

Message

From: Simon Baker [REDACTED] **GRO**
Sent: 17/07/2013 14:57:10
To: Parsons, Andrew [REDACTED] **GRO** [REDACTED] Andrew Winn
[REDACTED] **GRO** [REDACTED] Craig Tuthill [REDACTED] **GRO** [REDACTED] Dave Posnett
[REDACTED] **GRO** [REDACTED] gareth jenkins [REDACTED] **GRO** [REDACTED] GRO
Ivan Sweson [REDACTED] **GRO** [REDACTED] Lin Norbury [REDACTED] **GRO** [REDACTED] Rod Ismay
[REDACTED] **GRO** [REDACTED] Rodric Williams [REDACTED] **GRO** [REDACTED] Gaisford, Rosie [REDACTED] **GRO**
CC: Andy Holt [REDACTED] **GRO** [REDACTED] Angela Van-Den-Bogerd [REDACTED] **GRO**
Subject: FW: [SPMRs] Stock adjustments

All

Looks like we may have something to discuss on Friday.

Can I ask you all to have a look at the message below and see if you can make sense of it. We will discuss on Friday.

Thanks, Simon

From: ron.warmington [REDACTED] **GRO** [REDACTED]
Sent: 16 July 2013 19:46
To: Henderson Ian; Bates Alan; Linnell Kay; Simon Baker
Subject: Fwd: [SPMRs] Stock adjustments

Is this perhaps what has been happening to Jenny O'Dell (Spot Review 21). See "I had a phonecall last week from Alex..." From "Rita" in this email trail.

Ron

Sent from my iPhone

Begin forwarded message:

From: michael rudkin [REDACTED] **GRO** [REDACTED]
Date: 16 July 2013 15:27:58 BST
To: Ron Warmington [REDACTED] **GRO** [REDACTED], Alan Bates
[REDACTED] **GRO** [REDACTED]
Subject: Fw: [SPMRs] Stock adjustments
Reply-To: michael rudkin [REDACTED] **GRO** [REDACTED]

----- Forwarded Message -----

From: "bowmanjc" [REDACTED] **GRO** [REDACTED]
To: Spm group [REDACTED] **GRO** [REDACTED]
Sent: Tuesday, 16 July 2013, 14:06
Subject: Re: [SPMRs] Stock adjustments

Question why have u got to adjust quote 9 RMSF, 10 RMSF large, 1 SD up to 100g. If you sell these through Business Suite in serve customer screen the stock is adjust automatically. You get paid the same.

JBJB</div>

Sent using BlackBerry® from Orange

-----Original Message-----

From: Marguerita Carroll GRO

Sender: SPMR GRO

Date: Tue, 16 Jul 2013 13:55:18

To: SPMRS GRO

Reply-To: SPMR GRO

Subject: [SPMRs] Stock adjustments

I had a phonecall last week from Alex at Chesterfield, to tell me that I had been doing stock adjustments on postage when I shouldn't have been, and I needed to do a new reversal and a stock adjustment to fix it. Going back to 1st April the total amount was £885.42. I pointed out that I never do stock adjustments for postage, but sell and reverse as required. The only time I ever use stock adjustment is if I have put a cheque through as cash, when I go to stock adjustment and adjust the cheque figure to correct it. I have checked that my assistant does the same. He said he would send proof.

Got the letter today and there is according to them, an adjustment going through every wednesday, when we balance up. So I printed off a transaction log for the last four wednesdays, and the figures quoted by Chesterfield are being put through as as adjustment by Horizon each week just after rolling over. I phoned Alex, who put me on to his supervisor. I said we count the stamps every week, and sell any that are under and reverse any that are over. This is mainly RMSF and SD stamps, and the odd 1st class or whatever that we have missed. Then I declare stamps and cash, and roll over. The system then produces this stock adjustment. She said that doing a stamp declaration is the same as doing a stock adjustment. So I have a discrepancy showing for every week since 1st April. She says my stamps and cash should balance before I roll over each week, or else the system produces a discrepancy. She said lots of offices are in the same situation at the moment.

So what am I doing wrong?

E.g 10 July printed a stock on hand report. Other postage is £413.52.

Counted all the items on the report, short 1 1st class stamp, 9 RMSF, 10 RMSF large, 1 SD up to 100g.

Put through a sale for all the stamps I am short, total £104.32.

Declared stamps, total £515.24.

Declared cash and currency, rolled over at 17.45.

Transaction log shows the following at 17.46:

DD Postage stamp 1 101.72

DD Surplus disc 1- 101.72-

£101.72 is the difference between the other postage figure before sales and declaration, and after, (e.g £413.52 + £101.72 = £515.24)

This is the figure that Chesterfield want me to reverse then stock adjust.

I have a figure like this for every week since 1st April.

Should I do what they say, and if so what am I doing wrong?

Thanks,

Rita

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