





# Invoices: Email Notification

 **approvals@brandeis-test.coupa.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
<b>Total</b>	<b>58.35</b>

Approval Chain

**More Actions** ▾ **Hold**

- Restart Approvals
- Edit**
- 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. The main table has columns for 'Type', 'Description', 'Price', 'Total', and 'Reason'. The first line is 'Invoice' with a price of 58.350 and a total of 58.35. Below the table, there are fields for 'PO Line', 'Contract', 'Billing', 'Period', and 'Reportable?'. The 'Billing' field is set to '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.

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

The 'Choose an Account' dialog box is shown. 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**: Please Assign Accounting (TBD1) x v
- CHARTSTR**: Please Assign Accounting (TBD2) x v
- ACCOUNT**: Please Assign Accounting (TBD3) x v

A red arrow points to the dropdown menu for the UNET field. A 'Choose' button with a green checkmark is circled in red on the right side of the dialog.

# 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

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“  ”