Certify: How to Approve Expense Reports

Accounts Payable

Financial Services

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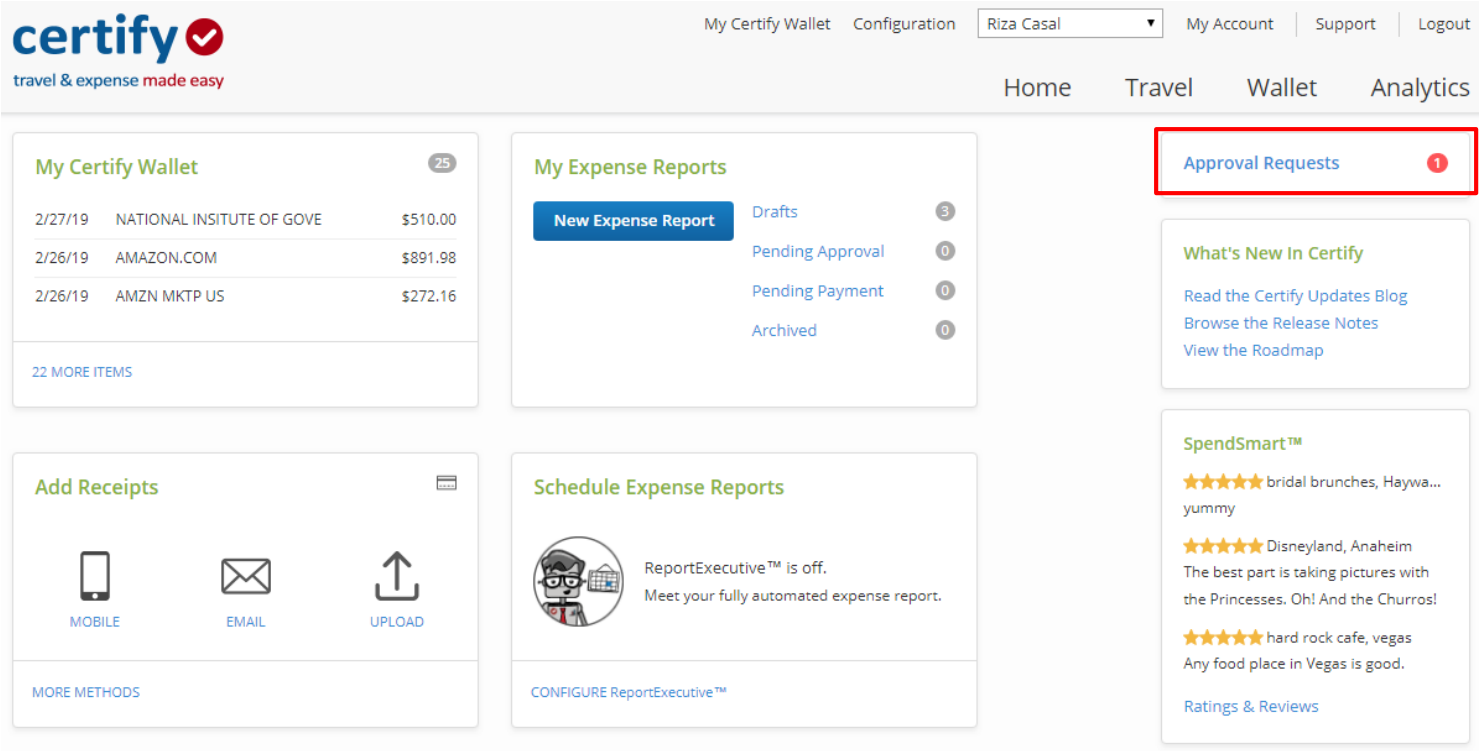
Approving an Expense Report

- When an expense report is **Submitted for Approval**, the approver receives an email alerting them that an expense report is awaiting their approval.
- To approve the expense report using Certify, click on **Approval Requests** on your homepage.



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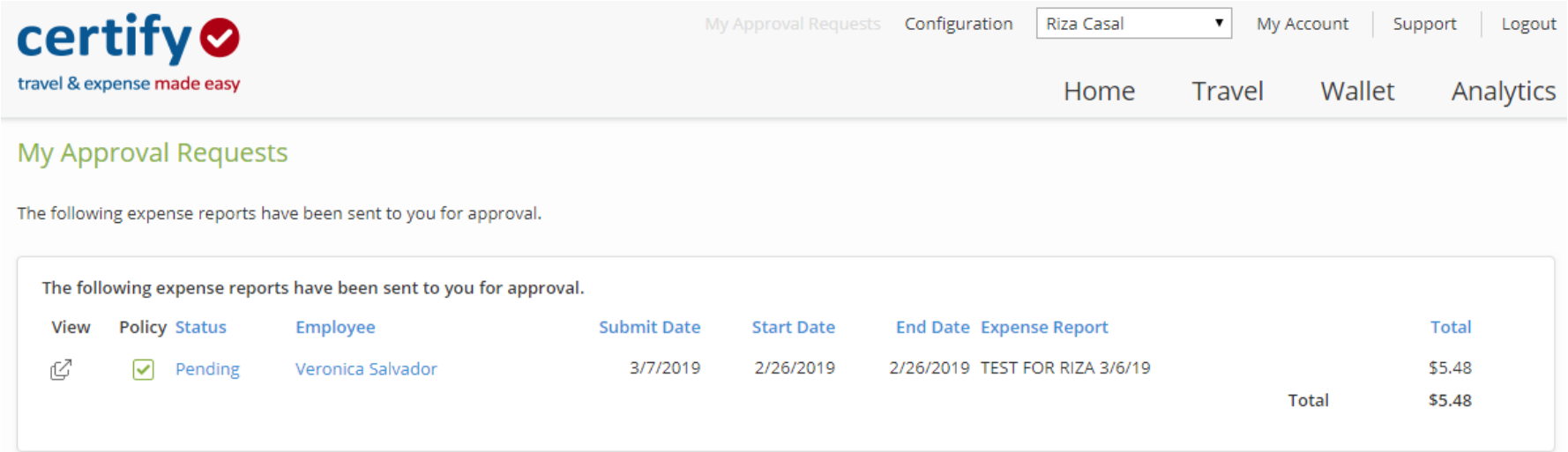
Approving an Expense Report

- On the next page, there will be a list of all expense reports awaiting your approval. To open a report, click on **Pending** or .



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Approving an Expense Report

- On the following page, you will see the expense lines with corresponding receipt images.

Approve Expense Report

Status	Pending Approval
Current Approver	Riza Casal
Department	10030 Administration & Finance (10030)
Summary	Veronica Salvador

TEST FOR RIZA 3/6/19

2/26/2019 - 2/26/2019

TEST

Print Report

Submit for Reimbursement

Disapprove Report

Approval History

3/7/2019	Submitted	Veronica Salvador
	Pending	Riza Casal

Send Email to All

Full Approval History

Receipt Image


CSU - EAST BAY
EINSTEIN BAGEL BROS.
664200574 EINSTEIN 2
5841
26FEB'19 8:09AM
RETAIL
1 L DARN GOOD COFF 2.69
$PLAIN CR CH 1.34
1 PLAIN BAGEL 1.45
SUBTOTAL 5.48
PAYMENT 5.48
AT000811 XXX3613
VISA 5.48
-664200574 Closed FEB25 08:09AM-
THANK YOU!
HOURS OF OPERATIONS
M - TH 7:30 AM - 8:00 PM
Friday 7:30 AM - 4:00 PM
CLOSED ON WEEKENDS!
Tell us how we are doing
& enter to WIN great prizes at
www.campusdiningvoice.com
Survey Code: CTI-7165

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim.	Reim. Amt	Billable	Receipt	Reason
Approve		2/26/2019	606001 Travel-In State: Breakfast		5.48	Yes	5.48	No		

Total Non-Reimbursable	$0.00
Total Reimbursable	$5.48
Total Disapproved	$0.00
Total Company Expenses	$5.48

Click bars to show important details

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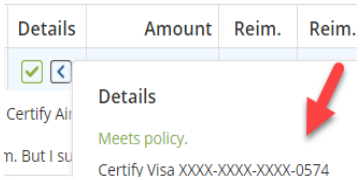
Approving an Expense Report

- Bookings for airfare and rental cars completed thru the Certify system or Global Travel or Enterprise must show a credit card number in the transaction "details" column.
- If no credit card number displays, **disapprove** as employee needs to merge receipt with *original* credit card transaction (wallet will show a credit card icon).

Expenses

Actions	Status	Date	Category	Details	Amount	Reim.	Reim. Amt
		4/16/2019	606001 Travel-In State: Airfare	Meets policy. Certify Visa XXXX-XXXX-XXXX-0574 From OAK to SNA **Carrier:** Southwest Airlines **Business Unit:** Cal State East Bay **Fund:** EB001 | 13700 Finance **Program:** **Project:** **Class:**	258.97	No	0.00

Note that you can also click on the **blue** details arrow to reveal this same information.



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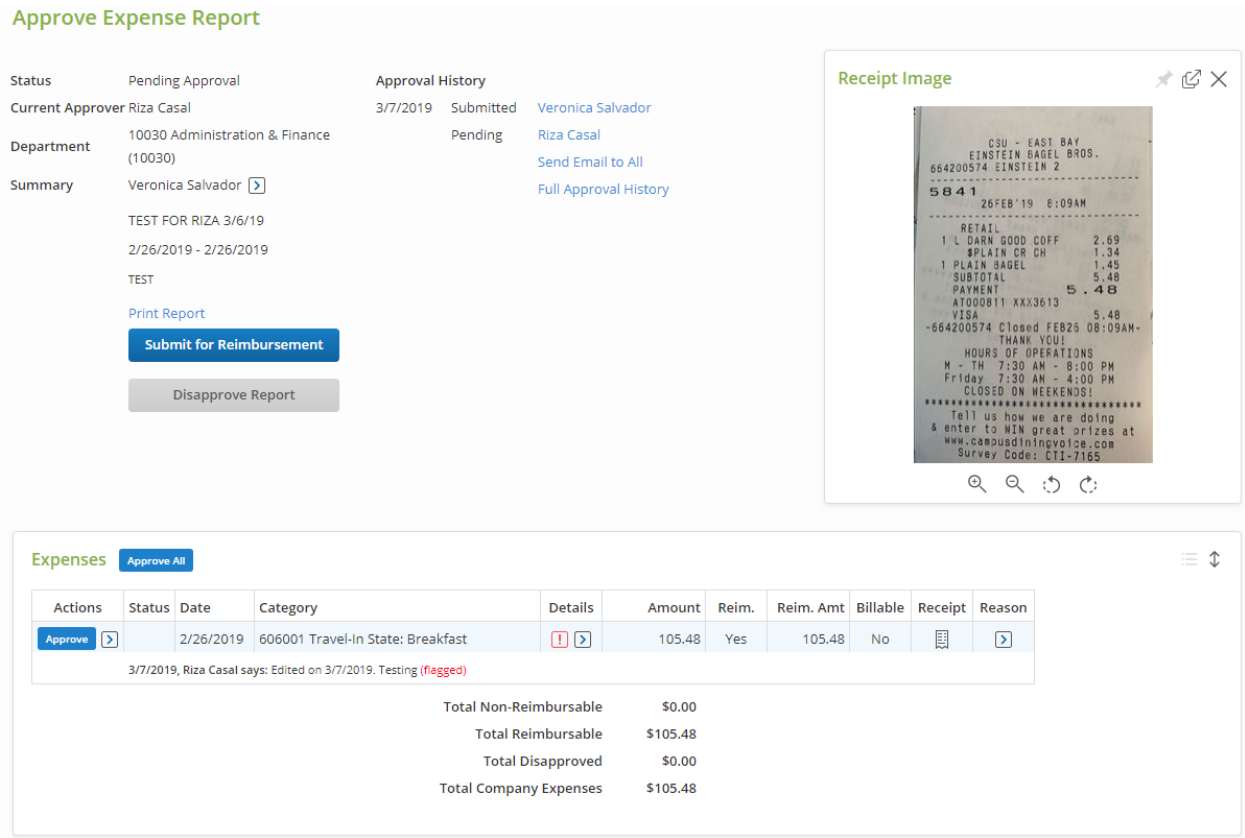
Approving an Expense Report

- A [!] in the Details column possibly means the expense may fall outside CSUEB travel procedures and regulations.
- Please be familiar with the Travel Policy and other related policies as the warning flag will not catch all compliance issues.
- Also review the **Reason Box** for explanation and any provided documentation. The travel policy does have some allowable variances from the standard needs. If this is allowable, per policy, approve if this is truly an exception to the policy. Evidence of Department Approval should be attached.



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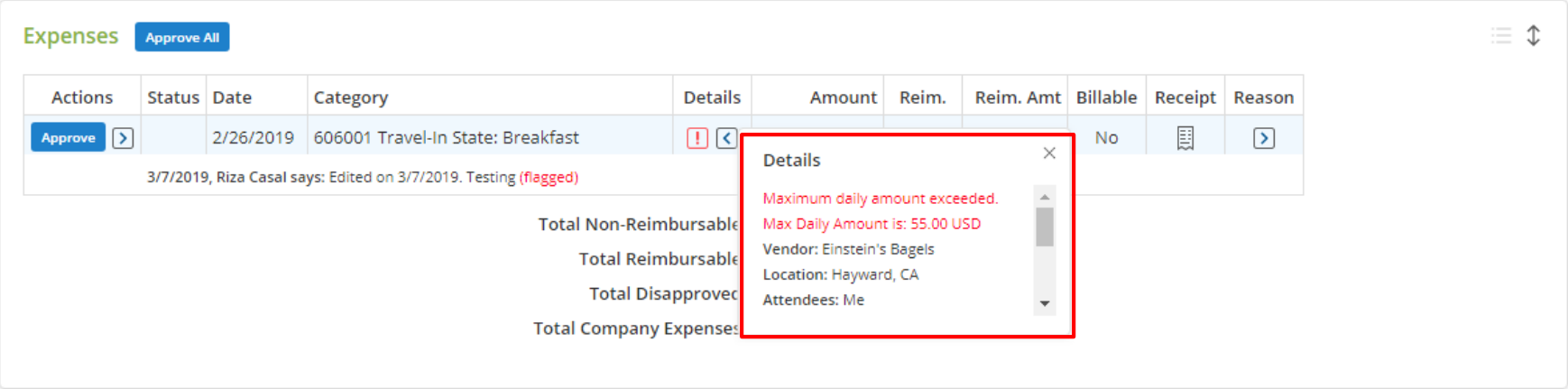
Approving an Expense Report

- To view the details on the expense line, click the details arrow .



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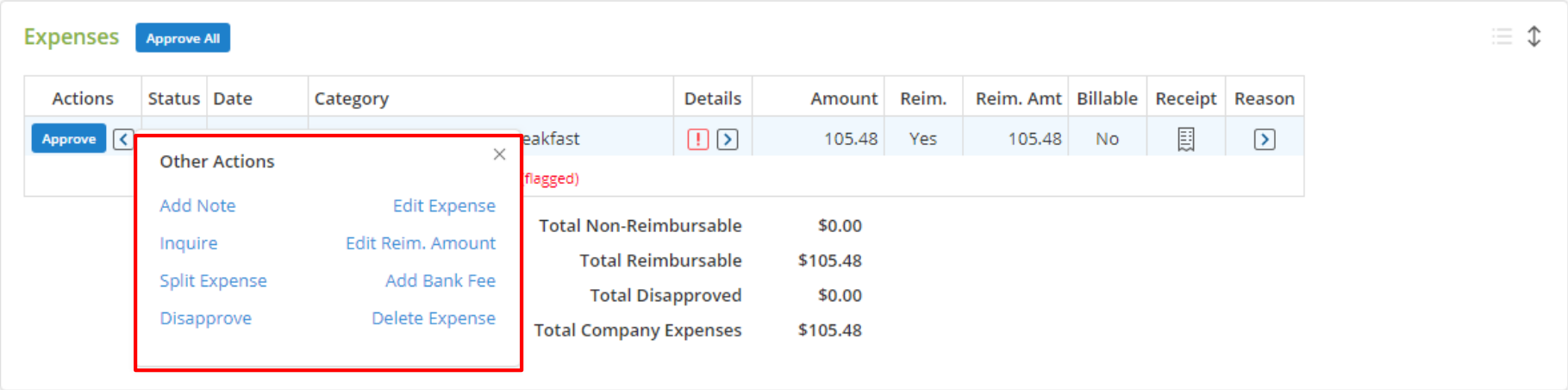
Approving an Expense Report

- There may be times when you need to use the other items in the **Other Actions** menu on an expense line. This includes: **Add Note, Inquire, Split Expense, Disapprove, Edit Expense, or Edit Reimbursement Amount.**



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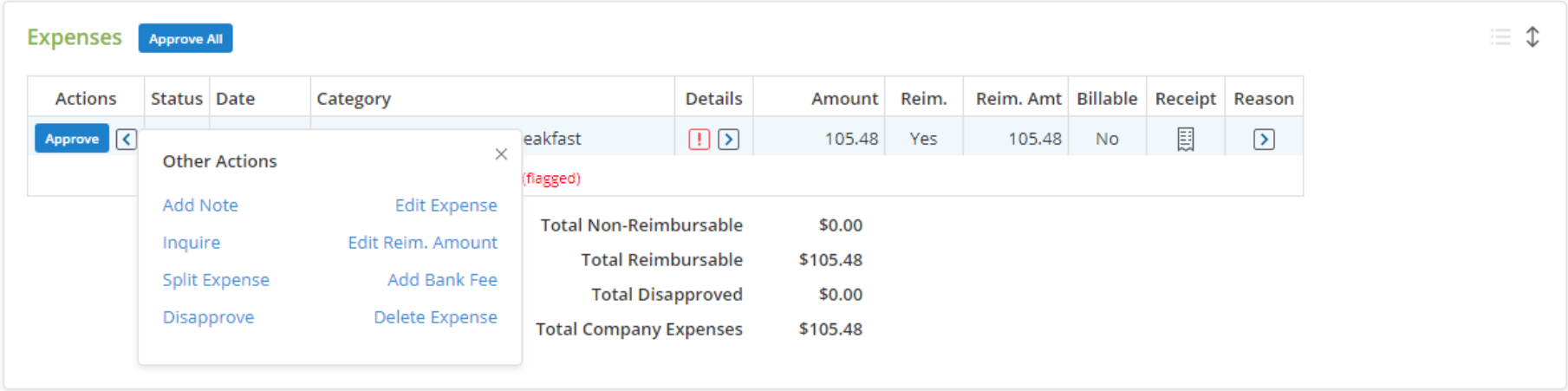
Approving an Expense Report

- If you have a question about an expense, you can create an **Inquiry** that will send an email to the submitter/employee.



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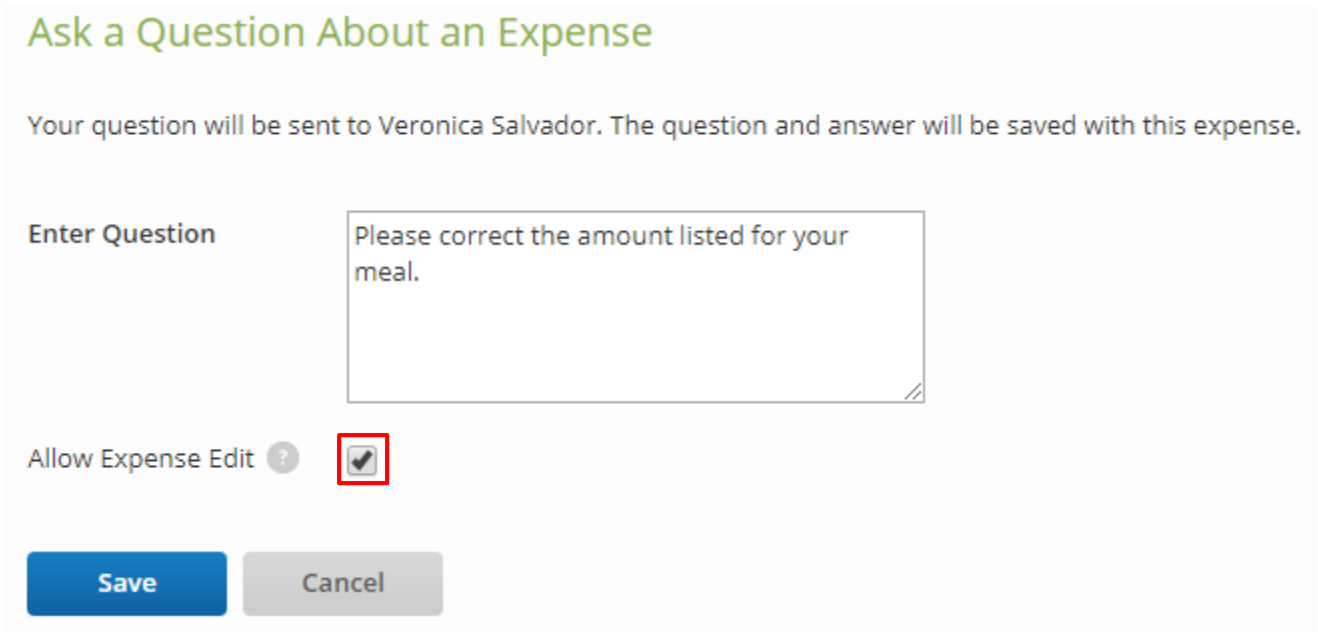
Approving an Expense Report

- Enter your question about an expense. Once it is saved, your question will be sent to the submitter/employee's email. To allow the submitter/employee to make changes to the expense, check the **Allow Expense Edit** box. Then, click **Save**.



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Approving an Expense Report

- Once the submitter/employee has responded, the approver will receive an email. All inquiries and responses will be saved on the report.

Status	Pending Approval
Current Approver	Riza Casal
Department	10030 Administration & Finance (10030)
Summary	Veronica Salvador
	TEST FOR RIZA 3/6/19
	2/26/2019 - 2/26/2019
	TEST

Print Report

Submit for Reimbursement

Disapprove Report

Approval History

3/7/2019	Submitted	Veronica Salvador
	Pending	Riza Casal

Send Email to All

Full Approval History

Receipt Image

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim.	Reim. Amt	Billable	Receipt	Reason
Approve		2/26/2019	606001 Travel-In State: Breakfast		5.48	Yes	5.48	No		

3/7/2019, Riza Casal says: Edited on 3/7/2019. Testing (flagged)

3/7/2019, Riza Casal asks: Please correct the amount listed for your meal.

3/7/2019, Veronica Salvador answers: I fixed the amount. Thank you for catching that!

Total Non-Reimbursable	$0.00
Total Reimbursable	$5.48
Total Disapproved	$0.00
Total Company Expenses	$5.48

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Approving an Expense Report

- To approve a single expense, click the **Approve** button under the **Actions** column.

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim.	Reim. Amt	Billable	Receipt	Reason
Approve		2/26/2019	606001 Travel-In State: Breakfast		5.48	Yes	5.48	No		

3/7/2019, Riza Casal says: Edited on 3/7/2019. Testing (flagged)

3/7/2019, Riza Casal asks: Please correct the amount listed for your meal.

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Total Non-Reimbursable	$0.00
Total Reimbursable	$5.48
Total Disapproved	$0.00
Total Company Expenses	$5.48

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Approving an Expense Report

- To approve all expenses at once, click **Approve All**. A confirmation box will appear on the screen. Click **Yes** to confirm.

Status: Pending Approval
Current Approver: Riza Casal
Department: 10030 Administration & Finance (10030)
Summary: Veronica Salvador
TEST FOR RIZA 3/6/19
2/26/2019 - 2/26/2019
TEST
Print Report
Submit for Reimbursement
Disapprove Report

Approval History
3/7/2019 Submitted Veronica Salvador
Pending Riza Casal
Send Email to All
Full Approval History

Receipt Image

Confirmation

Are you sure you want to approve all expenses in this expense report?

Yes No

Expenses Approve All

Actions	Status	Date	Category					im. Amt	Billable	Receipt	Reason
Approve		2/26/2019	606001 Travel-In State: Breakfa					2.79	No		
3/7/2019, Riza Casal says: Edited on 3/7/2019. Testing (flagged)											
3/7/2019, Riza Casal asks: Please correct the amount listed for your meal.											
3/7/2019, Veronica Salvador answers: I fixed the amount. Thank you for catching that!											
Approve		2/26/2019	606001 Travel-In State: Breakfast			2.69	Yes	2.69	No		

Total Non-Reimbursable	$0.00
Total Reimbursable	$5.48
Total Disapproved	$0.00
Total Company Expenses	$5.48

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Submitting an Approved Expense Report

After approving the expense report, **YOU MUST** click **Submit for Reimbursement** in order for Accounts Payable to receive it.

Status	Pending Approval	Approval History		
Current Approver	Riza Casal	3/7/2019	Submitted	Veronica Salvador
Department	10030 Administration & Finance (10030)		Pending	Riza Casal
Summary	Veronica Salvador			Send Email to All
	TEST FOR RIZA 3/6/19			Full Approval History
	2/26/2019 - 2/26/2019			
	TEST			
	Print Report			
	Submit for Reimbursement			
	Disapprove Report			

Receipt Image

Expenses Approve All

Actions	Status	Date	Category	Details	Amount	Reim.	Reim. Amt	Billable	Receipt	Reason
Approve	✓	2/26/2019	606001 Travel-In State: Breakfast	✓	2.79	Yes	2.79	No		
	3/7/2019, Riza Casal says: Edited on 3/7/2019. Testing (flagged)									
	3/7/2019, Riza Casal asks: Please correct the amount listed for your meal.									
	3/7/2019, Veronica Salvador answers: I fixed the amount. Thank you for catching that!									
Approve		2/26/2019	606001 Travel-In State: Breakfast	✓	2.69	Yes	2.69	No		

Total Non-Reimbursable	$0.00
Total Reimbursable	$5.48
Total Disapproved	$0.00
Total Company Expenses	$5.48

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Submitting an Approved Expense Report

- The preview of the message for the next approver will appear. The next approver is **Accounts Payable** unless an approval from an Additional Approver is required/necessary. If you need to, you can enter a comment, then click **Submit** to continue approval process.

This is a preview of the message that will be used to submit the expense report. You may add your own comments if you like.

To Debbie Chaw (debbie.chaw@csueastbay.edu)

Subject Expense Report Additional Approval Request From Riza Casal (riza.casal@csueastbay.edu)

Body Hello Debbie,

Riza Casal (riza.casal@csueastbay.edu) has sent you an expense report that needs an additional level of approval.

Enter your comments:

Additional Approver (optional):

Expense Report Summary

Employee: Veronica Salvador (veronica.salvador@csueastbay.edu)
Expense Report Name: TEST FOR RIZA 3/6/19
Dates: 2/26/2019 - 2/26/2019

Non Reimbursable Total: $0.00
Reimbursable Total: $5.48
Disapproved Total: $0.00
Total: $5.48

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

Submit Cancel

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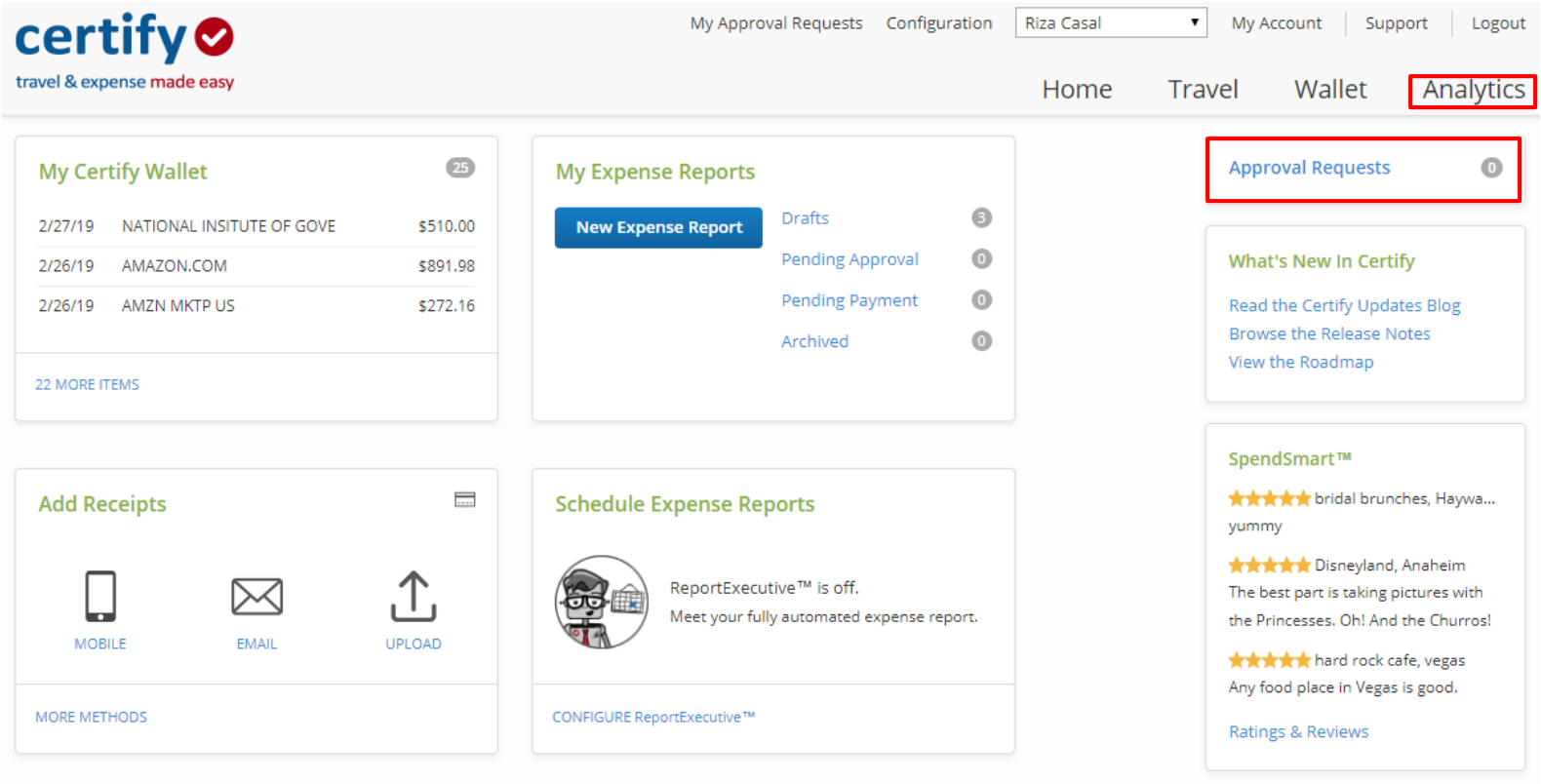
After Submitting an Approved Expense Report

- A fully approved expense report will be removed from your **Approval Request** section on your home dashboard.
- You can access all processed expense reports from the Analytics tab.



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Analytics and Reporting

- Select **Processed Expense Reports** to generate a report.

Financial Oversight and Auditing

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

Expense Policy Review The Expense Policy Review report shows processed and in-progress expenses with policy violations and other potential problems. This report is useful for enhancing policy compliance and identifying cost savings opportunities.

Expense Report Approvals The Expense Report Approvals report shows all approval actions at the expense report level, sorted by approval code with links to each expense report. Pending expense reports are also included.

Processed Expense Reports This report shows processed Expense Reports, allowing you to search by many different criteria.

Receipts in Wallet This report shows receipts that are currently in user's wallets.

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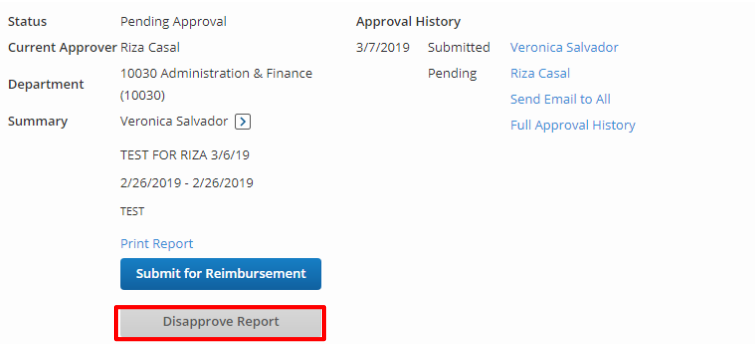
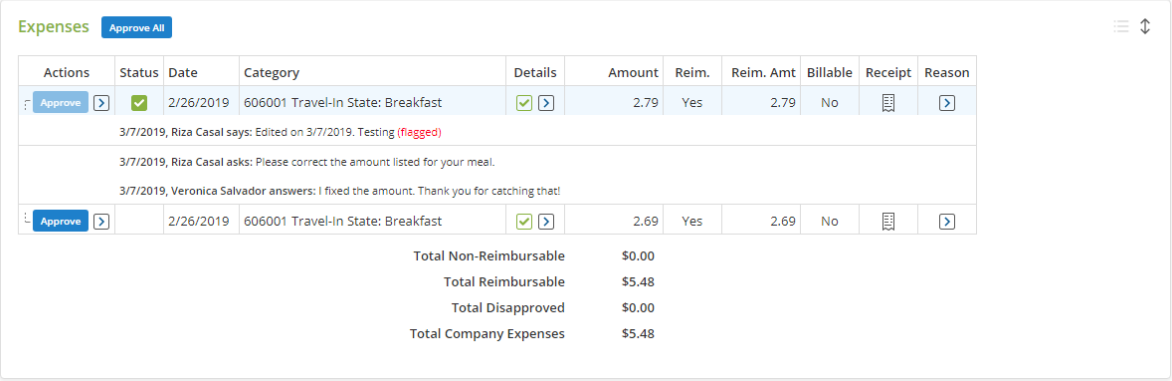
Disapproving an Expense Report

- To disapprove the entire expense report, click the **Disapprove Report** button. When the expense report is disapproved, the submitter/employee will receive an email and the expense report will go back to the submitter/employee Expense Draft folder.





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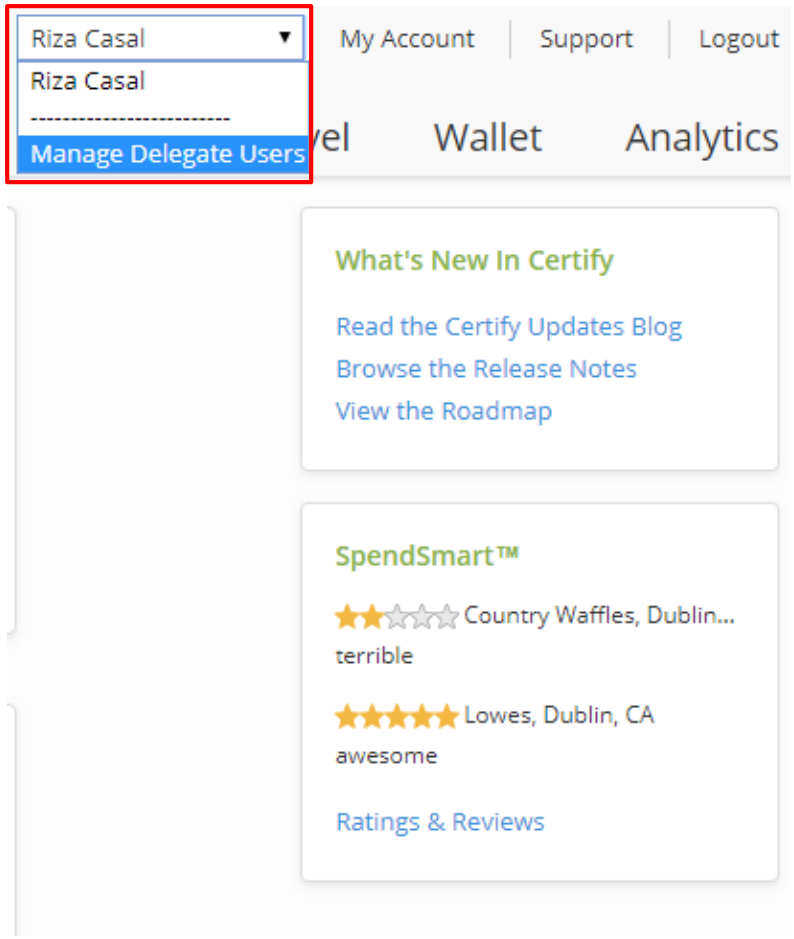
Managing Delegate Users

Assigning Delegate Users



- On your account homepage, next to My Account, click the box with your name and select Manage Delegate Users from the dropdown menu.

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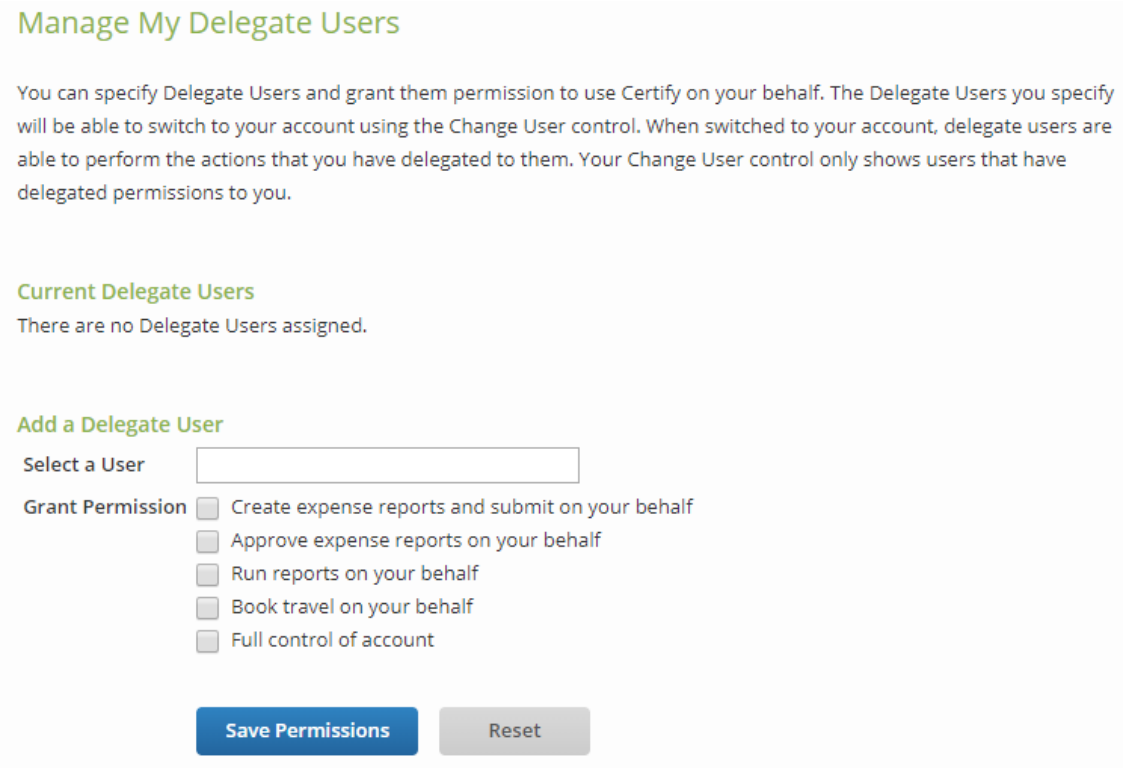
Managing Delegate Users

Assigning Delegate Users

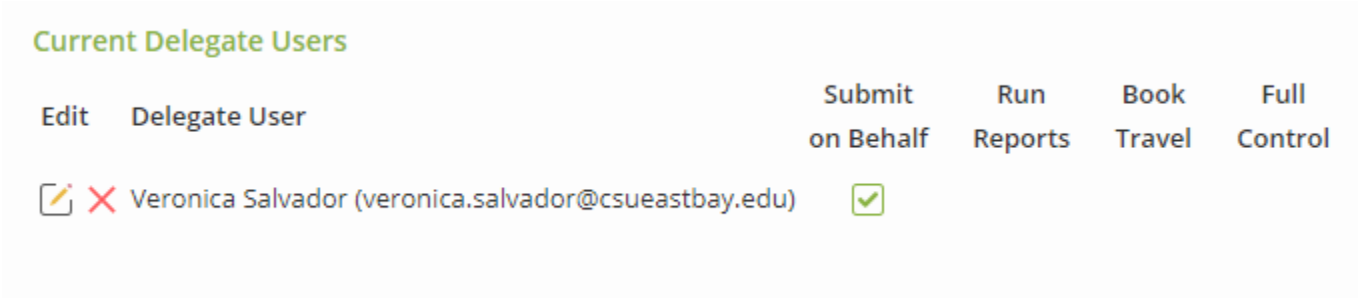
- Check **Create expense reports and submit on your behalf** – To have an individual prepare the report for you. He/she can email you when it is ready for you to submit.
- Check **Book travel on your behalf** to have an individual make the arrangements for you.
- On Vacation? Check **Approve expense reports on your behalf** to have an individual with Delegation of Authority to approve during your absence.
- **Reminder: Traveler** should submit his/her **own expense report** (even though the system enables the delegate to submit a report on their behalf).



Managing Delegate Users

Assigning Delegate Users

- After saving, you will see the **Delegate User** name(s) under **Current Delegate Users**, as well as a list of granted permissions based on your selections on the previous page.



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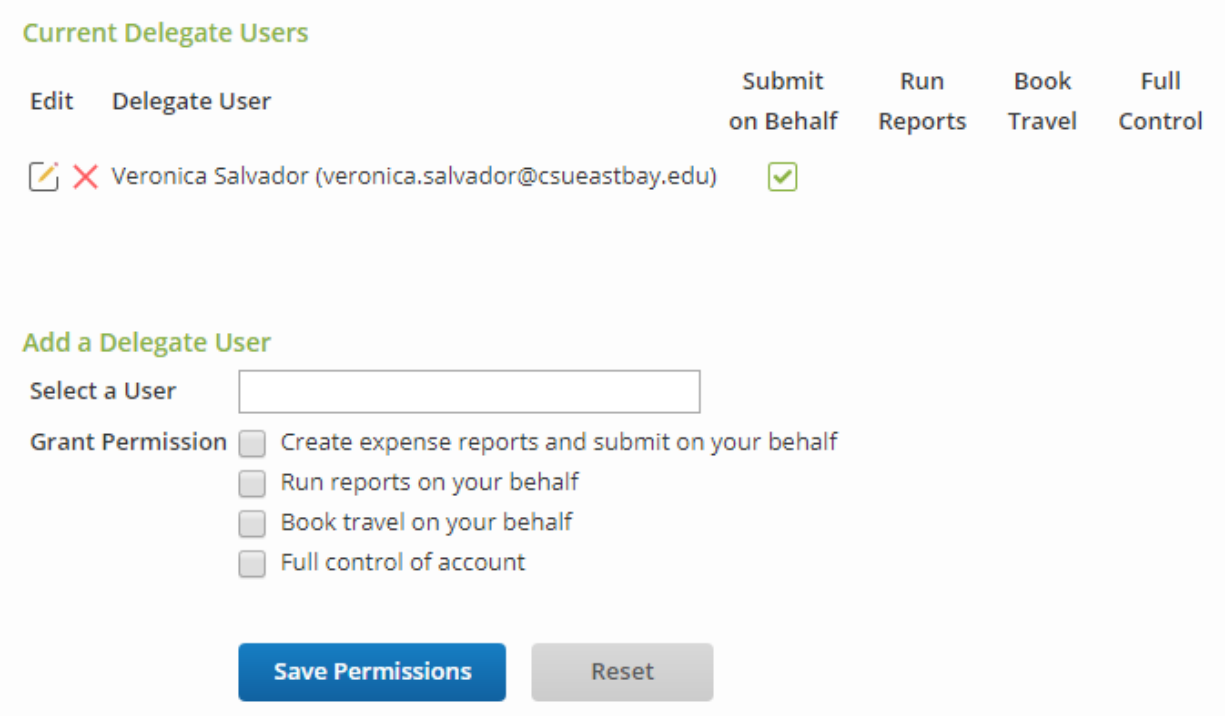
Managing Delegate Users

Editing Delegate Users

- Click at the left of the Delegate User's name.
- Click or deselect the checkbox for each permission you would like to grant or revoke.
- Select **Save Permissions** to continue. The updated permissions will be reflected under Current Delegate Users.



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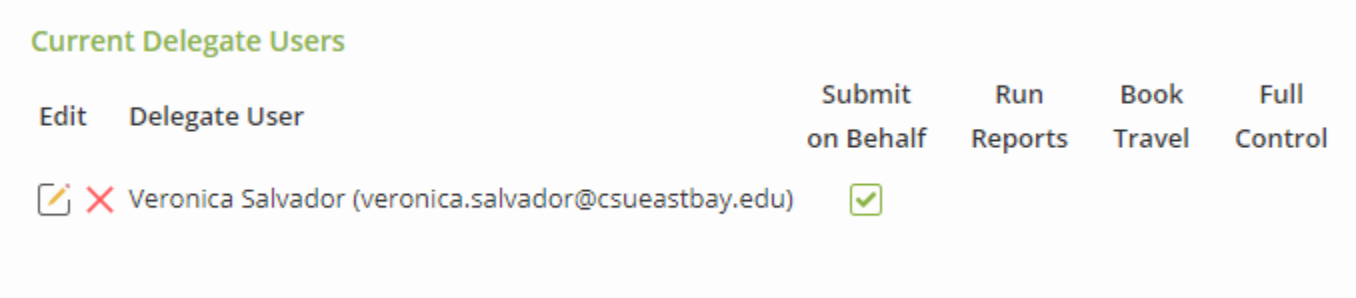
Managing Delegate Users

Removing Delegate Users

- Click ✕ to the left of the Delegate User's name.
- A popup will ask if you are sure you want to revoke permissions for the Delegate User. Click **Ok** to continue. The Delegate User you removed will no longer appear under Current Delegate Users or in the dropdown menu at the top of your Certify account homepage.



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Approver's Checklist

Ensure the following are **included** in the Expense Report:

- ❑ Conference agenda (if applicable).
- ❑ All prepaid expenses (registration, airfare, etc.)
- ❑ Mode of transportation (air, auto, public, etc.)
- ❑ Lodging (if applicable).
- ❑ Receipts for travel expenses over $75 are included.
- ❑ Included receipts and supporting documentation are legible.

- ❑ Ensure bookings for airfare and rental cars completed thru the Certify system, Global Travel or Enterprise show a credit card number in the transaction "details" column.

- ❑ Expense Report Reimbursement Requests are submitted by the Traveler for approval *within 30 days* of the end of the trip.

- ❑ If your staff goes over the $275 (before taxes and fees) hotel lodging rate, please make sure that proper supporting documentation, explanation and Division Vice President approval is included with their expense claim.

- ❑ Expense Report was checked for any warning flags; a typical travel reimbursement will not have any.
  - ❑ Please be familiar with the travel and hospitality policies as well as any other related policy.

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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.*

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Document History

DATE	AUTHOR	DESCRIPTION
04/05/2019	Riza Casal	Document Creation
05/02/2019	Riza Casal	Certify Support Code Info.
08/02/2019	Kim Napoli	Campus-paid transaction (via transaction details); no campus liason currently noted; requests due within 30 of end of trip