

Tallie

Transactions: Tips & Tricks

This guide will demonstrate a few tips and tricks to help you edit, merge, itemize and copy transactions to make the expense reporting process smarter and smoother.

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- [Merge Transactions](#)
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Edit Multiple Transactions

- To edit specific data for multiple expenses at once:
 - Click to highlight the expenses you want to edit
 - Click on the **Pencil** icon

Purchases Page:

The screenshot displays the Tallie Purchases Page interface. At the top, there is a toolbar with a green circle containing the number '2', a pencil icon (highlighted with a yellow border), a merge icon, a copy icon, and a trash icon. Below the toolbar, two transaction cards are shown side-by-side. The left card is for 'Walgreens' dated 11/1/2016, with a receipt image showing the store name and address. The right card is for 'Dragon Eats' dated 12/15/2016, with a receipt image showing the restaurant name and address. Both cards have a green checkmark in the top left corner. The Walgreens card is categorized as 'TRAVEL' and has a total amount of \$137.80. The Dragon Eats card is categorized as 'MEALS' and has a total amount of \$10.88. Both cards have 'UNSUBMITTED' status and a dropdown arrow at the bottom right.

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Expense Reports Page:

Date	Transaction	Category	Status	Amount
DEC 15 2016	Dragon Eats	MEALS	POSSIBLE DUPLICATE	\$10.88
NOV 1 2016	Walgreens	TRAVEL	POSSIBLE DUPLICATE	\$137.80

- Make sure to click **Save** after you have finished editing to apply the changes

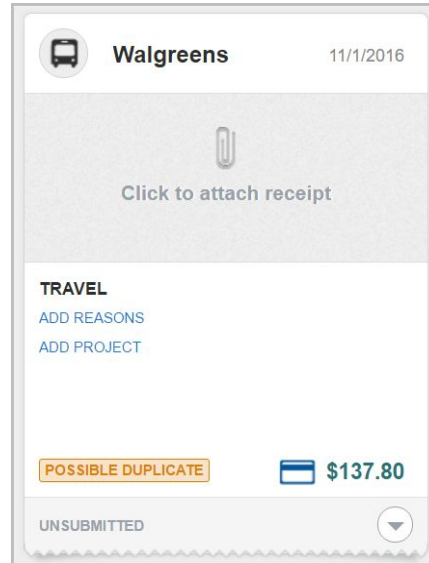
Use the fields on the right to edit all selected expenses.

Merge Transactions

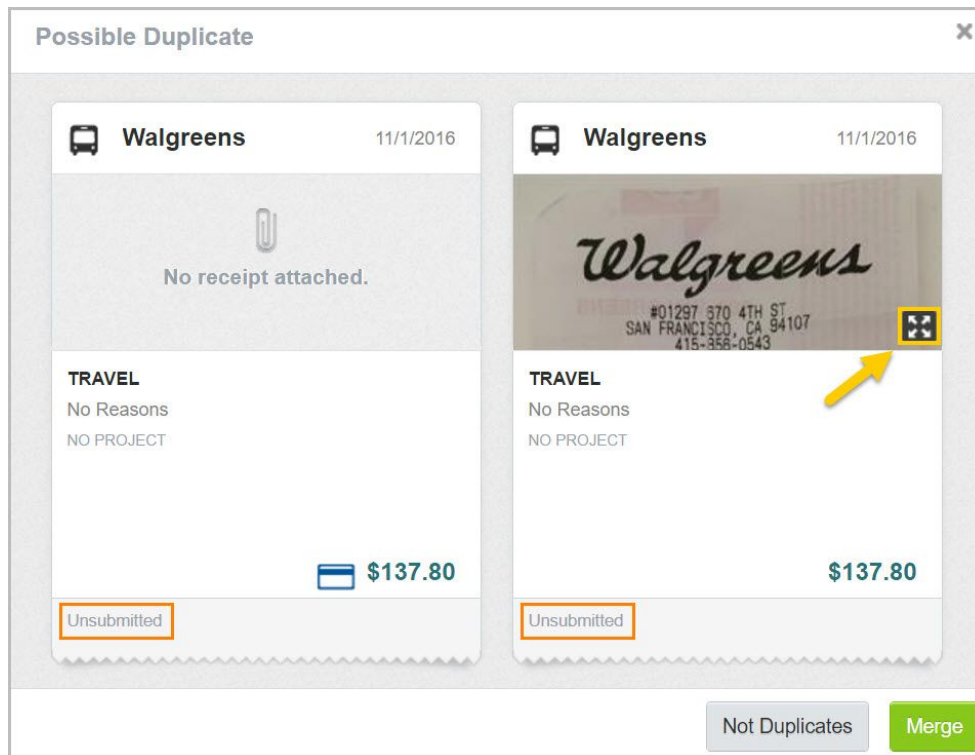
If Tallie recognizes that some aspects of two transactions are similar (based on Date, Merchant Name, and Amount), the system may tag them as Possible Duplicates. For example, if you accidentally enter the same transaction twice by uploading two different pictures of a receipt, Tallie will flag it. Merging transactions is also useful when combining receipts with credit card transactions.

- To view the duplicates, click on **Possible Duplicate**

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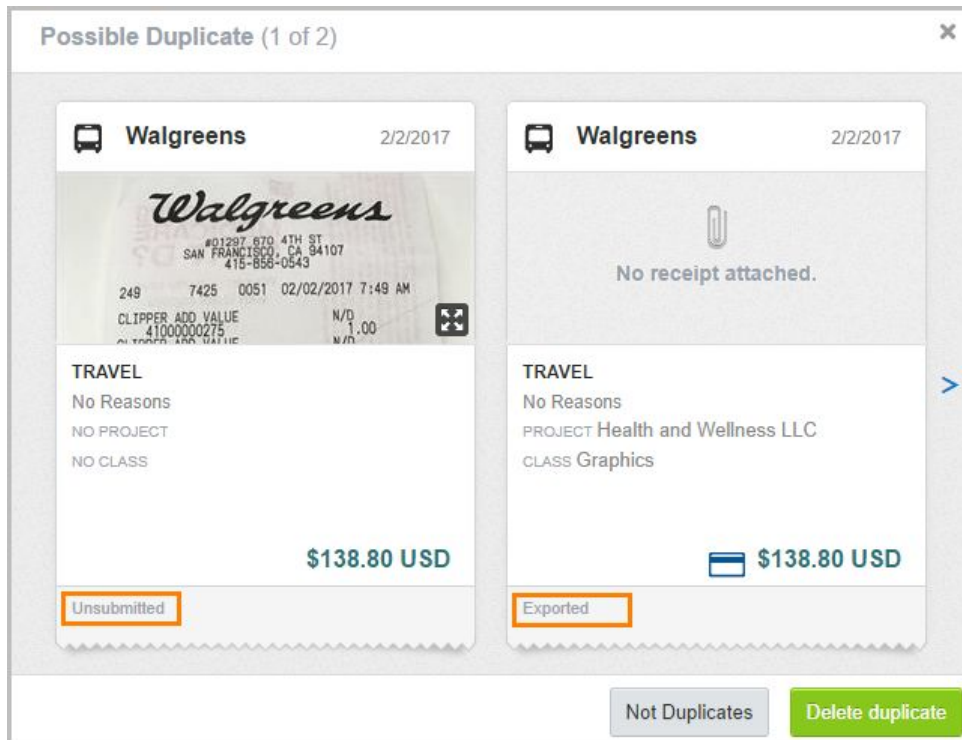


- A box containing both receipts will pop up, allowing you to compare their details side-by-side
 - Enlarge the receipt images by clicking the **Expand** button
 - Click **Merge** to combine the charges together, **Not Duplicates** to mark them as not duplicates



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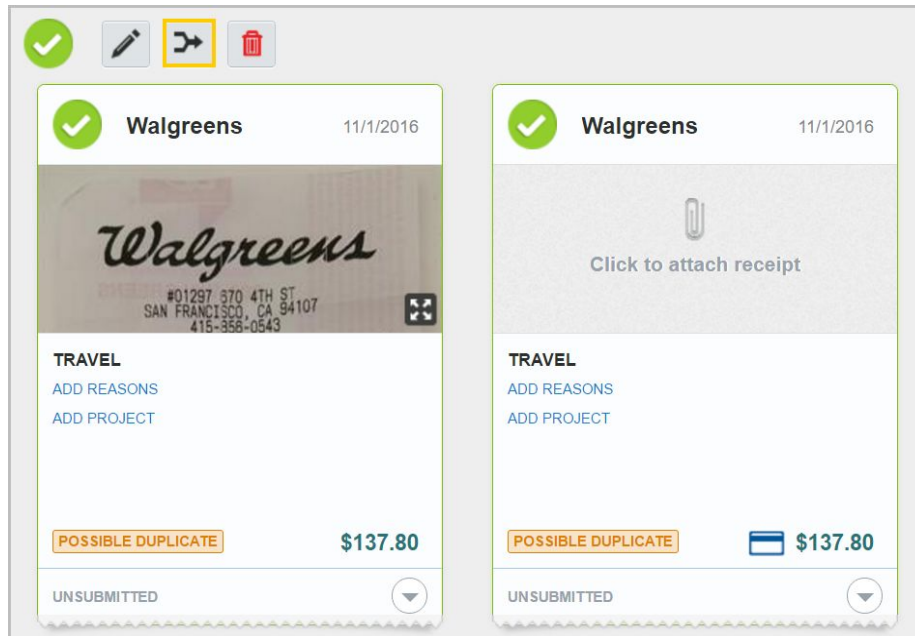
- Note: “Merge” option is available when both expense are unsubmitted, and the option to “Delete Expense” is available when one of the duplicates has been submitted, approved, or exported.



Some alternative methods to merge transactions or handle duplicates include:

- Clicking the transactions to highlight the ones you want to merge and clicking on the merge icon at the top left side of the page

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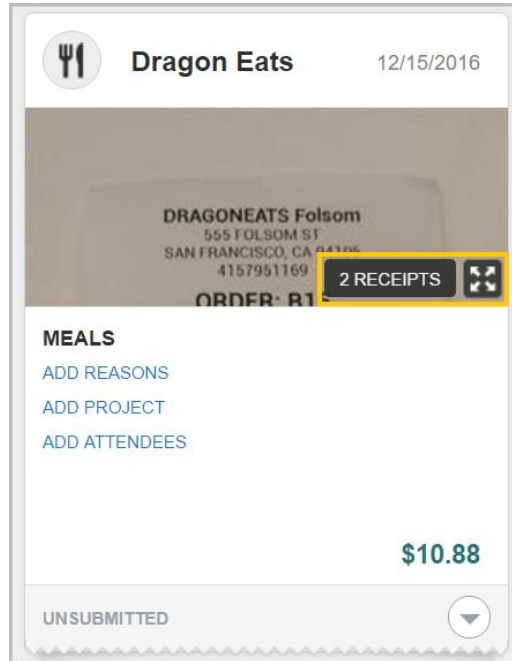
- Dragging one expense tile and dropping it onto the other to merge the two
- Deleting one of the transactions instead of merging them

Detach Receipts

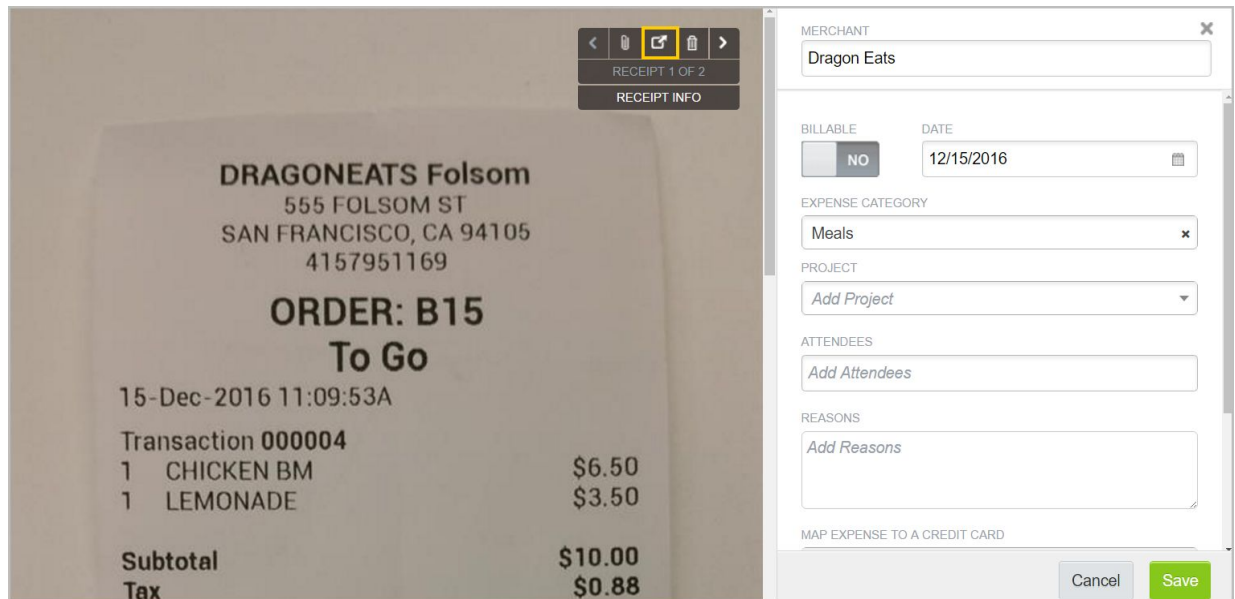
You can detach or split a receipt image from an expense tile. This feature is especially useful when you accidentally attach an image to the incorrect credit card transaction or if you want to remove excessive images from an expense.

- Click on any data field to open the expense in editing mode, such as **# Receipts** or the **Expand** icon beside it

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- Use the arrows to browse and view each receipt. Click the **Detach** icon to split the image from the current transaction
- Detached receipts will become its own expense tile in Purchases, which you can code, delete, or attach to another expense

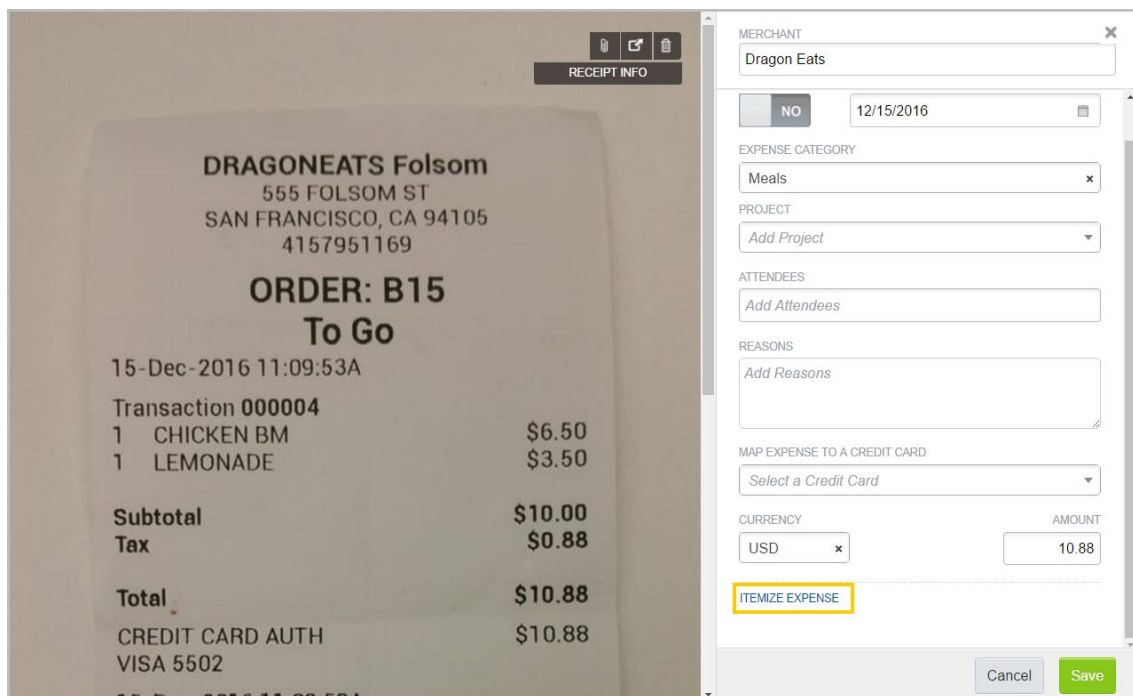


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Itemize Transactions

If you have an expense that allocates to several different expense categories, projects, or classes, Tallie allows you to split up (or itemize) a transaction into its component items.

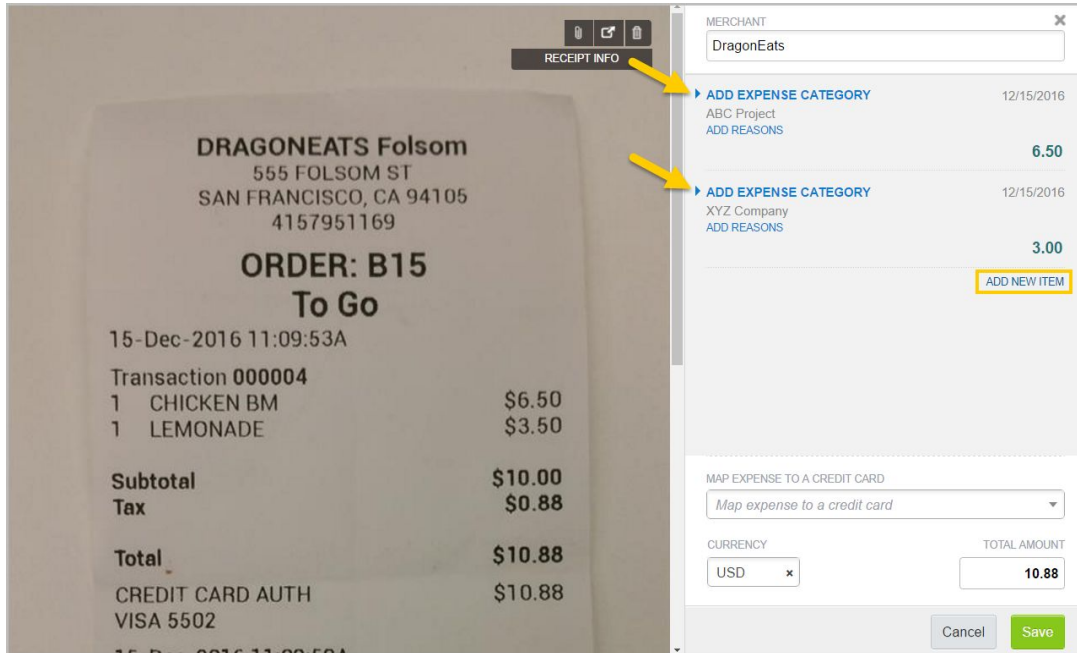
- To itemize a transaction, click on any data field to open the expense in editing mode
- Next, click on **Itemize Expense**



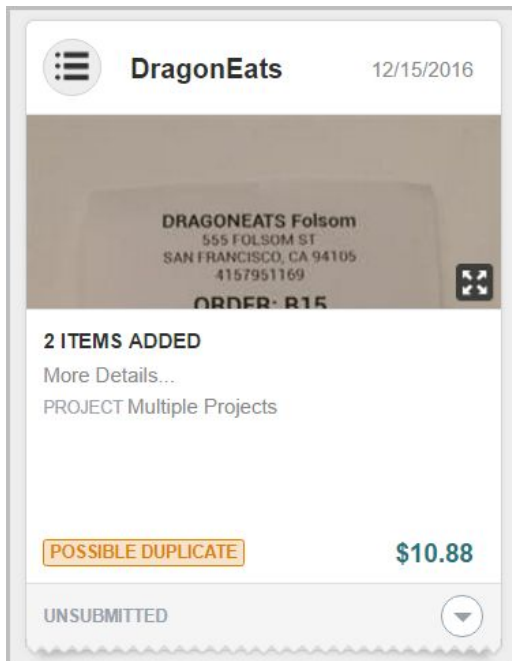
- The first itemization will be populated with the currently available information. Typically, you would only need to adjust the amount

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- Click **Add New Item** to create the next itemized line, and adjust or enter the relevant data



- You can click on the blue arrows to expand or contract itemizations to view them
- Click **Save** when complete. The transaction will now display the number of itemized lines included

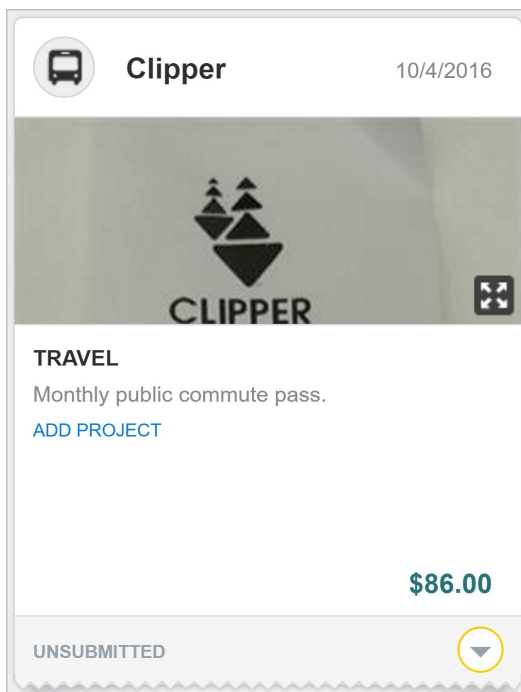


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Copy Expenses

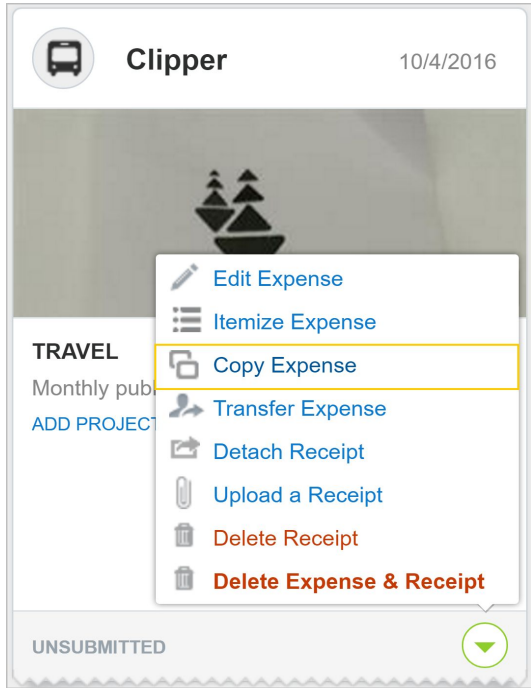
The copy feature allows you to save time by copying the fields entered in one expense and creating a new expense with the same exact fields (excluding receipts). Note: This feature is not available for mileage expenses or credit card transactions and can only copy one expense at a time.

- To copy a transaction, click on the **arrow** located within the expense entry

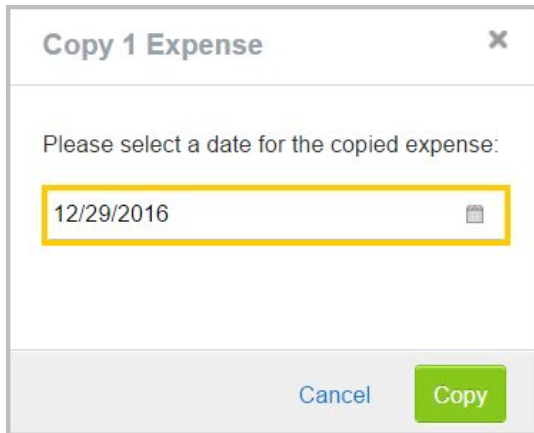


- Select **Copy Expense** in the drop down menu

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- Enter the date to use for the copied expense and then click **Copy**



- The expense successfully copied without the receipt

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 Clipper 12/29/2016	 Clipper 10/4/2016
 Click to attach receipt	
TRAVEL Monthly public commute pass. ADD PROJECT	TRAVEL Monthly public commute pass. ADD PROJECT
POSSIBLE DUPLICATE \$86.00	\$86.00
UNSUBMITTED 	UNSUBMITTED 