

Percentage of Payments with Purchase Orders

Benchmarks, Definition & Measurement Details

**SAMPLE
CONTENT & DATA**



Percentage of Payments with Purchase Orders

Definition & Measurement Details



What is Percentage of Payments with Purchase Orders?

The number of payments processed by the Accounts Payable (AP) Department that were accompanied by an approved purchase order (PO) divided by the total number of payments processed by the AP Department over the same period of time, as a percentage.

Why should this KPI be measured?

This KPI measures the controls in place to minimize the instances of unauthorized invoice payments made to company vendors, or suppliers. If a vendor payment has an approved purchase order (PO), it helps to

How is this KPI calculated?

Two values are used to calculate this KPI: (1) the number of vendor invoices that are accompanied by an approved purchase order that has been approved, and (2) the total number of invoices

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