Freedom of Information Request: Our Reference CTMUHB_103_21

You asked:

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 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. Do Accounts Payable check every invoice received?
7. What is the current split between PO and non PO invoices?
8. If you have an invoice matching process, is this automated or manual?
9. How many FTE's do you have in your AP team who process invoices?
10. What % of invoices were paid late in FY19-20?
11. What processes or solutions do you have in place for employees to submit and reclaim expenses?
12. How many expense claims were submitted by employees in FY19-20?
13. Do you use OCR (optical character recognition) to scan invoices and/or expenses?
14. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

Our response:

We can confirm that we do not hold the specific information that you have requested. Therefore, you may wish to redirect your request to NHS Wales Shared Services Partnership (NWSSP) whom provides procurement and payroll services for all Wales NHS Health Boards.

They can be contacted at the following address:
shared.services@wales.nhs.uk