Certify User Guide
PROCESSING EXPENSE REPORTS

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This version is current as of April 1, 2021
For continuously updated instructions, please visit our Help Center within the Certify Support tab.

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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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PROCESSING EXPENSE REPORTS

In Certify, Accountants formally process each expense report. The Processing Reports guide will review how to:

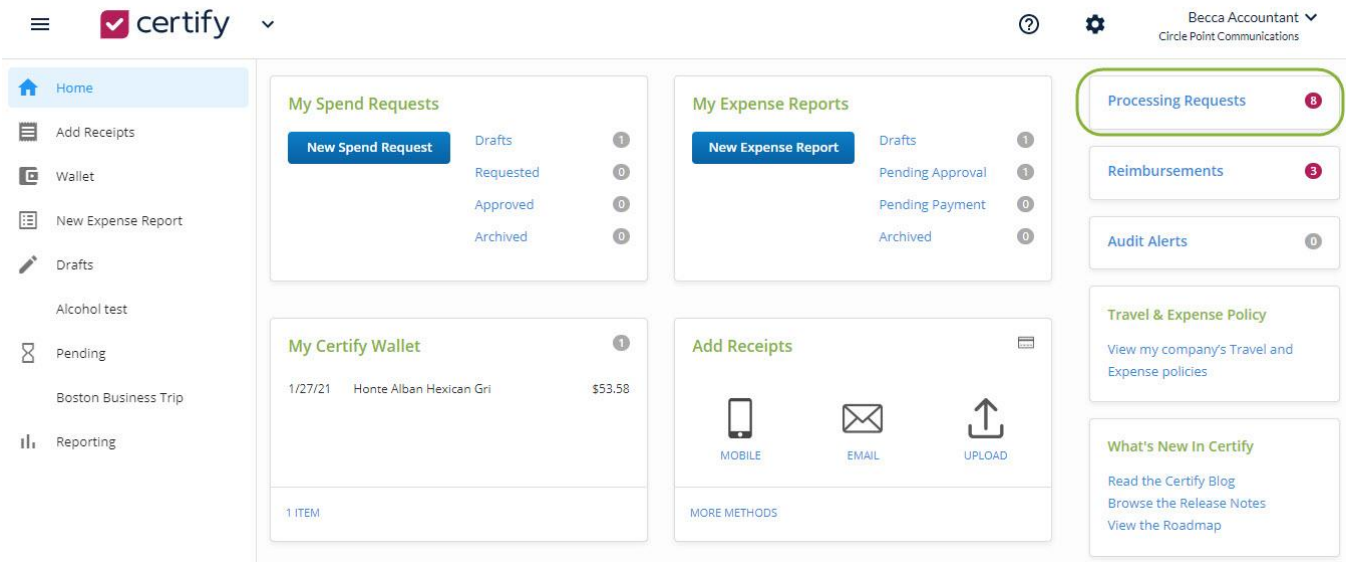
- Make final changes to an expense report
- Disapprove an expense report to send back to the Employee
- Process an expense report
- Pull AP reporting data
- Reimburse using Certify ACH

Accountant's Review Tools

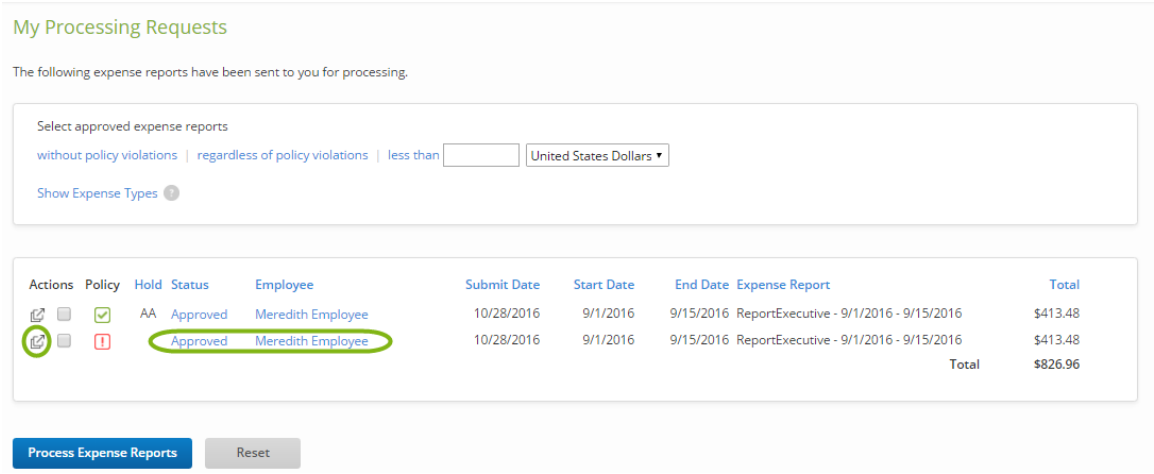
Other Actions Menu – Accountants

When you are reviewing an expense report, there are several actions you can take under the **Other Actions** menu. This article shows you how to use the actions available in the **Other Actions** menu.

Step 1: On your account homepage, select the number of items under **Processing Requests**.



Step 2: On the next page, you will see a list of the expense reports awaiting your approval. To view a specific expense report, click an Employee name or the view (document) icon under **Action**. This will open the expense report in a new browser window.



Step 3: To access the **Other Actions** menu, click the arrow **(>)** under **Approval**. Actions in the **Other Actions** menu include:

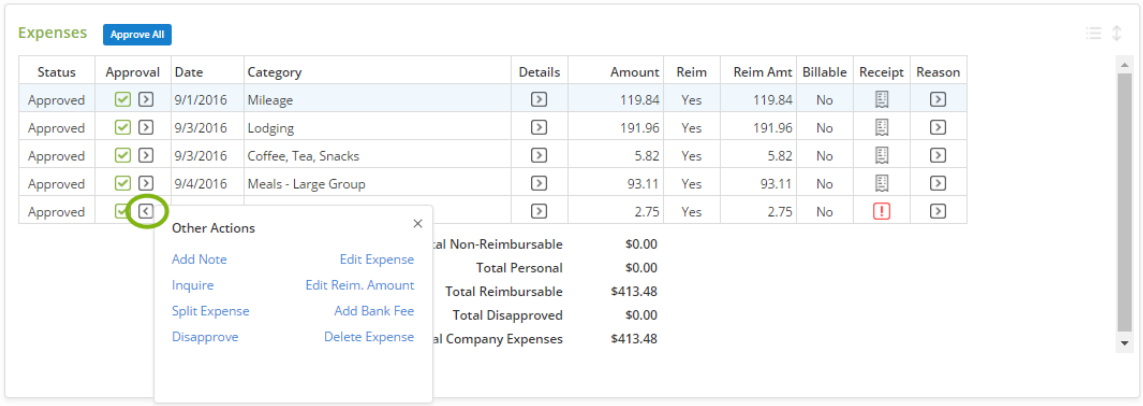
Add Note - Add a note to a specific expense line
Inquire – Ask the submitter a question about an expense and/or allow the submitter to edit the expense

Add Bank Fee – Add a bank fee for any currency conversion charges
Split Expense – Split a portion of an expense into a different category or department
Disapprove – Disapprove the expense line
Edit Expense – Edit any of the expense details in an expense line
Edit Reim. Amount - Edit the reimbursable amount of the expense line
Send to Wallet - send this expense back to the submitter's Wallet

To use an action in the **Other Actions** menu, select the action name. Complete the fields under that item as needed and save.

If you have Certify Administrative rights, you may also have the option to delete an expense line in the **Other Actions** menu:

Delete Expense - Permanently remove an expense line from the expense report

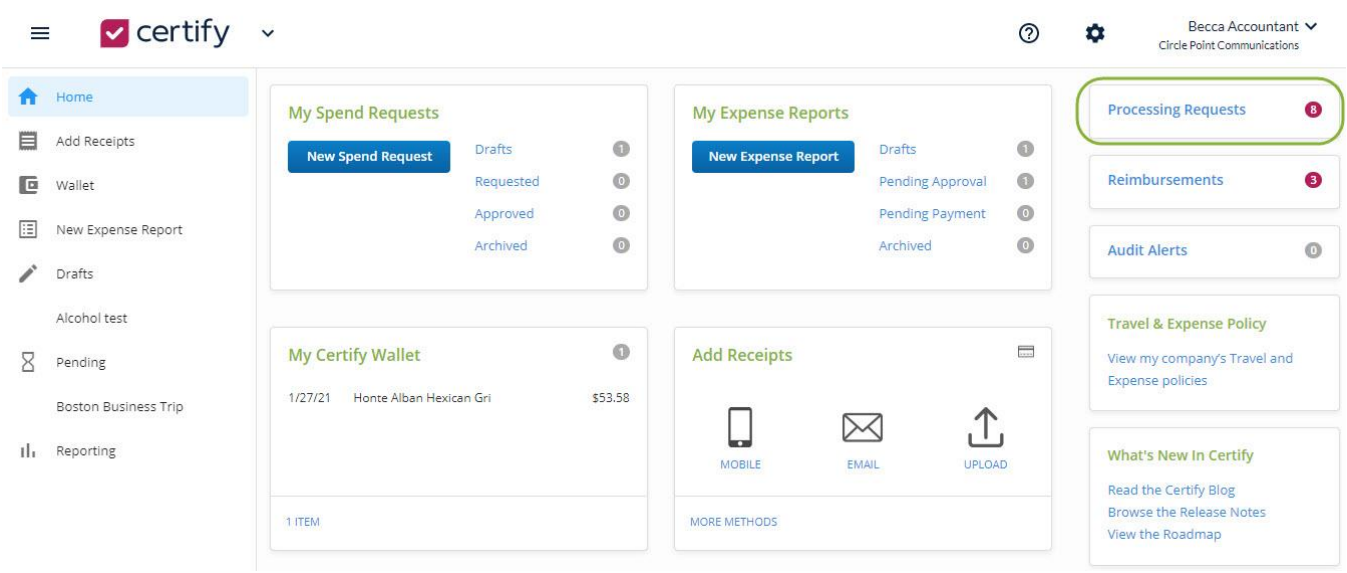


Sending and Receiving an Inquiry - Accountants

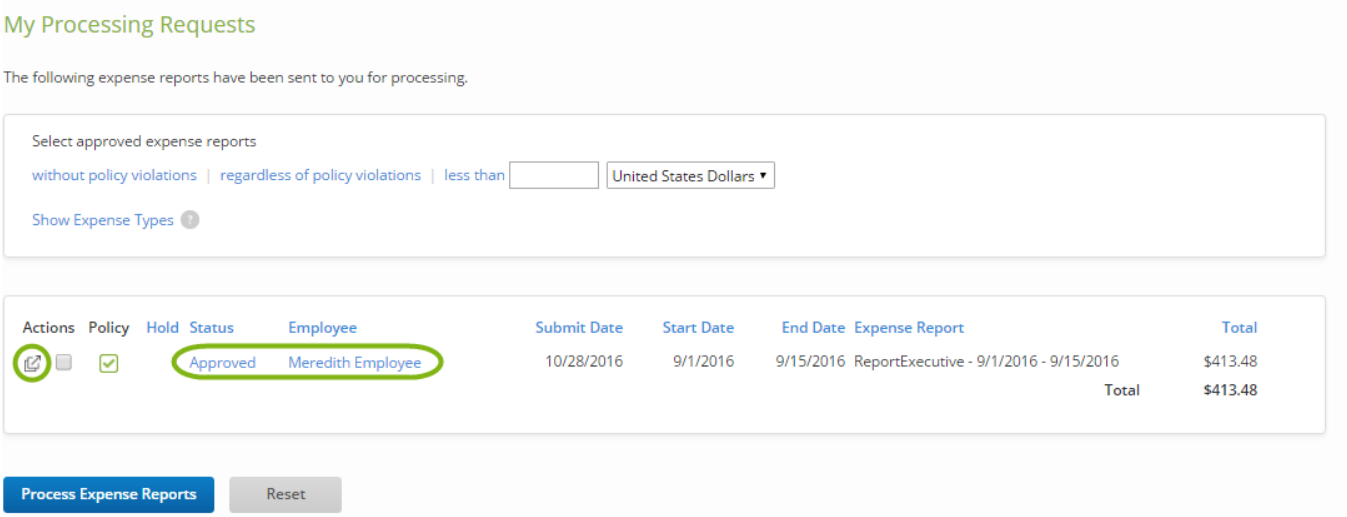
As an accountant reviewing a submitted expense report, you can send an inquiry to the submitter to request specific information, a new or different receipt, or you can request the submitter to edit an expense line. This allows the submitter to make corrections to expense report lines without you having to disapprove the entire expense report. This article shows you how to send an **Inquiry** on a specific expense line as well as how to view the submitter's reply.

Creating an Inquiry

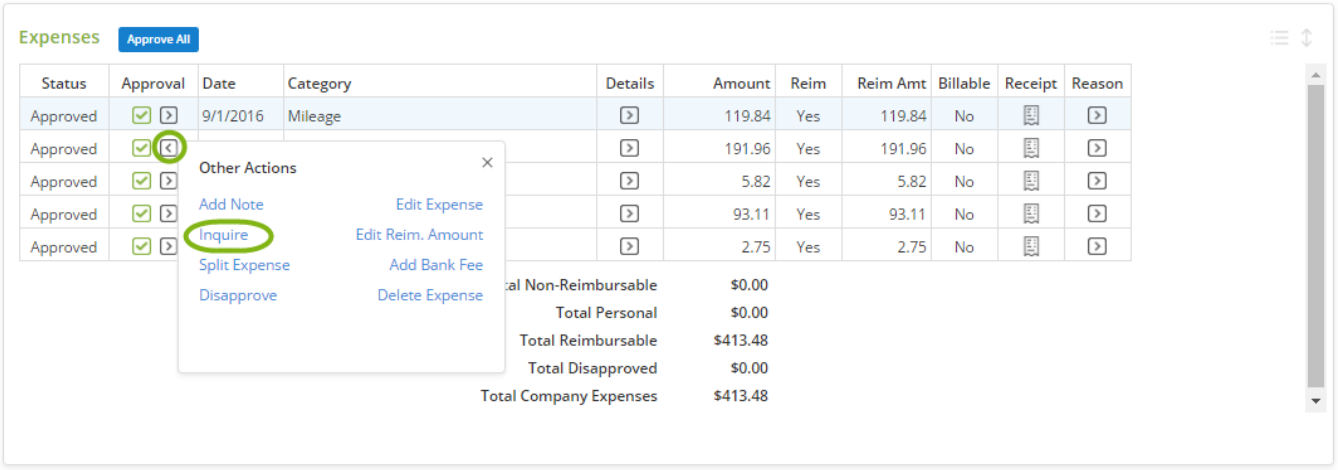
Step 1: On your account homepage, select **Processing Requests.**



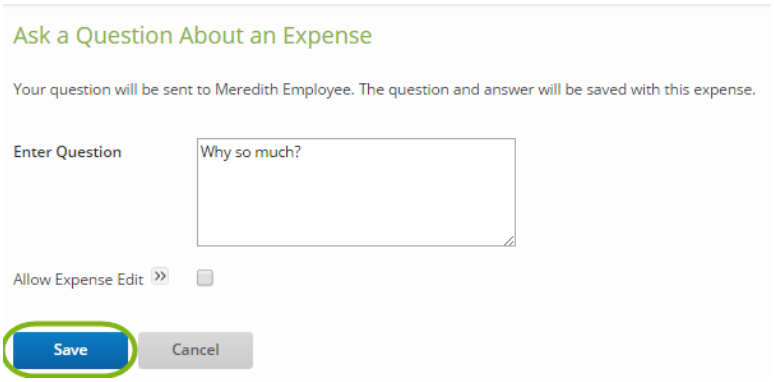
Step 2: On the next page, you will see a list of the expense reports awaiting your approval. To view an expense report, click an **Employee** name or the view (document) icon under **Action**. This will open the expense report in a new browser window.



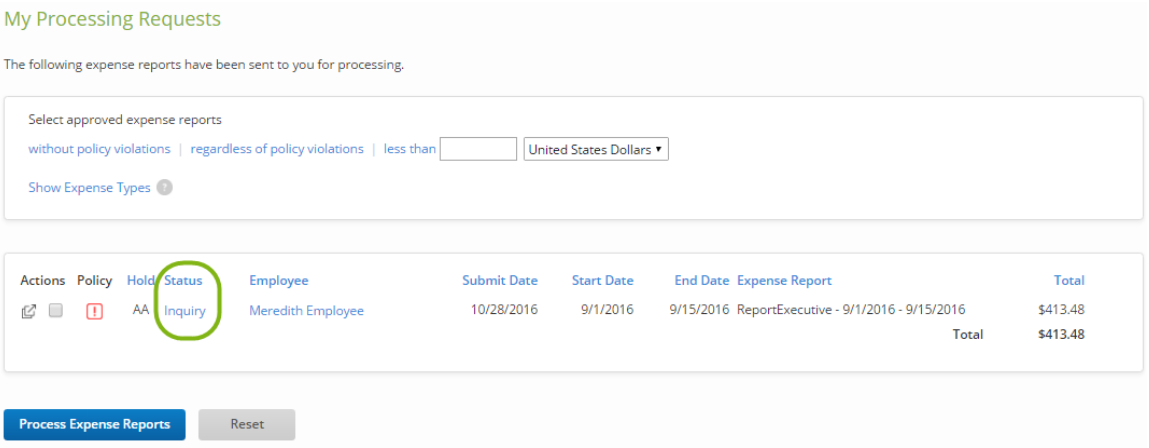
Step 3: If you have a question about an expense line or about the expense report, you will need to open the **Other Actions** menu. To access this menu, click the arrow button **(>)** under **Approval** and select **Inquire**.



Step 4: On the next page, enter your question in the text field. If you want to allow the submitter to make edits to the expense line, click the checkbox next to **Allow Expense Edit**. Click **Save**.



Step 5: After saving your **Inquiry**, the status of the expense report will change from **Pending** to **Inquiry** to indicate that the expense report has been sent back to the submitter with an inquiry.



Viewing the Inquiry Reply

When the submitter responds to your **Inquiry**, you can view the response in the expense line. Your original **Inquiry** and the submitter's reply are both saved in the expense line within the expense report. When you

have finished reviewing the submitter's response, you can continue moving forward with the expense report approval process.

Expenses Approve All

Status	Approval	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approved		9/1/2016	Mileage		119.84	Yes	119.84	No		
Approved		9/3/2016	Lodging		191.96	Yes	191.96	No		
	Edit 10/28/2016, Annie Accountant asks: Why so much?									
	10/28/2016, Meredith Employee answers: This was the closest hotel within 20 miles of my meeting.									
Approved		9/3/2016	Coffee, Tea, Snacks		5.82	Yes	5.82	No		
Approved		9/4/2016	Meals - Large Group		93.11	Yes	93.11	No		
Approved		9/9/2016	Other Transportation		2.75	Yes	2.75	No		

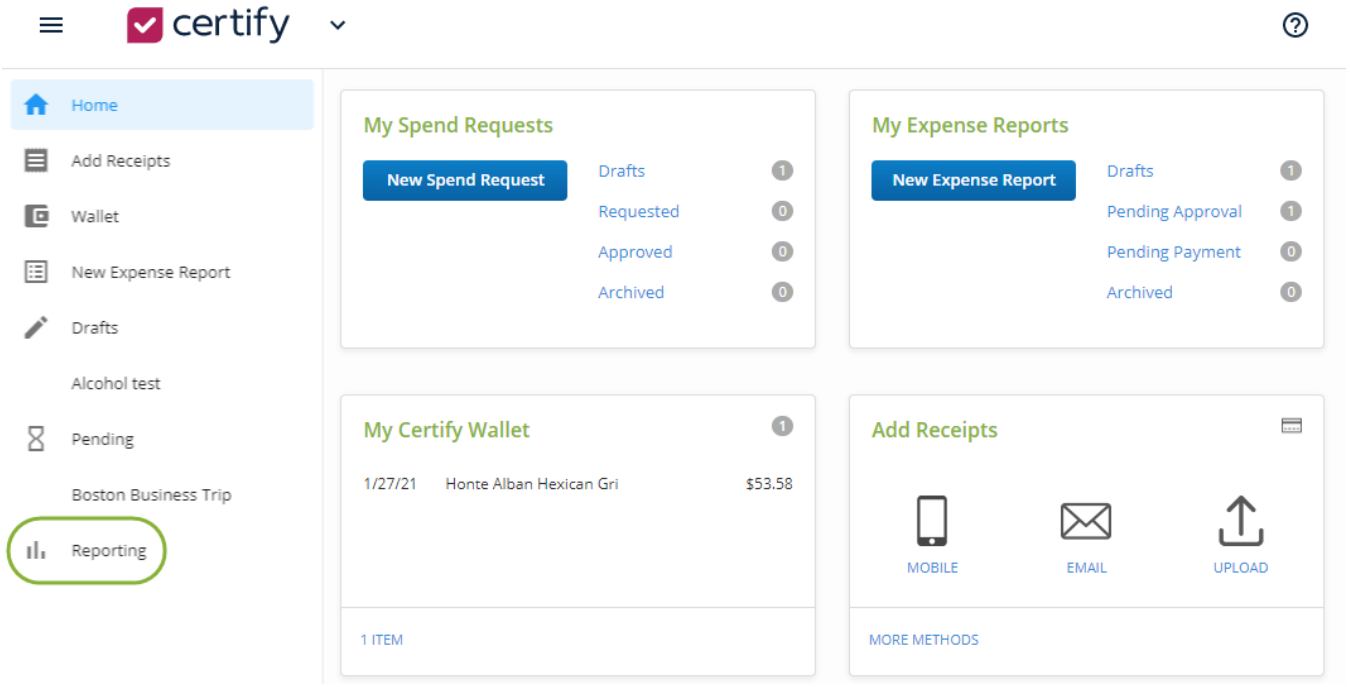
Total Non-Reimbursable	$0.00
Total Personal	$0.00
Total Reimbursable	$413.48

Creating and Running a Custom Report

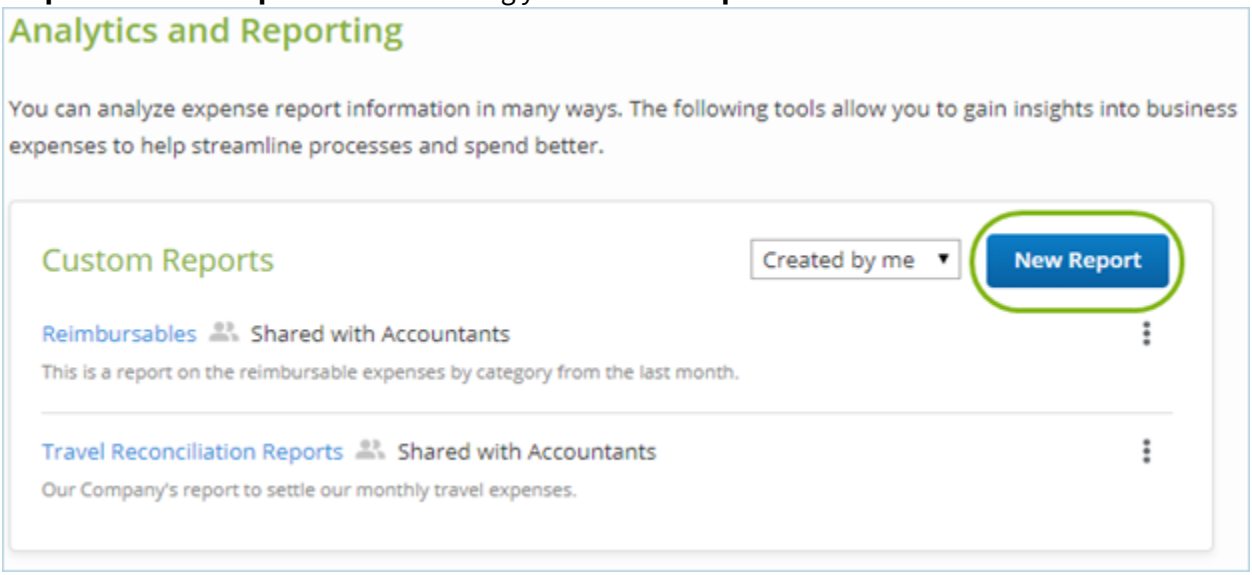
Certify's **Custom Report Builder** feature enables users to personalize analytic reports with custom columns and static fields. They can also filter the displayed data and more columns to better suit their accounting needs. Users will be able to export these **Custom Reports** into their accounting systems and analyze the data in the exact way they need to review it.

This article shows you, a **Certify Accountant**, how to create and run a **Custom Report** within Certify.

Step 1: On your **Certify** homepage, click the left menu then click **Reporting**. Once the **Analytics** page opens, view any reports **Shared With** or **Created By** you in the **Custom Reports** section.



Step 2: Click **New Report** to start creating your **Custom Report**.

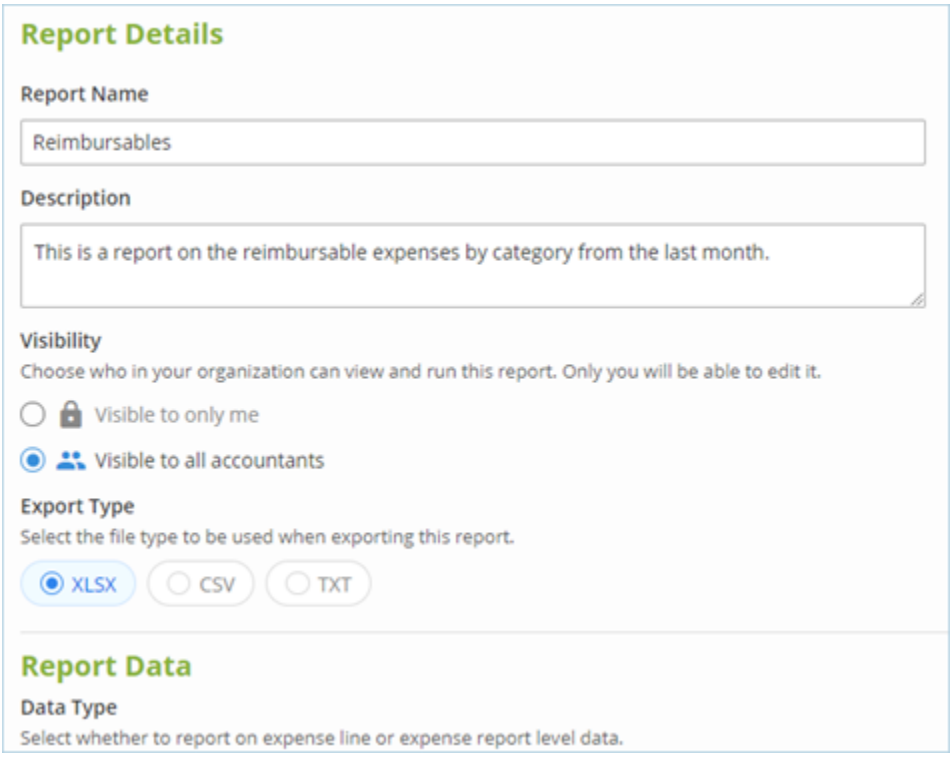


Step 3: Once the **New Report Page** opens, configure your **Custom Report**.

Report Details

Enter information under **Report Details**:

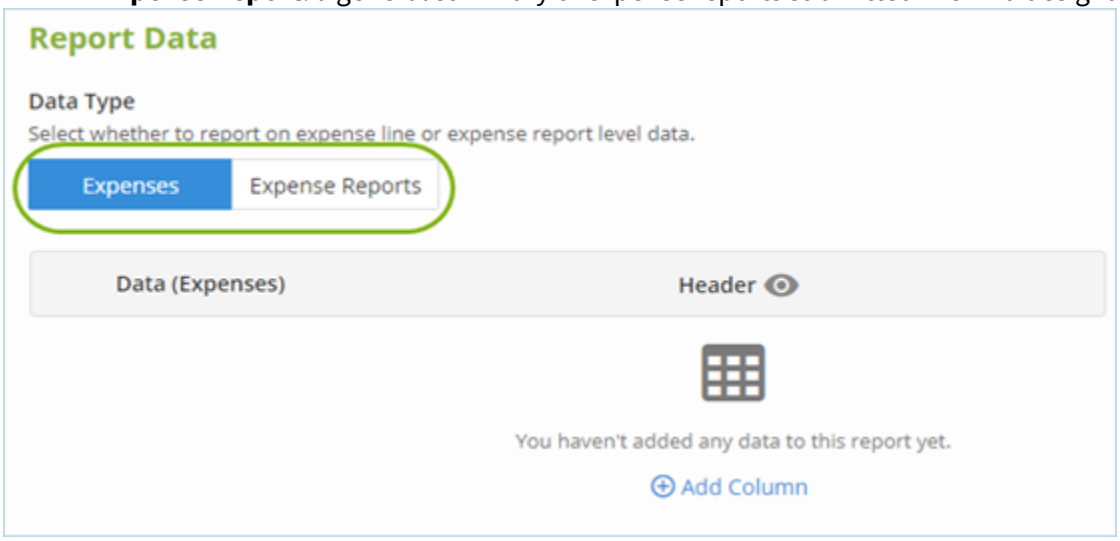
- **Report Name**: Name the custom report.
- **Description**: Enter a description about what this report is about.
- **Visibility**: Choose a visibility level for the report.
- **Export Type**: Choose if you want the report to be exported as **XLSX**, **CSV**, or **TXT**. If you choose **TXT**, the **Delimiter** field appears that allows you to choose a comma, tab, pipe, semi-colon, or caret as your delimiter.



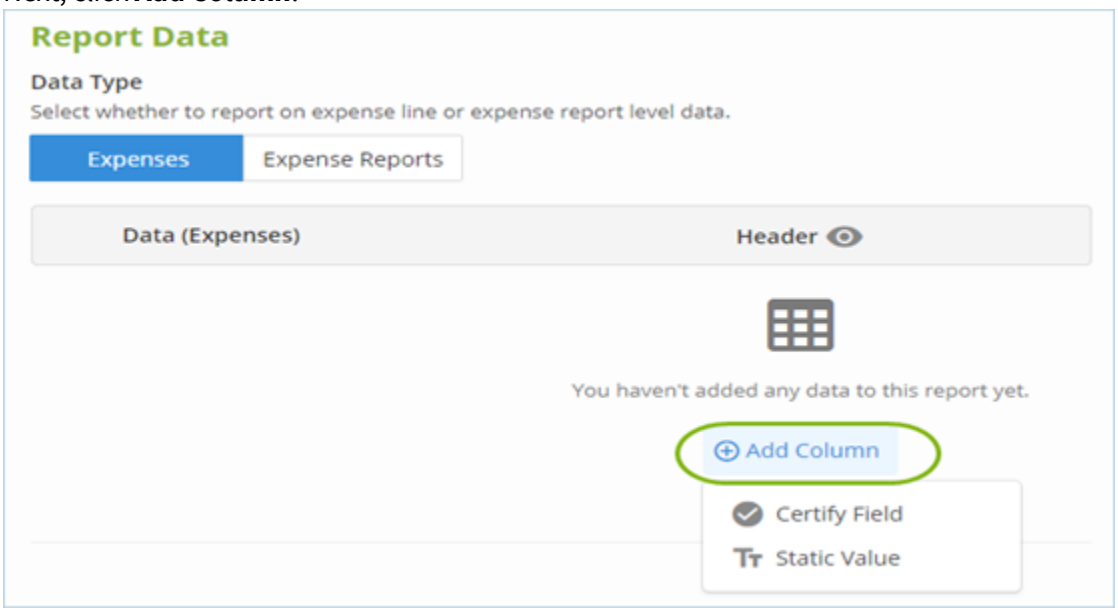
Report Data

First, choose between the two **data types:**

- **Expenses**: a granular, line by line report of all expenses.
- **Expense Report**: a general summary of expense reports submitted within a designated period.



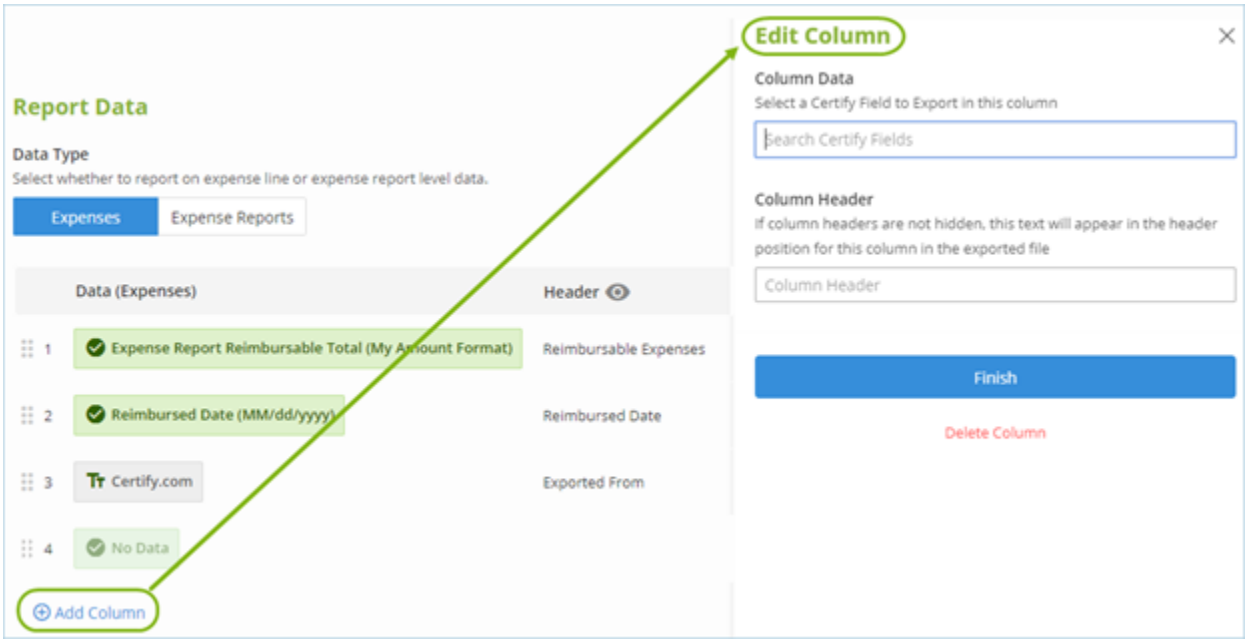
Next, click **Add Column**.



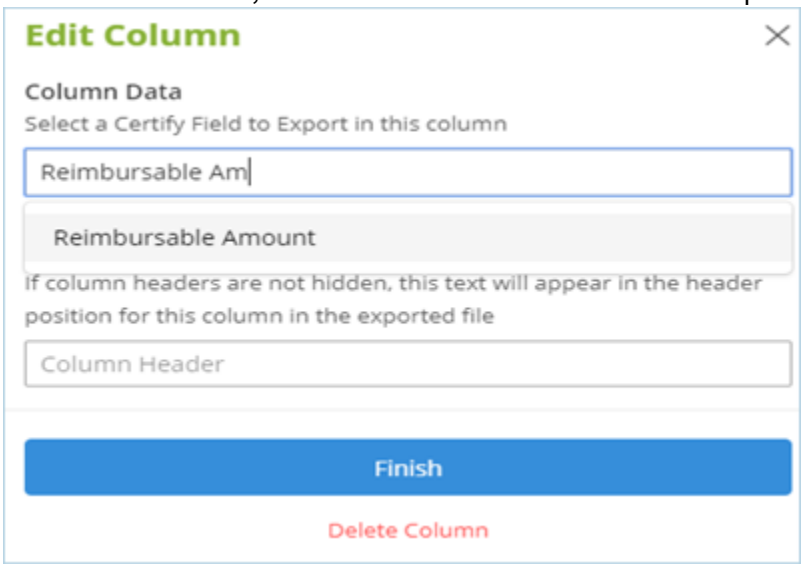
There are two field types to choose from:

- **Certify Field:** Standard fields within Certify
- **Static Field:** A field that populates a constant value in each line, rather than pulling a field within Certify.

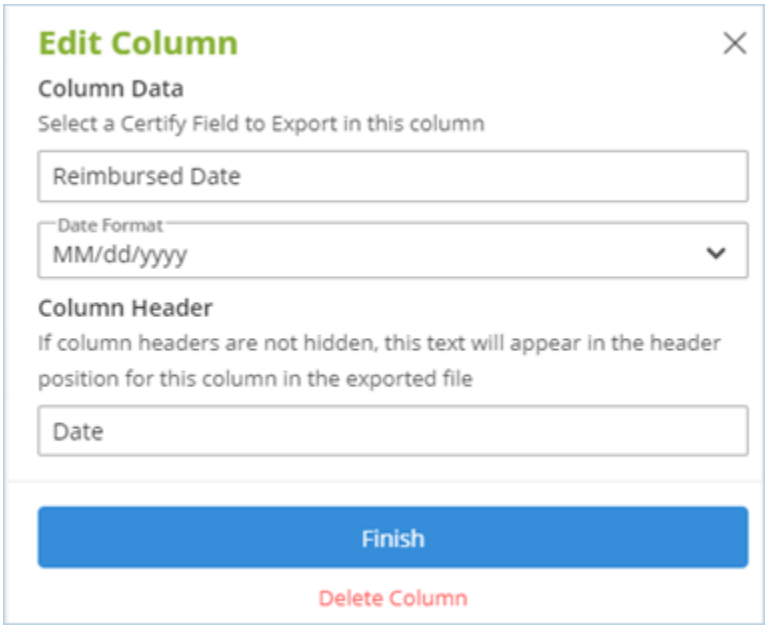
After adding a column, the **Edit Column** sidecar will open.



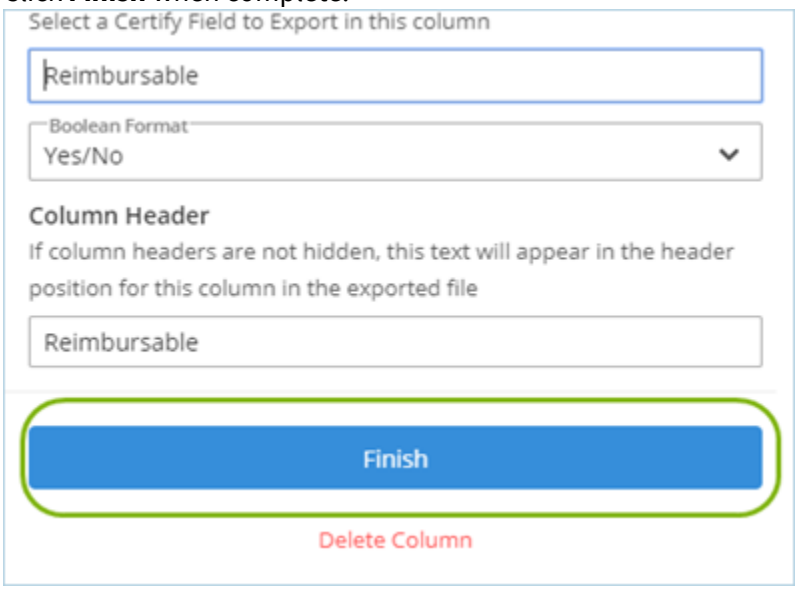
Under **Column Data**, search for the data field needed to complete your report.



After you select the **Certify Field**, specific fields asking for additional information such as the **Date Format**, **Amount Format**, or **Boolean Format** will appear.



Once you've selected your **Column Data**, Certify will populate your column name under the **Column Header**. Click **Finish** when complete.

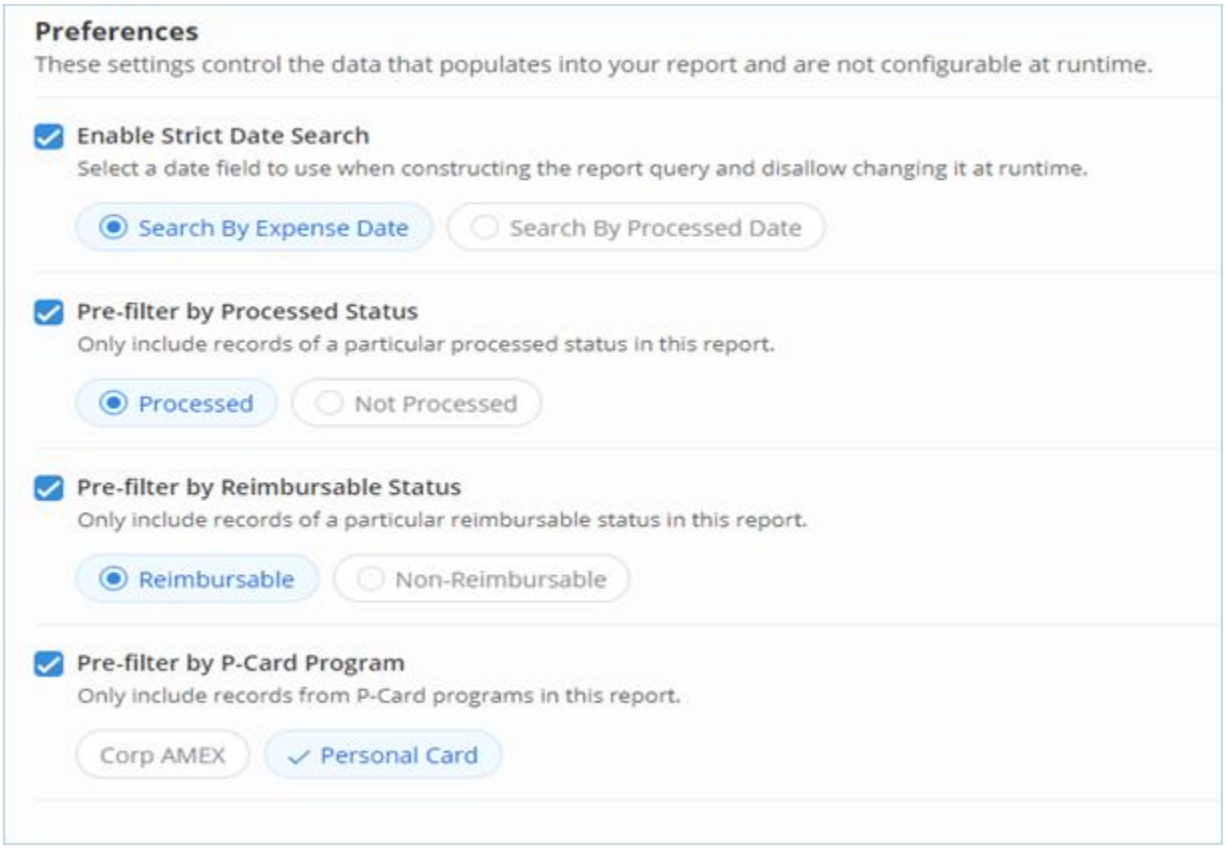


Please Note: *If you are entering a Static Field, you will only have to type in the Data Field, name the Column Header, then click Finish.*

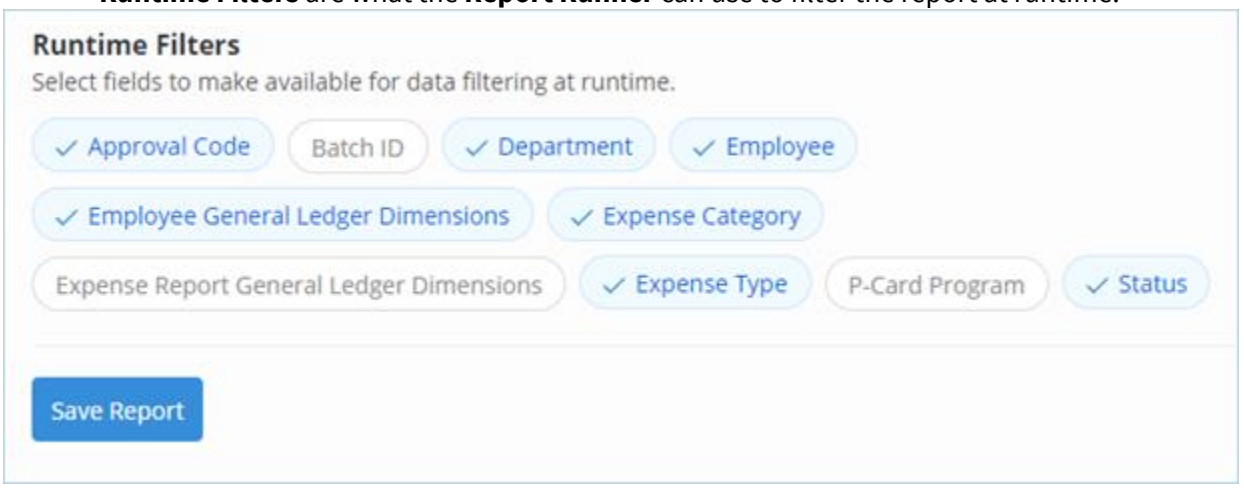
Data Filtering

Once you've entered the necessary columns, enable and configure various options for data population and filtering.

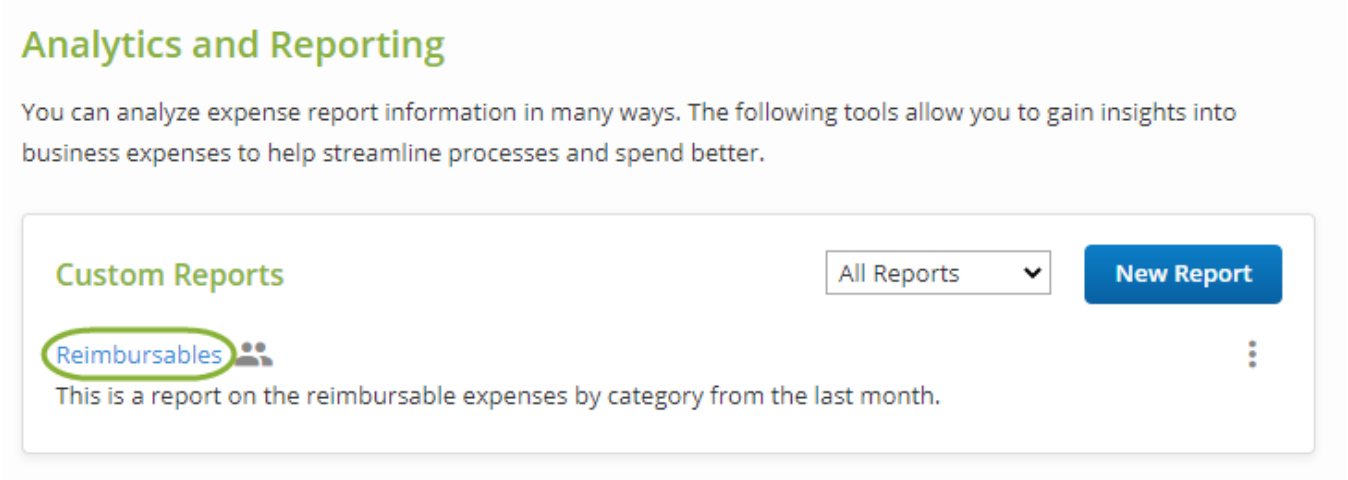
- **Preferences** are settings that control how the data populates into the report and are not configurable at runtime.



- **Runtime Filters** are what the **Report Runner** can use to filter the report at runtime.

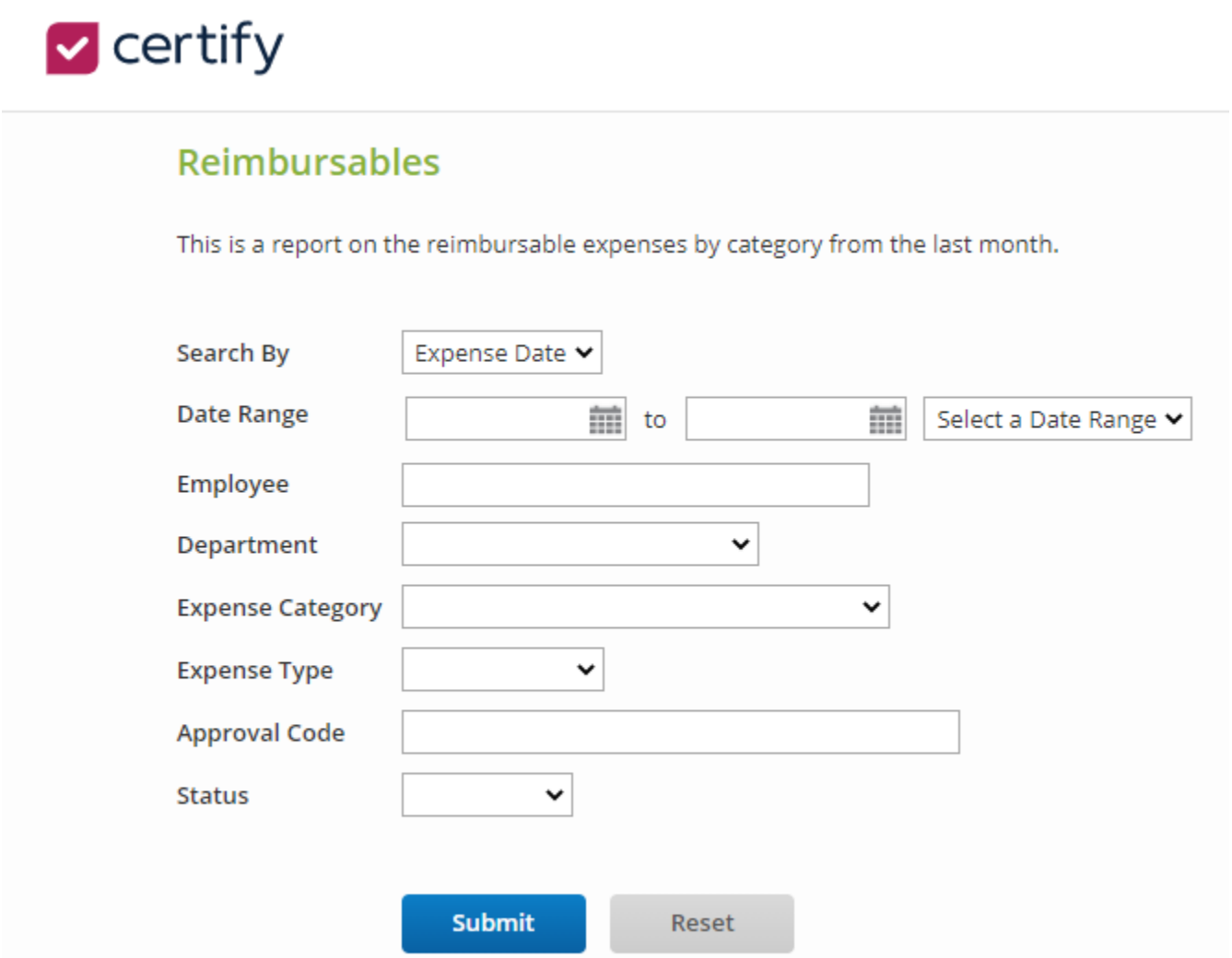


Step 4: Now that the report is created, run the report by clicking the **Analytics** tab. Then, select the report you wish to run.

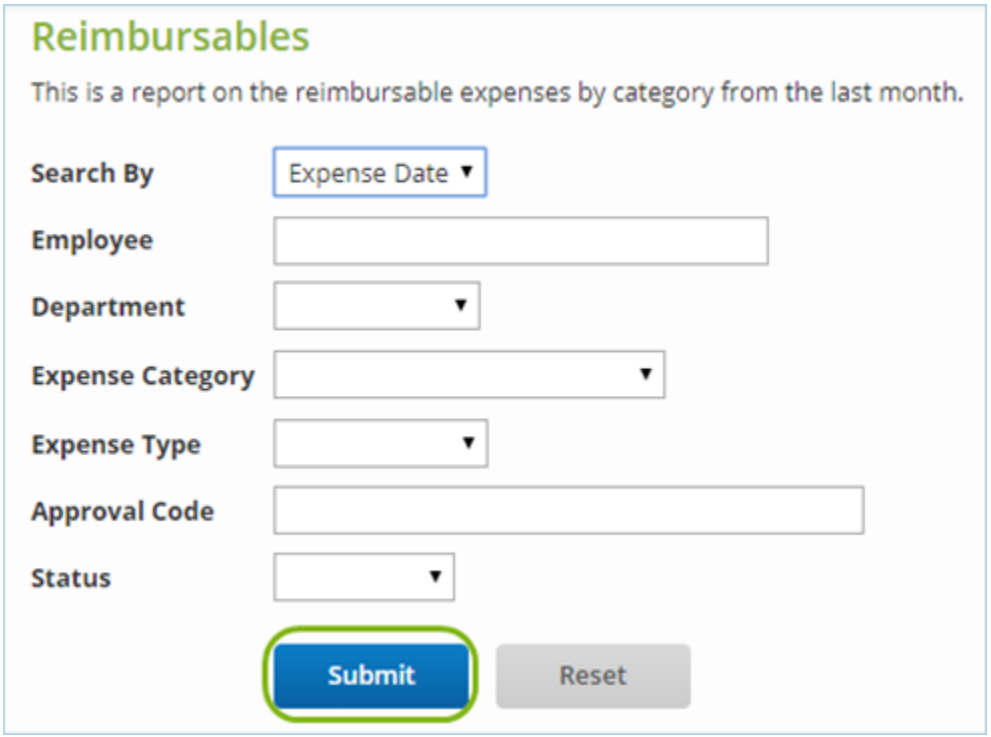


Please Note: *Once you've created the report, you have the actions available to* ***Edit***, ***Clone,*** *or* ***Delete*** *the* ***Custom Report****. If you are running a* ***Shared Report****, you only have the action to clone it.*

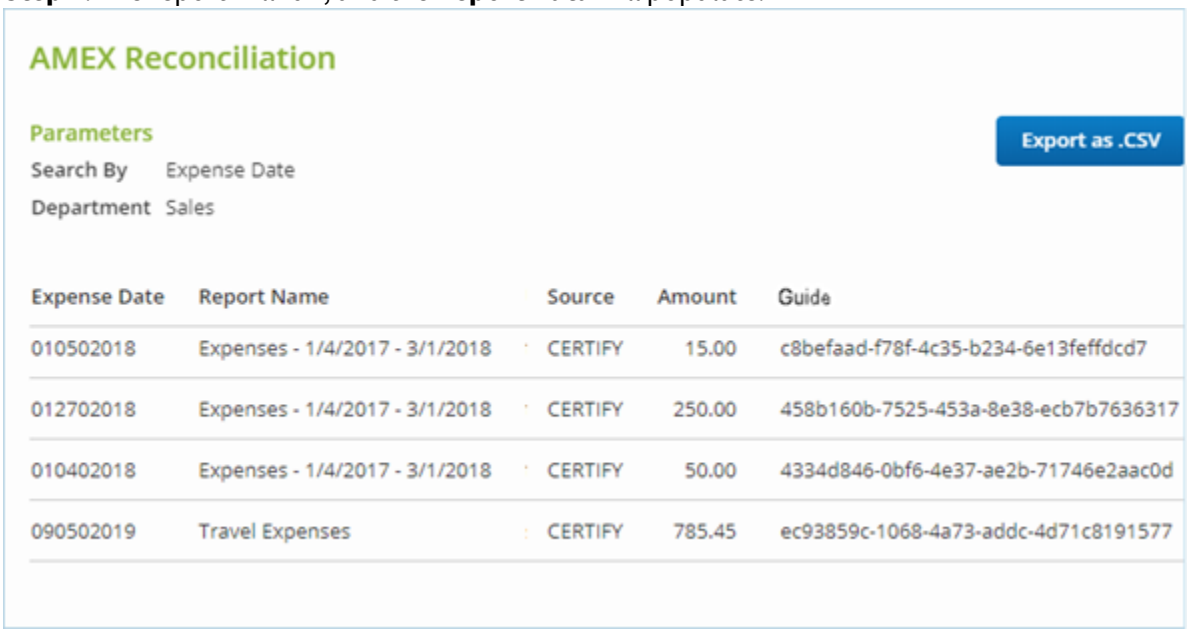
Step 5: On the **Custom Reports Page**, the **Report Runner** selects how to filter the report.



Step 6: Click **Submit** when complete.

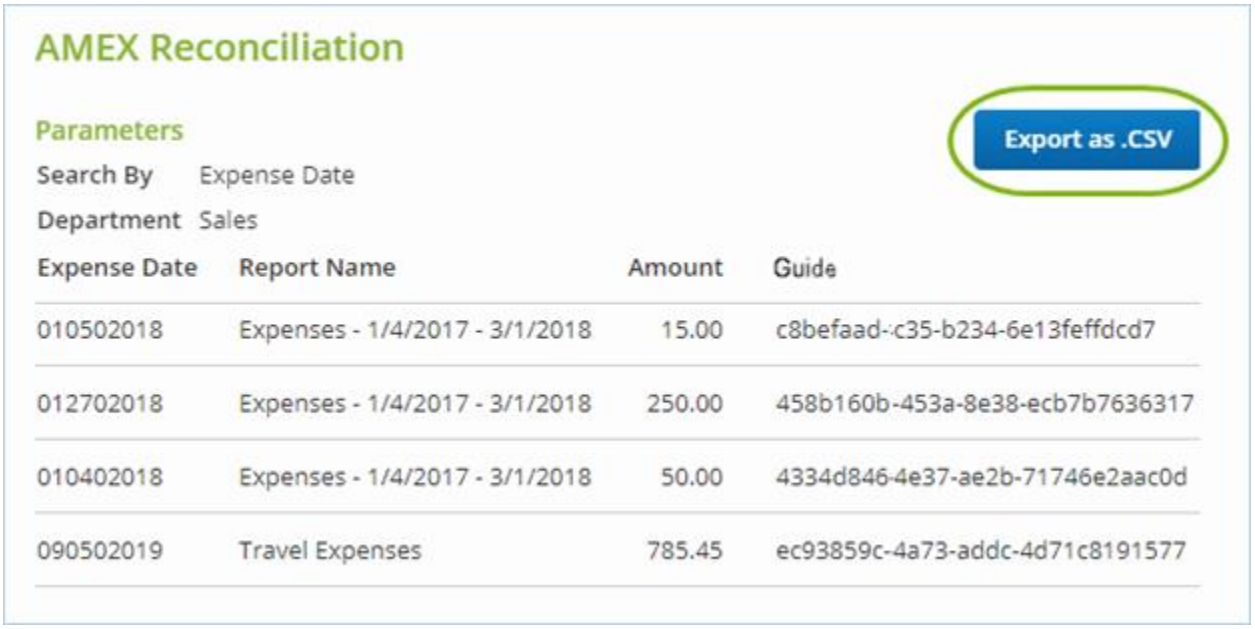


Step 7: The report will run, and the **Report Data** will populate.



Expense Date	Report Name	Source	Amount	Guide
010502018	Expenses - 1/4/2017 - 3/1/2018	CERTIFY	15.00	c8befaad-f78f-4c35-b234-6e13feffdcd7
012702018	Expenses - 1/4/2017 - 3/1/2018	CERTIFY	250.00	458b160b-7525-453a-8e38-ecb7b7636317
010402018	Expenses - 1/4/2017 - 3/1/2018	CERTIFY	50.00	4334d846-0bf6-4e37-ae2b-71746e2aac0d
090502019	Travel Expenses	CERTIFY	785.45	ec93859c-1068-4a73-addc-4d71c8191577

Step 8: Click the **Export As** button to download a copy of your **Custom Report**.

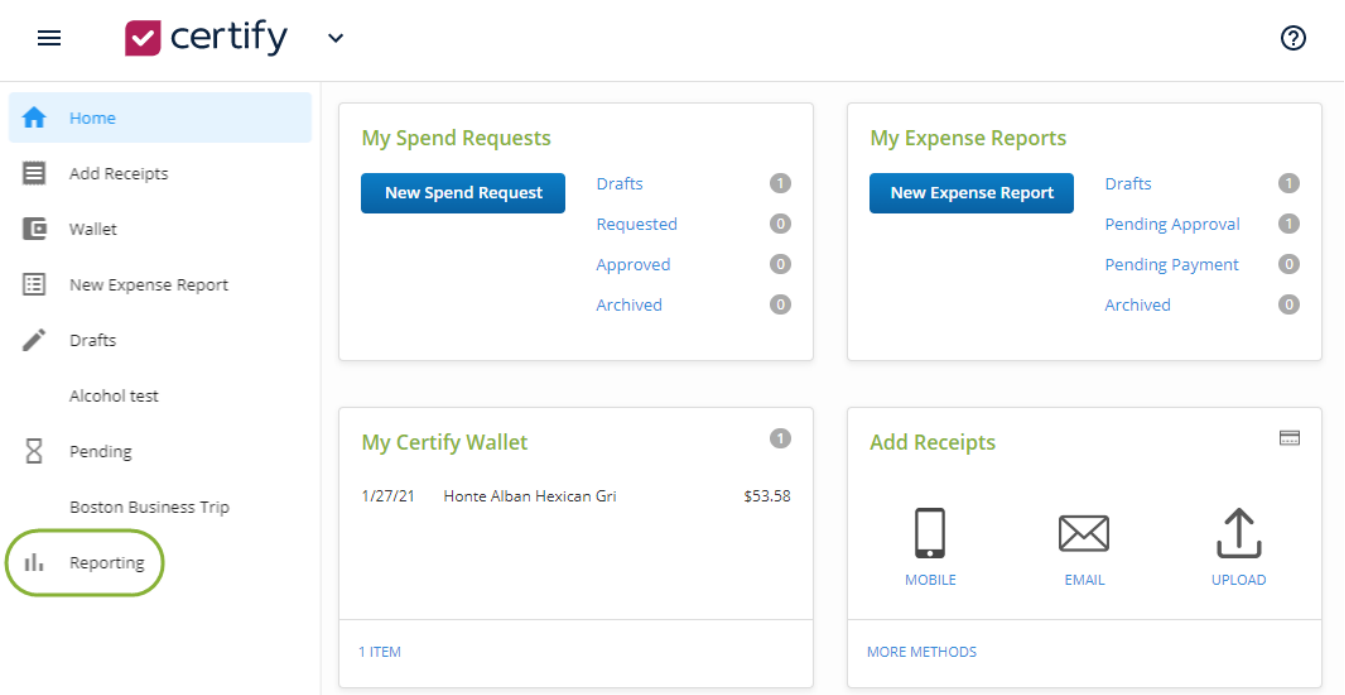


Creating New Expenses from the Reconciliation and Accrual Workbench

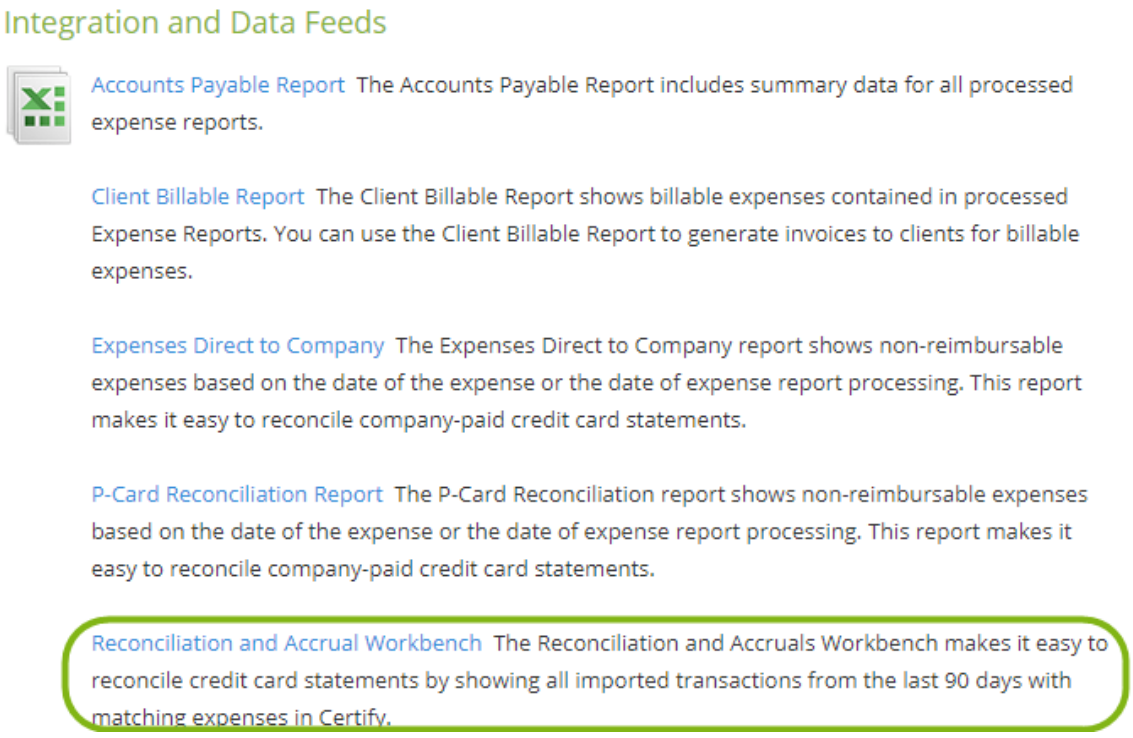
The **Reconciliation and Accrual Workbench** holds credit card transaction data from corporate credit card feeds. This report can be helpful to reconcile and find transactions that were either deleted or did not import into a user's Certify Wallet.

This article shows you, a **Certify Accountant**, how to create new expenses for employees from the **Reconciliation and Accrual Workbench.**

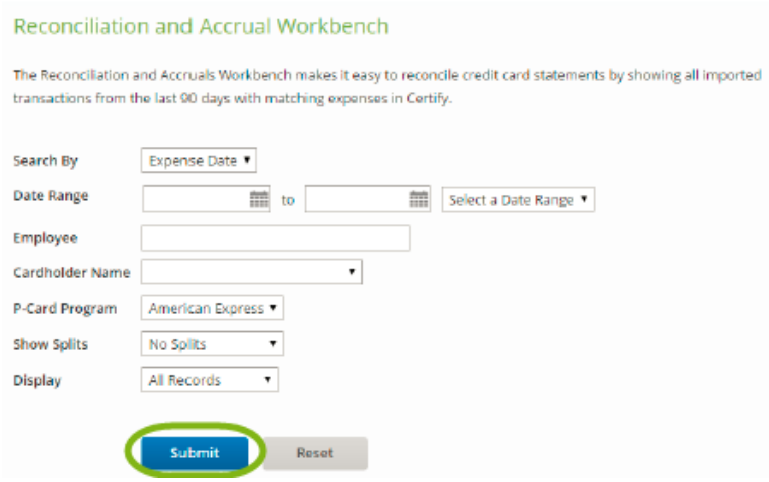
Step 1: On your account home page, click the left menu then click **Reporting**.



Step 2: Open the **Reconciliation and Accruals Workbench**, underneath **Integration and Data Feeds.**



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



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

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

Columns include:

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

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

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

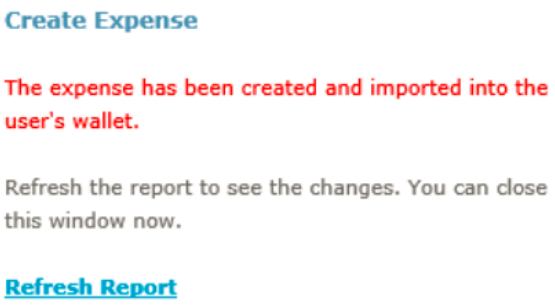
**** DELETED ***": if the expense was in Certify but has since been deleted*

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

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

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

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



Please Note: *If an expense is created from the Reconciliation and Accrual Workbench, an email will automatically be sent to the user that the expense was created for.*

Downloading the Sage EM Connector

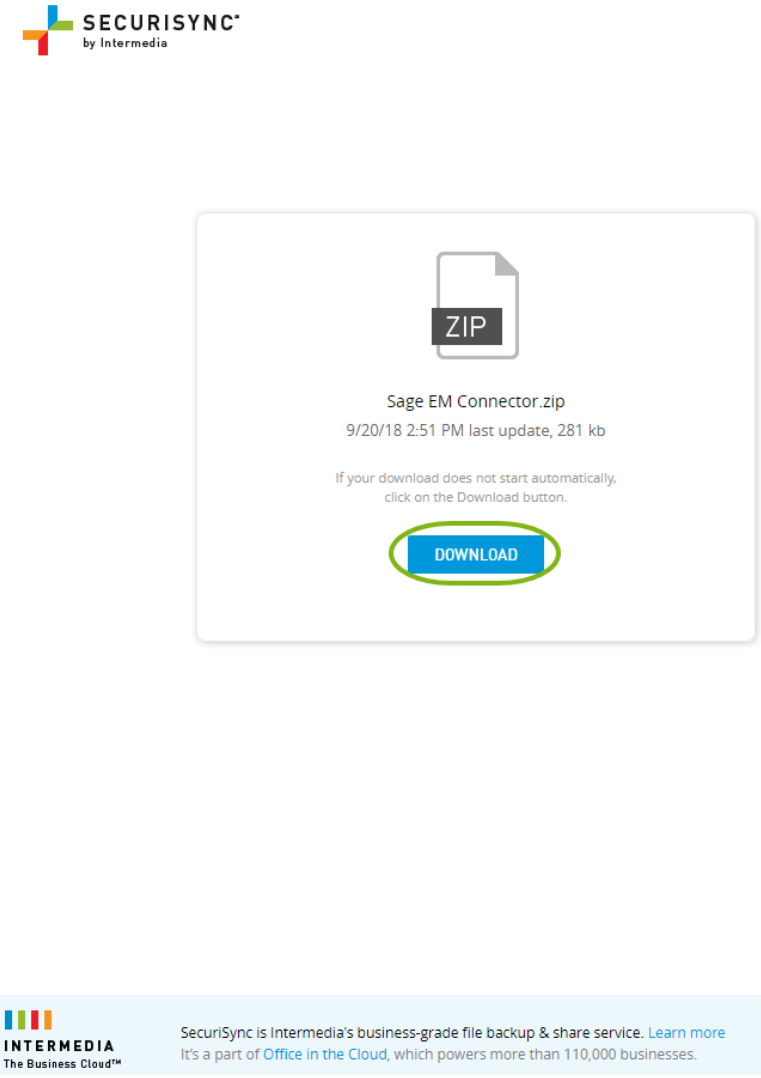
Certify offers an integration with **Sage Enterprise Management** software called the **Sage EM Connector** tool.

This article will show you, a **Certify Administrator/Treasurer,** how to download the **Sage EM Connector**.

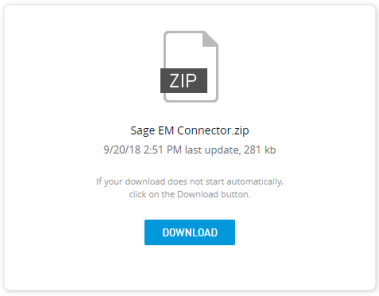
Step 1: Download the **Sage EM Connector** .zip file by following this link:

https://securisync.intermedia.net/us2/s/file?public_share=9BaqNuNPiz2UvjZgUkTzkd00146e08

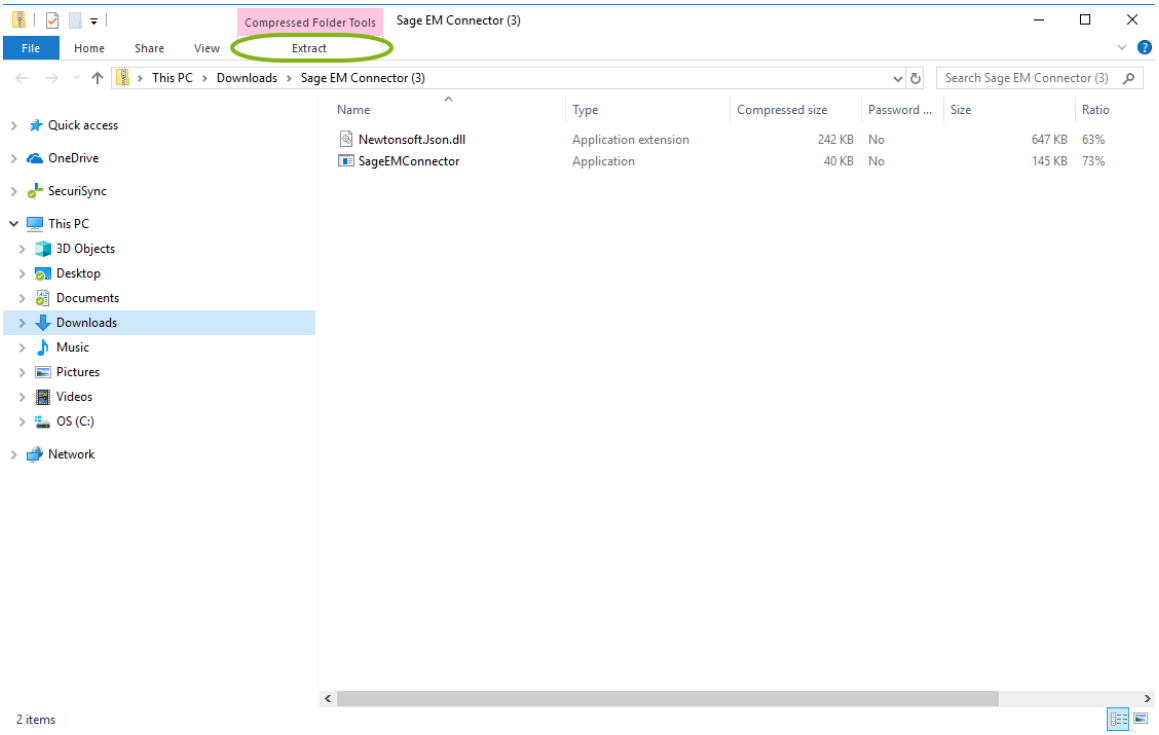
Step 2: The **Download** page appears. After a few seconds, the **Sage EM Connector** automatically begins to download. If the file doesn't begin to download automatically, click the **Download** button.



Step 3: Once the download is complete, go to the bottom bar and double-click the .zip file.

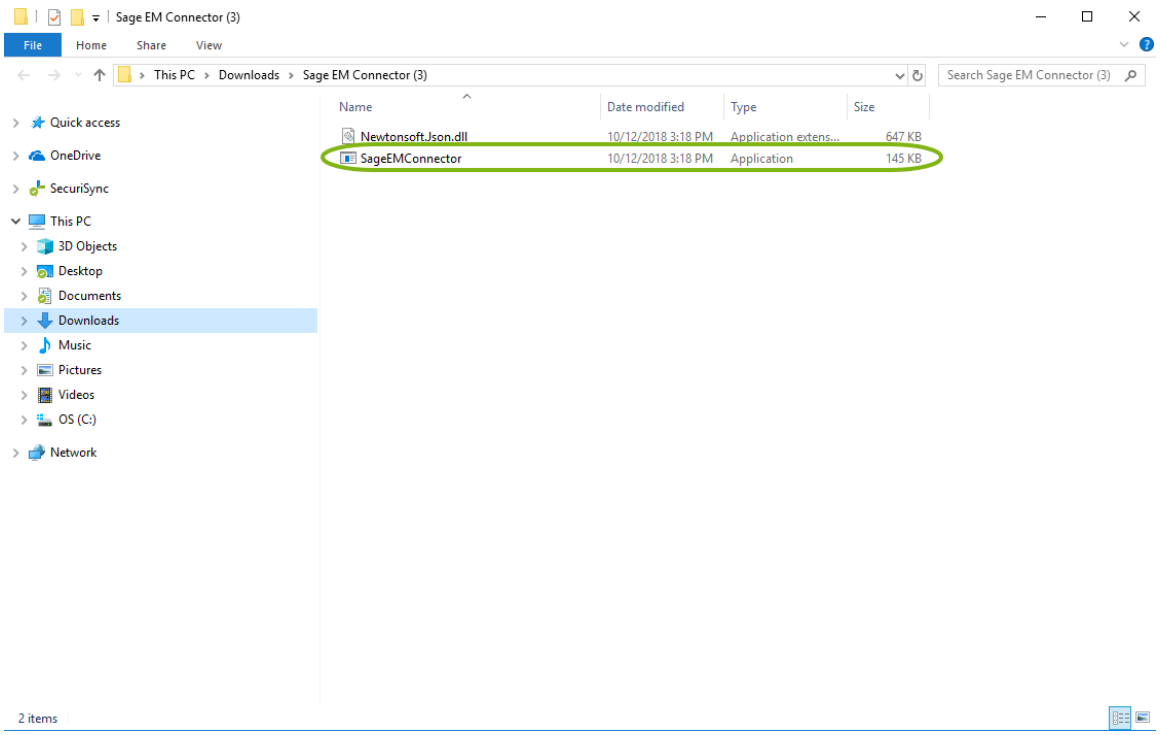


Step 4: The .zip file downloads to your computer. Before opening, extract the files.



Please Note: *Your system may pop-up a warning, however this file is safe to download and run.*

Step 5: Once unzipped, the package includes a folder named **Sage EM Connector**. Double-click the **SageEMConnector.exe** file to begin the setup process.



Please Note: *Regardless of where the files are saved, make sure both files are in the same folder before running.*

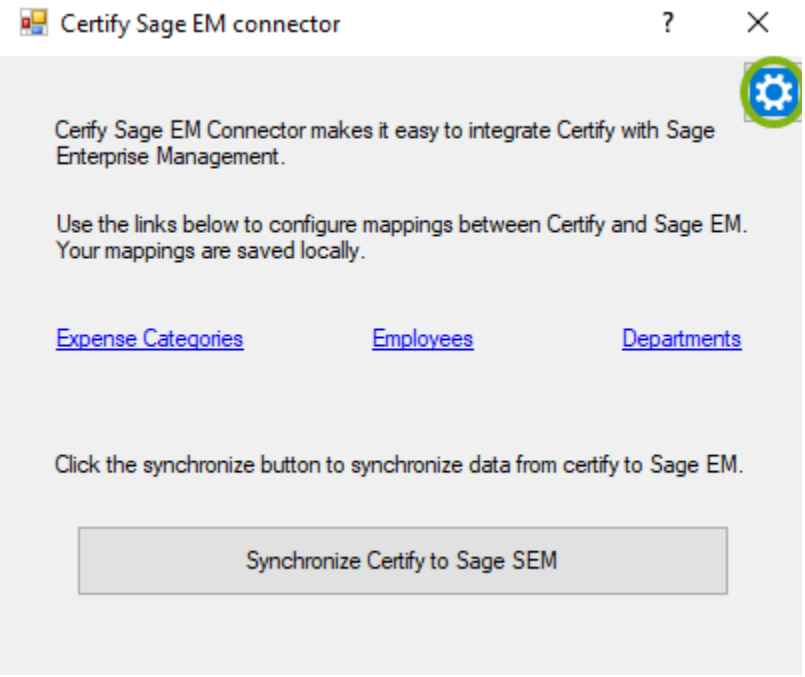
For further instruction on configuring the **Sage EM Connector**, see **Configuring the Sage EM Connector**.

Configuring the Sage EM Connector

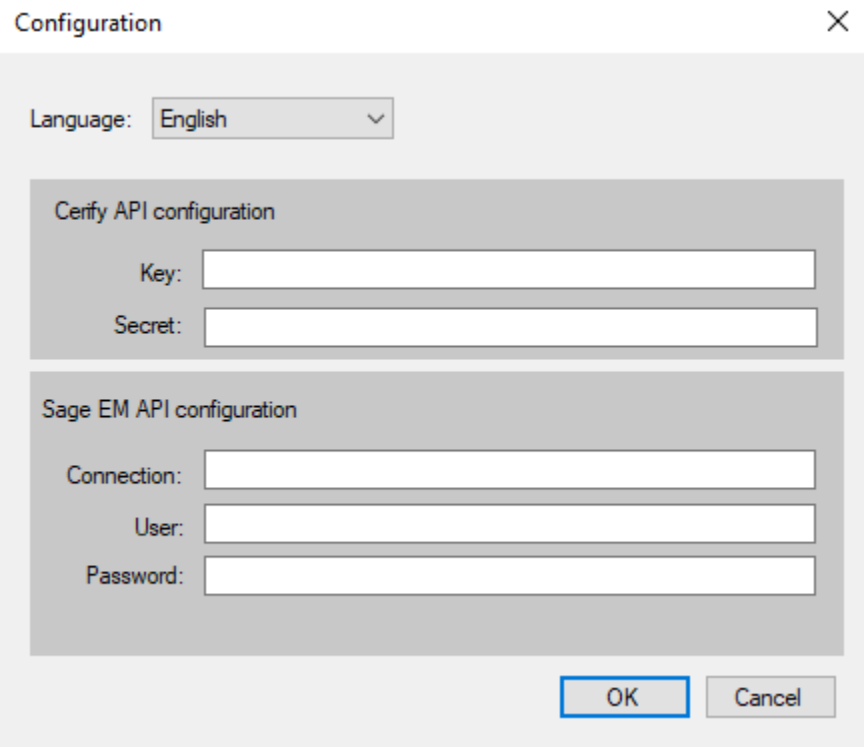
Certify offers an integration with **Sage Enterprise Management** software called the **Sage EM Connector** tool.

After downloading the Sage EM Connector, use this article to see how you, a **Certify Administrator/Treasurer**, can configure the tool to work between your **Certify** and **Sage** systems.

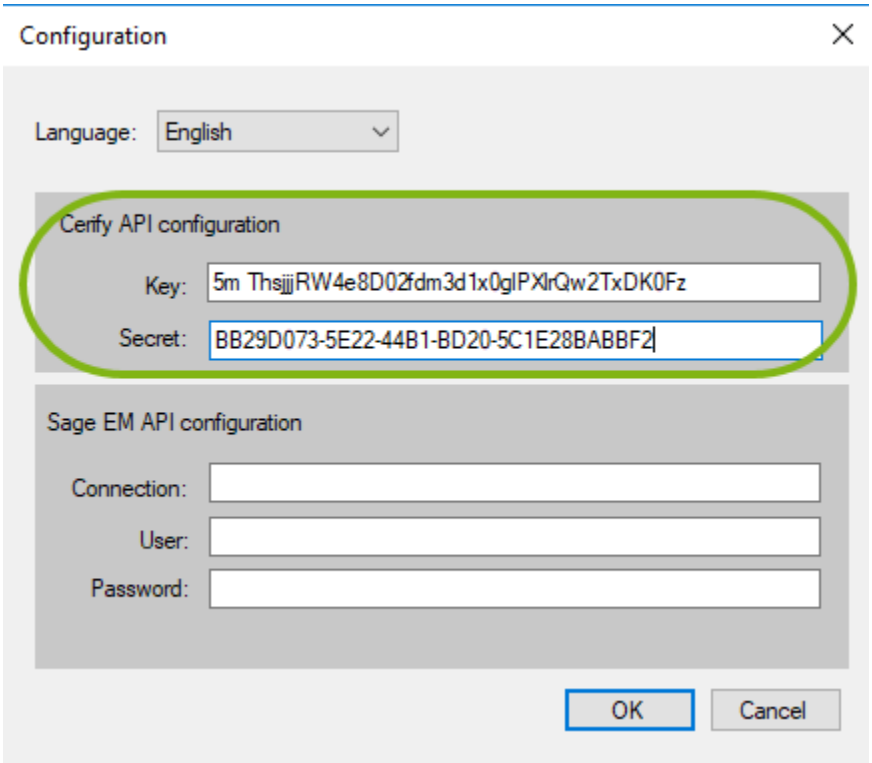
Step 1: Click the blue **gear** icon to open a screen where you can enter your company's **Certify** and **Sage EM** credentials.



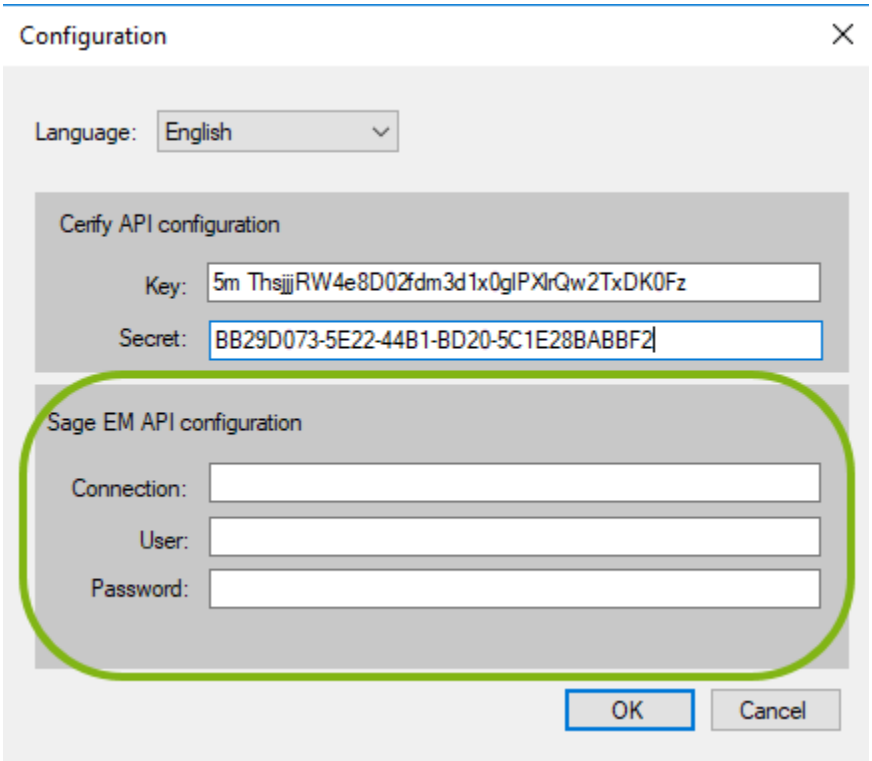
The **Configuration** pop-up window appears.



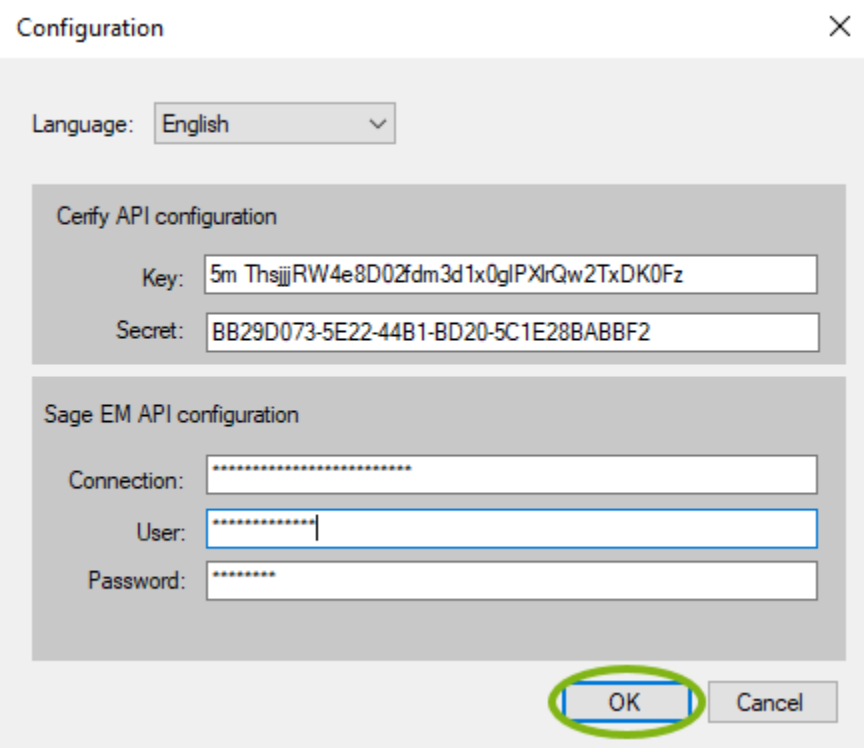
Step 2: In the **Certify API configuration** section, go to your **Certify** account and generate a Certify API Key and Secret. Enter the **Key** and **Secret** into the **Key** and **Secret** fields.



Step 3: In the **Sage EM API** configuration section, enter the credentials for your **Sage Enterprise Management** account with access to your **Sage EM API Connection**.



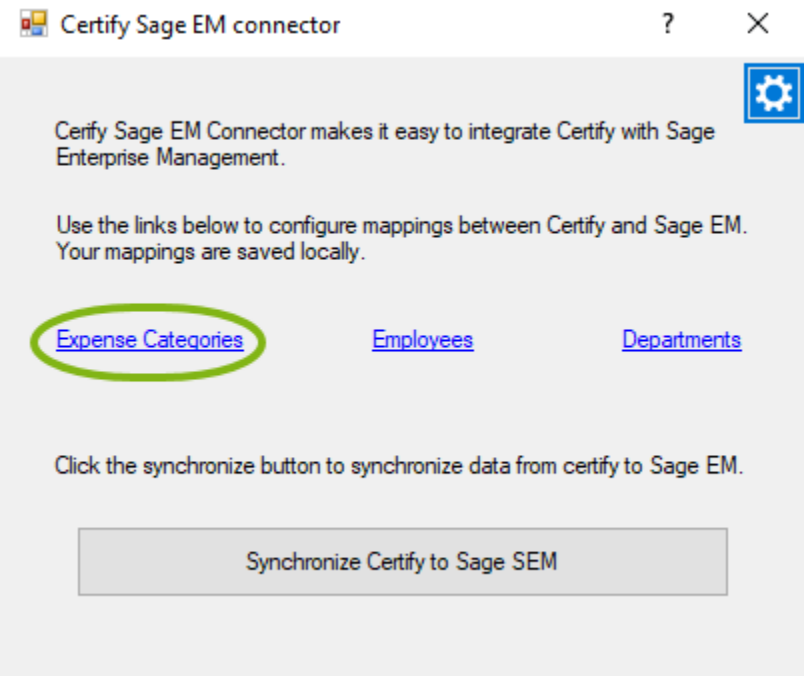
Step 4: Click **OK** to save changes.



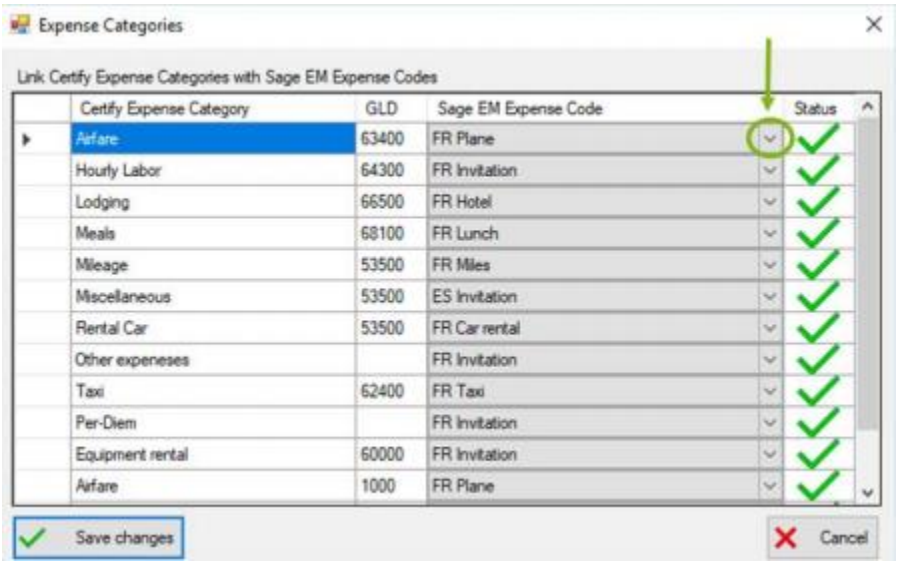
Configure Mapping Between Certify and Sage EM

Expense Categories

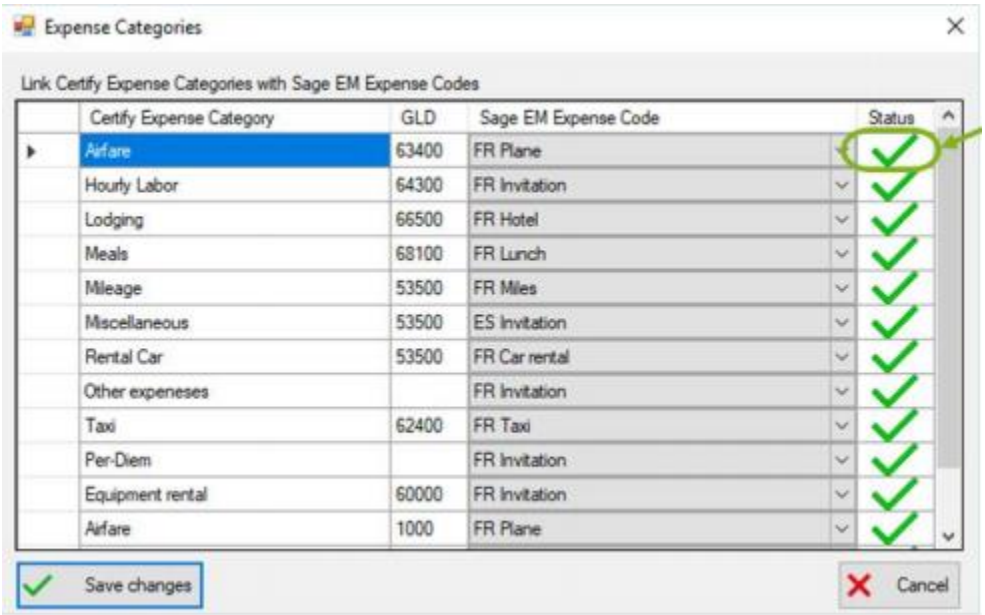
Step 1: Back on the **Certify Sage EM connector** screen, select the **Expense Categories** link.



Step 2: To map **Certify Expense Categories** to **Sage EM Expense Codes,** click the **dropdown menu arrow** select the appropriate **Sage EM Expense Code** for each **Certify Expense Category**.

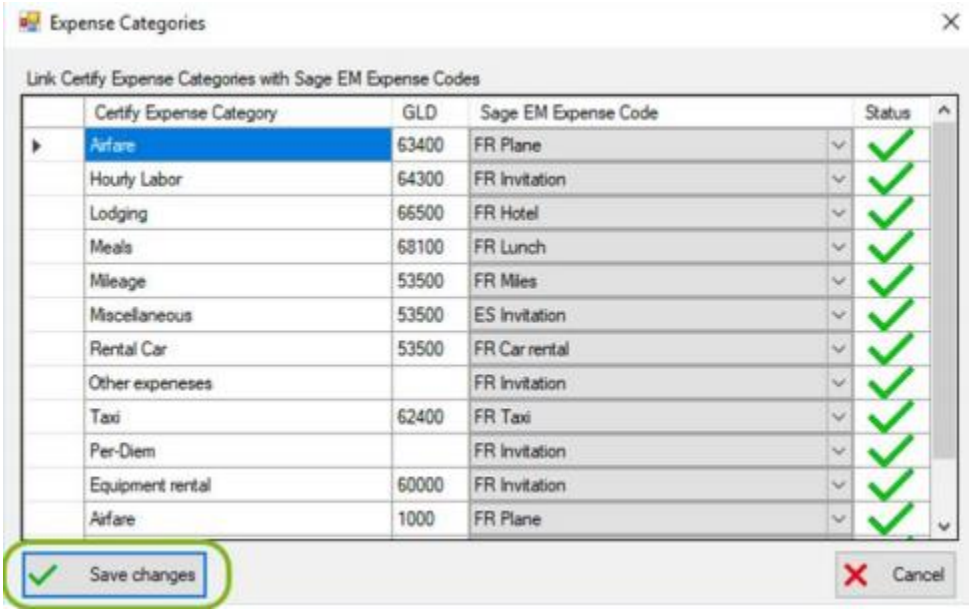


Once a **Certify Expense Category** is mapped to a **Sage EM Expense Code**, the **Status** column changes to a green checkmark.



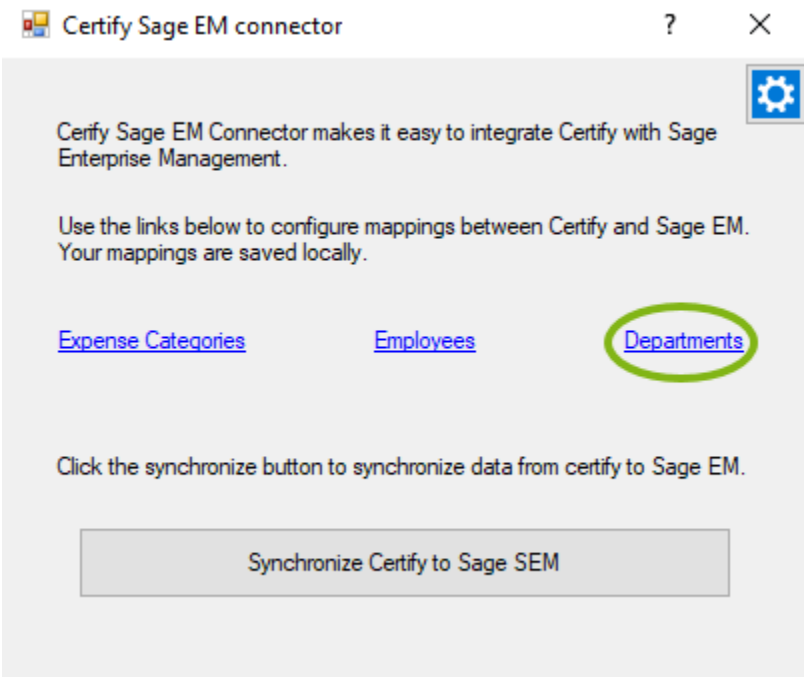
Please Note: All Certify Expense Categories need to have a green checkmark for the expense reports to sync successfully.

Step 3: Once all **Certify Expense Categories** have been mapped, click **Save changes.**

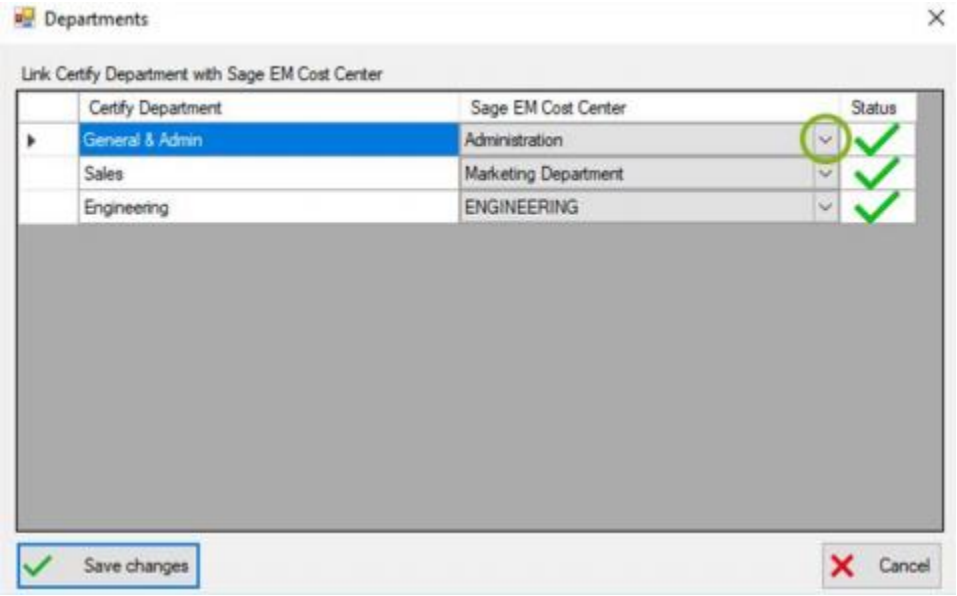


Departments

Step 1: Back on the **Certify Sage EM connector** page, select the **Departments** link.

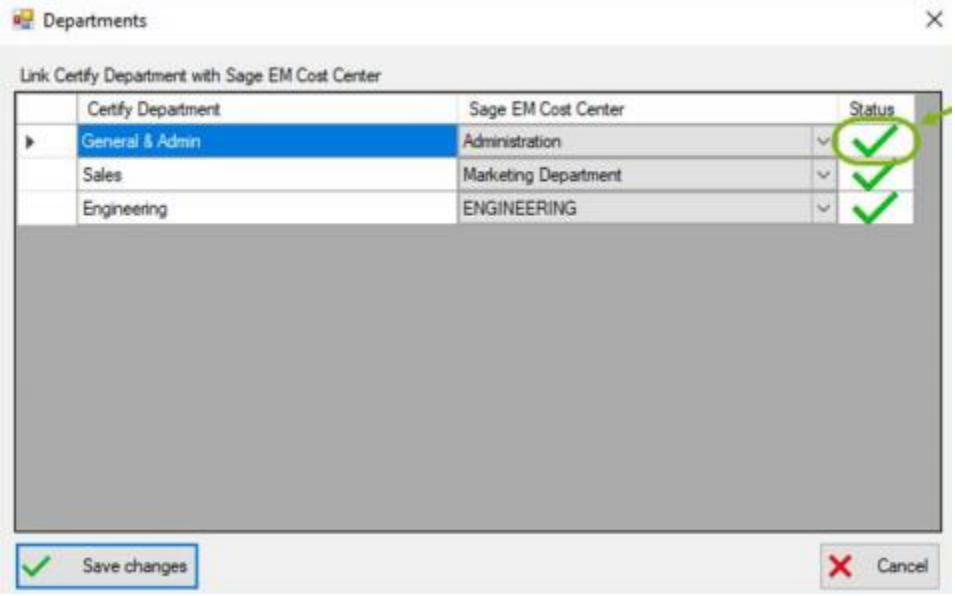


Step 2: Click the **dropdown menu arrow** and select the appropriate **Sage EM Cost Center** for each **Certify Department.**



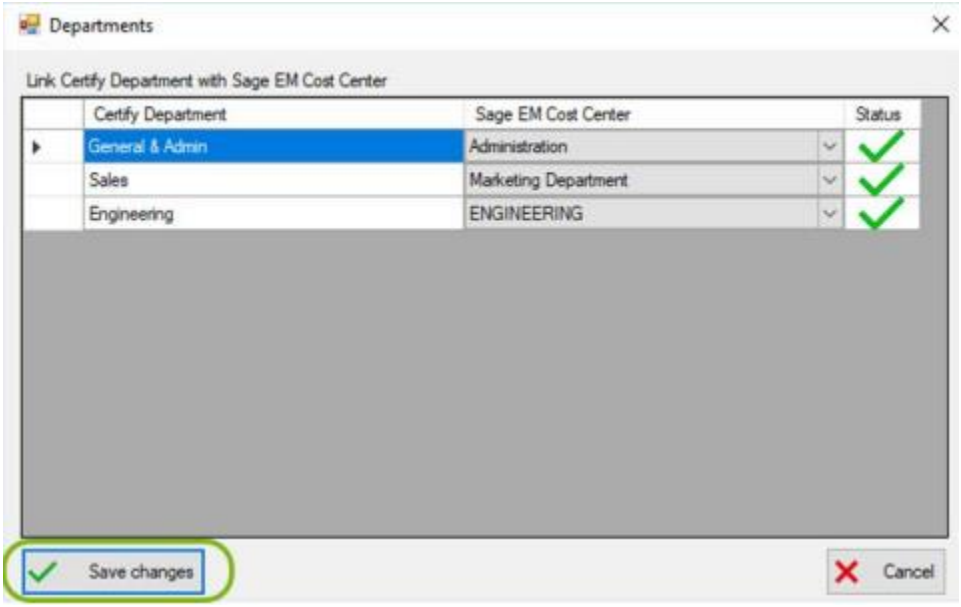
Please Note: Cost Center is set up as an accounting dimension in Sage EM of type CCT (Cost Center).

After a **Certify Department** has been mapped to a **Sage EM Cost Center**, the **Status** column changes to a green checkmark.



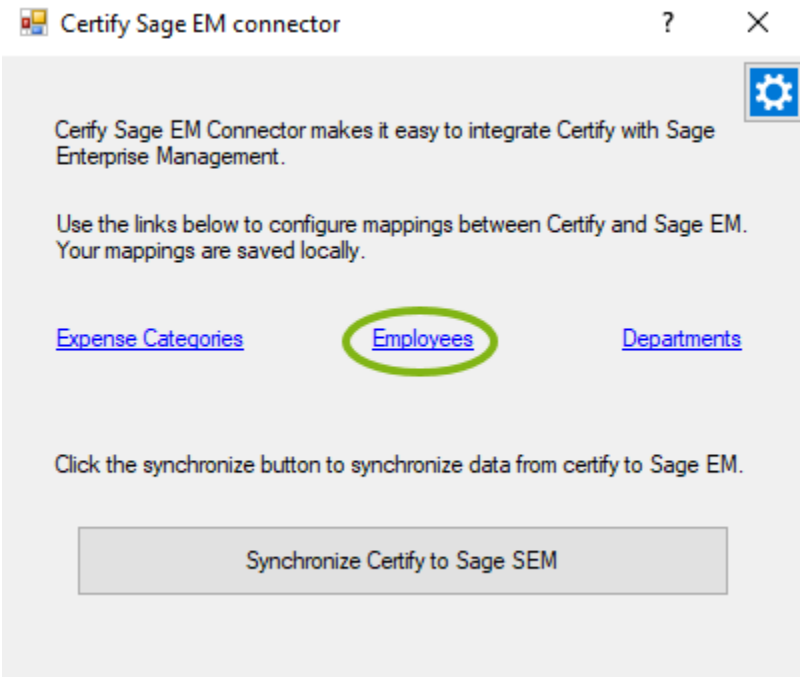
Please Note: All **Certify Departments** must have a green checkmark for their expense reports to sync successfully.

Step 3: Once all **Certify Expense Departments** have been mapped, click **Save changes**.



Employees

Step 1: Back on the **Certify Sage EM connector** page, click the **Employees** link.

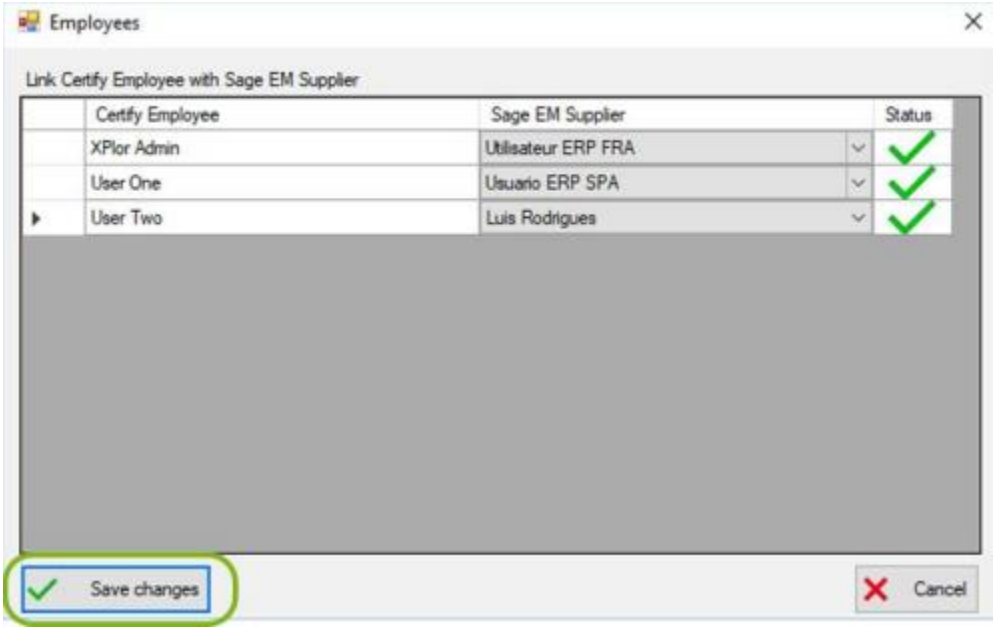


Step 2: Click the **dropdown menu arrow** and select the appropriate **Sage EM User** for each **Certify Employee.**

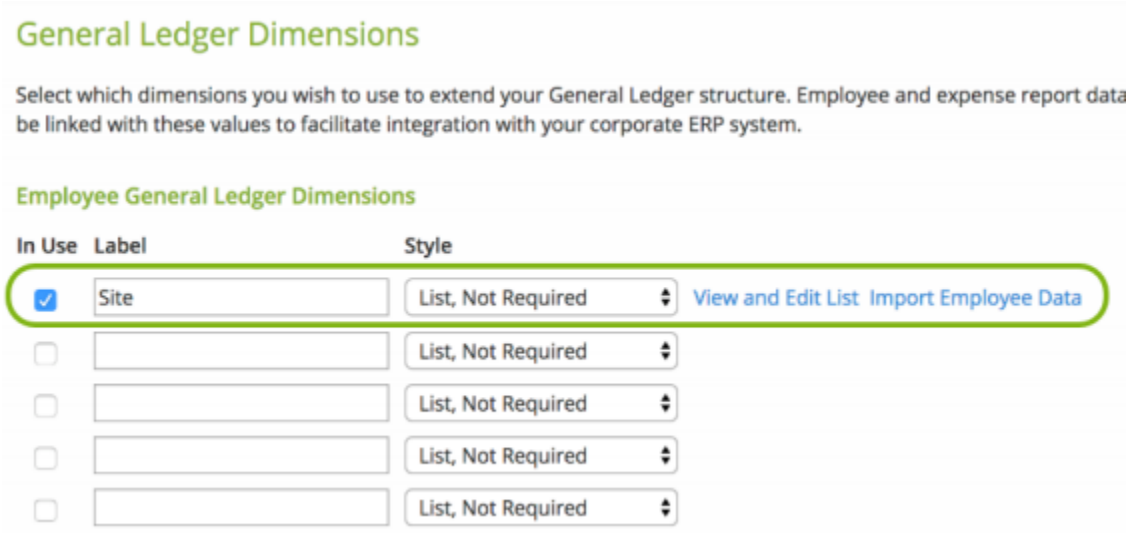
After a **Certify Employee** has been mapped to a **Sage EM User,** the **Status** column changes to a green checkmark.

Please Note: All **Certify Departments** must have a green checkmark for their expense reports to sync successfully.

Step 3: Once you have mapped all **Certify Employees,** click **Save changes**.



Please Note: In Certify, it is important that you use Employee General Ledger Dimension 1 for Site. This maps to work site in Sage EM.



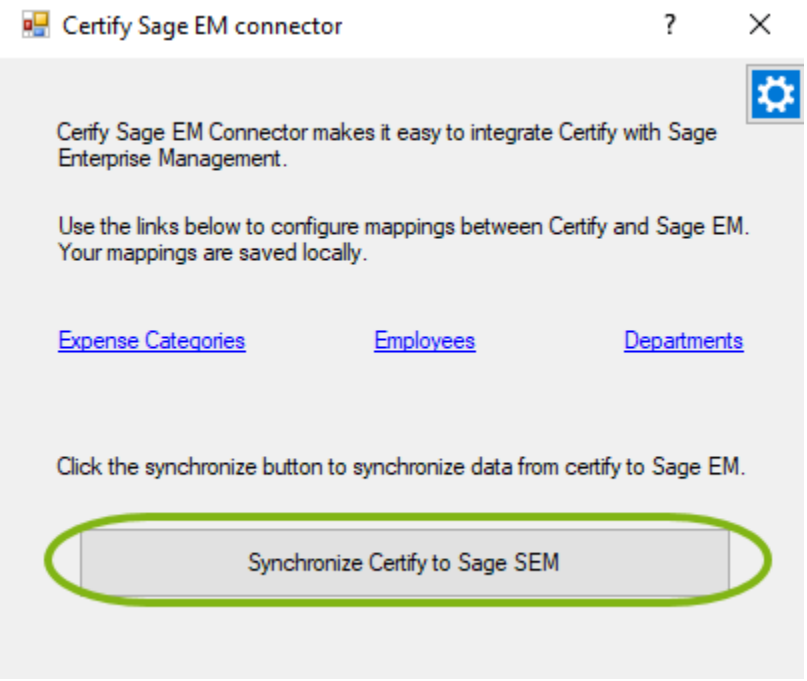
For information on how to Synchronize Certify to Sage SEM, see **Synchronizing Certify to Sage SEM**

Synchronizing Certify to Sage SEM

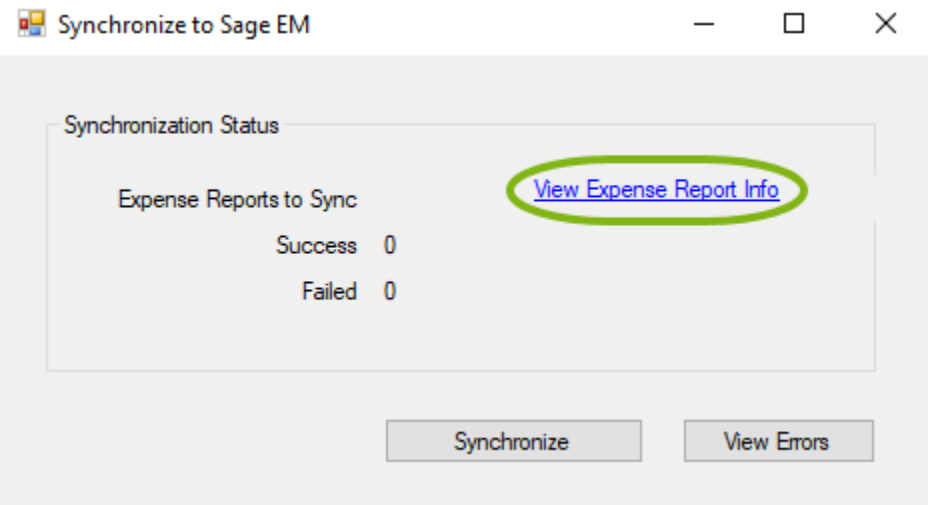
Certify offers an integration with **Sage Enterprise Management** software called the **Sage EM Connector** tool.

After downloading and configuring the **Sage EM Connector** tool, you're ready to sync. This article will show you, a **Certify Administrator/Treasurer**, how to synchronize your company's processed expense reports from **Certify** to your installation of **Sage Enterprise Management**.

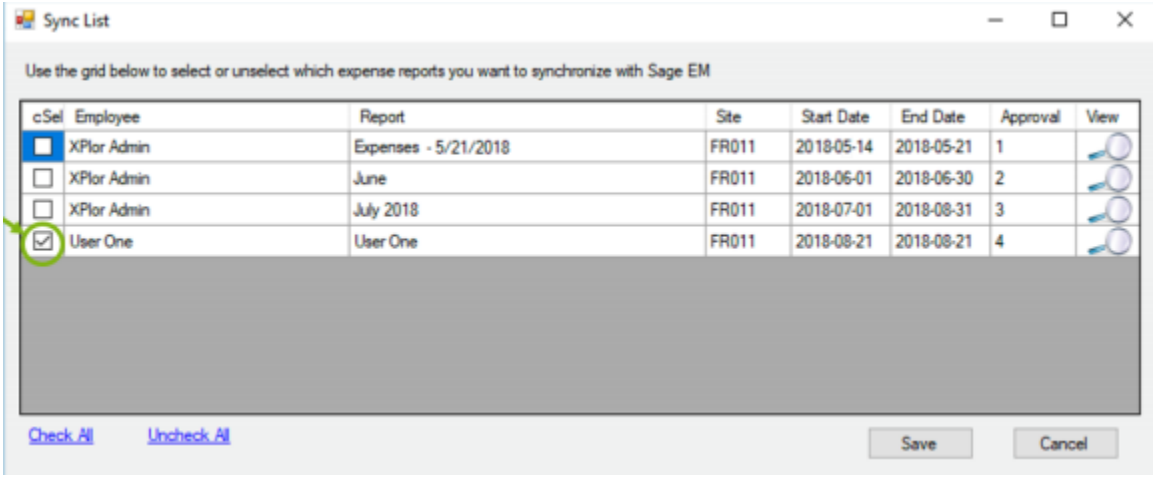
Step 1: On the **Certify Sage EM connector,** click the **Synchronize Certify to Sage SEM** button.



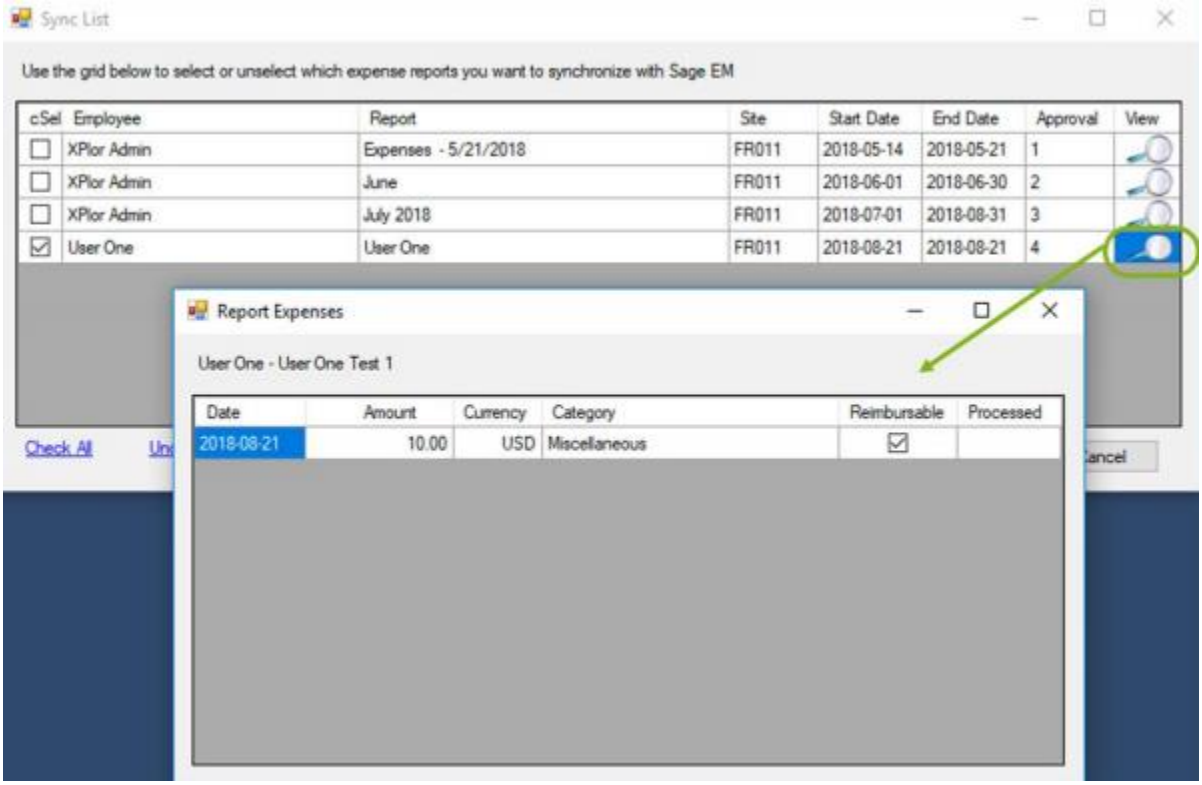
Step 2: The **Synchronize to Sage EM** popup appears. To choose which expense reports to synchronize, select the **View Expense Report Info** link. If you want to sync all reports, rather than pick and choose individual reports, skip this section and move on to



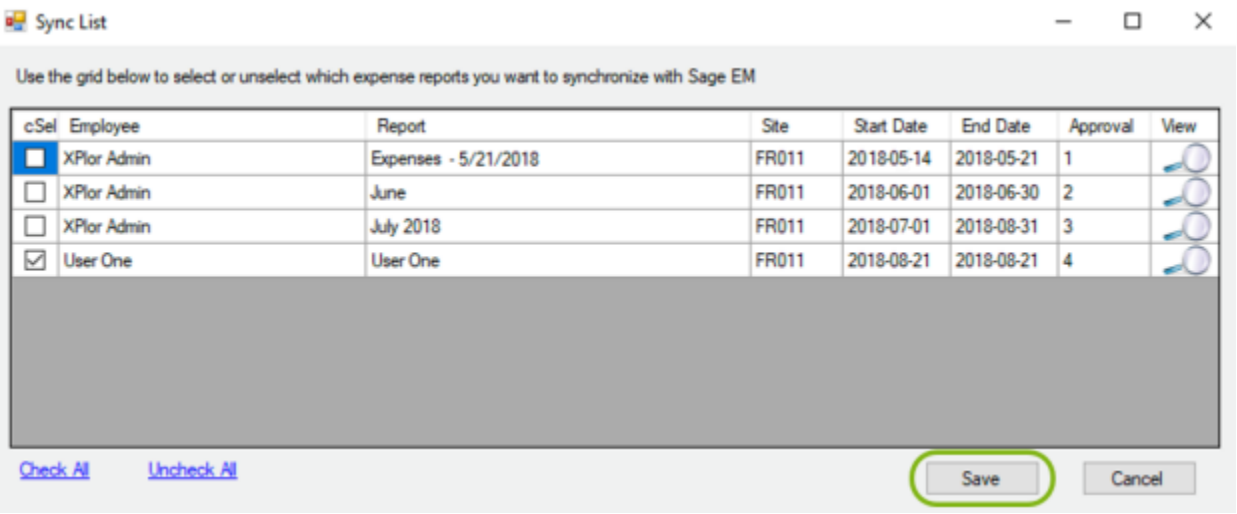
Step 3.Once you select the **View Expense Report Info** link, the **Sync List** opens. Choose which reports to include in the synchronization by marking the checkbox next to the report.



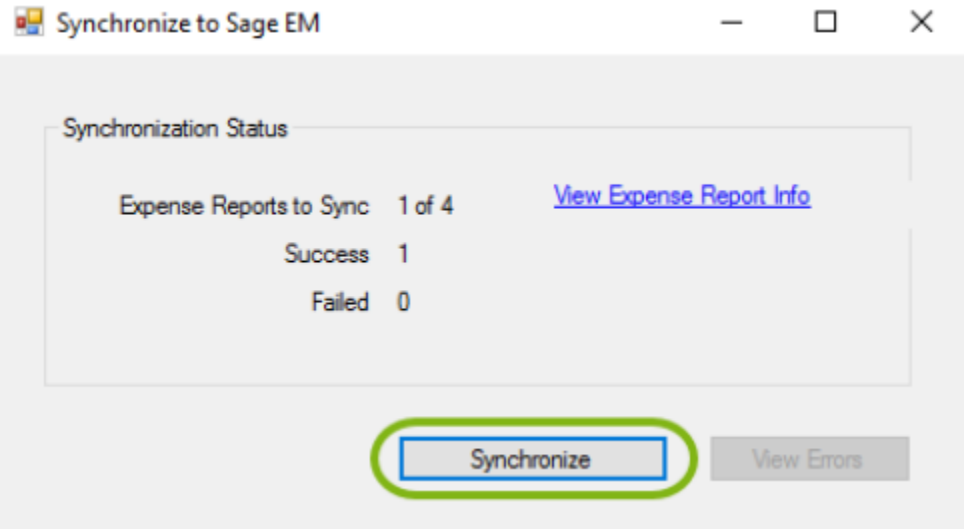
To view the details of the expense report, go to the **View** column and click the **Magnifying glass** icon.



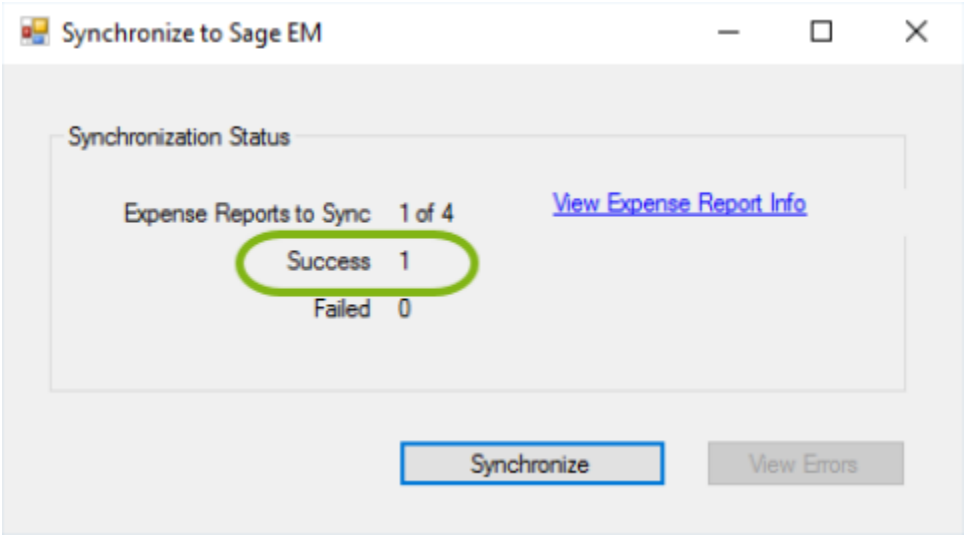
Click **Save** to save the changes to the expense reports to sync.



Step 3: In the **Synchronize to Sage EM** window, click **Synchronize** to complete the data transfer from **Certify** to **Sage EM**.



The screen shows the expense report(s) that were successfully synced into Sage EM.

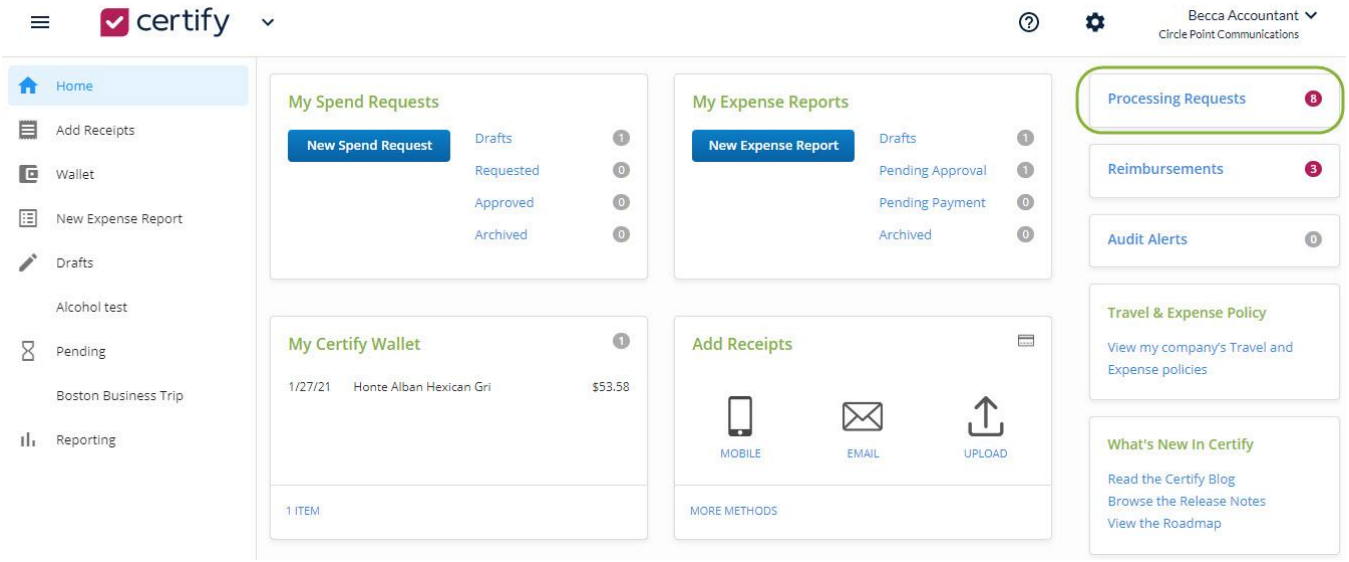


Processing/Disapproving Expense Reports

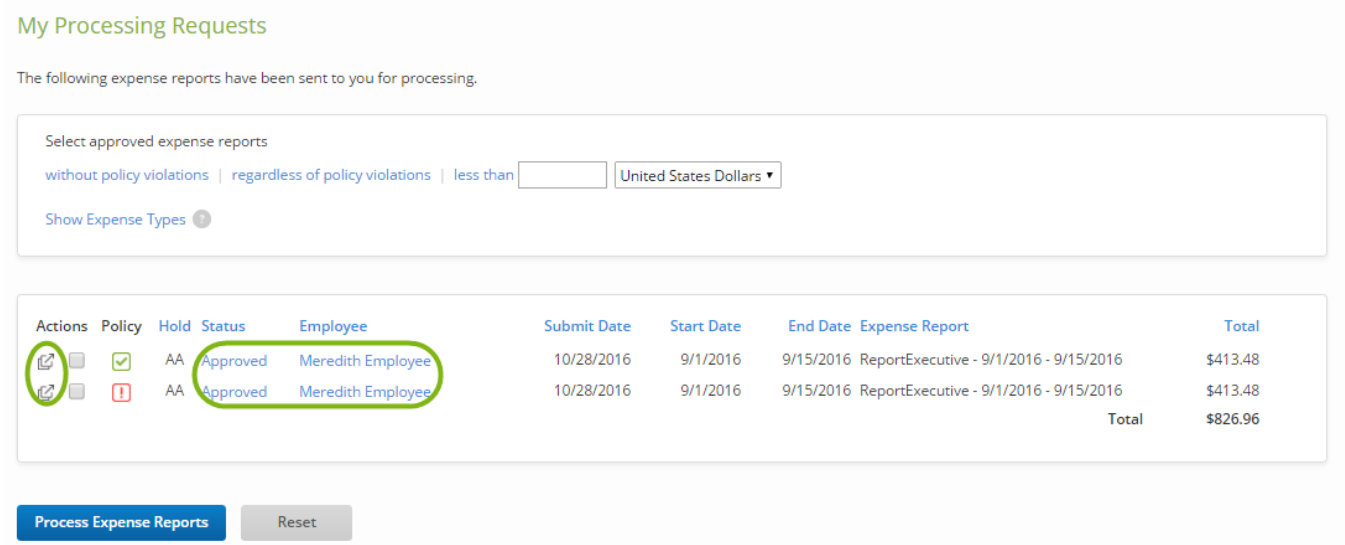
Disapproving an Expense Report – Accountants

Occasionally, you may need to disapprove an expense report due to policy violations or other issues. A disapproved expense report is sent back to the submitter's expense report **Drafts** folder where they can make edits and resubmit their expense report. This article shows you how to disapprove an expense report.

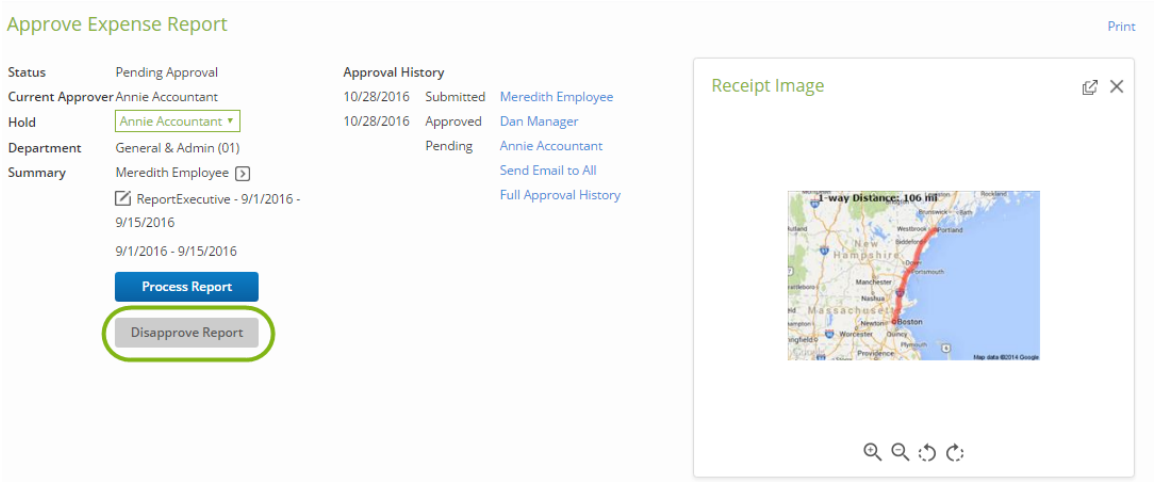
Step 1: On your account homepage, select **Processing Requests**.

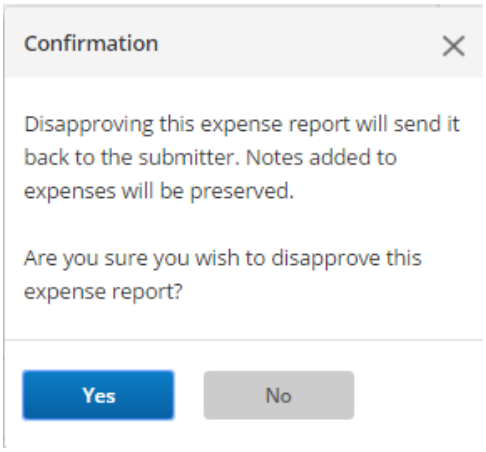


Step 2: On the next page, you will see a list of the expense reports awaiting your approval. To view a specific expense report, click an **Employee** name or the view (document) icon under **Action**. This will open the expense report in a new browser window.

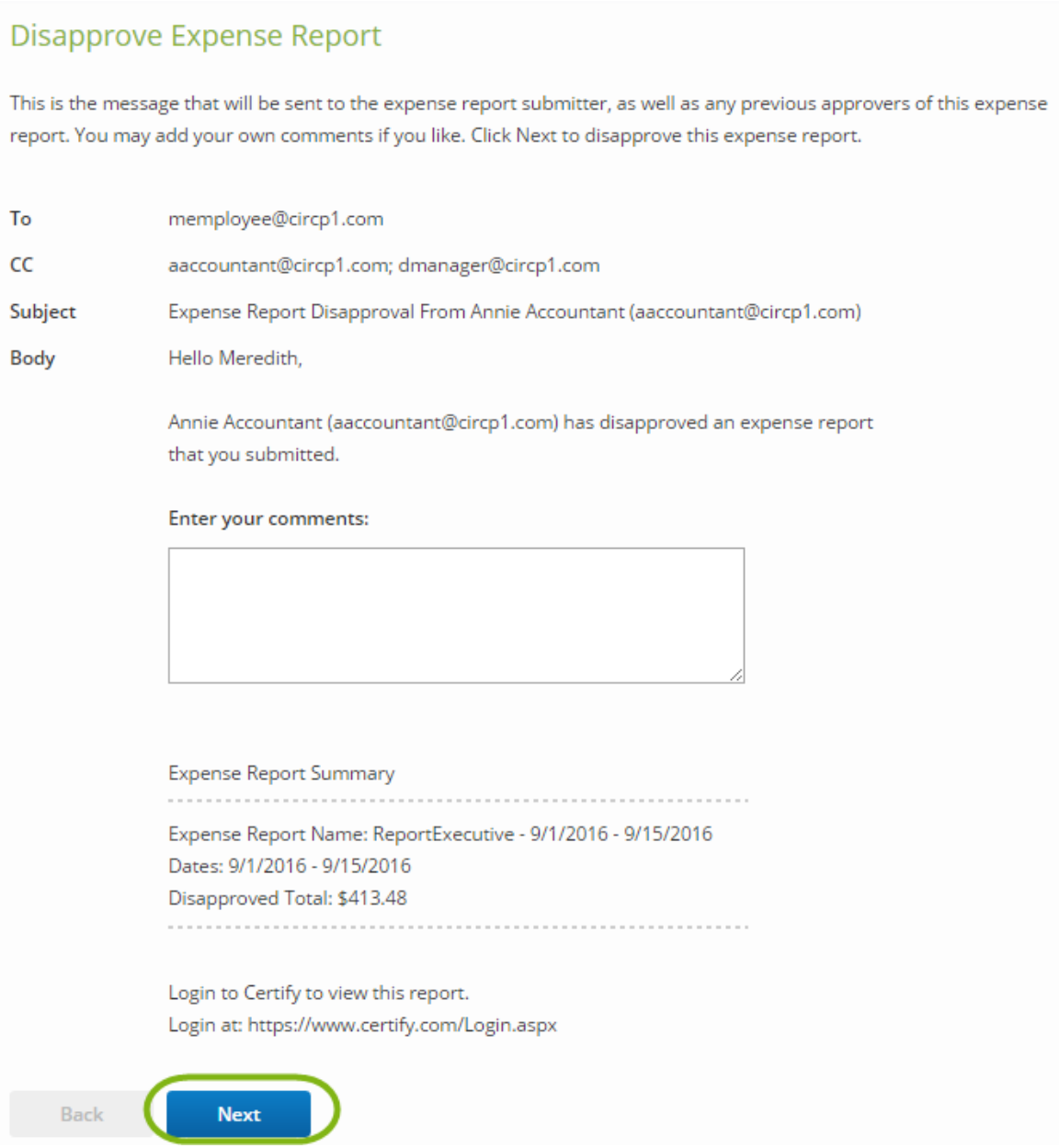


Step 3: To disapprove the entire expense report, select **Disapprove Expense Report** next to **Actions**. When you select **Disapprove Expense Report**, a popup will advise you that the expense report will be sent back to the submitter, and will ask you to confirm the disapproval. Click **Yes** to continue.





Step 4: On the next page, an email preview page will be displayed where you can enter comments for the submitter. Click **Next** to complete the disapproval process.

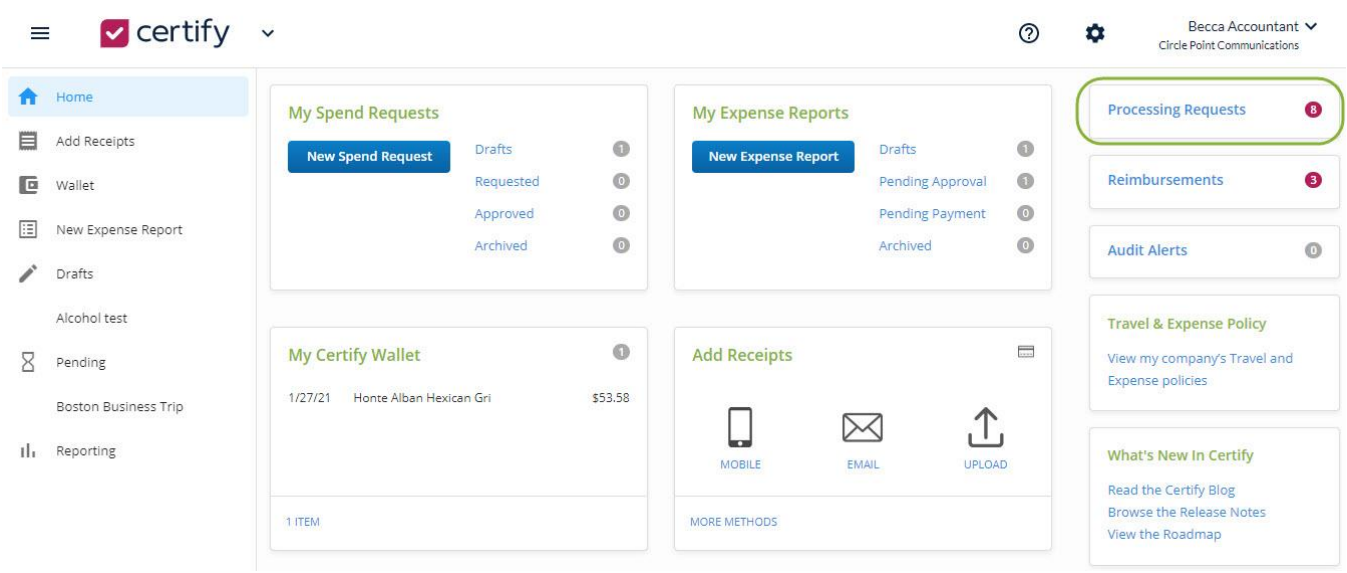


Processing Expense Reports

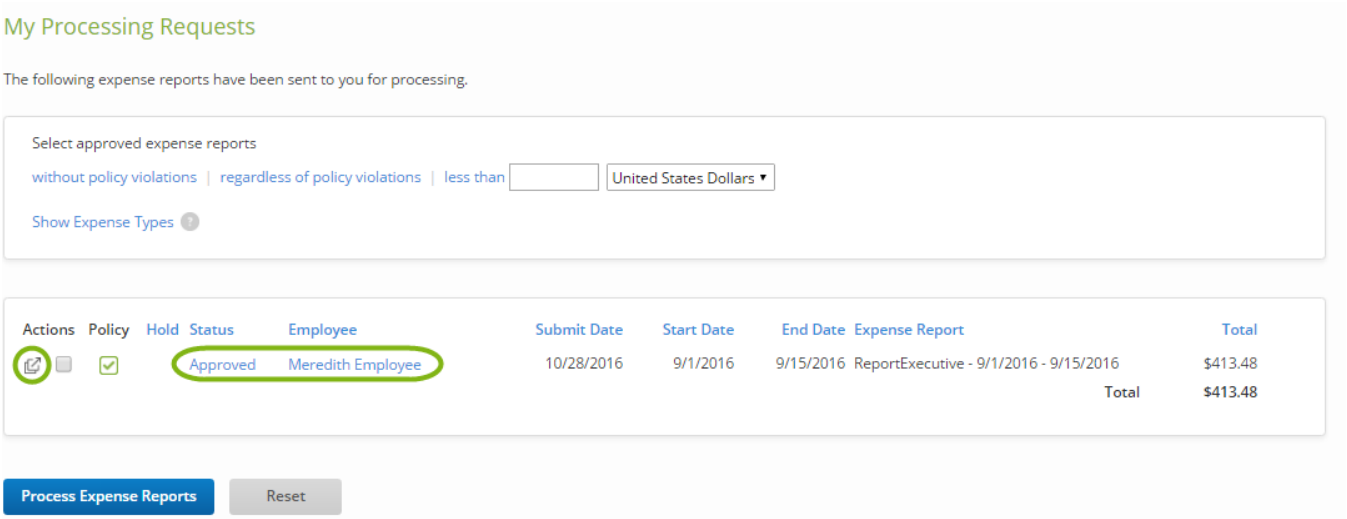
As an internal Certify Accountant, you will receive an email advising you that an expense report has been submitted for processing. This article shows you how to review and process an expense report in Certify.

Step 1: On your account homepage, select **Processing Requests**.

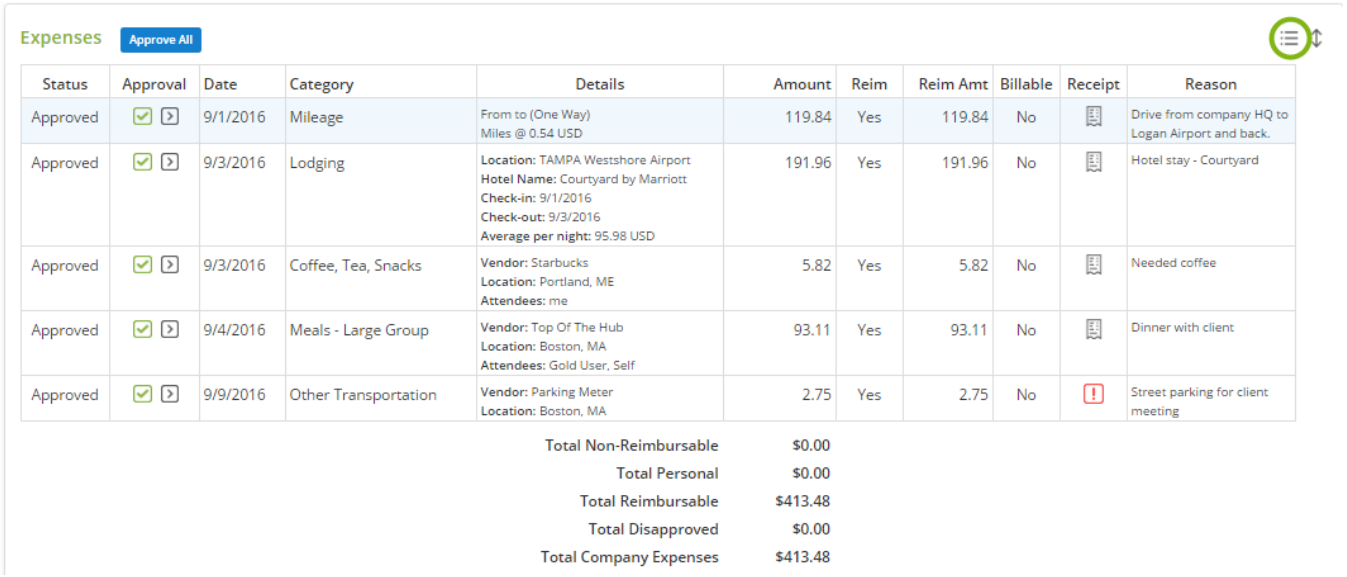
Please Note: For those using Flexible Workflow, the queue will be labeled **Approval Requests** as with this workflow method, these reports can still be forwarded to another approver if needed.



Step 2: On the next page, you will see all of the expense reports awaiting your approval. To view an expense report, select the **Employee** name or the view (document) icon under the **View** column to open the expense report in a new browser window.



Step 3: On the next page, you will have an option to expand all details for a different view. Select the **View** icon on the right to expand or collapse the details.



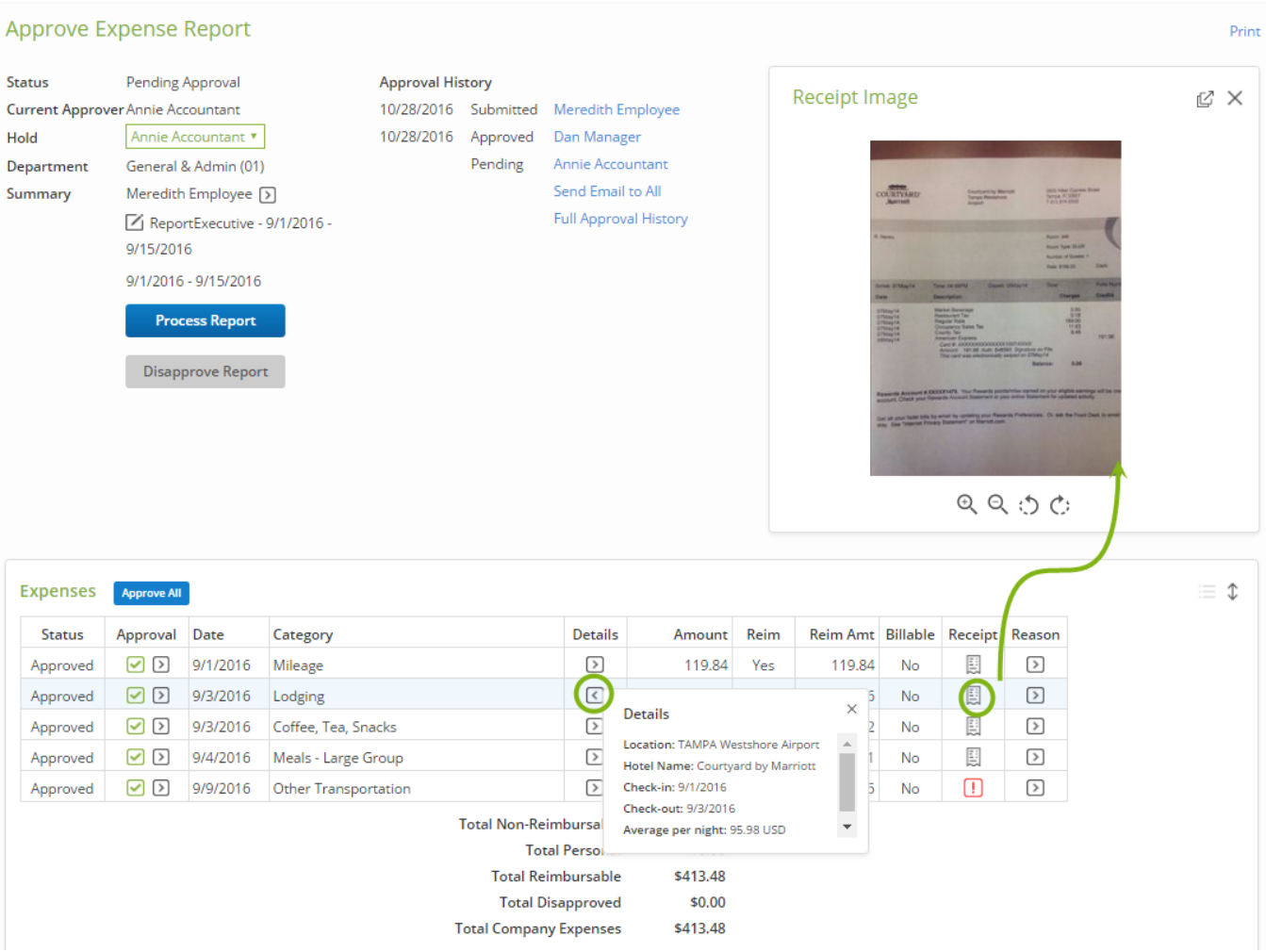
Expenses Approve All

Status	Approval	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approved		9/1/2016	Mileage	From to (One Way) Miles @ 0.54 USD	119.84	Yes	119.84	No		Drive from company HQ to Logan Airport and back.
Approved		9/3/2016	Lodging	**Location:** TAMPA Westshore Airport **Hotel Name:** Courtyard by Marriott **Check-in:** 9/1/2016 **Check-out:** 9/3/2016 **Average per night:** 95.98 USD	191.96	Yes	191.96	No		Hotel stay - Courtyard
Approved		9/3/2016	Coffee, Tea, Snacks	**Vendor:** Starbucks **Location:** Portland, ME **Attendees:** me	5.82	Yes	5.82	No		Needed coffee
Approved		9/4/2016	Meals - Large Group	**Vendor:** Top Of The Hub **Location:** Boston, MA **Attendees:** Gold User, Self	93.11	Yes	93.11	No		Dinner with client
Approved		9/9/2016	Other Transportation	**Vendor:** Parking Meter **Location:** Boston, MA	2.75	Yes	2.75	No		Street parking for client meeting

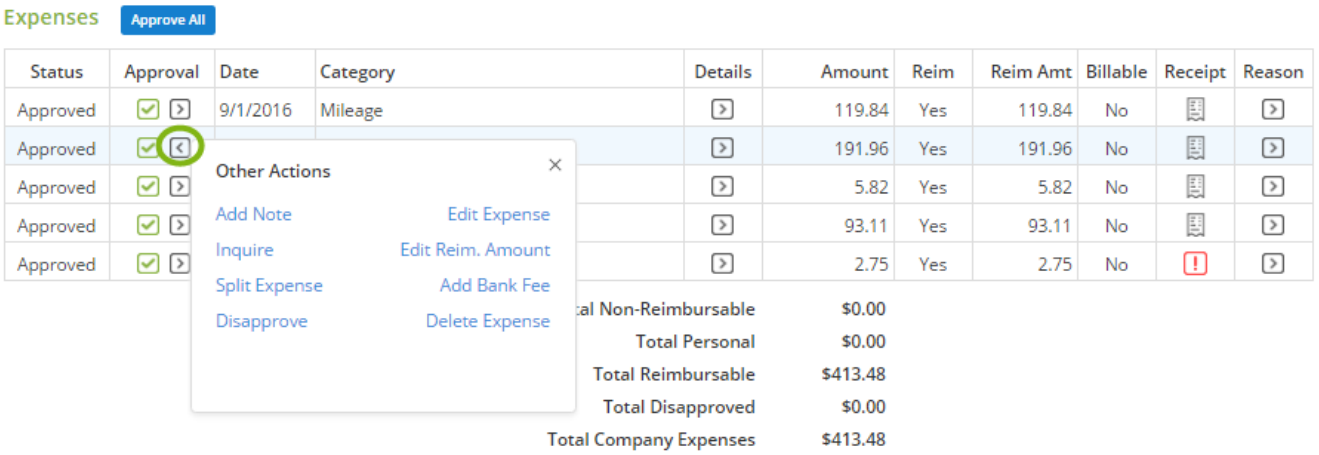
Total Non-Reimbursable	$0.00
Total Personal	$0.00
Total Reimbursable	$413.48
Total Disapproved	$0.00
Total Company Expenses	$413.48

To view a specific receipt in an expense line, click the view (document) icon next to the expense line, under the **Receipt** column. A red exclamation mark under the **Receipt** column indicates that there is no receipt image attached to the expense line. A green checkmark in the **Receipt** column indicates that there is no receipt image attached to the expense line, however, no receipt is required for this expense according to your company policy.

To view vendor and location details, click the arrow **(>)** under the **Details** column. A red exclamation mark under the **Details** column indicates that the expense may be out of company policy.

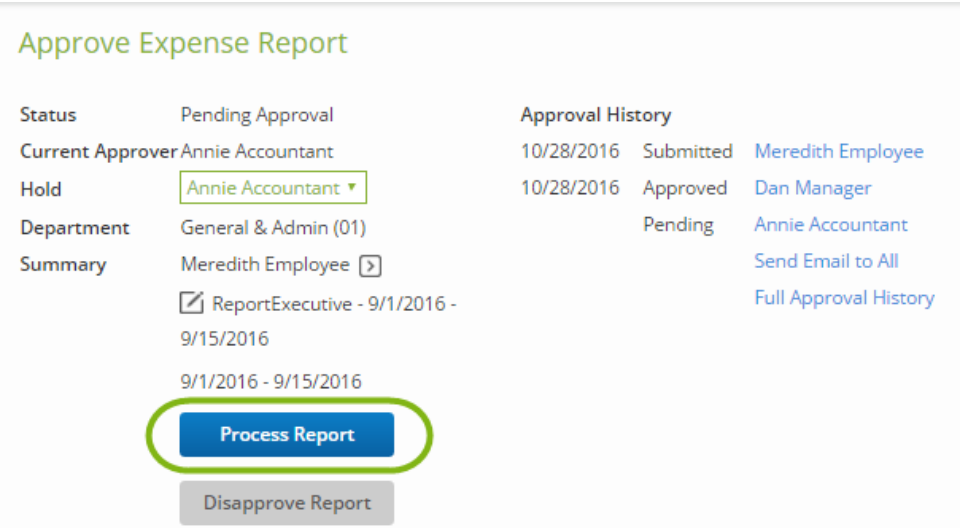


Step 4: If you have a question about an expense line or about the expense report, there are several actions available under the Other Actions menu. To access this menu, click the arrow **(>)** under the **Approval** column.

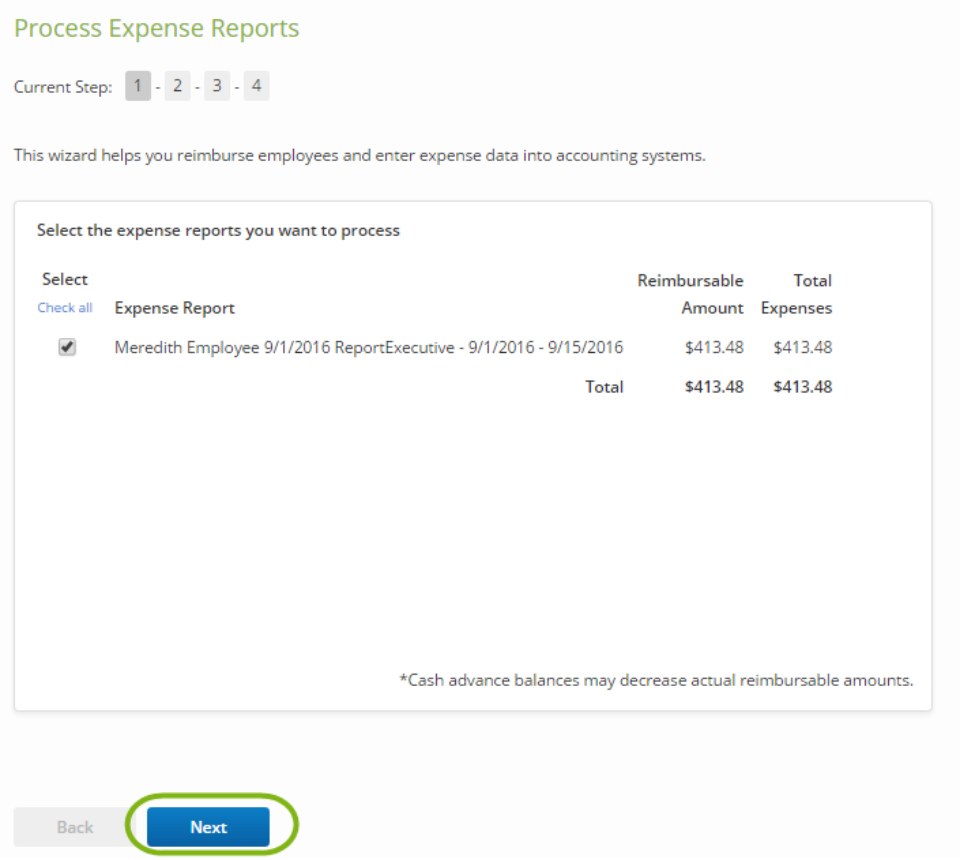


Step 5: After you have finished reviewing the expense report, select **Process Expense Report**.

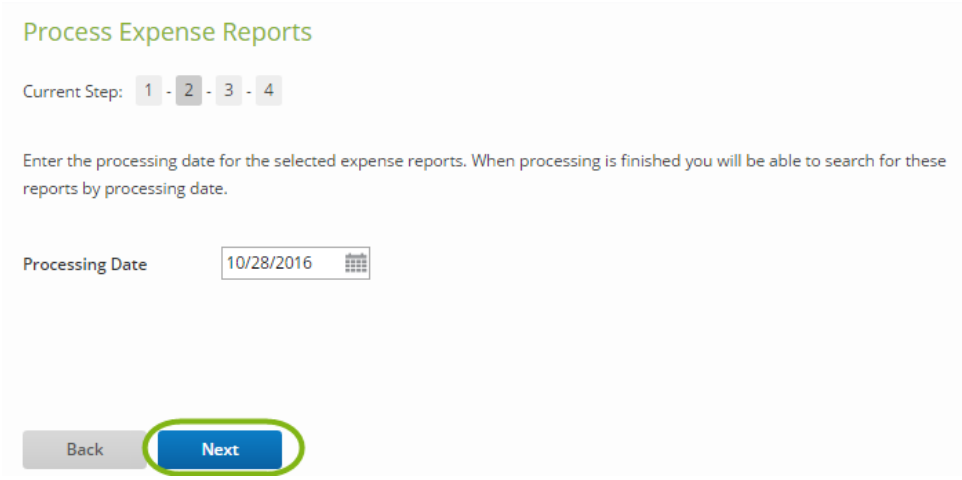
Please Note: To disapprove an expense report, rather than processing, see Disapproving an Expense Report.



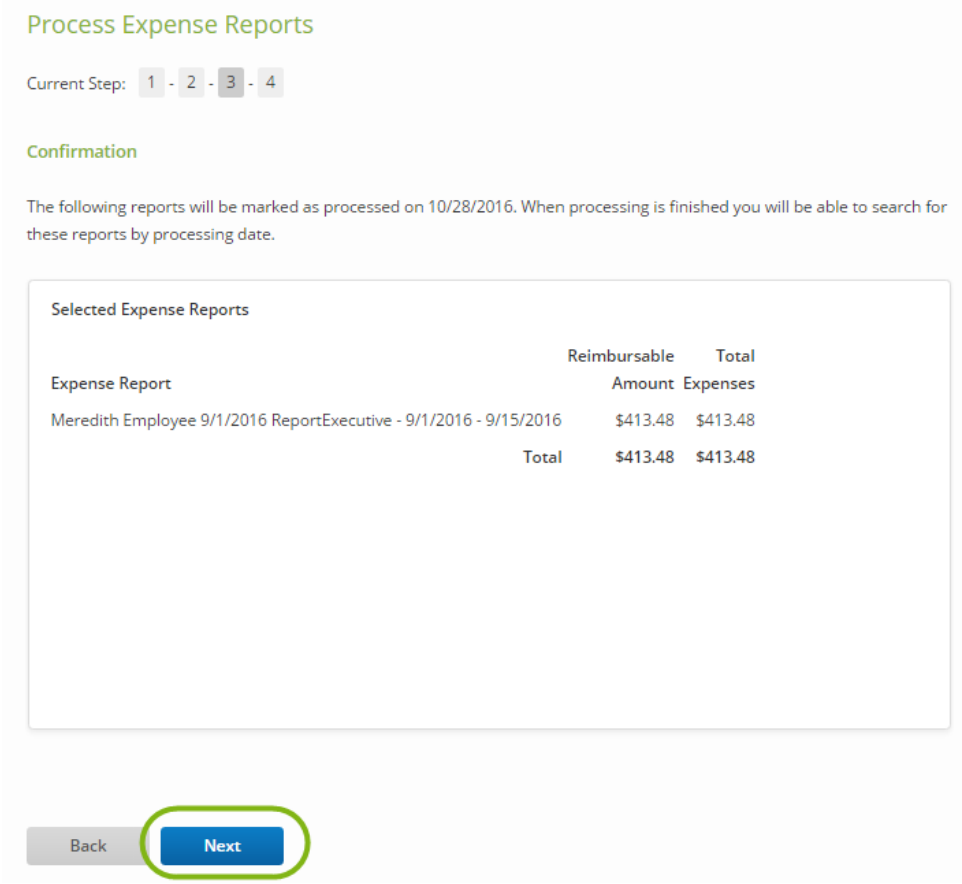
Step 6: On the next page, a list of expense reports that will be processed is displayed. Click **Next**.



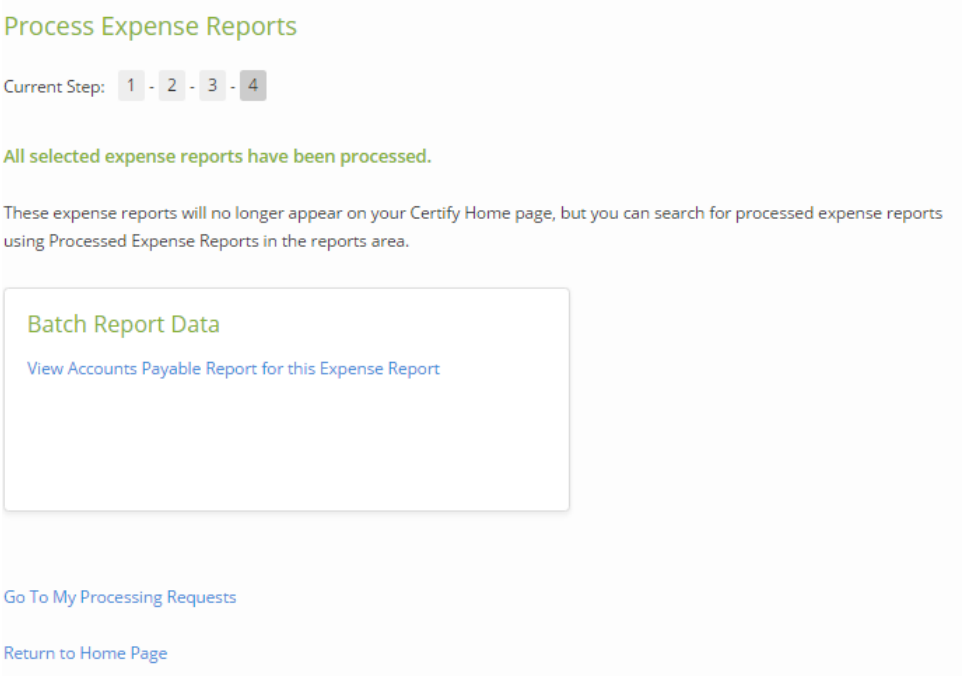
Step 7: On the next page, select a processing date for the listed expense reports. Click **Next**.



Step 8: Confirm that the expense reports listed should be processed on the selected date. Click **Next**.



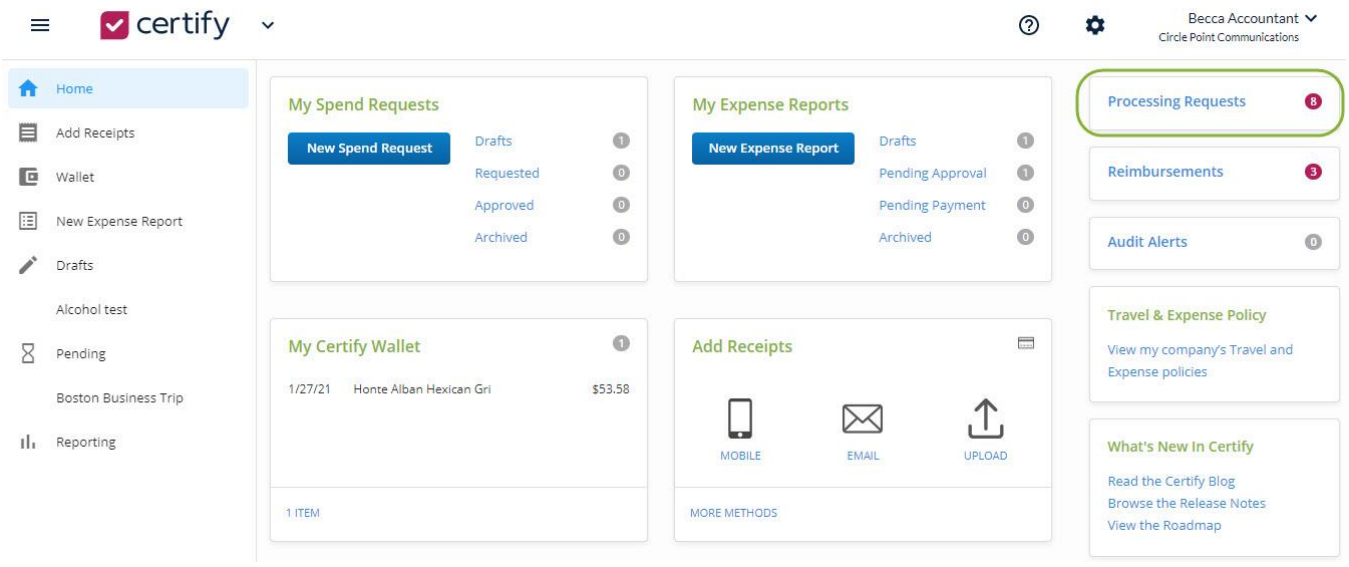
Step 9: On the next page, you will see a confirmation that the expense reports have now been processed. To view an **Accounts Payable Report** for the processed expense reports, select **View Accounts Payable Report for this Expense Report** under **Batch Report Data**.



Bulk Processing Expense Reports

As an internal Certify Accountant, you will receive an email advising you that an expense report has been submitted for processing. This article shows you how to review and process more than one expense report at a time.

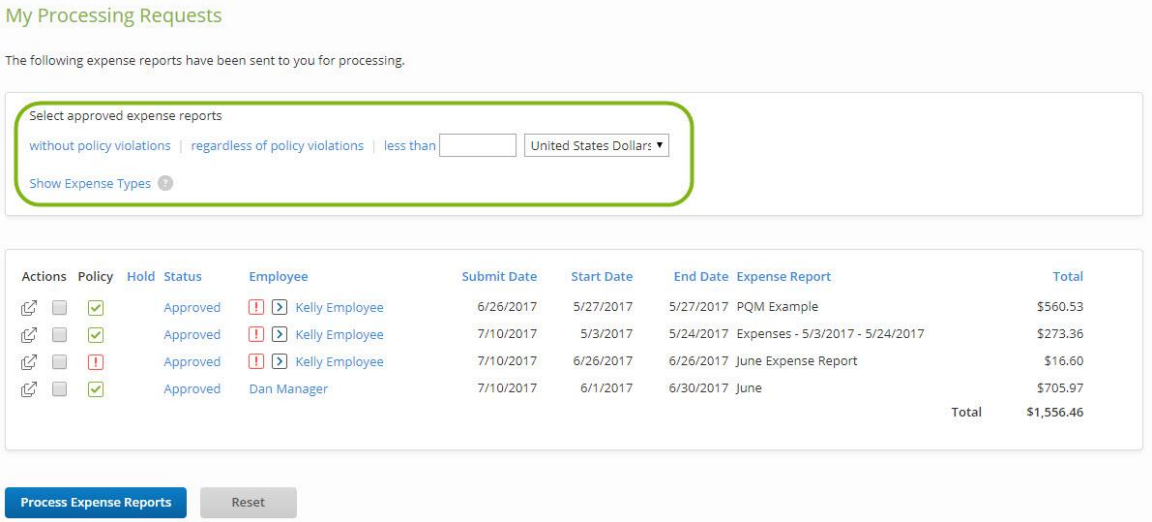
Step 1: On your account homepage, select the number of items under **Processing Requests.**



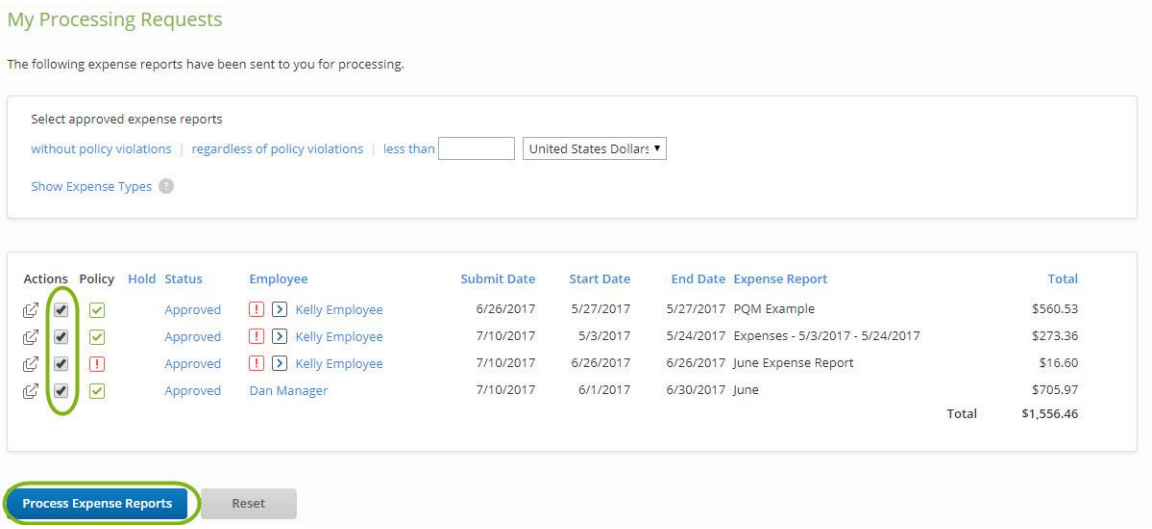
Step 2: To select multiple expense reports for bulk processing, choose from the following parameters:

- **Without Policy Violations -** This option allows you to select all approved expense reports that are compliant with your company's T&E policy.

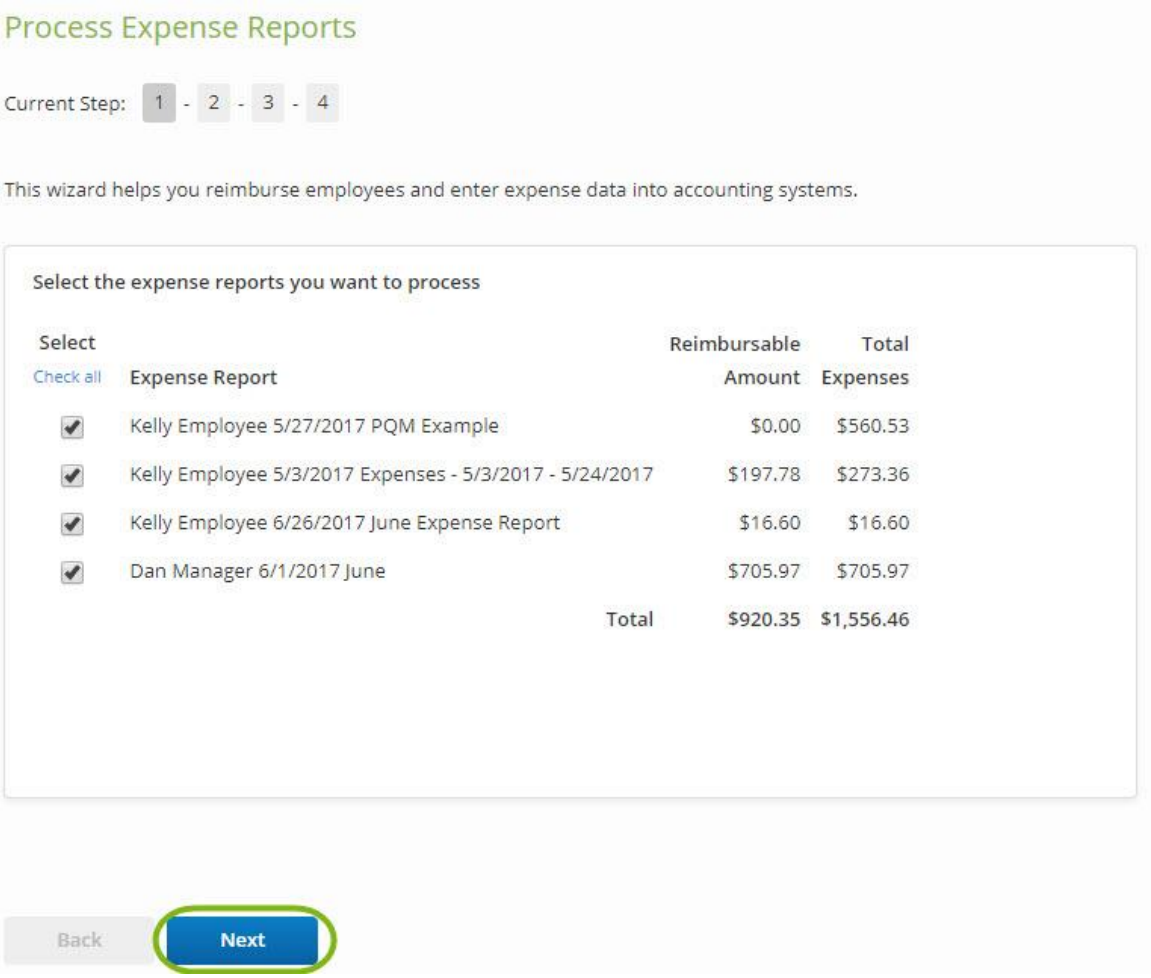
- **Regardless of Policy Violations -** This option allows you to select all approved expense reports, including expense reports with pending inquiries.
- **Less Than… -** This option allows you to select all approved expense reports with a report total below a specific amount. If you choose this option, enter the specific amount in the field provided, then choose the currency for that amount.
- **Show Expense Types -** This option displays a symbol for each expense type included in the expense reports; click **Show Expense Types** to see each of the expense types available, and select those that you want to see.



Step 3: Select all of the expense reports to process, then click **Process Expense Reports.**

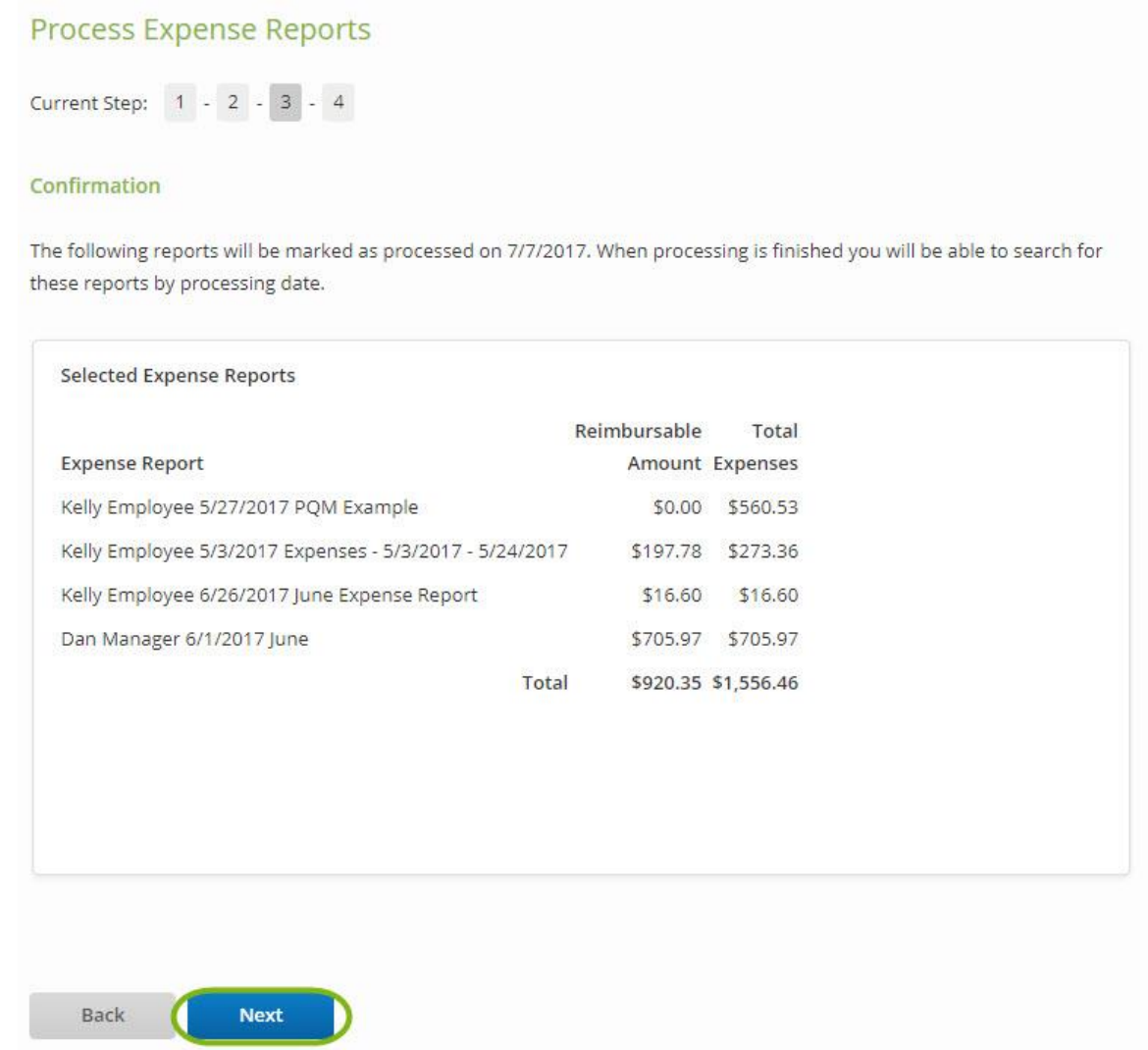


Step 4: Review the expense reports you would like to process. Click **Next**.

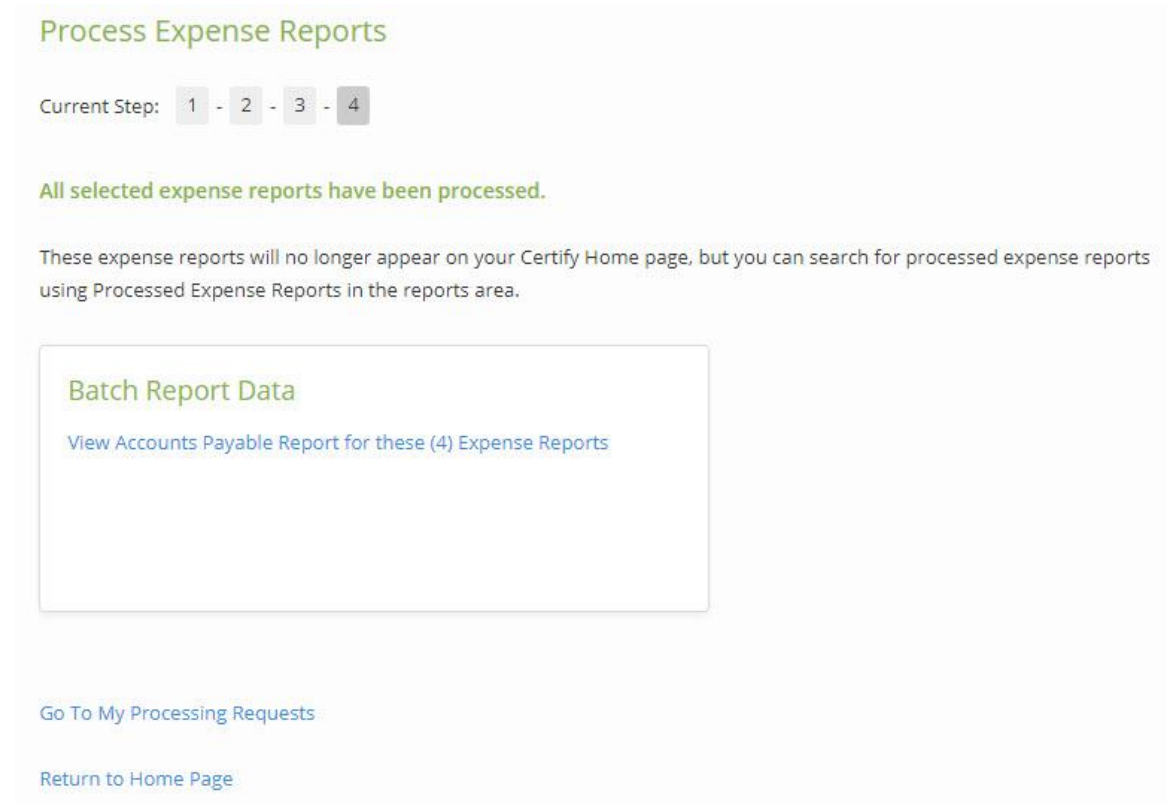


Step 5: Select a processing date for the listed expense reports. Click **Next**.

Step 6: Confirm that the expense reports listed should be processed on the selected date. Click **Next**.



Step 7: You will see a confirmation that the expense reports have now been processed. To view an **Accounts Payable Report** for the processed expense reports, select **View Accounts Payable Report for This Expense Report** under **Batch Report Data.**



Processing Queue Management

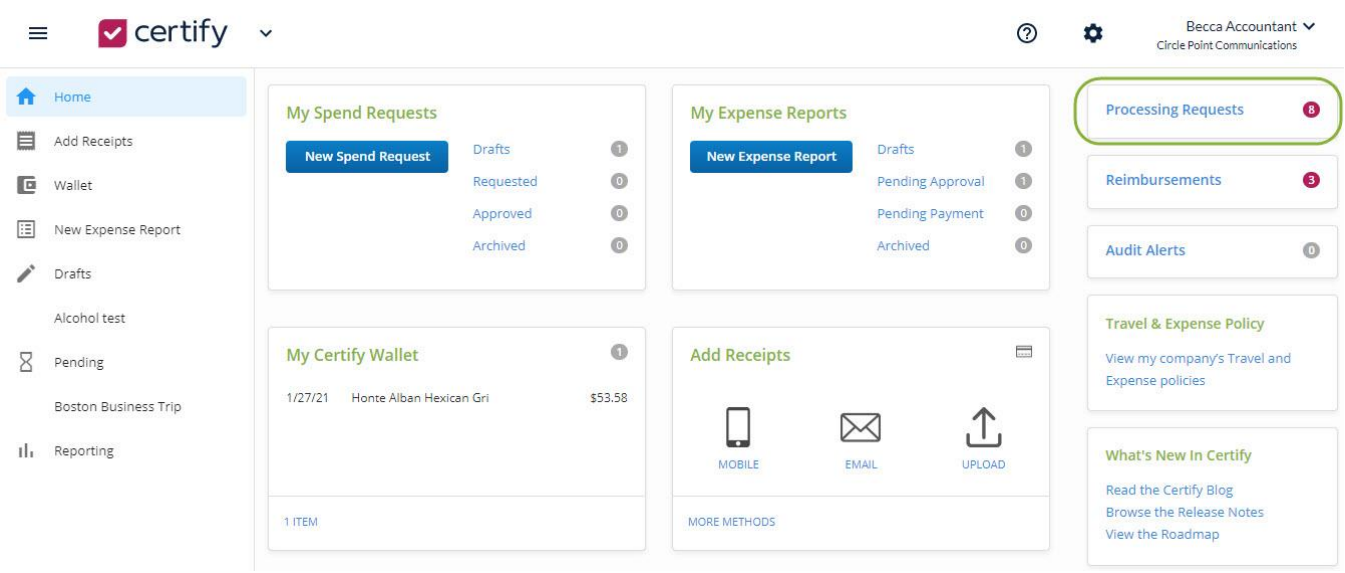
It is common for companies to create a common processing account and enable a number of delegate users to access this common account. **Processing Queue Management** allows a non-binding **Hold** to be placed on expense reports in **My Processing Requests** to determine if someone is already reviewing a report.

This article will show you, a **Certify Accountant**, how to:

- use **Processing Queue Management**
- Place a **non-binding hold** on the expense report(s) you are working with
- **Release** a hold

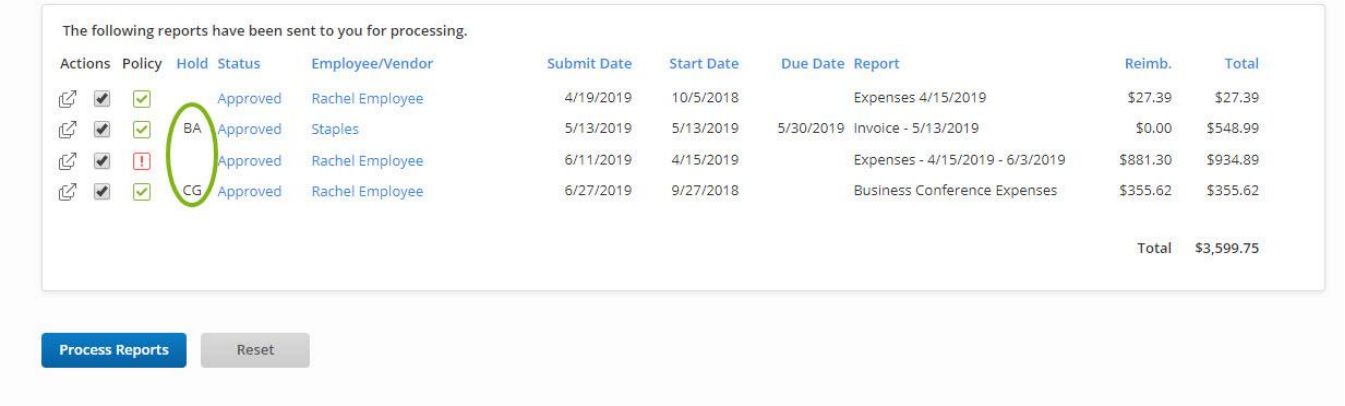
Please Note: *all holds are non-binding and designed to inform other users with access to the processing account that someone is already working with this report.*

Step 1: Login to your Certify Account to view **Processing Requests**. If you are a delegate user for the Processing account, first toggle to the Accountant profile to gain access.

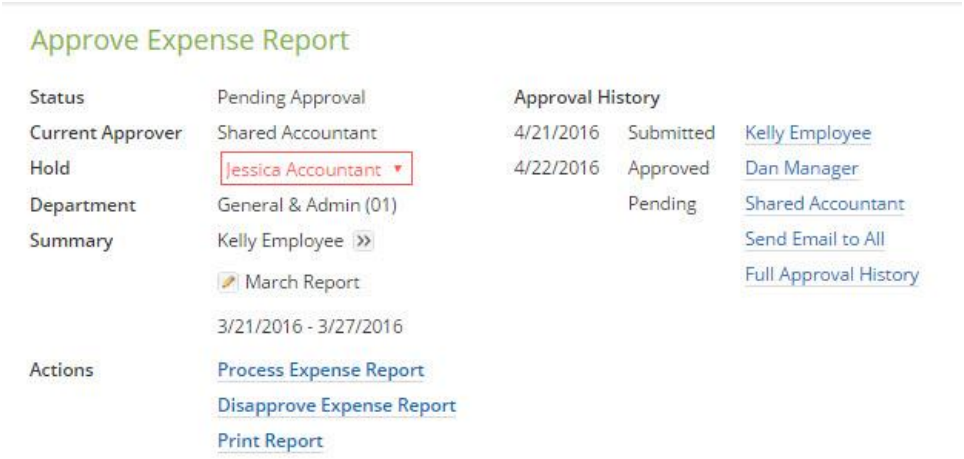


Step 2: Open **Processing Requests** to view the list of expense reports to be processed.

The **Hold** column will note the person's initials whom is holding this expense report for their review. Hovering your mouse over the initials will show the user's full name and email address.



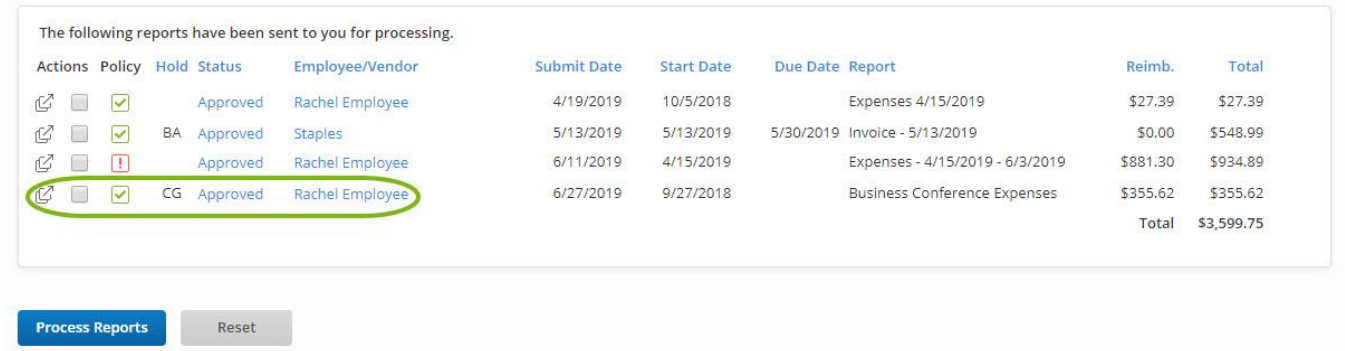
If you open an expense report that is already in a **Hold** state, the **Hold** field will present a **red border**. This indicates that you should not take action on this report.



To place a hold on an expense report:

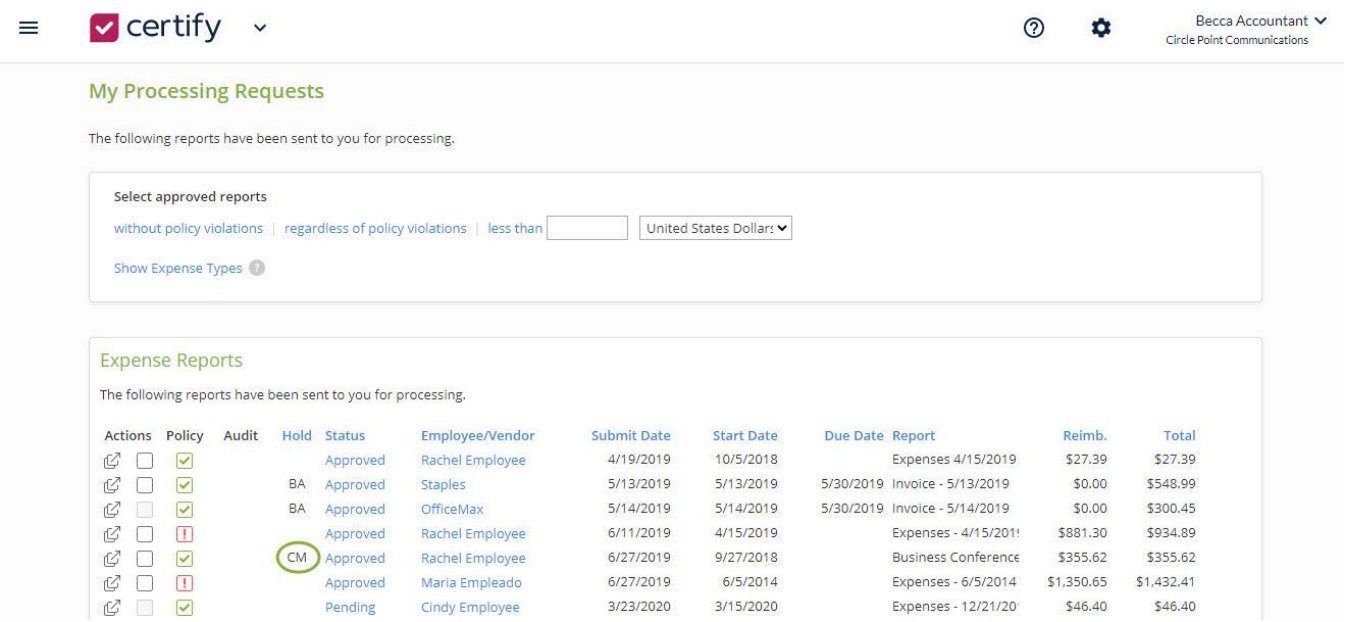
Please Note: A **Certify Administrator** has the option to automatically place a hold on an expense report when a delegate Accountant user opens the expense report.

Step 1: Open the expense report to place a **Hold** by selecting it from **Processing Requests**.



Step 2: In the **Hold** section, select the desired Accountant user for the hold. Selecting yourself will present a green border, indicating it is now under your hold to proceed.

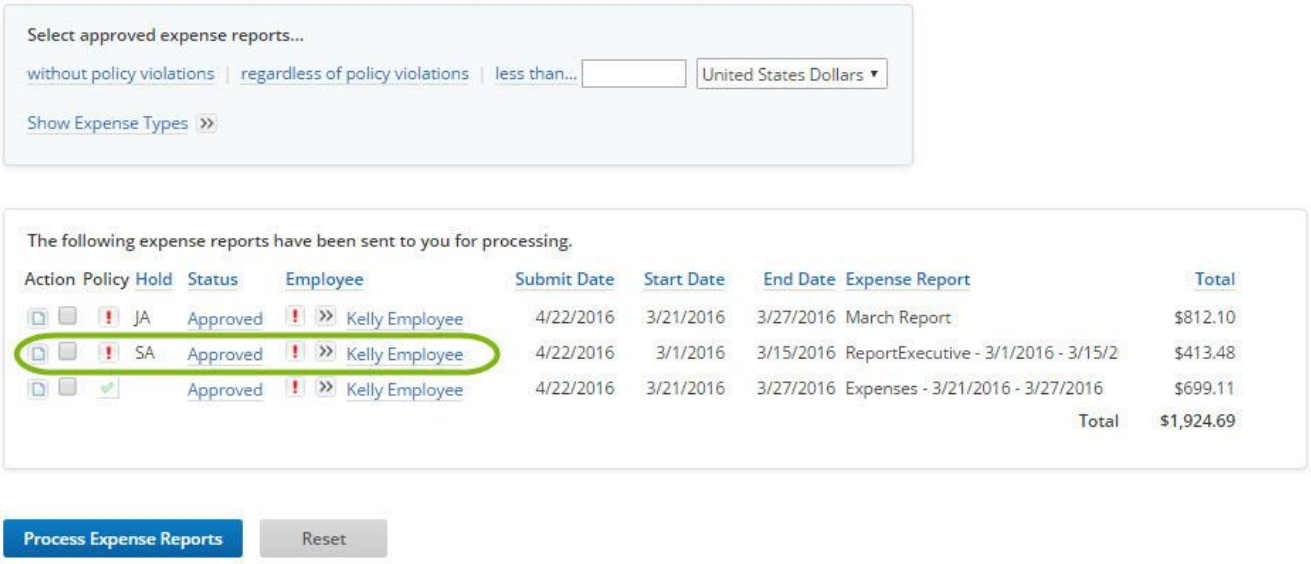
Step 3: Initials of the Accountant user with the new hold will now show in the **Hold** column of **Processing Requests.**



To release a hold on an expense report:

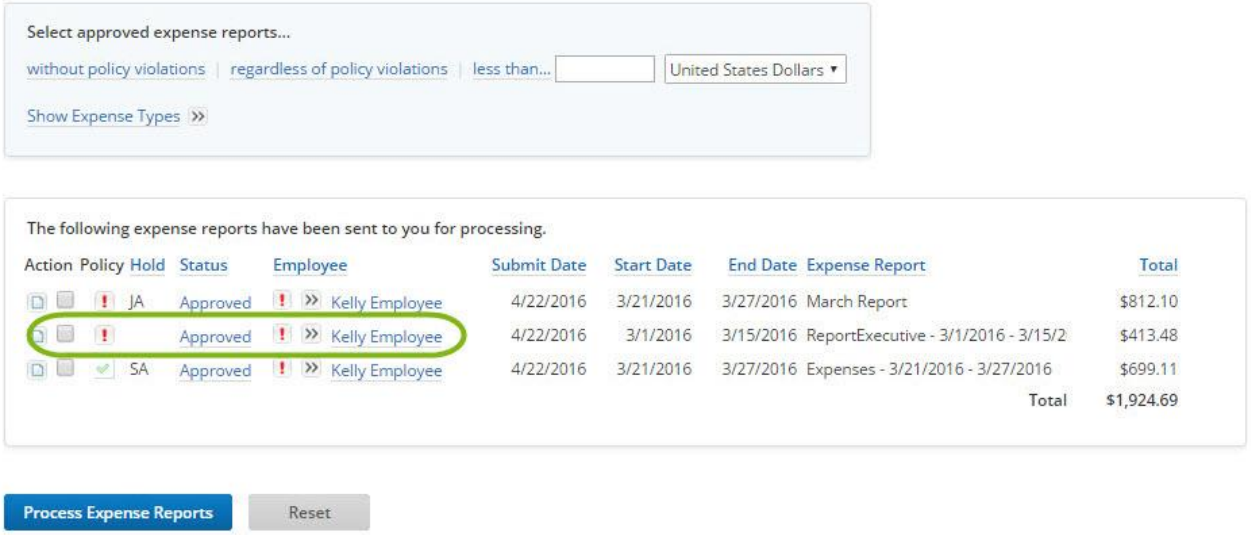
Please Note: A **Certify Administrator** has the option to allow a time limitation for a hold.

Step 1: Open the expense report currently under a hold by selecting it from **Processing Requests.**



Step 2: In the **Hold** section, select **Available**.

Step 3: Initials of the Accountant user will be removed in **Processing Requests**.

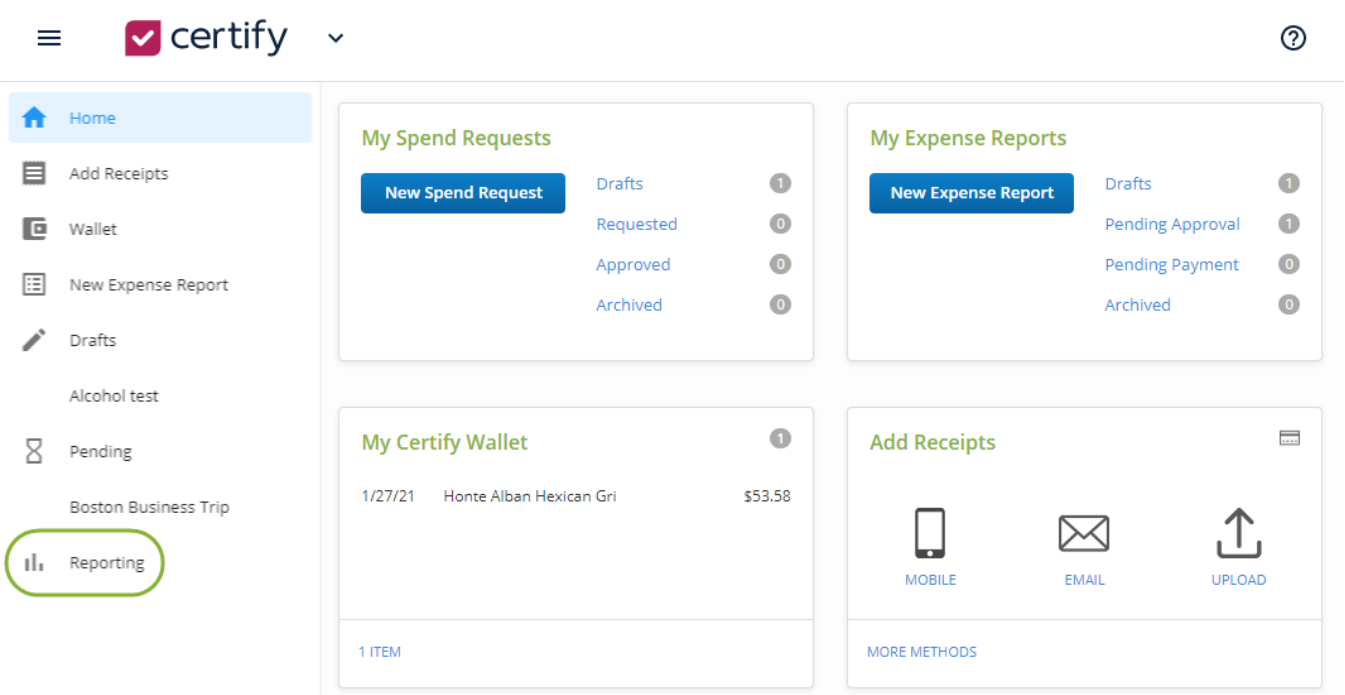


Accounts Payable

Accessing Your AP Integration File

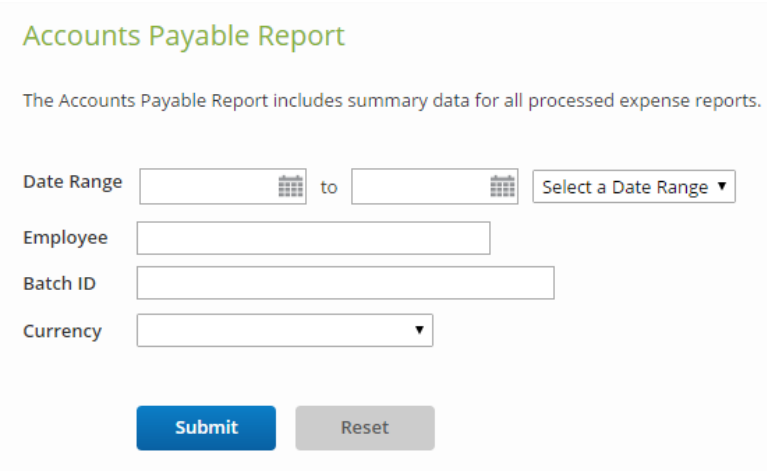
Certify offers custom **Accounts Payable integration output files** created individually for your company's AP system. Accountants may generate this report to import into their Accounts Payable system. This article describes how to access your **Accounts Payable file**.

Step 1: Open the Reporting suite by clicking the left menu, then clicking **Reporting**.

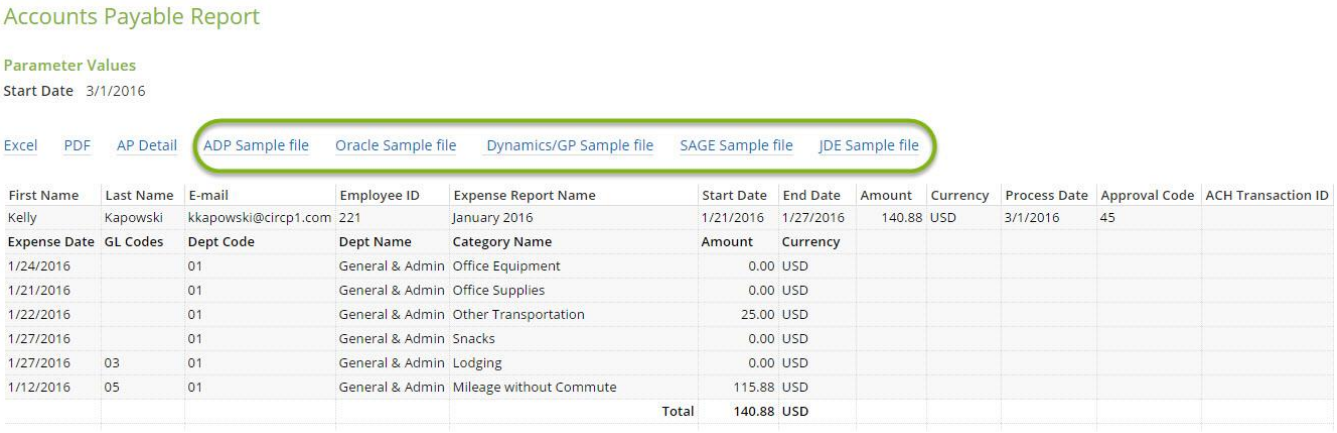


Step 2: Scroll down to **Integration and Data Feeds** and select the **Accounts Payable Report.**

Step 3: Enter your desired search parameters. Click **Submit** to retrieve the report.



Step 4: Above the report will be a link to your **AP Integration File(s)** for download. The file name and formatting will be custom to your company.

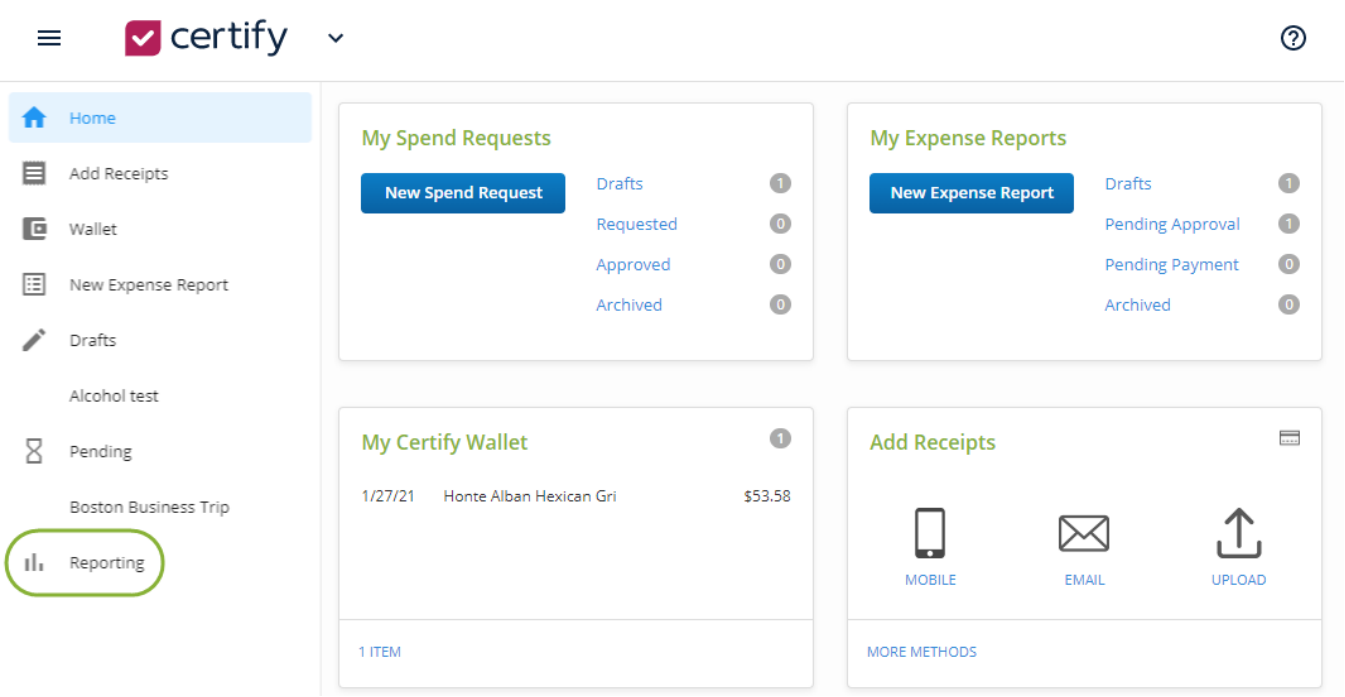


Using Flexible Reporting

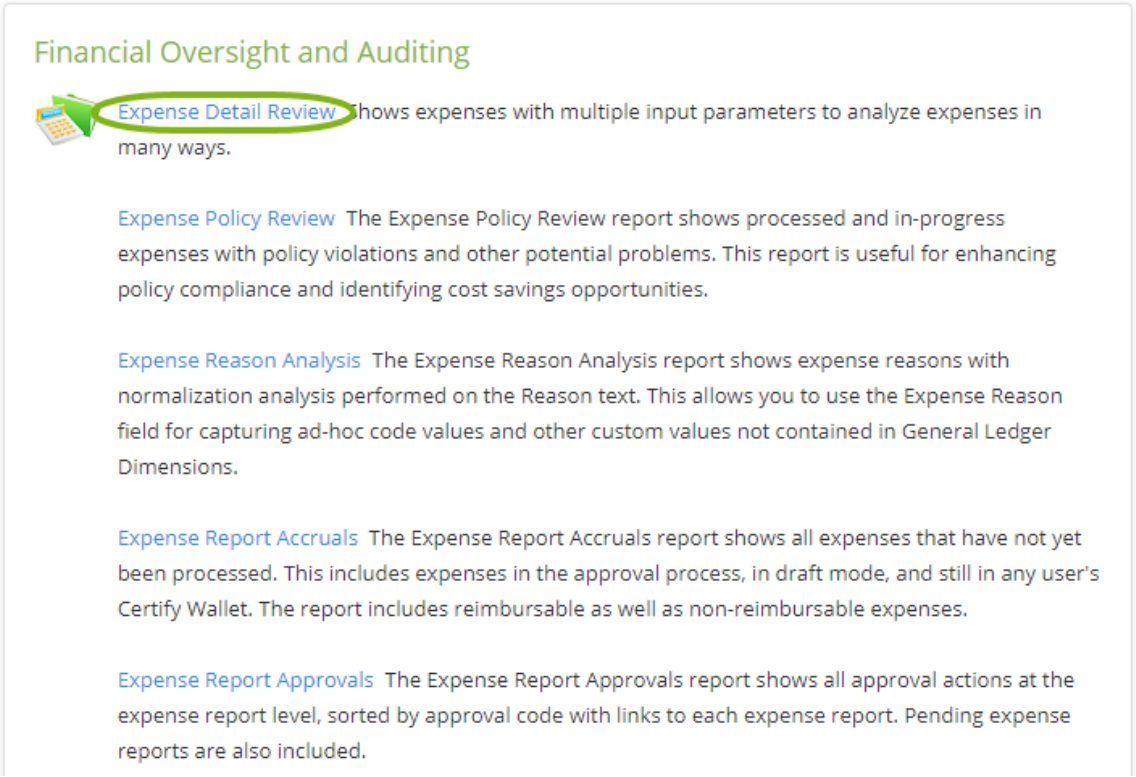
By using **Certify's Flexible Reporting**, you can configure reports to show the columns you actually need and hide the ones you don't. Certify will retain column selections and apply them the next time you run the report.

For example, you may occasionally need certain information from a report (such as the expense's approval date) but not other information (such as the company code). When you run the report, you can use Certify's **Flexible Reporting** to select which columns you want the report to display so that you only view the information you need.

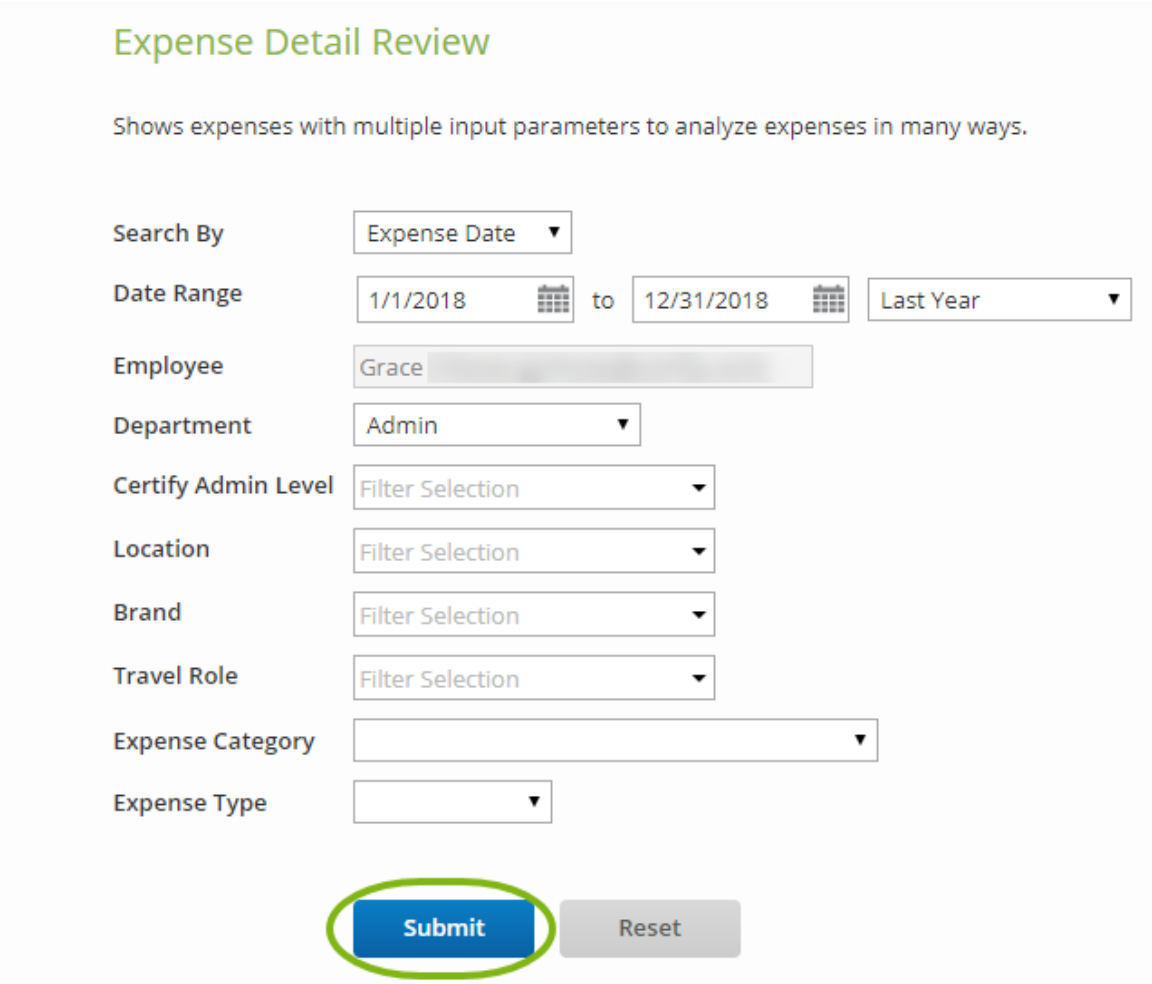
Step 1: On your **Certify** homepage, click the left menu then click **Reporting**.



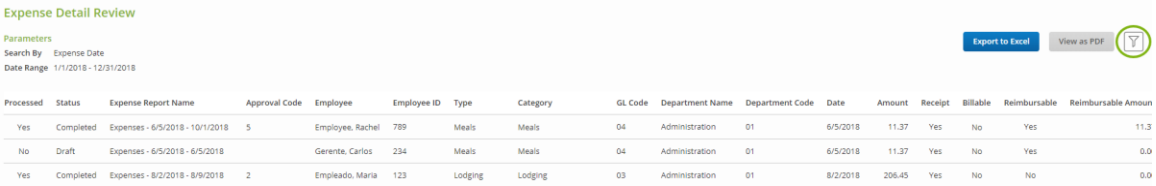
Step 2: Click the report you'd like to work with. Here, I'll choose the **Expense Detail Review** report.



Step 3: Enter your search criteria for the report. Then, click **Submit**.

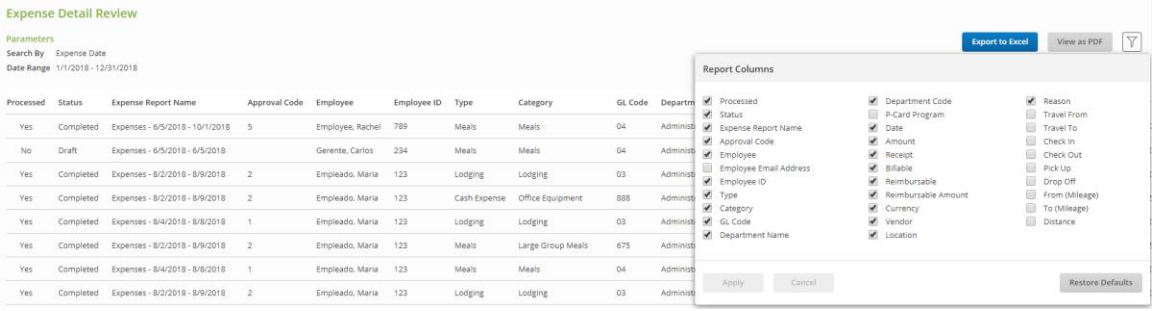


Step 4: Click the **Filter** icon to select which columns you want to display.

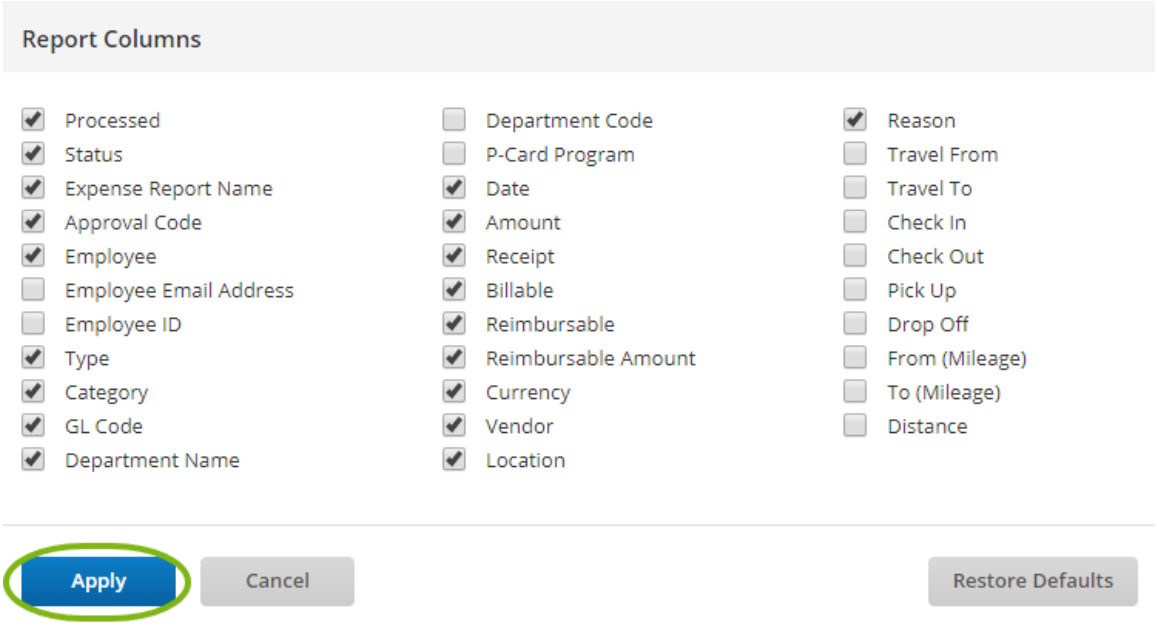


Step 5: The **Report Columns** list appears which displays all available columns on the report. Click the **checkbox** next to each column you want to see. Leave the columns you do not want to see blank. The report will hide all columns with unmarked checkboxes.

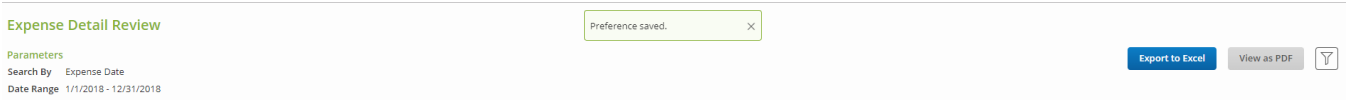
***Please Note**: You can select which columns display in the report, but you cannot change the order in which they display.*



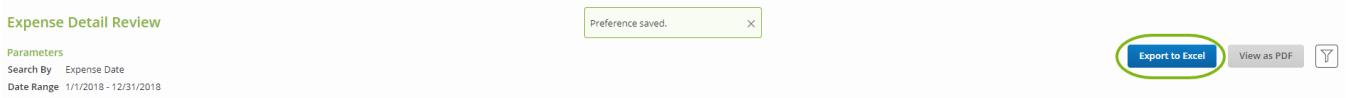
Step 6: Click **Apply** to complete.



Step 7: A green confirmation message appears. The report only displays the columns you selected.



Step 8: To export the report to Excel, click **Export to Excel**. When you exit this report, **Certify** remembers your column selections and applies them the next time you run the report. You can return to the report and change your column selections at any time.

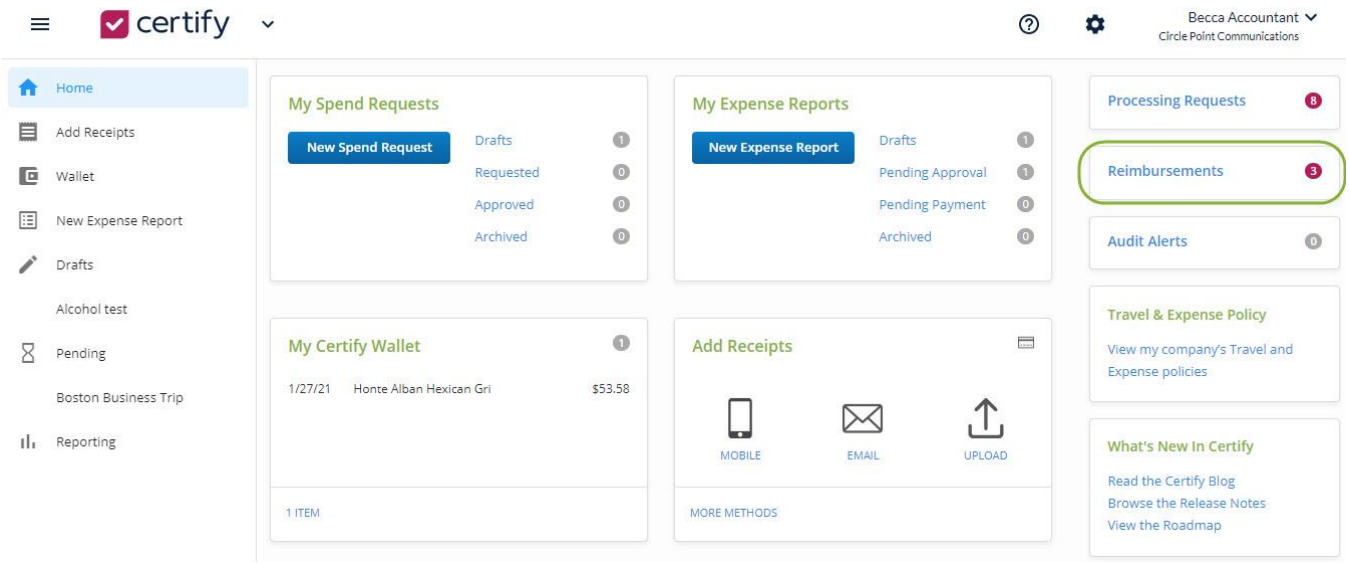


Reimbursements

Reimbursing through Domestic ACH

Certify users have the option to reimburse employees through Certify using our **ACH service**. A user with the **Treasurer** permission, assigned by your **Certify Administrator**, will have the ability to initiate ACH. This article shows you, a **Certify Treasurer**, how to initiate **ACH payments**.

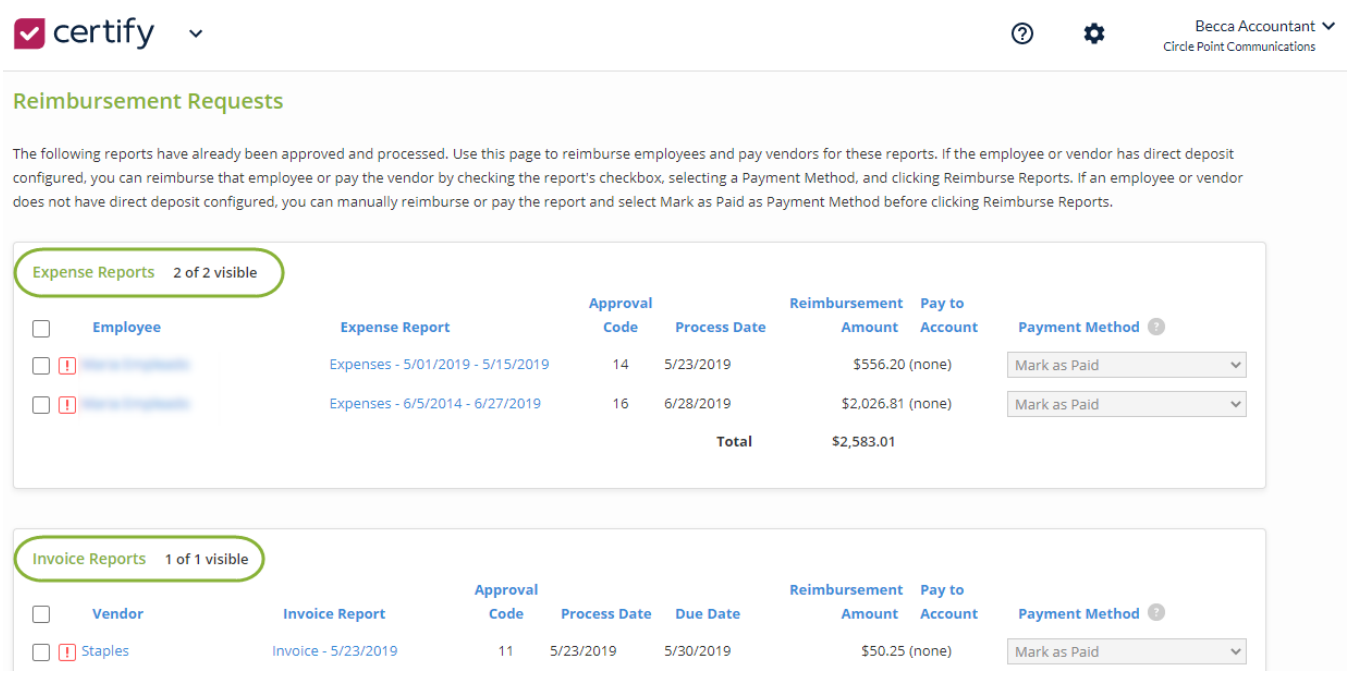
Step 1: Login to your Certify Home page. The company-designated **Treasurer(s)** will have a **Reimbursements** box on their **Home** screen. Click on **Reimbursements**.



Step 2: Select the reports to initiate **ACH reimbursement** on.

Please Note: *Only reports from employees who have entered and saved their Direct Deposit information will allow selection.*

Please Note: *If an employee has not saved their Direct Deposit information, you may select Mark as Paid to reimburse outside of Certify.*



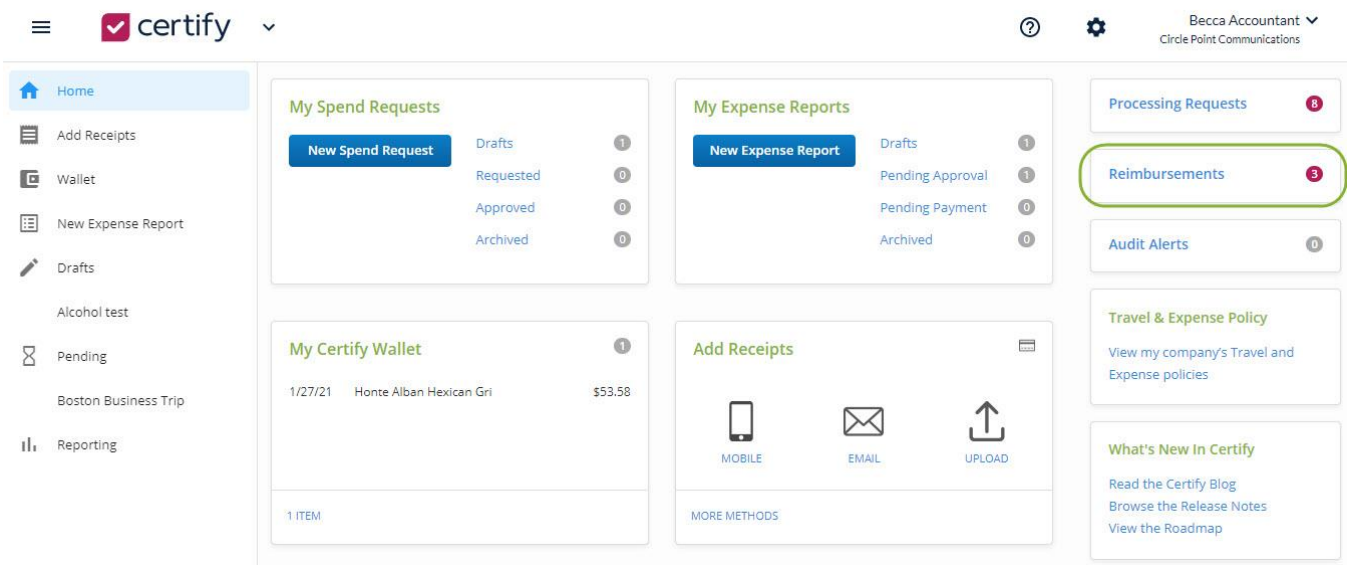
Step 3: Click **Reimburse Report**. Dependent on your company's ACH contract, reimbursement will then be sent to the employee within 2-5 business days.

Reimbursing through Certify Payments

Certify Payments enables your organization to reimburse employees using direct deposit, both domestically and internationally. To initiate reimbursements, your **Certify Administrator** must first designate you as a **Treasurer** within Certify.

This article shows you, a **Certify Treasurer**, how to reimburse your employees using **Certify Payments**.

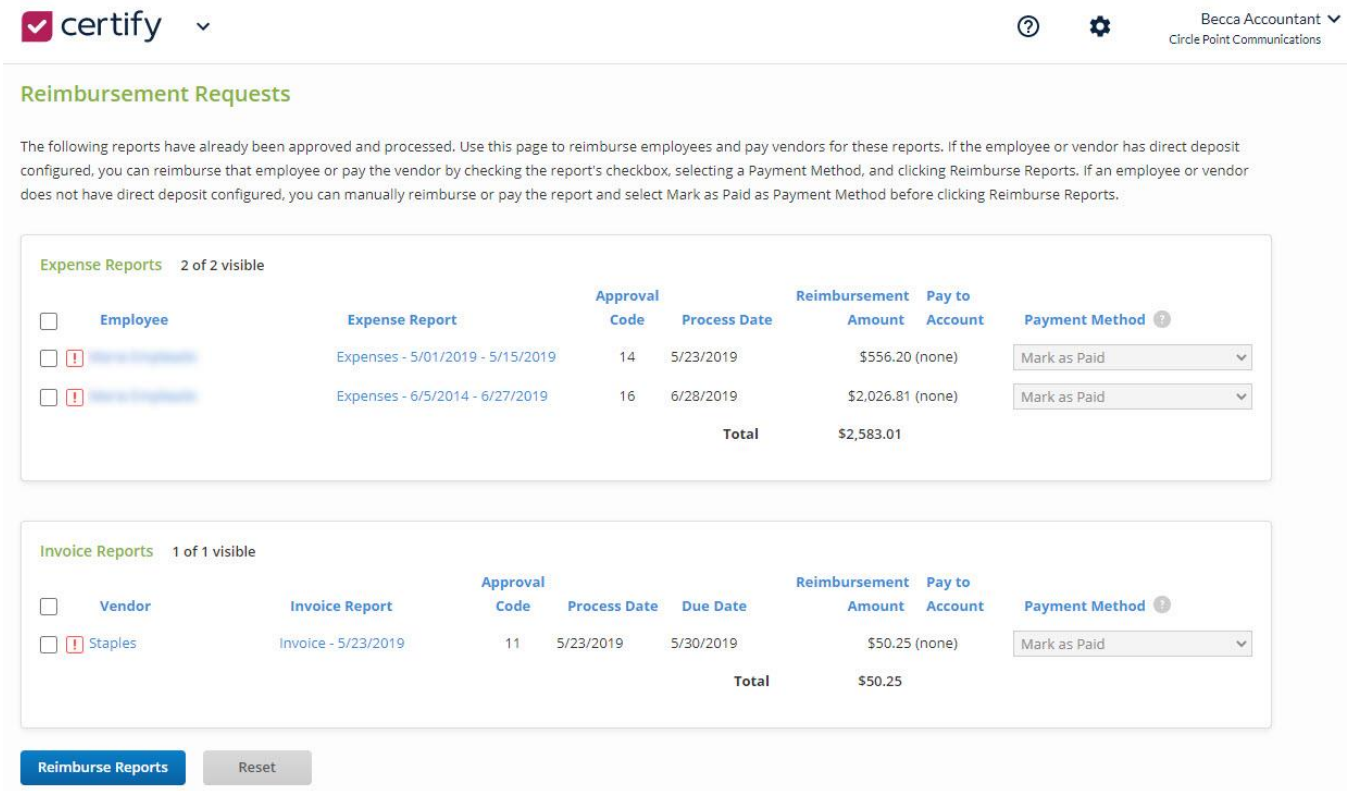
Step 1: Login to your Certify account homepage. Click **Reimbursements**.



Step 2: In the **Reimbursements Requests** queue, select the reports you want to reimburse.

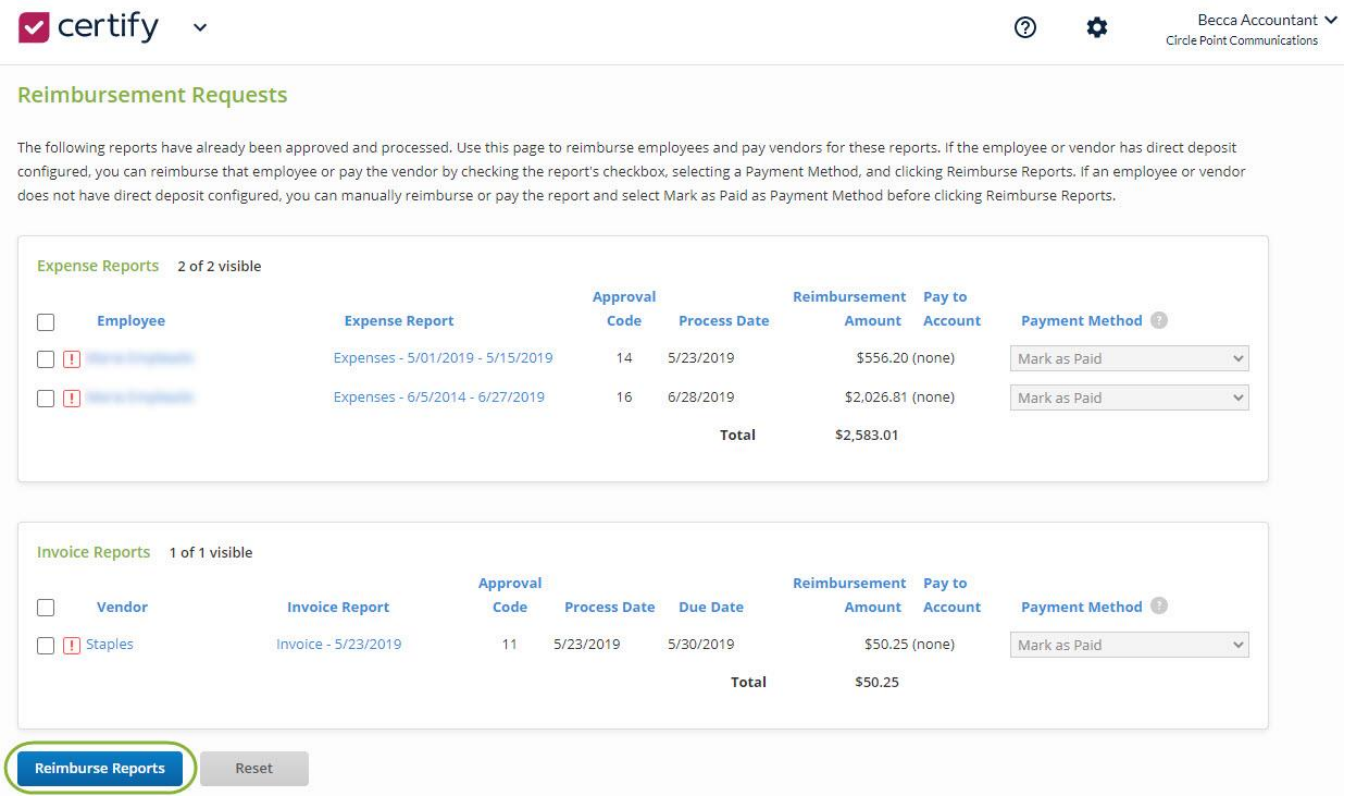
Please Note: *Only reports from employees who have entered and saved their Direct Deposit Information will allow selection.*

Please Note: *If an employee has not saved their Direct Deposit Information, you may select* ***Mark as Paid*** *to reimburse outside of Certify.*



If an employee has incorrectly entered or has not changed their direct deposit information, a red exclamation point alerts you prior to processing.

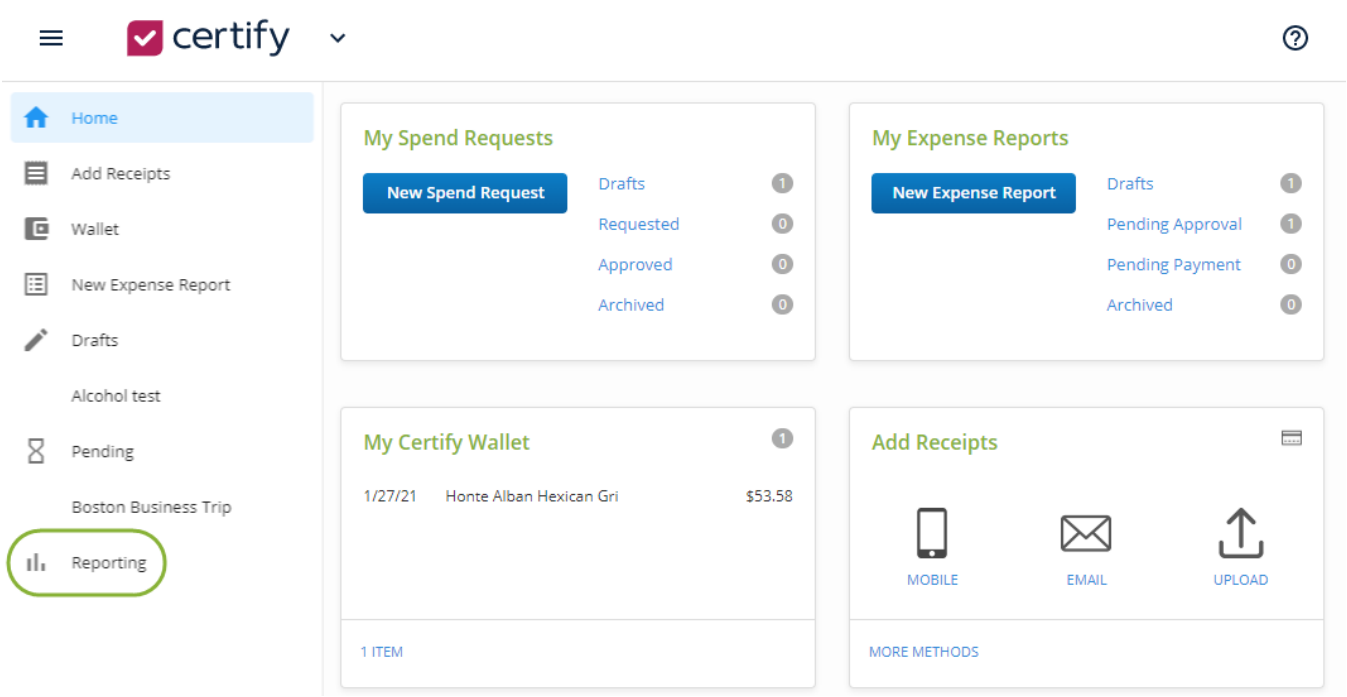
Step 3: Click **Reimburse Report**. Depending on your company's **ACH** contract, reimbursement is sent to the employee within 2-7 business days.



ACH Reimbursement History Report

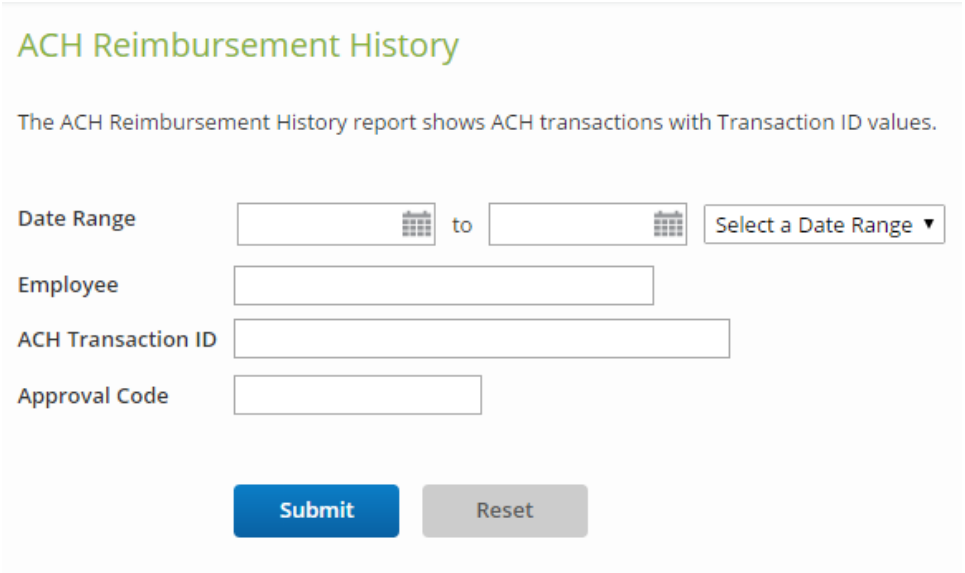
The **ACH Reimbursement History Report** is available to Administrators, Accountants, and Treasurers. This article describes how to access your **ACH Reimbursement History Report**.

Step 1: Access the report by clicking the left menu, then clicking **Reporting**.



Step 2: Select the **ACH Reimbursement History Report**.

Step 3: Use the search parameters to customize your report and click **Submit**.



As with all Certify reports, the displayed report can be viewed as a PDF file or exported to Excel. This report will also display reports reimbursed manually.

ACH Reimbursement History

Parameter Values

Reimbursed Start Date 1/1/2015

Export to Excel View as PDF

Drag a column header here to group by that column

Expense Report	Approval Code	Processed Date	Reimbursed Date	ACH Transaction ID	Amount	Employee	Treasurer
July Expenses	380	9/3/2014	1/7/2015	10059419	258.07	Nancy King (csmith@circp.org)	Carrie Smith (csmith@circp.com)
ReportExecutive - 12/1/2014 - 12/15/2014	402	1/9/2015	1/9/2015	10064329	410.73	Nancy King (csmith@circp.org)	Carrie Smith (csmith@circp.com)
August Expenses	392	11/7/2014	1/13/2015	10066547	224.92	Nancy King (csmith@circp.org)	Carrie Smith (csmith@circp.com)
January	403	1/27/2015	1/27/2015	10078338	20.00	Carrie Smith (csmith@circp.com)	Carrie Smith (csmith@circp.com)

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