Certify: How to Create and Submit Expense Reports

Accounts Payable

Financial Services

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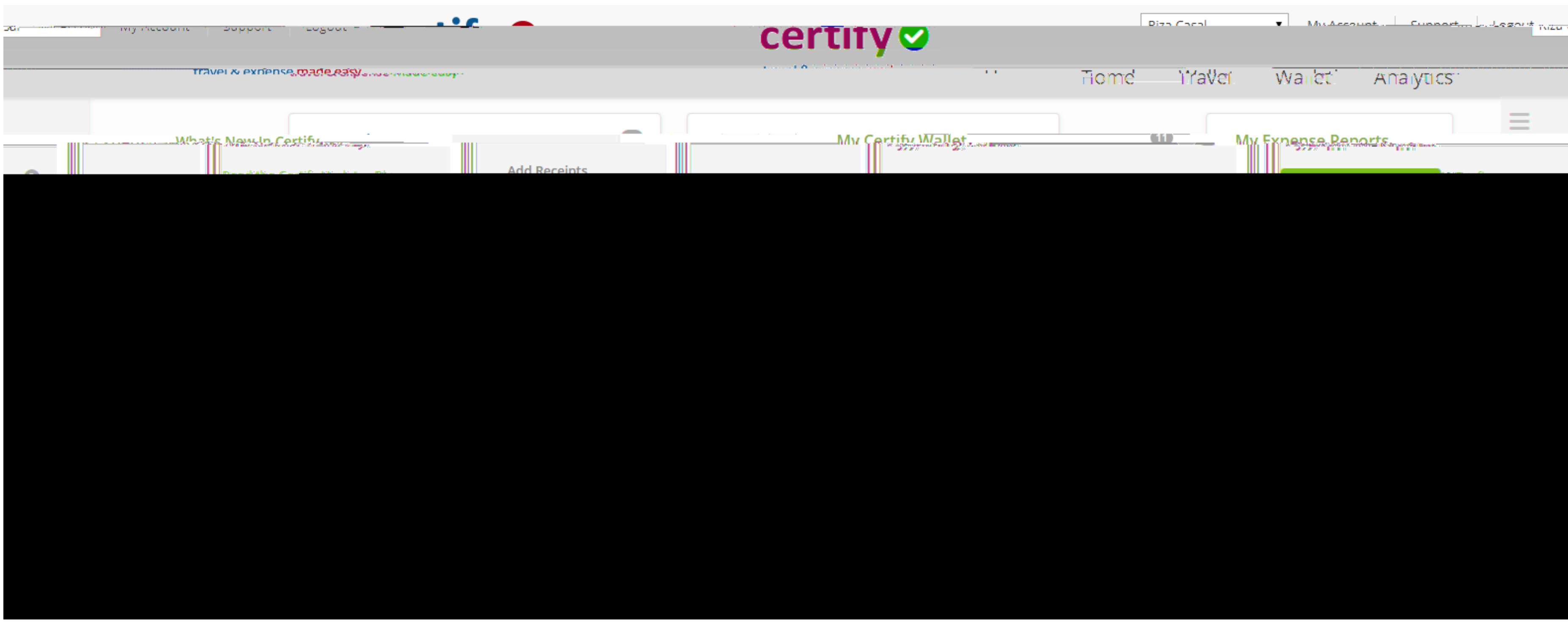
Homepage

- The Homepage consists of a dashboard that has various tools and features available. It is the first thing you will see once you log in to Certify.



Homepage Dashboard Definitions

- My Certify Wallet contains all receipts and expenses once they are added into your Certify Account.
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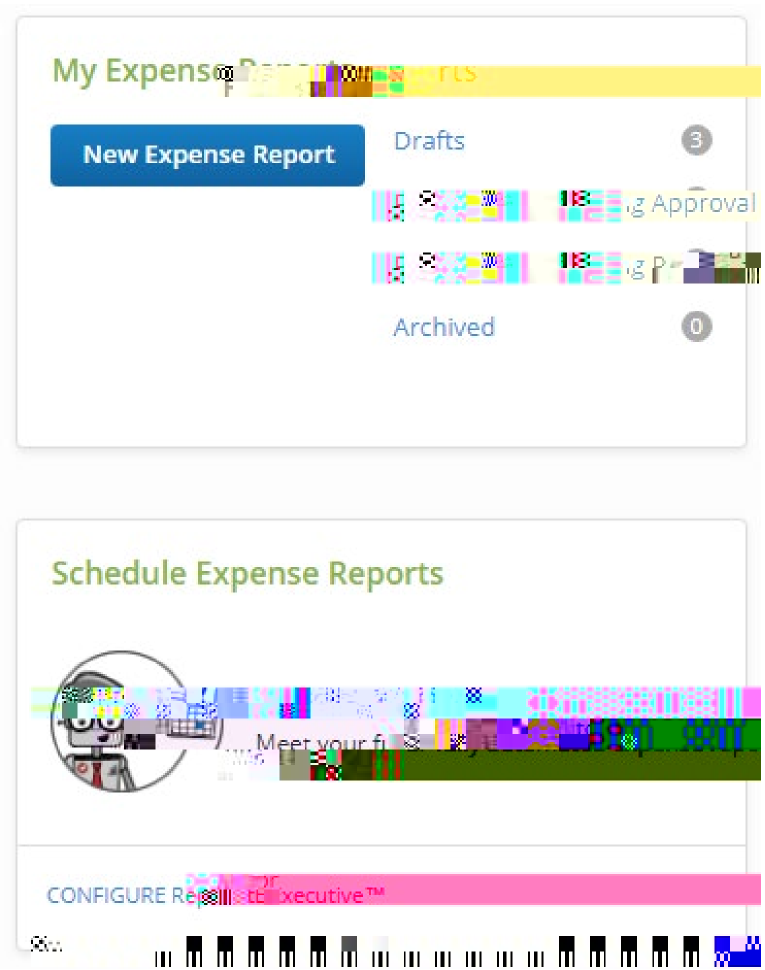
Homepage Dashboard Definitions



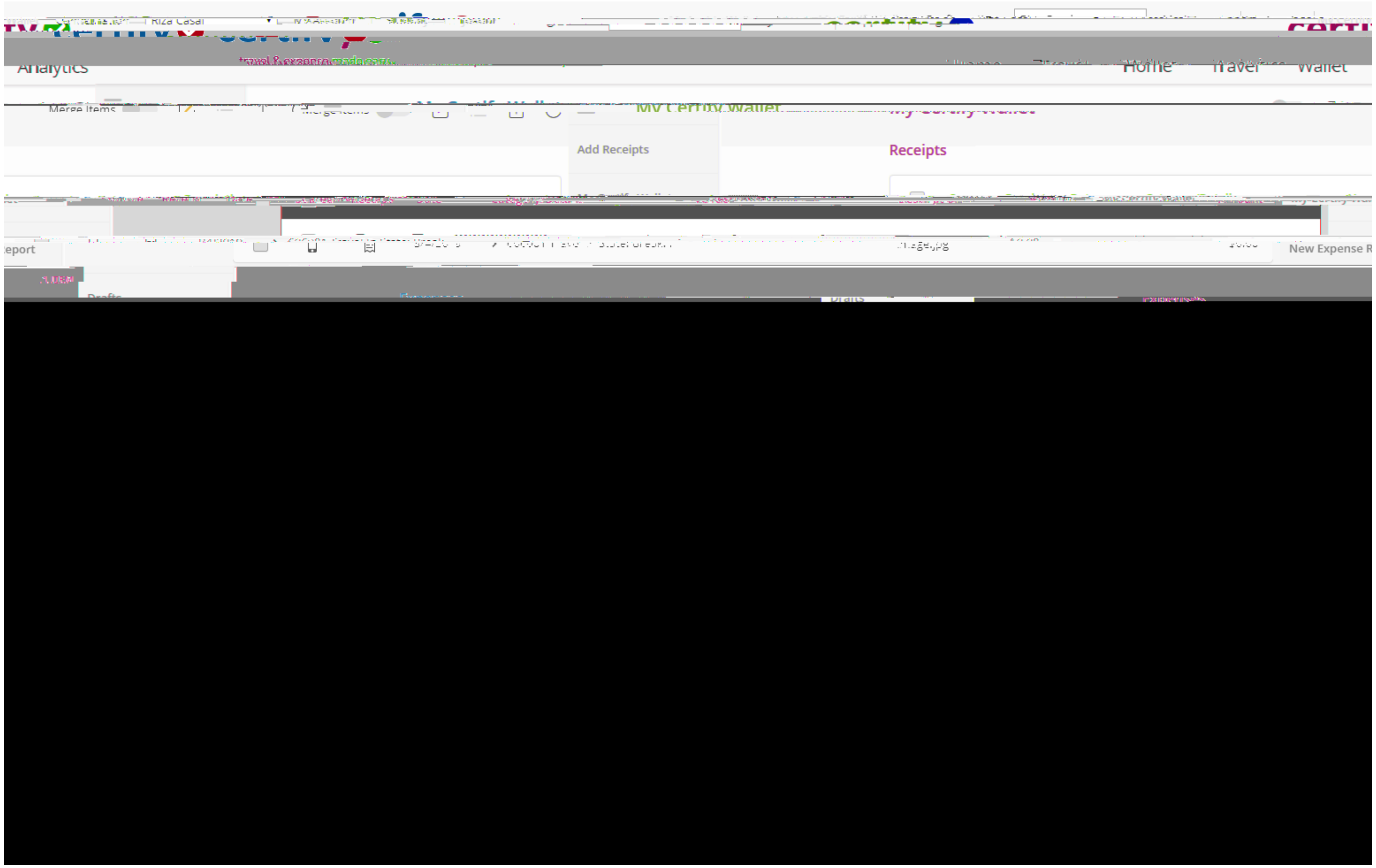
- My Expense Report is where you will start your new expense report when you have expenses in your wallet that need to be submitted for approval and reimbursement.
- Expense Report Status:
  - Drafts: Expenses in progress.
  - Pending Approval: Waiting approval from your Manager.
  - Pending Payment: Waiting approval from Accounts Payable.
  - Archived: Expenses that made it through the full approval process.
- Schedule Expense Reports – create automated expense reports.

Certify Wallet

- When using a web browser to access Certify, you can add and manage your receipts and expenses using the Certify Wallet. You can store your receipts and expenses in My Certify Wallet until you are ready to

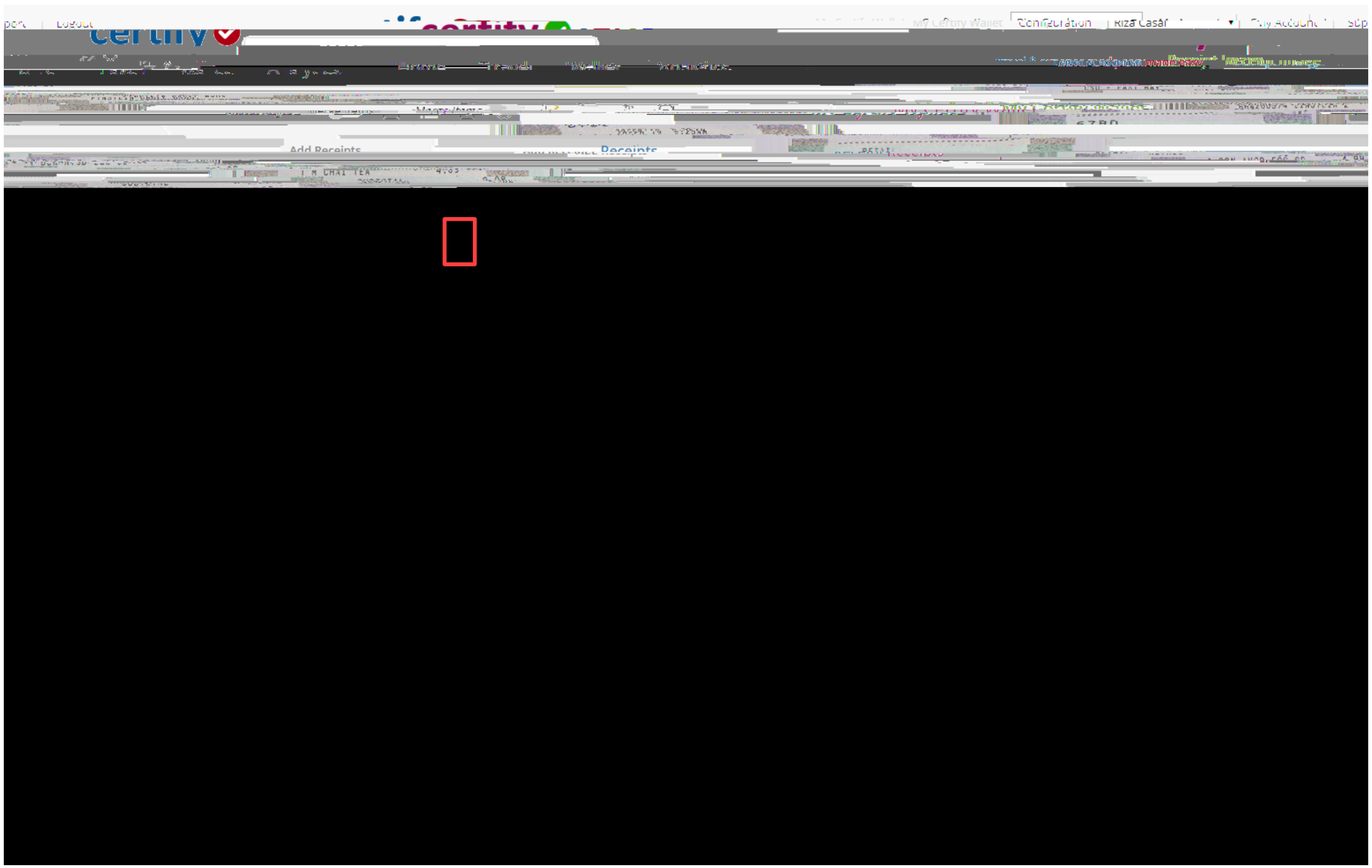
Certify Wallet

- Once the **More Items** link is selected, all receipts and expenses that have been uploaded and synced to your wallet will be shown. The wallet includes the **Source, Receipt, Date, Category, Vendor, Details and Amount.**



Certify Wallet

- The Source column shows how these receipts entered your wallet. To view the receipt image, click .



Certify Wallet

- The **Merge Items** feature is a visual aid that categorizes receipts and expenses together and/or separately. With this feature turned OFF (as shown below), receipts and expenses are shown separately in your wallet. With this feature turned

The following pages provide information about managing receipts in Certify.

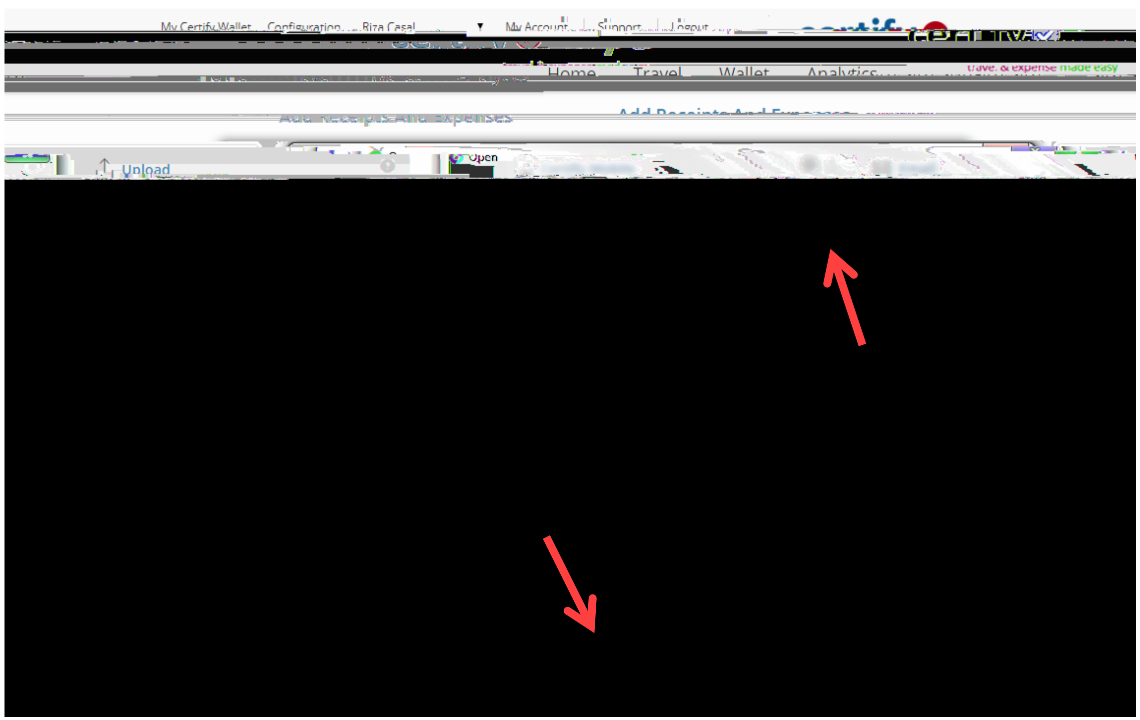
Adding Receipts to Your Wallet

- If a receipt is required, you can add it to your Certify account by uploading it into your Certify Wallet using one of the following methods:
  - **Mobile**: Download the Certify mobile app on your mobile device.
  - **Email**: Email your receipt(s) to receipts@certify.com
  - **Upload**: Upload a picture or pdf file of your receipt(s) by using your Certify account online.

    Note: Campus-paid transaction receipts for Certify Airfare,2 d Td (-)Tj c -0oTd [(fo)2.5 (nJ /30.5 (y)0..4 (i)9.6)9.p.24.1 (0.7 (r)s.4 (i)9.-0o60o)0.8 .2 (e

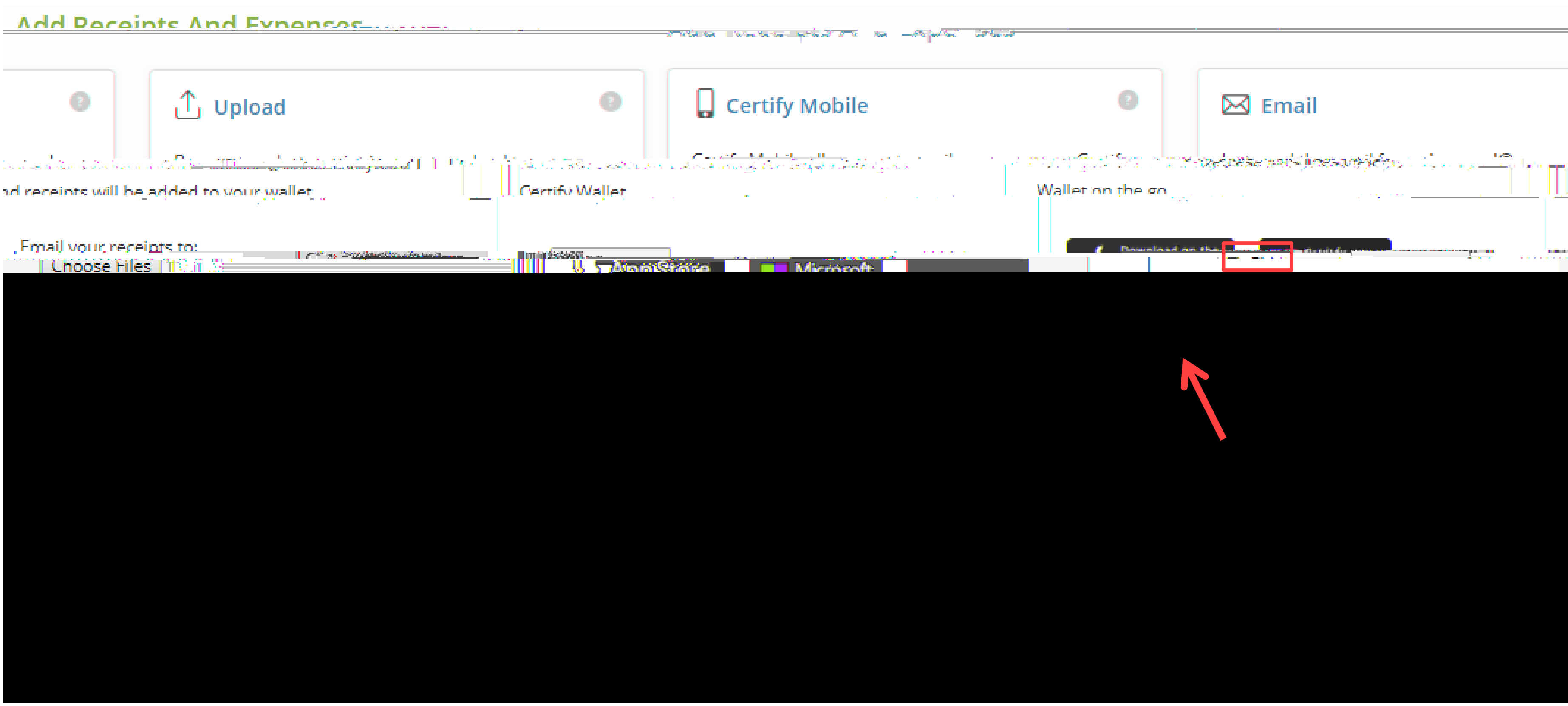
Uploading Receipts to Your Wallet

- Use the **Upload** tool to upload (up to 10MB in size) multiple or single receipt images at a time.
- **Step** 1: Click on the **Upload** button under the **Add Receipts** section on your Certify Home Dashboard.
- **Step** 2: Click on **Choose Files** and select the appropriate file(s) to upload. Then, click **Open**.
  - To select multiple files at a time, hold down **Ctrl** on your keyboard while clicking on each file. You can also hold your mouse cursor down and drag it over the files to select them.



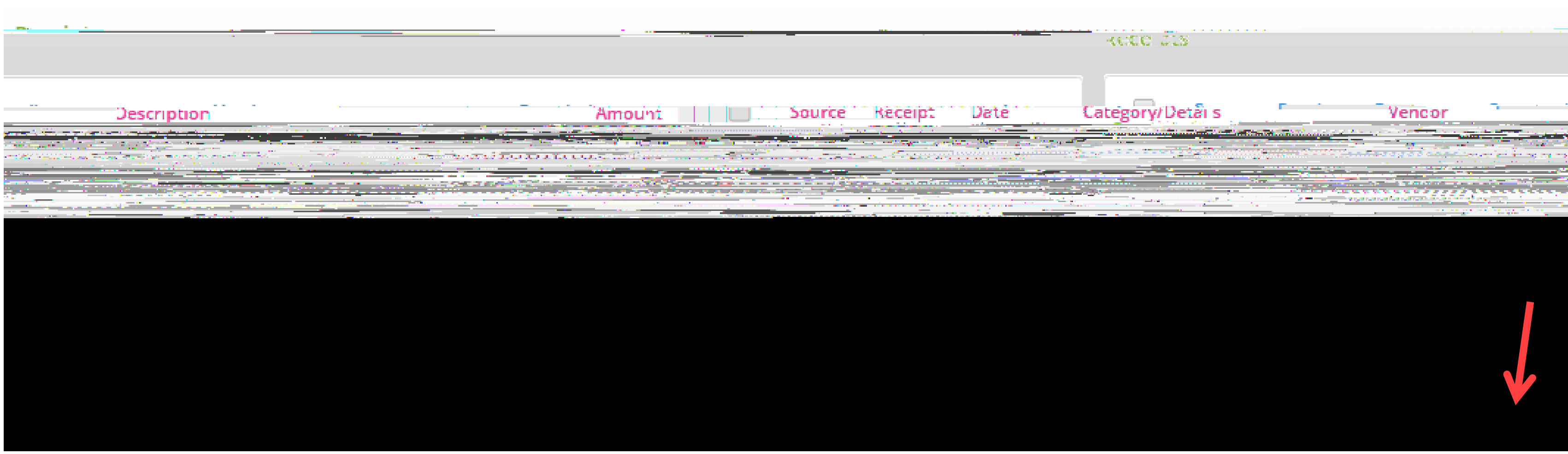
Uploading Receipts to Your Wallet

- Step 3: The number of receipt images selected is indicated next to **Choose Files**. Click **Upload files** to add the receipt images to your **My Certify Wallet**.



Uploading Receipts to Your Wallet

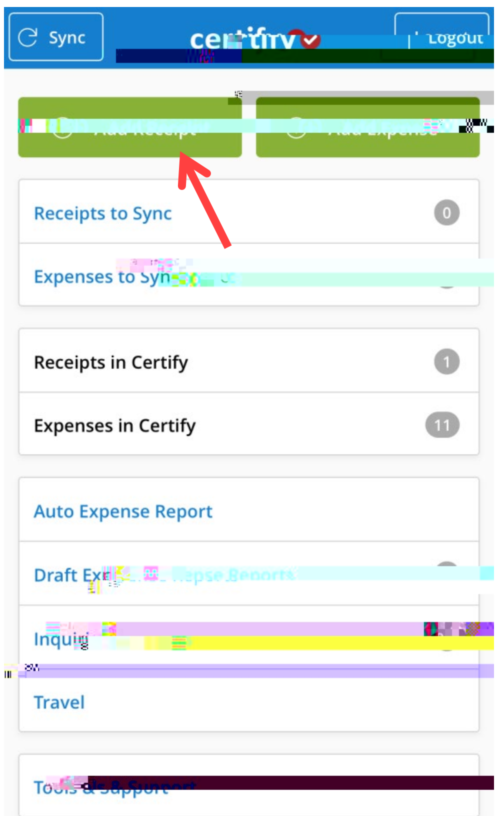
- The receipts should show up in your **My Certify Wallet**. They will display with an **Upload** icon in the **Source** column.
- The **Upload** feature uses **Receipt Parse** which scans the receipt image and can pre-populate the Vendor, Category/Details, and Amount fields for you. If you need to make field edits or additions, you can manually change them using the **Edit Item** button.



Using the Mobile App to Add Receipts

Using the Mobile App to Add Receipts

- Step 5: On your Certify Mobile home screen, tap Add Receipt.

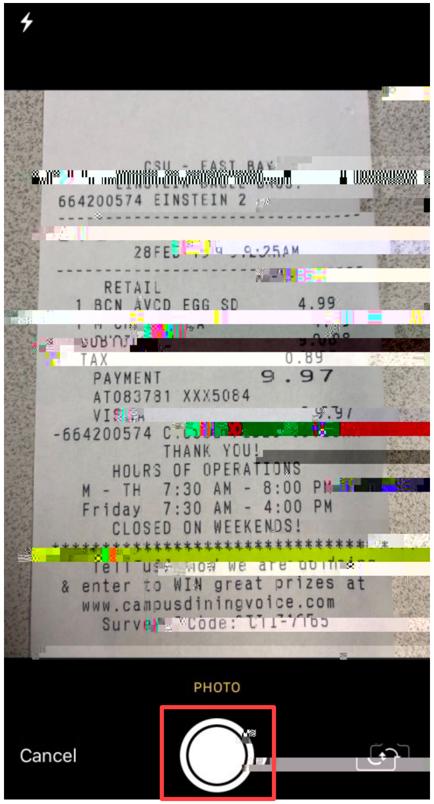


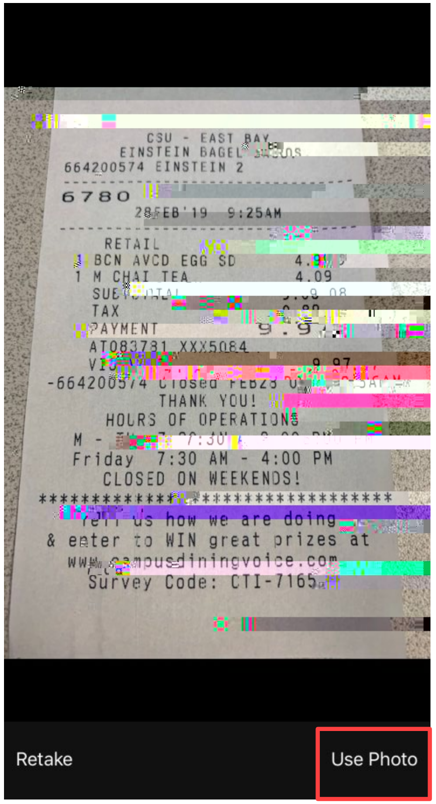
- Step 6: Select a photo resolution to open the camera screen on your mobile device. Photo resolution options include:
  - High / Medium – *Recommended*
  - Low – Use only if your device is short on storage
  - Gallery – Use to add a receipt image from your mobile device's photo gallery.

Using the Mobile App to Add Receipts

- Step 7: Open the camera screen. Hold your camera 6 to 12 inches away and focus the camera screen on your receipt. Make sure the receipt fills the screen. Once the receipt looks clear and centered, tap your button to capture the receipt image.

- Step 8: One the next screen, tap Use Photo to save the receipt image.





Using the Mobile App to Add Receipts

- **Step 9:** On the next screen, tap **AutoFill** to scan the receipt image and populate the expense detail fields.
- **Step 10:** If needed, make edits to the expense data by tapping the field you want to edit and entering the required information. Tap **Save** to finish.
- **Step 11:** After saving your receipt, you will be redirected to your mobile homepage and able to see your

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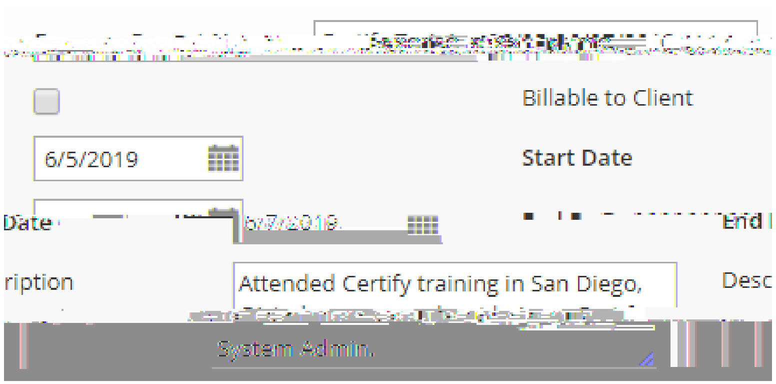
The following pages provide information about putting your expense report together.

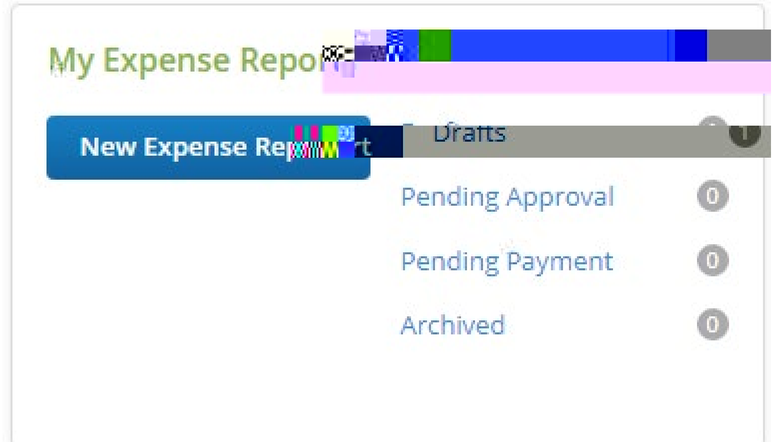
Creating Travel Expense Reports

- Step 1: From your Certify page, click on **New Expense Report**.
- Step 2: Select action item.
- Step 3: Enter expense report header information and click **Next**.

Your **Expense Report Name** should contain relevant information regarding your trip (i.e. name of conference, location, and date).

Your **Description** should consist of your Business Purpose/Remarks.





Creating Expense Reports

Adding Expenses to Your Report

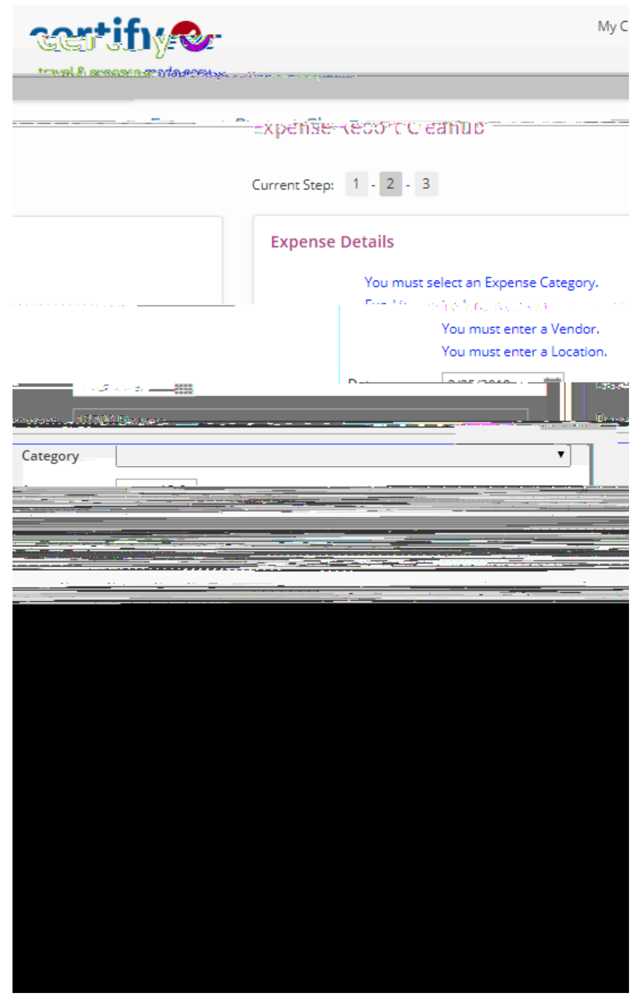
- **Step 4:** Fill in the **Add Expense** area on your **Expense Report** page.
    - If you already have receipts pertirrirh1.98(u)4.u8 (81.2 (a)-1-0 TE81.22 (a)-18 (r)-p.0.753 8 (r)-1(1.98(u)4.58 (91.2 (a)-1 Tc -0.005 Tw 14.04 -0 0 cd)-

Creating Expense Reports

Adding Additional Attachments

Using the Cleanup Wizard

- Step 2: Follow the instructions listed in red.
- Step 3: Click **Next** to continue through the Cleanup Wizard.
- Step 4: Click **Finish** when done.



Fund Approvers

- Some, but not all, Funds will require approval. Below is a list of Funds that require additional approval. The system will automatically route the form to the fund approver when that fund is selected.

EB001 Funds	Select D Funds	Select PR Funds	Select W Funds	Other Funds

User’s Checklist

- A Conference agenda (if applicable) are included with your expense claim.
- Your Expense Report Reimbursement Requests are submitted for approval *within 30 days* of the end of a trip.
- If you went over the $275 (before taxes and fees) hotel lodging rate, the proper supporting documentation, an explanation, and Division Vice President approval is included with your expense claim.
- Receipts for expenses over $75 are included.
  - Included receipts and supporting documentation are legible.

Resources

- Certify Login: https://travel.csueastbay.edu
  - Certify Support (24-hour live support Monday – Friday)
    - **Phone:** 888-925-0510 Option 2
    - In case a **Support Code** is needed when contacting Certify Support, please log in to your Certify account and then click on the **Support Link** in the upper right corner.
- Certify Training Camp
- **CSUEB Travel Website:** http://www.csueastbay.edu/travel
- **Direct deposit** is the fastest and most convenient way of getting reimbursed. Please visit the Accounts Payable webpage for the **Direct Deposit Form for Employees**. *Please note that this form is not the same as Payroll's Direct Deposit form.*

Document History

DATE	AUTHOR	DESCRIPTION
04/05/2019	Riza Casal	Document Creation
05/02/2019	Riza Casal	Certify Support Code Info.
05/14/2019	Riza Casal	Updated Chartfield String Hints Section
06/07/2019 08/02/2019	Riza Casal Kim Napoli	Removed Expense Name Requirements and Added PDF/JPEG Only Info. Described CPO/P-Card/Check Request Category; Campus-paid credit card