

Visa IntelliLink Spend Management

Cash Expenses Tip Card



Cash Expenses

If enabled, your company administrator can create a “cash account” for you that will allow you to enter cash expenses into the IntelliLink system.

To log an out of pocket purchase or cash expense:

- 1 From the home page, select “Cash Expenses”.
- 2 From the left hand menu, click the statement link that includes your name.
- 3 In the upper right of the screen, locate the “Create New Cash Expense” link.
- 4 Click the link to open a pop-up window, and enter the description, date and amount.
- 5 Click Save to automatically open the cost allocation window. Here, you can code the non-card transaction.

Cash Expenses		Account Statement				Create New Cash Expense
Cash Expenses		Emma Bernard - Summary Statement				
Statement - Emma Bernard		Cash Expense Summary - USD				
Period	Items	Total DR	Total CR	Total	Balance	
03/31/2012	1	22.00	22.00	129.00		
10/31/2011	2	44.00	44.00	107.00		
09/30/2011	3	30.00	30.00	63.00		
	2	33.00		33.00		

Change View: [Current](#) [6 months](#) [12 months](#) [All](#)



For further assistance, click on Contact on the Utility Bar.