

Business Office Accounts Payable Invoice Activity

Inventory

Previous Months	65
July 2017	349
August 2017	2,280
Total	<u>2,694</u> *

Invoices Received/Entered

	Week 1 <u>7/31-8/4</u>	Week 2 <u>8/7 -8/11</u>	Week 3 <u>8/14-8/18</u>	Week 4 <u>8/21 -8/25</u>	<u>Total</u>
Received - avg/work day 194.....	1,009	1,083	872	912	3,876
Entered - avg/work day 185	1,294	674	918	821	3,707

Invoices in Queue

	<u>Level</u>	<u>Percentage</u>	<u>Sheet</u>	<u>Batch</u>	<u>Invoice</u>
Business Office	1) Entry	5%	2	102	73
	2) Review	4%	1	63	63
		9%	3	165	136
Auditors Office	3) A/P	75%	16	751	1,087
	4) Accountants	14%	2	136	208
	5) Auditor	1%	1	14	14
		91%	19	901	1,309
	Total	100%	22	1,066	1,445 *

Outstanding Invoices

Total 4,139 *