

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 01 March 2021.

I am pleased to confirm the following.

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

The accounts' payable function is outsourced to Shared Business Services

Service provision includes the electronic receipting of goods or services, scanning, electronic storage and archiving of supplier invoices, electronic workflow processes for invoice authorisation.

Invoices are received physically, by email or via e-invoicing (Trade shift) and if required, scanned. The digital image is then subject to data extraction using OCR (Optical Character Recognition). This populates the required fields for the invoice record.

A Verification team completes any invoice fields that the system cannot extract with the designated certainty.

The invoices will then proceed down one of two routes as follows:

- If a Purchase Order is shown on the invoice.

The invoice is imported into Oracle, and a 3 way match is performed which will match the invoice lines to the Purchase Order lines for quantity and price, and against any recorded receipts, again by invoice/order line.

- If there is no Purchase Order quoted on the invoice.

If the supplier has not been set up as a Purchase Order required supplier, the invoice continues down the Non-PO process as follows:

The OCR process searches the invoice for the person's name that requested the goods/services, and the invoice routed to that user for approval.

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

Oracle

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

67,647 invoices

4. In what format do you currently receive invoices?

Invoices are received physically, by email or via e-invoicing and if required, scanned.

5. Do you print your emailed or pdf invoices?

No

6. Do Accounts Payable check every invoice received?

The digital invoice image is subject to data extraction using OCR (Optical Character Recognition). This populates the required fields for the invoice record.

A Verification team completes any invoice fields that the system cannot extract with the designated certainty.

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

45%/55% based on 2019-20 invoices.

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

Automated

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

Please refer to the answer for question 1.

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

19%

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

This service is outsourced to University Hospitals Birmingham and we are therefore unable to answer these questions.

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

As above

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

As above

14. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

As above

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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