



Workday Invoice Processing Update

OFFICE OF MANAGEMENT & BUDGET

February 2023

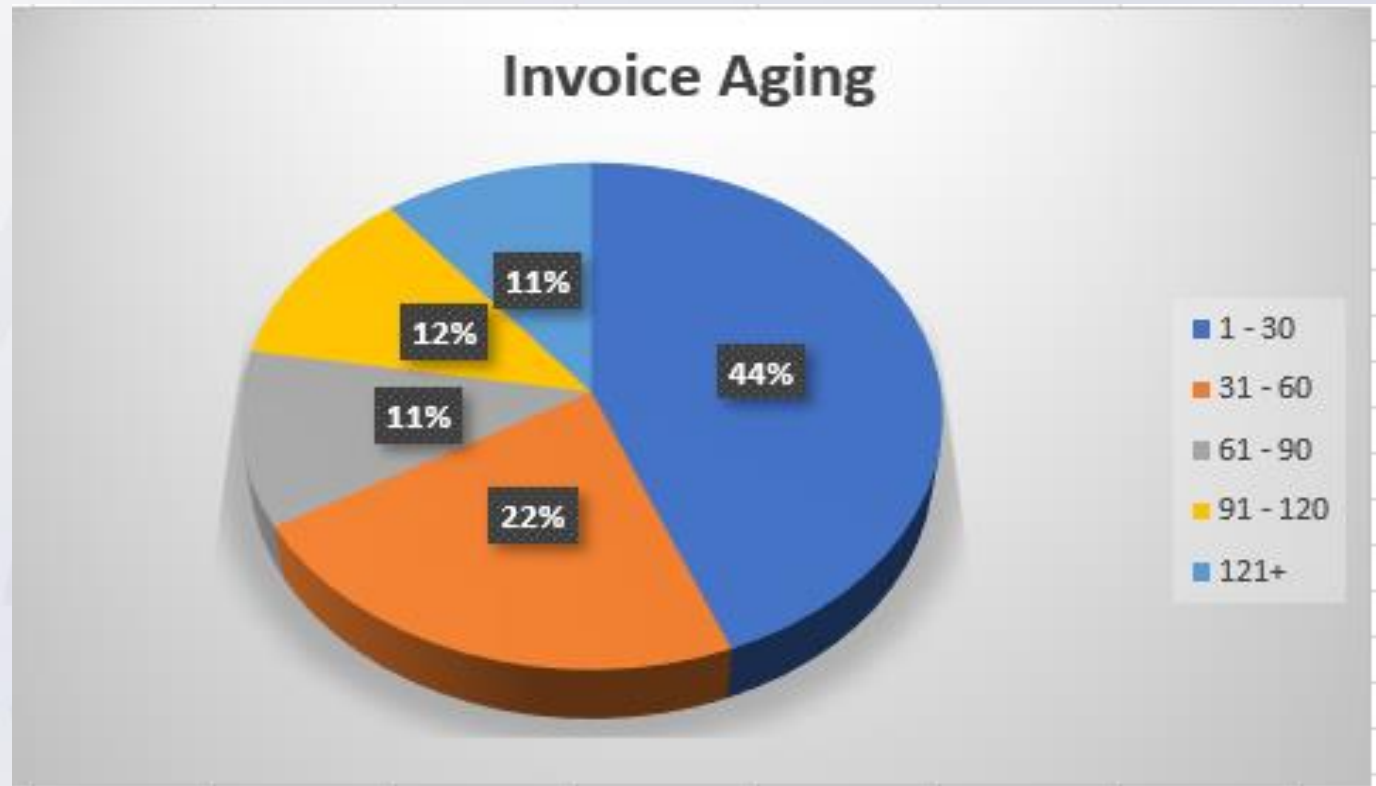


AP Staffing Levels

- 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



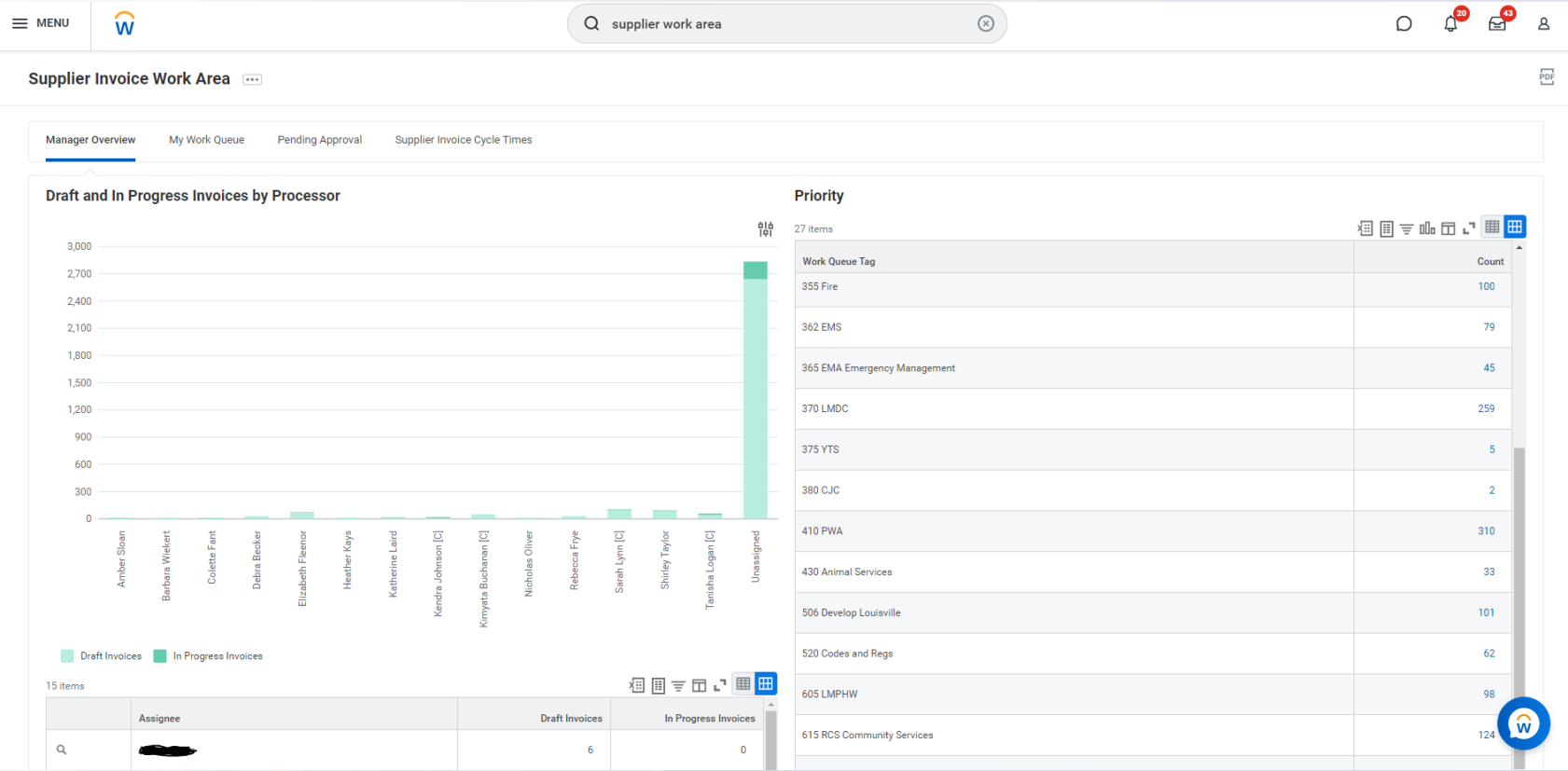
Work Capacity

	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?

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

Supplier Invoice Work Area



A stylized, light blue silhouette of a city skyline is positioned at the top of the slide. The skyline includes various building shapes, such as a tall, thin skyscraper and a building with a rounded dome. The background of the entire slide is a dark blue gradient.

Questions?

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