QUESTIONS & ANSWERS: New invoice reporting process

Why are we making this change?

Currently the finance team has to check every claim that is on the invoice manually against the training plan to check that's it valid and due to the popularity of TTAF funding we have seen a big increase in invoices coming through. This is causing delays in processing the invoices Connexis receives as well as potentially creating errors due to manual nature of the process.

To make this easier we have changed our system to carry out these checks automatically by importing the spreadsheet in a similar way that we import results. To enable this, we need a standardised spreadsheet to import.

Implementing this change should mean we are able to process claims quicker and ensure we are adhering to the rules which TEC have set down.

Why couldn't this information be included in the results spreadsheet?

This is a good question and we did look at this, but we realised it would not work for a number of reasons.

1. The invoice would need to be raised at the same time that the result spreadsheet is sent in.
2. RCC is invoiced for the entire programme rather than individual results which are submitted.
3. By keeping the resulting and invoicing separate it allows for flexibility and means changing one area does not affect the other.
4. TTAF is only planned to run until 31 December 2022 at this stage. Keeping it separate means that it is easier to cater for changes in each of the areas.
5. Results processing and invoicing involve different teams, and each have different processes. Trying to combine it into one would have meant we would have had to change the way the result processing works which we wanted to avoid.

If you have any questions around this new process, please contact either the Finance or Quality Assurance teams.

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