



MarketPlace+

Invoicing and Expense Management Training

Contents

- Overview and Background
- Home Page Content
 - Search/Browse/Write Tabs
 - Identifying Punch-out suppliers
 - Creating Free Form Requests
 - Spend History
 - To-Do's
- Invoices
 - Notifications
 - Editing and approving
 - Rejecting
 - Creating a Payment Request from a Webform
- Expenses
 - Creating a new Expense Report
 - Allocating P-Card Transactions
 - Receipt imaging

Overview and Background

- MarketPlace+ is Brandeis University's current Procure-to-order tool
- Since going live in 2013 we have had over 35,000 orders submitted and approved
- Over 22,000 of those orders placed were with one of the 9 punch-out suppliers
- Over 25,000 invoices processed electronically/via a paperless invoicing process

Overview and Background: Why more?

- Provide a real-time view of spend
- Automate approval process using electronic work flow for both invoicing and expenses
- Ability to accurately audit for discrepancies in invoicing and expense reports

Home Page Content

Home Page Content

Brandeis University
TEST INSTANCE

JOSEPHINE | CART 0 | HELP

Expenses

What do you need?

Search Browse Write


Order Lists Catalogs Web Forms Policies

Recent Orders [view all](#)

Look, you haven't made any orders. How frugal!

Welcome to MarketPlace+

To get started with our new Coupa Procurement system, please review the information you received during training. Do you need some additional information or training? Click on the icon below:

 Training

For any questions please contact your MarketPlace+ Administrator
Courtney Sampson

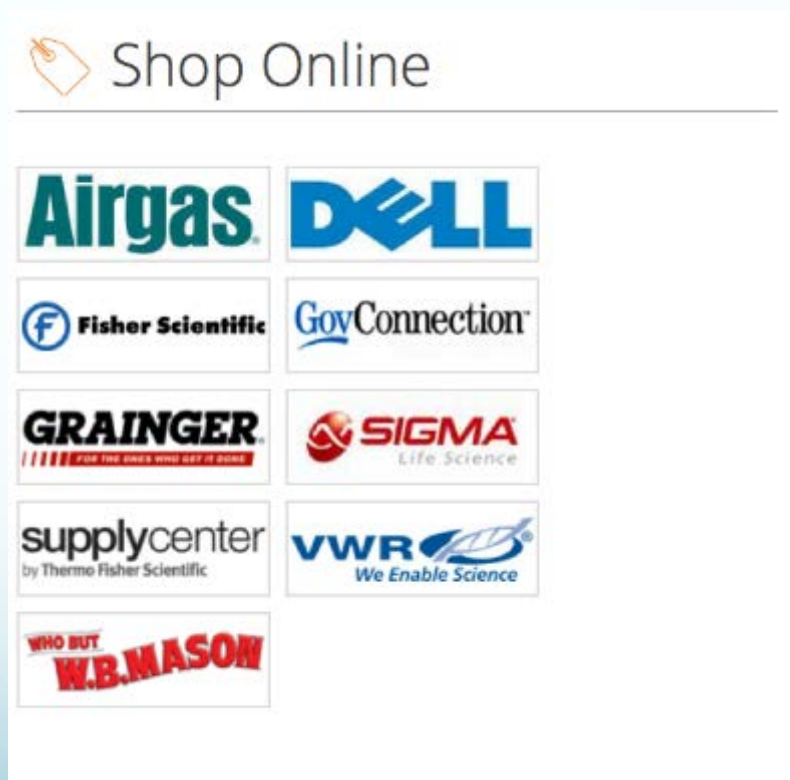
To Do's 20 more in your inbox

- Escalated: Invoice #718737 Approval for CAMELOT SPECIAL EVENTS & TENTS INC
Escalated to next approver, no action required.
[Hide](#)
- Escalated: Invoice #2w3e4e5r Approval for IN VITRO SCIENTIFIC
Escalated to next approver, no action required.
[Hide](#)
- Escalated: Invoice #687345 Approval for NATIONAL WOMAN'S PARTY
Escalated to next approver, no action required.
[Hide](#)

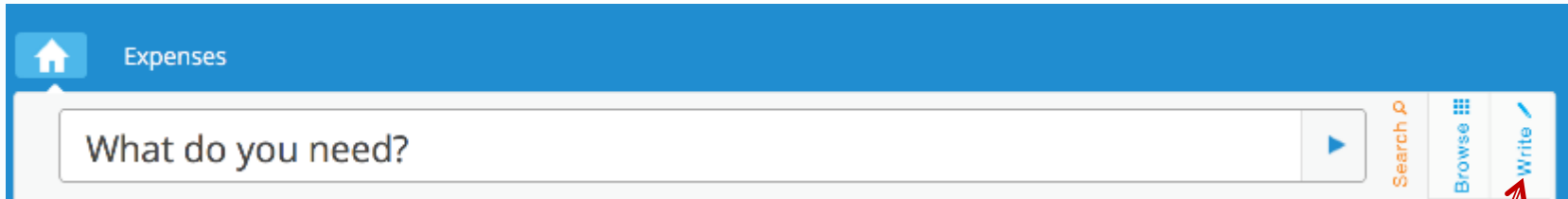
Home Page Content: Punch-out Suppliers

Brandeis University has negotiated contracts with specific suppliers who utilize a punch-out ordering catalog.

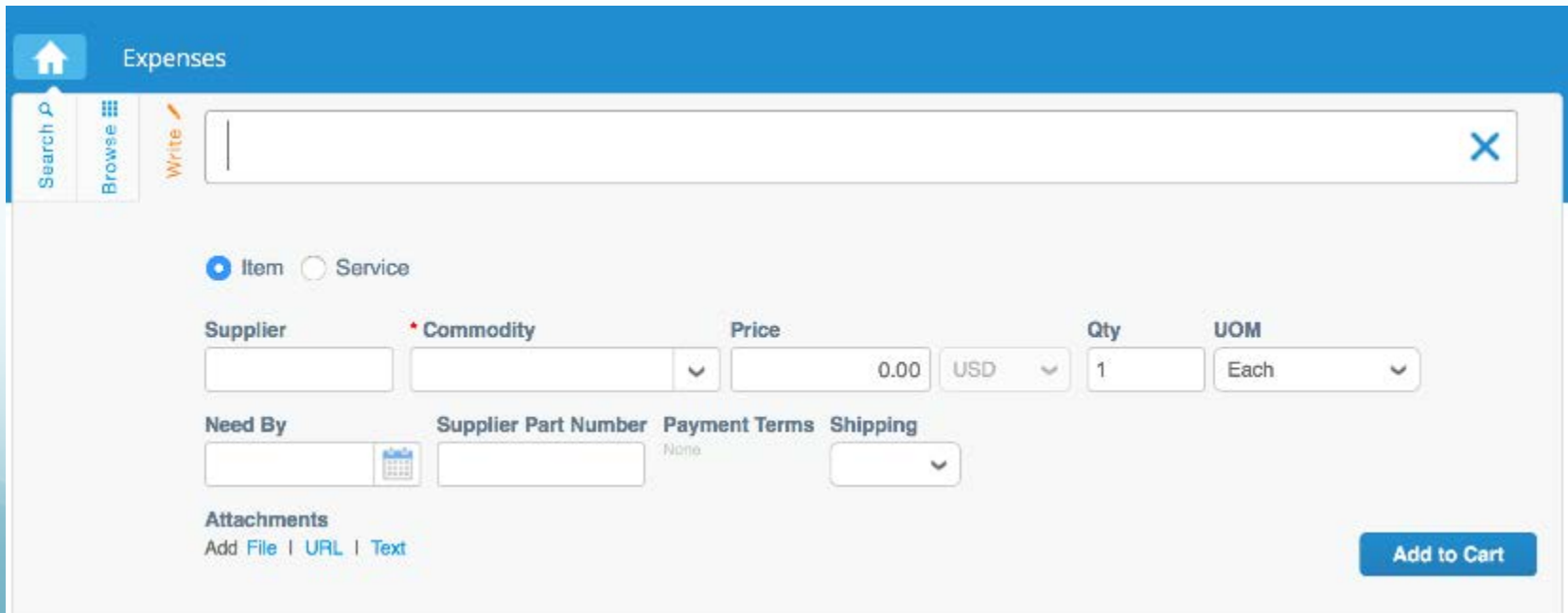
To access these suppliers, scroll to the bottom right corner of the home page where it says “**Shop Online**”.



Home Page Content: Write Tab



The **Write** tab gives you the ability to create a freeform requisition.



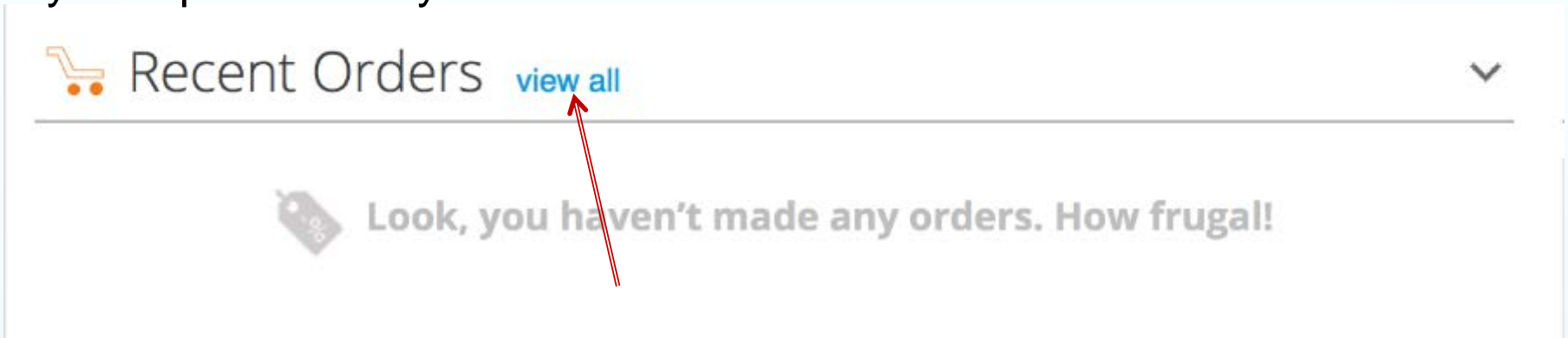
A screenshot of the 'Write' tab requisition form. The page title is 'Expenses'. On the left side, there are three tabs: 'Search', 'Browse', and 'Write' (which is active). The main content area has a large empty text input field with a blue 'X' close button on the right. Below the input field are two radio buttons: 'Item' (selected) and 'Service'. There are several input fields and dropdown menus for requisition details:

Supplier	* Commodity	Price	Qty	UOM
<input type="text"/>	<input type="text" value=""/>	<input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="Each"/>

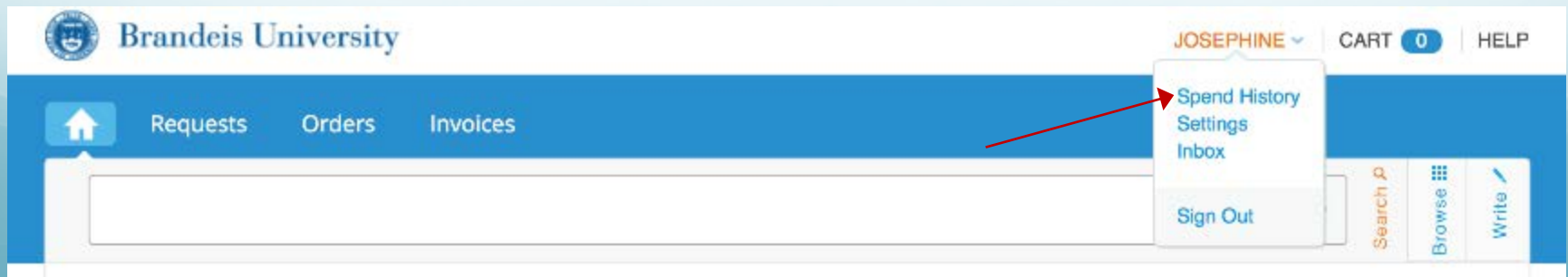
Below this table are fields for 'Need By' (with a calendar icon), 'Supplier Part Number' (with a text input), 'Payment Terms' (with a dropdown menu showing 'None'), and 'Shipping' (with a dropdown menu). At the bottom left, there is an 'Attachments' section with the text 'Add File | URL | Text'. At the bottom right, there is a blue 'Add to Cart' button.

Home Page Content: Recent Orders

All recent orders will appear under **Recent Orders**. If you do not see a particular order that you are looking for, selecting **View All** will open your Spend History.



You can also access **Spend History** by scrolling over your name in the top right corner of the screen.



Home Page Content: Spend History

Expenses

Spend History

[Requisitions](#) [Orders](#) [Expense Reports](#) [Invoices](#)

Export to View All Advanced

Req #	Requested By	Submitted On	Status	Items	Total	PO ID	Actions
993	Josephine Busshaus	None	Draft		0.00		

Per page 15 | 45 | 90

Spend History allows you to access any of the following information:




- Requisitions
- Orders
- Expense Reports
- Invoices

Home Page Content: Spend History

For each of the tabs pictured below (Requisitions, Orders, Expense Reports, and Invoices), Spend history offers various ways to filter through information to increase efficiency when searching.

For example, to search for a particular Order, select **Orders**. You may select either **All** or **Advanced** for a more specified search.

The screenshot displays the 'Spend History' interface within the 'Expenses' section. The 'Orders' tab is selected. The 'View' dropdown is set to 'All' and the 'Advanced' search option is selected. A table shows one requisition with details like 'Req # 993', 'Requested By Josephine Busshaus', and 'Status Draft'.

Req #	Requested By	Submitted On	Status	Items	Total	PO ID	Actions
993	Josephine Busshaus	None	Draft		0.00		  

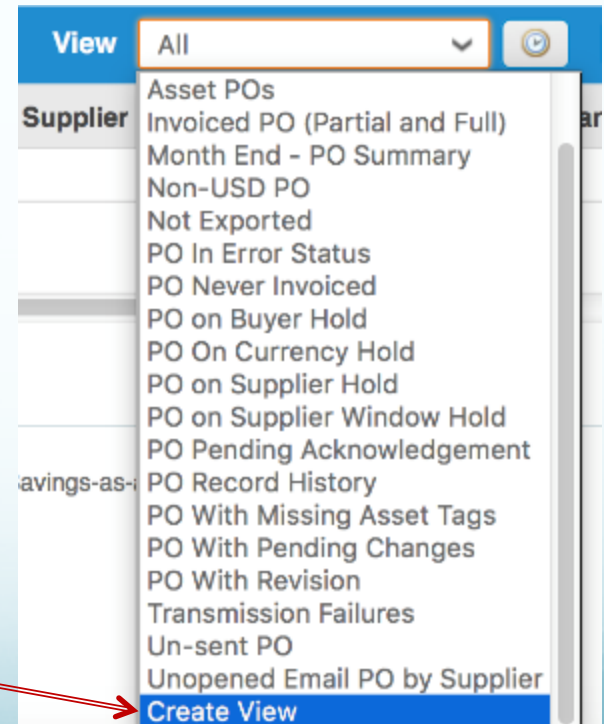
Per page 15 | 45 | 90

Spend History: Create View

Select the arrow to the right of **All**, and then select one of the options from the drop down menu to filter the results that appear on your screen.

Create View:

By selecting create view you can format your search results to your specific needs. If you have any questions about this option, you may contact procurement@brandeis.edu for assistance.



Spend History: Advanced Searching

Requisitions **Orders** Expense Reports Invoices

Export to View All **Advanced**

PO Number	Created By	Requester	Ship To User	Order Date	Supplier	Status	Transmission Status	Unanswered Comments	Items
No rows.									

Per page 15 | 45 | 90

Once you have selected **Advanced**, a drop down menu will appear that facilitates searching with the use of specific criteria.

Export to View All

Account is UNET CHARTSTR ACCOUNT

Submitted On Status Items

Supplier contains

Requester	Ship To User	Order Date	Supplier	Status
-----------	--------------	------------	----------	--------

Supplier

Supplier #

Coupa Software · Savings-as-a-Service

Home Page Content: To Do's

The screenshot shows the Coupa MarketPlace+ home page. At the top, there is a blue header with a home icon and the word "Expenses". Below the header is a search bar with the placeholder text "What do you need?". To the right of the search bar are three icons: "Search" (magnifying glass), "Browse" (grid), and "Write" (pencil). Below the search bar, there are several navigation links: "Order Lists", "Catalogs", "Web Forms", and "Policies".

The main content area is divided into several sections. On the left, there is a "Recent Orders" section with a shopping cart icon and a "view all" link. Below this is a message: "Look, you haven't made any orders. How frugal!". Further down is a "Welcome to MarketPlace+" section with a megaphone icon. Below the welcome message is a "Training" section with a blue icon of a person at a computer and the text "Training". Below the training section is a message: "For any questions please contact your MarketPlace+ Administrator Courtney Sampson".

On the right side of the main content area, there is a "To Do's" section. It features a clipboard icon with a checkmark and the text "To Do's 40 more in your inbox". A red arrow points to this icon. Below the "To Do's" section, there are three items listed, each with a "Hide" link:

- Escalated: Invoice #718737 Approval for CAMELOT SPECIAL EVENTS & TENTS INC**
Escalated to next approver, no action required.
- Escalated: Invoice #2w3e4e5r Approval for IN VITRO SCIENTIFIC**
Escalated to next approver, no action required.
- Escalated: Invoice #687345 Approval for NATIONAL WOMAN'S PARTY**
Escalated to next approver, no action required.




To Do's show your most recent actionable items for any requests, invoices or expenses.

Invoices


Invoicing Goals

- AP will request that suppliers send invoices directly to MarketPlace+.
- After AP review, invoices will be assigned to users in the community to edit and approve.
- Workflow will be built based on management hierarchy as well as approval rules within system.
- Invoices against Purchase Orders will generate notifications to end users, and PO balances can all be tracked within one easy to use system.
- Facilitate an easy to use process for payment requests, including non-employee payments and reimbursements as well as advances.

Invoices: Email Notification

 **approvals@brandeis-test.coupahost.com** 2:55 PM (0 minutes ago) ☆  

to me ▾

 **Approval Request for POLAND SPRING WATER - Invoice #123456**

Hi Josephine,

Invoice #123456 is ready for your approval!

Supplier **POLAND SPRING WATER**

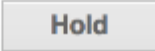


Total **58.35 USD**

Items **Invoice** **58.35 USD**

Looks good - want to approve?
Click the approve button below or simply reply to this email with the word **Approve**.

Something's wrong - need to reject?
No worries, just click the reject button below or reply to this email with the word **Reject**.

Need more info?
Click **View Invoice** and you'll be taken online to see everything.

[View Invoice](#)   

When you receive an invoice, an email will be sent to you providing the ability to **View**, **Hold**, **Reject**, or **Approve** the invoice.

Invoices: Editing

☰ Lines

1	Type	Description	Price	Total	PO Line	Review Reason	Contract	Billing	Period
		Invoice	58.35	58.35	None	Missing PO	None	Brandeis Chart of Accounts Please Assign Accounting-Please Assign Accounting- Please Assign Accounting TBD1-TBD2-TBD3	None

Subtotal	58.35
Shipping	0.00
Handling	0.00
Misc	0.00
Total Tax	0.00
Total	58.35

Approval Chain

More Actions ▾ **Hold**

- Restart Approvals
- Edit**
- Hold

Selecting **View** will direct you to the invoice in Coupa. Once there, scroll down and select **More Actions** and then **Edit** to update the invoice as needed.

Invoices: Editing

To input or update chart string information, scroll down to **Lines** and select the magnifying glass to the right of **TBD1-TBD2-TBD3**.

Lines

1	Type	Description	Price	Total	Reason
	Amt	Invoice	58.350	58.35	Missing PO

PO Line: None
Contract: [Dropdown]
Billing: Brandels Chart of Accounts
Please Assign Accounting-Please Assign Accounting-Please Assign Accounting
TBD1-TBD2-TBD3 [Dropdown] [Magnifying Glass]

Next, select the appropriate UNET, Chart string and Account for the invoice in question, and select Choose to input the information.

Choose an Account

- UNET: Please Assign Accounting (TBD1) [Dropdown]
- CHARTSTR: Please Assign Accounting (TBD2) [Dropdown]
- ACCOUNT: Please Assign Accounting (TBD3) [Dropdown]

[Choose]

Invoices: Comments

When viewing an invoice, you can scroll down to the comment section pictured below to view and/or add any handling instructions for the invoice in question.

 Comments

“ ”

[Add Private Comment](#) [Add Comment to Supplier](#)

Invoices: Approvals


- You will have access to see approval chains and if needed add any additional user as an approver or watcher
- Once you have validated that all the information is correct, click Approve.

The screenshot displays an 'Approval Chain' interface. At the top left, there is a checkmark icon and the text 'Approval Chain'. Below this is a grey 'Add' button with a person icon. The main part of the interface shows a horizontal flow of five users connected by arrows: Katherine Gagnon, Josephine Busshaus, Katherine Gagnon, Courtney Sampson, and AP Staff. Josephine Busshaus's name and profile picture are highlighted in a blue box. Underneath Katherine Gagnon's first profile picture, there is a green checkmark and the timestamp '07/08/18 02:54 PM'. Below the flow, there is a left-pointing arrow and a small document icon. At the bottom right, there is a section titled 'Approval Comments' with a text input box. Below the input box are two buttons: a red 'Reject' button and a green 'Approve' button. A red arrow points to the 'Approve' button.

Invoices: Rejecting

- Any user in the approval chain will have the ability to edit and/or reject the invoice if any information is incorrect

Approval Chain

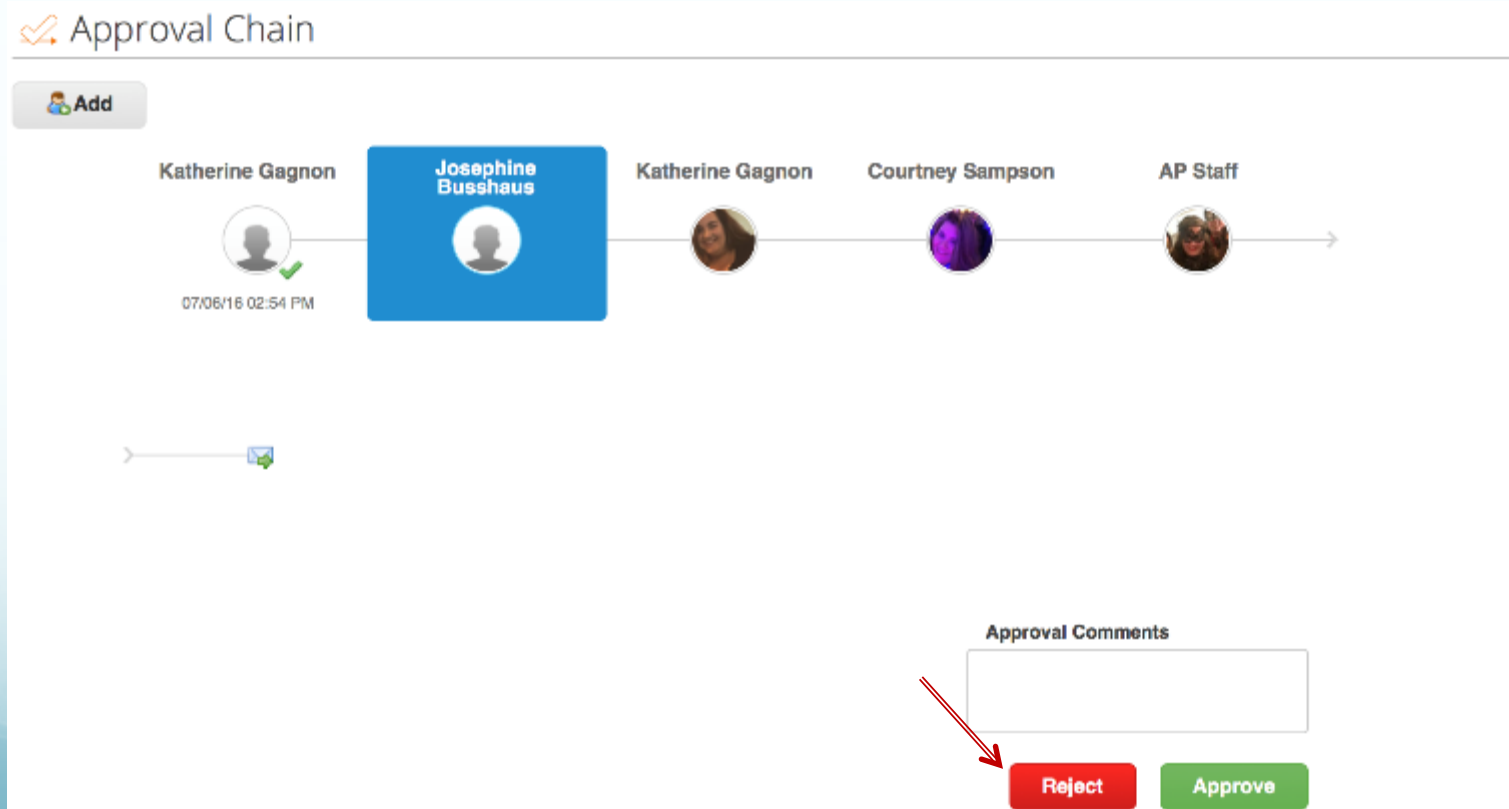
 Add

Katherine Gagnon **Josephine Busshaus** Katherine Gagnon Courtney Sampson AP Staff

07/06/16 02:54 PM

Approval Comments

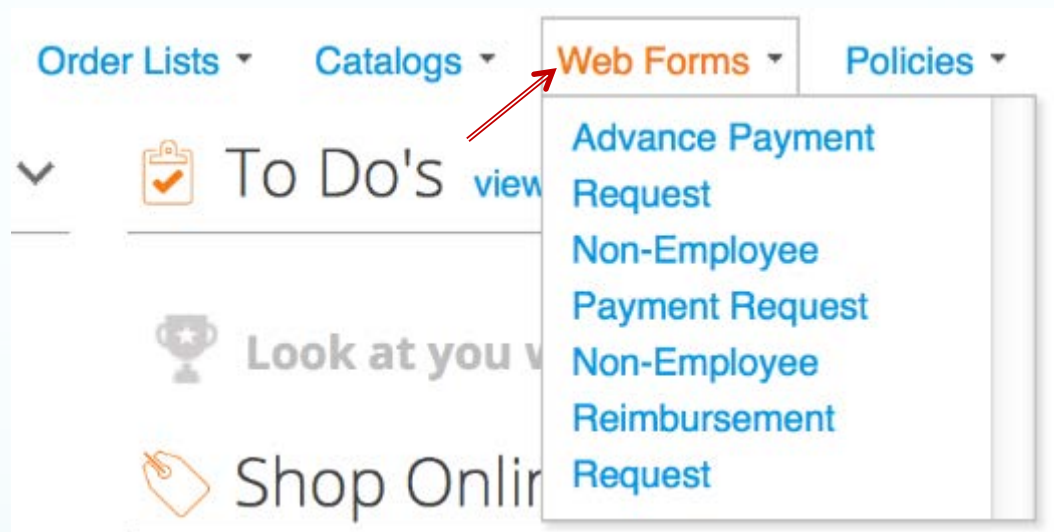
Reject **Approve**



```
graph LR; K1((Katherine Gagnon)) --> JB[Josephine Busshaus]; JB --> K2((Katherine Gagnon)); K2 --> CS((Courtney Sampson)); CS --> AS((AP Staff)); AS --> End[ ]
```

Invoices: Web Forms

Web Forms can be accessed from the home screen.

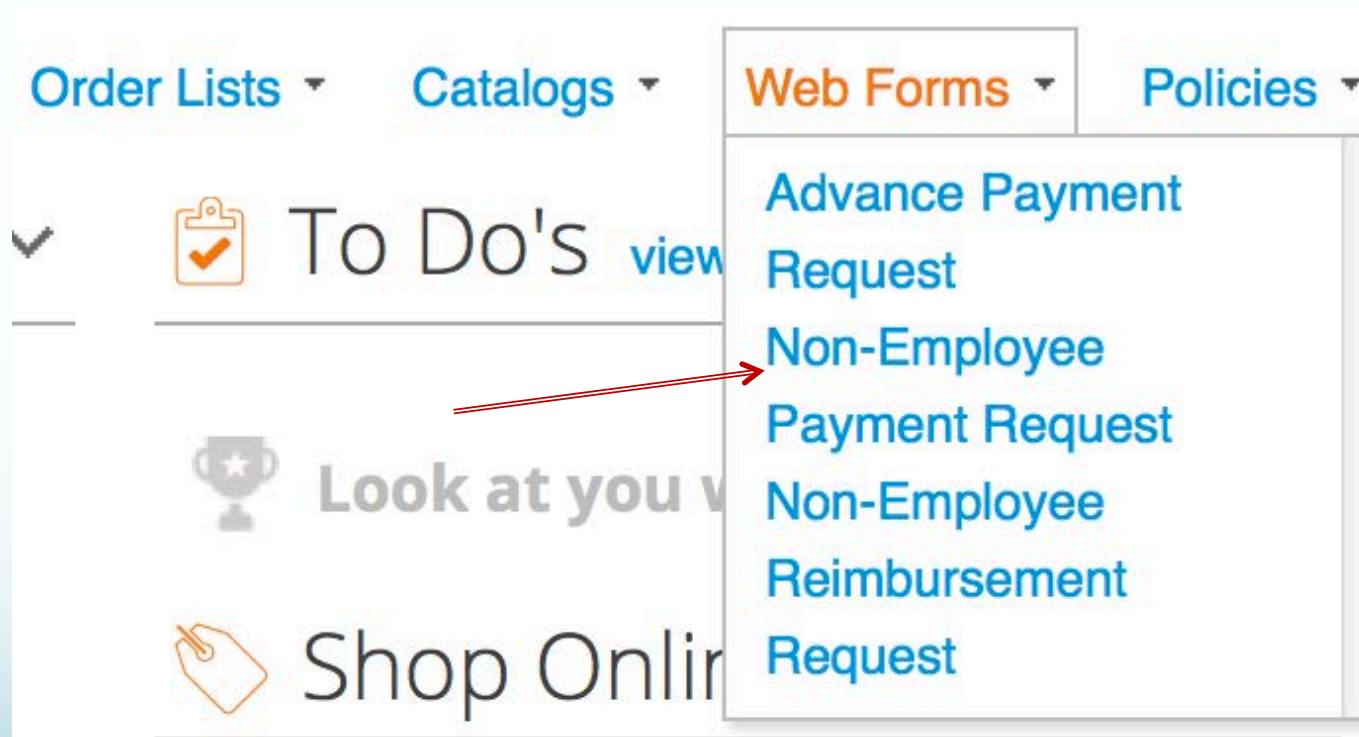


This tab provides a drop down menu with options to create any of the following:

- Advanced Payment Requests
- Non-Employee Payment Request
- Non-Employee Reimbursement Request

Invoices: Web Forms

For each of the options under the Web Forms tab, the system generates specific fields for you to input the required information.



For example, to create a Non-Employee Payment Request, begin by selecting **Non-Employee Payment Request** from the **Web Forms** tab.

Invoices: Web Forms

Non-Employee Payment Request

Payments for all services which are completed by any Brandeis Faculty, Staff or Students must be processed through Payroll. Please contact HR or Payroll for additional information.

PAYEE INFORMATION

• Payee Name

• Remittance Address

If the Payee has never been paid through AP, please make sure to send a Brandeis W-9 or W-8BEN form via a secure connection.

Is the Payee a Student?

Yes

Save

To enter a Payment Request, begin by entering **Payee Name** and input the Payee's **Remittance Address**. Then fill in the appropriate bubble to specify whether or not the Payee is a **Student**.

Invoices: Web Forms

The screenshot shows a web form titled "Non-Employee Payment Request". At the top, there is a radio button labeled "No". Below this, a text prompt reads "If yes, please provide the SAGE ID." followed by an empty text input field. A red arrow points to this field. The next section contains a required question: "* Is the Payee a US Citizen?" with a red arrow pointing to it. Below the question are two radio buttons: "Yes" and "No". A note below the "No" option states "If no, payment could be subject to tax withholding". The "PAYMENT INFORMATION" section follows, starting with a required question: "* Type of Payment". Below this is a dropdown menu with a red arrow pointing to it. The dropdown menu is open, showing three options: "Honorary", "Prize or Award", and "Athletic Officials". Below the dropdown is another empty text input field with a red arrow pointing to it. At the bottom of the form, there is a text prompt: "Why are we paying this business or individual?". A "Save" button is located in the bottom right corner.

If this Payee is a student, input their **SAGE ID**. Then check the appropriate bubble to indicate whether or not the Payee is a **US Citizen**. Then, input the **Type of Payment** from the drop down menu, and provide an **Explanation of Payment**.

Invoices: Web Forms

The screenshot shows a web form titled "Non-Employee Payment Request". At the top, there is a blue header bar with the title and a close button. Below the header, a text box contains the instruction: "Please provide the necessary backup for this payment request by using the 'Attachments' link below." Below this is a large text area labeled "Notes for AP" with a red arrow pointing to it. Underneath the notes area is another text box with the instruction: "Please include any special payment instructions." The main form area contains several fields: "Item" (text box with "Non-Employee Payment Request"), "Supplier" (text box with "AP to Update" and a star rating), "Commodity" (dropdown menu with a red arrow pointing to it), "Price" (text box with "0.00" and a red arrow pointing to it), and "USD" (dropdown menu). Below these are "Supplier Part Number" (text box), "Shipping" (dropdown menu), "Payment Terms" (dropdown menu), and "Need By" (text box with a calendar icon). At the bottom left, there is an "Attachments" section with a red arrow pointing to it and links for "Add File", "URL", and "Text". A "Save" button is located at the bottom right of the form.

Next, input any **Notes for AP**, select a **Commodity** from the drop down menu, and input the dollar amount under **Price**. To finish, select **Save**.

The Supplier Part Number, Shipping, Payment Terms and Need By fields are not applicable.

Expense Management

Expense Management Goals

- Create an easy to use, paperless, expense tracking solution.
- Streamline P-Card reconciliation process
- Provide more visibility into travel trends in order to negotiate better pricing.

Expenses



- Faculty and Staff members who travel and/or have a P-Card should have access to Expenses from the MarketPlace+ home screen.

Creating an Expense Report

To begin, select **Expenses** and then select **Create** and select **New** from the drop down menu.

The screenshot shows the Brandeis University expense management system. The top navigation bar includes 'Expenses', 'Requests', 'Orders', 'Invoices', 'Inventory', 'Sourcing', 'Suppliers', 'Items', 'Reports', and 'Setup'. The 'Expenses' section is active, showing a 'Create' dropdown menu with 'New' selected. The main content area displays an 'Untitled Report' form with fields for 'First Day of Trip or Expense' and 'Last Day of Trip or Expense', an 'Add Line' button, and an 'Approvals' section with a flow from Courtney Sampson to John Storti to Accounting Review to Payment. A 'Wallet' sidebar is visible on the left. Red arrows point to the 'Expenses' menu, the 'New' button, the 'select on behalf of' dropdown, and the 'Wallet' sidebar.

select on behalf of

Reports Create New

Expense Report #1 0.00 - 0 Lines

Untitled Report Report #1

Sort by Created Expense Date Category Move

First Day of Trip or Expense Last Day of Trip or Expense

Your report is empty. Add a new line

Add Line

Approvals

Courtney Sampson John Storti Accounting Review Payment

Add Save Submit for Approval

Comments

Add Comment

Wallet

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.

Creating an Expense Report

select on behalf of ▾

2016 Coupa Inspire Conference ←

Report #1

Sort by **Created** Expense Date Category Move

First Day of Trip or Expense * Last Day of Trip or Expense

08/01/16 08/05/16

Your report is empty. [Add a new line](#)

Add Line

Approvals

Courtney Sampson John Storti Accounting Review Payment

Add

Save Submit for Approval

Comments

Next, rename your **Untitled Report** to a description of the trip or expense, then fill in the **First** and **Last day of Trip or Expense**, and select **Add Line**.

Creating an Expense Report

The screenshot shows a form for creating an expense report. Red arrows point to the following fields: Description, Expense Category, Total, Date, Business Purpose, Merchant, and Account. The Account section includes a magnifying glass icon and a split icon. At the bottom, there is a 'Total 0.00 USD' display and buttons for 'Cancel', 'Save & Add Another', 'Save', 'Add Line', 'Save', and 'Submit for Approval'.

Once you have selected **Add Line**, the fields seen at left will appear.

At this time you may add in a **Description of the Expense**, and select an **Expense Category** from the drop down menu.

Input the dollar amount of the expense under **Total**, and then fill in the **Date**, **Business Purpose** and **Merchant** (if applicable).

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

The 'Choose an Account' dialog box contains three dropdown menus: UNET, CHARTSTR, and ACCOUNT. Each dropdown has a 'Select an Option' placeholder. A 'Choose' button is located in the top right corner.

Once you are done you can **Save** or **Save & Add Another Line**

* you can split by percentage or Amount

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

COURTNEY | CART 0 | HELP

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	337.25 USD
Required	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 Branded 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 Branded Chart of Accounts, csampson-11-72000-11000-NA Procurement Services-Univ Funds-7202- ORGANIZATIONAL DUES AND MEMBERSHIPS, csampson-11-72000-11000- Business Purpose	

Wallet

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.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**