

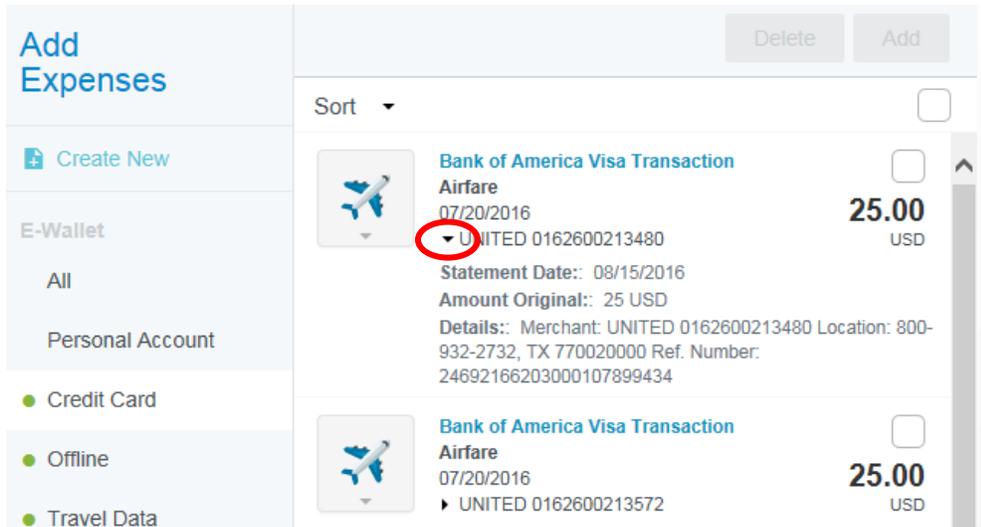
Sort and Edit Items

You can sort the items in the Credit Card list by tapping **Sort** in the upper left-hand corner of the list and selecting a sort criterion from the drop-down list. Choices include sorting by date, amount spent, expense type, transaction source and merchant.

The screenshot displays the 'Add Expenses' screen in the UVA Finance app. On the left is a navigation menu with categories like 'E-Wallet', 'Credit Card', and 'E-Receipts'. The main area shows a list of transactions. A 'Sort' dropdown menu is open, listing the following options: Date (Newest First), Date (Oldest First), Amount Spent (Highest), Amount Spent (Lowest), Expense Type (A-Z), Expense Type (Z-A), Transaction Source (A-Z), Transaction Source (Z-A), Merchant (A-Z), and Merchant (Z-A). The background list includes transactions such as 'CHVL ALB AIRPORT' for \$60.00, 'HYATT HOUSE DENVER DOWNTW' for -\$91.80, and 'BURTONS GRILL' for \$40.56.

Transaction Description	Date	Amount	Unit
Bank of America Visa Transaction	07/21/2016	25.00	USD
Bank of America Visa Transaction	07/21/2016	25.00	USD
Bank of America Visa Transaction	07/21/2016	72.00	USD
Bank of America Visa Transaction	07/21/2016	1,044.25	USD
Bank of America Visa Transaction	07/21/2016	60.00	USD
Bank of America Visa Transaction	07/21/2016	60.00	USD
Bank of America Visa Transaction	07/21/2016	-91.80	USD
Bank of America Visa Transaction	07/27/2016	40.56	USD

Tap the arrow next to the name of the merchant to display more details about the item.



If necessary, you can change the expense type of the credit card item by tapping its icon and selecting a new expense type.

