Process Id#: 3212
Process Name: Manage EFT Payment Process
Date Last Updated: 22/03/2022
Description: Describes business process on how to manage the payment process through an electronic funds transfer

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 create transmission files which are payment instructions formatted into payment files using custom extensions and payment profiles for each supplier	Payments Supervisor - FSS	Oracle		
Usage	2	FSS confirm transmission of payments process to appropriate suppliers	Payments Supervisor - FSS	Oracle		
Usage	3	FSS ensures once the payment is completed, the system will automatically generate any necessary withholding and interest invoices. Withholding Tax invoices are created at validation stage but RCT transactions and Interest Invoices will automatically generate additional Witholding Tax invoices at payment stage. These transactions are viewable throughout the payment	Payments Supervisor - FSS	Oracle	Personal	Supplier details – order number, bank details, contact info.

		process but do not generate until this stage. The system logic will automatically control the generation of the necessary invoices				
Usage	4	FSS ensures once payment is completed, the system will automatically generate remittances and deliver these to the suppliers via email. The system will automatically produce and disperse remittance advices detailing payments on completion of payment batches	Payments Supervisor - FSS	Oracle	Personal	Supplier details – order number, bank details, contact info.
Usage	5	FSS carries out the final payment register / proposal which is a report of payments viewable by the PSB. The PSB is automatically notified when payment has been completed via an alert. The notification is forwarded to the Retained Finance user.	Payments Supervisor - FSS	Oracle		
Usage	6	FSS carries out an automated secure commercial bank file transfer from receivables to payables bank account in order to process supplier payment.	Payments Supervisor - FSS	Automated		
Usage	7	FSS uploads encrypted file to the bank which is then processed by the bank.	Payments Supervisor - FSS	Off System		

Transfer	8	Bank receives the commercial bank file	Bank - External	Off System	N/a – Bank activity	
Transfer	9	FSS logs into the Commercial Bank's software, reviews the uploaded file and approves the file for processing. The user cannot perform any other activities on the file bar approval.	Payments Supervisor - FSS	Off System	Personal	Supplier details – order number, bank details, contact info.
Capture	10	Bank executes the EFT transfer	Bank - External	Off System	N/a – Bank activity	
Usage	11	Supplier receives payments.	Bank - External	Off System	N/a – Bank activity	