

Certify AP Administrator Learning Map



KEY TASKS AND LEARNING AREAS

- ★ LEARN THE PRODUCT WHILE YOU IMPLEMENT IT TO MAKE THE BEST AND MOST INFORMED DECISIONS FOR YOUR ORGANIZATION, THE FIRST TIME.
- ★ CONFIGURE YOUR ACCOUNT TO BEST SERVE YOUR ORGANIZATION'S NEEDS.
- ★ USE REPORTS FOR VISIBILITY INTO USER SPEND.

TIP: CLICK [HERE](#) TO ENROLL IN OUR EMBURSE ACADEMY HOW-TO COURSE SERIES FOR ADMINISTRATORS

1 Start Learning on Day One

[Enroll in the Certify AP ImpleMentor Learning Plan](#)

Note: You will be prompted to sign up for a free account in our Learning Management System, Emburse Learn.

2 Rollout Configurations

[Managing Company Preferences](#)

★ [Users](#)

[GL Accounts](#)

[User Permissions](#)

[SAF Approval Workflow](#)

[User Based Approval Workflow](#)

[Setting a No Limit Approver](#)

[Vendors](#)

3 Creating Reports

★ [Creating a Requisition](#)

[Generating a Purchase Order](#)

[Creating a Packing List](#)

[Creating an Invoice](#)

4 Approving Reports

[Approving a Requisition](#)

★ [Approving an Invoice](#)

5 Processing Reports

★ [Accounting Review](#)

[Exporting Invoice Data](#)

[Making Certify Payments to Vendors](#)

