

Admin Account - Assign To

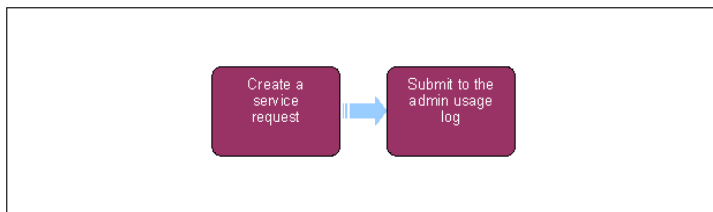
This procedure is for information only and explains the steps the system takes when allocating funds to the admin account.


There may be times when a draw down from the admin account is required. This is when admin account funds are used for bounced cheques, chargebacks, and direct debit indemnities where the original receipt has cleared, allocated and paid out to the receiving parent for child maintenance.

It will also be used for certain transactions that will be added to a client's account. Such transactions will include but are not exclusive to:

- Special payments
- Compensation
- Financial redress
- Refunds
- Payment error recovery

When a payment is received from a client following a draw down from admin, BaNCS will automatically assign the payment from the 2012 scheme account into the relevant admin account. This is a system process and does not require any caseworker action.



 This procedure uses the terms receiving parent and paying parent.

The receiving parent is the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation. The paying parent is the parent who pays or who is expected to pay child maintenance, known as the non resident parent (NRP) on the system and in legislation.

BaNCS identifies and transfers funds

1. When a payment is received following a draw down from the admin account, the system identifies that the payment is due to the admin account.
2. The system then allocates the payment into the relevant admin account.

 Client account details are also transferred, this helps with reconciliation.

[SoS/DSD Account - Manually Assign](#)