to see if a code has an extended description.

Note, Click the right-hand arrow to add it to your favorites list, which will make this code appear in the drop-down on the main coding screen in the future.



Note: You can search using the wildcard character "%" anywhere in your search text. For example "ABC%1" will find any code starting with "ABC" and with the number "1" located anywhere within it, for example (ABC00100). Please note that all searches return a maximum of 60 results.

- You have the ability to split a single transaction between multiple code combinations. This is done by entering an amount on Line 2, Line 3, etc. and adjusting the amounts accordingly. Make sure that 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).

Summary **Coding** Approval

	GL Code	CC Code	Project	WBS	Amount Incl	Tax Code
Line 1	GL1001	CC104			7.00	
Line 2	GL1008	CC103			15.00	
Line 3	GL1003	CC104			3.00	
Line 4						
More..					Balance	0.00

Narrative Details Receipt

Purchase MTA-NYC Transit#00134

Close
Save

Once you have completed all coding, ensured your receipt(s) are attached, and your business purpose has been included in the Narrative Details, you will need to select the Save button. If you do not select the Save button your changes will not be kept.

Two things will occur once you have selected the Save button;

1. Your transaction will be submitted and become viewable to the assigned approver.
2. When you view your transaction summary screen you will see in the first column a green checkmark. As mentioned previously a green checkmark in the first column means the transaction has been reviewed/updated and submitted to the approver.

Tran Date	Supplier	Image(s)	Amount Incl	
09/20/2017	Freedom Voice Systems	Yes	26.52	<input checked="" type="checkbox"/> <input type="checkbox"/>
09/24/2017	Twilio	Yes	10.01	<input checked="" type="checkbox"/> <input type="checkbox"/>
10/01/2017	Autopay/Dish Ntwk	No	47.53	<input type="checkbox"/> <input checked="" type="checkbox"/>

Note, you can monitor the status of the transaction once it has been submitted to the approver. When you see a green checkmark in the second column this means the approver has also completed their review and submitted their approval.

Transactions can be updated by the cardholder or cardholder's delegate up to 1 day prior to the Cycle Close date as indicated on the PNC Pcard calendar.