Submitting, Creating, and Approving Invoices in Certify AP

Training Script Template

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Submitting, Creating, and Approving Invoices in Certify AP covers manually creating an invoice, using Invoice Capture, approving, and processing invoices, and more. We recommend this training for all Certify AP users.

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1. Home

The AP Home dashboard allows you to jump into immediate tasks, check on submitted invoices that are still pending for approval, view items in progress, and view archived transactions.

2. Manually Creating a New Invoice

Click Submit an Invoice.
- Select a Vendor from the list.
- Enter the Invoice Date.
- Enter the Invoice Number.
- Click the Create Invoice button.

In section 1, edit the Header to enter the following details:
- Department - Select the department that the invoice belongs to.
- Pay with Credit Card - Allows you to select a payment option, click on this dropdown menu. If you are paying this Invoice with a credit card, select a credit card number. If you are paying this Invoice with a check or ACH, select Do not pay with credit card.
- Manual Check Number - Enter a check number if the invoice was already paid via check.
- Invoice Currency - Select the currency of the invoice.
- Attachments - Add additional documentation to the invoice.
- Comments - Enter optional comments to the invoice for internal reference.

In section 2, add products or services onto the invoice by searching the internal catalog on the left or creating new items with the Create New Product button.
- When searching the internal catalog, edit the item's quantity and price. Then click the Add button to the right.
- When creating new items, fill in the following details, then click Save:
    o Description - Enter a description of the item.
    o SKU - Enter the SKU number of the item.
    o Category - Select a category for the item.
    o Quantity - Enter the quantity.
    o Price - Enter the price per unit for the item.
    o Department - Select a Department to charge the item to.
    o GL - Select a GL Account to show what account to charge the item to.

In section 3, edit and review the items added onto the invoice with the Edit, Allocate, and Remove buttons to the right of each line item. Click Select a Footer Type to add

additional costs on the invoice. Click Route at the bottom to submit the invoice for approval.

3. Creating an Invoice from Invoice Capture

On the AP Home screen, click Submit an Invoice. The Unassigned Invoices section houses invoices that are forwarded to Certify AP via email. Certify's Invoice Capture scans the vendor's invoice and parses the details into line items.

Click on an invoice number to edit and review the invoice. Note that new vendors and line items are labeled as AUTO-CREATED.

4. Managing Invoices

Click on the Invoices button in the upper right to go to the Invoices home screen.
- Click Invoice Archives to look at completed invoices.
    - Enter search criteria to limit invoice results.
- Click Status to view all pending approval invoices.
- Click Manage Invoices to manage submitted invoices.
    - Enter search criteria to limit invoice results.
    - Use the Void button to cancel the invoice.

Use the Retract button to recall the invoice back as a draft. The invoice will move back to In Progress.

5. Approving an Invoice

Invoices are automatically routed to Approvers. On the AP Home screen, click Invoices in the Approve box to approve invoices. Select an invoice to review.
- Use the Invoice Header to add Approval Comments.
- View and edit line items.
- Use the Actions column to Approve or Reject each line item.

Click Process to route the invoice for further approval or accounting review.

6. Processing an Invoice

On the AP Home screen, click Accounting Review to process invoices for payment and export. Select an invoice to review. The view is the same as Approvers.
- Use the Invoice Header to add Approval Comments and Export Comments.
- Select Process to complete the processing of the invoice.

Select Process & Pay to complete the processing of the invoice and prepare for ACH payment.

7. Exporting an Invoice

Click on the Invoices button in the upper right corner.

- Select Export Invoices.

Select an Active Template and click Export to the right to download an export file.

8. Support

- Go to Certify's Help Center for articles, tutorials, and PDF guides.
- Submit a Support Ticket to Certify's Support Team.
- Sign up for live training webinars from Training Camp.