



Southern Company

CONSTRUCTION SHARED SERVICES

INVOICE TRACKER FOR EXECUTIVE REVIEW



GOOD OPERATIONS AREN'T ENOUGH

Southern Company Gas is moving \$3.49M across 580 invoices with **impressive speed**—86% already approved. That reflects strong operational discipline. But just beneath the surface, **hidden inefficiencies** are eroding financial clarity. The following will:



Spotlight stuck payments
~11% of invoices remain in 'submitted' status, tying up ~\$384K in potential cash flow



Identify quiet failures
1.7% of invoices are rejected—a signal that process or vendor issues may be brewing



Surface aged risk
Some invoices date back to 2021, signaling breakdowns in system hygiene and oversight



**READY TO
MOVE
EFFICIENCY INTO
DISCIPLINE?**

- ✓ CLEAR STUCK INVOICES
- ✓ ADDRESS ROOT CAUSES
- ✓ RESOLVE AGED DATA
- ✓ STRENGTHEN FINANCIAL CLARITY



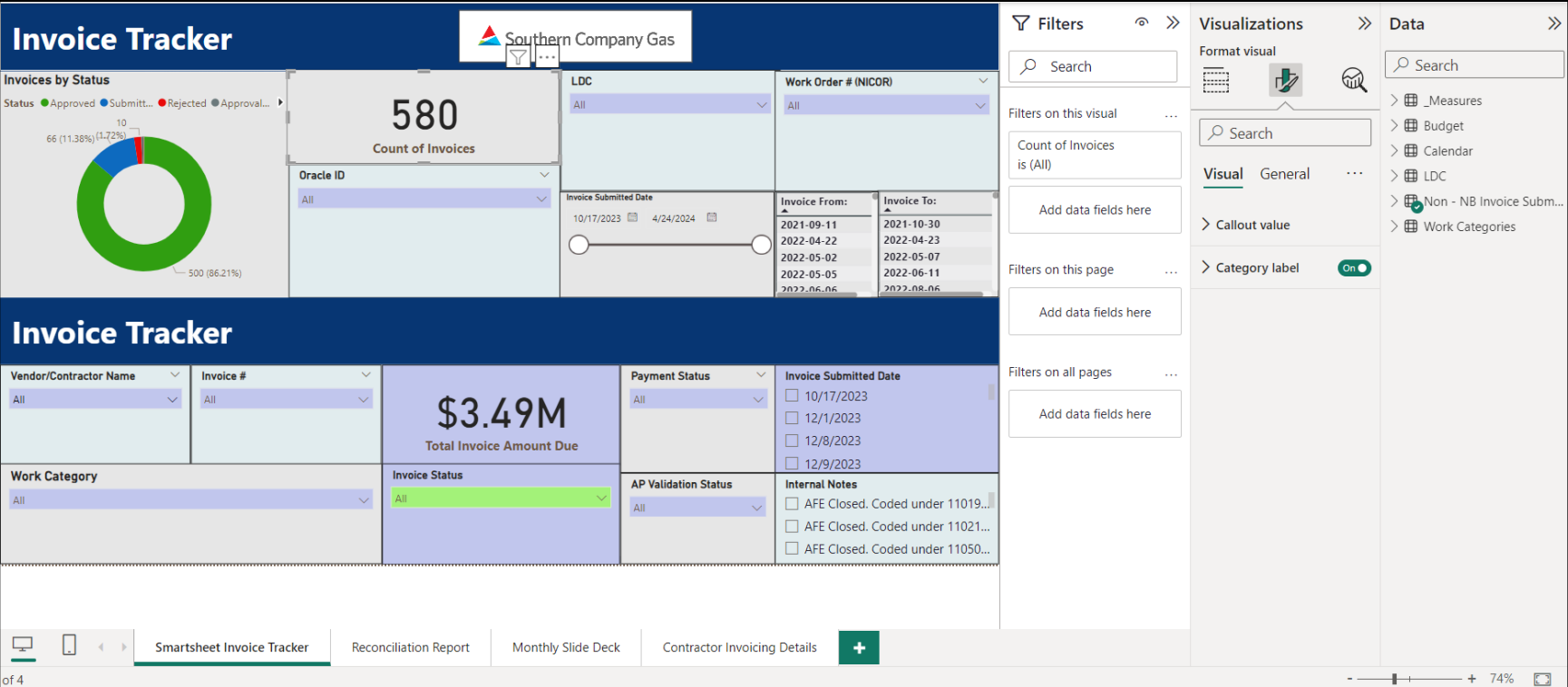
Southern Company Gas is processing \$3.49M across 580 invoices with 86% already approved—a strong indicator of operational efficiency. However, approximately 11% remain stuck in 'submitted' status, tying up an estimated \$384K in payments and introducing potential cash flow risk. While the rejection rate is low at 1.7%, even small failure points can reveal systemic or vendor-related issues. More critically, the presence of invoices dating back to 2021 suggests data hygiene and process oversight challenges that could impact financial visibility.

Addressing these friction points now offers clear upside. By accelerating the resolution of submitted invoices, investigating root causes behind rejections, and purging aged records, leadership can unlock trapped capital, rebuild vendor trust, and elevate financial reporting accuracy—moving from functional performance to financial precision.

WHAT THE NUMBERS ARE SAYING



Big Picture



HIGH LEVEL SNAPSHOT

- ✓ Total Invoices Tracked: 580
 - ✓ Total Invoice Amount Due: \$3.49M
 - ✓ Approval Status Breakdown:
 - Approved: 500 (86.21%)
 - Submitted: 66 (11.38%)
 - Rejected: 10 (1.72%)
- Approval Pending: (remaining small %)

OBSERVED PATTERNS

Without the right visibility and process alignment, invoice inefficiencies quietly drain time and money. That's why high-performing teams prioritize clarity—surfacing hidden delays, resolving gaps, and accelerating outcomes before small issues become costly ones. Because when old data lingers, momentum stalls.



85% Approval Success Rate

Shows a mostly efficient workflow



11% Still in Submitted Status

\$384K (est.) possibly tied up in process limbo



1.7% Rejected Invoices

small cracks that could signal vendor or workflow issues

WHAT WE SEE

- Approval delays concentrated in “submitted” stage
- Small but persistent rejections still unaddressed
- Unusually long invoice age range (2021–2024)
- Lack of full data cleanup and timeline accountability



WHAT WORKS

- Reducing lifecycle friction at every step
- Targeting bottlenecks with root cause reviews
- Cleaning up aging data to regain trust and speed
- Automating visibility—not just approval steps

The question isn't if slow processes will cost you—it's *how quietly they already are.*

WHAT THIS MEANS FOR YOU: RISKS, OPPORTUNITIES & RECOMMENDATIONS

01

Risks

- Cash flow impact if high-dollar invoices are stuck in 'submitted' or 'rejected'.
- Potential vendor relationship strain due to delays.
- Aged invoices may indicate system or process lapses.

02

Opportunities

- Accelerate AP validation process for submitted invoices.
- Analyze root causes behind rejections.
- Clean up or archive aged, inactive records for submitted invoices.
- Analyze root causes behind rejections.
- Clean up or archive aged, inactive records for more accurate reporting.

03

Recommendations

✓ Immediate Next Steps

1. Prioritize Clearing Submitted Invoices: Focus on oldest and highest-dollar amounts.
2. Analyze Rejected Invoices: Identify trends (vendor, category, work order) driving rejection rates.
3. Audit Aged Invoices (>1 year): Investigate why they are still in the system.

LET'S GET STARTED WITH A FOCUSED STEP: ACTION PLAN

WHY VISION MATTERS NOW

The real risk isn't slow approvals—it's letting inefficiencies go unaddressed.

Stuck payments = trapped capital

Rejections = unresolved process breakdowns

Aged data = clouded financial visibility

Every delay compounds cost and erodes trust.

IGNITE FINANCIAL CLARITY: ACTION PLAN & OWNER ALIGNMENT

Review & Approve Submitted Invoices

Owner: AP Manager

Deadline: Next 7 Days

→ Expedite review of pending invoices to unlock tied-up payments

Conduct Root-Cause Analysis on Rejections

Owner: Finance Ops

Deadline: Next 14 Days

→ Identify drivers of rejection trends and define resolution steps

Clean Up Aged Invoice Data

Owner: Data Analyst

Deadline: Next 30 Days → Remove or backdated Invoices

Set Up Monthly C-Suite KPI Report

Owner: Reporting Lead

Deadline: By Month-End

→ Build transparency and executive visibility into invoice health

DELIVERABLES

- ✓ **Invoice Approval Acceleration**
Clear backlog and improve cash flow predictability
- ✓ **Root Cause Analysis Framework**
A targeted action plan to reduce rejection rates
- ✓ **Data Hygiene & Trust**
Clean data = clear reporting = confident decisions
- ✓ **Executive KPI Visibility**
Clear backlog and improve cash flow predictability

Poor visibility costs more than slow payments. Act with discipline—**build clarity** from the inside out.

TRACKING PROGRESS, DRIVING PRECISION

 Key KPIs For Future Analysis:

- % of invoices approved within 7 days
- \$ value of pending submitted invoices
- Rejection rate by category/vendor
- Average invoice age in the system

