Stephanie Mottershead
request-748xxxxxxxxxxx@xxxxxxxxxxxxxx.xxx

7 July 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'

University's Response

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

   The University's Accounts Payable section is centralised within the Finance Office for all areas excluding the University's Estates and Buildings department and the University Library (books and journals).

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

   Agresso Business World 5.5.3 is the accounting system used.

   How many suppliers do you have?

   4366 active suppliers.

   Number of staff manually processing the invoices?

   - Finance Office: 4.9
   - Estates and Buildings: 3.4
   - Library: 1

   Please note that all of the above staff undertake other duties in addition to processing invoices.

   Volume of paper and electronic invoices processed in the last financial year?

   Total invoices processed by the University in 2009/10 was 115,059.
   Breakdown as follows:

   - Finance Office: 101,718.
   - Non Finance Office: 13,341.

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

   Yes, paper purchase order invoices are scanned by the University's Finance Office before payment, however, invoices processed outwith the Finance Office are not scanned.

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

   The University's Finance Office uses invoice automation/OCR scanning.

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

- OCR supplier: Version One Ltd.
- Invoice automation (automatic invoice matching) supplier: Unit 4.

2. How many enrolment/ student admissions forms received in the last financial year?

51,942.

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

The University predominantly receives student admission forms submitted online, however, it also receives some hard copy applications by post.

The breakdown for the last financial year is as follows:

- Online applications: 51,609.
- Postal applications: 333.

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

Postal forms are keyed in manually by staff. Online forms are processed using University databases.

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http://www.ipo.gov.uk/copy.htm

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Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a

review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: xxx@xxx.xx.xx within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted as follows:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
Website www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to (http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/)
All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office