

FP09/11 CREDIT CONTROL PROCEDURE

APPENDIX 2

KPI	Responsibility	Basis of Calculation
Debtor days	Finance Manager	$\frac{((\text{amount of invoices unpaid at end of each month}) \times (\text{no of days in month}))}{(\text{total invoiced sales in each month})}$ <p>This would represent the sum for all months which have outstanding debts.</p>
Number of Invoices raised in month	Finance Manager	By month
Total value of invoices raised in month	Finance Manager	By month
Number of Invoices settled in month	Finance Manager	By month
Value of Invoices settled in month	Finance Manager	By month
Number of credit notes raised in month	Finance Manager	By month

SAMPLE ONLY