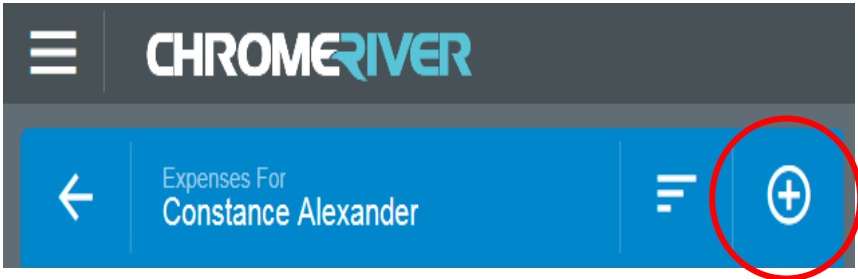


Merge Credit Card Transactions (Manually)

- 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.

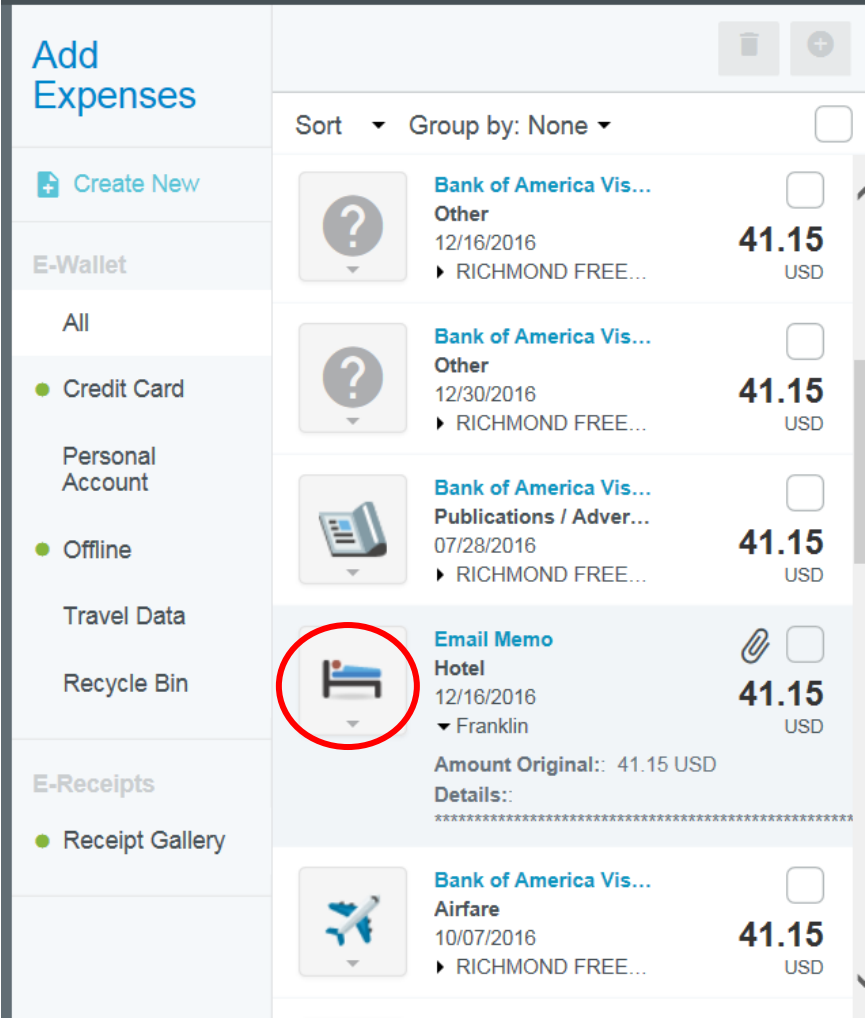


- 2. Select **ALL** to view all transactions. You can select Credit Card if you only want to see your credit card transactions that have been imported into Chrome River. A green dot next to an expense category in E-Wallet indicates that there are unused items available.

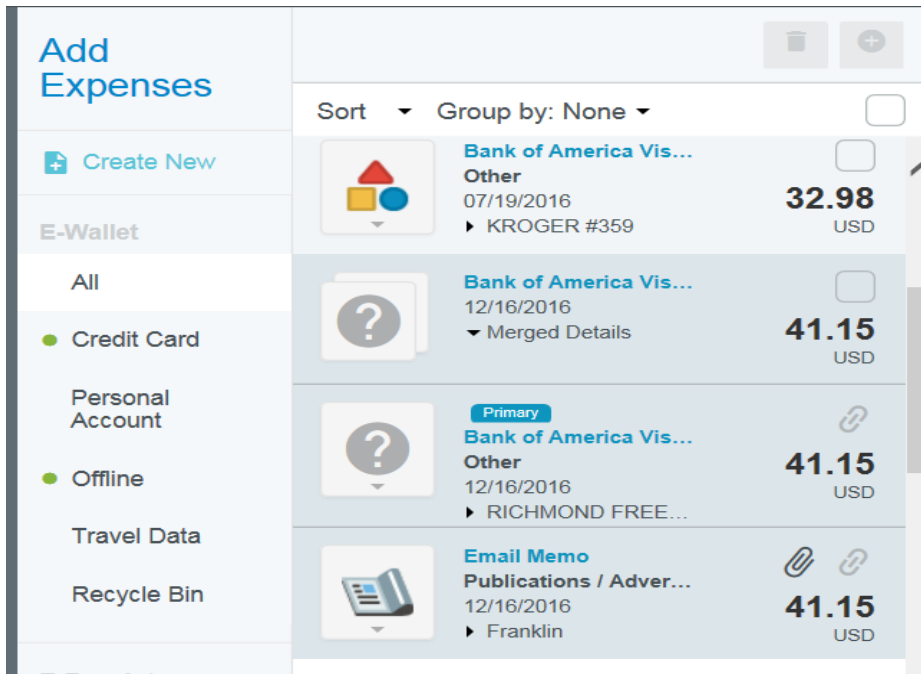
A screenshot of the 'E-Wallet' interface. On the left is a sidebar with categories: 'All' (circled in red), 'Credit Card' (with a green dot), 'Personal Account', 'Offline' (with a green dot), 'Travel Data', 'Recycle Bin', 'E-Receipts', and 'Receipt Gallery' (with a green dot). The main area shows a list of transactions with columns for category, date, description, and amount. The first transaction is circled with a red dashed box.

Category	Date	Description	Amount
Other	02/07/2016	A Paradise Commu...	41.15 USD
Bank of America Vis...	07/18/2016	RICHMOND FREE...	41.15 USD
Bank of America Vis...	07/19/2016	KROGER #359	32.98 USD
Bank of America Vis...	07/28/2016	RICHMOND FREE...	41.15 USD
Bank of America Vis...	08/09/2016	UNIVERSITY SUR...	75.00 USD
Bank of America Vis...	10/02/2016	UPS*00000E8E78	13.40 USD

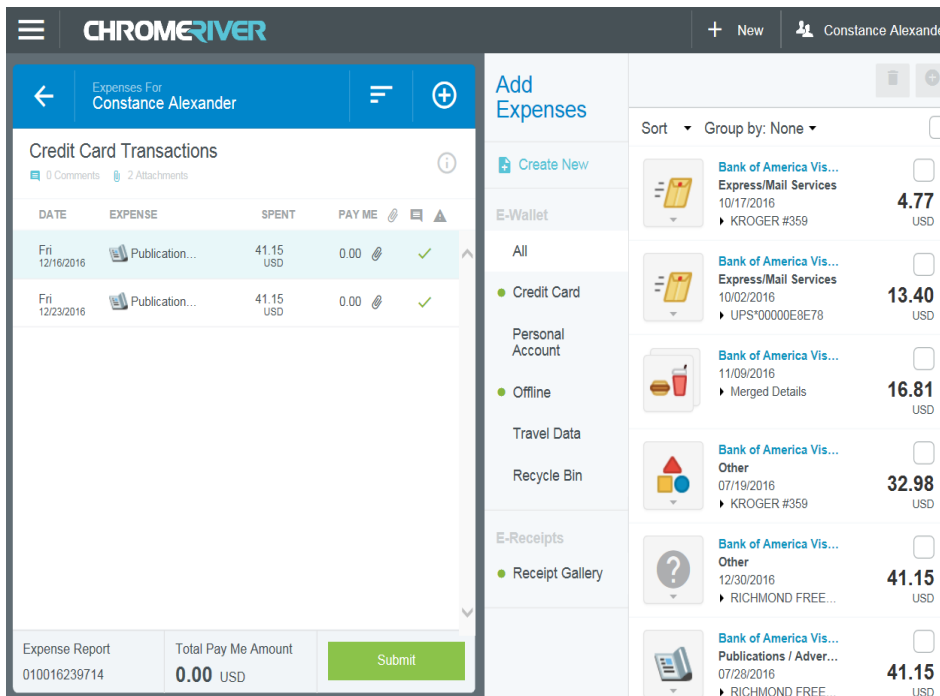
3. Identify the transactions you wish to merge. If your transaction did not map to the correct expense type you will need to click on the incorrect expense tile and change to the correct one. Example: the email memo for \$41.15 which has a tile of the hotel is incorrect. This expense was for advertising.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



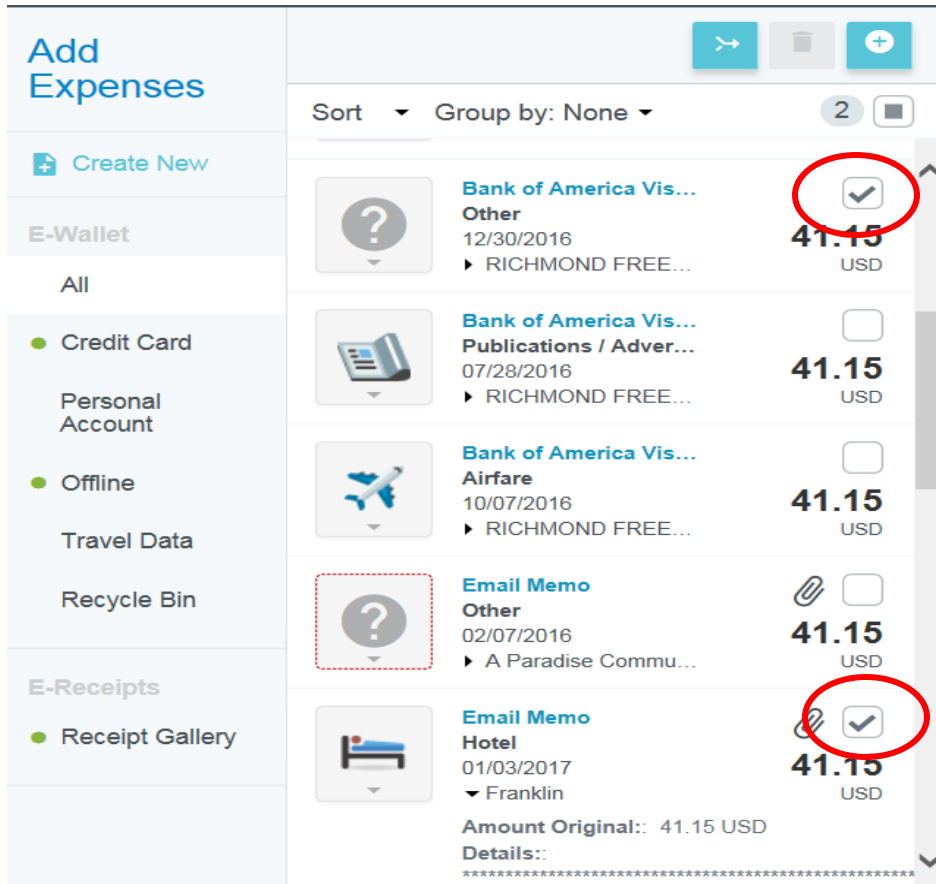
4. Once the transactions have been identified that needs to be merged. Click and drag the Email Memo to the Bank of America transaction.



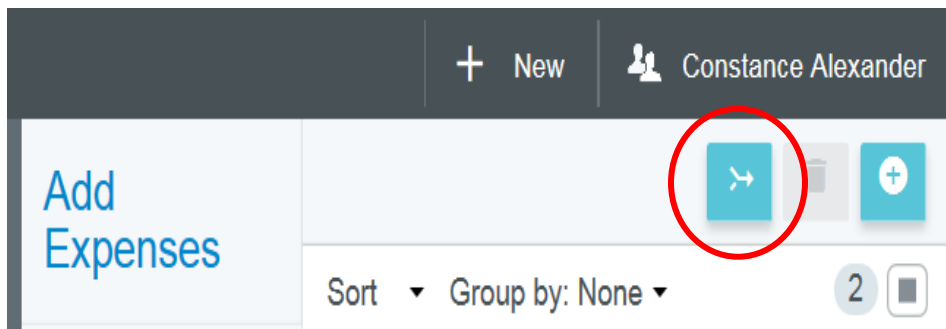
5. Click and drag the merged transaction to the expense report. Enter all required information. Your receipt will already be attached



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

CHROME RIVER

Expenses For Constance Alexander

Credit Card Transactions

DATE	EXPENSE	SPENT	PAY ME
Click "*" to add your first item.			

Expense Report: 010016239714

Total Pay Me Amount: 0.00 USD

Submit

Publications / Advertising

Date: 12/23/2016

Spent: 41.15 USD

Description:

Merchant: RICHMOND FREE PRESS

FM Work Order #:

Company Paid:

Personal Charge:

Allocation

Images

Edit Delete

Comments (0)

Add Comment Post

Attachments (1)

Browse File to Attach

Receipt image circled in red.

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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Richmond, VA 23261
Telephone 804 / 644-0001 • FAX 804 / 485-5436

INVOICE
00085174
12/22/2016

VIA-Supplier Diversity
280 Constance Alexander
1001 N Emmet St
PO Box 433002
Charlottesville, VA 22904

PURCHASER CONTACTS: RFP #JG121616 Swimming Pool Bulkheads

DATE	DESCRIPTION	RATE	AMOUNT
12/22/2016	Classified Advertising - 1c x 1.25"	\$32.92	\$41.15

12/22/2016
RICHMOND FREE PRESS
432 E FRANKLIN ST
RICHMOND, VA 23219

12/22/2016
CREDIT CARD
VISA SALE

CARD # 00000000000000000000000000000000
ISSUE 0004
SEQ # 0003
Batch # 00000000000000000000000000000000
Approval Code: 00000000000000000000000000000000
Exp. Method: 00000000000000000000000000000000
Note: 00000000000000000000000000000000
Tax Amount: \$0.00
Cust Code: 00000000000000000000000000000000

SALE AMOUNT \$41.15

RECEIVE
DEC 27 2016

CUSTOMER COPY

Remit payment to: PO BOX 477103 CHARLOTTESVILLE VA 22961

Our Federal ID # is: 64-1607297

INVOICE	Total Amount
00085174	\$41.15
Amount Paid	\$0.00
Balance Due	\$41.15

Publications / Advertising 12/23/2016

Amount: 41.15 USD Pay Me: 0.00 USD

Images

Edit

Delete

Comments (0)

Add Comment

Post

Attachments (1)



Browse File to Attach



< Previous

2 of 3

Next >