



Suspense Account - 1993/2003 Scheme Payment

When payments are received by the Child Maintenance Group (CMG) that cannot be automatically assigned to a paying parent, third party or employer account, they are assigned to the suspense account.

When a receipt has been discovered on the 2012 system for a 1993/2003 case as part of the **Payment From - Investigate/Escalate** process, the managing exceptions team will enter the receipt on the cash transfer log. On a daily basis, a team member of the banking and accounting team will access the log and transfer any receipts that have been added using BaNCS. The following day a team member on the banking and accounting team will access BaNCS to check the amount to send is correct before authorising the transfer.

This procedure will explain the steps required to enter the receipt onto the cash transfer log before transferring the receipt using BaNCS.

 Errors made within BaNCS have severe implications. BaNCS is the Child Maintenance Services' 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.

When completing actions in BaNCS you need to complete the assurance actions outlined in [BaNCS - Control and Assurance](#).

 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.

Enter receipt

Managing exceptions action

- Once a 1993/2003 receipt has been identified on the 2012 system, check the 1993/2003 system to determine the correct reference number for the receipt.
- The following table will help you identify which reference number to use based on the transaction type:

Transaction type	System	Reference to use in BaNCSlink
<ul style="list-style-type: none"> ▪ BHOCA ▪ Faster Payment ▪ Standing Order ▪ Xerox File (Cheques/Postal Orders/Cash) 	CSCS	RFA Number
	CS2	NRP NiNO
	CCD	'NST' + NRP NiNO (e.g. NSTab123456a)
<ul style="list-style-type: none"> ▪ Benefit Deductions 	CSCS	'ISD' + NRP NiNO (e.g. ISDab123456a)
	CS2 2003 scheme FRM	NRP NiNO
	CS2 1993 scheme CTM	'CTM' + NRP NiNO (e.g. CTMab123456a)
	CCD	'NST' + NRP NiNO (e.g. NSTab123456a)

- Identify the transaction type, access the **Cash transfer log** and enter the following details from the discrepancy log SR:

- **Receipt Date**
- **Amount**
- **MRN Number**
- **Suspense a/c = GBFS or NIFS**
- **BU = GB or NI**
- **System = CSCS or CS2**
- **NRP Name**
- **Reference on SR** = National insurance number
- **Reference to be Quoted** = The reference based on the payment type (above table)

4. When all of the details have been entered, open the **Discrepancy Log** SR and change the **Status** to **In Progress**.
5. Select **Legacy Account** in the **3rd Party Account** field within the **Discrepancy Log** SR. Select the **Add 3rd Party Account** tab, in the pop-up box check the account details **Legacy Account** and the associated BaNCS number **05000630003580073** and then **OK**.
6. Enter the reference from the table above in the **Correct Ref. Num** field. If the BaNCS number has pre-populated this then correct this.
7. Select either **One Off** or **Recurring** in the **Occurrence** field.
8. Update the **Resolution Code** to **Discrepancy Log Accepted**, then **Ctrl + S**.
9. Select Submit Discrepancy Log, the **BaNCS message** field will show **0 - Success**.
10. Record any **Notes** necessary and update the SR Activities.
11. Change the SR **Status** to **Closed** and the **Sub Status** to **Complete**.

[BaNCS - Control and Assurance](#)

[Payment From - Investigate/Escalate](#)