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## BaNCS Journals

This procedure will explain the steps required to post a journal entry and a journal reversal in BaNCS.

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

It will be completed as part of:

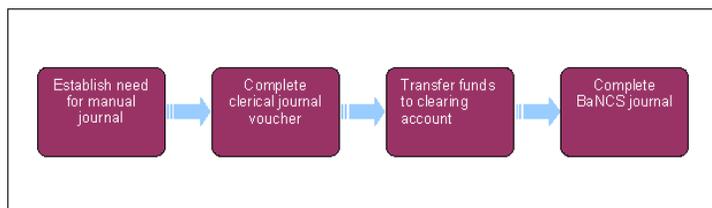
- Reconciliation of the control accounts to balances on BaNCS
- Reconciliation of the bank accounts to bank statements
- Reconciliation of the admin current accounts
- Control of automated cash transfer
- Reconciliation of the Bancs mirror accounts against SAGE and Oracle GL accounts
- Produce month end financial accounts
- Perform general ledger routines
- Manually assign to Secretary of State account / Department for Social Development.
- A payment exception system incident where the interface between 2012 system and BaNCS has failed

This will also be completed in the instance that the interface between 2012 system and BaNCS fails.

This is a two part process completed in BaNCS. You will first post a journal to move the funds in question to the clearing account. Once in the clearing account you will then post a journal to move the funds from the clearing account to the determined destination account.

 Errors made within BaNCS have severe implications. BaNCS is Child Maintenance Group (CMG's) 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.

 When completing actions in BaNCS you will need to complete the assurance actions outlined in [BaNCS - Control And Assurance](#).



### Establish need for manual journal



In the event you post a corrective journal to BaNCS to correct for a transaction which is missing in BaNCS but present in the general ledger (GL) you will also need to post a journal to the GL. This is to prevent the transaction being double counted on the GL when the BaNCS correction journal is automatically reposted to the GL through the daily GLIF.



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When completing actions in BaNCS you will need to complete the assurance actions outlined in [BaNCS - Control And Assurance](#).

1. All existing journal entries can be viewed in BaNCS by navigating to the **Internal Accounts Enquiry** screen. From the right hand navigation menu select **Enquire, Internal Accounts**, and then **Enquiry**.
2. Input the account number of the account where the journal would need to be posted and then select **View Transactions**. All financial transactions will be defined with the code **01** in the left hand column. Check through the transaction to ensure a journal does not already exist.

## Complete clerical journal voucher

- All manual journal entries need to be supported by a clerical voucher which should be filed in line with the banking and accounting team guidelines.

## Transfer funds to clearing account

The clearing account is a holding account for transactions before a journal is posted to move the transaction to its correct destination.

- From the right hand navigation menu select **Payments & Collection, Back Office Transactions** and then **Manual Receipting – Bank Account Posting**.
- In **Transfer From** complete the fields:
  - **G/L Account Number** – This is account the funds are currently sitting in
  - **Amount** – The sum of the funds to be moved
- In **Transfer To** complete the fields:
  - **G/L Account Number** – Enter the clearing account number
  - **Tran Type** - This is always MRC
  - **Ref No.** – Complete with a suitable reference, this must be easily identifiable for reconciliation purposes (E.g. – use the reference as seen on the bank statement)
- To post the journal select **Transmit**. In the bottom left hand corner of the screen you will be presented with a green dot to indicate the transaction has been posted.

## Complete BaNCS journal

- From the right hand navigation menu select **Payments & Collection, Back Office Transactions** and then **Manual Receipting – Client Account Posting**.
- In the **Client Account Posting** screen complete the fields:
  - **Account Number** – Of the account the funds are to be moved to
  - **Amount** – The amount to be moved
  - **Clearance Code** – Enter anything between zero and seven depending on clearance times
  - **MOP Type** – This is always MRC
  - **REF No.** – Complete with suitable reference number, as entered at step 6
- To post the journal select **Transmit**. In the bottom left hand corner of the screen you will be presented with a green dot to indicate the transaction has been posted.
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Where the journal has been posted due to a system interface error, you need to access the relevant service request on 2012 system and update the **Integration Status** field with **Override Integration Status**. Once completed you will now be able to close the SR.

## Funds allocated to incorrect account

When a journal has been posted to an incorrect account, the funds will need to be reversed out of the incorrect account and posted to the correct account.

- From the right hand navigation menu select **Payments & Collection, Back Office Transactions** and then **Reassignment – Wrong Credit Reversal**.
- In **Transfer From** complete the fields:
  - **From Deposit Account** – This is the incorrect account the funds are currently sitting in
  - **Amount** – The sum of the funds to be moved
- In **Transfer To** complete the fields:
  - **G/L Account Number** – enter the reassignment suspense account number
  - **Ref No.** – complete with a suitable reference (this must be easily identifiable for reconciliation purposes)

15. To post the journal select **Transmit**. In the bottom left hand corner of the screen you will be presented with a green dot to indicate the transaction has been posted.

### Transfer funds to clearing account

16. From the right hand navigation menu select **Payments & Collection, Back Office Transactions** and then **Reassignment – Reassignment Posting**.
17. In **Transfer From** complete the fields:
  - **G/L Account Number** – this is the reassignment suspense account the funds are currently sitting in
  - **Amount** – the sum of the funds to be moved
18. In **Transfer To** complete the fields:
  - **G/L Account Number** – enter the outward clearing account number
  - **Ref No.** – complete with a suitable reference, this must be easily identifiable for reconciliation purposes
19. To post the journal select **Transmit**. In the bottom left hand corner of the screen you will be presented with a green dot to indicate the transaction has been posted.

### Post journal to correct account

20. From the right hand navigation menu select **Payments & Collection, Back Office Transactions** and then **Reassignment – Correct Posting**.
21.  
In the **Client Account Posting** screen complete the fields:
  - **Account Number** – the correct account the funds are to be moved to
  - **Amount** – the amount to be moved
  - **Clearance Code** – enter anything between zero and seven depending on clearance times
  - **MOP Type** – this is always MRC
  - **REF No.** – complete with suitable reference number
22. To post the journal select **Transmit**. In the bottom left hand corner of the screen you will be presented with a green dot to indicate the transaction has been posted.

### Suspend Direct Debit

23. In the **Go to Screen** field in BaNCS link, select **Open New Window**.
24. Select action as **S:Update** and enter the paying parent account in the account number field.
25. Select **DDR** in the method of payment field and then update the payment type to **F:Payment From**.
26. Select **Transmit**, this will then schedule the SCR
27. Enter the MOP Seq number in the **Seq Number** field and select **Transmit**.
28. Update the status from Suspended to **Active** and select **Transmit**.
29. You should now receive an **OK** message to confirm the direct debit has now been activated.

[BaNCS - Control and Assurance](#)

[Control Of Automated Cash Transfer](#)

[Month End Financial Accounts - Produce](#)

[Reconcile Admin Current Accounts](#)

[Reconcile BaNCS Mirror Accounts](#)

[Reconcile Bank Accounts](#)

[Reconcile Control Accounts](#)

[Year End General Ledger Routines](#)