

Stephanie Mottershead
request-748@xx

14 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 and your subsequent clarification received on 13 June 2011, timed 09:27 hours.

Request

‘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)?’**

Clarification

'please give me information on last financial year'

As the University of Glasgow is a Scottish Public Authority, your request is subject to the terms of the Freedom of Information (Scotland) Act 2002 ("FOISA"). The University acknowledges receipt of your request and confirms a response will be sent to you promptly; and in any event not later than 8 July 2011. The Freedom of Information Office will contact you if we require any further information.

Yours sincerely,

Data Protection and Freedom of Information Office



The information that you supplied with your Request for information will be entered into a filing system and will only be accessed by authorised persons of the University of Glasgow or its agents. The information will be retained by the University and will only be used for the purpose of (a) processing your Request for information, and (b) for statistical and audit purposes. By supplying such information you consent to the University storing the information for the stated purpose. The information is held by the University in accordance with the provisions of the Data Protection Act 1998.