

FOI262 Request

- 1. What is your current invoice process for handling supplier invoices, from receipt to when its posted in the ERP and ready for payment?**
Purchase to Pay (from purchase order, to receipt to payment).
- 2. What systems do you use for managing and processing invoices and catalogues**
We use CAPITA SECURE INFORMATION SOLUTIONS LTD.
- 3. How many invoices were processed in FY19-20?**
Please see page 30 of the accompanying PDF.
- 4. In what format do you currently receive invoices?**
We do not specify an invoice format and may receive invoices in any format.
- 5. Do you print your emailed or pdf invoices?**
No.
- 6. Do Accounts Payable check every invoice received?**
Yes, our internal process and systems 'enforce' this check.
- 7. What is the current split between PO and non PO invoices?**
90% PO, 10% non PO.
- 8. If you have an invoice matching process, is this automated or manual?**
The Trust uses a mixture of manual and Automated matching. The automatic matching is a feature built in to the system.
- 9. How many FTE's do you have in your AP team who process invoices?**
6.81
- 10. What % of invoices were paid late in FY19-20?**
Please see page 30 of the accompanying PDF.
- 11. What processes or solutions do you have in place for employees to submit and reclaim expenses?**
Use an e-expense platform that interfaces with our payroll.
- 12. How many expense claims were submitted by employees in FY19-20?**
There were 16,053 claims submitted in 2019-20.
- 13. Do you use OCR (optical character recognition) to scan invoices and/or expenses?**
An OCR feature is embedded within the finance system, Integra.
- 14. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?**
No.