

Percentage of Invoices Received as PDFs

Benchmarks, Definition & Measurement Details

**SAMPLE
CONTENT & DATA**



Percentage of Invoices Received as PDFs

Definition & Measurement Details



What is Percentage of Invoices Received as PDFs?

The number invoices received (from company vendors/suppliers) in PDF format by the Accounts Payable (AP) Department divided by the total number of invoices received (electronic, paper, PDF) by the AP Department over the same period of time, as a percentage.

Why should this KPI be measured?

The Percentage of Invoices Received as PDFs is an indicator of invoice submission quality, and its potential impact on productivity, error rates, costs, and overall work quality within the company's Accounts Payable Department.

How is this KPI calculated?

Two values are used to calculate this KPI: (1) the number of invoices received in PDF format, and (2) the total number of invoices received by the Accounts Payable Department over the same period of time.

ABRIDGED CONTENT
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Percentage of Invoices Received as PDFs

Benchmarks & Characteristics of High Performers



Percentage of Invoices Received as PDFs

(Number of Invoices Received as PDF / Total Number of Invoices Received) * 100



Characteristics of High Performers

- KPIs are well-defined, tracked and tied to performance reviews
- Robust self-service options for customer

Sample Size: XX

KPI Type: XX

Unit: XX

Is High or Low Best?: XX

How to read this chart: This chart summarizes the performance gaps between high (Top 5%), mid (Median) and low (Bottom 5%) performers for this Key Performance Indicator (KPI). For example, the column labeled "Top 5%" represents a company that outperformed 95% of the peer group observed for this metric.

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