CREATING & SUBMITTING EXPENSE REPORTS

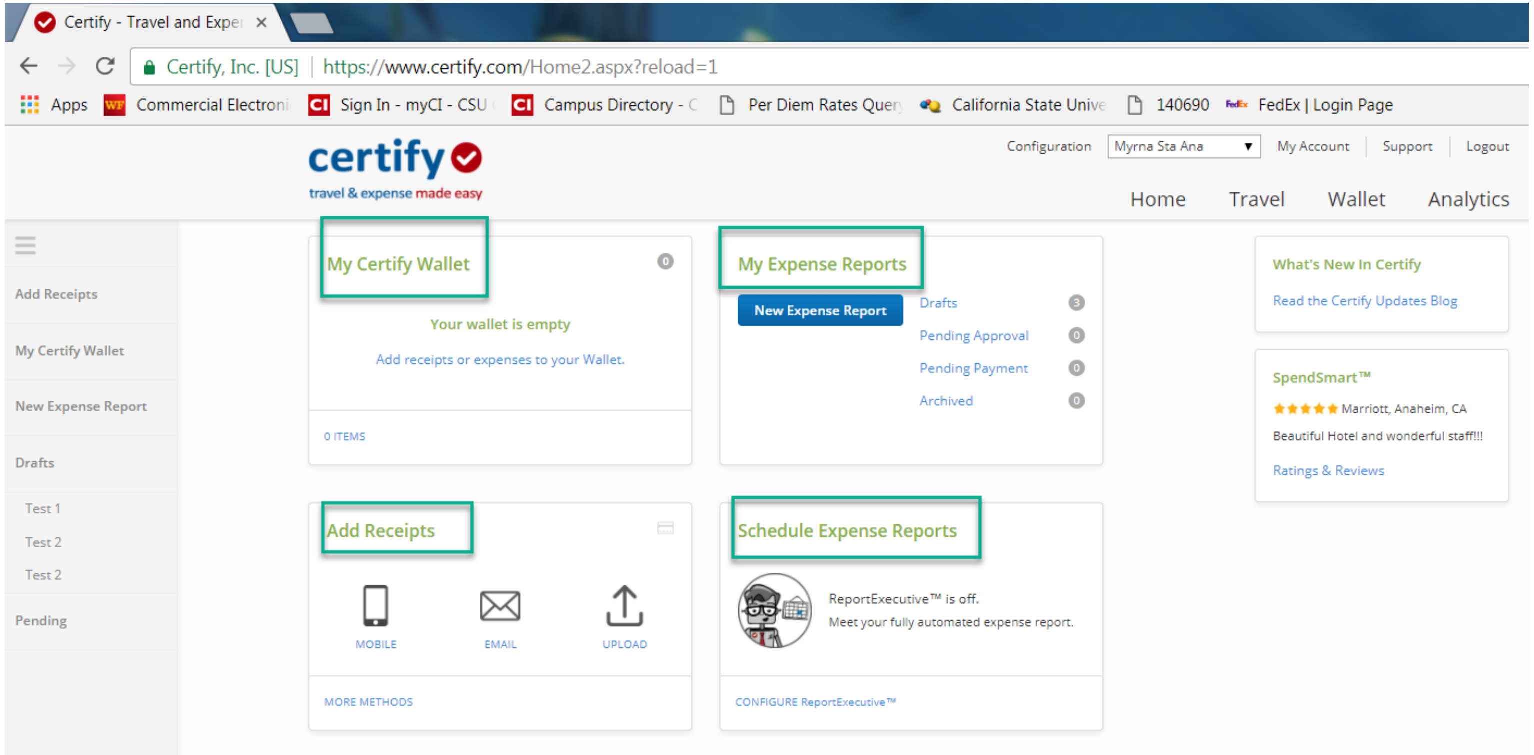
Myrna Sta Ana
Accounts Payable

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

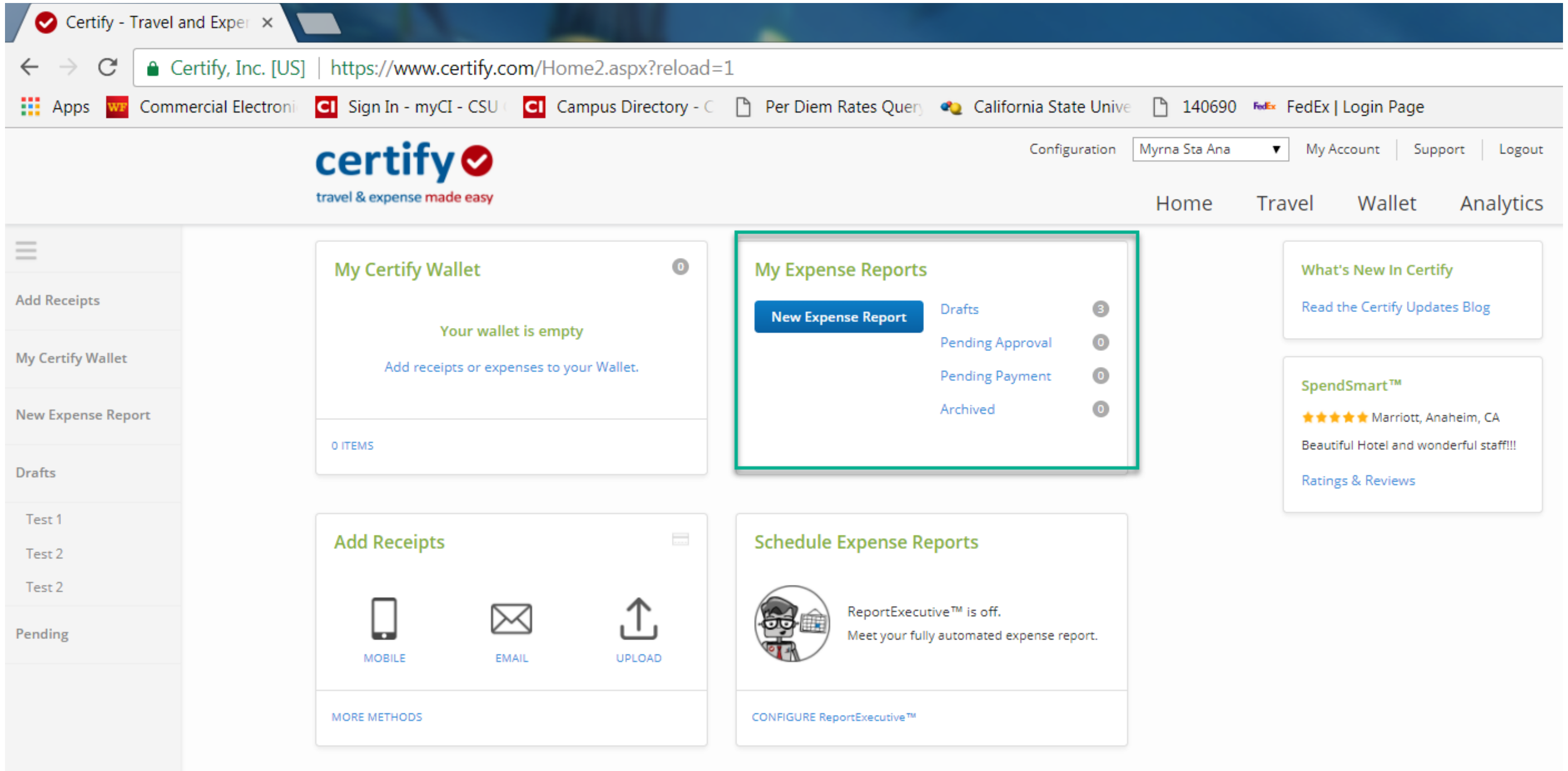
Status of your expense reports

Draft – expenses in progress

Pending Approval – waiting approval from your Manager

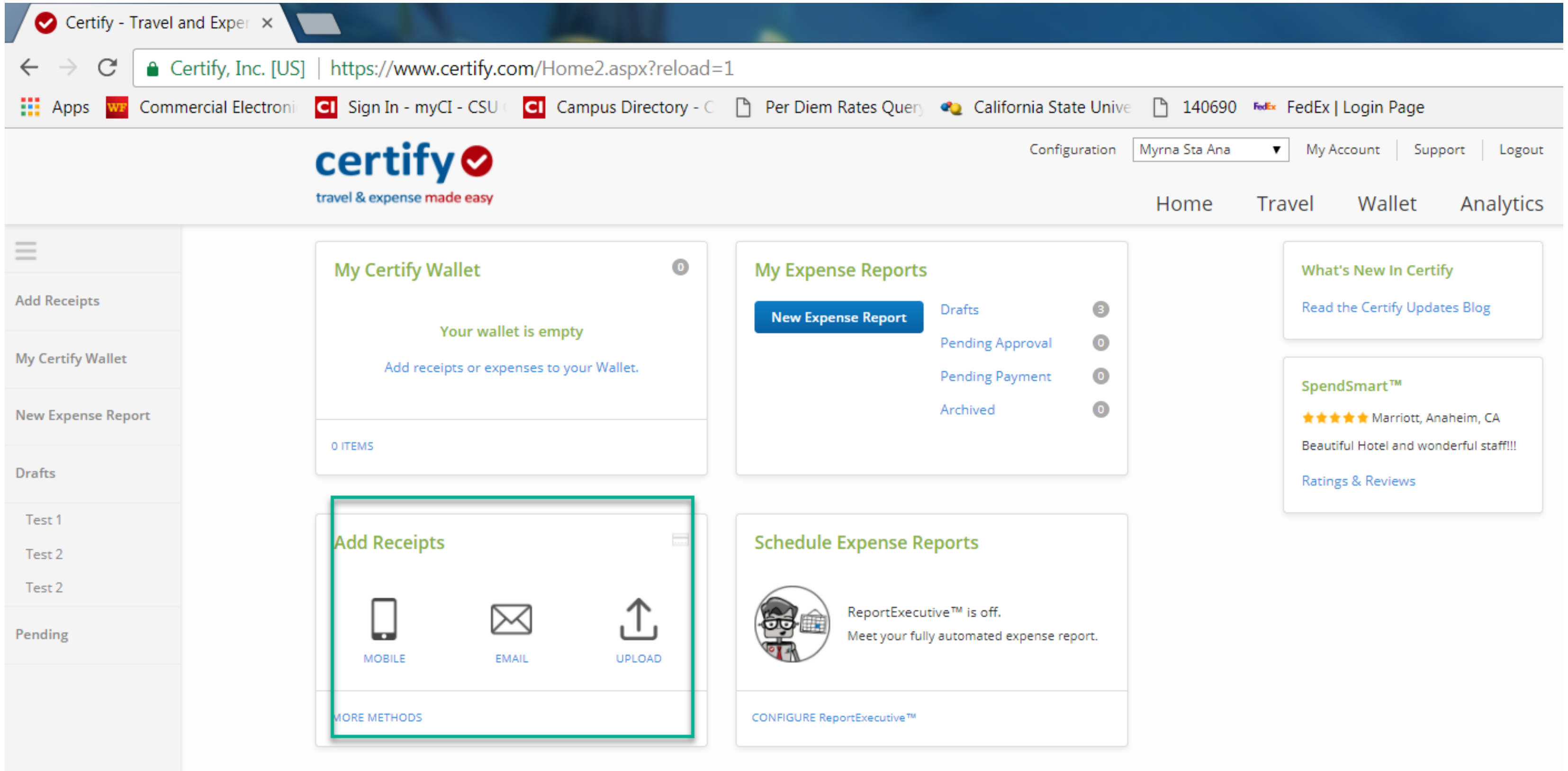
Pending Payment – waiting approval from Accounts Payable

Archived – expenses that made it through the full approval process



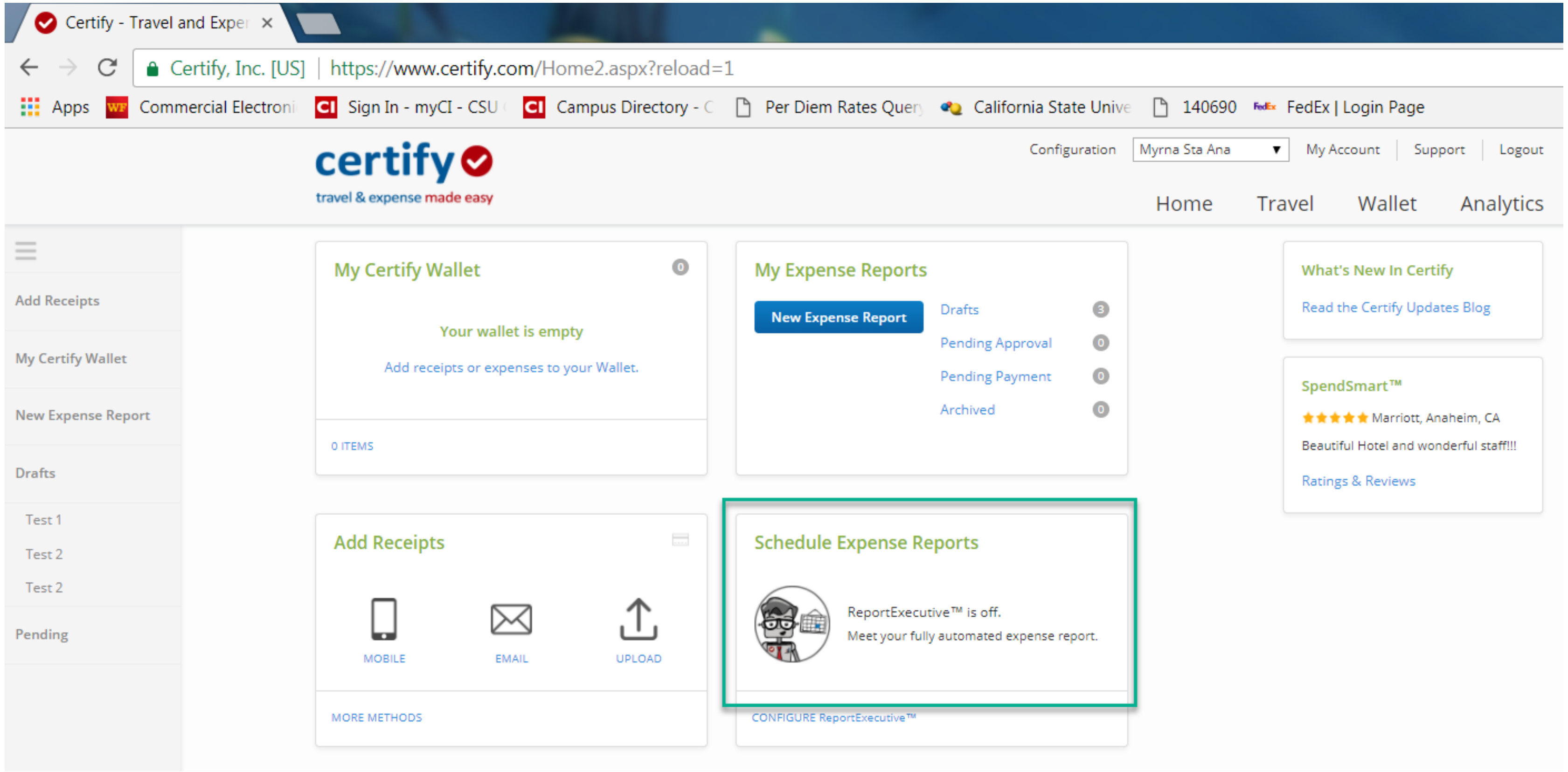
Certify Homepage

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



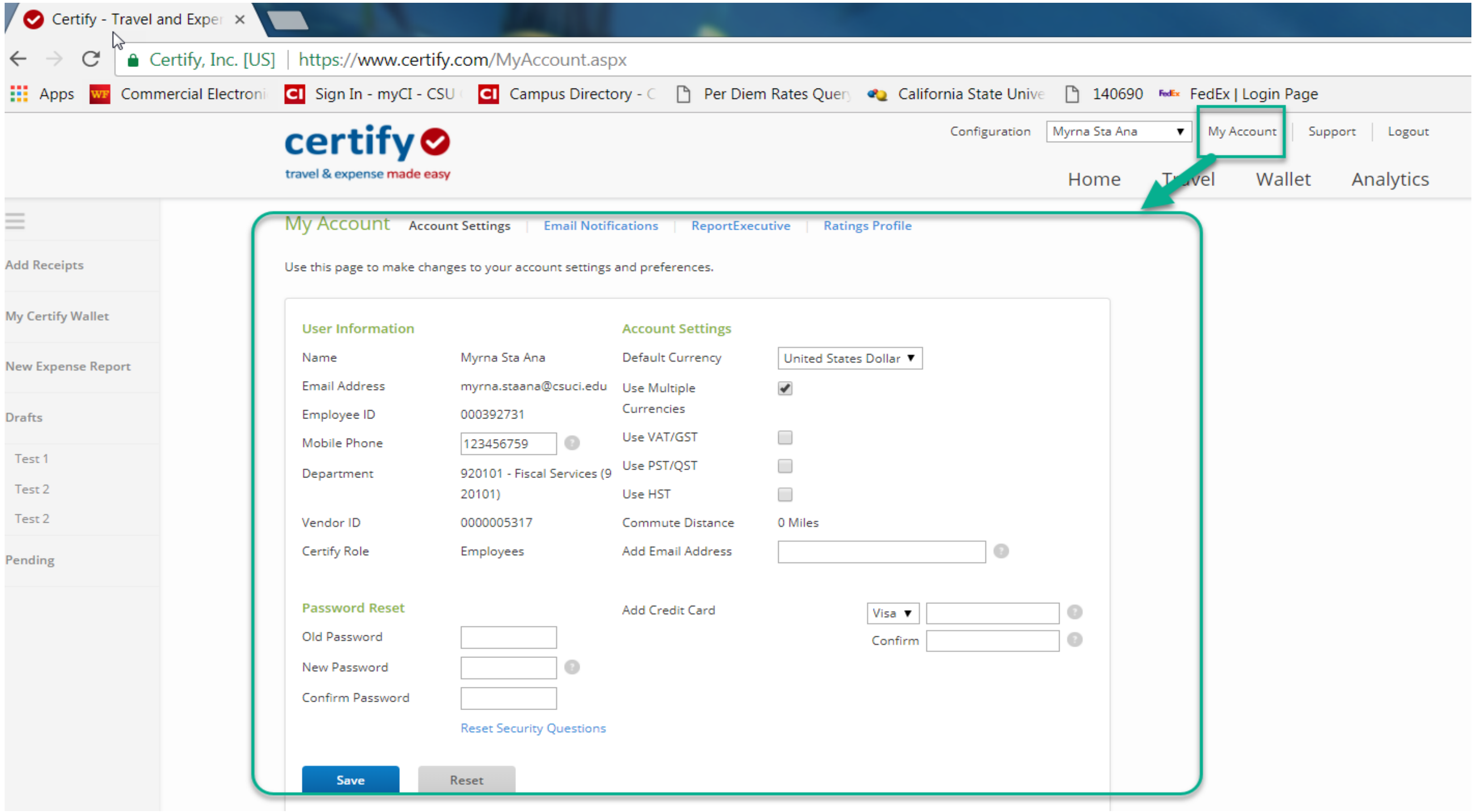
Certify Homepage

Schedule Expense Reports – auto create an expense report.



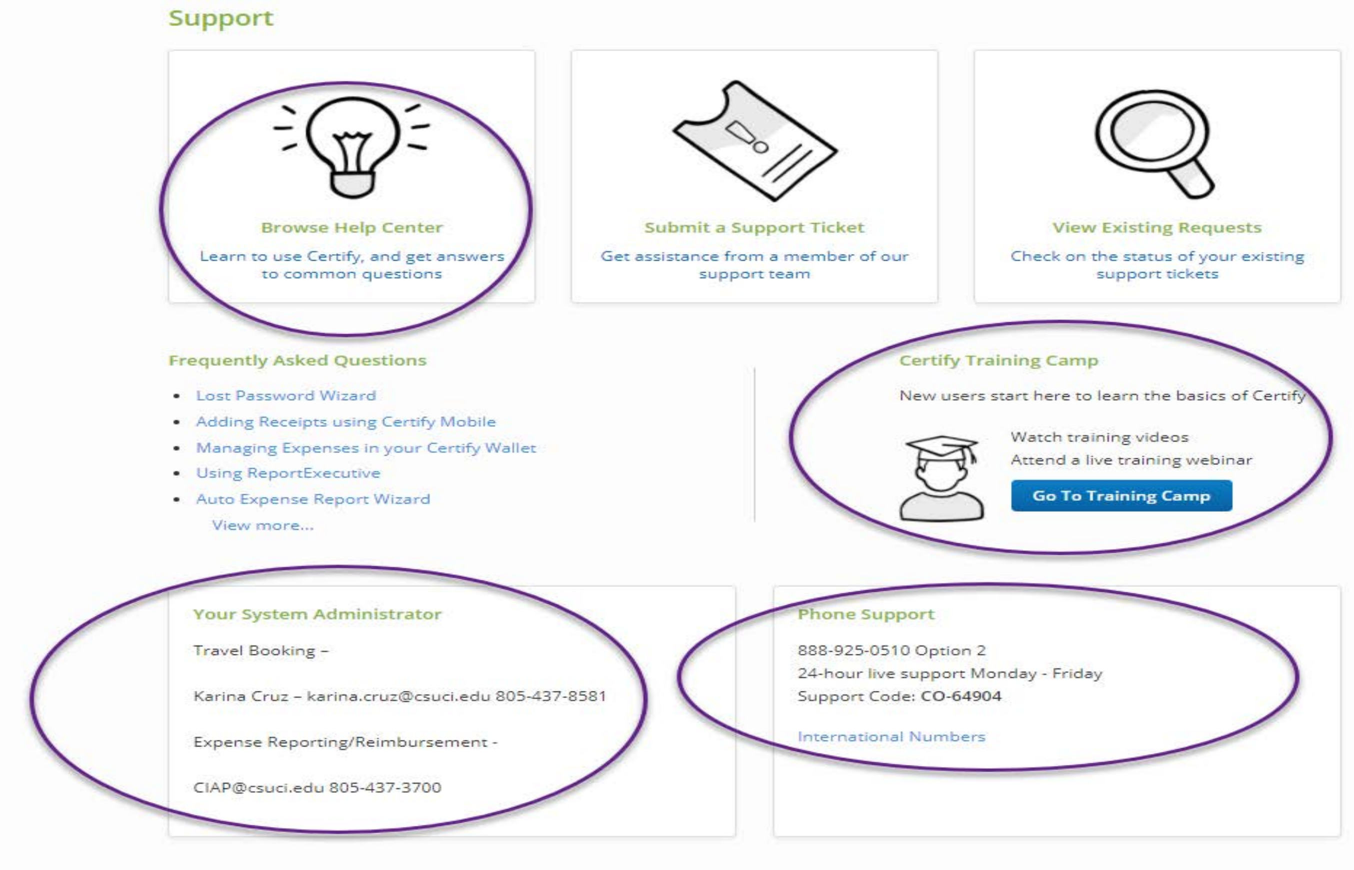
My Account Details

Your **My Account** page in Certify contains account information specific to you. This contains your department, email address, vendor ID etc. While using Certify, there might be times when this information needs to be updated. This is managed internally by CI’s Certify Booking Administrator Karina Cruz and you can contact her at: karina.cruz@csuci.edu   805-437-8581.



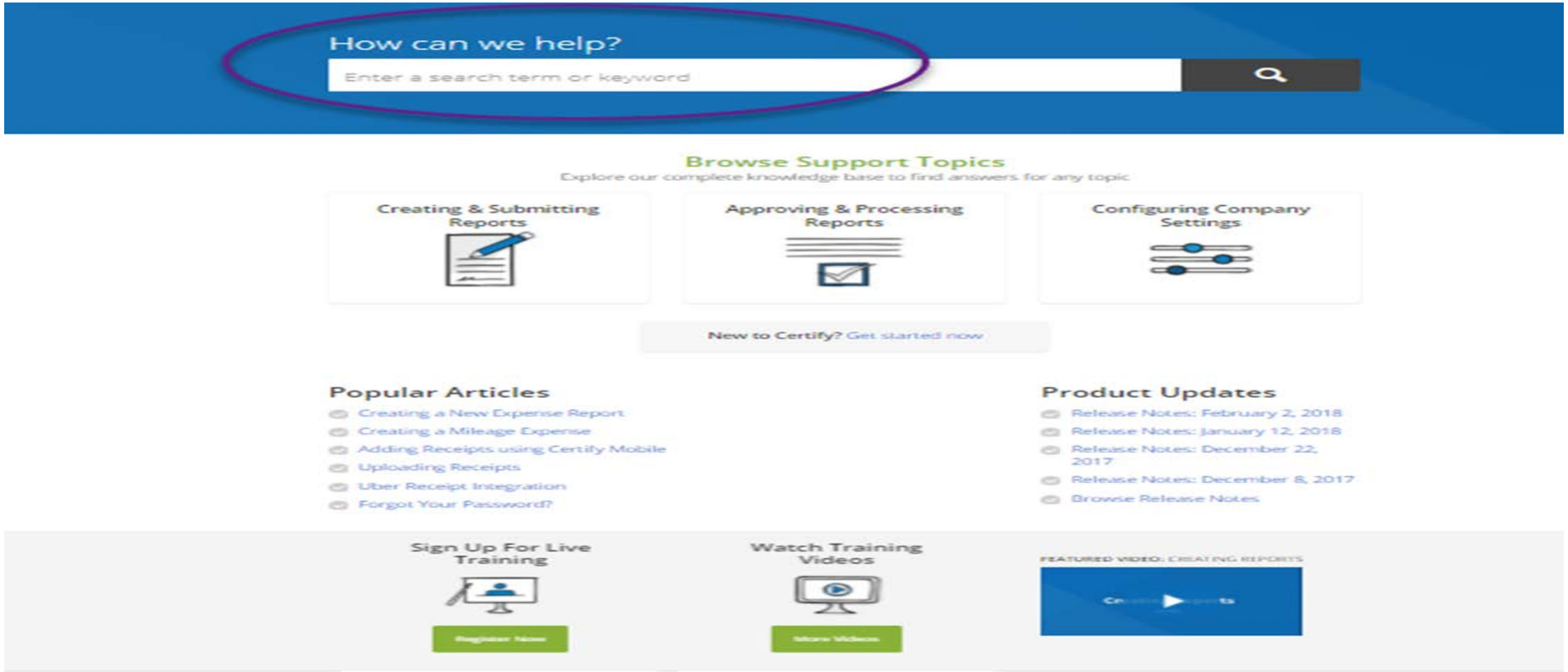
Support

On your homepage, click on **Support**. On the lower left section of the **Support** page, you will find the contact information for CI's Certify Administrator. On the middle section, you will find **Certify Training Camp**. **Certify Training Camp** gives new users a place to learn the basics of Certify. Watch the videos and/or attend a live training webinar.



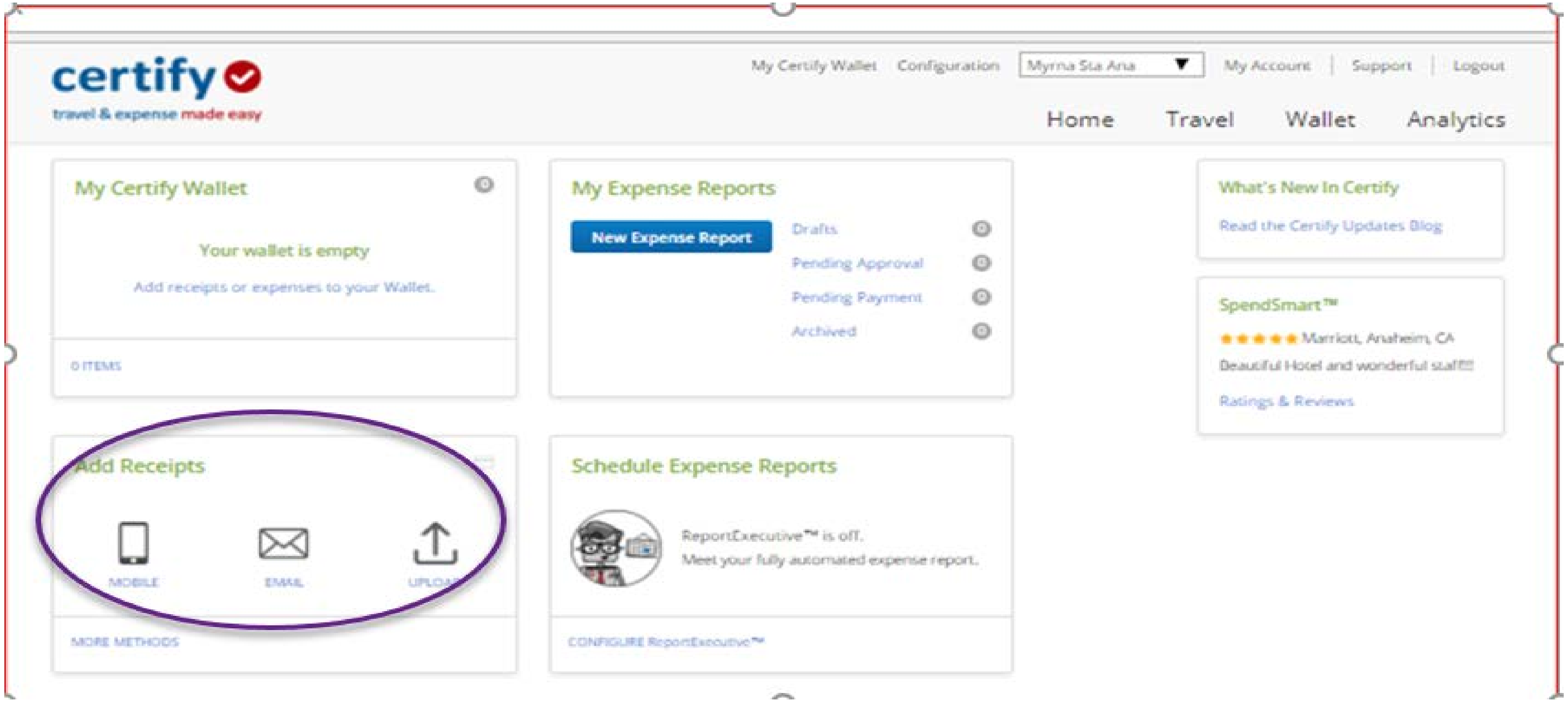
Support

Click on **Browse Help Center**, under **How can we Help?** Enter a search term or keyword for help.



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**

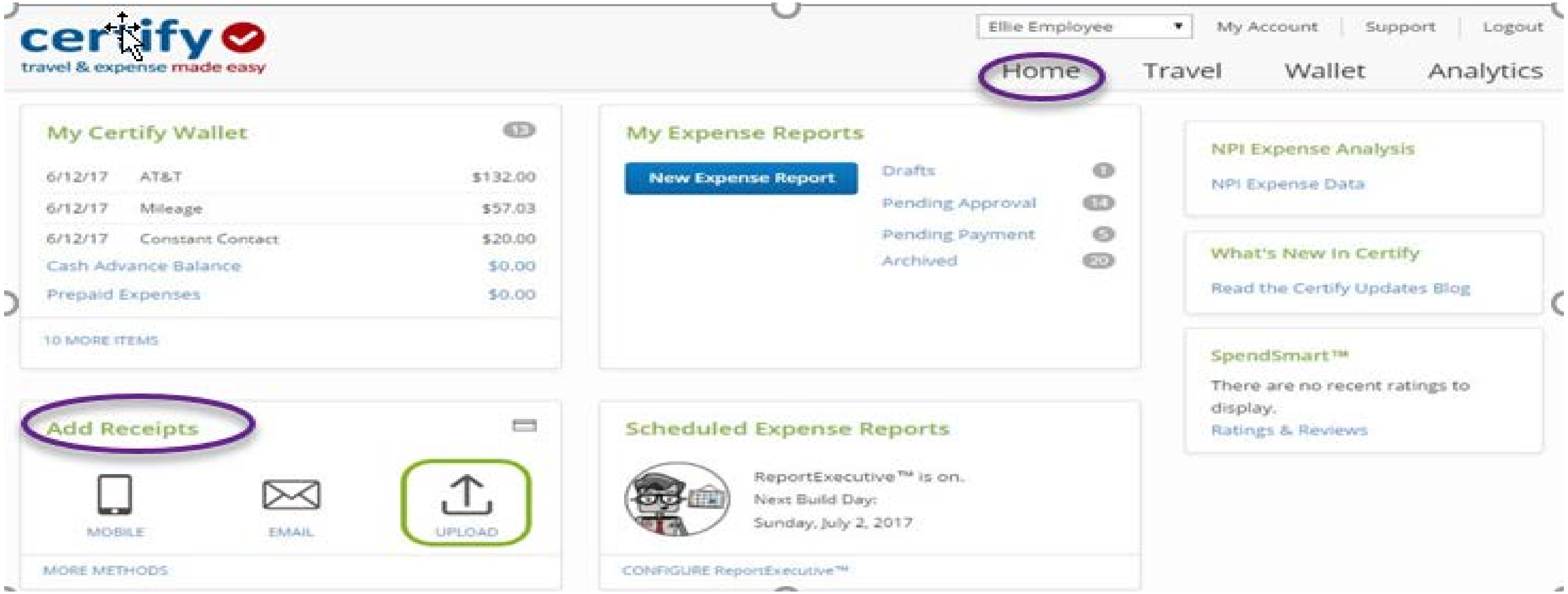


Add Receipts - Upload

- **Uploading Receipts**

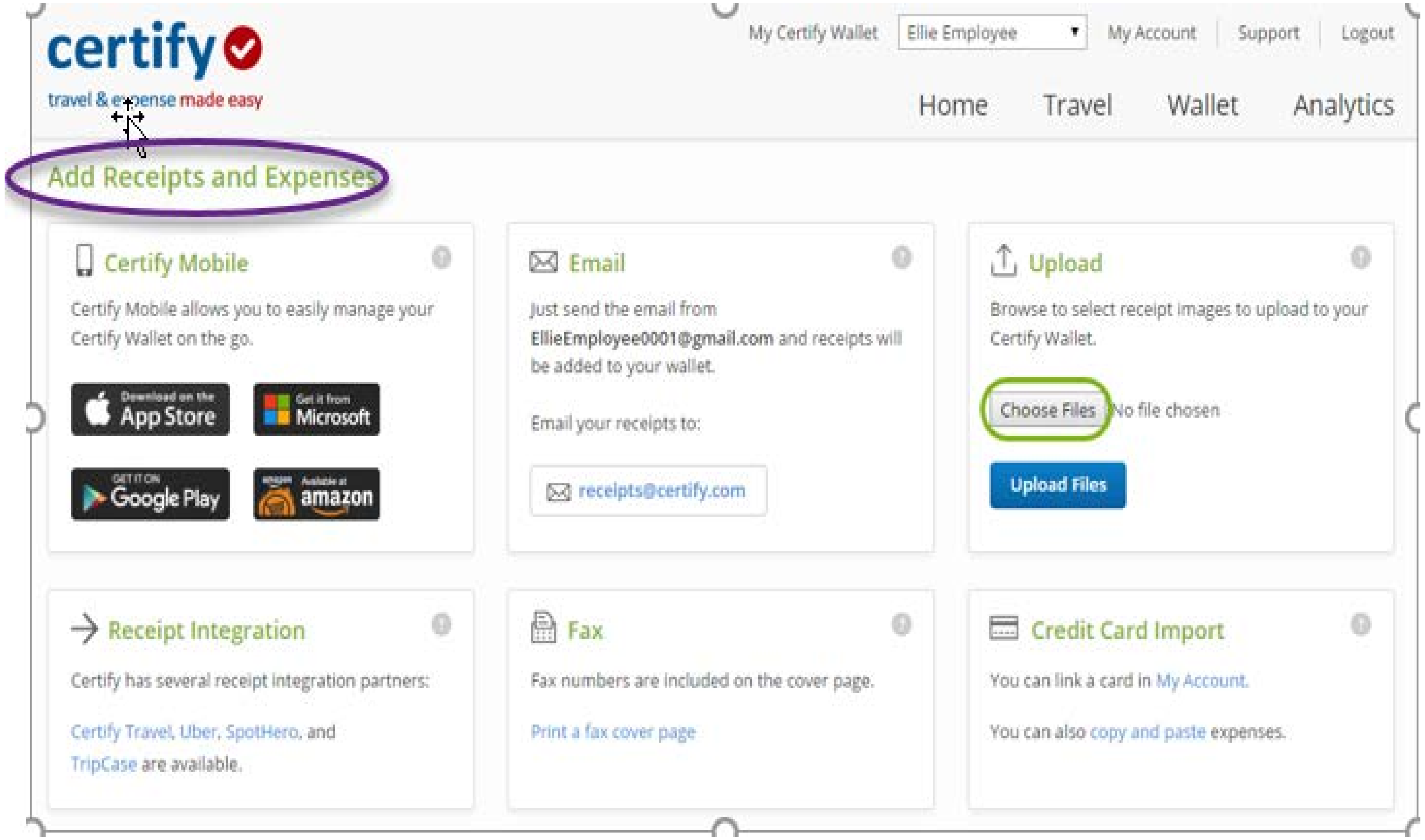
A quick and convenient method for adding receipt images to your **Certify Wallet** is to upload receipt image files from your computer. Image uploads can be up to 10 MB in size. You can choose to upload one at a time, or add multiple receipt images at once.

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



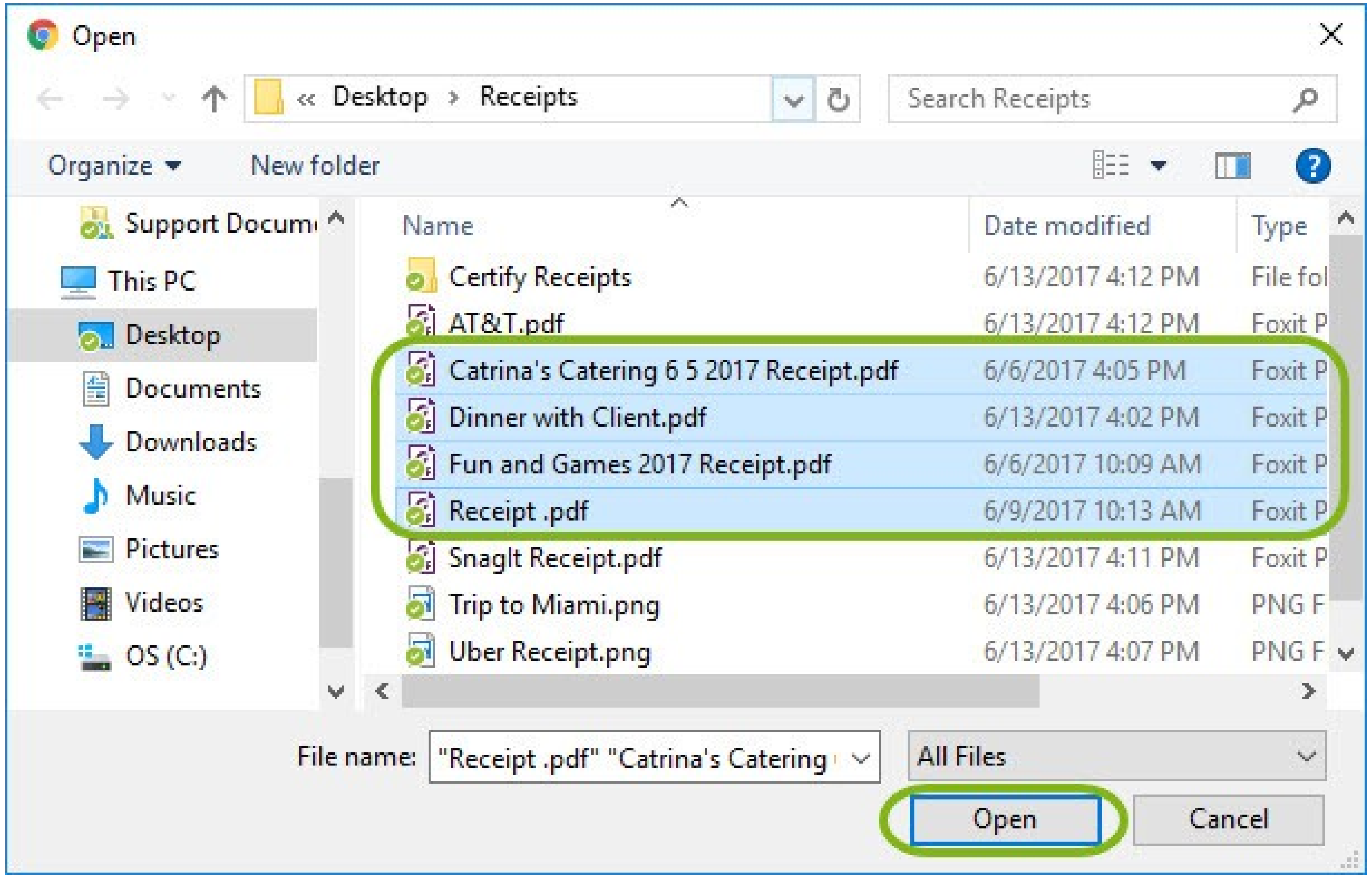
Add Receipts - Upload

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



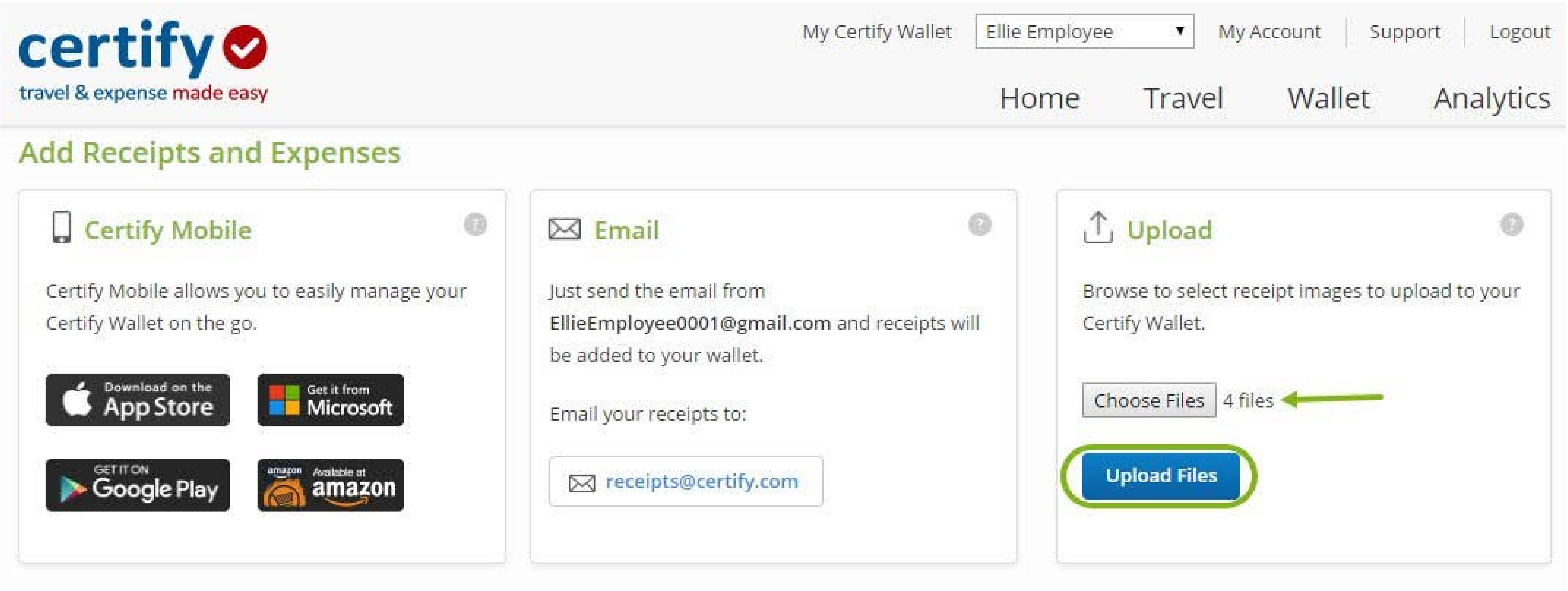
Add Receipts - Upload

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

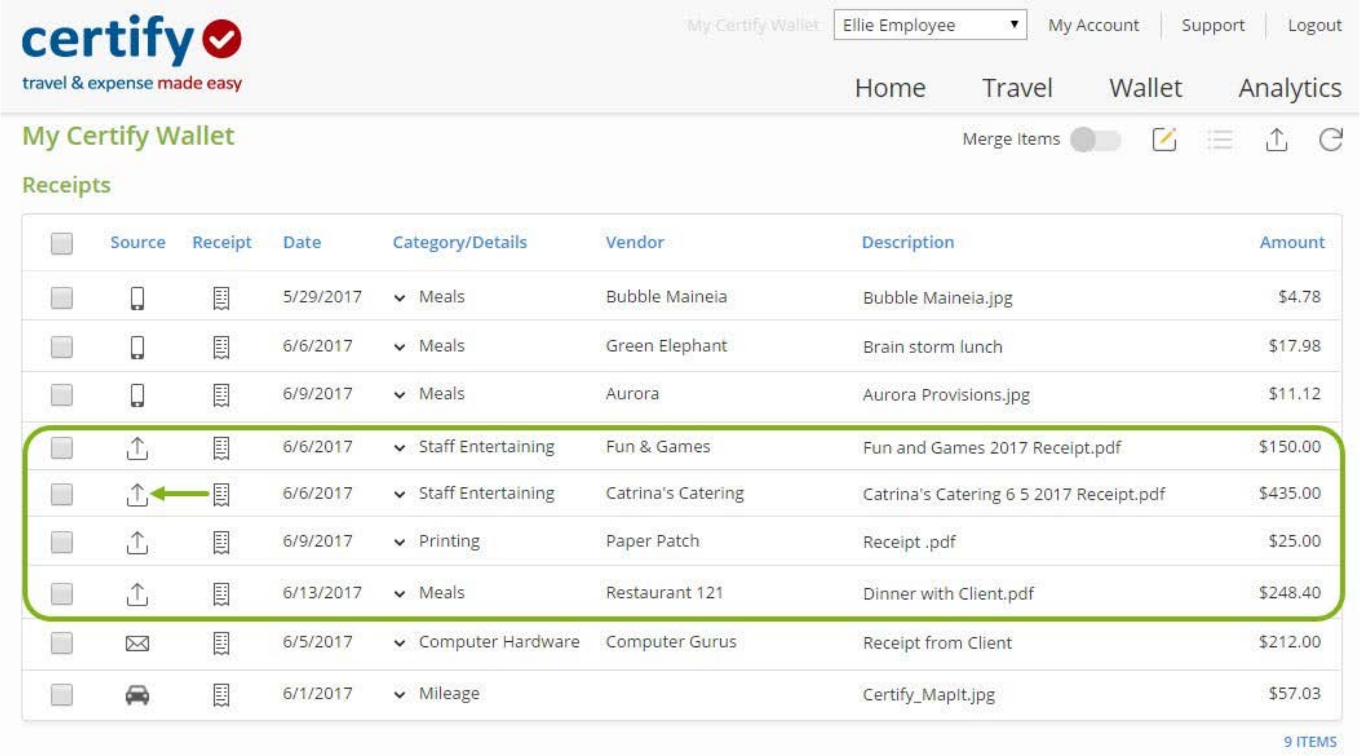
Step 4: The number of receipt images selected is indicated next to Choose Files. Click Upload Files to add the receipt images to your My Certify Wallet.



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.

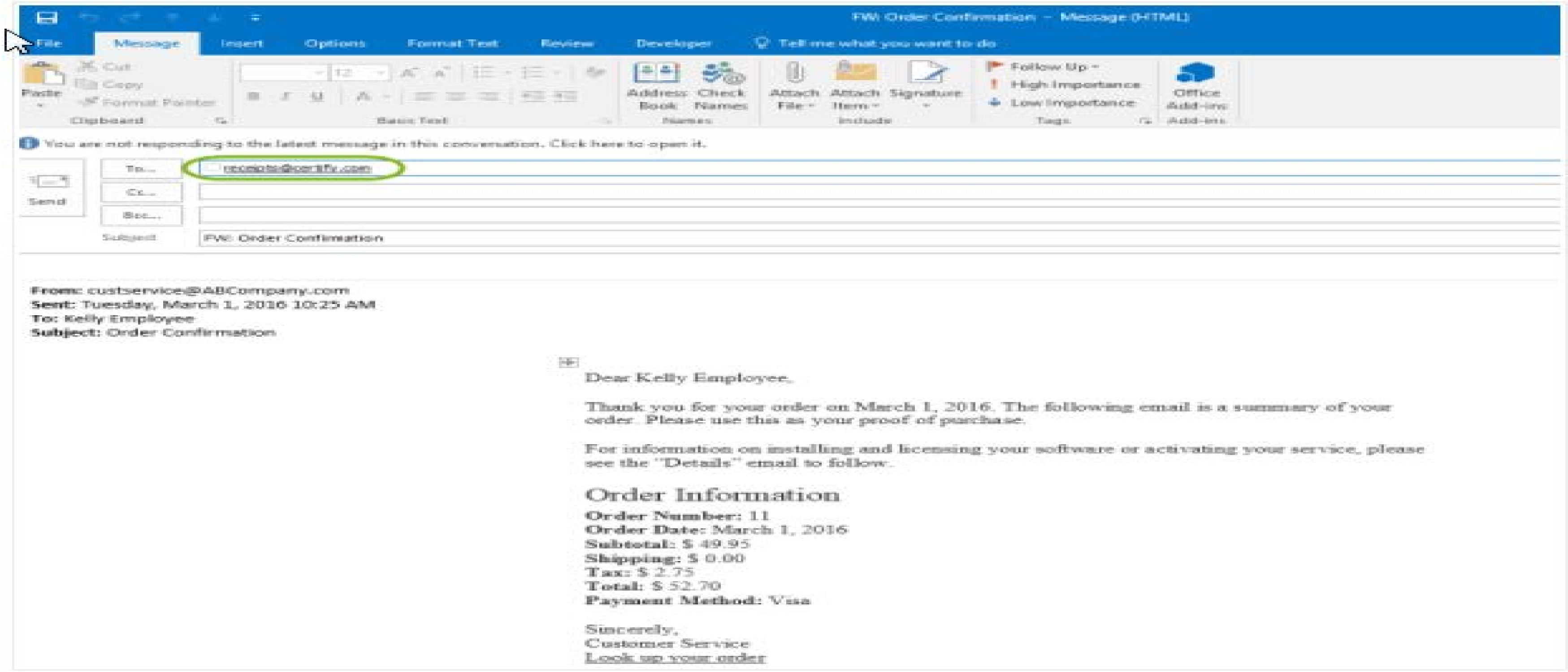
The **Upload** feature uses Receipt Parse, which scans the receipt image and can pre-populate the Vendor, Category/Details and Amount fields for you. If you need to make additions or edits to those fields, you can manually change them using the **Edit Item** button.



Add Receipts – Emailing

- **Emailing Receipts**

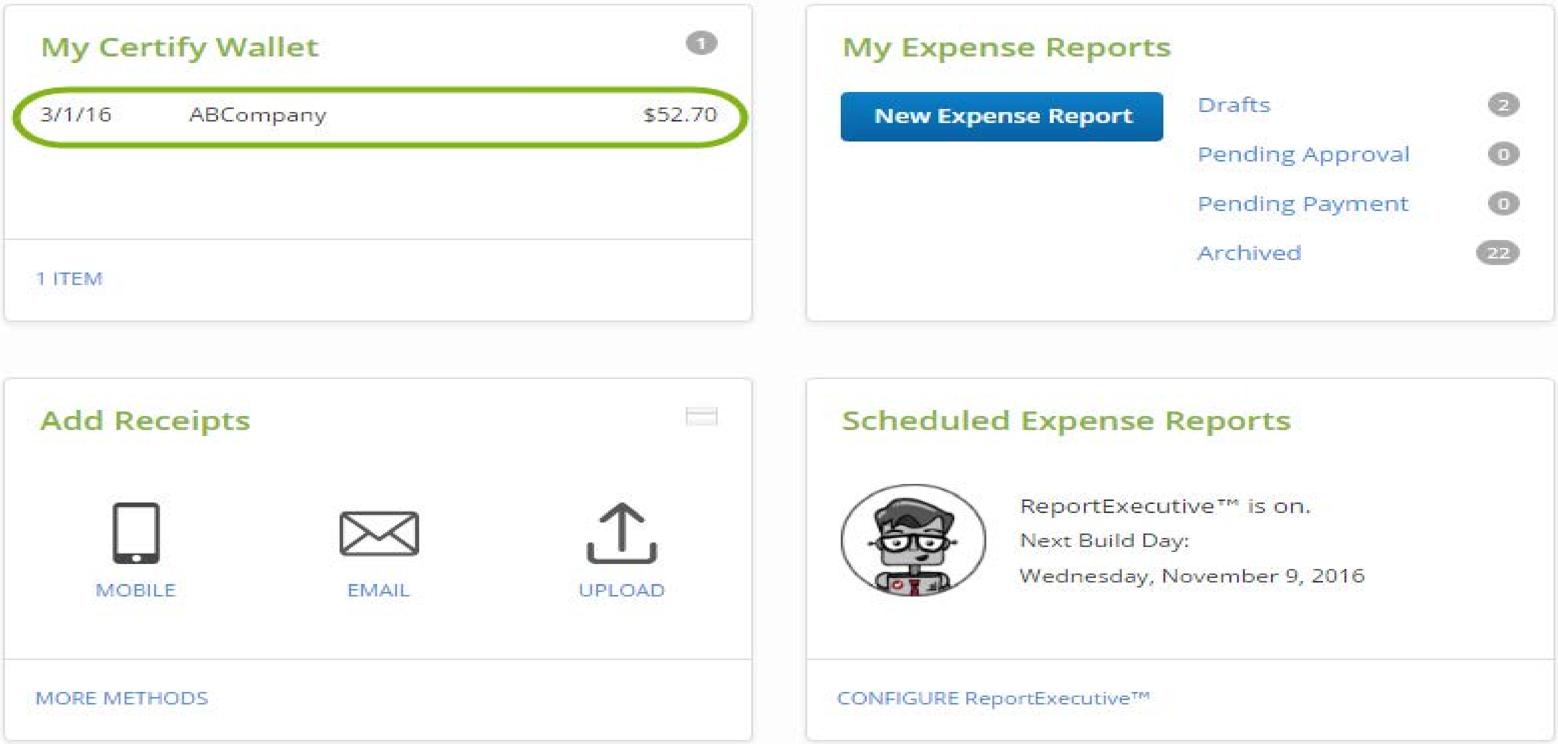
Step 1: Using your CI Email (not your personal email), in the To field, enter receipts@certify.com. Then in the subject line, enter the receipt name.



Add Receipts - Emailing

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.

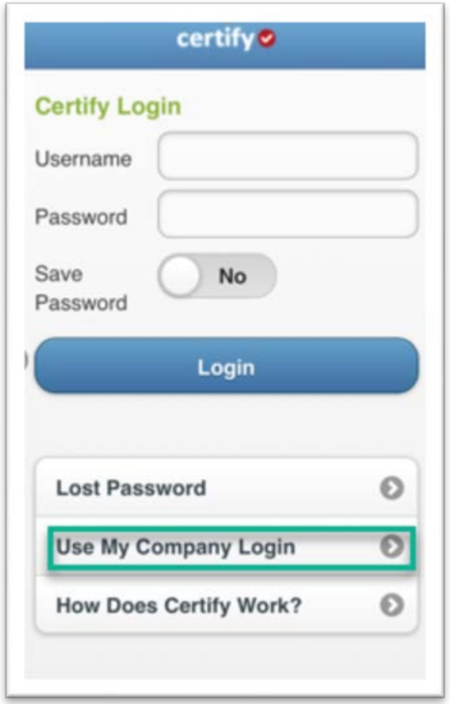


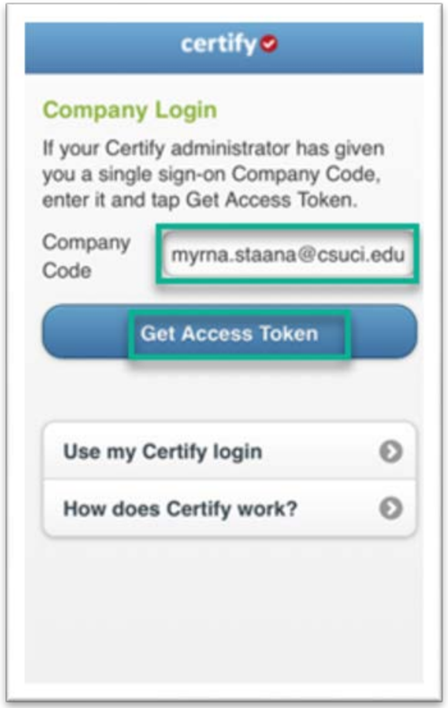
Add Receipts – Certify Mobile

- **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.

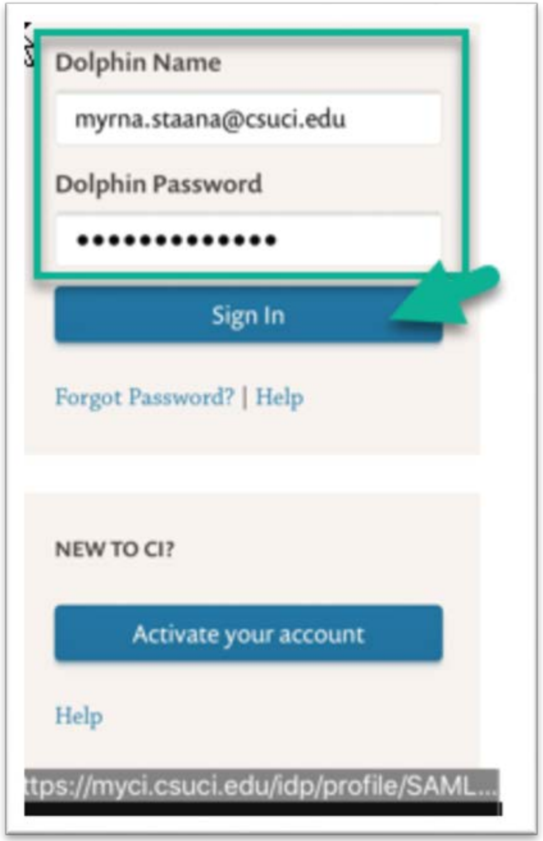
Step 1: Open the Certify Mobile app on your mobile device. Tap **Use My Company Login**. Type your **CI email address** under **Company Code**. Tap **Get Access Token**

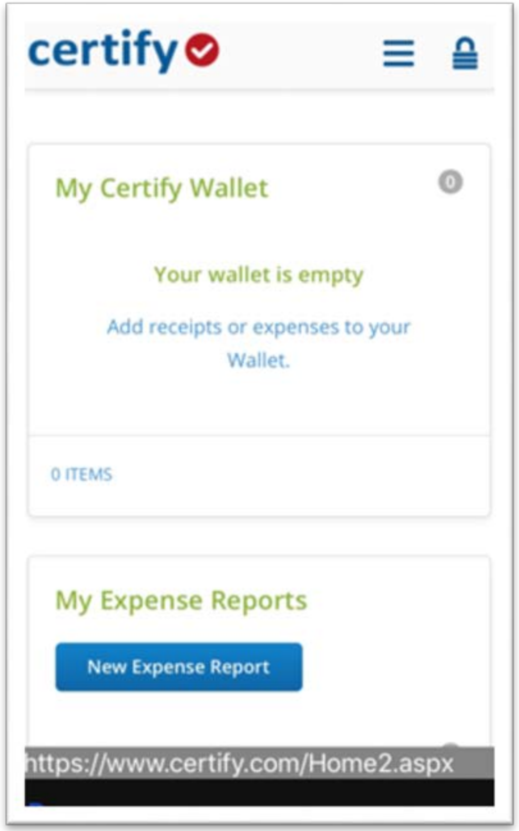




Add Receipts – Certify Mobile

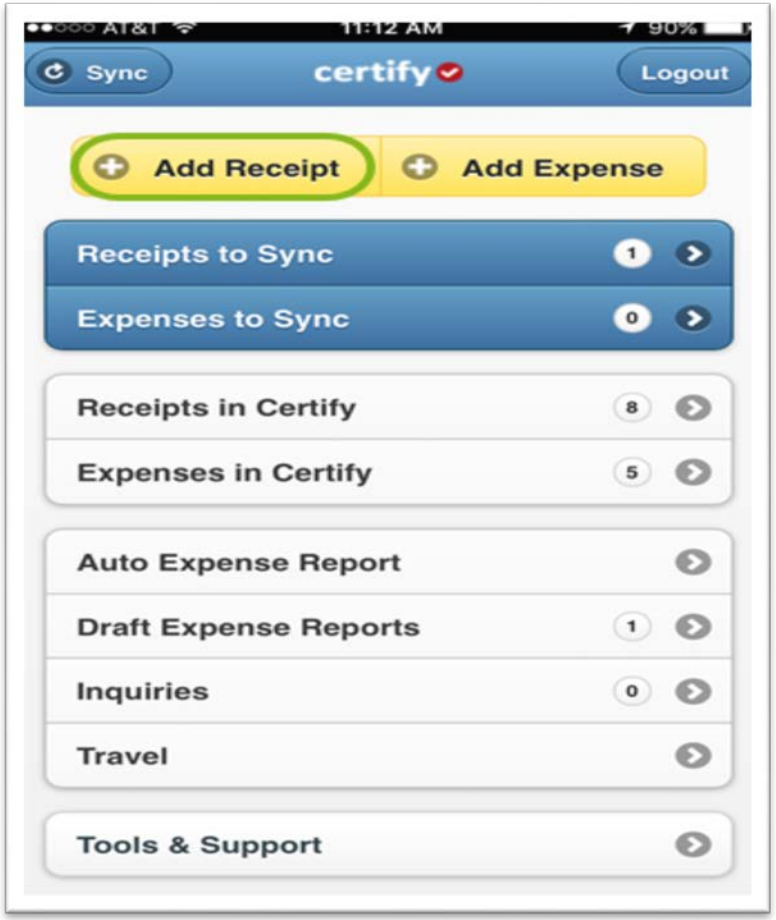
Step 2: Sign-in to your CI login account. The next screen will bring you to your Certify mobile home screen.





Add Receipts –Certify Mobile

Step 2: 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

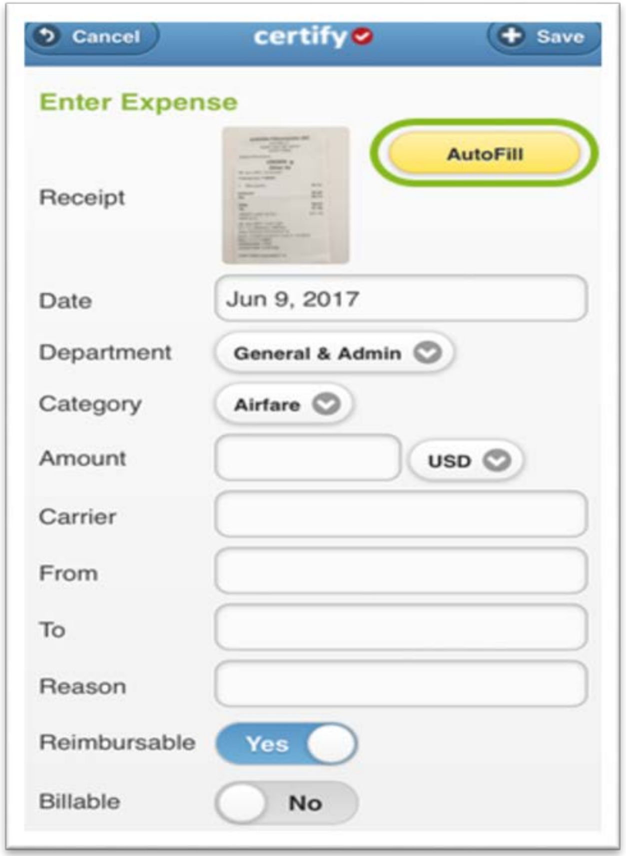
Step 4: Open the camera screen. Hold your camera 6 to 12 inches away and focus the camera screen on your receipt. Make sure the receipt fills the screen. Once the receipt looks clear and centered, tap the Photo button to capture the receipt image.

Add Receipts –Certify Mobile

Step 5: On the next screen, tap **Use Photo** to save the receipt image.

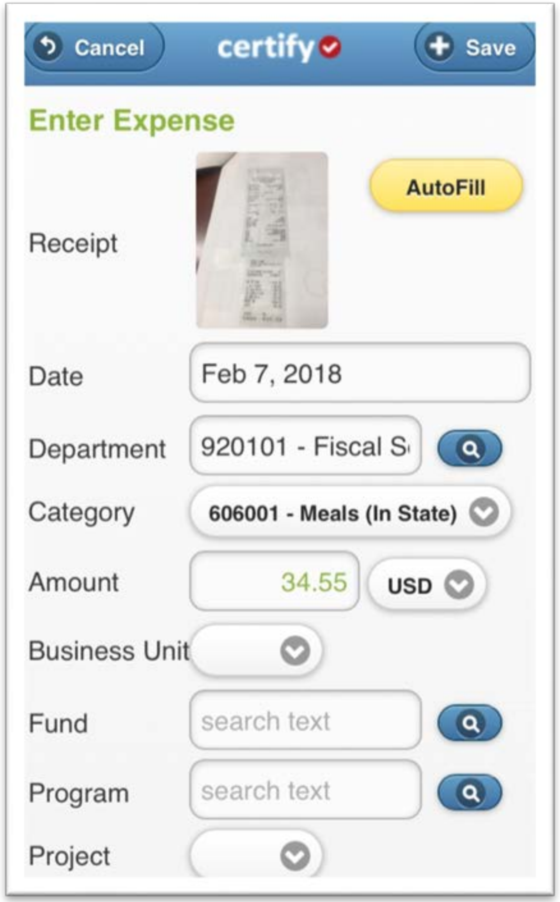
Add Receipts –Certify Mobile

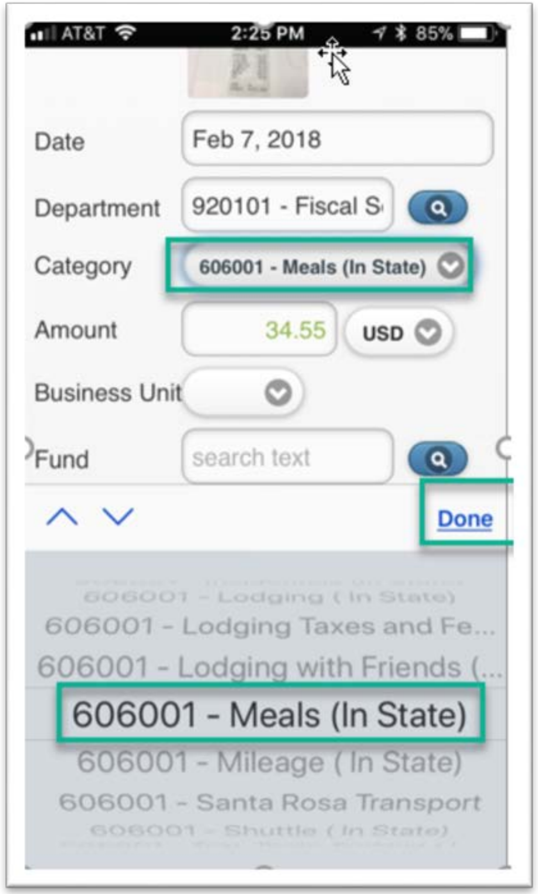
Step 6: On the next screen, tap **AutoFill** to scan the receipt image and populate the expense detail fields.



Add Receipts –Certify Mobile

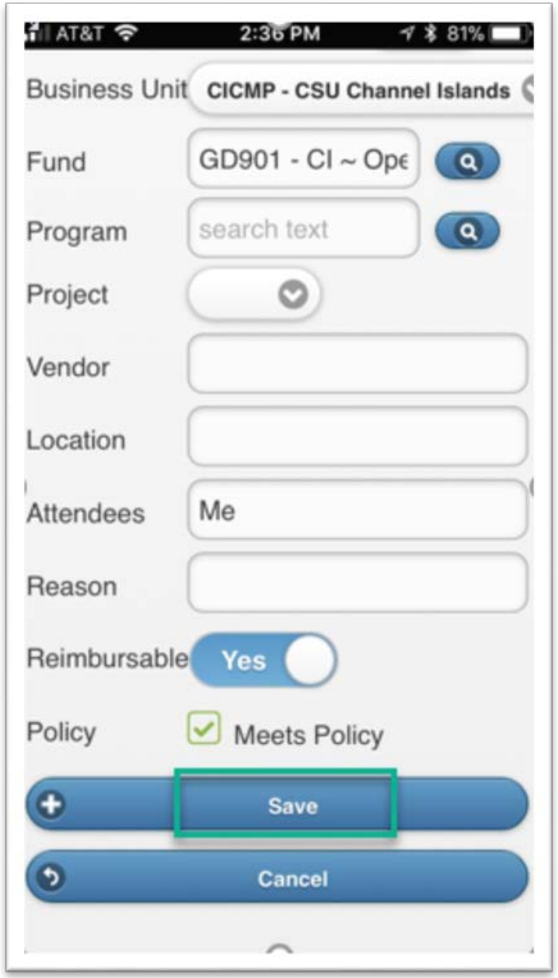
Step 7a: If needed, make edits to the expense data by tapping the field you want to edit, click **arrow (v)** by entering Category/Fund/Project etc. To finish tap **Done**.





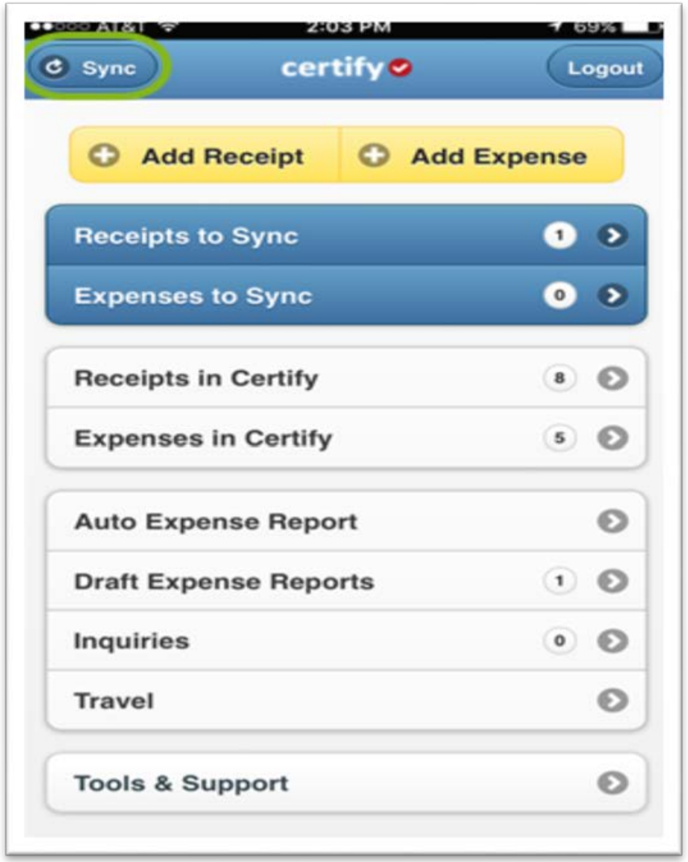
Add Receipts –Certify Mobile

Step 7b: Tap **Save** to finish.



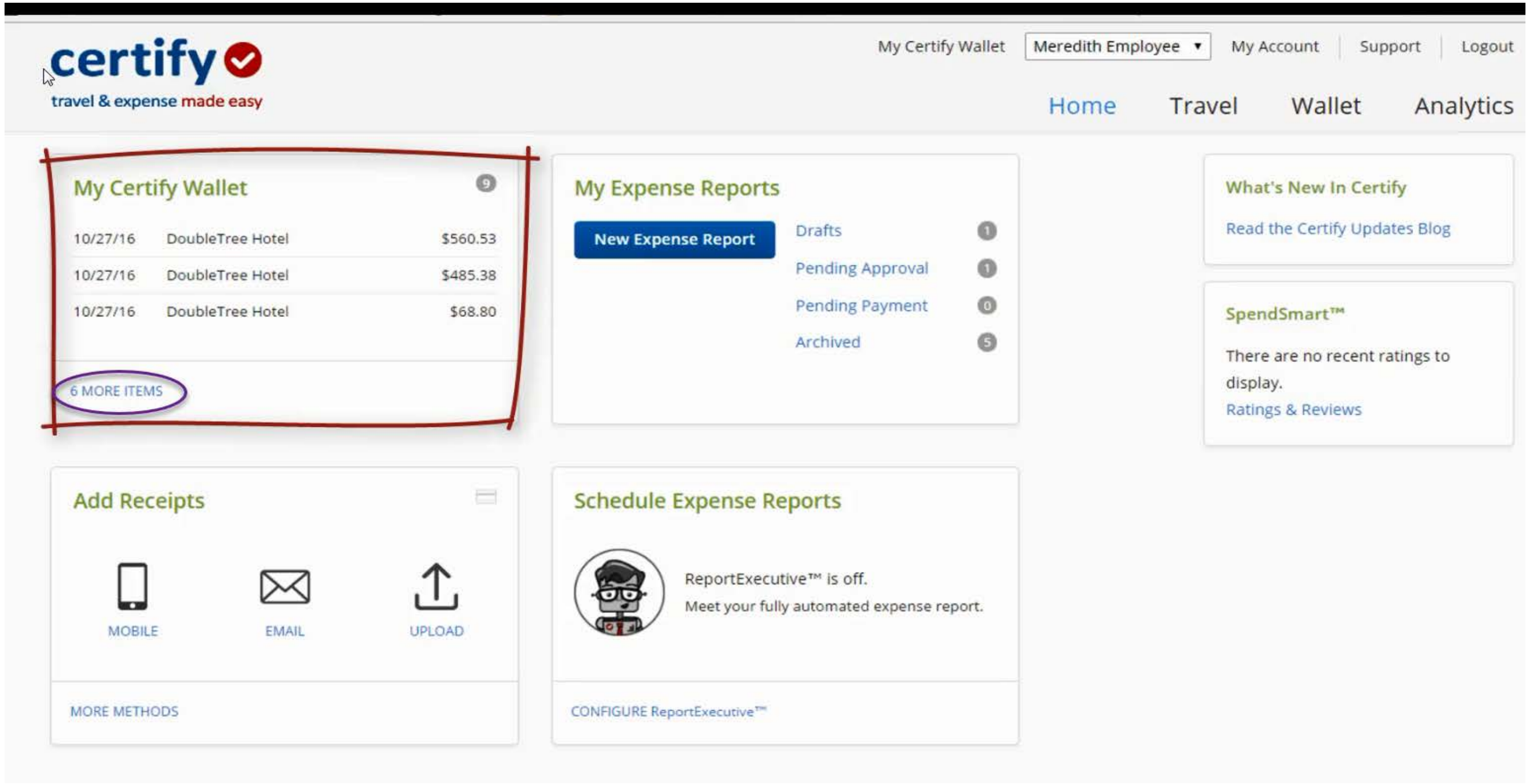
Add Receipts –Certify Mobile

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



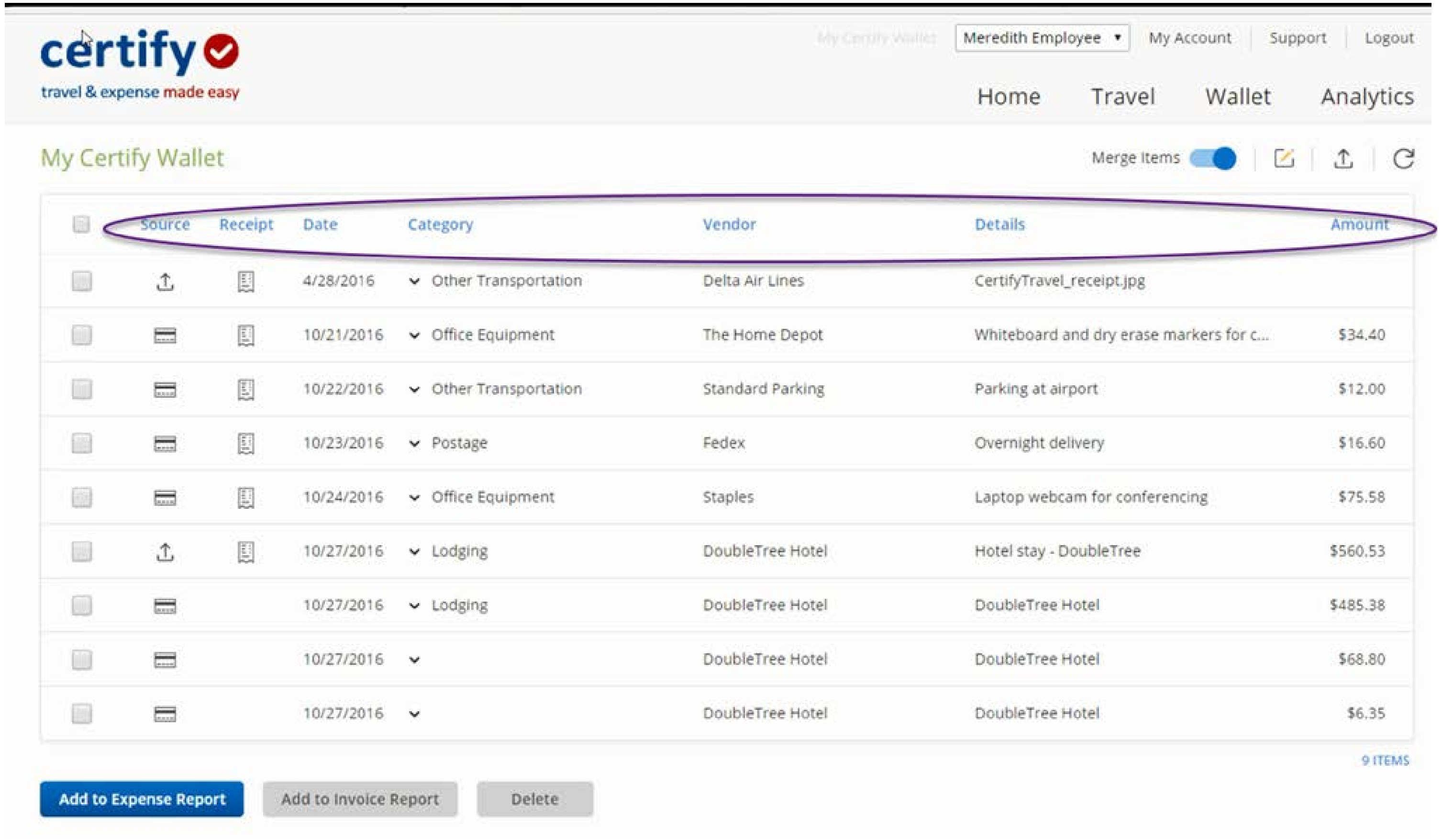
Certify Wallet

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.**



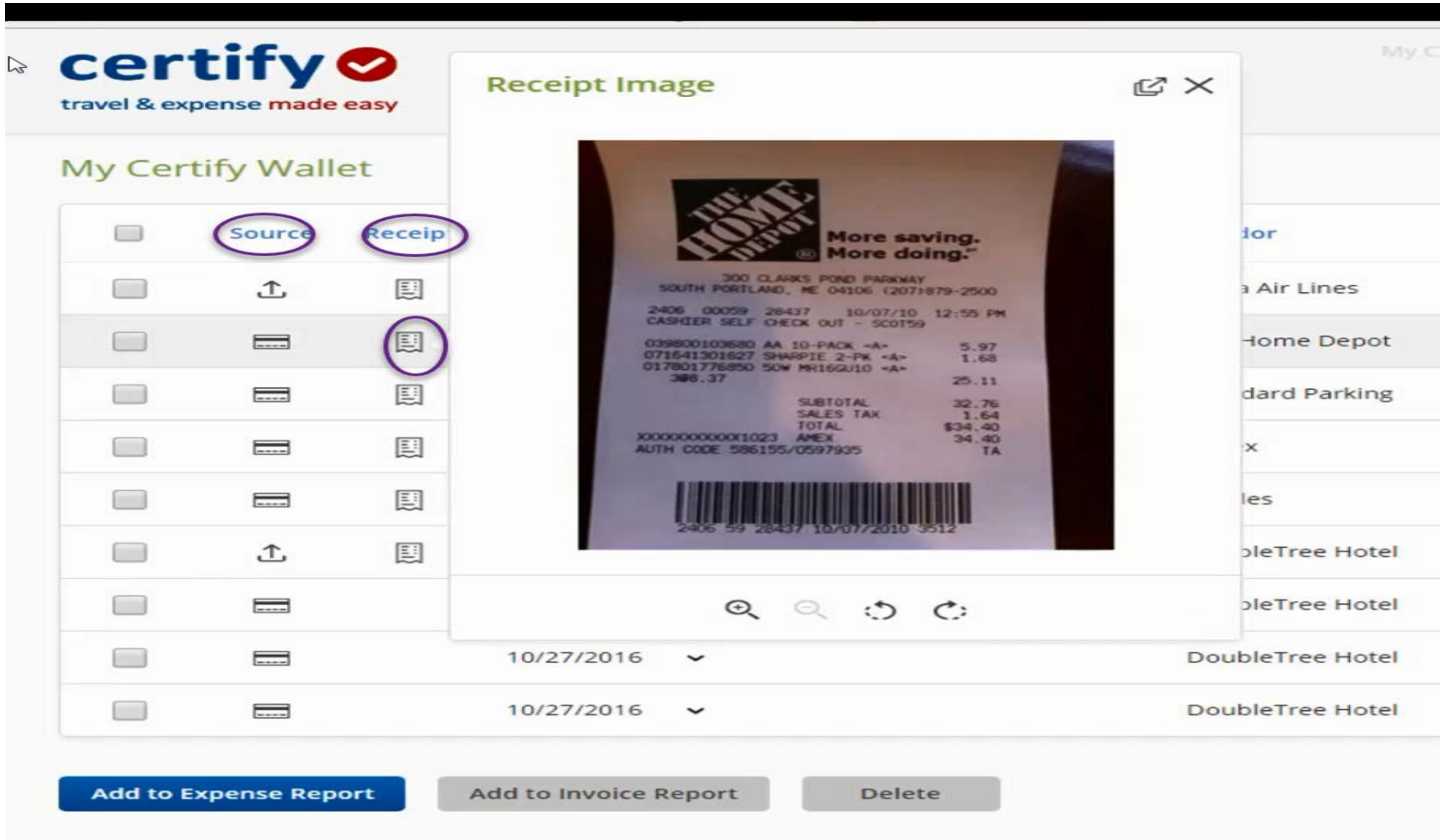
Certify Wallet

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**.



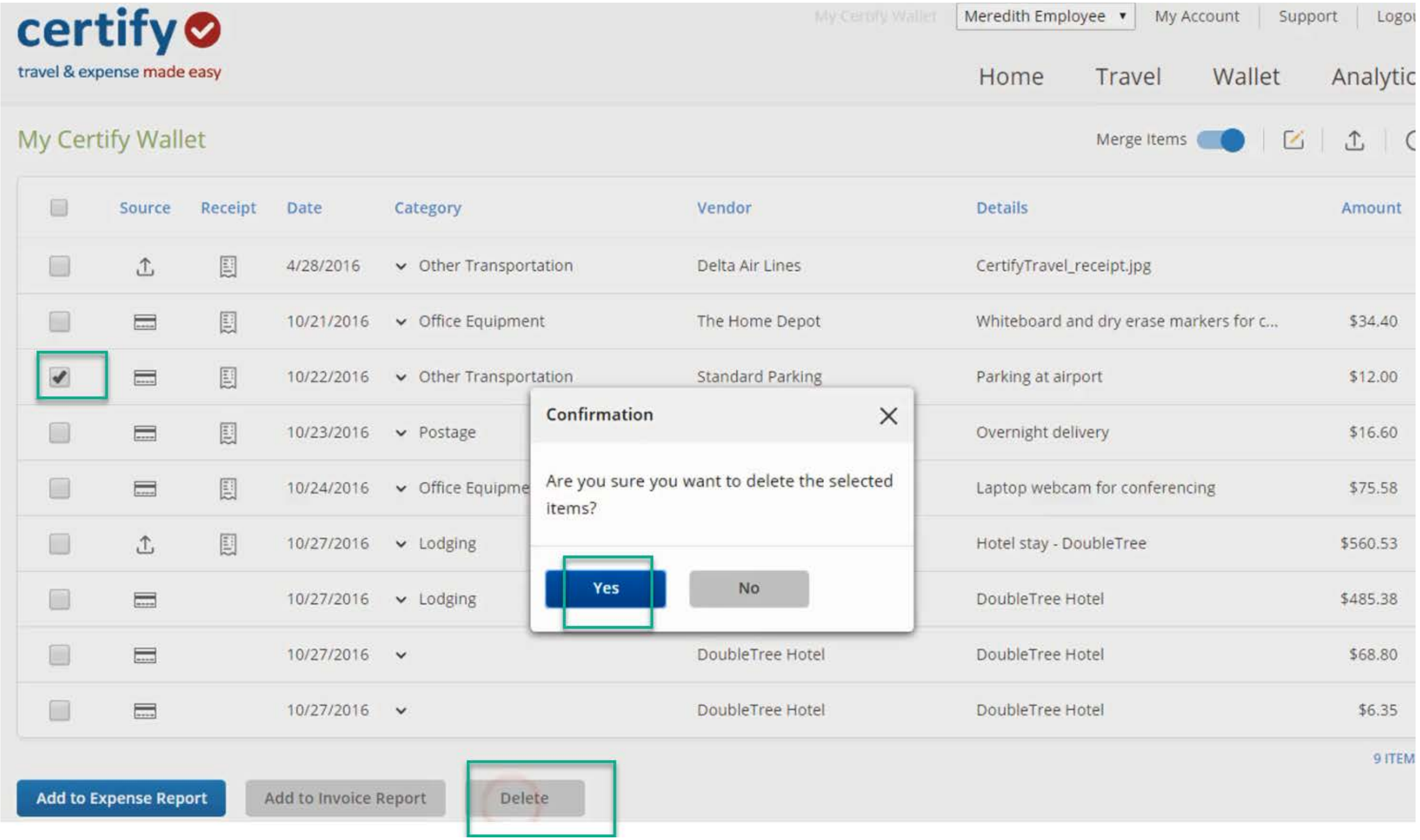
Certify Wallet

The **Source** column shows how these receipts enter your wallet. To view the receipt image, click the **view icon**.



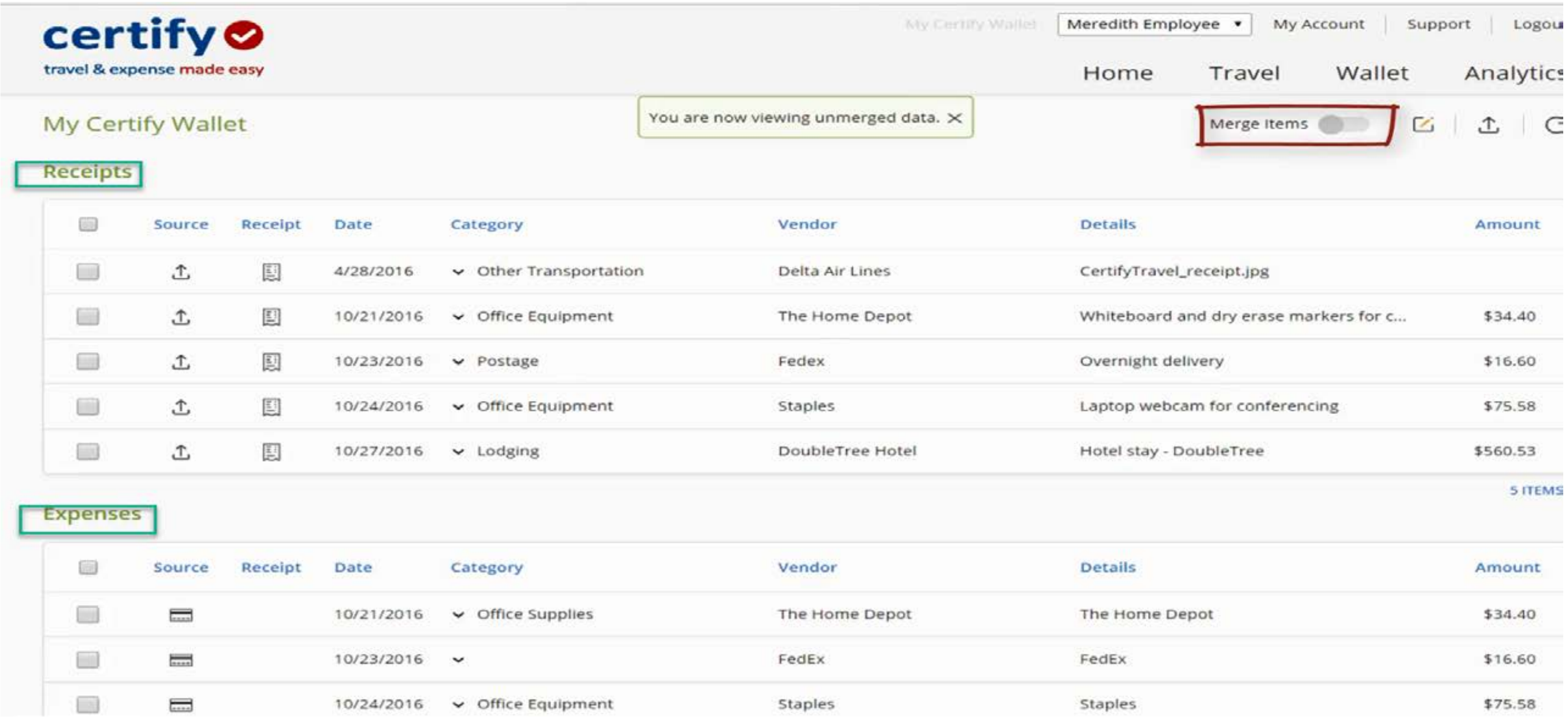
Certify Wallet

To delete receipts and expenses, select the item. Confirmation box will appear. Click **Yes** and then, click **Delete**.



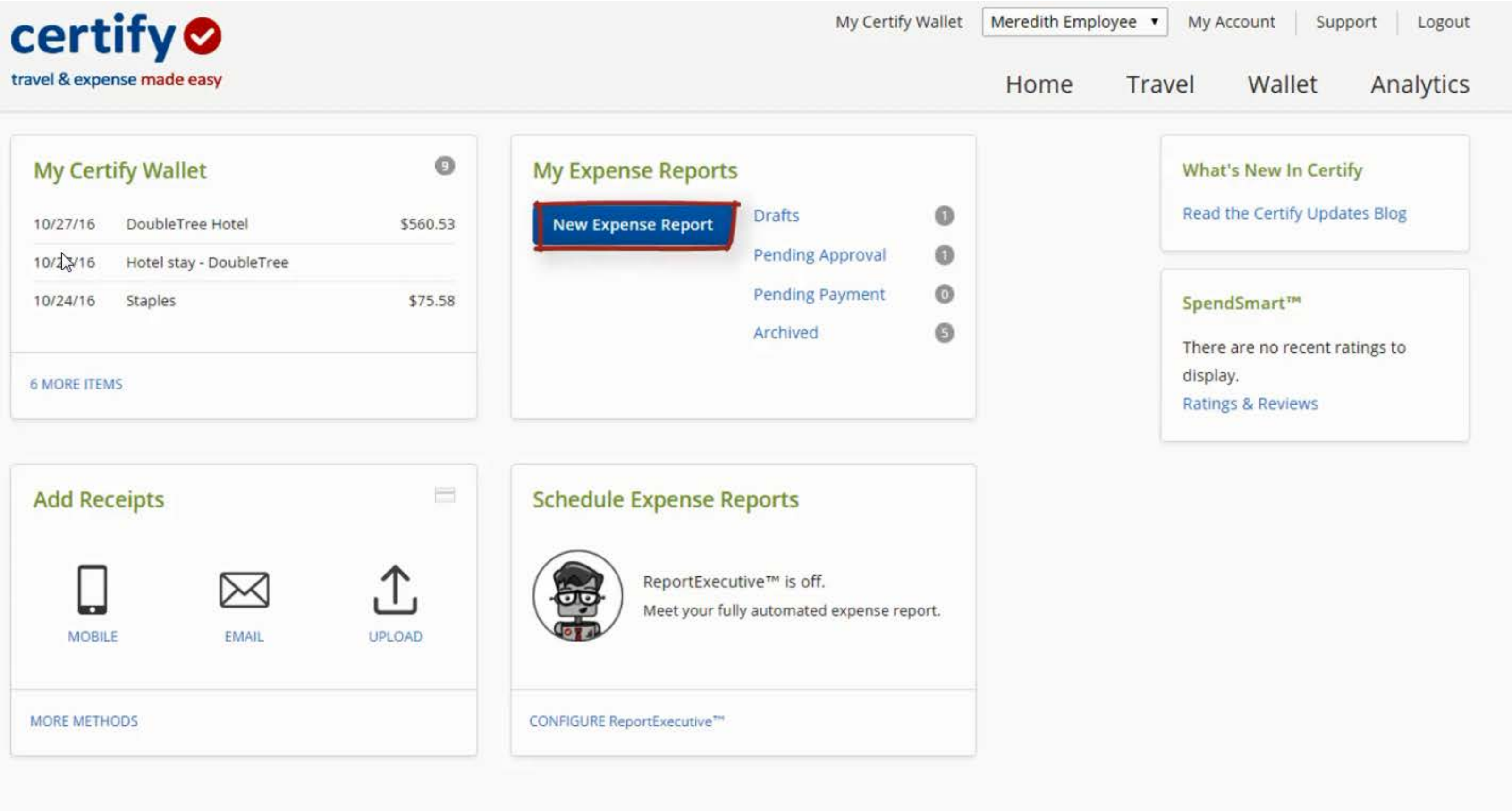
Certify Wallet

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

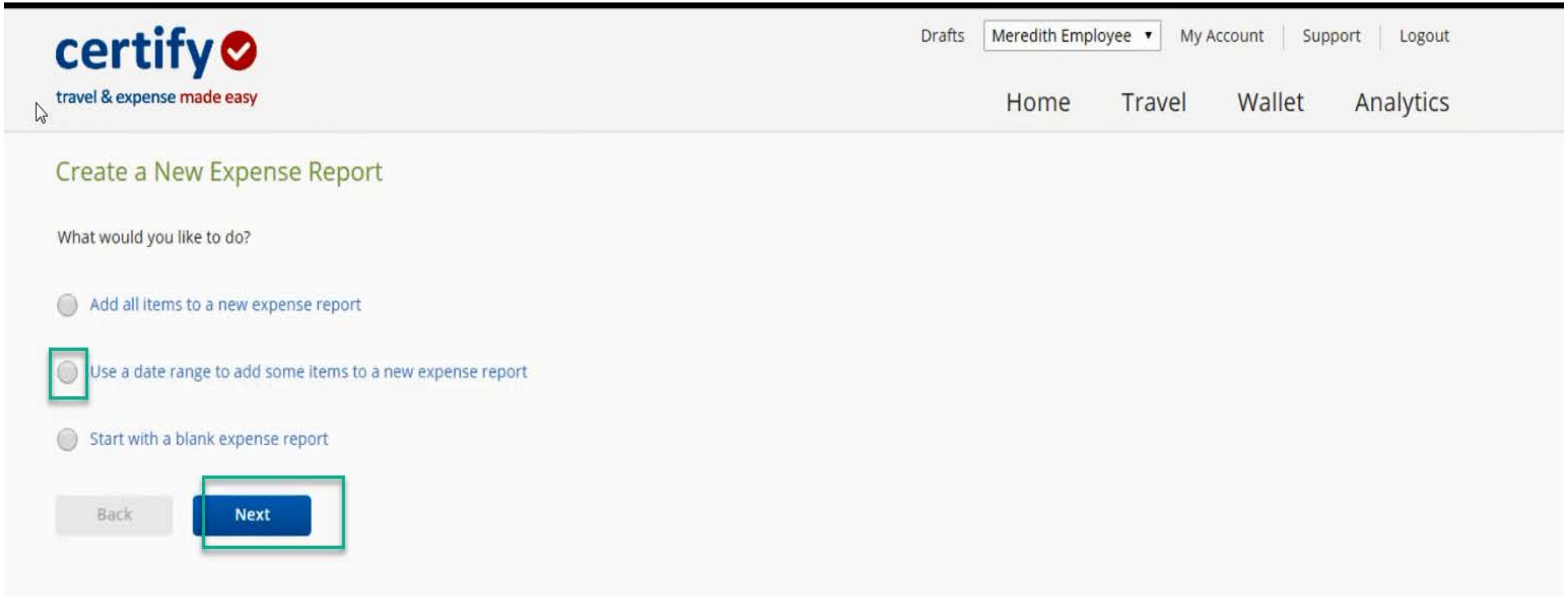
Now that you have added receipts and expenses, you are ready to create and submit expense report for approval. To get started, on your browser. Type in http://go.csuci.edu/travel you will be prompted to use your CSUCI credentials to sign in to Certify. Under **My Expense Reports**, click **New Expense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



Create and Submit Expense Reports

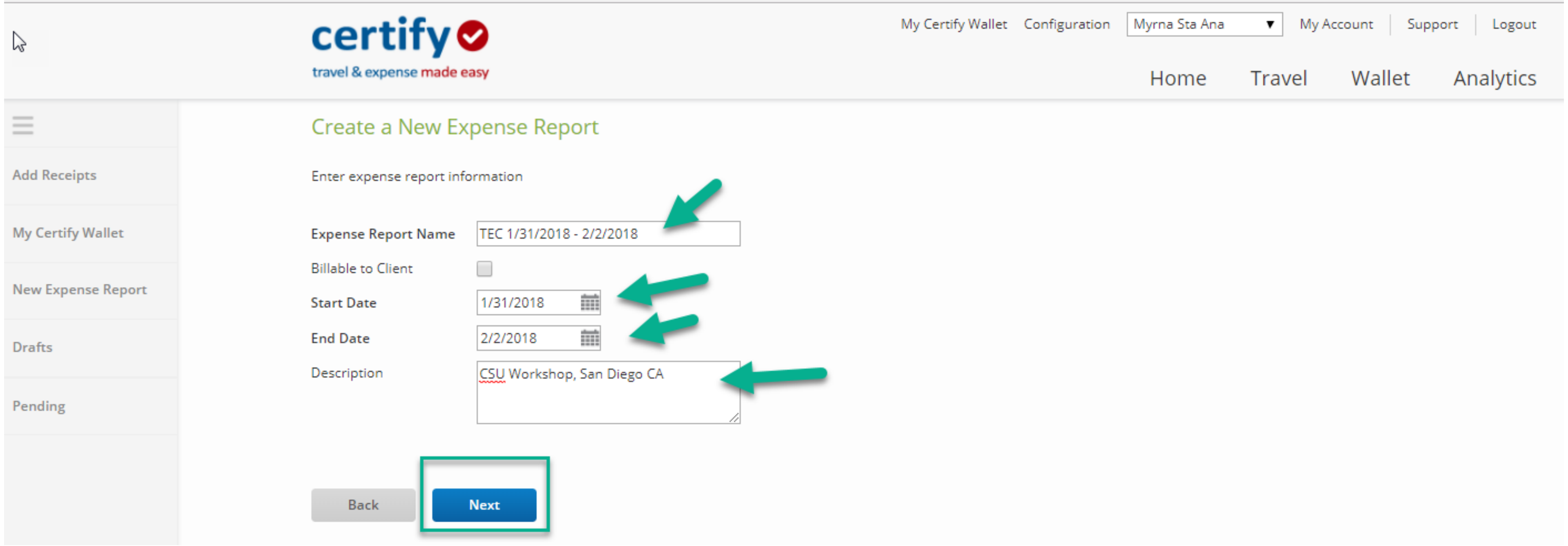
Select the item that you would like to do and then click **Next**.

- 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



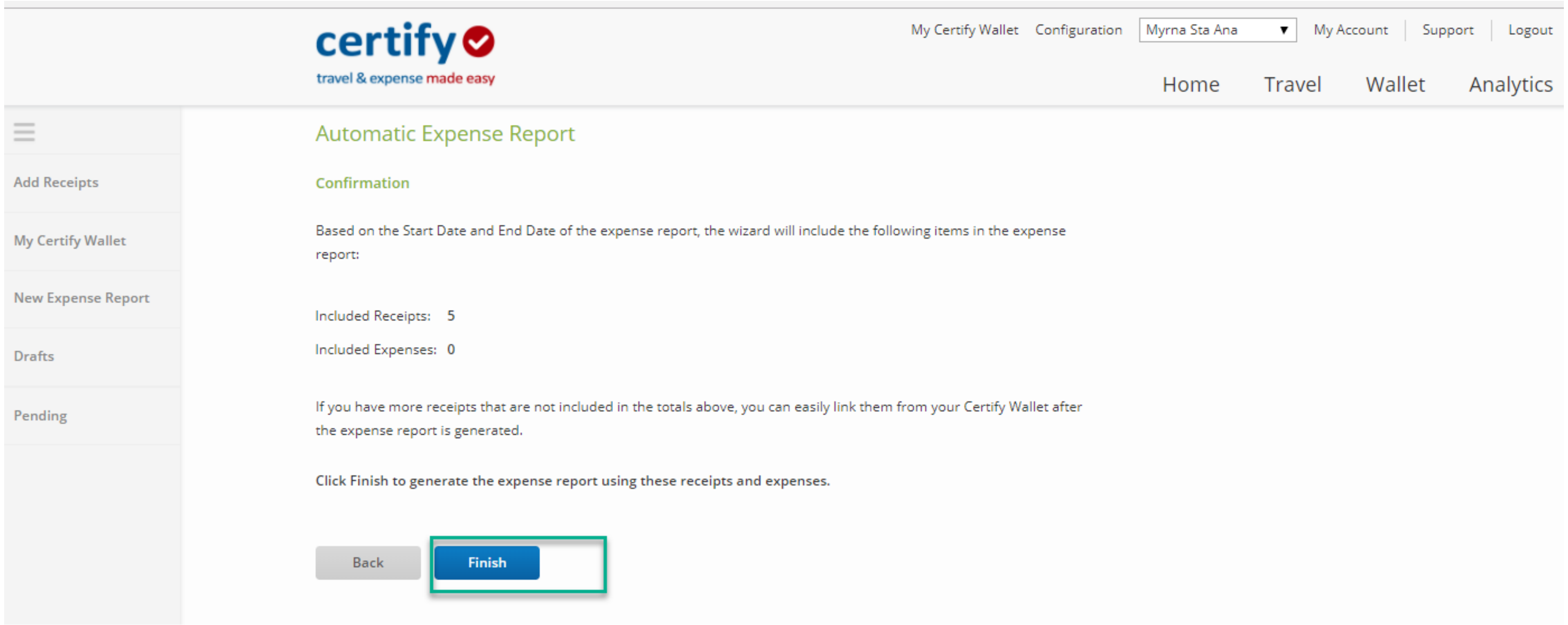
Create and Submit Expense Reports

- 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 = 1/31/2018 and 2/2/2018
- Description = CSU Workshop, San Diego CA



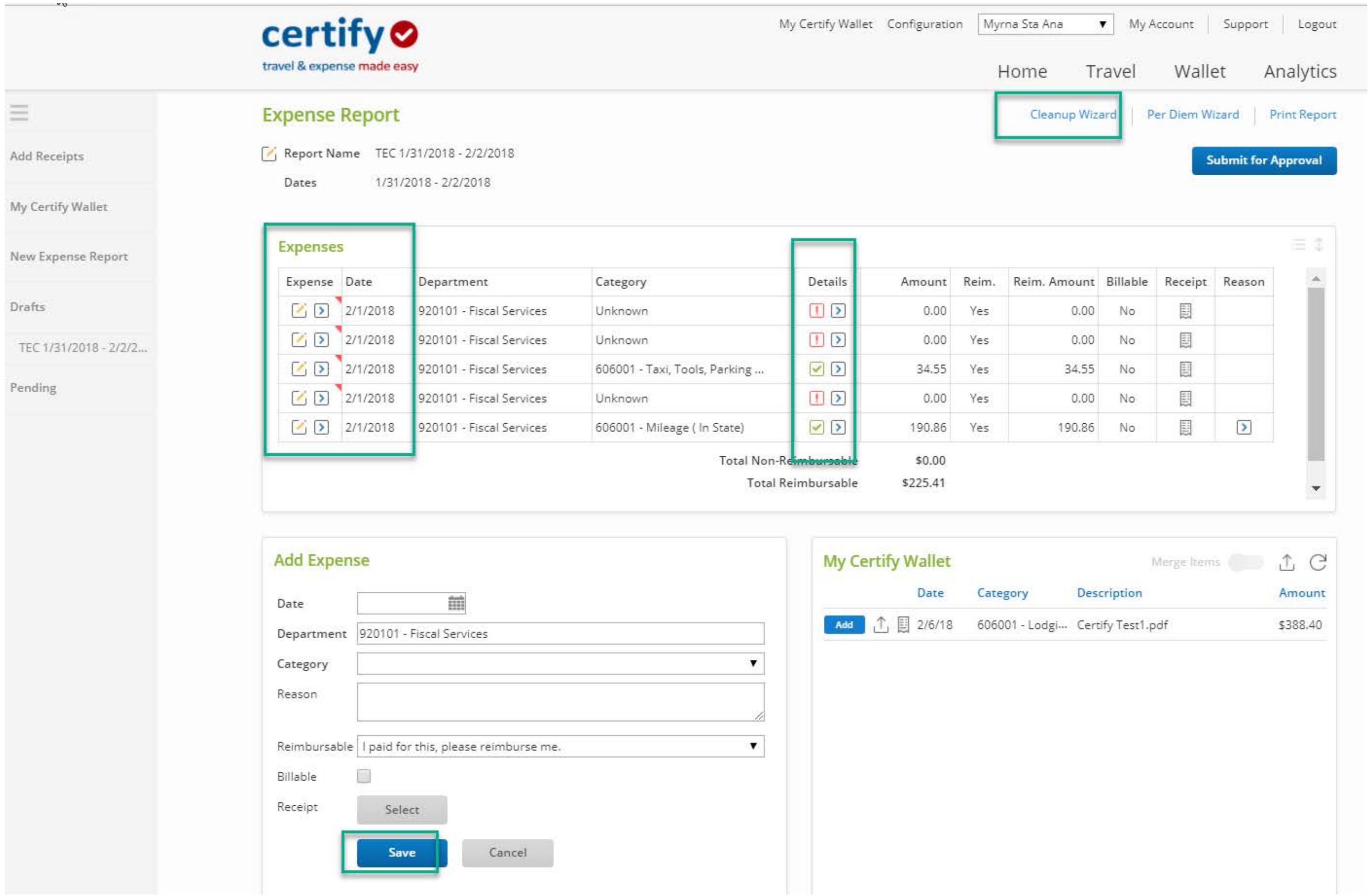
Create and Submit Expense Reports

Click **Finish** to create the expense report



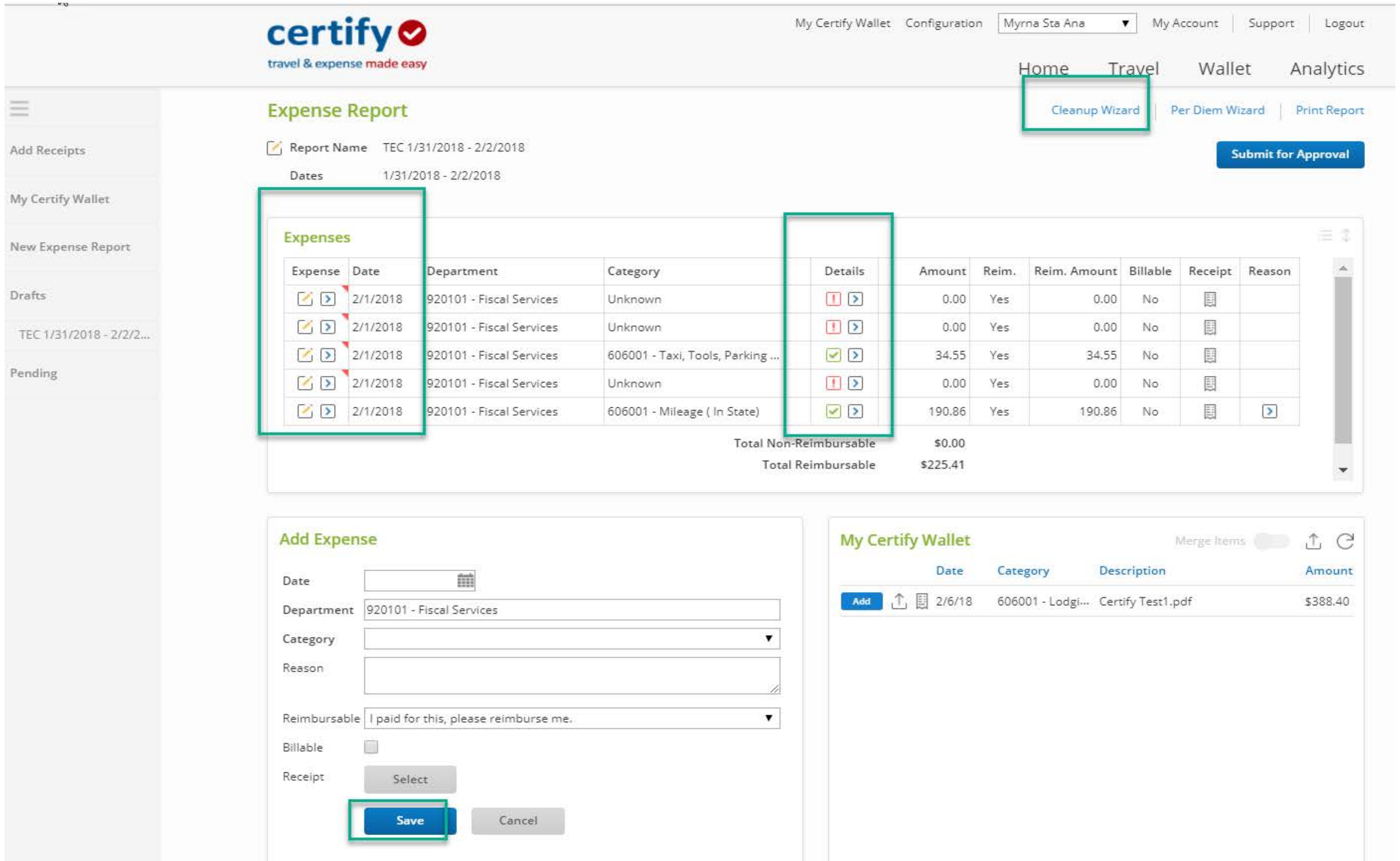
Create and Submit Expense Reports

All receipts and expenses in your wallet will be added to your expense report.



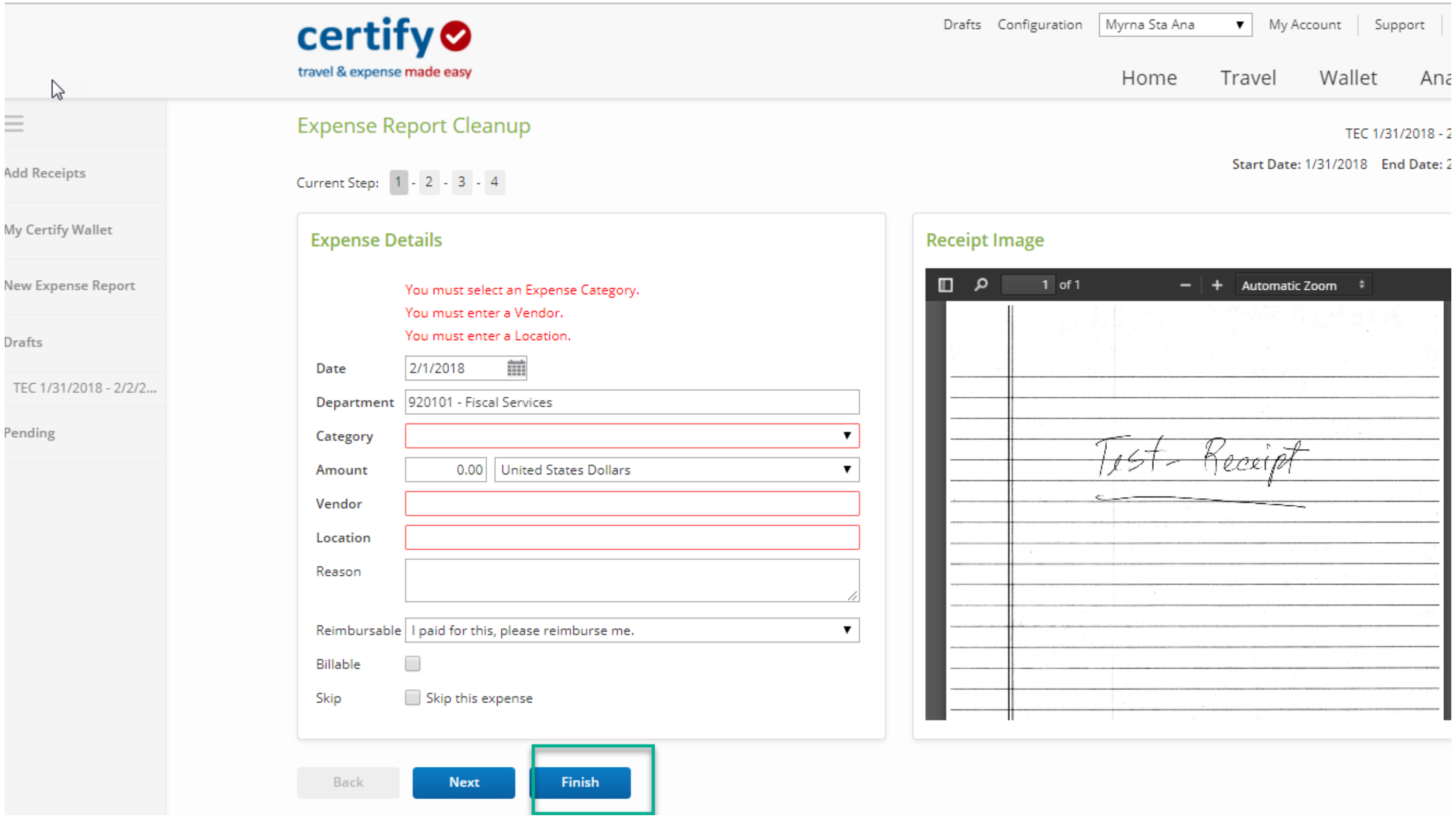
Create and Submit Expense Reports

Expenses with a **Red Flags** are items that need attention. Click the **Cleanup Wizard** to edit those expenses.



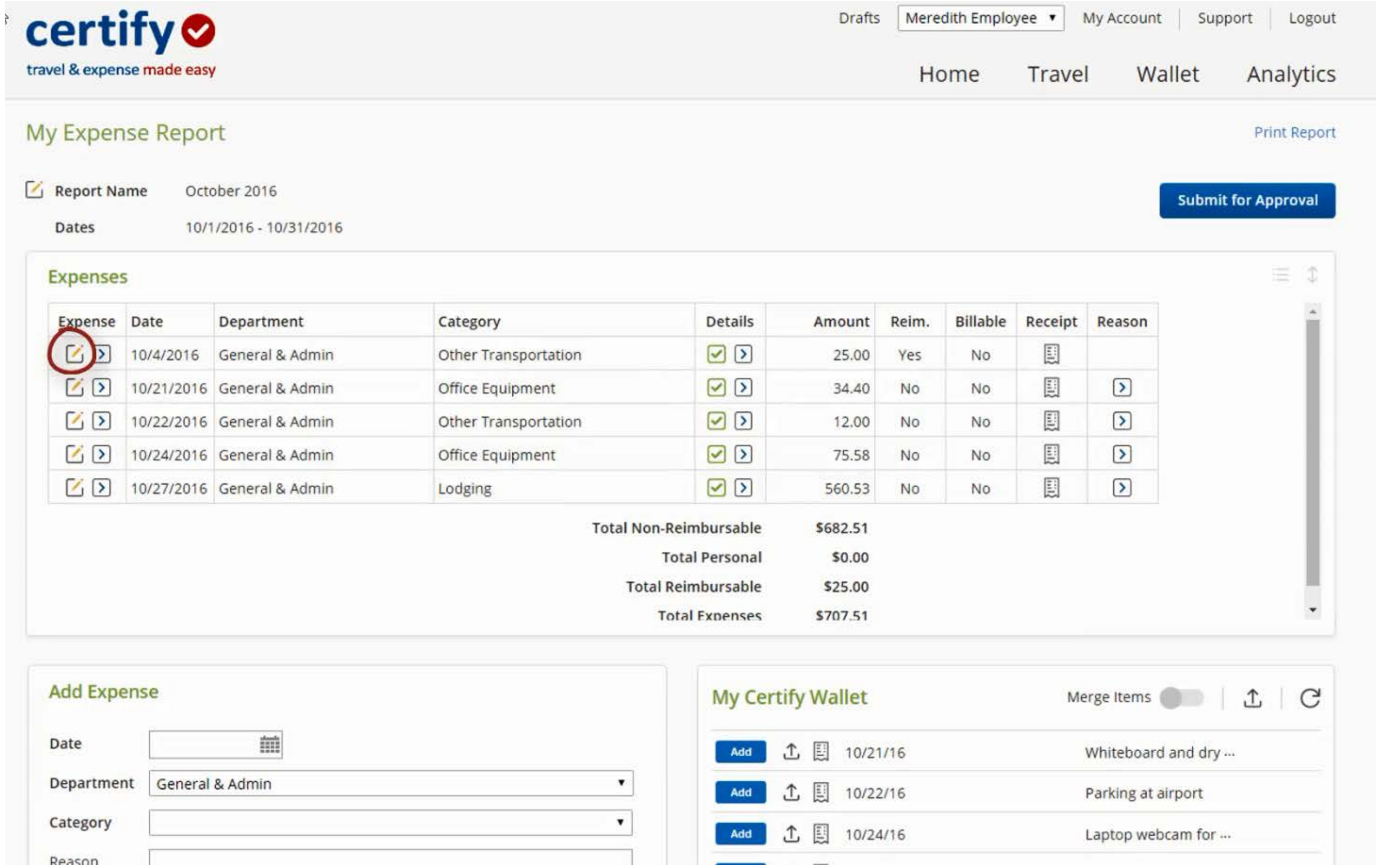
Create and Submit Expense Reports

Once the **Cleanup Wizard** is selected follow the instructions in Red and clear all Red items. Click **Finish** when done.



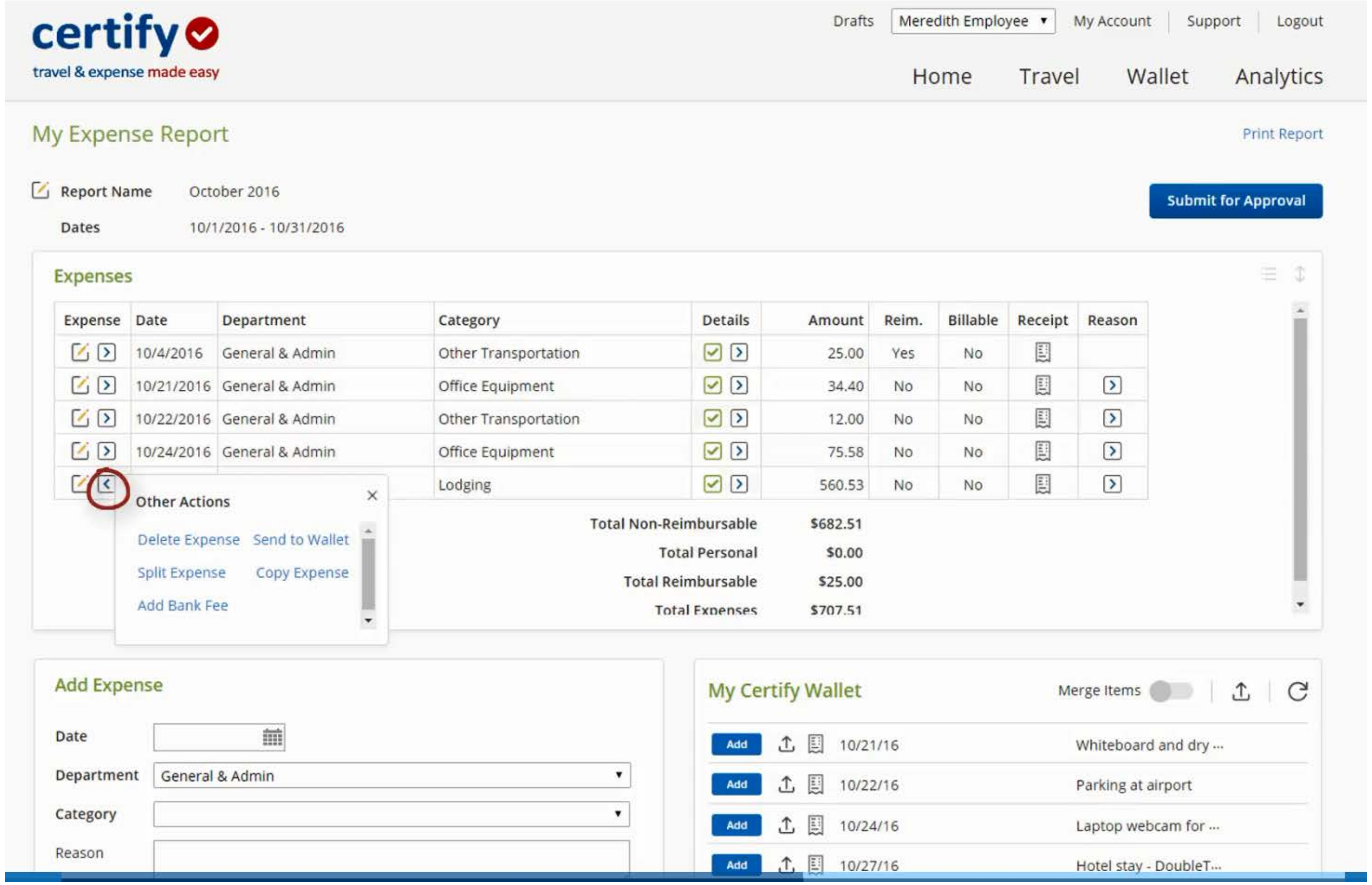
Create and Submit Expense Reports

To **Edit** an expense, click on the edit icon (pencil) next to the expense line .



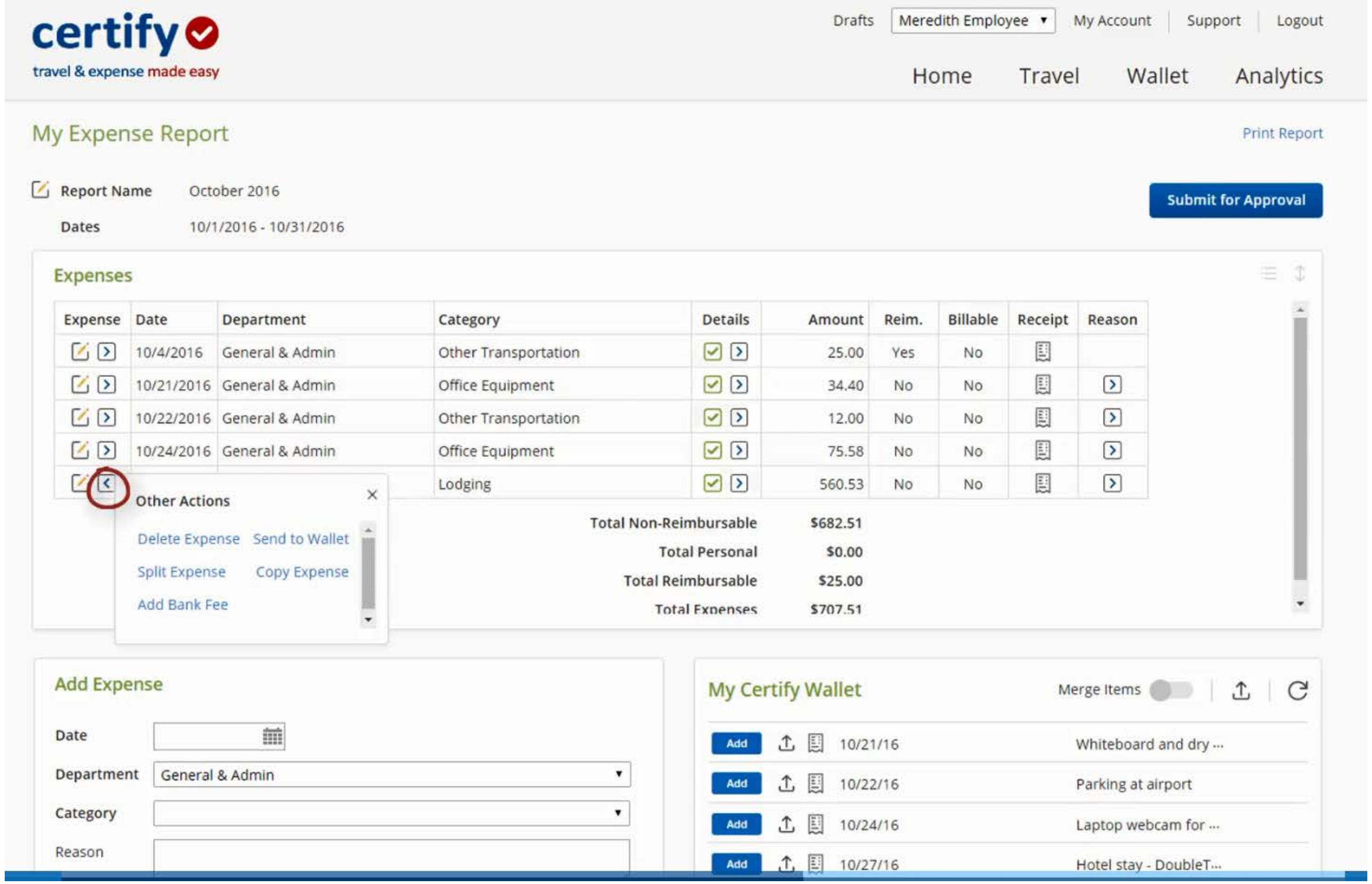
Create and Submit Expense Reports

For **Other Actions**, like **Splitting** or **Deleting** an expense, click the arrow on the **Other Actions** (<).



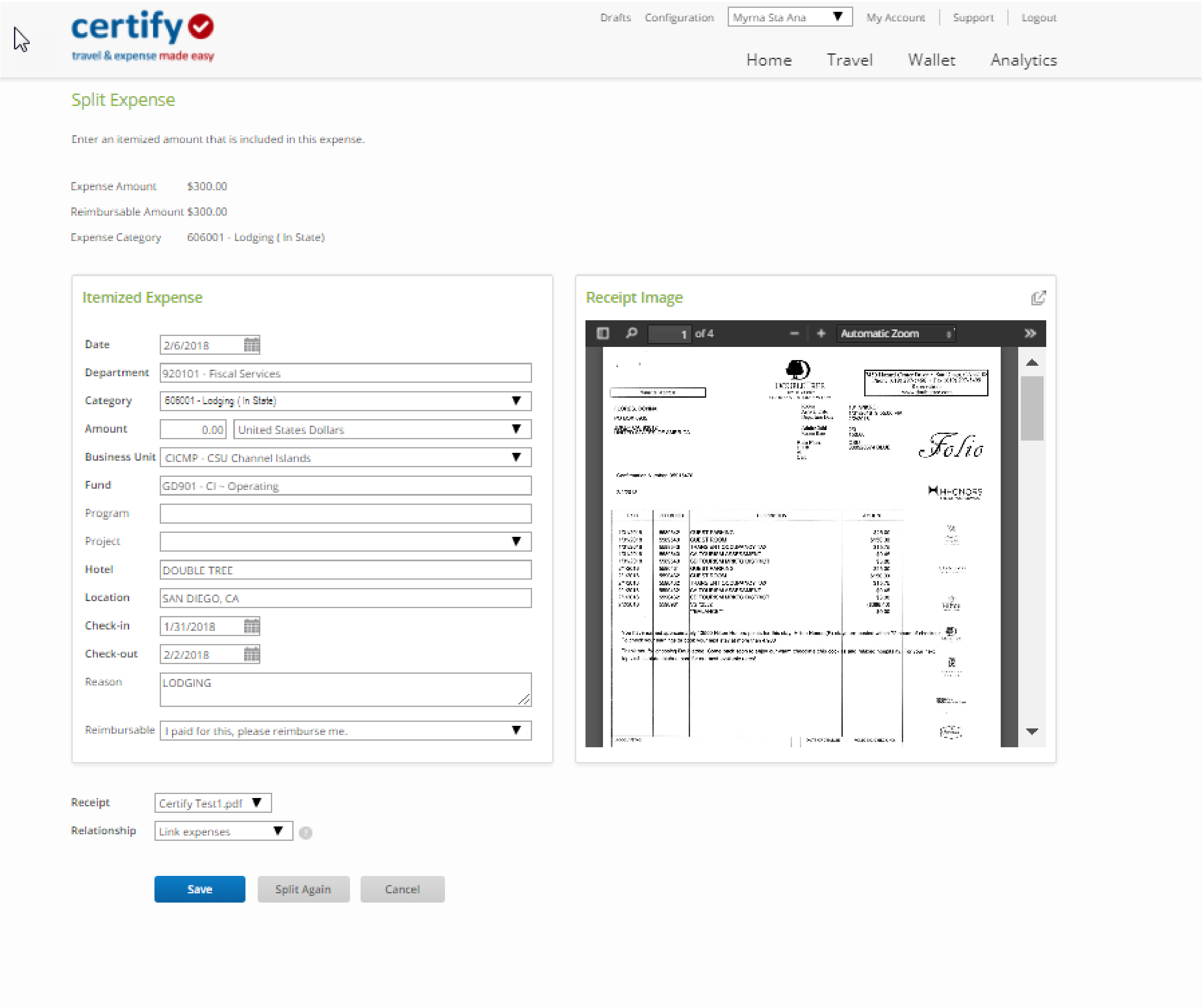
Create and Submit Expense Reports

Splitting the expense will allow you to create extra expense lines with one receipt.



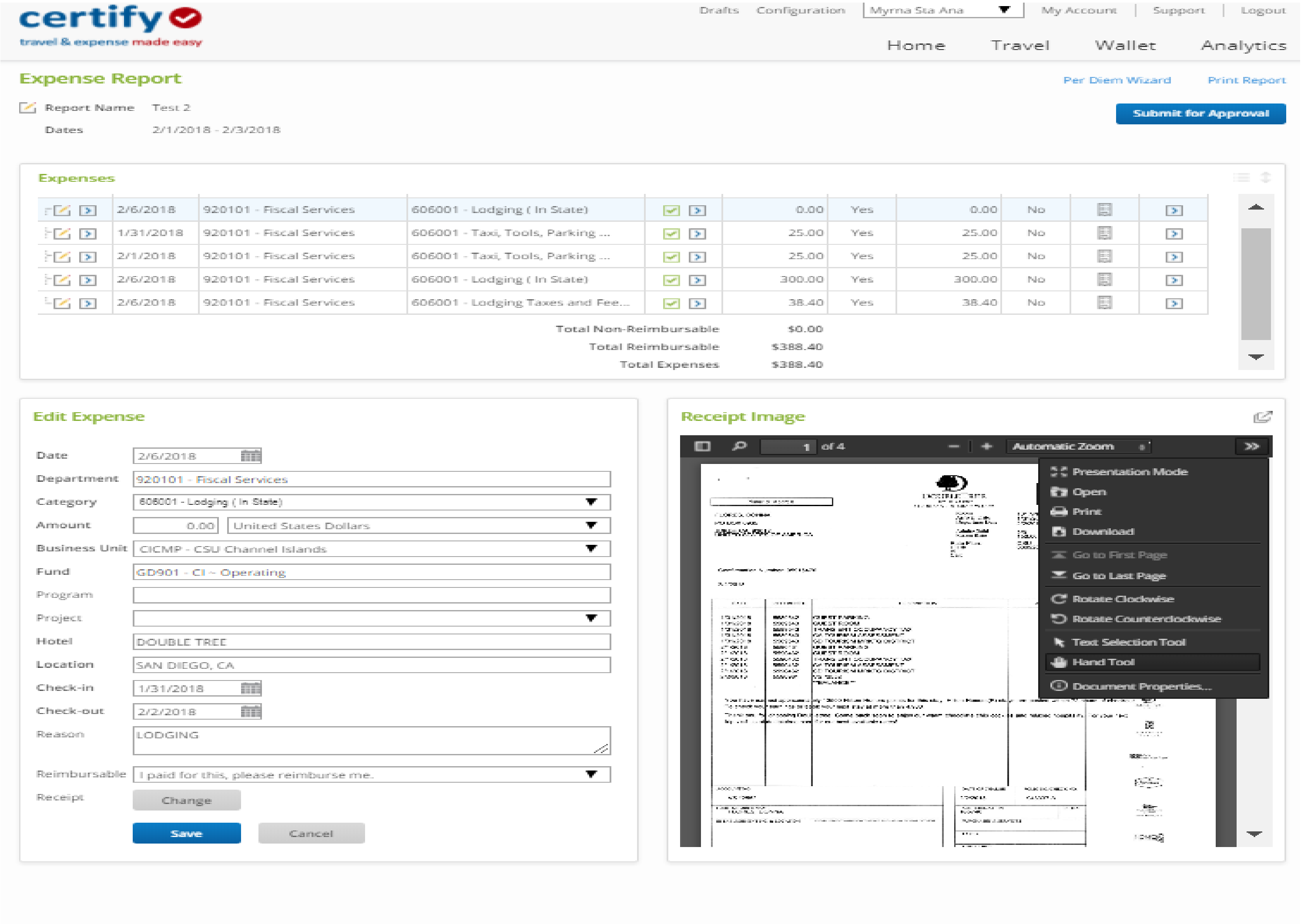
Create and Submit Expense Reports

Example: Splitting Expense



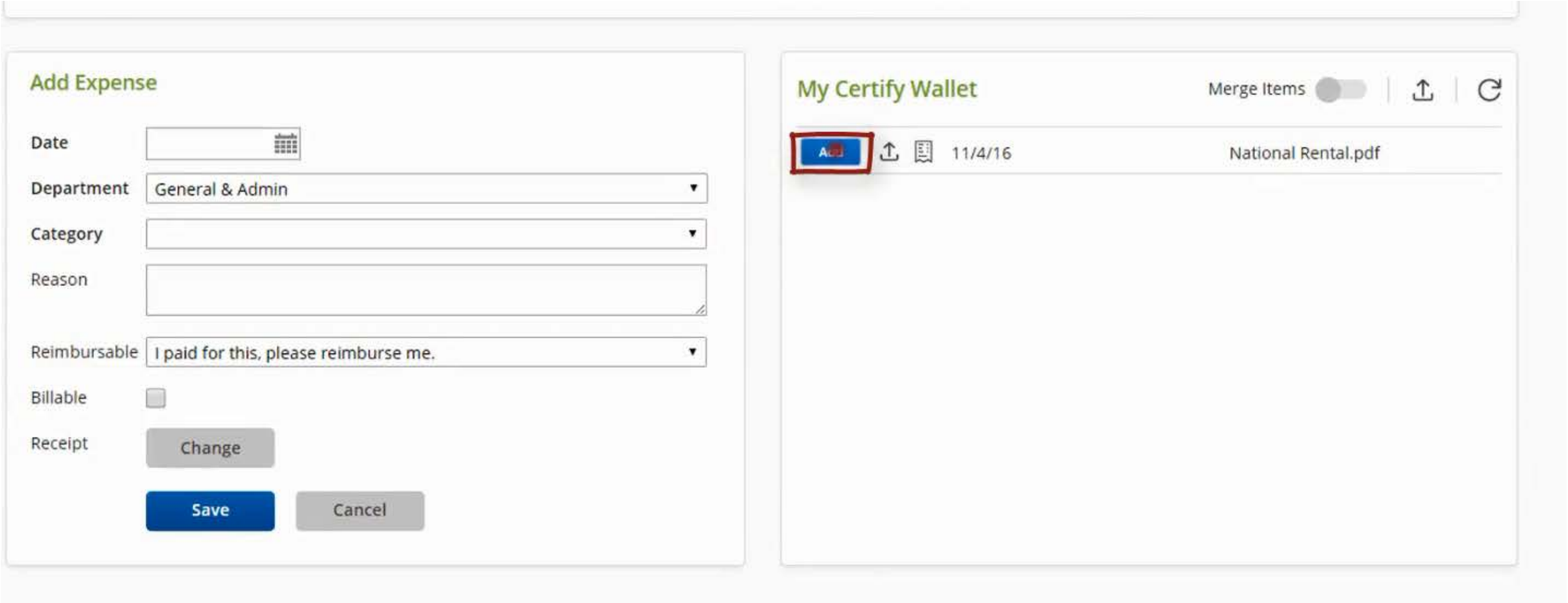
Create and Submit Expense Reports

Example: Splitting Expense



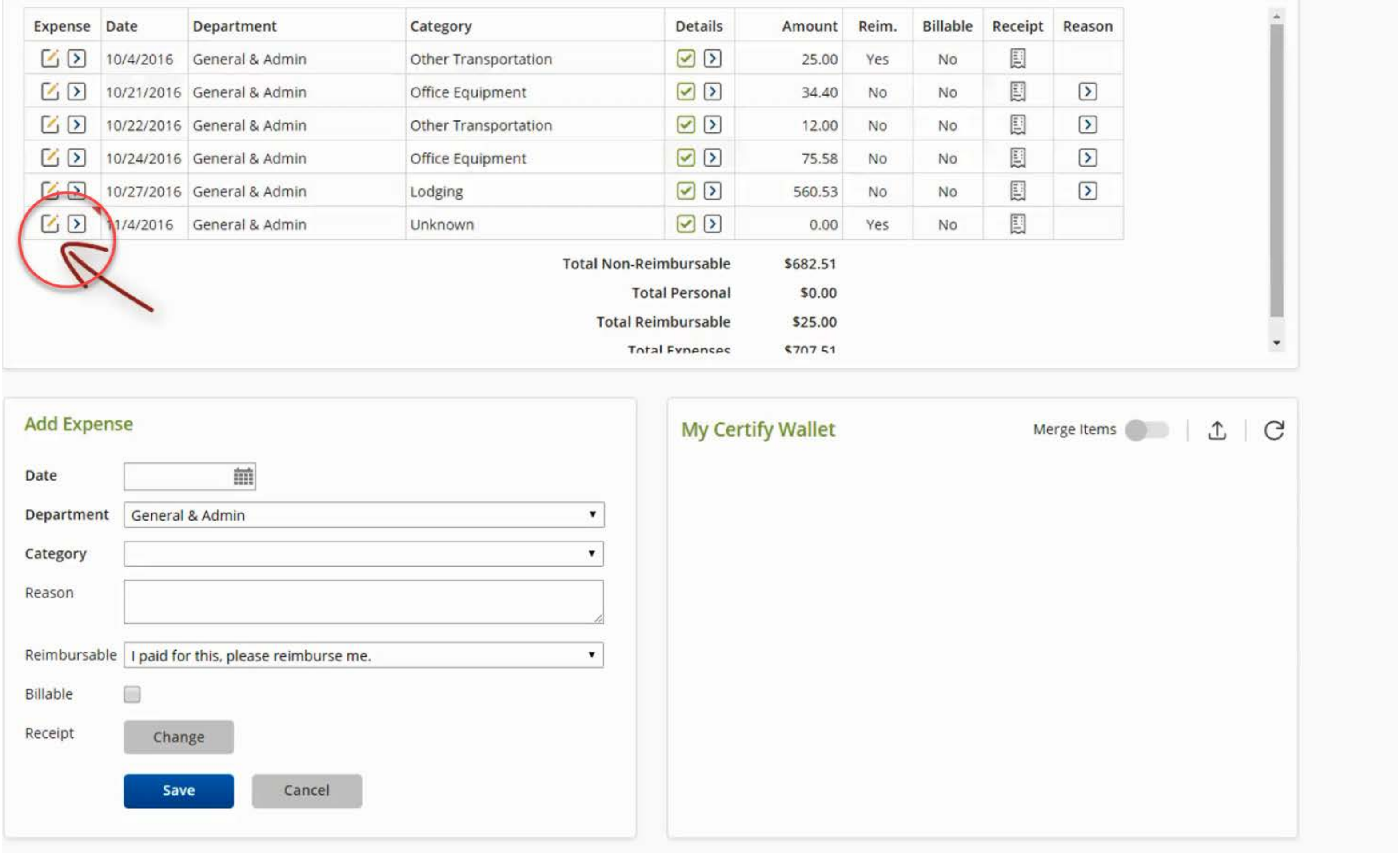
Create and Submit Expense Reports

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



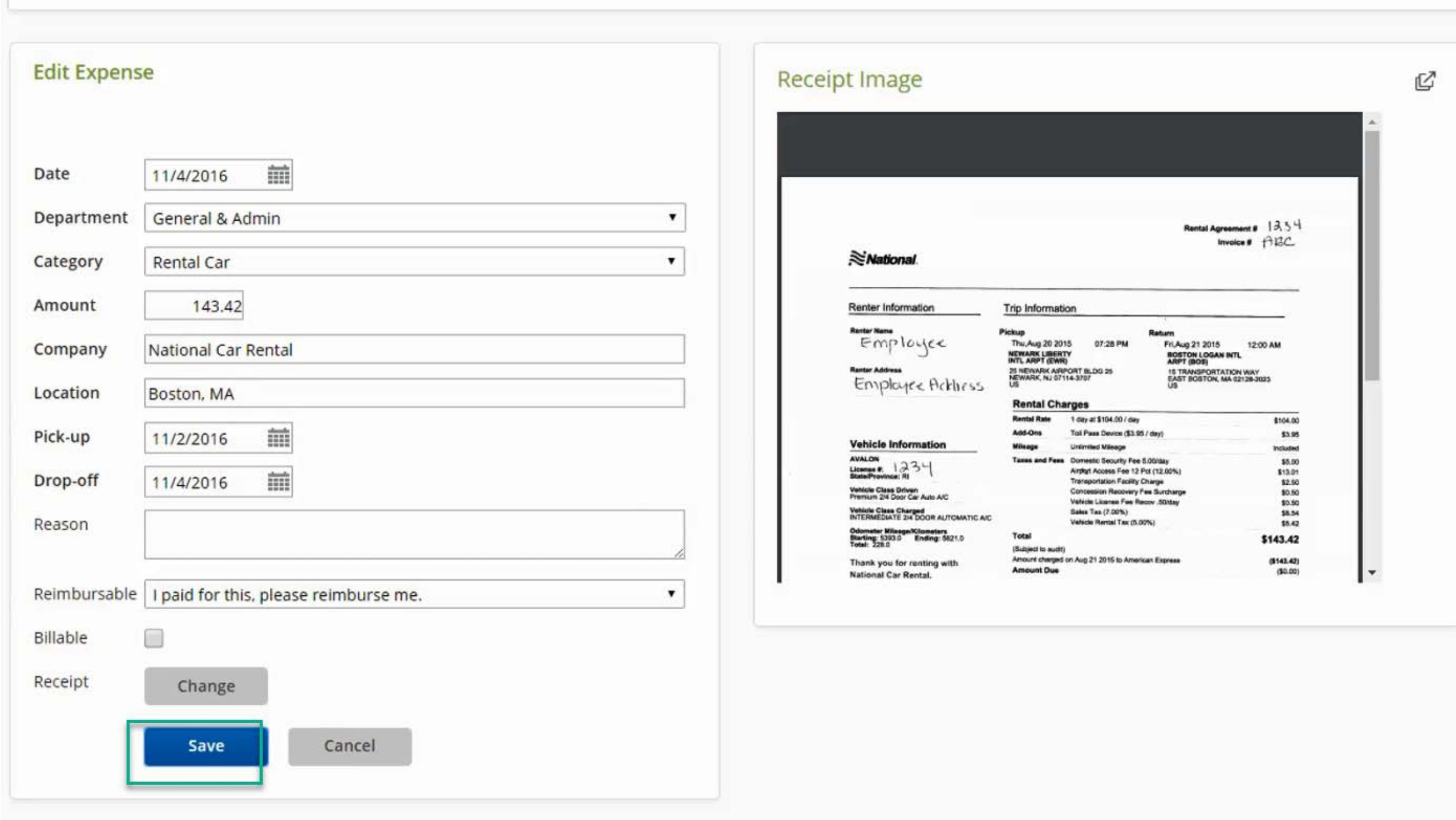
Create and Submit Expense Reports

Use the edit button (Pencil) to enter a new detail to go with the expense.



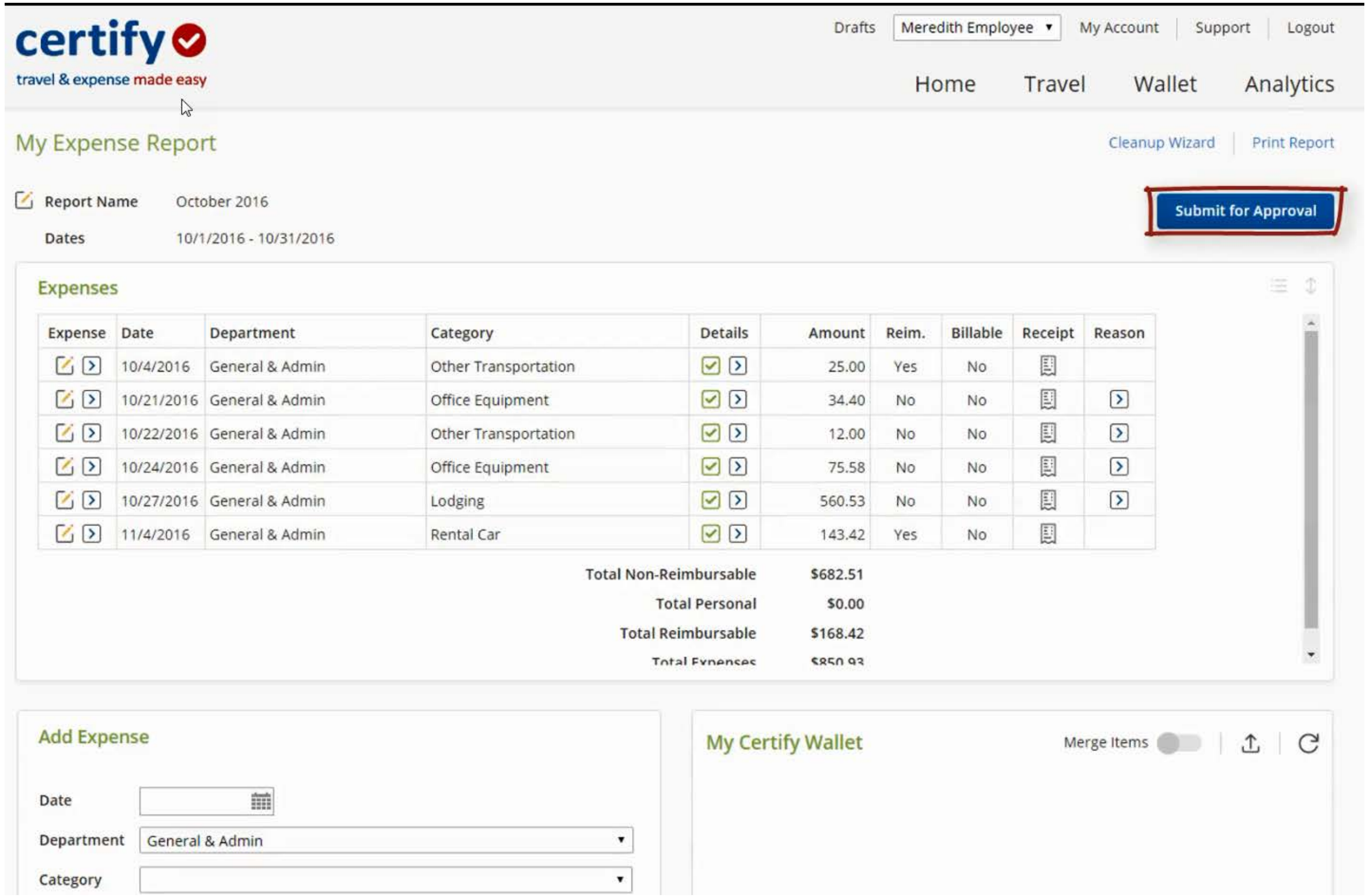
Create and Submit Expense Reports

Complete the fields on the Edit Expense screen, click Save.



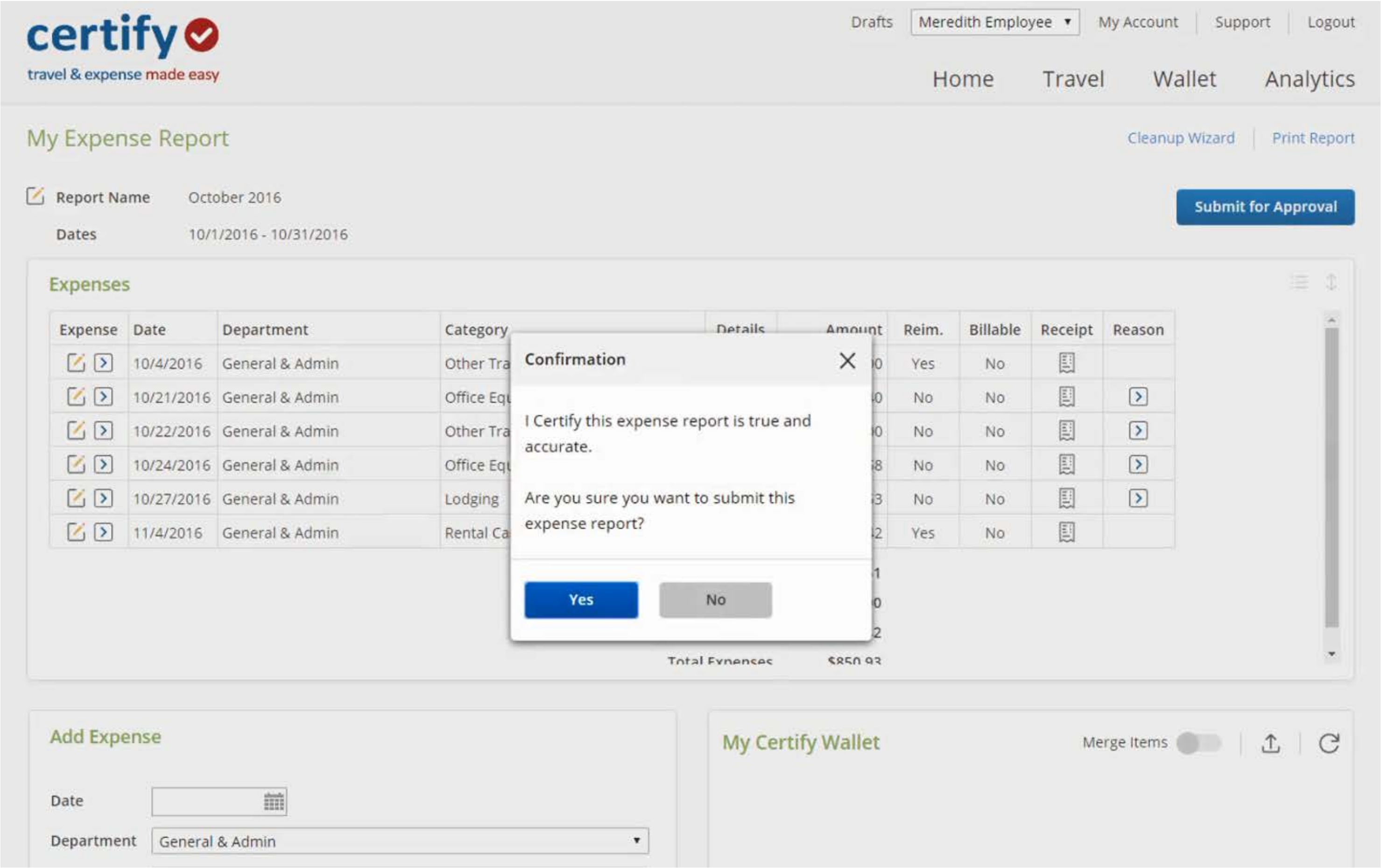
Create and Submit Expense Reports

When edits are completed, click **Submit for Approval** on the upper right side.



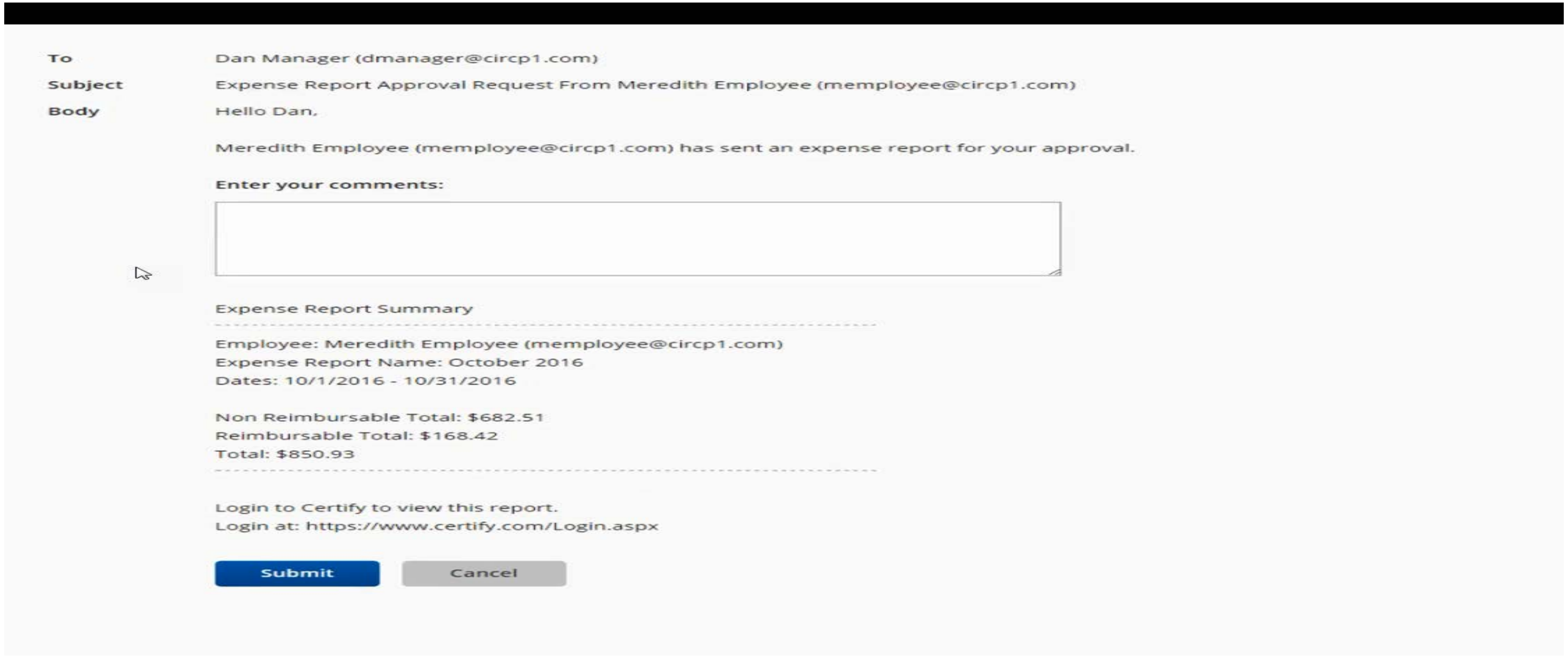
Create and Submit Expense Reports

Click **Yes** to confirm that the expense is true and accurate.



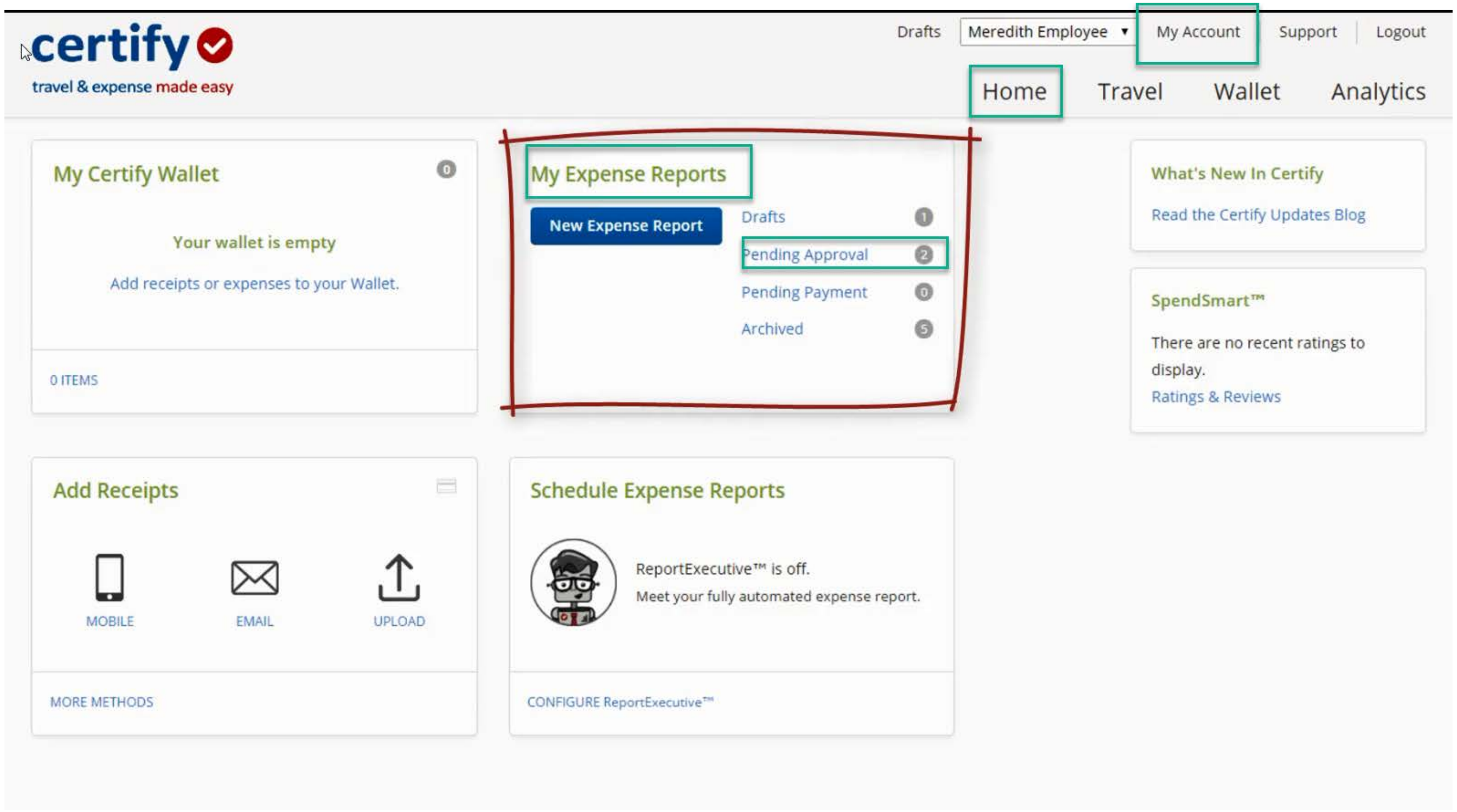
Create and Submit Expense Reports

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 Karina Cruz at karina.cruz@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.

Reference

CI TRAVEL PROCEDURES AND REGULATIONS

https://www.csuci.edu/financial-services/documents/accounting/ci-travel-procedures-regulations-jan-2018.pdf

DIRECT DEPOSIT

Direct deposit is the fastest and most convenient way of getting reimbursed. Please contact karina.cruz@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 – Karina Cruz – karina.cruz@csuci.edu 805-437-8581

Expense Reimbursement – CIAP@csuci.edu 805-437-3700