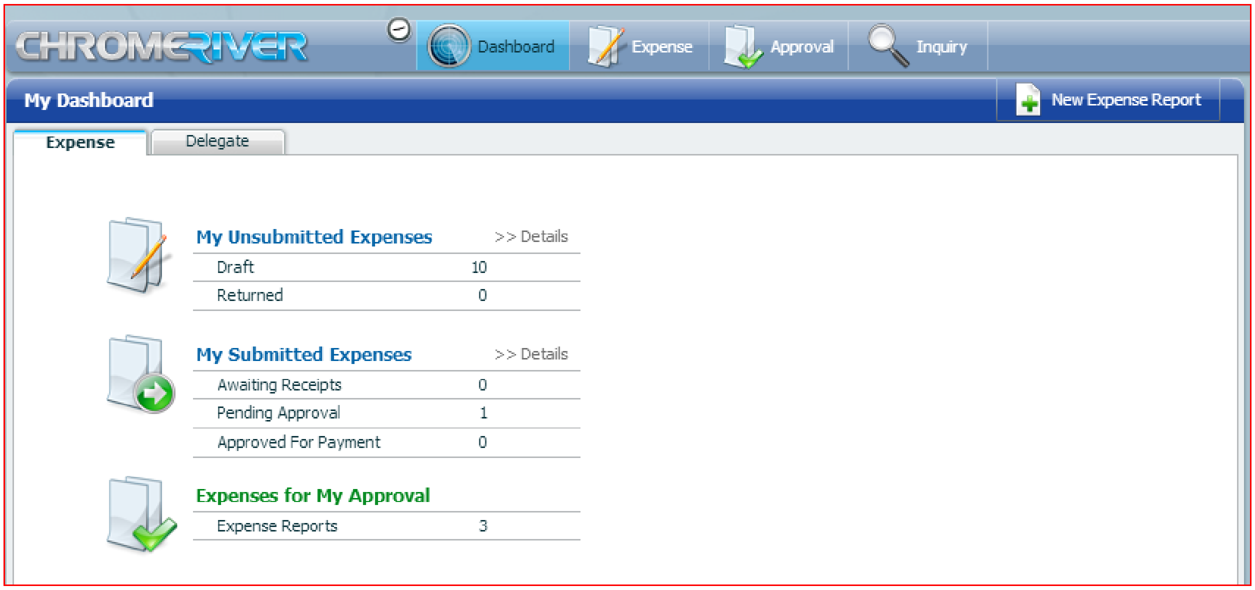
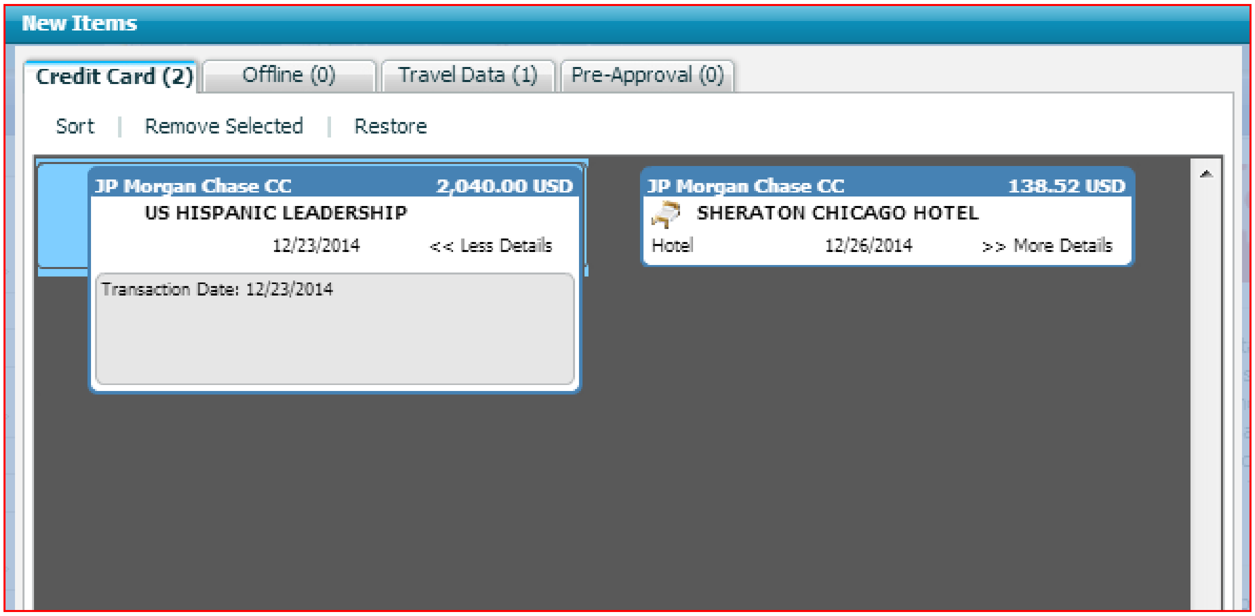
Credit Card Transactions

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**.



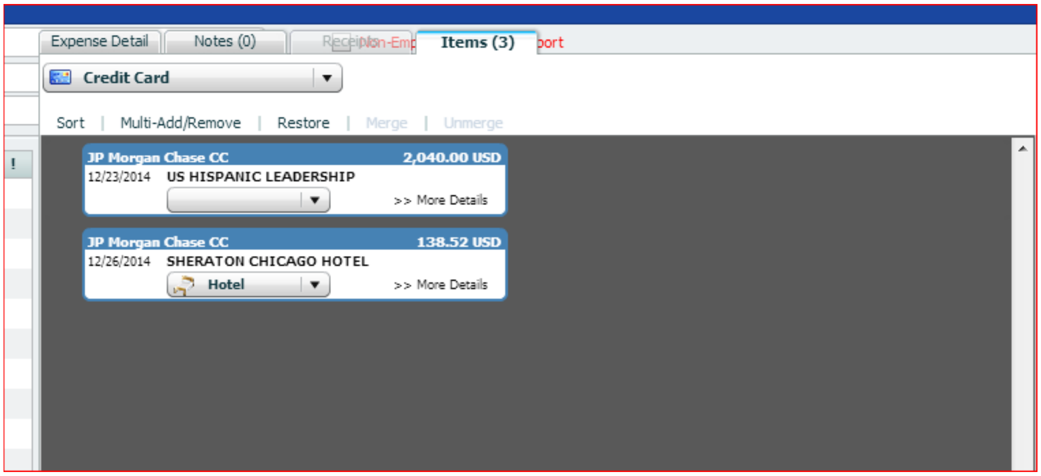
Click on **DETAILS** next to **New Items Available** to view credit card transactions.



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:

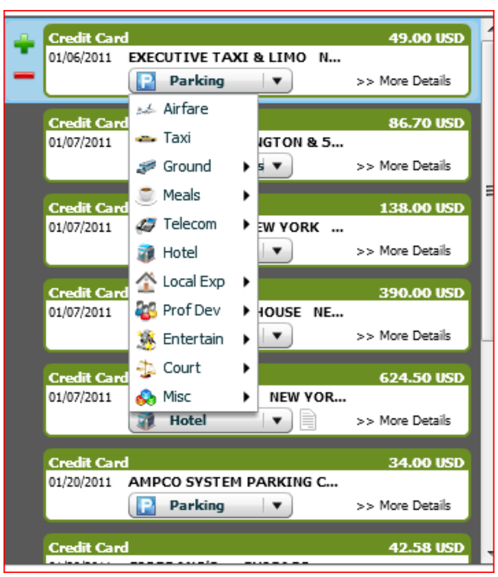
- **Method 1: Using ADD/REMOVE Buttons on Interface**

  - 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.

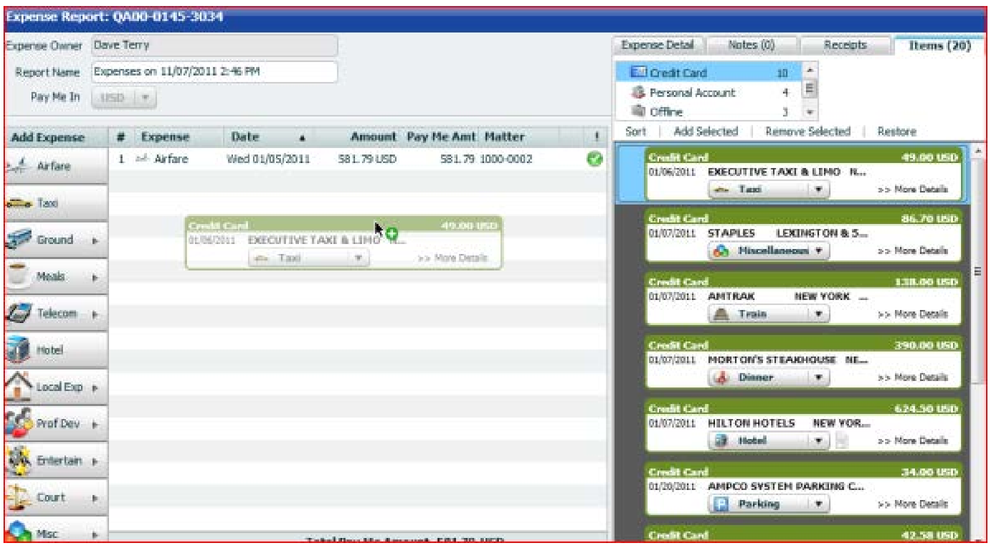
- Click **SAVE**.

- **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.



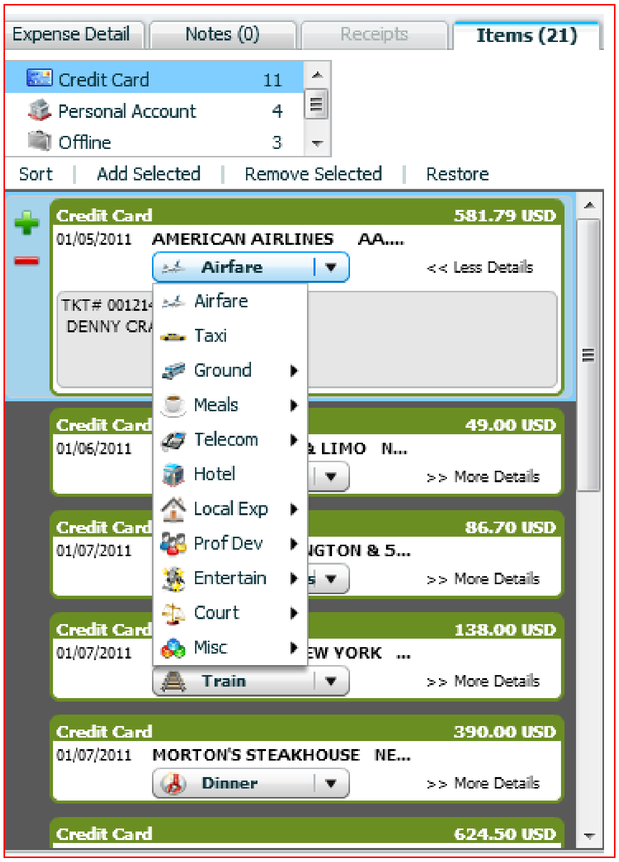
  - Enter additional information and select the matter or allocation in the expense item pop-up window.

  - You can click **VIEW DOWNLOADED DETAILS** to see complete transaction information, including (if applicable) the original and converted amounts, vendor name and transaction details.

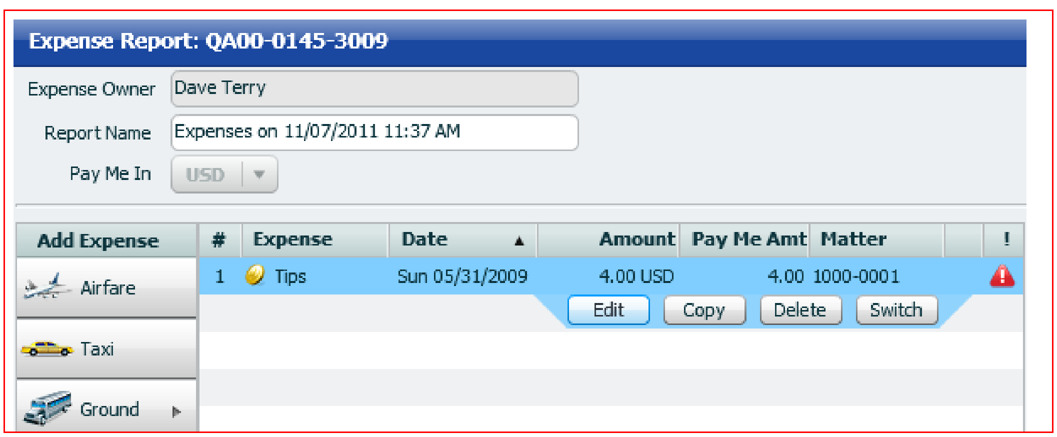
  - Click **SAVE**.

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.

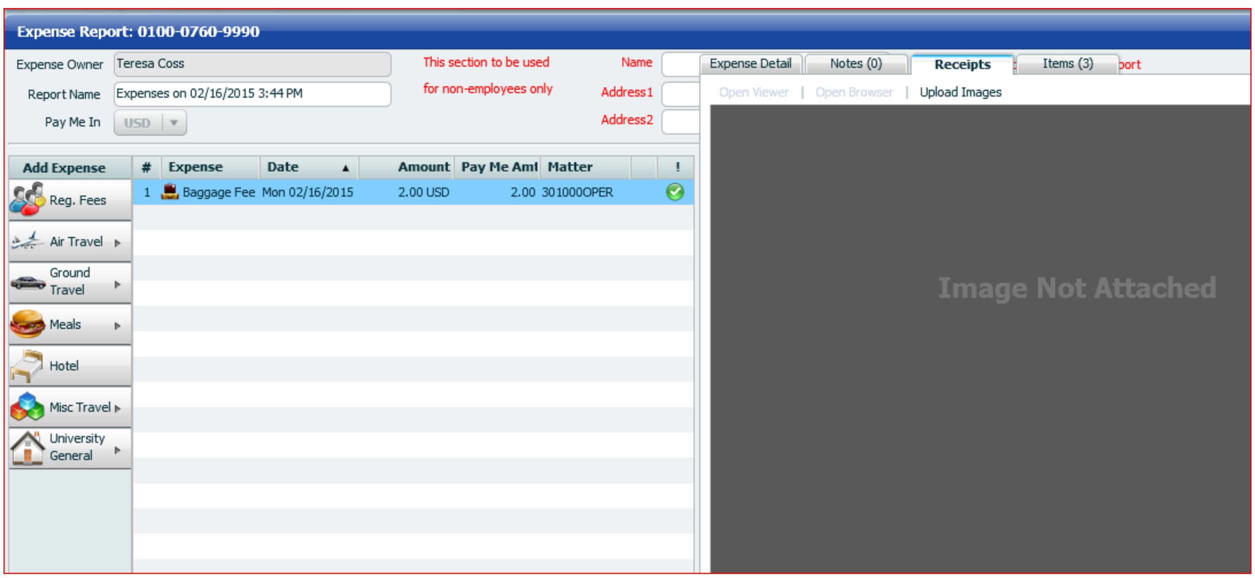
Attaching Receipt Images

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).

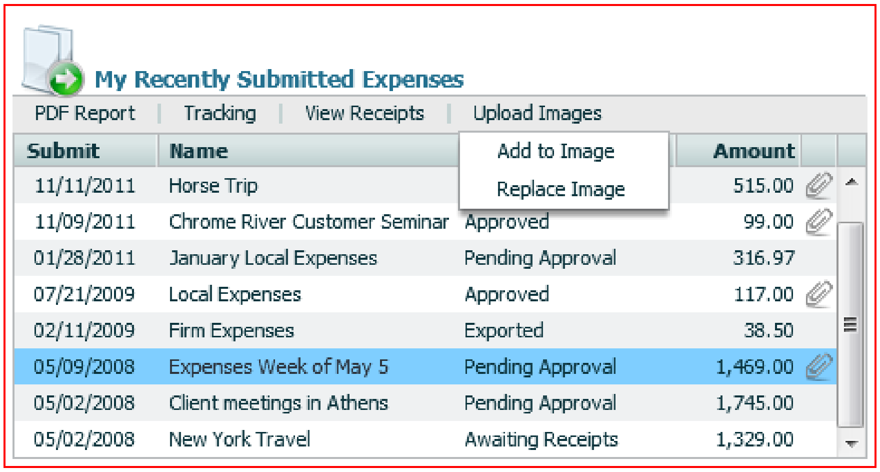


- **Add to Image**: Add a new file or additional files. If pre-approval images are already attached,they will be appended.
- **Replace Image**: Replace your existing file. This will also overwrite any pre-approval images attached to the expense.

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.



- **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.

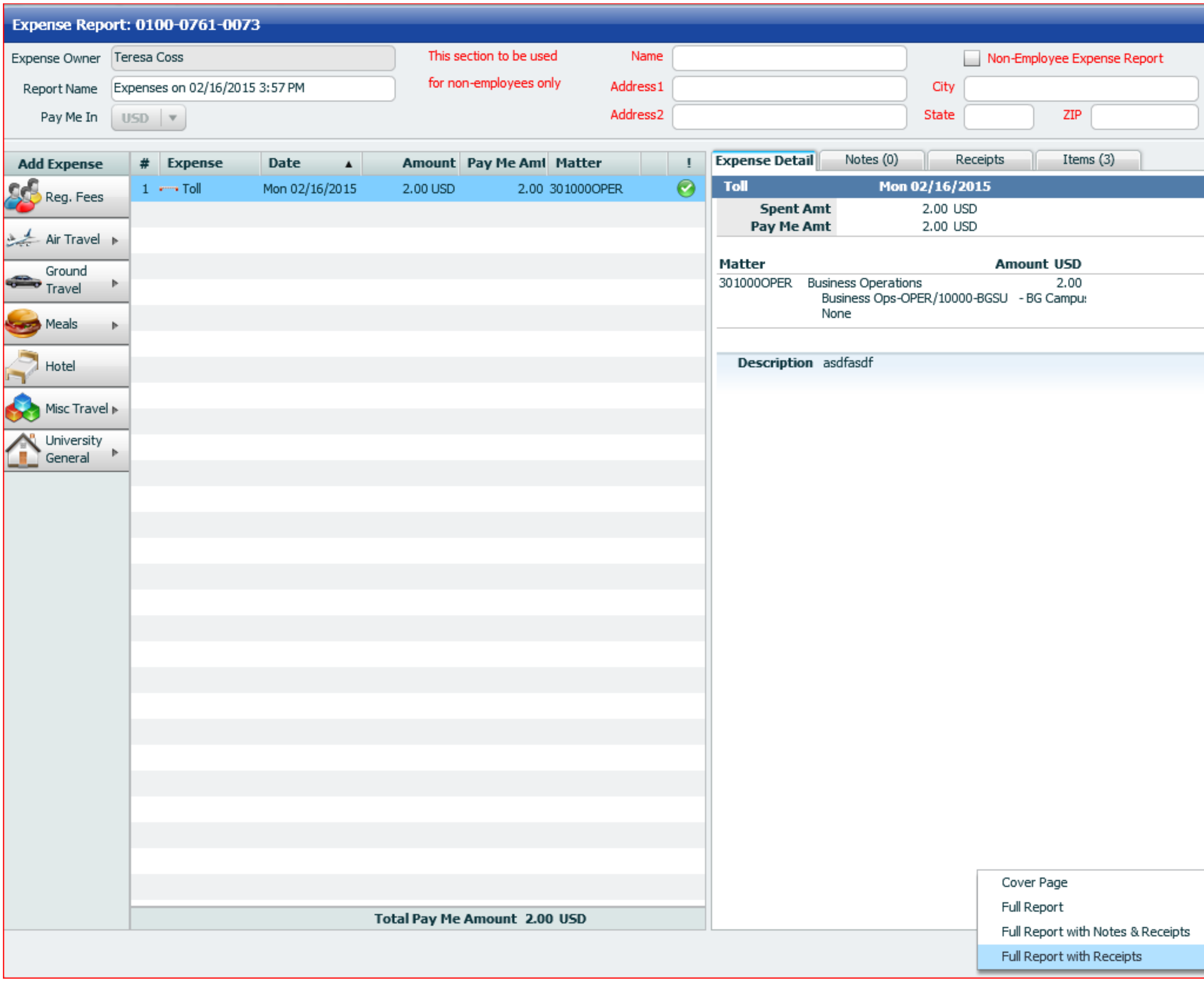
Email or Fax Receipts

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**.

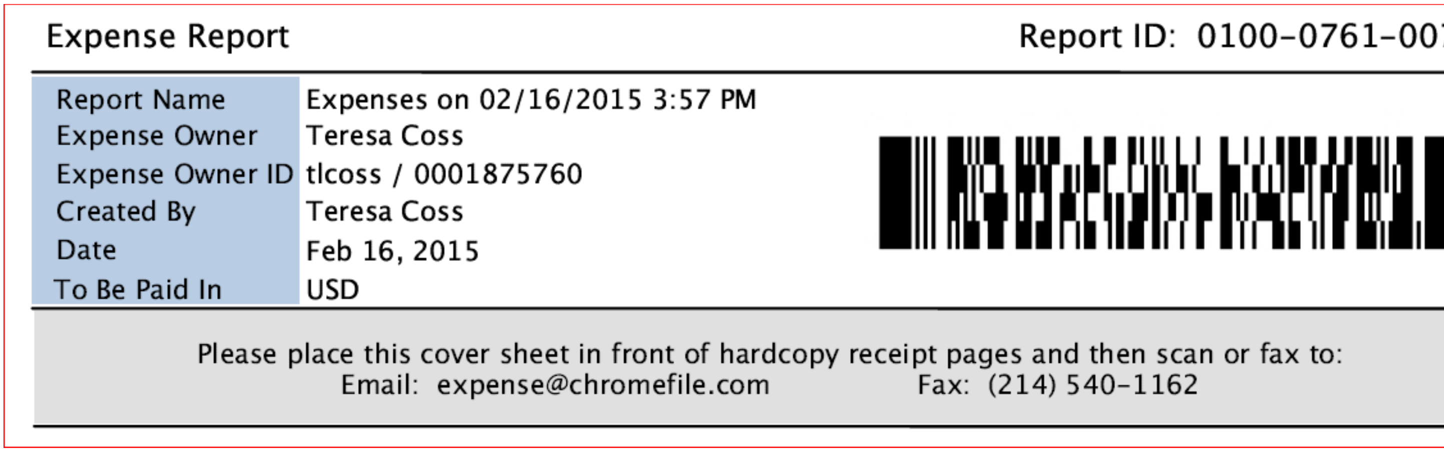
- Faxing in receipts will overwrite any images already attached to the expense.
- If you choose to email in the receipts, both JPG and TIFF format files are acceptable.

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.



2. Print the cover page and place it in front of the receipt(s) you wish to submit.



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 Fax: (214) 540-1162

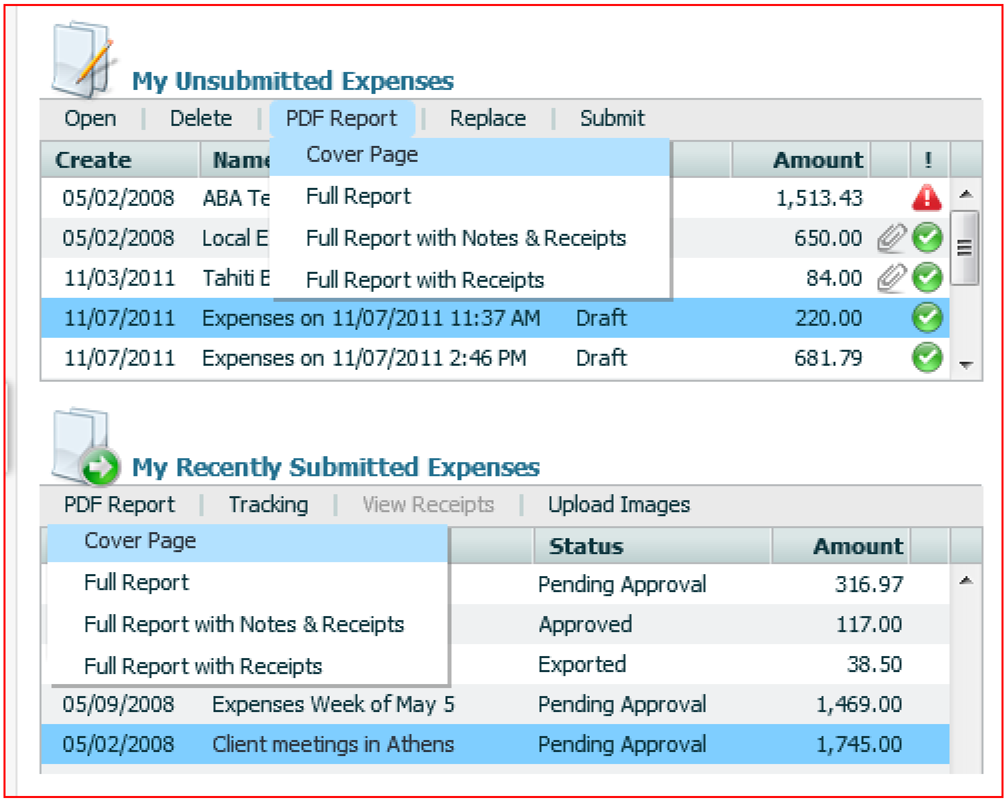
3. Send the stacked cover page and receipt(s) to Chrome River by fax or by scanning and emailing them.

- **Fax number**: 214-540-1162
- **Email address**: expense@chromefile.com

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.



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

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