

KNOX COUNTY TENNESSEE

Procurement Card Training

Step 1: Visit <https://identity.enterprisespendplatform.truist.com/login>
Enter your email address, username, and password. Click Log in.
Note: System will lock the account after the third attempt.
Unsure about the password Click on [FORGOTTEN PASSWORD](#)

Enterprise Spend Platform®

✉ janice.gentry@knoxcounty.org

👤 Username

🔑

Log in

[Forgotten your password?](#)

Step 2: Click on Accounts

Account	Amount	Issuer	Date
Napcp	199.00 USD	Truist-Visa (4788)	11/01/2022
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

Enterprise Spend Platform®

Home Administration Accounts Expenses Approvals Reports Analytics

Janice

Expenses

Amount 199.00 USD Date 11/01/2022 Issuer Truist - Visa (4788) Merchant category group MerchantGroup.SERVICES_...O

Coding

Account + A required code is missing.

Sub Account + A required code is missing.

Group +

Description

Purchase Napcp

Notes

Complete Update A required code is missing. Options

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

The screenshot shows the 'Expenses' page in the TRUIST Enterprise Spend Platform. A modal window is open for editing an expense. The 'Split' button is highlighted with a yellow box. Yellow arrows point to the 'Split' button, the 'Expense template' section, and the 'Complete' button.

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

The screenshot shows the 'My Accounts' page in the TRUIST Enterprise Spend Platform. A modal window for a 'Corporate Card' is open, showing details like Issuer, Card Type, Card Number, and Card Status. A yellow arrow points to the '...' menu icon.

The screenshot shows a TRUIST Corporate Card VISA Periodic Activity Report PDF. The report includes sections for Account Summary, Transaction Summary, and Finance Summary.

TOTAL CREDIT LINE	AVAILABLE FOR CASH ADVANCE	BILLING CYCLE CLOSING DATE	DAYS IN BILLING CYCLE	PAYMENT DUE DATE	AMOUNT DUE
10,000	0	11/02/2022	31	11/27/2022	

DATE OF POST / TRAN	REFERENCE NUMBER	DESCRIPTION	AMOUNT
10/07	1004 24692162279101578745425	MARRIOTT MEADOWVIEW KINGSFORT TN MCC: 3509 MERCHANT ZIP: 37660 LOGGING CHECK-IN DATE: 10/04/22	208.54
		TOTAL PURCHASES	\$208.54
		TOTAL RETURNS	\$0.00
		TOTAL	\$208.54

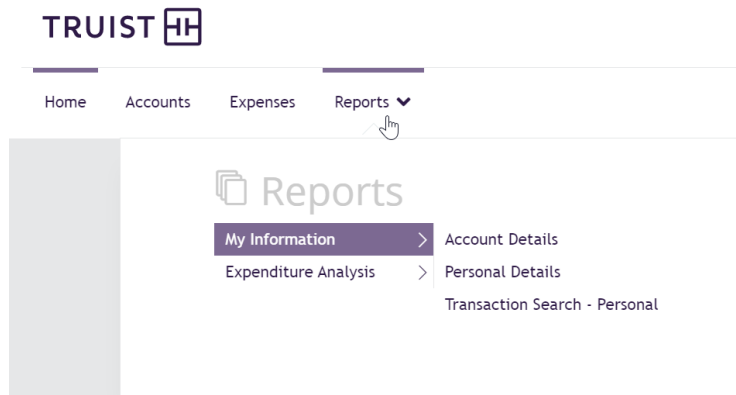
FINANCE SUMMARY		
Previous Balance		\$0.00
Purchases and Other Charges	+	0.00
Cash Advances	+	0.00
Late Charges	+	0.00
Other Credits	-	0.00
Payments	-	0.00

Page 1 of 2

New Balance = \$0.00

The screenshot shows the 'Corporate Card' details page in the TRUIST Enterprise Spend Platform. A yellow arrow points to the '...' menu icon, which is highlighted with a dashed box and labeled 'Coded Transaction Report' and 'Periodic Activity Report'.

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



Search by: Statement Period, Start Date/End Date, Coding Information

Transaction Search - Personal i

Statement Issuer	<input type="text"/>	Transaction Type & Status	<input type="text"/>
Statement Period	<input type="text"/>	Transaction Type	<input type="text"/>
Product	[All Types]	Transaction Status	<input type="text"/>
Start Date	<input type="text"/>	Approval Status	<input type="text"/>
End Date	<input type="text"/>	Policy Status	<input type="text"/>
Execution Range	<input type="text"/>	Personal Transactions	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
<input checked="" type="radio"/> Posting Date <input type="radio"/> Transaction Date		Linked Transactions	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Export File Name	<input type="text"/>	Disputed Transactions	<input type="checkbox"/>
Export File Type	<input type="text"/>	Supplier Groups	<input type="text"/>
<input type="checkbox"/> Exclude Payments		Currency & Amount	<input type="text"/>
		Enhanced Data	<input type="text"/>
		Coding Information	<input type="text"/>
		Additional Fields	<input type="text"/>
		Report Templates	<input type="text"/>

Knox County Finance
Procurement Card Staff
Janice Gentry, CPCP
865-340-5599
Janice.gentry@knoxcounty.org
Melissa Vanover
865-215-4428
Melissa.vanover@knoxcounty.org