

Stephanie Mottershead
request-748@xx

10 June 2011

Our Ref: FOI 2011/162 – F0148559

Dear Ms Mottershead,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 9 June 2011 timed 17:30 hours. The University has reviewed your Request, however we require further information in order to identify and locate the requested information.

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

- _ where the Accounts Payable team is currently based and if centralised?**
- _ which finance system/accounting software the finance team uses to process supplier invoices?**
- _ how many suppliers do you have?**
- _ number of staff manually processing the invoices?**
- _ volume of paper and electronic invoices processed per annum?**
- _ are paper invoices scanned at all? Before or after payment?**
- _ any plans to look at invoice automation/ OCR scanning in the next 6 months to a year?**
- _ If OCR/ Invoice automation systems already in place please indicate name of supplier**

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

- _ Do you receive them by post, fax, email or online?**
- _ Are they manually processed by a team of people (i.e. is the forms data manually keyed in into a database)?'**

For question 1 please provide clarification of the time period for the 'volume of paper and electronic invoices processed per annum' and for question 2 please provide the time period for the amount of 'enrolment/student admissions forms' the University receives per annum.

Until we receive clarification, the University will consider this information request to be suspended. The 20 working days to respond will recommence when we receive your clarification.

If we do not hear from you within one month of the date of this letter we will assume that you are no longer seeking access to this information and the University will take no further action.

Yours sincerely,

Data Protection and Freedom of Information Office