Running Visa IntelliLink Rules

1. Log into Visa IntelliLink https://intellilink.visa.com/Auth/Login
2. Enter **User ID (**always your email address)
3. Enter **password**
4. Click **Sign In**
5. Answer **Identity Question**
6. Click **Submit**
7. Click on the program role for the program you are running reports for (Note if you have access to only one program the page will default to only the one program)
    - State of Louisiana = P-Card
    - State of LA = Travel Card
8. Click **Rules** on the Header
9. Locate the Rule you wish to run under the Rule Name Column
10. Click **RUN** under the Action Column for the report you wish to run
11. Select Billing Cycle you wish to urn by clicking ▼ (defaults to current billing cycle)
12. Click **Run Selected Rule**
13. If there is no data print the report, if there is data go to the next step.
14. Click **Export**
15. Choose the format (defaults to CSV) change to Excel
16. Click **Download**
17. Click **Open**
18. Print the report and address/document any findings in the report

Note: Segregation of duties requires that the person responsible for running/auditing your monthly reports must not have a card or be an approver for someone else's card

Mandatory LaCarte Rules – must be ran monthly

- Activity in Closed/Suspended Account
- Airline Incidentals (Less than $25, $25, $50, $75, & $100)
- Hotel Incidentals
- Non-Contracted Car Rental Company
- Split Purchases by Cardholder
- Single Transaction Limit Exceeding $5,000

Additional Rules as Added Value for Compliance Monitoring

- Weekend Purchase Activity
- Holiday Purchase Activity
- Premium Class Airfare
- Restricted MCCs
- Gift Card (Potential)
- Apple Transaction Rule
- Online Merchants
- Transactions W/I $5 of Single Transaction Limit
- Fuel Purchases High Grade
- Transactions From a Single Cardholder with a Single Vendor
- Contracted Car Rental Company Rule

Running Visa IntelliLink Reports

1. Log into Visa IntelliLink https://intellilink.visa.com/Auth/Login
2. Enter **User ID (**always your email address)
3. Enter **password**
4. Click **Sign In**
5. Answer **Identity Question**
6. Click **Submit**
7. Click on the program role for the program you are running reports for (Note: if you have access to only one program the page will default to only the one program
    - State of Louisiana = P-Card
    - State of LA = Travel Card
8. Click **Reporting** on the Header
9. Locate the **Report** you wish to run under the Rule Name Column
10. Click **RUN** under the Available Column for the report you wish to run
11. Select Billing Cycle you wish to run by clicking ▼ (defaults to current billing cycle)
12. Click **Run –** Report Appears
13. Select a format to run your report, click **Export**
14. Click **Open**
15. Print the report and address/document any findings in the report

Note: Segregation of duties requires that the person responsible for running/auditing your monthly reports must not have a card or be an approver for someone else's card

Reports as Added Value for Compliance Monitoring

- Weekend Purchase Activity
- Fuel Type Summary
- Premium Class Airfare Report
- Sales by Line Item
- Spend by Top 50 Merchants
- Spend Summary by MCC