

Request Ref: 2679

FOI Request dated **20/07/2022** as follows -

1. *How many invoices has your university processed in the last twelve months? (from the date of receiving this request)*
2. *What percentage of these invoices were paid on time?*
3. *Does your university have an automated invoice management tool in place?*
 - a. *Fully automated tool*
 - b. *Part automated tool*
 - c. *No automation*
 - d. *Don't know*
4. *When was the last time your university updated the following processes?*
 - a. *Your invoice management tool*
 - i. *Insert date:*
 - b. *Your expense management processes*
 - i. *Insert date:*
5. *How many members of your finance team are responsible for the following:*
 - a. *Processing invoices*
 - b. *Processing expenses*

Definitions:

Re the above, the following definitions have been provided to help with this request.

- *An automated invoice management tool uses technologies such as machine learning and artificial intelligence to accurately capture invoice data*

Response

1. How many invoices has your university processed in the last twelve months? (from the date of receiving this request) – 19,123
2. What percentage of these invoices were paid on time? 30%
3. Does your university have an automated invoice management tool in place?
 - a. No automation – No automated system in place
4. When was the last time your university updated the following processes?
 - a. Your invoice management tool
 - i. Insert date: N/A
 - b. Your expense management processes
 - i. Insert date: May 2020

5. How many members of your finance team are responsible for the following:
- a. Processing invoices - 6
 - b. Processing expenses - 6