



Webb County Business Office
 Accounts Payable Invoice Activity Analysis
 December 7, 2017

Invoice Status

	Daily Average	Week		Total
		11/22-11/30	12/1-12/7	
Received	129	585	702	1,287
Entered	128	670	612	1,282
Paid	186	1,016	844	1,860

Invoices Pending to be Processed

Previous Months	96
October 2017	165
November 2017	153
December 2017	318
Total	<u>732</u> * 55%

Invoices in Queue

Department	Level	Percentage	Sheet	Batch	Invoice
Business Office	1 Entry	5%	1	39	31
	2 Review	5%	1	28	29
		10%	2	67	60
Auditors Office	3 Accounts Payable	68%	3	197	410
	4 & 5 Accountant/Auditor	23%	3	126	137
		90%	6	323	547
Total		100%	8	390	607 * 45%

Outstanding Invoices

Total 1,339 * 100%