Process Id#:   **3217**
Process Name: **Process VAT Returns**
Date Last Updated: **11/01/2022**

Description: Describes business process on how to process value added tax returns within the end of year deadline

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	FSS prepare the Revenue Commissioner's Offset VAT3 Invoice (invoice created by FSS to match VAT3 Return) and submit a request to pay for the invoice to be created. The FSS will create the invoice in Oracle following the Request to Pay process.	Invoice Processing User - FSS	Oracle	Personal	Tax I.D, bank information
Usage	2	FSS select the Payment Template in place for Revenue VAT3 Payments to pick up the relevant Pay group created and so pick up the correct invoices.	Payments User - FSS	Oracle		
Usage	3	FSS carries out invoice selection to capture revenue invoice	Payments User - FSS	Oracle	Customer	Customer details, bank information, order numbers, tax I.D
Capture	4	FSS builds payment by creating the payment document and performs validations on the selected invoices to ensure they are accurate and contain all necessary details	Payments User - FSS	Oracle		
Usage	5	FSS formats the payment instruction to correct format for	Payments User - FSS	Oracle		

		payment and the transmission of payment is completed				