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Finance and GL Overview

The purpose of this summary is to provide a high level overview of the finance systems which complement the more detailed procedures. These include 2012 system, BaNCS, Sage, Data Warehouse and Oracle Business Intelligence Enterprise Edition (OBIEE).

The procedures are carried out by the caseworkers who own the case at the time, as well as the banking and accounting and managing exceptions teams. Some of the processes are automated.

Bankline

The 2012 system is the front end system used by all caseworkers. It holds all information regarding a client's case. BaNCS is the core banking engine. The 2012 system creates a maintenance assessment which is passed to BaNCS. These then accrue in BaNCS in the liability schedule.

The first accounting entry in BaNCS is when the liability is posted to the paying parent account. This posting occurs monthly or weekly depending on the collection frequency. At the same time that a posting is made to the paying parent's account, an equal and opposite posting is made to the receiving parent account. Cash payments received from employers and other sources are recorded and posted in BaNCS.

Sage is the general ledger (GL). At the end of the day all of the transactions which have occurred that day are collected in a detailed general ledger interface file (GLIF), a summarised version of the GLIF is posted daily to the Sage GL as a journal. Bank statements are uploaded into the Sage GL as this is where the bank reconciliation takes place. GL reports are available in Sage.

Data Warehouse holds raw management information (MI) data from 1993/2003 systems, 2012 system and BaNCS. OBIEE creates MI reports using the information from Data Warehouse.

Client level information is available from BaNCS via reports. These reports will be accessed via Data Warehouse. Transaction level information is available for individual accounts using the Enquiry function in BaNCS.

For more information on any of these topics refer to related items.

Bankline is used within banking and accounting to perform physical transfers of cash through Nat West where required. This tool is also used to perform enquiries through HSBC on missing payments that show to have been allocated through BACS.

There may be times when direct contact with the dedicated DWP team within Nat West is required. This could be for Nat West errors, bank reconciliation mismatches, bank statement queries, failed ACT queries and BACS traces. This form of contact is only available to certain nominated people within the team.

For further information refer to [Pretty Good Privacy \(PGP\)](#).

The Macro conversion spreadsheet (tool) converts MS Excel macro format spreadsheets. The banking and accounting team have to convert their spreadsheets into Nat West's preferred format before submitting so that HSBC can view the information and load into their systems.

Financial Reports

On a daily basis, HPES will save a copy of all financial reports from BaNCS into a shared folder. When the banking and accounting team need to interrogate the data for certain processes, they will:

- Access the shared server
- Identify the required file
- Open the file in notepad

When the banking and accounting team need to search or filter a report, the data will need to be imported into Excel.

If a report needs to be saved for audit purposes it will need to be saved to a different location on the same server as banking and accounting team will have read only access to the shared folder at this time.

Access to the files will be requested/granted by a single point of contact (SPOC) or nominated deputies within banking and accounting and HPES.

Below is a table which holds each report and its location in the shared folder. Note there will be multiple versions of some of the files where they relate to the three possible different accounts being paid into (Employer, GBFS Client and NIFS Client):

File Type/Name	Report Description	Directory On The Shared Server - DHZ709
BACS	Process for DDR amend and cancel ADDACS	1. BACS ADDACS
BACS	Process for DCR amend and cancel AWACS	2. BACS AWACS
BACS	Process for Direct Debit Returns ARUDD	3. BACS ARUDD
BACS	Process for Direct Credit returns ARUCS	4. BACS ARUCS
BACS	Job for processing the BACS return file for DDI failure AUDDIS	5. BACS AUDDIS
BACS	To Process DD Indemnities	6. BACS DDIndem
CSA	To handle CSA Incoming Payment File	7. CSA CS2Rcpt
CSA	To handle CSA Incoming Payment File	8. CSA CSCSRcpt
ATOS	To Process the Card Payment Transaction Report	9. ATOS Trnsactn
ATOS	To Process the Card Payment Operation Report	10. ATOS Operatnl
Nat West	Process for Cheque Return File	11. Nat West ChqRtn
Nat West	To process the Trusted Sources BHOCA file payment transactions	12. Nat West BHOCA
Nat West	To process the Trusted Sources Standing Order file payment transactions	13. Nat West SO
Nat West	To Process the Faster Payment File payment transactions	14. Nat West FstrPay
Third Party	To handle Third Party Payment processing	15. THRPmt
XEROX	Processing for Post Opening Contract	16. XEROX PaySchd
CPS	Benefit Agency Payment File processing	17. CPS BenAgency
PACS	Benefit agency file conversion from PACS to CPS	18. PACS BenAgency
CLIENT-PAYMENT-QUERY-REPORT	Query on Payments by Client, generated on request	19. Client Payt Qry
PAYMENT-QUERY-REPORT	Query for payments lying in suspense, generated on request	24. Payment Qry
EMPLOYER-OD-REPORT	Employer Overdraft Report, generated daily	20. Employer OD
FSGB_ADMIN	GB Admin Transactions Report, generated daily	21. FSGB Admin Rpt
FSNI_ADMIN	NI Admin Transactions Report, generated daily	22. FSNI Admin Rpt
PWC-OD-REPORT	receiving parent Overdraft Report, generated daily	25. PWC OD
TRANSFILE_DAILY	Transition reconciliation Report, generated daily	26. Tran Recon Rpt
GLIFEXTR	GLIF Audit Trail Report, generated daily	N/A



 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.

[Admin Account - Assign To](#)

[BACS - Inward Payment File](#)

[BaNCS](#)

[BaNCS - Client Balance Listings](#)

[BaNCS - Control And Assurance](#)

[BaNCS Enquiry](#)

[BaNCS Internal Branch](#)

[BaNCS Journals](#)

[CMS Financial Enquiry \(CFAT\)](#)

[Control Of Automated Cash Transfers](#)

[Data Warehouse - Client Balance Listings](#)

[Employer Overdraft - Make Payment](#)

[Finance - Special Client Records](#)

[General Ledger Balance Enquiries](#)

[General Ledger Enquiry](#)

[General Ledger Journals](#)

[GLIF Posting](#)

[MI Generate Report](#)

[Month End Financial Accounts - Produce](#)

[Pretty Good Privacy \(PGP\)](#)

[Reconcile Admin Current Accounts](#)

[Reconcile BaNCS Mirror Accounts](#)

[Reconcile Bank Accounts](#)

[Reconcile Control Accounts](#)

[RM Journals](#)

[Sage Administration](#)

[Sage Reports - Produce](#)

[SoS/DSD Account - Make Payment To](#)

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

[Validate Client Balance Listings](#)

[Year End General Ledger Routines](#)