

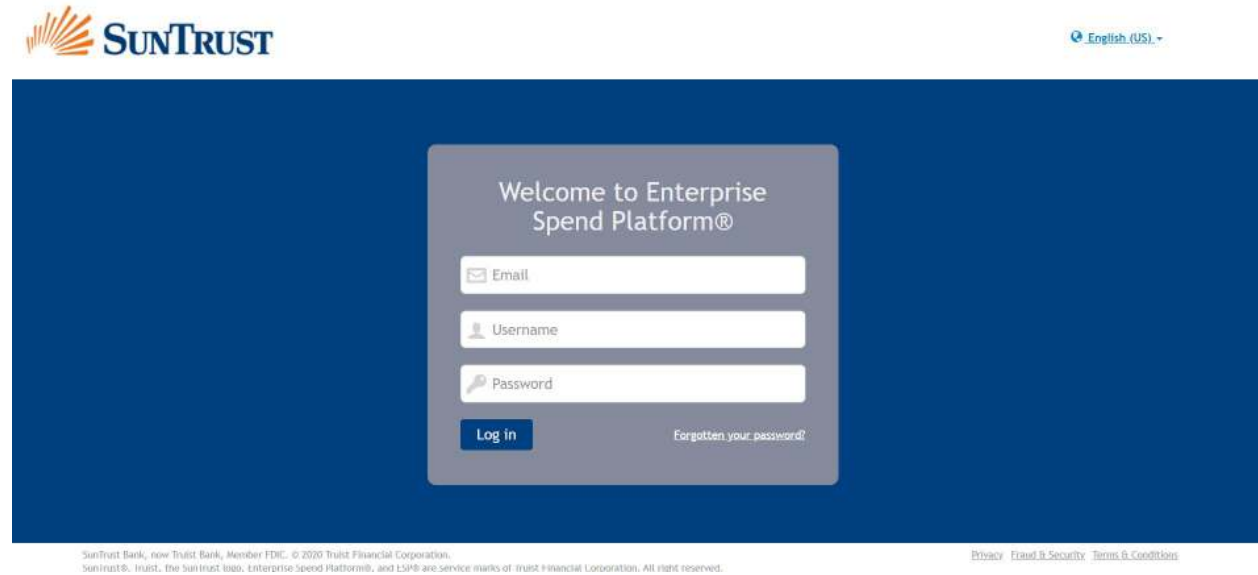
SunTrust Corporate Card Reconciliation Process

Purpose

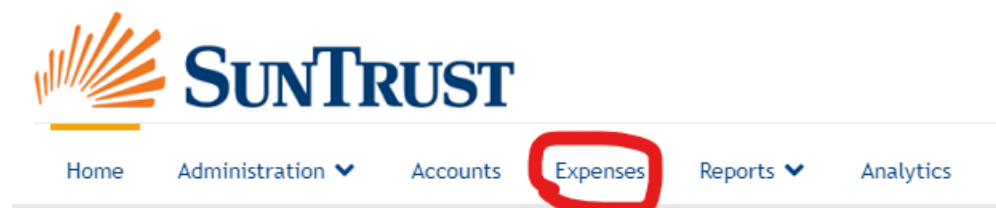
To document and reconcile all credit card charges on individual accounts on a monthly basis.

Process

Navigate to the SunTrust Enterprise Spend Platform (ESP) website in your web browser at <https://enterprisespendplatform.suntrust.com/secure/welcome.asp> (link is on the Trinity website).



You will be prompted to enter your email address, user ID and password. These items were first provided when the cardholder went through the initial training with the Controller. If you cannot remember any of these items, please email the Controller for assistance.



Once logged in, click on the "Expenses" tab. Clicking on this link will bring you to a window with the list of current transactions for the monthly statement made on your card. These are the transactions you will need to reconcile on a monthly basis in order to provide the Business Office with the necessary information to have these properly entered into Trinity's accounting software.

Expenses			
Show My expenses	Filters 1 filters set	Find	
Aicpa *order	484.00 USD	ST - MasterCard	08/12/2020

Reconciling transactions entails two parts:

1. Assigning the general ledger code to each transaction, similar to what is entered on a Purchase Order or Check Request. The system should be set up to default to your department code when you go to reconcile.
2. Uploading receipts and other supporting documentation for each transaction that was approved and valid.

To begin the process of reconciling, click on the line for the transaction to be reconciled. This will open the “transaction details” window.

↑ ↓ ✕
Aicpa *order

Amount	Date	Issuer	Merchant category group
484.00 USD	08/12/2020	SunTrust - MasterCard	MerchantGroup.SERVICES_-_O

Coding
Details

Link receipt ▼

Expense template

1

Amount Incl 484.00	USD	Department	+	
Tax Status Tax Incl		Expense	+	
Tax amount 33.77	USD			

Split

+ Add line description

Complete

Update

Options

You will select your default department code from the dropdown list. For most cardholders there will only be one department number to choose from, but please note that if you directly oversee the budgets of multiple departments there will be more than one to choose from. Make sure the department code you are selecting corresponds to the actual transaction.

The next item you will need to select is the expense code (e.g. Office Supplies, Software, Travel, etc.), directly below the department selection. Click the [Search] option to open the list of expense codes. You will arrive at this screen.

Expense

Code value

Description

Show valid codes only

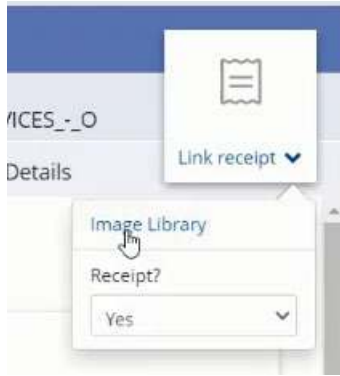
Search

70320	Software
70330	Hardware
70340	Furniture
70350	Office Equipment
70360	Prof Memt Fees

You can scroll through and find the expense code that corresponds most directly with the transaction, or you may type in the code or description if it is known. Click on the appropriate code and choose “select” to link it to the transaction.

Once you have completed the expense code piece, you have finished with the first part of reconciling the transaction, the general ledger code assignment. You are now ready to begin the second and last part, uploading the receipt image. This will document the validity of the expenditure and provide the Business Office with the necessary documentation should this item be questioned as part of our annual audit. **It is of the UTMOST IMPORTANCE that every item reconciled each month be supported with a copy of a receipt, including refunds.** Failure to continuously provide proper documentation in this regard can lead to forfeiture of the individual’s corporate card.

To upload the receipt, select the paper icon in the top right corner of the “transaction details” window. Select “yes” in the “receipt?” dropdown, then click on “image library”.



You are now at the Receipt Upload screen with four different methods of uploading these items:

1. Upload – Directly uploaded from your hard drive (recommended)
2. Upload via mobile app – Images uploaded via mobile app will show under “image library” instead of “linked images” if they have not been assigned to a transaction.
3. Upload via Email – NOTE: This is not your trinity email address, but rather a separate email housed by SunTrust that you can send images to and will ultimately arrive directly on the SunTrust website. For more information about this option, please contact the Controller.
4. Upload via Fax – Not recommended.



Depending on the method you select, you will upload your documentation accordingly and exit out of the screen. You can now navigate back to the Transactions Details window and will notice that an image of your receipt is shown where the paper icon previously was.

Aicpa *order

Amount 484.00 USD	Date 08/12/2020	Issuer SunTrust - MasterCard	Merchant category group MerchantGroup.SERVICES_-_O
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Coding
Details
Manage

Expense template

1

Amount incl 484.00	USD	Department	1615099	Business Office	✕
Tax Status NonTaxable	▼	Expense	71270	Dues	✕
Tax amount 0.00	USD				

Y Split

+ Add line description

Supplier Information

Purchase Aicpa *order

Notes

PO #15858 - Annual AICPA membership dues for accounting resources and professional development.

Complete
Update
Options

At this point, you may include a description of the purchase and any application purchase order number in the “notes” field. Once all information has been added, you can click “complete” and the transaction will be completely reconciled. Once you have done this for every transaction available for the month, you have successfully completed the reconciliation process.

If you have any questions regarding anything in this process manual, please feel free to contact the Controller. We thank you for your work to ensure that this process runs as smoothly as possible each month.

Trinity Business Office