Department KPIs FY 2020

FINANCE DEPARTMENT

No	Directional Segment	Key Performance Indicators	Target	Weight	Data Sources/ Measurement Criteria
KPI 1	Billing	BL 01- Data transfer dependency 96%, currently 93% transfer only and the same needs to be reviewed. BL 02- Automation of AWBs, current 55%, target 70% by end of year - corporate customers only BL 03 - All Data Entry completed by 6th of each month. Saturdays & Fridays excluded BL 04 - Invoices finalized handed to collection 8th of each month Fridays & Saturdays excluded BL 05 - Invoices finalized & delivered to customer 15th each month [Date 9 to15, Fridays & Saturdays excluded. BL 06- Automated data capture to be added IBU	94%	10	
KPI 2	Collection	CL 01 -Collection Target 93% - Corporate Segment. CL 02 -Cash Collection Target 100% - 10th of the following Month (Cash Sales, COD, Custom Duty)	98%	35	
KPI 3	Reporting & Audit	R 01 -External Audit FY 2019 - February 2020. R 02 -Financial Review - Quarterly (Balance Sheet; Statement of Income & Statement of Cash flows) R 03 -Financial Review - Monthly (Statement of Income; Actual vs Budget vs Last Year; Revenue Report; Revenue Drivers & Cost Drivers)	100%	15	
KPI 4	SMSA Holding Level Reporting	FC 01 - Consolidation of SMSa Holding Company Accounts & MIS Reporting. First Report expected in 2nd Quarter	100%	3	
KPI 5	SMSA Holding Return Filing (Zakat & VAT)	SH -01 SMSA Holding consolidated ZAKAT & VAT Filing: (Zakat: on Annual basis and VAT on monthly basis)	100%	5	
KPI 6	Budgeting	BD 01 -Align with Budget (overtime, travel, perdiem and printing and stationary to all dept.) to add (handlers, fuel, spot lease to Operations). BD 02 -Budget FY 2021: All Department Submission & Reconciliation with Finance Department. BD 03 -Budget FY 2021: Finance Department to MD.	100%	10	
KPI 7	Purchasing	PR 01 -Purchase Request (PR) to Purchase Order (PO) raised Nine (9) days. Cut-off date 20th. PR 02 -Purchase Order (PO) to Delivery of Material. Limited to local purchase only. PR 03 -Supplier Survey - 3	91%	5	
KPI 8	Inventory	IN 01-SCM System stock update same day of receiving or Issueing Material. IN 02-Shirnkage less than 0.5% on quarterly basis. IN 03-Submission of GRN, Invoices and other documents to Finance department within 3-Days upon receiving of invoice. IN 04-Material issue or transfer SLA 2 business days from request date.	91%	4	
KPI 9	Oracle Fusion	Oracle Fusion ERP.	100%	8	
KPI 10	Staff Survey	STAFF SUREY CURR - 80% TO ACHIEVE - 85%	85%	2	
KPI 11	Saudization	SAUDIAZATION CURR - 21.3% TO ACHIEVE 25%	25%	3	
		Total		**100**	

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