



Reference: FOI3199

Request:

Summary: We are interested in the systems you have in place to process supplier invoices

Questions:

1. What is your current invoice process.

Invoices are forwarded to the Accounts Payable Team via email/post. These invoices are processed manually and passed through a 3 way matching process (authorisation agreed at the PO stage). Exceptions to these are the manually authorised payment requests for reimbursements to individuals whereby a Purchase Order has not been raised.

Another payment process is "self billing" where goods are ordered and once received this generates a payment (paperless system).

There are also invoices that are processed via 3rd party payment systems (Accuserv, Talis, ELMS and Natwest SDOL, Pharmoutcomes, Controcc) which are interfaced into the main finance system.

Invoices are sent to the AP Process team via email/ post and manually entered into the finance system and pass through a 3 way matching process. The exceptions to this rule are manually authorized and entered via a payment request form. We also have a weekly self billing process in pace.

There are also invoices that are processed via 3rd party payment systems (Accuserv, Talis, ELMS and Natwest SDOL, Pharmoutcomes, Controcc) which are interfaced into the main finance system.

2. What systems do you use for managing and processing invoices and also for catalogues?

Oracle, Accuserv, Talis, ELMS Natwest SDOL, Pharmoutcomes and Controcc

3. How many invoices were processed in FY19?

Across all invoice types(Excluding Controcc Payments) : 1004900

4. In what format do you currently receive invoices?

We receive invoices via email and post. These cover a number of different formats (Word, excel, pdf, handwritten) and must follow an agreed format.

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5. Are you currently meeting the EU eInvoicing Directive 2014/55/EU?

We do not process e- invoices

6. How many EDI invoices were processed in FY19?

The number of invoices paid via interface were: 66557 (Made up of Interfaced and Self Bill Invoices)

7. Do Accounts Payable check every invoice received?

All invoices that are not submitted via an interface are manually checked and keyed by the Accounts payable team. Those invoices that are interfaced into Business Management System (BMS) are manually keyed and approved in the 3rd party system by a separate team, prior to the import files being generated.

8. Does the authority currently have a PO system or non PO system?

We adopt a policy where most suppliers, where possible should be paid via a PO that has been receipted and matched to the necessary invoice.

There are exceptions to this rule which are paid as Non PO Invoices i.e. Grant payments and reimbursements etc.

9. What is the split between PO and non PO invoices? (Excluding Controcc Payments)

PO: 25495/ Non PO 7988

10. Do you have an invoice matching process? If so, is this done manually?

Yes – Purchase Orders are approved and subsequent receipts manually inputted and manually matched to the invoices at the point they are keyed onto the system

11. How are you currently reporting on invoice spend?

We currently report on the invoice spend by publishing the invoices over £250 and Purchase Card spend for each month. This satisfies the statutory requirement to report on invoices over £500.00.

12. Are you claiming back VAT on invoices?

Yes

13. How many FTE's do you have in your AP team?

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5.8 FTE in Accounts Payable

4 FTE in FS Support - responsible for supplier amendments and interface processing

14. What % of invoices were paid late in FY19?

We consider as anything paid later than 14 days as paid late giving a total of 8% paid late

If we were to consider invoices that were paid within the standard 30 day period this would decrease to 3% paid late

15. What are your top 5 types of spend?

PUBLIC SECTOR SERVICES 69210301

CONSTRUCTION, BUILDING REPAIRS & MAINTENANCE 46820102.79

SOCIAL CARE 30147484.3

UTILITIES 9817358.83

HUMAN RESORUCES, PROCESSES RECRUIT & AGENCY WORKERS 9690168.79