

- Then fill in all segments indicated in red: **Expense Category**, **Business Purpose**, and **Account***. If Applicable you may also fill in WD Student Clubs and/or Springboard ID.

The screenshot shows an expense entry form with a red error banner at the top that reads "Please fix the errors below". The form contains the following fields and elements:

- Sort by:** Expense Date (dropdown)
- View:** List view icon
- Move:** Move icon
- Description:** READYREFRESH BY NESTLE
- Expense Date:** 07/10/20
- Expense Category:** A dropdown menu is highlighted in red with a red arrow pointing to it. Below it is a red warning icon and the text "Expense Category is required".
- Total:** 63.98
- Currency:** USD
- Reimburse to Employee:** No
- Business Purpose:** A text input field is highlighted in red with a red arrow pointing to it. Below it is a red warning icon and the text "Business Purpose is required".
- Merchant:** READYREFRESH BY NESTLE
- Account:** None Selected. Next to it are a magnifying glass icon and a split icon, both highlighted in red with red arrows pointing to them.
- Reporting Department:** Procurement Services
- WD Student Clubs:** A dropdown menu.
- Springboard ID:** A dropdown menu with the text "REQUIRED FOR FUND 20" below it.
- Buttons:** Cancel, Save & Add Another, Save.

*Select the **Magnifying Glass** or **Split Icon**(you can split by percentage or amount) next to Account to enter your **Unet ID**, **Chartstring/FDM** and **Spend Category**

The screenshot shows a dialog box titled "Choose an Account" with a close button (X) in the top right corner. The dialog contains the following fields:

- Choose Chart Of Accounts:** WD Chart of Accounts
- UNET ID:** Select (dropdown)
- WD - CHARTSTRING/FDM:** Select (dropdown)
- WD - SPEND CATEGORY:** Select (dropdown)
- Choose:** A blue button at the bottom right.

All Expense Reports must include copies of receipts. Users can easily upload receipts directly to Marketplace+ in the following ways

- Send receipts to your Wallet (pdf, png, xls, doc, ppt, etc)
 - Email receipts (as an attachment) to your wallet's email address: firstname.lastname@brandeis.coupa-expenses.com, you can find your specific email when you click [Wallet](#)
 - 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 Description box and add a saved receipt from your desktop/computer
- Use the Coupa App* and take pictures to associate receipts directly to the expense

The screenshot shows the Coupa Expense Report form. A red arrow points to the 'Required' icon and 'Browse' button next to the Description field. Another red arrow points to the 'Wallet' button in the left sidebar. The form contains the following fields and values:

- Description:** READYREFRESH BY NESTLE
- Expense Date:** 08/12/20
- Expense Category:** (Empty dropdown, error: Expense Category is required)
- Total:** 63.98
- Currency:** USD
- Reimburse to Employee:** No
- Business Purpose:** (Empty dropdown, error: Business Purpose is required)
- Merchant:** READYREFRESH BY NESTLE
- Account:** None Selected
- Reporting Department:** Procurement Services
- WD Student Clubs:** (Empty dropdown)
- Springboard ID:** (Empty dropdown, note: REQUIRED FOR FUND 20)

Buttons at the bottom: Cancel, Save & Add Another, Save.

After all information is entered and receipts have been associated to each P-Card transaction, select [Submit for Approval](#)

*See our instructions on how to download the [Coupa App](#)

