P-Card Steps

wait until the last minute to start this process. It will be easier on you if you upload and approve as soon as you receive each receipt.

Login to you Truist account.
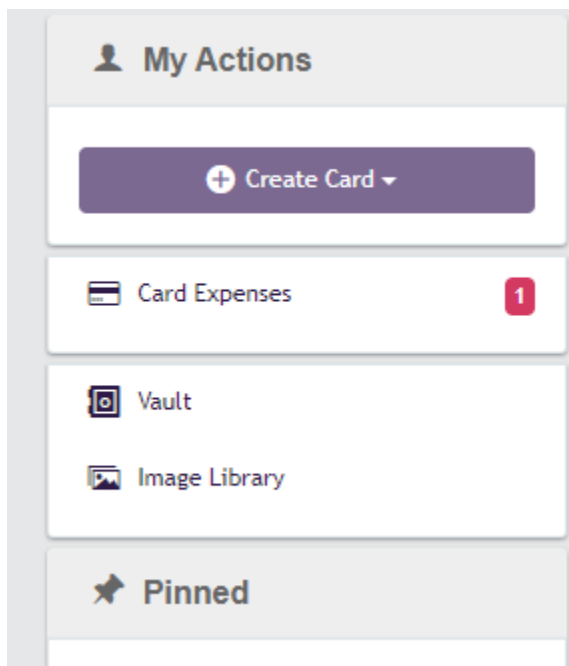
Click on Card Expenses to start approving and attching the receipts.

Expense template

1		

| Amount incl | | |
| 31.03 | | USD |

| Tax Status | | |
| Tax Incld | | ˅ |

| Tax amount | | |
| 0.00 | | USD |

⅄ Split

PO #	+

A required code is missing.

Vendor	1015095	Truist	⊗

FUND	+

A required code is missing.

PURPOSE	+

A required code is missing.

PRC	+

A required code is missing.

OBJECT	+

A required code is missing.

LOCATION

Complete	Update	A required code is missing.	Options

This is where you will upload the receipt and fill in the needed details. (PO# and budget code) Kristina will provide PO numbers for you.
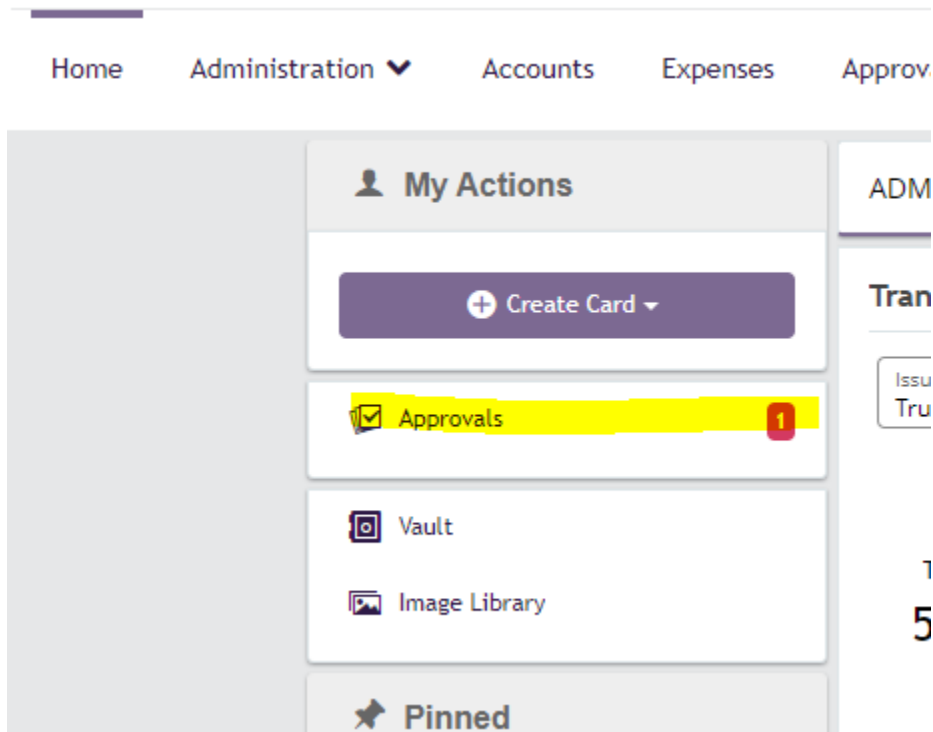
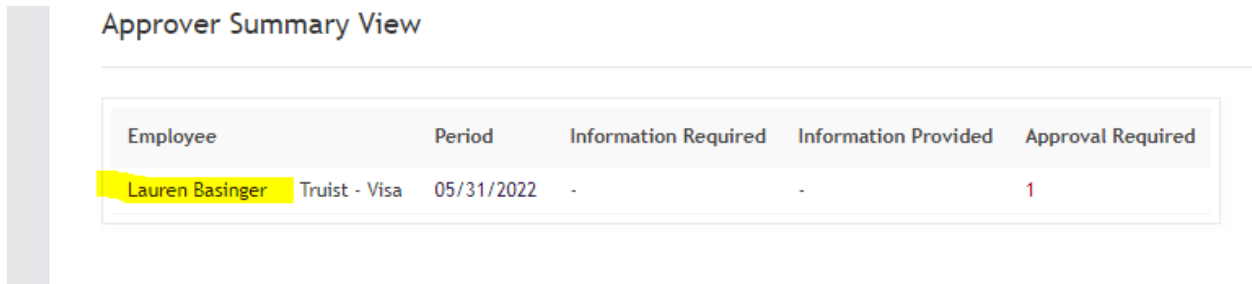Click complete when you are finished and continue the process until all Expenses have cleared.

Well done!

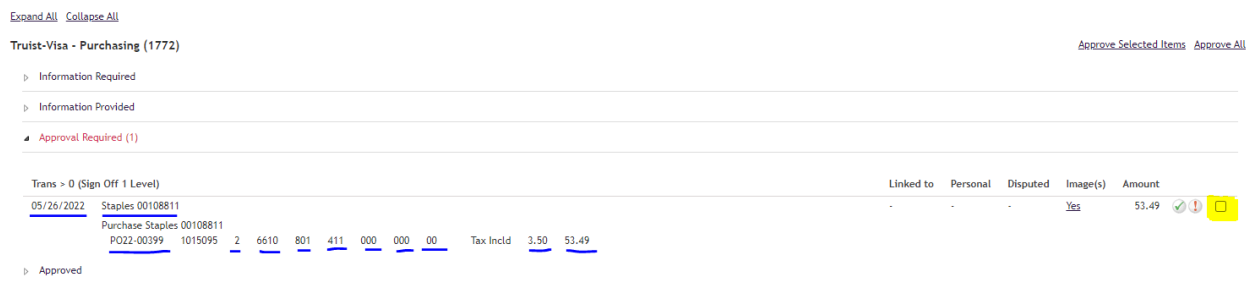There are no expenses that need your attention.

Once you've submitted your PO and budget code, go back to the HOME tab.

You should still see approvals. Click on approvals again for the second step in this process.

Click on your name at this screen.

Here you will see the date of the transaction, where the transaction took place, the PO number used, the budget code you just keyed in step 1 and the amount including tax. To the far right of this screen, then you must check the highlighted box.

Approve Selected Items Approve All

Image(s)	Amount
Yes	53.49

After you have checked this box click on the APPROVE ALL link above.

enterprisespendplatform.truist.com says

This option will approve all transactions with a status of Approval Required.

You can approve individual transactions by using the approve icon located next to each transaction.

Are you sure you wish to approve all the transactions?

OK   Cancel

Click ok and your done.

IMPORTANT***

Notify your principal once you have finished your part, so that they can approve the second part.