



Government of Puerto Rico
Invoice Processing KPI's
PR Department of Treasury
As of June 30th, 2019

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*Puerto Rico Department of the Treasury
Central Accounting Area
Invoice Processing Capacity Analysis
June 30th, 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

June 30, 2019

Agency Code	Agency	Monthly Average Processed Vouchers PRIFAS	Unprocessed Invoices In AP Portal @ 6/30/2019		Personnel Currently Processing Invoices	Estimated Months to Process Complete Invoice Backlog
		YTD FY19 Avg Count	Total Count	Total Amount		
14	Environmental Quality Board	333	254	534,300	2.00	0.75
15	Office of the Governor	217	534	1,204,283	N/A	2.50
16	Office of Management and Budget	94	167	6,689,410	N/A	1.75
18	Planning Board	42	94	318,747	N/A	2.25
21	Emergency Management and Disaster Administration Agency	88	236	3,498,737	N/A	2.75
22	Office of the Commissioner of Insurance	33	52	861,022	N/A	1.50
23	Department of State	125	108	335,710	N/A	0.75
24	Department of the Treasury	346	100	8,925,308	N/A	0.25
25	Hacienda (entidad interna - fines de contabilidad)	652	1,575	9,030,346	N/A	2.50
28	Commonwealth Election Commission	115	927	3,764,144	N/A	8.00
30	Office of Administration and Transformation of Human Resources in the Government of PR	21	24	55,430	N/A	1.25
31	General Services Administration	54	364	1,789,622	N/A	6.75
34	Investigation, Prosecution and Appeals Commission	9	21	11,799	N/A	2.50
35	Industrial Tax Exemption Office	7	149	345,857	N/A	21.50
37	Civil Rights Commission	22	21	49,280	N/A	1.00
38	Department of Justice	401	860	4,835,918	N/A	2.25
40	Puerto Rico Police Department	1,235	1,246	2,695,369	N/A	1.00
42	Puerto Rico Firefighters Corps	188	115	68,761	N/A	0.50
43	Puerto Rico National Guard	525	745	5,049,318	N/A	1.50
45	Department of Public Safety	6	216	920,702	N/A	35.00
49	Department of Transportation and Public Works	572	1,058	21,864,653	10.00	1.75
50	Department of Natural and Environmental Resources	98	1,057	5,970,202	2.00	10.75
55	Department of Agriculture	163	279	527,202	N/A	1.75
60	Citizen's Advocate Office (Ombudsman)	26	8	38,591	N/A	0.25
62	Cooperative Development Commission	28	16	14,648	N/A	0.50
65	Public Services Commission	84	100	184,812	N/A	1.25
67	Department of Labor and Human Resources	510	594	1,652,955	7.00	1.25
68	Labor Relations Board	13	5	20,448	N/A	0.50
69	Department of Consumer Affairs	81	36	37,315	N/A	0.50
71	Department of Health	2,781	12,462	139,114,496	16.00	4.50
75	Office of the Financial Institutions Commissioner	110	14	30,938	N/A	0.25
78	Department of Housing	151	933	103,930,196	13.00	6.25
81	Department of Education	13,635	3,709	28,388,068	N/A	0.25
87	Department of Sports and Recreation	377	702	2,485,027	6.00	1.75
89	Horse Racing Industry and Sport Administration	94	9	59,779	N/A	-
95	Mental Health and Addiction Services Administration	1,694	2,435	8,286,075	19.00	1.50
96	Women's Advocate Office	56	30	249,560	N/A	0.50
105	Industrial Commission	61	101	67,206	N/A	1.75
120	Veterans Advocate Office	56	35	615,072	N/A	0.50
122	Department of the Family	462	1,177	5,520,629	4.00	2.50
123	Families and Children Administration	322	1,132	13,740,257	3.00	3.50
124	Minors Support Administration	76	185	3,617,646	2.00	2.50
126	Vocational Rehabilitation Administration	796	1,555	3,349,004	N/A	2.00
127	Administration for Socioeconomic Development of the Family	195	391	8,965,640	3.00	2.00
132	ASUNTOS DE EBERGIA (OF EST POLITICA PUB ENERGETICA)	2	5	49,057	N/A	3.00
133	Natural Resources Administration	209	1,341	5,398,745	N/A	6.50
137	Department of Correction and Rehabilitation	1,302	717	8,786,827	6.00	0.50
139	Parole Board	10	16	91,151	N/A	1.75
141	Telecommunication's Regulatory Board	63	34	94,607	N/A	0.50
152	Elderly and Retired People Advocate Office	546	83	236,856	N/A	0.25
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	36	52	24,709	N/A	1.50
155	State Historic Preservation Office	33	24	67,078	N/A	0.75
220	Correctional Health	62	13	917,713	2.00	0.25
221	Emergency Medical Services Corps	142	441	571,991	N/A	3.00
224	Controller Especial Report Joint Commission	8	9	14,111	N/A	1.00
226	Joint Special Counsel on Legislative Donations	17	26	37,720	N/A	1.50
231	Health Advocate Office	22	1	506	N/A	-
241	Administration for the Care and Development of the Childhood	175	130	1,865,890	N/A	0.75
266	Office of Public Security Affairs	39	4	5,089	N/A	-
272	"Lookup agency name"	3	9	93,537	N/A	3.50
273	Permit Management Office	22	39	95,815	N/A	1.75
279	COMO ALTERNATIVA SERVICIO PUBLICO	15	3	199	N/A	0.25
281	Office of the Electoral Comptroller	19	9	42,904	N/A	0.50
290	State Energy Office of Public Policy	34	1,497	5,482,960	N/A	44.00
329	Social Economic Development Office	112	470	17,115,702	N/A	4.25

Total unprocessed invoices (June 30th, 2019) \$ **441,316,735**
 Ending A/P Balance (June 30th, 2019) \$ **537,234,944**
 % invoices unprocessed (June 30th, 2019) **82.1%**

Total unprocessed invoices (May 31st, 2019) \$ **434,860,834**
 Ending A/P Balance (May 31st, 2019) \$ **604,133,812**
 % invoices unprocessed (May 31st, 2019) **72.0%**

Decrease in total unprocessed invoices from prior month **1.5%**

Agency Code	Agency	FY19		FY18		FY17 & Prior	
		Count	Amount	Count	Amount	Count	Amount
14	Environmental Quality Board	202	\$ 409,844	51	\$ 123,628	1	\$ 828
15	Office of the Governor	353	512,482	180	691,583	1	218
16	Office of Management and Budget	153	6,013,690	12	673,398	2	2,321
18	Planning Board	61	115,576	33	203,171	-	-
21	Emergency Management and Disaster Administration Agency	158	2,528,983	77	969,606	1	148
22	Office of the Commissioner of Insurance	22	576,332	19	238,361	11	46,329
23	Department of State	99	320,167	6	9,143	3	6,400
24	Department of the Treasury	100	8,925,308	-	-	-	-
25	Hacienda (entidad interna - fines de contabilidad)	1,256	7,788,041	299	1,221,682	20	20,624
28	Commonwealth Election Commission	177	317,573	687	3,363,073	63	83,498
30	Office of Administration and Transformation of Human Resources in the Government of PR	23	50,180	1	5,250	-	-
31	General Services Administration	117	981,496	245	799,187	2	8,939
34	Investigation, Prosecution and Appeals Commission	18	11,036	3	763	-	-
35	Industrial Tax Exemption Office	145	342,919	4	2,938	-	-
37	Civil Rights Commission	19	40,136	2	9,144	-	-
38	Department of Justice	637	4,333,153	222	500,570	1	2,195
40	Puerto Rico Police Department	930	2,229,540	218	457,589	98	8,241
42	Puerto Rico Firefighters Corps	90	54,203	25	14,558	-	-
43	Puerto Rico National Guard	551	3,235,780	193	1,813,337	1	200
45	Department of Public Safety	126	848,635	90	72,067	-	-
49	Department of Transportation and Public Works	546	11,259,168	334	9,496,442	178	1,109,044
50	Department of Natural and Environmental Resources	711	3,266,895	192	2,180,632	154	522,675
55	Department of Agriculture	273	525,082	6	2,119	-	-
60	Citizen's Advocate Office (Ombudsman)	8	38,591	-	-	-	-
62	Cooperative Development Commission	15	14,498	-	-	1	150
65	Public Services Commission	45	144,532	55	40,280	-	-
67	Department of Labor and Human Resources	438	1,186,356	148	376,551	8	90,047
68	Labor Relations Board	4	20,358	1	90	-	-
69	Department of Consumer Affairs	31	29,914	5	7,401	-	-
71	Department of Health	6,061	65,941,521	3,010	43,373,483	3,391	29,799,492
75	Office of the Financial Institutions Commissioner	13	30,786	1	152	-	-
78	Department of Housing	721	102,190,964	208	1,733,010	4	6,222
81	Department of Education	1,414	23,841,785	1,500	3,109,110	795	1,437,174
87	Department of Sports and Recreation	457	925,272	224	1,504,694	21	55,061
89	Horse Racing Industry and Sport Administration	9	59,779	-	-	-	-
95	Mental Health and Addiction Services Administration	1,757	5,637,957	528	2,405,665	150	242,453
96	Women's Advocate Office	28	248,242	2	318	-	-
105	Industrial Commission	81	343,096	20	334,210	-	-
120	Veterans Advocate Office	27	555,896	8	59,176	-	-
122	Department of the Family	853	3,853,275	306	1,608,744	18	58,611
123	Families and Children Administration	798	11,953,503	159	1,623,978	175	162,777
124	Minors Support Administration	138	2,788,422	46	827,624	1	1,600
126	Vocational Rehabilitation Administration	1,196	2,658,109	332	678,240	27	12,656
127	Administration for Socioeconomic Development of the Family	238	5,437,859	121	3,248,405	32	279,376
132	ASUNTOS DE EBERGIA (OF EST POLITICA PUB ENERGETICA)	4	47,980	1	1,077	-	-
133	Natural Resources Administration	365	1,834,855	786	1,343,337	190	2,220,554
137	Department of Correction and Rehabilitation	567	8,491,778	109	251,898	41	43,150
139	Parole Board	9	81,715	6	9,186	1	250
141	Telecommunication's Regulatory Board	33	93,932	1	675	-	-
152	Elderly and Retired People Advocate Office	74	229,488	9	7,368	-	-
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	31	15,764	21	8,945	-	-
155	State Historic Preservation Office	23	65,860	1	1,218	-	-
220	Correctional Health	13	917,713	-	-	-	-
221	Emergency Medical Services Corps	194	400,537	246	171,302	1	151
224	Controller Especial Report Joint Commission	9	14,111	-	-	-	-
226	Joint Special Counsel on Legislative Donations	19	19,609	7	18,111	-	-
231	Health Advocate Office	1	506	-	-	-	-
241	Administration for the Care and Development of the Childhood	122	1,850,365	8	15,525	-	-
266	Office of Public Security Affairs	2	1,495	2	3,594	-	-
272	"Lookup agency name"	9	93,537	-	-	-	-
273	Permit Management Office	39	95,815	-	-	-	-
279	COM APELATIVA SERVICIO PUBLICO	3	189	-	-	-	-
281	Office of the Electoral Comptroller	9	42,904	-	-	-	-
290	State Energy Office of Public Policy	1,295	5,118,299	202	364,661	-	-
329	Social Economic Development Office	415	13,369,073	51	3,746,018	4	610
Total		24,335	\$ 315,372,459	11,023	\$ 89,722,286	5,396	\$ 36,221,990