

The background is a dark blue gradient with a subtle pattern of white dots. On the left side, there are several concentric circular patterns. One large circle has a scale around its perimeter with numbers ranging from 140 to 260 in increments of 10. Other smaller circles and arcs are scattered across the left side, some with arrows indicating a clockwise direction.

P-CARD ESP (ENTERPRISE SPEND PLATFORM) TRAINING

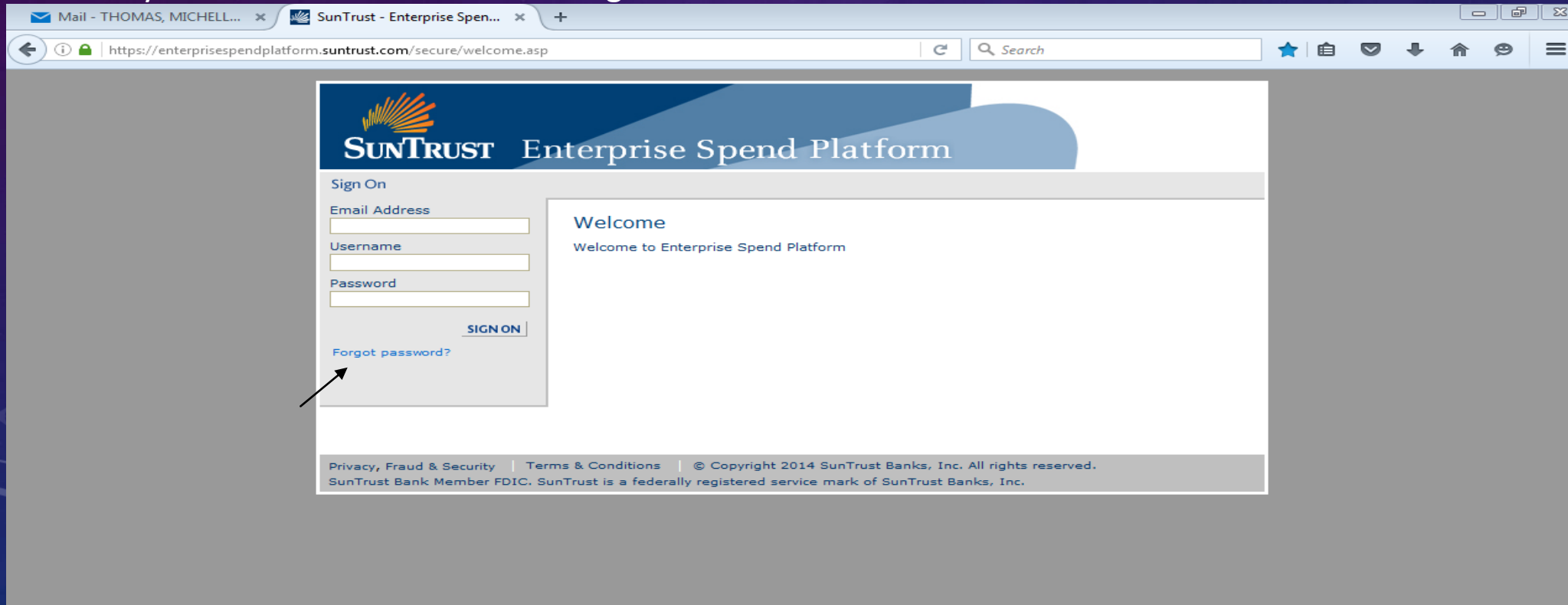
JULY 7, 2016

P-CARD RESPONSIBILTIES

- P-Cards are for travel only
- Charges not related to travel must be approved “In Advance” by Tim Barger
- Charges must be approved, in ESP, by the 8th of the month following the charge
- All receipts must be turned in to Accounting by the 8th of the month following the charge
- P-Card may be suspended for failure to comply with the responsibilities outlined in the P-Card agreement
- 3 suspensions may result in total loss of P-Card privileges.

ENTERPRISE SPEND PLATFORM

- <https://identity.enterprisespendplatform.truist.com/login>
- Log on using email address, username and password
- If you have forgotten your username, contact Accounting (contact information provided at end of presentation)
- If you have forgotten your password, you can reset it using the “Forgot Password” link
- If you make 3 unsuccessful attempts your account will be locked, please contact accounting to unlock you.
- If your account is locked the “Forgot Password” link will not work.



The screenshot displays the SunTrust Enterprise Spend Platform login interface. The browser's address bar shows the URL <https://enterprisespendplatform.suntrust.com/secure/welcome.asp>. The page features the SunTrust logo and the title "Enterprise Spend Platform". On the left, the "Sign On" section contains three input fields: "Email Address", "Username", and "Password", followed by a "SIGN ON" button and a "Forgot password?" link. A black arrow points to the "Forgot password?" link. To the right of the login fields, a "Welcome" message reads "Welcome to Enterprise Spend Platform". The footer contains legal disclaimers: "Privacy, Fraud & Security | Terms & Conditions | © Copyright 2014 SunTrust Banks, Inc. All rights reserved. SunTrust Bank Member FDIC. SunTrust is a federally registered service mark of SunTrust Banks, Inc."

ENTERPRISE SPEND PLATFORM

APPROVING CHARGES

- On the Home screen, under Main Menu
- If “Approvals” is colored in Orange (this indicates that you have transactions to approve), if colored in Blue (this indicates that you do NOT have transactions to approve OR that your delegate has not coded them).
- If you need to approve, Click “Approvals”.

The screenshot displays the SunTrust Enterprise Spend Platform interface. The browser address bar shows the URL: <https://enterprisespendplatform.suntrust.com/main/homepage.asp>. The page features a navigation bar with links: Home, Settings, Reports, Help, and Logoff. The left sidebar contains a 'Main Menu' with categories: Modules (Statement Manager, Transaction Manager, Payables Manager), Administration (Administration, Approvals, Quick Links), and other links (Create Card for Existing Employee, Create Card for New Employee, Print Statement, Vault). The 'Approvals' link is highlighted in orange. The main content area includes a welcome message for Michelle Thomas, an administrator section, and three monitoring dashboards: My Account Monitor, My Manager Monitor, and My Program Monitor. The My Program Monitor dashboard lists several links: Approval Summary, Top Supplier Spend, Supplier Expenditure, Statement Search, Expenditure Analysis, and Transaction Search. At the bottom, there is a table titled 'My Accounts' with columns: Account Name, Card Number, Cardholder Name, Amount to Sign Off, Transactions to Sign Off, Current Balance, and Credit Gauge.

Account Name	Card Number	Cardholder Name	Amount to Sign Off	Transactions to Sign Off	Current Balance	Credit Gauge
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ENTERPRISE SPEND PLATFORM

APPROVING CHARGES

- On the “Approvals screen” you will be directed to the items that are in need of approval.
- The statement will be highlighted in red and the Approval items will also be highlighted in red.
- Click on the Statement Date under Items requiring attention or click Statement Date highlighted in red on the left side.

The screenshot displays the SunTrust Enterprise Spend Platform interface. The browser address bar shows the URL: <https://enterprisespendplatform.suntrust.com/main/homepage.asp>. The page features a navigation menu with links: Home, Settings, Reports, Help, and Logoff. The main content area is divided into two sections: "Approvals" and "Items Requiring Attention".

Approvals

Items Requiring Attention

SunTrust - MasterCard

- Statement - 10/27/2014
- Statement - 11/27/2014
- Statement - 12/27/2014
- Statement - 01/27/2015
- Statement - 02/27/2015
- Statement - 03/27/2015
- Statement - 04/27/2015
- Statement - 05/27/2015
- Statement - 06/27/2015
- Statement - 07/27/2015
- Statement - 08/27/2015
- Statement - 09/27/2015
- Statement - 10/27/2015
- Statement - 11/27/2015
- Statement - 01/27/2016
- Statement - 02/27/2016
- Statement - 03/27/2016
- Statement - 04/27/2016
- Statement - 05/27/2016
- Statement - 06/27/2016**

Items Requiring Attention

Statement & Transactions requiring approval

Approver Summary View

Employee	Period	Information Required	Information Provided	Approval Required
[REDACTED]	SunTrust - MasterCard 06/27/2016	-	-	1

Clicking here takes you directly to the Transaction Approval Screen

ENTERPRISE SPEND PLATFORM

APPROVING CHARGES

- If you click on the Date in Red from the previous screen:
You will see your Name under Approval Required, click your name.

The screenshot displays the SunTrust Enterprise Spend Platform interface. The browser address bar shows the URL: <https://enterprisespendplatform.suntrust.com/main/homepage.asp>. The page header includes the SunTrust logo and the title "Enterprise Spend Platform". A navigation menu at the top contains links for Home, Settings, Reports, Help, and Logoff. On the left side, there is a sidebar titled "Approvals" with a sub-section "Items Requiring Attention". This sidebar lists a series of statements with dates, where the date "06/27/2016" is highlighted in red. The main content area is titled "Transaction Approval" and contains the text "Statement & Transactions requiring approval" and "Statement period from 05/28/2016 to 06/27/2016". Below this, there are four sections: "Information Required", "Information Provided", "Approval Required", and "Declined". Each of these sections currently displays the message "No approvals required in this category". In the "Approval Required" section, a red text annotation "Your name would appear here" with a purple arrow points to a redacted area (represented by a black bar).

ENTERPRISE SPEND PLATFORM

APPROVING CHARGES

- Clicking on your name takes you to the “Transaction approval” screen.
- You will see all items that pertain to the statement period that need approval under “Approval Required”.
- You can “approve all” or “approve selected items”. If you “approve selected items” you must check the boxes.

SUNTRUST Enterprise Spend Platform

Home Settings Reports Help Logoff

Approvals

Items Requiring Attention

SunTrust - MasterCard

Statement - 09/27/2014

Statement - 10/27/2014

Statement - 11/27/2014

Statement - 12/27/2014

Statement - 01/27/2015

Statement - 02/27/2015

Statement - 04/27/2015

Statement - 05/27/2015

Statement - 06/27/2015

Statement - 08/27/2015

Statement - 09/27/2015

Statement - 10/27/2015

Statement - 11/27/2015

Statement - 01/27/2016

Statement - 02/27/2016

Statement - 04/27/2016

Statement - 05/27/2016

Statement - 06/27/2016

Transaction Approval [Back](#)

Statement & transactions requiring approval

05/28/2016 to 06/27/2016

[Expand All](#) [Collapse All](#)

STI - MC - Purchasing (0024)

Information Required

Information Provided

Approval Required (2)

[Approve Selected Items](#) [Approve All](#)

All Transactions Lvl1		Linked to	Amount	Allocation	
06/16/2016	Chevron 0302521	-	1.91	View	☒ ☐
	Purchase Chevron 0302521				
06/17/2016	Holiday Inn Xpress	-	1,913.64	View	☒ ☐
	Purchase Holiday Inn Xpress				

Approved (1)

View Statement Report - Account 1

ENTERPRISE SPEND PLATFORM

APPROVING CHARGES

- You can click on View Statement report and that will take you to a statement which shows you the accounts that the charges are coded to.
- If you click the Green Check Mark, you will see more information as noted by your delegate, and the Red exclamation will take you to an area that you can leave notes and also approve.

**SUNTRUST** Enterprise Spend Platform

HomeSettingsReportsHelpLogoff

Approvals

Items Requiring Attention

- SunTrust - MasterCard
- Statement - 09/27/2014
- Statement - 10/27/2014
- Statement - 11/27/2014
- Statement - 12/27/2014
- Statement - 01/27/2015
- Statement - 02/27/2015
- Statement - 04/27/2015
- Statement - 05/27/2015
- Statement - 06/27/2015
- Statement - 08/27/2015
- Statement - 09/27/2015
- Statement - 10/27/2015
- Statement - 11/27/2015
- Statement - 01/27/2016
- Statement - 02/27/2016
- Statement - 04/27/2016
- Statement - 05/27/2016
- Statement - 06/27/2016

Transaction Approval

Statement & transactions requiring approval
██████████ 05/28/2016 to 06/27/2016

[Expand All](#) [Collapse All](#)

STI - MC - Purchasing (0024)

[Approve Selected Items](#) [Approve All](#)

Information Required

Information Provided

Approval Required (2)

Approved (1)

All Transactions Lvl1		Linked to	Amount	Allocation	
06/16/2016	Chevron 0302521	-	1.91	View	  
Purchase Chevron 0302521					
06/17/2016	Holiday Inn Xpress	-	1,913.64	View	  
Purchase Holiday Inn Xpress					

View Statement Report - Account 1 

ENTERPRISE SPEND PLATFORM

VIEW STATEMENT REPORT

**SUNTRUST** Enterprise Spend Platform

HomeSettingsReportsHelpLogoff

Approvals
Items Requiring Attention
[SunTrust - MasterCard](#)
[Statement - 09/27/2014](#)
[Statement - 10/27/2014](#)
[Statement - 11/27/2014](#)
[Statement - 12/27/2014](#)
[Statement - 01/27/2015](#)
[Statement - 02/27/2015](#)
[Statement - 04/27/2015](#)
[Statement - 05/27/2015](#)
[Statement - 06/27/2015](#)
[Statement - 08/27/2015](#)
[Statement - 09/27/2015](#)
[Statement - 10/27/2015](#)
[Statement - 11/27/2015](#)
[Statement - 01/27/2016](#)
[Statement - 02/27/2016](#)
[Statement - 04/27/2016](#)
[Statement - 05/27/2016](#)
[Statement - 06/27/2016](#)

**Purchasing Card**

MONTHLY ACCOUNT STATEMENT
Account Number [REDACTED]
Closing Date 06/27/2016
Amount Due \$ 0.00
Payment Address
SunTrust Bank
P.O. Box 791250
Baltimore, MD 21279-1250
[REDACTED]
4204 Okeechobee Rd
Fort Pierce FL 34947-5414

TRANSACTION DATE	POSTING DATE	SUPPLIER NAME			SUPPLIER CITY		SUPPLIER STATE		AMOUNT
		Fund	Expense	Function	Exp Obj	Facility	Project	Sub Project	Program
05/27	05/29	Vue*oracle Exam				800-511-3478		MN	\$ 93.75
		4200	E	5300	7300	0559	47116	00000	00000 \$ 93.75
06/16	06/17	Chevron 0302521				Atlanta		GA	\$ 1.91
		1000	E	5300	3340	0559	20100	00000	00000 \$ 1.91
06/17	06/20	Holiday Inn Xpress				Kansas City		KS	\$ 1,913.64
		4200	E	5300	3340	0559	47116	00000	00000 \$ 1,913.64

ENTERPRISE SPEND PLATFORM

GREEN CHECK MARK (additional view)

Transaction - Mozilla Firefox

https://enterprisespendplatform.suntrust.com/main/Transaction_l.asp?transaction_ref=H21720160618pdntvipww&ar=655&page=8&wf=w

Transaction: Details

Print Transaction Summary

Purchase: 06/16/2016

Amount: \$1.91 USD

Chevron 0302521, Atlanta

SummaryCodingApproval

	Fund	Expense	Function	Exp Obj	Facility	Project	Sub Project	Program	Amount Incl	Tax	Tax Status
Line 1	1000	E	5300	3340	0559	20100	00000	00000	1.91	0.00	Tax Incl
Line 2											
Line 3											
Line 4											
More..											
									Balance	0.00	0.00

Supplier Information

Receipt? ☒ ☐ Disputed ☐

Purchase Chevron 0302521

Notes

CloseResetSave

ENTERPRISE SPEND PLATFORM

RED EXCLAMATION (additional view)

Transaction - Mozilla Firefox

https://enterprisespendplatform.suntrust.com/main/Transaction_l.asp?transaction_ref=H21720160618pdntvipww&ar=655&page=4&wf=w

Transaction: Details [Print Transaction Summary](#)

Purchase: 06/16/2016
Amount: \$1.91 USD
Chevron 0302521, Atlanta

Summary Coding **Approval**

Approval Process History

Approval Required
All Transactions Lvl1



All Transactions Lvl1

Cardholder Comments

Approver Comments

☐ Information Required
☒ Approval Required
☐ Approved

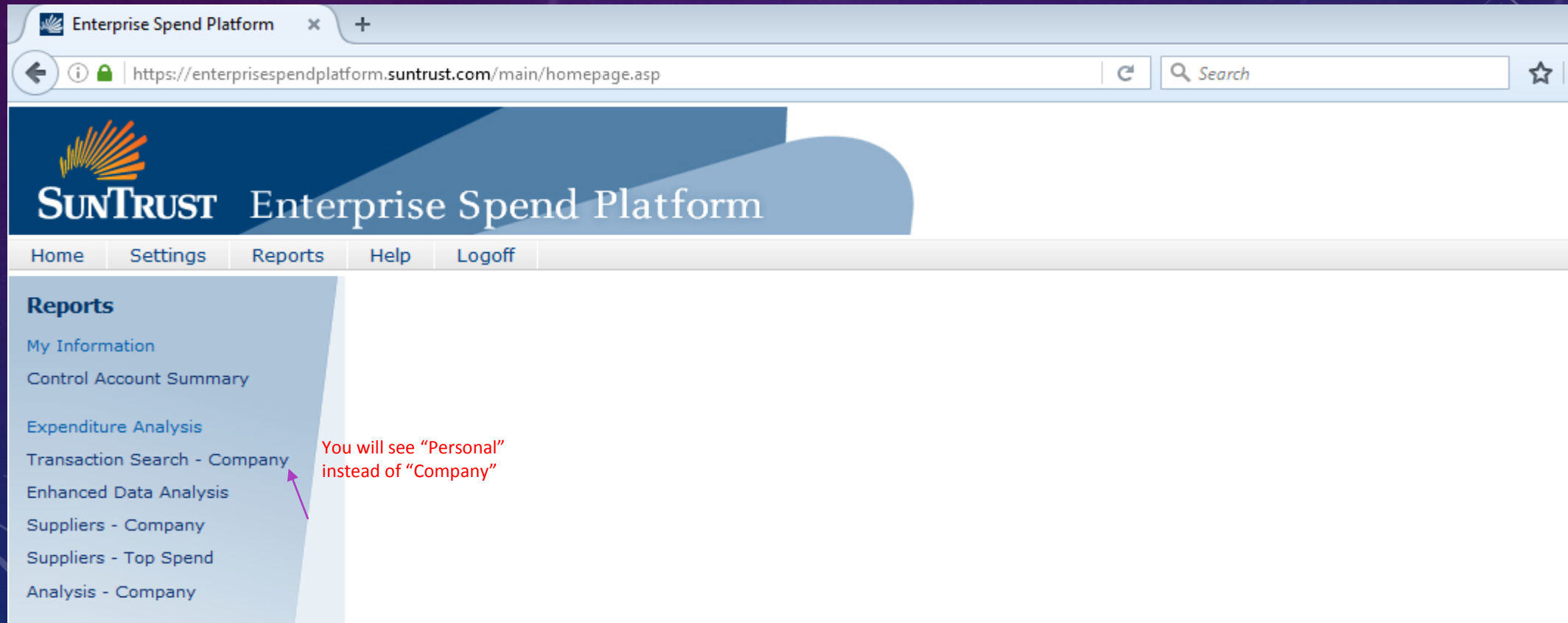
Close Save

ENTERPRISE SPEND PLATFORM

What if I know the card has been used, AND I haven't approved anything, but I don't show anything to approve?

REPORTS

- If you click on Reports, you will see some report options.
- The most beneficial will be Transaction Search-Personal in finding this information



ENTERPRISE SPEND PLATFORM

REPORTS

- Click on Transaction Search – Personal
- Select your Search Criteria
- Click down arrow under “Additional Fields” on page 2 select “Line Coding”

Transaction Search - Company - Mozilla Firefox

https://enterprisespendplatform.suntrust.com/Reports/report2_1010c.asp#PageTwo

Transaction Search - Company

Employee ID

Employee First Name

Employee Last Name

Company Unit

Account Number (Last 4 Digits)

Statement Issuer

Statement Period

Product

Sub Product

Start Date

End Date

Execution Range

☐ Posting Date ☒ Transaction Date

Export File Name

Export File Type

☒ Summary - Employee ☐ Exclude Payments

☐ Summary - Type ☒ Include Unmapped Transactions

☐ Summary - Coding ☒ Group Results

☐ Summary - Company Unit ☐ Selected Unit Only

☐ Transaction List

Transaction Type & Status ☒

Supplier Groups ☒

Supplier Properties ☒

Currency & Amount ☒

Enhanced Data ☒

Coding Information ☒

Additional Fields ☒

Supplier ☒

Supplier Details ☐

Approval Status ☐

Merchant Category ☐

Last Approver ☐

Enhanced Data ☐

Expense ReportName ☐

Supplier Information ☐

Product ☐

Supplier Address ☐

Line Coding ☒

Allocation ☐

Personal Status ☐

Merchant Group ☐

Last Approval Date ☐

Receipt Status ☐

Vehicle ID ☐

Submission Date ☐

Expense ReportNumber ☐

Notes ☐

Internal Reference ☐

Virtual Card Number ☐

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Report Templates ☒

Search

ENTERPRISE SPEND PLATFORM

REPORTS

- You will then see your transactions.
- Green check mark means that an action has been completed.
- Red X or Red ! Means that actions have not been completed.
- Red X = item needs to be coded. (This is done by the delegate)
- Red ! = item needs to be approved. (This is done by the cardholder)

Posting Date	Tran Date	Account	Supplier	Amount		
06/06/2016	06/03/2016	[REDACTED]	[REDACTED] Resort Am...	-43.71	✓	✓
		4100 E 7600 3330 0540 70000 00000 00000				
06/13/2016	06/11/2016	[REDACTED]	[REDACTED] Ltd	89.00	X	!
06/16/2016	06/14/2016	[REDACTED]	[REDACTED]	24.66	X	!
06/23/2016	06/22/2016	[REDACTED]	[REDACTED] Ltd	50.00	X	!
06/26/2016	06/24/2016	[REDACTED]	[REDACTED]	394.50	X	!
				Debit Total USD	558.16	
				Credit Total USD	-43.71	
				Total USD	514.45	

ENTERPRISE SPEND PLATFORM

FRAUD ISSUES “Be Advised”

We have had situations where merchants attempted to run a card multiple times and the card was deactivated. If a merchant runs into a problem running your card, after 2 failed attempts are made please STOP and call either of the individuals listed below. (Contact information is provided at the end of the presentation)

Camila Messina

Margaret (Peg) Warnke

Michelle Thomas

ENTERPRISE SPEND PLATFORM

ANY QUESTIONS?

- District Contact Information

Camila Messina, camila.messina@stlucieschools.org, 772-429-3983

Margaret (Peg) Warnke, margaret.warnke@stlucieschools.org, 772-429-3970

Michelle Thomas, michelle.thomas@stlucieschools.org, 772-429-3646