

Requirement 2 (E)



GOVERNMENT OF PUERTO RICO
Department of the Treasury

Puerto Rico Department of Treasury

Invoice Processing KPI's
For the month of June FY22

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- Post Hurricane Maria has affected systems, communications or management availability due to prioritization of recovery and reconstruction activities in some component units.
- This is affecting timing, reliability and, therefore, integrity of information and data.
- Continuous efforts are being made to enhance data integrity progressively.

**Puerto Rico Department of Treasury
Central Accounting Area
Invoice Processing Capacity Analysis
Jun 30, 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.

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 Unprocessed Invoices Backlog Executive Summary as of Jun 30, 2022
 (figures in thousands)

Top Five Agencies by Total Unprocessed Invoice Amount

ID	Agency	Total (\$) Unprocessed Invoices	Est. Months to Process Complete Backlog
071	Health Department	\$232,980	7.50%
271	PR Innovation Tec Services	47,753	7.25%
123	Administration of Families and Children	40,236	11.75%
025	Hacienda (entidad interna - fines de contabilidad)	37,924	6.25%
045	Department of Public Security	32,556	3.25%
Total Top Five		\$391,448	
All Other		272,902	
Total All Agencies		\$664,349	

Top Five Agencies by Estimated Months to Process Complete Invoice Backlog

ID	Agency	Total (\$) Unprocessed Invoices	Est. Months to Process Complete Backlog
010	General Court of Justice	\$3,415	68.25
123	Administration of Families and Children	40,236	11.75
050	Department of Natural and Environmental Resources	21,415	11.50
031	General Services Administration	8,461	10.75
078	Department of Housing	14,549	9.00
Total Top Five		\$88,075	
All Other		576,274	
Total All Agencies		\$664,349	

Historical Information (FY)

	April	May	June
Total Unprocessed Inv	\$641,335	\$641,480	\$664,349
Ending A/P Balance	976,066	890,524	835,823
Percentage of Invoices	65.7%	72.0%	79.5%

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Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of Jun 30, 2022

(figures in thousands)

ID	Agency	Monthly Average Processed Vouchers	Unprocessed Invoices In AP		Personnel Currently Processing Invoices	Estimated Months to Process Complete Invoice Backlog
			YTD FY 2022 Total Count	Portal as of 06/30/2022 Total Amount		
010	General Court of Justice	13	888	\$3,415	N/A	68.25
014	Environmental Quality Board	119	619	5,552	2.00	5.25
015	Governor's Office	188	949	2,120	N/A	5.00
016	Office of Management and Budget	59	55	547	N/A	1.00
018	Planning Board	70	160	1,532	N/A	2.25
021	Bureau of Emergency Management and Disaster Management	-	448	4,541	N/A	N/A
022	Office of the Insurance Commissioner	23	86	2,097	N/A	3.75
023	Department of State	115	265	977	N/A	2.25
024	Department of Finance	260	78	2,735	N/A	0.25
025	Hacienda (entidad interna - fines de contabilidad)	617	3,794	37,924	N/A	6.25
026	Retirement System for Government Employees and the Judiciary	-	61	568	N/A	N/A
028	State Elections Commission	84	523	2,065	N/A	6.25
030	Office of Administration and Transformation of Human Resources	18	29	39	N/A	1.50
031	General Services Administration	67	717	8,461	N/A	10.75
034	Commission of Investigation, Processing and Appeal	12	38	18	N/A	3.25
035	Industrial Tax Exemption Office	-	312	564	N/A	N/A
037	Civil Rights Commission	12	26	34	N/A	2.25
038	Justice Department	289	1,915	14,350	N/A	6.75
040	Puerto Rico Police Department	-	598	1,051	N/A	N/A
042	Bureau of the Fire Department of Puerto Rico	-	99	64	N/A	N/A
043	National Guard of Puerto Rico	507	1,844	12,953	N/A	3.75
045	Department of Public Security	1,003	3,278	32,556	N/A	3.25
049	Department of Transportation and Public Works	360	2,191	29,377	10.00	6.00
050	Department of Natural and Environmental Resources	243	2,808	21,415	2.00	11.50
055	Agriculture department	123	547	2,134	N/A	4.50
060	Office of the Citizen Procurator	24	25	72	N/A	1.00
062	Cooperative Development Commission of Puerto Rico	24	34	38	N/A	1.50
065	Public Service Commission	-	158	313	N/A	N/A
067	Department of labor and human resources	302	1,543	8,970	7.00	5.00
068	Labor Relations Board	11	7	1	N/A	0.75
069	Department of Consumer Affairs	77	80	98	N/A	1.00
071	Health Department	2,607	19,382	232,980	16.00	7.50
075	Office of the Commissioner of Financial Institutions	58	62	473	N/A	1.00
078	Department of Housing	212	1,920	14,549	13.00	9.00
081	Department of Education	7,542	2,896	7,294	N/A	0.50
087	Department of Recreation and Sports	241	919	7,222	6.00	3.75
089	Administration of the Horse Racing Industry and Sport	-	59	233	N/A	N/A

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Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of Jun 30, 2022

(figures in thousands)

ID	Agency	Monthly Average Processed Vouchers	Unprocessed Invoices In AP		Personnel Currently Processing Invoices	Estimated Months to Process Complete Invoice Backlog
			YTD FY 2022 Total Count	Portal as of 06/30/2022 Total Amount		
095	Administration of Mental Health and Anti-Addiction Services	1,752	2,068	7,184	19.00	1.25
096	Office of the Women's Advocate	65	80	794	N/A	1.25
105	Industrial Commission	47	311	1,204	N/A	6.50
120	Office of the Veteran's Attorney of Puerto Rico	26	153	4,415	N/A	6.00
122	Secretariat of the Department of the Family	440	2,369	26,291	4.00	5.50
123	Administration of Families and Children	304	3,585	40,236	3.00	11.75
124	Administration for the Support of Minors	63	225	5,418	2.00	3.50
126	Vocational Rehabilitation Administration	527	2,653	6,539	N/A	5.00
127	Administration of Socioeconomic Development of the Family	165	797	17,344	3.00	4.75
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	718	981	9,817	6.00	1.25
139	Freedom of speech board	13	31	28	N/A	2.50
141	Telecommunications Regulatory Board	-	131	427	N/A	N/A
152	Office of the Procurator for the Elderly	416	492	813	N/A	1.25
153	Ombudsman for Persons with Disabilities of the Commonwealth of Puerto Rico	15	84	186	N/A	5.50
155	State Office of Historic Conservation	24	92	295	N/A	3.75
189	Forensic Science Bureau	69	70	863	N/A	1.00
220	Correctional Health	21	77	644	2.00	3.75
221	Emergency Medical Corps Bureau	-	1	0	N/A	N/A
224	Com. Joint Inf. Comptroller	-	19	5	N/A	N/A
226	Com Legislative Donation	15	61	109	N/A	4.00
229	Office of the General Coordinator for Socioeconomic Financing and Self-Aid	-	1	0	N/A	N/A
231	Office of the Patient Advocate	15	9	40	N/A	0.50
241	Administration for the Comprehensive Care and Development of Children	200	316	4,411	N/A	1.50
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 Affairs	33	173	531	N/A	5.25
271	PR Innovation Tec Services	48	343	47,753	N/A	7.25
272	Office of the Inspector General of the Government of Puerto Rico	-	204	504	N/A	N/A
273	Permit Management Office	-	199	754	N/A	N/A
279	Public Service Appeals Commission	9	5	21	N/A	0.50
281	Office of the Electoral Comptroller	11	9	13	N/A	0.75
290	State Energy Office of Public Policy	-	1,139	1,412	N/A	N/A
291	Proyecto Dignidad	-	3	1	N/A	N/A
296	Com Auditoria int cred publico	-	2	150	N/A	N/A

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Unprocessed Invoices Backlog vs Average Monthly Processing Capacity as of Jun 30, 2022

(figures in thousands)

ID	Agency	Monthly Average Processed Vouchers	Unprocessed Invoices In AP		Personnel Currently Processing Invoices	Estimated Months to Process Complete Invoice Backlog
			YTD FY 2022 Total Count	Portal as of 06/30/2022 Total Amount		
298	Utility Regulatory Board	104	599	949	N/A	5.75
311	Puerto Rico Gaming Commission	477	234	10,767	N/A	0.50
329	Office of Socioeconomic Development	68	486	12,329	N/A	7.25
Total Unprocessed Invoices (06-30-2022)				\$641,335		
Ending A/P Balance (June 2022)				\$976,066		
% invoices unprocessed (June)				65.7%		
Total Unprocessed Invoices (05-31-2022)				\$641,480		
Ending A/P Balance (05-31-2022)				\$890,524		
% invoices unprocessed (2022-05-31)				72.0%		
Increase / (Decrease) in total unprocessed invoices from prior month				1.1%		

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Unprocessed Invoices Backlog Pertaining to Historical Fiscal Year as of Jun 30, 2022

(figures in thousands)

ID	Agency	FY2022		FY2021		FY2020		FY2019		FY2018		FY2017 & Prior	
		Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
010	General Court of Justice	3,543	13,233	5,434	25,458	17	6	16	7	36	16	-	-
014	Environmental Quality Board	1,149	23,239	3,258	31,297	5,201	21,975	5,567	7,272	1,709	4,285	-	-
015	Governor's Office	1,247	4,024	2,828	6,237	4,530	6,620	11,197	16,358	6,204	23,491	37	8
016	Office of Management and Budget	634	4,936	934	20,409	1,616	101,268	1,170	65,077	166	8,096	22	26
018	Planning Board	536	8,295	897	7,519	848	8,105	637	877	543	2,909	-	-
021	Bureau of Emergency Management and Disaster Mana	-	-	629	4,804	7,574	55,401	2,836	59,817	2,521	31,657	27	4
022	Office of the Insurance Commissioner	226	3,987	644	10,837	639	12,188	514	18,845	304	3,084	308	1,299
023	Department of State	1,333	9,052	1,914	10,399	2,060	10,158	1,403	1,897	236	257	61	85
024	Department of Finance	894	32,877	891	46,877	1,383	78,048	371	32,759	-	-	-	-
025	Hacienda (entidad interna - fines de contabilidad)	6,867	153,402	18,646	227,320	27,991	202,259	34,545	220,020	9,800	27,542	656	1,806
026	Retirement System for Government Employees and the	202	2,076	434	5,170	-	-	-	-	-	-	-	-
028	State Elections Commission	1,442	11,694	6,505	49,768	2,431	5,051	2,343	7,242	10,604	35,323	844	1,026
030	Office of Administration and Transformation of Human	127	833	205	293	263	247	154	286	35	179	-	-
031	General Services Administration	1,609	29,929	1,691	19,764	2,183	49,000	3,553	27,118	8,487	28,751	55	234
034	Commission of Investigation, Processing and Appeal	67	304	272	106	189	29	489	374	105	27	-	-
035	Industrial Tax Exemption Office	92	35	331	227	3,724	5,307	4,945	11,368	130	89	-	-
037	Civil Rights Commission	58	114	216	313	350	455	263	209	70	311	-	-
038	Justice Department	3,747	47,429	9,797	90,418	12,640	97,890	18,428	108,462	7,781	16,203	31	926
040	Puerto Rico Police Department	4	92	-	-	1,720	7,309	12,470	45,560	6,943	14,519	3,835	478
042	Bureau of the Fire Department of Puerto Rico	-	-	36	4	304	468	2,342	1,326	867	500	-	-
043	National Guard of Puerto Rico	5,432	32,842	16,844	122,101	11,034	79,532	4,703	30,307	1,456	11,963	12	2
045	Department of Public Security	11,333	143,392	25,702	267,389	32,989	222,692	4,054	27,672	3,262	2,618	35	71
049	Department of Transportation and Public Works	3,932	49,760	6,887	64,044	14,043	123,987	15,559	248,503	11,464	243,143	5,977	34,994
050	Department of Natural and Environmental Resources	6,960	91,649	13,744	155,736	21,563	102,830	12,757	41,118	2,887	18,417	1,622	2,619
055	Agriculture department	1,029	5,140	4,041	6,293	5,856	27,431	5,668	14,057	188	74	-	-
060	Office of the Citizen Procurator	138	546	216	856	111	258	126	280	-	-	-	-
062	Cooperative Development Commission of Puerto Rico	31	108	382	712	206	476	508	780	-	-	32	5
065	Public Service Commission	8	42	20	703	2,083	3,084	1,128	4,522	1,751	1,288	-	-
067	Department of labor and human resources	5,522	66,694	7,947	50,044	11,299	53,296	4,426	10,920	1,709	3,085	85	1,291
068	Labor Relations Board	85	267	50	132	50	184	21	87	3	0	-	-
069	Department of Consumer Affairs	199	302	274	204	772	1,606	839	685	144	103	-	-
071	Health Department	56,736	753,099	96,801	1,407,499	110,955	1,124,405	127,553	1,070,084	85,751	1,218,732	96,472	835,818
075	Office of the Commissioner of Financial Institutions	206	2,693	599	3,377	344	1,966	300	923	23	4	-	-
078	Department of Housing	5,400	40,330	15,206	130,961	10,865	139,760	5,445	511,901	1,775	76,504	19	28
081	Department of Education	188	2,266	6,525	82,948	10,187	119,380	21,245	144,496	48,502	102,570	26,698	45,397
087	Department of Recreation and Sports	2,352	4,509	2,690	98,004	3,781	34,020	4,269	6,141	7,566	50,132	691	1,427
089	Administration of the Horse Racing Industry and Sport	-	-	888	1,505	684	4,061	89	636	-	-	-	-
095	Administration of Mental Health and Anti-Addiction Se	10,507	61,208	12,672	72,293	14,348	45,856	16,197	43,101	11,243	30,779	3,678	4,097
096	Office of the Women's Advocate	259	2,492	809	5,760	523	2,935	587	3,437	60	9	-	-
098	Correctional Administration	-	-	-	-	6	6	46	3,294	-	-	-	-
105	Industrial Commission	1,570	4,135	1,457	4,054	1,846	11,065	1,582	3,226	650	8,616	4	4
120	Office of the Veteran's Attorney of Puerto Rico	154	3,275	519	33,181	1,561	26,709	858	18,173	262	1,977	-	-
122	Secretariat of the Department of the Family	6,033	43,340	13,143	160,105	20,673	285,671	21,738	103,671	9,611	47,715	27	2

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Unprocessed Invoices Backlog Pertaining to Historical Fiscal Year as of Jun 30, 2022

(figures in thousands)

ID	Agency	FY2022		FY2021		FY2020		FY2019		FY2018		FY2017 & Prior	
		Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
123	Administration of Families and Children	6,314	92,679	18,140	169,310	16,152	232,372	25,230	360,973	5,172	42,085	5,746	5,011
124	Administration for the Support of Minors	803	29,275	1,028	28,520	1,873	30,236	2,368	36,459	1,016	19,678	26	40
126	Vocational Rehabilitation Administration	8,048	24,948	12,551	35,641	20,295	70,149	23,540	46,227	10,766	22,312	495	232
127	Administration of Socioeconomic Development of the f	2,225	66,949	4,528	69,866	10,881	116,303	3,944	88,107	2,637	102,501	1,050	8,101
132	Asuntos De Energia (Of Est Politica Pub Energetica)	-	-	-	-	-	-	148	1,727	34	36	1	1
133	Natural Resources Administration	4	13	-	-	1,905	34,444	3,741	24,372	4,741	11,342	1,683	10,736
137	Department of Correction and Rehabilitation	4,977	77,782	7,935	142,353	7,934	159,058	2,168	23,696	915	1,354	545	357
139	Freedom of speech board	114	81	80	116	29	27	124	1,058	134	217	35	9
141	Telecommunications Regulatory Board	-	-	394	2,976	3,069	8,161	671	907	32	22	-	-
152	Office of the Procurator for the Elderly	3,317	6,744	4,436	8,903	2,358	8,900	1,446	6,523	217	231	-	-
153	Ombudsman for Persons with Disabilities of the Comm	344	812	239	1,522	117	141	580	192	700	309	-	-
155	State Office of Historic Conservation	473	1,182	548	2,326	823	3,796	339	2,195	32	38	-	-
189	Forensic Science Bureau	533	8,186	41	68	7	55	-	-	-	-	-	-
208	Aportaciones A Los Municipios	1	1,000	-	-	-	-	-	-	-	-	-	-
220	Correctional Health	313	5,086	536	1,861	348	701	39	2,778	-	-	-	-
221	Emergency Medical Corps Bureau	11	3	-	-	685	2,960	2,207	4,981	2,952	2,007	9	1
224	Com. Joint Inf. Comptroller	42	14	221	55	140	66	47	66	-	-	-	-
226	Com Legislative Donation	86	72	392	192	678	1,716	398	591	245	617	-	-
229	Office of the General Coordinator for Socioeconomic Fi	-	-	-	-	-	-	-	-	35	13	-	-
231	Office of the Patient Advocate	215	228	147	214	58	99	9	9	-	-	-	-
241	Administration for the Comprehensive Care and Develc	1,366	16,115	1,855	14,459	1,931	9,464	1,486	27,746	192	413	-	-
242	PPD Central Committee	-	-	383	8,728	155	63	-	-	-	-	-	-
243	PNP Central Committee	1	1	427	2,060	-	-	-	-	35	578	-	-
244	PIP Central Committee	-	-	666	3,821	-	-	-	-	-	-	-	-
266	Office of Public Affairs	172	3,811	378	746	3,855	5,831	79	260	70	122	-	-
271	PR Innovation Tec Services	883	56,957	4,131	599,734	343	22,295	30	25	-	-	-	-
272	Office of the Inspector General of the Government of P	450	1,538	1,978	3,260	539	4,686	-	-	-	-	-	-
273	Permit Management Office	258	1,468	642	2,754	1,900	4,734	1,678	3,514	-	-	-	-
279	Public Service Appeals Commission	66	238	79	207	108	215	22	42	-	-	-	-
281	Office of the Electoral Comptroller	48	212	54	214	52	192	55	176	-	-	-	-
290	State Energy Office of Public Policy	2,468	2,518	2,748	1,971	622	828	14,480	29,697	3,276	4,552	-	-
291	Proyecto Dignidad	-	-	82	70	-	-	-	-	-	-	-	-
296	Com Auditoria int cred publico	-	-	-	-	-	-	35	1	35	5,100	-	-
298	Utility Regulatory Board	2,716	3,578	2,590	7,613	2,299	3,377	7	2	-	-	-	-
306	Hosp. University of Adults	-	-	-	-	6	4	-	-	1,275	1,916	1,081	1,056
311	Puerto Rico Gaming Commission	1,893	82,578	1,596	14,345	7	48	-	-	-	-	-	-
329	Office of Socioeconomic Development	523	62,886	3,071	147,750	4,554	68,339	4,317	140,343	938	63,437	70	11
Total		180,515	\$2,200,597	354,874	\$4,496,777	435,165	\$3,862,254	442,129	\$3,715,558	280,297	\$2,293,844	151,969	\$957,199

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