

FOI REF: 22/007

Tel: 0300 131 4500
Website: www.esht.nhs.uk

14th February 2022

FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

1. What is your current invoice process

[Invoices received, registered, matched to an order and paid.](#)

2. What system do you use for managing/processing invoices

[Capita Integra 2.](#)

3. How many invoices were processed in FY21?

[100,726.](#)

4. What sourcing/purchasing/cataloguing solutions are you using?

[Delta E-tendering.](#)

5. In what format do you currently receive invoices?

[95% email, 5% paper.](#)

6. How many EDI invoices were processed in FY21

[The Trust does not use EDI.](#)

7. Do Accounts Payable check every invoice received

[Yes.](#)

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8. Does the force currently have a PO system or non PO system?

PO system.

9. What is the split between PO and non PO invoices?

99% PO, 1% non-PO comprise ex-gratia claims, volunteer travel expenses etc.

10. Do you have an invoice matching process? If so, is this done manually?

Yes invoices matched manually to purchase orders.

11. How are you currently reporting on invoice spend?

Monthly reporting within the Finance report.

12. Are you claiming back VAT on invoices?

Yes, if they are on the Government's list of services eligible for VAT recover, apart from that no.

13. How many FTE's do you have in your AP team

9.68 FTE's.

14. What did the force pay in late payment fees in 2021

£790.66.

15. What % of invoices are paid on time?

Cumulatively in Month 12 – for NHS 88.27% by number, 96.19% by value, for Non-NHS 74.33% by number, 89.76% by value.

16. What is your current expense management process?

Allocate e-expenses as part of Electronic Staff Record (ESR) Functionality.

17. How many expenses do you process a year?

Approx 12,600.

18. How long are approval waiting times for bookings & expenses?

Claims have to be signed off by manager within 3 months.

19. What ERP do you use?

NerveCentre.

If I can be of any further assistance, please do not hesitate to contact me.

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Should you be dissatisfied with the Trust's response to your request, please write to the Freedom of Information Department (esh-tr.foi@nhs.net), quoting the above reference.

Yours sincerely

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