

FOI Ref

8395

Response sent

11 Jan 2021

**(CCC) Council Tax**

Format to be sent back: Please respond with electronic copies/email

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

Questions:

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 also for 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. Are you currently meeting the EU eInvoicing Directive 2014/55/EU?
7. How many EDI invoices were processed in FY19-20?
8. Do you use OCR (optical character recognition) to scan invoices?
9. Do Accounts Payable check every invoice received?
10. Does the authority currently have a PO system or non PO system?
11. What is the current split between PO and non PO invoices?
12. If you have an invoice matching process, is this automated or manual?
13. What system or process do you currently use to report on invoice spend?
14. Are you claiming back VAT on invoices? If so, how much?
15. How many FTE's do you have in your AP team who process invoices?
16. What % of invoices were paid late in FY19-20?
17. What are your top 5 types of spend by department or service in FY19-20?

**Response:**

See attached.

Further queries on this matter should be directed to [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk)

## **Invoice Process**

### **Questions**

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## Comments

Pdf invoice received into central mailbox  
Scanning software saves pdf attachment  
into server folder within FMS  
Invoice entered and matched to receipted  
PO or:  
Non PO invoice entered and sent by  
workflow to approver. Image of invoice  
visible within FMS  
Matched or approved invoices subject to  
final check by Finance then posted to the  
general ledger and paid  
FMS - TechnologyOne

20,163 invoices

99% pdf. Word invoices are converted to pdf

No

No

None

No

Yes

PO system but non PO backed invoices can  
still be processed. We are not yet 'no PO no  
Pay'.

60% PO Backed

Manual, in that we enter the PO number in  
the first stage of data entry and select match  
to bring back the order details.

TechnologyOne

Yes.

No period defined

We have a transactional processing team of 11.5 FTE equivalent but they are multi-skilled and cover AR, AP, Purchasing, P.Cards, Credit Control, Finance Projects, Account Maintenance, Customer & Supplier enquiries

12.48%

1. Rates and Utilities (Electricity / Water)
2. Cleaning
3. Agency Staff
4. Artist Fees
5. Consultancy Fees

We have excluded salaries, housing benefits and grants.