



Webb County Business Office  
Accounts Payable Invoice Status Report  
January 4, 2018

Invoice Status

	Daily	Week				Total
	Average	12/8-12/14	12/15-12/21	12/22-12/28	12/29-1/4	
Received .....	150	840	855	426	587	2,708
Entered .....	154	695	1,076	448	552	2,771
Paid .....	139	585	925	636	352	2,498

Invoices Pending to be Processed

Previous Months .....	18
November 2017 .....	56
December 2017 .....	127
January 2018 .....	166
Total	<u>367</u> * 29%

Invoices in Queue

Department	Level	Percentage	Sheet	Batch	Invoice
Business Office	1 Entry	4%	1	18	33
	2 Review	8%	1	49	69
		11%	2	67	102
Auditors Office	3 Accounts Payable	32%	4	184	283
	4 & 5 Accountant/Auditor	57%	4	205	504
		89%	8	389	787
Total		100%	10	456	889

Outstanding Invoices

Total 1,256 \* 100%