

Definitions

Below are the definitions which describe the headings of each of the columns within the invoice data spreadsheet.

Supplier Name

This is the name of the Person / Organisation who has provided a service / goods to or on behalf of the Council, sometimes referred to as the Payee. In some cases it will show 'Redacted Personal Data'. Generally this relates to Children's Social Care and the supplier name has been removed to ensure that Children in Care cannot be located.

Service Area Code

This is an internal code that identifies where on the ledger expenditure is recorded or which service is bearing the cost.

Business Unit

This is the name of the Business / Service Unit that the payment is assigned to. Within this field there are two entries that do not refer to a specific business unit:

Suspense account: Refers to items where the expenditure code on the invoice does not yet exist on the ledger. The expenditure is posted to a Suspense account until such time as it is corrected by way of a Journal entry.

Below the line: this refers to expenditure where a payment is not charged directly to an individual service. E.g. Capital spend, salary sacrifice, etc. The allocation to the individual service is by way of a Journal entry.

Service Division Categorisation

This is the specific team within the Business / Service Unit that the expenditure is assigned to.

Expense Code

This is an internal code that determines the nature of the expenditure.

BVACOP

The Best Value Accounting Code of Practice (BVACOP) description is a standard that is used amongst all local authorities and should aid the combining of the information with that of other authorities.

Detailed Expense Type

This is a more detailed description of the expenditure and is linked to the Expense Code.

Date

This is the date the payment was made.

Transaction Number

This is the unique payment reference from our Accounts system.

Amount

Amount of expenditure incurred exclusive of VAT.

Capital / Revenue

This identifies whether the expenditure was from the Revenue or Capital budget.

Redacted Items

Certain transactions may be redacted or be exempt from publication. Personal information falls under the Data Protection Act 1998. These payments have been redacted and the entry is listed as 'REDACTED PERSONAL DATA'