Purchasing Card User Guide

Established February 2017

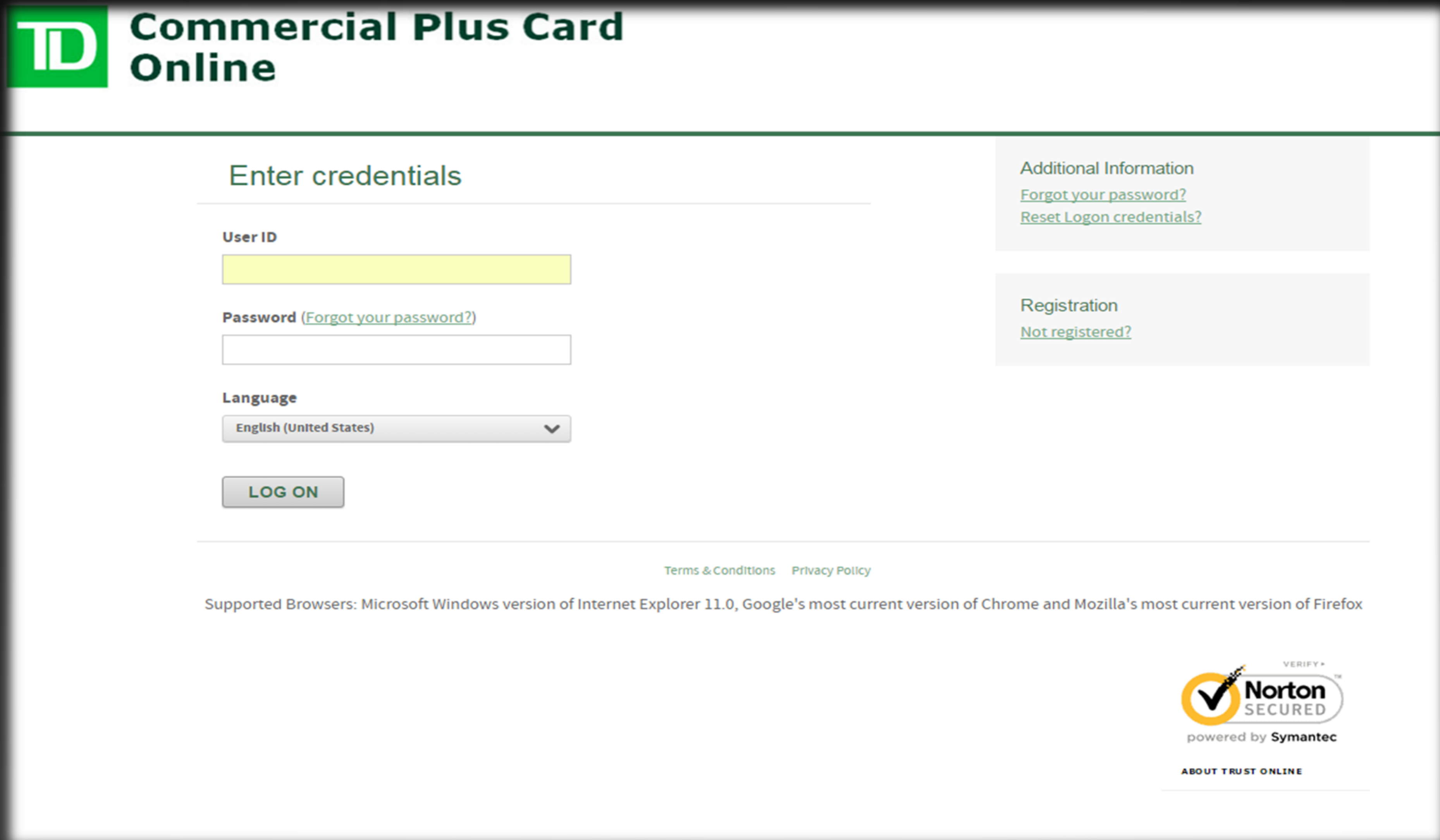
ANDERSON COUNTY
SOUTH CAROLINA

www.andersoncountysc.org/pcard

Logging In For the First Time

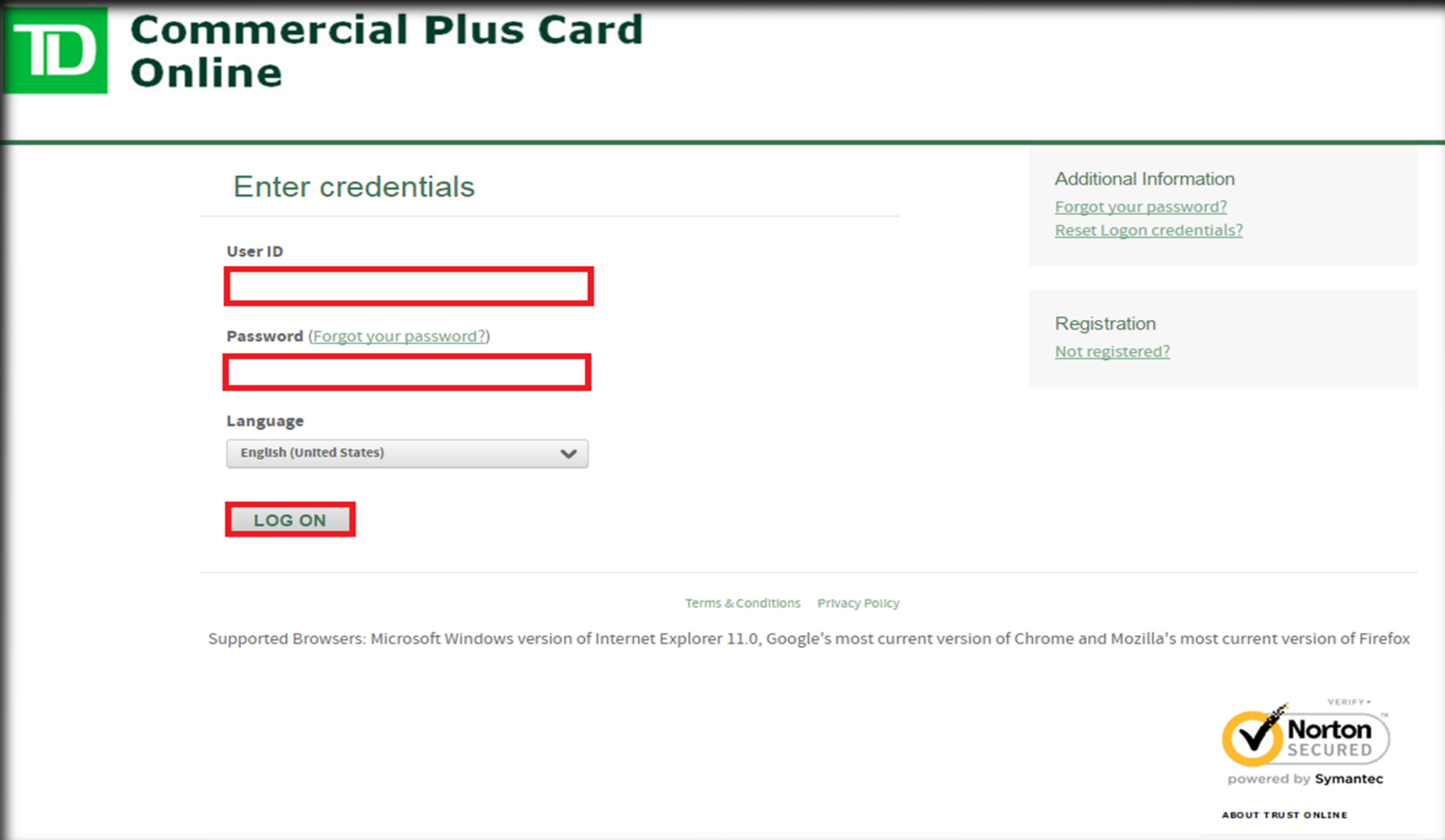
Logging In For the First Time (1/8)

1. Navigate to www.andersoncountysc.org/pcard.
2. You will see the screen below.



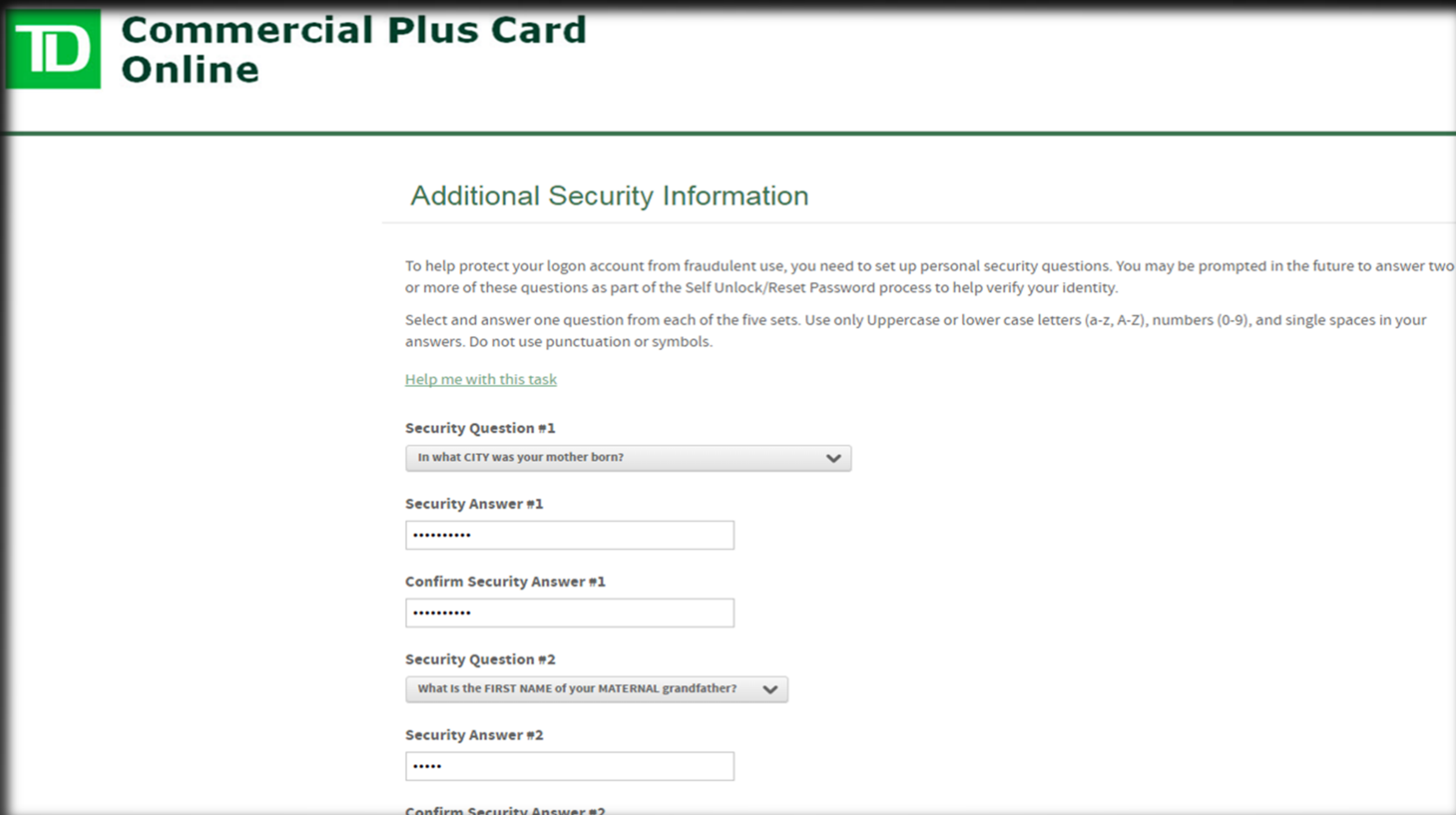
Logging In For the First Time (2/8)

3. Type in Username & Temporary Password you received from Finance by email. Click "Log On."



Logging In For the First Time (3/8)

4. Set and confirm security questions, using different answers for each question.



TD Commercial Plus Card Online

Additional Security Information

To help protect your logon account from fraudulent use, you need to set up personal security questions. You may be prompted in the future to answer two or more of these questions as part of the Self Unlock/Reset Password process to help verify your identity.

Select and answer one question from each of the five sets. Use only Uppercase or lower case letters (a-z, A-Z), numbers (0-9), and single spaces in your answers. Do not use punctuation or symbols.

Help me with this task

Security Question #1

In what CITY was your mother born?

Security Answer #1

••••••••••

Confirm Security Answer #1

••••••••••

Security Question #2

What is the FIRST NAME of your MATERNAL grandfather?

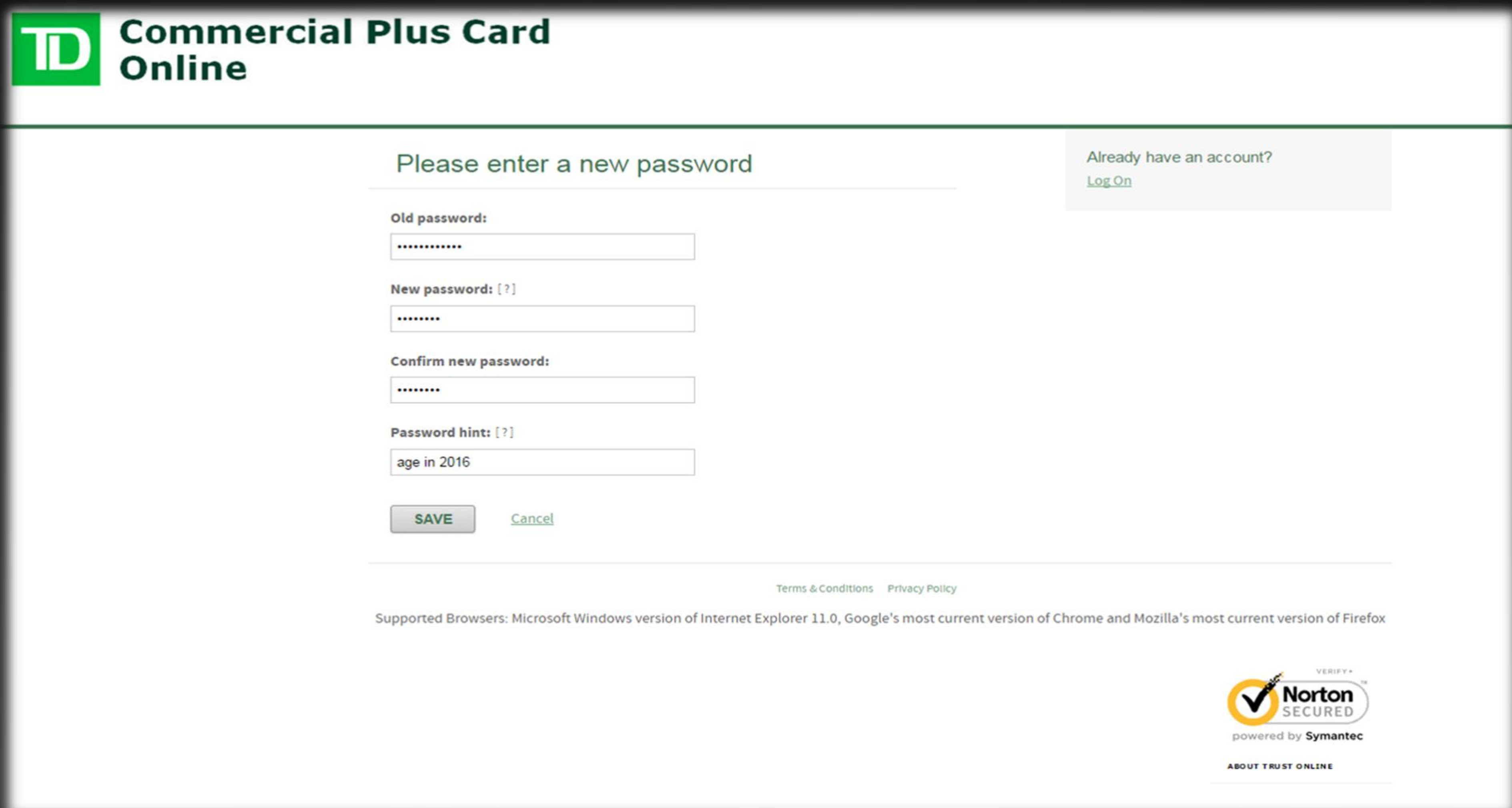
Security Answer #2

•••••

Confirm Security Answer #2

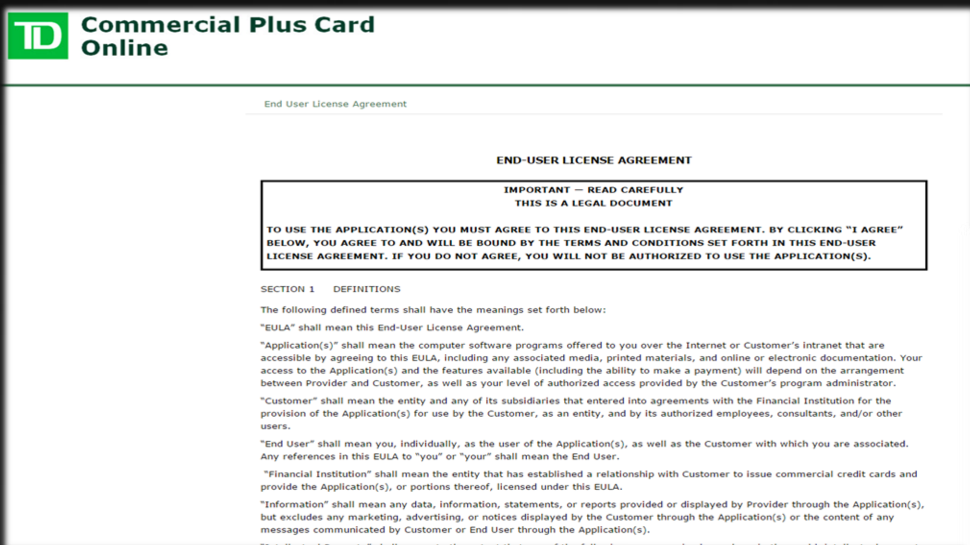
Logging In For the First Time (4/8)

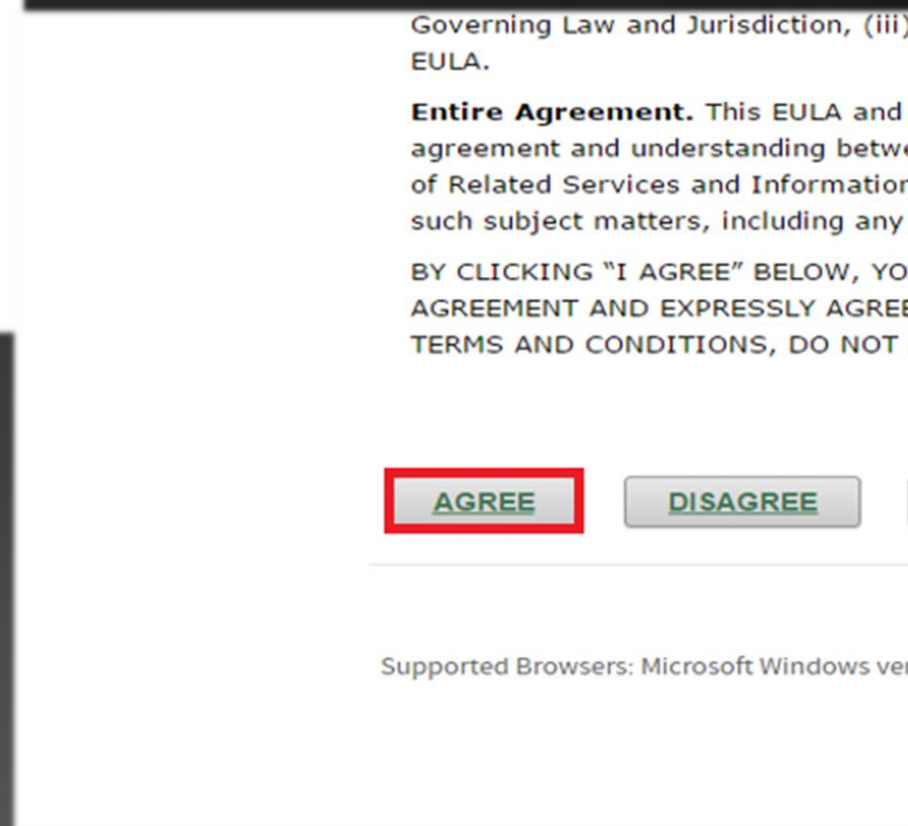
5. Set new password, using uppercase, lowercase, & special characters. Type a "hint" that will trigger your memory if you forget. Click "save."



Logging In For the First Time (5/8)

6. Read license agreement and scroll to bottom.
7. Click "Agree."





Logging In For the First Time (6/8)

8. Read messages about traveling & important phone numbers.

Take some of the stress out of traveling

Travelling domestically or abroad can be both exciting and stressful. With the ever-present risk of fraud, card issuers are more diligent than ever about questioning suspicious activity, even with travel and entertainment cards. Making your card issuer aware of your travel plans 24 – 48 hours prior to departure is one way you can avoid declined transactions and ensure a more positive travel experience.

With TD Commercial Plus Card, setting up travel notes is easy. Simply contact us at 877-253-4558 and select Option 2 for "Other Inquiry" and then option 4 for "Reporting Upcoming Travel." You'll be asked to enter your cardholder information for validation with Option 2, and Option 4 will take you to a card specialist that can assist you. Our specialists are happy to assist you 24 hours a day, 7 days a week, 365 days per year.

TD CPC Travel Alert Number 877-253-4558

International Fraud Number* 706-641-6564

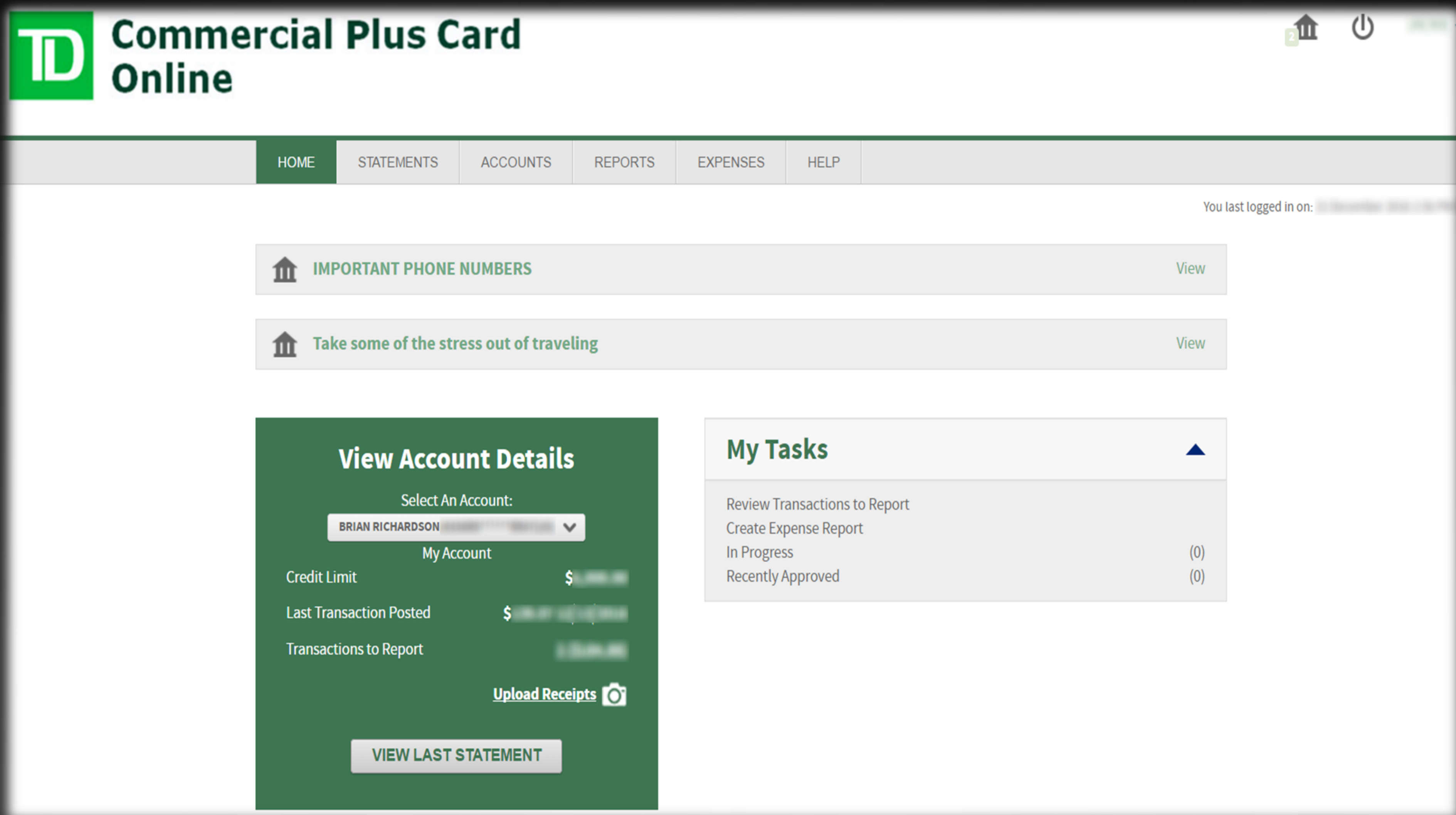
*For use when travelling abroad

IMPORTANT PHONE NUMBERS

Card Activation: 877-701-0062 Cardholder Support Line: 877-253-4558 (Report card Lost/Stolen, Reset PIN, Dispute a Transaction, Report Fraud or to follow up on a Fraud Case, Report upcoming travel) International Fraud Number* 706-641-6564 *For use when travelling abroad

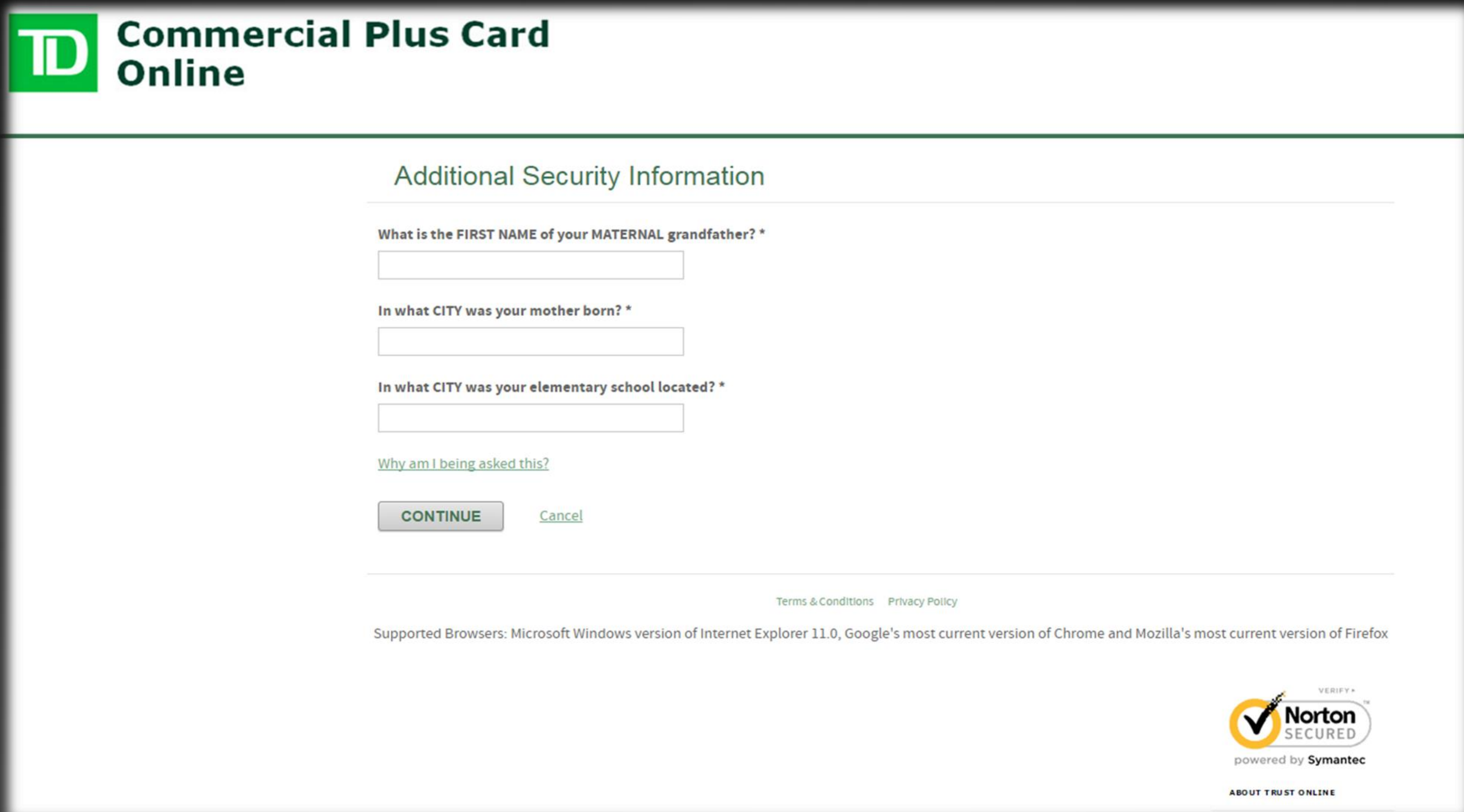
Logging In For the First Time (7/8)

9. You will see the screen below, indicating you are now logged in. Explore a little to get a feel for the interface.



Logging In For the First Time (8/8)

10. In the future when you log in, you may need to re-enter answers to your security questions sometimes.



Viewing/Downloading Statements

From: CMCardServices@TD.com [mailto:CMCardServices@TD.com]
Sent: Tuesday, January 31, 2017 3:58 AM
To: Rita Davis <rdavis@andersoncountysc.org>
Subject: Your statement is ready for review

Dear Rita Davis,

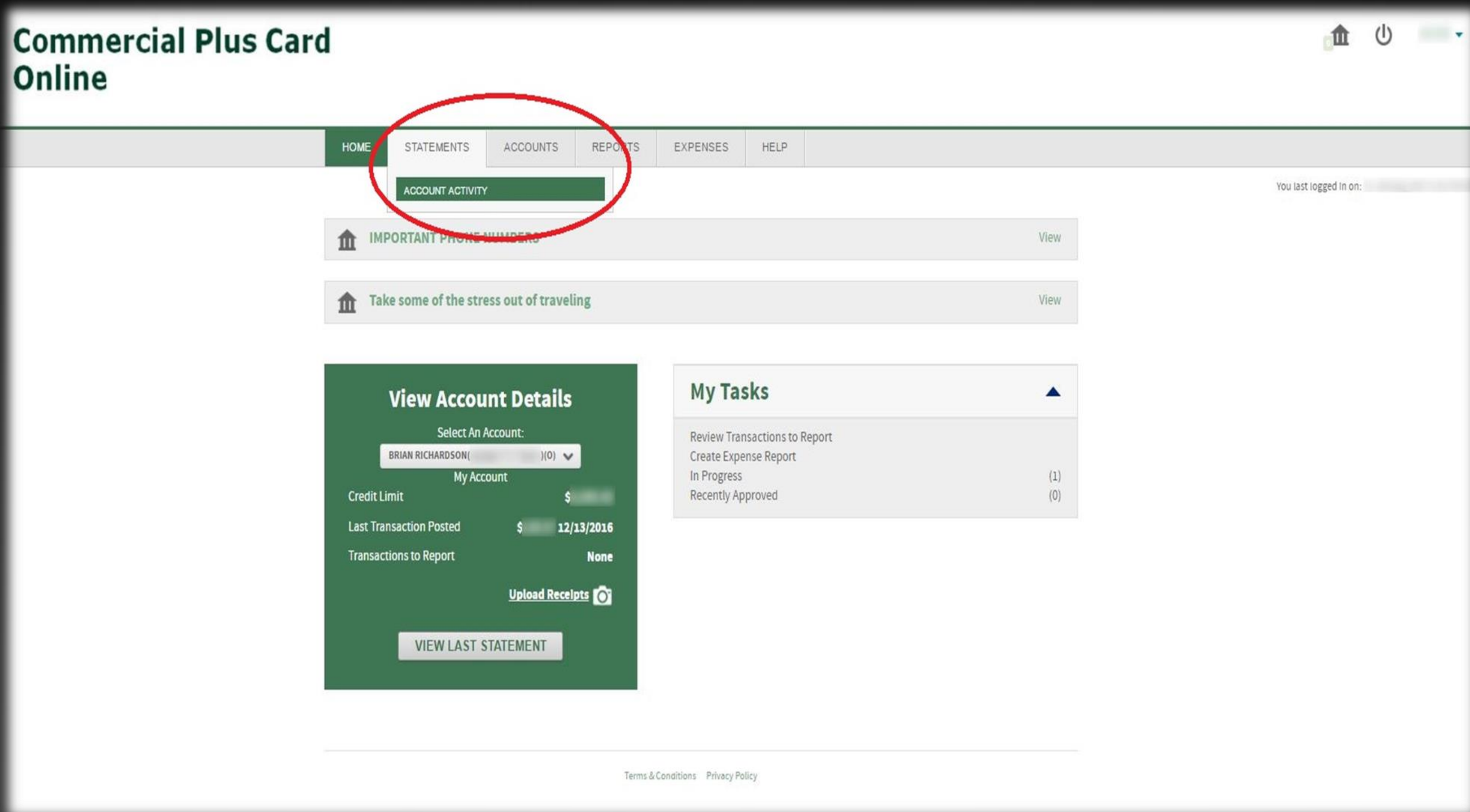
Your latest statement is now available for you at https://www.CentreSuite.com/Centre/?&Site=TDBankCard. Please log on to the application to view your statement.

PLEASE DO NOT REPLY TO THIS EMAIL MESSAGE. THIS E-MAIL ADDRESS IS USED BY AN AUTOMATED SYSTEM AND RESPONSES ARE NOT MONITORED. FOR ASSISTANCE, PLEASE CLICK ON THE 'CONTACT US' LINK CONTAINED WITHIN THE APPLICATION.

You will receive an automated email notifying you your monthly statement is available for viewing and downloading.

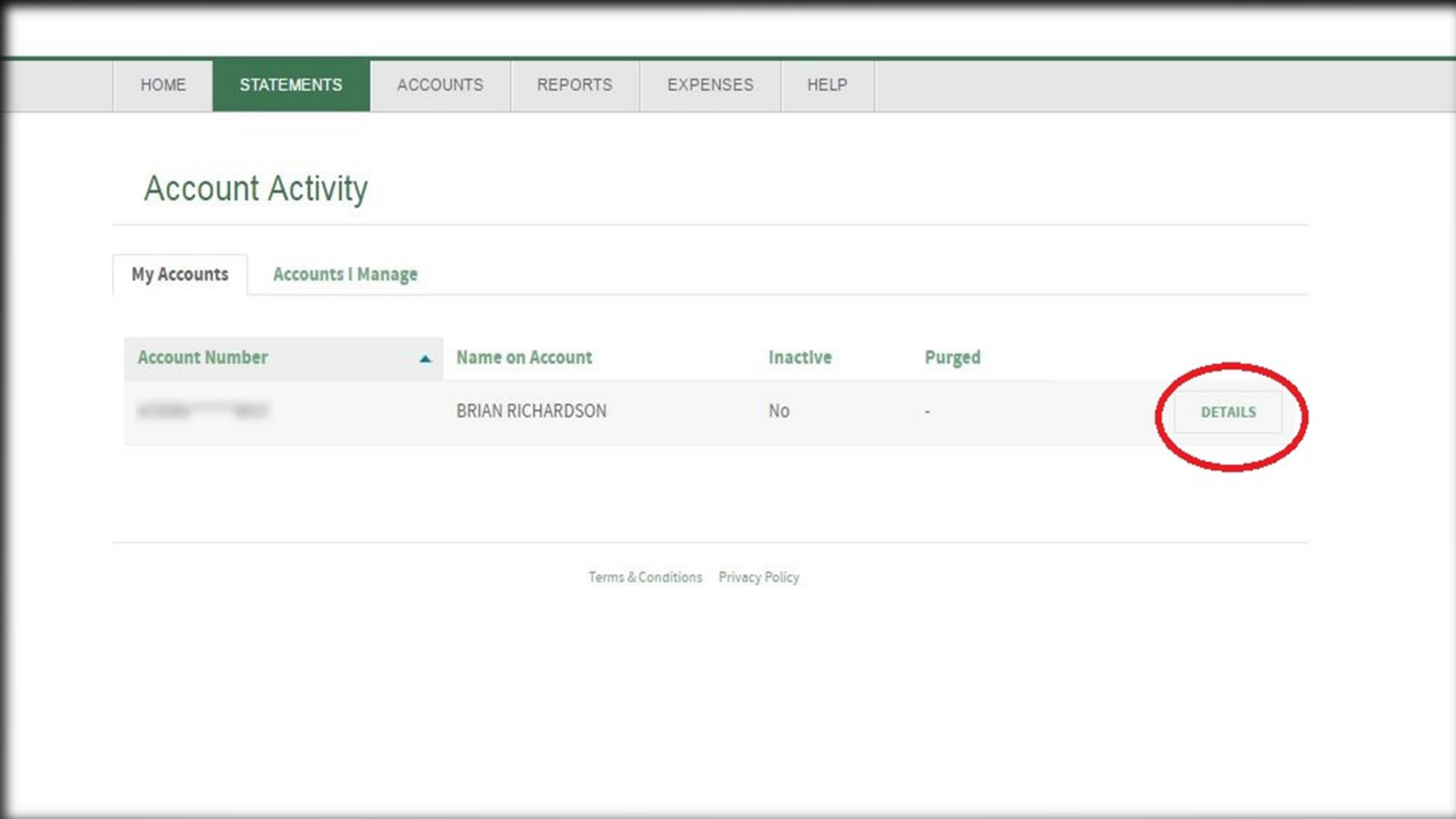
Viewing/Downloading Statements (1/5)

1. After logging into account, on the “Statements” menu, click “Account Activity.”



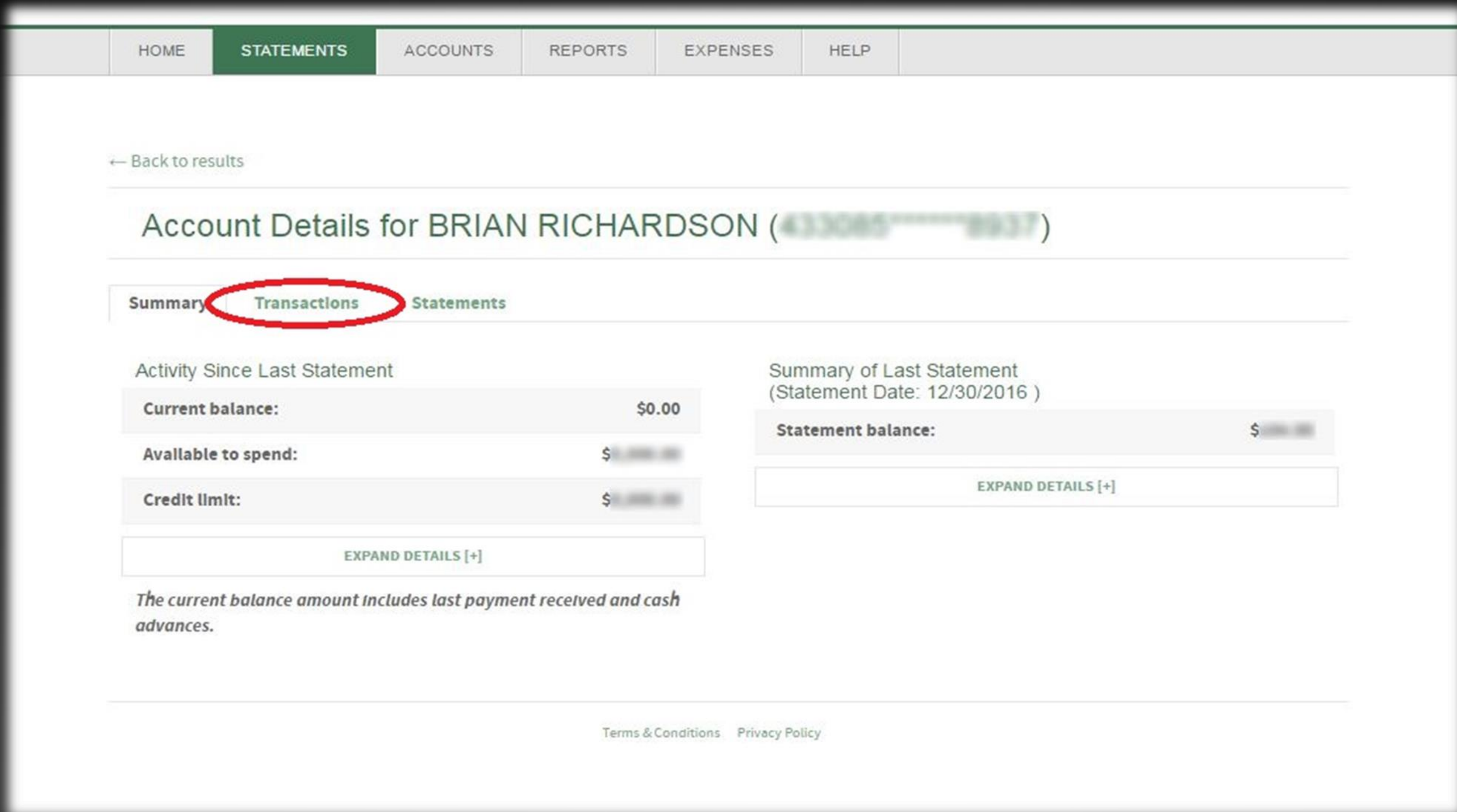
Viewing/Downloading Statements (2/5)

2. Click "Details" next to the account for which you wish to view a statement.



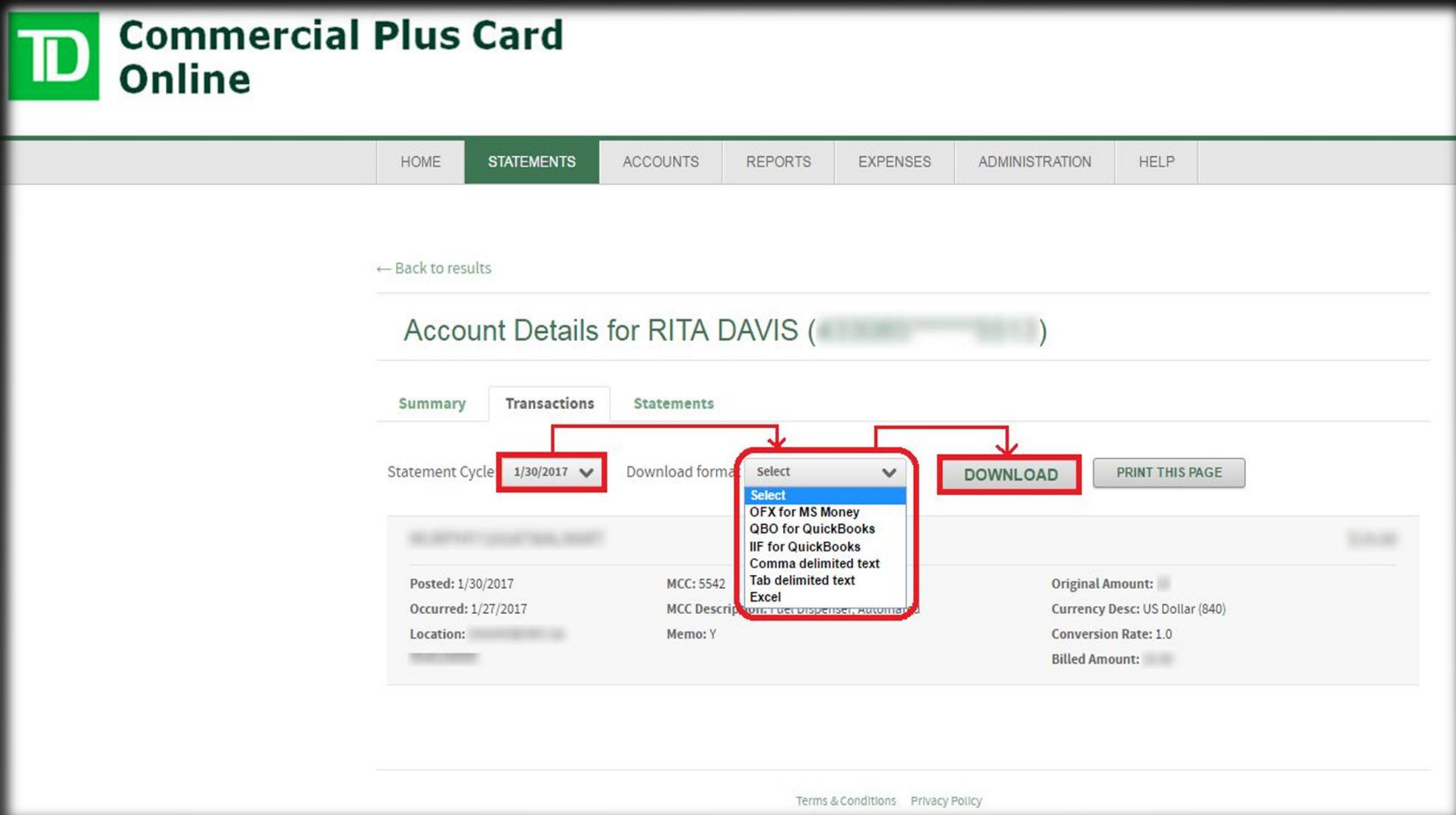
Viewing/Downloading Statements (3/5)

3. Click the “Transactions” tab (between “Summary” and “Statements” tabs).



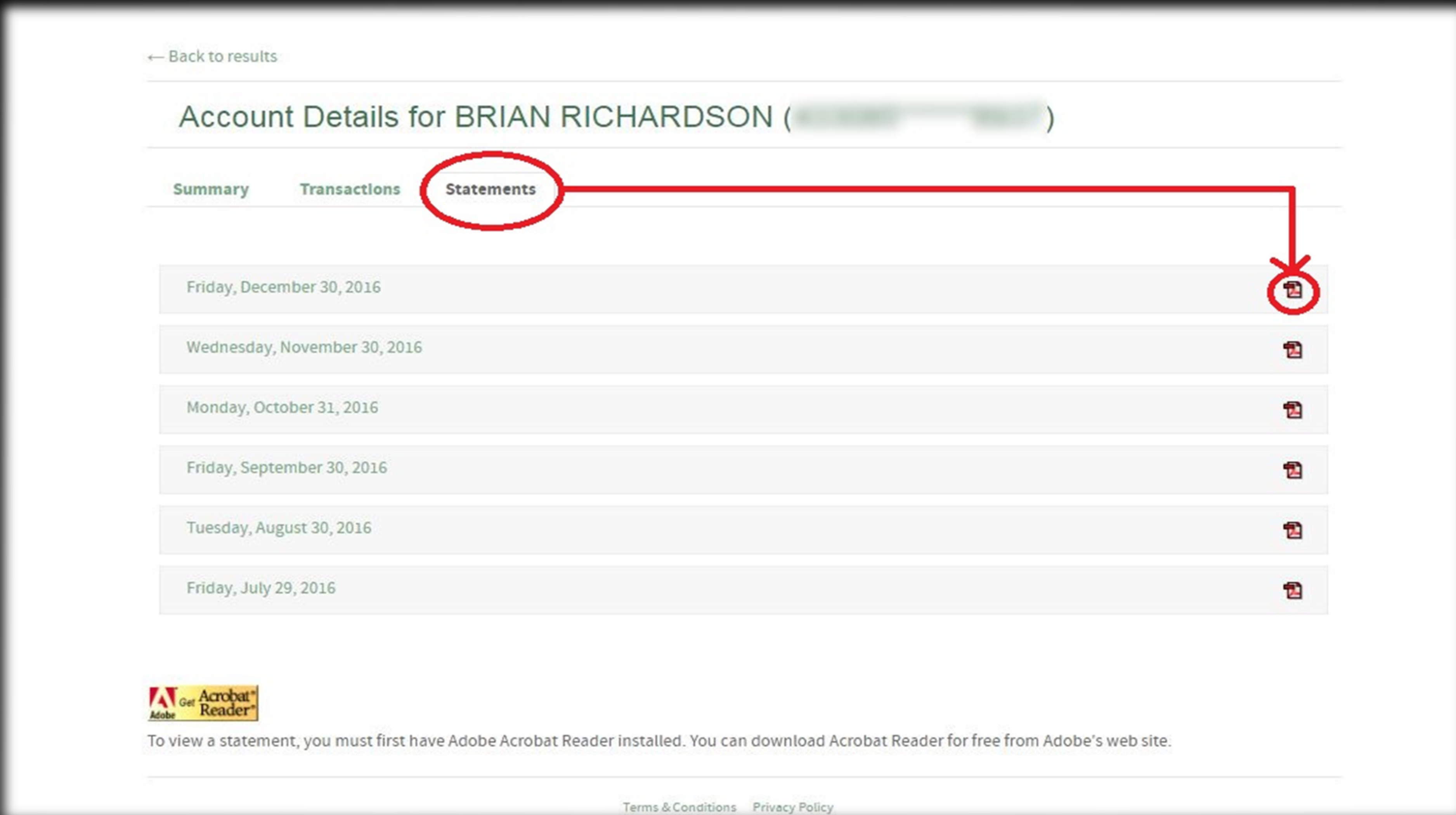
Viewing/Downloading Statements (4/5)

4. Select desired Statement Cycle, Download Format, & Click Download. (For PDF, see next slide.)



Viewing/Downloading Statements (5/5)

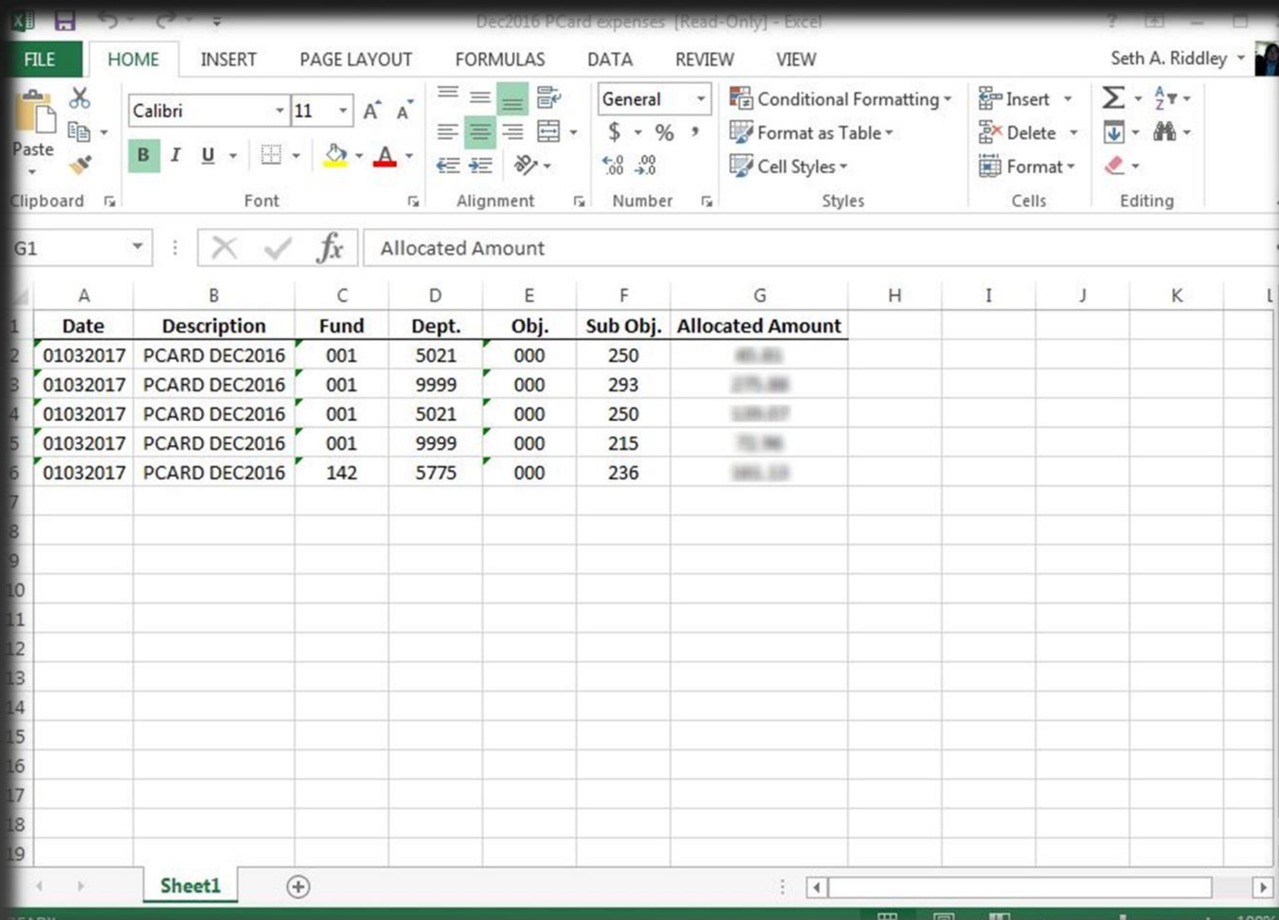
5. To download in PDF, click "Statements" tab, then click icon next to statement date you wish to download.



Submitting Monthly Expense Reports

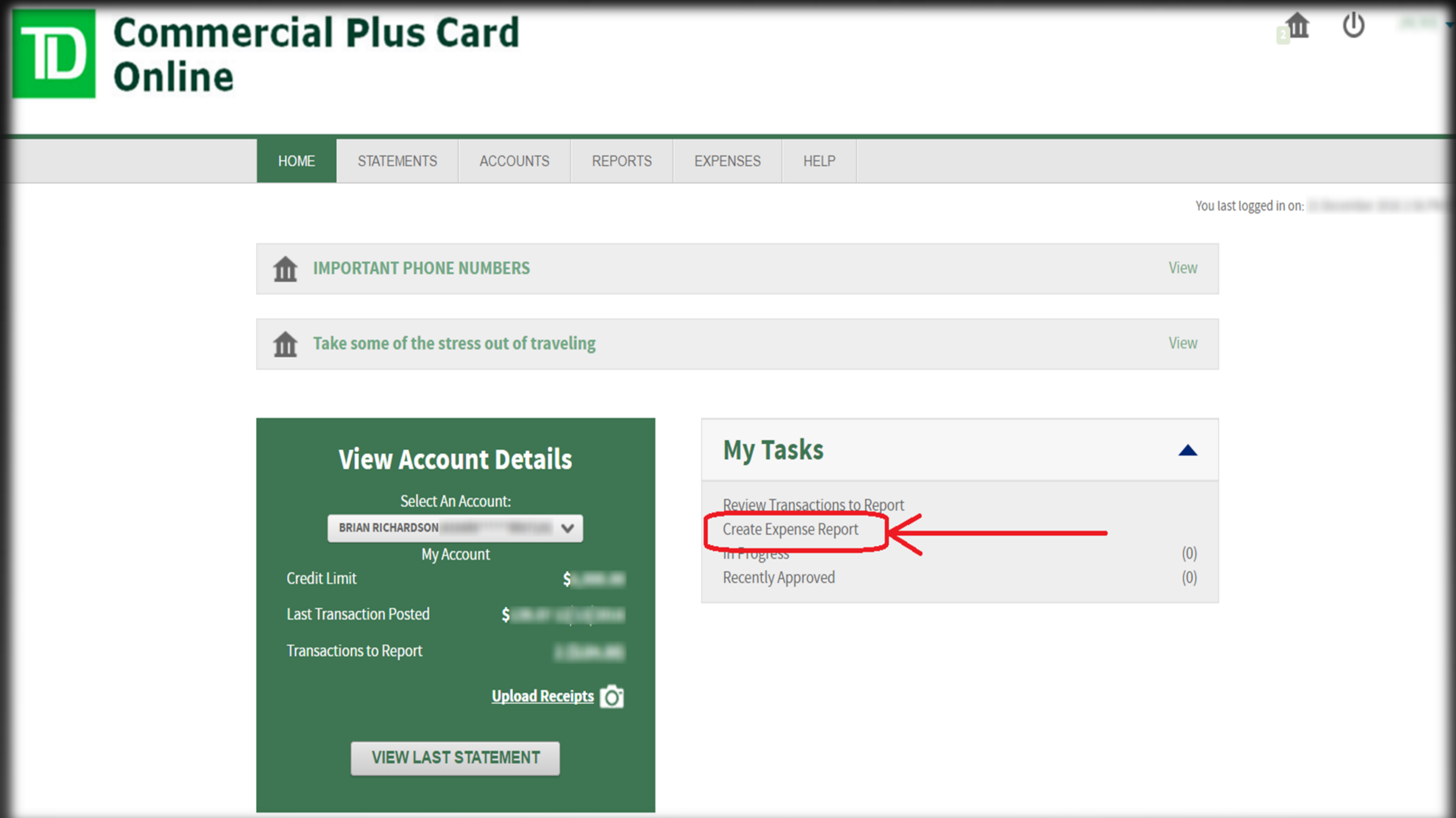
Submitting Monthly Expense Reports (1/12)

1. It is important that you submit expense reports within five (5) business days of receiving statement so Finance will be able to download all data from TD Bank and upload to AS400 all at one time.



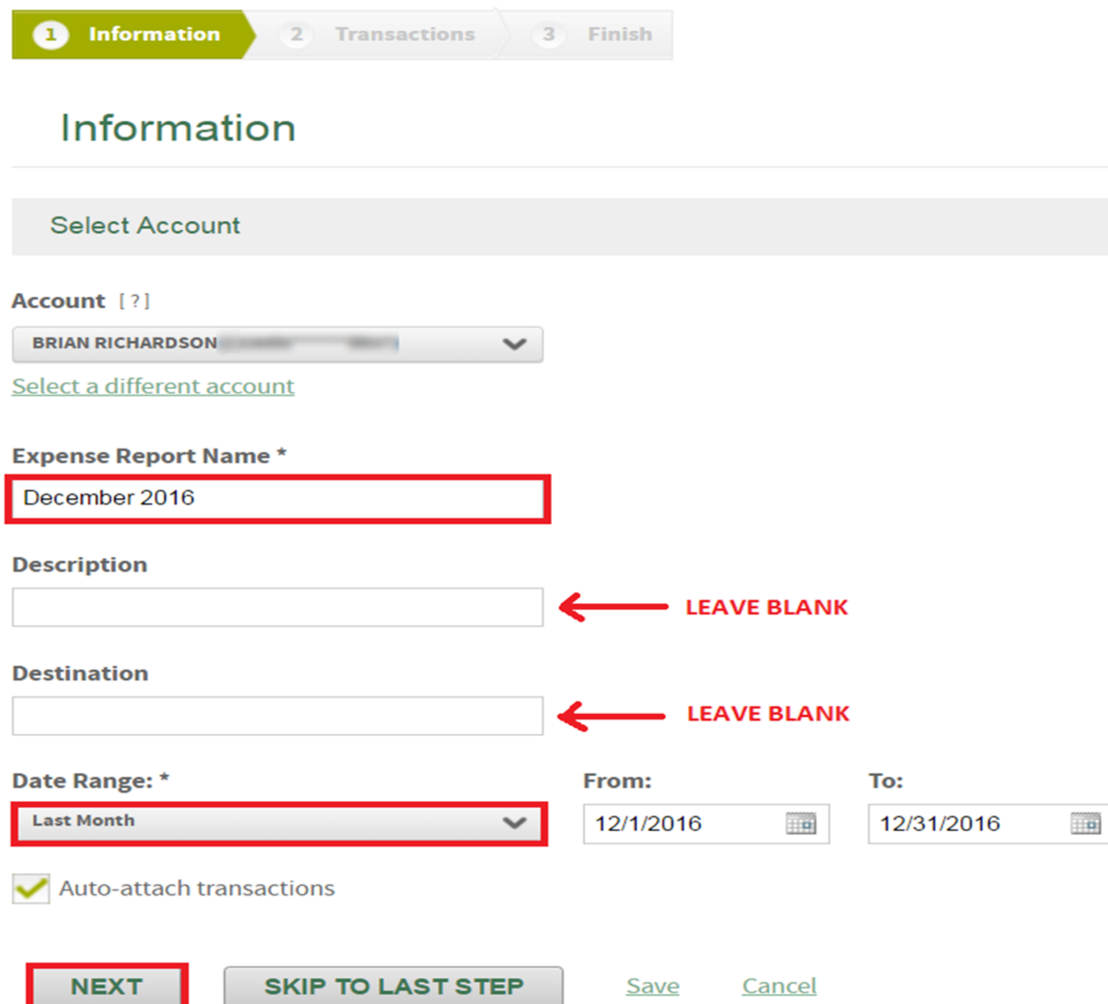
Submitting Monthly Expense Reports (2/12)

2. After logging in, click "Create Expense Report" in "My Tasks" box.



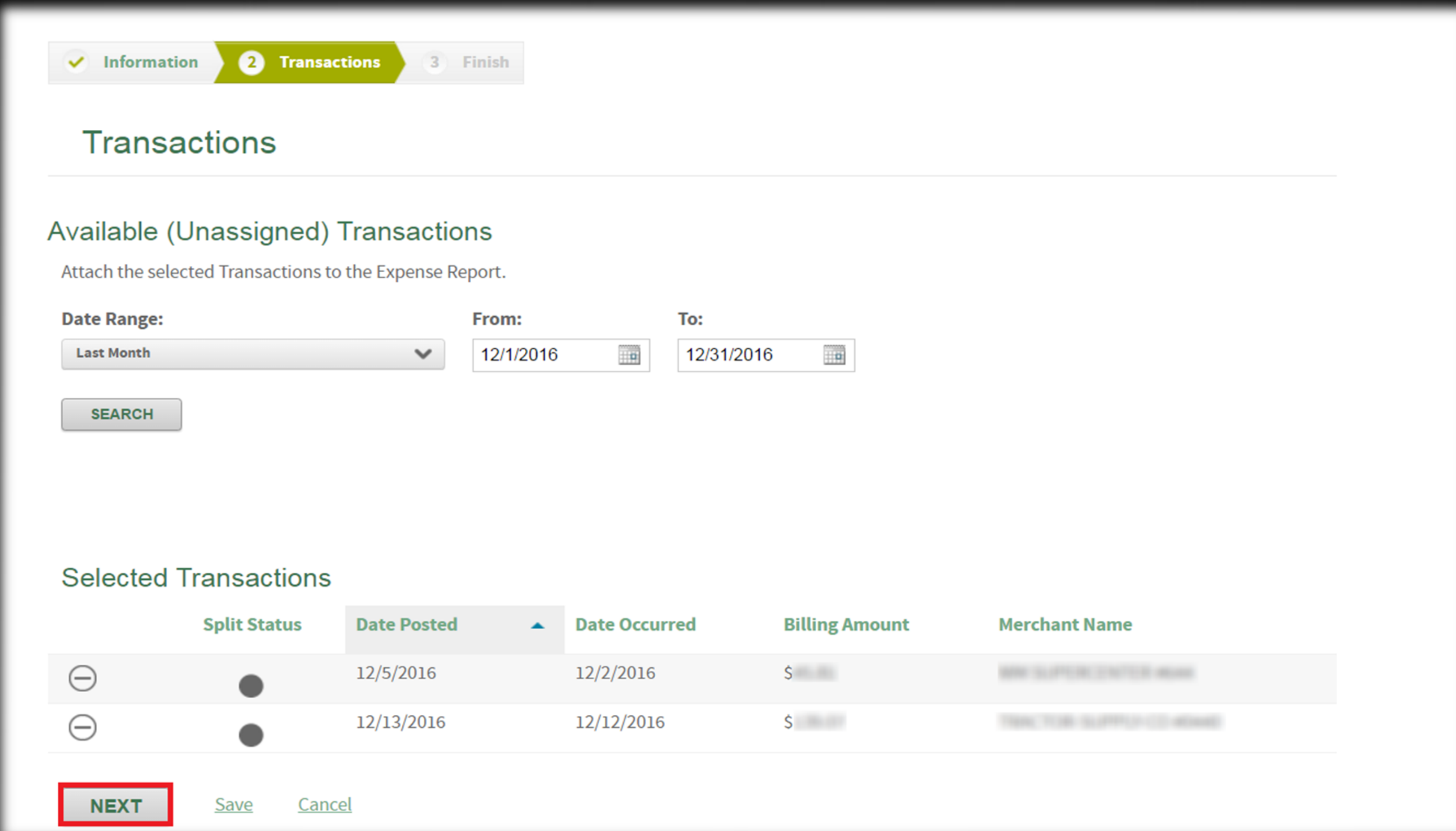
Submitting Monthly Expense Reports (3/12)

3. Under “Expense Report Name,” type the Month and Year only. Leave “Description” and “Destination” fields blank. Adjust “Date Range” if necessary. Click “Next.”



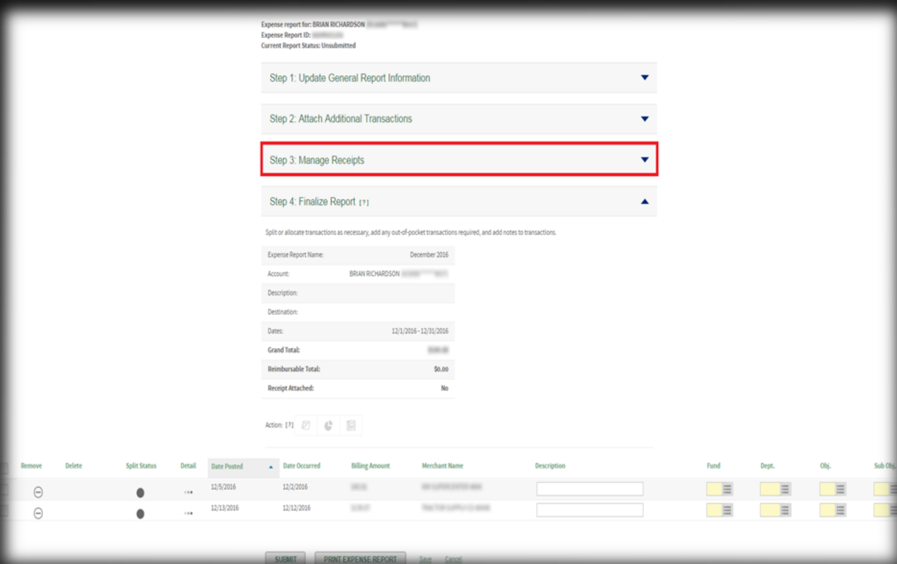
Submitting Monthly Expense Reports (4/12)

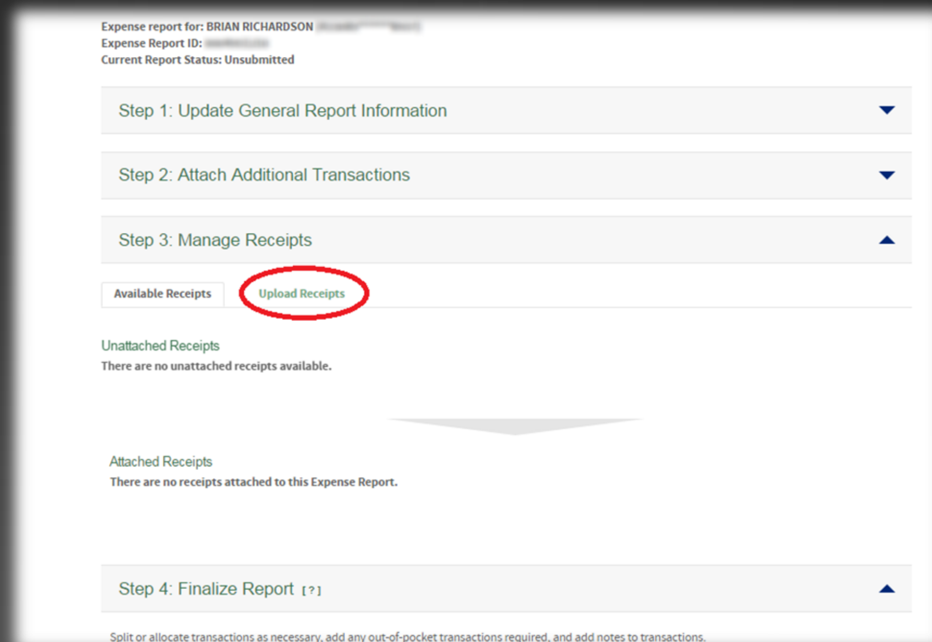
4. On the "Transactions" page, simply leave everything as-is, and click "Next" at the bottom of the screen.



Submitting Monthly Expense Reports (5/12)

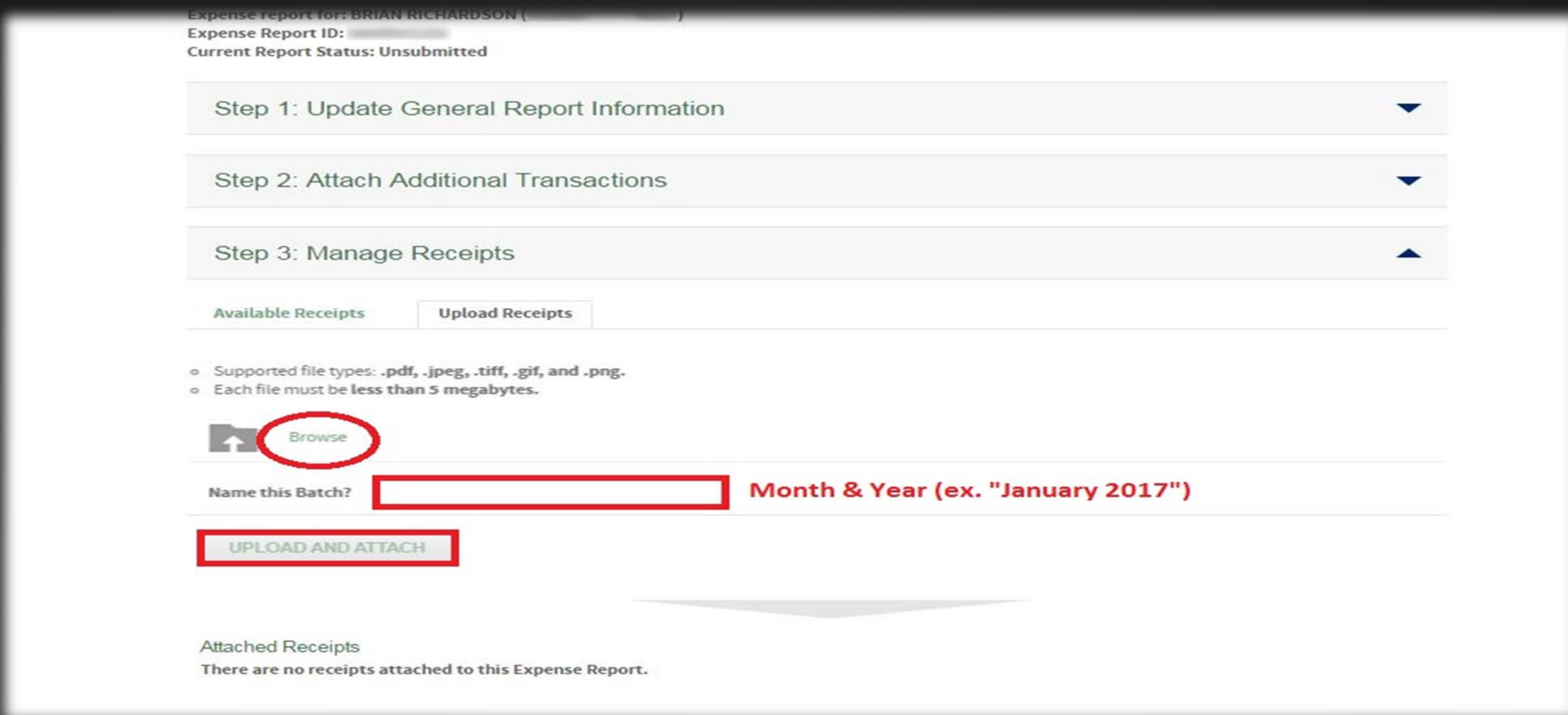
5. Step 4 appears automatically, but you will need to click on “Step 3: Manage Receipts.” Then click the “Upload Receipts” tab.





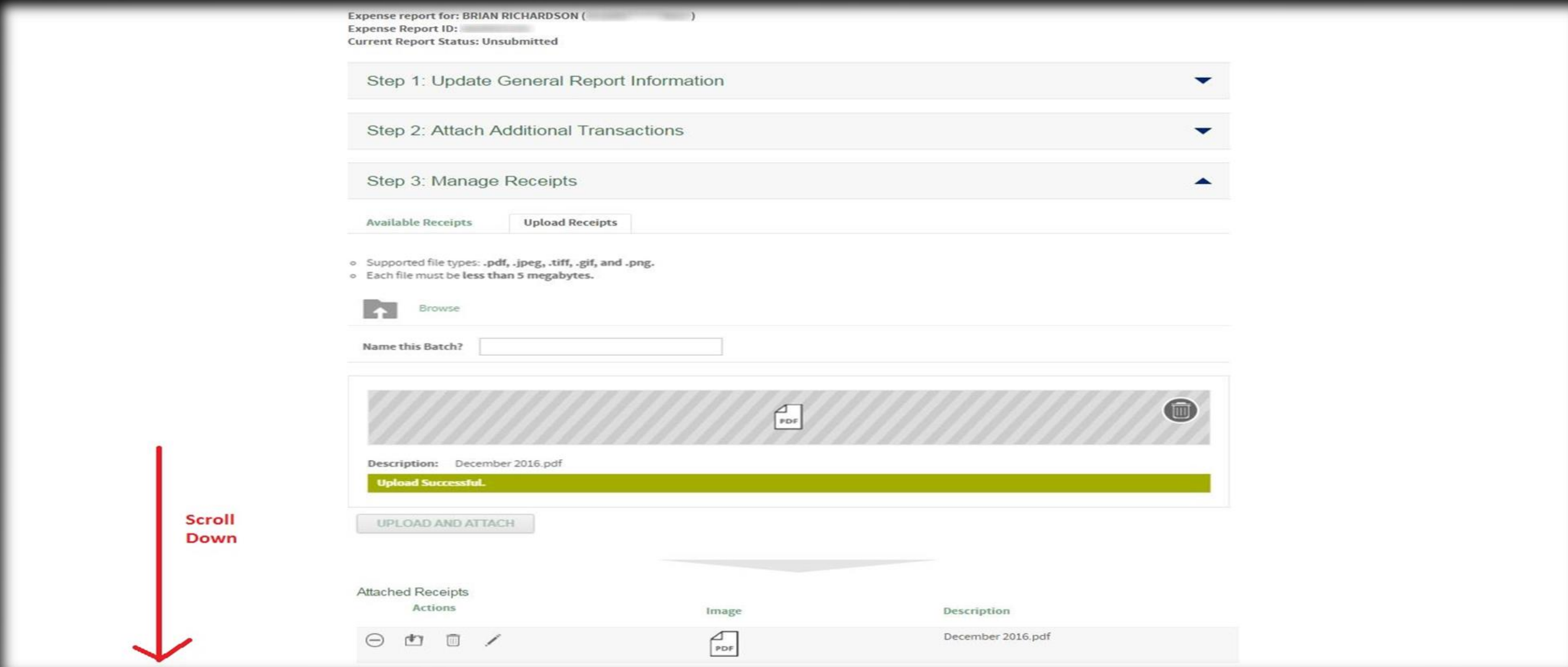
Submitting Monthly Expense Reports (6/12)

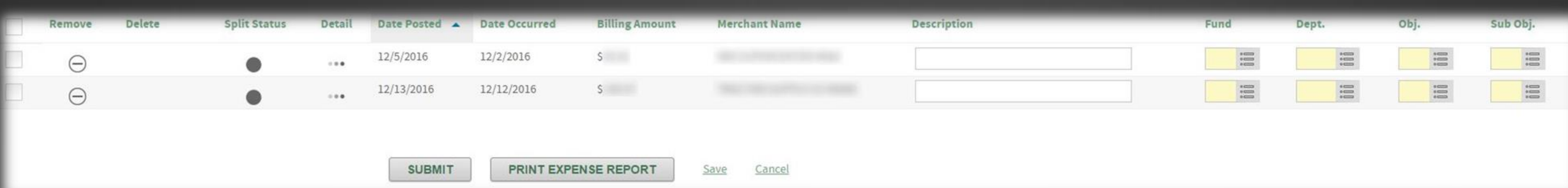
6. Click browse and select scanned receipts, Credit Card Reporting Form, and, as appropriate, travel-related documentation, all signed by supervisor/dept. head. Name file by month/year. Click “Upload and Attach.”



Submitting Monthly Expense Reports (7/12)

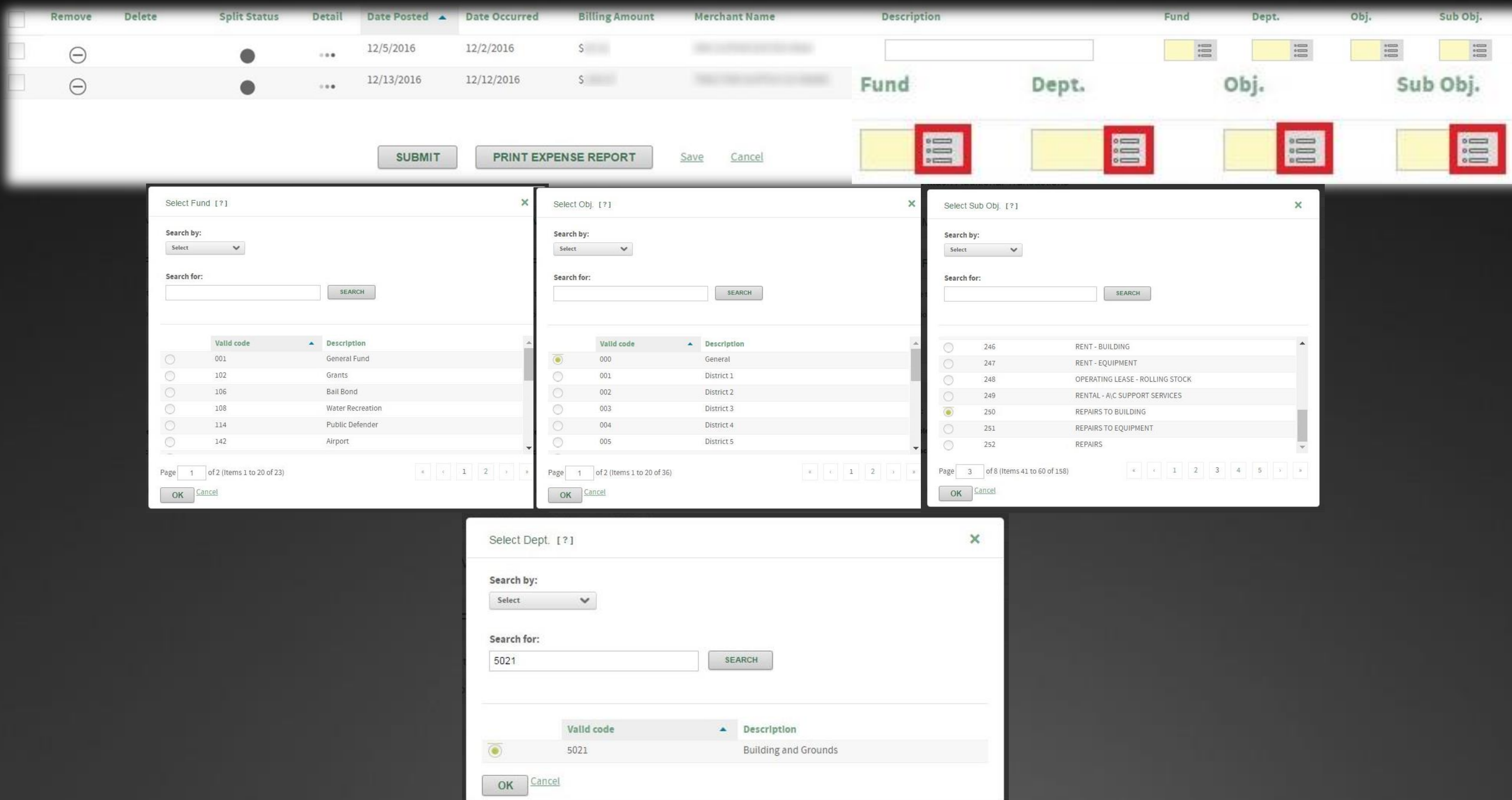
7. A green bar will appear saying “Upload Successful.”
8. Scroll down to Step 4, list of transactions.





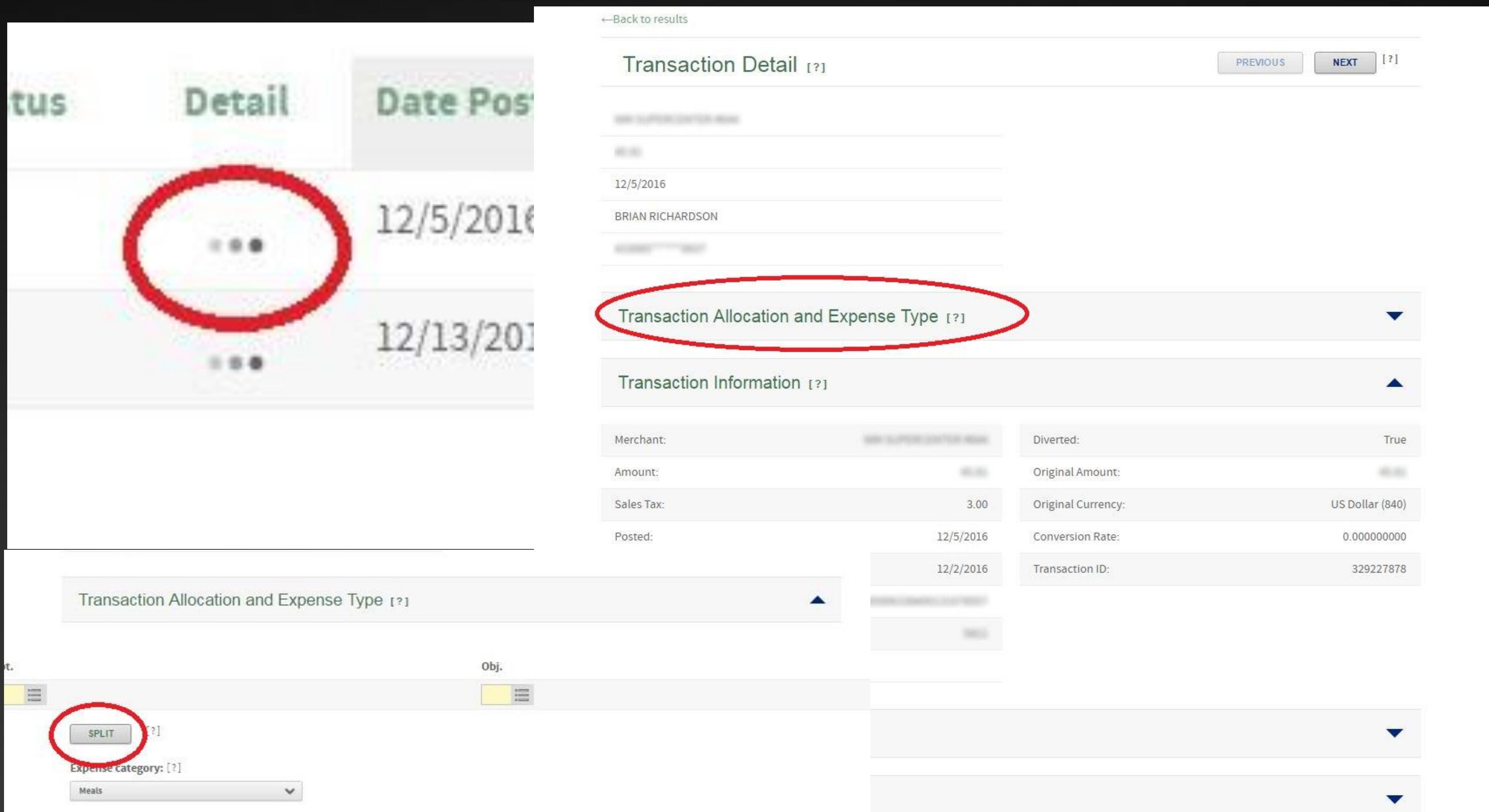
Submitting Monthly Expense Reports (8/12)

9. Enter brief "Description" of each transaction.
10. Select Fund, Dept., Obj. Code, & Sub. Obj. Code by clicking through each gray icon (not typing in).



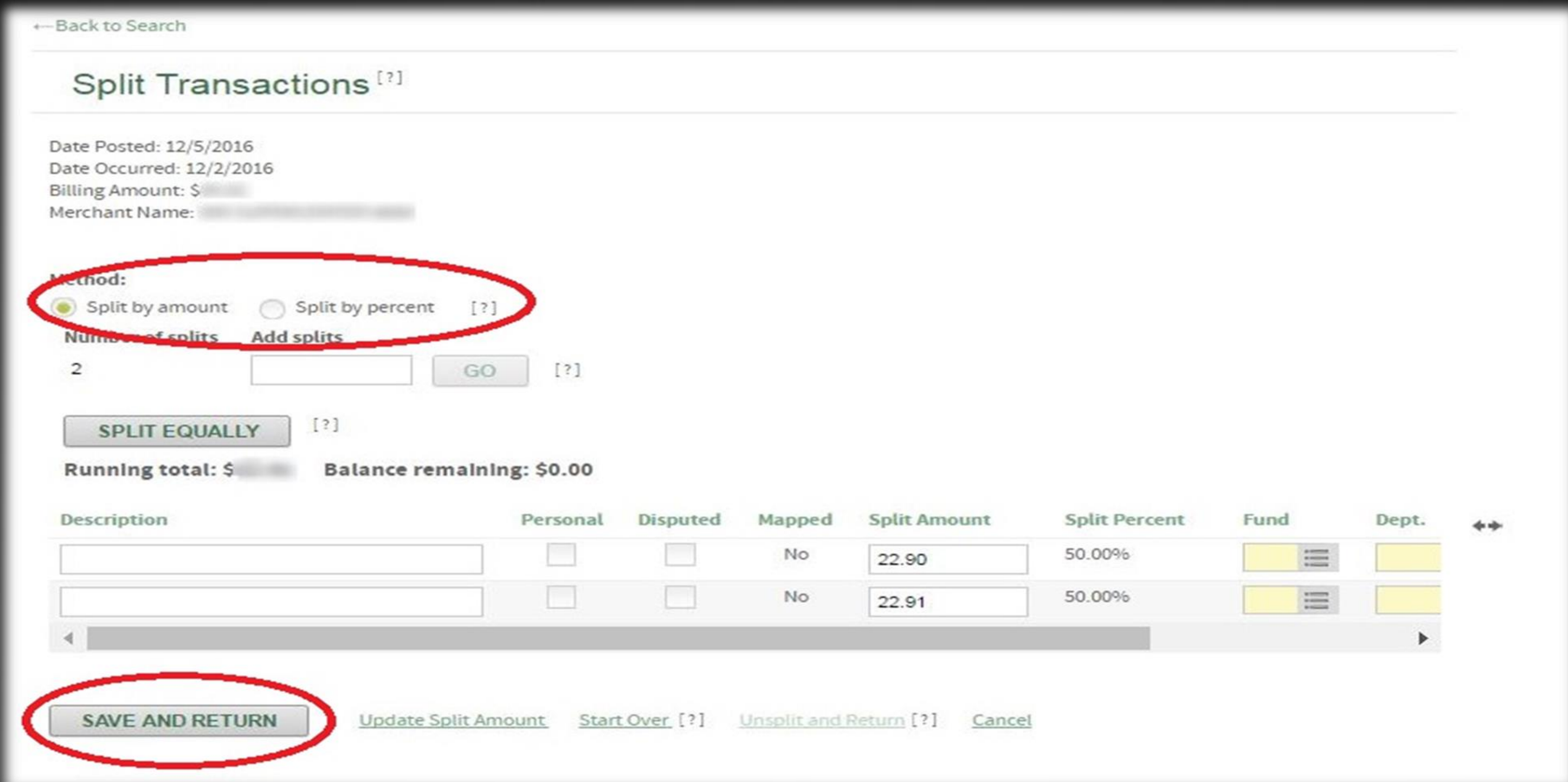
Submitting Monthly Expense Reports (9/12)

11. If you need to split a transaction, click the "…" under "Details." On "Transaction Detail," click "Transaction "Allocation and Expense Type." Then, click "Split."



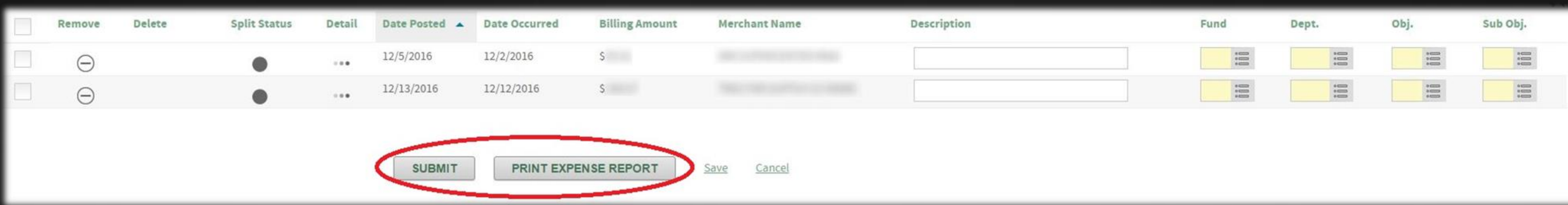
Submitting Monthly Expense Reports (10/12)

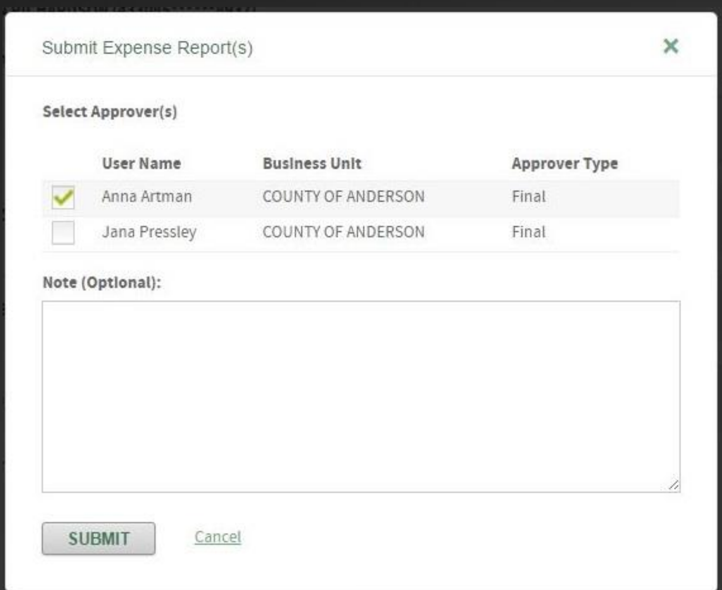
12. Choose to split by amount or percent, then enter descriptions and account information for accounts between which you wish to split the transaction. Click "Save and Return."

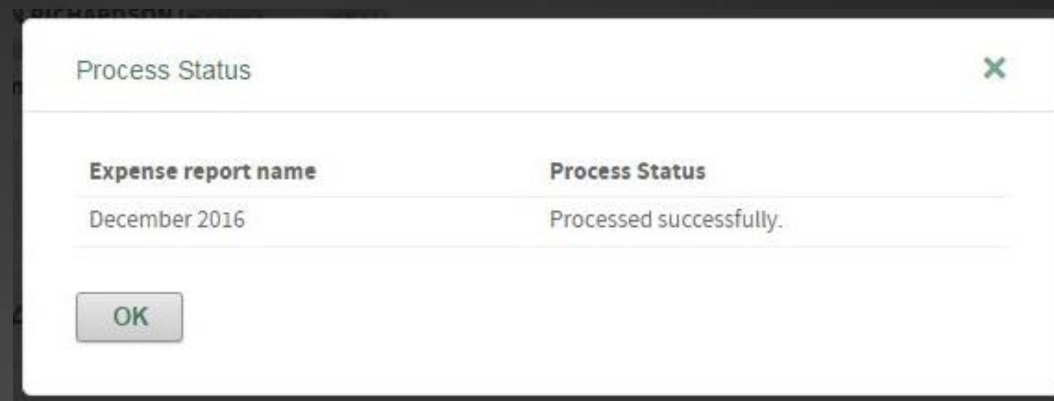


Submitting Monthly Expense Reports (11/12)

13. Split transactions or not, you complete your submission of your monthly expense report by clicking "Submit." Select "Jan Holliday" for Approver. You can also print your expense report.







Submitting Monthly Expense Reports (12/12)

14. Once approved, you will receive an email confirmation.

From: CMCardServices@TD.com [mailto:CMCardServices@TD.com]
Sent: Friday, January 27, 2017 10:46 AM
To: Rita Davis <rdavis@andersoncountysc.org>
Subject: Expense report has been closed

Expense report December 2016has been approved and closed by Anna Artman. Click the link below to logon and review this expense report.

https://www.centresuite.com/Centre/Expenses/ExpenseReport?site=319769

Note from approver:

PLEASE DO NOT REPLY TO THIS EMAIL MESSAGE. THIS E-MAIL ADDRESS IS USED BY AN AUTOMATED SYSTEM AND RESPONSES ARE NOT MONITORED. FOR ASSISTANCE, PLEASE CLICK ON THE 'CONTACT US' LINK CONTAINED WITHIN THE APPLICATION.

Questions? Concerns?

Purchasing Card Program Administrators

Primary: Jan Holliday, 964-6519
Secondary: Anna Artman, 260-4243
Secondary: Jana Pressley, 260-4223

ANDERSON COUNTY
SOUTH CAROLINA

www.andersoncountysc.org/pcard