

Stephanie Mottershead

request-74560-7b393de7@whatdotheyknow.com

7th June 2011

Our ref: R280

Dear Stephanie

RE: Freedom of Information request – Accounts Payable Process

Acknowledgement

Thank you for your original request dated 7th June 2011 and made under the terms of the Freedom of Information Act 2000. We understand that you require information relating to SEEDA's Accounts Payable Process. For ease of reference your specific questions and our response to these are given below.

Information Requested

Please be aware that all Regional Development Agencies, including SEEDA, will close by 31st March 2012. We have therefore provided responses below which reflect our organisation's Accounts Payable Process. Please note that we are not interested in receiving any subsequent proposals from you in relation to this matter.

Q1) Where the Accounts Payable team is currently based and if centralised?

A1) Our Accounts Payable team is centralised and based in our Guildford Office.

Q2) Which finance system/accounting software the finance team uses to process supplier invoices?

A2) Agresso.

Q3) How many suppliers do you have?

A3) SEEDA has a total of 6,482 suppliers listed currently.

Q4) Number of staff manually processing the invoices?

A4) Currently two members of staff manually process invoices; however this is expected to reduce to one individual from 6th July 2011.

Q5) Volume of paper and electronic invoices processed per annum?

A5) In the 2010/11 financial year SEEDA processed a total of 6,949 individual invoices.

Q6) Are paper invoices scanned at all? Before or after payment?

A6) Invoices are scanned prior to payment.

Q7) Any plans to look at invoice automation/OCR scanning in the next



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6 months to a year?

A7) No, current Accounts Payable Process will be in operation until closure.

Q8) If OCR/ Invoice automation systems already in place please indicate name of supplier?

A8) Not applicable.

Disclosure Log

This information will also be made available on SEEDA's Freedom of Information Disclosure Log on the SEEDA website:

http://www.seeda.co.uk/about-us/freedom-of-information/foi_disclosure_log

Personal details and other information that could identify requesters are redacted (removed) from the disclosure log version.

Conclusion

I hope this information is helpful. If you are not satisfied with the way we have handled your request, or if you are unhappy with our response, you can appeal using our Complaints Procedure as follows:

Any request for a review should be addressed to Oona Muirhead CBE, Chief Executive Designate, and sent by email to: oonamuirhead@seeda.co.uk or by post to SEEDA, Cross Lanes, Guildford, GU1 1YA. You will be notified of the outcome within 20 working days.

If you are still dissatisfied after pursuing our Complaints Procedure, then under Section 50 of the Act, you are entitled to appeal to the Information Commissioner by contacting them at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone: 01625 545 700, fax: 01625 524 510.

Please contact me if you have any other queries.

Yours sincerely



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