

Business Office Accounts Payable Invoice Activity

Invoices Pending to be Processed

Previous Months	61
July 2017	207
August 2017	933
September 2017	1,850
Total	<u>3,051</u> *

Invoice Status

	Average	Week		Total
		9/8-9/14	9/15-9/21	
Received	292	1,296	1,619	2,915
Entered	235	1,522	824	2,346
Paid	197	774	1,198	1,972

Invoices in Queue

	Level	Percentage	Sheet	Batch	Invoice
Business Office	1) Entry	2%	2	70	48
	2) Review	3%	2	87	94
		5%	4	157	142
Auditors Office	3) A/P	84%	33	1,623	2,355
	4) Accountants	11%	6	249	306
	5) Auditor	0%	-	-	-
		95%	39	1,872	2,661
	Total	100%	43	2,029	2,803 *

Outstanding Invoices

Total 5,854 *