

# Credit Card Transactions

## Viewing Credit Card Transactions

The total number of credit card transactions waiting to be attached to an expense report can be viewed on the **Expense** tab in the Home Dashboard, under **New Items Available**.

The screenshot shows the CHROMERIVER My Dashboard. At the top, there are navigation tabs: Dashboard, Expense, Approval, and Inquiry. Below the navigation is a 'My Dashboard' section with a 'New Expense Report' button. The main content area is divided into three sections:

- My Unsubmitted Expenses** (with a details link):

Draft	10
Returned	0
- My Submitted Expenses** (with a details link):

Awaiting Receipts	0
Pending Approval	1
Approved For Payment	0
- Expenses for My Approval**:

Expense Reports	3
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Click on **DETAILS** next to **New Items Available** to view credit card transactions.

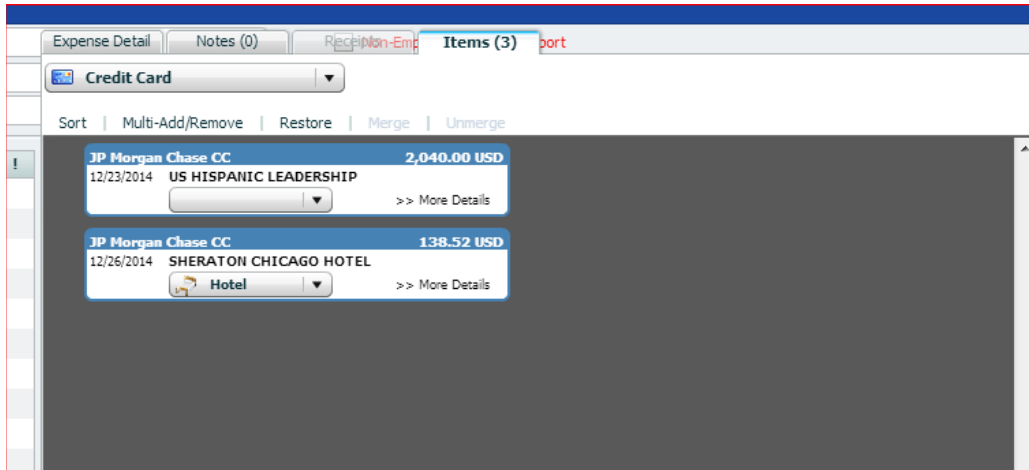
The screenshot shows the 'New Items' section of the application. It features a filter bar with 'Credit Card (2)', 'Offline (0)', 'Travel Data (1)', and 'Pre-Approval (0)'. Below the filter bar are options for 'Sort', 'Remove Selected', and 'Restore'. The main content area displays two transaction cards:

- JP Morgan Chase CC** (2,040.00 USD):
  - Transaction: US HISPANIC LEADERSHIP
  - Date: 12/23/2014
  - Action: << Less Details
  - Expanded view: Transaction Date: 12/23/2014
- JP Morgan Chase CC** (138.52 USD):
  - Transaction: SHERATON CHICAGO HOTEL
  - Date: 12/26/2014
  - Action: >> More Details

## Adding Credit Card Transactions to an Expense Report

1. Click the **NEW EXPENSE REPORT** button.

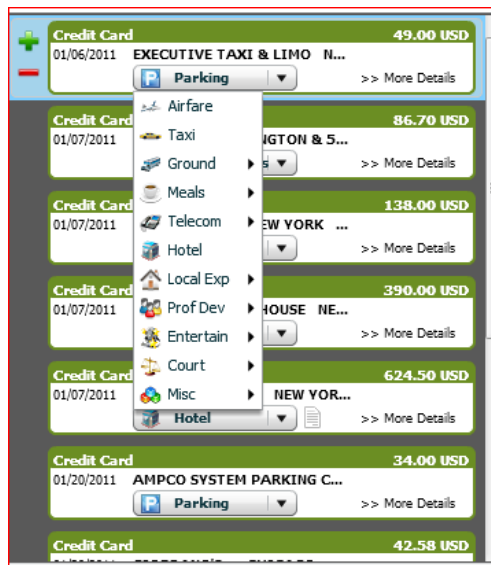
2. In the **Items** tab on the right side of the screen, select the **Credit Card** folder. The folder will display the available credit card transactions.



3. Credit card transactions can be added to the expense report via two methods:

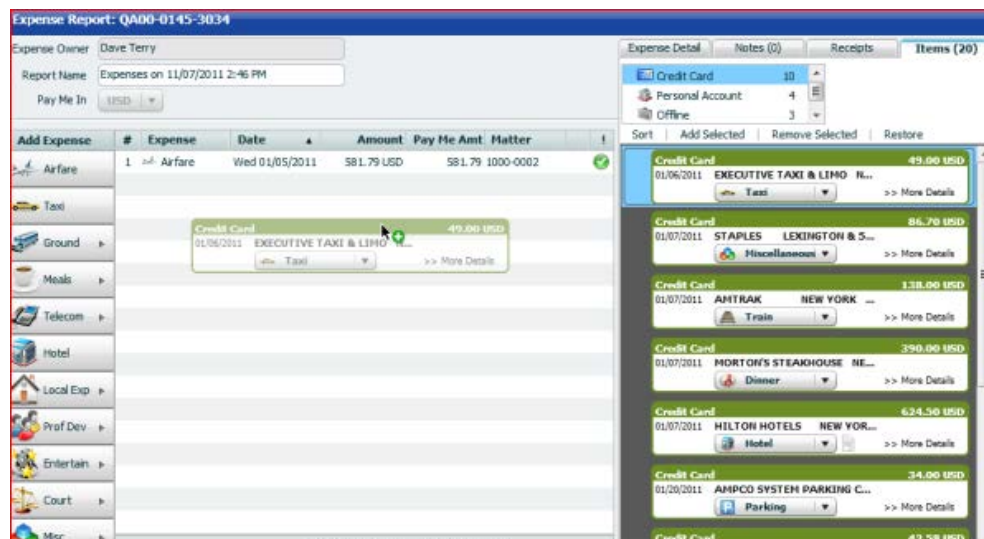
- **Method 1: Using ADD/REMOVE Buttons on Interface**

- Use the cursor to hover over the expense item to be included on the report.
  - Use the drop-down menu to specify the expense type if one has not already been selected. You can also use the menu to modify the existing type.
  - Clicking **MORE DETAILS** will show any notes entered for the item.
  - As you hover over it, the item displays the green **ADD (+)** and red **REMOVE (-)** buttons. Click the **ADD (+)** button to add the expense item to the report.



- Enter additional information and select the matter or allocation in the expense item pop-up window.

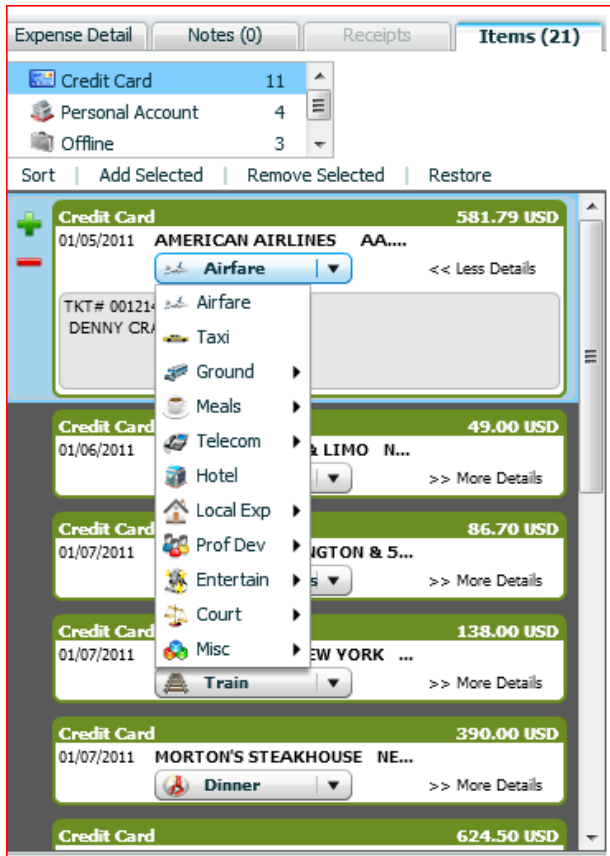
- You can click **VIEW DOWNLOADED DETAILS** to see complete transaction information, including (if applicable) the original and converted amounts, vendor name and transaction details.
  - Click **SAVE**.
- **Method 2: Drag and Drop**
    - Hover over the expense item to be included on the report.
    - Use the drop-down menu to specify the expense type if one has not already been selected. You can also use the menu to modify the existing type.
    - Click and hold the expense item while dragging it to the center of the expense report grid, then release it.



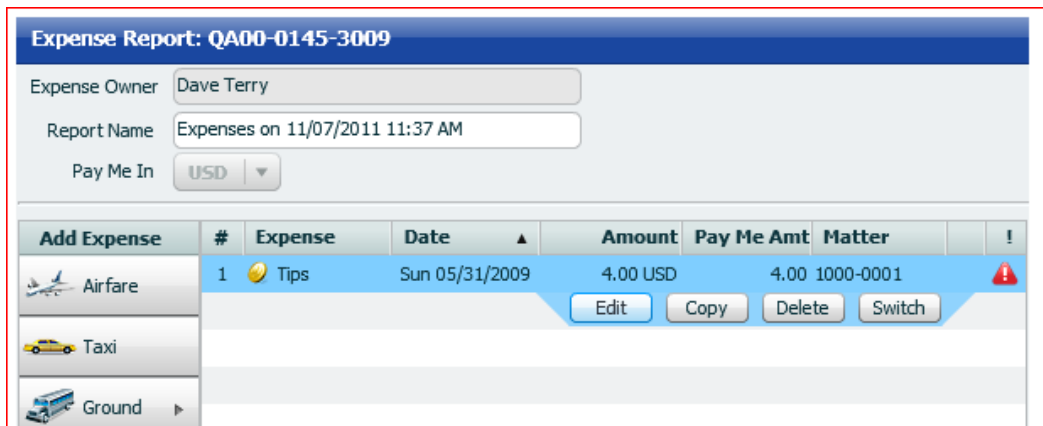
- Enter additional information and select the matter or allocation in the expense item pop-up window.
- You can click **VIEW DOWNLOADED DETAILS** to see complete transaction information, including (if applicable) the original and converted amounts, vendor name and transaction details.
- Click **SAVE**.

## Editing a Credit Card Expense Item

To edit a credit card expense item *before* you add it to the expense report, click on its Expense Type drop-down menu in the preview pane and select the type. This will **open** the item details in a separate window for you to edit.



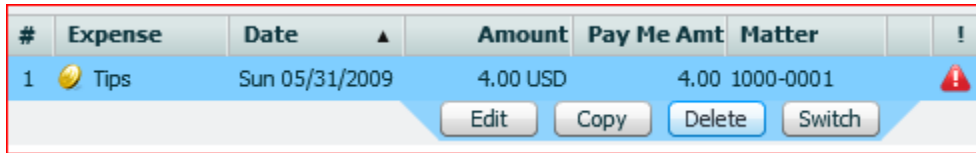
Once an expense item is placed on an expense report, it can be edited the same way any expense would be. Highlight the expense and select a function from the **blue action bar**.



*Note: Users whose organizations disable editing of the Amount field will be unable to change the exchange rate or the original and converted monetary values on foreign credit card transactions.*

## Removing a Credit Card Expense Item

If the expense item has already been added to the report, highlight it and click the **DELETE** button on the blue action bar.



#	Expense	Date	Amount	Pay Me Amt	Matter	
1	Tips	Sun 05/31/2009	4.00 USD	4.00	1000-0001	

Below the table are buttons: Edit, Copy, Delete, Switch.

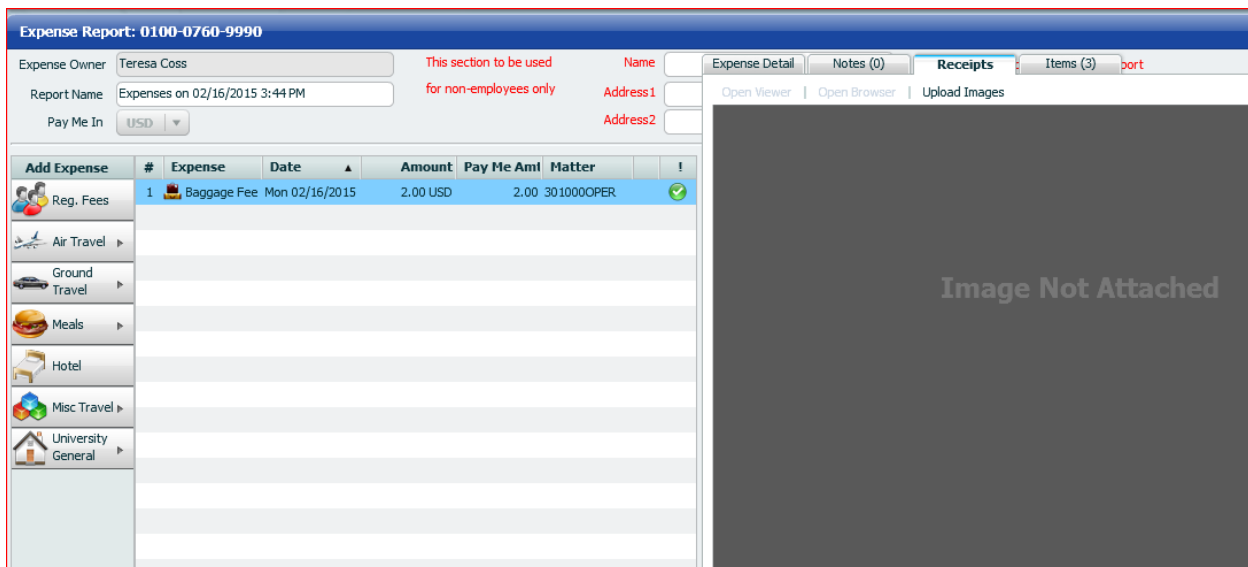
## Attaching Receipt Images

### Upload PDF Receipts

For draft and new expenses, you can upload a PDF of receipt images from the [Expense Entry Screen](#). For submitted expenses, you can upload the receipts from the [My Recently Submitted Expenses](#) grid.

### From the Expense Entry Screen

On the Expense Entry Screen, click on the **RECEIPTS** tab. Click on **UPLOAD IMAGES** to attach your PDF file(s).



Expense Report: 0100-0760-9990

Expense Owner: Teresa Coss  
Report Name: Expenses on 02/16/2015 3:44 PM  
Pay Me In: USD

This section to be used for non-employees only

Name: Address1: Address2:

Expense Detail | Notes (0) | **Receipts** | Items (3) | port

Open Viewer | Open Browser | Upload Images

Add Expense	#	Expense	Date	Amount	Pay Me Amt	Matter	
Reg, Fees	1	Baggage Fee	Mon 02/16/2015	2.00 USD	2.00	301000OPER	
Air Travel							
Ground Travel							
Meals							
Hotel							
Misc. Travel							
University General							

Image Not Attached

- **Add to Image:** Add a new file or additional files. If pre-approval images are already attached, they will be appended.
- **Replace Image:** Replace your existing file. This will also overwrite any pre-approval images attached to the expense.

The image(s) will appear immediately in the Receipts tab.

### From My RECENTLY Submitted Expenses

Highlight the expense report to which you would like to attach receipts. Click **UPLOAD IMAGES** in the navigation bar.

The screenshot shows a web interface titled "My Recently Submitted Expenses". At the top, there are navigation tabs: "PDF Report", "Tracking", "View Receipts", and "Upload Images". Below these is a table with columns: "Submit", "Name", "Status", "Amount", and an icon column. A context menu is open over the first row, showing "Add to Image" and "Replace Image" options. The table contains the following data:

Submit	Name	Status	Amount	Icon
11/11/2011	Horse Trip		515.00	
11/09/2011	Chrome River Customer Seminar	Approved	99.00	
01/28/2011	January Local Expenses	Pending Approval	316.97	
07/21/2009	Local Expenses	Approved	117.00	
02/11/2009	Firm Expenses	Exported	38.50	
05/09/2008	Expenses Week of May 5	Pending Approval	1,469.00	
05/02/2008	Client meetings in Athens	Pending Approval	1,745.00	
05/02/2008	New York Travel	Awaiting Receipts	1,329.00	

- **Add to Image:** Add a new file or additional files. If pre-approval images are already attached, they will be appended.
- **Replace Image:** Replace your existing file. This will also overwrite any pre-approval images attached to the expense.

A paper-clip icon will appear next to the expense report to indicate that the image has been attached.

## Email or Fax Receipts

To attach receipt images directly to an expense report via email or fax, you must submit them with a cover page that will route them to the correct expense report. This cover page can be generated from several places within the interface. For information on uploading receipt images to the Items tab instead of a specific report, see [Email Memo Transactions](#).

- Faxing in receipts will overwrite any images already attached to the expense.
- If you choose to email in the receipts, both JPG and TIFF format files are acceptable.

## From the Expense Entry Screen

1. Click **PDF REPORT** in the lower right hand corner of the screen and select **COVER PAGE**. This will generate a cover page with a unique expense ID barcode.



## Expense Report

Report ID: 0100-0761-00

Report Name	Expenses on 02/16/2015 3:57 PM
Expense Owner	Teresa Coss
Expense Owner ID	tlcoss / 0001875760
Created By	Teresa Coss
Date	Feb 16, 2015
To Be Paid In	USD



Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to:  
Email: [expense@chromefile.com](mailto:expense@chromefile.com) Fax: (214) 540-1162

3. Send the stacked cover page and receipt(s) to Chrome River by fax or by scanning and emailing them.


- **Fax number:** 214-540-1162
- **Email address:** [expense@chromefile.com](mailto:expense@chromefile.com)

4. You will receive an email confirmation message if the submission is successful or a detailed error message if it fails.

### From My Unsubmitted Expenses or My RECENTLY Submitted Expenses

1. Highlight the draft expense report to which you would like to attach receipts. Click **PDF REPORT** in the navigation bar.






### My Unsubmitted Expenses

Open | Delete | PDF Report | Replace | Submit

Create	Name	Cover Page	Amount	!
05/02/2008	ABA Te	Full Report	1,513.43	!
05/02/2008	Local E	Full Report with Notes & Receipts	650.00	📎 ✓
11/03/2011	Tahiti E	Full Report with Receipts	84.00	📎 ✓
11/07/2011	Expenses on 11/07/2011 11:37 AM	Draft	220.00	✓
11/07/2011	Expenses on 11/07/2011 2:46 PM	Draft	681.79	✓



### My Recently Submitted Expenses

PDF Report | Tracking | View Receipts | Upload Images

Cover Page	Status	Amount	
Full Report	Pending Approval	316.97	▲
Full Report with Notes & Receipts	Approved	117.00	
Full Report with Receipts	Exported	38.50	
05/09/2008 Expenses Week of May 5	Pending Approval	1,469.00	
05/02/2008 Client meetings in Athens	Pending Approval	1,745.00	

2. Select **COVER PAGE** to generate a cover page with a unique expense ID barcode and QR code.
3. Print the cover page and place it in front of the receipt(s) you wish to submit.
4. Send the stacked cover page and receipt(s) to Chrome River by fax or by scanning and emailing them.
  - **Fax number:** 214-540-1162
  - **Email address:** [expense@chromefile.com](mailto:expense@chromefile.com)

A paper clip icon will appear next to the expense report to indicate that the image has been attached.