UNIVERSITY OF HARTFORD

PURCHASING DEPARTMENT

Follow these steps noted below
How to add receipts to your transactions in GRAM

- In order to save a receipt you should scan/copy to yourself. Save to your departments shared drive and name receipt, "vendor name, date & amount of transaction". ie. wbmason2.3.2015_14.86
- Reason you would want to save here is that Bank of America keeps receipts for a rolling 36 month period.
  Should an Auditor or Financial Accounting need to copy you will be able to retrieve your receipt. If you leave the University or transfer to another dept. someone else would have access to this information.

KEEP IN MIND
- **You must add receipt first before you hit review or approve buttons.***

STEP 1

Data available starting: 01/09/12	Search

SEARCH RESULTS

Expand All | Collapse All · Search Total: 5,355.50

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility
	🔒	☑	12/11/14	12/09/14		129.99			
	🔒	☑	12/10/14	12/10/14		2,053.45			
	🔒	☑	12/11/14	12/10/14		50.51			
	🔒	☑	12/15/14	12/12/14		53.13			
	🔒	☑	12/17/14	12/16/14		70.94			
	🔒	☑	12/19/14	12/17/14		26.17			
	🔒	☑	12/19/14	12/18/14		17.00			
	🔒	☑	12/24/14	12/22/14		79.14			
	🔒	☑	12/24/14	12/23/14		1,560.00			
	🔒	☑	12/26/14	12/24/14		25.00			
	🔒	☑	12/26/14	12/24/14		131.45			
	🔒	☑	12/30/14	12/29/14		585.00			
	☐	☐	01/07/15	01/06/15		412.00		ADD RECEIPT	
	☐	☐	01/08/15	01/06/15	BRODER BROS CO 08005434200, PA -19053	81.93			
	☐	☐	01/08/15	01/06/15	BRODER BROS CO 08005434200, PA -19053	77.79			
	☐	☐	01/08/15	01/07/15	CRS CRYSTAL ROCK WATER 800-525-0070, CT -06795	2.00			

Click Add Receipt button

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Expand All | Collapse All · Search Total:

STEP 2

Click "BROWSE" and select the receipt that matches the charge and then click "ADD"

Add Receipt

Select a file:
[Select a file to Upload] [Browse]

[Add] [Cancel]

Once this has been completed then you can click on "REVIEWED" and then save the process

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