



Webb County Business Office
Accounts Payable Invoice Activity Analysis
November 21, 2017

Invoice Status

	Daily Average	Week		Total
		11/9-11/15	11/16-11/21	
Received	220	1,096	888	1,984
Entered	180	592	1,032	1,624
Paid	195	888	863	1,751

Invoices Pending to be Processed

Previous Months	180
October 2017	272
November 2017	606
Total	<u>1,058</u> * 49%

Invoices in Queue

	Level	Percentage	Sheet	Batch	Invoice
Business Office	1) Entry	1%	2	73	14
	2) Review	6%	1	47	71
		8%	3	120	85
Auditors Office	3) A/P	82%	6	330	901
	4) Accountants	9%	1	47	100
	5) Auditor	1%	1	10	13
		92%	8	387	1,014
Total		100%	<u>11</u>	<u>507</u>	<u>1,099</u> * 51%

Outstanding Invoices

Total 2,157 * 100%