



## Freedom of Information Request FOI 22 60

### Expense claims and invoices

#### Query and response:

Please could you answer some questions about how you are currently handing your spending at the Authority:

#### Travel & Expenses

1. What finance system do you use?

**Agresso**

2. What system do you use to manage and process your staff's expenses?

**Paper based form data uploaded into payroll system (Itrent)**

3. What is the expense process?

**Form submitted with receipts to manager, who authorises and sends to payroll for processing**

4. What is the current period of reimbursement for staff expenses?

**Three months**

5. Are expenses required to be pre-approved?

**Yes**

6. How long does it take on average to process 1 expense claim?

**Ten minutes**

7. How many expense claims were made in FY21/22? And what was total value of expense claimed in FY21/22?

**1662 claims at a value £108,321.15**

8. Can your staff submit expenses remotely?

**Yes**

9. Are staff able to submit claims on their mobile device?

**No**

10. How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage manually?

**Yes, VAT is reclaimed on mileage. Commuting mileage is manually deducted.**



11. What percentage of expense claims are you auditing?

**100% check**

12. How many FTEs (full time employees) do you have processing expense claims?

**One**

13. What is the average time to reimburse your staff's expenses?

**One month**

14. Which department oversee' s/owns the expense processes/workflows?

**Payroll**

15. Are there direct data integrations for expense spend directly into your main finance system? Alternatively, are they bulk uploaded via JPEG etc.?

**Yes**

17. How are you reporting on expense spend?

**Quarterly financial performance reporting**

#### **Invoices**

18. What system do you use for managing/processing invoices?

**Agresso**

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

**Requisitions are raised, approved and then a PO is generated. POs are receipted. Invoices are matched to the receipted POs, invoice data is added to the accounting system and checked by second person, this is then ready to pay.**

20. How many invoices were processed in FY21/22?

**11,465**

21. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?

**Two inputting invoices, one reviewing/approving**

22. What percentage of invoices were paid late in FY21/22?

**28%**

23. Are there cases where Invoices are duplicated and paid out more than once?



**The Finance system we use does not allow duplicate invoices to be entered. We have processes in place to prevent duplicate payments, and if a duplicate payment is identified it is recovered.**

24. What is the approval workflow for Invoices?

**All requisitions/invoices are approved on our accounting system, the approval stages depend on the type of purchase and value.**

25. Do you use Optical Character Recognition (OCR) to scan invoices?

**No**

26. Do you have to manually validate the scanned invoices from the OCR capture?

**No**

27. Do you currently have a PO system or a non-PO system? If you use both types – what is the percentage of PO invoices vs. non-PO invoices?

**We primarily use a PO system, with some non-PO. PO invoices 72% vs non-PO invoices 28%.**

28. Are you claiming VAT on invoices? If so, are you doing this in-house?

**In-house reclaim on VAT**

29. How are you currently reporting on invoice spend?

**Quarterly financial performance reporting**

**Information/Detail accurate on the date provided: 09, August 2022**