

Requirement 2 (E)



Puerto Rico Department of Treasury

Invoice Processing KPI's

For the month of June FY20 and Q4 FY20

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Puerto Rico Department of the Treasury
Central Accounting Area
Invoice Processing Capacity Analysis
June 30, 2020

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 2020) 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.

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Unprocessed Invoices Backlog Executive Summary as of June 30, 2020

(figures in thousands)

Top Five Agencies by Total Unprocessed Invoice Amount

ID	Agency	Total (\$)	Est. Months to Process
		Unprocessed Invoices	Complete Backlog
71	Department of Health	\$163,223	8.50
123	Families and Children Administration	21,403	6.00
81	Department of Education	20,035	0.50
49	Department of Transportation and Public Works	19,796	3.75
45	Department of Public Safety	16,488	3.00
Total Top Five		\$240,946	
All Other		169,050	
Total All Agencies		\$409,996	

Top Five Agencies by Estimated Months to Process Complete Invoice Backlog

ID	Agency	Total (\$)	Est. Months to Process
		Unprocessed Invoices	Complete Backlog
65	Public Services Commission	\$265	19.25
141	Telecommunication's Regulatory Board	284	16.75
31	General Services Administration	3,662	14.00
21	Emergency Management and Disaster Administration Agency	4,706	13.75
290	State Energy Office of Public Policy	914	13.00
Total Top Five		\$9,830	
All Other		400,166	
Total All Agencies		\$409,996	

Historical Information (FY20)

	April	May	Jun
Total Unprocessed Invoices	\$388,676	\$406,166	\$409,996
Ending A/P Balance	577,447	586,650	568,356
Percentage of Invoices Unprocessed	67%	69%	72%
MoM Change in Unprocessed Invoices	N/A	4.5%	0.9%

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Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of June 30, 2020

(figures in thousands)

ID	Agency	YTD June FY20	Unprocessed Invoices In AP Portal as of 06/30/2020		Personnel	Estimated Months to Process Complete Invoice Backlog
		Monthly Average Processed Vouchers	Total Count	Total Amount	Currently Processing Invoices	
14	Environmental Quality Board	145	386	\$ 1,077	2.00	2.75
15	Office of the Governor	142	613	1,308	N/A	4.25
16	Office of Management and Budget	81	131	1,860	N/A	1.50
18	Planning Board	44	98	665	N/A	2.25
21	Emergency Management and Disaster Administration Agency	30	405	4,706	N/A	13.75
22	Office of the Commissioner of Insurance	37	65	1,279	N/A	1.75
23	Department of State	118	214	1,028	N/A	1.75
24	Department of the Treasury	281	255	10,206	N/A	1.00
25	Hacienda (entidad interna - fines de contabilidad)	478	2,469	16,049	N/A	5.25
28	Commonwealth Election Commission	106	855	1,271	N/A	8.00
30	Office of Administration and Transformation of Human Resources in the Government of PR	16	12	16	N/A	0.75
31	General Services Administration	30	419	3,662	N/A	14.00
34	Investigation, Prosecution and Appeals Commission	7	28	15	N/A	4.00
35	Industrial Tax Exemption Office	-	282	546	N/A	N/A
37	Civil Rights Commission	14	26	53	N/A	1.75
38	Department of Justice	305	1,257	6,966	N/A	4.00
40	Puerto Rico Police Department	216	595	1,081	N/A	2.75
42	Puerto Rico Firefighters Corps	54	98	64	N/A	1.75
43	Puerto Rico National Guard	497	501	4,396	N/A	1.00
45	Department of Public Safety	940	2,804	16,488	N/A	3.00
49	Department of Transportation and Public Works	371	1,352	19,796	10.00	3.75
50	Department of Natural and Environmental Resources	167	1,235	12,362	2.00	7.50
55	Department of Agriculture	83	449	1,441	N/A	5.50
60	Citizen's Advocate Office (Ombudsman)	13	18	24	N/A	1.25
62	Cooperative Development Commission	16	30	34	N/A	2.00
65	Public Services Commission	7	133	265	N/A	19.25
67	Department of Labor and Human Resources	355	690	4,693	7.00	2.00
68	Labor Relations Board	12	5	14	N/A	0.50
69	Department of Consumer Affairs	75	70	149	N/A	1.00
71	Department of Health	1,769	14,846	163,223	16.00	8.50
75	Office of the Financial Institutions Commissioner	71	30	123	N/A	0.50
78	Department of Housing	81	612	12,554	13.00	7.50
81	Department of Education	9,501	3,624	20,035	N/A	0.50
87	Department of Sports and Recreation	244	514	2,032	6.00	2.00
89	Horse Racing Industry and Sport Administration	99	33	68	N/A	0.25
95	Mental Health and Addiction Services Administration	1,460	2,340	6,553	19.00	1.50
96	Women's Advocate Office	49	69	633	N/A	1.50
105	Industrial Commission	54	117	424	N/A	2.25
120	Veterans Advocate Office	43	100	1,570	N/A	2.25
122	Department of the Family	379	1,787	16,006	4.00	4.75
123	Families and Children Administration	269	1,622	21,403	3.00	6.00
124	Minors Support Administration	65	229	3,524	2.00	3.50
126	Vocational Rehabilitation Administration	575	2,073	5,012	N/A	3.50
127	Administration for Socioeconomic Development of the Family	232	777	14,518	3.00	N/A
132	ASUNTOS DE ENERGIA (OF EST POLITICA PUB ENERGETICA)	-	5	49	N/A	N/A
133	Natural Resources Administration	51	210	1,874	N/A	4.00

Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of June 30, 2020
(figures in thousands)

ID	Agency	YTD June FY20	Unprocessed Invoices In AP Portal as of 06/30/2020		Personnel	Estimated Months to Process Complete Invoice Backlog
		Monthly Average Processed Vouchers	Total Count	Total Amount	Currently Processing Invoices	
137	Department of Correction and Rehabilitation	950	773	13,404	6.00	0.75
139	Parole Board	10	14	91	N/A	1.25
141	Telecommunication's Regulatory Board	7	116	284	N/A	16.75
152	Elderly and Retired People Advocate Office	550	396	2,470	N/A	0.75
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	26	46	21	N/A	1.75
155	State Historic Preservation Office	22	46	180	N/A	2.00
220	Correctional Health	8	9	18	2.00	1.00
221	Emergency Medical Services Corps	21	65	213	N/A	3.00
224	Controller Especial Report Joint Commision	4	5	1	N/A	1.25
226	Joint Special Counsel on Legislative Donations	16	47	93	N/A	3.00
231	Health Advocate Office	18	8	25	N/A	0.50
241	Administration for the Care and Development of the Childhood	129	176	780	N/A	1.25
266	Office of Public Security Affairs	35	133	162	N/A	3.75
272	Office of the Inspector General	24	38	197	N/A	N/A
273	Permit Management Office	-	118	276	N/A	N/A
279	COM APELATIVA SERVICIO PUBLICO	10	16	29	N/A	1.50
281	Office of the Electoral Comptroller	12	13	32	N/A	1.00
290	State Energy Office of Public Policy	40	511	914	N/A	13.00
329	Social Economic Development Office	99	385	9,690	N/A	4.00
Total unprocessed invoices (June 30, 2020)				\$	409,996	
Ending A/P Balance (June 30, 2020)				\$	568,356	
% invoices unprocessed (June 30, 2020)					72.1%	
Total unprocessed invoices (May 31, 2020)				\$	406,166	
Ending A/P Balance (May 31, 2020)				\$	586,650	
% invoices unprocessed (May 31, 2020)					69.2%	
Increase / (Decrease) in total unprocessed invoices from prior month					0.9%	

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 Unprocessed Invoices Backlog Pertaining to Historical Fiscal Year as of June 30, 2020
 (figures in thousands)

ID	Agency	FY20		FY19		FY18		FY17 & Prior		Total	
		Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
14	Environmental Quality Board	187	\$ 808	152	\$ 147	47	\$ 121	-	\$ -	386	\$ 1,077
15	Office of the Governor	141	212	311	460	160	636	1	0	612	1,308
16	Office of Management and Budget	117	1,792	12	68	2	0	-	-	131	1,860
18	Planning Board	83	649	9	4	6	12	-	-	98	665
21	Emergency Management and Disaster Administration Agency	263	2,349	75	1,491	67	865	-	-	405	4,706
22	Office of the Commissioner of Insurance	25	452	14	560	15	220	11	46	54	1,279
23	Department of State	167	950	38	62	6	9	3	6	211	1,028
24	Department of the Treasury	255	10,206	-	-	-	-	-	-	255	10,206
25	Hacienda (entidad interna - fines de contabilidad)	1,202	8,687	951	6,540	297	802	19	20	2,450	16,049
28	Commonwealth Election Commission	232	562	68	74	510	582	45	54	810	1,271
30	Office of Administration and Transformation of Human Resources in the Government	10	11	1	0	1	5	-	-	12	16
31	General Services Administration	90	2,193	97	738	232	731	-	-	419	3,662
34	Investigation, Prosecution and Appeals Commission	11	4	14	11	3	1	-	-	28	15
35	Industrial Tax Exemption Office	134	201	145	343	3	2	-	-	282	546
37	Civil Rights Commission	17	39	7	5	2	9	-	-	26	53
38	Department of Justice	529	3,652	509	2,895	219	418	-	-	1,257	6,966
40	Puerto Rico Police Department	45	173	268	501	184	398	98	8	497	1,081
42	Puerto Rico Firefighters Corps	9	14	64	35	25	15	-	-	98	64
43	Puerto Rico National Guard	482	4,301	17	93	2	2	-	-	501	4,396
45	Department of Public Safety	2,595	15,574	117	839	91	72	1	2	2,803	16,488
49	Department of Transportation and Public Works	447	5,180	429	6,630	325	6,986	151	1,001	1,201	19,796
50	Department of Natural and Environmental Resources	855	11,157	322	923	54	277	4	5	1,231	12,362
55	Department of Agriculture	283	1,028	163	412	3	1	-	-	449	1,441
60	Citizen's Advocate Office (Ombudsman)	16	24	2	0	-	-	-	-	18	24
62	Cooperative Development Commission	12	8	17	27	-	-	1	0	29	34
65	Public Services Commission	66	100	29	129	38	35	-	-	133	265
67	Department of Labor and Human Resources	592	4,515	62	112	35	42	1	24	689	4,693
68	Labor Relations Board	5	14	-	-	-	-	-	-	5	14
69	Department of Consumer Affairs	42	127	24	20	4	2	-	-	70	149
71	Department of Health	5,633	60,703	3,707	37,646	2,650	37,048	2,856	27,825	11,990	163,223
75	Office of the Financial Institutions Commissioner	22	97	8	26	-	-	-	-	30	123
78	Department of Housing	589	10,650	20	1,894	3	11	-	-	612	12,554
81	Department of Education	805	11,991	601	3,515	1,422	3,092	796	1,437	2,828	20,035
87	Department of Sports and Recreation	189	431	105	154	201	1,410	19	37	495	2,032
89	Horse Racing Industry and Sport Administration	32	66	1	2	-	-	-	-	33	68
95	Mental Health and Addiction Services Administration	1,266	4,651	594	1,168	374	635	106	99	2,234	6,553
96	Women's Advocate Office	41	400	26	233	2	0	-	-	69	633
105	Industrial Commission	68	324	36	65	13	35	-	-	117	424
120	Veterans Advocate Office	70	982	24	532	6	55	-	-	100	1,570
122	Department of the Family	869	11,333	637	3,101	281	1,572	-	-	1,787	16,006
123	Families and Children Administration	629	9,834	729	10,899	126	535	138	136	1,484	21,403
124	Minors Support Administration	102	2,033	87	948	40	543	-	-	229	3,524
126	Vocational Rehabilitation Administration	1,054	3,007	681	1,331	310	664	28	11	2,045	5,012
127	Administration for Socioeconomic Development of the Family	579	8,951	105	2,475	66	2,891	27	201	750	14,518
132	ASUNTOS DE ENERGIA (OF EST POLITICA PUB ENERGETICA)	-	-	4	48	1	1	-	-	5	49
133	Natural Resources Administration	57	1,127	80	607	49	90	24	50	186	1,874
137	Department of Correction and Rehabilitation	736	13,164	22	216	9	18	6	5	767	13,404
139	Parole Board	1	1	6	80	6	9	1	0	13	91
141	Telecommunication's Regulatory Board	101	268	14	15	1	1	-	-	116	284
152	Elderly and Retired People Advocate Office	353	2,290	37	174	6	7	-	-	396	2,470
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	10	8	16	5	20	9	-	-	46	21
155	State Historic Preservation Office	38	157	7	22	1	1	-	-	46	180
220	Correctional Health	9	18	-	-	-	-	-	-	9	18
221	Emergency Medical Services Corps	38	113	23	97	4	3	-	-	65	213
224	Controller Especial Report Joint Commission	5	1	-	-	-	-	-	-	5	1
226	Joint Special Counsel on Legislative Donations	29	57	11	17	7	18	-	-	47	93
231	Health Advocate Office	8	25	-	-	-	-	-	-	8	25
241	Administration for the Care and Development of the Childhood	124	689	44	76	8	16	-	-	176	780
266	Office of Public Security Affairs	129	157	2	1	2	4	-	-	133	162
272	Office of the Inspector General	38	197	-	-	-	-	-	-	38	197
273	Permit Management Office	67	168	51	109	-	-	-	-	118	276
279	COM APELATIVA SERVICIO PUBLICO	16	29	-	-	-	-	-	-	16	29
281	Office of the Electoral Comptroller	12	28	1	3	-	-	-	-	13	32
290	State Energy Office of Public Policy	21	21	397	764	93	129	-	-	511	914
329	Social Economic Development Office	252	4,013	107	3,835	24	1,841	2	0	383	9,690
Total		22,904	\$ 222,967	12,100	\$ 93,175	8,056	\$ 62,883	4,338	\$ 30,971	43,060	\$ 409,996