

Process Id#: 3518
Process Name: R2R Sub ledger Journal Process
Date Last Updated: 22/03/2022

Description: Describes the business process for the Processing of Journals Created from Sub Ledger Activity

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
Capture/Transfer/Retention	1 Transactions are entered and completed in Oracle subledgers – e.g., Accounts Payable, Accounts Receivable and Fixed Assets.	Various process users	Oracle	Personal	Customer/ Supplier name, Customer/ Supplier address, Customer/ Supplier email
Capture/Usage	2 FSS runs or schedules the create accounting program on Oracle to pick up the eligible subledger transactions and post them to the general ledger	Automated	Oracle		
	3 FSS must check and ensure the program completes successfully through Oracle	General Ledger User – FSS	Oracle		
Capture/Usage	4 FSS verify and fix all the reasons for error within the transactions if program does not complete successfully	General Ledger User – FSS	Oracle		
Transfer/Retention	5 FSS ensures an automatic program is invoked to trigger the automatic posting of the subledger journals to the general ledger once all errors are resolved	General Ledger User – FSS	Automated		
	6 FSS checks to see that the program posts all the journals successfully to the general ledger, verifying and fixing any errors that may occur	General Ledger User – FSS	Automated	Personal	
Transfer/Retention	7 FSS carry out a final review of the journals to ensure process is completed successfully by viewing the journal execution report.	General Ledger User – FSS	Automated	Personal	

