

# How to View/Download Reports and Invoices

1) To view or download invoices and reports go to our web site: (*optimized for MS Internet Explorer*)  
[www.gulfmanagementsystems.com](http://www.gulfmanagementsystems.com)

2) Double-click on **Client Login**

Your partner for fast, affordable electronic payment solutions

GULF MANAGEMENT SYSTEMS, INC.

> refer a friend < > customer community < >>> client login

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GMS electronic payment solutions pay off big.

You need fast access to your money so you can put it to work. Controlling costs, offering your customers every possible payment option, minimizing risk and generating a steady revenue stream are critical success factors. The last thing you have time for is chasing returned payments or lost paychecks, and daily logs to the bank.

What can an electronic payment solution bring to your business?

**Faster access to your money:** Speedy collection means you can put it to work for you now.

3) Click on **Client Login** (*below File Uploads*)

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## Client Login

ATTENTION: Effective August 10th, based on your direct feedback, you'll see [new simple report names](#). The new names include basic titles and traditional date formats (mmdyyy) instead of the existing julian format which should make it easier and faster to find what you're looking for.

[Register now](#) for the GMS customer community to talk with other GMS customers, learn what's working for them, find out about valuable resources, and voice suggestions on how to make existing services better or help create entirely new solutions. Don't forget to [check out our new customer referral program](#).

File Uploads

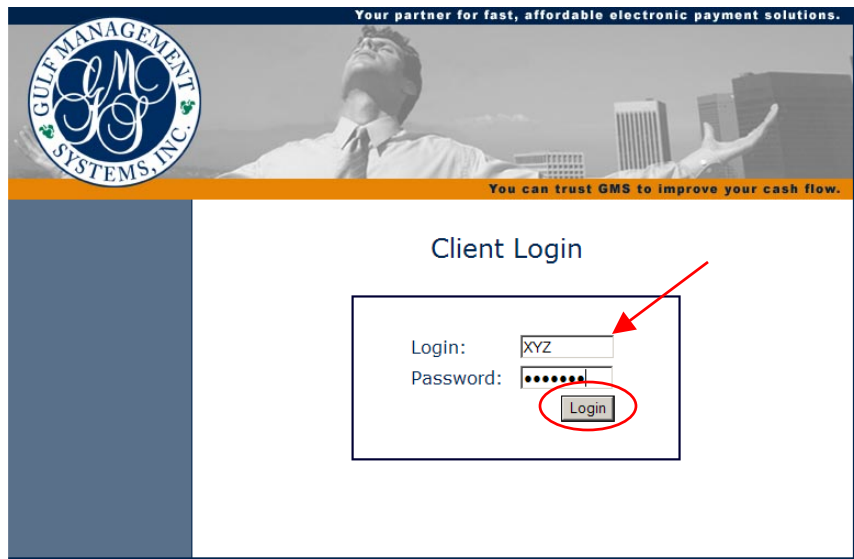
[Client Login](#)

Tutorials

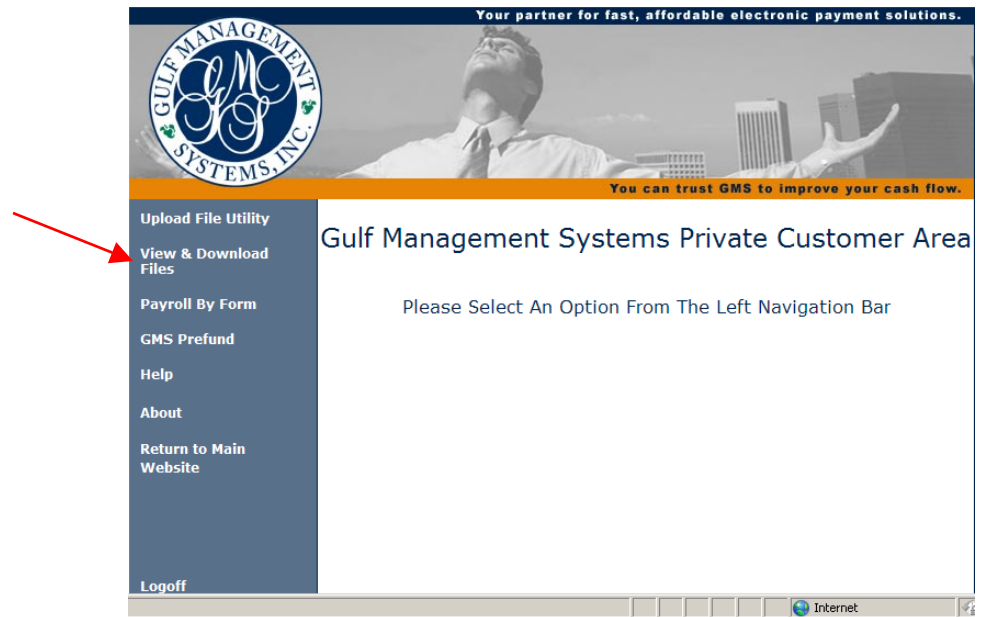
Find all the answers you need to access your records and upload files fast.

4) Enter your assigned GMS three-digit company code and password

5) Click **Login**



6) Click **View and Download Files**



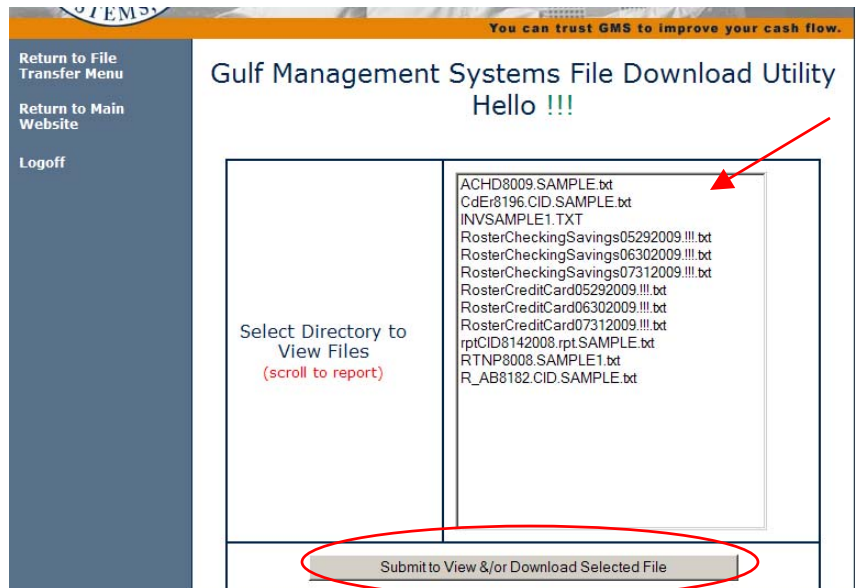
A window will generate with a list of up to 90 days worth of your available reports/files.

\*NOTE: Firefox browser users must install/enable Java prior to the next step.

7) Click & highlight the file you want to download.

8) Click **Submit to View &/or Download Selected Files**

*\*NOTE: A new window/tab will open in IE displaying the selected file/report. Use your browser's "save as" option to copy file to your computer, or "print" for a paper copy.*



### Report and File Naming Legend

File/Report	Name
ccc	= Your assigned 3-digit GMS Company ID Code
mmddyyyy	= Traditional Calendar Date including Month Date Year (i.e. 03152009 is March 15, 2009)
ACHDetail	ACHDetail_ccc_mmddyyyy.txt
ACH Summary	ACHSummary_ccc_mmddyyyy.txt
Credit Card Errors	CardErrors_ccc_mmddyyyy.txt
ACH Returns	Returns_ccc_mmddyyyy.txt
Credit Card Processing	CardDetail_ccc_mmddyyyy.txt or .pdf
Credit Card Approved	CardDetailApproved_ccc_mmddyyyy.pdf
Credit Card Declined	CardDetailDeclined_ccc_mmddyyyy.pdf
Collection Balance Report	CollectionBalance_ccc_mmddyyyy.txt
Invoice	Invoice_ccc_mmddyyyy.txt
Invoice Activity Summary	InvoiceActivity_ccc_mmddyyyy.txt
Invoice Adjustments	InvoiceAdjustments_ccc_mmddyyyy.txt
Invoice Demand Drafts	InvoiceDemandDrafts_ccc_mmddyyyy.txt
Invoice Credit Cards	InvoiceCards_ccc_mmddyyyy.txt
Invoice Wires	InvoiceWires_ccc_mmddyyyy.txt
Roster Checkings/Savings	RosterACH_ccc_mmddyyyy.txt
Roster Credit Cards	RosterCards_ccc_mmddyyyy.txt

If you have any further questions/issues regarding the use of our web site, please contact our Customer Care Center at: [operations@gulfmanagementsystems.com](mailto:operations@gulfmanagementsystems.com) (please include your 3-digit company code in the subject line) or call 800-947-3156.