

**Process Id#:** 3221  
**Process Name:** Period End Close - Payable  
**Date Last Updated:** 22/03/2022

**Description:** Describes the period end close business process for accounts payable

**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 completes all remaining period end payment batches (group of large volumes of payment transactions in a single file to ease submission to the relevant system) which are incomplete ensuring there is no open payment transactions to be closed within those batches and issues the reports to PSBs	Payments Manager & Supervisor - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information
Usage	2	FSS Payments Manager receives confirmation that the Invoice on hold report review is complete from the FSS Payments Supervisor	Payments Manager & Supervisor - FSS	Oracle		
Usage	3	FSS runs invoice validation to ensure all invoices are valid and accurate	Payments Manager & Supervisor - FSS	Oracle		
Usage	4	FSS Payments Manager receives confirmation that prepayments review has been complete from FSS Payments Supervisor by reviewing the Prepayment Report	Payments Manager & Supervisor - FSS	Oracle		

		provides which details on supplier prepayments			Supplier	Supplier details, contact details, order numbers, bank information
Usage	5	FSS Payments Manager reviews and process final invoices for payment within the period	Payments Manager & Supervisor - FSS	Oracle		
Usage	6	FSS Payments Manager confirm that cash management is closed for the period	Payments Manager & Supervisor - FSS	Oracle		
Usage	7	FSS general ledger user generates the sub-ledger period close exceptions report which lists all accounting events and journal entries that fail period close validation	General Ledger User - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information
Usage	8	FSS Payments Manager opens next payables period	Payments Manager & Supervisor - FSS	Oracle		
Usage	9	FSS general ledger user runs the posted payment register which will detail all the payments made in Payables for that period. (preliminary)	General Ledger User - FSS	Oracle		
Usage	10	FSS general ledger user runs the posted invoices register which will detail all the Invoices/Credit Notes entered in Payables for that period. (preliminary)	General Ledger User - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information
Usage	11	FSS general ledger user runs the Accounts Payable trial balance which will list all the invoices which remain on the General Ledger to be paid for that period	General Ledger User - FSS	Oracle		
Usage	12	FSS general ledger user confirms Accounts Payable trial balance reconciles with posted items for the period and confirms it to the general ledger trial balance	General Ledger User - FSS	Oracle		

Usage	13	FSS general ledger user closes the period and issues an email to record to report team confirming close	General Ledger User - FSS	Oracle		
Usage	14	FSS Payments Manager runs the create accounting program where all Invoices are accounted where no exceptions exist for the period and transfers the results to the general ledger for posting	Payments Manager & Supervisor - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information
Usage	15	FSS Payments Manager generates the Unaccounted Transactions report on Oracle and reviews the details in relation to any transactions which remain unaccounted for to ensure items entered in that period are posted in the same period.	Payments Manager & Supervisor - FSS	Oracle	Supplier	Supplier details, contact details, order numbers, bank information