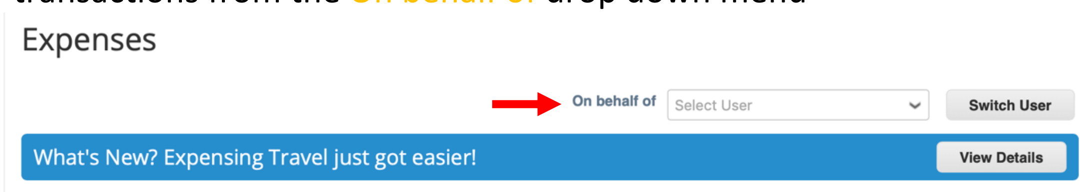
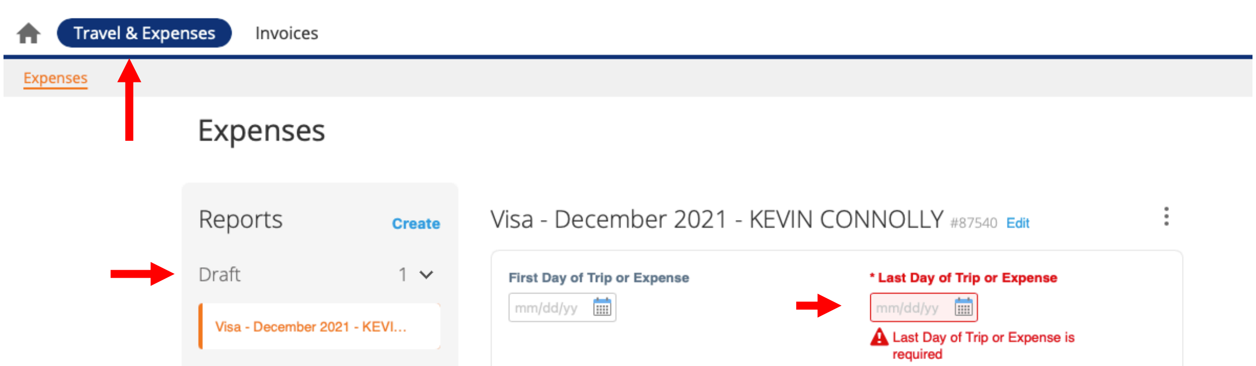
Reconciling P-Card Transactions

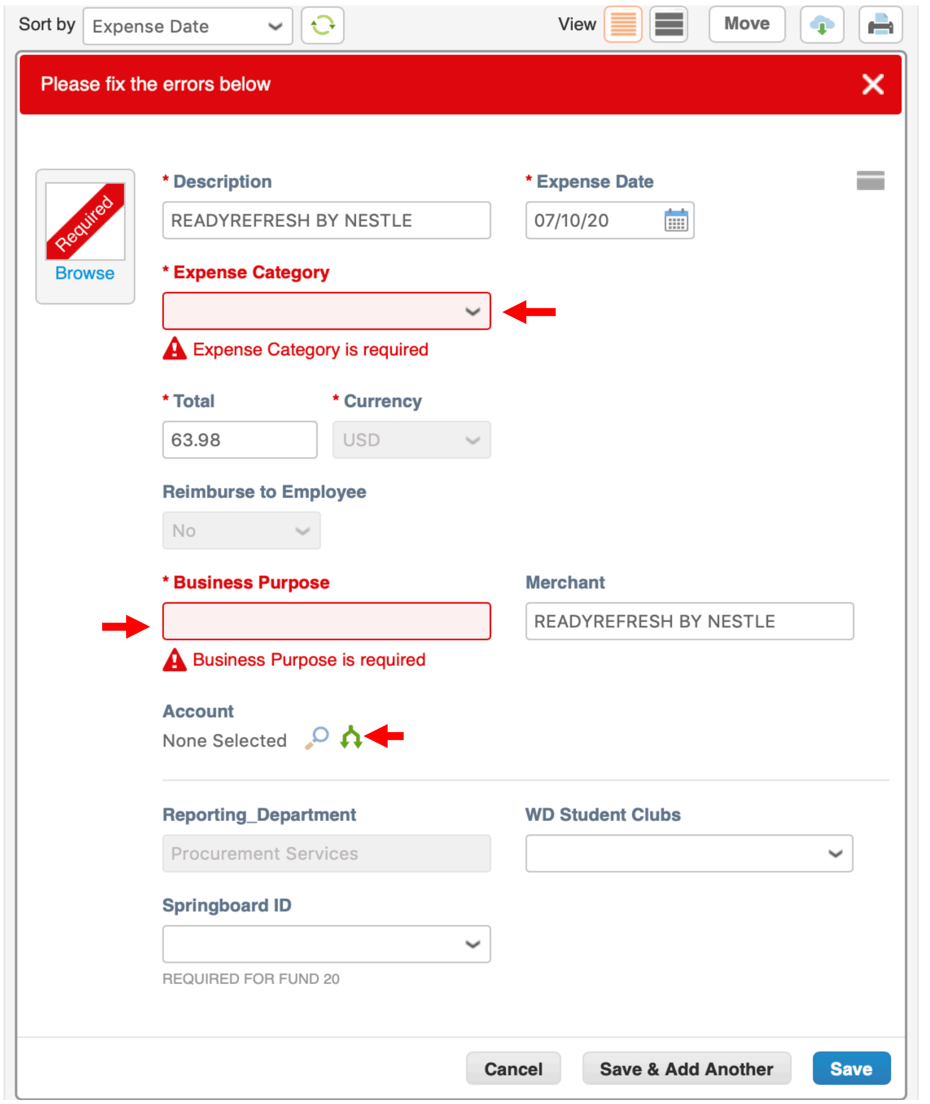
- P-Card transactions will post to Marketplace+ daily
- An Expense Report will be created for each card holder as transactions post
  - ♦ The Expense Report will be titled Visa-Month Year-Cardholder Name
  - ♦ Transactions will continue to post in the Month/Year report until you submit your Expense report and a new Expense Report will be created. (i.e if you submit your August 2020 Expense Report on August 15th a new Visa-August 2020 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 On behalf of drop down menu



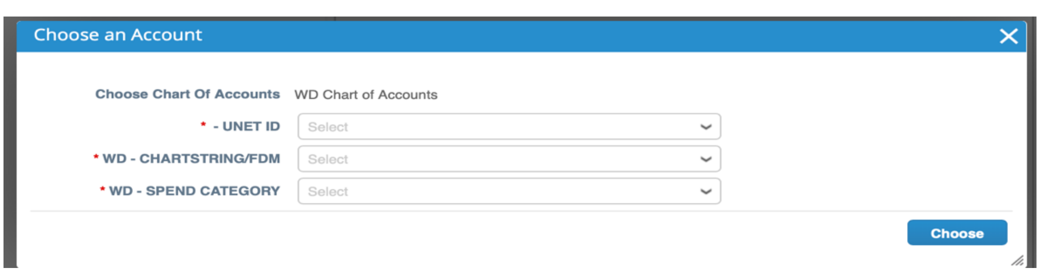
- To begin, select Travel &Expenses, as transactions post to your P-Card your Expense Report will be created under your Draft Folder. Fill in First and Last day of Trip or Expense



- 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.

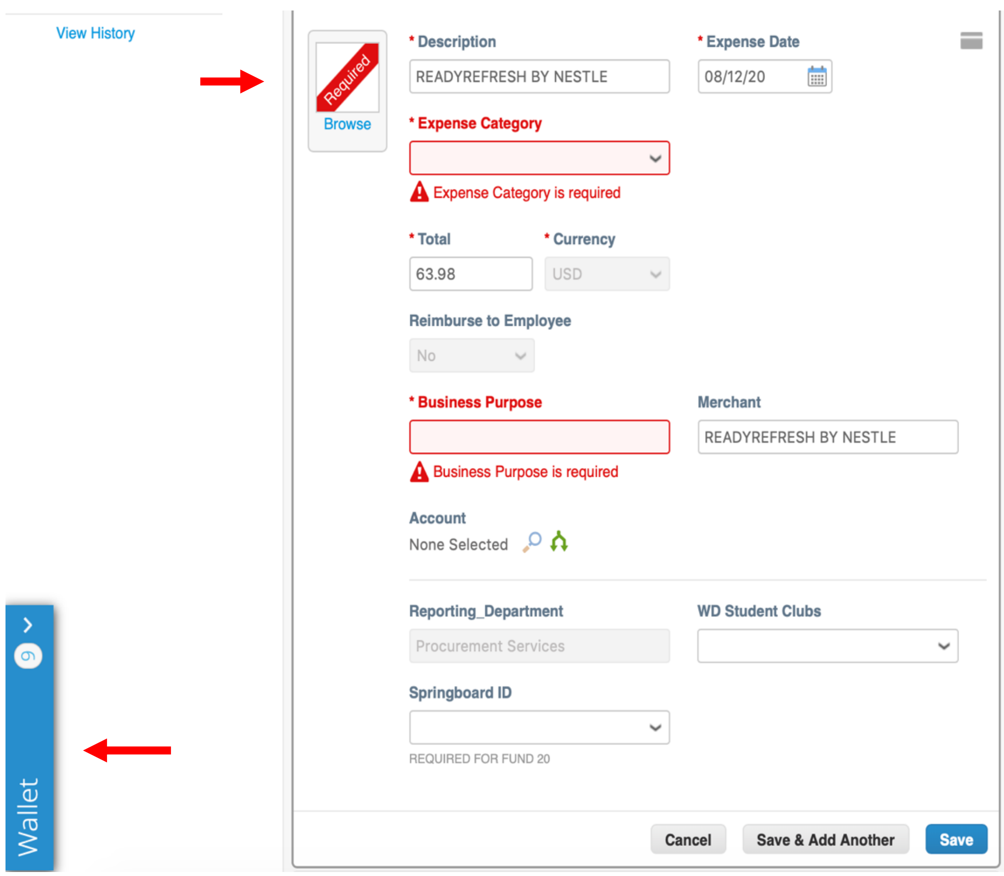


*Select the Magnifying Glass or Split Icon(you can split by percentage or amount) next to Account to enter your Unet ID, Chartstring/FDM and Spend Category



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: firstnamelastname@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



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