# Visa IntelliLink Spend Management
# Final Release Notes
# March 2021

This document provides an overview of changes in the next release of *Visa IntelliLink Spend Management*. The enhancements will be available online March 6, 2021, at https://commercial.visaonline.com/ and https://identity.intellilink.spendmanagement.visa.com. All features, enhancements, and release schedules are subject to change at Visa's discretion.

## Release Schedule

Minimal downtime is expected during the production release, which is scheduled to occur as follows:

| Time Zone Conversions | | | | |
|---|---|---|---|---|
| **Day** | **Date** | **Start Time** | **End Time** | **Time Zone** |
| Saturday | March 6, 2021 | 3:30 pm | 7:00 pm | Pacific Standard Time (PST) |
| Saturday | March 6, 2021 | 6:30 pm | 10:00 pm | Eastern Standard Time (EST) |

**Note:** The *Visa IntelliLink Spend Management Mobile App* will be available for download a few days after the production release due to the schedules of the App Store and Google Play. Please allow up to two weeks for the mobile app enhancements to become available.

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Final Release Notes
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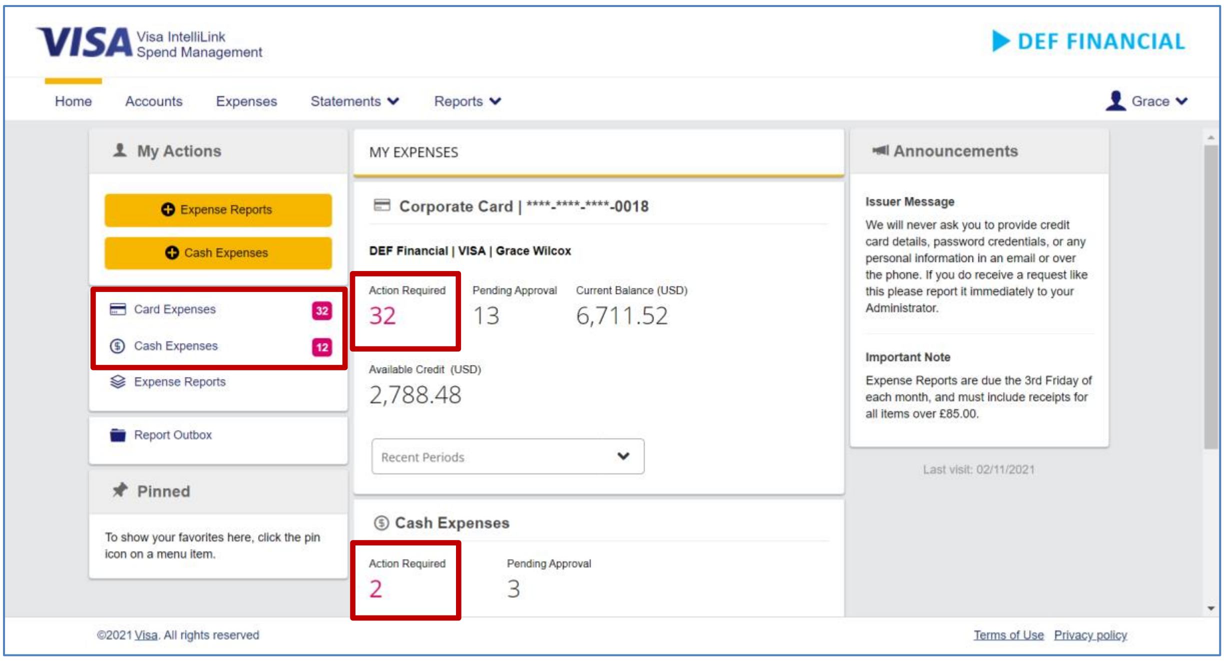
## General Changes

- **New Expenses Screen for Accessing Transaction Coding**. We will be introducing a new screen and a new way for users to code their expenses. The *Expenses* screen is a modern workspace from which users can view and action their outstanding expenses. It provides a consistent experience to that of the mobile app and is intended to streamline the process of submitting transactions.

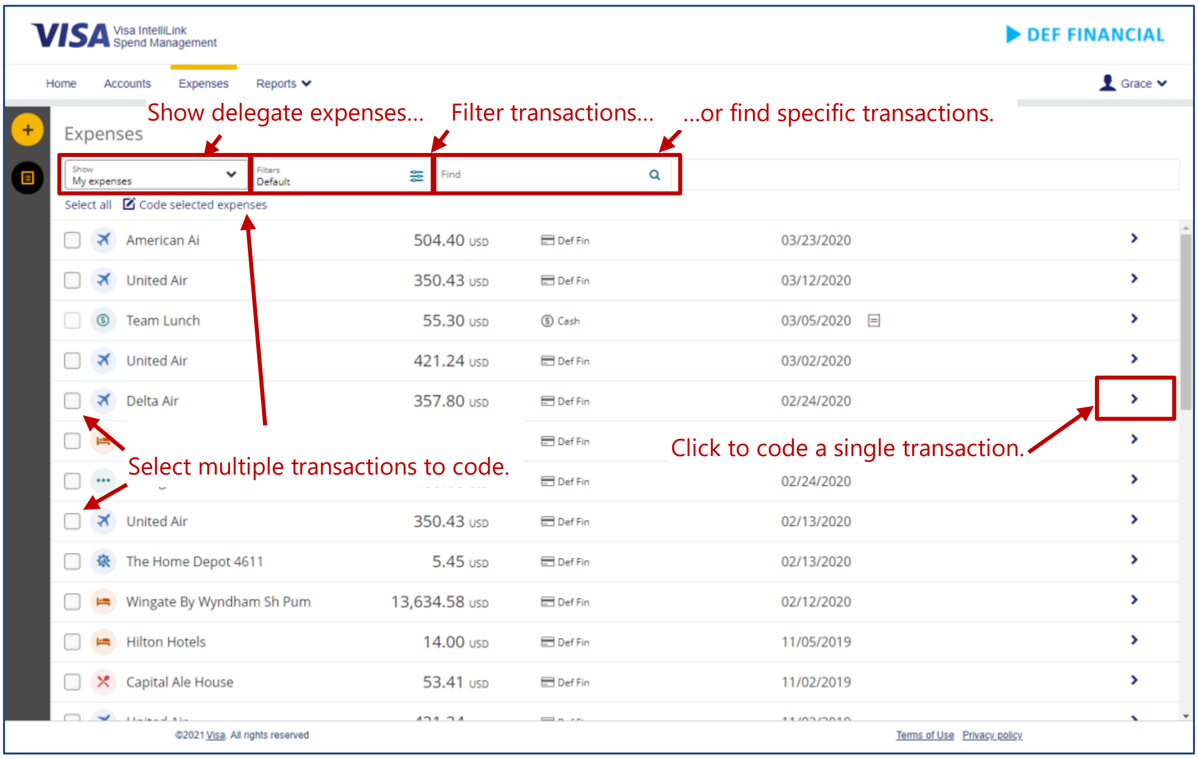
  After the March release, the *Expenses* item in the main menu at the top of the screen will direct users to the new screen. For companies using Expense Report based workflow or who prefer the legacy view, there will be a new *Statements* menu item to allow access to the traditional *Expense Report Summary Statement and coding screens.*

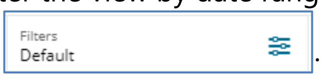

  You will also be able to easily access the new Expenses screens from the various links on the Home page:

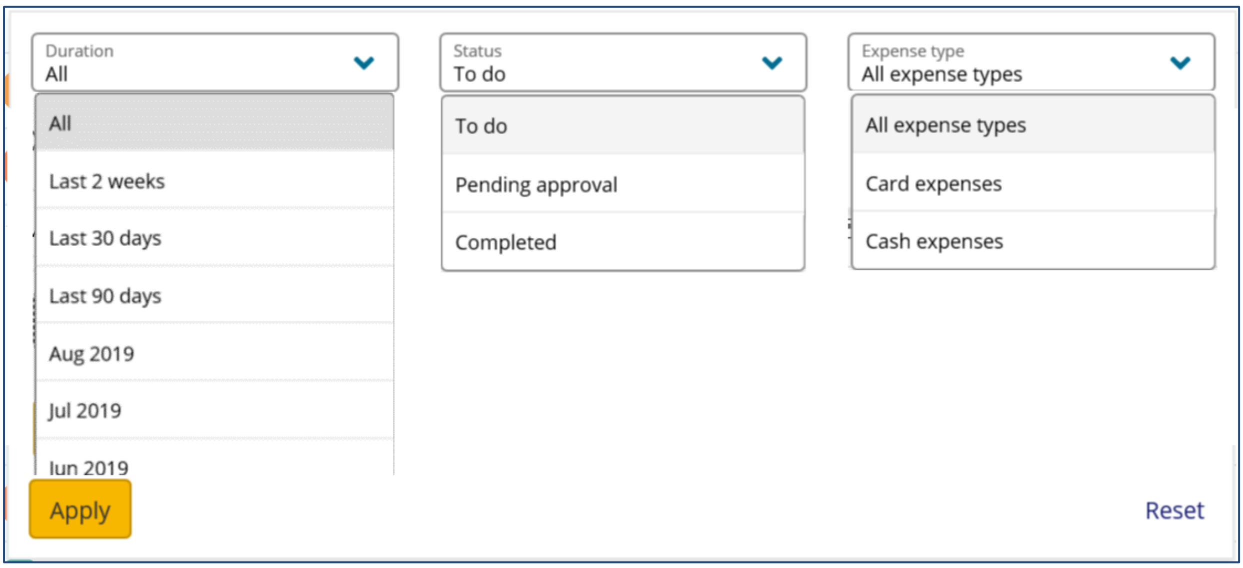
  - **Card Expenses** link on the left side of the home screen (shows card expenses only).
  - **Cash Expenses** link on the left side of the home screen (shows cash expenses only).
  - **Action Required** box in your card or cash account panel on the home screen.



The Expenses screen is intended to be a workspace where users view and code transactions; it is not intended to be a space from which users download account statements or perform detailed analysis. From the Expenses screen, you can view your own transactions or those of colleagues' accounts that may be delegated to you.



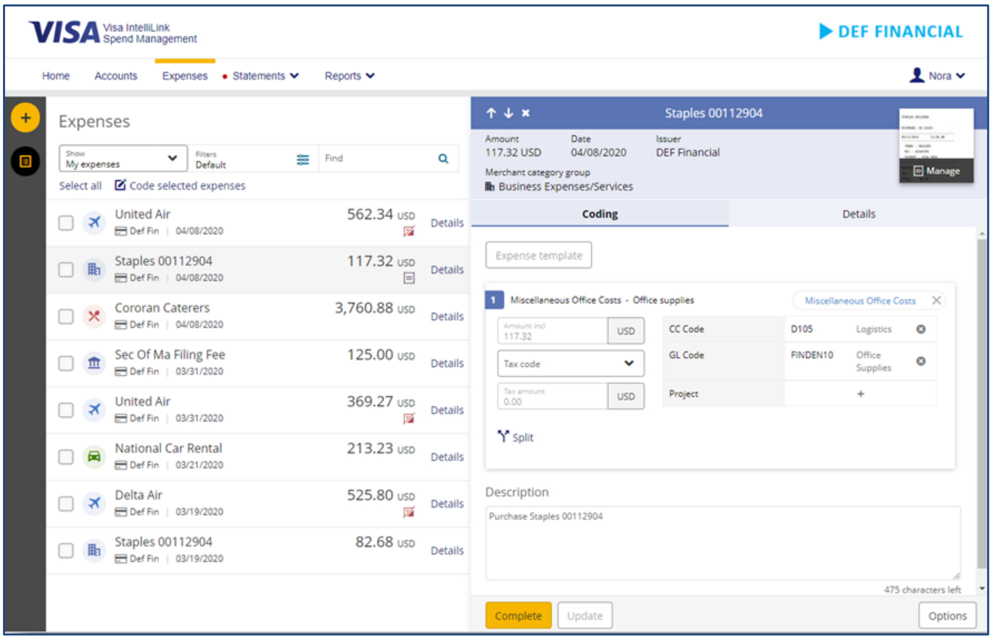

You can filter the view by date range, transaction status, or type of expense by clicking on the *Filters* box .

Up to 200 expenses are displayed at a time. A *LOAD MORE* link will appear at the bottom of the page to allow you to progressively view the next block of 200 expenses. Once all expenses have been displayed, the *LOAD MORE* link will no longer be available. When searching or filtering, the same display limit applies to the results.

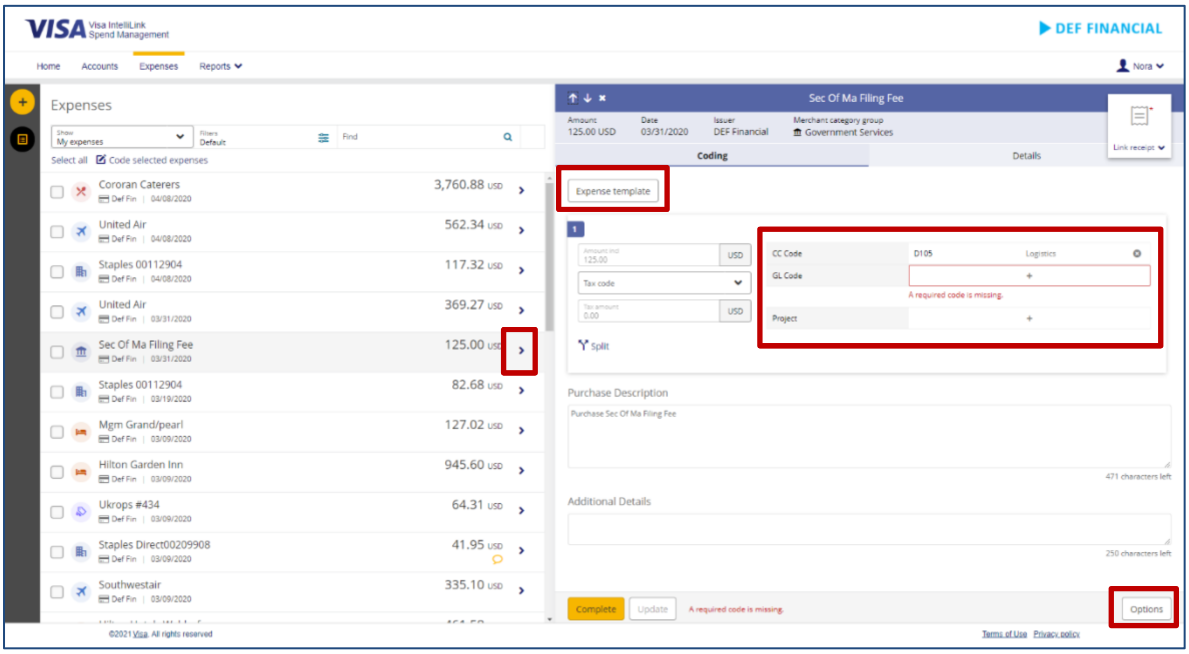
The new screen displays information in 2 main areas:

- A summary list of expenses on the left.
- A details pane for the selected expense on the right, which displays relevant expense details and coding options.

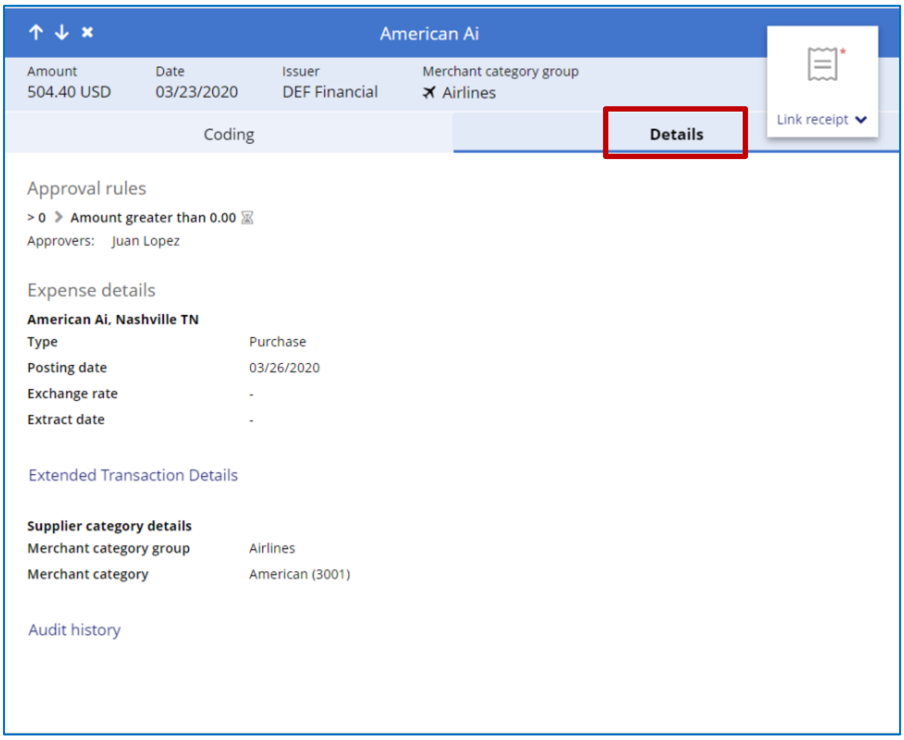


You may code transactions on the Expenses screen in one of two ways: Expense Templates or Manual coding. Simply click the chevron icon **>** to view the expense you would like to code and proceed with your preferred coding method.

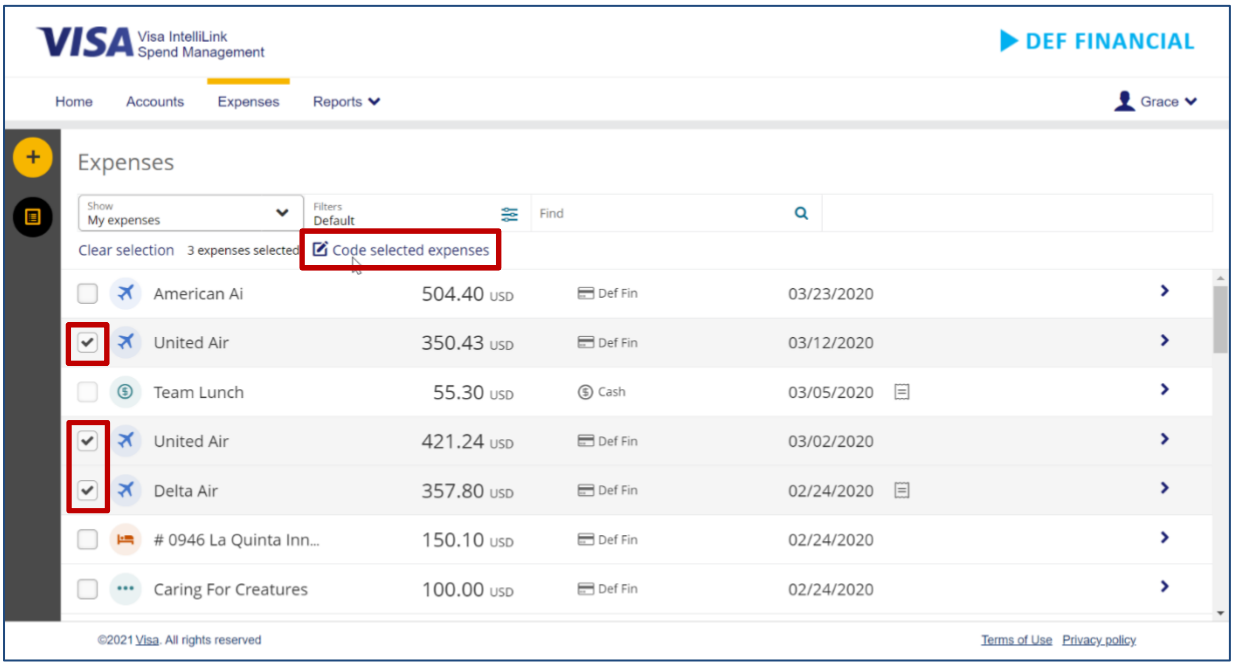
To access the traditional coding screen, select *Advanced Coding* from the *Options* button in the lower-right of the expense details pane.



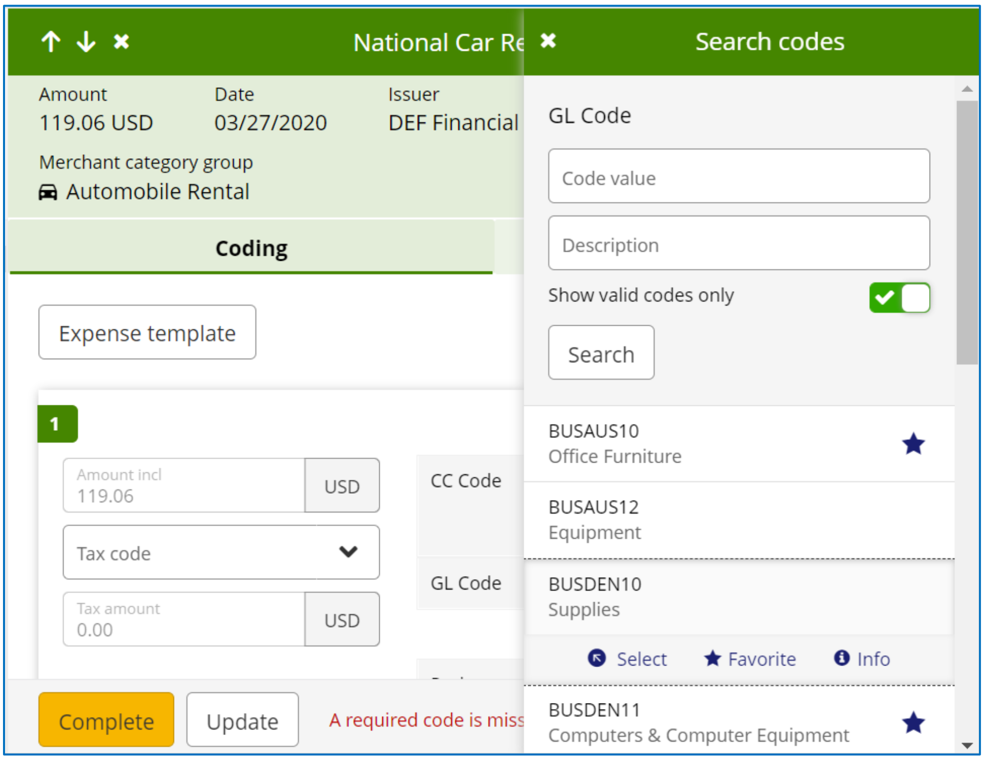
The **Details** tab provides additional information about the expense, including extended transaction details, enhanced data, supplier details, and audit history. The information in this tab is read-only.



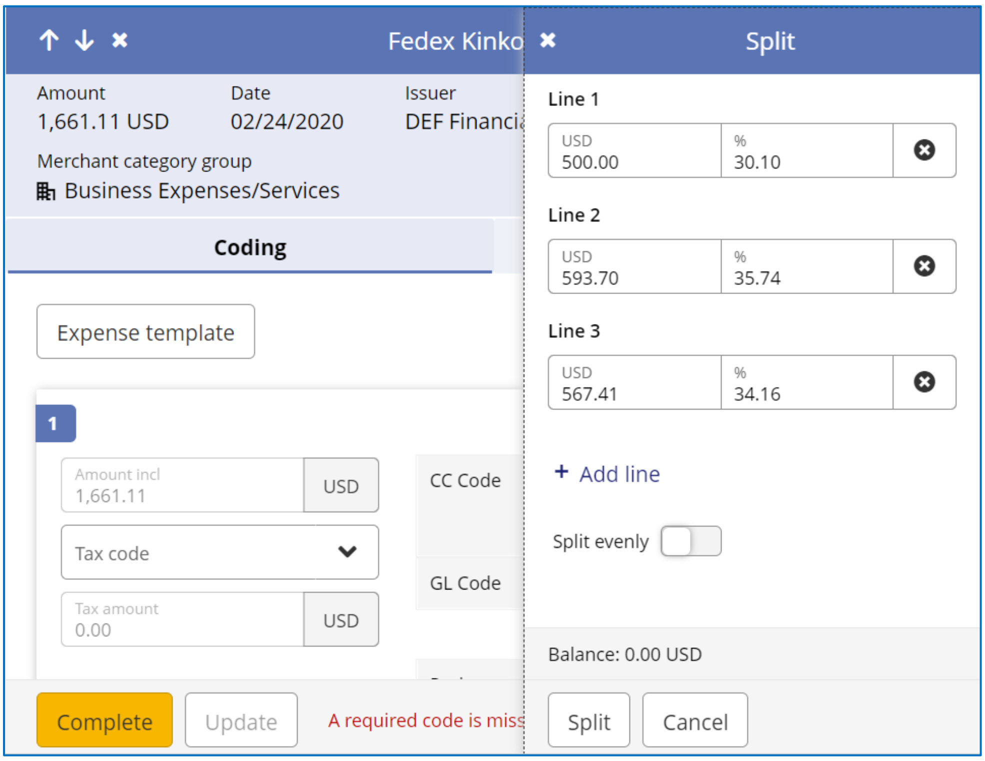

If supported by your company you can also code multiple expenses at the same time (historically called *Quick Coding*) by selecting the checkboxes next to the transactions you wish to code, then clicking **Code selected expenses**.



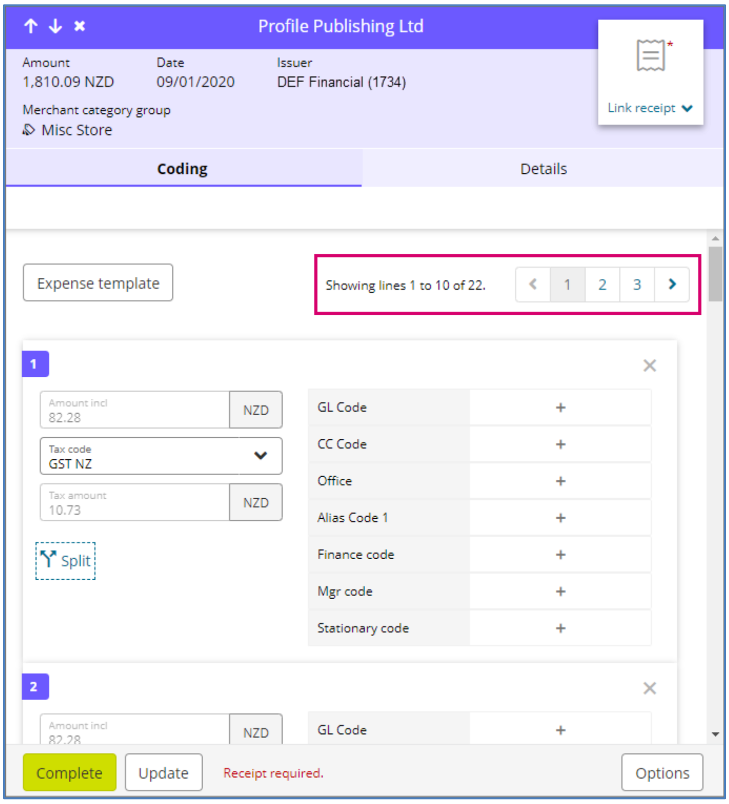
You can search for codes when manually coding and designate up to 15 *Favorite* codes per finance segment.




You can *Split* transactions by percentage or amount.



If an expense is split into more than 10 coding lines, the lines are paginated with 10 lines per page.

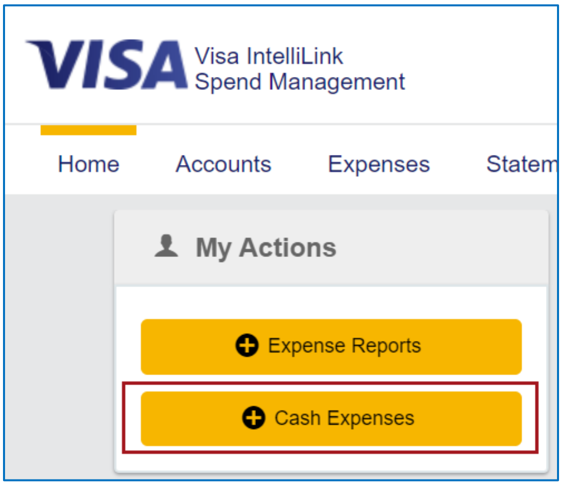



**Notes:** The Expenses screen is optimized for transaction-based workflow. In this release, it is not possible to link transactions to an expense report from the Expenses screen. Users may code their individual transactions here but must use the *Expense Reports* button on the Home screen, or the traditional *Statements>Expense Reports>Summary Statement* screen to create expense reports and link transactions. We are working to provide an optimal experience for the expense report-based workflow in the Expenses screen in a future release.

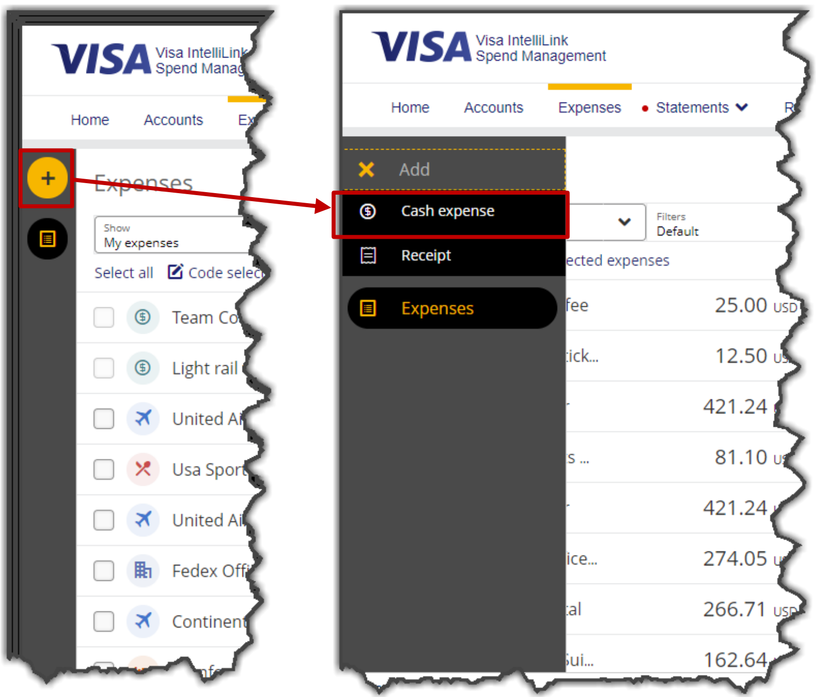
- **New Cash Expense Experience**. With the introduction of the new Expenses screen comes a new flow and a new look-and-feel for Cash expenses. This enhancement applies for all users with Cash accounts assigned.

  After the March release, all links to create a new cash expense will guide users to the Expenses screen and the new look-and-feel will apply.

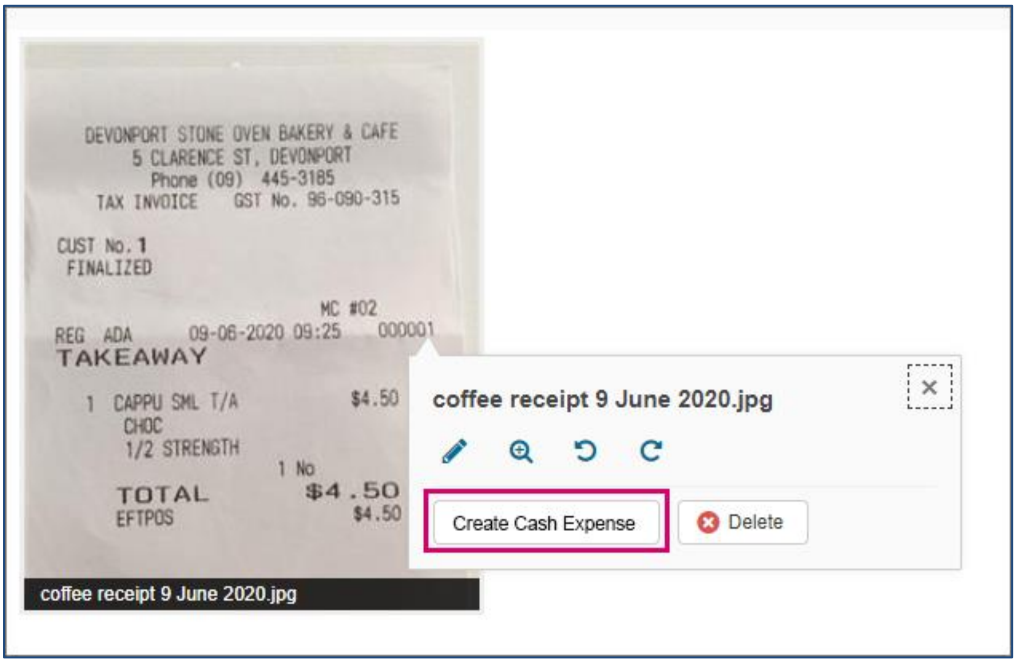
  From the *Home* screen:



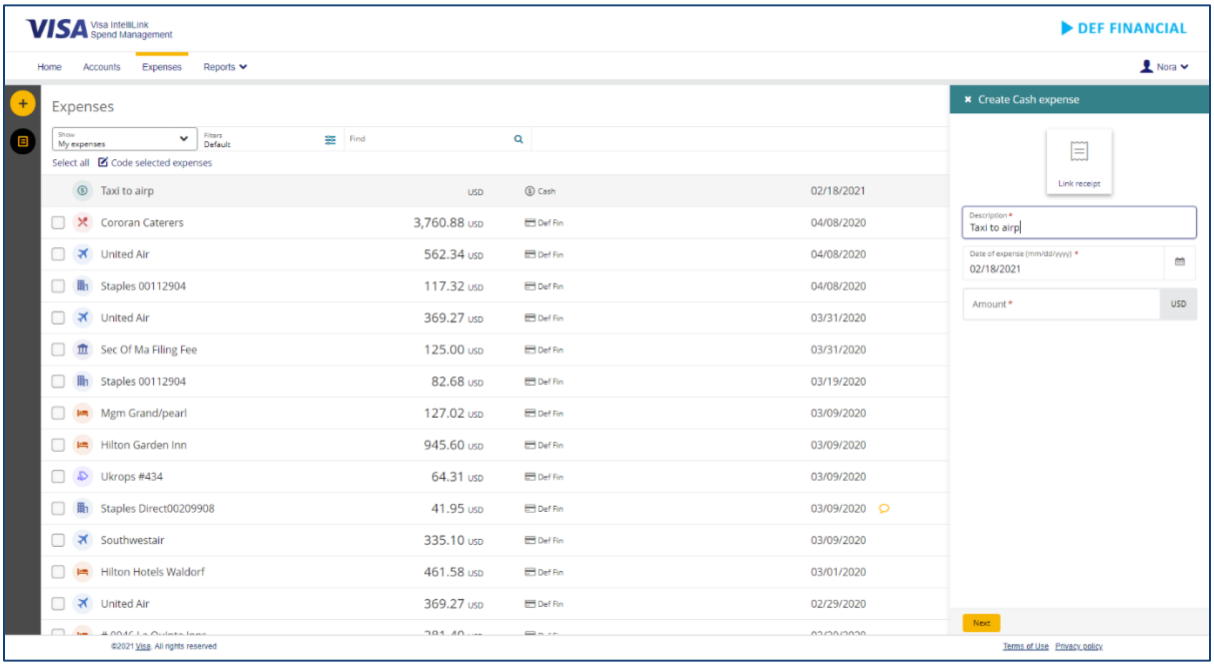

  Using the *Add* button from the new Expenses screen:



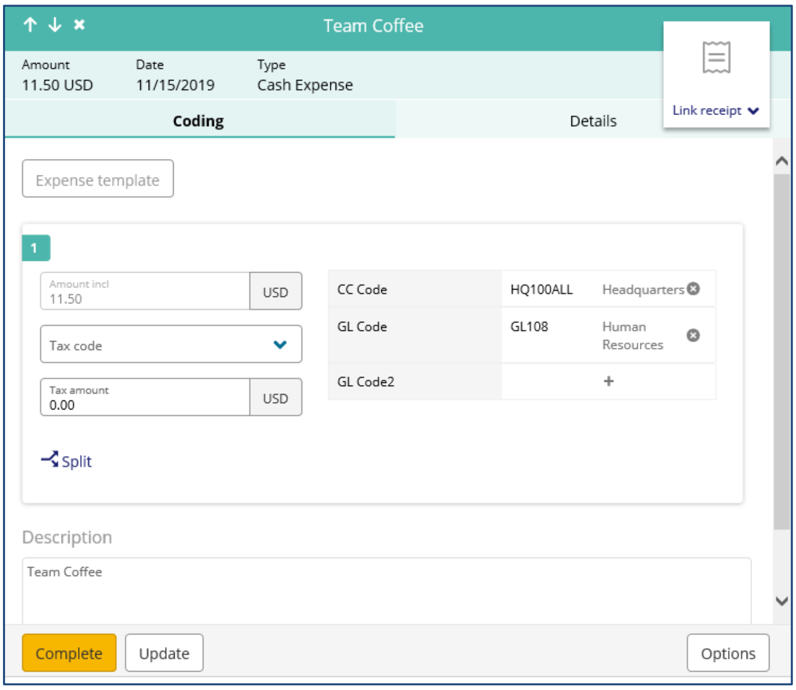
Cash expenses can now also be created directly from a receipt uploaded to the Image Library.




Clicking any of the buttons will direct you through the new *Create Cash expense* flow which is part of the new Expenses screen. The fields to be completed are dependent on your company configuration. Receipts can be linked from the first screen in the Cash creation pane. When *Link receipt* is used to select a receipt, Optical Character Recognition (OCR) can fill in the date and amount fields. If the user enters a date or amount before attaching a receipt, it will be overwritten by any OCR-detected date or amount.

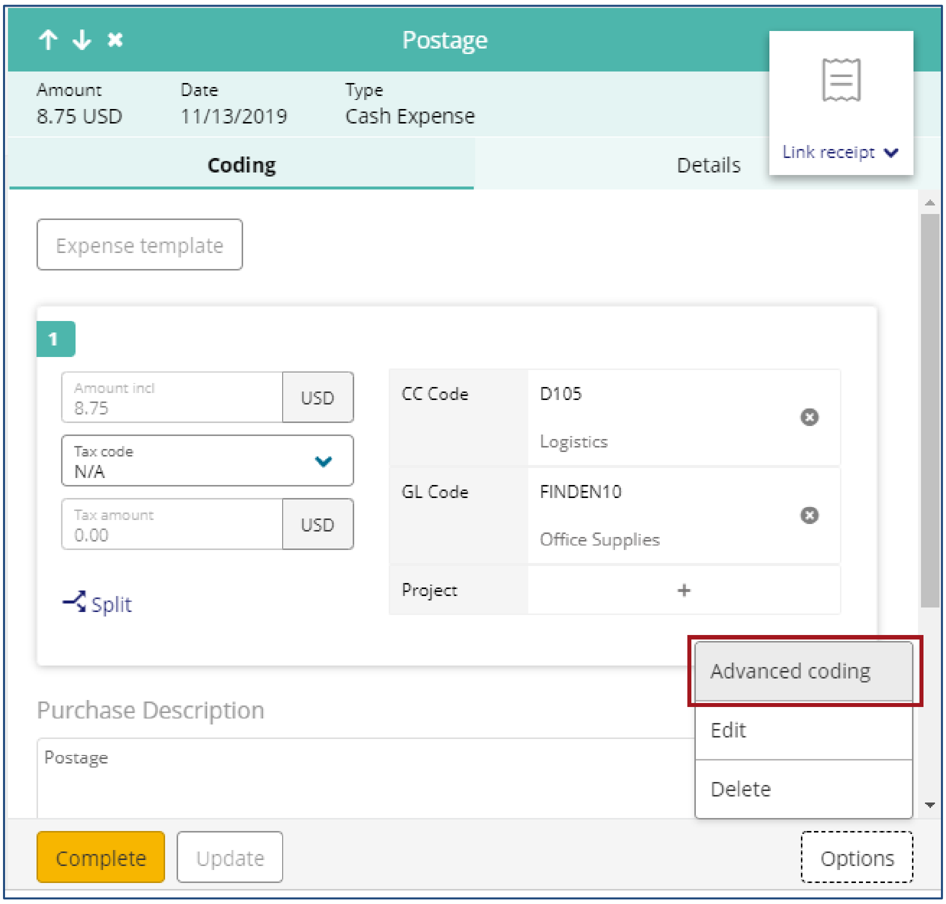


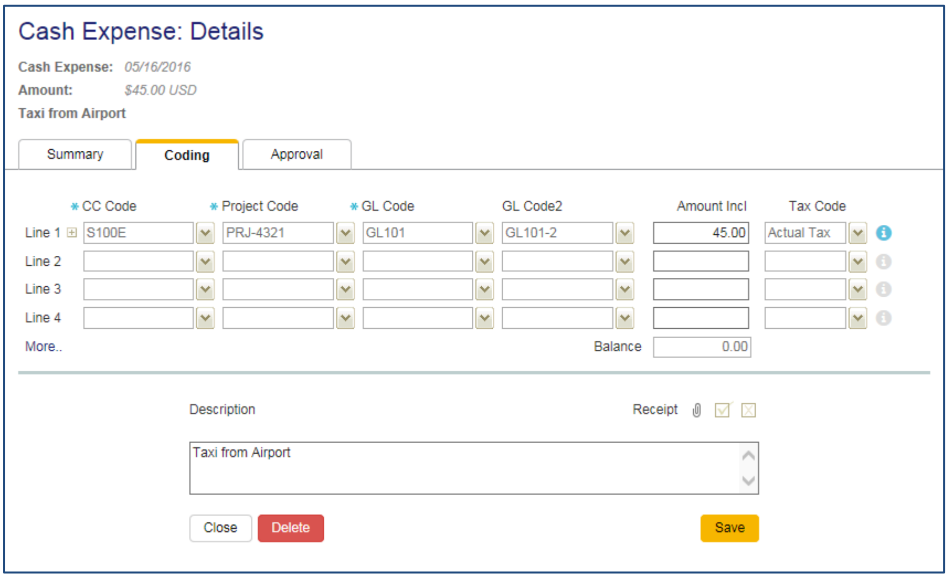
After completing the required fields, you will be progressed to the coding screen.



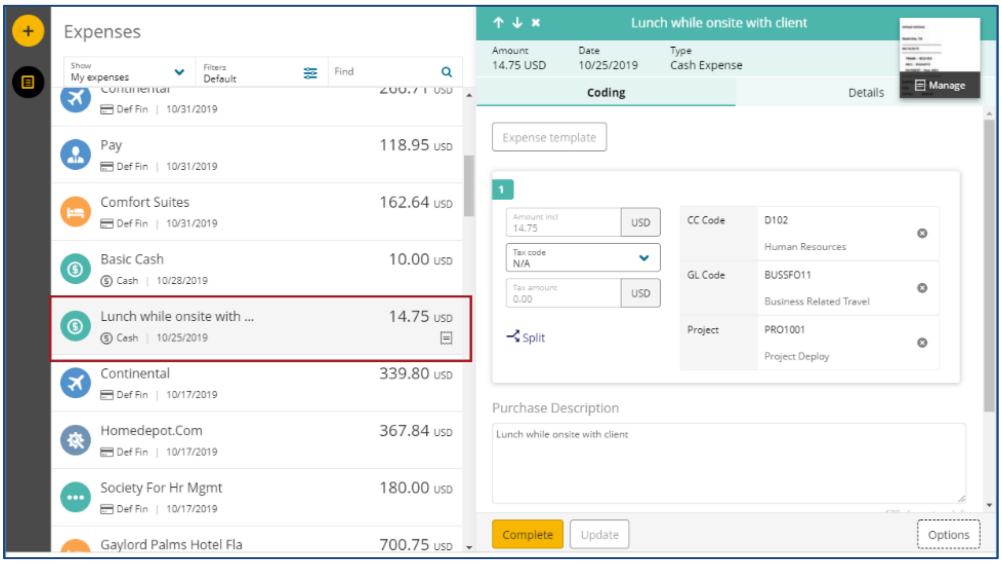

After completing all required fields, click *Complete* when you are done, or *Update* to finalize the cash expense later.

If you prefer to code using the traditional coding screen, you may click the **Options** button and select **Advanced coding**. This will launch the traditional coding window.

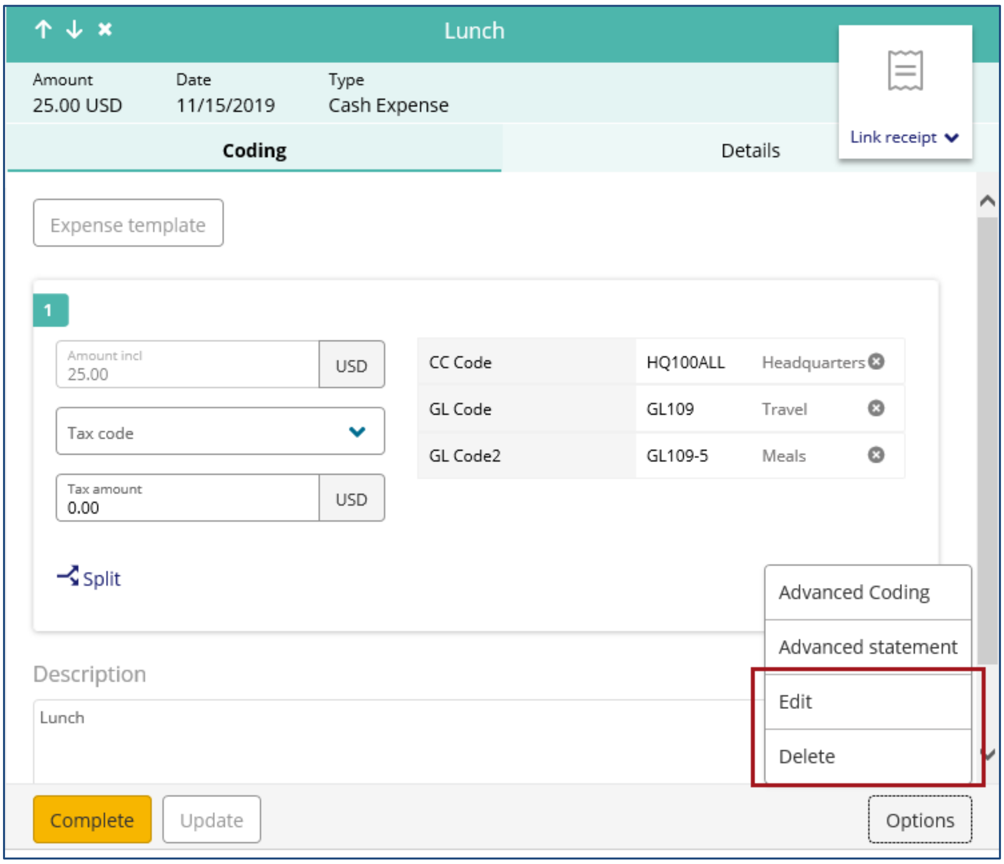


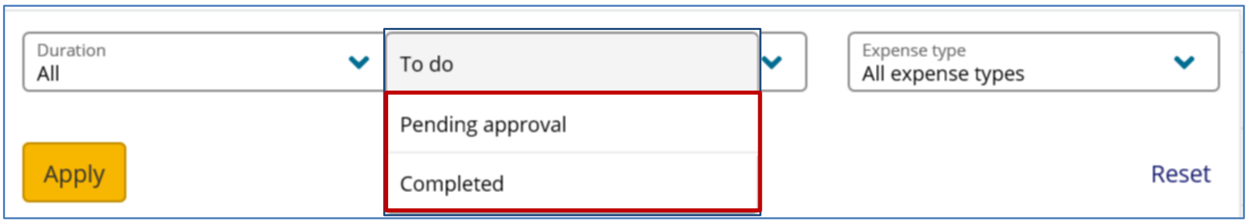
If, during the creation of a cash expense, you clicked **Update** to complete it later, you can edit or delete the item prior to submitting it for approval. You can access the cash expense by returning to the Expenses screen and selecting it from the list…




…then, from the **Options** menu, select **Delete** to dispose of the item or **Edit** to change the description, the date of the expense, or the coding.

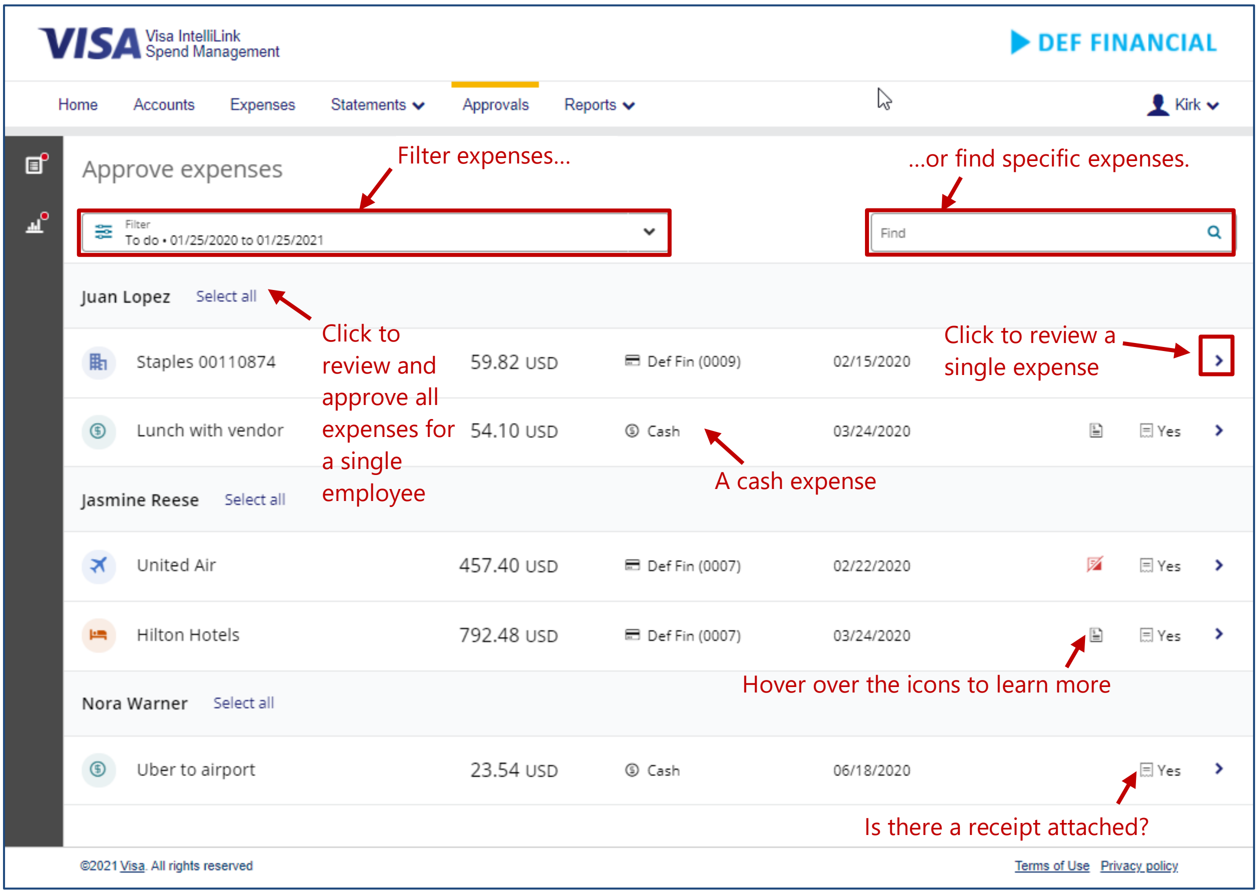


You can check the status of submitted cash expenses from the *Pending Approval* or *Completed* pages by using the filter on the main Expenses page.



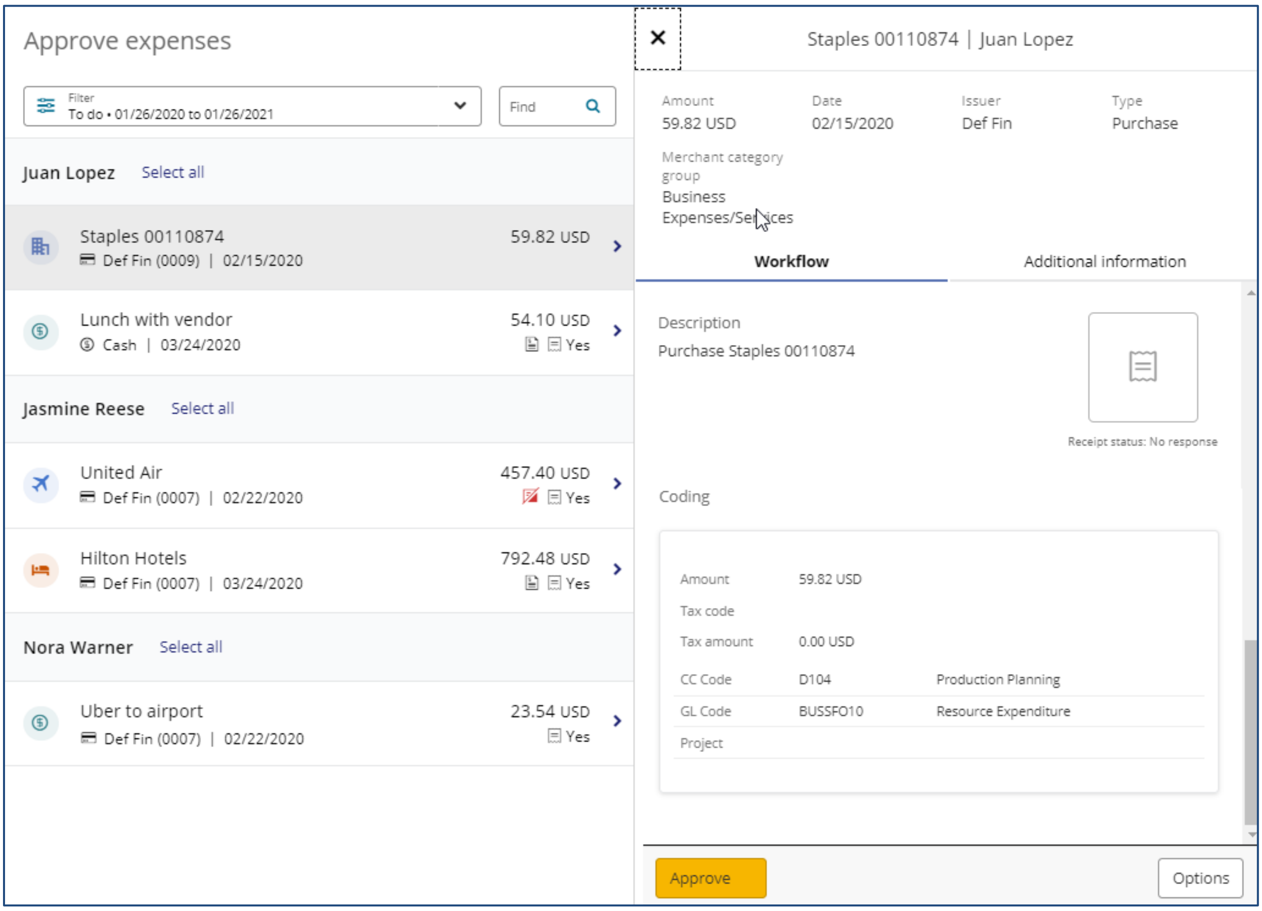
- **New Approvals Screen**. Similar to the Expenses screen, the new *Approvals* screen is simplified to show all outstanding approvals in one spot.

  This update restructures the approach to managing approvals. Rather than organizing approvals by statement period, the new screen is defaulted to show you all approvals you have *To do*. It is employee- and expense-centric and enables you to easily focus on what's important to you. For example, you can apply a filter to view expenses for certain dates, those without a receipt, or over a specified amount.

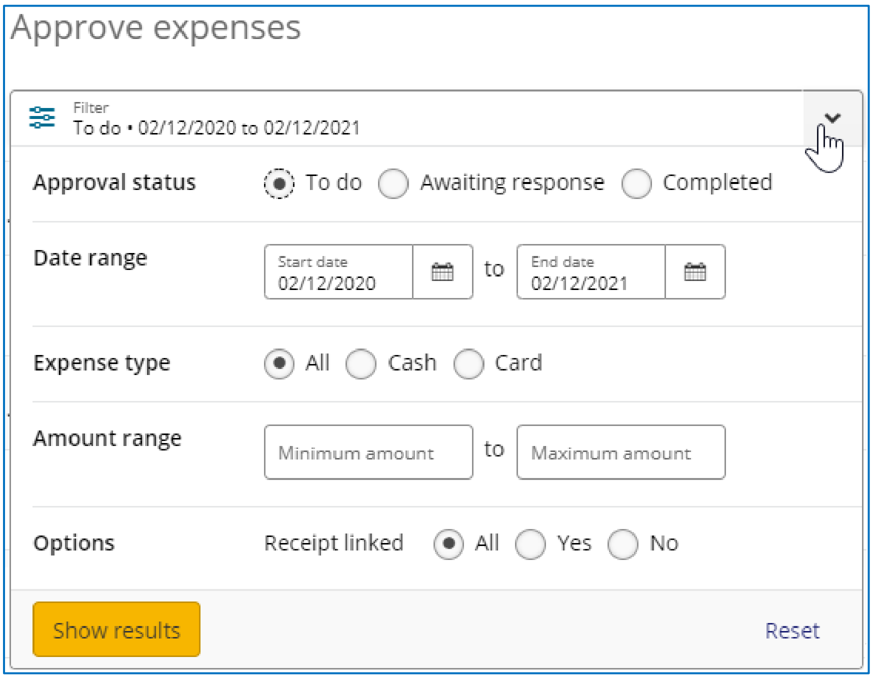


Accessed via the **Approvals** item in the main menu, the **Approvals** link on the left side of the home screen, or the **Approval required** box in the Approvals panel on the home screen, the new screen displays information in 2 areas:

- A summary list of expenses for the past 12 months grouped by employee name and ordered by transaction date.
- A details pane for the selected expense, displaying relevant expense details.



You can use the filters to refine your view. For example, to show items *Awaiting response* to queries you've sent, or to review *Completed* approvals. You can also refine by date range (up to two full years' worth of expenses), expense type (card or cash), amount, and/or receipt status.

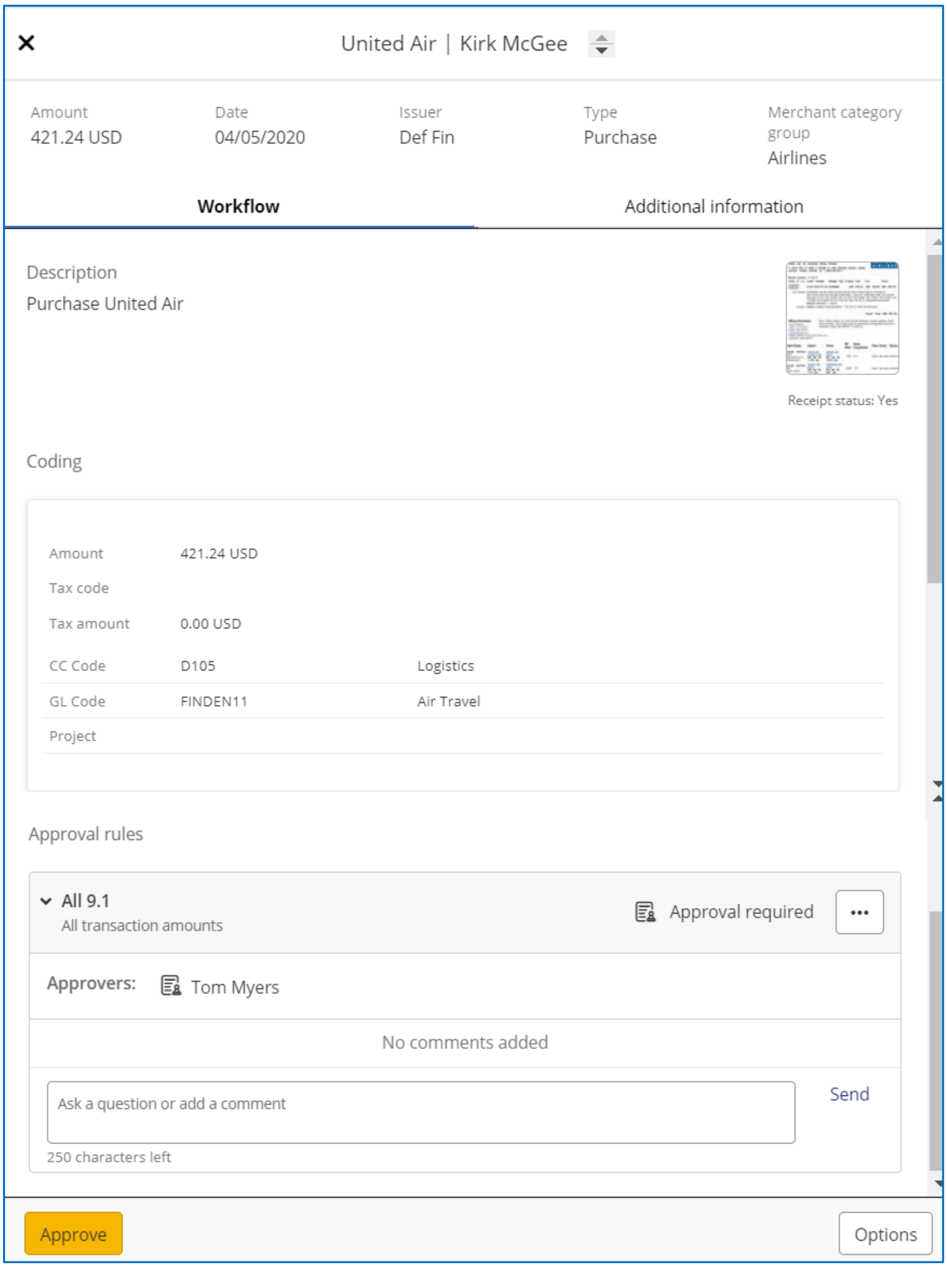



To review and approve a single expense, select the chevron icon **>** at the right of its row. The Approval Details pane appears showing you the *Workflow* tab, which allows you to quickly and easily review coding details, receipt images and approval rule.

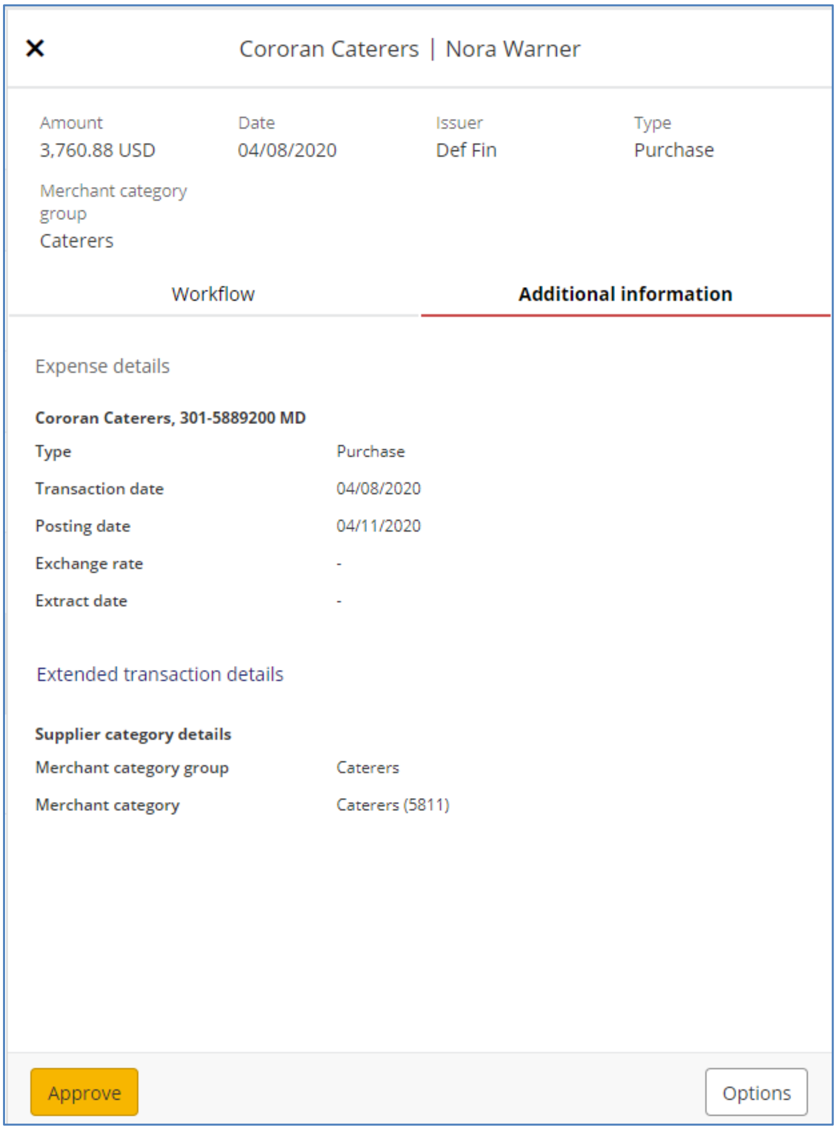
The *Approve* button at the bottom of the pane allows you to approve the transaction. Depending upon the disposition of the approval section, the entire expense moves from one list to another list.

- **Approve** - The expense appears in your **Completed** list.
- **Query** - The expense appears in your **Awaiting response** list.
- **Reset rule** - The expense appears in your **To do** list.

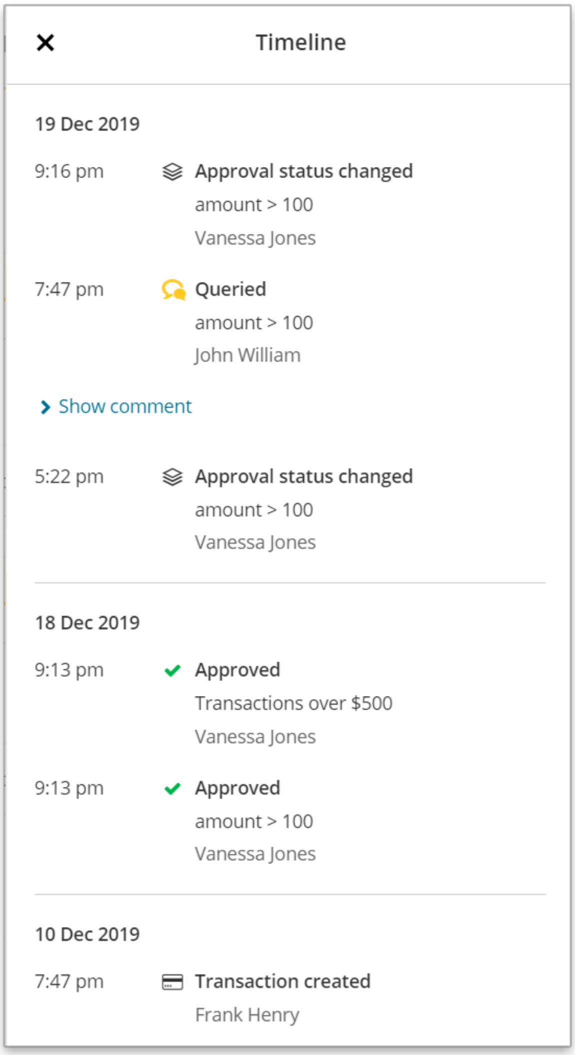
If you prefer to approve using the traditional approvals screen, you may click the *Options* button and select *Advanced Approvals*. This will launch the classic approvals window.


United Air | Kirk McGee
Amount
421.24 USD
Date
04/05/2020
Issuer
Def Fin
Type
Purchase
Merchant category group
Airlines
Workflow
Additional information
Description
Purchase United Air
Receipt status: Yes
Coding
Amount
421.24 USD
Tax code
Tax amount
0.00 USD
CC Code
D105
Logistics
GL Code
FINDEN11
Air Travel
Project
Approval rules
All 9.1
All transaction amounts
Approval required
Approvers:
Tom Myers
No comments added
Ask a question or add a comment
Send
250 characters left
Approve
Options

The *Additional information* tab provides a read-only view of other expense-related information such as (where applicable) extended transaction details, reference codes, and supplier details. This information may help you to better understand the expense before approving or querying it.

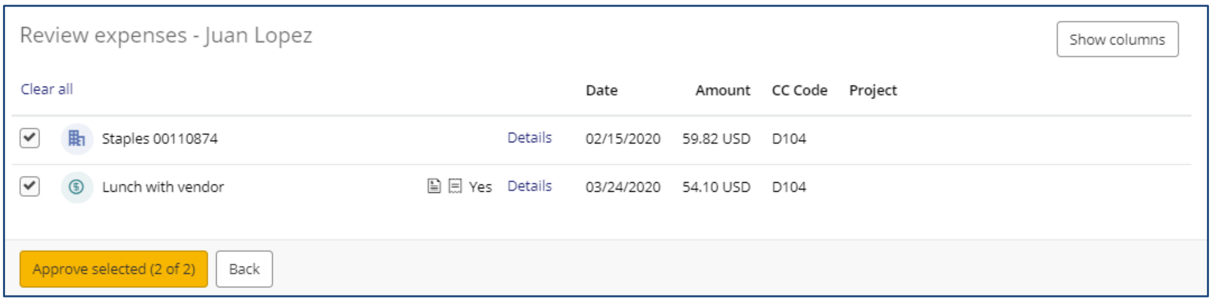


The *Options* button at the bottom of the Approval details pane is where you can access the traditional approvals screen via the *Advanced approvals* item, or a timeline of the expense via the *Timeline* item. This displays an audit history of the expense - a snapshot of the actions that either you or the cardholder have performed.

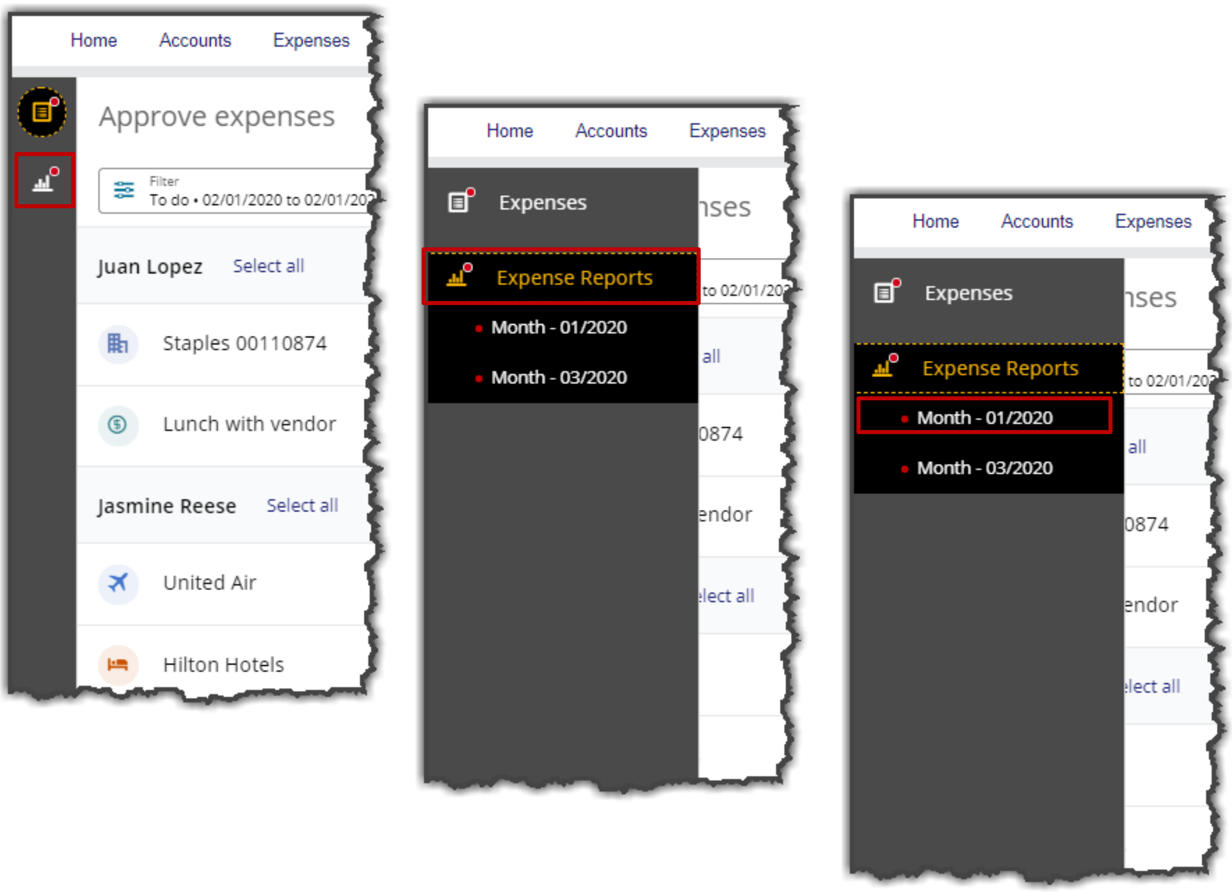



If an employee has submitted multiple expenses for approval you can approve them all in a single action by using the *Select all* option next to the employee's name.

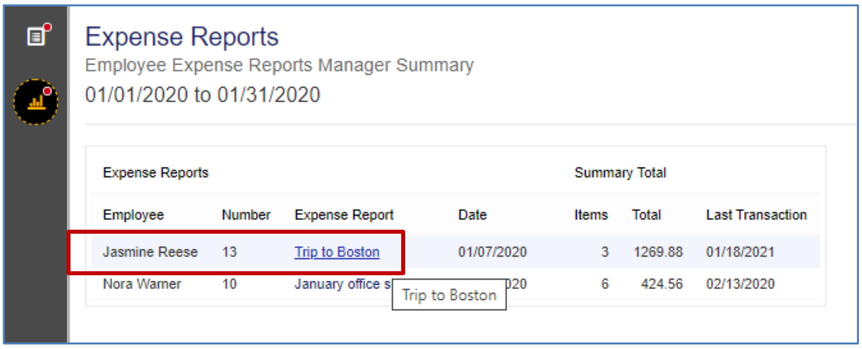
The *Review Expenses – [Employee name]* screen appears bringing key information, such as coding, to the surface allowing you to review and approve all or multiple expenses for the employee in a single action.

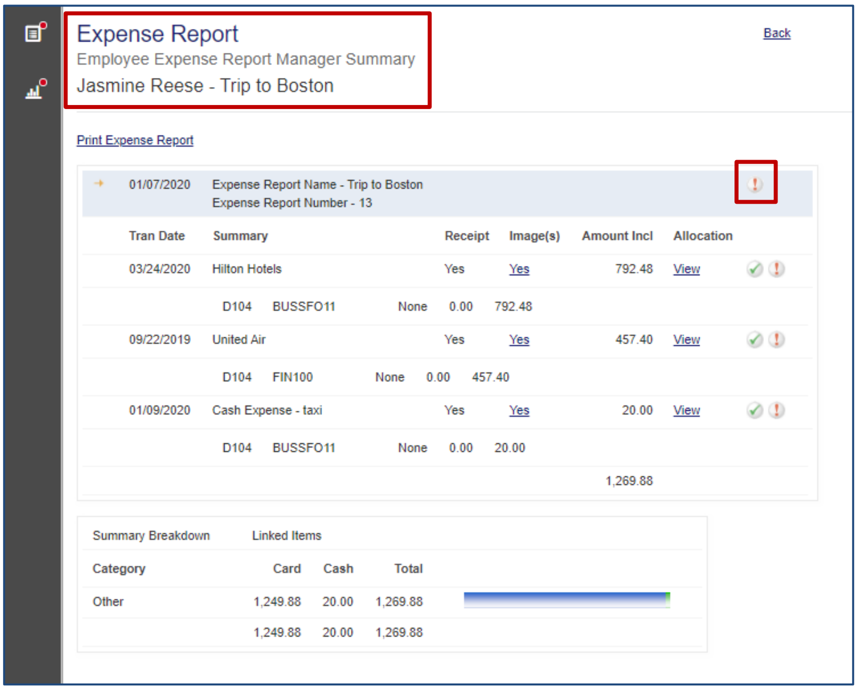



The new Approvals screen is optimized for transaction-based workflow. If your company is configured for expense report-based workflow, your approvals will be accessible in the new Approvals screen via the **Expense Reports** icon in the sidebar. Select **Expense Reports**, then the expense report period you wish to review.



Expense report approvals are then managed in the traditional approvals experience.



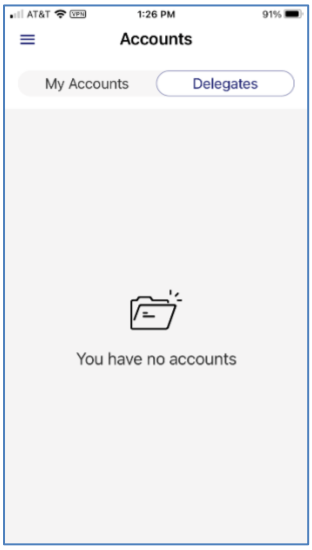



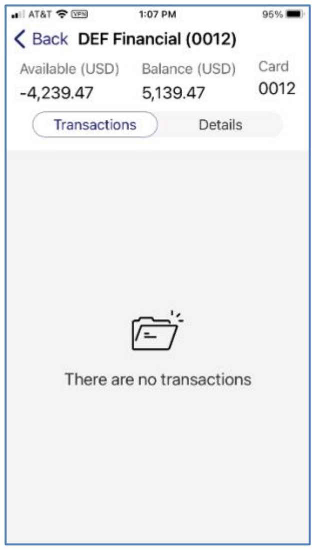

We are working to deliver a refreshed expense reports approval process in a future release.

**Notes:** As the new *Approve expenses* screen displays expenses using accounts mapped to an employee, any expenses on unmapped accounts are not displayed.

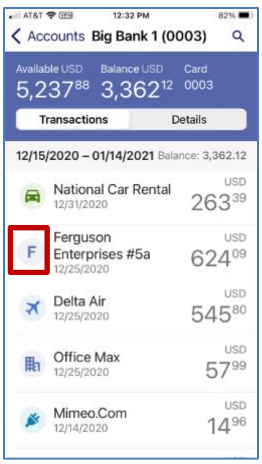
## Mobile App

- ***Accounts* Screen Redesign.** In this release the *Accounts* screen on the mobile app will be improved. The changes enhance the user experience by improving the look and feel of the user interface. Notable changes include:
  - Improved support for assistive technology users
  - New 'empty state' messages for:
    - Accounts list - **You have no accounts** is displayed when there are no accounts to display.
    - Transactions list - **There are no transactions** is displayed only when there are no transactions at all. The existing message: **No transactions** is displayed when viewing a period with no transactions.




  - Where no merchant category icon exists, the first letter of the merchant name will be used in the MCG icon



## Supported Technology

- **Supported Browsers.** The list of supported browsers includes the latest versions of:

  - Firefox
  - Chrome
  - Microsoft Edge
  - Safari
  - Internet Explorer 11 (Compatibility/Enterprise Modes unsupported.)

**Notes:**

- The platform is not optimized for use with Internet Explorer 11 (IE11). From December 1, 2021, IE11 will no longer be supported. This means that after this date, users may have a degraded experience and, in some cases, new features may not function on IE11.
- We recommend adoption of any of the alternative browsers listed above for the best possible user-experience.
- For *Visa IntelliLink Spend Management* to operate effectively, pop-ups must be enabled in your web browser.
- Not all features are optimized for viewing or usage on mobile devices.

- **Supported OS Versions**. As of this release, the following mobile OS versions are supported:

  – **iOS**: the App is optimized for the current version of the operating system (i.e. iOS 14) less 1 version. (An iOS "version" is a reference to an incremental major release.)

  – **Android**: the App is optimized for the current version of the operating system (Android 11) less 2 versions, or otherwise when an older version is still used by more than 10% of the global Android user base.

**Note:** The mobile app will be compatible with a new standard version of an operating system within 30 days of its release.

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Final Release Notes
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## IMPORTANT INFORMATION ON CONFIDENTIALITY AND COPYRIGHT