



AP Operational Analysis

July, 2025

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Revision Control

Revision	Date	Description of Changes	Author / Editor
1.0.0	01/16/2017	Document Created PS (9.2/Tools 8.53)	Barbara Doss
1.0.1	05/01/2017	Update (9.2/Tools 8.53)	Barbara Doss
1.0.2	08/10/2017	Update PS (9.2/Tools 8.53)	Barbara Doss
1.0.3	08/20/2017	AP Leads Test/Document Review (9.2/Tools 8.53)	Leads/Barbara Doss
1.0.4	08/24/2017	Re-write Private Queries-Override title/Description (9.2/Tools 8.53)	Barbara Doss
1.0.5	08/25/2017	Final Document Review & Distribution (9.2/Tools 8.53)	Barbara Doss
2.0.0	11/22/2024 12/16/2024	Update to Fluid	Barbara Doss
2.1.0	12/18/2024	Distribution	Barbara Doss
3.0.0	07/01/2025	Re-write	Barbara Doss

Overview

Metrics for payables operations can help identify inefficiencies, reduce costs, and improve overall efficiency.

The Payables metrics can be analyzed in five primary categories: Invoice Processing, Payment Processing, Team, Supplier, and Exception Metrics. Managers can see all relevant metrics, personalized and parameterized, showing the exact information they need.

From either the Homepage, select the Operational Analysis tile.



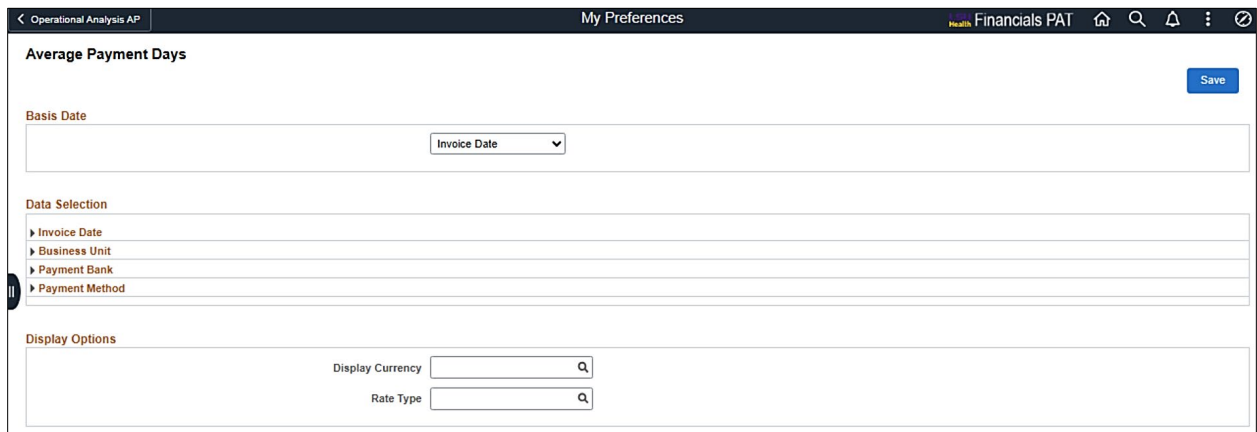
Voucher Approval Time
Invoice Creation Time
Average Payment Days
Late Payments
Team Metrics
Voucher Volume
Payments by Type
Supplier Metrics
Cancelled Payments
Voucher on Hold
Vouchers Deleted

Average Payment Days

Use the Average Payment Days tile to view the average days required for making payments, based on the voucher entry date and the first payment date. It also displays the amount for all the vouchers. Transaction Currency "Average Payment Days" typically refers to the Days Payable Outstanding (DPO), a key metric used in Accounts Payable to measure the average number of days it takes for a company to pay its outstanding invoices to suppliers.

For vouchers with multiple pay schedules, the average is determined by the date on which the first payment was made.

Select the Average Payment Days tile to view the pivot grid.



The screenshot shows the 'Average Payment Days' configuration page. At the top, there's a navigation bar with 'Operational Analysis AP', 'My Preferences', and 'Financials PAT'. The main title is 'Average Payment Days' with a 'Save' button. Below the title, there's a 'Basis Date' section with a dropdown menu currently set to 'Invoice Date'. Under 'Data Selection', there are four expandable sections: 'Invoice Date', 'Business Unit', 'Payment Bank', and 'Payment Method'. At the bottom, the 'Display Options' section includes 'Display Currency' and 'Rate Type' dropdown menus.

Pivot Grid Facets: Select facets to filter data displayed in the pivot grid:

- Process Days.
- Business Unit
- Bank
- Account
- Payment Method

Late Payments

Use the Late Payments tile to view the number of payments that have passed the due date. The tile also displays the total amount due.

Late Payments Pivot Grid

Select the Late Payments tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Process Days

Business Unit

Bank

Account

Payment Method

Transaction Currency

Navigation:

This tile is available on the Payables Operation Homepage. Accounts Payable:

1. Paying suppliers/vendors: The system facilitates paying supplier invoices in a timely manner.
2. Late Payment Interest: The system can be configured to mandate interest payments if invoices are not paid within a specified period (e.g., 30 days from the latter of goods/services received or invoice received).
3. Late Payment Tracking: PeopleSoft provides views and details related to tracking late payments, such as APOD_PYMTLAT_MV (Late Payments Detail MV) and APOD_PYMTLAT_VW (Late Payments Detail View).
4. Late Payment Terms: You can set up payment terms and conditions within PeopleSoft to define due dates and potential late charges.

The screenshot shows the 'Late Payments' interface in PeopleSoft. The top navigation bar includes 'Operational Analysis AP', 'My Preferences', and 'Financials PAT'. The main title is 'Late Payments' with a 'Save' button. The 'Data Selection' section contains four dropdown menus: 'Invoice Date', 'Business Unit', 'Payment Bank', and 'Payment Method'. The 'Display Options' section contains two dropdown menus: 'Display Currency' and 'Rate Type'.

Pivot Grid Facets

Use the facets on the left panel to analyze pivot data. Drag and drop facets into the rows on the right panel and the page refreshes to display the grid data, which you can view as a Bar Chart, Line Chart, Pie Chart, or Horizontal Bar Chart. Select facets to filter data displayed in the pivot grid:

Process Days.

Business Unit

Voucher Source

Voucher Style Entry Status

Origin
Process Days.
Business Unit
Voucher Source
Voucher Style Entry Status
You can choose to view the results as a grid or a list.

Voucher Approval Time

Use the Voucher Approval Time tile to view the average time required for the voucher to be approved, calculated using the Voucher Submission Approval date and the actual date of approval.

Navigation:

This tile is available on the Payables Operation Homepage.

The tile displays the average number of days taken by the voucher approval cycle, along with total amount for the number of voucher approved. It also displays the As of Date and the approval date.

Voucher Approval Cycle Time Pivot Grid

Select the Voucher Approval Time tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Business Unit.

Process Days.

Voucher Source

Voucher Style Entry Status

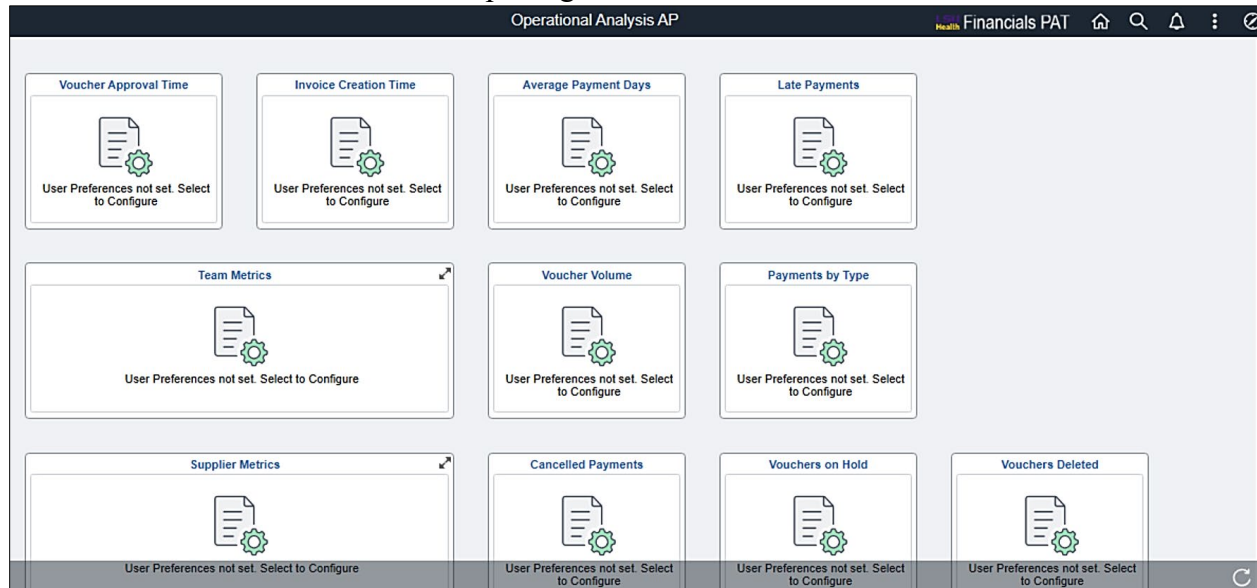
Origin

Transaction Currency

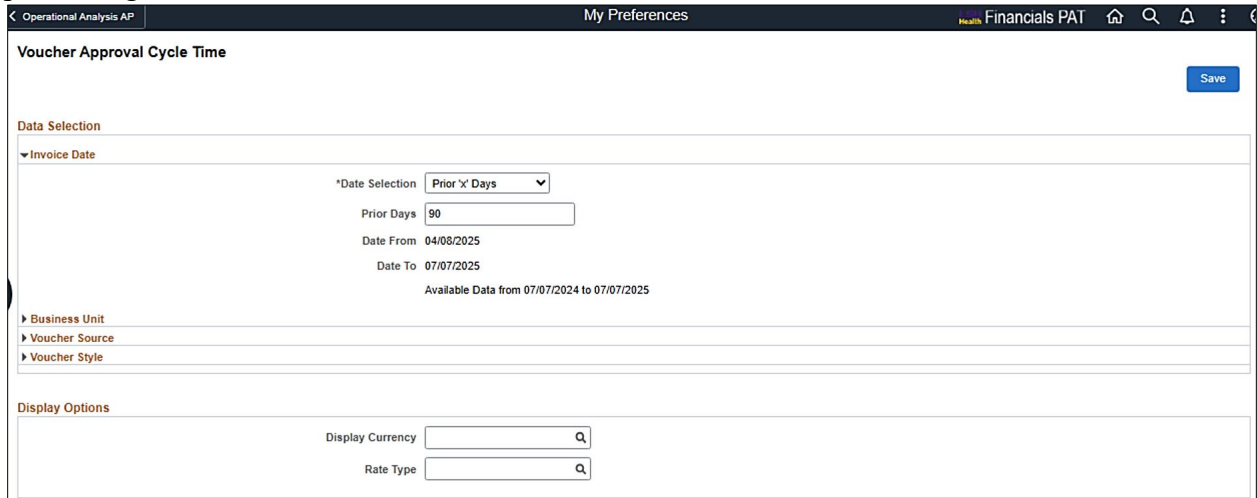
You can drag and drop each of these facets on the pivot grid rows to analyze pivot data against the number of vouchers displayed on the column.

Pivot Grid Rows

Add, delete, or move facets on to the pivot grid rows as desired.



The voucher approval cycle time refers to the duration it takes for a voucher to complete the entire approval process, from submission to final approval, allowing it to proceed for payment processing.



Invoice Creation Time

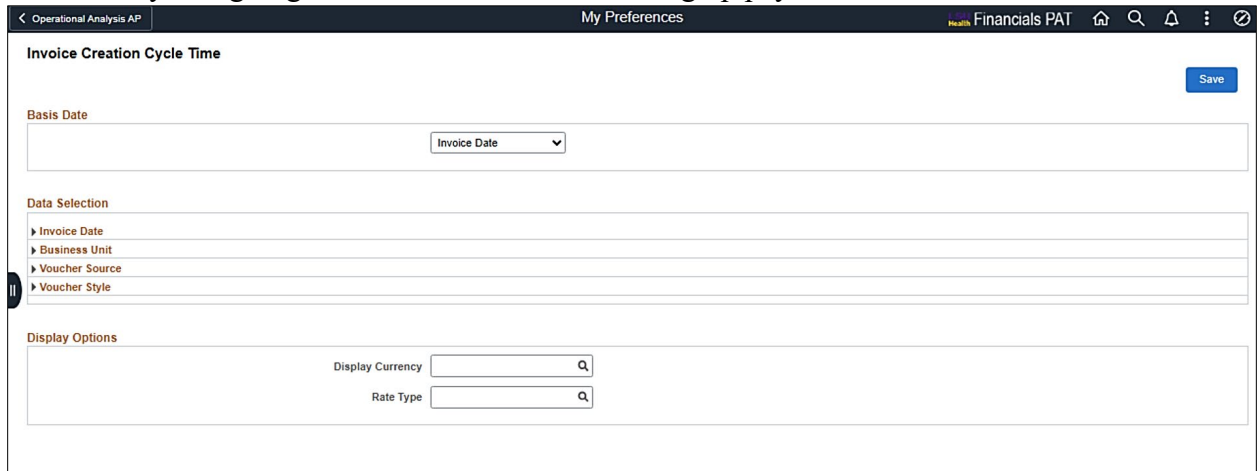
Use the Invoice Creation Time tile to view the average time require for a voucher to be created, along with total amount for the number of voucher approved. It also displays the As of Date and the approval date.

Navigation:

This tile is available on the Payables Operation Homepage.

Select the Invoice Creation Time tile to view the pivot grid. Invoice Creation Cycle Time refers to the total time it takes to process an invoice, from the moment it is received until it is ready for payment. This typically includes the following stages:

1. Invoice Receipt: The initial reception of the invoice, whether physical or electronic.
2. Invoice Validation: Checking the accuracy and completeness of the invoice data, potentially involving matching it with relevant purchase orders and shipping receipts.
3. Invoice Approval: Obtaining necessary authorizations for the payment of the invoice.
4. Invoice Payment Preparation: Preparing the invoice for payment, which can involve data entry, assigning a voucher number, and setting up payment terms.



The screenshot shows the 'Invoice Creation Cycle Time' configuration page. At the top, there is a navigation bar with 'Operational Analysis AP', 'My Preferences', and 'Financials PAT'. The page title is 'Invoice Creation Cycle Time' with a 'Save' button. The 'Basis Date' section has a dropdown menu set to 'Invoice Date'. The 'Data Selection' section has four expandable items: 'Invoice Date', 'Business Unit', 'Voucher Source', and 'Voucher Style'. The 'Display Options' section has two input fields: 'Display Currency' and 'Rate Type', each with a search icon.

Team Metrics

Use the Team Metrics tile to view the number of vouchers entered or approved for a date range, by user.

Team Metrics Pivot Grid

Select the Team Metrics tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Payables User

Period

Business Unit

Voucher Source

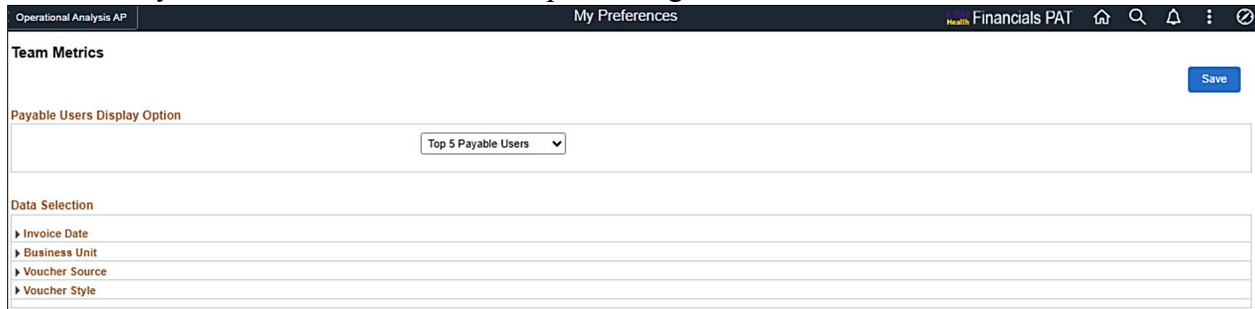
Voucher Style

Entry Status

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Team Metrics tile. Provides team information in terms of how many vouchers team members are processing, dollar amounts, etc.



Voucher Volume

Use the Voucher Volume tile to view the number of vouchers entered for a date range. It also displays the total amount value for the volume of vouchers.

Voucher Volume Pivot Grid

Select the Voucher Volume tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Period

Business Unit

Voucher Source

Voucher Style

Entry Status

Origin

Navigation:

This tile is available on the Payables Operation Homepage.

Operational Analysis AP
My Preferences
Financials PAT

Voucher Volume

Save

Data Selection

Invoice Date
Business Unit
Voucher Source
Voucher Style

Display Options

Display Currency
Rate Type

Payments by Type

Use the Payments by Type tile to view the types of payments made for a period of time, along with the total amount.

Payments by Type Pivot Grid

Select the Payments by Type tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Payment Method

Period

Bank

Account

Payment Currency

Navigation:

This tile is available on the Payables Operation Homepage.

Operational Analysis AP
My Preferences
Financials PAT

Payments by Type

Save

Data Selection

Payment Date
Payment Bank

Display Options

Display Currency
Rate Type

Cancelled Payments

Use the Cancelled Payments tile to view the number of cancelled payments.

Navigation:

Cancelled Payments Pivot Grid

Select the Cancelled Payments tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Period

Bank

Account

Payment Method

Payment Currency

This tile is available on the Payables Operation Homepage.

The screenshot shows a web application interface for 'Cancelled Payments'. At the top, there is a navigation bar with 'Operational Analysis AP' on the left, 'My Preferences' in the center, and 'Financials PAT' on the right with icons for home, search, notifications, and settings. Below the navigation bar, the main content area is titled 'Cancelled Payments' and includes a 'Save' button in the top right corner. The interface is divided into two main sections: 'Data Selection' and 'Display Options'. The 'Data Selection' section contains three expandable filters: 'Date Cancelled', 'Payment Bank', and 'Payment Method'. The 'Display Options' section contains two input fields: 'Display Currency' and 'Rate Type', each with a search icon to its right.

Voucher on Hold

Use the Voucher on Hold tile to view the number of vouchers that are on hold. The tile also displays the total amount calculated for the vouchers on hold.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Voucher on Hold tile.

Voucher on Hold Pivot Grid

Select the Voucher on Hold tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Business Unit

Voucher Source

Voucher Style

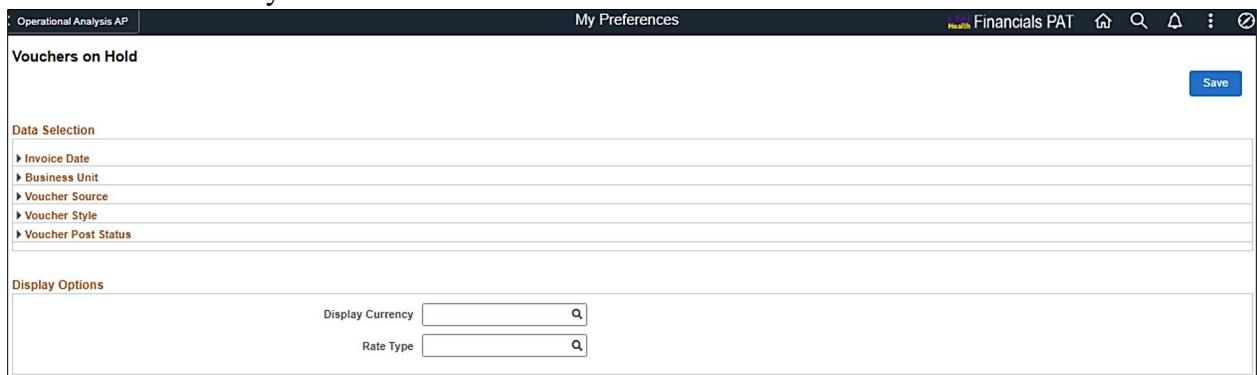
Post Status

Hold Reason

Entry Status

Origin

Transaction Currency



The screenshot shows a web application interface for 'Vouchers on Hold'. At the top, there is a navigation bar with 'Operational Analysis AP' on the left, 'My Preferences' in the center, and 'Financials PAT' on the right. Below the navigation bar, the title 'Vouchers on Hold' is displayed on the left, and a 'Save' button is on the right. The main content area is divided into two sections: 'Data Selection' and 'Display Options'. The 'Data Selection' section contains a list of facets with expandable arrows: 'Invoice Date', 'Business Unit', 'Voucher Source', 'Voucher Style', and 'Voucher Post Status'. The 'Display Options' section contains two input fields: 'Display Currency' and 'Rate Type', each with a search icon (magnifying glass) to its right.

Vouchers Deleted

Use the Vouchers Deleted tile to view the number of vouchers deleted over a period, along with the total amount calculated from those vouchers.

Navigation:

This tile is available on the Payables Operation Homepage.

This example illustrates the fields on the Vouchers Deleted tile.

Vouchers Deleted Pivot Grid

Select the Vouchers Deleted tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Period

Business Unit

Deleted by User

Voucher Source

Voucher Style

Origin

Transaction Currency

The screenshot shows a web application interface for 'Vouchers Deleted'. At the top, there is a navigation bar with 'Operational Analysis AP' on the left, 'My Preferences' in the center, and 'Financials PAT' on the right. Below the navigation bar, the main content area is titled 'Vouchers Deleted' and includes a 'Save' button in the top right corner. The form is divided into two sections: 'Data Selection' and 'Display Options'. The 'Data Selection' section contains four expandable fields: 'Deletion Date', 'Business Unit', 'Voucher Source', and 'Voucher Style'. The 'Display Options' section contains two fields: 'Display Currency' and 'Rate Type', each with a search icon (magnifying glass) to its right.

Supplier Metrics

Use the Supplier Metrics tile to view the status details of a selected supplier.

Navigation:

This tile is available on the Payables Operation Homepage.
Supplier Metrics Pivot Grid

Select the Supplier Metrics tile to view the pivot grid.

Pivot Grid Facets

Select facets to filter data displayed in the pivot grid:

Status

Action

SetID

Classification

Operational Analysis AP

My Preferences

Financials PAT

Supplier Metrics

Save

Data Selection

Added/Modified Date

Supplier SetID