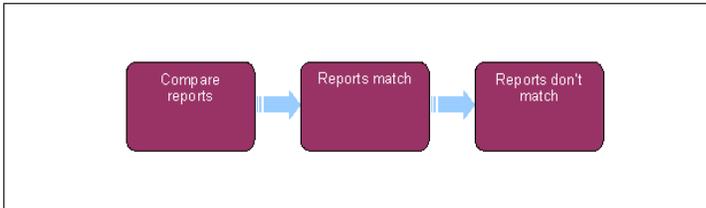


## Validate Client Balance Listings

This procedure will explain the steps required to validate client balance listings on Data Warehouse against the client balance listings on BaNCS.

This action will be dealt with by the banking and accounting team.

To ensure the accuracy of the data held in Data Warehouse there is a requirement for it to be reconciled against the BaNCS client balance report. This is to ensure that no system errors have occurred and to maintain an audit trail of data. The frequency that the validation will be carried out is at the discretion of banking and accounting team management.



 Note, you will need to use financial reports for certain information. On a daily basis all financial reports on BaNCS will be saved into a secure shared folder, for further information refer to [Finance and GL Overview](#).

### Compare reports

You need to produce client balance listings from BaNCS and produce Client Balance Listings from Data Warehouse. For more information refer to [BaNCS - Client Balance Listings](#) and [Data Warehouse - Client Balance Listings](#).

1. Having successfully extracted both reports you will need to make comparisons between them to ensure they match for the period being reconciled. This can be done by taking one of the following actions:
  - Comparing the total of the balances and the subtotal of the balance types – this would provide good assurance that the reports match.
  - Completing line by line comparisons to ensure every line reconciles – this would provide absolute assurance that the reports match.

 At what level comparison is required at any given time will be at the discretion of the banking and accounting team management.

### Reports match

2. When the Client Listings match then the reconciliation is complete. You will need to log the completion of the reconciliation and file it in line with banking and accounting team guidelines. This is required for audit purposes.

### Reports do not match

A balance mismatch will only be generated by a system fault.

3. In the event the balances do not match you will need to complete a detailed comparison to enable you to identify the incorrect balance:
  - You can filter both sets of balance listings by using the **Filter** box in Oracle Business Intelligence Enterprise Edition (OBIEE). For more information refer to [MI - Generate Report](#)
  - You are able to view the individual BaNCS balances by using the short enquiry function in BaNCS. Go to **Enquire** and then **Short Enquiry**. You are then required to input the relevant search criteria and select **View Transaction**
  - You can also view the payments data files - these are located in a secure folder.
4.  Once the discrepancy has been identified you will need to raise a system incident with the service provider and inform banking and accounting team management of the identified fault.

BaNCs - Enquiry

Data Warehouse - Client Balance Listings

MI - Generate Report