

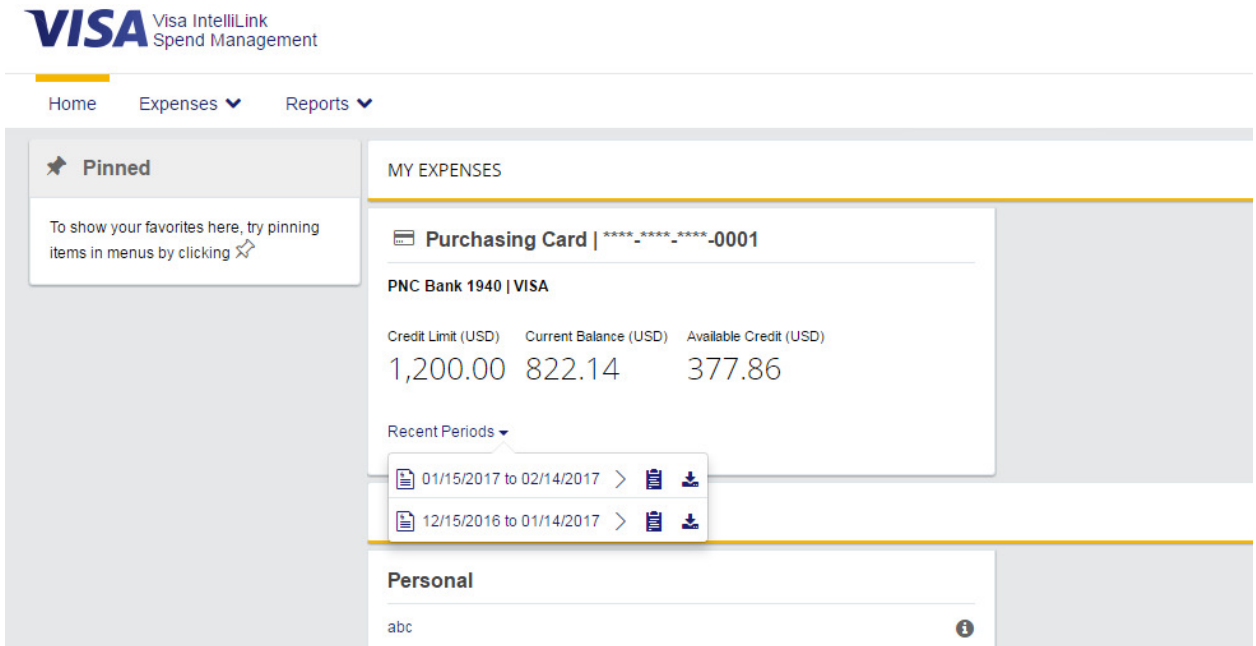


COMMERCIAL CARD SERVICES CARDHOLDER GUIDE

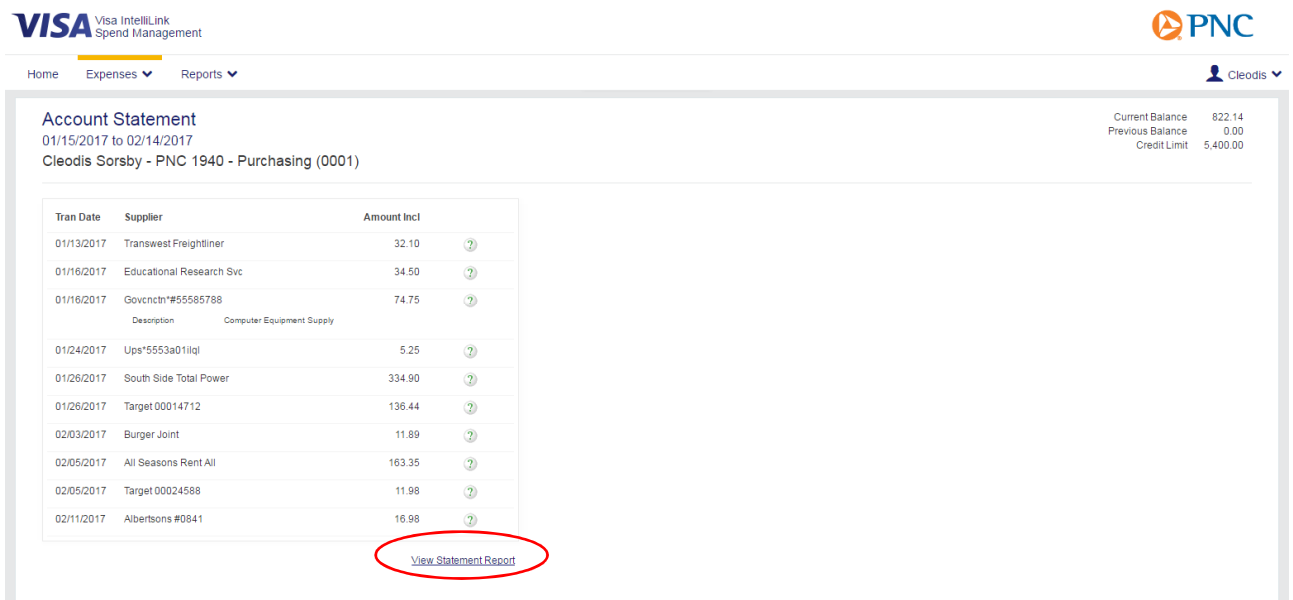
Reporting Basics - IntelliLink



1. When you log into IntelliLink, you will see your current balance, credit limit, and available credit, and links to current activity and your last three complete statements.



2. You can click on any of those statement links, or click on the statement option on the left side to see your last six statements. Note that you can view transactions older than the last six statements by running a Transaction Search, as described below.



- At the bottom of the account statement you will see a link for View Statement Report. This will open up a viewable statement which you can then have printed for your records by clicking on View Printable Statement.



Account Statement

Company: New Person 2 Reporting
Cardholder: Cleodis Sorsby
Account Ending: xxxx-xxxx-xxxx-0001

Bank Name: PNC Bank 1940
Card Type: Purchasing
Credit Limit: \$5,400.00
Billing Cycle: 01/15/2017 to 02/14/2017

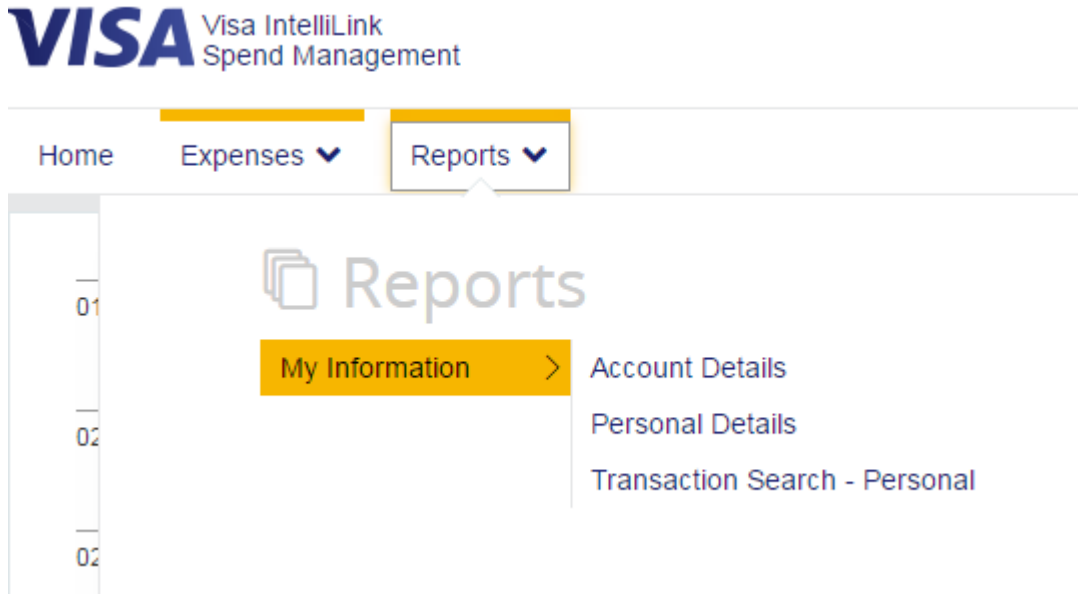
| Trans Date | Posting Date | Description/Merchant | Tax Amt | Tax2 Amt | Billed Amount (USD) |
|------------|--------------|--|---------|----------|---------------------|
| 01/13 | 01/16 | Transwest Freightliner Com Ref# 24312569296307921540065 Supplier Loc Commerce City, CO, US | 0.00 | 0.00 | 32.10 |
| 01/16 | 01/19 | Educational Research Svc 7 Ref# 24312569189206690100074 Supplier Loc 703-248-6222, VA, US | 0.00 | 0.00 | 34.50 |
| 01/16 | 01/19 | Govcnctn*#55585788 800-800 Ref# 24312569270788687405233 Supplier Loc 800-8000011, NH, US | 0.00 | 0.00 | 74.75 |
| 01/24 | 01/27 | Ups*5553a01ilql 800-811-16 Ref# 24312560100000895008138 Supplier Loc 800-811-1648, GA, US | 0.00 | 0.00 | 5.25 |
| 01/26 | 01/31 | South Side Total Power Eng Ref# 24312569149400003380156 Supplier Loc Englewood, CO, US | 0.00 | 0.00 | 334.90 |
| 01/26 | 01/31 | Target 00014712 Aurora Ref# 24312560007091007459719 Supplier Loc Aurora, CO, US | 0.00 | 0.00 | 136.44 |
| 02/03 | 02/06 | Burger Joint Las Vegas Ref# 24312569310004061061270 Supplier Loc Las Vegas, NV, US | 0.00 | 0.00 | 11.89 |

| Past Due Amounts | | Account Summary (USD) | |
|------------------|------|------------------------|--------|
| 30 Days | 0.00 | Opening Balance | 0.00 |
| 60 Days | 0.00 | + Total Purchases | 822.14 |
| 90 Days | 0.00 | + Total Other Charges | 0.00 |
| 120 Days | 0.00 | + Necessary Adjustment | 0.00 |
| 120+ Days | 0.00 | - Total Credits | 0.00 |
| | | - Total Payments | 0.00 |
| | | = Closing Balance | 822.14 |

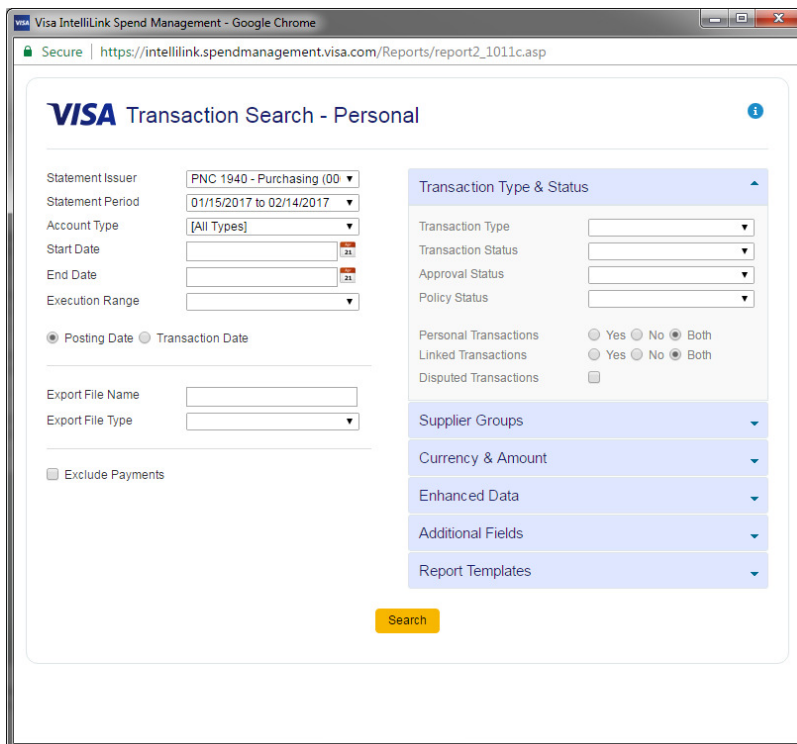
Note: For closed periods, if there is a non-zero amount in the Necessary Adjustment field, then the Opening Balance plus the net sum of all debits and credits does not equal the ending balance, please contact your financial institution

[View Printable Statement](#)

- Click on the Reports at the top, then look for “Transaction Search – Personal” to run a customized activity report.



- You can customize the date range on the left, and use the filters on the right to add/remove fields (using the checkboxes under Additional Fields), or to filter the results by Transaction Type, Supplier Group, etc. You can save your customized report format using the Report Templates section.



- You can search within your report using the Filter option at the top. You can sort by any field by clicking the gray icon next to each header. You can export the report to Excel or PDF using the links at the bottom of the report.

VISA Visa IntelliLink Spend Management

Home Expenses Reports

Transaction Search - Personal

All amounts are tax inclusive and displayed in their billing currency
As the cardholder or delegate you are able to make adjustments to trans

Filter

All Results: [Clear Filter](#)

PNC Bank 1940, Statement Period 01/15/2017 to 02/14/2017

Mapped Cards

Cleodis Sorsby

| Posting Date | Tran Date | Supplier | Amount |
|------------------|------------|--------------------------|--------|
| 01/16/2017 | 01/13/2017 | Transwest Freightliner | 32.10 |
| 01/19/2017 | 01/16/2017 | Educational Research Svc | 34.50 |
| 01/19/2017 | 01/16/2017 | Govonctn#55585788 | 74.75 |
| 01/27/2017 | 01/24/2017 | Ups*5553a01ilql | 5.25 |
| 01/31/2017 | 01/26/2017 | Target 00014712 | 136.44 |
| 01/31/2017 | 01/26/2017 | South Side Total Power | 334.90 |
| 02/08/2017 | 02/03/2017 | Burger Joint | 11.89 |
| 02/08/2017 | 02/05/2017 | Target 00024588 | 11.98 |
| 02/08/2017 | 02/05/2017 | All Seasons Rent All | 163.35 |
| 02/14/2017 | 02/11/2017 | Albertsons #0841 | 16.98 |
| Debit Total USD | | | 822.14 |
| Credit Total USD | | | 0.00 |
| Total USD | | | 822.14 |

[Export to Excel](#) [Export to PDF](#)