Certify User Guide
INVOICE REPORTS

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.

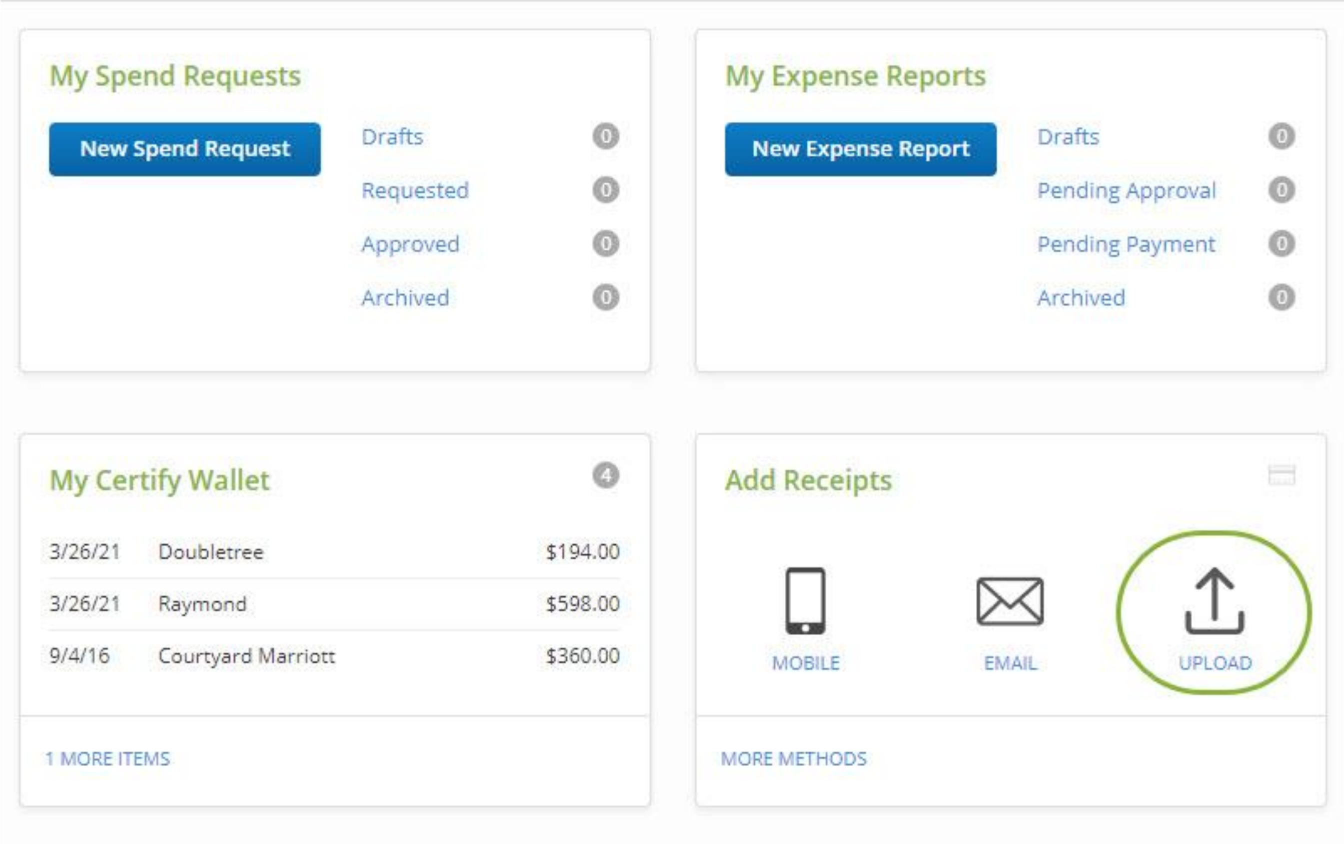
- Create and submit invoice reports
- Add vendors
- Approve and process invoice reports
- Configure invoice permissions

Creating & Submitting Invoices

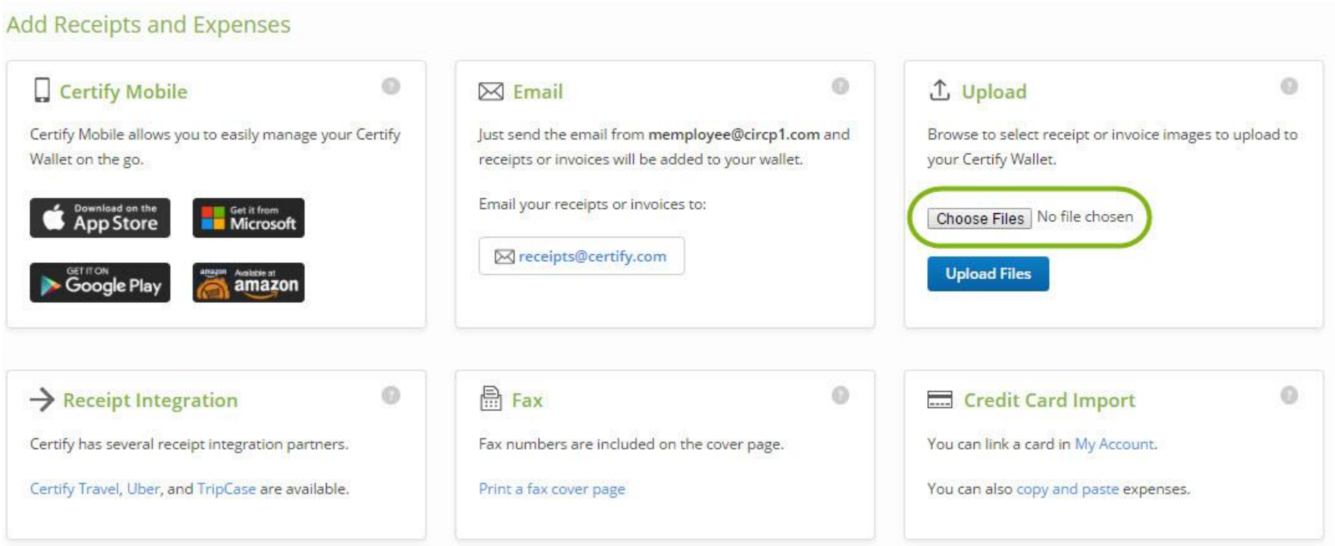
Uploading Invoices to your Certify Wallet

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.

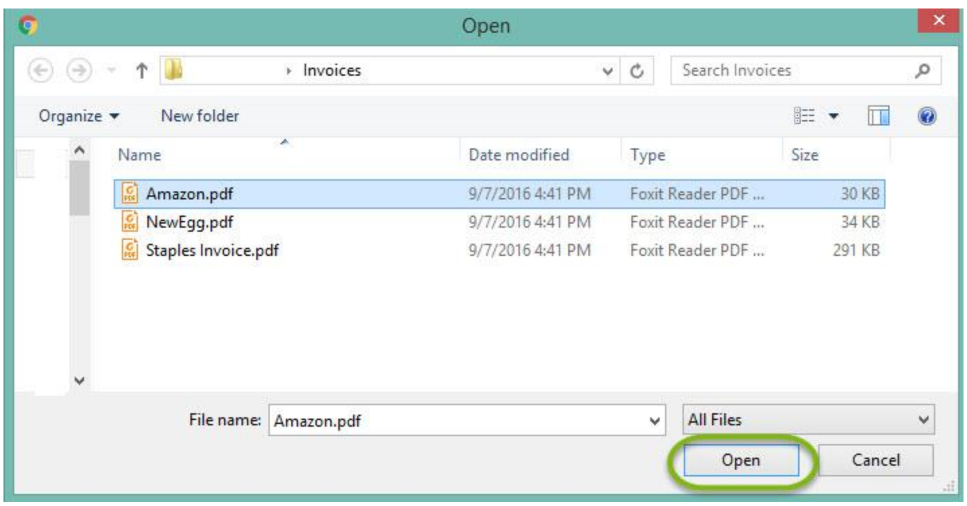
Step 1: Click **Upload** on your **Home** screen.



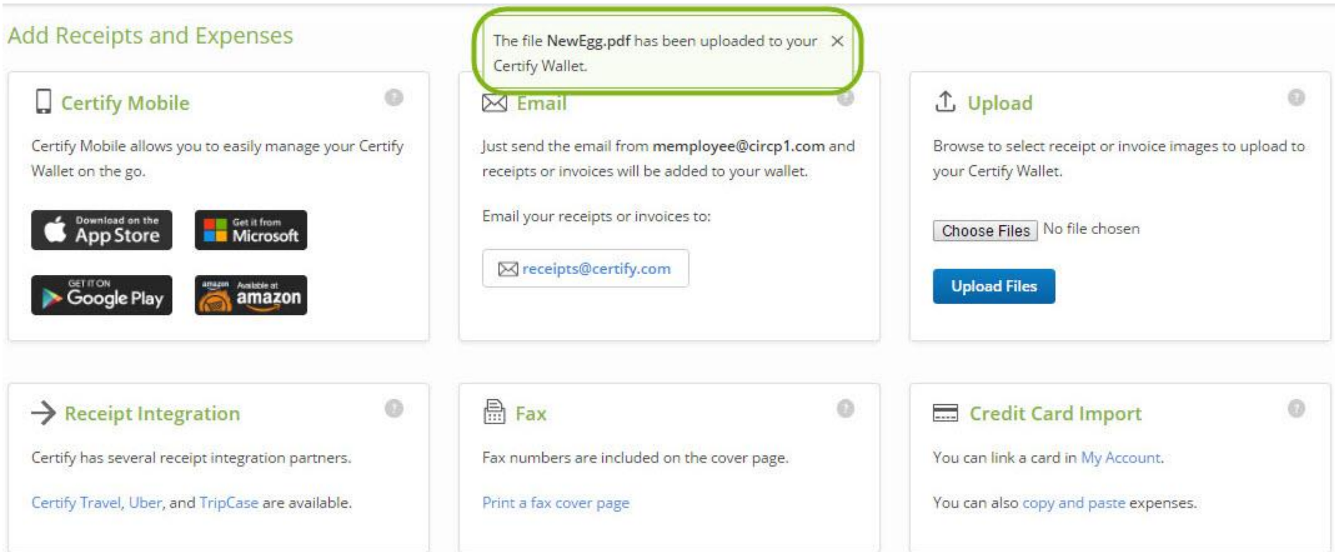
Step 2: Click **Choose Files** to search your computer for your invoice(s).



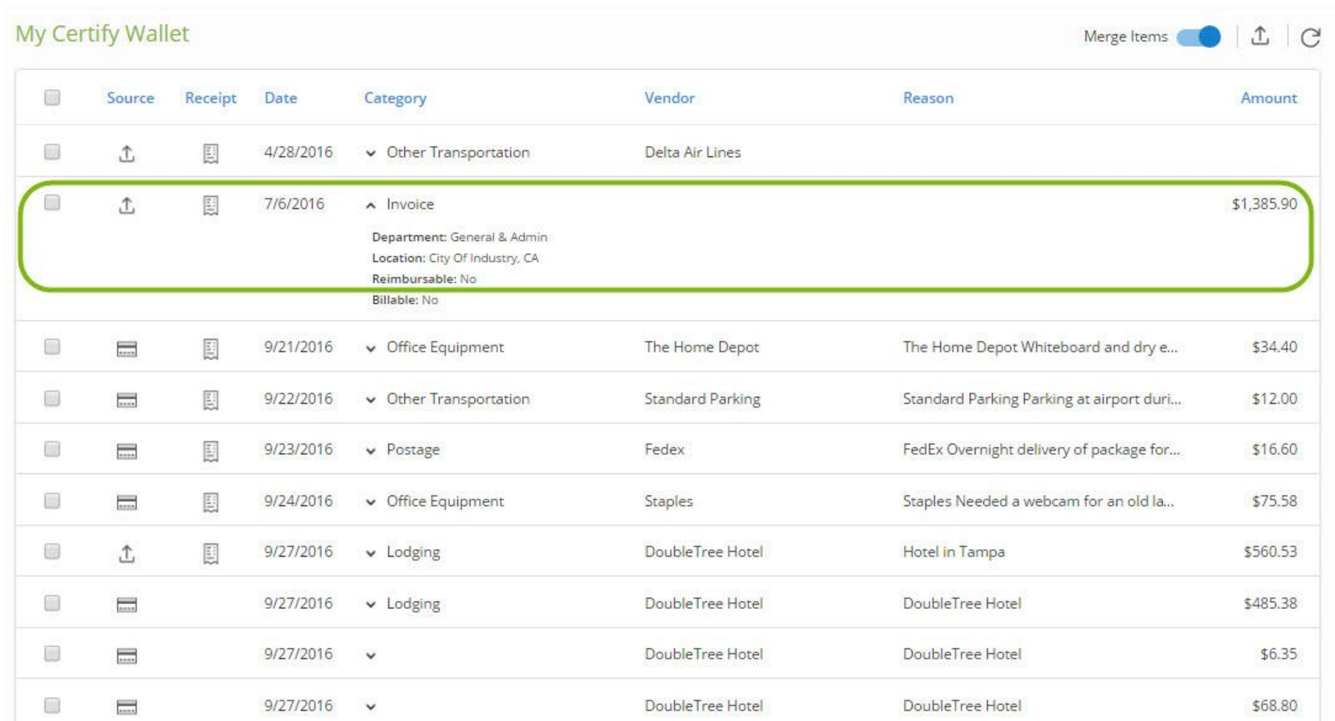
Step 3: Select your invoice(s). You can select several at one time. Click **Open** when they are highlighted.



Step 4: Click **Upload Files**.



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

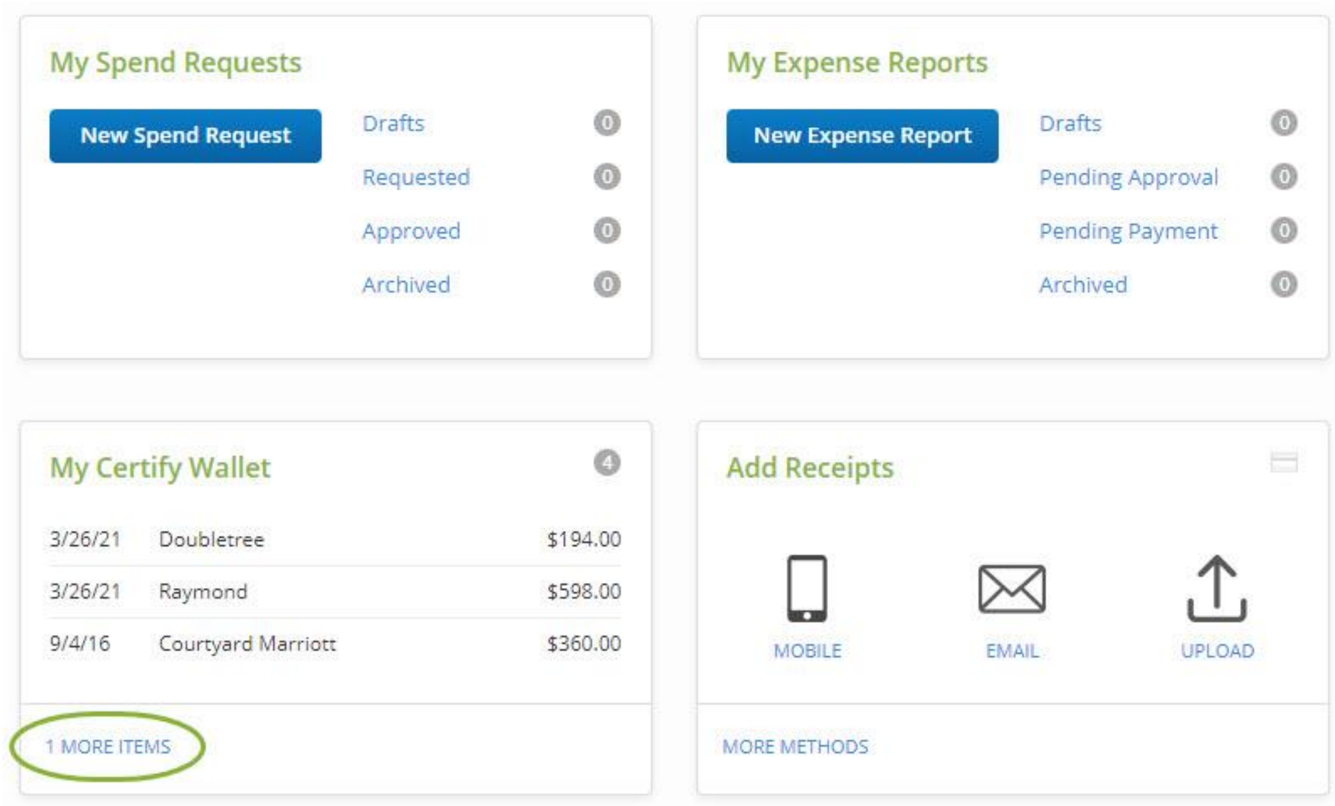


Source	Receipt	Date	Category	Vendor	Reason	Amount
		4/28/2016	Other Transportation	Delta Air Lines		
		7/6/2016	Invoice Department: General & Admin Location: City Of Industry, CA Reimbursable: No Billable: No			$1,385.90
		9/21/2016	Office Equipment	The Home Depot	The Home Depot Whiteboard and dry e...	$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

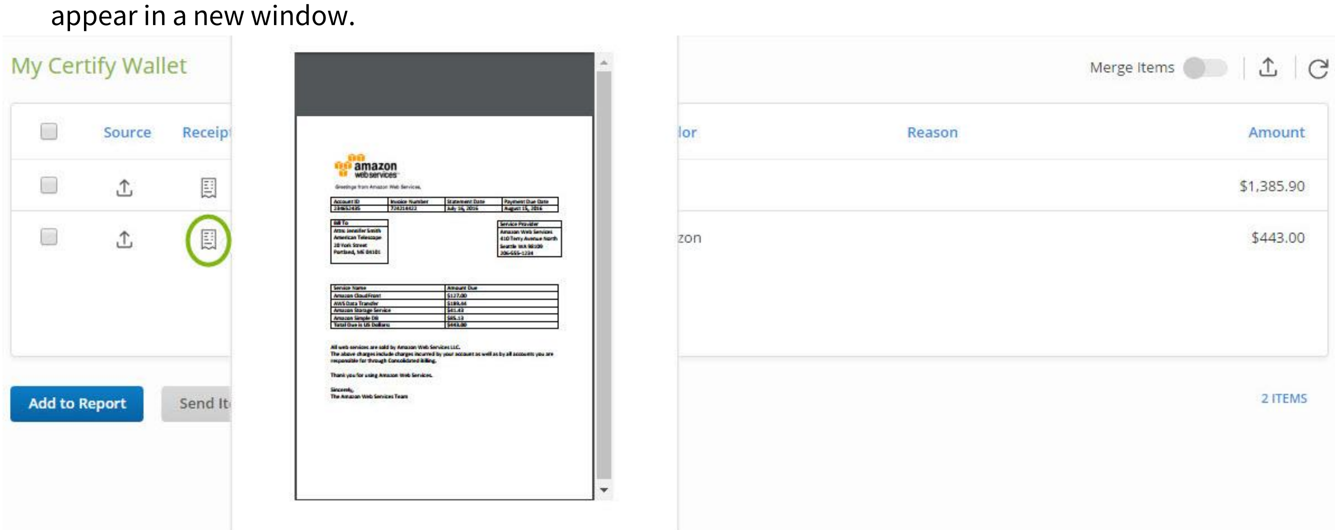
The **Certify Wallet** is where all invoices are stored before they are added to an invoice report. This article shows you how to manage your invoices in the Certify Wallet.

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

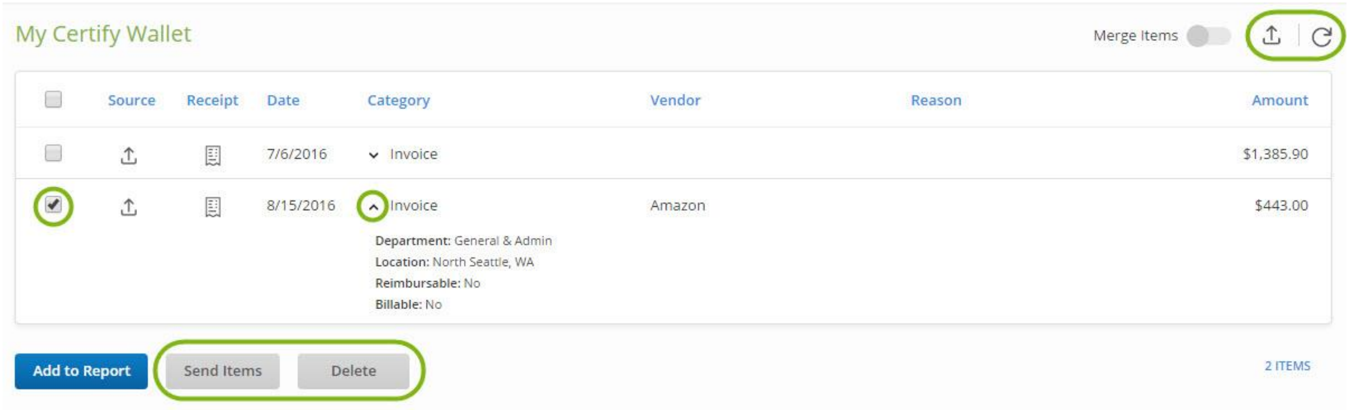


Step 2: Options in your Wallet:

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



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



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.

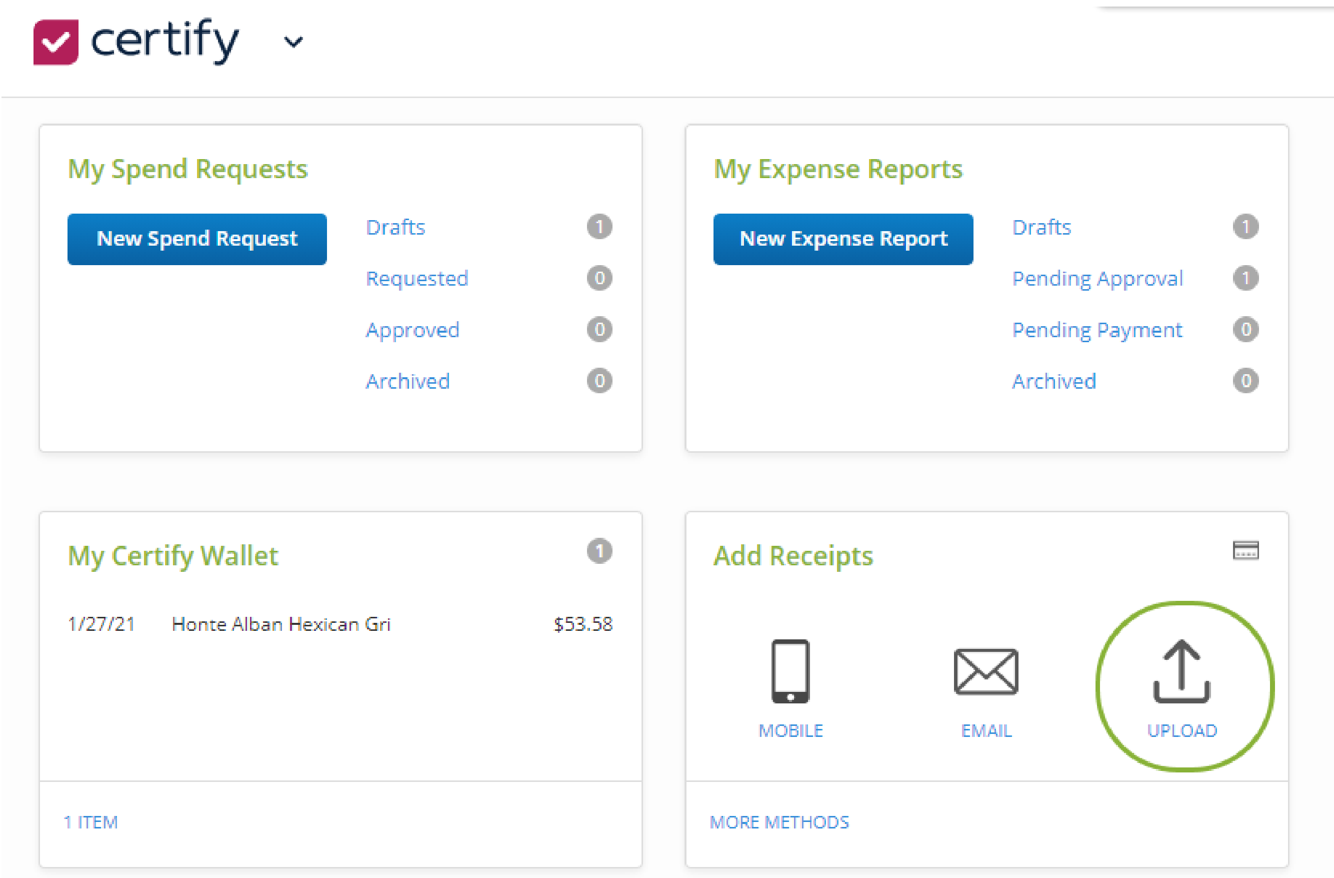
Refresh - Refresh your wallet at any time using the icon in the upper right-hand corner.

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

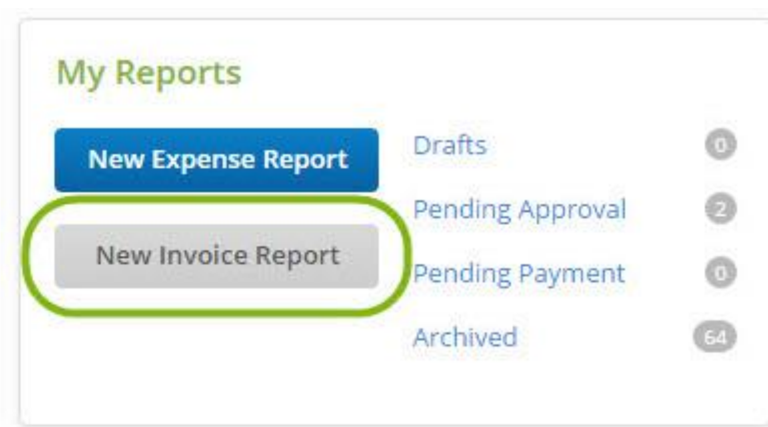
Creating and Submitting an Invoice Report

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**.

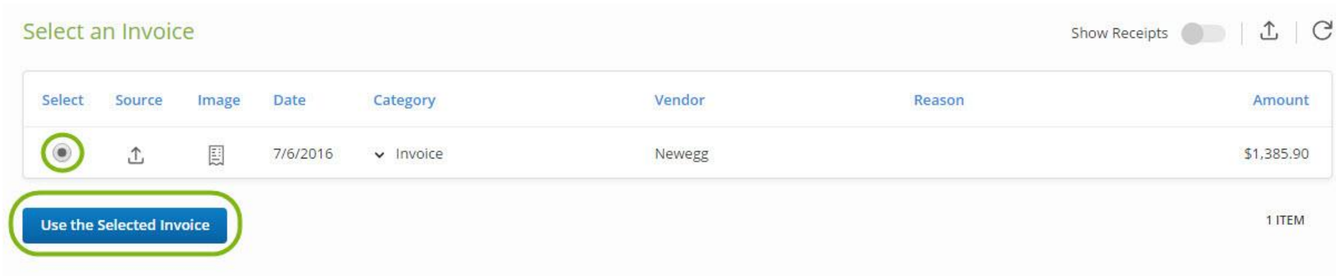


Step 2: Select **New Invoice Report**.

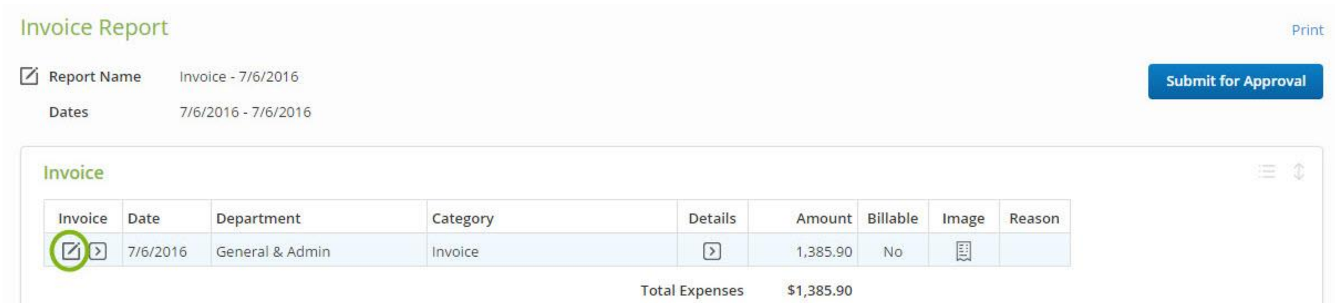


Step 3: You'll be brought to your **Wallet**. Select the radio button for your invoice, and click **Use Selected Invoice.**

Please Note: *Create separate reports per invoice.*



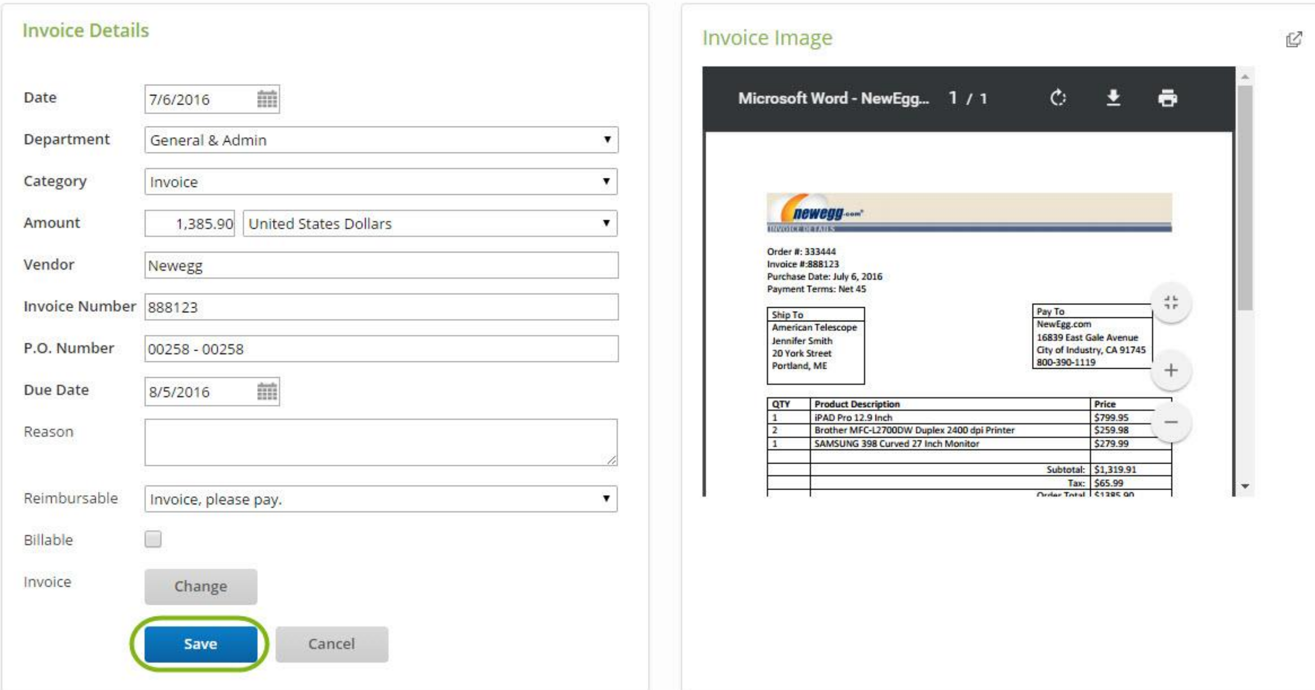
Step 4: Select the pencil icon to **edit** the invoice details, if needed.



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

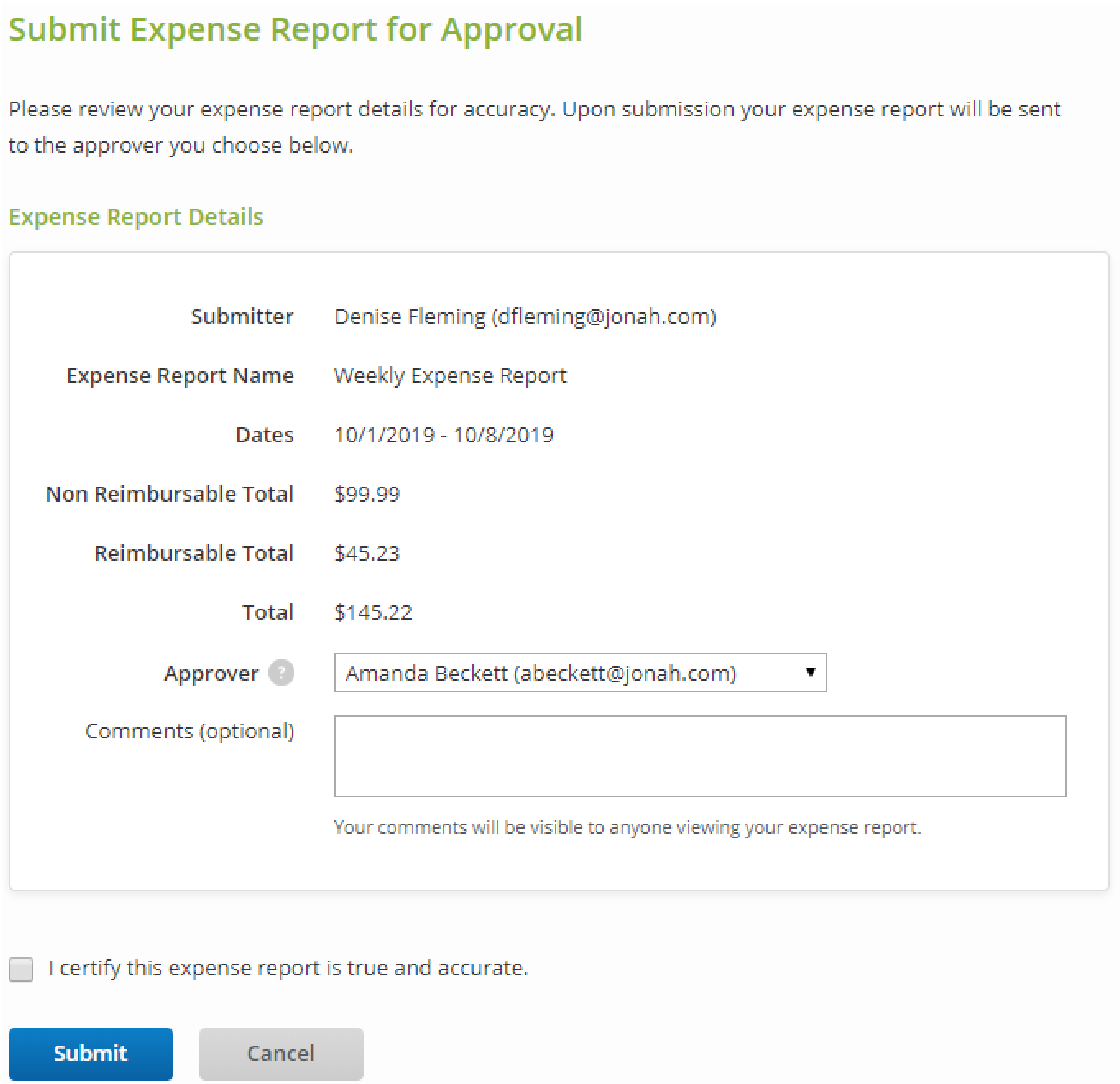
Date of the invoice
Department to allocate to
Invoice expense category
Amount of the invoice
Vendor for the invoice
Invoice Number
P.O. Number if your company requires it
Due Date of the invoice
Reimbursable Status should automatically read, **"Invoice, please pay."**

Click **Save** for any changes.



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

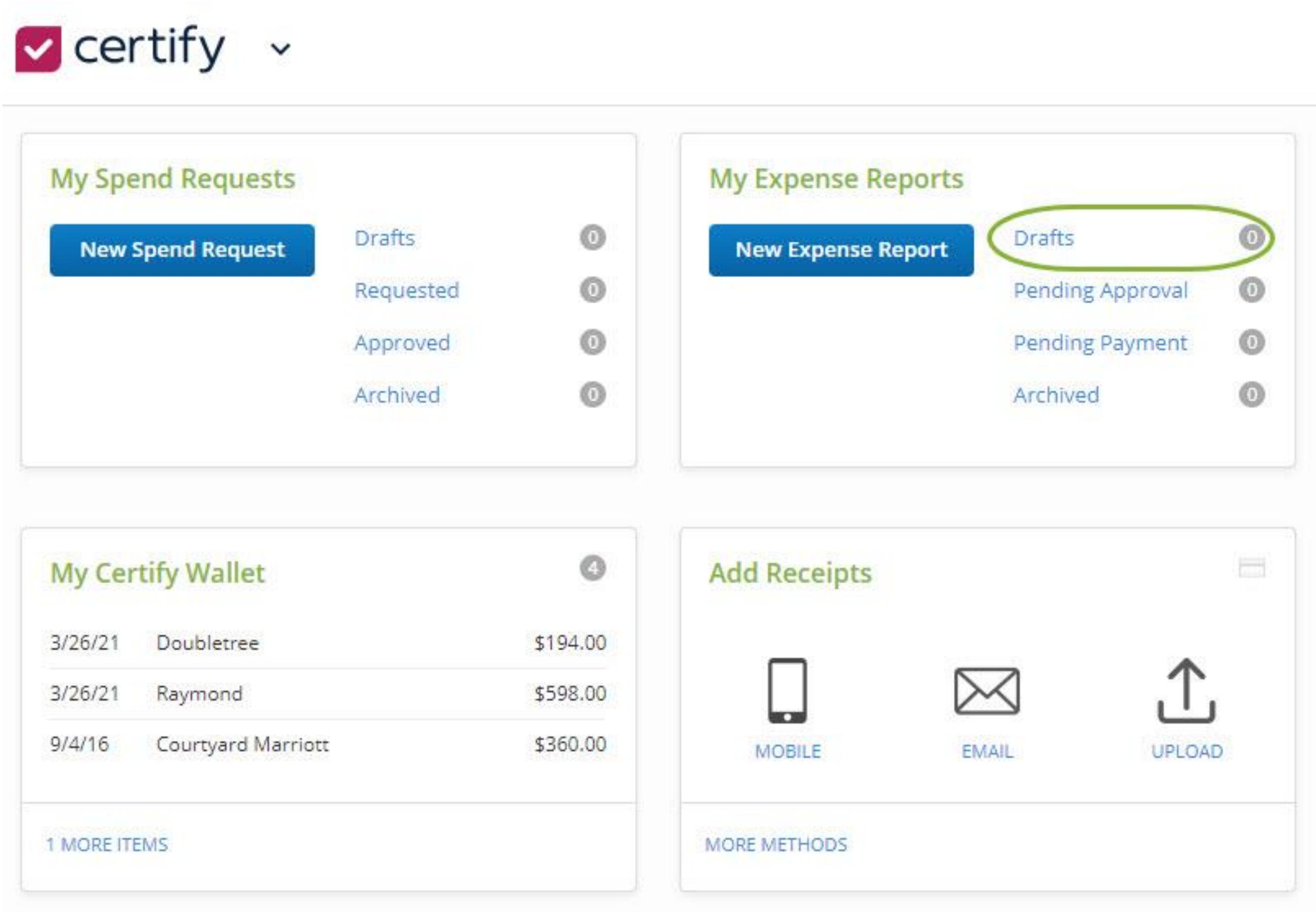
Step 7: Enter the approver for this invoice. It may be defaulted if your company has assigned an approver already. Click **Submit**.



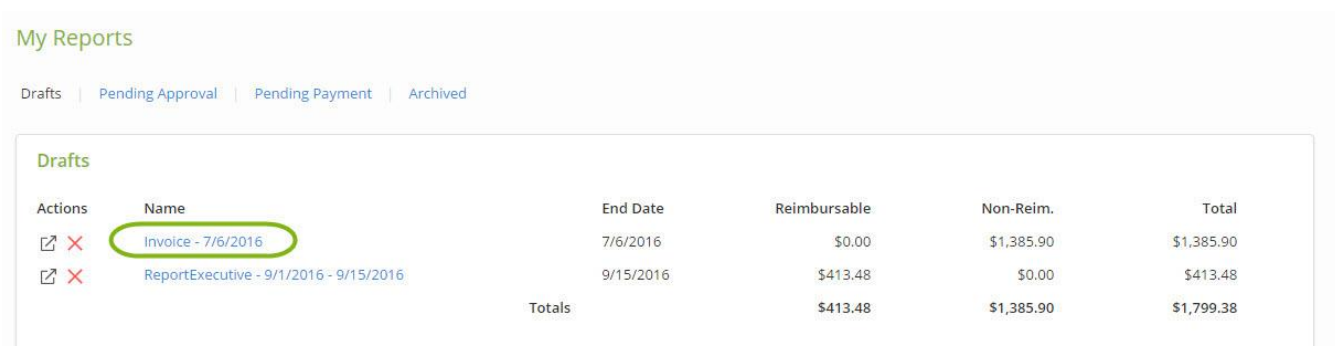
Entering a New Invoice Vendor on an Invoice Report

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**.

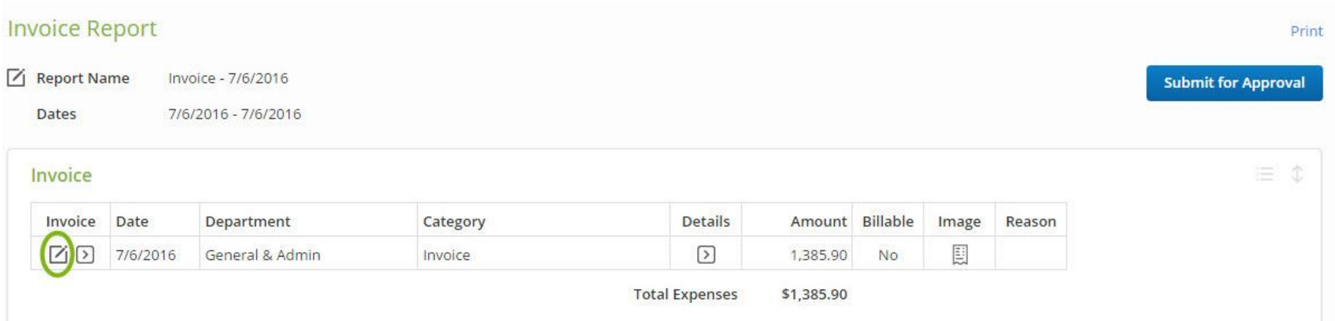
Step 1: From the **Home** page, select **Drafts.**



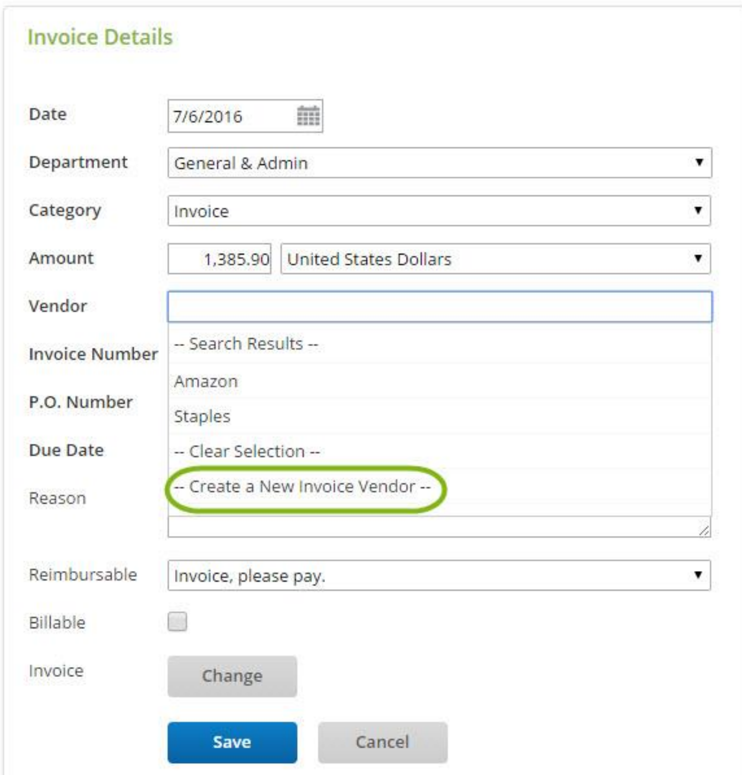
Step 2: Select the Invoice Report to open.



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

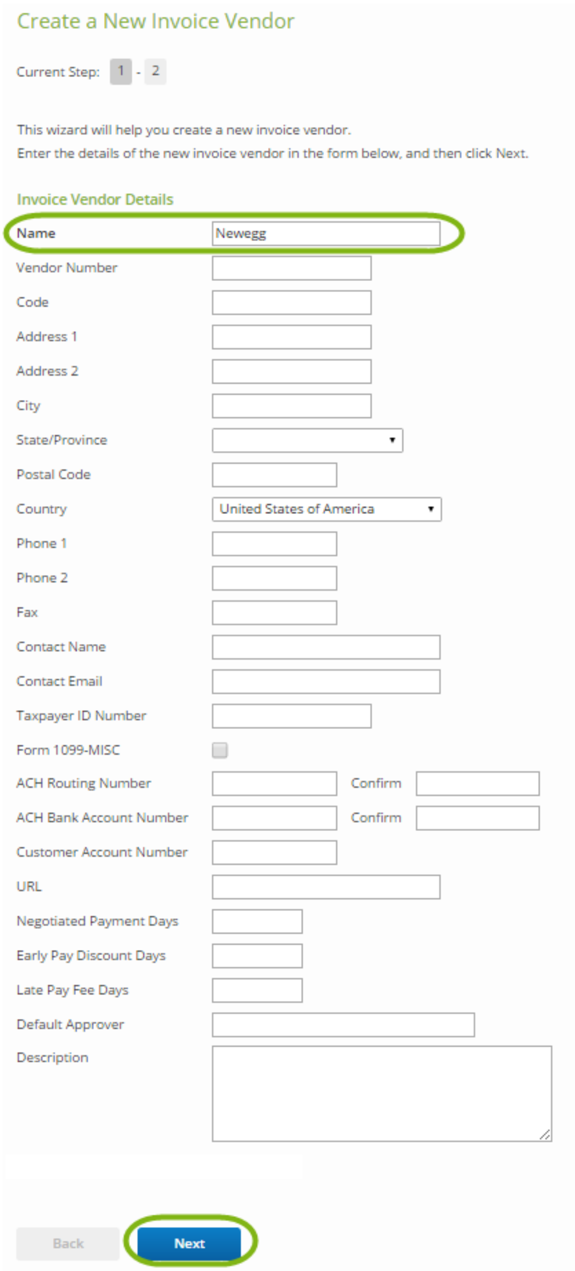


Step 4: Click into the **Vendor** field. If your vendor is unavailable, select **Create a New Invoice Vendor**.



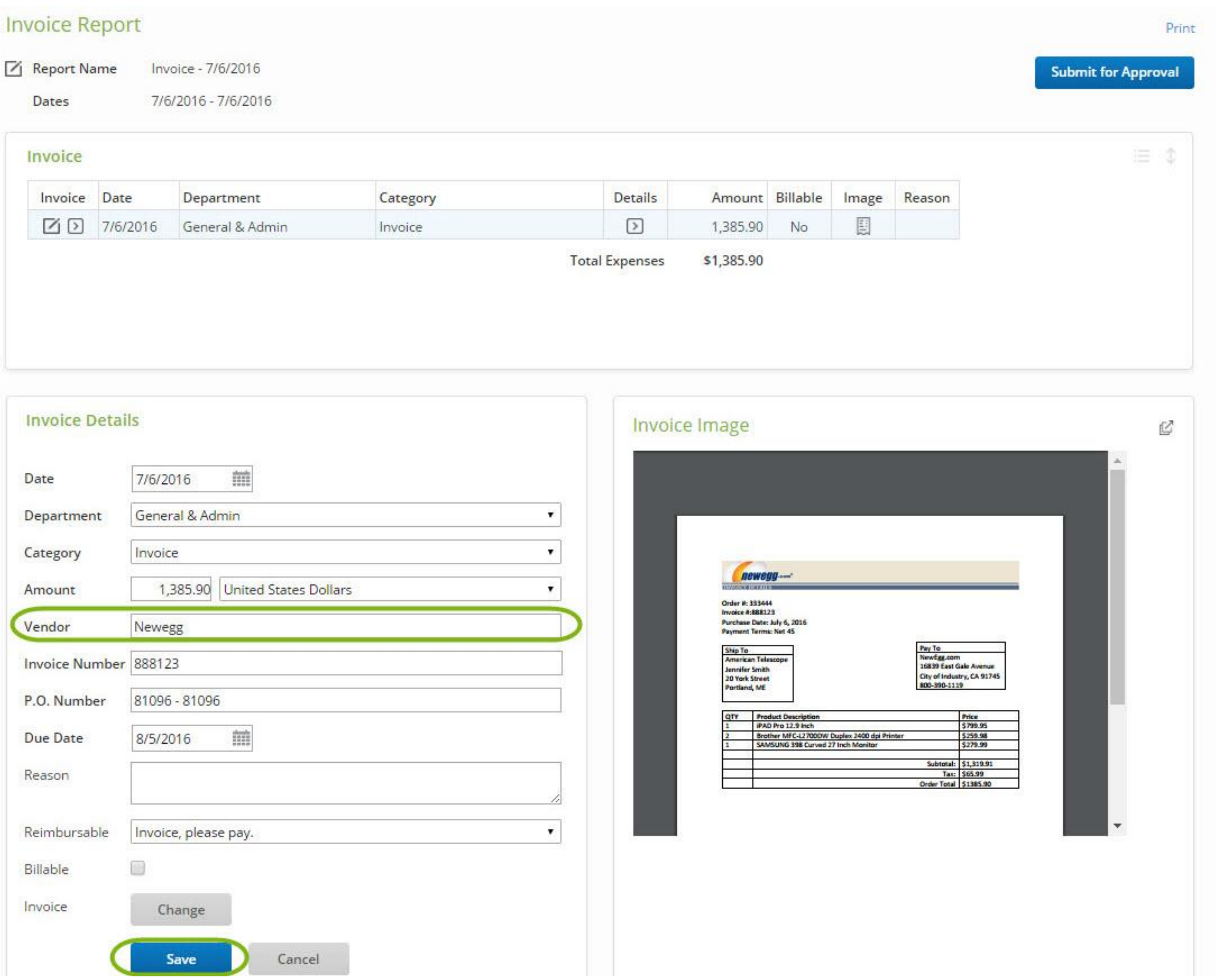
Step 5: You will immediately be brought to the **Create a New Invoice Vendor** screen. Enter any applicable details, and click **Next**.

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



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

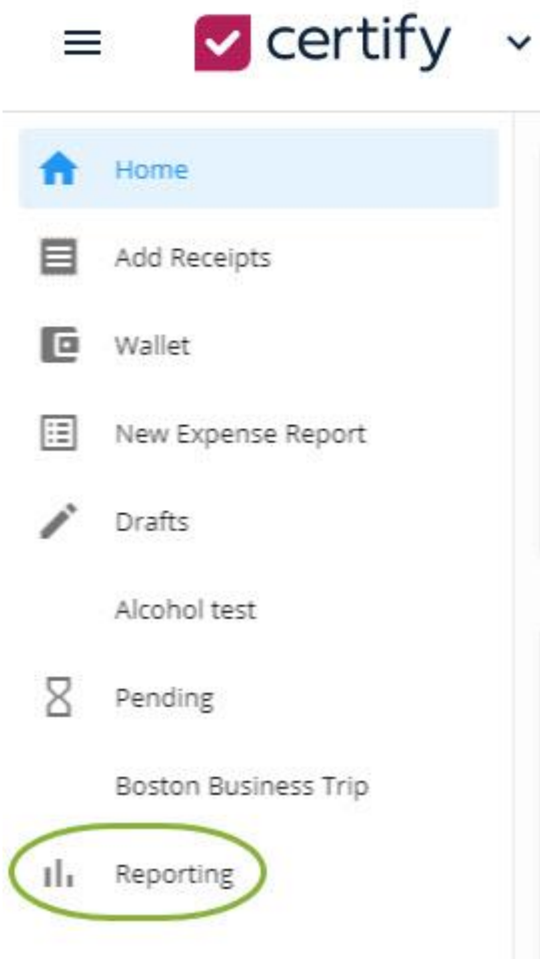
Please Note: *The new* ***Invoice Vendor*** *must be approved by a* ***Certify Accountant*** *before your Invoice Report can be processed.*



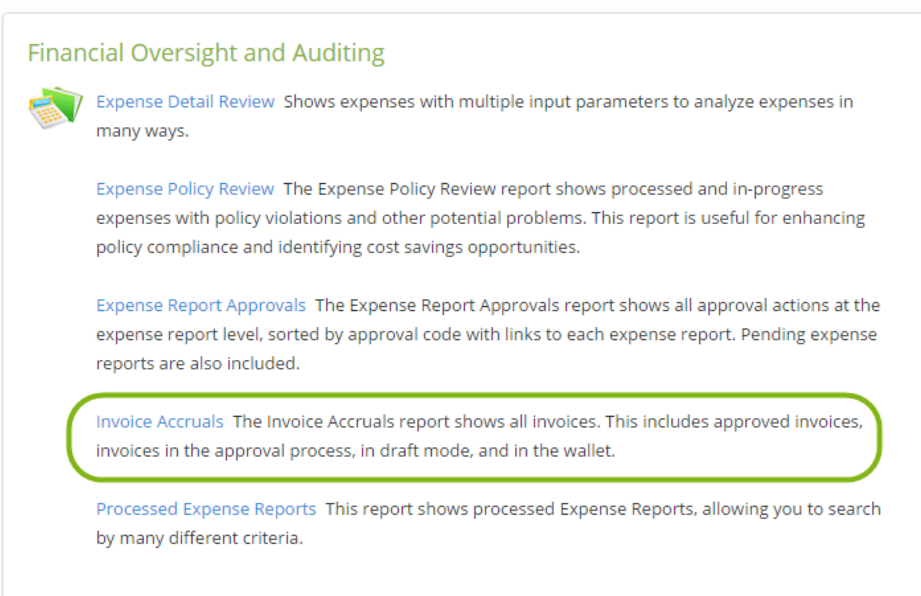
Invoice Accruals Report

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

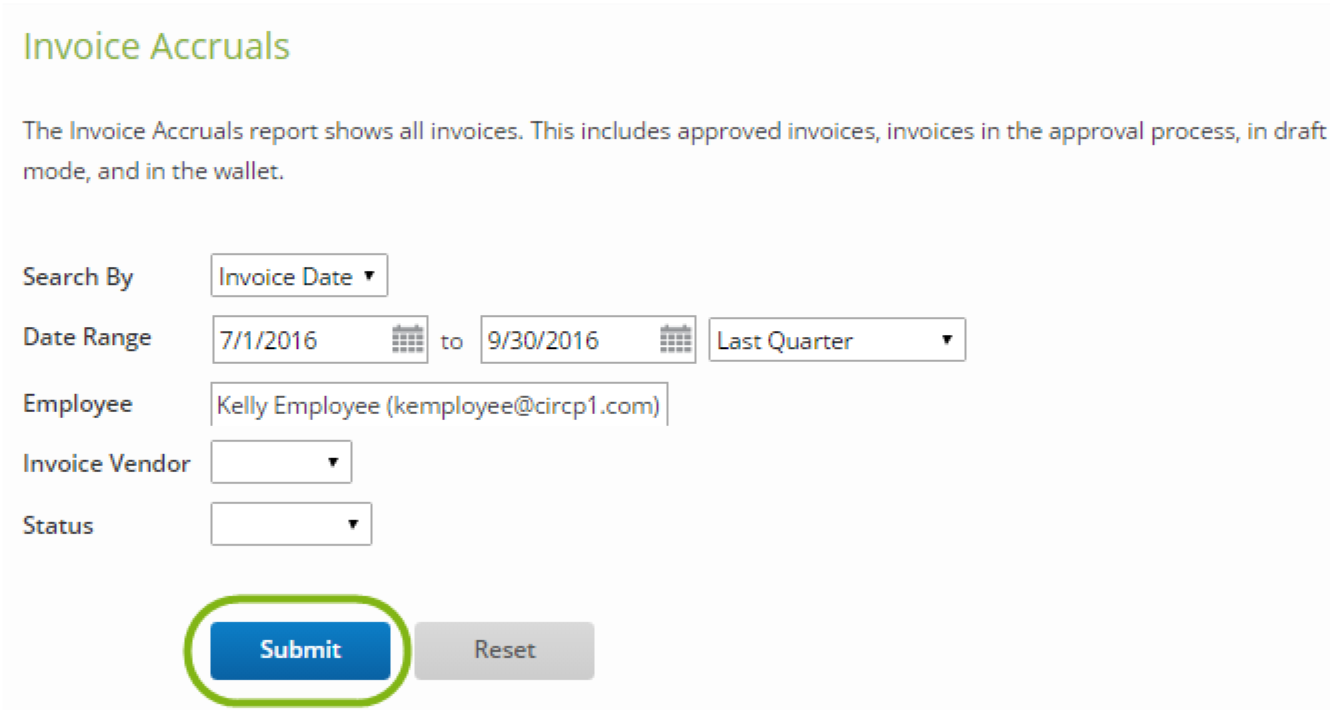
Step 1: Click the left menu, then click **Reporting**.



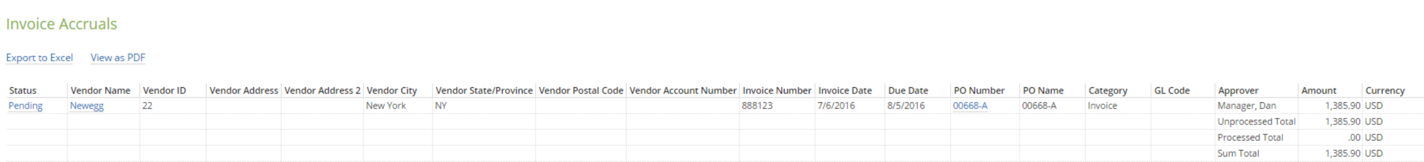
Step 2: Select **Invoice Accruals Report**, under **Financial Oversight and Auditing**.



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



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

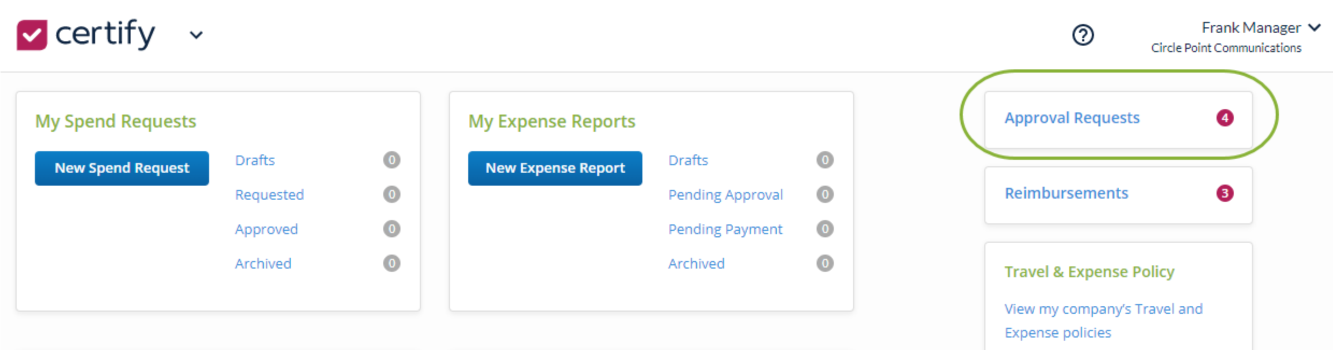
Status	Vendor Name	Vendor ID	Vendor Address	Vendor Address 2	Vendor City	Vendor State/Province	Vendor Postal Code	Vendor Account Number	Invoice Number	Invoice Date	Due Date	PO Number	PO Name	Category	GL Code	Approver	Amount	Currency
Pending	Newegg	22			New York	NY			888123	7/6/2016	8/5/2016	00668-A	00668-A	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

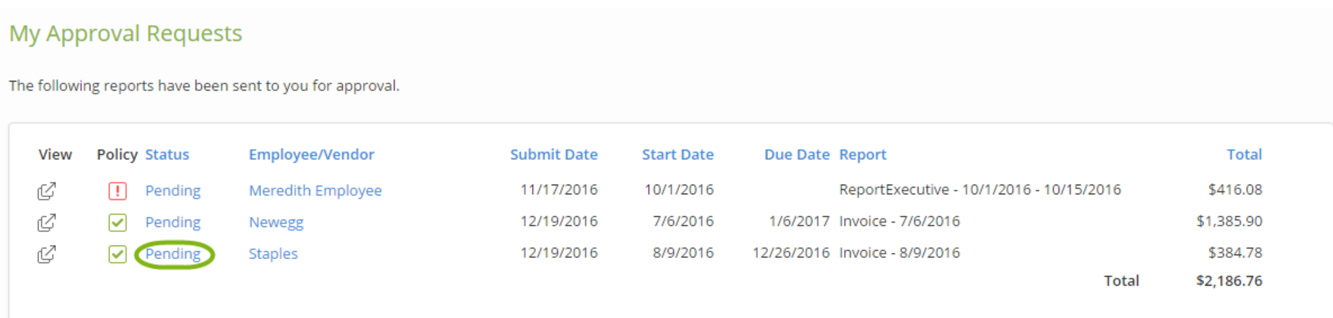
Just like expense reports, **Invoice Reports** will route through approval for processing. This article shows you, a **Certify Manager** or **Executive**, how to approve **Invoice Reports**.

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



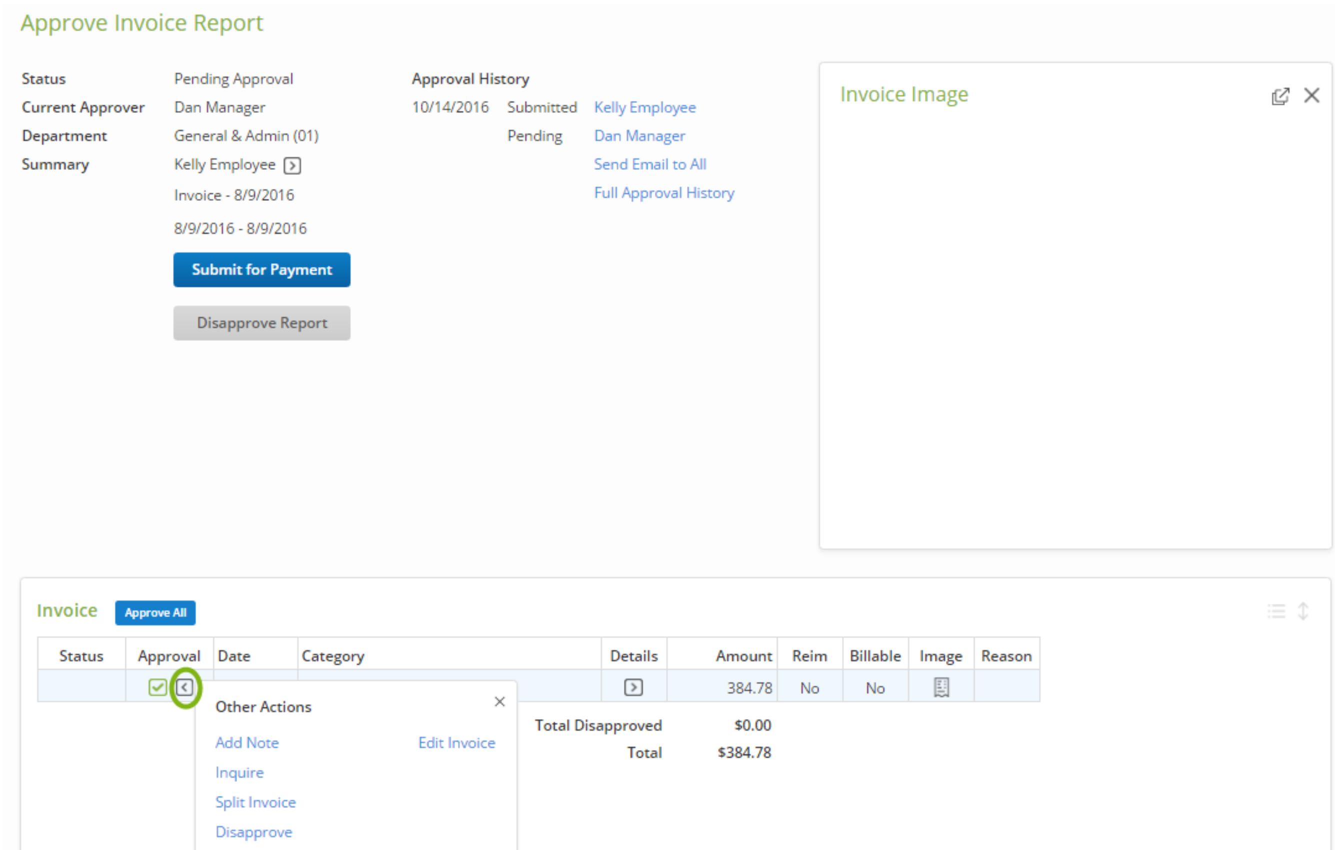
Step 2: Open the Invoice Report by clicking on the **status**.

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

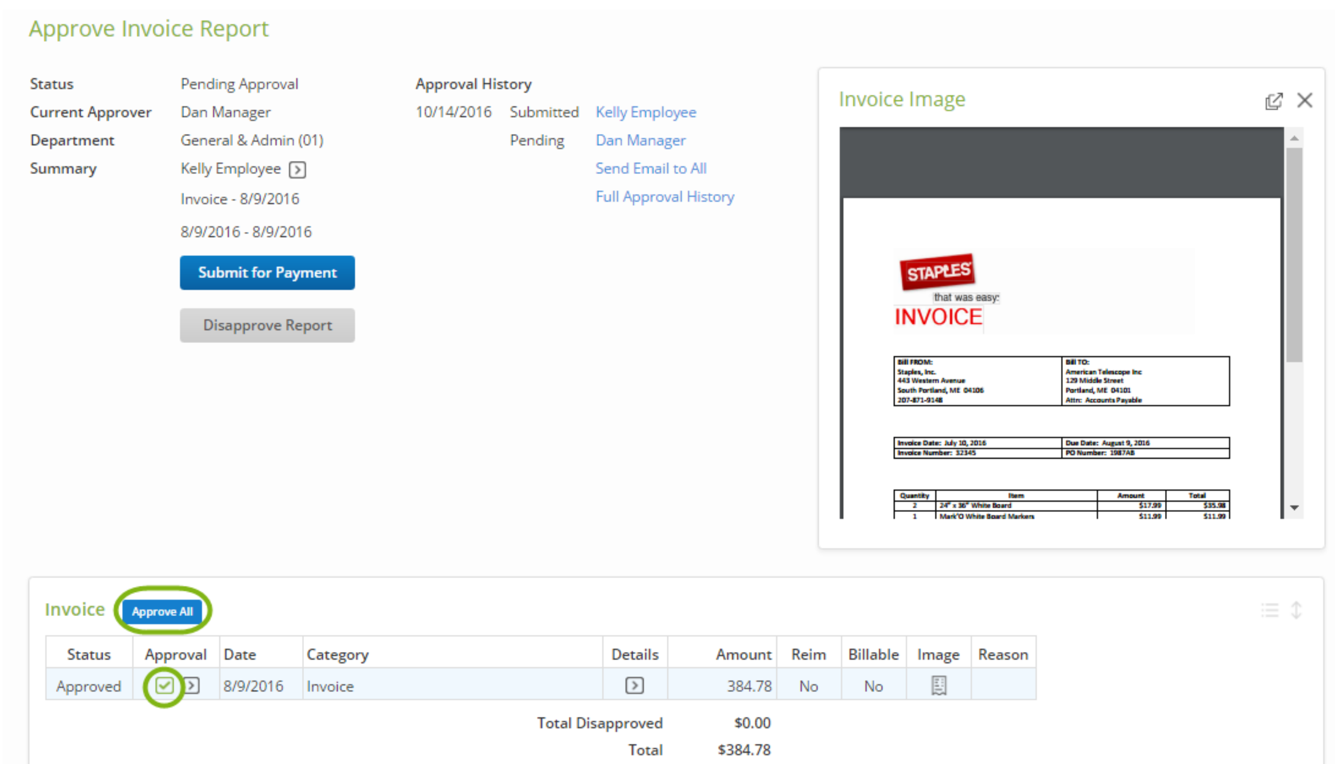


Step 3: Review the Invoice Report details and take any needed actions via the **Other Actions** menu. Other Actions include:

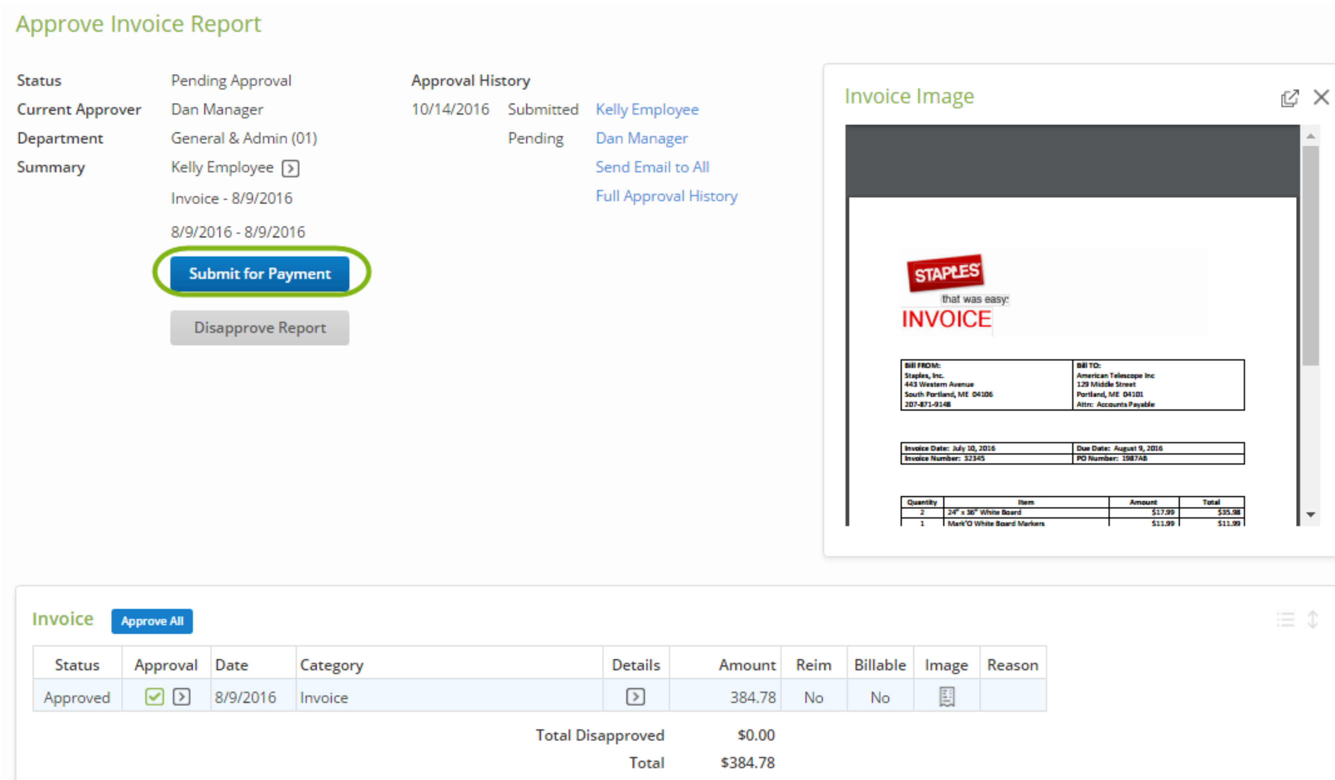
- Add Note
- Inquire
- Edit Invoice
- Split Invoice
- Disapprove
- Disapprove Report



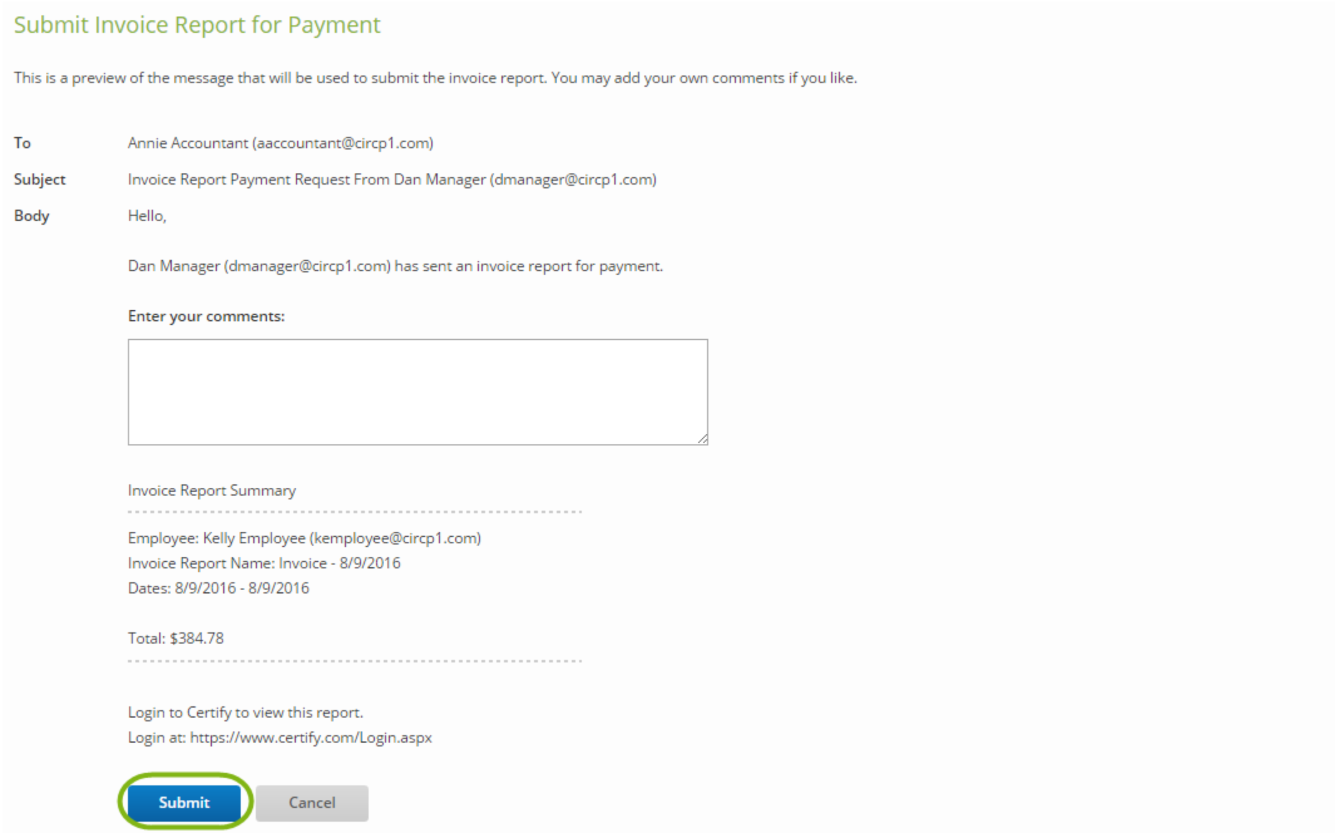
Step 4: Approve the invoice line using the green checkmark or **Approve All** button.



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



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

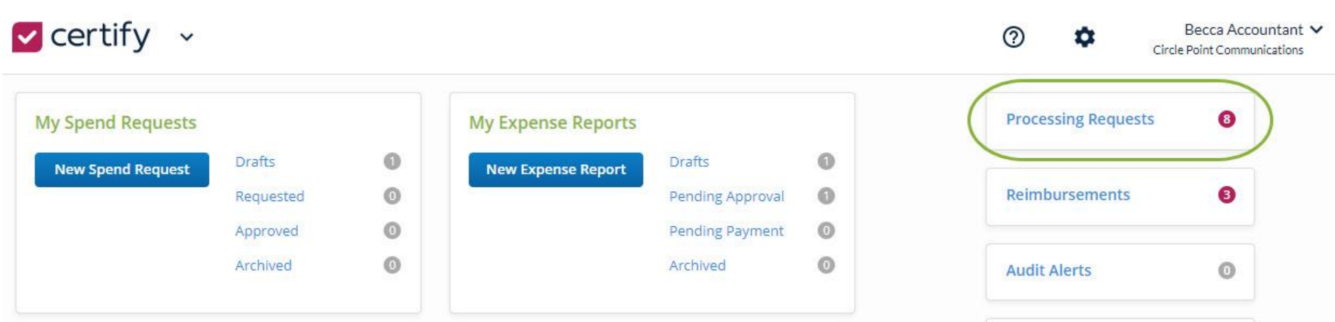


Processing Invoices

Processing Invoice Reports

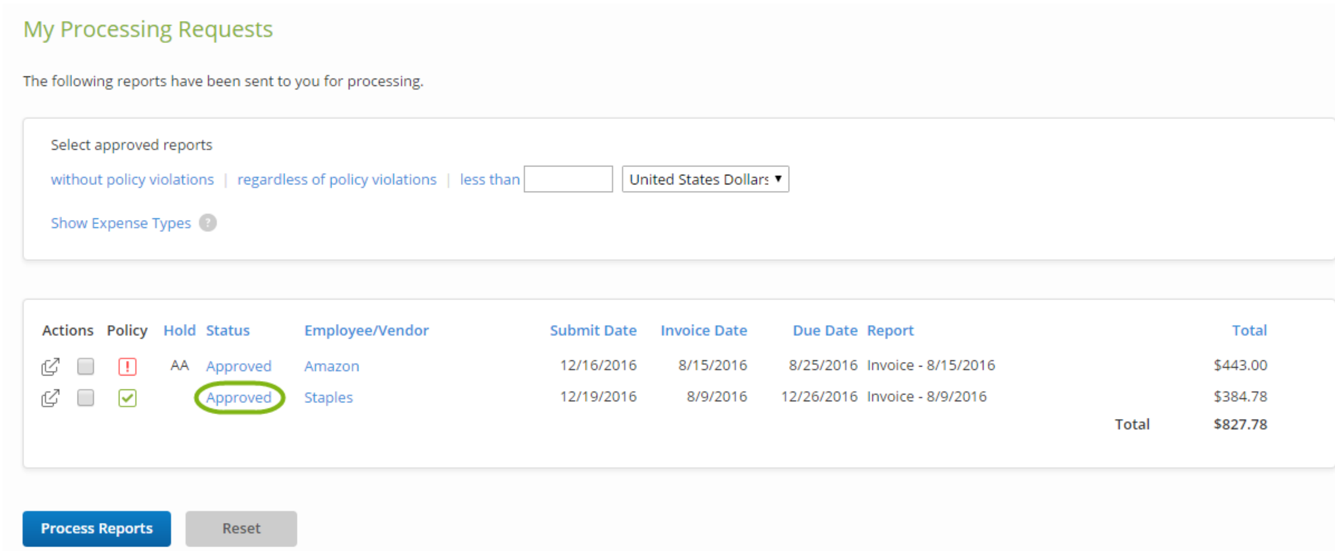
Like expense reports, **Invoice Reports** in Certify will route through approval to be processed. As an **Invoice Accountant,** you will receive an email advising you that an **Invoice Report** has been submitted for processing. This article shows you, an **Invoice Accountant**, how to process Invoice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

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



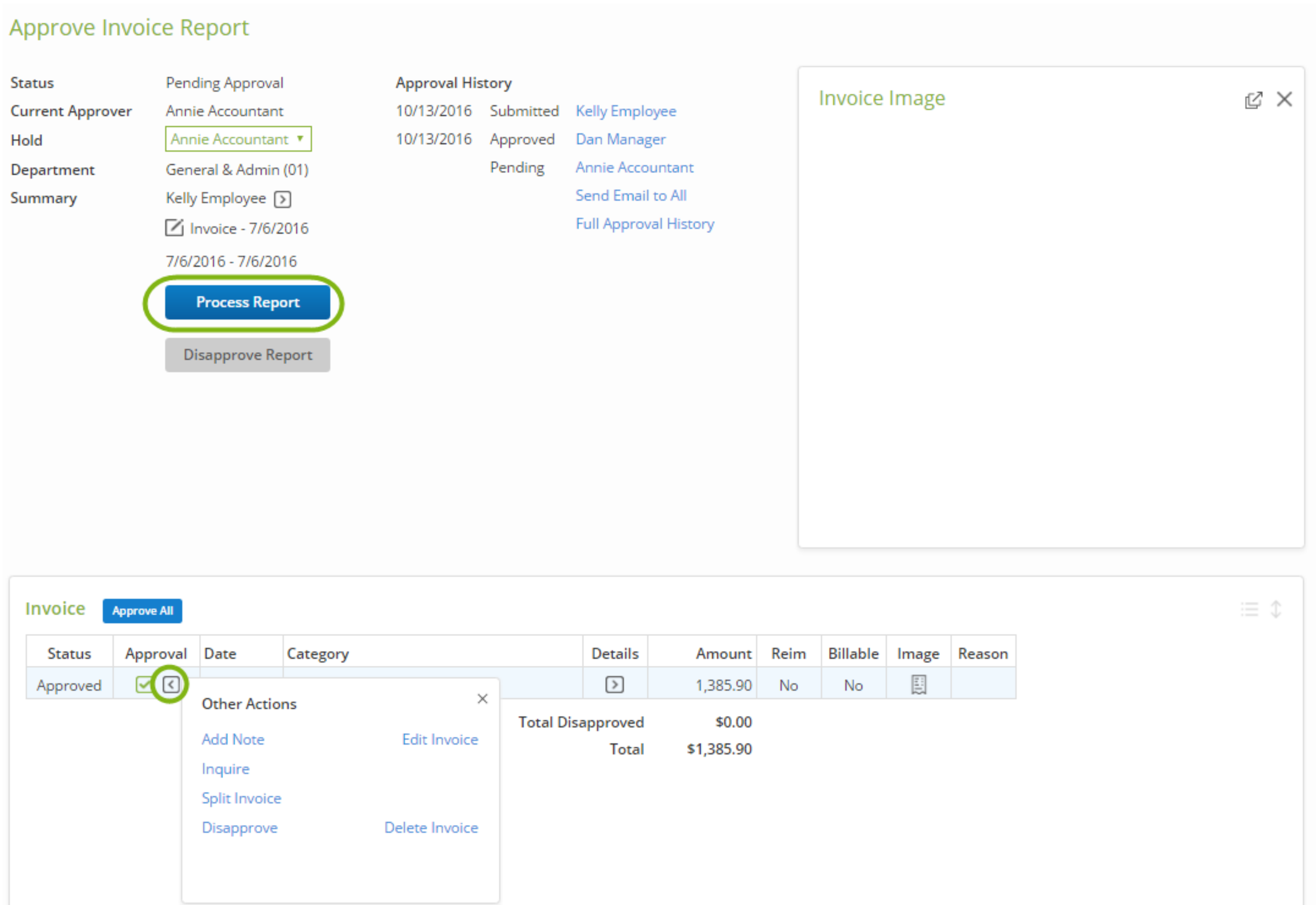
Step 2: Open the Invoice report by clicking on the **status**.

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**.*

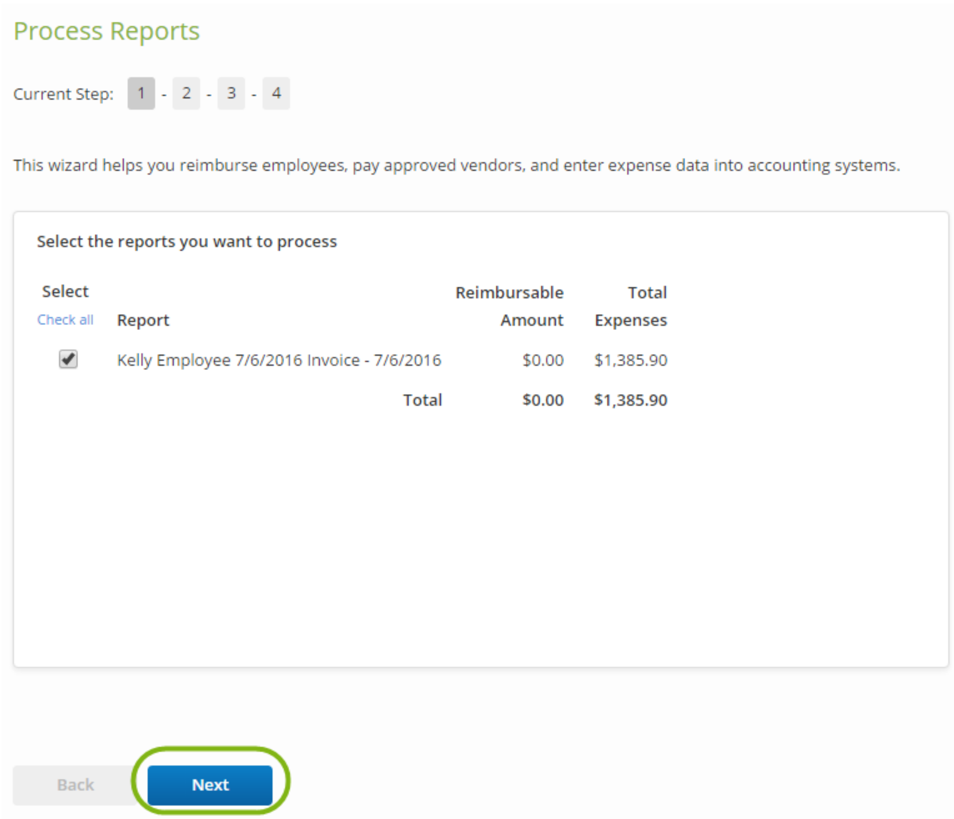


Step 3: Review the Invoice report details and take any needed actions via the **Other Actions** menu. Other Actions include the options below. Click **Process Report.**

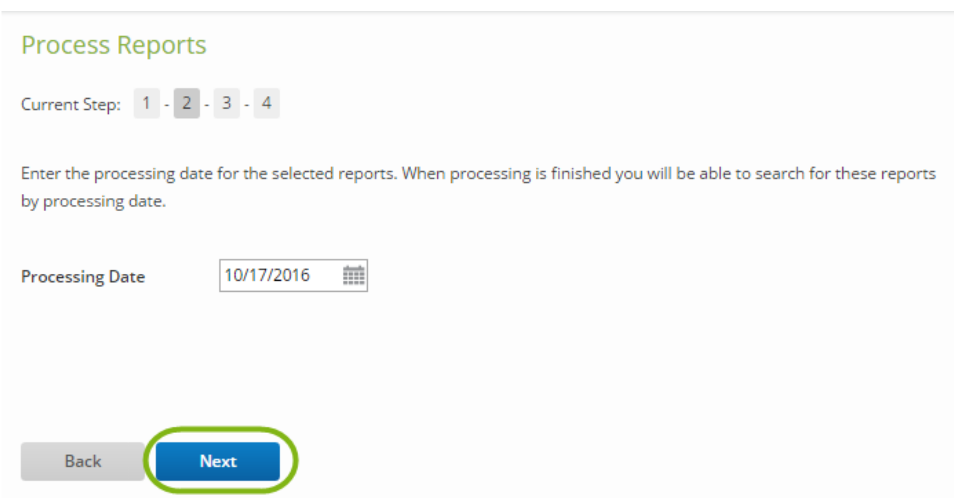
- Add Note
- Inquire
- Split Invoice
- Disapprove
- Edit Invoice
- Delete Invoice



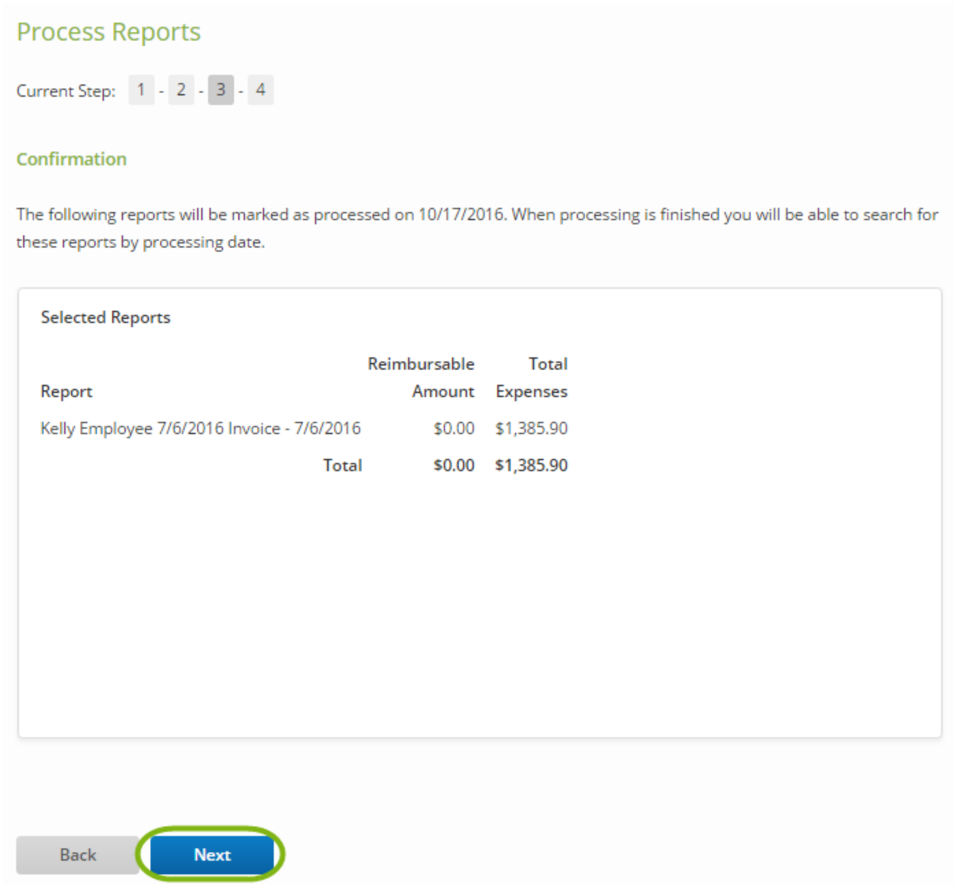
Step 4: The Processing Wizard will take you through a few steps. Click **Next.**



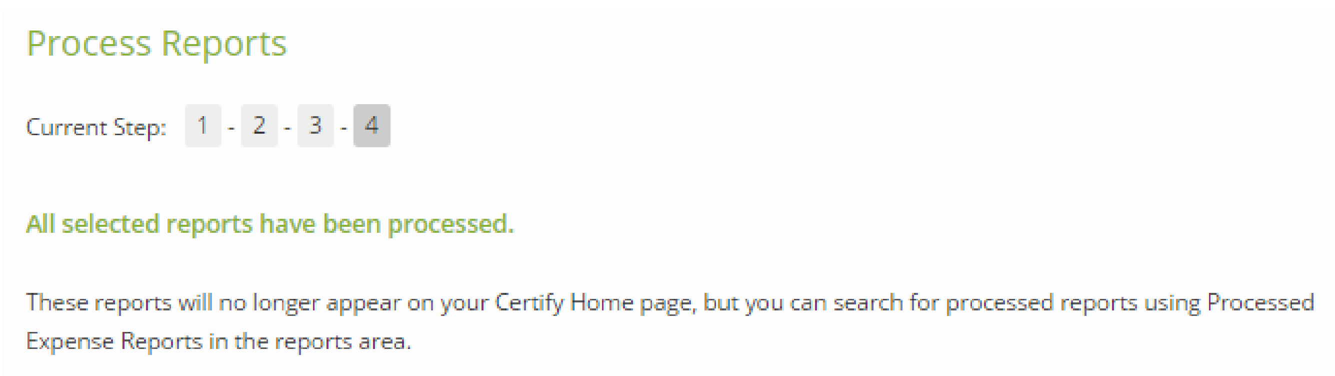
Step 5: Select a processing date. Click **Next**.



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



Step 7: The reports are then processed.

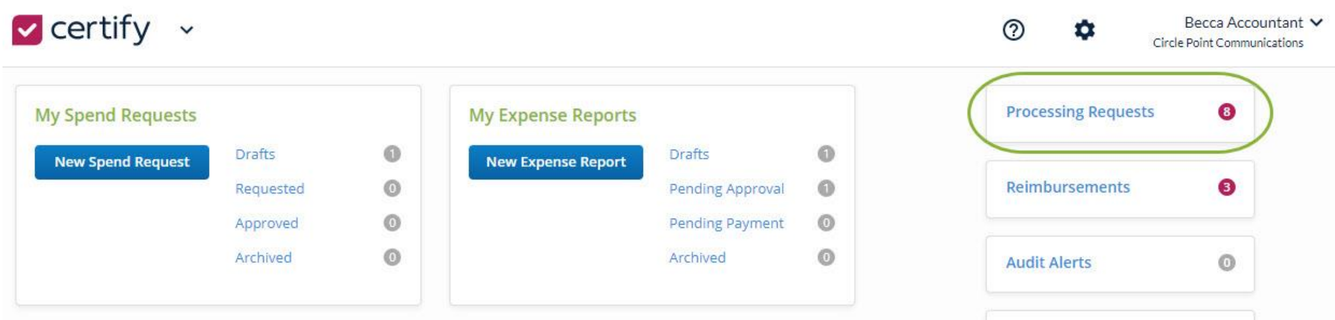


Please Note: *As an **Invoice Accountant**, you are **not** required to open individual invoice reports for review. Invoice Reports may be processed in a batch from the Processing Wizard screen by selecting the reports and clicking **Process Reports** at the bottom.*

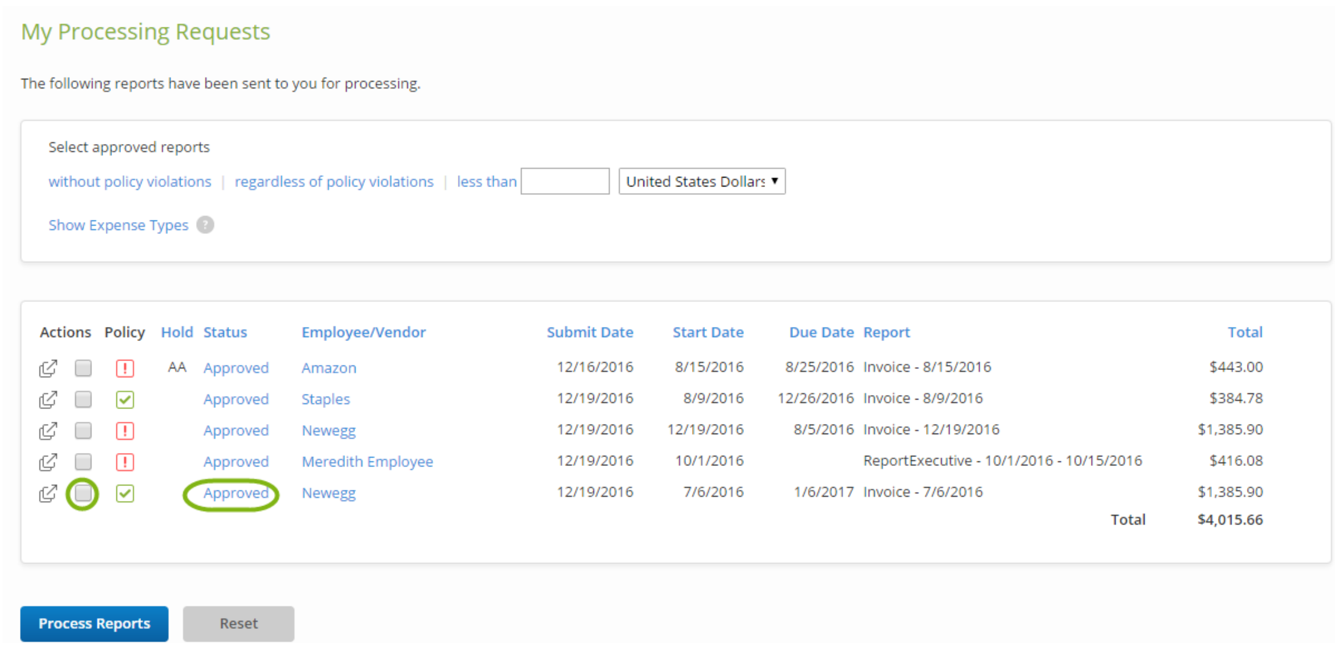
Approving Invoice Vendors Entered by Users

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.**

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

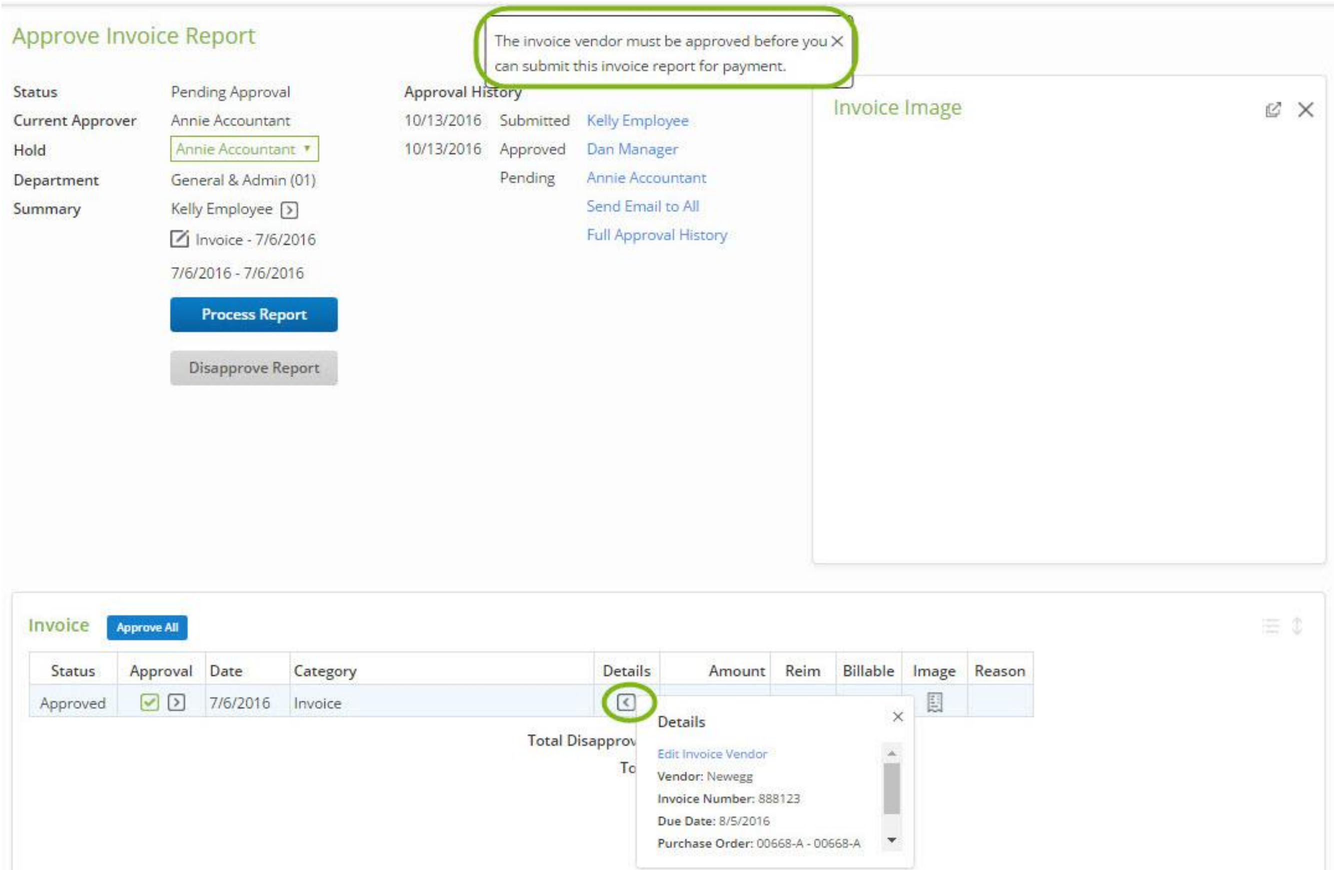


Step 2: Invoice Reports with a newly-entered **Invoice Vendor** will have the checkbox disabled to process from this screen. Select the status of the report to open it.

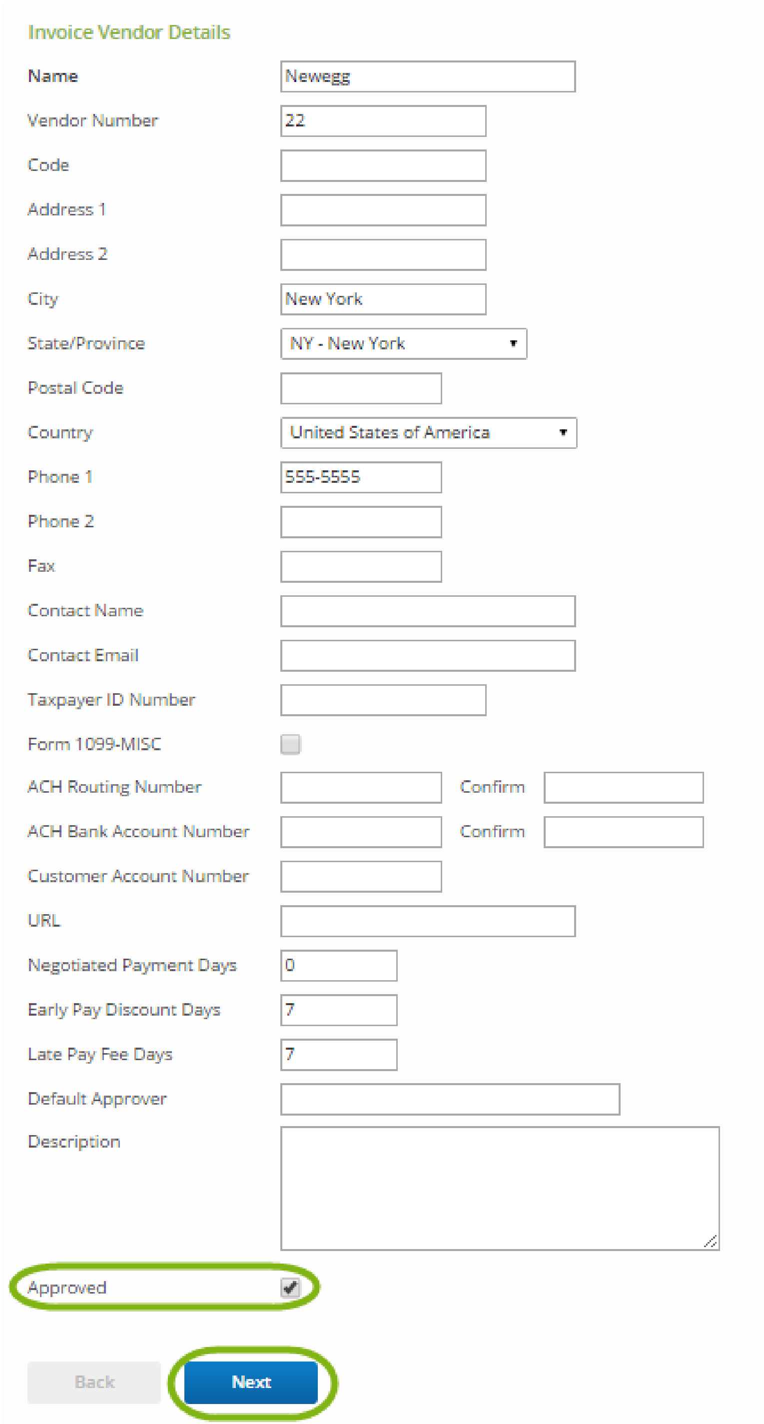


Actions	Policy	Hold	Status	Employee/Vendor	Submit Date	Start Date	Due Date	Report	Total
		AA	Approved	Amazon	12/16/2016	8/15/2016	8/25/2016	Invoice - 8/15/2016	$443.00
			Approved	Staples	12/19/2016	8/9/2016	12/26/2016	Invoice - 8/9/2016	$384.78
			Approved	Newegg	12/19/2016	12/19/2016	8/5/2016	Invoice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

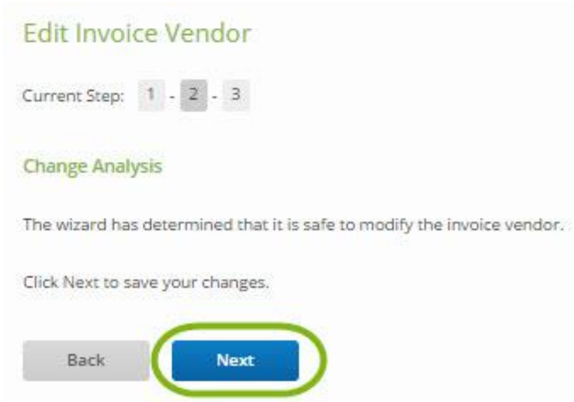
Step 3: Click **Edit Invoice Vendor** in the **Details** box. Attempting to process will present an alert at the top.



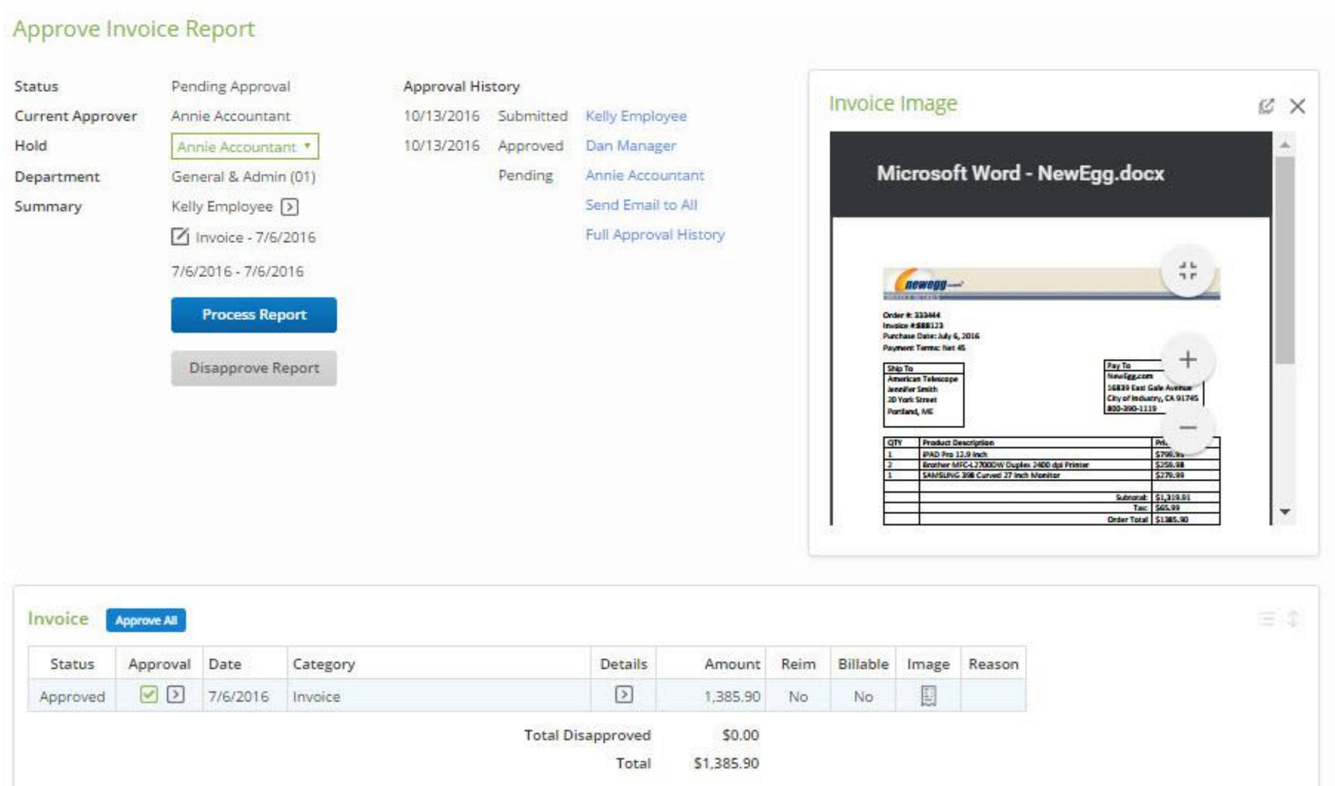
Step 4: Review the **Invoice Vendor** details and edit as necessary. Select the **Approved** box when finished. Click **Next**.



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



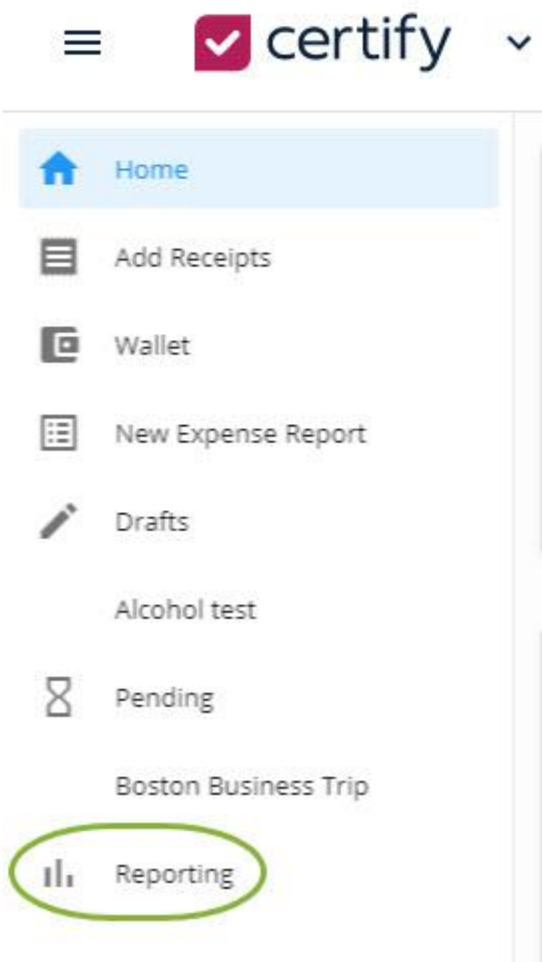
Step 6: The approved **Invoice Vendor** is added to the Invoice Report, and the Invoice Report is ready to be processed.



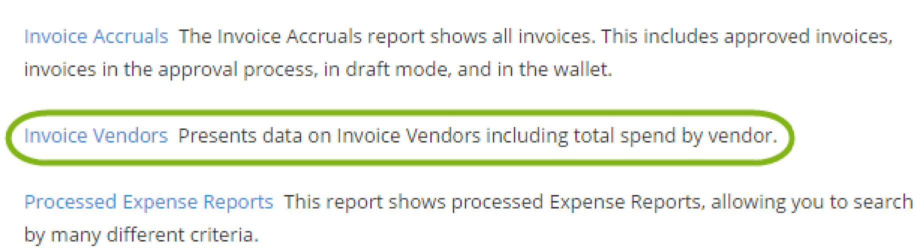
Invoice Vendors Report

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.

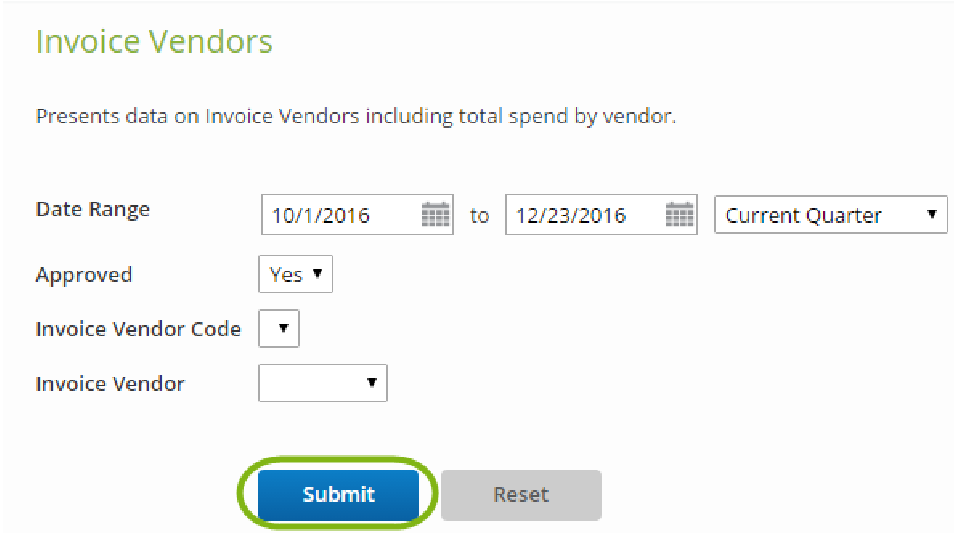
Step 1: Click the left menu, then click **Reporting**.



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



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



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

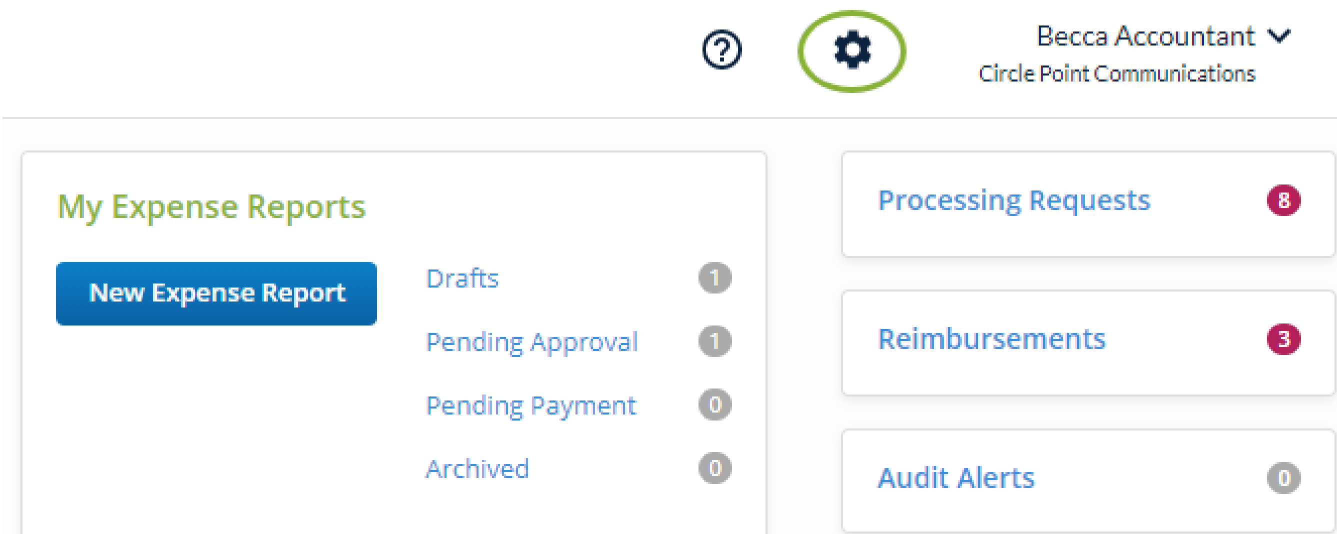
Accounts Payable Users are those whom can create and submit their own Invoice Reports.

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

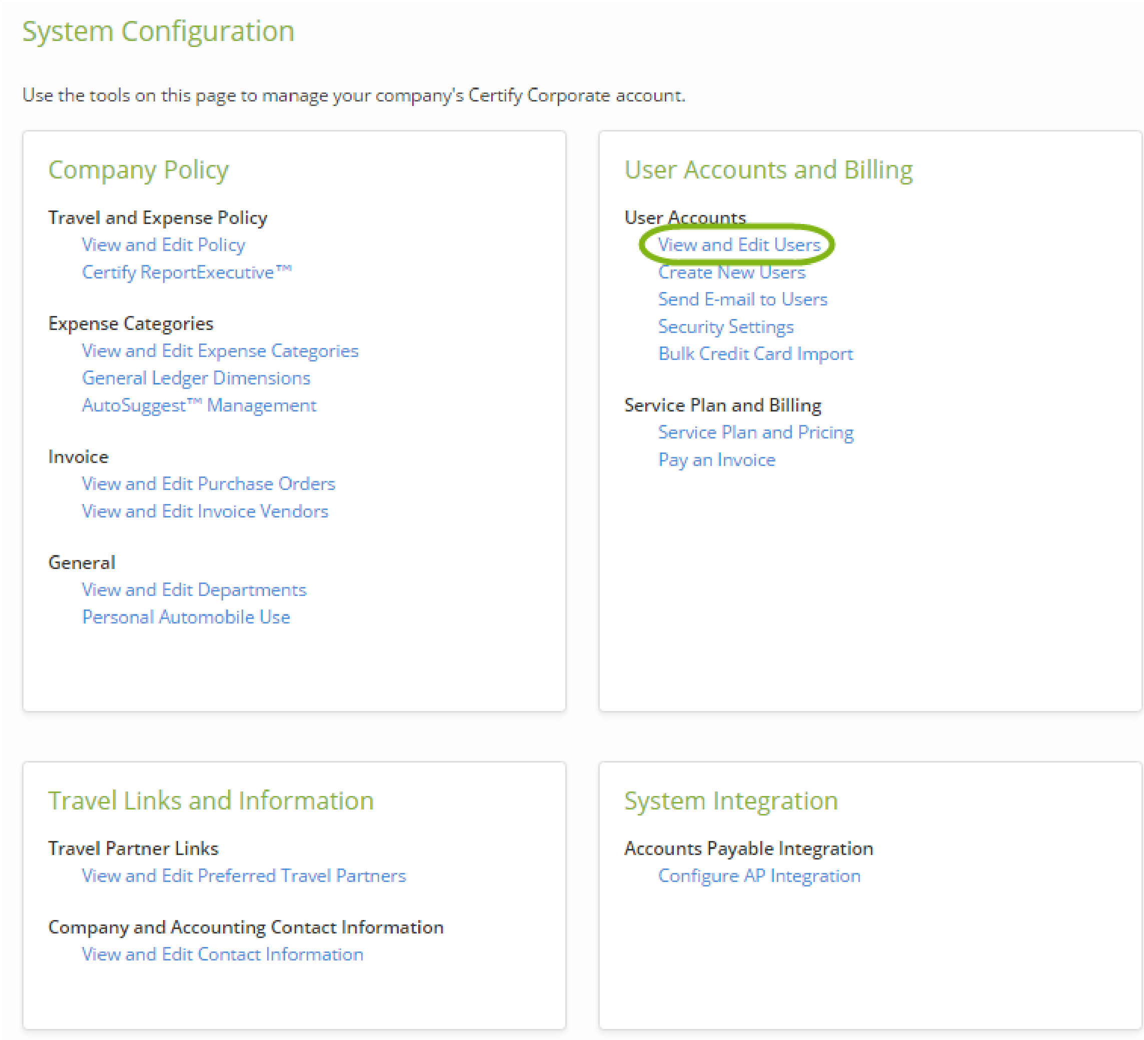
This article shows you, a **Certify Administrator**, how to assign invoice roles to Invoice users.

Accounts Payable Users

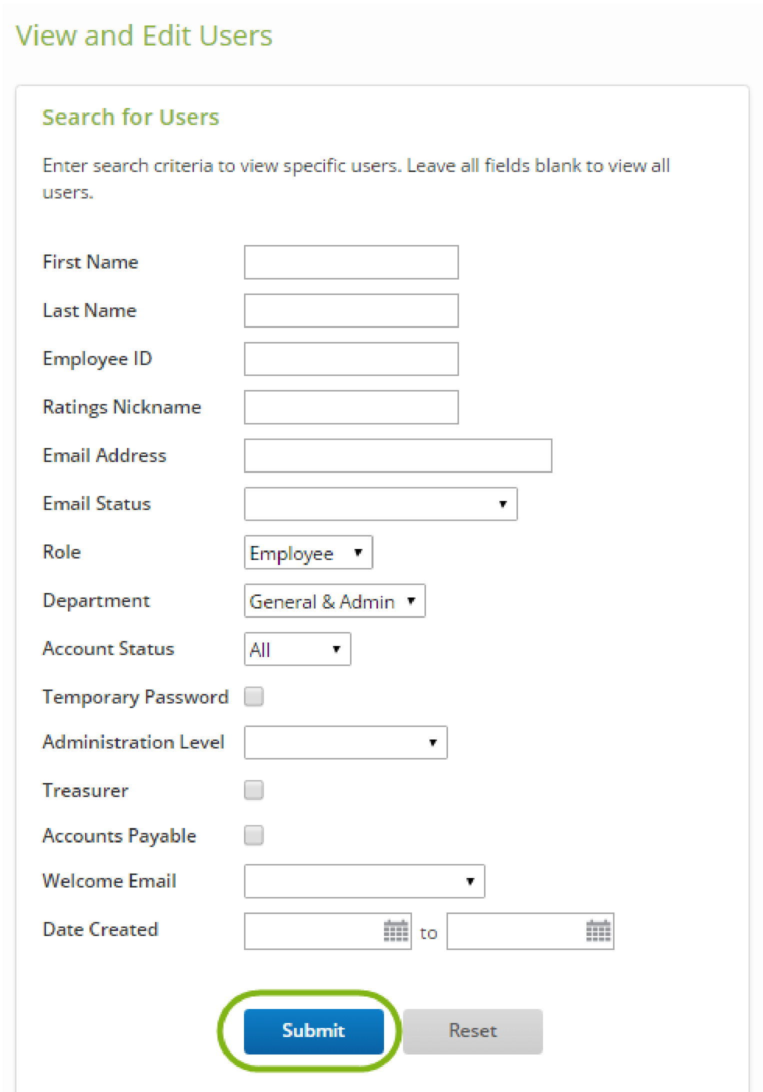
Step 1: Click the **gear** icon.



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



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



View and Edit Users

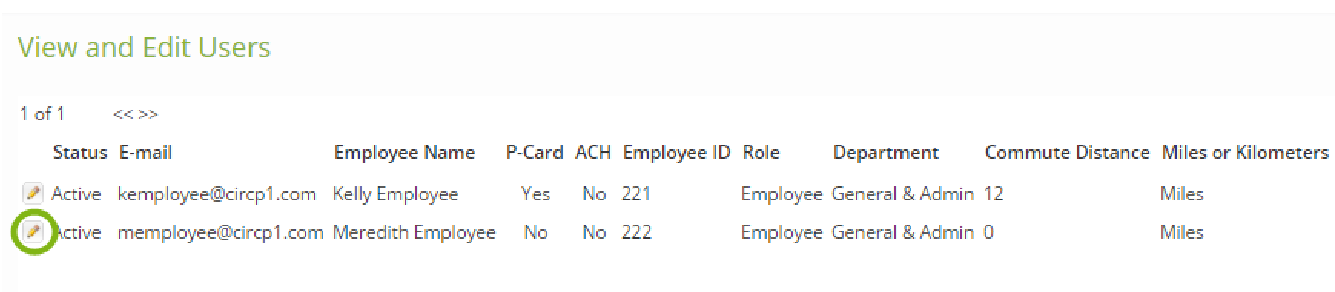
Search for Users

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: Employee
Department: General & Admin
Account Status: All
Temporary Password
Administration Level
Treasurer
Accounts Payable
Welcome Email
Date Created ... to ...

Submit Reset

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

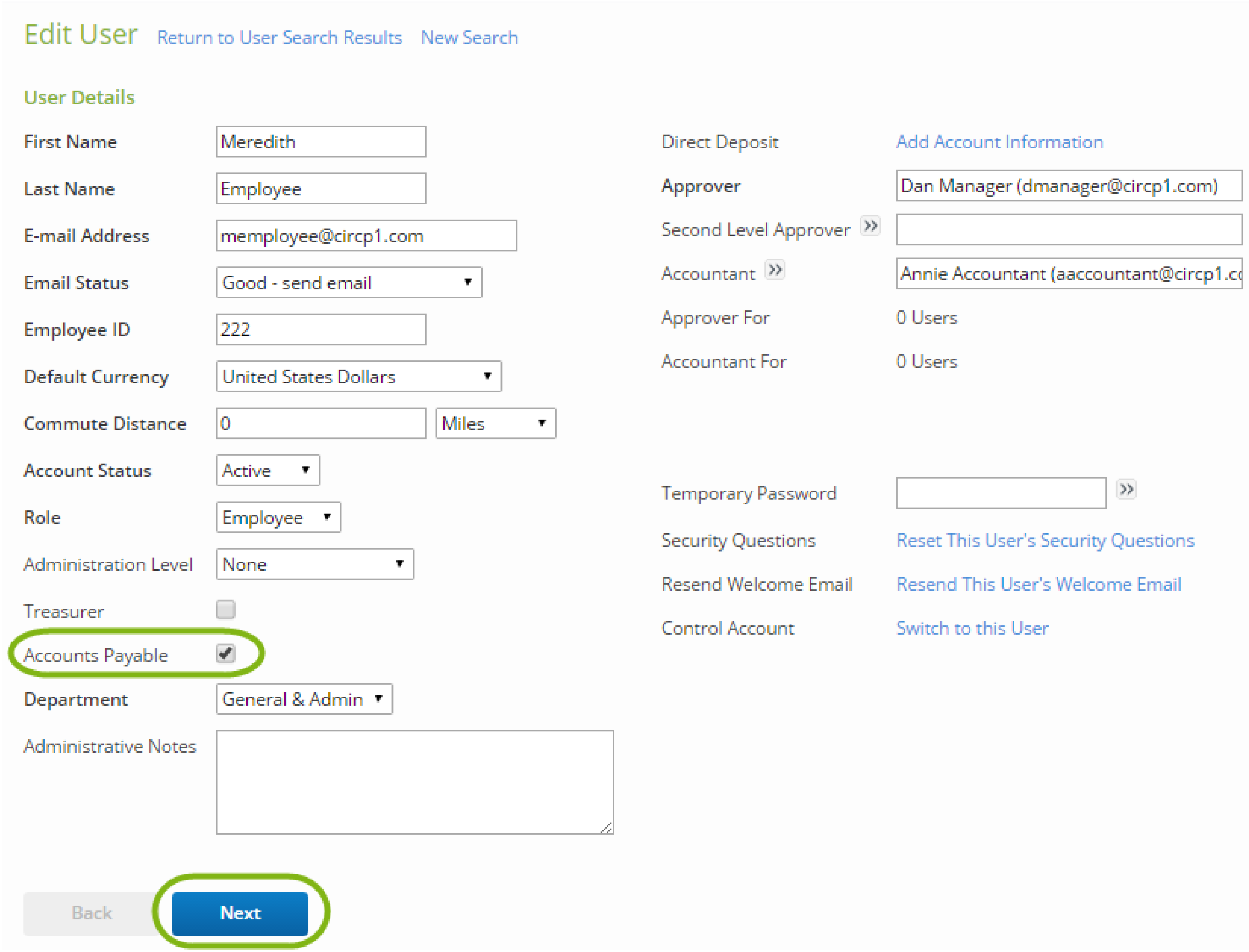


View and Edit Users

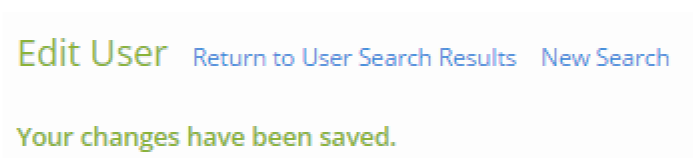
1 of 1 << >>

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**.



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

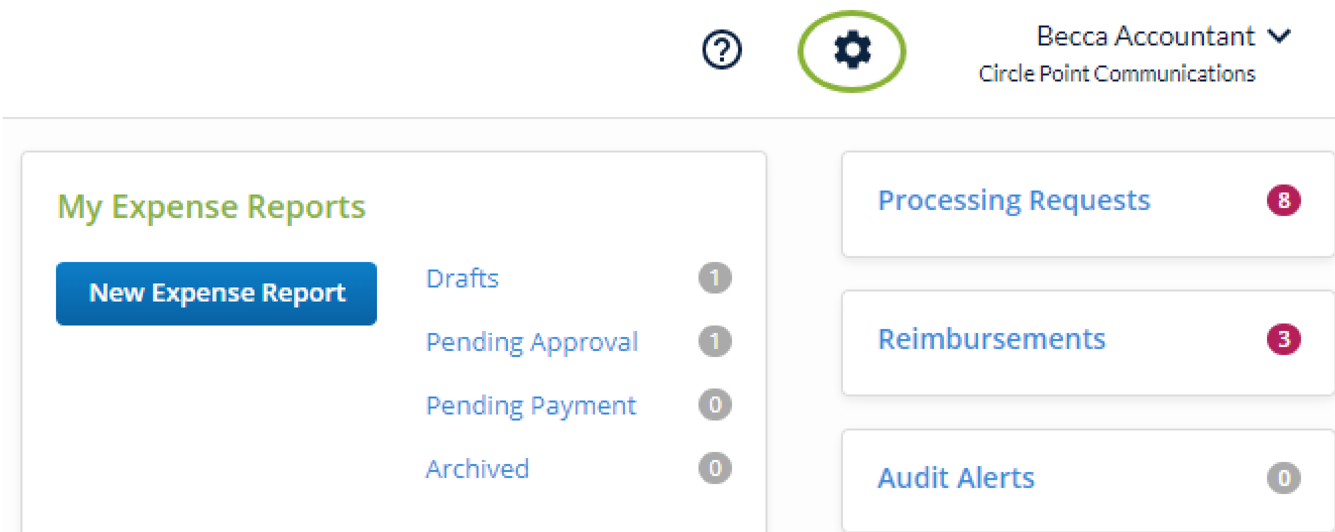


Invoice Accountant

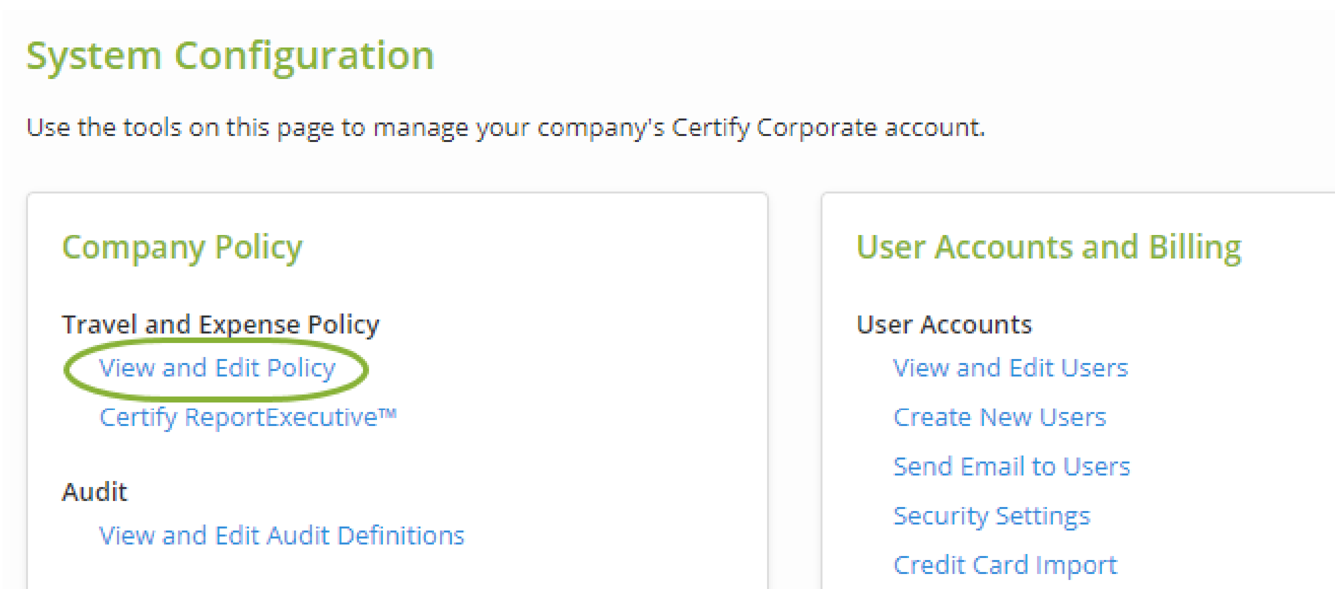
Certify allows the selection of one **Invoice Accountant** if a specific person should process **Invoice Reports** from expense reports. This person will receive all **Invoice Reports** for processing and reimbursement. The **Invoice Accountant** will override accountants designated in **Locked Approval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

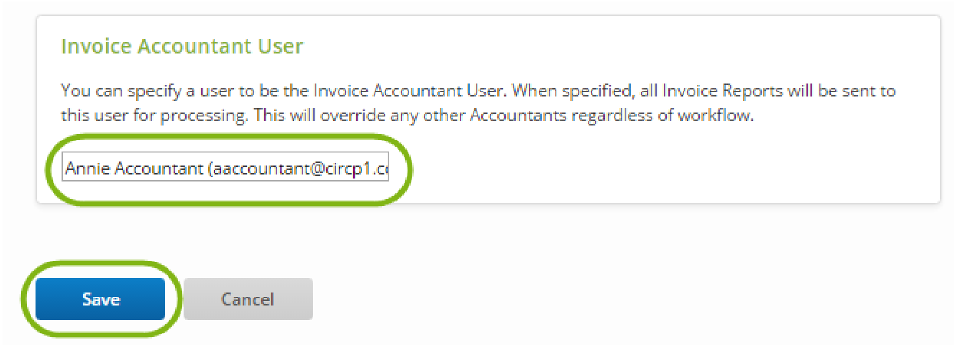


Step 2: Select **View and Edit Policy**.



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

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

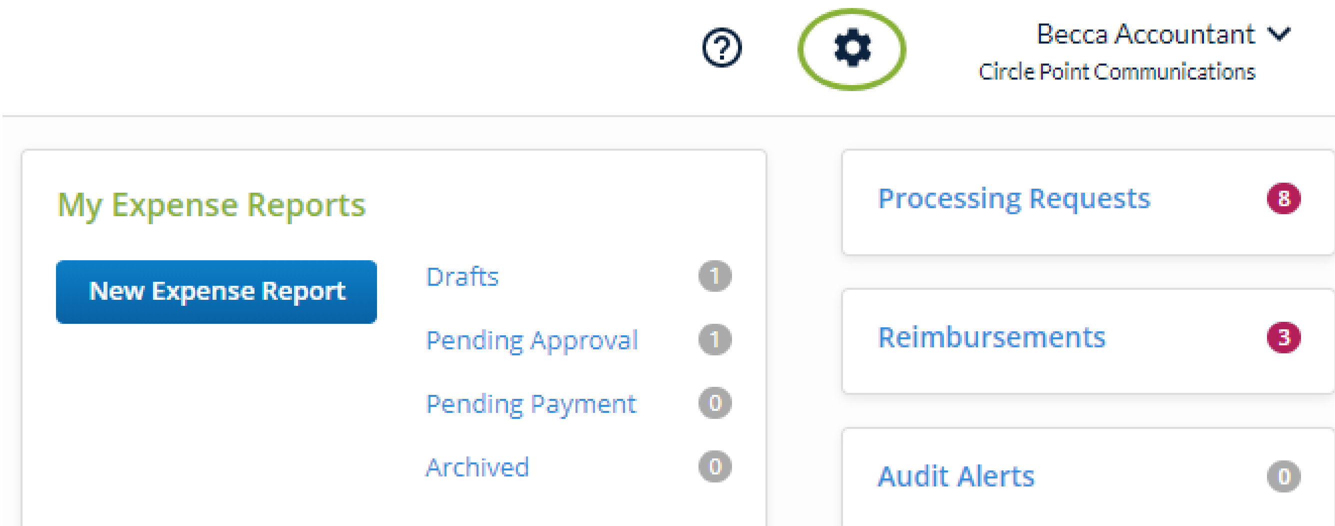


The new Invoice Accountant will be the only person to receive and process Invoice Reports.

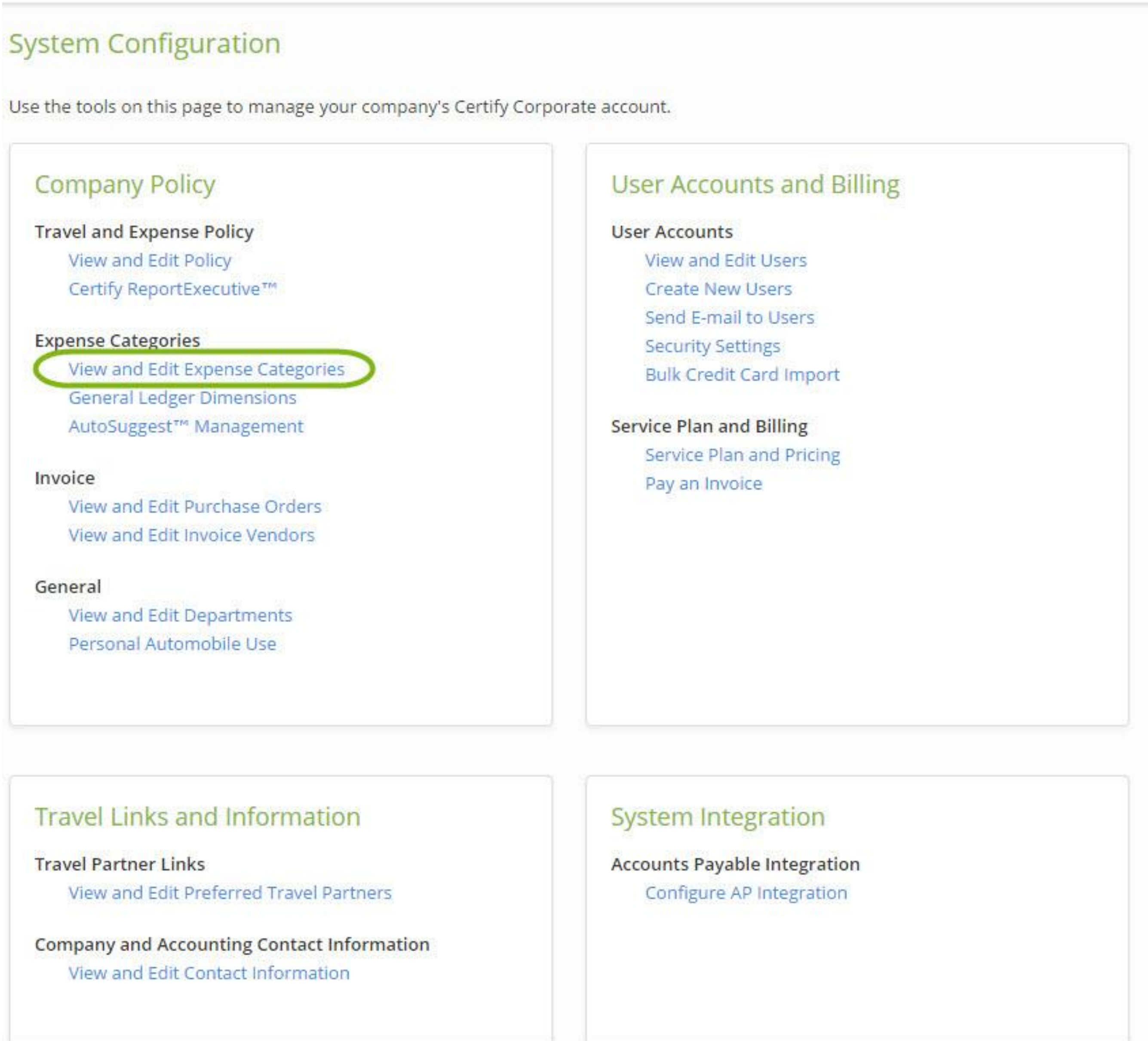
Configuring an Invoice Expense Category

For a user to create and submit and 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.

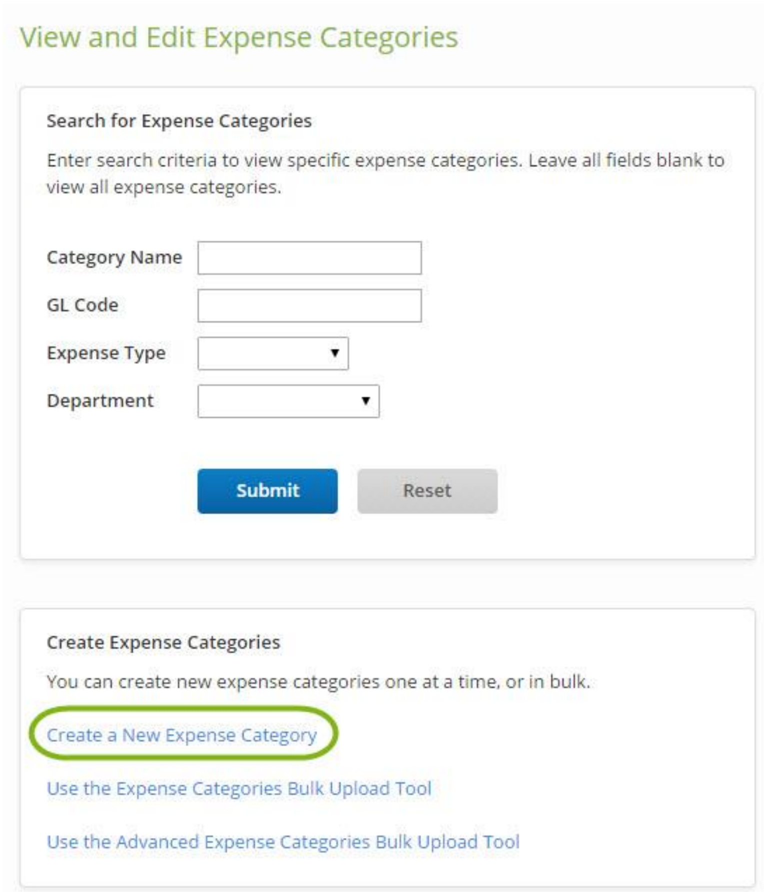
Step 1: Click the **gear** icon.



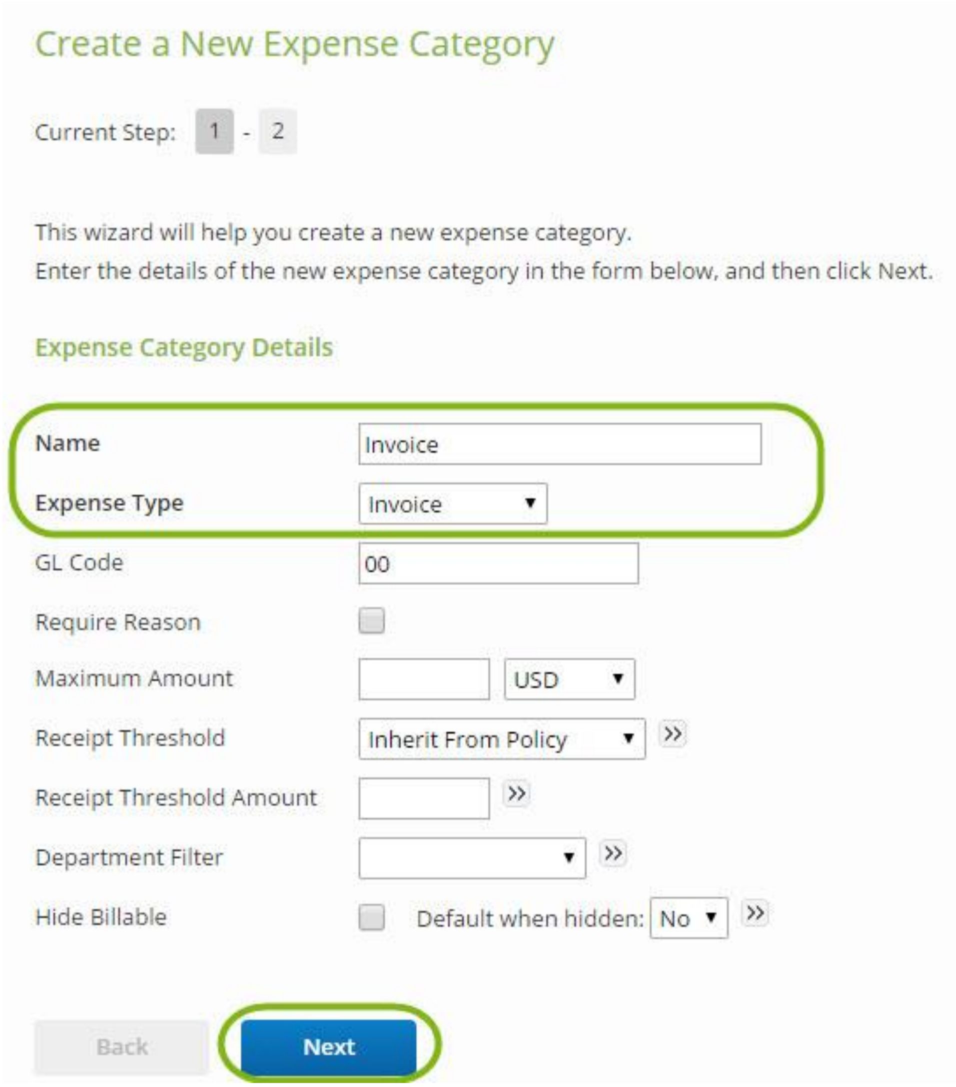
Step 2: Select **View and Edit Expense Categories**.



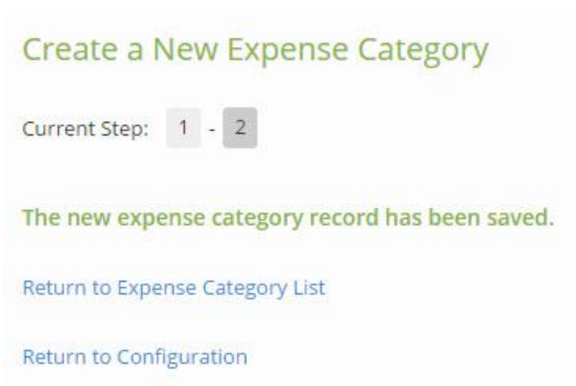
Step 3: Select **Create a New Expense Category**.



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



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

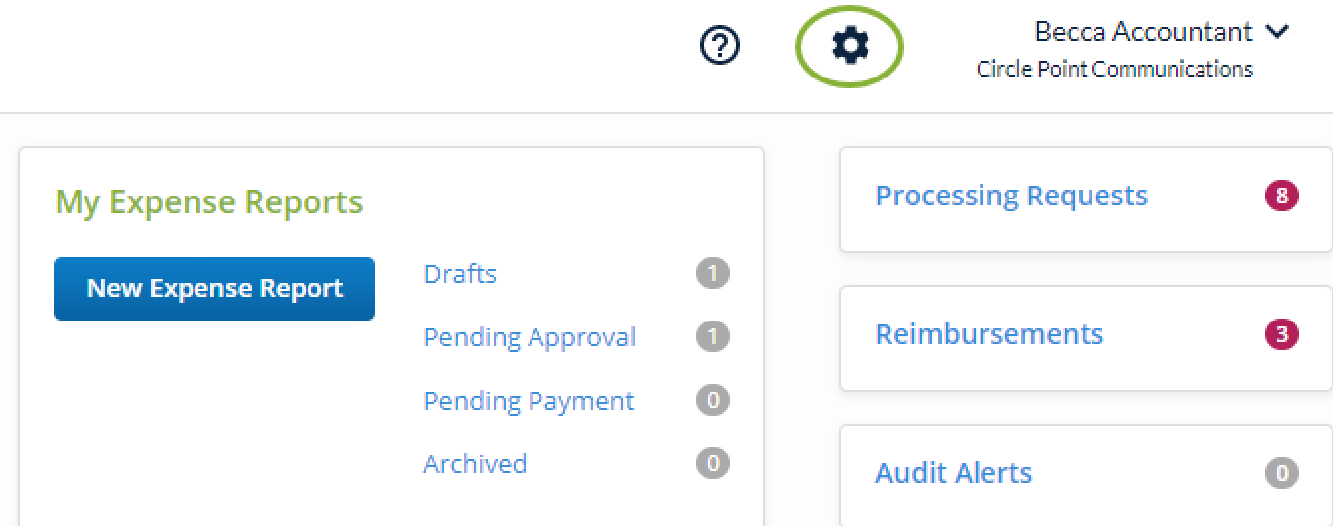


Managing Purchase Orders

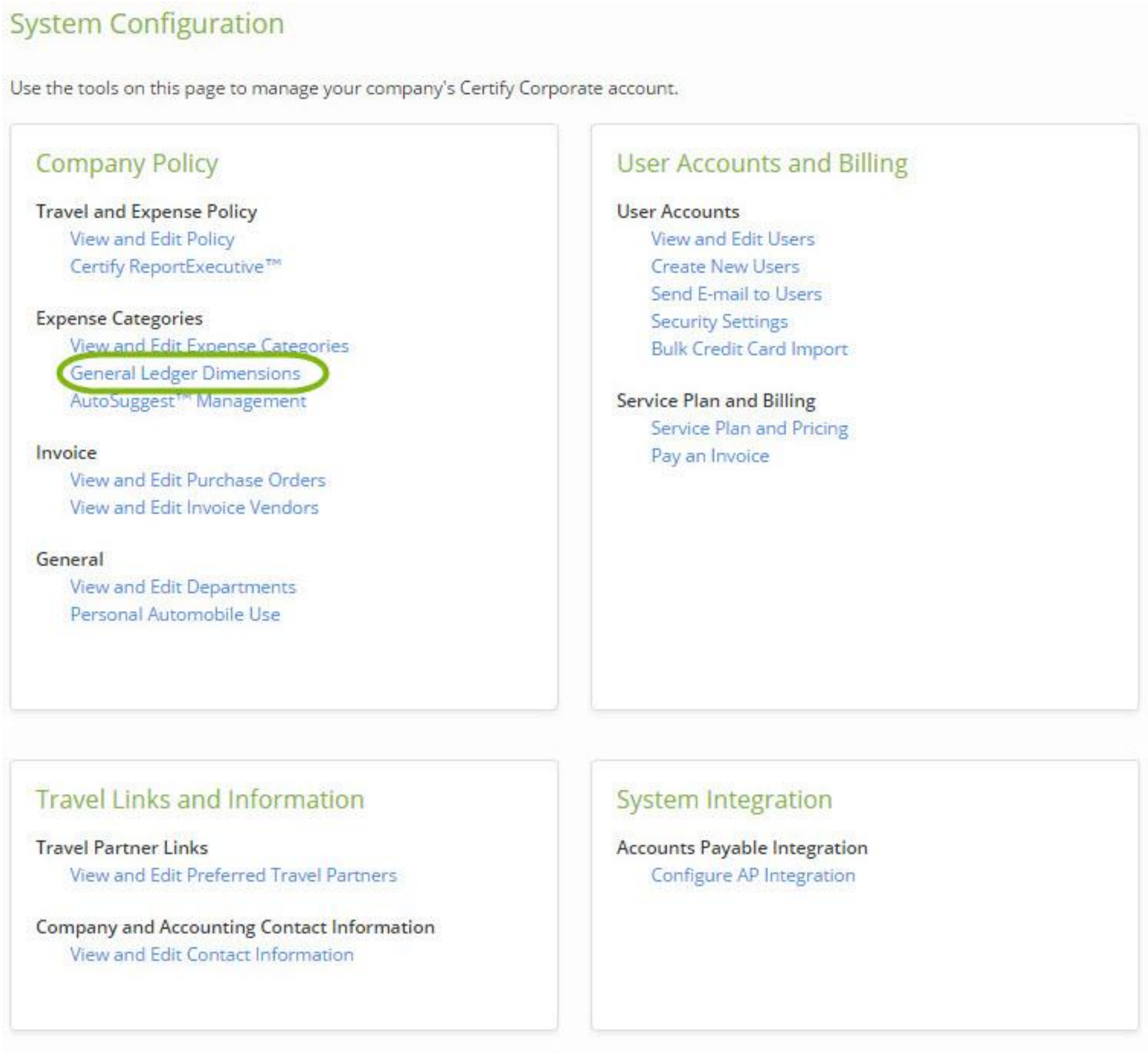
Certify Invoice allows for creation and managing of **Purchase Orders**. **Purchase Orders** are generally created by a company ordering product from a vendor. This number may be used to aid in reconciling invoices. This article shows you, a **Certify Administrator**, how to configure and manage **Purchase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

To Add New

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

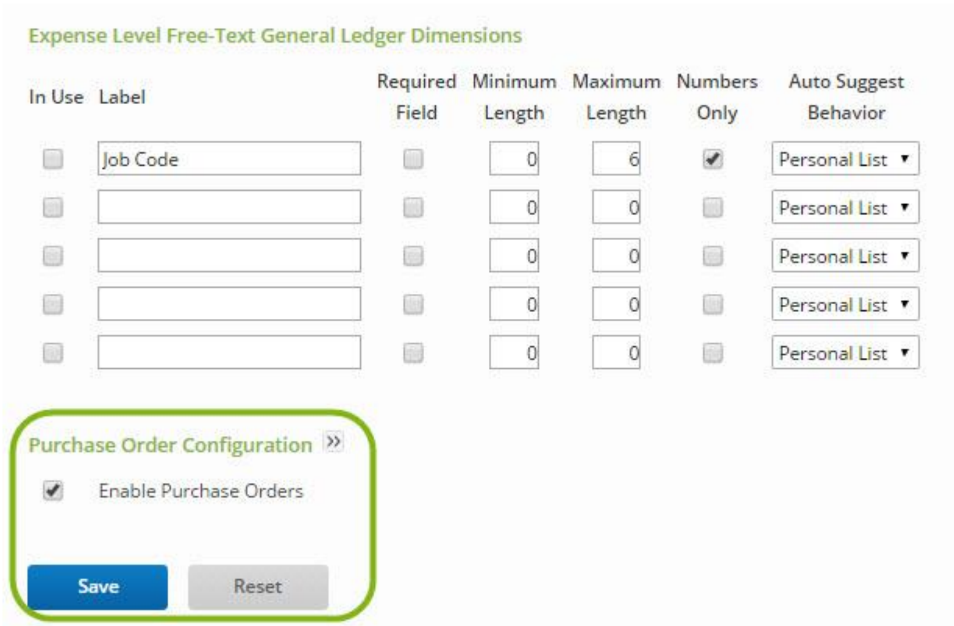


Step 2: Select **General Ledger Dimensions**.

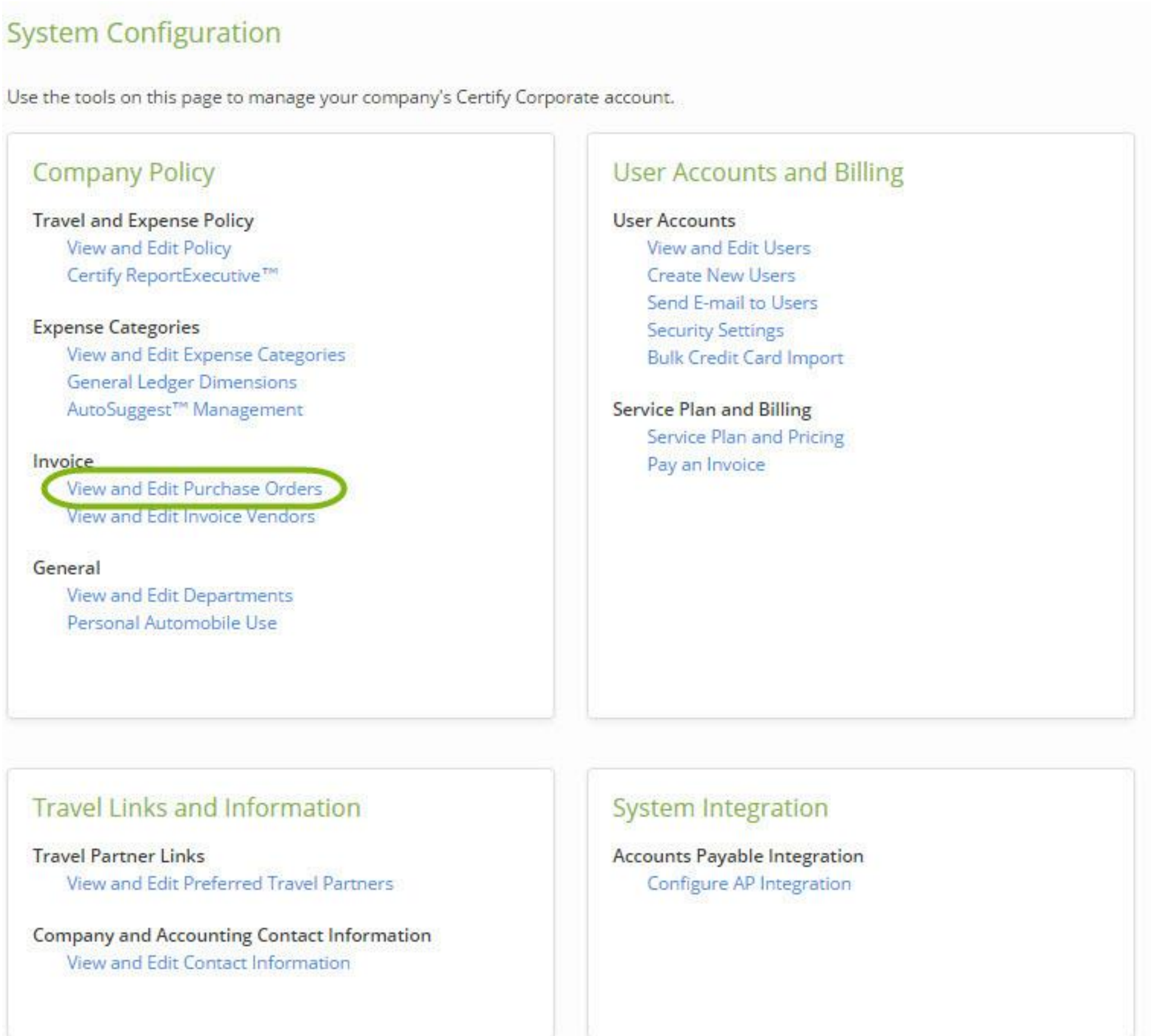


Step 3: Check the box to **Enable Purchase Orders**. Click **Save**.

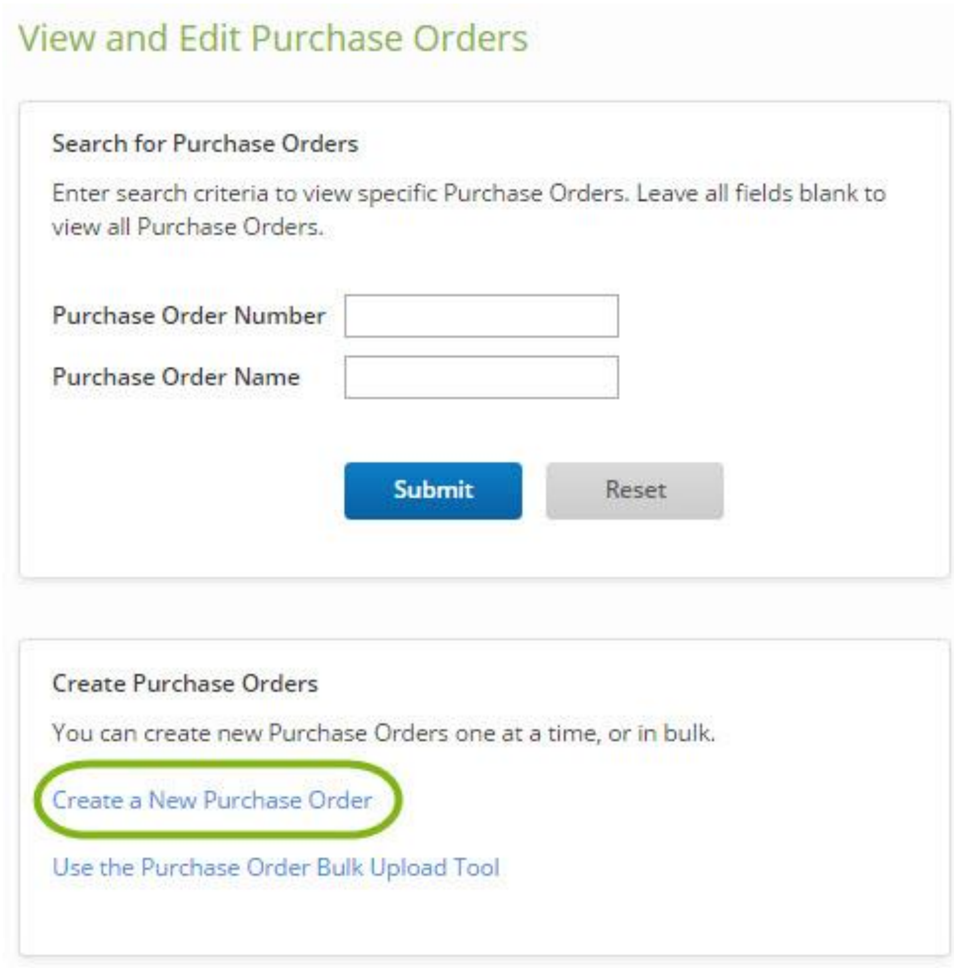
Please Note: *When Purchase Orders are enabled, they will be required for all invoice reports.*



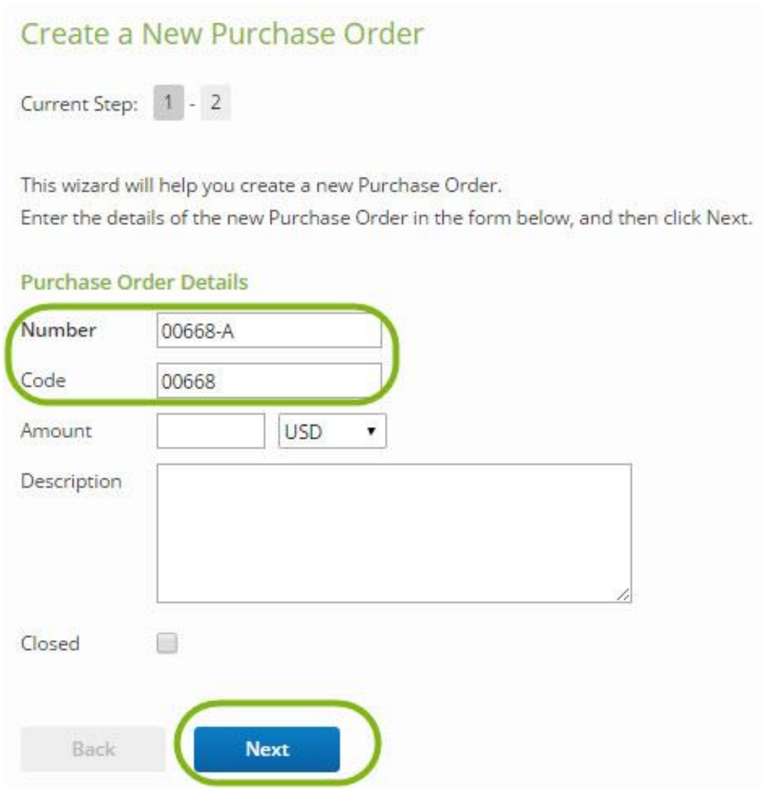
Step 4: Back on the Configuration page, select **View and Edit Purchase Orders**.



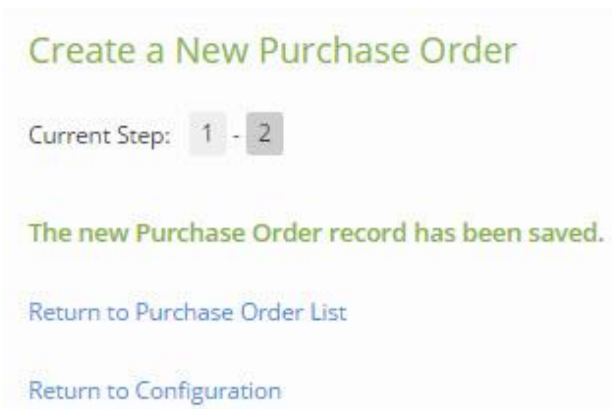
Step 5: Select **Create a New Purchase Order**.



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

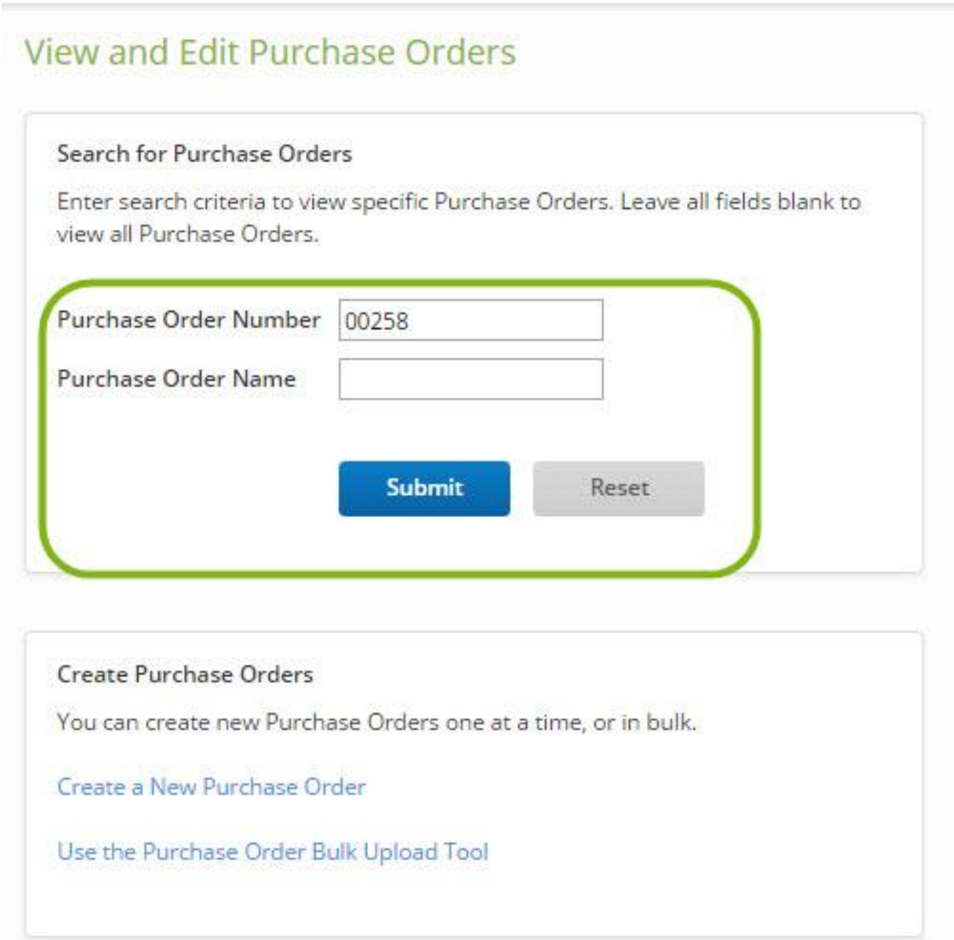


Step 7: The **Purchase Order** is now available for users.

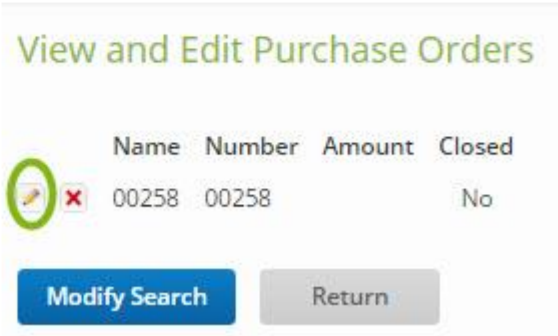


To Edit Existing

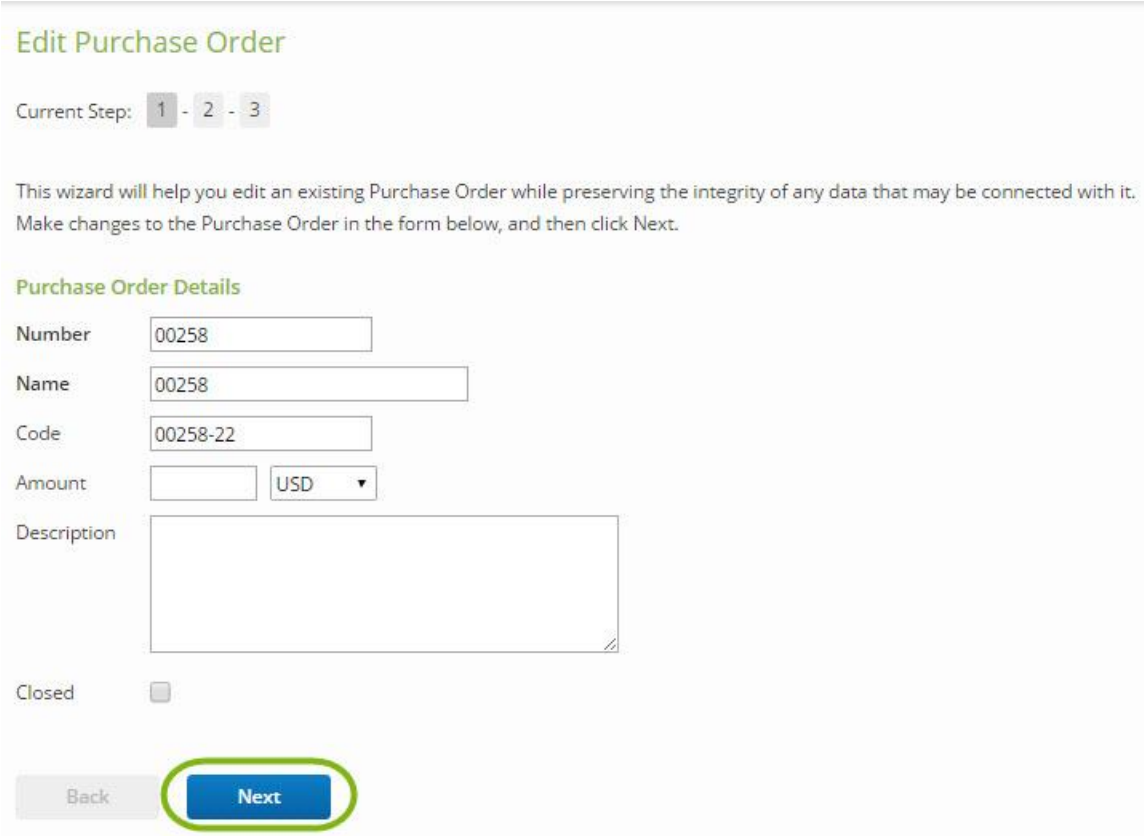
Step 1: From the **View and Edit Purchase Orders** page, use the search parameters to search for the Purchase Order. Click **Submit**.



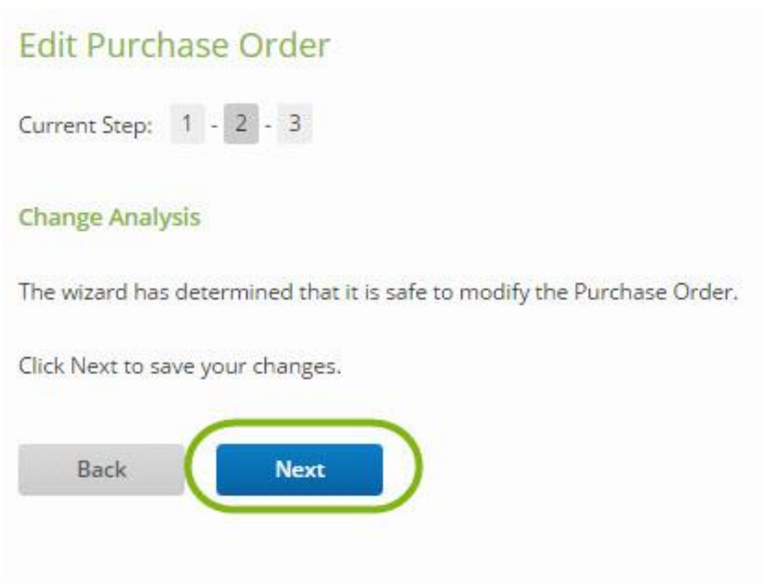
Step 2: Use the pencil icon to open the **Purchase Order** details. Click the red x to delete the **Purchase Order**.



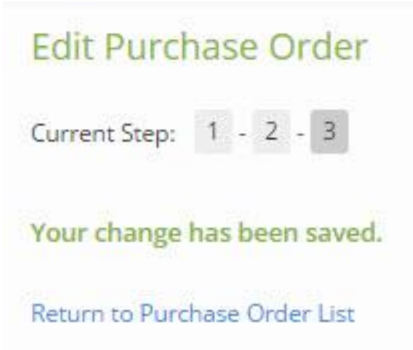
Step 3: Edit the details of the Purchase Order, and click **Next**.



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



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

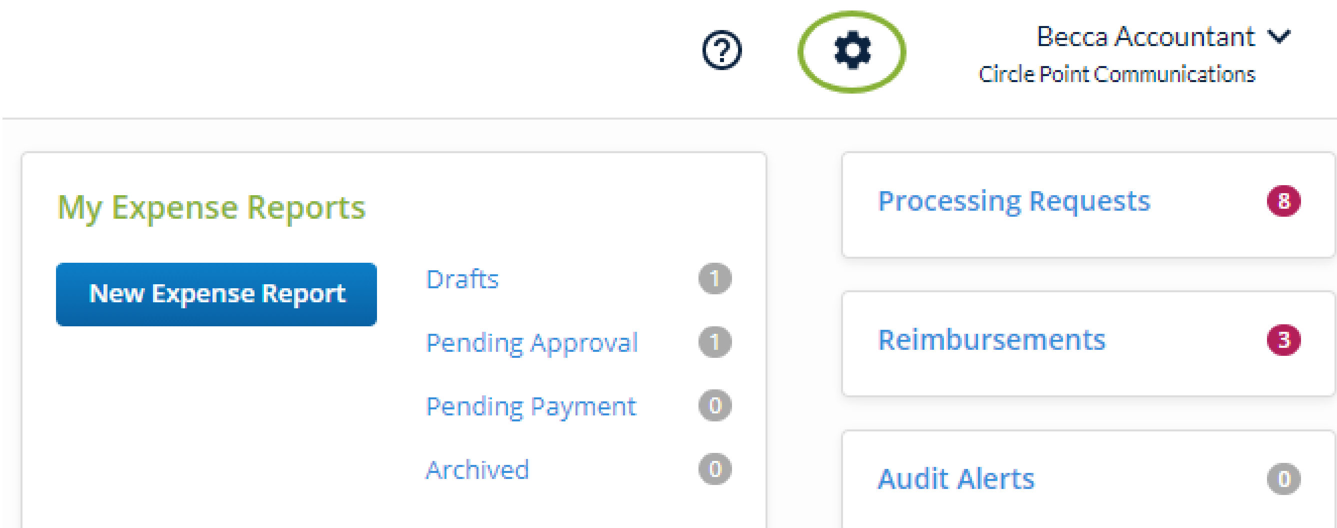


Managing Invoice Vendors

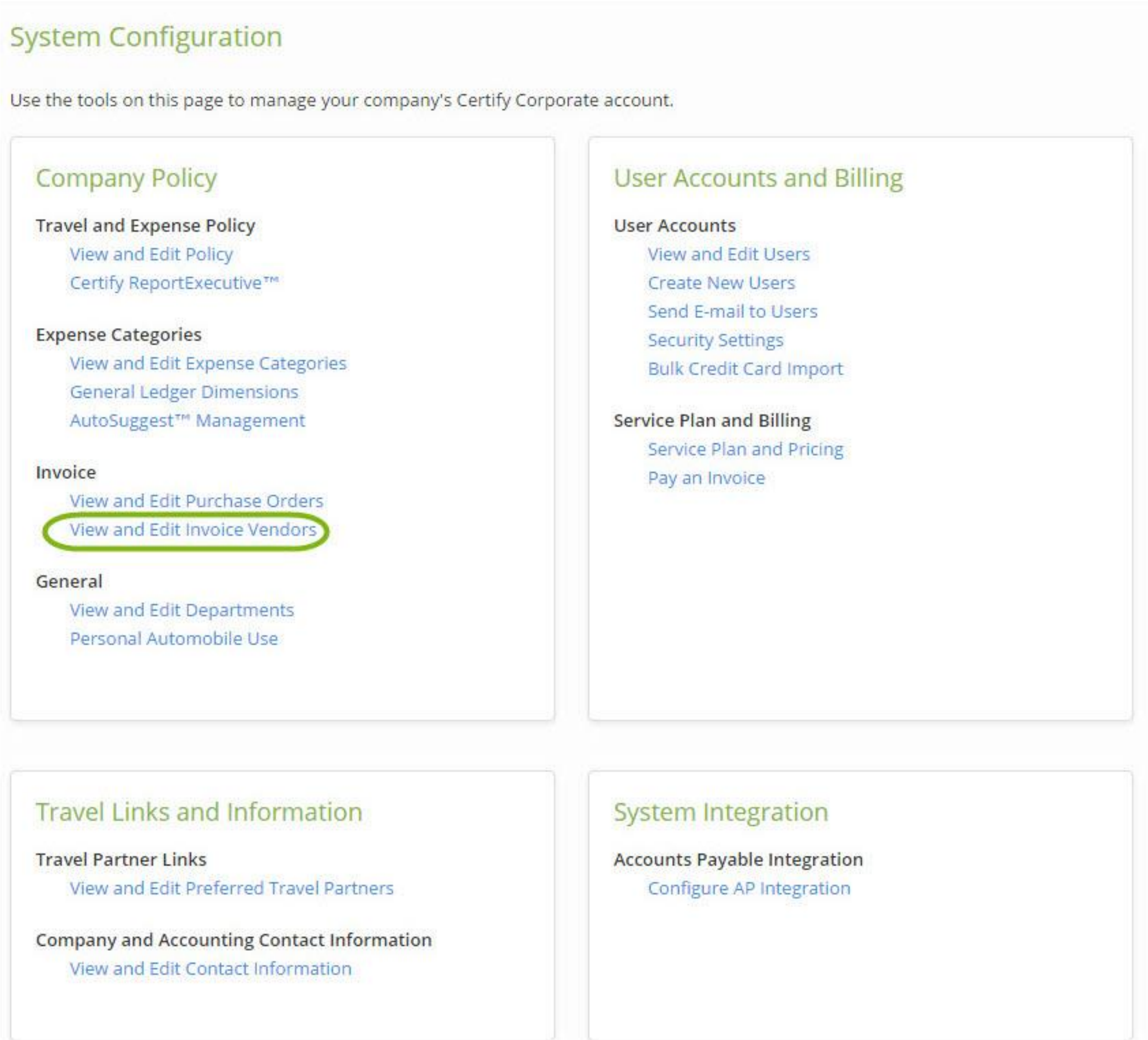
As part of **Certify Invoice**, you may configure and maintain **Invoice Vendors** for your users to enter on their invoice reports. This article shows you, a **Certify Administrator**, how to configure and manage **Invoice Vendors.**

To Add New

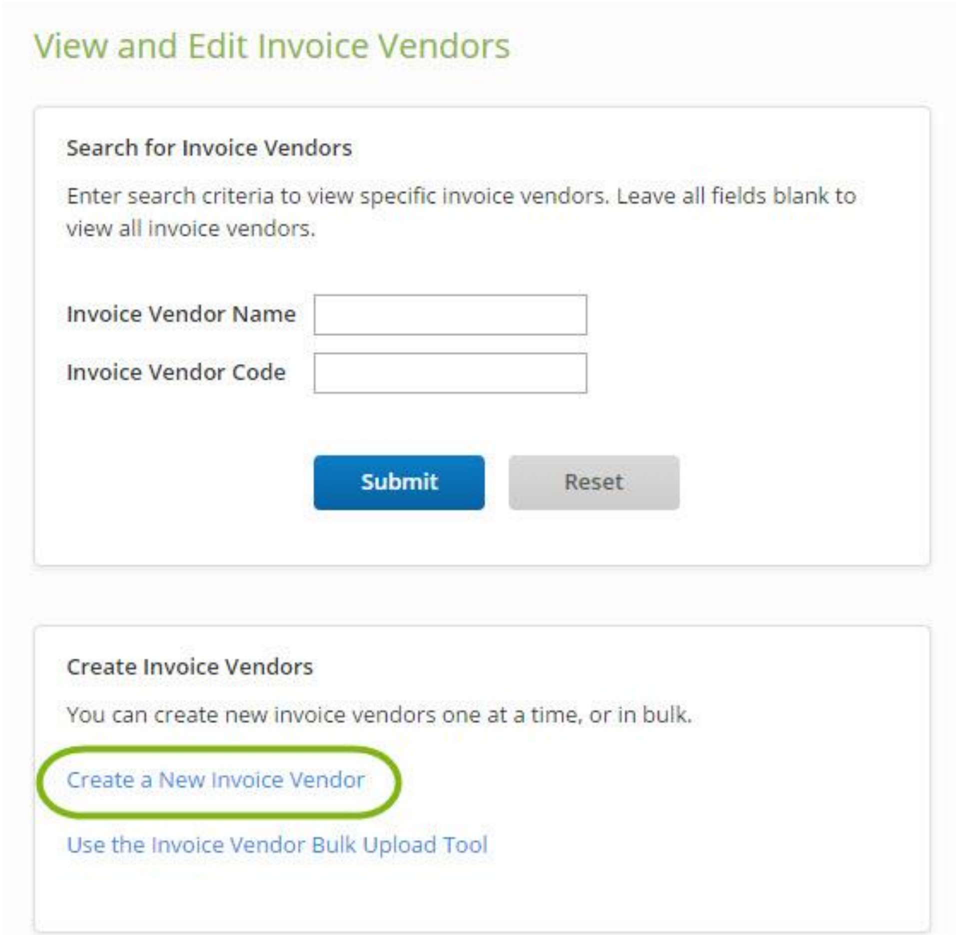
Step 1: Click the **gear** icon.



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

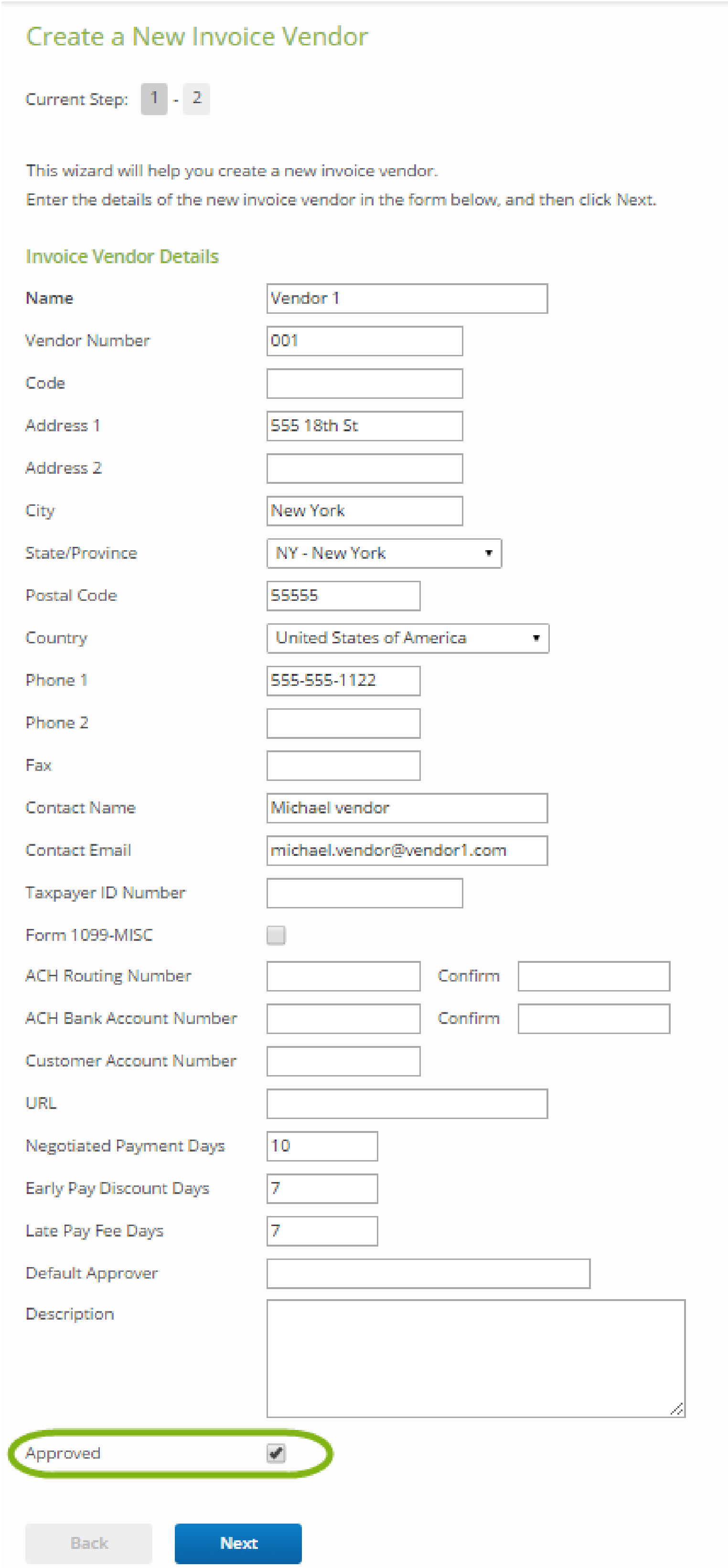


Step 3: Select **Create a New Invoice Vendor**.



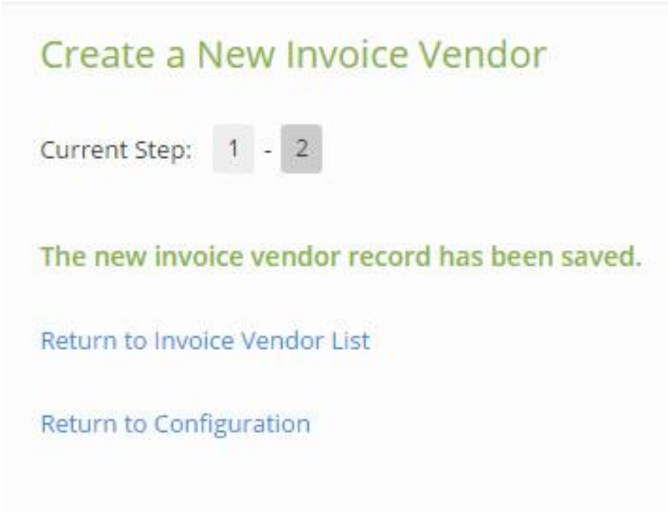
Step 4: Enter all applicable details for the new Vendor. For the Invoice Vendor to be available for use in Invoice Reports, be sure to select the **Approved** checkbox at the bottom. Click **Next**.

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



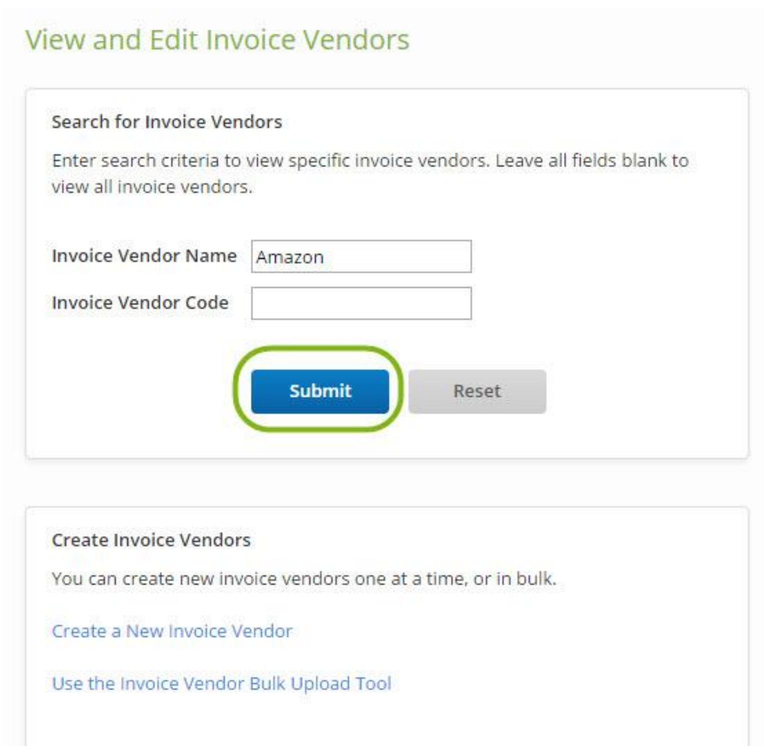
Step 5: The new **Invoice Vendor** is available for use.

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

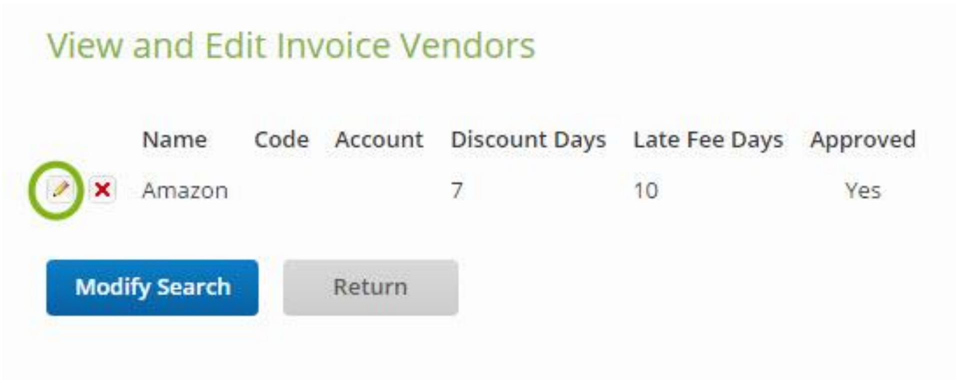


To Edit Existing

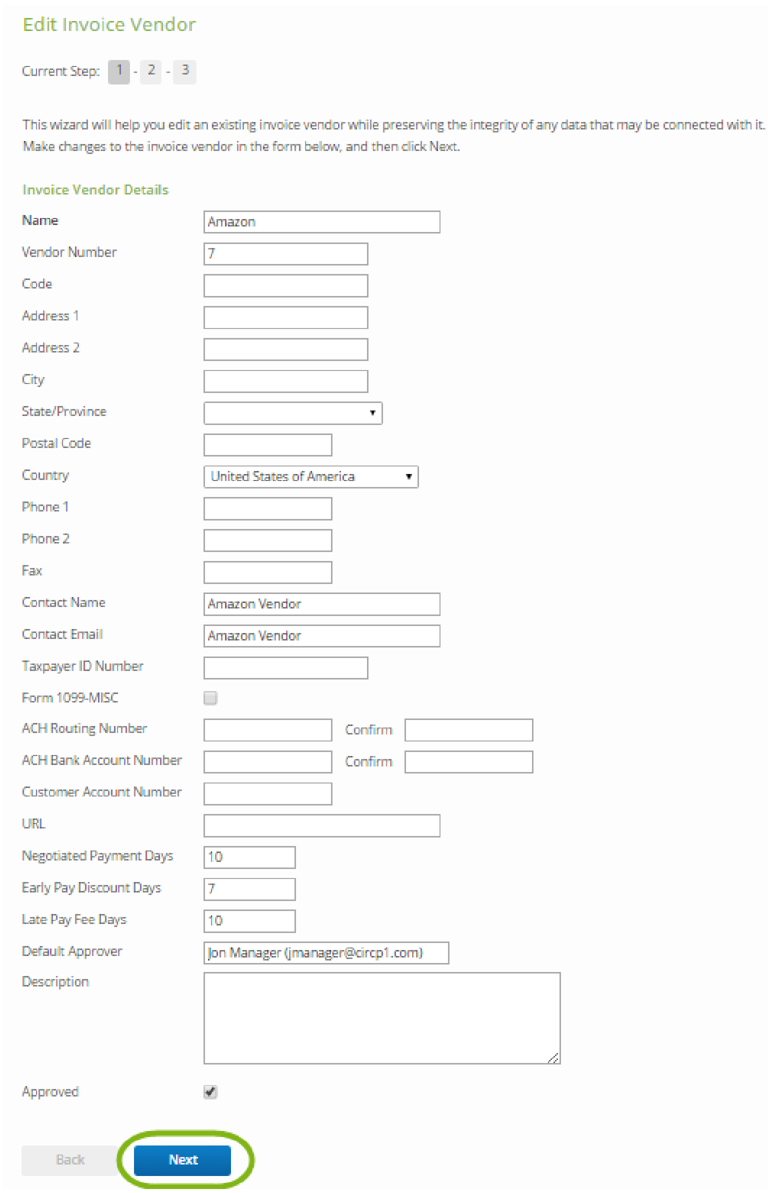
Step 1: From the **View and Edit Invoice Numbers** page, use the search parameters to search for the Invoice Vendor. Click **Submit**.



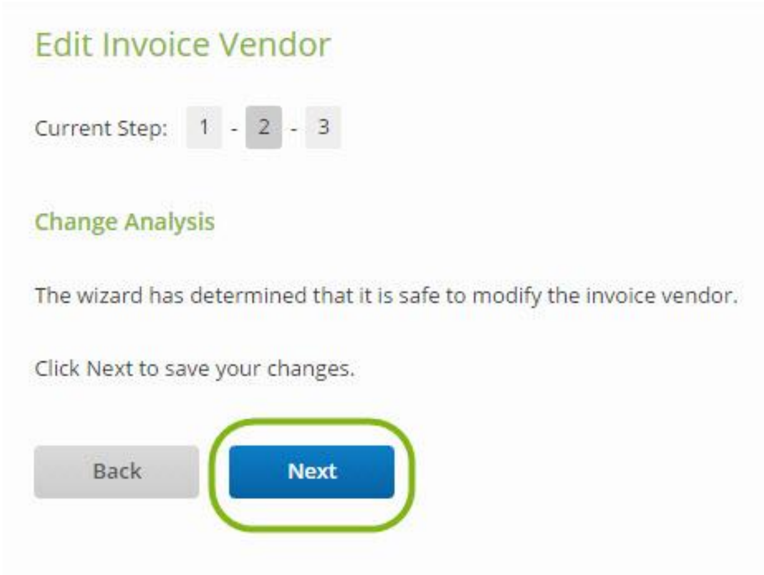
Step 2: Use the pencil icon to open the **Invoice Vendor details**. Click the red **x** to delete the Invoice Vendor.



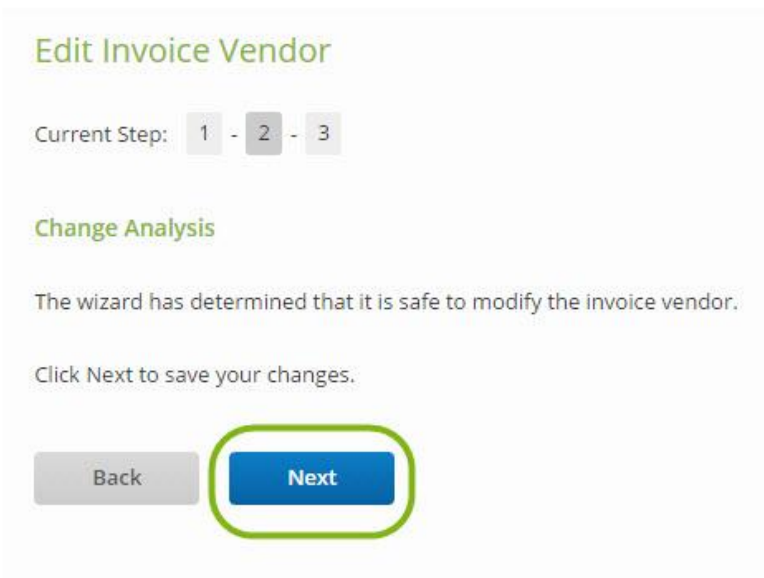
Step 3: Edit the details of the Invoice Vendor and click **Next**.



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



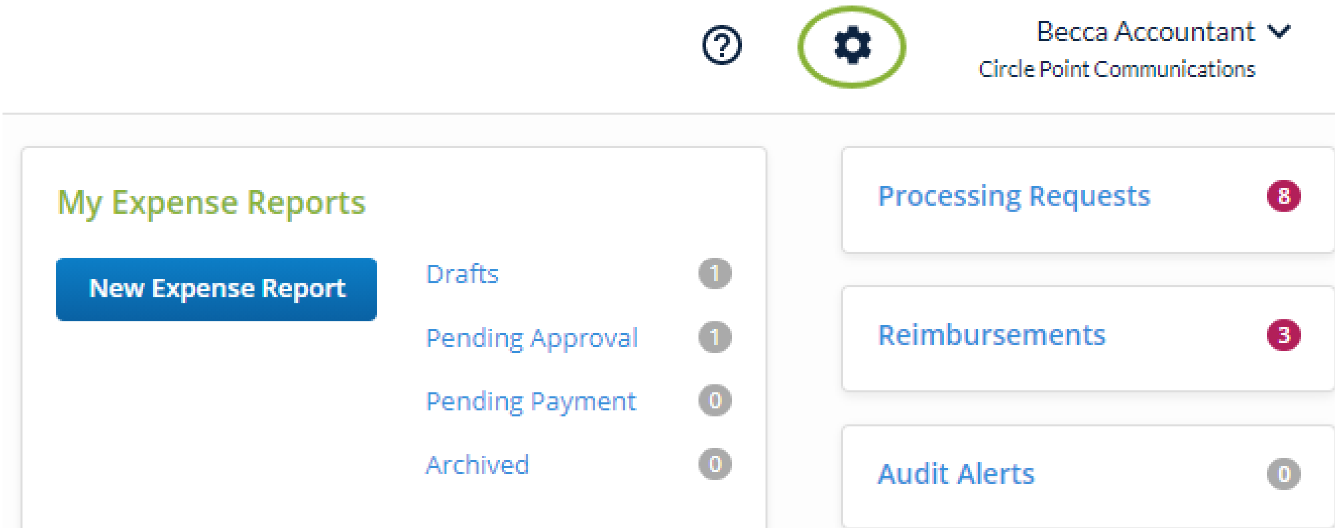
Step 5: The **Invoice Vendor** is now changed and available for use.



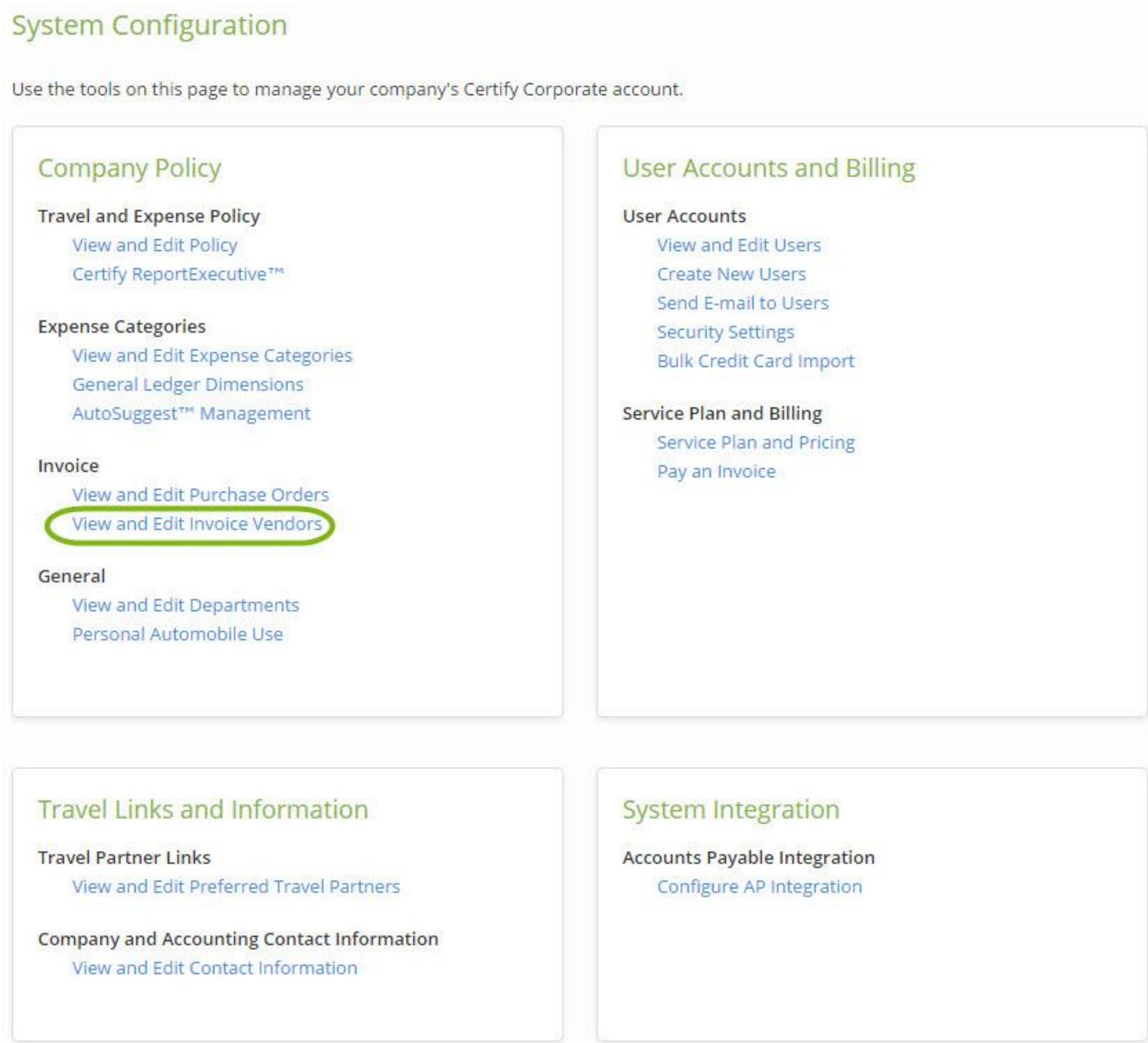
Configuring Default Approvers for Invoice Vendors

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.

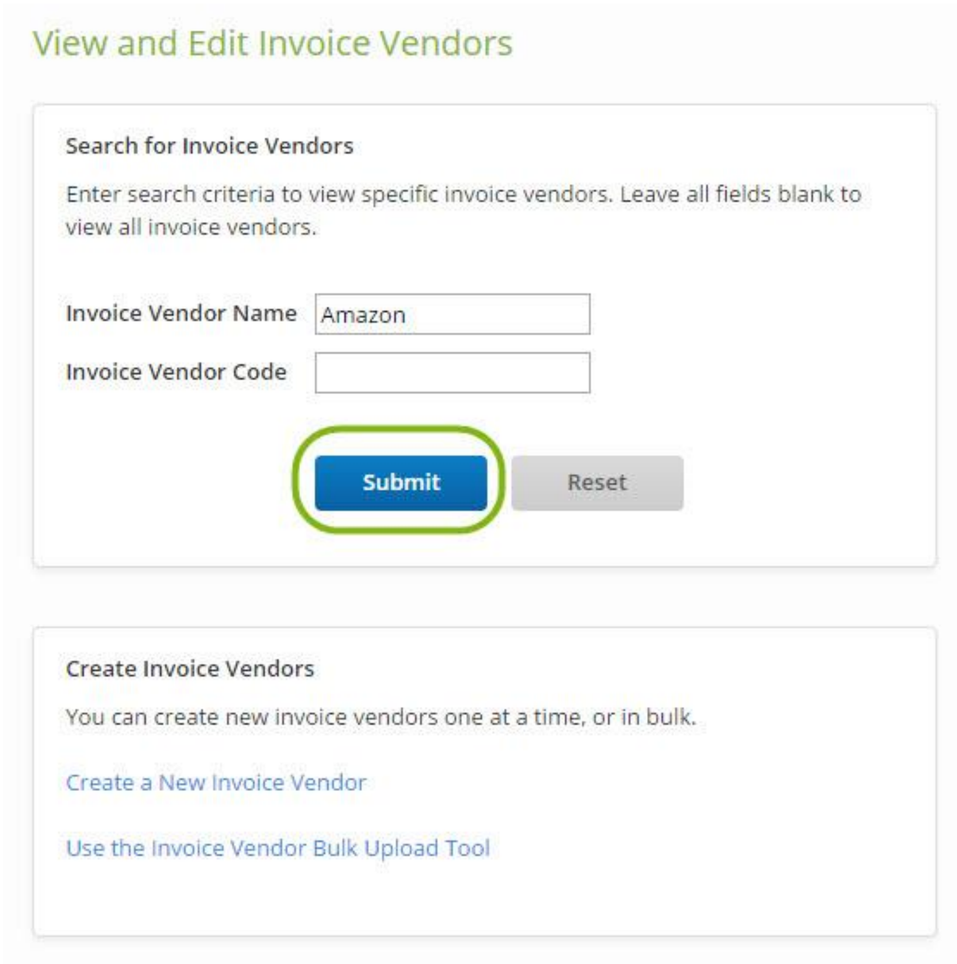
Step 1: Click the **gear** icon.



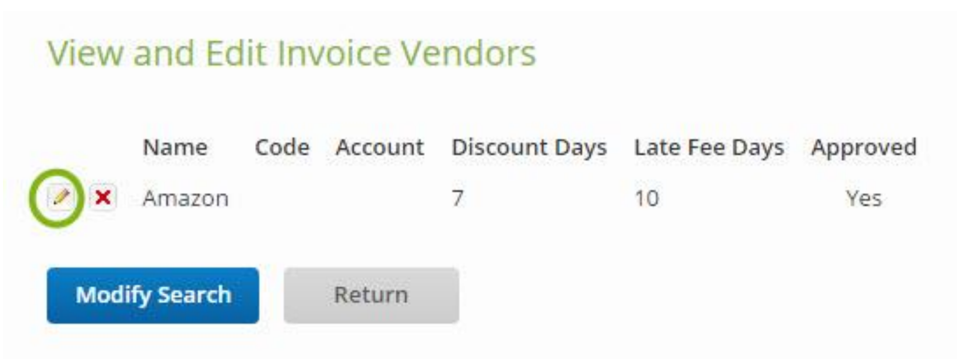
Step 2: Select **View and Edit Invoice Vendors**.



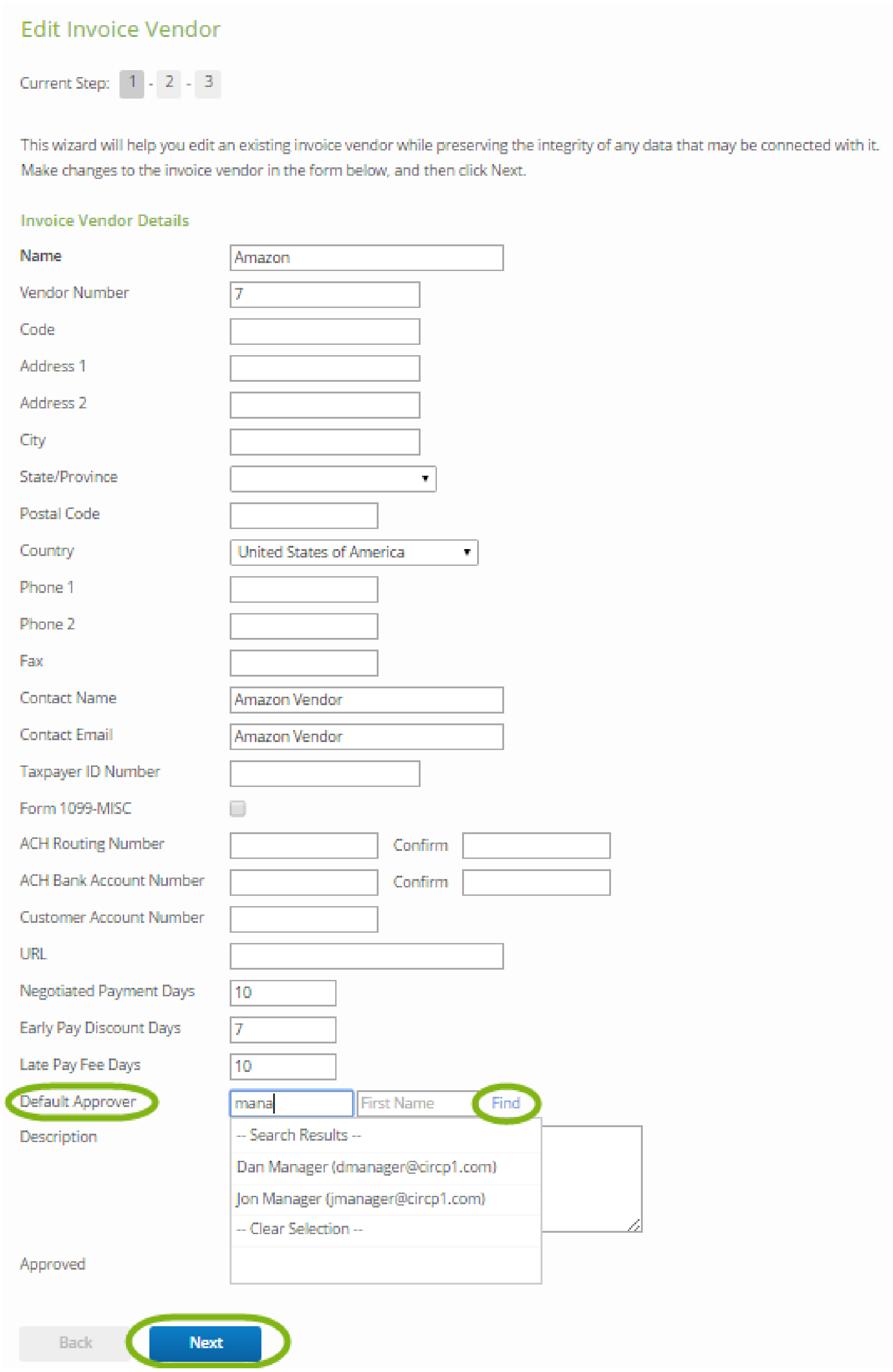
Step 3: Use the search parameters to filter for the vendor. Click **Submit**.



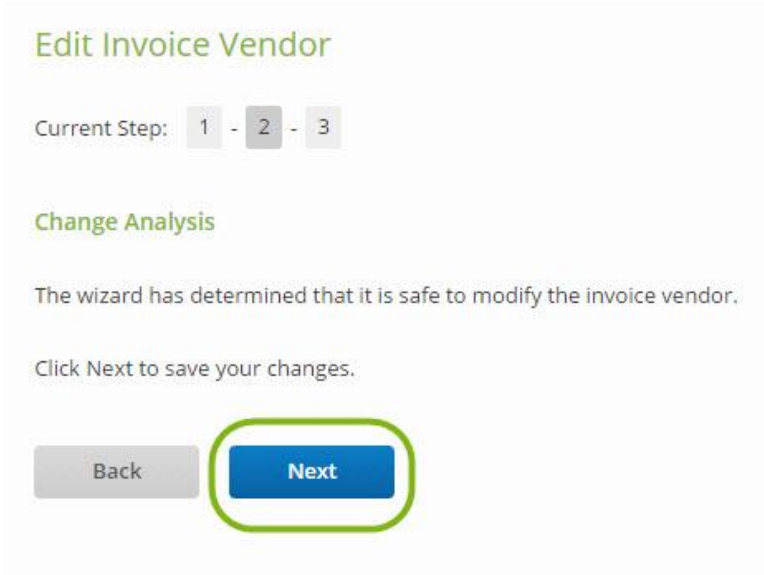
Step 4: Use the pencil icon to open an **Invoice Vendor** record.



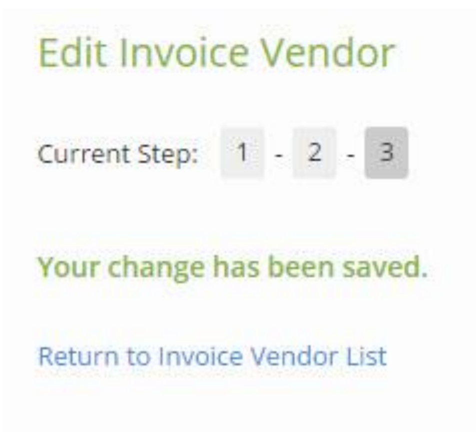
Step 5: Start typing the name of the **Approver** in the **Default Approver** field for Certify to filter your results. You may also use the **Find** button to search for approvers. Click **Next**.



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



Step 7: The Default Approver is now applied.



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