

11 January 2022

Information Rights & Compliance Team  
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Our Ref: FOI/03868

Thank you for your request concerning Invoices.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**1. What is your current invoice process for handling supplier invoices, from receipt to when its posted in the ERP and ready for payment?**

We use the Standard Purchase to Pay process.

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

We use Advanced and NHS Supply Chain.

**3. How many invoices were processed in FY19-20?**

45,269.

**4. In what format do you currently receive invoices?**

Pdf.

**5. Do you print your emailed or pdf invoices?**

No.

**6. Do Accounts Payable check every invoice received?**

Yes.

**7. What is the current split between PO and non PO invoices?**

16% PO 84% non PO.

**8. If you have an invoice matching process, is this automated or manual?**

Yes, automated.

**9. How many FTE's do you have in your AP team who process invoices?**

Not applicable as outsourced function.

**10. What % of invoices were paid late in FY19-20?**

15%, but system does not distinguish between those genuinely paid late and those under query.

**11. What processes or solutions do you have in place for employees to submit and reclaim expenses?**

E-expenses solution.

**12. How many expense claims were submitted by employees in FY19-20?**

12,037.

**13. Do you use OCR (optical character recognition) to scan invoices and/or expenses?**

Not applicable as this is an outsourced function.

**14. Have there been investigations relating to expense compliance in your organisation in the last 24 months?**

No.

**If so, how many?**

Not applicable.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith  
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

