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Case Closure Arrears - Reconcile

Financial Transition is the movement of debt from the CSA systems (CS2, CSCS, CCD (Clerical Case Database)) to the CMS following either Reactive or Proactive Case Closure.

If it is identified during this process that there are outstanding arrears on one or more of the CSA systems, the completeness and accuracy of the movement of the arrears need to be checked.

The purpose of this overview is to give a high level summary of how the reconciliation tool will check arrears balances.

The reconciliation tool is an offline Excel-based product that will compare reports from a number of sources to ensure the arrears transitioned onto CMS match what has left the CSA. The information to be entered into the reconciliation tool will be from one or more of the following sources:

- Financial Transition Liability Suspense Exceptions Report

- CS2 – Child Support 2

- BMSR – Business Management Series Relational

- CSCS – Child Support Computer System

- FMS – Financial Management System

- CCD – Clerical Case Database (Financial Records)

- BaNCS

- SAGE

The reconciliation activity is carried out by CFAT in the CSA, and if there are variances identified, these will be flagged via a folder within a shared drive to the team leader of the CMS (1993/2003 rules reassessment team) for review and corrective action taken on CMS. If the errors identified are minor they would consider the Correct/Amend Residual Arrears Balance on a case, if a major issue is identified the financial transition process will be paused while further investigations are made.

If a discrepancy is identified, a residual arrears amendment form (RAAF) is completed and sent to the CMS (1993/2003 rules reassessment team) to amend as appropriate.

For more information refer to the Policy, Law and Decision Making Guidance:

Arrears (CSA) - Manually Add/Correct Balance

Case Closure Overview

Terminology Changes

Automated Financial Transition Arrears