



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

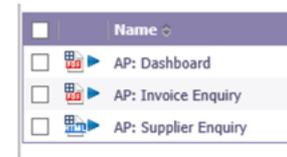
Cognos has security in the same way that CUFS does, you can only see invoices that belong to the department, or departments you can access

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:

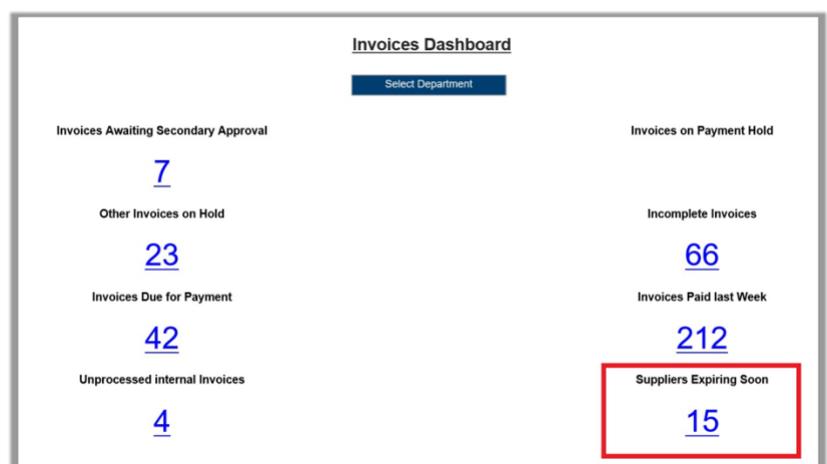


- AP: Dashboard, which shows volumes of invoices in various states
- AP: Invoice Enquiry, which allows you to search for invoices and see information about those
- AP: Supplier Enquiry, which allows you to search for suppliers and see the supplier information

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



Quick Reference Guide An Introduction to Cognos AP Dashboard

- 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

IBM Cognos Viewer - AP: Invoice Enquiry - PD Keep this version | Add this report

AP: Invoice Enquiry

Supplier Summary

Supplier Name	Site Name	Supplier Number	Total Invoices	Total Invoice Currency Amount	Outstanding GBP Amount	Invoices Due for Payment	Invoices Ready for Future Payment
	LOUGHBOROUGH	61831	4	1,196.00	1,196.00	0	0
	MARN	50164	1	500.00	500.00	0	0
	NORWICH	79208	1	388,551.00	388,551.00	0	0
	PAISLEY	61494	2	150.30	150.30	0	0
	MANCHESTER	61917	2	234.00	234.00	0	0
	HESSLE	62875	1	58.83	58.83	0	0
	LUTTERWORTH	61814	1	28.61	28.61	0	0
	POCKLINGTON	96455	2	9,448.85	9,448.85	0	0

Invoice Listing

Supplier Name	Supplier Number	Site Name	Invoice Number	Invoice Date	Invoice Currency Code	Invoice Currency Amount	Invoice Description	Invoice Status	Invoice Payment Status	Batch Name
		LOUGHBOROUGH	4153973523	19-Jun-2020	GBP	127.87	PD-3237451	Needs Revalidation	Unpaid	PDEINV200811090743
		LOUGHBOROUGH	4153950995	21-May-2020	GBP	47.96	PD-3228036	Needs Revalidation	Unpaid	PDEINV200812090564
		LOUGHBOROUGH	4153889558	18-Mar-2020	GBP	217.44	PD-3228418	Needs Revalidation	Unpaid	PDEINV200425090256
		LOUGHBOROUGH	4153864824	17-Oct-2019	GBP	782.54	PD-3111791	Needs Revalidation	Unpaid	PDEINV191018091159
		MARN	3886861	25-Jun-2020	GBP	500.00	VCJW Internal Inv	Needs Revalidation	Unpaid	PDITZ000425180030
		NORWICH	800211095	18-Mar-2020	GBP	388,551.00	SUBCONTRACTING 9 MONTHS TO JAN 20 JIC REF CASSE	Needs Revalidation	Unpaid	PDIAL5190320501
		PAISLEY	4862738	30-Jun-2020	GBP	135.58	PD-3236225	Needs Revalidation	Unpaid	PDEINV200701090409
		PAISLEY	4591288	30-Jun-2020	GBP	14.61	PD-3189375	Needs Revalidation	Unpaid	PDEINV200604090303
		MANCHESTER	89379331	30-Jun-2020	GBP	52.89	PD-3236228	Needs Revalidation	Unpaid	PDEINV200701090409
		MANCHESTER	89838125	29-Jun-2020	GBP	56.12	PD-3248448	Needs Revalidation	Unpaid	PDEINV200630090604
		MANCHESTER	89838124	28-Jun-2020	GBP	125.14	PD-3248443	Needs Revalidation	Unpaid	PDEINV200630090604
		HESSLE	80178184561	18-Mar-2020	GBP	58.83	PD-3229417	Needs Revalidation	Unpaid	PDEINV200324090458

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.

AP: Supplier Enquiry											
Supplier Active	Supplier Name	Supplier Number	Supplier Inactive Date	Supplier Type	VAT Registration Number (Supplier)	Tax Section Clearance Number	Employee Number	Invoice Count in Last 12 Months	Invoice Value in Last 12 Months (GBP)	Payment Count in Last 12 Months	Payment Value in Last 12 Months (GBP)
Yes	GALAGO ECO-CENTRE	421092	11-Dec-2020	Supplier		TCN 111790NJR		0	0.00	0	0.00
Yes	HOEKMINE BV	427815	11-Dec-2020	Supplier				2	40,354.97	2	40,942.97
Yes	UNIVERSITE DE NANTES	427803	11-Dec-2020	Supplier				2	123,184.73	2	125,318.57
Yes	UNIVERSITY OF TARTU	166418	11-Dec-2020	Supplier				1	15,813.66	0	0.00
Yes	GALAXY HOTELS AND RESORTS LTD	425277	16-Dec-2020	Supplier		NW11988ALPD		0	0.00	2	1,129.13
Yes	GATEHOUSE GREEN LEARNING TRUST	431803	18-Dec-2020	Supplier				1	67.88	1	67.88
Yes	IN-TEND LTD	216818	31-Dec-2020	Supplier	886 4167 79			0	0.00	1	13,792.10
Yes	ITECCO LTD	425136	7-Jan-2021	Supplier		NW11993TEAG		58	195,360.00	57	191,160.00
Yes	JAMES ALLEN'S GIRLS' SCHOOL	313509	7-Jan-2021	Supplier				2	8,854.72	2	8,854.72
Yes	SUPPLIER NAME	367379	19-Jan-2021	Sole Trader				0	0.00	0	0.00
Yes	SUPPLIER NAME	329969	30-Jan-2021	Sole Trader		TC4303TADG		0	0.00	0	0.00
Yes	SUPPLIER NAME	354772	31-Jan-2021	Sole Trader		TC5471ARZZ		0	0.00	0	0.00
Yes	TOGETHER FILMS LTD	427496	5-Feb-2021	Supplier		NW122720GPF		2	0.00	2	0.00
Yes	SUPPLIER NAME	125782	28-Feb-2021	Sole Trader		TC5422HEZZ		0	0.00	0	0.00
Yes	SUPPLIER NAME	123994	2-Mar-2021	Sole Trader		TC7647ORKA		2	0.00	2	0.00

AP: Supplier Summary												
Supplier Overview												
Supplier Name	Supplier Number	Supplier Inactive Date	Supplier Status	Supplier Type	Supplier Notes	Company Registration Number	VAT Registration Number (Supplier)	Tax Section Clearance Number	Modern Slavery Act Checked	Centrally Reconciled Supplier	invoicing Supplier	Marketplace Supplier
UNIVERSITY OF TARTU	166418	11-Dec-2020	Unclassified	Supplier						No	No	No

Supplier Sites									
Site Name	Site Inactive Date	Site Purpose	Site Default Payment Method	Site Default Pay Group	Site Default Terms	VAT Registration Number (Site)	Site Email	Site Phone Number	Site Address
ESTONIA	11-Dec-2020	Pay	CHECK	Transfers (F)	30 days (see our terms)				ÜLIKOOI 18, ESTONIA 50090 TARTU, Estonia
CAMBRIDGE	6-Oct-2010			Transfers (F)	30 days (see our terms)				C/O RESEARCH SERVICES DIVISION, CAMBRIDGE CB United Kingdom

Recent Payments	
No Data Available	

Outstanding Invoices							
Invoice Status	Invoice Type	Invoice Number	Invoice Date	Invoice Currency Code	Invoice Currency Amount	Invoice Description	Outstanding Holds
Validated	Standard	RIA2020EF-2918 AftIDX	3-Dec-2020	EUR	17,550.00	RIA2020EF-2918 AftIDX G106971 partner payments	

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

The screenshot shows the 'AP: Invoice Enquiry' search interface. A red circle highlights the 'Supplier Name' field and the 'Show Supplier Pick List' button. A red arrow points from this circle to the text: 'If you know the supplier number, you can enter that directly'. Another red arrow points from the 'Supplier Number' field to the text: 'You can search by PO number, invoice number or batch'. A third red arrow points from the 'Invoice Date From' and 'Invoice Currency Amount From' fields to the text: 'Like CUFS you can search invoice date ranges or invoice amount ranges'. The interface includes various search criteria such as 'Supplier Site', 'Invoice Number', 'Invoice Date To', 'Invoice Currency Amount To', 'Payment Status', and 'Invoices Created By'. There are also sections for 'Select Cost Centre Range(s)' and 'Report Filters'.

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

This close-up shows the 'Select Cost Centre Range(s)' section, which includes 'From' and 'To' dropdown menus for 'Cost Centre Code' and radio buttons for 'Lowest value' and 'Highest value'. It also features 'Insert' and 'Remove' buttons and a 'Choices' list. Below this is the '(Alternative) Cost Centre Code List' field. The 'Report Filters' section contains a list of checkboxes for various invoice statuses: 'Invoices Awaiting Secondary Approval', 'Invoices on Payment Hold', 'Invoices on Other Holds', 'Incomplete Invoices', 'Invoices Due for Payment', 'Invoices Paid Last Week', and 'Invoices Long Overdue'. There are 'Select all' and 'Deselect all' links at the bottom of the filters.

This close-up shows the 'Invoices Created By' section with three radio button options: 'Exclude Shared Services Invoices', 'Show Only Shared Services Invoices', and 'Show All Invoices'. A 'Deselect' link is located at the bottom right of the section.

You can filter the invoices by whether they were created in the department, by shared services, or both.

Supplier enquiry

Supplier Name:

Supplier Number:

Employee Number:

Report Filters:

Only Show Active Suppliers
 Only Show Marketplace Suppliers
 Only Show eInvoicing Suppliers

[Select all](#) [Deselect all](#)

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.

Supplier Type:

Contractor
 Employee
 Group Company
 Individual
 Internal Trading
 Partnership
 Public Sector Companies
 Related Parties Transactions
 Sole Trader
 Students
 Supplier
 Tax Authority
 Trust
 None

[Select all](#) [Deselect all](#)

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.

IBM Cognos Viewer - AP: Supplier Summary - PD

AP: Supplier Summary

Supplier Overview

Supplier Name	Supplier Number	Supplier Status	Supplier Type	Supplier Notes	Company Registration Number	VAT Registration Number (Supplier)	Tax Section Clearance Number	Modern Slavery Act Checked	Centrally Reconciled Supplier	eInvoicing Supplier	Marketplace Supplier
BROADSTOCK OFFICE FURNITURE LTD	109476	Unclassified	Supplier		2752661	616 4251 58		1-Jul-2019	No	No	Yes

Supplier Sites

Site Name	Site Inactive Date	Site Purpose	Site Default Payment Method	Site Default Pay Group	Site Default Terms	VAT Registration Number (Site)	Site Email	Site Phone Number	Site Address
CHESHIRE		Pay	EFT	Supplier	30 days (see our terms)		sales@broadstock.co.uk	01629431979	BRUNEL ROAD LYME GREEN BUSINESS PARK, BACLESFIELD CHESHIRE SK11 5TA, United Kingdom
ZMARKETPLACE			EFT	Supplier	30 days (see our terms)	616 4251 58	sales@broadstock.co.uk		ZMARKETPLACE DO NOT FAX SK11 5TA, United Kingdom

Recent Payments
No Data Available

Outstanding Invoices
No Data Available

- Supplier sites: information about the site, it's 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
 - 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.
 - 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.
 - Amount paid, and the invoice it pays, if this was a partial payment you'll see some differences between the payment and invoice amounts.