

TECHNOLOGY & ACCOUNTS PAYABLE

FinPro Conference
March 2012

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The Products

- ▣ Scanning Software for Invoices:
 - Computron and Kofax

- ▣ Purchase Cards
 - ▣ NAB and Flexipurchase

This is not a promotion for either product!!!



- ▣ Large Regional City
- ▣ Cash Expenditure budget less salaries
\$112,000,000 Capital and Recurrent

Accounts Payable

- ▣ Staffing levels now 2
- ▣ Staffing levels 4 years ago 4

- ▣ Average 24,000 transactions per year
- ▣ Average value \$3,300
- ▣ Constant over last 3 years

Accounts Payable Process

- ▣ All invoices are scanned and OCR is used to capture data. No manual data entry
- ▣ Kofax software manages the process
- ▣ 4 years ago was all entered via manual data entry

- ▣ No paper!!
- ▣ Invoices are PDF's in Power Budget
- ▣ Invoice approvals all on screen in Computron

Purchase Cards

- ▣ Alternative purchasing option
- ▣ 200 cards in use
- ▣ 10,000 transactions year and growing
- ▣ Total value \$1,200,000 per year and growing
- ▣ Average transaction value \$120.00
- ▣ Any staff who has delegated authority can be issued with a card.
- ▣ Strong Audit process!!!

Audit Process

- ▣ Signed of by Auditor General, Internal Auditors and Audit Committee
- ▣ All cards audited before renewal and adhoc audits
- ▣ Monthly reports signed by managers
- ▣ Users all sign that they have read and understand the Purchase Card policy

Purchase Card Process

- ▣ Used just like a credit card
- ▣ No need for an order! Selling point to staff
- ▣ Paper work kept by user not Finance
- ▣ Approval is via a website with password controlled access
- ▣ Transactions uploaded directly into Computron
- ▣ No involvement from Accounts Payable staff
- ▣ Reduced Petty Cash!

Future

- ▣ Improve the efficiency of the current software for scanning and OCR
- ▣ Increase use of Purchase Card and raise the transaction levels
- ▣ No reduction in staff but hold current staffing levels