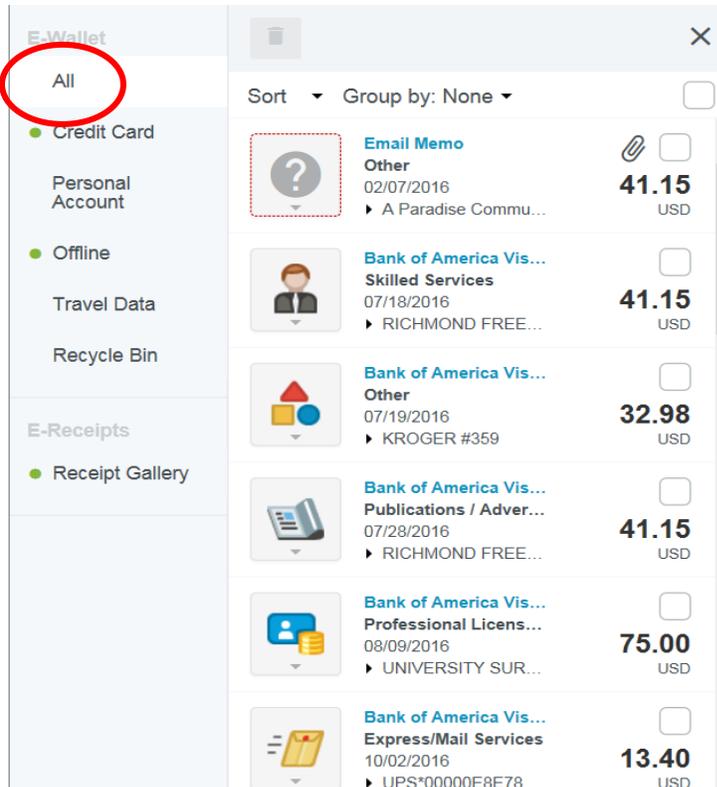


Merge Credit Card Transactions (System Merge)

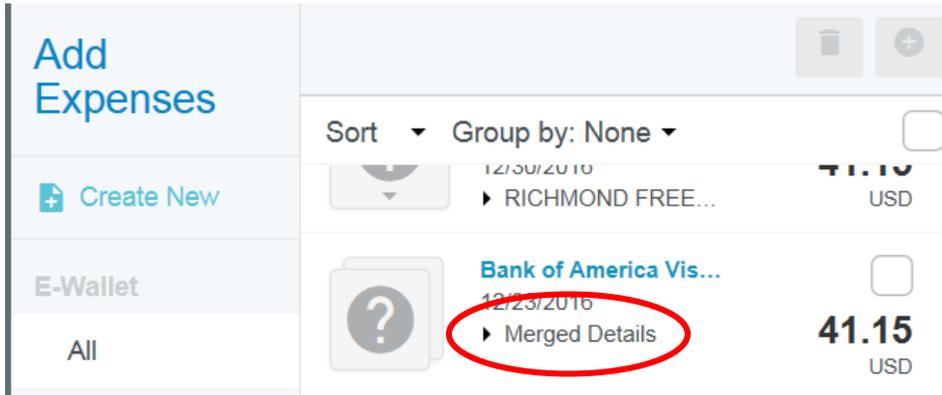
1. E-Wallet contains all the credit card transactions that have been automatically imported into Chrome River. You can access your E-Wallet credit card transactions by creating a new expense report or opening a draft expense report. Click the +Button.



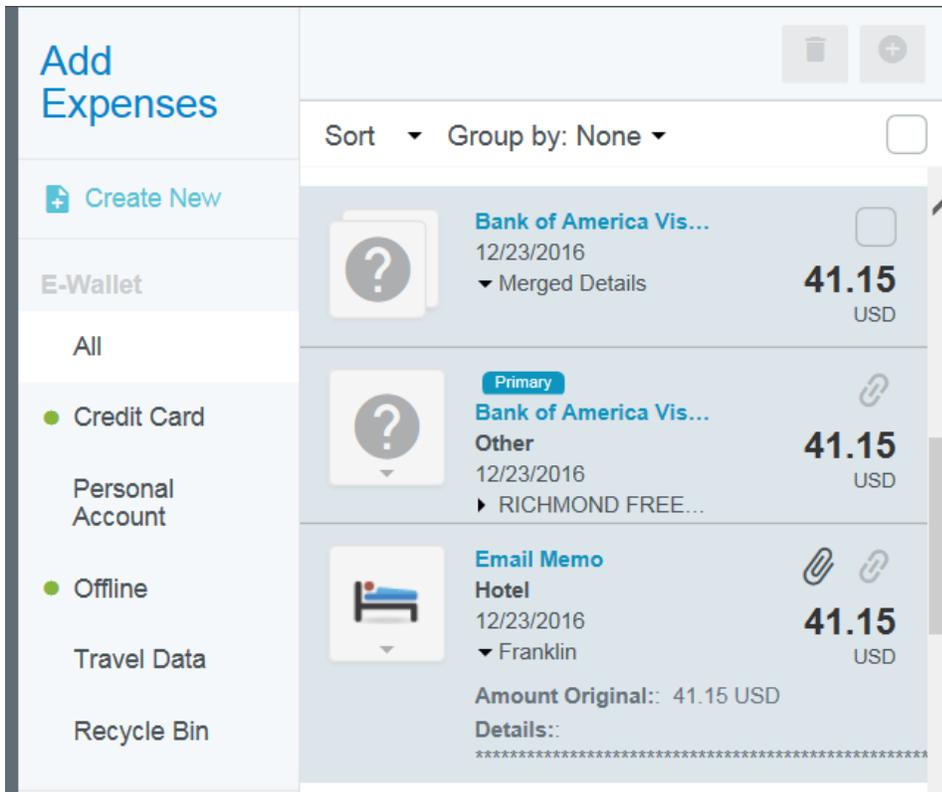
2. Select **ALL** to view all transactions. You can select Credit Card if you only want to see your credit card transactions that have been imported into Chrome River. A green dot next to an expense category in E-Wallet indicates that there are unused items available.



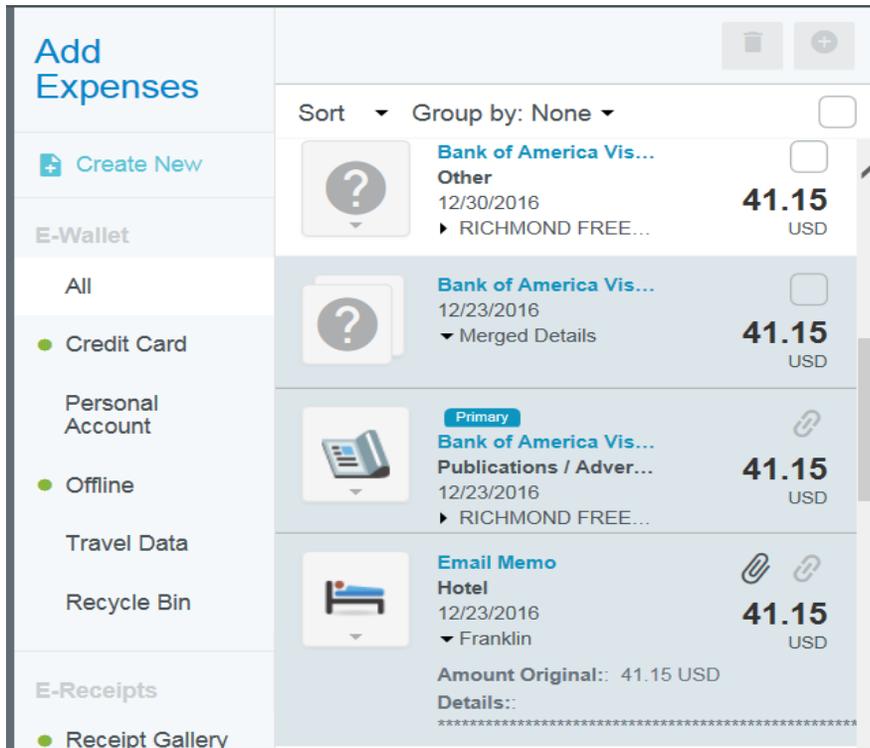
- You will see Bank of America transactions and Email Memo transactions listed. By clicking on sort you have the option to sort your transactions by date, amount spent, expense type, transaction source and merchant. Only those with matching dates, types and amounts may be already merged. If your Bank of America transaction and your emailed receipt match you will see the word “Merged Details” under the transaction.



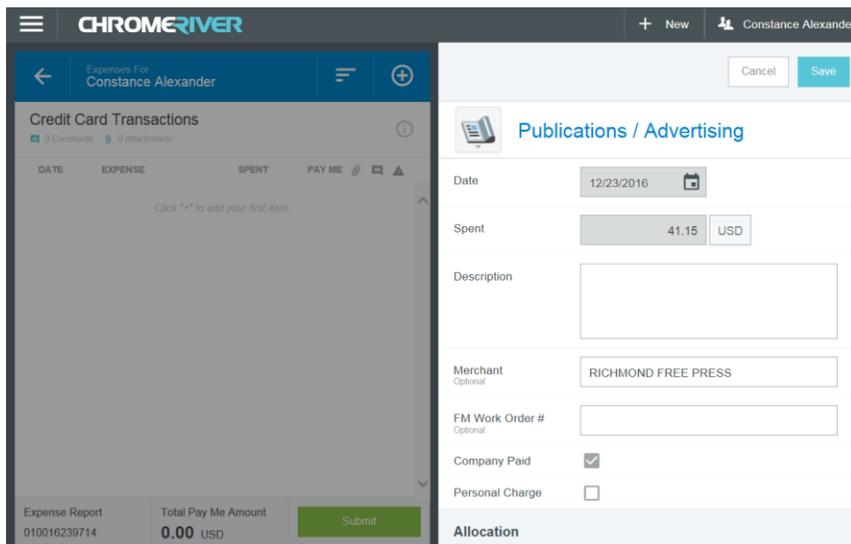
- To expand the already merged transactions to make sure that the system merged correctly click on “Merged Details” You can click on the Email Memo to make sure that this is the correct receipt for the Bank of America transaction.



- If your transaction did not map to the correct expense tile you will need to click on “Merged Details” Change the expense tile picture on the “Primary” tile from the question mark or any other expense type to the appropriate expense type.



- Click on the expense drag and drop onto your expense report. You will notice that some of the information has already been entered for you. You will need to enter the required information that did not populate. Your receipt will already be attached



Attachments (1)



Browse File to Attach



7. If you click on the receipt image it will appear on the left side of your screen.

The screenshot shows a mobile application interface. At the top, there is a navigation bar with a hamburger menu icon, the text "CHROMERIVER", and a user profile icon labeled "Constance Alexander". Below the navigation bar, there is a search bar and a "New" button. The main content area is divided into two sections. The left section, which is circled in red, displays a document titled "Richmond Free Press INVOICE". The document includes the following information:

- Richmond Free Press**
A Paragon Communications, Inc. Publication
Headquarters: P.O. Box 37700 • Richmond, VA 23236
Telephone: 804 / 644-0800 • FAX: 804 / 642-5424
- INVOICE**
00085174
12/22/2016
- PURCHASE ORDER DETAILS**
RFP #J0121616 Swimming Pool Bulkheads
- AD SALES**
12/22/2016 Classified Advertising: 1c x 1.25" \$32.92 \$41.15
- RECEIPT**
RICHMOND FREE PRESS
422 E FRANKLIN ST
RICHMOND, VA 23219
12/27/2016 CREDIT CARD
VISA SALE
CARD # 30000000000000000000000000000000
INVOICE 3006
ISS # 3003
BANK # 3004007
Approval Code: 02297
Exp. Month: 12/2016
Phone: 804-644-0800
Fax: 804-642-5424
Call Code:
SALE AMOUNT \$41.15
RECEIVED DEC 27 2016
CUSTOMER COPY

The right section of the interface shows a gallery view with "Images" and "Attachments (1)". The "Attachments (1)" section contains a "Browse File to Attach" button and a thumbnail of the invoice document. At the bottom of the screen, there is a navigation bar with "Previous", "2 of 3", and "Next" buttons.