

**Process Id#:** 3410  
**Process Name:** Fixed Asset Retirement: Cash Receipt on Asset Retirement Process  
**Date Last Updated:** 22/03/2022

**Description:** Describes business process on how to create and report a cash receipt from a fixed asset being retired 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	PSB engages with a Customer to sell an asset.	PSB	Off System	N/a - PSB activity	
Usage	2	PSB downloads the custom Web ADI template from Oracle and enters the details of the asset(s) to be sold (retired). PSB then uploads the completed template to Oracle for approval.	Fixed Asset User - PSB	Oracle		
Usage	3	WebADI is reviewed by the Fixed Asset manager. They can then approve or reject as appropriate.	Fixed Asset Manager - PSB	Oracle		
Usage	4	If approved, PSB FA User enters the invoice details to the retirement transaction for reference and sets the status to 'Post' on Oracle	Fixed Asset Manager - PSB	Oracle		
Usage	5	FSS/PSB retrieve the FA34 assets sold reconciliation report which shows the details of the assets sold. This can assist with reconciliation of the accounts and value.	Fixed Asset User - FSS & Fixed Asset User/ Manager - PSB	Oracle		

Usage	6	FSS runs the post mass retirement batch	Fixed Asset User - FSS	Oracle		
Usage	7	FSS and PSB retrieves the FA08 asset retirements report and the FA45 post mass retirements report.	Fixed Asset User - FSS & Fixed Asset User/ Manager - PSB	Oracle	Personal	FA User/ Manger name, FA User/ Manager email
Usage	8	FSS runs the depreciation and calculates the gains & losses request	Fixed Asset Manager - FSS	Oracle		
Usage	9	FSS runs the create accounting program at month end and the retirement transaction is posted to the general ledger. FSS retires the asset through the asset retirement interface on Oracle. The process is now complete.	Fixed Asset Manager - FSS	Oracle	Personal	Supplier name, supplier email, invoice numbers, receipt numbers