Process Id#:   **3526**
Process Name: **Period End Close Process - Year End**
Date Last Updated: **22/03/2022**

Description: Describes business process to close out the record to report year end

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
Transfer	1	PSB perform the year end closing tasks	Retained Finance Function User - PSB	Off System	N/a - PSB activity	
Transfer	2	FSS open year-end adjustment period 13 & confirm to PSB	General Ledger User - FSS	Oracle		
Usage	3	PSB prepare draft financial statements, getting assistance from FSS in account analysis/reconciliations as required.	Retained Finance Function User – PSB; General Ledger User FSS	Off System/Oracle	Personal/sensitive	Transactional analysis may contain payee/customer details
Usage	4	PSB submit the drafts to secretary general for review & sign-off	Retained Finance Function User - PSB	Off System	N/a - PSB activity	
Transfer	5	PSB instructs FSS that corrections are required and either process or request journal corrections.	General Ledger User - FSS	Off System		
Usage	6	PSB run the concurrent program from Oracle General Ledger to produce the amended trial balance to reflect adjustments identified by the FSS general ledger user	Retained Finance Function User - PSB	Oracle	N/a - PSB activity	
Transfer	7	PSB submits amended financial statements to the Secretary	Retained Finance Function User - PSB	Off System	N/a - PSB activity	

		General for review and approval.				
Transfer	8	PSB submits accounts, financial statements and audit cert to DPER	Retained Finance Function User - PSB	Off System	N/a - PSB activity	
Transfer	9	PSB notify the FSS that the accounts submitted are final	Retained Finance Function User - PSB	Off System	N/a - PSB activity	
Usage	10	FSS temporarily close the adjustment period 13	General Ledger User - FSS	Oracle		
Usage	11	FSS transfer open encumbrance into the next year	General Ledger User - FSS	Oracle		
Usage	12	FSS open the temporarily closed adjustment period 13	General Ledger User - FSS	Oracle		
Usage	13	FSS perform on system close	General Ledger User - FSS	Oracle		
Retention	14	FSS notify PSB that period is closed on the system	General Ledger User - FSS	Off System	Personal/Sensitive	PSB user name, PSB user email