

Keeping Purchasing Data Clean and Complete Guide

Keeping your purchasing data clean and complete

HealthShare Victoria (HSV) collects Accounts Payable (AP) and Purchase Order (PO) data from public health services to generate categorised product and service spend data and analysis. HSV reports this data back to health services through the online Health Services Spend Data and Analysis (HeSSDA) tool.

The HeSSDA tool provides updatable spend data to help health services identify greater value and cost savings and plan their procurement. Health services can also extract and customise HeSSDA data for their own reporting requirements.

Currently, the HeSSDA production process and results are hampered by data quality issues such as incomplete, incorrect or out-of-date data in important fields.

This guide aims to help health services capture higher-quality electronic AP and PO data.

Data quality guide

The below table provides a guide to capturing data in key fields to ensure higher-quality data results.

More information

Related documents and templates are available on the HSV website.

Disclaimer

The information presented in this document is general in nature and based on HealthShare Victoria's interpretation of the *Health Services Act 1988 (Vic)* and any ancillary legislation and regulations in effect at the time and should not be relied upon as legal advice. Please consider seeking professional and independent advice from your legal representative as to the applicability and suitability of this information and the legislation to your own business needs or circumstances.

Data Field	Impact of low data quality	Guidance	Low-quality data examples
Invoice number	<p>HSV matches invoice numbers from different sources for analysis.</p> <p>Altering the original data or using non-unique codes makes the matching process erroneous or difficult.</p>	<ul style="list-style-type: none"> • Don't use an invoice date, PO number or name as the invoice number. • Don't add prefixes or suffixes to original numbers. 	<ul style="list-style-type: none"> • #2018-K APRIL • 01-MAR-2018/MOFFAT • 30392072RI
PO number	<p>PO data is very helpful in analysing at product/service level as the necessary information is not usually provided in invoices.</p> <p>Not raising POs deprives you of such information. It may also compromise the integrity of the payment authorisation process.</p> <p>Not using a unique PO number that identifies the transaction makes the matching processes erroneous or difficult.</p>	<ul style="list-style-type: none"> • Do raise a PO for every purchase as far as possible 	
Invoice and PO dates	<p>Date fields are used as a check in data matching. Altering the original date hampers the matching process and can also distort the analysis by placing the transaction in the wrong period.</p>	<ul style="list-style-type: none"> • Do use the actual date on the invoice as the invoice date. • Do use the actual date of raising the PO as the PO date if manually entered. 	<ul style="list-style-type: none"> • 31/07/0201 • 04/03/1956 • 18/01/2029
Invoice line description and PO line description	<p>Specific descriptions are very useful for identifying and categorising a transaction, especially if other fields are missing.</p> <p>Leaving a field blank or replacing it with other existing data deprives the dataset of data which may be critical for certain analysis.</p>	<ul style="list-style-type: none"> • Do use words to describe the goods or services specifically enough to help you in your procurement planning. • Don't use the invoice or PO number, date or supplier name as the line description. That data is captured elsewhere. 	<ul style="list-style-type: none"> • *CAPITAL**YSIO MAX • ITEMS AS PER INVOICES010817 • (Quote 862) • .25 FTE ACEM AVENT • -E19000095 • ?1473632

Data Field	Impact of low data quality	Guidance	Low-quality data examples
Supplier name and ABN	<p>The supplier's identity (ABN) is used to match transactions, as different suppliers may use similar product codes.</p> <p>However, different data sources can use somewhat different names for the same supplier. Having outdated or unreliable supplier data makes the matching process erroneous or difficult.</p>	<ul style="list-style-type: none"> • Don't leave the field blank. • Do keep your creditor master file up-to-date and reliable. • Do review it regularly. 	
Product Code	<p>The product code is critical to identifying a product. Alterations to a supplier's code are difficult to uncover and are likely to create errors in data matching.</p>	<ul style="list-style-type: none"> • Don't alter the supplier's codes. 	<ul style="list-style-type: none"> • QUOTE NO 1-C2N25R-02 • (12/03/18 – 27/05/18) • 658590 LOAN • 2104539 office chair • 995056-code-24310200 • 1223224, tape dispenser • *** • "#SP/PARTS • 746398-2.5KG
Account name and account code	<p>Coding transactions to inappropriate accounts can lead to erroneous transaction categorisations.</p>	<ul style="list-style-type: none"> • Do determine the account to charge to according to what is purchased, not according to which department or unit purchased it. • Do name accounts as specifically as possible. 	<ul style="list-style-type: none"> • Medical expenses – general • IKEA • EQUIPMENT AND MATERIALS • Repairs and maintenance • Ancillary department requisites • Services by others for (health service name)

Further support and information

For additional support and information about how to improve your health service's data quality, please contact HSV.