CERTIFY
Travel & Expense Reporting System

November 2018

Presented by:

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Supervisor
Basic User in Certify is someone with an Employee Role who creates and submits their own expense reports.
Background

- Certify has been named the new Travel & Expense Management software provider for CSU Channel Islands.
- This new software will allow you to book travel and submit expense reports electronically for a faster turnaround of reimbursement.
Single Sign-on

When using the link, you will be prompted to use your CSUCI credentials to sign in.

http://go.csuci.edu/travel
Single Sign-on

Channel Islands / myCI

Pinned Services (What’s this?)

Edit Pinned

Services

Certify Travel & Expense
Online system for booking travel and expense reporting

CI Learn
View course information and materials using Canvas

CI Records
Student registration and records system

CI Personnel
Employee and departmental records and data management

CI Docs
Google Drive @ CSUCI: create and share documents
Certify Homepage

This is your **Homepage** in **Certify**.

**My Certify Wallet** – all receipts and expenses reside here once you have added them into your **Certify account**.

**My Expense Report** – is where you will start your new expense report when you have expenses in your wallet that you need to submit for approval and reimbursement.
Certify Homepage

Status of your expense report/s

**Draft** - 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
Certify Homepage

**Add Receipts** – Three ways to add receipts into Certify

Mobile - download Certify App

Email – email your receipt to receipts@certify.com

Upload – upload a picture of your receipt to your computer
Certify Homepage

Schedule Expense Reports – auto create an expense report.
Method of Adding Receipts to your Wallet

- Uploading Receipts – directly to your computer
- Emailing Receipts – emailing receipts to receipts@certify.com
- Adding Receipts Using Certify Mobile – taking photo of receipt
Add Receipts - Upload

- **Uploading Receipts**
  A quick and convenient method for adding receipt images to your **Certify Wallet** is to upload receipt image files from your computer. Image uploads can be up to 10 MB in size. You can choose to upload one at a time, or add multiple receipt images at once.

**Step 1** - On your Certify account **Homepage**, under **Add Receipts**, click **Upload**.
Add Receipts - Upload

Step 2: On the Add Receipts and Expenses page, select Choose Files.
Add Receipts - Upload

**Step 3:** Select the receipt images from your computer. Click Open once you have selected all the receipt images you want to upload.
Add Receipts - Upload

Step 4: 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.
Add Receipts - Upload

The receipts have now been added to your **My Certify Wallet**. Uploaded receipts display in the **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 additions or edits to those fields, you can manually change them by clicking the Source Upload icon, click **Edit Item** button, enter or correct the missing item/s and save.
Add Receipts – Emailing

- Emailing Receipts

**Step 1:** Using your CI Email (not your personal email), in the To field, enter receipts@certify.com. Then in the subject line, enter the receipt name.
Step 2: Attaching your receipts to the email: Any number of receipts may be attached, however, the total size of the email (including any text and signatures) must be under 4 MB. Certify will accept all popular image file types such as jpg, gif, bmp, pdf, tiff, etc. Click Send.

When Certify receives the email with your receipt or expense data, the data is automatically parsed and added to your Certify Wallet.
Add Receipts – Certify Mobile

• Adding Receipts using Certify Mobile
You can use the Certify Mobile app to easily upload receipts to your My Certify Wallet from your mobile device. The Certify Mobile app works with most devices including Windows Phone, Android, BlackBerry and iPhone.

**Step 1:** Open the Certify Mobile app on your mobile device. Tap **Use My Company Login**. Type your **CI email address** under **Company Code**. Tap **Get Access Token**.
Add Receipts – Certify Mobile

**Step 2:** Sign-in to your CI login account. The next screen will bring you to your Certify mobile home screen.
Add Receipts – Certify Mobile

**Step 2a:** On your Certify Mobile home screen, tap *Add Receipt.*
Add Receipts – Certify Mobile

**Step 3:** 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
Add Receipts – Certify Mobile

**Step 4**: 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 the Photo button to capture the receipt image.
Add Receipts – Certify Mobile

**Step 5:** On the next screen, tap **Use Photo** to save the receipt image.
Add Receipts – Certify Mobile

**Step 6:** On the next screen, tap **AutoFill** to scan the receipt image and populate the expense detail fields.
Add Receipts –Certify Mobile

**Step 7a:** If needed, make edits to the expense data by tapping the field you want to edit, click arrow (v) by entering Category/Fund/Project etc. To finish tap **Done.**
Add Receipts – Certify Mobile

Step 7b: Tap Save to finish.
Add Receipts – Certify Mobile

Step 8: On your Certify Mobile home screen, tap Sync to upload the receipt and add it to your My Certify Wallet.
Certify Wallet

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 create your expense report. To view more items on your wallet select More Items under My Certify Wallet.
Certify Wallet

Once the “More Items” is selected all receipts and expenses that have been uploaded and sync 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 enter your wallet. To view the receipt image, click the **view icon**.
Certify Wallet

To delete receipts and expenses, select the item and click delete.
Certify Wallet

The **Merge Items** is just a visual aid that categorizes receipts and expense together and/or separately. With **Merge off** (shown below) receipts and expenses are shown separately in your wallet. With **Merge on** receipts and expenses are listed in date order. Note: After using a receipt or expense in an expense report it will no longer appear in your **Certify Wallet**.
Create and Submit Expense Reports

Now that you have added receipts and expenses, you are ready to create and submit expense report for approval. To get started, on your browser, type in http://go.csuci.edu/travel, you will be prompted to use your CSUCI credentials to sign in to Certify. Under **My Expense Reports**, click **New Expense Report**
Create and Submit Expense Reports

Select the item that you would like to do and then click **Next**.
- Add all items to a new expense report
- Use a date range to add some items to a new expense report (selected below)
- Start with a blank expense report
Create and Submit Expense Reports

• Since “Use a date range to add some items to a new expense report” was selected, enter the details of the expense report in the fields provided. Click next.
  • Expense Report Name = TEC-mm/dd/yy
  • Start date and End date = 4/1/2018 and 4/5/2018
  • Description – CSU Business Conference
Create and Submit Expense Reports

Click finish to create the expense report.
Create and Submit Expense Reports

All receipts and expenses in your wallet will be added to your expense report.
Create and Submit Expense Reports

Expenses with a Red Flags are items that need attention. Click the Cleanup Wizard to edit those expenses.
Create and Submit Expense Reports

Once the Cleanup Wizard is selected follow the instructions in Red and clear all Red items. Click Finish when done.
Create and Submit Expense Reports

To Edit an expense, click on the edit icon (pencil) next to the expense line.
Create and Submit Expense Reports

For Other Actions, like Splitting or Deleting an expense, click the arrow on the Other Actions (<).
Create and Submit Expense Reports

Splitting the expense will allow you to create extra expense lines with one receipt.
Create and Submit Expense Reports

Example: Splitting Expense
Create and Submit Expense Reports

Example: Splitting Expense

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Category</th>
<th>Amount</th>
<th>Reimbursable</th>
<th>Expense</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/2018</td>
<td>Parking</td>
<td>805001 - Parking</td>
<td>25.00</td>
<td>Yes</td>
<td>92.35</td>
<td></td>
</tr>
<tr>
<td>2/7/2018</td>
<td>Lodging (In Suite)</td>
<td>805001 - Lodging</td>
<td>25.00</td>
<td>Yes</td>
<td>92.35</td>
<td></td>
</tr>
<tr>
<td>2/8/2018</td>
<td>Lodging (In Suite)</td>
<td>805001 - Lodging</td>
<td>25.00</td>
<td>Yes</td>
<td>92.35</td>
<td></td>
</tr>
<tr>
<td>2/9/2018</td>
<td>Lodging (In Suite)</td>
<td>805001 - Lodging</td>
<td>25.00</td>
<td>Yes</td>
<td>92.35</td>
<td></td>
</tr>
</tbody>
</table>

Total Non-Reimbursable: $38.80
Total Reimbursable: $558.00
Total Expenses: $596.80
```
Create and Submit Expense Reports

To add an Expense, select Add on the receipts that you want to create an Expense for in **My Certify Wallet** and a new expense will appear.
Create and Submit Expense Reports

Use the edit button (Pencil) to enter a new detail to go with the expense.
Create and Submit Expense Reports

Complete the fields on the Edit Expense screen, click Save.
Create and Submit Expense Reports

When edits are completed, click submit for approval on the upper right side.
Create and Submit Expense Reports

Click Yes to confirm that the expense is true and accurate.
Create and Submit Expense Reports

Your expenses should be routed to the person who has Signature Authority to approve your expense report. This person may or may not be your direct Manager. If you are seeing the wrong person in the preview email, please contact Ilene Mehrez at Ilene.mehrez@csuci.edu, 805-437-8581 to update your account set up prior to clicking the Submit button. In addition, you can add a comment in the comment box and then click submit to complete the submission process.
Create and Submit Expense Reports

Expense Report status update can be found under your **My Account** Homepage under **My Expense Reports – Pending Approval**.
Timeline

Expense Report Reimbursement Request must be submitted by the Traveler for approval to their Manager who has Signature Authority no later than 60 days after the expenses were paid or incurred as stated on the CSU Channel Islands Travel Procedures and Regulations, item II-D, page 6.

Manager should be timely in approving the expense report reimbursement or returning them to the Traveler for correction.

Approvers may only approve expenses allocated to department which includes (fund/s) over which they have current Delegated Authority. After approval, the manager must submit the Expense Report Reimbursement to Accounts Payable for payment processing.
Direct Deposit

Direct deposit is the fastest and most convenient way of getting reimbursed. Please email ilene.mehrez@csuci.edu to enroll in direct deposit for travel reimbursement.

Note: Travel Expense reimbursement direct deposit is not Direct Deposit for Payroll.
Contact Information

Booking – Ilene Mehrez – Ilene.mehrez@csuci.edu  805-437-8581

Expense Reporting/Reimbursement - CIAP@csuci.edu  805-437-3700