

Process Id#: 3203
Process Name: Manage Interface Process
Date Last Updated: 22/03/2022

Description: Describes business process to manage the accounts payable interface

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
Transfer	1	PSB receipt invoices from external sources (spreadsheet)	Nominated user - PSB	Off System	N/a – PSB activity	
Transfer	2	PSB receipt invoices from external source (edi/electronic)	Third-party system manager/Supplier	Off System		
Transfer	3	PSB interface suppliers from external source (interface)	Purchasing User - PSB	Off System		
Usage	4	Scheduled jobs pick up all interfaces and process to Oracle.	Oracle System User	Automated	Personal/Sensitive	Supplier name, tax ID,
Usage	5	FSS checks that the interface is successful (error-handling reports)	Invoice Processing & Interface User - FSS	Oracle	Personal/Sensitive	Supplier name, tax ID,
Usage	6	FSS checks and manages the supplier interface rejections. (errors are auto-routed by the handling workflow to the appropriate team)	Accounts Payable Master Data User - FSS	Oracle		
Usage	7	System auto-creates supplier record (if part of the interface design – Fuel Grants only for Wave 1)	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number, tax ID, bank details
Usage	8	FSS checks if associated invoices have been created	Accounts Payable Master Data User - FSS	Oracle	Personal/Sensitive	Supplier invoice/credit note reference

Usage	9	FSS checks and manages for supplier invoice rejections	Accounts Payable Master Data User - FSS	Oracle		
Usage	10	FSS updates interface to resolve error-handling issues.	Accounts Payable Master Data User - FSS	Oracle		
Usage	11	FSS runs invoices validation program	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice/credit note reference
Usage	12	FSS checks for pre-approved invoice	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice/credit note reference
Usage	13	FSS checks funds check is successful	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice/credit note reference
Usage	1	FSS checks if the document relates to a purchase order	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice/credit note reference
Usage	18	FSS checks to see if there is any invoice holds for the supplier in place	Invoice Processing User - FSS	Oracle		
Retain	19	FSS routes invoice /credit note for approval if no holds exist. The process is now complete.	Invoice Processing User - FSS	Oracle	Personal/Sensitive	Supplier invoice/credit note reference