



Certify User Guide  
CONFIGURING COMPANY SETTINGS  
for  
ADMINISTRATORS



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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*

## **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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### CONFIGURING COMPANY SETTINGS

Being an administrator is an extra permission that can be given to anyone. A company may have as many administrators as they need. The Administrator section reviews how to:

- Access the monthly data archive
  - Edit policy settings
- View and edit departments, expense categories, and user records
  - Configure mileage reimbursement rates
  - Build and edit general ledger dimensions



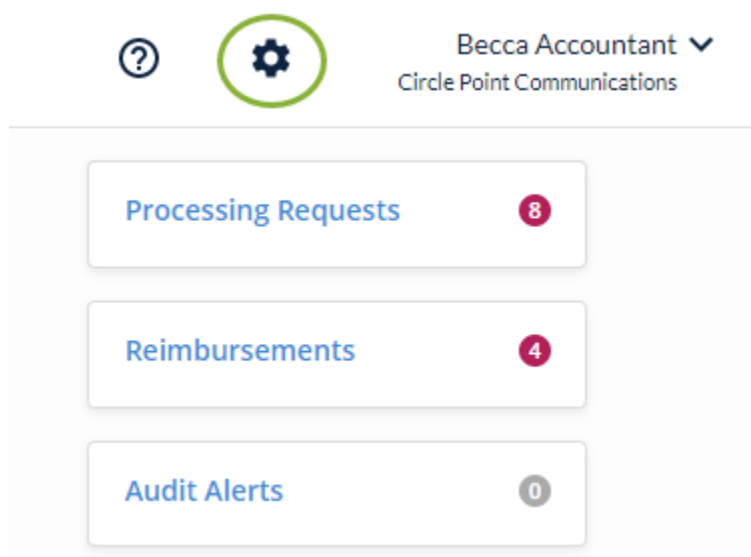
### Data Archive

**Data Archive** is a monthly service that delivers a .zip file of all processed expense reports for the past month. The approval code is used as a directory to identify each expense report. Each directory contains all of the receipt images for a specific expense report, as well as an HTM file that contains expense data, approval data, notes, and inquiries.

The **Data Archive** files are available for download on the first of every month, after a one month waiting period. For example, expense reports processed April 1 - 31, will be available through **Data Archive** on June 1. An email is sent to **Administrators** at the beginning of the month once the **Certify Data Archive** is available.

This article shows you, as a **Certify Administrator**, how to use **Data Archives**.

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



**Step 2:** On the System Configuration page, scroll down to the Service Plan and Billing section, and select **Data Archives**.

# Acting as a Delegate User

## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

### Company Policy

**Travel and Expense Policy**  
[View and Edit Policy](#)  
[Certify ReportExecutive™](#)

**Expense Categories**  
[View and Edit Expense Categories](#)  
[General Ledger Dimensions](#)  
[AutoSuggest™ Management](#)

**Invoice**  
[View and Edit Invoice Vendors](#)

**General**  
[View and Edit Tax Authorities](#)  
[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](#)  
[Data Archives](#)

**Step 3:** From the **Certify Data Archive** screen, select **Download** next to the date range you would like to open.

## Certify Data Archive [Refresh Page](#)

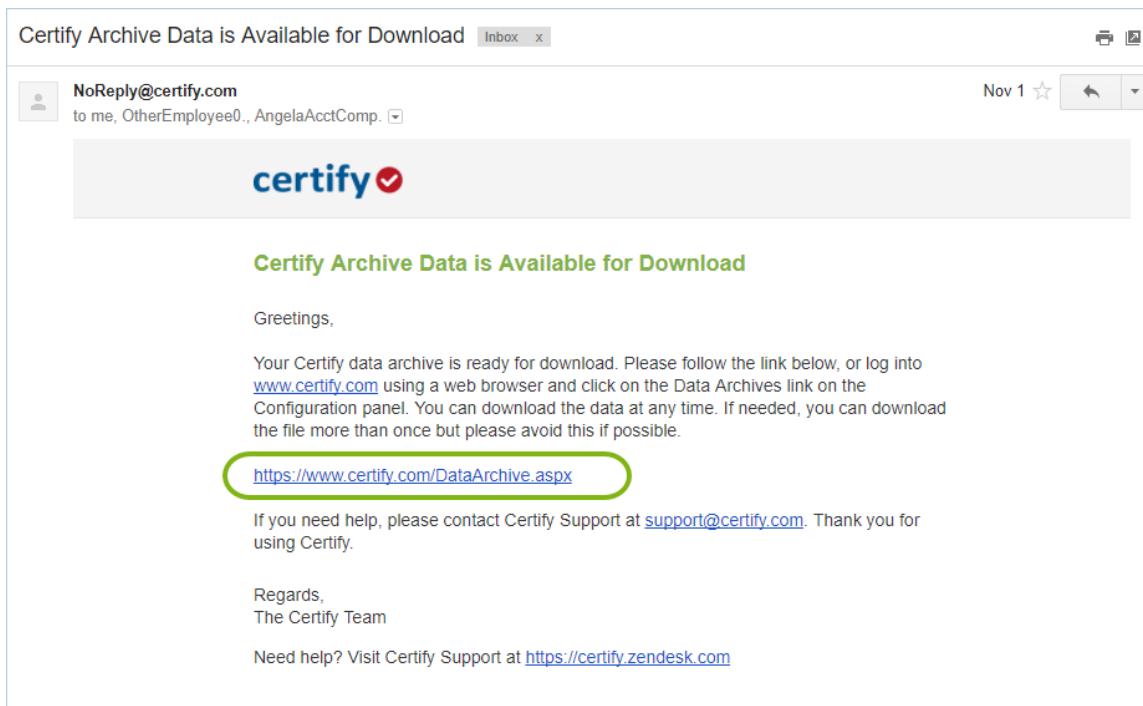
Your Certify service includes monthly data archive files that you can download and store for archive and audit purposes. Click the Download link for the file that you wish to download. Your action will be recorded to help you keep track of which files you have downloaded.

Files containing thousands of expense reports may take several minutes to begin downloading, so please be patient.

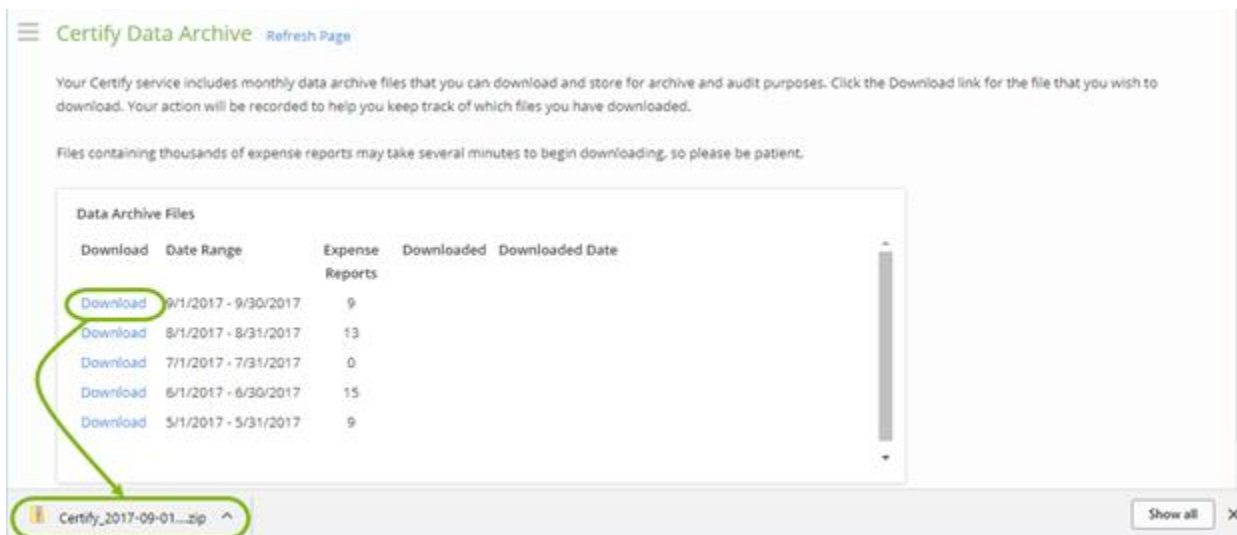
Download	Date Range	Expense Reports	Downloaded	Downloaded Date
<a href="#">Download</a>	9/1/2017 - 9/30/2017	9		
<a href="#">Download</a>	8/1/2017 - 8/31/2017	13		
<a href="#">Download</a>	7/1/2017 - 7/31/2017	0		
<a href="#">Download</a>	6/1/2017 - 6/30/2017	15		
<a href="#">Download</a>	5/1/2017 - 5/31/2017	9		

As an additional way to access the files, **Administrators** receive an email at the beginning of each month containing a link to the **Data Archive** page.

# Acting as a Delegate User

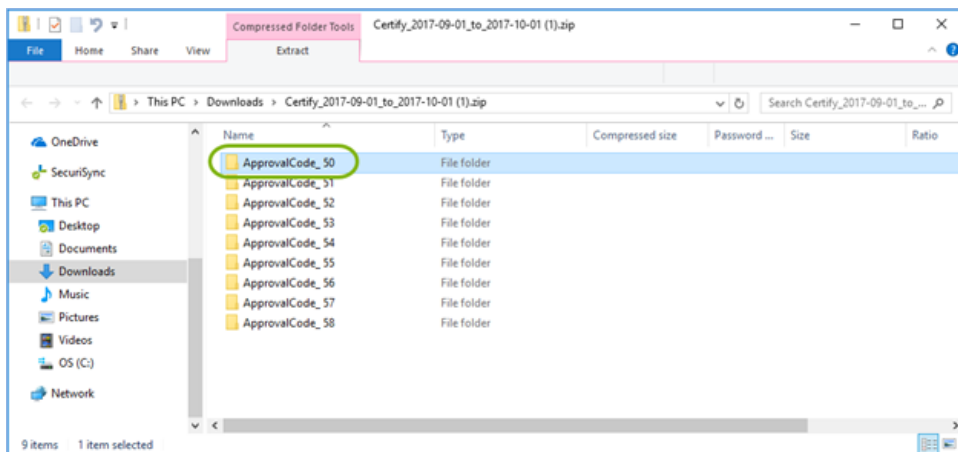


**Step 4:** The ZIP folder displays at the bottom of your screen. Click the ZIP folder to open it.

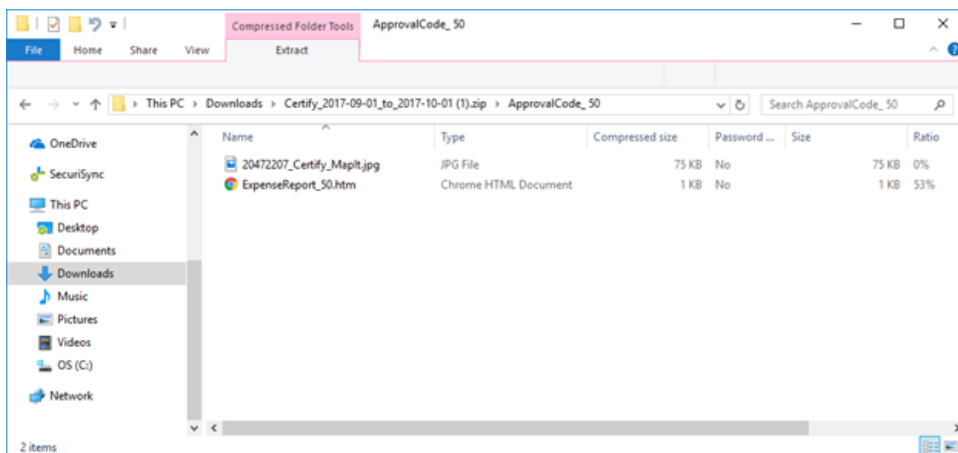


**Step 5:** The ZIP file opens locally on your desktop. Each expense report resides in its own folder and is labeled by a unique approval code. Click the **Approval Code** folder to open and view the expense report and receipt files inside.

# Acting as a Delegate User



Each expense report file folder contains all receipt images attached to that expense report. Receipts remain in the original file format in which they were added. The expense report is available as an HTM document. The ZIP file and all files it contains can be saved locally to your computer as needed.



Once downloaded, the columns in the **Data Archive Files** list show:

- If the file has been downloaded
- The date it was downloaded
- Who downloaded the file



# Acting as a Delegate User

## ☰ Certify Data Archive [Refresh Page](#)

Your Certify service includes monthly data archive files that you can download and store for archive and audit purposes. Click the Download link for the file that you wish to download. Your action will be recorded to help you keep track of which files you have downloaded.

Files containing thousands of expense reports may take several minutes to begin downloading, so please be patient.

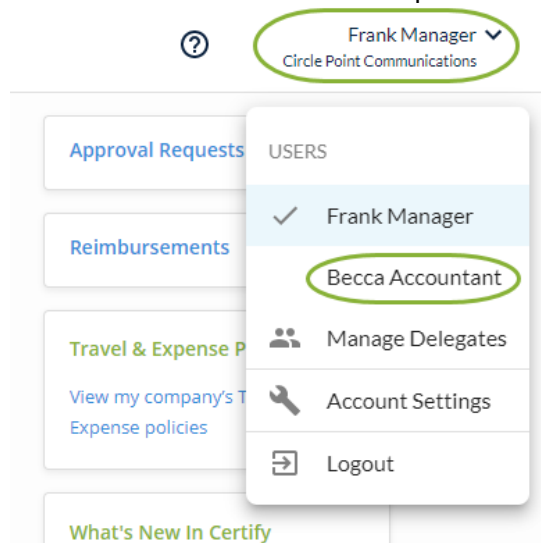
Download	Date Range	Expense Reports	Downloaded	Downloaded Date
<a href="#">Download</a>	9/1/2017 - 9/30/2017	9	Yes	11/16/2017 by Angela Accountant (AngelaAcctCompany0001@gmail.com)
<a href="#">Download</a>	8/1/2017 - 8/31/2017	13		
<a href="#">Download</a>	7/1/2017 - 7/31/2017	0		
<a href="#">Download</a>	6/1/2017 - 6/30/2017	15		
<a href="#">Download</a>	5/1/2017 - 5/31/2017	9		

## Acting as a Delegate User

Certify allows users (**Authority Accounts**) to designate other users (**Delegate Users**) to act on their behalf within Certify. This article shows you how use your delegate permissions to access an Authority User's account.

To act as delegate, the Authority Account must first Assign Delegate Users for their account.

**Step 1:** On your account homepage click your name and select the name of the **Authority Account** you would like to access from the dropdown menu.



# Acting as a Delegate User

**Step 2:** Confirm that you would like to change to the **Authority User's** account by clicking **Yes**.

### Change User

You can change to the selected user to perform actions on behalf of that user. If you change to this user all your actions will be logged for audit purposes. You can change back to your own account at any time using the Current User control.

Change to User: Dan Manager (dmanager@circp1.com)

Are you sure you want to change to this user?

**Yes** No

**Step 3:** You now have access to the **Authority User's** account to submit expense reports, approve expense reports, run reports, etc. as permissions allow.

Becca Accountant  
Circle Point Communications

#### 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

You can access the **Authority Manager or Executive's** full Other Actions menu:

### Expense Report

Report Name Alcohol test  
Dates 9/1/2020 - 9/30/2020  
Spend Request None Linked

Print Report

**Submit for Approval**

#### Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
			Meals		0.00	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$0.00				
Total Expense					\$0.00				

Other Actions

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

**Please Note:** For a user to have full **Other Actions Menu** access, the **Allow Approvers to edit expenses while approving expense reports** checkbox must be selected by the company on the **View and Edit Policy** page. Also, the **Authority Account** user must mark the **Approve reports on your behalf** checkbox when establishing the **Delegate** user.

## View and Edit Policy

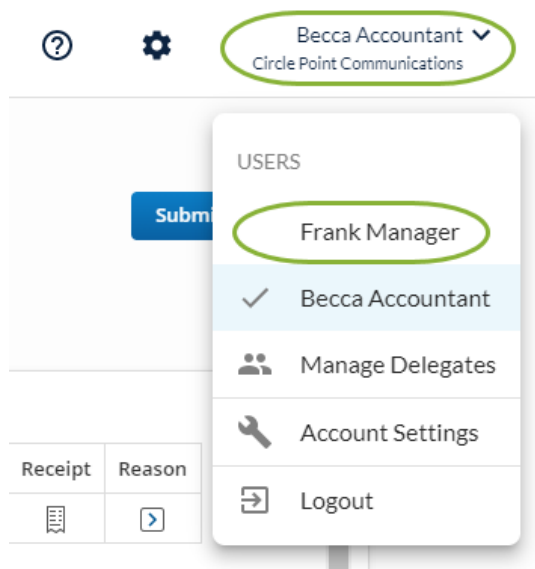
If you have not been granted sufficient permissions to perform a certain task in the **Authority User's** account, you will receive a **Permission Denied** notification.

### Permission Denied

You cannot access the requested page because your account has not been granted permission. If you need access to this page, ask the account owner to increase the permission level on your Delegate User record.

[Return to Previous Page](#)

**Step 4:** When you are done working as a **Delegate User**, you can switch back to your account by clicking the **Authority User's** name at the top of the page, and selecting your name from the dropdown menu.



## Configuration Tab

### View and Edit Policy

Certify Administrators have the ability to customize their expense reporting processes to match the policies and guidelines outlined by their organization. This article shows you how to configure special policies under the **View and Edit Policy** section in Certify.

On your account homepage, select **Configuration** and then select **View and Edit Policy**.

## 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™](#)
- Audit
  - [View and Edit Audit Definitions](#)
- Expense Categories

### User Accounts and Billing

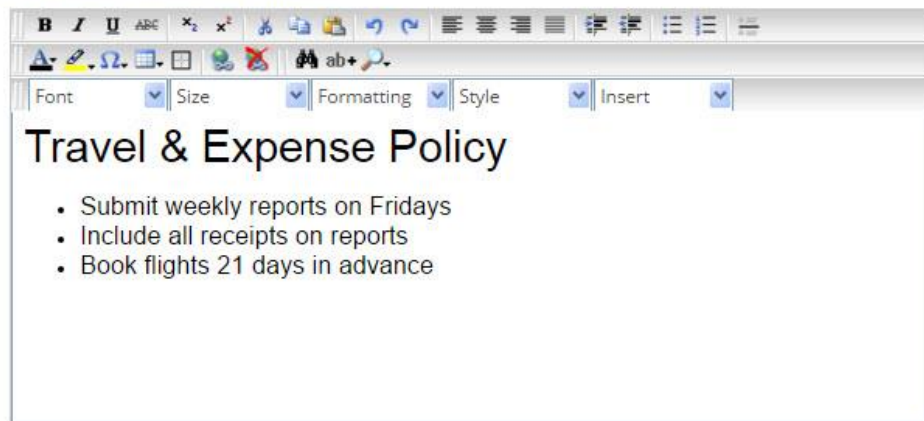
#### User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send Email to Users](#)
- [Security Settings](#)
- [Credit Card Import](#)

## Travel and Expense Policy Content

Upload a PDF of your company's **Travel and Expense Policy**. All users will be able to access this file on their Certify account **Travel** page.

### Travel and Expense Policy Content



[Upload Travel & Expense Policy File >>](#)

No file chosen

## Receipt Requirements

Set the amount threshold for expenses above a certain amount that require receipts. If your company requires receipts for all expenses, select **Require receipts for all expenses** from the dropdown menu. This is a soft policy setting that will not prevent an expense report outside of policy from being submitted for approval.

## View and Edit Policy

### Receipt Requirements

Do not require receipts for expenses less than ▾ 75.00 United States Dollars ▾  
Do not require receipts for expenses less than  
Require receipts for all expenses

## Expense Submission and Approval

### Expense Submission and Approval

Prevent users from editing their own commute distance

Allow Approvers to edit expenses while approving expense reports

Flag all edited expenses for review

Flag expenses submitted more than  days after transaction date

Flag personal automobile use when distance is more than  percent greater than map distance

Automatically archive expense reports Do not automatically archive  
When expense reports are processed  
When expense reports are reimbursed

- **Prevent users from editing their own commute distance** - Disable users from making changes to their stored commute miles
- **Allow approvers to edit expenses while approving reports** - Allow approvers to be able to edit expenses during the approval process  
*Please Note: Users with an Accountant role in Certify will always have the ability to edit expenses, regardless of whether this functionality is enabled.*
- **Flag all edited expenses** - Automatically flag expenses edited by an approver or accountant; this will cause them to appear in the **Expense Policy Review** report
- **Flag expenses submitted more than \_ days after transaction date** - Creates a soft-policy flag for expenses older than specified days after the expense report submit date
- **Flag personal automobile use when distance is more than \_ percent greater - than map distance** - Creates a soft-policy flag for mileage expenses over then specified percentage of the calculated Map It! distance
- **Limit each user's cash advances to \_** - Provide a maximum amount for cash advance requests
- **Automatically archive expense reports** - Select to automatically archive expense reports **When expense reports are reimbursed, When expense reports are processed, or Do not automatically archive.**  
*Please Note: Automatically archive expense reports when expense reports are reimbursed should only be selected by clients using Certify ACH.*

### Credit Card Expense Treatment

Click the **Read-only Credit Card Expenses** checkbox if you don't want users to delete their imported expenses. Due to the nature of credit card expenses, users will not be able to edit the expense amount, regardless of the read-only status.

#### Credit Card Expense Treatment >>

Read-only Credit Card Expenses

### Text Message Alerts (SMS)

If you enable text message alerts, users will receive a text message in addition to the regular notification email. If the user has chosen NOT to receive notifications, then no text message will be sent. Delegate users who have chosen to receive email messages on behalf of the user will NOT be sent a text message.

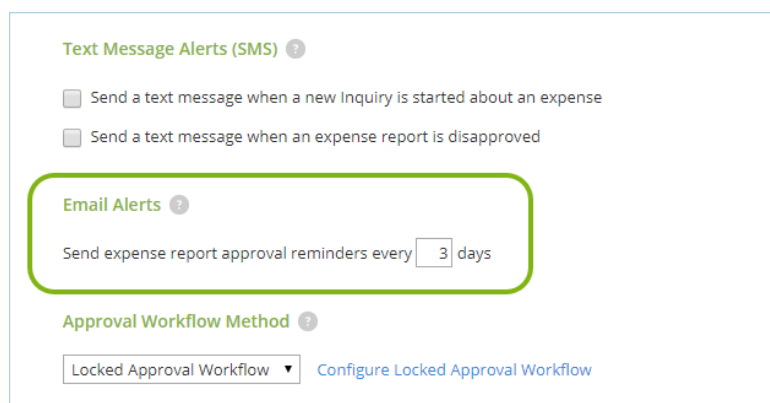
#### Text Message Alerts (SMS) >>

Send a text message when a new Inquiry is started about an expense

Send a text message when an expense report is disapproved

### Email Alerts

You can set the number of days at which email reminders are sent to **Approvers** who have pending, unapproved expense reports, and also how often reminders are sent.



Text Message Alerts (SMS) ⓘ

Send a text message when a new Inquiry is started about an expense

Send a text message when an expense report is disapproved

**Email Alerts** ⓘ

Send expense report approval reminders every  days

Approval Workflow Method ⓘ

Locked Approval Workflow ▾ [Configure Locked Approval Workflow](#)

The **Approver** must also mark the checkbox on their **My Account / Email Notifications** tab to receive approval reminders.

## Approval Workflows

Expense reports follow a natural flow of approvers until they are submitted to an accountant for processing. If you select **Flexible Approval Workflow** from the dropdown menu, each user selects an approver when submitting an expense report. You do not need to specify an approver for each user, or an accountant for each approver, if using **Flexible Approval Workflow**. For more information, please see our article about configuring **Flexible Approval Workflow**.

If you select **Locked Approval Workflow**, multiple levels of approval with optional approval limits and special approval rules can be configured. If you use **Locked Approval Workflow**, you must specify an approver for each user, as well as an accountant for each approver. For more information, please see our article about configuring **Locked Approval Workflow**.

### Approval Workflow Method >>



Locked Approval Workflow ▾ [Configure Locked Approval Workflow](#)

Flexible Approval Workflow

Locked Approval Workflow

### *Flexible Approval Workflow*

**Flexible Approval Workflow** allows each user to select an approver when submitting an expense report. Using flexible approval workflow, you do not need to specify an approver or accountant for each user. This article shows you how to configure and use flexible approval workflow.

On your account homepage, select **Configuration** and then select **View and Edit Policy**.

## 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™](#)

#### Audit

[View and Edit Audit Definitions](#)

#### Expense Categories

[View and Edit Expense Categories](#)

[General Ledger Dimensions](#)

[AutoSuggest™ Management](#)

### User Accounts and Billing

#### User Accounts

[View and Edit Users](#)

[Create New Users](#)

[Send Email to Users](#)

[Security Settings](#)

[Credit Card Import](#)

#### Service Plan and Billing

[Service Plan and Pricing](#)

[Pay Certify Bill](#)

## View and Edit Policy

Under the Approval **Workflow Method** area, use the dropdown menu to select **Flexible Approval Workflow**. Click **Save**.

### Travel and Expense Policy

You can view and edit your company's travel and expense policy below.

#### Upload Travel & Expense Policy File >>

#### Receipt Requirements

#### Expense Submission and Approval

Allow Approvers to edit expenses while approving expense reports

Flag expenses submitted more than  days after transaction date

Flag personal automobile use when distance is more than  percent greater than map distance

Automatically archive expense reports

#### Credit Card Expense Treatment >>

Read-only Credit Card Expenses

#### Text Message Alerts (SMS) >>

Send a text message when a new Inquiry is started about an expense

Send a text message when an expense report is disapproved

#### Approval Workflow Method >>

[Configure Locked Approval Workflow](#)

#### Expense Report Allocations >>

Use Expense Report Allocations

Automatically Apply Previous Allocations

Allocate expense report amounts using

Save

Return to Configuration

With flexible approval workflow, users will be prompted to select an approver each time they submit an expense report; the default will be the last approver selected by the user. Click **Show All Approvers** for a list of all Certify approvers and accountants within your company.



## 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

-- Accounting --  
Arnold Accountant (Arnold.Acct.Test@gmail.com)

-- Management --  
Michael Manager (Michael.Mgr.Test@gmail.com)

-- Research --  
Molly Manager (Molly.Mgr.Test@gmail.com)

-- Sales --  
Edward Executive (Edward.exec.test@gmail.com)

▼ [Show All Approvers](#)

Next

Approvers will follow the same pattern while approving reports. Once an expense report is approved, they can either forward the report to another manager, or submit the report to a Certify accountant for reimbursement.

## Approve Expense Report

**Status** Pending Approval  
**Current Approver** Molly Manager  
**Department** Operations (Operations)  
**Summary** Eric Employee >>  
ReportExecutive - 2/22/2015 - 2/28/2015  
2/22/2015 - 2/28/2015

**Actions**

- [Submit for Reimbursement](#)
- [Forward to Another Manager](#)
- [Disapprove Expense Report](#)
- [Print Report](#)

**Approval History**

10/28/2014	Submitted	<a href="#">Eric Employee</a>
	Pending	<a href="#">Molly Manager</a>

[Send E-mail to All](#)  
[Full Approval History](#)



The **Submit for Reimbursement** option will only allow the approver to send the expense report to a user with an **Accountant** role in Certify. The **Forward to another Manager** option will allow the approver to send the expense report to a user with a **Manager** or **Executive** role.

## Submit Expense Report for Reimbursement

Select an accountant from your organization.

Select an  
Accountant

-- Accounting --  
Arnold Accountant (Arnold.Acct.Test@gmail.com)

Next

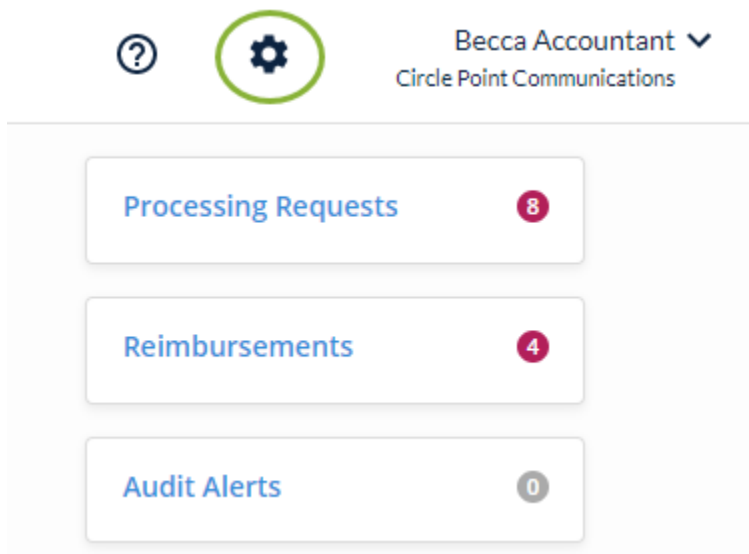
### Assigning Auditors

For companies using **Certify InstantAudit**, **Administrators** have the ability to create an **Auditor** role in their **Certify** account. **Auditors** are responsible for managing the **Audit Alerts** queue, which lists all the expenses flagged by the **InstantAudit** feature.

This allows the **Auditor** to focus on the expenses that are flagged for review, and ignore expenses that are compliant. **Auditors** are advisors, and are not part of the approval path. Depending on your company's needs, you can set more than one **Auditor**.

This article shows you, a **Certify Administrator**, how to assign an **Auditor** for your company.

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



**Step 2:** You have the option to create a new user for the **Audit** permission or add the **Audit** permission to an existing user. In this example, it is added to an existing user. Click **View and Edit Users**.

## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

### Company Policy

**Travel and Expense Policy**  
[View and Edit Policy](#)  
[Certify ReportExecutive™](#)

**Audit**  
[View and Edit Audit Definitions](#)

**Expense Categories**  
[View and Edit Expense Categories](#)  
[General Ledger Dimensions](#)  
[AutoSuggest™ Management](#)

### User Accounts and Billing

**User Accounts**  
[View and Edit Users](#)  
[Create New Users](#)  
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[Security Settings](#)  
[Credit Card Import](#)

**Service Plan and Billing**  
[Service Plan and Pricing](#)  
[Pay Certify Bill](#)

**Step 3:** On the **Search for Users** screen, enter a user's name to find a specific person, or leave it blank to find all users. Click **Submit**.

# View and Edit Policy

### View and Edit Users

#### Search for Users

Enter search criteria to view specific users. Leave all fields blank to view all users.

First Name

Last Name

Employee ID

Ratings Nickname

Email Address

Email Status

Role

Department

Approver

2nd Approver

Accountant

Account Status

Temporary Password

Administration Level

Treasurer

Auditor

Welcome Email

Date Created  to

**Step 4:** Click the **pencil** icon next to the employee to work with.

### View and Edit Users

1 of 1 << >>

Status	Email	Employee Name	ACH	Employee ID	Role	Department	Commute Distance	Miles or Kilometers
<input checked="" type="checkbox"/>	AngelaAcctCompany0001@gmail.com	Angela Accountant	No	1111	Accountant	General & Admin	0	Miles
<input checked="" type="checkbox"/>	ArnieAdmCompany0001@gmail.com	Arnold Admin	No	1112	Accountant	General & Admin	0	Miles
<input checked="" type="checkbox"/>	ApproverApprover0001@gmail.com	Amy Approver	No	1114	Executive	General & Admin	0	Miles
<input checked="" type="checkbox"/>	AndyAudit@company.com	Andy Audit	No	1118	Manager	General & Admin	0	Miles
<input checked="" type="checkbox"/>	EllieEmployee0001@gmail.com	Ellie Employee	No	1115	Employee	General & Admin	0	Miles
<input checked="" type="checkbox"/>	ErinEmployee0001@gmail.com	Erin Employee	No	1116	Employee	General & Admin	0	Miles
<input checked="" type="checkbox"/>	ManagerManager0001@gmail.com	Maggie Manager	No	1113	Manager	General & Admin	0	Miles
<input checked="" type="checkbox"/>	OtherManager0001@company.com	Otto Manager	No	1117	Employee	General & Admin	0	Miles
<input checked="" type="checkbox"/>	RayAudit@company.com	Raymond Tripp	No		Accountant	General & Admin	0	Miles

# View and Edit Policy

**Step 5:** On the **Edit User** page, check the **Auditor** checkbox, then click **Next**.

The screenshot shows the 'Edit User' page with the following details:

- User Details:** First Name: Andy, Last Name: Audit, Email Address: AndyAudit@company.com, Email Status: Good - send email, Employee ID: 1118, Default Currency: (empty), Pay By Check: (unchecked), Commute Distance: 0 Miles, Account Status: Active, Role: Manager, Administration Level: None, Treasurer: (unchecked), Auditor: (checked), Department: General & Admin, Administrative Notes: (empty text area).
- Reimbursements:** Add Account/Mailing Information
- Approver:** Maggie Manager (ManagerManager0001)
- Second Level Approver:** Amy Approver (ApproverApprover0001@)
- Accountant:** Angela Accountant (AngelaAcctCompany)
- Approver For:** 1 User
- Accountant For:** 0 Users
- Temporary Password:** (empty field)
- Security Questions:** Reset This User's Security Questions
- Resend Welcome Email:** Resend This User's Welcome Email
- Control Account:** Switch to this User

At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a green circle, and a green arrow points from the 'Auditor' checkbox to it.

The user is now established as an **Auditor** for your company and has access to the **InstantAudit Alerts** queue. Next, [establish InstantAudit rules](#) for your company.

## Establishing InstantAudit Rules

For companies using **Certify InstantAudit**, once you've [assigned the Auditor](#) role to users in your company, you can use your **Certify Administrator Configuration** tools to establish **InstantAudit** rules. You need to decide whether or not to alert submitters when their submission generates a violation and set up the **Rules** that actually flag submissions:

Inquiry Settings


Detection Rules

This article shows you, a **Certify Administrator**, how to establish **InstantAudit** rules for your company.

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

# View and Edit Policy



Becca Accountant   
Circle Point Communications

Processing Requests

8

Reimbursements

4

Audit Alerts

0

**Step 2:** Click **View and Edit Audit Definitions**.



## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

### Company Policy

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[View and Edit Policy](#)

[Certify ReportExecutive™](#)

#### Audit

[View and Edit Audit Definitions](#)

#### Expense Categories

[View and Edit Expense Categories](#)

[General Ledger Dimensions](#)

[AutoSuggest™ Management](#)

#### Invoice

[View and Edit Purchase Orders](#)

[View and Edit Invoice Vendors](#)

### User Accounts and Billing

#### User Accounts

[View and Edit Users](#)

[Create New Users](#)

[Send Email to Users](#)

[Security Settings](#)

[Credit Card Import](#)

#### Service Plan and Billing

[Service Plan and Pricing](#)

[Pay Certify Bill](#)

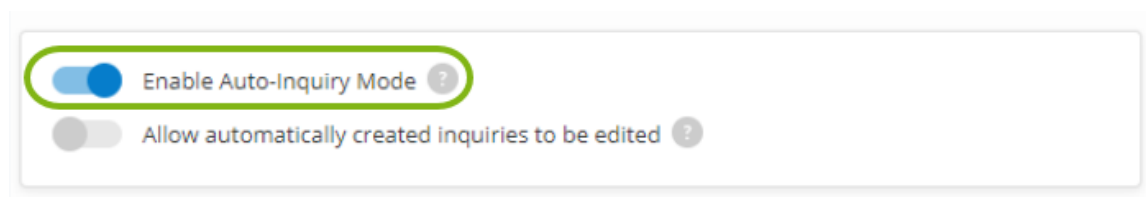
## View and Edit Policy

**Step 3:** First, under **Inquiry Settings**, decide whether you want to enable **Auto-Inquiry** or not. The difference between the two settings is:

- **Auto-Inquiry Mode OFF: Submitters** are not aware of internal audition. Instead, **Approvers** and **Auditors** can track alerts without submitters knowing what is occurring.

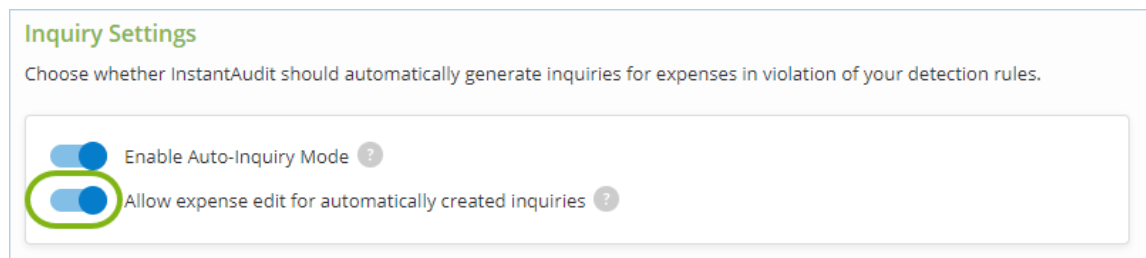
**Auto-Inquiry Mode ON:** An **Inquiry** is sent to the **Submitter** whose expense triggered the **InstantAudit** rules. Submitters are notified of the flagged expense, but they are not informed of what triggered the alert.

To enable **Auto-Inquiry**, click to the right of the circle so the slider turns blue.



**Step 4:** If you chose to enable **Auto-Inquiry Mode**, choose if you want to allow automatically created inquiries to be edited:

- **Do Not Allow:** A notification is sent to the submitter, but they cannot edit the expense that generated the **Audit** alert. However, they still need to answer the **Inquiry**.
- **Allow:** A notification is sent to the submitter, and they can edit the expense so that it falls into company policy.



**Step 5:** Next, under **Detection Rules**, establish which expenses get flagged when submitters send expenses for reimbursement. To set up auditing, click the button next to that rule. That rule's **Rule Details** screen appears on the right side.

# View and Edit Policy

**Detection Rules**  
Configure the rules InstantAudit will use to flag expenses submitted in your company.

**Excessive Spend**

Status	Rule	Parameters
<input type="checkbox"/> OFF	Excessive Cash Expenses	
<input type="checkbox"/> OFF	Excessive Meal	
<input type="checkbox"/> OFF	Excessive Mileage	
<input type="checkbox"/> OFF	Excessive Tips	
<input type="checkbox"/> OFF	Excessive Travel	
<input type="checkbox"/> OFF	Upgrades	

**Invalid Expense Types**

Status	Rule	Parameters
<input type="checkbox"/> OFF	Weekend Purchases	
<input type="checkbox"/> OFF	Facilitation Fees	
<input type="checkbox"/> OFF	Alcohol and Recreational Drugs	
<input type="checkbox"/> OFF	Bulk Purchases	
<input type="checkbox"/> OFF	Gift Cards	
<input type="checkbox"/> OFF	Golf	
<input type="checkbox"/> OFF	Personal Items	

**Rule Details**

**Excessive Cash Expenses**  
InstantAudit will flag any non-credit card expense whose amount is greater than the amount specified for this rule.

Enabled

Maximum amount  
100 United States Dollars

**Expense Types**

- Cash Expense
- Hourly Rate
- Invoice
- Lodging
- Meals
- Mileage
- Per-Diem
- Rentals
- Travel

**User Roles**

- Accountant
- Employee
- Executive
- Manager

**Exceptions** ?  
Employee

Save Cancel

## Step 6: Enter details in the **Rule Details** screen:

- **Enabled:** Click this checkbox to make the rule active. Enabling the rule means it will create **Audit** alerts for submitted expenses meeting this rule's qualifications. You can turn on and off rules as needed here.
- **Rule Specific-Field:** Any rule-specific fields appear in this area, including keywords, limits, etc. In the example below, the specific field is **Maximum Amount** for the **Excessive Cash Advances** rule.
- **Expense Types:** Choose which **Expense Types** to assign to this rule. Every **Expense Category** created under the **Expense Type** will be scanned for the Rule set here.
  - For rules pertaining to a single **Expense Type**, for example **Excessive Meals**, this section is defaulted to that expense.
  - If you need to exclude a category or multiple categories, you can create an **Exception** or it below.
- **User Roles:** Choose any or all of the [four standard user roles](#) to which to apply the user role. For example, if your company does not want the **Excessive Cash Expenses Rule** to apply to executives.



- **Exceptions:** These options are grayed out until you mark **Enabled** and **Save** the **Rule Details**. Once enabled, you can assign exceptions to any of the rules you established earlier.

## Rule Details



### ● Excessive Cash Expenses

InstantAudit will flag any non-credit card expense whose amount is greater than the amount specified for this rule.

Enabled

Maximum amount

▼

### Expense Types

Cash Expense

Hourly Rate

Invoice

Lodging

Meals

Mileage

Per-Diem

Rentals

Travel

### User Roles

Accountant

Employee

Executive

Manager

### Exceptions ?

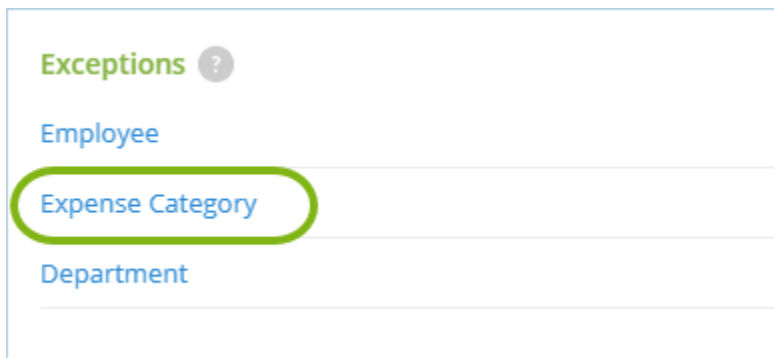
Employee

Expense Category

Department

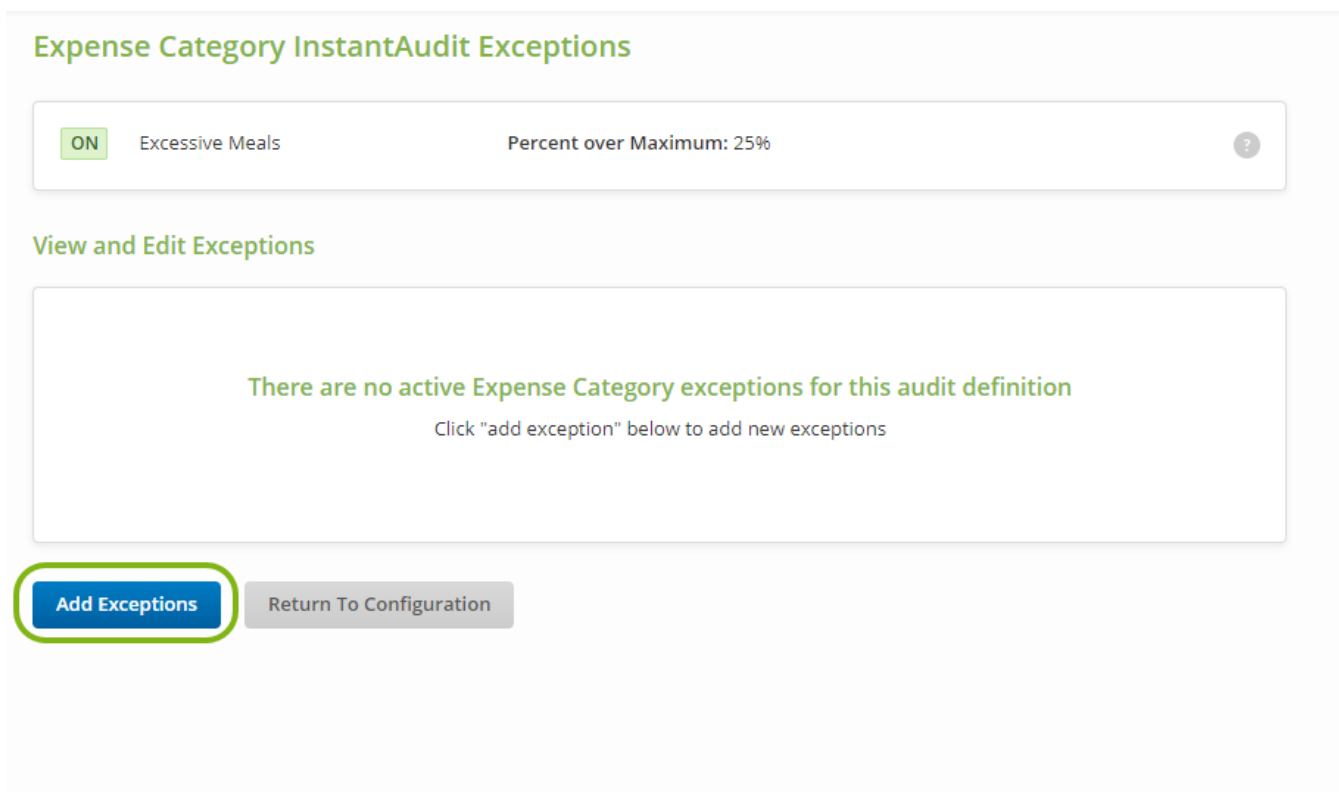
## View and Edit Policy

**Step 7:** Once you save the **Rule**, it is indicated as **ON** in the list, so you can easily go back and reference which **Rules** your company is using. Now, you can create **Rule-level Exceptions**. Exceptions provide a way for you to use an **Audit Rule**, but avoid specific scenarios. To enable, click the rule you'd like to work with and scroll to the bottom of the screen and click an **Exception**.



The screenshot shows a configuration page for exceptions. At the top, there is a header 'Exceptions' with a help icon. Below it are several input fields: 'Employee', 'Expense Category' (highlighted with a green oval), and 'Department'. The 'Expense Category' field is currently empty.

**Step 8:** On the **InstantAudit Exceptions** page, click **Add Exceptions**.



The screenshot shows the 'Expense Category InstantAudit Exceptions' page. At the top, there is a header 'Expense Category InstantAudit Exceptions'. Below it is a table with one row: 'ON Excessive Meals Percent over Maximum: 25%'. Below the table is a section titled 'View and Edit Exceptions' with a message: 'There are no active Expense Category exceptions for this audit definition. Click "add exception" below to add new exceptions'. At the bottom, there are two buttons: 'Add Exceptions' (highlighted with a green oval) and 'Return To Configuration'.

**Step 9:** This page lists all your company's **Expense Categories**. Select the category or categories you want to exclude from the **Rule** and click **Add Exceptions**.

# View and Edit Policy

**Expense Category Instant Audit Exceptions**

<b>ON</b>	Excessive Meals	Percent over Maximum: 25%
-----------	-----------------	---------------------------

**View and Edit Exceptions**

There are no active Expense Category exceptions. Click "add exception" below to add new exceptions.

**Add Exceptions** **Return To Configuration**

**Add Exceptions**

- Airfare
- Business Entertainment
- Executive Meals
- Hourly Labor
- Lodging
- Meals
- Meals - Breakfast
- Meals - Dinner
- Meals - Lunch
- Mileage
- Miscellaneous
- Rental Car
- Taxi

**Add Exceptions** **Cancel**

The rule now displays in the **View an Edit Exceptions** list.

## View and Edit Policy

**Expense Category InstantAudit Exceptions**

**ON** Excessive Meals Percent over Maximum: 25%

**View and Edit Exceptions**

Delete	Expense Category	Created By
<input checked="" type="checkbox"/>	Meals - Dinner	Angela Accountant

Add Exceptions Return To Configuration

**Add Exceptions**

Search Expense Category

- Airfare
- Business Entertainment
- Executive Meals
- Hourly Labor
- Lodging
- Meals
- Meals - Breakfast
- Meals - Lunch
- Mileage
- Miscellaneous

**Step 10:** Click **Return To Configuration** to return to the **InstantAudit Configuration** page.

**Expense Category InstantAudit Exceptions**

**ON** Excessive Meals Percent over Maximum: 25%

**View and Edit Exceptions**

Delete	Expense Category	Created By
<input checked="" type="checkbox"/>	Meals - Dinner	Angela Accountant

Add Exceptions **Return To Configuration**

**Add Exceptions**

Search Expense Category

- Airfare
- Business Entertainment
- Executive Meals
- Hourly Labor
- Lodging
- Meals
- Meals - Breakfast
- Meals - Lunch
- Mileage
- Miscellaneous

### *Using the InstantAudit Alerts Queue*

For companies using **Certify InstantAudit**, the **Auditor** permission is assigned by a **Certify Administrator**. The **Auditor** role is designed to monitor flagged expenses using the **InstantAudit Alerts** queue.

The **Auditor** assists in the approval process by providing extra information to help **Approvers** make better informed decisions when working with non-compliant submissions. However, **Auditors** are not a part of the approval path, as they cannot make approval/disapproval decisions.

# View and Edit Policy

The **InstantAudit Alerts** queue provides **Auditors** with a list of expenses flagged by the [Rules set up by the company admin](#).

**Please Note:** Once the expense is processed by the **Accountant**, it moves out of the queue.

This article shows you, a **Certify Auditor**, how to use your **InstantAudit Alerts** queue.

**Step 1:** From your **Certify** homepage, click **Audit Alerts**.

The screenshot shows the Certify homepage dashboard. The 'Audit Alerts' link in the right-hand navigation menu is circled in green. The dashboard includes sections for 'My Spend Requests', 'My Expense Reports', 'My Certify Wallet', 'Add Receipts', 'Processing Requests', 'Reimbursements', 'Travel & Expense Policy', and 'What's New In Certify'.

**Step 2:** The **InstantAudit Alerts** queue opens with a list of pending expenses that have been flagged by **InstantAudit**.

InstantAudit Alerts							
Status	Receipt	Date	Employee	Category	Vendor	Description	Amount
!		10/6/2019	Erin Employee	Miscellaneous	Amazon		\$127.31
!		10/6/2019	Erin Employee	Executive Meals	Amazon		\$250.00
!		10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts	Giftcard	\$11.10
!		10/8/2019	Ellie Employee	Meals	Baharat		\$69.78
!		10/8/2019	Ellie Employee	Miscellaneous	Parking Lot Hero		\$75.00
✓		10/4/2019	Angela Accou...	Executive Meals	Best Restaurant		\$250.00

**Step 3:** The page always defaults to the newest flagged expenses. However, if you need to change the order, each column can be filtered by clicking the **blue header**.

## View and Edit Policy

**InstantAudit Alerts**

Status	Receipt	Date	Employee	Category	Vendor	Description	Amount
!		10/6/2019	Erin Employee	Miscellaneous	Amazon		\$127.31
!		10/6/2019	Erin Employee	Executive Meals	Amazon		\$250.00
!		10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts	Giftcard	\$11.10
!		10/8/2019	Ellie Employee	Meals	Baharat		\$69.78
!		10/8/2019	Ellie Employee	Miscellaneous	Parking Lot Hero		\$75.00
✓		10/4/2019	Angela Accou...	Executive Meals	Best Restaurant		\$250.00

The **Status** icon shows the status of the expense:

- **Red !:** This indicates the expense has been flagged by the **InstantAudit** scan.
- **Red (-):** This indicates the expense has been confirmed as a violation by an **Auditor**. Once flagged, the flag remains with the expense.
- **Green checkmark:** This indicates an **Auditor** granted a one-time exception. Even when granted exception, the alert remains with the expense and can be reported on using the **InstantAudit Review** report.

**InstantAudit Alerts**

Status	Receipt	Date	Employee	Category	Vendor	Description	Amount
!		10/6/2019	Erin Employee	Miscellaneous	Amazon		\$127.31
!		10/6/2019	Erin Employee	Executive Meals	Amazon		\$250.00
!		10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts	Giftcard	\$11.10
!		10/8/2019	Ellie Employee	Meals	Baharat		\$69.78
!		10/8/2019	Ellie Employee	Miscellaneous	Parking Lot Hero		\$75.00
✓		10/4/2019	Angela Accou...	Executive Meals	Best Restaurant		\$250.00

**Step 4:** Click an expense to open the **Expense Details** side screen. This is where you can confirm the violation, or set a one-time exception.

## View and Edit Policy

### Expense Details

10/8/2019  
**Baharat** \$69.78  
Portland, ME

[View expense report](#)

**Excessive Tips** ?

Tip percentage is over the maximum allowed:  
{maxpct}%

Amount	\$69.78
Date	10/8/2019
Employee	Ellie Employee
Department	General & Admin
Category	Meals
Reason	
Vendor	Baharat
Location	Portland, ME

**Step 5:** Click **View Expense Report** to view the full expense report.

### InstantAudit Alerts

Status	Receipt	Date	Employee	Category	Vendor
		10/6/2019	Erin Employee	Miscellaneous	Amazon
		10/6/2019	Erin Employee	Executive Meals	Amazon
		10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts

### Expense Details

10/8/2019  
**Baharat** \$69.78  
Portland, ME

[View expense report](#)

**Excessive Tips** ?

Tip percentage is over the maximum allowed:

**Step 6:** Click **Violation** to indicate up the approval chain that this expense is in violation of company policy, or click **No Violation** to mark it as a one-time exception.



## View and Edit Policy



### Expense Details

10/8/2019


**Baharat** **\$69.78**

Portland, ME

[View expense report](#)

 **Excessive Tips** 

Tip percentage is over the maximum allowed:  
{maxpct}%



**Step 7:** Enter a note for the approval chain informing them why the expense is either exempted or in violation. Click the **Disk** icon to save the Note.



### Expense Details

10/8/2019


**Baharat** **\$69.78**

Portland, ME

[View expense report](#)

 **Excessive Tips** 

Tip percentage is over the maximum allowed:  
{maxpct}%



## View and Edit Policy

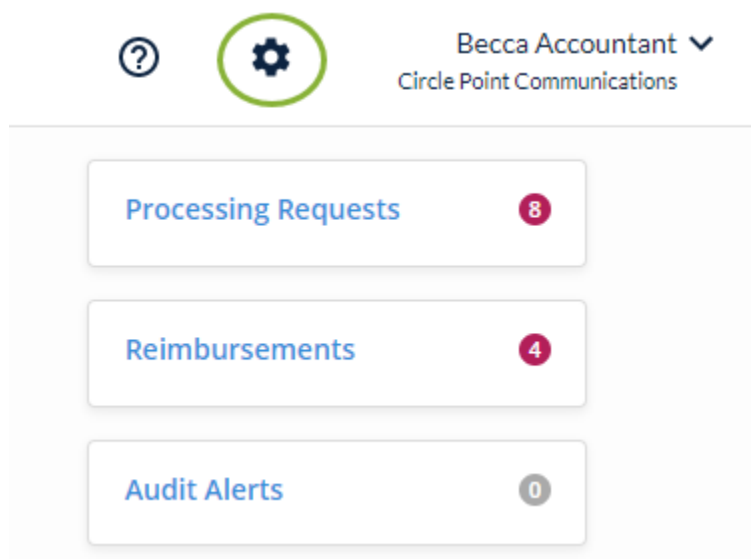
### Locked Approval Workflow

With **Locked Approval Workflow**, administrators assign the workflow path for each user. The workflow path includes all required approvers and an accountant for each submitted expense report.

This article will show you how to configure and use **Locked Approval Workflow**.

**Please Note:** The Locked Approval Workflow option provides many extra configuration choices. For more information, see [Locked Approval Workflow Options](#).

**Step 1:** On your account homepage, click the **gear** icon and then select **View and Edit Policy**.



**Step 2:** Under the **Approval Workflow Method** area, use the dropdown menu to select **Locked Approval Workflow**. Click **Save**.



**Step 3:** In the **Configuration** tab, click **View and Edit Users**.

# View and Edit Policy

## 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](#)

### Travel Links and Information

**Travel Partner Links**  
[View and Edit Preferred Travel Partners](#)

**Company and Accounting Contact Information**  
[View and Edit Contact Information](#)

### System Integration

**Accounts Payable Integration**  
[Configure AP Integration](#)

### Step 4: Select a User Profile.

#### View and Edit Users

1 of 1 <<>>

Status	Email	Employee Name	P-Card	ACH	Employee ID	Role	Department	Cost Center	Commute Distance	Miles or Kilometers
<input checked="" type="checkbox"/>	Active aaccountant@circp1.com	Annie Accountant	No	No		Accountant	General & Admin	Service	6	Miles
<input checked="" type="checkbox"/>	Active jaccountant@circp1.com	Jeffrey Accountant	No	No	2	Accountant	General & Admin	Service	0	Miles
<input checked="" type="checkbox"/>	Active dmanager@circp1.com	Romain Directeur	No	No	331	Manager	Général et Admin	Service	0	Miles
<input checked="" type="checkbox"/>	Active memployee@circp1.com	Amelie Employé	Yes	No	222	Employee	Général et Admin	Service	0	Miles
<input checked="" type="checkbox"/>	Active gemployee@circp1.com	Gabriel Employé	No	No	99	Employee	Général et Admin	Administrative	7	Miles
<input checked="" type="checkbox"/>	Active kemployee@circp1.com	Kelly Employee	Yes	Yes	221	Employee	General & Admin	Administrative	12	Miles
<input checked="" type="checkbox"/>	Active lexecutive@circp1.com	Leslie Executive	No	No	444	Executive	Marketing	Administrative	0	Miles
<input checked="" type="checkbox"/>	Active rexecutive@circp1.com	Ron Executive	No	No	441	Executive	Customer Service	Administrative	0	Miles
<input checked="" type="checkbox"/>	Active jmanager@circp1.com	Jon Manager	No	No	333	Manager	General & Admin	Administrative	0	Miles
<input checked="" type="checkbox"/>	Active aaccountant2@circp1.com	Margot Processeur	No	No	7	Accountant	General & Admin	Customer Happiness	9	Miles

Create New Users

Export to Excel

Modify Search

New Search

### Step 5: Assign the appropriate approver and accountant for this user.

# View and Edit Policy

[Edit User](#) [Return to User Search Results](#) [New Search](#)

## User Details

First Name	<input type="text" value="Kelly"/>
Last Name	<input type="text" value="Employee"/>
Email Address	<input type="text" value="kemployee@circp1.com"/>
Email Status	<input type="text" value=""/>
Employee ID	<input type="text" value="221"/>
Default Currency	<input type="text" value="United States Dollars"/>
Commute Distance	<input type="text" value="12"/> <input type="text" value="Miles"/>
Account Status	<input type="text" value="Active"/>
Role	<input type="text" value="Employee"/>
Administration Level	<input type="text" value="Full Administration"/>
Treasurer	<input type="checkbox"/>
Translator	<input type="checkbox"/>
Department	<input type="text" value="General &amp; Admin"/>
Cost Center	<input type="text" value="Administrative"/>
Administrative Notes	<input type="text"/>

Direct Deposit	XXXXX0365 XXXXXXXXXXX1111
Approver	<input type="text" value="Jon Manager (jmanager@circp1.com)"/>
Second Level Approver	<input type="text" value=""/>
Accountant	<input type="text" value="Annie Accountant (aaccountant@circp1.c"/>
Approver For	0 Users
Accountant For	0 Users
Temporary Password	<input type="text" value=""/>
Security Questions	<a href="#">Reset This User's Security Questions</a>
Resend Welcome Email	<a href="#">Resend This User's Welcome Email</a>
Control Account	<a href="#">Switch to this User</a>

With locked approval workflow, users will view an email notification preview after clicking **Submit** on an expense report. This preview will note whom will be receiving their expense report for review.

## 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>

**Submit**

Cancel

Approvers will follow the same pattern while approving reports. Once an expense report is approved, they will view a similar email notification preview after clicking **Submit for Reimbursement**. This preview will note whom will be receiving the expense report next.

## Submit Expense Report for Reimbursement

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** Annie Accountant (aaccountant@circp1.com)  
**Subject** Expense Report Reimbursement Request From Ron Executive (rexecutive@circp1.com)  
**Body** Hello Annie,

Ron Executive (rexecutive@circp1.com) has sent an expense report for reimbursement.

Enter your comments:

Expense Report Summary

Employee: Annie Accountant (aaccountant@circp1.com)

Expense Report Name: May 2018

Dates: 5/1/2018 - 5/18/2018

Non Reimbursable Total: \$0.00

Reimbursable Total: \$3,000.00

Disapproved Total: \$0.00

Total: \$3,000.00

Login to Certify to view this report.

Login at: <https://www.certify.com/Login.aspx>

Submit

Cancel

## Expense Report Processing Queue

If your company has a shared processing account for expense reports, you may control when and for how long an expense report is held by one person for review. These are optional configurations for this functionality.

Click the checkbox for **Automatically place a hold on expense reports when Accountants view them** to immediately place a hold on an expense report when it is opened by a delegate Accountant user.

## View and Edit Policy

Click the checkbox for **Automatically release holds after \_\_\_ minutes of no activity** if you would like to only allow a hold to be placed on a report for a specified amount of time.

### Expense Report Processing Queue

- Automatically place a hold on expense reports when Accountants view them
- Automatically release all holds after  minutes of no activity

## Expense Report Allocations

If you click the checkbox for **Expense Report Allocations**, users will be able to select multiple departments or general ledger dimensions, and enter percentages for cost sharing. The **Expense Report Allocations** report can be used to view journal entries after the expense reports have been processed.

Click the checkbox for **Automatically Apply Previous Allocations** if users tend to use the same allocation percentages repeatedly. This will automatically assign the most recently used allocations whenever a new expense report is created.

### Expense Report Allocations >>

- Use Expense Report Allocations
- Automatically Apply Previous Allocations

Allocate expense report amounts using

Click **Save** at the bottom of the page to save your changes.



## Using Submit Validation Options

**Submit Validations** prevent end users from submitting an expense report if specific requirements are not met. **Administrators** can enable submit validations from the **Configuration** page.

This article shows you, a **Certify Administrator**, how to enable and use **submit validations**.

**Step 1:** On your **Certify** homepage, click the **gear** icon then click **View and Edit Policy**.

## 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™](#)

#### Audit

[View and Edit Audit Definitions](#)

#### Expense Categories

[View and Edit Expense Categories](#)

[General Ledger Dimensions](#)

[AutoSuggest™ Management](#)

### 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 2:** Scroll to the bottom of the page. Under **Submit Validations**, click the checkbox next to each to enable.

### Expense and Invoice Report Allocations ?

Use Expense and Invoice Report Allocations

Automatically Apply Previous Allocations

Allocate expense report amounts using

### Submit Validation ?

Prevent users from submitting reports if receipt requirements are not met

Prevent users from submitting mileage expenses without a map or receipt

Prevent users from submitting expenses with an expense date in the future

Prevent users from submitting non-reimbursable expenses without linking to a credit card

Save

Cancel

*Prevent users from submitting reports if receipt requirements are not met*



## View and Edit Policy

If this is enabled, users will receive an error message if receipt requirements are not met and will not be able to submit their report until fixed.

In the example below, the user is not able to submit their expense report because receipts are required for expenses of \$25 or more, and there isn't a receipt attached.

**Expense Report** [Link Receipts](#) [Cleanup Wizard](#) [Per Diem Wizard](#) [Print Report](#)

Report Name: Submit Validation [Submit for Approval](#)

Dates: 3/23/2020 - 3/24/2020

Receipts are required for all expenses that are 25.00 USD or more.

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Receipt	Reason
<input checked="" type="checkbox"/>	3/27/2020	Sales	Lodging	<input checked="" type="checkbox"/> Meets policy. Location: Boston, MA Hotel Name: Hyatt Check-in: 3/26/2020 Check-out: 3/27/2020 Average per night: 427.23 USD Client:	427.23	Yes	427.23		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$427.23				
Total Expenses					\$427.23				

The user needs to attach a receipt to this expense in order to submit.

*Prevent users from submitting mileage expenses without a map or receipt*

If enabled, users are unable to submit mileage expenses without using Certify's Map It feature, or attaching a receipt.

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

Report Name: Trip to Airport [Submit for Approval](#)

Dates: 3/20/2020 - 3/22/2020

Receipts are required for all mileage expenses.

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
<input checked="" type="checkbox"/>	3/22/2020	Administration	Mileage	<input checked="" type="checkbox"/>	117.88	Yes	No		
<input checked="" type="checkbox"/>	3/29/2020	Administration	Lodging	<input checked="" type="checkbox"/>	203.56	Yes	No		<input type="checkbox"/>
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$321.44				
Total Expenses					\$321.44				

Users need to use Map It or attach a receipt to continue.

*Prevent users from submitting expenses with an expense dated in the future*

When enabled, users are unable to submit expenses with a future date.

# ReportExecutive Configuration

## Expense Report

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

Report Name Trip to Airport

Submit for Approval

Dates 3/20/2020 - 3/22/2020

Expense date must be before the current date.

### Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	3/29/2020	Administration	Lodging		203.56	Yes	No		
Total Non-Reimbursable					\$0.00				
Total Personal					\$0.00				
Total Reimbursable					\$203.56				
Total Expenses					\$203.56				

The user needs to change the date of the expense to submit, or wait to submit.

*Prevent users from submitting non-reimbursable expenses without linking to a credit card*

When enabled, users are unable to submit non-reimbursable expenses without linking to a credit card.

## Expense Report

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

Report Name Trip to Airport

Submit for Approval

Dates 3/20/2020 - 3/22/2020

Non-reimbursable expense must be linked to a credit card.

### Expenses

Expense	Date	Department	Category	Details	Amount	Reim.	Billable	Receipt	Reason
	12/27/2019	Administration	Lodging		485.38	No	No		
	3/22/2020	Administration	Mileage		61.53	Yes	No		
	3/29/2020	Administration	Lodging		203.56	Yes	No		
Total Non-Reimbursable					\$485.38				
Total Personal					\$0.00				
Total Reimbursable					\$265.09				

Users will need to link the expense to a credit card to submit.

## ReportExecutive Configuration

Certify **ReportExecutive** brings true automation to expense reporting. It allows Certify Administrators to specify a company-wide schedule for creating expense reports including reminder email notifications that are sent to users before and after the expense report build date. This article shows how, as a Certify Administrator, you can set up and manage your company-wide **ReportExecutive** schedule.

**Step 1:** On your account homepage, click the **gear** icon and then select **Certify ReportExecutive**.



Processing Requests

8

Reimbursements

4

Audit Alerts

0

**Step 2:** Certify offers seven different scheduling options, including a setting to disable ReportExecutive or allow all users to create their own ReportExecutive schedules. According to your company policies and preferences, select a ReportExecutive schedule.


### Company-wide Schedule

Coordinate expense report Build Day all Certify users based on the following schedule:

- Allow all users to choose their own schedule
- 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:** The buffer period allows time for users to add receipt images and have credit card expenses automatically imported to their Certify Wallet. Use the **Automatic Expense Report Settings** to set a buffer period. When ReportExecutive builds an expense report, any receipts and expenses within this buffer period will not be included in the expense report.


### Automatic Expense Report Buffer Days

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

**Step 4: Automatic Expense Report Content** gives Certify Administrators the option to include all wallet items in an automatic expense report, or only items falling within the date range chosen above.

### Automatic Expense Report Content

When creating expense reports, include the following:

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

**Step 5: Automatic Expense Report Control** allows Certify Administrators to prevent users from being able to delete a draft created by ReportExecutive.

### Automatic Expense Report Control

Users will have the following control over draft expense reports:

- Drafts can be deleted, and imported credit card transactions can be returned to the wallet
- Drafts cannot be deleted, and imported credit card transactions cannot be returned to the wallet

**Step 6: Schedule Exceptions by Role** provides Certify Administrators the option to allow certain roles in Certify to create their own ReportExecutive schedules (including disabling ReportExecutive), as an alternative to using the company-wide schedule. Users can create their own schedules and set up reminder email notifications on their **My Account** page.

### Schedule Exceptions by Role

Allow users in the following roles to choose their own schedule or disable ReportExecutive™ for their account:

- Accountants
- Executives
- Managers
- Employees

**Step 7:** ReportExecutive provides Certify Administrators with multiple opportunities to send email notifications to users, reminding them to add receipts and expenses to their Certify Wallets, alerting them when and if an expense report has been created, and reminding them to submit their expense

report for approval. Click the checkbox for each **ReportExecutive Email Notification** you would like users to receive. All email notifications can be selected and deselected as needed.

For each automatically generated email notification that is selected, you have the option to add a custom message. This is a great opportunity to remind users about company policies, important deadlines, or any other relevant information. Users may opt out of these notifications on their **My Account** page.

## Notifications and Reminders

Send the following email notifications and reminders to users:

- First email to users requesting them to add receipts to their Certify Wallet, sent  days before Build Day

Custom text to add to email:

- Second email to users requesting them to add receipts to their Certify Wallet, sent  days before Build Day

Custom text to add to email:

- Build expense reports automatically and send email to users on Build Day.

Custom text to add to email:

- First email to users reminding them to submit their expense reports for approval, sent  days after Build Day

- Add Approver to CC line

Custom text to add to email:

- Second email to users reminding them to submit their expense reports for approval, sent  days after Build Day

- Add Approver to CC line

Custom text to add to email:

Save

Reset

# Expense Category Configuration

**Please Note:** ReportExecutive will **NOT** create expense reports unless the **Build Day** notification is enabled.

Using the settings portrayed in these screenshots, here is a calendar view of the **ReportExecutive Configurations**.

1	2	3	4	5	6	7  Add Receipts & Expenses Reminder 1
8	9  Add Receipts & Expenses Reminder 2	10  Auto Expense Report Build 1st- 7th	11  Submit Expense Report Reminder 1	12	13  Submit Expense Report Reminder 2	14  Add Receipts & Expenses Reminder 1
15	16  Add Receipts & Expenses Reminder 2	17  Auto Expense Report Build 8th- 14th	18  Submit Expense Report Reminder 1	19	20  Submit Expense Report Reminder 2	21

## Expense Category Configuration

Every expense submitted through Certify must be classified with an expense category. Categories help users organize, identify, and report on the expenses they are submitting. This article shows you how, as a Certify Administrator, you can edit and disable categories.

On your account homepage, click the **gear** icon and then select **View and Edit Categories**.

### System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

<b>Company Policy</b> Travel and Expense Policy View and Edit Policy Certify ReportExecutive™ <b>Expense Categories</b> <u>View and Edit Expense Categories</u> General Ledger Dimensions AutoSuggest™ Management <b>General</b> View and Edit Departments Personal Automobile Use	<b>User Accounts and Billing</b> <b>User Accounts</b> View and Edit Users Create New Users Send E-mail to Users Security Settings User Experience Bulk Credit Card Import <b>Service Plan and Billing</b> Service Plan and Pricing Pay Certify Bill
<b>Travel Links and Information</b> Travel Partner Links View and Edit Preferred Travel Partners <b>Company and Accounting Contact Information</b> View and Edit Contact Information	<b>System Integration</b> Accounts Payable Integration Configure AP Integration

# Expense Category Configuration

## Edit Categories

**Step 1:** Enter search parameters to find a specific category, or leave both fields blank to return all categories. Click **Submit**.

### 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 2:** Click the edit (pencil) icon next to the category you want to edit.

### View and Edit Expense Categories

	Name	GL Code	Expense Type	Maximum Amount	Department Filter
 	Airfare	Airfare	Travel	1,000.00 USD	
 	Coffee, Tea, Snacks	Coffee, Tea, Snacks	Meals	10.00 USD	
 	Computer Accessories	Computer Accessories	Cash Expense	0.00 USD	
 	Dues and Subscriptions	Dues and Subscriptions	Cash Expense	2,000.00 USD	
 	Gasoline	Gasoline	Cash Expense	0.00 USD	
 	Gifts and Promotions	Gifts and Promotions	Cash Expense	50.00 USD	
 	Highway and Bridge Tolls	Highway and Bridge Tolls	Cash Expense	0.00 USD	
 	IT Equipment	IT Equipment	Cash Expense	20.00 USD	
 	Lodging	Lodging	Lodging	0.00 USD	

**Step 3:** Edit the category details as needed. Click **Next** to verify your changes. Click **Next** once more to save your changes.



# Expense Category Configuration

## 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	<input type="text" value="Computer Accessories"/>
Expense Type	<input type="text" value="Cash Expense"/>
GL Code	<input type="text" value="Computer Accessories"/>
Personal Expenses	<input type="checkbox"/> >>
Require Reason	<input type="checkbox"/>
Maximum Amount	<input type="text" value="0.00"/> <input type="text" value="USD"/>
Receipt Threshold	<input type="text" value="Inherit From Policy"/> >>
Receipt Threshold Amount	<input type="text" value="0.00"/> >>
Department Filter	<input type="text"/> >>

Next

## Deactivate Categories

**Step 1:** Enter search parameters to find a specific category, or leave both fields blank to return all categories. Click **Submit**.

**Step 2:** Click the red **X** next to the category you want to deactivate.

## View and Edit Expense Categories

	Name	GL Code	Expense Type	Maximum Amount	Department Filter
	Airfare	Airfare	Travel	1,000.00 USD	
	Coffee, Tea, Snacks	Coffee, Tea, Snacks	Meals	10.00 USD	
	Computer Accessories	Computer Accessories	Cash Expense	0.00 USD	
	Dues and Subscriptions	Dues and Subscriptions	Cash Expense	2,000.00 USD	
	Gasoline	Gasoline	Cash Expense	0.00 USD	
	Gifts and Promotions	Gifts and Promotions	Cash Expense	50.00 USD	
	Highway and Bridge Tolls	Highway and Bridge Tolls	Cash Expense	0.00 USD	
	IT Equipment	IT Equipment	Cash Expense	20.00 USD	
	Lodging	Lodging	Lodging	0.00 USD	

Deactivating a category will prevent users from selecting the category for new expenses.

**Please Note:** All records for the deactivated category will be preserved.

# Expense Category Configuration

## Create a New Expense Category

Every expense submitted through Certify must be classified with an expense category. Categories help users organize, identify, and report on the expenses they are submitting. This article shows you how, as a Certify administrator, you can create a new category individually or multiple categories using the **Category Bulk Upload Tool**.

To open the **View and Edit Categories** page, click the **gear** icon, and then select **View and Edit Categories**.

### System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

**Company Policy**

- Travel and Expense Policy
  - [View and Edit Policy](#)
  - [Certify ReportExecutive™](#)
- Expense Categories
  - [View and Edit Expense Categories](#)
  - [General Ledger Dimensions](#)
  - [AutoSuggest™ Management](#)
- Invoice
  - [View and Edit Purchase Orders](#)
  - [View and Edit Invoice Vendors](#)
- General
  - [View and Edit Departments](#)
  - [Personal Automobile Use](#)

**User Accounts and Billing**

- User Accounts
  - [View and Edit Users](#)
  - [Create New Users](#)
  - [Send Email to Users](#)
  - [Security Settings](#)
  - [Bulk Credit Card Import](#)
- Service Plan and Billing
  - [Service Plan and Pricing](#)
  - [Pay Certify Bill](#)

**Step 1:** Click **Create a New Expense Category**.

# Expense Category Configuration

## 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

**Create Expense Categories**

You can create new expense categories one at a time, or in bulk.

[Create a New Expense Category](#)

[Use the Expense Categories Bulk Upload Tool](#)

**Step 2:** Enter category **Name** and select an **Expense Type**. The **Expense Type** will determine which fields will be required for that category. Continue to enter the remaining category configuration options.

# Expense Category Configuration

## Create a New Expense Category

Current Step: 1 - 2

This wizard will help you create a new expense category.

Enter the details of the new expense category in the form below, and then click Next.

### Expense Category Details

Name	<input type="text"/>
Expense Type	Cash Expense <input type="button" value="v"/>
GL Code	<input type="text"/>
Personal Expenses	<input type="checkbox"/> <input type="button" value="»"/>
Require Reason	<input type="checkbox"/>
Maximum Amount	<input type="text"/> USD <input type="button" value="v"/>
Receipt Threshold	Inherit From Policy <input type="button" value="v"/> <input type="button" value="»"/>
Receipt Threshold Amount	<input type="text"/> <input type="button" value="»"/>
Department Filter	<input type="text"/> <input type="button" value="v"/> <input type="button" value="»"/>
Hide Billable	<input type="checkbox"/> Default when hidden: No <input type="button" value="v"/> <input type="button" value="»"/>

- **GL Code** - The GL code is used to organize expense categories and generally matches a code in your internal accounting system; one code can be used for multiple categories
- **Personal Expense** - If you select Personal Expenses, all expenses in this category will be treated with negative reimbursable amounts; this is useful for situations such as personal use of a corporate credit card, cash advances, and other scenarios in which the expense amount should be subtracted from the expense report's reimbursable total
- **Require Detailed Attendees (Meals Expense Type)** - Require employees to enter the first name, last name, relationship, title, and company for each meal attendee
- **Daily Meal Limit (Meals Expense Type)** - Include this category to calculate the total for all Meals expense categories used in one day. The Daily Meal Limit amount will equal the total of all **Maximum Amounts** for each Meals category with this option
- **Deduct Commute (Mileage Expense Type)** - Deduct the user's Commuter Miles from the mileage total
- **Cash Advance Request (Cash Expense Type)** - Used to allow users to include cash advance requests in their expense reports; will activate a **Cash Advance Balance** on homepage  
*Please Note: if a Money Return is required from unused Cash Advance funds, a new expense category must be created. The GL code for the Money Return expense category must be the same as the Cash Advance expense category, but there is no extra configuration required.*
- **Require Reason** - Require an entry in the **Reason** field for each expense assigned to this category

# Expense Category Configuration

- **Maximum Amount** - Entering a maximum amount will create a policy warning when a user exceeds the amount on an expense line, however, this will not prevent the user from submitting the expense
- **Receipt Threshold** - Select **Inherit from Policy** from the dropdown menu if you want this expense category to use the standard receipt requirement threshold amount set on the **View and Edit Policy** page; select **Use Threshold Amount** from the dropdown menu if you want to override the standard amount for this expense category
- **Receipt Threshold Amount** - To use a **Threshold Amount**, you must select **Use Threshold Amount** from the **Receipt Threshold Amount** dropdown menu; expenses less than this amount will not require a receipt; entering a value of zero will cause no receipts to be required for this expense category
- **Department Filter** - Selecting a department filter from the dropdown menu will ensure that this expense category will only be available for users assigned to the selected department; if no department filter is selected, the category will be available for all users
- **Hide Billable** - Hide the Billable field on the expense level for this expense category and select a default billable status when hidden

**Step 3:** To finish creating the new expense category, click **Next**.

## Create a New Expense Category

Current Step: 1 - 2

The new expense category record has been saved.

[Return to Expense Category List](#)

[Return to Configuration](#)

## Expense Categories Bulk Upload Tool

**Step 1:** Select Use the **Expense Categories Bulk Upload Tool**.

**Create Expense Categories**

You can create new expense categories one at a time, or in bulk.

[Create a New Expense Category](#)

[Use the Expense Categories Bulk Upload Tool](#)

**Step 2:** Enter a line item for each new category you would like to create. The format for each line item should be **Category Name,Category Code**.

# Expense Category Configuration

Clicking **Add These Records** will generate a line for each expense below the text box. Enter the maximum amount and select the appropriate **Expense Type** from the dropdown menu.

## Expense Category Bulk Upload

Current Step: 1 - 2

This wizard will help you add expense categories in bulk.

Copy and paste comma separated values into the textbox below. The expected format for each line is: Airfare,100001

Add These Records

### New Expense Category Details

Name	GL Code	Expense Type	Maximum Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Cash Expense	0 USD

Add New Category

Next

**Step 3:** Click **Next** to create the new multiple categories.

## Expense Types in Certify

Each expense in Certify has a basic type. Along with the expense date and the expense amount, each expense type has specific information requirements, which can be edited on the **View and Edit Categories** page.

The eight expense types in Certify are:

**Cash Expense** - This is the most basic type of expense; requires **Vendor** and **Location** only.

**Hourly Rate** - Users enter their location and the number of hours they need to be reimbursed for; the amount is then automatically calculated based on the configured rate.

**Lodging** - Lodging expenses require **Hotel**, **Location**, **Check-in** and **Check-out** dates; the daily lodging rate is automatically calculated based on the **Check-in** and **Check-out** dates.

**Meals** - Meal expenses require **Vendor**, **Location**, and **Attendees**. The **Attendees** field can be configured as free-text or detailed.

**Mileage** - Mileage expenses calculate the reimbursement amount based on the number of miles traveled and the mileage rate configured.

# Expense Category Configuration

**Per Diem** - Per diem expenses require the number of days for which a per diem amount is applied; the amount is automatically calculated based on a configured rate.

**Rentals** - This expense requires **Company**, **Location**, **Pick-up**, and **Drop-off** dates; the daily rate is automatically calculated based on the **Pick-up** and **Drop-off** dates.

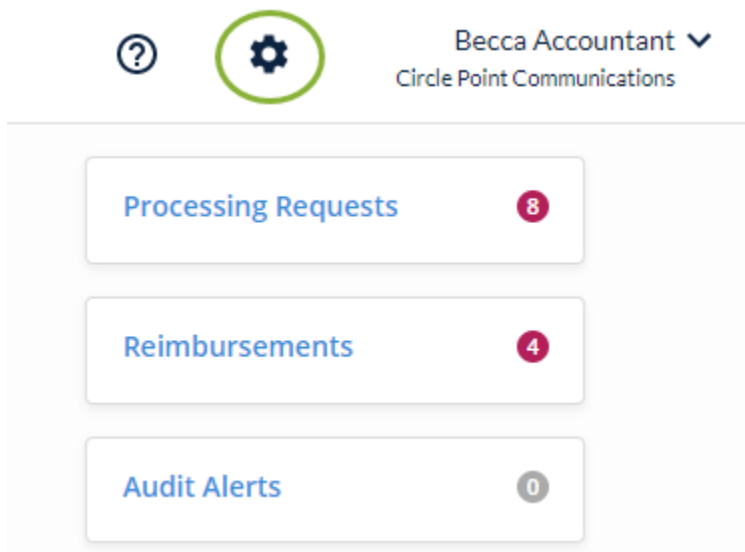
**Travel** - This expense is for airfare and other transportation tickets and requires the **Carrier**, as well as the **To** and **From** locations

## *Configuring Spend Limits by Category*

**Spend Limits by Category** help companies track budgets by providing alerts when an employee overspends in a certain expense category within a specific time frame. Unlike **Maximum Amounts**, **Spend Limits** will aggregate a user's spend in a particular category over a desired time frame (week, month, quarter, year) and flag the expenses if a user exceeds the pre-determined limit. **Max Amount** is a limit per a single expense, while **Spend Limits** adds all expenses for a certain category together to track against the limit.

This article will show you, a **Certify Administrator**, how to configure **Spend Limits by category**.

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



**Step 2:** Click **View and Edit Expense Categories**.

# Expense Category Configuration

## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

### Company Policy

**Travel and Expense Policy**  
[View and Edit Policy](#)  
[Certify ReportExecutive™](#)

**Expense Categories**  
[View and Edit Expense Categories](#)  
[General Ledger Dimensions](#)  
[AutoSuggest™ Management](#)

**Invoice**  
[View and Edit Purchase Orders](#)  
[View and Edit Invoice Vendors](#)

**General**  
[View and Edit Departments](#)  
[Personal Automobile Use](#)

### User Accounts and Billing

**User Accounts**  
[View and Edit Users](#)  
[Create New Users](#)  
[Send Email to Users](#)  
[Security Settings](#)  
[Bulk Credit Card Import](#)

**Service Plan and Billing**  
[Service Plan and Pricing](#)  
[Pay Certify Bill](#)

**Step 3:** Enter search criteria for the expense category you'd like to edit, then click **Submit**.

## 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 4:** Click the **pencil** icon to edit the expense category.



# Expense Category Configuration

## View and Edit Expense Categories

Name	GL Code	Expense Type	Maximum Amount	Department Filter	Hide Billable
 Hotel	234	Lodging	0.00 MXN		No

[Modify Search](#) [Return](#)

**Step 5:** Scroll down to **Spend Limit per User** and enter:

- **Amount:** Enter the amount to trigger **Policy Violations** notifications.
- **Currency:** Enter the currency for this limit. Currency conversions apply.
- **Select Time Frame:** Select the time frame to drive alerts: **Weekly, Monthly, Quarterly,** or **Yearly.**

### Expense Category Details

Name

Expense Type

GL Code

Personal Expenses

Show Physician (NPI)

Require Physician (NPI)

Cash Advance Request

Require Reason

Maximum Amount

**Spend Limit per User**

Receipt Threshold

Receipt Threshold Amount

Department Filter

Hide Billable  Default when hidden:

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

**Step 6:** When complete, click **Next** to save your changes to this expense category.

# Expense Category Configuration

## 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	<input type="text" value="Hotel"/>
Expense Type	<input type="text" value="Meals"/>
GL Code	<input type="text" value="88554"/>
Personal Expenses	<input type="checkbox"/> ⓘ
Show Physician (NPI)	<input type="checkbox"/>
Require Physician (NPI)	<input type="checkbox"/>
Require Detailed Attendees	<input type="checkbox"/> ⓘ
Daily Meal Limit	<input type="checkbox"/> ⓘ
Require Reason	<input type="checkbox"/>
Maximum Amount	<input type="text" value="15.00"/> <input type="text" value="USD"/> ⓘ
Spend Limit per User	<input type="text" value="500.00"/> <input type="text" value="USD"/> <input type="text" value="Monthly"/> ⓘ
Receipt Threshold	<input type="text" value="inherit From Policy"/> ⓘ
Receipt Threshold Amount	<input type="text" value="0.00"/> ⓘ
Department Filter	<input type="text"/> ⓘ
Hide Billable	<input type="checkbox"/> Default when hidden: <input type="text" value="No"/> ⓘ

**Step 7:** When you return to the **View and Edit Expense Categories** page, the **Spend Limit** and the **Term** (time frame) are displayed next to the category. Now that the **Spend Limit** is established, users will be **flagged** if the collective total of their expenses in the given category **exceed** the **spend limit**.

# General Ledger Dimensions

**Expense Report** Per Diem Wizard | Print Report

Report Name: Spend Limits [Submit for Approval](#)

Dates: 6/10/2019 - 6/14/2019

Allocations

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**Expenses**

Expense	Date	Department	Category	Details	Amount	Reim.	Reim. Amount	Billable	Receipt	Reason
	6/19/2019	Accounting	Hotel	Spend limit exceeded by 499.00 USD. The monthly limit per user is: 500.00 USD. Vendor: [redacted] Location: Portland, ME	999.00	Yes	999.00	No		
Total Non-Reimbursable					\$0.00					
Total Reimbursable					\$999.00					
Total Expenses:					\$999.00					

**Step 8: Administrators** will be able to review all **spend limit violations** in the **Expense Policy Review Report**, as well as review each category's spend limit in the **Browse Expense Category Report**.

## Financial Oversight and Auditing



[ACH Reimbursement History](#) The ACH Reimbursement History report shows ACH transactions with Transaction ID values.

[Expense Detail Review](#) Shows expenses with multiple input parameters to analyze expenses in many ways.

[Expense Policy Review](#) The Expense Policy Review report shows processed and in-progress expenses with policy violations and other potential problems. This report is useful for enhancing policy compliance and identifying cost savings opportunities.

[Expense Reason Analysis](#) The Expense Reason Analysis report shows expense reasons with normalization analysis performed on the Reason text. This allows you to use the Expense Reason field for capturing ad-hoc code values and other custom values not contained in General Ledger Dimensions.

## General Ledger Dimensions

General Ledger Dimensions (GLDs) are customizable fields that **Certify Administrators** can add to expense reports or user profiles. These can help to better organize records or collect custom expense data for your company.

# General Ledger Dimensions

**Employee General Ledger Dimensions (GLDs)** are assigned to users by a Certify Administrator, and cannot be edited by the user; these help to group and sort expenses by groups of users; employee GLDs are visible under **My Account** and the **Certify Administrator's Edit User** page.

**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 two main sections: 'User Information' and 'Account Settings'.  
**User Information:**  
Name: Eric Employee  
E-mail Address: Eric.Emp.Test@gmail.com  
Employee ID: E|Eric Employee  
Mobile Phone: [Input field with '>>' button]  
Department: Operations (Operations)  
Employee GLD: GLD A (1) (highlighted with a green circle)  
Certify Role: Employees  
**Password Reset:**  
Old Password: [Input field]  
New Password: [Input field with '>>' button]  
Confirm Password: [Input field]  
[Reset Security Questions](#)  
**Account Settings:**  
Language: English (dropdown)  
Default Currency: United States Dollars (dropdown)  
Use Multiple Currencies:   
Use VAT/GST:   
Use PST/QST:   
Use HST:   
Add E-mail Address: [Input field with '>>' button]  
Add Credit Card: Credit Card (dropdown), [Input field with '>>' button], Confirm [Input field with '>>' button]  
Buttons: Save, Reset

**Expense Report General Ledger Dimensions** - Expense Report GLDs add a field for users to complete when they create an expense; users must select a value from a prefilled search or dropdown menu; expense Report GLDs are useful for tracking expenses billable to a particular project or client.

The screenshot shows the 'Add Expense' form. It contains the following fields:  
Date: [Dropdown menu]  
Department: Operations (dropdown)  
Category: [Dropdown menu]  
Expense Report ..: A GLD (highlighted with a green circle)  
Reason: [Text input field]  
Reimbursable: I paid for this, please reimburse me. (dropdown)  
Billable:   
Receipt: [Text input field]  
Buttons: Save, Cancel

**Expense Level Free-Text General Ledger Dimensions** - Free-text GLDs add a field for users to complete when creating an expense; users must enter freeform text or numbers; free- text GLDs are useful for tracking additional information that is not necessarily needed for accounting purposes.

# General Ledger Dimensions

**Add Expense**

Date

Department Accounting

Category

**Free-Text GLD**

Reason

Reimbursable I paid for this, please reimburse me.

Billable

Receipt

Save Cancel

## Employee General Ledger Dimensions

General Ledger Dimensions (GLDs) are customizable fields that **Certify Administrators** can add to expense reports or user profiles. These can help to better organize records or collect custom expense data for your company. This article shows you how to configure **Employee General Ledger Dimensions**.

On your account homepage, select the **gear** icon and then select **General Ledger Dimensions**.

certify

Becca Accountant  
Circle Point Communications

**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™
- Audit
  - View and Edit Audit Definitions
- Expense Categories
  - View and Edit Expense Categories
  - General Ledger Dimensions**
  - AutoSuggest™ Management

**User Accounts and Billing**

- User Accounts
  - View and Edit Users
  - Create New Users
  - Send Email to Users
  - Security Settings
  - Credit Card Import
- Service Plan and Billing
  - Service Plan and Pricing
  - Pay Certify Bill

## Activating an Employee GLD

**Step 1:** Click the **In Use** checkbox and enter the GLD **Label**.

# General Ledger Dimensions

## Employee General Ledger Dimensions

In Use	Label	Style
<input checked="" type="checkbox"/>	Employee GLD	List, Not Required
<input type="checkbox"/>		List, Not Required
<input type="checkbox"/>		List, Not Required
<input type="checkbox"/>		Search, Not Required
<input type="checkbox"/>		List, Not Required

**Step 2:** Select a GLD **Style** from the dropdown menu. Dropdown menu options include:

**List, Not Required** - A dropdown list of elements is available for selection; user is not required to enter this field

**List, Required No Blank** - A dropdown list of elements is available for selection; user is required to select an element from this list; this field defaults to the first element alphabetically

**List, Required With Blank** - A dropdown list of elements is available for selection; user is required to select an element from this list; field defaults to a blank value

**Search, Not Required** - User enters a word or phrase to search in the list provided; user is not required to enter this field

**Search, Required** - User enters a word or phrase to search in the list provided; user is required to enter this field

**Step 3:** Click **Save** at the bottom of the page.

## Creating Employee GLD Lists

**Step 1:** Once a GLD has been activated, select **View and Edit List**.

## Employee General Ledger Dimensions

In Use	Label	Style
<input checked="" type="checkbox"/>	Employee GLD	List, Not Required
<input type="checkbox"/>		List, Not Required
<input type="checkbox"/>		List, Not Required
<input type="checkbox"/>		Search, Not Required
<input type="checkbox"/>		List, Not Required

[View and Edit List](#)

**Step 2:** Select **Create a New Record**. To add multiple records, you may also use the **Bulk Upload Tool**.

## Search General Ledger Dimension: Employee GLD

**Search General Ledger Dimension: Employee GLD**

Enter search criteria to view specific records. Leave all fields blank to view all records.

Name

Code

**Create New Records**

You can create new records one at a time, or in bulk.

[Create a New Record](#)

[Use the Bulk Upload Tool](#)

**Step 3:** Enter the **Employee GLD Name**. Enter the **Employee GLD Code**, if applicable. Click **Next** to create the record.

## Create a New Employee GLD

Current Step: **1** - 2

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

### Employee GLD Details

Employee GLD Name

Employee GLD Code

## Editing Expense Report GLD List

**Step 1:** Click **View and Edit List**.

**Step 2:** Enter the record **Name** and the record **Code**. Click **Submit** without entering any parameters to view a list of all records.

# General Ledger Dimensions

## Search General Ledger Dimension: Employee GLD

**Search General Ledger Dimension: Employee GLD**

Enter search criteria to view specific records. Leave all fields blank to view all records.

Name

Code

**Step 3:** Use the edit (pencil) icon to edit the record **Name** or **Code**. Use the red **X** to deactivate the record.

## General Ledger Dimension Search Results: Employee GLD

	Employee GLD Name	Employee GLD Code
 	GLD A	1
 	GLD B	2
 	GLD C	3

## Expense Report General Ledger Dimensions

General Ledger Dimensions (GLDs) are customizable fields that Certify Administrators can add to expense reports or user profiles. These can help to better organize records or collect custom expense data for your company. This article shows you how to configure Expense Report General Ledger Dimensions.

On your account homepage, click the **gear** icon and then select **General Ledger Dimensions**.



## 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™
- Audit
  - View and Edit Audit Definitions
- Expense Categories
  - View and Edit Expense Categories
  - General Ledger Dimensions**
  - AutoSuggest™ Management

### User Accounts and Billing

- User Accounts
  - View and Edit Users
  - Create New Users
  - Send Email to Users
  - Security Settings
  - Credit Card Import
- Service Plan and Billing
  - Service Plan and Pricing
  - Pay Certify Bill

## Activating an Expense Report GLD

**Step 1:** Click the **In Use** checkbox and enter the GLD **Label**.

### Expense Report General Ledger Dimensions

In Use	Label	Style
<input checked="" type="checkbox"/>	Expense Report GLD	List, Not Required
<input type="checkbox"/>		List, Required No Blank
<input type="checkbox"/>		List, Required With Blank
<input type="checkbox"/>		Search, Not Required
<input type="checkbox"/>		Search, Required
<input type="checkbox"/>		List, Not Required
<input type="checkbox"/>		List, Not Required

**Step 2:** Select the GLD **Style** from the dropdown menu provided. Dropdown menu options include:

**List, Not Required** - A dropdown list of elements available for selection; user is not required to enter this field

**List, Required No Blank** - A dropdown list of elements available for selection; user is required to select an element from this list; the field defaults to the first element alphabetically

**List, Required With Blank** - A dropdown list of elements available for selection; user is required to select an element from this list; the field defaults to a blank value

**Search, No Required** - User enters a word or phrase to search in the list provided; user is not required to enter this field

**Search, Required** - User enters a word or phrase to search in the list provided; user is required to enter this field

**Step 3:** Click **Save** at the bottom of the page.

## Creating Expense Report GLD List

**Step 1:** Once a GLD has been activated, select **View and Edit List**.

# General Ledger Dimensions

## Expense Report General Ledger Dimensions

In Use	Label	Style	
<input checked="" type="checkbox"/>	Expense Report GLD	List, Not Required	<a href="#">View and Edit List</a>
<input type="checkbox"/>		List, Not Required	
<input type="checkbox"/>		List, Not Required	
<input type="checkbox"/>		List, Not Required	
<input type="checkbox"/>		List, Not Required	

**Step 2:** Select **Create a New Record**. To add multiple records, you may also use the **Bulk Upload Tool**.

## Search General Ledger Dimension: Expense Report GLD

**Search General Ledger Dimension: Expense Report GLD**  
Enter search criteria to view specific records. Leave all fields blank to view all records.

Name

Code

**Create New Records**  
You can create new records one at a time, or in bulk.

[Create a New Record](#)

[Use the Bulk Upload Tool](#)

**Step 3:** Enter the record **Name**. Enter the GLD **Code**, if applicable. Click **Next** to create the record.

# General Ledger Dimensions

## Create a New Expense Report GLD

Current Step: **1** - 2

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

### Expense Report GLD Details

Expense Report GLD Name

Expense Report GLD Code

Back

Next

## Editing Expense Report GLD List

**Step 1:** Click **View and Edit List**.

**Step 2:** Enter the record **Name** or **Code**. Click **Submit** without entering any parameters to view a list of all records.

## Search General Ledger Dimension: Expense Report GLD

**Search General Ledger Dimension: Expense Report GLD**

Enter search criteria to view specific records. Leave all fields blank to view all records.

Name











Code

**Submit** **Reset**

**Step 3:** Use the edit (pencil) icon to edit the record **Name** or **Code**. Use the red **X** to deactivate the record.

# General Ledger Dimensions

## General Ledger Dimension Search Results: Expense Report GLD

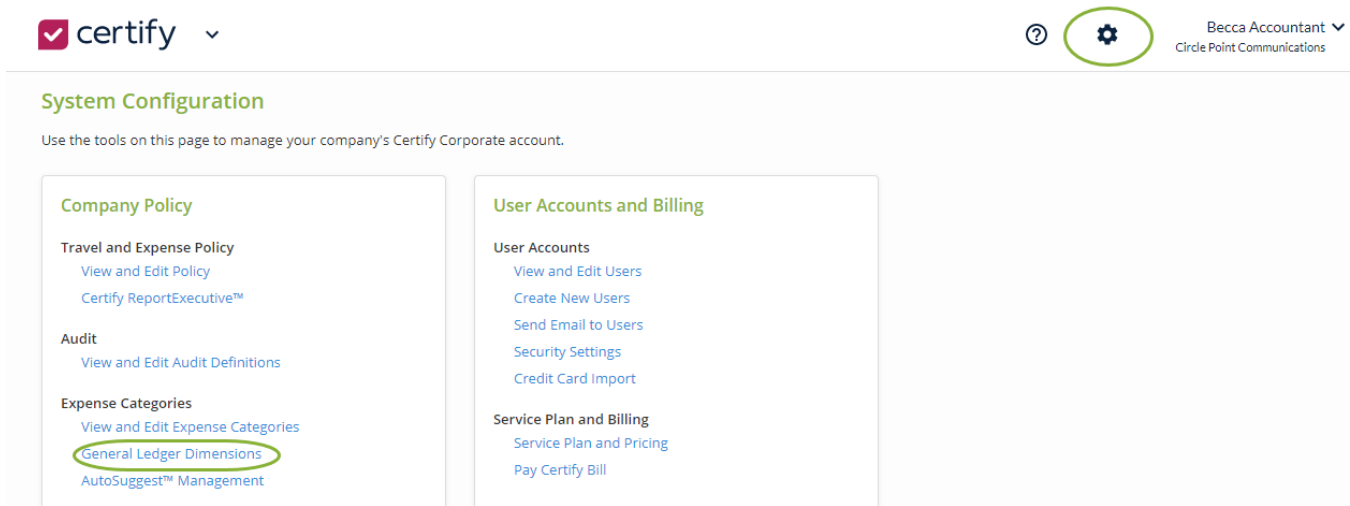
	Expense Report GLD Name	Expense Report GLD Code
 	A GLD	1
 	B GLD	2
 	C GLD	3
 	D GLD	4
 	E GLD	5

[New Expense Report GLD](#) [Bulk Upload](#) [Return](#)

## Expense Level Free-Text General Ledger Dimensions

General Ledger Dimensions (GLDs) are customizable fields that Certify Administrators can add to expense reports or user profiles. These can help to better organize records or collect expense data custom to your company. This article shows you how to configure Expense Level Free-Text General Ledger Dimensions.

On your account homepage, click the **gear** icon and then select **General Ledger Dimensions**.



The screenshot shows the Certify account homepage. The 'certify' logo is in the top left. In the top right, there is a user profile for 'Becca Accountant' and a gear icon for system configuration. The 'System Configuration' section is active, with a sub-header 'System Configuration' and a description: 'Use the tools on this page to manage your company's Certify Corporate account.' Below this are two main panels: 'Company Policy' and 'User Accounts and Billing'. Under 'Company Policy', there are links for 'Travel and Expense Policy', 'Audit', and 'Expense Categories'. The 'General Ledger Dimensions' link under 'Expense Categories' is circled in green. Under 'User Accounts and Billing', there are links for 'User Accounts', 'Service Plan and Billing', and 'Pay Certify Bill'.

## Activating an Expense Level Free-Text GLD

**Step 1:** Click the **In Use** checkbox and enter the GLD **Label**.

# Merchant Category Code Mapping to Expense

## Expense Level Free-Text General Ledger Dimensions

In Use	Label	Required Field	Minimum Length	Maximum Length	Numbers Only	Auto Suggest Behavior
<input checked="" type="checkbox"/>	Free-Text GLD	<input type="checkbox"/>	0	100	<input type="checkbox"/>	Personal List <input checked="" type="checkbox"/> Company List Personal List
<input type="checkbox"/>		<input type="checkbox"/>	0	100	<input type="checkbox"/>	Personal List
<input type="checkbox"/>		<input type="checkbox"/>	0	100	<input type="checkbox"/>	Personal List
<input type="checkbox"/>		<input type="checkbox"/>	0	100	<input type="checkbox"/>	Personal List
<input type="checkbox"/>		<input type="checkbox"/>	0	100	<input type="checkbox"/>	Personal List

**Step 2:** Select other field attributes including **Required Field**, **Minimum Length**, and **Maximum Length** or **Numbers Only**.

**Step 3:** Select an AutoSuggest Behavior.

**Personal List** - AutoSuggest options are derived from previous entries by user

**Company List** - AutoSuggest options are derived from previous entries by all users in your company

**Step 4:** Click **Save** at the bottom of the page.

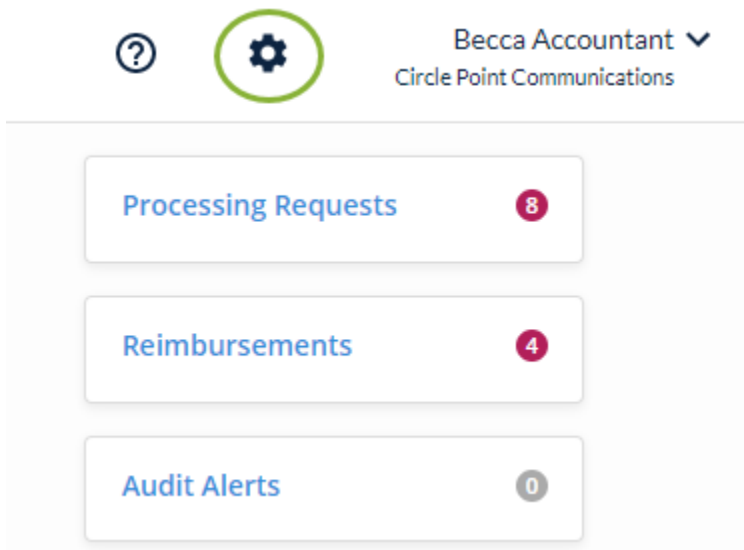
## Merchant Category Code Mapping to Expense Categories

If users have a corporate credit card feed or a custom expense import via SFTP, **Administrators** can link one or several **Merchant Category Codes** to an expense category.

After a merchant code and category are linked, future transactions which import with the specific merchant code will auto-categorize to the expense category defined by the **Administrator**.

This article shows you, a **Certify Administrator**, how to map **merchant category codes** to **expense categories**.

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



# Merchant Category Code Mapping to Expense

## Step 2: Click **View and Edit Expense Categories**.

### System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

#### Company Policy

**Travel and Expense Policy**  
[View and Edit Policy](#)  
[Certify ReportExecutive™](#)

**Expense Categories**  
[View and Edit Expense Categories](#)  
[General Ledger Dimensions](#)  
[AutoSuggest™ Management](#)

**Invoice**  
[View and Edit Purchase Orders](#)  
[View and Edit Invoice Vendors](#)

**General**  
[View and Edit Departments](#)  
[Personal Automobile Use](#)

#### User Accounts and Billing

**User Accounts**  
[View and Edit Users](#)  
[Create New Users](#)  
[Send Email to Users](#)  
[Security Settings](#)  
[Bulk Credit Card Import](#)

**Service Plan and Billing**  
[Service Plan and Pricing](#)  
[Pay Certify Bill](#)

## Step 3: Enter search criteria for the expense category you'd like to edit, then click **Submit**.

### 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

# Merchant Category Code Mapping to Expense

**Step 4:** From the mapping screen you can select one or more **merchant codes** to link to an **expense category**. When a merchant code is linked to an expense category, any transaction which imports with the applicable merchant code will auto-categorize to the expense category in question.

**Please Note:** Imported expenses which have been auto-categorized will override the end user's category selection when the receipt merges to the expense.

## Merchant Codes: Airfare

Merchant Code Group

Keyword

Imported Codes Only

Bulk Edit (898) [Link All](#) [Unlink All](#)

Action	Code	Description	Group
<a href="#">Link</a>	3412	A-1 RENT-A-CAR	Cars
<a href="#">Link</a>	3374	ACCENT RENT-A-CAR	Cars
<a href="#">Link</a>	8931	Accounting, Auditing, and Bookkeeping Services	Miscellaneous
<a href="#">Link</a>	3354	ACTION AUTO RENTAL	Cars
<a href="#">Link</a>	3681	ADAMS MARK HOTELS	Hotels
<a href="#">Link</a>	3064	ADRIA AIRWAYS	Airlines
<a href="#">Link</a>	3441	ADVANTAGE RENT-A-CAR	Cars
<a href="#">Link</a>	7311	Advertising Services	Miscellaneous
<a href="#">Link</a>	3043	AER LINGUS	Airlines
<a href="#">Link</a>	3287	AERO COACH AVAIAION	Airlines
<a href="#">Link</a>	3263	AERO SERVICIO CARABOBO	Airlines
<a href="#">Link</a>	3284	AERO VIRGIN ISLANDS	Airlines

Use **Merchant Code Group** to filter the list by Airlines, Hotels, Cars, Meals, or Miscellaneous codes.

## Merchant Codes: Airfare

Merchant Code Group

Keyword

Imported Codes Only

If you know the specific merchant code or merchant code description, use the **Keyword** search to further refine the list.

# Merchant Category Code Mapping to Expense

## Merchant Codes: Airfare

Merchant Code Group

Keyword

Imported Codes Only

Bulk Edit (1) [Link All](#) [Unlink All](#)

Action	Code	Description	Group
<a href="#">Link</a>	3000	UNITED AIRLINES	Airlines

If you prefer to only see merchant codes which have imported from your company's credit card feed, toggle the **Imported Codes Only** slider.

## Merchant Codes: Airfare

Merchant Code Group

Keyword

Imported Codes Only

**Step 5:** Click **Link** to link to a merchant code to an expense category.

Merchant Codes: Airfare

Merchant Code Group

Keyword

Imported Codes Only

Bulk Edit (1) [Link All](#) [Unlink All](#)

Action	Code	Description	Group
<a href="#">Unlink</a>	3000	UNITED AIRLINES	Airlines

Now all linked merchant codes will appear at the top of the list. Any future transaction which imports with a corresponding merchant code will auto-categorize to the expense category selected.



# Department Configuration

## Merchant Codes: Airfare

Merchant Code Group

Keyword

Imported Codes Only

Bulk Edit (898) [Link All](#) [Unlink All](#)

Action	Code	Description	Group
<a href="#">Unlink</a>	3000	UNITED AIRLINES	Airlines
<a href="#">Link</a>	3412	A-1 RENT-A-CAR	Cars
<a href="#">Link</a>	3374	ACCENT RENT-A-CAR	Cars
<a href="#">Link</a>	8931	Accounting, Auditing, and Bookkeeping Services	Miscellaneous
<a href="#">Link</a>	3354	ACTION AUTO RENTAL	Cars
<a href="#">Link</a>	3681	ADAMS MARK HOTELS	Hotels
<a href="#">Link</a>	3064	ADRIA AIRWAYS	Airlines
<a href="#">Link</a>	3441	ADVANTAGE RENT-A-CAR	Cars

## Department Configuration

Every user and every expense line in Certify must be assigned a Certify **Department**. The Certify department that the user is assigned to may affect which expense categories are available for selection.

## View and Edit Departments

Every user and every expense line in Certify must be assigned a Certify **Department**. The Certify department that the user is assigned to may affect which expense categories are available for selection. This article shows you how to edit and deactivate departments in Certify.

On your account homepage, click the **gear** icon and then select **View and Edit Departments**.

## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

<b>Company Policy</b> <ul style="list-style-type: none"><li>Travel and Expense Policy<ul style="list-style-type: none"><li>View and Edit Policy</li><li>Certify ReportExecutive™</li></ul></li><li>Audit<ul style="list-style-type: none"><li>View and Edit Audit Definitions</li></ul></li><li>Expense Categories<ul style="list-style-type: none"><li>View and Edit Expense Categories</li><li>General Ledger Dimensions</li><li>AutoSuggest™ Management</li></ul></li><li>Invoice<ul style="list-style-type: none"><li>View and Edit Purchase Orders</li><li>View and Edit Invoice Vendors</li></ul></li><li>General<ul style="list-style-type: none"><li>View and Edit Departments</li><li>Personal Automobile Use</li></ul></li></ul>	<b>User Accounts and Billing</b> <ul style="list-style-type: none"><li>User Accounts<ul style="list-style-type: none"><li>View and Edit Users</li><li>Create New Users</li><li>Send Email to Users</li><li>Security Settings</li><li>Credit Card Import</li></ul></li><li>Service Plan and Billing<ul style="list-style-type: none"><li>Service Plan and Pricing</li><li>Pay Certify Bill</li></ul></li></ul>
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### Edit Departments

**Step 1:** On the **View and Edit Departments** page, enter search parameters to find a specific department, or leave both fields blank to return a list of all departments. Click **Submit**.

## 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

**Step 2:** Click the edit (pencil) icon next to the **Department** you want to edit.

# Department Configuration

## View and Edit Departments

	Department Name	Department Code	Use Strict Filtering
 	Accounting	Accounting	No
 	Administration	Administration	No
 	Development	Development	No
 	Management	Management	No
 	Marketing	Marketing	No
 	Operations	Operations	No
 	Research	Reserach	No
 	Sales	Sales	No

Modify Search

Return to Configuration

**Step 3:** On the **Edit Department** page, edit the **Department Details** as needed. Click **Next** to verify your changes. To find out more about a field, click on the double arrows (>>) next to the checkbox. Click **Next** once more to save your changes.

## 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="Administration"/>
Department Code	<input type="text" value="Administration"/>
Obtain Second Level Approval	<input type="checkbox"/> >>
Use Strict Filtering	<input type="checkbox"/> >>
Initial Page	<input type="text" value="Home"/>

Next

## Deactivate Departments

**Step 1:** Enter search parameters to find a specific department, or leave both fields blank to return a list of all departments. Click **Submit**.

**Step 2:** Click the red **X** next to the department you want to deactivate.

## View and Edit Departments

	Department Name	Department Code	Use Strict Filtering
 	Accounting	Accounting	No
 	Administration	Administration	No
 	Development	Development	No
 	Management	Management	No
 	Marketing	Marketing	No
 	Operations	Operations	No
 	Research	Reserach	No
 	Sales	Sales	No

[Modify Search](#)

[Return to Configuration](#)

Deactivating a department will prevent users from selecting that department. Users who are currently assigned to the deactivated department will need to be reassigned to an active department.

**Please Note:** *All records for the deactivated department will be preserved.*

### **Create a New Department**

Every user and every expense line must be assigned to a Certify **Department**. The Certify **Department** to may affect which expense categories are available for selection. This article shows you how create new departments in Certify.

To open the **Create New Departments** page, click the **gear** icon, then select **View and Edit Departments**.

## 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™](#)
- Audit
  - [View and Edit Audit Definitions](#)
- Expense Categories
  - [View and Edit Expense Categories](#)
  - [General Ledger Dimensions](#)
  - [AutoSuggest™ Management](#)
- Invoice
  - [View and Edit Purchase Orders](#)
  - [View and Edit Invoice Vendors](#)
- General
  - [View and Edit Departments](#)
  - [Personal Automobile Use](#)

### User Accounts and Billing

- User Accounts
  - [View and Edit Users](#)
  - [Create New Users](#)
  - [Send Email to Users](#)
  - [Security Settings](#)
  - [Credit Card Import](#)
- Service Plan and Billing
  - [Service Plan and Pricing](#)
  - [Pay Certify Bill](#)

**Step 1: Select Create a New Department.**

## 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

### Create Departments

You can create new departments one at a time, or in bulk.

[Create a New Department](#)

[Use the Department Bulk Upload Tool](#)

**Step 2: On the Edit Department page, enter the Department Name and other details for the new department.**

# Department Configuration

## 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="Administration"/>
Department Code	<input type="text" value="Administration"/>
Obtain Second Level Approval	<input type="checkbox"/> >>
Use Strict Filtering	<input type="checkbox"/> >>
Initial Page	<input type="text" value="Home"/>



- **Second Level Approval** - If you click the checkbox for **Second Level Approval** for this department, every expense report submitted by a user within this department will be routed for second level approval; if you do NOT click the checkbox for **Second Level Approval** for this department, your expense policy rules will be used to determine if second level approval is necessary for each expense report
- **Strict Filtering** - If you click the checkbox for **Strict Filtering**, the department will display only those expense categories that are linked with it; if you do NOT click the checkbox for **Strict Filtering**, the department will show all expense categories without a department filter, as well as those that are linked with it

**Step 3:** Click **Next** to create the new department.

## Department Bulk Upload Tool

**Step 1:** To create multiple departments at once, select **Use the Department Bulk Upload Tool**.

**Create Departments**

You can create new departments one at a time, or in bulk.

[Create a New Department](#)

[Use the Department Bulk Upload Tool](#)

**Step 2:** Enter a line item for each new department you want to create. The format for each line item should be **Department Name,Department Code**.

Click **Add These Records** to generate a line for each department below the text box.

## Department Bulk Upload

Current Step: 1 - 2

This wizard will help you add departments in bulk.

Copy and paste comma separated values into the textbox below. There is a maximum of 10,000 rows that can be imported at a time. The expected format for each line is: Sales,01

Add These Records

### New Department Details

Name

Code

[Add New Department](#)

Next

**Step 3:** Click **Next** to create the multiple departments.

### **Deactivate Departments**

**Step 1:** Enter search parameters to find a specific department, or leave both fields blank to return a list of all departments. Click **Submit**

**Step 2:** Click the red **X** next to the department you want to deactivate.

# Department Configuration

## View and Edit Departments

	Department Name	Department Code	Use Strict Filtering
 	Accounting	Accounting	No
 	Administration	Administration	No
 	Development	Development	No
 	Management	Management	No
 	Marketing	Marketing	No
 	Operations	Operations	No
 	Research	Reserach	No
 	Sales	Sales	No

Modify Search

Return to Configuration

Deactivating a department will prevent users from selecting that department. Users who are currently assigned to the deactivated department will need to be reassigned to an active department.

**Please Note:** All records for the deactivated department will be preserved.




## Re-assign Departments in Bulk

The Bulk Update Employee Departments tool can be used to quickly reassign existing employees to new departments.

This article shows you, a **Certify Administrator**, how to re-assign users to new departments in bulk.

**Step 1:** On your account homepage, click the **gear** icon, then **View and Edit Departments**.



  Becca Accountant   
Circle Point Communications

### 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™](#)

##### Audit

[View and Edit Audit Definitions](#)

##### Expense Categories

[View and Edit Expense Categories](#)  
[General Ledger Dimensions](#)  
[AutoSuggest™ Management](#)

##### Invoice

[View and Edit Purchase Orders](#)  
[View and Edit Invoice Vendors](#)

##### General

[View and Edit Departments](#)  
[Personal Automobile Use](#)

#### User Accounts and Billing

##### User Accounts

[View and Edit Users](#)  
[Create New Users](#)  
[Send Email to Users](#)  
[Security Settings](#)  
[Credit Card Import](#)

##### Service Plan and Billing

[Service Plan and Pricing](#)  
[Pay Certify Bill](#)



**Step 2:** Click **Assign Employees Department**.

## 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

**Create Departments**  
You can create new departments one at a time, or in bulk.

[Create a New Department](#)

[Use the Department Bulk Upload Tool](#)

[Assign Employees Department](#)

**Step 3:** In the text box, enter a comma-delimited list with two columns:

1. The first column must contain either the **email address** or **employee ID** of the user.
2. The second column must contain either the **name** or **code** of their new department.

Click **Next**.

## Assign Employees Departments

Current Step: 1 - 2 - 3

Copy and paste comma separated values into the textbox below.

```
lexecutive@circp1.com,Marketing  
reexecutive@circp1.com,Customer Service
```

Back

Next

**Step 4:** Review your changes. Each line will either **Sync** or **Skip**.

A line will skip if:

- User is already assigned to the new department
- Employee ID exists for more than one user
- Department Name or Code is assigned to two or more active departments
- Employee ID or Email does not exist
- Department Name or Code does not exist

## Assign Employees Departments

Current Step: 1 - 2 - 3

Please carefully confirm the update summary below before committing your changes.

Line	Action	Message
1	SYNC	Emp ID: lexecutive@circp1.com Dept: Marketing (02)
2	SYNC	Emp ID: reexecutive@circp1.com Dept: Customer Service (03)

Clicking next will commit the changes shown above.

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Next

**Step 5:** Click **Next** to confirm the changes.

# Mileage Reimbursement Rates

## Assign Employees Departments

Current Step: 1 - 2 - 3

2 Employee Records Updated.

After changes are made, the new department will reflect in the employee's user record.

## Edit User [Return to User Search Results](#) [New Search](#)

### User Details

First Name	<input type="text" value="Ron"/>	Direct Deposit	<a href="#">Add Account Information</a>
Last Name	<input type="text" value="Executive"/>	Approver	<input type="text" value="Jon Manager (jmanager@circp1.com)"/>
E-mail Address	<input type="text" value="rexecutive@circp1.com"/>	Second Level Approver	<input type="text" value=""/>
Email Status	<input type="text" value="Good - send email"/>	Accountant	<input type="text" value="Annie Accountant (aaccountant@circp1.co)"/>
Employee ID	<input type="text" value="441"/>	Approver For	<a href="#">3 Users</a>
Default Currency	<input type="text" value="United States Dollars"/>	Accountant For	<a href="#">0 Users</a>
Commute Distance	<input type="text" value="0"/> <input type="text" value="Miles"/>	Temporary Password	<input type="text" value=""/>
Account Status	<input type="text" value="Active"/>	Security Questions	<a href="#">Reset This User's Security Questions</a>
Role	<input type="text" value="Executive"/>	Resend Welcome Email	<a href="#">Resend This User's Welcome Email</a>
Administration Level	<input type="text" value="None"/>	Control Account	<a href="#">Switch to this User</a>
Treasurer	<input type="checkbox"/>		
Department	<input type="text" value="Customer Service"/>		
Administrative Notes	<input type="text"/>		

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[Next](#)

## Mileage Reimbursement Rates

Personal automobile use reimbursement rates allow employees to be reimbursed for company use of their automobiles. Certify Administrators have the option to use the suggested IRS mileage rates or a custom rate based on company policies. This article shows you, as a Certify Administrator, how to create and edit both the default and custom mileage rates and apply the rates to mileage categories.

Certify updates default mileage rates annually according to the IRS on January 1.

On your account homepage, click the **gear** icon and then select **Personal Automobile Use Reimbursement**.

# Mileage Reimbursement Rates

## 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™](#)
- Audit
  - [View and Edit Audit Definitions](#)
- Expense Categories
  - [View and Edit Expense Categories](#)
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### User Accounts and Billing

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  - [Credit Card Import](#)
- Service Plan and Billing
  - [Service Plan and Pricing](#)
  - [Pay Certify Bill](#)

## Create a New Mileage Reimbursement Rate

**Step 1:** Click **Create a New Rate**.

## View Personal Automobile Use Reimbursement Rates

Personal automobile use reimbursement rates allow employees to get reimbursed for company use of their automobiles. You can use one of the standard United States Federal rates, or enter a custom rate.

Certify automatically updates the United States Federal rates as they change over time. If you wish to enter a different reimbursement rate, enter a Custom Rate.

	Rate Name	Rate Details with Today's Rate	Expense Category
X	Default	Business (\$0.54 per mile)	Mileage with Commute (10)

[Create a New Rate](#) [Return](#)

[View and Edit Custom Mileage Locations](#)

All accounts will be defaulted to the suggested IRS Mileage reimbursement rate. To assign a category to the default rate or to edit this rate, skip to the **Edit a Mileage Reimbursement Rate** area.

# Mileage Reimbursement Rates

**Step 2:** Enter the rate information. Each field is described below:

## Edit Personal Automobile Use Reimbursement Rate

You can use one of the standard United States Federal rates, or enter a custom rate. Certify automatically updates the United States Federal rates as they change over time.

If you want to enter a rate for users outside the United States, enter a Custom Rate. When entering a custom rate, make sure the currency type matches the target user's currency type.

Rate Name


Expense Category  >>

Rate Details

Business (\$0.54 per mile)

Medical and Moving (\$0.19 per mile)

Charitable (\$0.14 per mile)

Custom Rate of  USD  per  Effective on  

after

**Rate Name** - Name of the rate

**Expense Category** - The mileage expense category the rate should be assigned to

**Rate Details** - Certify provides the suggested IRS Business, Medical and Moving, and Charitable rates

**Custom Rate of:** Any other rate you need to enforce. Enter the rate amount, the rate currency, and then select Miles or Kilometers from the drop-down menu.

Certify provides the option of a **secondary rate** only enforced after a certain distance has been traveled. Be sure to connect it to a dedicated expense category for this mileage scenario.

# Mileage Reimbursement Rates

Rate Name

Expense Category  >>

Rate Details

- Business (\$0.54 per mile)
- Medical and Moving (\$0.19 per mile)
- Charitable (\$0.14 per mile)
- Custom Rate of   per   
 after

**Step 3:** Once you are finished entering the rate information, click **Save Rate**.

## ***Edit a Mileage Reimbursable Rate***

**Step 1:** Click the edit (pencil) icon next to the rate you want to edit.

## View Personal Automobile Use Reimbursement Rates

Personal automobile use reimbursement rates allow employees to get reimbursed for company use of their automobiles. You can use one of the standard United States Federal rates, or enter a custom rate.

Certify **automatically** updates the United States Federal rates as they change over time. If you wish to enter a different reimbursement rate, enter a Custom Rate.

Rate Name	Rate Details with Today's Rate	Expense Category
<input checked="" type="checkbox"/>  Default	Business (\$0.575 per mile)	

**Step 2:** Edit the rate information as needed.

# Mileage Reimbursement Rates

## Edit Personal Automobile Use Reimbursement Rate


You can use one of the standard United States Federal rates, or enter a custom rate. Certify **automatically** updates the United States Federal rates as they change over time.

If you want to enter a rate for users outside the United States, enter a Custom Rate. When entering a custom rate, make sure the currency type matches the target user's currency type.

Rate Name

Expense Category  >>

Rate Details

- Business (\$0.54 per mile)
- Medical and Moving (\$0.19 per mile)
- Charitable (\$0.14 per mile)
- Custom Rate of   per  Effective on  

after

Be sure to note the effective date. This may need to be back-dated for users who have not yet entered their mileage expenses.

**Step 3:** Once you are finished, click **Save Rate**.

## Custom Mileage Locations

**Certify Administrators** have the ability to add in frequently-used addresses for mileage expenses, eliminating the need for employees to repeatedly enter them manually. This article shows you, a **Certify Administrator**, how to pre-load **Custom Mileage Locations**.

**Step 1:** Click the **gear** icon on your Certify Home page.

# Mileage Reimbursement Rates

## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

<h3>Company Policy</h3> <p><b>Travel and Expense Policy</b> <a href="#">View and Edit Policy</a> <a href="#">Certify ReportExecutive™</a></p> <p><b>Audit</b> <a href="#">View and Edit Audit Definitions</a></p> <p><b>Expense Categories</b> <a href="#">View and Edit Expense Categories</a> <a href="#">General Ledger Dimensions</a> <a href="#">AutoSuggest™ Management</a></p> <p><b>Invoice</b> <a href="#">View and Edit Purchase Orders</a> <a href="#">View and Edit Invoice Vendors</a></p> <p><b>General</b> <a href="#">View and Edit Departments</a> <a href="#">Personal Automobile Use</a></p>	<h3>User Accounts and Billing</h3> <p><b>User Accounts</b> <a href="#">View and Edit Users</a> <a href="#">Create New Users</a> <a href="#">Send Email to Users</a> <a href="#">Security Settings</a> <a href="#">Credit Card Import</a></p> <p><b>Service Plan and Billing</b> <a href="#">Service Plan and Pricing</a> <a href="#">Pay Certify Bill</a></p>
---	---

## Step 2: Select Personal Automobile Use.

## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

<h3>Company Policy</h3> <p><b>Travel and Expense Policy</b> <a href="#">View and Edit Policy</a> <a href="#">Certify ReportExecutive™</a></p> <p><b>Expense Categories</b> <a href="#">View and Edit Expense Categories</a> <a href="#">General Ledger Dimensions</a> <a href="#">AutoSuggest™ Management</a></p> <p><b>General</b> <a href="#">View and Edit Departments</a> <a href="#">Personal Automobile Use</a></p>	<h3>User Accounts and Billing</h3> <p><b>User Accounts</b> <a href="#">View and Edit Users</a> <a href="#">Create New Users</a> <a href="#">Send E-mail to Users</a> <a href="#">Security Settings</a> <a href="#">Bulk Credit Card Import</a></p> <p><b>Service Plan and Billing</b> <a href="#">Service Plan and Pricing</a> <a href="#">Pay an Invoice</a></p>
<h3>Travel Links and Information</h3> <p><b>Travel Partner Links</b> <a href="#">View and Edit Preferred Travel Partners</a></p> <p><b>Company and Accounting Contact Information</b> <a href="#">View and Edit Contact Information</a></p>	<h3>System Integration</h3> <p><b>Accounts Payable Integration</b> <a href="#">Configure AP Integration</a></p>




# Mileage Reimbursement Rates

## Step 3: Select **View and Edit Custom Mileage Locations**.

### View Personal Automobile Use Reimbursement Rates

Personal automobile use reimbursement rates allow employees to get reimbursed for company use of their automobiles. You can use one of the standard United States Federal rates, or enter a custom rate.

Certify automatically updates the United States Federal rates as they change over time. If you wish to enter a different reimbursement rate, enter a Custom Rate.

Rate Name	Rate Details with Today's Rate	Expense Category
<input checked="" type="checkbox"/>  Default	Business (\$0.54 per mile)	Mileage without Commute (05)

Create a New Rate

Return

[View and Edit Custom Mileage Locations](#)

## Step 4: Select **Create A New Custom Mileage Location**.

### View and Edit Custom Mileage Locations

Search for Custom Mileage Locations

Enter search criteria to view specific custom mileage locations. Leave all fields blank to view all custom mileage locations.

Short Name

Address

Create Custom Mileage Locations

You can create new custom mileage locations one at a time, or in bulk.

[Create a New Custom Mileage Location](#)

[Use the Custom Mileage Location Bulk Upload Tool](#)

## Step 5: Enter a **Short Name** and the **Address**. Click **Next** to save.

# Mileage Reimbursement Rates

## Create a New Custom Mileage Location

Current Step: **1** - 2

This wizard will help you create a new custom mileage location.  
Enter the details of the new custom mileage location in the form below, and then click Next.

### Custom Mileage Location Details

Short Name

Address

If you have several addresses to upload, you may also select **Use the Custom Mileage Location Bulk Upload Tool**.

## View and Edit Custom Mileage Locations

**Search for Custom Mileage Locations**

Enter search criteria to view specific custom mileage locations. Leave all fields blank to view all custom mileage locations.

Short Name

Address

**Create Custom Mileage Locations**

You can create new custom mileage locations one at a time, or in bulk.

[Create a New Custom Mileage Location](#)

[Use the Custom Mileage Location Bulk Upload Tool](#)

Enter your addresses in a "**Short Name**", "**Address**" format. Select **Add These Records** to upload.

# Mileage Reimbursement Rates

## Custom Mileage Location Bulk Upload

Current Step: 1 - 2

This wizard will help you add custom mileage locations in bulk for use by your entire company.

Copy and paste comma separated values into the textbox below. Each field should be wrapped in quotes. The expected format for each line is: "Portland Office","123 Main St Portland, ME"

**Add These Records**

When entering their next mileage expense, an employee may type into the **From** and **To** fields and Certify will filter results based on any available **Custom Mileage Locations** for mileage expenses.

**Add Expense**

Date: 3/28/2016

Department: General & Admin

Category: Mileage

From: Portland

To: Certify Portland HQ

Miles:

Round Trip:

Reason:

Reimbursable: I paid for this, please reimburse me.

Billable:

Receipt:

[Save](#) [Cancel](#)

## User Configuration

### View & Edit Users

Each user in Certify has a settings page where their approval workflow and account information is managed. This article shows you, a Certify Administrator, how to search for a user, as well as how to view and edit user settings.

To open the **Edit User** page, click the **gear** icon, and then select **View and Edit Users**.

certify

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™](#)
- Audit
  - [View and Edit Audit Definitions](#)
- Expense Categories

**User Accounts and Billing**

- User Accounts
  - [View and Edit Users](#)
  - [Create New Users](#)
  - [Send Email to Users](#)
  - [Security Settings](#)
  - [Credit Card Import](#)

## Edit Users

# User Configuration

**Step 1:** Enter search parameters to find a specific user or group of users. To see a list of all users, leave all fields blank and click **Submit**.

## View and Edit Users

### Search for Users

Enter search criteria to view specific users. Leave all fields blank to view all users.

First Name

Last Name

Employee ID

Ratings Nickname

Email Address

Email Status

Role

Department

Account Status

Temporary Password

Administration Level

Treasurer

Welcome Email

Date Created  to

### Service Plan Usage

Total Users: 8

Current Active Users: 8

Current Number of Seats: 1

### Approval Workflow Tools

[1 User with no approver](#)

[1 Approver with no accountant](#)

[0 Employee inheriting accountant from approver](#)

[View Approval Paths](#)

**Step 2:** On the **View and Edit Users** page, click the edit (pencil) icon next to the user's name to open the **User Details** page.

# User Configuration

## View and Edit Users

1 of 1 <<>>

Status	Email	Employee Name	P-Card	ACH	Employee ID	Role	Department	Office Location	Commute Distance	Miles or Kilometers
<input checked="" type="checkbox"/> Active	aaccountant@circp1.com	Annie Accountant	No	No		Accountant	General & Admin	Boston	6	Miles
<input checked="" type="checkbox"/> Active	jaccountant@circp1.com	Jeffrey Accountant	No	No	2	Accountant	General & Admin	Boston	0	Miles
<input checked="" type="checkbox"/> Active	aaccountant2@circp1.com	Shared Accountant	No	No	7	Accountant	General & Admin		9	Miles
<input checked="" type="checkbox"/> Active	kemployee@circp1.com	Kelly Employee	Yes	No	221	Employee	General & Admin	Tampa	12	Miles
<input checked="" type="checkbox"/> Active	memployee@circp1.com	Meredith Employee	No	No	222	Employee	General & Admin	Boston	0	Miles
<input checked="" type="checkbox"/> Active	lexecutive@circp1.com	Leslie Executive	No	No	444	Executive	Marketing	Tampa	0	Miles
<input checked="" type="checkbox"/> Active	rexecutive@circp1.com	Ron Executive	No	No	441	Executive	Customer Service	Austin	0	Miles
<input checked="" type="checkbox"/> Active	dmanager@circp1.com	Dan Manager	No	No	331	Manager	General & Admin	Omaha	0	Miles
<input checked="" type="checkbox"/> Active	jmanager@circp1.com	Jon Manager	No	No	333	Manager	General & Admin	Austin	0	Miles

Create New Users

Export to Excel

Modify Search

New Search

**Step 3:** Under **User Details**, edit the user's account settings as needed. Bold fields are required.

## Edit User [Return to User Search Results](#) [New Search](#)

### User Details

First Name	<input type="text" value="Meredith"/>	Approver	<input type="text" value="Dan Manager (dmanager@circp1.com)"/>
Last Name	<input type="text" value="Employee"/>	Second Level Approver	<input type="text"/>
Email Address	<input type="text" value="memployee@circp1.com"/>	Accountant	<input type="text" value="Annie Accountant (aaccountant@circp1.c)"/>
Email Status	<input type="text" value="Good - send email"/>	Approver For	0 Users
Employee ID	<input type="text" value="222"/>	Accountant For	0 Users
Default Currency	<input type="text" value="United States Dollars"/>	Temporary Password	<input type="text"/>
Commute Distance	<input type="text" value="0"/> Miles	Security Questions	<a href="#">Reset This User's Security Questions</a>
Account Status	<input type="text" value="Active"/>	Resend Welcome Email	<a href="#">Resend This User's Welcome Email</a>
Role	<input type="text" value="Employee"/>	Control Account	<a href="#">Switch to this User</a>
Administration Level	<input type="text" value="None"/>		
Treasurer	<input type="checkbox"/>		
Department	<input type="text" value="General &amp; Admin"/>		
Office Location	<input type="text" value="Boston"/>		
Administrative Notes	<input type="text"/>		

Back

Next

**Employee Details** - On the left of the page, you can edit the user's name, email address, email address status (if Certify has ever received a returned email, this will note as *Failed Delivery - Do Not Send*), employee ID, default currency, commute distance, role, and department; you may also designate a user to have Certify Administrative rights by clicking the checkbox, or add an **Administrative Note** that can be viewed by accountants while processing expense reports.

## User Configuration

- **Employee:** someone who creates and submits their expense reports.
- **Manager:** someone who creates and submits their own expense reports, and also approves others.
- **Executive:** someone who creates and submits their own expense reports, and also approves others. Executives also have enhanced reporting access.
- **Accountant:** The Accountant completes the final processing of expense reports. They have all reporting access.
- **Full Administrator:** has complete access to all settings in the Configuration tab.
- **User Administrator:** only has access to view/edit user profiles in the Configuration tab.

**Treasurer:** If your company is using ACH, the Treasurer is permission to reimburse reports and use that feature.

**Employee General Ledger Dimensions:** These will show here based on anything you've entered on the General Ledger Dimensions page, like an Office Location.

**Locked Approval** - On the right side of the page, you may edit a user's **Approver, Second Level Approver** and/or **Accountant** if your company is using the locked approval workflow

**Security Reset** - You can reset a user's password and security questions from the **Edit User** page by selecting the links on the right side of the page; *please note that when you reset a user's password through the Edit User page, Certify will NOT send an automated email to the user;* select **Resend This User's Welcome Email** to resend the automated Certify **Welcome Email** to the user

**Control Account** - Certify Administrators may masquerade as another user to view and take actions in their account; select **Switch to This User** to masquerade as the user; to switch back to your own account, click the current user drop-down menu and select your own name

**Step 4:** Click **Next** to save your changes.

### *Deactivate Users*

**Step 1:** Search for and open the employee's **Edit User** page.

**Step 2:** Under **Account Status**, select **Disabled**.

# User Configuration

Edit User [Return to User Search Results](#) [New Search](#)

## User Details

First Name	<input type="text" value="Meredith"/>	Approver	<input type="text" value="Dan Manager (dmanager@circp1.com)"/>
Last Name	<input type="text" value="Employee"/>	Second Level Approver	<input type="text"/>
Email Address	<input type="text" value="memmployee@circp1.com"/>	Accountant	<input type="text" value="Annie Accountant (aaccountant@circp1.c)"/>
Email Status	<input type="text" value="Good - send email"/>	Approver For	0 Users
Employee ID	<input type="text" value="222"/>	Accountant For	0 Users
Default Currency	<input type="text" value="United States Dollars"/>	Temporary Password	<input type="text"/>
Commute Distance	<input type="text" value="0"/> <input type="text" value="Miles"/>	Security Questions	<a href="#">Reset This User's Security Questions</a>
Account Status	<input type="text" value="Active"/>	Resend Welcome Email	<a href="#">Resend This User's Welcome Email</a>
Role	<input type="text" value="Active"/>	Control Account	<a href="#">Switch to this User</a>
Administration Level	<input type="text" value="None"/>		
Treasurer	<input type="checkbox"/>		
Department	<input type="text" value="General &amp; Admin"/>		
Office Location	<input type="text" value="Boston"/>		
Administrative Notes	<input type="text"/>		

**Step 3:** Click **Next** to save your changes.

**Please Note:** Disabled users will no longer be able to access their Certify accounts, however, all of their user records will remain intact. If you are signed up for per-user pricing, disabled users will also be removed from your monthly Certify invoice.

## Translator Assignment

Certify provides a translation feature powered by Google Translate that translates all text in your Certify account and the Certify Mobile app to your desired language. In some cases, specific words or phrases may need to be adjusted. Certify allows an **Administrator** to assign a user as a **Translator**, who is able to adjust the standard translations to account for dialects or Certify-specific phrases. The article below will show an Administrator how to assign a Translator.

**Step 1:** Click the **gear** icon and select **View and Edit Users**.



## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

### Company Policy

#### Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

#### Audit

- [View and Edit Audit Definitions](#)

#### Expense Categories

### User Accounts and Billing

#### User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send Email to Users](#)
- [Security Settings](#)
- [Credit Card Import](#)

**Step 2:** Search for the user in question and click **Submit**.



## View and Edit Users

### Search for Users

Enter search criteria to view specific users. Leave all fields blank to view all users.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Employee ID	<input type="text"/>
Ratings Nickname	<input type="text"/>
Email Address	<input type="text"/>
Email Status	<input type="text" value=""/>
Role	<input type="text" value=""/>
Department	<input type="text" value=""/>
Approver	<input type="text" value=""/>
2nd Approver	<input type="text" value=""/>
Accountant	<input type="text" value=""/>
Account Status	<input type="text" value="All"/>
Temporary Password	<input type="checkbox"/>
Administration Level	<input type="text" value=""/>
Treasurer	<input type="checkbox"/>
Translator	<input type="checkbox"/>
Accounts Payable	<input type="checkbox"/>
Auditor	<input type="checkbox"/>
Welcome Email	<input type="text" value=""/>
Date Created	<input type="text" value=""/> to <input type="text" value=""/>

# User Configuration

**Step 3:** Click the **Edit** (pencil) icon next to the user's name to open the **User Details** page.

The screenshot shows a user configuration form with the following fields:

- Role: Executive (dropdown)
- Administration Level: None (dropdown)
- Treasurer:
- Translator:  (highlighted with a green oval)
- Accounts Payable:
- Auditor:
- Default Settlement Account: (dropdown)
- Department: Administration (dropdown)
- Administrative Notes: (text area)

At the bottom, there are two buttons: "Back" (disabled) and "Next" (active, highlighted with a green oval).

**Step 4:** Select the **Translator** option and click **Next** to save your changes.

The screenshot shows a user's homepage with three main sections:

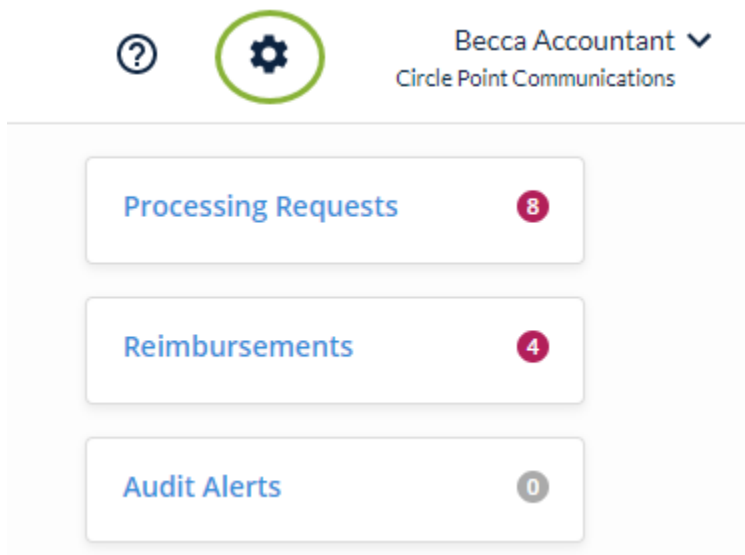
- Translator Tools** (highlighted with a green oval): View and Edit Translations
- What's New in Certify**: Read the Certify Updates Blog
- SpendSmart™**: There are no recent ratings to display. Ratings & Reviews

Going forward, the user will have the **Translator Tools** box available on the homepage.

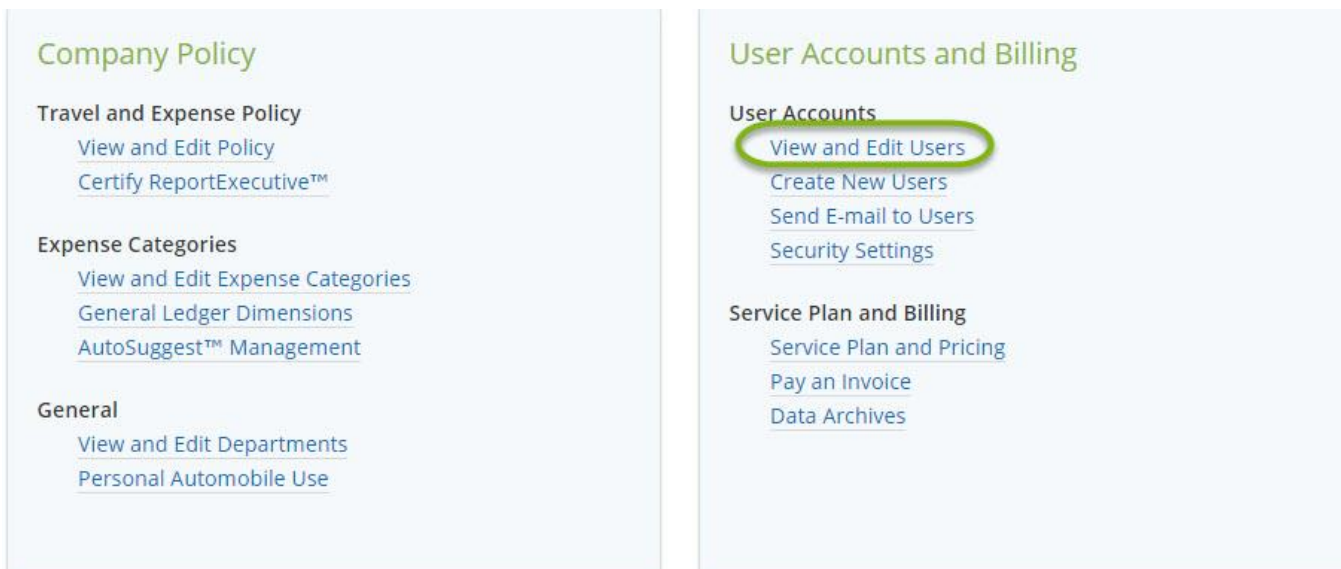
## Treasurer Assignment

A **Certify Administrator** will need to assign the **Treasurer** permission necessary to manage ACH direct deposit reimbursements. **Treasurer** permission can only be assigned to a user in the Accountant, Executive, or Manager role, but may be assigned to several users. This article describes how to assign the **Treasurer** role to a user.

**Step 1:** From your **Certify Home** page, click the **gear** icon.



**Step 2:** Search for the user in **View and Edit Users**.



**Step 3:** Use the pencil icon to open the user's account record.

# User Configuration

## View and Edit Users

1 of 1 <<>>

Status	E-mail	Employee Name	P-Card	ACH	Employee ID	Role	Department	Company	Commute Distance	Miles or Kilometers
Active	csmith@hotmail.com	Fred Brown	No	Yes	4350	Executive	Administration	Midwest	0	Miles
Disabled	csmith@circlepointsolutions.com	Katie Gould	No	No		Executive	Administration	Midwest	0	Miles
Active	csmith@circp.net	Jennifer Jones	No	Yes	7360	Manager	Sales	Midwest	0	Miles
Active	csmith@circp.org	Nancy King	No	Yes	5131	Employee	Sales	Midwest	0	Miles
Disabled	csmith@gmail.com	Averie Smith	No	No		Employee	Marketing	Midwest	0	Miles
Active	csmith@circp.com	Carrie Smith	No	Yes	3739	Accountant	Sales	Midwest	0	Miles
Active	ismith@circp.com	Isabelle Smith	No	No		Accountant	Administration	Midwest	0	Miles

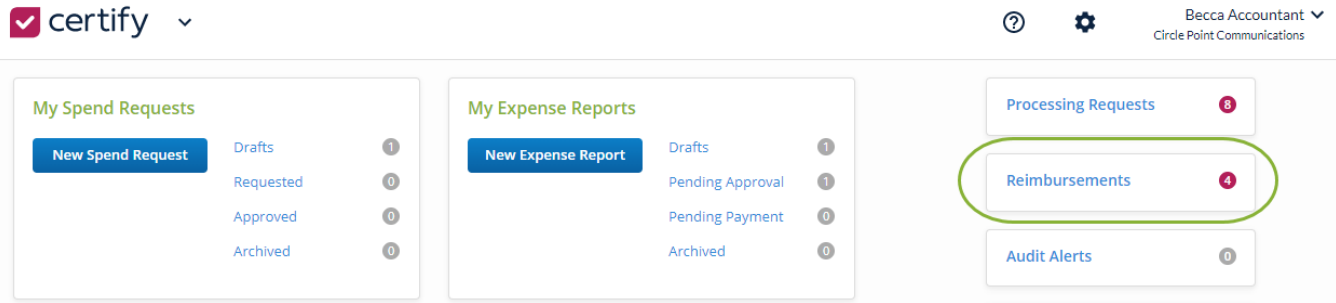
**Step 4:** Select the **Treasurer** check box to assign them the **Treasurer** permission.

**Please Note:** This checkbox will only appear for those who are reimbursing through Certify ACH.

## User Details

First Name	<input type="text" value="Isabelle"/>
Last Name	<input type="text" value="Smith"/>
E-mail Address	<input type="text" value="ismith@circp.com"/>
Email Status	<input type="text" value="Good - send email"/>
Employee ID	<input type="text"/>
Default Currency	<input type="text" value="United States Dollars"/>
Commute Distance	<input type="text" value="0"/> <input type="text" value="Miles"/>
Account Status	<input type="text" value="Active"/>
Role	<input type="text" value="Accountant"/>
Approval Limit	<input type="text"/>
Administration Level	<input type="text" value="Full Administration"/>
Treasurer	<input checked="" type="checkbox"/>
Department	<input type="text" value="Administration"/>

**Step 5:** On the **Home** screen, the Treasurer will now have a box called **Reimbursements**. This box will be used to initiate ACH reimbursements to employees.



## Multi-Factor Authentication

**Multi-Factor Authentication**, or **MFA**, is an authentication process which requires the user to present two pieces of evidence to prove their identity. For Certify, the user will need to provide **something they know** (their password) and **something they have** (a temporary security code) to successfully authenticate.

**MFA** will replace security questions as an identity verification measure. Instead of asking a security question, Certify will email or text a unique temporary code to the user during the authentication process. The user will be required to enter the code before Certify grants access to the account. MFA will only be required when Certify detects that the user is logging in from an unrecognized device.

### FAQ

***As an Administrator, what can I do to prepare my users for the switch?***

Because Certify will be sending a temporary code to users via text message or email, the best way to prepare is to ensure:

- All users have added their mobile number to their profile
- All users have access to the email address they use to log in
- The email address used to log in is a valid address which can receive emails

***Will users need to enter a security code during each login attempt?***

No. Similar to security questions, Certify will only require MFA when a login attempt does not match previous login activity. Examples of this include: Logging in from a different web browser, IP address, or device. Occasionally, MFA may be triggered when a web browser updates, such as a new version of Google Chrome or Mozilla Firefox.

***How frequently will users be asked for additional authentication?***

Users can expect to be asked for additional authentication at the same frequency in which Certify currently asks a user to answer a security question. The logic behind when Certify asks for additional authentication is not changing, only the method in which we confirm identity is changing.

## ***Can we require MFA for each login attempt?***

Not at this time, but we'd love to hear your feedback! Be sure to [submit an idea](#) to our Product Team.

## ***Can our company disable MFA?***

MFA will be enabled and required for all users by default. While Certify does not recommend this, administrators may disable the requirement at the company level to allow individual users to opt out of MFA. Users who opt out of MFA will only need to provide their Certify username and password to authenticate. No additional authentication measures will take place.

## ***Can our company continue to use security questions instead of MFA?***

No. It is generally accepted that providing a one-time code is more secure than security questions. Our goal is to keep your account as secure as possible while keeping things as easy as possible for your end users.

## ***My company uses SSO. Will I be impacted?***

No. Clients using Single Sign On (SSO) will not see a change in their authentication process.

## ***Will I be required to provide additional authentication when switching to a delegate account?***

No. Users will only need to provide additional authentication when logging in to Certify. Once the user is logged in, they will not need to authenticate to switch accounts.

## **Resetting a User's Password**

**Certify Administrators** have the ability to quickly reset a user's password as needed. This article shows how, as a Certify Administrator, you can reset a user's password.

**Step 1:** On your account homepage, click the **gear** icon. On the next page, select **View and Edit Users**.

## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

### Company Policy

#### Travel and Expense Policy

- [View and Edit Policy](#)
- [Certify ReportExecutive™](#)

#### Audit

- [View and Edit Audit Definitions](#)

#### Expense Categories

### User Accounts and Billing

#### User Accounts

- [View and Edit Users](#)
- [Create New Users](#)
- [Send Email to Users](#)
- [Security Settings](#)
- [Credit Card Import](#)



**Step 2:** On the **View and Edit Users** page, enter search parameters to find a specific user or group of users. To see a list of all users, leave all fields blank and click **Submit**.



## View and Edit Users

### Search for Users

Enter search criteria to view specific users. Leave all fields blank to view all users.


First Name	<input type="text"/>
Last Name	<input type="text"/>
Employee ID	<input type="text"/>
Ratings Nickname	<input type="text"/>
Email Address	<input type="text"/>
Email Status	<input type="text" value="▼"/>
Role	<input type="text" value="▼"/>
Department	<input type="text" value="▼"/>
Account Status	<input type="text" value="▼"/>
Temporary Password	<input type="checkbox"/>
Administration Level	<input type="text" value="▼"/>
Treasurer	<input type="checkbox"/>
Welcome Email	<input type="text" value="▼"/>
Date Created	<input type="text" value=""/>  to <input type="text" value=""/> 

**Step 3:** To open the **User Details** page, click the edit (pencil) icon next to the user's **Status**.

# User Configuration

## View and Edit Users

1 of 1 << >>

Status	E-mail	Employee Name	P-Card	Employee ID	Role	Department
 Active	Eric.Emp.Test@gmail.com	Eric Employee	No	E Eric Employee	Employee	Operations

1 of 1 << >>

[Export to Excel](#)

[Create New Users](#)

[Return to Configuration](#)

[Modify Search Criteria](#)

[New Search](#)

**Step 4:** On the **Edit User** page, enter a new password in the **Temporary Password** field and click **Save**.

## Edit User [Return to User Search Results](#) [New Search](#)

This wizard will help you edit an existing user record.  
Make changes to the user record in the form below, and then click Next.

### User Details

First Name	<input type="text" value="Eric"/>	Approver	<input type="text" value="Molly Manager (Molly.Mgr.Test@gmail.com)"/>
Last Name	<input type="text" value="Employee"/>	Second Level Approver	<input type="text" value="Michael Manager (Michael.Mgr.Test@gmail.co)"/>
E-mail Address	<input type="text" value="Eric.Emp.Test@gmail.com"/>	Accountant <input type="checkbox"/>	<input type="text" value="Arnold Accountant (Arnold.Acct.Test@gmail.c)"/>
Employee ID	<input type="text" value="E Eric Employee"/>	Approver For	0 Users
Default Currency	<input type="text" value="United States Dollars"/>	Accountant For	0 Users
Account Status	<input type="text" value="Active"/>	Temporary Password	<input type="text" value=""/>
Role	<input type="text" value="Employee"/>	Security Questions	<a href="#">Reset This User's Security Questions</a>
Administrator	<input type="checkbox"/>	Resend Welcome Email	<a href="#">Resend This User's Welcome Email</a>
Department	<input type="text" value="Operations"/>	Control Account	<a href="#">Switch to this User</a>
Administrative Notes	<input type="text"/>		

[Save](#)

**Step 5:** An automated email will NOT be generated through this process; you will need to find a way to communicate the new temporary password to the user.

## Switching to Another User

As a **Certify Administrator**, there may be times you will need to log into one of your user's accounts on their behalf. Administrators may access any user's account at any time. This article shows you how, as a Certify Administrator, you can gain access to a user's account.

**Step 1:** On your account homepage, click the **gear** icon and then select **View and Edit Users**.

The screenshot displays the Certify user interface. At the top, there is a navigation bar with the Certify logo, a user profile for 'Becca Accountant' (Circle Point Communications), and a gear icon for settings. The main content area is divided into several sections:

- My Spend Requests:** A section with a 'New Spend Request' button and a list of status counts: Drafts (1), Requested (0), Approved (0), and Archived (0).
- My Expense Reports:** A section with a 'New Expense Report' button and a list of status counts: Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0).
- My Certify Wallet:** A section showing a transaction for 1/27/21 for 'Honte Alban Hexican Gri' with a value of \$53.58.
- Add Receipts:** A section with three options: MOBILE, EMAIL, and UPLOAD.
- Processing Requests:** A section with a count of 8.
- Reimbursements:** A section with a count of 3.
- Audit Alerts:** A section with a count of 0.
- Travel & Expense Policy:** A section with a link to 'View my company's Travel and Expense policies'.
- What's New In Certify:** A section with links to 'Read the Certify Blog', 'Browse the Release Notes', and 'View the Roadmap'.

**Step 2:** On the **View and Edit Users** page, enter search parameters to find a specific user or group of users. To see a list of all users, leave all fields blank and click **Submit**.

# User Configuration

### Search for Users

Enter search criteria to view specific users. Leave all fields blank to view all users.

First Name

Last Name

Employee ID

Ratings Nickname

Email Address

Email Status

Role

Department

Account Status

Temporary Password

Administration Level

Treasurer


Welcome Email

Date Created  to

**Step 3:** To open the **User Details** page, click the edit (pencil) icon next to the user's **Status**.

## View and Edit Users

1 of 1 <<>>

Status	E-mail	Employee Name	P-Card	ACH	Employee ID	Role	Department	Commute Distance	Miles or Kilometers
 Active	jmanager@circp1.com	Jon Manager	No	No	333	Manager	General & Admin	0	Miles

**Step 4:** On the Edit User page, select **Switch to this User**.

# User Configuration

[Edit User](#) [Return to User Search Results](#) [New Search](#)

## User Details

First Name	<input type="text" value="Jon"/>
Last Name	<input type="text" value="Manager"/>
E-mail Address	<input type="text" value="jmanager@circp1.com"/>
Email Status	<input type="text" value="Good - send email"/>
Employee ID	<input type="text" value="333"/>
Default Currency	<input type="text" value="United States Dollars"/>
Commute Distance	<input type="text" value="0"/> <input type="text" value="Miles"/>
Account Status	<input type="text" value="Active"/>
Role	<input type="text" value="Manager"/>
Administration Level	<input type="text" value="None"/>
Treasurer	<input type="checkbox"/>
Department	<input type="text" value="General &amp; Admin"/>
Administrative Notes	<input type="text"/>

Direct Deposit	<a href="#">Add Account Information</a>
Approver	<input type="text" value="Leslie Executive (lexecutive@circp1.com)"/>
Second Level Approver	<input type="text" value=""/>
Accountant	<input type="text" value="Annie Accountant (aaccountant@circp1.com)"/>
Approver For	1 User
Accountant For	0 Users
Temporary Password	<input type="text" value=""/>
Security Questions	<a href="#">Reset This User's Security Questions</a>
Resend Welcome Email	<a href="#">Resend This User's Welcome Email</a>
Control Account	<a href="#">Switch to this User</a>

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

**Step 5:** The next page will be the user's Certify account homepage. All actions you take on behalf of the user will be recorded in the **Delegate User Actions** report. To switch back to your account, open the current user dropdown menu at the top of the user's account homepage and select your name.

# User Configuration

[Edit User](#) [Return to User Search Results](#) [New Search](#)

## User Details

First Name	<input type="text" value="Jon"/>	Direct Deposit	<a href="#">Add Account Information</a>
Last Name	<input type="text" value="Manager"/>	Approver	<input type="text" value="Leslie Executive (lexecutive@circp1.com)"/>
E-mail Address	<input type="text" value="jmanager@circp1.com"/>	Second Level Approver	<input type="text" value=""/>
Email Status	<input type="text" value="Good - send email"/>	Accountant	<input type="text" value="Annie Accountant (aaccountant@circp1.com)"/>
Employee ID	<input type="text" value="333"/>	Approver For	1 User
Default Currency	<input type="text" value="United States Dollars"/>	Accountant For	0 Users
Commute Distance	<input type="text" value="0"/> <input type="text" value="Miles"/>	Temporary Password	<input type="text" value=""/>
Account Status	<input type="text" value="Active"/>	Security Questions	<a href="#">Reset This User's Security Questions</a>
Role	<input type="text" value="Manager"/>	Resend Welcome Email	<a href="#">Resend This User's Welcome Email</a>
Administration Level	<input type="text" value="None"/>	Control Account	<a href="#">Switch to this User</a>
Treasurer	<input type="checkbox"/>		
Department	<input type="text" value="General &amp; Admin"/>		
Administrative Notes	<input type="text"/>		

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

## Create New Users

A Certify account is required in order to create and submit expense reports. This article shows you how, as a Certify Administrator, you can create new users.

To open the **Create New Users** page, click the **gear** icon, and then select **Create New Users**.

 certify ▼



## System Configuration

Use the tools on this page to manage your company's Certify Corporate account.

<h3>Company Policy</h3> <p>Travel and Expense Policy <a href="#">View and Edit Policy</a> <a href="#">Certify ReportExecutive™</a></p> <p>Audit <a href="#">View and Edit Audit Definitions</a></p> <p>Expense Categories</p>	<h3>User Accounts and Billing</h3> <p>User Accounts <a href="#">View and Edit Users</a> <a href="#">Create New Users</a> <a href="#">Send Email to Users</a> <a href="#">Security Settings</a> <a href="#">Credit Card Import</a></p>
---	---

# User Configuration

**Step 1:** Enter the details for the user you want to create.

## Create New Users

Current Step: 1 - 2 - 3

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

If you want to add lots of users at once, you can copy/paste comma separated values using the [bulk user upload tool](#).

Do not send a Welcome E-mail >>

### New User Details

E-mail	First Name	Last Name	Employee ID	Role	Approval Limit	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Employee ▼	<input type="text"/>	Accounting ▼

[Add New User](#)

Next

If you do not want users to be notified that a Certify Account has been created for them yet, click the **Do not send a Welcome E-mail** checkbox.

**Step 2:** Select **Add New User** if you would like to create additional users.

**Step 3:** Click **Next** to create the new user(s).

## User Bulk Upload Tool

**Step 1:** To create multiple users at once, select **bulk user upload tool**.

## Create New Users

Current Step: 1 - 2 - 3

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

If you want to add lots of users at once, you can copy/paste comma separated values using the [bulk user upload tool](#).

Do not send a Welcome E-mail >>

### New User Details

E-mail	First Name	Last Name	Employee ID	Role	Approval Limit	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Employee ▼	<input type="text"/>	Accounting ▼

[Add New User](#)

Next

**Step 2:** Enter a line item for each new user you want to create. The format for each line item should be **Email Address,First Name,Last Name,Employee ID,Employee Type,Department,Approver E-mail/Employee ID,Approval Limit,Accountant E-mail/Employee ID,2nd Approver E-mail/Employee ID**.

# User Configuration

## Bulk User Upload

To add lots of users at once, copy and paste comma separated values into the textbox below. The expected format for each line is: Email Address,First Name,Last Name,Employee ID,Employee Type,Department,Approver E-mail/EmployeeID,Approval Limit,Accountant E-mail/EmployeeID

Email Address,First Name,Last Name,Employee ID,Employee Type,Department,Approver E-mail/EmployeeID,Approval Limit,Accountant E-mail/EmployeeID

Add These Users

**Step 3:** Click **Add These Users** to generate a line for each user below the text box. Edit each line as needed to ensure the information is correct.

Do not send a Welcome E-mail >>

### New User Details

E-mail	First Name	Last Name	Employee ID	Role	Department	Approver	2nd Approver	Accountant
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Employee	Choose	<input type="text"/>	<input type="text"/>	<input type="text"/>
JaneDoe@example.com	Jane	Doe	12345	Executive	Department X	13@13.13	<input type="text"/>	13@13.13
MBluth@example.com	Michael	Bluth	6789	Manager	Department Y	13@13.13	<input type="text"/>	13@13.13

[Add New User](#)

Back

Next

**Step 4:** Click **Next** to create the users.

## Bulk Credit Card Import Tool

The **Bulk Credit Card Upload** tool enables bulk loading of credit card numbers to Certify accounts for corporate credit cards. This article shows you, as a Certify Full Administrator, how to enter appropriate values into the **Bulk Credit Card Upload** tool.

**Please Note:** This tool is available to those with corporate credit card integrations only. Small Business integrations do not apply as extra information is required in addition to the credit card number.

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

**Step 2:** On the **System Configuration** page, under User Accounts and Billing, select **Bulk Credit Card Import**.



## 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 E-mail to Users](#)
- [Security Settings](#)
- [Bulk Credit Card Import](#)

#### Service Plan and Billing

- [Service Plan and Pricing](#)
- [Pay an Invoice](#)

**Step 3:** Select the credit card program for the upload. Review the required format on the **Credit Card Bulk Upload** page and enter the data.

## Credit Card Bulk Upload

Current Step: 1 - 2

This wizard will help you bulk-assign Credit Cards for your employees.

Select a Credit Card program from the drop-down menu and then copy/paste comma separated values into

The expected format for each line is: `user@company.com,1234567890123456`

Credit Card Program	<input type="text" value="American Express"/> <input type="text" value="MasterCard"/>
Credit Card Data	<input type="text" value="accountant_one@aol.com,376345641072199"/>

**Step 4:** Click **Next** to continue the **Bulk Credit Card Upload** process. When the process is complete, a confirmation screen will display:

## Credit Card Bulk Upload

Current Step: 1 - 2

The Credit Card records have been assigned.

[Return to Configuration](#)

# User Configuration

**Please Note:** If there is a problem with the upload, a notification will display:

## Credit Card Bulk Upload

Current Step: 1 - 2

The Credit Card records have been assigned, however some failures occurred:

Line 1 (user@company.com,1234567890123456) did not import because the presented Credit Card number is not valid

[Return to Configuration](#)

**Step 5:** When the **Credit Card Bulk Upload** is complete, the user's **My Account** page will be updated with a security-masked version of the credit card number:

[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	Accountant One	Language	English <input type="text"/>
E-mail Address	accountant_one@aol.com	Default Currency	United States Dollars <input type="text"/>
Employee ID		Use Multiple Currencies	<input type="checkbox"/>
Mobile Phone	<input type="text"/> >>	Use VAT/GST	<input type="checkbox"/>
Department	Sales Department (Strict Filter) (D1002)	Use PST/QST	<input type="checkbox"/>
Certify Role	Accountants	Use HST	<input type="checkbox"/>
		Add E-mail Address	<input type="text"/> >>
		Add Credit Card	American Express <input type="text"/> Confirm <input type="text"/>
			<input type="text"/> XXXX-XXXXXX-2199 American Express
<b>Password Reset</b>			
Old Password	<input type="text"/>		
New Password	<input type="text"/> >>		
Confirm Password	<input type="text"/>		
	<a href="#">Reset Security Questions</a>		
<input type="button" value="Save"/>		<input type="button" value="Reset"/>	

# User Configuration

## Using the InstantAudit Alerts Queue

For companies using **Certify InstantAudit**, the **Auditor** permission is assigned by a **Certify Administrator**. The **Auditor** role is designed to monitor flagged expenses using the **InstantAudit Alerts** queue.

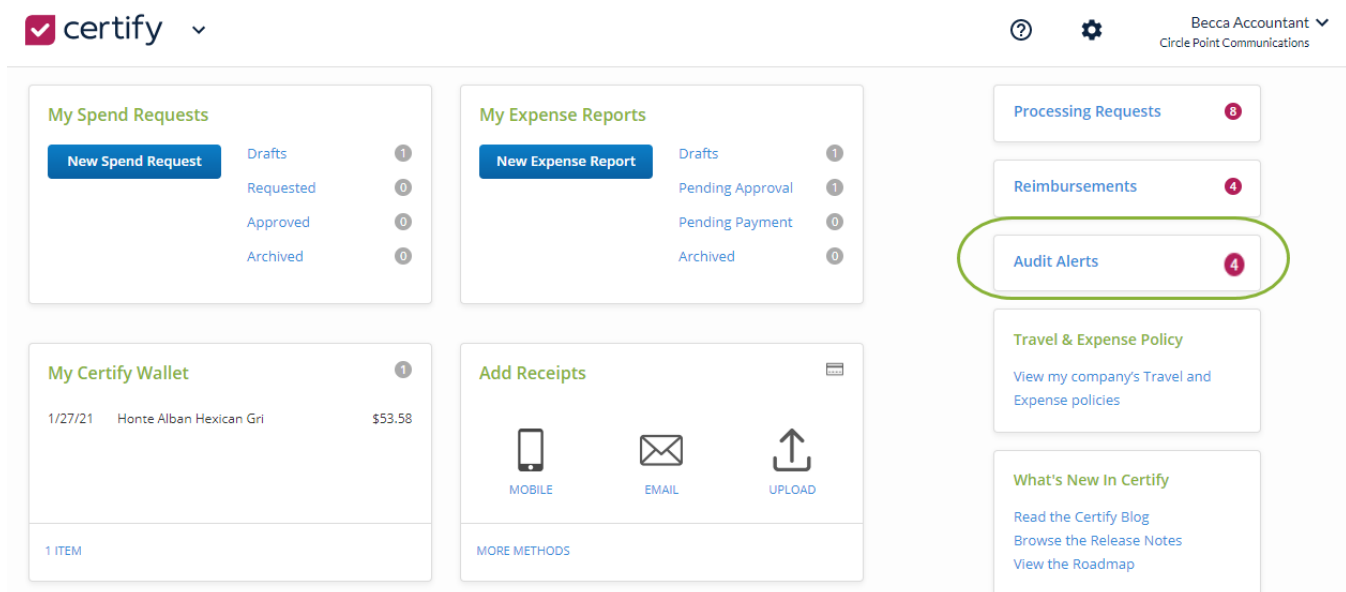
The **Auditor** assists in the approval process by providing extra information to help **Approvers** make better informed decisions when working with non-compliant submissions. However, **Auditors** are not a part of the approval path, as they cannot make approval/disapproval decisions.

The **InstantAudit Alerts** queue provides **Auditors** with a list of expenses flagged by the [Rules set up by the company admin](#).

**Please Note:** Once the expense is processed by the **Accountant**, it moves out of the queue.

This article shows you, a **Certify Auditor**, how to use your **InstantAudit Alerts** queue.

**Step 1:** From your **Certify** homepage, click **Audit Alerts**.



**Step 2:** The **InstantAudit Alerts** queue opens with a list of pending expenses that have been flagged by **InstantAudit**.

## InstantAudit Alerts

Status ▲	Receipt	Date	Employee	Category	Vendor	Description	Amount
!		10/6/2019	Erin Employee	Miscellaneous	Amazon		\$127.31
!		10/6/2019	Erin Employee	Executive Meals	Amazon		\$250.00
!		10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts	Giftcard	\$11.10
!		10/8/2019	Ellie Employee	Meals	Baharat		\$69.78
!		10/8/2019	Ellie Employee	Miscellaneous	Parking Lot Hero		\$75.00
✓		10/4/2019	Angela Accou...	Executive Meals	Best Restaurant		\$250.00

**Step 3:** The page always defaults to the newest flagged expenses. However, if you need to change the order, each column can be filtered by clicking the **blue header**.

## InstantAudit Alerts

Status ▲	Receipt	Date	Employee	Category	Vendor	Description	Amount
!		10/6/2019	Erin Employee	Miscellaneous	Amazon		\$127.31
!		10/6/2019	Erin Employee	Executive Meals	Amazon		\$250.00
!		10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts	Giftcard	\$11.10
!		10/8/2019	Ellie Employee	Meals	Baharat		\$69.78
!		10/8/2019	Ellie Employee	Miscellaneous	Parking Lot Hero		\$75.00
✓		10/4/2019	Angela Accou...	Executive Meals	Best Restaurant		\$250.00

The **Status** icon shows the status of the expense:

- **Red !:** This indicates the expense has been flagged by the **InstantAudit** scan.
- **Red (-):** This indicates the expense has been confirmed as a violation by an **Auditor**. Once flagged, the flag remains with the expense.

# User Configuration

- **Green checkmark:** This indicates an **Auditor** granted a one-time exception. Even when granted exception, the alert remains with the expense and can be reported on using the **InstantAudit Review** report.

**InstantAudit Alerts**


Status ▲	Receipt	Date	Employee	Category	Vendor	Description	Amount
⚠	📄	10/6/2019	Erin Employee	Miscellaneous	Amazon		\$127.31
⚠	📄	10/6/2019	Erin Employee	Executive Meals	Amazon		\$250.00
⚠	📄	10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts	Giftcard	\$11.10
⚠	📄	10/8/2019	Ellie Employee	Meals	Baharat		\$69.78
⚠	📄	10/8/2019	Ellie Employee	Miscellaneous	Parking Lot Hero		\$75.00
✅	📄	10/4/2019	Angela Accou...	Executive Meals	Best Restaurant		\$250.00

**Step 4:** Click an expense to open the **Expense Details** side screen. This is where you can confirm the violation, or set a one-time exception.


### Expense Details ✕

10/8/2019  
**Baharat** \$69.78  
Portland, ME

[View expense report](#)

 **Excessive Tips** ?

Tip percentage is over the maximum allowed:  
{maxpct}%



Amount	\$69.78
Date	10/8/2019
Employee	Ellie Employee
Department	General & Admin
Category	Meals
Reason	
Vendor	Baharat
Location	Portland, ME

**Step 5:** Click **View Expense Report** to view the full expense report.

# User Configuration

### InstantAudit Alerts

Status	Receipt	Date	Employee	Category	Vendor
		10/6/2019	Erin Employee	Miscellaneous	Amazon
		10/6/2019	Erin Employee	Executive Meals	Amazon
		10/6/2019	Erin Employee	Miscellaneous	Dunkin Donuts

### Expense Details

10/8/2019  
**Baharat** \$69.78  
Portland, ME

[View expense report](#)

**Excessive Tips** ?  
Tip percentage is over the maximum allowed:

**Step 6:** Click **Violation** to indicate up the approval chain that this expense is in violation of company policy, or click **No Violation** to mark it as a one-time exception.

### Expense Details

10/8/2019  
**Baharat** \$69.78  
Portland, ME

[View expense report](#)

**Excessive Tips** ?  
Tip percentage is over the maximum allowed:  
{maxpct}%

**Step 7:** Enter a note for the approval chain informing them why the expense is either exempted or in violation. Click the **Disk** icon to save the Note.



The screenshot shows a window titled "Expense Details" with a close button (X) in the top right corner. The date "10/8/2019" is displayed. The merchant name "Baharat" is shown in large bold text, with the amount "\$69.78" to its right. Below the merchant name is the location "Portland, ME". A blue link "View expense report" is present. A red warning box contains the text "Excessive Tips" with a red shield icon and a question mark. Below this, it says "Tip percentage is over the maximum allowed: {maxpct}%". At the bottom of the warning box are three buttons: "Violation" (disabled), "No Violation" (active), and "MARKED VIOLATION" (highlighted in red). Below the buttons is a text box containing "Company policy limits tips to 18%" and a document icon circled in green.

## *Understanding Questionable Merchant Codes in InstantAudit*

When a **Questionable Merchant** audit rule is enabled, any transaction which imports with an applicable merchant code will be flagged for review. All merchant codes assigned to that rule will be enabled.

If you only wish to enable some of the merchant codes included in an audit rule, we recommend using the **Other Questionable Merchants** rule and customizing the rule with the specific merchant codes you desire.

This article outlines the specific merchant codes assigned to a **Questionable Merchant** audit rule.

### **Alcohol and Tobacco**

- **5813:** Drinking Places (Alcoholic Beverages) – Bars, Taverns, Nightclubs, Cocktail Lounges, and Discotheques
- **5921:** Package Stores – Beer, Wine, and Liquor
- **5993:** Cigar Stores and Stands

### **Gambling**

- **7800:** Government-Owned Lotteries (US Region only)
- **7801:** Government Licensed On-Line Casinos (On-Line Gambling) (US Region only)
- **7802:** Government-Licensed Horse/Dog Racing (US Region only)
- **7995:** Betting, including Lottery Tickets, Casino Gaming Chips, Off-Track Betting, and Wagers at Race Tracks

- **9406:** Government-owned Lottery (Specific Countries)

## Health and Beauty

- **5977:** Cosmetic Stores
- **7230:** Beauty and Barber Shops
- **7297:** Massage Parlors
- **7298:** Health and Beauty Spas

## Jewelry

- **5094:** Precious Stones and Metals, Watches and Jewelry
- **5944:** Jewelry Stores, Watches, Clocks, and Silverware Stores
- **5950:** Glassware/Crystal Stores
- **7631:** Watch, Clock and Jewelry Repair

## Political Organizations

- **8651:** Political Organizations

## Sports and Recreation

- **7032:** Sporting and Recreational Camps
- **7932:** Billiard and Pool Establishments
- **7941:** Commercial Sports, Professional Sports Clubs, Athletic Fields, and Sports Promoters
- **7992:** Public Golf Courses
- **7994:** Video Game Arcades/Establishments
- **7996:** Amusement Parks, Circuses, Carnivals, and Fortune Tellers
- **7997:** Membership Clubs (Sports, Recreation, Athletic), Country Clubs, and Private Golf Courses
- **7999:** Recreation Services (Not Elsewhere Classified)

## Suspicious Activity

- **5933:** Pawn Shops
- **7273:** Dating Services
- **9211:** Court Costs, Including Alimony and Child Support
- **9222:** Fines
- **9223:** Bail and Bond Payments

## *Establishing InstantAudit Rules*

For companies using **Certify InstantAudit**, once you've [assigned the Auditor](#) role to users in your company, you can use your **Certify Administrator Configuration** tools to establish **InstantAudit** rules. You need to decide whether or not to alert submitters when their submission generates a violation and set up the **Rules** that actually flag submissions:

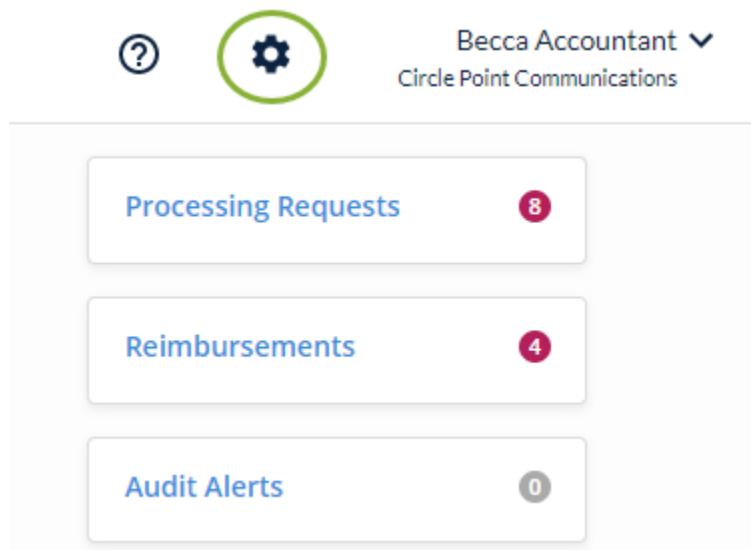
# User Configuration

- Inquiry Settings
- Detection Rules

## *Establishing InstantAudit Rules*

This article shows you, a **Certify Administrator**, how to establish **InstantAudit** rules for your company.

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



**Step 2:** Click **View and Edit Audit Definitions**.



## 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™](#)

#### Audit

[View and Edit Audit Definitions](#)

#### Expense Categories

[View and Edit Expense Categories](#)

[General Ledger Dimensions](#)

[AutoSuggest™ Management](#)

#### Invoice

[View and Edit Purchase Orders](#)

[View and Edit Invoice Vendors](#)

### User Accounts and Billing

#### User Accounts

[View and Edit Users](#)

[Create New Users](#)

[Send Email to Users](#)

[Security Settings](#)

[Credit Card Import](#)

#### Service Plan and Billing

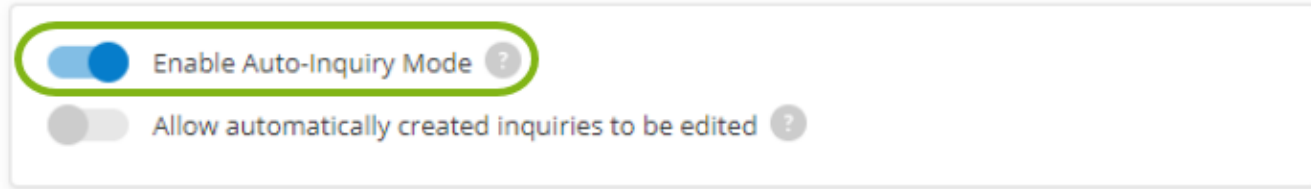
[Service Plan and Pricing](#)

[Pay Certify Bill](#)

**Step 3:** First, under **Inquiry Settings**, decide whether you want to enable **Auto-Inquiry** or not. The difference between the two settings is:

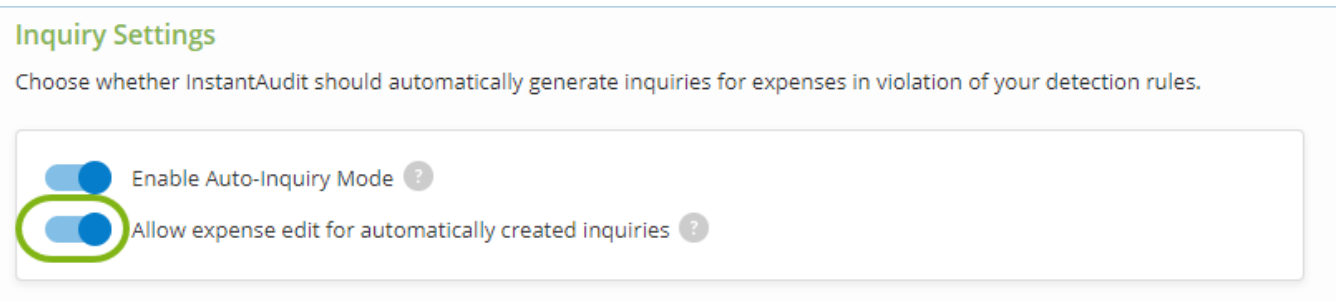
- **Auto-Inquiry Mode OFF: Submitters** are not aware of internal audition. Instead, **Approvers** and **Auditors** can track alerts without submitters knowing what is occurring.
- **Auto-Inquiry Mode ON:** An **Inquiry** is sent to the **Submitter** whose expense triggered the **InstantAudit** rules. Submitters are notified of the flagged expense, but they are not informed of what triggered the alert.

To enable **Auto-Inquiry**, click to the right of the circle so the slider turns blue.



**Step 4:** If you chose to enable **Auto-Inquiry Mode**, choose if you want to allow automatically created inquiries to be edited:

- **Do Not Allow:** A notification is sent to the submitter, but they cannot edit the expense that generated the **Audit** alert. However, they still need to answer the **Inquiry**.
- **Allow:** A notification is sent to the submitter, and they can edit the expense so that it falls into company policy.



**Step 5:** Next, under **Detection Rules**, establish which expenses get flagged when submitters send expenses for reimbursement. To set up auditing, click the button next to that rule. That rule's **Rule Details** screen appears on the right side.

# User Configuration

**Detection Rules**  
Configure the rules InstantAudit will use to flag expenses submitted in your company.

**Excessive Spend**

Status	Rule	Parameters
<input type="checkbox"/>	Excessive Cash Expenses	
<input type="checkbox"/>	Excessive Meal	
<input type="checkbox"/>	Excessive Mileage	
<input type="checkbox"/>	Excessive Tips	
<input type="checkbox"/>	Excessive Travel	
<input type="checkbox"/>	Upgrades	

**Invalid Expense Types**

Status	Rule	Parameters
<input type="checkbox"/>	Weekend Purchases	
<input type="checkbox"/>	Facilitation Fees	
<input type="checkbox"/>	Alcohol and Recreational Drugs	
<input type="checkbox"/>	Bulk Purchases	
<input type="checkbox"/>	Gift Cards	
<input type="checkbox"/>	Golf	
<input type="checkbox"/>	Personal Items	

**Rule Details**

• Excessive Cash Expenses  
InstantAudit will flag any non-credit card expense whose amount is greater than the amount specified for this rule.

Enabled

Maximum amount  
100 United States Dollars

**Expense Types**

- Cash Expense
- Hourly Rate
- Invoice
- Lodging
- Meals
- Mileage
- Per-Diem
- Rentals
- Travel

**User Roles**

- Accountant
- Employee
- Executive
- Manager

**Exceptions** ?  
Employee

Save Cancel

**Step 6:** Enter details in the **Rule Details** screen:

- **Enabled:** Click this checkbox to make the rule active. Enabling the rule means it will create **Audit** alerts for submitted expenses meeting this rule's qualifications. You can turn on and off rules as needed here.
- **Rule Specific-Field:** Any rule-specific fields appear in this area, including keywords, limits, etc. In the example below, the specific field is **Maximum Amount** for the **Excessive Cash Advances** rule.
- **Expense Types:** Choose which **Expense Types** to assign to this rule. Every **Expense Category** created under the **Expense Type** will be scanned for the Rule set here.

# User Configuration

- For rules pertaining to a single **Expense Type**, for example **Excessive Meals**, this section is defaulted to that expense.
- If you need to exclude a category or multiple categories, you can create an **Exception** or it below.
- **User Roles:** Choose any or all of the [four standard user roles](#) to which to apply the user role. For example, if your company does not want the **Excessive Cash Expenses Rule** to apply to executives.
- **Exceptions:** These options are grayed out until you mark **Enabled** and **Save** the **Rule Details**. Once enabled, you can assign exceptions to any of the rules you established earlier.

### Rule Details ✕

- **Excessive Cash Expenses**  
InstantAudit will flag any non-credit card expense whose amount is greater than the amount specified for this rule.  
 Enabled  
Maximum amount
- Expense Types**
  - Cash Expense
  - Hourly Rate
  - Invoice
  - Lodging
  - Meals
  - Mileage
  - Per-Diem
  - Rentals
  - Travel
- User Roles**
  - Accountant
  - Employee
  - Executive
  - Manager
- Exceptions** ?
  - Employee
  - Expense Category
  - Department

# User Configuration

**Step 7:** Once you save the **Rule**, it is indicated as **ON** in the list, so you can easily go back and reference which **Rules** your company is using. Now, you can create **Rule-level Exceptions**. Exceptions provide a way for you to use an **Audit Rule**, but avoid specific scenarios. To enable, click the rule you'd like to work with and scroll to the bottom of the screen and click an **Exception**.

Exceptions ?

Employee

Expense Category

Department

**Step 8:** On the **InstantAudit Exceptions** page, click **Add Exceptions**.

Expense Category InstantAudit Exceptions

ON	Excessive Meals	Percent over Maximum: 25%	?
----	-----------------	---------------------------	---

View and Edit Exceptions

There are no active Expense Category exceptions for this audit definition  
Click "add exception" below to add new exceptions

Add Exceptions Return To Configuration

**Step 9:** This page lists all your company's **Expense Categories**. Select the category or categories you want to exclude from the **Rule** and click **Add Exceptions**.



**Expense Category Instant Audit Exceptions**

**ON** Excessive Meals Percent over Maximum: 25%

**View and Edit Exceptions**

There are no active Expense Category exceptions.  
Click "add exception" below to add new exceptions.

Add Exceptions Return To Configuration

**Add Exceptions** X

Search Expense Category

- Airfare
- Business Entertainment
- Executive Meals
- Hourly Labor
- Lodging
- Meals
- Meals - Breakfast
- Meals - Dinner
- Meals - Lunch
- Mileage
- Miscellaneous
- Rental Car
- Taxi

**Add Exceptions** Cancel

The rule now displays in the **View an Edit Exceptions** list.

# User Configuration

**Expense Category InstantAudit Exceptions**

**ON** Excessive Meals Percent over Maximum: 25%

**View and Edit Exceptions**

Delete	Expense Category	Created By
	Meals - Dinner	Angela Accountant

[Add Exceptions](#) [Return To Configuration](#)

**Add Exceptions** ×

Search

- Airfare
- Business Entertainment
- Executive Meals
- Hourly Labor
- Lodging
- Meals
- Meals - Breakfast
- Meals - Lunch
- Mileage
- Miscellaneous

**Step 10:** Click **Return To Configuration** to return to the **InstantAudit Configuration** page.

**Expense Category InstantAudit Exceptions**

**ON** Excessive Meals Percent over Maximum: 25%

**View and Edit Exceptions**

Delete	Expense Category	Created By
	Meals - Dinner	Angela Accountant

[Add Exceptions](#) [Return To Configuration](#)

**Add Exceptions** ×

Search

- Airfare
- Business Entertainment
- Executive Meals
- Hourly Labor
- Lodging
- Meals
- Meals - Breakfast
- Meals - Lunch
- Mileage
- Miscellaneous

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