



## FREEDOM OF INFORMATION

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**FOI REFERENCE:** 4-25.07.22

**DATE RECEIVED:** 25/07/22

**TITLE / CATEGORY:** – Finance

### REQUEST

Please could you answer some questions about how you are currently handling your spending at the Authority:

Travel & Expenses

1. What finance system do you use?
2. What system do you use to manage and process your staff's expenses?
3. What is the expense process?
4. What is the current period of reimbursement for staff expenses?
5. Are expenses required to be pre-approved?
6. How long does it take on average to process 1 expense claim?
7. How many expense claims were made in FY21/22? And what was total value of expense claimed in FY21/22?
8. Can your staff submit expenses remotely?
9. Are staff able to submit claims on their mobile device?
10. How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage manually?
11. What percentage of expense claims are you auditing?
12. How many FTEs (full time employees) do you have processing expense claims?
13. What is the average time to reimburse your staff's expenses?
14. Which department oversee' s/owns the expense processes/workflows?
15. Are there direct data integrations for expense spend directly into your main finance system? Alternatively, are they bulk uploaded via JPEG etc.?

Invoices

16. What system do you use for managing/processing invoices?
17. What is your current invoice process for handling supplier invoices, from receipt to when it is posted in the ERP/finance system and ready for payment?
18. How many invoices were processed in FY21/22?
19. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?
20. What percentage of invoices were paid late in FY21/22?
21. Are there cases where Invoices are duplicated and paid out more than once?
22. What is the approval workflow for Invoices?
23. Do you use Optical Character Recognition (OCR) to scan invoices?
24. Do you have to manually validate the scanned invoices from the OCR capture?
25. Do you currently have a PO system or a non-PO system? If you use both types – what is the percentage of PO invoices vs. non-PO invoices?

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### REQUEST

26. Are you claiming VAT on invoices? If so, are you doing this in-house?
27. How are you currently reporting on invoice spend?

### RESPONSE

1. SAP
2. Core HR
3. Employees claim through CoreHR, approved by line manager and claims are then entered on to SAP by payroll administrators.
4. Expenses are paid monthly.
5. No, must be made in accordance with relevant policies.
6. Claims are processed in bulk. Unable to provide average processing time for 1 claim
7. Expenses Claims 1311, Value of Expenses £73,846.66
8. Yes
9. Functionality available
10. Automatic through payroll system. Staff deduct manually.
11. 100%
12. 2
13. Expenses are paid as part of the monthly payroll.
14. Payroll
15. Expenses are claimed in Core and when entered into the Payroll system (SAP) they are automatically allocated to the correct general ledger and cost code.
16. SAP via City of Sunderland Council
17. Information not held by TWFRS. Invoice processing handled via City of Sunderland Council
18. Information not held by TWFRS. Invoice processing handled via City of Sunderland Council
19. Information not held by TWFRS. Invoice processing handled via City of Sunderland Council
20. Information not held by TWFRS. Invoice processing handled via City of Sunderland Council
21. Information not held by TWFRS. Invoice processing handled via City of Sunderland Council
22. Using SAP system for approval
23. Information not held by TWFRS. Invoice processing handled via City of Sunderland Council
24. Information not held by TWFRS. Invoice processing handled via City of Sunderland Council
25. PO System via SAP 100% of invoiced paid this way
26. Reclaiming VAT via City of Sunderland Council
27. SAP Reporting

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