Process Id#: 3519
Process Name: Interface Journal Process
Date Last Updated: 22/03/2022

Description: Describes business process to carry out the record to report interface journal process through 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	FSS refer to the journal import interface on oracle for validation checks, data transformation rules & error handling through E-ALL-001	FSS	Automated		
Usage	2	FSS will review the errors based on the output and will either proceed ahead with applying the default mappings or correct the mappings before proceeding	FSS	Automated		
Usage	3	FSS confirm if mapping updates are required	General Ledger User - FSS	Oracle		
Capture/Usage/Retention	4	FSS updates PSS source target mappings and resubmit file	General Ledger User - FSS	Oracle	Personal/Sensitive	Single cost centre code which represents one employee
Usage	5	FSS ensure mapping is successful & validated	FSS	Automated		
Usage	6	FSS review the interface errors and will either proceed ahead with applying the default mappings or correct the mappings before proceeding	General Ledger User - FSS	Oracle		

Usage	7	FSS ensure journals are loaded successfully	FSS	Automated		
Usage	8	FSS funds check all the journals versus the budget and reserved.	FSS	Automated		
Usage	9	FSS ensure the journals do not require approval by checking if they are flagged. If flagged, require approval for the approver listed.	FSS	Automated/ Oracle	Personal	Approver name, approver email
Usage	10	FSS ensure **journals** are posted on Oracle	FSS	Automated		
Capture /Retention	11	FSS retrieve the R71 (report for each pay group) PSS interface report	FSS	Automated	Sensitive (pay group)	Single cost centre code which represents one employee