



# Workday Invoice Processing Update

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OFFICE OF MANAGEMENT & BUDGET

February 2023



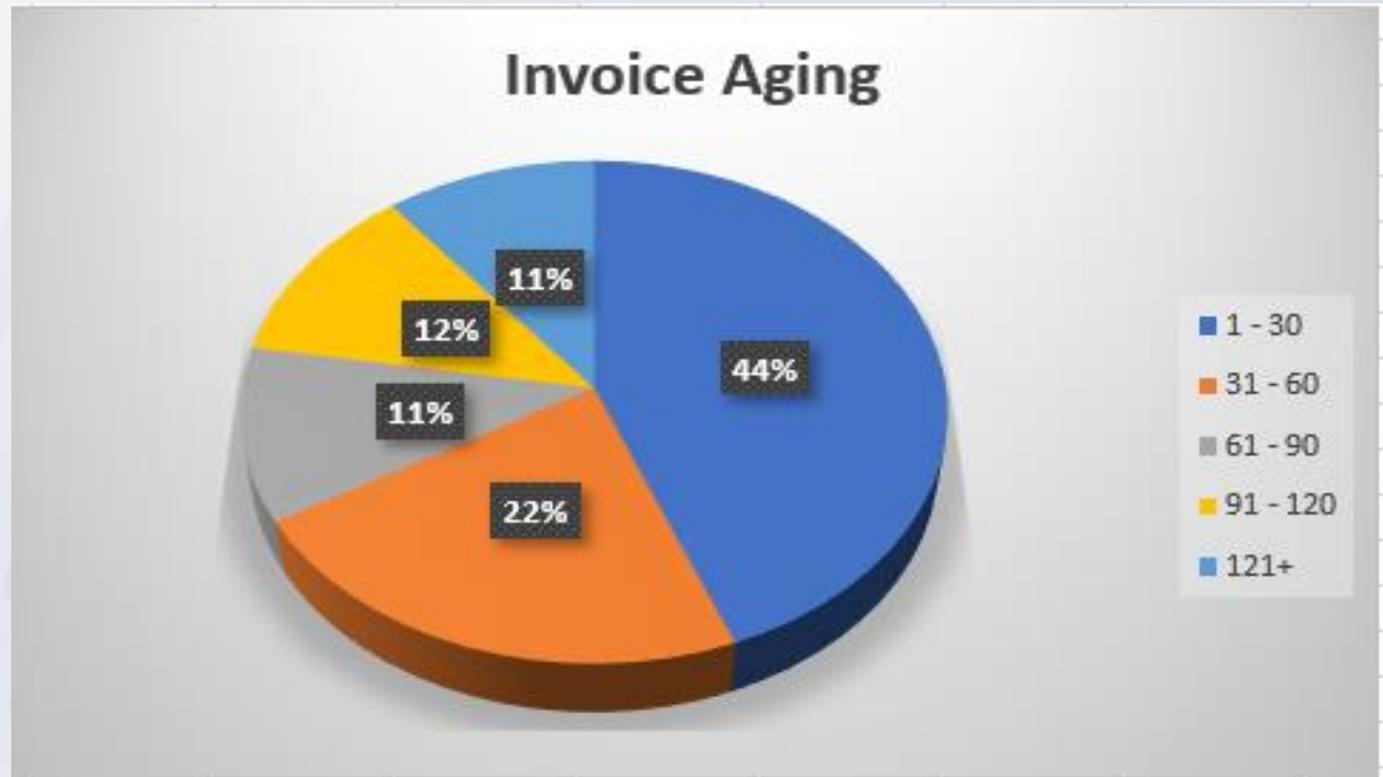
# AP Staffing Levels

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- 10 Full Time Accounts Payable Staff
- 4 Temporary Contractors
  - Start Dates:
    - 12/19/2022
    - 12/27/2022
    - 1/3/2023
    - 1/3/2023

# Invoice Volume

- 3,514 Invoices currently in system
- 69 Invoices dated from prior fiscal year
- 6,482 Invoices have been cancelled



# Work Capacity

	October	November	December	January	February
Invoices Imported (daily average)	205	185	164	141	155
Invoices Indexed (daily average)	205	300	225	213	230
Invoices Approved (daily average)	259	380	513	534	550
Invoices Paid	2,923	5,501	8,038	15,841	7,128

# Caught Up?

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- Daily Invoices Imported = 200
- Daily Invoices Approved = 400
- Days until caught up = 18 business days

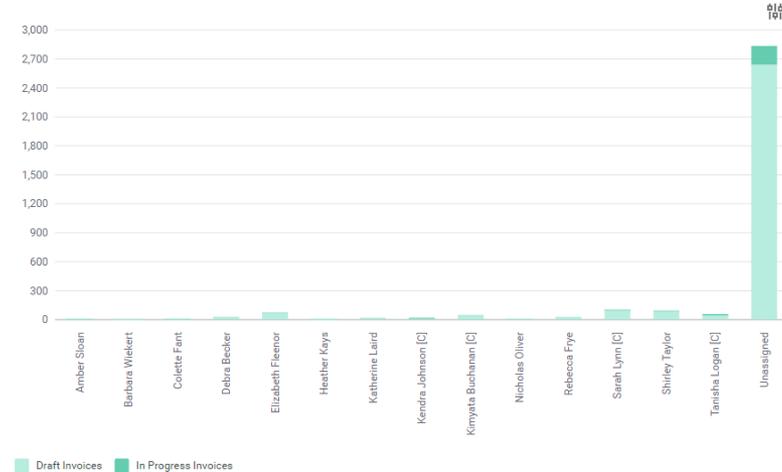
# Supplier Invoice Work Area

MENU   

**Supplier Invoice Work Area** 

[Manager Overview](#)
[My Work Queue](#)
[Pending Approval](#)
[Supplier Invoice Cycle Times](#)

### Draft and In Progress Invoices by Processor



■ Draft Invoices
 ■ In Progress Invoices

Processor	Draft Invoices	In Progress Invoices
Amber Sloan	0	0
Barbara Wielert	0	0
Colette Fant	0	0
Debra Becker	0	0
Elizabeth Fleener	0	0
Heather Kays	0	0
Katherine Laird	0	0
Kendra Johnson [C]	0	0
Kimyata Buchanan [C]	0	0
Nicholas Oliver	0	0
Rebecca Frye	0	0
Sarah Lynn [C]	0	0
Shirley Taylor	0	0
Tamasha Logan [C]	0	0
Unassigned	~2,700	~300

### Priority

27 items

Work Queue Tag	Count
355 Fire	100
362 EMS	79
365 EMA Emergency Management	45
370 LMDC	259
375 YTS	5
380 CJC	2
410 PWA	310
430 Animal Services	33
506 Develop Louisville	101
520 Codes and Regs	62
605 LMPHW	98
615 RCS Community Services	124

15 items

Assignee	Draft Invoices	In Progress Invoices
	6	0



# Questions?

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February 2023

