



**Vice President For Finance department**

**By Wendy Daudier**



# About me

- CRLS c'18
- Rising sophomore at Fitchburg State University
- Studying nursing
- First year doing this program



# What I do in my department?

- Apply payments to customer accounts in Coupa
- Make sure to add the right payment to avoid overpay or underpay
- Pick up mails in the morning
- Organize mails so they can be ready to be scan
- Enter the 10 digits PO # through SAP so they can be sent to another department

# What exactly is Coupa?

global technology platform for Business Spend Management

A screenshot of the Coupa web application interface. The top navigation bar includes "Expenses", "Requests", "Orders", "Invoices", "Inventory", "Suppliers", "Items", "Reports", and "Setup". The "Invoices" section is active, showing a sub-menu with "Invoices", "Invoice Lines", "Inbound Invoices", "Uninvoiced Orders", "Annual Report", and "Export to Accounting". The main content area is titled "Invoices" and includes a "Create" button, "Load from file", "Export", and "View" options. A donut chart shows the distribution of invoice statuses: "No Opportunity" (green), "Lost Opportunities" (yellow), and "Realized Opportunities" (blue). A table titled "Paid Invoices" shows a total of 14 invoices with a total value of 155,600.00 USD. A "Top Savings Opportunities" section highlights an invoice that yields 1,266.00 USD if paid in 4 days. At the bottom, a table lists invoice details including invoice number, supplier, created by, created date, total amount, status, and actions.

Invoice #	Supplier	Created By	Created Date	Total	Status	Actions
OfficeMax-1	OfficeMax	Kyle Eisner	06/13/12	190.53 USD	AP Hold	
500	Insight	Anna (AP Director) Manning	10/28/08	461.13 USD	Approved	

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## My Experience Overall

**Likes:** Working as a team although I have my own office but If I get confused or don't know what to do, there's always people to ask.

**Dislikes:** It gets boring doing the same thing daily.

