Certify User Guide
INVOICE REPORTS

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This version is current as of June 1, 2020
For continuously updated instructions, please visit our Help Center within the Certify Support tab.
Certify is T&E expense management made easy
With thousands of users and satisfied customers worldwide, Certify is the leading fully automated travel and entertainment expense management solution for companies of every size. The easy-to-use Certify cloud-based interface and mobile application with electronic receipt capture allow organizations to book travel and complete expense reports and reimbursement quickly, easily, and cost-effectively. All while reducing overhead processing costs, increasing compliance with corporate policy and simplifying the overall T&E management process for employees, accountants and administrators.

*Please Note: As a SaaS-based software, Certify offers several additional services and configuration options that companies may choose, or choose not to, use. Please refer to our online Help Center for even more how-to articles about extra processes and features.*
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CERTIFY INVOICE REPORTS

For companies who have purchased Certify Invoice, this module will be available to those who have been given permission. Certify Invoice allows users to submit invoice reports, as well as approving and processing invoices for payment.

- Create and submit invoice reports
  - Add vendors
- Approve and process invoice reports
- Configure invoice permissions
Creating & Submitting Invoices

Uploading Invoices to your Certify Wallet

Like receipts, Certify will store your uploaded invoices in your Certify Wallet. This article shows you how to upload your invoices to your Wallet from your computer.

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

![Certify Wallet Screen](image)

**Step 2:** Click **Choose Files** to search your computer for your invoice(s).
Step 3: Select your invoice(s). You can select several at one time. Click **Open** when they are highlighted.

Step 4: Click **Upload Files**.
Step 5: Your invoice is now in your Certify Wallet.
Managing Invoices in your Certify Wallet

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

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

**Step 2:** Options in your Wallet:

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

- **View Invoice Details** - View and expand invoice details by clicking on the arrow next to the category name.
Delete an Invoice - Delete an invoice by selecting the invoice and clicking **Delete** at the bottom.

*Please note:* Once an invoice is deleted, it cannot be recovered without uploading again.

Send an Invoice to Another User - If you are a delegate user for someone else, select the invoice(s) and click **Send Items**. You will select the person’s name on the next screen.

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

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

**Creating and Submitting an Invoice Report**

**Certify Invoice** allows you to create invoice reports to submit for approval and payment. This article shows you, an **Accounts Payable User**, how to create and submit an invoice report.

**Step 1:** Upload your invoices to your **Certify Wallet**. See **Uploading Invoices**.

**Step 2:** Select **New Invoice Report**.
**Step 3:** You’ll be brought to your Wallet. Select the radio button for your invoice, and click **Use Selected Invoice**.

*Please Note:* Create separate reports per invoice.

**Step 4:** Select the pencil icon to **edit** the invoice details, if needed.
Step 5: Enter details as needed. Required Details include:

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

Click **Save** for any changes.

Step 6: Click **Submit for Approval**.
Step 7: Enter the approver for this invoice. It may be defaulted if your company has assigned an approver already. Click Submit.

Entering a New Invoice Vendor on an Invoice Report

If an Invoice Vendor does not exist in Certify, it is possible to enter one directly onto the Invoice Report prior to submission. This article shows you, an Accounts Payable User, how to enter a new Invoice Vendor.

Step 1: From the Home page, select Drafts.
Step 2: Select the Invoice Report to open.

Step 3: Use the pencil icon to edit the Invoice Report.
Step 4: Click into the Vendor field. If your vendor is unavailable, select Create a New Invoice Vendor.

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

Please Note: The Name is the only required detail. A Certify Administrator can enter additional details if needed.
Step 6: The new Invoice Vendor is now entered into the Vendor field. Proceed with the rest of your Invoice Report to submit.

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

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

Step 1: Click into the Analytics tab.
Step 2: Select Invoice Accruals Report, under Financial Oversight and Auditing.

Step 3: Use any desired search parameters, and click Submit.
Step 4: The report will detail each Invoice Status, Vendor Details, Invoice Number, Invoice Date, Due Date, P.O. Details if applicable, Invoice Category, GL Code, Approver, Amount, Currency, and Totals.

Reviewing & Approving Invoices

Approving Invoice Reports

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

Step 1: From the Home screen, open My Approval Requests.
Step 2: Open the Invoice Report by clicking on the status.

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

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

- Add Note
- Inquire
- Edit Invoice
- Split Invoice
- Disapprove
- Disapprove Report
Step 5: Approve the invoice line using the green checkmark or **Approve All** button.
Step 7: Select Submit for Payment.
Step 8: Enter optional comments, and click Submit at the bottom of the email preview.
Processing Invoices

Processing Invoice Reports

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

Step 1: From the Home page, open Processing Requests.
Step 2: Open the Invoice report by clicking on the status.

*Please Note: The Processing Queue may hold both expense and invoice reports, if you have permission to process both. Invoice reports will note the Due Date.*

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

- Add Note
- Inquire
- Split Invoice
- Disapprove
- Edit Invoice
Step 4: The Processing Wizard will take you through a few steps. Click Next.
Step 5: Select a processing date. Click Next.

Step 6: Confirm the Invoice report(s) to be processed. Click Next.
Step 7: The reports are then processed.

Process Reports

Current Step: 1 - 2 - 3 - 4

All selected reports have been processed.

These reports will no longer appear on your Certify Home page, but you can search for processed reports using Processed Expense Reports in the reports area.

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

Approving Invoice Vendors Entered by Users

If an Invoice Vendor does not exist in Certify yet, an Accounts Payable User may add them while creating their Invoice Report. These Invoice Vendors need to be approved by a Certify Accountant before the invoice report can be processed. This article shows you, a Certify Accountant, how to approve an Invoice Vendor entered by an Accounts Payable User.
Step 1: From the Home page, open My Processing Requests to view the queue.

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

Step 3: Click Edit Invoice Vendor in the Details box. Attempting to process will present an alert at the top.
Step 4: Review the Invoice Vendor details and edit as necessary. Select the Approved box when finished. Click Next.
Step 5: The Change Analysis will determine if it is safe to make the change. Click **Next**.
Step 6: The approved **Invoice Vendor** is added to the Invoice Report, and the Invoice Report is ready to be processed.

**Invoice Vendors Report**

The **Invoice Vendors Report** enables reporting on Certify Invoice Vendors, including total spend by vendor. It is located within the **Analytics** tab, underneath **Financial Oversight and Auditing**, and available to all users with **Accounts Payable** permission.
Step 1: Click into the Analytics tab.

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

Invoice Accruals The Invoice Accruals report shows all invoices. This includes approved invoices, invoices in the approval process, in draft mode, and in the wallet.

Invoice Vendors Presents data on Invoice Vendors including total spend by vendor.

Processed Expense Reports This report shows processed Expense Reports, allowing you to search by many different criteria.

Step 3: Use any desired search parameters, and click Submit.
Step 4: The report will detail the Vendor Name, Vendor Code, Contact Email, TIN, 1099 status, Total Spend, and Approval Status of the invoice.

Invoice Administration

Assigning Invoice Role Permissions

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

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

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

Accounts Payable Users

Step 1: Select Configuration.
Step 2: Select View and Edit Users.
Step 3: Use the search parameters to narrow your results. Click **Submit**.
Step 4: Open the user record with the pencil icon.

Step 5: Check the Accounts Payable checkbox, and click Next.
The change is now saved. This user can now create and submit Invoice Reports.

**Invoice Accountant**

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

If an Invoice Accountant User is not defined, Invoice Reports will route to the submitter’s regular Accountant.

**Step 1: Select Configuration**
Step 2: Select View and Edit Policy.
Step 3: Select **Configure Locked Approval Workflow**.

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

The new Invoice Accountant will be the only person to receive and process Invoice Reports.
Configuring an Invoice Expense Category

For a user to create and submit an invoice report, you will need to create a specific **Invoice** expense category. This article shows you, a **Certify Administrator**, how to create an invoice category.

**Step 1:** Select **Configuration**.

**Step 2:** Select **View and Edit Expense Categories**.
**Step 3:** Select **Create a New Expense Category**.
Step 4: Enter the details for this category. Use the **Invoice** expense type. Click **Next**.
Step 5: The category is now created and available for users.

The new expense category record has been saved.
Managing Purchase Orders

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

To Add New

Step 1: Select Configuration.

Step 2: Select General Ledger Dimensions.
Step 3: Check the box to **Enable Purchase Orders**. Click **Save**.

**Please Note:** When Purchase Orders are enabled, they will be required for all invoice reports.
Step 4: Back on the Configuration page, select View and Edit Purchase Orders.

Step 5: Select Create a New Purchase Order.
**Step 6:** Enter details for the Purchase Order. Click Save.
Step 7: The Purchase Order is now available for users.

To Edit Existing

Step 1: From the View and Edit Purchase Orders page, use the search parameters to search for the Purchase Order. Click Submit.
Step 2: Use the pencil icon to open the Purchase Order details. Click the red x to delete the Purchase Order.

Step 3: Edit the details of the Purchase Order, and click Next.
Step 4: The Change Analysis will determine if it is safe to save the changes. Click Next.

Step 5: The Purchase Order is now changed and available for use.
Managing Invoice Vendors

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

To Add New

Step 1: Select Configuration.

Step 2: Select View and Edit Invoice Numbers.
Step 3: Select Create a New Invoice Vendor.
Step 4: Enter all applicable details for the new Vendor. For the Invoice Vendor to be available for use in Invoice Reports, be sure to select the Approved checkbox at the bottom. Click Next.

Please Note: If you are using Certify ACH, you may utilize the ACH Routing Number and ACH Bank Account Number for the vendor.
**Step 5:** The new **Invoice Vendor** is available for use.
Please Note: Accurate Invoice Vendor records will enhance the results of ReceiptParse to autofill many sections on an Invoice Report.

Create a New Invoice Vendor

Current Step: 1 - 2

The new invoice vendor record has been saved.

Return to Invoice Vendor List

Return to Configuration

To Edit Existing

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

Step 2: Use the pencil icon to open the Invoice Vendor details. Click the red x to delete the Invoice Vendor.
Step 3: Edit the details of the Invoice Vendor and click Next.

Step 4: The Change Analysis will determine if it is safe to save the changes. Click Next.
Step 5: The Invoice Vendor is now changed and available for use.

Configuring Default Approvers for Invoice Vendors

It is possible to create a Default Approver for an Invoice Vendor record. This will route all Invoice Reports containing this Invoice Vendor to the selected Default Approver for first level approval. This article shows you, a Certify Administrator, how to configure a Default Approver for an Invoice Vendor record.

Step 1: Select Configuration.
Step 2: Select View and Edit Invoice Vendors.
Step 3: Use the search parameters to filter for the vendor. Click Submit.
Step 4: Use the pencil icon to open an Invoice Vendor record.

Step 5: Start typing the name of the Approver in the Default Approver field for Certify to filter your results. You may also use the Find button to search for approvers. Click Next.
Step 6: The Change Analysis will determine if it is safe to make the change. Click Next.
Step 7: The Default Approver is now applied.

Your change has been saved.

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