

DISCREPANCIES

	<u>Discrepancies</u> The only way to find out what is a true discrepancy in a stock unit is to go to trial balance. There are 3 main times when an office may call to say they have a discrepancy: - 1. The office has checked the stock unit snap shot with the cash on hand and there is a difference. Ask the office to go to trial balance to see what the true discrepancy is. If they do not want to do this they can make a note of the day the difference occurred. In this way when they do a trial balance at a later date, if there is a discrepancy, they will know on which date to look at transactions to locate the error. If the office does not want to go to trial but want to look for the discrepancy tell them the checks to make below. 2. The office is doing the balance of the stock unit and have message on the screen. " The declarations do not match the system derived figures, continuing will present a list". Tell the office to continue. The screen will now show a list of cash/stock discrepancies. Tell the office to continue. The next message will be "committing list" This message is OK as it is only committing for the trial balance. If there is an unacceptable net discrepancy in the discrepancy box when the trial has printed, the office can still do F16 to exit the balance, so nothing is committed. 3. The office has printed the trial balance and there is an unacceptable net discrepancy. In this case F16 exit and do the checks to see if it can be located. Discrepancy checks. As the PM has the trial balance to hand start checking this. Keep in mind the value of the net discrepancy when doing the checks. The trial balance shows all transactions that have been entered on the Horizon stock unit from the last time the stock unit was balanced. Some of the physical transactions done in the office may not have been entered on Horizon, or have been entered incorrectly.	

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	1. Starting at the Value Items and MOP on the trial, is the cash figure declared the same as to hand in the office. If the discrepancy is £900 loss has the office counted £1,000 as £100. Have they failed to count all the cash? 1. Other postage is the figure from the F2 Declare Stamps, is this correct, has the office moved 42p specials (held in adjust stock) to ordinary (Declare Stamps) have they made any large adjustments in adjust stock. 1. Bottom of the Receipts, Rem in ADC and bottom of the Payments Rem out ADC and Rem out Data Cen. Are these figures correct are they the same as the actual rem in and out for the balance period. 1. Stock Volumes. Are these correct to what is on hand? 1. Is there anything in general on receipts or payments that look unusual? 1. AP reports. Are there any transactions that look wrong? Is there for example a weekly council tax AP for £500 instead of £50. 1. Have you done any mixed Giro deposits where you have included the cheque figure with the cash? If the error still cannot be found at this stage we start to do transaction logs. Use a date range covering the balance period or if they know a date when the cash declarations had a mismatch go from that date to today. 2. If it is a loss, the stock unit thinks we have had a receipt for that value. To find out, do a Transaction log on receipts with a value to and from for around the same value as the discrepancy. 2. If it is stock related do a Transaction Log, Mode F11 and select SAN (stock adjust Negative) this will show any stock adjustments they have made down that will increase the cash figure. If nothing is found after doing the checks above tell the office to check stock and cash again. If nothing can be found the office will have to accept the discrepancy. Make good and roll over.	