Process Id# ::   **3515**
Process Name ::   **FSS GL Journal Process**
Date Last Updated ::   **02/07/2025**

Description :: Describes the business process for uploading of PSB journal onto Oracle to facilitate posting to 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
Data Capture	1	PSB/FSS identify a journal for posting. Jitbit ticket containing journal information provided to FSS or PSB along with relevant approvals. Jitbit ticket is routed internally to FSS GL Technician with responsibility for relevant PSB.	FSS GL Technician	Jitbit	Financial Data, Back up information	PSB Accounting Strings, transaction amounts, Journal backup
Data Capture	2	GL Technician reviews the jitbit ticket, ensuring that a verified PBS approver has approved the request. If no approval is evident, GL Technician requests same on ticket.	FSS GL Technician	Jitbit	Financial Data, Back up information	PSB Accounting Strings, transaction amounts, Journal backup
Data Storage	3	Once approval has been received, GL Technician takes a snip of same and adds to Approval Tab on attached journal.	FSS GL Technician	Jitbit/eDocs	Financial Data	Journal backup
Data Usage	4	GL Technician creates a WebAdi to facilitate the uploading of journal onto Oracle. Any errors on the journal will become evident at this point and can either be amended by GL Technician or journal is returned to PSB for update. Journal containing correct information is then uploaded onto Oracle.	FSS GL Technician	Oracle	Financial Data	PSB Accounting Strings, transaction amounts

Data Usage	5	GL Technician performs a search for Unposted Journals on Oracle and locates the recently uploaded journal. The title of the journal is updated as per the journal coversheet/jitbit ticket, and the jitbit number is added to the title for reporting purposes.	FSS GL Technician	Oracle	Financial Data	PSB Accounting Strings, transaction amounts
Data Storage	6	GL Technician takes note of the document number and saves a copy of the journal to the PSB folder in edocs using this number. A manual checklist is also added to the newly created journal folder, ensuring that all necessary steps are carried out. This checklist is also signed off by FSS Approver/Reviewer.	FSS GL Technician	Oracle/edocs	Financial Data	PSB Accounting Strings, transaction amounts
Data Storage	7	On Oracle, GL Technician chooses relevant FSS Approver from a drop-down menu. A copy of the journal is also attached to Oracle document. Document is saved in Oracle and an internal notification is sent to the Approver to review uploaded journal.	FSS GL Technician	Oracle/edocs	Financial Data	PSB Accounting Strings, transaction amounts
Data Usage	8	GL Approver reviews journal and approves in the system. Journal will post automatically within a specific timeframe. GL Technician receives notification that journal has been approved.	FSS GL Technician & Approver	Oracle	Financial Data	PSB Accounting Strings, transaction amounts

Data Retention	9	Once journal has been posted, GL Technician notifies PSB via Jitbit ticket, citing document number. Jitbit ticket is then closed as service request is complete.	FSS	Jitbit	Financial Data	PSB Accounting Strings, transaction amounts