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TITLE / CATEGORY: - Finance

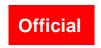
REQUEST

Please could you answer some questions about how you are currently handing 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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- 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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