

COUPA EXPENSES TRAINING AND CERTIFICATION

COURSE DESCRIPTION

OVERVIEW

This 1-day instructor-led course provides students with the foundational concepts and best practices necessary to understand possible configurations of the Coupa Expenses module.

Students are presented with configuration explanations, demos, and practical exercises in a training environment. These hands-on labs, with an objective to build targeted configurations, help illustrate the configuration concepts. Each student has a dedicated Coupa training instance and a participant guide with detailed configuration concepts to help support learning and personal note taking.

At the end of the training, students take a 30-question exam that reinforces their learning from the week's instruction. Students who pass the exam receive a Coupa Expenses Certification certificate.

AUDIENCE

A great class for anyone who has taken the Coupa Platform Training course and works with or wants to learn about the Coupa Expenses core app. Roles include, but are not limited to: admins and accounts payable.

LEARNING OBJECTIVES

- Create an expense report using different methods, including the Coupa wallet and manual creation
- Configure expense settings to meet business requirements
- Review reporting options for managing various approvals and integrations

DURATION

- ▶ 1 day

DELIVERY FORMAT

- ▶ Classroom
- ▶ In Person or Virtual

CPE CREDITS

- ▶ Visit [https://success.coupa.com/Learn/Instructor-Led_Classes/General_Information/Continuing_Professional_Education_Credits_\(CPE\)](https://success.coupa.com/Learn/Instructor-Led_Classes/General_Information/Continuing_Professional_Education_Credits_(CPE))

PREREQUISITE

- ▶ Coupa Platform Training and Certification

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MODULES AND TOPICS

Expenses Workflow

Understanding how expense reports are created and processed

Coupa Story

Leveraging the mobile app

Using the Coupa wallet for receipts

Configuration

Configuring the global expenses settings

Understanding how exchange rates work in expenses

Managing expense categories

Setting up and processing the accounting review

Managing corporate card settings

Understanding travel integrations

Reports

Reporting out on expenses transactions as accounts payable