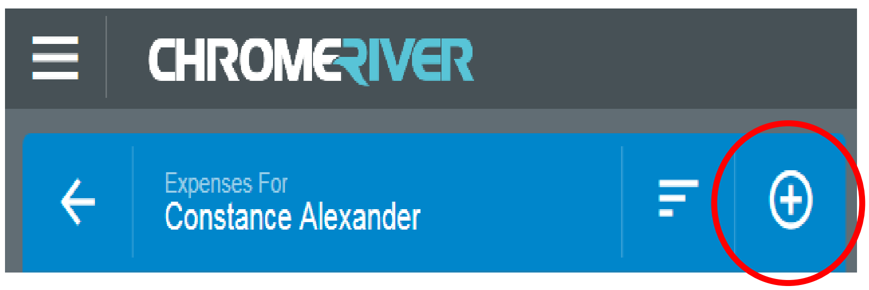
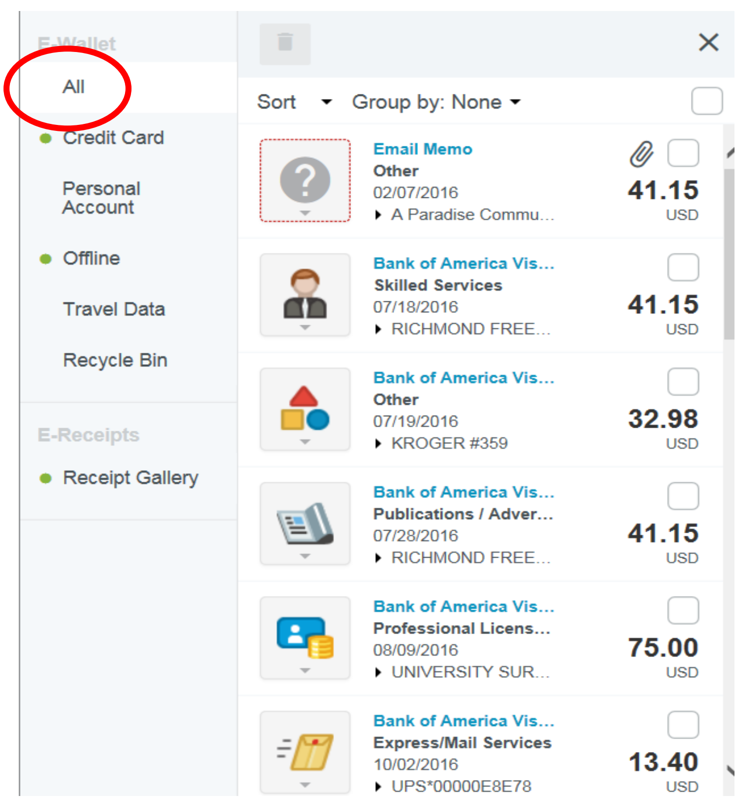
Merge Credit Card Transactions (Manually)

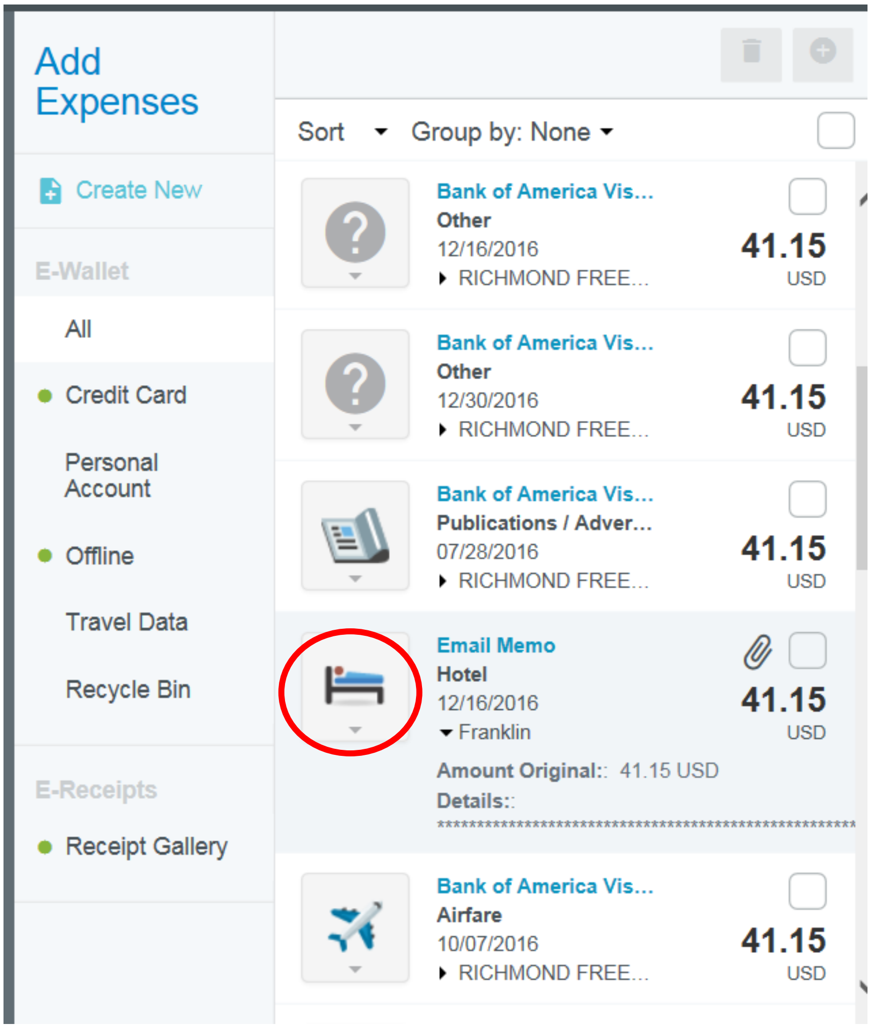
1. E-Wallet contains all the credit card transactions that have been automatically imported into Chrome River. You can access your E-Wallet credit card transactions by creating a new expense report or opening a draft expense report. Click the +Button.



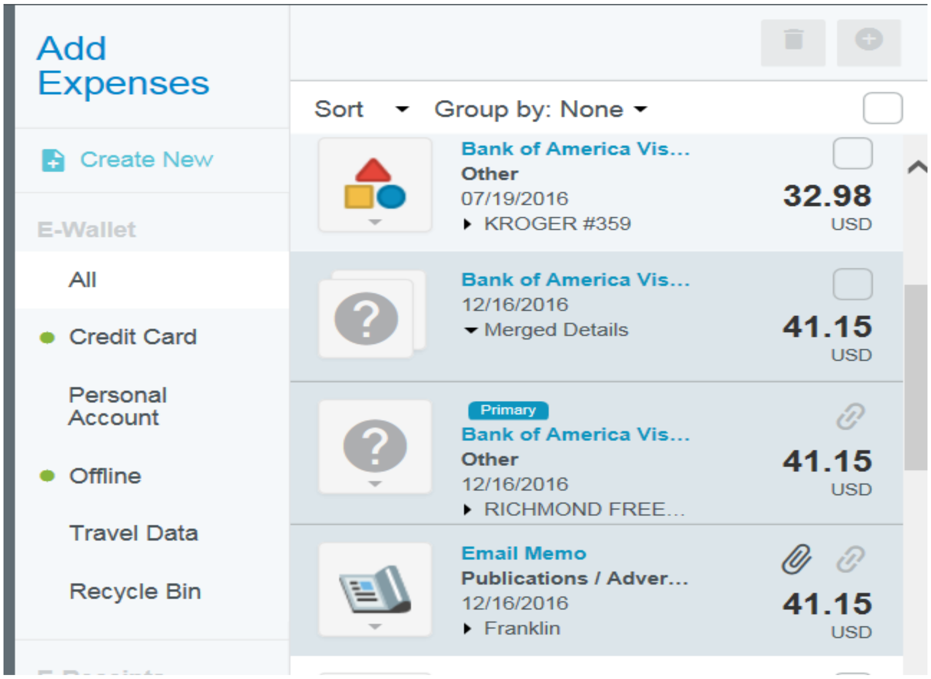
2. Select **ALL** to view all transactions. You can select Credit Card if you only want to see your credit card transactions that have been imported into Chrome River. A green dot next to an expense category in E-Wallet indicates that there are unused items available.



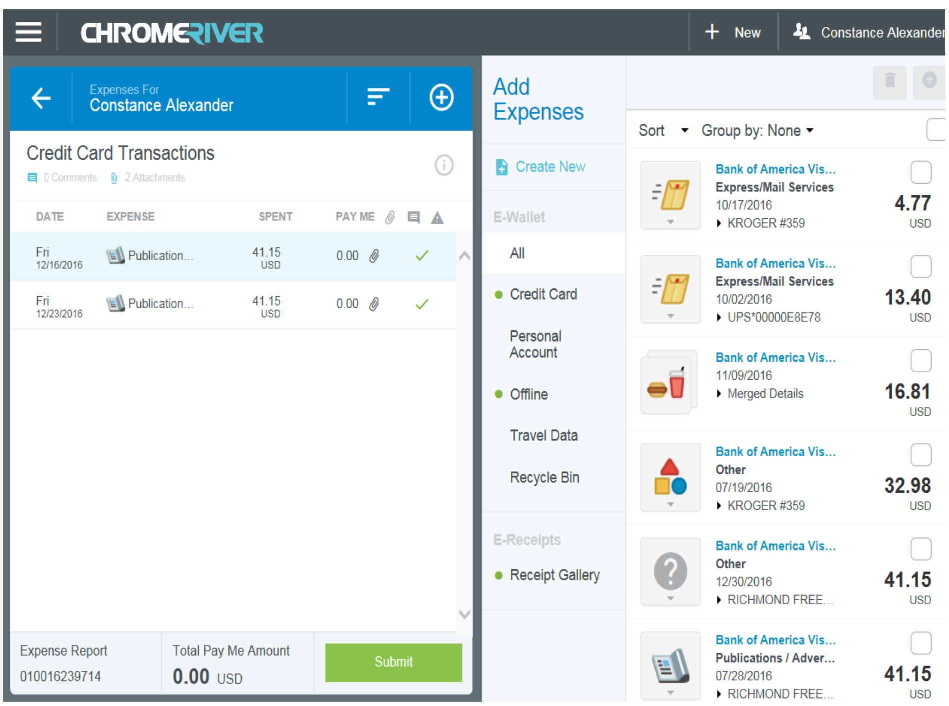
3. Identify the transactions you wish to merge. If your transaction did not map to the correct expense type you will need to click on the incorrect expense tile and change to the correct one. Example: the email memo for $41.15 which has a tile of the hotel is incorrect. This expense was for advertising. Click on the hotel tile and change to advertising tile.



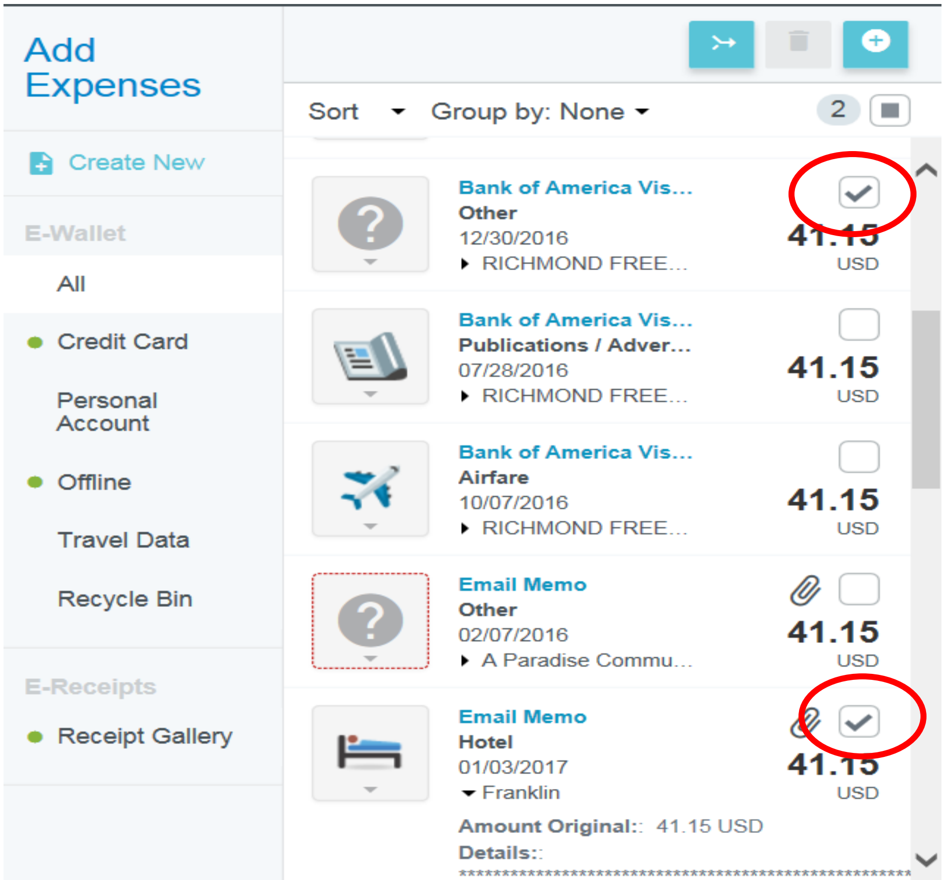
4. Once the transactions have been identified that needs to be merged. Click and drag the Email Memo to the Bank of America transaction.



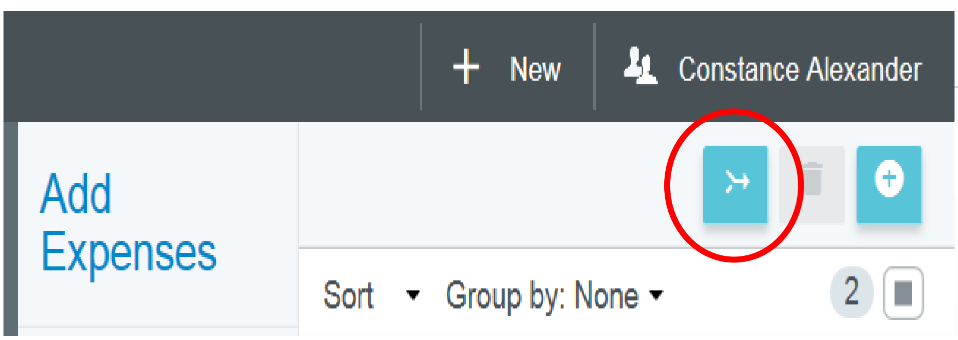
5. Click and drag the merged transaction to the expense report. Enter all required information. Your receipt will already be attached



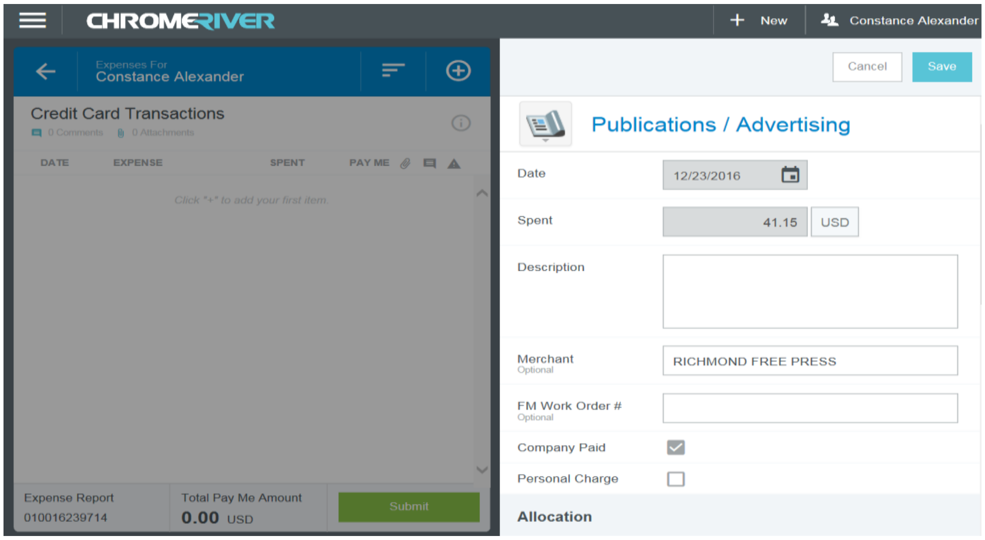
6. One other option to merge transactions together is to click box on the two transactions that need to be merged.

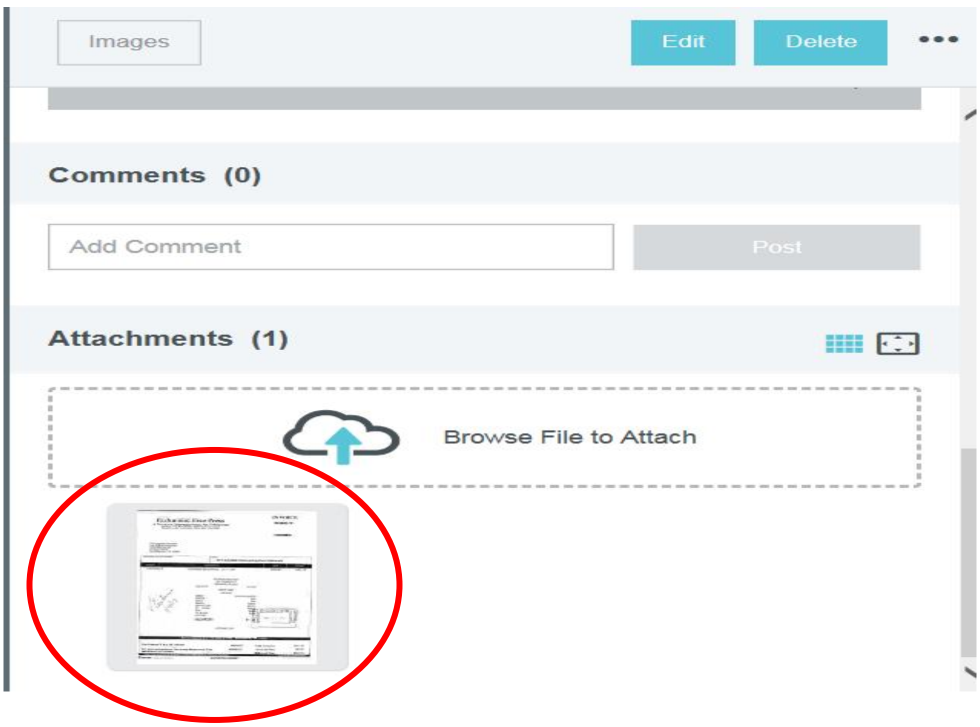


7. Once you have selected the transactions click on the merge button at the top.

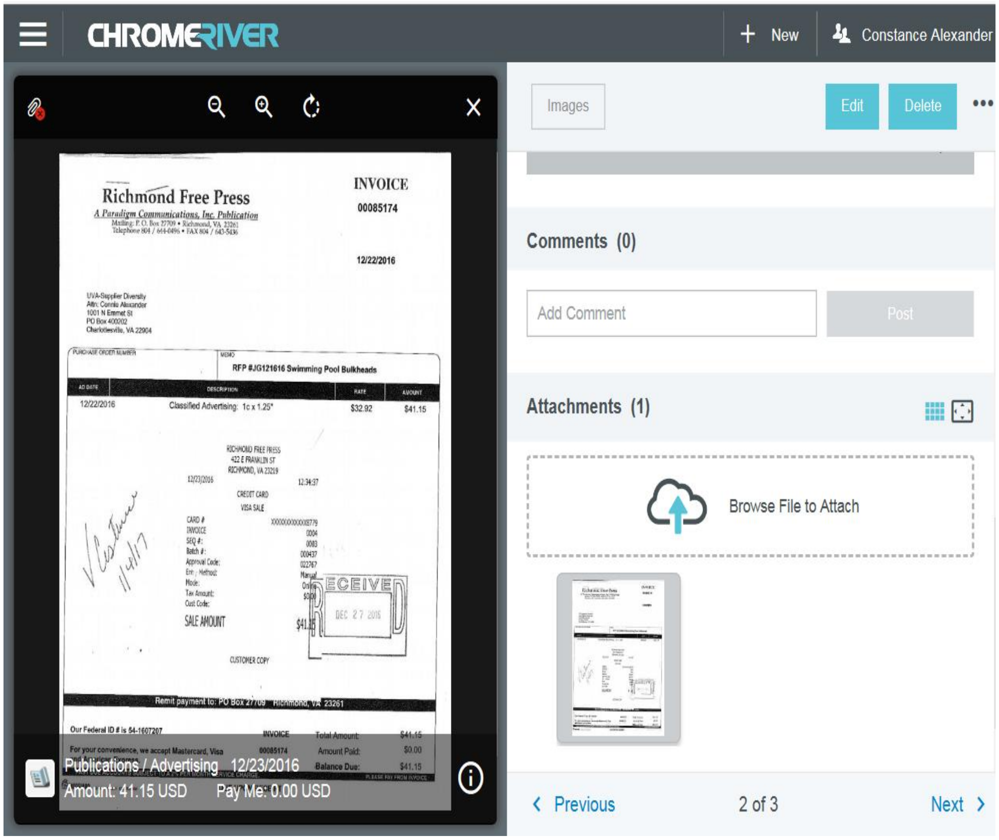


8. Drag and drop the expense onto the expense report. Complete the required fields. Your receipt will already be attached





9. If you click on the receipt image it will appear on the left side of your screen. This will allow you to make sure that the correct receipt is attached.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RATE
AMOUNT
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Classified Advertising: 1c x 1.25"
$32.92
$41.15
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