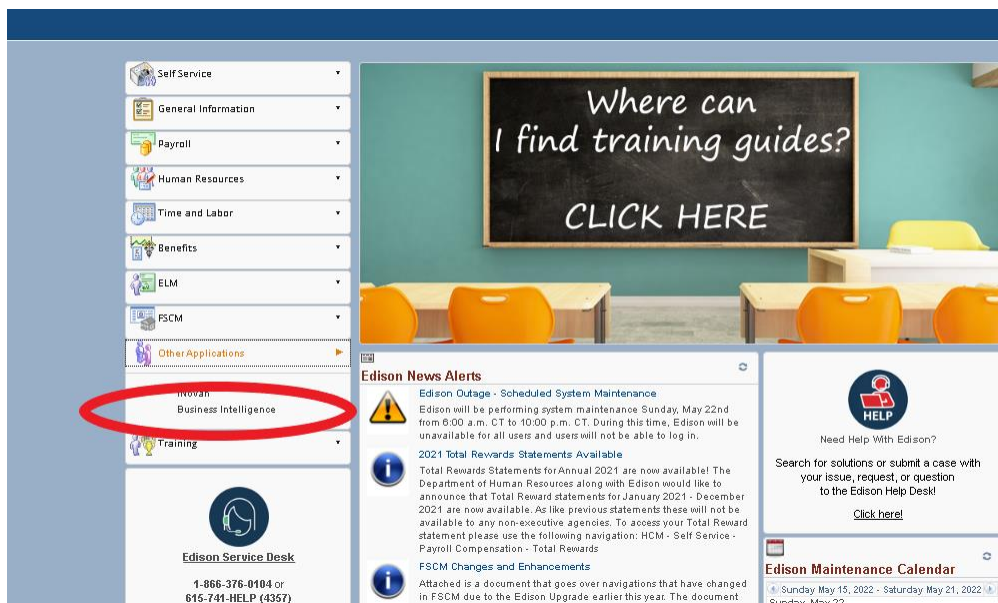# Division of Accounts AP Payment KPIs

Summary: The Division of Accounts AP Payment KPIs Business Intelligence (BI) Dashboards were developed by Division of Accounts to measure their specific Accounts Payable (AP) performance of timely invoice approvals and processing and is calculated using calendar days (NOTE: no adjustments have been made for weekends and holidays). All dashboards only report on AP vouchers that have been paid.
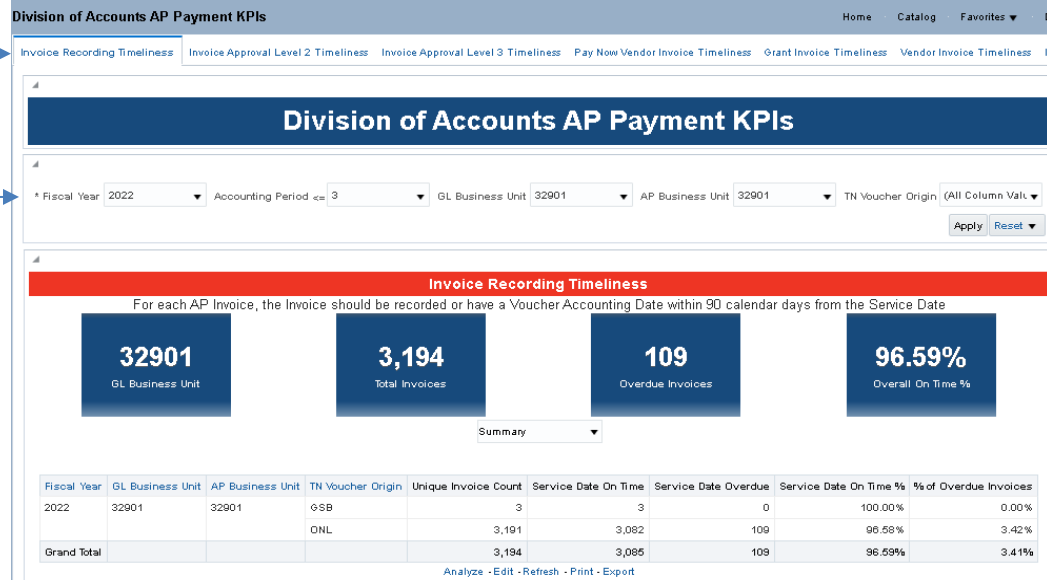
At the Home screen In Edison, you can get to the Business Intelligence by selecting Other Applications and then Business Intelligence.

In Business Intelligence, select Dashboards in the menu on the right and select "Division of Accounts AP Payment KPIs".
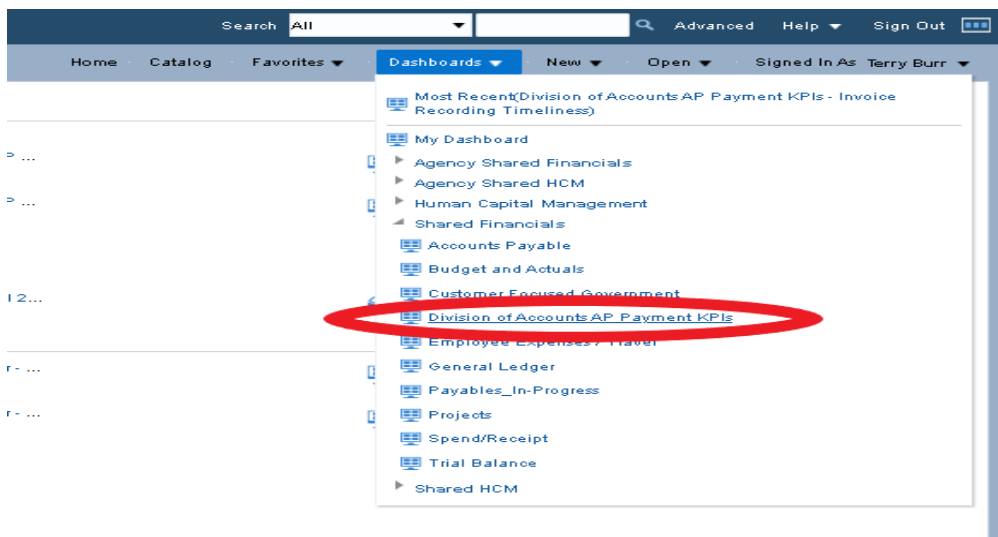
Select a tab and put in the following parameters: Fiscal Year, Accounting Period (YTD), GL Business Unit, AP Business Unit, and TN Voucher Origin (ONL are keyed vouchers) and hit "Apply".

Division of Accounts AP Payment KPIs

Invoice Recording Timeliness Invoice Approval Level 2 Timeliness Invoice Approval Level 3 Timeliness Pay Now Vendor Invoice Timeliness Grant Invoice Timeliness Vendor Invoice Timeliness In

Division of Accounts AP Payment KPIs

* Fiscal Year 2022 ▼   Accounting Period <= 3 ▼   GL Business Unit 32901 ▼   AP Business Unit 32901 ▼   TN Voucher Origin (All Column Valu ▼   Apply Reset ▼

Invoice Recording Timeliness
For each AP Invoice, the Invoice should be recorded or have a Voucher Accounting Date within 90 calendar days from the Service Date

32901	3,194	109	96.59%
GL Business Unit	Total Invoices	Overdue Invoices	Overall On Time %

Summary ▼

Fiscal Year	GL Business Unit	AP Business Unit	TN Voucher Origin	Unique Invoice Count	Service Date On Time	Service Date Overdue	Service Date On Time %	% of Overdue Invoices
2022	32901	32901	GSB	3	3	0	100.00%	0.00%
			ONL	3,191	3,082	109	96.58%	3.42%
Grand Total				3,194	3,085	109	96.59%	3.41%

Analyze - Edit - Refresh - Print - Export

Invoice Recording Timeliness – This metric shows how many Invoices have been recorded or had a Voucher Accounting Date within 90 calendar days from the Service Date.

Invoice Approval Level 2 Timeliness – This metric shows how many Level 2 approvals were done within 7 calendar days of the Voucher Creation/Entered Date.

Invoice Approval Level 3 Timeliness – This metric shows how many Level 3 approvals were done within 5 calendar days of the Level 2 Approval Date.

Pay Now Vendor Invoice Timeliness – This metric shows how many Pay Now (00 Payment Terms), Invoices were paid within 10 calendar days of the Invoice Receipt Date, if populated, or Voucher Creation Date/Entered Date otherwise.

Grant Invoice Timeliness – This metric shows how many Grant Invoices (where GL Account begins with 713) were paid within 10 calendar days of the Invoice Receipt Date if populated or Voucher Creation Date/Entered Date otherwise.

Vendor Invoice Timeliness – This metric shows how many Invoices, excluding Pay Now and Grant Invoices, were paid by the Voucher Net Due Date and is split between <$2,000 and >=$2,000:

- ***Vendor Invoice Timeliness < $2000*** – This metric shows how many Invoices with an amount less than (<) $2,000 were paid on time as calculated by using the Voucher Net Due Date and Payment Date.
- ***Vendor Invoice Timeliness >= $2000*** – This metric shows how many Invoices with an amount greater than or equal to (>=) $2,000 were paid on time as calculated by using the Voucher Net Due Date and Payment Date.

Select the dropdown box to change the analysis from "Summary" to "Detail" to see a list of vouchers.

Once a list of vouchers is displayed you can select a Voucher ID and the "Invoice Detail" button appears. Select it and additional details of the voucher will be displayed.   Select "Return" at the bottom of the "Invoice Detail" window to return to the previous dashboard. (NOTE: For payments made on behalf of another business unit (e.g. payments to the PCard vendor), the cash disbursement line will also appear in the invoice details).

The "Edison Voucher Search" link takes you to the Edison Voucher Search screen in Edison. You must be logged into Edison to view the Edison Voucher Search screen. Fill in the Business Unit and the Voucher ID and click search to see the details of the voucher.

The dashboard can be printed by selecting "Print" at the bottom.
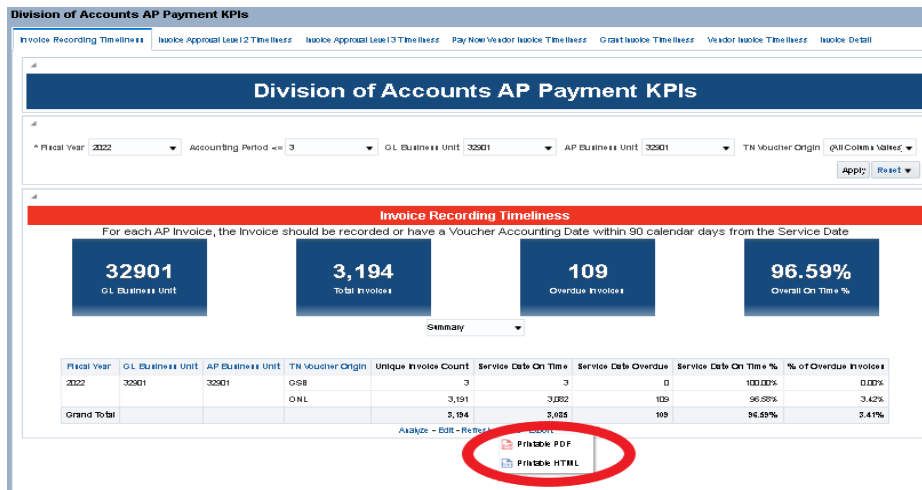
Select the "Export" at the bottom of the dashboard to export the data to PDF, Excel, etc.…for additional analysis. If selecting "Data", the CSV is the best choice for data manipulation in Excel.

Invoice Recording Timeliness Invoice Approval Level 2 Timeliness Invoice Approval Level 3 Timeliness Pay Now Vendor Invoice Timeliness Grant Invoice Timeliness Vendor Invoice Timeliness Invoice Detail

Division of Accounts AP Payment KPIs

| ^ Fiscal Year | 2022 ▾ | Accounting Period <= | 3 ▾ | GL Business Unit | 32901 ▾ | AP Business Unit | 32901 ▾ | TN Voucher Origin | (All Column Values) ▾ |

Apply Reset ▾

Invoice Recording Timeliness
For each AP Invoice, the Invoice should be recorded or have a Voucher Accounting Date within 90 calendar days from the Service Date

32901	3,194	109	96.59%
GL Business Unit	Total Invoices	Overdue Invoices	Overall On Time %

Summary ▾

Fiscal Year	GL Business Unit	AP Business Unit	TN Voucher Origin	Unique Invoice Count	Service Date On Time	Service Date Overdue	Service Date On Time %	% of Overdue Invoices
2022	32901	32901	GSB	3	3	0	100.00%	0.00%
			ONL	3,191	3,082	109	96.58%	3.42%
Grand Total				3,194	3,085	109	96.59%	3.41%

Analyze – Edit – Refresh – Print – Export

📄 PDF
📄 Excel
📄 Powerpoint
📄 Web Archive
📁 Data ▸ 📄 Excel
📄 CSV
📄 Tab Delimited
📄 XML