



Reconcile BaNCS Mirror Accounts

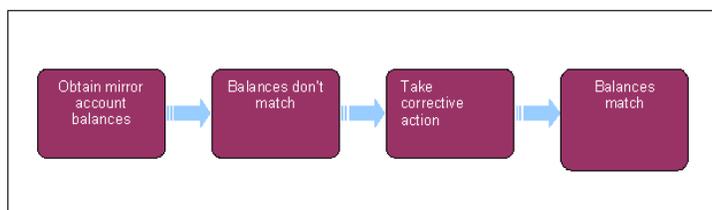
This procedure explains the steps required to reconcile the BaNCS mirror accounts against the corresponding control account in Sage.

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

The purpose of this reconciliation is to ensure the BaNCS mirror accounts match the control accounts on Sage. This action needs to be carried out for each of the mirror accounts:

- GBFS – bank mirror account
- GBRB – bank mirror account
- NIFS – bank mirror account
- NIRB – bank mirror account
- Employer – bank mirror account
- Balance with NI – mirror bank account
- Balance with GB – mirror bank account
- Legacy - CSA mirror account

Mirror bank accounts are BaNCS version of transactions that have happened in the bank accounts.



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 mirror account balances

1. Using the BaNCS enquiry function retrieve the balance for the mirror account being reconciled. For more information refer to [BaNCS Enquiry](#).

2.

Once you have the balance/s from BaNCS, use the enquiry function in Sage to retrieve the balance for the corresponding control account.

For more information refer to [General Ledger Enquiry](#).

3. Retrieve the balances corresponding to balance with GB – mirror bank account from Oracle RM.



Northern Ireland caseworkers will retrieve these balances from Account NI - Cognos.

4. Compare the balances to ensure they match.

Balances match

5. When the balances match the reconciliation is complete. You need to log the completion of the reconciliation and file it in line with banking and accounting team guidelines. This is for audit purposes.

Balances do not match

6. If the balances do not match, detailed analysis of the accounts needs to be completed to enable you to identify any discrepancies. To aid you in your analysis you can take the following action:

- Enquire on the mirror accounts in BaNCS. For more information refer to [BaNCS Enquiry](#).
- Enquire on the Sage control accounts. For more information refer to [General Ledger Enquiry](#).
- View transactions in the mirror accounts as seen in BaNCS. For more information refer to [MI – Generate Report](#).
- You can also check the payments data files, these are located in a secure folder

Take corrective action

7. Having identified discrepancies, corrective measures are necessary, you will need to post journals to BaNCS, the general ledger, or both. Where a transaction has not and will not hit BaNCS you must post a journal. For more information refer to [General Ledger Journals](#). Where you establish a transaction is missing you must post a BaNCS journal. For more information refer to [BaNCS Journals](#).

[BaNCS Enquiry](#)

[BaNCS Journals](#)

[General Ledger Enquiry](#)

[General Ledger Journals](#)

[MI - Generate Report](#)