



City Procurement

**Accounts Payable Review –
Financial Year 2015/16**



Agenda

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- Challenges for FY 15/16
- Statistics
- Staffing
- Successes
- Aims & Challenges for FY 16/17



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Accounts Payable Objectives and Challenges set for FY 2015/16

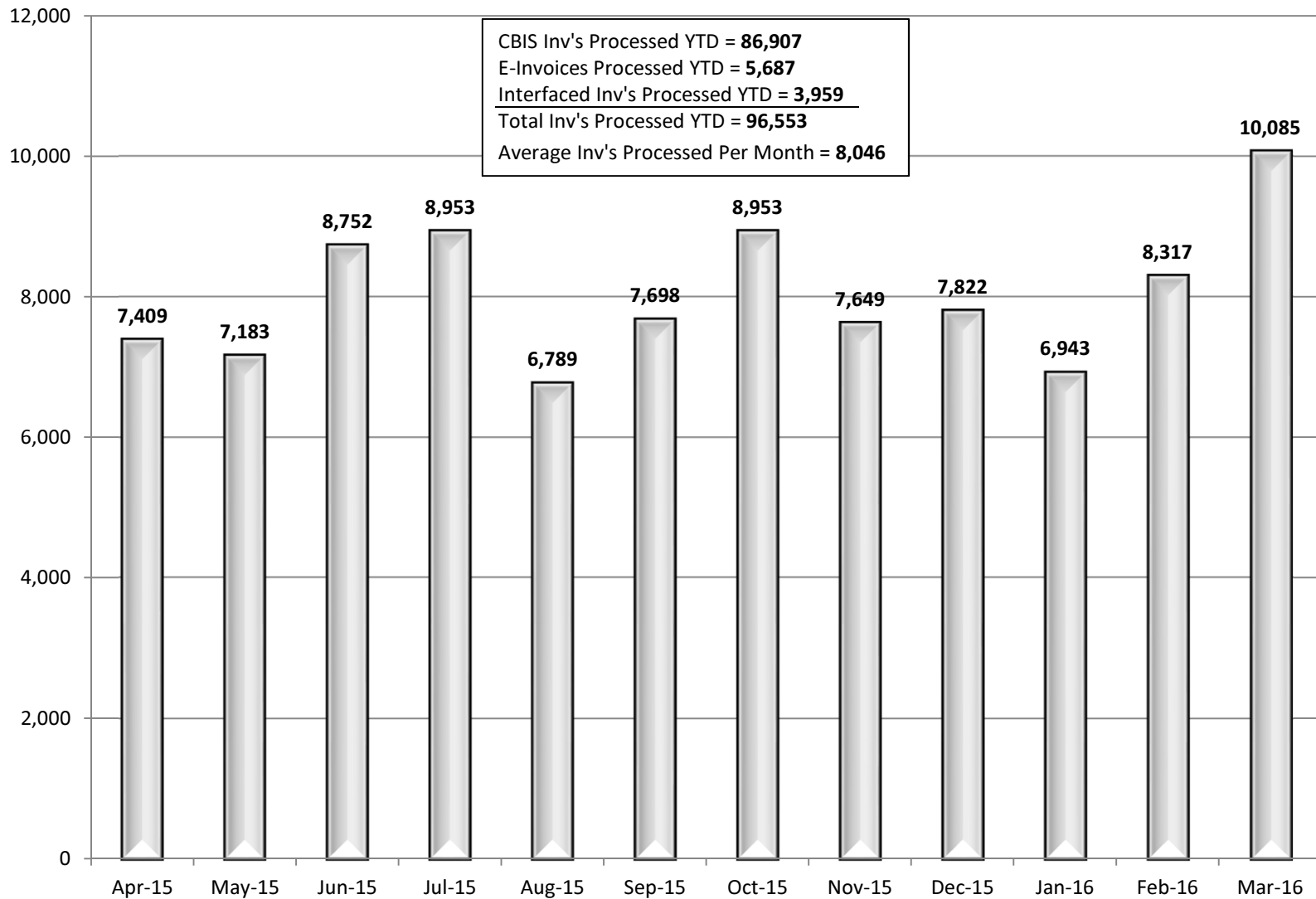
- Downsize AP team size to support Service based review savings
- Upgrading Oracle system to R12
- Promoting and implementing No PO No Pay
- Improving organisation wide communications
- Deliver and achieve higher performance targets
- Current P-Card system no longer supported, new system required

Performance Statistics

Invoice Processing Statistics	
No. of invoices input to Oracle	96,553
Total value of invoices paid	£481m
Average invoices input per month	8,046
Average time to input an invoice (2-day target)	1.65 Days
Payment and PO Compliance Statistics	
Percentage of invoices paid within 30 days of receipt	96%
Percentage of SME invoice paid within 10 days of receipt	87%
Percentage of invoices quoting a valid PO number or exemption code	94%
Supplier Statistics	
Supplier account creations in Oracle	4,989
Supplier account amendments in Oracle	2,534
Supplier accounts deactivated	9,562



Invoices Processed in 2015/16

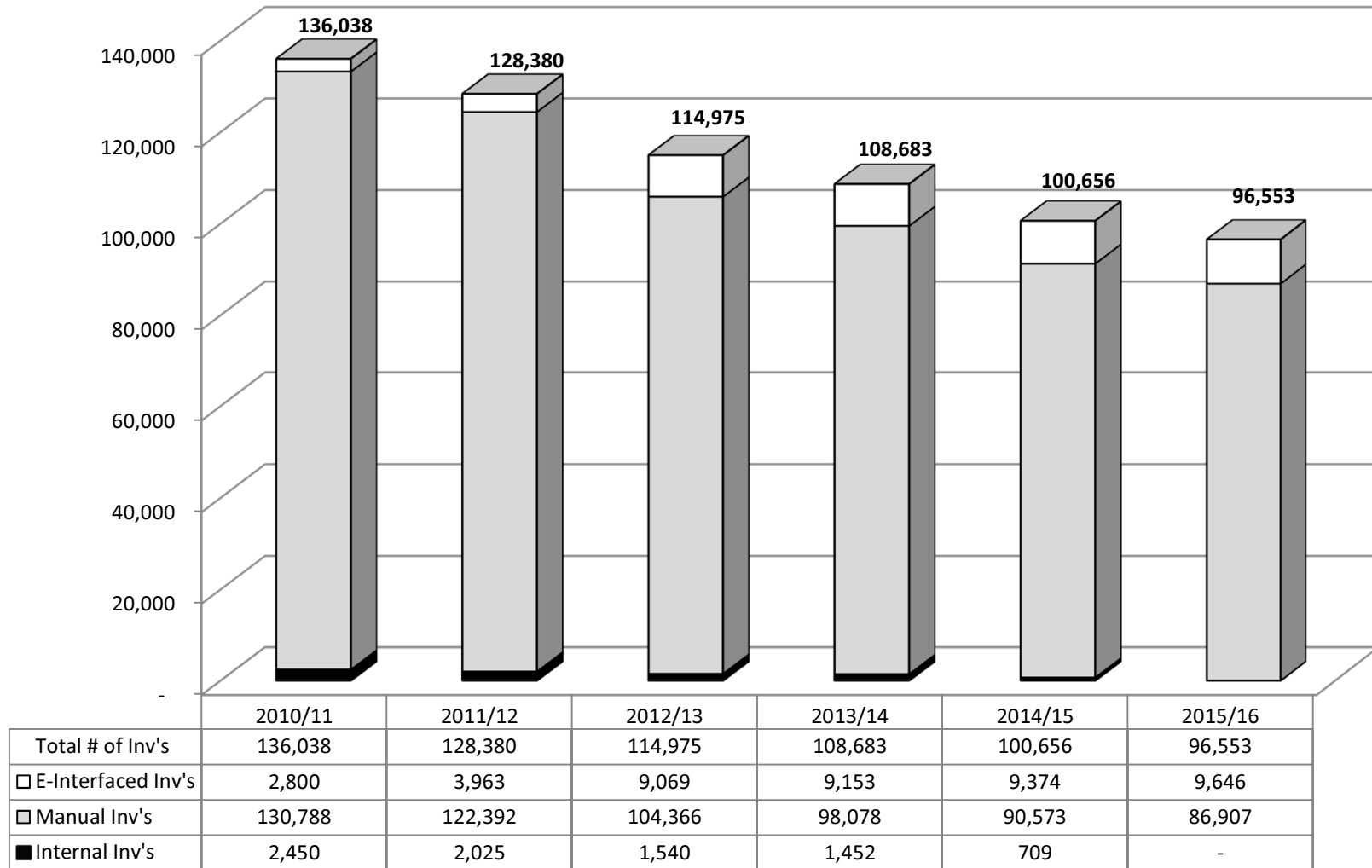


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This graph shows the number of invoices input to Oracle each month by Accounts Payable Team for Financial Year 2015/16

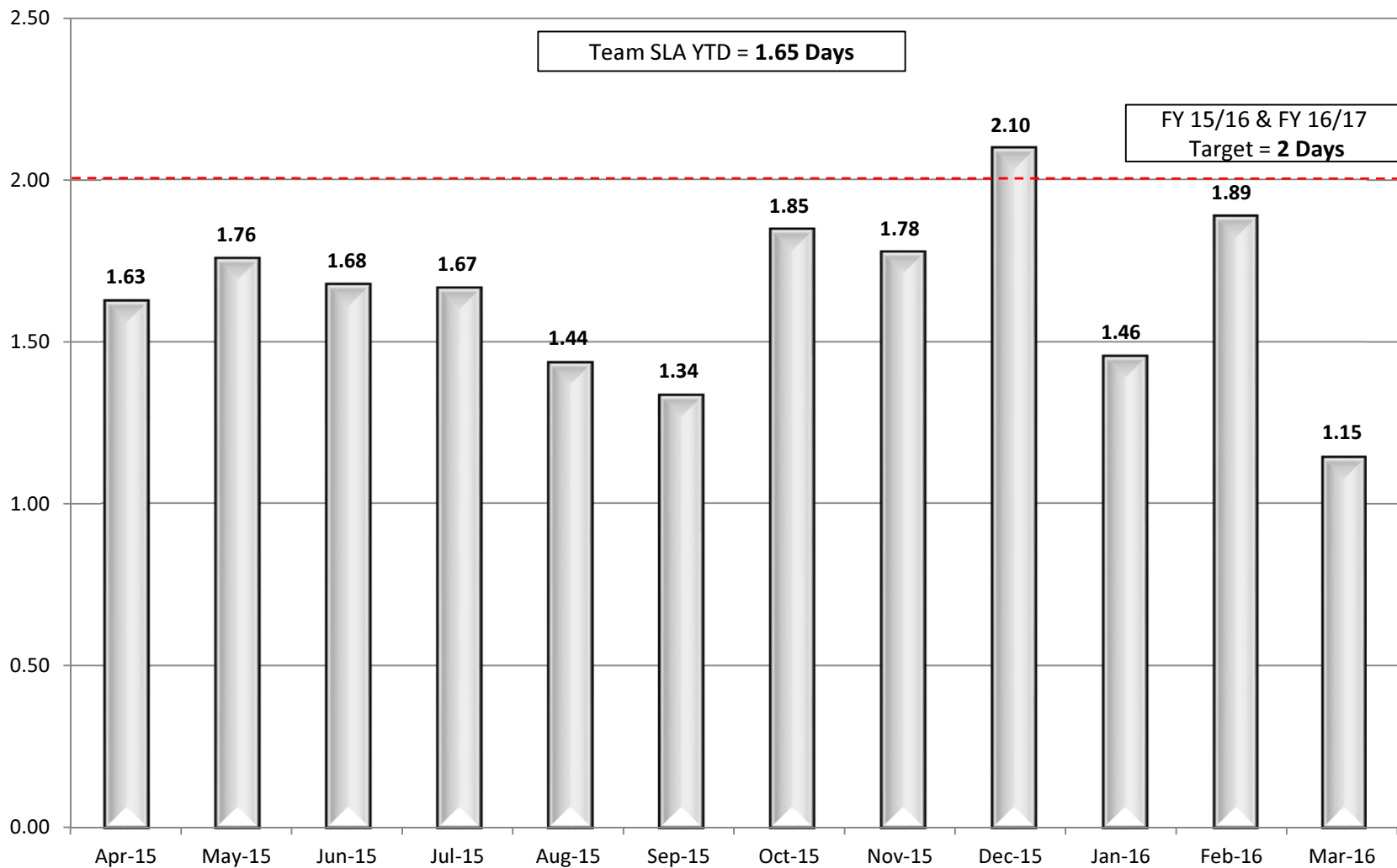
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Invoices Processed per Financial Year



This graph shows the number of invoices input to Oracle for the last 6 Financial Years

2-Day SLA for Processing Invoices

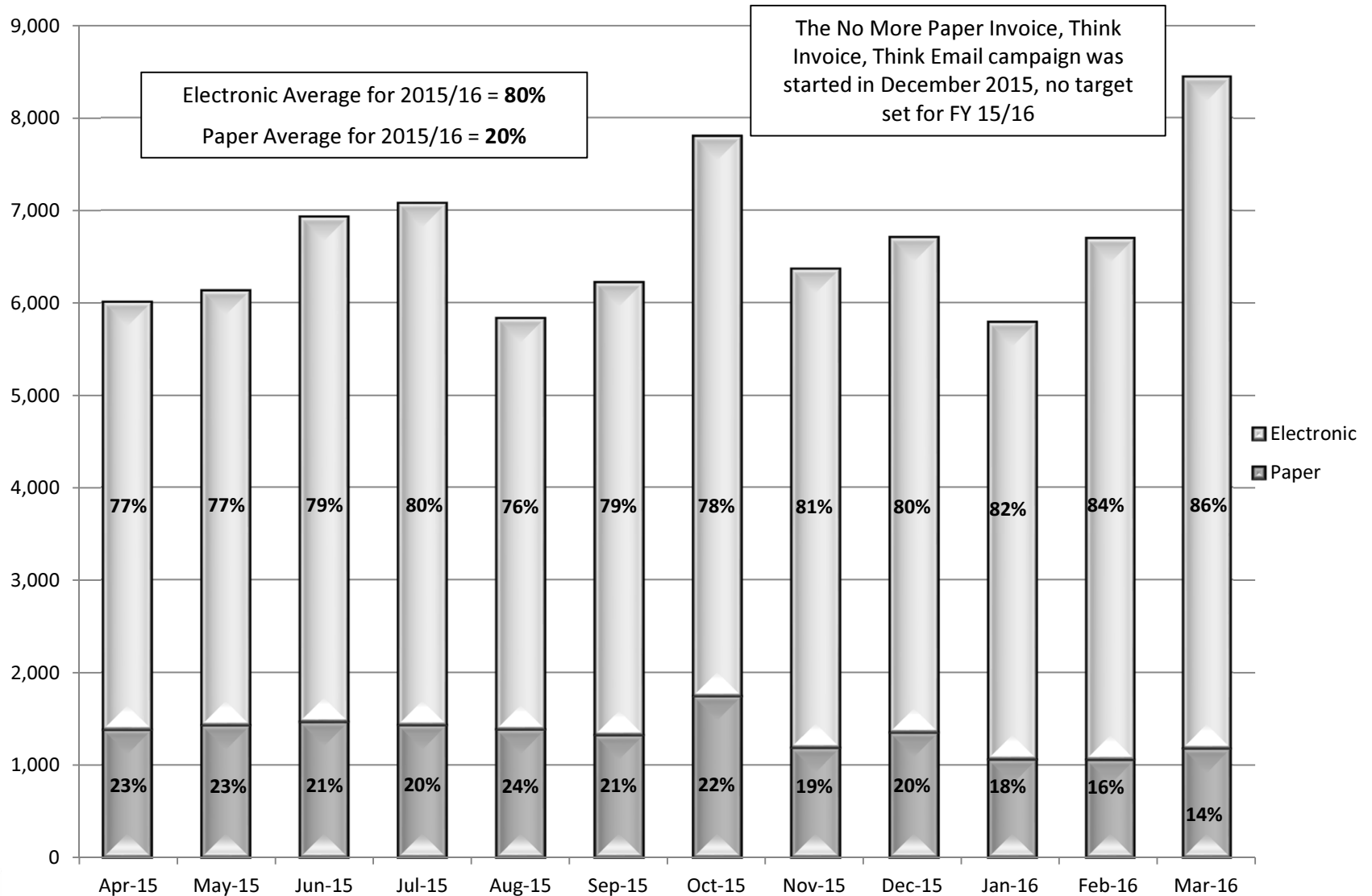


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This graph shows the average time taken to input an invoice against the 2-day Service Level Agreement target.

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Electronic v Paper Invoices Received



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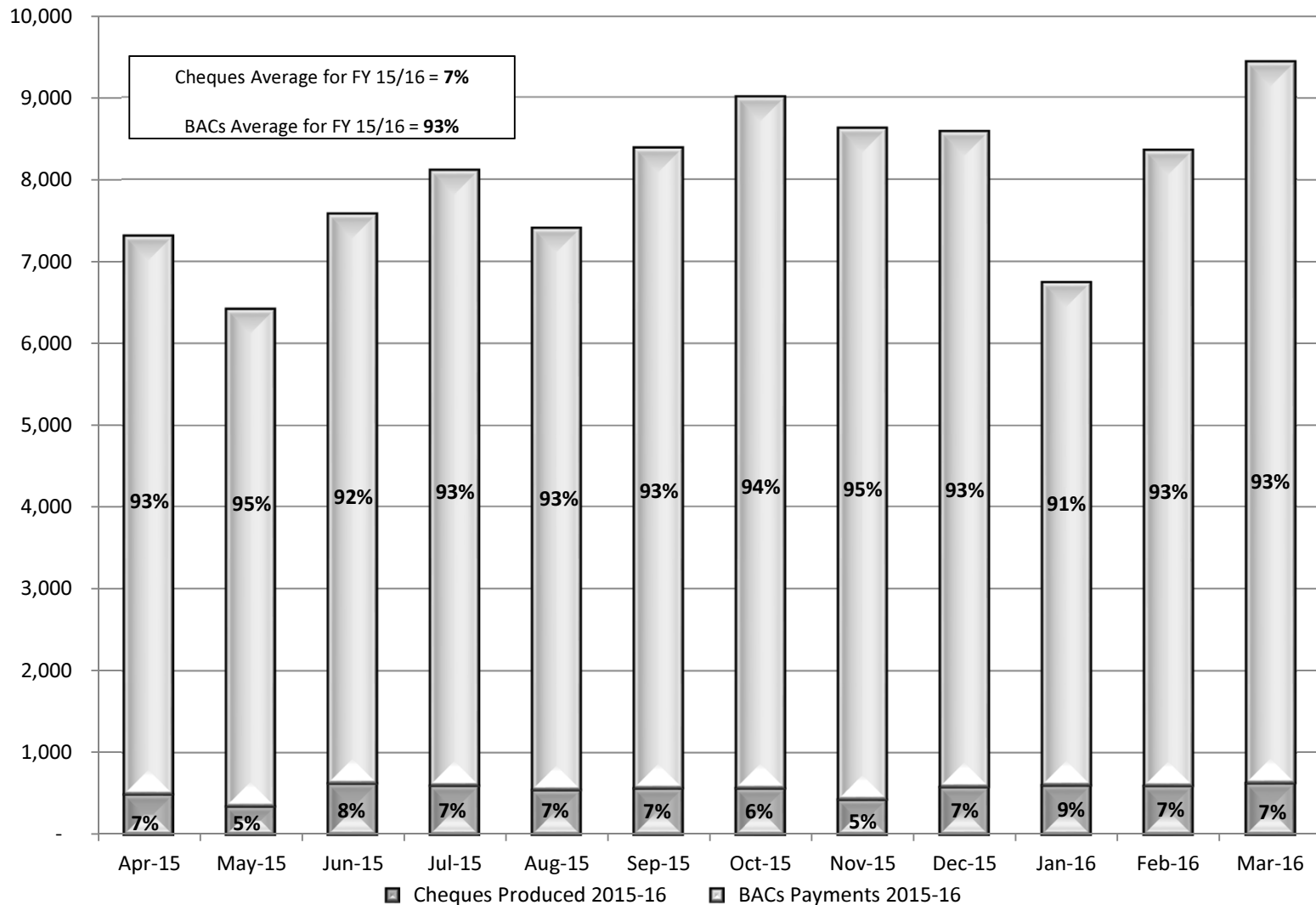
FY 16/17 Q1 Target = **88%**
 FY 16/17 Q2 Target = **91%**
 FY 16/17 Q3 Target = **94%**
 FY 16/17 Q4 Target = **97%**

This graph shows the percentage of invoices received by Accounts Payable in Electronic or Paper form for FY 15/16.

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Electronic v Cheque Payments

(Including Revenue Collections Group & Housing Payments)



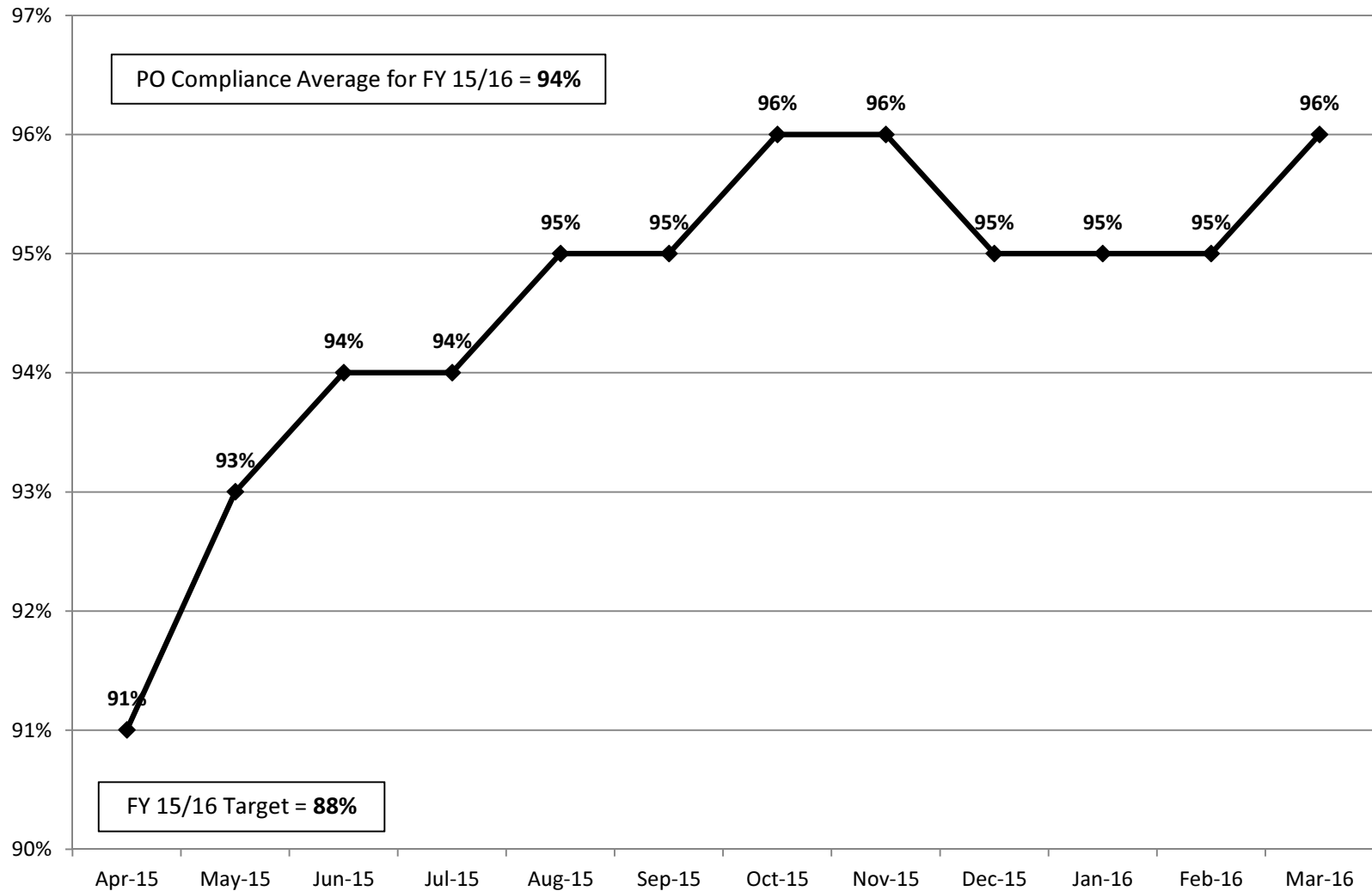
Cheques Average for FY 15/16 = 7%
 BACs Average for FY 15/16 = 93%

This graph shows the percentage of electronic interbank payments (BACS) and cheque payments by each month for FY 15/16.



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Purchase Order Compliance Trend



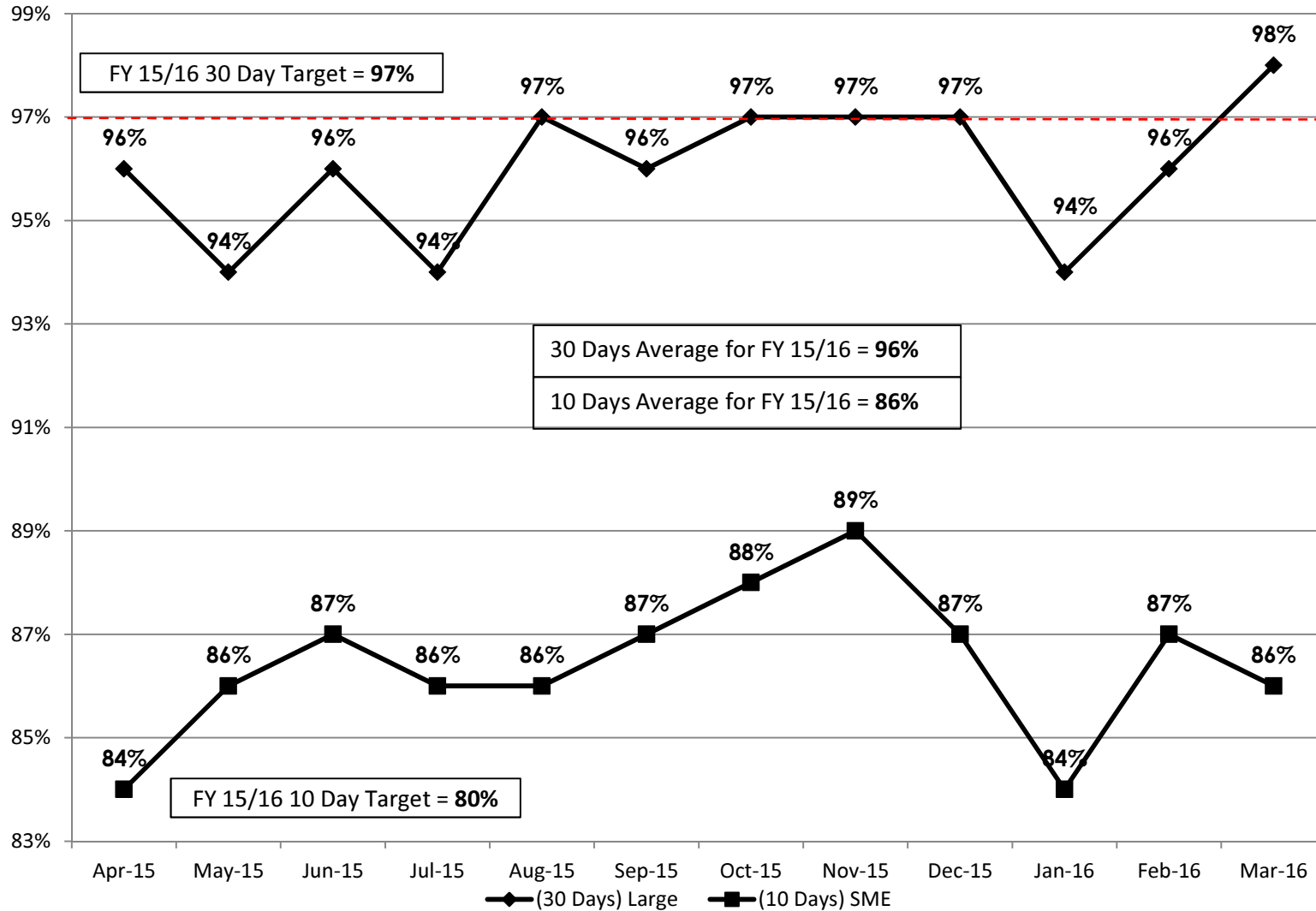
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FY 16/17 Target = 95%

This graph shows the percentage of invoices quoting a valid PO number or exemption code for each month for FY 15/16.

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Payment Performance Trend



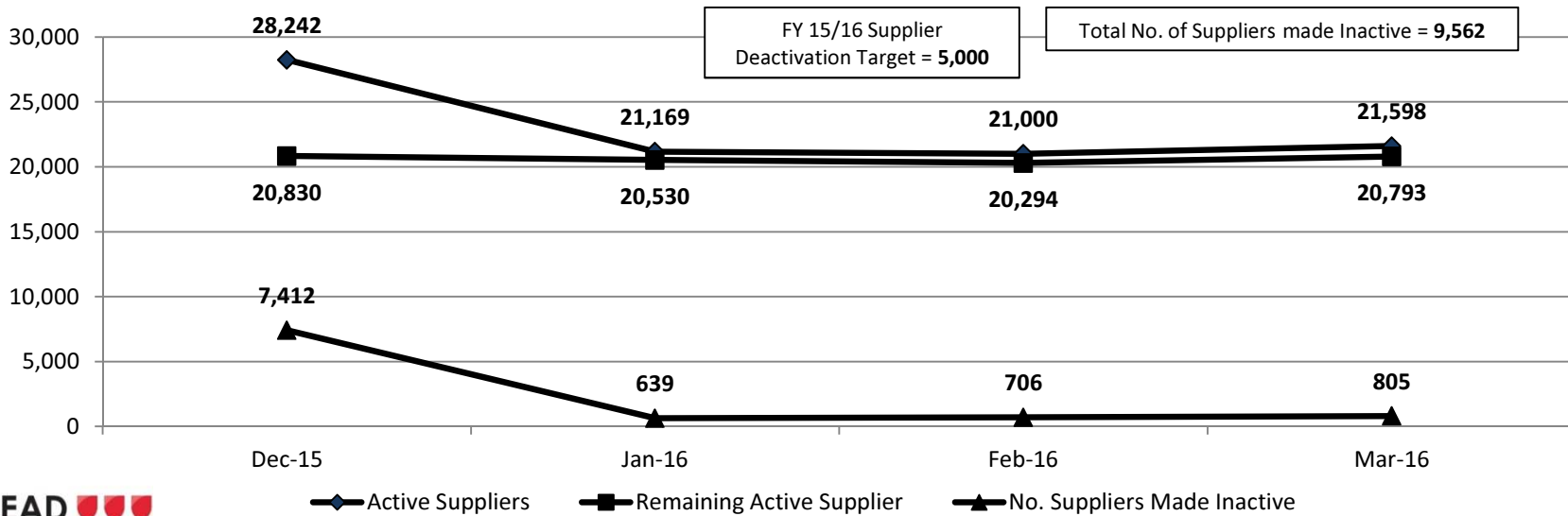
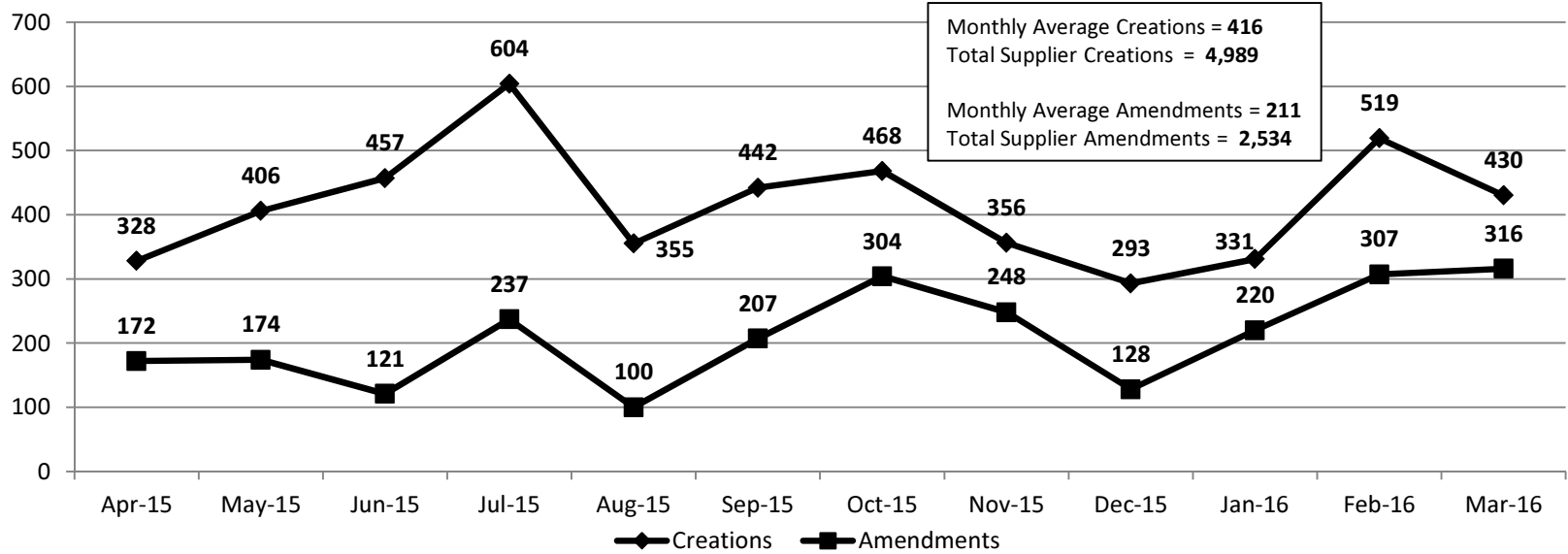
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FY 16/17 30 Days Target = 97%
 FY 16/17 10 Days Target = 88%

This graph shows the percentage of invoices paid within 30 days of receipt and percentage of SME invoices paid within 10 days of receipt for each month for FY 15/16.



Supplier Creations, Amendments & Deactivations



These graphs show the supplier account creations , account amendments, and account deactivations in Oracle for each month for FY 15/16.

Staff Cost Savings

The following posts have been deleted from the Accounts Payable structure during the last 12 months to support SBR efficiency targets

Previous Post	Saving	Date of Leaving AP
APR Officer	Reallocated / Previous post deleted	01/04/15
Projects & Data Manager	Retired / Previous post deleted	15/05/15
APR Officer	Left Organisation / Replaced with AP Apprentice	21/08/15
APR Officer	Promoted / Replaced with AP Apprentice	28/08/15
APR Officer	Promoted / Previous post deleted	18/01/16

❖ Total net effect of 4 FTE's have been saved in the last year



Successes

- Delivered a continued high level of service, while managing a significant reduction of staff
- Supported Oracle R12 upgrade
- Promoted and implemented No PO No Pay
- Developed reporting and improved PO Compliance
- Improved payment performance and reporting
- CP/Oracle roadmap developed and agreed with Oracle team to develop system improvements
- New CityCard system created, delivered and trained 300+ cardholders and approvers
- Training & Engagement across all departments

Aims & Challenges for FY 2016/17

- Improve E-invoicing by adding scan and capture functionality
- PO Compliance – Continue to perform at a high level
- Think Invoice, Think Email Campaign
- Automate invoices, supplier creation eforms, RCG refunds and payment request forms by using Web ADI
- Consolidate utilities billing
- Increase the use of P-Cards for items initially below £200 to decrease the use of PO's
- Reduce supplier creations in CBIS

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