

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-1542 - Transaction Services
Date: 19 January 2018 10:17:01
Attachments: [Further Information - Right to Review & Appeal.pdf](#)

Dear [REDACTED],

Please accept our sincere apologies for the delay in responding to your information request of 20 October 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

Under the FOI act please provide the following information

1. Does the council outsource their transactional services to another authority or shared service?

No.

2. Which Finance system is used by the authority (Oracle, Agresso, Sage, E-Financial, SAP etc.)

E-Financial

3. Has this finance system been used for the last 6 years?

Yes.

a. If no, what finance system was previously in place?

Not applicable, please see our response above.

b. When did this system change take place?

Not applicable, please see our response above.

4. Please state the total number of Accounts Payable invoices processed by the authority in the last financial year (16/17)

203,727.

5. Please provide a breakdown of the total value of Accounts Payable invoices (3rd party supplier spend) for each of the last 6 years.

2012/13 - £505,604,541.00

2013/14 - £343,088,173.00

2014/15 - £423,906,146.00

2015/16 - £466,038,891.00

2016/17 - £526,243,874.00

6. How many active suppliers are currently on the Supplier Masterfile?

99,184

7. How many inactive suppliers are currently on the Supplier Masterfile?

5,143

8. Is 3rd party pre-payment software utilised by the authority to prevent invoice payment

errors from occurring?

AP Forensics

a. If so, please provide contract period

Three Years

9. Over the last 6 years, please state the name(s) of all external organisation(s) used to review Accounts Payable transactions and identify and recover erroneous payments (Duplicates, Overpayments, VAT input errors or credits on statements), and the period(s) reviewed by each.

AP Forensics Software used internally

a. Please state the total value of moneys recovered by each provider in the period(s) reviewed.

Recovered £104,617.45

Prevented £1,419,137.57

b. Please state the total amount paid to any external parties/ total cost to of utilising these services, for this review work.

Not applicable, please see our response above.

10. Do you use any external provider to ensure invoices correlate to the contract charges i.e. checking volume discounts have been applied (please state name)?

No.

a. What % fee or rates does the authority pay for this service?

Not applicable, please see our response above.

11. Please provide a contact list for finance & procurement departments at the authority

cpscityshire@aberdeencity.gov.uk

12. What internal controls does the authority have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)

3 Way Matching

Introduced No PO No Pay

Duplicate Payment Software

E-Invoicing – Rejection on duplicate Invoices

Efinancials Controls for duplication

Segregation of duties

13. Does the authority conduct supplier statement reconciliation exercises on any suppliers?

Yes.

a. If so, what selection criteria is adhered to?

If Invoice is over 30 day payment term.

We hope this helps with your request.

Yours sincerely,

Grant Webster
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Information Compliance Team
Customer Service
Corporate Governance
Aberdeen City Council
3rd Floor North
Business Hub 17
Marischal College
Broad Street
ABERDEEN AB10 1AQ

foienquiries@aberdeencity.gov.uk

Tel 03000 200 292

*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.
Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

www.aberdeencity.gov.uk