Submitting an Expense Report with Bowdoin Credit Card Expenses

Instructions for Certify

Log into Certify using your full Bowdoin College email address and your password. If you have forgotten your password, select “Forgot your password?” from the Certify Login page and follow the Lost Password Wizard steps.

Add receipts into your Certify Wallet by selecting Receipts and choosing one of the various options available.

If you have Bowdoin credit card expenses, you will want to select Automatic under Get Started (if you do not have a Bowdoin credit card, please see “Submitting an Expense Report Reimbursement Instructions”).

- Select Step 2 to use the Auto Expense Report Wizard.

This is where the receipts show up once they are added.

This is also where your credit card expenses show up. It usually takes a day or two to show up in your wallet after purchase.
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- Add expenses and receipts to a new expense report (or existing report if you have already started a draft report).
- Next

- Enter Report Name (e.g., July expenses).
- Start Date and End Date (if you have expenses, please submit at least one report a month)
- You do not need to enter anything within the Description field.
- Next
After reviewing the confirmation page, select Next (there is one expense and one receipt in the example below).

- If Link Receipts displays, select this item to match up your receipts to the appropriate credit card expenses (the system will attempt to match receipts automatically, so this feature does not always display if the receipts are already matched or if there are no receipts added to your wallet). The green check mark indicates that the receipt is linked or if the amount is under $50.00, you do not need a receipt.
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- If Cleanup Wizard displays, select this option to review/edit information. The wizard will take you through each expense but you can also edit expenses by using the edit pencil icon and open each expense individually.

- Verify/edit the department and category codes.
- Enter Type & Region of travel
- Add the required information (i.e. meal attendees or flight information).
- Enter the reason for the expense. You can type over the information that imports from the credit card company if you like or add to it.
- Credit card expenses will default to “the company paid, do not reimburse me”.

- Select next if there are additional expenses or save and exit if this is the last expense.
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If you have out of pocket expenses that require reimbursement, you can add them at this point or create a separate report. To add expenses, select the appropriate receipt located in My Certify Wallet on the right (this will fill in some of the fields and associate the receipt with the expense).
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If the amount is under $50.00, you would not need a receipt and can just fill in each item under Add Expense.

- The Date
- Department number (your account will be defaulted to a department number but you can also select other departments as needed)
- Category code
- Amount
- Type
- Region
- Vendor/Location
- Reason for the expense (i.e. parking at airport)
- Select, “I paid for this, please reimburse me”.
- Save

If the Department code or Category code is not in the drop down menu, select the NOT LISTED option and then manually key it into the Dept. Not Listed or Categ. Not Listed fields the appropriate number.

If you select the category code for “meals”, you will be required to enter attendees of the meal.
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You can continue to add additional expenses in the same manner. Once your expense report is complete, select submit for approval. Your expense report will be sent via email to your designated approver.

[Image of expense report on Certify platform]

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At the next screen you have the option of adding an email note to your expense report approver or you can just select submit.

Submit Expense Report for Approval

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.

From: Lisa Roux (lroux@bowdoin.edu)
To: Jonna Long (jlong@bowdoin.edu) on behalf of Lynne Toussaint (ttoussai@bowdoin.edu)

Subject: Expense Report Approval Request From Jonna Long (jlong@bowdoin.edu) on behalf of Lynne Toussaint (ttoussai@bowdoin.edu) has sent an expense report for your approval.

Enter your comments:

Expense Report Summary

Employee: Lynne Toussaint (ttoussai@bowdoin.edu)
Expense Report Name: Mapp Conference
Dates: 6/1/2015 - 6/30/2015

Non Reimbursable Total: $177.78
Reimbursable Total: $0.00
Total: $177.78

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

Submit
Cancel

Your expense report is now on the way for approval and payment. You can view your pending and archived reports from your Certify home page under My Expense Reports. Depending on your account settings, you may receive an email as your expense report moves through the process of approval and payment. Payments are issued through accounts payable via EFT method into your bank account.

For assistance with Certify please contact Robin Saindon at rsaindon@bowdoin.edu ext. 3584 or Joanna Long at jlong@bowdoin.edu ext. 3470