Visa IntelliLink Spend Management

QuickCoding Tip Card

QuickCoding

The QuickCode function enables you to code transactions directly via the Account Statement screen and code multiple transactions to the same charge codes. This setting is not visible if your company chose not to enable this function for its users. If QuickCoding is enabled for your company, you can add the QuickCoding panel to your personal view by selecting **QuickCoding – Line Item**.

To enable QuickCoding:

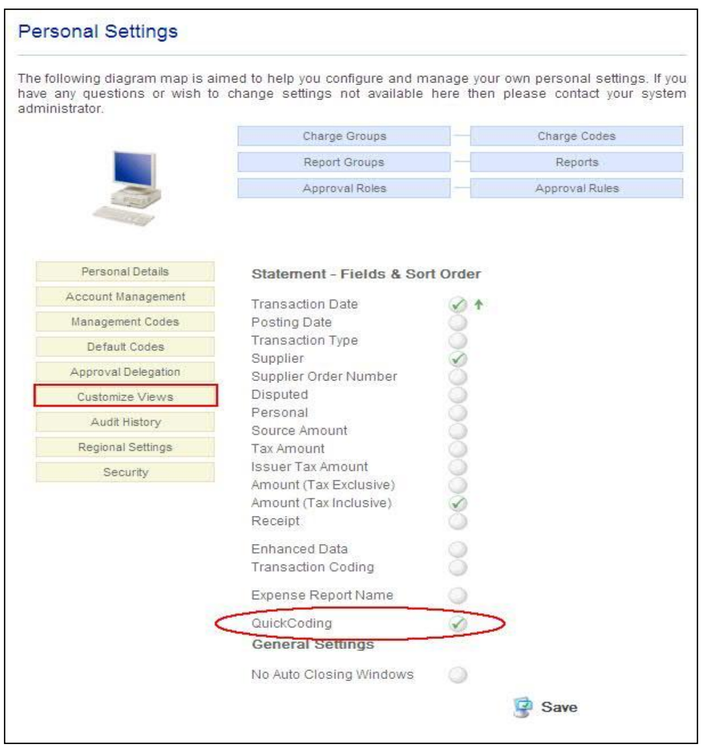
1 From the Home Page, select **Settings**.

2 From the Settings screen, select **Customize Views**.

3 Select the checkbox for QuickCoding and click **Save**.

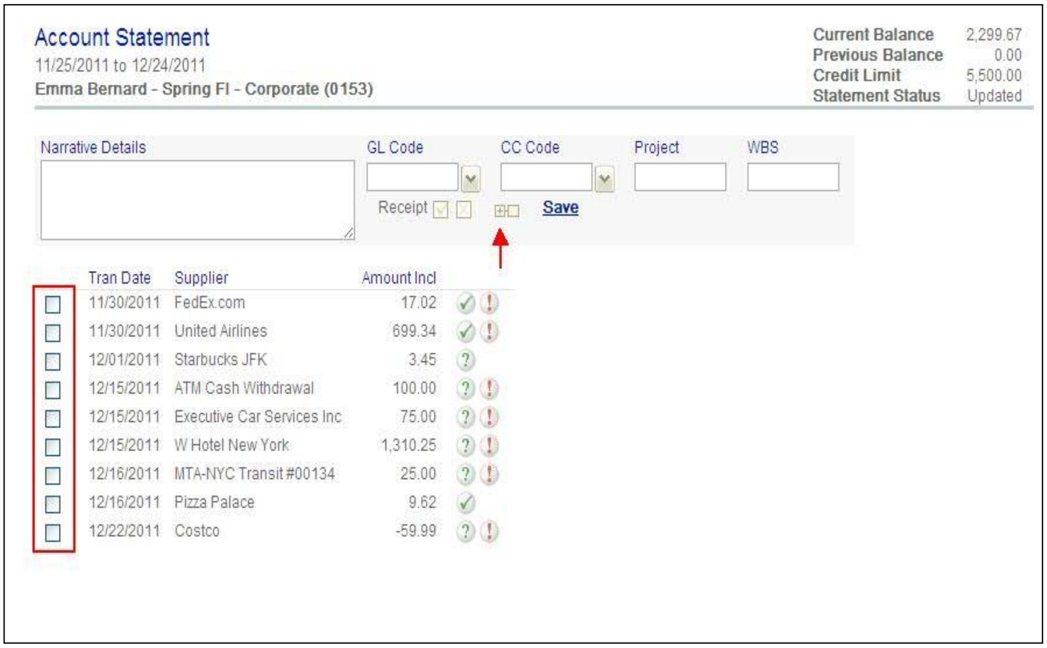
4 Now, Account Statements permits the ability to code multiple transactions simultaneously.

Exhibit 1.1 Where the QuickCoding Option can be found:



To make use of the QuickCode function, use the dropdown menus and freeform text fields located at the top of the panel. If you want to code more than one transaction at a time, first change the mode from Single Select to Multiple Select. This is designated by the small plus "+" icon next to the receipt checkbox. Once that is complete, you can select multiple transactions and all of them will be assigned the coding indicated at the top of the page.

Exhibit 1.2 The Statement Screen with QuickCoding enabled. The Selection mode toggle is indicated by the red arrow.



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