Process Id#:   **3603**
Process Name: **CM Bank Reconciliations**
Date Last Updated: **22/03/2022**

Description: Describes the business process of how lines on the bank statement will be matched to entries in 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	The load and import of bank statements into Oracle is mostly automated. FSS ensures that the bank statement has arrived and awaiting processing in the Oracle cash management system	Cash Management User - FSS	Oracle- automated	Personal	Supplier/Customer bank statement transactional reference
Transfer	2	FSS runs the **auto reconciliation programme** through the Oracle system which reconciles transactions with payments and receipts, based on predefined matching criteria.	Cash Management User - FSS	Oracle- automated		
Usage	3	FSS creates the **bank statement detail repor**t and retrieve It once ready from the Oracle system which lists any unreconciled transactions separately with their current status, and the statement totals for each type of transaction, including the amount entered, reconciled and unreconciled	Cash Management User - FSS	Oracle- manual	Personal	Supplier/Customer bank statement transactional reference
Usage	4	FSS ensures that the item is matched against the appropriate Oracle transaction automatically. The Transaction available for	Cash Management User - FSS	Oracle	Personal	Supplier/Customer bank statement transactional reference

		reconciliation report checks what transactions are not reconciled.				
Usage	5	FSS run the General Ledger Reconciliation report to check whether the adjusted bank statement balance is matching with Oracle GL. This needs to be done once all the subledger transactions are accounted and posted in GL. All the bank statement lines upto the date are reconciled.	Cash Management User - FSS	Oracle		
Usage	6	FSS checks if it is possible to assign transaction codes / predefined established references to all common entries coming through on the bank statement as this allows Oracle to automatically process a user-defined system posting to reflect the transaction in the general ledger	Cash Management User - FSS	Oracle		
Usage	7	FSS ensures a journal is automatically created to reconcile statement lines, with the assigned transaction code / predefined references to the General Ledger journals.	Cash Management User - FSS	Automated	Personal	Customer bank statement transactional reference
Usage	8	FSS **manually processes** bank statement lines that have not been matched via the Auto Reconciliation or the Miscellaneous Transaction processes which are flagged by the Oracle system	Cash Management User - FSS	Oracle	Personal	Supplier/Customer bank statement transactional reference
Usage	9	FSS runs the O2C44 bank reconciliation exception report which lists unreconciled transactions and sends it to the order to cash and/or accounts payable FSS functional teams (depending on the transaction) to	Cash Management/ Order to Cash/ Accounts Payable User - FSS	Oracle	Personal	Supplier/Customer bank statement transactional reference

		get input to allow transactions/bounce-backs to be reconciled				
Usage/Transfer	10	FSS provides the detail of any remaining unmatched items to the PSB	Cash Management/ Order to Cash/ Accounts Payable User - FSS	Off System	Personal	Supplier/Customer bank statement transactional reference
Usage	11	PSB reviews the unmatched transactions and provides their feedback	Accounts Receivable User - PSB	Off System	N/a - PSB activity	
Usage	12	PSB will advise if there is a need to post to a suspense account while the transaction is investigated	Accounts Receivable /Accounts Payable User - PSB	Oracle	N/a - PSB activity	
Usage	13	FSS reviews the proposed matched items from the PSB feedback, selects the items they wish to match, and click reconcile. The bank statement line now shows the status as "Reconciled"	Cash Management User - FSS	Oracle	Personal	Customer bank statement transactional reference
Usage	14	FSS ensures that the items are cleared on the system	Cash Management User - FSS	Oracle		
Usage	15	FSS creates the cleared transactions report and retrieves it on the Oracle system which shows transactions that were cleared or reconciled both manually and automatically and shows the customer name, remittance date, maturity date, payment method, receipt number, currency, amount, account amount, cleared date, and cleared amount.	Cash Management User FSS	Oracle	Personal	Customer name, customer payment method, receipt number, currency, amount, account amount
Usage	16	FSS update pre-defined references and transaction codes on the system to make future transactions easier on Oracle. The process is now complete.	Cash Management Supervisor - FSS	Oracle		