

25 November 2022

Dear

ATISN 16791

Thank you for your request which I received on 26 October 2022. I have provided the information requested against the questions your submitted, at Annex 1 of this letter.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

or e-mail: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely

Annex 1

Expenses

1. What finance system do you use?

Welsh Government use SAP as its finance system

2. What system do you use to manage and process your staff's expenses?

Welsh Government use Finance desktop (AS/400) for Travel & Subsistence (T&S) and staff expenses.

3. What is the expense submission & reimbursement process?

T&S - The individual makes a claim on the Finance desktop (AS/400). Providing proof of expenditure and travel to the line manager to authorise – senior staff can self- authorise T&S.

Reimbursement of expenses - The individual provides confirmation of expenditure to line manager for approval. The certifier raises the payment on the Finance desktop (AS/400), the approver confirms.

After system approvals, the T&S and payment jobs are run overnight to feed into SAP and then a payment run is processed in SAP to pay the claimant.

4. What is the current period of reimbursement (from submission) for staff expenses?

It takes 4 business days to process a claim

5. What is the current approval workflow for expense claims?

Expense request/submissions must be Line Manager-approved. Senior staff are able to self-authorise.

6. How long does it take on average to process one expense claim?

It takes 4 business days to process a claim

7. How many expense claims were made during your last financial year? And what was total value of expense claimed?

For 2021-2022 15,530 T&S claims were made. The value of the claims was £598,199.68

8. Can your staff submit expenses remotely?

Staff can submit claims remotely using their laptops

9. Are staff able to submit claims on their mobile device via a dedicated application?

Staff are not able to submit claims via mobile devices

10. How are you claiming VAT on mileage?

Welsh Government does not claim VAT on mileage

11. Do your staff have to manually deduct commute distance from their mileage claim?

Staff must manually deduct commute distance from their mileage claims

12. What percentage of expense claims are you auditing?

For monthly monitoring 100% of non-mileage claims and 20% of mileage claims.

13. How many FTEs (full time employees) do you have processing expense claims?

Individuals submit their own claims, which is subject to Line Manager approval. They are then part of the payment run process.

14. Which department oversees / owns the expense processes/workflows?

The workflows are maintained by the Finance Systems Support team in the Corporate Shared Service Centre.

15. Who is the named contact within the organisation who owns the expense process?

The Corporate Shared Service Centre owns the various elements of the processes. Contact can be made through the Helpdesk First Point of Contact.

Invoices

1. What system do you use for managing/processing invoices?

The Welsh Government currently use SAP Purchasing to process invoices.

2. 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?

Invoices are received by the central processing team. They are manually logged onto the SAP finance system and matched to the purchase order receipt.

3. How many invoices were processed during your last financial year?

There was a total of 76,251 invoices paid in the 2021-2022 financial year.

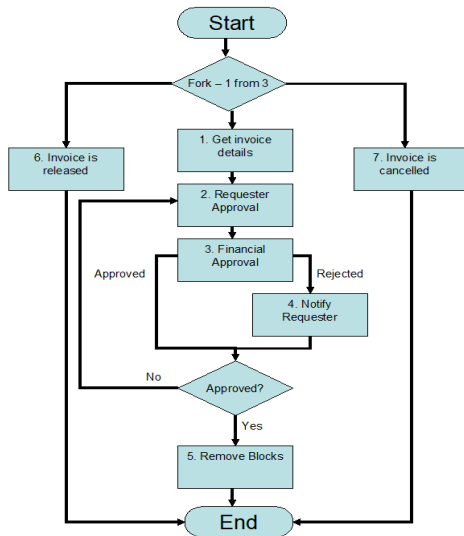
4. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?

There are 3 data processors who each spend 5 hours per day processing invoices. This is equivalent to 2 FTE's.

5. What percentage of invoices were paid late during your last financial year?

The total percentage of invoices paid after 30 days in financial year 2021-2022 was 1.16%.

6. What is the approval workflow for Invoices?



7. Who is the named contact within the organisation that decides which systems are upgraded each year?

System upgrades are approved by the Welsh Government Solution Design Authority (SDA), who are responsible for ensuring strategic alignment with the Welsh Government ICT Strategy.

8. Do you use Optical Character Recognition (OCR) to scan invoices?

Welsh Government does not use Optical Character Recognition

9. 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?

Type	Total Number of Payments	Percentage %
Non PO	48,391	63.46
PO	27,860	36.54
Grand Total	76,251	100.00

10. Are you claiming VAT on invoices? If so, how are you doing this?

Welsh Government reclaim VAT using a hierarchy of VAT recoverable product category codes, contracts & WBS elements which are all enabled to automatically post the VAT amount of an invoice against the correct nominal code. The nominal codes are then reconciled outside of SAP to build the Welsh Government VAT return.