Department for Work & Pensions   Procedures ▸ BaNCS Internal Branch

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BaNCS Internal Branch

This procedure explains the process for checking the BaNCS internal branch cost centre.

This action is dealt with by the banking and accounting team.

BaNCS cost centre 6000 – Internal Branch, is used as an internal control. The balance should always be zero as any transactions to this cost centre will be cancelled out each day. Due to this there are no general ledger (GL) accounts in Sage as there will be no general ledger interface file (GLIF) entries on this branch.

The frequency that internal branch will be checked is at the discretion of CFAT management. If a balance is identified when enquiring on this cost centre this will be due to a code defect. You will need to raise a system incident with the BaNCS service provider in order for the defect to be fixed.

⚠️ Errors made within BaNCS have severe implications. BaNCS is the Child Maintenance Group's (CMG) core banking engine and controls all company and client internal accounts being responsible for the movement of money between these accounts. All tasks carried out on this system should be double checked for accuracy before completion.

⚠️ Auditing of BaNCS will be carried out periodically without prior warning to ensure fraudulent activities are not being carried out on the system.
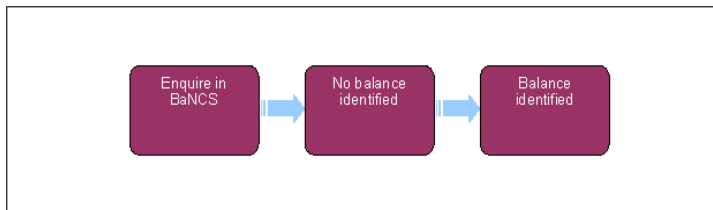
Enquire in BaNCS

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1. From the right hand navigation menu select

    - **Enquire**

    - **Internal Accounts**

    - **Enquiry**

2. Input the details for Cost Centre 6000 – internal branch and select **View Transactions**.

No balance identified

3. Where there is no balance identified, no further action is necessary.

Balance identified

A balance can only be present if there is a code defect on the system.

4. 🌐 If there is a balance identified you will need to contact the BaNCS service provider in order to get the defect rectified and the balance returned to zero.

5. Inform the banking and accounting team management of the identified fault.

BaNCS Enquiry