

Freedom of Information Act 2000 disclosure log entry

Reference

20-21189

Date sent

03/02/2021

Subject

Accounts Payable (AP) Spend on Management Processes

Details of enquiry

1. What is your current invoice process for handling supplier invoices, from receipt to when its posted in the ERP [enterprise resource management] and ready for payment?
2. What systems do you use for managing and processing invoices and catalogues
3. How many invoices were processed in FY19-20?
4. In what format do you currently receive invoices?
5. Do you print your emailed or pdf invoices?
6. Do Accounts Payable check every invoice received?
7. What is the current split between PO and non PO invoices?
8. If you have an invoice matching process, is this automated or manual?
9. How many FTE's do you have in your AP team who process invoices?
10. What % of invoices were paid late in FY19-20?
11. What processes or solutions do you have in place for employees to submit and reclaim expenses?
12. How many expense claims were submitted by employees in FY19-20?
13. Do you use OCR (optical character recognition) to scan invoices and/or expenses?
14. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

Response Sent

1. What is your current invoice process for handling supplier invoices, from receipt to when its posted in the ERP and ready for payment?
 - a. Invoices are received by SBS (Shared Business Services)
 - b. SBS enters invoice onto Oracle within 2 days of receipt
 - c. SBS match invoice against Purchase Order
 - d. Invoice goes onto interface for payment
 - e. Payment is raised within 30 days of invoice date or when invoice is received whichever is later.
2. What systems do you use for managing and processing invoices and catalogues
Oracle

3. How many invoices were processed in FY19-20?
Approximately 7,000
4. In what format do you currently receive invoices?
SBS receive the Trust's invoices via the postal service and electronically
5. Do you print your emailed or pdf invoices?
No
6. Do Accounts Payable check every invoice received?
Accounts Payable check invoices that are sent to them. The majority of invoices get sent directly to SBS and Accounts Payable don't see them
7. What is the current split between PO and non PO invoices?
80% PO 20% Non PO
8. If you have an invoice matching process, is this automated or manual?
Mostly automated
9. How many FTE's do you have in your AP team who process invoices?
1.6 FTE's
10. What % of invoices were paid late in FY19-20?
10%
11. What processes or solutions do you have in place for employees to submit and reclaim expenses?
The process is as follows:
 - a. Fill in the staff expense form
 - b. Attach receipts and documentation to support expense
 - c. Send to Line Manager to approve
 - d. Send expense form and receipts to Finance department
 - e. Finance check expense form and receipts.
 - f. Send expense form to Payroll and paid with monthly salary
12. How many expense claims were submitted by employees in FY19-20?
1,200
13. Do you use OCR (optical character recognition) to scan invoices and/or expenses?
No
14. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?
None