

Requirement 2 (E)



Puerto Rico Department of Treasury

Invoice Processing KPI's

For the month of March FY22 and Q3 FY22

Disclaimer

- *The Puerto Rico Fiscal Agency and Financial Advisory Authority (“AAFAF”), the Government of Puerto Rico (the “Government”), and each of their respective officers, directors, employees, agents, attorneys, advisors, members, partners or affiliates (collectively, with AAFAF and the Government the “Parties”) make no representation or warranty, express or implied, to any third party with respect to the information contained herein and all Parties expressly disclaim any such representations or warranties.*
- *The Parties do not owe or accept any duty or responsibility to any reader or recipient of this presentation, whether in contract or tort, and shall not be liable for or in respect of any loss, damage (including without limitation consequential damages or lost profits) or expense of whatsoever nature of such third party that may be caused by, or alleged to be caused by, the use of this presentation or that is otherwise consequent upon the gaining of access to this document by such third party.*
- *This document does not constitute an audit conducted in accordance with generally accepted auditing standards, an examination of internal controls or other attestation or review services in accordance with standards established by the American Institute of Certified Public Accountants or any other organization. Accordingly, the Parties do not express an opinion or any other form of assurance on the financial statements or any financial or other information or the internal controls of the Government and the information contained herein.*

Any statements and assumptions contained in this document, whether forward-looking or historical, are not guarantees of future performance and involve certain risks, uncertainties, estimates and other assumptions made in this document. The economic and financial condition of the Government and its instrumentalities is affected by various financial, social, economic, environmental and political factors. These factors can be very complex, may vary from one fiscal year to the next and are frequently the result of actions taken or not taken, not only by the Government and its agencies and instrumentalities, but also by entities such as the government of the United States. Because of the uncertainty and unpredictability of these factors, their impact cannot be included in the assumptions contained in this document. Future events and actual results may differ materially from any estimates, projections, or statements contained herein. Nothing in this document should be considered as an express or implied commitment to do or take, or to refrain from taking, any action by AAFAF, the Government, or any government instrumentality in the Government or an admission of any fact or future event. Nothing in this document shall be considered a solicitation, recommendation or advice to any person to participate, pursue or support a particular course of action or transaction, to purchase or sell any security, or to make any investment decision.

- *This document does not constitute an audit of compliance with any federal law, rule or regulation.*
- *By receiving this document, the recipient shall be deemed to have acknowledged and agreed to the terms of these limitations.*
- *This document may contain capitalized terms that are not defined herein, or may contain terms that are discussed in other documents or that are commonly understood. You should make no assumptions about the meaning of capitalized terms that are not defined, and you should consult with advisors of AAFAF should clarification be required.*
- *Continuous efforts are being made to enhance data integrity progressively.*

Puerto Rico Department of the Treasury
Central Accounting Area
Invoice Processing Capacity Analysis
March 31, 2022

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.

Puerto Rico Department of Treasury | AAFAF

Unprocessed Invoices Backlog Executive Summary as of March 31, 2022

(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	\$195,382	6.25
123	Families and Children Administration	36,914	9.75
271	Office of Information and Communication Technologies	33,284	5.50
45	Department of Public Safety	29,585	2.25
25	Hacienda (entidad interna - fines de contabilidad)	29,522	5.75
Total Top Five		\$324,686	
All Other		236,843	
Total All Agencies		\$561,530	

Top Five Agencies by Estimated Months to Process Complete Invoice Backlog

ID	Agency	Total (\$)	Est. Months to Process
		Unprocessed Invoices	Complete Backlog
10	General Court of Justice	\$3,042	54.50
221	Emergency Medical Services Corps	0	12.00
31	General Services Administration	9,204	9.75
31	General Services Administration	9,204	9.75
50	Department of Natural and Environmental Resources	14,798	7.50
Total Top Five		\$36,248	
All Other		525,282	
Total All Agencies		\$561,530	

Historical Information

	January	February	March
Total Unprocessed Invoices	\$613,016	\$558,761	\$561,530
Ending A/P Balance	739,971	794,110	749,767
Percentage of Invoices Unprocessed	83%	70%	75%
MoM Change in Unprocessed Invoices	11.4%	(8.9)%	0.5%

Puerto Rico Department of Treasury | AAFAP

Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of March 31, 2022

(figures in thousands)

ID	Agency	LTM March FY22	Unprocessed Invoices In AP Portal as of 03/31/2022		Personnel	Estimated Months to
		Monthly Average Processed Vouchers	Total Count	Total Amount	Currently Processing Invoices	Process Complete Invoice Backlog
10	General Court of Justice	14	746	\$ 3,042	N/A	54.50
14	Environmental Quality Board	109	594	4,589	2.00	5.50
15	Office of the Governor	194	859	2,010	N/A	4.50
16	Office of Management and Budget	57	55	1,504	N/A	1.00
18	Planning Board	71	83	423	N/A	1.25
21	Emergency Management and Disaster Administration Agency	-	448	4,541	N/A	N/A
22	Office of the Commissioner of Insurance	25	84	1,932	N/A	3.25
23	Department of State	133	225	747	N/A	1.75
24	Department of the Treasury	266	29	2,269	N/A	-
25	Hacienda (entidad interna - fines de contabilidad)	628	3,550	29,522	N/A	5.75
26	Retirement System for Government Employees and the Judiciary (Central System)	-	49	541	N/A	N/A
28	Commonwealth Election Commission	129	406	1,973	N/A	3.25
30	Office of Administration and Transformation of Human Resources in the Government of PR	20	21	24	N/A	1.00
31	General Services Administration	65	630	9,204	N/A	9.75
34	Investigation, Prosecution and Appeals Commission	14	33	16	N/A	2.25
35	Industrial Tax Exemption Office	-	308	561	N/A	N/A
37	Civil Rights Commission	13	26	34	N/A	2.00
38	Department of Justice	306	1,721	12,955	N/A	5.50
40	Puerto Rico Police Department	-	599	1,074	N/A	N/A
42	Puerto Rico Firefighters Corps	-	99	64	N/A	N/A
43	Puerto Rico National Guard	538	1,544	10,850	N/A	2.75
45	Department of Public Safety	1,227	2,643	29,585	N/A	2.25
49	Department of Transportation and Public Works	451	1,970	23,736	10.00	4.25
50	Department of Natural and Environmental Resources	304	2,246	14,798	2.00	7.50
55	Department of Agriculture	130	503	2,011	N/A	3.75
60	Citizen's Advocate Office (Ombudsman)	26	23	65	N/A	1.00
62	Cooperative Development Commission	26	33	38	N/A	1.25
65	Public Services Commission	-	155	302	N/A	N/A
67	Department of Labor and Human Resources	313	1,236	8,399	7.00	4.00
68	Labor Relations Board	12	3	0	N/A	0.25
69	Department of Consumer Affairs	84	66	79	N/A	0.75
71	Department of Health	2,773	17,267	195,382	16.00	6.25
75	Office of the Financial Institutions Commissioner	58	52	431	N/A	1.00
78	Department of Housing	223	1,626	12,473	13.00	7.25
81	Department of Education	8,071	2,898	7,304	N/A	0.25
87	Department of Sports and Recreation	272	646	6,750	6.00	2.25
89	Horse Racing Industry and Sport Administration	-	59	233	N/A	N/A
95	Mental Health and Addiction Services Administration	1,820	1,622	5,684	19.00	1.00
96	Women's Advocate Office	65	71	474	N/A	1.00
105	Industrial Commission	54	268	1,089	N/A	5.00
120	Veterans Advocate Office	27	119	3,835	N/A	4.25
122	Department of the Family	455	2,230	23,519	4.00	5.00
123	Families and Children Administration	325	3,156	36,914	3.00	9.75
124	Minors Support Administration	68	204	5,482	2.00	3.00
126	Vocational Rehabilitation Administration	549	2,510	5,341	N/A	4.50
127	Administration for Socioeconomic Development of the Family	179	671	13,489	3.00	3.75

Puerto Rico Department of Treasury | AAFAP

Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of March 31, 2022

(figures in thousands)

ID	Agency	LTM March FY22	Unprocessed Invoices In AP Portal as of 03/31/2022		Personnel	Estimated Months to Process Complete Invoice Backlog
		Monthly Average Processed Vouchers	Total Count	Total Amount	Currently Processing Invoices	
132	ASUNTOS DE ENERGIA (OF EST POLITICA PUB ENERGETICA)	-	5	49	N/A	N/A
133	Natural Resources Administration	-	217	2,028	N/A	N/A
137	Department of Correction and Rehabilitation	819	712	10,455	6.00	0.75
139	Parole Board	15	15	15	N/A	1.00
141	Telecommunication's Regulatory Board	-	131	427	N/A	N/A
152	Elderly and Retired People Advocate Office	420	388	762	N/A	1.00
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	16	69	88	N/A	4.50
155	State Historic Preservation Office	25	84	347	N/A	3.50
189	Bureau of Forensic Sciences	47	56	822	N/A	1.25
220	Correctional Health	18	117	691	2.00	6.50
221	Emergency Medical Services Corps	0	1	0	N/A	12.00
224	Controller Especial Report Joint Commision	-	19	5	N/A	N/A
226	Joint Special Counsel on Legislative Donations	17	63	112	N/A	3.75
229	Office of the General Coordinator for Socioeconomic Financing and Self-Management	-	1	0	N/A	N/A
231	Health Advocate Office	19	20	5	N/A	1.00
241	Administration for the Care and Development of the Childhood	206	216	2,528	N/A	1.00
242	PPD Central Committee	-	27	427	N/A	N/A
243	PNP Central Committee	-	21	121	N/A	N/A
244	PIP Central Committee	-	28	148	N/A	N/A
266	Office of Public Security Affairs	31	169	509	N/A	5.50
271	Office of Information and Communication Technologies	45	245	33,284	N/A	5.50
272	Office of the Inspector General	-	171	445	N/A	N/A
273	Permit Management Office	-	183	549	N/A	N/A
279	COM APELATIVA SERVICIO PUBLICO	10	1	1	N/A	-
281	Office of the Electoral Comptroller	14	2	3	N/A	0.25
290	State Energy Office of Public Policy	-	799	1,180	N/A	N/A
291	Proyecto Dignidad	-	3	1	N/A	N/A
296	Com Audit Int Cred Publico	-	2	150	N/A	N/A
298	Public Service Regulatory Board	121	398	772	N/A	3.25
311	Gaming Commission	463	101	2,242	N/A	0.25
329	Social Economic Development Office	97	462	18,072	N/A	4.75
Total unprocessed invoices (March 31, 2022)				\$ 561,530		
Ending A/P Balance (March 31, 2022)				\$ 749,767		
% invoices unprocessed (March 31, 2022)				74.9%		
Total unprocessed invoices (February 28, 2022)				\$ 558,761		
Ending A/P Balance (February 28, 2022)				\$ 794,110		
% invoices unprocessed (February 28, 2022)				70.4%		
Increase / (Decrease) in total unprocessed invoices from prior month					0.5%	

Puerto Rico Department of Treasury | AAFAP

Unprocessed Invoices Backlog Pertaining to Historical Fiscal Year as of March 31, 2022

(figures in thousands)

ID	Agency	FY22		FY21		FY20		FY19		FY18		FY17 & Prior		Total	
		Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
10	General Court of Justice	413	\$ 1,474	329	\$ 1,567	1	\$ 0	1	\$ 0	2	\$ 1	-	\$ -	746	\$ 3,042
14	Environmental Quality Board	116	2,320	149	1,430	146	587	136	131	47	121	-	-	594	4,589
15	Office of the Governor	83	349	136	307	154	218	309	456	176	681	1	0	859	2,010
16	Office of Management and Budget	21	121	25	938	6	444	2	0	1	0	-	-	55	1,504
18	Planning Board	27	278	29	96	12	33	9	4	6	12	-	-	83	423
21	Emergency Management and Disaster Administration Agency	-	-	29	237	270	1,882	75	1,491	73	930	1	0	448	4,541
22	Office of the Commissioner of Insurance	15	388	29	574	15	381	14	560	4	7	7	22	84	1,932
23	Department of State	74	288	54	204	46	208	37	39	13	8	1	0	225	747
24	Department of the Treasury	29	2,269	-	-	-	-	-	-	-	-	-	-	29	2,269
25	Hacienda (entidad interna - fines de contabilidad)	749	6,038	781	10,613	810	6,970	928	5,130	264	750	18	20	3,550	29,522
26	Retirement System for Government Employees and the Judiciary (Central System)	23	216	26	326	-	-	-	-	-	-	-	-	49	541
28	Commonwealth Election Commission	79	363	202	1,422	42	90	28	30	52	65	3	3	406	1,973
30	Office of Administration and Transformation of Human Resources in the Government of PR	7	5	7	8	5	5	1	0	1	5	-	-	21	24
31	General Services Administration	139	4,848	82	852	68	1,982	96	731	243	781	2	9	630	9,204
34	Investigation, Prosecution and Appeals Commission	3	2	8	2	5	1	14	11	3	1	-	-	33	16
35	Industrial Tax Exemption Office	9	3	17	11	133	201	145	343	4	3	-	-	308	561
37	Civil Rights Commission	-	-	9	12	8	8	7	5	2	9	-	-	26	34
38	Department of Justice	215	2,879	422	4,132	369	2,632	495	2,818	219	492	1	2	1,721	12,955
40	Puerto Rico Police Department	1	23	-	-	45	175	268	467	187	401	98	8	599	1,074
42	Puerto Rico Firefighters Corps	-	-	2	0	9	14	64	35	24	15	-	-	99	64
43	Puerto Rico National Guard	404	2,326	822	6,375	294	2,003	18	95	6	52	-	-	1,544	10,850
45	Department of Public Safety	764	11,500	827	10,392	822	6,771	133	843	96	76	1	2	2,643	29,585
49	Department of Transportation and Public Works	287	3,242	305	2,210	439	3,758	439	6,706	323	6,805	177	1,014	1,970	23,736
50	Department of Natural and Environmental Resources	572	5,955	620	4,932	617	2,625	338	989	56	278	43	21	2,246	14,798
55	Department of Agriculture	96	482	119	221	136	905	146	400	6	2	-	-	503	2,011
60	Citizen's Advocate Office (Ombudsman)	11	15	8	44	2	5	2	0	-	-	-	-	23	65
62	Cooperative Development Commission	1	0	17	7	2	11	12	19	-	-	1	0	33	38
65	Public Services Commission	-	-	1	35	70	102	30	127	54	38	-	-	155	302
67	Department of Labor and Human Resources	493	5,492	331	1,267	330	1,511	56	79	25	26	1	24	1,236	8,399
68	Labor Relations Board	2	0	1	0	-	-	-	-	-	-	-	-	3	0
69	Department of Consumer Affairs	9	8	8	3	21	46	24	20	4	2	-	-	66	79
71	Department of Health	4,486	45,332	3,475	49,339	2,691	27,642	2,835	21,176	1,581	37,751	2,199	14,143	17,267	195,382
75	Office of the Financial Institutions Commissioner	14	334	22	46	8	26	7	25	1	0	-	-	52	431
78	Department of Housing	503	2,897	812	6,550	306	2,373	2	652	3	0	-	-	1,626	12,473
81	Department of Education	5	43	100	398	145	399	481	2,098	1,392	3,073	775	1,293	2,898	7,304
87	Department of Sports and Recreation	138	284	83	4,103	65	674	118	157	222	1,494	20	37	646	6,750
89	Horse Racing Industry and Sport Administration	-	-	40	71	18	160	1	2	-	-	-	-	59	233
95	Mental Health and Addiction Services Administration	658	2,865	358	1,514	201	276	116	388	195	544	94	97	1,622	5,684
96	Women's Advocate Office	14	163	40	278	6	6	10	27	1	0	-	-	71	474
105	Industrial Commission	138	318	37	104	37	273	36	60	20	334	-	-	268	1,089
120	Veterans Advocate Office	14	13	27	2,268	46	963	24	532	8	59	-	-	119	3,835
122	Department of the Family	506	3,093	480	7,174	539	9,848	503	2,585	201	820	1	0	2,230	23,519
123	Families and Children Administration	547	8,047	988	8,207	551	8,048	742	10,852	156	1,620	172	141	3,156	36,914
124	Minors Support Administration	47	2,644	41	936	45	547	50	806	20	547	1	2	204	5,482
126	Vocational Rehabilitation Administration	625	1,063	474	1,040	487	1,430	615	1,149	301	654	8	4	2,510	5,341
127	Administration for Socioeconomic Development of the Family	137	4,162	117	1,507	224	2,294	89	2,259	73	3,018	31	249	671	13,489
132	ASUNTOS DE ENERGIA (OF EST POLITICA PUB ENERGETICA)	-	-	-	-	-	-	4	48	1	1	-	-	5	49
133	Natural Resources Administration	1	3	-	-	58	1,129	80	630	52	215	26	51	217	2,028
137	Department of Correction and Rehabilitation	363	4,828	222	3,893	84	1,507	8	202	20	18	15	6	712	10,455
139	Parole Board	7	2	3	7	-	-	2	1	2	4	1	0	15	15
141	Telecommunication's Regulatory Board	-	-	18	145	98	266	14	15	1	1	-	-	131	427
152	Elderly and Retired People Advocate Office	203	358	119	181	23	42	37	174	6	7	-	-	388	762
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	26	13	5	61	2	0	16	5	20	9	-	-	69	88
155	State Historic Preservation Office	37	139	18	66	21	119	7	22	1	1	-	-	84	347
189	Bureau of Forensic Sciences	49	806	6	8	1	8	-	-	-	-	-	-	56	822
220	Correctional Health	32	513	75	158	10	21	-	-	-	-	-	-	117	691
221	Emergency Medical Services Corps	1	0	-	-	-	-	-	-	-	-	-	-	1	0

Puerto Rico Department of Treasury | AAFAP
Unprocessed Invoices Backlog Pertaining to Historical Fiscal Year as of March 31, 2022
(figures in thousands)

ID	Agency	FY22		FY21		FY20		FY19		FY18		FY17 & Prior		Total	
		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	9	6	15	7	21	64	11	17	7	18	-	-	63	112
229	Office of the General Coordinator for Socioeconomic Financing and Self-Management	-	-	-	-	-	-	-	-	1	0	-	-	1	0
231	Health Advocate Office	19	5	1	0	-	-	-	-	-	-	-	-	20	5
241	Administration for the Care and Development of the Childhood	74	874	67	497	41	185	30	962	4	10	-	-	216	2,528
242	PPD Central Committee	-	-	19	425	8	2	-	-	-	-	-	-	27	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	16	282	24	67	125	155	2	1	2	4	-	-	169	509
271	Office of Information and Communication Technologies	47	3,211	183	29,016	14	1,056	1	1	-	-	-	-	245	33,284
272	Office of the Inspector General	46	145	110	174	15	125	-	-	-	-	-	-	171	445
273	Permit Management Office	27	111	35	153	70	176	51	109	-	-	-	-	183	549
279	COM APELATIVA SERVICIO PUBLICO	1	1	-	-	-	-	-	-	-	-	-	-	1	1
281	Office of the Electoral Comptroller	1	0	-	-	-	-	1	3	-	-	-	-	2	3
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	201	298	127	384	70	90	-	-	-	-	-	-	398	772
311	Gaming Commission	88	1,992	13	250	-	-	-	-	-	-	-	-	101	2,242
329	Social Economic Development Office	45	8,728	146	1,624	126	1,998	115	3,847	28	1,875	2	0	462	18,072
Total		13,903	\$ 144,617	13,913	\$ 169,240	11,058	\$ 95,490	10,233	\$ 71,098	6,305	\$ 63,935	3,700	\$ 17,150	59,112	\$ 561,530