

CITY OF  
WOLVERHAMPTON  
COUNCIL

## Response to Request for Information

Reference      FOI 001597  
Date            23 October 2017

### ***Transactional Services***

#### **Request:**

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.)  
[Agresso, Business World On!, Milestone 6](#)
3. Has this finance system been used for the last 6 years?  
[No](#)
  - a. If no, what finance system was previously in place?  
[In-house IBM mainframe system](#)
  - b. When did this system change take place?  
[Agresso went live 1 April 2014 and the mainframe use ceased.](#)
4. Please state the total number of Accounts Payable invoices processed by the authority in the last financial year (16/17)  
[I can confirm that City of Wolverhampton Council holds this information. The information you have requested is exempt under Section 21 of the Freedom of Information Act \(FOIA\), because the information is accessible to you, as it is already in the public domain. Please see link supplied below:  
<http://data.wolverhampton.gov.uk/>](#)
5. Please provide a breakdown of the total value of Accounts Payable invoices (3<sup>rd</sup> party supplier spend) for each of the last 6 years.  
[I can confirm that City of Wolverhampton Council holds this information. The information you have requested is exempt under Section 21 of the Freedom of Information Act \(FOIA\), because the information is accessible to you, as it is already in the public domain. Please see link supplied below:  
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6. How many active suppliers are currently on the Supplier Masterfile?  
We currently have 5,039 live general and constructional suppliers in the Masterfile.
7. How many inactive suppliers are currently on the Supplier Masterfile?  
We currently have 3,385 parked and inactive general and constructional suppliers in the Masterfile.
8. Is 3<sup>rd</sup> party pre-payment software utilised by the authority to prevent invoice payment errors from occurring?  
No we use bespoke reporting.
  - a. If so, please provide contract period  
N/A
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.  
National Fraud Initiative
  - a. Please state the total value of moneys recovered by each provider in the period(s) reviewed.  
£0.00 recovered as a result of the external exercises. It identified known issues and VAT corrections.
  - b. Please state the total amount paid to any external parties/ total cost to of utilising these services, for this review work.  
£0.00
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?  
N/A
11. Please provide a contact list for finance & procurement departments at the authority  
I can confirm that City of Wolverhampton Council holds the information for Procurement. The information you have requested is exempt under Section 21 of the Freedom of Information Act (FOIA), because the information is accessible to you, as it is already in the public domain. Please see link supplied below:  
<http://www.wolverhampton.gov.uk/article/10270/Contact-the-team>

Darren Herries – Operational Manager – 01902 555525  
Accounts Payable

12. What internal controls does the authority have to prevent payment errors occurring (3 way matching, no PO no PAY, invoice scanning etc.)  
Bespoke reporting, 3 way matching. No PO No Pay, Scanning OCR, Agresso workflow rules.
13. Does the authority conduct supplier statement reconciliation exercises on any suppliers?  
No
  - a. If so, what selection criteria is adhered to?  
N/A