

Emailing Receipts in to the IntelliLink

1. The IntelliLink systems allows for cardholders to email in their receipt/s directly into their respective Image Library in the IntelliLink system. Once the receipts are available in the system the coordinators can link the receipt file to the transactions. This process is ideal for those cardholders who travel a lot or are in different locations from their coordinator.
2. Each employee set up in Visa IntelliLink Spend Management has their own unique email address which enables the system to determine which Image Library the incoming email should be routed to.
3. If you have access to the IntelliLink system are looking for your receipt image email address click on the drop down listed by your name on the far right and then click on 'Personal Settings'

The screenshot displays the Visa IntelliLink Spend Management dashboard. At the top, there are logos for VISA and UMB, and navigation links for Home, Expenses, Approvals, and Reports. A user profile dropdown for 'Thomas' is visible in the top right corner, with options for Language, Personal Settings, Password, Memorable Word, Help, Contact, and Log Out. The main content area is divided into several sections: 'My Actions' with a prominent 'Expense Reports' button; 'Approvals' section showing a table with columns for 'Approval Required' (135), 'Info Provided' (0), and 'Info Required' (0); 'DELEGATED ACCOUNTS' section with a 'UMB' card showing '6 Delegations'; and 'REPORT TEMPLATES' section with a 'Company' card listing 'Monthly Extract', 'Monthly Extract A', and 'Cardholder Statement'. A footer contains the copyright notice '©2017 Visa. All rights reserved' and a 'Terms of Use' link.

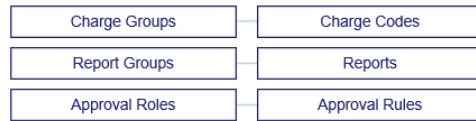
Approval Required	Info Provided	Info Required
135	0	0

Company
Monthly Extract
Monthly Extract A
Cardholder Statement

4. You will find your receipt image email address listed under 'Receipt Upload via Email'

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.



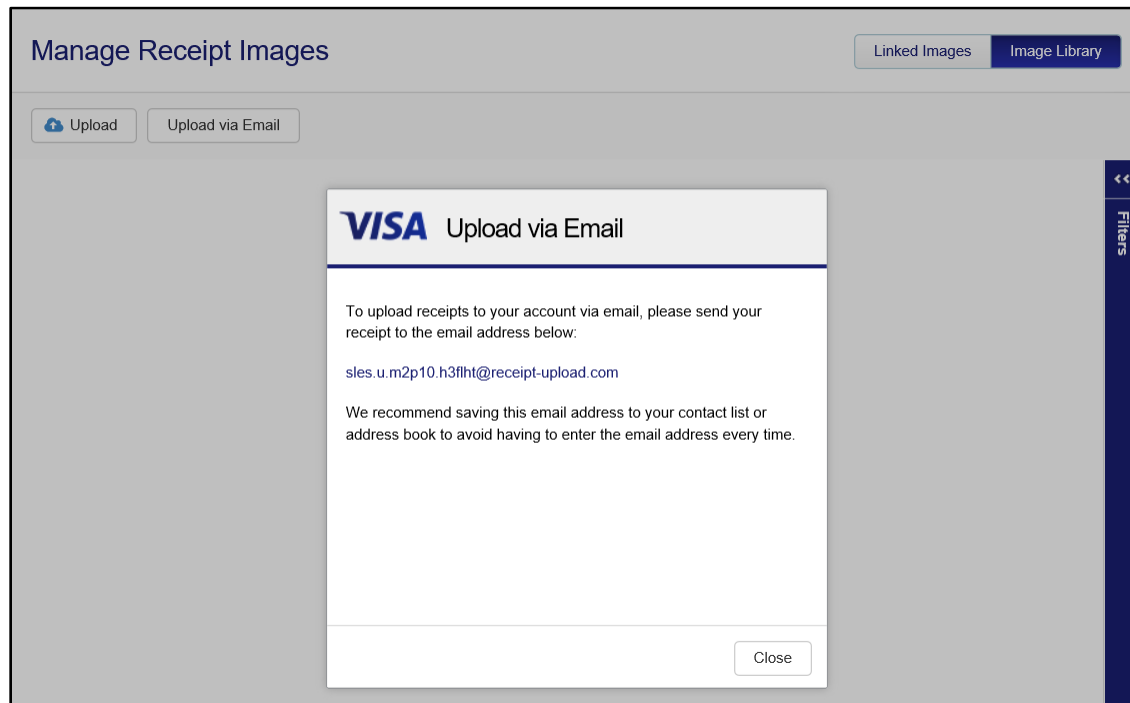
Personal Details	Thomas Imhoff - Personal Details Edit ..
Account Management	Employee ID 26000084
Management Codes	Username ThomasImhoff
Default Codes	Company Unit Procurement Services
Approval Delegation	Phone Number -
Customize Views	Email Address Tom2010@live.missouristate.edu
Audit History	Date Added 08/13/2014
Regional Settings	Date Modified 06/06/2017
Security	Date Terminating -
	Receipt Upload via Email More Info ..
	timh.u.m2p10.k2cdb@receipt-upload.com
	Manager Details
	No Manager

5. In order to find the receipt image email address for cardholders who have been delegated to your account you will need to go to any month of their expenses. The same page you would go to complete their allocations.

6. Click on the 'Manage Receipt Images' link at the bottom right of the allocations page.



7. Click on the 'Upload via Email' link and you will get a pop-up screen that lists the email address for that specific cardholder.



8. Anyone can email in receipts to the email address listed and the file will automatically be uploaded in to the system and available to be linked to transactions for that specific cardholder.

Receipt file details:

Below are additional details on the receipt file requirements and size limits. It helps to scan the documents as black and white. Adobe Acrobat profession also has a file compression tool that can help reduce the file size.

Email:

Maximum individual image size is approximately - 5 mb

Maximum overall size of attachments to a single email is approximately 20 mb

Minimum file size for image to be considered for loading – 2 kb, except for .tiff, .pdf, .doc, .docx, .xls, .xlsx (no minimum size)

Web upload:

Maximum individual image size is approximately - 5 mb

No maximum limit to multiple image load (eg drag and drop for a folder)

Compression:

Regardless of email or web, where possible Visa IntelliLink Spend Management will compress the file on loading.

No compression is possible for some file types including PDF

Acceptable file formats:

Image files: GIF, JPG, JPEG, TIF and PNG

Non-image files: DOC, DOCX, XLS, XLSX and PDF.