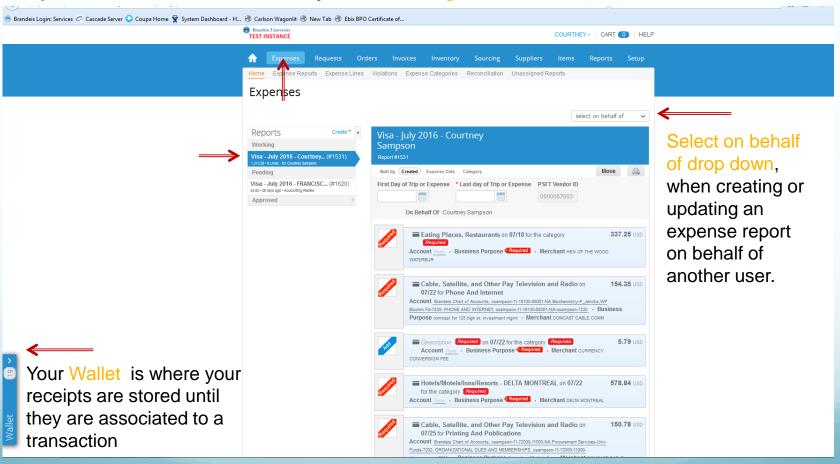# P-Card transactions in MarketPlace+

- P-card transactions will post to MarketPlace+ daily

- An expense report will be created for each card holder as transactions post
  - The Expense Report will be titled Visa – Month Year – Cardholder Name
  - Transactions will continue to post in the Month/Year report until you Submit your Expense Report and a new Expense Report will be created. (i.e if you submit your August 2016 Expense report on August 15th a new Visa – August 2016 report will be created for any transaction which post after the 15th).
  - Cardholders will have the ability to login, allocate, and approve transactions as soon as they post

- If you are a reconciler on behalf of another user, you will be able to access their transactions from the "select on behalf of" drop down menu.
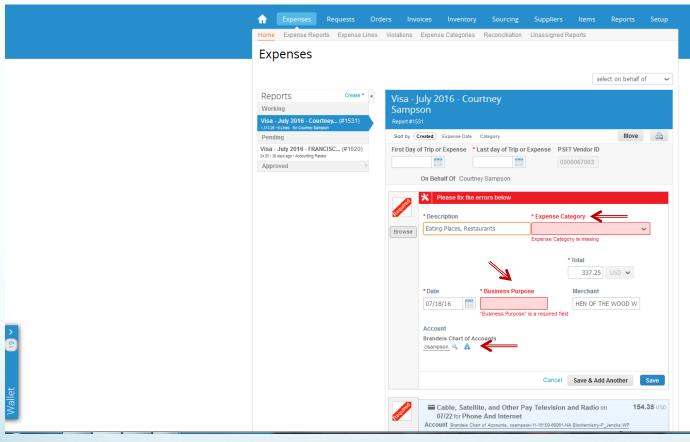
P-Card related Expense Report

To begin, select Expenses and as transactions post to your P-Card your Expense Report will be created under your Working Folder.

Select on behalf of drop down, when creating or updating an expense report on behalf of another user.

Your Wallet is where your receipts are stored until they are associated to a transaction

P-Card related Expense Report

Select the transaction you would like to allocate and fill in the Expense Category and Business Purpose

If additional fields are populated based on the Expense Category you may need to provide additional information

Select the Magnifying Glass Icon or the Split Icon* next to Account to enter your Unet, Chartstring and Account for the transaction

* You can Split by amount or percentage

Expenses: Receipts

Users can easily upload receipts directly to MarketPlace+ in the following ways

- Send receipts to your Wallet (pdf, png, jpg, xls, doc, ppt., etc)
  - Email receipts (as an attachment) to: expenses@brandeis.coupahost.com
  - Drag saved receipts from your computer to your Wallet
  - Receipts in your Wallet can then be dragged to the transaction you are working on.
- Use the Browse button next to the expense line and add a saved receipt from your desktop/computer.
- Use the Coupa App* and take pictures to associate receipts directly to the expense.

After all transactions are entered and receipts have been associated to those which require it, select Submit for Approval

* See our instructions on how to download the Coupa App