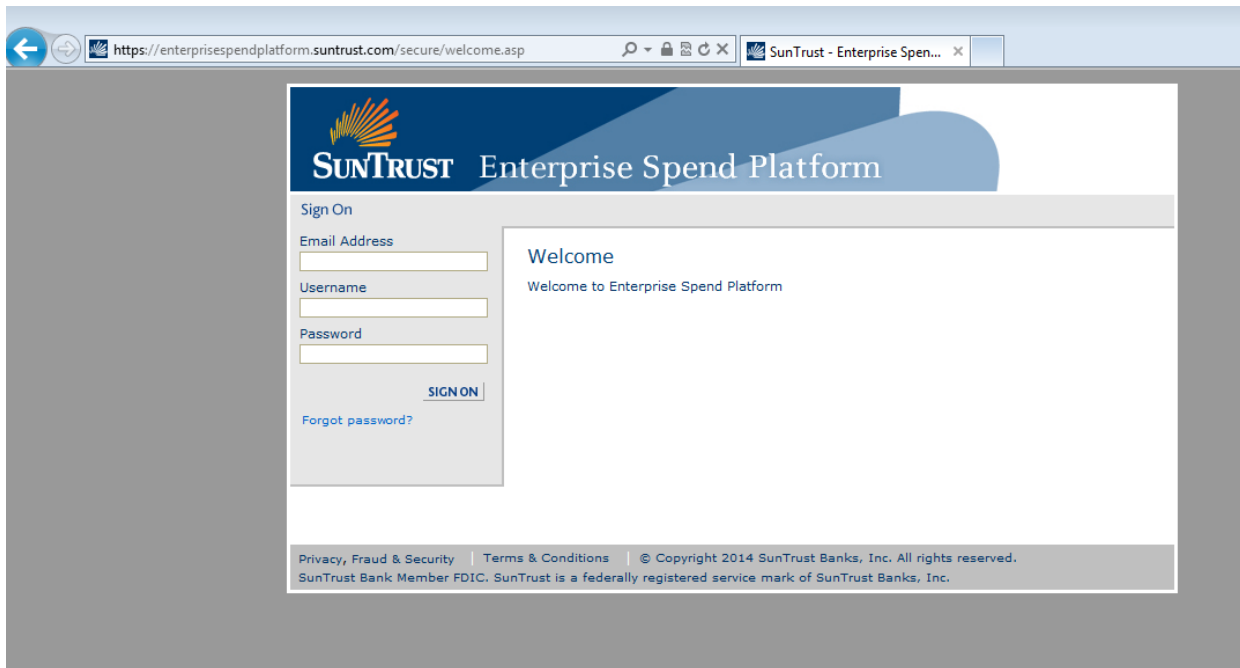
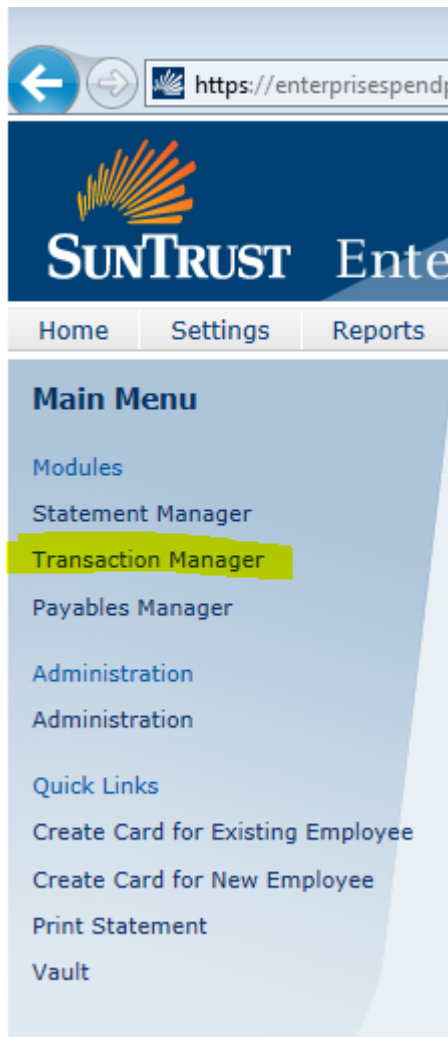


To log on to Suntrust for P-Card



From HOME select Transaction Manager



You will see your "Assigned" under Delegated Accounts

The screenshot shows the SunTrust Enterprise Spend Platform homepage. The browser address bar displays <https://enterprisespendplatform.suntrust.com/main/homepage.asp>. The page features a navigation menu with links for Home, Settings, Reports, Help, and Logoff. On the left, the 'Account Statements' section lists items requiring attention for SunTrust - MasterCard, including Corporate (0015) - 07/27/2014, Corporate (0010) - 08/27/2014, Corporate (0010) - 07/27/2014, and Corporate (0010) - 06/27/2014. It also lists Susan Carver's SunTrust - MasterCard Purchasing (3991) - 07/27/2014 and a Print Statement link. The main content area, 'Items Requiring Attention', states: 'The following is a summary of the transactions that require your attention'. Below this is a table with columns: Employee Name, Issuer, Auto Coded, Coding Required, and Information Required. The table lists 'My Accounts' for Michelle Thomas (STI - MC, Auto Coded: -, Coding Required: 2, Information Required: -) and 'Delegated Accounts' for a redacted name (STI - MC, Auto Coded: -, Coding Required: 2, Information Required: -).

You will be brought to a screen that has items requiring attention. Click the red X to the right of the amount for the charge that you are coding.

This screenshot shows a detailed view of 'Items Requiring Attention' for the period 06/28/2014 to 07/27/2014. The left sidebar is identical to the previous screenshot. The main content area is titled 'Delegated Accounts - Susan Carver' and includes links for 'Previous' and 'Next'. A table displays transaction details with columns: Account Issuer, Account Name, Cardholder Name, Card, Tran Date, Post Date, Supplier, Amount Tax, and Amount Incl. Two transactions are listed, both with red 'X' and exclamation mark icons in the 'Amount Incl' column, indicating they require attention. The first transaction is dated 07/13/2014 with an amount of 50.35. The second transaction is dated 07/18/2014 with an amount of 995.00. Account names and card numbers are redacted with black boxes.

This is where you identify the Cost strip you want to assign to the charge. Each component must be selected individually (i.e. FUND, FUNCTION, etc...) The first time you access this you will have to search for each value. See below..

Transaction - Windows Internet Explorer  
 https://enterprisespendplatform.suntrust.com/main/Transaction\_l.asp?transaction\_ref=H21720140716kibihltvb&page=&wf=w

**Transaction: Details** Print Transaction Summary

Purchase: 07/13/2014  
 Amount: \$50.35 USD  
 Racetrac667 00006676, Ft Pierce

Summary Coding Approval

Line	Fund	Expense	Function	Exp Obj	Facility	Project	Sub Project	Program	Amount Incl	Tax
Line 1									50.35	0.00
Line 2										
Line 3										
Line 4										
More..									Balance	0.00

Supplier Information Receipt?   Disputed

Purchase Racetrac667 00006676

Notes

Close Reset Save

Click the Drop down and you will see Search. Click Search

Transaction - Windows Internet Explorer  
 https://enterprisespendplatform.suntrust.com/main/Transaction\_l.asp?transaction\_ref=H217201

**Transaction: Details**

Purchase: 07/13/2014  
 Amount: \$50.35 USD  
 Racetrac667 00006676, Ft Pierce

Summary Coding Approval

Line	Fund	Expense	Function	Exp Obj
Line 1				
Line 2	[Search]			
Line 3				
Line 4				
More..				

Supplier Information

Purchase Racetrac667 000

If you select ALL for Valid Codes and click SEARCH then all available codes will be presented and you can select the correct code. If you click on the RIGHT ARROW it will add this item to your favorites and you won't have to search for it

every time. You can repeat this step for each option (FUND, FUNCTION, OBJECT, FACILITY, etc..) Please note that all items must have a value to move forward.

**Fund - Search**

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value   
 Description

Valid Codes Only Yes  All

**Search**

**Fund - Favorites**

If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.

For codes that you use regularly add them to your favorites below, this will place them within your select lists. A total of 15 codes per code type may be added to each list.

1000	GENERAL FUND			
1200	PALM POINTE			
4100	FOOD SERVICE			
4200	FEDERAL FUND			
4340	RACE TO THE TOP FUND			

[Page 1 View Help](#)

Once you have entered the cost strip you can click save. This item will no longer appear in your items requiring attention. It has been sent to your Assigned "Cardholder" for approval.

**Transaction: Details** Print Transaction Summary

Purchase: 07/13/2014  
 Amount: \$50.35 USD  
 Racetrac667 00006676, Ft Pierce

Summary **Coding** Approval

Line	Fund	Expense	Function	Exp Obj	Facility	Project	Sub Project	Program	Amount Incl	Tax
Line 1	1000	E	6401	3330	0555	20100	00000	00000	50.35	0.00
Line 2										
Line 3										
Line 4										
More..									Balance	0.00

Supplier Information Receipt?  Disputed

Purchase Racetrac667 00006676

Notes

**Close** **Reset** **Save**