

Enterprise Spend Platform®

Expense Listing- Quick Access to Traditional Coding Screens

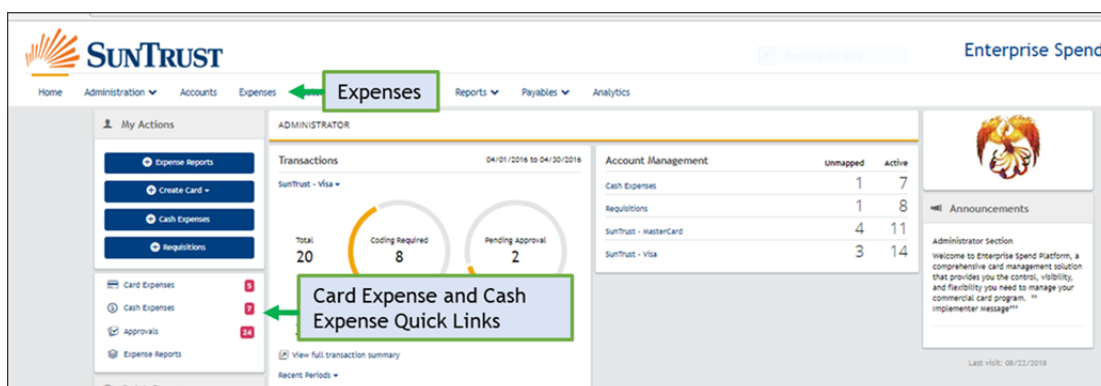
Signing On

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.

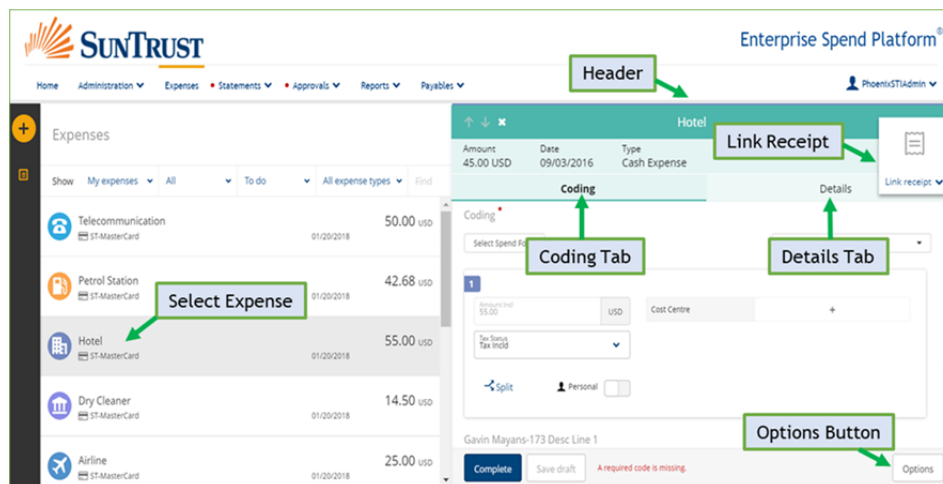
Expense Listing - Quick Access to Traditional Coding Screens

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.



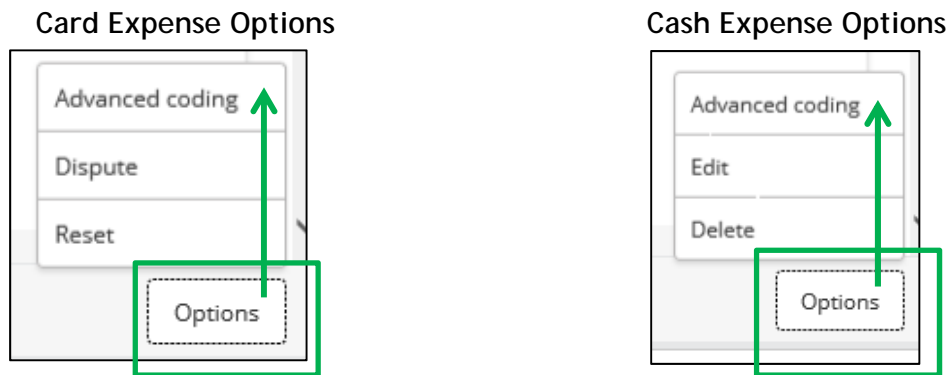
Result: The Expense Listing screens displays.

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.



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.



Enterprise Spend Platform®

Viewing and Printing Statements – Quick Access

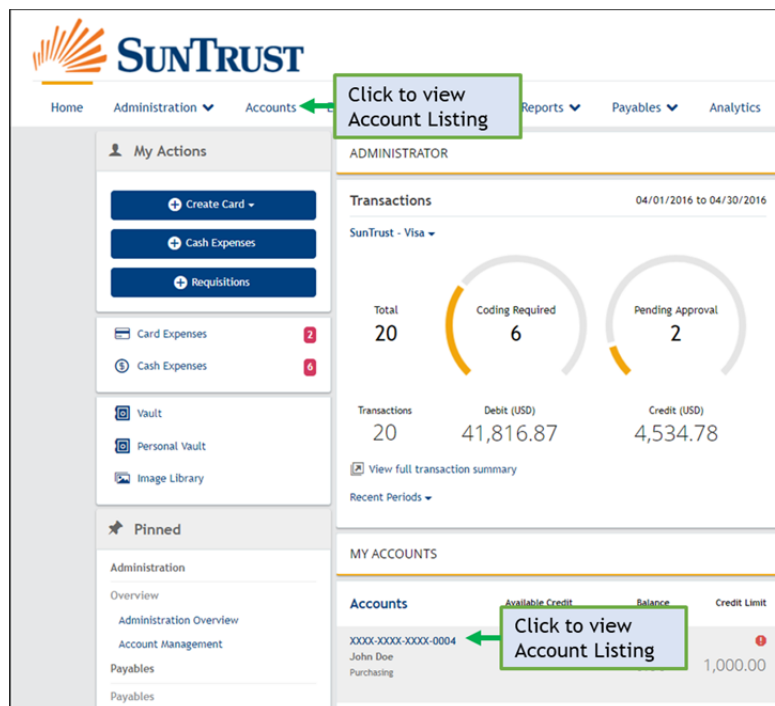
Signing On

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

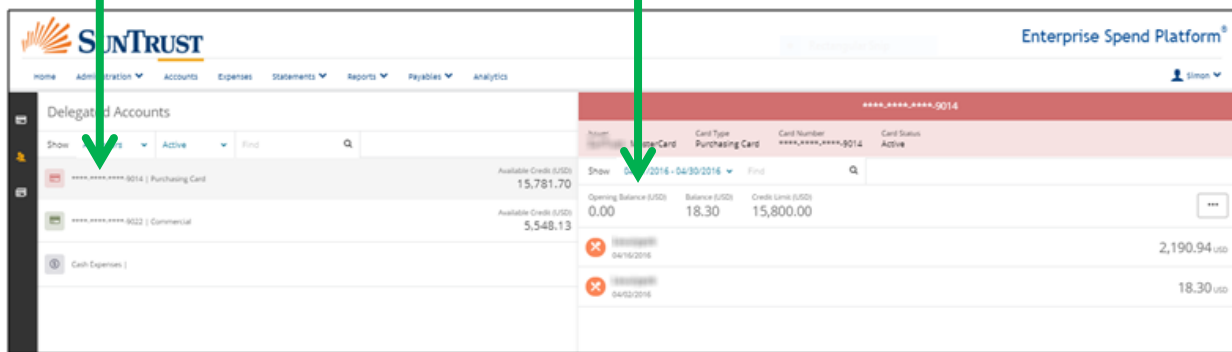
The Accounts Screen

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.



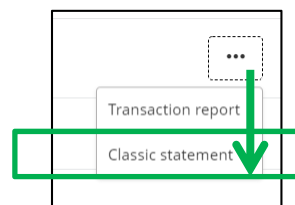
Step 2: Click on the account in the left pane.

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**.

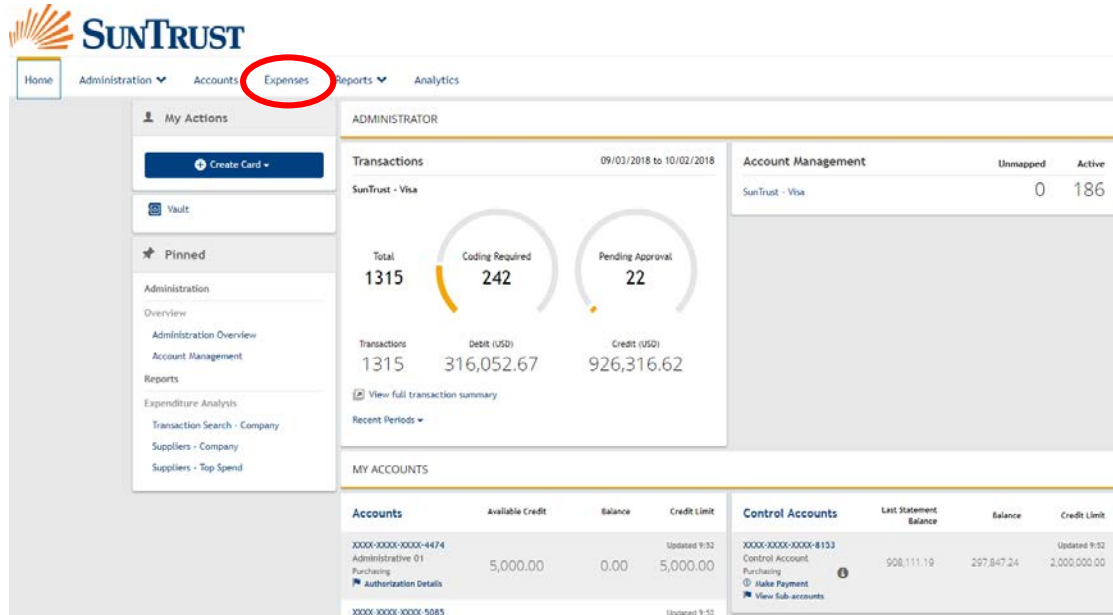
Getting Help

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".

The screenshot shows the SunTrust Expenses page. The 'Expenses' tab is selected in the top navigation bar. Below the navigation bar, there is a filter section with 'Show', 'David Nara', 'All', 'To do', 'Card expenses', and 'Find'. The 'To do' dropdown menu is open, and the 'Completed' option is circled in red. Below the filter section, there is a message: 'Well done! There are no expenses that need your attention.'

Well done!

There are no expenses that need your attention.

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

The screenshot displays the SunTrust Enterprise Spend Platform interface. The top navigation bar includes links for Home, Administration, Accounts, Expenses, Reports, and Analytics. The main section is titled "Expenses" and shows a list of transactions. A red arrow points to the first transaction, "Amzn Mktp Us*mt98a2n21", which has an amount of 8,689.75 USD and is categorized as "ST - Visa (5085)".

Show	David Nara	All	Completed	Card expenses	Find	
Amzn Mktp Us*mt98a2n21	8,689.75 USD	ST - Visa (5085)				
Amzn Mktp Us*mt3hc7nn1	2,399.65 USD	ST - Visa (5085)				
Penske Trk Lsg 047242	2,460.40 USD	ST - Visa (5085)				
Amazon.Com	351.89 USD	ST - Visa (5085)				
Amazon.Com Amzn.Com/bill	287.91 USD	ST - Visa (5085)				
Amzn Mktp Us	6,607.86 USD	ST - Visa (5085)				
Amzn Mktp Us	999.50 USD	ST - Visa (5085)				
Amzn Mktp Us	899.66 USD	ST - Visa (5085)				

The detailed view of the selected transaction "Amzn Mktp Us*mt98a2n21" shows the following information:

- Amount: 8,689.75 USD
- Date: 09/20/2018
- Issuer: SunTrust - Visa (5085)
- Merchant category group: Retail

The "Coding" section displays the following details:

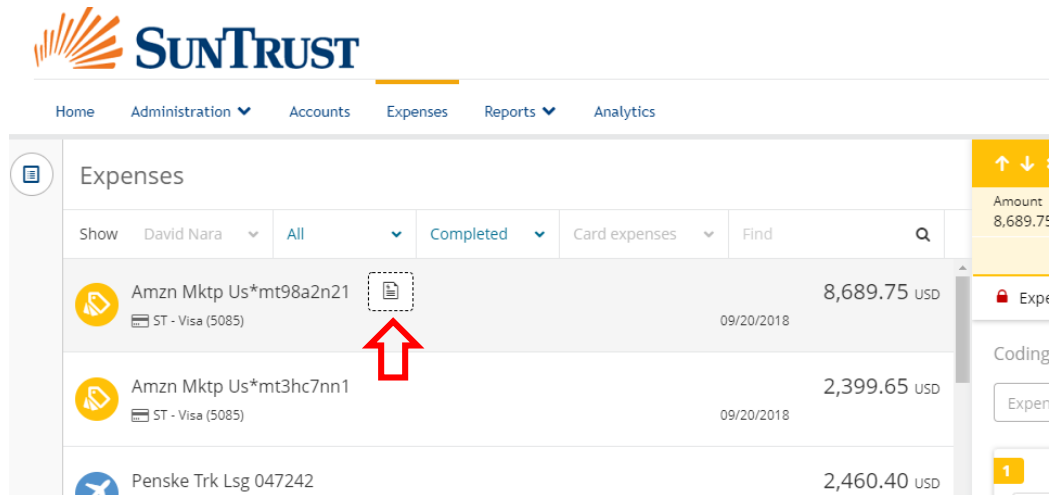
- Fund: 100 GENERAL FUND
- Function: 5300 VOCATIONAL TECHNICAL
- Object: 644 NONCAPITALIZED COMPUTER EQUIP
- Center: 0442 CORNSHAW MIDDLE SCHOOL
- Project: INDCRT Industry Certification FTE

The "Supplier Information" section shows:

- Supplier: Amzn Mktp Us*mt98a2n21
- Description: 25 Samsung Galaxy Tablets - CTS Department

The interface also includes a "Manage" button and a "Print" icon.

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



SUNTRUST

Home Administration Accounts Expenses Reports Analytics

Expenses

Show David Nara All Completed Card expenses Find

Amzn Mktp Us*mt98a2n21 8,689.75 USD 09/20/2018

Amzn Mktp Us*mt3hc7nn1 2,399.65 USD 09/20/2018

Penske Trk Lsg 047242 2,460.40 USD

Amount 8,689.75

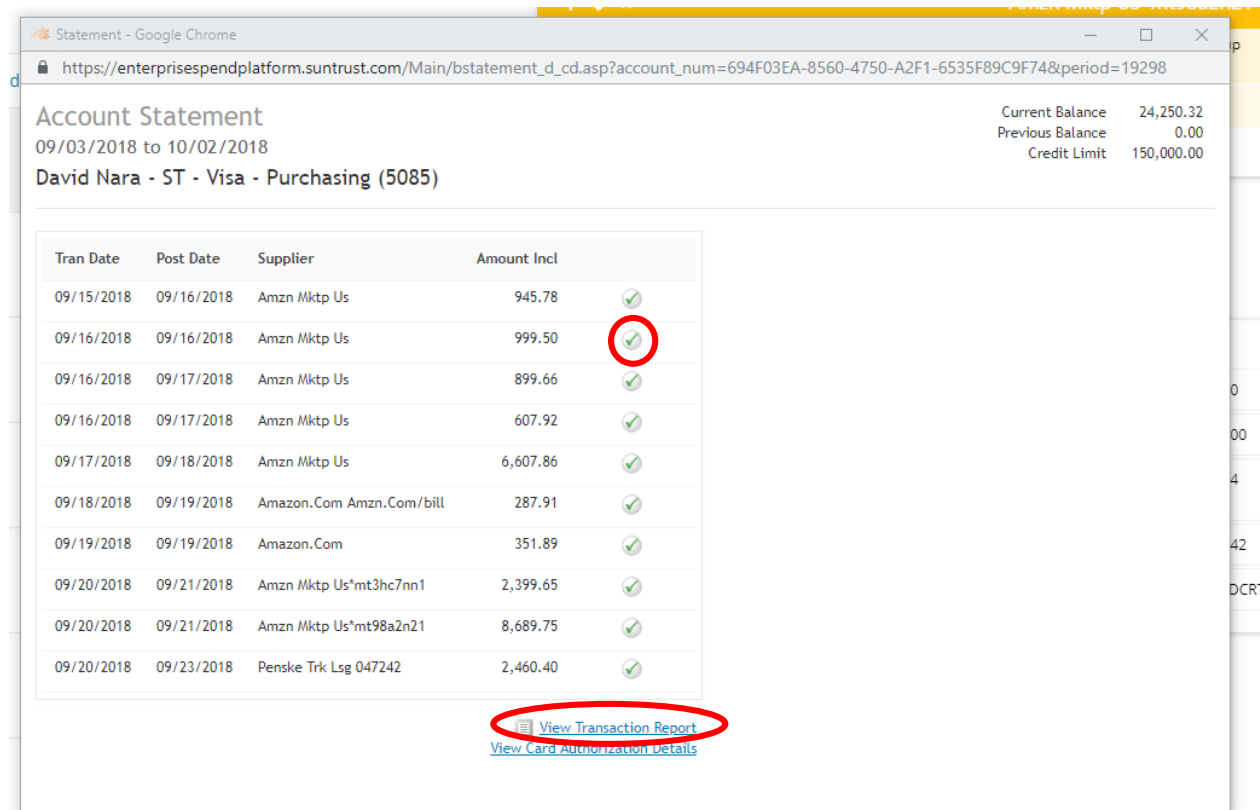
Exp

Coding

Expen

1

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.



Statement - Google Chrome

https://enterprisespendplatform.suntrust.com/Main/bstatement_d_cd.asp?account_num=694F03EA-8560-4750-A2F1-6535F89C9F74&period=19298

Account Statement

09/03/2018 to 10/02/2018

David Nara - ST - Visa - Purchasing (5085)

Current Balance 24,250.32

Previous Balance 0.00

Credit Limit 150,000.00

Tran Date	Post Date	Supplier	Amount Incl	
09/15/2018	09/16/2018	Amzn Mktp Us	945.78	✓
09/16/2018	09/16/2018	Amzn Mktp Us	999.50	✓
09/16/2018	09/17/2018	Amzn Mktp Us	899.66	✓
09/16/2018	09/17/2018	Amzn Mktp Us	607.92	✓
09/17/2018	09/18/2018	Amzn Mktp Us	6,607.86	✓
09/18/2018	09/19/2018	Amazon.Com Amzn.Com/bill	287.91	✓
09/19/2018	09/19/2018	Amazon.Com	351.89	✓
09/20/2018	09/21/2018	Amzn Mktp Us*mt3hc7nn1	2,399.65	✓
09/20/2018	09/21/2018	Amzn Mktp Us*mt98a2n21	8,689.75	✓
09/20/2018	09/23/2018	Penske Trk Lsg 047242	2,460.40	✓

[View Transaction Report](#)

[View Card Authorization Details](#)

Transaction: Details

[Print Transaction Summary](#)

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	8100	360	9420	NETTECH	2,460.40	0.00	None
	GENERAL FUND	MAINTENANCE OF PLANT	RENTALS	TECHNOLOGY DEPARTMENT	System Support Technicians			

Supplier Information

Receipt? ☒

Purchase Penske Trk Lsg 047242

Enter a Detailed Description of Purchase

Penske Truck Rental-Deliver Laptop Carts

Close