

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**.

Brandeis University
TEST INSTANCE

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Expenses

Home Expense Reports Expense Lines Violations Expense Categories Reconciliation Unassigned Reports

select on behalf of

Reports Create

Working

Visa - July 2016 - Courtney... (#1531) 131326-1 Lines for Courtney Sampson

Pending

Visa - July 2016 - FRANCISC... (#1620) 24 55 - 26 days ago - Accounting Review

Approved

Visa - July 2016 - Courtney Sampson
Report #1531

Sort by **Created** Expense Date Category Move Print

First Day of Trip or Expense Last day of Trip or Expense PSFT Vendor ID

On Behalf Of Courtney Sampson

Required Eating Places, Restaurants on 07/18 for the category **Required** 337.25 USD
Account Business Purpose **Required** Merchant HEN OF THE WOOD WATERBUR

Required Cable, Satellite, and Other Pay Television and Radio on 07/22 for Phone And Internet 154.35 USD
Account Brandeis Chart of Accounts, csampson-11-18100-88061-NA Biochemistry, J Jacobs WP Biochim Fd-7230- PHONE AND INTERNET, csampson-11-18100-88061-NA-csampson-7230 Business Purpose comcast for 125 high st. investment mgmt Merchant COMCAST CABLE COUM

Required Description **Required** on 07/22 for the category **Required** 5.79 USD
Account Business Purpose **Required** Merchant CURRENCY CONVERSION FEE

Required Hotels/Motels/Inns/Resorts - DELTA MONTREAL on 07/22 for the category **Required** 578.84 USD
Account Business Purpose **Required** Merchant DELTA MONTREAL

Required Cable, Satellite, and Other Pay Television and Radio on 07/25 for Printing And Publications 150.78 USD
Account Brandeis Chart of Accounts, csampson-11-72000-11000-NA Procurement Services-Univ Funds-7202- ORGANIZATIONAL DUES AND MEMBERSHIPS, csampson-11-72000-11000-NA Procurement Services-Univ

Wallet 19

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

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

P-Card related Expense Report

Expenses

Reports

Working

Visa - July 2016 - Courtney... (#1531)

Pending

Visa - July 2016 - FRANCISC... (#1620)

Approved

Visa - July 2016 - Courtney Sampson
Report #1531

Sort by: Created Expense Date Category

First Day of Trip or Expense * Last day of Trip or Expense PSFT Vendor ID

On Behalf Of Courtney Sampson

Please fix the errors below

* Description * Expense Category

Eating Places, Restaurants

Expense Category is missing

* Total

337.25 USD

* Date * Business Purpose Merchant

07/18/16

Business Purpose is a required field

HEN OF THE WOOD W

Account

Brandeis Chart of Accounts csampson

Cancel Save & Add Another Save

Cable, Satellite, and Other Pay Television and Radio on 154.35 USD

07/22 for Phone And Internet

Account Brandeis Chart of Accounts, csampson-11-16100-88081-NA Biochemistry_P_Jencks.WP

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

Choose an Account

UNET Select an Option

CHARTSTR Select an Option

ACCOUNT Select an Option

Choose

* 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.coupa.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