

CTO2021 July 2023

SECTION 11 Weekly Accounting V4.0

Weekly accounting: Balance Period (BP) balance

1. Complete end of day activities in section 10, except for the cash declaration

- The cash declaration will be completed as part of the weekly balancing activities and should be the last declaration you make before rolling over your stock unit

2. Check Stock On Hand

This report provides a snapshot of all stock items held within a stock unit, as recorded on the Horizon system

- From the 'Back Office' screen select 'Weekly Accounting', then 'Stock On Hand' and print the report
- Check the 'Stock On Hand' report carefully against the actual stock in your stock unit/branch. Make sure the system held stock figures match your actual stock holdings. If there are any differences, recheck that item of stock

Adjusting stock discrepancies

If after rechecking the stock, there is still a discrepancy, please adjust the stock as follows:

- From the 'Back Office' screen select 'Weekly Accounting', then under the 'Stock' heading, select 'Adjust'
- Find the stock item that is wrong and type in the correct quantity. Once you've corrected all stock discrepancies, select 'Enter'
- Horizon will prompt you to select a reason code for the discrepancy. Select 'Surplus of stock at balance' if you have more stock or 'Shortage of stock at balance' if you have less. Please don't select any other reason code
- Print a second 'Stock on Hand' report to check that the stock has been adjusted correctly

Top Tip! Before making a stock adjustment, also check any stock remittance received by your branch; do the figures match the remittance paperwork? If you've forgotten to rem in the stock, it will result in a surplus or, if figures are entered incorrectly, it will result in a discrepancy.

For guidance on correcting a stock remittance discrepancy, please see Section 14.

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Post Office – Operational training guide

POL-BSFF-104-0000089

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POL-BSFF-104-0000089 0001

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4. Declare Currency

- From the 'Back Office' screen select 'Foreign Currency Holdings' and then 'Print'
- Count and list all the currencies you hold
- From the 'Back Office' screen select 'Weekly Accounting' then 'Currency'. For shared stock units, select 'New declaration'
- Select the currency line in the list for the currency value you need to declare/edit (if the currency you want to declare/edit is not shown on the screen, use Page Up or Page Down to move up and down the list)
- Input the value, then press the 'Tab' key. Repeat the process for each currency value that you need to declare/edit and press 'Enter'
- Check the 'Foreign Currency Holdings' report to see if there are any discrepancies between what you've counted and what the system thinks you have

The screenshot shows the 'Weekly Accounting Counter' interface. The 'Declare' section is active, with 'Currency' highlighted in a red box. The interface includes various navigation buttons like 'F1', 'F2', 'F3', 'F4', 'F8', 'F9', 'F10', 'F11', 'F12', 'F13', 'F14', 'F15', 'F16', and 'K'. The 'Total' field shows £ 0.00. The 'Quantity' field shows 1. The 'Previous' button is visible. The 'Screen Entry' section on the right includes 'T1', 'T2', 'T3', 'Previous', 'PREV', 'Cancel', 'UNDO', 'Back Space', 'Enter', and 'F16'.

5. Declare Cash

- From the 'Back Office' screen select 'Cash'
- For a shared stock unit, please select 'New declaration' and press 'Enter'
- Now count the cash in your stock unit and enter the amounts (press 'Tab' to move to the next line and 'Page Down' when at the bottom of the screen)
- Once you have entered the cash you have on hand (including anything that may be in the Rollercash safe), press 'Enter'
- For individual stock units, the system will tell you if there is a discrepancy between what you've counted and what the system thinks you have
- For shared stock units, check the variance to see if there is a discrepancy

The screenshot shows the 'Weekly Accounting Counter' interface. The 'Declare' section is active, with 'Cash' highlighted in a red box. The interface includes various navigation buttons like 'F1', 'F2', 'F3', 'F4', 'F8', 'F9', 'F10', 'F11', 'F12', 'F13', 'F14', 'F15', 'F16', and 'K'. The 'Total' field shows £ 0.00. The 'Quantity' field shows 1. The 'Previous' button is visible. The 'Screen Entry' section on the right includes 'T1', 'T2', 'T3', 'Previous', 'PREV', 'Cancel', 'UNDO', 'Back Space', 'Enter', and 'F16'.

Top tip! Section 20 Troubleshooting of the Operational Training Guide contains guidance on the causes of errors and discrepancies when completing a weekly or monthly balance, and the steps to take to resolve them and/or access support.

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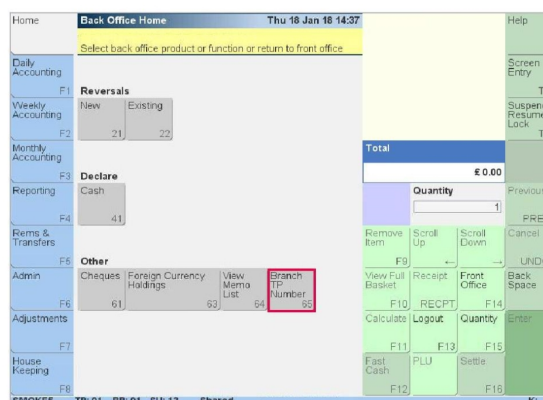
Weekly accounting

Should you rollover to a new Balance Period (BP) or Trading Period (TP)?

Before the next step to complete a balance report and rollover, please check if you need to roll into a Balance Period (BP) or Trading Period (TP)

- From the 'Back Office' screen select 'Branch TP Number' to check the date of your next TP

Remember: You can rollover into a Balance Period (BP) as many times as you like, but you should not rollover to a Trading Period (TP) more than nine times in a 62-day period. If you do, you will not be able to use your Horizon system.



6. Produce Balance Report and Rollover

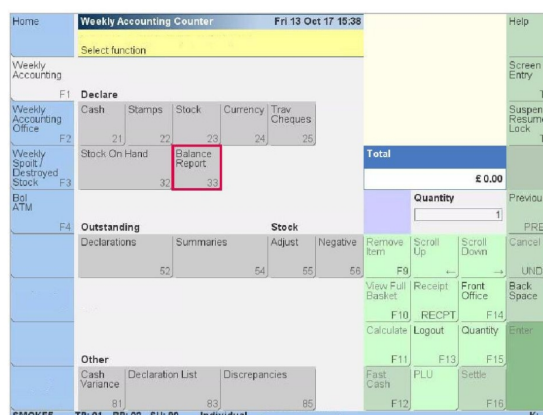
To produce the balance report and rollover the stock unit:

- From the 'Back Office' screen select 'Weekly Accounting', then 'Balance Report'
- Check and accept messages until you arrive at the 'Balance Stock Unit Report' screen. You can then Print or Preview the Trial Balance report
- Once the Trial Balance Report has been produced, check that all totals are correct
- Select 'Rollover' and choose 'Next BP' to roll the stock unit into the next Balance Period

Please note: If you are completing your monthly Trading Period balance, you will need to select 'Next TP'

Branches with more than one stock unit

If you are rolling into a new trading period, complete step 6 (above) on each stock unit one at a time. If multiple stock units are balanced simultaneously, the system may become confused and not allow you to settle your local suspense and roll over.



Remember: You have to sign and date-stamp the final balance report and keep in branch for two years with declarations attached.

Strategic Partner branches: You should also follow the weekly and monthly accounting processes and procedures issued by your company.