# Creating & Submitting Expense Reports

## Training Script Template

emburse certify

Creating and Submitting Expense Reports covers how to set up your preferences, add receipts to your Wallet, create and submit expense reports in Certify, and more. We recommend this training for all users.

## Table of Contents

# 1. My Account

The My Account tab is used to configure your Account Settings. Access the My Account tab from your Certify homepage.

Within the My Account tab, you can add/use:

- Mobile Phone - Allows you to receive security and workflow alerts.
- Default Language - Select a default language for your account.
- Default Currency - Select your home currency to convert international expenses back into your home currency.
- Multiple Currencies - Allows you to identify a different currency every time you enter an expense.
- Tax Rate - Allows you enter the tax percentage or amount for each expense.
- Commute Distance - Allows you to store your one-way commute mileage to and from home. This will automatically deduct your mileage when entering a mileage expense.
- Additional Email Address - Allows you to forward receipts into your Certify account from an alternative/non-business email address.
- Add Credit Card - Select a credit card program from the dropdown menu and enter your card details to feed credit card transactions into your Certify Wallet.
- Add Direct Deposit - Click into Add Account Information and enter your banking details to set up Direct Deposit reimbursement

When complete, always remember to click Save before leaving the page.

# 2. Home

To go back to the home page, click on the Home button in the upper right-hand corner of the screen. On your Home page, you will see several boxes:

- Keep track of where your reports are after submission in the My Expense Reports box. You have your Draft reports, any reports Pending Approval, or Pending Payment. Any past reports that have been paid out to you will be Archived.
- Use the CONFIGURE ReportExecutive button to select a schedule. The ReportExecutive tool will auto-generate your report and take all the items that are in your Wallet at that time and add it into a new draft report. It is important to note that the ReportExecutive will not submit the report – you will find it in your Drafts folder to review and edit prior to submission.

# 3. Add Receipts

It is best practice in Certify to send in your receipts as soon as you get them, to avoid losing receipts. The Add Receipts box shows your options:

- **Certify Mobile:** You can download the Certify Mobile app on iPhones and Androids in the app store.
- **Email:** If you receive the receipt in your email account, forward the email to receipts@certify.com.
- **Upload:** Locate a file on your computer to upload into your Wallet.

## 4. Certify Wallet

The Certify Wallet is where your receipts go and stack up until you add them onto an expense report. In addition to receipts, any credit card transactions that are fed into your account will also land in the Wallet.

To open the wallet, click More Items at the bottom of the box.

- The Source column will show you how your receipts got into the wallet, such as upload, or credit card transaction.
- Click the Receipt icon in the next column to view the receipt image.
- The Category/Details and Vendor columns will populate if details are available.
- If you have any blank items, or see an item that needs to be edited, use the arrow to expand the line item and click on the Edit button on the right.
- The Description column will show any extra information.
- The Amount of the receipt will be in the last column.
- The lower section holds your credit card expenses that have come from the bank. The source is a Credit Card icon.

The Merge Items button combines receipts and expenses into one section in the Wallet. If you see a credit card with a receipt icon; that tells you that the receipt is linked with the matching credit card transaction and they can go together on your next expense report.

## 5. Create a New Expense Report

Use the New Expense Report button on your homepage to create a new report. Select one out of three options: Add all items from Wallet to a new report, use a date range to add some items from Wallet to a new report, or start with a blank report. Then, click Next.

Add a Report Title and select a Date Range. Then, click Next.

## 6. Enter Expenses into a Draft Report

In your new expense report, add new expenses by using the boxes at the bottom of the screen.

- Manually add expense lines using the Add Expense box.
- Add Receipts and Expenses directly from your Wallet using the My Certify Wallet box.

## 7. Expense Report Tools

- Link Receipts Wizard: Allows you to find a receipt from your Wallet to link with an expense line missing a receipt.
- Cleanup Wizard: Flags expense lines with a red icon in the Expense column. It will highlight the fields that are missing information on an expense to quickly enter and fix.
- Pencil Icon: Edit an expense's details.
- Other Actions Menu: Use other tools to edit an expense such as Delete, Send to Wallet, Split Expense, Copy Expense, Add Bank Fee.

## 8. Submit an Expense Report

A report can be submitted when all expenses are added, and details are entered. Click the Submit for Approval button:

- You will see a preview of the email notification that your manager is about to receive.
- Add optional comments to the expense report.
- Click Submit.

## 9. Expense Report Review

To review a submitted expense report, go back to the Home page and click on the Pending Approval folder.

Use the Recall button to get it back into Draft for more edits if your manager has not yet opened the report. If they have opened it, the Recall button will be grayed out.

## 10. Create a New Spend Request

On the homepage, the Spend Requests box is used to submit estimated expenses for pre-approval before the expenses take place. Start by clicking the New Spend Request button.

- Enter the Spend Request Name and Date Range.
- You have the option to request a lump sum amount or an itemized breakdown of each expense type.
- Click Next.

Next, click the Add New Item button. Select an expense type from the dropdown menu. Enter the request details and click Save.

Click the Submit Request button to submit for approval. The Spend Request will be sent to your Manager for review.

## 11. Link a Spend Request to a Draft Expense Report

Spend Requests can be linked to a new Expense Report or a draft Expense Report. Back on the Home page, click on the Approved folder in the Spend Requests box.

Click the plus icon and select an Expense Report to link to the Spend Request. The Spend Tracker compares the amounts of the expenses added with the estimated expense types.

## 12. Support

Use the Support page to access other resources.

- 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.
- The System Administrator box is your internal contact for company policies, procedures, and questions.
- Contact Certify's Support Team via phone.