

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.

General Changes

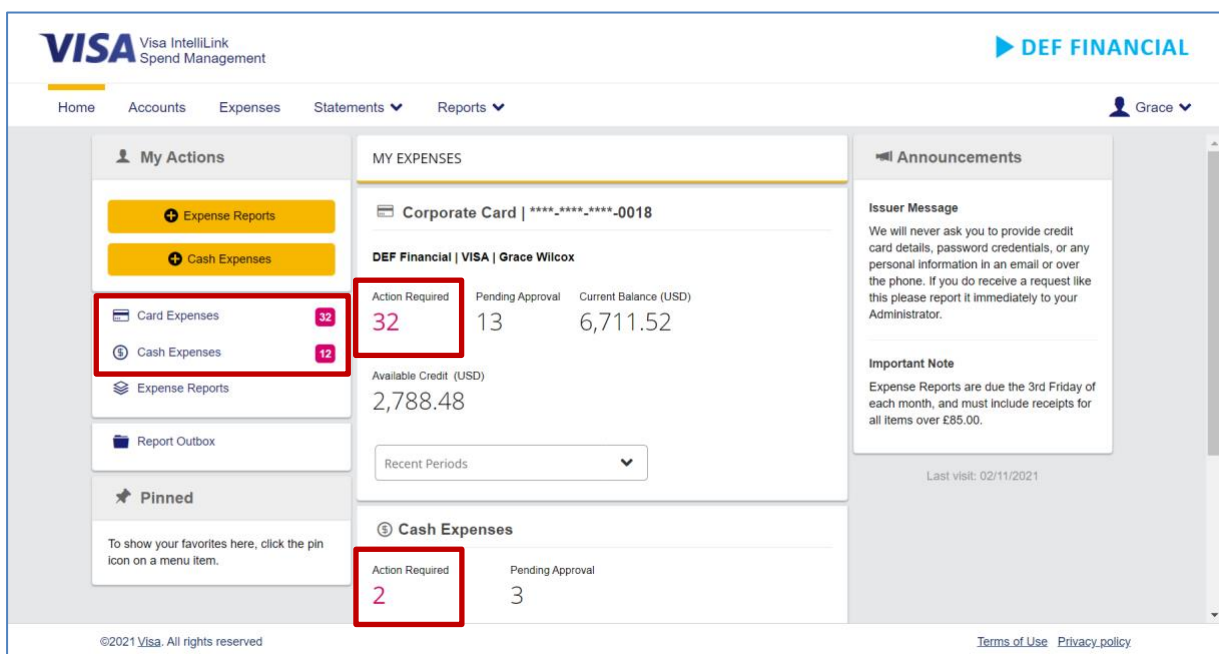
- **New Expenses Screen for Accessing Transaction Coding.** We will be introducing a new screen and a new way for users to code their expenses. The *Expenses* screen is a modern workspace from which users can view and action their outstanding expenses. It provides a consistent experience to that of the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



Visa IntelliLink Spend Management Final Release Notes March 2021



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.

Annotations on the screenshot:

- Show delegate expenses... (points to 'Show My expenses' dropdown)
- Filter transactions... (points to 'Filters: Default' button)
- ...or find specific transactions. (points to 'Find' search box)
- Select multiple transactions to code. (points to checkboxes in the transaction list)
- Click to code a single transaction. (points to a right-click menu icon on a transaction row)

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

Filters panel details:

- Duration:** All, Last 2 weeks, Last 30 days, Last 90 days, Aug 2019, Jul 2019, Jun 2019
- Status:** To do, Pending approval, Completed
- Expense type:** All expense types, Card expenses, Cash expenses
- Buttons: Apply, Reset

Visa IntelliLink Spend Management Final Release Notes March 2021



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.

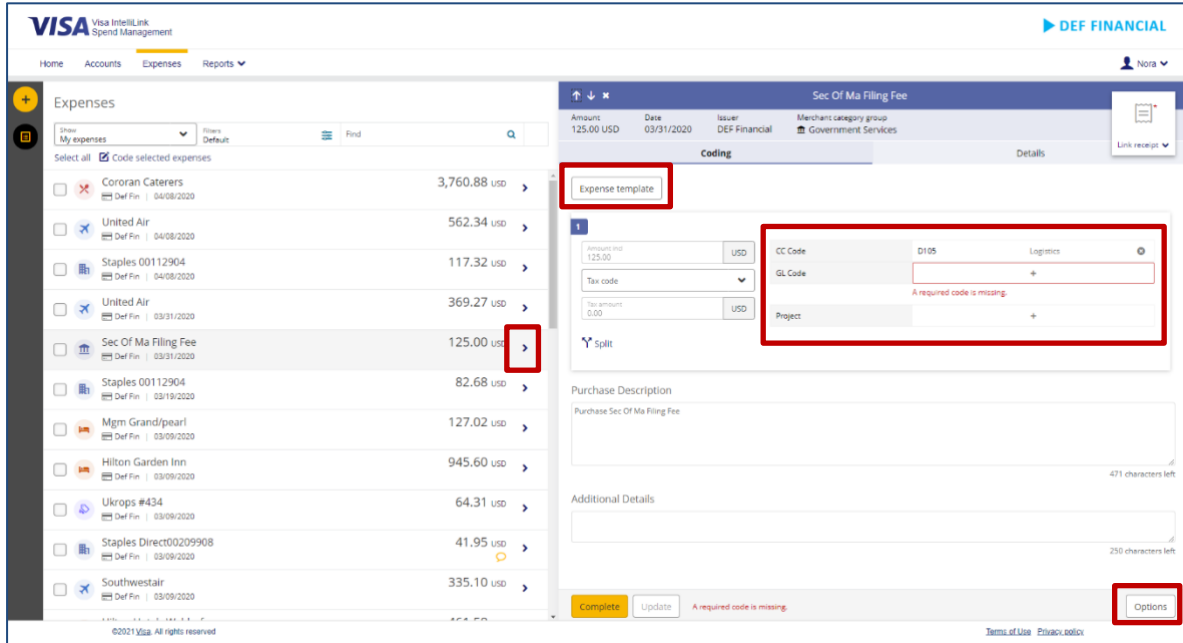
The screenshot displays the Visa IntelliLink Spend Management interface. On the left, there is a list of expenses with columns for merchant name, date, and amount. The selected expense is 'Staples 00112904' for 117.32 USD on 04/08/2020. On the right, the details pane shows the expense amount (117.32 USD), date (04/08/2020), and issuer (DEF Financial). Below this, there is a 'Coding' section with an 'Expense template' dropdown and a 'Miscellaneous Office Costs - Office supplies' section. This section includes fields for 'Amounts incl' (117.32 USD), 'Tax amount' (0.00 USD), 'CC Code' (D105 Logistics), and 'GL Code' (FINDEN10 Office Supplies). A 'Description' field contains 'Purchase Staples 00112904'. At the bottom of the details pane, there are 'Complete', 'Update', and 'Options' buttons.

Visa IntelliLink Spend Management Final Release Notes March 2021



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.



Visa IntelliLink Spend Management Final Release Notes March 2021



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.

American Ai

Amount 504.40 USD Date 03/23/2020 Issuer DEF Financial Merchant category group Airlines

Coding **Details** Link receipt

Approval rules
> 0 > Amount greater than 0.00
Approvers: Juan Lopez

Expense details
American Ai, Nashville TN
Type Purchase
Posting date 03/26/2020
Exchange rate -
Extract date -

Extended Transaction Details

Supplier category details
Merchant category group Airlines
Merchant category American (3001)

Audit history

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**.

VISA Visa IntelliLink Spend Management DEF FINANCIAL

Home Accounts Expenses Reports Grace

Expenses

Show My expenses Filters Default Find

Clear selection 3 expenses selected Code selected expenses

<input type="checkbox"/>	American Ai	504.40 USD	Def Fin	03/23/2020	>
<input checked="" type="checkbox"/>	United Air	350.43 USD	Def Fin	03/12/2020	>
<input type="checkbox"/>	Team Lunch	55.30 USD	Cash	03/05/2020	>
<input checked="" type="checkbox"/>	United Air	421.24 USD	Def Fin	03/02/2020	>
<input checked="" type="checkbox"/>	Delta Air	357.80 USD	Def Fin	02/24/2020	>
<input type="checkbox"/>	# 0946 La Quinta Inn...	150.10 USD	Def Fin	02/24/2020	>
<input type="checkbox"/>	Caring For Creatures	100.00 USD	Def Fin	02/24/2020	>

©2021 Visa. All rights reserved Terms of Use Privacy policy

Visa IntelliLink Spend Management Final Release Notes March 2021



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.

Visa IntelliLink Spend Management Final Release Notes March 2021



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

Profile Publishing Ltd

Amount: 1,810.09 NZD | Date: 09/01/2020 | Issuer: DEF Financial (1734)

Merchant category group: Misc Store

Link receipt

Coding | Details

Expense template

Showing lines 1 to 10 of 22. < 1 2 3 >

1

Amount incl: 82.28 NZD | Tax code: GST NZ | Tax amount: 10.73 NZD

Split

GL Code + | CC Code + | Office + | Alias Code 1 + | Finance code + | Mgr code + | Stationary code +

2

Amount incl: 82.28 NZD | Tax code: GST NZ | Tax amount: 10.73 NZD

Complete | Update | Receipt required. | Options

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.

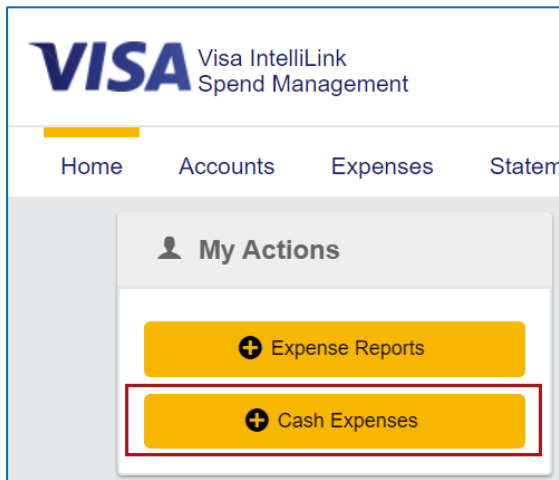
Visa IntelliLink Spend Management Final Release Notes March 2021



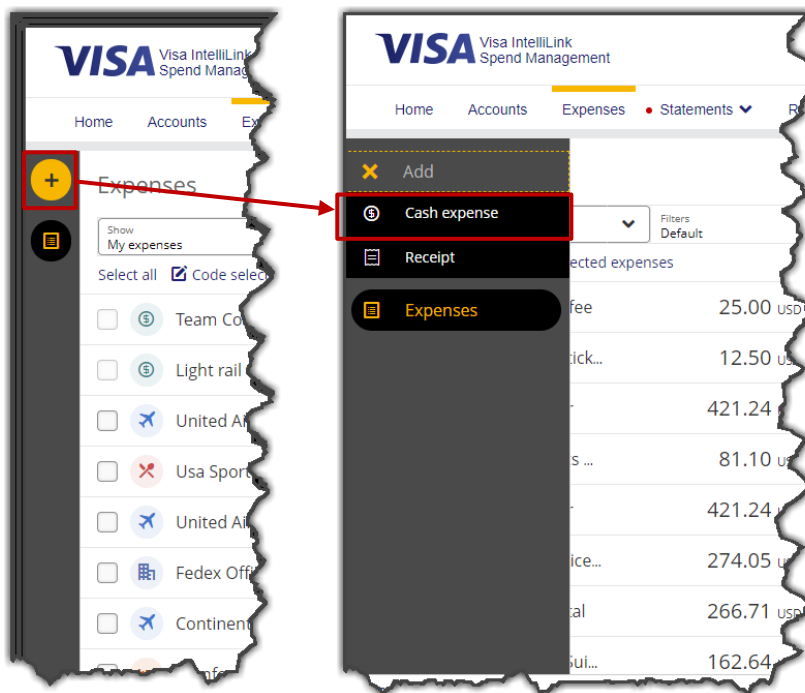
- **New Cash Expense Experience.** With the introduction of the new Expenses screen comes a new flow and a new look-and-feel for Cash expenses. This enhancement applies for all users with Cash accounts assigned.

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:



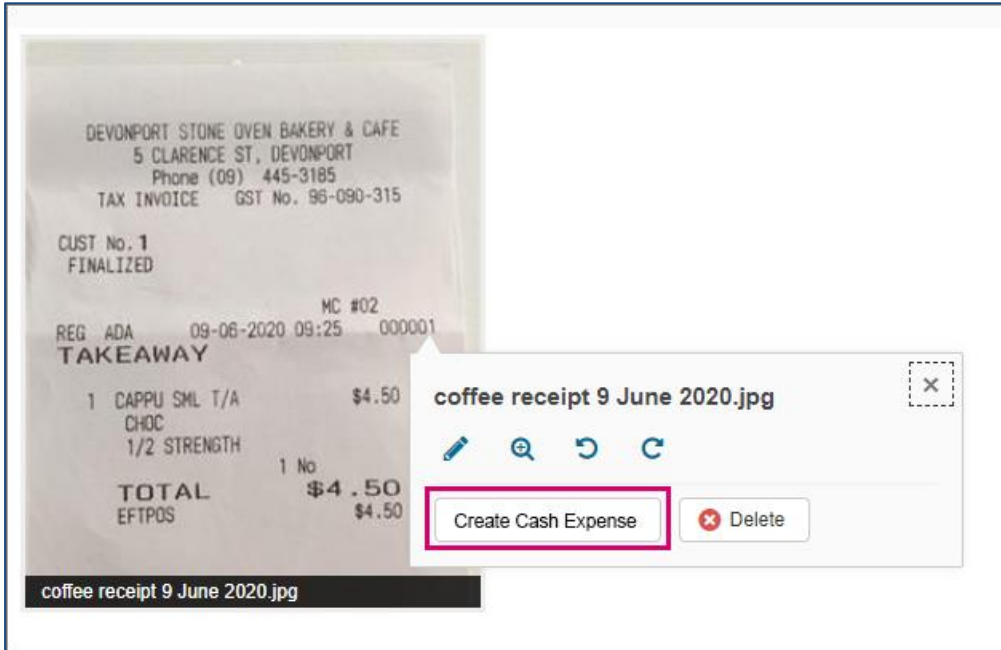
Using the *Add* button from the new Expenses screen:



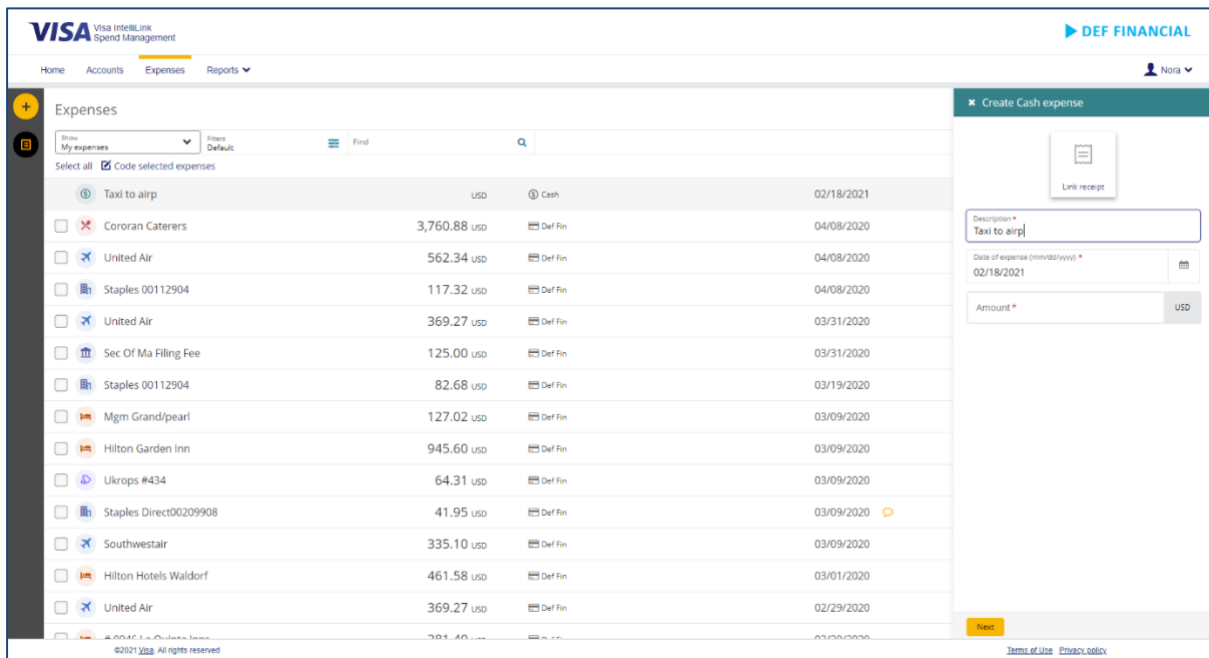
Visa IntelliLink Spend Management Final Release Notes March 2021



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.



Visa IntelliLink Spend Management Final Release Notes March 2021



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

The screenshot shows the 'Coding' screen for a transaction titled 'Team Coffee'. At the top, a summary bar displays: Amount 11.50 USD, Date 11/15/2019, and Type Cash Expense. Below this, there are tabs for 'Coding' (selected) and 'Details', and a 'Link receipt' button. The main area is divided into sections: 'Expense template' (empty), a '1' indicator, and a form with the following fields: 'Amount incl' (11.50 USD), 'Tax code' (dropdown), 'Tax amount' (0.00 USD), 'CC Code' (HQ100ALL, Headquarters), 'GL Code' (GL108, Human Resources), and 'GL Code2' (+). A 'Split' button is also present. Below the form is a 'Description' field containing 'Team Coffee'. At the bottom, there are 'Complete' (highlighted in orange), 'Update', and 'Options' buttons.

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

Visa IntelliLink Spend Management Final Release Notes March 2021



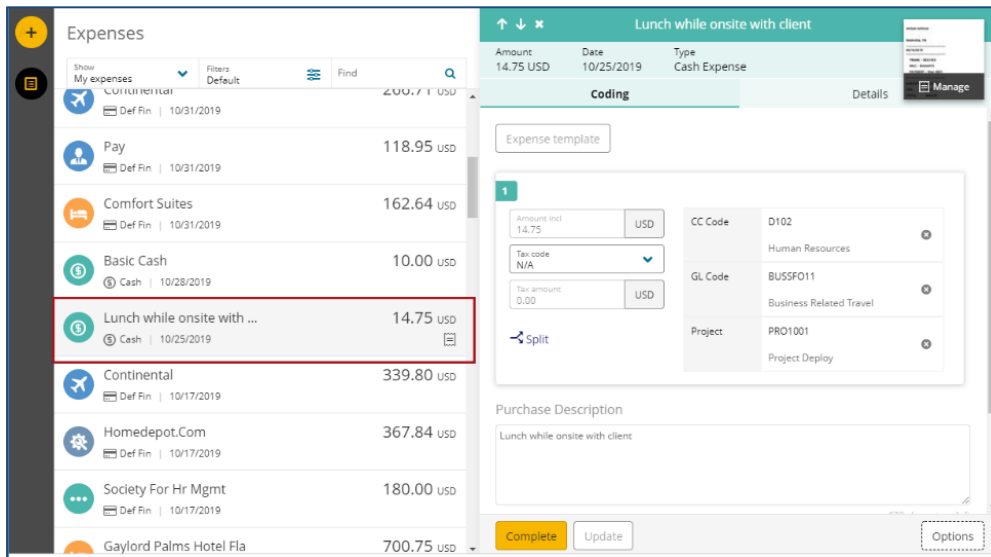
If you prefer to code using the traditional coding screen, you may click the **Options** button and select **Advanced coding**. This will launch the traditional coding window.

	* CC Code	* Project Code	* GL Code	GL Code2	Amount Incl	Tax Code
Line 1	S100E	PRJ-4321	GL101	GL101-2	45.00	Actual Tax
Line 2						
Line 3						
Line 4						
More..					Balance	0.00

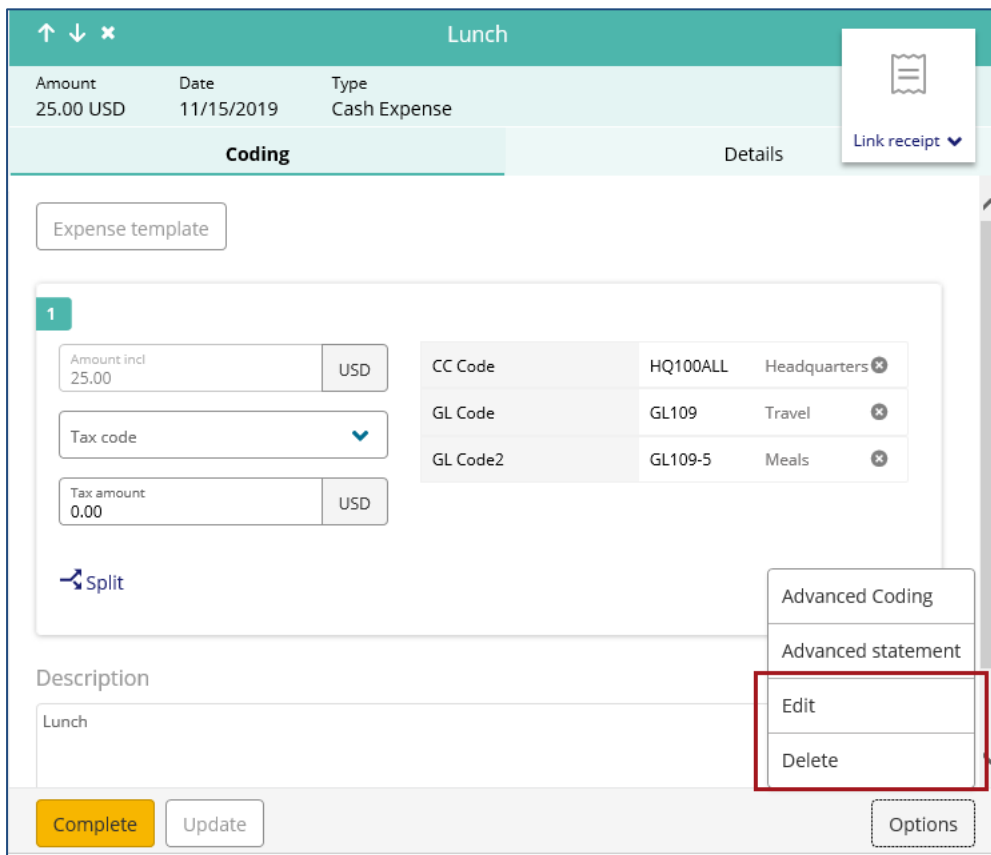
Visa IntelliLink Spend Management Final Release Notes March 2021



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.



Visa IntelliLink Spend Management Final Release Notes March 2021



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.

Duration: All

To do

- Pending approval
- Completed

Expense type: All expense types

Apply

Reset

Visa IntelliLink Spend Management Final Release Notes March 2021



- **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.

The screenshot shows the 'Approvals' screen in the Visa IntelliLink Spend Management interface. The page title is 'Approve expenses'. The navigation bar includes 'Home', 'Accounts', 'Expenses', 'Statements', 'Approvals', and 'Reports'. The user is logged in as 'Kirk'. The main content area displays a list of expenses with columns for employee name, expense details, amount, account, date, and action options. Red annotations highlight key features: a filter dropdown for dates, a search bar, a 'Select all' link for an employee, a 'Click to review and approve all expenses for a single employee' annotation pointing to the 'Select all' link, a 'Click to review a single expense' annotation pointing to the right arrow icon, a 'A cash expense' annotation pointing to the 'Cash' icon, a 'Hover over the icons to learn more' annotation pointing to the receipt icon, and an 'Is there a receipt attached?' annotation pointing to the receipt icon. The footer contains copyright information and links to 'Terms of Use' and 'Privacy policy'.

Employee	Expense Description	Amount	Account	Date	Receipt	Yes	More
Juan Lopez	Staples 00110874	59.82 USD	Def Fin (0009)	02/15/2020			>
Juan Lopez	Lunch with vendor	54.10 USD	Cash	03/24/2020		Yes	>
Jasmine Reese	United Air	457.40 USD	Def Fin (0007)	02/22/2020		Yes	>
Jasmine Reese	Hilton Hotels	792.48 USD	Def Fin (0007)	03/24/2020		Yes	>
Nora Warner	Uber to airport	23.54 USD	Cash	06/18/2020		Yes	>

Visa IntelliLink Spend Management

Final Release Notes

March 2021



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.

Approve expenses

Filter
To do • 01/26/2020 to 01/26/2021

Find

Juan Lopez Select all

- Staples 00110874 59.82 USD
Def Fin (0009) | 02/15/2020
- Lunch with vendor 54.10 USD
Cash | 03/24/2020

Jasmine Reese Select all

- United Air 457.40 USD
Def Fin (0007) | 02/22/2020
- Hilton Hotels 792.48 USD
Def Fin (0007) | 03/24/2020

Nora Warner Select all

- Uber to airport 23.54 USD
Def Fin (0007) | 02/22/2020

Staples 00110874 | Juan Lopez

Amount	Date	Issuer	Type
59.82 USD	02/15/2020	Def Fin	Purchase

Merchant category group
Business Expenses/Services

Workflow
Additional information

Description
Purchase Staples 00110874

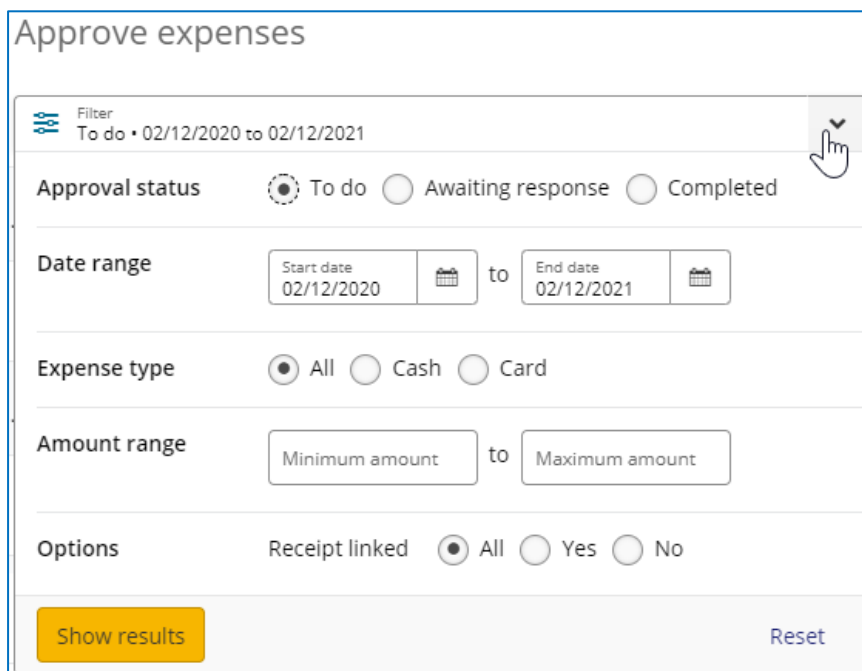
Receipt status: No response

Coding

Amount	59.82 USD
Tax code	
Tax amount	0.00 USD
CC Code	D104
GL Code	BUSSFO10
Project	Production Planning
	Resource Expenditure

Approve
Options

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.

Visa IntelliLink Spend Management Final Release Notes March 2021



✕
United Air | Kirk McGee ▾

Amount	Date	Issuer	Type	Merchant category group
421.24 USD	04/05/2020	Def Fin	Purchase	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 Approval required ...

All transaction amounts

Approvers: Tom Myers

No comments added

Ask a question or add a comment Send

250 characters left

Approve
Options

Visa IntelliLink Spend Management

Final Release Notes

March 2021



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.

✕
Cororan Caterers | Nora Warner

Amount	Date	Issuer	Type
3,760.88 USD	04/08/2020	Def Fin	Purchase
Merchant category group Caterers			

Workflow
Additional information

Expense details

Cororan Caterers, 301-5889200 MD

Type	Purchase
Transaction date	04/08/2020
Posting date	04/11/2020
Exchange rate	-
Extract date	-

Extended transaction details

Supplier category details

Merchant category group	Caterers
Merchant category	Caterers (5811)

Approve

Options

Visa IntelliLink Spend Management Final Release Notes March 2021



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.

The screenshot shows a 'Timeline' pane with a close button (X) at the top left. The timeline is organized by date:

- 19 Dec 2019**
 - 9:16 pm: Approval status changed (amount > 100) by Vanessa Jones.
 - 7:47 pm: Queried (amount > 100) by John William. A 'Show comment' link is visible below this entry.
 - 5:22 pm: Approval status changed (amount > 100) by Vanessa Jones.
- 18 Dec 2019**
 - 9:13 pm: Approved (Transactions over \$500) by Vanessa Jones.
 - 9:13 pm: Approved (amount > 100) by Vanessa Jones.
- 10 Dec 2019**
 - 7:47 pm: Transaction created by Frank Henry.

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 screenshot shows the 'Approve expenses' interface. At the top, there is a filter dropdown menu with the text 'Filter To do • 01/25/2020 to 01/25/2021'. Below the filter, the name 'Juan Lopez' is displayed next to a 'Select all' button, which is highlighted with a red rectangular box.


Visa IntelliLink Spend Management Final Release Notes March 2021

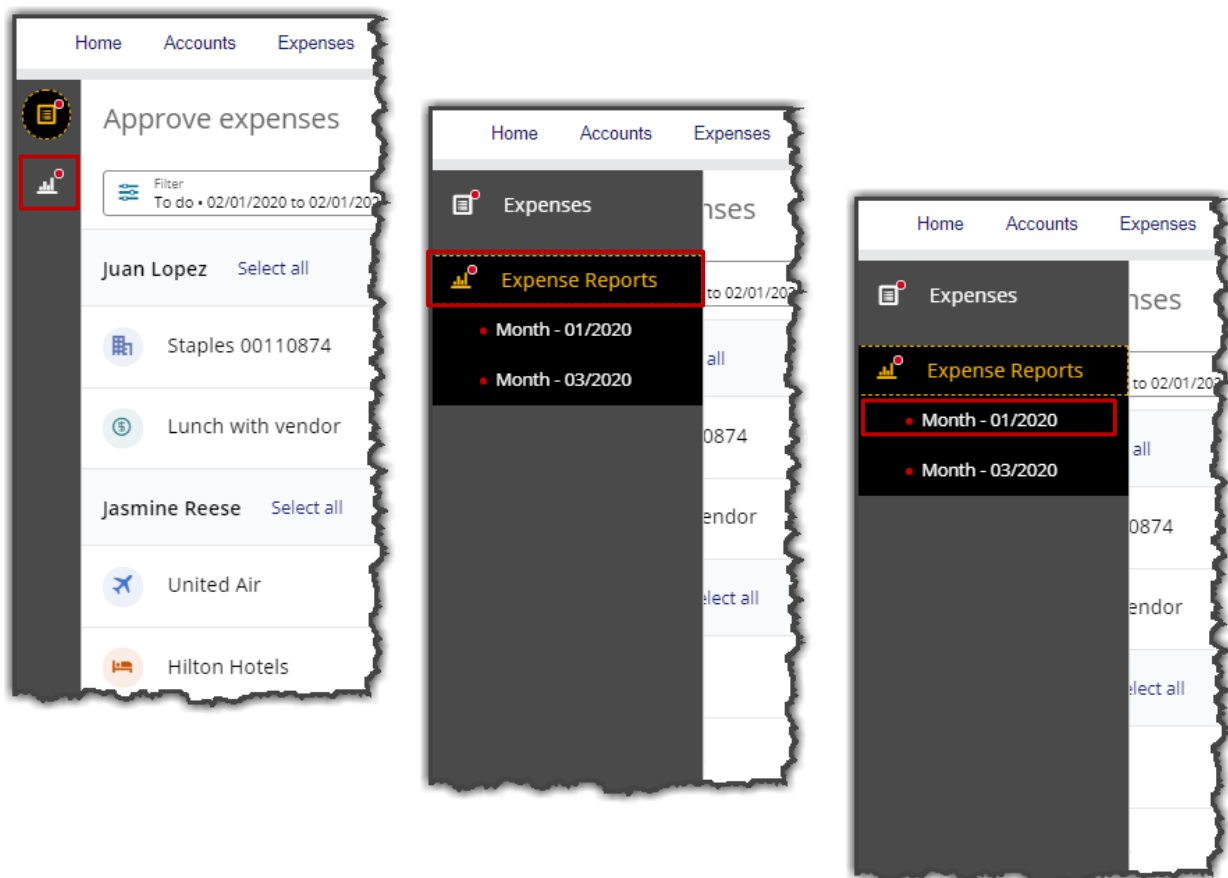


The *Review Expenses – [Employee name]* screen appears bringing key information, such as coding, to the surface allowing you to review and approve all or multiple expenses for the employee in a single action.

Review expenses - Juan Lopez						Show columns
Clear all			Date	Amount	CC Code	Project
<input checked="" type="checkbox"/>	Staples 00110874	Details	02/15/2020	59.82 USD	D104	
<input checked="" type="checkbox"/>	Lunch with vendor	Yes Details	03/24/2020	54.10 USD	D104	

Approve selected (2 of 2) Back

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.



Visa IntelliLink Spend Management Final Release Notes March 2021



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

Expense Reports
Employee Expense Reports Manager Summary
01/01/2020 to 01/31/2020

Expense Reports				Summary Total			
Employee	Number	Expense Report	Date	Items	Total	Last Transaction	
Jasmine Reese	13	Trip to Boston	01/07/2020	3	1269.88	01/18/2021	
Nora Warner	10	January office s	Trip to Boston	20	6	424.56	02/13/2020

Expense Report [Back](#)
Employee Expense Report Manager Summary
Jasmine Reese - Trip to Boston

[Print Expense Report](#)

Tran Date	Summary	Receipt	Image(s)	Amount Incl	Allocation
01/07/2020	Expense Report Name - Trip to Boston Expense Report Number - 13				
03/24/2020	Hilton Hotels	Yes	Yes	792.48	View
	D104 BUSSFO11	None	0.00	792.48	
09/22/2019	United Air	Yes	Yes	457.40	View
	D104 FIN100	None	0.00	457.40	
01/09/2020	Cash Expense - taxi	Yes	Yes	20.00	View
	D104 BUSSFO11	None	0.00	20.00	
				1,269.88	

Category	Card	Cash	Total
Other	1,249.88	20.00	1,269.88
	1,249.88	20.00	1,269.88

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

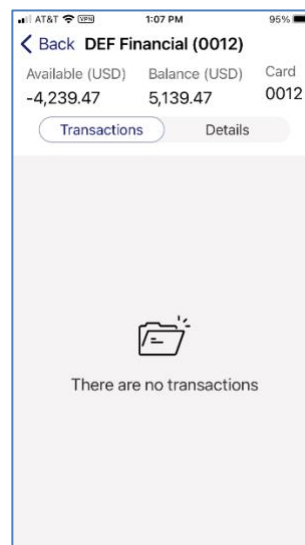
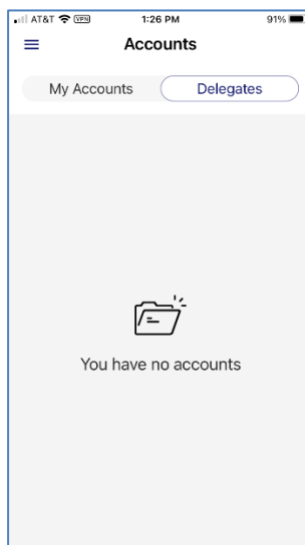
Notes: As the new *Approve expenses* screen displays expenses using accounts mapped to an employee, any expenses on unmapped accounts are not displayed.

Visa IntelliLink Spend Management Final Release Notes March 2021

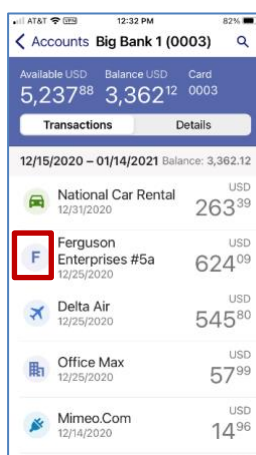


Mobile App

- **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



Visa IntelliLink Spend Management

Final Release Notes

March 2021



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.

Visa IntelliLink Spend Management Final Release Notes March 2021



IMPORTANT INFORMATION ON CONFIDENTIALITY AND COPYRIGHT

© 2021 Visa. All Rights Reserved

Notice: This information is proprietary and CONFIDENTIAL to Visa. It is distributed to Visa participants for use exclusively in managing their Visa programs. It must not be duplicated, published, distributed, or disclosed, in whole or in part, to merchants, cardholders or any other person without prior written permission from Visa.

The Visa Confidential label signifies that the information in this document is confidential and proprietary to Visa and is intended for use only by Visa Clients subject to confidentiality restrictions.

This document is protected by copyright restricting its use, copying, distribution, and decompilation. No part of this document may be reproduced in any form by any means without prior written authorization of Visa.

The trademarks, logos, trade names and service marks, whether registered or unregistered (collectively the "Trademarks") are Trademarks owned by Visa. All other trademarks not attributed to Visa are the property of their respective owners.

NOTE

THIS PUBLICATION IS PROVIDED ON AN "AS IS, WHERE IS" BASIS, "WITH ALL FAULTS" KNOWN AND UNKNOWN. THIS PUBLICATION COULD INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN: THESE CHANGES WILL BE INCORPORATED IN NEW EDITIONS OF THE PUBLICATION. VISA MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE PRODUCT(S) AND/OR THE PROGRAM(S) DESCRIBED IN THIS PUBLICATION AT ANY TIME. WHERE POTENTIAL FUTURE FUNCTIONALITY IS HIGHLIGHTED, VISA DOES NOT PROVIDE ANY WARRANTY ON WHETHER SUCH FUNCTIONALITY WILL BE AVAILABLE OR IF IT WILL BE DELIVERED IN ANY PARTICULAR. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, VISA EXPLICITLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE INFORMATION CONTAINED HEREIN, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.