

# Invoice Mailing



## Process Owner

**Ricardo Nunes**  
Process Expert, Account Payable



## D&PS Expert

**Marie-Line Ardito**

## General Description

**Paperless Invoices: All documents posted which are not paper**

Reverse the percentage of documents scanned automatically (Automatic Invoices) to the total number of documents posted



Details results can be analyzed by:

- Zone
- GBU
- Country
- Legal Entity
- Plant
- Site
- Domain



Date Reference:  
Posting Date



Refresh frequency:  
1st, 5th and 26th of each month

KPI Name	Definition
#Invoices Posted	Number of Posted Documents
#Paperless Invoices	Total number of documents which are automatically posted. Automatic Invoices = Flag Automatic and Electronic Invoice = X
% #Paperless Invoices	$100 - \left( \frac{\text{Total Number of Posted Documents} - \text{Automatic invoices}}{\text{Number of Posted Documents}} \times 100 \right)$ Automatic Invoices = Flag Automatic and Electronic Invoice = X Target >50%

## Source

Core Query:	BW_QRY_MV_APRS1_0003
QV Query:	QVSBS_BW_QRY_MV_APRS1_0003B

BW Filters	<ul style="list-style-type: none"> <li>• Creditor &lt;&gt; P000000000 - PZZZZZZZZZ</li> <li>• Creditor/Vendor Class &lt;&gt; S</li> <li>• Creditor Account Group &lt;&gt; Vendor, PERS, Employee, SSOL Vendors, ZSET, CPD One-Time Vendor, Personnel for expense accounts</li> <li>• Account Doc Type =</li> </ul> <p>RHO: KA, KC, KG, KN, KR, KS, RE, RN, ZG</p> <p>PF1: 18, 19, 23, 24, 43, 44, 48, 49, 53, 54, 63, 64, 73, 74, 83, 84, 87, 88, 93, 94, KA, KR, M1, M2, M3, M4, M5, M6, M8, M9, R0, R1, R2, R3, R4, R5, R6, R7, R8, R9, RA, RB, RC, RE, RH, RM, RN, RO, RP, RQ, RV, S5, S7</p> <p>WP1: KA, KG, KN, KR, RA, RE, RN, ZC, ZW</p> <ul style="list-style-type: none"> <li>• Posting Key =</li> </ul> <p>RHO: 21, 22, 24, 27, 29, 31, 32, 34, 37, 39</p> <p>PF1: 21, 22, 31, 32</p> <p>WP1: 21, 22, 24, 27, 29, 31, 32, 34, 37, 39</p>
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Specific Dimensions	
VIP Supplier	Y/N (Vendor Attribute = VIP Vendor => Y=VIP ; N=#)
Internal Suppliers	Y/N (Vendor Attribute = Class => Y=G ; N=the rest)