



Government of Puerto Rico
Invoice Processing KPI's
PR Department of Treasury
As of May 31st, 2019

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*Puerto Rico Department of the Treasury
Central Accounting Area
Invoice Processing Capacity Analysis
May 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

May 31, 2019

Agency Code	Agency	Monthly Average Processed Vouchers PRIFAS		Unprocessed Invoices In AP Portal @ 5/31/2019		Personnel Currently Processing Invoices	Estimated Months to Process Complete Invoice Backlog
		YTD FY19	Avg Count	Total Count	Total Amount		
14	Environmental Quality Board		340	251	685,568		0.75
15	Office of the Governor		206	529	1,200,246	2.00	2.50
16	Office of Management and Budget		91	141	7,558,048	N/A	1.50
18	Planning Board		39	81	319,701	N/A	2.00
21	Emergency Management and Disaster Administration Agency		83	204	4,468,352	N/A	2.50
22	Office of the Commissioner of Insurance		33	48	811,230	N/A	1.50
23	Department of State		121	89	112,660	N/A	0.75
24	Department of the Treasury		339	96	11,637,830	N/A	0.25
25	Hacienda (entidad interna - fines de contabilidad)		648	1,620	9,497,476	N/A	2.50
28	Commonwealth Election Commission		111	930	3,823,188	N/A	8.50
30	Office of Administration and Transformation of Human Resources in the Government of PR		20	19	43,038	N/A	1.00
31	General Services Administration		43	401	2,203,539	N/A	9.25
34	Investigation, Prosecution and Appeals Commission		9	21	11,959	N/A	2.50
35	Industrial Tax Exemption Office		8	139	317,999	N/A	18.50
37	Civil Rights Commission		22	12	23,355	N/A	0.50
38	Department of Justice		395	836	4,434,431	N/A	2.00
40	Puerto Rico Police Department		1,112	1,850	3,507,463	N/A	1.75
42	Puerto Rico Firefighters Corps		179	158	148,572	N/A	1.00
43	Puerto Rico National Guard		503	719	5,318,584	N/A	1.50
45	Department of Public Safety		4	181	822,862	N/A	43.25
49	Department of Transportation and Public Works		578	1,080	21,084,426	10.00	1.75
50	Department of Natural and Environmental Resources		84	938	5,464,340	2.00	11.25
55	Department of Agriculture		152	299	641,849	N/A	2.00
60	Citizen's Advocate Office (Ombudsman)		25	8	40,496	N/A	0.25
62	Cooperative Development Commission		27	19	15,302	N/A	0.75
65	Public Services Commission		87	104	206,209	N/A	1.25
67	Department of Labor and Human Resources		498	658	2,042,379	7.00	1.25
68	Labor Relations Board		13	6	10,921	N/A	0.50
69	Department of Consumer Affairs		81	39	136,861	N/A	0.50
71	Department of Health		3,034	14,533	126,227,033	16.00	4.75
75	Office of the Financial Institutions Commissioner		110	23	122,729	N/A	0.25
78	Department of Housing		143	901	130,201,674	13.00	6.25
81	Department of Education		12,546	3,579	23,510,064	N/A	0.25
87	Department of Sports and Recreation		369	426	1,928,687	6.00	1.25
89	Horse Racing Industry and Sport Administration		93	14	64,996	N/A	0.25
95	Mental Health and Addiction Services Administration		1,671	1,846	7,601,328	19.00	1.00
96	Women's Advocate Office		51	34	214,440	N/A	0.75
105	Industrial Commission		50	151	635,930	N/A	3.00
120	Veterans Advocate Office		58	31	591,603	N/A	0.50
122	Department of the Family		452	1,125	5,823,851	4.00	2.50
123	Families and Children Administration		315	1,090	12,583,282	3.00	3.50
124	Minors Support Administration		74	172	3,035,812	2.00	2.25
126	Vocational Rehabilitation Administration		809	1,298	2,963,869	N/A	1.50
127	Administration for Socioeconomic Development of the Family		183	381	7,681,635	3.00	2.00
132	ASUNTOS DE EBERGIA (OF EST POLITICA PUB ENERGETICA)		2	1	1,077	N/A	0.50
133	Natural Resources Administration		159	1,293	4,860,309	N/A	8.25
137	Department of Correction and Rehabilitation		1,279	701	6,315,060	6.00	0.50
139	Parole Board		9	18	92,878	N/A	2.00
141	Telecommunication's Regulatory Board		61	63	208,941	N/A	1.00
152	Elderly and Retired People Advocate Office		534	83	288,619	N/A	0.25
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico		37	47	33,626	N/A	1.25
155	State Historic Preservation Office		31	18	483,060	N/A	0.50
220	Correctional Health		67	9	891,817	2.00	0.25
221	Emergency Medical Services Corps		140	445	577,927	N/A	3.25
224	Controller Especial Report Joint Commision		8	7	3,525	N/A	1.00
226	Joint Special Counsel on Legislative Donations		16	22	35,116	N/A	1.50
231	Health Advocate Office		22	1	1,829	N/A	-
241	Administration for the Care and Development of the Childhood		171	131	1,571,988	N/A	0.75
266	Office of Public Security Affairs		40	6	11,049	N/A	0.25
272	"Lookup agency name"		1	1	4,438	N/A	1.75
273	Permit Management Office		24	28	70,933	N/A	1.25
279	COM APLATIVA SERVICIO PUBLICO		15	1	1,568	N/A	-
281	Office of the Electoral Comptroller		18	6	13,173	N/A	0.25
290	State Energy Office of Public Policy		19	571	1,033,935	N/A	29.50
329	Social Economic Development Office		106	221	8,584,151	N/A	2.00

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%**

Total unprocessed invoices (May 1st, 2019) \$ **640,926,914**
 Ending A/P Balance (May 1st, 2019) \$ **751,115,137**
 % invoices unprocessed (May 1st, 2019) **85.3%**

Decrease in total unprocessed invoices from prior month **-32.2%**

Agency Code	Agency	FY19		FY18		FY17 & Prior	
		Count	Amount	Count	Amount	Count	Amount
14	Environmental Quality Board	203	\$ 564,379	48	\$ 121,189	-	\$ -
15	Office of the Governor	352	514,643	176	685,385	1	218
16	Office of Management and Budget	124	6,878,477	15	677,249	2	2,321
18	Planning Board	49	116,880	32	202,820	-	-
21	Emergency Management and Disaster Administration Agency	127	3,526,867	76	941,337	1	148
22	Office of the Commissioner of Insurance	18	526,540	19	238,361	11	46,329
23	Department of State	80	97,117	6	9,143	3	6,400
24	Department of the Treasury	96	11,637,830	-	-	-	-
25	Hacienda (entidad interna - fines de contabilidad)	1,298	8,277,098	302	1,199,754	20	20,624
28	Commonwealth Election Commission	183	378,412	685	3,362,801	62	81,975
30	Office of Administration and Transformation of Human Resources in the Government of PR	18	37,788	1	5,250	-	-
31	General Services Administration	145	1,297,824	254	896,776	2	8,939
34	Investigation, Prosecution and Appeals Commission	18	11,196	3	763	-	-
35	Industrial Tax Exemption Office	135	315,061	4	2,938	-	-
37	Civil Rights Commission	10	14,211	2	9,144	-	-
38	Department of Justice	624	3,951,621	211	480,616	1	2,195
40	Puerto Rico Police Department	1,490	2,941,472	241	548,558	119	17,433
42	Puerto Rico Firefighters Corps	133	134,014	25	14,558	-	-
43	Puerto Rico National Guard	524	3,479,727	194	1,838,657	1	200
45	Department of Public Safety	91	750,795	90	72,067	-	-
49	Department of Transportation and Public Works	567	10,472,549	335	9,502,833	178	1,109,044
50	Department of Natural and Environmental Resources	592	2,761,033	192	2,180,632	154	522,675
55	Department of Agriculture	293	633,415	6	8,434	-	-
60	Citizen's Advocate Office (Ombudsman)	8	40,496	-	-	-	-
62	Cooperative Development Commission	19	15,302	-	-	-	-
65	Public Services Commission	49	165,929	55	40,280	-	-
67	Department of Labor and Human Resources	503	1,575,877	147	376,455	8	90,047
68	Labor Relations Board	6	10,921	-	-	-	-
69	Department of Consumer Affairs	34	129,460	5	7,401	-	-
71	Department of Health	6,216	48,053,595	4,571	47,662,971	3,746	30,510,468
75	Office of the Financial Institutions Commissioner	23	122,729	-	-	-	-
78	Department of Housing	689	128,865,816	209	1,331,246	3	4,612
81	Department of Education	1,281	18,962,459	1,503	3,110,431	795	1,437,174
87	Department of Sports and Recreation	195	384,475	213	1,490,530	18	53,682
89	Horse Racing Industry and Sport Administration	14	64,996	-	-	-	-
95	Mental Health and Addiction Services Administration	1,168	4,955,959	528	2,402,917	150	242,453
96	Women's Advocate Office	32	214,122	2	318	-	-
105	Industrial Commission	131	301,720	20	334,210	-	-
120	Veterans Advocate Office	23	532,426	8	59,176	-	-
122	Department of the Family	819	4,215,516	305	1,608,287	1	48
123	Families and Children Administration	758	11,798,168	157	622,337	175	162,777
124	Minors Support Administration	126	2,208,028	45	826,184	1	1,600
126	Vocational Rehabilitation Administration	940	2,273,333	331	677,880	27	12,656
127	Administration for Socioeconomic Development of the Family	237	4,180,038	112	3,222,221	32	279,376
132	ASUNTOS DE EBERGIA (OF EST POLITICA PUB ENERGETICA)	-	-	1	1,077	-	-
133	Natural Resources Administration	317	1,296,722	787	1,343,460	189	2,220,127
137	Department of Correction and Rehabilitation	561	6,082,014	99	189,896	41	43,150
139	Parole Board	11	83,442	6	9,186	1	250
141	Telecommunication's Regulatory Board	63	208,941	-	-	-	-
152	Elderly and Retired People Advocate Office	75	281,718	8	6,901	-	-
153	Advocacy for Persons with Disabilities of the Commonwealth of Puerto Rico	27	24,737	20	8,889	-	-
155	State Historic Preservation Office	18	483,060	-	-	-	-
220	Correctional Health	9	891,817	-	-	-	-
221	Emergency Medical Services Corps	200	406,883	245	171,044	-	-
224	Controller Especial Report Joint Commission	7	3,525	-	-	-	-
226	Joint Special Counsel on Legislative Donations	15	17,005	7	18,111	-	-
231	Health Advocate Office	1	1,829	-	-	-	-
241	Administration for the Care and Development of the Childhood	123	1,556,464	8	15,525	-	-
266	Office of Public Security Affairs	4	7,455	2	3,594	-	-
272	"Lookup agency name"	1	4,438	-	-	-	-
273	Permit Management Office	28	70,933	-	-	-	-
279	COM APELATIVA SERVICIO PUBLICO	1	1,568	-	-	-	-
281	Office of the Electoral Comptroller	6	13,173	-	-	-	-
290	State Energy Office of Public Policy	473	858,304	98	175,631	-	-
329	Social Economic Development Office	193	6,710,785	26	1,873,062	2	305
Total		22,574	\$ 307,395,128	12,435	\$ 90,588,484	5,744	\$ 36,877,222