

Google Drive “How To” for Procard Receipts

- Scan and email yourself all procard receipts for the month you are reconciling – e.g. January 2018. Each receipt must be a separate file.
- Access the GRCC Google Drive folder as follows - <https://accounts.google.com/ServiceLogin> (Ctrl + Click to follow link) - Or simply type 'google drive' into the address bar (url window). You can then bookmark this page or add it to your favorites.



One account. All of Google.

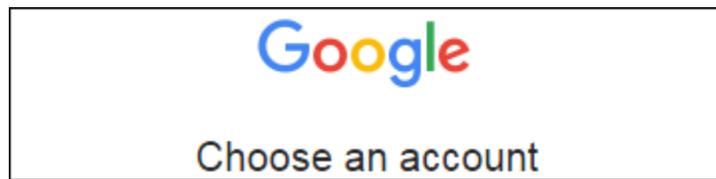
Sign in with your Google Account

The screenshot shows the Google sign-in interface. A callout box labeled "Type in your GRCC Email Address" points to the "Email or phone" input field. Another callout box labeled "Click Next" points to the blue "Next" button. Below the input field and button is the text "Find my account". At the bottom of the sign-in area is the link "Create account".

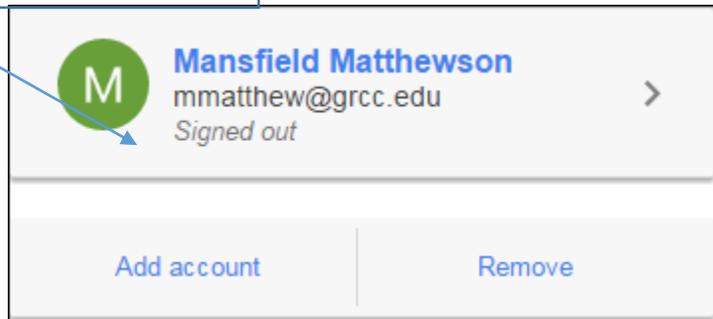
The screenshot shows the Google sign-in page for a specific user, Mansfield Matthewson, with the email address mmatthew@grcc.edu. A callout box labeled "Type in your GRCC network/email Password" points to the "Password" input field. Another callout box labeled "Click Sign in" points to the blue "Sign in" button. Below the sign-in button is the link "Need help?".

*Please be aware that all GRCC Drive accounts have already been created and your password is synchronized with your GRCC password.

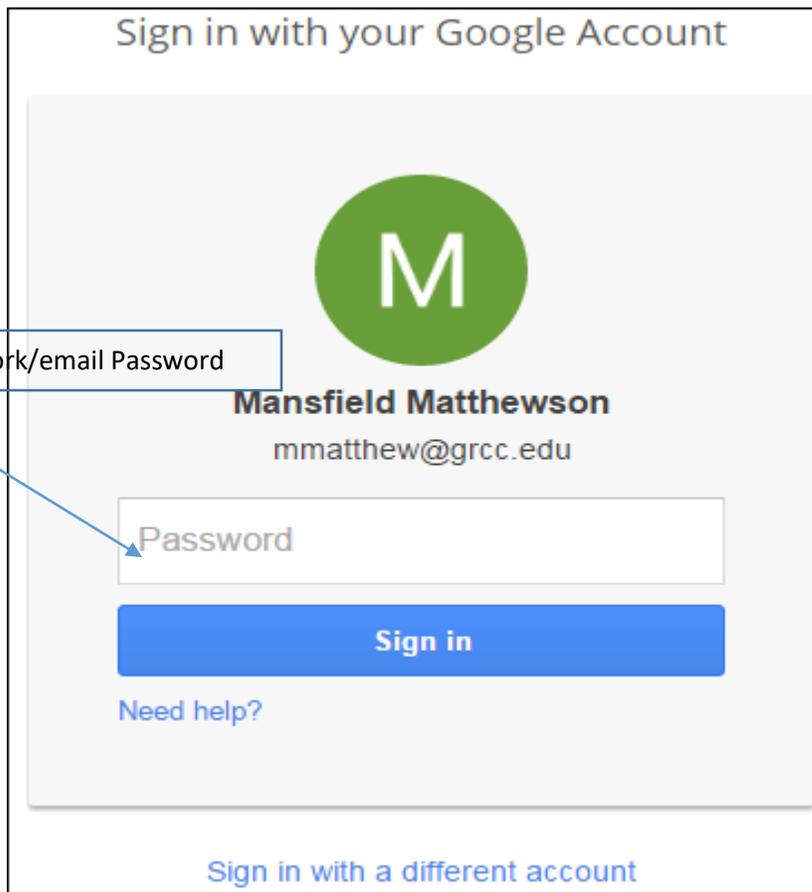
After you have logged into your Google account at least one time, Your computer may remember your email address as in the example below, or you may have to type your email address and password each time you access the page.



Click on the GRCC Email account



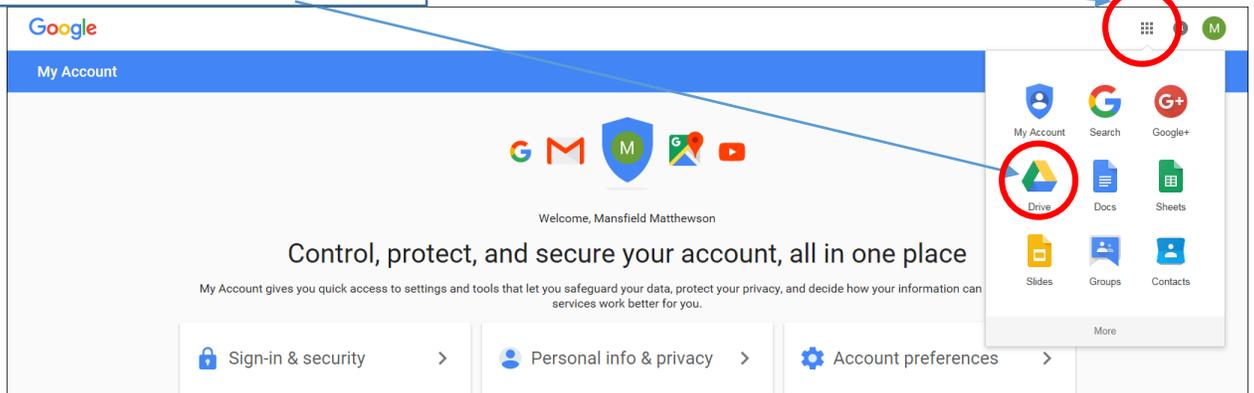
Type in your GRCC network/email Password



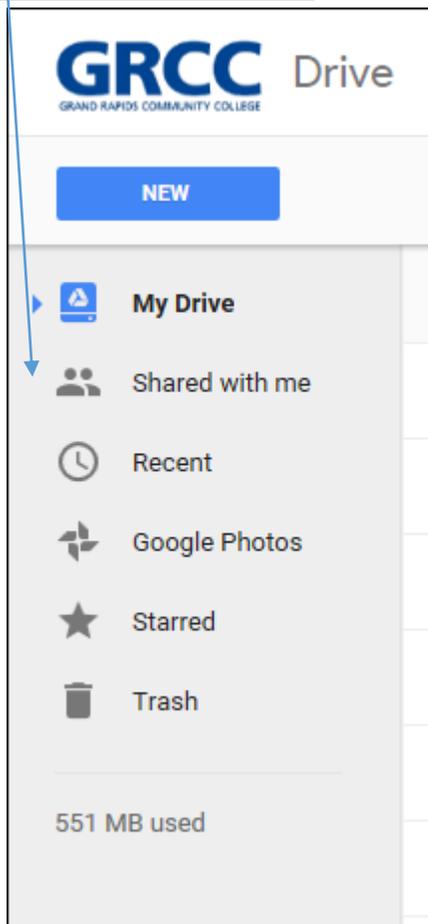


Click The Menu button on the right hand Side of the page.

Click Drive from the drop down menu



Click **Share with me**



- Select the Procurement Cards folder (Mansfield, Melissa, Sally)



- Select the appropriate Budget Control Officer (BCO & BCO SEC only) – e.g. Jim Vandokkumburg



- Select the appropriate Procard holder (individual cardholders) – e.g. Joe Milito



- Select the appropriate fiscal year – e.g. 2017-18



- Select the appropriate month that you are reconciling – e.g. Jan 2018



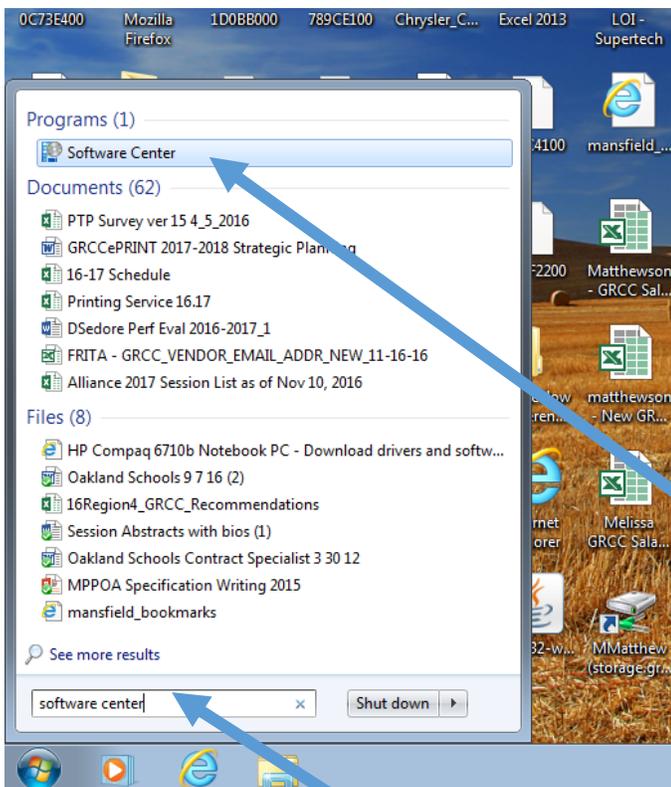
- Access the scanned January 2018 receipts for cardholder e.g. Joe Milito
 - Drag and drop the scanned receipts into the January 2018 folder
 - Right click the scanned receipt, choose RENAME, and type in Vendor name. e.g. **Ace Hardware**
- Maintain a departmental hard copy file of the receipts for cardholder Joe Milito for one calendar year.

Drag/Drop Troubleshooting

If your drag and drop isn't functional, your GroupWise client is not updated. You can update your GW client as follows



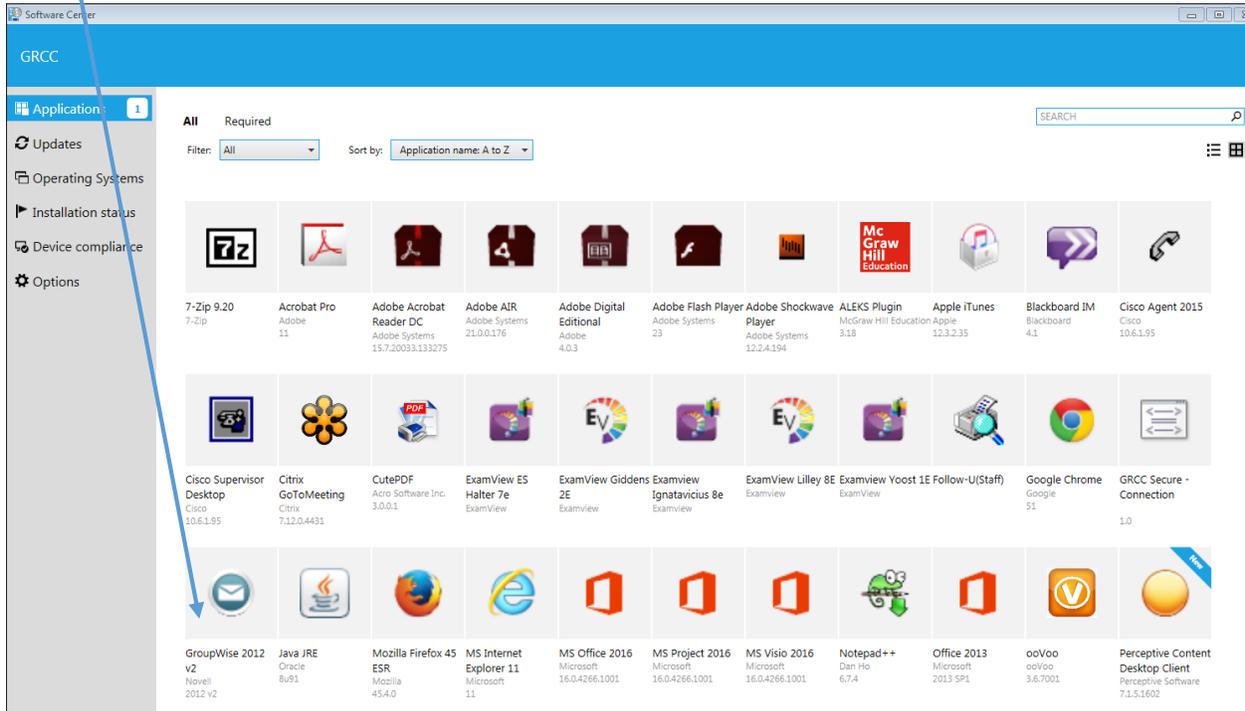
Click Your **Start** button in the lower left corner of your screen



Type **Software Center** in the Search field

Then click on **Software Center** when it appears in the menu

Click on the GroupWise icon to perform the update.



When the program has finished installing, reboot your computer. You now have drag/drop capability.