

Cost per Invoice

Benchmarks, Definition & Measurement Details

**SAMPLE
CONTENT & DATA**



Cost per Invoice

Definition & Measurement Details



What is Cost per Invoice?

The total amount of expense incurred by the Accounts Payable (AP) Department divided by the total number of invoices processed by the AP Department over the same period of time. Total AP Department expense should include all labor, technology and other overhead costs related to running the AP function.

Why should this KPI be measured?

Cost per Invoice measures how much, on average, the Accounts Payable (AP) Department spends to process (pay, or schedule for payment) a single invoice. A high unit cost for a single invoice may be related to

How is this KPI calculated?

Two values are used to calculate this KPI: (1) total expense incurred by the Accounts Payable (AP) Department and (2) the number of invoices processed by the AP Department over

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Cost per Invoice

Benchmarks & Characteristics of High Performers



Cost per Invoice

Total AP Department Expense / Total Number of Invoices Processed



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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