

## Business Office Accounts Payable Invoice Activity

### Inventory

Previous Months .....	83	
June 2017 .....	526	
July 2017 .....	1,302	
August 2017 .....	232	
Total	2,143	*

### Invoices Received/Entered

		Week 1 <u>7/31-8/4</u>	Week 2 <u>8/7 -8/11</u>	<u>Total</u>
Received .....	209	1,009	1,083	2,092
Entered .....	197	1,294	674	1,968

### Invoices in Queue

	<u>Level</u>	<u>Percentage</u>	<u>Sheet</u>	<u>Batch</u>	<u>Invoice</u>
<b>Business Office</b>	1) Entry	5%	2	99	119
	2) Review	2%	1	32	34
		7%	3	131	153
<b>Auditors Office</b>	3) A/P	79%	19	959	1,721
	4) Accountants	14%	4	210	301
	5) Auditor	1%	1	15	15
		93%	24	1,184	2,037
	Total	100%	27	1,315	2,190

### Outstanding Invoices

Total 4,333 \*