



# 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

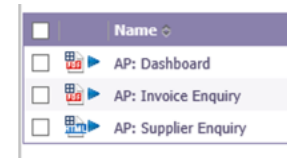
Cognos has security in the same way that CUFS does, you can only see invoices that belong to the department, or departments you can access

### 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.

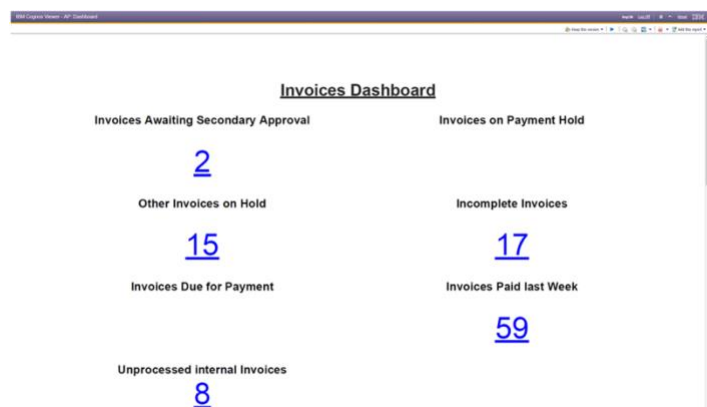
These are:



- 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



## 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

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	<a href="#">4</a>	1,196.00	<a href="#">1,196.00</a>	0	0
	MAIN	52164	<a href="#">1</a>	500.00	<a href="#">500.00</a>	0	0
	NORWICH	78268	<a href="#">1</a>	386,551.00	<a href="#">386,551.00</a>	0	0
	PAISLEY	61494	<a href="#">2</a>	150.39	<a href="#">150.39</a>	0	0
	MANCHESTER	61917	<a href="#">3</a>	234.00	<a href="#">234.00</a>	0	0
	HESSLE	62075	<a href="#">1</a>	58.83	<a href="#">58.83</a>	0	0
	LUTTERWORTH	61814	<a href="#">1</a>	28.81	<a href="#">28.81</a>	0	0
	POCKLINGTON	96455	<a href="#">2</a>	9,448.85	<a href="#">9,448.85</a>	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	<a href="#">4153972623</a>	19-Jun-2020	GBP	127.87	PD-3237451	Needs Revalidation	Unpaid	PDEINV200611930743
		LOUGHBOROUGH	<a href="#">4153963865</a>	21-May-2020	GBP	47.65	PD-3228636	Needs Revalidation	Unpaid	PDEINV200612050954
		LOUGHBOROUGH	<a href="#">4153965626</a>	16-Mar-2020	GBP	237.64	PD-3228418	Needs Revalidation	Unpaid	PDEINV2006120509256
		LOUGHBOROUGH	<a href="#">4153864824</a>	17-Oct-2019	GBP	782.54	PD-3111701	Needs Revalidation	Unpaid	PDEINV191018091159
		MAIN	<a href="#">3289661</a>	25-Jun-2020	GBP	500.00	VCXW Internal Inv	Needs Revalidation	Unpaid	PDEINV200625100030
		NORWICH	<a href="#">805021905</a>	18-Mar-2020	GBP	386,551.00	SUBCONTRACTING 9 MONTHS TO JAN 20 JIC REF CASSE	Needs Revalidation	Unpaid	PDALS190320301
		PAISLEY	<a href="#">440228</a>	30-Jun-2020	GBP	135.58	PD-3258225	Needs Revalidation	Unpaid	PDEINV200701090408
		PAISLEY	<a href="#">440228</a>	30-Jun-2020	GBP	14.81	PD-3183175	Needs Revalidation	Unpaid	PDEINV200604090303
		MANCHESTER	<a href="#">95935201</a>	30-Jun-2020	GBP	52.80	PD-3258226	Needs Revalidation	Unpaid	PDEINV200701090409
		MANCHESTER	<a href="#">95935125</a>	29-Jun-2020	GBP	56.12	PD-3249448	Needs Revalidation	Unpaid	PDEINV200630090604
		MANCHESTER	<a href="#">95935124</a>	29-Jun-2020	GBP	125.14	PD-3249143	Needs Revalidation	Unpaid	PDEINV200630090604
		HESSLE	<a href="#">80179194501</a>	18-Mar-2020	GBP	58.83	PD-3229417	Needs Revalidation	Unpaid	PDEINV200632489458

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

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 fields for Supplier Name, Supplier Site, Invoice Number, Invoice Date From, Invoice Currency Amount From, Invoice Status (with checkboxes for Available, Cancelled, Fully Applied, Needs Revalidation, Never Validated, Permanent Prepayment, Validated), Select Cost Centre Range(s) (From/To dropdowns and radio buttons for Lowest/highest value), (Alternative) Cost Centre Code List, Report Filters (checkboxes for various invoice statuses), Payment Status (checkboxes for Paid, Partially Paid, Unpaid), and Invoices Created By (radio buttons for Exclude Shared Services Invoices, Show Only Shared Services Invoices, Show All Invoices). Buttons for 'Select all' and 'Deselect all' are present for several sections.

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 with 'From' and 'To' dropdowns set to 'Cost Centre Code', radio buttons for 'Lowest value' and 'Highest value', and 'Insert' and 'Remove' buttons. Below it is the '(Alternative) Cost Centre Code List' field. The 'Report Filters:' section shows a list of checkboxes for: 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. 'Select all' and 'Deselect all' buttons are at the bottom.

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

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.