

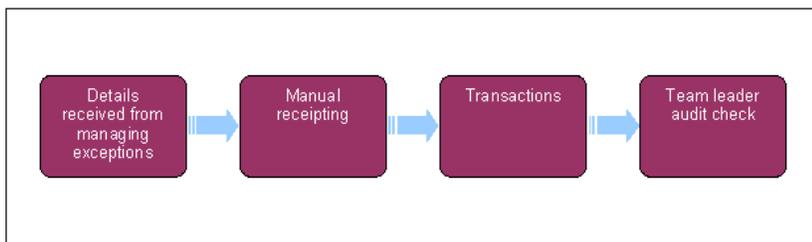


BaNCS - Control and Assurance

BaNCS is the Child Maintenance Group (CMG) core banking engine and controls all company and client internal accounts. It is responsible for the movement of money between these accounts.

The following process will provide assurance to the National Audit Office (NAO) and CMG management that any actions taken in BaNCS are executed correctly and that fraudulent activities are not being carried out.

Management checks will be performed against all transactions before they are submitted to BaNCS. Banking and accounting management will receive an audit report on a daily basis detailing transactions that have been submitted to BaNCS the previous day. This report will be checked against the corresponding control logs to ensure submitted transactions are accurate.



Details received from managing exceptions

1. Following completion of the customer service log or the Nat West inward payment file spreadsheet by the managing exceptions team, your team will be responsible for completing various processes using functionality only available in BaNCS. For information on how to complete these processes refer to the relevant procedure in related items. For payment reassignments there will be a corresponding email in the CM2012 Scheme CFAT Banking and Accounting inbox.

Manual receipting

2. For processes which need manual receipting, you will need to access the manual receipting spreadsheet and complete the transaction data.

Transactions under £2,000

3. Complete the transaction data in BaNCS.  Do not select **Transmit**.
4. Request that your team leader checks the transaction.

5. Your team leader will give you verbal confirmation that they approve the transaction. If they approve, select **Transmit** to submit the transactions to BaNCS. If they reject the transaction go to **step 3**.

Team leader action

6. Following authorisation of a BaNCS transaction, update the **Checked By** field in the relevant spreadsheet.

Transactions over £2,000

7. Note the following data in an email and send it to your segment manager for authorisation:

- BaNCS account number details

- The amount of the transaction

- The reason for the amendment

- The name of the spreadsheet which contains the transaction details
- Any supporting evidence, for example the email received for a reassignment request

8. You will receive email confirmation from your segment manager if they approve or reject the transaction. If the transaction is rejected, amend the transaction data in the email and re-send it to your segment manager. If approved go to **step 9**.

9. Once approved, save a copy of the authorisation email in a secure folder.

10. Complete the transaction data in BaNCS.  Do not select **Transmit**.

11. Ask a member of your team to peer review the transaction details, comparing it with the authorisation email.

12. Once agreed that the transaction matches the email, select **Transmit** to submit the transaction to BaNCS, the peer reviewer should then complete the **Checked By** field in the relevant spreadsheet.

18. If the action taken is incorrect and there is a suspicion of fraud, refer the transaction details to the security team who will advise you of any further action required.

Related Items

[BACS - Inward Payment File](#)

[BaNCS Journals](#)

[Chargebacks - Credit/Debit Card](#)

[Payment From - Investigate/Escalate](#)

[Payment - Reassign](#)

[Receipting - Manual](#)

[Suspense Account - Clear Online](#)