POL00149580

1. **Once a transaction is recorded in a Branch's accounts, can it to be edited, manipulated or removed?**

   Answer: No, once a transaction is recorded in Branch by a SPMR or member of their staff, it cannot under any circumstance be **edited, manipulated or removed**. That transaction, against the user ID of the branch staff member who recorded it, will remain in the Branch accounts for ever and leave behind it a clear and identifiable audit trail.

2. **How can transactions be added to a Branch's accounts?**

   Answer: Though existing transactions cannot be edited, manipulated or removed, new transactions can be **added** to branch accounts, but only in the following three ways: In Branch
   TAs & TCs
   Balancing Transaction Process

3. **What clear and identifiable audit trail is left when Post Office employees log on to a branch terminal locally (i.e. by being physically in a branch) and add transactions to a Branch's accounts?**

4. **What clear and identifiable audit trail is left when TAs are added to a Branch's accounts?**

5. **What clear and identifiable audit trail is left when TCs are added to a Branch's accounts?**

6. **What clear and identifiable audit trail is left when a FJ inject a new transaction into a Branch's accounts using the BTP?**