Enterprise Spend Platform®

Expense Listing- Quick Access to Traditional Coding Screens

Signing On

To Sign On To Enterprise Spend Platform

1. Enter the following web address in your web browser:
   https://enterprisespendplatform.suntrust.com

2. Enter your **Email Address**, **Username** and **Password**.
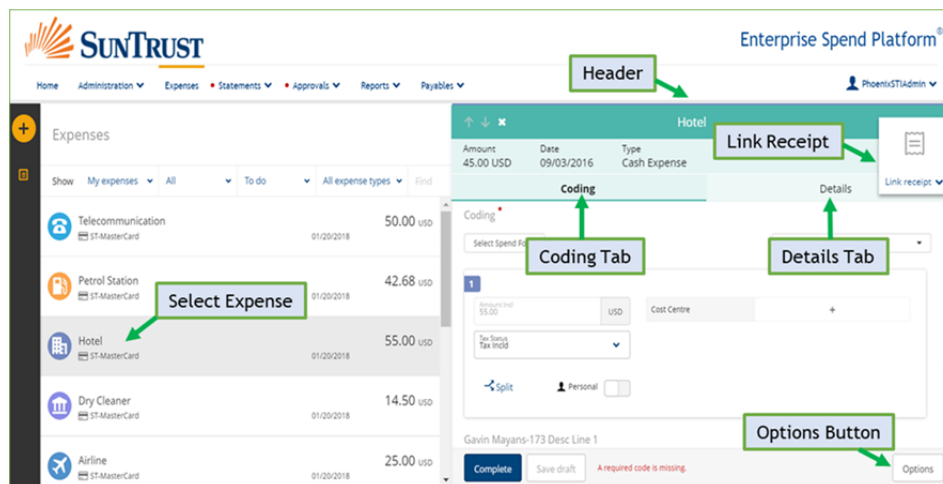
3. Click **Sign On**.

Expense Listing - Quick Access to Traditional Coding Screens

Step 1: To view or code expenses, start by selecting **Expenses** from the top navigation menu or by clicking either **Card Expense or Cash Expense quick links** on the side menu.
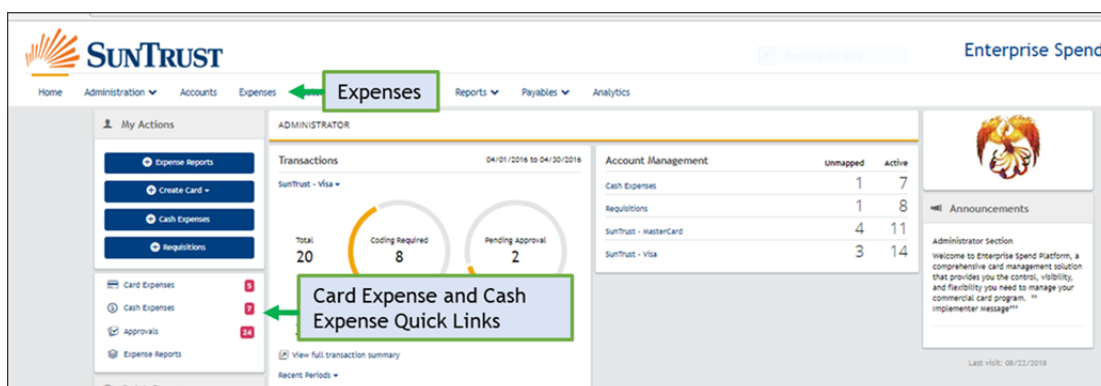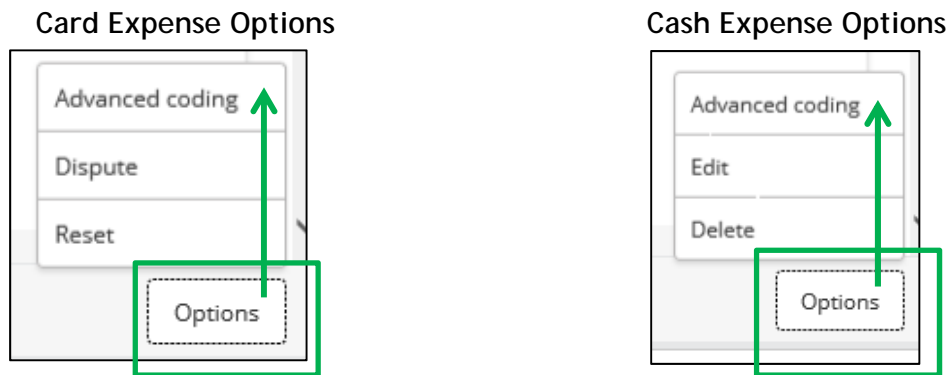

Result: The Expense Listing screens displays.

Step 2: Select an Expense.

Step 3: Options Button: Select the Options button for the expense and select Advanced coding.

Result: Once you select Advanced Coding you will see your Traditional Coding Screens previously used.

Card Expense Options

| Advanced coding |
| Dispute |
| Reset |
| Options |

Cash Expense Options

| Advanced coding |
| Edit |
| Delete |
| Options |

End of Procedure, complete coding as needed.

Logging Off

To Log Off
Click **User** and then **Log Off** at the top of the screen to exit application.

Maintaining Your Password

To Change Your Password
1. Click **User** at top of screen.
2. Click **Password** from the drop down menu.
3. Enter your **Current Password**, **New Password** and **Confirm Password**.
4. Click **Save.**

Getting Help

Click **Help** at the top of the screen. Select **Administration** for Program Administrators.

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## Viewing and Printing Statements – Quick Access

Signing On

To Sign On To Enterprise Spend Platform

1. Enter the following web address in your web browser:
   https://enterprisespendplatform.suntrust.com

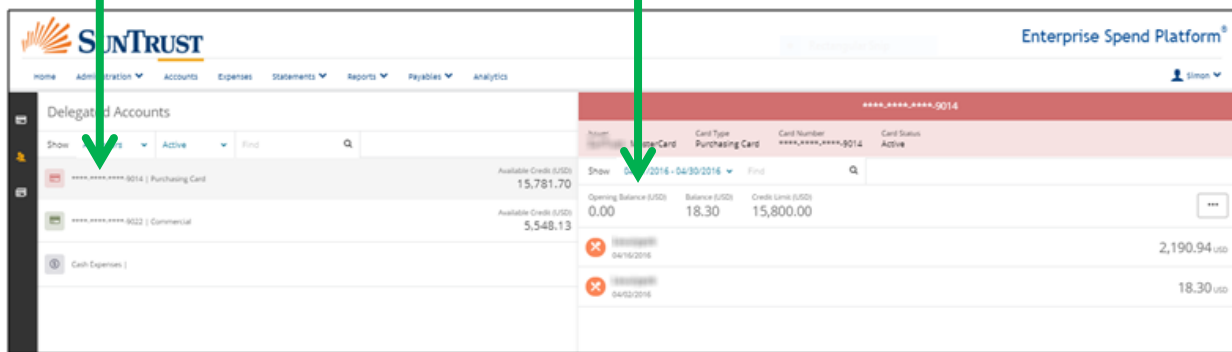2. Enter your **Email Address, Username** and **Password**.

3. Click **Sign On**

4. Click **Accounts**

The Accounts Screen

Step 1: Click Accounts or click card account number hyperlink located in the My Accounts Panel under Accounts. The screen print below shows an example of either access option.
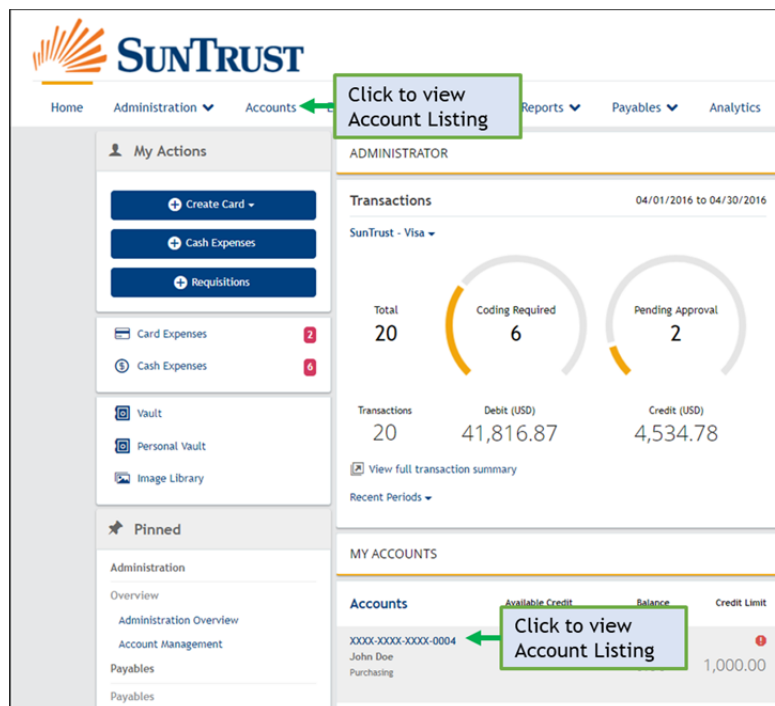
Step 2: Click on the account in the left pane.

Step 3: Select a Closed statement period

Step 4:

Click on **Options** icon [···] then **Classic Statement**.
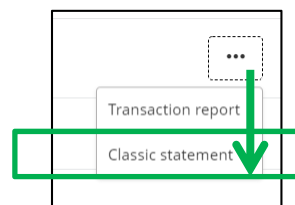
End of Procedure, view your company statements.

Logging Off

To Log Off: Click User icon located at the top of the screen. Click **Log Off** to exit application.

Maintaining Your Password

To Change Your Password

1. Click **User** at top of screen.
2. Click **Password** from the drop-down menu.
3. Enter your **Current Password**, **New Password** and **Confirm Password**.
4. Click **Save**.

Getting Help

Click User at the top of the screen. Click Help, and then Select **Administration** for Program Administrators.

Printing Transaction Statements – ESP update 9/24/2018

1. From your Home Page, click on the Expenses tab.
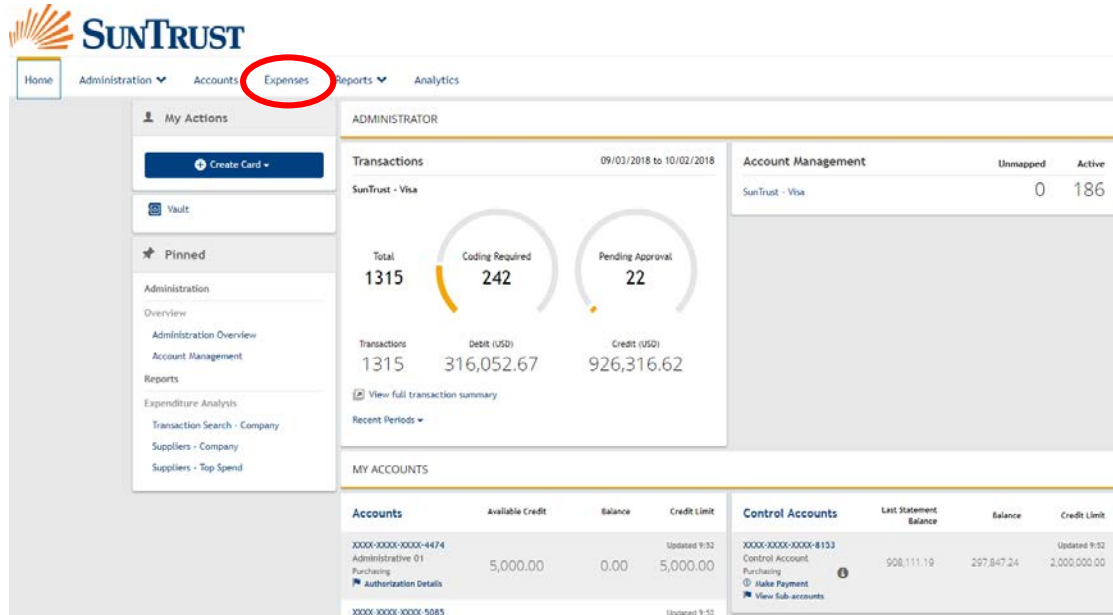
2. Click on the "To Do" dropdown, select "Completed".

3. You will then see Transactions in which are already coded and completed. Click on the transaction that you would like to print.

4. Hoover your mouse over the transaction, an icon will show, click on this icon.
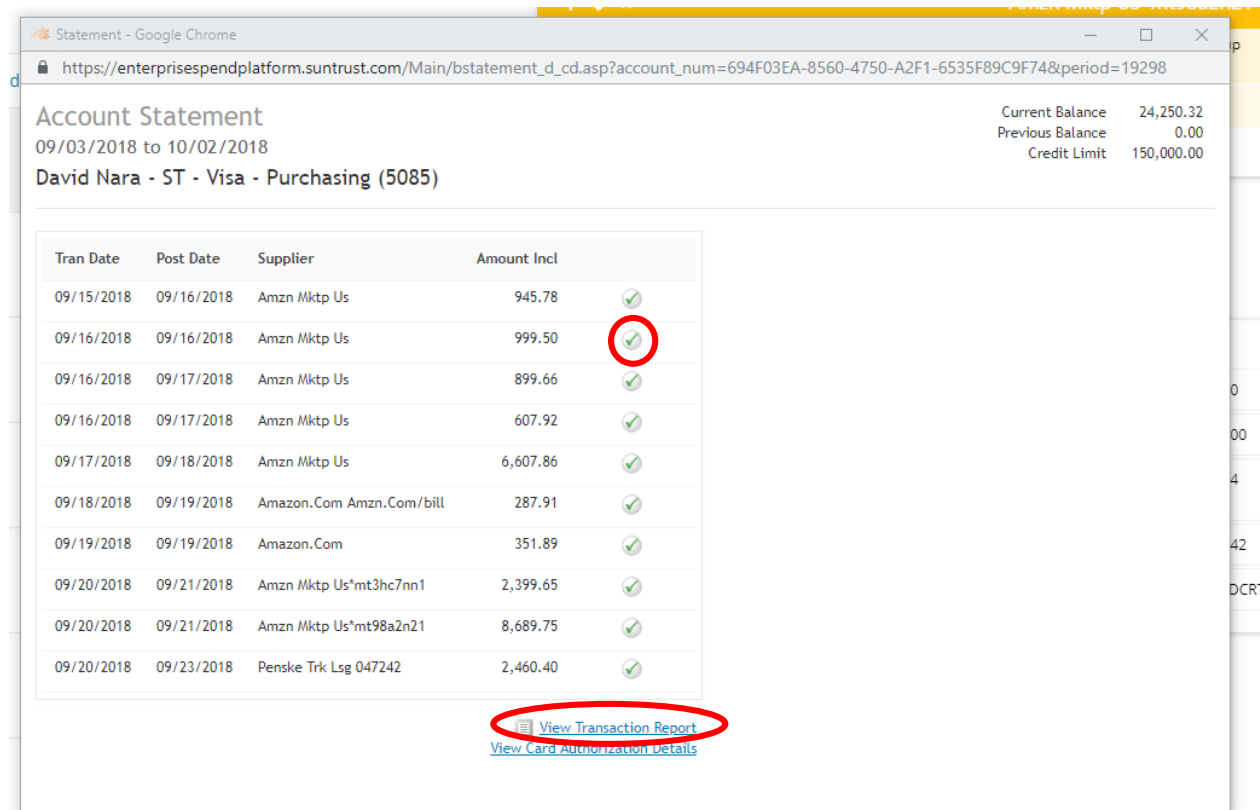

5. The Account Statement for that Transaction will appear. From here you can view and print the whole Statement Transaction Report, or individually open each transaction to view and print the Transaction Summary.

Transaction - Google Chrome

🔒 https://enterprisespendplatform.suntrust.com/Main/Transaction_l.asp?transaction_ref=H2320180924nmfsyehbq...

Transaction: Details

Purchase: *09/20/2018*
Amount: *$2,460.40 USD*
Penske Trk Lsg 047242, Naples

| Summary | Coding | Approval |

	Fund	Function	Object	Center	Project	Amount Incl	Tax	Code
Line 1	100 GENERAL FUND	8100 MAINTENANCE OF PLANT	360 RENTALS	9420 TECHNOLOGY DEPARTMENT	NETTECH System Support Technicians	2,460.40	0.00	None

Supplier Information   Receipt? ✅

Purchase Penske Trk Lsg 047242

Enter a Detailed Description of Purchase

Penske Truck Rental-Deliver Laptop Carts

Close