



Certify User Guide

CREATING & SUBMITTING EXPENSE 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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CREATING & SUBMITTING EXPENSE REPORTS

All users in Certify have the ability to create and submit their own expense reports. The Creating & Submitting Reports guide will review how to:

Login

Customize your account

Submit receipts to Certify

Submit expenses to Certify

Create your expense report

Review and edit your expense report

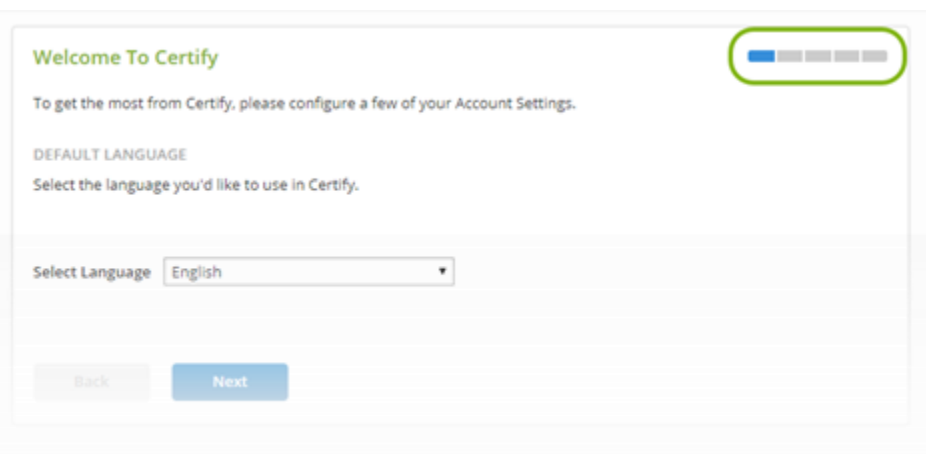
Submit your expense report for approval

Logging in and Getting Started

New User Setup Wizard

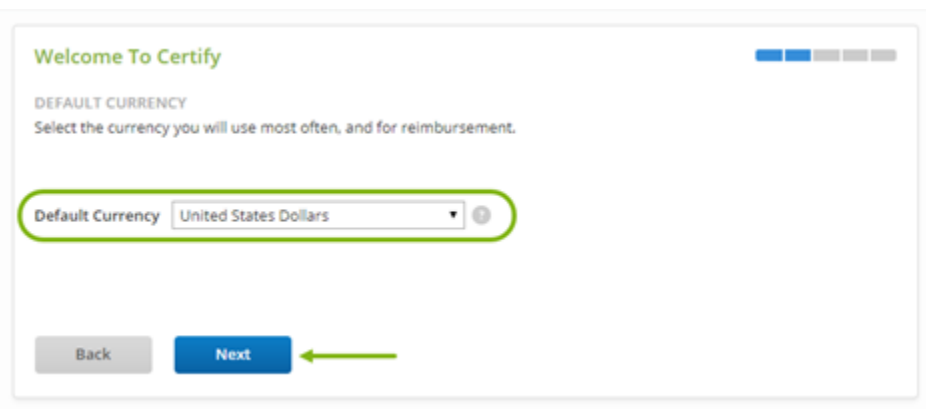
The first time you log into your Certify account, you will be prompted to complete the **New User Setup Wizard**. This article shows you how to navigate through the **New User Setup Wizard** to complete the setup of your Certify Account.

As a new user to Certify, the **Welcome to Certify** page displays and you are prompted to personalize your account settings. The **Progress Bar** in the upper right-hand corner will detail your setup progress.



The screenshot shows the 'Welcome To Certify' page. At the top right, there is a progress bar with four segments, the first of which is filled with blue. Below the header, the text reads: 'Welcome To Certify' and 'To get the most from Certify, please configure a few of your Account Settings.' The 'DEFAULT LANGUAGE' section is active, with the instruction: 'Select the language you'd like to use in Certify.' Below this is a 'Select Language' dropdown menu currently showing 'English'. At the bottom of the form are 'Back' and 'Next' buttons.

Step 1: If your company uses Certify's Multiple Languages feature, the **DEFAULT LANGUAGE** section appears. Click the arrow next to the **Select Language** field to open a drop-down menu and choose a language to use in your Certify account. Click **Next**.



The screenshot shows the 'Welcome To Certify' page. The progress bar at the top right now has two segments filled with blue. The 'DEFAULT CURRENCY' section is active, with the instruction: 'Select the currency you will use most often, and for reimbursement.' Below this is a 'Default Currency' dropdown menu currently showing 'United States Dollars'. A green circle highlights the dropdown menu. At the bottom of the form are 'Back' and 'Next' buttons, with a green arrow pointing to the 'Next' button.

Step 2: Select your **Default Currency** from the drop-down menu provided. Click **Next**.

Logging in and Getting Started

Welcome To Certify

DEFAULT CURRENCY
Select the currency you will use most often, and for reimbursement.

Default Currency United States Dollars

Back Next

Step 3: On the next page, enter your **Mobile Phone** number (optional). Select your country code from the drop-down menu provided, and enter the remaining numbers in the field provided. Click **Next**.

Welcome To Certify

MOBILE PHONE
You can add your mobile phone number for added security and important workflow alerts.

Mobile Phone +1 (201) 555-0123

United States +1
United Kingdom +44
Afghanistan +93
Albania +355
Algeria +213
American Samoa +1

Back Next

Step 4: The **ADDITIONAL EMAIL ADDRESS** page displays. If needed, use the **Add Email Address** field to set a secondary email address. This address can be used to email receipts to your **My Certify Wallet**. Click **Next**.

Welcome To Certify

ADDITIONAL EMAIL ADDRESS
You can enter a personal email address, if desired. This allows you to forward receipts from that account to your Certify Wallet.

Add Email Address ErinsOtherEmail@gmail.com

Back Next

Step 5: From the **ACCOUNT DETAILS** section, confirm your account information is correct. To make changes, click **Back**. If the information listed is correct, click **Finish**.

Logging in and Getting Started

Welcome To Certify

ACCOUNT DETAILS

Click Finish to save your changes. You can view and edit additional settings in My Account.

Default Language	English
Default Currency	United States Dollars
Mobile Phone	+1 123 456 7890
Login Email	ErinEmployee0001@gmail.com
Additional Email	ErinsOtherEmail@gmail.com

[Back](#) [Finish](#)

You can make changes to your account at any time click **Account Settings** under your name on your Certify account homepage.

Please Note: Some changes require your Certify Administrator.

My Account | [Account Settings](#) | [Email Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Erin Employee	Language	English
Email Address	ErinEmployee0001@gmail.com	Default Currency	United States Dollars
Employee ID	1223	Use Multiple Currencies	<input type="checkbox"/>
Mobile Phone	11234567890	Use VAT/GST	<input type="checkbox"/>
Department	Customer Support (05)	Use PST/QST	<input type="checkbox"/>
Certify Role	Employees	Use HST	<input type="checkbox"/>
Commute Distance	0 Miles	Add Email Address	ErinsOtherEmail@gmail.com
Old Password		Add Credit Card	Personal Card
New Password		Confirm	
Confirm Password			

[Reset Security Questions](#)

[Save](#) [Reset](#)

[Direct Deposit Account](#) [Add Account Information](#)

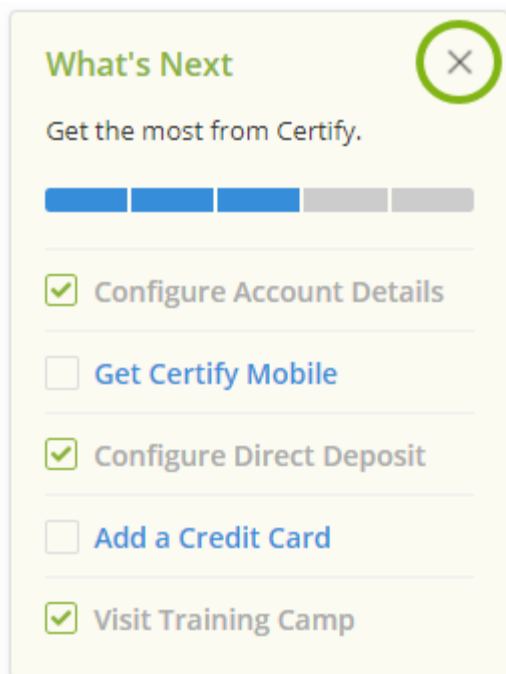
After completing the **New User Setup Wizard**, the **What's Next** panel appears on your Certify homepage for five consecutive logins. Only extra features selected by your company will be available within the panel.

- **Get Certify Mobile** takes you to the Add Receipts and Expenses Screen for instructions on how to download the Certify Mobile app.
- **Configure Direct Deposit** (if available) brings you to your My Account page to enter your bank account details.
- **Add a Credit Card** (if available) brings you to your My Account page to enter your credit card number(s), for credit cards selected by your company.

Logging in and Getting Started

- **Visit Training Camp** takes you to the Certify Support Help Center to register for live trainings, view tutorial videos, and browse help articles.

You can close What's Next at any time by clicking the X in the upper right corner.



My Account Details

Your **My Account** page in Certify contains account information specific to you. While using Certify, there may be times when you need to update your information. You might switch departments, change your Certify email address, or your approval workflow may be changed. This information is managed internally by your **Certify Administrator**.

Logging in and Getting Started

My Account | Account Settings | E-mail Notifications | ReportExecutive | Ratings Profile

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Kelly Employee	Default Currency	United States Dollar: ▼
E-mail Address	kemployee@circp1.com	Use Multiple Currencies	<input checked="" type="checkbox"/>
Employee ID	221	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/> ?	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	12 <input type="text"/> Miles ▼ ?
		Add E-mail Address	<input type="text"/> ?
Password Reset			
Old Password	<input type="text"/>		
New Password	<input type="text"/> ?		
Confirm Password	<input type="text"/>		
	Reset Security Questions		
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

The following items will require you to contact your internal Certify Administrator to request a change:

- Change your **Name** as it appears in Certify
- Update your **Email Address** (which doubles as your username)
- Change your **Department**
- Change your **Role** within Certify (**Employee, Manager, Executive, or Accountant**)
- Change your **Approver** or **Accountant**

Contact information for your internal Certify Administrator is located on your Certify **Support** page.

Step 1: From your Certify homepage, click the **question mark** icon.

Logging in and Getting Started

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


Processing Requests: 8

Reimbursements: 3


Audit Alerts: 0

Travel & Expense Policy


Step 2: In the lower left corner of the **Support** page, you will find a list of your internal **Certify Administrators**.



Browse Knowledge Base
Learn to use Certify, and get answers to common questions



Submit a Support Ticket
Get assistance from a member of our support team



View Existing Requests
Check on the status of your existing support tickets

Frequently Asked Questions

- [Lost Password Wizard](#)
 - [Adding Receipts using Certify Mobile](#)
 - [Managing Expenses in your Certify Wallet](#)
 - [Using ReportExecutive](#)
 - [Auto Expense Report Wizard](#)
- [View more...](#)

Certify Training Camp

New users start here to learn the basics of Certify



- Watch training Videos
- Attend a live training webinar

[Go To Training Camp](#)

Your System Administrator

Jeffrey Accountant
jaccountant@circp1.com

Phone Support

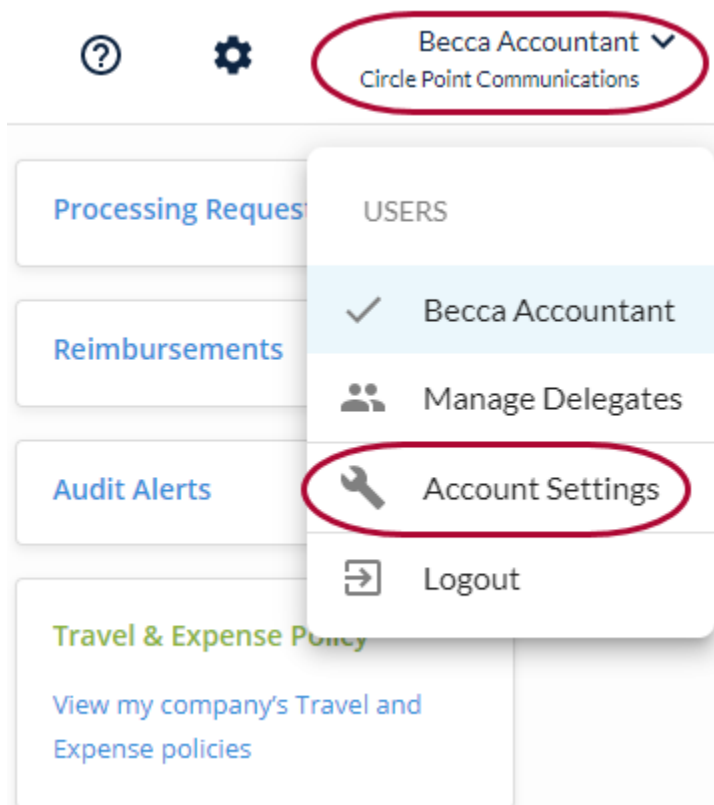
888-925-0510 Option 4
24 Hour live support Monday - Friday
Support Code:

[International Numbers](#)

Configuring Special Taxes

Certify can automatically calculate and report amounts for the different types of tax rates applied to expenses when traveling outside of the United States. Examples include the VAT taxes used in Europe, and the various PST/QST/HST taxes applied in Canada. This article shows you how to configure special tax percentage rates in your Certify account.

Step 1: On your account homepage, click your name then click **Account Settings**. On the **Account Settings** tab, click the **Use Multiple Currencies** checkbox as needed, then click the checkbox for each tax type you want to report.



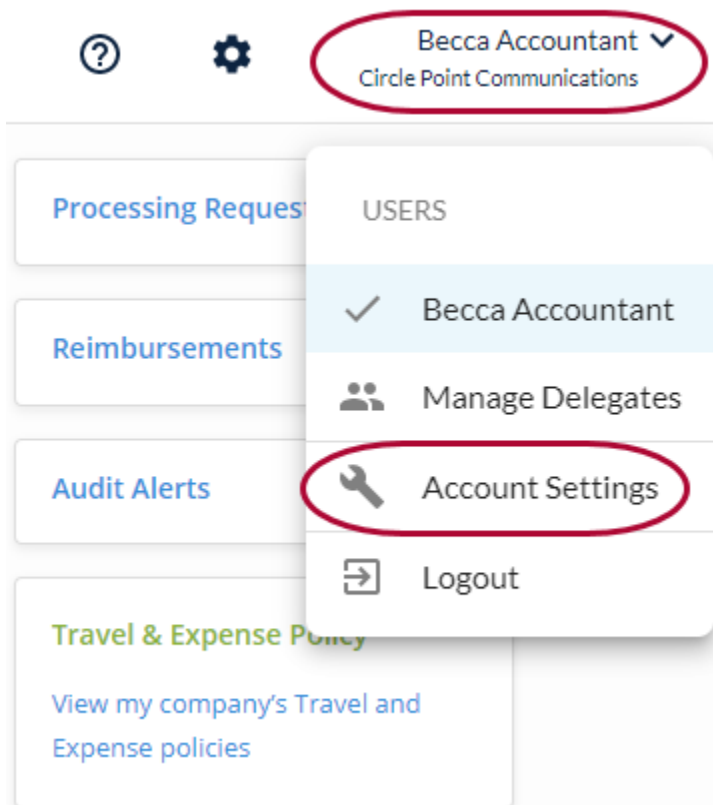
Step 2: After you have saved the tax types in **Step 1**, the **Account Settings** tab will display percentage fields next to the selected tax types. Enter the percentage rate for each tax type and click **Save**.

Personal Commute Mileage

Some companies may require that you subtract your regular commute distance from your business mileage expenses. This article shows you how add your commuter miles in your Certify account to be automatically subtracted from your mileage expense.

Step 1: On your account homepage, select **Account Settings** under your name.

Logging in and Getting Started



Step 2: On the **Account Settings** tab, enter your Commute Distance. Click **Save** to complete the commuter miles configuration process.

Logging in and Getting Started

My Account | [Account Settings](#) | [E-mail Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

The screenshot shows the 'My Account' settings page. It is divided into three main sections: 'User Information', 'Account Settings', and 'Password Reset'.
- **User Information:** Fields include Name (Eric Employee), E-mail Address (Eric.Emp.Test@gmail.com), Employee ID (E | Eric Employee), Mobile Phone (empty), Department (Operations (Operations)), and Certify Role (Employees).
- **Account Settings:** Includes checkboxes for 'Use Multiple Currencies', 'Use VAT/GST', 'Use PST/QST', and 'Use HST'. A 'Commuter Distance' field is set to 0 with a unit dropdown menu set to 'Miles'. Below this is an 'Add E-mail Address' field.
- **Password Reset:** Includes fields for 'Old Password', 'New Password', and 'Confirm Password'. A link for 'Reset Security Questions' is also present.
- **Buttons:** A blue 'Save' button and a grey 'Reset' button are at the bottom left. A green arrow points from the 'Save' button to the 'Commuter Distance' field.

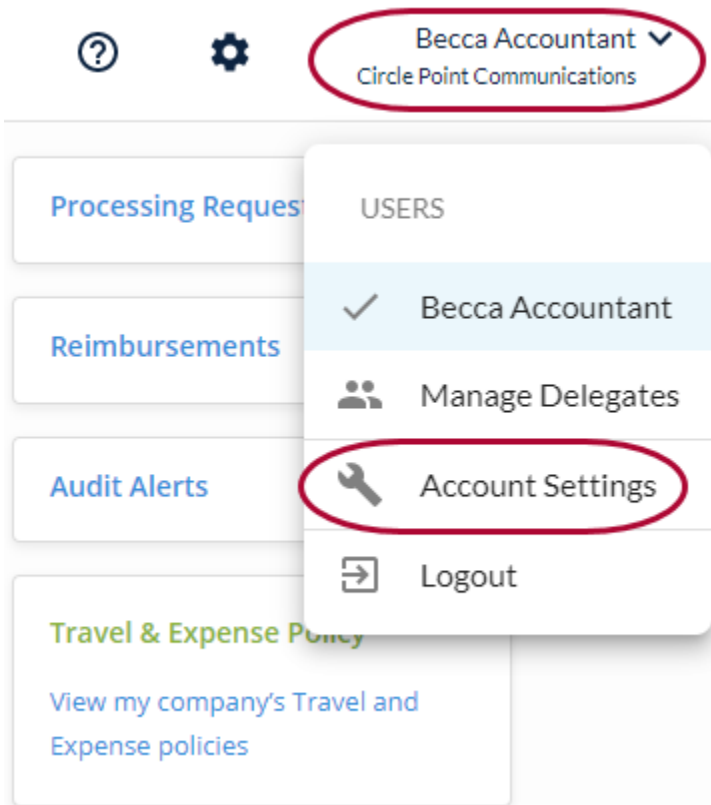
For instructions on how to create a mileage expense, please view our Knowledge Base Article: [Creating a Mileage Expense](#).

Additional Email Addresses in your Certify Account

Certify offers a method for users to email receipt images to their Certify Wallets. These emails must come from your Certify username email address. In order to receive email receipts from other email addresses, you must first add the additional email address on your **My Account** page. This article shows you how to enter an additional email address in your Certify account so you can email receipts to your Certify Wallet.

Step 1: On your account homepage, select **Account Settings** under your name.

Logging in and Getting Started



Step 2: Enter your email address in the **Add Email Address** field.

Logging in and Getting Started

My Account | [Account Settings](#) | [E-mail Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Meredith Employee	Default Currency	United States Dollars ▾
E-mail Address	memployee@circp1.com	Use Multiple Currencies	<input type="checkbox"/>
Employee ID	222	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/> >>	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	<input type="text" value="0"/> Miles ▾ >>
		Add E-mail Address	<input type="text"/> >>
Password Reset			
Old Password	<input type="text"/>		
New Password	<input type="text"/> >>		
Confirm Password	<input type="text"/>		
	Reset Security Questions		
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

Step 3: Click **Save**. The additional email address will now appear underneath the **Add Email Address** field.

Logging in and Getting Started

My Account | [Account Settings](#) | [E-mail Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

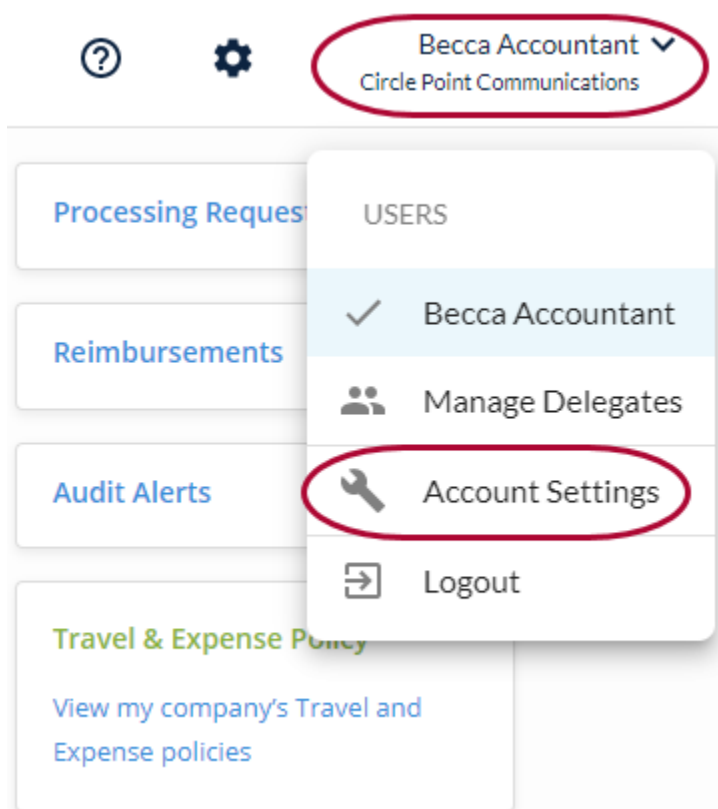
User Information		Account Settings	
Name	Meredith Employee	Default Currency	United States Dollars ▾
E-mail Address	memployee@circp1.com	Use Multiple Currencies	<input type="checkbox"/>
Employee ID	222	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/> >>	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	<input type="text" value="0"/> Miles ▾ >>
		Add E-mail Address	<input type="text"/> >> <input type="text" value="m@gmail.com"/>
Password Reset			
Old Password	<input type="text"/>		
New Password	<input type="text"/> >>		
Confirm Password	<input type="text"/>		
	Reset Security Questions		
<input type="button" value="Save"/> <input type="button" value="Reset"/>			

Credit Card – Adding to My Account

Certify offers a credit card integration feature that automatically imports business expenses into your Certify Wallet for inclusion in your expense reports. This article shows you how to set up the credit card integration feature for your account.

Step 1: On your account homepage, click **Account Settings** under your name.

Logging in and Getting Started



Step 2: On the **Account Settings** tab, next to **Add Credit Card**, select a card type from the dropdown menu, and enter your credit card number in the field provided. Click **Save** to continue.

Logging in and Getting Started

My Account

[Account Settings](#)[Ratings Profile](#)[E-mail Notifications](#)[ReportExecutive](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Eric Employee	Default Currency	United States Dollars ▾
E-mail Address	Eric.Emp.Test@gmail.com	Use Multiple Currencies	<input checked="" type="checkbox"/>
Employee ID	V Elliot Employee	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/> >>	Use PST/QST	<input type="checkbox"/>
Department	Operations (08)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Add E-mail Address	<input type="text"/> >>
Password Reset		Add Credit Card	Credit Card ▾ <input type="text"/> >> Confirm <input type="text"/> >>
Old Password	<input type="text"/>		
New Password	<input type="text"/> >>		
Confirm Password	<input type="text"/>		
	Reset Security Questions		
	<input type="button" value="Save"/>	<input type="button" value="Reset"/>	

Please Note: If you are using a corporate card provided by your organization, you have completed all of the steps for adding a credit card to your Certify account. If you are using a small business credit card, continue on to Step 3 below.

Step 3: After you click **Save**, the **Add Small Business Credit Card Wizard** will be invoked. On the next page, search for and select the financial institution associated with your credit card. Click **Next** to continue.

Add Small Business Credit Card Wizard

This wizard allows you to enter credentials for your small business credit card. Your purchases will be automatically added to your Certify Wallet on a daily basis.

Current Step: **1** - 2 - 3 - 4

Select Your Financial Institution

Step 4: On the next page, enter the username and password you use for the financial institution you selected.

Logging in and Getting Started

Add Small Business Credit Card Wizard

This wizard allows you to enter credentials for your small business credit card. Your purchases will be automatically added to your Certify Wallet on a daily basis.

Current Step: 1 - 2 - 3 - 4

Please enter your User ID and Password.

User ID

Password

This step may take up to 30 seconds, so please be patient.

Back

Next

Step 5: On the last page, you will see the most recent credit card transactions for your credit card. If you have more than one account with the selected financial institution, you will need to select the correct credit card by reviewing the most recent transactions listed. Only select **My Card is the Master Account** if you can see other cardholder's transactions when viewing your online statement. Click **Next** to complete the credit card addition process.

Add Small Business Credit Card Wizard

This wizard allows you to enter credentials for your small business credit card. Your purchases will be automatically added to your Certify Wallet on a daily basis.

Current Step: 1 - 2 - 3 - 4

Select the account you wish to use. If some of the charges below belong to other cards in your card program, your card is the Master Account. If your card is the Master Account, please check the 'My Card is the Master Account' checkbox and Certify will import only the transactions on your card.

My Card is the Master Account

9606 CREDIT CARD

9/12/2014 2.95 STARBUCKS #05316 SAN DIEG

9/15/2014 7.59 HUDSON NEWS 290 NC

Back

Next

Reporting NPI for Expenses and Invoices

Certify integrates with the US National Provider Identifier (NPI) database, helping companies comply with healthcare reform acts and associated legislation. This feature allows companies to properly track and report expenses and invoices relating to physician relations and marketing efforts for other licensed health care professionals. This article show you how to report NPI expenses in Certify.

Logging in and Getting Started

Step 1: On your account homepage, create a new expense report or open an existing **Draft** report.



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the **Name** of the expense report you want to open.

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
✎ ✕	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$413.48	\$0.00	\$413.48
Totals			\$413.48	\$0.00	\$413.48

Step 3: Open an existing expense by clicking the **Edit** icon next to the expense line. Create a new expense by selecting **Add** from **My Certify Wallet** or use the **Add Expense** box.

Logging in and Getting Started

My Expense Report Link Receipts | Cleanup Wizard | Print Report

Report Name: ReportExecutive - 10/1/2016 - 10/15/2016 **Submit for Approval**

Dates: 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/>	119.84	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/3/2016	General & Admin	Lodging	<input checked="" type="checkbox"/>	191.96	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/3/2016	General & Admin	Coffee, Tea, Snacks	<input checked="" type="checkbox"/>	5.82	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/4/2016	General & Admin	Meals - Large Group	<input checked="" type="checkbox"/>	93.11	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/9/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	2.75	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$413.48				
Total Expenses					\$413.48				

Add Expense

Date:

Department:

Category:

Reason:

Reimbursable:

Billable:

Receipt:

<input type="button" value="Add"/>	<input type="button" value="Up"/>	4/28/16	Other Transporta--	Delta Air Lines	
<input type="button" value="Add"/>	<input type="button" value="Down"/>	10/21/16	Office Equipment	The Home Depot	\$34.40
<input type="button" value="Add"/>	<input type="button" value="Down"/>	10/22/16	Other Transporta--	Standard Parking	\$12.00
<input type="button" value="Add"/>	<input type="button" value="Down"/>	10/23/16	Postage	Fedex	\$16.60
<input type="button" value="Add"/>	<input type="button" value="Down"/>	10/24/16	Office Equipment	Staples	\$75.58
<input type="button" value="Add"/>	<input type="button" value="Up"/>	10/27/16	Lodging	DoubleTree Hotel	\$560.53
<input type="button" value="Add"/>	<input type="button" value="Down"/>	10/27/16	Lodging	DoubleTree Hotel	\$485.38
<input type="button" value="Add"/>	<input type="button" value="Down"/>	10/27/16		DoubleTree Hotel	\$68.80
<input type="button" value="Add"/>	<input type="button" value="Down"/>	10/27/16		DoubleTree Hotel	\$6.35
<input type="button" value="Add"/>	<input type="button" value="Up"/>	11/11/16	restaurant with at--		

Step 4: Next, complete the bold fields.

- Select the appropriate NPI expense **Category** from the dropdown menu.
- Search for the physician by name, location, or NPI number. Click **Find** and select the appropriate physician from the list provided. Additional physicians can be added in **Step 5**.
- In the **Attendees** field, enter all **non-physician** attendees. Click **Save**.

Logging in and Getting Started

The 'Edit Expense' form includes the following fields:

- Date: 10/30/2016
- Department: General & Admin
- Category: Meal - Physician
- Physician: Jacquelyn Smith
- Amount: 85.39 United States Dollars
- Vendor: Crabapples
- Location: NYC
- Attendees: Self, Mike Manager
- Reason: (empty)
- Reimbursable: I paid for this, please reimburse me.
- Billable:
- Receipt: Change

The 'Receipt Image' shows a receipt from Crabapples, Neighborhood Grill & Bar, dated 10/14/16 at 8:11 PM. The receipt lists items such as CLAM CHOWDER BOWL (0.75), MOZZ BITX (12.99), 3 SUPER LUNCH COMBO (48.72), UNSMT ICED TER (5.75), and 2 PTN SODA (9.50). The subtotal is \$77.71, tax is 1.68, and the amount due is \$85.89. A tip is also listed.

Please Note: This functionality works the same as when using NPI detail options for **Certify Invoice**.

Step 5: Enter additional physicians by opening the **Other Actions** menu and selecting **Add Physicians**.

The 'My Expense Report' page displays the following table of expenses:

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input type="checkbox"/>	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/>	119.84	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/3/2016	General & Admin	Lodging	<input checked="" type="checkbox"/>	191.96	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/3/2016	General & Admin	Coffee, Tea, Snacks	<input checked="" type="checkbox"/>	5.82	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/4/2016	General & Admin	Meals - Large Group	<input checked="" type="checkbox"/>	93.11	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10/9/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	2.75	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			Meal - Physician	<input checked="" type="checkbox"/>	85.39	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>

The 'Other Actions' menu is open, showing the following options:

- Delete Expense
- Send to Wallet
- Split Expense
- Copy Expense
- Add Bank Fee
- Add Physicians

The summary table at the bottom of the page shows:

Total Non-Reimbursable	\$0.00
Total Personal	\$0.00
Total Reimbursable	\$498.87
Total Expenses	\$498.87

Step 6: Search for and select an additional physician by name, location, or NPI number. Click **Add Physician**. Add multiple physicians as needed. When finished, click **Save**.

Logging in and Getting Started

Add Physicians to an Expense

Use this wizard to easily add multiple physicians or organizations to an expense. This wizard will create a group of split expenses which will allow for proper tracking and reporting of physician expense data.

Expense Details

Date 10/30/2016
Category Meal - Physician
Amount \$85.39

Add Physician to Expense

Physician

Add Physician

Save

Cancel

Selected Physicians or Organizations

Jacquelyn Smith

Step 7: Additional physicians will be saved as a split expense. The total is automatically calculated for you and is split evenly between the total number of physicians and non-physician attendees.

My Expense Report Link Receipts | Print Report

Report Name ReportExecutive - 10/1/2016 - 10/15/2016 Submit for Approval

Dates 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/>	119.84	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/3/2016	General & Admin	Lodging	<input checked="" type="checkbox"/>	191.96	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/3/2016	General & Admin	Coffee, Tea, Snacks	<input checked="" type="checkbox"/>	5.82	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/4/2016	General & Admin	Meals - Large Group	<input checked="" type="checkbox"/>	93.11	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/9/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/>	2.75	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/30/2016	General & Admin	Meal - Physician	<input checked="" type="checkbox"/>	42.69	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/30/2016	General & Admin	Meal - Physician	<input checked="" type="checkbox"/>	42.70	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$498.87				
Total Expenses					\$498.87				

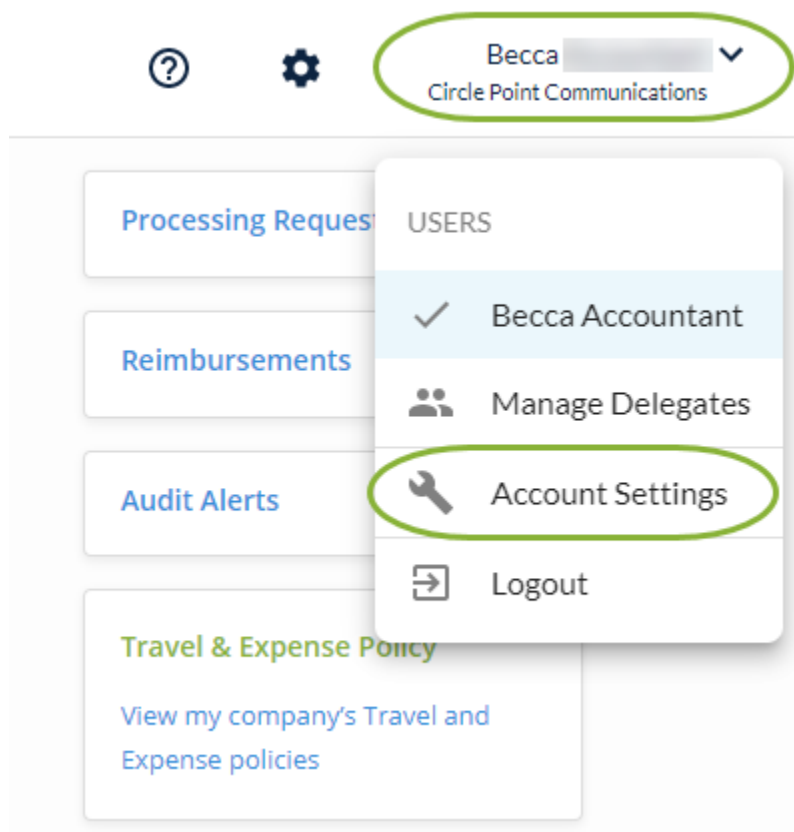
Direct Deposit for Domestic ACH – Adding to My Account

If your organization is using Certify's Domestic ACH integration, you will need to add your direct deposit bank information on your **My Account** page. This article shows you how to enter your direct deposit information into your Certify account.

Logging in and Getting Started

Please Note: Certify ACH will only work with US bank accounts.

Step 1: On your account homepage, select **Account Details** under your name.



Step 2: On the My Account page under the Account Settings tab, next to Direct Deposit Account, select Add Account Information.

Logging in and Getting Started

My Account | [Account Settings](#) | [E-mail Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Meredith Employee	Default Currency	<input type="text" value="United States Dollars"/>
E-mail Address	memployee@circp1.com	Use Multiple Currencies	<input checked="" type="checkbox"/>
Employee ID	222	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/> ?	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	<input type="text" value="0"/> <input type="text" value="Miles"/> ?
		Add E-mail Address	<input type="text"/> ?
Password Reset			
Old Password	<input type="text"/>		
New Password	<input type="text"/> ?		
Confirm Password	<input type="text"/>		
	Reset Security Questions	Direct Deposit Account	Add Account Information
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

Logging in and Getting Started

Step 3: On the **Direct Deposit Account Information** page, you will need to complete all fields.

Direct Deposit Account Information

Enter your bank account information to enable direct deposit for reimbursements.
Be sure to enter address information that is associated with the bank account.

All fields are required.

Account Type

Bank Routing Number

Confirm

Bank Account Number

Confirm

Name on Account

Address

City

State

ZIP Code

Telephone

Bank Routing Number and Bank Account Number

A sample check with fields for NAME, ADDRESS, CITY, STATE, ZIP, DATE, PAY TO THE ORDER OF, and AMOUNT. Below the MICR line, the routing number, account number, and check number are identified with brackets and labels.

NAME ADDRESS CITY, STATE, ZIP 0123 01-23456789

DATE

PAY TO THE ORDER OF \$

DOLLARS

BANK NAME ADDRESS CITY, STATE, ZIP

FOR

ⓂⓂⓂ 23456789 012345678901234 0123

Bank Routing Number Bank Account Number Check Number

A sample check with fields for NAME, ADDRESS, CITY, STATE, ZIP, DATE, BANK NAME, ADDRESS, CITY, STATE, ZIP, and a grid overlay on the right side. Below the MICR line, the routing and account numbers are identified with brackets and labels.

NAME ADDRESS CITY, STATE, ZIP

DATE

BANK NAME ADDRESS CITY, STATE, ZIP

ⓂⓂⓂ 23456789 012345678901234

Bank Routing Number Bank Account Number

Once you have completed all fields provided, click **Save**. At the top of the page, you will receive a confirmation that your account information has been saved.

Step 4: Select **My Account** to return to the **Account Settings** tab. Near the bottom right of the page, several x's and the last four digits of both your routing number and your account number will be displayed.

Logging in and Getting Started

[My Account](#) | [Account Settings](#) | [E-mail Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Meredith Employee	Default Currency	United States Dollar: ▾
E-mail Address	memployee@circp1.com	Use Multiple Currencies	<input checked="" type="checkbox"/>
Employee ID	222	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/> ?	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	<input type="text" value="0"/> Miles ▾ ?
		Add E-mail Address	<input type="text"/> ?
Password Reset			
Old Password	<input type="text"/>	Add Credit Card	Company Visa ▾ <input type="text"/> ?
New Password	<input type="text"/> ?	Confirm	<input type="text"/> ?
Confirm Password	<input type="text"/>		
Reset Security Questions	Direct Deposit Account	<input checked="" type="checkbox"/> XXXXX4!	<input type="checkbox"/> XXXXXXXX57

Entering United States Direct Deposit Account Information for Certify Payments

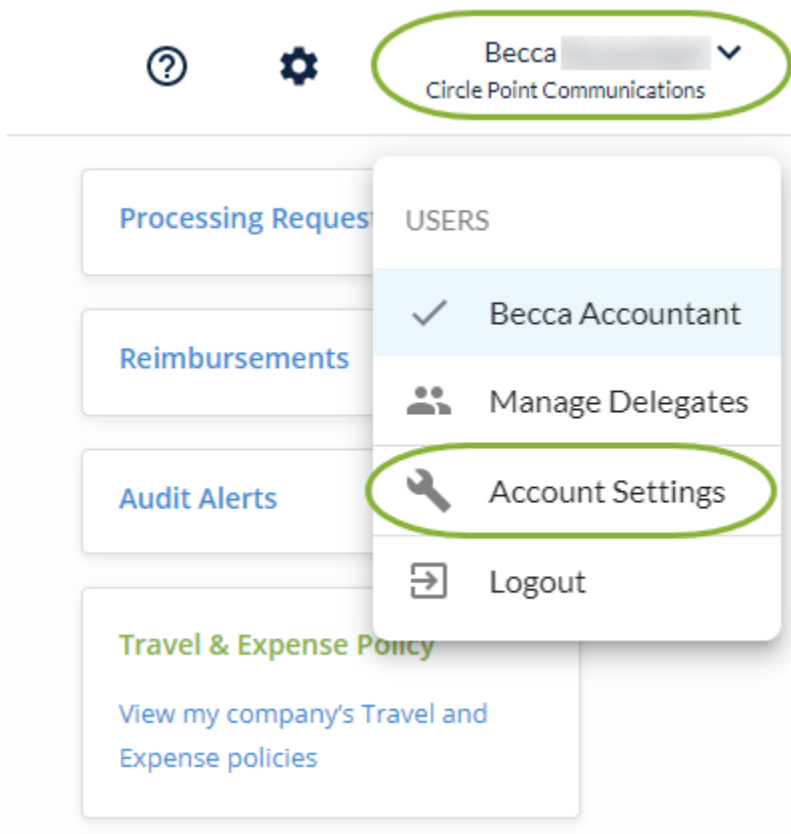
If your organization is using **Certify Payments**, there are a few steps to enter your direct deposit account information to begin receiving reimbursement. If your company previously used **Domestic ACH** and is now transitioning to **Certify Payments**, you will be prompted to update your account.

This article will show you how to enter (or re-enter) your direct deposit account information.

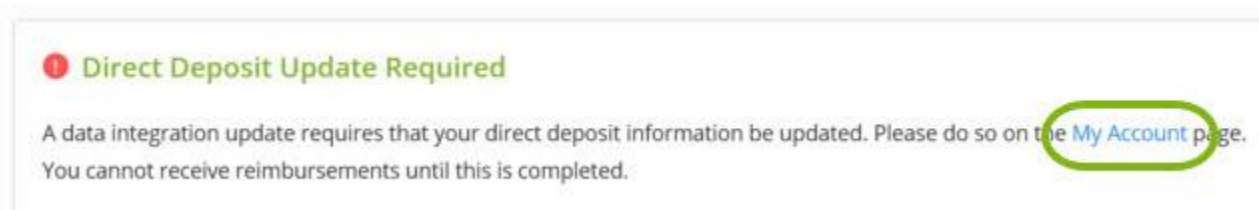
Please Note: *Certify Payments services both domestic and international bank accounts. To add Direct Deposit information for an international account, see: [Entering International Direct Deposit Information](#).*

Step 1: On your account homepage, select **Account Details** under your name.

Logging in and Getting Started



Please Note: If you simply need to re-enter your direct deposit account information, you will be prompted to access **My Account** at the top of the home screen, shown below. Select **My Account** and proceed to Step 2b.



Step 2a: On the **My Account** page, select **Add Account Information**.

Logging in and Getting Started

My Account | Account Settings | E-mail Notifications | ReportExecutive | Ratings Profile

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Meredith Employee	Default Currency	United States Dollar: ▾
E-mail Address	memmployee@circp1.com	Use Multiple Currencies	<input checked="" type="checkbox"/>
Employee ID	222	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/> ?	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	0 <input type="text"/> Miles ▾ ?
		Add E-mail Address	<input type="text"/> ?
Password Reset			
Old Password	<input type="text"/>		
New Password	<input type="text"/> ?		
Confirm Password	<input type="text"/>		
	Reset Security Questions	Direct Deposit Account	Add Account Information
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

Step 2b: If you are updating your account, select the highlighted account number.

Logging in and Getting Started

My Account | Account Settings | Email Notifications | ReportExecutive | Ratings Profile

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Benefit Mall	Default Currency	United States Dollar: ▾
Email Address	bm@wubstest.com	Use Multiple Currencies	<input type="checkbox"/>
Employee ID		Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/>	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	0 <input type="text"/> Miles ▾
		Add Email Address	<input type="text"/>

Password Reset

Old Password

New Password

Confirm Password

[Reset Security Questions](#)

Direct Deposit Account ✖ XXXXX4345 XXXXXXXXXXX1234

Step 3: On the first step of the **Direct Deposit Account Configuration** page, enter your country and click **Next**.

Logging in and Getting Started

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Find Your Financial Institution

Select the country where your financial institution is located.

Country: United States of America

Back Next

Step 4: Enter your banking information in the search fields provided. Use either your **Routing Number OR** the **Bank Name, State, and City**. Then, click **Next**.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Find Your Financial Institution

Search by routing number (recommended) or search by bank information.

Routing Number:

or

Bank Name: TD
State: ME - Maine
City: Portland

Back Next

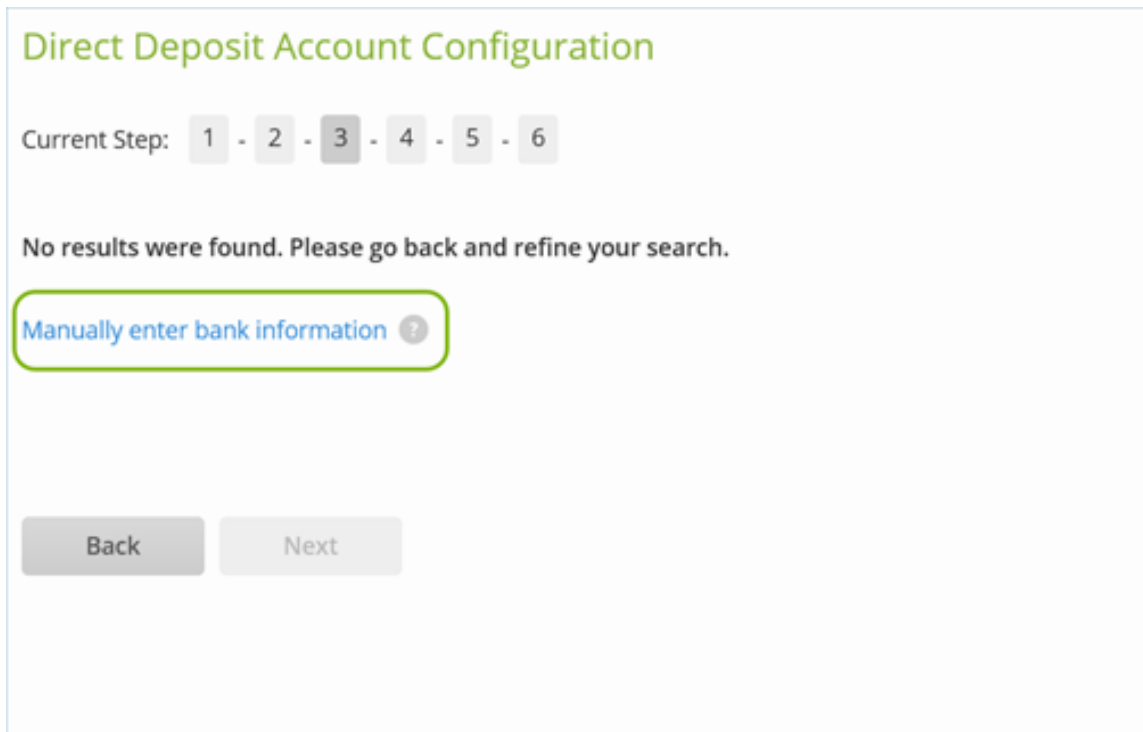
Bank Routing Number

NAME ADDRESS CITY, STATE, ZIP 0123
01-23456789
DATE: _____
PAY TO THE ORDER OF _____ \$ _____
BANK NAME ADDRESS CITY, STATE, ZIP _____ DOLLARS
FOR _____
⑆0 ⑆23456789⑆ 0⑆234567890⑆23⑆ 0⑆23
Bank Routing Number Bank Account Number Check Number

NAME ADDRESS CITY, STATE, ZIP
DATE _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL. CHECK OR TOTAL PRIOR OTHER SIDE
BOTH HERE FOR CASH RECEIVED IF REQUIRED
BANK NAME ADDRESS CITY, STATE, ZIP
⑆0 ⑆23456789⑆ 0⑆234567890⑆23⑆
Bank Routing Number Bank Account Number

Logging in and Getting Started

Please Note: If no results are found, the Wizard will present **No results were found**. You may choose to manually enter your bank by selecting **Manually enter bank information** on this screen. After entering the information, proceed to **Step 5**.



The screenshot shows a web interface titled "Direct Deposit Account Configuration". At the top, there is a progress indicator "Current Step:" followed by six numbered buttons (1-6). Button 3 is highlighted in grey, indicating the current step. Below the progress indicator, a message reads "No results were found. Please go back and refine your search." A button labeled "Manually enter bank information" with a question mark icon is highlighted with a green border. At the bottom of the interface, there are two buttons: "Back" and "Next".

Step 5: Add your account information into all required fields. Click **Next**.

Please Note: *State, City, Address, Zip Code, and Telephone are for your information associated with your account; not the bank's*

information.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Selected Financial Institution

TD Bank, National Association
481 CONGRESS ST
PORTLAND, ME, United States of America
Routing Number: 211274450

Your Account Information

Enter your personal information associated with your bank account.

Account Type	<input type="text" value="Checking"/>
Bank Account Number	<input type="text" value="023456789012345"/>
Confirm Account Number	<input type="text" value="023456789012345"/>
Name on Account	<input type="text" value="Ellie Employee"/>
Address	<input type="text" value="100 Main St"/>
City	<input type="text" value="South Portland"/>
State	<input type="text" value="ME - Maine"/>
ZIP Code	<input type="text" value="04106"/>
Country	<input type="text" value="United States of America"/>
Telephone	<input type="text" value="1234567899"/>

Back

Next

Bank Routing Number

NAME ADDRESS CITY, STATE ZIP 0123
01-23456789
DATE: _____
PAY TO THE ORDER OF _____ \$ _____
BANK NAME ADDRESS CITY, STATE ZIP _____ DOLLARS
FOR _____
⑆0 234 56789⑆ 0 234 567890 1234 0 23

Bank Routing Number Bank Account Number Check Number

NAME ADDRESS CITY, STATE ZIP _____
DATE _____
DEPOSIT'S MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL. (BASED ON TOTAL PRIOR OTHER DEPOSITS)
SIGN HERE FOR CASH RECEIVED IF REQUIRED. _____
BANK NAME ADDRESS CITY, STATE ZIP _____
⑆0 234 56789⑆ 0 234 567890 1234

Bank Routing Number Bank Account Number

Step 7: Review your information. Click **Back** to make changes, and **Next** if you're finished.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Confirm Account Details

Review your selections below. You may go back to any step to make changes. If all the information is correct, select Next to save your account details.

Bank Information

Name	TD Bank, National Association
Address	481 CONGRESS ST
City	PORTLAND
State/Province	ME - Maine
Country	United States of America
Routing Number (WIRE)	211274450

Account Information

Account Type	Checking
Bank Account Number	*****2345
Name On Account	Ellie Employee
Address	100 Main St
City	South Portland
State/Province	ME - Maine
ZIP Code	04106
Country	United States of America
Telephone	1234567899

Back

Next

Step 8: A confirmation screen appears to let you know your account is now set up with **Certify Payments**.



Entering International Direct Deposit Information for Certify Payments

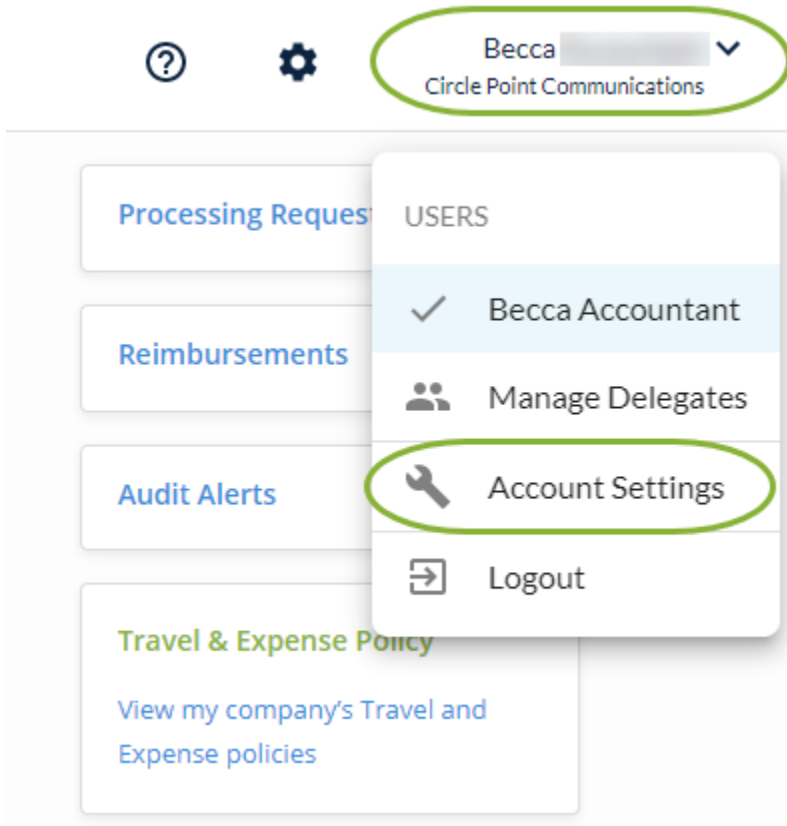
If your organization is using **Certify Payments**, there are a few steps to enter your direct deposit account information to begin receiving reimbursement.

This article will show you how to enter your direct deposit account information.

Please Note: *Certify Payments services both domestic and international bank accounts. To add Direct Deposit Information for a United States-based account, see: [Entering United States Direct Deposit Information](#).*

Step 1: On your account homepage, select **Account Details** under your name.

Logging in and Getting Started



Step 2: On the **My Account** page, select **Add Account Information**.

Logging in and Getting Started

My Account | Account Settings | E-mail Notifications | ReportExecutive | Ratings Profile

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Meredith Employee	Default Currency	United States Dollar: ▾
E-mail Address	mememployee@circp1.com	Use Multiple Currencies	<input checked="" type="checkbox"/>
Employee ID	222	Use VAT/GST	<input type="checkbox"/>
Mobile Phone	<input type="text"/>	Use PST/QST	<input type="checkbox"/>
Department	General & Admin (01)	Use HST	<input type="checkbox"/>
Certify Role	Employees	Commute Distance	0 <input type="text"/> Miles ▾
		Add E-mail Address	<input type="text"/>
Password Reset			
Old Password	<input type="text"/>		
New Password	<input type="text"/>		
Confirm Password	<input type="text"/>		
	Reset Security Questions	Direct Deposit Account	Add Account Information
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

Step 3: On the first step of the **Direct Deposit Account Configuration** page, enter your country and click **Next**.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Find Your Financial Institution
Select the country where your financial institution is located.

Country:

Step 4: Enter your banking information in the search fields provided. There are three options to search:

- A local **Routing Code** is your in-country code used for electronic payments.

Logging in and Getting Started

- A **SWIFT Code** is a unique identification code of a particular bank. The **SWIFT Code** contains 8 to 11 alphanumeric characters.
- An **IBAN Number** is your International Bank Account Number. IBAN numbers consists of up to 34 alphanumeric characters.

Then, click **Next**.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Find Your Financial Institution

Search by IBAN (recommended), routing code, or bank information.

IBAN Number ?

or

Routing/SWIFT Code ?

or

Bank Name ?

City

Step 5: Select the radio button for your institution branch and click **Next**.

Logging in and Getting Started

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Select Your Financial Institution

Choose the correct institution from the results below, or go back to refine your search.

Select	Name	Address	City	State/Province	Routing/SWIFT
<input checked="" type="radio"/>	BANQUE DE FRANCE	31 rue Croix-des-Petits-Champs	Paris	Ville de Paris	BDFEFR2T026

1 ITEM

Back Next

Please Note: If no results are found, you may also choose to manually enter your bank by selecting *Manually enter bank information* on this screen. After entering the information, proceed to Step 6.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

No results were found. Please go back and refine your search.

Manually enter bank information ?

Back Next

Step 6: Add your account information into all required fields. Click **Next**.

Please Note: Name on Account, Address, City, Zip Code, and Telephone are for your information associated with your account; not the bank's information.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Selected Financial Institution

BANQUE DE FRANCE
31 rue Croix-des-Petits-Champs
Paris, France
SWIFT Code: BDFEFR2TSAI

Bank Routing/Sort Code ?
Confirm Routing/Sort Code

Your Account Information

Enter your personal information associated with your bank account.

Account Type ▼
Bank Account Number/IBAN
Confirm Account Number/IBAN
Name on Account
Address ?
City
Postal Code
Country ▼
Telephone ?

Step 7: Review your information, and click **Next**.

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Confirm Account Details

Review your selections below. You may go back to any step to make changes. If all the information is correct, select Next to save your account details.

Bank Information

Name	BANQUE DE FRANCE
Address	31 rue Croix-des-Petits-Champs
City	Paris
Country	France
Routing/Sort Code	3004700225
SWIFT Code	BDFEFR2TSAI

Account Information

Account Type	Checking
Bank Account Number/IBAN	*****2606
Name On Account	Rachel Employee
Address	1124 Rue de l'Ermitage
City	Paris
Postal Code	75020
Country	France
Telephone	0177047184

Step 8: A confirmation screen appears to let you know your account is now set up with **Certify Payments**.

Logging in and Getting Started

Direct Deposit Account Configuration

Current Step: 1 - 2 - 3 - 4 - 5 - 6

Your account information has been saved. Future reimbursements will use this information.

[Return to My Account](#)

Adding Individual Meal Attendees to Your Account

For frequent attendees on your meal expenses, you have the ability to pre-populate individuals easier selection. For example, groups could be certain departments, teams, or attendees from a specific customer. This article will show you, a **report submitter**, how to add and manage your own pre-populated individuals for reporting meals.

Step 1: On your Certify home page, select **Account Details** under your name.

The screenshot shows the top navigation bar of the Certify system. On the left, there are icons for help (question mark) and settings (gear). In the center, the user's name 'Becca' is displayed next to a dropdown arrow, with 'Circle Point Communications' below it. A green oval highlights this user profile area. Below the navigation bar, a dropdown menu is open, listing several options: 'USERS', 'Becca Accountant' (with a checkmark), 'Manage Delegates' (with a person icon), 'Account Settings' (with a wrench icon and highlighted by a green oval), and 'Logout' (with a door icon). To the left of the dropdown menu, there are buttons for 'Processing Requests', 'Reimbursements', and 'Audit Alerts'. Below these buttons, there is a section for 'Travel & Expense Policy' with a link to 'View my company's Travel and Expense policies'.

Logging in and Getting Started

Step 2: In the lower left-hand corner, select **Add Attendees**.

[My Account](#) | [Account Settings](#) | [Email Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Kelly Employee	Language	English
Email Address	kemployee@circp1.com	Default Currency	United States Dollar
Employee ID	221	Use Multiple Currencies	<input checked="" type="checkbox"/>
Mobile Phone	<input type="text"/>	Use VAT/GST	<input type="checkbox"/>
Department	General & Admin (01)	Use PST/QST	<input type="checkbox"/>
Certify Role	Employees	Use HST	<input type="checkbox"/>
Password Reset		Commute Distance	12 Miles
Old Password	<input type="text"/>	Add Email Address	<input type="text"/>
New Password	<input type="text"/>	Add Credit Card	Company Visa
Confirm Password	<input type="text"/>	Confirm	<input type="text"/>
Reset Security Questions		✗ XXXX-XXXX-XXXX-0214 Company Visa	
Manage Attendees		Direct Deposit Account ✗ XXXXX0365 XXXXXXXXXXXX1111	
Add Attendees			
Manage Attendees			
Add Groups			
Manage Groups			
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

Step 3: Enter the **Name**, **Title**, **Company**, and **Relationship** of the individual, and click **Next** to save.

Logging in and Getting Started

Add Attendees

Current Step: 1 - 2

This wizard will help you create new attendees. Enter the details of the attendee records in the form below, and then click Next.

If you want to add multiple attendees, you can copy and paste comma-separated values using the [bulk attendee upload tool](#).

All fields are required.

New Attendee Details

First Name	Last Name	Title	Company	Relationship
<input type="text" value="Tyler"/>	<input type="text" value="Employee"/>	<input type="text" value="Customer Happiness Lead"/>	<input type="text" value="Circp1"/>	<input type="text" value="Employee"/>

[Add New Attendee](#)

Step 4: To add the new individuals to an **Attendee Group**, click **Manage Attendees**.

Add Attendees

Current Step: 1 - 2

The new attendee record has been created.

Thank you for using Certify.

[Return to My Account](#)

[Manage Attendees](#)

Step 5: Select the pencil icon for the individual to edit their information, and/or use the **Groups** drop-down menu to apply them to a Group.

Logging in and Getting Started

Manage Attendees

<< 1 >>

Relationship: Group:

Status	First Name	Last Name	Title	Company	Relationship	Groups
<input checked="" type="checkbox"/> Active	Kelly	Employee			Self	Customer Happiness Team
<input checked="" type="checkbox"/> Active	Tom	Employee	Support	Circp1	Employee	Sales Support
<input checked="" type="checkbox"/> Active	Liz	Employee	Support	Circp1	Employee	Sales Support
<input checked="" type="checkbox"/> Active	Ryan	Employee	Support Lead	Circp1	Employee	Sales Support
<input checked="" type="checkbox"/> Active	Lisa	Employee	Customer Happin...	Circp1	Employee	Customer Happiness Team
<input checked="" type="checkbox"/> Active	John	Employee	Customer Happin...	Circp1	Employee	Customer Happiness Team
<input checked="" type="checkbox"/> Active	Tyler	Employee	Customer Happin...	Circp1	Employee	Unassigned
<input checked="" type="checkbox"/> Active	Jacob	Manager	Manager	Circp1	Employee	<input type="checkbox"/> Customer Happiness Team
<input checked="" type="checkbox"/> Active	Amanda	Manager	Manager	Circp1	Employee	<input type="checkbox"/> Managers
<input checked="" type="checkbox"/> Active	Rachel	Manager	Manager	Circp1	Employee	<input type="checkbox"/> Project Leads
						<input type="checkbox"/> Sales Support

10 ATTENDEES

Step 6: For future meal expenses, this individual attendee will be available.

Logging in and Getting Started

Add Expense

Date: 7/3/2018

Department: General & Admin

Category: Meals

Amount: 32.00 United States Dollars

Vendor: Boston Grill

Location: Boston, MA

Attendees: First, Last, Relationship, Title, Company, Add, Find, Clear

Reason: Attendees | Groups

Search: [Search Box]

Reimbursable: Ryan Employee, Support Lead, Circp1

Billable: Tom Employee, Support, Circp1

Receipt: Tyler Employee, Customer Happiness Lead, Circp1

Amanda Manager, Manager, Circp1

Jacob Manager, Manager, Circp1

Rachel Manager, Manager, Circp1

Add Attendees (1) Cancel Edit Contacts

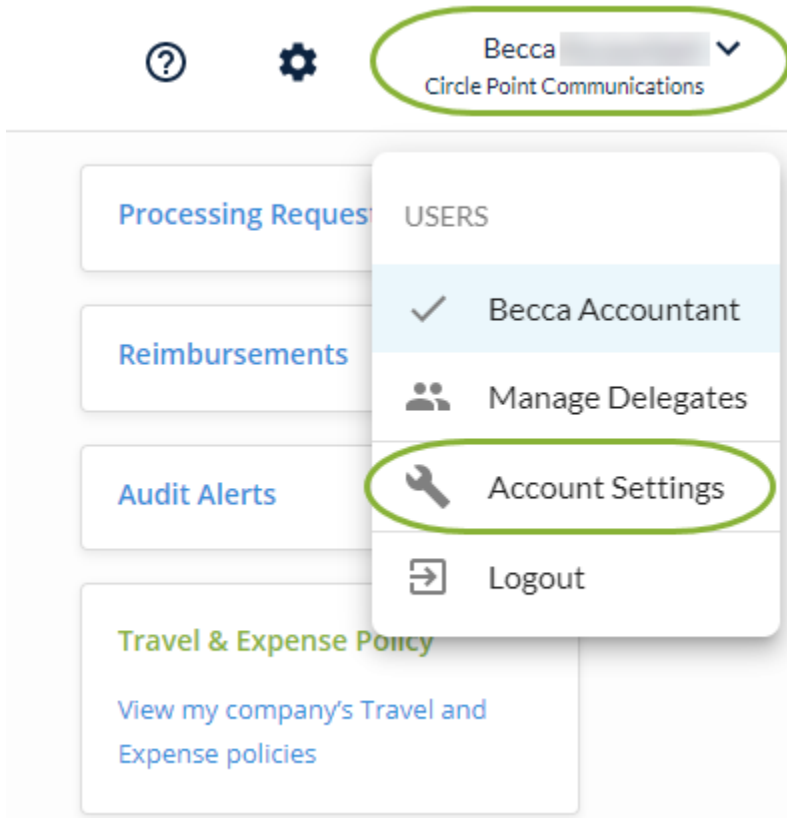
Adding Groups of Meal Attendees to Your Account

For frequent attendees on your meal expenses, you have the ability to pre-populate **Groups** of attendees for easier selection. For example, groups could be certain departments, teams, or attendees from a specific customer. This article will show you, a **report submitter**, how to add and manage your own pre-populated groups for reporting meals.

To enter individual attendees, rather than a group, see: [Adding Individual Meal Attendees to Your Account](#)

Step 1: On your Certify home page, select **Account Details** under your name.

Logging in and Getting Started



Step 2: In the lower left-hand corner, select **Add Groups**.

Logging in and Getting Started

[My Account](#) | [Account Settings](#) | [Email Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Kelly Employee	Language	English
Email Address	kemployee@circp1.com	Default Currency	United States Dollar
Employee ID	221	Use Multiple Currencies	<input checked="" type="checkbox"/>
Mobile Phone	<input type="text"/>	Use VAT/GST	<input type="checkbox"/>
Department	General & Admin (01)	Use PST/QST	<input type="checkbox"/>
Certify Role	Employees	Use HST	<input type="checkbox"/>
Password Reset		Commute Distance	12 Miles
Old Password	<input type="text"/>	Add Email Address	<input type="text"/>
New Password	<input type="text"/>	Add Credit Card	Company Visa <input type="text"/>
Confirm Password	<input type="text"/>	Confirm	<input type="text"/>
Reset Security Questions		✗ XXXX-XXXX-XXXX-0214 Company Visa	
Manage Attendees		Direct Deposit Account ✗ XXXXX0365 XXXXXXXXXXX1111	
Add Attendees			
Manage Attendees			
Add Groups			
Manage Groups			
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

Step 3: Enter a name for your first **Group**, and click **Next** to save.

Logging in and Getting Started

Add Custom Groups

Current Step: 1 - 2

This wizard will help you create new custom attendee groups. Enter the group names below, and then click Next.

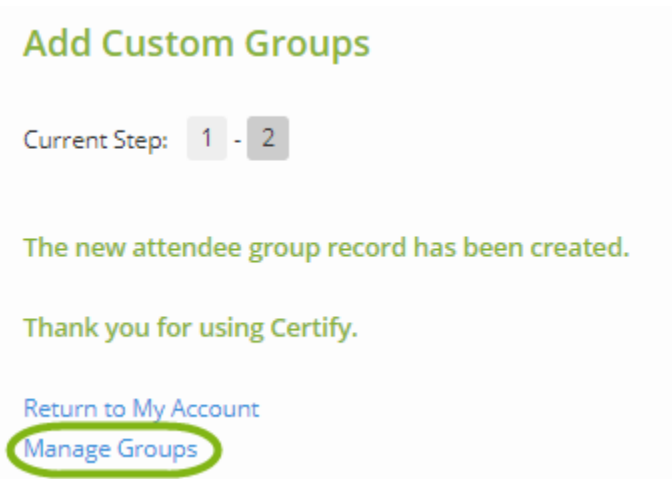
You can add multiple attendee groups using the [bulk upload tool](#).

New Attendee Group Details

Attendee Group Name
✗

[Add New Attendee Group](#)

Step 4: To add individuals to the new **Group**, click **Manage Groups**.



Add Custom Groups

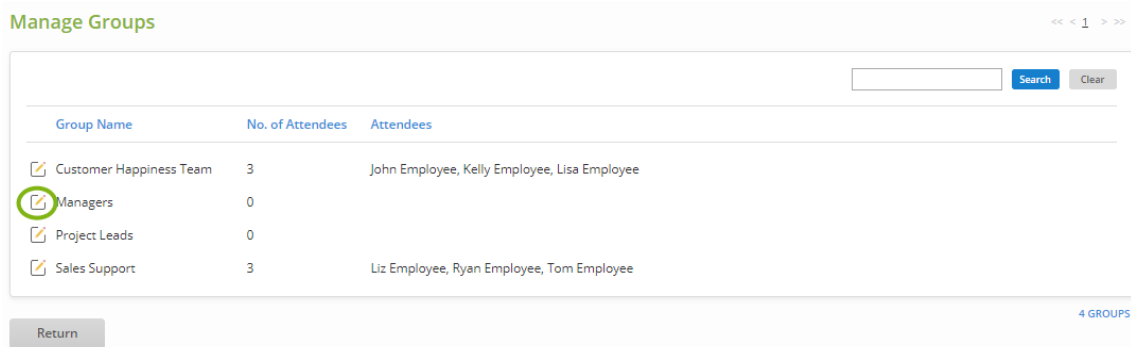
Current Step: 1 - 2

The new attendee group record has been created.

Thank you for using Certify.

[Return to My Account](#)
[Manage Groups](#)

Step 5: Select the pencil icon for the **Group** to edit.



Manage Groups << 1 >>

Group Name	No. of Attendees	Attendees
<input type="checkbox"/> Customer Happiness Team	3	John Employee, Kelly Employee, Lisa Employee
<input checked="" type="checkbox"/> Managers	0	
<input type="checkbox"/> Project Leads	0	
<input type="checkbox"/> Sales Support	3	Liz Employee, Ryan Employee, Tom Employee

4 GROUPS

Logging in and Getting Started

Step 6: All individuals that you have entered before will be shown in a list. Select **Add** to the applicable attendees to the **Group**.

Add	Kelly	Employee			Self	Customer Happiness Team
Add	Tom	Employee	Support	Circp1	Employee	Sales Support
Add	Liz	Employee	Support	Circp1	Employee	Sales Support
Add	Ryan	Employee	Support Lead	Circp1	Employee	Sales Support
Add	Lisa	Employee	Customer Happin...	Circp1	Employee	Customer Happiness Team
Add	John	Employee	Customer Happin...	Circp1	Employee	Customer Happiness Team
Add	Jacob	Manager	Manager	Circp1	Employee	
Add	Amanda	Manager	Manager	Circp1	Employee	
Add	Rachel	Manager	Manager	Circp1	Employee	

Step 7: Alternatively, use the **Show Coworkers** toggle to utilize the **Find My Coworkers** feature. The coworker list will be populated with all active **Certify** users within a given instance. Choose from this list of coworkers to add to your group.

Manage Attendees

Search Clear Show Coworkers Relationship No Groups Available

Status	First Name	Last Name	Title	Company	Relationship	Groups
Active			Manager	Certify, Inc.	Employee	No Groups Available
Active			Employee	Certify, Inc.	Employee	No Groups Available
Active			Manager	Certify, Inc.	Employee	No Groups Available
Active			Manager	Certify, Inc.	Employee	No Groups Available
Active			Employee	Certify, Inc.	Employee	No Groups Available
Active			Employee	Certify, Inc.	Employee	No Groups Available
Active			Employee	Certify, Inc.	Employee	No Groups Available
Active			Employee	Certify, Inc.	Employee	No Groups Available

Step 8: For future meal expenses, the selected group will then apply all selected individuals when chosen.

Add Expense

Date

Department

Category

Amount

Vendor

Location

Attendees

Attendees 12 **Groups 3** Coworkers 9

Reason

Reimbursable John Clark, Human Resources Manager, Certify

Billable John Employee, Customer Happiness, Circp1

Receipt Lisa Employee, Customer Happiness, Circp1


Liz Employee, Support, Circp1

Lucy Employee, Manager, Circp

Ryan Employee, Support Lead, Circp1

Logging in and Getting Started

Edit Expense

Date 

Department ▼

Category ▼

Amount ▼

Vendor

Location

Attendees

First	Last	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- ✗ Kelly Employee, , Self
- ✗ Amanda Manager, Manager, Circp1, Employee
- ✗ Jacob Manager, Manager, Circp1, Employee
- ✗ Rachel Manager, Manager, Circp1, Employee

Reason

Reimbursable ▼

Billable

Receipt

Entering Multiple Attendees to a Meal Expense

If you have already added meal attendees to your Certify account, or included an attendee in a previous expense, these attendees are available to you to add individually to a new meal expense. This article shows you, an **expense report submitter**, how to select multiple attendees for a meal expense.

Step 1: On your Certify Home page, click **Drafts**.

Logging in and Getting Started



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Click the **name** of the expense report to open.

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
✕	ReportExecutive - 4/1/2018 - 4/15/2018	4/15/2018	\$413.48	\$0.00	\$413.48
✕	ReportExecutive - May 2018	5/27/2018	\$483.20	\$560.53	\$1,043.73
	Total		\$896.68	\$560.53	\$1,457.21

Step 3: Open an existing Meal expense line, or, create a new one in the **Add Expense** box. To add previously saved **Meal Attendee**, click **Find**.

Logging in and Getting Started

Expense Report

Print Report

Report Name ReportExecutive - May 2018

Submit for Approval

Dates 4/27/2018 - 5/27/2018

Expenses									
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	5/12/2018	General & Admin	Airfare	<input checked="" type="checkbox"/>	483.20	Yes	No		
<input checked="" type="checkbox"/>	5/12/2018	General & Admin	Lodging	<input checked="" type="checkbox"/>	560.53	No	No		<input type="checkbox"/>
Total Non-Reimbursable					\$560.53				
Total Personal					\$0.00				
Total Reimbursable					\$483.20				
Total Expenses					\$1,043.73				

Add Expense

Date: 5/15/2018

Department: General & Admin

Category: Meals

Amount: 140.00 United States Dollars

Vendor: Portland Grill

Location: Portland, ME

Attendees: First, Last, Relationship, Title, Company, Add, Find, Clear

Reason: Kelly Employee, , Self

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: Select

Save Cancel

My Certify Wallet

Merge Items

Date	Category/Deta...	Description	Amount
4/21/18	Office Equipme...	Whiteboard and dry erase ma...	\$34.40
6/27/18	Airfare	Purchased Itinerary - Kelly C E...	\$563.60

Step 4: From the **Find** popup window, select either:

- the **Attendees** tab to select individual attendees that you have entered into Certify before.

Logging in and Getting Started

Add Expense

Date

Department

Category

Amount

Vendor

Location

Attendees

Attendees 12 | **Groups** 3 | **Coworkers** 9

Reason

Reimbursable John Clark, Human Resources Manager, Certify

Billable John Employee, Customer Happiness, Circp1

Receipt Lisa Employee, Customer Happiness, Circp1

Liz Employee, Support, Circp1

Lucy Employee, Manager, Circp

Ryan Employee, Support Lead, Circp1

- the **Groups** tab to select a group of attendees. To add or manage your attendee **Groups**, see: Adding Groups of Meal Attendees to Your Account

Logging in and Getting Started

Add Expense

Date

Department

Category

Amount

Vendor

Location

Attendees

Attendees 12 **Groups 3** Coworkers 9

Reason

Reimbursable John Clark, Human Resources Manager, Certify

Billable John Employee, Customer Happiness, Circp1

Receipt Lisa Employee, Customer Happiness, Circp1

Liz Employee, Support, Circp1

Lucy Employee, Manager, Circp

Ryan Employee, Support Lead, Circp1

- the **Coworkers** tab to utilize the **Find My Coworkers** feature. Search for your coworkers within this list that is populated will all active **Certify** users within a given instance.

Logging in and Getting Started

Add Expense

Date

Department

Category

Amount

Vendor

Location

Attendees

First	Last	Relationship
Title	Company	<input type="button" value="Add"/> <input type="button" value="Find"/> <input type="button" value="Clear"/>

Attendees 12 | Groups 3 | **Coworkers 9**

Reason

Reimbursable John Clark, Human Resources Manager, Certify

Billable John Employee, Customer Happiness, Circp1

Receipt Lisa Employee, Customer Happiness, Circp1

Liz Employee, Support, Circp1

Lucy Employee, Manager, Circp

Ryan Employee, Support Lead, Circp1

Step 5: Make your selections using the checkboxes. Then, click **Add Attendees**.

Logging in and Getting Started

Add Expense

Date

Department

Category

Amount

Vendor

Location

Attendees

First	Last	Relationship
Title	Company	<input type="button" value="Add"/> <input type="button" value="Find"/> <input type="button" value="Clear"/>

Attendees 12 | **Groups** 3 | **Coworkers** 9

Reason

Reimbursable Customer Happiness Team


Billable Managers

Receipt Sales Support

Step 6: Click **Save** to add the individual attendees, or group of attendees, to the expense. To remove an attendee, select the **red x** next to the attendee name.

Submitting Receipts and Expenses

Edit Expense

Date: 5/15/2018 

Department: General & Admin ▼

Category: Meals ▼

Amount: 140.00 United States Dollar: ▼

Vendor: Portland Grill

Location: Portland, ME

Attendees: First Last Relationship ▼

Title Company

- ✗ Kelly Employee, , , Self
- ✗ Liz Employee, Support, Circp1, Employee
- ✗ Ryan Employee, Support Lead, Circp1, Employee
- ✗ Tom Employee, Support, Circp1, Employee
- ✗ Tom Employee, Support, Circp1, Employee
- ✗ Liz Employee, Support, Circp1, Employee
- ✗ Ryan Employee, Support Lead, Circp1, Employee

Reason:

Reimbursable: I paid for this, please reimburse me. ▼

Billable:

Receipt:

Submitting Receipts and Expenses

Adding Receipts using Certify Mobile

You can use the **Certify Mobile app** to easily upload receipts to your **My Certify Wallet** from your mobile device. The Certify Mobile app works with most devices including [Windows](#) Phone, [Android](#), [BlackBerry](#) and [iPhone](#).

Submitting Receipts and Expenses

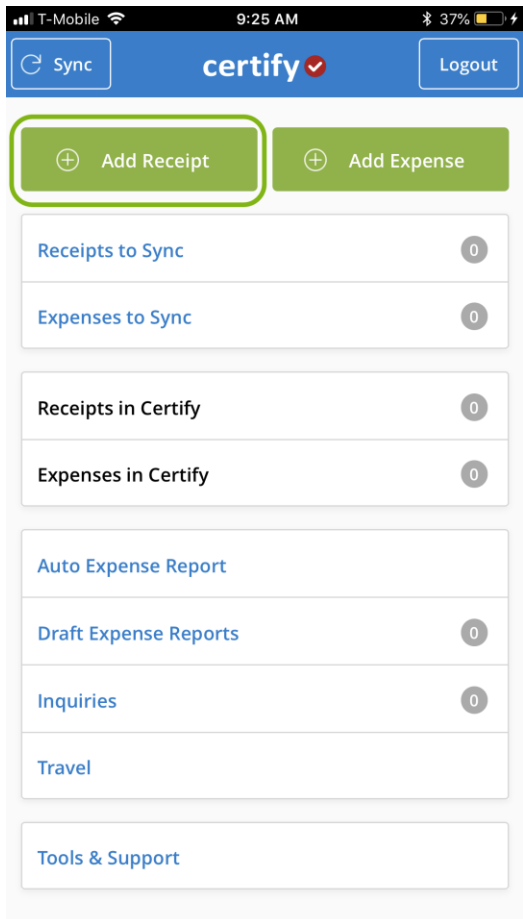
This article shows you how to add receipts in the **Certify Mobile** app and sync them to your **My Certify Wallet**.

Step 1: Open the **Certify Mobile** app on your mobile device. Log in with your Certify **Username** and **Password**. Your username and password for Certify Mobile are the same as your login credentials you use to log into www.certify.com.

The screenshot displays the Certify Mobile app's login interface. At the top, the status bar shows 'T-Mobile', signal strength, Wi-Fi, the time '9:25 AM', and a battery level of '36%'. The app's header is a blue bar with the 'certify' logo. Below this, the title 'Certify Login' is shown in green. The main form area is enclosed in a light green border and contains three input fields: 'Username' (containing 'remmployee@cirpoint.org'), 'Password' (masked with dots), and a 'Save Password' toggle (set to 'Yes'). A blue 'Login' button is centered below the form. Below the login form are three links: 'Lost Password', 'Use My Company Login', and 'How Does Certify Work?'. The footer text reads '© Copyright Certify, Inc., Build 2.0.1'.

Step 2: On your **Certify Mobile** homescreen, tap **Add Receipt**.

Submitting Receipts and Expenses

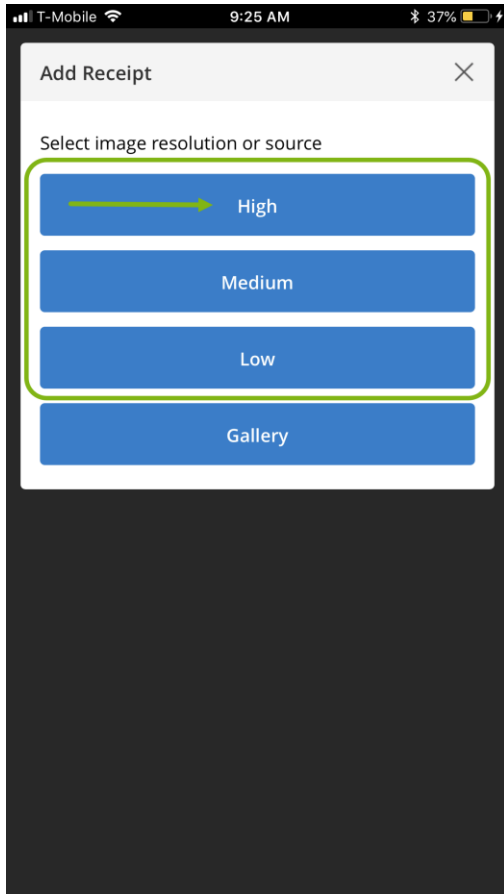


Step 3: Select a photo resolution to open the camera screen on your mobile device. Photo resolution options include:

- **High / Medium** – Recommended
- **Low** – Use only if your device is short on storage
- **Gallery** – Use to add a receipt image from your mobile device’s photo gallery

Please Note: To add multiple receipts at a time to your Certify Wallet, use the Upload or Email options available in your online Certify account at www.certify.com.

Submitting Receipts and Expenses



Step 4: The camera screen opens. Hold your camera 6 to 12 inches away and focus the camera screen on your receipt. Make sure the receipt fills the screen. Once the receipt looks clear and centered, tap the **Photo** button to capture the receipt image.

Submitting Receipts and Expenses



Step 5: On the next screen, tap **Use Photo** to save the receipt image.


Submitting Receipts and Expenses



Step 6: On the next screen, tap **AutoFill** to scan the receipt image and populate the expense detail fields.

Submitting Receipts and Expenses

The screenshot shows the 'Enter Expense' screen in the Certify mobile app. At the top, there is a blue header with 'Cancel', 'certify', and 'Save' buttons. Below the header, the title 'Enter Expense' is displayed in green. A receipt image is shown on the left, and a blue 'AutoFill' button is on the right. The form fields are as follows:

Receipt		<input type="button" value="AutoFill"/>
Date	<input type="text" value="Oct 1, 2018"/>	
Department	<input type="text" value="Administration"/>	
Category	<input type="text" value="Airfare"/>	
Amount	<input type="text" value="0.00"/>	<input type="text" value="USD"/>
Carrier	<input type="text"/>	
From	<input type="text"/>	
To	<input type="text"/>	
Reason	<input type="text"/>	

Step 7: If needed, make edits to the expense data by tapping the field you want to edit, entering the data, and tapping **Done** to save your edits.

Submitting Receipts and Expenses

The screenshot shows a mobile application interface for submitting a receipt. The form contains the following fields and options:

- Date: Jun 5, 2018
- Department: Administration
- Category: Meals
- Amount: 11.37 USD
- Vendor: Oscar's Mexican Seafood
- Location: San Nem Ca
- Attendees: + Attendee, + Group
- Employee: Rachel Employee (with a red X icon)

A green box highlights the Vendor field, and a green arrow points from it to the 'Done' button on the keyboard. The keyboard also shows a search bar with 'Seafood' and 'Seafoods' suggestions.

Step 7: Tap **Save** to save the receipt information.

Submitting Receipts and Expenses

The screenshot shows a mobile application interface for submitting a receipt. The status bar at the top indicates 'T-Mobile', signal strength, Wi-Fi, time '9:27 AM', Bluetooth, and 38% battery. The form fields are as follows:

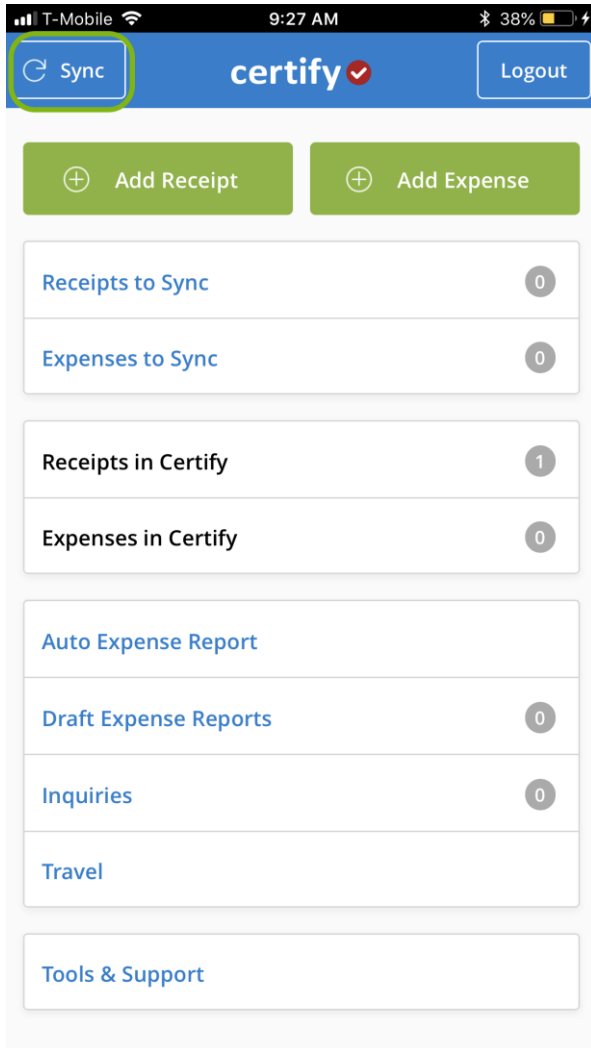
- Date: Jun 5, 2018
- Department: Administration
- Category: Meals
- Amount: 11.37 USD
- Vendor: Oscar's Mexican Seafood
- Location: San Nem Ca
- Attendees: Rachel Employee (with '+ Attendee' and '+ Group' buttons)
- Reason: Lunch
- Reimbursable: Yes (toggle)
- Billable: No (toggle)
- Policy: Meets Policy (checkbox)

A blue 'Save' button is located at the bottom of the form, highlighted with a green border.

Step 8: On your **Certify Mobile** home screen, tap **Sync** to upload the receipt and add it to your **My Certify Wallet**.

Please Note: If you find you uploaded a receipt in error, you can easily delete it. See [Deleting Receipts Using Certify Mobile](#).

Submitting Receipts and Expenses



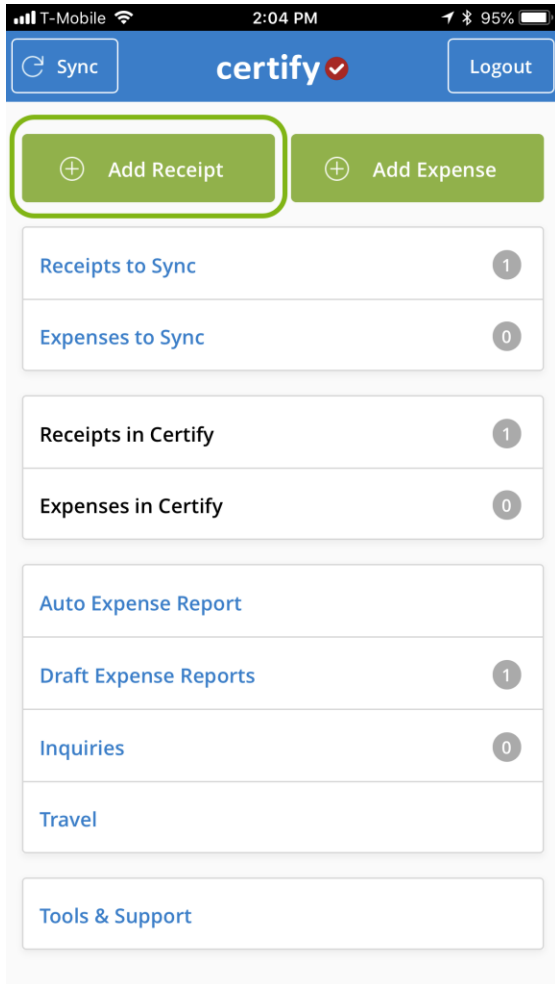
If you have ReportExecutive enabled, receipts in your **My Certify Wallet** are automatically added to an expense report for you. Alternatively, you can use the Certify Mobile Auto Expense Report Wizard to create an expense report on your mobile device.

Adding Receipts from your Photo Gallery

You can add receipts to your Certify account by selecting photos of receipts in your mobile device's photo gallery to use in Certify Mobile instead of taking new pictures. This article shows you how to add receipts using the **Gallery** option in Certify Mobile.

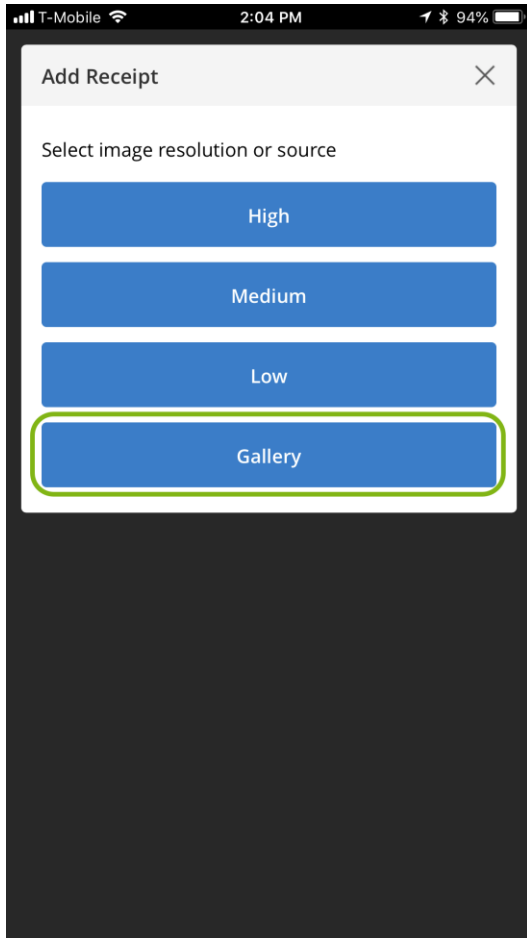
Step 1: On your Certify Mobile app homescreen, tap **Add Receipt**.

Submitting Receipts and Expenses



Step 2: On the next page, tap **Gallery**. This will pull up a selection of saved images on your device.

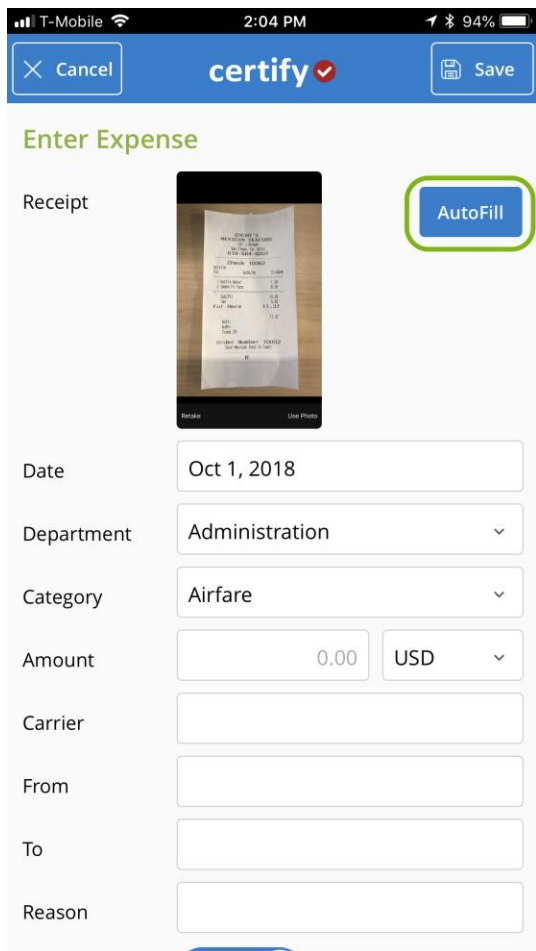
Submitting Receipts and Expenses



Step 3: Select the receipt image that you would like to add from your photo gallery with the Certify Mobile app.

Step 4: Tap **AutoFill** to allow Certify to scan your receipt for expense data. Enter any missing or additional expense information as needed. Tap **Save**.

Submitting Receipts and Expenses



Step 5: Tap **Sync** to send the receipt to your Certify Wallet.

Certify Mobile Tip Assist

Often, tip and gratuity amounts are written in handwriting and may be hard to read. **Tip Assist** presents an easy-to-use screen for adding tip amounts accurately via Certify Mobile. This article shows you how to utilize the Tip Assist feature.

Step 1: In **Certify Mobile**, capture a receipt image, and then click the **AutoFill** button.

Submitting Receipts and Expenses

The screenshot shows the 'Enter Expense' screen in the Certify mobile app. At the top, there is a blue header with 'Cancel', 'certify', and 'Save' buttons. Below the header, the title 'Enter Expense' is displayed in green. The main content area includes a 'Receipt' section with a photo of a receipt and an 'AutoFill' button. Below this, there are several input fields: 'Date' (Oct 1, 2018), 'Department' (Administration), 'Category' (Airfare), 'Amount' (0.00 USD), 'Carrier', 'From', 'To', and 'Reason'.

When **Autofill** detects a **Tip** or **Gratuity** line on the receipt image, the **Amount** field will populate with a yellow background and the **Tip Assist** screen will pop up.

Step 2: Add the tip amount in three different ways:

- Enter the amount directly in the **+Tip** amount field.
- Tap the up/down arrows to add or deduct whole dollars. When used with the percentage option, the arrows will initially round up/down to the closest whole dollar, then increase or decrease in one dollar increments.
- Select a tip percentage.

Submitting Receipts and Expenses

The screenshot shows the 'Tip Assist' screen in the Certify mobile app. At the top, there is a blue header with a 'Cancel' button on the left, the 'certify' logo in the center, and a 'Save' button on the right. Below the header, the text 'Tip Assist' is displayed in green, followed by the instruction 'Please enter the tip amount and verify the total.' The 'Amount' field is set to 21.15. Below this, there is a '+ Tip' button, a dropdown menu with a downward arrow, and an upward arrow button, all of which are circled in green. The tip amount field is set to 5.00. Below these elements, there is a row of four buttons representing tip percentages: 10%, 15%, 18%, and 20%, which are also circled in green. At the bottom of the screen, the total amount is displayed as '= Total 26.15'. Below the total, there is a large blue 'Save' button and a white button labeled 'Don't show this again'.

Step 3: Click **Save** and the tip is added to the expense amount.

Submitting Receipts and Expenses

The screenshot shows a mobile application interface for submitting an expense. The form includes the following fields and controls:

- Date:** Sep 27, 2018
- Department:** Administration
- Category:** Meals
- Amount:** 26.15 (highlighted with a green box) USD
- Vendor:** (empty text field)
- Location:** Detroit Metro Airport
- Attendees:** Two buttons: "+ Attendee" and "+ Group"
- Attendees List:** A red "X" icon followed by the text "Rachel Employee"
- Reason:** (empty text field)
- Reimbursable:** A toggle switch set to "Yes"
- Billable:** A toggle switch set to "No"
- Policy:** A checked checkbox labeled "Meets Policy"
- Save:** A large blue button at the bottom (highlighted with a green box)

AutoFill Tips & Tricks

Certify Mobile's **AutoFill** feature uses our **ReceiptParse** technology to extract data from receipt images and automatically fill in your expense data fields.


By analyzing expense and receipt formats across the entire business expense landscape, Certify ReceiptParse achieves the highest parsing accuracy available anywhere. Global business travel spending habits, usage patterns, and trending behaviors are analyzed with prediction algorithms to continuously improve results.

Certify's ReceiptParse technology will interpret receipt images as actionable expense data, streamlining the process and saving you time.

Submitting Receipts and Expenses

Cancel **certify** Save

View Receipt

Receipt  AutoFill

Date

Department

Category

Amount

Carrier

Tips and Tricks for using AutoFill

- Take photos of receipts under good lighting conditions
- Make sure the text in the photo is clearly focused
- Hold the camera close enough to the receipt so as to fill the screen with the receipt text – this may be from 6 to 12 inches depending on the size of the receipt you are photographing
- Do not circle amounts or write on receipts
- Take a picture of the physical receipt, instead of, for example, taking a photo of your computer screen
- Use a strong, steady data or Wi-Fi connection
- ReceiptParse cannot read handwritten receipts; tip amounts will need to manually adjusted

Linking Expenses to Spend Requests

Certify's Pre-Approval feature enables end-users to budget for an expense before the spend occurs. Once the **Spend Request** is submitted, a **Manager** can see the expected costs for specific projects, trips, or people, providing opportunities for increased spend management.

After the initial **Spend Request** has been approved by a **Manager**, expenses can then be uploaded and linked to the request. A **Spend Request** can be linked to an **Expense Report** in two ways.

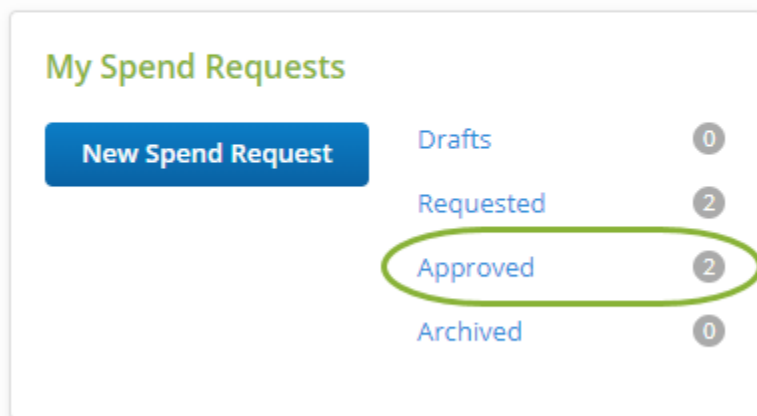
Submitting Receipts and Expenses

This article shows you, a **Certify User**, how to link expenses to **Spend Requests**.

Creating a New Expense Report

One way to link expenses to an approved **Spend Request** is to create a **New Expense Report**.

Step 1: Under the **Spend Request** action on the **Certify** homepage, click **Approved**.



Step 2: The **My Spend Requests** page opens to the **Approved** tab. From here you can also view any **Drafts**, submitted **Requests**, or **Archived** requests.

My Spend Requests						
Drafts Requested Approved Archived						
Approved						
Actions	Name	Expense Report	Start Date	End Date	Description	Total
	Project Wizard		10/12/2020	10/21/2020	Budget for our upcoming project.	\$1,042.73
	LA Hackathon	LA Hackathon	10/9/2020	10/13/2020	Traveling to LA for our 2020 Hackat	\$5,604.67
Total						\$6,647.40



Step 3: Click the **Notepad** icon under the **Actions** column. If a **Spend Request** has already been linked to an **Expense Report**, the **Notepad** icon will appear gray and the report will show under the **Expense Report** column.

Submitting Receipts and Expenses

My Spend Requests

Drafts | Requested | Approved | Archived

Approved

Actions	Name	Expense Report	Start Date	End Date	Description	Total
	Project Wizard		10/12/2020	10/21/2020	Budget for our upcoming project.	\$1,042.73
	LA Hackathon	LA Hackathon	10/9/2020	10/13/2020	Traveling to LA for our 2020 Hackat	\$5,604.67
					Total	\$6,647.40

Please Note: Spend Requests can only be linked to a single Expense Report.


Step 4: A New Expense Report is created and automatically linked to the selected Spend Request.


Create a New Expense Report From Spend Request

Enter expense report information

Expense Report Name

Billable to Client

Start Date 

End Date 

Import all items from date range

Description

Project

Link Spend Request

Step 5: To add specific expenses from your Certify Wallet to the New Expense Report, check **Import All Items from Date Range**.

Submitting Receipts and Expenses

☰ **Create a New Expense Report From Spend Request**

Enter expense report information

Expense Report Name

Billable to Client

Start Date

End Date

Import all items from date range

Description

Project

Link Spend Request

Step 6: Click **Next** to generate the **Expense Report**.

☰ **Create a New Expense Report From Spend Request**

Enter expense report information

Expense Report Name

Billable to Client

Start Date

End Date

Import all items from date range

Description

Project

Link Spend Request







Submitting Receipts and Expenses

Step 7: The report then appears in your **Expense Report Drafts**.

My Expense Reports

Drafts | Pending Approval | Pending Payment | Archived

Drafts

Actions	Name	End Date	Reimbursable	Non-Reim.	Total
 	Cardiff Trip	4/4/2020	\$89.36	\$0.00	\$89.36
 	Leeds Conference	4/8/2020	\$111.65	\$0.00	\$111.65
 	Project Wizard Budget for our upc	10/21/2020	\$18.06	\$0.00	\$18.06
	Total		\$219.07	\$0.00	\$219.07

Existing Expense Reports







Another way to link expenses to a **Spend Request** is via an existing **Expense Report**.

Step 1: On the **Expense Report Drafts** page, click an unlinked **Expense Report**.

My Expense Reports

Drafts | Pending Approval | Pending Payment | Archived

Drafts

Actions	Name	End Date	Reimbursable	Non-Reim.	Total
 	Cardiff Trip	4/4/2020	\$89.36	\$0.00	\$89.36
 	Leeds Conference	4/8/2020	\$111.65	\$0.00	\$111.65
 	Project Wizard Budget for our upcoming p...	10/21/2020	\$18.06	\$0.00	\$18.06
	Total		\$219.07	\$0.00	\$219.07

Step 2: The **Expense Report** opens. Click the **Pencil** icon next to the **Report Name**.

Submitting Receipts and Expenses

Expense Report Per Diem Wizard | Print Report

Report Name LA Hackathon **Submit for Approval**

Dates 10/13/2020 - 10/15/2020

Spend Request None Linked

Expenses

Expense	Date	Department	Category	Details	Amount	VAT/GST	Reim.	Reim. Amount	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	10/13/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	56.05 USD	0.00	Yes	56.05 USD	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/14/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	55.76 USD	0.00	Yes	55.76 USD	No	<input type="checkbox"/>	<input type="checkbox"/>
Total VAT/GST					\$0.00						
Total Non-Reimbursable					\$0.00						
Total Personal					\$0.00						
Total Reimbursable					\$111.81						
Total Expenses					\$111.81						

Step 3: Select a **Spend Request** from the dropdown menu.

Expense Report Per Diem Wizard | Print Report

Report Name LA Hackathon Billable Description

Dates 10/13/2020 10/15/2020

Spend Request

Expenses

Expense	Date	Department	Category	Details	Amount	VAT/GST	Reim.	Reim. Amount	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	10/13/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	56.05 USD	0.00	Yes	56.05 USD	No	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/14/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	55.76 USD	0.00	Yes	55.76 USD	No	<input type="checkbox"/>	<input type="checkbox"/>
Total VAT/GST					\$0.00						
Total Non-Reimbursable					\$0.00						
Total Personal					\$0.00						
Total Reimbursable					\$111.81						
Total Expenses					\$111.81						

Step 4: Click the **File** icon to save and link the **Spend Request** to the **Expense Report**.

Submitting Receipts and Expenses

Expense Report Per Diem Wizard | Print Report

Report Name: LA Hackathon Billable Description:

Dates: 10/13/2020 - 10/15/2020

Spend Request: LA Hackathon

Expenses

Expense	Date	Department	Category	Details	Amount	VAT/GST	Reim.	Reim. Amount	Billable	Receipt	Reason
	10/13/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	56.05 USD	0.00	Yes	56.05 USD	No		
	10/14/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	55.76 USD	0.00	Yes	55.76 USD	No		
Total VAT/GST					\$0.00						
Total Non-Reimbursable					\$0.00						
Total Personal					\$0.00						
Total Reimbursable					\$111.81						
Total Expenses					\$111.81						

Step 5: Once the **Expense Report** is linked to a **Spend Request**, and all expenses have been uploaded, click **Submit for Approval**.

Expense Report Per Diem Wizard | Print Report

Report Name: LA Hackathon **Submit for Approval**

Dates: 10/13/2020 - 10/15/2020

Spend Request: LA Hackathon

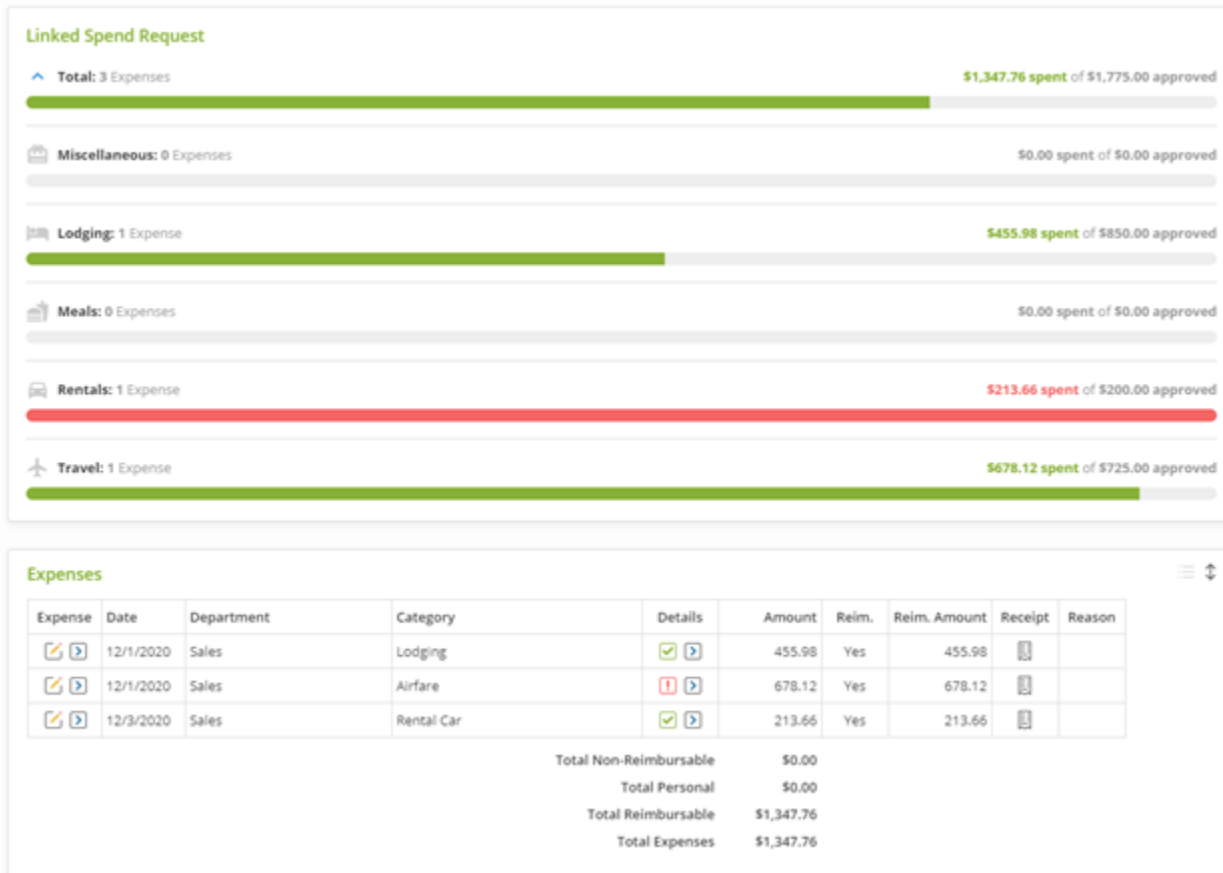
Expenses

Expense	Date	Department	Category	Details	Amount	VAT/GST	Reim.	Reim. Amount	Billable	Receipt	Reason
	10/13/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	56.05 USD	0.00	Yes	56.05 USD	No		
	10/14/2020	Accounting	Mileage - UK Company...	<input checked="" type="checkbox"/>	55.76 USD	0.00	Yes	55.76 USD	No		
Total VAT/GST					\$0.00						
Total Non-Reimbursable					\$0.00						
Total Personal					\$0.00						
Total Reimbursable					\$111.81						
Total Expenses					\$111.81						

Spend Tracker

Now that the **spend request** is linked to an **expense report**, you will see the **Spend Tracker** tool at the top of your expense report.

Submitting Receipts and Expenses



The **Spend Tracker** visualizes your spend against the pre-approved amount from the **spend request**. Spend Tracker currently tracks any expense in the expense report which is one of the following expense types:

- Cash Expense (Miscellaneous)
- Lodging
- Meals
- Rentals
- Travel

This is used for both **Itemized** and **Lump Sum spend requests**. When an **Itemized spend request** is linked to an expense report, the user will be able to expand the Spend Tracker to see a breakdown of spend by expense type.

Submitting Receipts and Expenses

Linked Spend Request

▲ Total: 3 Expenses \$1,347.76 spent of \$1,775.00 approved

🗑️ Miscellaneous: 0 Expenses \$0.00 spent of \$0.00 approved

🏠 Lodging: 1 Expense \$455.98 spent of \$850.00 approved

🍽️ Meals: 0 Expenses \$0.00 spent of \$0.00 approved

🚗 Rentals: 1 Expense \$213.66 spent of \$200.00 approved

✈️ Travel: 1 Expense \$678.12 spent of \$725.00 approved

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Receipt	Reason
	12/1/2020	Sales	Lodging		455.98	Yes	455.98		
	12/1/2020	Sales	Airfare		678.12	Yes	678.12		
	12/3/2020	Sales	Rental Car		213.66	Yes	213.66		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$1,347.76				
Total Expenses					\$1,347.76				

Deleting an Approved Spend Request

Certify's Pre-Approval feature enables end-users to budget for an expense before the spend occurs. Once the **Spend Request** is submitted, a **Manager** can see the expected costs for specific projects, trips, or people, providing opportunities for increased spend management.

This article shows you, a **Certify Accountant**, how to delete an approved **Spend Request**.

Step 1: To delete a **Spend Request**, select a request listed under the **Name** column.

Submitting Receipts and Expenses

My Spend Requests

[Drafts](#) | [Requested](#) | [Approved](#) | [Archived](#)

Approved

Actions	Name	Expense Report	Start Date	End Date	Description	Total
	Project Wizard		10/12/2020	10/21/2020	Budget for our upcoming project.	\$1,042.73
	LA Hackathon	LA Hackathon	10/9/2020	10/13/2020	Traveling to LA for our 2020 Hackat	\$5,604.67
					Total	\$6,647.40

Please Note: Only a **Certify Accountant** can delete a **Spend Request** once it has been approved.

Step 2: Click the **Delete Request** button. Once a **Spend Request** has been deleted, it is immediately removed from the **My Spend Requests** page.

Approve Spend Request (Itemized)

Status	Completed	Spend Request History		Full Approval History
Current Approver	David Canatsey	10/09/2020	Requested	Tommy Accountant
Department	Accounting	10/09/2020	Approved	David Canatsey
Submitter	Tommy Accountant			
Name	LA Hackathon			
Dates	10/09/2020 - 10/13/2020			

Recall

Delete Request

Request Details

Status	Expense Type	Department	Category	Details	Requested Amount	Attachment	Reason
<input checked="" type="checkbox"/>	Lodging	Sales	Lodging		\$1,959.72		
<input checked="" type="checkbox"/>	Meals	Sales	Meals - Dinner		\$391.94		
<input checked="" type="checkbox"/>	Travel	Sales	Airfare		\$3,266.20		
Total Requested					\$5,617.86		

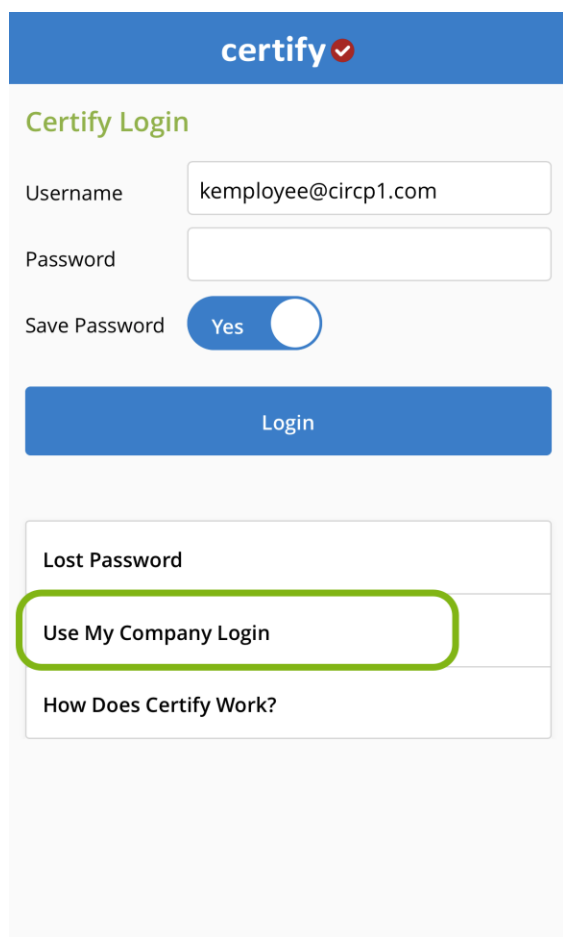
If a **Spend Request** has not been opened by an **Approver**, the request can be recalled by using the **Recall** button.

Submitting Receipts and Expenses

Certify Mobile Single Sign-On

Some companies have enabled **Certify Single Sign-On** for their users. Single sign-on allows users to maintain one username and password for access to the company's applications, business tools, communication resources, etc. Certify has extended the single sign-on feature to our mobile app, Certify Mobile. This article shows you how to configure single sign-on on Certify Mobile.

Step 1: To begin configuring single sign-on, tap **Use my Company Login** on your Certify Mobile homescreen.



certify ✓

Certify Login

Username

Password

Save Password Yes

Login

Lost Password

Use My Company Login

How Does Certify Work?

Step 2: Enter your company code and tap **Get Access Token**. The company code can be obtained from your company's Certify Administrator.

Submitting Receipts and Expenses

certify ✓

Company Login

If your Certify administrator has given you a single sign-on Company Code, enter it and tap Get Access Token.

Company Code

Get Access Token

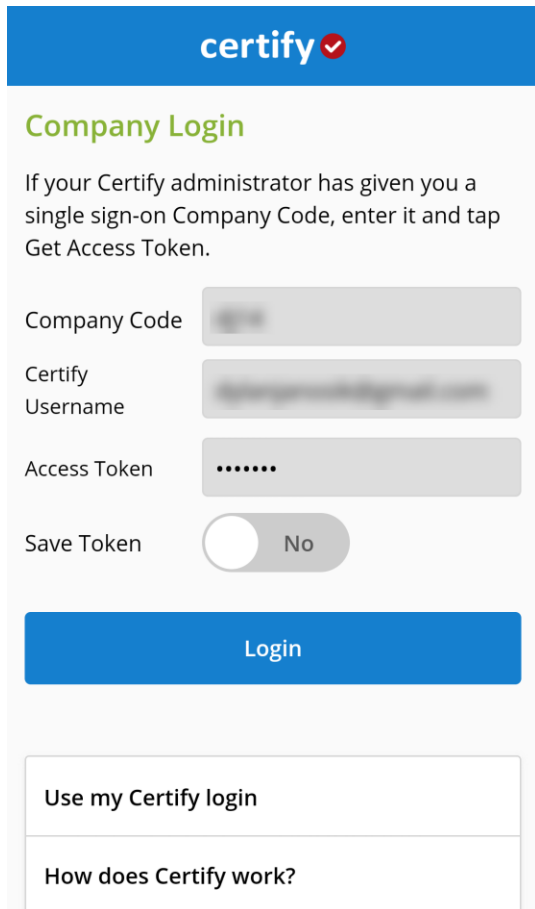
[Use my Certify login](#)

[How does Certify work?](#)

Step 3: Enter your company's single sign-on credentials. This is the username and password that you use to access other applications and tools in your company.

Step 4: After entering your single sign-on credentials, you will be returned to the Certify Mobile homescreen, where you can save your **Access Token**.

Submitting Receipts and Expenses



The screenshot shows the 'certify' logo at the top. Below it is the 'Company Login' section. A text block explains that if a single sign-on Company Code is provided, the user should enter it and tap 'Get Access Token'. The form includes four input fields: 'Company Code', 'Certify Username', and 'Access Token' (masked with dots), and a 'Save Token' toggle switch set to 'No'. A blue 'Login' button is positioned below the fields. At the bottom, there are two links: 'Use my Certify login' and 'How does Certify work?'.

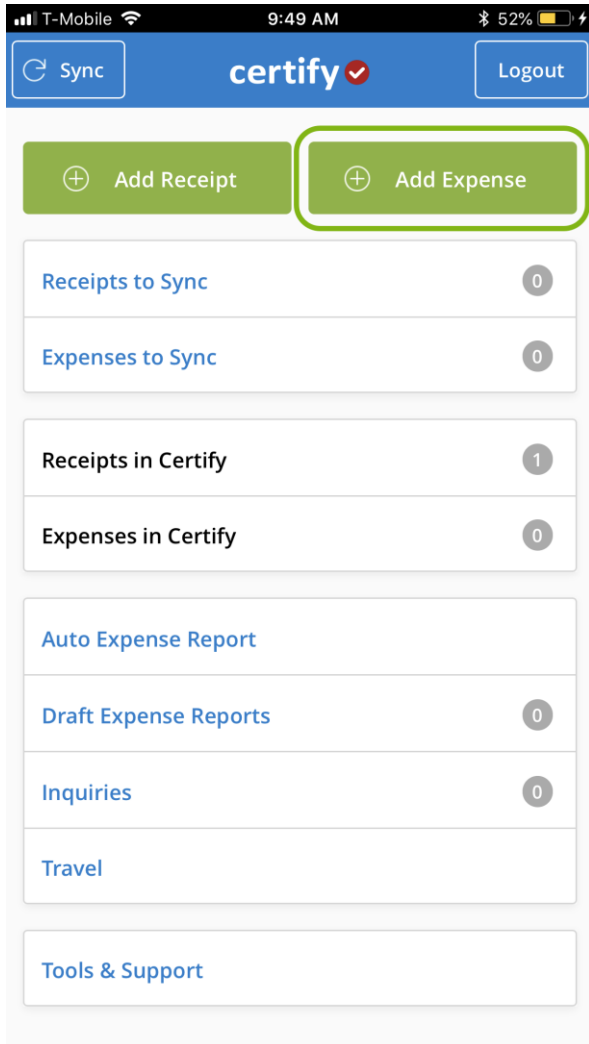
Step 5: After saving your **Access Token**, you will be able to log into Certify Mobile using your company's single sign-on credentials.

Adding Expenses using Certify Mobile

Some expenses, such as mileage, will not have a receipt that can be attached to the expense. This article shows you how to add one of these types of expenses on the Certify Mobile app.

Step 1: On your Certify Mobile app home screen, tap **Add Expense**.

Submitting Receipts and Expenses



Step 2: Under **Enter Expense**, complete each field with the expense data. When finished, tap **Save**.

Submitting Receipts and Expenses

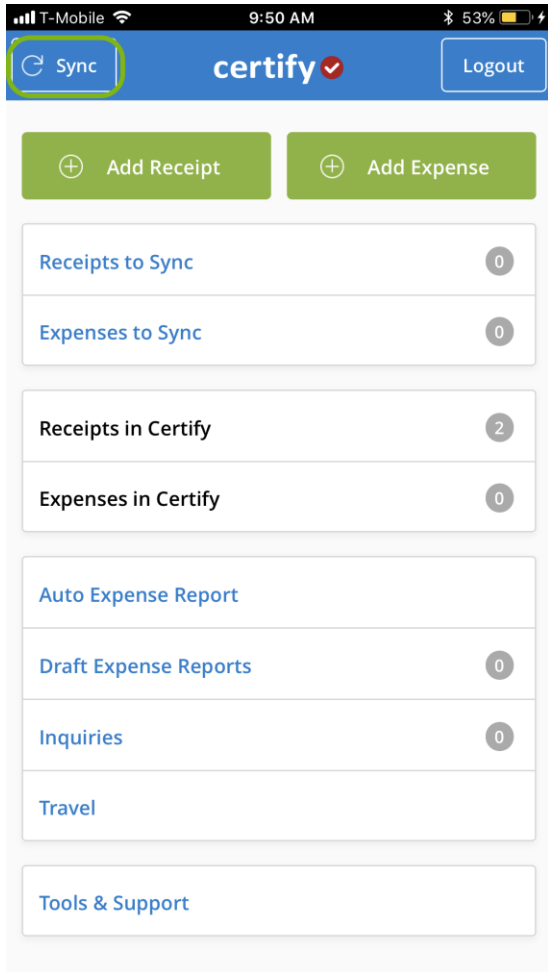
The screenshot shows a mobile application interface for submitting an expense. At the top, the status bar displays 'T-Mobile', signal strength, Wi-Fi, the time '9:50 AM', Bluetooth, and a 53% battery level. Below the status bar is a map showing a route from Portland, ME to Boston, MA. The form fields are as follows:

- Date: Oct 1, 2018
- Department: Customer Service (dropdown)
- Category: Mileage (dropdown)
- From: Portland, ME.
- To: Boston, MA.
- Roundtrip: Yes (toggle)
- Miles: 214.6 (input field) with a 'MapIt!' button
- Reason: (empty text field)
- Reimbursable: Yes (toggle)
- Billable: No (toggle)
- Policy: Meets Policy

A blue 'Save' button is located at the bottom of the form, highlighted with a green border.

Step 3: Tap **Sync** to send the expense to your Certify Wallet.

Submitting Receipts and Expenses

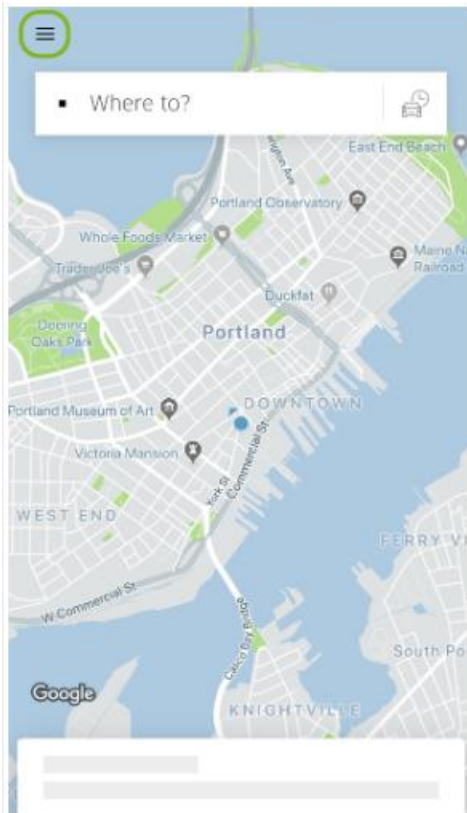


Uber Receipt Integration

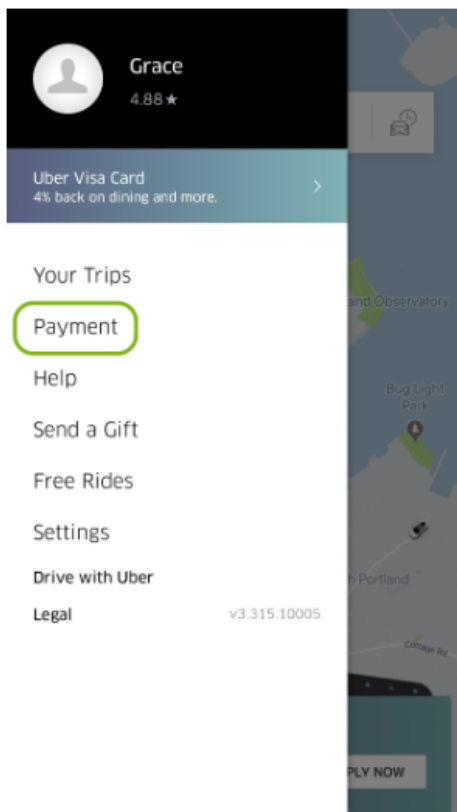
This article explains how to add Certify Expense Integration to your Uber Business Profile.

Step 1: Open the **Uber** app and tap the **Menu** icon.

Submitting Receipts and Expenses

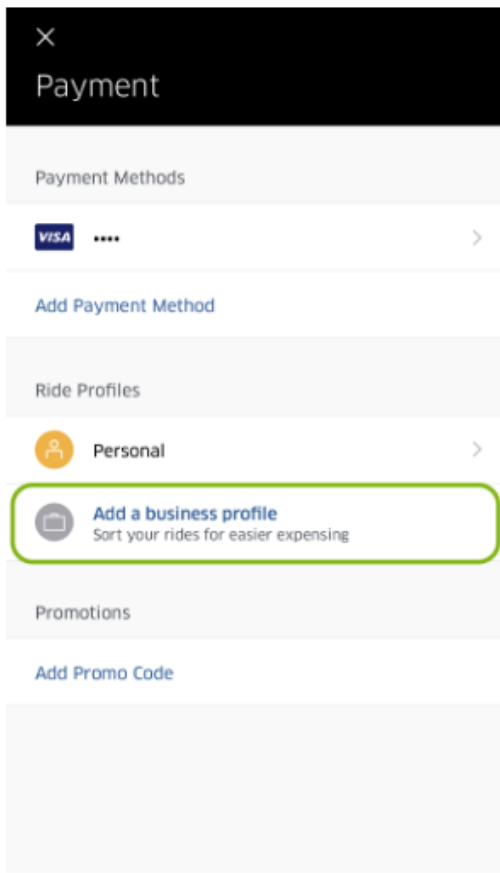


Step 2: In the **Menu** item list, tap **Payment**.



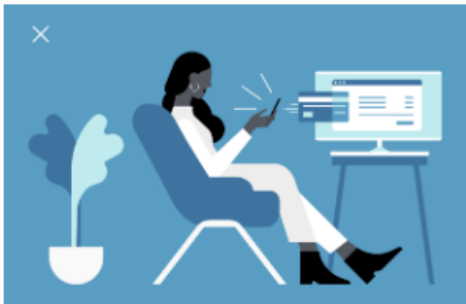
Submitting Receipts and Expenses

Step 3: Select Add a business profile.



Step 4: Tap Get Started to begin.

Submitting Receipts and Expenses



Simplify business travel

- ✉ Get ride receipts in your work inbox
- 📅 Set a payment to use for work trips
- ↶ Get weekly or monthly travel reports
- 📁 Make expensing trips seamless, fast, and easy

GET STARTED

Step 5: Enter your email address, and tap **Next**.

Please note: Your email address will need to match the email you use to login to Certify.

Submitting Receipts and Expenses

←
Business Setup Step 1 of 4

Where should we send receipts when you ride for business?

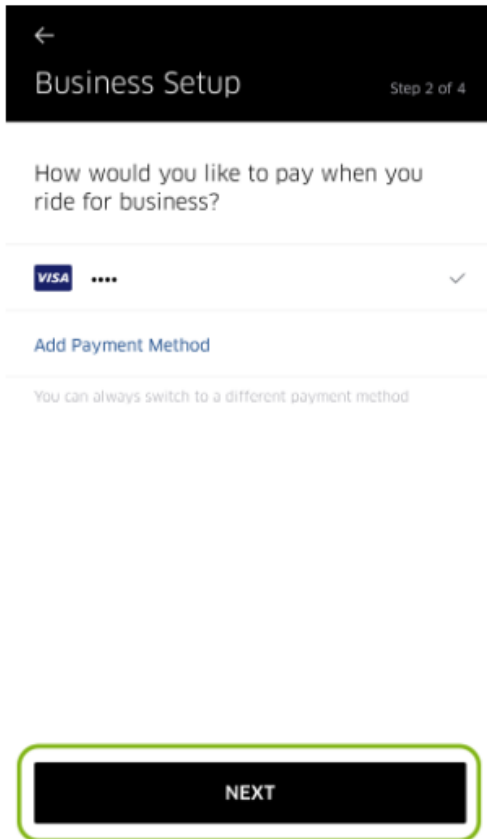
Email address
[redacted]@certify.com

SKIP NEXT

q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123 🗑️ 📵 space return

Step 6: Enter in the payment information for the card you'd like to use. Click **Next** when complete.

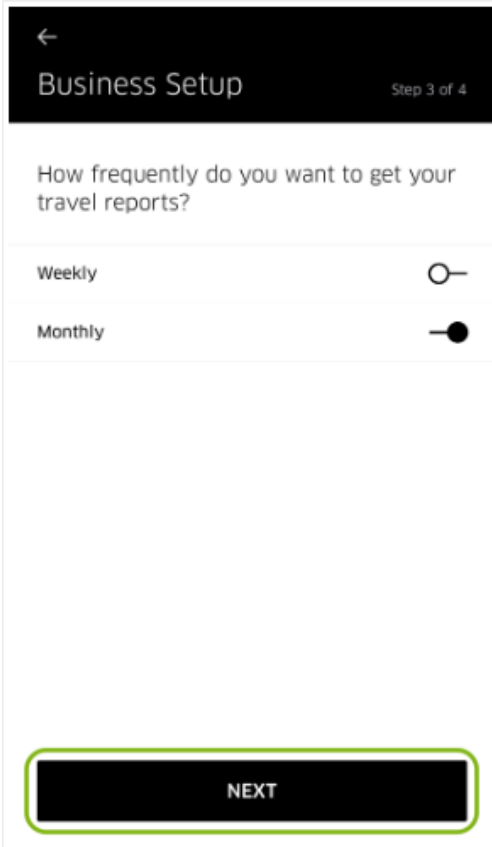
Submitting Receipts and Expenses



The screenshot shows a mobile application interface for 'Business Setup', which is Step 2 of 4. The question asks, 'How would you like to pay when you ride for business?'. A 'VISA' payment method is selected, indicated by a checkmark. Below this, there is a link to 'Add Payment Method' and a note stating 'You can always switch to a different payment method'. A 'NEXT' button is highlighted with a red border.

Step 7: Choose if you'd like to get your travel reports **weekly** or **monthly**. Then, click **Next**.

Submitting Receipts and Expenses



The screenshot shows a mobile application interface for 'Business Setup', which is Step 3 of 4. The question asks, 'How frequently do you want to get your travel reports?'. There are two radio button options: 'Weekly' and 'Monthly'. The 'Monthly' option is selected, indicated by a solid black dot. At the bottom of the screen, there is a black button with the word 'NEXT' in white text, which is highlighted with a red rectangular border.

Step 8: Select **Certify**. Then, click **Complete**.

Submitting Receipts and Expenses

The screenshot shows a mobile application interface for 'Business Setup', labeled as 'Step 4 of 4'. At the top, there is a back arrow and the title 'Business Setup'. Below the title, a question asks 'Want to link to your expense provider?' followed by a subtext: 'We'll automatically upload receipts to your expensing software after each business ride.' A list of expense providers is shown: Expensify, Concur, Certify, and Chrome River. The 'Certify' option is highlighted with a green border and a checkmark. At the bottom, there are two buttons: 'SKIP' and 'COMPLETE', with the 'COMPLETE' button also highlighted with a green border.

Step 9: Uber will send an email confirmation for you to confirm the email address that links to Certify.

Going forward, any trips requested under your **Uber Business Profile**, will automatically have your receipts forwarded to your **Certify Wallet**. Click **Done** to complete.

×



You're all set.

Just choose personal or business by tapping the payment method when you request a ride.

Business ride receipts

██████████@certify.com

Business ride payment

Visa

Travel reports

Monthly

Expense provider

Certify

Please verify your email address to complete automatic expense forwarding.

DONE

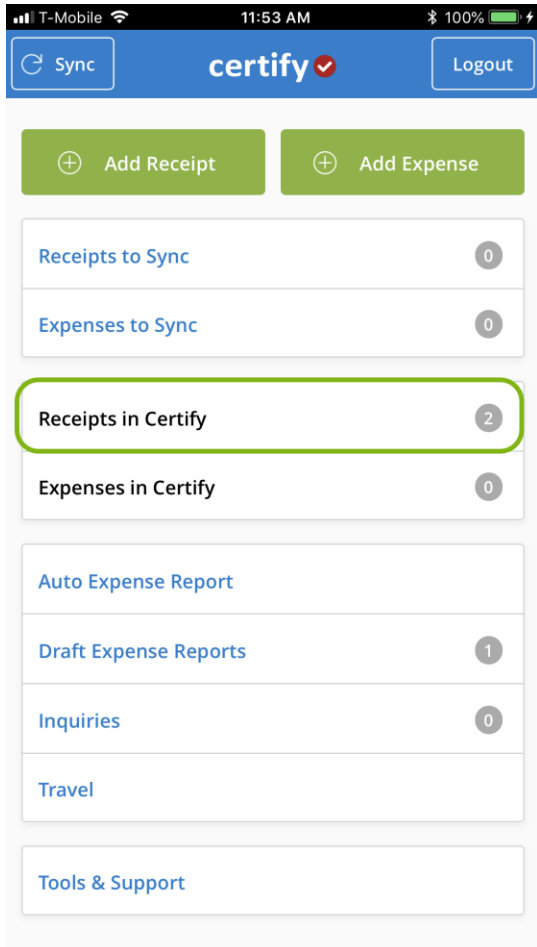
Deleting Receipts Using Certify Mobile

If you find you need to delete a receipt from your **My Certify Wallet**, you can easily delete it using the **Certify Mobile** app.

This article shows you how to remove a receipt from your **My Certify Wallet** using **Certify Mobile**.

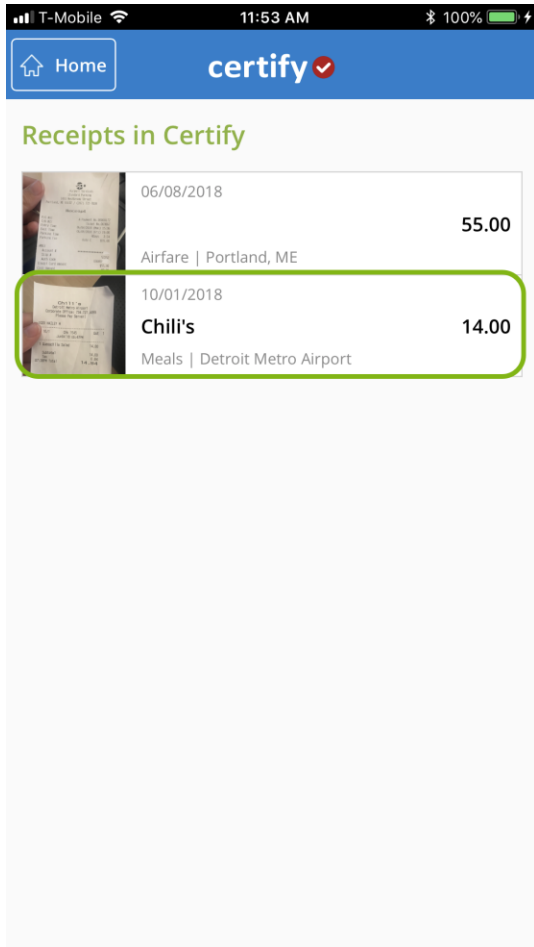
Step 1: From your app home screen, tap **Receipts in Certify**.

Submitting Receipts and Expenses



Step 2: A list of the receipts stored in your **My Certify Wallet** displays. Tap the receipt you want to remove.

Submitting Receipts and Expenses



Step 3: On the next screen, the receipt detail displays. Scroll towards the bottom and tap **Delete**.

Submitting Receipts and Expenses

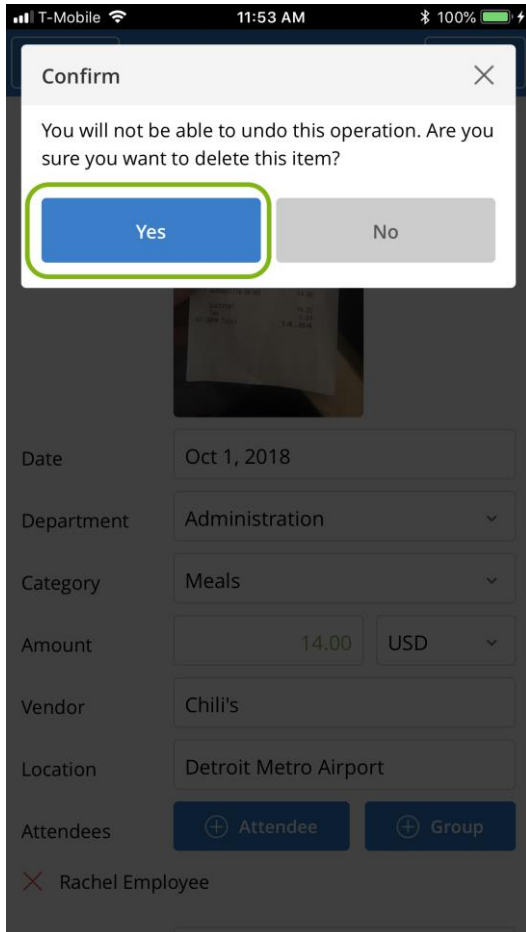
The screenshot shows a mobile application interface for submitting receipts and expenses. The status bar at the top indicates T-Mobile service, 11:53 AM, and 100% battery. The form contains the following fields and controls:

- Department: Administration (dropdown)
- Category: Meals (dropdown)
- Amount: 14.00 (text input), USD (dropdown)
- Vendor: Chili's (text input)
- Location: Detroit Metro Airport (text input)
- Attendees: + Attendee, + Group (buttons)
- Attendees list: Rachel Employee (with a red X icon)
- Reason: (empty text input)
- Reimbursable: Yes (toggle switch)
- Billable: No (toggle switch)
- Policy: Meets Policy (checkbox)
- Save (blue button)
- Delete (blue button, highlighted with a green border)

Step 4: A warning message displays asking you to confirm that you want to delete the receipt. Tap **Yes** to delete the receipt from your **My Certify Wallet**.

Please Note: Once a receipt has been deleted, it cannot be recovered.

Submitting Receipts and Expenses



Step 5: The receipt is deleted from your **My Certify Wallet**.

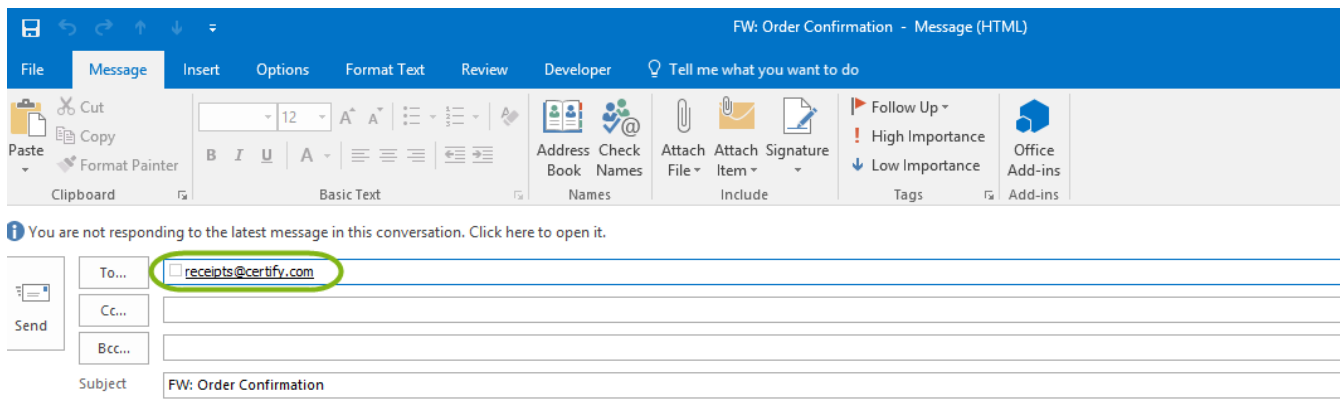
Emailing Receipts

Email is a quick and convenient method for adding receipts and expenses to your Certify Wallet. When email with receipt attachments or expense data is sent to **receipts@certify.com**, the receipt or expense data will be automatically parsed and added to your Certify Wallet.

You can email receipts from your computer's email service, or from a mobile device with email capabilities. If you are sending receipts from alternate email addresses, you may add an additional email address to your Certify account. This article shows you how to email receipts and expenses to your Certify Wallet.

Step 1: Create a new email using your company email service. In the **To** field, enter **receipts@certify.com**. In the **Subject** line, enter the receipt name. Alternatively, if a vendor has emailed you a receipt, you can forward the emailed receipt to **receipts@certify.com**.

Submitting Receipts and Expenses



From: custservice@ABCompany.com
Sent: Tuesday, March 1, 2016 10:25 AM
To: Kelly Employee
Subject: Order Confirmation

Dear Kelly Employee,

Thank you for your order on March 1, 2016. The following email is a summary of your order. Please use this as your proof of purchase.

For information on installing and licensing your software or activating your service, please see the "Details" email to follow.

Order Information

Order Number: 11
Order Date: March 1, 2016
Subtotal: \$ 49.95
Shipping: \$ 0.00
Tax: \$ 2.75
Total: \$ 52.70
Payment Method: Visa

Sincerely,
Customer Service
[Look up your order](#)

Step 2: Attach your receipts to the email. Any number of receipts may be attached, however, the total size of the email (including any text and signatures) must be under 4 MB. Certify will accept all popular image file types such as jpg, gif, bmp, pdf, tiff, etc. Click **Send**.

When Certify receives the email with your receipt or expense data, the data is automatically parsed and added to your Certify Wallet. If you would like to review the receipts or expenses that were added to your Certify Wallet, log into your Certify account to view your **Wallet**.



The screenshot displays the Certify account homepage with four main sections:

- My Spend Requests:** Includes a 'New Spend Request' button and a list of status filters: Drafts (0), Requested (2), Approved (2), and Archived (0).
- My Reports:** Includes a 'New Expense Report' button, a 'New Invoice Report' button, and a list of status filters: Drafts (3), Pending Approval (4), Pending Payment (0), and Archived (5).
- My Certify Wallet:** Shows a transaction for 3/1/21 from ABCcompany for \$52.70, which is circled in green. Below the transaction, it indicates '0 ITEMS'.
- Add Receipts or Invoices:** Offers three methods: MOBILE (with a smartphone icon), EMAIL (with an envelope icon), and UPLOAD (with an upload icon). A 'MORE METHODS' link is located at the bottom.

Uploading Receipts

Uploading receipt images from your computer is a quick and convenient method for adding receipts to your **My Certify Wallet**. Image uploads can be up to 10 MB in size. You can choose to upload one at a time, or add multiple receipt images at once.

This article shows you how to upload receipts to your **My Certify Wallet** from your computer.

Step 1: On your Certify account homepage, under **Add Receipts**, click **Upload**.

Submitting Receipts and Expenses



My Spend Requests

[New Spend Request](#)

- Drafts 0
- Requested 2
- Approved 2
- Archived 0

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 3
- Pending Approval 4
- Pending Payment 0
- Archived 5

My Certify Wallet

0

Your wallet is empty

Add receipts or expenses to your Wallet.

0 ITEMS

Add Receipts or Invoices

MOBILE

EMAIL

UPLOAD

MORE METHODS

Step 2: On the **Add Receipts and Expenses** page, select **Choose Files**.

certify

Cindy Employee
Circle Point Communications

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 ON Google Play

Email

Just send the email from **employee@gmail.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.

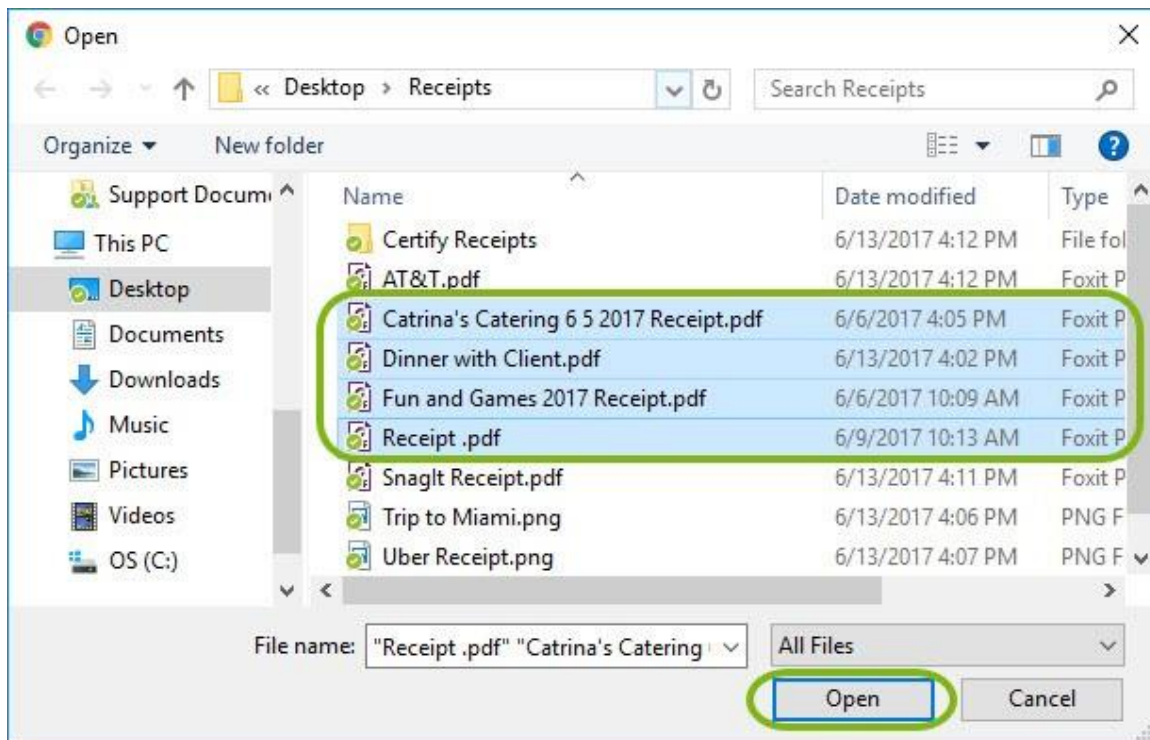
Choose Files No file chosen

Upload Files

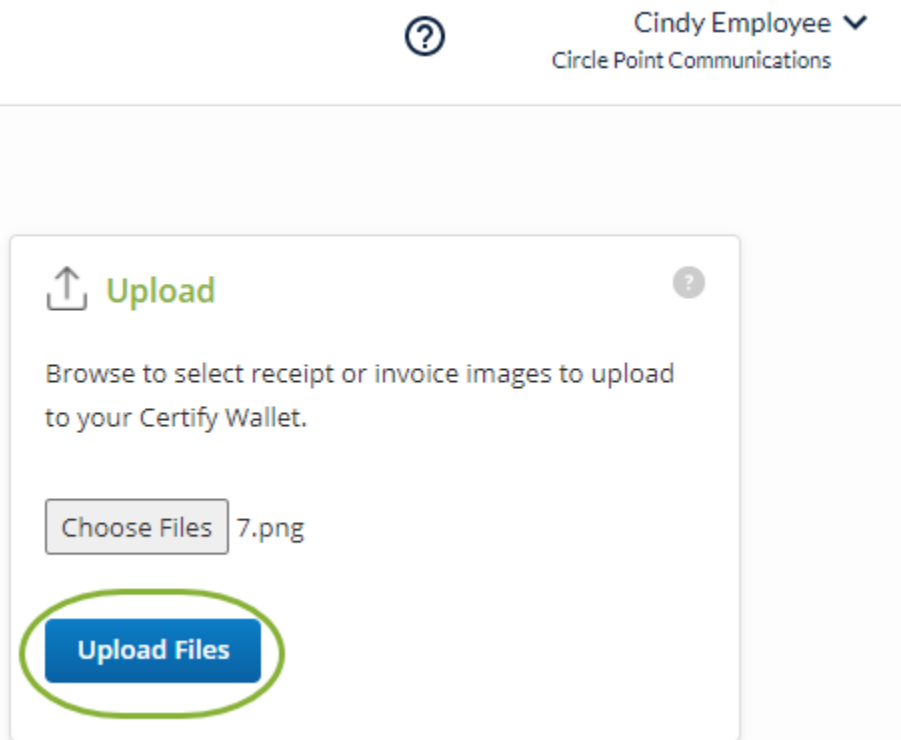
Step 3: Select the receipt images from your computer. Click **Open** once you have selected all the receipt images you want to upload.

Best Practice: Windows users can select multiple images at once by pressing the CTRL key and selecting each file.

Submitting Receipts and Expenses







Step 4: The number of receipt images selected is indicated next to **Choose Files**. Click **Upload Files** to add the receipt images to your **My Certify Wallet**.





















Submitting Receipts and Expenses

The receipts have now been added to your **My Certify Wallet**. Uploaded receipts display the **Upload** icon in the **Source** column.

The **Upload** feature uses **ReceiptParse**, which scans the receipt image and can **pre-populate** the **Vendor**, **Category/Details** and **Amount** fields for you. If you need to make additions or edits to those fields, you can manually change them using the **Edit Item** button.

My Certify Wallet Merge Items    

Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			5/29/2017	Meals	Bubble Maineia	Bubble Maineia.jpg	\$4.78
<input type="checkbox"/>			6/6/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
<input type="checkbox"/>			6/9/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>			6/6/2017	Staff Entertaining	Fun & Games	Fun and Games 2017 Receipt.pdf	\$150.00
<input type="checkbox"/>			6/6/2017	Staff Entertaining	Catrina's Catering	Catrina's Catering 6 5 2017 Receipt.pdf	\$435.00
<input type="checkbox"/>			6/9/2017	Printing	Paper Patch	Receipt .pdf	\$25.00
<input type="checkbox"/>			6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>			6/5/2017	Computer Hardware	Computer Gurus	Receipt from Client	\$212.00
<input type="checkbox"/>			6/1/2017	Mileage		Certify_MapIt.jpg	\$57.03

9 ITEMS

Faxing Receipts

Certify offers you many ways to add receipt images to your Certify Wallet. This article shows you how to fax receipt images to your Certify Wallet.

Step 1: On your account homepage, click **More Methods** in the **Add Receipts** section.

Submitting Receipts and Expenses



My Spend Requests

- [New Spend Request](#)
- Drafts (0)
- Requested (2)
- Approved (2)
- Archived (0)

My Reports

- [New Expense Report](#)
- Drafts (3)
- Pending Approval (4)
- [New Invoice Report](#)
- Pending Payment (0)
- Archived (5)

My Certify Wallet

0

Your wallet is empty

Add receipts or expenses to your Wallet.

0 ITEMS

Add Receipts or Invoices

- MOBILE
- EMAIL
- UPLOAD
- MORE METHODS**

Step 2: On the **Add Receipts and Expenses** page, select **Print a fax cover page**.

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

Email

Just send the email from memployee@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: Print the **Fax Account ID** page. This will be your fax cover page.

Print

Total: 1 sheet of paper

Destination Xerox WorkCentre 361...

Pages All
 e.g., 1-5, 8, 11-13

Copies

Layout

Options Two-sided

11/8/2016 Certify - Travel and Expense Report Management Software

certify Multiple Page Receipts to PDF Separate Fax Receipts with Page Splitting
travel & expense made easy Receipts will be converted to a multiple page PDF. Each faxed page will be a separate receipt.

Attach receipts below and fax to Certify at: (800) 521-8193 (toll free) Attach receipts below and fax to Certify at: (866) 517-8523 (toll free)
+44 (0)207 806 8071 (Europe & UK) +44 (0)207 197 8129 (Europe & UK)
+61 2 9475 4542 (Australia) +61 2 8088 7352 (Australia)

mememployee@circp1.com

Attach receipts below this line.
USE THIS ACCOUNT ID PAGE FOR EVERY PAGE OF YOUR FAX TRANSMISSION.



Step 4: Fax the cover page first, and receipt images following, to the fax number at the top over the **Fax Account ID** page. The **QR Code** in the corner of the Fax Account ID page is unique to your account and will be used to place the receipts in your Certify Wallet.

Step 5: Once the fax is complete, the receipts will be available in your **Certify Wallet**.

My Certify Wallet Merge Items

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
		12/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for ...	\$34.40
		12/22/2016	Other Transportation	Standard Parking	Parking at airport	\$12.00
		12/23/2016	Postage	Fedex	Overnight delivery	\$16.60
		12/24/2016	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
		12/27/2016	Lodging	DoubleTree Hotel	DoubleTree Hotel	\$485.38
		12/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$68.80
		12/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$6.35
		4/28/2016	Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	
		12/27/2016	Lodging	DoubleTree Hotel	Hotel stay - DoubleTree	\$560.53
		1/17/2017	Other Transportation	Vamoose	Bus Tix.jpg	\$25.00
		1/17/2017			Faxed Receipt.jpg	

11 ITEMS

Certify Wallet

Reviewing Receipts and Expenses in Your Certify Wallet

The **Certify Wallet** is where all captured receipts and imported credit card expenses are stored before they are added to an expense report. This article shows you how to review the items in your **Certify Wallet**.

On your account homepage, select **More Items** under **My Certify Wallet**.



The screenshot displays the Certify Wallet interface with four main sections:

- My Spend Requests:** Includes a "New Spend Request" button and a list of status categories: Drafts (0), Requested (0), Approved (0), and Archived (0).
- My Expense Reports:** Includes a "New Expense Report" button and a list of status categories: Drafts (0), Pending Approval (0), Pending Payment (0), and Archived (0).
- My Certify Wallet:** Shows a list of receipts with a "4" notification badge. The list includes:
 - 3/26/21 DoubleTree Hotel Receipt.jpg
 - 3/26/21 Hotel with Extra Charges Receipt.j...
 - 9/4/16 Courtyard Marriott \$360.00A "1 MORE ITEMS" link is circled in green at the bottom of the list.
- Add Receipts:** Offers three methods: MOBILE (with a smartphone icon), EMAIL (with an envelope icon), and UPLOAD (with an upload arrow icon). A "MORE METHODS" link is at the bottom.

Within the Wallet, you have several options:

Viewing Receipts - View a specific receipt image by clicking the view (document) icon next in the Receipt column.

Changing a Name - Change the name of an item by clicking the edit (pencil) icon next to the **Merge** button, entering the new name in the field provided, and clicking the save (disk) icon to save your changes.

Deleting an Item- Delete an item by selecting the receipt or expense, and click **Delete** at the bottom.









Please note: If an item is deleted, it cannot be recovered.

Please Note: The Certify Administrator at your organization may make imported credit card expenses read-only, meaning that you will not be able to edit or delete them. To make changes to read-only expenses, contact your company's Certify Administrator.

Edit Details - To make edits to the actual details, such as Vendor Name, Date, or Expense Category, open the little arrow in the Category/Details button to show the individual edit button.

My Certify Wallet

Merge Items    

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input checked="" type="checkbox"/>			12/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for ...	\$34.40
<input type="checkbox"/>			12/22/2016	Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="checkbox"/>			12/23/2016	Postage	Fedex	Overnight delivery	\$16.60
<input type="checkbox"/>			12/24/2016	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
<input type="checkbox"/>			4/28/2016	Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	

5 ITEMS

Add to Report - Add receipt and expenses to an expense report by selecting the checkbox next to each item you want to add, and then selecting **Add to Report** at the bottom of the page.

Send Items - As a Certify Administrator or delegate user, move selected receipts from your Certify Wallet to another user's account.

View Full Image, Zoom, and Rotate - View the full receipt image in a new browser window by clicking the document icon in the **Receipt** column; you can then **Zoom In**, **Zoom Out**, or **Rotate** the receipt image.

Receipt Image







Edit Description - Edit the description for the item.

Detailed View - Expand all available details for all items in the Wallet.











Upload Receipts - Click the upload icon in the upper right-hand corner to access all methods to add more receipts to your wallet.

Refresh - Use the refresh icon in the upper right-hand corner to refresh your wallet.

Merge - This optional view combines receipts and expenses in your Wallet together into one section. It will merge matching receipts and credit card expenses.









My Certify Wallet Merge Items    

Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			4/28/2016	▼ Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	
<input type="checkbox"/>			12/21/2016	▼ Office Equipment	The Home Depot	Whiteboard and dry erase markers for ...	\$34.40
<input type="checkbox"/>			12/22/2016	▼ Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="checkbox"/>			12/23/2016	▼ Postage	Fedex	Overnight delivery	\$16.60
<input type="checkbox"/>			12/24/2016	▼ Office Equipment	Staples	Laptop webcam for conferencing	\$75.58

5 ITEMS

Expenses

<input type="checkbox"/>	Source	Receipt	Date	Category	Vendor	Details	Amount
<input type="checkbox"/>			12/21/2016	▼ Office Supplies	The Home Depot	The Home Depot	\$34.40
<input type="checkbox"/>			12/22/2016	▼ Other Transportation	Standard Parking	Standard Parking	\$12.00
<input type="checkbox"/>			12/23/2016	▼	FedEx	FedEx	\$16.60
<input type="checkbox"/>			12/24/2016	▼ Office Equipment	Staples	Staples	\$75.58

4 ITEMS

Using Merge Items in the Certify Wallet

Merge Items gives you the choice to view **Receipts** and **Expenses** combined in your **My Certify Wallet**.

This is helpful if you have imported credit card expenses enabled for your account. Using **Merge Items**, you can add a merged receipt and expense line to a draft expense report without having to manually combine them.

This article shows you how to use the **Merge Items** feature in your **My Certify Wallet**.

Step 1: On your account homepage, under **My Certify Wallet**, select **More Items**.



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 Hotel Receipt.jpg	
3/26/21	Hotel with Extra Charges Receipt.j...	
9/4/16	Courtyard Marriott	\$360.00

[1 MORE ITEMS](#)

Add Receipts

[MOBILE](#) [EMAIL](#) [UPLOAD](#)

[MORE METHODS](#)

Step 2: In your **My Certify Wallet**, locate **Merge Items** in the upper right-hand corner. When **Merge Items** is OFF, the **Merge Items** feature is gray, and **Receipt** images are separated from **Expenses** and display in different sections.

When reviewing receipts, you may find it easier to keep **Merge Items** OFF. Receipts and imported credit card expenses then appear separately in your **My Certify Wallet**, instead of combined.

My Certify Wallet

Merge Items

Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			6/6/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
<input type="checkbox"/>			6/9/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>			6/8/2017	Staff Entertaini...	Catrina's Catering	Catrina's Catering 6 8...	\$200.00
<input type="checkbox"/>			6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>			6/1/2017	Mileage		Certify_MapIt.jpg	\$57.03

5 ITEMS

Expenses

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			6/1/2017	Meals	SQ *BUBBLE MAIN...	SQ *BUBBLE MAINEIA	\$4.78
<input type="checkbox"/>			6/8/2017	Meals	GREEN ELEPHANT...	GREEN ELEPHANT VE...	\$17.98
<input type="checkbox"/>			6/11/2017	Meals	AURORA PROVISIO...	AURORA PROVISIONS...	\$11.12
<input type="checkbox"/>			6/12/2017	Cell Phone	AT&T	June Cell Phone	\$132.00
<input type="checkbox"/>			6/12/2017	Subscriptions	Constant Contact	Event outreach	\$20.00

5 ITEMS

Add to Report

Delete

Step 3: To turn **Merge Items** ON, place your cursor to the right of the **Merge Items** gray circle and click.

My Certify Wallet

Merge Items

Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
--------------------------	--------	---------	------	------------------	--------	-------------	--------

The **Merge Items** feature turns blue, and Receipts and Expenses are listed together.

Certify Wallet

My Certify Wallet

Merge Items

	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			6/1/2017	Meals	SQ *BUBBLE MAIN...	SQ *BUBBLE MAINEIA	\$4.78
<input type="checkbox"/>			6/8/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
<input type="checkbox"/>			6/11/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>			6/12/2017	Cell Phone	AT&T	June Cell Phone	\$132.00
<input type="checkbox"/>			6/12/2017	Subscriptions	Constant Contact	Event outreach	\$20.00
<input type="checkbox"/>			6/8/2017	Staff Entertainin...	Catrina's Catering	Catrina's Catering 6 8 2...	\$200.00
<input type="checkbox"/>			6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>			6/1/2017	Mileage		Certify_MapIt.jpg	\$57.03

8 ITEMS

Add to Report

Delete

With **Merge Items** ON, when an imported credit card expense in your **My Certify Wallet** matches a receipt in your **My Certify Wallet**, they are visually combined onto one line.

My Certify Wallet

Merge Items

	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			6/1/2017	Meals	SQ *BUBBLE MAIN...	SQ *BUBBLE MAINEIA	\$4.78
<input type="checkbox"/>			6/8/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
<input type="checkbox"/>			6/11/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>			6/12/2017	Cell Phone	AT&T	June Cell Phone	\$132.00
<input type="checkbox"/>			6/12/2017	Subscriptions	Constant Contact	Event outreach	\$20.00
<input type="checkbox"/>			6/8/2017	Staff Entertainin...	Catrina's Catering	Catrina's Catering 6 8 2...	\$200.00
<input type="checkbox"/>			6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>			6/1/2017	Mileage		Certify_MapIt.jpg	\$57.03

8 ITEMS

Add to Report

Delete

Certify Wallet

With **Merge Items** ON, you can easily add the merged receipt and expense line to a draft expense report by marking the checkbox and clicking **Add to Report**. Both the receipt and the expense line are added to the expense report as a single line item, without having to manually combine them.

The screenshot shows the 'My Certify Wallet' interface. At the top right, there is a 'Merge Items' toggle switch which is turned on. Below the header is a table with the following columns: Source, Receipt, Date, Category/Details, Vendor, Description, and Amount. The table contains several rows of transactions. The second row from the bottom has a checkbox in the 'Source' column that is checked. A green arrow points from this checkbox to the 'Add to Report' button at the bottom left. Another green arrow points from the 'Receipt' icon in the same row to the 'Add to Report' button. A third green arrow points from the 'Receipt' icon in the row above to the 'Add to Report' button. Below the table are two buttons: 'Add to Report' (blue) and 'Delete' (grey).

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>		6/1/2017	Meals	SQ *BUBBLE MAIN...	SQ *BUBBLE MAINEIA	\$4.78
<input checked="" type="checkbox"/>		6/8/2017	Meals	Green Elephant Ve...	Brain storm lunch	\$17.98
<input type="checkbox"/>		6/11/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>		6/12/2017	Cell Phone	AT&T	June Cell Phone	\$132.00
<input type="checkbox"/>		6/12/2017	Subscriptions	Constant Contact	Event outreach	\$20.00
<input type="checkbox"/>		6/8/2017	Staff Entertaini...	Catrina's Catering	Catrina's Catering 6 8 ...	\$200.00
<input type="checkbox"/>		6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>		6/1/2017	Mileage		Certify_MapIt.jpg	\$57.03

Editing Receipts & Expenses in the Wallet

The **Certify Wallet** is where all receipts and expenses are stored before being added to an expense report. Details are presented from manual entry, or Certify OCR ReceiptParse technology.

Occasionally, you may need to edit item details in your Wallet if they are incorrect. This article shows you how to edit items within the **Certify Wallet**.

Please Note: Your organization may restrict imported credit card expenses as read-only, and those expenses may not be able to be changed.

Step 1: On your account homepage, select **More Items** under **My Certify Wallet**.



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 Hotel Receipt.jpg	
3/26/21	Hotel with Extra Charges Receipt.j...	
9/4/16	Courtyard Marriott	\$360.00

[1 MORE ITEMS](#)

Add Receipts






MOBILE
































EMAIL


UPLOAD

[MORE METHODS](#)

Step 2: Click **View Details** to expand details for all rows, or an individual arrow to expand a single row to the detailed view.

My Certify Wallet Merge Items    

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
		3/20/2017	 Office Equipment	The Home Depot	Whiteboard and dry erase markers for conference...	\$34.40
		3/22/2017	 Other Transportation	Standard Parking	Parking at airport	\$12.00
		3/23/2017	 Postage	Fedex	Overnight delivery	\$16.60
		3/24/2017	 Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
		3/27/2017	 Lodging	DoubleTree Hotel	DoubleTree Hotel	\$485.38
		3/27/2017		DoubleTree Hotel	DoubleTree Hotel	\$68.80
		3/27/2017		DoubleTree Hotel	DoubleTree Hotel	\$6.35
		3/4/2017	 Other Transportation		taxi.jpg	\$31.70
		4/28/2016	 Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	
		3/27/2017	 Lodging	DoubleTree Hotel	Hotel stay - DoubleTree	\$560.53

10 ITEMS

[Add to Report](#)

[Send Items](#)

[Delete](#)

Step 3: Click **Edit Item** for the specific receipt line.

My Certify Wallet

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description
<input type="checkbox"/>			3/21/2017	Office Equipment Department: General & Admin Location: South Portland, ME Reimbursable: No Billable: No	The Home Depot	Whiteboard and room
<input type="checkbox"/>			3/22/2017	Other Transportation Department: General & Admin Location: Portland, ME Reimbursable: No Billable: No	Standard Parking	Parking at airport

Step 4: All fields will be available for changes. Make your edits and click **Save**.

Edit Expense

Date:

Department:

Category:

Amount:

Vendor:

Location:

Reason:

Reimbursable:

Billable:



After clicking **Edit Item**, Certify will also prompt if any required details are missing, similar to using the **Cleanup Wizard**.

Edit Expense

You must enter a Location.

Date:

Department:

Category:

Amount:

Vendor:

Location:

Reason:

Reimbursable:

Billable:

Receipt Image

Step 5: New edits will be available in the **Certify Wallet**.

My Certify Wallet Record edited. Merge Items

☐	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
☐			3/4/2017	Mileage with Commute Department: General & Admin Location: Reimbursable: Yes Billable: No		Client meeting	\$61.53

1 ITEM

Deleting Receipts & Expenses from the Wallet

Receipts and expenses added to an expense report move out of your **My Certify Wallet** to the expense report. You can easily delete them from your **My Certify Wallet**, and it does not affect any expense reports being processed.

This article shows you how to delete an item from your **Certify Wallet**.

Please Note: Your organization may restrict the ability to delete imported credit card expenses from Certify. If you need to delete a read-only expense, contact your **Certify Administrator**.

Step 1: On your account homepage, under **My Certify Wallet**, select **More Items**.



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 Hotel Receipt.jpg	
3/26/21	Hotel with Extra Charges Receipt.j...	
9/4/16	Courtyard Marriott	\$360.00

[1 MORE ITEMS](#)

Add Receipts

MOBILE

EMAIL

UPLOAD

[MORE METHODS](#)

Step 2: On the **Certify Wallet**, select the checkbox of the receipt or expenses you want to delete. To select multiple items, select the checkbox next to each one. Or to select all, choose the top checkbox.

My Certify Wallet

Merge Items





Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			6/6/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
<input type="checkbox"/>			6/9/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>			6/8/2017	Staff Entertaini...	Catrina's Catering	Catrina's Catering 6 8...	\$200.00
<input checked="" type="checkbox"/>			6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>			6/1/2017	Mileage		Certify_MapIt.jpg	\$57.03











5 ITEMS

Step 3: Click **Delete** at the bottom of the page to remove the selected items.

Please Note: Corporate credit card transactions cannot be recovered. Small Business card transactions can be recovered via the **Get Transactions** button.




My Certify Wallet Merge Items    

Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			6/6/2017	Meals	Green Elephant	Brain storm lunch	\$17.98
<input type="checkbox"/>			6/9/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
<input type="checkbox"/>			6/8/2017	Staff Entertaini...	Catrina's Catering	Catrina's Catering 6 8...	\$200.00
<input checked="" type="checkbox"/>			6/13/2017	Meals	Restaurant 121	Dinner with Client.pdf	\$248.40
<input type="checkbox"/>			6/1/2017	Mileage		Certify_Mapit.jpg	\$57.03

5 ITEMS

Expenses

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			6/8/2017	Meals	GREEN ELEPHANT...	GREEN ELEPHANT VE...	\$17.98
<input type="checkbox"/>			6/11/2017	Meals	AURORA PROVISIO...	AURORA PROVISIONS..	\$11.12
<input type="checkbox"/>			6/12/2017	Subscriptions	Constant Contact	Event outreach	\$20.00

Credit Card Troubleshooting

Small Business Finicity Tool

Missing Transactions

To Resolve:

Step 1: Access **Get Card Transactions**

Expenses 4 ITEMS

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
		6/8/2017	Meals	Green Elephant Vegetarian Bisto	GREEN ELEPHANT VEGETARIAN Brain storming lunch	\$17.98
		6/11/2017	Meals	Aurora	AURORA PROVISIONS INC	\$11.12
		6/28/2017	Meals	ROSEMONT MARKET&BAKERY	ROSEMONT MARKET&BAKERY	\$9.14
		6/30/2017	Meals	ROSEMONT MARKET	ROSEMONT MARKET	\$9.14
		7/2/2017		Big Sky Bread Company - M	Big Sky Bread Company - M	\$7.45

7 ITEMS

Step 2: Re-establishing the link to recover your expenses: <https://help.certify.com/hc/en-us/articles/115000695973-Re-Linking-a-Credit-Card-When-Recovering-Expenses>

Step 3: Delete/re-add your card to your account.

User Information

Name: Don Accountant

Email Address: trichardson@cirp.com

Employee ID: E | Don Accountant

Mobile Phone:

Department: Accounting (01)

Department Color: Purple (Accounting)

Certify Role: Accountants

Password Reset

Old Password:

New Password:

Confirm Password:

[Reset Security Questions](#)

Account Settings

Language: English

Default Currency: United States Dollar

Use Multiple Currencies:

Use VAT/GST:

Use PST/QST:

Use HST:

Commute Distance: 6 Miles

Add Email Address:

Add Credit Card: Corp Amex

Confirm:

XXXX-XXXX-XXXX-8946 Small Business Card

[View Transaction History](#)


Step 4: Submit a ticket to Support with recent transaction examples such as date, vendor or amount.

Connection Issue:

To Resolve:

Step 1: Re-establishing the link to recover expenses: <https://help.certify.com/hc/en-us/articles/115000695973-Re-Linking-a-Credit-Card-When-Recovering-Expenses>

Step 2: Delete/re-add card to your account.

User Information		Account Settings	
Name	Don Accountant	Language	English ▾
Email Address	trichardson@cirp.com	Default Currency	United States Dollar: ▾
Employee ID	E Don Accountant	Use Multiple Currencies	<input type="checkbox"/>
Mobile Phone	<input type="text"/>	Use VAT/GST	<input type="checkbox"/>
Department	Accounting (01)	Use PST/QST	<input type="checkbox"/>
Department Color	Purple (Accounting)	Use HST	<input type="checkbox"/>
Certify Role	Accountants	Commute Distance	6 <input type="text"/> Miles ▾ ?
		Add Email Address	<input type="text"/> ?
Password Reset		Add Credit Card	Corp Amex ▾ <input type="text"/> ?
Old Password	<input type="text"/>		Confirm <input type="text"/> ?
New Password	<input type="text"/> ?		
Confirm Password	<input type="text"/>		
	Reset Security Questions		 XXXX-XXXX-XXXX-8946 Small Business Card View Transaction History

Step 3: Submit a ticket to Support outlining the issue and details of the card in question.

Discrepancy in Transactions Reported

To Resolve:

Step 1: Submit a ticket to Support outlining the issue and the details of the card in question. Also submit the transaction details and bank statement if available.

Corporate Credit Card Integration

Missing Transactions

To Resolve:

Step 1: Access **My Imported Card Transactions:** <https://help.certify.com/hc/en-us/articles/115002641934-Creating-New-Expenses-from-My-Imported-Credit-Card-Transactions>

Step 2: If you're still missing transactions, submit a ticket to Support with some recent transaction examples such as date, vendor, or amount.

Send Selected Receipt as a Delegate

Certify Administrators and delegate users are able to add receipt images to their Certify Wallets and then send the receipts to another user's account for which they have delegate user access. This article shows you how to use the **Send Selected Receipt** feature.

Step 1: On your account homepage, select **More Items** in the **Certify Wallet** section.



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

My Certify Wallet

3

9/4/19	Starbucks	\$33.30
9/4/19	Starbucks	6.10 EUR
8/21/19	Costco	\$215.97

3 ITEMS

Add Receipts or Invoices

MOBILE EMAIL UPLOAD

MORE METHODS

Step 2: Click the checkbox for each receipt you want to send and then select **Send Items**.

My Certify Wallet

Merge Items

<input type="checkbox"/>	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			12/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for ...	\$34.40
<input type="checkbox"/>			12/22/2016	Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="checkbox"/>			12/23/2016	Postage	Fedex	Overnight delivery	\$16.60
<input type="checkbox"/>			12/24/2016	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
<input checked="" type="checkbox"/>			4/28/2016	Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	

5 ITEMS

[Add to Report](#) [Send Items](#) [Delete](#)

Step 3: Select a user for which you have delegate rights in the **Select a User** dropdown menu.

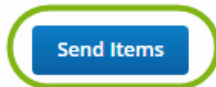
Please note: Users with Certify Administrative rights will be able to send receipts to any user.

Send Selected Items

The selected items will be sent to the Certify Wallet of the user you choose.

Select a User

Meredith Employee ▾



Step 4: Click **Send Items** to move the receipts from your Certify Wallet to the selected user's Certify Wallet.

Copy/Paste Expense Import

For companies who do not use Certify's credit card integration feature, Certify allows users to copy and paste credit card expense information directly into Certify. This article shows you how to import credit card expenses using the **Copy and Paste** feature.

Step 1: On your account homepage, click **More Methods** in the **Add Receipts** section.



My Spend Requests

[New Spend Request](#)

- Drafts (0)
- Requested (2)
- Approved (2)
- Archived (0)

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts (3)
- Pending Approval (4)
- Pending Payment (0)
- Archived (5)

My Certify Wallet

0

Your wallet is empty

Add receipts or expenses to your Wallet.

0 ITEMS

Add Receipts or Invoices

MOBILE

EMAIL

UPLOAD

MORE METHODS

Step 2: In the **Credit Card Import** area, select copy and paste.

Please note: Users with an Accountant role will be able to copy/paste expense into any user's Certify Wallet.

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 memployee@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: Copy expense data from your online bank statement, and paste it in the textbox provided. Each expense should be on a separate line. Format the expense information to include the expense date as **MM/DD/YYYY**, and expense amount as **XX.XX**.

Expense Data


```
11/2/2016 $312.76 MARRIOTT  
11/3/2016 $22.81 APPLEBEES  
11/3/2016 $51.11 HERTZ RENTAL
```

Step 4: Select the reimbursable status of the expenses being imported, then click **Next**.

Expense Data

```
11/2/2016 $312.76 MARRIOTT  
11/3/2016 $22.81 APPLEBEES  
11/3/2016 $51.11 HERTZ RENTAL
```

Import Expenses Using This Reimbursable Status

The company paid, do not reimburse me 

I paid for this, please reimburse me.

The company paid, do not reimburse me.

BACK

NEXT

Step 5: Once imported, the expenses will be sent to your Certify Wallet, and can be added to an expense report as needed.

My Certify Wallet Merge Items

	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="checkbox"/>			11/2/2016	▼		MARRIOTT	\$312.76
<input type="checkbox"/>			11/3/2016	▼		HERTZ RENTAL	\$51.11
<input type="checkbox"/>			11/3/2016	▼		APPLEBEES	\$22.81

3 ITEMS

Creating New Expenses from My Imported Credit Card Transactions

The **My Imported Credit Card Transactions** tool, which uses data from the **Reconciliation and Accruals Workbench**, holds your own credit card transaction data from a **corporate credit card** feed. This report can be helpful to reconcile and find transactions that were either deleted or did not import into your **Certify Wallet**.

This article shows you, a **report submitter**, how to create new expenses **from My Imported Credit Card Transactions**.

Please Note: If you are using a small business, or personal credit card feed, please see: *Recovering Credit Card Expenses*.

Step 1: On your account home page, select **Analytics**.

The screenshot shows the Certify user interface. The top navigation bar includes a menu icon, the Certify logo, and a help icon. The left sidebar contains a list of navigation options: Home, Add Receipts, Wallet, New Expense Report, Drafts, Alcohol test, Pending, Boston Business Trip, and Reporting (which is highlighted with a green circle). The main dashboard area is divided into four panels:

- My Spend Requests:** Contains a "New Spend Request" button and a list of status categories with counts: Drafts (1), Requested (0), Approved (0), and Archived (0).
- My Expense Reports:** Contains a "New Expense Report" button and a list of status categories with counts: Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0).
- My Certify Wallet:** Shows a single transaction: 1/27/21, Honte Alban Hexican Gri, \$53.58. Below the transaction list is a "1 ITEM" indicator.
- Add Receipts:** Features three icons for "MOBILE", "EMAIL", and "UPLOAD", with a "MORE METHODS" link below.

Step 2: Open **My Imported Credit Card Transactions** under **Travel and Expense Analysis**.

Travel and Expense Analysis



Expenses By Category The Expenses by Category report shows all expenses grouped by expense category as well as by employee. This report allows you to view totals for expense categories and employees simultaneously.

Expenses by GL Dimension This report shows expense detail with all Employee and Expense level GL Dimensions

Hotel Nights By State/Province The Hotel Nights by State/Province report shows a summary of lodging nights grouped by state/province with sub-groupings by lodging vendor within that state/province.

Meals Attendees Shows group meals expenses with detailed and free text attendee information.

Mileage By Employee The Mileage By Employee report shows personal automobile usage including subtotals by employee.

My Imported Credit Card Transactions View imported credit card transactions from the last 90 days with matching expenses in Certify.

My Pending Expense Reports View your expense reports that are currently in the approval process. The report also shows imported expenses not yet assigned to draft expense reports as well as draft expense reports not yet submitted for approval.

Step 3: Use the search parameters to filter your results.

My Imported Credit Card Transactions

View imported credit card transactions from the last 90 days with matching expenses in Certify.

Search By

Date Range to

Employee

P-Card Program

Show Splits

Display

Step 4: The report will not only detail credit card expenses that imported to your wallet correctly, but it will also detail deleted expenses, as well as expenses that did not import correctly.

- **Deleted** expenses will be highlighted in red.
- **Unmatched** (did not import) expenses will be highlighted in yellow.

Columns include:

- **Credit Card Date:** The date of the transaction
- **Credit Card Posting Date:** The posting date of the transaction
- **Card Number:** Last four digits of the credit card number
- **Cardholder Name:** The cardholder name
- **Transaction ID:** The transaction ID from the credit card transaction
- **Credit Card Amount:** The amount from the credit card transaction
- **Credit Card Currency:** The currency from the credit card transaction
- **Credit Card Orig Amount:** The original amount from the credit card transaction
- **Credit Card Orig Currency:** The original currency from the credit card transaction
- **Credit Card Vendor:** The vendor from the credit card transaction
- **Credit Card Location:** The location from the credit card transaction
- **P-Card Program:** The P-Card Program the file is tied to
- **Match Status:** This will contain one of 3 values:

--> MATCHES TO -->: if there is a matching expense in Certify

*** NO MATCH ***: if there is no matching expense in Certify

*** DELETED ***: if the expense was in Certify but has since been deleted

Step 5: Use the **Create Expense** link next to the unmatched (yellow) or deleted (red) expense.

Create Expense	Credit Card Date	Credit Card Posting Date	Card Number	Cardholder Name	Transaction ID	Credit Card Amount	Credit Card Currency	Credit Card Orig Amount	Credit Card Orig Currency
	6/20/2017	6/21/2017				-0.80	USD	-0.80	USD
	6/21/2017	6/21/2017				15.00	USD	15.00	USD
	6/21/2017	6/21/2017				63.23	USD	63.23	USD
	6/21/2017	6/21/2017				74.77	USD	74.77	USD
	6/21/2017	6/21/2017				62.94	USD	62.94	USD
	6/21/2017	6/21/2017				668.36	USD	668.36	USD
	6/21/2017	6/21/2017				131.09	USD	131.09	USD
	6/21/2017	6/21/2017				39.89	USD	39.89	USD
	6/21/2017	6/21/2017				39.00	USD	39.00	USD
	6/21/2017	6/21/2017				159.15	USD	159.15	USD
	6/21/2017	6/21/2017				6.73	USD	6.73	USD
	6/21/2017	6/21/2017				264.07	USD	264.07	USD
Create Expense	6/21/2017	6/21/2017				23,430.23	USD	23,430.23	USD
Create Expense	6/21/2017	6/21/2017				34.62	USD	34.62	USD
Create Expense	6/21/2017	6/21/2017				379.54	USD	379.54	USD
Create Expense	6/21/2017	6/21/2017				227.94	CAD	227.94	CAD
Create Expense	6/21/2017	6/21/2017				8,772.59	CAD	8,772.59	CAD
Create Expense	6/21/2017	6/21/2017				0.10	CAD	0.10	CAD
Create Expense	6/21/2017	6/21/2017				877.71	CAD	877.71	CAD

Step 6: In the new window, select whether to create a single expense or up to 50 at once.

Create Expense

You can create an expense record from this unmatched credit card transaction. This should be done if you want to import the transaction into the user's wallet.

Create Expense

You can also create expense records for up to 50 unmatched credit card transactions in this workbench. This should be done if you want to import all transactions into the user's wallets.

CREATE MULTIPLE expenses in the workbench

Step 7: You will see a confirmation page when the expenses have been created. Refresh the report if necessary.

Create Expense

The expense has been created and imported into the user's wallet.

Refresh the report to see the changes. You can close this window now.

Refresh Report

Recovering Credit Card Expenses

If you use a **Small Business Credit Card** or a **Personal Card** with your Certify account, the **Finity Support Tool** offers a quick and easy way for you to recover credit card expenses not imported into your **Certify Wallet**. This article shows you how to import missing credit card transactions to your **Certify Wallet** using the **Finity Support Tool**.

Step 1: On your Certify account homepage, open your **Certify Wallet** by clicking **More Items**.



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 Hotel Receipt.jpg	
3/26/21	Hotel with Extra Charges Receipt.j...	
9/4/16	Courtyard Marriott	\$360.00

[1 MORE ITEMS](#)

Add Receipts ☰

[MOBILE](#) [EMAIL](#) [UPLOAD](#)

[MORE METHODS](#)

Step 2: On your Certify Wallet page, click Get Card Transactions.

My Certify Wallet Merge Items [toggle] [icon] [icon] [icon] [icon]

Receipts

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
[icon]	[icon]	6/6/2017	Meals	Green Elephant Vegetarian Bisto	Green Elephant	\$14.98
[icon]	[icon]	6/9/2017	Meals	Aurora	Aurora Provisions.jpg	\$11.12
[icon]	[icon]	6/29/2017	Meals	Rosemont Produce	Rosemont.jpg	\$9.14
[icon]	[icon]	6/30/2017	Meals	Big Sky Bread	Big Sky.jpg	\$7.45

4 ITEMS

Expenses

Source	Receipt	Date	Category/Details	Vendor	Description	Amount
[icon]	[icon]	6/8/2017	Meals	Green Elephant Vegetarian Bisto	GREEN ELEPHANT VEGETARIAN Brain storming lunch	\$17.98
[icon]	[icon]	6/11/2017	Meals	Aurora	AURORA PROVISIONS INC	\$11.12
[icon]	[icon]	6/28/2017	Meals	ROSEMONT MARKET&BAKERY	ROSEMONT MARKET&BAKERY	\$9.14
[icon]	[icon]	6/30/2017	Meals	ROSEMONT MARKET	ROSEMONT MARKET	\$9.14
[icon]	[icon]	7/2/2017		Big Sky Bread Company - M	Big Sky Bread Company - M	\$7.45

7 ITEMS

Buttons: Add to Report, **Get Card Transactions** (highlighted), Delete

Step 3: If you have only one card linked with Certify, the **Import Personal Card Transactions** page opens with a list of transactions (proceed to **Step 4**).

If you have multiple credit cards linked within Certify, you are first prompted to select which account to use. Mark the radio button next to the card from which to import transactions, and then click **Select**.

Import Personal Card Transactions

Select any missing transactions that you would like to import into your Certify wallet.

Please select the card from which you would like to import transactions.

- XXXX-XXXX-XXXX-5154
- XXXX-XXXX-XXXX-3177
- XXXX-XXXX-XXXX-9482

Select

Step 4: Mark the checkbox next to each **Missing** transaction to import into your **Certify Wallet**. Click **Import Transactions**.

Import Personal Card Transactions

Select any missing transactions that you would like to import into your Certify wallet.

▼ **Transactions for Review**

<input type="checkbox"/>	Status	Date	Vendor	Transaction ID	Description	Amount
<input type="checkbox"/>	> Missing	11/15/20	OFFICEMAX/OFFICEDEPT#6874	11/15/20		\$104.21
<input type="checkbox"/>	> Missing	11/15/20	QUILL CORPORATION	11/15/20		\$135.27
<input type="checkbox"/>	> Missing	11/15/20	USPS PO 1873170726	11/15/20		\$20.00
<input type="checkbox"/>	> Missing	11/15/20	VISTAPR*VistaPrint.com	11/15/20		\$24.98

Import Transactions

Dismiss Transactions

▼ **Other Transactions**

<input type="checkbox"/>	Status	Date	Vendor	Transaction ID	Description	Amount
<input type="checkbox"/>	Missing	11/15/20	SALT AND SMOKE	11/15/20		\$274.13
<input type="checkbox"/>	Missing	11/15/20	OFFICE DEPOT 1135	11/15/20		\$270.88
	ER	11/15/20	STARBUCKS	11/15/20		\$23.76

Import Other Transactions

Please Note: If you receive an error message rather than a list of transactions, you need to re-link your credit card.

Transactions for Review includes missing, non-imported transactions flagged as potential policy violations.

Other Transactions includes all other missing transactions without potential policy violations, and also lists any unprocessed imported transactions that reside in **My Certify Wallet** or in an expense report.

The **Status** column indicates:

- **ER** – The transaction is an existing Expense Report.
- **Missing** – The credit card transaction has not been imported to Certify.

Expense Report Creation

- **Wallet** – The credit card transaction is in your **Certify Wallet**.

The transaction(s) are then added to the **Expenses** section of your **My Certify Wallet**.

Expense Report Creation

Creating a New Expense Report

The Create a New Expense Report tool will allow you to create an expense report anytime, on-demand. It automatically retrieves receipts and expenses from your Certify Wallet and adds them to a new or existing expense report, linking the receipts and expenses with matching dates and amounts. This article shows you how to **Create a New Expense Report**.

Step 1: Add receipts and expenses to your Certify Wallet.



The screenshot displays the Certify dashboard with four main sections:

- My Spend Requests:** Includes a 'New Spend Request' button and a list of status categories with counts: Drafts (0), Requested (2), Approved (2), and Archived (0).
- My Reports:** Includes a 'New Expense Report' button (highlighted in blue), a 'New Invoice Report' button (disabled), and a list of status categories with counts: Drafts (3), Pending Approval (4), Pending Payment (0), and Archived (5).
- My Certify Wallet:** A rounded rectangle containing the text 'Your wallet is empty' and 'Add receipts or expenses to your Wallet.' Below this, it shows '0 ITEMS'.
- Add Receipts or Invoices:** Features three icons for 'MOBILE', 'EMAIL', and 'UPLOAD', with a 'MORE METHODS' link at the bottom.

Step 2: Select New Expense Report.



My Spend Requests

[New Spend Request](#)

- Drafts 0
- Requested 2
- Approved 2
- Archived 0

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 3
- Pending Approval 4
- Pending Payment 0
- Archived 5

My Certify Wallet

0

Your wallet is empty

Add receipts or expenses to your Wallet.

0 ITEMS

Add Receipts or Invoices

MOBILE

EMAIL

UPLOAD

MORE METHODS

Step 3: Select one of the options provided. After selecting an option, click **Next**.

Create a New Expense Report

What would you like to do?



- Add all items to a new expense report
- Use a date range to add some items to a new expense report
- Start with a blank expense report

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

Step 4: On the next page, complete all of the bold fields. Click **Next**.

Create a New Expense Report

Enter expense report information

Expense Report Name	<input type="text" value="October 2016"/>
Billable to Client	<input type="checkbox"/>
Start Date	<input type="text" value="10/1/2016"/> 
End Date	<input type="text" value="10/31/2016"/> 
Description	<input type="text"/>

Step 5: The confirmation screen displays the number of receipts and expenses that are within the date range you provided in **Step 4**. Click **Next** to create the expense report.

Automatic Expense Report

Confirmation

Based on the Start Date and End Date of the expense report, the wizard will include the following items in the expense report:

Included Receipts: 5

Included Expenses: 5

If you have more receipts that are not included in the totals above, you can easily link them from your Certify Wallet after the expense report is generated.

Click Finish to generate the expense report using these receipts and expenses.

Step 6: On the **My Expense Report** page, review the expense report. Use the **Link Receipts Wizard**, **Clean Up Wizard**, or add other expenses as needed. When finished, select **Submit for Approval** to complete the submission process.

Expense Report Creation

My Expense Report

[Link Receipts](#) | [Cleanup Wizard](#) | [Print Report](#)

Report Name October 2016
Dates 10/1/2016 - 10/31/2016

[Submit for Approval](#)

Expenses

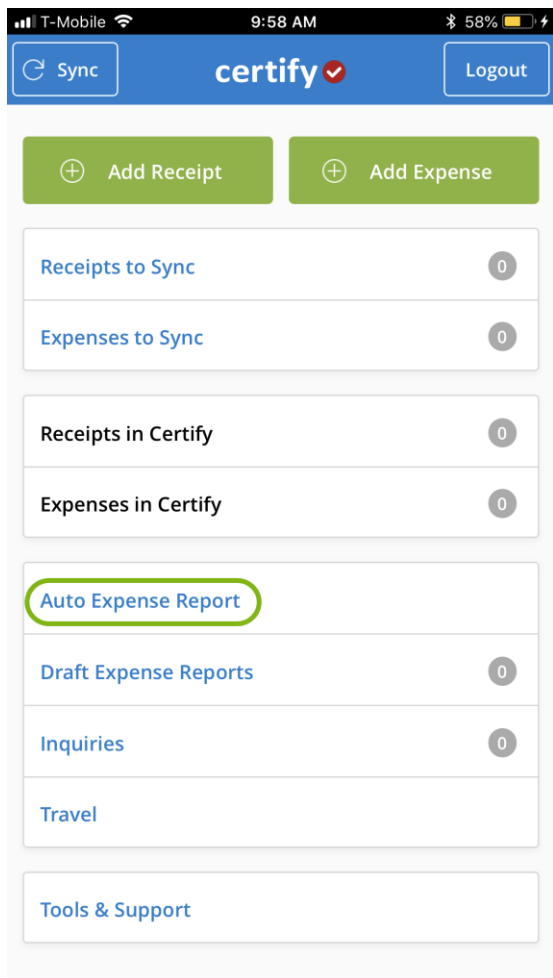
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/22/2016	General & Admin	Other Transportation		12.00	No	No		
	10/23/2016	General & Admin	Miscellaneous		16.60	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		
Total Non-Reimbursable					\$699.11				
Total Personal					\$0.00				
Total Reimbursable					\$25.00				
Total Expenses					\$724.11				

Creating an Expense Report on Certify Mobile

Certify allows you to create, edit, and submit an expense report right from the Certify Mobile app. This article shows you how to create an expense report and submit it for approval using Certify Mobile

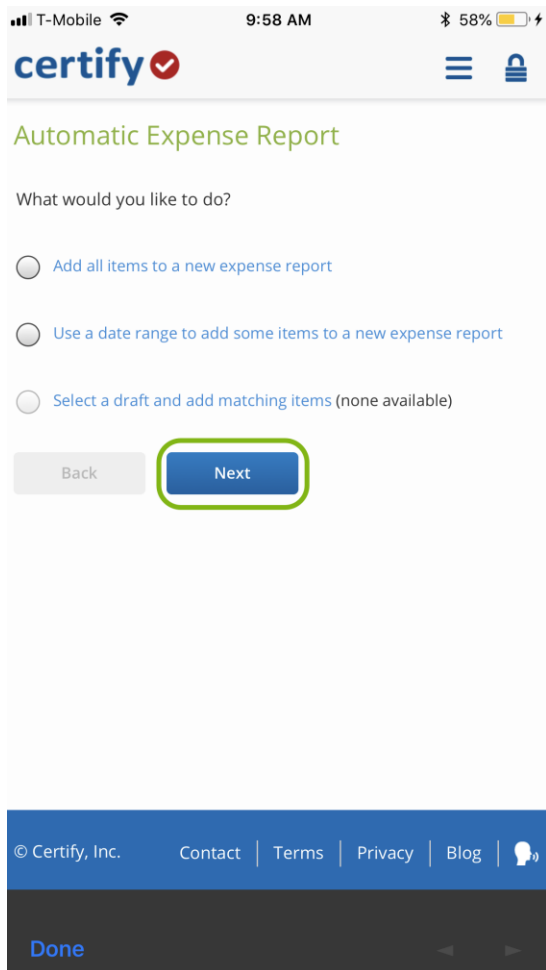
Step 1: After adding Receipts and/or Expenses, tap **Auto Expense Report** on the Certify Mobile homescreen.

Expense Report Creation



Step 2: On the next screen, select from the options provided.

Expense Report Creation



Step 3: On the next screen, complete all of the bolded fields. Click **Next**.

Expense Report Creation

The screenshot shows the 'Automatic Expense Report' form in the Certify mobile app. The form is titled 'Automatic Expense Report' and prompts the user to 'Enter expense report information'. The fields are as follows:

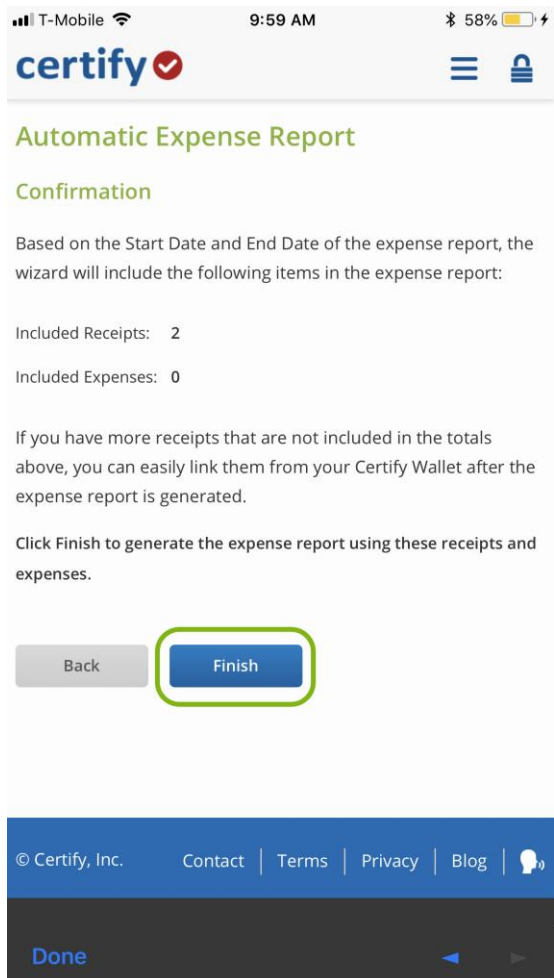
- Expense Report Name:** Expenses - 6/5/2018 - 10/1/2018
- Billable to Client:**
- Start Date:** 6/5/2018
- End Date:** 10/1/2018
- Description:** (Empty text area)

At the bottom of the form, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a green border, indicating it is the next step in the process.

The footer of the app shows '© Certify, Inc.' and links for 'Contact', 'Terms', 'Privacy', and 'Blog'. A 'Done' button is visible at the very bottom of the screen.

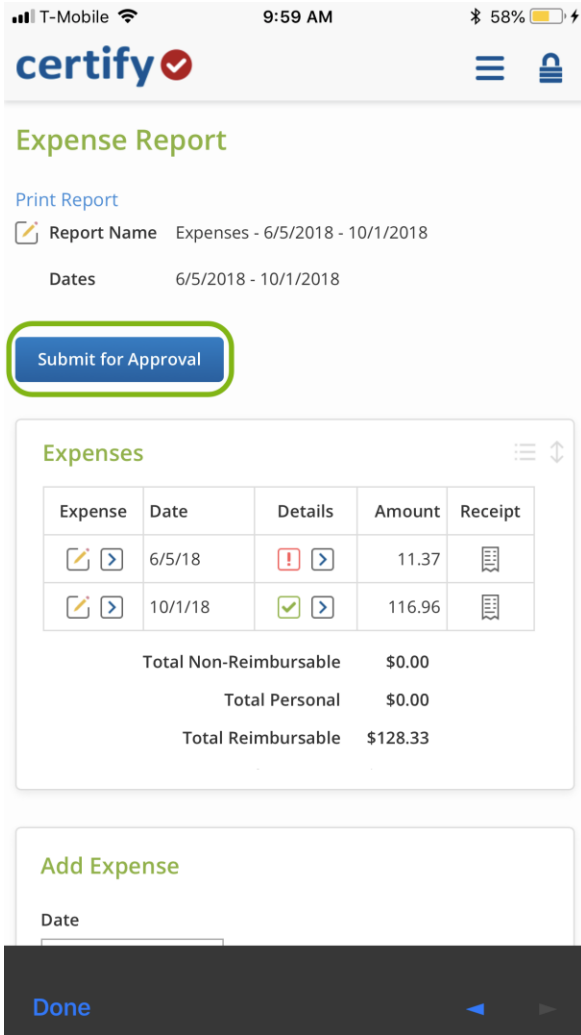
Step 4: On the next screen, review the number of receipts included in the expense report you are creating. Tap **Finish** to generate a new expense report.

Expense Report Creation



Step 5: On the next screen, you can review the draft expense report and add any expenses as necessary by using the Link Receipts Wizard, the Cleanup Wizard, or by manually entering individual expenses. If you have no further edits to make, tap **Submit for Approval**.

Expense Report Creation



ReportExecutive – Company Schedule

Certify **ReportExecutive** automatically builds expense reports for you by merging all of the receipts and expenses in your Certify Wallet. Once the expense report has been built, you will receive an email letting you know that the expense report needs to be reviewed and submitted.

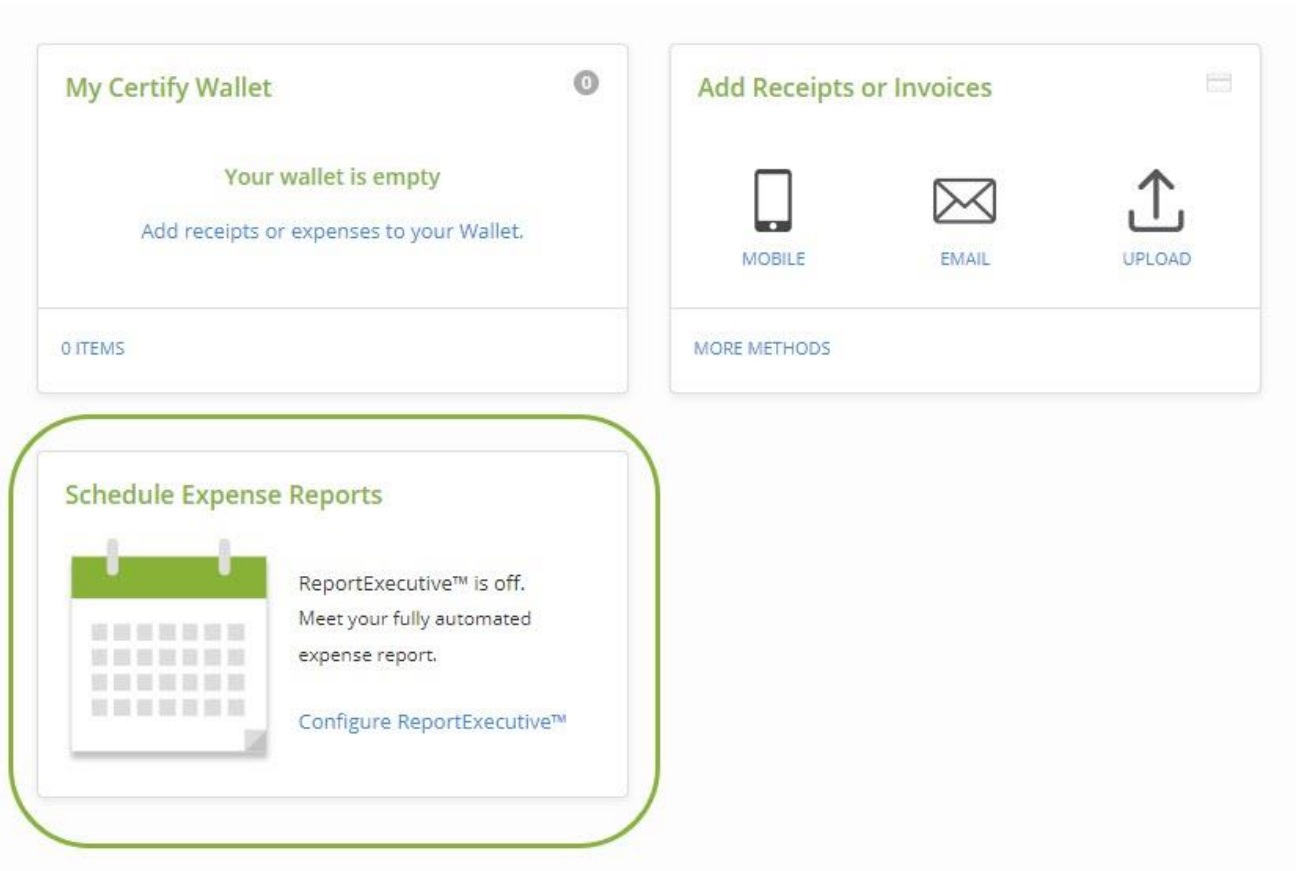
If your **Certify Administrator** has already set your ReportExecutive schedule, your **ReportExecutive** section will note the **Build Day** schedule. The **Build Day** is the pre-selected day that ReportExecutive will create your expense report by merging all of your receipts and expenses currently in your Certify Wallet that are within the date range indicated in the ReportExecutive settings.

Please Note: If your Certify Administrator has not configured ReportExecutive for you, you can set your own schedule. See *Setting an Individual ReportExecutive Schedule*.

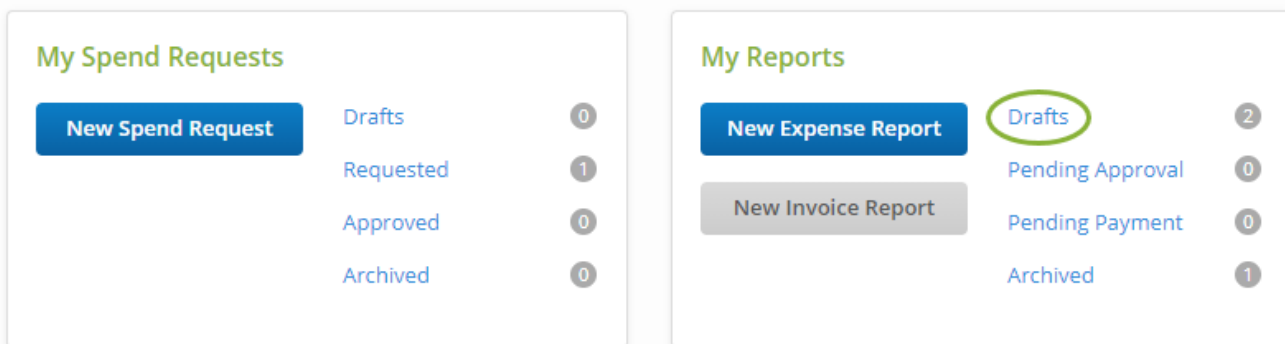
Step 1: For **ReportExecutive** to run, you will need to have receipts and expenses in your Certify Wallet. If you have a credit card linked to your Certify account, expenses may be automatically

Expense Report Creation

imported to your Certify Wallet. You can add receipts and expenses using any of the methods listed in the **Add Receipts** section of your account homepage.



Step 2: On the ReportExecutive Build Day, a draft expense report will be created from the receipts and expenses in your Certify Wallet. The draft expense report will be available in your account for you to review and submit under **My Expense Reports**.



Expense Report Creation









































Step 3: On your account homepage, select **Drafts** under **My Expense Reports**, and on the next page, click the expense report name you want to review. You may need to use the **Link Receipts Wizard**, **Cleanup Wizard**, or add expenses and receipts that were not included by ReportExecutive. When you have finished reviewing your draft expense report, select **Submit for Approval**.

My Expense Report [Link Receipts](#) [Cleanup Wizard](#) [Print Report](#)

Report Name ReportExecutive - 10/1/2016 - 10/15/2016 [Submit for Approval](#)

Dates 10/1/2016 - 10/15/2016

Expenses

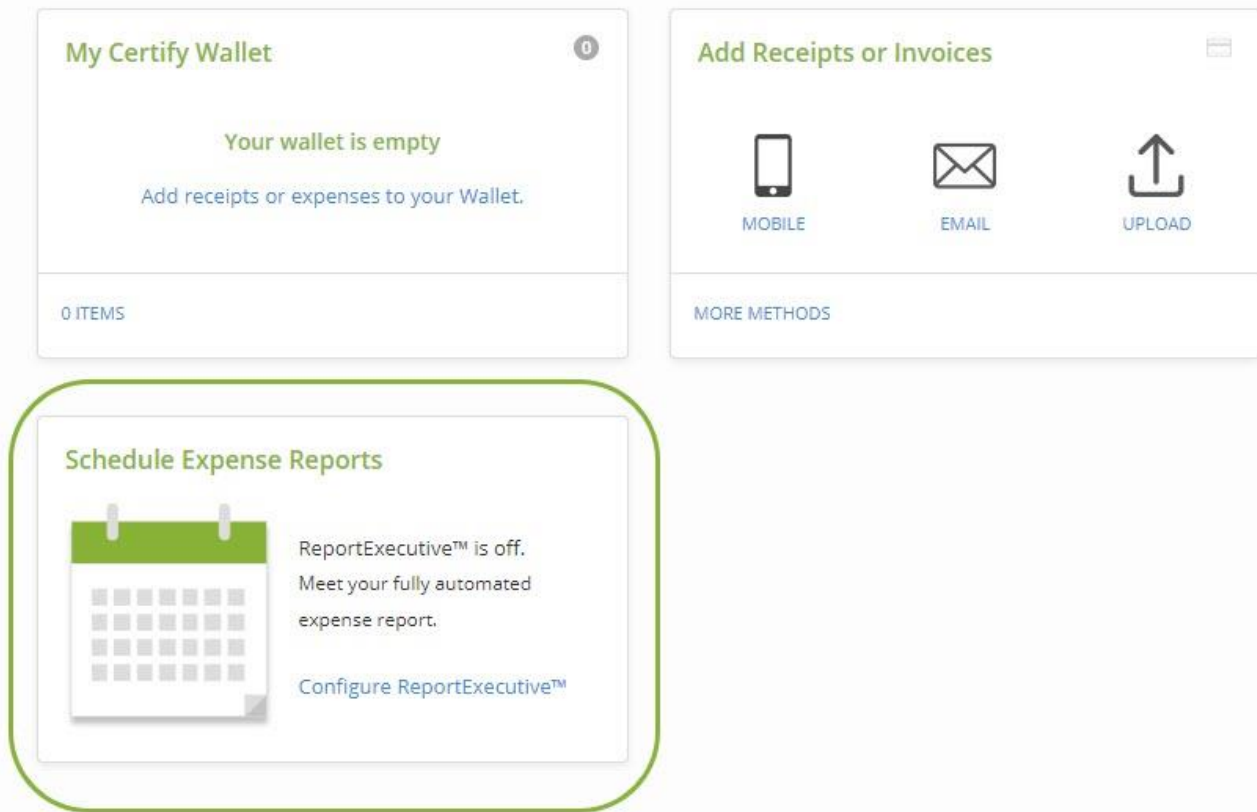
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
 	10/1/2016	General & Admin	Mileage	 	119.84	Yes	No		
 	10/3/2016	General & Admin	Lodging	 	191.96	Yes	No		
 	10/3/2016	General & Admin	Coffee, Tea, Snacks	 	5.82	Yes	No		
 	10/4/2016	General & Admin	Meals - Large Group	 	93.11	Yes	No		
 	10/4/2016	General & Admin	Airfare	 	483.20	Yes	No		
 	10/21/2016	General & Admin	Office Supplies	 	34.40	No	No		
 	11/10/2016	General & Admin	Unknown	 	0.00	Yes	No		
Total Non-Reimbursable					\$34.40				
Total Personal					\$0.00				
Total Reimbursable					\$893.93				
Total Expenses					\$928.33				

ReportExecutive – Individual Schedule

If your Certify Administrator has granted you permission to create your own ReportExecutive schedule, you can access the schedule customization menu in your Certify account. This article shows you how to set up your own ReportExecutive schedule.

Step 1: On your account homepage, select **Configure ReportExecutive**.

Expense Report Creation



Step 2: On the next page, under **Certify ReportExecutive Schedule**, click one of the listed scheduling options. If you do not want ReportExecutive to build your expense report for you, select **No schedule, disable ReportExecutive**.

Certify ReportExecutive™ Schedule

Coordinate expense report Build Day based on the following schedule:

- No schedule, disable ReportExecutive
- Monthly on day of month
- Monthly, days before end of month
- Monthly, on the of the month
- Twice-monthly on days and of the month
- Twice-monthly, day of month and days before end of month
- Weekly, on every

Step 3: Under **Automatic Expense Report Buffer Days**, enter the number of days you would like as a buffer period. The buffer period allows time for corporate credit card expenses to be automatically imported to your Certify Wallet to prevent duplicate expenses. Any receipts and expenses within this buffer period will **NOT** be included in the current expense report, but will be held for the next one.

Expense Report Creation

Automatic Expense Report Buffer Days

When building expense reports, adjust the date range to days before Build Day (recommended = 3) ?

Step 4: Under **Notifications and Reminders**, click the checkbox for each email notification you would like to receive. The notification **Build Expense Reports Automatically** is required and should stay enabled at all times. The remaining notifications are optional, based on your preferences. Click **Save**.

Notifications and Reminders

Send the following e-mail notifications and reminders to me:

- First e-mail reminding me to add receipts to my Certify Wallet, sent days before Build Day
- Second e-mail reminding me to add receipts to my Certify Wallet, sent days before Build Day
- Build expense reports automatically and send e-mail to me on Build Day.
- First e-mail to reminding me to submit my expense report for approval, sent days after Build Day
- Second e-mail reminding me to submit my expense report for approval, sent days after Build Day

Save

Reset

Step 5: Alternatively, if you'd like to import all **My Certify Wallet** items into an expense report, go to the **Automatic Expense Report Content** section on this page.

Automatic Expense Report Buffer Days

When building expense reports, adjust the date range to days before Build Day (recommended = 3) ?

Automatic Expense Report Content

When creating expense reports, include the following:

- Only those items falling within the date range (default)
- All wallet items

Step 6: Check the **All Wallet Items** circle to select. Now, when **Report Executive** creates an expense report, it will include wallet items dated before the buffer period.

Automatic Expense Report Content

When creating expense reports, include the following:

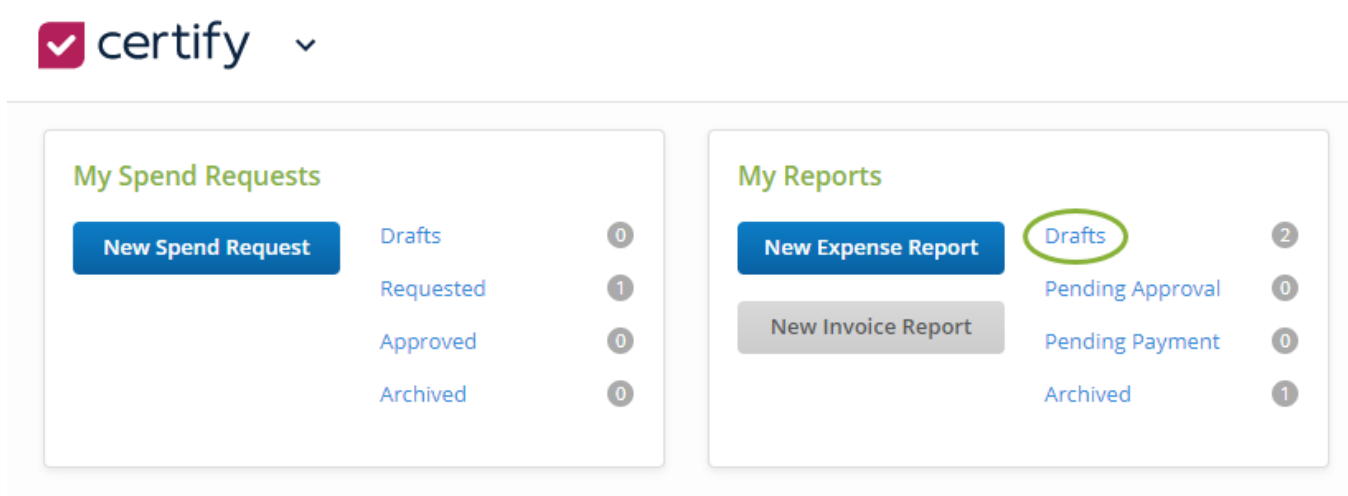
- Only those items falling within the date range (default)
- All wallet items

Expense Report Creation

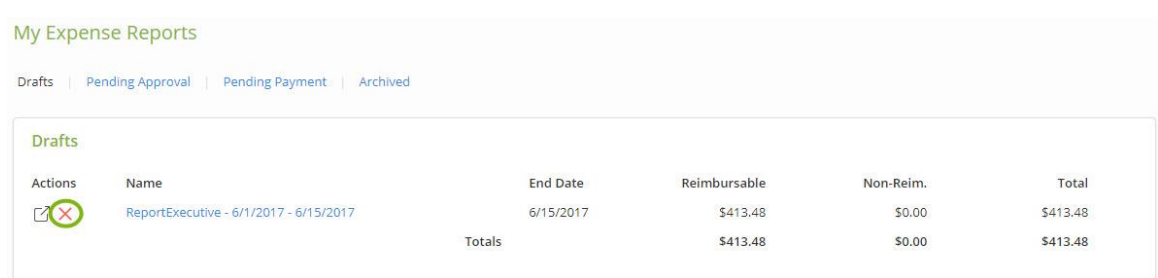
Deleting a Draft Expense Report

A user may delete an expense report prior to submission as a draft. This article shows you how to delete a draft report.

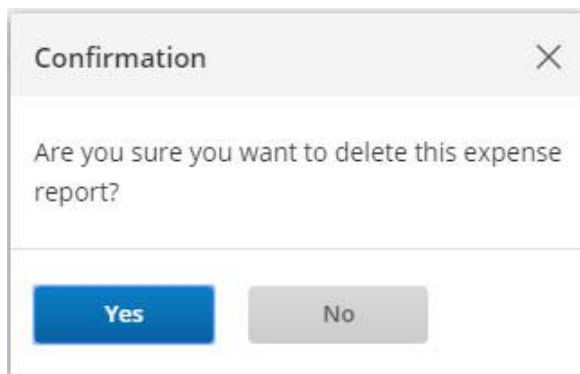
Step 1: On your account homepage, under **My Expense Reports**, select **Drafts**.



Step 2: Select the red **X** for the specific expense report to delete.



Step 3: In the confirmation pop-up window, select **Yes**.



After deleting the report, all items from the report will go back into the **Certify Wallet**.

Expense Report Review & Edits

Attaching Receipts Using the Link Receipts Wizard

Certify offers a convenient method for attaching receipt images from your Certify Wallet to expense lines using the **Link Receipts Wizard**. This article shows you how to use the **Link Receipts Wizard**.

Step 1: On your account homepage, under **My Expense Reports**, click **Drafts**.



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#) **Drafts** 2

[New Invoice Report](#)

- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the expense report you would like to open by clicking the expense report **Name**.

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
✕	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$14.35	\$290.89	\$305.24
✕	October 2016	10/31/2016	\$0.00	\$785.41	\$785.41
Totals			\$14.35	\$1,076.30	\$1,090.65

Step 3: Launch the **Link Receipts Wizard** by selecting **Link Receipts** above the expense report.

Expense Report Review & Edits

My Expense Report





































[Link Receipts](#)[Print Report](#)

Report Name October 2016

Dates 10/1/2016 - 10/31/2016

[Submit for Approval](#)

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
 	10/21/2016	General & Admin	Office Supplies	 	34.40	No	No		
 	10/22/2016	General & Admin	Other Transportation	 	12.00	No	No		
 	10/23/2016	General & Admin	Miscellaneous	 	16.60	No	No		
 	10/24/2016	General & Admin	Office Equipment	 	75.58	No	No		
 	10/25/2016	General & Admin	Parking	 	86.28	No	No		
 	10/27/2016	General & Admin	Lodging	 	560.53	No	No		
Total Non-Reimbursable					\$785.39				
Total Personal					\$0.00				
Total Reimbursable					\$0.00				
Total Expenses					\$785.39				

Step 4: The **Link Receipts Wizard** displays the expense lines without an attached receipt in the left window, and the first receipt image in your Certify Wallet in the right window. To attach the receipt displayed on the right to one or more of the expense lines displayed on the left, click the checkbox next to the expense line. To open the next receipt image, click **Next**. To save your changes, click **Finish**.

Expense Report Review & Edits

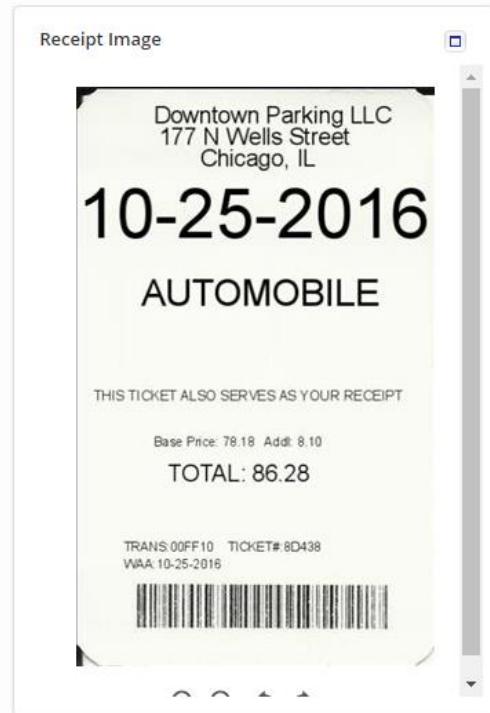
Link Receipts with Expenses

Current Step: 1 - 2 - 3

View the receipt and select the matching expense. You can select multiple expenses if an image has more than one receipt.

Select Matching Expense

\$86.28 10/25/2016 Parking



Back Next **Finish**

Step 5: A receipt icon in the **Receipt** column confirms that the receipt is attached to the expense line.

Expense Report Review & Edits

My Expense Report

Print Report

Report Name October 2016

Submit for Approval

Dates 10/1/2016 - 10/31/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/22/2016	General & Admin	Other Transportation		12.00	No	No		
	10/23/2016	General & Admin	Miscellaneous		16.60	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/25/2016	General & Admin	Parking		86.28	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		
Total Non-Reimbursable					\$785.39				
Total Personal					\$0.00				
Total Reimbursable					\$0.00				
Total Expenses					\$785.39				

Editing Report Names and Headers

After you've [created an expense report](#), you can edit the report names/headers by editing your draft report.

This article shows you how to edit report names.

Step 1: After you've [created an expense report](#), open the report by clicking **Drafts** on your **Certify** homepage.

My Certify Wallet

11/29/19	Uber	\$6.97
11/29/19	Uber	\$6.97
11/29/19	Uber	\$6.97

1 MORE ITEMS

My Expense Reports

[New Expense Report](#) **Drafts** 1

Pending Approval 0

Pending Payment 0



Archived 4

Step 2: Choose the report.

Expense Report Review & Edits

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
 	Expenses - 11/26/2019	11/26/2019	\$0.00	\$0.00	\$0.00
		Total	\$0.00	\$0.00	\$0.00






Step 3: Click the **pencil** icon to change the report name/header.

Expense Report

[Cleanup Wizard](#) | [Print Report](#)

 Report Name Expenses - 11/26/2019 **Submit for Approval**

Dates 11/26/2019 - 11/26/2019

Expenses										
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason	
 	11/26/2019	CHT	Unknown	 	0.00	Yes	No			
Total Non-Reimbursable					\$0.00					
Total Personal					\$0.00					
Total Reimbursable					\$0.00					
Total Expenses					\$0.00					

Step 4: Enter a new **Report Name** and **Description**.

Expense Report


[Cleanup Wizard](#) | [Print Report](#)

 Report Name Billable

Dates

Step 5: Click the **Save** icon.

Expense Report

 Report Name Billable

Dates

Editing Expenses Using the Cleanup Wizard

Certify's **Cleanup Wizard** is a simple tool that allows you to review and edit all expenses that **Need Attention**. This article shows you how to use the **Cleanup Wizard** tool.

Step 1: On your account homepage, under **My Expense Reports**, select **Drafts**.

Expense Report Review & Edits



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the **Name** of the expense report you want to open.

My Expense Reports

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

Drafts						
Actions	Name	End Date	Reimbursable	Non-Reim.	Total	
✎ ✖	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$429.91	\$0.00	\$429.91	
Totals			\$429.91	\$0.00	\$429.91	

Step 3: Each expense that **Needs Attention** will have a small red flag next to the expense line in the **Expense** column. This signifies that the expense is missing some required fields or information and needs to be reviewed. Select **Cleanup Wizard**.

My Expense Report

[Cleanup Wizard](#) [Print Report](#)

[✎](#) Report Name ReportExecutive - 10/1/2016 - 10/15/2016

Dates 10/1/2016 - 10/15/2016

[Submit for Approval](#)

Expenses									
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
✎ ✖	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/> ▶	119.84	Yes	No		▶
✎ ✖	10/3/2016	General & Admin	Lodging	<input checked="" type="checkbox"/> ▶	191.96	Yes	No		▶
✎ ✖	10/4/2016	General & Admin	Meals - Large Group	<input checked="" type="checkbox"/> ▶	93.11	Yes	No		▶
✎ ✖	10/11/2016	General & Admin	Other Transportation	<input checked="" type="checkbox"/> ▶	25.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$429.91				
Total Expenses					\$429.91				

Expense Report Review & Edits

Step 4: A red message and a corresponding red outline will notify you which expense fields need to be reviewed and edited. If there is no red text or outline, verify that the expense data is correct. If there is another expense for review, click **Next**. To save your changes and close with wizard, click **Finish**.


Expense Report Cleanup

ReportExecutive - 10/1/2016 - 10/15/2016

Start Date: 10/1/2016 End Date: 10/15/2016

Current Step: 1

Receipt Image



Expense Details

You must enter a Vendor.
You must enter a Location.

Date:

Department:

Category:

Amount:

Vendor:

Location:

Reason:

Reimbursable:

Billable:

Skip: Skip this expense

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

Step 5: Once all of the expenses that **Need Attention** have been reviewed and edited, and the small red flags have been removed, select **Submit for Approval**.

My Expense Report

[Print Report](#)

Report Name ReportExecutive - 10/1/2016 - 10/15/2016

Dates 10/1/2016 - 10/15/2016

[Submit for Approval](#)

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		191.96	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$429.91				
Total Expenses					\$429.91				

Expense Report Review & Edits

Editing an Expense in a Draft Report

If you need to make changes to an expense, but you have already added it to an expense report, you can edit it directly from the expense report.

This article shows you how to edit an expense in a draft expense report.

Step 1: On your Certify account homepage, select **Drafts**.



My Spend Requests

- New Spend Request
- Drafts 0
- Requested 1
- Approved 0
- Archived 0

My Reports

- New Expense Report
- Drafts 2**
- Pending Approval 0
- New Invoice Report
- Pending Payment 0
- Archived 1

Step 2: On the **My Expense Reports** page, select the **Name** of the expense report you want to open.

My Expense Reports

Drafts | Pending Approval | Pending Payment | Archived

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
	Staff Party Expenses - 6/6/2017 - 6/10/2...	6/10/2017	\$514.31	\$0.00	\$514.31
Totals			\$514.31	\$0.00	\$514.31

Step 3: Click the **Edit icon** under the **Expense** column next to the expense line you want to edit. This opens the **Edit Expense** box below the expense report.

Expense Report Review & Edits

My Expense Report

Cleanup Wizard | Print Report

Report Name Staff Party Expenses - 6/6/2017 - 6/10/2...

Submit for Approval

Dates 6/6/2017 - 6/10/2017

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	6/6/2017	General & Admin	Staff Entertaining		150.00	Yes	150.00	No		
	6/9/2017	General & Admin	Printing		25.00	Yes	25.00	No		
	6/10/2017	General & Admin	Staff Entertaining		6.31	Yes	6.31	No		
	6/10/2017	General & Admin	Staff Entertaining		333.00	Yes	333.00	No		
Total Non-Reimbursable					\$0.00					
Total Reimbursable					\$514.31					

Step 4: In the **Edit Expense** section, make edits to the expense data as needed. Bold fields are required.

My Expense Report

Cleanup Wizard | Print Report

Report Name Staff Party Expenses - 6/6/2017 - 6/10/2...

Submit for Approval

Dates 6/6/2017 - 6/10/2017

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	6/6/2017	General & Admin	Staff Entertaining		150.00	Yes	150.00	No		
	6/9/2017	General & Admin	Printing		25.00	Yes	25.00	No		
	6/10/2017	General & Admin	Staff Entertaining		6.31	Yes	6.31	No		
	6/10/2017	General & Admin	Staff Entertaining		333.00	Yes	333.00	No		
Total Non-Reimbursable					\$0.00					
Total Reimbursable					\$514.31					

Edit Expense

Date

Department

Category

Amount

Vendor

Location

Reason

Reimbursable

Billable

Receipt

Receipt Image



Step 5: To change or add a receipt image to the expense line, click **Change** to open **My Certify Wallet**.

Expense Report Review & Edits

Edit Expense

Date: 6/10/2017

Department: General & Admin

Category: Staff Entertaining

Amount: 6.31 United States Dollars

Vendor: One stop event rentals

Location: South Portland, ME

Reason: Staff party

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: Change

Save Cancel

Receipt Image

One Stop Event Rentals
262 Main Street
South Portland, ME 04106
207-767-5866

Sales Invoice

Transaction #: 166268
Date: 6/10/2017 Time: 4:31:45 PM
Cashier: 33 Register #: 2

Item	Description	Amount
655908	BALLN, 18" BUTTERFLY GR	\$2.99
43140	BALLN, 18" SMILE FACE W	\$2.99
Sub Total		\$5.98
Maine Tax		\$0.33
Total		\$6.31
Vise tendered		\$6.31
Change Due		\$0.00

* 1 6 6 2 6 8 *

Thank you for shopping

Step 6: Click **Select** to open a receipt image from **My Certify Wallet**.

Edit Expense

Date: 6/10/2017

Department: General & Admin

Category: Staff Entertaining

Amount: 6.31 United States Dollars

Vendor: One stop event rentals

Location: South Portland, ME

Reason: Staff party

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: Select

Save Cancel

My Certify Wallet

Merge Items

	Date	Category	Description	Amount
Select	No Receipt			
Select	6/10/17	Staff Entert...	Staff party	\$6.31
Select	6/9/17	Printing	Paper Patch	\$25.00
Select	6/14/17		OTHER RECEIPT.pdf	
Select	6/6/17	Staff Entert...	Fun and Games 2017 ...	\$150.00
Select	6/13/17	Meals	Dinner with Client.pdf	\$248.40
Select	6/1/17	Mileage	Certify_MapIt.jpg	\$57.03
Select	6/10/17	Staff Entert...	Catrina's Catering 6 9 ...	\$333.00
Select	6/8/17	Staff Entert...	Catrina's Catering 6 8 ...	\$200.00
Select	5/29/17	Meals	Bubble Maineia.jpg	\$4.78
Select	6/6/17	Meals	Brain storm lunch	\$17.98
Select	6/9/17	Meals	Aurora Provisions.jpg	\$11.12

Step 7: When you have finished adding a receipt image and/or editing the expense line, click **Save** to update the expense line with your changes.

Expense Report Review & Edits

Edit Expense

Date: 6/10/2017

Department: General & Admin

Category: Staff Entertaining

Amount: 6.31 United States Dollars

Vendor: One stop event rentals

Location: South Portland, ME

Reason: Staff party

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

My Certify Wallet

Merge Items

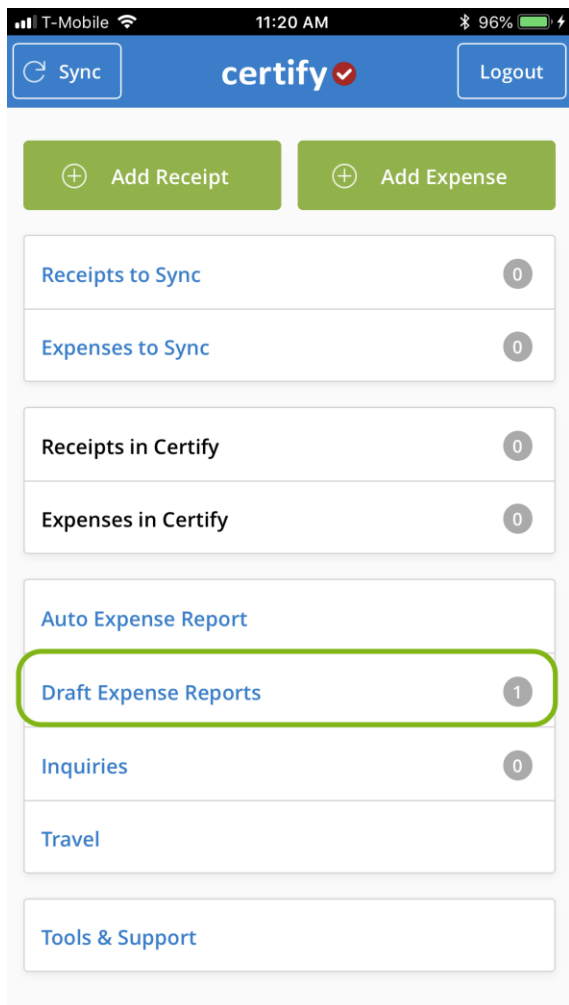
Date	Category	Description	Amount
<input type="button" value="Select"/>	No Receipt		
<input type="button" value="Select"/>	6/10/17	Staff Entert... Staff party	\$6.31
<input type="button" value="Select"/>	6/9/17	Printing Paper Patch	\$25.00
<input type="button" value="Select"/>	6/14/17	OTHER RECEIPT.pdf	
<input type="button" value="Select"/>	6/6/17	Staff Entert... Fun and Games 2017 ...	\$150.00
<input type="button" value="Select"/>	6/13/17	Meals Dinner with Client.pdf	\$248.40
<input type="button" value="Select"/>	6/1/17	Mileage Certify_MapIt.jpg	\$57.03
<input type="button" value="Select"/>	6/10/17	Staff Entert... Catrina's Catering 6 9 ...	\$333.00
<input type="button" value="Select"/>	6/8/17	Staff Entert... Catrina's Catering 6 8 ...	\$200.00
<input type="button" value="Select"/>	5/29/17	Meals Bubble Maineia.jpg	\$4.78
<input type="button" value="Select"/>	6/6/17	Meals Brain storm lunch	\$17.98
<input type="button" value="Select"/>	6/9/17	Meals Aurora Provisions.jpg	\$11.12

Edit a Draft Expense Report with Certify Mobile

Certify allows you to create, edit, and submit an expense report right from the Certify Mobile app. This article shows you how to edit and submit a draft expense report using Certify Mobile.

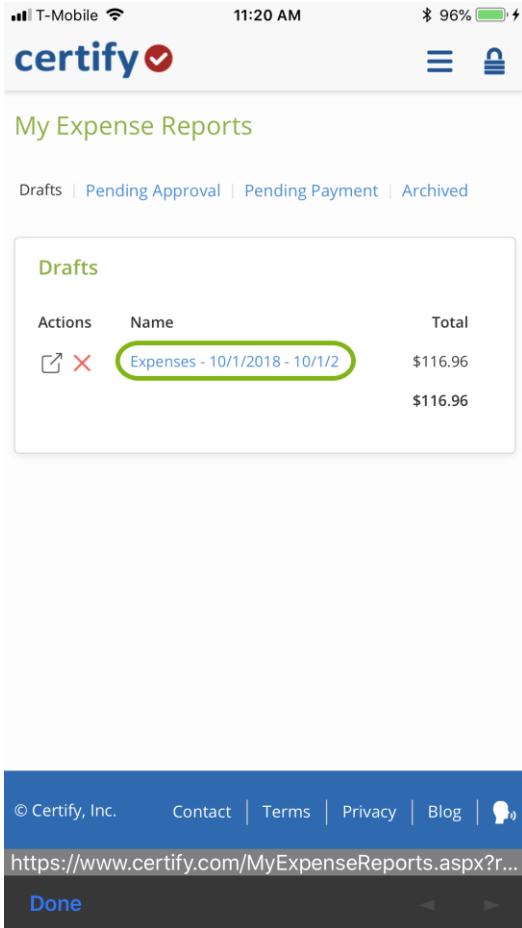
Step 1: On your Certify Mobile app homescreen, tap **Draft Expense Reports**.

Expense Report Review & Edits



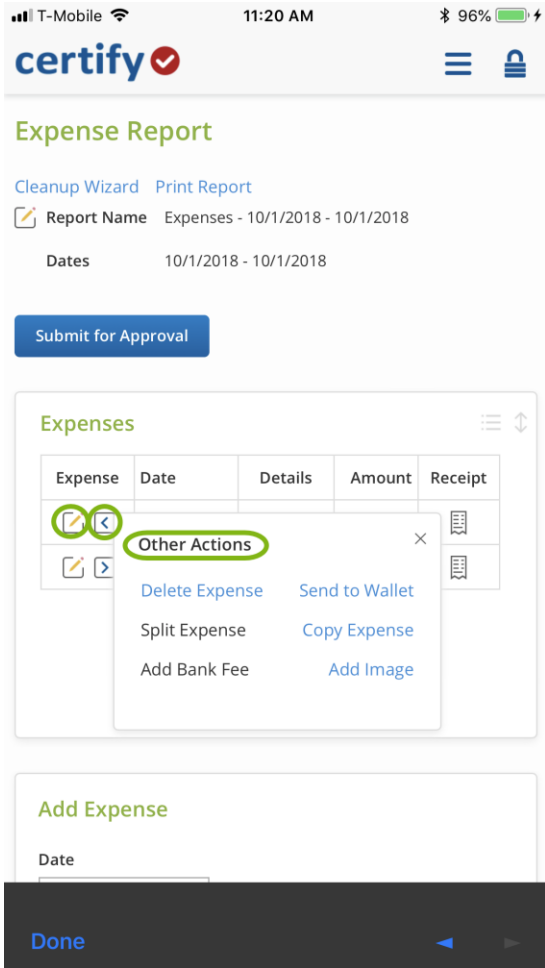
Step 2: On the next screen, tap the draft expense report **Name** you want to edit from the list of expense reports provided.

Expense Report Review & Edits



Step 3: Tap the edit (pencil) icon under the **Expense** column and next to the expense line you want to edit. This will open the **Edit Expense** box below the expense report. If needed, you can also access the Other Actions menu by tapping the double arrows (>>) under the **Expense** column.

Expense Report Review & Edits



Step 4: In the **Edit Expense** box, make edits to the expense data as needed. When you have finished making edits, tap **Save**.

Expense Report Review & Edits

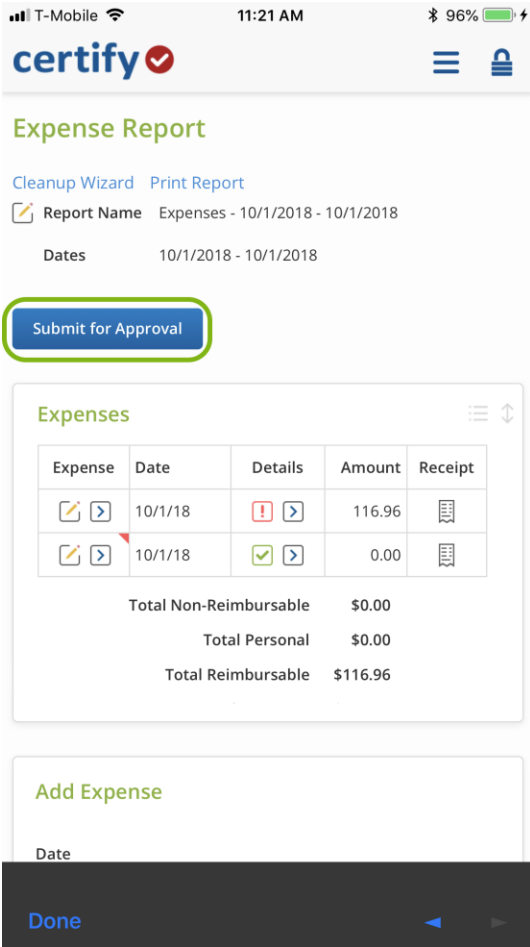
The screenshot shows a mobile application interface for creating an expense report. At the top, the status bar displays 'T-Mobile', signal strength, Wi-Fi, the time '11:21 AM', Bluetooth, and a 96% battery level. The form fields are as follows:

- Category:** A dropdown menu with 'Mileage' selected.
- From:** A text input field containing 'Portland, ME.'
- To:** A text input field containing 'Boston, MA.'
- Miles:** A text input field containing '214.6' with a 'MapIt!' link to its right.
- Round Trip:** A checkbox that is checked.
- Reason:** A text input field containing 'Trip to airport'.
- Reimbursable:** A dropdown menu with 'I paid for this, please reimburse me.' selected.
- Billable:** An unchecked checkbox.
- Receipt:** A button labeled 'Change'.
- Bottom:** A 'Save' button (highlighted with a green circle) and a 'Cancel' button.

At the very bottom of the screen is a dark navigation bar with the word 'Done' on the left and two arrow icons in the center.

Step 5: Review the expense report. If there are no further edits to make, tap **Submit for Approval**.

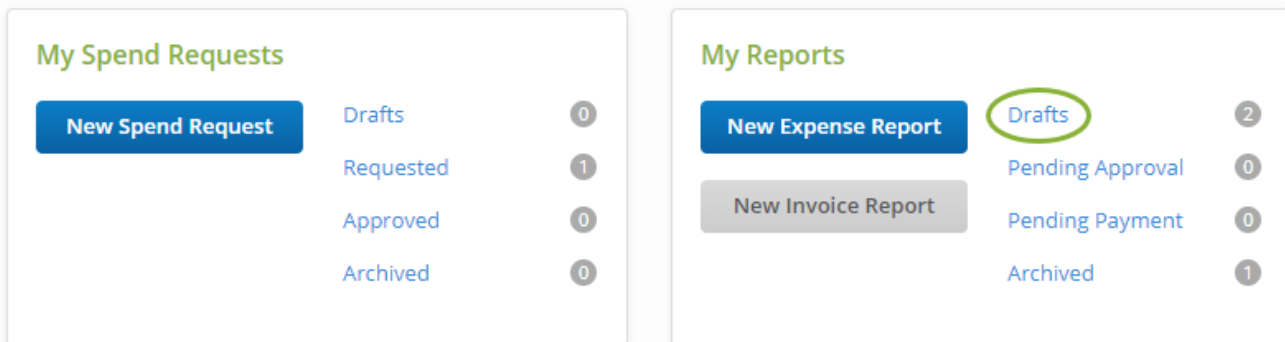
Expense Report Review & Edits



Manually Adding Receipts to an Expense Report

Adding a new receipt to a new expense line:

Step 1: On your account homepage, select **Drafts**.





Step 2: Under **My Expense Reports**, select the expense report **Name** that you want to open.

Expense Report Review & Edits

My Expense Reports


Drafts | Pending Approval | Pending Payment | Archived

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
 	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$410.73	\$0.00	\$410.73
Totals			\$410.73	\$0.00	\$410.73

Step 3: Under **My Certify Wallet**, click **Add** for the receipt you want to add to your expense report.

























My Expense Report

[Print Report](#)

 Report Name ReportExecutive - 10/1/2016 - 10/15/2016

[Submit for Approval](#)

Dates 10/1/2016 - 10/15/2016

Expenses									
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
 	10/1/2016	General & Admin	Mileage	 	119.84	Yes	No		
 	10/3/2016	General & Admin	Lodging	 	191.96	Yes	No		
 	10/3/2016	General & Admin	Coffee, Tea, Snacks	 	5.82	Yes	No		
 	10/4/2016	General & Admin	Meals - Large Group	 	93.11	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$410.73				
Total Expenses					\$410.73				

Add Expense

Date

Department

Category



Reason



















Reimbursable

Billable

Receipt

My Certify Wallet

Merge Items  

		4/28/16	Other Transportati...	Delta Air Lines	
		10/9/16	Other Transportati...	Parking Meter	\$2.75
		10/21/16	Office Equipment	The Home Depot	\$34.40
		10/22/16	Other Transportati...	Standard Parking	\$12.00
		10/23/16	Postage	Fedex	\$16.60
		10/24/16	Office Equipment	Staples	\$75.58
		10/27/16	Lodging	DoubleTree Hotel	\$485.38
		10/27/16		DoubleTree Hotel	\$68.80
		10/27/16		DoubleTree Hotel	\$6.35

Step 4: A new expense line will show on your expense report. Click **Edit** to enter details.

Expense Report Review & Edits

My Expense Report

Cleanup Wizard | Print Report

Report Name ReportExecutive - 10/1/2016 - 10/15/2016
Dates 10/1/2016 - 10/15/2016

Submit for Approval

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		191.96	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks		5.82	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		
	10/4/2016	General & Admin	Unknown		0.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$410.73				
Total Expenses					\$410.73				

Step 5: Enter applicable details, and click **Save**.

Edit Expense

Date: 10/4/2016

Department: General & Admin

Category: Airfare

Amount: 483.20 United States Dollars

Carrier: Delta

From: PWM

To: LGA

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

Receipt Image



Step 6: The new expense line, with its receipt, will now show on your expense report.

Expense Report Review & Edits

My Expense Report

Cleanup Wizard | Print Report

Report Name ReportExecutive - 10/1/2016 - 10/15/2016

Submit for Approval

Dates 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		191.96	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks		5.82	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		
	10/4/2016	General & Admin	Airfare		483.20	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$893.93				
Total Expenses					\$893.93				

Adding a new receipt to an existing expense line:

Step 1: On your account homepage, select **Drafts**.



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Under **My Expense Reports**, select the **Name** of the expense report you want to open.

My Expense Reports

Drafts | Pending Approval | Pending Payment | Archived

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$410.73	\$0.00	\$410.73
Totals			\$410.73	\$0.00	\$410.73

Expense Report Review & Edits

Step 3: Click on the edit icon under the **Expense** column next to the expense line you want to attach a receipt image to. This will open the **Edit Expense** box below the expense report.

My Expense Report

[Link Receipts](#) | [Print Report](#)

 Report Name ReportExecutive - 10/1/2016 - 10/15/2016

[Submit for Approval](#)

Dates 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
 	10/1/2016	General & Admin	Mileage	 	119.84	Yes	No		
 	10/3/2016	General & Admin	Lodging	 	191.96	Yes	No		
 	10/3/2016	General & Admin	Coffee, Tea, Snacks	 	5.82	Yes	No		
 	10/4/2016	General & Admin	Meals - Large Group	 	93.11	Yes	No		
 	10/25/2016	General & Admin	Parking	 	86.28	Yes	No		

Total Non-Reimbursable \$0.00

Total Personal \$0.00

Total Reimbursable \$497.01

Total Expenses \$497.01

Step 4: The expense details will appear under **Edit Expense**, and available receipts will open in **My Certify Wallet**. Click **Select** for the receipt image you want to attach to the expense line.

Expense Report Review & Edits

My Expense Report

[Link Receipts](#) | [Print Report](#)

Report Name ReportExecutive - 10/1/2016 - 10/15/2016

[Submit for Approval](#)

Dates 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		191.96	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks		5.82	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		
	10/25/2016	General & Admin	Parking		86.28	Yes	No		

Total Non-Reimbursable \$0.00
Total Personal \$0.00
Total Reimbursable \$497.01
Total Expenses \$497.01

Edit Expense

Date

Department

Category

Amount

Vendor

Location

Reason

Reimbursable

Billable

Receipt

My Certify Wallet

Merge Items

Select	No Receipt
<input type="button" value="Select"/>	4/28/16 Other Transportation Delta Air Lines
<input type="button" value="Select"/>	10/1/16 Mileage Mileage.jpg \$119.84
<input type="button" value="Select"/>	10/3/16 Lodging Courtyard by Marriott \$191.96
<input type="button" value="Select"/>	10/3/16 Coffee, Tea, Snacks Starbucks \$5.82
<input type="button" value="Select"/>	10/4/16 Meals - Large Group Top Of The Hub \$93.11
<input type="button" value="Select"/>	10/21/16 Office Equipment The Home Depot \$34.40
<input type="button" value="Select"/>	10/22/16 Other Transportation Standard Parking \$12.00
<input type="button" value="Select"/>	10/23/16 Postage Fedex \$16.60
<input type="button" value="Select"/>	10/24/16 Office Equipment Staples \$75.58
<input type="button" value="Select"/>	10/25/16 Parking Parking.png \$86.28
<input type="button" value="Select"/>	10/27/16 Lodging DoubleTree Hotel \$560.53

Step 5: Confirm that you have selected the correct receipt image and edit any details as needed. Click **Change** to select a different receipt image. Click **Save** when finished.

Expense Report Review & Edits

Edit Expense

Date: 10/25/2016

Department: General & Admin

Category: Parking

Amount: 86.28

Vendor: Parking Garage

Location: Chicago

Reason: Overnight

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

Receipt Image

Downtown Parking LLC
177 N Wells Street
Chicago, IL

10-25-2016

AUTOMOBILE

THIS TICKET ALSO SERVES AS YOUR RECEIPT

Base Price: 78.18 Add: 8.10
TOTAL: 86.28

TRANS OFF 10 TICKET# 10438
VISA 10-25-2016

Responding to an InstantAudit Inquiry

If your company uses **Certify InstantAudit**, you might find an **Audit Inquiry** waiting for you when you log in to your **Certify** Account.



This article shows you, a **Certify Expense Report Submitter**, how to work with an **Audit Inquiry**.

Step 1: When you log into your **Certify** account, instead of your homepage, the **Pending Expense Inquiries** page opens. Click the **Open** icon.

Please Note: These inquiries are automatic. Even though it says your **Approver** sent it to you, the inquiry was automatically generated by Certify's **InstantAudit** tool.

Pending Expense Inquiries

You have been asked to provide more information regarding your expenses. View the inquiries awaiting your response below.

Action	Inquirer	Expense Date	Expense Report	Total
	Maggie Manager	10/8/2019	Expenses - 10/8/2019	\$69.78
	Maggie Manager	10/10/2019	Expenses - 10/8/2019	\$75.00
			Total	\$144.78

Step 2: The **Expense Inquiry** screen opens. Use this screen to respond to the inquiry.

Expense Report Review & Edits

Please Note: Depending on how your company uses **InstantAudit**, you may or may not be able to edit the expense.

Expense Inquiry

You have been granted permission to edit the expense details. Please make edits and click Submit Reply.

Approver: Maggie Manager

Question: **This expense has been flagged by your organization's InstantAudit scan. Please provide additional details about this expense.**

Reply:

Receipt: Change Receipt [Add Image](#)

[Submit Reply](#) [View Report](#)

Expense Details

Date: 10/8/2019

Department: General & Admin

Category: Miscellaneous

Amount: 75.00

Vendor: Parking Lot Hero


Location: Chicago, IL

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt Image



Step 3: Enter the following details:

- **Reply:** Enter your response to the **Inquiry**. If you need further information, contact your **Approver**.
- **Receipt:** There are two options for working with an incorrect receipt:
 - **Change Receipt:** Click this to open your **Wallet** where you can choose from your uploaded receipts. Once changed, this receipt takes the place of the original linked receipt. The original is sent back to your **Wallet**.
 - **Add Image:** Click this link to upload additional, supporting information to the receipt you already have linked to the expense.
- **View Report:** Opens the expense within the report it was submitted in.

Expense Report Review & Edits

- **Submit Reply:** Select this to send the reply to your **Approver**. The **Inquiry** is then removed from your home screen.

Expense Inquiry

You have been granted permission to edit the expense details. Please make edits and click Submit Reply.

Approver: Maggie Manager

Question: This expense has been flagged by your organization's InstantAudit scan. Please provide additional details about this expense.

Reply: I uploaded a receipt with better image quality.

Receipt: Change Receipt Add Image

Submit Reply View Report

Expense Details

Date: 10/8/2019

Department: General & Admin

Category: Miscellaneous

Amount: 75.00

Vendor: Parking Lot Hero


Location: Chicago, IL

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt Image



Manually Adding Expenses to an Expense Report

There are several ways to build an expense report in Certify. This article shows you how to manually add expenses from your Certify Wallet to a draft expense report.

Step 1: On your account homepage, under **My Certify Wallet**, select **More Items**.



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 Hotel Receipt.jpg	
3/26/21	Hotel with Extra Charges Receipt.j...	
9/4/16	Courtyard Marriott	\$360.00

[1 MORE ITEMS](#)

Add Receipts ☰

[MOBILE](#) [EMAIL](#) [UPLOAD](#)

[MORE METHODS](#)

Step 2: Turn the **Merge** view **Off**. Click the checkbox next to each expense you want to add. Click **Add to an Expense Report**.

Expense Report Review & Edits

My Certify Wallet

Merge Items



Receipts

<input type="checkbox"/>	Source	Receipt	Date	Category	Vendor	Details	Amount
<input type="checkbox"/>			10/21/2016	Office Equipment	The Home Depot	Whiteboard and dry erase markers for ...	\$34.40
<input type="checkbox"/>			10/22/2016	Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="checkbox"/>			10/23/2016	Postage	Fedex	Overnight delivery	\$16.60
<input type="checkbox"/>			10/24/2016	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58

4 ITEMS

Expenses

<input type="checkbox"/>	Source	Receipt	Date	Category	Vendor	Details	Amount
<input checked="" type="checkbox"/>			10/9/2016	Other Transportation	Parking Meter	Street parking for client meeting	\$2.75
<input checked="" type="checkbox"/>			10/21/2016	Office Supplies	The Home Depot	The Home Depot	\$34.40
<input checked="" type="checkbox"/>			10/22/2016	Other Transportation	Standard Parking	Standard Parking	\$12.00
<input checked="" type="checkbox"/>			10/23/2016		FedEx	FedEx	\$16.60
<input checked="" type="checkbox"/>			10/24/2016	Office Equipment	Staples	Staples	\$75.58
<input checked="" type="checkbox"/>			10/27/2016	Lodging	DoubleTree Hotel	DoubleTree Hotel	\$485.38
<input checked="" type="checkbox"/>			10/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$68.80
<input checked="" type="checkbox"/>			10/27/2016		DoubleTree Hotel	DoubleTree Hotel	\$6.35

8 ITEMS

Add to Expense Report

Add to Invoice Report

Send Items

Delete

Step 3: On the next page, select from the options provided. Click **Next**.

Imported Expenses

What would you like to do?

- Add these expenses to a new expense report
- Add these expenses to an existing expense report

Back

Next

Step 4: If creating a new expense report, enter the **Expense Report Name** and a **Date** range, or select an existing draft expense report. Click **Next**.

Expense Report Review & Edits

Imported Expenses

Enter expense report information

Expense Report Name

Billable to Client

Start Date

End Date

Description

Step 5: After the expenses have been added to the expense report, you may need to use the **Link Receipts Wizard** or **Cleanup Wizard** before submitting for approval.

My Expense Report

[Link Receipts](#) | [Cleanup Wizard](#) | [Print Report](#)

Report Name October 2016

Dates 10/9/2016 - 10/27/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/9/2016	General & Admin	Other Transportation		2.75	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/22/2016	General & Admin	Other Transportation		12.00	No	No		
	10/23/2016	General & Admin	Miscellaneous		16.60	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		485.38	No	No		
	10/27/2016	General & Admin	Lodging		6.35	No	No		
	10/27/2016	General & Admin	Lodging		68.80	No	No		
Total Non-Reimbursable					\$699.11				
Total Personal					\$0.00				

Billable and Reimbursable Status

When adding an expense to your expense report, you are given the option to classify each expense as **Billable** or **Non-Billable**, and **Reimbursable** or **Non-Reimbursable**.

This article will show you, a **Certify Admin**, definitions of **billable** and **reimbursable** statuses as well as how to default **billable** and **reimbursable** statuses.

Please Note: If you do not see these options available, please contact your **Customer Success Manager** to enable them.

Expense Report Review & Edits

- **Billable** - An expense should be classified as billable if it needs to be paid by a third party, such as an outside client or vendor
- **Non-Billable** - If the expense does not involve a third party or outside vendor, the expense should not be classified as billable

Edit Expense

Date

Department

Category

Amount

Vendor

Location

Attendees

Reason

Reimbursable

Billable

Receipt

- **Reimbursable** - An expense should be classified as reimbursable if it is something a user paid out of pocket and needs to be reimbursed by the company; any expenses charged to a personal credit card should be classified as reimbursable
- **Non-Reimbursable** - An expense is classified as non-reimbursable if the user does not expect to be reimbursed; anything charged on a company credit card should be classified as non-reimbursable

Expense Report Review & Edits

Edit Expense

Date: 10/3/2016

Department: General & Admin

Category: Coffee, Tea, Snacks

Amount: 5.82 United States Dollars

Vendor: Starbucks

Location: Portland, ME

Attendees: me

Reason: Needed coffee

Reimbursable: **I paid for this, please reimburse me.**

Billable: The company paid, do not reimburse me.

Receipt: Change

Save Cancel

To default **Billable** and **Reimbursable** statuses:

Step 1: On your **Certify** homepage, click the **gear** icon.

The screenshot shows the Certify homepage. At the top right, the user's name 'Becca Accountant' and company 'Circle Point Communications' are displayed. A gear icon (settings) is circled in green. The main content area is divided into several sections: 'My Spend Requests' with a 'New Spend Request' button and counts for Drafts (1), Requested (0), Approved (0), and Archived (0); 'My Expense Reports' with a 'New Expense Report' button and counts for Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0); 'My Certify Wallet' showing a transaction for \$53.58; 'Add Receipts' with options for MOBILE, EMAIL, and UPLOAD; 'Processing Requests' with 8 items; 'Reimbursements' with 3 items; 'Audit Alerts' with 0 items; 'Travel & Expense Policy'; and 'What's New In Certify' with links to the blog, release notes, and roadmap.

Step 2: Click **View and Edit Departments**.

Expense Report Review & Edits

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](#)

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

User Accounts and Billing

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

Service Plan and Billing
[Service Plan and Pricing](#)
[Pay Certify Bill](#)

Step 3: Search the **Department** you'd like to edit by entering a **Department Name** or **Department Code**. Alternatively, you can click **Submit** to see a list of all **Departments**.

View and Edit Departments

Search for Departments

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

Department Name

Department Code

Submit

Step 4: Choose which **Department** you'd like to edit by clicking the **pencil** icon.

Expense Report Review & Edits

View and Edit Departments

	Department Name	Department Code	Use Strict Filtering	Hide Department	Hide Billable	Hide Reimbursable
 	Administration	01	No	No	No	No
 	Customer Service	03	No	No	No	No
 	Marketing	02	No	No	No	No
 	Research and Development	04	No	No	No	No

Modify Search

Return

Step 5: From here, you can choose to **Hide Billable** or **Hide Reimbursable** department-wide.

- Select **Yes** if all expenses from this **department** should always be automatically marked **Billable** or **Reimbursable**.
- Select **No** if all expenses from this **department** should not be automatically marked **Billable** or **Reimbursable**.

Edit Department

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

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

Department Details

Department Name	<input type="text" value="Marketing"/>
Department Code	<input type="text" value="02"/>
Obtain Second Level Approval	<input type="checkbox"/> ?
Use Strict Filtering	<input type="checkbox"/> ?
Hide Department	<input type="checkbox"/> ?
Hide Billable	<input type="checkbox"/> Default when hidden: <input type="text" value="No"/> ?
Hide Reimbursable	<input type="checkbox"/> Default when hidden: <input type="text" value="Yes"/> ?
Initial Page	<input type="text" value="Home"/>

Back

Next

Step 6: Additionally, you can default your **Billable** status by **Expense Category**. Going back to the **Configuration** page, click **View and Edit Expense Categories**.

Expense Report Review & Edits

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

User Accounts and Billing

- User Accounts
 - [View and Edit Users](#)
 - [Create New Users](#)
 - [Send Email to Users](#)
 - [Security Settings](#)
 - [Bulk Credit Card Import](#)
- Service Plan and Billing
 - [Service Plan and Pricing](#)
 - [Pay Certify Bill](#)

Step 7: Enter your search criteria, or click **Submit** to see a full list of **expense categories**.

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

Step 8: Click the **pencil icon** to edit an **expense category**.

Expense Report Review & Edits

View and Edit Expense Categories

	Name	GL Code	Expense Type	Maximum Amount	Department Filter	Hide Billable
 	Airfare	01	Travel			No
 	Coffee and Snacks	123	Cash Expense	\$0.00		No
 	Hourly Labor	02	Hourly Rate	\$50.00		No
 	Large Group Meals	675	Meals	\$50.00		No
 	Lodging	03	Lodging	\$0.00		No
 	Meals	04	Meals	\$45.00		No
 	Mileage	05	Mileage			No
 	Mileage with Commute	564	Mileage	\$0.00		No
 	Mileage without Commute	345	Mileage	\$0.00		No
 	Office Equipment	888	Cash Expense	\$0.00		No
 	Parking	22	Cash Expense	\$0.00		No
 	Personal Expense	457	Cash Expense	\$0.00		No
 	Postage	298	Cash Expense	\$0.00		No
 	Rental Car	07	Rentals			No
 	Tolls	987	Cash Expense	\$0.00		No

Modify Search

Return

Step 9: From here, you can choose to **Hide Billable** for this **expense category**.

- Select **Yes** if all expenses in this **expense category** should always be automatically marked **Billable**.
- Select **No** if all expenses in this **expense category** should not be automatically marked **Billable**.

Expense Report Review & Edits

Edit Expense Category

Current Step: 1 - 2 - 3

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

Expense Category Details

Name:

Expense Type:

GL Code:

Personal Expenses:

Require Reason:

Deduct Commute:

Maximum Amount:

Receipt Threshold:

Receipt Threshold Amount:

Department Filter:

Hide Billable: Default when hidden:

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

Other Actions Menu

The **Other Actions** menu provides several actions that allow you make changes to expenses in an expense report. This article describes the actions available in the **Other Actions menu**.

My Expense Report

[Print Report](#)

Report Name: ReportExecutive - 10/1/2016 - 10/15/2016

[Submit for Approval](#)

Dates: 10/1/2016 - 10/15/2016

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
			Lodging		191.96	Yes	No		
			Coffee, Tea, Snacks		5.82	Yes	No		
			Meals - Large Group		93.11	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$410.73				
Total Expenses					\$410.73				

Expense Report Review & Edits

- **Delete Expense** - Remove an expense line from your expense report; if a receipt image is attached, it will be returned to your Certify Wallet, however, the expense will be permanently deleted
Please Note: This option may be disabled for imported credit card expenses.
- **Send to Wallet** - Remove an expense line from the expense report; both the expense and the receipt will return to your Certify Wallet
- **Split Expense** - Split out a specific expense into different categories or departments
- **Copy** - Create a duplicate expense line from another expense line in the expense report
- **Add Bank Fee** - Select an interbank fee percentage to add to the expense line; this can be used when you are charged for a credit card currency conversion fee for a business expense

Splitting an Expense

Some expenses may need to be split into two or more categories, departments, or projects. For example, a lodging fee may also include meals or parking expenses. This article shows you how to use the **Split Expense** function in Certify.

Step 1: On your account homepage, select **Drafts**.



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the **Name** of the expense report you want to open.

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
🔗 ✕	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$410.73	\$0.00	\$410.73
Totals			\$410.73	\$0.00	\$410.73

Expense Report Review & Edits

Step 3: Click the arrow (>) next to the expense you would like to split. This will open the **Other Actions** menu. In the **Other Actions** menu, select **Split Expense**.

My Expense Report Print Report

Report Name: ReportExecutive - 10/1/2016 - 10/15/2016 Submit for Approval

Dates: 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input type="checkbox"/> >	10/1/2016	General & Admin	Mileage	<input checked="" type="checkbox"/> >	119.84	Yes	No		>
<input checked="" type="checkbox"/> >			Lodging	<input checked="" type="checkbox"/> >	191.96	Yes	No		>
<input type="checkbox"/> >			Coffee, Tea, Snacks	<input checked="" type="checkbox"/> >	5.82	Yes	No		>
<input type="checkbox"/> >			Meals - Large Group	<input checked="" type="checkbox"/> >	93.11	Yes	No		>
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$410.73				
Total Expenses					\$410.73				

Other Actions

- Delete Expense
- Send to Wallet
- Split Expense
- Copy Expense
- Add Bank Fee
- Add Image

Step 4: On the next page, enter the **Amount** you would like to split. You have the option to split the expense by dollar amount or by percentage. The split amount will be subtracted from the full, original expense amount. You can also make edits to the other expense fields as needed.

Itemized Expense

Date: 9/3/2018

Department: General & Admin

Category: Lodging

Amount: 0.00 United States Dollar or 0.00 %

Hotel: Courtyard by Marriott

Location: TAMPA Westshore Airport

Check-in: 9/1/2018


Check-out: 9/3/2018

Reason: Hotel stay - Courtyard

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt Image



Receipt: Hotel stay - Courtyard

Relationship: Link expenses

Save Split Again Cancel

The receipt image attached to the original expense will also be attached to all of the split expenses. If you would like a different receipt image to be attached to a split expense, click the green checkmark under the **Receipt** column. A dropdown menu will open where you can select a different receipt image to attach to the split expense. Click **Split Again** to continue splitting the current expense. When you have completed splitting the expense, click **Save**.

Expense Report Review & Edits

Step 5: On the next page, you will see that the original expense and the split expense(s) will be linked together by a dotted line under the **Expense** column in the expense report.

My Expense Report Print Report

Report Name ReportExecutive - 10/1/2016 - 10/15/2016 Submit for Approval

Dates 10/1/2016 - 10/15/2016

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/1/2016	General & Admin	Mileage		119.84	Yes	No		
	10/3/2016	General & Admin	Lodging		189.46	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks		2.50	Yes	No		
	10/3/2016	General & Admin	Coffee, Tea, Snacks		5.82	Yes	No		
	10/4/2016	General & Admin	Meals - Large Group		93.11	Yes	No		

Total Non-Reimbursable \$0.00
Total Personal \$0.00
Total Reimbursable \$410.73
Total Expenses \$410.73

Copying an Expense

For recurring expenses, you may use the **Copy Expense** button in the **Other Actions** menu to create repeated expense lines. You may have repeated tolls or similar office expenses to enter on one report. This article will show you how to copy an existing expense line for repeated use.

Step 1: On your account homepage, select **Drafts**.



My Spend Requests

New Spend Request

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

My Reports

New Expense Report

New Invoice Report

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the name of the expense report you want to open.

Expense Report Review & Edits

My Expense Reports


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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
 	Expenses - 2/1/2017	2/1/2017	\$150.00	\$0.00	\$150.00
 	Expenses - 2/5/2018 - 2/27/2018	2/27/2018	\$499.53	\$0.00	\$499.53
Totals			\$649.53	\$0.00	\$649.53


Step 3: On the expense line that needs to be copied, open the **Other Actions** menu and select **Copy Expense**.

Expense Report






















[Link Receipts](#) | [Print Report](#)

 Report Name Expenses - 2/5/2018 - 2/27/2018 [Submit for Approval](#)

Dates 2/5/2018 - 2/27/2018



 Allocations

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
 	2/5/2018	General & Admin	Meals	 	6.96	Yes	6.96	No		
 			Office Costs	 	30.00	Yes	30.00	No		
 			Postage	 	50.00	Yes	50.00	No		
 			Cell Phone	 	320.53	Yes	320.53	No		
Total Non-Reimbursable					\$0.00					
Total Reimbursable					\$407.49					

[Add Expense](#)

My Certify Wallet

Merge Items  

Date	Category	Description	Amount
------	----------	-------------	--------

Step 4. The expense will be duplicated in the expense report highlighted in blue, and ready for edits in the **Edit Expense** box.

Expense Report Review & Edits

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	2/5/2018	General & Admin	Meals		6.96	Yes	6.96	No		
	2/9/2018	General & Admin	Office Costs		30.00	Yes	30.00	No		
	2/9/2018	General & Admin	Office Costs		30.00	Yes	30.00	No		
	2/14/2018	General & Admin	Postage		50.00	Yes	50.00	No		
	2/27/2018	General & Admin	Cell Phone		320.53	Yes	320.53	No		

Total Non-Reimbursable \$0.00
Total Reimbursable \$437.49

Edit Expense

Date:

Department:

Category:

Amount:

Vendor:

Location:

Reason:

Reimbursable:

Billable:

Receipt:

My Certify Wallet

Merge Items

Date	Category	Description	Amount
<input type="button" value="Select"/>	No Receipt		
<input type="button" value="Select"/>	2/14/18	Postage USPS	\$50.00
<input type="button" value="Select"/>	2/1/17	Printing Staples.pdf	\$150.00
<input type="button" value="Select"/>	2/27/18	Cell Phone AT&T.pdf	\$320.53
<input type="button" value="Select"/>	2/9/18	Office Costs Amazon	\$30.00

Step 5: Make any edits and click either **Save** or **Copy Again** for more repeated expense lines.

Expense Report Review & Edits

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	2/5/2018	General & Admin	Meals		6.96	Yes	6.96	No		
	2/9/2018	General & Admin	Office Costs		30.00	Yes	30.00	No		
	2/9/2018	General & Admin	Office Costs		45.00	Yes	45.00	No		
	2/9/2018	General & Admin	Office Costs		45.00	Yes	45.00	No		
	2/14/2018	General & Admin	Postage		50.00	Yes	50.00	No		
	2/27/2018	General & Admin	Cell Phone		320.53	Yes	320.53	No		

Total Non-Reimbursable \$0.00
Total Reimbursable \$497.49

Edit Expense

Date: 2/9/2018

Department: General & Admin

Category: Office Costs

Amount: 45.00 United States Dollars

Vendor: Amazon

Location: Internet

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: Select

Save Copy Again Cancel

My Certify Wallet

Merge Items

Date	Category	Description	Amount
Select	No Receipt		
Select		2/14/18 Postage USPS	\$50.00
Select		2/1/17 Printing Staples.pdf	\$150.00
Select		2/9/18 Office Costs Amazon	\$45.00
Select		2/27/18 Cell Phone AT&T.pdf	\$320.53
Select		2/9/18 Office Costs Amazon	\$30.00

Adding Multiple Images to an Expense Line

Add Image will allow additional receipt images from the **Certify Wallet** to be added to an expense or invoice line via the **Other Actions** menu.

This article will show you how to add an additional receipt or piece of documentation to an existing expense or invoice line.

Step 1: On your account homepage, click **Drafts**.

Expense Report Review & Edits



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the **Name** of the expense report you want to open.

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
	ReportExecutive - 3/1/2017 - 3/15/2017	3/15/2017	\$404.91	\$0.00	\$404.91
Totals			\$404.91	\$0.00	\$404.91

Step 3: On an existing expense line, click the arrow (>) to open the **Other Actions** menu. Click **Add Image**.

Please Note: *Add Image* is available only if one receipt is already attached.

My Expense Report

[Print Report](#)

Report Name ReportExecutive - 3/1/2017 - 3/15/2017
Dates 3/1/2017 - 3/15/2017

[Submit for Approval](#)

Expenses									
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	3/1/2017	General & Admin	Mileage	<input checked="" type="checkbox"/>	119.84	Yes	No		<input type="button" value=">"/>
<input checked="" type="checkbox"/>	3/3/2017	General & Admin	Lodging	<input checked="" type="checkbox"/>	191.96	Yes	No		<input type="button" value=">"/>
<input checked="" type="checkbox"/>			Meals - Large Group	<input checked="" type="checkbox"/>	93.11	Yes	No		<input type="button" value=">"/>
					Total Non-Reimbursable	\$0.00			
					Total Personal	\$0.00			
					Total Reimbursable	\$404.91			
					Total Expenses	\$404.91			

Other Actions

- Delete Expense
- Send to Wallet
- Split Expense
- Copy Expense
- Add Bank Fee
- Add Image**

Step 4: Redirecting to your **Certify Wallet**, select the item to add onto the expense line. Click **Use This Image**.

Expense Report Review & Edits

My Certify Wallet

Merge Items  

Select	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="radio"/>			4/28/2016	Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	
<input type="radio"/>			3/3/2017	Coffee, Tea, Snacks	Starbucks	Coffee	\$5.82
<input type="radio"/>			3/21/2017	Office Equipment	The Home Depot	Whiteboard and dry erase markers for conference...	\$34.40
<input type="radio"/>			3/22/2017	Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="radio"/>			3/23/2017	Postage	Fedex	Overnight delivery	\$16.60
<input type="radio"/>			3/24/2017	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
<input type="radio"/>			3/27/2017	Lodging	DoubleTree Hotel	Hotel stay - DoubleTree	\$560.53
<input checked="" type="radio"/>			4/28/2017			extra documentation.png	

8 ITEMS

Use This Image

Cancel

Step 5: The new image will be available on a new zero-amount expense line, attached to the first. The details from the original expense line will also carry over to the second.

My Expense Report

The image has been added. 

Print Report

Report Name ReportExecutive - 3/1/2017 - 3/15/2017

Submit for Approval

Dates 3/1/2017 - 3/15/2017

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	3/1/2017	General & Admin	Mileage		119.84	Yes	No		
	3/3/2017	General & Admin	Lodging		191.96	Yes	No		
	3/4/2017	General & Admin	Meals - Large Group		93.11	Yes	No		
	3/4/2017	General & Admin	Meals - Large Group		0.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$404.91				
Total Expenses					\$404.91				

Mileage Expenses

Certify allows you to enter mileage for a personal vehicle driven for company business. The IRS sets annual allowable rates for standard business mileage as well as moving expenses and charitable work. Your company may also set additional custom rates and date ranges for other types of mileage reimbursements. This article shows you how to create a one-way or segmented mileage expense using the **Add Expense** function within an existing draft expense report.

One-Way and Round Trips

Step 1: On your account homepage, under **My Expense Reports**, select **Drafts**.

Expense Report Review & Edits



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Under **My Expense Reports**, click the **Name** of the expense report you want to open.

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
↗ ✕	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$413.48	\$0.00	\$413.48
↗ ✕	October 2016	10/31/2016	\$25.00	\$699.11	\$724.11
	Totals		\$438.48	\$699.11	\$1,137.59

Step 3: In the **Add Expense** box below the expense report, enter the expense information and select the appropriate mileage expense **Category**.

Expense Report Review & Edits

My Expense Report

Print Report

Report Name October 2016

Submit for Approval

Dates 10/1/2016 - 10/31/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		

Total Non-Reimbursable \$670.51

Total Personal \$0.00

Total Reimbursable \$25.00

Total Expenses \$695.51

Add Expense

Date

Department

Category

Reason

Reimbursable

Billable

Receipt

My Certify Wallet

<input type="button" value="Add"/>		4/28/16	
<input type="button" value="Add"/>		10/22/16	\$12.00
<input type="button" value="Add"/>		10/22/16	
<input type="button" value="Add"/>		10/23/16	\$16.60
<input type="button" value="Add"/>		10/23/16	

Step 4: When a mileage expense **Category** is selected, additional information is required. Enter the departure location in the **From** field, and the destination location in the **To** field. Select **Map It!** to have the mileage automatically calculated for you. Additionally, MapQuest will create a mileage map to use as a receipt when **Map It!** is selected. Click the checkbox for **Round Trip** to calculate a two-way distance. When all mileage information has been entered, click **Save**.

Please Note: Your company may have configured your mileage categories to subtract your commuter distance from the Map It! mileage. Your commuter distance can be entered on the My Account page. See also *Creating a Mileage Expense with Commute Distance*.

Expense Report Review & Edits

Add Expense

Date: 10/30/2016

Department: General & Admin

Category: Mileage

From: Portland, ME

To: (BOS) Logan International

Miles: 211.0 [MapIt!](#)

Round Trip:

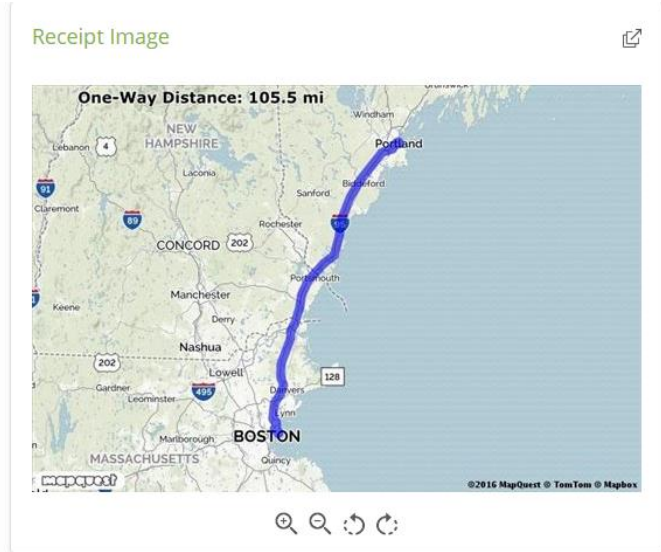
Reason: Trip to airport for west coast conference.

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: [Change](#)

[Save](#) [Cancel](#)



Step 5: The reimbursable amount will be automatically calculated based on your company's personal automobile use policy. To view the rate applied to your mileage expense, click the arrow (➤) in the **Details** column for the mileage expense line.

My Expense Report

[Print Report](#)

Report Name: October 2016

[Submit for Approval](#)

Dates: 10/1/2016 - 10/31/2016

Expenses

☰ ⬆️

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		
	10/30/2016	General & Admin	Mileage						

Details

Total Non-Reimbursable: Meets policy.

Total Personal Use: From Portland, ME to (BOS) Logan International (Round Trip)

Total Reimbursable: 211 Miles @ 0.54 USD

Total Expense: 211 Miles @ 0.54 USD


Segmented Trip

Step 1: In the **Add Expense** box below the expense report, enter the expense information and select the appropriate mileage expense **Category**.

Expense Report Review & Edits

My Expense Report

[Print Report](#)

 Report Name October 2016

[Submit for Approval](#)

Dates 10/1/2016 - 10/31/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
 	10/11/2016	General & Admin	Other Transportation	 	25.00	Yes	No		
 	10/21/2016	General & Admin	Office Supplies	 	34.40	No	No		
 	10/24/2016	General & Admin	Office Equipment	 	75.58	No	No		
 	10/27/2016	General & Admin	Lodging	 	560.53	No	No		

Total Non-Reimbursable \$670.51
Total Personal \$0.00
Total Reimbursable \$25.00
Total Expenses \$695.51

Add Expense

Date

Department

Category



Reason











Reimbursable

Billable

Receipt

My Certify Wallet

<input type="button" value="Add"/>  	4/28/16	
<input type="button" value="Add"/>  	10/22/16	\$12.00
<input type="button" value="Add"/>  	10/22/16	
<input type="button" value="Add"/>  	10/23/16	\$16.60
<input type="button" value="Add"/>  	10/23/16	

Step 2: When a mileage expense **Category** is selected, additional information is required. Enter the departure location in the **From** field, and the destination location in the **To** field. Select **Map it!** to have the mileage automatically calculated for you. Enter all remaining information in the fields provided, deselect **Round Trip**, and select **Add Segment** for a multi-stop trip.

Please Note: Your company may have configured your mileage categories to subtract your commuter distance from the Map It! mileage. Your commuter distance can be entered on the My Account page Commute Distance.

Expense Report Review & Edits

Edit Expense

Date: 10/30/2016

Department: General & Admin

Category: Mileage

From: Portland, ME

To: (BOS) Logan International

Miles: 105.5 [Map It!](#)

Round Trip: **Add Segment**

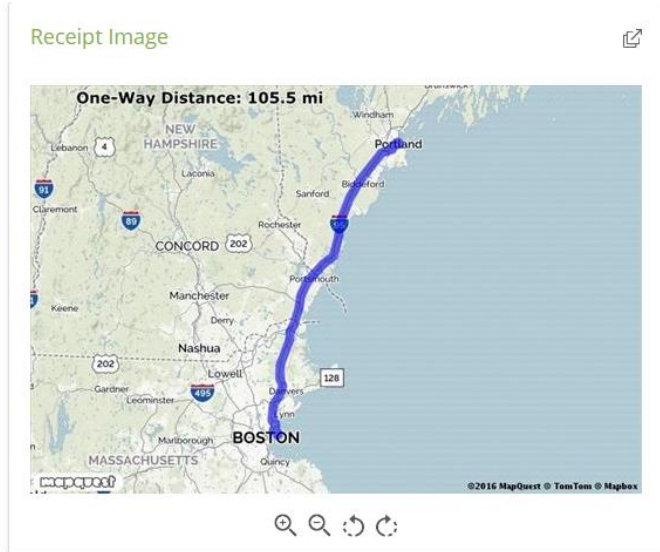
Reason: Trip to airport for west coast conference.

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: [Change](#)

[Save](#) [Cancel](#)



Step 3: The first segment of the trip will be added to the expense report and the expense information for the next segment of your trip will be partially completed in the **Add Expense** box. Enter the destination in the **To** field, select **Map It!**, and edit other details as needed. Select **Add Segment** to add another segment to your trip or click **Save** to complete the trip.

Expense Report Review & Edits

My Expense Report

Print Report

Report Name October 2016
Dates 10/1/2016 - 10/31/2016

Submit for Approval

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/11/2016	General & Admin	Other Transportation		25.00	Yes	No		
	10/21/2016	General & Admin	Office Supplies		34.40	No	No		
	10/24/2016	General & Admin	Office Equipment		75.58	No	No		
	10/27/2016	General & Admin	Lodging		560.53	No	No		
	10/30/2016	General & Admin	Mileage						

Total Non-Reimbursable
Total Personal
Total Reimbursable
Total Expense

Details
Meets policy.
From Portland, ME to (BOS) Logan International (One Way)
105.5 Miles @ 0.54 USD

Add Expense

Date: 10/30/2016

Department: General & Admin

Category: Mileage

From: (BOS) Logan International

To:

Miles: [MapIt!](#)

Round Trip: Add Segment

Reason: Trip to airport for west coast conference.

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

My Certify Wallet

Merge Items

<input type="button" value="Add"/>		4/28/16	Other Transportati...	Delta Air Lines	
<input type="button" value="Add"/>		10/22/16	Other Transportati...	Standard Parking	\$12.00
<input type="button" value="Add"/>		10/22/16		Parking at airport	
<input type="button" value="Add"/>		10/23/16	Miscellaneous	Fedex	\$16.60
<input type="button" value="Add"/>		10/23/16		Overnight delivery	

Mileage Expenses with Commuter Miles

Commuter Mileage provides a way for Certify users to deduct their daily business commute from business-related mileage. Many of our Certify companies have a similar policy. This article shows you how to create a mileage expense with commuter mileage deduction.

Please see [Adding Commute Distance to enter your one-way personal commute to your Certify Account.](#)

Step 1: On your account homepage, under **My Expense Reports**, select **Drafts**.

Expense Report Review & Edits



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Under **My Expense Reports**, click the **Name** of the expense report you want to open.

My Expense Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
✕	Mileage	8/31/2016	\$0.00	\$0.00	\$0.00
Totals			\$0.00	\$0.00	\$0.00

Step 3: In the **Add Expense** box below the expense report, enter the expense information and select the appropriate mileage expense category. These will also be available when entering mileage via Certify Mobile.

If your company has **Commuter Mileage** configured, you will find *two* Mileage expense categories:

Mileage with Commute

- The title may vary, such as *Commuter Mileage*, *Personal Commute*, or *To/From Home*

Mileage without Commute

- The title may vary, such as *Business Mileage* or *Regular Mileage*.

If you *started or ended at your home address* for either the round trip or this individual mileage segment, use **Mileage with Commute**.

If you *did not start or end at your home address* for either the round trip or this individual mileage segment, use **Mileage without Commute**.

Expense Report Review & Edits

The screenshot shows the 'Add Expense' form with the following fields and values:

- Date: 8/3/2016
- Department: General & Admin
- Category: (Dropdown menu is open)
- Reason: (Dropdown menu is open)
- Reimbursable: (Dropdown menu is open)
- Billable: (Dropdown menu is open)
- Receipt: (Dropdown menu is open)

The 'Reason' dropdown menu is open, showing the following options:

- Airfare
- Cash Advance
- Coffee, Tea, Snacks
- Lodging
- Meals
- Mileage with Commute
- Mileage without Commute
- Miscellaneous
- Money Return
- Office Equipment
- Office Supplies
- Other Transportation
- Parking
- Personal Expense
- Postage
- Rental Car

The 'Mileage without Commute' option is highlighted with a blue background and a green oval around it.

Step 4: When the mileage expense **Category** is selected, enter your **To** and **From** locations, and click **MapIt!** for your mileage.

When using **Mileage with Commute**, Certify will deduct your commuter mileage automatically; both in the mileage calculation and on the map.

Please Note: If your MapIt! calculated mileage is less than your personal commute distance, your commute distance **will not** be deducted and a zero reimbursement expense will be created. It is assumed you did not travel from your home to your place of employment in this case.

Expense Report Review & Edits

Add Expense

Date: 8/3/2016

Department: General & Admin

Category: Mileage with Commute

From: Boston, MA

To: New York City, NY

Miles: 409.6 [Map it!](#)

Round Trip:

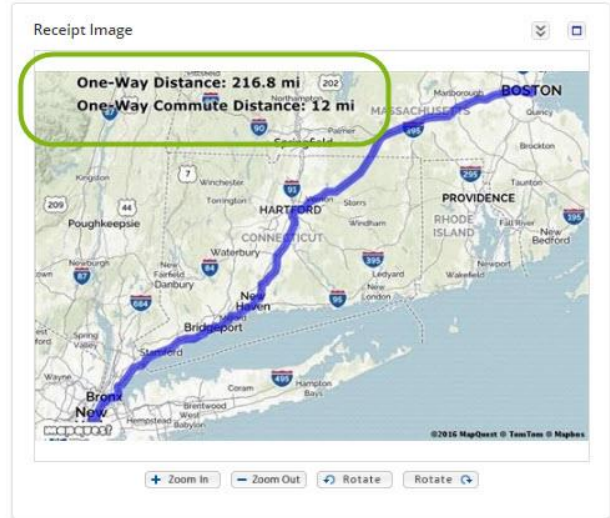
Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: [Change](#)

[Save](#) [Cancel](#)



When using **Mileage without Commute**, Certify will not deduct your commuter mileage.

Add Expense

Date: 8/3/2016

Department: General & Admin

Category: Mileage without Commute

From: Boston, MA

To: New York City, NY

Miles: 433.6 [Map it!](#)

Round Trip:

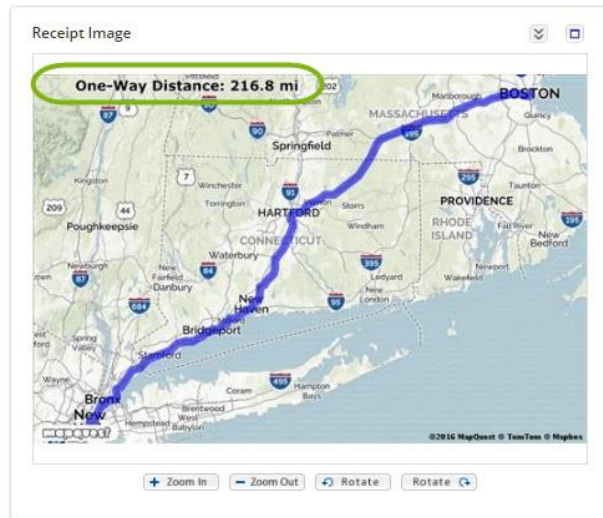
Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: [Change](#)

[Save](#) [Cancel](#)



The **Add Segment** link will allow you to easily create segments with the correct expense categories. Your **To** location will autofill in the **From** section for your next Mileage segment.

Expense Report Review & Edits

Add Expense

Date: 11/3/2016

Department: General & Admin

Category: Mileage with Commute

From: Portland, ME

To: (BOS) Logan International

Miles: 99.5 [MapIt!](#)

Round Trip: **Add Segment**

Reason: Segment 1

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: [Change](#)

[Save](#) [Cancel](#)

Add Expense

Date: 11/3/2016

Department: General & Admin

Category: Mileage without Commute

From: (BOS) Logan International

To: Hartford, CT

Miles: 107.0 [MapIt!](#)

Round Trip: [Add Segment](#)

Reason: Segment 2

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt: [Change](#)

[Save](#) [Cancel](#)

Merge Duplicate Credit Card Expense Lines in a Draft Report

Certify offers the option to **Merge** duplicate expense lines in a Draft expense report that have not already linked together. This article will show you how to Merge an expense in a Draft when one expense line is for the receipt, and the other expense line is the actual credit card transaction.

Step 1: On your account homepage, under **My Expense Reports**, click **Drafts**.



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#) **Drafts** 2

[New Invoice Report](#)





- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the expense report you would like to open by clicking the expense report **Name**.

Expense Report Review & Edits

My Expense Reports


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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
 	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$14.35	\$290.89	\$305.24
 	October 2016	10/31/2016	\$0.00	\$785.41	\$785.41
Totals			\$14.35	\$1,076.30	\$1,090.65

Step 3: Any expense lines with the same **Expense Date** and **Expense Amount** will be flagged as a potential duplicate expense. Open the **Details** column for more information.

Expense Report












[Link Receipts](#) | [Per-Diem Wizard](#) | [Print Report](#)

 Report Name October 2016

[Submit for Approval](#)

Dates 10/1/2016 - 10/31/2016


 Allocations

Expenses										
Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
 	10/15/2016	Sales	Taxi	 	9.77	No	0.00	No		
 	10/15/2016	Sales	Taxi	 	9.77	No	0.00	No		
Total Non-Reimbursable					\$19.54					
Total Personal					\$0.00					
Total Reimbursable					\$0.00					
Total Expenses					\$19.54					

Step 4: Click **Merge Expense** to combine both expenses in a single expense line. You can click the **Merge Expense** button from either expense line.

Expense Report












[Link Receipts](#) | [Per-Diem Wizard](#) | [Print Report](#)

 Report Name October 2016

[Submit for Approval](#)

Dates 10/1/2016 - 10/31/2016

 Allocations

Expenses										
Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
 	10/15/2016	Sales	Taxi	 	9.77	No	0.00	No		
 	10/15/2016	Sales	Taxi	 	9.77	No	0.00	No		
Total Non-Reimbursable					\$19.54					
Total Personal					\$0.00					
Total Reimbursable					\$0.00					
Total Expenses					\$19.54					

Details

Potential duplicate expense. There is more than one expense with the same date and amount.

[Merge Expenses](#)

Vendor: User

Once complete, one line will remain, combining the receipt and expense data for a single expense.

Expense Report Review & Edits

Expense Report

Per-Diem Wizard | Print Report

Report Name October 2016

Dates 10/1/2016 - 10/31/2016

Submit for Approval

Allocations

Expenses										
Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	10/15/2016	Sales	Taxi		9.77	No	0.00	No		
Total Non-Reimbursable					\$9.77					
Total Personal					\$0.00					
Total Reimbursable					\$0.00					
Total Expenses					\$9.77					

Potential Duplicate Expenses

Certify identifies and flags potential duplicate expenses as any past or current expenses having the **same date and amount**. Such expenses are indicated by a red exclamation mark in the **Details** column of the expense report. The red exclamation mark will provide a helpful link to review the potential duplicate.

Step 1: Click the **double arrows (>>)** button in the **Details** column of the report. The button will include a link to view the past expense report containing the other potential duplicate expense line.

Please Note: a link will not appear if the potential duplicate expense is on the same expense report.

My Expense Report

Submit for Approval | Print

Report Name Expenses - 2/1/2016 - 2/27/2016

Dates 2/1/2016 - 2/27/2016

Expenses										
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason	
	2/21/2016	General & Admin	Office Equipment		34.40	No	No			
	2/22/2016	General & Admin	Other Transportation		12.00	No	No			
	2/24/2016	General & Admin	Office Equipment		75.68	No	No			
	2/27/2016	General & Admin	Lodging		560.53	No	No			
Total Non-Reimbursable					\$682.61					
Total Personal					\$0.00					
Total Reimbursable					\$0.00					
Total Expenses					\$682.61					

Step 2: Review the potential duplicate by using the **View Potential Duplicate** link. The link will bring you to the past report, with the potential duplicate highlighted.



Expense Report Review & Edits

Expenses

Status	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approved	2/16/2016	Mileage with Commute	>>	102.92	Yes	102.92	No		>>
Approved	2/21/2016	Office Supplies	>>	34.59	No	0.00	No		>>
Approved	2/22/2016	Other Transportation	>>	12.53	No	0.00	No		>>
Approved	2/22/2016	Other Transportation	>>	25.00	Yes	25.00	No		>>
Approved	2/24/2016	Office Equipment	>>	75.68	No	0.00	No		>>

Step 3: If the current expense is not a duplicate, it may be helpful to add a note in the **Reason** field as the red flag will stay on the expense report.

Edit Expense

Date

Department

Category

Amount

Vendor

Location

Reason

Reimbursable

Billable

Receipt

Step 4: If the current expense is a duplicate, use the **Other Actions** button and select **Delete Expense** from the report.

	Office Equipment		>>	75.68	No	No		>>
	Lodging		>>	560.53	No	No		>>
				Total Non-Reimbursable	\$682.61			
				Total Personal	\$0.00			
				Total Reimbursable	\$0.00			
				Total Expenses	\$682.61			

Other Actions

- Delete Expense
- Send to Wallet
- Split Expense
- Copy Expense
- Add Bank Fee

Expense Report Review & Edits

Multiple Currencies

Certify provides a currency conversion feature that allows you to report expenses in a foreign currency and have the expense amounts converted to your default currency. This article shows you how to report expenses in foreign currency.

Certify pulls the FOREX data from SIX Financial, the Swiss operator of Europe's most important independent financial exchange. SIX compiles foreign exchange rates sourced from banks worldwide.

Please Note: To enable multiple currencies for your account, please see our **Configuring Multiple Currencies** article.

Step 1: On your account homepage, under **My Expense Reports**, select **Drafts**.



My Spend Requests

- New Spend Request
- Drafts (0)
- Requested (1)
- Approved (0)
- Archived (0)

My Reports

- New Expense Report
- Drafts (2)**
- Pending Approval (0)
- Pending Payment (0)
- Archived (1)

Step 2: Under **My Expense Reports**, select the **Name** of the expense report you want to open.

My Expense Reports

Drafts | Pending Approval | Pending Payment | Archived

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
🔗 ✕	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$0.00	\$290.89	\$290.89
Totals			\$0.00	\$290.89	\$290.89

Step 3: Under **My Certify Wallet**, open the receipt you would like to add to your report by clicking **Add** next to the receipt name.

Expense Report Review & Edits

Add Expense

Date:

Department:

Category:

Reason:

Reimbursable:

Billable:

Receipt:

<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	4/28/16	Other Transporta...	Delta Air Lines	
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/1/16		Mileage.jpg	
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/21/16	Office Equipment	The Home Depot	\$34.40
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/22/16	Other Transporta...	Standard Parking	\$12.00
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/23/16	Postage	Fedex	\$16.60
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/24/16	Office Equipment	Staples	\$75.58
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/27/16	Lodging	DoubleTree Hotel	\$560.53
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/27/16	Lodging	DoubleTree Hotel	\$485.38
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/27/16		DoubleTree Hotel	\$68.80
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	10/27/16		DoubleTree Hotel	\$6.35
<input type="button" value="Add"/>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	11/11/16		UK Meal.pdf	

Step 4: Click **Edit** or use the **Cleanup Wizard** to open the new expense line and enter the applicable details.

My Expense Report [Cleanup Wizard](#) [Print Report](#)

Report Name: ReportExecutive - 10/1/2016 - 10/15/2016

Dates: 10/1/2016 - 10/15/2016

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input type="button" value="Edit"/>	10/3/2016	General & Admin	Lodging	<input checked="" type="checkbox"/> <input type="button" value="Down"/>	191.96	No	No	<input type="button" value="Receipt"/>	<input type="button" value="Reason"/>
<input type="button" value="Edit"/>	10/3/2016	Marketing	Coffee, Tea, Snacks	<input checked="" type="checkbox"/> <input type="button" value="Down"/>	5.82	No	No	<input type="button" value="Receipt"/>	<input type="button" value="Reason"/>
<input type="button" value="Edit"/>	10/4/2016	Marketing	Meals - Large Group	<input checked="" type="checkbox"/> <input type="button" value="Down"/>	93.11	No	No	<input type="button" value="Receipt"/>	<input type="button" value="Reason"/>
<input checked="" type="button" value="Edit"/>	11/11/2016	General & Admin	Unknown	<input checked="" type="checkbox"/> <input type="button" value="Down"/>	0.00	Yes	No	<input type="button" value="Receipt"/>	
Total Non-Reimbursable					\$290.89				
Total Personal					\$0.00				
Total Reimbursable					\$0.00				
Total Expenses					\$290.89				

Step 5: Select the appropriate currency in the dropdown. Click **Save** when you are finished with all of the expense details.


Expense Report Review & Edits

Edit Expense

Date: 10/5/2016

Department: General & Admin

Category: Meals

Amount: 11.25 United States Dollars 

Vendor: Gordon Ramsay

Location: Heathrow Airport

Attendees: Meredith Emp

Reason: Airport lunch

Reimbursable: I paid for this

Billable:

Receipt:

(Note: A dropdown menu is open showing various currencies, with 'United Kingdom Pounds' highlighted.)



Step 6: View the conversion rate by hovering your cursor over the green triangle next to the expense amount.

My Expense Report

Report Name: ReportExecutive - 10/1/2016 - 10/15/2016

Dates: 10/1/2016 - 10/15/2016

[Print Report](#)

Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	10/3/2016	General & Admin	Lodging		191.96	No	No		
	10/3/2016	Marketing	Coffee, Tea, Snacks		5.82	No	No		
	10/4/2016	Marketing	Meals - Large Group		93.11	No	No		
	10/5/2016	General & Admin	Meals		14.35 USD	Yes	No		
Total Non-Reimbursable					\$290.89				
Total Personal					\$0.00				
Total Reimbursable					\$14.35				
Total Expenses					\$305.24				

(Note: A tooltip is visible over the 14.35 USD amount, showing conversion rates: 11.25 GBP = 14.35 USD and 1.00 GBP = 1.275185 USD on 10/5/2016.)

Entering Special Taxes

Certify offers the ability to calculate and report amounts for various 'Value Added Tax' in countries where these taxes are used. Examples include the VAT taxes used in Europe and the various PST/QST/HST taxes applied in Canada. This article will show you how to create an expense line using special taxes.

Step 1: Configure special taxes in your **My Account** tab to activate and enter applicable tax rates.

Expense Report Review & Edits

[My Account](#) | [Account Settings](#) | [E-mail Notifications](#) | [ReportExecutive](#) | [Ratings Profile](#)

Use this page to make changes to your account settings and preferences.

User Information		Account Settings	
Name	Kelly Employee	Default Currency	United States Dollar: ▾
E-mail Address	kemployee@circp1.com	Use Multiple Currencies	<input checked="" type="checkbox"/>
Employee ID	221	Use VAT/GST	<input checked="" type="checkbox"/> Default VAT/GST Rate <input type="text" value="5.000 %"/>
Mobile Phone	<input type="text"/> ?	Use PST/QST	<input checked="" type="checkbox"/> Default PST/QST Rate <input type="text" value="9.975 %"/>
Department	General & Admin (01)	Use HST	<input checked="" type="checkbox"/> Default HST Rate <input type="text" value="15.000 %"/>
Certify Role	Employees	Commute Distance	<input type="text" value="12"/> Miles ▾ ?
Password Reset		Add E-mail Address	<input type="text"/> ?
Old Password	<input type="text"/>	Add Credit Card	Company Visa ▾ <input type="text"/> ?
New Password	<input type="text"/> ?	Confirm	<input type="text"/> ?
Confirm Password	<input type="text"/>		<input checked="" type="checkbox"/> XXXX-XXXX-XXXX-0214 Company Visa
	Reset Security Questions	Direct Deposit Account	Add Account Information

Step 2: While entering your expense details, enter the **Amount**. Automatically, Certify will calculate the applicable tax rates based on the percentages entered in your **My Account** tab.

Expense Report Review & Edits

Edit Expense

Date: 8/3/2016

Department: General & Admin

Category: Airfare

Amount: 352.89 Canadian Dollars

VAT/GST: 35.80

PST/QST: 37.81

HST: 40.60

Carrier: Delta Air Lines

From: Madrid

To: Dublin

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

Step 4: Save the expense. When saved, the expense report will expand with new columns to detail the tax rates.

My Expense Report

[Print Report](#)

Report Name: August 2016
Dates: 8/1/2016 - 8/31/2016

Expenses

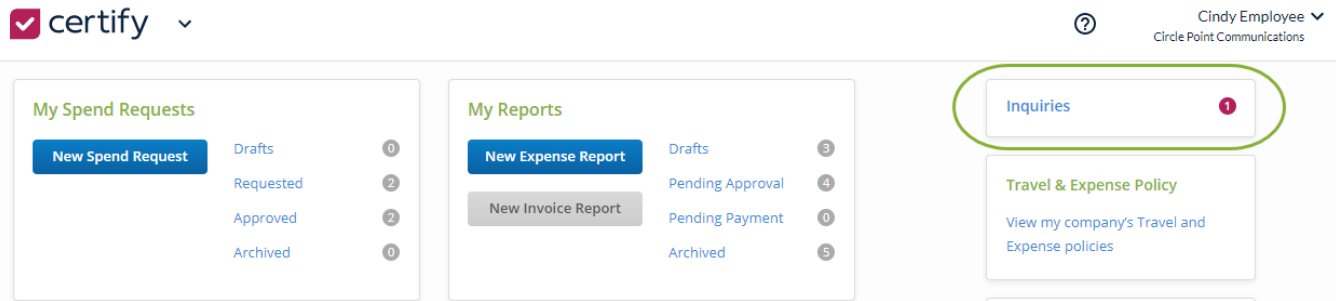
Expense	Date	Department	Category	Details	Amount	VAT/GST	PST/QST	HST	Reim.	Billable	Receipt	Reason
	8/9/2016	General & Admin	Airfare		352.89	13.09	32.01	46.03	Yes	No		
Total VAT/GST					\$13.09							
Total PST/QST					\$32.01							
Total HST					\$46.03							
Total Non-Reimbursable					\$0.00							
Total Personal					\$0.00							
Total Reimbursable					\$352.89							
Total Expenses					\$352.89							

Replying to an Inquiry

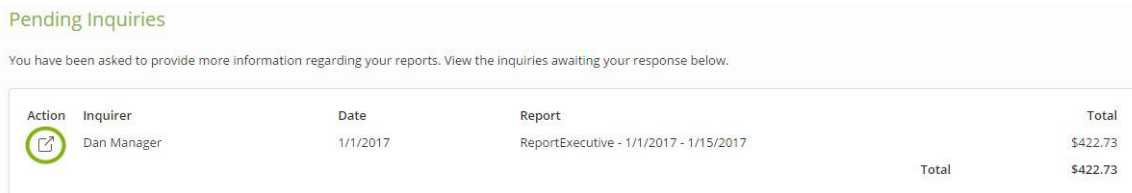
Managers can send an **Inquiry** on an expense line if they have a question about an expense, or if an expense needs to be edited. If an inquiry is sent by your manager, you will receive an email. This article shows you how to reply to a pending expense inquiry.

Expense Report Review & Edits

Step 1: When you log into your Certify account, you will be automatically prompted to address any pending inquiries. If you go past this screen, you can open a pending inquiry by clicking the red exclamation mark under **My Expense Reports**, next to **Pending Approval**.



Step 2: Select the **Open** icon.



Step 3: Review the inquiry, and enter a **Reply** in the field provided. Your manager may have also granted you permissions to edit the expense or change a receipt as needed.

To change or select a receipt attached to an expense, select **Change Receipt** or **Select Receipt** below the text box.

Expense Report Review & Edits

Expense Inquiry

You have been granted permission to edit the expense details. Please make edits and click Submit Re

Approver Dan Manager

Question Do you have a receipt? It is missing.

Reply

Receipt 1 Select a Receipt

Submit Reply

View Report

Expense Details

Date	<input type="text" value="1/9/2017"/>
Department	<input type="text" value="General & Admin"/>
Category	<input type="text" value="Other Transportation"/>
Amount	<input type="text" value="12.00"/> <input type="text" value="United States Dollars"/>
Project Number	<input type="text"/>
Vendor	<input type="text" value="Amano"/>
Location	<input type="text" value="Boston, MA"/>
Reason	<input type="text" value="City Parking lot"/>
Reimbursable	<input type="text" value="I paid for this, please reimburse me."/>
Billable	<input type="checkbox"/>

In your Certify Wallet, select the correct receipt, then click **Use this Receipt.**

Expense Report Review & Edits

My Certify Wallet

Merge Items

Select	Source	Receipt	Date	Category/Details	Vendor	Description	Amount
<input type="radio"/>			4/28/2016	Airfare	Delta Air Lines	CertifyTravel_receipt.jpg	
<input type="radio"/>			1/1/2017	Mileage		Mileage.jpg	\$119.84
<input type="radio"/>			1/3/2017	Lodging	Courtyard by Marriott	Hotel stay - Courtyard	\$191.96
<input type="radio"/>			1/3/2017	Coffee, Tea, Snacks	Starbucks	Coffee	\$5.82
<input type="radio"/>			1/4/2017	Meals - Large Group	Top Of The Hub	Dinner with client	\$93.11
<input type="radio"/>			1/21/2017	Office Equipment	The Home Depot	Whiteboard and dry erase markers fo...	\$34.40
<input type="radio"/>			1/22/2017	Other Transportation	Standard Parking	Parking at airport	\$12.00
<input type="radio"/>			1/23/2017	Postage	Fedex	Overnight delivery	\$16.60
<input type="radio"/>			1/24/2017	Office Equipment	Staples	Laptop webcam for conferencing	\$75.58
<input type="radio"/>			1/27/2017	Lodging	DoubleTree Hotel	Hotel stay - DoubleTree	\$560.53
<input checked="" type="radio"/>			2/27/2017			Parking2.jpg.jpg	\$90.00

11 ITEMS

Step 4: When you have finished entering your reply, click **Submit Reply** to send your response back to your manager. The expense report will then automatically be resubmitted for approval.

Expense Inquiry

You have been granted permission to edit the expense details. Please make edits and click Submit Reply.

Approver: Dan Manager
Question: Do you have a receipt? It is missing.
Reply:

Receipt: Change Receipt

Expense Details

Date:

Department:

Category:

Amount:

Project Number:

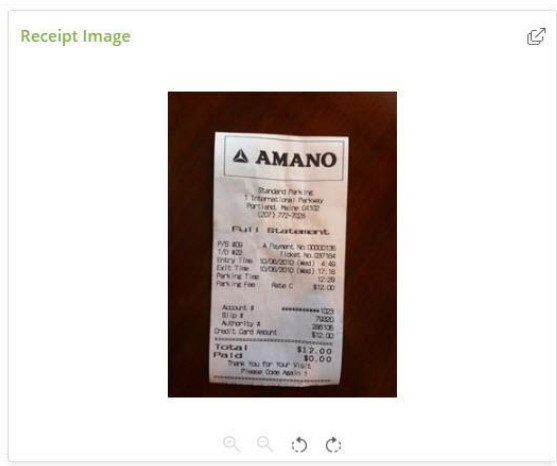
Vendor:

Location:

Reason:

Reimbursable:

Billable:

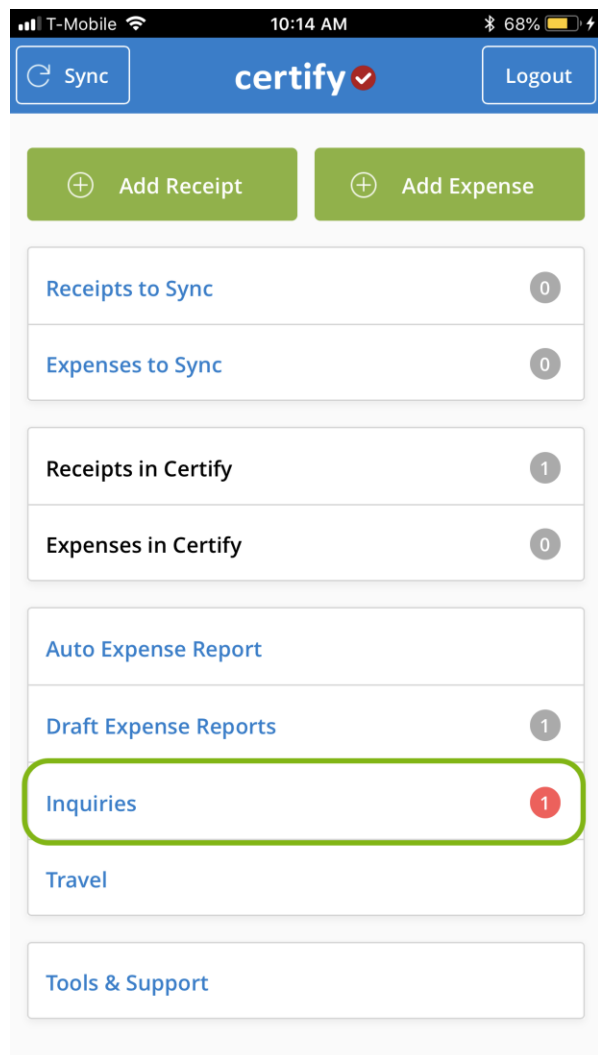


Expense Report Review & Edits

Mobile Reply to an Inquiry

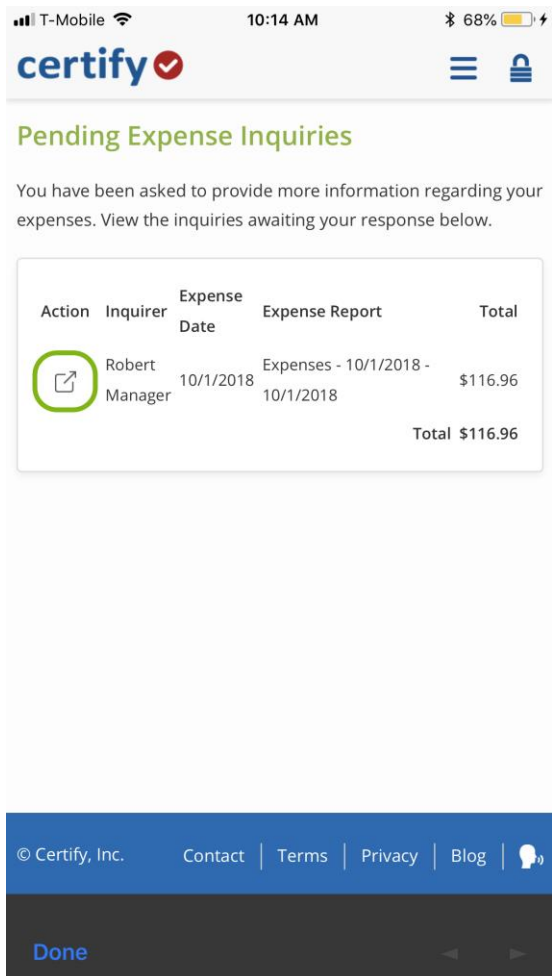
Certify allows you to create, edit, and submit an expense report right from the Certify Mobile app. This article shows you how to reply to a pending expense inquiry using Certify Mobile.

Step 1: On your Certify Mobile homescreen, tap **Inquiries**.



Step 2: On the next screen, you will see a list of pending expense inquiries from your manager. Tap one of the inquiries under the **Action** column to view and add a reply.

Expense Report Review & Edits



Step 3: Review the inquiry asked by your manager, and enter a reply in the **Reply** text field. Your manager may have also granted you permissions to edit the expense or change a receipt as needed. Scroll down to review and/or make edits to the expense details.

Expense Report Review & Edits

T-Mobile 10:16 AM 68%

certify ✓

Expense Inquiry

The details of the expense are shown below, but you have not been given permission to edit the expense at this time.

Approver Robert Manager

Question Could you please enter a reason for this trip?
Thank you.

Reply Trip to Airport for Business Trip.

Receipt

Submit Reply **View Report**

Expense Details

Date
10/1/2018

Department
Administration

Done

Step 4: When you have finished review and responding to your inquiries, tap **Submit Reply**.

Submitting an Expense Report

After creating and editing a new expense report, it will need to be submitted for approval. This article shows you how to submit an expense report for approval.

Step 1: Start with your expense report open, or select **Drafts** on your account home page.

Expense Report Review & Edits



My Spend Requests

[New Spend Request](#)

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

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 2
- Pending Approval 0
- Pending Payment 0
- Archived 1

Step 2: Select the **Name** of the expense report you want to open.

My Reports

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

Drafts					
Actions	Name	End Date	Reimbursable	Non-Reim.	Total
	October 2017	10/9/2017	\$226.36	\$0.00	\$226.36
Totals			\$226.36	\$0.00	\$226.36

Step 3: After your final review and edits, click **Submit for Approval** in the upper right-hand corner.

Expense Report

[Print Report](#)

Report Name October 2017
Dates 10/1/2017 - 10/9/2017

[Submit for Approval](#)

Expenses										
Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason	
	10/3/2017	General & Admin	Lodging	<input checked="" type="checkbox"/>	191.96	Yes	No			
	10/8/2017	General & Admin	Office Equipment	<input checked="" type="checkbox"/>	34.40	Yes	No			
Total Non-Reimbursable					\$0.00					
Total Personal					\$0.00					
Total Reimbursable					\$226.36					
Total Expenses					\$226.36					

Step 4: Click **Yes** in the next window.

Expense Report Review & Edits

Confirmation



I Certify this expense report is true and accurate.

Are you sure you want to submit this expense report?

Yes

No

Step 5: Dependent on your company's workflow configuration, you will do one of the following:

- **Step 5a: View** the approver that has been pre-assigned, and who will receive your expense report next; **or**

Expense Report Review & Edits

Submit Expense Report for Approval

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

To Jon Manager (jmanager@circp1.com)
Subject Expense Report Approval Request From Kelly Employee (kemployee@circp1.com)
Body Hello Jon,

Kelly Employee (kemployee@circp1.com) has sent an expense report for your approval.

Enter your comments:

Expense Report Summary

Employee: Kelly Employee (kemployee@circp1.com)
Expense Report Name: October 2017
Dates: 10/1/2017 - 10/9/2017

Non Reimbursable Total: \$0.00
Reimbursable Total: \$226.36
Total: \$226.36

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


Submit

Cancel

- **Step 5b: Enter** the approver by clicking in the search box. Click **Next**.

Submit Expense Report for Approval

Select a manager, executive or accountant from your organization. Managers and executives can approve expense reports and then forward them to accountants for reimbursement and processing.

Select an Approver Jon Manager (jmanager@circp1.com)  [Show All Approvers](#)

Back

Next

- **Step 6:** Enter any extra comments, and click **Submit**.

Expense Report Review & Edits

Submit Expense Report for Approval

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

To Jon Manager (jmanager@circp1.com)
Subject Expense Report Approval Request From Kelly Employee (kemployee@circp1.com)
Body Hello Jon,

Kelly Employee (kemployee@circp1.com) has sent an expense report for your approval.

Enter your comments:

Sorry a little late!

Expense Report Summary

Employee: Kelly Employee (kemployee@circp1.com)
Expense Report Name: October 2017
Dates: 10/1/2017 - 10/9/2017

Non Reimbursable Total: \$0.00
Reimbursable Total: \$226.36
Total: \$226.36

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

After submitting your expense report, you have the option to rate and comment on your vendors using **SpendSmart**.

My Expense Reports Box

Submit Expense Report for Approval

The expense report has been submitted for approval. You can view the status of the approval and reimbursement process on your Certify home page in the My Expense Reports area.

Help Others Spend Smarter!

Share your thoughts and experiences regarding these expenses and help others make better buying decisions. This step is optional.

Vendor	Location	Rate it!	Enter Your Comments
Courtyard by Marriott	Tampa, FL	★★★★★	<input type="text"/>
The Home Depot	Portland, ME	★★★★★	<input type="text"/>

[Submit](#)

[Return to Home Page](#)

You will find expense report workflow updates within the **Pending Approval** section of your **My Reports** box.



My Spend Requests

[New Spend Request](#)

- Drafts 0
- Requested 2
- Approved 2
- Archived 0

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 3
- Pending Approval 4**
- Pending Payment 0
- Archived 5

My Expense Reports Box

Expense Report Status

After an expense report is submitted, it must go through an approval workflow before it can be processed and reimbursed.

There are four expense report status types:

Draft: A report that has not yet been submitted for approval

Pending Approval: A report that has been submitted and is waiting for approver actions

Pending Payment: A report that has been approved and fully processed, but reimbursement has not yet been received

My Expense Reports Box

Archived: A report that has been approved, processed, and reimbursed, that has been moved to the **Archived** folder for permanent storage

These categories reflect the flow of the expense report process in Certify. An expense report that is currently being created, or that is completed but not yet submitted, is in **Draft** status. Once it has been submitted, the status changes to **Pending Approval**. When the report is processed and you are awaiting reimbursement, the report status changes to **Pending Payment**. When you have received a reimbursement for an expense report, you are prompted to mark the report as paid, and the report is then **Archived**.

Please Note: From time to time, an expense report you submitted may have been approved and processed with a disapproved expense line. When this happens, you may access the processed expense report and copy the disapproved receipt and save it to your Certify Wallet. To do so, select **Pending Payment**, then the **Name** of expense report you want to access. On the disapproved expense line, click the red (plus) icon. A popup window will be displayed, asking you to confirm receipt copy creation; click **Yes** to continue.

Expense Report Approval History

Step 1: On your account homepage, under the **My Expense Reports** area, select an expense report status from the options provided.



The screenshot shows two main sections: 'My Spend Requests' and 'My Reports'. 'My Spend Requests' includes a 'New Spend Request' button and counts for Drafts (0), Requested (2), Approved (2), and Archived (0). 'My Reports' includes a 'New Expense Report' button, a 'New Invoice Report' button, and counts for Drafts (3), Pending Approval (4), Pending Payment (0), and Archived (5). The 'Pending Approval' status in the 'My Reports' section is circled in green.



Section	Action/Status	Count
My Spend Requests	New Spend Request	-
	Drafts	0
	Requested	2
	Approved	2
	Archived	0
My Reports	New Expense Report	-
	New Invoice Report	-
	Drafts	3
	Pending Approval	4
	Pending Payment	0
Archived	5	

Step 2: Select an expense report **Name**.

My Expense Reports

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

Pending Approval

Actions	Name	End Date	Reimburs
 	ReportExecutive - 10/1/2016 - 10/15/2016...	10/15/2016	\$410
Totals			\$410

Step 3: On the **My Expense Report** page, you can view the full history of the expense report approval activity under **Approval History**.

My Expense Report

Status Pending Approval
Current Approver Dan Manager
Department General & Admin (01)
Summary Meredith Employee
ReportExecutive - 10/1/2016 - 10/15/2016
10/1/2016 - 10/15/2016
[Print Report](#)

Approval History
11/10/2016 Submitted [Meredith Employee](#)
11/11/2016 Approved [Dan Manager](#)
Pending [Annie Accountant](#)
[Send Email to All](#)
[Full Approval History](#)

Step 4: Click **Full Approval History** to view all approval activity details for the expense report.

Full Approval History

Expense Report Name

ReportExecutive - 10/1/2016 - 10/15/2016

Expense Report Approval Details

11/10/2016 Submitted Meredith Employee

11/11/2016 Approved Dan Manager

Pending Annie Accountant

Expense Approval Details

Approver	Action	Expense Category	Expense Date	Amount	Currency
Dan Manager (dmanager@circp1.com)	Approved	Lodging	10/3/2016	192.11	USD
	Approved	Coffee, Tea, Snacks	10/3/2016	6.08	USD
	Approved	Meals - Large Group	10/4/2016	93.37	USD
	Approved	Mileage	10/1/2016	119.94	USD
Annie Accountant (aaccountant@circp1.com)	Approved	Lodging	10/3/2016	192.11	USD
	Approved	Coffee, Tea, Snacks	10/3/2016	6.08	USD
	Approved	Meals - Large Group	10/4/2016	93.37	USD
	Approved	Mileage	10/1/2016	119.94	USD

Printing an Expense Report

Certify provides a printer-friendly version of your expense reports should you prefer to keep hard copies. This article shows you how to use the **Print Report** feature.

Step 1: On your account homepage, select the option under **My Expense Reports** that contains the expense report.



My Spend Requests

[New Spend Request](#)

- Drafts 0
- Requested 2
- Approved 2
- Archived 0

My Reports

[New Expense Report](#)

[New Invoice Report](#)

- Drafts 3
- Pending Approval 4
- Pending Payment 0
- Archived 5

Step 2: Click the **Name** of the expense report you would like to print.

My Expense Reports

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

Archived

View	Name	End Date	Reimbursable	Non-Reim.	Total
🔗	October 2016	10/31/2016	\$25.00	\$684.62	\$709.62
🔗	Cash Advance Request	10/28/2016	\$100.00	\$0.00	\$100.00
🔗	Money Return - 10/28/2016	10/28/2016	\$0.00	\$0.00	\$0.00
🔗	Expenses - 10/1/2016 - 10/27/2016	10/27/2016	\$138.94	\$683.81	\$822.75
🔗	Expenses - 10/3/2016 - 10/27/2016	10/27/2016	\$140.34	\$683.98	\$824.32

Step 3: Select **Print Report**, located below the **Summary** section. If the expense report is currently located in your **Drafts** folder, the **Print Report** option will be located below **Submit for Approval** link.

My Expense Report

Status	Completed	Approval History	
Department	General & Admin (01)	11/8/2016 Submitted	Kelly Employee
Summary	Kelly Employee	11/9/2016 Approved	Dan Manager
	October 2016	11/9/2016 Approved	Annie Accountant
	10/1/2016 - 10/31/2016	11/8/2016 Processed	Annie Accountant
	Print Report	11/8/2016 Approval Code: 93	
			Send Email to All
			Full Approval History

Step 4: You may now print the report using the browser print functionality. Click the checkboxes to **Include receipt images** and/or **Include analysis chart**. Additionally, you may select the options **Export to Excel** or **View as PDF**.

Please Note: If the expense report contains PDF images, we recommend printing from the **View as PDF** option.

My Expense Reports Box

Please Note: For expenses with currency conversion, the Print view will also note original and converted currencies for reference.

Include receipt images

Include analysis chart

[Export to Excel](#)

[View as PDF](#)

[Print Receipts](#)

Employee Information

Name	Kelly Employee	E-mail	kemployee@circp1.com
Company	CIRCP1	Employee ID	221

Approval History

11/8/2016 Submitted Kelly Employee
11/9/2016 Approved Dan Manager
11/9/2016 Approved Annie Accountant
11/8/2016 Processed Annie Accountant
11/8/2016 Approval Code: 93

Statement Information

Expense Report Name	October 2016	Start Date	10/1/2016
Client Billable Status	Billable Items: 0	End Date	10/31/2016
Department	General & Admin	Status	Completed
Description			

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