

# HOW TO CASHet: Attaching Receipt Images in Transaction Reconciliation

Log in to CASHet

Mouse over left of screen to reveal the navigation tabs

Click the Transaction Reconciliation tab

Choose the card you wish to reconcile from the pulldown list at the top center of your screen





Note: You can only reconcile one card at a time

From the list of transactions select the one you will be coding, approving, and attaching a receipt image to

Click on the green plus symbol, next to the dollar amount, to open the transaction

TRADER JOE'S #240 QPS	LOS ANGELES	CA	9650523	28.51	
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After you click the green plus symbol the transaction line opens

Amount	Memo	Spend ID			
28.51			x	Add	Save Trans

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Input coding and description per your Accounting Department's instructions. Check the Approved box, then click Save



5045	GILLESPIE, SHAWN	2018-11-27	2018-11-28	TRADER JOE'S #240 QPS
Amount	Memo		Spend ID	+ Add Save Trans
28.51	11/27 OFFICE CRAFT SERVICE			

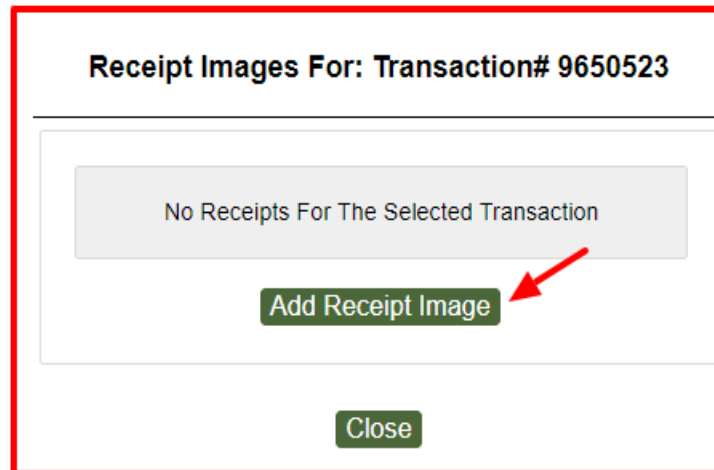
If you have uploaded a receipt image to attach to this transaction, click the green camera icon



# **HOW TO CASHet: Attaching Receipt Images in Transaction Reconciliation**

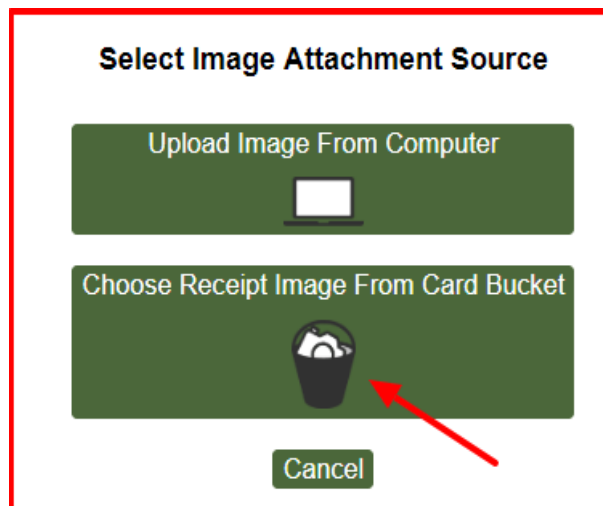
The Receipt Images For: Transaction #X screen will appear

Click the green Add Receipt Image button



The Select Image Attachment Source screen will appear

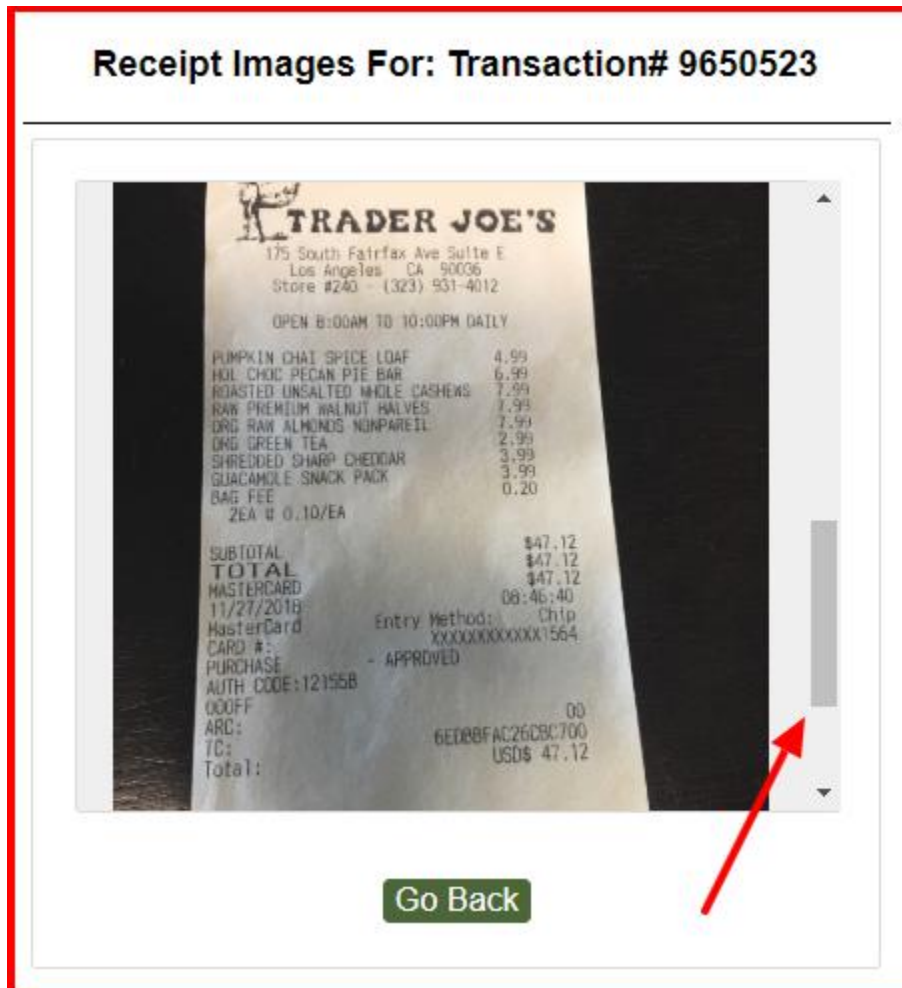
Click the black bucket to choose receipts which have been uploaded from the CASHet app



**Note: You can only attach receipt images that are in jpeg format.**

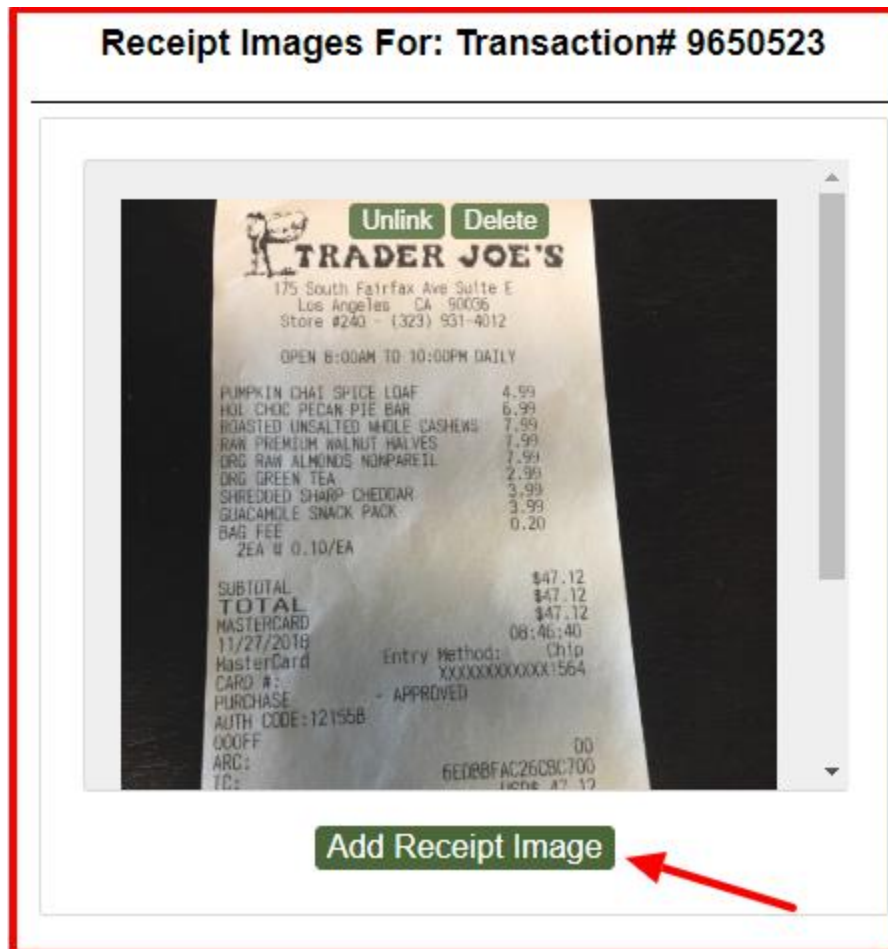
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Your receipt image bucket will open. Use the slider bar to scroll through the receipt pictures. When you come to the receipt you need click anywhere on the image.



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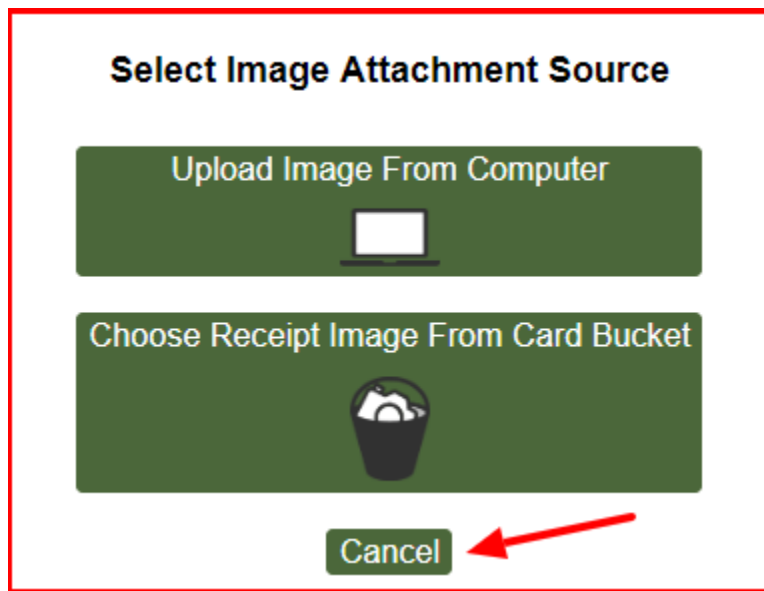
Click the green Add Receipt Image button



If you have multiple receipts to attach to the transaction simply repeat the process

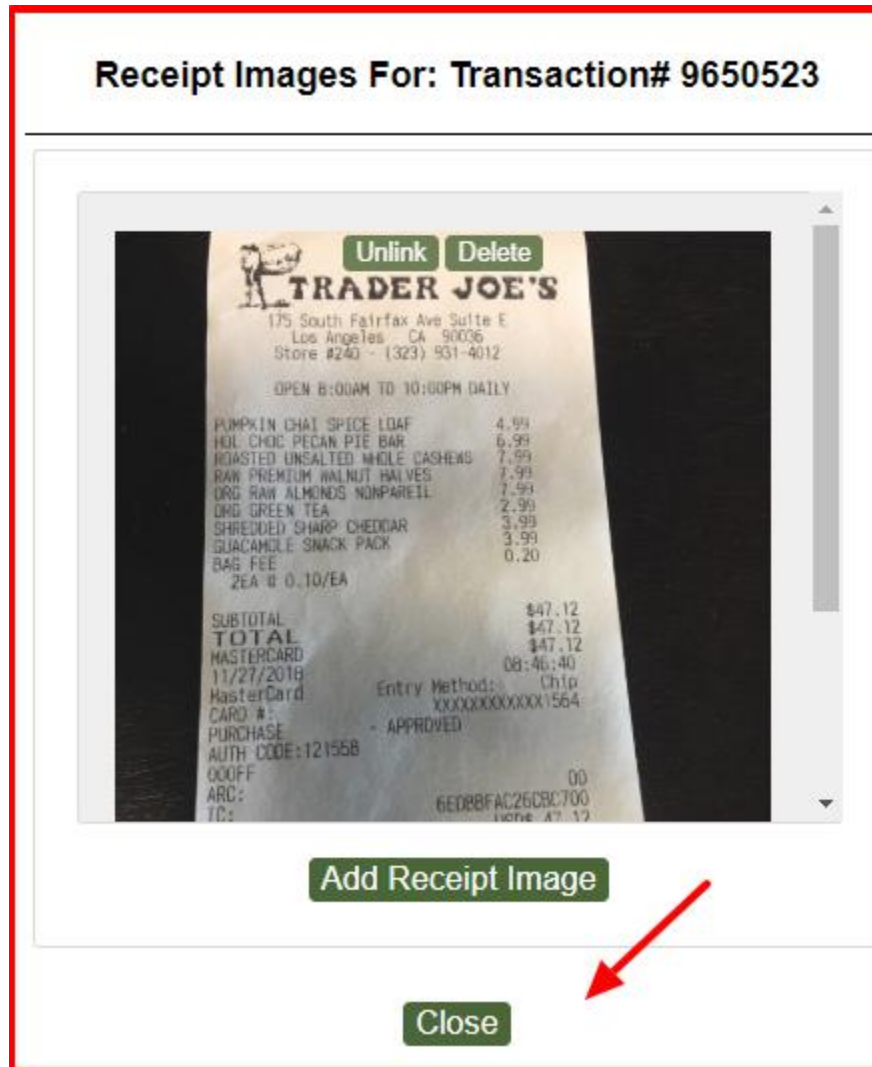
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If this is the only receipt image to attach, click the green Cancel button in the Select Image Attachment Source screen



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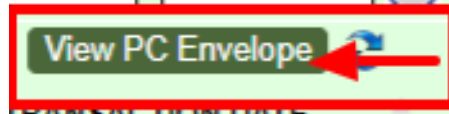
Next, click the green Close button in the Receipt Images screen



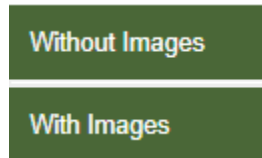
The camera icon in the receipt column will turn black, indicating you have successfully attached the image.

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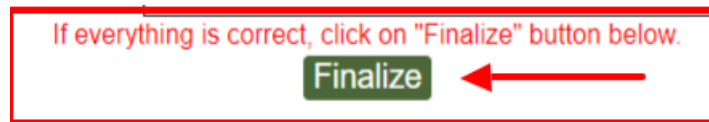
Once you've input coding, entered descriptions, and attached receipt images, click the green View PC Envelope button



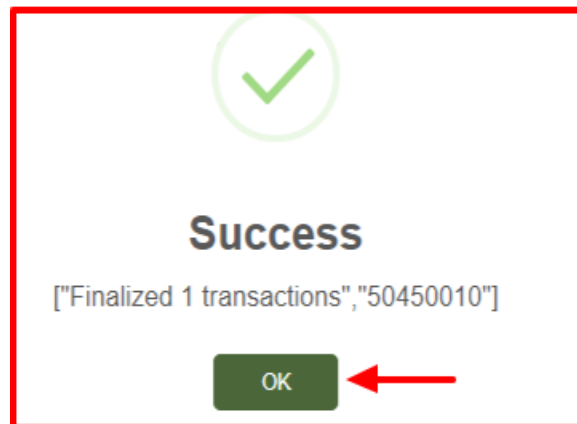
Click the appropriate button to print with or without receipt images



The P-Card Cover Sheet will display. Review and if correct click the green Finalize button



Congratulations! You have successfully completed an envelope with receipt images. Click the green OK button



Print.