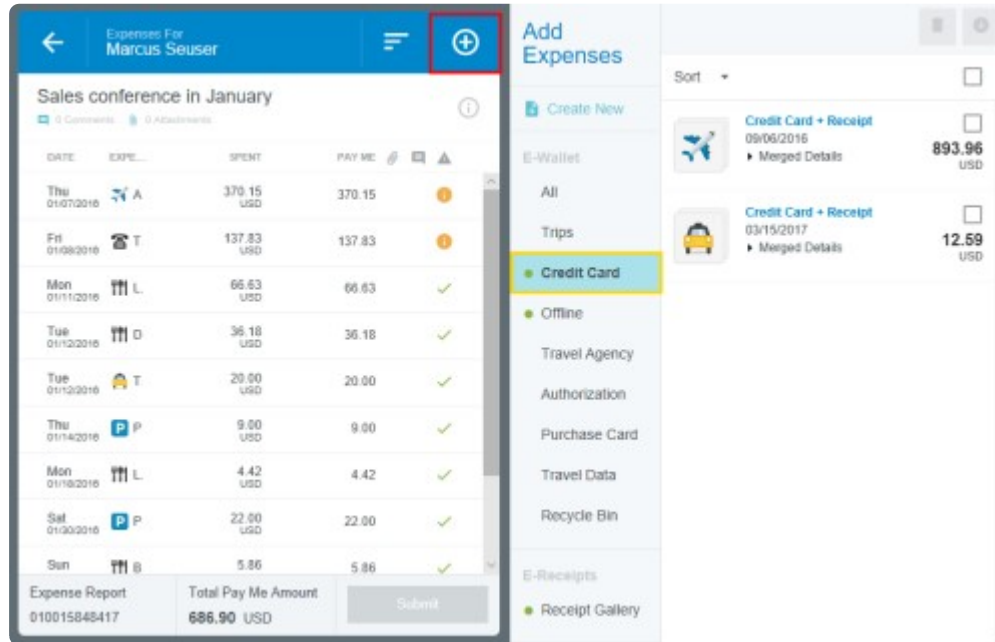


You are here: EXPENSE > Credit Cards > Credit Card Items

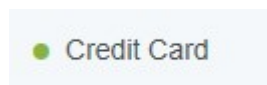
## Credit Card Items

In addition to the [Recycle Bin](#), your E-Wallet contains all the credit card items that have been automatically imported into Chrome River for you. Note that it may take up to three business days for transactions to appear in Chrome River.

You can access your E-Wallet credit card items by creating a new expense or opening a draft expense. Click the + **BUTTON** and then click **CREDIT CARD** to see your items.



A green dot next to an expense category in the E-Wallet indicates that there are unused items available.



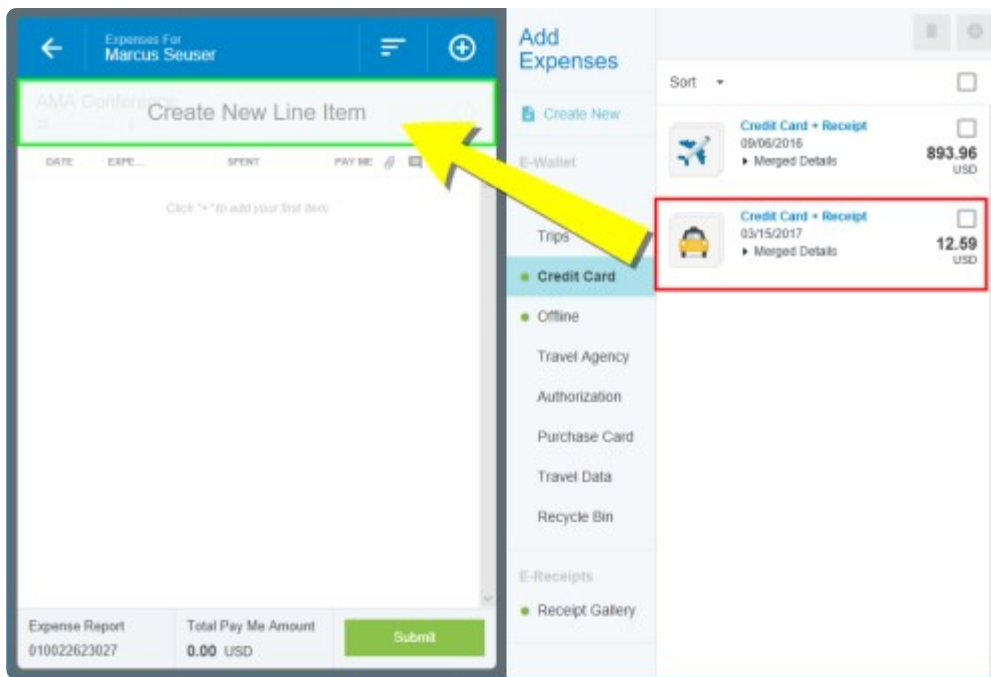
Note that credit card items may only be added to reports that are in the same currency as the posted expense.

- For example, if the original currency of the expense is EUR but it posts to the credit card in USD, that transaction may only be added to an expense report with a Pay Me amount in USD.

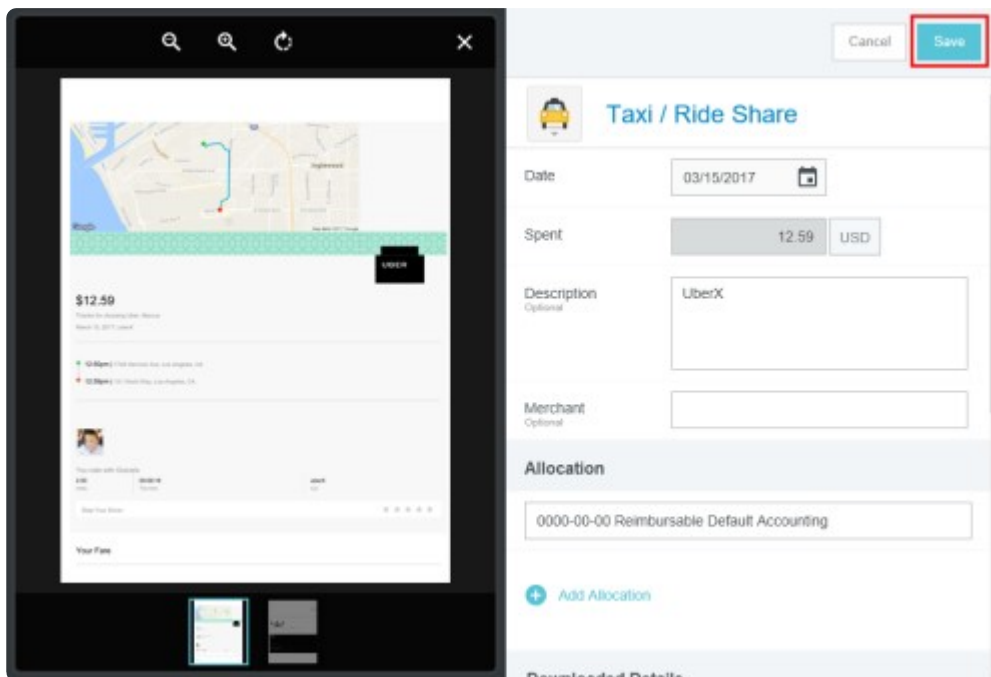
### Drag to Add an Item

Users of wide-screen mobile devices may drag E-Wallet credit card items onto a report to create a new line item. If your device is too narrow to display the E-Wallet next to the report, see [Add Multiple Items](#), below.

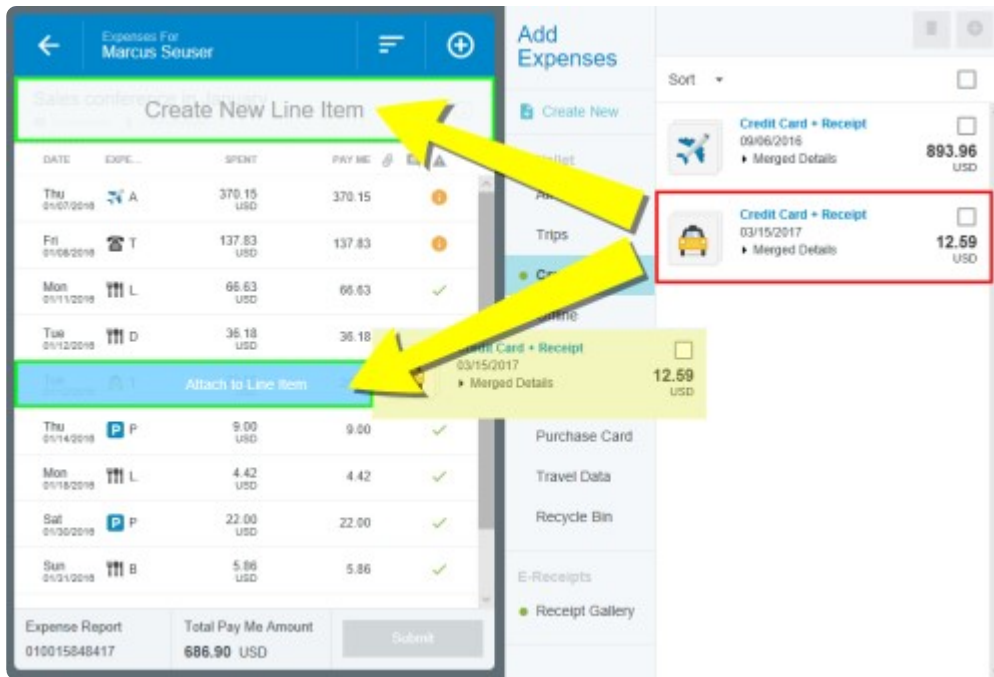
Click on the item you wish to add and drag it to the narrow "Create New Line Item" drop zone that appears over the report header area. If you drag the item anywhere else, it will not attach to the report.



The Line-Item Entry screen will appear on the right and any attached receipt images will appear in the viewer on the left. Check the pre-populated line-item details, make any necessary additions or changes, and click **SAVE**.



If your report already has line items on it, you may choose between attaching the credit card item to an existing line item or dragging it to the "Create New Line Item" drop zone.



### Add Multiple Items

1. To add multiple credit card items to your report, or to add a single item if your device's screen is too narrow to drag items, click the check box above the amount of the desired credit card item(s).
2. Next, click the blue + **BUTTON** in the upper right-hand corner to attach the item(s) to the report.
3. The radio button below the + **BUTTON** will display how many items have been selected. Clicking the radio button will change it to a check box. This will add all the credit card items to your report when you click the + **BUTTON**.

The screenshot shows the 'Add Expenses' application interface. On the left is a sidebar with the following sections:

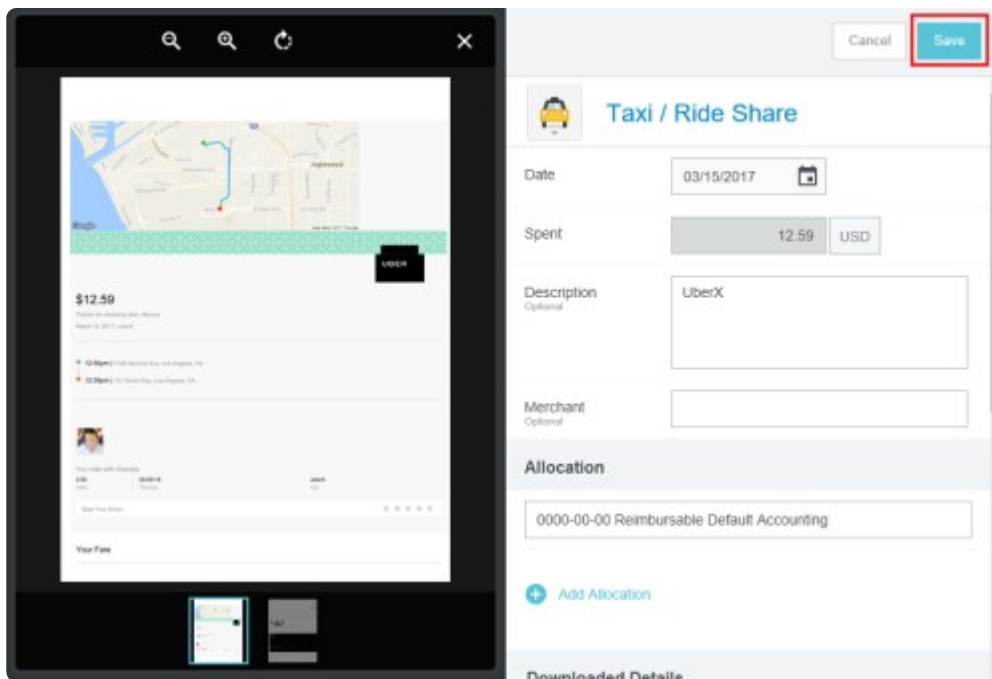
- Add Expenses**
- Create New**
- E-Wallet**
  - All
  - Credit Card
  - Personal Account
  - Offline
  - Travel Agency
- Travel Data**
- Recycle Bin**
- E-Receipts**
  - Receipt Gallery

The main content area displays a list of transactions under the heading 'Sort'. A red box highlights the number '20' and a checkmark icon in the top right corner of the list area. The list contains the following items:

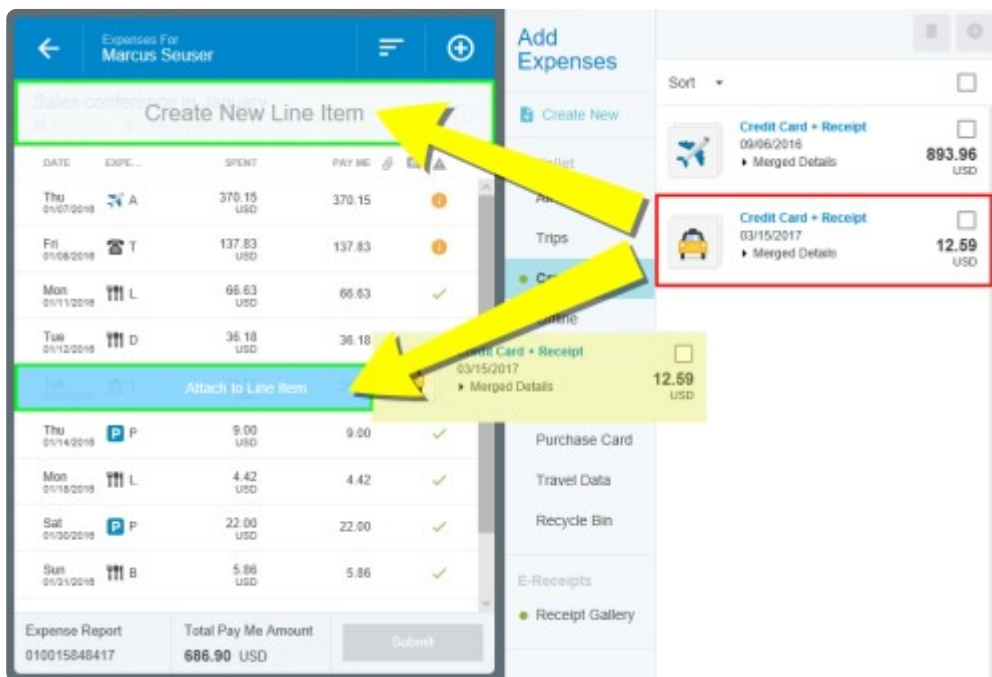
Category	Date	Amount	Merchant
Credit Card Airfare	01/05/2014	581.79 USD	AMERICAN AIRLINES A...
Credit Card Taxi	01/06/2014	49.00 USD	EXECUTIVE TAXI & LIM...
Credit Card Rail	01/06/2014	138.00 USD	AMTRAK NEW YORK NY
Credit Card Dinner	01/06/2014	390.00 USD	MORTON'S STEAKHOU...
Credit Card Hotel	01/06/2014	621.00 USD	HILTON HOTELS N...

4. A new expense-entry window will open for each item, with the date and amount populated.

Check the pre-populated line-item details, make any necessary additions or changes, and click **SAVE**.



If your report already has line items on it, you may choose between attaching the credit card item to an existing line item or dragging it to the "Create New Line Item" drop zone.



The screenshot shows the 'Expense Entry' screen for 'Dave Terry'. The main screen on the left displays a table with columns: DATE, EXPENSE, AMOUNT, and PAY ME. Below the table, it shows 'Expense Report: STAG6633660' and 'Total Pay Me Amount: 0.00 USD'. A 'Submit' button is visible. The right-hand panel is the 'Rail' expense entry form, which includes fields for Date (01/05/2014), Amount (138.00 USD), Business Purpose, Description, Allocation (Set to -- Select --), and checkboxes for Receipt Attached, Company Paid, and Personal Charge. A 'Split' button is next to the Allocation field, and a 'Downloaded Details' link is at the bottom.

### Bulk-Add Large Numbers of Items

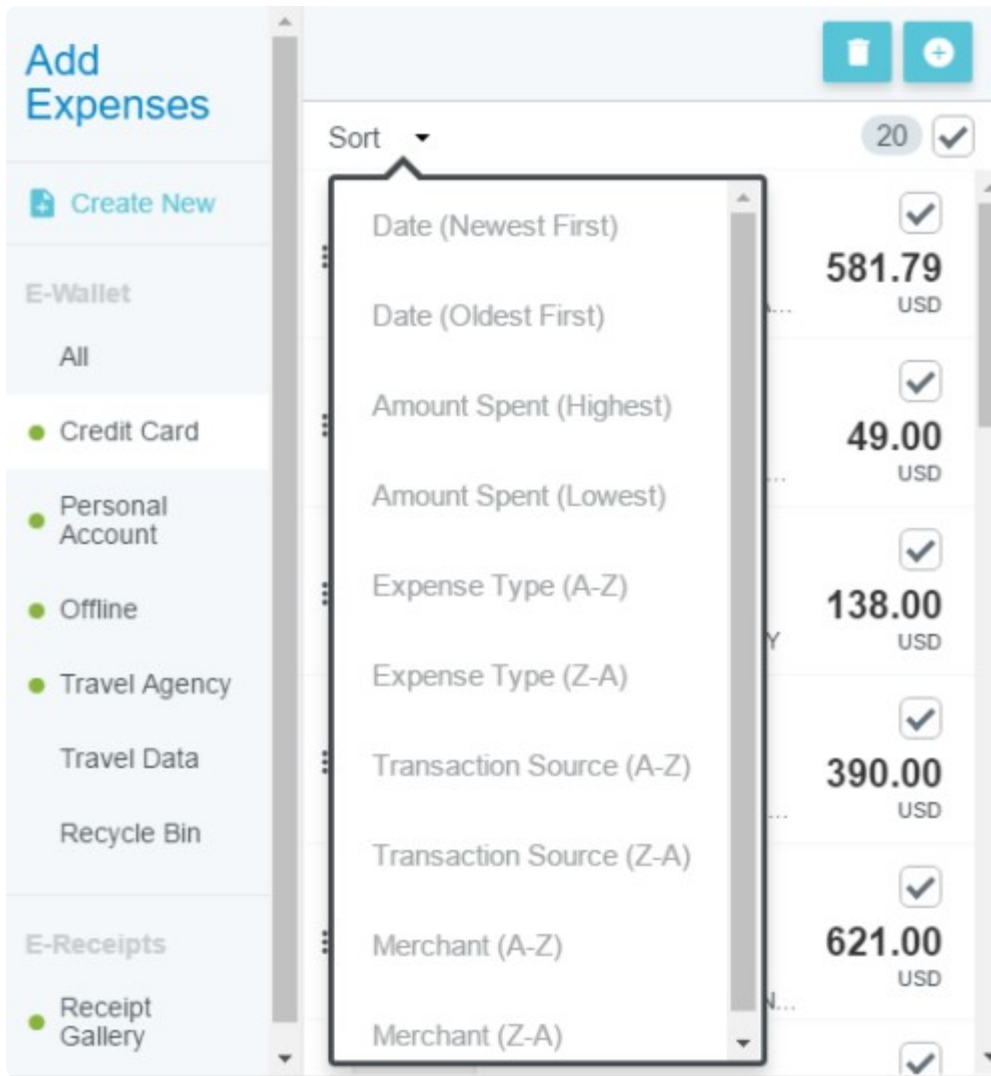
If your organization has activated the Multi-Add functionality, you may bulk-add numerous credit card items and only be required to fill out the Expense Entry screen once. After you have clicked the check boxes for every credit card item you wish to add to the report and clicked **ADD**, you will see a Expense Entry check box on the expense-entry screen.

The screenshot shows the 'Expense Entry' screen for 'Mandy Johnson'. The main screen on the left displays a table titled 'Washington Trip Expense Report' with columns: DATE, EXPENSE, AMOUNT, and PAY ME. It shows two entries for 'Hotel' on 'Tue 02/02/2015' with an amount of 10,000.00. Below the table, it shows 'Expense Report: 1283-17182-36710' and 'Total Pay Me Amount: 100,038.00 USD'. A 'Submit' button is visible. The right-hand panel is the 'Airfare' expense entry form. A red box highlights the 'Multi-Add' checkbox, which is currently unchecked. The text next to it says 'Apply input to empty fields in other selected line items (2 selected)'. Other fields include Date (09/23/2015), Estimated Amount (77.54 USD), Business Purpose (Add Business Purpose), Merchant, Receipt Attached, Firm Paid, and Personal.

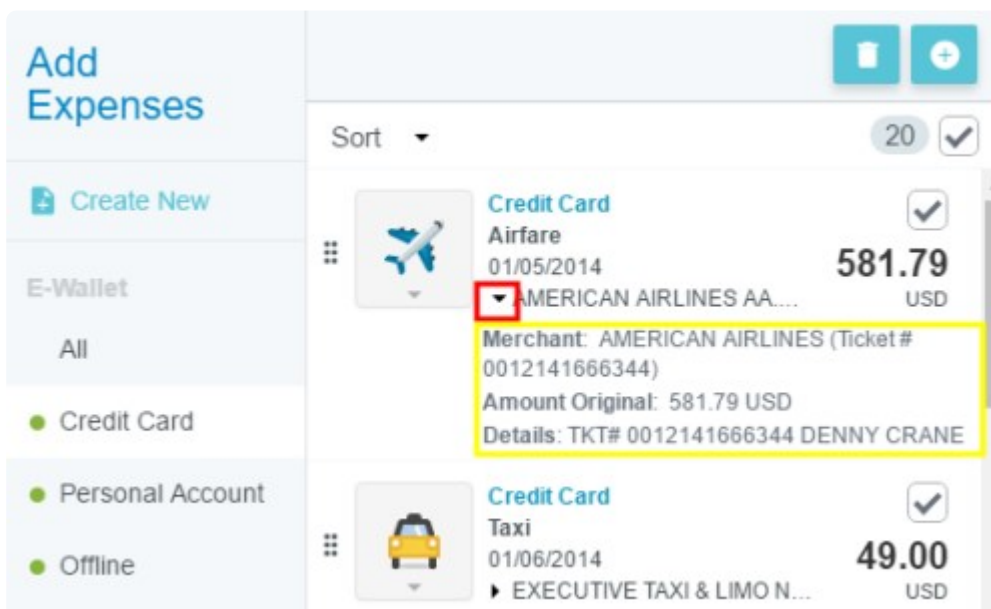
Click the box to apply the data you entered in the Expense Entry screen to all the credit card items you checked. Note that this feature only works if all the items you selected are of the same type (in this case, Credit Card).

### Sort and Edit Items

You can sort the items in the Credit Card list by clicking **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.

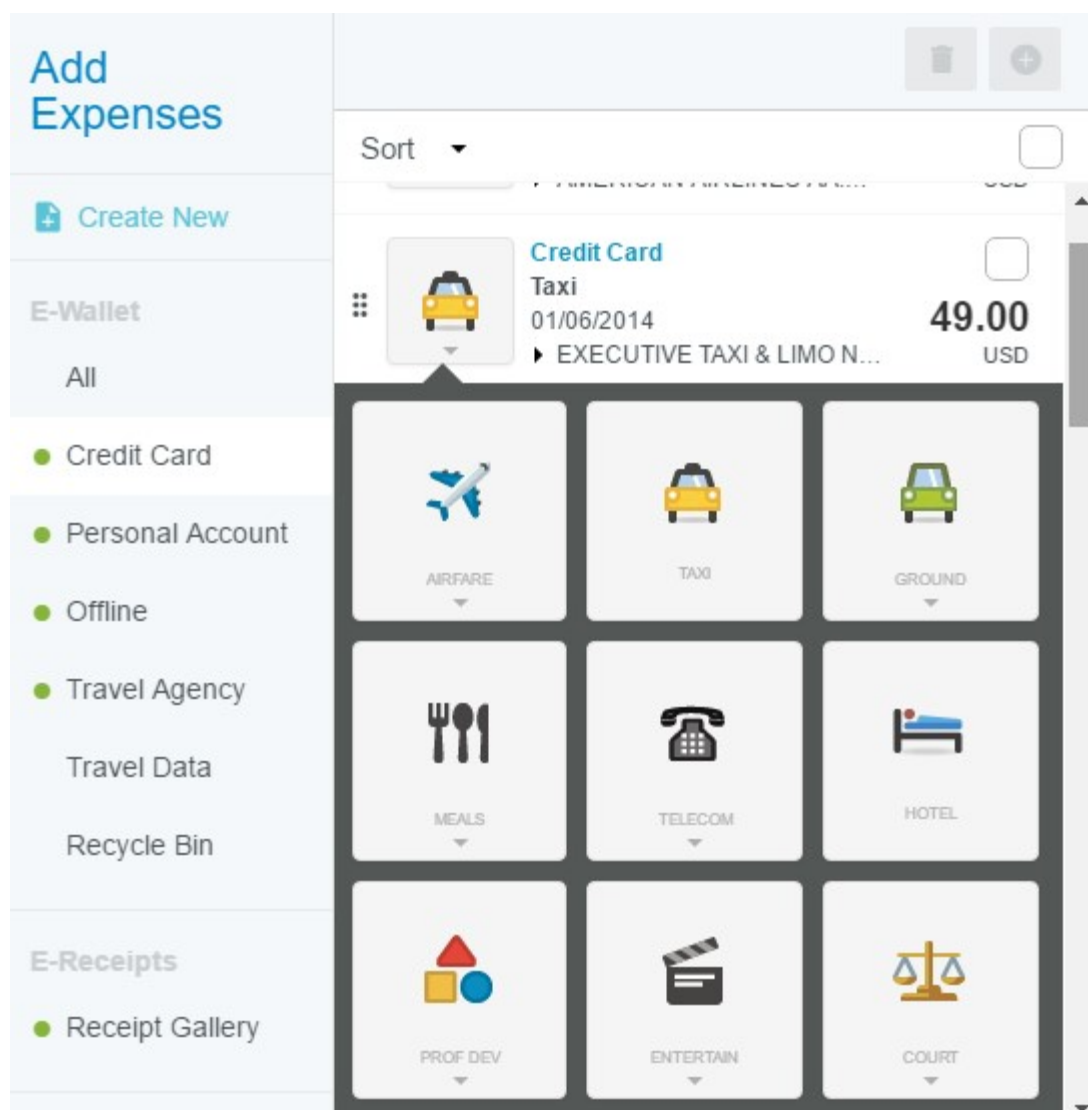


Click the arrow next to the name of the merchant to display more details about the item.





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



### Delete Items

Users with appropriate permissions may delete credit card items. Deleting a credit card item from a draft expense report will return it to the E-Wallet.

Selecting a credit card item in the E-Wallet and clicking the **TRASH** button will send it to your recycle bin rather than deleting it permanently. For more information, see [Recycle Bin](#).



The screenshot shows a user interface for managing expenses. On the left is a sidebar with the following elements: 'Add Expenses' (header), 'Create New' (button), 'E-Wallet' (section header), 'All' (sub-section), 'Credit Card' (selected, indicated by a green dot), and 'Personal Account' (sub-section). The main content area displays a list of transactions. At the top right of this area, there are two icons: a trash can icon (highlighted in yellow) and a plus sign icon (highlighted in blue). Below these icons is a 'Sort' dropdown menu and a '1' indicator. The list contains two items:

Category	Item	Date	Amount	Unit	Status
Credit Card	Airfare	01/05/2014	581.79	USD	Checked
Credit Card	Taxi	01/06/2014	49.00	USD	Unchecked

The 'Airfare' transaction is further detailed with 'AMERICAN AIRLINES AA...' and the 'Taxi' transaction with 'EXECUTIVE TAXI & LIMO N...'. A red box highlights a checkmark in the status column for the Airfare transaction.

---

Emburse, 2022. All rights reserved. This Help Center is part of Emburse Explain, our Help Center program.