

Date	Department	Category	Description	Amount (£)	Invoice Number	Paid
3/14/2024	Sales	Client Entertainment	Expense related to Utilities	£125.06	INV-8942	No
2/23/2024	HR	Office Supplies	Expense related to Utilities	£92.02	INV-9248	No
3/10/2024	HR	Client Entertainment	Expense related to Postage	£469.19	INV-5079	No
1/6/2024	HR	Postage	Expense related to Utilities	£344.95	INV-5681	No
2/18/2024	Marketing	Office Supplies	Expense related to Client Entertainment	£203.74	INV-7565	Yes
2/10/2024	Marketing	Travel	Expense related to Client Entertainment	£29.96	INV-4815	Yes
3/12/2024	Finance	Equipment Repair	Expense related to Utilities	£415.89	INV-2376	No
3/1/2024	Sales	Client Entertainment	Expense related to Software Subscriptions	£322.91	INV-1033	No
1/20/2024	IT	Client Entertainment	Expense related to Travel	£260.34	INV-5622	Yes
1/8/2024	IT	Equipment Repair	Expense related to Utilities	£93.52	INV-2739	No
2/2/2024	Operations	Travel	Expense related to Client Entertainment	£365.71	INV-2762	Yes
1/5/2024	IT	Training	Expense related to Training	£384.98	INV-9339	Yes
1/20/2024	Finance	Travel	Expense related to Utilities	£490.98	INV-4533	Yes
3/22/2024	Finance	Travel	Expense related to Training	£19.49	INV-8403	Yes
1/26/2024	Operations	Utilities	Expense related to Postage	£212.37	INV-1511	No
1/2/2024	HR	Software Subscriptions	Expense related to Training	£85.55	INV-1465	No
3/10/2024	HR	Software Subscriptions	Expense related to Travel	£387.17	INV-4770	No
1/3/2024	Finance	Travel	Expense related to Office Supplies	£485.72	INV-4131	Yes
3/10/2024	Marketing	Equipment Repair	Expense related to Equipment Repair	£356.68	INV-9068	Yes
2/27/2024	Marketing	Utilities	Expense related to Postage	£358.46	INV-4469	No
3/31/2024	Sales	Equipment Repair	Expense related to Travel	£80.89	INV-2656	No
1/2/2024	Finance	Equipment Repair	Expense related to Training	£395.09	INV-2861	No
3/5/2024	IT	Postage	Expense related to Software Subscriptions	£32.73	INV-9979	No
2/24/2024	Sales	Equipment Repair	Expense related to Travel	£148.05	INV-8477	Yes
3/23/2024	Finance	Office Supplies	Expense related to Equipment Repair	£233.05	INV-2233	No
3/6/2024	IT	Postage	Expense related to Equipment Repair	£334.48	INV-3437	Yes
1/29/2024	Sales	Equipment Repair	Expense related to Software Subscriptions	£177.92	INV-8562	Yes
3/25/2024	Marketing	Client Entertainment	Expense related to Software Subscriptions	£84.00	INV-3997	No
1/3/2024	HR	Postage	Expense related to Travel	£88.92	INV-7122	Yes
1/28/2024	Finance	Postage	Expense related to Travel	£296.10	INV-5007	Yes
2/24/2024	Finance	Software Subscriptions	Expense related to Equipment Repair	£210.74	INV-5701	Yes
3/8/2024	Finance	Client Entertainment	Expense related to Software Subscriptions	£364.50	INV-1647	No
1/4/2024	IT	Client Entertainment	Expense related to Office Supplies	£225.46	INV-6934	No
1/31/2024	Finance	Training	Expense related to Training	£491.70	INV-1741	Yes
3/25/2024	Sales	Office Supplies	Expense related to Training	£378.41	INV-6654	Yes
2/13/2024	Finance	Utilities	Expense related to Office Supplies	£166.13	INV-9663	No
2/2/2024	IT	Utilities	Expense related to Travel	£32.65	INV-3432	No
3/3/2024	Finance	Client Entertainment	Expense related to Utilities	£41.82	INV-5563	Yes

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1/20/2024	HR	Office Supplies	Expense related to Software Subscriptions	£57.99	INV-2243	No
1/25/2024	IT	Utilities	Expense related to Client Entertainment	£276.75	INV-4000	Yes
3/21/2024	Sales	Office Supplies	Expense related to Equipment Repair	£293.81	INV-5552	Yes
1/7/2024	HR	Software Subscriptions	Expense related to Equipment Repair	£167.92	INV-4814	No
3/12/2024	Sales	Training	Expense related to Equipment Repair	£28.89	INV-4914	No
2/22/2024	Finance	Utilities	Expense related to Travel	£115.64	INV-3044	Yes
1/28/2024	Sales	Postage	Expense related to Postage	£15.11	INV-1113	Yes
3/5/2024	Marketing	Office Supplies	Expense related to Software Subscriptions	£24.40	INV-6311	No
2/7/2024	Operations	Equipment Repair	Expense related to Utilities	£152.22	INV-3016	No
1/13/2024	Sales	Office Supplies	Expense related to Equipment Repair	£114.29	INV-4480	Yes
2/12/2024	IT	Software Subscriptions	Expense related to Utilities	£36.54	INV-8991	No
1/10/2024	IT	Utilities	Expense related to Software Subscriptions	£450.03	INV-8491	Yes
3/5/2024	HR	Training	Expense related to Postage	£202.50	INV-5175	No
3/7/2024	HR	Postage	Expense related to Utilities	£416.05	INV-9813	No
2/1/2024	Sales	Office Supplies	Expense related to Office Supplies	£54.76	INV-9952	No
1/25/2024	Marketing	Utilities	Expense related to Software Subscriptions	£459.34	INV-3167	No
1/28/2024	Finance	Software Subscriptions	Expense related to Office Supplies	£396.88	INV-4535	Yes
1/26/2024	Sales	Office Supplies	Expense related to Office Supplies	£184.12	INV-3002	No
1/16/2024	Operations	Training	Expense related to Travel	£377.01	INV-9103	No
3/8/2024	HR	Travel	Expense related to Travel	£202.72	INV-6125	No
2/1/2024	HR	Postage	Expense related to Postage	£345.78	INV-8792	Yes
1/17/2024	Operations	Travel	Expense related to Postage	£484.58	INV-4957	Yes
3/30/2024	HR	Postage	Expense related to Equipment Repair	£163.07	INV-2746	Yes
1/2/2024	Finance	Equipment Repair	Expense related to Client Entertainment	£319.70	INV-2693	No
3/9/2024	HR	Software Subscriptions	Expense related to Postage	£185.41	INV-9664	Yes
1/13/2024	IT	Training	Expense related to Office Supplies	£387.89	INV-6755	Yes
3/1/2024	IT	Postage	Expense related to Utilities	£101.17	INV-7567	No
1/22/2024	IT	Travel	Expense related to Utilities	£30.28	INV-4605	No
1/23/2024	IT	Software Subscriptions	Expense related to Training	£35.35	INV-3840	Yes
1/27/2024	Operations	Client Entertainment	Expense related to Travel	£54.46	INV-9657	No
1/6/2024	HR	Postage	Expense related to Equipment Repair	£263.60	INV-5561	Yes
1/20/2024	Sales	Travel	Expense related to Postage	£255.53	INV-1585	Yes
1/1/2024	IT	Client Entertainment	Expense related to Software Subscriptions	£152.22	INV-4619	No
1/19/2024	Finance	Client Entertainment	Expense related to Travel	£105.64	INV-1700	Yes
2/21/2024	IT	Client Entertainment	Expense related to Travel	£157.00	INV-1953	Yes
1/5/2024	Operations	Client Entertainment	Expense related to Travel	£452.87	INV-4768	No
1/2/2024	IT	Equipment Repair	Expense related to Equipment Repair	£249.84	INV-6481	Yes

Date	Department	Category	Description	Amount (£)	Invoice Number	Paid
2/4/2024	Operations	Equipment Repair	Expense related to Postage	£167.47	INV-3450	No
2/16/2024	IT	Client Entertainment	Expense related to Postage	£262.93	INV-2675	Yes
3/20/2024	IT	Equipment Repair	Expense related to Postage	£64.41	INV-8637	No
3/14/2024	Operations	Training	Expense related to Utilities	£241.48	INV-3997	No
3/11/2024	Sales	Equipment Repair	Expense related to Utilities	£115.89	INV-7108	Yes
1/29/2024	HR	Utilities	Expense related to Travel	£488.78	INV-6930	No
2/10/2024	IT	Utilities	Expense related to Postage	£401.53	INV-1137	Yes
2/25/2024	Finance	Client Entertainment	Expense related to Travel	£423.99	INV-7607	Yes
3/23/2024	Operations	Equipment Repair	Expense related to Software Subscriptions	£215.55	INV-1084	Yes
3/9/2024	Finance	Equipment Repair	Expense related to Equipment Repair	£14.86	INV-6198	Yes
2/27/2024	IT	Software Subscriptions	Expense related to Office Supplies	£190.22	INV-5074	Yes
1/18/2024	HR	Utilities	Expense related to Utilities	£463.96	INV-5217	Yes
3/26/2024	Finance	Postage	Expense related to Software Subscriptions	£359.68	INV-2775	No
1/14/2024	IT	Software Subscriptions	Expense related to Travel	£222.38	INV-3293	Yes
1/16/2024	Operations	Client Entertainment	Expense related to Utilities	£184.56	INV-3287	Yes
2/29/2024	Operations	Office Supplies	Expense related to Utilities	£238.91	INV-7419	Yes
3/12/2024	Marketing	Travel	Expense related to Utilities	£257.22	INV-6973	Yes
2/29/2024	Sales	Equipment Repair	Expense related to Utilities	£287.88	INV-1859	Yes
3/22/2024	Operations	Utilities	Expense related to Office Supplies	£171.71	INV-1074	No
1/31/2024	HR	Software Subscriptions	Expense related to Training	£115.25	INV-1733	No
1/1/2024	Finance	Office Supplies	Expense related to Utilities	£105.20	INV-2370	No
2/1/2024	IT	Software Subscriptions	Expense related to Software Subscriptions	£459.73	INV-1115	No
3/31/2024	Operations	Software Subscriptions	Expense related to Office Supplies	£298.42	INV-4272	Yes
2/7/2024	Marketing	Equipment Repair	Expense related to Office Supplies	£393.01	INV-9509	No
3/27/2024	Marketing	Utilities	Expense related to Travel	£34.63	INV-3698	No

totalled unpaid £
£10,598.10

total unpaid	percentage unpaid
50	50.51%

Sales unpaid invoices	6
HR unpaid invoices	12
Marketing unpaid invoices	6
IT unpaid invoices	10
Operations unpaid invoice	8
Finance unpaid invoices	8