

Details of Supplier Invoices processed by the Cabinet Office during 2004/5

30119 supplier invoices were processed by the Cabinet Office during the financial year 2004-2005.

The type of accounting system used to process invoices is **Sun Systems Version 4.2.6**.

The number of people directly involved in processing invoices is **the equivalent of 3.3 Full-Time members of staff**.

This is made up of the following:

Team Member 1	Part time, 4 days a week	Equivalent of 75% of a full time post spent on processing invoices.
Team Member 2	Part time, 4 days a week	Equivalent of 80% of a full time post spent on processing invoices.
Team Member 3	Full time	100% of this post spent on processing invoices.
Team Member 4	Full time	25% of this post spent on processing invoices.
Team Member 5	Temporary staff	5% of this post spent on processing invoices.
Team Member 6	Part time, 16 hours a week plus some school holidays	Equivalent of 35% of a full time post spent on processing invoices.
Team Member 7	Full Time	10% of this post spent on processing invoices.

99.66% of invoices were paid within 30 days of receipt in Financial Year 2004/5.

