



Webb County Business Office  
 Accounts Payable Invoice Activity Analysis  
 November 8, 2017

Invoice Status

	Daily Average	Week			Total
		10/20-10/26	10/27-11/2	11/3-11/8	
Received .....	164	859	804	639	2,302
Entered .....	151	792	563	752	2,108
Paid .....	252	1,174	1,405	951	3,530

Invoices Pending to be Processed

Previous Months .....	85
September 2017 .....	116
October 2017 .....	390
November 2017 .....	474
Total	<u>1,065</u> * 45%

Invoices in Queue

	Level	Percentage	Sheet	Batch	Invoice
Business Office	1) Entry	5%	2	106	60
	2) Review	4%	1	53	54
		9%	3	159	114
Auditors Office	3) A/P	78%	11	516	1,013
	4) Accountants	9%	2	76	113
	5) Auditor	5%	1	47	62
		91%	14	639	1,188
	Total	100%	17	798	<u>1,302</u> * 55%

Outstanding Invoices

Total 2,367 \* 100%