Checking Payment Status in Coupa

- Access MarketPlace+ from the Brandeis UNet log-in or from the Procurement Services webpage
- From your Recent Activity click on “View All” or hover over your name on the top right hand corner and click “Activity”

- This will bring you to your Activity Page, click on invoices, the view should be “My Invoices” if you submitting the payment through Coupa or were on the approval chain. If you were added as a Watcher, then you will need to change the “View” to “That I’m Watching”
- Click on “Advanced”, you will be able to search by, Invoice #, PO Number or Supplier(Name). Once you select the filter then you can click on search.

- Once invoice comes up, click on the invoice #. Invoice will open up, scroll all the way down to “Payments”

- Expand “Payments” section to see status
• **Status:**

  “None” (has not been processed for payment)

  “Ready To Pay” (has been processed and ready for next payment cycle)

  “Externally Paid” (payment has been completed)

• **Paid in Full Date** is actual date payment has been completed (except for Wires)

• **Payment Notes** details how payment was made:

  “JPMorgan/Check/xxxxxx/$0.00” (Check/Check#/Total amount paid)

  “JPMorgan/DDPJPM/xxxxxx/$0.00” (Direct Deposit for Employee or Student/Transaction#/Total amount paid)

  “JPMorgan/CCDJPM/xxxxxx/$0.00” (Direct Deposit/ACH for Outside Party/Transaction#/Total amount paid)

  “JPMorgan/Manual/$0.00” (Wire Transfer/Total amount wired)

• **Paid in Full Date** is date when wire details are sent to Treasury to complete transfer

• **For Wire Transfer confirmation please email accountspayable@brandeis.edu**