

Process Id#: 3119
Process Name: Period End Close Process - Purchasing
Date Last Updated: 22/03/2022

Description: Describes business process to close out the record to report period end for purchasing

Article 30 Process as carried out by the NSSO as a processor on the instruction of the PSB:

As required under Article 30 (2) of the GDPR:

Data Stage	Process		Owner	Storage Location	Personal / Sensitive Data	Data Items
Usage	1	FSS initiate the purchasing period close	FSS	Off System		
Usage	2	PSB review the outstanding and overdue purchase orders	Purchasing Inquiry & User, Retained Finance Function User & Retained Finance Function Manager – PSB	Oracle	N/a – PSB activity	
Transfer	3	PSB follow up on receipts to be created and check with suppliers.	Purchasing Inquiry & User, Retained Finance Function User & Retained Finance Function Manager - PSB	Oracle		
Usage	4	PSB runs the un-invoiced receipts report	Purchasing Inquiry & User, Retained Finance Function User & Retained Finance Function Manager - PSB	Oracle		
Usage	5	PSB follows up on the outstanding supplier invoices	Purchasing Inquiry & User, Retained Finance Function User & Retained	Oracle		

			Finance Function Manager - PSB			
Capture	6	FSS review the outstanding and overdue purchase orders	General Ledger - FSS	Oracle	Personal	Supplier name, address, contact details, order number, purchase details
Usage	7	FSS submit 'confirm receipts workflow' which generates a report on Oracle as a confirmation that all purchase orders received are reflected in the system once resolving any errors and completing all pending transactions.	General Ledger - FSS	Oracle	Personal	Supplier name, address, contact details, receipt number, purchase details
Release	8	FSS run the receipt accruals period end report which is a report that contains all the accounting entries of accrual transactions not immediately recorded and sent to the general ledger once the receipts were saved	General Ledger - FSS	Oracle	Personal	Supplier name, address, contact details, receipt number, purchase details
Usage	9	FSS reconcile the accrual account items to the general ledger as identified from the receipt accruals period end report and generate the new reconciled report	General Ledger - FSS	Oracle	Personal	Supplier name, address, contact details, receipt number, purchase details
Capture	10	FSS close out the period/ open new period	General Ledger - FSS	Oracle		