



Puerto Rico Department of Treasury
Invoice Processing KPI's

As of July 31st, 2019

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*Puerto Rico Department of the Treasury
Central Accounting Area
Invoice Processing Capacity Analysis
July 31st, 2019*

Overview:

Effective March 1st, 2018, the Puerto Rico Department of the Treasury (Treasury) implemented an online invoice registry (AP Portal) for 3rd party vendors to report all invoices dated from said date onward. Government Agencies (Agencies) were instructed by Treasury to upload all valid 3rd party vendor invoices dated prior to March 1st, 2018 into the AP Portal.

Invoice Processing General Overview:

Per Treasury's Circular Letter 1300-22-18, 3rd party vendors are responsible for submitting physical invoices to Agencies as well as uploading them to the AP Portal. Agencies are instructed to process only those physical invoices that are also registered in the AP Portal. For an invoice to be considered as processed, Agencies must verify budget availability and compliance of supporting documentation. Once invoices are processed and approved for payment, a payment voucher is generated and sent to Treasury.

Purpose of Report:

This report presents, for each individual Agency, the actual unprocessed invoice backlog reported in Treasury's AP Portal and compares it to the average monthly processed vouchers count (for FY 2019) to determine the length of time (in months) expected to process the complete backlog, assuming zero invoice inflow.

Limitations:

Invoice processing FTE's have not yet been determined for each Agency, said information is pending to be received for further analysis including, but not limited to, invoices processing capacity per FTE and possible FTE's required for complete backlog processing in a given timeframe.

Invoice Processing Capacity Analysis
 Unprocessed Invoices Backlog
 Unprocessed Invoices Backlog vs Average Monthly Processing Capacity

July 31, 2019

Agency Code	Agency	Monthly Average Processed Vouchers PRIFAS	Unprocessed Invoices In AP Portal @ 7/31/2019		Personnel Currently Processing Invoices	Estimated Months to Process Complete Invoice Backlog
		LTM July 2020	Total Count	Total Amount		
14	Environmental Quality Board	330	283	698,525	2.00	0.75
15	Office of the Governor	220	553	1,244,205	N/A	2.50
16	Office of Management and Budget	103	281	25,853,651	N/A	2.75
18	Planning Board	44	75	302,877	N/A	1.75
21	Emergency Management and Disaster Administration Agency	89	200	3,584,673	N/A	2.25
22	Office of the Commissioner of Insurance	33	68	1,140,355	N/A	2.00
23	Department of State	129	84	355,253	N/A	0.75
24	Department of the Treasury	357	56	4,739,340	N/A	0.25
25	Hacienda (entidad interna - fines de contabilidad)	652	1,724	9,502,320	N/A	2.75
28	Commonwealth Election Commission	121	896	6,810,437	N/A	7.50
30	Office of Administration and Transformation of Human Resources in the Government of PR	21	30	74,882	N/A	1.50
31	General Services Administration	53	371	1,872,965	N/A	7.00
34	Investigation, Prosecution and Appeals Commission	9	21	12,021	N/A	2.25
35	Industrial Tax Exemption Office	5	152	353,868	N/A	28.00
37	Civil Rights Commission	21	16	38,561	N/A	0.75
38	Department of Justice	404	937	6,600,462	N/A	2.25
40	Puerto Rico Police Department	1,234	785	1,617,060	N/A	0.75
42	Puerto Rico Firefighters Corps	188	104	93,058	N/A	0.50
43	Puerto Rico National Guard	539	788	6,154,064	N/A	1.50
45	Department of Public Safety	12	196	948,189	N/A	16.50
49	Department of Transportation and Public Works	555	1,092	20,154,126	10.00	2.00
50	Department of Natural and Environmental Resources	101	1,140	6,515,228	2.00	11.25
55	Department of Agriculture	161	267	496,628	N/A	1.75
60	Citizen's Advocate Office (Ombudsman)	26	17	51,950	N/A	0.75
62	Cooperative Development Commission	26	28	61,751	N/A	1.00
65	Public Services Commission	84	101	196,971	N/A	1.25
67	Department of Labor and Human Resources	507	663	1,913,925	7.00	1.25
68	Labor Relations Board	13	8	34,489	N/A	0.50
69	Department of Consumer Affairs	81	46	52,038	N/A	0.50
71	Department of Health	2,626	12,568	126,731,226	16.00	4.75
75	Office of the Financial Institutions Commissioner	109	17	41,575	N/A	0.25
78	Department of Housing	148	1,022	100,741,609	13.00	7.00
81	Department of Education	13,039	4,118	28,883,339	N/A	0.25
87	Department of Sports and Recreation	357	423	1,848,371	6.00	1.25
89	Horse Racing Industry and Sport Administration	92	15	89,010	N/A	0.25
95	Mental Health and Addiction Services Administration	1,653	2,151	9,417,609	19.00	1.25
96	Women's Advocate Office	58	47	476,362	N/A	0.75
105	Industrial Commission	59	121	987,090	N/A	2.00
120	Veterans Advocate Office	55	45	605,310	N/A	0.75
122	Department of the Family	472	1,190	6,172,550	4.00	2.50
123	Families and Children Administration	317	1,166	14,939,861	3.00	3.75
124	Minors Support Administration	77	180	4,054,979	2.00	2.25
126	Vocational Rehabilitation Administration	782	1,499	3,233,777	N/A	2.00
127	Administration for Socioeconomic Development of the Family	182	433	8,793,758	3.00	2.50
132	ASUNTOS DE EBERGIA (OF EST POLITICA PUB ENERGETICA)	2	5	49,057	N/A	3.00
133	Natural Resources Administration	202	1,397	5,835,879	N/A	7.00
137	Department of Correction and Rehabilitation	1,304	601	5,219,342	6.00	0.50
139	Parole Board	10	14	91,123	N/A	1.50
141	Telecommunication's Regulatory Board	62	55	167,524	N/A	1.00
152	Elderly and Retired People Advocate Office	551	101	387,863	N/A	0.25
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	38	45	22,594	N/A	1.25
155	State Historic Preservation Office	32	26	84,310	N/A	0.75
220	Correctional Health	58	14	920,113	2.00	0.25
221	Emergency Medical Services Corps	143	486	916,775	N/A	3.50
224	Controller Especial Report Joint Commission	8	9	14,111	N/A	1.25
226	Joint Special Counsel on Legislative Donations	18	32	38,886	N/A	1.75
231	Health Advocate Office	23	9	10,388	N/A	0.50
241	Administration for the Care and Development of the Childhood	171	112	1,655,559	N/A	0.75
266	Office of Public Security Affairs	39	7	17,351	N/A	0.25
272	"Lookup agency name"	5	12	282,597	N/A	2.50
273	Permit Management Office	21	58	124,158	N/A	2.75
279	COM APELATIVA SERVICIO PUBLICO	15	2	12,871	N/A	0.25
281	Office of the Electoral Comptroller	18	7	32,144	N/A	0.50
290	State Energy Office of Public Policy	38	895	4,362,716	N/A	23.50
329	Social Economic Development Office	121	260	9,799,769	N/A	2.25

Total unprocessed invoices (July 31st, 2019) \$ **438,535,433**
 Ending A/P Balance (July 31st, 2019) \$ **557,320,725**
 % invoices unprocessed (July 31st, 2019) **78.7%**

Total unprocessed invoices (June 30th, 2019) \$ **431,507,792**
 Ending A/P Balance (June 30th, 2019) \$ **537,234,944**
 % invoices unprocessed (June 30th, 2019) **80.3%**

Decrease in total unprocessed invoices from prior month **1.6%**

Agency Code	Agency	FY20		FY19		FY18		FY17 & Prior	
		Count	Amount	Count	Amount	Count	Amount	Count	Amount
14	Environmental Quality Board	31	\$ 216,557	200	\$ 357,512	51	\$ 123,628	1	\$ 828
15	Office of the Governor	25	\$ 37,250	347	\$ 515,154	180	\$ 691,583	1	\$ 218
16	Office of Management and Budget	160	\$ 19,549,302	107	\$ 5,628,629	12	\$ 673,398	2	\$ 2,321
18	Planning Board	3	\$ 9,801	39	\$ 89,906	33	\$ 203,171	-	\$ -
21	Emergency Management and Disaster Administration Agency	25	\$ 424,639	101	\$ 2,229,739	73	\$ 930,147	1	\$ 148
22	Office of the Commissioner of Insurance	16	\$ 177,469	22	\$ 678,196	19	\$ 238,361	11	\$ 46,329
23	Department of State	21	\$ 186,939	54	\$ 152,771	6	\$ 9,143	3	\$ 6,400
24	Department of the Treasury	28	\$ 522,139	28	\$ 4,217,201	-	\$ -	-	\$ -
25	Hacienda (entidad interna - fines de contabilidad)	124	\$ 635,985	1,281	\$ 7,624,029	299	\$ 1,221,682	20	\$ 20,624
28	Commonwealth Election Commission	30	\$ 41,453	120	\$ 3,328,564	683	\$ 3,356,923	63	\$ 83,498
30	Office of Administration and Transformation of Human Resources in the Government of PR	10	\$ 19,786	19	\$ 49,845	1	\$ 5,250	-	\$ -
31	General Services Administration	5	\$ 32,589	119	\$ 1,032,249	245	\$ 799,187	2	\$ 8,939
34	Investigation, Prosecution and Appeals Commission	3	\$ 423	15	\$ 10,835	3	\$ 763	-	\$ -
35	Industrial Tax Exemption Office	3	\$ 8,011	145	\$ 342,919	4	\$ 2,938	-	\$ -
37	Civil Rights Commission	4	\$ 11,534	10	\$ 17,883	2	\$ 9,144	-	\$ -
38	Department of Justice	132	\$ 1,888,347	581	\$ 4,204,011	223	\$ 505,910	1	\$ 2,195
40	Puerto Rico Police Department	83	\$ 348,037	386	\$ 803,193	218	\$ 457,589	98	\$ 8,241
42	Puerto Rico Firefighters Corps	9	\$ 21,373	70	\$ 57,128	25	\$ 14,558	-	\$ -
43	Puerto Rico National Guard	69	\$ 948,982	526	\$ 3,391,836	192	\$ 1,813,046	1	\$ 200
45	Department of Public Safety	14	\$ 36,949	92	\$ 839,173	90	\$ 72,067	-	\$ -
49	Department of Transportation and Public Works	95	\$ 656,100	488	\$ 11,250,757	331	\$ 7,138,225	178	\$ 1,109,044
50	Department of Natural and Environmental Resources	97	\$ 546,331	697	\$ 3,265,590	192	\$ 2,180,632	154	\$ 522,675
55	Department of Agriculture	18	\$ 16,784	243	\$ 477,725	6	\$ 2,119	-	\$ -
60	Citizen's Advocate Office (Ombudsman)	10	\$ 15,718	7	\$ 36,232	-	\$ -	-	\$ -
62	Cooperative Development Commission	10	\$ 23,177	17	\$ 38,424	-	\$ -	1	\$ 150
65	Public Services Commission	7	\$ 18,152	39	\$ 138,538	55	\$ 40,280	-	\$ -
67	Department of Labor and Human Resources	132	\$ 568,846	375	\$ 878,481	148	\$ 376,551	8	\$ 90,047
68	Labor Relations Board	3	\$ 14,041	4	\$ 20,358	1	\$ 90	-	\$ -
69	Department of Consumer Affairs	13	\$ 22,489	28	\$ 22,148	5	\$ 7,401	-	\$ -
71	Department of Health	1,084	\$ 11,329,982	5,087	\$ 42,225,030	3,008	\$ 43,412,366	3,389	\$ 29,763,848
75	Office of the Financial Institutions Commissioner	7	\$ 15,721	9	\$ 25,702	1	\$ 152	-	\$ -
78	Department of Housing	89	\$ 14,041,753	721	\$ 84,960,623	208	\$ 1,733,010	4	\$ 6,222
81	Department of Education	723	\$ 10,323,369	1,098	\$ 14,013,321	1,500	\$ 3,109,110	797	\$ 1,437,540
87	Department of Sports and Recreation	39	\$ 65,250	139	\$ 223,366	224	\$ 1,504,694	21	\$ 55,061
89	Horse Racing Industry and Sport Administration	10	\$ 18,590	5	\$ 70,421	-	\$ -	-	\$ -
95	Mental Health and Addiction Services Administration	264	\$ 3,175,577	1,223	\$ 3,618,207	523	\$ 2,393,158	141	\$ 230,667
96	Women's Advocate Office	19	\$ 177,559	26	\$ 298,485	2	\$ 318	-	\$ -
105	Industrial Commission	22	\$ 299,543	79	\$ 353,337	20	\$ 334,210	-	\$ -
120	Veterans Advocate Office	13	\$ 13,680	24	\$ 532,453	8	\$ 59,176	-	\$ -
122	Department of the Family	127	\$ 998,810	756	\$ 3,564,948	306	\$ 1,608,744	1	\$ 48
123	Families and Children Administration	67	\$ 1,516,276	767	\$ 11,639,316	157	\$ 1,621,493	175	\$ 162,777
124	Minors Support Administration	19	\$ 621,377	115	\$ 2,793,805	45	\$ 638,198	1	\$ 1,600
126	Vocational Rehabilitation Administration	244	\$ 591,422	896	\$ 1,951,365	332	\$ 678,334	27	\$ 12,656
127	Administration for Socioeconomic Development of the Family	162	\$ 1,891,418	166	\$ 3,599,642	76	\$ 3,062,036	29	\$ 240,662
132	ASUNTOS DE EBERGIA (OF EST POLITICA PUB ENERGETICA)	-	\$ -	4	\$ 47,980	1	\$ 1,077	-	\$ -
133	Natural Resources Administration	37	\$ 264,856	384	\$ 2,007,133	786	\$ 1,343,337	190	\$ 2,220,554
137	Department of Correction and Rehabilitation	94	\$ 1,658,082	360	\$ 3,276,664	106	\$ 241,446	41	\$ 43,150
139	Parole Board	1	\$ 1,424	6	\$ 80,263	6	\$ 9,186	1	\$ 250
141	Telecommunication's Regulatory Board	26	\$ 98,064	28	\$ 68,785	1	\$ 675	-	\$ -
152	Elderly and Retired People Advocate Office	25	\$ 184,140	67	\$ 196,355	9	\$ 7,368	-	\$ -
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	-	\$ -	25	\$ 13,705	20	\$ 8,889	-	\$ -
155	State Historic Preservation Office	11	\$ 53,401	14	\$ 29,691	1	\$ 1,218	-	\$ -
220	Correctional Health	1	\$ 2,400	13	\$ 917,713	-	\$ -	-	\$ -
221	Emergency Medical Services Corps	49	\$ 335,507	190	\$ 409,814	246	\$ 171,302	1	\$ 151
224	Controller Especial Report Joint Commission	-	\$ -	9	\$ 14,111	-	\$ -	-	\$ -
226	Joint Special Counsel on Legislative Donations	5	\$ 537	20	\$ 20,238	7	\$ 18,111	-	\$ -
231	Health Advocate Office	6	\$ 2,262	3	\$ 8,126	-	\$ -	-	\$ -
241	Administration for the Care and Development of the Childhood	16	\$ 131,754	88	\$ 1,508,280	8	\$ 15,525	-	\$ -
266	Office of Public Security Affairs	3	\$ 12,263	2	\$ 1,495	2	\$ 3,594	-	\$ -
272	"Lookup agency name"	8	\$ 209,083	4	\$ 73,514	-	\$ -	-	\$ -
273	Permit Management Office	7	\$ 15,618	51	\$ 108,541	-	\$ -	-	\$ -
279	COM APELATIVA SERVICIO PUBLICO	2	\$ 12,871	-	\$ -	-	\$ -	-	\$ -
281	Office of the Electoral Comptroller	2	\$ 15,859	5	\$ 16,285	-	\$ -	-	\$ -
290	State Energy Office of Public Policy	4	\$ 10,177	795	\$ 4,208,463	96	\$ 144,076	-	\$ -
329	Social Economic Development Office	56	\$ 3,753,063	177	\$ 4,173,444	25	\$ 1,872,957	2	\$ 305
Total		4,422	\$ 78,840,896	19,516	\$ 238,749,647	10,821	\$ 84,867,545	5,365	\$ 36,077,344