



**Bank**

America's Most Convenient Bank®

**TD Commercial Plus Card**  
**Approver Guide**





# *TD Commercial Plus Card*



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- TD Commercial Plus Card Online Initial Logon Process
  - Pages 3-7



# TD Commercial Plus Card Cardholder Logon Info



■ [www.centresuite.com/centre?TDBankCard](http://www.centresuite.com/centre?TDBankCard)

■ **Suggested Browsers:**

Internet Explorer 11.0 or higher

Google Chrome

Mozilla Firefox



### Enter credentials

User ID ([Forgot your User ID?](#))

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

Language

**Additional Information**  
[Forgot your User ID?](#)  
[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





# TD Commercial Plus Card Initial Log In Process



- You will need the user profile letter provided by your program administrator
- Enter your user ID located on the letter into User ID
- Your initial password will be TDb1234\$ (case sensitive)
- Click LOG ON



### Enter credentials

User ID  
[Redacted]

Password (Forgot your password?)  
[Redacted]

Language  
English (United Kingdom)

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





# TD Commercial Plus Card Initial Log In Process Cont'



## ■ System will ask you to select and answer five security questions.

- 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.
- Each answer must be unique (cannot use the same answer for multiple questions)
- Hint: It is recommended that the user selects questions and answers that can easily be recalled in the future.
- Security questions are to help verify your identity in the case you need to use the Unlock/Reset Password process or simply logging in from a different location.

## ■ Click **SUBMIT**

### 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

Security Answer #1

Confirm Security Answer #1

Security Question #2

Security Answer #2

Confirm Security Answer #2

Security Question #3

Security Answer #3

Confirm Security Answer #3

Security Question #4

Security Answer #4

Confirm Security Answer #4

Security Question #5

Security Answer #5

Confirm Security Answer #5



# TD Commercial Plus Card Initial Log In Process Cont'



- Changing the password:
  - Enter the initial password used (TDb1234\$)
  - Enter a new password – Must contain the following:
    - At least 8 and not more than 25 characters
    - At least 1 lowercase alpha character(s) (a-z)
    - At least 1 uppercase alpha character(s) (A-Z)
    - At least 1 number character(s) (0-9)
    - At least 1 special character(s) (non-alphanumeric)
    - Password cannot contain " % ' [ ] \ / # space & < >
  
- Enter a Password Hint
  - A hint will be emailed to you if you use the Forgot Your Password link
  - Hint can not match your password
  - Must contain at least 5 characters
  
- Click SAVE
  
- You will receive a confirmation message stating your password has been changed, Click OK



# TD Commercial Plus Card Initial Log In Process Cont'



- Review License Agreement and click "Agree" at the bottom of screen.

End User License Agreement

---

**END-USER LICENSE AGREEMENT**

**IMPORTANT — READ CAREFULLY  
THIS IS A LEGAL DOCUMENT**

**TO USE THE APPLICATION(S) YOU MUST AGREE TO THIS END-USER LICENSE AGREEMENT. BY CLICKING "I AGREE" BELOW, YOU AGREE TO AND WILL BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS END-USER LICENSE AGREEMENT. IF YOU DO NOT AGREE, YOU WILL NOT BE AUTHORIZED TO USE THE APPLICATION(S).**

SECTION 1 DEFINITIONS

The following defined terms shall have the meanings set forth below:

"EULA" shall mean this End-User License Agreement.

"Application(s)" shall mean the computer software programs offered to you over the Internet or Customer's intranet that are accessible by agreeing to this EULA, including any associated media, printed materials, and online or electronic documentation. Your access to the Application(s) and the features available (including the ability to make a payment) will depend on the arrangement between Provider and Customer, as well as your level of authorized access provided by the Customer's program administrator.

"Customer" shall mean the entity and any of its subsidiaries that entered into agreements with the Financial Institution for the provision of the Application(s) for use by the Customer, as an entity, and by its authorized employees, consultants, and/or other users.

"End User" shall mean you, individually, as the user of the Application(s), as well as the Customer with which you are associated. Any

**Entire Agreement.** This EULA and the Privacy Policy referenced herein represent the complete and exclusive statement of the agreement and understanding between you and Provider regarding your rights to access and use the Application(s) and the provision of Related Services and Information. This EULA supersedes all prior and contemporaneous agreements and representations regarding such subject matters, including any verbal representations or agreements that may have been reached.

BY CLICKING "I AGREE" BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS END-USER LICENSE AGREEMENT AND EXPRESSLY AGREE TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO ALL SUCH TERMS AND CONDITIONS, DO NOT ATTEMPT TO ACCESS OR USE THE APPLICATION(S).

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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



# ***TD Commercial Plus Card***



**Bank**

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- Home Screen
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# TD Commercial Plus Card Online Home Screen



## Home Screen

- Passwords are valid for 75 days
  - Ten days prior to expiration user will see message on home screen stating how many days left to change password
  - Click on your name in the top right corner and click on Edit Password if you choose to change your password before it expires.
  - If password is not updated before the ten day countdown has expired the next log in the user will be prompted to update the password before logging in.





# TD Commercial Plus Card Online Message Board



## Message Board

- Message Board is used by Program administrators and/or TD Bank to post important messages to users such as important phone numbers, system outages, internal memos etc.
- Click View on the home screen (1) to see the message details or click on the Message icon (2) at the top to view all message details.



# TD Commercial Plus Card Online Statements Module



## Account Activity

- As an approver you have the ability to view the account activity for the accounts under your division.
- If you are a cardholder and an approver, click on the Accounts I Manage tab to search for the accounts you approve for.
- You can search for a cardholder by name or account number or you can search for all cardholders by leaving the search box blank and clicking search.
- Click on Details to view the Account Activity details for that cardholder.

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP

### Account Activity

My Accounts Accounts I Manage

Please enter search criteria. You can use an asterisk (\*) as a leading or trailing wildcard character for partial searches.

**Search Account**

Name on Account

Active accounts  Inactive within 45 days  Inactive longer than 45 days  Purged

**SEARCH**

### Account Activity

My Accounts Accounts I Manage

Please enter search criteria. You can use an asterisk (\*) as a leading or trailing wildcard character for partial searches.

**Search Account**

Name on Account

Active accounts  Inactive within 45 days  Inactive longer than 45 days  Purged

**SEARCH**

**Search Results**

Account Number	Name on Account	Unit Name	Unit Number	Inactive	
		18A-BUR OF GENERAL SERVICES	00018005	No	<b>DETAILS</b>
		18A-BUR OF GENERAL SERVICES	00018005	No	<b>DETAILS</b>



# TD Commercial Plus Card Online Statements Module Cont'



## Account Activity

- Summary – Provides real time account balance and last statement cycle balance.
  - Current Balance reflects transactions that have posted for the current statement cycle.
  - Available to Spend reflects transactions that have posted for the current statement cycle as well as any authorizations that are still pending.
  - Credit Limit reflects your allotted credit limit for each statement cycle.
  - Summary of Last Statement will show your statement balance from the previous cycle. This information will be available to you the morning after each statement close.

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

[← Back to results](#)

### Account Details for

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

Activity Since Last Statement		Summary of Last Statement (Statement Date: 2/28/2017 )	
Current balance:	\$0.00	Statement balance:	\$0.00
Available to spend:	\$25,000.00	<a href="#">EXPAND DETAILS (+)</a>	
Credit limit:	\$25,000.00	<a href="#">EXPAND DETAILS (+)</a>	

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



# TD Commercial Plus Card Online Statements Module Cont'



## Transactions

- Transactions – Provides cardholder transaction history for current cycle and previous six months.
  - This does not include pending Authorizations and Declines, please contact program administrator for further assistance regarding this information.
  - This information can be exported into Excel. You would need to choose Excel in the Download Format dropdown menu and click on Download.
  - You can only view back 6 months worth of history on this screen but you can view 24 months worth of history by running a Transaction Report through Standard Reports.

The screenshot shows the 'myP-Card Portal' interface. At the top, there are navigation tabs: HOME, STATEMENTS (highlighted), ACCOUNTS, REPORTS, EXPENSES, and HELP. Below the navigation is the heading 'Account Details for'. There are three sub-tabs: Summary, Transactions (selected), and Statements. Below the sub-tabs, there is a 'Statement Cycle' dropdown set to 'Current', a 'Download format' dropdown set to 'Select', and two buttons: 'DOWNLOAD' and 'PRINT THIS PAGE'. The main content area displays a list of transactions:

Merchant	Posted	MCC	MCC Description	Original Amount	Currency Desc	Conversion Rate	Billed Amount
AMAZON.COM	2/20/2017	5942	Book Stores	210.22	US Dollar (840)	1.000000000	\$210.22
WB MASON	2/20/2017	5111	Stationary, Office Supplies, Printing and Writing	1,324.72	US Dollar (840)	1.000000000	\$1,324.72
AMAZON MKTPLACE PMTS	2/16/2017	5942	Book Stores	59.05	US Dollar (840)	1.000000000	\$59.05



# TD Commercial Plus Card Online Statements Module Cont'



## Statements

- Statements – Provides last six months worth of statements of cardholder’s account
  - Adobe Acrobat Reader Required
  - Click on the PDF symbol to open your statement
  - You can only view back 6 months worth of history on this screen but you can view 24 months worth of statements by running a Statement of Account Report through Standard Reports.

The screenshot displays the TD Commercial Plus Card Online Statements Module interface. At the top, there is a navigation bar with the following tabs: HOME, STATEMENTS (highlighted), ACCOUNTS, REPORTS, EXPENSES, and HELP. Below the navigation bar, the page title is "Account Details for". Underneath, there are three tabs: Summary, Transactions, and Statements (selected). A date "Tuesday, February 14, 2017" is displayed next to a PDF icon. A warning message from Adobe Acrobat Reader is shown, stating: "To view a statement, you must first have Adobe Acrobat Reader installed. You can download Acrobat Reader for free from Adobe's web site." At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy".

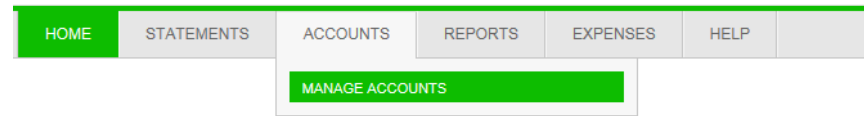



# TD Commercial Plus Card Online Accounts Module



## Manage Accounts

- Provides information linked to the card account such as address, phone number(s), email address, expiration date etc.
- If any maintenance is needed to the account such as credit limit change, name or address change etc. please have cardholder contact program administrator for assistance.



P-Card Portal 

HOME STATEMENTS **ACCOUNTS** REPORTS EXPENSES HELP

Account Management for SOM TESTER

\*Required field  
Note: Yellow indicates field is updated real-time

**Card Information**

Account Number  
433085\*\*\*\*9275

Card line 1: [?]  
SOM TESTER

Card line 2: [?]  
STATE OF MAINE

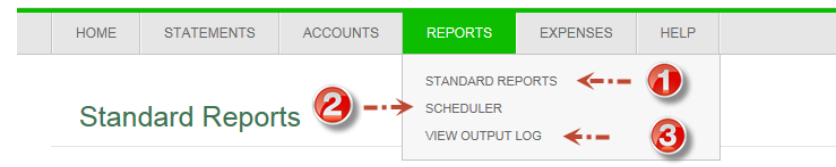
Master Accounting Code [?]



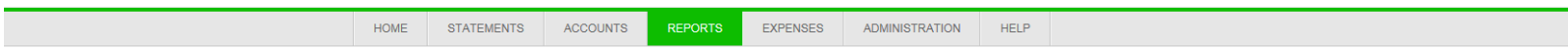
# TD Commercial Plus Card Online Reports Module



## Standard Reports



- 1. Standard Reports are available to users. Reports can be downloaded in a variety of output formats that best fit your needs.
- Sample reports are available to be viewed. These samples provide a description of items found in the reports.
- These reports provide twenty-four months of cardholder history.
- User will receive an email when report is ready to view within the output log.



### Standard Reports

Click the report link to run or schedule the report.

Run	Schedule	Sample	Delete	Report Name	Number	Category	Description
				<a href="#">Transaction Report</a>	1710	Transaction	Detail or summary of all transactions made by account holders
				<a href="#">Expense Unassigned Transactions</a>	3140	Expense	Report for Expense Unassigned Transactions.
				<a href="#">Merchant Report</a>	6100	Merchant	Detail or summary of all transactions sorted by selected merchants





# TD Commercial Plus Card Online Reports Module Cont'



## Report Scheduler

Navigation menu: HOME | STATEMENTS | ACCOUNTS | **REPORTS** | EXPENSES | HELP

Standard Reports **2** →

- STANDARD REPORTS ← **1**
- SCHEDULER ← **3**
- VIEW OUTPUT LOG ← **3**

- 2. Users can schedule reports to automatically run on a daily, weekly or monthly basis.

Schedule New Task<sup>[?]</sup>

Task category: Reports [?]

SEARCH

Available Reports

Schedule	Sample	Report Name	Number	Category	Description
<input type="checkbox"/>		Expense Report	3120	Expense	Expense report
<input type="checkbox"/>		Merchant Report	6100	Merchant	Detail or summary of all transactions sorted by selected merchants
<input type="checkbox"/>		Statement of Account Report	1200	Account	List of transactions sorted and grouped by account holder for use while reconciling expenses
<input type="checkbox"/>		Statement of Account Report with Fuel Purchase Detail	1240	Account	List of transactions grouped and subtotaled by fuel transactions and non-fuel transactions
<input type="checkbox"/>		Transaction Report	1710	Transaction	Detail or summary of all transactions made by account holders

Output Format

Output format: [?]  
Excel

Format options

Detail level: [?]  
 Transaction  Summary

Display transaction notes: [?]  
 Yes  No

Display line item detail: [?]  
 Yes  No

Print report criteria on the last page: [?]  
 Yes  No

Include a header note: [?]  
 Yes  No

NEXT Cancel

Cancel

Name and schedule task

Task name\*

Frequency

Daily  
 Weekly  
 Monthly

Select day of month  
1

Cycle  
Cycle name  
State of Maine

Delay

Select notification option

Email me when the report is ready  
 Yes  No [?]

NEXT Cancel



# TD Commercial Plus Card Online Reports Module Cont'



## View Output Log

- 3. Once a report has been created, either manually or by the scheduler, the user will receive email notification alerting them that report is ready to be viewed in their Output Log.
  - Your Output Log can be found under the Reports tab (1).
  - You will see the status as Waiting when you first run the report. To update the status you can click on Refresh Status (2).
  - Once the file is ready you'll need to click on the Download File icon (3).

The screenshot shows the 'REPORTS' tab selected in the navigation menu. A dropdown menu is open under 'REPORTS', with 'VIEW OUTPUT LOG' highlighted. A red circle with the number '1' is next to this option. To the right, a 'REFRESH STATUS' button has a red circle with the number '2' above it. Below the navigation, the page title is 'Output Log [?]' with a red circle with the number '1' next to it. A message states 'Delays may occur when processing volume is high.' There is a 'Show:' dropdown menu set to 'All Events' and a 'DELETE' button. At the bottom, a table displays report details. A red circle with the number '3' is next to the 'Download file' icon in the first row of the table.

Download file	Unmap	Name	Status	Output Level	Type	Date Range	Run Date	Size
		Transaction Report	Ready		Report: Transaction	1/1/2017 - 1/31/2017	2/28/2017 2:44 PM	5K



# ***TD Commercial Plus Card***



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- Expense Module
  - View TransactionsPages 20-21
  
- Administration
  - Unlocking user profile
  - Resetting password
  - Resetting security questionsPages 22-24



# TD Commercial Plus Card Online Expense Module



## View Transactions

- You can either search for transactions for an individual account or you can also include the whole division (Unit.)
- When searching for a transaction, user must specify a date range for the transaction. Options for additional search criteria can be found under the Advanced Search tab. Specifying additional criteria can be useful when choosing a date range that contains numerous transactions.



# TD Commercial Plus Card Online Expense Module Cont'



## Viewing Transactions

- Search results will provide transactions and merchant/transaction details when available.
  - Please note these are hard posted transactions, if you need to view or have questions regarding pending and/or declined authorizations please contact your program administrator.

← Back to Search

Search Results [?] EXPORT

Date Range: 2/14/2017 - 2/24/2017 **With unsplit transactions show:**  Split Transactions  Split Detail  Split Transactions and Split Detail

Action: [?] 📄 📊 🔒 🗨️ Display format: [?] Default GO EDIT

SAVE Undo

	Split	Details	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Description	FUND (10)	AGENCY (3)	UNIT (4)	SUB UNIT (2)	OBJECT (4)
<input type="checkbox"/>			2/16/2017	2/15/2017	\$59.05	AMAZON MKTPLACE PMTS			038	18B	1052	01	5627
<input type="checkbox"/>			2/20/2017	2/16/2017	\$1,324.72	WB MASON			038	18B	1052	01	5602
<input type="checkbox"/>			2/20/2017	2/17/2017	\$210.22	AMAZON.COM			038	18B	1052	01	5627

Transaction Detail [?] PREVIOUS NEXT [?]

AMAZON MKTPLACE PMTS

59.05

2/16/2017

---

Transaction Allocation and Expense Type [?] ▲

---

Transaction Information [?] ▲

Merchant:	AMAZON MKTPLACE PMTS	Diverted:	True
Amount:	59.05	Original Amount:	59.05
Sales Tax:	0.00	Original Currency:	US Dollar (840)
Posted:	2/16/2017	Conversion Rate:	0.000000000
Transaction Date:	2/15/2017	Transaction ID:	338958696
Merchant Reference #:	24692167046000021541550		
MCC:	5942		
Purchase ID:	115-0666541-06996		

---

Merchant Information [?] ▼

---

Account Information [?] ▼

---

Transaction Status [?] ▼

---

Purchase [?] ▼



# TD Commercial Plus Card Online Administration



## Maintain User Profiles

- As an approver you have the ability to help users within your division that may be having issues logging into TD Commercial Plus Card Online. You have the capabilities of completing the following tasks:
  - Unlock User Profile
  - Reset User Password
  - Reset User Security Questions
  
- To search for a cardholder's user profile go to Administration>Maintain User Information
  
- You can search by user ID, First name, and/or Last name.
  
- Click Search

The screenshot shows the 'myP-Card Portal' header with a TD logo. The navigation bar includes: HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES, ADMINISTRATION (selected), and HELP. A dropdown menu under ADMINISTRATION shows 'MAINTAIN USER INFORMATION' as the active option.

**Maintain User Information**

Search for users matching any of the following search criteria:

User ID:  First name:  Last name:

Email address:  Status:  Product Notifications:

To improve search performance, enter values for as many search criteria as known.



# TD Commercial Plus Card Online Administration Cont'



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- To unlock a user, scroll to the bottom of their user profile and switch the Locked option from Yes to No. This can be done by clicking on the word Yes.
- Click SAVE
- This will simply allow the user three additional tries to log in with their current credentials. If the user still is unsuccessful please refer to page 24 to reset the password and/or security questions depending where the user is experiencing issues.

### User Information

User ID: [?] \*

Logon status:  
Active [?]  
 YES

Locked [?]  
 NO

[Cancel](#)



# TD Commercial Plus Card Online Administration Cont'



- To view the user's profile, click on the Details button
- You can reset a user's security questions and password by clicking the corresponding buttons.
- Choosing Reset Security Questions will clear out the user's current questions, this will prompt them to select and answer five new questions the next time they log in.
- Choosing Reset Password will e-mail a temporary password to the e-mail address associated with the user profile.

Maintain User Information

Search for users matching any of the following search criteria:

Corp number:  Corp name:

User ID:  First name:  Last name:

Email address:  Status:  Product Affiliations:

To improve search performance, enter values for as many search criteria as known.

Search Results (Count: 0/1)

Details	Delete	User ID	First Name	Last Name	Status	Date Created	Date Last Login
<input type="button" value="Details"/>	<input type="button" value="Delete"/>	SOA7E07	SOM	Test	Active	2062017	2062017

Edit Personal Information for SOM Test

User Information | User Expense Approvers | Security and Approval Access

Contact Information

First name: [?]\*  
SOM

Last name: [?]\*  
Test

Product Notifications: [?]

Email address: [?]\*  
STATEOFMAINEPCARD@TD.com

CC Email address: [?]

BCC Email address: [?]





# ***TD Commercial Plus Card***



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- **Reviewing and Approving an Expense Report**
  - Viewing a pending Expense Report
  - Review / Editing Allocation Coding
  - Review Split Transactions
  - Review Attached Receipts (Optional)
  - Closing the Expense Report
  - Searching Expense ReportsPages 26-32
  
- **Important Phone Numbers/State of Maine Program Administrators**
  - Page 33



# TD Commercial Plus Card Online Viewing Pending Expense Report



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When a cardholder submits an expense report for your approval, you will receive an email letting you know it is ready for your review/approval.

There are 2 different ways you can access expense reports for your review.

1. Home Screen>My Tasks>For Your Approval
2. Go to Expenses>Click Manage Expense Reports

The screenshot displays the myP-Card Portal interface. At the top, there is a navigation bar with tabs for HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES, ADMINISTRATION, and HELP. The EXPENSES tab is active, and a dropdown menu is open, showing options: VIEW TRANSACTIONS, MANAGE EXPENSE REPORTS (highlighted in green), MANAGE UNATTACHED RECEIPTS, and VIEW OUTPUT LOG. Below the navigation bar, there are two system status messages: 'TD Commercial Plus Card Online - System Out' and 'IMPORTANT PHONE NUMBERS', both with 'View' links. The main content area features a 'My Tasks' section with a list of tasks: Review Transactions to Report, Create Expense Report, In Progress (0), Recently Approved (0), For Your Approval (1) (highlighted in yellow), and Unassigned (0). Below this is a 'Quick Links' section with links for Create Out Of Pocket Transaction, Manage Accounts, Maintain User Information, and Output Log.



# TD Commercial Plus Card Online Viewing an Expense Report



- Click on the Details button to open the Expense Report

myP-Card Portal

TD

HOME STATEMENTS ACCOUNTS REPORTS **EXPENSES** HELP

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

Unassigned [?] ▲

No reports found.

TAKE OWNERSHIP

In Progress [?] ▲

Details	Notes	Receipt	Report Id ▲	System Created	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total	Grand Total
☰	☰	☰	0005062614	No			Unsubmitted	2/24/2017	2/24/2017	\$0.00	\$251.93



# TD Commercial Plus Card Online Editing Allocation Coding



- Changing allocation codes can be done simply by clicking on the box next to the field. A listing will appear so a valid code can be selected. User can also manually key in the coding which will be validated to ensure it is a valid code for the account.
- Available allocation codes have been assigned by the program administrator, any discrepancies should be reported to them for correction.
- Transaction descriptions are required (example – Office Supplies)

Step 4: Finalize Report (1)

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

Expense Report Name: 14 Feb 2017

Account:

Description:

Destination:

Dates: 1/10/2017 - 2/24/2017

Grand Total: \$251.93

Reimbursable Total: \$0.00

Receipt Attached: No

Action: [?] [ ] [ ] [ ]

Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	FUND (1)	AGENCY (3)	UNIT (4)	SUB UNIT (2)	OBJECT (4)	GRANT (1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/10/2017	2/8/2017	\$251.93	WB MASON		038	188	1052	01	5602	

Select FUND (10) [?]

Search by: Select

Search for:  SEARCH

Valid code	Description
<input type="radio"/> 010	GENERAL FUND
<input type="radio"/> 012	HIGHWAY FUND
<input type="radio"/> 013	FEDERAL EXPEND. FUND
<input type="radio"/> 014	OTHER SPECIAL REVENUE
<input type="radio"/> 015	FEDERAL BLOCK GRANT FUND
<input type="radio"/> 016	HIGHWAY BOND FUND-ARBITRAGE

Page 1 of 4 (Items 1 to 20 of 73)


OK Cancel



# TD Commercial Plus Card Online

## Viewing a Split Transaction



- Cardholders have the ability to split transactions multiple times by amount or percentage but must equal back to the original transaction amount.
- If a transaction is split you will see this symbol  under split status. A solid gray circle will represent a transaction that has not been split.
- Clicking on this icon will show you the split details

<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	FUND (10)	AGENCY (3)	UNIT (4)	SUB UNIT (2)	OBJECT (4)
<input type="checkbox"/>				...	2/10/2017	2/8/2017	\$251.93	WB MASON		038	18B	1052	01	5602
<input type="checkbox"/>				...	2/10/2017	2/8/2017	\$30.28	WB MASON	Batteries	038	18B	1052	01	5602

[← Back to Search](#)

### Split Transactions <sup>[?]</sup>

Date Posted: 2/10/2017  
 Date Occurred: 2/8/2017  
 Billing Amount: \$251.93  
 Merchant Name: WB MASON

**Method:**

Split by amount     Split by percent    <sup>[?]</sup>

Number of splits    Add splits  
 3        GO    <sup>[?]</sup>

**SPLIT EQUALLY** <sup>[?]</sup>    **ADD SPLITS FOR LINE ITEMS** <sup>[?]</sup>

Running total: **\$251.93**    Balance remaining: **\$0.00**

Remove	Description	Personal	Disputed	Mapped	Split Amount	Split Percent	FUND (10)	AGENCY (3)	UNIT (4)	SUB UNIT (2)	OBJECT (4)
	Batteries	<input type="checkbox"/>	<input type="checkbox"/>	No	30.28	12.02 %	038	18B	1052	01	5602
	Batteries	<input type="checkbox"/>	<input type="checkbox"/>	No	30.29	12.02 %	038	18B	1020	01	5602
	Toners	<input type="checkbox"/>	<input type="checkbox"/>	No	191.36	75.96 %	038	18B	1080	01	5636



# TD Commercial Plus Card Online Viewing Receipts



## Attaching receipts online is optional

### If receipts are not attached online cardholders should still complete the manual process

- The system allows cardholders to upload your receipts from your computer into your expense report.
- To view any attached receipts click on Manage Receipts.
- To download a receipt you will click on the folder icon.






Step 2: Attach Additional Transactions ▼

Step 3: Manage Receipts ▲

Available Receipts    Upload Receipts

Unattached Receipts  
There are no unattached receipts available.

Attached Receipts

Actions	Image	Description
   		<input type="text"/>



# TD Commercial Plus Card Online Approving an Expense Report



**Bank**

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At the bottom of your screen you will see the option to Approve and Close, Reject, Print Expense Report, Save, and Cancel

**Approve & Close** – This should only be selected once all coding has been verified as correct. Once approved this will close the expense report and no additional changes can be made to the report.

**Reject** – This allows you to reject the report back to the cardholder if they need to make any changes to the report. They will receive an e-mail stating that it has been rejected. Once they go in and make the changes it will be submitted back to you for approval.

**Save** – This allows you to save your progress and come back to submit at a later time.

**Cancel** – This allows you to cancel any changes you have made since opening the report.

**Print Expense Report** – This allows you to print your report in PDF format. System will allow you to print the expense report with or without the attached receipts.

APPROVE & CLOSE

REJECT

PRINT EXPENSE REPORT

Save

Cancel



# TD Commercial Plus Card Online Manage Expense Reports



- You can access previous and outstanding Expense Reports by going to Expenses>Manage Expense Reports>Search Expense Reports
- You can search for a particular cardholder or search the entire division.
- To view the Expense Report – click on the three dots under details.
- Here you will have access to expense reports for 24 months.

The screenshot displays the 'Manage Expense Reports' interface. At the top, there is a navigation bar with tabs for HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES (selected), ADMINISTRATION, and HELP. Below the navigation bar, the main heading is 'Manage Expense Reports [?]'. A dropdown menu is open under 'EXPENSES', showing options: VIEW TRANSACTIONS, MANAGE EXPENSE REPORTS (highlighted), MANAGE UNATTACHED RECEIPTS, and VIEW OUTPUT LOG. A 'CREATE EXPENSE REPORT' button is visible to the right.

Below the navigation, there are tabs for 'Expense Reports' and 'Unattached Transactions'. A search bar is present with the text 'Search for expense reports'. A link says 'Click here to select accounts or units for your search'. The search criteria are set to 'Account'. A dropdown menu shows 'Name on Acco...'. There are checkboxes for 'Active accounts', 'Inactive within 45 days', 'Inactive longer than 45 days', and 'Purged', all of which are checked. A 'SEARCH' button is located below the search criteria.

The search results show 'Selected Accounts/Units:' with a table:

Remove	Selected Items	Include Subunits [?]
	18A-BUR OF GENERAL SERVICES (00018005)	<input checked="" type="checkbox"/>

At the bottom, there is a 'Report Status:' section with checkboxes for 'Unsubmitted', 'Pending Approval', 'Approved/Closed', 'Rejected', 'Reopened', and 'Incomplete', all of which are checked.





# TD Commercial Plus Card Online Important Phone Numbers



**Bank**

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## Cardholder Support Line

**877-253-4558**

**24 Hours a day**

Report card Lost/Stolen

Reset PIN

Dispute a Transaction

Report Fraud

Follow up on a Fraud Case

Report upcoming Travel

## Card Activation

**877-701-0062**

**24 Hours a day**

International Fraud Number\* 706-641-6564

\*For use when travelling abroad

- **All online system and card related questions should be directed to your Program Administrator.**

### Procurement Card Administrator (PCA)

**Sue Garcia, Div. of Purchases**

**E-Mail: Sue.H.Garcia@maine.gov**

**207-624-7338 - Office**

**207-624-7340 - Purchases' Main Line**

**207-215-7807 - After Hours/Weekends**

### Secondary Procurement Card Administrator (PCA)

**Chad Lewis, Div. of Purchases**

**E-Mail: Chad.Lewis@maine.gov**

**207-624-7330 - Office**

**207-215-3169 - After Hours/Weekends**