

Process Id#: 3317
Process Name: Period End Close - Receivables
Date Last Updated: 22/03/2022

Description: Describes business process in carrying out the period end process for receivables

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 reviews the Incomplete Invoice report and will complete all receivables transactions	Accounts Receivable User - FSS	Oracle	Customer	Customer name, customer email, customer address, invoice number
Usage	2	FSS identifies all unapplied and unresolved receipts and applies them to the customers, outstanding transactions or creates miscellaneous receipts, ensuring all receipts are fully reconciled.	Accounts Receivable User - FSS	Oracle	Customer	Customer name, customer email, customer address, receipt number
Usage	3	FSS and PSB review the outstanding transactions list report which contains all outstanding transactions for the period and the transactions register report which contains all transactions for the period generated off Oracle and making any necessary changes for reconciliation.	Accounts Receivable User - PSB & FSS	Oracle	Customer	Customer name, customer email, customer address, invoice number, receipt number
Usage	4	FSS Supervisor receive confirmation the Accounts Payable current period has been	Accounts Receivable Supervisor - FSS	Oracle		

		closed and Accounts Receivable period is now ready to close				
Usage	5	FSS Supervisor ensures all inbound invoice interfaces are completed and resolves any errors . [No inbound interfaces in Wave 1]	Accounts Receivable Supervisor - FSS	Oracle		
Usage	6	FSS Supervisor reviews any outstanding items in the reconciliation exceptions report to ensure all income on the bank statement is identified and reconciled, ensuring a miscellaneous receipt is created for any unreconciled lines on the bank statement.	Accounts Receivable Supervisor - FSS	Oracle	Customer	Customer name, customer email, customer address, invoice number, receipt number
Usage	7	FSS Supervisor generate the adjustment / write off approval report and ensure adjustments and write offs are approved and completed	Accounts Receivable Supervisor - FSS	Oracle		
Transfer	8	FSS Supervisor reconcile all transactions activities in Oracle Receivables by reviewing the Transaction Register report, Sales Journal by General Ledger Account report, Journal Entries Report and Accounts Receivable/General Ledger Reconciliation Report	Accounts Receivable Supervisor - FSS	Off System	Customer	Customer name, customer email, customer address, invoice number, receipt number
Transfer	9	PSB provide input to FSS as necessary if additional information needed to support any reconciliation issues	Accounts Receivable User - PSB	Off System	N/a – PSB activity	
Usage	10	FSS Supervisor reviews the Oracle Subledger Accounting Program	Accounts Receivable Supervisor - FSS	Oracle	Customer	Customer name, customer email,

		Report for any errors or failed events, runs the Transfer Journal Entries to General Ledger program to transfer any transaction that have not been transferred by the Create Accounting program and transfer the journal entries to the General ledger report which provides information on the journals posted to the general ledger and any errors identified during the transfer process.				customer address, invoice number, receipt number
Usage	11	FSS Supervisor change the subject to 'pending close' of the current receivables period on Oracle and once complete, manually notifies the PSB via email that the current receivables period is now closed and opens the next period. The process is now complete.	Accounts Receivable Supervisor - FSS	Oracle	Customer	Customer name, customer email, customer address