emburse certify

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.

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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.*

TABLE OF CONTENTS

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
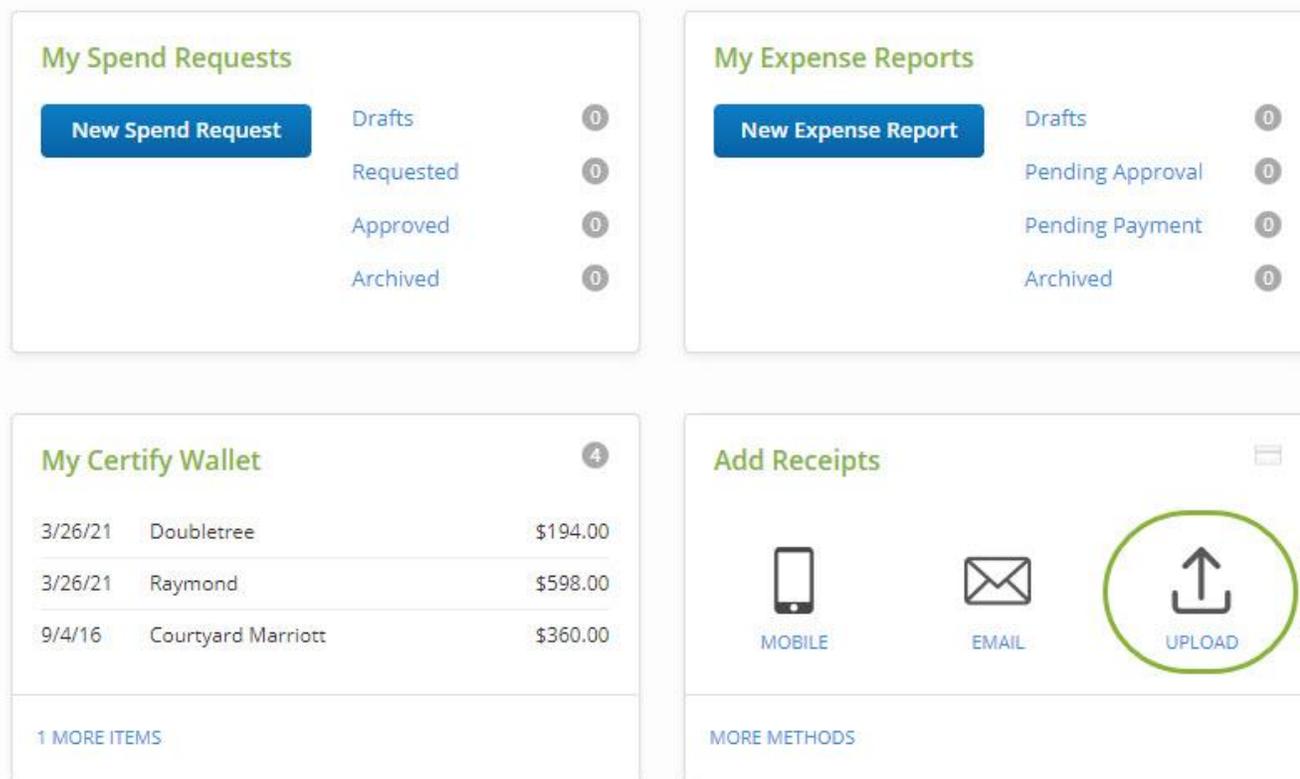- Approve and process invoice reports
- Configure invoice permissions

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.
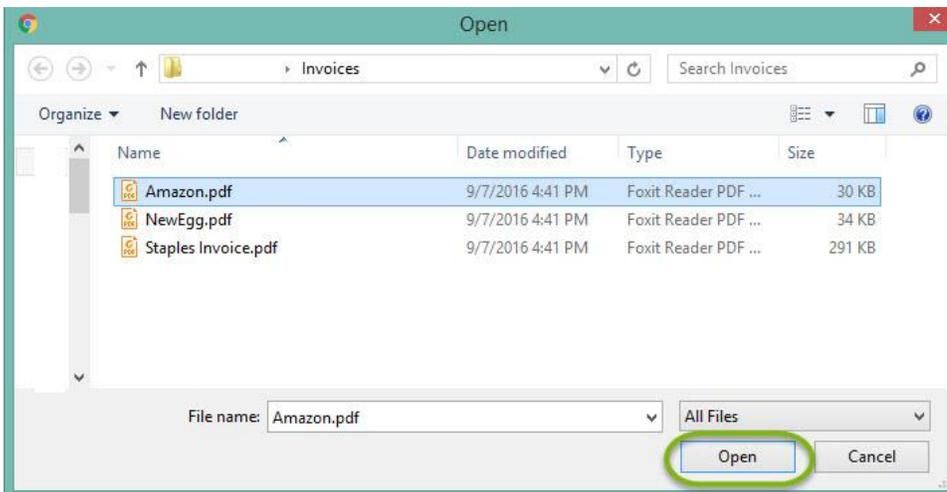
Step 4: Click **Upload Files**.

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

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.

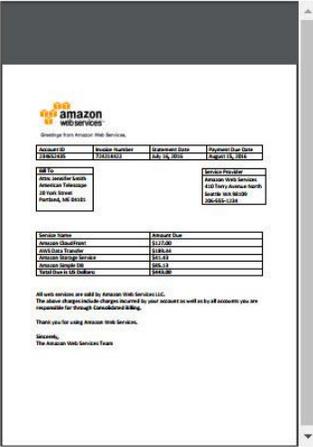**View Invoice Details -** View and expand invoice details by clicking on the arrow next to the category name.

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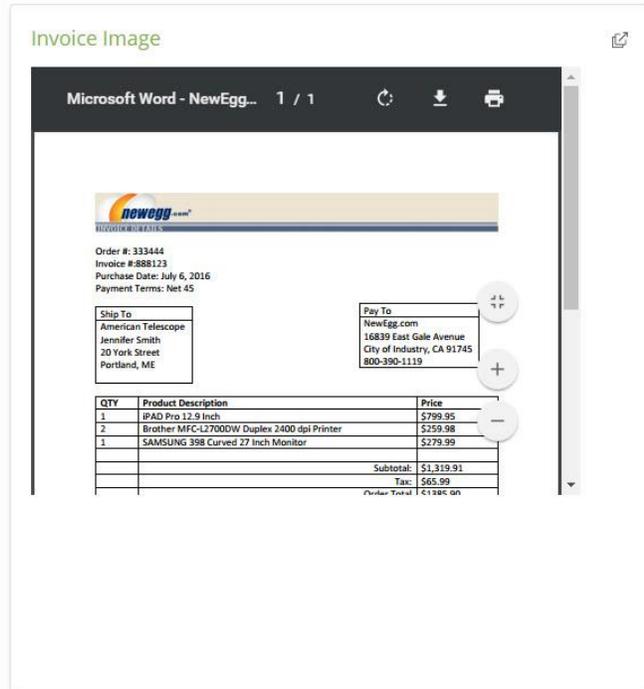
Step 6: Click **Submit for Approval**.

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

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)	

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.**

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.*

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

Back   Next

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.*
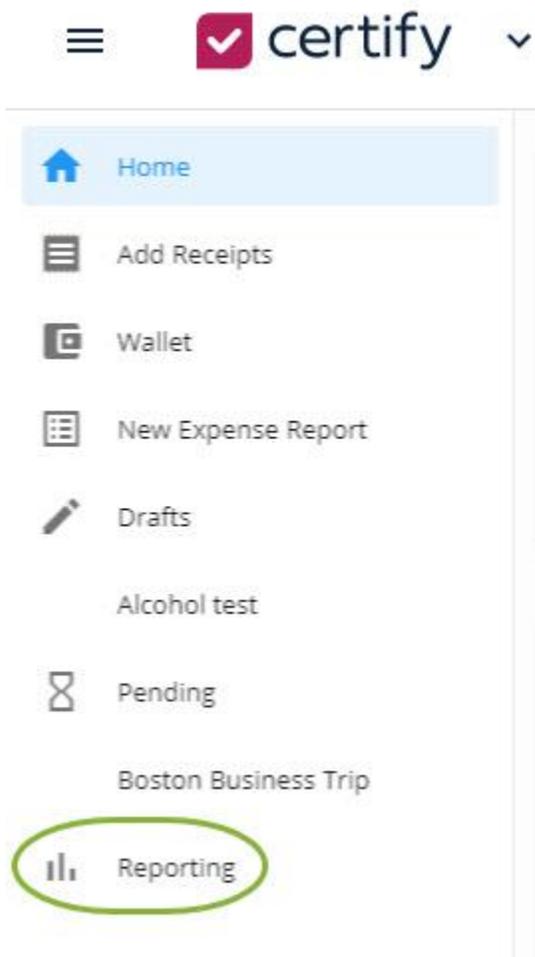
Invoice Accruals Report

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.

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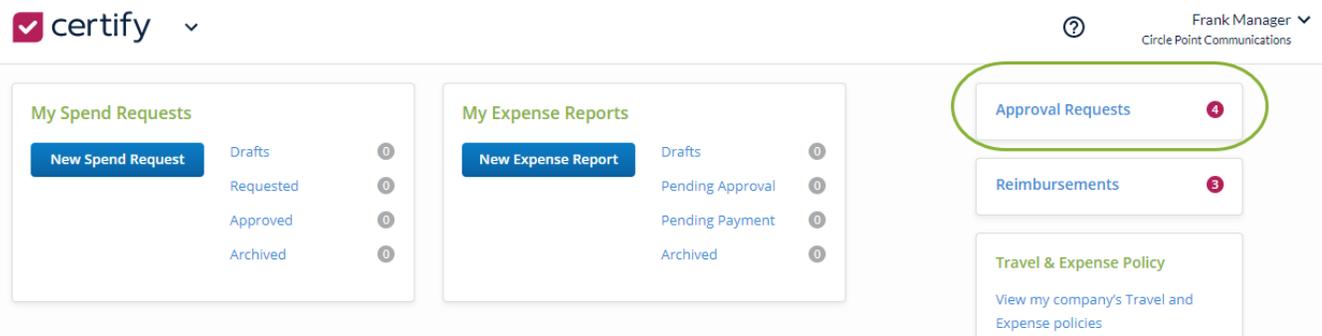
Step 2: Open the Invoice Report by clicking on the **status**.

*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**.

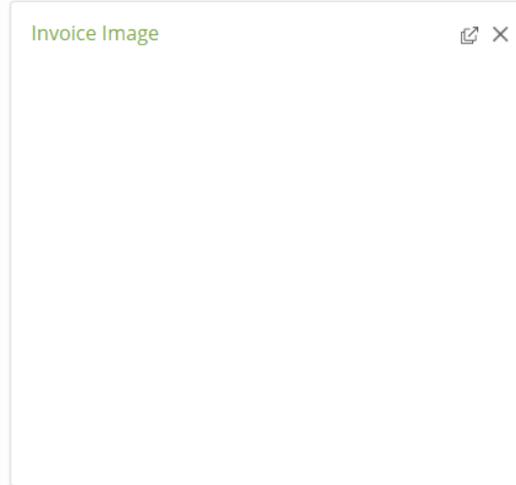**Step 6:** Enter optional comments, and click **Submit** at the bottom of the email preview.

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

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
	Invoice - 7/6/2016		Full Approval History
	7/6/2016 - 7/6/2016		

Process Report

Disapprove Report
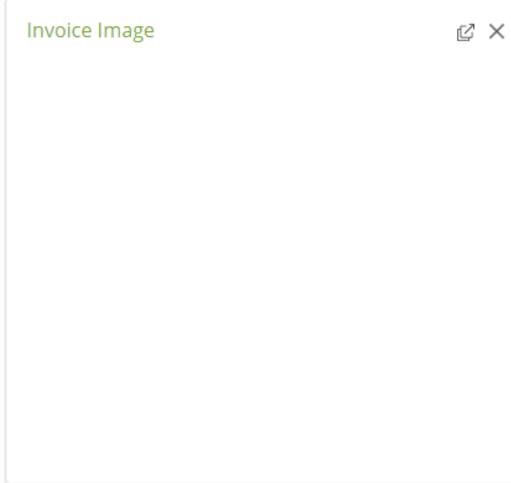
Invoice Image

Invoice   **Approve All**
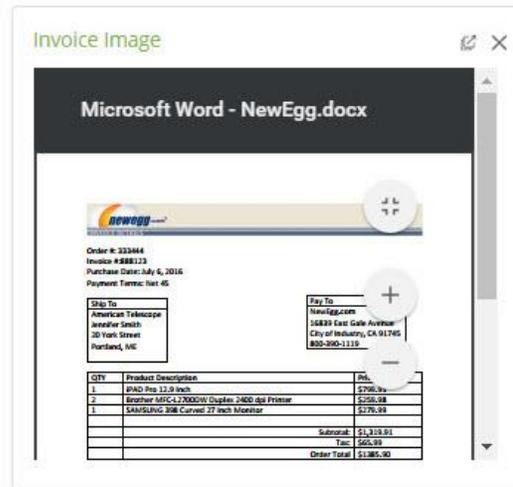
Status	Approval	Date	Category	Details	Amount	Reim	Billable	Image	Reason
Approved	☑ ◁			▷	1,385.90	No	No		

Other Actions ✕

Add Note   Edit Invoice
Inquire
Split Invoice
Disapprove   Delete Invoice

Total Disapproved $0.00
Total $1,385.90

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

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 Check all	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 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   10/17/2016 🗓

Back   **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.

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**.

Invoice Vendor Details

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

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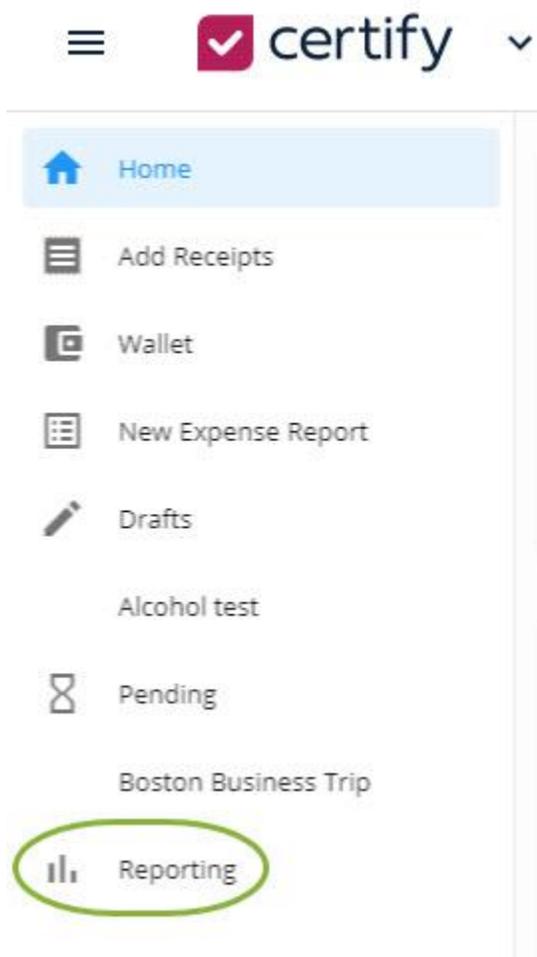
Step 2: Select **Invoice Vendors Report**, under **Financial Oversight and Auditing**.

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.

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**.

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	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**.

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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 [▼]

[Submit]   [Reset]

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	Invoice
Expense Type	Invoice ▼
GL Code	00
Require Reason	☐
Maximum Amount	USD ▼
Receipt Threshold	Inherit From Policy ▼ ⟫
Receipt Threshold Amount	⟫
Department Filter	▼ ⟫
Hide Billable	☐ Default when hidden: No ▼ ⟫

Back   **Next**

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

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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**.

System Configuration

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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.*

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

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**.

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**.

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 00258

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 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

Modify Search   Return

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.

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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.

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.*

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

Back   Next

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.*

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   Amazon

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 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

Field	Value
Name	Amazon
Vendor Number	7
Code	
Address 1	
Address 2	
City	
State/Province	
Postal Code	
Country	United States of America
Phone 1	
Phone 2	
Fax	
Contact Name	Amazon Vendor
Contact Email	Amazon Vendor
Taxpayer ID Number	
Form 1099-MISC	☐
ACH Routing Number	Confirm
ACH Bank Account Number	Confirm
Customer Account Number	
URL	
Negotiated Payment Days	10
Early Pay Discount Days	7
Late Pay Fee Days	10
Default Approver	Jon Manager (jmanager@circp1.com)
Description	
Approved	✔

Back   **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**.

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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 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**.

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	Amazon
Vendor Number	7
Code	
Address 1	
Address 2	
City	
State/Province	▼
Postal Code	
Country	United States of America ▼
Phone 1	
Phone 2	
Fax	
Contact Name	Amazon Vendor
Contact Email	Amazon Vendor
Taxpayer ID Number	
Form 1099-MISC	☐
ACH Routing Number		Confirm
ACH Bank Account Number		Confirm
Customer Account Number	
URL	
Negotiated Payment Days	10
Early Pay Discount Days	7
Late Pay Fee Days	10
Default Approver	mana	First Name	Find
Description	-- Search Results --
	Dan Manager (dmanager@circp1.com)
	Jon Manager (jmanager@circp1.com)
	-- Clear Selection --
Approved	

Back   **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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