

Freedom of Information Act 2000

Wiltshire Health & Care LLP Response to Information Request

Date Request Received: 25/02/2021

FOI Ref: 16/20_21

Requested Information

FOI Request - 16 20-21

	Question
1	What is your current invoice process for handling supplier invoices, from receipt to when its posted in the ERP 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

Response:

Invoices are received by post or email in to the accounts payable (AP) Team. They are then sorted as to whether they are PO or non-PO transaction. The invoices are manually input onto Unit4. PO invoices are matched to orders and saved. Once they have been receipted they go through automatically for payment. If the invoice or goods receipting has a discrepancy they are investigated. Non PO invoices are coded to the relevant cost centre and processed through workflow for approval. Once invoices are approved and GRNI's receipted invoices go through automatically for payment.

Unit 4

20,525

Emailed PDF or Printed

No

Checked as being processed onto the system

45% PO 55% non PO

Manual invoicing processing system

1.5

8%

Easy Expenses

436,911

No

There are annual audits (by external & internal auditors) to ensure that claims are not fraudulent and policies are being adhered to

Exemption(s)

Nil

Attachment(s)

Nil

Date Response Sent: 11/03/2021