

SOS/DSD Account - Manually Assign

When a payment has been in the suspense account for more than one year, it will need to be transferred to the Secretary of State (SoS)/Department for Social Development (DSD) account.

This procedure will explain the steps taken to manually transfer the payment from the suspense account to the SoS/DSD account. A journal entry will be posted through BaNCS to make the transfer.

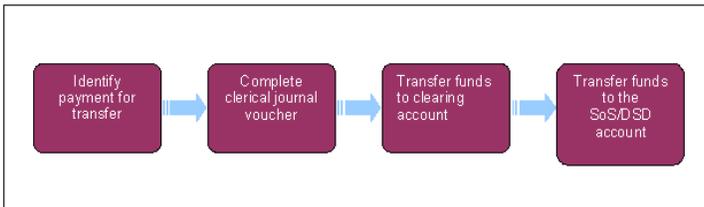
This action will be dealt with by the client funds account team (CFAT).

A work item will appear in a caseworker's inbox when the payment has been in the suspense account for more than one year to complete the transfer.

This is a two part process completed in BaNCS. You will first post a journal to move the funds in question from the suspense account to the clearing account. Once in the clearing account you will then post a journal to move the funds from the clearing account to the determined destination account.



Errors made within BaNCS have severe implications. BaNCS is the Child Maintenance Group's core banking engine and controls all company and client internal accounts being responsible for the movement of money between these accounts. All tasks carried out on this system should be double checked for accuracy before completion.



Identify payment for transfer



When you have identified a payment in the suspense account which has been there for over one year, you will need to transfer it to the Secretary of State (SoS)/Department for Social Development (DSD) account.

1. Gather the relevant details and account numbers for transfer. Note the original ref number on the Discrepancy Log SR.
2. Once you have all of the details required to make the transfer you need to post a BaNCS journal.

Complete clerical journal voucher

3.

All manual journal entries need to be supported by a clerical voucher which should be filed in line with client funds accounts team (CFAT) guidelines.

Transfer funds to clearing account



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4. From the right hand navigation in the BaNCS menu select **Payments & Collection, Back Office Transactions** and then **SOS Suspense Credit**.
5. In **Transfer From** complete the fields:
 - **G/L Account Number** – this is the suspense account number.
 - **Amount** – the sum of the funds to be moved.
6. In **Transfer To** complete the fields:
 - **G/L Account Number** – enter the SOS suspense account number.

- **Ref No.** – complete with a suitable reference. This must be easily identifiable for reconciliation purposes e.g. original ref number and method of transaction.
7. To post the journal select **Transmit**. In the bottom left hand corner of the screen you will be presented with a green dot to indicate the transaction has been posted.

Transfer funds to the bank mirror account

8. From the right hand navigation menu select **Payments & Collection, Back Office Transactions** and then **SOS Suspense Payout**.
9. In **Transfer From** complete the fields:
 - **G/L Account Number** – this is the SOS suspense account number.
 - **Amount** – the sum of the funds to be moved.
10. In **Transfer To** complete the fields:
 - **G/L Account Number** – enter the Bank mirror account number
 - **Ref No.** – complete with a suitable reference. This must be easily identifiable for reconciliation purposes.
11. To post the journal select **Transmit**. In the bottom left hand corner of the screen you will be presented with a green dot to indicate the transaction has been posted.
12. Cancel and close the related Discrepancy Log SR by updating the **Resolution Code** to **Rejected – CFERS**.

Transfer from SOS arrears

13. When the funds to be transferred are in SOS arrears account and not in suspense, you will need to transfer them directly from this account to the mirror account.
14. From the right hand navigation menu select **Payments & Collection, Back Office Transactions** and then **SOS Arrears Payout**.
15. In **Transfer From** complete the fields:
 - **G/L Account Number** – this is the SOS arrears account number.
 - **Amount** – the sum of the funds to be moved.
16. In **Transfer To** complete the fields:
 - **G/L Account Number** – enter the Bank mirror account number.
 - **Ref No.** – complete with a suitable reference. This must be easily identifiable for reconciliation purposes.

BaNCS Journals