

Step 1: Visit https://identity.enterprisespendplatform.truist.com/login **Enterprise Spend Platform®** Enter your email address, username, and password. Click Log in. Note: System will lock the account after the third attempt. ianice.gentry@knoxcounty.org Unsure about the password Click on FORGOTTEN PASSWORD **U**sername **P** Step 2: Click on Accounts Log in Forgotten your password? TRUIST HH Expenses • Approvals • Administration 🗸 Accounts Analytics Reports 🗸 Expenses 8 Find Show My expenses Filters
 1 filters set Q Expenses 199.00 USD 11/01/2022 🗈 Napcp 📰 Truist-Visa (4788) B Government Finance Offic 150.00 USD Truist-Visa (7057) 10/26/2022

Step 3: Double-click the transaction to reconcile. Link receipt, add account/subaccount codes, and add notes. Click complete when finished

TRUIST 🕀								Enterprise Sp	end Platform®
Home Administration	✓ Accounts Expenses • Approvals ✓ Repo	orts 🗸 Analytics							👤 Janice 🗸
+ Add	Expenses			×			Nарср		*
Expenses	Show Filters Movement	S Find	Q	Amount 199.00 USD	Date 11/01/2022	lssuer Truist - Visa (4788)	Merchant category group Image: MerchantGroup.SERVICESC		
	Napcp	199.00	USD >		Co	oding			Link receipt
	Truist-Visa (4788) 11/01/2022			Expense terr	nplate				Î
	Government Finance Offic Truist-Visa (7057) 10/26/2022	150.00	USD >						
				Amount incl		USD Account		+	
				Tax N/A		•	A required cod	e is missing.	
				Tax amount		USD Sub Acc		+	
				St calls			A required cod	e is missing.	
				1 Split		Group		+	
						43	+ Add line description		
				Description					
				Purchase Napcp					
		Σ		Notes					
			<u> </u>	Constat					•
** *		<u> </u>	<u> </u>	Complete	Update An	equirea coae is missing.			Options

Step 4: Splitting account codes into multiple account codes. Click

TRUIST 🕀			Split		Enterprise Spend Platform*
Home Administration N	 Accounts Expenses				1 Janice 🗸
+ Add	Expenses		×	Nарср	× Split
Expenses	Show My expenses Riters set Riters set	Q	Amount Date 1 199.00 USD 11/01/2022	Issuer Merchant category group Truist - Visa (4788) the Merchant Gro	Une 1 99.50 50.00
	Rapcp	199.00 usp >	Expense template	5	Uine 2
	Government Finance Offic Tuls://isa (7057) 10/26/2022	150.00 usp >	1		99.50 50.00
			Amount Ind 199.00	USD Account	Split evenly
			N/A	USD Sub Account	
			Y split D₂	A required Group	code i:
				+ Add line description	-
			Description Purchase Napop		
			Notes		
					Belance: 0.00 USD
«			Complete Update A requi	ired code is missing.	Split Cancel

Step 5: Statements under ACCOUNTS. Click ... Select Periodic Activity Report. Click on the PDF format

TRUIST HH										Enterprise Spend P	latform [®]
Home Administration	✓ Accounts Expenses ● App	provals 🗸 Reports 🗸 🖌	Analytics							Ŧ	Janice 🗸
My Accounts	My Accounts				×			Corj	oorate Card		
L Delegated Acco	Account status Active Fin	d Q			lssuer Truist - Visa	Card Type Corporate Card	Card Number ****_****_*	r Ca ****-1388 A	rd Status ttive		
Control Accounts	Corporate Card			Available Credit (USD) 10,000.00	Statement period 10/03/2022 - 1	1/02/2022 e (USD) Balance (I	Find ISD) Credit Li	imir (USD)	Q		
	Corporate Card			Available Credit (USD)	0.00	0.00	10,0	00.00		4	• •
	++++++++7763			Available Credit (USD)	Marrio 10/04/2	tt Meadowview				20	8.54 usd
				10 000.00							
TRUI	st 🖽 🛛 c	orporate Card	VISA								
P.O. BOX 492	6, ORLANDO, FL 32802-4928		VIJA								
JANICE GENT	RY 57 RM 630	*This document is not an provided for convenience transactions may be omitte refer to your mailed or digits	REPORT n official record and is only. Some fees and id on this report. Please al Periodic Statement for			C	orporate	Card			
KNOXVILLE II	A 31502-2455	Discrepancies will always be Periodic Statement. Account Number XX	e resolved in favor of the		lumbe ****_	r ****-1388	Card Status Active	5			
Payme Truist P.O. B Baltim	ent Address Bank lox 791250 ore, MD 21279-1250				Find		Q				
	ACCOUNT S	UMMARY									
TOTAL CRE	EDIT AVAILABLE FOR BILLING CYCLE I CASH ADVANCE CLOSING DATE	DAYS IN BILLING PAYMENT CYCLE DUE DATE	AMOUNT DUE		Credit 10,0	Limit (USD))00.00				*]]
10,000	0 1102/2022	31 11/2/1/2022								Coded Transacti	on Report
DATE OF	TRANSACTION	SUMMARY	AMOUNT								
POST / TRAN	REFERENCE NUMBER	DESCRIPTION								Periodic Activity	Report
10/07 10/04	24692162279101578745425 MARRIOTT MEA MCC: 3509 MER LODGING CHEC	ADOWVIEW KINGSPORT TN ICHANT ZIP: 37660 ICHIN DATE: 10/04/22	208.54								
	TOTAL PURCHA	ASES \$208.54									
	TOTAL RETURN	\$0.00									
	TOTAL	\$208.54									
			CR=CREDIT								
	FINANCE SU	IMMARY									
Previous Bal Purchases a	ance nd Other Charges +		\$0.00								
Cash Advan	ces +		0.00								
Other Credit	s +		0.00								
Payments			0.00								
_	Page 1 o	12									
New Balance	8 =		\$0.00								

Step 6: Reports>My Information>Expenditure Analysis>Transaction Search Personal

Home	Accounts	Expenses	Reports 🗸		
		C Rep	oorts		
		My Information	on	>	Account Details
		Expenditure	Analysis	>	Personal Details
					Transaction Search - Personal



Statement Period, Start Date/End Date, Coding Information

Statement Issuer	N	Transaction Type	& Status
Statement Period		✓	
roduct	[All Types]	✓ Transaction Type	
art Date		Transaction Status	
nd Date		Approval Status	
xecution Range		➤ Policy Status	
Posting Date 🔿 Tr	ansaction Date	Personal Transaction	s 🔿 Yes 🔿 No 🖲 Both
		Linked Transactions	🔾 Yes 🔿 No 💿 Both
xport File Name		Disputed Transaction	s 🗌
xport File Type		Supplier Groups	
Exclude Payments		Currency & Amo	unt
		Enhanced Data	
		Coding Information	on
		Additional Fields	
		Pepert Template	c

Knox County Finance <u>Procurement Card Staff</u> Janice Gentry, CPCP 865-340-5599 Janice.gentry@knoxcounty.org

Melissa Vanover 865-215-4428 Melissa.vanover@knoxcounty.org