

Process Id#: 3220
Process Name: P-Card Reconciliation
Date Last Updated: 22/03/2022

Description: Describes business process to reconcile procurement cards

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	PSB sets up cardholders	PSB	Off System	N/a - PSB activity	
Usage	2	PSB purchases from supplier using procurement card	PSB	Off System	N/a - PSB activity	
Usage	3	PSB code transactions & attach receipts	PSB	Off System	N/a - PSB activity	
Usage	4	PSB approve transactions	PSB	Off System	N/a - PSB activity	
Usage	5	PSB follow up on non-coded / unapproved transactions to ensure all coded / approved	PSB	Off System	N/a - PSB activity	
Usage	6	PSB instructs card users to discontinue using a supplier and PSB monitors the card usage to ensure supplier is no longer uses	PSB	Off System	N/a - PSB activity	
Transfer	7	PSB downloads extract of monthly transactions, inputs on P-Card WebADI and uploads the file to go-anywhere	PSB	Off System	N/a - PSB activity	
Usage	8	The automated programme imports procurement card files to Oracle	Automated -FSS	Automated	Personal	Supplier payment reference (may be name)

Usage	9	FSS ensures the payables open interface imports the p-card transaction details through the AP invoice interface tables into the AP invoice base tables.	Automated - FSS	Oracle		
Usage	10	FSS checks invoice import process for any rejections which are routed to the rejections staging table (AP invoice interface table) for review. If there are no rejections, the invoice will continue through to validation.	AP User - FSS	Oracle		
Usage	11	FSS manages any rejections captured through the Rejections staging table and update where possible or liaise with the necessary PSBs if required.	Automated - FSS	Oracle		
Usage	12	FSS updates the data in the interface using an interface error screen provided in Oracle EBS system	Automated - FSS	Oracle		
Usage	13	FSS creates invoice automatically against ulster bank	Automated - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number, tax ID
Usage	14	FSS AP schedule the AP51 report (BI Publishing report) for all blank Tax ID suppliers. Based on Operating unit functionality and email	Automated - FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number,

		notification will be sent to the PSB RFF				
Capture	15	PSB RFF Review the AP51 report and provide the Tax ID's for applicable spend. Where low value transaction and Taxpayer ID not available in this case the PSB will report not applicable (N/A).	PSB	Oracle	Personal/Sensitive	tax ID
Usage	16	The FSS AP team periodically run the AP50, AP51 reports to monitor N/A type merchant transactions to ensure compliance with S891B Revenue reporting requirements. When merchant ID for N/A type transactions have reached €800 we will require a valid TRN/Taxpayer ID to report accurately the S891B to Revenue which details Supplier annual spend in excess of €1,000.	FSS	Oracle	Personal/Sensitive	Supplier name, address, telephone number,