

P-Card Program Training

February 20, 2018 and March 1, 2018

Agenda

- **Program Overview**
- **Credit Card Reminders**
- **Card Disputes**
- **Intellilink Training**
- **Responsibility**
- **Important Dates**
- **Q & A**
- **Closing Remarks**



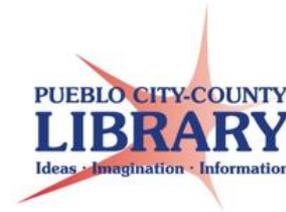
Program Overview

- Why do we use cards?
- What is a Strategy?
- Why are we changing?



P-Card User Guidelines

- Review the P-Card guidelines
- Contact the P-Card Administrator with any questions



PROCUREMENT CARD (P-CARD) PROGRAM USER GUIDELINES

Credit Card Do's



- Know the acceptable uses of your Credit Card, and ask questions if you need clarification
- Keep all documentation, including **itemized receipts**, relevant to each purchase . Retention of all receipts is required for 180 days in the event you have a return/refund
- **Upload all applicable receipts for the previous month to Visa Intellilink by the 5th business day after statement is available.**
- Keep up with changes to the Credit Card policy and procedures

Credit Card Don'ts

- Don't put anything on a Credit Card that should be put on a Purchase Order using eRequester.
- **Don't respond to any suspicious emails or phone calls with your card or personal information (if you're questioning it, it's most likely fraudulent)**
- Don't turn in summarized receipts. Receipts must have detail of the purchase.
- **Don't use the credit card for expenses related to family and/or friends accompanying you on business travel, to purchase food/alcohol, or any other restricted items**

Card Disputes/Lost or Stolen Card

- When, Why, and How to file Dispute – **Contact Finance immediately**
- Lost/Stolen Cards: **Contact Finance & UMB immediately**
 - Important numbers to have in this case:

Call: 1-800-VISA911

- Fraudulent Charges and Calls
- 60 Day Requirement

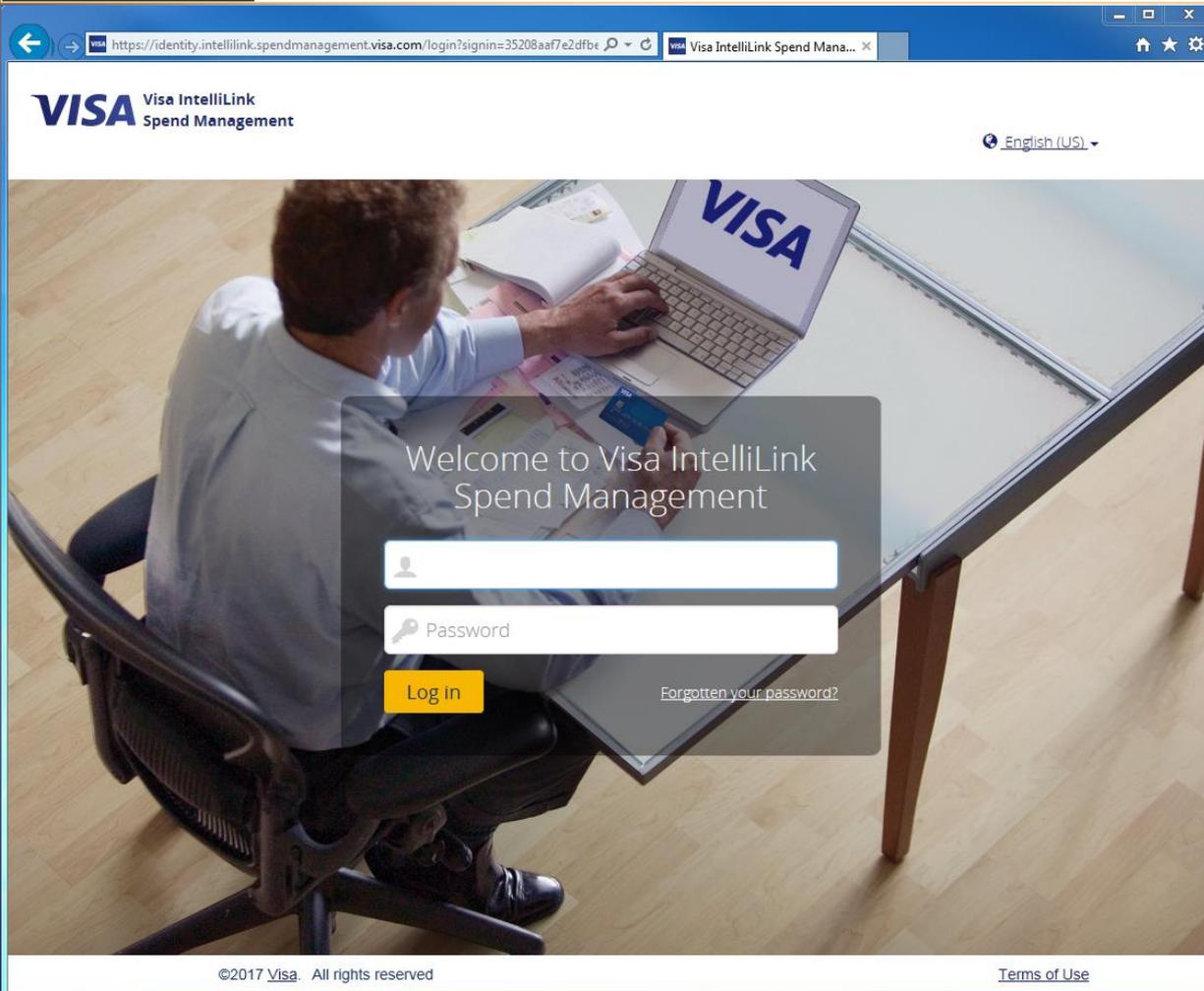


How to Log in to Intellilink

Login Instructions

- To log in go to:

URL: <https://intellilink.spendmanagement.visa.com>



The screenshot shows a web browser window with the URL <https://identity.intellilink.spendmanagement.visa.com/login?signin=35208aaf7e2dfb6>. The page header includes the Visa IntelliLink Spend Management logo and a language selector for English (US). The main content area features a background image of a man in a light blue shirt sitting at a desk with a laptop displaying the Visa logo. Overlaid on this image is a login form with the following elements:

- A welcome message: "Welcome to Visa IntelliLink Spend Management"
- A text input field for the username, preceded by a person icon.
- A text input field for the password, preceded by a key icon.
- A yellow "Log in" button.
- A link for "Forgotten your password?"

At the bottom of the page, there is a copyright notice: "©2017 Visa. All rights reserved" and a link for "Terms of Use".

Your username is your
email address and
temporary password
Welcome1
which you will be
prompted to change
at initial login

Memorable Word

Please establish a "memorable word" that will be used for login authentication

Please select

Enter answer to question:

(This is your "memorable word") Minimum of 5 and maximum of 15 alpha characters. Upper or lower case. No spaces or numbers.

Re-enter answer:

Submit

[Back](#)

Memorable Word

Please enter the characters from your memorable word:

Character 1

Character 2

Character 4

Submit

[Back](#)

[View memorable word reminder](#)

At the initial login, each user will be required to identify a memorable word between 5 and 12 alpha characters. Each time a user accesses the tool, he/she will have to enter 3 characters from that memorable word (see example on right).

Terms and Conditions



Count on more.®

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[N. America](#), [Latin America](#), [Caribbean](#), [Asia Pacific](#), [Central Europe](#), [Middle East](#), [Africa](#)

[Europe](#)



TERMS OF USE

This Agreement governs the use of Visa IntelliLink Spend Management, an online application for transaction data consolidation and reporting for financial management services (collectively, the "Services"). You must be a Registered User to use the Services. A "Registered User" is a user from whom Visa has received the information necessary to permit such person access to the Visa IntelliLink Spend Management website, its accompanying applications, media, and documentation, and who has agreed to accept these terms of use. By using these services, you agree to be bound to the Terms of Use set forth herein.

As used in this Agreement, the terms "you", "your" or "user" are synonymous, and refer to the person using the Services in any way.

TERMS OF USE. Visa International Service Association, Visa Worldwide Pte Limited, and Visa U.S.A. Inc. (collectively, "Visa") grant you a non-exclusive, non-transferable royalty-free license to access the Visa IntelliLink Spend Management's website located at <http://intelliink.spendmanagement.visa.com> (the "Site"), and to use the Services in connection with your participation in the Visa IntelliLink Spend Management Program, conditioned on your acceptance without modification of the terms and conditions ("Terms") of this Terms of Use Agreement ("Agreement"). The Services are licensed, to you by Visa for your personal use, AND ALL RIGHTS NOT EXPRESSLY GRANTED ARE RESERVED BY VISA OR ITS LICENSORS. If you are a Visa Financial Institution, this Agreement and your use of the Services hereunder is subject to in all respects the Visa International and Visa U.S.A. Inc. Operating Regulations (the "Operating Regulations"). Non Financial Institution users are permitted access pursuant to the sponsorship of a Visa Financial Institution as a service to your sponsoring Visa Financial Institution.

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ACCESS AND PASSWORDS. Each time you enter your Account Name (User Identification) and Password login information, you authorize Visa to process your request and to retrieve and/or transmit information requested by you. Authorized access to the Services requires your completion of a registration by providing current, complete and accurate information as prompted by the applicable registration form. You are required to change the assigned Password for your Account Name (User Identification). You are the only person authorized to use your Account (User Identification) and Password, and you agree not to permit or allow other persons to have access to or use the same. You are entirely responsible for maintaining the confidentiality of your Password and Account Name (User Identification). Furthermore, you are entirely responsible for all activities that occur through the use of your Password or Account (User Identification). You agree to notify Visa immediately of any actual or suspected unauthorized use of your Password Account (User Identification), or any other breach of security. For security purposes, Visa will not disclose your Account Name (User Identification) or Password if you lose or forget it and, in such circumstances, you will be required to contact your Program Administrator. If you are the Program Administrator and need to have your Password reset, you will need to contact your sponsoring Issuer, its designated first level (Level I) Help Desk or the Visa second level (Level II) Help Desk. Visa will not be liable for any loss that you may incur as a result of someone else using your Account (User Identification) and Password, either with or without your knowledge. However, you could be held liable for losses incurred by Visa or another party due to someone else using your Account (User

Accept

Decline

On this next screen, click Accept to accept the terms of use of the website.



VISA Password Maintenance - Password Expired

It is recommended that you do not set your new password to be your internal password used within your organization. You may not set your password to easy words or your user id.

Your password must meet the following criteria:

- Minimum number of characters: 8
- Maximum number of characters: 16
- At least one lower case character
- At least one upper case character
- At least one numeric character

Current Password

New Password

Confirm Password

Save

You will be prompted to create a new password.

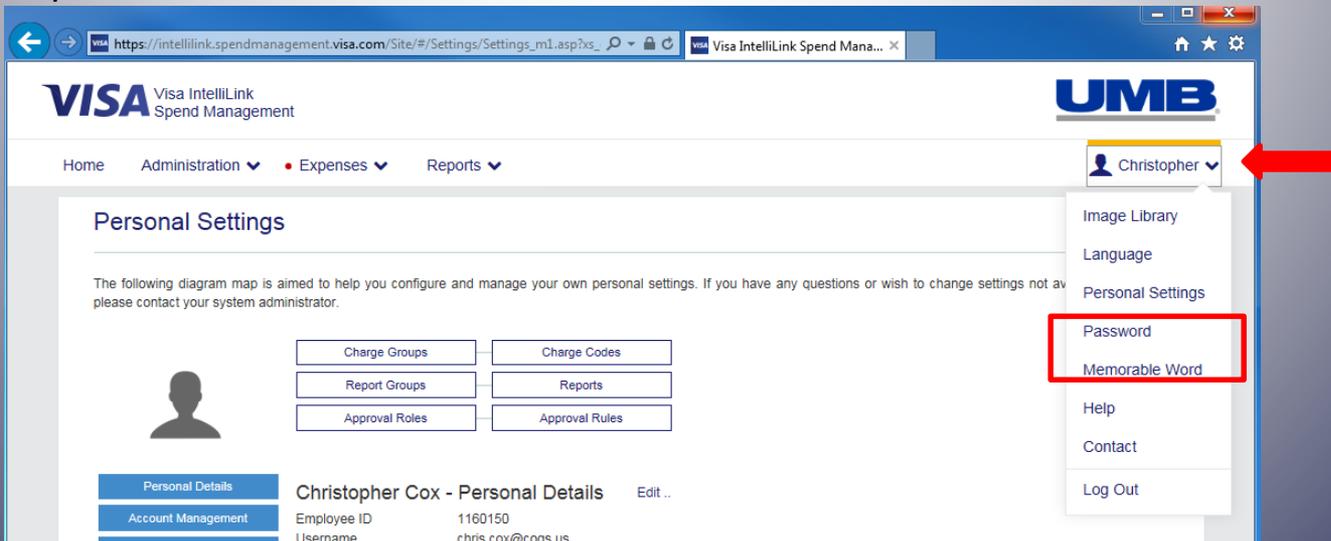
In the “Current Password” box, please enter the temporary password which was provided to you.

In the “New Password” box, please create your password (according to the criteria listed) and then enter it again in the “Confirm Password” box.

Click “Save” once this is complete.

Password Information

- The user password and memorable word you have set are what will be required for future logins.
- Your password will expire every 90 days. Once your password has expired, you will be prompted to set a new password upon log in.
- Your memorable will not change during your use of the website (unless you change it yourself).
- If you ever forget your password, please use the “Forgot your password?” link on the home screen and IntelliLink will send you an e-mail to allow you to reset yourself.
- If you ever wish to update your password or memorable word at any time, log into IntelliLink. From the Welcome screen, click on **your name** on the top right and then you will see a dropdown menu with Password and Memorable Word.



The screenshot shows the Visa IntelliLink Spend Management interface. The user's name, Christopher, is displayed in a dropdown menu on the top right, which is highlighted with a red arrow. The dropdown menu includes options for Image Library, Language, Personal Settings, Password, Memorable Word, Help, Contact, and Log Out. The 'Password' and 'Memorable Word' options are highlighted with a red box. The main content area displays 'Personal Settings' and a diagram map for configuring personal settings. The user's name, Christopher Cox, is also visible in the bottom left corner of the interface.

The Home Screen

After logging in, the *Home* screen displays. The *Home* screen is a dashboard of information specific to your individual spending accounts and role within your company—cardholder, approver, and/or administrator.



My Actions

Expense Reports

Card Expenses

12

Expense Reports

Report Outbox

Pinned

To show your favorites here, try pinning items in menus by clicking

MY EXPENSES

Corporate Card | ****-****-****-0408

UMB | VISA

Action Required	Pending Approval	Current Balance (USD)	Available Credit (USD)
12	0	10.16	2,489.84

Recent Periods ▾



Announcements

Issuer Message

Important Note

We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.

Last visit: 12/12/2017

Home Page Overview

Home Page – Navigation Cardholder

Navigation

Navigation sits along the top of the *Home* screen.

Click a top-level menu item to see an expanded menu. For example, click **Expenses** to see your statements, then click a statement period to view transactions for that period.

The items displayed in the top-level menu depend on your role and your organization's settings.

Tip: Areas with items requiring your attention are marked with a red dot (●).

VISA Visa IntelliLink
Spend Management

Home

● Expenses ▾

Reports ▾

Expenses

UMB ● >

Expense Reports >

Statement - 12/31/2017 ●

Statement - 11/30/2017 ●

Statement - 10/31/2017 ●

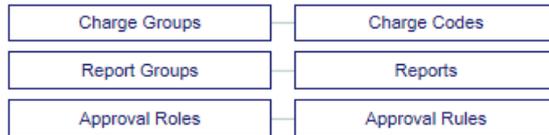
Statement - 09/30/2017 ●

Statement - 07/31/2017

Changing Your Account View Within the System

Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to change settings not available here then please contact your system administrator.



- Personal Details
- Account Management
- Management Codes
- Default Codes
- Approval Delegation
- Customize Views
- Audit History
- Regional Settings
- Security

Taner Arroyo - Personal Details [Edit ..](#)

Employee ID 1170031
 Username taner.arroyo@cogs.us
 Company Unit Information Technology
 Phone Number 970-384-6442
 Email Address taner.arroyo@cogs.us
 Date Added 09/06/2017
 Date Modified 10/31/2017
 Date Terminating -

Receipt Upload via Email

tarr.u.yh6yl.c8ndxn@receipt-upload.com [More Info ..](#)

Manager Details

No Manager



- Charge Groups
- Charge Codes
- Report Groups
- Reports
- Approval Roles
- Approval Rules

- Personal Details
- Account Management
- Management Codes
- Default Codes
- Approval Delegation
- Customize Views**
- Audit History
- Regional Settings
- Security

Statement - Fields & Sort Order

- Transaction Date ↑
- Posting Date
- Transaction Type
- Supplier
- Supplier Order Number
- Disputed
- Personal
- Source Amount
- Tax Amount
- Issuer Tax Amount
- Amount (Tax Exclusive)
- Amount (Tax Inclusive)
- Receipt
- Receipt Image
- Enhanced Data
- Transaction Coding
- Allocation
- Expense Report Name
- Expense Report Number
- QuickCoding

General Settings

- No Auto Closing Windows

Save

Reconciling Your Expenses

Coding Transactions & Uploading Receipts

Coding Cardholder Expenses



Home • Expenses ▾ Reports ▾

Account Statement

10/01/2017 to 10/31/2017

Taner Arroyo - UMB - Corporate (0408)

Tran Date	Supplier	Amount Incl	Allocation	
10/12/2017	Www.Newegg.Com	56.97	View	
10/12/2017	Www.Newegg.Com	324.95	View	
10/14/2017	Amazon Mktplace Pmts	27.18	View	
10/15/2017	Amazon.Com Amzn.Com/bill	13.98	View	

A indicates the transaction has been coded correctly

A indicates the transaction needs to be coded. Select the to view transaction; a coding screen will appear

Transaction: Details

Purchase: 10/12/2017
Amount: \$324.95 USD
www.Newegg.Com, 800-390-1119

- Summary
- Coding**
- Approval
- Advanced

	* GL Code	Amount Incl	Tax Code
Line 1	<input type="text"/>	324.95	<input type="text"/>
Line 2	<input type="text"/>		<input type="text"/>
Line 3	<input type="text" value="[Search]"/>		<input type="text"/>
Line 4	<input type="text"/>		<input type="text"/>
More..	Balance	0.00	

Description Receipt

Close Reset Save

Click the drop down and highlight **Search** another screen will appear...

Type in the code value or description to find a specific code

Or click on **Search** again for a list of all cost centers for this segment.

VISA GL Code - Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value:

Description:

Valid Codes Only: Yes All

Search

VISA GL Code - Favorites

If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.

Add codes that you use regularly to your favorites below. This will place them within your select lists. A total of 15 codes per code type may be added to each list.

011177120	INTERNET FEES	↑	i	→
011177180	CONSULTANT FEES	↑	i	→
011177190	OTHER PROFESSIONAL SVCS	↑	i	→
011177200	SOFTWARE MODIFICATIONS	↑	i	→
011177410	TRAVEL AND SUBSISTENCE	↑	i	→
011177430	TRAINING	↑	i	→
011177530	MAINT & REP -OFFICE EQUIP	↑	i	→
011177740	EQUIPMENT LEASES	↑	i	→
011178061	DATA PROCESSING FORMS	↑	i	→
011178062	COMPUTER SUPPLIES	↑	i	→
011178064	PRINTER SUPPLIES	↑	i	→
011178090	OTHER OPERATING EXPENSES	↑	i	→
011179520	COMPUTER EQUIPMENT	↑	i	→

Page 1 View Help

Once you have identified the cost center click on the ↑ to fill it in on the coding screen

Note: To list this cost center as a Favorite so that it is listed in the drop down next time, click on the ↑ and then click → to enter that cost center in the cost center field.

Repeat this process to search for segments and add it to your favorites

Transaction: Details

Purchase: 10/12/2017
Amount: \$324.95 USD
www.newegg.com, 800-390-1119

Summary | **Coding** | Approval | Advanced

* GL Code	Amount Incl	Tax Code
Line 1 <input type="text" value="011178090"/>	324.95	<input type="text"/>
Line 2 <input type="text"/>	<input type="text"/>	<input type="text"/>
Line 3 <input type="text"/>	<input type="text"/>	<input type="text"/>
Line 4 <input type="text"/>	<input type="text"/>	<input type="text"/>
More..	Balance	<input type="text" value="0.00"/>

Description Receipt

Once all of the segments have been coded complete the **Narrative Details** with a description of the purchase. When finished click to complete the allocation and approval of the transaction.

*Now the transaction will have a on the Account Statement and you can move to the next transaction.

Individual Coding on the Transaction

Users can split the transaction by clicking on the + sign

The screenshot displays the 'Transaction: Details' page in the Visa IntelliLink Spend Management system. The main page shows transaction information: Date: 10/12/2017, Amount: \$324.95 USD, and Merchant: Newegg.Com, 800-390-1119. The 'Coding' tab is active, showing a table with columns for GL Code, Amount Incl, and Tax Code. Line 1 is populated with GL Code 011178090 and Amount Incl 324.95. Below the table is a 'Description' field with the placeholder text 'Narrative goes here' and a 'Receipt' checkbox. A 'VISA Split Transaction Line' dialog box is overlaid on the left, prompting the user to select the number of lines to split the transaction (currently set to 2) and enter the amount for each line (Line 1: 162.48, Line 2: 162.47, Balance: 0.00). Arrows indicate the flow from the dialog to the main page and from the main page back to the dialog.

	* GL Code	Amount Incl	Tax Code
Line 1	011178090	324.95	
Line 2			
Line 3			
Line 4			
More..		Balance	0.00

	Line Amount
Line 1	162.48
Line 2	162.47
Balance	0.00

Click the drop down and select the G/L or click on **Search** another screen will appear

Transaction: Details

Purchase: 11/14/2017
Amount: \$291.00 USD
Elegante Conference Cent, Colorado Spri

- Summary
- Coding**
- Approval
- Advanced

	* GL Code	Amount Incl	Tax Code
Line 1	011167410	291.00	No Tax
Line 2			
Line 3			
Line 4			
More..		Balance	0.00

Description: CGFOA Annual Conference hotel room

Receipt:

Close Reset **Save**

You must select whether or not tax was paid or not paid on the transaction.

Account Statement

10/01/2017 to 10/31/2017

Taner Arroyo - UMB - Corporate (0408)

Current Balance 0.00
Previous Balance 0.00
Credit Limit 2,500.00

Tran Date	Supplier	Amount Incl	Allocation	
10/12/2017	Www.Newegg.Com	56.97	View	✓✓
10/12/2017	Www.Newegg.Com	324.95	View	✓!
10/14/2017	Amazon Mktplace Pmts	27.18	View	✗
10/15/2017	Amazon.Com Amzn.Com/bill	13.98	View	✗
10/17/2017	Www.Newegg.Com	59.98	View	✗
10/19/2017	Www.Newegg.Com	99.99	View	✗
10/24/2017	Amazon.Com Amzn.Com/bill	9.99	View	✗
10/25/2017	Amazon.Com Amzn.Com/bill	5.93	View	✗
10/26/2017	Www.Newegg.Com	283.77	View	✗

[Manage Receipt Images](#)
[Download Statement Report](#)

The second green check mark indicates the transaction has been approved. The exclamation mark means the transaction is pending approval.

Once a transaction has been coded you will see a green check mark next to the transaction

 Expenses

- UMB • > Statement - 12/31/2017 •
- Expense Reports > Statement - 11/30/2017 •
- Statement - 10/31/2017 •
- Statement - 09/30/2017 •
- Statement - 07/31/2017

If a statement cycle has a red dot, there is a transaction within that statement cycle that needs attention. Either the approver has sent back for changes or additional information or you missed coding a transaction.

Approver will choose to approve the expense or request feedback

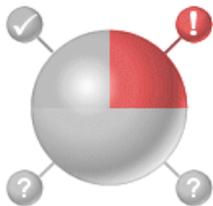


Transaction: Details

Purchase: 10/12/2017
Amount: \$324.95 USD
www.newegg.com, 800-390-1119

- Summary
- Coding
- Approval**
- Advanced

Approval Required
All Transactions



- Approval**
- Process
- History

All Transactions

Cardholder Comments

Approver Comments

Close Save



Fraudulent Charges

- Fraudulent charges will happen – report fraud to Finance immediately and follow procedures outlined in the P-Card Guidelines – you are responsible for all activity on your card
- Finance will assist in coding fraudulent charges correctly.



Count on more.®

Managing Receipts

Receipt Imaging

Step 1 – Select Account Statements to view the Manage Receipt Images Link

Account Statement View

Account Statement

10/01/2017 to 10/31/2017

Taner Arroyo - UMB - Corporate (0408)

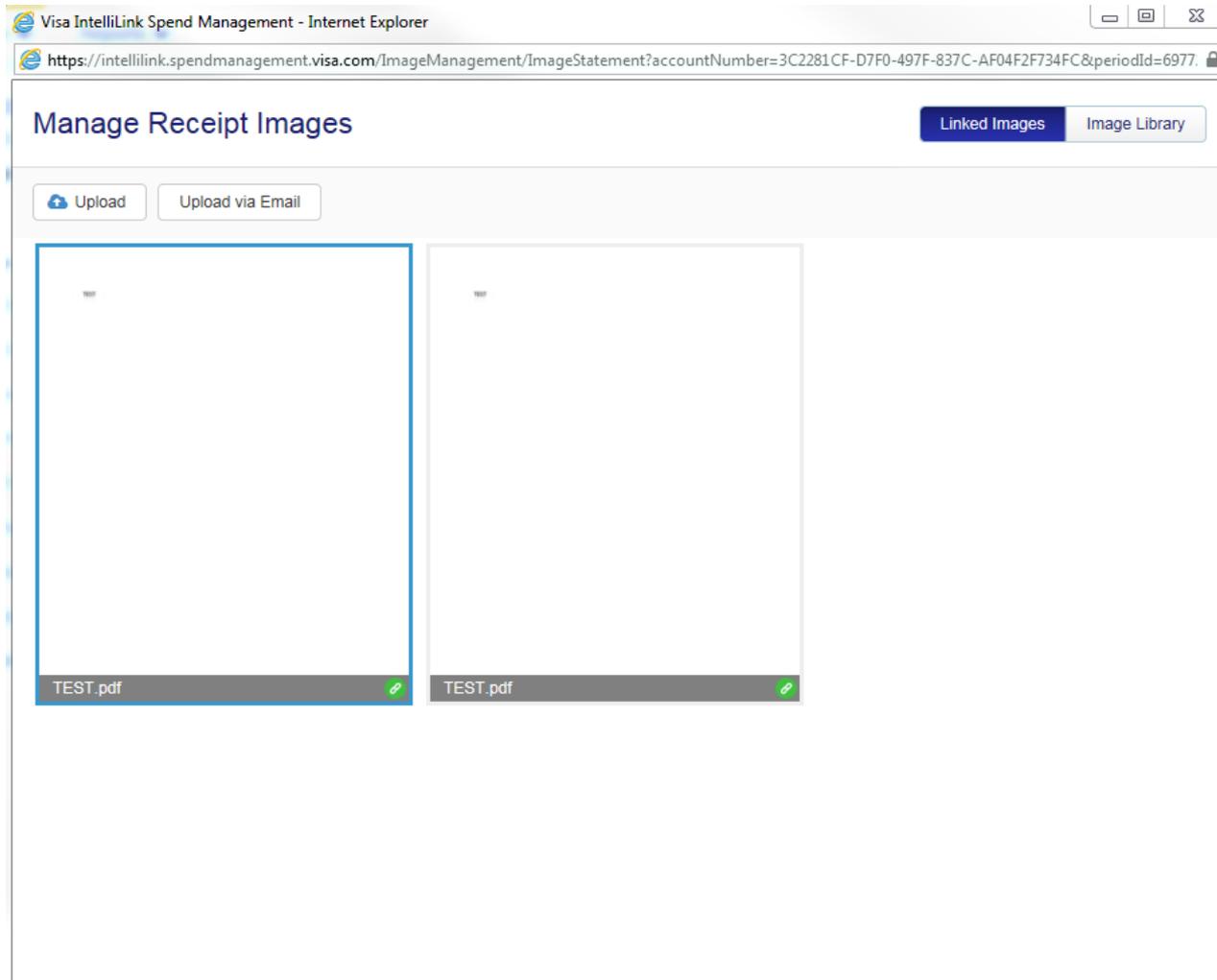
Tran Date	Supplier	Amount Incl	Allocation	
10/12/2017	Www.Newegg.Com	56.97	View	
10/12/2017	Www.Newegg.Com	324.95	View	
10/14/2017	Amazon Mktplace Pmts	27.18	View	
10/15/2017	Amazon.Com Amzn.Com/bill	13.98	View	
10/17/2017	Www.Newegg.Com	59.98	View	
10/19/2017	Www.Newegg.Com	99.99	View	
10/24/2017	Amazon.Com Amzn.Com/bill	9.99	View	
10/25/2017	Amazon.Com Amzn.Com/bill	5.93	View	
10/26/2017	Www.Newegg.Com	283.77	View	

[Manage Receipt Images](#)
[Download Statement Report](#)



Receipt Imaging

Step 2 – A pop-up screen will appear with a link to Upload a New Image



Receipt Imaging

Step 3 – Select Receipt in an appropriate format type from a file on your desktop

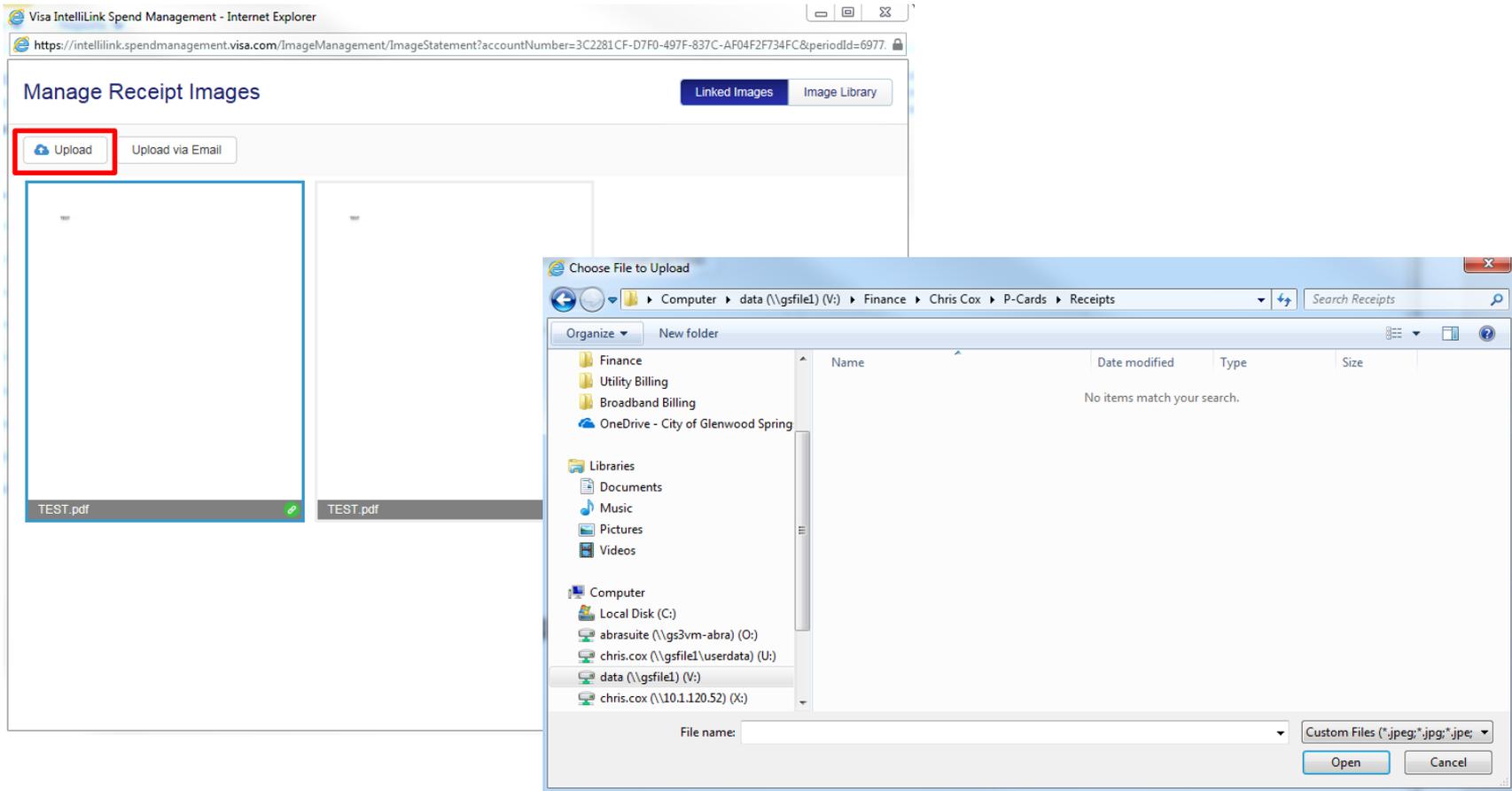
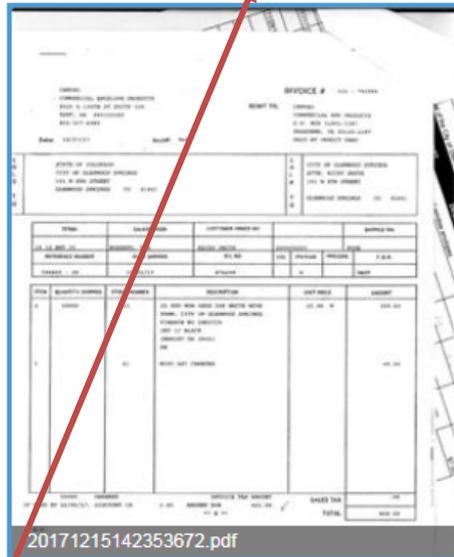


Image Library

Upload

Upload via Email



20171215142353672.pdf

Click here for your unique email address.

A pop-up window will appear with your unique email address.

VISA Upload via Email

To upload receipts to your account via email, please send your receipt to the email address below:

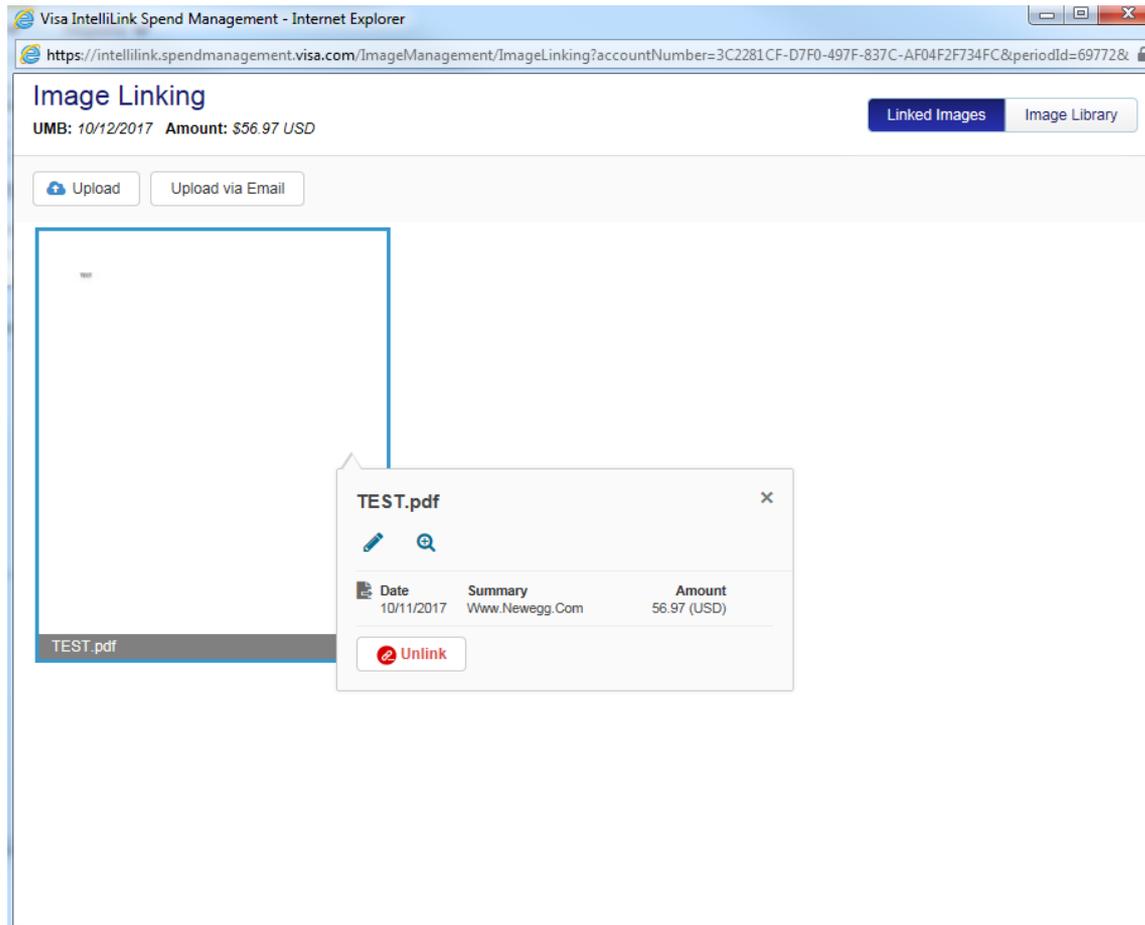
ccox.u.yh6yl.zq9v2p@receipt-upload.com

We recommend saving this email address to your contact list or address book to avoid having to enter the email address every time.

Close

Receipt Imaging

Step 4 – Assign to Transaction(s) by selecting the items presented in the Account Statement. The paper clip icon identifies transaction with the receipt.



Receipt Imaging

Receipts associated with transactions can be viewed on the Transaction Details screen

Visa IntelliLink Spend Management - Internet Explorer
https://intellilink.spendmanagement.visa.com/Main/Transaction_I.asp?transaction_ref=H23920171014efkvefnug&page=&wvf=w

Transaction: Details

Purchase: 10/12/2017
Amount: \$56.97 USD
Www.Newegg.Com, 800-390-1119

Summary **Coding** Approval Advanced

	* GL Code	Amount Incl	Tax Code	
Line 1	<input type="text" value="011178090"/>	<input type="text" value="56.97"/>	<input type="text" value="No Tax"/>	
Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Line 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Line 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	
More..		Balance	<input type="text" value="0.00"/>	

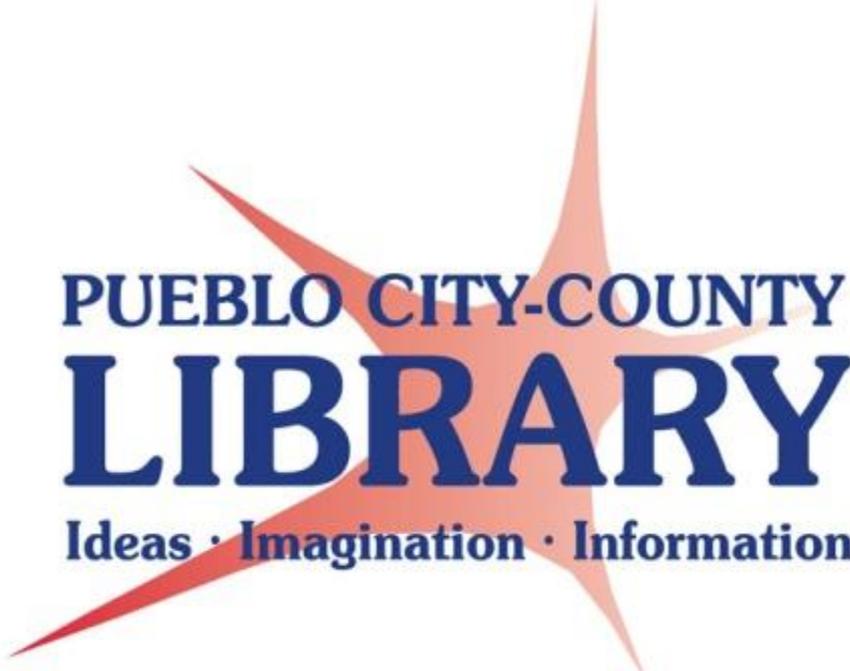
Description Receipt

Important Dates

- Statement Close Date: First day of Each Month
- Cardholders:
 - Upload Receipts & Code Transactions within 5 business days following the statement close date
- Approvers:
 - Review and Approve transactions within 8 business days following the statement close date
- Finance Department:
 - Reconcile & Extract on the 10th of each month or the closest business day

Questions?





PUEBLO CITY-COUNTY
LIBRARY
Ideas • Imagination • Information

Thank You

UMB[®]