



## Realizing Value: Measuring Ariba Procure-to-Pay (P2P) Performance



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## ARE YOU READY TO MEASURE?

Your Ariba Procure-to-Pay (P2P) system implementation is complete.\* Requisitions are being entered and approved, suppliers are transacting, and invoices are getting paid...but how do you know that it's working? How do you show your stakeholders the benefits? How do you find hurdles to adoption or hiccups in your processes? How do you know how your performance compares to your peers?

Various third-party research sources have outlined the benefits of implementing an end-to-end procure-to-pay solution. Measuring operational and process performance related to Ariba P2P is critical to maintaining leadership support, highlighting successes, uncovering challenges, and driving to the expected benefits.

If you are eager to start measuring the success of your Ariba P2P implementation, or interested in improving your existing measurement approach for Ariba P2P, this document can help by providing:

- Recommended metrics to measure process and operational performance related to Ariba P2P
- Calculations for all recommended metrics
- A sample Ariba P2P performance scorecard and related best practices
- Suggestions on how to compare your results to peers and standard outcomes

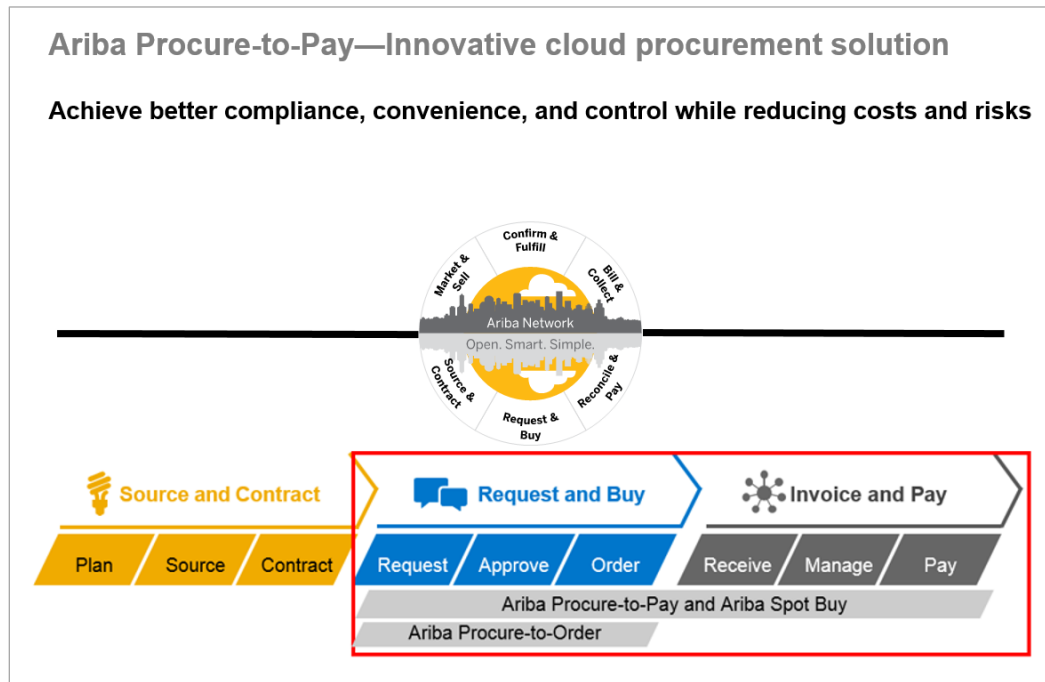
This document is intended for the Ariba P2P program lead, process owner, analytics lead, and individuals interested in understanding how to measure Ariba P2P success or improving their current program. And though the metrics and guidelines in this document are not tied to the specific business case for your Ariba P2P implementation, they are designed to complement the business case and help you maximize the benefits of your Ariba P2P implementation.

\* While we refer to Ariba Procure-to-Pay throughout this document, you can also use the metrics and guidelines presented to measure benefits of the Ariba Procure-to-Order solution.

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## Scope of Document

This document outlines the metrics to measure your Ariba P2P performance within the scope depicted in the graphic below.



## Benefits

There are numerous benefits in tracking P2P performance, including:

- Highlight current progress to maintain/gain executive support
- Identify future improvement opportunities and the key drivers
- Determine levers that drive the improvement opportunities
- Foster a sense of pride and ownership amongst your P2P team

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## THE ESSENTIALS: Ariba P2P METRICS TO MEASURE

### Essential Metrics to Measure for Ariba P2P

For a quick start to measuring Ariba P2P, the following metrics are the most critical (a separate list of metrics to measure broader P2P performance is located further down in this document). No matter what your goals, these metrics are essential.

These metrics have been prioritized because they can be measured directly within the Ariba P2P system. Definitions and calculations for all of these metrics are included in the tables below.

Benefit Area	Ariba P2P Essential Metrics to Measure
All Benefit Areas	% of Addressable Spend Goal in Ariba P2P
	% of Addressable Spend Under Management in Ariba P2P
Supplier Compliance Benefits	% of Invoices in Ariba P2P with No Exceptions
User Compliance Benefits	% of Compliant POs (BPO/Contract/Catalog) in Ariba P2P
PO Processing Benefits	% of Electronic POs in Ariba P2P Transacted Over Ariba Network
	Average Requisition-to-Order Cycle Time in Ariba P2P
Invoice and Receipt Processing Benefits	% of Invoices in Ariba P2P Transacted Over Ariba Network
	Average Approval Time for Invoices in Ariba P2P

### Essential Metrics: Definitions

This section includes the description of each metric, the objective for measuring each metric, and the recommended calculation. Carefully consider the proposed list in order to select the metrics that are most meaningful for your organization and most aligned with your goals.

For a comprehensive table that includes all of these metrics and their calculations, [click here](#) for the **Essential Metrics Quick Reference Table**.

#### **% of Addressable Spend Goal in Ariba P2P**

**Benefit Area:** All

**Definition:** Proportion of addressable spend that is processed within Ariba P2P

**Objective:** This metric tracks your Ariba P2P adoption progress against your goal. The denominator should be your addressable spend goal for Ariba P2P. The numerator is how much spend is being put through P2P today.

**Calculation:** (Ariba P2P invoice spend / Total Ariba P2P addressable spend goal) \* 100%

#### **% of Addressable Spend Under Management in Ariba P2P**

**Benefit Area:** All

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**Definition:** Proportion of invoice spend that is *managed* within the P2P process – i.e., spend that is captured in the Ariba P2P system and is associated with a PO, catalog, or contract

**Objective:** Use this metric to determine how closely your Ariba P2P spend is actively managed.

**Calculation:** (Ariba P2P invoice spend that is associated with a PO, contract, or catalog / Total spend in P2P system) \* 100%

#### **% of Invoices in Ariba P2P with No Exceptions**

**Benefit Area:** Supplier compliance benefits

**Definition:** Proportion of invoices that flow through directly to OK-to-pay with no exceptions

**Objective:** Use this metric to identify the accuracy of the supplier invoicing process. You can also use this metric as a proxy to determine whether users are creating POs accurately.

**Calculation:** (Total number of invoices that have no exceptions in Ariba P2P / Total number of invoices in Ariba P2P) \* 100%

#### **% of Compliant POs (Contract/BPO/Catalog) in Ariba P2P**

**Benefit Area:** User compliance benefits

**Definition:** The percentage of POs in Ariba P2P created via a catalog-based PO, BPO, or contract

**Objective:** Use this metric to identify the current PO compliance rate and determine if opportunities exist to increase PO compliance by creating more POs based on contracts, BPOs, and catalogs and/or enabling more supplier contracts and catalogs.

**Calculation:** (Ariba P2P PO count associated with a contract or catalog / Total Ariba P2P PO count) \* 100%

#### **% of Electronic POs in Ariba P2P Transacted Over Ariba Network**

**Benefit Area:** PO processing benefits

**Definition:** Percentage of POs (as a count) transacted over Ariba Network through the Ariba P2P system

**Objective:** Use this metric to identify if opportunities exist to increase administrative efficiency by enabling more PO transactions to be sent electronically over Ariba Network to eliminate manual sending of POs. You can also use this metric to ensure that you are driving automation of POs through the network in order to achieve the related benefits (such as process efficiency and error reduction).

**Calculation:** (Ariba P2P PO count transacted over Ariba Network / Total Ariba P2P PO count) \* 100%

#### **Average Requisition-to-Order Cycle Time in Ariba P2P**

**Benefit Area:** PO processing benefits

**Definition:** Amount of time from requisition creation to dissemination of PO to supplier

**Objective:** Use this metric to determine PO cycle time and identify if you are driving PO automation to achieve related PO efficiency benefits.

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**Calculation:** Average (Date/time when PO is sent to supplier – Date/time when PR was submitted) for all POs in Ariba P2P

**% of Invoices in Ariba P2P Transacted Over Ariba Network**

**Benefit Area:** Invoice receipt and processing benefits

**Definition:** Proportion of invoices (as a count) in Ariba P2P that is transacted over Ariba Network

**Objective:** Use this metric to ensure that you are driving automation of invoices through the network in order to achieve the related benefits (such as buyer compliance, AP efficiency, and supplier timeliness and accuracy, as well as reduced costs and improved compliance post-invoice processing through better spend visibility.)

*Note: You may also consider measuring invoice spend transacted over the network as a % of TOTAL spend in all systems in order to keep an eye on future adoption opportunities.*

**Calculation:** (Total invoice count over Ariba Network through Ariba P2P / Total invoices in Ariba P2P) \* 100%

**Average Approval Time for Invoices in Ariba P2P**

**Benefit Area:** Invoice receipt and processing benefits

**Definition:** Average cycle time (in days) from invoice entry in Ariba P2P (via Ariba Network or manual entry) to invoice approval for PO-based invoices

**Objective:** Use this metric to determine invoice processing cycle time and identify if you are driving invoice automation to achieve related benefits (AP efficiency) and supplier compliance.

**Calculation:** Average (Approved date – Invoiced date) for all invoices in Ariba P2P



## RELATED PROCUREMENT METRICS

### Recommended Related Metrics: Definitions and Calculations

The Ariba P2P metrics above will provide a comprehensive assessment of your Ariba P2P solution performance, but your organization's procurement landscape and health are not tied to Ariba P2P alone. We suggest the following metrics to measure your overall procurement operations and process performance and also to highlight opportunities for broader Ariba P2P adoption.

Metric	Definition	Objective	Formula
POs per PO Processing FTE	Total number of POs processed per FTE	Identify efficiency of requisition and PO processing to determine if current process is operated by an adequate number of FTEs or if further opportunities exist to increase proportion of POs processed per FTE	Total number of POs processed across all systems / Total number of PO processing FTEs
PO Processing FTEs per B of Spend	Total number of PO processing FTEs	Identify number of FTEs in PO processing to determine if the function is operated by an adequate number of FTEs per B of spend	1B * Total number of PO processing FTEs / Company spend
PR-PO Cycle Time – Catalog Orders	Amount of time from requisition creation to dissemination of PO to supplier for catalog-based orders	Identify cycle time for catalog-based purchases and draw comparison against ad-hoc POs, since catalog-based POs have negotiated pricing, pre-populated item information, and preapproval by the organization	Date/time when PO is sent to supplier – Date/time when PR was submitted (for catalog POs)
PR-PO Cycle Time – Ad Hoc Orders	Amount of time from requisition creation to dissemination of PO to supplier for ad hoc orders (excluding rejected PRs)	Identify if ad-hoc based POs are taking longer to process, which may result in delayed item fulfillment for stakeholders; determine if there are potential opportunities to convert ad-hoc POs to catalog/contract-based POs	Date/time when PO is sent to supplier – Date/time when PR was submitted (for all ad-hoc POs)
Invoices per AP FTE	Total number of invoices processed per FTE	Identify efficiency of invoice processing to determine if current process is operated by an adequate number of FTEs or if further opportunities exist to increase proportion of invoices processed per FTE	Total number of invoices processed across all systems / Total number of AP FTEs
AP FTEs per B of Spend	Total number of AP FTEs (supplier master management, invoice verification/approval, reconciliation, supplier inquiry)	Identify number of FTEs in AP to determine if the function is operated by an adequate number of FTEs per B of spend	1B * Total number of AP FTEs / Company spend

	activities, payments) per B in invoice spend		
Average Invoice Approval Time – PO Invoices	Average cycle time (in days) from invoice entry to invoice approval for PO-based invoices	Identify if any bottlenecks exist in invoice processing, resulting in a longer processing time	For PO-based invoices: Average (Approved date – Invoiced date)
Average Invoice Approval Time – Non-PO Invoices	Average cycle time (in days) from invoice receipt to invoice approval for non-PO-based invoices	Identify if any bottlenecks exist in invoice processing, resulting in a longer processing time; determine if opportunities exist to convert non-PO invoices to PO-based invoices	For non-PO-based invoices: Average (Approved date – Invoiced date)
% of Spend on Discount Terms	The percentage of total invoice spend eligible for early payment discounts	Identify if opportunities exist to realize more supplier early payment discounts	(Total invoice spend on discount terms / Total invoice spend) * 100%
Discounts Realized per B in Spend	Total early payment discounts realized as a % of total spend	Identify if opportunities exist to realize more supplier early payment discounts	1B * Total early payment discounts realized / Total spend
Days Payable Outstanding	Days payable outstanding	Identify if opportunities exist to lengthen current DPO	Year-end trade accounts payable balance / Average days COGS
Discount Capture Rate	Proportion of discounts that are realized as a proportion of total available discounts	Identify if opportunities exist to realize more supplier early payment discounts	(Total early payment discounts realized / Total early payment discounts available) * 100%

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## CREATING A PERFORMANCE SCORECARD

### Performance Scorecard Metric Selection

A performance scorecard is a visual representation of performance metrics that allows you to measure, monitor, and manage your Ariba P2P processes and operations so you can meet your objectives. Using the scorecard, you should be able to identify challenges and opportunities quickly.

You will likely have multiple scorecards to address your various key audiences (for example, a C-level or board-level scorecard, a project-level scorecard, and several team-level operational scorecards).

With your audience in mind, consider the following guiding principles when selecting your scorecard metrics:

- **PROPER METRICS:** Understanding your goals leads to selecting appropriate metrics; pick metrics that are meaningful to your stakeholders and the business. Effective metrics measure results in terms of defining action and improvement, rather than merely monitoring performance.
- **SIMPLICITY:** Selected metrics should be limited, meaningful, and aligned with your business's context and desired outcomes. The scorecard should be easy to implement and use.
- **EXECUTIVE SUPPORT:** Every metric has to matter to someone, and every metric needs an accountable leader. When the going gets tough, which leader will support you to get that metric back on track? Senior executives must stay involved to keep the initiative on the front burner. Without ongoing high-level sponsorship, scorecards risk fading into obscurity and irrelevance.

### Scorecard Metric Definition

Once you select the metrics for each of your scorecards, take the time to define and document the following:

- Owner of each metric
- Formula, including numerator and denominator, to calculate the metric
- Frequency of measurement (how often the metric should be recalculated with updated data)
- Target (e.g., an internal target, a benchmark, or a combination)
- Data source
- Data date range (e.g., will metrics be calculated based on trailing twelve months, or for year to date?)

For example:

Metric	Formula	Details
PR-PO Cycle Time - Catalog Orders	<b>Avg(Approval Time)</b> Approval Time: Average of Requisition-to-PO Time for Catalog POs (Exclude Denied) Source: Ariba P2P	<ul style="list-style-type: none"> <li>• Owner: Sue Young</li> <li>• YTD</li> <li>• Updated Monthly</li> <li>• Goal: Best-in-Class Benchmark = 1 day</li> </ul>
% of Compliant Spend in Ariba P2P (Contract/Catalog)	<b><math>\frac{((\text{AribaPOSpendingCatalog} + \text{AribaPOSpendingContracts})}{(\text{AribaPOSpending} + \text{NonAribaPOSpending})} * 100</math></b> Source: Ariba P2P	<ul style="list-style-type: none"> <li>• Owner: Bob Ruth</li> <li>• YTD</li> <li>• Updated Monthly</li> <li>• 2016 Program Goal = 30%</li> </ul>

### Sample Ariba P2P Scorecard

## Ariba P2P Metrics to Measure

Area	Metric	Company Value	Company Goal	Status
<b>All</b>	% of Addressable Spend Under Management in Ariba P2P	50%	70%	<span style="color: red;">●</span>
<b>Supplier Compliance</b>	% of Invoices in Ariba P2P Transacted Over Ariba Network	74%	80%	<span style="color: red;">●</span>
	% of Invoices in Ariba P2P with No Exceptions (Touchless Invoices)	85%	95%	<span style="color: red;">●</span>
<b>Buyer Compliance</b>	% of Compliant POs (BPO/Contract/Catalog) in Ariba P2P	85%	85%	<span style="color: green;">●</span>
<b>PO Processing</b>	Average Requisition-to-Order Cycle Time in Ariba P2P	2 days	<1 day	<span style="color: red;">●</span>
<b>Invoice Processing</b>	Average Approval Time for Invoices in Ariba P2P	8 days	2 days	<span style="color: red;">●</span>

- Company value is lower than company goal
- Company value is close to company goal (difference is less than 5%)
- Company value is better than company goal

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## COMPARE YOUR RESULTS

Periodically, and at least annually, SAP Ariba recommends comparing your results and outcomes in order to evaluate progress and set goals for the coming year. You can make comparisons to standard outcomes and to peers.

### Continuous Improvement via the SAP Ariba Benchmark Program

As an SAP Ariba customer, you have the opportunity to enroll in a world-class benchmark program that helps you:

- Measure and compare solution adoption rates
- Use empirical data to track performance
- Identify ways to drive cost savings through greater efficiency and effectiveness
- Build a success plan for improvement with targets
- Quantify the savings achieved through improved performance

The program is free of charge and conducted annually. Data from the SAP Ariba Benchmark program comes from two sources: your SAP Ariba application(s) and a survey.

You can find additional details about the program in the [SAP Ariba Benchmark Program e-book](#).

### Rule of Thumb Expected Outcomes

If your organization is not able to collect, analyze, and compare results against your peers through the SAP Ariba Benchmark Program, below are some average “rule of thumb” values. (For personalized comparisons to these values and dozens more, please [register for the SAP Ariba Benchmark Program](#)).

Metric	Rule of Thumb Comparisons
	Average (SAP Ariba Benchmarks)
% of Addressable Spend Under Management in Ariba P2P	70%
% of Electronic POs in Ariba P2P Transacted Over Ariba Network	77%
% of Invoices in Ariba P2P Transacted Over Ariba Network	70%
Average Requisition-to-Order Cycle Time in Ariba P2P	1.4 days
Average Approval Time for Invoices in Ariba P2P	15 days

**APPENDIX**

**Essential Metrics Quick Reference Table**

(How to Run Reports)

Metric	Definition	Instructions to obtain data in Ariba P2P	Formula
<p>% of Addressable Spend Goal in Ariba P2P</p>	<p>Proportion of addressable spend that is managed within Ariba P2P</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create an Invoice Report."</li> <li>2. From the invoice report, filter table to include only invoices that have invoice status of "Reconciled" or "Reconciling." Sum invoice spend to obtain Ariba P2P invoice spend.</li> <li>3. Ariba P2P invoice spend / Total Ariba P2P addressable spend goal = % of addressable spend goal in Ariba P2P.</li> </ol>	<p>(Ariba P2P invoice spend / Total Ariba P2P addressable spend goal) * 100</p>
<p>% of Addressable Spend Under Management in Ariba P2P</p>	<p>Proportion of invoice spend that is managed within the P2P process; i.e., spend that is captured in the Ariba P2P system and is associated with a PO, catalog, or contract</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create an Invoice Report."</li> <li>2. From the invoice report, filter table to include invoices that have invoice status of "Reconciled" or "Reconciling." Sum invoice spend to obtain Ariba P2P invoice spend.</li> <li>3. From the invoice report, filter table to include invoices that have invoice status of "Reconciled" or "Reconciling" and Line Type as "Catalog Item" and "Punch-Out Item." Sum invoice spend to obtain invoice spend associated with catalog.</li> <li>4. From the invoice report, filter table to include invoices that have invoice status of "Reconciled" or "Reconciling." In Contract ID field, uncheck "Unclassified" or "Blank." In Line Type field, only place a check mark on "Non-Catalog Item." Sum invoice spend to obtain invoice spend associated with a contract.</li> <li>5. From the invoice report, filter table to include invoices that have invoice status of "Reconciled" or "Reconciling." In PO ID field, uncheck "Unclassified." In the Line Type field, only place a check mark on "Non-Catalog Item." And in the Contract ID field, only place a check mark on "Unclassified" or "blank." Sum invoice spend to obtain invoice spend associated with non-contract and non-catalog PO.</li> <li>6. Take a sum of invoice spend from steps 3, 4, and 5.</li> <li>7. Take (6) divided by (2) to obtain spend under management.</li> </ol>	<p>(Ariba P2P invoice spend that is associated with a PO, contract, or catalog / Total spend in P2P system) * 100%</p>

<p>% of Invoices in Ariba P2P with No Exceptions</p>	<p>Proportion of invoices that flow through directly to OK-to-pay with no exceptions</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create an Invoice and Invoice Exception Multi-Fact Report."</li> <li>2. From the multi-fact report, filter table to include only invoices that have invoice status of "Reconciled" or "Reconciling."</li> <li>3. Determine number of unique invoices in this list (you can copy and paste the invoice ID to a separate table and then remove duplicates in Excel to identify the count of invoices).</li> <li>4. Filter table to include only invoices that have an Invoice with Exception Count of "blanks."</li> <li>5. Determine number of unique invoices in this list (you can copy and paste the invoice ID to a separate table and then remove duplicates in Excel to identify the count of invoices).</li> <li>6. Take (5) divided by (3) to obtain the proportion of invoices without exceptions.</li> </ol>	<p>(Total number of invoices that have no exceptions in Ariba P2P / Total number of invoices in Ariba P2P) * 100%</p>
<p>% of Compliant POs (Contract/BPO/Catalog) in Ariba P2P</p>	<p>The percentage of POs in Ariba P2P created via a catalog-based PO, BPO, or contract</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create a PO Report."</li> <li>2. Determine number of unique POs in this list (you can copy and paste the PO ID to a separate table and then remove duplicates in Excel to identify the count of POs).</li> <li>3. Apply filter to include PO with Line Type as "Catalog Item." Determine the number of POs from this.</li> <li>4. Apply filter to include PO with Line Type as "Non-Catalog Item." Then uncheck "Unclassified" from Contract ID field. Determine the number of POs from this.</li> <li>5. Sum (3) and (4).</li> <li>6. Take (5) divided by (2) to obtain the proportion of POs that are contract/BPO/catalog based.</li> </ol>	<p>(Ariba P2P PO count associated with a contract or catalog / Total Ariba P2P PO count) * 100%</p>
<p>% of Electronic POs in Ariba P2P Transacted Over Ariba Network</p>	<p>Percentage of POs (as a count) that is transacted over Ariba Network through P2P system</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create a PO Report."</li> <li>2. Determine number of unique POs in this list.</li> <li>3. Filter "Order Routing Type" field.</li> <li>4. Select "Order Routing Type" as "URL," "fax," and "email."</li> <li>5. Determine number of unique POs in this list.</li> <li>6. Take number (5) divided by (2) to determine % of electronic POs through Ariba Network.</li> </ol>	<p>(Ariba P2P PO count transacted over Ariba Network / Total Ariba P2P PO count) * 100%</p>

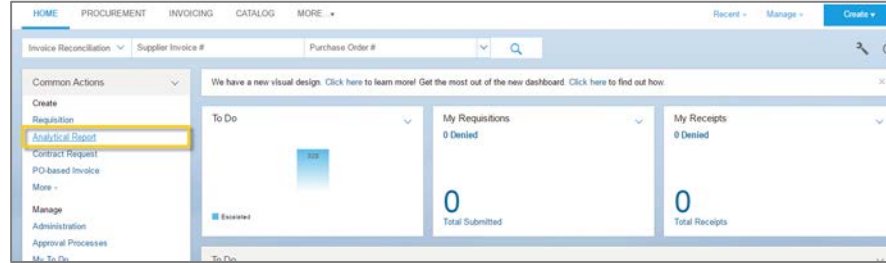
<p>Average Requisition-to-Order Cycle Time in Ariba P2P</p>	<p>Amount of time from requisition creation to dissemination of PO to supplier</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create a Requisition and PO Multi-Fact Report."</li> <li>2. In multi-fact report, add a new column to the spreadsheet.</li> <li>3. In the first field of the new column, enter a formula to take the difference between the "Approved Date" and the "Requisition Date."</li> <li>4. Copy the formula for all the requisitions (going down the column).</li> <li>5. Calculate the average for the column.</li> <li>6. The average for the column is the average requisition-to-order cycle time.</li> </ol>	<p>Average (Date/time when PO is sent to supplier – Date/time when PR was submitted) for all Ariba P2P POs</p>
<p>% of Invoices in Ariba P2P Transacted Over Ariba Network</p>	<p>Proportion of invoices (as a count) through Ariba P2P that is transacted over Ariba Network</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create an Invoice Report."</li> <li>2. From invoice report, add a filter to the table.</li> <li>3. Filter table to include only invoices that have invoice status of "Reconciled" or "Reconciling."</li> <li>4. Determine number of unique invoices in this list (you can copy and paste the invoice ID to a separate table and then remove duplicates in Excel to identify the count of invoices).</li> <li>5. Filter "Invoice Submission Method" and select "EDI" and "Online."</li> <li>6. Count the number of invoices left after applying this filter.</li> <li>7. Take number (6) divided by (4) to determine % of Ariba P2P invoices transacted through Ariba Network.</li> </ol>	<p>(Total invoice count over Ariba Network through Ariba P2P / Total invoices in Ariba P2P) * 100%</p>
<p>Average Approval Time for Invoices in Ariba P2P</p>	<p>Average cycle time (in days) from invoice entry in Ariba P2P (via Ariba Network or manual entry) to invoice approval for PO-based invoices</p>	<ol style="list-style-type: none"> <li>1. Refer to attached "Running reports" document above to "Create an Invoice Report."</li> <li>2. Add a filter to the report.</li> <li>3. Filter table to include only invoices that have invoice status of "Reconciled" or "Reconciling."</li> <li>4. Add a new column to the spreadsheet.</li> <li>5. In the first field of the new column, enter a formula to take the difference between the "Invoice Approved Date" and the "Invoice Submit Date."</li> <li>6. Copy the formula for all the invoices (going down the column).</li> <li>7. Calculate the average for the column.</li> <li>8. The average for the column is the average invoice approval cycle time.</li> </ol>	<p>Average (Approved date – Invoiced date) for all Ariba P2P invoices</p>



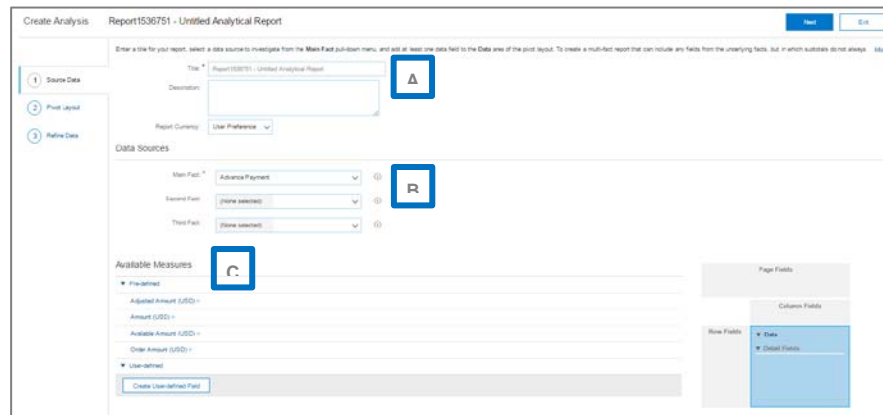
## How to Run Reports

### Creating a PO Report

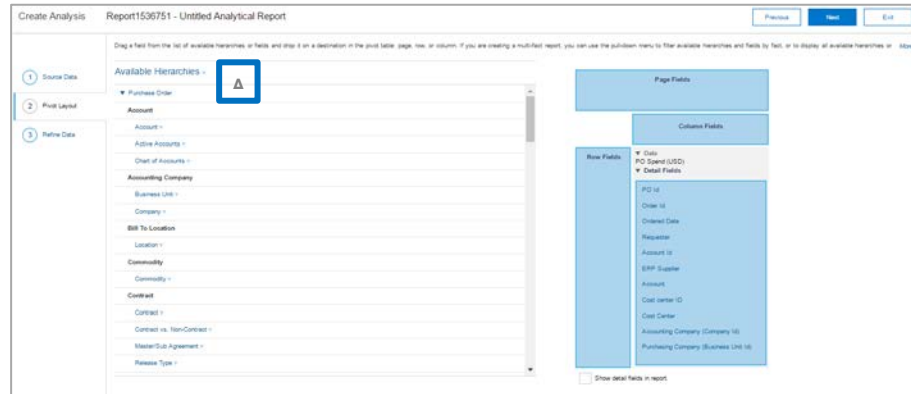
1. Create an Analytical Report



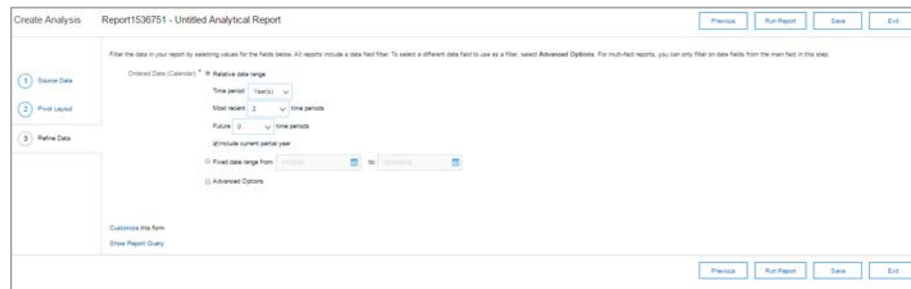
2. Enter a title for the report (A)
3. Select PO as the main fact (B)
4. Add PO spend to report (C)
5. Click Next



6. Change Available Hierarchies to Available Fields (A)
7. Add Order Routing Type, PO Status, Contract ID, Contract Type, and Line Type to the Detail Field of the table



8. Click Next
9. Select the Time Period as Year
10. Select Most Recent as 1 – this indicates we are selecting the most recent 1 year of data to extract
11. Click Run Report

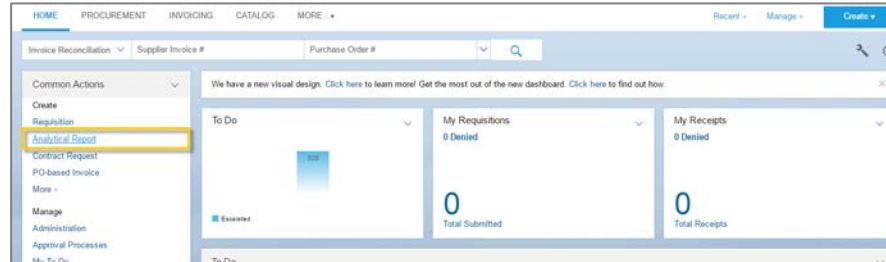


12. Click on Aggregate View to change the Option to Detail View (A)
13. Click on Export to export the data into Excel

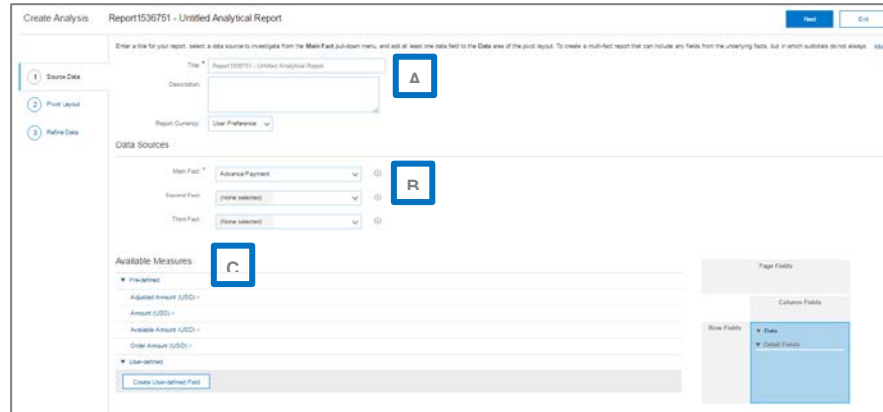


## Creating an Invoice Report

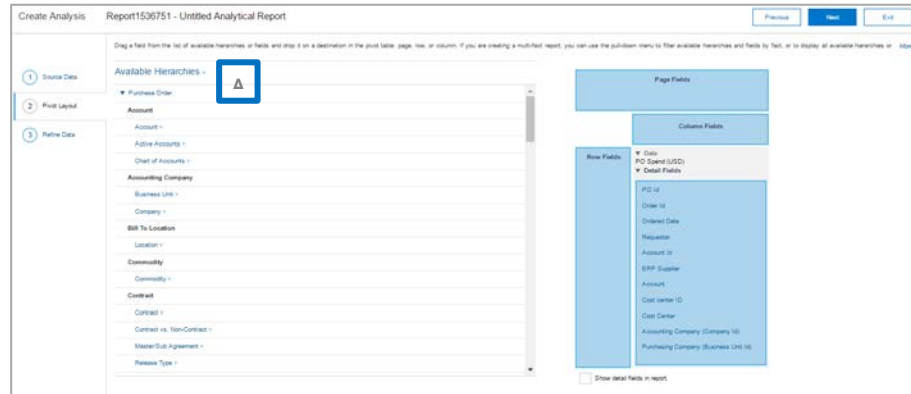
1. Create an Analytical Report



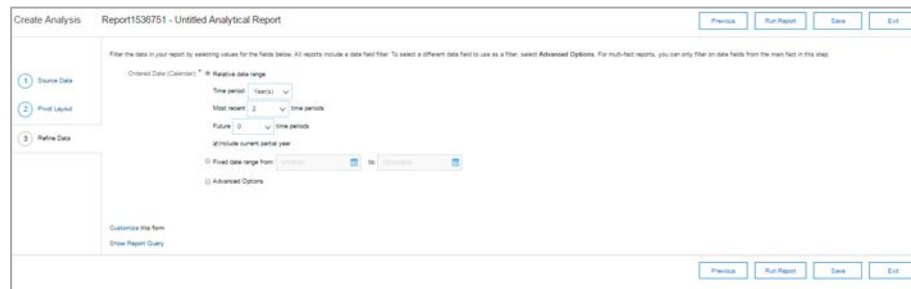
2. Enter a title for the report (A)
3. Select Invoice as the main fact (B)
4. Add Invoice spend to report (C)
5. Click Next



6. Change Available Hierarchies to Available Fields (A)
7. Add Invoice Status, Invoice Reconciliation Status, PO ID, Invoice Type, Line Type, Contract ID, Invoice Submission Method, Invoice Submit Date, and Invoice Approved Date to the Detail Field of the table



14. Click Next
15. Select the Time Period as Year
16. Select Most Recent as 1 – this indicates we are selecting the most recent 1 year of data to extract
17. Click Run Report

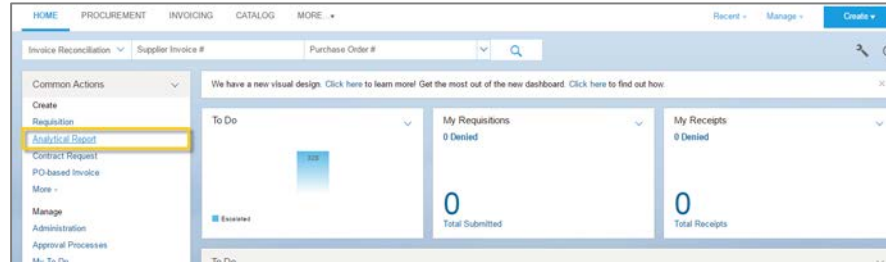


18. Click on Aggregate View to change the Option to Detail View (A)
19. Click on Export to export the data into Excel

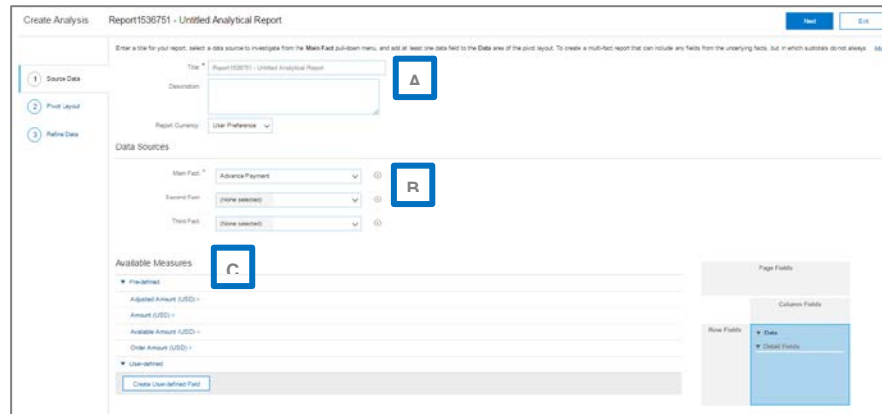


## Creating an Invoice and Invoice Exception Multi-Fact Report

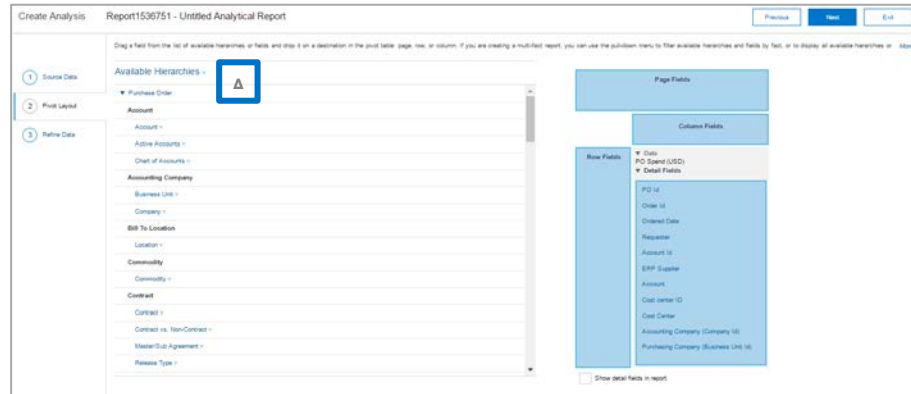
1. Create an Analytical Report



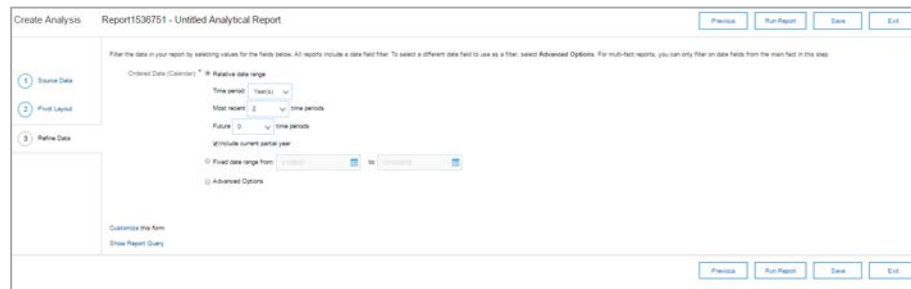
2. Enter a title for the report (A)
3. Select Invoice as the main fact (B)
4. Select Invoice Exceptions as Second Fact table
5. Under Data Options, select "Include Invoice data that does not match Invoice Exceptions data"
6. Add Invoice with Exception Count, Invoice Spend, and Amount Accepted to report (C)
7. Click Next



8. Change Available Hierarchies to Available Fields (A)
9. Add Invoice Status, Invoice Reconciliation Status to the Detail Field of the table



20. Click Next
21. Select the Time Period as Year
22. Select Most Recent as 1 – this indicates we are selecting the most recent 1 year of data to extract
23. Click Run Report

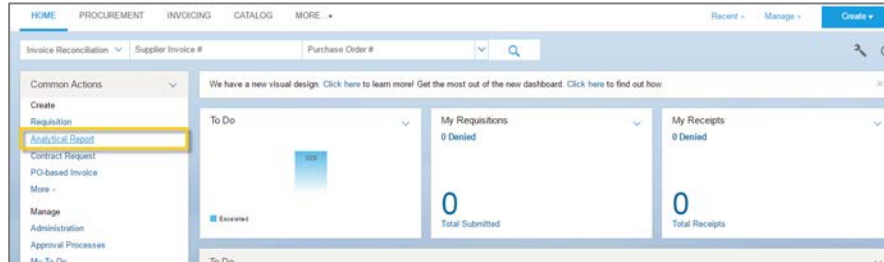


24. Click on Aggregate View to change the Option to Detail View (A)
25. Click on Export to export the data into Excel

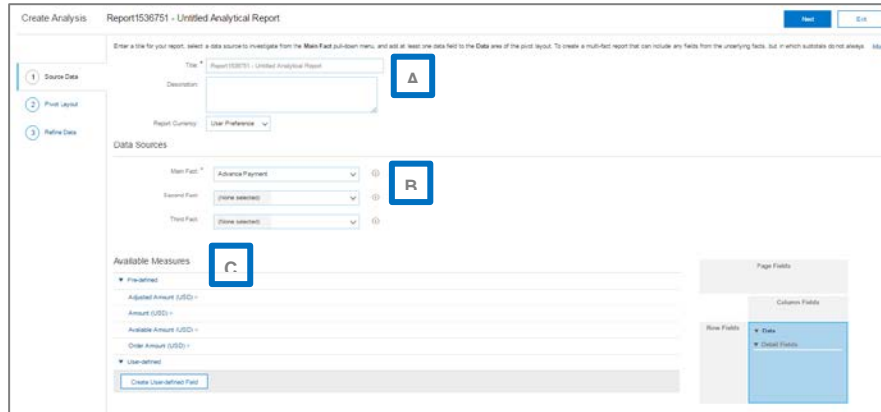


## Creating a Requisition and PO Multi-Fact Report

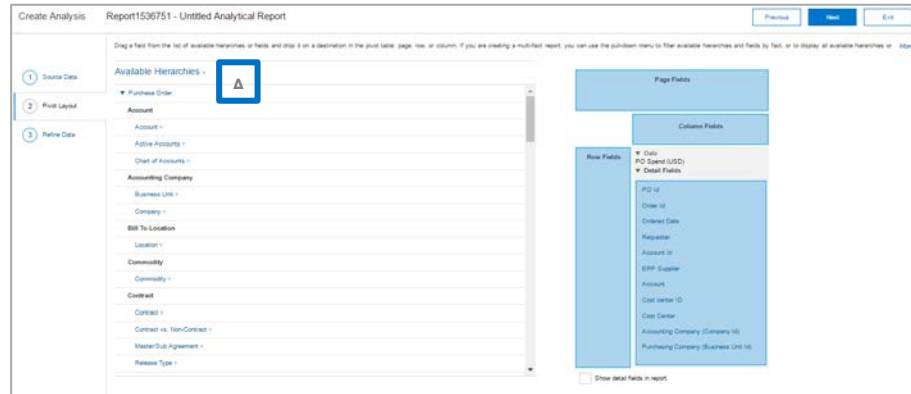
1. Create an Analytical Report



2. Enter a title for the report (A)
3. Select Requisition as the main fact (B)
4. Select Purchase Order as Second Fact table
5. Add PO Spend to report (C)
6. Click Next



7. Change Available Hierarchies to Available Fields (A)
8. Add Ordered Date, Requisition Date, and Approved Date to the Detail Field of the table



9. Click Next
10. Select the Time Period as Year
11. Select Most Recent as 1 – this indicates we are selecting the most recent 1 year of data to extract
12. Click Run Report



13. Click on Aggregate View to change the Option to Detail View (A)
14. Click on Export to export the data into Excel



## GLOSSARY

**Ariba P2P:** Ariba P2P refers to the Ariba Procure-to-Pay on-demand system. It does not refer to the general procure-to-pay (P2P) process.

**BPO:** Blanket purchase order. This is a type of contract in Ariba P2P.



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