

BasWare KPI Reporting Tool

BasWare – more than 1,000 customers in 20+ countries.

► Key Benefits

Business Performance

- Helps to improve the quality and service level of purchasing and financial departments or shared services.
- Resolves your performance issues faster
- Drives continuous improvement
- Provides an analysis of organization's current monitoring
- Ensures real-time information with automatic data import
- Helps to identify and resolve bottlenecks

Compliance, Increased Transparency and Control

- Provides full visibility into process bottlenecks
- Tracks results in real-time
- Monitors operations and draws simple results analysis
- Controls authorization through flexible role-based user rights

Savings and Return on Existing IT Investments

- Offers real-time data for KPI reporting with seamless integration with BasWare EPP Solutions
- Reduces costs and improves productivity of operations by extensive measuring
- Improves quality of operations

- Extensive Key Performance Indicator (KPI) Reporting Tool for large and medium-sized organizations across industries, across the world

Implement a winning set of KPIs for Purchase to Pay

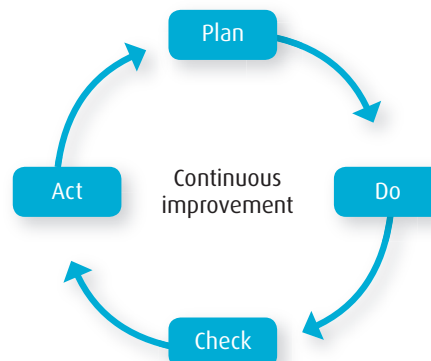
Would you like to turn your strategic objectives and business plans into measurable results? Is your organization continuously following up KPIs in purchase to pay, and are they linked with your goals and performance? Do you have the right tools in place to get the data? The best practice KPI Reporting Tool allows you to resolve your performance issues faster, track the results in real-time, identify bottlenecks and achieve a cycle of continuous improvement to ensure achieving your strategic goals.

Key Performance Indicators (KPI) are financial and non-financial metrics used to quantify objectives to reflect the strategic performance of an organization. The KPIs can be seen as an active link between strategy and operational performance.

Improve operational efficiency. In purchase to pay process improvement, the main objectives today are higher productivity, cost savings and adequate controls. To achieve these objectives, an organization needs to establish an end-to-end process view, balance risk and controls and automate transaction processing. KPI monitoring is emerging as the critical success factor in establishing a cycle of continuous improvement to address these requirements.

Implement the best practices. The best practice KPI reporting starts with a current state analysis of your organization's monitoring. Then, it's important to carefully identify a significant set of KPIs for your organization, define the source of data, and finally, use the information effectively to improve your performance or maintain a desired state. BasWare KPI Reporting & Tool, with automatic data import, helps your organization to plan, do, check and act (PDCA) – to establish a continuous cycle of improvement.

Achieve better results. A study by The Hackett Group, a global strategic advisory firm, shows that finance departments which intensively measure their performance are showing significantly better results in decreasing costs and improving the productivity of their operations. The result will be improved quality, increased productivity and ultimately enhanced customer service levels. With BasWare you can move from short term ROI to continuous development.



BasWare's world-class KPI reporting creates a continuous improvement loop, based on The Deming Cycle, which helps you identify, change and improve the purchase to pay process.

▶ Key Features of BasWare KPI reporting

- ▶ Powerful KPI reporting from purchase to pay
- ▶ Fully integrated with BasWare Enterprise Purchase to Pay Solutions
- ▶ Developed in conjunction with The Hackett Group
- ▶ Offers a carefully identified set of KPIs for each organization
- ▶ Comprises 119 KPI metrics for six dimensions (cost, quality, productivity, strategic alignment, employee, supplier specific)
- ▶ Provides role-based reports for all KPIs
- ▶ Delivers easy access to all selected KPIs

The Hackett Group is a global strategic advisory firm focusing on advisory programs supporting benchmarking and business transformation, and they offer insight, advice, and best practice recommendations backed by performance metrics obtained through 14 years and 3,500 benchmark studies.

BasWare KPI Reporting

The *BasWare KPI Reporting* covers the end-to-end purchase to pay process. It is fully integrated with BasWare Enterprise Purchase to Pay Solutions and provides extensive reporting capabilities for:

- ▶ Procurement
- ▶ Accounts Payable
- ▶ Travel and Expense Management

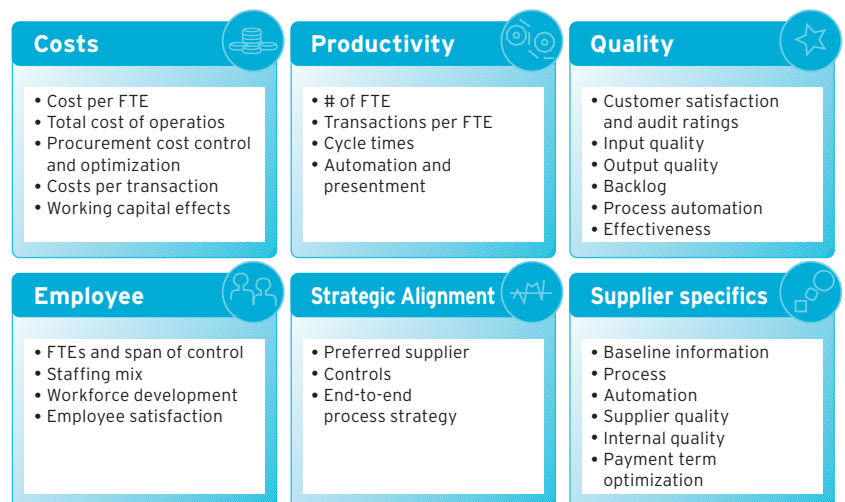
The KPI Reporting model has been developed in conjunction with The Hackett Group. It is comprised of 119 metrics, from which each organization selects a carefully identified set of KPIs to meet their goals.

Select KPIs for key shareholders. The selection of KPIs can be tailored to the role of the individual. For example, different KPI reports can be selected to suit executives, heads of operations and team leaders.

Maintain success, follow-up poor performance. Once in place, the Reporting Tool uses simple scorecards against which the success of current operations can be monitored and simple analysis of the results drawn. Positive results can be fed back to maintain success and build the foundation for incentive programs that will achieve even greater results. Equally, poor performance must be highlighted and followed up with root cause analysis to ensure that the same patterns are not repeated.

Measure all six dimensions. The BasWare KPI Model provides a balanced set of metrics that measure cost, quality, productivity, strategic alignment and employee and supplier specific issues. In Accounts Payable, for example, these include the monitoring of incoming invoices per Full Time Employee (FTE); monitoring invoice cycle time; share of automatically matched invoices, and establishing the cost of processing each invoice.

Integrate with existing systems. The BasWare KPI model is suitable for new and existing customers who have integrated all or part of the BasWare Enterprise Purchase to Pay (EPP) solution into their financial process. Reports can be presented using the BasWare KPI Reporting Tool or existing reporting systems.



Featuring example: KPIs in BasWare's selection measure cost, productivity, quality, strategic alignment and employee and supplier specific issues. A carefully identified set of KPIs is selected for each organization.

*FTE = Full Time Employee

BasWare KPI Reporting Tool

BasWare KPI Reporting Tool is a packaged solution for long term KPI value measurement of the purchase, invoice automation and travel & expense processes. The built-in best practices of the Reporting Tool gives an organization the ability to set performance objectives and maintain and measure continuous improvement.

Compare against previous months. Users can easily access specific, real-time data and view their KPIs on selected time frames via the Reporting Tool. The Tool shows the comparative KPIs, for example against previous months or other business units, at a glance. In addition, it allows users to see the up-coming trends, and actual performance level. They can simply drill-down into each indicator to get root cause analysis reports.

View graphics and charts. With BasWare's easy-to-use interface, users can easily view graphics and charts of all the chosen KPIs. With seamless data extraction from your organization's existing systems, the graphics are always based on real-time data.

Adjust the goals. The Reporting Tool is very flexible and adapts easily to organizational changes. The KPIs can be set for your organization's current situation, but may easily be adjusted to take into account new strategic goals and objectives.

Utilize for various types of reporting. The powerful features of the BasWare KPI Reporting Tool can be utilized for various types of reporting. Popular metrics include service level agreements, process and performance, pricing, early warning and drill-down and root-cause analysis.

Integrate with BasWare and other business support systems. The KPI Tool is fully integrated with the BasWare Invoice Processing, Purchase Management and Travel & Expense Management solutions' databases. It offers a fully automated data import from BasWare systems and integrates seamlessly with many other business support systems. Reports can also be presented in your organization's existing reporting system.

Drive for continuous improvement. The BasWare consultancy process will ensure that the data captured from the BasWare EPP solutions is measured against the correct KPIs to meet the specific goals and objectives of the customer. Once the KPIs are agreed these will then be reviewed regularly against internal targets and against appropriate bench-mark data, which enable the finance director to measure the efficiency of the organization's purchase to pay process.

▶ Key Features

- ▶ Provides trend analysis and internal and external benchmarking
- ▶ Allows root-cause and drill-down analysis
- ▶ Enables early warnings → reacting to divergence in time
- ▶ Allows SLA (service level agreement) related reporting
- ▶ Supports supplier evaluation and comparison

Leading Solutions for Purchase to Pay Automation

► BasWare Enterprise Purchase to Pay Solutions for end-to-end financial processing

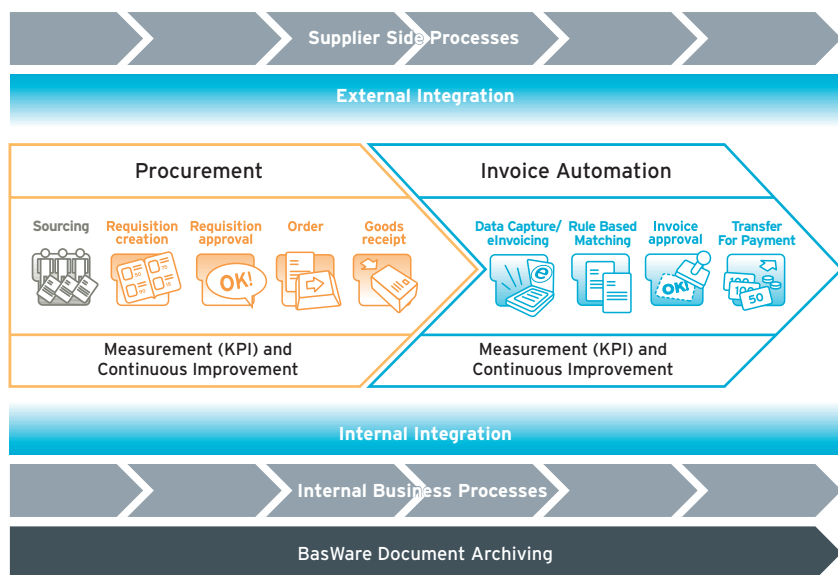
BasWare Enterprise Purchase to Pay Solutions automate three main business critical processes: Purchasing, Accounts Payable and Travel and Expense Management of large and medium size organizations. The solutions deliver value in areas of control and compliance, fast return on investment and flexibility of packaged composite applications. BasWare solutions let you start small and think big, gradually building a high-impact, quick-to-implement end-to-end solution to fit your organization's needs.

With BasWare, you realize greater return on your existing investments (ROeI) from core business and financial systems such as Enterprise Resource Planning (ERP), Accounts Payable (AP) and materials management. BasWare uses the information generated by these systems to feed its automated processes, adding value to your organization and making it easier and faster to manage process change.

BasWare integrates with over 100 different ERP and other business support systems. The company has achieved Microsoft's Certified for Windows Server 2003 certification and dual SAP certification for its BasWare anyERP Adapter. The "SAP® Certified Interface" and "Certified for SAP® NetWeaver(TM)" endorsements guarantee businesses seamless integration of BasWare's Enterprise Purchase to Pay applications with ERP systems.

In all, the BasWare suite provides an end-to-end financial processing solution that can't be matched by non-integrated manual or point software. BasWare's proven concepts have been enhanced over time, based on extensive input from our global customer base, to become the most cutting-edge Enterprise Purchase to Pay Solutions in the world.

BASWARE ENTERPRISE PURCHASE TO PAY SOLUTIONS



BasWare

With more than 1,000 customers in 20+ countries around the world, BasWare achieves rapid and profitable growth by delivering software solutions that meet customer needs. Over 500,000 users in various industries across the private and public sectors depend on BasWare products to automate business-critical financial processes. Founded in 1985 and headquartered in Espoo, Finland with subsidiaries throughout Europe and the US, BasWare Corporation is a public company listed on the Helsinki Stock Exchange.

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Digital Archiving Solutions

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