Cognos AP: Dashboard, Invoice Enquiry and Supplier Enquiry

Background information

Cognos
Cognos information is built overnight, from a snapshot of CUFS taken at midnight
That means that any changes you made in CUFS, won’t update to Cognos until the next day
Cognos has security in the same way that CUFS does, you can only see invoices that belong to the department, or departments you can access

Accessing Cognos AP
Cognos AP can be accessed from the Departmental Shared Folder for your particular School.

Alongside the four GL reports, you’ll also see three AP reports.

These are:

- AP: Dashboard, which shows volumes of invoices in various states
- AP: Invoice Enquiry, which allows you to search for invoices and see information about those
- AP: Supplier Enquiry, which allows you to search for suppliers and see the supplier information

AP Dashboard

The AP Dashboard currently has eight areas, if there is no number in blue it means that no invoices fall into that category

A new addition (Dec 2020) is the suppliers expiring soon area
- Invoices on Secondary Approval Hold
- Invoices on Payment Hold
- Invoices on all other types of Hold (excluding the two previous holds)
- Incomplete Invoices, which are invoices that have never been validated, or need revalidation
- Invoices Due for Payment are approved invoices with payment due dates within the next 7 days
- Invoices Paid Last Week might be useful to you if you’re looking to see if a particular invoice has been paid recently
- Unprocessed Internal Invoices are those Internal Invoices with remaining balances on the AZZY source of funds that need to be recoded
- Suppliers expiring soon

Clicking on any one of the blue, underlined numbers will open up a new tab with another report showing you the details of the invoices that make up that number.

e.g. Other invoices on hold

The invoice listing gives more information about the individual invoices, click on any of those invoices numbers to see even more details about that particular invoice.
Suppliers expiring soon (new Dec 2020)

As with the other areas, clicking on a blue number or text will take you through to another report, in this case the AP: Supplier Enquiry report, which lists all the suppliers that meet the criteria, and provides some summary details about them.

Two new fields have been added to this report, and these are Supplier Inactive Date, and Tax Section Clearance Number.

From the AP: Supplier Enquiry report you can click on the name of the supplier, to see all the supplier details in the AP: Supplier Detail report.

The Supplier Inactive Date has also been added to this report.
Invoice enquiry

This search screen has many of the same fields found in CUFS, you can search for the supplier using part of the name, unlike CUFS this won’t automatically complete possible names for you, but you can put in some information then click on the Supplier Pick List.

If you know the supplier number, you can enter that directly.

You can search by PO number, invoice number or batch.

Like CUFS you can search invoice date ranges or invoice amount ranges.

Further down there are some options that aren’t in CUFS.

You can search for invoices that have been coded against a particular cost centre, or even ranges of cost centres.

You can also apply some filters to only look for invoices in certain statuses, and these match the statuses on the AP dashboard.

You can filter the invoices by whether they were created in the department, by shared services, or both.
The invoice summary gives most of the information seen in CUFS, but all in one page rather than spread across multiple tabs

- Invoice overview, where we can see invoice date, number and amount
- Terms, payment method, and invoice status, we can also see that this invoice has been paid
- Outstanding holds, if there is a hold you can see the hold type, when the hold was applied and who applied it.
- Payments associated with the invoice, both scheduled and payments that have been made
- Line information, where you can see the tax rate, account string, and associated project information.
- Accounting section, in CUFS you can see the distributions for the invoice, but there are often many lines for you to go through, with lots of debits and credits as lines get recoded. Instead of distributions we have accounting here, where you'll have one entry per period and account string
- If the invoice is coded to a project, you can see all of that information here, along with some extra fields around project and award statuses and end dates
Supplier enquiry

You can search for supplier information, again you can search for the supplier name or number.

If you’re looking for an employee, you can put their employee number in here.

You can also filter the results you get by supplier type, and you can also restrict to active suppliers, marketplace, or e-invoicing suppliers.

Clicking on a supplier name brings up a summary screen with an overview about the supplier, including whether they have a tax section clearance number, and when they were last checked under modern slavery act.

- Supplier sites: information about the site, its use, default payment information, and contact details. (If the supplier is an employee the site address just says ***Employee Address***)
- Recent payments: payments that have been made in the last three months
  o Date the payment was made (in the case of electronic payments this might be future dated, so you know when the payment is due with the supplier).
  o Payment status, Reconciled means that it’s confirmed as having left our account, so should be with the supplier, if it says negotiable that means that it hasn’t left our account yet, so if you have cheques in this status it means they haven’t been cashed.
  o Amount paid, and the invoice it pays, if this was a partial payment you’ll see some differences between the payment and invoice amounts.