MarketPlace+ Invoicing and Expense Management Training

Contents

Overview and Background

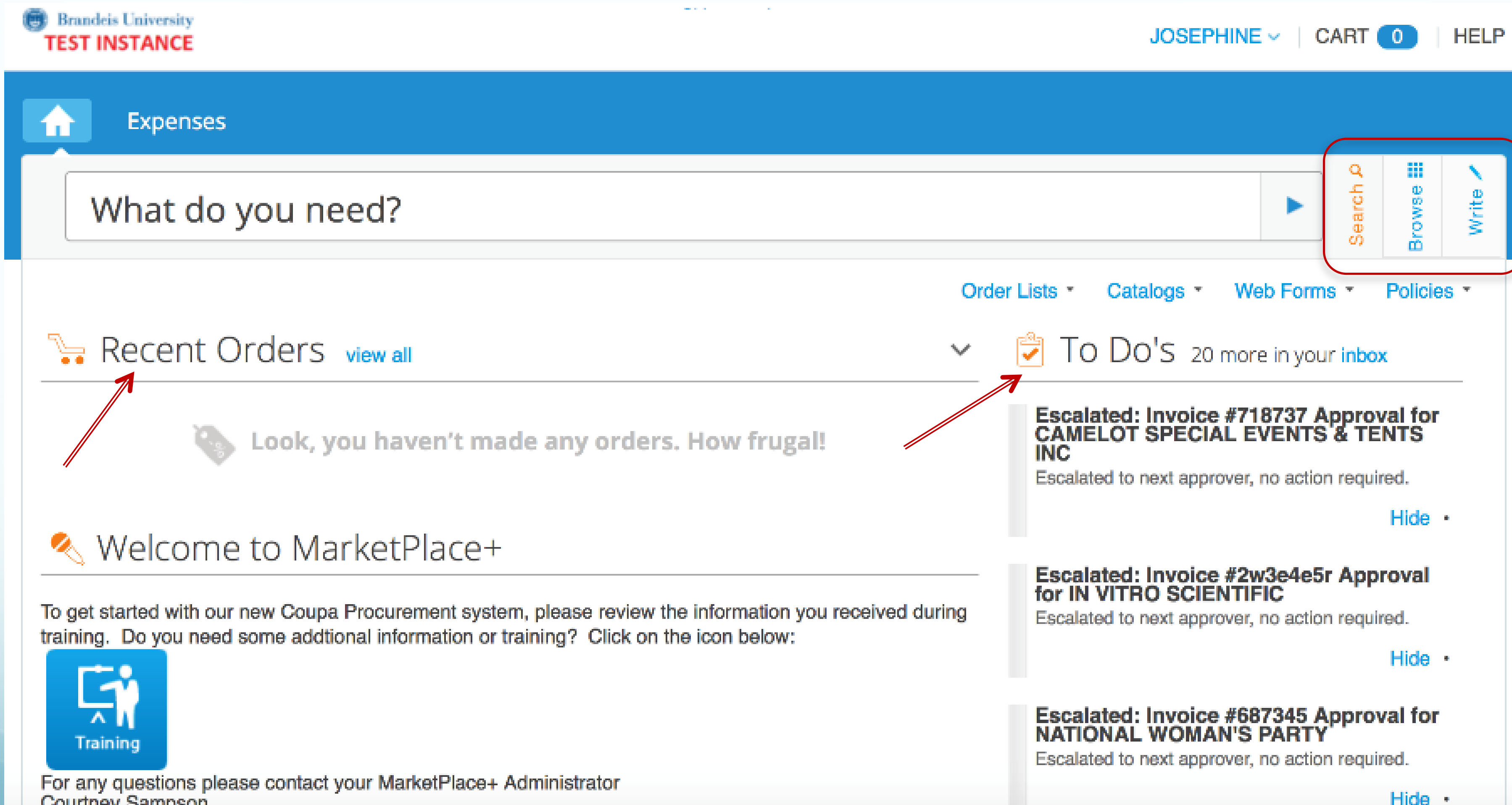
- MarketPlace+ is Brandeis University's current Procure-to-order tool
- Since going live in 2013 we have had over 35,000 orders submitted and approved
- Over 22,000 of those orders placed were with one of the 9 punch-out suppliers
- Over 25,000 invoices processed electronically/via a paperless invoicing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

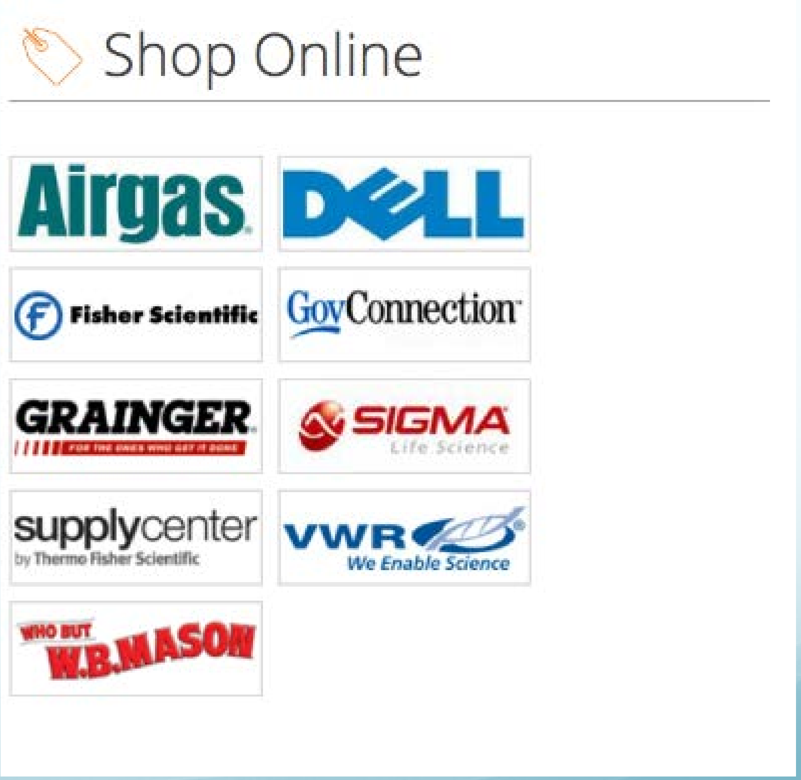
Home Page Content



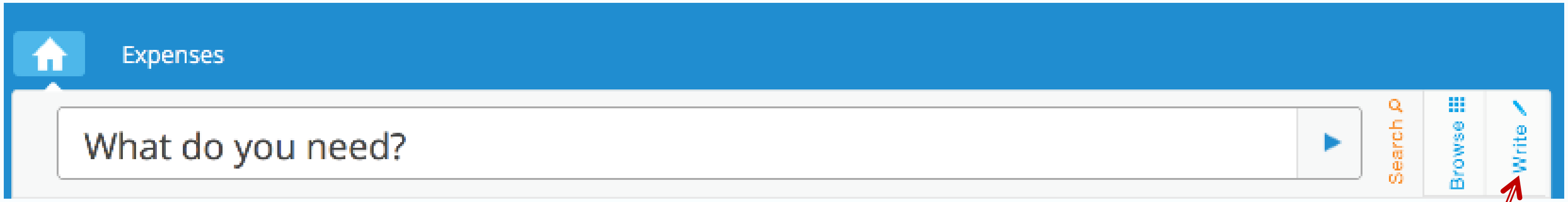
Home Page Content: Punch-out Suppliers

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

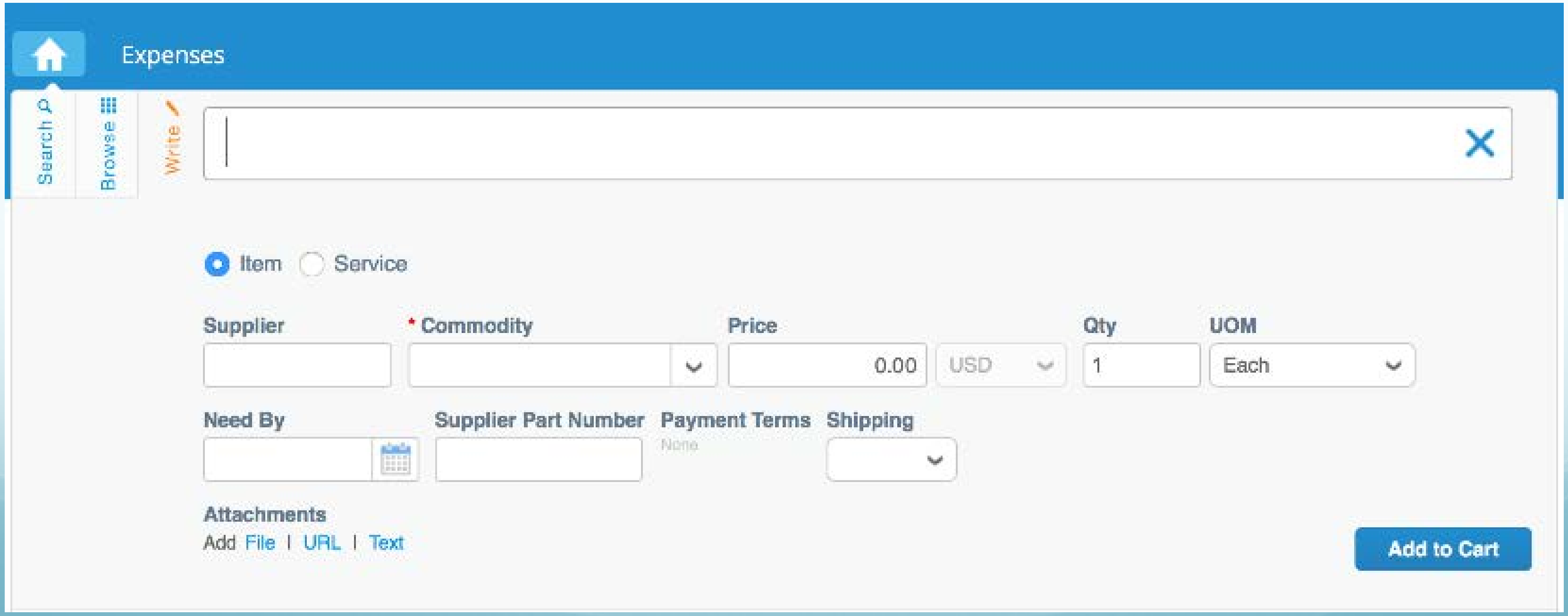
To access these suppliers, scroll to the bottom right corner of the home page where it says "Shop Online".



Home Page Content: Write Tab

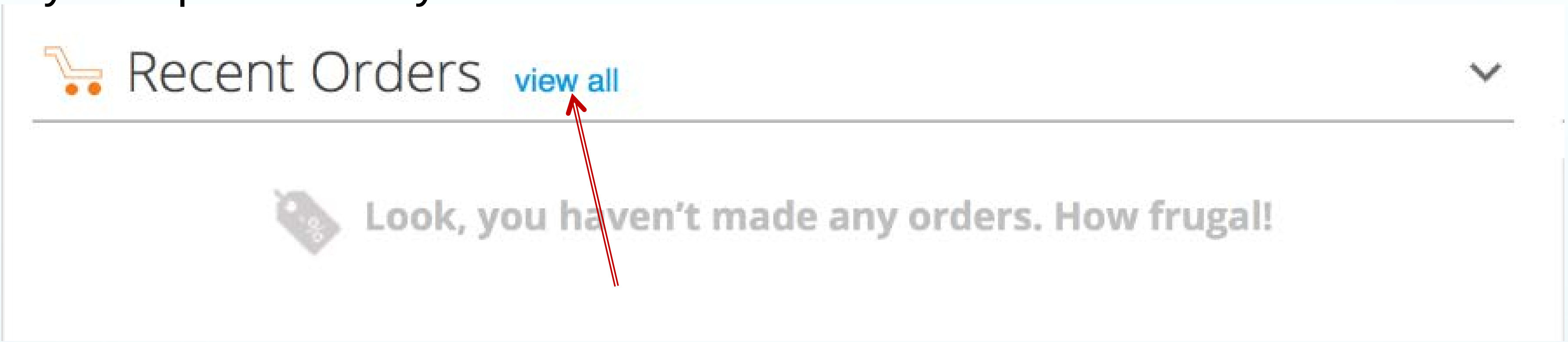


The Write tab gives you the ability to create a freeform requisition.

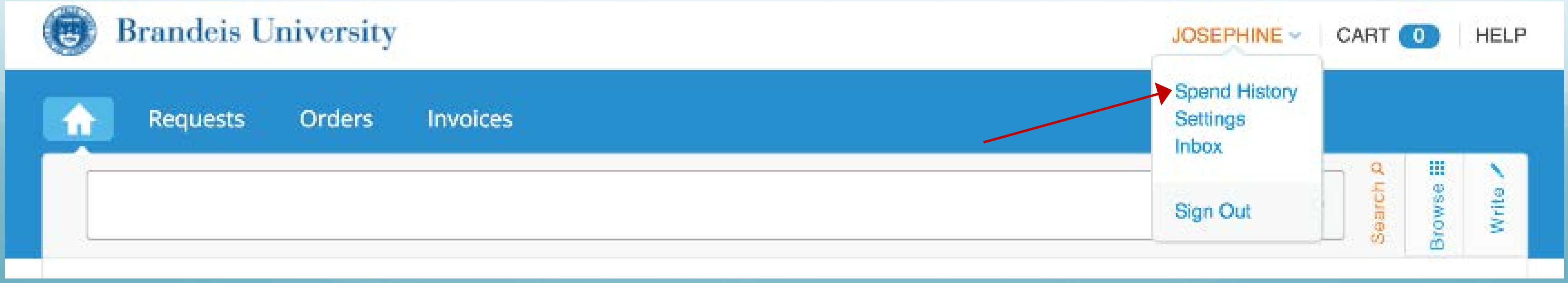


Home Page Content: Recent Orders

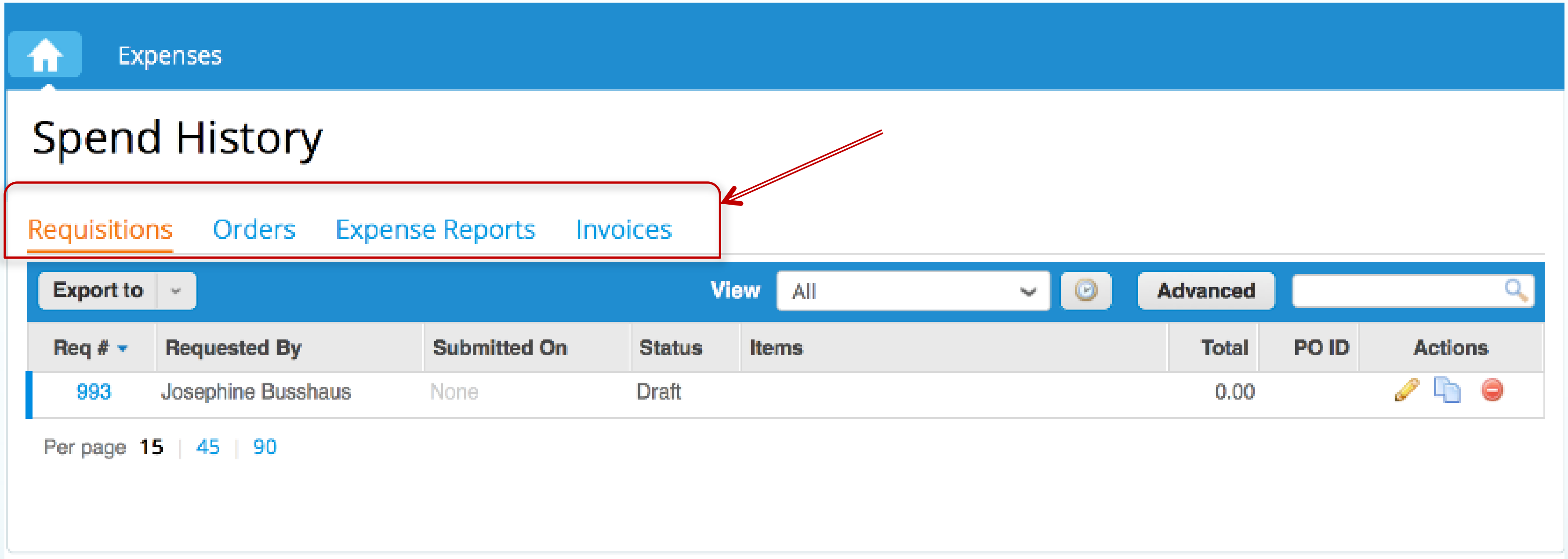
All recent orders will appear under Recent Orders. If you do not see a particular order that you are looking for, selecting View All will open your Spend History.



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



Home Page Content: Spend History



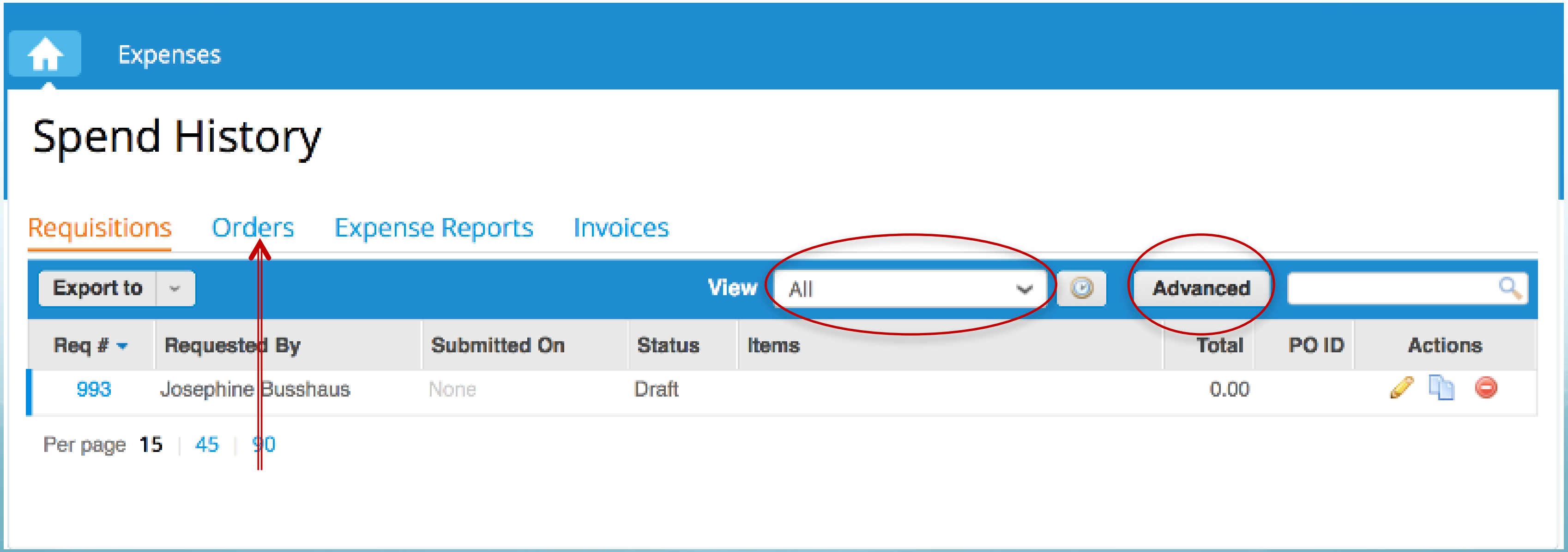
Spend History allows you to access any of the following information:

- 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.

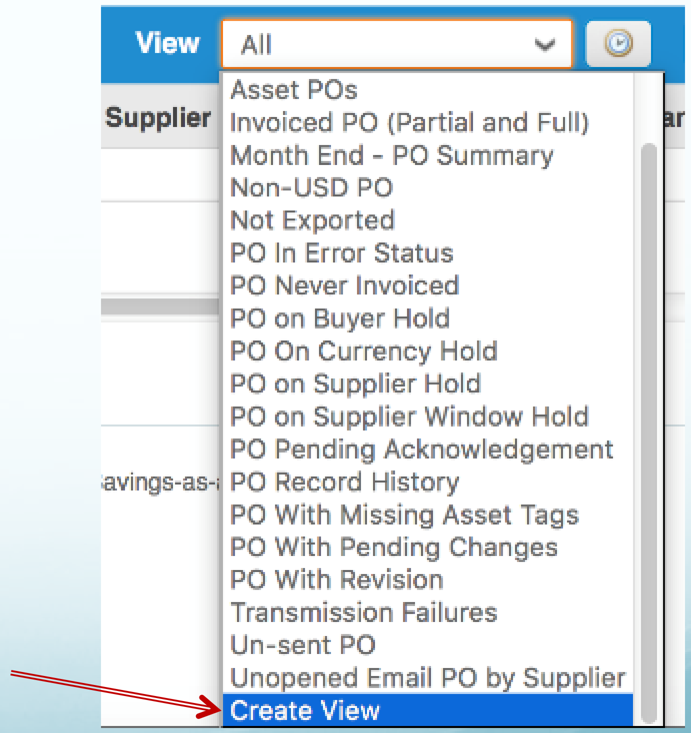


Spend History: Create View

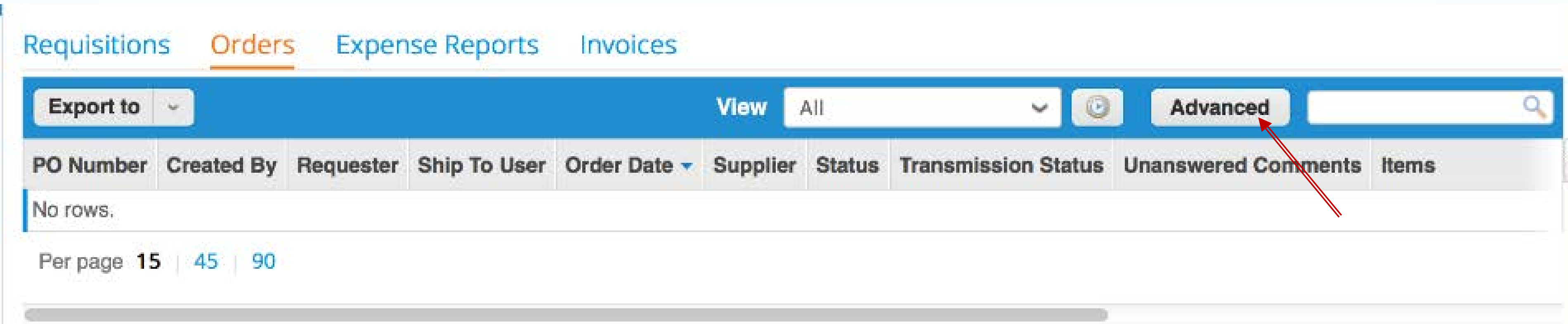
Select the arrow to the right of All, and then select one of the options from the drop down menu to filter the results that appear on your screen.

Create View:

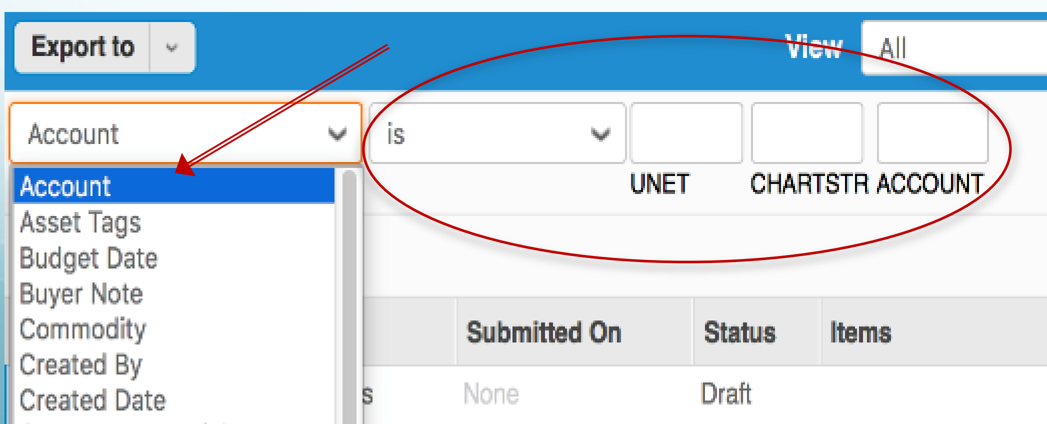
By selecting create view you can format your search results to your specific needs. If you have any questions about this option, you may contact procurement@brandeis.edu for assistance.

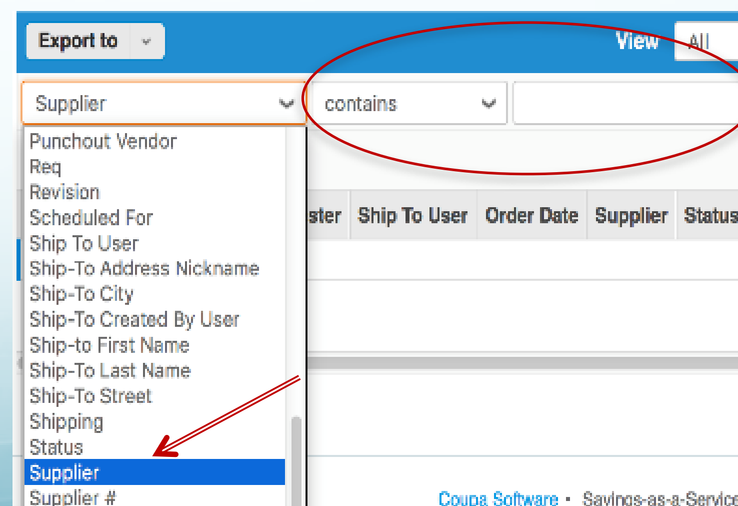


Spend History: Advanced Searching

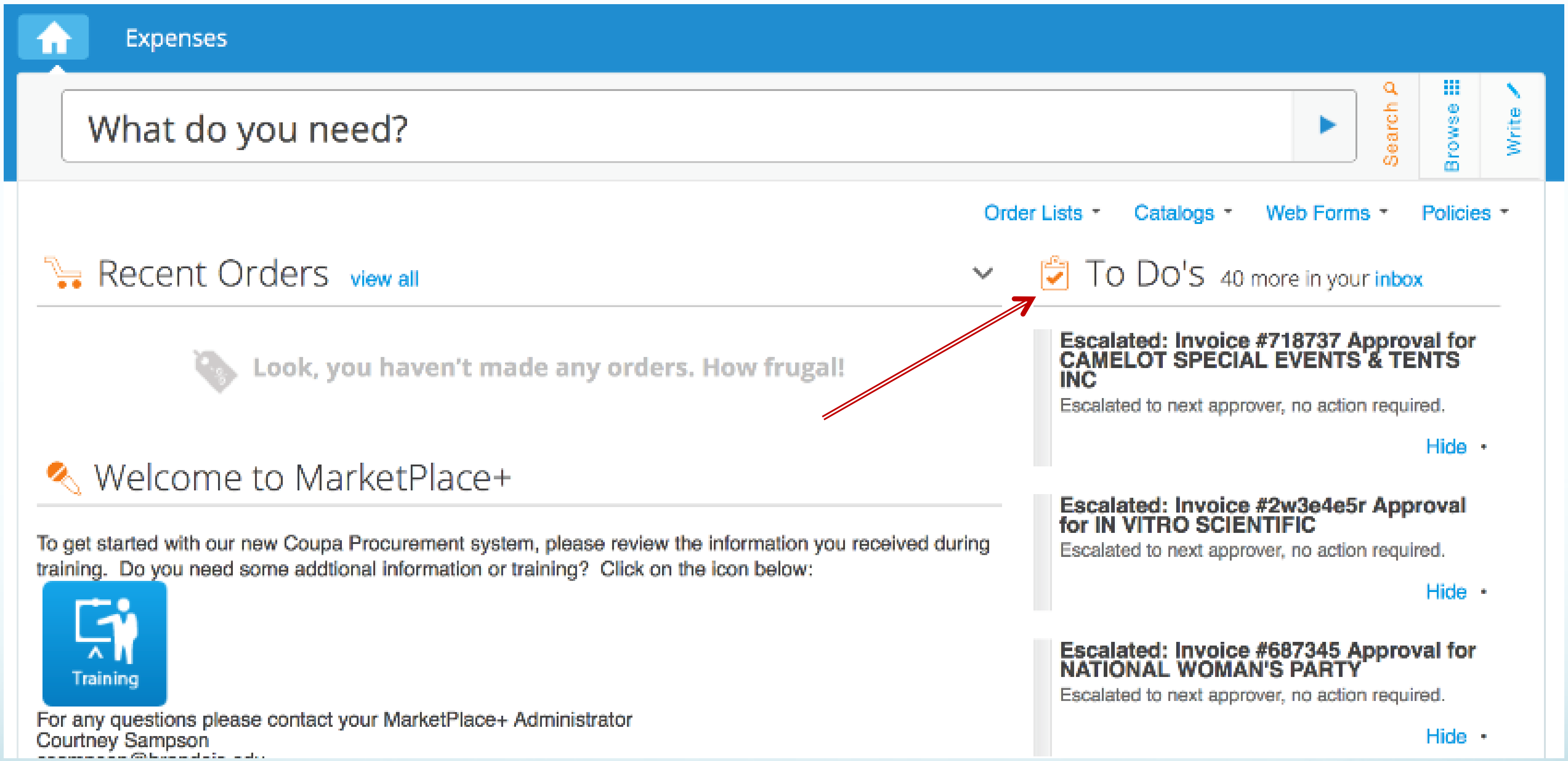


Once you have selected Advanced, a drop down menu will appear that facilitates searching with the use of specific criteria.





Home Page Content: To Do's



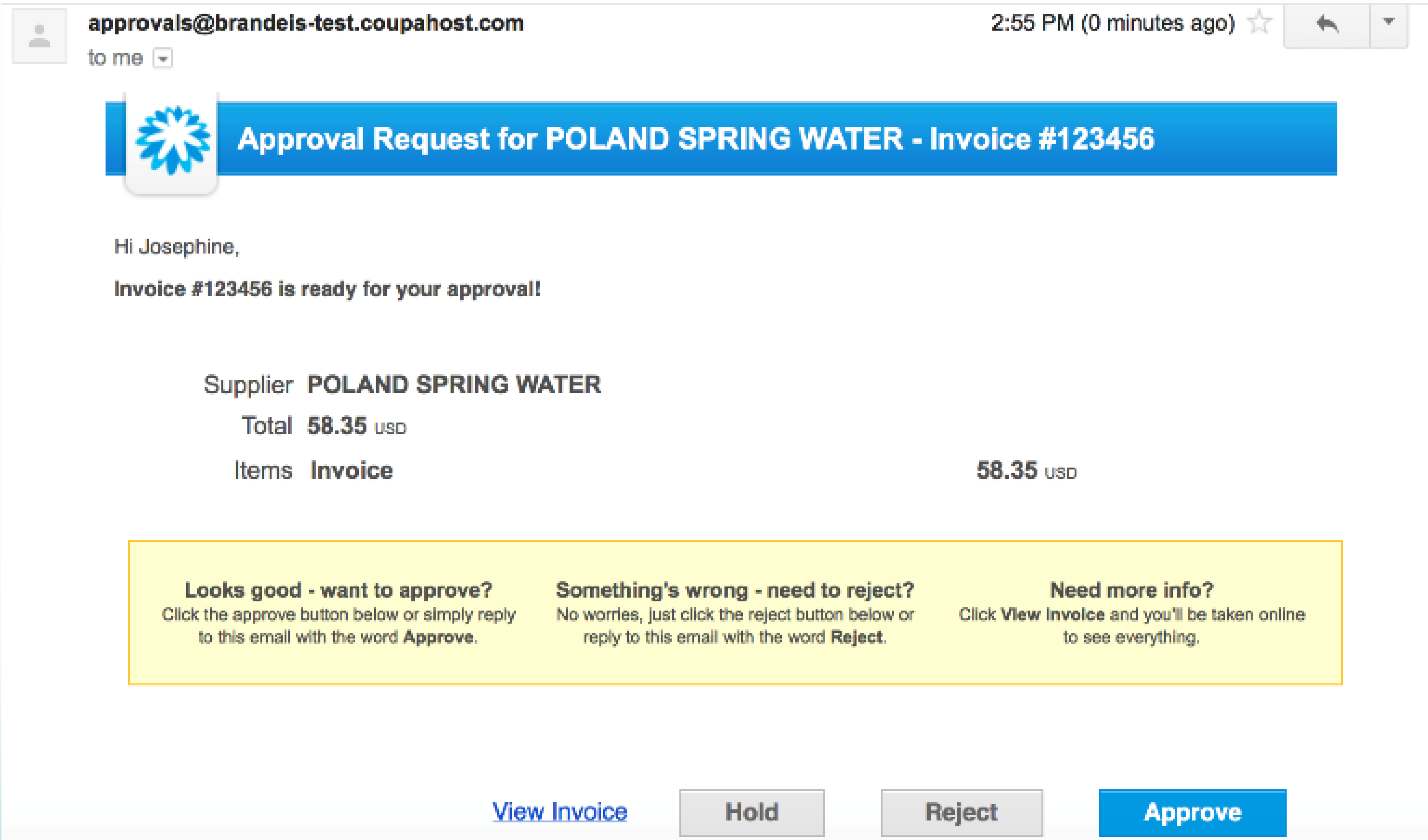
To Do's show your most recent actionable items for any requests, invoices or expenses.

Invoices

Invoicing Goals

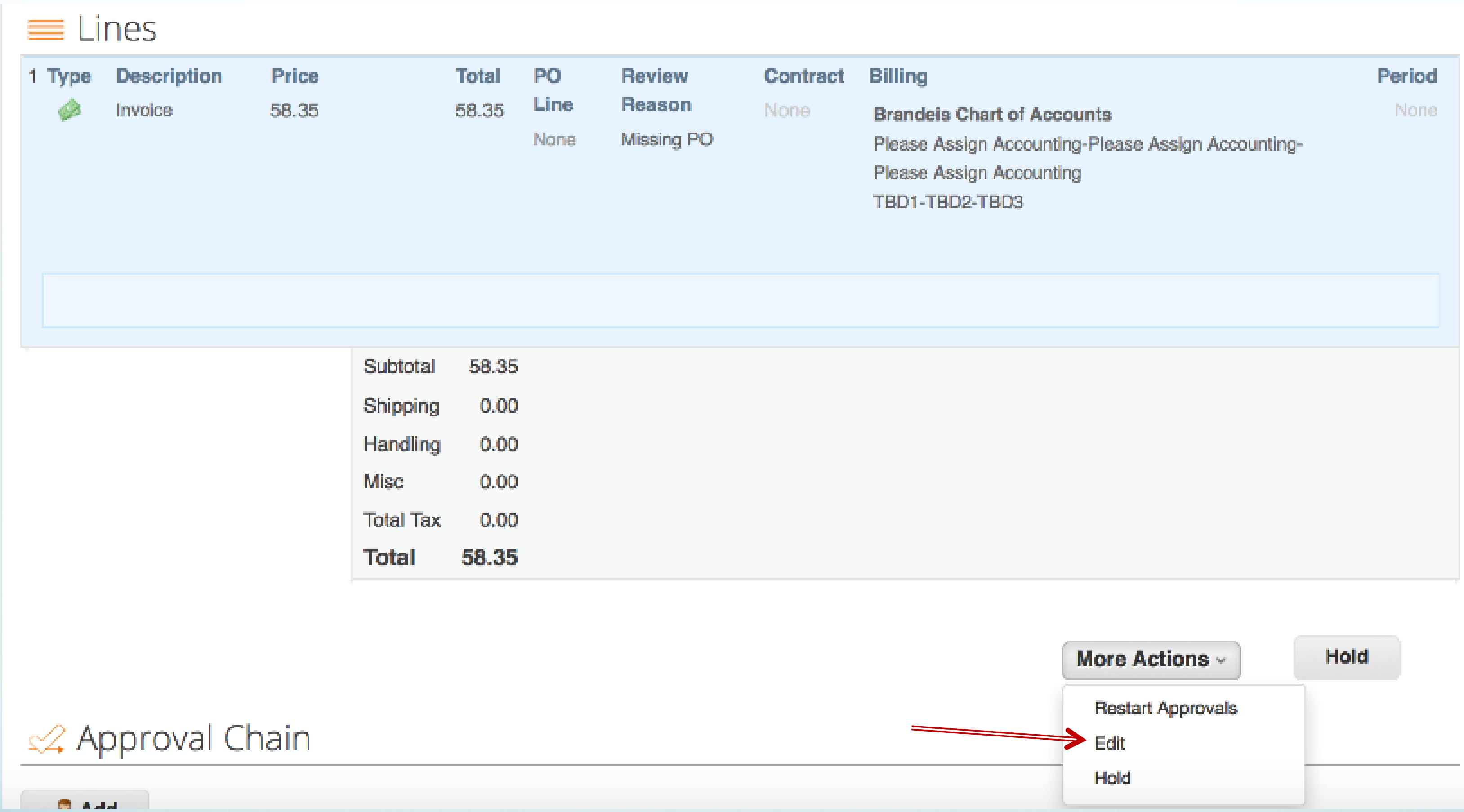
- AP will request that suppliers send invoices directly to MarketPlace+.
- After AP review, invoices will be assigned to users in the community to edit and approve.
- Workflow will be built based on management hierarchy as well as approval rules within system.
- Invoices against Purchase Orders will 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



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

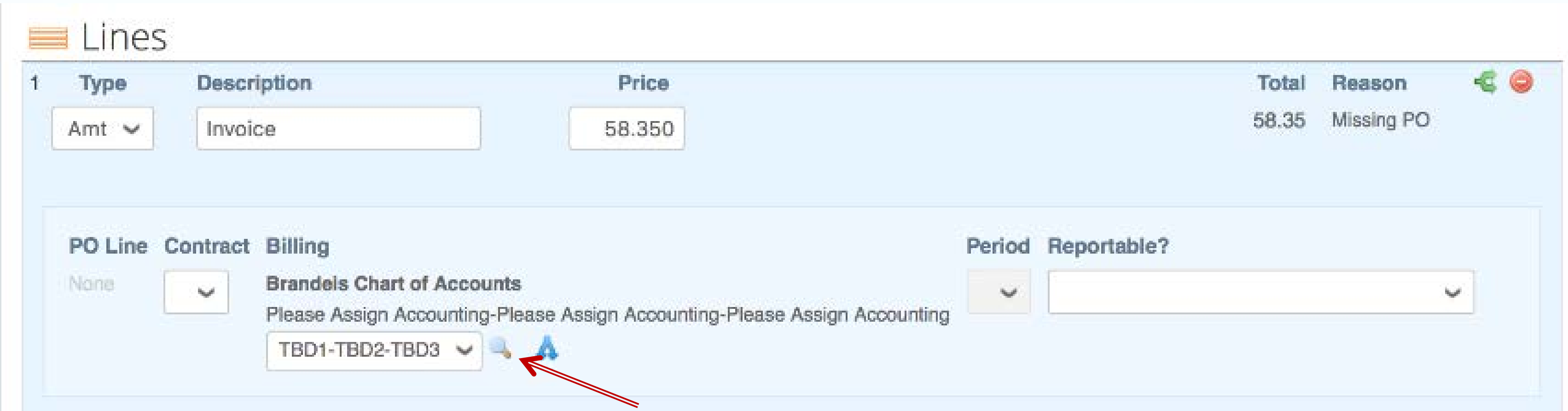
Invoices: Editing



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

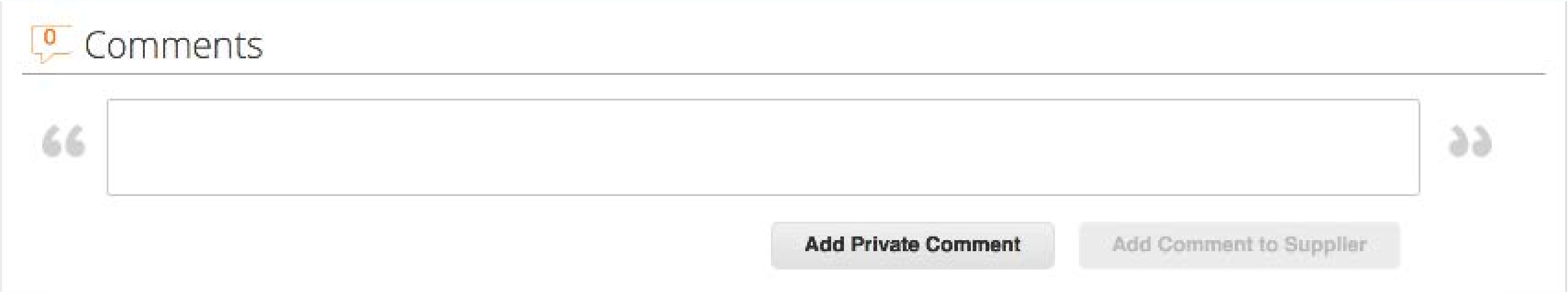
To input or update chart string information, scroll down to Lines and select the magnifying glass to the right of TBD1-TBD2-TBD3.



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

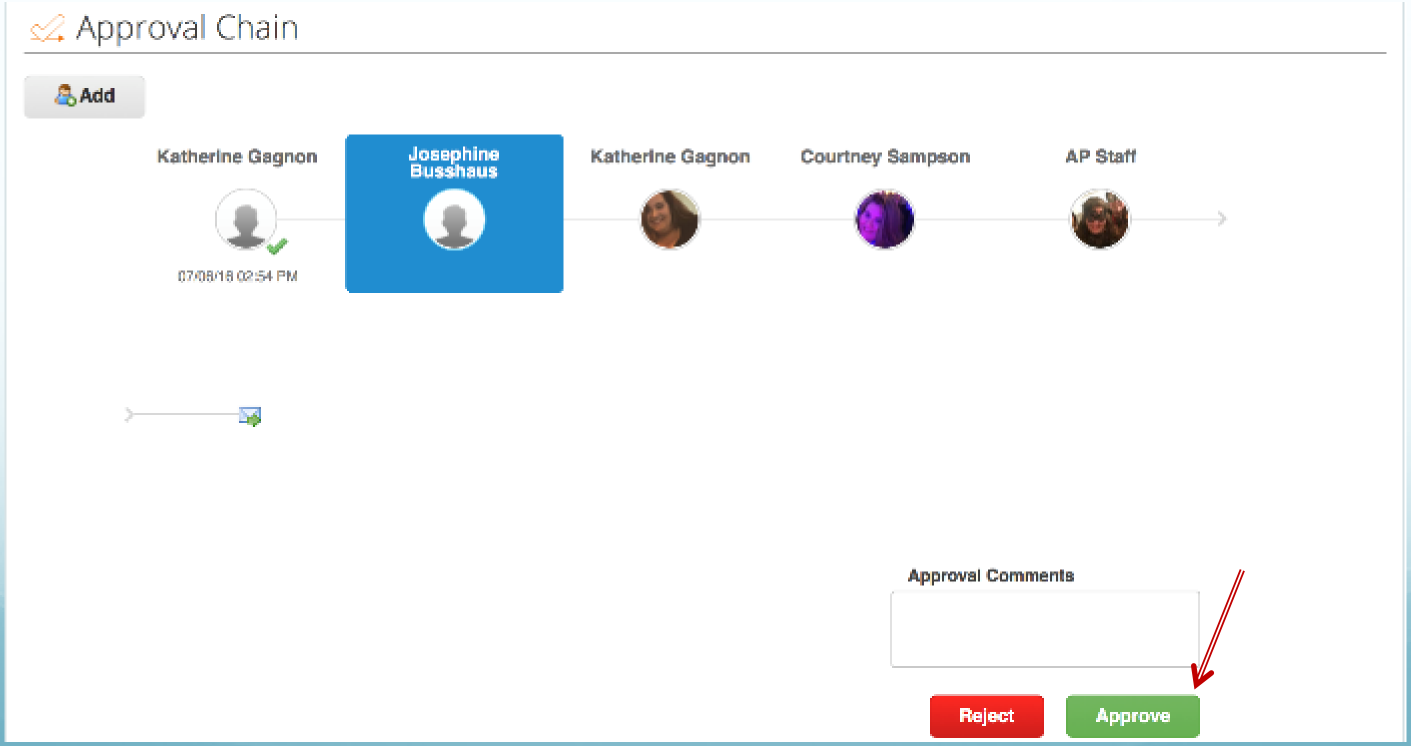
Invoices: Comments

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.



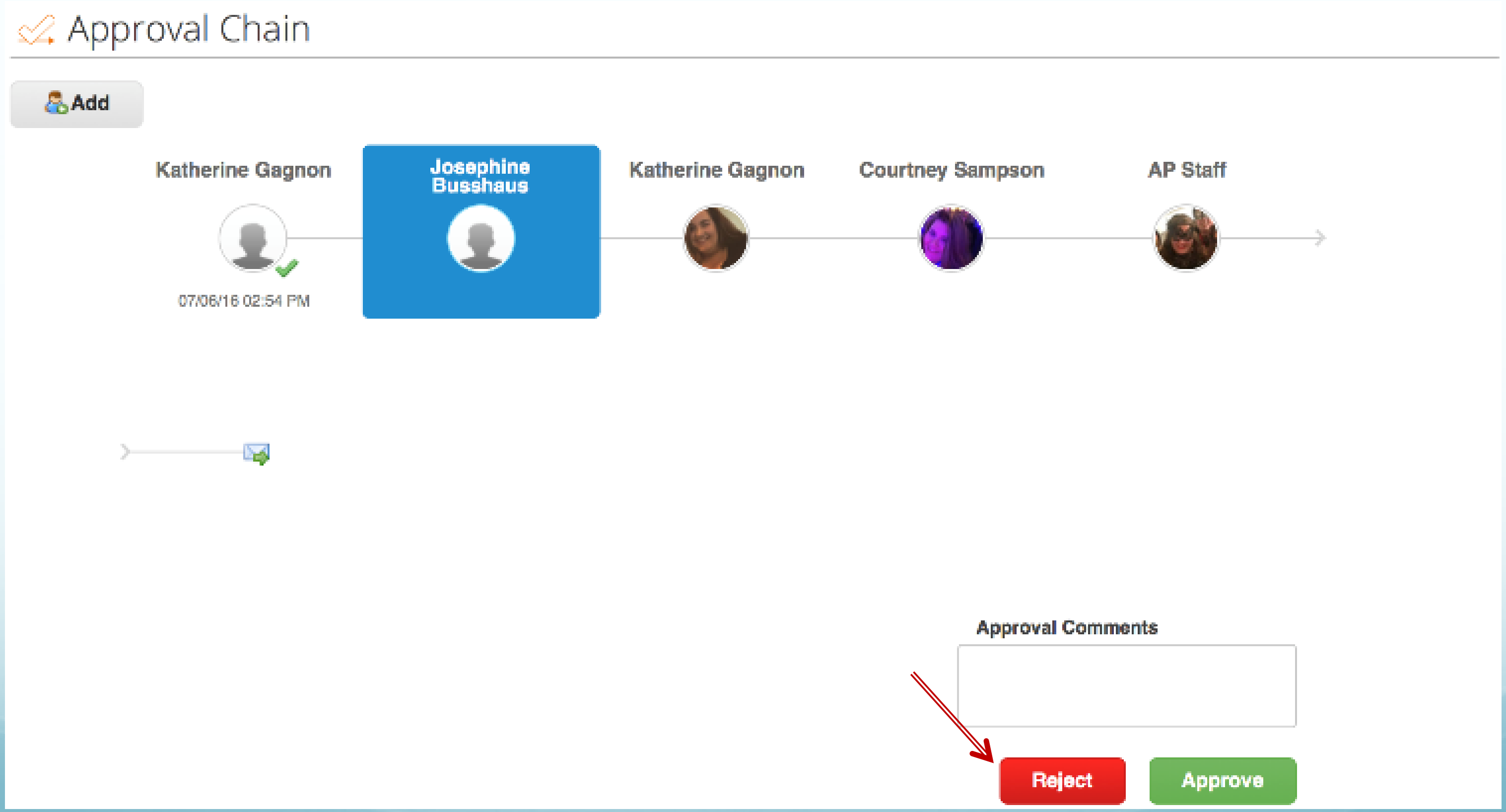
Invoices: Approvals

- 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.



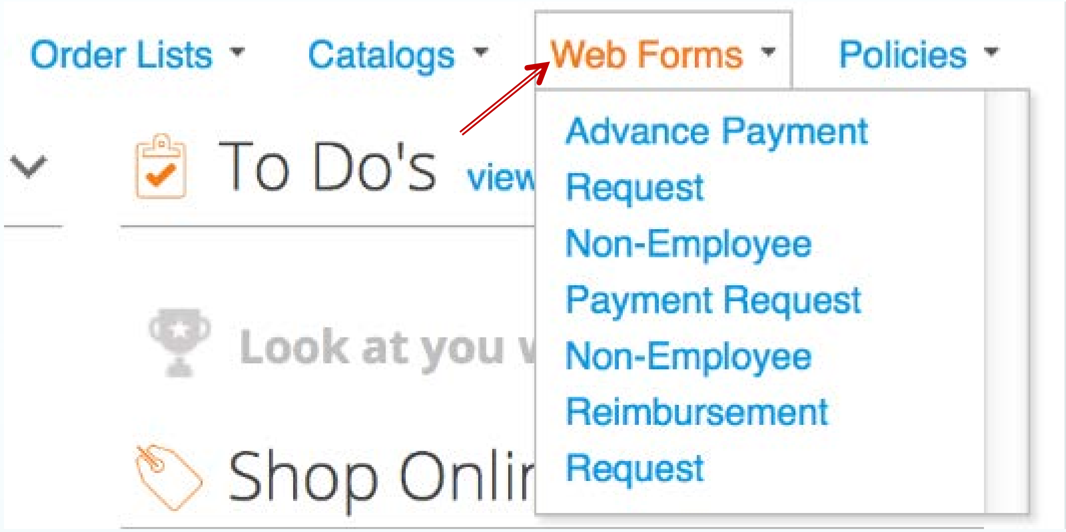
Invoices: Rejecting

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



Invoices: Web Forms

Web Forms can be accessed from the home screen.

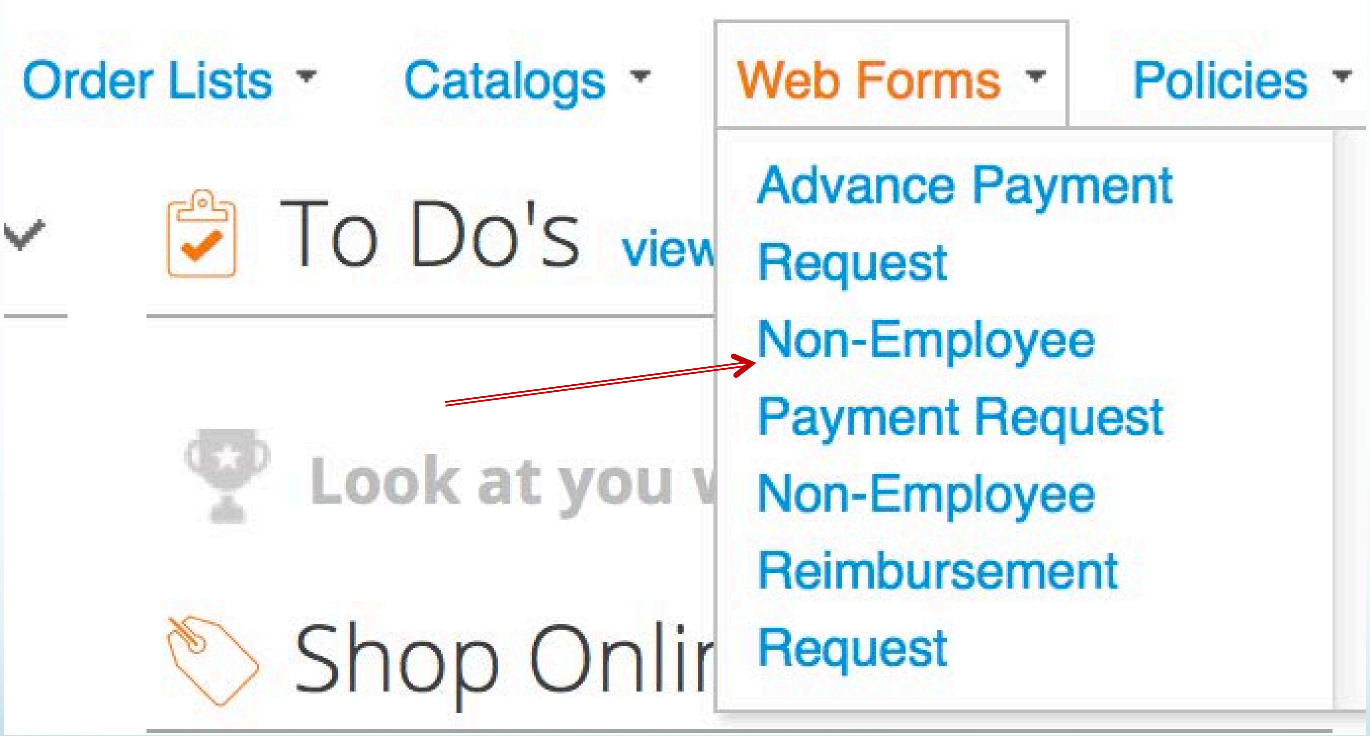


This tab provides a drop down menu with options to create any of the following:

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

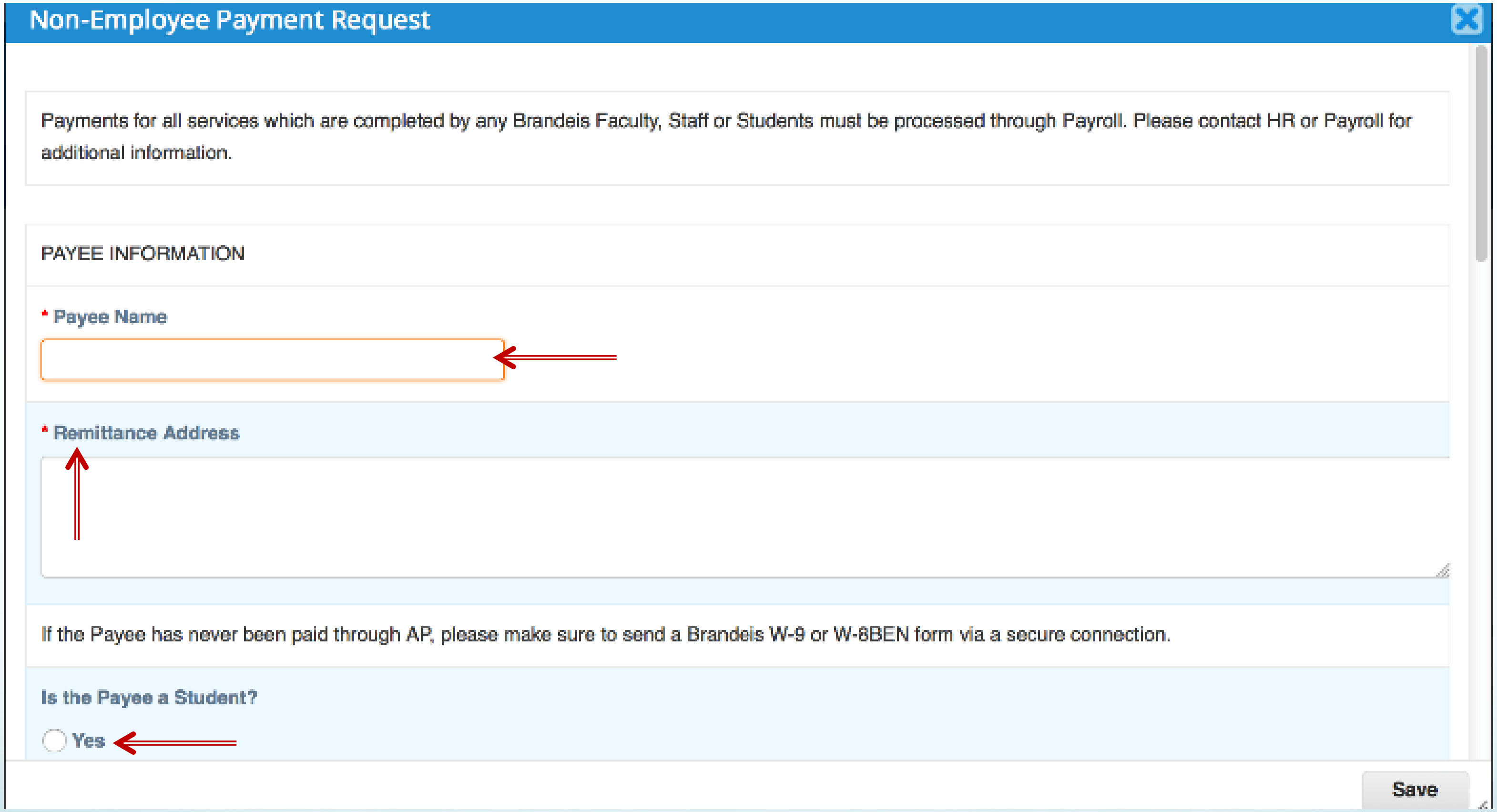
Invoices: Web Forms

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



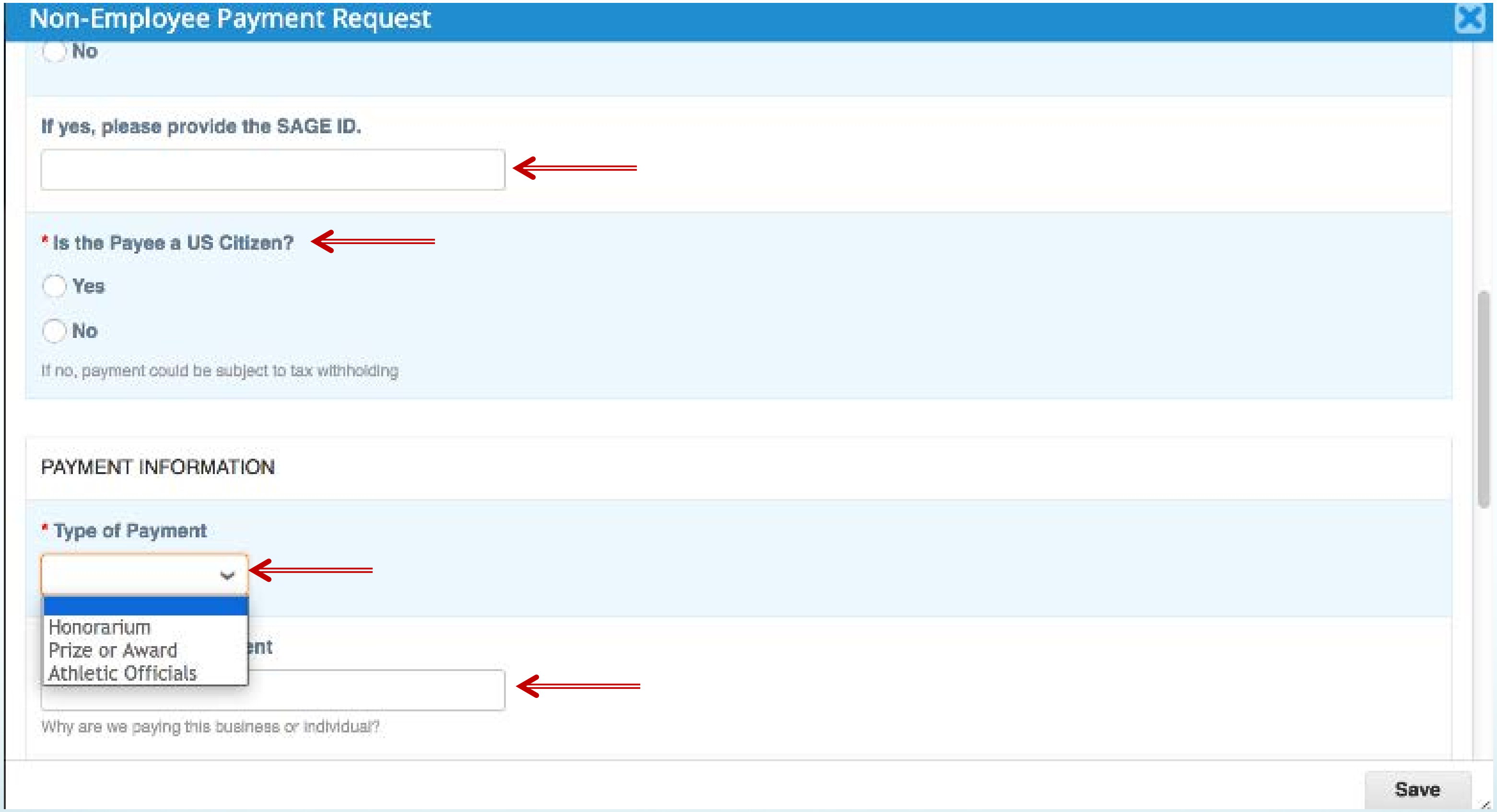
For example, to create a Non-Employee Payment Request, begin by selecting Non-Employee Payment Request from the Web Forms tab.

Invoices: Web Forms



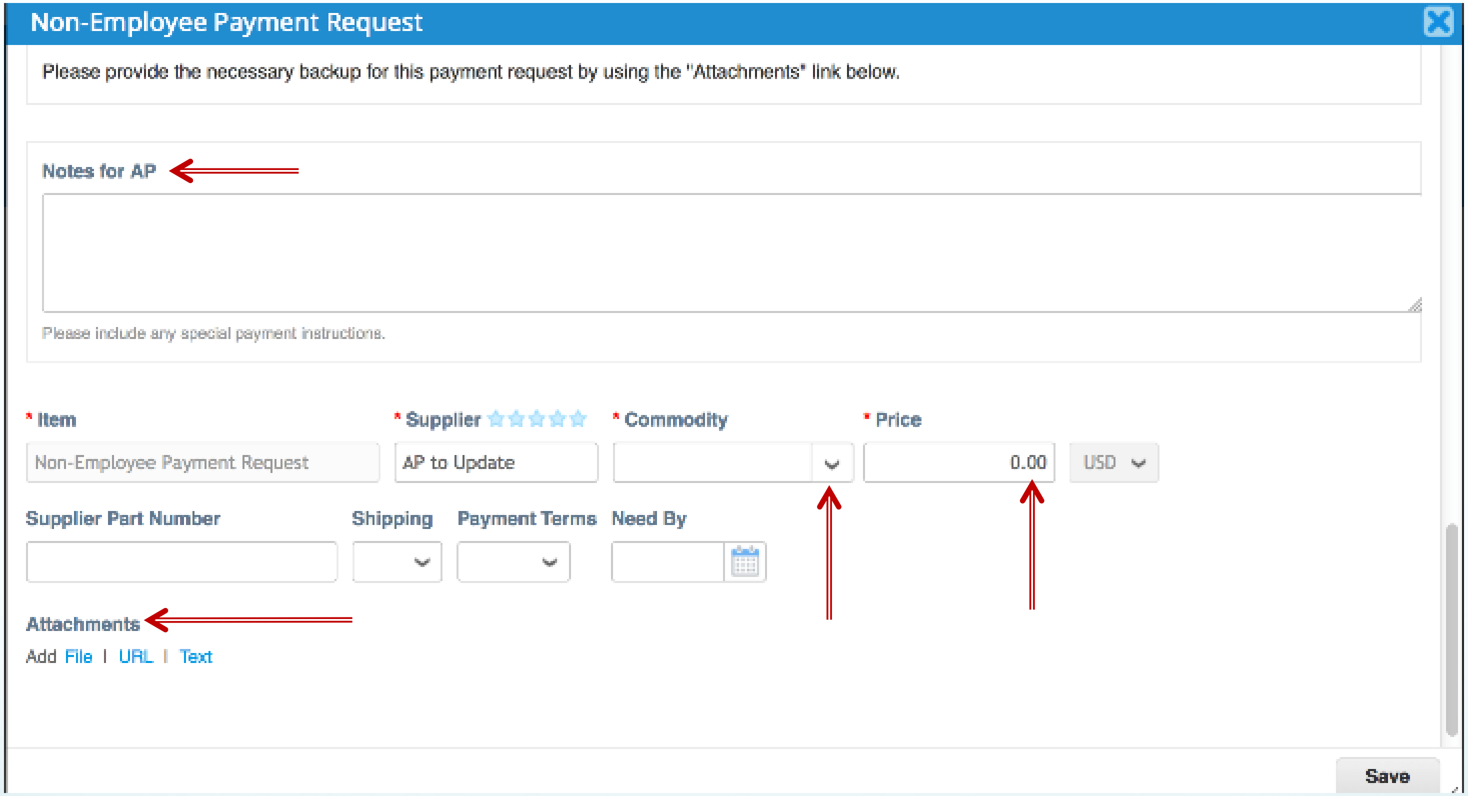
To enter a Payment Request, begin by entering Payee Name and input the Payee's Remittance Address. Then fill in the appropriate bubble to specify whether or not the Payee is a Student.

Invoices: Web Forms



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



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.

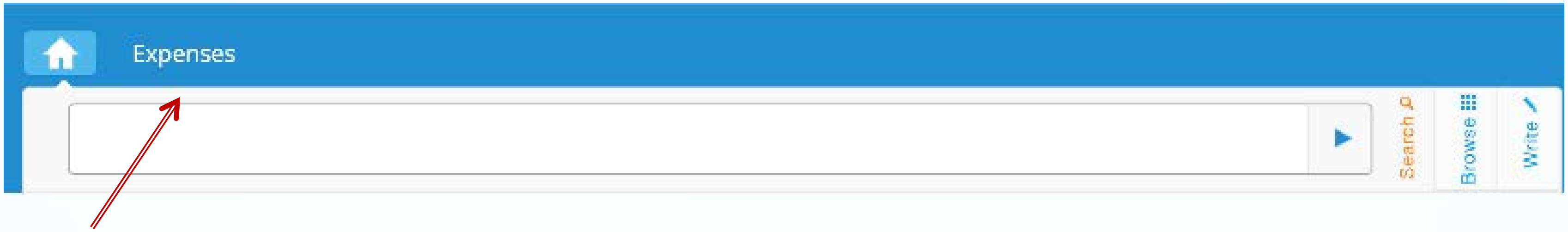
The Supplier Part Number, Shipping, Payment Terms and Need By fields are not applicable.

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.

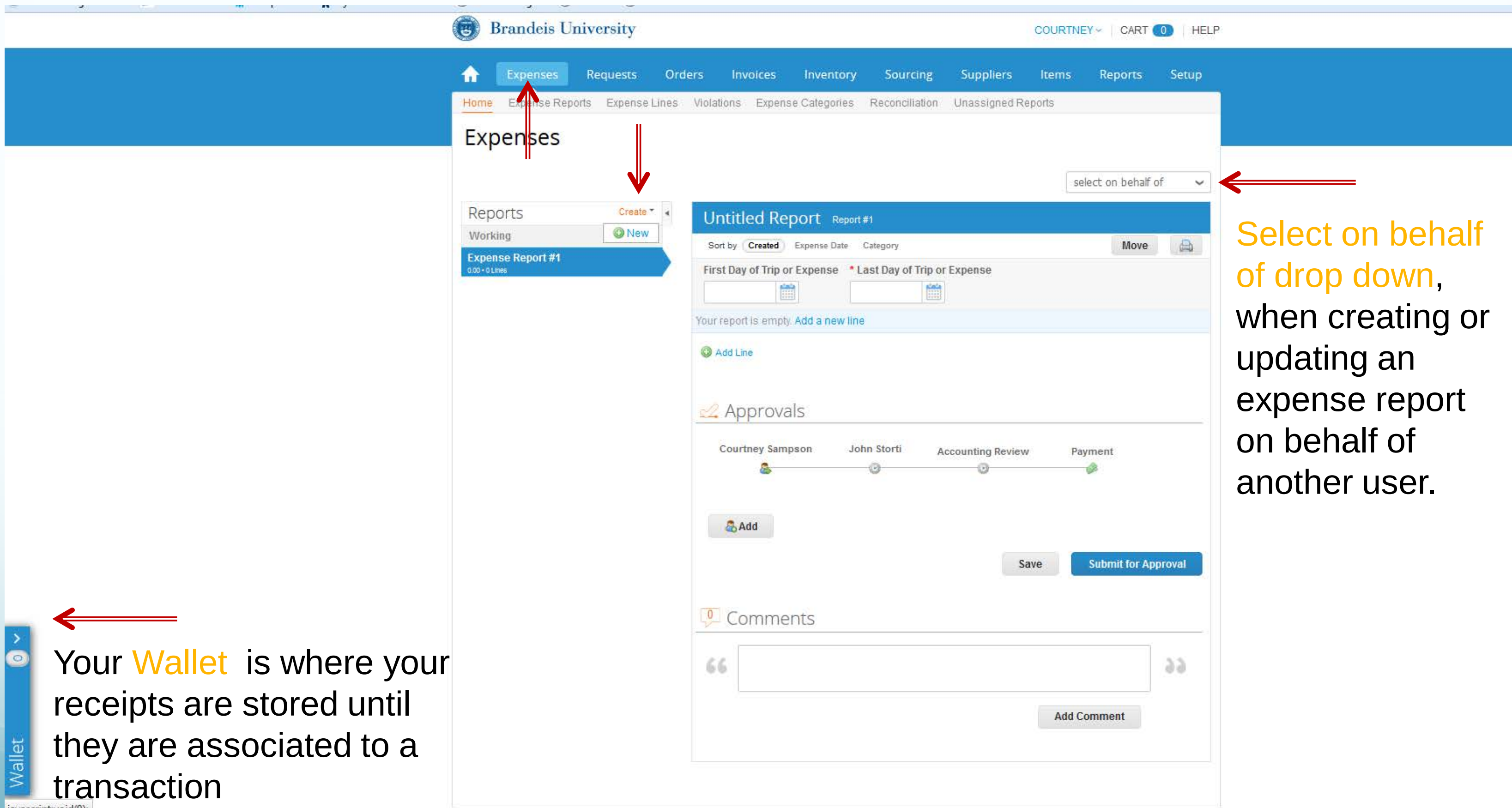
Expenses



- 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

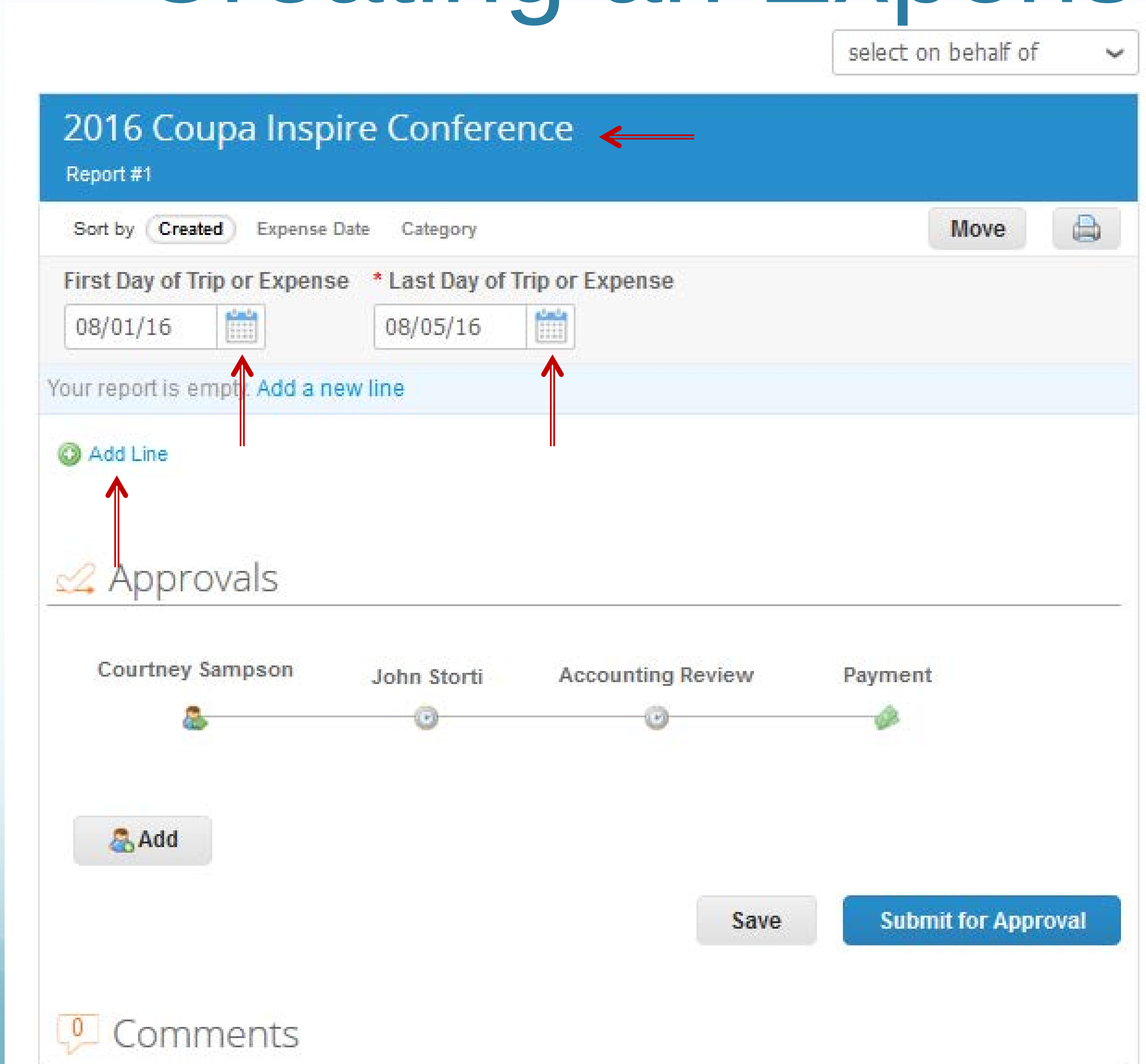
To begin, select Expenses and then select Create and select New from the drop down menu.



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

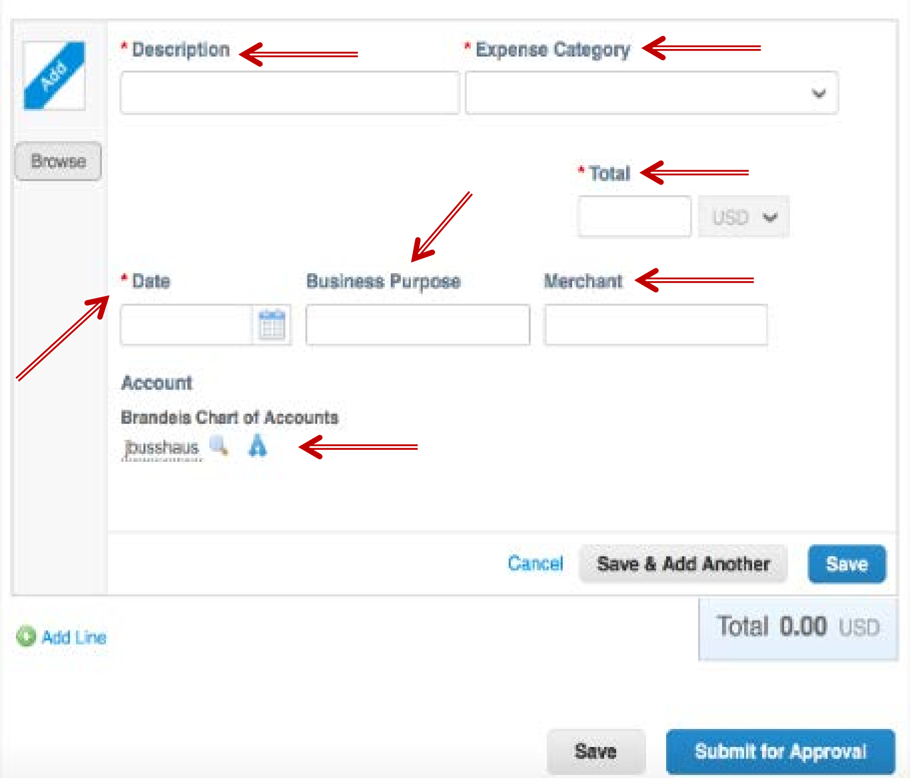
Your Wallet is where your receipts are stored until they are associated to a transaction

Creating an Expense Report



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

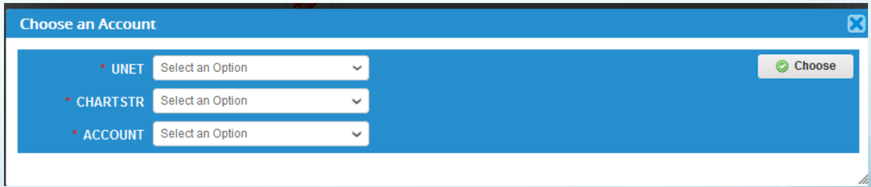


Once you have selected Add Line, the fields seen at left will appear.

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



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

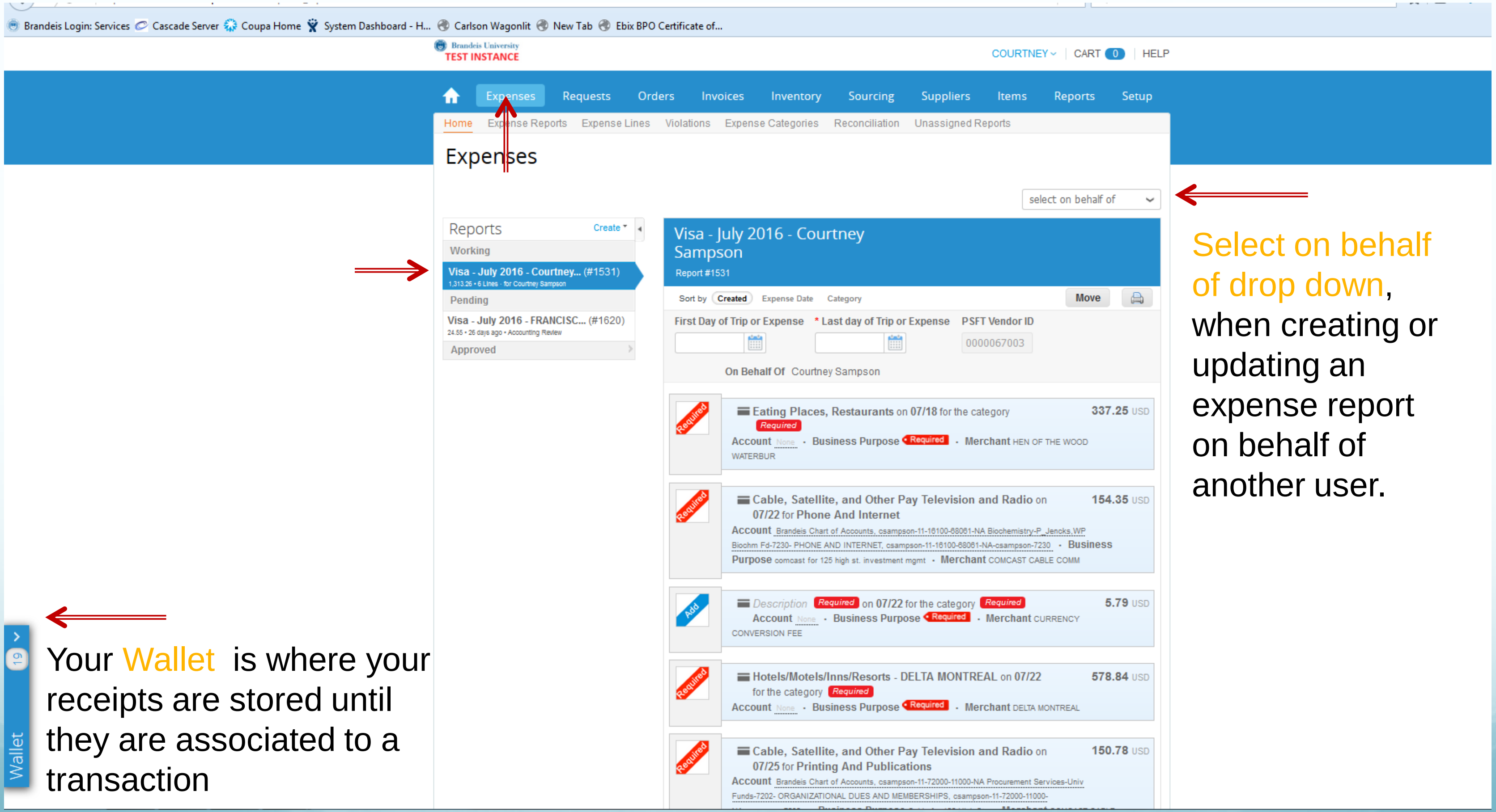
* you can split by percentage or Amount

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

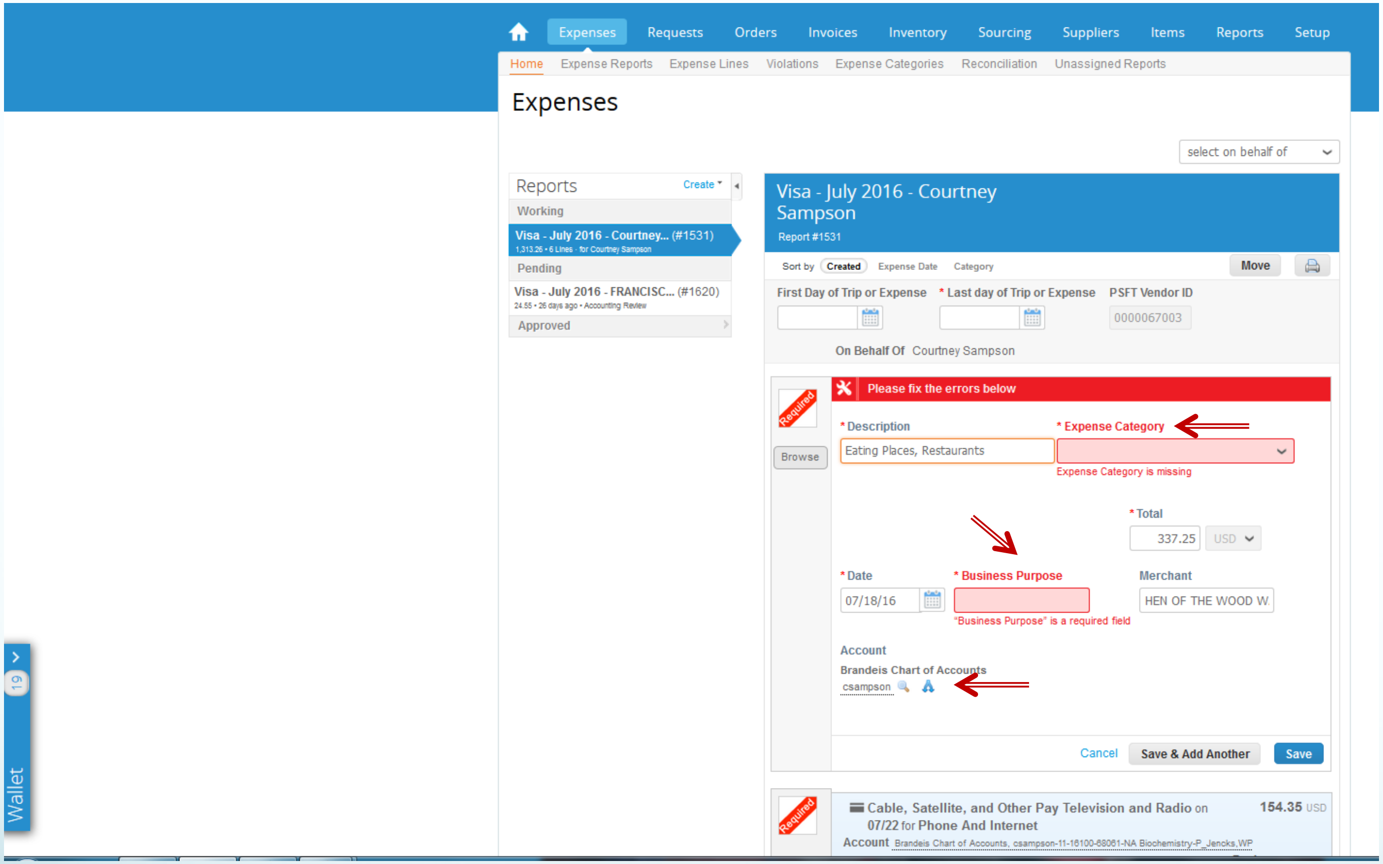
To begin, select Expenses and as transactions post to your P-Card your Expense Report will be created under your Working Folder.



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

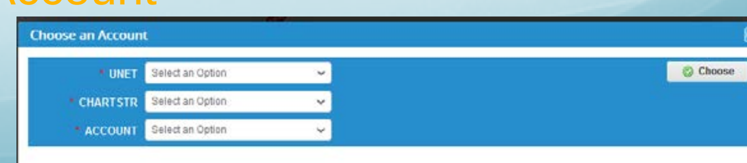
P-Card related Expense Report



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