

AP: Dashboard
 B > AP: Invoice Enquiry

AP: Supplier Enquiry

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 seven areas, if there is no number in blue it means that no invoices fall into that category

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Invoices Da	shboard
Invoices Awaiting Secondary Approval	Invoices on Payment Hold
2	
Other Invoices on Hold	Incomplete Invoices
<u>15</u>	<u>17</u>
Invoices Due for Payment	Invoices Paid last Week
	<u>59</u>
Unprocessed Internal Invoices	

- 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

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										hrp3#	.es.Off A About IB	м.
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					AP: Inv	oice Enquiry						
					Suppi	ier Summary						
Supplier Name		Site Name	Supp	ler Number	Total Invoices	Total Invoice Currency Amo	unt	Outstanding GBP Amount	Invoices Due for Payment	Invoices Read	y for Future Payment	
The second se		LOUGHBOROUGH	61031		4		1,196.00	1.196.00		9		2
and the second sec		MAIN	50164		1		500.00	500.00		9		8
CONTRACTOR OF THE OWNER.		NORWICH	70308		1		386,551.00	306,551.00		2		2
ALL REPORT AND A DESCRIPTION OF THE REPORT OF		PAISLEY	61494		2		150.39	150.39		9		2
and the second se		MANCHESTER	61917		2		234.06	234.06		9		0
CONTRACTOR AND		HESSLE	62075		1		58.03	58.03		9		2
The second se		LUTTERWORTH2	61614		1		28.61	28.61		9		8
And the second sec		POCKLINGTON3	96455		2		9,448.85	9.440.05		9		0
					Invo	ice Listing						
Supplier Name	Supplier Number	Site Name	Invoice Number	Involce Date	Invoice Currency Code	Invoice Currency Amount		Invoice Description	Invoice Status	Invoice Payment Status	Batch Name	
		LOUGHBOROUGH	4153973523	10-Jun-2020	GBP	127.87	PD-3237451		Needs Revalidation	Unpaid	PDEINV200611090743	
		LOUGHBOROUGH	4153955905	21-May-2020	GBP	47.95	PO-3228636		Needs Revalidation	Unpaid	PDEINV200612090554	
		LOUGHBOROUGH	4153096562A	16-Mar-2020	GBP	237.64	PD-3226418		Needs Revalidation	Unpaid	PDEINV200425090256	
		LOUGHBOROUGH	4153664824	17-04-2019	GBP	782.54	PD-3111701		Needs Revalidation	Unpaid	PDEINV191018091159	
and the second second		MAIN	1095903	25-Jun-2020	GBP	509.00	VCXW Internal Inv		Needs Revalidation	Unpaid	PDIT20200625180030	
		NORWICH	INV021052	16-Mar-2020	GBP	306,551.00	SUBCONTRACTIN	G 9 MONTHS TO JAN 29 JIC REF CASSE	Needs Revalidation	Unpast	PDIAL5/19/03/20/01	
		PAISLEY	4602750	30-Jun-2020	GBP	135.58	PD-3250225		Needs Revalidation	Unpaid	PDEINV200701090409	
and the second second second second		PAISLEY	4450786	30-Jan-2020	GBP	14.81	PD-3193175		Needs Revaldation	Unpaid	PDEINV200504090303	
		MANCHESTER	A2A2A201	30-Jun-2020	GBP	52.80	PD-3250226		Needs Revalidation	Unpaid	PDEINV200701090409	
		MANCHESTER	95938125	29-Jun-2020	GBP	56.12	PD-3249440		Needs Revalidation	Unpaid	PDEINV200630090504	
		MANCHESTER	22235124	28-Jun-2020	GBP	125.14	PD-3249143		Needs Revaldation	Unpaid	PDERV200630090604	
CONTRACTOR AND ADDRESS OF	-	HESSLE	<u>SH176184501</u>	18-Mar-2020	GBP	58.03	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.

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

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\frown		AP: Invoice Enquiry	
Supplier Name:		If you know the supplier number, you can enter that directly	Supplier Number:
Supplier Site:			Purchase Order Number:
Invoice Number:		You can search by PO number,	Invoice Batch:
Invoice Date From:			Invoice Date To:
Invoice Currency Amount From:	Like CUFS you can search invoice date ranges or invoice		Invoice Currency Amount To:
Invoice Status: V Avalable Cancelled V NedS Revaildation	amount ranges		Payment Status:
Select Cost Centre Range(s):			Invoices Created By:
From:	holces:		Exclude Shared Services Invoices Show Only Shared Services Invoices Show All Invoices
() Pignest value			Deselect
(Alternative) Cost Centre Code List (Separate with commas, e	SentCal Connectal		

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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

Deselect

Cost Centre Code		Incort -	_ Γ			
Lowest value		A Remov				
	_ L	•				
Cost Centre Code	\sim					
Highest value						
			,			Select all Des
Iternative) Cost Centre Code List (Separate	e with com	mas, e	.g. AAA	a, aaaf	B, AAAC)
Alternative) Cost Centre Code List (Separate	e with com	mas, e	.g. AAA	a, aaaf	B, AAAC)
Alternative) Cost Centre Code List (eport Filters: Invoices Awaiting Secondary Approval	Separate	e with com	mas, e	.g. AAA	a, aaae	3, AAAC)
Alternative) Cost Centre Code List (eport Filters: Invoices Awaiting Secondary Approval Invoices on Payment Hold	Separate	e with com	mas, e	.g. AAA	a, aaae	3, AAAC)
Alternative) Cost Centre Code List (eport Filters: Invoices Awaiting Secondary Approval Invoices on Payment Hold Invoices on Other Holds Exercise to survive	Separate	e with com	mas, e	.g. AAA	A, AAAB	3, AAAC)
Alternative) Cost Centre Code List (eport Filters: Invoices Awaiting Secondary Approval Invoices on Payment Hold Invoices on Other Holds Incomplete Invoices Incomplete Invoices Invoices Due for Bayment	Separate	e with com	mas, e	.g. AAA	A, AAAB	3, AAAC)
Alternative) Cost Centre Code List (eport Filters: Invoices Awaiting Secondary Approval Invoices on Payment Hold Invoices on Other Holds Incomplete Invoices Invoices Due for Payment Invoices Paid Last Week	Separate	e with com	mas, e	.g. AAA	A, AAAE	3, AAAC)
Alternative) Cost Centre Code List (eport Filters: Invoices Awaiting Secondary Approval Invoices on Payment Hold Invoices on Other Holds Invoices Due for Payment Invoices Paid Last Week Invoices Long Overdue	Separate	e with com	mas, e	.g. AAA	A, AAA	3, AAAC)

Invoices Created By:

Exclude Shared Services Invoices Show Only Shared Services Invoices Show All Invoices

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

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	AP: Invoice Summary																
Invoice Overview																	
Invoice Type	Invoice POs	Supplier Name	Supplier Number	Site Name	Invoice Date	Invoice Number	Invoice Currency Code	Invoice Curr	ency Amount		Invoice Descripti	ion	Invoice Terms	Invoice Payment Method	Invoice Pay Group	Invoice Status	Invoice Payment Status
Standard	UNMATCHED	PEAC (UK) LTD	364066	ROTHERHAM	8-Jun-2020 0	04/21/0078595	GBP		275.39 KYO	DCERA TA356CI HOTO	COPIER RENTAL AND MAINTI	ENANCE 19/07/2020-18/10/2020	30 days (see our terms)	Electronic	Supplier	Validated	N
	Outstanding Holds to One Avabative																
										Payments	5						
Schedule	ed Payment Hold	So	cheduled Payment Du	ue Date	Outst	anding Scheduled P	Payment Currency Amount		Scheduled P	ayment Method	Bank Account Name	Bank Account Number	Payment Date	Payment Currency Amount Payme		ent Void Flag	Payment Status
N				8-Jul-2020				275.39 8	EFT		PEAC (UK) LTD	1620					
										Lines							
Line Numb	er Lin	е Туре	Line Currency An	mount	Tax Name	Ac	count String				Line Descriptio	in		Project Name	Award Number	Tr	ack As Asset (Line)
1	ITEM			229.49 5	R20.0%	U.PD.PDEA.AAAA	ESGC	KYOCERA T	A356CI HOTOCOPIE	ER RENTAL AND MAINT	ENANCE 19/07/2020-18/10/20	120				N	
2	TAX			0.00 5	R20.0%	U.80.0000.0000.VCBA KYOCERA TA356CI HOTOCOPIER RENTAL AND MAINTENANCE 19/07/2020-10/10/2020								N			
2	TAX			45.90 5	R20.0%	U.PD.PDEA.AAAA	ESGC	KYOCERA T	A356CI HOTOCOPIE	ER RENTAL AND MAINT	'ENANCE 19/07/2020-18/10/20	120				N	
	Accounting																
Distribution	Period Name	Distribution	GL Date Cu	urrency Amount	GBP Amount	Acce	unt String R	roject Name	Task Number	Award Number	Expenditure Type	Expenditure Organisation Name	Expenditure Item Dat	e Project Status	Project End Date	Award Status	Award End Date
JUN-20			8-Jun-2020	275.39	275.39	U.PD.PDEA.AA	AAESOC										

- 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

Supplier Name:	You can search for supplier information, again you can sear for the supplier name or number.								
Supplier Number: Employee Number:	If you're looking for an employee, you can put their employee number in here.								
Report Filters: Only Show Active Suppliers Only Show Marketplace Suppliers Only Show elrevolcing Suppliers Select all Desslect all	Supplier Type: Contractor Employee Group Company Individual Partnership Public Sector Companies Subdents Subdents Subdents Supplier Tust None	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 Vener - AP: Suppler Summary - PD Net Add TEM.													
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AP: Supplier Summary													
	Supplier Overview												
Supplier Nat	me	Supplier Number	Supplier Status	Supplier Type	Supplier Notes	Company Registration Number	VAT Registration Number (Supp	piler)	Tax Section Clearance Number	Modern Slavery Act Checked	Centrally Reconciled Supplier	elnvoicing Supplier	Marketplace Supplier
BROADSTOCK OFFICE FURNIT	TURE LTD	109476	Unclassified	Supplier		2752681	616 4251 58			1-Jul-2019	No	No	Yes
	Supplier Sites												
Site Name	Site Inactive Date	Site Purpo	se S	ille Default Payment I	Aethod	Site Default Pay Group	Site Default Terms	V/	AT Registration Number (Site)	Site Email	Site Phone Number	Site /	iddress
CHESHIRE		Pay		EFT		Supplier	30 days (see our terms)			sales@broadslock.co.uk	01625431979	BRUNEL ROAD, LYME GREEN BUSINESS F MACCLESFIELD, CHESHIRE SK11 0TA, United Kingdom	ARK,
ZMARKETPLACE				EFT		Supplier	30 days (see our terms) 616 4251 58		sales@broadstock.co.uk		ZMARKETPLACE DO NOT FAX SK11 0TA, United Kingdom		
Image: Control of Control Contr													

- 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.