Process Id#:   **3606**

Process Name: **Period End Close - Cash Management**

Date Last Updated: **22/03/2022**

Description: Describes business process to close out the period end of the record to report cash management process

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 cash management supervisor ensures that the **bank reconciliations process** is performed regularly and also during month end. PSB have resolved any unreconciled transactions.	Cash Management Supervisor - FSS	Oracle	Personal/Sensitive	Supplier/Customer bank transaction reference as appearing on bank statement
Usage	2	FSS cash management supervisor runs the **create accounting programm**e and posts to the general ledger	Cash Management Supervisor - FSS	Oracle	Personal/Sensitive	Supplier/Customer bank transaction reference as appearing on bank statement
Usage	3	FSS cash management supervisor **transfers journal entries to general ledge**r	Cash Management Supervisor - FSS	Oracle	Personal/Sensitive	Supplier/Customer bank transaction reference used in Journal Description
Usage	4	FSS cash management supervisor **submits relevant cash management reports** to ensure that all the balances and transactions are agreed prior to closing the sub-ledgers.	Cash Management Supervisor - FSS	Oracle	Personal/Sensitive	Supplier/Customer bank transaction reference as appearing on bank statement
Usage	5	FSS cash management supervisor r**equests to close**	Cash Management Supervisor - FSS	Off System		

		current accounts payable and accounts receivable period and open a new period				
Capture	6	FSS cash management supervisor ensures cash management is closed for period end	Cash Management Supervisor - FSS	Oracle		
Retention	7	FSS cash management supervisor send notification to FSS record to report team of period end close	Cash Management Supervisor - FSS	Off System		
Retention	8	FSS cash management supervisor send notification to PSB of period close	Cash Management Supervisor - FSS	Off System	PSB	PSB name, PSB email, PSB address