



ABHES USER GUIDE TO:
EXPENSE
REPORTS



January 2024

OVERVIEW

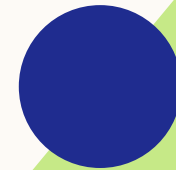
Part 1: Getting Set Up

Part 2: Important Certify Features

Part 3: How to Submit an Expense Report

Part 4: Reimbursement Timeline

Part 5: Training Tools and Tips



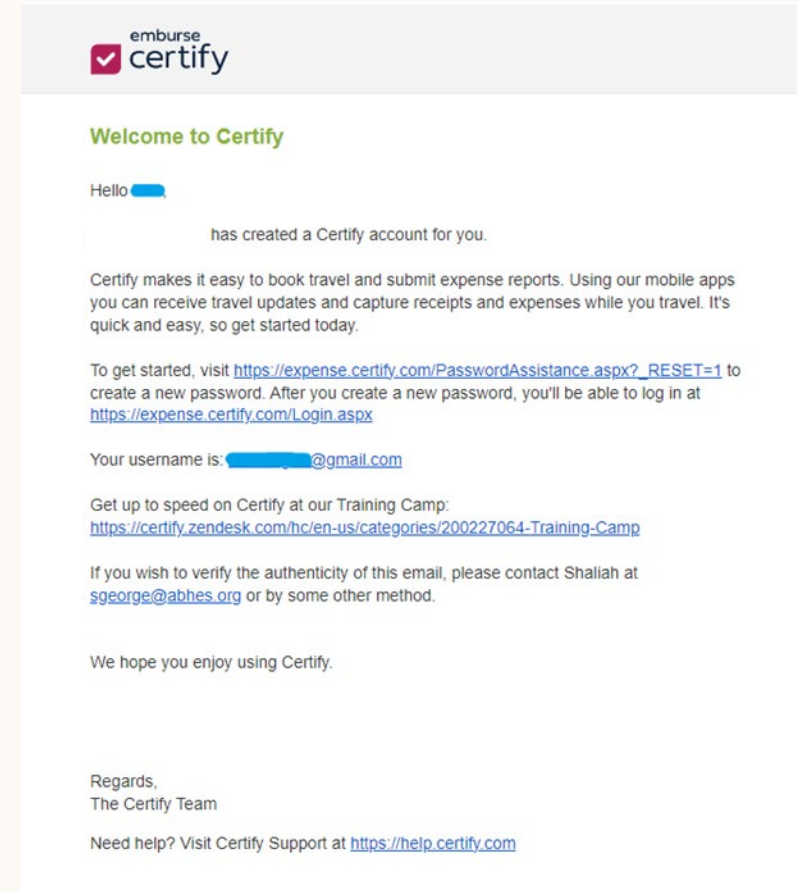


PART 1: GETTING SET UP

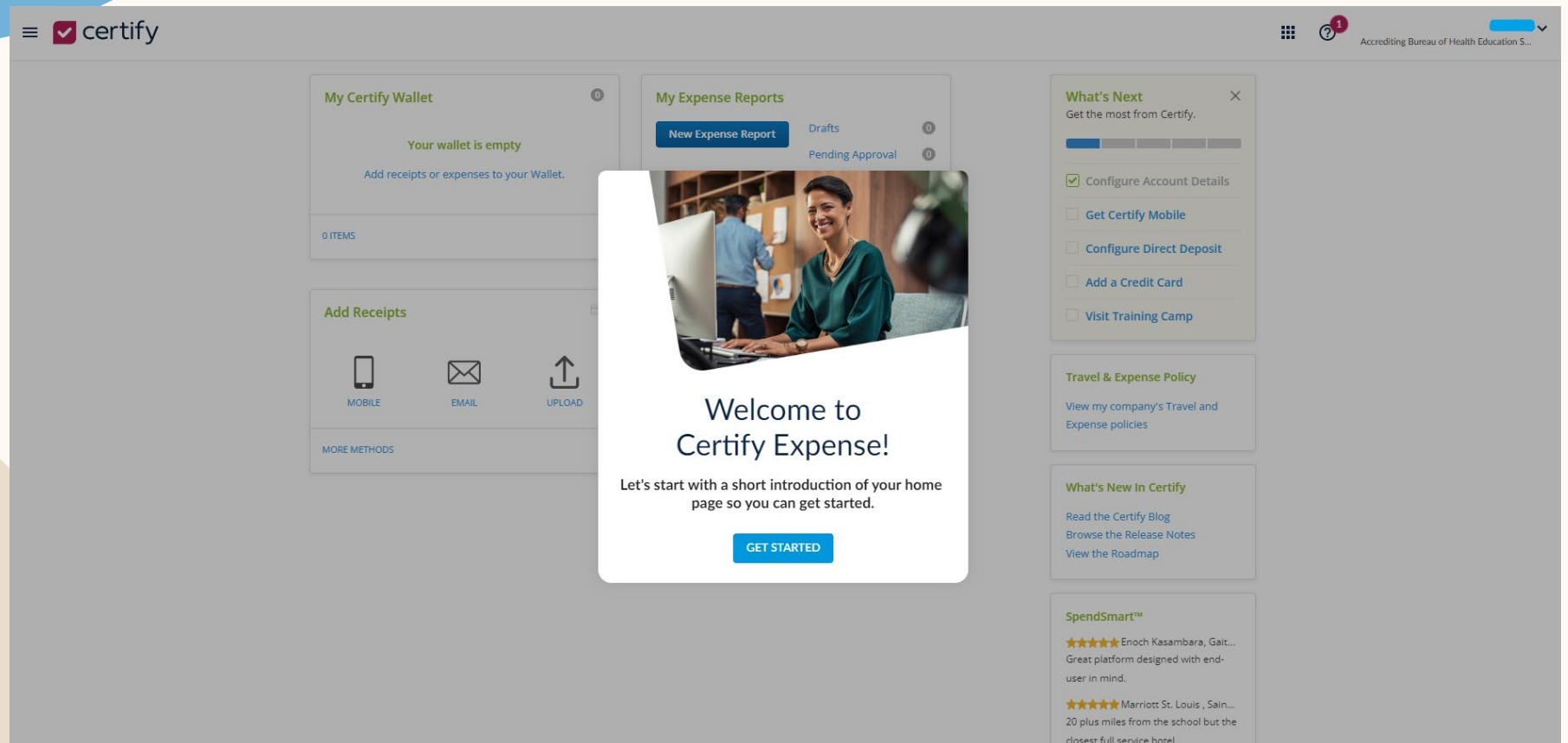
Certify account creation
Bill.com account creation
Intuit account creation

CERTIFY ACCOUNT CREATION

1. If this is your first time using Certify with ABHES, you 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).





***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.

BILL.COM ACCOUNT CREATION

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.



Hi [redacted]

We value your business and want to help you get paid faster and more conveniently. To do that, Accrediting Bureau of Health Education Schools has partnered with [BILL](#) and is inviting you to create your account. Signing up is free.

- With BILL, you get paid electronically and 2X faster than checks.
- You won't need to wait for our checks in the mail or wait in line at the bank to deposit them.
- BILL will notify you when we pay your invoices, so you'll always know when you're getting paid.


If you have any questions, you can contact me at sgeorge@abhes.org, 17039179503 or visit the [BILL Help Center](#).

Accept Invite

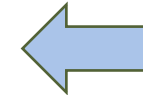
INTUIT ACCOUNT CREATION

- Within 48hrs of receiving your Certify invitation. You will receive an email from **Intuit/QuickBooks** to provide your W-9 tax information.
- When you receive the invitation, click “**Enter W-9 Info**” to add your personal information.
- Please double-check your entry, as it can impact your **1099**.

Accrediting Bureau of Health Education Schools manages contractor tax forms with QuickBooks

Create an Intuit account to send them your W-9 tax info. 
It only takes a few minutes.

Enter W-9 info

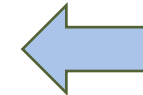


Hey there!

Accrediting Bureau of Health Education Schools needs your W-9 tax info. Start by creating a free Intuit account. Then fill out your W-9 details and you're all set! Come back to your account any time to view your tax documents or edit your info.

This makes business easier down the road, too. When you pick up other clients who use QuickBooks, you can share your W-9 info with a click. Clients can also send your 1099s to your Intuit account, where you can view, download, and print them.

Enter W-9 info



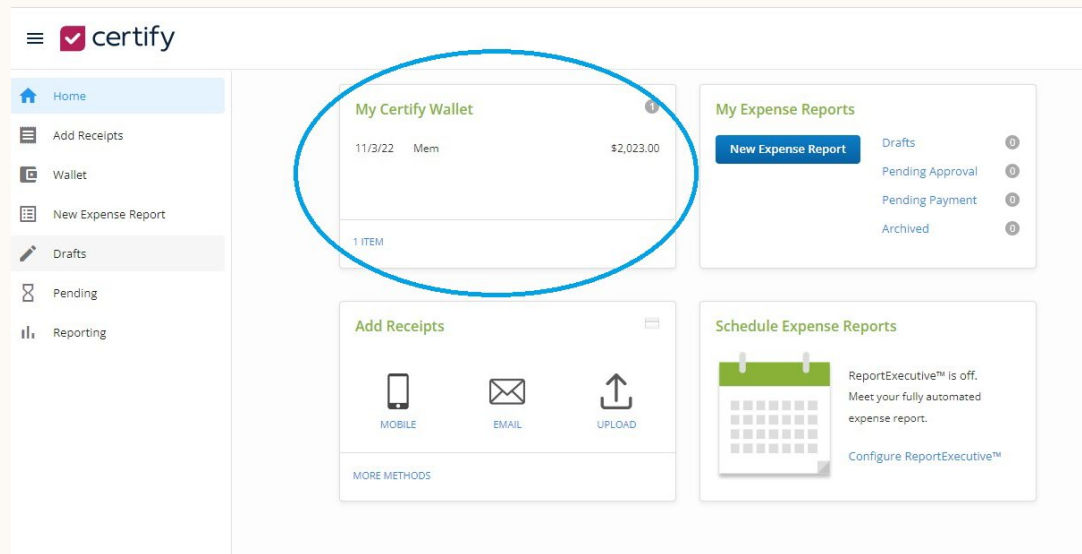


PART 2: IMPORTANT CERTIFY FEATURES

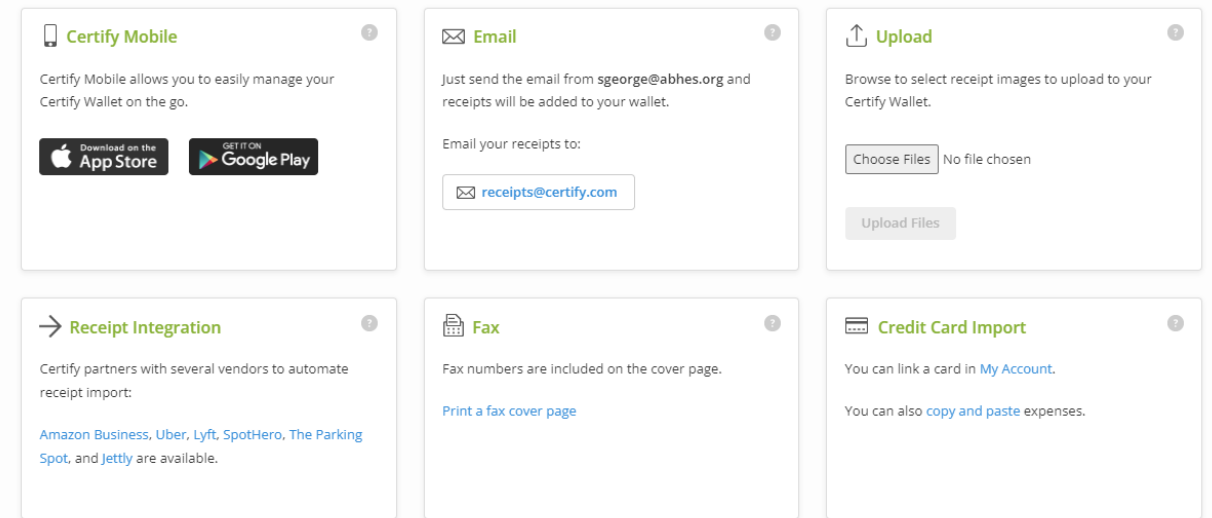
My Certify Wallet
Add Receipts
My Expense Reports
Travel & Expense Policy

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

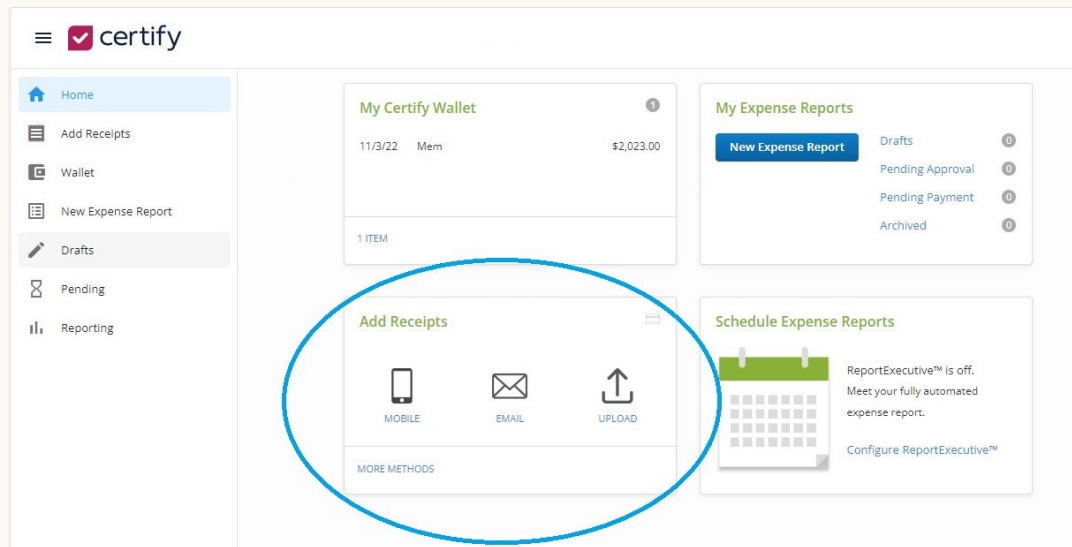


Add Receipts And Expenses

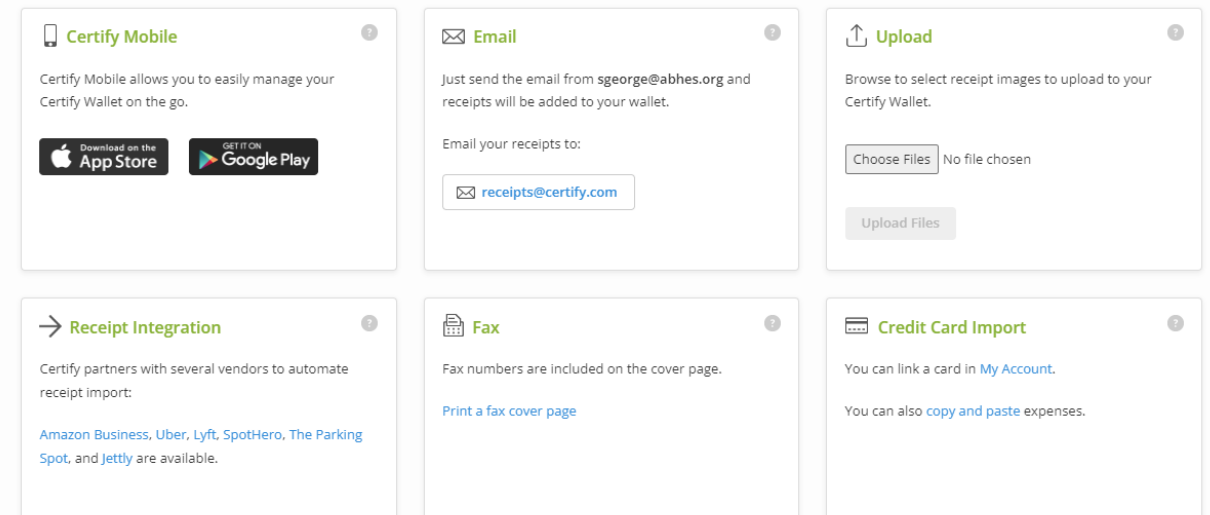


ADD RECEIPTS

- You can add new receipts via the mobile app, by emailing receipts@certify.com, or by uploading an image directly from your device. Note that when you email receipts you must use the email that is set up with your Certify account.
- Once uploaded, receipts and supporting images will be shown in your Certify Wallet.



Add Receipts And Expenses



RECEIPTS

- All meal receipts must be *itemized* and adjusted to remove any alcohol charges, including a recalculated tax & tip based on the adjusted total expense. Receipts should contain a breakdown of the purchase, including separate lines for each item. In addition to the items purchased, they must include the date, time, store name, price, tax, total, and payment method used.
- Credit Card statements will not suffice as receipts.

Not itemized
Not reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL: 520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER :
CARD NUMBER :
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt\$: 19.46

TIP AMOUNT\$: _____

FINAL AMT\$: _____

Itemized
Reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL: 520-825-5351
www.harvestmoontucson.com

Re-Printing 1

Dine In

Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA_LOPEZ

TAB#: B05

No. of Guest : 2

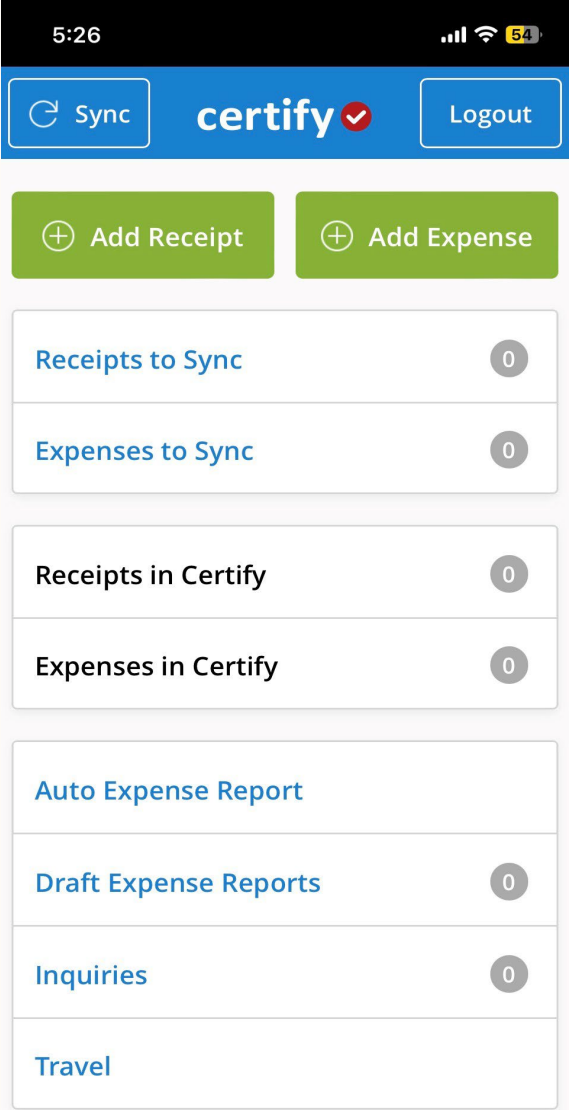
1 L- Cashew Chicken	7.50
w. Brown Rice	
w. Egg Flower Soup	
1 L- Mongolian Chicken	8.00
w. Brown Rice	
w. Egg Flower Soup	
1 Hot Tea (per pot)	2.50

Amount : 18.00

TAX(8.1%) : 1.46

TOTAL : 19.46

- **Pro-tip:** If you would like to add receipts and create expense reports on the go, you can download the Certify Mobile app.
 - Apple:
<https://itunes.apple.com/us/app/certify-mobile/id518112027?mt=8>
 - Google/Android:
<https://play.google.com/store/apps/details?id=com.certify.mobile&hl=en>

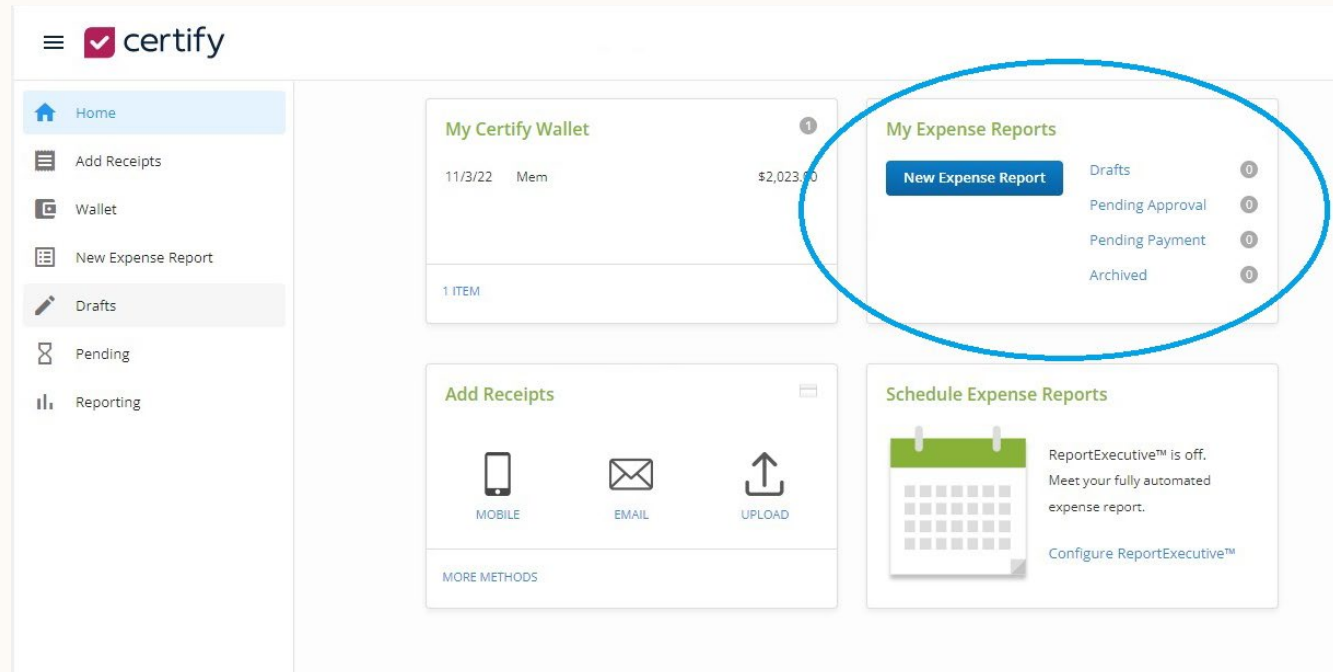


RECEIPT REQUIREMENTS

- 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. You can simply upload this documentation with a \$0 amount.

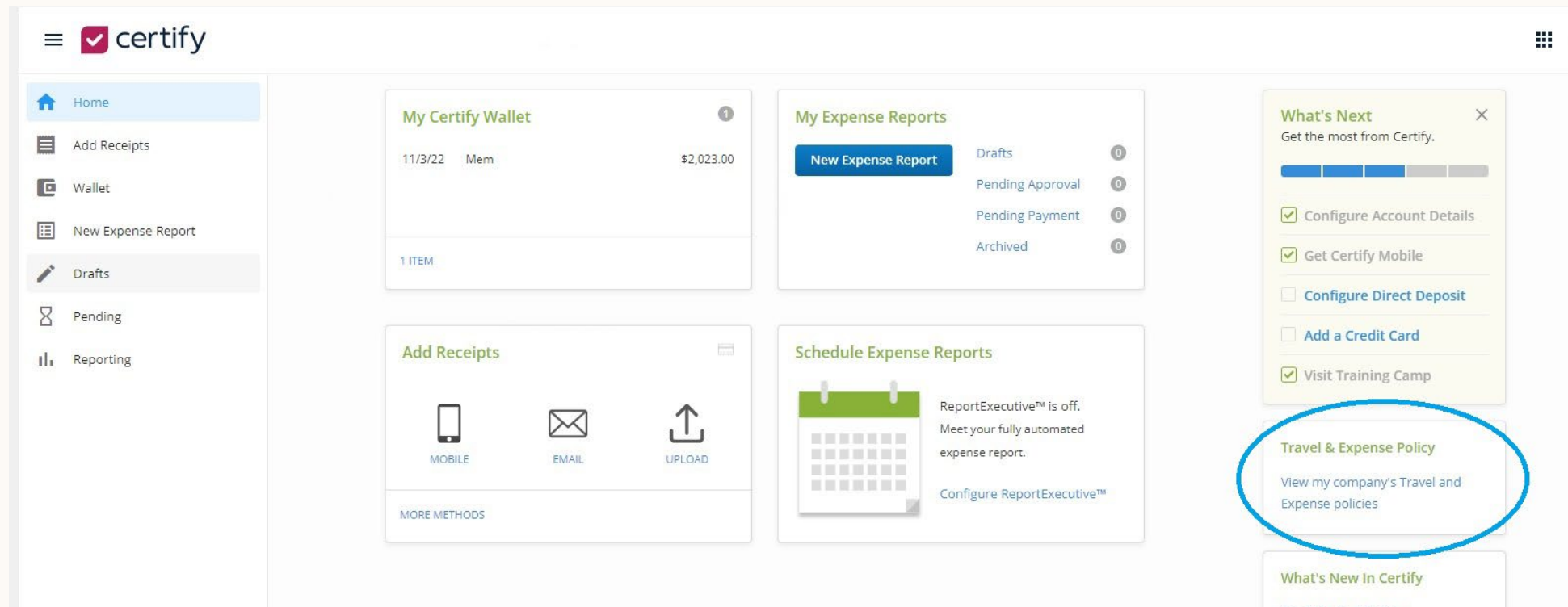
MY EXPENSE REPORTS

- You can create and view all your expense reports in this section.



TRAVEL & EXPENSE POLICY

- You can view the Travel Reimbursement Policy by clicking on the link in the Travel & Expense Policy box.



SPLITTING EXPENSES FROM ONE RECEIPT

- Example, if a hotel bill includes meals along with room charges
- Click on the “>” between Expense and Date columns for expense to split.
- The “>” will invert to “<”
- Click on “Split Expense”

The screenshot displays the Certify Travel and Expense Report Management Software interface. The main section is titled 'Expenses' and contains a table with the following columns: Expense, Date, Department, Category, Details, Amount, Billable, Receipt, and Reason. The table lists three expenses:

Expense	Date	Department	Category	Details	Amount	Billable	Receipt	Reason
[Icon]	3/2/2020	General	Airfare - General	[Icon] Maximum amount exceeded. Max Amount is: 700.00 USD. From to Carrier:	1,850.40	No	[Icon]	
[Icon]			Hotel - General	[Icon] Meets policy. Location: Houston, TX Hotel Name: Hyatt Check-in: 3/1/2020 Check-out: 3/2/2020 Average per night: 1,122.70 USD	1,122.70	No	[Icon]	conference
[Icon]			Business Meals - School Visit	[Icon] Maximum amount exceeded. Max Amount is: 75.00 USD per attendee	400.00	No	[Icon]	

An 'Other Actions' menu is open for the first expense, showing options: Delete Expense, Send to Wallet, Split Expense (highlighted with a red circle), Copy Expense, Add Bank Fee, and Add Image. The 'Split Expense' option is circled in red.

Below the table is the 'Add Expense' form with fields for Date, Department (General), Category, Reason, and Billable. To the right is the 'My Certify Wallet' section, which shows a table with columns: Date, Category, Description, and Amount. It lists one item: Fuel - Gen... for \$478.97.

SPLITTING EXPENSES FROM ONE RECEIPT

- Select the appropriate “Department” and “Category” for the expense
- Type in the dollar amount of the expense you are splitting
- Click “Save”

The screenshot displays the Certify - Travel and Expense Report Management Software interface in Google Chrome. The browser address bar shows the URL: `certify.com/SplitExpenseAcct.aspx?ExpID=AEC36729EA40AA6ABA263238A8FBC35CEE&dm=1`.

Itemized Expense Form:

- Date:** 3/2/2020
- Department:** ABHES National Conference
- Category:** Coffee, Tea, Snacks - ABHES National Conference
- Amount:** 4.87 (circled in red) or 0.00 %
- Vendor:** Hyatt
- Location:** Houston, TX
- Reason:** conference
- Billable:** ☐

Receipt Image:

The receipt image shows a Hyatt Regency Houston invoice. The invoice details include:

- INVOICE:**
- Any Row:** 2500 Enterprise Parkway East, Houston, TX 77054, Tel: 713-854-1234, Fax: 713-375-4628, houstonregency.hyatt.com
- Room No.:** 3005
- Arrival:** 03-01-20
- Departure:** 03-06-20
- Folio Window:** 1
- Folio No.:** 1254735
- Confirmation No.:** 5045050201
- Group Name:** ABHES 20th Annual Conf on Allied He
- Date:** 03-01-20
- Description:** Einstein Bagels
- Charges:** 4.87
- Credits:**

Receipt Details:

Date	Description	Charges	Credits
03-01-20	Einstein Bagels	4.87	
03-01-20	Group Room	189.00	
03-01-20	State Occupancy Tax - 6%	11.34	
03-01-20	City Occupancy Tax - 7%	13.23	
03-01-20	County Occupancy Tax - 2%	3.78	
03-01-20	Spouse Tax - 2%	3.78	
03-02-20	Einstein Bagels	12.18	
03-02-20	Group Room	189.00	
03-02-20	State Occupancy Tax - 6%	11.34	
03-02-20	City Occupancy Tax - 7%	13.23	
03-02-20	County Occupancy Tax - 2%	3.78	
03-02-20	Spouse Tax - 2%	3.78	
03-02-20	Group Room	189.00	
03-02-20	State Occupancy Tax - 6%	11.34	

Bottom Section:

- Receipt:** folioxml_hyatt153733980 (002).pdf
- Relationship:** Link expenses
- Buttons:** Save, Split Again, Cancel

SPLITTING EXPENSES FROM ONE RECEIPT

- The receipt has been split between Lodging and Snacks

certify.com/ExpRptView.aspx?ID=04D32664F7BE54D91DCAD4748DE2F2C963&EID=0459A59CDD9CAA797825F5613EE99E25EF

My Certify Wallet













New Expense Report

Drafts

MA 522 School Visit

Pending

Expenses

Expense	Date	Department	Category	Details	Amount	Billable	Receipt	Reason
 	3/2/2020	General	Airfare - General	 Maximum amount exceeded. Max Amount is: 700.00 USD. From to Carrier:	1,850.40	No		
 	3/2/2020	General	Lodging - General	 Meets policy. Location: Houston, TX Hotel Name: Hyatt Check-in: 3/1/2020 Check-out: 3/2/2020 Average per night: 1,117.83 USD 99.57%	1,117.83	No		conference
 	3/2/2020	ABHES National ...	Coffee, Tea, Snacks - ABHES	 Meets policy. Vendor: Hyatt Location: Houston, TX	4.87	No		conference

Add Expense

Date

Department




Category

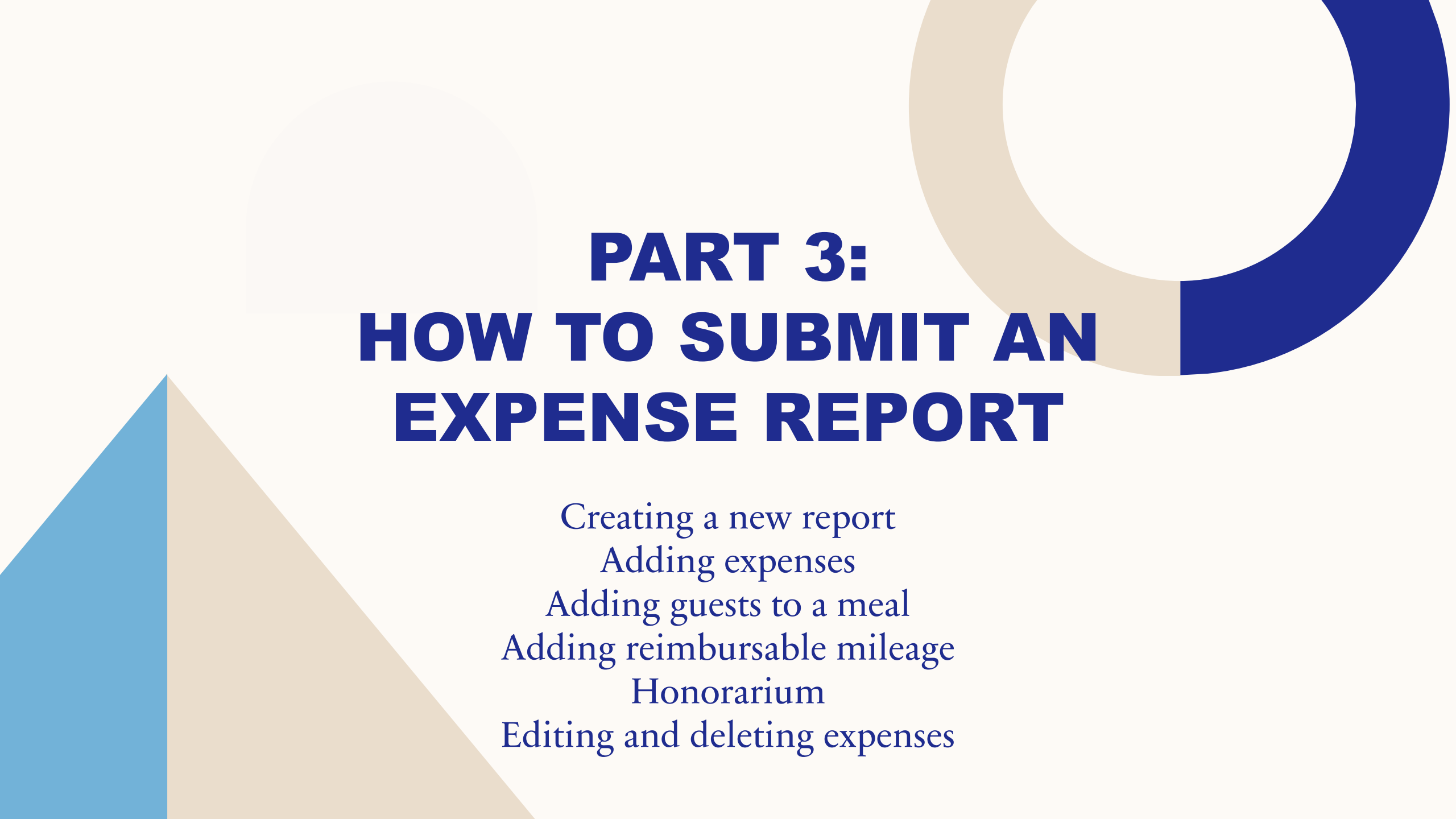
Reason

Billable ☐

My Certify Wallet

Merge Items ☐

Date	Category	Description	Amount
  	3/27/20	Fuel - Gen... Fw: Travelocity travel...	\$478.97



PART 3:

HOW TO SUBMIT AN

EXPENSE REPORT

Creating a new report
Adding expenses
Adding guests to a meal
Adding reimbursable mileage
Honorarium
Editing and deleting expenses

CREATING A NEW EXPENSE REPORT

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, 2024 School Visit I-410
 - e.g., December 5-9, 2024 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. If the expense is related to a visit, enter the visit month, school, and ABHES staff member.
6. Review your report information and click “Next”.



Create a New Expense Report

Enter expense report information

Expense Report Name	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Description	<input type="text"/>
Visit Month (school ID#)	<input type="text"/>
Name of School	<input type="text"/>
ABHES Staff Member	<input type="text"/>

Back

Next

CREATING A NEW EXPENSE REPORT

Expense Report

Report Name

February 2-3, 2023 School Visit I-410

Dates

2/1/2023 - 2/4/2023

Submit for Approval

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, Regular)

Category

Amount

Vendor

Location

Reason

Receipt

Select

Save

Cancel

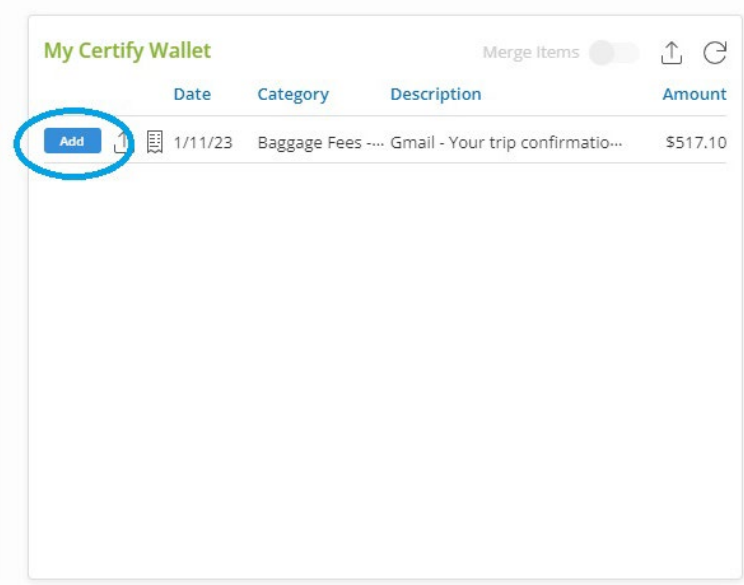
My Certify Wallet





Merge Items

Date	Category	Description	Amount
<div>Add</div>	<div></div>		
1/11/23	Baggage Fees ----	Gmail - Your trip confirmatio...	\$517.10

ADDING EXPENSES

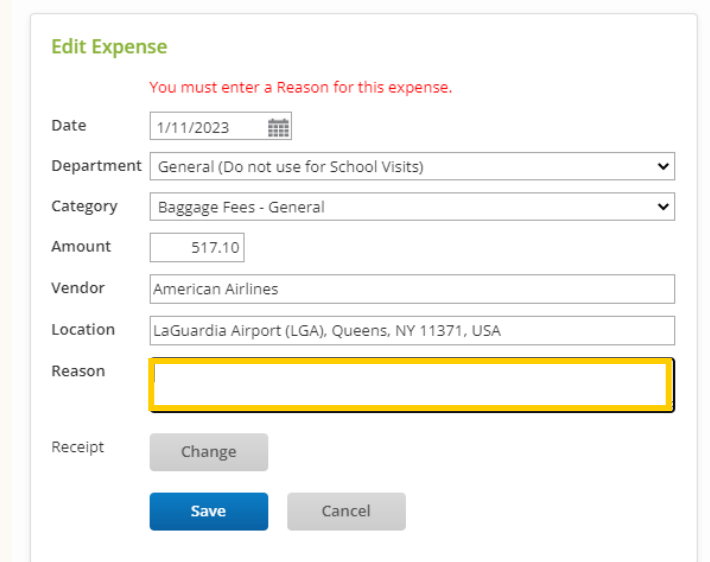
1. To add expenses to your report, click the blue “Add” button next to the corresponding receipt in the “My Certify Wallet” section.
2. When your expense updates at the top of the page, click the edit icon on the left-hand side of your expense.
3. Review and edit the information that populates after 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).



Expenses							
Expense	Date	Department	Category	Details	Amount	Receipt	Reason
	1/11/2023	General (Do not use for School Visits)	Baggage Fees - General	 	517.10		
Total Non-Reimbursable					\$0.00		
Total Reimbursable					\$517.10		

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, 2024 Taylor College 1-410
 - e.g., February 22, 2024 Hajjden 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.



The screenshot shows the 'Edit Expense' form. At the top, it says 'Edit Expense' in green. Below that, a red error message states 'You must enter a Reason for this expense.' The form fields are: Date (1/11/2023), Department (General (Do not use for School Visits)), Category (Baggage Fees - General), Amount (517.10), Vendor (American Airlines), Location (LaGuardia Airport (LGA), Queens, NY 11371, USA), and Reason (an empty text box with a yellow border). At the bottom, there is a 'Receipt' section with a 'Change' button, and 'Save' and 'Cancel' buttons. A large yellow arrow points from the right towards the Reason field.

***NOTE**

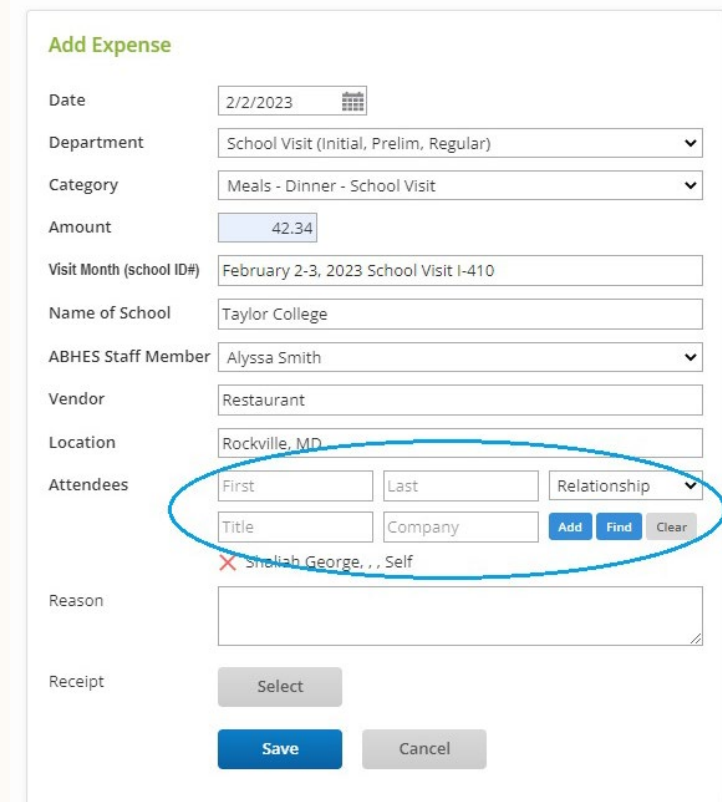
All receipts must include:

- 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

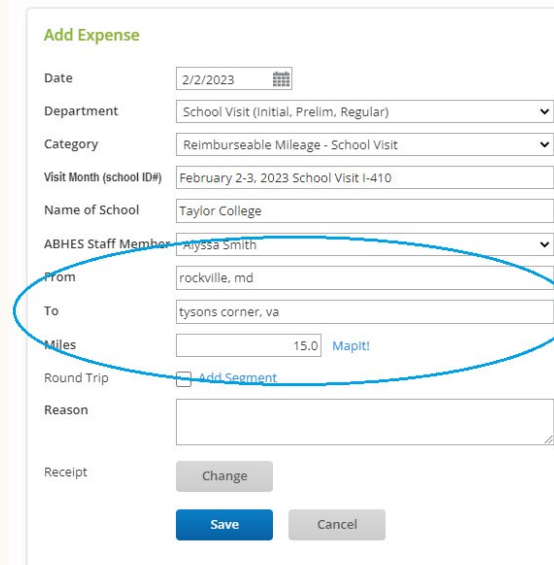


The screenshot shows the 'Add Expense' form with the following fields and values:

- Date: 2/2/2023
- Department: School Visit (Initial, Prelim, Regular)
- Category: Meals - Dinner - School Visit
- Amount: 42.34
- Visit Month (school ID#): February 2-3, 2023 School Visit I-410
- Name of School: Taylor College
- ABHES Staff Member: Alyssa Smith
- Vendor: Restaurant
- Location: Rockville, MD
- Attendees section (highlighted with a red circle):
 - First: [empty]
 - Last: [empty]
 - Relationship: [dropdown menu]
 - Title: [empty]
 - Company: [empty]
 - Buttons: Add, Find, Clear
 - Below the buttons, a red 'X' icon is next to the text 'Sheliah George, , Self'.
- Reason: [empty text area]
- Receipt: [empty text area]
- Buttons: Select, Save, Cancel

ADDING 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



Add Expense

Date: 2/2/2023

Department: School Visit (Initial, Prelim, Regular)

Category: Reimbursable Mileage - School Visit

Visit Month (school ID#): February 2-3, 2023 School Visit I-410

Name of School: Taylor College

ABHES Staff Member: Alyssa Smith

From: rockville, md

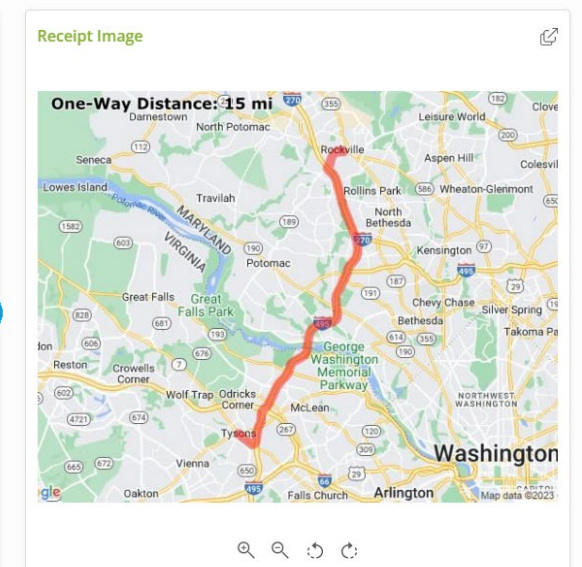
To: tysons corner, va

Miles: 15.0 MapIt!

Round Trip: ☐ Add Segment

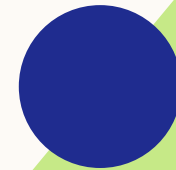
Reason:

Receipt:



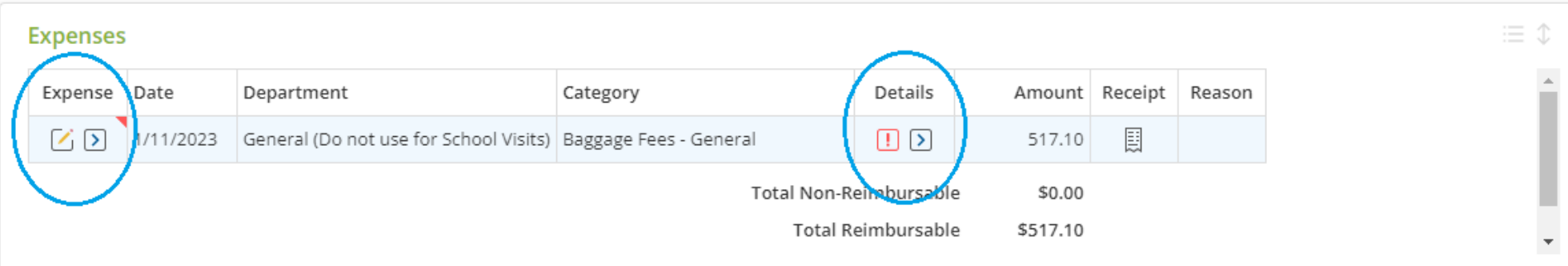
HONORARIUM





- Honoraria (if applicable) must be included in your expense report.
- You may enter your honorarium by day or as a total sum. No receipt or supporting documentation is necessary.
- Please contact staff if you are unsure of your honorarium amount.

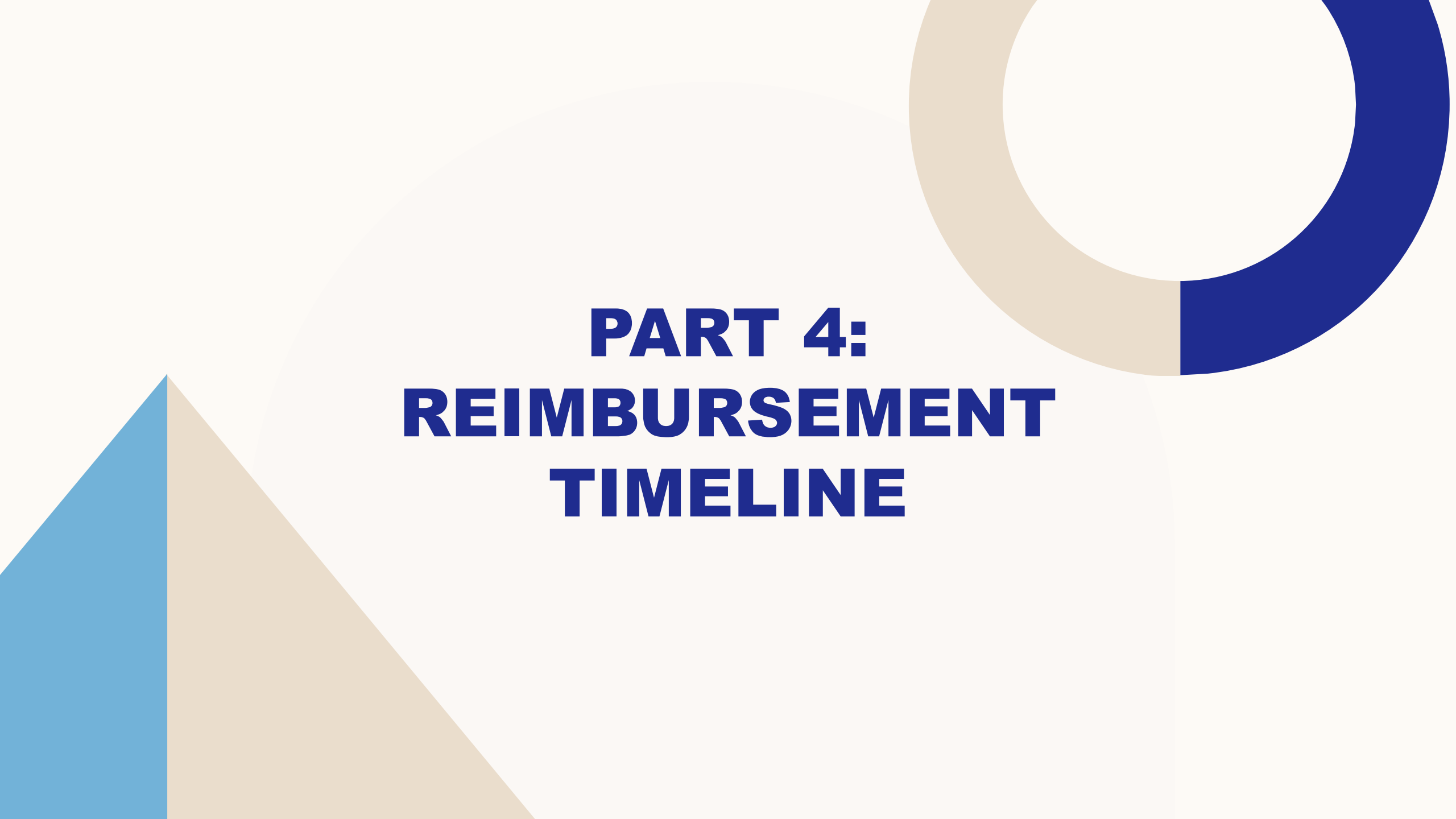


EDITING & DELETING EXPENSES

- 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”. When you delete an expense here, it is removed from your report and returns to your Certify Wallet.



Expense	Date	Department	Category	Details	Amount	Receipt	Reason
	1/11/2023	General (Do not use for School Visits)	Baggage Fees - General	 	517.10		
Total Non-Reimbursable					\$0.00		
Total Reimbursable					\$517.10		

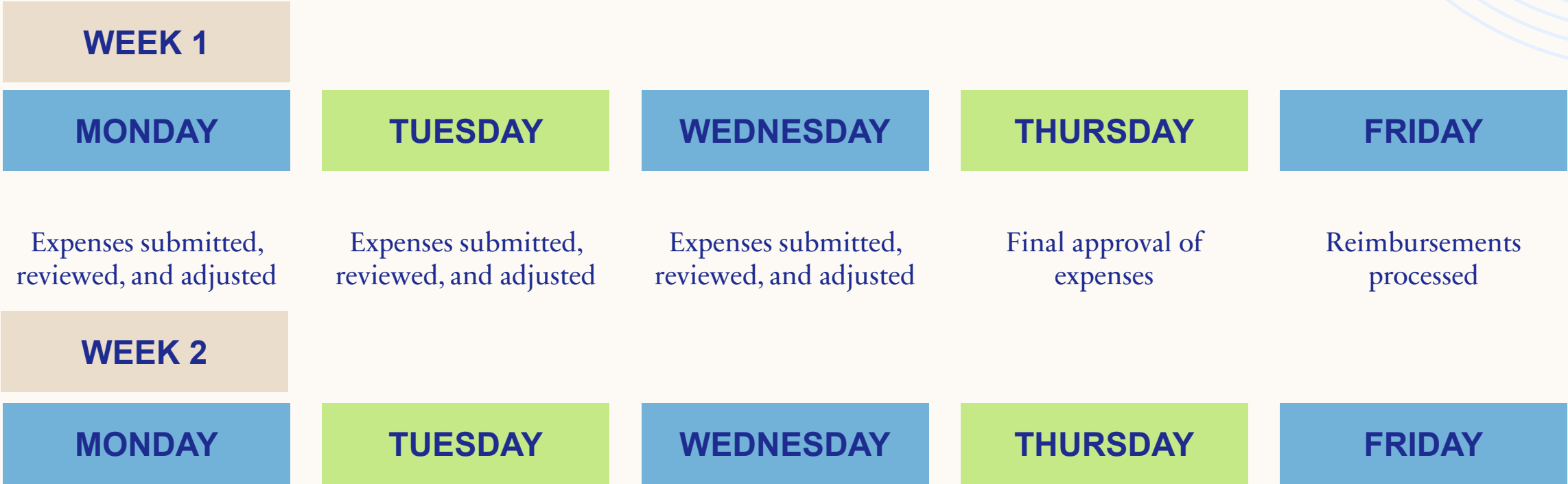


PART 4: REIMBURSEMENT TIMELINE

REIMBURSEMENT TIMELINE

- 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.
- ABHES strives to issue reimbursement payments within **10 business days** upon receipt of error-free expense report submissions. If an expense report is submitted on a Monday and contains no errors, it will be processed for payment in Certify, where payment will be received in the traveler's account by the following Friday through Bill.com.
- See the timeline on next page for more details on the process.

REIMBURSEMENT TIMELINE



REIMBURSEMENTS POST*

*Give or take one day, depending on the bank



PART 5: TRAINING TOOLS AND TIPS

Certify training videos
Certify step-by-step guides and articles
Expense report best practices

CERTIFY TRAINING

TUTORIAL VIDEOS

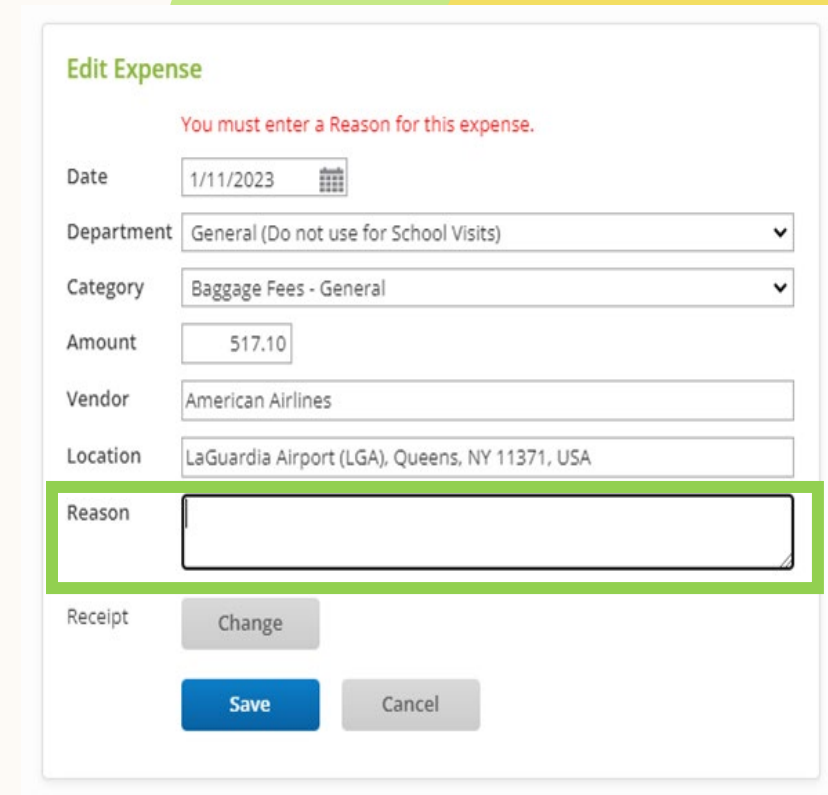
- Getting Started Tutorial Video:
<https://emburse.wistia.com/medias/7e43p254y5>
- Training Video catalog:
<https://help.certify.com/hc/en-us/categories/115001452408-Videos>

USER GUIDES AND ARTICLES

- PDF User Guide:
<https://help.certify.com/hc/en-us/articles/115009215847-PDF-User-Guides>
- Submitting an Expense Report
<https://help.certify.com/hc/en-us/articles/15458457049357-Submitting-an-Expense-Report>

BEST PRACTICES

- Include the correct information in the Reason field for each expense, outlined in Step 8 on page 20
- 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
- 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



The screenshot shows the 'Edit Expense' form with the following fields and values:

- Date:** 1/11/2023
- Department:** General (Do not use for School Visits)
- Category:** Baggage Fees - General
- Amount:** 517.10
- Vendor:** American Airlines
- Location:** LaGuardia Airport (LGA), Queens, NY 11371, USA
- Reason:** (This field is highlighted with a green border and is currently empty.)

Below the Reason field, there is a 'Receipt' label and a 'Change' button. At the bottom, there are 'Save' and 'Cancel' buttons. A red error message at the top of the form states: 'You must enter a Reason for this expense.'

CONTACT

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Dedicated Office Hours for Direct Assistance:
10 am – 2 pm EST