

(CCC) Accounts Payable Software

Thank you for your request for information. Your request below will be forwarded to the appropriate department to answer.

1. Does the authority outsource transactional services to another authority or shared service function or external party?

1.a. If yes, what is the name of said authority or shared service function or external party

2. Which Finance system is used by the authority (Oracle, Agresso, Sage, EFinancial, SAP etc.)?

3. Please state the total number of Accounts Payable invoices processed by the authority in the last financial year (18/19)

4. Please state the total value of the Accounts Payable invoices processed by the authority in the last financial year (18/19)

5. Is 3rd party pre-payment software utilised by the authority to prevent invoice payment errors (e.g. duplicate invoices, overpayments, VAT input errors or credits on statements) from occurring?

6. Are the services of a 3rd party, or 3rd party software, utilised by the authority to identify historical invoice errors (duplicate invoices, overpayments, VAT input errors or credits on statements)?

7. Over the last 6 years, please state the name(s) of all external organisation(s) used to review Accounts Payable transactions as in questions (5) and (6) as above

7.a.i. Please state the period(s) reviewed by each

7.a.ii. Please state the value of the contracts awarded by the authority to the external organisation(s) in each case.

7.b. Please state the total value of moneys recovered/incorrect payments identified (as appropriate) by each provider in the period(s) reviewed.

FOI Ref

8288

Response sent

18 Dec 20

8. Please provide a contact list for finance & procurement departments at the authority.

9. What internal controls does the authority have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)

Response:

Responses to the requests have been included in the attached excel document.

Further queries on this matter should be directed to foi@cambridge.gov.uk

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Question	Comments
1. Does the authority outsource transactional services to another authority or shared service function or external party?	No
1.a. If yes, what is the name of said authority or shared service function or external party	N/A
2. Which Finance system is used by the authority (Oracle, Agresso, Sage, EFinancial, SAP etc.)?	TechnologyOne
3. Please state the total number of Accounts Payable invoices processed by the authority in the last financial year (18/19)	2019/20 financial year - 20,163 invoices
4. Please state the total value of the Accounts Payable invoices processed by the authority in the last financial year (18/19)	2019/20 financial year - £94,514,320.16
5. Is 3rd party pre-payment software utilised by the authority to prevent invoice payment errors (e.g. duplicate invoices, overpayments, VAT input errors or credits on statements) from occurring?	No
6. Are the services of a 3rd party, or 3rd party software, utilised by the authority to identify historical invoice errors (duplicate invoices, overpayments, VAT input errors or credits on statements)?	Government - National Fraud Initiative (NFI)
7. Over the last 6 years, please state the name(s) of all external organisation(s) used to review Accounts Payable transactions as in questions (5) and (6) as above	N/A
7.a.i. Please state the period(s) reviewed by each	N/A
7.a.ii. Please state the value of the contracts awarded by the authority to the external organisation(s) in each case.	N/A
7.b. Please state the total value of moneys recovered/incorrect payments identified (as appropriate) by each provider in the period(s) reviewed.	N/A
8. Please provide a contact list for finance & procurement departments at the authority.	Cambridge City Council - 01223 457000
9. What internal controls does the authority have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)	The Councils Financial Management System has duplicate invoice checking functionality Supplier set-up is centralised and controlled to avoid duplicate supplier accounts A signiifcant percentage of supplier invoices are PO matched (3 way match)