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