



# 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.*

## **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:

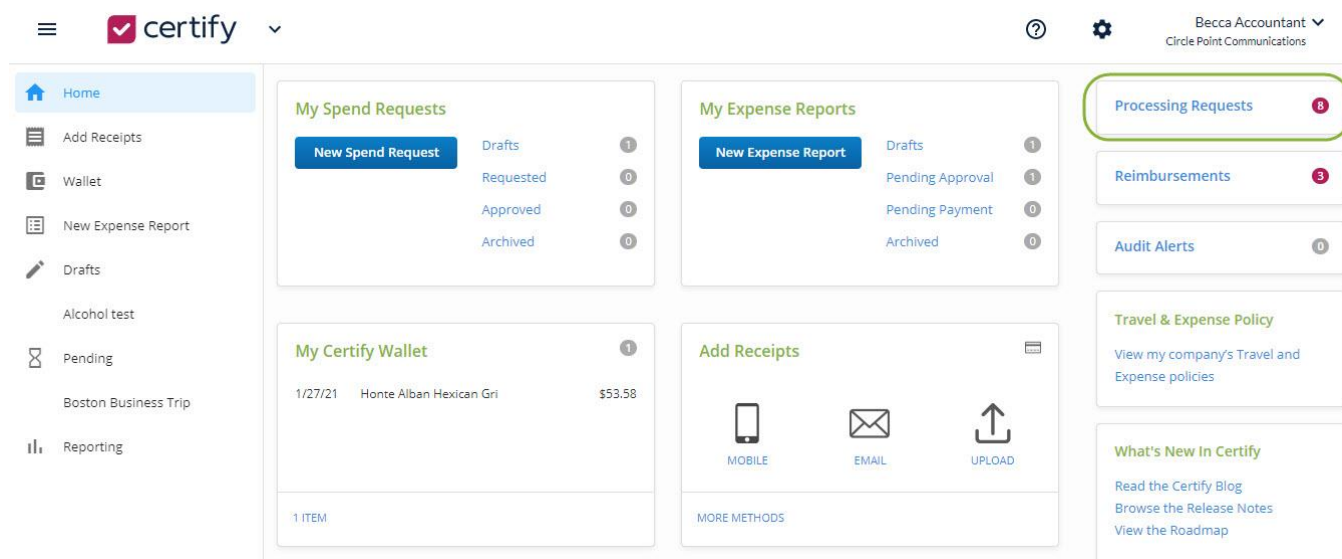
- Make final changes to an expense report
- Disapprove an expense report to send back to the Employee
- Process an expense report
- Pull AP reporting data
- Reimburse using Certify ACH

## 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.

### My Processing Requests

The following expense reports have been sent to you for processing.

Select approved expense reports  
[without policy violations](#) | [regardless of policy violations](#) | less than   United States Dollars ▼  
[Show Expense Types](#)

Actions	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total	
			AA	Approved	Meredith Employee	10/28/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
			AA	Approved	Meredith Employee	10/28/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
<b>Total</b>									<b>\$826.96</b>	

[Process Expense Reports](#) [Reset](#)

**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

# Accountant's Review Tools

**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

The screenshot shows a table with columns: Status, Approval, Date, Category, Details, Amount, Reim, Reim Amt, Billable, Receipt, Reason. The 'Meals - Large Group' row is selected, and the 'Other Actions' menu is open, showing options like 'Add Note', 'Edit Expense', 'Inquire', 'Edit Reim. Amount', 'Split Expense', 'Add Bank Fee', 'Disapprove', and 'Delete Expense'. A summary table is also visible on the right side of the menu.

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	[📄]	[⌵]
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	✓ [⌵]			[⌵]	2.75	Yes	2.75	No	[📄]	[⌵]

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

## *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**.

# Accountant's Review Tools

**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.

## My Processing Requests

The following expense reports have been sent to you for processing.

Select approved expense reports  
without policy violations | regardless of policy violations | less than  United States Dollars ▾  
[Show Expense Types](#)

Actions	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Meredith Employee	10/28/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
<b>Total</b>									<b>\$413.48</b>

[Process Expense Reports](#)

[Reset](#)

**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**.

# Accountant's Review Tools

Expenses Approve All

Status	Approval	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approved	<input checked="" type="checkbox"/>	9/1/2016	Mileage		119.84	Yes	119.84	No		
Approved	<input checked="" type="checkbox"/>				191.96	Yes	191.96	No		
Approved	<input checked="" type="checkbox"/>				5.82	Yes	5.82	No		
Approved	<input checked="" type="checkbox"/>				93.11	Yes	93.11	No		
Approved	<input checked="" type="checkbox"/>				2.75	Yes	2.75	No		
Total Non-Reimbursable					\$0.00					
Total Personal					\$0.00					
Total Reimbursable					\$413.48					
Total Disapproved					\$0.00					
Total Company Expenses					\$413.48					

Other Actions

- Add Note
- Inquire
- Split Expense
- Disapprove
- Edit Expense
- Edit Reim. Amount
- Add Bank Fee
- Delete Expense

**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**.

## Ask a Question About an Expense

Your question will be sent to Meredith Employee. The question and answer will be saved with this expense.

Enter Question

Why so much?

Allow Expense Edit

Save

Cancel

**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.

## My Processing Requests

The following expense reports have been sent to you for processing.

Select approved expense reports

without policy violations | regardless of policy violations | less than  United States Dollars

Show Expense Types

Actions	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
			<b>Inquiry</b>	Meredith Employee	10/28/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
Total									\$413.48

Process Expense Reports

Reset

## 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



# Accountant's Review Tools

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	<input checked="" type="checkbox"/> <a href="#">▶</a>	9/1/2016	Mileage	<a href="#">▶</a>	119.84	Yes	119.84	No		<a href="#">▶</a>
Approved	<input checked="" type="checkbox"/> <a href="#">▶</a>	9/3/2016	Lodging	<a href="#">▶</a>	191.96	Yes	191.96	No		<a href="#">▶</a>
<small>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.</small>										
Approved	<input checked="" type="checkbox"/> <a href="#">▶</a>	9/3/2016	Coffee, Tea, Snacks	<a href="#">▶</a>	5.82	Yes	5.82	No		<a href="#">▶</a>
Approved	<input checked="" type="checkbox"/> <a href="#">▶</a>	9/4/2016	Meals - Large Group	<a href="#">▶</a>	93.11	Yes	93.11	No		<a href="#">▶</a>
Approved	<input checked="" type="checkbox"/> <a href="#">▶</a>	9/9/2016	Other Transportation	<a href="#">▶</a>	2.75	Yes	2.75	No		<a href="#">▶</a>
<b>Total Non-Reimbursable</b>					<b>\$0.00</b>					
<b>Total Personal</b>					<b>\$0.00</b>					
<b>Total Reimbursable</b>					<b>\$413.48</b>					

## 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.

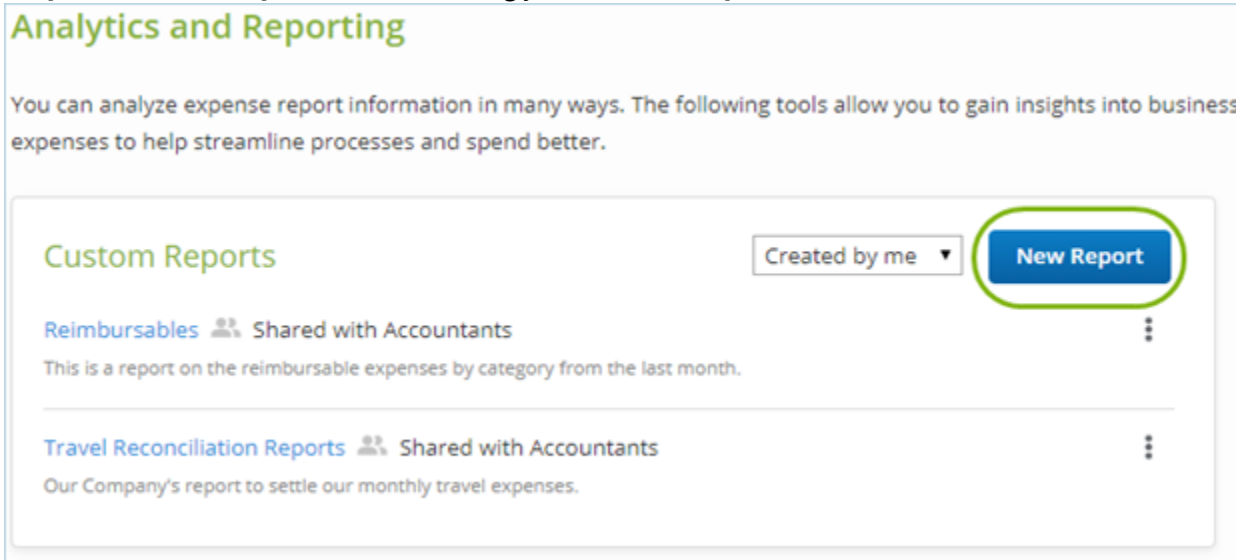
This article shows you, a **Certify Accountant**, how to create and run a **Custom Report** within Certify.

**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.

The screenshot shows the Certify user interface. At the top left, there is a hamburger menu icon and the Certify logo. A red checkmark is next to the logo. A question mark icon is in the top right corner. The left sidebar contains a navigation menu with the following items: Home (with a house icon), Add Receipts (with a receipt icon), Wallet (with a wallet icon), New Expense Report (with a list icon), Drafts (with a pencil icon), Alcohol test, Pending (with a clock icon), Boston Business Trip, and Reporting (with a bar chart icon and a green circle around it). The main content area is divided into four panels. The top-left panel is titled 'My Spend Requests' and has a 'New Spend Request' button. It lists: Drafts (1), Requested (0), Approved (0), and Archived (0). The top-right panel is titled 'My Expense Reports' and has a 'New Expense Report' button. It lists: Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0). The bottom-left panel is titled 'My Certify Wallet' and shows a transaction for 1/27/21 at Honte Alban Hexican Gri for \$53.58. It indicates '1 ITEM'. The bottom-right panel is titled 'Add Receipts' and shows three options: MOBILE (with a smartphone icon), EMAIL (with an envelope icon), and UPLOAD (with an upload icon). It also has a 'MORE METHODS' link.

# Accountant's Review Tools

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



**Analytics and Reporting**

You can analyze expense report information in many ways. The following tools allow you to gain insights into business expenses to help streamline processes and spend better.

**Custom Reports** Created by me **New Report**

**Reimbursables** Shared with Accountants

This is a report on the reimbursable expenses by category from the last month.

**Travel Reconciliation Reports** Shared with Accountants

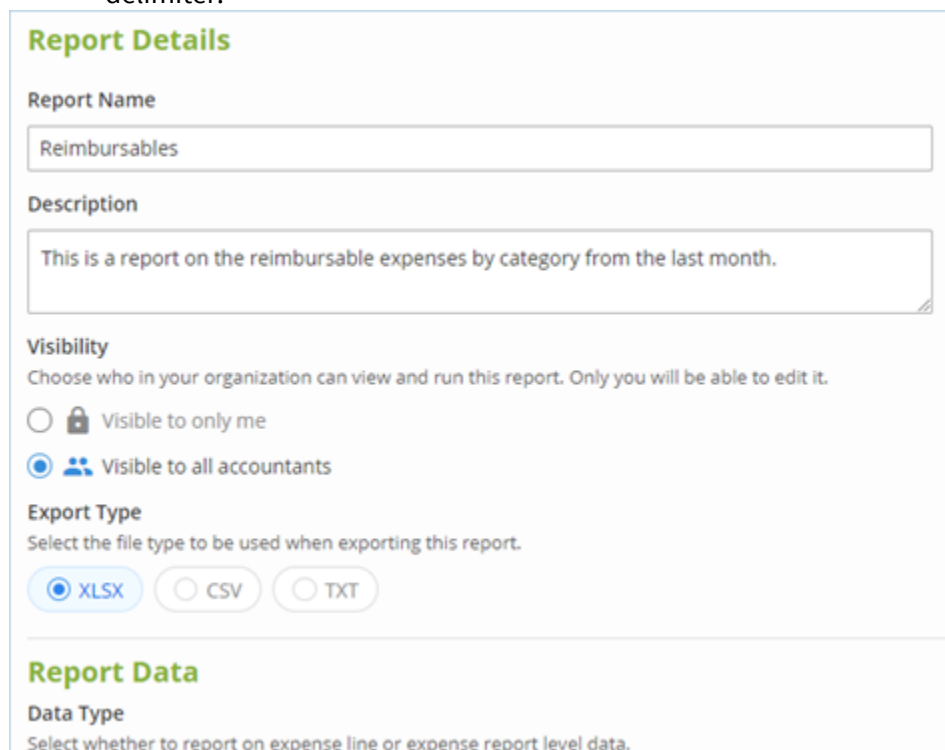
Our Company's report to settle our monthly travel expenses.

**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 Details**

**Report Name**

Reimbursables

**Description**

This is a report on the reimbursable expenses by category from the last month.

**Visibility**

Choose who in your organization can view and run this report. Only you will be able to edit it.

Visible to only me

Visible to all accountants

**Export Type**

Select the file type to be used when exporting this report.

XLSX  CSV  TXT

**Report Data**

**Data Type**

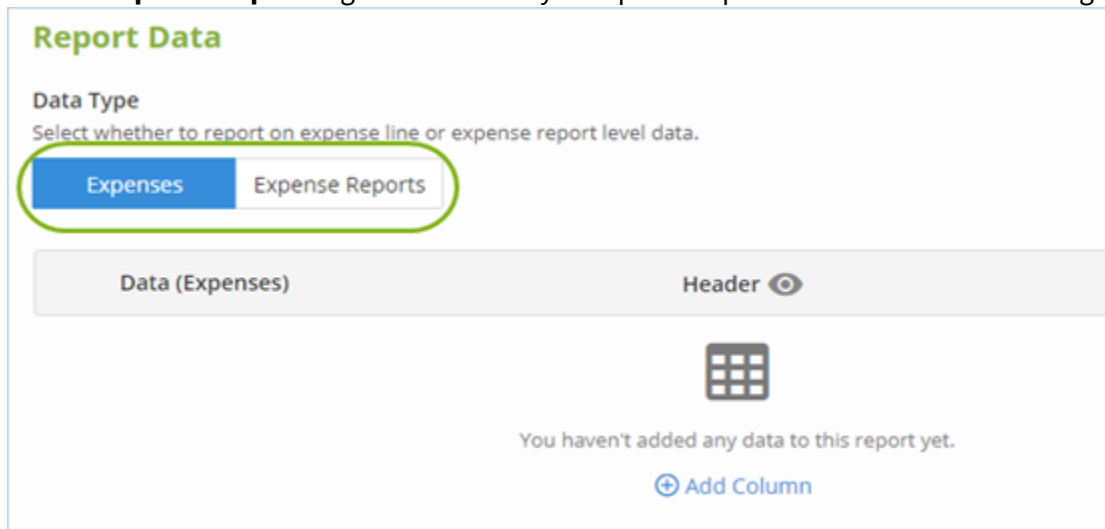
Select whether to report on expense line or expense report level data.

## Report Data

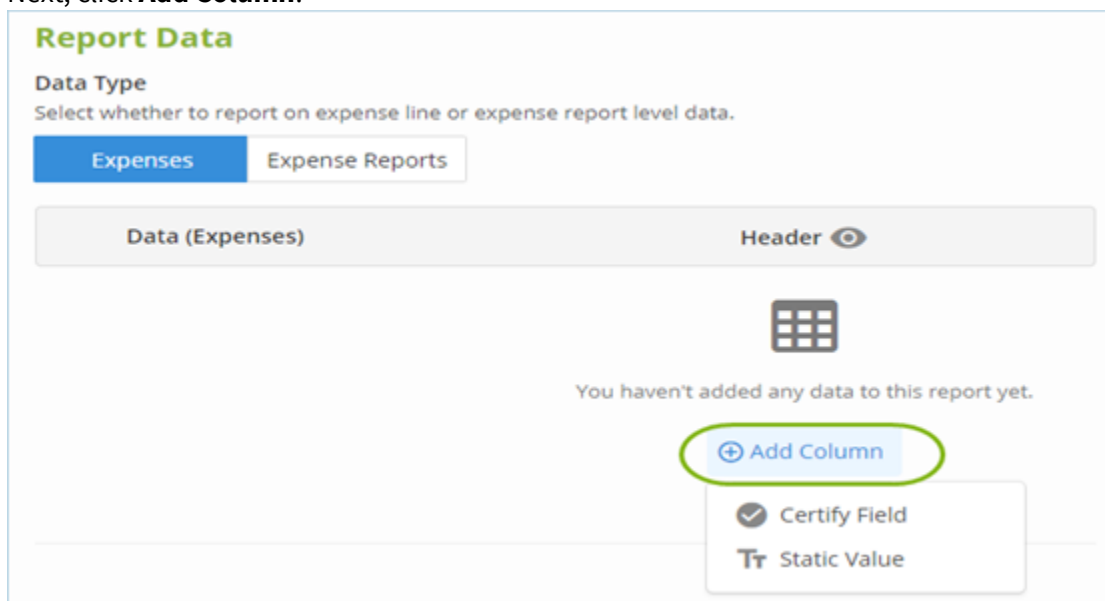
# Accountant's Review Tools

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.

The screenshot shows the 'Report Data' interface. On the left, there are tabs for 'Expenses' and 'Expense Reports'. Below them is a table with columns for 'Data (Expenses)' and 'Header'. The table has four rows:

	Data (Expenses)	Header
1	Expense Report Reimbursable Total (My Amount Format)	Reimbursable Expenses
2	Reimbursed Date (MM/dd/yyyy)	Reimbursed Date
3	Tr Certify.com	Exported From
4	No Data	

An 'Add Column' button is at the bottom left. An 'Edit Column' dialog box is open on the right, with a green arrow pointing from the 'Add Column' button to the dialog. The dialog has a title 'Edit Column' and a close button. It contains a 'Column Data' section with a search box 'Search Certify Fields' and a 'Column Header' section with a text box 'Column Header'. At the bottom of the dialog are 'Finish' and 'Delete Column' buttons.

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

This is a close-up of the 'Edit Column' dialog box. The 'Column Data' section has a search box containing 'Reimbursable Am'. Below the search box, a dropdown menu shows 'Reimbursable Amount' selected. The 'Column Header' section has a text box containing 'Column Header'. At the bottom of the dialog are 'Finish' and 'Delete Column' buttons.

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

### Edit Column ✕

**Column Data**  
Select a Certify Field to Export in this column

Date Format  
MM/dd/yyyy ▼

**Column Header**  
If column headers are not hidden, this text will appear in the header position for this column in the exported file

**Finish**

Delete Column

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

Select a Certify Field to Export in this column

Boolean Format  
Yes/No ▼

**Column Header**  
If column headers are not hidden, this text will appear in the header position for this column in the exported file

**Finish**

Delete Column

**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.

### Preferences

These settings control the data that populates into your report and are not configurable at runtime.

- Enable Strict Date Search**  
Select a date field to use when constructing the report query and disallow changing it at runtime.  
 Search By Expense Date  Search By Processed Date
- Pre-filter by Processed Status**  
Only include records of a particular processed status in this report.  
 Processed  Not Processed
- Pre-filter by Reimbursable Status**  
Only include records of a particular reimbursable status in this report.  
 Reimbursable  Non-Reimbursable
- Pre-filter by P-Card Program**  
Only include records from P-Card programs in this report.  
 Corp AMEX  Personal Card

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

### Runtime Filters

Select fields to make available for data filtering at runtime.

Approval Code  Batch ID  Department  Employee

Employee General Ledger Dimensions  Expense Category



Expense Report General Ledger Dimensions  Expense Type  P-Card Program  Status

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

## Analytics and Reporting

You can analyze expense report information in many ways. The following tools allow you to gain insights into business expenses to help streamline processes and spend better.

**Custom Reports** All Reports New Report

**Reimbursables**  

This is a report on the reimbursable expenses by category from the last month.

**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.



## Reimbursables

This is a report on the reimbursable expenses by category from the last month.

Search By	<input type="text" value="Expense Date"/>
Date Range	<input type="text" value=""/> to <input type="text" value=""/> <input type="text" value="Select a Date Range"/>
Employee	<input type="text"/>
Department	<input type="text" value=""/>
Expense Category	<input type="text" value=""/>
Expense Type	<input type="text" value=""/>
Approval Code	<input type="text"/>
Status	<input type="text" value=""/>

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



## Reimbursables

This is a report on the reimbursable expenses by category from the last month.

Search By

Employee

Department

Expense Category

Expense Type

Approval Code

Status

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

## AMEX Reconciliation

Parameters

Search By Expense Date  
Department Sales

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**.

## AMEX Reconciliation

**Parameters**

Search By Expense Date  
Department Sales

[Export as .CSV](#)

Expense Date	Report Name	Amount	Guide
010502018	Expenses - 1/4/2017 - 3/1/2018	15.00	c8bafaad-c35-b234-6e13feffdcd7
012702018	Expenses - 1/4/2017 - 3/1/2018	250.00	458b160b-453a-8e38-ecb7b7636317
010402018	Expenses - 1/4/2017 - 3/1/2018	50.00	4334d846-4e37-ae2b-71746e2aac0d
090502019	Travel Expenses	785.45	ec93859c-4a73-addc-4d71c8191577

### *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**.

The screenshot displays the Certify user interface. At the top left is a hamburger menu icon, followed by the Certify logo and a dropdown arrow. At the top right is a help icon. The left sidebar contains a navigation menu with the following items: Home (highlighted), Add Receipts, Wallet, New Expense Report, Drafts, Alcohol test, Pending, Boston Business Trip, and Reporting (highlighted with a green circle). The main content area is divided into four panels: 1. 'My Spend Requests' with a 'New Spend Request' button and a list of statuses: Drafts (1), Requested (0), Approved (0), and Archived (0). 2. 'My Expense Reports' with a 'New Expense Report' button and a list of statuses: Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0). 3. 'My Certify Wallet' showing a transaction on 1/27/21 for 'Honte Alban Hexican Gri' for \$53.58, with a '1 ITEM' indicator below. 4. 'Add Receipts' with icons for MOBILE, EMAIL, and UPLOAD, and a 'MORE METHODS' link below.

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

## Integration and Data Feeds



**Accounts Payable Report** The Accounts Payable Report includes summary data for all processed expense reports.

**Client Billable Report** The Client Billable Report shows billable expenses contained in processed Expense Reports. You can use the Client Billable Report to generate invoices to clients for billable expenses.

**Expenses Direct to Company** The Expenses Direct to Company report shows non-reimbursable expenses based on the date of the expense or the date of expense report processing. This report makes it easy to reconcile company-paid credit card statements.

**P-Card Reconciliation Report** The P-Card Reconciliation report shows non-reimbursable expenses based on the date of the expense or the date of expense report processing. This report makes it easy to reconcile company-paid credit card statements.

**Reconciliation and Accrual Workbench** The Reconciliation and Accruals Workbench makes it easy to reconcile credit card statements by showing all imported transactions from the last 90 days with matching expenses in Certify.

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

## Reconciliation and Accrual Workbench

The Reconciliation and Accruals Workbench makes it easy to reconcile credit card statements by showing all imported transactions from the last 90 days with matching expenses in Certify.

Search By

Date Range  to

Employee

Cardholder Name

P-Card Program

Show Splits

Display

**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.

# Accountant's Review Tools

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.

## Create Expense

You can create an expense record from this unmatched credit card transaction. This should be done if you want to import the transaction into the user's wallet.

### Create Expense

You can also create expense records for up to 50 unmatched credit card transactions in this workbench. This should be done if you want to import all transactions into the user's wallets.

### CREATE MULTIPLE expenses in the workbench

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

## Create Expense

The expense has been created and imported into the user's wallet.

Refresh the report to see the changes. You can close this window now.

## Refresh Report

**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.

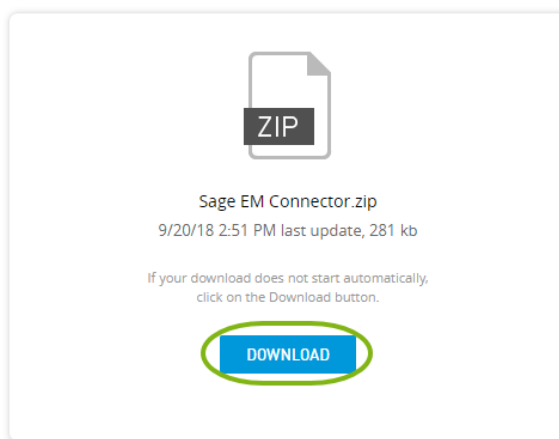
**Step 1:** Download the **Sage EM Connector** .zip file by following this link:

[https://securisync.intermedia.net/us2/s/file?public\\_share=9BaqNuNPiz2UvjZgUkTzkd00146e08](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.

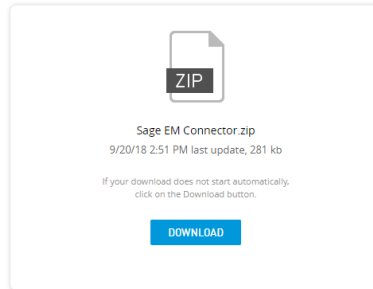


[ABOUT](#) [LOG IN](#)

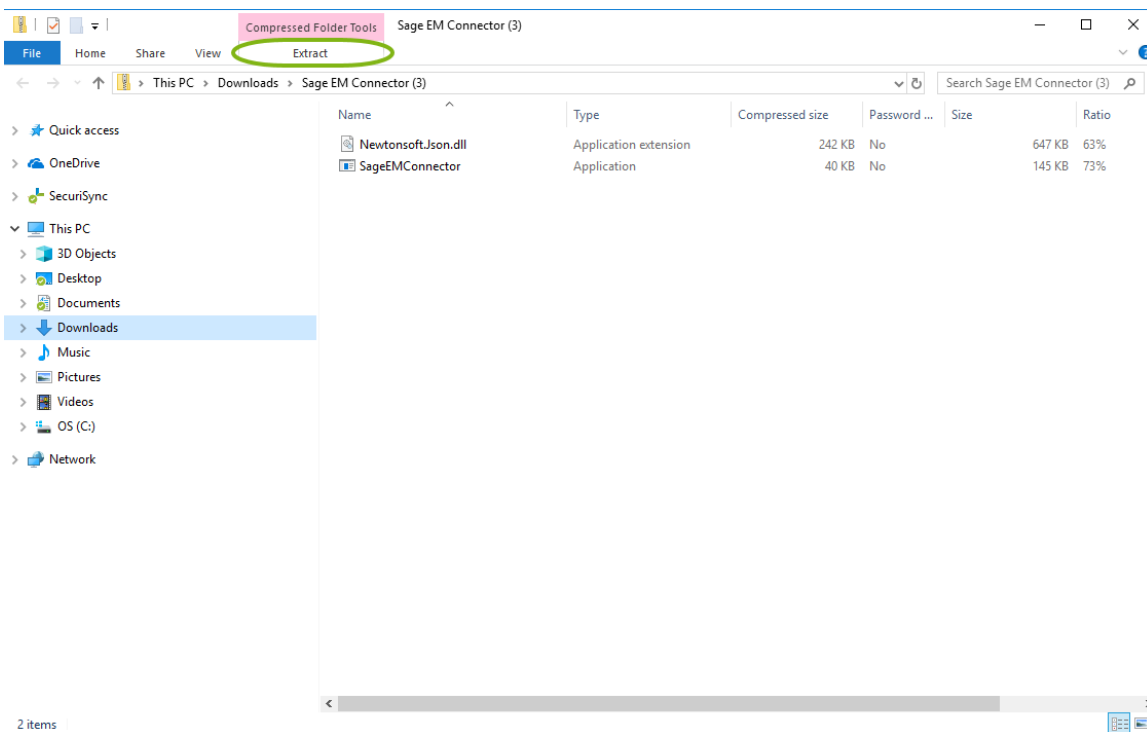


SecuriSync is Intermedia's business-grade file backup & share service. [Learn more](#)  
It's a part of *Office in the Cloud*, which powers more than 110,000 businesses.

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

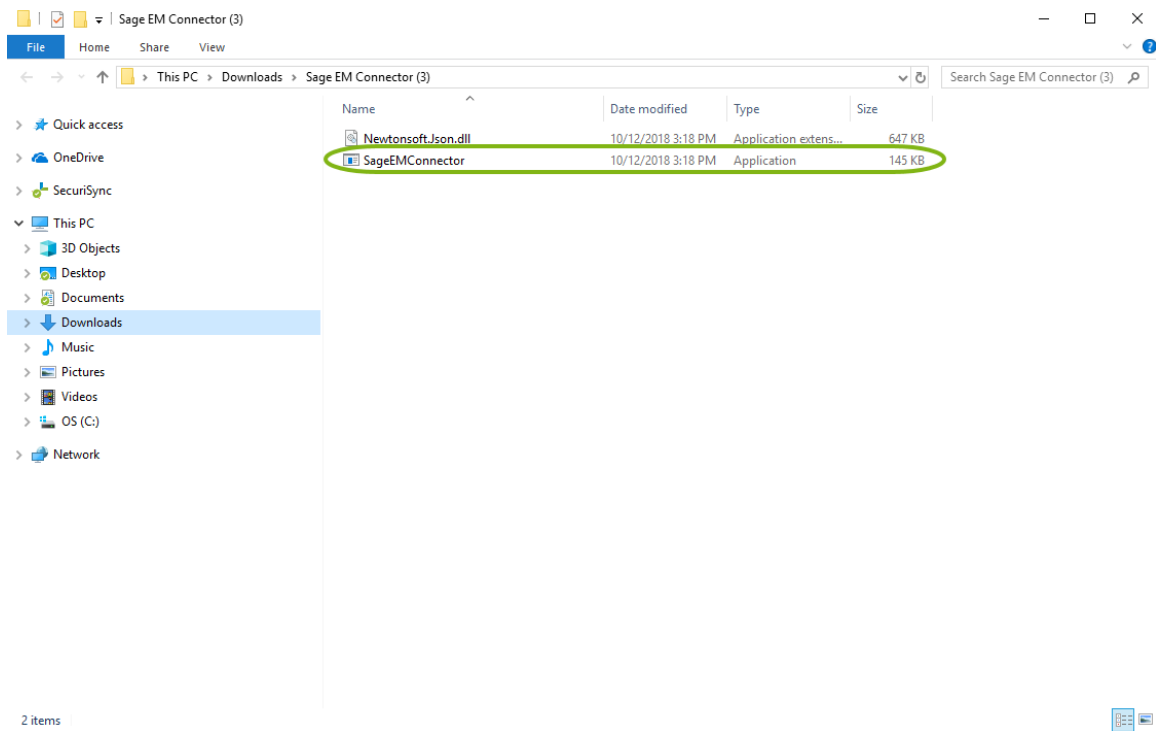


**Step 4:** The .zip file downloads to your computer. Before opening, extract the files.



**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

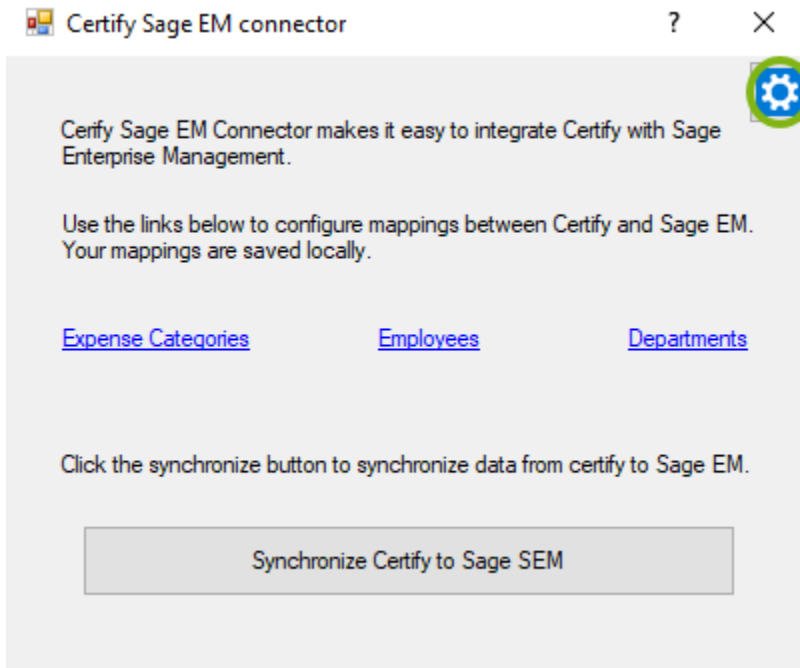
**Certify** offers an integration with **Sage Enterprise Management** software called the **Sage EM Connector** tool.

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.

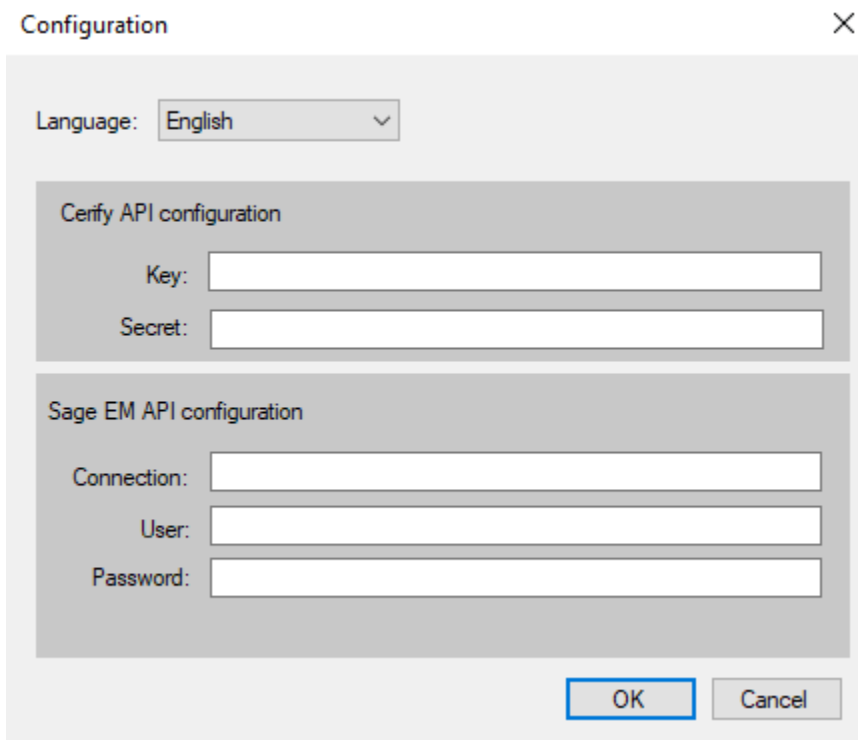
**Step 1:** Click the blue **gear** icon to open a screen where you can enter your company's **Certify** and **Sage EM** credentials.



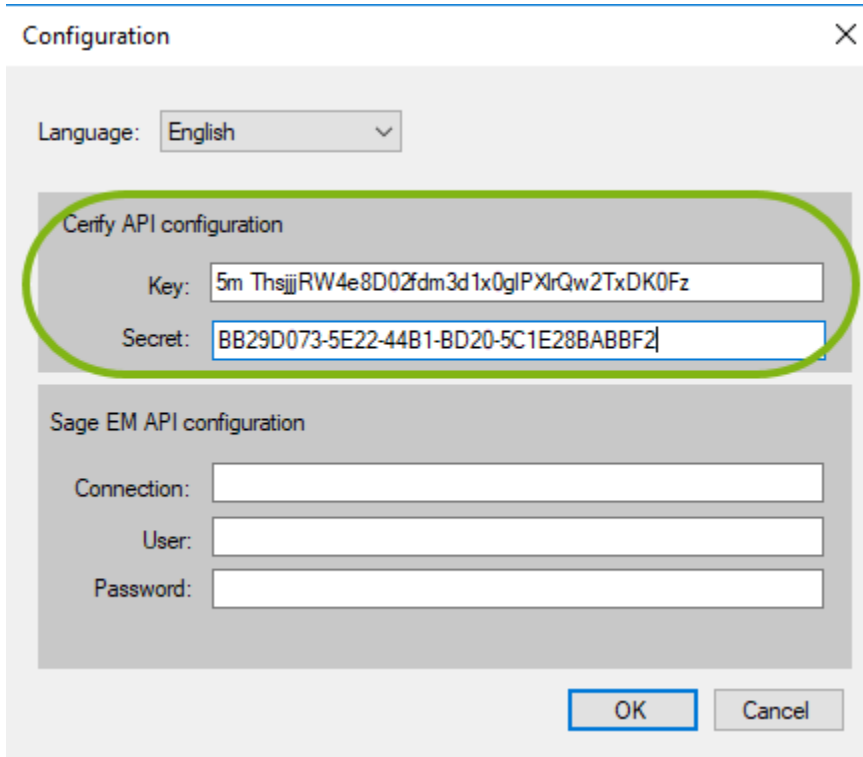
# Accountant's Review Tools



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.



Configuration

Language: English

Certify API configuration

Key: 5m ThsjjRW4e8D02fdm3d1x0glPXrQw2TxDK0Fz

Secret: BB29D073-5E22-44B1-BD20-5C1E28BABB2

Sage EM API configuration

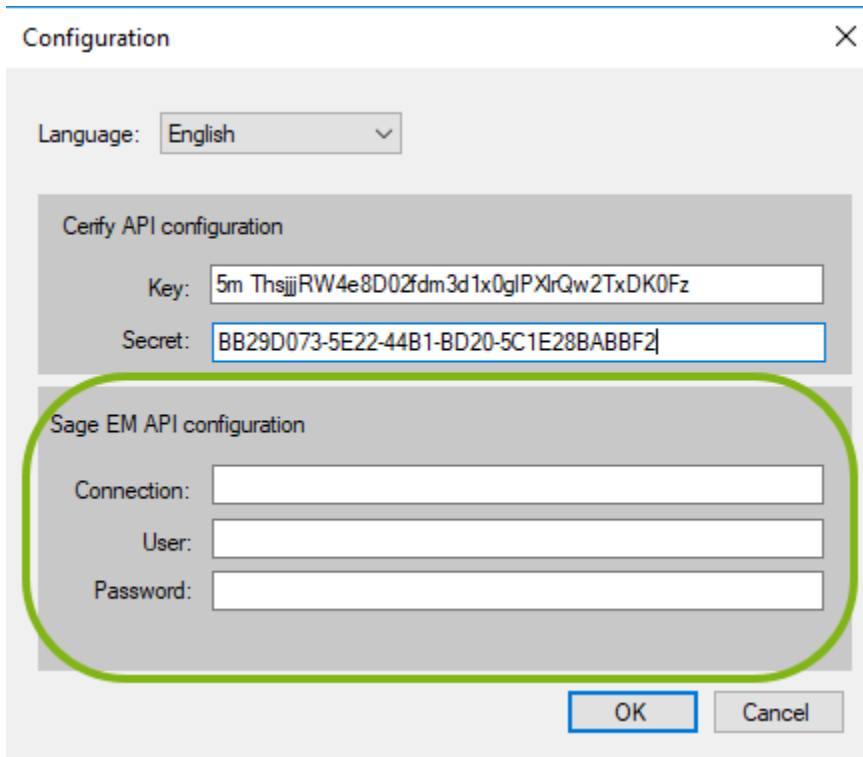
Connection:

User:

Password:

OK Cancel

**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**.



Configuration

Language: English

Certify API configuration

Key: 5m ThsjjRW4e8D02fdm3d1x0glPXrQw2TxDK0Fz

Secret: BB29D073-5E22-44B1-BD20-5C1E28BABB2

Sage EM API configuration

Connection:

User:

Password:

OK Cancel

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

Configuration ×

Language:

**Cerify API configuration**

Key:

Secret:

**Sage EM API configuration**

Connection:


User:


Password:

## Configure Mapping Between Certify and Sage EM

Expense Categories

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

 Certify Sage EM connector ? ×



Cerify Sage EM Connector makes it easy to integrate Certify with Sage Enterprise Management.

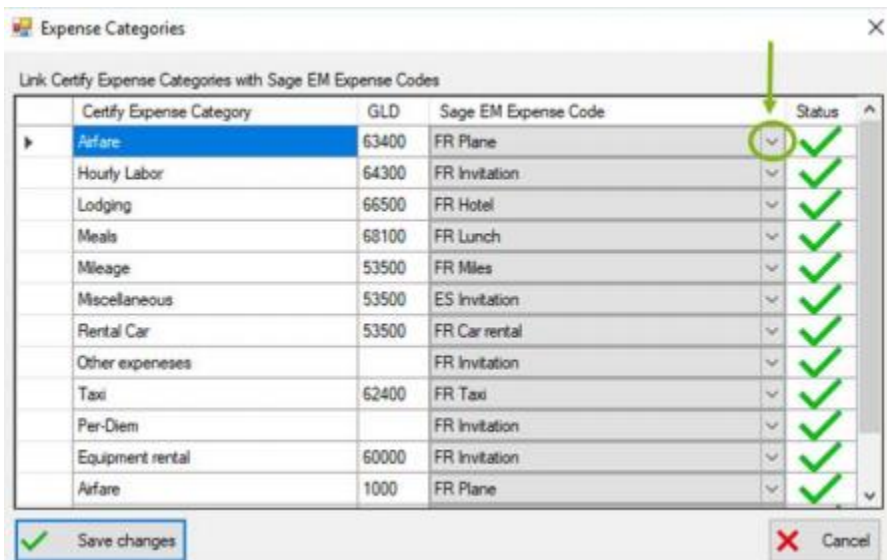
Use the links below to configure mappings between Certify and Sage EM. Your mappings are saved locally.

[Expense Categories](#)      [Employees](#)      [Departments](#)

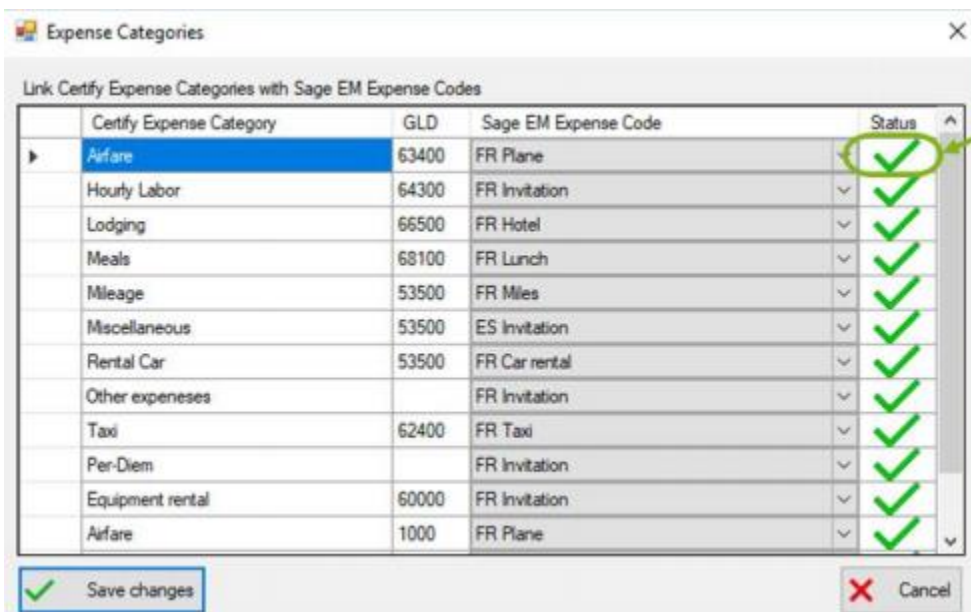
Click the synchronize button to synchronize data from certify to Sage EM.

## Accountant's Review Tools

**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**.



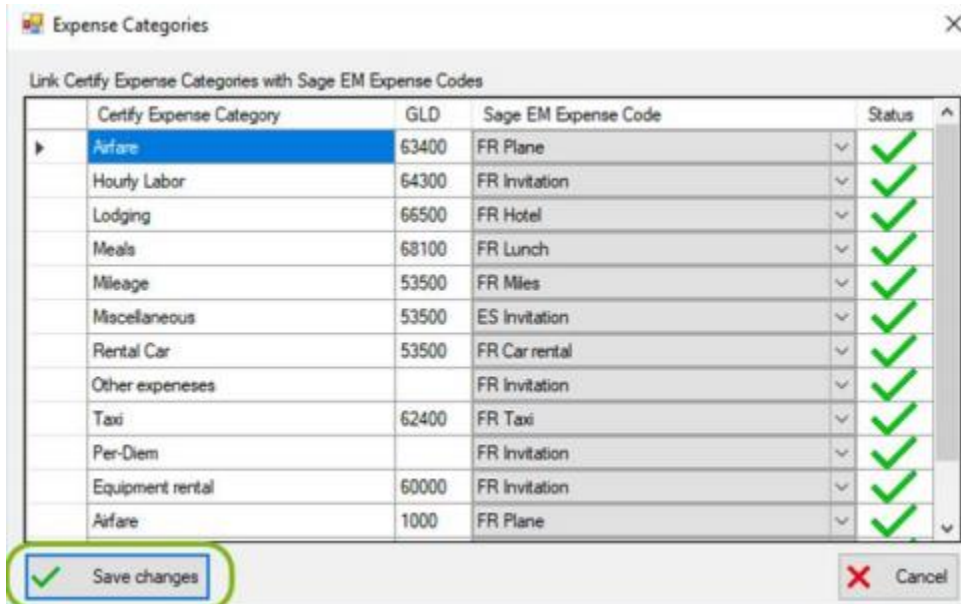
Once a **Certify Expense Category** is mapped to a **Sage EM Expense Code**, the **Status** column changes to a green checkmark.



**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**.

# Accountant's Review Tools



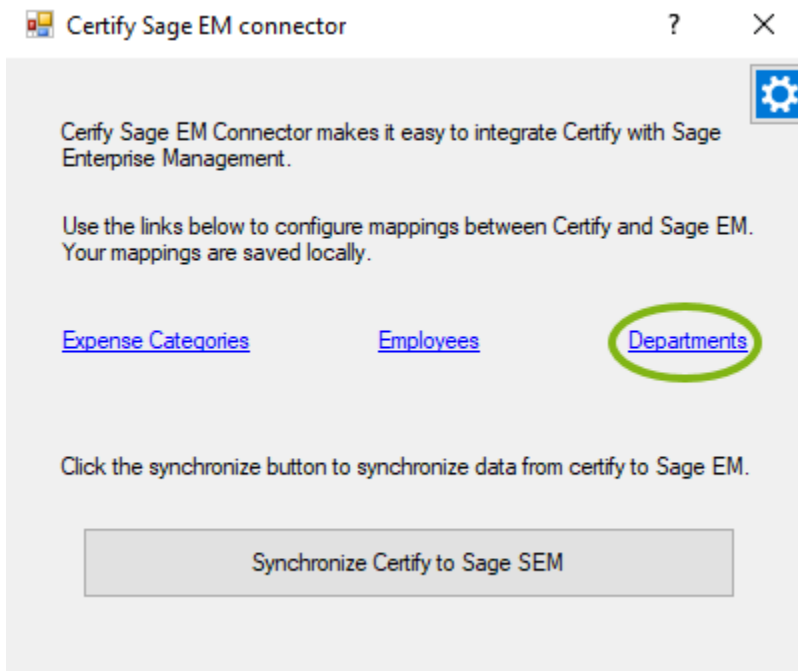
The dialog box titled "Expense Categories" contains a table with the following data:

Certify Expense Category	GLD	Sage EM Expense Code	Status
Airfare	63400	FR Plane	✓
Hourly Labor	64300	FR Invitation	✓
Lodging	66500	FR Hotel	✓
Meals	68100	FR Lunch	✓
Mileage	53500	FR Miles	✓
Miscellaneous	53500	ES Invitation	✓
Rental Car	53500	FR Car rental	✓
Other expenses		FR Invitation	✓
Taxi	62400	FR Taxi	✓
Per-Diem		FR Invitation	✓
Equipment rental	60000	FR Invitation	✓
Airfare	1000	FR Plane	✓

At the bottom left, there is a "Save changes" button with a green checkmark icon, which is circled in green. At the bottom right, there is a "Cancel" button with a red X icon.

Departments

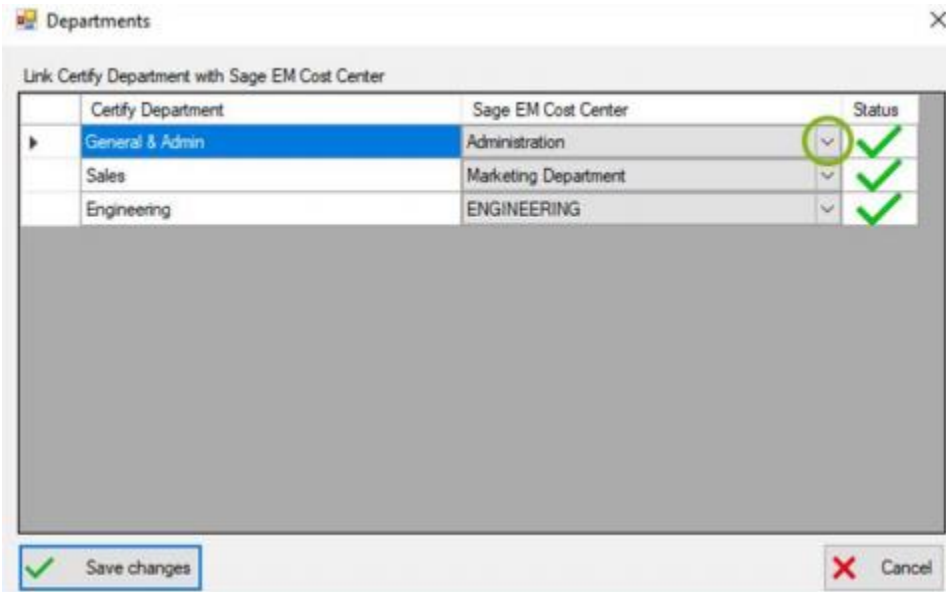
**Step 1:** Back on the **Certify Sage EM connector** page, select the **Departments** link.



The "Certify Sage EM connector" page features a gear icon in the top right corner. Below the header, there is a paragraph: "Certify Sage EM Connector makes it easy to integrate Certify with Sage Enterprise Management." This is followed by another paragraph: "Use the links below to configure mappings between Certify and Sage EM. Your mappings are saved locally." Three blue underlined links are displayed: "Expense Categories", "Employees", and "Departments". The "Departments" link is circled in green. Below the links, there is a paragraph: "Click the synchronize button to synchronize data from certify to Sage EM." At the bottom, there is a large grey button labeled "Synchronize Certify to Sage SEM".

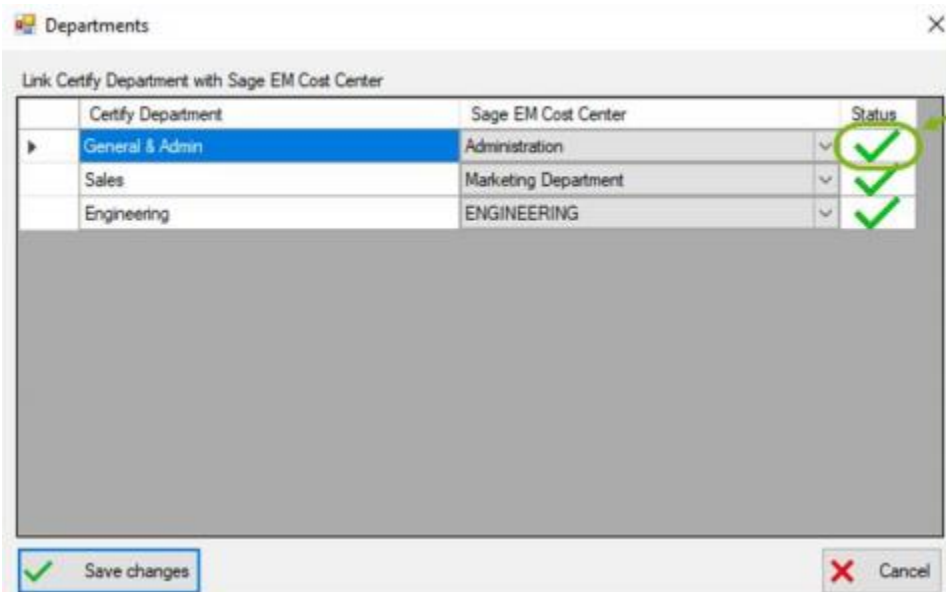
**Step 2:** Click the **dropdown menu arrow** and select the appropriate **Sage EM Cost Center** for each **Certify Department**.

# Accountant's Review Tools



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

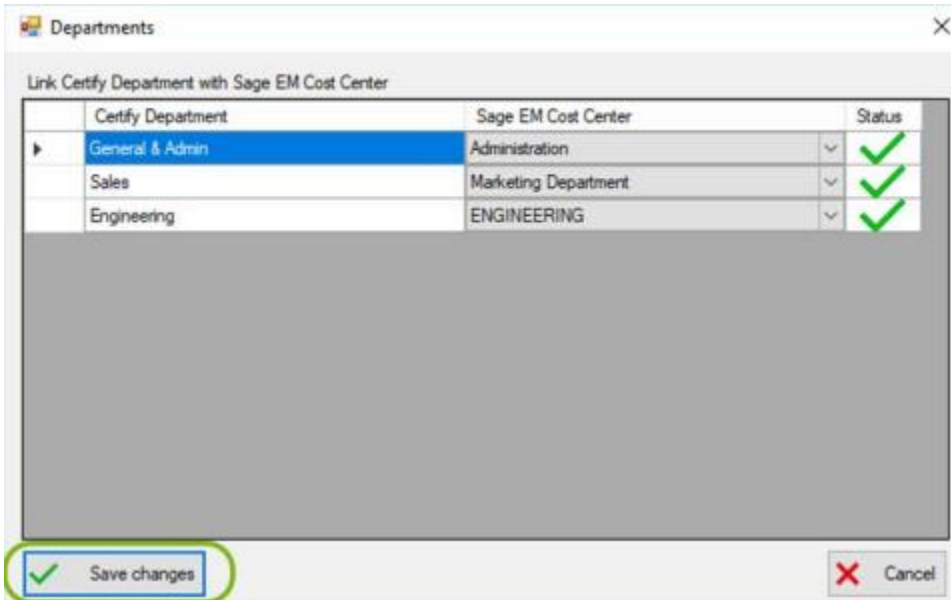
After a **Certify Department** has been mapped to a **Sage EM Cost Center**, the **Status** column changes to a green checkmark.



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

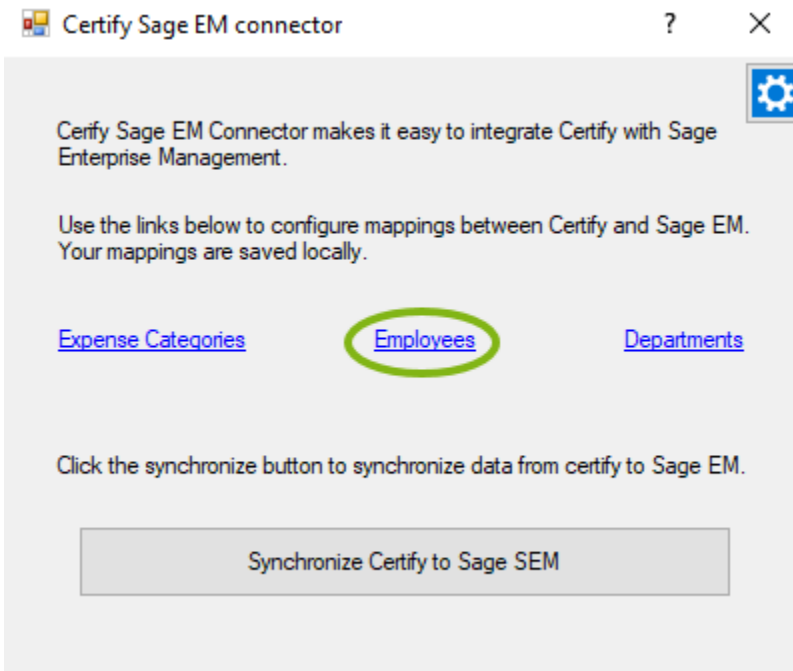
**Step 3:** Once all **Certify Expense Departments** have been mapped, click **Save changes**.

# Accountant's Review Tools



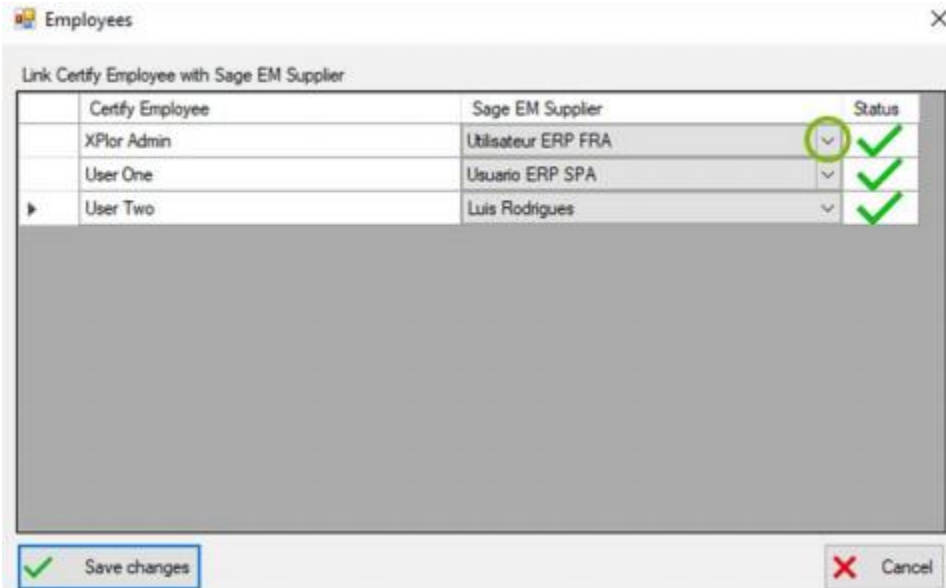
Employees

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

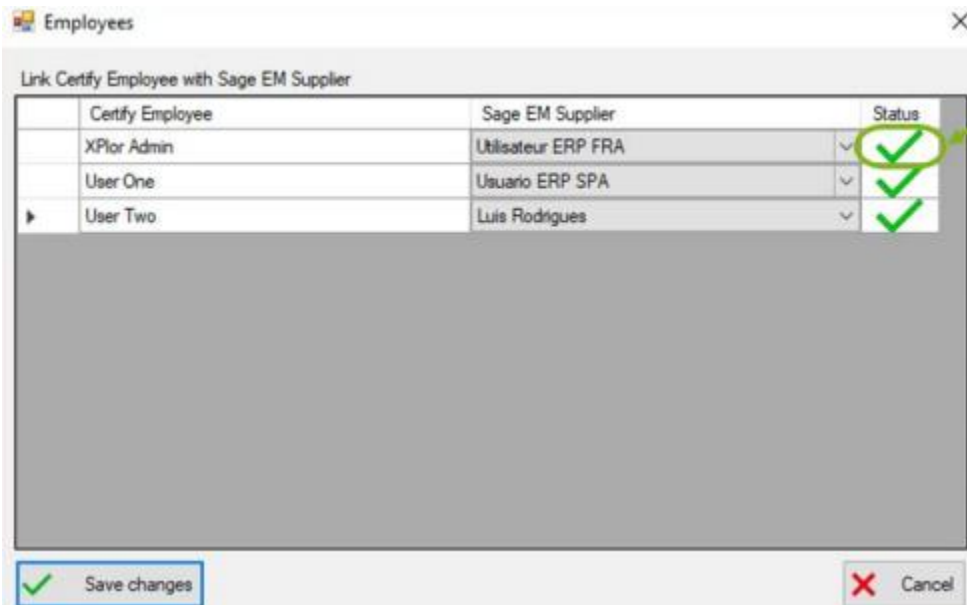


**Step 2:** Click the **dropdown menu arrow** and select the appropriate **Sage EM User** for each **Certify Employee**.

## Accountant's Review Tools



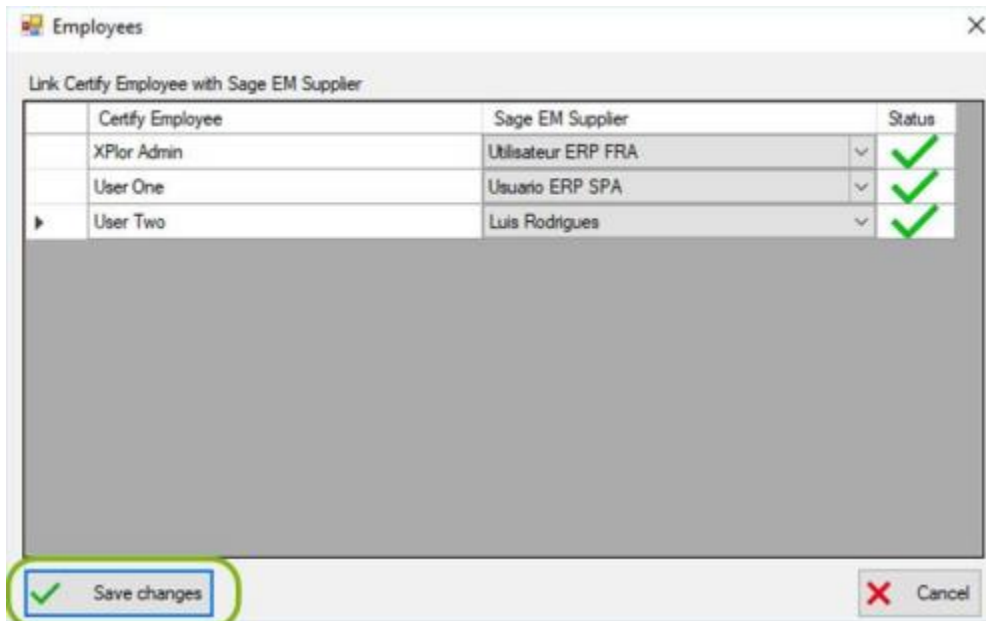
After a **Certify Employee** has been mapped to a **Sage EM User**, the **Status** column changes to a green checkmark.



**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.

## General Ledger Dimensions

Select which dimensions you wish to use to extend your General Ledger structure. Employee and expense report data be linked with these values to facilitate integration with your corporate ERP system.

### Employee General Ledger Dimensions

In Use	Label	Style	
<input checked="" type="checkbox"/>	Site	List, Not Required	<a href="#">View and Edit List</a> <a href="#">Import Employee Data</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	

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

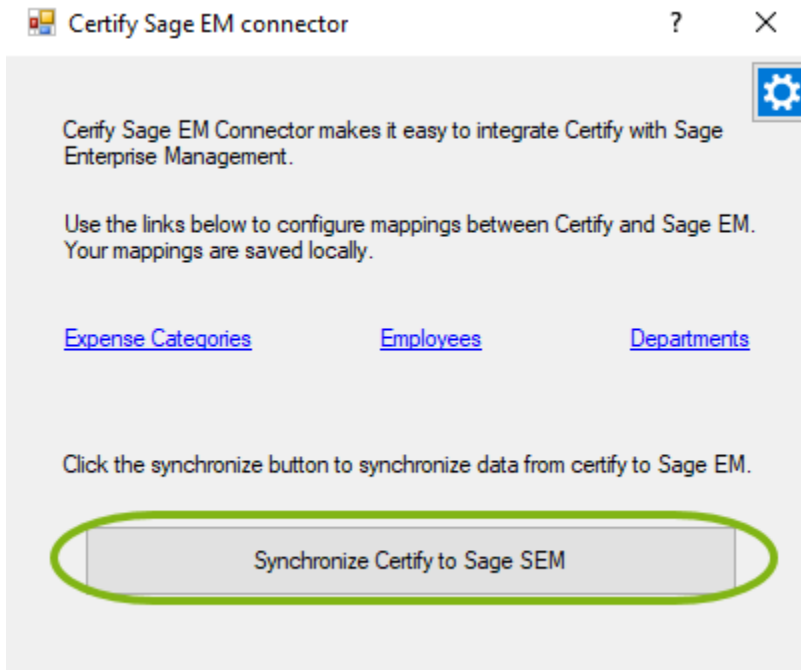
## Synchronizing Certify to Sage SEM

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

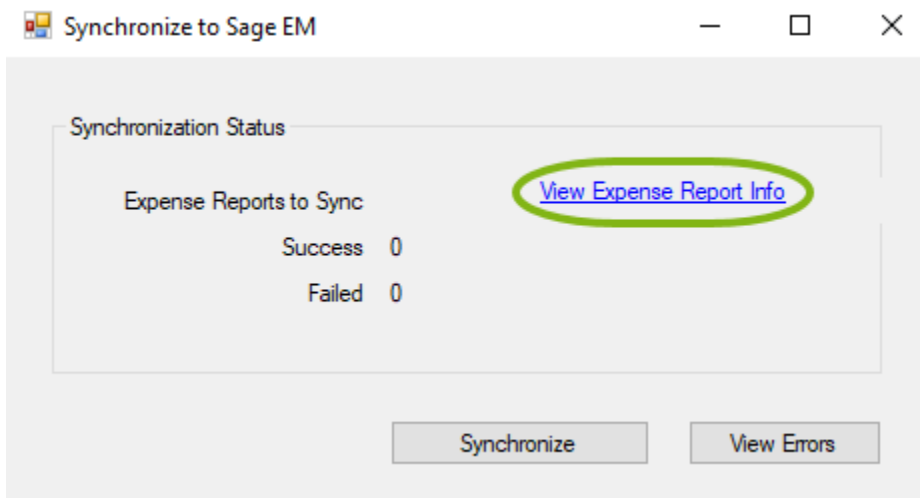
After downloading and configuring the **Sage EM Connector** tool, you're ready to sync. This article will show you, a **Certify Administrator/Treasurer**, how to synchronize your company's processed expense reports from **Certify** to your installation of **Sage Enterprise Management**.

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

# Accountant's Review Tools

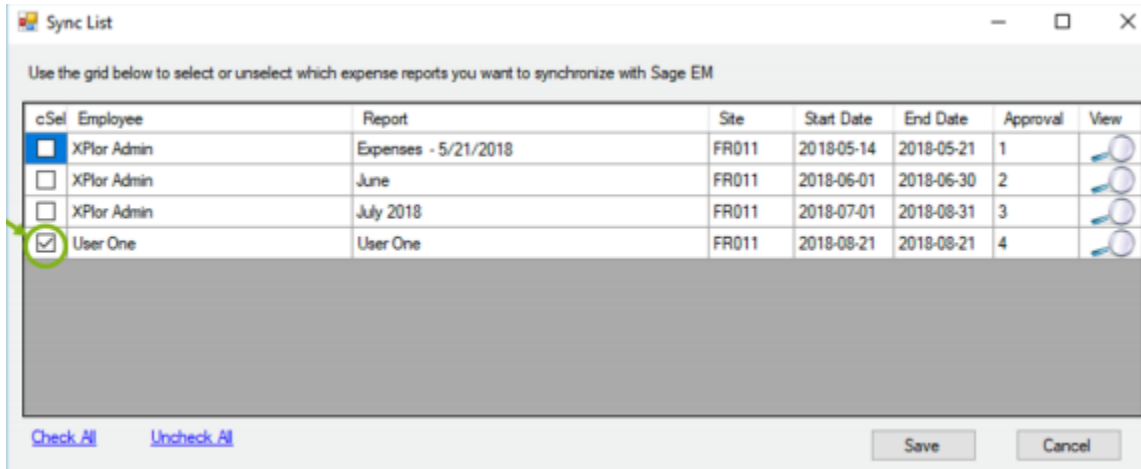


**Step 2:** The **Synchronize to Sage EM** popup appears. To choose which expense reports to synchronize, select the **View Expense Report Info** link. If you want to sync all reports, rather than pick and choose individual reports, skip this section and move on to

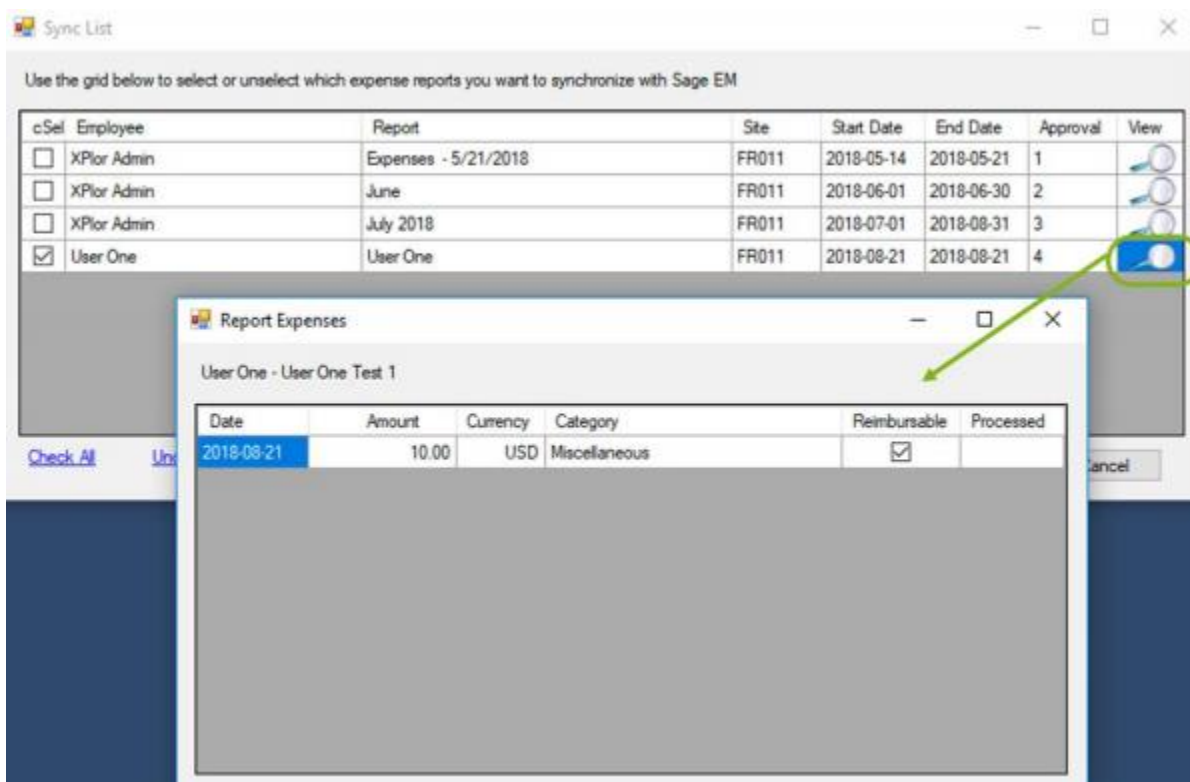


**Step 3.** Once you select the **View Expense Report Info** link, the **Sync List** opens. Choose which reports to include in the synchronization by marking the checkbox next to the report.

# Accountant's Review Tools

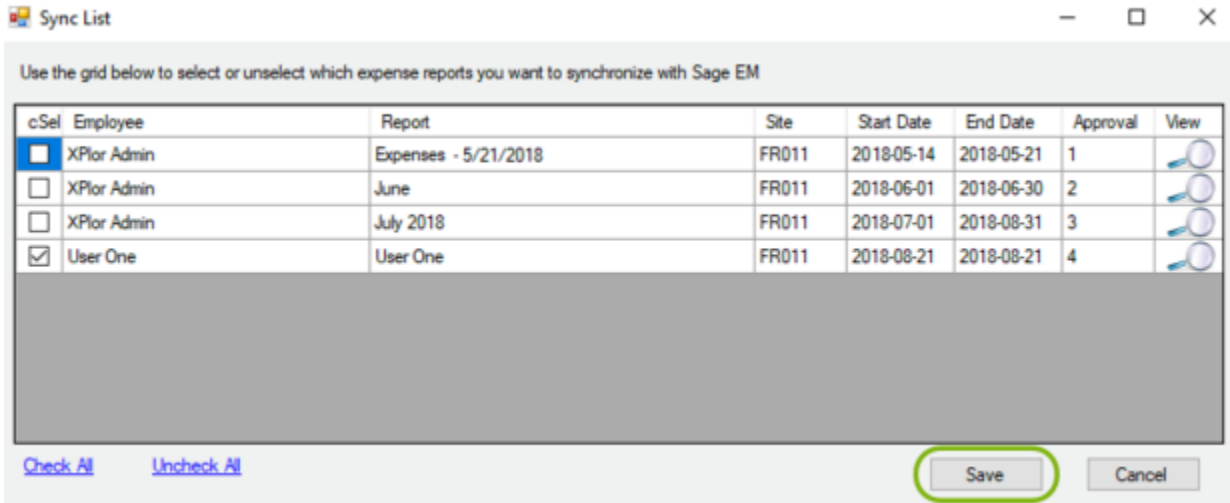


To view the details of the expense report, go to the **View** column and click the **Magnifying glass** icon.

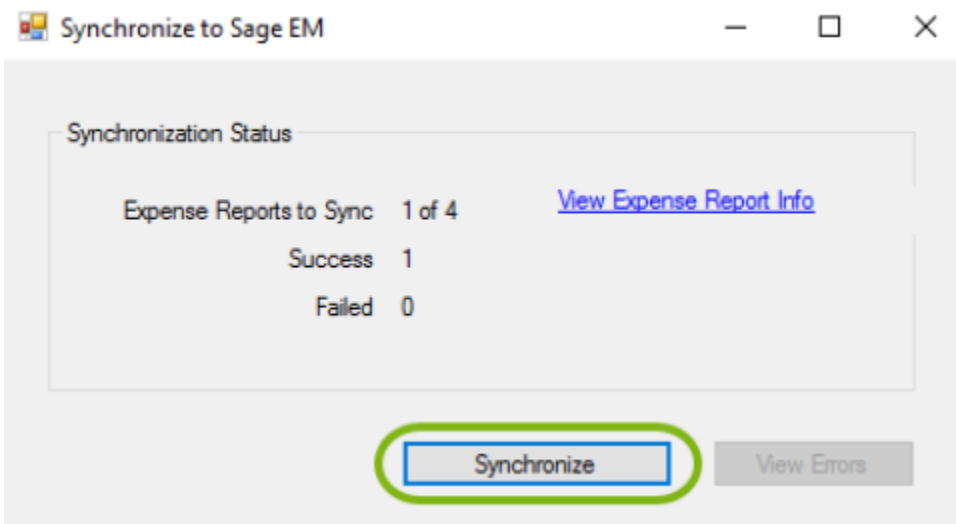


Click **Save** to save the changes to the expense reports to sync.

# Accountant's Review Tools

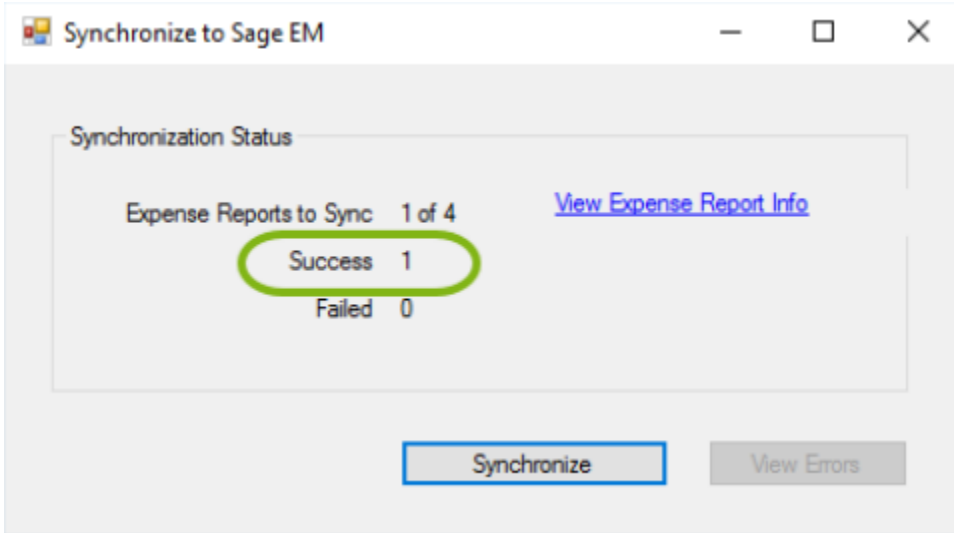


**Step 3:** In the **Synchronize to Sage EM** window, click **Synchronize** to complete the data transfer from **Certify** to **Sage EM**.



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

# Processing/Disapproving Expense Reports

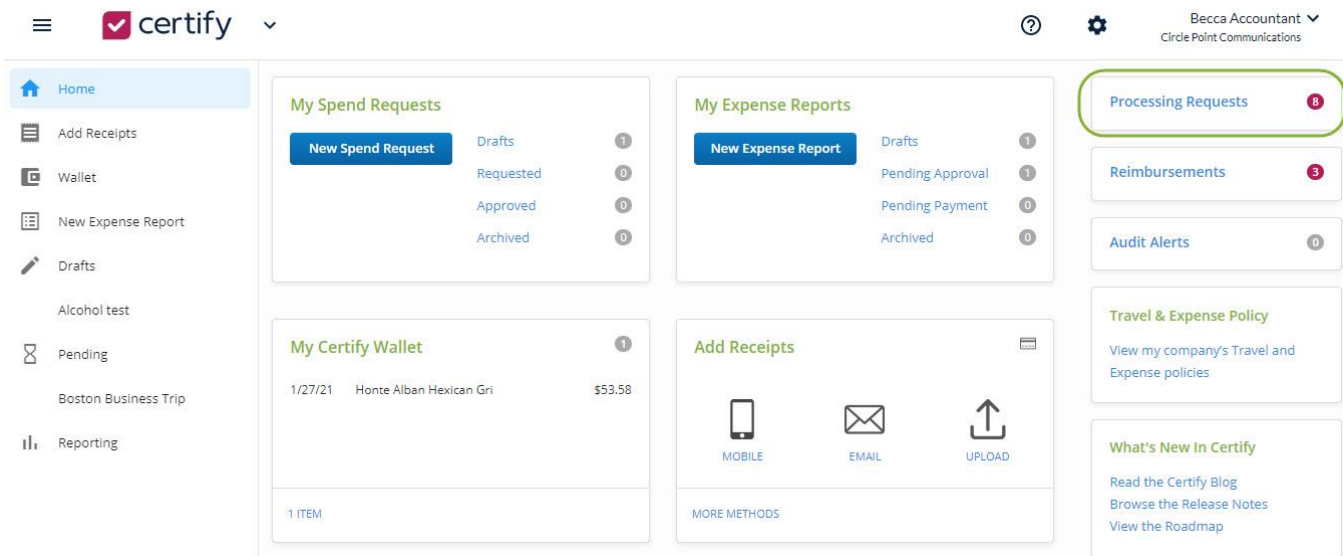


## Processing/Disapproving Expense Reports

### *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.

# Processing/Disapproving Expense Reports

## My Processing Requests

The following expense reports have been sent to you for processing.

Select approved expense reports  
without policy violations | regardless of policy violations | less than  United States Dollars ▼  
Show Expense Types ⓘ

Actions	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AA	Approved	Meredith Employee	10/28/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AA	Approved	Meredith Employee	10/28/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
Total									\$826.96	

[Process Expense Reports](#) [Reset](#)

**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.

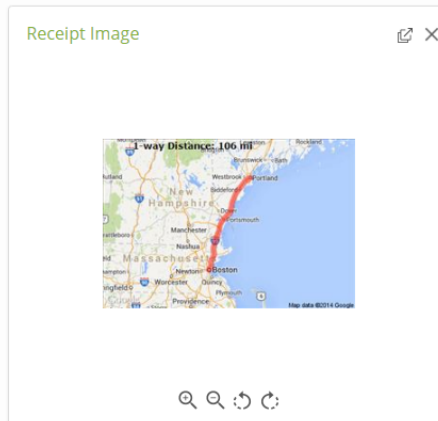
## Approve Expense Report

[Print](#)

Status: Pending Approval  
Current Approver: Annie Accountant  
Hold:   
Department: General & Admin (01)  
Summary: Meredith Employee   
 ReportExecutive - 9/1/2016 - 9/15/2016  
 9/1/2016 - 9/15/2016

[Process Report](#)  
[Disapprove Report](#)

Approval History  
10/28/2016 Submitted Meredith Employee  
10/28/2016 Approved Dan Manager  
Pending Annie Accountant  
[Send Email to All](#)  
[Full Approval History](#)



**Confirmation**

Disapproving this expense report will send it back to the submitter. Notes added to expenses will be preserved.

Are you sure you wish to disapprove this expense report?

## Processing/Disapproving Expense Reports

**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.

### Disapprove Expense Report

This is the message that will be sent to the expense report submitter, as well as any previous approvers of this expense report. You may add your own comments if you like. Click Next to disapprove this expense report.

**To** mememployee@circp1.com  
**CC** aaccountant@circp1.com; dmanager@circp1.com  
**Subject** Expense Report Disapproval From Annie Accountant (aaccountant@circp1.com)  
**Body** Hello Meredith,

Annie Accountant (aaccountant@circp1.com) has disapproved an expense report that you submitted.

Enter your comments:

Expense Report Summary

Expense Report Name: ReportExecutive - 9/1/2016 - 9/15/2016  
Dates: 9/1/2016 - 9/15/2016  
Disapproved Total: \$413.48

Login to Certify to view this report.  
Login at: <https://www.certify.com/Login.aspx>

Back

Next

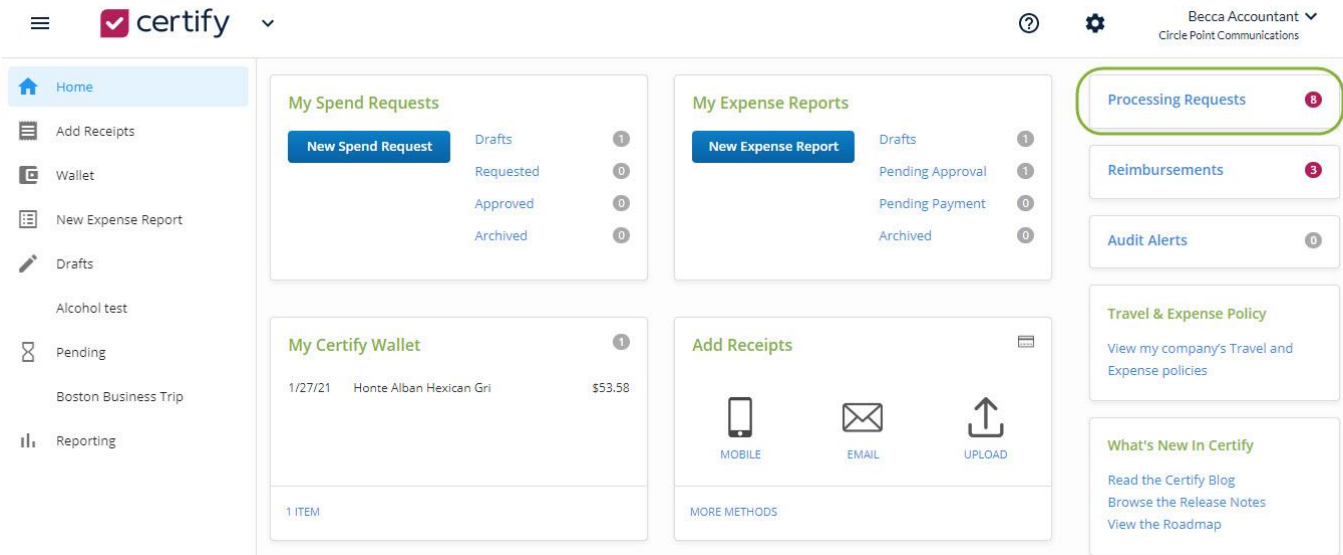
### Processing Expense Reports

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.

# Processing/Disapproving Expense Reports



**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.

## My Processing Requests

The following expense reports have been sent to you for processing.

Select approved expense reports  
without policy violations | regardless of policy violations | less than  United States Dollars ▾  
Show Expense Types ⓘ


Actions	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
	<input checked="" type="checkbox"/>		Approved	Meredith Employee	10/28/2016	9/1/2016	9/15/2016	ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48
<b>Total</b>									<b>\$413.48</b>











[Process Expense Reports](#) [Reset](#)

**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.



# Processing/Disapproving Expense Reports

Expenses Approve All 

Status	Approval	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approved	<input checked="" type="checkbox"/> 	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	<input checked="" type="checkbox"/> 	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	<input checked="" type="checkbox"/> 	9/3/2016	Coffee, Tea, Snacks	Vendor: Starbucks Location: Portland, ME Attendees: me	5.82	Yes	5.82	No		Needed coffee
Approved	<input checked="" type="checkbox"/> 	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	<input checked="" type="checkbox"/> 	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.

# Processing/Disapproving Expense Reports

## Approve Expense Report

Print

Status: Pending Approval

Current Approver: Annie Accountant

Hold: Annie Accountant

Department: General & Admin (01)

Summary: Meredith Employee

ReportExecutive - 9/1/2016 - 9/15/2016

9/1/2016 - 9/15/2016

[Process Report](#)

[Disapprove Report](#)

Approval History

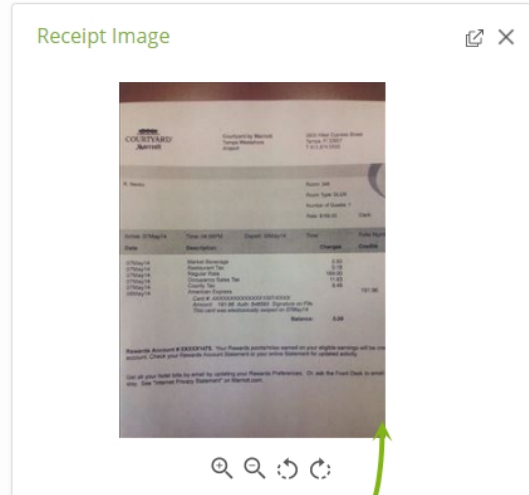
10/28/2016 Submitted Meredith Employee

10/28/2016 Approved Dan Manager

Pending Annie Accountant

[Send Email to All](#)

[Full Approval History](#)



Expenses [Approve All](#)

Status	Approval	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>	9/1/2016	Mileage	<a href="#">&gt;</a>	119.84	Yes	119.84	No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>	9/3/2016	Lodging	<a href="#">&lt;</a>	5	No		No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>	9/3/2016	Coffee, Tea, Snacks	<a href="#">&gt;</a>	2	No		No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>	9/4/2016	Meals - Large Group	<a href="#">&gt;</a>	1	No		No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>	9/9/2016	Other Transportation	<a href="#">&gt;</a>	5	No		No		<a href="#">&gt;</a>
Total Non-Reimbursable										
Total Personal										
Total Reimbursable					\$413.48					
Total Disapproved					\$0.00					
Total Company Expenses					\$413.48					

Details for 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

**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.

Expenses [Approve All](#)

Status	Approval	Date	Category	Details	Amount	Reim	Reim Amt	Billable	Receipt	Reason
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>	9/1/2016	Mileage	<a href="#">&gt;</a>	119.84	Yes	119.84	No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&lt;</a>			<a href="#">&gt;</a>	191.96	Yes	191.96	No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>			<a href="#">&gt;</a>	5.82	Yes	5.82	No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>			<a href="#">&gt;</a>	93.11	Yes	93.11	No		<a href="#">&gt;</a>
Approved	<input checked="" type="checkbox"/> <a href="#">&gt;</a>			<a href="#">&gt;</a>	2.75	Yes	2.75	No		<a href="#">&gt;</a>
Total Non-Reimbursable					\$0.00					
Total Personal					\$0.00					
Total Reimbursable					\$413.48					
Total Disapproved					\$0.00					
Total Company Expenses					\$413.48					

Other Actions menu:

- Add Note
- Inquire
- Split Expense
- Disapprove
- Edit Expense
- Edit Reim. Amount
- Add Bank Fee
- Delete Expense

**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.

# Processing/Disapproving Expense Reports

## Approve Expense Report

Status	Pending Approval	Approval History	
Current Approver	Annie Accountant	10/28/2016	Submitted Meredith Employee
Hold	Annie Accountant	10/28/2016	Approved Dan Manager
Department	General & Admin (01)	Pending	Annie Accountant
Summary	Meredith Employee		Send Email to All
	<input checked="" type="checkbox"/> ReportExecutive - 9/1/2016 - 9/15/2016		Full Approval History
	9/1/2016 - 9/15/2016		
	<b>Process Report</b>		
	Disapprove Report		

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

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

This wizard helps you reimburse employees and enter expense data into accounting systems.

Select the expense reports you want to process

Select	Expense Report	Reimbursable Amount	Total Expenses
<input checked="" type="checkbox"/>	Meredith Employee 9/1/2016 ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48	\$413.48
	<b>Total</b>	<b>\$413.48</b>	<b>\$413.48</b>

\*Cash advance balances may decrease actual reimbursable amounts.

Back **Next**

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

# Processing/Disapproving Expense Reports

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

Enter the processing date for the selected expense reports. When processing is finished you will be able to search for these reports by processing date.

Processing Date

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

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

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

### Confirmation

The following reports will be marked as processed on 10/28/2016. When processing is finished you will be able to search for these reports by processing date.

Selected Expense Reports		
Expense Report	Reimbursable Amount	Total Expenses
Meredith Employee 9/1/2016 ReportExecutive - 9/1/2016 - 9/15/2016	\$413.48	\$413.48
Total	\$413.48	\$413.48

[Back](#) [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**.

# Processing/Disapproving Expense Reports

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

All selected expense reports have been processed.

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

### Batch Report Data

[View Accounts Payable Report for this Expense Report](#)

[Go To My Processing Requests](#)

[Return to Home Page](#)

## 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**.

The screenshot shows the Certify account homepage. At the top, there is a navigation bar with the Certify logo, a user profile for 'Becca Accountant', and a settings gear icon. The main content area is divided into several sections. On the left is a sidebar with navigation options: Home, Add Receipts, Wallet, New Expense Report, Drafts, Alcohol test, Pending, Boston Business Trip, and Reporting. The main content area has four primary cards: 'My Spend Requests' (with a 'New Spend Request' button and counts for Drafts, Requested, Approved, and Archived), 'My Expense Reports' (with a 'New Expense Report' button and counts for Drafts, Pending Approval, Pending Payment, and Archived), 'My Certify Wallet' (showing a transaction for 1/27/21 for 'Honte Alban Hexican Gri' for \$53.58), and 'Add Receipts' (with options for MOBILE, EMAIL, and UPLOAD). On the right side, there is a vertical list of sections: 'Processing Requests' (highlighted with a green border and a red badge showing '8'), 'Reimbursements' (with a red badge showing '3'), 'Audit Alerts' (with a red badge showing '0'), 'Travel & Expense Policy', and 'What's New In Certify'.

**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.

# Processing/Disapproving Expense Reports

- **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.

## My Processing Requests

The following expense reports have been sent to you for processing.

Select approved expense reports

without policy violations | regardless of policy violations | less than  United States Dollars ▼

Show Expense Types ⓘ

Actions	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Kelly Employee	6/26/2017	5/27/2017	5/27/2017	PQM Example	\$560.53
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Kelly Employee	7/10/2017	5/3/2017	5/24/2017	Expenses - 5/3/2017 - 5/24/2017	\$273.36
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Kelly Employee	7/10/2017	6/26/2017	6/26/2017	June Expense Report	\$16.60
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Dan Manager	7/10/2017	6/1/2017	6/30/2017	June	\$705.97
<b>Total</b>									<b>\$1,556.46</b>

**Process Expense Reports** Reset

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

## My Processing Requests

The following expense reports have been sent to you for processing.

Select approved expense reports

without policy violations | regardless of policy violations | less than  United States Dollars ▼

Show Expense Types ⓘ

Actions	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Kelly Employee	6/26/2017	5/27/2017	5/27/2017	PQM Example	\$560.53
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Kelly Employee	7/10/2017	5/3/2017	5/24/2017	Expenses - 5/3/2017 - 5/24/2017	\$273.36
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Kelly Employee	7/10/2017	6/26/2017	6/26/2017	June Expense Report	\$16.60
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Dan Manager	7/10/2017	6/1/2017	6/30/2017	June	\$705.97
<b>Total</b>									<b>\$1,556.46</b>

**Process Expense Reports** Reset

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

# Processing/Disapproving Expense Reports

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

This wizard helps you reimburse employees and enter expense data into accounting systems.

Select the expense reports you want to process

Select	Expense Report	Reimbursable Amount	Total Expenses
<input checked="" type="checkbox"/>	Kelly Employee 5/27/2017 PQM Example	\$0.00	\$560.53
<input checked="" type="checkbox"/>	Kelly Employee 5/3/2017 Expenses - 5/3/2017 - 5/24/2017	\$197.78	\$273.36
<input checked="" type="checkbox"/>	Kelly Employee 6/26/2017 June Expense Report	\$16.60	\$16.60
<input checked="" type="checkbox"/>	Dan Manager 6/1/2017 June	\$705.97	\$705.97
	<b>Total</b>	<b>\$920.35</b>	<b>\$1,556.46</b>

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

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

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

Enter the processing date for the selected expense reports. When processing is finished you will be able to search for these reports by processing date.

Processing Date

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

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

# Processing/Disapproving Expense Reports

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

### Confirmation

The following reports will be marked as processed on 7/7/2017. When processing is finished you will be able to search for these reports by processing date.

Selected Expense Reports		
Expense Report	Reimbursable Amount	Total Expenses
Kelly Employee 5/27/2017 PQM Example	\$0.00	\$560.53
Kelly Employee 5/3/2017 Expenses - 5/3/2017 - 5/24/2017	\$197.78	\$273.36
Kelly Employee 6/26/2017 June Expense Report	\$16.60	\$16.60
Dan Manager 6/1/2017 June	\$705.97	\$705.97
Total	\$920.35	\$1,556.46

[Back](#) [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/Disapproving Expense Reports

## Process Expense Reports

Current Step: 1 - 2 - 3 - 4

All selected expense reports have been processed.

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

### Batch Report Data

[View Accounts Payable Report for these \(4\) Expense Reports](#)

[Go To My Processing Requests](#)

[Return to Home Page](#)

## 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.

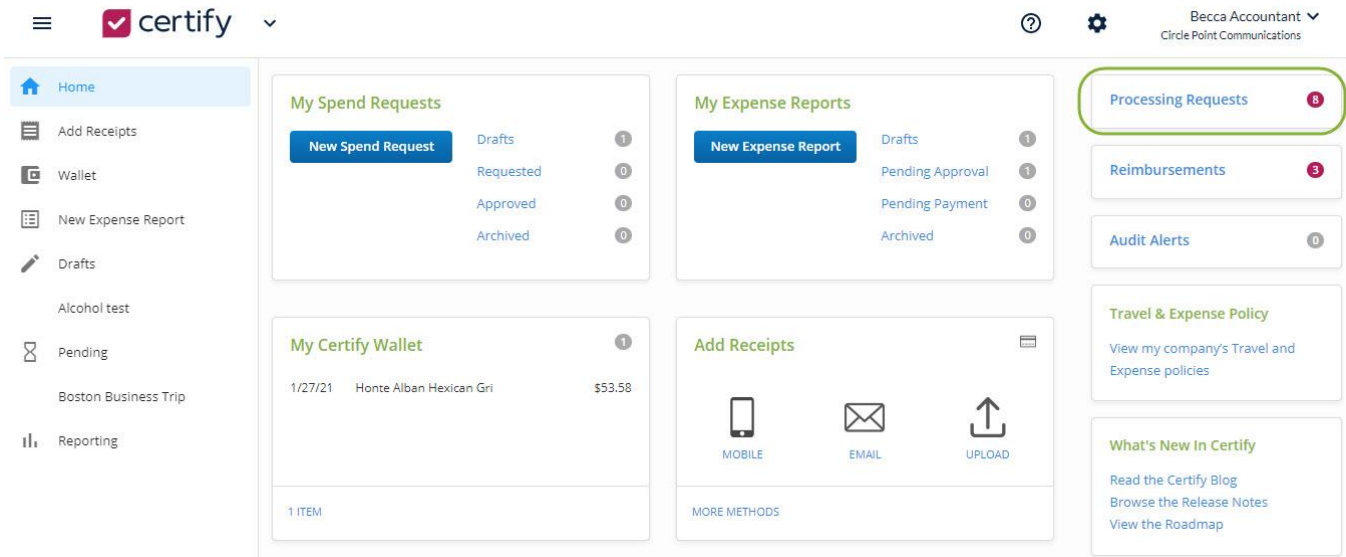
This article will show you, a **Certify Accountant**, how to:

- 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.

# Processing/Disapproving Expense Reports



**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.

The following reports have been sent to you for processing.

Actions	Policy	Hold	Status	Employee/Vendor	Submit Date	Start Date	Due Date	Report	Reimb.	Total
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Rachel Employee	4/19/2019	10/5/2018		Expenses 4/15/2019	\$27.39	\$27.39
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Staples	5/13/2019	5/13/2019	5/30/2019	Invoice - 5/13/2019	\$0.00	\$548.99
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Rachel Employee	6/11/2019	4/15/2019		Expenses - 4/15/2019 - 6/3/2019	\$881.30	\$934.89
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Rachel Employee	6/27/2019	9/27/2018		Business Conference Expenses	\$355.62	\$355.62
									Total	\$3,599.75

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.

# Processing/Disapproving Expense Reports

## Approve Expense Report

Status: Pending Approval

Current Approver: Shared Accountant

Hold: Jessica Accountant

Department: General & Admin (01)

Summary: Kelly Employee >>>  
March Report  
3/21/2016 - 3/27/2016

Approval History

4/21/2016	Submitted	<a href="#">Kelly Employee</a>
4/22/2016	Approved	<a href="#">Dan Manager</a>
	Pending	<a href="#">Shared Accountant</a>

Actions: [Process Expense Report](#)  
[Disapprove Expense Report](#)  
[Print Report](#)

[Send Email to All](#)  
[Full Approval History](#)

### 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**.

The following reports have been sent to you for processing.

Actions	Policy	Hold	Status	Employee/Vendor	Submit Date	Start Date	Due Date	Report	Reimb.	Total
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Rachel Employee	4/19/2019	10/5/2018		Expenses 4/15/2019	\$27.39	\$27.39
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BA Approved	Staples	5/13/2019	5/13/2019	5/30/2019	Invoice - 5/13/2019	\$0.00	\$548.99
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	Rachel Employee	6/11/2019	4/15/2019		Expenses - 4/15/2019 - 6/3/2019	\$881.30	\$934.89
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CG Approved	Rachel Employee	6/27/2019	9/27/2018		Business Conference Expenses	\$355.62	\$355.62
								Total	\$3,599.75	

Process Reports

Reset

**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.

## Approve Expense Report

Status: Pending Approval

Current Approver: Shared Accountant

Hold: Shared Accountant

Department: General & Admin (01)

Summary: Kelly Employee >>>  
Expenses - 3/21/2016 - 3/27/2016  
3/21/2016 - 3/27/2016

Approval History

4/22/2016	Submitted	<a href="#">Kelly Employee</a>
4/22/2016	Approved	<a href="#">Dan Manager</a>
	Pending	<a href="#">Shared Accountant</a>

Actions: [Process Expense Report](#)  
[Disapprove Expense Report](#)  
[Print Report](#)

[Send Email to All](#)  
[Full Approval History](#)

# Processing/Disapproving Expense Reports

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

The following reports have been sent to you for processing.

Select approved reports  
 without policy violations | regardless of policy violations | less than  United States Dollars ▾  
 Show Expense Types ⓘ

**Expense Reports**  
 The following reports have been sent to you for processing.

Actions	Policy	Audit	Hold	Status	Employee/Vendor	Submit Date	Start Date	Due Date	Report	Reimb.	Total
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Approved	Rachel Employee	4/19/2019	10/5/2018		Expenses 4/15/2019	\$27.39	\$27.39
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BA	Approved	Staples	5/13/2019	5/13/2019	5/30/2019	Invoice - 5/13/2019	\$0.00	\$548.99
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BA	Approved	OfficeMax	5/14/2019	5/14/2019	5/30/2019	Invoice - 5/14/2019	\$0.00	\$300.45
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Approved	Rachel Employee	6/11/2019	4/15/2019		Expenses - 4/15/2019	\$881.30	\$934.89
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CM	Approved	Rachel Employee	6/27/2019	9/27/2018		Business Conference	\$355.62	\$355.62
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Approved	Maria Empleado	6/27/2019	6/5/2014		Expenses - 6/5/2014	\$1,350.65	\$1,432.41
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Pending	Cindy Employee	3/23/2020	3/15/2020		Expenses - 12/21/20	\$46.40	\$46.40

**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**.

Select approved expense reports...  
 without policy violations | regardless of policy violations | less than...  United States Dollars ▾  
 Show Expense Types >>

The following expense reports have been sent to you for processing.

Action	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	JA	Approved	! >> Kelly Employee	4/22/2016	3/21/2016	3/27/2016	March Report	\$812.10
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SA	Approved	! >> Kelly Employee	4/22/2016	3/1/2016	3/15/2016	ReportExecutive - 3/1/2016 - 3/15/2	\$413.48
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Approved	! >> Kelly Employee	4/22/2016	3/21/2016	3/27/2016	Expenses - 3/21/2016 - 3/27/2016	\$699.11
<b>Total</b>									<b>\$1,924.69</b>	

[Process Expense Reports](#) [Reset](#)

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

# Accounts Payable

## Approve Expense Report

Status: Pending Approval

Current Approver: Shared Accountant

Hold: Hold | --Available--

Department: General & Admin (01)

Summary: Kelly Employee >>

ReportExecutive - 3/1/2016 - 3/15/2016

3/1/2016 - 3/15/2016

Approval History:

- 4/22/2016 Submitted Kelly Employee
- 4/22/2016 Approved Dan Manager
- Pending Shared Accountant

Actions:

- Process Expense Report
- Disapprove Expense Report
- Print Report

Send Email to All

Full Approval History

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

Select approved expense reports...

without policy violations | regardless of policy violations | less than...  United States Dollars

Show Expense Types >>

The following expense reports have been sent to you for processing.

Action	Policy	Hold	Status	Employee	Submit Date	Start Date	End Date	Expense Report	Total
<input type="checkbox"/>	JA	<input type="checkbox"/>	Approved	<input type="checkbox"/> Kelly Employee	4/22/2016	3/21/2016	3/27/2016	March Report	\$812.10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/> Kelly Employee	4/22/2016	3/1/2016	3/15/2016	ReportExecutive - 3/1/2016 - 3/15/2016	\$413.48
<input type="checkbox"/>	SA	<input type="checkbox"/>	Approved	<input type="checkbox"/> Kelly Employee	4/22/2016	3/21/2016	3/27/2016	Expenses - 3/21/2016 - 3/27/2016	\$699.11
Total									\$1,924.69

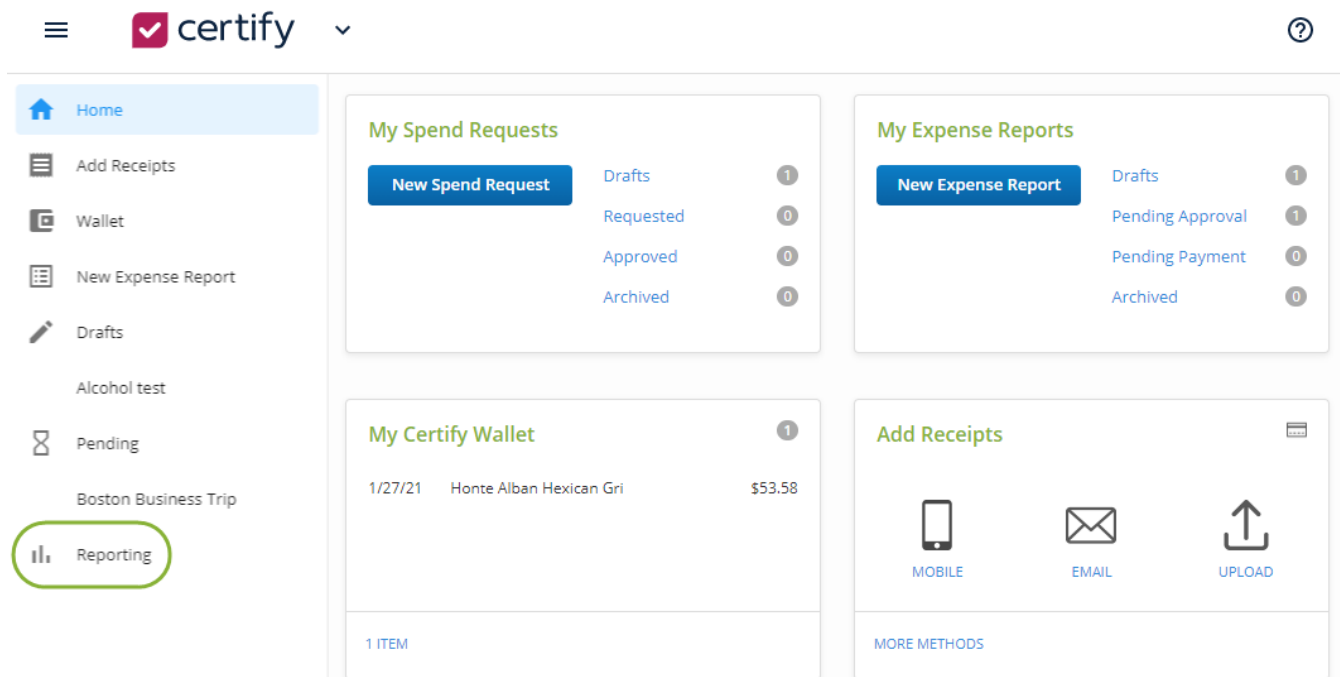
[Process Expense Reports](#) [Reset](#)

## 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**.

## Integration and Data Feeds



[Accounts Payable Report](#) The Accounts Payable Report includes summary data for all processed Expense Reports, making employee reimbursement and general ledger coding easy.

[Client Billable Report](#) The Client Billable Report shows billable expenses contained in processed Expense Reports. You can use the Client Billable Report to generate invoices to clients for billable expenses.

[Expenses Direct to Company](#) The Expenses Direct to Company report shows non-reimbursable expenses based on the date of the expense or the date of expense report processing. This report makes it easy to reconcile company-paid credit card statements.

[P-Card Reconciliation Report](#) The P-Card Reconciliation report shows non-reimbursable expenses based on the date of the expense or the date of expense report processing. This report makes it easy to reconcile company-paid credit card statements.

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

# Accounts Payable

## Accounts Payable Report

The Accounts Payable Report includes summary data for all processed expense reports.

Date Range  to  Select a Date Range ▾

Employee

Batch ID

Currency

**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.

## Accounts Payable Report

### Parameter Values

Start Date 3/1/2016

[Excel](#) [PDF](#) [AP Detail](#) [ADP Sample file](#) [Oracle Sample file](#) [Dynamics/GP Sample file](#) [SAGE Sample file](#) [JDE Sample file](#)

First Name	Last Name	E-mail	Employee ID	Expense Report Name	Start Date	End Date	Amount	Currency	Process Date	Approval Code	ACH Transaction ID
Kelly	Kapowski	kkapowski@circp1.com	221	January 2016	1/21/2016	1/27/2016	140.88	USD	3/1/2016	45	
Expense Date	GL Codes	Dept Code	Dept Name	Category Name	Amount	Currency					
1/24/2016		01	General & Admin	Office Equipment	0.00	USD					
1/21/2016		01	General & Admin	Office Supplies	0.00	USD					
1/22/2016		01	General & Admin	Other Transportation	25.00	USD					
1/27/2016		01	General & Admin	Snacks	0.00	USD					
1/27/2016	03	01	General & Admin	Lodging	0.00	USD					
1/12/2016	05	01	General & Admin	Mileage without Commute	115.88	USD					
<b>Total</b>					<b>140.88</b>	<b>USD</b>					

## 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**.

The screenshot shows the Certify user interface. At the top left is a menu icon and the Certify logo. A navigation sidebar on the left includes: Home (selected), Add Receipts, Wallet, New Expense Report, Drafts, Alcohol test, Pending, Boston Business Trip, and Reporting (highlighted with a green circle). The main content area has four cards: 'My Spend Requests' with a 'New Spend Request' button and counts for Drafts (1), Requested (0), Approved (0), and Archived (0); 'My Expense Reports' with a 'New Expense Report' button and counts for Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0); 'My Certify Wallet' showing a transaction on 1/27/21 for 'Honte Alban Hexican Gri' for \$53.58; and 'Add Receipts' with icons for MOBILE, EMAIL, and UPLOAD, plus a 'MORE METHODS' link.

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

The screenshot shows the 'Financial Oversight and Auditing' section. A green circle highlights the 'Expense Detail Review' report, which is described as showing expenses with multiple input parameters to analyze expenses in many ways. Below this are descriptions for other reports: 'Expense Policy Review' (policy violations), 'Expense Reason Analysis' (normalization analysis), 'Expense Report Accruals' (unprocessed expenses), and 'Expense Report Approvals' (approval actions).



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



## Expense Detail Review

Shows expenses with multiple input parameters to analyze expenses in many ways.

Search By: Expense Date ▼

Date Range: 1/1/2018  to 12/31/2018  Last Year ▼

Employee: Grace

Department: Admin ▼

Certify Admin Level: Filter Selection ▼

Location: Filter Selection ▼

Brand: Filter Selection ▼

Travel Role: Filter Selection ▼

Expense Category:

Expense Type:


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

Expense Detail Review

Parameters

Search By: Expense Date

Date Range: 1/1/2018 - 12/31/2018



Processed	Status	Expense Report Name	Approval Code	Employee	Employee ID	Type	Category	GL Code	Department Name	Department Code	Date	Amount	Receipt	Billable	Reimbursable	Reimbursable Amount
Yes	Completed	Expenses - 6/5/2018 - 10/1/2018	5	Employee, Rachel	789	Meals	Meals	04	Administration	01	6/5/2018	11.37	Yes	No	Yes	11.3
No	Draft	Expenses - 6/5/2018 - 6/5/2018		Gerente, Carlos	234	Meals	Meals	04	Administration	01	6/5/2018	11.37	Yes	No	Yes	0.0
Yes	Completed	Expenses - 8/2/2018 - 8/9/2018	2	Empleado, Maria	123	Lodging	Lodging	03	Administration	01	8/2/2018	206.45	Yes	No	No	0.0

**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.

# Accounts Payable

## Expense Detail Review

### Parameters

Search By Expense Date  
Date Range 1/1/2018 - 12/31/2018

Processed	Status	Expense Report Name	Approval Code	Employee	Employee ID	Type	Category	GL Code	Departm
Yes	Completed	Expenses - 6/5/2018 - 10/1/2018	5	Employee, Rachel	789	Meals	Meals	04	Administ
No	Draft	Expenses - 6/5/2018 - 6/5/2018		Gerente, Carlos	234	Meals	Meals	04	Administ
Yes	Completed	Expenses - 8/2/2018 - 8/9/2018	2	Empleado, Maria	123	Lodging	Lodging	03	Administ
Yes	Completed	Expenses - 8/2/2018 - 8/9/2018	2	Empleado, Maria	123	Cash Expense	Office Equipment	888	Administ
Yes	Completed	Expenses - 8/4/2018 - 8/8/2018	1	Empleado, Maria	123	Lodging	Lodging	03	Administ
Yes	Completed	Expenses - 8/2/2018 - 8/9/2018	2	Empleado, Maria	123	Meals	Large Group Meals	675	Administ
Yes	Completed	Expenses - 8/4/2018 - 8/8/2018	1	Empleado, Maria	123	Meals	Meals	04	Administ
Yes	Completed	Expenses - 8/2/2018 - 8/9/2018	2	Empleado, Maria	123	Lodging	Lodging	03	Administ

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**Report Columns**

<input checked="" type="checkbox"/> Processed	<input checked="" type="checkbox"/> Department Code	<input checked="" type="checkbox"/> Reason
<input checked="" type="checkbox"/> Status	<input type="checkbox"/> P-Card Program	<input type="checkbox"/> Travel From
<input checked="" type="checkbox"/> Expense Report Name	<input checked="" type="checkbox"/> Date	<input type="checkbox"/> Travel To
<input checked="" type="checkbox"/> Approval Code	<input checked="" type="checkbox"/> Amount	<input type="checkbox"/> Check In
<input type="checkbox"/> Employee	<input checked="" type="checkbox"/> Receipt	<input type="checkbox"/> Check Out
<input type="checkbox"/> Employee Email Address	<input checked="" type="checkbox"/> Billable	<input type="checkbox"/> Pick Up
<input checked="" type="checkbox"/> Employee ID	<input checked="" type="checkbox"/> Reimbursable	<input type="checkbox"/> Drop Off
<input checked="" type="checkbox"/> Type	<input checked="" type="checkbox"/> Reimbursable Amount	<input type="checkbox"/> From (Mileage)
<input checked="" type="checkbox"/> Category	<input checked="" type="checkbox"/> Currency	<input type="checkbox"/> To (Mileage)
<input checked="" type="checkbox"/> GL Code	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> Distance
<input checked="" type="checkbox"/> Department Name	<input checked="" type="checkbox"/> Location	

[Apply](#) [Cancel](#) [Restore Defaults](#)

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

## Report Columns

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Processed           | <input type="checkbox"/> Department Code                | <input checked="" type="checkbox"/> Reason |
| <input checked="" type="checkbox"/> Status              | <input type="checkbox"/> P-Card Program                 | <input type="checkbox"/> Travel From       |
| <input checked="" type="checkbox"/> Expense Report Name | <input checked="" type="checkbox"/> Date                | <input type="checkbox"/> Travel To         |
| <input checked="" type="checkbox"/> Approval Code       | <input checked="" type="checkbox"/> Amount              | <input type="checkbox"/> Check In          |
| <input checked="" type="checkbox"/> Employee            | <input checked="" type="checkbox"/> Receipt             | <input type="checkbox"/> Check Out         |
| <input type="checkbox"/> Employee Email Address         | <input checked="" type="checkbox"/> Billable            | <input type="checkbox"/> Pick Up           |
| <input type="checkbox"/> Employee ID                    | <input checked="" type="checkbox"/> Reimbursable        | <input type="checkbox"/> Drop Off          |
| <input checked="" type="checkbox"/> Type                | <input checked="" type="checkbox"/> Reimbursable Amount | <input type="checkbox"/> From (Mileage)    |
| <input checked="" type="checkbox"/> Category            | <input checked="" type="checkbox"/> Currency            | <input type="checkbox"/> To (Mileage)      |
| <input checked="" type="checkbox"/> GL Code             | <input checked="" type="checkbox"/> Vendor              | <input type="checkbox"/> Distance          |
| <input checked="" type="checkbox"/> Department Name     | <input checked="" type="checkbox"/> Location            |  |

Apply

Cancel

Restore Defaults

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

## Expense Detail Review

### Parameters

Search By Expense Date  
Date Range 1/1/2018 - 12/31/2018

Preference saved. x

[Export to Excel](#) [View as PDF](#)

**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.

## Expense Detail Review

### Parameters

Search By Expense Date  
Date Range 1/1/2018 - 12/31/2018

Preference saved. x

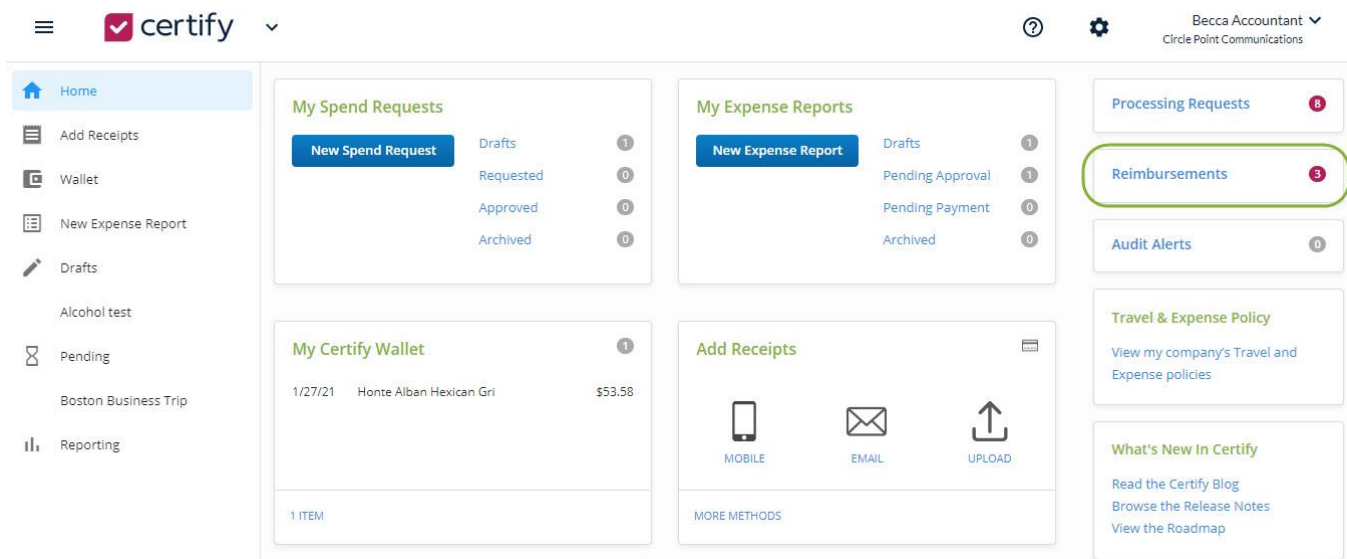
[Export to Excel](#) [View as PDF](#)

## 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.

## Reimbursement Requests

The following reports have already been approved and processed. Use this page to reimburse employees and pay vendors for these reports. If the employee or vendor has direct deposit configured, you can reimburse that employee or pay the vendor by checking the report's checkbox, selecting a Payment Method, and clicking Reimburse Reports. If an employee or vendor does not have direct deposit configured, you can manually reimburse or pay the report and select Mark as Paid as Payment Method before clicking Reimburse Reports.

Expense Reports		2 of 2 visible		Approval		Reimbursement	Pay to	Payment Method
<input type="checkbox"/>	Employee	Expense Report	Code	Process Date	Amount	Account		
<input type="checkbox"/>		Expenses - 5/01/2019 - 5/15/2019	14	5/23/2019	\$556.20 (none)			Mark as Paid
<input type="checkbox"/>		Expenses - 6/5/2014 - 6/27/2019	16	6/28/2019	\$2,026.81 (none)			Mark as Paid
<b>Total</b>					\$2,583.01			

Invoice Reports		1 of 1 visible		Approval		Reimbursement	Pay to	Payment Method
<input type="checkbox"/>	Vendor	Invoice Report	Code	Process Date	Due Date	Amount	Account	
<input type="checkbox"/>		Staples Invoice - 5/23/2019	11	5/23/2019	5/30/2019	\$50.25 (none)		Mark as Paid

**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**.

# 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.



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## Reimbursement Requests

The following reports have already been approved and processed. Use this page to reimburse employees and pay vendors for these reports. If the employee or vendor has direct deposit configured, you can reimburse that employee or pay the vendor by checking the report's checkbox, selecting a Payment Method, and clicking Reimburse Reports. If an employee or vendor does not have direct deposit configured, you can manually reimburse or pay the report and select Mark as Paid as Payment Method before clicking Reimburse Reports.

Expense Reports 2 of 2 visible

<input type="checkbox"/>	Employee	Expense Report	Approval Code	Process Date	Reimbursement Amount	Pay to Account	Payment Method
<input type="checkbox"/>	[Red exclamation point]	Expenses - 5/01/2019 - 5/15/2019	14	5/23/2019	\$556.20 (none)		Mark as Paid
<input type="checkbox"/>	[Red exclamation point]	Expenses - 6/5/2014 - 6/27/2019	16	6/28/2019	\$2,026.81 (none)		Mark as Paid
<b>Total</b>					<b>\$2,583.01</b>		

Invoice Reports 1 of 1 visible

<input type="checkbox"/>	Vendor	Invoice Report	Approval Code	Process Date	Due Date	Reimbursement Amount	Pay to Account	Payment Method
<input type="checkbox"/>	[Red exclamation point]	Staples	11	5/23/2019	5/30/2019	\$50.25 (none)		Mark as Paid
<b>Total</b>						<b>\$50.25</b>		

Reimburse Reports

Reset

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

## Reimbursement Requests

The following reports have already been approved and processed. Use this page to reimburse employees and pay vendors for these reports. If the employee or vendor has direct deposit configured, you can reimburse that employee or pay the vendor by checking the reports's checkbox and clicking Reimburse Report. If an employee or vendor does not have direct deposit configured, you can manually reimburse or pay the report and click the Mark as Paid link.

Expense Reports

<input type="checkbox"/>	Employee	Expense Report	Approval Code	Process Date	Reimbursement Amount	Pay to Account	Manual Pay
<input type="checkbox"/>	MEX Banco de Mexico	MEX Banco de Mexico	33	2/25/2018	100.00 MXN	***** 7890	Mark as Paid
<input type="checkbox"/>	BRA Banco Bradesco Financiamentos	test BRA	81	3/1/2018	10.00 BRL	***** 0000	Mark as Paid
<input type="checkbox"/>	LKA Hatton	test LKA	91	3/1/2018	10.00 LKR	***** 7890	Mark as Paid
<input type="checkbox"/>	KOR Kookmin Bank	test KOR	94	3/1/2018	10.00 KRW	***** 7890	Mark as Paid
<input type="checkbox"/>	MYS Public Bank	test MYS	99	3/1/2018	10.00 MYR	***** 7890	Mark as Paid
<input type="checkbox"/>	[Red exclamation point]	Benefit Mall	108	3/6/2018	\$12.00	***** 1234	Mark as Paid
<input type="checkbox"/>	[Red exclamation point]	HRV Divredna Bank	110	3/8/2018	10.00 HUF	***** 7890	Mark as Paid




This employee has not completed all necessary direct deposit information required for reimbursement.

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



## Reimbursement Requests

The following reports have already been approved and processed. Use this page to reimburse employees and pay vendors for these reports. If the employee or vendor has direct deposit configured, you can reimburse that employee or pay the vendor by checking the report's checkbox, selecting a Payment Method, and clicking Reimburse Reports. If an employee or vendor does not have direct deposit configured, you can manually reimburse or pay the report and select Mark as Paid as Payment Method before clicking Reimburse Reports.

Expense Reports 2 of 2 visible

<input type="checkbox"/>	Employee	Expense Report	Approval Code	Process Date	Reimbursement Amount	Pay to Account	Payment Method 
<input type="checkbox"/>		Expenses - 5/01/2019 - 5/15/2019	14	5/23/2019	\$556.20 (none)		Mark as Paid 
<input type="checkbox"/>		Expenses - 6/5/2014 - 6/27/2019	16	6/28/2019	\$2,026.81 (none)		Mark as Paid 
<b>Total</b>					\$2,583.01		

Invoice Reports 1 of 1 visible

<input type="checkbox"/>	Vendor	Invoice Report	Approval Code	Process Date	Due Date	Reimbursement Amount	Pay to Account	Payment Method 
<input type="checkbox"/>		Invoice - 5/23/2019	11	5/23/2019	5/30/2019	\$50.25 (none)		Mark as Paid 
<b>Total</b>						\$50.25		

## 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**.

The screenshot shows the Certify application interface. On the left is a navigation menu with items: Home, Add Receipts, Wallet, New Expense Report, Drafts, Alcohol test, Pending, Boston Business Trip, and Reporting (highlighted with a green circle). The main dashboard contains four widgets: 'My Spend Requests' with a 'New Spend Request' button and counts for Drafts (1), Requested (0), Approved (0), and Archived (0); 'My Expense Reports' with a 'New Expense Report' button and counts for Drafts (1), Pending Approval (1), Pending Payment (0), and Archived (0); 'My Certify Wallet' showing a transaction for 1/27/21 for 'Honte Alban Hexican Gri' for \$53.58; and 'Add Receipts' with options for MOBILE, EMAIL, and UPLOAD, plus a 'MORE METHODS' link.

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

## Financial Oversight and Auditing



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

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

## ACH Reimbursement History

The ACH Reimbursement History report shows ACH transactions with Transaction ID values.

Date Range  to

Employee

ACH Transaction ID

Approval Code

# Reimbursements

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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