

# Coding a P-Card Transaction in TRUIST

Log into TRUIST: <https://identity.enterprisespendplatform.truist.com/login>

1. Click on "Home."

The screenshot shows the TRUIST Enterprise Spend Platform home dashboard. The top navigation bar includes 'Home', 'Administration', 'Accounts', 'Expenses', and 'Reports'. The main content area is divided into several sections: 'My Actions' with a 'Create Card' button, 'Transactions' showing a summary of 12 transactions with 9 coding required and 2 pending approval, 'Account Management' showing 0 untagged and 184 active cards, and 'Announcements' with several messages. A red arrow points to the 'Home' button in the top navigation bar.

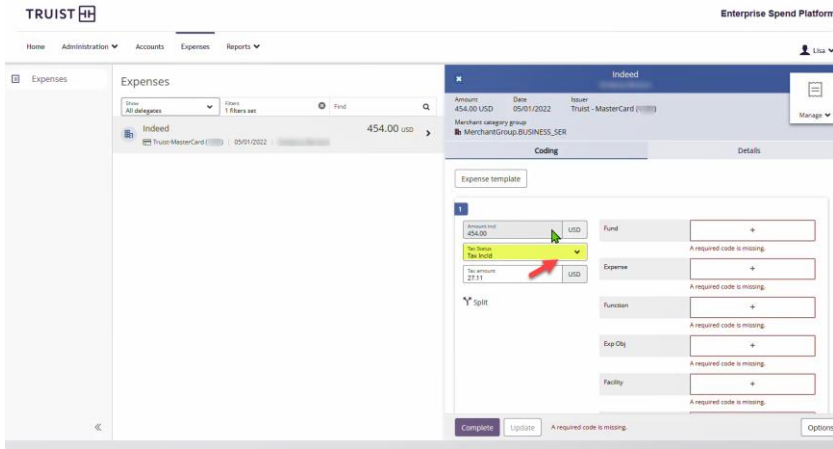
2. Click on the red number next to "Card Expenses." (The number in the red box tells you that there are transactions waiting for you to code/approval).

This screenshot is similar to the first one but with a red arrow pointing to the 'Card Expenses' button in the left sidebar. A red box highlights the number '12' next to the 'Card Expenses' button, indicating the number of transactions waiting for coding or approval.

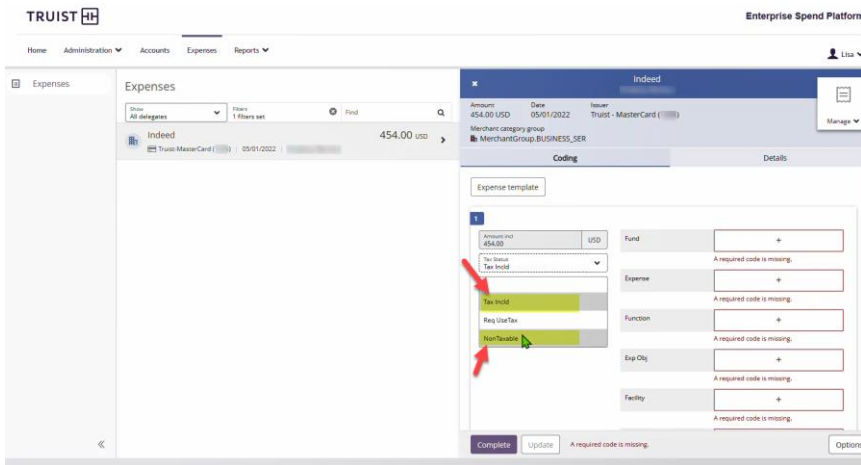
3. Click on transaction listed.

The screenshot shows the 'Expenses' page in the TRUIST Enterprise Spend Platform. The page has a search bar and a table of expenses. A red arrow points to a transaction listed as 'Indebted' for 454.00 USD, dated 05/01/2022. A green arrow points to the transaction details icon.

4. Click on the drop down arrow to the right of Tax Status

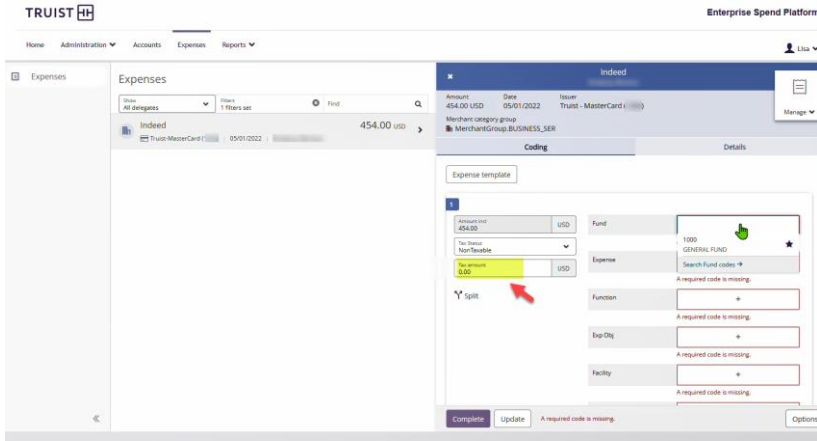


5. Click on either Tax Incd (Out of state transactions in which we are required to pay taxes) or NonTaxable (Florida transactions and other transactions in which we are not required to pay taxes).

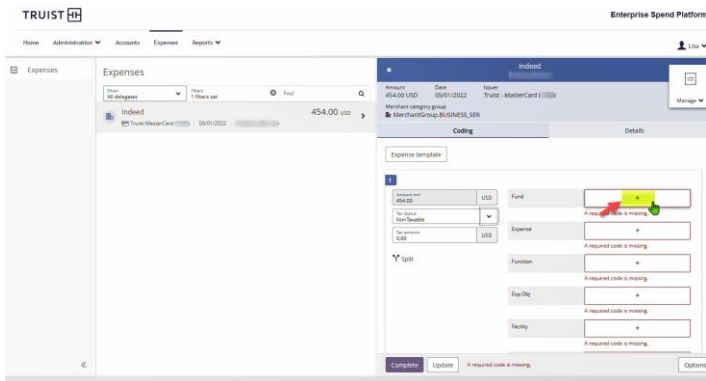


\*The St Lucie County School District is a tax-exempt entity in the state of Florida. Remember to provide the District's Florida Tax Exemption Certificate to the companies in which the purchases are being made. \*

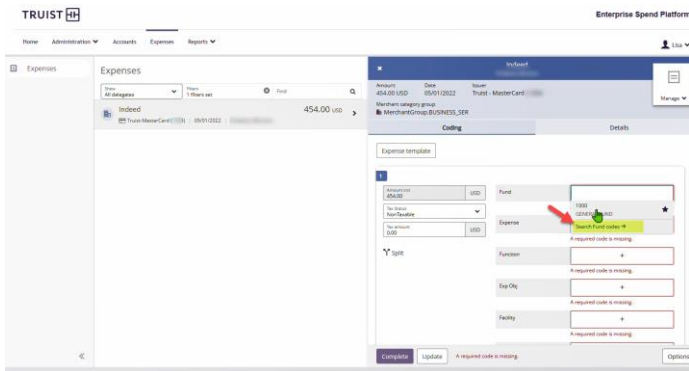
6. If the transaction was out of state and we were required to pay the tax, Click on the “Tax Amount” box and enter the amount of tax.



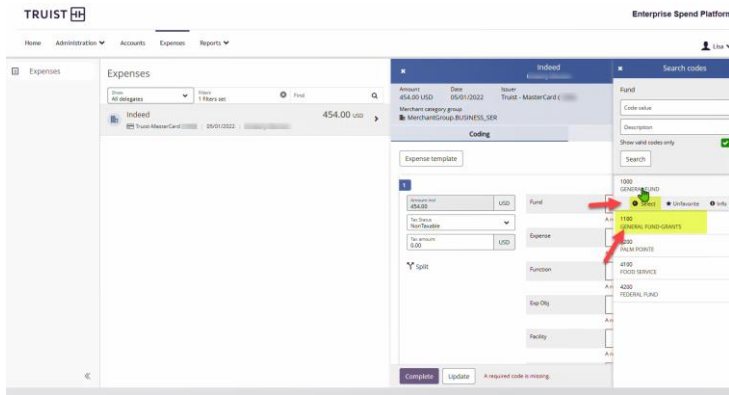
7. Click on the “+” to find code for each part of cost strip.



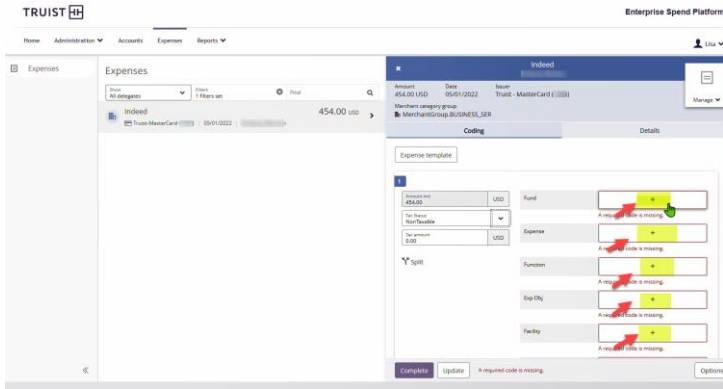
8a. You may need to select “Search Fund codes” for a larger List.



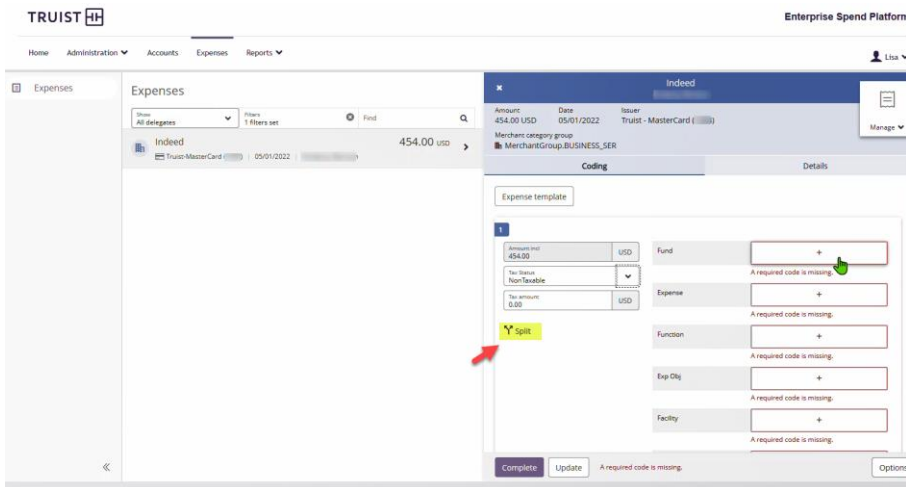
8b. Click on the code needed, and then Click on “Select”



8c. Repeat step 8 for each part of the cost strip



\* If you need to split the transaction between two cost strips, enter the amount (under “Amount incl”) for the first cost strip, fill in the codes, and select the “Split” option. The code the second cost strip.\*



## 9. Click on "Complete"

The screenshot displays the TRUIST Enterprise Spend Platform interface. The main window shows an expense entry form for an amount of 454.00 USD. The form includes fields for 'Fund' (GENERAL FUND), 'Expense' (with a search function), 'Function', 'Exp Obj', and 'Facility'. A red arrow points to the 'Complete' button at the bottom of the form. The interface also shows a list of expenses on the left and a top navigation bar with options like 'Home', 'Administration', 'Accounts', 'Expenses', and 'Reports'.

TRUIST Enterprise Spend Platform

Home Administration Accounts Expenses Reports

Expenses

Expenses

454.00 USD

Amount: 454.00 USD Date: 05/01/2022 Source: Truist - MasterCard (\*\*\*\*)

Merchant category group: Merchandise (93-304535\_SER)

Expense template

Amount: 454.00 USD Fund: GENERAL FUND

To: Truist Chargeback Expense: Search Fund codes →

To amount: 0.00 USD

Function: A required code is missing

Exp Obj: A required code is missing

Facility: A required code is missing

Complete Update A required code is missing Options