



Purchasing Card User Guide

Established February 2017



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.



Commercial Plus Card Online

Enter credentials

User ID

Password ([Forgot your password?](#))

Language

English (United States)



LOG ON

Additional Information

[Forgot your password?](#)

[Reset Logon credentials?](#)

Registration

[Not registered?](#)

[Terms & Conditions](#) [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 11.0, Google's most current version of Chrome and Mozilla's most current version of Firefox



ABOUT TRUST ONLINE

Logging In For the First Time (2/8)

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



Commercial Plus Card Online

Enter credentials

User ID

Password ([Forgot your password?](#))

Language

English (United States)



LOG ON

Additional Information

[Forgot your password?](#)

[Reset Logon credentials?](#)

Registration

[Not registered?](#)

[Terms & Conditions](#) [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 11.0, Google's most current version of Chrome and Mozilla's most current version of Firefox



ABOUT TRUST ONLINE

Logging In For the First Time (3/8)

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



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.”



Please enter a new password

Already have an account?

[Log On](#)

Old password:

New password: [?]

Confirm new password:

Password hint: [?]

age in 2016

SAVE

[Cancel](#)

[Terms & Conditions](#) [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 11.0, Google's most current version of Chrome and Mozilla's most current version of Firefox



powered by Symantec

ABOUT TRUST ONLINE

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.

The screenshot displays the TD Commercial Plus Card Online interface. At the top, the TD logo and "Commercial Plus Card Online" are on the left, and navigation icons (home, power, and a green status icon) are on the right. Below the header is a navigation bar with links: HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES, and HELP. The main content area includes a login status message "You last logged in on: December 2017 12:04 PM". Below this are two cards: "IMPORTANT PHONE NUMBERS" and "Take some of the stress out of traveling", both with a "View" link. The "View Account Details" card is highlighted in green and contains a dropdown menu for "Select An Account:" with "BRIAN RICHARDSON" selected, a "My Account" link, and fields for "Credit Limit", "Last Transaction Posted", and "Transactions to Report". It also features an "Upload Receipts" button with a camera icon and a "VIEW LAST STATEMENT" button. The "My Tasks" card lists tasks: "Review Transactions to Report", "Create Expense Report", "In Progress (0)", and "Recently Approved (0)".

TD Commercial Plus Card Online

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES HELP

You last logged in on: December 2017 12:04 PM

IMPORTANT PHONE NUMBERS View

Take some of the stress out of traveling View

View Account Details

Select An Account:
BRIAN RICHARDSON ▼

My Account

Credit Limit \$ 10,000.00

Last Transaction Posted \$ 10,000.00

Transactions to Report 1,000.00

[Upload Receipts](#)

VIEW LAST STATEMENT

My Tasks ▲

Review Transactions to Report

Create Expense Report

In Progress (0)

Recently Approved (0)

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.



Additional Security Information

What is the FIRST NAME of your MATERNAL grandfather? *

In what CITY was your mother born? *

In what CITY was your elementary school located? *

[Why am I being asked this?](#)

CONTINUE

[Cancel](#)

[Terms & Conditions](#) [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 11.0, Google's most current version of Chrome and Mozilla's most current version of Firefox



ABOUT TRUST ONLINE

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.”

Commercial Plus Card Online



HOME

STATEMENTS

ACCOUNTS

REPORTS

EXPENSES

HELP

ACCOUNT ACTIVITY

You last logged in on:



IMPORTANT PHONE NUMBERS

[View](#)



Take some of the stress out of traveling

[View](#)

View Account Details

Select An Account:

BRIAN RICHARDSON() (0) ▼

My Account

Credit Limit \$

Last Transaction Posted \$ 12/13/2016

Transactions to Report None

[Upload Receipts](#)

[VIEW LAST STATEMENT](#)

My Tasks

Review Transactions to Report

Create Expense Report

In Progress

Recently Approved

(1)

(0)

Viewing/Downloading Statements (2/5)

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

The screenshot displays a web application interface for managing accounts. At the top, a navigation bar includes links for HOME, STATEMENTS (highlighted in green), ACCOUNTS, REPORTS, EXPENSES, and HELP. Below this, the 'Account Activity' section is visible. It features two tabs: 'My Accounts' and 'Accounts I Manage' (which is active). A table lists account information with columns for Account Number, Name on Account, Inactive status, and Purged status. A single account entry for 'BRIAN RICHARDSON' is shown. To the right of this entry is a 'DETAILS' button, which is circled in red to indicate it should be clicked. At the bottom of the page, there are links for 'Terms & Conditions' and 'Privacy Policy'.

Account Number	Name on Account	Inactive	Purged	
[REDACTED]	BRIAN RICHARDSON	No	-	DETAILS

Viewing/Downloading Statements (3/5)

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

[HOME](#) [STATEMENTS](#) [ACCOUNTS](#) [REPORTS](#) [EXPENSES](#) [HELP](#)

[← Back to results](#)

Account Details for BRIAN RICHARDSON (433085****8937)

[Summary](#) [Transactions](#) [Statements](#)

Activity Since Last Statement

Current balance:

\$0.00

Available to spend:

\$ 1,000.00

Credit limit:

\$ 1,000.00

EXPAND DETAILS [+]

The current balance amount includes last payment received and cash advances.

Summary of Last Statement
(Statement Date: 12/30/2016)

Statement balance:

\$ 1,000.00

EXPAND DETAILS [+]

Viewing/Downloading Statements (4/5)

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



**Commercial Plus Card
Online**

← Back to results

Account Details for RITA DAVIS (██████████)

Summary Transactions Statements

Statement Cycle: 1/30/2017 ▼ Download format: Select ▼ DOWNLOAD PRINT THIS PAGE

Select
OFX for MS Money
QBO for QuickBooks
IIF for QuickBooks
Comma delimited text
Tab delimited text
Excel

Posted: 1/30/2017 MCC: 5542 Original Amount: ██████
Occurred: 1/27/2017 MCC Description: ████████████████████ Currency Desc: US Dollar (\$40)
Location: ██████████ Memo: Y Conversion Rate: 1.0
Billed Amount: ██████

Viewing/Downloading Statements (5/5)

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

[← Back to results](#)

Account Details for BRIAN RICHARDSON ([REDACTED])

Summary

Transactions

Statements

Friday, December 30, 2016



Wednesday, November 30, 2016



Monday, October 31, 2016



Friday, September 30, 2016



Tuesday, August 30, 2016



Friday, July 29, 2016



To view a statement, you must first have Adobe Acrobat Reader installed. You can download Acrobat Reader for free from Adobe's web site.

Submitting Monthly Expense Reports

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.



Commercial Plus Card
Online



HOME

STATEMENTS

ACCOUNTS

REPORTS

EXPENSES

HELP

You last logged in on: December 2011 12:44 PM



IMPORTANT PHONE NUMBERS

[View](#)



Take some of the stress out of traveling

[View](#)

View Account Details

Select An Account:

BRIAN RICHARDSON

My Account

Credit Limit \$ 100,000.00

Last Transaction Posted \$ 1,000.00

Transactions to Report 1,000.00

[Upload Receipts](#)

[VIEW LAST STATEMENT](#)

My Tasks

[Review Transactions to Report](#)

[Create Expense Report](#)

[In Progress](#)

[Recently Approved](#)

(0)

(0)

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.”

1 Information 2 Transactions 3 Finish

Information

Select Account

Account [?]

BRIAN RICHARDSON

[Select a different account](#)

Expense Report Name *

December 2016

Description

← LEAVE BLANK

Destination

← LEAVE BLANK

Date Range: *

Last Month

From:

12/1/2016

To:

12/31/2016



Auto-attach transactions

NEXT

SKIP TO LAST STEP

[Save](#)

[Cancel](#)

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.



Transactions

Available (Unassigned) Transactions

Attach the selected Transactions to the Expense Report.

Date Range:

Last Month

From:

12/1/2016

To:

12/31/2016

SEARCH

Selected Transactions

	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
⊖	●	12/5/2016	12/2/2016	\$ 86.85	NEW SUPER CENTER #0000
⊖	●	12/13/2016	12/12/2016	\$ 86.85	TRUCK STOP SUPER CENTER #0000

NEXT

[Save](#)

[Cancel](#)

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.

Expense report for: BRIAN RICHARDSON
Expense Report ID: [REDACTED]
Current Report Status: Unsubmitted

Step 1: Update General Report Information

Step 2: Attach Additional Transactions

Step 3: Manage Receipts

Step 4: Finalize Report [?]

Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.

Expense Report Name: December 2016

Account: BRIAN RICHARDSON

Description:

Destination:

Dates: 12/1/2016 - 12/31/2016

Grand Total: \$0.00

Reimbursable Total: \$0.00

Receipt Attached: No

Action: [?] [?] [?]

Remove	Delete	Split Status	Details	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Dypt	Qty	Sub Qty
⊖		●	...	12/8/2016	12/1/2016	\$0.00	WELLS FARGO BANK					
⊖		●	...	12/13/2016	12/12/2016	\$0.00	WELLS FARGO BANK					

Submit Print Expense Report Save Cancel

Expense report for: BRIAN RICHARDSON

Expense Report ID: [REDACTED]

Current Report Status: Unsubmitted

Step 1: Update General Report Information

Step 2: Attach Additional Transactions

Step 3: Manage Receipts

Available Receipts

Upload Receipts

Unattached Receipts

There are no unattached receipts available.

Attached Receipts

There are no receipts attached to this Expense Report.

Step 4: Finalize Report [?]

Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.

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.”

Expense report for: BRIAN RICHARDSON ()
Expense Report ID:
Current Report Status: Unsubmitted

Step 1: Update General Report Information ▼

Step 2: Attach Additional Transactions ▼

Step 3: Manage Receipts ▲

Available Receipts

Upload Receipts

- Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
- Each file must be less than 5 megabytes.



Browse

Name this Batch?

Month & Year (ex. "January 2017")

UPLOAD AND ATTACH

Attached Receipts

There are no receipts attached to this Expense Report.

Submitting Monthly Expense Reports (7/12)

7. A green bar will appear saying “Upload Successful.”

8. Scroll down to Step 4, list of transactions.

Expense report for: BRIAN RICHARDSON ()
Expense Report ID:
Current Report Status: Unsubmitted


Step 1: Update General Report Information ▼

Step 2: Attach Additional Transactions ▼



Step 3: Manage Receipts ▲

Available Receipts Upload Receipts

Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
Each file must be less than 5 megabytes.

 Browse

Name this Batch?






 

Description: December 2016.pdf

Upload Successful.

UPLOAD AND ATTACH

Attached Receipts

Actions	Image	Description
   		December 2016.pdf



	Remove	Delete	Split Status	Detail	Date Posted ▲	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Dept.	Obj.	Sub Obj.
<input type="checkbox"/>			●	...	12/5/2016	12/2/2016	\$						
<input type="checkbox"/>			●	...	12/13/2016	12/12/2016	\$						

SUBMIT

PRINT EXPENSE REPORT

Save

Cancel

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).

	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Dept.	Obj.	Sub Obj.
<input type="checkbox"/>				...	12/5/2016	12/2/2016	\$						
<input type="checkbox"/>				...	12/13/2016	12/12/2016	\$						

Fund **Dept.** **Obj.** **Sub Obj.**

SUBMIT **PRINT EXPENSE REPORT** [Save](#) [Cancel](#)

Select Fund [?]

Search by:

Search for: **SEARCH**

Valid code	Description
<input type="radio"/> 001	General Fund
<input type="radio"/> 102	Grants
<input type="radio"/> 106	Bail Bond
<input type="radio"/> 108	Water Recreation
<input type="radio"/> 114	Public Defender
<input type="radio"/> 142	Airport

Page 1 of 2 (Items 1 to 20 of 23)

OK [Cancel](#)

Select Obj. [?]

Search by:

Search for: **SEARCH**

Valid code	Description
<input checked="" type="radio"/> 000	General
<input type="radio"/> 001	District 1
<input type="radio"/> 002	District 2
<input type="radio"/> 003	District 3
<input type="radio"/> 004	District 4
<input type="radio"/> 005	District 5

Page 1 of 2 (Items 1 to 20 of 36)

OK [Cancel](#)

Select Sub Obj. [?]

Search by:

Search for: **SEARCH**

<input type="radio"/> 246	RENT - BUILDING
<input type="radio"/> 247	RENT - EQUIPMENT
<input type="radio"/> 248	OPERATING LEASE - ROLLING STOCK
<input type="radio"/> 249	RENTAL - A/C SUPPORT SERVICES
<input checked="" type="radio"/> 250	REPAIRS TO BUILDING
<input type="radio"/> 251	REPAIRS TO EQUIPMENT
<input type="radio"/> 252	REPAIRS

Page 3 of 8 (Items 41 to 60 of 158)

OK [Cancel](#)

Select Dept. [?]

Search by:

Search for: **SEARCH**

Valid code	Description
<input checked="" type="radio"/> 5021	Building and Grounds

OK [Cancel](#)

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.”

The image is a composite of three screenshots from a software application, illustrating the steps to split a transaction.

Top Left Screenshot: A table with columns "Status", "Details", and "Date Posted". The "Details" column contains three dots "..." for each row, which are circled in red. The "Date Posted" column shows dates like "12/5/2016" and "12/13/2016".

Top Right Screenshot: The "Transaction Detail" screen. It shows fields for "Merchant", "Amount", "Sales Tax", and "Posted". Below these is a dropdown menu labeled "Transaction Allocation and Expense Type", which is circled in red. To the right of this dropdown is a "Transaction Information" section with fields for "Diverted", "Original Amount", "Original Currency", "Conversion Rate", and "Transaction ID".

Bottom Screenshot: The "Transaction Allocation and Expense Type" screen. It shows a "Transaction Allocation and Expense Type" dropdown menu. Below this is a "Split" button, which is circled in red. There is also an "Expense Category" dropdown menu with "Meals" selected.

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.”

[← Back to Search](#)

Split Transactions ^[?]

Date Posted: 12/5/2016

Date Occurred: 12/2/2016

Billing Amount: \$

Merchant Name:

Method:

☒ Split by amount ☐ Split by percent ^[?]

Number of splits

[Add splits](#)

2

[GO](#) ^[?]

[SPLIT EQUALLY](#) ^[?]

Running total: \$

Balance remaining: \$0.00

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	Fund	Dept.	
	<input type="checkbox"/>	<input type="checkbox"/>	No	22.90	50.00%			
	<input type="checkbox"/>	<input type="checkbox"/>	No	22.91	50.00%			

[SAVE AND RETURN](#)

[Update Split Amount](#)

[Start Over](#) ^[?]

[Unsplit and Return](#) ^[?]

[Cancel](#)

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.

<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted ▲	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Dept.	Obj.	Sub Obj.
<input type="checkbox"/>	⊖		●	...	12/5/2016	12/2/2016	\$						
<input type="checkbox"/>	⊖		●	...	12/13/2016	12/12/2016	\$						

SUBMIT **PRINT EXPENSE REPORT** [Save](#) [Cancel](#)

Submit Expense Report(s) ✕

Select Approver(s)

User Name	Business Unit	Approver Type
<input checked="" type="checkbox"/> Anna Artman	COUNTY OF ANDERSON	Final
<input type="checkbox"/> Jana Pressley	COUNTY OF ANDERSON	Final

Note (Optional):

SUBMIT [Cancel](#)

Process Status ✕

Expense report name	Process Status
December 2016	Processed successfully.

OK

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 2016 has 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



www.andersoncountysc.org/pcard