Fujitsu Services	Impact Release 3 – Balancing and Trading Statement Production User Interface	Ref:	EA/IFS/013
	User Interface Design Proposal	Version:	2.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-Oct-2005

Document Title: Impact Release 3 – Balancing and Trading Statement Production User Interface

Document Type: User Interface Design Proposal

Release: S80

Abstract: This document presents a description of the changes to the dialogue, activity flows, screen flows, reports and receipts to be developed for the Horizon Counter Application as a result of the introduction of Impact Release 3

Document Status: APPROVED

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Internal Distribution: Fujitsu Services Document Management, Reviewers

External Distribution: Reviewers

Approval Authorities:

Name	Position	Signature	Date
Gareth Jenkins	Fujitsu Services		

0.0   Document Control

0.1   Document History

Version No.	Date	Reason for Issue	Associated CP/PinICL
0.1	21 June 2004	First draft for formal comments	
0.2	07 July 2004	Second draft incorporating feedback from v0.1	
0.3	04 Aug 2004	Third draft incorporating feedback from v0.2: limited circulation	
1.0	18 Aug 2004	First formal release	
2.0	31 Oct 2005	Layout of Branch Trading Statement removed since it has been updated and is now incorporated into SD/DES/005. Addition of points of clarification and correction of minor errors detected since version 1.0 was approved.	CP3785 CP4002 PC0117265

0.2   Review Details

Review Comments by :	-
Review Comments to :	*Originator*

Mandatory Review Authority	Name
Fujitsu Services	Gareth Jenkins*, Trish Morris
Post Office Ltd	Karen Hillsden*, Ben Gildersleve, John Dutton, Alan Orpe*
Optional Review / Issued for Information	
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(*) = Reviewers that returned comments

0.3   Associated Documents

Reference	Version	Title	Source
EA/CDE/002		IMPACT – Branch Trading Reporting, Management and Control and Transaction Management	POL
EA/DPR/004		Impact Release 3 Design Proposal	Fujitsu Services

EA/IFS/011		Impact Release 3 – Report Production User Interface	Fujitsu Services
EA/IFS/012		Impact Release 3 – Impact Release 3 –Declaration, Correction and Revaluation User Interface	Fujitsu Services
SD/DES/005	17.1	Horizon OPS Reports and Receipts – Post Office Account Horizon Office Platform Service	Fujitsu Services
SD/DOC/009		Horizon OPS Desktop Messages and Help Text	Fujitsu Services
SD/SPE/016	34	Horizon OPS Menu Hierarchy	Fujitsu Services
SU/STR/007		Impact Programme S80 Migration Strategy	POL

Unless a specific version is referred to above, reference should be made to the current approved versions of the documents.

0.4 Definition of Terms

Term	Definition
Branch	A Post Office or any other location where Post Office Ltd (whether directly or by means of agents) transacts business with customers.
Button	Icon on the Riposte Desktop which can be selected by the clerk via the touch-screen or equivalent keyboard function key to invoke a particular action.
Clerk	Any person who serves customers at a Counter Position in a Post Office.
Counter	A serving position in a Post Office, where a Customer transacts business with a Counter Clerk. Within this document, the term 'Counter' also refers to a personal computing device used within the Horizon system for the purposes of Branch Back-office functionality.
Counter Application	An application resident within the counter processor that contains the business logic controlling the dialogue with the Clerk.
Horizon	The service implemented by Fujitsu Services for Post Office Ltd
Mode	Environment within the Riposte Desktop where a transaction is processed.
Office Receipt	The transaction receipt retained in the branch.
Receipt	A printed record of the transaction at the office. Both office and customer receipts are produced.

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Reference Data	A set of agreed parameters and relationships controlling the operation of Post Office Ltd Services.
Transaction	A recorded and auditable instance of business activity, involving service provision or stock movement across organisational or service boundaries.
User Interface	The dialogue between the Post Office Clerk and the Horizon platform in the Post Office.

0.5 Abbreviations

Abbreviation	Definition
CBDB	Counters Business DataBase. Post Office Limited's current Accounting Systems
DP	Design Proposal
EPOSS	Electronic Point of Sale Service
MOP	Method of Payment
RDMC	Reference Data Management Centre

0.6 Changes in this Version

Version	Changes
0.1	This is the first formal draft of the document. However, the document has previously been circulated informally and changes have ensued as a result.
0.2	Changes to example and definitions of Branch Trading Statement
	Local Suspense Warning Screen – OK button replaced by Continue button
	Removal of section describing Pick List Screen for unidentified Suspense: (screen remains in the system but no longer needs to be described in this document)
	Removal of section describing Unpaid Cheques in Suspense (the processing at Impact Release 3 is unaltered from existing Horizon)
	Removal of section on Menu Layouts. This is now covered by a separate document *SD/SPE/022 - Horizon OPS Menu Hierarchy: Changes Supplement for SD/SPE/016 v33.0*
	Various changes following comments on version 0.1
0.3	Changes to example and definitions of Branch Trading Statement following meeting in Chesterfield 20/7/2004 and subsequent telephone calls and emails:
	▪ Suspense column removed from **Cash on Hand B Fwd** and

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- inserted into new line for **Cash Awaiting Collection B Fwd**

- Suspense column removed from **Other MOP B Fwd** and inserted into new line for **Suspense B Fwd**

- Line for **Receipts Value Total** renamed as **Other Receipts** and re-positioned from the first line to the last line of the Receipts section. Formula changed to include Local Suspense (as incorporated in Final Balance Report)

- Suspense column removed from **Transfers In from other SUs** and inserted into new line for **Cash Rems moved to Suspense**

- Suspense column in **Uncharged Receipts Total** redefined to be equal and opposite sign to the sum of the **Unclaimed Payments Stock Unit Totals**

- New row added for **Cash Collected from Branch**

- Line for **Payments Value Total** renamed as **Other Payments** and re-positioned from the first line to the last line of the Payments section. Formula changed to include Local Suspense (as incorporated in Final Balance Report)

- Suspense column removed from **Cash on Hand C Fwd** and inserted into new line for **Cash Awaiting Collection C Fwd**

- Suspense column removed from **Other MOP C Fwd** and inserted into new line for **Suspense C Fwd.** Formula for **Suspense C Fwd** changed

- Suspense column in **Unclaimed Payments Total** redefined to be equal and opposite sign to the sum of the **Uncharged Receipts Stock Unit Totals**

- **Trading Position** now showing zero values as result of formula changes to **Receipts Value Total** and **Payments Value Total**

- Two lines for **SU Discrepancies to Local Suspense** and **Local Suspense Discreps Resolved** now expanded in 4 lines **Discrepancy OVER Transferred, Discrepancy SHORT Transferred, Discrepancy OVER Resolved, Discrepancy SHORT Resolved**

- Single line for **Stock Unit Adjustments** now expanded in 2 lines **Excess Cash Removed, Cash Shortage Made Good**

- Line for **Transaction Corrections** moved from the Summary Page to the Stock Holdings part of the Report

Section 4.2.8 Cannot Roll Over More than one Period - routing changed so that a clerk response of OK now goes to Figure 8 –

	Balance Report - Produce Report Screen instead of Figure 9 - Rollover Selection Screen
	Section 4.2.9 Stock Unit Discrepancy being written to Local Suspense - routing changed so that a Manager response of Cancel now goes to Figure 8 – Balance Report - Produce Report Screen instead of Figure 9 - Rollover Selection Screen
	Various changes following comments on version 0.2
1.0	Section 3.1.5 - Changes to example and definitions of Branch Trading Statement following meeting in Feltham 10/08/2004: ▪ Definition of **From Date** in the heading of the report redefined to show the date of the first transaction in the first stock unit to roll over into the Trading Period: and **To Date** redefined to show the date that the last stock unit to roll over into the next Trading Period ▪ **Uncharged Receipts** now renamed as **Gains to/from Suspense**: (same change to be applied to Balance reports) ▪ **Unclaimed Payments** now renamed as **Losses to/from Suspense**: (same change to be applied to Balance reports) ▪ **Unclaimed Payments – Suspense column**: (sign change - 37.50 becomes 37.50- in the example) ▪ Branch Total for Cash Shortage made good corrected from 32.87 to 32.67 in the example ▪ Declaration and Signature now moved from Summary page to last page of Stock Holdings section of the report Cross references to *SD/SPE/022 V222 - Horizon OPS Menu Hierarchy: Changes Supplement for SD/SPE/016 v33.0* mostly removed and replaced by references to *SD/SPE/016 v33.1- Horizon OPS Menu Hierarchy* which supersedes the Changes Supplement Section 4.2.3 Outstanding Reports added Section 4.8 Log On Messages added Various changes following comments on version 0.3
2.0	Originator changed to Duncan MacDonald (The original author – Roger Donato has left the Horizon project) Section 0.3 amended Section 0.7 amended Section 1.4.1 table modified to show relationship to EA/DPR/004 Section 2.2 Figure 2 modified to allow change to figure 3 (but no logical change to flow) Section 2.2 Figure 3 modified: ▪ Stock Unit Rollover to include check for outstanding non zero

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	▪ Vouchers to CRU and Unpaid Cheques ▪ flow corrected to show that clerk accepts Outstanding Discrepancies
	Section 3.1 Branch Trading Statement - Summary Page removed: definition now appears in SD/DES/005 along with changes for showing rems to pouches (CP4002 / PC0117265)
	Section 3.2 Branch Trading Statement – Stock Holdings removed: definition now appears in SD/DES/005
	Section 4.2.7 TP will appear instead of Trading Period in the Print Template screen
	Section 4.2.8 Footnote added to show that message will be slightly different on Migration when rolling over from the last CAP into the "first" Trading Period
	Section 4.2.12 Footnote added to indicate that settle Local Suspense to Debit Card to be implemented at S90 (CP3785)
	Other typo corrections

0.7   Changes Expected

Changes
None

0.8   Table of Contents

1.0 Introduction

This document is one of a set of three documents that describe the changes to the Horizon User Interfaces resulting from the introduction of Impact Release 3 at the Post Office counter (at BI3 S80). Each of the three documents covers a distinct set of requirements that are documented in the high-level process models within the Conceptual Design EA/CDE/002.

Each process within the requirements document is depicted by a reference beginning with the letter 'A'. The requirements that have an impact on the Graphical User Interface, Reports or Receipts are documented below:

1.1 Report Production

This is covered in *EA/IFS/011 - Impact Release 3 - Report Production User Interface* which covers the following topics:

- A4.1.2.2 Produce Periodic Summaries
  Changes to the production of the office summary reports (with cut-offs). New reports, removed reports and changes to report selection criteria.
- A4.1.2.3 Produce Sales Report to Assist Remuneration Check
  New functionality around the entry and validation of reporting criteria.
- A4.1.2.6 Produce Other Horizon Reports
  Changes to report layouts as a result of changes to the management of Stock and changes associated with the menu hierarchy in regard to additional and removed reports.
- A4.1.7.1.3 Review Stock Held Across Branch
  Changes incurred to the Office Snapshot Report
- Report Reprints – (not identified within EA/CDE/002)

1.2 Declaration, Correction and Revaluation

This is covered in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface* which covers the following topics:

- A4.1.5.1 Receive Automated Message
  Changes to the Logon process related to the presence of outstanding Transaction Corrections.
- A4.1.5.2 Handle Transactions Corrections
  Selection and processing of Transaction Corrections.
- A4.1.6.1 Compare Generated with Actual Cash Held for Stock Unit
  Cash Declarations and Cash Variance identification for both Individual and Shared Stock Units.
- A4.1.6.2 Create Variance Report
  Menu, Dialogue and Report format for the Cash Variance Report.
- A4.1.6.3 Make Good or Hold Any Cash Variance & A4.1.7.4 Make Good any Outstanding Variances
  Menu items and dialogues associated with the recognition and resolution of Cash Variances.
- A4.1.7.8 Stock Revaluation (Stamps)

Messages for clerk when revaluations are approaching.

1.3 Balancing and Trading Statement Production

This is covered by this particular document and covers the following topics:

- A4.1.7.2 Produce Trial Balance & 4.1.7.5 Produce Final Balance
  Dialogue for order and content of warnings around new rollover constraints. This will include all changes associated with both Individual and Shared Stock Unit period rollovers as well as changes to the Office Rollover process.
- A4.1.7.6 Produce and Confirm Trading Statement.
  The report layout of the of the new Trading Statement and dialogues associated to the rollover confirmation

1.4 Scope

This document will describe the changes to the flow of activities, screen displays and prompts, and report/receipt layouts at the counter as a result of the introduction of Impact Release 3. This document shall limit that description to those items listed under section 1.3 above.

The primary purpose of the flow charts in this document is to define the User Interface, and in particular, to define the sequence of screens displayed. They are not intended to be definitive statements of the low-level design of the counter application.

This is a delta document that only describes changes incurred as a result of the implementation of Impact Release 3. This document does not intend to narrate any part of the system that exists at Release S75 and remains unchanged as a result of Impact Release 3.

This document will cover all aspects of the timeliness of change to the User Interfaces as a result of the necessity to migrate the counter functionality across more than one migration boundary.

It is felt that standard dialogues that show progress (for example: 'Print in progress') or show failure of peripherals would simply confuse the readability of this document. Therefore, not all the possible error or exception conditions are shown or described in the diagrams and dialogues in this document.

1.4.1 DP Cross Reference

 The scope of this document can be further defined by cross-reference to the Impact Release 3 Design Proposal EA/DPR/004. This document covers the following sections of the Design Proposal:

DP Section	UIDP Section	Section Heading	Description
2.5.1.1.4	4.7	Suspense Processing	Changes to the Housekeeping menus to handle suspense changes and Local Suspense
2.5.1.4	2.1.1, 2.2 and 4.2	Balancing and Rollover	Includes the Trial and Final Balance Reports and the Branch Trading Statement. Also includes the removal of extended CAPs

2.5.1.4 1	4.2	Changes to Rollover Processing	Checking that a Stock Unit is balanced before allowing Final Balance Report and the Branch Trading Statement. Also includes the removal of extended CAPs
2.5.1.4.1.1	2.1.1, 2.2 and 4.7	Checking that a stock unit is balanced	Posting of discrepancies to Local Suspense Additional checks for the final Stock Unit to roll over: checking that all Transaction Corrections have been processed. and that items have been cleared from Local Suspense Account
2.5.1.4.1.2	4.7	Handling Discrepancies prior to Rolling over	Moving discrepancies to a Local Suspense Account
2.5.1.4.1.4		Rolling over the data into the next Trading Period	
2.5.1.4.2	3.0 and 4.5	Branch Trading Reports	
2.5.1.4.3	4.6.4	Remove Extended CAPs	Changes to Stock Balancing Menu
2.5.1.6.2	4.8	Stock Unit in Correct Trading Period	
2.5.1.6.4	4.8	Protection against lost data at system start	New messages at log on

1.4.2 Migration Points

The migration to the new dialogues at Release S80 will occur at three points.

❑ The first point occurs when the counter software and associated reference data is distributed and made available to the Branches. With reference to SU/STR/007, this migration point is referred to as 'Point 20'.

❑ The second point occurs when the final cash account is produced for the CBDB accounting system and will have an effect on the Menu Hierarchy as well as incurring some changes to the number and type of suspense products. With reference to SU/STR/007, this migration point is referred to as 'Point 30'.

❑ The third point occurs when the final cash account occurs at the Branch and this phase incurs the majority of the changes described within this document. With reference to SU/STR/007, this migration point is referred to as 'Point 50'.

1.5 Structure of this document

This document is structured as follows:

Section 2 provides the list of new or changed User Interfaces that are within the scope of this document. Where the dialogue involves more than one Screen (alternatively known as 'Form' or 'Tablet'), then there is a top-level flow chart that depicts the interactions and routes between the Screens.

Section 3 provides the layout of the Office and Customer Receipts and Reports that are new or have changed and are within the scope of this document.

Section 4 shows the Screen layouts for any Screens that are new or have been impacted by the changes within the scope of this document.

2.0 Graphical User Interface Design

The transaction flows in this section show the points at which screens are displayed to the Clerk. Although automated processes are shown within the diagram, they are for clarity only and do not attempt to fully or accurately show the underlying logic of transaction processing. The Screens are used to inform and prompt the Clerk at appropriate steps in the process of each transaction.

2.1 Overview

This document describes the Counter Dialogues that are required to support Balancing and Trading Statement Production. In summary, this includes:

- Stock unit balancing and the production of Final and Trial Balance reports
- Office balancing and the production of Branch Trading Statement
- Suspense changes as discussed at the workshop of 16th June 2004.

2.1.1 Stock Unit Balancing

This dialogue shown in 2.2 starts with the clerk touching the **Bal Report** [F6] button from the Stock Balancing menu. The function consists of a series of sanitary checks to be carried out prior to producing the Trial and Final Balance reports. Most of the checks that needed to be carried out in the existing Horizon system have been carried forward into Impact Release 3:

The following changes have been introduced for Impact Release 3:

- rollovers will be based on a Trading Period that lasts 4 to 5 weeks instead of the weekly CAP used in Horizon
- non value stock declarations will be removed and Stock Balancing will no longer check that such declarations have taken place
- Stock units will no longer be allowed to carry discrepancies over and any discrepancies will be moved into Local Suspense when the stock unit rolls over

Additional checks will be carried out for the final stock unit to roll over:

- The last stock unit will not be allowed to roll over if there are outstanding transaction corrections
- Local suspense must be cleared and there are additional screens to support this process

See *Impact Release 3 Design Proposal EA/DPR/004* section 2.5.1.4.

2.1.2 Office Balancing

This dialogue starts with the clerk touching the **TP Report** [F6] button from the Office Balancing menu. The function consists of a series of sanitary checks that must be carried out prior to producing the Branch Trading Statement. All of the checks that needed to be carried out in the existing Horizon system have been carried forward into Impact Release 3 except for the check that non value stock has been confirmed. No diagram is shown.

2.1.3 Conventions used within the dialogue flowcharts

The flowcharts within this document use the conventions described below.
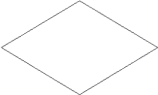
Symbol	Description
	Terminator Indicates the start or completion of a process flow
	Process Represents a processing function.
	Decision Represents a decision or switching function in a flowchart. This may represent either a system or manual decision.
	Display Represents displayed data, such as data, display panels and prompts on a monitor screen.
	Multiple Process Container Represents a comon set of processes and displays that are described in detail within another section of the document
	Document Represents readable data, such as printed output. Where it is a print, the standard options around print failure come into play and as a last resort, print preview will be used to allow a manual transcription of the print.
	Off-Page Connector Represents a flow of information that is continued on a separate page.
	Solid lines indicate communication between elements of the flowchart. The arrow indicates the direction of the communication.

Figure 1 - Flow chart conventions used in this document

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2.2 Dialogue for Stock Unit Balancing
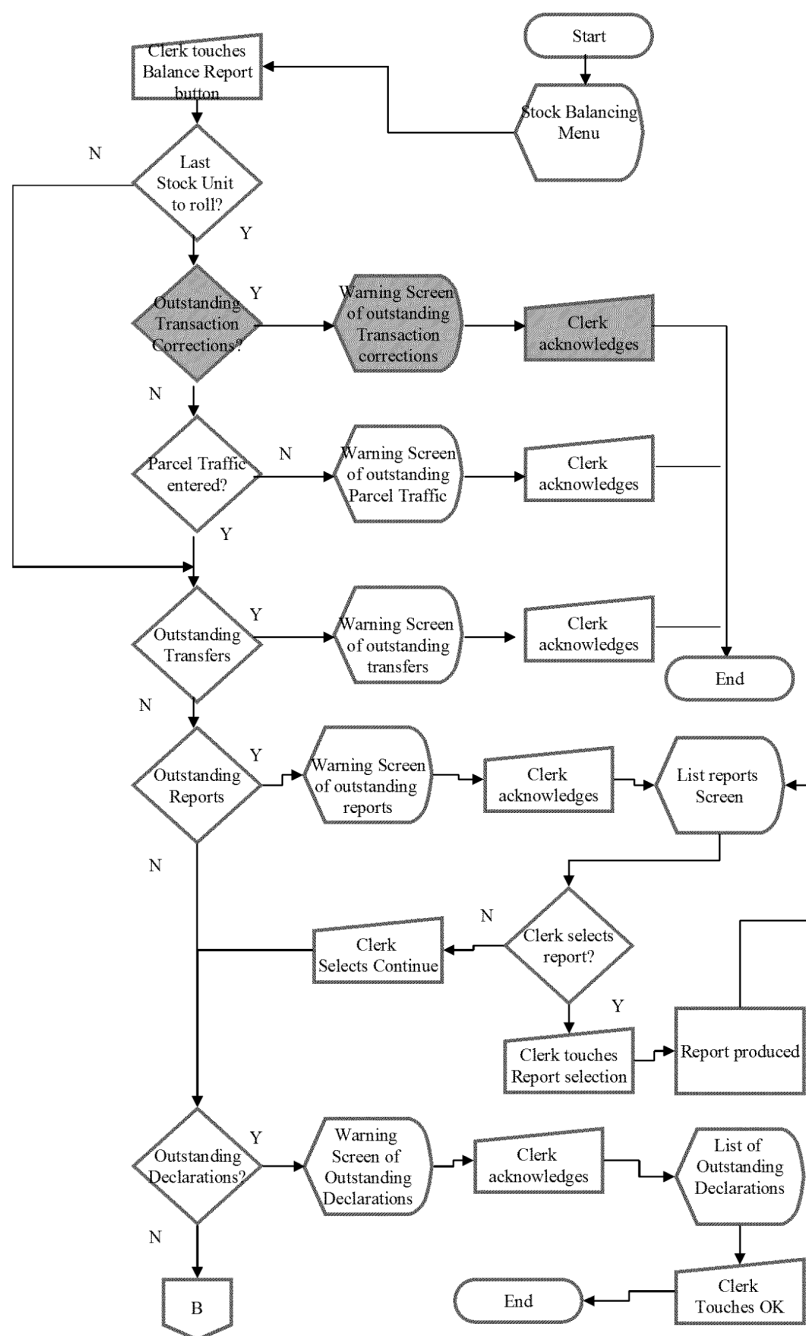
Figure 2 - Flowchart for Stock Unit Balancing (1 of 3)

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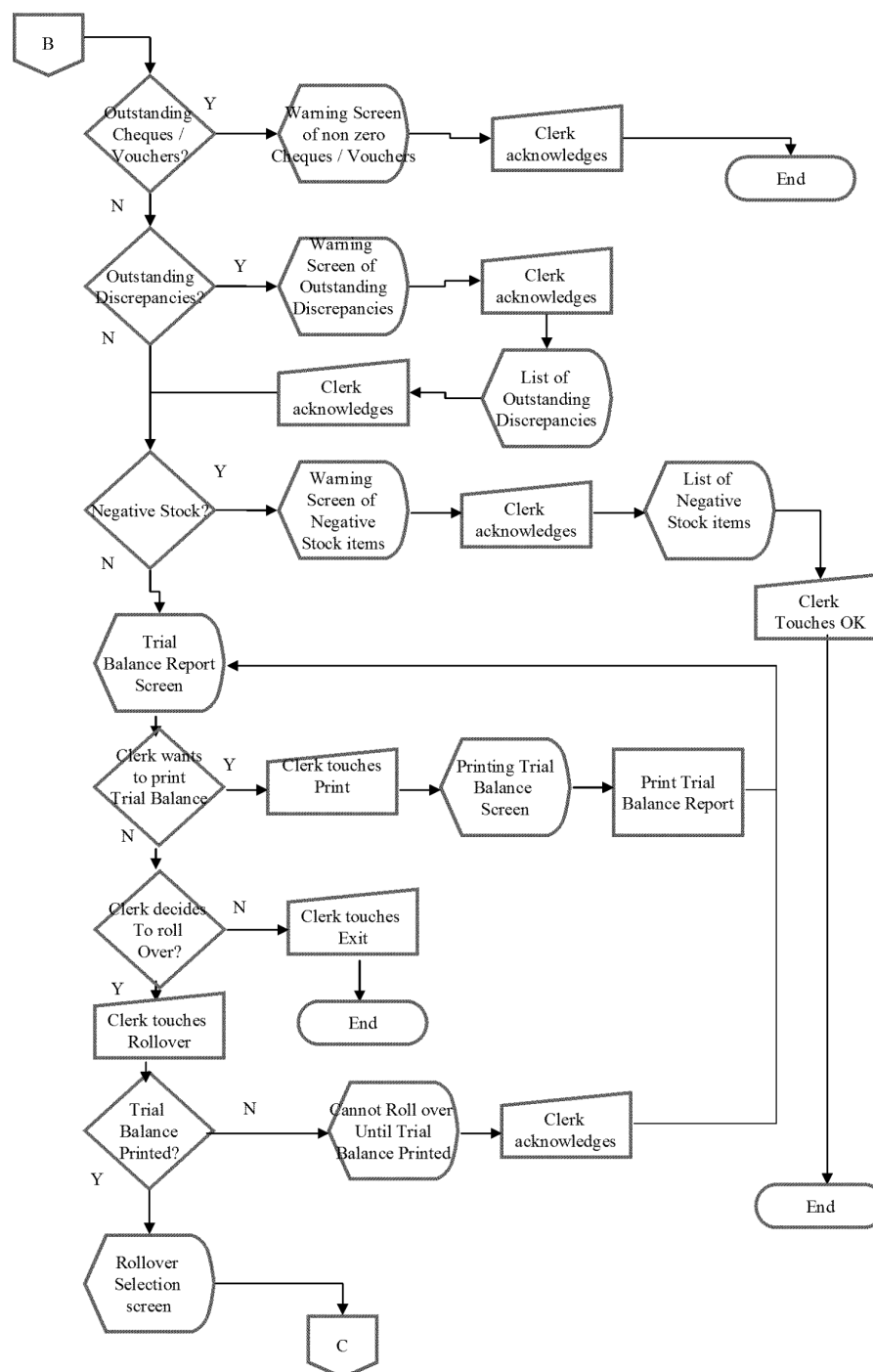
Figure 3 - Flowchart for Stock Unit Balancing (2 of 3)
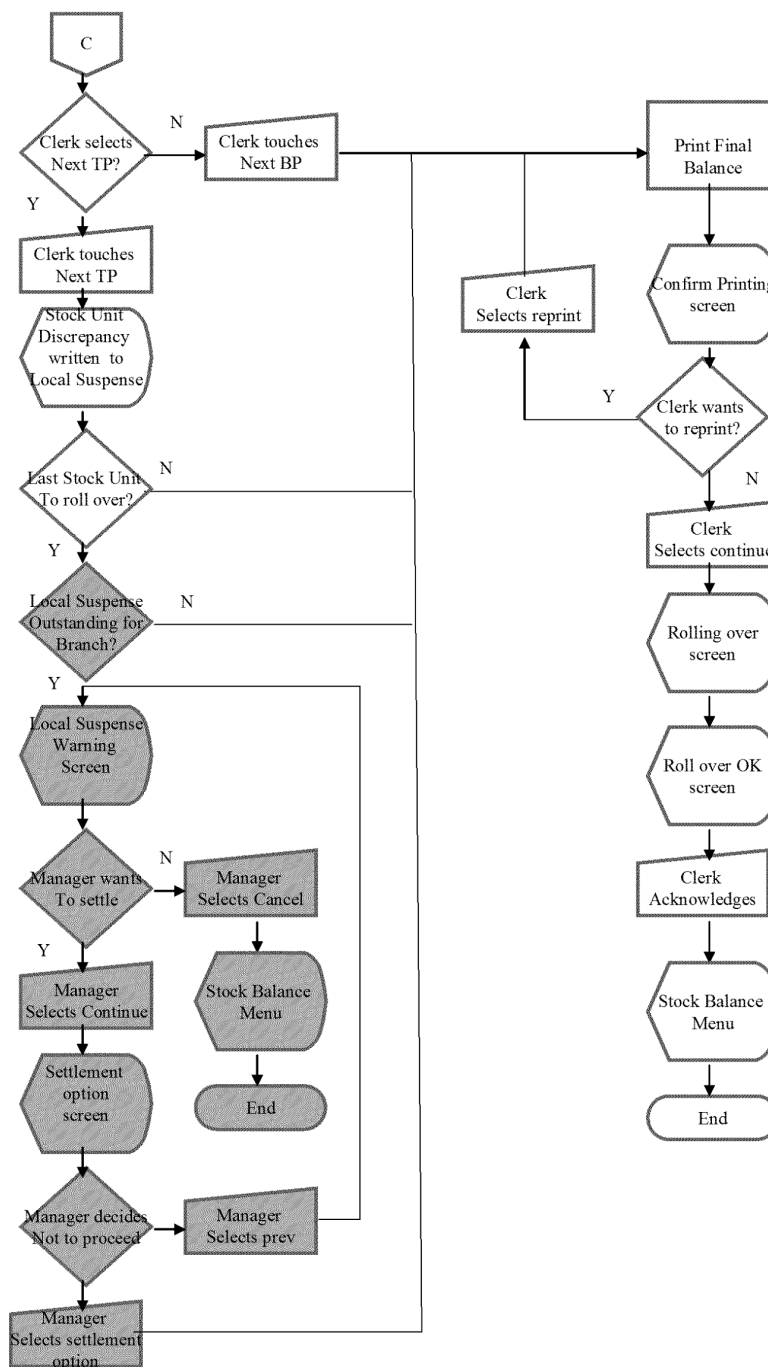
Figure 4 - Flowchart for Stock Unit Balancing (3 of 3)

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3.0 Reports and Receipts

In earlier versions of this document this section used to contain the report definition of

- Branch Trading Statement – Summary Page
- Branch Trading Statement – Stock Holdings

The definitive version of the Branch Trading Statement is now documented in SD/DES/005 and the definitions have been removed from this document to avoid duplication.

The Branch Trading Statement supersedes the Cash Account at Impact Release 3 and is automatically produced on office rollover into a new Trading Period.

4.0   Screen Layouts

4.1   Stock Balancing Menu

This screen is the entry point to Stock Unit Balancing. The screen is accessed by the clerk touching the Stock Balancing button [F4] from the Top Level menu.

Changes are being made to the Stock Balancing menu for Impact Release 3:

- the **Fgn Currency** [F13] button will be moved elsewhere: (to the Counter Daily Reports menu)

- the **Decl Non Val** [F11] button will be removed

- a new button for Check for Variances will be added

- a new button to Make Good Loss will be added

- a new button to Remove Excess Cash will be added

- CAP will be changed to TP in the bottom right hand side of the screen.

The revised Stock Balancing menu is described in *SD/SPE/016 v33.1 - Horizon OPS Menu Hierarchy* and the functionality of the new buttons is described in *EA/IFS/012 Impact Release 3 - Declaration Correction and Revaluation User Interface*.

4.2   Stock Unit Balancing Rollover

4.2.1   All Stock Units

The rollover process is invoked by the clerk touching the Balance Report [F6] button on the Stock Balancing Menu.

The rollover process in the current Horizon system carries out a number of sanitary checks before allowing the stock unit to roll over. These checks are carried out in the following sequence and will remain for Impact Release 3:

- that all outstanding inter stock unit transfers are complete for that stock unit

- that all mandatory summary reports have been printed

- that all necessary declarations have been carried out

- that there are no outstanding discrepancies: the current Horizon system allows these to be carried over into the next CAP, but this will not be allowed at Impact Release 3

- that there are no negative Stock holdings in the stock unit (see 4.2.5)

Failure of some of these checks will abort the rollover process. But so long as they are all satisfied the trial balance report is produced and the stock unit is allowed to roll over.

The rollover process at Impact Release 3 will be similar but will have the following differences: [BT-038]

- CAPs will be replaced by Trading Periods which last from 4 to 5 weeks

- Discrepancies may be written away to Local Suspense (see 4.2.10).

4.2.2 Last Stock Unit

Additionally, the current Horizon system checks whether this is the last stock unit to be rolled[1]: if it is the Counter checks whether Parcel Traffic details (see 4.2.4) have been entered for the branch and will prevent the rollover happening unless these details have been entered.

For Impact Release 3 the following additional checks will take place for the last stock unit

- That all outstanding Transaction Corrections have been applied: this check will be carried out at the start of the rollover immediately prior to the test for Parcel Traffic

- That no value remains in Local Suspense: this check will be carried out immediately prior to the rollover. If values are detected in Local Suspense then they may be Made Good at that time, (but only if the user is a Manager or Supervisor).

The last stock unit will only be allowed to roll over if both these tests are satisfied.

4.2.3 Outstanding Reports

The current Horizon system requires the clerk to print (or preview) a number of reports at the end of the CAP and before the stock unit is rolled over. If the clerk touches the Balance Report [F6] button on the Stock Balancing Menu and reports are outstanding the system returns a warning screen *"Outstanding Reports: One or more summaries have not been produced. Continuing will present a list of them for information. Reports listed as MANDATORY must be produced before you can balance."*

When the clerk touches the OK button on this screen the system returns the *Summaries Outstanding* screen which is a pick list of the unprinted reports. The clerk can touch the option on the screen to select the report he wants to print or use the [up] and [down] buttons on the keyboard to select the required option. The pick list may span several screens and the clerk can touch the up and down buttons at the right of the screen to display further options.

When the clerk has selected his option and touches the Print [F1] button the counter displays a Produce Report screen which allows him to print or preview the report.

The same mechanism will be used for Impact Release 3. No change will be made to any of these existing Horizon screens except: [BT-015]

- they will be used at the end of the Trading Period instead of the CAP
- the DVL V10 report will no longer be listed as a report option
- the DVL V11 report will no longer be listed as a report option
- a new Counter Weekly Redeemed Savings Stamp Report will be treated as a Mandatory report. This is a cut-off report that must be produced as part of balancing a stock unit if any savings stamps have been redeemed during the Trading Period. The definition of the report appears in *EA/IFS/011 Impact Release 3 – Report Production User Interface User Interface Design Proposal.*

The report options which appear on the pick list are controlled by reference data.

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[1] The system checks whether it is the last active stock unit to be rolled over. The Default Stock Unit 'DEF' is not rolled over explicitly, but as part of the Office rollover.

4.2.4 Outstanding Transaction Corrections

This screen may be returned to the clerk if he touches the Balance Report [F6] button on the Stock Balancing Menu. The screen is returned for the last stock unit to be rolled when there are outstanding transaction corrections which have not yet been processed for the branch.

This is a new screen which will be introduced for Impact Release 3. This is similar to the screen as described in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface* where it is used to warn the post master when he logs on. But in this context the screen has a single **Continue** button.
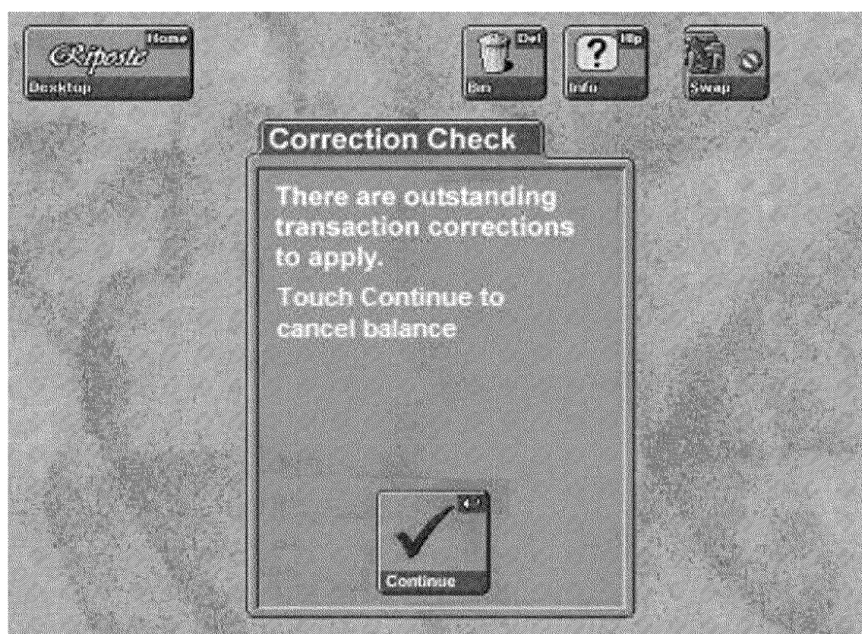
Figure 5 - Transaction Corrections Warning Screen

When the clerk touches **Continue** the counter returns to the Stock Balancing Menu: (the last stock unit will not be able to roll over until all transaction corrections have been processed).

To process the Transaction Corrections the clerk will need to go via the Housekeeping menu as described in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface.*

4.2.5   Negative Stock Outstanding

This screen is returned to the clerk if he touches the Balance Report [F6] button on the Stock Balancing menu but there is a negative stock holding in the stock unit.

This is an existing Horizon screen which has been changed for Impact Release 3:

- The tab heading has been changed from "Negative/Revalued Stock" to "Negative Stock"

- The wording on the screen has been changed from "n stock unit(s) are currently negative (less than zero) or have a value not equal to Quantity x Unit Price. Continuing will present a list of those items for information." to "n stock unit(s) are currently negative (less than zero). Continuing will present a list of those items for information.
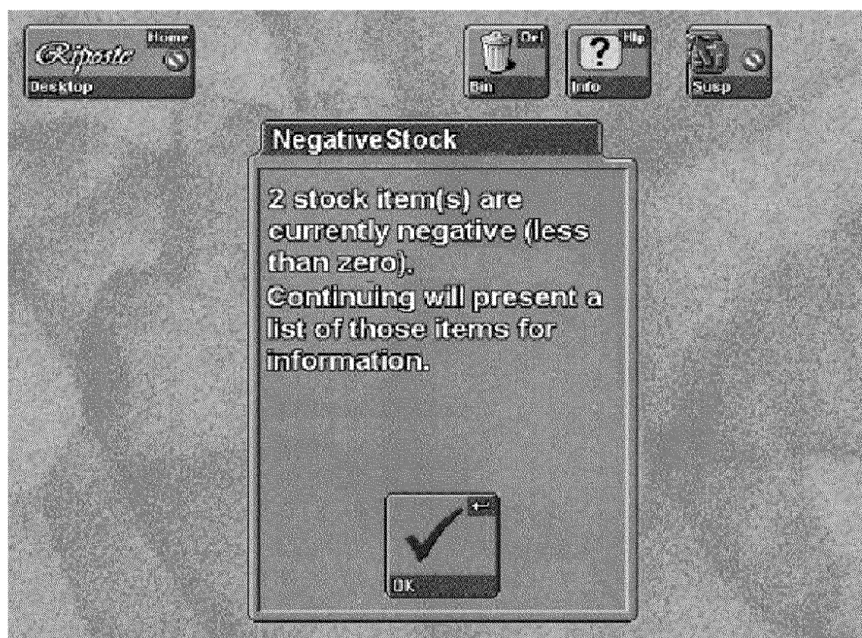
Figure 6 - Negative Stock Warning Screen

When the clerk touches OK the system displays Figure 7 - Negative Stock List Screen.

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4.2.6 Negative Stock List

This screen is returned to the clerk if he touches the OK button on the screen shown in Figure 6 - Negative Stock Warning Screen.

This is an existing Horizon screen which will be changed for Impact Release 3:

- the tab heading will be changed from "Stock Negative/Revalued Errors" to "Negative Stock Errors".

- The left hand column in the existing screen will be removed: this normally just contains the word "Negative"

- An extra column has been introduced for quantity
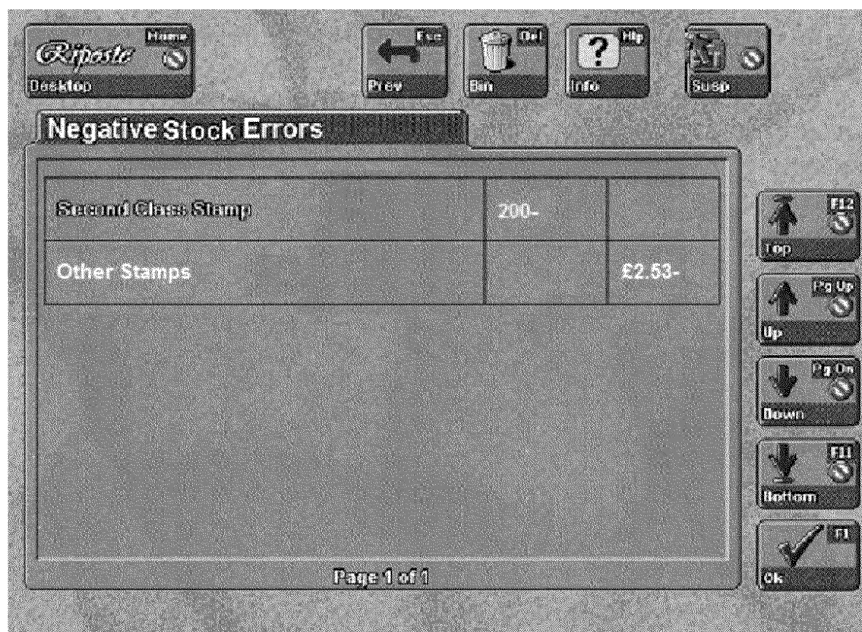
Figure 7 - Negative Stock List Screen

The current system will not allow the clerk to roll over the stock unit until all negative stock is resolved. The Clerk may repair negative stock by stock adjustment or by remming in.

If clerk touches OK the counter returns to the Stock Balancing menu.

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4.2.7 Produce Trial Balance Report

This screen is returned to the clerk if he touches the Balance Report [F6] button on the Stock Balancing Menu and all the checks are resolved:

- Parcel Traffic transactions have been entered
- No transfers outstanding
- No declarations outstanding
- All outstanding discrepancies have been committed
- No negative stock
- All mandatory summaries printed

This is an existing Horizon screen which will be changed for Impact Release 3:

- the term CAP will be replaced by TP in the body of the screen
- CAP will be changed to TP in the bottom right hand side of the screen.

Figure 8 – Balance Report - Produce Report Screen

Print [F4] produces the Trial Balance Report

Preview [F8] produces the report on the screen

Roll Over [F12] rolls over the stock unit but only after the Balance Report has been printed

Exit [F16] returns to the Stock Balancing menu.

4.2.8 Rollover Selection After Approving Trial Balance Report

This screen is returned to the clerk if he touches the Roll Over button [F12] on Figure 8 – Balance Report - Produce Report Screen and the Trial Balance Report has been printed or previewed.

This is an existing Horizon screen which has been changed for Impact Release 3:

- the term "Cash Account Period" has been replaced by "Trading Period"
- the term "CAP" has been replaced by "TP"
- the "Next CAP" button has become "Next TP".
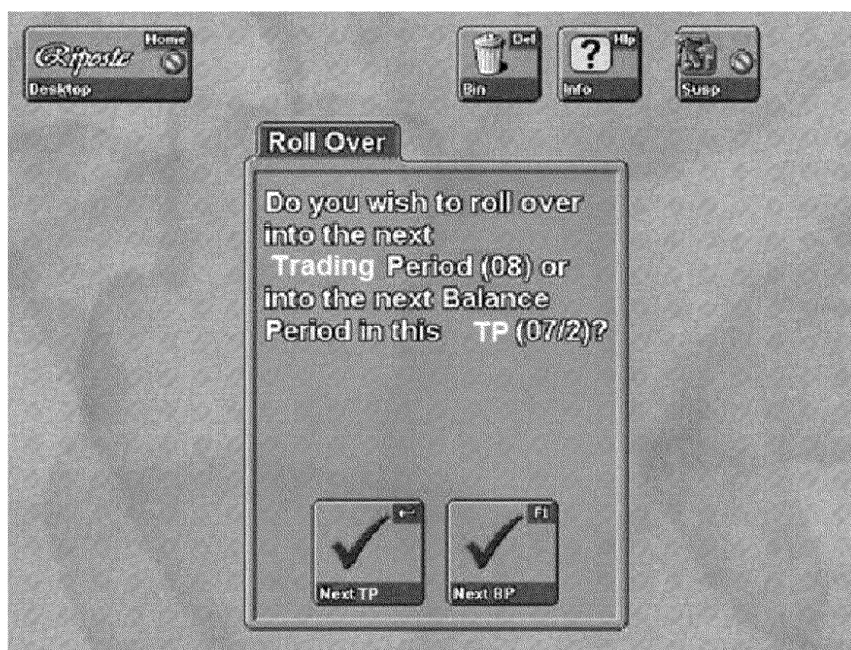
Figure 9 - Rollover Selection Screen

If the clerk touches the **Next BP** button the Final Balance Report will be printed.

If the clerk touches the **Next TP** button and it is not the last stock unit to roll over the Final Balance Report will be printed.

But if the clerk touches the **Next TP** button and it is the last stock unit to roll over the system will check whether the Stock Unit is allowed to roll over into the next period (see 4.2.9).

Note: during the migration from CAP to TP working the screen will temporarily show "Do you want to roll over into the *first* Trading Period (08) or the next Balance Period of this *CAP* (07/2)?".

4.2.9   Cannot Roll Over More than one Period

This screen is returned to the clerk if he touches **Next TP** on the screen shown in Figure 9 - Rollover Selection Screen and Stock Unit is already one TP ahead of the Branch TP.

This is an existing Horizon screen which will be changed for Impact Release 3:

- the term "CAP" will be replaced by "TP".
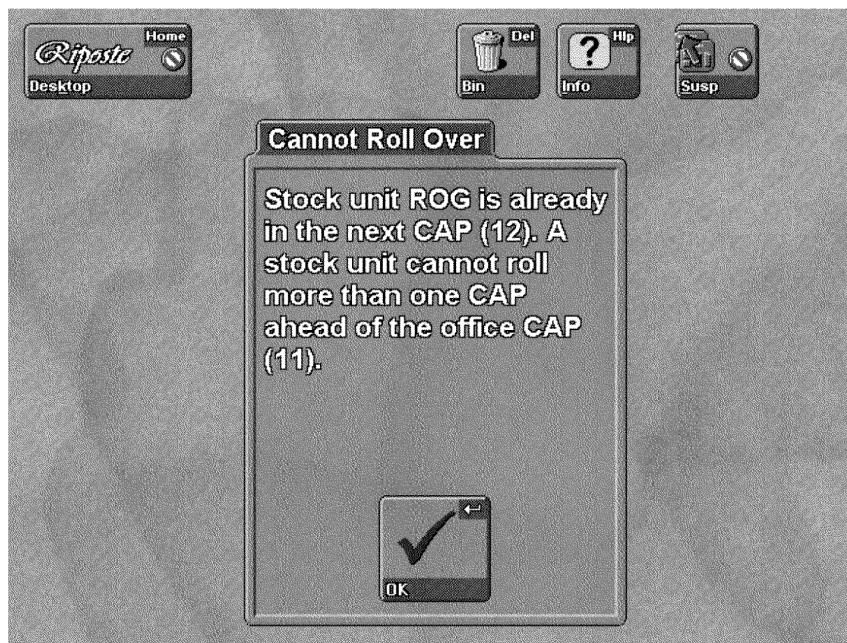
Figure 10 - Cannot Roll More Than One Period Ahead Of Branch Screen

When the clerk touches **OK** the counter returns to Figure 8 – Balance Report - Produce Report Screen.

4.2.10   Stock Unit Discrepancy being written to Local Suspense

This is a new screen for Impact Release 3 which will be returned to the clerk if he touches the Next TP [F1] button on the screen in Figure 9 - Rollover Selection Screen and:

- the stock unit is in the same Trading Period as the Branch

- there is a nett discrepancy (cash, postage, and bureau etc) for that stock unit which needs to be recorded as local suspense. (If the discrepancy is zero the screen is not displayed).

The screen advises the clerk of the nett discrepancy value for the stock unit and that it is being written away to local suspense. The screen can apply to all stock units including the last one to roll over.
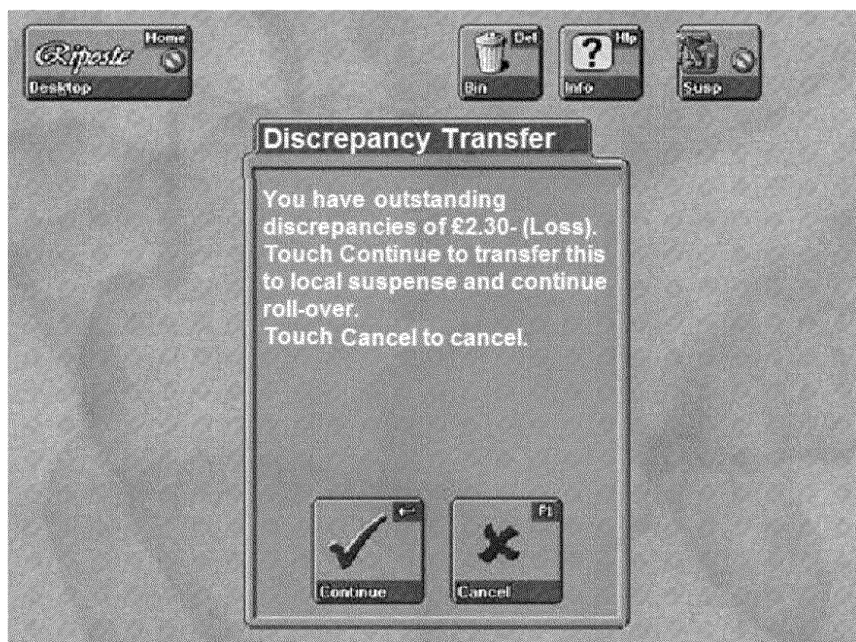

Figure 11 – Discrepancy Recorded as Local Suspense

If clerk touches **Cancel** the counter returns to Figure 8 – Balance Report - Produce Report Screen.

If the clerk touches **Continue** the unit rolls over and processing continues.

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4.2.11   Local Suspense Outstanding for Branch

This is a new screen for Impact Release 3 which may be returned if the clerk touches the Next TP [F1] button on the screen in Figure 9 - Rollover Selection Screen and the stock unit is in the same Trading Period as the Branch. The screen is only returned for the last stock unit to be rolled when details of Local Suspense items are outstanding for the whole branch. (It is possible for the last stock unit to roll over to display both the screen in Figure 11 – Discrepancy Recorded as Local Suspense and the screen in Figure 12 - Local Suspense Warning Screen).

This will be one of the last checks carried out in the stock unit rollover process.

The system calculates the nett figure for local suspense across all the stock units in the Branch and if the value is zero the stock unit will be allowed to roll over and the Final Balance is produced.

But if there is a loss (or gain) then a screen will be displayed similar to Figure 12 - Local Suspense Warning Screen.
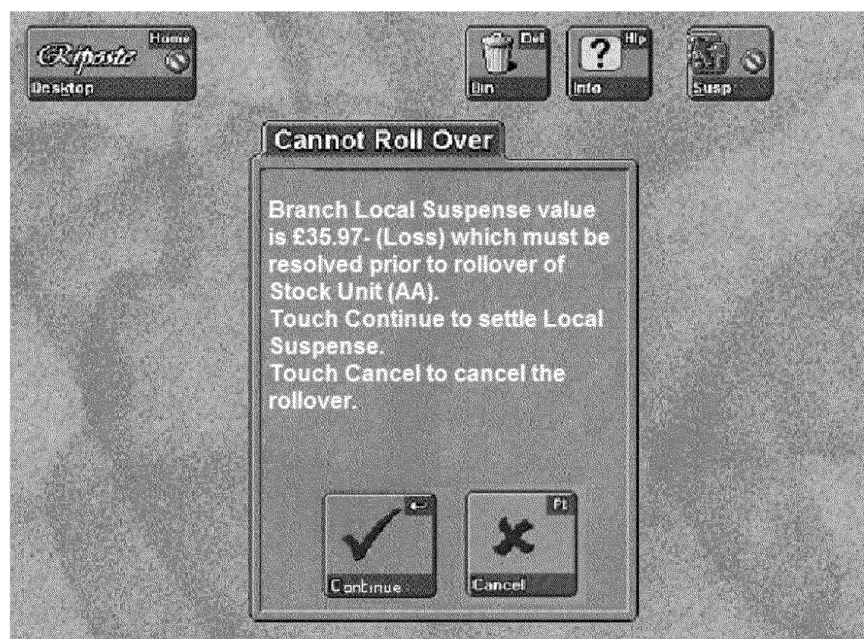
Figure 12 - Local Suspense Warning Screen

There will be alternative ways to resolve the Suspense total:

- If user is a Manager / Supervisor who wants to resolve it immediately he may touch **Continue**[2] to return the screen in Figure 13 - Settle Local Suspense Screen.

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[2] Managerial access rights also apply to emergency auditors and migrators. If a user with non managerial access rights tries to touch the Continue button the counter will display a help bubble on the screen containing a message "The current user does not have sufficient access to take this action".

- Alternatively further investigation may be required; so the clerk touches **Cancel** to cancel the rollover and the counter returns to the Stock Unit Balance Menu. (Two new buttons "Gains from Local Suspense" and "Losses from Local Suspense" will appear on the Housekeeping Menu and can also be used to process the Local Suspense.)

4.2.12   Settle Local Suspense for Branch

This is a new screen for Impact Release 3 which may be returned to the Manager / Supervisor if he touches the **Continue** [F1] button on the screen in Figure 12 - Local Suspense Warning Screen. This is similar to the new settlements options screen (16b) for Transaction Corrections described in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface.*

4 options will be available at each branch:

- Make Good with Cash

- Settle to cheque only available for "losses"

- Pay by Debit Card[3] only available for "losses"

- Settle via **Direct Recovery** or **Settle via P&L** or **Settle to Nominee**: only one of these will be available, depending on the type of branch.

Reference data will determine which options are presented at each branch.
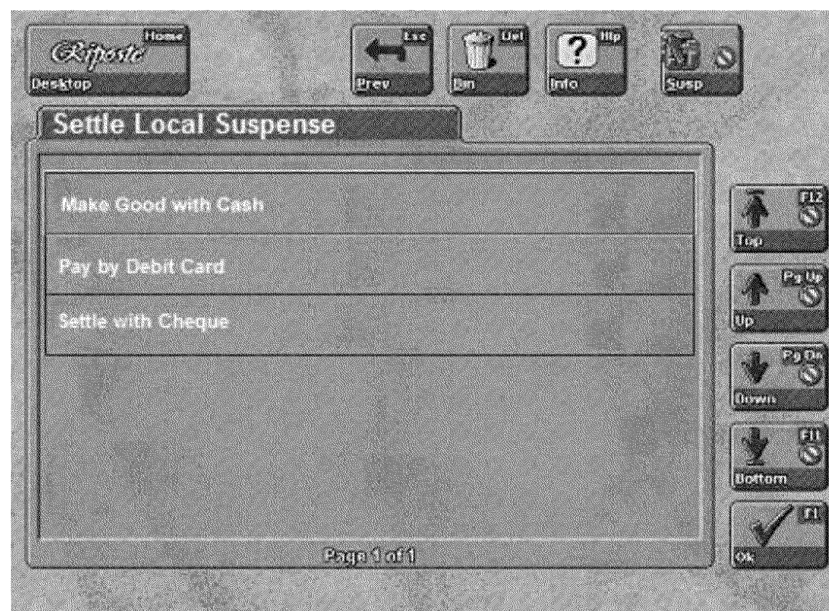
Figure 13 - Settle Local Suspense Screen

The Manager / Supervisor can touch the option on the screen he wants to select or use the [up] and [down] buttons on the keyboard to select the required option.

The **OK** [F1] button will process the selected option, clear the local suspense total and roll over the stock unit.

The **Prev** button will return to Figure 12 - Local Suspense Warning Screen.

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[3] Settle to debit card will be implemented at S90 as part of CP3785

4.2.13 Rollover OK

This screen is returned to the clerk after the stock unit has been rolled over.

This is an existing Horizon screen which will be changed for Impact Release 3:

▪ Message changes to "Stock Unit XXX has been successfully rolled over to Trading Period NN Balance Period NN".
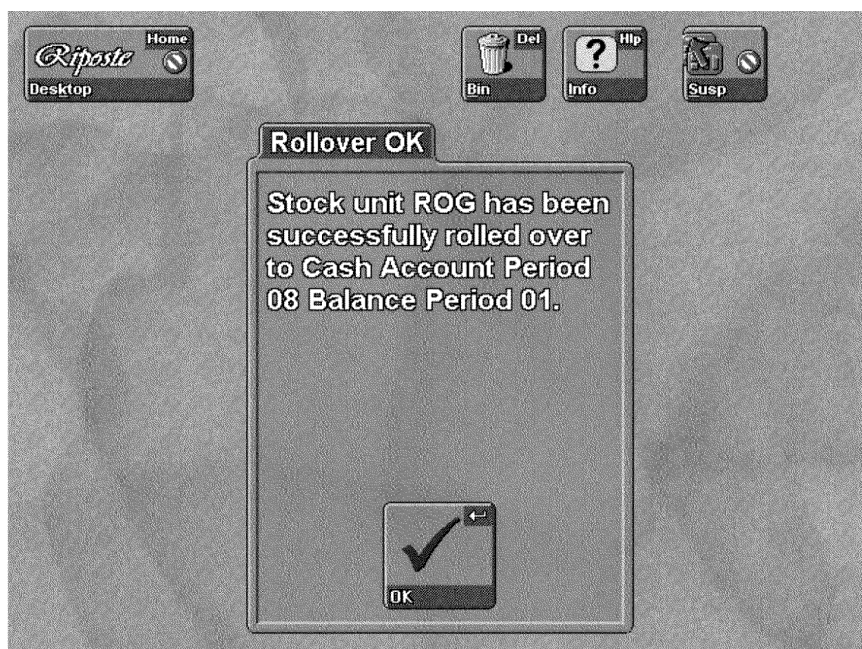
Figure 14 - Rollover OK Screen

When the clerk touches OK the counter returns to the Stock Balancing menu.

4.3 Stock Balancing – Other Buttons

This section describes the other buttons on the Stock Balancing Menu.

4.3.1 Declare Cash [F1]

This function allows the clerk to declare the cash holding of the stock unit. The function is invoked by the clerk touching the Declare Cash [F1] button on the Stock Balancing menu. The functionality is defined in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface.*

### 4.3.2 Declare Stamps [F2]

This function allows the clerk to declare the stamp holding for the stock unit. The function is invoked by the clerk touching the Declare Stamp [F2] button on the Stock Balancing menu. The functionality is defined in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface.*

4.3.3 Declare Stock [F3]

This function allows the clerk to declare the stock holding for the stock unit. The function is invoked by the clerk touching the Declare Stock [F3] button on the Stock Balancing menu. The functionality is defined in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface.*

This function only applies to shared stock units.

4.3.4 Adjust Stock [F4]

This function is invoked if the clerk touches the Adjust Stock [F4] button on the Stock Balancing menu. The Adjust Stock function allows the clerk to correct negative stock (see 4.2.6) and discrepancies.

The functionality is changing slightly for Impact Release 3 as defined in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface.*

4.3.5 Balance Snapshot [F5]

This function allows the clerk to produce a Balance Snapshot report to identify the state of the stock unit before rolling the stock unit over. The function is invoked by the clerk touching the Balance Snapshot [F5] button on the Stock Balancing menu.

This functionality will continue to be used in its current form for Impact Release 3.

4.3.6 Outstanding Declarations [F7]

This function allows the clerk to list outstanding declarations for the stock unit before rolling the stock unit over. The function is invoked by the clerk touching the Outstanding Declarations [F7] button on the Stock Balancing menu.

This functionality will continue to be used in its current form for Impact Release 3 except that Non Value declarations will no longer appear on the list.

4.3.7 Check Discrepancies [F8]

This function allows the clerk to list outstanding discrepancies for the stock unit before rolling the stock unit over. The function is invoked by the clerk touching the Check Discrepancies [F8] button on the Stock Balancing menu.

The functionality will be the same for Impact Release 3 as in the current Horizon system.

4.3.8 Negative Stock [F10]

This function allows the clerk to list out items with a negative stock position. The function is invoked by the clerk touching the Negative Stock [F10] button on the Stock Balancing menu.

The format of the screen which lists out negative items will be changed as shown in Figure 7 - Negative Stock List Screen.

4.3.9 Declare Non Value Stock [F11]

In existing Horizon this function allows the clerk to make non value stock declarations. The function is invoked by the clerk touching the Declare Non Value button [F11] on the Stock Balancing menu.

This functionality will be removed for Impact Release 3.

4.3.10 Bureau [F12]

This function allows the clerk to declare the stock of foreign currency and travellers cheques. The function is invoked by the clerk touching the Declare Bureau button [F12] on the Stock Balancing menu.

The functionality will be the same for Impact Release 3 as in the current Horizon system except that CAP will be replaced by TP on the menu screen.

4.3.11 Foreign Currency [F13]

This function allows the clerk to produce a report of foreign currency and travellers cheques. The function is invoked by the clerk touching the Foreign Currency button [F13] on the Stock Balancing menu.

This button will be removed for Impact Release 3 but the functionality will be available from the Counter Daily Reports menu.

4.3.12 Outstanding Reports [F16]

This function allows the clerk to produce a list of what reports and summaries are outstanding at the end of the accounting period. The function is invoked by the clerk touching the Summaries button [F16] on the Stock Balancing menu.

The functionality will be the same for Impact Release 3 as in the current Horizon system although there may be some re-classification of which reports are mandatory.

4.3.13 New Buttons

The following new buttons will be added at Impact Release 3 to the Stock Balancing Menu:

- button for Cash Variance
- button to Make Good Loss

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- button to Remove Excess Cash.

Their functionality is defined in *EA/IFS/012 - Impact Release 3 - Declaration, Correction and Revaluation User Interface.*

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4.4   Office Balancing Menu

This screen is the entry point to Office Balancing. The screen is accessed by the clerk touching the Office Balancing button [F8] from the Top Level menu.

This is an existing Horizon screen which will be changed for Impact Release 3:

- the [F2] button which confirms non value stock will be removed (eventually)

- the [F11] button which extends CAP will be removed [BT-045]

- the name of the [F6] button will be changed to Trading Statement

- the name of the [F10] button will be changed to Branch TP

- CAP will be changed to TP in the bottom right hand side of the screen

There are a number of tasks which need to be carried out before the branch can be rolled over: most of them can be accessed by the buttons on the Office Balancing Menu.

The revised Office Balancing menu is described in *SD/SPE/016 v33.1 - Horizon OPS Menu Hierarchy.*

4.5   Office Rollover

The rollover process is invoked by the clerk touching the Trading Statement [F6] button on the Office Balancing Menu.

The rollover process in the current Horizon system carries out a number of sanitary checks before allowing the branch to roll over. These checks are carried out in the following sequence and will remain for Impact Release 3:

- all stock units must have rolled into the new period

- the mandatory suspense report must have been printed (CP 3787)

- non accounting data must have been entered. (This is optional, however the user does need to confirm).

Failure of these checks will stop the rollover process. But so long as they are all satisfied the trial Trading Statement will be produced and the Branch will be allowed to roll over.

The rollover process at Impact Release 3 will be similar but will have the following differences: [BT-038]

- CAPs will be replaced by Trading Periods which last from 4 to 5 weeks

- the current Horizon system also includes a check for non-value stock but that has been removed for Impact Release 3. [BT-063].

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4.5.1   Suspense Report Warning

This screen is returned to the clerk if he touches the Trading Statement [F6] button on the Office Balancing Menu but the Suspense Report has not been printed.

This is an existing Horizon screen which will be changed for Impact Release 3:

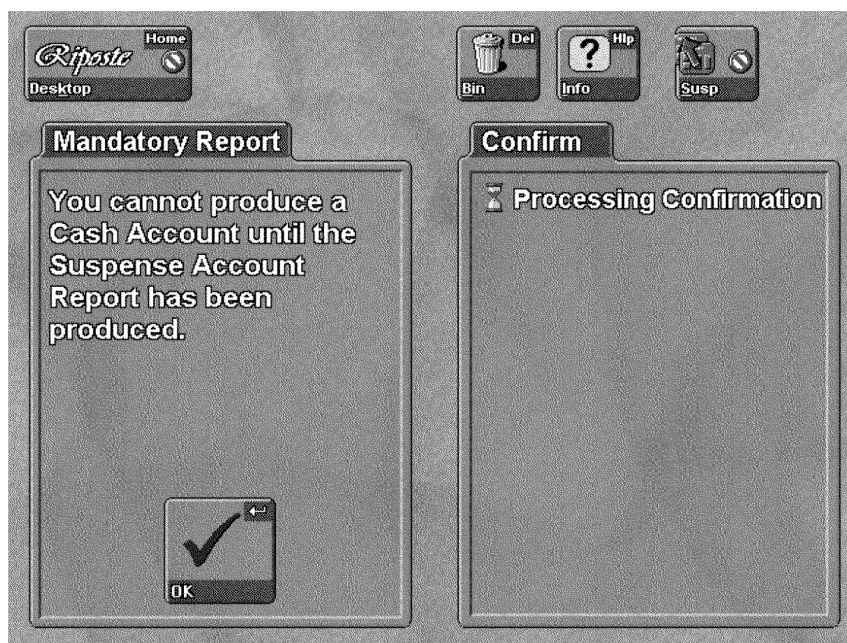- the term "Cash Account" will be replaced by "Trading Statement".

Figure 15 - Suspense Account Warning Screen

When the clerk touches **OK** the counter returns to the Office Balancing Menu.

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4.5.2   Non Accounting Data Warning

This screen is returned to the clerk if he touches the Trading Statement [F6] button on Office Balancing menu but no one has yet entered details of Non Accounting transactions.

This is an existing Horizon screen which will be changed for Impact Release 3:

- the message in the right hand panel will say "Preparing Trading Statement Figures"

- "Cash Account" will be replaced by "Trading Statement" in the tab at the top of the right hand side of the screen

- the "Abort" button will be renamed "Cancel".

Figure 16 - Non Accounting Data Warning Screen

If the clerk touches **Continue** the process continues.

If the clerk touches **Cancel** the counter returns to the Office Balancing Menu.

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4.5.3 Preparing Trading Statement Figures

This screen is returned to the clerk if he touches the Trading Statement [F6] button] on the Office Balancing Menu and all the rollover checks are satisfied.

Figure 17 - Preparing Trading Statement Figures

This is an existing Horizon screen which will be changed for Impact Release 3:

- Screen tab changes to "Trading Statement"
- Message changes to "Preparing Trading Statement Figures"

4.5.4   Produce Branch Trading Statement

This screen is returned to the clerk if he touches the Trading Statement [F6] button on the Office Balancing Menu and all the checks are resolved.

This is an existing Horizon screen which will be changed for Impact Release 3:

- Report name changes to "Trading Statement"
- CAP will be changed to TP in the bottom right hand side of the screen.

Figure 18 – Trading Statement – Produce Report Screen

Print [F4] produces the Branch Trading Statement

Preview [F8] produces the report on the screen

Roll Over [F12] rolls over the Branch but only after the Trial Trading Statement has been printed or previewed

Exit [F16] returns to the Office Balancing menu.

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4.5.5   Trial Branch Trading Statement

The Trial Cash Account Report will be replaced by the Trial Trading Statement: this is defined in Sections 3.1 and 3.2.

After the Trial Trading Statement has been printed the counter re-displays Figure 18 – Trading Statement – Produce Report Screen.

4.5.6   Confirm to Start Rollover

This screen is returned to the clerk if he touches the Roll Over button [F12] on the screen shown in Figure 18 – Trading Statement – Produce Report Screen.

This is an existing Horizon screen which will be changed for Impact Release 3:

- the text will be amended to read "WARNING – Check that all Branch Accounting Activities have taken place. Confirming will commence rolling over of the branch into the next Trading Period".
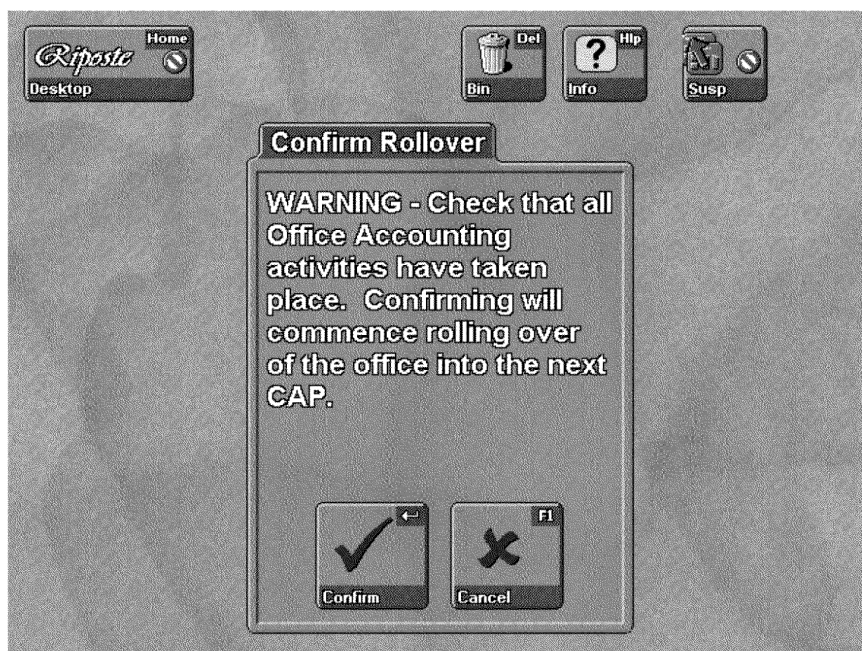

Figure 19 - Confirm to Start Rollover Screen

If the clerk touches Confirm the system displays the Printing – Preparing Report screen again for several minutes and then displays Figure 20 - Confirm to Complete Rollover Screen.

The system will roll over of the branch into the next Trading Period.

4.5.7 Final Trading Statement

The Final Cash Account Report will be replaced by the Final Branch Trading Statement for Impact Release 3: [BT-007]: the definition is described in Sections 3.1 and 3.2.

After the Final Balance Report has been printed the counter will return to Figure 18 – Trading Statement – Produce Report Screen.

4.5.8   Confirm to Complete Rollover

This screen is returned to the clerk after the Final Trading Statement has been printed.

This is an existing Horizon screen which will be changed for Impact Release 3:

- the text will be amended to replace the words "Cash Account" with "Trading Statement".
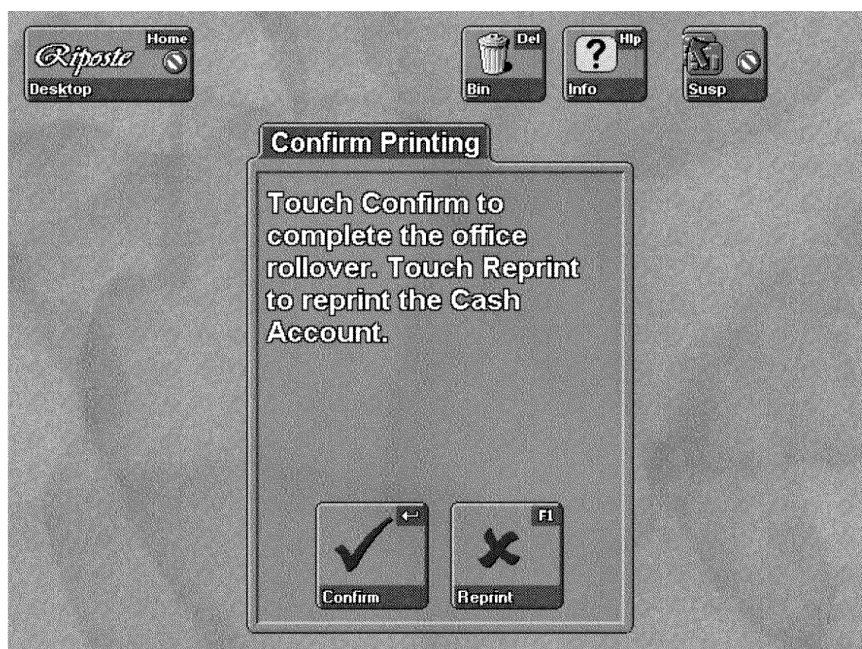

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Figure 20 - Confirm to Complete Rollover Screen

If the Clerk touches Confirm the counter displays some messages that it is rolling over and produces the final trading statement. It then returns to the Office Balancing Menu.

4.6 Office Balancing – Other Buttons

This section describes the other buttons on the Office Balancing Menu.

4.6.1 Office Snapshot [F1]

This function allows the clerk to produce the Office Snapshot report to identify the state of the Office before rolling the office over. The function is invoked by the clerk touching the Office Snapshot [F1] button on the Office Balancing Menu.

The functionality will be the same for Impact Release 3 as in the current Horizon system except that CAP will be replaced by TP on the report screen.

The format of the Office Snapshot Report will be changed for Impact [BT-007]: the revised definition is described in *EA/IFS/011 Impact Release 3 - Report Production User Interface*.

4.6.2 Confirm Non Value Stock [F2]

This function is invoked if the clerk touches the Confirm Non Value Stock [F2] button on the Office Balancing Menu.

This function will disappear for Impact.

4.6.3 Inactive Stock Unit Rollover [F9]

This function is invoked if the clerk touches the Inactive SU Roll [F9] button on the Office Balancing Menu.

This is an existing Horizon screen which will continue to be used in its current form for Impact Release 3.

4.6.4 Extended CAP [F11]

This function is available in the existing Horizon system if the clerk touches the Extend CAP [F11] button on the Office Balancing menu

This function will no longer be used for Impact Release 3 [BT-045] and the button will be removed.

4.6.5 Branch Trading Period [F10]

This screen is returned to the clerk if he touches the Branch TP [F10] button on the Office Balancing menu.

This screen is an existing screen: the equivalent screen for Impact will be different:

- Screen tab changes to "Branch Trading Period"
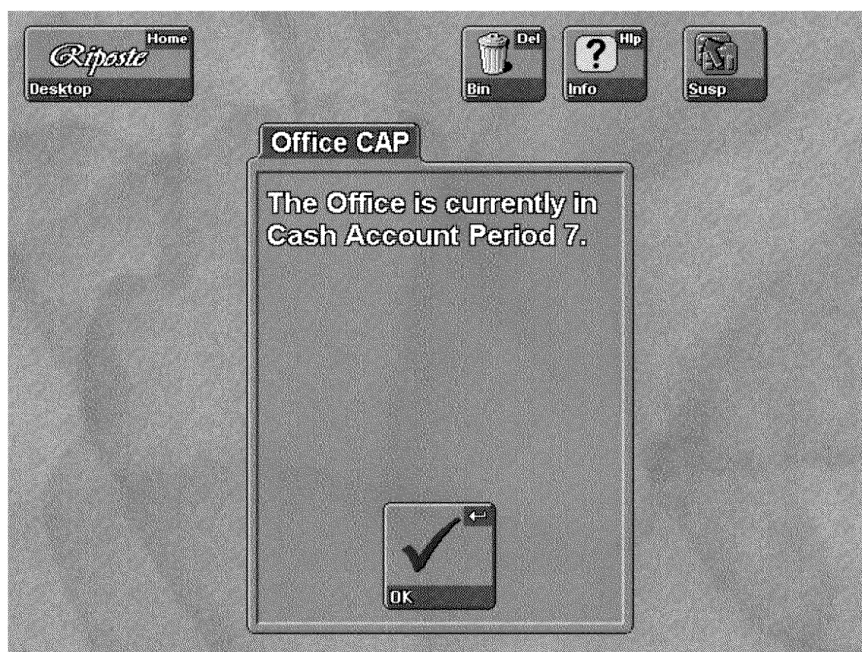- Message changes to "The Branch is currently in Trading Period nn"

Figure 21 - Office Trading Period Screen

If the clerk touches OK the counter returns to the Office Balancing Menu.

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4.7   Suspense Processing

There are 2 aspects of Suspense processing for Impact Release 3:

- It will still be possible to post items to suspense via the Housekeeping function in a similar way to the current Horizon system

- Additionally the new concept of Local Suspense has been introduced for the processing of variances (or discrepancies as they were formerly known).

4.7.1 Housekeeping Menu

This screen is the entry point to Housekeeping. The screen is accessed by the clerk touching the Housekeeping button [F13] on the Transactions menu.

This screen is an existing Horizon screen which is changing for Impact Release 3:

- access rights to this screen will be restricted to Manager and Supervisor[4]

- the following error notice buttons will be removed and will be handled by transaction corrections instead

  - **NS &I E/N dep** [F1] and the **NS &I E/N wit** [F2]

  - **Giro EN rcpt** [F7] and **Giro EN pay** [F8]

  - **POL E/N Rec** [F9] and **POL E/N Pay** [F10]

- the [F5] and [F14] buttons concerned with posting suspense items to table 2a of the existing cash account and the [F6] and [F13] buttons concerned with posting suspense items to table 3 of the existing cash account will all be removed

- new buttons will be added for

  - **Gains from Local Suspense**

  - **Losses from Local Suspense**

  - **Branch Consumable products**

  - **Corporate Customers**

- CAP will be changed to TP in the bottom right hand side of the screen.

The definition of the Housekeeping Menu is in *SD/SPE/016 v33.1 - Horizon OPS Menu Hierarchy*.

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[4] Managerial access rights also apply to emergency auditors and migrators. If a user with non managerial access rights touches the Housekeeping button from the Transaction menu the counter will display a help bubble containing the message "The current user does not have sufficient access to take this action".

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4.7.2   Suspense Amount Entry

This screen may be returned to the clerk to allow him to specify the amount to be recorded into or removed from suspense.

In some instances the screen is returned directly when touching one of the buttons on the Housekeeping Menu. In other instances a pick list screen or menu screen is returned first from which the clerk has to make a further product selection.

The tab at the top right hand panel is specific for the particular product.

This is an existing Horizon screen which will continue to be used in its current form for Impact Release 3 and will be used to support the new buttons for **Gains from Local Suspense** and **Losses from Local Suspense.**

Figure 22 - Suspense Amount Entry screen

4.7.3   Processing of Adjustments

This screen similar to that shown in will be returned to the clerk if he touches the Adjustments [F16] button on Housekeeping Menu.

If the clerk touches **Unpaid cheques** [F11] button or the **Unpaid chq rdm** [F12] button on the screen shown in Figure 23 - Suspense Adjustments Screen the counter returns a pick list which allows the Manager / Supervisor to select a product to update. Otherwise, the Manager / Supervisor touches one of the other buttons and the counter then returns the screen shown in Figure 22 - Suspense Amount Entry screen so that the amount can be entered.

This screen is an existing Horizon screen which is changing for Impact Release 3:

- The **Voucher to UP** [F13] button and the **Rdm voucher** [F14] button will be removed

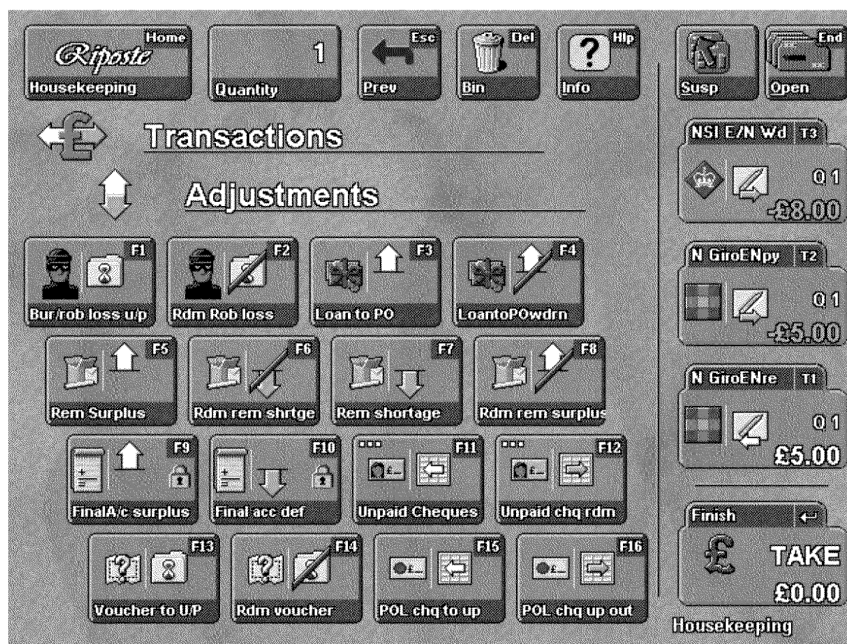- CAP will be changed to TP in the bottom right hand side of the screen.

Figure 23 - Suspense Adjustments Screen

The revised definition of the Adjustments Menu is in *SD/SPE/016 v33.1 - Horizon OPS Menu Hierarchy*.

4.7.4 Local Suspense

One of the steps in the rollover process is to check the variances (discrepancies) and to warn the clerk of their value. There are various ways he may be able to correct them but if all else fails he will commit the discrepancy (see 4.2.10).

When the stock unit is rolled over into a new Trading Period any discrepancy is written as a transaction to one of the two new products **Gain to Local Suspense** or **Loss to Local Suspense**. (This will later appear on the Branch Trading Statement as **Discrepancy OVER Transferred** or as **Discrepancy SHORT Transferred** for that stock unit).

When the last stock unit is rolled over into a new Trading Period the system will calculate the nett figure for local suspense across all the stock units in the Branch. Only if this value is zero will the clerk be able to roll this stock unit over into the new Trading Period. Otherwise, if the value is not zero the clerk will be warned of the amount and whether it is a gain or a loss on the screen shown in Figure 12 - Local Suspense Warning Screen.

The Manager / Supervisor may choose to investigate further by printing the suspense report but if he is prepared to accept the figure then he can clear local suspense immediately by using the screen shown in Figure 13 - Settle Local Suspense Screen: the value will be moved automatically from Local Suspense into his stock unit. (This will then appear on the Branch Trading Statement as **Discrepancy OVER Resolved** or as **Discrepancy SHORT Resolved** for that stock unit).

If the Manager / Supervisor decides to investigate further he delays rollover until his investigations are complete. He may decide to use other options on the Housekeeping menu to process the suspense or he may decide that he wants to settle some local suspense via cash payment and the remainder by some other option. Two new buttons "Gains from Local Suspense" and "Losses from Local Suspense" will appear on the Housekeeping menu which can be used by the Manager to clear amounts of local suspense for the whole branch: (these will be done by clearing to cash). These buttons will return a screen similar to that in Figure 22 - Suspense Amount Entry screen to allow the amount to be entered.

If the Manager processes the Branch local suspense via the Housekeeping menu the clerk will have to re-declare his cash before rolling over the stock unit.

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4.8   Log On Messages

When the clerk successfully logs into the current Horizon system the system first displays a screen similar to *"Last Logon: User MIGR01 Last Logon Date:06-Aug-2004 Time: 10:49:38 Failed Logons: 0"* . This screen will continue to be used for Impact Release 3.

When the clerk touches OK the current Horizon system checks that the stock unit is operating in the correct CAP. What happens next depends on which CAP the stock unit is currently working:

- If the stock unit is working in the correct CAP the system displays the top level menu
- If the stock unit is working in an old CAP the system returns a screen containing the message *"CAP Passed <Warning> The expected end date for the CAP that SU XXX is currently working in (18) has passed. Please double check you are in the correct CAP before starting work"*.
- If the stock unit has rolled over early the system returns a screen containing the message *"CAP Early <Warning> The expected start date for the CAP that SU XXX is currently working in (20) is in the future. Please double check you are in the correct CAP before starting work"*.

Either of the last 2 messages requires the clerk to touch the OK button before continuing: the top level menu is then displayed. Similar messages will be provided for Impact Release 3 except that any references to "CAP" will be replaced by "TP".

At Impact Release 3 some additional checks will be carried out before the top level menu is displayed. This will be similar to the check implemented at end of day to protect against unnecessary loss of data.

- The system will calculate the number of elapsed days since the stock unit rolled over into its current Trading Period and if it is more than the "configurable parameter" (probably 38) described in *EA/DPR/004 - Impact Release 3 Design Proposal* the system will display a screen containing the message *"Rollover Overdue <Warning> It is 38 days since the stock unit was rolled over. Please roll it over as soon as possible to avoid the risk of losing data"*. (*<Warning>* appears in red on the screen). The clerk has to acknowledge this message before he can continue
- The system will also calculate the number of elapsed days since the Branch rolled over into its current Trading Period and if it is more than the "configurable parameter" described in the Design Proposal the system will display a screen containing the message *"Rollover Overdue <Warning> It is 38 days since the office was rolled over. Please roll it over as soon as possible to avoid the risk of losing data"*. (*<Warning>* appears in red on the screen). The clerk has to acknowledge this message before he can continue.