

Business Office Accounts Payable Invoice Activity

Invoices Pending to be Processed

Previous Months	64
July 2017	247
August 2017	1,276
September 2017	760
Total	<u>2,347</u> *

Invoices Received/Entered

	Average	Week		Total
		8/25-8/31	9/1-9/7	
Received	220	799	1,181	1,980
Entered	207	1,026	833	1,859

Invoices in Queue

	Level	Percentage	Sheet	Batch	Invoice
Business Office	1) Entry	1%	1	46	32
	2) Review	9%	3	174	200
		<u>11%</u>	<u>4</u>	<u>220</u>	<u>232</u>
Auditors Office	3) A/P	83%	26	1,308	1,834
	4) Accountants	4%	3	86	90
	5) Auditor	2%	1	48	50
		<u>89%</u>	<u>30</u>	<u>1,442</u>	<u>1,974</u>
	Total	<u>100%</u>	<u>34</u>	<u>1,662</u>	<u>2,206</u> *

Outstanding Invoices

Total 4,553 *