



Information Governance Team

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Dear Sir/Madam.

**Freedom of Information Act 2000 (FOIA)
Request ID: REQ07840**

Thank you for your request for information relating to supplier invoice systems.

You have requested the following information:

1. What is your current invoice process?

Coventry City Council operates a centralised Accounts Payable; invoices are either emailed to Accounts Payable or submitted by e-post from the Council's central mail room. Purchase orders are required for all invoices, the Council operates a no Purchase order no Pay policy. Invoices are loaded onto Business World by Accounts Payable and matched to Purchase Orders.

Where matched to a receipted order with no discrepancies invoice posts to General Ledger overnight and is paid when due. If the order is unreceipted or a discrepancy is outside the tolerance, the invoice goes into a workflow for receipting or approval by the budget holder.

2. What systems do you use for managing and processing invoices and also for catalogues?

Processing Invoices:

Business World and V1
Care Director – Adults Social Care
Controcc – payments to Foster Carers
Systems Link - Utilities

FSI – repairs and maintenance
Servitor – being phased out
NatWest SDOL – purchase cards

Catalogues:

Proactis Marketplace

3. How many invoices were processed in FY19?

64,000 invoices were processed excluding Adults Social Care supplier payments.

4. In what format do you currently receive invoices?

Emailed PDFs and XML/EDI formats.

5. Are you currently meeting the EU eInvoicing Directive 2014/55/EU?

Yes.

6. How many EDI invoices were processed in FY19?

Type of Invoice	Number of Invoices
Utilities	5,667
Marketplace	3,409

7. Do Accounts Payable check every invoice received?

Invoices received through Feeder Systems are checked and approved by the service area. Incoming invoices are uploaded and checked in V1 by three-way matching. Any anomalies are actioned by Accounts Payable.

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

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

For Questions 8 and 9, all suppliers require a PO system.

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

Please refer to Question 7.

11. How are you currently reporting on invoice spend?

Reporting is currently done through Business World.

12. Are you claiming back VAT on invoices?

Yes.

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

6.31 full time employees.

14. What % of invoices were paid late in FY19?

13.17% of invoices were paid late in 2019. Please note we are unable to remove all disputed invoices from feeder systems from this figure, so the actual percentage of late payments will be lower.

This figure will be revised in early 2021 and published on the Council's website in due course following further checks on disputed invoices. These revisions will be published on the following link:

https://www.coventry.gov.uk/info/2/budgets_and_spending/651/transparency

15. What are your top 5 types of spend?

Adult Social Care
Business, Investment and Culture
Transportation and Highways
Children and Young People's Services
Project Management and Property Services

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If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email casework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance