

Process Id#: 3524
Process Name: Period End Close - General Ledger Process
Date Last Updated: 22/03/2022

Description: Describes business process to carry out the record to report period end process for the general ledger

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 record to report team communicates month end close timeline to PSBs	Record to Report Team - FSS	Off System		
Usage	2	FSS general ledger user opens next GL period	General Ledger User - FSS	Oracle		
Usage	3	FSS general ledger user reviews and verify journal details of unposted journal entries	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name included in any journal descriptions
Usage	4	FSS general ledger user posts all journal batches	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name included in any journal descriptions
Usage	5	FSS general ledger user ensures there are no error journals in interfaces	General Ledger User - FSS	Oracle		
Usage	6	FSS general ledger user and PSB RFF user generate / approve manual period end journals	General Ledger User - FSS & Retained Finance Function User - PSB	Off System	Personal/Sensitive	Supplier/customer name included in any journal descriptions
Usage	7	FSS general ledger user generate / approve period end journal entries for correction	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name included in any journal descriptions
Usage	8	FSS general ledger user generate mass allocation programme which is a	General Ledger User - FSS	Oracle		

		functionality of Oracle that distributes and allocates account balances from one-to-many accounts				
Usage	9	FSS general ledger user verify all subledgers closed	General Ledger User - FSS	Oracle		
Usage	10	FSS general ledger user run the subledger period end close exceptions report	General Ledger User - FSS	Oracle		
Usage	11	FSS general ledger user generate / approve recurring journals	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name included in any journal descriptions
Usage	12	FSS general ledger user generate FX revaluation programme	General Ledger User - FSS	Oracle	Personal/Sensitive	FX Supplier name
Usage	13	FSS general ledger user complete the control account reconciliations	General Ledger User - FSS	Oracle		
Usage	14	FSS general ledger user close the general ledger period for cash & accrual ledger per agreed timelines	General Ledger User - FSS	Oracle & Off System		
Usage	15	FSS general ledger user ensures reversing journals from prior period are reversed	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name included in any journal descriptions
Usage	16	FSS general ledger user generate the period end reports to analyse and action unaccounted Invoices, payment activity and entries not yet transferred to the general ledger.	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name, invoice numbers, receipt numbers
Usage	17	FSS general ledger user retrieve the R01 account analysis report review transactions and account	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name, invoice numbers, receipt numbers

		activity for a range of accounts during a period				
Usage	18	FSS general ledger user complete the trial balance	General Ledger User - FSS	Oracle		
Usage	19	FSS general ledger user retrieve the R22 audit trail report to review account activity	General Ledger User - FSS	Oracle	Personal/Sensitive	Supplier/customer name, invoice numbers, receipt numbers , bank information
Usage	20	FSS general ledger user and PSB RFF user retrieve the R53 – account analysis report drilldown to review the account analysis along with their subledger transaction details	General Ledger User - FSS & Retained Finance Function User - PSB	Oracle		
Capture	21	FSS general ledger user and PSB RFF user generate the period end reporting pack, including operational, statutory and tax reports and issued to the PSBs	General Ledger User - FSS & Retained Finance Function User - PSB	Oracle & Off System	Personal/Sensitive	Supplier/customer name, address, email, tax I.D number, bank information, PSS number