

Visa IntelliLink Spend Management

Wildcard Searching Tip Card



Wildcard Searching

Visa IntelliLink Spend Management reports allow for wildcard searching within search fields. Use a wildcard character “%” to represent missing text anywhere in your search submission.

For example:

“ABC%1” finds any code starting with “ABC” and has the number “1” located anywhere after, such as:

- > ABC00100
- > ABC0100101
- > ABC987654321

In the Example below, we’ll search for a list of any transactions that have been coded so that the GL field starts with “GL” and after contains the number “5.”

Exhibit 1.1 Example showing a GL Code search, using a wildcard within the search field.

https://intellink.spendmanagement.visa.com/Reports/r/report2_1010c.asp#

VISA Transaction Search - Company

Report mode: Employee Account

Account Holder First Name:

Account Holder Last Name:

Hierarchy Node:

Account Number (Last 4 Digits):

Statement Issuer:

Statement Period:

Start Date:

End Date:

Execution Range:

Posting Date Transaction Date

Export File Name:

Export File Type:

Summary - Account Exclude Payments

Summary - Type Group Results

Summary - Coding Selected Node Only

Summary - Hierarchy Node

Transaction List

Transaction Type & Status:

Supplier Groups:

Supplier Properties:

Currency & Amount:

Enhanced Data:

Coding Information

Missing Finance Code:

GL Code:

CC Code:

Project:

WBS:

Additional Fields:

Report Templates:

Search

Exhibit 1.2 Wildcard search provides results:

Steve Peters				
Posting Date	Tran Date	Account	Supplier	Amount
12/01/2011	11/27/2011	0156	Staples	356.21
		<u>GL1005</u>	CC104	
			Debit Total CAD	356.21
			Credit Total CAD	0.00
			Total CAD	356.21
Kristen Williams				
Posting Date	Tran Date	Account	Supplier	Amount
12/01/2011	11/30/2011	0158	Staples	327.99
		<u>GL1005</u>	CC102	
		<u>GL1005</u>	CC103	
			Debit Total USD	327.99
			Credit Total USD	0.00
			Total USD	327.99
Maria Fernandez				
Posting Date	Tran Date	Account	Supplier	Amount
12/03/2011	12/01/2011	0157	Staples	148.52
		<u>GL1005</u>	CC102	
		<u>GL1005</u>	CC103	
12/18/2011	12/20/2011	0157	Staples	-78.23
		<u>GL1005</u>	CC103	
			Debit Total USD	148.52
			Credit Total USD	-78.23
			Total USD	70.29
Steve Morris				
Posting Date	Tran Date	Account	Supplier	Amount
12/22/2011	12/22/2011	0154	Staples	-34.78
		<u>GL1005</u>	CC102	
			Debit Total USD	0.00
			Credit Total USD	-34.78
			Total USD	-34.78

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