



University of East Anglia

Information Services Directorate

The Library  
University of East Anglia  
Norwich Research Park  
Norwich NR4 7TJ  
United Kingdom

Email: [foi@uea.ac.uk](mailto:foi@uea.ac.uk)  
Tel: +44 (0) 1603 593 523  
Fax: +44 (0) 1603 591 010  
Web: <http://www.uea.ac.uk>

[REDACTED]  
  
15 November 2017

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_17-255)**

We have now considered your request of 18 October 2017 as clarified on 09 November 2017 for information relating to the University's accounts payable and VAT administration.

Our response is on pages 2-4 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_17-255)

*Under the FOI act please provide the following information*

*1. Does the University of East Anglia hold its own Accounts Payable Data, or is this resource outsourced?*

This information is held by UEA itself.

*2. Does the University of East Anglia use an external provider for VAT advisory services? If so please state the name of the organisation used? (E.g. Ernst Young, Berthold Bauer, Liaison, CRS, KPMG, RSM etc.)?*

*a. Please state the contract start and end date or review period.*

*b. Please confirm the total value of VAT recovered by the provider in 2016/17*

*c. Please state the total amount spent by the University for these services in 2016/17*

No; VAT advisory services are only utilised for ad hoc enquiries with a variety of organisations. Therefore sub-questions (a), (b) and (c) are not applicable.

*3. Did the organisation use an external provider to re-review VAT recovered in the last financial year (16/17)? If so please state the name of the company used.*

No.

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

66,384 accounts payable invoices were processed by UEA in the financial year 2016/17.

*5. Please state the total value of Accounts Payable invoices in the last financial year (16/17)*

The total value of accounts payable invoices in financial year 2016/17 was £92,912,090.30.

*6. Which Finance system is used by the University of East Anglia (Oracle, Agresso, Sage, E-Financial, SAP etc.)*

Unit 4 Business World (Agresso).

*7. When is the next system upgrade/retender due?*

The system is currently in the process of being upgraded to the latest release (Spring 2017).

In May 2017, an Expenses element/functionality was added to Unit 4 system which is on a 3 year agreement until 2020.

There are no plans to change or retender the Unit 4 system.

*8. How many active suppliers are currently on the Supplier Masterfile*

There are 4050 active suppliers on currently on the Supplier Masterfile.

*9. How many inactive suppliers are currently on the Supplier Masterfile*

There are 2502 inactive suppliers currently on the Supplier Masterfile.

*10. Is 3rd party pre-payment software utilised by the University of East Anglia to prevent invoice payment errors from occurring?*

*a. If so, please provide the contract period*

No, no such software is utilised by UEA. Therefore question (a) is not applicable.

*11. Within the last 6 years, please state the name(s) of all external organisation(s) used to review AP and identify and recover erroneous payments, and the period(s) reviewed by each.*

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

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

There is no such organisation. Therefore sub-questions (a) and (b) are not applicable.

*12. 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)?*

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

No, UEA does not use any such external provider. Therefore sub-question (a) is not applicable.

*13. Please provide a current University contact list for finance & procurement departments*

The contact list for the UEA Finance Division is available on our website here: <https://portal.uea.ac.uk/finance>, and the contact list for the UEA Procurement team is available on our website here: <https://portal.uea.ac.uk/procurement>

*14. What is annual spend on temporary agency staff during the last financial year?*

The sum of £413,278.00 was spent on temporary agency staff in the 2016/17 financial year.

*15. How many indirect spend contracts are currently active at the University?  
[Question withdrawn as of 09 November 2017]*

Not applicable.

*16. What internal controls does the University of East Anglia have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)*

The University has instituted finance and budget holder approval, and invoice scanning as internal controls to prevent payment errors occurring.

*17. Does the University of East Anglia conduct supplier statement reconciliation exercises on any suppliers?*

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

No, UEA does not carry out such exercises. Therefore, sub-question (a) is not applicable.