



Processes



Integration



Architecture



powered by pi.a factory

Detailed process analysis for accounts payable with pi.a analytics

pi.a | factory  
Prozesse, Integration & Architektur

# pi.a analytics overview

## Content

### Introduction

### Vendor invoices

- General numbers of individual vendors

- Select according to 'document type'

- Invoices per vendor

- Select according to 'order type'

- Analyze blocking reasons

- Understand the reasons for deletion

### Vendor master data

- Process optimization

- Master data maintenance

- Selection

- Reference vendor

### Processing

- Document changes

- Delivery types

- Lead times

- Maturities

- Automated background posting

### Workflow

- Proportion of dialog tasks

- Lead times

- Follow-up tasks

- Discover potential discounts

- Determine the discount loss rate

- Additional functions



# pi.a analytics for process management

## Introduction

With pi.a analytics, confusing and slow-moving business processes are a thing of the past. From purchasing to paying the invoice, we'll help you get the most out of your purchase-to-pay process. Our web-based solution enables you to clearly identify real process brakes so that you can quickly pick up speed again. Get an idea of how your business processes really work in order to lay the foundation for strategic transformation initiatives.

Your ERP system is the backbone of your company. Of course, any efforts to change it raise understandable concerns. A successful transformation depends on in-depth knowledge of your processes and user behavior.

With pi.a analytics you provide the necessary transparency that you need for an objective understanding of the inner workings of your business processes. A detailed process analysis helps you to know which adjusting screws you really have to turn in order to achieve the desired goals successfully.

By retrieving relevant performance metrics, you will be able to identify best practices and design the optimal plan for action. We help you design or adapt a business value-oriented and intelligent workflow.

With a distinctive customization concept it is possible to implement customer-specific requirements that fit seamlessly into your existing SAP system landscape.



### Your benefits at a glance

- >> Transparent overview of business processes
- >> Access to relevant key performance indicators
- >> Security for strategic transformation initiatives
- >> Best practice analysis for individual business processes
- >> Process analysis based on lead times
- >> Clearly identify potential cost savings
- >> Discover profit opportunities
- >> Overview of all unpaid invoices
- >> User-friendly user interfaces
- >> Customer-oriented further development of the solution
- >> Access via web or mobile
- >> Added value through fast ROI

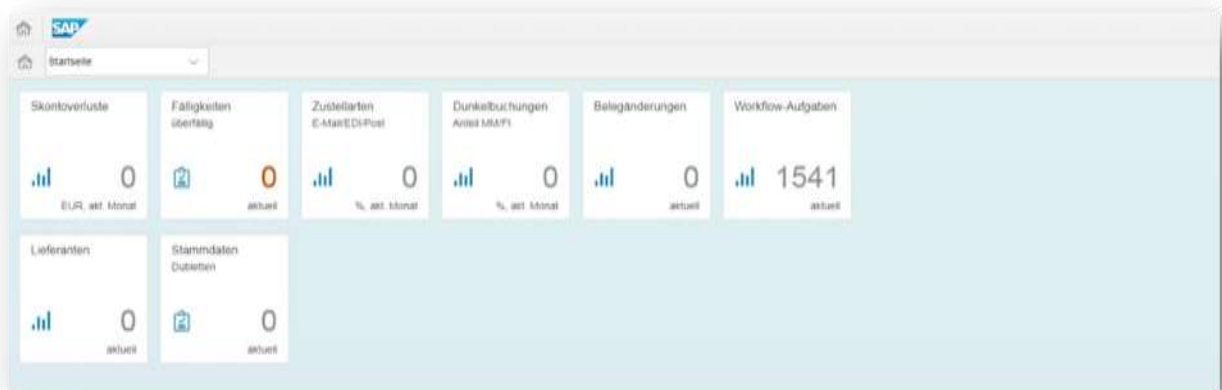
# pi.a analytics for best practice

We all know the problem: long lead times, multiple entries in the master data, frequent price / quantity changes in the ordering process, delayed deliveries up to significant discount losses. With our solution, you get access to relevant key performance indicators, so you can exactly determine your real performance with your business processes. Which suppliers are most reliable and how many employees are involved in the overall process?

Only if you have a really objective overview of all relevant KPIs will you be able to properly highlight system gaps in order to identify elements to be resolved. pi.a analytics supports you in designing a roadmap for the optimal adaptation of your business processes.

Achieve almost perfect processes and increase your effectiveness. Starting with the creation of a purchase order through the incoming goods up to the payment of the invoice. Discover the causes of inefficiencies and revise lead times from procurement to invoice verification.

The central processing of incoming invoices is often associated with a high volume in which a digital process is carried out. This includes many different IT systems and almost all departments in an organization. Review each detailed workflow step and identify the root causes of operational inefficiencies. What causes so many invoices to be canceled or subsequently rebooked? What upstream processes would prevent invoices being revised?

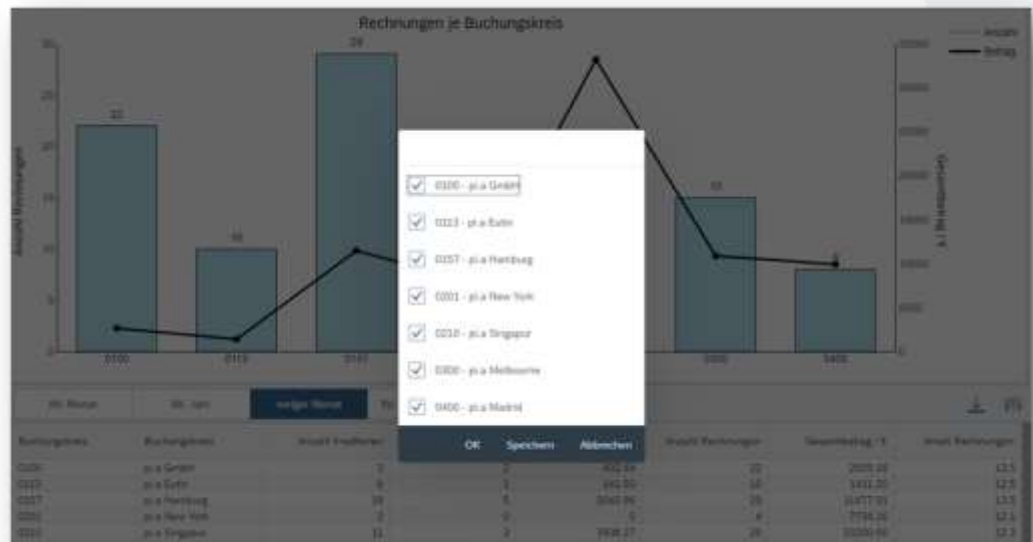


## KPIs at a glance

- >> Clearly arranged discount losses listed periodically
- >> Number of invoices per vendor (with/without purchase order reference)
- >> Lead times of the entire purchase to pay process
- >> Analysis of the individual workflow processes (Approval level consideration / analysis of the approval steps)
- >> Distribution of workflow tasks to involved employees
- >> Evaluation of the existing correction postings
- >> Number of incorrect and unprocessed incoming invoices
- >> Number of price / quantity changes in the ordering process
- >> Number of credit and invoice dunning
- >> Master data: frequency of vendor usage / multiple entries with the aim of keeping master data clear
- >> Number of referrals / delegations
- >> More KPIs can be programmed according to customer requirements

# pi.a analytics for invoice to pay

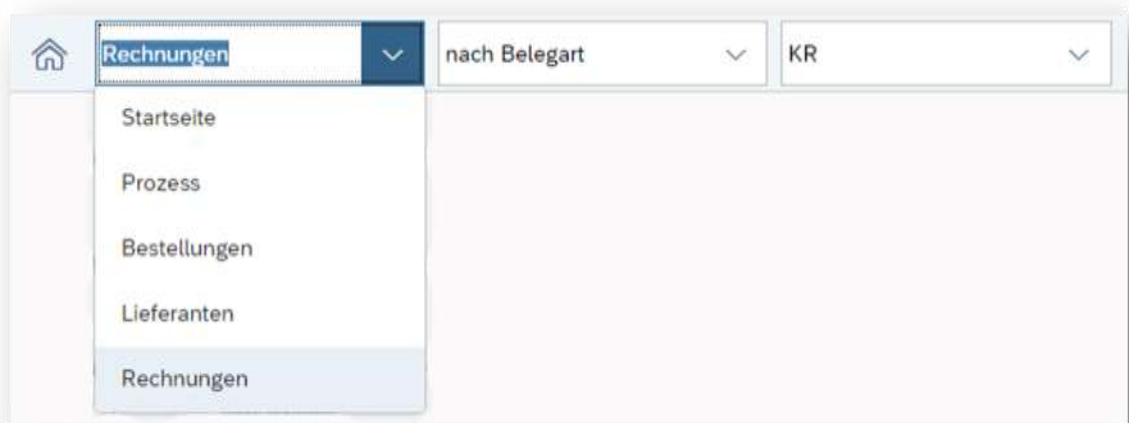
With pi.a analytics you are able to call up specific performance indicators. Preset scenarios help you as a user to quickly understand the current processes in your company. The intuitive web interface allows you to analyze KPIs in detail. In addition to a tabular view, the process analyzes are shown in various types of diagrams to enable your processes to be understood more quickly.



Various filter functions support you in restricting performance indicators, for example at company code level. The results of the process analysis are also available as a CSV download with a simple mouse click. Equipped with current numbers, you will always be able to clearly identify process brakes in order to initiate transformation initiatives.

## Vendor invoices

The scenarios stored in the navigation bar enable you to find key performance indicators that can be called up immediately. These are divided into categories. We distinguish between three main categories: vendor invoices, purchase orders and supplier master data. Depending on which main category the user chooses, further selection options in the form of buttons in the navigation bar open from left to right in order to narrow down the KPIs you are looking for.



# pi.a analytics for invoice to pay

On the following pages we give you an overview of the key performance indicators that you can already call up specifically for accounts payable management with pi.a analytics. If you cannot find your desired KPI under this list, we will be happy to discuss with you which key performance indicators are relevant for your company. The web interface impresses with a preset framework in which any desired performance indicators can be added.

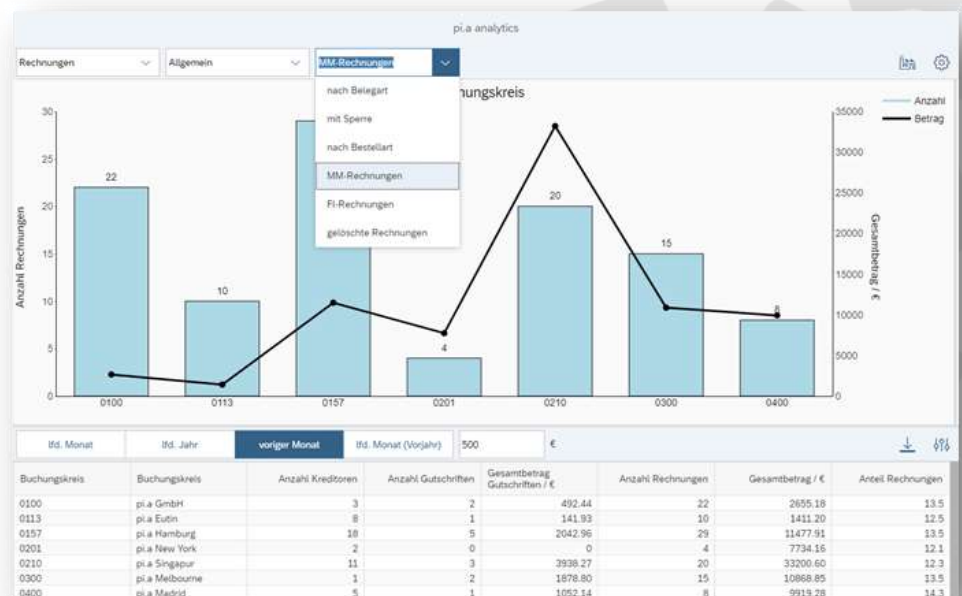
## General numbers of individual vendors

All of the creditor-specific KPIs that we will show you below primarily use the creditor and invoice information you have stored in SAP. From our point of view, the 'general numbers' are the basis for any detailed look at the functionality of your business processes. Therefore, every process analysis starts with the view of your general numbers. Each KPI determined by us is presented in tabular and graphical form.

Wd. Monat	Wd. Jahr	voriger Monat	Wd. Monat (Vorjahr)	500	€			
Buchungskreis	Buchungskreis	Anzahl Kreditoren	Anzahl Gutschriften	Gesamtbetrag Gutschriften / €	Anzahl Rechnungen	Gesamtbetrag / €	Anteil Rechnungen	
0100	pi.a GmbH	3	2	492.44	22	2655.18	13.5	
0113	pi.a Eutin	8	1	141.93	10	1411.20	12.5	
0157	pi.a Hamburg	18	5	2042.96	29	11477.91	13.5	
0201	pi.a New York	2	0	0	4	7734.16	12.1	
0210	pi.a Singapur	11	3	3938.27	20	33200.60	12.3	
0300	pi.a Melbourne	1	2	1878.80	15	10868.85	13.5	
0400	pi.a Madrid	5	1	1052.14	8	9919.28	14.3	

So that you as a user can understand which numbers were accessed to determine the selected KPIs, the data select from SAP is stored in columns in tabular form.

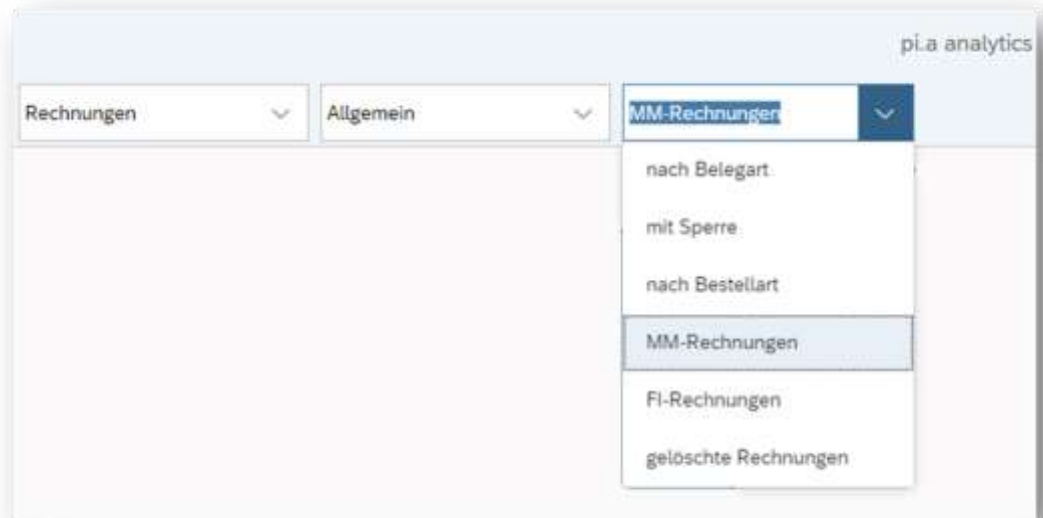
In addition to the tabular view, a colored bar chart provides information on, for example, the number of invoices per company code for the period you have selected. The second navigation line below the bar chart helps you to define the respective period in more detail.





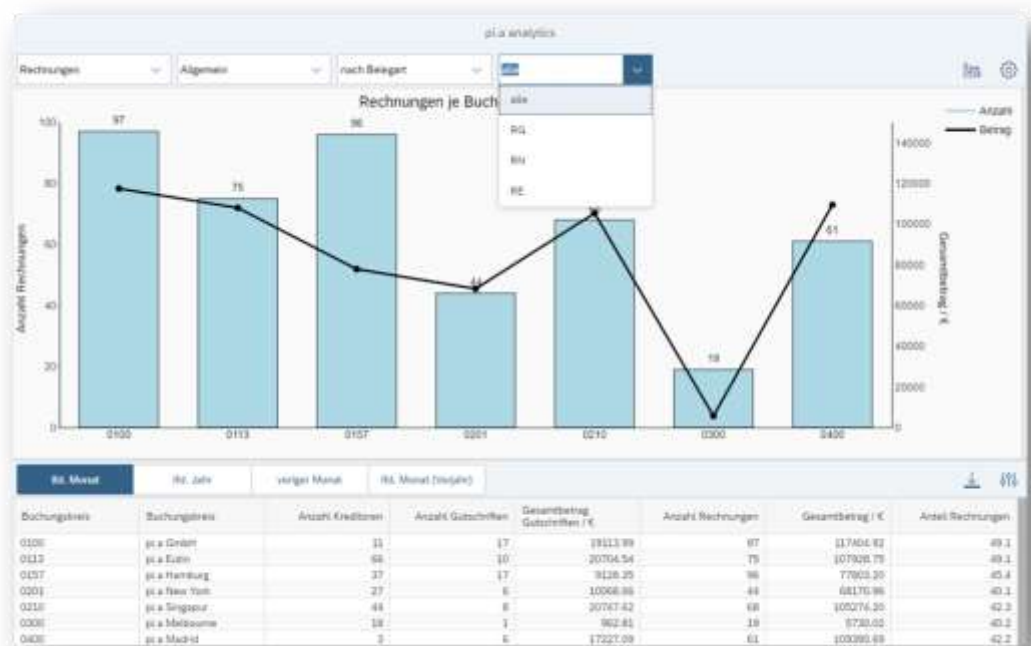
# pi.a analytics for invoice to pay

Based on the "General Numbers", the user can make further restrictions on the vendor-specific numbers in the navigation column. In the third column you will find a selection of invoice-specific key figures that we want to look at in more detail below.



Select according to 'document type'

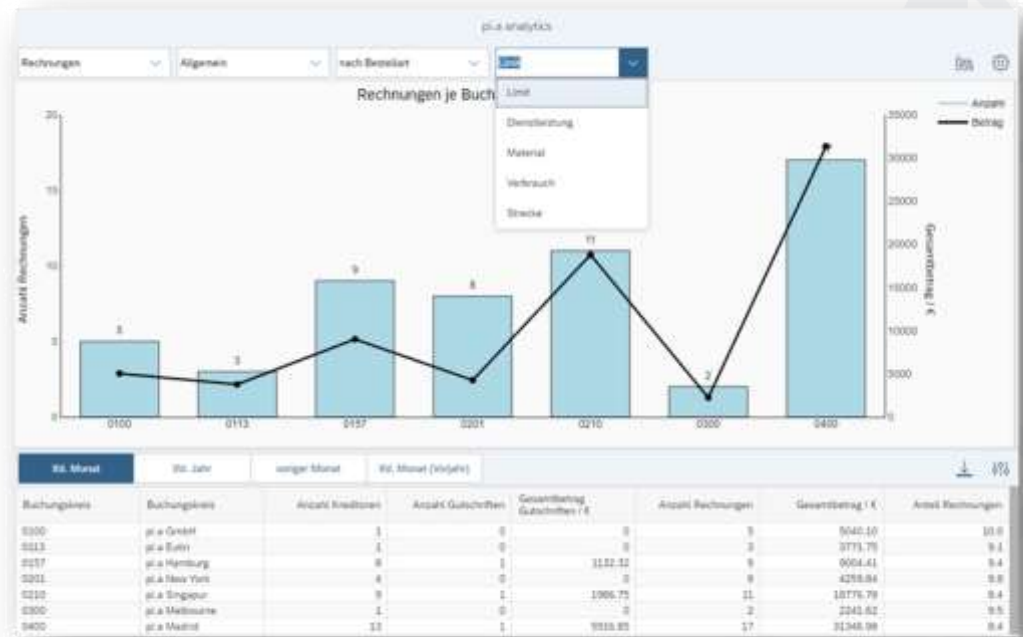
How many invoices with certain document types have been entered in the system in a certain period of time? In addition to the selection 'all' document types, you as a user can select according to certain document types. The table view and diagrams are updated according to your selection.



# pi.a analytics for invoice to pay

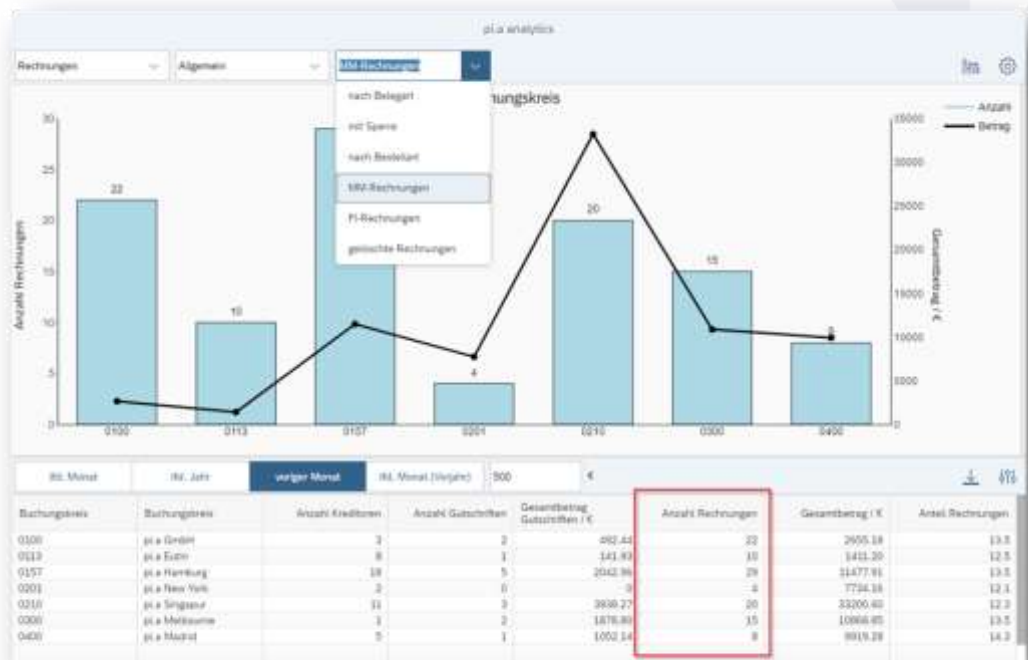
## Select according to 'order type'

In order to identify inconsistencies in business processes more clearly to subsequently obtain a basis for transformation initiatives, it makes sense from our point of view to be able to select invoices based on their order type. The business process in your company is classified with the given order type. Whether normal orders, limit orders, services or other order types, behind every business transaction there is a business process that needs to be optimized.



## Invoices per vendor

How many accounts payable invoices with what amount have actually been issued in a certain period of time? For the individual suppliers and service providers, the number of invoices is displayed in relation to the invoice amounts in the selected period. Can invoicing to be adjusted in its periodic form to save costs?

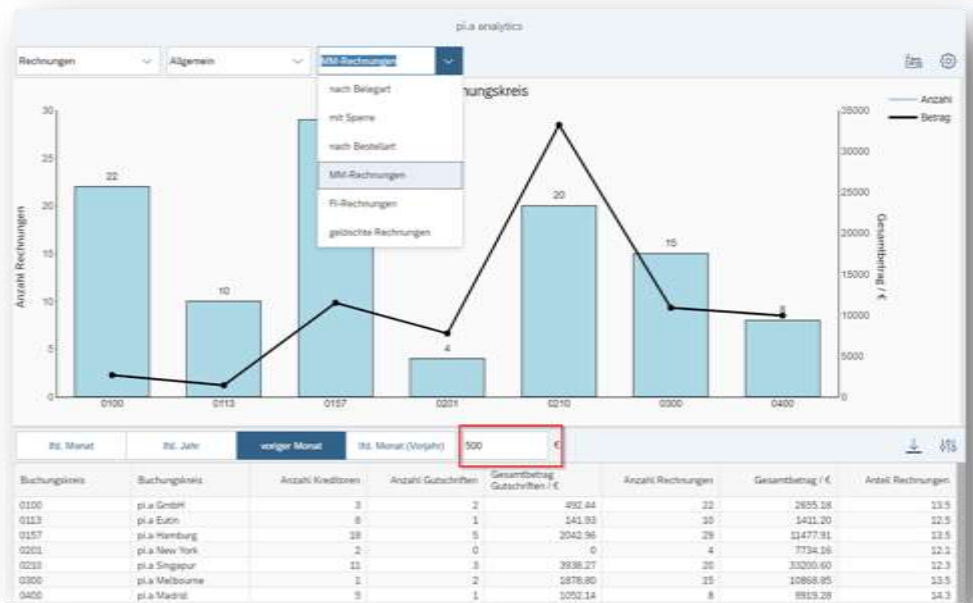




# pi.a analytics for invoice to pay

## Analyze invoices based on amount

Budget limits are intended to ensure that departments do not buy and order beyond their budget. Allowances that do not require approval, such as orders under € 500, often result in downstream work. How many amount-dependent orders have been placed in a certain period, taking into account forwarding and approvals?



## Total percentage of individual company codes and vendors

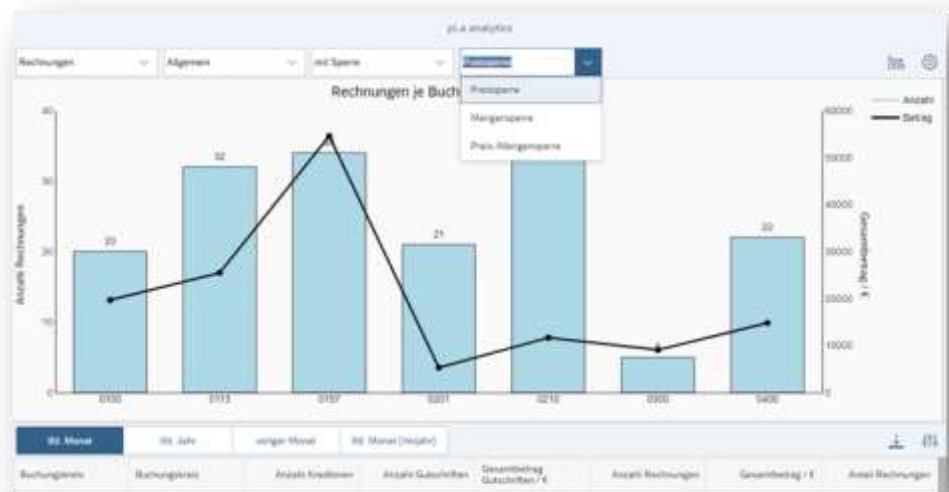
Every invoice that you receive from your supplier generates process costs. Evaluate the process costs of a supplier based on the invoices submitted for the overall process. Which invoices could be booked through in the background? And which vendor causes overtime?



# pi.a analytics for invoice to pay

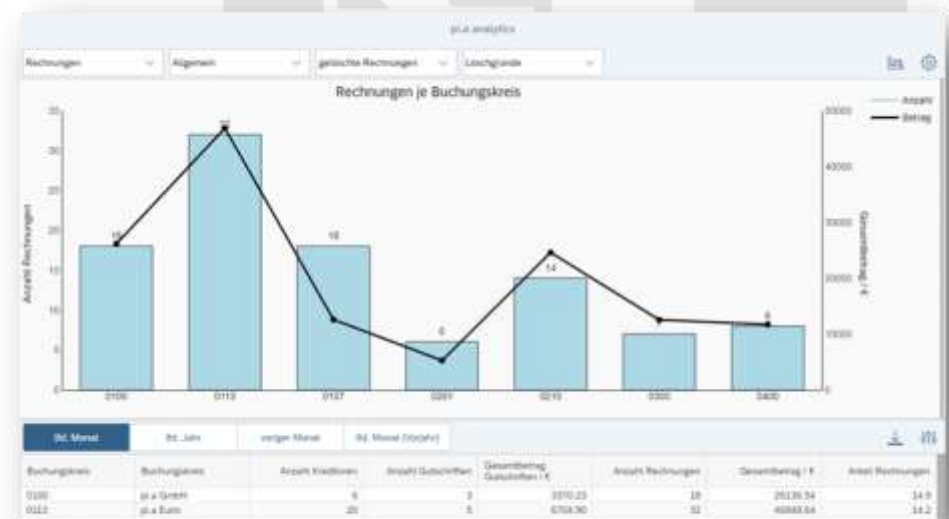
## Analyze blocking reasons

The wish of every accountant is to be able to post invoices quickly and cleanly. All types of blocking reasons not only slow down your business processes, they also cause considerable additional costs. Analyze your blocking reasons using various selection options. How many invoices from a particular vendor have to be reprocessed due to an incorrect goods receipt? Are there documents that have gone through further process steps without changes except for manual approval? We determine the degree of automation of your company for you. Documents that have gone through further process steps without changes except for manual approval can be automated.



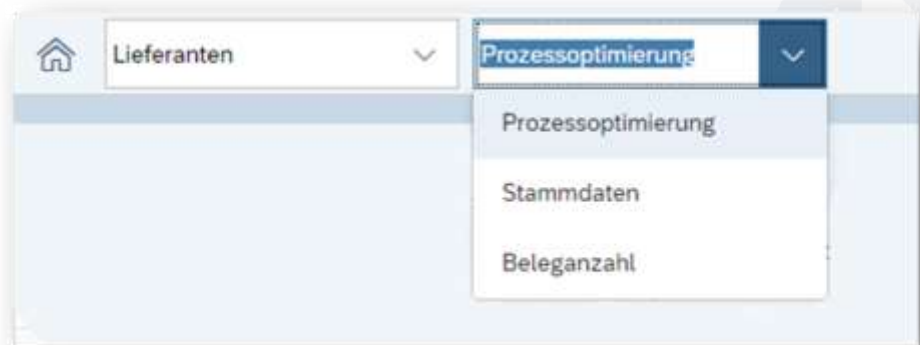
## Understand the reasons for deletion

Executives repeatedly ask themselves how the effectiveness of the individual departments and their employees is to be measured. One approach is the analysis of the reasons for deletion and process terminations. How many invoices had to be deleted? How many process terminations has a particular vendor caused? We help you to quickly identify the causes of delayed process releases. Deviations such as missing information on invoices, price / quantity blocks, incorrect article or delivery quantities, quality defects and unnecessary delivery times for replacement articles can thus be minimized.



## Vendor master data

In addition to the invoice to pay specific KPIs, pi.a analytics enables you to check on key performance indicators in the area of supplier master data. In this section you can maintain master data and optimize processes



## Process optimization

Documents that have gone through further process steps without changes except for manual approval can be automated. This can significantly reduce process costs. Because every manual change to documents generates costs. To find out which vendor is suitable for automated background posting, determine the criteria for automated background posting in a selection mask. Here the user is able individually adjust the percentage of the criteria. A column shows which vendor is suitable for automated background posting.



## Master data maintenance

On the following pages we give you an overview of how you can analyze your master data with pi.a analytics. Consistent maintenance of the master data considerably reduces the processing effort of internal processes, since your system can automatically suggest the revised master data in the corresponding fields of the business transactions. A previous master data cleaning makes sense especially with regard to possible migrations of vendor and customer master data. Required master data can, for example, be checked and maintained on the basis of frequency and use in invoice verification and the purchasing process.

## Selection

Annoying multiple entries in the vendor master data, so-called duplicates, often result to inconsistencies and errors in business process management. In order to keep the data quality high and to be able to carry out good master data management, it helps to identify duplicates quickly and compare data.

We start the master data maintenance with the search for multiple vendors on the basis of various attributes (VAT ID, name, IBAN, etc.), which can be narrowed down via a selection mask. Furthermore, you can also display blocked vendors.



## Reference vendor

A reference vendor is determined based on the search attributes provided.

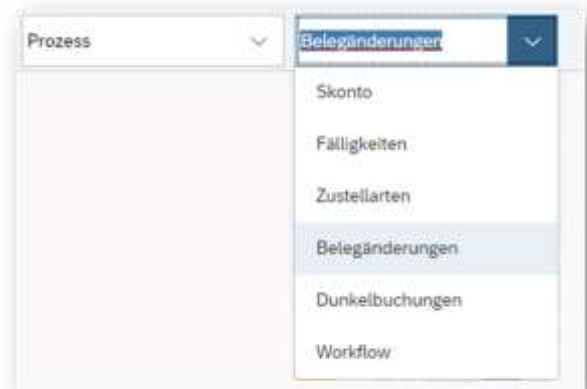
The basis for mapping the so-called main creditor is the ratio of the order quantity or the number of invoices to possible duplicate entries. Lines with a colored background help you compare duplicate entries in order to quickly check multiple entries.

Stammdaten	Referenzkreditord	Beschreibung	1. Kreditord	2. Kreditord
<input type="button" value="Kreditoren sperren"/>	0123	Lieferant	0124	0125
<input type="button" value="Absprung zu SAP"/>	Fischerei Fuddel	Name	Fischerei Fuddel	Fuddel
<input type="button" value="Zusatzfunktion 1"/>	Am Dorfteich 12	StraÙe	Am Dorfteich 12	Am Dorfteich 12
<input type="button" value="Zusatzfunktion 2"/>	12345	PLZ	12345	12345
	Testhausen	Ort	Testhausen	Testhaus
	DE123456789	USt-ID-Nr.	DE123456789	DE123456789
	DE07 1234 1234 1234 1234 12	IBAN1	DE07 1234 1234 1234 1234 12	DE07 1234 1234 1234 1234 12
		IBAN2		
	1905	# Rechnungen	124	12
	221.220,45	Betrag Rechnungen	14.567,00	1.085,67
	1876	# Bestellungen	113	8
	201.476,22	Betrag Bestellungen	9.786,23	987,28
	31.12.2019	letzte Rechnung	27.01.2019	15.06.2018

# pi.a analytics for process management

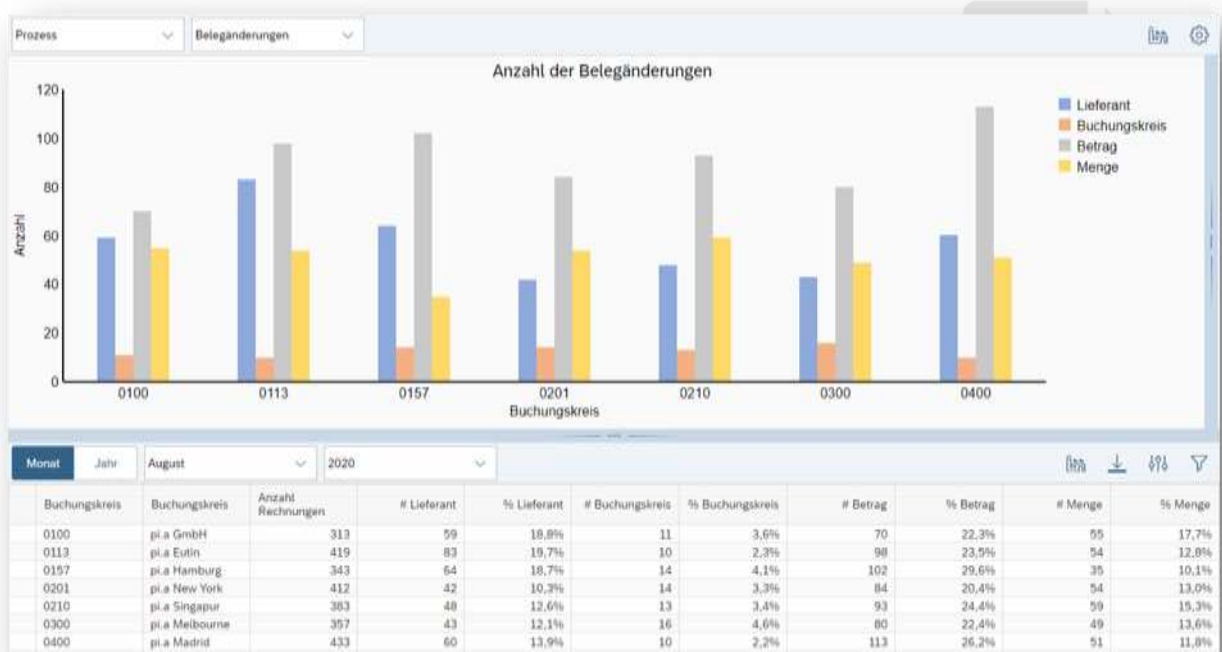
## Processing

Another category in which you can view key performance indicators are process-specific KPIs. In this section you can see the performance of the workflow and check key figures that have a direct impact on your business processes.



## Document changes

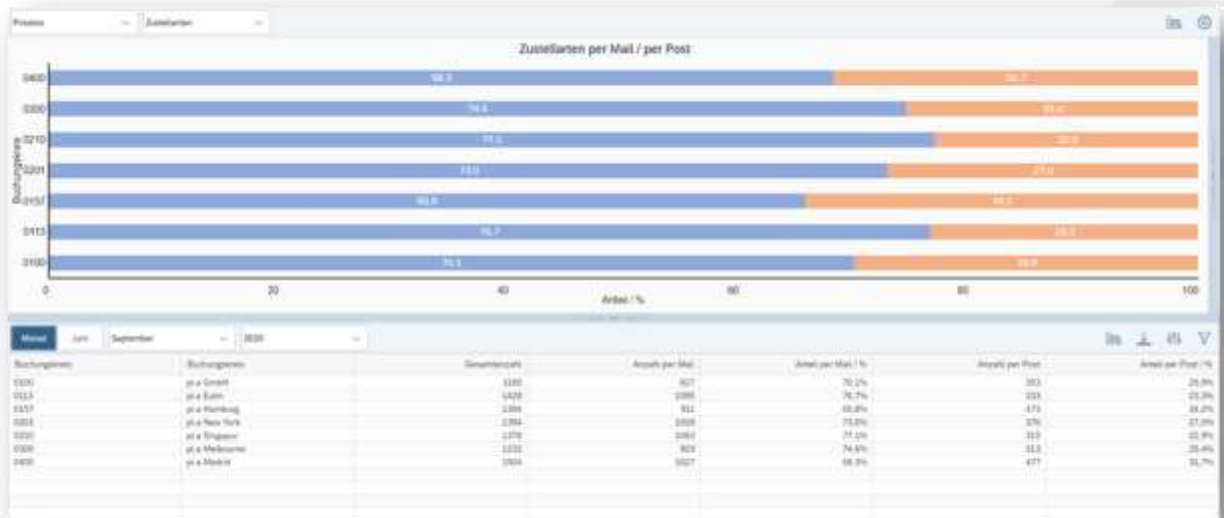
Every change to the document causes additional costs. Process blockers can be discovered by considering the individual workflow steps, for example the frequency of price changes after the order has been triggered. How many document changes have been made per company code in a certain period of time? What is the proportion of individual suppliers? By looking at recurring patterns and processes in your business processes, you can identify and optimize 'usual beaten track' (digital traces).



# pi.a analytics for process management

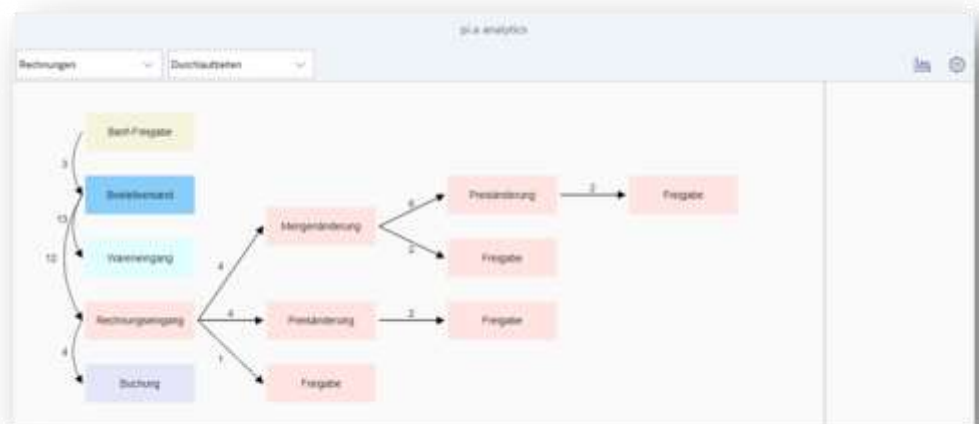
## Delivery types

How far has your incoming invoice been digitized? We analyze your delivery types based on your receipts. Do you receive your invoices as an e-mail attachment or by post? Which of your suppliers still sends invoices by post that previously had to be entered manually?



## Lead times

The longer the lead times, from placing the order to paying an invoice, the higher the costs for processing such a process. In order to clearly identify your process brakes, we will clearly determine your lead times for each individual workflow step. In addition to specifying the total duration, you will be able to better understand the internal processes. For example, how often have been prices for an order changed during invoice verification? In this way, conclusions can be drawn about your order processes based on the results of the analysis of lead times in the invoice verification. To do this, order types with vendor, frequency, amounts and reviewer can be combined. The aim is to understand and map natural business processes. By recognizing processes and recurring patterns, we find best practice approaches to reorganize agent determination or redistribute workloads.

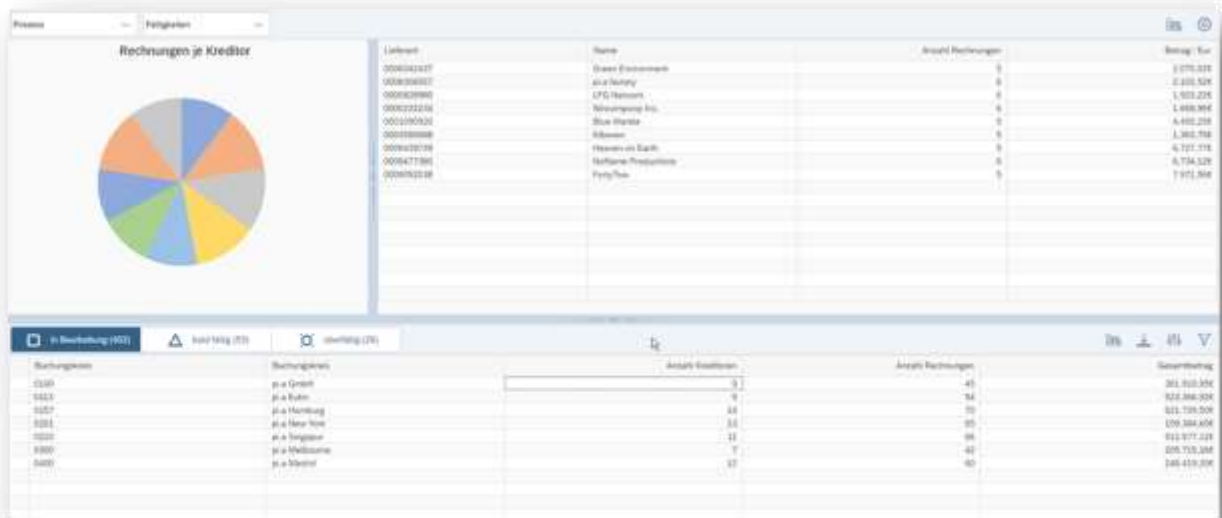




# pi.a analytics for process management

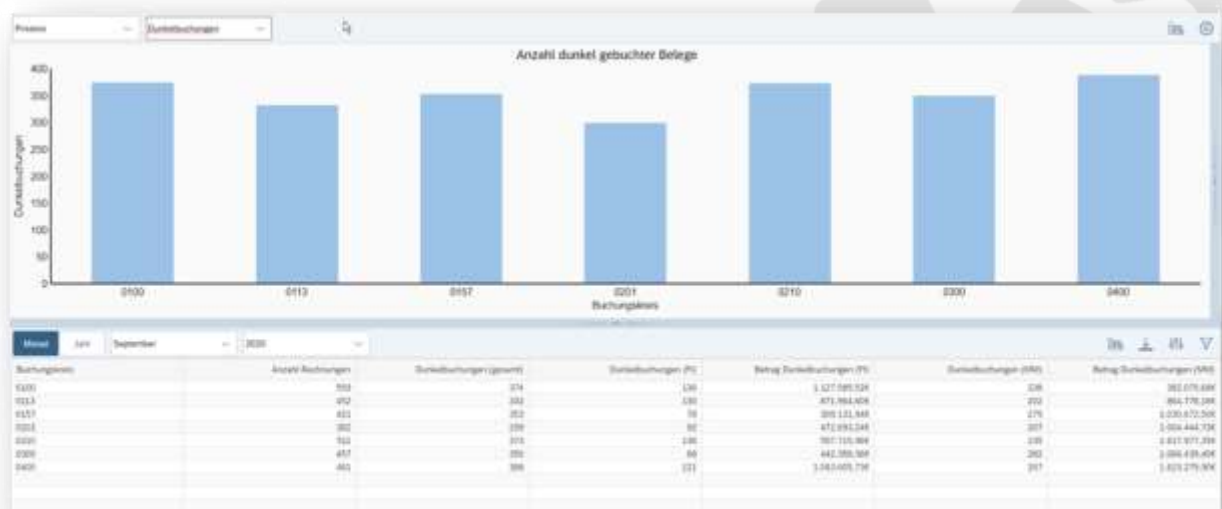
## Maturities

After receiving the invoice, the race against time begins. Invoices have a due date. Depending on the supplier, the time until the payment deadline can differ. Which documents are currently being processed? Which invoices are due soon or even overdue? With pi.a analytics you have an overview of your expenses per vendor. Which invoice amounts are still outstanding?



## Automated background posting

How high is your automated background posting rate per company code? In this view, users can see the entire automated background postings as well as the proportionate invoices for the FI and MM process.



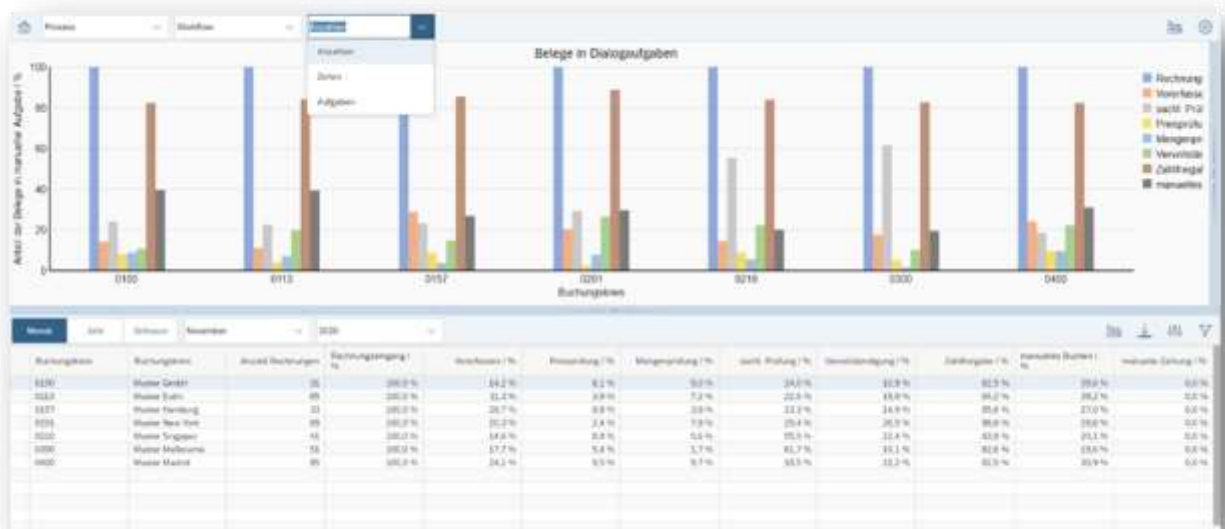
# pi.a analytics for workflow management

## Workflow

Under the Workflow tab you will find key performance indicators that will help you to objectively assess your current workflow and to discover potential for optimization.

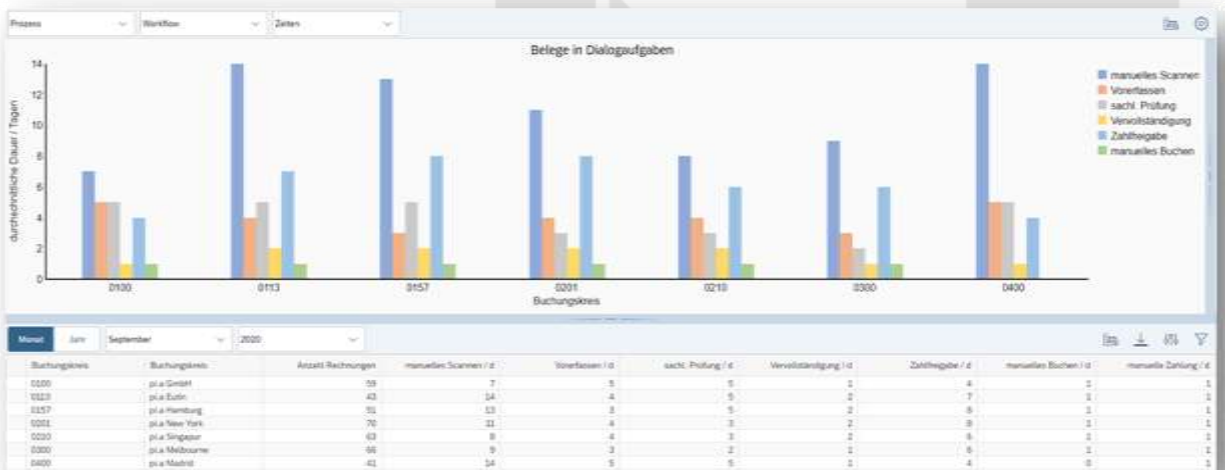
### Proportion of dialog tasks

What is the proportion of documents that are in a manual task? In which process steps are the individual documents? Which recurring process step causes the entire workflow to stall?



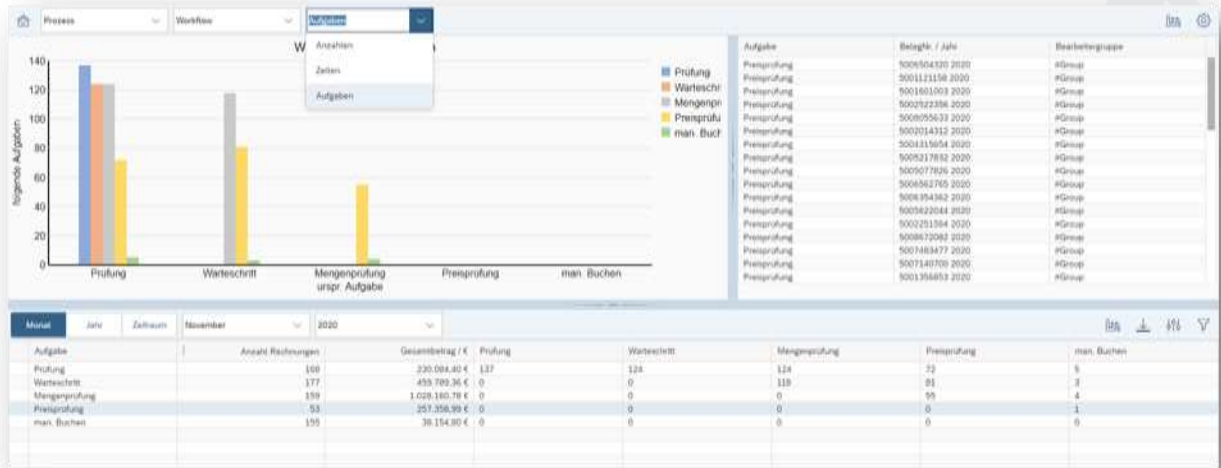
### Lead times

How much time does each individual workflow step take? Can lead times be reduced?



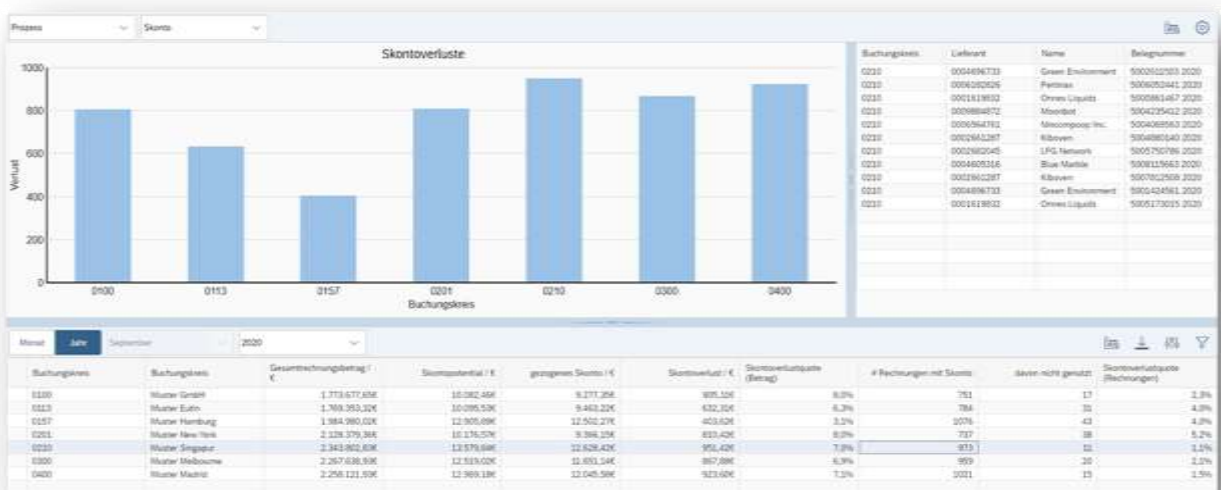
## Follow-up tasks

Missing information slows down the p2p process when checking incoming invoices, especially those with reference to an order. The price and quantity checks caused by missing goods receipt postings, for example, cause follow-up tasks that, on closer inspection, reveal stagnant processes. Which process step causes which follow-up tasks?



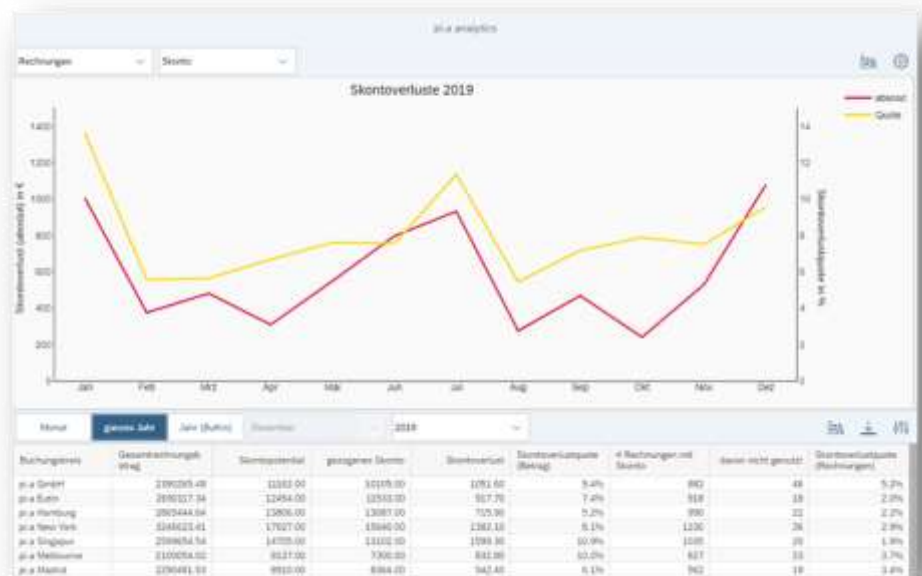
## Discover potential discounts

Time is money - this motto also applies to the processing of invoices. Many suppliers grant a cash discount of around three percent if the invoices are paid quickly. These discounts add up to considerable savings potential each year. This is one of the reasons why companies automate their incoming invoice processing. Without a solution for the automatic processing of incoming invoices, employees need an average of up to three weeks. In addition to manual data entry, the reasons for this are primarily lengthy internal approval processes that are handled by internal mail. So not only are discounts lost, but in the worst case, default interest is also due. Not to mention the time employees spend on a single invoice. However, the fact that automated processes do not protect against loss of discounts is due for example to incorrect determination of agents. In order to be able to understand the reasons for the discount losses in detail, the discount losses are set in relation to the accounts payable and the individual workflow processors.



## Determine the discount loss rate

The loss of cash discount is determined on the basis of the selection attributes provided. The basis for mapping the discount loss rate is the ratio of various factors that are retrieved from your ERP system. For this purpose, on the one hand, the invoices with discount potential are determined and put in relation to the discount drawn and the number of unused invoices. The resulting discount loss rate is displayed in tabular and graphic form. In addition, the absolute loss of discount is calculated in the corresponding currency.



## Additional functions

Each of the retrieved performance indicators can be narrowed down using easy-to-use filter functions. You also have the option of attaching your analyzes to your next presentation as a CSV download with a simple mouse click. Columns and buttons can be expanded as required. With the text module function, you have the option of making text changes.

With pi.a analytics, we provide you with a framework with which many other performance indicators can be mapped, including the entire P2P process. We would be happy to present you our solution in a live demo. Contact us for an appointment. We would be happy to discuss in a personal conversation which KPIs are relevant for your company.