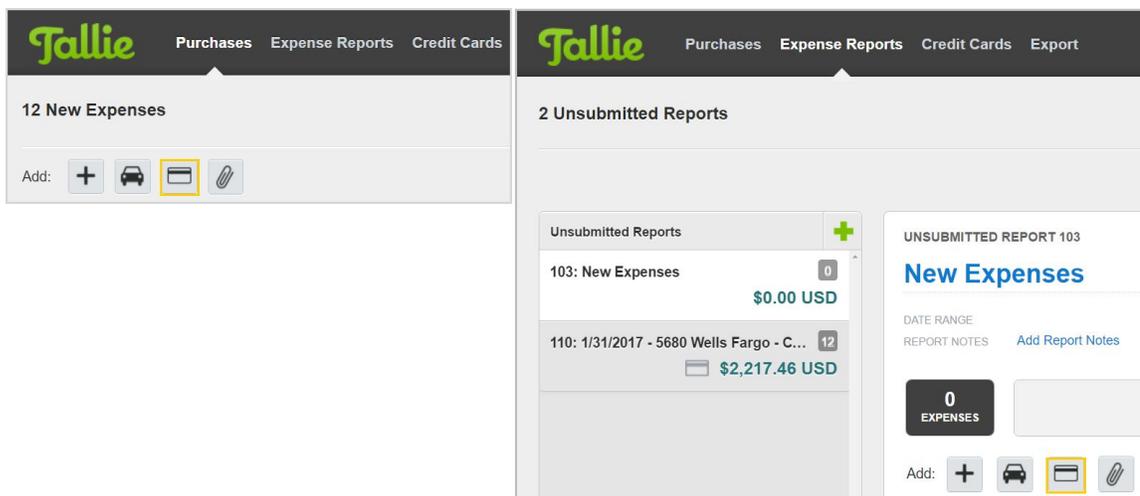


Tallie

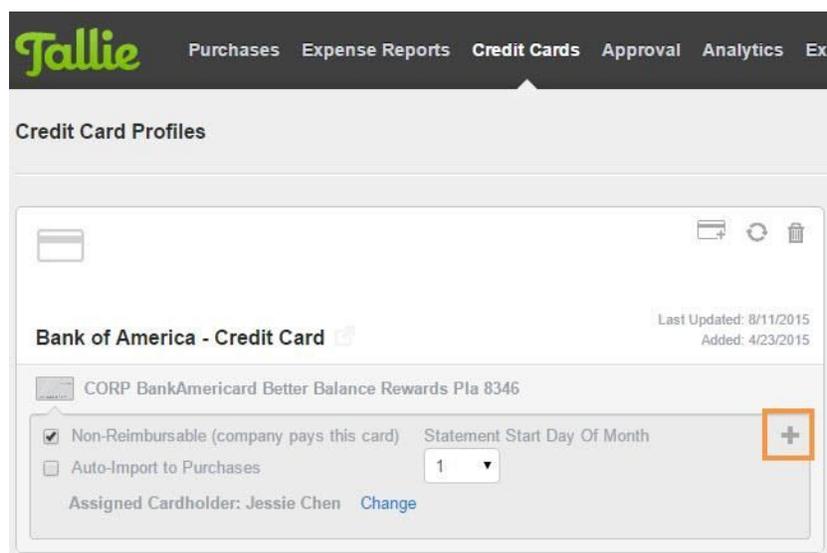
Manual Import

Tallie can be used to automatically or manually import your credit card transactions to help keep track of your expenses. This guide will demonstrate how to import credit card data into your account. [Click here](#) to learn how to link your credit card with your Tallie account.

- To manually import credit card transactions, click the **credit card icon** on the Purchases page or in the Expense Report header on the Expense Reports page



- Alternatively, go to the **Credit Cards** page and click the **plus icon** to the right of a credit card profile



- From here, select the transactions you would like to import and click **Import Transaction**

Tallie

Select the transactions you want to import and click the button below.

Wells Fargo - Credit Card - CORP 5680

| Date | Merchant | Amount |
|-----------|---|------------|
| 1/14/2017 |  Costco | \$320.81 |
| 1/13/2017 |  Walmart | \$232.80 |
| 1/12/2017 |  Golfsmith | \$1,060.23 |
| 1/12/2017 |  Starbucks | \$15.22 |
| 1/10/2017 |  Nike | \$123.98 |
| 1/7/2017 |  Butter & Zeus | \$8.69 |
| 1/7/2017 |  Ikea | \$78.00 |
| 1/7/2017 |  Ghiradelli | \$25.99 |
| 1/4/2017 |  Office Depot | \$50.00 |

Close Import Transactions

- All imported transactions will appear on your **Purchases** page. You can merge them with receipt images, or edit and submit them in an expense report
 - Non-reimbursable corporate card charges imported from the credit card feed are represented by a **dark blue** credit card icon
 - Reimbursable personal credit card expenses have a **gray** credit card icon
 - Transactions that are [manually mapped to a corporate card](#) will have an **orange** credit card icon

 **Costco** 1/14/2017

Click to attach receipt

OFFICE (SUPPLIES)
Company related
ADD PROJECT
ADD CLASS

Corporate
 \$320.81 USD

UNSUBMITTED

 **Starbucks** 1/12/2017

Click to attach receipt

MEALS
Company related
ADD PROJECT
ADD CLASS

Manual
 \$10.00 USD

UNSUBMITTED

 **Amazon** 1/10/2017

Click to attach receipt

OFFICE (SUPPLIES)
ADD REASONS
ADD PROJECT
ADD CLASS

Personal
 \$54.99 USD

UNSUBMITTED