

Via email to: request-74022-b927d364@whatdotheyknow.com

Tuesday, 14 June 2011

Dear Ms Mottershead

Freedom of Information Act 2000 request – Finance and enrolment systems

In response to your request for information about the College's finance and enrolment systems, dated 6 June 2011, made under section 1(1) of the Freedom of Information Act 2000 ("the Act"), I am writing to confirm that the information you require exists and is included in this letter.

You asked the following:

1. I would like some information about the college's current Accounts Payable processes, please indicate:

- *Where the Accounts Payable team is currently based and if centralised?*

The Accounts Payable is centralised and based in the James Clark Maxwell building on the College's Waterloo campus

- *Which finance system/accounting software the finance team uses to process supplier invoices?*

Aptos

- *How many suppliers do you have?*

35000

- *Number of staff manually processing the invoices?*

Three full time employees manually process invoices

- *Volume of paper and electronic invoices processed per annum?*

Paper invoices received at 400,000 of which 5000 are electronic

- *Are paper invoices scanned at all? Before or after payment?*

No scanning at present

- *Any plans to look at invoice automation/ OCR scanning in the next 6 months to a year?*

Yes, currently being explored

- *If OCR/ Invoice automation systems already in place please indicate name of supplier*

Does not currently exist

2. And finally, please let me know how many enrolment forms you receive per annum?

As of today's date 28,825 students are registered with the College for 2010/11 session; made up of new and returning students who have registered online with the College.

- *Do you receive them by post, fax, email or online?*

Online, from 2009/10

- *Are they manually processed by a team of people (i.e. is the forms data manually keyed in into a database)?*

N/A - forms are received online.

This completes your request for information.

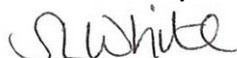
If you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. Details of how to make a complaint can be found in our FoI Policy, a copy of which is available on our web site at:

<http://www.kcl.ac.uk/college/policyzone/index.php?id=209>.

Further information is also available from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
www.ico.gov.uk

Yours sincerely



Sarah White
Legal Compliance Officer