Requirement 2 (E)



Puerto Rico Department of Treasury

Invoice Processing KPI's For the month of October FY22

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Puerto Rico Department of the Treasury Central Accounting Area Invoice Processing Capacity Analysis October 31, 2021

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.

Unprocessed Invoices Backlog Executive Summary as of October 31, 2021

(figures in thousands)

Top Five Agencies by Total Unprocessed Invoice Amount

		Total (\$) Unprocessed	Est. Months to Process
ID Agency		Invoices	Complete Backlog
71	Department of Health	\$204,392	6.50
271	Office of Information and Communication Technologies	40,452	6.00
25	Hacienda (entidad interna - fines de contabilidad)	35,739	5.50
123	Families and Children Administration	34,123	9.75
45	Department of Public Safety	27,942	2.00
Total To	p Five	\$342,648	
All Other	r	243,888	
Total All	Agencies	\$586,536	

Top Five Agencies by Estimated Months to Process Complete Invoice Backlog

		Total (\$) Unprocessed	Est. Months to Process
ID	Agency	Invoices	Complete Backlog
10	General Court of Justice	\$2,229	40.25
224	Controller Especial Report Joint Commision	5	17.50
31	General Services Administration	5,107	11.00
123	Families and Children Administration	34,123	9.75
78	Department of Housing	13,478	7.25
Total To	o Five	\$54,943	
All Other		531,594	
Total All	Agencies	\$586,536	

Historical Information	August	September	October
Total Unprocessed Invoices	\$524,512	\$534,445	\$586,536
Ending A/P Balance	703,648	675,307	711,379
Percentage of Invoices Unprocessed	75%	79%	82%
MoM Change in Unprocessed Invoices	(0.3)%	1.9%	9.7%

Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of October 31, 2021

(figures in thousands)

		•	sed Invoices In AP s of 10/31/2021	Personnel Currently	Estimated Months to	
ID	Agency	Monthly Average Processed Vouchers	Total Count	Total Amount	Processing Invoices	Process Complete Invoice Backlog
10 General Court of		12	489		N/A	40.25
14 Environmental C		111	546	3,242	2.00	5.00
15 Office of the Go	vernor	174	852	1,924	N/A	5.00
16 Office of Manag	ement and Budget	50	90	1,863	N/A	1.75
18 Planning Board		69	95	1,099	N/A	1.25
21 Emergency Man	agement and Disaster Administration Agency	-	449	4,541	N/A	N/A
	mmissioner of Insurance	22	91	1,746	N/A	4.00
23 Department of S		123	243	1,328	N/A	2.00
24 Department of t		255	59	1,318	N/A	0.25
	ad interna - fines de contabilidad)	593	3,332	35,739	N/A	5.50
	em for Government Employees and the Judiciary (Central System)	-	34	469	N/A	N/A
	Election Commission	189 20	407	2,108	N/A	2.25
30 Office of Admini	istration and Transformation of Human Resources in the Government of PR	53	24 579	177 5,107	N/A N/A	1.25 11.00
	osecution and Appeals Commission	12	36	269	N/A N/A	3.00
35 Industrial Tax Ex			304	560	N/A	N/A
37 Civil Rights Com	· ·	14	28	36	N/A	2.00
38 Department of J		295	1,754	14,418	N/A	6.00
40 Puerto Rico Poli		-	598	1,051	N/A	N/A
42 Puerto Rico Fire		_	100	64	N/A	N/A
43 Puerto Rico Nati	•	566	1,407	9,965	N/A	2.50
45 Department of F		1,263	2,615	27,942	N/A	2.00
· · · · · · · · · · · · · · · · · · ·	Fransportation and Public Works	406	1,860	22,486	10.00	4.50
•	Natural and Environmental Resources	304	2,043	13,934	2.00	6.75
55 Department of A		107	489	1,753	N/A	4.50
60 Citizen's Advoca	te Office (Ombudsman)	22	19	167	N/A	0.75
62 Cooperative De	velopment Commission	20	33	38	N/A	1.75
65 Public Services C		-	156	320	N/A	N/A
67 Department of L	abor and Human Resources	288	962	6,729	7.00	3.25
68 Labor Relations	Board	11	10	16	N/A	1.00
69 Department of 0	Consumer Affairs	79	67	76	N/A	0.75
71 Department of F	Health	2,586	16,887	204,392	16.00	6.50
75 Office of the Fin	ancial Institutions Commissioner	54	55	148	N/A	1.00
78 Department of F	Housing	203	1,458	13,478	13.00	7.25
81 Department of E	Education	6,755	2,967	8,227	N/A	0.50
87 Department of S	Sports and Recreation	265	600	7,710	6.00	2.25
89 Horse Racing Inc	dustry and Sport Administration	-	59	233	N/A	N/A
95 Mental Health a	nd Addiction Services Administration	1,657	1,720	8,056	19.00	1.00
96 Women's Advoc	ate Office	57	83	424	N/A	1.50
105 Industrial Comm	nission	55	234	1,131	N/A	4.25
120 Veterans Advoca	ate Office	30	114	3,835	N/A	3.75
122 Department of t	he Family	448	2,599	25,699	4.00	5.75
123 Families and Chi		298	2,904	34,123	3.00	9.75
124 Minors Support		65	208	4,454	2.00	3.25
	bilitation Administration	580	2,482	6,182	N/A	4.25
127 Administration f	or Socioeconomic Development of the Family	194	789	14,886	3.00	4.00

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Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of October 31, 2021

(figures in thousands)

jigures iir tilousu		LTM October FY22	•	ed Invoices In AP	Personnel	
				5 01 10/31/2021	Currently Processing	Estimated Months to Process Complete
ID	Agency	Monthly Average Processed Vouchers	Total Count	Total Amount	Invoices	Invoice Backlog
	ASUNTOS DE ENERGIA (OF EST POLITICA PUB ENERGETICA)	-	5	49	N/A	N/A
	Natural Resources Administration	-	217	2,025	N/A	N/A
137	Department of Correction and Rehabilitation	835	702	11,997	6.00	0.75
139	Parole Board	15	12	16	N/A	0.75
141	Telecommunication's Regulatory Board	-	131	427	N/A	N/A
152	Elderly and Retired People Advocate Office	429	512	1,008	N/A	1.25
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	18	68	178	N/A	3.75
155	State Historic Preservation Office	23	84	310	N/A	3.75
189	Bureau of Forensic Sciences	8	28	84	N/A	3.75
220	Correctional Health	21	68	681	2.00	3.25
221	Emergency Medical Services Corps	-	1	0	N/A	N/A
	Controller Especial Report Joint Commision	1	19	5	N/A	17.50
	Joint Special Counsel on Legislative Donations	15	55	108	N/A	3.75
	Office of the General Coordinator for Socioeconomic Financing and Self-Management	<u>-</u>	1	0	N/A	N/A
	Health Advocate Office	18	17	6	N/A	1.00
	Administration for the Care and Development of the Childhood	194	283	2,862	N/A	1.50
	PPD Central Committee	6	26	427	N/A	4.25
	PNP Central Committee	-	21	121	N/A	N/A
	PIP Central Committee	-	28	148	N/A	N/A
	Office of Public Security Affairs	30	158	586	N/A	5.25
	Office of Information and Communication Technologies	43	255	40,452	N/A	6.00
	Office of the Inspector General	-	145	404	N/A	N/A
	Permit Management Office	-	169	485	N/A	N/A
	COM APELATIVA SERVICIO PUBLICO	14	7	21	N/A	0.50
	Office of the Electoral Comptroller	16	5	21	N/A	0.25
290	State Energy Office of Public Policy	-	799	1,180	N/A	N/A
	Proyecto Dignidad	5	3	1	N/A	0.50
	Com Audit Int Cred Publico	-	2	150	N/A	N/A
	Public Service Regulatory Board	120	374	656	N/A	3.00
	Gaming Commission	445	187	13,395	N/A	0.50
	Social Economic Development Office	102	455	13,039	N/A	4.50
	Total unprocessed invoices (October 31, 2021)		;	5 586,536		
	Ending A/P Balance (October 31, 2021)					
	% invoices unprocessed (October 31, 2021)			82.5%		
	Total unprocessed invoices (September 30, 2021)		;	5 534,445		
	Ending A/P Balance (September 30, 2021)		;	675,307		
	% invoices unprocessed (September 30, 2021)			79.1%		
	Increase / (Decrease) in total unprocessed invoices from prior month			9.7%		

Unprocessed Invoices Backlog Pertaining to Historical Fiscal Year as of October 31, 2021

(figures in thousands)

		FY22		FY21		FY20		FY19		FY18		FY17 & Prior		Total	
ID	Agency	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
10	General Court of Justice	157	\$ 668		\$ 1,559	1		1			\$ 1	-	\$ -	489	\$ 2,229
14	Environmental Quality Board	49	948	148	1,429	151	598	151	146	47	121	-	-	546	3,242
15	Office of the Governor	76	262	136	307	154	218	309	456	176	681	1	0	852	1,924
16	Office of Management and Budget	52	445	29	974	6	444	2	0	1	0	-	-	90	1,863
18		38	952	30	97	12	33	9	4	6	12	-	-	95	1,099
	Emergency Management and Disaster Administration Agency	-	-	29	237	271	1,883	75	1,491	73	930	1	0	449	4,541
	Office of the Commissioner of Insurance	22	202	29	574	15	381	14	560	4	7	7	22	91	1,746
23	Department of State	102	877	54	204	47	208	34	33	5	6	1	0	243	1,328
24	·	59	1,318	-	-	-	-	-	-	-	-	-	-	59	1,318
25	Hacienda (entidad interna - fines de contabilidad)	376	10,029	931	11,590	813	6,994	929	6,355	265	751	18	20	3,332	35,739
26		8	143	26	326	-	-	-	-	-	-	-	-	34	469
28 30	Commonwealth Election Commission Office of Administration and Transformation of Human Resources in the Government of PR	80 9	498 158	202 7	1,422 8	42	90 5	28 1	30 0	52 1	65 5	3	3	407 24	2,108 177
						6	-	_		_		-	-		
31		88	752	82	852	68	1,982	96	731	243	781	2	9	579	5,107
34	, , , , , , , , , , , , , , , , , , , ,	5	254	9	2	5	1	14	11	3	1	-	-	36	269
35		5	2	17	11	133	201	145	343	4	3	-	-	304	560
37		2	2	9	12	8	8	7	5	2	9	-	-	28	36
38		242	4,156	423	4,140	370	2,744	499	2,884	219	492	1	2	1,754	14,418
40	•	-	-	-	-	45	175	268	467	187	401	98	8	598	1,051
42	9 ,	-	-	2	0	9	14	64	35	25	15	-	-	100	64
43		265	1,732	827	6,085	292	2,001	18	95	5	52	-	-	1,407	9,965
45		691	9,610	860	10,622	834	6,789	133	843	96	76	1	2	2,615	27,942
49	Department of Transportation and Public Works	150	1,348	327	2,821	443	3,792	439	6,706	324	6,805	177	1,014	1,860	22,486
50	Department of Natural and Environmental Resources	353	2,763	636	7,266	619	2,625	336	981	56	278	43	21	2,043	13,934
55	Department of Agriculture	48	181	152	264	136	905	147	401	6	2	-	-	489	1,753
60	Citizen's Advocate Office (Ombudsman)	7	117	8	44	2	5	2	0	-	-	-	-	19	167
62	Cooperative Development Commission	1	1	17	7	2	11	12	19	-	-	1	0	33	38
65	Public Services Commission	1	18	1	35	70	102	30	127	54	38	-	-	156	320
67	Department of Labor and Human Resources	219	3,810	331	1,279	330	1,511	56	79	25	26	1	24	962	6,729
68	Labor Relations Board	9	16	1	0	-	-	-	-	-	-	-	-	10	16
69	Department of Consumer Affairs	10	5	8	3	21	46	24	20	4	2	-	-	67	76
71	Department of Health	3,592	49,894	3,748	51,761	2,761	28,812	2,909	21,921	1,635	37,789	2,242	14,215	16,887	204,392
75	Office of the Financial Institutions Commissioner	14	14	25	83	. 8	26	7	25	1	0	-	· -	55	148
78		319	3,478	826	6,941	308	2,407	2	652	3	0	_	_	1,458	13,478
81		71	912	102	407	144	399	483	2,142	1,392	3,073	775	1,293	2,967	8,227
87	Department of Sports and Recreation	88	157	86	4,108	66	1,756	118	157	222	1,494	20	37	600	7,710
89	Horse Racing Industry and Sport Administration	-	-	40	71	18	160	1	2		-,	-	-	59	233
95	Mental Health and Addiction Services Administration	631	4,377	439	2,352	203	277	155	405	198	548	94	97	1,720	8,056
96	Women's Advocate Office	14	85	43	292	11	14	13	32	2	0	3-	-	83	424
105		104	360	37	104	37	273	36	60	20	334	-		234	1,131
120		8	11	27	2,268	47	964	24	532	8	59	_	_	114	3,835
	Department of the Family	374	2,771	632	7,834	681	10,615	623	3,089	288	1,389	1	0	2,599	25,699
123		286	5,108	995	8,348	552	8,049	741	10,845	156	1,620	174	153	2,399	34,123
		48		44			547	50	806	20	547	1/4	2	2,904	4,454
	Minors Support Administration		1,256		1,297	45							4		
126		565	1,849	504	1,085	487	1,430	617	1,160	301	654	8		2,482	6,182
127	Administration for Socioeconomic Development of the Family	218	5,262	143	1,716	233	2,381	90	2,260	74	3,018	31	249	789	14,886
	ASUNTOS DE ENERGIA (OF EST POLITICA PUB ENERGETICA)	-	-	-	-	-	4 400	4	48	1	1	-	-	5	49
133		-		-		58	1,129	81 9	630	52	215	26	51	217	2,025
137	·	304	4,644	263	5,453	90	1,664	,	207	21	23	15	6	702	11,997
139		3	3	4	9	-	-	2	1	2	4	1	0	12	16
	Telecommunication's Regulatory Board	-	-	18	145	98	266	14	15	1	1	-	-	131	427
	Elderly and Retired People Advocate Office	308	565	137	220	24	43	37	174	6	7	-	-	512	1,008
153	·	24	101	5	61	3	2	16	5	20	9	-	-	68	178
155		36	100	19	68	21	119	7	22	1	1	-	-	84	310
189	Bureau of Forensic Sciences	28	84	-	-	-	-	-	-	-	-	-	-	28	84
220		19	512	34	140	15	29	-	-	-	-	-	-	68	681
221	Emergency Medical Services Corps	1	0	-	-	-	-	-	-	-	-	-	-	1	0

Unprocessed Invoices Backlog Pertaining to Historical Fiscal Year as of October 31, 2021

(figures in thousands)

		F	/22	FY21 FY20		FY20 FY19		FY18		FY17 & Prior		Total			
ID	Agency	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
224	Controller Especial Report Joint Commision	4	1	11	2	4	1	-	-	-	-	-	-	19	5
226	Joint Special Counsel on Legislative Donations	1	2	15	7	21	64	11	17	7	18	-	-	55	108
229	Office of the General Coordinator for Socioeconomic Financing and Self-Management	-	-	-	-	-	-	-	-	1	0	-	-	1	0
231	Health Advocate Office	15	5	2	0	-	-	-	-	-	-	-	-	17	6
241	Administration for the Care and Development of the Childhood	132	920	75	785	42	185	30	962	4	10	-	-	283	2,862
242	PPD Central Committee	-	-	18	425	8	2	-	-	-	-	-	-	26	427
243	PNP Central Committee	-	-	20	104	-	-	-	-	1	17	-	-	21	121
244	PIP Central Committee	-	-	28	148	-	-	-	-	-	-	-	-	28	148
266	Office of Public Security Affairs	10	396	19	30	125	155	2	1	2	4	-	-	158	586
271	Office of Information and Communication Technologies	57	10,380	183	29,016	14	1,056	1	1	-	-	-	-	255	40,452
272	Office of the Inspector General	20	104	110	174	15	125	-	-	-	-	-	-	145	404
273	Permit Management Office	13	47	35	153	70	176	51	109	-	-	-	-	169	485
279	COM APELATIVA SERVICIO PUBLICO	7	21	-	-	-	-	-	-	-	-	-	-	7	21
281	Office of the Electoral Comptroller	4	18	-	-	-	-	1	3	-	-	-	-	5	21
290	State Energy Office of Public Policy	132	154	156	113	21	21	397	764	93	129	-	-	799	1,180
291	Proyecto Dignidad	-	-	3	1	-	-	-	-	-	-	-	-	3	1
296	Com Audit Int Cred Publico	-	-	-	-	-	-	1	0	1	150	-	-	2	150
298	Public Service Regulatory Board	175	182	129	385	70	90	-	-	-	-	-	-	374	656
311	Gaming Commission	153	13,133	34	262	-	-	-	-	-	-	-	-	187	13,395
329	Social Economic Development Office	40	3,638	133	1,630	137	2,048	115	3,847	28	1,875	2	0	455	13,039
	То	tal 10,942	\$ 151,811	14,801	\$ 180,170	11,342	\$ 99,048	10,491	\$ 73,719	6,446	\$ 64,552	3,745	\$ 17,235	57,767	\$ 586,536