

Process Id#: 3308
Process Name: Lodgement Process
Date Last Updated: 22/03/2022

Description: Describes business process of entering lodgements on Oracle

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	Customer makes a cash or cheque payment and includes any relevant reference with payment e.g. sales invoice number.	Customer - External	Off System	N/a – Customer activity	
Usage	2	PSB receives cheque/cash	PSB	Off System	N/a – PSB activity	
Transfer	3	PSB send FSS the cash/cheques and lodgement/receipt request form.	PSB	Off System		
Usage	4	FSS creates manual receipts for cash and cheques received and apply customer invoices to the receipts. They then include the receipts into a receipts batch and assign a reference number.	Order to Cash User - FSS	Oracle	Personal	Customer name, customer email, customer address, customer receipt number, invoice number
Usage	5	FSS Accounts Receivable Manager generate the lodgements report once the batch is created through the Oracle system and the FSS AR Supervisor uses the report to check the receipts batch is correct. They then take the decision to approve it for deposit or send for amendment.	Order to Cash Accounts Receivable Manager and Supervisor - FSS	Oracle	Personal	Customer name, customer email, customer address, customer receipt number

Usage	6	PSB amend/reverse receipts if required	Accounts Receivable User - PSB	Oracle	N/a – PSB activity	
Usage	7	FSS lodges the cash and cheques amount equalling to the lodgement report to the PSBs bank.	Accounts Receivable User - PSB	Oracle		
Transfer	8	Transactions are processed by the Bank and appear on the Bank Statement	Bank - External	Off System	N/a – Bank activity	
Retention	9	PSB and FSS review the receipt register and the receipts awaiting remittance report periodically to ensure that all receipts are correctly captured on the system.	Accounts Receivable Manager - PSB & Accounts Receivable Manager - FSS	Oracle	Personal	Customer name, customer email, customer address, customer receipt number