

From: Freedom of Information

Sent: 10 September 2020 15:51

To:

Subject: Freedom of Information Response (Our Ref: K/20/330)

Dear

Freedom of Information Response (Our Ref: K/20/330)

Thank you for your Freedom of Information (FOI) request dated 28 August 2020, reference K/20/330.

Your request read:

- “1. What is your current invoice process
2. What system do you use for managing/processing invoices
3. How many invoices where processed in FY19?
4. What sourcing/purchasing/cataloguing solutions are you using?
5. In what format do you currently receive invoices?
6. How many EDI invoices were processed in FY19
7. Do Accounts Payable check every invoice received
8. Does the university currently have a PO system or non PO system?
9. What is the split between PO and non PO invoices?
10. Do you have an invoice matching process? If so, is this done manually?
11. How are you currently reporting on invoice spend?
12. Are you claiming back VAT on invoices?
13. How many FTE's do you have in your AP team
14. What did the University pay in late payment fees in 2019
15. What % of invoices are paid on time?”

The University of Leeds holds this information. We have responded to your questions in the table below.

Question	Answer
What is your current invoice process?	P2P Invoices Posted through Financial System
What system do you use for managing/processing invoices?	SAP
How many invoices where processed in FY19?	97,409
What sourcing/purchasing/cataloguing solutions are you using?	Advance
In what format do you currently receive invoices?	Emailed in pdf / Electronic PO Flip Invoices Through Advance
How many EDI invoices were processed in FY19	24,822
Do Accounts Payable check every invoice received	Yes

Does the university currently have a PO system or non PO system?	PO System
What is the split between PO and non PO invoices?	90% PO
Do you have an invoice matching process? If so, is this done manually?	Manually Within SAP
How are you currently reporting on invoice spend?	Reporting through Financial System
Are you claiming back VAT on invoices?	Yes
How many FTE's do you have in your AP team	Seven
What did the University pay in late payment fees in 2019	Nil
What % of invoices are paid on time?	96.27%

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat

University of Leeds