



Certify User Guide INVOICE REPORTS



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This version is current as of April 1, 2021

For continuously updated instructions, please visit our Help Center within the Certify Support tab.

Certify is T&E expense management made easy

With thousands of users and satisfied customers worldwide, Certify is the leading fully automated travel and entertainment expense management solution for companies of every size. The easy-to-use Certify cloud-based interface and mobile application with electronic receipt capture allow organizations to book travel and complete expense reports and reimbursement quickly, easily, and cost-effectively. All while reducing overhead processing costs, increasing compliance with corporate policy and simplifying the overall T&E management process for employees, accountants and administrators.

Please Note: *As a SaaS-based software, Certify offers several additional services and configuration options that companies may choose, or choose not to, use. Please refer to our online Help Center for even more how-to articles about extra processes and features.*

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CERTIFY INVOICE REPORTS

For companies who have purchased Certify Invoice, this module will be available to those who have been given permission. Certify Invoice allows users to submit invoice reports, as well as approving and processing invoices for payment.

- Create and submit invoice reports
 - Add vendors
- Approve and process invoice reports
 - Configure invoice permissions

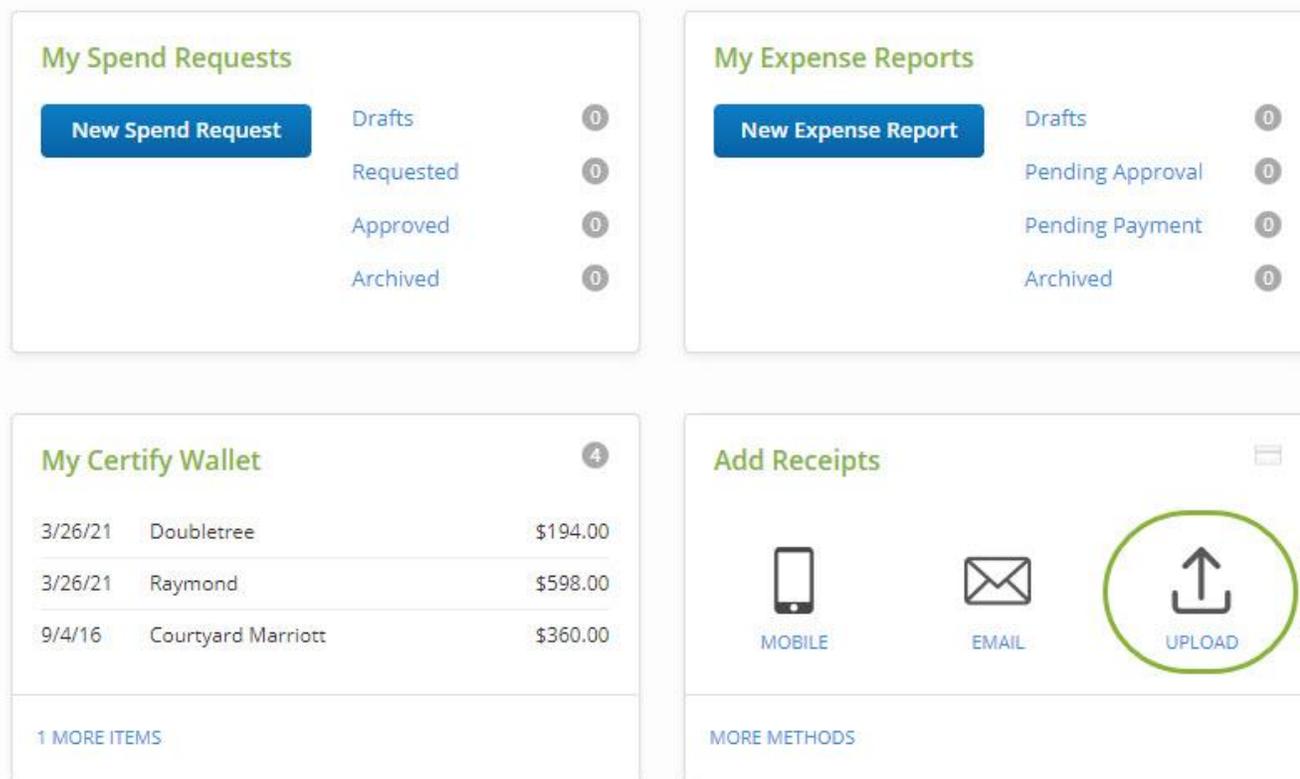


Creating & Submitting Invoices

Uploading Invoices to your Certify Wallet

Like receipts, Certify will store your uploaded invoices in your **Certify Wallet**. This article shows you how to upload your invoices to your Wallet from your computer.

Step 1: Click **Upload** on your **Home** screen.



Step 2: Click **Choose Files** to search your computer for your invoice(s).

CERTIFY INVOICE REPORTS

Add Receipts and Expenses

Certify Mobile

Certify Mobile allows you to easily manage your Certify Wallet on the go.

Download on the **App Store** | Get it from **Microsoft**

GET IT ON **Google Play** | Available on **amazon**

Email

Just send the email from memmployee@circp1.com and receipts or invoices will be added to your wallet.

Email your receipts or invoices to:

receipts@certify.com

Upload

Browse to select receipt or invoice images to upload to your Certify Wallet.

Choose Files No file chosen

Upload Files

Receipt Integration

Certify has several receipt integration partners.

[Certify Travel](#), [Uber](#), and [TripCase](#) are available.

Fax

Fax numbers are included on the cover page.

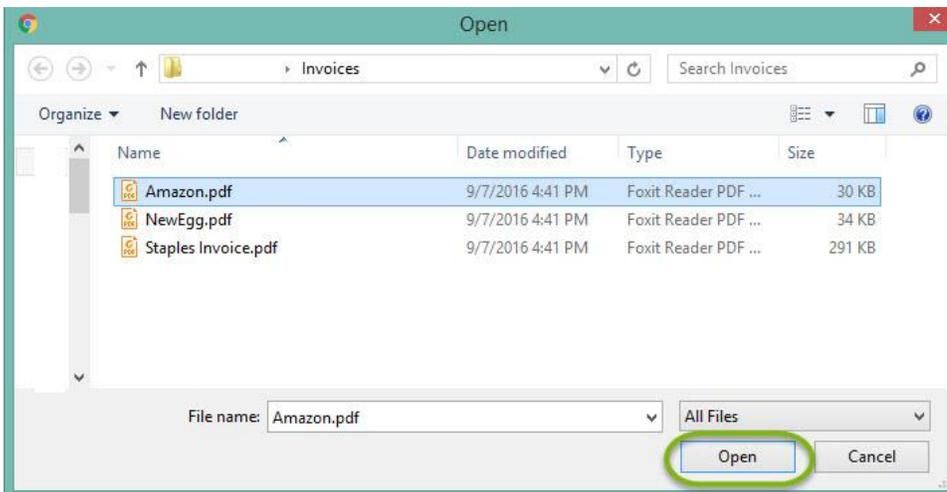
[Print a fax cover page](#)

Credit Card Import

You can link a card in [My Account](#).

You can also [copy and paste](#) expenses.

Step 3: Select your invoice(s). You can select several at one time. Click **Open** when they are highlighted.



Step 4: Click **Upload Files**.

CERTIFY INVOICE REPORTS

Add Receipts and Expenses

Certify Mobile

Certify Mobile allows you to easily manage your Certify Wallet on the go.

Download on the App Store | Get it from Microsoft | GET IT ON Google Play | Available at amazon

The file **NewEgg.pdf** has been uploaded to your Certify Wallet.

Email

Just send the email from **memployee@cirp1.com** and receipts or invoices will be added to your wallet.

Email your receipts or invoices to:

receipts@certify.com

Upload

Browse to select receipt or invoice images to upload to your Certify Wallet.

Choose Files | No file chosen

Upload Files

Receipt Integration

Certify has several receipt integration partners.

Certify Travel, Uber, and TripCase are available.

Fax

Fax numbers are included on the cover page.

Print a fax cover page

Credit Card Import

You can link a card in My Account.

You can also copy and paste expenses.

Step 5: Your invoice is now in your **Certify Wallet**.

My Certify Wallet

Merge Items

| | Source | Receipt | Date | Category | Vendor | Reason | Amount |
|--|--------|---------|-----------|---|------------------|---|------------|
| | | | 4/28/2016 | Other Transportation | Delta Air Lines | | |
| | | | 7/6/2016 | Invoice | | | \$1,385.90 |
| | | | | Department: General & Admin Location: City Of Industry, CA Reimbursable: No Billable: No | | | |
| | | | 9/21/2016 | Office Equipment | The Home Depot | The Home Depot Whiteboard and dry e... | \$34.40 |
| | | | 9/22/2016 | Other Transportation | Standard Parking | Standard Parking Parking at airport duri... | \$12.00 |
| | | | 9/23/2016 | Postage | Fedex | FedEx Overnight delivery of package for... | \$16.60 |
| | | | 9/24/2016 | Office Equipment | Staples | Staples Needed a webcam for an old la... | \$75.58 |
| | | | 9/27/2016 | Lodging | DoubleTree Hotel | Hotel in Tampa | \$560.53 |
| | | | 9/27/2016 | Lodging | DoubleTree Hotel | DoubleTree Hotel | \$485.38 |
| | | | 9/27/2016 | | DoubleTree Hotel | DoubleTree Hotel | \$6.35 |
| | | | 9/27/2016 | | DoubleTree Hotel | DoubleTree Hotel | \$68.80 |

Managing Invoices in your Certify Wallet

The **Certify Wallet** is where all invoices are stored before they are added to an invoice report. This article shows you how to manage your invoices in the Certify Wallet.

Step 1: Open the **Certify Wallet** by clicking on the number of items.

CERTIFY INVOICE REPORTS

My Spend Requests

[New Spend Request](#)

- Drafts 0
- Requested 0
- Approved 0
- Archived 0

My Expense Reports

[New Expense Report](#)

- Drafts 0
- Pending Approval 0
- Pending Payment 0
- Archived 0

My Certify Wallet 4

| | | |
|---------|--------------------|----------|
| 3/26/21 | Doubletree | \$194.00 |
| 3/26/21 | Raymond | \$598.00 |
| 9/4/16 | Courtyard Marriott | \$360.00 |

1 MORE ITEMS

Add Receipts ☰



MOBILE



EMAIL



UPLOAD

MORE METHODS

Step 2: Options in your Wallet:

View Invoices - View a specific invoice image by clicking the image in the Receipt column. The invoice will appear in a new window.

My Certify Wallet

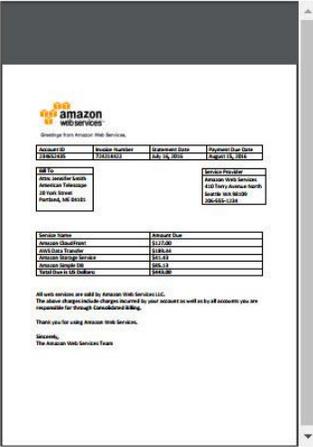
Source Receipt

☑️

☑️

☑️

[Add to Report](#) [Send It](#)



Merge Items
↑
↻

| Item | Reason | Amount |
|------|--------|------------|
| lor | | \$1,385.90 |
| zon | | \$443.00 |

2 ITEMS

View Invoice Details - View and expand invoice details by clicking on the arrow next to the category name.

CERTIFY INVOICE REPORTS

The screenshot shows the 'My Certify Wallet' interface. At the top right, there is a 'Merge Items' toggle and two circular icons (upload and refresh). Below is a table with columns: Source, Receipt, Date, Category, Vendor, Reason, and Amount. The second row is selected, showing an invoice from Amazon for \$443.00 dated 8/15/2016. Below the table are three buttons: 'Add to Report', 'Send Items', and 'Delete'. The 'Delete' button is highlighted with a green circle. A '2 ITEMS' indicator is at the bottom right.

| Source | Receipt | Date | Category | Vendor | Reason | Amount |
|--------|---------|-----------|----------|--------|--------|------------|
| | | 7/6/2016 | Invoice | | | \$1,385.90 |
| | | 8/15/2016 | Invoice | Amazon | | \$443.00 |

Department: General & Admin
Location: North Seattle, WA
Reimbursable: No
Billable: No

Add to Report Send Items Delete 2 ITEMS

Delete an Invoice- Delete an invoice by selecting the invoice and clicking **Delete** at the bottom.

***Please note:** Once an invoice is deleted, it cannot be recovered without uploading again.*

Send an Invoice to Another User - If you are a delegate user for someone else, select the invoice(s) and click **Send Items**. You will select the person's name on the next screen.

Refresh - Refresh your wallet at any time using the icon in the upper right-hand corner.

Upload More Invoices - Use the upload icon in the upper right-hand corner to upload more invoices directly to your wallet.

Creating and Submitting an Invoice Report

Certify Invoice allows you to create invoice reports to submit for approval and payment. This article shows you, an **Accounts Payable User**, how to create and submit an invoice report.

Step 1: Upload your invoices to your **Certify Wallet**. See **Uploading Invoices**.

My Spend Requests

[New Spend Request](#)

| | |
|-----------|---|
| Drafts | 1 |
| Requested | 0 |
| Approved | 0 |
| Archived | 0 |

My Expense Reports

[New Expense Report](#)

| | |
|------------------|---|
| Drafts | 1 |
| Pending Approval | 1 |
| Pending Payment | 0 |
| Archived | 0 |

My Certify Wallet

1/27/21 Honte Alban Hexican Gri \$53.58

1 ITEM

Add Receipts

 MOBILE  EMAIL  UPLOAD

MORE METHODS

Step 2: Select **New Invoice Report**.

My Reports

[New Expense Report](#)

[New Invoice Report](#)

| | |
|------------------|----|
| Drafts | 0 |
| Pending Approval | 2 |
| Pending Payment | 0 |
| Archived | 64 |

Step 3: You'll be brought to your **Wallet**. Select the radio button for your invoice, and click **Use Selected Invoice**.

Please Note: Create separate reports per invoice.

CERTIFY INVOICE REPORTS

Select an Invoice

Show Receipts |  | 

| Select | Source | Image | Date | Category | Vendor | Reason | Amount |
|---|---|---|----------|----------|--------|--------|------------|
|  |  |  | 7/6/2016 | Invoice | Newegg | | \$1,385.90 |

Use the Selected Invoice

1 ITEM

Step 4: Select the pencil icon to **edit** the invoice details, if needed.

Invoice Report

Print

Report Name Invoice - 7/6/2016
Dates 7/6/2016 - 7/6/2016

Submit for Approval

| Invoice | Date | Department | Category | Details | Amount | Billable | Image | Reason |
|---|----------|-----------------|----------|---|------------|----------|---|--------|
|  | 7/6/2016 | General & Admin | Invoice |  | 1,385.90 | No |  | |
| Total Expenses | | | | | \$1,385.90 | | | |

Step 5: Enter details as needed. Required Details include:

Date of the invoice

Department to allocate to

Invoice expense category

Amount of the invoice

Vendor for the invoice

Invoice Number

P.O. Number if your company requires it

Due Date of the invoice

Reimbursable Status should automatically read, "**Invoice, please pay.**"

Click **Save** for any changes.

CERTIFY INVOICE REPORTS

Invoice Details

Date: 7/6/2016

Department: General & Admin

Category: Invoice

Amount: 1,385.90 United States Dollars

Vendor: Newegg

Invoice Number: 888123

P.O. Number: 00258 - 00258

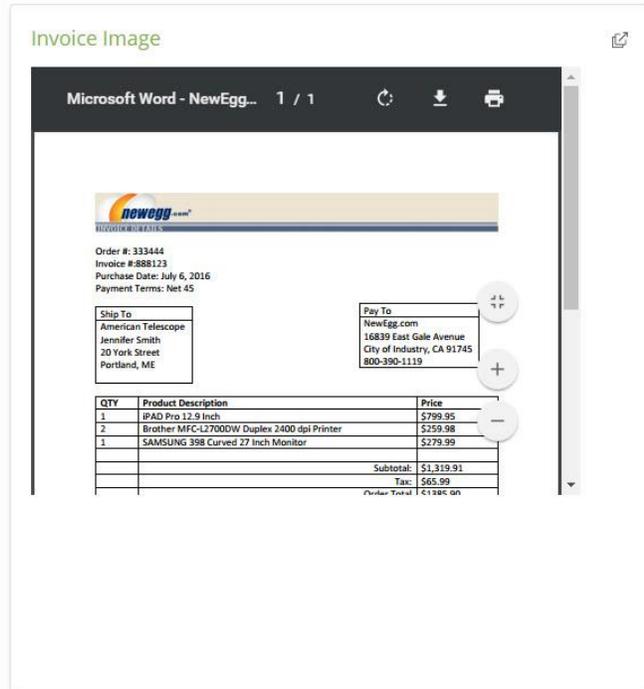
Due Date: 8/5/2016

Reason:

Reimbursable: Invoice, please pay.

Billable:

Invoice:



Step 6: Click **Submit for Approval**.

Invoice Report

Report Name: Invoice - 7/6/2016
Dates: 7/6/2016 - 7/6/2016

Print

Step 7: Enter the approver for this invoice. It may be defaulted if your company has assigned an approver already. Click **Submit**.

Submit Expense Report for Approval

Please review your expense report details for accuracy. Upon submission your expense report will be sent to the approver you choose below.

Expense Report Details

| | |
|------------------------|---------------------------------------|
| Submitter | Denise Fleming (dfleming@jonah.com) |
| Expense Report Name | Weekly Expense Report |
| Dates | 10/1/2019 - 10/8/2019 |
| Non Reimbursable Total | \$99.99 |
| Reimbursable Total | \$45.23 |
| Total | \$145.22 |
| Approver ? | Amanda Beckett (abeckett@jonah.com) ▼ |
| Comments (optional) | <input type="text"/> |

Your comments will be visible to anyone viewing your expense report.

I certify this expense report is true and accurate.

Submit

Cancel

Entering a New Invoice Vendor on an Invoice Report

If an **Invoice Vendor** does not exist in Certify, it is possible to enter one directly onto the Invoice Report prior to submission. This article shows you, an **Accounts Payable User**, how to enter a new **Invoice Vendor**.

Step 1: From the **Home** page, select **Drafts**.



My Spend Requests

[New Spend Request](#)

- Drafts 0
- Requested 0
- Approved 0
- Archived 0

My Expense Reports

[New Expense Report](#)

- Drafts 0
- Pending Approval 0
- Pending Payment 0
- Archived 0

My Certify Wallet 4

| | | |
|---------|--------------------|----------|
| 3/26/21 | Doubletree | \$194.00 |
| 3/26/21 | Raymond | \$598.00 |
| 9/4/16 | Courtyard Marriott | \$360.00 |

[1 MORE ITEMS](#)

Add Receipts

MOBILE

EMAIL

UPLOAD

[MORE METHODS](#)

Step 2: Select the Invoice Report to open.

My Reports

[Drafts](#) | [Pending Approval](#) | [Pending Payment](#) | [Archived](#)

Drafts

| Actions | Name | End Date | Reimbursable | Non-Reim. | Total |
|-------------------|--|-----------|-----------------|-------------------|-------------------|
| ✕ | Invoice - 7/6/2016 | 7/6/2016 | \$0.00 | \$1,385.90 | \$1,385.90 |
| ✕ | ReportExecutive - 9/1/2016 - 9/15/2016 | 9/15/2016 | \$413.48 | \$0.00 | \$413.48 |
| Totals | | | \$413.48 | \$1,385.90 | \$1,799.38 |

Step 3: Use the **pencil** icon to edit the Invoice Report.

CERTIFY INVOICE REPORTS

Invoice Report

Print

Report Name Invoice - 7/6/2016
Dates 7/6/2016 - 7/6/2016

Submit for Approval

| Invoice | Date | Department | Category | Details | Amount | Billable | Image | Reason |
|-------------------------------------|----------|-----------------|----------|---------|----------|----------|-------|--------|
| <input checked="" type="checkbox"/> | 7/6/2016 | General & Admin | Invoice | | 1,385.90 | No | | |

Total Expenses: \$1,385.90

Step 4: Click into the **Vendor** field. If your vendor is unavailable, select **Create a New Invoice Vendor**.

Invoice Details

Date: 7/6/2016

Department: General & Admin

Category: Invoice

Amount: 1,385.90 United States Dollars

Vendor:

Invoice Number: -- Search Results --

P.O. Number: Amazon

Due Date: -- Clear Selection --

Reason: **-- Create a New Invoice Vendor --**

Reimbursable: Invoice, please pay.

Billable:

Invoice:

Step 5: You will immediately be brought to the **Create a New Invoice Vendor** screen. Enter any applicable details, and click **Next**.

Please Note: The **Name** is the only required detail. A **Certify Administrator** can enter additional details if needed.

CERTIFY INVOICE REPORTS

Create a New Invoice Vendor

Current Step: 1 - 2

This wizard will help you create a new invoice vendor.
Enter the details of the new invoice vendor in the form below, and then click Next.

Invoice Vendor Details

| | |
|-------------------------|---|
| Name | <input type="text" value="Newegg"/> |
| Vendor Number | <input type="text"/> |
| Code | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text"/> |
| State/Province | <input type="text"/> |
| Postal Code | <input type="text"/> |
| Country | <input type="text" value="United States of America"/> |
| Phone 1 | <input type="text"/> |
| Phone 2 | <input type="text"/> |
| Fax | <input type="text"/> |
| Contact Name | <input type="text"/> |
| Contact Email | <input type="text"/> |
| Taxpayer ID Number | <input type="text"/> |
| Form 1099-MISC | <input type="checkbox"/> |
| ACH Routing Number | <input type="text"/> Confirm <input type="text"/> |
| ACH Bank Account Number | <input type="text"/> Confirm <input type="text"/> |
| Customer Account Number | <input type="text"/> |
| URL | <input type="text"/> |
| Negotiated Payment Days | <input type="text"/> |
| Early Pay Discount Days | <input type="text"/> |
| Late Pay Fee Days | <input type="text"/> |
| Default Approver | <input type="text"/> |
| Description | <input type="text"/> |

Step 6: The new **Invoice Vendor** is now entered into the Vendor field. Proceed with the rest of your Invoice Report to submit.

Please Note: The new **Invoice Vendor** must be approved by a **Certify Accountant** before your Invoice Report can be processed.

CERTIFY INVOICE REPORTS

Invoice Report

Print

Report Name Invoice - 7/6/2016
Dates 7/6/2016 - 7/6/2016

Submit for Approval

Invoice

| Invoice | Date | Department | Category | Details | Amount | Billable | Image | Reason |
|--|----------|-----------------|----------|--------------------------|----------|----------|-------|--------|
| <input checked="" type="checkbox"/> <input type="checkbox"/> | 7/6/2016 | General & Admin | Invoice | <input type="checkbox"/> | 1,385.90 | No | | |

Total Expenses \$1,385.90

Invoice Details

Date

Department

Category

Amount

Vendor

Invoice Number

P.O. Number

Due Date

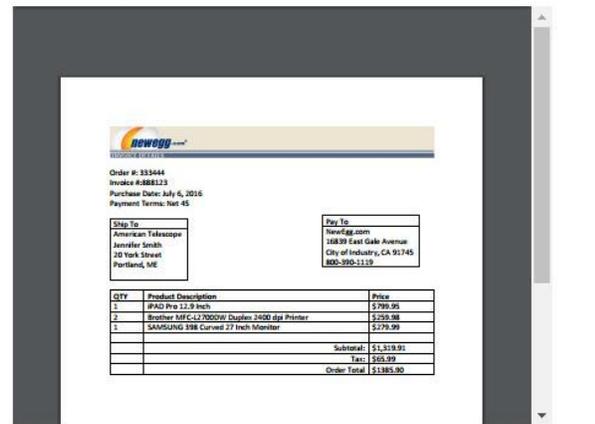
Reason

Reimbursable

Billable

Invoice

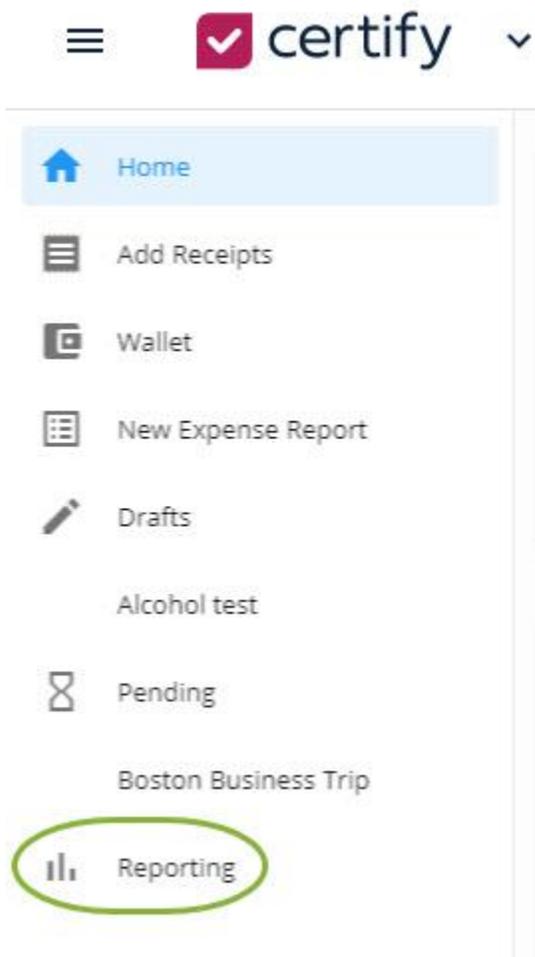
Invoice Image



Invoice Accruals Report

The **Invoice Accruals Report** in **Reporting** is available to all **Accounts Payable Users**. This report details all invoices they submitted, both pending and processed.

Step 1: Click the left menu, then click **Reporting**.



Step 2: Select **Invoice Accruals Report**, under **Financial Oversight and Auditing**.

Financial Oversight and Auditing

 **Expense Detail Review** Shows expenses with multiple input parameters to analyze expenses in many ways.

Expense Policy Review The Expense Policy Review report shows processed and in-progress expenses with policy violations and other potential problems. This report is useful for enhancing policy compliance and identifying cost savings opportunities.

Expense Report Approvals The Expense Report Approvals report shows all approval actions at the expense report level, sorted by approval code with links to each expense report. Pending expense reports are also included.

Invoice Accruals The Invoice Accruals report shows all invoices. This includes approved invoices, invoices in the approval process, in draft mode, and in the wallet.

Processed Expense Reports This report shows processed Expense Reports, allowing you to search by many different criteria.

CERTIFY INVOICE REPORTS

Step 3: Use any desired search parameters, and click **Submit**.

Invoice Accruals

The Invoice Accruals report shows all invoices. This includes approved invoices, invoices in the approval process, in draft mode, and in the wallet.

Search By

Date Range to

Employee

Invoice Vendor

Status

Step 4: The report will detail each Invoice Status, Vendor Details, Invoice Number, Invoice Date, Due Date, P.O. Details if applicable, Invoice Category, GL Code, Approver, Amount, Currency, and Totals.

Invoice Accruals

[Export to Excel](#) [View as PDF](#)

| Status | Vendor Name | Vendor ID | Vendor Address | Vendor Address 2 | Vendor City | Vendor State/Province | Vendor Postal Code | Vendor Account Number | Invoice Number | Invoice Date | Due Date | PO Number | PO Name | Category | GL Code | Approver | Amount | Currency |
|---------|-------------|-----------|----------------|------------------|-------------|-----------------------|--------------------|-----------------------|----------------|--------------|----------|-----------|---------|----------|---------|-------------------|----------|----------|
| Pending | Newegg | 22 | | | New York | NY | | | 888123 | 7/6/2016 | 8/5/2016 | 00668-A | 00668-A | Invoice | | Manager, Dan | 1,385.90 | USD |
| | | | | | | | | | | | | | | | | Unprocessed Total | 1,385.90 | USD |
| | | | | | | | | | | | | | | | | Processed Total | .00 | USD |
| | | | | | | | | | | | | | | | | Sum Total | 1,385.90 | USD |

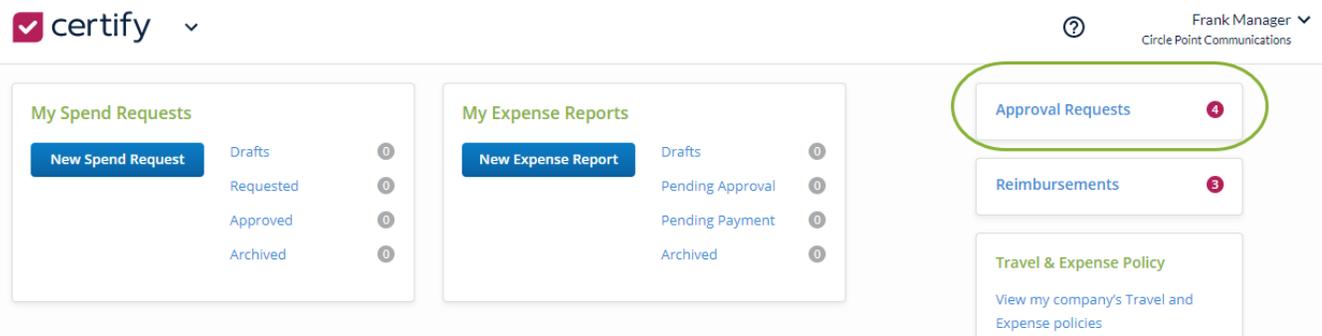
Reviewing & Approving Invoices

Approving Invoice Reports

Just like expense reports, **Invoice Reports** will route through approval for processing. This article shows you, a **Certify Manager** or **Executive**, how to approve **Invoice Reports**.

Step 1: From the **Home** screen, open **My Approval Requests**.

CERTIFY INVOICE REPORTS



Step 2: Open the Invoice Report by clicking on the **status**.

Please Note: The **Due Date** column applies only to Invoice Reports. The **Employee** column will also show the **Vendor** for Invoice Reports.

My Approval Requests

The following reports have been sent to you for approval.

| View | Policy | Status | Employee/Vendor | Submit Date | Start Date | Due Date | Report | Total |
|------|--------|---------|-------------------|-------------|------------|------------|--|------------|
| | | Pending | Meredith Employee | 11/17/2016 | 10/1/2016 | | ReportExecutive - 10/1/2016 - 10/15/2016 | \$416.08 |
| | | Pending | Newegg | 12/19/2016 | 7/6/2016 | 1/6/2017 | Invoice - 7/6/2016 | \$1,385.90 |
| | | Pending | Staples | 12/19/2016 | 8/9/2016 | 12/26/2016 | Invoice - 8/9/2016 | \$384.78 |
| | | | | | | | Total | \$2,186.76 |

Step 3: Review the Invoice Report details and take any needed actions via the **Other Actions** menu. Other Actions include:

- Add Note
- Inquire
- Edit Invoice
- Split Invoice
- Disapprove
- Disapprove Report

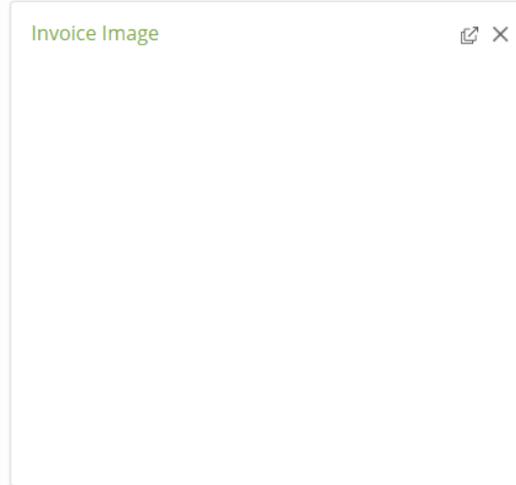
CERTIFY INVOICE REPORTS

Approve Invoice Report

Status Pending Approval
Current Approver Dan Manager
Department General & Admin (01)
Summary Kelly Employee 
 Invoice - 8/9/2016
 8/9/2016 - 8/9/2016

Approval History
 10/14/2016 Submitted [Kelly Employee](#)
 Pending [Dan Manager](#)
[Send Email to All](#)
[Full Approval History](#)

[Submit for Payment](#)
[Disapprove Report](#)



Invoice [Approve All](#)

| Status | Approval | Date | Category | Details | Amount | Reim | Billable | Image | Reason |
|-------------------|---|------|----------|---|----------|------|----------|---|--------|
| | <input checked="" type="checkbox"/>  | | |  | 384.78 | No | No |  | |
| Total Disapproved | | | | | \$0.00 | | | | |
| Total | | | | | \$384.78 | | | | |

Other Actions x

[Add Note](#) [Edit Invoice](#)

[Inquire](#)

[Split Invoice](#)

[Disapprove](#)

Step 4: Approve the invoice line using the green checkmark or **Approve All** button.

Approve Invoice Report

Status Pending Approval
Current Approver Dan Manager
Department General & Admin (01)
Summary Kelly Employee 
 Invoice - 8/9/2016
 8/9/2016 - 8/9/2016

Approval History
 10/14/2016 Submitted [Kelly Employee](#)
 Pending [Dan Manager](#)
[Send Email to All](#)
[Full Approval History](#)

[Submit for Payment](#)
[Disapprove Report](#)



Invoice [Approve All](#)

| Status | Approval | Date | Category | Details | Amount | Reim | Billable | Image | Reason |
|-------------------|---|----------|----------|---|----------|------|----------|---|--------|
| Approved | <input checked="" type="checkbox"/>  | 8/9/2016 | Invoice |  | 384.78 | No | No |  | |
| Total Disapproved | | | | | \$0.00 | | | | |
| Total | | | | | \$384.78 | | | | |

CERTIFY INVOICE REPORTS

Step 5: Select **Submit for Payment**.

Approve Invoice Report

| | | | |
|------------------|----------------------|----------------------|---------------------------------------|
| Status | Pending Approval | Approval History | |
| Current Approver | Dan Manager | 10/14/2016 Submitted | Kelly Employee |
| Department | General & Admin (01) | Pending | Dan Manager |
| Summary | Kelly Employee | | Send Email to All |
| | Invoice - 8/9/2016 | | Full Approval History |
| | 8/9/2016 - 8/9/2016 | | |

Submit for Payment
Disapprove Report



Invoice

| Status | Approval | Date | Category | Details | Amount | Reim | Billable | Image | Reason |
|-------------------|----------|----------|----------|---------|----------|------|----------|-------|--------|
| Approved | | 8/9/2016 | Invoice | | 384.78 | No | No | | |
| Total Disapproved | | | | | \$0.00 | | | | |
| Total | | | | | \$384.78 | | | | |

Step 6: Enter optional comments, and click **Submit** at the bottom of the email preview.

CERTIFY INVOICE REPORTS

Submit Invoice Report for Payment

This is a preview of the message that will be used to submit the invoice report. You may add your own comments if you like.

To: Annie Accountant (aaccountant@circp1.com)
Subject: Invoice Report Payment Request From Dan Manager (dmanager@circp1.com)
Body: Hello,

Dan Manager (dmanager@circp1.com) has sent an invoice report for payment.

Enter your comments:

Invoice Report Summary

Employee: Kelly Employee (kemployee@circp1.com)
Invoice Report Name: Invoice - 8/9/2016
Dates: 8/9/2016 - 8/9/2016

Total: \$384.78

Login to Certify to view this report.
Login at: <https://www.certify.com/Login.aspx>

Processing Invoices

Processing Invoice Reports

Like expense reports, **Invoice Reports** in Certify will route through approval to be processed. As an **Invoice Accountant**, you will receive an email advising you that an **Invoice Report** has been submitted for processing. This article shows you, an **Invoice Accountant**, how to process Invoice Reports.

Step 1: From the Home page, open **Processing Requests**.

The screenshot shows the Certify home page dashboard. At the top left is the 'certify' logo. At the top right, there is a user profile for 'Becca Accountant' with a dropdown arrow and the text 'Circle Point Communications'. The dashboard is divided into three main sections: 'My Spend Requests', 'My Expense Reports', and a vertical list of navigation items on the right. The 'Processing Requests' item in the right-hand list is circled in green and has a red badge with the number '8'. Other items in the list include 'Reimbursements' (3) and 'Audit Alerts' (0). The 'My Spend Requests' section has a 'New Spend Request' button and a list of status options: Drafts (1), Requested (0), Approved (0), and Archived (0). The 'My Expense Reports' section has a 'New Expense Report' button and a list of status options: Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0).

Step 2: Open the Invoice report by clicking on the **status**.

Please Note: The Processing Queue may hold both expense and invoice reports, if you have permission to process both. Invoice reports will note the **Due Date**.

CERTIFY INVOICE REPORTS

My Processing Requests

The following reports have been sent to you for processing.

Select approved reports
without policy violations | regardless of policy violations | less than United States Dollars ▼
[Show Expense Types](#) ⓘ

| Actions | Policy | Hold | Status | Employee/Vendor | Submit Date | Invoice Date | Due Date | Report | Total |
|---------|--------------------------|-------------------------------------|----------|-----------------|-------------|--------------|-------------------------------|-------------------------------|----------|
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AA | Approved | Amazon | 12/16/2016 | 8/15/2016 | 8/25/2016 Invoice - 8/15/2016 | \$443.00 |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Approved | Staples | 12/19/2016 | 8/9/2016 | 12/26/2016 Invoice - 8/9/2016 | \$384.78 | |
| Total | | | | | | | | | \$827.78 |

[Process Reports](#) [Reset](#)

Step 3: Review the Invoice report details and take any needed actions via the **Other Actions** menu. Other Actions include the options below. Click **Process Report**.

- Add Note
- Inquire
- Split Invoice
- Disapprove
- Edit Invoice
- Delete Invoice

CERTIFY INVOICE REPORTS

Approve Invoice Report

Status: Pending Approval

Current Approver: Annie Accountant

Hold: Annie Accountant

Department: General & Admin (01)

Summary: Kelly Employee

Invoice - 7/6/2016

7/6/2016 - 7/6/2016

Process Report

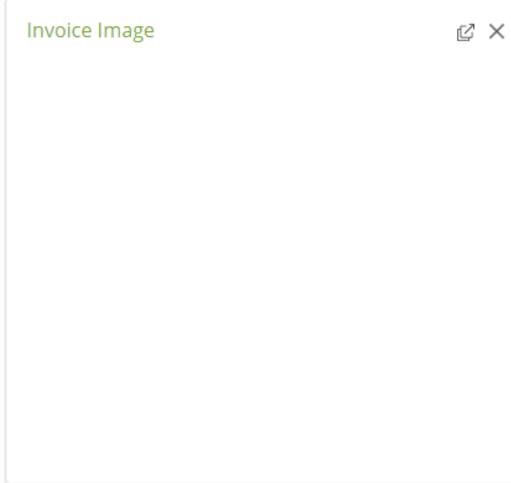
Disapprove Report

Approval History

| | | |
|------------|-----------|------------------|
| 10/13/2016 | Submitted | Kelly Employee |
| 10/13/2016 | Approved | Dan Manager |
| | Pending | Annie Accountant |

[Send Email to All](#)

[Full Approval History](#)



Invoice [Approve All](#)

| Status | Approval | Date | Category | Details | Amount | Reim | Billable | Image | Reason |
|----------|-------------------------------------|------|----------|-------------------------|----------|------|----------|-------|--------|
| Approved | <input checked="" type="checkbox"/> | | | Details | 1,385.90 | No | No | | |

Other Actions

- Add Note
- Inquire
- Split Invoice
- Disapprove
- Edit Invoice
- Delete Invoice

| | |
|-------------------|------------|
| Total Disapproved | \$0.00 |
| Total | \$1,385.90 |

Step 4: The Processing Wizard will take you through a few steps. Click **Next**.

CERTIFY INVOICE REPORTS

Process Reports

Current Step: 1 - 2 - 3 - 4

This wizard helps you reimburse employees, pay approved vendors, and enter expense data into accounting systems.

Select the reports you want to process

| Select | Report | Reimbursable Amount | Total Expenses |
|-------------------------------------|--|---------------------|----------------|
| <input checked="" type="checkbox"/> | Kelly Employee 7/6/2016 Invoice - 7/6/2016 | \$0.00 | \$1,385.90 |
| | Total | \$0.00 | \$1,385.90 |

[Back](#) [Next](#)

Step 5: Select a processing date. Click **Next**.

Process Reports

Current Step: 1 - 2 - 3 - 4

Enter the processing date for the selected reports. When processing is finished you will be able to search for these reports by processing date.

Processing Date

[Back](#) [Next](#)

Step 6: Confirm the Invoice report(s) to be processed. Click **Next**.

CERTIFY INVOICE REPORTS

Process Reports

Current Step: 1 - 2 - 3 - 4

Confirmation

The following reports will be marked as processed on 10/17/2016. When processing is finished you will be able to search for these reports by processing date.

| Selected Reports | | |
|--|---------------------|-------------------|
| Report | Reimbursable Amount | Total Expenses |
| Kelly Employee 7/6/2016 Invoice - 7/6/2016 | \$0.00 | \$1,385.90 |
| Total | \$0.00 | \$1,385.90 |

Back **Next**

Step 7: The reports are then processed.

Process Reports

Current Step: 1 - 2 - 3 - 4

All selected reports have been processed.

These reports will no longer appear on your Certify Home page, but you can search for processed reports using Processed Expense Reports in the reports area.

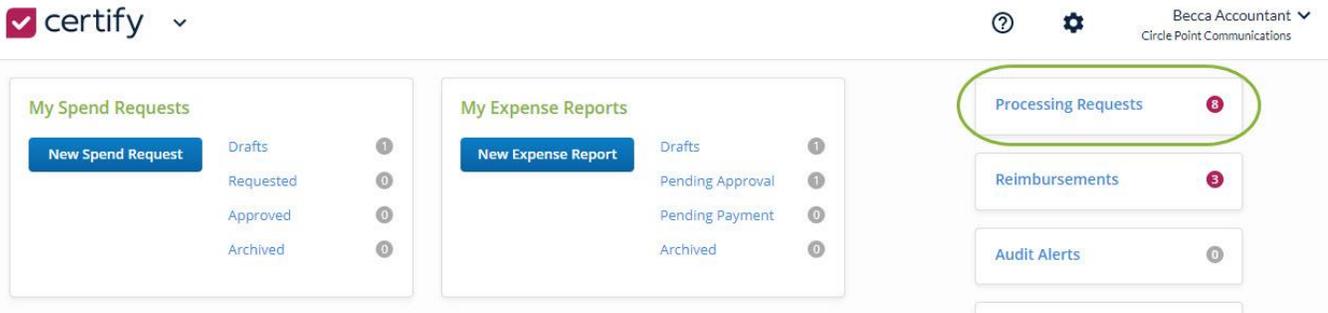
Please Note: As an **Invoice Accountant**, you are **not** required to open individual invoice reports for review. Invoice Reports may be processed in a batch from the Processing Wizard screen by selecting the reports and clicking **Process Reports** at the bottom.

Approving Invoice Vendors Entered by Users

If an **Invoice Vendor** does not exist in Certify yet, an **Accounts Payable User** may add them while creating their Invoice Report. These **Invoice Vendors** need to be approved by a **Certify Accountant** before the invoice report can be processed. This article shows you, a **Certify Accountant**, how to approve an **Invoice Vendor** entered by an **Accounts Payable User**.

CERTIFY INVOICE REPORTS

Step 1: From the **Home** page, open **My Processing Requests** to view the queue.



Step 2: Invoice Reports with a newly-entered **Invoice Vendor** will have the checkbox disabled to process from this screen. Select the status of the report to open it.

My Processing Requests

The following reports have been sent to you for processing.

Select approved reports
without policy violations | regardless of policy violations | less than United States Dollars ▼
Show Expense Types ?

| Actions | Policy | Hold | Status | Employee/Vendor | Submit Date | Start Date | Due Date | Report | Total | |
|--------------|-------------------------------------|-------------------------------------|--------|-----------------|-------------------|------------|------------|------------|--|------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | AA | Approved | Amazon | 12/16/2016 | 8/15/2016 | 8/25/2016 | Invoice - 8/15/2016 | \$443.00 |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | Approved | Staples | 12/19/2016 | 8/9/2016 | 12/26/2016 | Invoice - 8/9/2016 | \$384.78 |
| | <input type="checkbox"/> | <input type="checkbox"/> | | Approved | Newegg | 12/19/2016 | 12/19/2016 | 8/5/2016 | Invoice - 12/19/2016 | \$1,385.90 |
| | <input type="checkbox"/> | <input type="checkbox"/> | | Approved | Meredith Employee | 12/19/2016 | 10/1/2016 | | ReportExecutive - 10/1/2016 - 10/15/2016 | \$416.08 |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Approved | Newegg | 12/19/2016 | 7/6/2016 | 1/6/2017 | Invoice - 7/6/2016 | \$1,385.90 |
| Total | | | | | | | | | \$4,015.66 | |

Step 3: Click **Edit Invoice Vendor** in the **Details** box. Attempting to process will present an alert at the top.

CERTIFY INVOICE REPORTS

Approve Invoice Report

Status: Pending Approval
Current Approver: Annie Accountant
Hold: Annie Accountant
Department: General & Admin (01)
Summary: Kelly Employee
7/6/2016 - 7/6/2016
 Invoice - 7/6/2016
 Invoice - 7/6/2016

Approval History

| | | |
|------------|-----------|------------------|
| 10/13/2016 | Submitted | Kelly Employee |
| 10/13/2016 | Approved | Dan Manager |
| | Pending | Annie Accountant |

[Send Email to All](#)
[Full Approval History](#)

The invoice vendor must be approved before you can submit this invoice report for payment.



Invoice

| Status | Approval | Date | Category | Details | Amount | Reim | Billable | Image | Reason |
|----------|-------------------------------------|----------|----------|-------------------------------------|--------|------|----------|-------|--------|
| Approved | <input checked="" type="checkbox"/> | 7/6/2016 | Invoice | <input checked="" type="checkbox"/> | | | | | |

Total Disapproved To:

Vendor: Newegg

Invoice Number: 888123

Due Date: 8/5/2016

Purchase Order: 00668-A - 00668-A

Step 4: Review the **Invoice Vendor** details and edit as necessary. Select the **Approved** box when finished. Click **Next**.

CERTIFY INVOICE REPORTS

Invoice Vendor Details

| | |
|-------------------------|---|
| Name | <input type="text" value="Newegg"/> |
| Vendor Number | <input type="text" value="22"/> |
| Code | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text" value="New York"/> |
| State/Province | <input type="text" value="NY - New York"/> |
| Postal Code | <input type="text"/> |
| Country | <input type="text" value="United States of America"/> |
| Phone 1 | <input type="text" value="555-5555"/> |
| Phone 2 | <input type="text"/> |
| Fax | <input type="text"/> |
| Contact Name | <input type="text"/> |
| Contact Email | <input type="text"/> |
| Taxpayer ID Number | <input type="text"/> |
| Form 1099-MISC | <input type="checkbox"/> |
| ACH Routing Number | <input type="text"/> Confirm <input type="text"/> |
| ACH Bank Account Number | <input type="text"/> Confirm <input type="text"/> |
| Customer Account Number | <input type="text"/> |
| URL | <input type="text"/> |
| Negotiated Payment Days | <input type="text" value="0"/> |
| Early Pay Discount Days | <input type="text" value="7"/> |
| Late Pay Fee Days | <input type="text" value="7"/> |
| Default Approver | <input type="text"/> |
| Description | <input type="text"/> |

Approved

Step 5: The Change Analysis will determine if it is safe to make the change. Click **Next**.

CERTIFY INVOICE REPORTS

Edit Invoice Vendor

Current Step: 1 - 2 - 3

Change Analysis

The wizard has determined that it is safe to modify the invoice vendor.

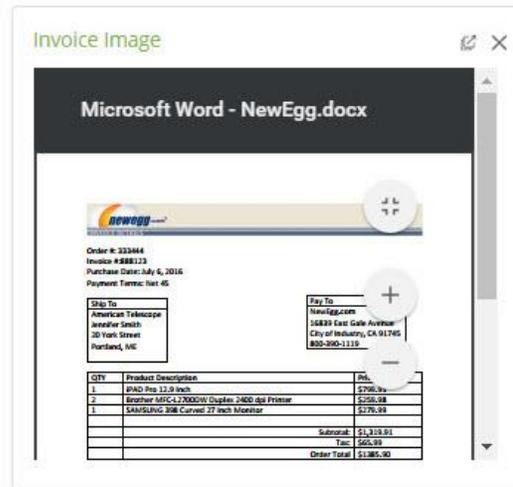
Click Next to save your changes.



Step 6: The approved **Invoice Vendor** is added to the Invoice Report, and the Invoice Report is ready to be processed.

Approve Invoice Report

| | | | |
|------------------|--|----------------------|-----------------------|
| Status | Pending Approval | Approval History | |
| Current Approver | Annie Accountant | 10/13/2016 Submitted | Kelly Employee |
| Hold | Annie Accountant | 10/13/2016 Approved | Dan Manager |
| Department | General & Admin (01) | Pending | Annie Accountant |
| Summary | Kelly Employee | | Send Email to All |
| | <input checked="" type="checkbox"/> Invoice - 7/6/2016 | | Full Approval History |
| | 7/6/2016 - 7/6/2016 | | |
| | Process Report | | |
| | Disapprove Report | | |

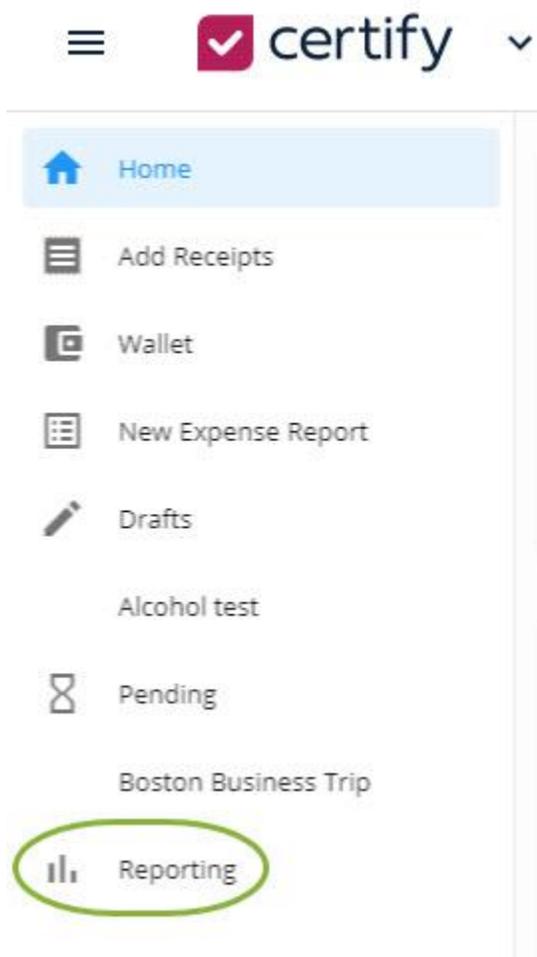


| Status | Approval | Date | Category | Details | Amount | Reim | Billable | Image | Reason |
|-------------------|-------------------------------------|----------|----------|---------|------------|------|----------|-------|--------|
| Approved | <input checked="" type="checkbox"/> | 7/6/2016 | Invoice | | 1,385.90 | No | No | | |
| Total Disapproved | | | | | \$0.00 | | | | |
| Total | | | | | \$1,385.90 | | | | |

Invoice Vendors Report

The **Invoice Vendors Report** enables reporting on Certify Invoice Vendors, including total spend by vendor. It is located within **Reporting**, underneath **Financial Oversight and Auditing**, and available to all users with **Accounts Payable** permission.

Step 1: Click the left menu, then click **Reporting**.



Step 2: Select **Invoice Vendors Report**, under **Financial Oversight and Auditing**.

[Invoice Accruals](#) The Invoice Accruals report shows all invoices. This includes approved invoices, invoices in the approval process, in draft mode, and in the wallet.

[Invoice Vendors](#) Presents data on Invoice Vendors including total spend by vendor.

[Processed Expense Reports](#) This report shows processed Expense Reports, allowing you to search by many different criteria.

Step 3: Use any desired search parameters, and click **Submit**.

Invoice Vendors

Presents data on Invoice Vendors including total spend by vendor.

Date Range to

Approved

Invoice Vendor Code

Invoice Vendor

Step 4: The report will detail the **Vendor Name, Vendor Code, Contact Email, TIN, 1099 status, Total Spend,** and **Approval Status** of the invoice.

Invoice Vendors

[Export to Excel](#) [View as PDF](#)

| Vendor Name | Vendor Code | Contact Email | TIN | 1099 | Total Spend (USD) | Approved |
|--------------------------|-------------|----------------------------|------------------------------------|------|-------------------|----------|
| Amazon | | Amazon Vendor | | Yes | 0.00 | Yes |
| Newegg | | | | Yes | 0.00 | Yes |
| Newegg | | | | Yes | 0.00 | No |
| Newegg | | | | Yes | 1,385.90 | Yes |
| Staples | | | | Yes | 0.00 | Yes |
| Vendor 1 | | michael.vendor@vendor1.com | AEB1A49C2C8649AAA406B06798DD0E4756 | Yes | 0.00 | Yes |

Invoice Administration

Assigning Invoice Role Permissions

Accounts Payable Users are those whom can create and submit their own Invoice Reports.

The **Invoice Accountant** is a specific user whom can process only Invoice Reports.

This article shows you, a **Certify Administrator**, how to assign invoice roles to Invoice users.

Accounts Payable Users

Step 1: Click the **gear** icon.



Becca Accountant 
Circle Point Communications

My Expense Reports

New Expense Report

- Drafts 1
- Pending Approval 1
- Pending Payment 0
- Archived 0

Processing Requests 8

Reimbursements 3

Audit Alerts 0

Step 2: Select **View and Edit Users**.

System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

Company Policy

Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

Expense Categories

- [View and Edit Expense Categories](#)
- [General Ledger Dimensions](#)
- [AutoSuggest™ Management](#)

Invoice

- [View and Edit Purchase Orders](#)
- [View and Edit Invoice Vendors](#)

General

- [View and Edit Departments](#)
- [Personal Automobile Use](#)

User Accounts and Billing

User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send E-mail to Users](#)
- [Security Settings](#)
- [Bulk Credit Card Import](#)

Service Plan and Billing

- [Service Plan and Pricing](#)
- [Pay an Invoice](#)

Travel Links and Information

Travel Partner Links

- [View and Edit Preferred Travel Partners](#)

Company and Accounting Contact Information

- [View and Edit Contact Information](#)

System Integration

Accounts Payable Integration

- [Configure AP Integration](#)

Step 3: Use the search parameters to narrow your results. Click **Submit**.

View and Edit Users

Search for Users

Enter search criteria to view specific users. Leave all fields blank to view all users.

First Name

Last Name

Employee ID

Ratings Nickname

Email Address

Email Status

Role

Department

Account Status

Temporary Password

Administration Level

Treasurer

Accounts Payable

Welcome Email

Date Created to

Step 4: Open the user record with the **pencil** icon.

View and Edit Users

1 of 1 <<>>

| Status | E-mail | Employee Name | P-Card | ACH | Employee ID | Role | Department | Commute Distance | Miles or Kilometers |
|--|----------------------|-------------------|--------|-----|-------------|----------|-----------------|------------------|---------------------|
|  Active | kemployee@circp1.com | Kelly Employee | Yes | No | 221 | Employee | General & Admin | 12 | Miles |
|  Active | memployee@circp1.com | Meredith Employee | No | No | 222 | Employee | General & Admin | 0 | Miles |

Step 5: Check the **Accounts Payable** checkbox, and click **Next**.

CERTIFY INVOICE REPORTS

[Edit User](#) [Return to User Search Results](#) [New Search](#)

User Details

| | | | |
|----------------------|---|-----------------------|---|
| First Name | <input type="text" value="Meredith"/> | Direct Deposit | Add Account Information |
| Last Name | <input type="text" value="Employee"/> | Approver | <input type="text" value="Dan Manager (dmanager@circp1.com)"/> |
| E-mail Address | <input type="text" value="memmployee@circp1.com"/> | Second Level Approver | <input type="text" value=""/> |
| Email Status | <input type="text" value="Good - send email"/> | Accountant | <input type="text" value="Annie Accountant (aaccountant@circp1.co)"/> |
| Employee ID | <input type="text" value="222"/> | Approver For | 0 Users |
| Default Currency | <input type="text" value="United States Dollars"/> | Accountant For | 0 Users |
| Commute Distance | <input type="text" value="0"/> <input type="text" value="Miles"/> | Temporary Password | <input type="text" value=""/> |
| Account Status | <input type="text" value="Active"/> | Security Questions | Reset This User's Security Questions |
| Role | <input type="text" value="Employee"/> | Resend Welcome Email | Resend This User's Welcome Email |
| Administration Level | <input type="text" value="None"/> | Control Account | Switch to this User |
| Treasurer | <input type="checkbox"/> | | |
| Accounts Payable | <input checked="" type="checkbox"/> | | |
| Department | <input type="text" value="General & Admin"/> | | |
| Administrative Notes | <input type="text"/> | | |

[Back](#) [Next](#)

The change is now saved. This user can now create and submit Invoice Reports.

[Edit User](#) [Return to User Search Results](#) [New Search](#)

Your changes have been saved.

Invoice Accountant

Certify allows the selection of one **Invoice Accountant** if a specific person should process **Invoice Reports** from expense reports. This person will receive all **Invoice Reports** for processing and reimbursement. The **Invoice Accountant** will override accountants designated in **Locked Approval Workflow**.

If an **Invoice Accountant User** is not defined, **Invoice Reports** will route to the submitter's regular Accountant.

Step 1: Click the **gear** icon.



Becca Accountant
Circle Point Communications

My Expense Reports

[New Expense Report](#)

- Drafts 1
- Pending Approval 1
- Pending Payment 0
- Archived 0

[Processing Requests](#) 8

[Reimbursements](#) 3

[Audit Alerts](#) 0

Step 2: Select **View and Edit Policy**.

System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

Company Policy

- Travel and Expense Policy
 - [View and Edit Policy](#)
 - Certify ReportExecutive™
- Audit
 - [View and Edit Audit Definitions](#)

User Accounts and Billing

User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send Email to Users](#)
- [Security Settings](#)
- [Credit Card Import](#)

Step 3: Select **Configure Locked Approval Workflow**.

Approval Workflow Method

Locked Approval Workflow [Configure Locked Approval Workflow](#)

Step 4: Begin typing a name into the **Invoice Accountant User** section. Certify will filter your results. Click **Save**.

CERTIFY INVOICE REPORTS

Invoice Accountant User

You can specify a user to be the Invoice Accountant User. When specified, all Invoice Reports will be sent to this user for processing. This will override any other Accountants regardless of workflow.

Annie Accountant (aaccountant@circp1.c)

Save

Cancel

The new Invoice Accountant will be the only person to receive and process Invoice Reports.

Configuring an Invoice Expense Category

For a user to create and submit an invoice report, you will need to create a specific **Invoice** expense category. This article shows you, a **Certify Administrator**, how to create an invoice category.

Step 1: Click the **gear** icon.

The screenshot shows the top navigation bar of the Certify application. On the right side, the user's name 'Becca Accountant' and organization 'Circle Point Communications' are displayed. In the center of the navigation bar, there is a gear icon (settings) which is highlighted with a green circle. To the left of the gear icon is a question mark icon. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'My Expense Reports' and contains a 'New Expense Report' button and a list of report statuses: 'Drafts' (1), 'Pending Approval' (1), 'Pending Payment' (0), and 'Archived' (0). The right section contains three summary cards: 'Processing Requests' (8), 'Reimbursements' (3), and 'Audit Alerts' (0).

Step 2: Select **View and Edit Expense Categories**.

System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

Company Policy

Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

Expense Categories

- [View and Edit Expense Categories](#)
- [General Ledger Dimensions](#)
- [AutoSuggest™ Management](#)

Invoice

- [View and Edit Purchase Orders](#)
- [View and Edit Invoice Vendors](#)

General

- [View and Edit Departments](#)
- [Personal Automobile Use](#)

User Accounts and Billing

User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send E-mail to Users](#)
- [Security Settings](#)
- [Bulk Credit Card Import](#)

Service Plan and Billing

- [Service Plan and Pricing](#)
- [Pay an Invoice](#)

Travel Links and Information

Travel Partner Links

- [View and Edit Preferred Travel Partners](#)

Company and Accounting Contact Information

- [View and Edit Contact Information](#)

System Integration

Accounts Payable Integration

- [Configure AP Integration](#)

Step 3: Select **Create a New Expense Category**.

View and Edit Expense Categories

Search for Expense Categories

Enter search criteria to view specific expense categories. Leave all fields blank to view all expense categories.

Category Name

GL Code

Expense Type

Department

Create Expense Categories

You can create new expense categories one at a time, or in bulk.

[Create a New Expense Category](#)

[Use the Expense Categories Bulk Upload Tool](#)

[Use the Advanced Expense Categories Bulk Upload Tool](#)

Step 4: Enter the details for this category. Use the **Invoice** expense type. Click **Next**.

Create a New Expense Category

Current Step: 1 - 2

This wizard will help you create a new expense category.
Enter the details of the new expense category in the form below, and then click Next.

Expense Category Details

| | |
|--------------------------|--|
| Name | <input type="text" value="Invoice"/> |
| Expense Type | <input type="text" value="Invoice"/> |
| GL Code | <input type="text" value="00"/> |
| Require Reason | <input type="checkbox"/> |
| Maximum Amount | <input type="text"/> <input type="text" value="USD"/> |
| Receipt Threshold | <input type="text" value="Inherit From Policy"/> >> |
| Receipt Threshold Amount | <input type="text"/> >> |
| Department Filter | <input type="text"/> >> |
| Hide Billable | <input type="checkbox"/> Default when hidden: <input type="text" value="No"/> >> |

Step 5: The category is now created and available for users.

Create a New Expense Category

Current Step: 1 - 2

The new expense category record has been saved.

[Return to Expense Category List](#)

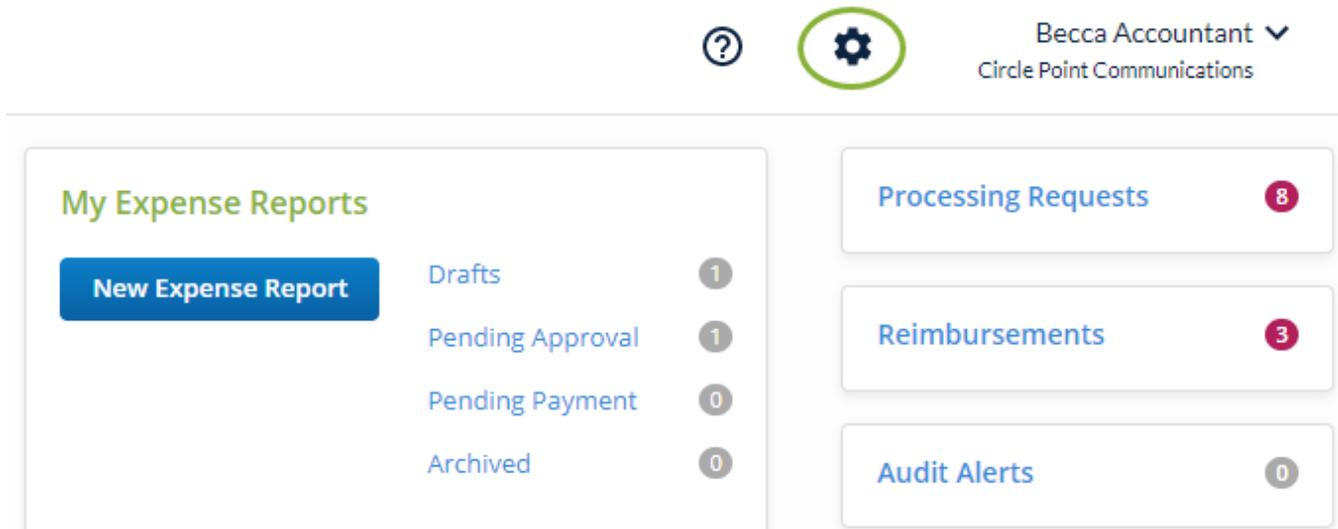
[Return to Configuration](#)

Managing Purchase Orders

Certify Invoice allows for creation and managing of **Purchase Orders**. **Purchase Orders** are generally created by a company ordering product from a vendor. This number may be used to aid in reconciling invoices. This article shows you, a **Certify Administrator**, how to configure and manage **Purchase Orders**.

To Add New

Step 1: Click the **gear** icon.



The screenshot shows the top navigation bar of the Certify Invoice application. On the right side, there is a user profile for 'Becca Accountant' at 'Circle Point Communications'. To the left of the profile is a gear icon (settings) which is highlighted with a green circle. Further left is a question mark icon. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'My Expense Reports' and contains a 'New Expense Report' button and a list of report statuses: Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0). The right column contains three summary cards: 'Processing Requests' (8), 'Reimbursements' (3), and 'Audit Alerts' (0).

Step 2: Select **General Ledger Dimensions**.

System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

Company Policy

Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

Expense Categories

- [View and Edit Expense Categories](#)
- [General Ledger Dimensions](#)
- [AutoSuggest™ Management](#)

Invoice

- [View and Edit Purchase Orders](#)
- [View and Edit Invoice Vendors](#)

General

- [View and Edit Departments](#)
- [Personal Automobile Use](#)

User Accounts and Billing

User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send E-mail to Users](#)
- [Security Settings](#)
- [Bulk Credit Card Import](#)

Service Plan and Billing

- [Service Plan and Pricing](#)
- [Pay an Invoice](#)

Travel Links and Information

Travel Partner Links

- [View and Edit Preferred Travel Partners](#)

Company and Accounting Contact Information

- [View and Edit Contact Information](#)

System Integration

Accounts Payable Integration

- [Configure AP Integration](#)

Step 3: Check the box to **Enable Purchase Orders**. Click **Save**.

Please Note: When Purchase Orders are enabled, they will be required for all invoice reports.

CERTIFY INVOICE REPORTS

Expense Level Free-Text General Ledger Dimensions

| In Use | Label | Required Field | Minimum Length | Maximum Length | Numbers Only | Auto Suggest Behavior |
|--------------------------|----------|--------------------------|----------------|----------------|-------------------------------------|-----------------------|
| <input type="checkbox"/> | Job Code | <input type="checkbox"/> | 0 | 6 | <input checked="" type="checkbox"/> | Personal List ▾ |
| <input type="checkbox"/> | | <input type="checkbox"/> | 0 | 0 | <input type="checkbox"/> | Personal List ▾ |
| <input type="checkbox"/> | | <input type="checkbox"/> | 0 | 0 | <input type="checkbox"/> | Personal List ▾ |
| <input type="checkbox"/> | | <input type="checkbox"/> | 0 | 0 | <input type="checkbox"/> | Personal List ▾ |
| <input type="checkbox"/> | | <input type="checkbox"/> | 0 | 0 | <input type="checkbox"/> | Personal List ▾ |

Purchase Order Configuration >>

Enable Purchase Orders

Step 4: Back on the Configuration page, select **View and Edit Purchase Orders**.

System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

Company Policy

Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

Expense Categories

- [View and Edit Expense Categories](#)
- [General Ledger Dimensions](#)
- [AutoSuggest™ Management](#)

Invoice

- [View and Edit Purchase Orders](#)
- [View and Edit Invoice Vendors](#)

General

- [View and Edit Departments](#)
- [Personal Automobile Use](#)

User Accounts and Billing

User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send E-mail to Users](#)
- [Security Settings](#)
- [Bulk Credit Card Import](#)

Service Plan and Billing

- [Service Plan and Pricing](#)
- [Pay an Invoice](#)

Travel Links and Information

Travel Partner Links

- [View and Edit Preferred Travel Partners](#)

Company and Accounting Contact Information

- [View and Edit Contact Information](#)

System Integration

Accounts Payable Integration

- [Configure AP Integration](#)

Step 5: Select **Create a New Purchase Order**.

View and Edit Purchase Orders

Search for Purchase Orders

Enter search criteria to view specific Purchase Orders. Leave all fields blank to view all Purchase Orders.

Purchase Order Number

Purchase Order Name

[Submit](#)

[Reset](#)

Create Purchase Orders

You can create new Purchase Orders one at a time, or in bulk.

[Create a New Purchase Order](#)

[Use the Purchase Order Bulk Upload Tool](#)

Step 6: Enter details for the **Purchase Order**. Click **Save**.

CERTIFY INVOICE REPORTS

Create a New Purchase Order

Current Step: 1 - 2

This wizard will help you create a new Purchase Order.

Enter the details of the new Purchase Order in the form below, and then click Next.

Purchase Order Details

Number

Code

Amount USD ▼

Description

Closed

Step 7: The **Purchase Order** is now available for users.

Create a New Purchase Order

Current Step: 1 - 2

The new Purchase Order record has been saved.

[Return to Purchase Order List](#)

[Return to Configuration](#)

To Edit Existing

Step 1: From the **View and Edit Purchase Orders** page, use the search parameters to search for the Purchase Order. Click **Submit**.

View and Edit Purchase Orders

Search for Purchase Orders

Enter search criteria to view specific Purchase Orders. Leave all fields blank to view all Purchase Orders.

Purchase Order Number

Purchase Order Name

Create Purchase Orders

You can create new Purchase Orders one at a time, or in bulk.

[Create a New Purchase Order](#)

[Use the Purchase Order Bulk Upload Tool](#)

Step 2: Use the pencil icon to open the **Purchase Order** details. Click the red x to delete the **Purchase Order**.

View and Edit Purchase Orders

| | Name | Number | Amount | Closed |
|---|------|--------|--------|--------|
|   | | 00258 | 00258 | No |

Step 3: Edit the details of the Purchase Order, and click **Next**.

Edit Purchase Order

Current Step: 1 - 2 - 3

This wizard will help you edit an existing Purchase Order while preserving the integrity of any data that may be connected with it. Make changes to the Purchase Order in the form below, and then click Next.

Purchase Order Details

| | |
|-------------|---|
| Number | <input type="text" value="00258"/> |
| Name | <input type="text" value="00258"/> |
| Code | <input type="text" value="00258-22"/> |
| Amount | <input type="text"/> <input type="text" value="USD"/> |
| Description | <input type="text"/> |
| Closed | <input type="checkbox"/> |

Step 4: The Change Analysis will determine if it is safe to save the changes. Click **Next**.

Edit Purchase Order

Current Step: 1 - 2 - 3

Change Analysis

The wizard has determined that it is safe to modify the Purchase Order.

Click Next to save your changes.

Step 5: The **Purchase Order** is now changed and available for use.

Edit Purchase Order

Current Step: 1 - 2 - 3

Your change has been saved.

[Return to Purchase Order List](#)

Managing Invoice Vendors

As part of **Certify Invoice**, you may configure and maintain **Invoice Vendors** for your users to enter on their invoice reports. This article shows you, a **Certify Administrator**, how to configure and manage **Invoice Vendors**.

To Add New

Step 1: Click the **gear** icon.

The screenshot shows the top navigation bar of the Certify Invoice system. On the right side, the user's name 'Becca Accountant' and the organization 'Circle Point Communications' are displayed. A gear icon, representing settings, is highlighted with a green circle. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'My Expense Reports' and contains a 'New Expense Report' button and a list of report statuses: Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0). The right section contains three summary cards: 'Processing Requests' with 8 items, 'Reimbursements' with 3 items, and 'Audit Alerts' with 0 items.

Step 2: Select **View and Edit Invoice Numbers**.

System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

Company Policy

Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

Expense Categories

- [View and Edit Expense Categories](#)
- [General Ledger Dimensions](#)
- [AutoSuggest™ Management](#)

Invoice

- [View and Edit Purchase Orders](#)
- [View and Edit Invoice Vendors](#)

General

- [View and Edit Departments](#)
- [Personal Automobile Use](#)

User Accounts and Billing

User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send E-mail to Users](#)
- [Security Settings](#)
- [Bulk Credit Card Import](#)

Service Plan and Billing

- [Service Plan and Pricing](#)
- [Pay an Invoice](#)

Travel Links and Information

Travel Partner Links

- [View and Edit Preferred Travel Partners](#)

Company and Accounting Contact Information

- [View and Edit Contact Information](#)

System Integration

Accounts Payable Integration

- [Configure AP Integration](#)

Step 3: Select **Create a New Invoice Vendor**.

View and Edit Invoice Vendors

Search for Invoice Vendors

Enter search criteria to view specific invoice vendors. Leave all fields blank to view all invoice vendors.

Invoice Vendor Name

Invoice Vendor Code

[Submit](#) [Reset](#)

Create Invoice Vendors

You can create new invoice vendors one at a time, or in bulk.

[Create a New Invoice Vendor](#)

[Use the Invoice Vendor Bulk Upload Tool](#)

Step 4: Enter all applicable details for the new Vendor. For the Invoice Vendor to be available for use in Invoice Reports, be sure to select the **Approved** checkbox at the bottom. Click **Next**.

Please Note: If you are using Certify ACH, you may utilize the **ACH Routing Number** and **ACH Bank Account Number** for the vendor.

Create a New Invoice Vendor

Current Step: 1 - 2

This wizard will help you create a new invoice vendor.

Enter the details of the new invoice vendor in the form below, and then click Next.

Invoice Vendor Details

| | |
|-------------------------|---|
| Name | <input type="text" value="Vendor 1"/> |
| Vendor Number | <input type="text" value="001"/> |
| Code | <input type="text"/> |
| Address 1 | <input type="text" value="555 18th St"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text" value="New York"/> |
| State/Province | <input type="text" value="NY - New York"/> |
| Postal Code | <input type="text" value="55555"/> |
| Country | <input type="text" value="United States of America"/> |
| Phone 1 | <input type="text" value="555-555-1122"/> |
| Phone 2 | <input type="text"/> |
| Fax | <input type="text"/> |
| Contact Name | <input type="text" value="Michael vendor"/> |
| Contact Email | <input type="text" value="michael.vendor@vendor1.com"/> |
| Taxpayer ID Number | <input type="text"/> |
| Form 1099-MISC | <input type="checkbox"/> |
| ACH Routing Number | <input type="text"/> Confirm <input type="text"/> |
| ACH Bank Account Number | <input type="text"/> Confirm <input type="text"/> |
| Customer Account Number | <input type="text"/> |
| URL | <input type="text"/> |
| Negotiated Payment Days | <input type="text" value="10"/> |
| Early Pay Discount Days | <input type="text" value="7"/> |
| Late Pay Fee Days | <input type="text" value="7"/> |
| Default Approver | <input type="text"/> |
| Description | <input type="text"/> |
| Approved | <input checked="" type="checkbox"/> |

Step 5: The new **Invoice Vendor** is available for use.

CERTIFY INVOICE REPORTS

Please Note: Accurate Invoice Vendor records will enhance the results of **ReceiptParse** to autofill many sections on an Invoice Report.

Create a New Invoice Vendor

Current Step: 1 - 2

The new invoice vendor record has been saved.

[Return to Invoice Vendor List](#)

[Return to Configuration](#)

To Edit Existing

Step 1: From the **View and Edit Invoice Numbers** page, use the search parameters to search for the Invoice Vendor. Click **Submit**.

View and Edit Invoice Vendors

Search for Invoice Vendors

Enter search criteria to view specific invoice vendors. Leave all fields blank to view all invoice vendors.

Invoice Vendor Name

Invoice Vendor Code

Create Invoice Vendors

You can create new invoice vendors one at a time, or in bulk.

[Create a New Invoice Vendor](#)

[Use the Invoice Vendor Bulk Upload Tool](#)

Step 2: Use the pencil icon to open the **Invoice Vendor details**. Click the red **x** to delete the Invoice Vendor.

View and Edit Invoice Vendors

| | Name | Code | Account | Discount Days | Late Fee Days | Approved |
|---|--------|------|---------|---------------|---------------|----------|
|   | Amazon | | | 7 | 10 | Yes |

Modify Search

Return

Step 3: Edit the details of the Invoice Vendor and click **Next**.

Edit Invoice Vendor

Current Step: **1** - 2 - 3

This wizard will help you edit an existing invoice vendor while preserving the integrity of any data that may be connected with it. Make changes to the invoice vendor in the form below, and then click Next.

Invoice Vendor Details

| | |
|-------------------------|--|
| Name | <input type="text" value="Amazon"/> |
| Vendor Number | <input type="text" value="7"/> |
| Code | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text"/> |
| State/Province | <input type="text"/> |
| Postal Code | <input type="text"/> |
| Country | <input type="text" value="United States of America"/> |
| Phone 1 | <input type="text"/> |
| Phone 2 | <input type="text"/> |
| Fax | <input type="text"/> |
| Contact Name | <input type="text" value="Amazon Vendor"/> |
| Contact Email | <input type="text" value="Amazon Vendor"/> |
| Taxpayer ID Number | <input type="text"/> |
| Form 1099-MISC | <input type="checkbox"/> |
| ACH Routing Number | <input type="text"/> Confirm <input type="text"/> |
| ACH Bank Account Number | <input type="text"/> Confirm <input type="text"/> |
| Customer Account Number | <input type="text"/> |
| URL | <input type="text"/> |
| Negotiated Payment Days | <input type="text" value="10"/> |
| Early Pay Discount Days | <input type="text" value="7"/> |
| Late Pay Fee Days | <input type="text" value="10"/> |
| Default Approver | <input type="text" value="Jon Manager (jmanager@circp1.com)"/> |
| Description | <input type="text"/> |
| Approved | <input checked="" type="checkbox"/> |

Back

Next

Step 4: The Change Analysis will determine if it is safe to save the changes. Click **Next**.

Edit Invoice Vendor

Current Step: 1 - 2 - 3

Change Analysis

The wizard has determined that it is safe to modify the invoice vendor.

Click Next to save your changes.



Step 5: The **Invoice Vendor** is now changed and available for use.

Edit Invoice Vendor

Current Step: 1 - 2 - 3

Change Analysis

The wizard has determined that it is safe to modify the invoice vendor.

Click Next to save your changes.



Configuring Default Approvers for Invoice Vendors

It is possible to create a **Default Approver** for an **Invoice Vendor** record. This will route all **Invoice Reports** containing this **Invoice Vendor** to the selected **Default Approver** for first level approval. This article shows you, a **Certify Administrator**, how to configure a **Default Approver** for an **Invoice Vendor** record.

Step 1: Click the **gear** icon.



Becca Accountant 
Circle Point Communications

My Expense Reports

[New Expense Report](#)

- [Drafts](#) 1
- [Pending Approval](#) 1
- [Pending Payment](#) 0
- [Archived](#) 0

[Processing Requests](#) 8

[Reimbursements](#) 3

[Audit Alerts](#) 0

Step 2: Select **View and Edit Invoice Vendors**.

System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

Company Policy

Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

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- [View and Edit Contact Information](#)

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Accounts Payable Integration

- [Configure AP Integration](#)

Step 3: Use the search parameters to filter for the vendor. Click **Submit**.

View and Edit Invoice Vendors

Search for Invoice Vendors

Enter search criteria to view specific invoice vendors. Leave all fields blank to view all invoice vendors.

Invoice Vendor Name

Invoice Vendor Code

Create Invoice Vendors

You can create new invoice vendors one at a time, or in bulk.

[Create a New Invoice Vendor](#)

[Use the Invoice Vendor Bulk Upload Tool](#)

Step 4: Use the pencil icon to open an **Invoice Vendor** record.

View and Edit Invoice Vendors

| | Name | Code | Account | Discount Days | Late Fee Days | Approved |
|---|--------|------|---------|---------------|---------------|----------|
|   | Amazon | | | 7 | 10 | Yes |

Step 5: Start typing the name of the **Approver** in the **Default Approver** field for Certify to filter your results. You may also use the **Find** button to search for approvers. Click **Next**.

CERTIFY INVOICE REPORTS

Edit Invoice Vendor

Current Step: 1 - 2 - 3

This wizard will help you edit an existing invoice vendor while preserving the integrity of any data that may be connected with it. Make changes to the invoice vendor in the form below, and then click Next.

Invoice Vendor Details

| | | | |
|-------------------------|--|------------|-----------------------------------|
| Name | <input type="text" value="Amazon"/> | | |
| Vendor Number | <input type="text" value="7"/> | | |
| Code | <input type="text"/> | | |
| Address 1 | <input type="text"/> | | |
| Address 2 | <input type="text"/> | | |
| City | <input type="text"/> | | |
| State/Province | <input type="text"/> | | |
| Postal Code | <input type="text"/> | | |
| Country | <input type="text" value="United States of America"/> | | |
| Phone 1 | <input type="text"/> | | |
| Phone 2 | <input type="text"/> | | |
| Fax | <input type="text"/> | | |
| Contact Name | <input type="text" value="Amazon Vendor"/> | | |
| Contact Email | <input type="text" value="Amazon Vendor"/> | | |
| Taxpayer ID Number | <input type="text"/> | | |
| Form 1099-MISC | <input type="checkbox"/> | | |
| ACH Routing Number | <input type="text"/> | Confirm | <input type="text"/> |
| ACH Bank Account Number | <input type="text"/> | Confirm | <input type="text"/> |
| Customer Account Number | <input type="text"/> | | |
| URL | <input type="text"/> | | |
| Negotiated Payment Days | <input type="text" value="10"/> | | |
| Early Pay Discount Days | <input type="text" value="7"/> | | |
| Late Pay Fee Days | <input type="text" value="10"/> | | |
| Default Approver | <input type="text" value="mana"/> | First Name | <input type="text" value="Find"/> |
| Description | <div style="border: 1px solid #ccc; padding: 5px;"><p>-- Search Results --</p><p>Dan Manager (dmanager@circp1.com)</p><p>Jon Manager (jmanager@circp1.com)</p><p>-- Clear Selection --</p></div> | | |
| Approved | <input type="text"/> | | |

Step 6: The Change Analysis will determine if it is safe to make the change. Click **Next**.

Edit Invoice Vendor

Current Step: 1 - 2 - 3

Change Analysis

The wizard has determined that it is safe to modify the invoice vendor.

Click Next to save your changes.



Step 7: The Default Approver is now applied.

Edit Invoice Vendor

Current Step: 1 - 2 - 3

Your change has been saved.

[Return to Invoice Vendor List](#)

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