

GameStop®

POWER TO THE PLAYERS®

Coupa Expense Module Training - Store

Supplier Accounting Services Team

Alisha Mosby – Manager, Supplier Accounting Services

Heather Lopez – Trainer, Coupa Expense Module

Alecia Torres – Analyst, Travel & Expense



Welcome to Coupa

Coupa is a cloud-based expense management system will be using for expense submission and approval, purchase requests and invoice approvals.



Benefits include:

- **Automated MasterCard transaction feed:** No more typing out your statement details!
- **Simplified end user interface:** You don't need a GL account dictionary to process expenses or a finance degree to enter the expense report.

Table of Contents

1. Coupa Access
2. Mandatory Fields
- 2a. Creating an Expense Report
3. Changing Coding (Accounting String)
4. Mileage Reimbursement
5. Attaching Receipts
6. Submitting Expense Reports
7. Tracking Expense Reports
- 8a. Frequently Asked Questions
- 8b. Frequently Asked Questions continued
9. Addendum A - Store Expense Categories and G/L Codes

1. Accessing Coupa

Coupa can be accessed directly from the OKTA Dashboard using your GameStop single sign on credentials or directly from <http://gamestop.coupahost.com>.

Connection Configuration

Instance = gamestop.coupahost.com

Username = XXXXXX@gmlogin.com

2. Mandatory Input Fields

- **Edit Title** – Trip/Expense Purpose “plus” Start & End Dates
 - Trip Purpose: Store Opening, Display Supplies, ABC Conf
 - Start & End Dates: First receipt date & Last receipt date
- **Receipt Required** – a receipt is required for all transactions, except mileage
- **Expense Category** – High level classification for the charge
 - The expense category must correlate to the type or reason for the expense
- **Expense Date** – Current Date (date report is created)
- **Total** – amount of the individual transaction being expensed
- **Reimburse to Employee**
 - “Yes” for out-of-pocket transactions;
 - “No” for corporate and/or purchasing card transactions
- **Description** – What the transaction was for
- **Merchant** – Who goods/services were purchased from
- **Reason** – Why the transaction was needed
- **Account** – May need to be changed – See “Changing Coding” slide
- **Personal Expense** – Indicates payment to credit card (bank) or employee’s is responsible to pay (*payroll deduction or personal check*)
 - “No” means there will **not** be a payroll deduction or check to GS
 - “Yes” Employee is responsible for the transaction
- **Missing Receipt Justification** – A receipt should be attached for each transaction on the expense report. If for some reason you don’t have a receipt, a detailed explanation is required in this field

COD Launch 04/16/2021 (#526) [Edit Title](#)

Sort by Expense Date View

Required

GameStop Travel & Expense Policy

* Expense Category: Hot Title - Store

* Expense Date: 04/16/2021

* Total: 25.00

* Currency: USD

Reimburse to Employee: Yes

* Description: Competition Reward

* Merchant: GameStop

* Reason: Competition for launch day

Account: BABET_BABET-0-5076-Hot Titles_BABET-0-5...

* Personal Expense: No, this is a GameStop expense
 Yes, this will be withheld by payroll
Only select YES if this personal expense was made with a GameStop company credit card.

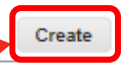
Project Code:

Missing Receipt Justification: Lost the receipt that night

Capital Purchase

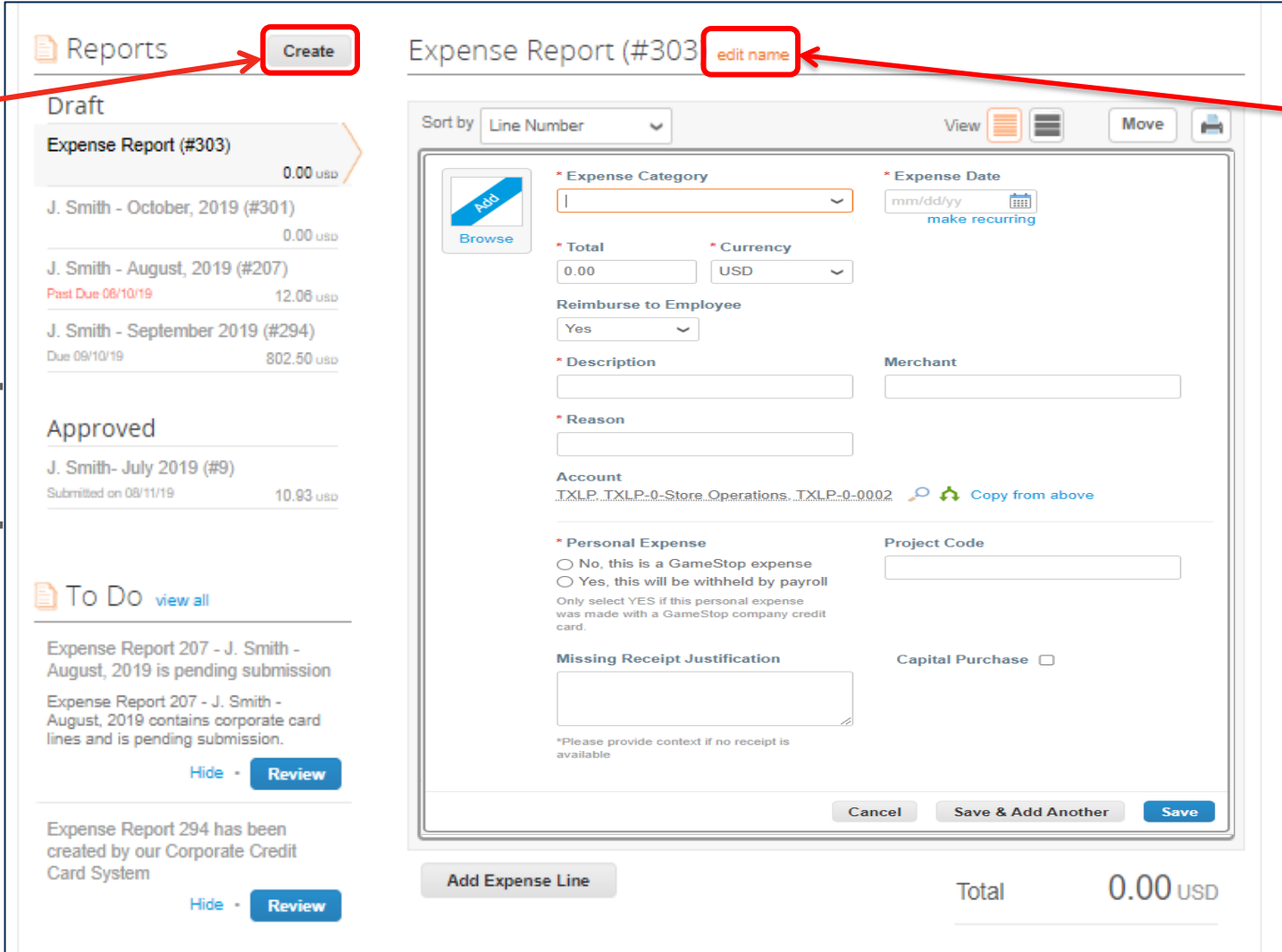
2a. Creating an Expense Report

When you click **'Create'**, a new expense report is created



The left bar displays the status of your expense report

The "To Do" list shows any expense reports pending your review or approval



Reports **Create**

Expense Report (#303) **edit name**

Sort by Line Number View Move

Add Browse

* Expense Category [dropdown]
* Expense Date [calendar] [make recurring](#)

* Total [0.00] * Currency [USD]

Reimburse to Employee [Yes]

* Description [text] Merchant [text]

* Reason [text]

Account TXLP, TXLP-0-Store Operations, TXLP-0-0002 [Copy from above](#)

* Personal Expense
 No, this is a GameStop expense
 Yes, this will be withheld by payroll
Only select YES if this personal expense was made with a GameStop company credit card.

Project Code [text]

Missing Receipt Justification [text]
*Please provide context if no receipt is available

Capital Purchase

Cancel Save & Add Another Save

Add Expense Line Total 0.00 USD

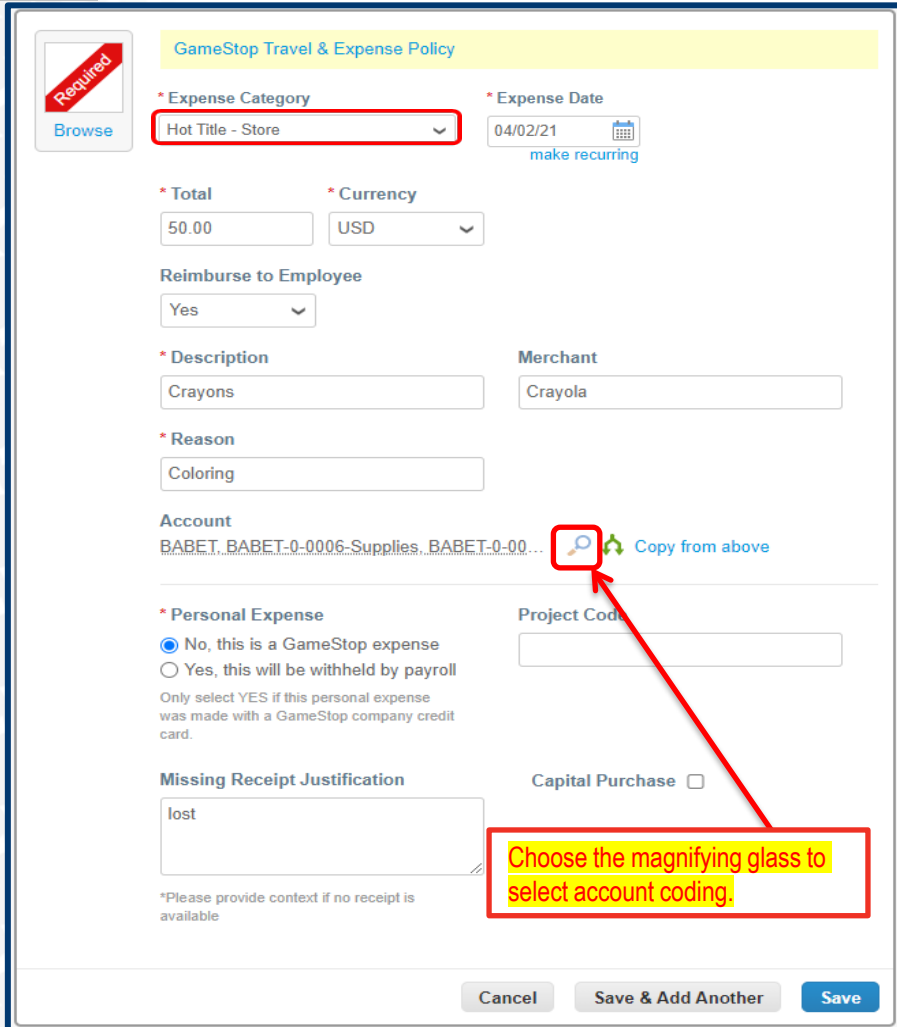
When creating a new expense report Coupa will give a default title in the header. Click on "edit name" to change your expense report title.

Expense reports should be titled:

- Trip/Expense Purpose "plus" Start & End Dates

GS Fun Day 2/1/21 – 2/2/21

3. Changing the Coding



Required
Browse

GameStop Travel & Expense Policy

* Expense Category: Hot Title - Store
* Expense Date: 04/02/21
make recurring

* Total: 50.00
* Currency: USD

Reimburse to Employee: Yes

* Description: Crayons
Merchant: Crayola

* Reason: Coloring

Account: BABET.BABET-0-0006-Supplies..BABET-0-00...
Copy from above

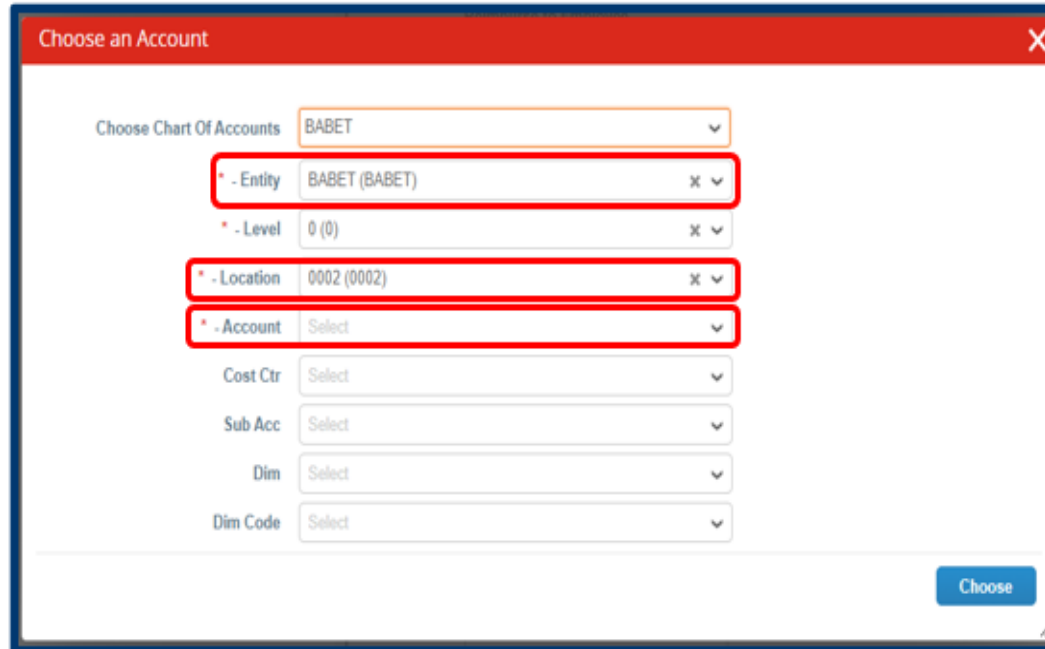
* Personal Expense:
 No, this is a GameStop expense
 Yes, this will be withheld by payroll
Only select YES if this personal expense was made with a GameStop company credit card.

Missing Receipt Justification: lost
*Please provide context if no receipt is available

Capital Purchase

Project Code: []

Buttons: Cancel, Save & Add Another, Save



Choose an Account

Choose Chart Of Accounts: BABET

* - Entity: BABET (BABET) x

* - Level: 0 (0) x

* - Location: 0002 (0002) x

* - Account: Select

Cost Ctr: Select

Sub Acc: Select

Dim: Select

Dim Code: Select

Choose

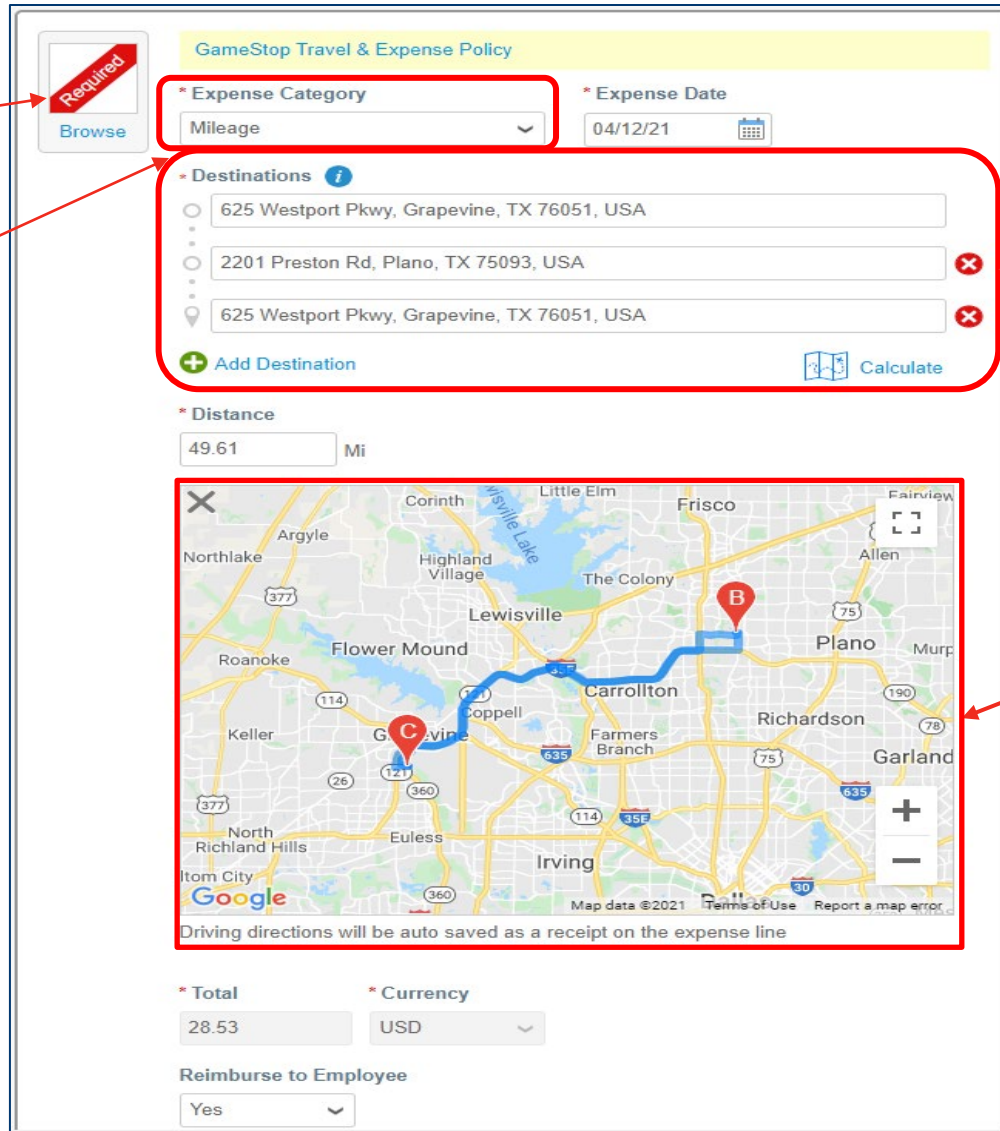
Data will auto-populate in the “entity, location and account” fields based on the users cost center and the expense category. **This data may need to be changed if the expense is to be allocated to a different “entity and/or location”**

- **GME Conf Mileage:** when this category is used change the “entity to TXLP”, “location to 0000” and “account to 1409”. Then click “Choose”.
- **Store Closing:** if a store has been closed for more than 30 days and this expense category is being used, change the “entity to BABET”, “location to 0000” and “account to 4372”. Then click “Choose”.

4. Mileage Reimbursement

No receipt is needed when expensing mileage

Select Mileage as the Expense Category



GameStop Travel & Expense Policy

*** Expense Category**: Mileage
*** Expense Date**: 04/12/21

*** Destinations**

- 625 Westport Pkwy, Grapevine, TX 76051, USA
- 2201 Preston Rd, Plano, TX 75093, USA
- 625 Westport Pkwy, Grapevine, TX 76051, USA

+ Add Destination **Calculate**

*** Distance**: 49.61 Mi

*** Total**: 28.53
*** Currency**: USD

Reimburse to Employee: Yes

Driving directions will be auto saved as a receipt on the expense line






Include the Start and End Address for Mileage and click on **Calculate Distance**

Coupa has an integration with Google Maps to calculate the total distance in miles


Google Maps displays the route automatically when clicking **Calculate Distance**

5. Attaching Receipts


Receipt Required (#531) [Edit Title](#)

Sort by Expense Date  View   Move  

Please fix the errors below ✕


Browse

GameStop Travel & Expense Policy



* Expense Category: Hot Title - Store * Expense Date: 04/16/21 
[make recurring](#)

* Total: 50.01 * Currency: USD

Reimburse to Employee: Yes

* Description: Hot Title - Store * Merchant: GAMESTOP

* Reason: Promo Dead by Daylight New Release

Account: [BABET_BABET-0-0816-Hot Titles_BABET-0-0...](#)  

* Personal Expense: No, this is a GameStop expense
 Yes, this will be withheld by payroll
Only select YES if this personal expense was made with a GameStop company credit card.

Project Code:

Capital Purchase

Missing Receipt Justification

To attach receipts, use the "browse" feature to attach from desktop location

If a receipt is not attached, a "missing receipt justification must be provided"

All expenses will require that a receipt be attached to the expense report prior to submitting for approval. (except mileage)

6. Submitting Expense Reports

Reports Create

Trip to Corporate (#83) Edit Title

Draft

Receipt Required (#527) 50.00 USD

Trip to Corporate (#83) 14.44 USD

To Do view all

You have no To Do's.

Sort by Expense Date View Move

04/02/20	Mileage	Meeting at Corporate	14.44 USD
----------	---------	----------------------	-----------

Add Expense Line

Total 14.44 USD

Reimburse to Employee 14.44 USD

Delete Report Submit for Approval

Approvals

Add Approver

Ryan (Store Leader) Hughes → Sean (District Manager) Mcanallen → Accounting Review → Payment

Use the "Submit for Approval" button once your report is complete and ready for review by your approver (i.e., manager)

The approval chain will pre-populate based on rules in Coupa

Trip to Corporate (#83)

Sort by Expense Date View Move

04/02/20	Mileage	Meeting at Corporate	14.44 USD
----------	---------	----------------------	-----------

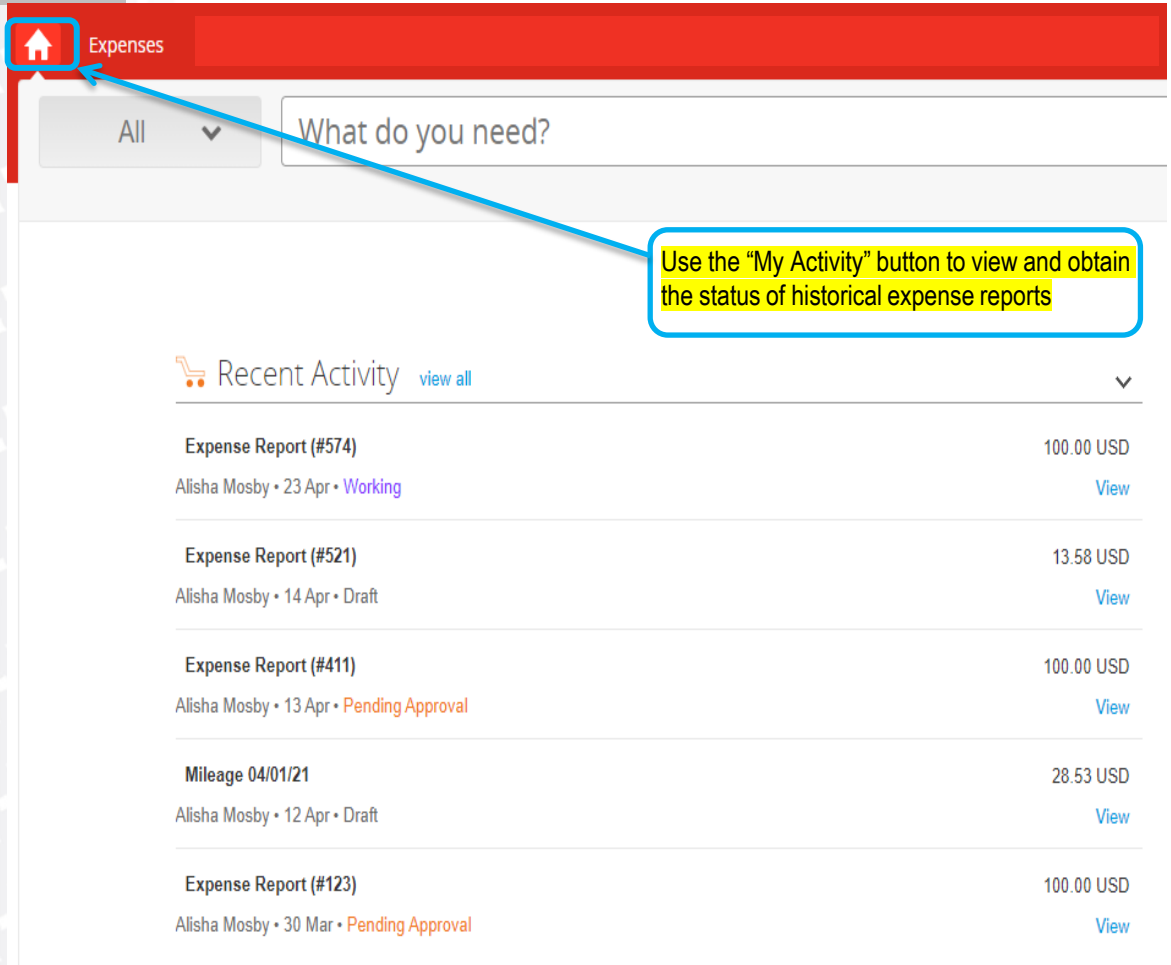
Total 14.44 USD

Reimburse to Employee 14.44 USD

Withdraw Report

Once submitted a user can withdraw the report to make changes

7. Tracking Expense Report Status

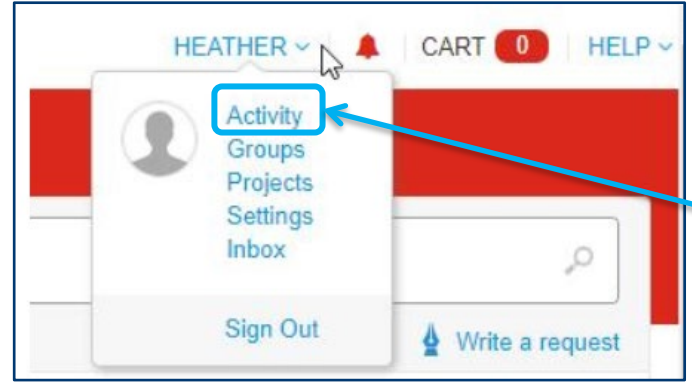


Expenses

All What do you need?

Recent Activity [view all](#)

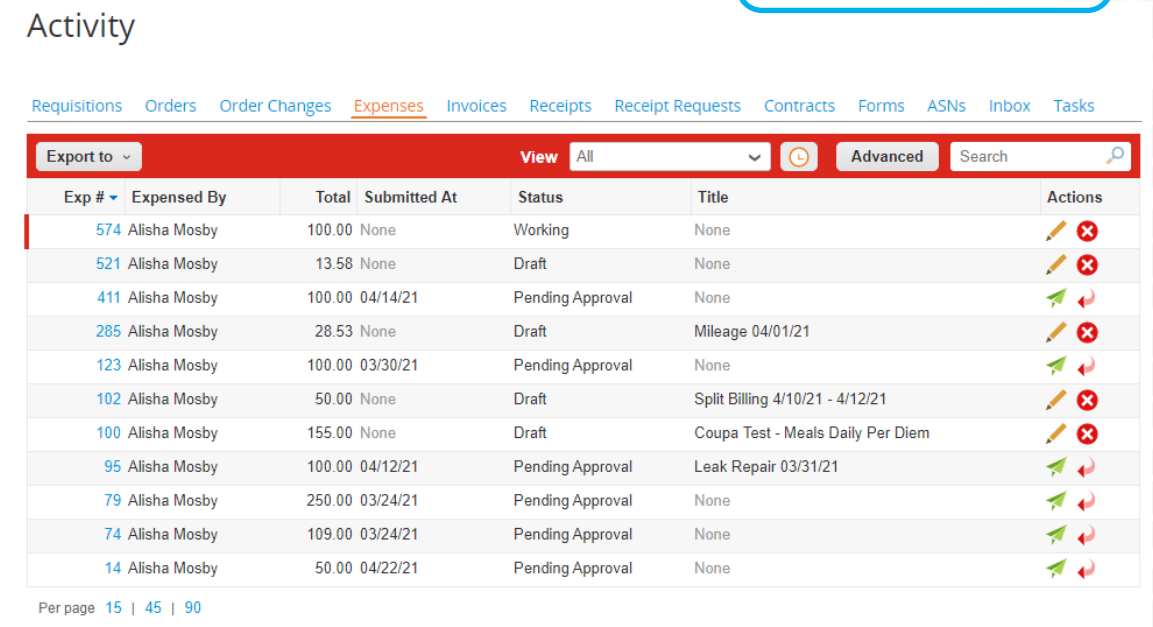
Expense Report (#574)	100.00 USD
Alisha Mosby • 23 Apr • Working	View
Expense Report (#521)	13.58 USD
Alisha Mosby • 14 Apr • Draft	View
Expense Report (#411)	100.00 USD
Alisha Mosby • 13 Apr • Pending Approval	View
Mileage 04/01/21	28.53 USD
Alisha Mosby • 12 Apr • Draft	View
Expense Report (#123)	100.00 USD
Alisha Mosby • 30 Mar • Pending Approval	View



HEATHER

- Activity
- Groups
- Projects
- Settings
- Inbox

Sign Out Write a request



Activity

Requisitions Orders Order Changes Expenses Invoices Receipts Receipt Requests Contracts Forms ASNs Inbox Tasks

Exp #	Expensed By	Total	Submitted At	Status	Title	Actions
574	Alisha Mosby	100.00	None	Working	None	
521	Alisha Mosby	13.58	None	Draft	None	
411	Alisha Mosby	100.00	04/14/21	Pending Approval	None	
285	Alisha Mosby	28.53	None	Draft	Mileage 04/01/21	
123	Alisha Mosby	100.00	03/30/21	Pending Approval	None	
102	Alisha Mosby	50.00	None	Draft	Split Billing 4/10/21 - 4/12/21	
100	Alisha Mosby	155.00	None	Draft	Coupa Test - Meals Daily Per Diem	
95	Alisha Mosby	100.00	04/12/21	Pending Approval	Leak Repair 03/31/21	
79	Alisha Mosby	250.00	03/24/21	Pending Approval	None	
74	Alisha Mosby	109.00	03/24/21	Pending Approval	None	
14	Alisha Mosby	50.00	04/22/21	Pending Approval	None	

Per page 15 | 45 | 90

8. Frequently Asked Questions

Q: Who can enter expenses?

A: All employees can submit GameStop business expenses via Coupa. Please refer to the Travel & Expense policy for more information.

Q: How often do expenses get paid out/what is the processing time?

A: Expenses being reimbursed to an employee will be processed and paid by the Payroll department. In general, payroll is released bi-weekly.

Q: Is there a written policy or how to guide on expenses?

A: Yes.

Q: Who can they reach out to with questions?

A: T&E Customer Service Line: 800-355-0709 Option 2

A: Expensereporting@GameStop.com

Q: Can we still use Kronos or Concur to submit expenses?

A: No.

Q: How often will associates be added to the system (*with new hires, promotions, etc.*)

A: Daily, overnight.

Q: How long do I have to submit an expense report?

A: 7 days. Any report not approved in 7 days will be automatically escalated to the approver's manager.

Q: When do I need to change the accounting string?

A: **GME Conf Mileage:** *when this category is used change the "entity to TXLP", "location to 0000" and "account to 1409". Then click "Choose".*

A: **Store Closing:** *if a store has been closed for more than 30 days and this expense category is being used, change the "entity to BABET", "location to 0000" and "account to 4372". Then click "Choose".*

Q: Is the Project Code field required?

A: The Project code will not correlate to the store level. The Project Code field is only utilized when an expense is for a specific project with fixed assets.

Q: Does Coupa have a Mobile App?

A: The mobile app is not available to store leaders.

9. Addendum A - Store Expense Categories & G/L Codes

Business License	4582
GME Conference Baggage Fee	4271
GME Conference Meals	4271
GME Conference Miscellaneous	4270
Hot Title	4577
Meals Per Diem	4271
Mileage	4271
Store Fines	4555
Store Opening	4270
Store Supplies/Misc .	4580