






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**

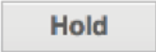


Total **58.35** USD

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

Restart Approvals

Edit

Hold

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**.

The screenshot shows the 'Lines' section of an invoice. It includes a table with columns: Type, Description, Price, Total, and Reason. The first line is an 'Invoice' with a price of 58.350 and a total of 58.35, with the reason 'Missing PO'. Below the table, there is a section for 'Brandels Chart of Accounts' with a dropdown menu showing 'TBD1-TBD2-TBD3'. A red arrow points to the magnifying glass icon next to this dropdown menu.

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

The screenshot shows the 'Choose an Account' dialog box. It has a blue header with the title 'Choose an Account' and a close button. Below the header, there are three rows of input fields: 'UNET', 'CHARTSTR', and 'ACCOUNT'. Each row has a dropdown menu with the text 'Please Assign Accounting (TBD1)', 'Please Assign Accounting (TBD2)', and 'Please Assign Accounting (TBD3)' respectively. A red arrow points to the dropdown menu for 'UNET'. On the right side of the dialog, there is a 'Choose' button with a green checkmark icon, which is circled in red.

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