| Freedom of Information Request | FOI 21-108 | 17th March 2021 |

1. **What is your current invoice process for handling supplier invoices, from receipt to when it's posted in the ERP and ready for payment?**
    This varies according to the system in (2) below. Invoices containing a Purchase Order typically arrive electronically (GHX and BASWARE) or via OCR and are matched to the Purchase Order and Receipt, in order to be paid. Invoices that do not have an Oracle Purchase Order raised, typically are sent direct to the Health Board and AP either receive these via a data load or are manually authorised

2. **What systems do you use for managing and processing invoices and catalogues**
    Oracle/OCR/GHX/BASWARE/INVOICE FEEDS/DATALOADS

3. **How many invoices were processed in FY19-20?**
    1,783,769 – All Wales

4. **In what format do you currently receive invoices?**
    PDF and Invoice Feeds

5. **Do you print your emailed or pdf invoices?**
    No

6. **Do Accounts Payable check every invoice received?**
    Yes, as part of the matching process – Invoice/Receipt/Order or if no Order has been raised that a manual authorisation check is undertaken

7. **What is the current split between PO and non PO invoices?**
    57.2% - PO
    42.8% - Non PO

8. **If you have an invoice matching process, is this automated or manual?**
    Combination of both

9. **How many FTE's do you have in your AP team who process invoices?**
    110.09 FTE – All Wales total

10. **What % of invoices were paid late in FY19-20?**
    All Wales - for March 2020 for Non NHS (Supplier invoices) 95.33% of all invoices were paid within 30 days or less. We have a KPI of processing at least 95% of invoices within 30 days

For Aneurin Bevan University Health Board - Non NHS invoices paid over 30 days for 2019-20 = 2.8%

11. **What processes or solutions do you have in place for employees to submit and reclaim expenses?**
Expenses for Aneurin Bevan University Health Board are claimed via an electronic expense system interfaced to ESR.

12. **How many expense claims were submitted by employees in FY19-20?**
Expenses for Aneurin Bevan University Health Board for the period 2019/20 = 29,934 Claims

13. **Do you use OCR (optical character recognition) to scan invoices and/or expenses?**
OCR is used for Invoices but not for expenses

14. **Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?**
No