



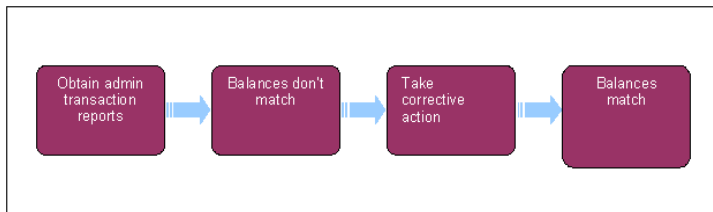
Reconcile Admin Current Accounts

This procedure explains the steps required to reconcile the admin current accounts in BaNCS against the corresponding admin accounts in Sage and Oracle RM.

This action is dealt with by the client funds account team (CFAT).

The purpose of this reconciliation is to ensure the admin current accounts in BaNCS match the accounts in Sage and Oracle RM.

To complete this you extract reports from the three systems and compare the balances. Where the balances do not match the source of the discrepancy is identified through analysis of the posted transactions and an appropriate journal posted to one or more of the systems to correct the imbalance.



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](#).

Obtain admin transaction reports

Begin this process by extracting the admin transaction reports from BaNCS, Sage and Oracle RM.

1. The BaNCS admin transaction report is available in Oracle Business Enterprise Edition (OBIEE). For more information refer to [MI - Generate Report](#).
2. In Sage from the left hand navigation menu select **Financials, Enquiries** and then **Account Balances**. Complete the fields:
 - **Company** – this is always 01.
 - **Site** – either input a site code or leave blank to select all sites.
 - **Account** – enter the relevant account number.

Select the **Search** button. This produces the requested list of transactions.



In Sage you can view these transactions on the screen, print the report or export it to Excel.

3. Go to Oracle RM and run **GL16 report** (GL transactions with AP and AR detail from sub ledgers) for the relevant cost centre account code combination. To access instructions on how to run this report in Oracle RM select **Online Help** from the right hand help and assistance box. From the list on the left hand side of the page select **Accounting, Reporting** and then **Discoverer Reporting**.



Northern Ireland caseworkers retrieve this from Account NI – Cognos.

4. Once you have retrieved all three reports compare the balances.

Balances match

5. When the admin reports balances match, the reconciliation is complete. You need to log the completion of the reconciliation and file it in line with CFAT guidelines. This is for audit purposes.

Balances do not match

6. If the report balances do not match, detailed analysis of the report needs to be completed to enable you to identify any discrepancies. To aid you in your analysis you can take the following actions:
 - Enquire on the BaNCS admin transactions. For more information refer to [BaNCS Enquiry](#).
 - Enquire on the Sage admin transactions. For more information refer to [General Ledger Enquiry](#).

Take corrective action

7.

Having identified discrepancies, corrective measures are necessary, post journals to BaNCS, Sage, Oracle RM or all three. For more information refer to [General Ledger Journals](#), [BaNCS Journals](#) and [RM Journals](#).

[BaNCS Enquiry](#)

[BaNCS Journals](#)

[General Ledger Enquiry](#)

[General Ledger Journals](#)

[MI - Generate Report](#)

[RM Journals](#)