Dear

Freedom of Information Response (Our Ref: K/20/506)

Thank you for your Freedom of Information (FOI) request dated 4 December 2020, reference K/20/506.

Your request read:

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

1.a. If yes, what is the name of said body

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

3. Please state the total number of Accounts Payable invoices processed by the University in the last financial year

4. Please state the total value of the Accounts Payable invoices processed by the University in the last financial year

5. Is 3rd party pre-payment software utilised by the University 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 University 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 University 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.

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

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

The University of Leeds holds this information. For your convenience, we have responded to each of your questions in turn below.

1. Does the University outsource transactional services to another University or shared service function or external party?
   a. If yes, what is the name of said body

No

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

SAP

3. Please state the total number of Accounts Payable invoices processed by the University in the last financial year

Approximately 106,000

4. Please state the total value of the Accounts Payable invoices processed by the University in the last financial year

Approximately £331m

5. Is 3rd party pre-payment software utilised by the University 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 University to identify historical invoice errors (duplicate invoices, overpayments, VAT input errors or credits on statements)?

No.
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
   a. Please state the period(s) reviewed by each
   b. Please state the value of the contracts awarded by the University to the external organisation(s) in each case.
   c. 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 University.

Accounts Payable – apuol@leeds.ac.uk
Procurement - CentralPurchasing@adm.leeds.ac.uk

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

We use a purchase order system within SAP and also a procurement hub service. All invoices are validated through three way matching and purchase orders are required (unless exempt) in order for an invoice to be processed.

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