

Yale University Procure to Pay Dashboard

Encourage departments to use the appropriate buy/pay approach, streamline invoice processing and reduce related rework. Present key invoice processing related information in a format that enables the business administrators to quickly and easily identify and act on root cause P2P issues

Key Business Objectives

Create accountability and transparency into the use of preferred purchasing practices (POs and PCards preferred; No OK2Pays for departmental Goods and Services)

- ◆ Partner with Business Operations to drive down the number of invoice holds and the number of non-PO invoices (e.g. OK2Pays)
- ◆ Provide Lead Administrators and Operations Managers with actionable information on invoice holds and OK2Pays (including root causes)
- ◆ Lay a solid foundation for the additional future unit level operational dashboards
- ◆ Identify up-front data quality and other issues to further minimize rework

Filters on the Nightly Data Extract

Filter (Sub Document Type) equals

- ◆ Department Approved Contracts
- ◆ OK2Pay
- ◆ PO Matched—Oracle
- ◆ PO Matched—SciQuest

Filter (Invoice Create Date) equals

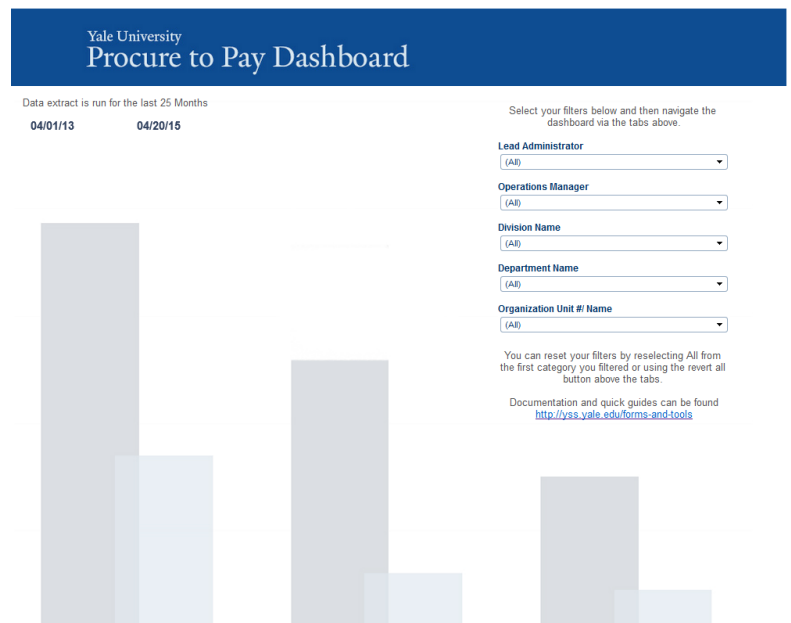
- ◆ Last 25 Months

Filter (Reversal Flag) exclude

- ◆ Yes

Filter (Org Unit Number) exclude

- ◆ 527004
- ◆ 500115



Yale University Holds Over Time

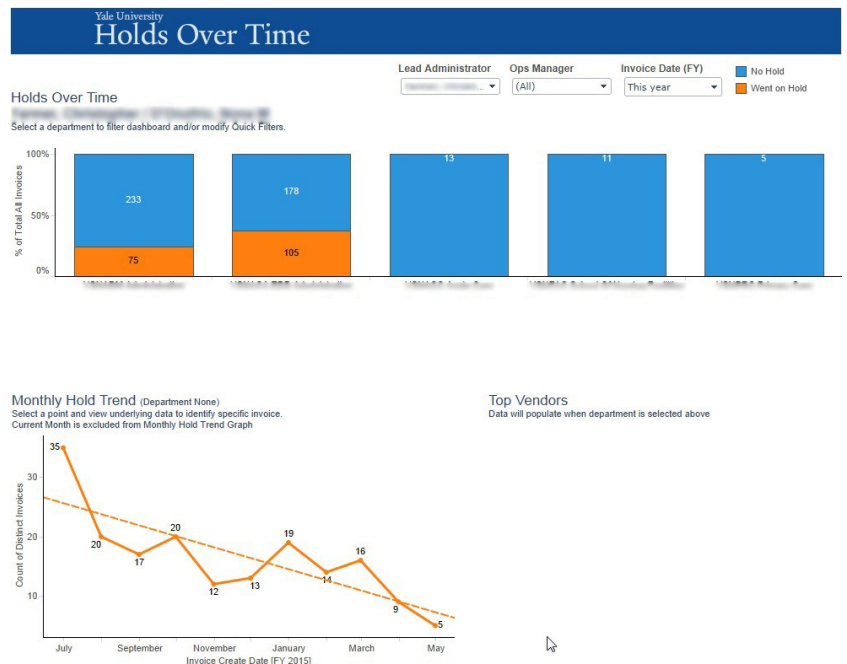
This dashboard will show total invoice holds by Department. Users can view an overall trend month by month or click on a department bar to filter only to that departments holds for the time period shown. Color detail is Hold vs No Hold

The chart on the bottom right will display holds by vendor

Please review this dashboard to follow trends of your departments hold activity to identify patterns on where your department may improve to continue on a downward trend. You should start by reviewing the Top Vendors and their [underlying data](#).

Filter (Hold Reason) *excludes*

- ◆ Null
- ◆ Subcontracts



- ◆ Top Graph Includes ALL months dependent on your filter selection while Monthly Hold Trend Graph (lower left) will always exclude current month
- ◆ Bottom Right will populate vendors when a selection is made on top graph
- ◆ If drilling in on the bar graph to Org Unit #/Name it will not populate the monthly trend graph by Org Unit #/Name. It will populate the graph by that Org Unit #/Name Ops Managers total.

Yale University Current PO Holds

This dashboard will show your departments current PO Holds based on a distinct count of invoice ID. The filters below will explain which holds are included in the dashboard related to a purchase Order.

Users can display different results using the quick filters above to view by Ops Manager, Department or Org and then by clicking the number bubble to drill down on transactions

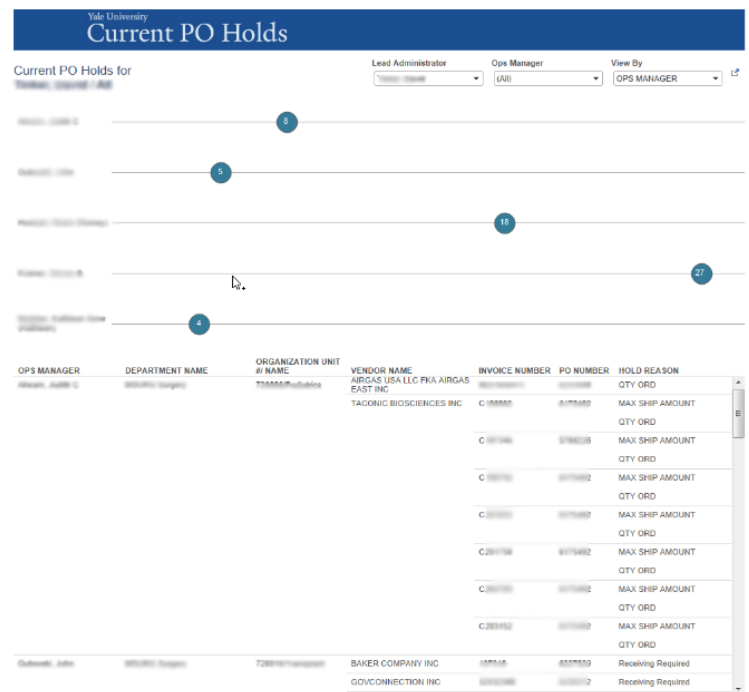
Please review this dashboard to understand your current PO related holds to identify departmental trends as to why you have multiple PO's on hold (i.e. standing orders are out of money)

Filter (Hold Reason) include

- ◆ K" PO – Dept Approver Request
- ◆ Electronic Invoice > \$5k
- ◆ Final Matching
- ◆ Invalid PO
- ◆ Invalid PTAE0 on PO
- ◆ Invalid Purchase Order
- ◆ Line Amount
- ◆ Line Amount not on PO
- ◆ Max Amt Ord
- ◆ Max Amt Rec
- ◆ Max Qty Rec
- ◆ Max Ship Amount
- ◆ PO Finally Closed
- ◆ PO Invoice Process Hold
- ◆ PO Not Approved
- ◆ PO Required
- ◆ PO Vendor name Mismatch
- ◆ Price
- ◆ Qty Ord
- ◆ Qty Rec
- ◆ Receiving Required
- ◆ Rec Exception

Filter (Release look up Code) equals

- ◆ Null (hold not released)



Yale University Invoice Aging

This dashboard shows a departments total count of invoices on hold (X axis) relative the average time in days invoices are on hold. (Y axis)

Users can display different results by using the quick filters above to view by Ops Manager, Department or Org. Please use this dashboard to *take action to resolve and release old invoices* that are approaching or exceed the 15-day hold threshold

Filter (Hold Reason) *Include*

- ◆ AP Workflow Hold– Dept

Filter (Release look up Code) *equals*

- ◆ Null (hold not released)



Yale University OK to Pay to SciQuest Vendors

This dashboard shows all Non-PO transactions (OK2Pay). You can view OK2Pays created for vendors who are in SciQuest and should have had a PO created or high volume vendors who should be added to SciQuest.

The color is based on groupings of expense types used on OK2Pay invoices. The color indicates Yale's preferred buy/pay approaches rather than OK2Pay Transactions

- Remains OK2Pay
- Should be P-Card
- Should be PO
- Should be PO (Other & Misc)

You should also identify high volume vendors that are not in SciQuest and request that they be added and be sure to recommend that users create SciQuest POs for suppliers where OK2Pay transactions are being used.

Filter (Vendor Name) excludes

- ◆ Universities
- ◆ Colleges
- ◆ Regents

Filter (Hold Reason) excludes

- ◆ "K" PO Dept Request
- ◆ AP Workflow Hold— AP
- ◆ AP Workflow Hold—Dept
- ◆ AP Workflow Hold—Direct
- ◆ AP Workflow Hold—G&C
- ◆ Electronic Invoice > \$5k
- ◆ Final Matching
- ◆ Invalid PO
- ◆ Invalid PTAE0 on PO
- ◆ Invalid Purchase Order
- ◆ Line Amount Variance
- ◆ Line Item Not on PO
- ◆ Max Amt Ord
- ◆ Max Amt Rec
- ◆ Max Qty Rec
- ◆ Max Ship Amount
- ◆ PO Finally Closed
- ◆ PO Invoice Process Hold
- ◆ PO Not Approved
- ◆ PO Required
- ◆ PO Vendor Name Mismatch
- ◆ Price
- ◆ Qty Ord
- ◆ Qty Rec
- ◆ Rec Exception
- ◆ Receiving Required
- ◆ ALL Subcontract Holds

