Google Drive "How To" for Procard Receipts

- Scan and email yourself all procard receipts for the month you are reconciling – e.g. April 2017. 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.
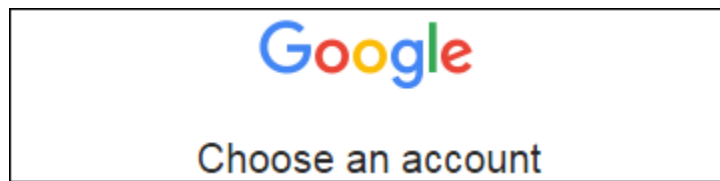
Google

One account. All of Google.

Sign in with your Google Account

Type in your GRCC Email Address

Email or phone

Next

Click **Next**

Find my account

Create account

Type in your GRCC network/email Password

Mansfield Matthewson
mmatthew@grcc.edu

Password

Sign in

Click **Sign in**

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.

Google

Choose an account

Click on the GRCC Email account

M **Mansfield Matthewson**
mmatthew@grcc.edu   >
Signed out

Add account   Remove

Sign in with your Google Account

M

Mansfield Matthewson
mmatthew@grcc.edu

Type in your GRCC network/email Password

Password

Sign in

Need help?

Sign in with a different account
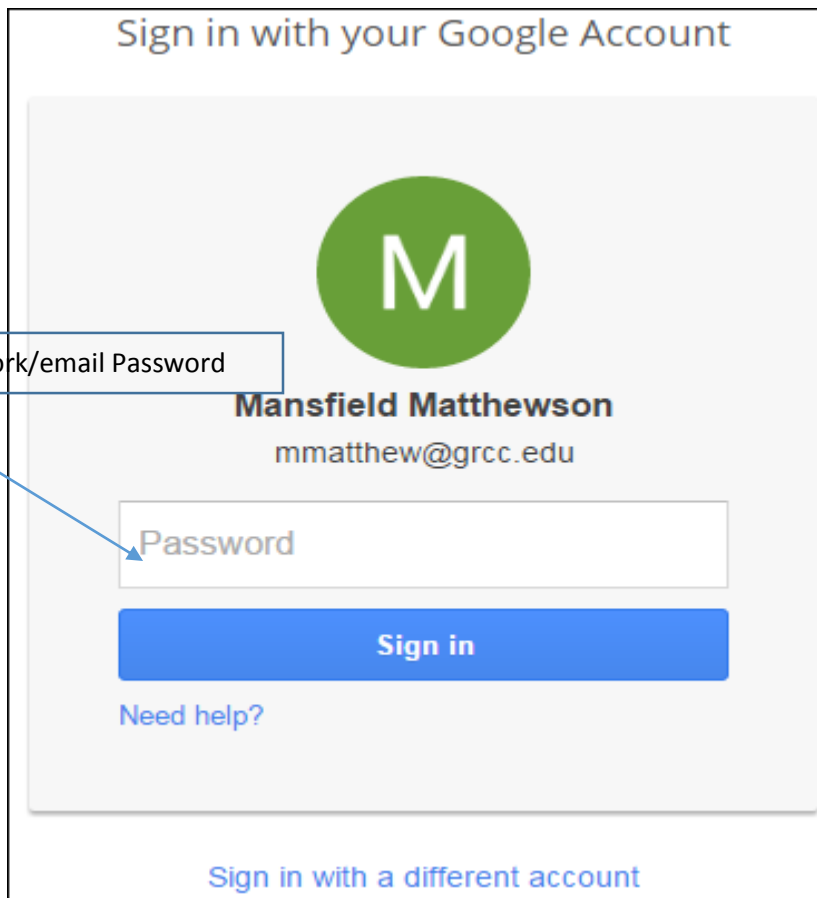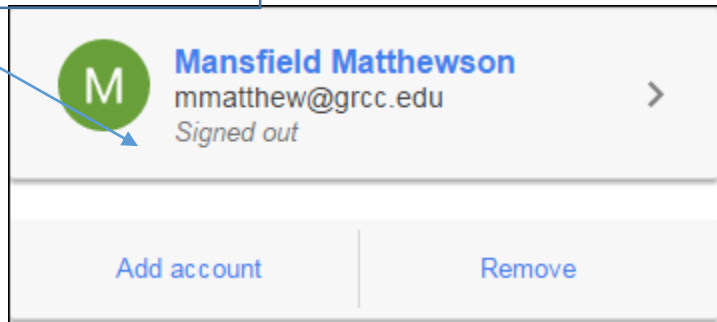
Click The Menu button on the right hand Side of the page.

Click Drive from the drop down menu

Google

My Account

Welcome, Mansfield Matthewson

Control, protect, and secure your account, all in one place

My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can services work better for you.

My Account   Search   Google+

Drive   Docs   Sheets

Slides   Groups   Contacts

More

🔒 Sign-in & security ›   👤 Personal info & privacy ›   ⚙️ Account preferences ›

Click **Share with me**

GRCC Drive
GRAND RAPIDS COMMUNITY COLLEGE

NEW

△ **My Drive**

👥 Shared with me

🕐 Recent

🌀 Google Photos

⭐ Starred

🗑 Trash

551 MB used

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

📄 Procurement Cards	me	Oct 18, 2016 me	-

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

📄 Vandokkumburg, Jim (Facilities)	me	9:40 AM me	-

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

📄 Milito, Joe	me	9:35 AM me	-

- Select the appropriate fiscal year – e.g. 2016-17

📄 2016 - 17	me	10:38 AM me	-
📄 2017-18	me	10:38 AM me	-

- Select the appropriate month that you are reconciling – e.g. April 2017

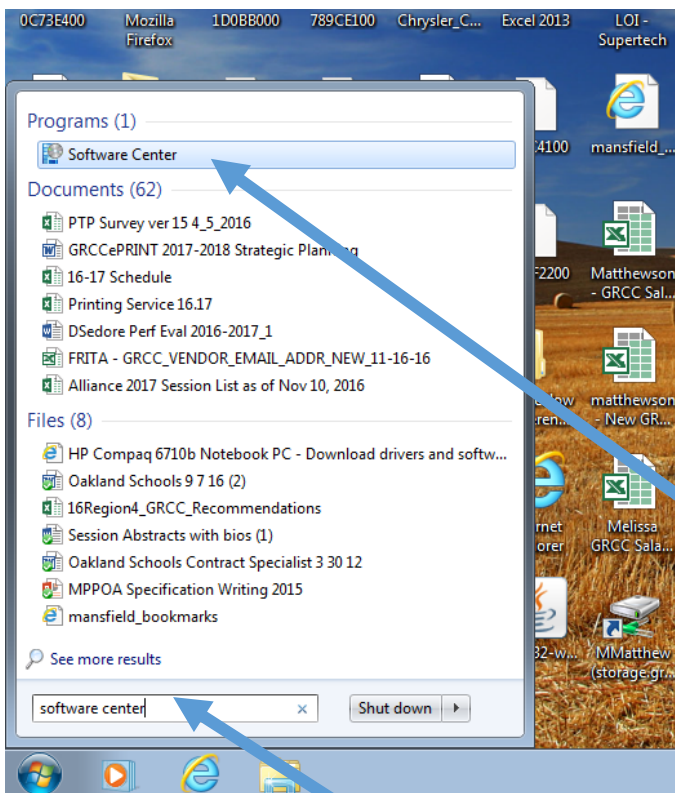|			
📄 07- January 2017	me	10:38 AM me	-
📄 08 - February 2017	me	10:38 AM me	-
📄 09 - March 2017	me	10:38 AM me	-
📄 10 - April 2017	me	10:38 AM me	-
📄 11 - May 2017	me	10:38 AM me	-
📄 12 - June 2017	me	10:38 AM me	-

- Access the scanned April 2017 receipts for cardholder e.g. Joe Milito
  - Drag and drop the scanned receipts into the April 2017 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
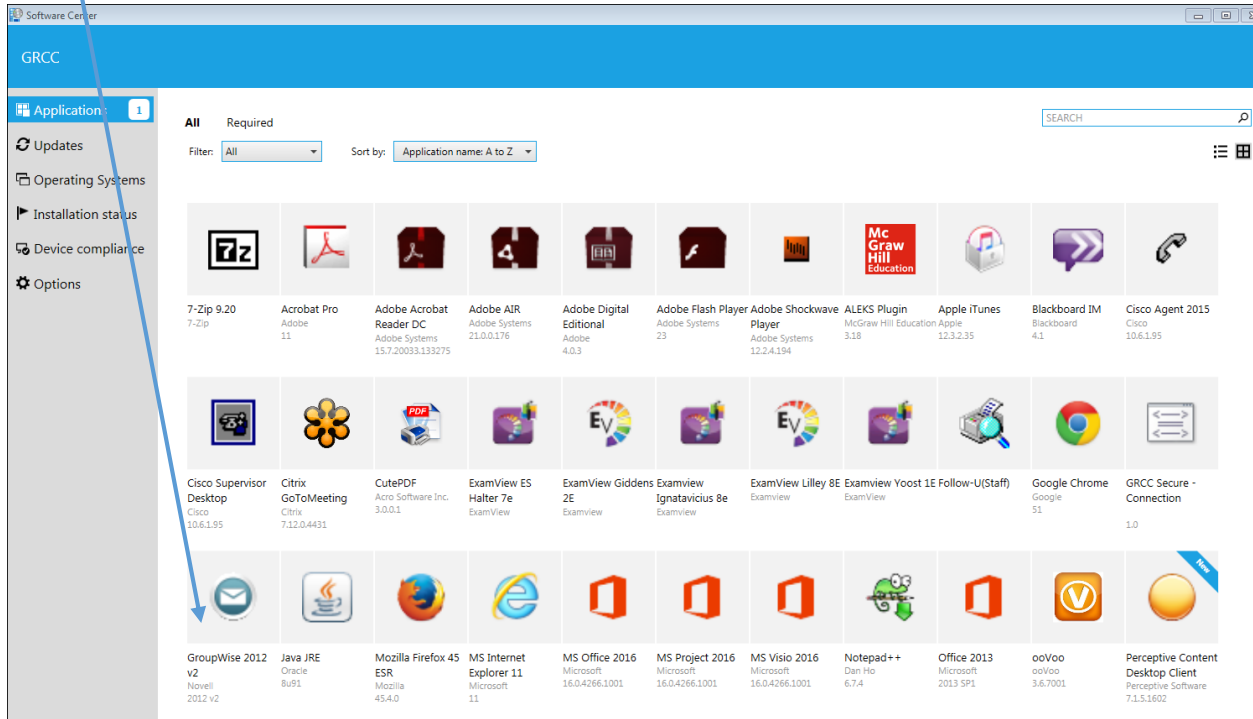

Click Your **Start** button in the lower left corner of your screen

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

Type **Software Center** in the Search field

Click on the GroupWise icon to perform the update.

Click on the Install Button

Install

Novell® GroupWise® is an enterprise collaboration system that provides secure e-mail, calendaring, scheduling, and instant messaging. GroupWise also includes task management, contact management, document management, and other productivity tools.

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