

**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