

**Process Id#:** 3309  
**Process Name:** Process Receipts from Bank File  
**Date Last Updated:** 22/03/2022

**Description:** Describes business process of processing receipts from bank file using auto-referencing

**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	System is customised to automatically match and generate receipts from the bank statement. This programme is scheduled to run automatically but can also be run manually if required.	Automated/ Cash Management User - FSS	Oracle		
Usage	2	FSS checks to see if transaction has predefined references	Accounts Receivable User - FSS	Oracle		
Usage	3	FSS checks to see if invoice exists in Oracle by matching invoice number provided on the bank statement line to the same invoice number in Oracle. If it matches, the program automatically creates a receipt and applies it to the matched invoice. If it does not match, the program checks if a customer exists in Oracle.	Accounts Receivable User - FSS	Automated	Customer	Customer name, customer email address, Customer address, customer invoice number
Capture/Usage/Retention	4	FSS creates a <b>miscellaneous transaction</b> if the transaction has a predefined reference. If the transaction does not have a	Accounts Receivable User - FSS	Automated	Customer	Customer name, customer email address, Customer

		predefined established reference it checks does a receipt / payment exist on Oracle for this transaction.				address, customer receipt number
Usage	5	The FSS ensures that the transaction from the Bank Statement line is matched to an existing open receipt / payment on Oracle via receipt reference. FSS creates a receipt if there is no existing receipt on Oracle	Accounts Receivable User - FSS	Oracle	Customer	Customer name, customer email address, Customer address, customer receipt number
Usage	6	FSS ensures the receipts program is complete when all lines have been processed which facilitates the completion of the Bank Reconciliations.	Accounts Receivable User - FSS	Oracle		
Retention	7	FSS review the transaction reconciliation report periodically to show what receipts were automatically created / matched.	Accounts Receivable Manager - PSB & FSS	Oracle	Customer	Customer name. customer receipt number