

# Procurement Reports System: The Complete Wiki

This document serves as the comprehensive wiki for the **Procurement Reports System**, designed to provide users and developers with a clear understanding of its architecture, data requirements, and the full catalog of available reports.

## 1. System Architecture & How It Works

The Procurement Reports System is powered by a **Smart Logic Engine** that intelligently connects raw data from various sources to generate sophisticated visual analytics.

### Core Concepts

- **Smart Connection:** The system automatically scans your workspace (e.g., Finance, Supply Chain) for data tables that match the requirements of a specific report.
- **Virtual Views (Multi-Source):** For complex reports that require data from multiple tables (e.g., *Penalty Costs* needing both *Invoices* and *POs*), the system creates a 'Virtual View'. This view joins the necessary tables on-the-fly, ensuring data is always current and avoiding messy data duplication.
- **Auto-Binding:** If your data tables follow recommended naming conventions (e.g., 'AP Invoices'), the system connects them automatically. Manual linking is available for custom or non-standard table names.

## 2. Data Preparation Guide: Core Tables and Naming Conventions

To ensure all 210 reports function immediately and accurately, your source data tables must adhere to the following naming conventions and include the specified **Required Columns**.

### Recommended Table Naming Conventions

Data Type	Recommended Table Names	Key Columns Needed
Spend / Invoices	<u>AP Invoices</u> , <u>Spend Data</u> , <u>Payments</u>	<u>Amount</u> , <u>Date</u> , <u>Vendor</u> , <u>Invoice ID</u>
Purchase Orders	<u>Purchase Orders</u> , <u>PO Data</u>	<u>PO Number</u> , <u>Date</u> , <u>Supplier</u> , <u>Total</u>
Vendors	<u>Vendor Master</u> , <u>Suppliers</u>	<u>Vendor Name</u> , <u>ID</u> , <u>Category</u>

Data Type	Recommended Table Names	Key Columns Needed
Requisitions	<u>Requisitions</u> , <u>Requests</u>	<u>Req ID</u> , <u>Date</u> , <u>Status</u> , <u>Department</u>

## Master Data Dictionary: Required Columns for Core Tables

The following core tables are essential to power the majority of the system's reports.

### FINANCE AP INVOICES

- **Required Columns:** Amount, Date, Department, ID, Supplier
- **Used For:** Aging/DateDiff, Count, Group By, Sum

### PROCUREMENT CONTRACTS

- **Required Columns:** ID, Supplier
- **Used For:** Count, Group By

### PROCUREMENT PURCHASE ORDERS

- **Required Columns:** Amount, Date, ID, Supplier
- **Used For:** Aging/DateDiff, Count, Group By

### PROCUREMENT REQUISITIONS

- **Required Columns:** Amount, Date, ID
- **Used For:** Aging/DateDiff, Count

### PROCUREMENT VENDORS

- **Required Columns:** Amount, Date, ID, Supplier
- **Used For:** Aging/DateDiff, Count, Group By

## 3. Report Catalog (210 Reports)

This is the complete catalog of all available reports, organized by Category. The table provides the report title, its primary function, the required source tables, and the key data points used for calculation.

## Advanced Analytics

Report Title	What It Does	Required Table(s)	Key Data Points
Contract Data Completeness	Master data. Legal	<u>Filled / Total</u>	Standard Columns
Price Elasticity Modeling	Strategic pricing negotiation. Helps predict impact of supplier price hikes.	<u>PO_HISTORY, SALES_DATA</u>	Standard Columns
Spend Anomaly Detection	Fraud and error prevention. Detects split POs or weird weekend postings.	<u>AP_INVOICES</u>	Amount (number)
Spend Data Completeness	Master data. Analytics foundation.	<u>SPEND_CUBE</u>	Amount (number)
Data Quality Score (Master Data)	Trustworthiness of reports. Monthly	<u>UNSPSC)</u>	Standard Columns
Automation Potential Analysis	Digital roadmap planning. Identify candidates for RPA.	<u>PROCESS_MINING_DATA</u>	Standard Columns
Procurement Data Accuracy	Data. Trust.	<u>DQ_TOOL</u>	Standard Columns
Procurement Reporting Usage	Value. Adoption.	<u>BI_TOOL</u>	ID (text)
Supplier Clustering / Segmentation	Strategy differentiation. Visual: Kraljic Matrix.	<u>SRM_ASSESSMENT</u>	Supplier Name (text)
Delay Reasons Breakdown by Percent	Find root causes of delays and target corrective actions.	<u>LATE_LOG (PO_ID OR Reason_Code OR Date) OR REASONS_DICTIONARY</u>	COUNT of records
Delay Reasons Breakdown by Percent	Identify root causes of delivery delays and drive targeted corrective actions.	<u>LATE_ORDERS (PO_ID OR Reason_Code OR Date) OR REASONS_DICTIONARY</u>	COUNT of records
Supplier Data Completeness	Master data. Data quality.	<u>VENDOR_MASTER</u>	Supplier Name (text)

## Compliance / Risk

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Contract Leakage</b>	Lost value measurement. Similar to Maverick spend but specific to existing contracts not being used.	<u>SPEND ANALYSIS</u> , <u>CONTRACT TERMS</u>	Standard Columns
<b>Contract Value Distribution</b>	Portfolio risk analysis. Are we managing too many tiny contracts?	<u>CONTRACTS</u>	Standard Columns
<b>Contract Expiration Timeline</b>	Renewal planning. Visual renewal calendar.	<u>CONTRACTS</u>	COUNT of records
<b>Single Bid Rate</b>	Sourcing failure. Avoid this. It's not a market price.	<u>SOURCING_EVENTS</u>	ID (text)
<b>Contracts per Category</b>	Coverage analysis. Where are we exposed?	<u>CONTRACTS</u>	COUNT of records
<b>Contract Compliance Rate</b>	Value realization. Leakage prevention.	<u>SPEND ANALYSIS</u>	Standard Columns
<b>Number of Procurement Audit Findings</b>	Process control quality. Zero major findings is the goal.	<u>AUDIT_REPORTS</u>	COUNT of records
<b>Procurement Policy Compliance</b>	Governance. Risk control.	<u>AUDIT_LOGS</u>	Standard Columns
<b>Procurement Audit Compliance</b>	Governance. Control.	<u>AUDIT_LOGS</u>	Standard Columns
<b>Procurement Risk Mitigation</b>	Risk. Readiness.	<u>RISK_REGISTER</u>	Standard Columns
<b>Supplier Risk Score / Risk Index</b>	Holistic risk view. Monthly	<u>and Operational risk</u>	Supplier Name (text)
<b>Sole Source Spend Ratio</b>	Supply continuity risk. High ratio = low leverage and high risk.	<u>SOURCING_STRATEGY_MAP</u>	Amount (number)
<b>Supplier Bankruptcy Risk (Z-Score)</b>	Financial health. Early warning system.	<u>FINANCIAL_FEED</u>	Supplier Name (text)
<b>Supplier Code of Conduct Acceptance</b>	Governance. Risk mitigation.	<u>VENDOR_PORTAL</u>	Supplier Name (text)

Report Title	What It Does	Required Table(s)	Key Data Points
Supplier Financial Risk Assessment Coverage	Risk. Continuity.	<u>RISK_TOOL</u>	Supplier Name (text)
Supplier Cyber Risk Assessment Coverage	Risk. Data protection.	<u>IT_SECURITY</u>	Supplier Name (text)

## Forecasting & Planning

Report Title	What It Does	Required Table(s)	Key Data Points
Sourcing Project Savings (Estimated)	Pipeline value. Future value indicator.	<u>SOURCING_PROJECTS</u>	Amount (number)
Spend Forecast Accuracy	Improve financial predictability. Critical for cash flow management.	<u>FORECASTS, AP_SPEND</u>	Amount (number)
Spend Forecast Bias	Predictability. Calibration.	<u>FORECASTS</u>	Amount (number)
Inventory Turnover Ratio	Efficiency of inventory management. Higher is generally better.	<u>GL_COGS, INVENTORY_SNAPSHOT</u>	Standard Columns
Stockout Rate	Service level failure measurement. Critical for MRO and Direct materials.	<u>ORDERS, INVENTORY_TRANSACTIONS</u>	Standard Columns
Slow-Moving Inventory Ratio	Identify obsolescence risk. Action: Scrap, discount, or return to vendor.	<u>INVENTORY_AGING</u>	Standard Columns
Safety Stock Adherence	Risk management for inventory. Falling below SS increases risk of stockout.	<u>INVENTORY_LEVELS, ITEM_MASTER (SS Limit)</u>	ID (text)
Obsolete Inventory Provision	Financial impact of bad inventory. Direct hit to P&L.	<u>INVENTORY_VALUATION</u>	Amount (number)
Demand Forecast Accuracy (MAPE)	Optimize inventory and purchasing plans. High error leads to stockouts or overstock.	<u>DEMAND_PLAN, SALES_HISTORY</u>	Standard Columns

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Requisition Urgency Distribution</b>	Behavior analysis. Too many "Urgent" = broken process.	<u>REQUISITIONS</u>	ID (text)
<b>Demand Variability Index</b>	Stability. Buffer stock sizing.	<u>SALES_HISTORY</u>	Standard Columns

## Internal Improvement

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Internal Customer Satisfaction (NPS)</b>	Measure procurement service quality. Are stakeholders happy?	<u>SURVEY_RESULTS</u>	Standard Columns
<b>Stakeholder Satisfaction Score</b>	Service quality. Voice of the customer.	<u>SURVEYS</u>	Standard Columns
<b>Procurement Innovation Projects</b>	Innovation. Transformation.	<u>PROJECT_TRACKER</u>	ID (text)
<b>Procurement Customer Satisfaction</b>	Service. Trend.	<u>SURVEYS</u>	Standard Columns
<b>Procurement Benchmarking</b>	Strategy. Gap analysis.	<u>BENCHMARK_REPORT</u>	Standard Columns
<b>Procurement Brand Equity</b>	Strategy. Influence.	<u>SURVEYS</u>	Standard Columns
<b>Procurement Strategic Alignment</b>	Strategy. Relevance.	<u>STRATEGY_MAP</u>	Standard Columns
<b>Procurement Value Contribution</b>	Strategy. ROI.	<u>VALUE_LOG</u>	Amount (number)
<b>Supplier Collaboration Index</b>	Relationship depth. Annually	<u>innovation</u>	Supplier Name (text)
<b>Procurement Maturity Index / Scorecard</b>	Strategic development tracking. Annually	<u>tech</u>	Standard Columns

## Internal Process Efficiency

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Contract Cycle Time (Creation to Sign)</b>	Legal/Sourcing speed. Bottleneck analysis.	<u>CLM_SYSTEM</u> (Timestamps)	Created Date (date)
<b>Sourcing Projects by Status</b>	Workload tracking.	<u>Neg</u>	Status (text)
<b>Contract Approval Cycle Time</b>	Speed. Bottleneck ID.	<u>CLM</u>	Created Date (date)
<b>Procurement Operating Expense Ratio</b>	Cost efficiency of the function.	<u>GL_REVENUE</u> <u>GL_EXPENSES</u>	Standard Columns
<b>Req-to-Pay (R2P) Cycle Time</b>	End-to-end speed. The grand total process time.	<u>ALL_STAGES</u>	Created Date (date)
<b>Procurement Cycle Time Variability</b>	Process stability. Process improvement target.	<u>LOGS</u>	Standard Columns
<b>Procurement Technology Adoption</b>	Digital. ROI on tech.	<u>SYSTEM_LOGS</u>	Standard Columns
<b>Procurement Process Automation</b>	Digital. Efficiency.	<u>PROCESS_MAP</u>	Standard Columns
<b>Electronic PO Rate / Digital Adoption</b>	Measure digitization maturity. Goal is 100%.	<u>PO_TRANSMISSION_LOG</u>	ID (text)
<b>Manual PO Processing Time</b>	Efficiency loss. Justification for automation.	<u>ACTIVITY_LOGS</u>	Standard Columns
<b>Total Requisitions (Count)</b>	Immediate visibility into demand volume.	<u>REQUISITIONS</u>	COUNT of records
<b>Requisitions by Status</b>	Identify bottlenecks in approval flow.	<u>Rejected</u>	Status (text)
<b>Pending Requests Aging</b>	Target old requests for immediate action.	<u>REQUISITIONS</u>	Date (date)
<b>RFQ to Order Conversion Rate</b>	Sourcing effectiveness.	<u>SOURCING_EVENTS</u>	Standard Columns
<b>Requisition Volume Trend</b>	Resource planning. Seasonality analysis.	<u>REQUISITIONS</u>	COUNT of records
<b>Catalog Item Count</b>	Content richness. More items = more compliance.	<u>CATALOG_MASTER</u>	COUNT of records

Report Title	What It Does	Required Table(s)	Key Data Points
Free-Text Requisition Rate	Compliance gap. Target for reduction.	<u>REQ_LINES</u>	Standard Columns
Auto-Approval Rate	Speed. Goal: Maximize for low value items.	<u>APPROVAL_LOGS</u>	Standard Columns
Supplier Onboarding Cycle Time	Speed to market. Slow onboarding delays projects and savings realization.	<u>VENDOR_MASTER_LOG</u>	Created Date (date)
Vendor Portal Adoption Rate	Digitization. Drive self-service.	<u>PORTAL_USERS</u>	Supplier Name (text)

## Inventory & Logistics

Report Title	What It Does	Required Table(s)	Key Data Points
Freight Cost per Unit / Shipment	Logistics efficiency. Normalize by weight.	<u>SHIPMENT_LOGS</u> , <u>FREIGHT_BILLS</u>	Standard Columns
Premium Freight Ratio	Expediting waste measurement. High ratio indicates poor planning.	<u>FREIGHT_SPEND</u> ( <u>Service_Level</u> )	Standard Columns
Outbound Shipping Accuracy	Customer service level (if applicable). Monthly	<u>and docs</u>	Standard Columns
Average Customs Clearance Time	Import efficiency. Delays here increase lead time and demurrage costs.	<u>IMPORT_LOGS</u>	Created Date (date)
Logistics Spend by Mode	Transport strategy.	<u>Road</u>	Amount (number)
Warehouse Utilization	Capacity planning. Need more space?	<u>WMS</u>	Standard Columns
Inventory Record Accuracy (IRA)	Data trust. System trust.	<u>CYCLE_COUNTS</u>	ID (text)
Reverse Logistics Cost	Quality cost. Cost of poor quality.	<u>FREIGHT, HANDLING</u>	Amount (number)
Days Sales of Inventory (DSI)	Working Capital metric.	<u>INVENTORY_VALUATION OR GL_COGS</u>	Standard Columns



## Order / PO Performance

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Contract Renewal Rate</b>	Measure supplier retention and satisfaction.	<u>CONTRACT_HISTORY</u>	Standard Columns
<b>Sourcing Cycle Time</b>	Measure RFx process speed. Long cycles delay savings realization.	<u>SOURCING_PROJECTS</u>	Created Date (date)
<b>First Pass Match Rate</b>	AP Efficiency metric. Key driver for touchless AP.	<u>AP_MATCHING_LOG</u>	ID (text)
<b>Receipt to Invoice Time</b>	Measure supplier billing speed.	<u>RECEIPTS, AP_INVOICES</u>	Created Date (date)
<b>Invoice Approval Cycle Time</b>	Measure AP internal speed. Delays here cause late payments.	<u>AP_WORKFLOW_LOG</u>	Created Date (date)
<b>Total Purchase Orders Issued</b>	Measure workload and purchasing volume.	<u>PURCHASE_ORDERS</u>	COUNT of records
<b>Open vs Closed POs</b>	Track completion rate of purchasing cycle.	<u>PURCHASE_ORDERS</u>	COUNT of records
<b>PO Cycle Time / Lead Time</b>	Speed of execution measurement. Internal processing speed.	<u>PO_HISTORY_LOG</u>	Created Date (date)
<b>PO Approval Cycle Time</b>	Identify bottlenecks in management approvals.	<u>APPROVAL_LOGS</u>	Created Date (date)
<b>PO Change Order Rate</b>	Measure process stability and requirement clarity.	<u>PO_VERSION_HISTORY</u>	ID (text)
<b>Emergency / Rush Order Rate</b>	Measure planning efficiency vs reactivity.	<u>PURCHASE_ORDERS (Priority_Flag)</u>	ID (text)
<b>Administrative Cost per PO</b>	Efficiency benchmark. High cost justifies automation.	<u>PO_COUNTS, GL_EXPENSES</u>	Standard Columns
<b>PO Cancellation Rate</b>	Measure waste and rework.	<u>PURCHASE_ORDERS (Status)</u>	ID (text)
<b>PO Volume Trend</b>	Workload analysis. Correlate with headcount.	<u>PURCHASE_ORDERS</u>	COUNT of records
<b>Average Lines per PO</b>	Process efficiency. Consolidation metric.	<u>PO_LINES</u>	ID (text)
<b>Emergency Purchase Ratio</b>	Planning failure. High cost channel.	<u>PO_TYPES</u>	Standard Columns

Report Title	What It Does	Required Table(s)	Key Data Points
First Time Right PO	Quality. Rework reduction.	<u>PO_HISTORY</u>	ID (text)
Requisition to PO Cycle Time	Measure internal approval and sourcing speed.	<u>PURCHASE_ORDERS</u> , <u>REQUISITIONS</u>	Created Date (date)
PR Approval Cycle Time	Identify bottlenecks in budget/management approvals.	<u>REQUISITIONS</u> , <u>APPROVAL_LOGS</u>	Created Date (date)
Catalog Compliance / Usage Rate	Drive users to pre-negotiated items.	<u>PO_LINES</u> (Source_Type)	Standard Columns

## People / Competencies / Training

Report Title	What It Does	Required Table(s)	Key Data Points
Savings per FTE	Productivity metric. High savings/FTE indicates a highly effective team.	<u>SAVINGS_TRACKER</u> , <u>HR_HEADCOUNT</u>	ID (text)
AP Staff Productivity (Invoices/FTE)	Efficiency. Workload balancing.	<u>AP_LOGS</u>	ID (text)
Training Hours per FTE	Team development. Correlate with ""Certification Count"".	<u>HR_LMS</u>	Standard Columns
Category Manager Workload (Spend/Count)	Resource allocation. Identify overloaded managers.	<u>SPEND_ANALYSIS</u> , <u>ORG_CHART</u>	Amount (number), ID (text)
Procurement Staff Turnover	Team health. Retention issues?	<u>HR_DATA</u>	Standard Columns
Certified Staff Ratio (CIPS/CPSM)	Competency. Skill level.	<u>HR_DATA</u>	ID (text)
Procurement Resource Utilization	Efficiency. Capacity planning.	<u>TIMESHEETS</u>	Standard Columns
Procurement Employee Satisfaction	Culture. Retention.	<u>HR_SURVEY</u>	Standard Columns
Procurement Training Spend per Employee	Development.	<u>Annually</u>	Amount (number)
Orders / POs per Buyer / Employee	Workload balancing. Balance workload.	<u>BUYER_LIST</u> , <u>PURCHASE_ORDERS</u>	COUNT of records

Report Title	What It Does	Required Table(s)	Key Data Points
Cycle Time per Buyer	Performance mgmt. Training needs identification.	<u>PO_LOGS</u>	Standard Columns

## Spend & Cost

Report Title	What It Does	Required Table(s)	Key Data Points
Total PO Value (Committed Spend)	Financial control and budget tracking. Total money committed.	<u>PURCHASE_ORDERS</u>	Amount (number)
Travel Spend by Department	Control overhead costs. Departmental spend view.	<u>EXPENSES</u>	Amount (number)
Spend Under Management (SUM)	Increase procurement's influence and savings potential. Goal is >80%.	<u>AP_SPEND_ANALYSIS (Vendor, Channel), Amount, GL_EXPENSES</u>	Amount (number)
Total Spend by Category	Identify high-impact categories for sourcing strategies.	<u>AP_INVOICES, COMMODITY_CODES (UNSPSC or Custom)</u>	Amount (number)
Total Spend by Supplier	Analyze supplier concentration and leverage.	<u>AP_INVOICES OR VENDOR_HIERARCHY</u>	Amount (number)
Spend by Business Unit / Department	Allocate costs accurately and manage internal demand.	<u>AP_INVOICES, ORG_STRUCTURE</u>	Amount (number)
Maverick Spend / Non-Contract Spend	Reduce leakage and enforce compliance.	<u>AP_INVOICES, CONTRACT_COVERAGE_MAP</u>	Amount (number)
Cost Avoidance	Capture value of procurement beyond price reduction.	<u>AVOIDANCE = (Market_Price - Contract_Price) * Qty</u>	Standard Columns
Cost Savings (Hard Savings)	Direct bottom-line impact measurement. Must be validated by Finance.	<u>PO_HISTORY (Unit_Price_Old, Unit_Price_New), CONTRACTS</u>	Standard Columns
Procurement ROI	Justify existence and budget of procurement function.	<u>GL_EXPENSES (Procurement_Dept), SAVINGS_TRACKER</u>	Standard Columns
Annualized Savings Run-Rate	Forecast future value delivery.	<u>SAVINGS_TRACKER, CONTRACT_START_DATES</u>	Standard Columns

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Spend Fragmentation (Tail Spend)</b>	Identify consolidation opportunities.	<u>SUPPLIERS, AP_INVOICES</u>	Amount (number)
<b>Price Variance (Purchase Price Variance - PPV)</b>	Measure price changes against standard cost.	<u>PO_LINES (Price) OR ITEM_MASTER (Std_Cost) OR RECEIPTS</u>	Standard Columns
<b>Spend Velocity / Burn Rate</b>	Monitor budget consumption speed.	<u>AP_INVOICES, BUDGETS</u>	Amount (number)
<b>Average PO Value</b>	Analyze transaction size.	<u>PURCHASE_ORDERS</u>	ID (text)
<b>Spend in High-Risk Countries / Geographies</b>	Risk monitoring.	<u>AP_INVOICES OR VENDOR_ADDRESS OR RISK_MAP</u>	Amount (number)
<b>Contract Utilization Rate</b>	Ensure negotiated contracts are actually used.	<u>CONTRACT_SPEND, OFF_CONTRACT_SPEND</u>	Standard Columns
<b>Spend per Employee (Indirect)</b>	Benchmark consumption patterns.	<u>HR_HEADCOUNT, AP_INVOICES (Indirect)</u>	Amount (number), ID (text)
<b>Savings Pipeline Coverage</b>	Ensure future savings targets will be met.	<u>OPPORTUNITY_TRACKER (Stage, Est_Value), TARGETS</u>	Standard Columns
<b>Tail Spend Percentage</b>	Focus resources on strategic vs transactional spend.	<u>TAIL% = <math>\frac{\text{Sum}(\text{Bottom } 80\% \text{ Suppliers Spend})}{\text{Total Spend}}</math></u>	Amount (number)
<b>Contract Pricing Compliance</b>	Recover overpayments.	<u>CONTRACT_ITEMS (Price_List), PO_LINES</u>	ID (text)
<b>Spend Visibility</b>	Improve decision making data quality.	<u>SPEND_CUBE, AP_GL_DUMP</u>	Amount (number)
<b>Category Budget Utilization</b>	Track budget consumption by category.	<u>BUDGETS OR AP_INVOICES</u>	Standard Columns
<b>Cost Reduction Ratio</b>	Measure impact on unit costs.	<u>ITEM_PRICE_HISTORY</u>	Standard Columns
<b>Realized Sourcing Savings</b>	Strategy effectiveness. The "banked" money.	<u>SAVINGS_TRACKER</u>	Amount (number)
<b>Category Spend Trend</b>	Pattern recognition. Identify growing/shrinking categories.	<u>SPEND_ANALYSIS</u>	Amount (number)

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Top 10 Suppliers by Spend</b>	Analyze supplier concentration.	<u>SPEND_ANALYSIS</u>	Amount (number)
<b>Top 10 Items by Spend</b>	SKU rationalization. Candidates for auctions/negotiation.	<u>PO_LINES</u>	Amount (number)
<b>Budget Burn Rate</b>	Monitor budget consumption speed.	<u>BUDGETS</u>	Standard Columns
<b>Cost Center Spend Pareto</b>	Internal benchmarking. Who are the big spenders?	<u>AP_INVOICES</u>	Amount (number)
<b>Realized Savings vs Budget</b>	Performance to plan. Are we hitting the number?	<u>SAVINGS_TRACKER</u>	Standard Columns
<b>Spend by GL Account</b>	Accounting view. Accounting reconciliation.	<u>AP_DISTRIBUTION</u>	Amount (number)
<b>Material Price Index (Internal)</b>	Inflation tracking. Internal inflation rate.	<u>PO_HISTORY</u>	Standard Columns
<b>Savings to Cost Ratio</b>	ROI. Investment return.	<u>SAVINGS_GL</u>	Standard Columns
<b>Maverick Buying Rate</b>	Compliance. Control failure.	<u>PO_INVOICE_DATES</u>	ID (text)
<b>Procurement Savings Pipeline</b>	Track potential savings opportunities.	<u>PIPELINE</u>	Amount (number)
<b>Average Number of Bids per RFx</b>	Competition intensity. More bids = better price discovery.	<u>SOURCING_EVENTS</u>	ID (text)

## Supplier / Quality

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Total Vendor Count</b>	Simple count of all vendors in the master file.	<u>VENDORS</u>	COUNT of records
<b>Active vs Inactive Vendors</b>	Clean up master data and manage supplier base.	<u>VENDORS</u>	COUNT of records
<b>Supplier On-Time Delivery (OTD)</b>	Core performance metric.	<u>RECEIPTS (Date) OR PURCHASE ORDERS (Promised Date)</u>	ID (text), Supplier Name (text)

Report Title	What It Does	Required Table(s)	Key Data Points
Supplier Defect Rate / Quality Yield	Measure quality of goods/services received.	<u>QUALITY_LOGS (Pass/Fail) OR RECEIPTS</u>	Supplier Name (text)
Perfect Order Rate	Measure end-to-end quality (Damage-Free, Complete, On-Time).	<u>Damage-Free</u>	Standard Columns
Supplier Lead Time Variance	Measure predictability of delivery.	<u>RECEIPTS (Date) OR PO (Created Date) OR ITEM_MASTER (Lead Time)</u>	Supplier Name (text)
Return to Vendor (RTV) Rate	Measure quality issues leading to returns.	<u>RTV_LOGS OR RECEIPTS</u>	Supplier Name (text)
Supplier Incident Rate	Track non-conformance and risk events.	<u>INCIDENT_LOG OR SCAR_SYSTEM</u>	COUNT of records
Supplier Audit Compliance	Track compliance with internal/external audits.	<u>AUDIT_RECORDS (Date OR Result OR Supplier)</u>	ID (text), Supplier Name (text)
Item Fill Rate (Line Fill Rate)	Measure supplier's ability to fulfill line items on an order.	<u>RECEIPTS OR PO_LINES</u>	Standard Columns
Supplier Availability / Uptime	Measure service level for critical suppliers.	<u>SERVICE_LOGS OR SLA_MONITORING</u>	Supplier Name (text)
Supplier Innovation Contribution	Measure non-financial value from suppliers.	<u>INNOVATION_PORTAL OR SRM_MEETINGS</u>	COUNT of records
Supplier Responsiveness / Response Time	Measure communication efficiency.	<u>EMAIL_LOGS or PORTAL_TIMESTAMPS</u>	Created Date (date), Supplier Name (text)
Under-Delivery Rate	Measure quantity discrepancies.	<u>RECEIPTS OR PO_LINES</u>	ID (text)
Over-Delivery Rate	Measure quantity discrepancies.	<u>RECEIPTS OR PO_LINES</u>	ID (text)
Supplier Invoice Error Rate	Measure quality of supplier's billing process.	<u>info)</u>	Supplier Name (text)
Supplier Scorecard Distribution	Overview of supplier performance tiers.	<u>Bronze</u>	Supplier Name (text)
Sub-tier Supplier Visibility	Supply chain risk mapping.	<u>SUPPLY_CHAIN_MAP</u>	Supplier Name (text)

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Supplier Concentration Risk (Revenue Dependence)</b>	Financial risk assessment.	<u>VENDOR FINANCIALS OR AP SPEND</u>	Supplier Name (text)
<b>Supplier Capacity Utilization</b>	Supply continuity planning.	<u>CAPACITY SURVEYS OR FORECAST</u>	Supplier Name (text)
<b>Supplier Retention Rate</b>	Measure long-term supplier relationships.	<u>SPEND ANALYSIS</u>	Supplier Name (text)
<b>New Supplier Additions</b>	Track growth of the supplier base.	<u>VENDOR LOG</u>	COUNT of records
<b>Inactive Supplier Count</b>	Track dormant suppliers.	<u>VENDOR MASTER</u>	COUNT of records
<b>Supplier Lead Time Variability</b>	Measure consistency of lead times.	<u>RECEIPTS</u>	Supplier Name (text)
<b>Supplier Performance Review Coverage</b>	Track completion of formal reviews.	<u>SRM TOOL</u>	Supplier Name (text)
<b>Supplier Development Projects</b>	Track initiatives to improve supplier capabilities.	<u>PROJECT TRACKER</u>	ID (text), Supplier Name (text)

## Sustainability & CSR

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Scope 3 Carbon Emissions</b>	Measure indirect emissions from the supply chain.	<u>PO LINES OR EMISSION FACTORS</u>	Amount (number)
<b>Spend with Sustainable Suppliers Ratio</b>	Track spend with certified sustainable vendors.	<u>SPEND ANALYSIS OR VENDOR CERTIFICATIONS</u>	Amount (number), Supplier Name (text)
<b>Supplier Diversity Spend Ratio</b>	Track spend with diverse-owned businesses.	<u>SPEND ANALYSIS OR VENDOR CERTIFICATIONS</u>	Amount (number), Supplier Name (text)
<b>Diverse Supplier Count</b>	Simple count of diverse suppliers.	<u>VENDOR CERTIFICATIONS</u>	COUNT of records

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Sustainable Sourcing Rate</b>	Track sourcing events with sustainability criteria.	<u>SOURCING_EVENTS</u>	ID (text)
<b>Diversity Sourcing Rate</b>	Track sourcing events with diversity criteria.	<u>SOURCING_EVENTS</u>	ID (text)
<b>Local Sourcing Rate</b>	Track spend with local suppliers.	<u>SPEND_ANALYSIS</u>	Amount (number)
<b>Procurement Sustainability Impact</b>	Measure overall environmental impact.	<u>Sum(Impact)</u>	Standard Columns
<b>Procurement Diversity Impact</b>	Measure overall social impact.	<u>DEI_REPORT</u>	Standard Columns
<b>Procurement Local Impact</b>	Measure overall local economic impact.	<u>SPEND_ANALYSIS</u>	Amount (number)
<b>Procurement Ethical Sourcing</b>	Track compliance with ethical sourcing policies.	<u>CERTIFICATIONS</u>	Standard Columns

## Working Capital & Payments

Report Title	What It Does	Required Table(s)	Key Data Points
<b>Average Payment Period / Days Payable Outstanding (DPO)</b>	Measure how long it takes to pay suppliers.	<u>AP_INVOICES (Supplier_ID OR Invoice_Date OR Payment_Date OR Amount) OR SUPPLIERS; optional COGS from GL</u>	Created Date (date)
<b>Days Receivable Outstanding (DSO)</b>	Measure how long it takes to collect from customers.	<u>AR_INVOICES (Invoice_ID OR Invoice_Date OR Receipt_Date OR Amount) OR CUSTOMERS</u>	Created Date (date)
<b>Cash-to-Cash Cycle Time (CCC)</b>	Measure the time it takes to convert cash investment into cash flow.	<u>Inventory_Snapshot (Avg_Inventory OR COGS) OR AR_INVOICES OR AP_INVOICES OR DATE_DIM</u>	Standard Columns
<b>Payment Delinquency Rate</b>	Share of invoices paid after due date within period.	<u>Share of invoices paid after due date within period</u>	Standard Columns
<b>Interest / Late Fee Cost</b>	Cost of late payments.	<u>AP_CHARGES (Charge_Type OR Amount OR Supplier_ID OR Date) OR AP_INVOICES</u>	Amount (number)



Report Title	What It Does	Required Table(s)	Key Data Points
<b>Invoice vs PO Variance / Match Rate</b>	Measure discrepancies between invoice and PO/receipt.	<u>AP INVOICES OR PURCHASE ORDERS (Price OR Qty) OR RECEIPTS</u>	COUNT of records
<b>Early Payment Discount Capture Rate</b>	Measure utilization of early payment discounts.	<u>AP INVOICES (Terms OR Payment Date OR Amount) OR DISCOUNTS OFFERED</u>	Amount (number)
<b>Accounts Payable Aging Buckets</b>	Track outstanding liabilities by age.	<u>AP AGING SNAPSHOT or AP INVOICES (Due Date OR Amount OR Status='Open')</u>	Date (date), Amount (number)
<b>Duplicate Payment Ratio</b>	Measure payment errors.	<u>AP PAYMENTS (Vendor OR Amount OR Invoice Ref OR Date)</u>	COUNT of records
<b>Working Capital Turnover</b>	Measure efficiency of working capital use.	<u>GL INCOME STATEMENT (Sales) OR GL BALANCE SHEET (Current Assets OR Current Liabilities)</u>	Standard Columns
<b>AP Automation / Touchless Processing Rate</b>	Measure efficiency of AP process.	<u>AP PROCESS LOG (Invoice ID OR Touch Count OR Method)</u>	COUNT of records
<b>Supplier Payment Term Compliance</b>	Measure adherence to agreed payment terms.	<u>CONTRACTS (Terms) OR VENDOR MASTER (Terms) OR AP INVOICES (Applied Terms)</u>	Supplier Name (text)
<b>Cost per Invoice Processed</b>	Measure AP operational cost efficiency.	<u>GL EXPENSES (Cost Center AP) OR AP INVOICES (Count)</u>	Standard Columns
<b>Unmatched Invoices Aging</b>	Track invoices blocked from payment due to matching issues.	<u>SUM(Amount) of blocked invoices grouped by days since receipt</u>	Date (date), Amount (number)
<b>Payment Method Mix (Check vs ACH vs Card)</b>	Analyze payment channel usage.	<u>COUNT(Payments) by Method (Check</u>	Standard Columns
<b>Late Payment Penalty Cost per PO / Supplier</b>	Track costs associated with late payments.	<u>AP CHARGES OR PURCHASE ORDERS</u>	Amount (number)
<b>Budget vs Actual Requests</b>	Compare demand against budget.	<u>BUDGETS (Department OR Category OR Amount) OR REQUISITIONS</u>	Amount (number)
<b>Invoice Volume Trend</b>	Track AP workload over time.	<u>AP INVOICES</u>	COUNT of records
<b>Rejected Invoice Rate</b>	Measure quality of invoices received.	<u>AP INVOICES</u>	Standard Columns

Report Title	What It Does	Required Table(s)	Key Data Points
<b>GR/IR Imbalance Account</b>	Track discrepancies between Goods Receipt and Invoice Receipt.	<u>GR_IR_ACCOUNT</u>	Amount (number)
<b>Lost Early Payment Discounts</b>	Track missed savings opportunities.	<u>DISCOUNTS</u>	Amount (number)
<b>Payment Terms Distribution</b>	Analyze the spread of payment terms.	<u>etc)</u>	Standard Columns
<b>Invoice Exception Rate</b>	Measure invoices requiring manual intervention.	<u>AP_WORKFLOW</u>	ID (text)