

# TIPS FOR APPROVERS



On the Home Screen  
Click the Approvals link

**VISA** Visa IntelliLink Spend Management

Home Administration Expenses Approvals Reports

**My Actions**

- Expense Reports
- Card Expenses 625
- Approvals 33
- Expense Reports

**Pinned**

- Administration
  - Overview
    - Administration Overview
  - File Management
    - The Vault
    - Refresh Interfaces
  - Expenses
    - Expense Reports
      - Statement - Payable Accounts
      - Statement - Wilson Jennifer
  - Reports
    - Expenditure Analysis
      - Transaction Search - Company
    - Company Administration
      - Account Delegation

ADMINISTRATOR

**Transactions** BB&T

02/03/2017 to 03/02/2017

Total 662

Coding Required 626

Pending Approval 27

Transactions 662 Debit (USD) 260,800.19 Credit (USD) 3,231.61

View full transaction summary

Recent Periods

MY EXPENSES

**Branch Banking and Trust** Corporate Card | VIS \*\*\*\*\* 502

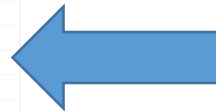
Action Required	Pending Approval	Current Balance (USD)
1	0	492,523.46

Available Credit (USD)  
757,476.54

Recent Periods

Items Requiring Attention  
Statement & Transactions requiring approval  
Approver Summary View

Employee	Period	Information Required	Information Provided	Approval Required
Smythe Alexandria	Expense Report			
	September 2016	10/06/2016	-	1
Yetman Heidi	Expense Report			
	January	01/01/2017	-	1
Clark Jemima	Expense Report			
	December 2016 Clark	01/02/2017	-	1



Click on the person

## TIPS FOR APPROVERS

Expense Report  
Employee Expense Report Manager Summary  
Smythe Alexandria - September 2016

[Print Expense Report](#)

Tran Date	Summary	Source Amount	Image(s)	Amount Incl
09/27/2016	Purebuttons	53.15	Yes	53.15
	10-152418-6351000	None 0.00		53.15
09/27/2016	Penfactorycom	65.67	Yes	65.67
	10-152418-6351000	None 0.00		65.67
				118.82

Category	Card	Cash	Total
Other	118.82		118.82
	118.82		118.82

TO See Description Click Print Expense Report

Click Yes to see image

If it is proper charge with proper documentation click red "!" in blue area to approve

Expense Report Approval Details

Approved

Expense Reports 7.1 4 App  
Expense Reports 7.2 4 App Approval Required  
Expense Reports 7.3 4 App Expense Reports 7.4 4 App

Approval Process History

Expense Reports 7.4 4 App

Cardholder Comments

Approver Comments

Information Required  
 Approval Required  
 Approved

Close Save

Click button in front of Approved then the yellow Save button and you are done.

Tip: If your screen looks different, you can customize the view. To Customize >go to your home screen.

>Look all the way to the right under the BB&T log & you will find your name. Select your name.

>From the drop down select Personal Settings.

>On the left column 4<sup>th</sup> from the bottom select Customization.

>You may select whatever you wish.

\*Suggestion is under approver in right column click, Transaction coding, & Receipt Image