

Accounting — Weekly Summary

SAMPLE DOCUMENT — FOR TRAINING PURPOSES ONLY

Weekly Summary — Accounting

****Period:**** 23-29 March 2026

****Generated by:**** Scheduled task (aging-report)

Volume

- Items processed: 127 (prev week: 50, +154.0%)
- Urgent items: 13 (prev: 10)
- Average resolution time: 5.6 days (prev: 6.0)

Top Categories

1. Operational — 44% of volume
2. Capital — 16% of volume
3. Licence — 18% of volume
4. Service — 14% of volume

Trends

- Volume trending UP 154.0% week-over-week
- Urgent items elevated — investigate staffing or process bottleneck
- Average days overdue: within target

Action Items Carried Forward

- 4 items from last week still unresolved
- Oldest open item: ACC-13054 (11 days old)
- No recurring patterns detected