



Control Of Automated Cash Transfers

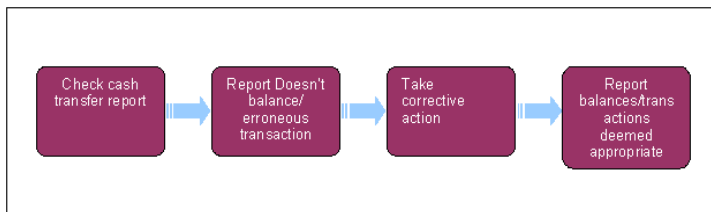
This procedure explains the process for ensuring cash transfers between bank accounts are legitimate transactions and have been correctly accounted for.

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

The cash transfer report details the movement of money between the financial accounts. The report should always balance to zero. This identifies that for every debit in an account an equal corresponding credit has been posted into another account or accounts. When the report does not balance to zero this would indicate an unmatched transaction (credit or debit). Detailed analysis of the report is required to identify the discrepancy and then corrective action takes place.

If there is an imbalance on this report it is potentially very serious. The worst case is that there is a problem with the actual cash transfers and the report is correct.

This process is carried out as part of the bank reconciliation process or as a periodic review as determined by the banking and accounting team carried out to ensure system integrity and accuracy.



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](#).

Check cash transfer report

1. The detailed cash transfer report can be obtained through Oracle Business Intelligence Enterprise Edition (OBIEE).

For more information refer to [MI - Generate Report](#).

2. Once received, check the balance of the report to confirm the total is zero. Periodically review the detail of the report to identify erroneous transactions. The frequency and rules/identifiers for what is deemed as erroneous are at the discretion of the banking and accounting team.

Report balances/Transaction deemed appropriate

3. When the balance is zero, the report reconciles. The reconciliation needs to be published in line with the banking and accounting team guidelines. This is for audit purposes.

Report doesn't balance/Erroneous transaction identified

4. If the report has a balance, whether it is a credit or debit balance, corrective action is required. To determine the necessary corrective action you need to complete a detailed breakdown, ensuring that for each debit entry there is a matching credit entry and vice versa. To complete the breakdown you should make full use of the detailed cash transfer report, the BaNCS enquiry function which allows you to view and interrogate the summary entries in the mirror bank accounts and the payments data files.

For more information refer BaNCS Enquiry.

Take corrective action

5. Once the unmatched transactions have been identified you need to take the appropriate corrective action:

- Transfer money – this is done through Bankline or HSBC net.
- Post BaNCS journal – for more information refer to BaNCS Journals.

- Raise system incident – if the misbalance is due to a system fault you will need to raise a system incident with the service provider.
For more information refer to [Incident Management - Manage Incident Locally](#).

Following completion of the corrective action, you need to view the following days cash transfer report in OBIEE to ensure the action was sufficient.

For more information refer to [MI - Generate Report](#).

Report balances

6. Once corrective action is complete, review the amended report balance. If the balance is zero then the reconciliation is complete, go to **step 3**. If there is still a credit or debit balance then you will need to carry out further analysis go to **step 4**.

[BaNCS Enquiry](#)

[BaNCS Journals](#)

[Incident Management](#)

[MI - Generate Report](#)