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

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| Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional 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	▬▦☁
	☐	☐	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		▬☁
	☐	☐	03/16/2018	03/14/2018	ALPHAGRAPHICS 471 DENTON, TX -76205	41.94	1.67	▬▦☁
	☐	☐	03/26/2018	03/24/2018	AMAZON MKTPLACE PMTS W WWW.AMAZON.CO, WA -98109	21.03		▬☁

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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**.
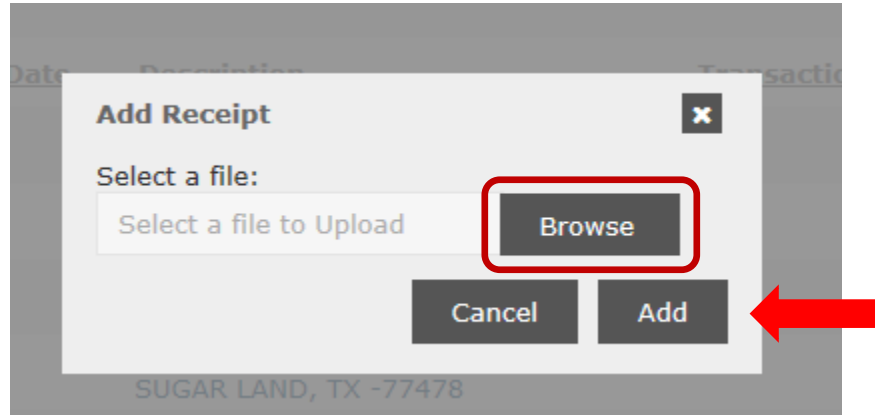
4. Icon will change to this once attached:

Viewing a Receipt Attached to a Transaction

1. On the Transaction Summary screen, click the **View Receipt** icon in the **Additional Information** column of the transaction.
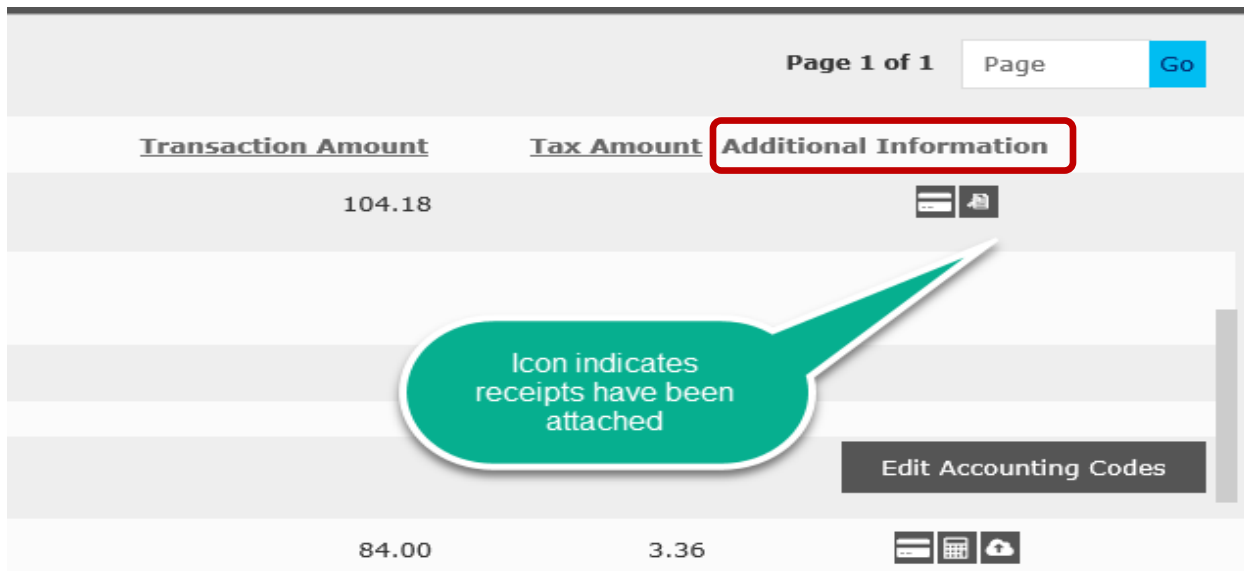
2. Click View then wait for the image to appear in the View Receipt window.

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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.
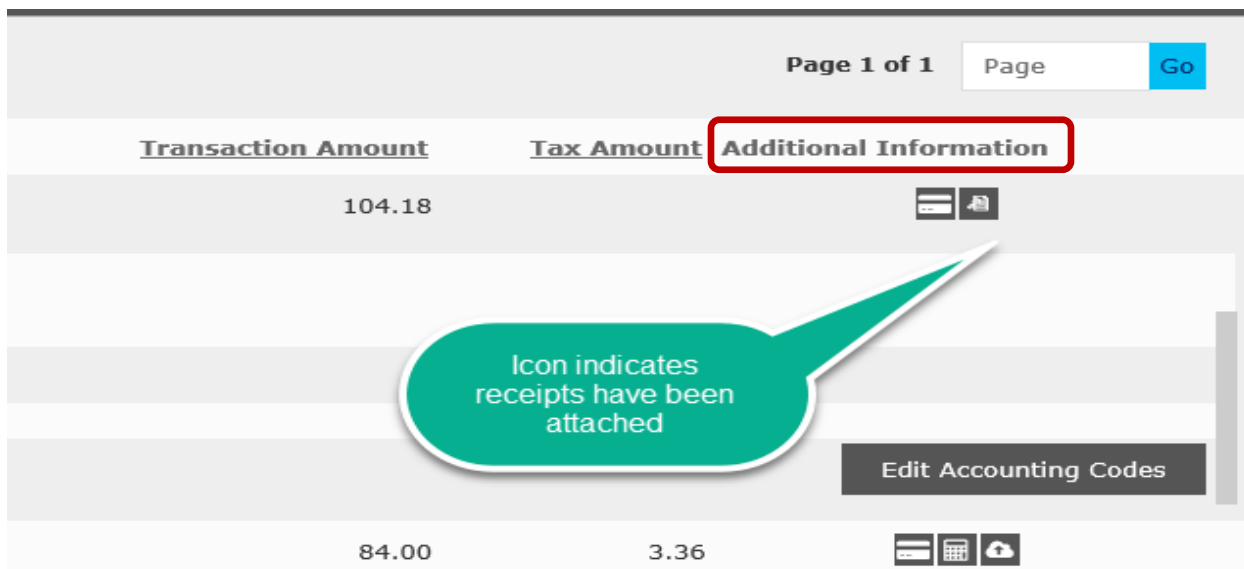
2. Click **View**

3. Click **Print**.

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Deleting a Receipt

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

2. Click **Delete**.