ATTACHING IMAGES IN VISA INTELLINK

BASICS

Note the image needs to be a detailed receipt showing the items purchased.

Examples

- ❖ Food purchases the itemized list should be included as well as the charge slip which will show the full charge including the tip.
- ❖ For Airline purchases the itinerary showing detail and cost amounts should be included not the boarding tickets.
- ❖ For Hotels the detail check out. (If food is on the summary bill a receipt of the actual meal should be attached)

Accepted formats:

IMAGES	**NON-Image Files**
GIF	PDF
JPG	
JPEG	
TIF	
PNG	

There are 3 ways to Attach Images:

1-one at a time to a particular transaction at the transaction level 

2-upload using “Manage Receipt Images” allows you to attach one receipt to multiple transactions as well as a single image to a single transaction. 

3-email the image and then link it using the Image Library 

FEEL FREE TO USE WHICHEVER METHOD BEST SUITS YOUR NEEDS AND PREFERENCE.

#1- How to attach a receipt to one particular invoice at the transaction level

In either the Account Statement or Expense Report View

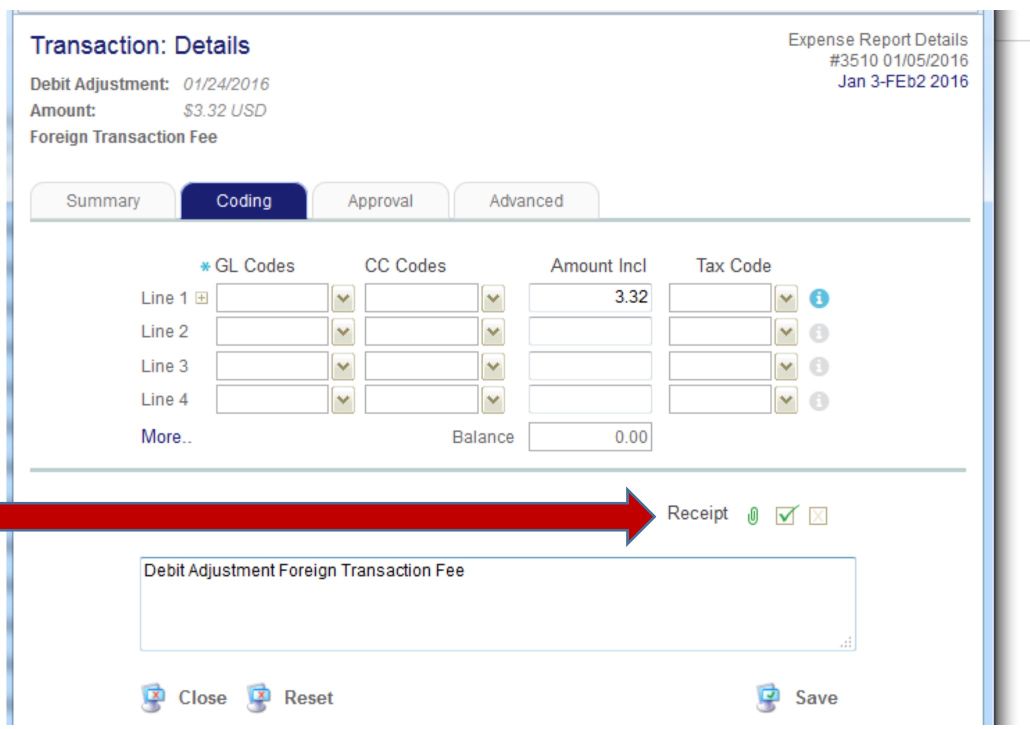
Expense Report Module

Tran Date	Supplier	Amount Incl
10/18/2013	Kfc #484 20604849	43.76
10/20/2013	Student Planner	1,100.00
10/20/2013	Target 00014712	6.12
10/23/2013	Butterfly Pavilion & I	198.50
10/31/2013	Animoto	5.00
10/31/2013	Target 00014712	44.75
11/04/2013	Staplescontractcommercial	-4.06
11/05/2013	Ups*1zt5553f0396510873	12.58
11/09/2013	Tapestock Online.Com	69.79

Click the red “X” next to the transaction

After you click this screen will appear. (Pop ups should be enabled)

Click the paperclip



#1- How to attach a receipt to one particular invoice at the transaction level—page 2

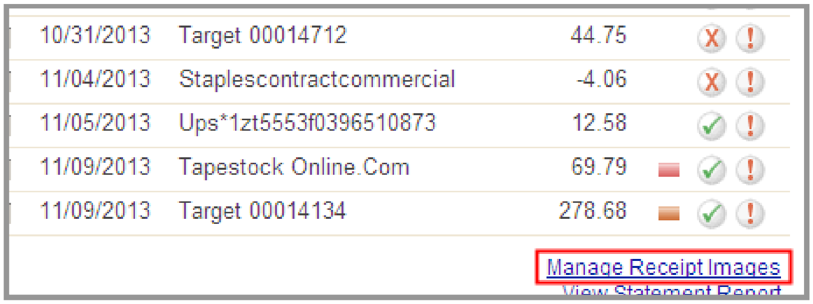
Click the Upload button and locate the document on your computer.

Once it is uploaded you can close the box and when you return to the screen above the paperclip will be green indicating a successful link.

Select Save and you are done.

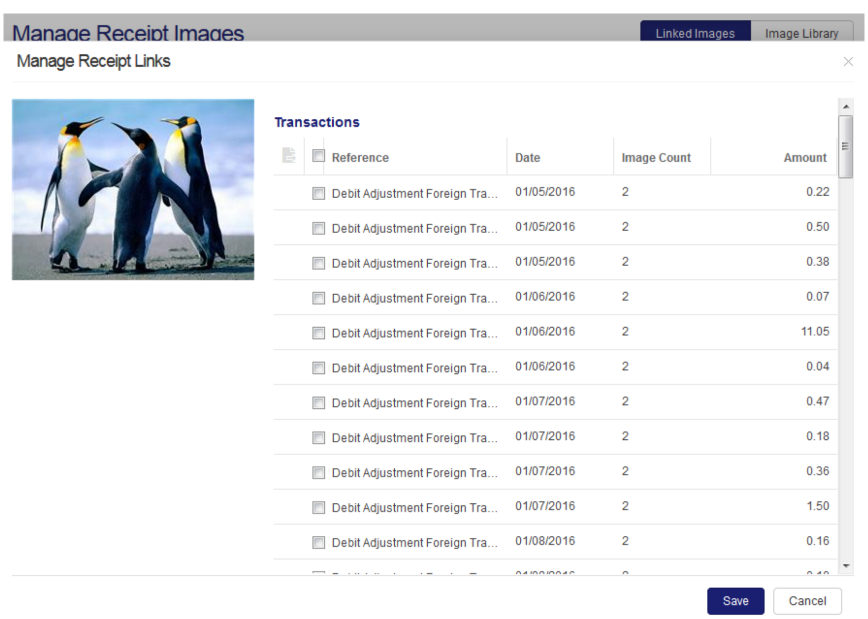
#2 – How to upload images through Manage Receipt Images

One the bottom of both the Expense Statement and the Account Statement you will see a link titled (Manage Receipt Images)



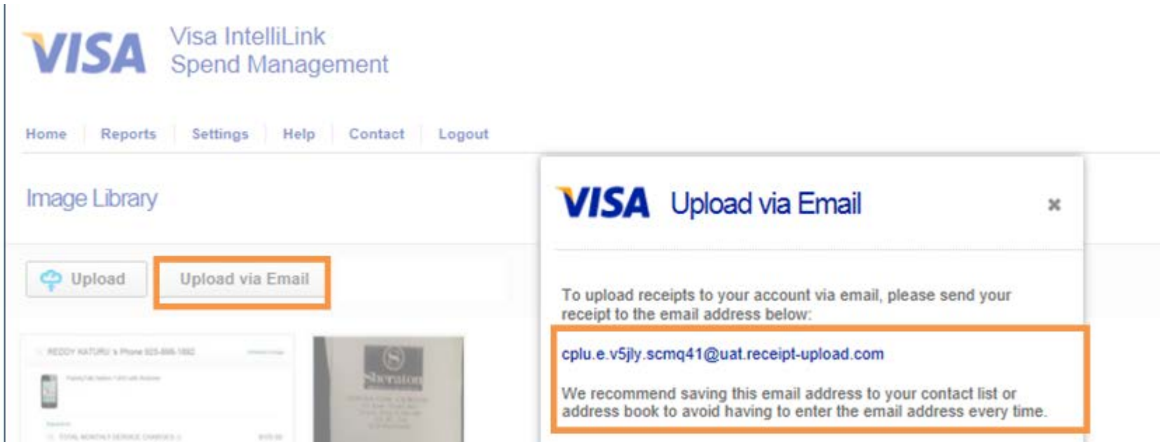
This link will bring you to the Upload screen. Select Upload and tag the receipt on your computer.

Then this screen will appear, just check off all the transactions found on this image. Remember to hit Save at the bottom. You can use this to upload a single image for one or multiple transactions. Helpful when you have a receipt that is divided into several transactions or if you just want to attach all your images one after the other.



#3 – Attaching using Email and the Image Library

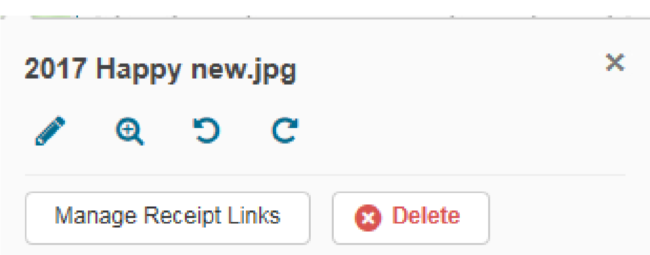
Under the Image Upload Option (use the Manage receipts link to get here the quickest)-select Upload via Email to find your unique email address to mail your receipts to.



As you incur the expense you can email the receipt and it will land in the Image library for you to link to the correct transaction. (Suggestion: you should also email it to yourself in the event a glitch occurs)

When you are ready to allocate and attach the images, use the Manage receipts Link and click on your Image Library.

When you click the library all your images will appear. Click on the one you want and you will see “Manage Receipt Links” (you also have the ability to delete if you need to.



After Clicking on the “Manage Receipts Link” a box will come up with all your transactions without an image. Just click the box in front and SAVE on the bottom.