OVERVIEW

Part 1: Getting Set Up
Part 2: Important Certify Features
Part 3: How to Submit an Expense Report
Part 4: Reimbursement Timeline
Part 5: Training Tools and Tips
PART 1: GETTING SET UP

Certify account creation
Bill.com account creation
1. If this is your first time using Certify with ABHES, you or your staff leader should email accounting@abhes.org to request a Certify account.

2. After your request for an account, you will receive an email invitation from Certify prompting you to set up your Certify account. Please be sure to check your junk folder if you do not receive this email.

3. Follow the link and instructions in the email to create your account with Certify.
• **Pro-tip**: When you log in to your Certify account for the first time, take a moment to read through the website’s click-through user guide(s).
1. One to two days after receiving your Certify invitation, you will receive an invitation from Bill.com to set up an account. Bill.com is the payment system that ABHES uses to reimburse individuals. Reimbursements made by ABHES are delivered through Bill.com via ePayment (direct deposit) or check.

2. Click “Accept Invite” and create your account with Bill.com.

3. Please ensure that your mailing address and bank account information (if opting for direct deposit) is correct in Bill.com.
*SPECIAL NOTE

You do not need to enter any direct deposit information into Certify.

All direct deposits and checks will be processed via Bill.com. ABHES only uses Certify to capture expenses and receipts.
PART 2: IMPORTANT CERTIFY FEATURES

My Certify Wallet
Add Receipts
My Expense Reports
Travel & Expense Policy
MY CERTIFY WALLET

• This is where all your uploaded receipts and images will live.
• Receipts and images must be uploaded here and then pulled from this wallet to add to your expense report.
• There are several ways to upload receipts
ADD RECEIPTS

- You can add new receipts via the mobile app, by emailing receipts@certify.com, or by uploading an image directly from your device.
- Once uploaded, receipts and supporting images will be shown in your Certify Wallet.
• **Pro-tip:** If you would like to add receipts and create expense reports on the go, you can download the Certify Mobile app.
RECEIPT REQUIREMENTS

• When photographing receipts, please ensure the receipt is flattened and legible and that the following are visible:
  • Name of vendor/establishment
  • Date of activity (including departure and arrival dates, etc.)
  • An itemized description of the transaction
  • Amount of transaction (including documentation of any tip)

• If you have any other supporting documentation for your transaction (e.g., an email of approval from a staff member), please upload it as a “receipt” and attach it to the corresponding expense on your report.
MY EXPENSE REPORTS

- You can create and view all your expense reports in this section.
TRAVEL & EXPENSE POLICY

• You will receive the current ABHES Travel Reimbursement Policy in your Team Memo email before each visit.
• You can also view the Travel Reimbursement Policy by clicking on the link in the Travel & Expense Policy box.
PART 3: HOW TO SUBMIT AN EXPENSE REPORT

Creating a new report
Adding expenses
Adding guests to a meal
Adding reimbursable mileage
Editing and deleting expenses
1. Click on the “New Expense Report” button in the “My Expense Reports” section.
2. Name the report using the Visit Date, Event Type, and Event Name or the ABHES ID# or Initial (if applicable)
   • e.g., February 2-3, 2023 School Visit I-410
   • e.g., December 5-9, 2023 PRC Meeting
3. Use the full length of your trip for your start and end dates, i.e., the day you depart for the trip is your start date and the end date is the day you return.
4. A description for the entire report is optional however restating the month, year, event type, and ABHES ID is helpful.
5. Enter the visit month, school, and ABHES staff member.
6. Review your report information and click “Next”.
CREATING A NEW EXPENSE REPORT

Expense Report

- Report Name: February 2-3, 2023 School Visit I-10
- Dates: 2/1/2023 - 2/4/2023

There are no expenses in this report yet.

Enter the details of the new expense or click on an item in your Certify Wallet to add it to the report.

Add Expense

- Date: 2/2/2023
- Department: School Visit (Initial, Prelim, Repeat)
- Category: 
- Amount: 
- Vendor: 
- Location: 
- Reason: 
- Receipt: Select

Save | Cancel

My Certify Wallet

- Date: 1/11/23
- Category: Baggage Fee
- Description: Gmail - Your trip confirmation
- Amount: $317.10

Submit for Approval
ADDING EXPENSES

1. To add expenses to your report, click the blue “Add” button next to the corresponding receipt in the “My Certify Wallet” section.

2. When your expense updates at the top of the page, click the edit icon on the left-hand side of your expense.

3. Review and edit the information that populates after you click the edit button in the “Edit Expense” section.
   - The autofill feature is not always accurate, please ensure all your expense information is correct before submitting.

4. Make sure the date matches the date that the expense occurred (or what is shown on the corresponding receipt).
Part 3: How to Submit An Expense Report

ADDING EXPENSES

5. Select the appropriate Department from the dropdown.
   • For school visits, use “School Visit (Initial, Prelim, Regular)”

6. Select the appropriate Category from the dropdown
   • Do not use the category “Business Meals” for school visits.

7. Enter the amount, visit month, school name, ABHES staff member, and other specified information for the expense.

8. In the Reason box, enter the Visit Date, School Name, and ABHES ID# or Initial. You can also use this space to give more context about a particular expense.
   • e.g., February 2-3, 2023 Taylor College 1-410
   • e.g., February 22, 2023 Hajgden International College Initial

9. Click “Save” and repeat this process for each expense on your report.

10. When your report is complete, click blue “Submit for Approval” button in the top right corner.
*REMEMBER*

All receipts must include:

- Name of vendor/establishment
- Date of activity (e.g., departure and arrival dates, etc.)
- An itemized description of the transaction
- Amount of transaction (including documentation of any tip)

Supporting documentation (e.g., an email of approval), must be uploaded as a “receipt” and attached it to the corresponding expense on your report.
ADDING MEAL GUESTS

1. When you select any of the Meals categories, your expense will update to reveal a section where you can add attendees.
   • Make sure to add any guests whose meals are reflected on your receipt.

2. Under the Relationship dropdown, select “Employee”.

3. Click “Find” and then “Coworkers” to scroll through attendees, or manually enter their name and click “Add”.

4. Enter “Evaluator” for the Title and Company.

5. In the Reason box, enter the Visit Date, School Name, and ABHES ID# or Initial. You can also use this space to give more context about a particular expense.
   • e.g., February 2-3, 2023 Taylor College 1-410
   • e.g., February 22, 2023 Hajgden International College Initial
ADDNG REIMBURSABLE MILEAGE

1. When you select the Reimbursable Mileage category, your expense will update to reveal a section where you can enter your mileage.

2. Enter your “From” and “To” locations in the City, State format.

3. Click “MapIt!”

4. For round trips, check the box in the Round Trip field. Click “Add Segments” to add trip segments.

5. In the Reason box, enter the Visit Date, School Name, and ABHES ID# or Initial. You can also use this space to give more context about a particular expense.
   - e.g., February 2-3, 2023 Taylor College 1-410
EDITING & DELETING EXPENSES

• You can edit any expense by clicking on the edit icon on the left-hand side of your expense.

• Incomplete expenses will have a red exclamation mark in the Details column. You can click the arrow in that column to view more information.

• You can delete expenses by clicking the arrow next to the edit icon and selecting “Delete Expense”.
PART 4: REIMBURSEMENT TIMELINE

Submission
Review
Adjustments
Reimbursement
• Expense reports can be submitted any day of the week

• Expense reports must be reviewed and, if necessary, adjusted to ensure compliance with the ABHES Travel Reimbursement Policy

• See timeline on next page for more detail on the process
**REIMBURSEMENT TIMELINE**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses submitted, reviewed, and adjusted</td>
<td>Expenses submitted, reviewed, and adjusted</td>
<td>Expenses submitted, reviewed, and adjusted</td>
<td>Final approval of expenses</td>
<td>Reimbursements processed</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>MONDAY</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reimbursements post*</td>
<td></td>
</tr>
</tbody>
</table>

*Give or take one day, depending on the bank*
PART 5: TRAINING TOOLS AND TIPS

Certify training videos
Certify step-by-step guides
Expense report best practices
CERTIFY TRAINING

TUTORIAL VIDEOS

• Getting Started Tutorial Video: https://emburse.wistia.com/medias/7e43p254y5


USER GUIDES AND ARTICLES


BEST PRACTICES

• Bookmark Certify.com for easy access
• Take pictures of your itemized receipts ASAP – consider using the mobile app
• Do not rely on the autofill feature – it does not always populate correctly
• Always include the correct information in the reason section
• Use the reason field to explain unusual expenses if necessary
• Expenses that are flagged for being out of policy can still be submitted, but for faster reimbursement, it is best to resolve any issues before submitting your expense report
THANK YOU

ABHES Accounting
accounting@abhes.org