Uploading Receipts to a Transaction in GCMS

Before you begin

• You can upload all of your receipts into the first transaction. Size limit is 4 MB per transaction. If you have more receipts, attach them to the second transaction.

1. On the Transaction Summary screen, click the **Upload** icon in the **Additional Information** column of the transaction.

SEARCH RESULTS

Expand All	gand All <u>Collapse All</u> Search Total: 311.10									
Page 1 of 1 Page Go										
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount Additiona	I Information		
₩ ि >			03/06/2018	03/04/2018	SUMMUS INDUSTRIES, INC SUGAR LAND, TX -77478	104.18				
₩ ि >			03/12/2018	03/08/2018	ALPHAGRAPHICS 471 DENTON, TX -76205	84.00	3.36			
₩6>			03/12/2018	03/09/2018	SUMMUS INDUSTRIES, INC SUGAR LAND, TX -77478	14.99				
₩ ि >			03/12/2018	03/10/2018	SUMMUS INDUSTRIES, INC SUGAR LAND, TX -77478	44.96		a		
₩6>			03/16/2018	03/14/2018	ALPHAGRAPHICS 471 DENTON, TX -76205	41.94	1.67			
<u>u</u> 6 >			03/26/2018	03/24/2018	AMAZON MKTPLACE PMTS W WWW.AMAZON.CO, WA -98109	21.03		a		
	ື						Page 1 of 1	Page Go		

Search Total: 311.10

Expand All | Collapse All

- 2. Browse for your image.
 - The image size limit is 4 MB (if you exceed this size then attach the rest of your receipts to the second transaction).
 - Images must be .jpg, .png. or PDF.

3. Click Add.										
Date Descrip	ation									
Add Rece	ipt 🗶									
Select a fil	e:									
Select a	file to Upload Browse									
	Cancel Add									
01/040										
SUGAR	LAND, TX -77478									
4. Icon will change to this once attached:										
Viewing a Receipt Attached to a Transaction										
1. On the Transaction Summary scree	en, click the View Receipt icon III in the Additional									
1. On the Transaction Summary scree Information column of the transaction	en, click the View Receipt icon Image In the Additional n.									
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1. On the Transaction Summary scree Information column of the transaction Transaction Amount 104.18	en, click the View Receipt icon in the Additional n. Page 1 of 1 Page Go Tax Amount Additional Information									
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1. On the Transaction Summary scree Information column of the transaction Transaction Amount 104.18	en, click the View Receipt icon I in the Additional n. Page 1 of 1 Page Co Tax Amount Additional Information I I I I I I I I I I I I I I I I I I I									
1. On the Transaction Summary scree Information column of the transaction Transaction Amount 104.18	en, click the View Receipt icon II in the Additional n. Page 1 of 1 Page Go Tax Amount Additional Information Icon indicates receipts have been attached Icdit Accounting Codes									

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sactio	View	Download	Delete	Tra
4/2018	SUM	MUS INDUSTRIE	S, INC	110

2. Click View then wait for the image to appear in the View Receipt window.

Printing a Receipt

1. On the Transaction Summary screen, click the **View Receipt** icon in the **Additional Information** column of the transaction. The image appears in the View Receipt window.



2. Click View × 59088 - sam.pdf View Download Delete 3. Click Print. **Deleting a Receipt** 1. On the Transaction Summary screen, click the View Receipt icon 🛄 in the Additional Information column of the transaction. Page 1 of 1 Page Go Tax Amount Additional Information **Transaction Amount** 104.18



