

**05 – Viewing Invoice
Payment Status in
CSP**



**Bank of
Ireland
Group**

How to View Invoice Payment Status



You can view your paid invoices by creating a custom view which acts like a filter with a set of conditions.

Once the custom view is created, you can access it at any time from your **View** dropdown menu.

- ❑ Log into your CSP account (<https://supplier.coupahost.com/sessions/new>) and go to the **Invoices** tab:

Invoices

The screenshot shows the Coupah supplier portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Setup', and 'More...'. Below this, there are sub-tabs for 'Invoices', 'Invoices Lines', and 'Payment Receipts'. A blue arrow points to the 'Invoices' tab. The main content area is titled 'Invoices' and includes a 'Select customer' dropdown menu set to 'Bank of Ireland'. Below this, there are instructions from the customer and a 'Create Invoices' button. There are also buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. At the bottom, there is a table of invoices with the following data:

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
23122025	12/23/25	Pending Approval	8000000220	18,484.44 EUR	No		
161220205001	12/16/25	Pending Approval	8000000248	1,200.00 EUR	No		
npotestv4	12/09/25	Pending Approval	None	100.00 EUR	No		
npotest v3	12/09/25	Pending Approval	None	100.00 EUR	No		
TEST TAX CODE ASSGN	12/09/25	Pending Approval	None	100.00 EUR	No		
None	12/09/25	Draft	8000000230	5,000.00 EUR	No		
None	12/05/25	Voided	8000000248	1,000.00 EUR	No		

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Click on the **View** dropdown arrow and select **Create View**:

View



Invoice #	Created Date	Status	PO #	Total	Unanswered	AD
23122025	12/23/25	Pending Approval	8000000220	18,484.44 EUR	No	Abandoned
181220205001	12/16/25	Pending Approval	8000000248	1,200.00 EUR	No	Approved
npotestv4	12/09/25	Pending Approval	None	100.00 EUR	No	Credit Notes
npotest v2	12/09/25	Pending Approval	None	100.00 EUR	No	Disputed
TEST TAX CODE ASSIGN	12/09/25	Pending Approval	None	100.00 EUR	No	Disputes with a supplier response
None	12/09/25	Draft	8000000230	5,000.00 EUR	No	Disputes without supplier response
None	12/05/25	Voided	8000000248	1,000.00 EUR	No	Draft
None	12/05/25	Draft	8000000248	1,000.00 EUR	No	Overdue invoices
None	12/05/25	Draft	8000000195	18,400.00 EUR	No	Payment Information
1127_INV2	11/27/25	Pending Approval	8000000237	15,000.00 EUR	No	Pending Approval
test_for_08	11/18/25	Pending Approval	None	100.00 EUR	No	Processing
test_for_standard	11/14/25	Pending Approval	8000000230	6,150.00 EUR	No	Processing Failed
JD_3609563_v12	11/10/25	Pending Approval	8000000219	425.12 EUR	No	Unpaid invoices
test CN app chain	11/07/25	Approved	None	-10,900.00 EUR	No	Voided
CNs app chain	11/07/25	Approved	None	-10,900.00 EUR	No	
test940134	11/06/25	Pending Approval	8000000219	15,682.80 EUR	No	
test_000003333	11/06/25	Pending Approval	8000000113	12,300.00 EUR	No	
test_inbox	11/06/25	Approved	None	113.50 EUR	No	

Create View



Give a name to your new view (e.g. **Paid Invoices**), select the starting point view, filter by **Paid is Yes**, select all the columns you need in your report (including **Payment Information**) and click on **Save**:

Paid is Yes



Create New Data Table View

General

Name: Paid Invoices

Visibility: Only Me

Start with view: All

Conditions

Match Conditions: Match all conditions

Filter by: Paid is Yes

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order.

Available Columns	Selected Columns
Comments	Invoice #
Comments	Created Date
Date Of Supply	Status
Date Of Supply	PO #
Delivery Number	Total
Unanswered Comments	Actions
Dispute Reason	Paid
Disputed Date	Payment Information
Document Type	
Invoice Date	
Last Updated Date	
Linked Document	
Original Invoice Date	
Original Invoice Number	
Payment Term	
Processing Failed At	

Default Sort Order

Sort by: ascending order

Cancel Save

Payment information included in selected columns

Save



How to View Invoice Payment Status



The list of your paid invoices along with payment information will be displayed. Click on the invoice number:

Invoice #



Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View Paid invoices MS Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Payment Information	Actions
UAT_8000000547-2	11/02/2026	Approved	8000000547	152,339.40 GBP	No		Payment# 2000377578 on 11/02/2026 for GBP 152,339.40	
UAT_8000000548	11/02/2026	Approved	8000000548	26,158.90 EUR	No		Payment# 2000377555 on 11/02/2026 for EUR 26,158.90	
UAT_INV021_V2_1	10/02/2026	Approved	8000000549	8,500.00 EUR	No		Payment# 2001612675 on 11/02/2026 for EUR 8,500.00	
UAT_8000000546	09/02/2026	Approved	8000000546	126,949.50 GBP	No		Payment# 2000377578 on 11/02/2026 for GBP 126,949.50	
UAT_INV003.15	06/02/2026	Approved	8000000489	12,000.00 GBP	No		Payment# 2000377578 on 11/02/2026 for GBP 12,000.00	
UAT_INV021_V3	05/02/2026	Approved	None	4,500.00 EUR	No		Payment# 2001612675 on 11/02/2026 for EUR 4,500.00	

When the invoice opens, scroll down to the **Payments** section, where you can view the payment date and number:

Payments

Status Externally Paid

Paid-in-Full Date 11/02/2026

Payment Notes This Invoice has now been paid by BOI, receipt of payment may differ depending on Supplier bank.

Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	11/02/2026	Payment	2000377578	152,339.40
Total Reconciled				152,339.40
Invoice Total				152,339.40
Remaining Balance				0.00

Payment Details



NOTE: The **Payments** section is available for all invoices created in CSP, regardless of their payment status. For **unpaid invoices**, you will see the **Status** of the invoice (e.g. **Pending Document Approval**, **Ready to Pay**, etc.), and the **Paid-in-Full Date** will be displayed as 'None'.