

## IMPACT R3 Branch Trading Issues

| Ref | ISSUE  | STATUS   |
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| 1.1 | <p>Taking into account the changes that are to be introduced at S80 to branch accounting processes and reporting, confirmation is required concerning the evidence required to verify branch conformance to POL accounting standards.</p> <p>In summary, the following changes are proposed at S80:</p> <ul style="list-style-type: none"> <li>❑ The POL Ledgers will be fed on a daily basis from trading information automatically generated by Horizon. The Cash Account will no longer be used in the construction of the POL Ledgers</li> <li>❑ the existing weekly Cash Account process will be withdrawn. This process currently produces a report that is signed with one copy sent to POL and a second copy retained at the branch</li> <li>❑ Balance reports are also produced weekly at the branch for each Stock Unit, a copy of which is signed by branch office staff and retained at the branch</li> <li>❑ a new Branch Trading Statement is to be introduced that the branch will be required to produce on a monthly basis. Requirements for signing and retention of reports to be confirmed. The conditions governing the process for producing this report are broadly similar to that for the existing Cash Account (see CD for full details)</li> </ul> <p><b>Action:</b> Tony Utting to confirm POL requirements. Response required by 18/2/04.</p> |  |
| 1.2 | <p>Taking into account the requirements for a monthly Branch Trading Statement, confirmation is required concerning the impact on the Horizon infrastructure of increasing the retention of transaction data at the branch from the current 35 days to 49 days. In particular, the impact assessment should consider branch and central storage requirements and processing times for branch reports.</p>  | <p>Assessment provided to Clive Read and David Parnell on 12/2/04. Following POL review of cost implications, suggest that any revisions to requirement need to be confirmed by 18/2/04. In interim, working assumption remains that extended data retention is required.</p> <p><b>Action:</b> Clive Read to confirm any revisions to requirement by 18/2/04.</p> |
| 1.3 | <p>Confirmation is needed concerning the POL requirement to use the rem out dockets/vouchers functionality. It is understood that some sub-set of the following may be involved:</p> <ol style="list-style-type: none"> <li>1. Losses (various categories) and gains</li> <li>2. Postage costs</li> <li>3. Petty cash expense / purchases</li> <li>4. Robbery &amp; Burglary clearance</li> <li>5. Write offs (various categories)</li> <li>6. Intruder Alarms (Directly managed only)</li> <li>7. Counterfeit Notes (DM only)</li> </ol>  | <p>Proposal circulated by Philip Godden on 10/2/04 to be reviewed by Ben, Chris ,Gareth and discussed with Philip with resulting requirement confirmed by 18/2/04.</p> <p><b>Action:</b> Ben Gildersleve/Chris Allen to confirm POL requirements.</p>  |

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|     | <p>8. MVLs to car hire companies (DM only)</p> <p>9. Obsolete Stock (Agents only)</p> <p>10. Customer Goodwill (Agents only)</p> <p>11. Spoilt Postage Labels (Agents only)</p> <p>12. Redeemed savings stamps (BBC, DVLA..)</p> <p>This information is required to assess the impact on associated reporting, e.g. opportunities to remove or implied change required to existing product specific reports.</p>   |   |
| 1.4 | <p>Confirmation is needed concerning how stock/ vouchers/ dockets items are required to be mapped onto accounting and will they be represented on branch reports/accounts. This information is required to help identify/confirm associated migration requirements.</p> <p><b>Action:</b> Ben Gildersleve/Chris Allen to confirm POL requirements. Response required by 18/2/04.</p>   |   |
| 1.5 | <p>Confirmation is needed regarding requirements concerned with the reconciliation of transactions to be supported by Horizon automation.</p> <p>This information is required to enable the assessment to progress with the identification of scope for the reconciliation simplifications and associated cost savings anticipated by Schedule 12 of the Fujitsu contract.</p> <p><b>Action:</b> Anne Clarke/Nigel Stone/Clive Read to confirm POL requirements. Response required by 18/2/04.</p> |   |
| 1.6 | <p>Confirm impact on solution costs of removing stock values from existing Horizon reports. Gareth Jenkins to provide impact assessment by 18/2/04.</p>  | <p>Assessment provided to Clive Read and David Parnell on 12/2/04. Following POL review of cost implications, suggest that any revisions to requirement need to be confirmed by 18/2/04. In interim, working assumption remains that stock handling requirements remain as stated in the current CD working draft.</p> <p><b>Action:</b> Clive Read to confirm any revisions to requirement by 18/2/04.</p> |
| 1.7 | <p>Confirm requirement for handling variances and discrepancies arising from Stock Unit balancing following review of proposal distributed by Gareth on 5/2/04.</p> <p><b>Action:</b> Ben Gildersleve/Tony Utting to confirm POL requirements. Response required by 12/2/04.</p>   | <p>Ben's 9/2/04 email confirmed acceptance of Gareth's proposal (subject to certain clarifications).</p> <p><b>Action:</b> Phil Boardman to incorporate in CD (with clarifications) together with other revisions resulting from current review activity. <b>Issue closed</b></p>   |
| 1.8 | <p>Confirm re-engineering of DVLA product, to enable it to be controlled by Horizon, is out of scope for IMPACT and will be addressed by a separate CR if required, i.e. DVLA product will</p>   |   |

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|     | remain uncontrolled (non-value) at S80.<br>Investigations have shown that, compounded by S60 changes to DVLA product handling incorporating use of ADC, it cannot be changed to controlled stock simply by changing the associated reference data and would require non-trivial re-engineering to achieve the change.<br><b>Action:</b> Graeme Seedall/Clive Read to confirm POL DVLA S80 requirements. Response required by 18/2/04.   |        |
| 2.1 | Review and confirm resolution of design authority issues (as notified on 11/2/04) arising from team review of 2/2/04 CD working draft.<br><b>Action:</b> Clive Read to notify Phil Boardman of design authority resolutions by 18/2/04 for inclusion in CD.   |        |
| 2.2 | Review results of updated assessment report on requirement scope issues provided to POL on 12/2/04 with the objective of confirming scope change or amending requirement.<br><b>Action:</b> Clive Read to notify Phil Boardman of any revisions to associated requirements by 18/2/04 for inclusion in CD.  |        |
| 2.3 | List of Horizon branch reports has been annotated by Ben/John/Sheena/Julie/Fujitsu with anticipated changes resulting from IMPACT 3 requirements. Fujitsu clarifications forwarded to Ben 12/2/04.<br><b>Action:</b> Ben Gildersleve to confirm POL requirements to Phil Boardman by 18/2/04 for inclusion in CD.   |        |
| 2.4 | Following discussions between Tony Marsh and Clive Read, a review meeting has been arranged for 18/2/04 to examine a proposal to remove the current method of posting discrepancies into a branch Suspense account.<br><b>Action:</b> Clive Read to notify Phil Boardman of any revisions to associated requirement by 18/2/04 for inclusion in CD.   |        |
| 2.5 | Following discussions with IMPACT Stakeholders, a review meeting has been arranged for 18/2/04 to examine a proposal to continue to report daily cash declarations to SAP ADS so that branch variance reports can be produced centrally.<br><b>Action:</b> Clive Read to notify Phil Boardman of any revisions to associated requirement by 18/2/04 for inclusion in CD.  |        |
| 2.6 | Review meeting in London on 11/2/04 confirmed that TMS/AIS requirements are not expected to be completed on a timescale compatible with scheduled CD production. Decision taken to include sufficient information in CD regarding TMS/AIS to enable solution design work to proceed.<br><b>Action:</b> Nigel Stone to coordinate production of TMS/AIS requirements, supported by Fujitsu/ Prism/ Parity, and forward material to Phil Boardman by 18/2/04 for inclusion in CD. |        |