

**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)****Document Title:** HNG-X Branch and Counter Reports**Document Type:** Specification (SPE)**Release:** Not Applicable**Abstract:** The document lists the branch and counter reports that are generated by the Horizon Online system. It includes the definition of the structure of each and example layouts of all reports.**Document Status:** APPROVED**Author & Dept:** Jon Hulme & Suresh Chitikela, RMGA HNG-X Counter Development**Internal Distribution:****External Distribution:****Security Risk Assessment** YES  
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## 0.2 Document History

Version No.	Date	Summary of Changes and Reason for Issue	Associated Change - CP/PEAK/PPRR Reference
0.1	12/06/2009	Initial Draft. Created from DES/GEN/SPE/0004.	CP4893 HNG-X CP0350
0.2	04/09/2009	Section 0.3: Review details updated. Section 3.1.1: line length statement amended. Section 3.2.3: commas removed from amount field examples. Alignment of (highlighted) examples corrected (tabs replaced by spaces) Section 4.3.1.6: Miscellaneous Transactions: account node added Level 1:IPS refunds@585	PC0187234
0.3	21/09/2009	Draft for review Changes: Sections 5.1.11.6, 5.1.11.8 Despatch Report: 'Despatch totals' line numbers corrected 4.3.1.5: Counter Weekly Miscellaneous Transactions example replaced 5.2.6.5: Office Weekly Remittances In example replaced 7.3.7: Branch Trading Statement example replaced. 7.4.3.5: User Summary - global user example added	
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1.0	14/10/2009	Version for approval	
1.1	23/11/2009	Draft. Section 4.1.12 Counter Daily APS Transaction Listing example and definition amended.	PC0191025 PC0191303
1.2	28/05/2010	Draft for review. Section 5.1.8: Office Daily Transaction Acknowledgments Report added	CT0772 CP4914 HNG-X CP0367
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2.0	12/07/2010	Section 0.4: unmatched reference to requirements document removed Section 5.1.7.4: sequence information amended.	
2.1	02/02/2011	The quantity of Travellers' Cheques, and Rem Out of currency to pouches, and Despatch of currency in pouches is suppressed on the Stock Unit Balance Report, Stock Unit Snapshot and Office Snapshot	PC0197968, PC0202370, PC018865, QA-6530
2.2	11/04/2011	New Operator Self Funded report section added	CP0582
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		4.1.3.6 Definitions Section 4.1.4.5 Counter Daily IPS report layout and example content Section 4.2.1.5 Counter daily Cheques Listing report layout and example content Section 5.1.5.5 Office Daily Foreign Exchange Rates report layout Section 5.2.11 Office Self Funding Statement – minor updates in the light of review comments	
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### 0.3 Review Details

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Post Office Ltd: Test Analysis	Steve Wiseall
Post Office Ltd: Operations	Debbie Longmate
Post Office Ltd: Document Champion	David Gray
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Position/Role	Name

Reviewer list compiled from PGM/DCM/ION/0001 V61.0.  
( \* ) = Reviewers that returned comments

### 0.4 Associated Documents (Internal & External)

Reference	Version	Date	Title	Source
PGM/DCM/TEM/0001 (DO NOT REMOVE)			Fujitsu Services Post Office Account HNG-X Document Template	Dimensions
PGM/DCM/TEM/0002			Fujitsu Services Post Office Account HNG-X Landscape Document Template	Dimensions



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(DO NOT REMOVE)				
ARC/GEN/REP/0001			HNG-X Glossary	Dimensions
DES/GEN/MAN/0002			HNG-X AP-ADC Reference Manual	Dimensions
PGM/DCM/ION/0001			HNG-X Document Reviewers/Approvers Role Matrix	Dimensions
	V2.2	04/02/2008	Report Simplification	Post Office Ltd
SD/DES/005			Horizon OPS Reports and Receipts - Post Office Account Horizon Office Platform Service	Dimensions
ET/IFS/005			Electronic Top-Up Response Code and Receipt Text Definitions	Dimensions
DES/GEN/SPE/0004			HNG-X Reports and Receipts - constituent sub-documents: DES/GEN/SPE/0008 (this document), DES/GEN/SPE/0009, DES/GEN/SPE/00010, DES/GEN/SPE/00011)	Dimensions
DES/GEN/SPE/0009			HNG-X Receipts, Slips and Labels	Dimensions
DES/GEN/SPE/0010			HNG-X Banking, Credit/Debit Card and ETopUp Receipts and Texts	Dimensions
DES/GEN/SPE/0011			HNG-X AP and ADC Receipts	Dimensions

**Unless a specific version is referred to above, reference should be made to the current approved versions of the documents.**

## 0.5 Abbreviations/Definitions

See also ARC/GEN/REP/0001

Abbreviation	Definition
ADC	Automated Distribution Centre
AP	Automated Payment
AP-ADC	Automated Payment – Advanced Data Capture
APS	Automated Payment Service
ASCII	American Standard Code for Information Interchange
BdeC	Bureau de Change
BST	British Summer Time
CCN	Change Control Notice
CP	Change Proposal
cpi	Characters Per Inch
CT	Commercial Terms
DVLA	Driver and Vehicle Licensing Agency
ETopUp	Electronic Top-Up
FAD	Financial Accounts Division
GMT	Greenwich Mean Time



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ID	Identity
IPS	International Passport Service
LPI	Lines Per Inch
MoP	Method of Payment
MVL	Motor Vehicle Licence
NS & I	National Savings and Investments
PAN	Primary Account Number
PAN Sequence Number	A number that distinguishes between multiple cards which have the same PAN (e.g. husband and wife).
Peak	A Fujitsu Services call management system used within Royal Mail Group Account
PIN	Personal Identification Number
PLU	Product Look Up
PO	Post Office or Postal Order
SAP ADS	SAP Advanced Distribution Service
SU	Stock Unit
TA	Transaction Acknowledgment
TP	Trading Period
Txn	Transaction
VAT	Value Added Tax
WK	Client Accounting Week Number. Corresponds to the period between 7pm on consecutive Wednesdays and is numbered from 01, starting at the beginning of the Post Office Ltd accounting calendar (as identified in Post Office Ltd Reference Data) each year.
WYSIWYG	What You See Is What You Get

## 0.6 Glossary

See also ARC/GEN/REP/0001

Term	Definition
Customer	To the Post Office Clerk the <i>Customer</i> is the person standing in front of him or her.
Dimensions	A Configuration Management database

## 0.7 Changes Expected

Changes
Further amendments in response to PEAKs raised on Release 1.



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## 0.8 Security Risk Assessment Confirmed

Security risks have been assessed and it is considered that there are no security risks relating specifically to this document.



# 1 Introduction

This document lists the reports that are available in Post Office Ltd branches that have migrated to Horizon Online. It includes the definition of the structure of each report, a description of the source of the data, and examples.

The document defines the following:

- The format of: the daily report at branch level; the summarisation of daily and weekly transaction vouchers at stock unit level; client daily summaries, including Girobank daily summaries, Postmaster Daily Record summaries, client stock unit and branch level reports, and report previews.
- The plain paper summaries that provide contingency cover during and after roll out.
- The various formatted outputs produced at each branch.
- The definition of the reports that are produced together as a group.



## 2 Scope

Only those reports produced by the counter applications are included in this document.

Each report and receipt is described in a separate section under the following section headings:

<b>Frequency:</b>	as required, daily, weekly
<b>Notes:</b>	
<b>Sequence:</b>	order of printed information
<b>Layout and Example Content:</b>	fields, position, contents
<b>Accounting Nodes:</b> (where applicable)	the highest level of accounting data that populates the report.

Note: The actual text in reports may vary from the examples shown. For example, the product set will change as a result of Operational Business Change processes, so that some products may no longer be transactable.





## 3 General Information

### 3.1 Printers

#### 3.1.1 Counter printer

The counter printer is used to print counter reports on a tear-off paper roll; the maximum line length is 42 character positions (with the exception of LFS Collection Receipt, Delivery Receipt, and Return Advice Note, which have a line length of 43 character positions – see DES/GEN/SPE/0009).

##### 3.1.1.1 Printer characteristics

The counter printer firmware contains a modified version of Code Page 850 which contains all the accented characters required in Welsh.

The characteristics are as follows:

Characteristic	Setting
Font	Epson
Zero	Unslashed
Line pitch	Rec. 9 lpi / Slp. 7,8 lpi
Character pitch	Rec. 18 cpi / Slp. 16,3 cpi

##### 3.1.1.2 Paper feed specifications

Item	Specification
Paper feed method	Friction feed
Paper feed direction	Bidirectional
Feeding pitch	Approx 0.1411 mm (1/80 inch)
Continuous feed speed	Approx 150 mm/s (approximately 5.9 inches/s) at 35.4 lps





### 3.1.3 Counter reports

Counter reports report on transactions for a single stock unit. Some counter reports can be run at any time but others are part of the stock unit balancing process; these are documented in section 7.6.

### 3.1.4 Office reports

Office reports report on transactions for all counters in a branch and can be taken at any time during the week. However, those listed in section 3.1.7.2 rely on the stock unit cut-off reports being taken in order to populate the office report:

### 3.1.5 Report groups

Some reports can be produced only as part of a group; the current report groups are as follows

- Counter Daily Report Group (see section 4.1)
- Counter Weekly Report Group (see section 4.3)

The purpose of this grouping is to reduce the number of reporting requests handled by the Data Centre, particularly at busy times of the day, such as last post or end of day. By grouping together similar types of report, only one request is made to the Data Centre for data to populate all reports within that group. When the Group Reports button is selected the data is cached in the Horizon terminal and discarded when the user exits the Group Reports transaction.

Individual reports within the group cannot be requested separately.

#### 3.1.5.1 Null reports

Null reports within a report group are disabled and although they appear on screen, the user cannot select them to print and preview.

For reports that can be individually selected, users can print and preview null reports.

### 3.1.6 Single reports

When a single report button is selected, and the user selects to print or preview the report, the data is obtained from the Data Centre, cached in the Horizon terminal and discarded when the user exits the single report transaction.

### 3.1.7 Mandatory reports

The term mandatory is used for reports that must be produced in order for a Stock Unit or Branch to be rolled over to the next Balance Period or Trading Period.

#### 3.1.7.1 Stock unit level reports

If associated transactions are present, the following reports are mandatory in order for a Stock Unit Balance to be completed and rolled over to the next Balance Period or Trading Period:

- APS Transactions
- Giro Deposits
- Giro Withdrawals
- Green Giros
- IPS



- Personal Banking Cash Deposits
- Personal Banking Cheque Deposits
- Personal Banking Cheque Encashed
- Redeemed Stamps
- Travellers Cheques Purchases
- Travellers Cheques Sales

If there are outstanding mandatory reports, the stock unit will not be able to be balanced and to roll over to the next period. Cut-off reports must also be cut off (see section 3.1.8) before they can be printed.

At the stock unit level, all transactions must be reported, hence a report must be taken if there are outstanding transactions, and the system will not allow the user to proceed until the report is taken. Note that a report is only mandatory if there is any data to be included in it, and that previewing (or printing) the report will allow the user to proceed.

When the Stock Unit Balance report is selected, the system checks the balances. If there are outstanding summaries to be taken that have a cut-off option, it will display a list with those that are mandatory clearly identified.

### **3.1.7.2 Office level reports**

At office level, the following reports are mandatory:

- Office Weekly Postage Labels
- Office Weekly Redeemed Savings Stamps
- Office Weekly Suspense Account Report

and must be produced, if associated transactions are present, before the office can be rolled over.

Note: The above office reports are populated only by stock unit cut-offs that relate to the current Trading Period.

## **3.1.8 Cut-off reports**

The term cut-off means that the clerk must touch the Cut-off button after producing the report in order to effect the cut-off, resetting the report contents to zero. Any subsequent transactions will appear on the report for the next cut-off period.

### **3.1.8.1 Stock units**

Cut-off is automatic for all transactions in a stock unit when a roll-over (TP or BP) is performed. Otherwise the clerk must touch the cut-off button. See section 3.1.7.1 for a list of mandatory stock unit cut-off reports. Details are in section 4

### **3.1.8.2 Office reports**

The Office reports that are not populated until the stock unit cut-off reports are taken are listed in section 3.2.7.

These reports list all transactions that have occurred for all stock units, since the report was last cut off, or since the start of the TP.



### 3.1.8.3 Cut-off of cut-offs

These reports list summaries of all associated stock unit reports since the report was last cut-off, or the start of the TP. The following reports in this category are optional; they do not need to be cut off before the stock unit is rolled in to a new BP/TP:

- Office Daily IPS (see Section 5.1.1)
- Office Weekly Green/Violet Giros (see Section 5.2.1)

Office reports that are cut-offs of cut-offs are reset to zero until the cut-off is taken at stock unit level.

### 3.1.9 Reprints

A reprint facility is provided for the following reports:

- Branch Trading Statement (see section 7.3)

The time and date shown is the current time and date (not the time and date that the data was fetched from the data centre for the original report). However, Trading Period is the trading period of the original report not the current office trading period.

- Stock Unit Balance Report (see section 7.1.2)

Stock Unit, Trading Period and Balance Period are those of the original report.

- Despatch Report (see section 5.1.12)

Trading Period is the trading period of the original report, not the current office trading period.

- Exception Report (see section 5.1.13)

Trading Period is the trading period of the original report, not the current office trading period.

### 3.1.10 Preview facility

A report preview facility is provided to allow the report contents to be assessed by the user.

The report preview provides a WYSIWYG representation of the anticipated printed output with accurate display of the report format, content and pagination.

### 3.1.11 Dealing with mandatory reports when there are printer problems

If a mandatory report has to be produced, but the printer is not working, the clerk can proceed by using the preview facility and transcribing any necessary information.

Note that reports cannot be reprinted later if they have been cut-off, or if reprints are not permitted for the report type.



## 3.2 Definitions and Conventions

### 3.2.1 Session and Transactions IDs

#### 3.2.1.1 Session ID

Session IDs have the following format:

*cc-nnnnnn*

where *cc* is one or two digits

*nnnnnn* is a string with a value between 0 and 999999, with leading zeros suppressed

Within a branch, session ids are unique (although in busy branches they may restart from zero after a period of several years).

#### 3.2.1.2 Transaction ID

##### 3.2.1.1.1 Transaction IDs within a session

Transaction IDs have the numeric format *tttt* (0-9999) and are unique within a session. The first transaction within a session is Transaction ID 1 and the number is incremented for each transaction until the session is settled.

##### 3.2.1.1.2 Transaction IDs on reports

On reports, Transaction ID (TXN) is the complete unique identifier of each transaction: *cc-nnnnn-tttt* (Session ID + Transaction ID)

### 3.2.2 Customer

To the Post Office Clerk the *Customer* is the person standing in front of him or her.

### 3.2.3 Amounts

On reports, the standard field sizes for amounts are as follows:

- For a transaction entry, the maximum is 9999999.99-
- For a summary or total entry, the maximum is 99999999.99-
- For a summary of summaries (total of totals), the maximum is 999999999.99-

Note that there may be other limits imposed by reference data.

The pound and pence signs '£' and 'p' are used on some reports; no other currency symbols are used.

### 3.2.4 Signs

Signs (negative) are normally only shown on amounts (currency) for reversals, and if they cannot be inferred. Where the net value of a summary is negative as a result of a reversal, the total will be shown as negative.





### 3.2.5 Reversals

For all conventional transactions a reversal is shown as negative, with a trailing minus sign to balance out the erroneous transaction. The volume of any price within a group will be shown net of reversals (if one product is remitted and then the remittance reversed, total volume for that product will be shown as zero).

Reversals of remittances of stock that is held by volume, but where volume is not printed, are indicated by a reversal indicator 'R', printed to the right of the value field.

### 3.2.6 Null and zero values

For Summary reports zeroes are needed for Summary Totals, but the following rule applies for detail lines:

- If *value* sold is zero, print '0.00'.
- For stock held by volume, value is blank.
- If there is *no sale* of an item, do not print zeroes (leave blank) – except client-facing reports

Client-facing reports must print '0.00', as must Counter Daily reports.

### 3.2.7 Time

All times shown on reports are *local* time. That is they are either GMT or BST, as appropriate.

### 3.2.8 Field alignment

The general principle is for left hand fields to be left aligned, and right hand fields to be right aligned.

### 3.2.9 Representing products in examples

Product names are driven by Post Office Ltd Reference Data, and as the Horizon System is developed and improved, and business needs dictate, the names of products may change and products may be added or removed. Consequently, the report layouts are *examples*; actual product names in reports may vary.



### 3.2.10 Representing line numbers in field definitions

In the tables of field definitions, the line numbers refer to the line positions on the example layouts. Therefore, where a section of a report is repeated, the line numbers of such sections and subsequent ones on an actual report will vary.

For example, in the Counter Daily Cheques Listing, the information for each cheque transaction occupies one line; it is repeated for each transaction.

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/2008		TP:10	BP:01 SU:SH1
03	Cheques Listing - Office Copy			
04				
05	TXN			VALUE
06	1-52-2			5.00
07	1-52-5			6.00
08				-----
09	TOTAL:		11.00	
10				
11	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

In the field definition for the above example, although the line number for the Total is given as line 9, the contents of line 6 are annotated 'repeated as necessary' to indicate that the line number on which the Total is printed is dependent on the number of transactions listed.

A line number with a trailing plus sign (+) indicates that the contents of the line may possibly wrap on to an additional line or lines.

## 3.3 Generic Report Layouts

### 3.3.1 Generic Header and Footer for the Counter Printer

The following layout is used for reports and slips printed on the till roll of the counter printer.

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Office Name		FAD: fad	
02	Time and date	TP:tp	BP:bp	SU:sun
03	Report Title			
04				
05				
06	Body of report			
07				
08				
09	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

#### Header and Footer

Field Name	Line	Character	Contents/Notes
------------	------	-----------	----------------

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	No.	Positions	
<i>Office Name</i>	01	01-30	Branch name
<i>fad</i>	01	36-42	Branch (FAD) code
<i>Time and date</i>	02	01-16	Time and date: <i>hh:mm dd/mm/yyyy</i>
<i>tp</i>	02	26-27	Current Trading Period
<i>bp</i>	02	33-34	Current Balance Period
<i>sun</i>	02	40-42	Stock unit
<i>Report Title</i>	03	01-42	Title of report.  For normal counter reports, this is suffixed by either ' – Office Copy' or ' – Client Copy' as appropriate.
Counter Footer	Last	10-30	'*** END OF REPORT ***'



### 3.3.2 Generic Header and Footer for the Office Printer – Portrait Format

The following layout is used for portrait reports printed on the A4 back office printer.

	1	2	3	4	5	6	7	8
	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
01	Office Name			FAD 123456X			Page nn	
02	Time and date			TP tp				
03	Report title							
04								
05								
06								
07								
08								
09	Body of report							
10	*** END OF REPORT ***							
	1	2	3	4	5	6	7	8
	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

#### Header and Footer

Field Name	Line No.	Character Positions	Length	Contents/Notes
Office Header:				
Office Name	01	01-30	30	Centred
Office Code	01	39-45	7	
Page No	01	79-80	2	
TP	02	79-80	2	
Time and Date	02	01-16	16	Centred. Note that if there is an odd number of residual spaces, the extra space is on the right of the title.
Report Title	03	01-80	80	
Footer	Last	30-50	21	'*** END OF REPORT ***'



### 3.3.3 Generic Header and Footer for the Office Printer – Landscape Format

The following layout is used for landscape reports printed on the A4 back office printer.

[illegible]

Field Name	Line No.	Character Positions	Length	Contents/Notes
Office Header:				
Office Name	01	01-30	30	
Office Code	01	67-77	11	
Page No	01	144-145	2	
TP	02	141-142	2	
Time and Date	02	01-16	16	
Report Title	03	01-145	145	Centred. Note that if there is an odd number of residual spaces, the extra space is on the right of the title.
Footer	Last	61-81	21	***** END OF REPORT *****





## 4 Counter Reports

### 4.1 Counter Daily Report Group

This section describes reports that are included in the Counter Daily Report Group.

These reports list all transactions that have occurred for a given stock unit, since the report was last cut off, or if not cut off in this BP/TP then since the start of the BP/TP.

The following reports in this category are mandatory; if associated transactions are present they must be cut off before the stock unit can be rolled in to a new BP/TP:

- 4.1.1 *Counter Daily Personal Banking Cash Deposits*
- 4.1.2 *Counter Daily Personal Banking Cheque Deposits*
- 4.1.3 *Counter Daily Personal Banking Cheque Encashments*
- 4.1.4 *Counter Daily IPS*
- 4.1.5 *Counter Daily Giro Deposits: Office Copy*
- 4.1.6 *Counter Daily Giro Deposits: Client Copy*
- 4.1.7 *Counter Daily Giro Withdrawals: Office Copy*
- 4.1.8 *Counter Daily Giro Withdrawals: Client Copy*
- 4.1.9 *Counter Daily Travellers Cheques Purchases*
- 4.1.10 *Counter Daily Travellers Cheques Sales*
- 4.1.11 *Counter Daily Foreign Currency Holdings*
- 4.1.12 *Counter Daily APS Transaction Listing*





## 4.1.1 Counter Daily Personal Banking Cash Deposits

### 4.1.1.1 Description

This report is retained in the office. It allows in-office reconciliation of Personal Banking Cash Deposit transactions as entered on the Horizon Online system. It is included in the Counter Daily Report Group.

### 4.1.1.2 Frequency

Daily.

### 4.1.1.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Printed as part of the Counter Daily Report Group.

### 4.1.1.4 Sequence

Chronological order of entry by product, within Level 1 Accounting Node.

### 4.1.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:42 17/01/2008	TP:10 BP:01 SU:SH1		
03	Personal Banking Cash Deposits-Office Copy			
04				
05	Co-op cash dep			
06	TXN		VALUE	
07	SORT CODE A/C NO.			
08	1-10383-2		15.00	
09	123456 31124323			
10		VOLUME	VALUE	
11	PRODUCT TOTAL:	1	15.00	
12				
13	LTSB cash dep			
14	TXN		VALUE	
15	SORT CODE A/C NO.			
16	1-10385-3		12.50	
17	654321 45512512			
18	1-10383-6		150.00	
19	654321 65223478			
20		VOLUME	VALUE	
21	PRODUCT TOTAL:	2	162.50	
22				
23	PRODUCTS	VOLUME	VALUE	
24	Co-op cash dep	1	15.00	
25	LTSB cash dep	2	162.50	
26				



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FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



27	SUMMARY TOTAL	3	177.50
28			
29	*** END OF REPORT ***		
	1	2	3
	12345678901234567890123456789012	4	

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.1.1.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Product Description	05	01-16	16	
Detail:				Repeated as necessary.
Transaction	08	01-20	20	
Value	08	32-42	11	
Sort Code	09	01-06	6	
Account Number	09	14-23	10	
Product Total:	11			
Volume		22-30	9	
Value		31-42	12	
Product Summary:	24			Repeated as necessary.
Product Description		01-16	16	
Volume		22-30	9	
Value		31-42	12	
Summary Total:	27			
Volume		22-30	9	
Value		31-42	12	

#### 4.1.1.7 Accounting Nodes

Level 2:PERSONAL BANKING CASH DEPOSITS@2551



## 4.1.2 Counter Daily Personal Banking Cheque Deposits

### 4.1.2.1 Description

This report is retained in the office. It allows in-office reconciliation of Personal Banking Cheque Deposit transactions as entered on the Horizon system. It is included in the Counter Daily Report Group.

### 4.1.2.2 Frequency

Daily.

### 4.1.2.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Printed as part of the Counter Daily Report Group.

### 4.1.2.4 Sequence

Chronological order of entry by product, within Level 1 Accounting Node.



## 4.1.2.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/2008	TP:10	BP:01	SU:SH1
03	Personal Banking Chq Deposits-Office Copy			
04				
05	Co-op chq dep			
06	TXN			VALUE
07	SORT CODE	A/C NO.		
08	1-10383-2			0.00
09	123456	31124323		
10			VOLUME	VALUE
11	PRODUCT TOTAL:		1	0.00
12				
13	LTSB chq dep			
14	TXN			VALUE
15	SORT CODE	A/C NO.		
16	1-10385-3			0.00
17	654321	45512512		
18	1-10383-6			0.00
19	654321	65223478		
20			VOLUME	VALUE
21	PRODUCT TOTAL:		2	0.00
22				
23	PRODUCTS		VOLUME	VALUE
24	Co-op chq dep		1	0.00
25	LTSB chq dep		2	0.00
26				
27	SUMMARY TOTAL		3	0.00
28				
29	*** END OF REPORT ***			

	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**4.1.2.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Product Description	05	01-16	16	
Detail:				Repeated as necessary.
Transaction	08	01-20	20	
Value	08	32-42	11	
Sort Code	09	01-06	6	
Account Number	09	14-23	10	
Product Total:	11			
Volume		22-30	9	
Value		31-42	12	
Product Summary:	24			Repeated as necessary.
Product Description		01-16	16	
Volume		22-30	9	
Value		31-42	12	
Summary Total:	27			
Volume		22-30	9	
Value		31-42	12	

**4.1.2.7 Accounting Nodes**

Level 2:PERSONAL BANKING CHQ DEPOSITS@2552





## 4.1.3 Counter Daily Personal Banking Cheque Encashments

### 4.1.3.1 Description

This report is retained in the office. It allows in-office reconciliation of Personal Banking Cheque Encashment transactions as entered on the Horizon system. It is included in the Counter Daily Report Group.

### 4.1.3.2 Frequency

Daily.

### 4.1.3.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Printed as part of the Counter Daily Report Group.

### 4.1.3.4 Sequence

Chronological order of entry by product, within Level 1 Accounting Node.

### 4.1.3.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office			FAD: 123456X
02	11:42 17/01/2008	TP:10	BP:01	SU:SH1
03	Personal Banking Chq Encash - Office Copy			
04				
05	Co-op chq encsh			
06	TXN			VALUE
07	SORT CODE	A/C NO.	CHQ NO.	
08	1-10383-2			15.00
09	123456	31124323	100452	
10			VOLUME	VALUE
11	PRODUCT TOTAL:		1	15.00
12				
13	LTSB chq encsh			
14	TXN			VALUE
15	SORT CODE	A/C NO.	CHQ NO.	
16	1-10385-3			12.50
17	654321	45512512	150765	
18	1-10383-6			150.00
19	654321	65223478	254100	
20			VOLUME	VALUE
21	PRODUCT TOTAL:		2	162.50
22				
23	PRODUCTS		VOLUME	VALUE
24	Co-op chq encsh			1 15.00
25	LTSB chq encsh			2 162.50





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26				
27	SUMMARY TOTAL	3	177.50	
28				
29	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.1.3.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Product Description	05	01-16	16	
Detail:				Repeated as necessary.
Transaction	08	01-20	20	
Value	08	32-42	11	
Sort Code	09	01-06	6	
Account Number	09	14-23	10	
Cheque Number	09	27-32	6	
Product Total:	11			
Volume		22-30	9	
Value		31-42	12	
Product Summary:	24			Repeated as necessary
Product Description		01-16	16	
Volume		22-30	9	
Value		31-42	12	
Summary Total:	27			
Volume		22-30	9	
Value		31-42	12	

#### 4.1.3.7 Accounting Nodes

Level 2:PERSONAL BANKING CHQ ENC@2553



## 4.1.4 Counter Daily IPS

### 4.1.4.1 Description

This report is retained in the office. It allows in-office reconciliation of IPS transactions as entered on the Horizon system. It is included in the Counter Daily Report Group.

### 4.1.4.2 Frequency

Daily.

### 4.1.4.3 Notes

Mandatory for stock balancing.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Printed as part of the Counter Daily Report Group.

### 4.1.4.4 Sequence

- Transaction within product (in ascending Product ID order) within level 1 accounting node (in accounting node order).
- Sub-totals in ascending Product ID order within level 1 accounting node (in accounting node order).



## 4.1.4.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 14/12/2008	TP:09	BP:01	SU: S2
03	Counter Daily IPS			
04				
05	TXN	PRODUCT	VOLUME	VALUE
06	1-39780-3			
07		IPS Adult	1	66.00
08	1-39786-2			
09		IPS Child	1	45.00
10	1-39783-3			
11		IPS Child	1	45.00
12	1-39789-2			
13		IPS Extension	1	0.00
14	1-39783-2			
15		IPS Secure Fee	1	3.00
16	1-39786-3			
17		IPS FreePassport	1	0.00
18	1-39780-2			
19		IPS FreePassport	1	0.00
20	1-39789-3			
21		IPS acc chrg	1	7.00
22				
23	TOTALS:		VOLUME	VALUE
24		IPS Adult	1	66.00
25		IPS Child	2	14.80
26		IPS Extension	1	0.00
27		Sub Total:	4	70.80
28		IPS acc charge	4	16.00
29		Sub Total:	4	16.00
30				
31	SUMMARY TOTAL:		8	86.80
32				
33		*** END OF REPORT ***		

	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**4.1.4.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
IPS Summary Transaction:				Repeated as necessary.
Transaction	06	01-11	11	
Product (Receipt name)	07	09-24	16	
Volume	07	24-29	6	
Value	07	31-41	11	
IPS Summary Body Summary:	24			
Product (Receipt name)		09-24	16	
Total Volume		22-29	8	
Total Value		30-41	12	
IPS Summary Footer:	31			
Total Volume		24-30	7	
Total Value		31-42	12	

**4.1.4.7 Accounting Nodes**

Level 2:IPS PASSPORTS@355



## 4.1.5 Counter Daily Giro Deposits: Office Copy

### 4.1.5.1 Description

This report is retained in the office. It allows in-office reconciliation of Giro Deposit transactions as entered on the Horizon system. It meets the contractual requirements as agreed by Post Office and client. It is included in the Counter Daily Report Group.

### 4.1.5.2 Frequency

Daily.

### 4.1.5.3 Notes

The copy to be retained in the office is produced on the counter till roll as a single report. When this has completed, it is automatically followed by the same information produced on pre-printed slips (as described in Section 3.3.1) as a copy to be sent to the client.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

The report checks on a Wednesday near EOD to determine if it should be inhibited.

The pre-printed client slip is mandatory for stock balancing but null reports not required.

Zero value fees are printed as '0.00'.

Printed as part of the Counter Daily Report Group.

### 4.1.5.4 Sequence

Chronological order of entry; reversals are netted and are not included in the count.

A reversal and the original transaction are suppressed as a set on the client report and the office copy.

Note that if the original transaction had been included in a 'cut-off' report or preview, only the reversal can be suppressed.

Sub-totalled to mirror the subsequent client slips, resulting in a grand total.





## 4.1.5.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 24/02/2008	WK:49	BP:01	SU:SU1
03	Giro Deposits - Office Copy			
04				
05	ACCOUNT NUMBER		VALUE	FEE
06	123456789		9999999.99	0.97
07	123456789		1000.00	0.97
08	123456789		1000.00	0.97
09	123456789		1000.00	0.97
10	123456789		1000.00	0.97
11	123456789		1000.00	0.97
12	123456789		1000.00	0.97
13	123456789		1000.00	0.97
14	123456789		1000.00	0.97
15	123456789		1000.00	0.97
16	123456789		1000.00	0.97
17	123456789		1000.00	0.97
18	123456789		1000.00	0.97
19	123456789		1000.00	0.97
20	123456789		1000.00	0.97
21	123456789		1000.00	0.97
22	123456789		1000.00	0.97
23	123456789		1000.00	0.97
24	123456789		1000.00	0.97
25	123456789		1000.00	0.97
26				
27	SUB TOTAL:	VOLUME	VALUE	FEE
28		20	10018999.99	19.40
29				
30	123456789		50.00	0.97
31				
32	SUB TOTAL:	VOLUME	VALUE	FEE
33		1	50.00	0.97
34				
35				
36	TOTALS:	VOLUME	VALUE	FEE
37		21	10019049.99	20.37
38				
39	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.





#### 4.1.5.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Week Number	02	26	2	On this report, the week number changes at EOD on Wednesdays instead of (as on other reports) at midnight on Wednesdays
Detail:	06			Repeated as necessary (maximum 20).
Account Number		01-09	9	
Cash Value		24-34	11	
Fee		37-41	5	
Sub-Totals:	28			As on client slip.
Sub-Total of Transactions		18-19	2	
Sub-total Value		23-34	12	
Sub-total Fee		37-41	5	
Totals:	37			
Total Number of Transactions		18-19	2	
Total Value		23-34	12	
Total Fee		37-41	5	

#### 4.1.5.7 Accounting Nodes

Level 2:GIRO DEPS/TRANSCASH@20

Level 2:GIRO TRANSCASH FEES@32



## 4.1.6 Counter Daily Giro Deposits: Client Copy

### 4.1.6.1 Description

This report is sent to the client. It allows in-office reconciliation of Giro Deposit transactions as entered on the Horizon system. It meets the contractual requirements as agreed by Post Office and client. It is included in the Counter Daily Report Group.

### 4.1.6.2 Frequency

Daily.

### 4.1.6.3 Notes

The client copy is printed on the counter slip printer automatically after the copy be retained in the office (described in section 3.3.1) has completed.

Mandatory for stock balancing but null reports not required.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Reference Data specifies the number of entries that print, the limit is 20. If there are more than 20 entries, a new client slip is prompted for, and printed.

Zero value fees are printed as '0.00'.

This report is designed to allow the printing of the maximum specified number of characters in each field: that is, the Account Number field has 9 characters (specified in Post Office Ltd Reference Data).

The fields on the printed report are right-justified from the right-most character. If an increase in the Account Number field size is set up in Post Office Ltd Reference Data, this would print on the report, right-justified. Note, however, that the space between the Account Number field and the Total Value row would decrease.

The dimensions of the pre-printed slip stationery are given in section 4.1.6.6.

The typefaces are detailed in section 4.1.6.7

Printed as part of the Counter Daily Report Group.

### 4.1.6.4 Sequence

Chronological order of entry; reversals are netted and are not included in the count.

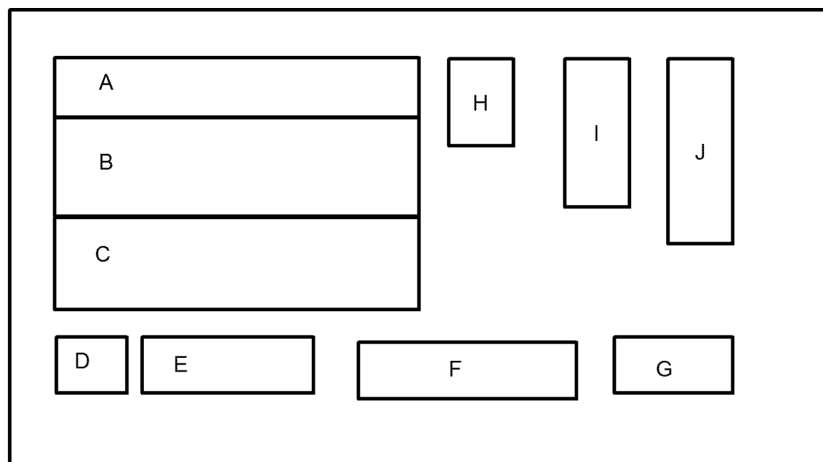
Suppress a reversal and the original transaction as a set on the client report and the office copy. Note that if the original transaction had been included in a 'cut-off' report or preview then only the reversal can be suppressed.

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.



#### 4.1.6.6 Dimensions of Counter Daily Giro Deposit Client Slips

The specifications below show the measurements of the client slips.



Note that the Account Numbers are a maximum of 9 characters long.

ID	Field Name	X	Y	Width	Height	Vertical	Reversed	Alignment
A	Fee	11	14	110	9	True	True	Right
B	Cash Value	11	25	110	19	True	True	Right
C	Account Number	11	47	110	19	True	True	Right
D	Client Accounting Week	10	73	8	5	False	False	Left
E	FAD Code	29	73	28	5	False	False	Left
F	Total Value	84	73	41	5	False	False	Left
G	Total Fee	128	73	37	5	False	False	Left
H	Total Number of Transactions	122	14	4	5	True	True	Right
I	Date	133	14	4	17	True	True	Right
J	SU WK BP	138	14	4	17	True	True	Right

**4.1.6.7      Typefaces on Counter Daily Giro Deposit Client Slips**

<i>Contents</i>	<i>Typeface</i>
FEE	Arial Narrow 10pt
CASH VALUE	Arial Narrow 10pt
ACCOUNT NO	Arial Narrow 10pt
CLIENT ACCOUNTING WEEK NO	OCRB 15pt
PO CODE	OCRB 15pt
TOTAL VALUE	OCRB 15pt
TOTAL FEE	OCRB 15pt
Total no. of transactions	Arial Narrow 10pt
Date of despatch	Arial Narrow 10pt
SU:WK:BP	Arial Narrow 10pt



## 4.1.7 Counter Daily Giro Withdrawals: Office Copy

### 4.1.7.1 Description

This report is retained in the office. It allows in-office reconciliation of Giro Withdrawal transactions. It meets the contractual requirements as agreed by Post Office and client. It is included in the Counter Daily Report Group.

### 4.1.7.2 Frequency

Daily.

### 4.1.7.3 Notes

The office copy is produced on the counter till roll as a single report. When this has completed, it is automatically followed by the same information produced as a client copy on pre-printed slips as described in Section 3.3.1.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

The report checks on a Wednesday near EOD to determine if it should be inhibited.

The pre-printed client slip is mandatory for stock balancing but null reports not required.

Printed as part of the Counter Daily Report Group.

### 4.1.7.4 Sequence

Chronological order of entry; reversals are netted and are not included in the count.

Suppress a reversal and the original transaction as a set on the client report and the office copy. Note that if the original transaction had been included in a 'cut-off' report or preview then only the reversal can be suppressed.

Sub-totalled to mirror the subsequent client slips, resulting in a grand total.





## 4.1.7.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 24/02/2008	WK:49	BP:01	SU:SU1
03	Giro Withdrawals - Office Copy			
04				
05	ACCOUNT NUMBER		VALUE	
06	12345678901234		150.00	
07	123456789		999999.99	
08	123456789		50.00	
09	123456789		50.00	
10	123456789		50.00	
11	123456789		50.00	
12	123456789		50.00	
13	123456789		50.00	
14	123456789		50.00	
15	123456789		50.00	
16	123456789		50.00	
17	123456789		50.00	
18	123456789		50.00	
19	123456789		50.00	
20	123456789		50.00	
21	123456789		50.00	
22	123456789		50.00	
23	123456789		50.00	
24	123456789		50.00	
25	123456789		50.00	
26				
27	SUB TOTAL:	VOLUME	VALUE	
28		20	1001049.99	
29				
30	123456789		200.00	
31	123456789		150.50	
32	123456779		100.00	
33				
34	SUB TOTAL:	VOLUME	VALUE	
35		3	450.50	
36				
37				
38	TOTALS:	VOLUME	VALUE	
39		23	1001500.49	
40				
41	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

## 4.1.7.6 Definition

**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Week Number	2	26	2	On this report, the week number changes at EOD on Wednesdays instead of (as on other reports) at midnight on Wednesdays
Detail:	06			Repeated as necessary (maximum 20).
Account Number		01-14	14	
Cash Value		30-40	11	
Sub-Totals:	28			As on client slip.
Sub-Total of Transactions		18-19	2	
Sub-total Value		29-40	12	
Totals:	37			
Total Number of Transactions		18-19	2	
Total Value		29-40	12	

**4.1.7.7 Accounting Nodes**

Level 2:GIRO WITHDRAWALS@70



## 4.1.8 Counter Daily Giro Withdrawals: Client Copy

### 4.1.8.1 Description

This report is sent to the client. It allows in-office reconciliation of Giro Withdrawal transactions as entered on the Horizon system. It meets the contractual requirements as agreed by Post Office and client. It is included in the Counter Daily Report Group.

### 4.1.8.2 Frequency

Daily.

### 4.1.8.3 Notes

The client copy is printed on the counter slip printer automatically after the office copy (described in Section 3.3.1) has completed.

Mandatory for stock balancing but null reports not required.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Reference Data specifies the number of entries that print: the limit is 20. If there are more than 20 entries, a new client slip is prompted for, and printed.

This report is designed to allow the printing of the maximum specified number of characters in each field: that is, the Account Number field has 15 characters (specified in Post Office Ltd Reference Data).

The fields on the printed report are right-justified from the right-most character. If an increase in the Account Number field size is set up in Post Office Ltd Reference Data, this would print on the report, right-justified. Note, however, that the space between the Account Number field and the Total Value row would decrease.

The dimensions of the pre-printed slip stationery are given in section 4.1.8.6.

The typefaces are detailed in section 4.1.8.7.

Printed as part of the Counter Daily Report Group.

### 4.1.8.4 Sequence

Chronological order of entry within Client Accounting Week number (WK); reversals are netted and are not included in the count.

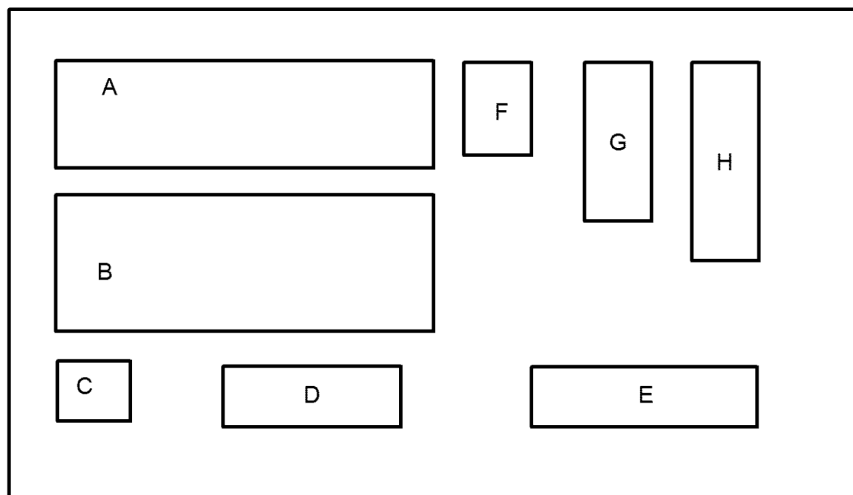
Suppress a reversal and the original transaction as a set on the client report and the office copy. Note that if the original transaction had been included in a 'cut-off' report or preview then only the reversal can be suppressed.





#### 4.1.8.6 Dimensions of Counter Daily Giro Withdrawal Client Slips

The specifications below show the measurements of the client slips.



ID	Field Name	X	Y	Width	Height	Vertical	Reversed	Alignment
A	Cash Value	11	21	110	18	True	True	Right
B	Account Number	11	40	110	32	True	True	Right
C	Client Accounting Week	10	73	8	5	False	False	Left
D	FAD Code	27	73	28	5	False	False	Left
E	Total Value	117	73	48	5	False	False	Left
F	Total Number of Transactions	122	14	4	5	True	True	Right
G	Date	133	14	4	17	True	True	Right
H	SU WK BP	138	14	4	17	True	True	Right

**4.1.8.7      Typefaces on Counter Daily Giro Withdrawal Client Slips**

<i>Contents</i>	<i>Typeface</i>
CASH VALUE	Arial Narrow 10pt
ACCOUNT NO	Arial Narrow 10pt
CLIENT ACCOUNTING WEEK NO	OCRB 15pt
PO CODE	OCRB 15pt
TOTAL VALUE	OCRB 15pt
Total no. of transactions	Arial Narrow 10pt
Date of despatch	Arial Narrow 10pt
SU:WK:BP	Arial Narrow 10pt





## 4.1.9 Counter Daily Travellers Cheques Purchases

### 4.1.9.1 Description

This is a report of client transactions and is retained in the office. It allows in-office reconciliation of Travellers Cheques Purchase transactions as entered on the Horizon system. It meets the contractual requirements as agreed by Post Office and client. It is included in the Counter Daily Report Group.

### 4.1.9.2 Frequency

Daily.

### 4.1.9.3 Notes

Mandatory for stock unit rollover.

The sterling equivalent shown is the total amount charged to the customer excluding the effect of any commission.

Two copies of this report are printed as a single request; one for the client and one that is filed locally.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Printed as part of the Counter Daily Report Group.

### 4.1.9.4 Sequence

ASCII character order. (In ASCII sequence, 'US' comes before 'Uruguay'.)



#### 4.1.9.5 Layout and Example Content

```

1          2          3          4
123456789012345678901234567890123456789012
01 Feltham Post Office          FAD: 123456X
02 11:42 22/01/2008          TP:10 BP:01 SU:SH1
03 Travellers Cheques Purchases
04
05 COUNTRY          VOLUME          STERLING
06                      EQUIVALENT
07 Euro TChq          4567          3456.99
08 USA TChq          1000          1600.99
09 -----
10 TOTAL:          5057.98
11
12
13                      Datestamp
14                      +-----+
15                      .          .
16                      .          .
17                      .          .
18 Signature: ..... +-----+
19
20 *Ensure all cheques have on the back:
21   * a datestamp
22   * the exchange rate and FAD Code
23 *Attach cheques to one copy of this report
24 then insert into ENV 2120.
25 *Enclose ENV 2120 in the daily Data
26 Processing pouch.
27 *Retain other copy for office records.
28
29 *** END OF REPORT ***
1          2          3          4
123456789012345678901234567890123456789012

```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.1.9.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Detail:	07			Repeated as necessary.
Country		01-16	16	
Volume		18-27	10	
Sterling Equivalent		30-42	13	
Total	10	29-42	14	

#### 4.1.9.7 Accounting Nodes

Level 1: Travellers Cheque Purchases@2014



## 4.1.10 Counter Daily Travellers Cheques Sales

### 4.1.10.1 Description

This is a report of client transactions and is retained in office. It allows in-office reconciliation of Travellers Cheques Sales transactions as entered on the Horizon system. It meets the contractual requirements as agreed by Post Office and client. It is included in the Counter Daily Report Group.

### 4.1.10.2 Frequency

Daily.

### 4.1.10.3 Notes

Mandatory for stock unit rollover.

The sterling equivalent shown is the total amount charged to the customer excluding the effect of any commission.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Printed as part of the Counter Daily Report Group.

### 4.1.10.4 Sequence

ASCII character order. (In ASCII sequence, 'US' comes before 'Uruguay'.)



#### 4.1.10.5 Layout and Example Content

```

1          2          3          4
123456789012345678901234567890123456789012
01 Feltham Post Office          FAD: 123456X
02 11:42 22/01/2008          TP:10 BP:01 SU:SH1
03 Travellers Cheques Sales
04
05 COUNTRY          VOLUME          STERLING
06                      EQUIVALENT
07 Euro TChq          4567          3456.99
08 USA TChq          1000          1600.99
09 -----
10 TOTAL:          5057.98
11
12
13                      Datestamp
14                      +-----+
15                      .          .
16                      .          .
17                      .          .
18 Signature: ..... +-----+
19
20 *Retain with the Bureau AP branch copies.
21
22          *** END OF REPORT ***
1          2          3          4
123456789012345678901234567890123456789012

```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.1.10.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Detail:	07			Repeated as necessary.
Country		01-16	16	
Volume		18-27	10	
Sterling Equivalent		30-42	13	
Total	10	29-42	14	

#### 4.1.10.7 Accounting Nodes

Level 1: Travellers Cheque Sales@1828



## 4.1.11 Counter Daily Foreign Currency Holdings

### 4.1.11.1 Description

This report is retained in the office. It records the foreign currency holdings within stock unit down to product detail. It provides a snapshot of stock levels as known to the Horizon system. It is included in the Counter Daily Report Group.

### 4.1.11.2 Frequency

As required.

### 4.1.11.3 Notes

Optional.

Printed as part of the Counter Daily Report Group.

### 4.1.11.4 Sequence

Holdings displayed in the following order, with a blank line between each type of holding:

- All currency in alphabetical order, followed by a summary line.
- All unsold travellers cheques in alphabetical order, followed by a summary line.





#### 4.1.11.5 Layout and Example Content

```

      1         2         3         4
123456789012345678901234567890123456789012
01 Feltham Post Office          FAD: 123456X
02 17:59 17/01/2008          TP:10 BP:01 SU:SH1
03 Foreign Currency Holdings
04
05 CURRENCY NAME                CURRENCY
06                               AMOUNT
07
08   Canada Dollar                375
09   Euro                        1500600
10   US Dollar                    9993
11 Fgn Currency Sterling Equ
12
13   Euro TChq                    550
14   UK TChq                      500
15   USA TChq                     200
16 Travellers Cheques (Sell)
17
18
19 *** END OF REPORT ***
      1         2         3         4
123456789012345678901234567890123456789012

```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.1.11.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Detail:	08, 13			Only present if applicable: repeated as necessary.
Currency Name		03-18	16	Product receipt name.
Currency Amount		27-41	15	Quantity in the appropriate currency.
Holding Type:	11, 16			
Holding Name		01-25	25	Level 1 node name.
Holding Amount		31-41	11	Blank if there is preceding detail for this holding type, otherwise zero.

#### 4.1.11.7 Accounting Nodes

Level 2 BUREAU DE CHANGE@2016





## 4.1.12 Counter Daily APS Transaction Listing

### 4.1.12.1 Description

This report allows in-office reconciliation of daily APS transactions. It is included in the Counter Daily Report Group.

### 4.1.12.2 Frequency

Daily.

### 4.1.12.3 Notes

Mandatory for stock unit rollover.

Cut-off: must be cut off before the stock unit can be rolled in to a new BP/TP

Printed as part of the Counter Daily Report Group.

### 4.1.12.4 Sequence

Chronological order of entry.

### 4.1.12.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 004038	
02	10:47 23/09/2008	TP:06	BP:01	SU:SU1
03	APS Transaction List			
04				
05	Transaction Date: 23/09/2010			
06	CLIENT:			
07	S/N REFERENCE		VALUE	
08	Yorkshire Water Pay Card			
09	1-101			
10	633162216752900809022345		6.00	
11	E. Elec Budget Warmth			
12	1-321			
13	633159129466724040997662		6.00	
14	E. Elec Budget Warmth			
15	1-322			
16	633159129466724040997662		6.00-	
17	TOTAL FOR 23/09/2008		6.00	
18				
19	*** END OF REPORT ***			

Reversal  
(see note)

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.



Note: AP Out-Pay transactions have a minus sign; AP Out-Pay reversals have no minus sign.

The header and footer are the generic counter printer header and footer (see [Section 3.3.1](#)).

#### 4.1.12.6 Definition

Field Name	Line No.	Char Posns	Length	Contents/Notes
APS Date Grouping Header	05	19-28	10	Transaction date <i>dd/mm/yyyy</i>
APS Transaction List Detail:				Repeated as necessary.
Service name	08	01-24	24	24 characters <i>vvv.....</i> (Long Name from Reference Data)
Session ID	09	01-08	8	<i>cc-nnnnn</i> (Session ID)
Customer reference number	10	01-24		24 digits: <i>ppp...</i> (PAN in AP Client File – unique to customer)
Value	10	03-26	24	Sale value of transaction <i>999999.99s</i>
APS Date Grouping Footer:	11			Repeated as necessary.
Transaction date		20-29	10	Transaction date <i>dd/mm/yyyy</i>
Total value of transactions		30-41	12	Total value of transactions <i>99999999.99s</i>

#### 4.1.12.7 Accounting Nodes

All APS transactions are reported irrespective of node.



## 4.2 Counter Daily Single Reports

The following Counter Daily report is not part of a Report Group.

- 4.2.1 Counter Daily Cheques Listing

### 4.2.1 Counter Daily Cheques Listing

#### 4.2.1.1 Description

This report is retained in the office. It records cheque transactions. It allows in-office reconciliation of transactions as entered on the Horizon system. It is a single report and not part of a Report Group.

#### 4.2.1.2 Frequency

Daily.

#### 4.2.1.3 Notes

Cut-off. Optional.

#### 4.2.1.4 Sequence

1. Chronological order of entry.
2. Totalled by value.

#### 4.2.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/2008	TP:10	BP:01	SU:SH1
03	Counter Daily Cheques Listing			
04				
05	TXN		VALUE	
06	1-52-2		5.00	
07	1-52-5		6.00	
08			-----	
09	TOTAL:		11.00	
10				
11	*** END OF REPORT ***			

	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**4.2.1.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Cheques Listing Transaction: Transaction ID Value	06	02-12 30-40	11 11	Repeated as necessary.
Cheques Listing Total: Value	09	29-40	12	

**4.2.1.7 Accounting Nodes**

Level 1:Cheques@1002



## 4.3 Counter Weekly Report Group

The Counter Weekly Report Group currently contains the following reports.

- 4.3.1 *Counter Weekly Miscellaneous Transactions*
- 4.3.2 *Counter Weekly Green/Violet Giros*
- 4.3.3 *Counter Weekly Redeemed Savings Stamps*
- 4.3.4 *Counter Weekly Remittances In*
- 4.3.5 *Counter Weekly Remittances Out*
- 4.3.6 *Counter Weekly Stock on Hand*
- 4.3.7 *Counter Weekly Transfers In*
- 4.3.8 *Counter Weekly Transfers Out*



## 4.3.1 Counter Weekly Miscellaneous Transactions

### 4.3.1.1 Description

This is a report of client transactions and is retained in office. It allows in-office reconciliation of transactions entered on to the Horizon system. It is included in the Counter Weekly Report Group.

### 4.3.1.2 Frequency

Whenever the stock unit is rolled over.

### 4.3.1.3 Notes

Cut-off. Optional for stock unit rollover.

Reversals will have trailing negative, all other transactions are positive (because they are grouped in collections with homogenous accounting sense).

Exceptions to this are Unclaimed Payments and Uncharged Receipts, both of which include positive and negative transactions. In the example below, Unclaimed Payments is shown as netting to zero because the losses (2600) equal the redemptions (2601).

The report is restricted to Serve Customer mode only, plus some housekeeping and New Reversals transactions; it excludes RIAD and ROAD transactions and reversals.

Printed as part of the Counter Weekly Report Group.

### 4.3.1.4 Sequence

Chronological order of entry by product, within Level 1 Accounting Node order, within Level 2 Accounting Node order.

Levels 1 and 2 Accounting Nodes and products are all in ascending numeric sequence.





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#### 4.3.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/12/2009	TP:60	BP:01	SU:SH1
03	Miscellaneous Transactions - Office Copy			
04				
05	CARRS - PARCELS			
06	Parcels			
07	Carbon Free Pcls			
08	TXN	VOLUME		VALUE
09	1-15252-5	1		0.10
10				
11	Product Total	1		0.10
12				
13	GlobalP			
14	TXN	VOLUME		VALUE
15	1-15252-3	1		38.99
16	1-15253-4	1		45.99
17	1-15324-3	1		38.99
18				
19	Product Total	3		123.97
20				
21				
22	TOTALS			
23		VOLUME		VALUE
24	Carbon Free Pcls	1		0.10
25	GlobalP	3		123.97
26				
27	SUMMARY TOTAL	4		124.07
28				
29				
30	UNCLAIMED PAYMENTS			
31	Cash in Pouches			
32	TXN			
33	1-15305-2	1		10.00
34	1-15306-2	1-		-10.00
35				
36	Product Total	0		0.00
37				
38	In Pouches EUR			
39	TXN			
40	1-15287-2	1		1315.21
41				
42	Product Total	0		1315.21
43				
44				
45	TOTALS			
46		VOLUME		VALUE
47	Cash in Pouches	0		0.00
48	In Pouches EUR	1		1315.21
49				
50	SUMMARY TOTAL	1		1315.21

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51			
52			
53	BUREAU DE CHANGE - IN		
54	Bureau de Change Margins		
55	Curr Sell Margin		
56	TXN	VOLUME	VALUE
57	1-15281-3	1	36.00
58	1-15333-12	1	33.22
59			
60	Product Total	2	69.31
61			
62	TC Sell Margin		
63	TXN	VOLUME	VALUE
64	1-15333-5	1	7.57
65			
66	Product Total	1	7.57
67			
68	TC Buy Margin		
69	TXN	VOLUME	VALUE
70	1-15333-7	1	33.30
71			
72	Product Total	1	33.30
72			
	Travellers Cheque Sales		
	Australia TChq		
	TXN	VOLUME	VALUE
	1-15333-3	2	143.66
	Product Total	2	143.66
	TOTALS		
		VOLUME	VALUE
	Curr Sell Margin	2	69.31
	TC Sell Margin	1	7.57
	TC Buy Margin	1	33.30
	Australia TChq	2	143.66
	SUMMARY TOTAL	284	253.84
	BUREAU DE CHANGE - OUT		
	Travellers Cheque Purchases		
	USA TChq		
	TXN	VOLUME	VALUE
	1-15333-6	3	367.62
	Product Total	3	367.62
	TOTALS		
		VOLUME	VALUE
	USA TChq	3	367.62



HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)

SUMMARY TOTAL	3	367.62	
AUTOMATED PAYMENTS			
VRM Licensing Transactions			
VRM MOT/NewVhcle			
TXN	VOLUME	VALUE	
1-15321-1	1	125.00	
1-15322-1	1-	125.00-	
1-15373-2	1	125.00	
Product Total	1	125.00	
MoneyGram Services			
MGram Send Ord			
TXN	VOLUME	VALUE	
1-15274-1	1	100.00	
Product Total	1	100.00	
MGram Amend			
TXN	VOLUME	VALUE	
1-15275-1	1	0.00	
Product Total	1	0.00	
TOTALS			
	VOLUME	VALUE	
VRM MOT/NewVhcle	1	125.00	
MGram Send Ord	1	100.00	
MGram Amend	1	0.00	
SUMMARY TOTAL	3	225.00	
*** END OF REPORT ***			
1	2	3	4
1234567890123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

Field Name	Line No.	Character Positions	Length	Contents/Notes
Misc. Transaction Headings:				Repeated as necessary.
Level 2 Title	05	01-42	42	
Level 1 Title	06	01-42	42	
Product Name	07	01-16	16	
Misc. Transaction:	09			Repeated as necessary.
Transaction ID		01-11	11	
Volume		21-28	8	
Value		31-41	11	



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Misc. Transaction Product SubTotals: Volume Value	14	20-28 30-41	9 12	Repeated as necessary.
Misc. Transaction L2 Total: Volume Value	42	20-28 30-41	9 12	Repeated as necessary.

Lines 05-42 repeat for each Level 2.

Lines 06-23 repeat for each Level 1.

Lines 07-14 repeat for each Product.

#### **4.3.1.6 Accounting Nodes**

Level 2:COUNTERS REVENUE@185

Level 1: all

Level 2:NATIONAL LOTTERY PRIZES@2031

Level 1: all

Level 2:MEALS ON WHEELS@2415

Level 1: all

Level 2:TRAVEL INSURANCE@2460

Level 1: all

Level 2:SUNRISE LETTERS@2470

Level 1: all

Level 2:ROD LICENCES@2490

Level 1: all

Level 2:TABLE 10G@2493

Level 1: all

Level 2:BUREAU DE CHANGE - IN@2510

Level 1: all

Level 2:CHILD TRUST FUND VOUCHERS@2518

Level 1: all

Level 2:BUREAU DE CHANGE - OUT@2520

Level 1: all

Level 2:CARD ACCOUNT EMERGENCY@2585

Level 1: all

Level 2:GIRO NON CASH ITEMS@25

Level 1: all

Level 2:LITTLEWOODS PRIZES@2670

Level 1: all

Level 2:AUTOMATED PAYMENTS@3026

Level 1: all except 1110, 1120, 1123, 1126, 1129, 1130, 1135, 1140, 1155, 1156, 3462, 3464

Level 2:OTHER RECEIPTS@375

Level 1: all except: 380, 420

Level 2:UNCHARGED RECEIPTS@490

Level 1: all

Level 2:TV REFUND / BLIND@545

Level 1: all

Level 2:OTHER PAYMENTS@575

Level 1:IPS refunds@585

Level 2:DEBIT CARDS@72

Level 1: all

Level 2:UNCLAIMED PAYMENTS@740

Level 1: all

Level 2:CARRS - PARCELS@75

Level 1: all



HNG-X Branch and Counter Reports  
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---

Level 2:AP OUTPAYMENTS@76  
Level 1: all except: 78  
Level 2:HOME OFFICE@92  
Level 1: all  
Level 2: COUNCIL TAX@2410  
Level 1: all (from Horizon Council Tax report)  
Level 2: RENTS@2440  
Level 1: all (from Horizon Rent Schemes report)  
Level 2: TRAVEL@2500  
Level 1: all (from Horizon Travel Schemes report)



## 4.3.2 Counter Weekly Green/Violet Giros

### 4.3.2.1 Description

This is a report of client transactions and is retained in office. It allows in-office reconciliation of transactions as entered on the Horizon system. It meets the contractual requirements as agreed by Post Office and client. It is included in the Counter Weekly Report Group.

### 4.3.2.2 Frequency

Weekly.

### 4.3.2.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off.

The report checks on a Wednesday near EOD to determine if it should be inhibited.

Printed as part of the Counter Weekly Report Group.

### 4.3.2.4 Sequence

- Chronological order of entry by product in ascending Product ID order.
- Totals for each product in ascending Product ID order.

### 4.3.2.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/2008	WK:01	BP:01	SU:SH1
03	Green / Violet Girocheques - Client Copy			
04				
05	Green Giro			
06	TXN	VOLUME	VALUE	
07	1-18053-3	1	20.00	
08	1-18054-6	1	30.00	
09	1-18055-2	1	15.00	
10				
11	TOTALS:	VOLUME	VALUE	
12	Green Girocheques	3	65.00	
13				
14	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.



**4.3.2.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Week Number	2	26-27	2	On this report, the week number changes at EOD on Wednesdays instead of (as on other reports) at midnight on Wednesdays
Product Header: Product Name	05	01-10	10	
Transaction: Transaction ID Volume Value	07	03-13 22-29 31-41	11 8 11	Repeated as necessary.
Product Summary Body: Product Name Total Volume Total Value	12	03-20 22-29 30-41	18 8 12	

**4.3.2.7 Accounting Nodes**

Level 2:GREEN/VIOLET GIROCHEQUES@2041  
Level 1:Green Girocheques@560  
Level 1:Violet Girocheques@1853



### 4.3.3 Counter Weekly Redeemed Savings Stamps

#### 4.3.3.1 Description

This report is retained in the office. It is a report of Savings Stamps Redeemed transactions entered on to the Horizon system and allows in-office reconciliation of these transactions. It is included in the Counter Weekly Report Group.

#### 4.3.3.2 Frequency

Weekly.

#### 4.3.3.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off.

The report produces per product totals, which on cut-off are saved for later use by Office Weekly Redeemed Saving Stamps Summary.

Printed as part of the Counter Weekly Report Group.

#### 4.3.3.4 Sequence

Fixed.

#### 4.3.3.5 Layout and Example Content

	1	2	3	4
	1234567890123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:12 16/01/2008	TP:10 BP:01 SU:SH1		
03	Redeemed Savings Stamps - Office Copy			
04				
05	STAMP DESCRIPTION	VALUE		
06				
07	SEEBoard Electricity	47.00		
08	South West Electricity	10.00		
09	Post Office	150.00		
10		-----		
11	TOTAL STAMPS	207.00		
12				
13	*** END OF REPORT ***			
	1	2	3	4
	1234567890123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.3.3.6 Definition

Field Name	Line No.	Character	Length	Contents/Notes
------------	----------	-----------	--------	----------------

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		Positions		
SEEBoard Electricity	07	02-21	20	Label
		31-41	11	Value derived from level 1 accounting node 1977
South West Electricity	08	02-23	22	Label
		31-41	11	Value derived from level 1 accounting node 2434
Post Office	09	02-12	11	Label
		31-41	11	Value derived from level 1 accounting node 1960
TOTAL STAMPS	11	01-12	12	Label
		30-41	12	Total value

If any of lines 07-09 has a zero value it is suppressed.

Sequence is as specified above, NOT "totals for each product".

The report produces per product totals, which on cut-off are saved for later use by Office Weekly Redeemed Saving Stamps Summary.

**4.3.3.7 Accounting Nodes**

Level 2:SAVINGS STAMPS REDEEMED@535



## 4.3.4 Counter Weekly Remittances In

### 4.3.4.1 Description

This report is retained in the office. It is a report of remittance-in transactions entered on to the Horizon system and allows in-office reconciliation of these transactions. It is included in the Counter Weekly Report Group.

### 4.3.4.2 Frequency

Whenever a stock unit is rolled over.

### 4.3.4.3 Notes

Remittance details shown.

Optional.

Printed as part of the Counter Weekly Report Group.

### 4.3.4.4 Sequence

- Chronological order of entry within mode.
- Grouped by Session ID.

### 4.3.4.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:42 17/01/2008	TP:10 BP:01 SU:SH1		
03	Weekly Remittances In - Office Copy			
04				
05	SESSION: 1-15578			
06	DATE:10:44 17/01/2008			
07	SOURCE:Rem In Auto Dist			
08				
09	PRODUCT	VOLUME	VALUE	
10	Product mdm name nnnnnnnnnn-			
11	Home Help D	25		
12	BT Stamp £2	1000		
13	-----			
14	TOTAL		0.00	
15				
16				
17	SESSION: 1-15579			
18	DATE:10:46 17/01/2008			
19	SOURCE:Rem In Auto Dist			
20				
21	PRODUCT	VOLUME	VALUE	
22	Euro TChq	250		
23	-----			
24	TOTAL		0.00	



HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



```

25
26
27  SESSION: 1-15639
28  DATE:11:18 17/01/2008
29  SOURCE:Rem In Auto Dist
30
31  PRODUCT          VOLUME      VALUE
32  Cash              1          5000.00
33  -----
34  TOTAL              5000.00
35
36
37  *** END OF REPORT ***

```

1 2 3 4  
123456789012345678901234567890123456789012

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.3.4.6 Definition

Field Name	Line No.	Character Positions	Length	Contents
Stock Receipt Details:				Repeated as necessary, e.g. 17-19
Stock Session	05	10-28	19	
Stock Recpt Detls Time	06	06-10	5	
Stock Date	06	12-21	10	
Stock Source	07	08-23	16	
Stock Transaction:				Repeated as necessary, e.g. 12, 22.
Stock Product	22	01-16	16	
Stock Quantity	22	18-27	10	
Stock Value	22	29-39	11	Blank for stock held by volume
Stock Total:	24			Repeated as necessary, e.g. 31.
Stock Total Value		28-39	12	Zero for stock held by volume

#### 4.3.4.7 Accounting Nodes

Level 3:Remittances In Detail@3028  
Level 2:Rem In Client@3045  
Level 2:Rem In Auto Dist@3047



## 4.3.5 Counter Weekly Remittances Out

### 4.3.5.1 Description

This report is retained in the office. It is a report of remittance-out transactions entered on to the Horizon system and allows in-office reconciliation of these transactions. It is included in the Counter Weekly Report Group.

### 4.3.5.2 Frequency

Whenever a stock unit is rolled over.

### 4.3.5.3 Notes

Remittance details shown.

Remittance details are at product level for cash and stamps, for example a remittance out of £100 bank notes is shown as 'Cash'.

Volume stock is shown by volume only.

Optional for stock unit rollover.

Printed as part of the Counter Weekly Report Group.

### 4.3.5.4 Sequence

- Chronological order of entry within mode.
- Grouped by Session ID.





## 4.3.5.5 Layout and Example Content

```
123456789012345678901234567890123456789012
01 Feltham Post Office FAD: 123456X
02 11:42 17/01/2008 TP:10 BP:01 SU:SH1
03 Weekly Remittances Out - Office Copy
04
05 SESSION: 1-15578
06 DATE:10:44 17/01/2008
07 SOURCE:Rem Out Auto Dist
08
09 PRODUCT VOLUME VALUE
10 Product mdm name nnnnnnnnnn-
11 Home Help D 25
12 BT Stamp £2 1000
13 -----
14 TOTAL 0.00
15
16
17 SESSION: 1-15579
18 DATE:10:46 17/01/2008
19 SOURCE:Rem Out Auto Dist
20
21 PRODUCT VOLUME VALUE
22 Euro TChq 250
23 -----
24 TOTAL 0.00
25
26
27 SESSION: 1-15639
28 DATE:11:18 17/01/2008
29 SOURCE:Rem Out Auto Dist
30
31 PRODUCT VOLUME VALUE
32 Cash 1 5000.00
33 -----
34 TOTAL 5000.00
35
36
37 *** END OF REPORT ***
123456789012345678901234567890123456789012
```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**4.3.5.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Stock Return Details:				
Stock Session	05	10-28	19	Repeated as necessary, e.g. 17-19
Stock Recpt Detls Time	06	06-10	5	
Stock Date	06	12-21	10	
Stock Destination	07	14-38	25	
Stock Transaction:				
Stock Product	22	01-16	16	Repeated as necessary, e.g. 12, 22.
Stock Quantity	22	18-27	10	
Stock Value	22	29-39	11	Blank for stock held by volume
Stock Total:	24			Repeated as necessary, e.g. 31. Zero for stock held by volume
Stock Total Value		28-39	12	

**4.3.5.7 Accounting Nodes**

Level 3:Remittance Out Detail@3029  
Level 2:Rem Out Data Cen@3042  
Level 2:Rem Out Client@3046  
Level 2:Rem Out Auto Dist@3048



## 4.3.6 Counter Weekly Stock on Hand

### 4.3.6.1 Description

This report is retained in the office. It records the value stock holdings within stock unit down to product detail and provides a snapshot of stock levels as known to the Horizon system. It is included in the Counter Weekly Report Group.

### 4.3.6.2 Frequency

Whenever a stock unit is rolled over.

### 4.3.6.3 Notes

Optional for stock unit rollover.

Printed as part of the Counter Weekly Report Group.

### 4.3.6.4 Sequence

Product within accounting node level 1, totalled at accounting node level 2.



#### 4.3.6.5 Layout and Example Content

```

      1      2      3      4
123456789012345678901234567890123456789012
01 Feltham Post Office FAD: 123456X
02 11:12 16/01/2008 TP:10 BP:01 SU:SH1
03 Stock On Hand - Office Copy
04
05 VALUE ITEMS & MOP VOLUME VALUE
06
07 Cash 118.60
08 Cash 118.60
09 Cheque 116.00
10 Cheques 116.00
11 MOP 234.60
12
13 STOCK VOLUMES VOLUME
14
15 Game Red nnnnnnnnnnnnnnn-
16 Game Occas 2
17 Game Dealers 2
18 Colour TV Non AP 10
19 Airletter Single 100
20 Int rep coupon 97
21 SplDel SD1 100
22 SplDel SD2 1
23 Airletter Pict 10
24 Airletter Picpk2 1
25 World 300g 98
26
27 *** END OF REPORT ***
      1      2      3      4
123456789012345678901234567890123456789012

```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.3.6.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Bal MoP/Value Item Product Line:	07			
Product Name		03-18	16	
Quantity		20-27	8	
Value		32-42	11	
Bal MoP/Value Item SubGroup Line:	08			
SubGroup		02-26	25	
Subtotal		32-42	11	
Bal MoP/Value Item Group Line:	11			
Group		01-25	25	
Grouptotal		32-42	11	



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Volume Stock Item Product Line	15			Repeated as necessary
Product Name		03-18	16	
Quantity		20-34	15	

#### 4.3.6.7 Accounting Nodes

Level 3:MOP @3003  
 Level 2:MOP @1000  
 Level 3:Value Stock@3007  
 Level 2:FGN CURRENCY STERLING EQ@2015  
 Level 2:PRE-ORDER BUY BACK@2018  
 Level 2:GAME LICENCES@2020  
 Level 2:PHILATELIC ITEMS@2050  
 Level 2:POSTAGE@2055  
 Level 2:DW STAMP BOOKS@2089  
 Level 2:HEMOCARE@2101  
 Level 2:PHONE CARDS@2115  
 Level 2:T-MOBILE@2135  
 Level 2:VODAFONE@2145  
 Level 2:ORANGE@2155  
 Level 2:O2@2160  
 Level 2:VIRGIN@2170  
 Level 2:POSTAL ORDERS@2195  
 Level 2:NAMED POSTAL ORDERS@2197  
 Level 1:Face Value@2200  
 Level 1:Fees@2210  
 Level 2:COMM COIN LOOSE £5@2214  
 Level 2:NAT LOT INSTANT WIN GAM@2650  
 Level 2:LITTLEWOOD SCRATCHIES@2660



## 4.3.7 Counter Weekly Transfers In

### 4.3.7.1 Description

This report is retained in the office. It allows in-office reconciliation of successfully completed transfer-in transactions for the current stock unit TP entered on to the Horizon system.

The report is included in the Counter Weekly Report Group.

### 4.3.7.2 Frequency

Whenever a stock unit is rolled over.

### 4.3.7.3 Notes

Optional.

Reports on current stock unit TP; it is not limited to BP.

Filed locally.

Printed as part of the Counter Weekly Report Group.

### 4.3.7.4 Sequence

- Chronological order of entry
- Grouped by Session ID, then by product





## 4.3.7.5 Layout and Example Content

```
123456789012345678901234567890123456789012
01 Feltham Post Office FAD: 123456X
02 11:42 17/01/2008 TP:10 BP:01 SU: S4
03 Transfers In - Office Copy
04
05 DATE:19/01/2008 10:44
06
07 SESSION ID: 2-10891
08 SOURCE SU:S3 DEST SU:S4
09
10 PRODUCT VOLUME VALUE
11 Product mdm name nnnnnnnnnn-
12 Special 53p 5
13 Argos Order £5 10
14 -----
15 TOTAL 0.00
16
17 DATE:19/01/2008 11:13
18
19 SESSION ID: 2-10917
20 SOURCE SU:S3 DEST SU:S4
21
22 PRODUCT VOLUME VALUE
23 1st class stmp 100
24 Roll 2nd x 500 5
25 2nd class stmp 50
26 -----
27 TOTAL 0.00
28
29 *** END OF REPORT ***
123456789012345678901234567890123456789012
```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**4.3.7.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Stock Transfer Details:				
Transfer Date	05	06-15	10	cc-ssssss (counter, sequence)
Transfer Time	05	17-21	5	
Session ID	07	16-35	20	
Source Stock Unit ID	08	11-13	3	
Destination Stock Unit ID	08	26-28	3	
Stock Transfer Transaction:				Repeated as necessary.
Product	11	01-16	16	Blank for stock held by volume.
Volume	11	19-28	10	
Value	11	30-40	11	
Stock Transfer Total:	23			
Value		29-39	11	

**4.3.7.7 Accounting Nodes**

Root Node 3033



## 4.3.8 Counter Weekly Transfers Out

### 4.3.8.1 Description

This report is retained in the office. It allows in-office reconciliation of transfer-out transactions for the current stock unit TP entered on to the Horizon system. The report lists transfers out of the current stock unit whether or not they have been completed, so includes pending transfers. Reversals appear as an extra transfer with the opposite sign.

The report is included in the Counter Weekly Report Group.

### 4.3.8.2 Frequency

Whenever a stock unit is rolled over.

### 4.3.8.3 Notes

Optional.

Reports on current stock unit TP; it is not limited to BP.

Filed locally.

Printed as part of the Counter Weekly Report Group.

### 4.3.8.4 Sequence

- Grouped by Session
- Product

### 4.3.8.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 19/01/2008	TP:10	BP:01	SU:SH1
03	Transfers Out - Office Copy			
04				
05	DATE:17/01/2008 10:44			
06				
07	SESSION ID: 1-15578			
08	SOURCE SU:SH1 DEST SU:S1			
09				
10	PRODUCT	VOLUME	VALUE	
11	Cash	1	666.12	
12	Product mdm name nnnnnnnnn-			
13	PO fee £20	1		
14	Barbados Dollar	1	144.78	
15	500			
16	PO Phonecrd £10	5		
17	PO Phonecrd £20	5		
18	-----			
19	TOTAL		810.90	
20				



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21	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 4.1.1.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Stock Transfer Details:				
Transfer Date	05	06-15	10	
Transfer Time	05	17-21	5	
Session ID	07	16-24	9	cc-ssssss (counter, sequence)
Source Stock Unit ID	08	11-13	3	
Destination Stock Unit ID	08	26-28	3	
Stock Transfer Transaction:				Repeated as necessary.
Product	11	01-16	16	
Volume	11	19-28	10	
Value	11	30-40	11	Blank for stock held by volume.
BdeC Transfer Transaction:				Repeated as necessary.
Currency Product	14	01-16	16	
Volume	14	21-28	8	
Value	14	30-40	11	
Currency Quantity	15	02-15	14	
Stock Transfer Total:	19			
Value		29-39	11	

#### 4.1.1.7 Accounting Nodes

Root Node: 3034



## 5 Office Reports

### 5.1 Office Daily Single Reports

This section describes the following reports:

- 5.1.1 *Office Daily IPS*
- 5.1.2 *Office Daily Remittances In*
- 5.1.3 *Office Daily Remittances Out*
- 5.1.4 *Office Daily Planned Orders*
- 5.1.5 *Office Daily Foreign Exchange Rates*
- 5.1.6 *Office Daily Outstanding Transaction Corrections Report*
- 5.1.7 *Office Daily Transaction Acknowledgments Report*
- 5.1.8 *Office Daily Processed Transaction Corrections Report*
- 5.1.9 *Office Daily Local Collect Status Report*
- 5.1.10 *Office Daily Outstanding Suspended Customer Sessions*
- 5.1.11 *Office Daily Revalued Product List*
- 5.1.12 *Office Daily Postal Services Despatch Report*
- 5.1.13 *Office Daily Postal Services Exception Report*

None of these reports is included in a Report Group.





## 5.1.1 Office Daily IPS

### 5.1.1.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer. It allows reconciliation by stock unit of cut-off session totals within the TP. It is a single report and not part of a Report Group.

### 5.1.1.2 Frequency

Daily.

### 5.1.1.3 Notes

Cut-off.

Portrait. Optional for Office Rollover.

Summary of all stock unit cut-off reports.

This report will not be populated until a stock unit cut-off has been taken.

### 5.1.1.4 Sequence

Chronological within Balance Period, within stock unit.

### 5.1.1.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X				Page 1	
02	02:07 18/11/2008						TP 08	
03	IPS - Office Copy							
04								
05	SU /BP	DATE	TIME	VOLUME	VALUE	FEES		
06	IN1/01	10/11/2008	10:28	40	630.00	128.00		
07	SH1/01	17/11/2008	21:31	12	189.00	38.40		
08					-----	-----	-----	
09	OFFICE TOTALS:			52	819.00	166.40		
10								
11	*** END OF REPORT ***							
	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.



**5.1.1.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Detail:	06			Repeated as necessary.
Sum SU		01-03	3	
BP		05-06	2	
Sum Date		22-31	10	
Sum Time		34-38	5	
Sum Volume		40-47	8	
Sum Value		49-60	12	
Sum Fees		66-73	8	
Totals:	09			
Sum Tot Vol		40-47	8	
Sum Total		48-60	13	
Sum Total Fees		66-73	8	

**5.1.1.7 Accounting Nodes**

Level 2:IPS PASSPORTS@355



## 5.1.2 Office Daily Remittances In

### 5.1.2.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer. It allows in-office reconciliation of remittance sessions entered on to the Horizon system. It is a single report and not part of a Report Group.

### 5.1.2.2 Frequency

Daily (see note in section 3.1.8.2).

### 5.1.2.3 Notes

Filed locally.

Portrait. Optional.

If no date range is selected the report will include data within the current Office Trading Period from the start of the current Trading Period up to the present time. If a date range has been selected, the report will include data within the current Office Trading Period for the specified period. Today's date may be used in either or both of Start Date and End Date. Start and End date refer to Trading dates except where End date is today.

Totals of all remittances entered on the system.

### 5.1.2.4 Sequence

- Remittances mode
- Date/time
- SU/BP
- Session ID



## 5.1.2.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X					Page 1
02	11:07 17/01/2009							TP 10
03			Remittances In by Day - Office Copy					
04								
05			Report from dd/mm/yyyy to dd/mm/yyyy					
06								
07	MODE		DATE	SU/BP	SESSION			TOTAL VALUE
08	Rem In Client		28/01/2009	SH1/01	1-15570			00.00
09	Rem In Client		28/01/2009	SH1/01	1-15573			00.00
10	Rem In Client		28/01/2009	SH2/01	1-15580			00.00
11			28/01/2009	TOTALS:				304.00
12								
13	Rem In Client		29/01/2009	SH1/01	1-15583			00.00
14	Rem In Client		29/01/2009	SH2/01	1-15585			00.00
15			29/01/2009	TOTALS				00.00
16								
17	Rem In Client		TOTALS:					304.00
18								
19	Rem In Auto Dist		28/01/2009	SU1/01	1-15630			00.00
20	Rem In Auto Dist		28/01/2009	SU1/01	1-15631			00.00
21	Rem In Auto Dist		28/01/2009	SU1/01	1-15632			779.50
22	Rem In Auto Dist		28/01/2009	SH4/01	1-15650			00.00
23			28/01/2009	TOTALS:				779.50
24								
25	Rem In Auto Dist		29/01/2009	SU1/01	1-15682			00.00
26	Rem In Auto Dist		29/01/2009	SU1/01	1-15696			00.00 R
27			29/01/2009	TOTALS:				00.00
28								
29	Rem In Auto Dist		TOTALS:					779.50
30								
31								
32								
33			*** END OF REPORT ***					
	1234567890123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**5.1.2.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Date Range	05	23-58	36	Start and End Dates of selected date range with preceding blank line (optional).
Remittances Session: Source Date SU BP Session ID Value Reversal Indicator	08	01-24 26-35 38-40 42-43 47-57 67-78 79	24 10 3 2 11 12 1	Repeated as necessary.      'R' for Reversals
Remittances Session Total: Total Date Total Value	11, 15, 23	26-35 66-78	10 13	Repeated as necessary.
Remittances Source Total: Remittances Source Remittances Total	17, 25	01-24 66-78	24 13	Repeated as necessary.

**5.1.2.7 Accounting Nodes**

Level 3:REM IN ALL SOURCES@902

Level 2:REM IN CLIENT@907

Level 2:Rem In Auto Dist@921



## 5.1.3 Office Daily Remittances Out

### 5.1.3.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer. It allows in-office reconciliation of remittance sessions entered on to the Horizon system. It is a single report and not part of a Report Group.

### 5.1.3.2 Frequency

Weekly (see note in [Section 3.2.7](#) about Office reports).

### 5.1.3.3 Notes

Portrait. Optional.

If no date range is selected the report will include data within the current Office Trading Period from the start of the current Trading Period up to the present time. If a date range has been selected, the report will include data within the current Office Trading Period for the specified period. Today's date may be used in either or both of Start Date and End Date. Start and End date refer to Trading dates except where End date is today.

Filed locally.

Totals of all remittances entered on the system.

### 5.1.3.4 Sequence

- Remittance mode
- Date
- SU/BP
- Session ID





## 5.1.3.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X				Page 1	
02	11:10 17/01/2009						TP 10	
03			Remittances Out by Day - Office Copy					
04								
05			Report from dd/mm/yyyy to dd/mm/yyyy					
06								
07	MODE		DATE	SU/BP	SESSION		TOTAL VALUE	
08	Rem Out Auto Dist		28/01/2008	SH1/01	1-16165		0.00	
09	Rem Out Auto Dist		28/01/2008	SH1/01	1-16196		700.00	
10			28/01/2008	TOTALS:			700.00	
11								
12	Rem Out Auto Dist		TOTALS:				700.00	
13								
14								
15	Rem Out Client		28/01/2008	SH1/01	1-16312		50.00	
16			28/01/2008	TOTALS:			50.00	
17								
18	Rem Out Client		TOTALS:				50.00	
19								
20	Rem Out Auto Dist		28/01/2008	SH1/01	1-16236		0.00	
21	Rem Out Auto Dist		28/01/2008	SH1/01	1-16305		573.05	
22	Rem Out Auto Dist		28/01/2008	SH1/01	1-16319		0.00	
23	Rem Out Auto Dist		28/01/2008	SH1/01	1-16356		0.00 R	
24			28/01/2008	TOTALS:			573.05	
25								
26	Rem Out Auto Dist		TOTALS:				573.05	
27								
28								
29			*** END OF REPORT ***					
	1234567890123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.





### 5.1.3.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Date Range	05	23-58	36	Start and End Dates of selected date range with preceding blank line (optional).
Remittances Session: Destination Date SU BP Session ID Value Reversal Indicator	08	01-24 26-35 38-40 42-43 47-57 67-77 79	24 10 3 2 11 12 1	Repeated as necessary.      'R' for Reversal
Remittances Session Total: Total Date Total Value	10	26-35 66-78	10 13	Repeated as necessary.
Remittances Destination Total: Remittances Destination Remittances Total	12	01-24 66-78	24 13	Repeated as necessary.

### 5.1.3.7 Accounting Nodes

Level 3:REM OUT ALL DESTINATIONS@903

Level 2:REM OUT DATA CEN@911

Level 2:REM OUT CLIENT@912

Level 2:Rem Out Auto Dist@922



## 5.1.4 Office Daily Planned Orders

### 5.1.4.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer. It provides the office with advanced information of the content and proposed delivery date of an inward remittance. It is a single report and not part of a Report Group.

### 5.1.4.2 Frequency

As required.

### 5.1.4.3 Notes

Portrait. Optional.

A Planned Order is selected for printing, from the Planned Orders screen.

No need to retain.

Date and time on the Planned Order is the time that the Planned Order was printed by the system.

### 5.1.4.4 Sequence

The list of orders is sorted in the sequence: 'not viewed' followed by 'viewed' in reverse date/time order of receipt by Fujitsu Services from SAP ADS. (Note that Planned Orders are received in files and so there can be multiple orders in a file for a branch with the same date and time.)

### 5.1.4.5 Layout and Example Content

	1	2	3	4	5	6
	123456789012345678901234567890123456789012345678901234567890					
01	Feltham Post Office				FAD: 123456X	
02	PLANT CODE: A123					
03	11:42 17/01/2008			TP:10 BP:01 SU:SH1		
04				CLERK ID: EPR001		
05	PLANNED ORDER MESSAGE ID	XXXXXXXXXXXXXXXX				
06	DELIVERY PLANNED FOR	19/01/2008				
07						
08	Text Text Text Text Text Text Text Text Text Text Text Text Text					
09	Text Text Text Text Text Text Text Text Text Text Text Text Text					
10						
11						
12			*** END OF REPORT ***			

	1	2	3	4	5	6
	123456789012345678901234567890123456789012345678901234567890					

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 5.1.4.6 Definition

Field Name	Line No.	Character	Length	Contents/Notes
------------	----------	-----------	--------	----------------

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		Positions		
Plant Code	02	13-16	4	Branch reference data
Clerk Id	04	55-60	6	Current user id
Message ID	05	36-49	14	plo_id
Title	06	11-50	40	plo_title
Message Text Line	08 onwards	01-60	60	Any number of lines may be present. May go over a page; header is repeated (first 4 lines)



HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)

---

1234567890123456789012345678901234567890123456789012345678901234567890  
90

---

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**5.1.5.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Detail:	08			Repeated as necessary.
Currency long name		01-28	28	Blank if not specified.
Rate		34-39	6	) Exchange rate with at most four
		47-52	6	) decimal places. Blank if not
		60-65	6	) applicable, cannot be calculated,
		73-78	6	) or will not fit.
Commission lines:				Only present if applicable.
	14	34-39	6	Commission rate
		47-52	6	
		60-65	6	
		73-78	6	
	15	34-39	6	Minimum charge
		47-52	6	
		60-65	6	
		73-78	6	





## 5.1.6 Office Daily Outstanding Transaction Corrections Report

### 5.1.6.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in landscape format. It shows all outstanding transaction corrections. It is a single report and not part of a Report Group.

### 5.1.6.2 Frequency

As required.

### 5.1.6.3 Notes

Landscape. Optional.

A new page will occur once all lines have been used on the previous page. The headings are repeated on every page.

No need to retain.

### 5.1.6.4 Sequence

Listed by order of receipt from POL Financial System.



#### 5.1.6.5 Layout and Example Contents

[illegible]

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.



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### 5.1.6.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Transaction details:</b>				Repeated as necessary.
Date Received	08	01-8	8	
Reference	08	10-28	19	Reference number prefixed by an iteration flag of either 'N' (new) or 'E' (evidence provided).
Affected Product	08	30-53	24	Product Long Name
Credit/Invoice	08	57-59	3	CRM=Credit note, INV=Invoice
Amount	08	62-73	12	Either an amount or quantity (but not both). Suppressed if zero.
Quantity	08	75-82	8	
Client Reference	08	84-99	16	
Allowed Options	08	101-114 116-129 131-144	14	Up to three options that are available to process the transaction correction (see below)
Description	10-11	20-145	126	Up to 500 characters in total (4 lines).

#### Report Text in Allowed Options field

Mode Allowed ID	Mode	Report Text
MG	Make Good	Accept Now
HS	Assign to Centre	Settle centrlly
EV	Request Evidence	Seek Evidence
WO	Write Off	W/O To P&L
AN	Assign to Nominee	Ass Nominee
SW	Stock Write On/Off	Stock WO



## 5.1.7 Office Daily Transaction Acknowledgments Report

### 5.1.7.1 Description

This is an office-wide report that reports on all stock units. It is printed on the A4 back office printer in landscape format. It shows Transaction Acknowledgments that relate to transactions processed on systems external to Horizon between the two dates specified within the report criteria. It is a single report and not part of a Report Group.

Note that the Start Date cannot be more than 40 days in the past. Any Transaction Acknowledgments that are more than 40 days old will have been discarded and will not be included in any reports.

### 5.1.7.2 Frequency

As required.

### 5.1.7.3 Notes

Landscape. Optional.

No need to retain.

Transaction Acknowledgments are a maximum of seven lines long. All lines associated with each Transaction Acknowledgment are kept together and page breaks inserted as necessary.

### 5.1.7.4 Sequence

The ordering is as follows:

- Transaction Date
- Terminal (i.e. external system)
- Terminal Id
- Transaction Product Description (Product Short Name)





#### 5.1.7.5 Layout and Example Content

[illegible]

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.





### 5.1.7.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Transaction details:</b>				Repeated as necessary.
Transaction Date	08	01-08	8	
Date TA Received	08	10-17	8	Date Transaction Acknowledgment received by Horizon
Date TA Processed	08	19-26	8	Date the Transaction Acknowledgment was processed, or blank if it was not processed.
Terminal	08	28-43	16	External System
Terminal Id	08	45-52	8	Terminal id
BCS Reference	08	54-57	4	BCS Reference
Transaction Description	08	59-74	16	The Product Receipt Name
MOP	08	76-83	8	Method of Payment (Product Short Name)
Quantity	08	85-90 89	6	Suppressed if zero May be negative
Amount	08	92 4-104 2	13	Suppressed if zero May be negative
Stock Unit	08	106-108 6	3	Stock Unit used May be blank if Transaction Acknowledgment not processed.
User Id	08	110 08-124 2	15	The User Id of the user that processed the Transaction Acknowledgment, or blank if it was not processed. May be "***Failed***" if the Transaction Acknowledgment has failed after reference data checks.
Reference Id	08	126-143 4	18	
Message	10	01-145	145	Word wrapped
Message (continued)	11	01-145	145	As above
Message (continued)	12	01-145	145	As above
Message (continued)	13	01-65	65	As above



## 5.1.8 Office Daily Processed Transaction Corrections Report

### 5.1.8.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in landscape format. It shows transaction corrections that were processed between the two dates specified within the report criteria. It is a single report and not part of a Report Group.

### 5.1.8.2 Frequency

As required.

### 5.1.8.3 Notes

Landscape. Optional.

A new page will occur once all lines have been used on the previous page. The headings are repeated on every page.

No need to retain.

### 5.1.8.4 Sequence

Listed by order of receipt from POL Financial System.



#### 5.1.8.5 Layout and Example Contents

	1	2	3	4	5	6	7	8	9	10	1	2	3	4
	12345678901													

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.



### 5.1.8.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Transaction details:</b>				Repeated as necessary.
Date Received	08	01-8	8	
Date Processed	08	10-17	8	
Outcome	08	20-33	14	<ul style="list-style-type: none"> <li>For a successful correction: the mode in which the correction was transacted (see below)</li> <li>For a failed correction: 'Txn Error'</li> </ul>
Reference	08	35-53	19	Reference number prefixed by an iteration flag of either 'N' (new) or 'E' (evidence provided)
Credit/Invoice	08	56-58	3	CRM=Credit note, INV=Invoice
Affected Product	08	63-78	16	Product Receipt Name
Settlement Product	08	80-95	16	Product Receipt Name, or blank if transaction correction failed.
Amount	08	97-108	12	Either an amount or quantity (but not both). Suppressed if zero.
Quantity	08	110-117	8	
Client Reference	08	119-134	16	
Description	10-11	20-145	126	Up to 500 characters in total.

### Report Text in Outcome field

Mode Allowed ID	Mode	Report Text
MG	Make Good	Accept Now
HS	Assign to Centre	Settle centrly
EV	Request Evidence	Seek Evidence
WO	Write Off	W/O To P&L
AN	Assign to Nominee	Ass Nominee
SW	Stock Write On/Off	Stock WO





## 5.1.9 Office Daily Local Collect Status Report

### 5.1.9.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It shows details of Local Collect items on hand. It is a single report and not part of a Report Group.

### 5.1.9.2 Frequency

As required.

### 5.1.9.3 Notes

Portrait. Optional. For each retained item, contains the barcode and the item's expiry date.

Lines 01-08 are repeated on subsequent pages.

The report does not show items that have been scanned out through Customer Collect or Return to Sender.

### 5.1.9.4 Sequence

Chronological order of expiry date.

### 5.1.9.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X					Page 1
02	15:54 19/01/2008							TP 10
03			Post Office Local Collect Status Report - Office Copy					
04								
05	TOTAL NUMBER OF POLC ITEMS ON HAND: 4							
06								
07								
08	EXPIRY DATE	DATE ACCEPTED	BARCODE					
09	25/10/2008	24/10/2008	SU066624519GB					
10	25/10/2008	23/10/2008	PA856999338GB					
11	26/10/2008	24/10/2008	PA149648822GB					
12	27/10/2008	25/10/2008	PA134568999GB					
13								
14								
15								
16			*** END OF REPORT ***					
	1234567890123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the examples.



**5.1.9.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Total number of POLC items on hand	05	37-40	4	Left-justified
Retained item details: Expiry date Date accepted Barcode	09	01-10 15-24 31-44	10 10 14	Repeated as necessary.



## 5.1.10 Office Daily Outstanding Suspended Customer Sessions

### 5.1.10.1 Description

This is an ad-hoc daily office report. It allows in-office reconciliation of any outstanding suspended customer sessions awaiting full payment details by stock unit.

### 5.1.10.2 Frequency

This is an optional daily report, but as part of compliance outstanding suspended customer sessions should be cleared on a daily basis by capturing full payment details.

### 5.1.10.3 Notes

This is not a mandatory report enforced by the system.

The report at the time of production is populated with all currently stored outstanding suspended customer sessions, held at the office, awaiting full payment from the customer.

Any Suspended Customer Sessions cleared by recording full payment details obtained from the customer / postmaster will not appear again on any subsequent reports.

All Office Stock units will be included on the report and where a serving stock unit does not contain any outstanding suspended customer sessions, it is included on the report as a null/nil entry.

The Office Default Stock Unit is not reported.

### 5.1.10.4 Sequence

This report shows all outstanding suspended sessions for the office in the following order:

- Stock Unit/Balance Period
- Chronological order, oldest first.



## 5.1.10.5 Layout and Example Content

	1	2	3	4	5	6	7	8
01	123456789012345678901234567890123456789012345678901234567890							
02	Feltham Post Office FAD 123456X							Page 1
03	15:54 19/01/2008							TP 07
04	Outstanding Suspended Customer Sessions							
05	Awaiting Full Settlement - Office Copy							
06								
07	SU/BP	DATE	TIME	SESSION	USER	NODE	VOLUME	AMOUNT OWING
08	SH1/01	05/04/2009	11:23	1-3678	ASP001	1	1	50.00
09	SH1/01	05/04/2009	11:57	1-3679	EPR005	1	1	50.00
10								-----
11	SU SH1 TOTALS:						2	100.00
12	*** END OF SH1 ***							-----
13	SU SH3 TOTALS:						0	0.00
14	*** END OF SH3 ***							-----
15	OFFICE TOTALS:						2	100.00
16								-----
17								
18	I confirm all Suspended Customer Sessions listed above have been inspected by							
19	me. I have taken action to investigate outstanding levels of Suspended Sessions							
20	and taken necessary action where appropriate to clear them.							
21								
22	Signed: _____ Name: _____ Position: _____							
23								
24	*** Retain this form with any associated receipts for 2 years ***							
25								
26	*** END OF REPORT ***							
	1	2	3	4	5	6	7	8
	123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the examples.

**5.1.10.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Heading	01-07	37-40	4	
Outstanding suspended customer session:	08			Repeated as necessary.
Stock unit/Balance Period		01-06	6	
Date		10-19	10	
Time		23-27	5	
Session/Transaction ID		31-38	9	
User		42-47	6	
Node		52-53	2	
Volume		59-63	5	
Amount Owing		66-77	12	
SubTotal for Stock Unit	11	59-63	5	
Volume		66-77	12	
Amount Owing				
Office Total	15	59-63	5	
		66-77	12	
Compliance Statement	18-24			



## 5.1.11 Office Daily Revalued Product List

### 5.1.11.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the counter printer. It records imminent price changes to fixed price products, and introduces new fixed price products. It is a single report and not part of a Report Group.

### 5.1.11.2 Frequency

A message detailing these changes is automatically displayed at logon for the three days before the change is effective. On each occasion the system prompts to print the details. On the effective date the list is printed automatically.

### 5.1.11.3 Notes

Optional.

New products will have no 'Old Price'.

### 5.1.11.4 Sequence

Changes in Product ID within accounting node order.

### 5.1.11.5 Layout and Example Content

```

123456789012345678901234567890123456789012345
01 11:03 30/03/2008
02 OFFICE CODE 123456X
03
04
05 REVALUED PRODUCTS LIST - Office Copy
06
07
08 Product      Old Price  New Price  From
09
10 Air/crd pck      4.00      4.45 31/03/2008
11 Air/crd single   1.00      1.09 31/03/2008
12 Reg del env rg2      4.00 31/03/2008
13
14
15
16 *** END OF REPORT ***
123456789012345678901234567890123456789012345
```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 5.1.11.6 Definition



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Field Name	Line No.	Character Positions	Length	Contents/Notes
Product Changes Detail:	10			Repeated as necessary.
Product Name		01-16	16	
Old Price		18-25	7	
New Price		28-35	7	
From Date		36-45	10	



## 5.1.12 Office Daily Postal Services Despatch Report

### 5.1.12.1 Description

The despatch report reports on items that have been despatched by the despatch process. It is printed on the A4 back office printer. It applies to all stock units and unlike most other reports, is not limited to a Trading Period.

This report lists the items contained in counter despatches for all carriers since the last Despatch Report cut-off took place. When the report is selected, two copies are printed: one with barcodes and one without. The barcoded version is despatched with the items and the other is retained in the office.

It is a single report and not part of a Report Group.

### 5.1.12.2 Frequency

As required.

### 5.1.12.3 Notes

Cut-off. Optional for stock unit and office rollover. Data of up to 60 days old is available to the report.

A reprint facility is available that allows selection from a list in date/time order. On a reprinted report, the text '\* Reprint for *hh:mm dd/mm/yyyy* \*', where *hh:mm dd/mm/yyyy* is the current time and date, is inserted centred on line 2. On reprints, TP is the TP of the original report, not the current office TP.

### 5.1.12.4 Sequence

Alphabetic by Carrier.

Alphabetic by Service.

Date/time accepted.

Node.

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## 5.1.12.5 Layout and Example Content (without barcodes)

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X				Page 1
02	15:54 25/10/2008							TP 07
03				Postal Services T&T Despatch Report				
04								
05	CARRIER: Parcel Force							
06								
07	SERVICE	DATE	TIME	NODE	SU	BARCODE	AFTER	
08		ACCEPTED	ACCEPTED				LDT?	
09								
10	EURO48	25/10/2008	11:03:06	4	S1	PF12345678901	N	
11	Destination: ccccccccccccccccccccccccccccccccccc							
12								
13								
14	Barcoded Copy to accompany items.						Please ensure barcodes are	
15	Non-Barcoded copy to be retained						readable- change consumables	
16	in Branch for 3 years.						and reprint if required.	
17								
18	Summary of Mail Items Despatched							
19								
20	SERVICE	TOTAL						
21								
22	EUR048	1						
23								
24	TOTAL	1						
25								

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
26	Feltham Post Office			FAD 123456X				Page 2
27	15:54 25/10/2008							TP 07
28				Postal Services T&T Despatch Report				
29								
30	CARRIER: Royal Mail							
31								
32	SERVICE	DATE	TIME	NODE	SU	BARCODE	AFTER	
33		ACCEPTED	ACCEPTED				LDT?	
34								
35	AIR	24/10/2008	17:01:03	1	S1	SU058787475GB	N	
36	Destination : ccccccccccccccccccccccccccccccccccc							
37	AIR	24/10/2008	17:10:07	4	S2	SU058787476GB	N	
38	Destination : ccccccccccccccccccccccccccccccccccc							
39	INT	25/10/2008	09:20:00	4	S1	SU058787477GB	N	
40	Destination : ccccccccccccccccccccccccccccccccccc							
41	INT	25/10/2008	10:15:45	11	S2	SU058787481GB	N	
42	Destination : ccccccccccccccccccccccccccccccccccc							
43	SD	25/10/2008	10:20:59	11	S2	SU058787492GB	N	
44	Destination : ccccccccccccccccccccccccccccccccccc							
45	SD	25/10/2008	11:00:17	11	SH3	SU058787499GB	N	



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46 Destination : ccccccccccccccccccccccccccccccccccc  
47  
48 \*\*\*\*\*  
49 Barcoded Copy to accompany items. Please ensure barcodes are  
50 Non-Barcoded copy to be retained readable- change consumables  
51 in Branch for 3 years. and reprint if required.  
52  
53 Summary of Mail Items Despatched  
54  
55  
56  
57 SERVICE TOTAL  
58  
59 AIR 2  
60 INT 2  
61 SD 2  
62  
63 TOTAL 6  
64  
65  
66 TOTAL NO OF ITEMS 7  
67  
68 For completion on non-barcoded version:-  
69 This Despatch, Number of:-  
70 Sealed Bags Sealed Pouches Loose Items  
71 -----  
72 | | | | |  
73 | | | | |  
74 | | | | |  
75 -----  
76  
77 Signature of Collecting Officer Duty Number  
78  
79  
80 -----  
81  
82 \*\*\* END OF REPORT \*\*\*

1 2 3 4 5 6 7 8  
123456789012345678901234567890123456789012345678901234567890

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the examples.



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### 5.1.12.6 Definition (without barcodes)

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Carrier Details:</b>				Repeated for each carrier, starting on a new page for each carrier.
Carrier name	05	09-30	22	
				Lines 10 and 11 Repeated as necessary.
Despatch details for carrier: Service	10	01-18	18	Repeated as necessary. For items processed by Postal Services Administration, one of: Local Collect, Undl Priority Mail, Speed Bulk.
Date accepted		22-31	10	
Time accepted		35-42	8	
Node		47-48	2	
SU		54-56	3	
Barcode		60-73	14	
After Last Despatch Time?		78	1	Y for yes, N for no.
Destination	11	14	30	Country of Destination
Instructions	14-16	01-80	80	Per carrier. These lines must appear together on the same page of the report.
Summary for carrier: Service	19	01-18	18	Repeated as necessary.
Service total		25-28	4	
Totals for carrier	21	25-28	4	
Grand total for all carriers	66	25-28	4	
Despatch totals	68-82	01-70	71	These lines must appear together on the same (last) page of the report.





## 5.1.12.7 Layout and Example Content (with barcodes)

	1	2	3	4	5	6	7	8
01	1234567890123456789012345678901234567890123456789012345678901234567890							
02	Feltham Post Office		FAD 123456X				Page 1	
03	15:54 25/10/2008						TP 07	
04	Postal Services T&T Despatch Report							
05	CARRIER: Parcelforce Guaranteed Services							
06								
07	SERVICE	DATE	TIME	NODE	SU	BARCODE	AFTER	
08		ACCEPTED	ACCEPTED				LDT?	
09								
10	Parcel 24	25/10/2008	11:03:10	4	SU1	PF12345678901	N	
11	Destination: ccccccccccccccccccccccccccccccccccc							
12								
13								
14								
15	*****							
16	Barcoded Copy to accompany items.				Please ensure barcodes are			
17	Non-Barcoded copy to be retained				readable- change consumables			
18	in Branch for 3 years.				and reprint if required.			
19								
20	Summary of Mail Items Despatched							
21								
22	SERVICE	TOTAL						
23								
24	Parcel 24	1						
25								
26	TOTAL	1						
27								
	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							



1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890							
28	Feltham Post Office		FAD 123456X				Page 2
29	15:54 25/10/2008						TP 07
30	Postal Services T&T Despatch Report						
31							
32	CARRIER: Royal Mail						
33							
34	SERVICE	DATE	TIME	NODE	SU	BARCODE	AFTER
35		ACCEPTED	ACCEPTED				LDT?
36							
37	AIR	24/10/2008	17:01:10	1	S1	ZJ058787475GB	N
38							
39	Destination: ccccccccccccccccccccccccccccccccccc						
40							
41	AIR	24/10/2008	17:10:11	4	S2	ZJ058787476GB	N
42							
43	Destination: ccccccccccccccccccccccccccccccccccc						
44							
45	INT	25/10/2008	09:20:33	4	S1	ZJ058787477GB	N
46							
47	Destination: ccccccccccccccccccccccccccccccccccc						
48							
49	INT	25/10/2008	10:15:41	11	S2	ZJ058787481GB	N
50							
51	Destination: ccccccccccccccccccccccccccccccccccc						
52							
53	SD	25/10/2008	10:20:01	11	S2	ZJ058787492GB	N
54							
55	Destination: ccccccccccccccccccccccccccccccccccc						
56							
57	SD	25/10/2008	11:00:03	11	SH3	ZJ058787499GB	N
58							
59	Destination: ccccccccccccccccccccccccccccccccccc						
60							
61							
62	*****						
63	Barcoded Copy to accompany items.				Please ensure barcodes are		
64	Non-Barcoded copy to be retained				readable- change consumables		
65	in Branch for 3 years.				and reprint if required.		
66							
67	Summary of Mail Items Despatched						
68							
69	SERVICE	TOTAL					
70							
71	AIR	2					
72	INT	2					
73	SD	2					
74							
75	TOTAL	6					
76							
77	TOTAL NO OF ITEMS	7					
78							
79							





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80	For completion on non-barcoded version:-							
81	This Despatch, Number of:-							
82	Sealed Bags		Sealed Pouches		Loose Items			
83	-----		-----		-----			
84								
85								
86								
87	-----		-----		-----			
88								
89	Signature of Collecting Officer				Duty Number			
90								
91								
92	-----				-----			
93								
94	*** END OF REPORT ***							
	1	2	3	4	5	6	7	8
	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the examples.



### 5.1.12.8 Definition (with barcodes)

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Carrier Details:</b>				Repeated for each carrier, starting on a new page for each carrier.
Carrier name	05	09-30	22	
				Lines 10 and 11 Repeated as necessary.
Despatch details for carrier: Service	10	01-18	18	Repeated as necessary. For items processed by Postal Services Administration, one of: Local Collect, Undl Priority Mail, Speed Bulk.
Date accepted		22-31	10	
Time accepted		35-42	8	
Node		47-48	2	
SU		54-56	3	
Barcode value		60-73	14	Char
After Last Despatch Time?		78	1	Y for yes, N for no.
Destination	11	14	30	Country of Destination
Barcode	11, 12	50-72	23	
Summary for carrier: Service	21	01-18	18	Repeated as necessary.
Service total		25-28	4	
Totals for carrier	23	25-28	4	
Instructions	16-18	01-80	80	These lines must appear together on the same page.
Grand total for all carriers	74	25-28	4	
Despatch totals	80-94	01-70	71	These lines must appear together on the same (last) page.



## 5.1.13 Office Daily Postal Services Exception Report

### 5.1.13.1 Description

This report is retained in the office. It shows details of items that are missing from a despatch; these are the items known to the system but not scanned in as part of the exceptions process. It is printed on the A4 back office printer; it is a single report and not part of a Report Group.

The Postal Services Exception Report is produced automatically during the postal services despatch process if there are any exceptions.

### 5.1.13.2 Frequency

Invoked if exceptions are detected on completion of item scan during the discrepancy resolution process in Postal Services Despatch.

### 5.1.13.3 Template name

DespatchException

### 5.1.13.4 Notes

Mandatory if exceptions are found during despatch.

The report is produced automatically during the postal services despatch process if exceptions are identified.

The report lists the details of each missing item. This includes items accepted through Bulk Mail, Speed Bulk Mail and the Local Collect Return to Sender service.

A reprint facility is available that allows selection from a list in date/time order. On a reprinted report, the text '\* Reprint for hh:mm dd/mm/yyyy \*', where hh:mm dd/mm/yyyy is the current time and date, is inserted centred on line 2. On reprints, TP is the TP of the original report, not the current office TP.

The report applies to all stock units and nodes (nodes depend on the function selected), and is not limited to a Trading Period.

### 5.1.13.5 Sequence

Chronological order of acceptance.





**5.1.13.7 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Outstanding item details:	06-29			Repeated as necessary, one exception per page.
Carrier	08	31-52	22	
Service	09	30-47	18	
Value of the transaction	10	30-38	9	) Blank for Speed
Value of goods	11	30-38	9	) Bulk Postal Services
Value of consequential loss	12	30-38	9	) items.
Barcode	13	30-43	14	
Transaction date/time	14	30-48	19	
Node	15	30-31	2	
Stock unit	16	30-32	3	
User Id	17	30-36	7	



## 5.2 Office Weekly Single Reports

This section describes the following reports:

- 5.2.1 *Office Weekly Green/Violet Giros*
- 5.2.2 *Office Weekly Redeemed Savings Stamps Summary*
- 5.2.3 *Office Weekly Suspense Account*
- 5.2.4 *Office Weekly Postage Labels*
- 5.2.5 *Office Weekly All Currencies in Pouches Awaiting Collection*
- 5.2.6 *Office Weekly Remittances In (by product)*
- 5.2.7 *Office Weekly Remittances Out (by product)*
- 5.2.8 *Office Weekly Transfer Reconciliation*
- 5.2.9 *Office Weekly Sales Report*
- 5.2.10 *Office Weekly Postmaster Remuneration Report*

None of these reports is included in a Report Group.



## 5.2.1 Office Weekly Green/Violet Giros

### 5.2.1.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It allows reconciliation by stock unit of cut-off session totals within the TP. It is a single report and not part of a Report Group.

### 5.2.1.2 Frequency

Weekly.

### 5.2.1.3 Notes

Cut-off.

Portrait.Optional.

Summary of all stock unit cut-off reports.

This report will not be populated until a stock unit cut-off has been taken.

Filed locally.

### 5.2.1.4 Sequence

- Stock unit
- Balance period
- Date
- Time

### 5.2.1.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X				Page 1	
02	11:10 19/11/2008						TP 08	
03			Green/Violet Girocheques - Office Copy					
04								
05	SU /BP	DATE	TIME	VOLUME		VALUE		
06	SH1/01	17/11/2008	21:33	3		805.54		
07								
08				-----		-----		
09	OFFICE TOTALS:			3		805.54		
10								
11			*** END OF REPORT ***					
	1234567890123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**5.2.1.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Office Detail:	06			Repeated as necessary.
Green/Violet Giro SU		01-03	3	
Green/Violet Giro BP		05-06	2	
Green/Violet Giro Date		20-29	10	
Green/Violet Giro Time		34-38	5	
Green/Violet Giro Volume		39-46	8	
Green/Violet Giro Value		49-60	12	
Office Totals:	09			
Green/Violet Giro Tot Vol		39-46	8	
Green/Violet Giro Total Value		49-60	13	

**5.2.1.7 Accounting Nodes**

Level 2:GREEN/VIOLET GIROCHEQUES@2041





## 5.2.2 Office Weekly Redeemed Savings Stamps Summary

### 5.2.2.1 Description

This is a report of client transactions and is retained in office (P3731MA substitute). It is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It allows in-office reconciliation of transactions as entered on the Horizon system. It meets the contractual requirements as agreed by Post Office and client. It is a single report and not part of a Report Group.

### 5.2.2.2 Frequency

Weekly.

### 5.2.2.3 Notes

Portrait.

Mandatory for office rollover. This is a 'cut-off of cut-offs' report based on what has been included in the counter report.

Sent to Chesterfield.

Totals of all products for the branch.

The following are printed in bold face:

- FAD code
- All input characters, except the Total value

### 5.2.2.4 Sequence

Office totals for each product.



## 5.2.2.5 Layout and Example Content

1	2	3	4	5	6	7	8	
1234567890123456789012345678901234567890123456789012345678901234567890								
01	Redeemed Savings Stamps Summary							
02								
03								
04	OFFICE NAME: Feltham Post Office				OFFICE CODE: 123456X			
05	ADDRESS: 1, The Walkway							
06	Kings Parade				TRADING PERIOD: 02			
07	Middle of Town							
08	Feltham				FROM CUT-OFF DATE: 17/05/2008 11:37			
09	Middlesex							
10	TW1 3DD				CURRENT DATE: 20/05/2008 15:16			
11								
12	STAMP DESCRIPTION		No. of		Total Value			
13			Envs		£ p			
14								
15								
16	SEEBoard Electricity				100.00			
17								
18	South West Electricity				150.00			
19								
20	Post Office				100.00			
21								
22								
23								
24								
25	Total No. of Envelopes							
26								
27	This summary must be securely attached to the outside of the relative envelope(s) with office identification and date details visible.							
28	Each category of stamps must be enveloped separately, sealed with the correct label and despatched weekly.							
29	The number of envelopes must be shown.							
30								
31								
32	For use in TP		Datestamp					
33	+--		--+					
34	1.				Branch Manager/Postmaster's Signature			
35								
36	2.							
37								
38	3.							
39								
40								
41	+--		--+					
42								
43								
44								
45								
46								
47								
48	*** END OF REPORT ***							
1234567890123456789012345678901234567890123456789012345678901234567890								

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.



### 5.2.2.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Redeemed Savings Stamps Header:</b>				
Title	01	01-80	80	
Office Name	04	14-43	30	
Office FAD Code	04	68-74	7	
Address1	05	14-53	40	
Address2	06	14-53	40	
Trading Period	06	71-72	2	
Address3	07	14-534	40	Office Trading Period
Address4	08	14-53	40	
From Cut-Off	08	69-78	10	Week ending.
Address5	09	14-53	40	
Postcode	10	14-21	8	
Time and Date	10	61-76	16	
<b>Redeemed Savings Stamps Details</b>				
SEEBBoard Electricity	16	55-65	20	Motor Vehicle
		55-65	11	Value derived from level 1 accounting node 1977
South West Electricity	18	55-65	22	Motor Vehicle
		55-65	11	Value derived from level 1 accounting node 2434
Post Office	20	55-65	11	Motor Vehicle
		55-65	11	Value derived from level 1 accounting node 1960

### 5.2.2.7 Accounting Nodes

Level 1: SEEBBoard Electricity @ 1977  
 Level 1: South West Electricity @ 2434  
 Level 1: Post Office @ 1960



## 5.2.3 Office Weekly Suspense Account

### 5.2.3.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It records individual suspense account transactions and rolled-over values. It is a single report and not part of a Report Group.

### 5.2.3.2 Frequency

Periodic.

### 5.2.3.3 Notes

Portrait. Mandatory, if there is a value in a B/Fwd field or there are transactions to report.

Details of all transactions posted in or out of the Suspense Account during the TP. These transactions are applied to the B/Fwd figure to derive the C/Fwd figure that is taken forward to the next TP.

Filed locally.

### 5.2.3.4 Sequence

This report shows the suspense items within each section in the following order:

- SU
- Chronological Order of Entry

The order of sections is as follows. Only sections that contain values are included:

Group Name	Prod No./ Prod Grp	Reference Data Long Name
RD Cheques A		
	2530	Unpaid Cheque A to UP
	2531	Unpaid Chq A Redeemed
RD Cheques B		
	2846	Unpaid Cheque B to UP
	2851	Unpaid Chq B Redeemed
RD Cheques C		
	2847	Unpaid Cheque C to UP
	2852	Unpaid Chq C Redeemed
Vouchers		
	2528	Voucher to U/P
	2529	Redeem Voucher from U/P
Shortages in Rems		
	2167	Rem Discrepancy Short
	2165	Redeem Rem Discrepshor
Burglary etc losses		
	2600	Burg/Rob Loss to U/P
	2601	Redeem Burg/Rob Loss U/P
POL Cheques		
	2848	POL Cheque from UP





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	2849	POL Cheque to UP
Migration UP		
	2656	Migration-UP-In
	2657	Migration-UP-Out
Cash Shortages A		
	223	Loss A to Table 2a
	221	Loss A redeemed
Cash Shortages B		
	2855	Loss B to Table 2a
	2858	Loss B redeemed
Cash Shortages C		
	2856	Loss C to Table 2a
	2859	Loss C redeemed
Cash Shortages D		
	2857	Loss D to Table 2a
	2860	Loss D redeemed
Prepurchases		
	144	Prepurchase
	211	Prepurchase Redemption
Cash Surpluses not yet adjusted A		
	146	Gain A to UR
	829	Gain A redeemed
Discrepancies Transferred		
	6295	Gain to Local Suspense
	6296	Loss to Local Suspense
	6297	Clear Gain from Lcl Susp
	6298	Clear Loss from Lcl Susp
Cash Surpluses not yet adjusted B		
	2862	Gain B to UR
	2864	Gain B redeemed
Surpluses in Rems etc		
	2164	Rem Discrepancy Surplus
	2168	Redeem Rem Discrep-Surp
Migration UR		
	2654	Migration-UR-In
	2655	Migration-UR-Out
Cash In Pouches		
	5610	Cash In Pouches Stock
	6509	Despatched Cash in Pouch
Emergency Txns Payments		
	6625	Emerg Txn Pay u/p
	6626	Emerg Txn Pay u/p Out
Emergency Txns Receipts		
	6627	Emerg Txn Rcpt u/r In
	6628	Emerg Txn Rcpt u/r Out
Cash In Pouches		
	5610	Cash In Pouches Stock
	6509	Despatched Cash in Pouch
Currency In Pouches		
	7158	BAR In Pouches Parent



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FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)

	7159	BAR Out Pouches Parent
--	------	------------------------

## 5.2.3.5 Layout and Example Content

	1	2	3	4	5	6	7	8	9
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012345								
01	Feltham Post Office			FAD 123456X				Page 1	
02	13:42 06/04/2008							TP 01	
03				Suspense Account - Office Copy					
04									
05	WARNING - Check the C/Fwd column for negative values. If present refer to the								
06	Operational Instructions for details on how to proceed.								
07									
08	SU	Date	Product	Volume		Value		B/Fwd	C/Fwd
09									
10	Discrepancies Transferred								
11									
12	S4	06/04/08	Clear Loss from Lcl Susp	1		2.00			
13									
14	TOTAL			1		2.00		0.00	0.00
15									
16	Cash In Pouches								
17									
18	WARNING - Check this C/Fwd column equals the actual total value of Cash that is awaiting								
19	collection in pouches. If it does not, print the All Currencies in Pouches								
20	Awaiting Collection report to establish where the discrepancy is.								
21									
22	TOTAL			0		0.00		150.00	150.00
23									
24	Currency In Pouches								
25									
26	WARNING - Check this C/Fwd column equals the actual total value of Foreign Currency that								
27	is awaiting collection in pouches. If it does not, print the All Currencies								
28	in Pouches Awaiting Collection report to establish where the discrepancy is.								
29									
30	TOTAL			0		0.00		2000.00	2000.00
31									
32	Emergency Txns Payments								
33									
34	S4	06/04/08	Emerg Txn Pay u/p Out	1		3.00-			
35									
36	TOTAL			1		3.00-		14.43	11.43
37									
38	*** END OF REPORT ***								
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012345								
	1	2	3	4	5	6	7	8	9



The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 5.2.3.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Transactions:				
Group	10	01-36	36	Repeated as necessary.
SU	12	03-05	3	
Date	12	07-14	8	
Product	12	16-39	24	
Volume	12	41-47	7	
Value	12	52-63	14	
B/Fwd	12	66-78	14	
C/Fwd	12	81-93	14	Blank Blank
Totals:	14			Repeated as necessary.
Total Volume		41-47	7	
Total Value		52-63	14	
Total B/Fwd		66-78	14	
Total C/Fwd		81-93	14	

### 5.2.3.7 Accounting Nodes

Root Node:740 and 490



## 5.2.4 Office Weekly Postage Labels

### 5.2.4.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It allows in-office reconciliation of confirmed and rejected labels produced within the TP. It is a single report and not part of a Report Group.

### 5.2.4.2 Frequency

At the end of the Trading Period.

### 5.2.4.3 Notes

Portrait. Mandatory if at least one valid Postage Label transaction has been performed in the TP.

Cut-off. Filed locally.

The CONFIRMED section and REJECTED SUMMARY section are totals for all labels, per user, per balance period, per stock unit.

The REJECTED LABEL DETAILS section represents individual rejected label transactions.

### 5.2.4.4 Sequence

Confirmed then rejected transactions, sorted by:

- Stock unit/balance period
- Username

Rejected label details sorted by:

- Stock unit/balance period
- Username
- Chronological transaction order within counter



## 5.2.4.5 Layout and Example Content

	1	2	3	4	5	6	7	8
01	1234567890123456789012345678901234567890123456789012345678901234567890							
02	1234567890123456789012345678901234567890123456789012345678901234567890							
03	1234567890123456789012345678901234567890123456789012345678901234567890							
04	1234567890123456789012345678901234567890123456789012345678901234567890							
05	1234567890123456789012345678901234567890123456789012345678901234567890							
06	1234567890123456789012345678901234567890123456789012345678901234567890							
07	1234567890123456789012345678901234567890123456789012345678901234567890							
08	1234567890123456789012345678901234567890123456789012345678901234567890							
09	1234567890123456789012345678901234567890123456789012345678901234567890							
10	1234567890123456789012345678901234567890123456789012345678901234567890							
11	1234567890123456789012345678901234567890123456789012345678901234567890							
12	1234567890123456789012345678901234567890123456789012345678901234567890							
13	1234567890123456789012345678901234567890123456789012345678901234567890							
14	1234567890123456789012345678901234567890123456789012345678901234567890							
15	1234567890123456789012345678901234567890123456789012345678901234567890							
16	1234567890123456789012345678901234567890123456789012345678901234567890							
17	1234567890123456789012345678901234567890123456789012345678901234567890							
18	1234567890123456789012345678901234567890123456789012345678901234567890							
19	1234567890123456789012345678901234567890123456789012345678901234567890							
20	1234567890123456789012345678901234567890123456789012345678901234567890							
21	1234567890123456789012345678901234567890123456789012345678901234567890							
22	1234567890123456789012345678901234567890123456789012345678901234567890							
23	1234567890123456789012345678901234567890123456789012345678901234567890							
24	1234567890123456789012345678901234567890123456789012345678901234567890							
25	1234567890123456789012345678901234567890123456789012345678901234567890							
26	1234567890123456789012345678901234567890123456789012345678901234567890							
27	1234567890123456789012345678901234567890123456789012345678901234567890							
28	1234567890123456789012345678901234567890123456789012345678901234567890							
29	1234567890123456789012345678901234567890123456789012345678901234567890							
30	1234567890123456789012345678901234567890123456789012345678901234567890							
31	1234567890123456789012345678901234567890123456789012345678901234567890							

01 Feltham Post Office FAD 123456X Page 1

02 11:10 22/10/2008 TP 07

03 Postage Labels - Office Copy

04

05 CONFIRMED

SU/BP	User	Volume	Value
SH1/01	EPR001	48	375.50
SH2/01	LLE001	33	310.85
SH3/01	JSM001	75	688.00

10

11 REJECTED SUMMARY

SU/BP	User	Volume	Value
SH1/01	EPR001	1	1.50
SH2/01	LLE001	0	0.00
SH3/01	JSM001	2	20.75

16

17 REJECTED LABEL DETAILS

SU/BP	User	Volume	Value	Label ID
SH1/01	EPR001	1	1.50	1-36789-3
SH3/01	JSM001	1	8.70	1-13464-2
SH3/01	JSM001	1	12.05	1-17293-4

22

23 I confirm all rejected labels listed above have been inspected by me and are

24 associated with this report. I have taken action to investigate levels of

25 rejected labels and taken necessary remedial action where appropriate.

26

27 Signed \_\_\_\_\_ Name \_\_\_\_\_ Position \_\_\_\_\_

28

29 \*\* Retain this form with associated rejected labels for 2 years \*\*

30

31 \*\*\* END OF REPORT \*\*\*

1234567890123456789012345678901234567890123456789012345678901234567890

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.





#### 5.2.4.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Confirmed Labels Summary: SU BP Username Volume Value	06	01-03 05-06 14-19 26-30 36-47	3 2 6 5 12	Repeated as necessary.
Rejected Labels Summary: SU BP Username Volume Value	12	01-03 05-06 14-19 26-30 36-47	3 2 6 5 12	Repeated as necessary.
Rejected Labels Details: SU BP Username Volume Value Label ID	18	01-03 05-06 14-19 26-30 36-47 60-80	3 2 6 5 12 21	Repeated as necessary.

#### 5.2.4.7 Accounting Nodes

Level 2: POSTAGE LABEL @ 8000

Level 1: Postage Label Prints @ 8010

Level 1: Postage Label Rejects @ 8020





## 5.2.5 Office Weekly All Currencies in Pouches Awaiting Collection

### 5.2.5.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It shows the details of all currencies in pouches awaiting collection suspense account transactions and rolled-over values. It should be printed if the all currencies in pouches balance on the Suspense Account (see Section 5.2.3) is not equal to the actual total value of the pouches in the branch. It is a single report and not part of a Report Group.

### 5.2.5.2 Frequency

As required.

### 5.2.5.3 Notes

Portrait. Optional.

Details of all cash and foreign currency in pouches transactions posted in or out of Suspense during the TP. These transactions are applied to the B/Fwd figure to derive the C/Fwd figure that is taken forward to the next TP.

Cash in pouches: products 5610 and 6509

Currency in pouches: product groups 7158 and 7159

Each cash and foreign currency pouch appears twice in suspense: once when it is packed (positive value) and again when it is subsequently despatched (negative value).

### 5.2.5.4 Sequence

This report shows the suspense items within each section in the following order:

- SU
- Chronological Order of Entry

The order of sections is as follows. Only sections that contain values are included:

Group Name	Prod No./ Prod Grp	Reference Data Long Name
Currency In Pouches		
	7158	BAR In Pouches Parent
	7159	BAR Out Pouches Parent



## 5.2.5.5 Layout and Example Content

	1	2	3	4	5	6	7	8	9
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012345								
01	Feltham Post Office			FAD 123456X				Page 1	
02	13:42 05/04/2008							TP 05	
03				All Currencies in Pouches Awaiting Collection - Office Copy					
04									
05	WARNING - Check the C/Fwd column equals the actual total value of pouches awaiting collection.								
06	If it does not, refer to the Operational Instructions for details on how to proceed.								
07									
08	SU	Date	Product	Volume	Value		B/Fwd	C/Fwd	
09									
10	Cash In Pouches								
11									
12	SI1	05/04/08	Cash in Pouches	1	3000.00				
13	SI1	05/04/08	Despatched Cash in Pouch	1	3000.00-				
14									
15	TOTAL			2	0.00		0.00	0.00	
16									
17	Currency In Pouches								
18									
19	SI1	05/04/08	Bureau In Pouches USD	1	3000.00				
20	SI1	06/04/08	Bureau out Pouches USD	1	3000.00-				
21	SI2	07/04/08	Bureau In Pouches EUR	1	500.00				
22	SI2	09/04/08	Bureau out Pouches EUR	1	500.00-				
23									
24	TOTAL			4	0.00		0.00	0.00	
25									
26				*** END OF REPORT ***					
	1	2	3	4	5	6	7	8	9
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012345								

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

The field definitions are the same as those of the Suspense Account.



## 5.2.6 Office Weekly Remittances In (by product)

### 5.2.6.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It allows in-office reconciliation of remittance sessions entered on to the Horizon system. It is a single report and not part of a Report Group.

### 5.2.6.2 Frequency

As required.

### 5.2.6.3 Notes

Portrait. Optional.

Filed locally.

Multiple transactions of a single product within a session aggregate.

### 5.2.6.4 Sequence

- Remittance mode in Level 2 Accounting Node sequence.
- Product in ascending Product ID sequence.
- Stock unit.
- Balance period.
- Session ID.

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## 5.2.6.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X				Page 1	
02	11:07 17/01/2009						TP 10	
03			Remittances In by Product - Office Copy					
04								
05	MODE	PRODUCT	SU/BP	SESSION		VOLUME	TOTAL VALUE	
06	Rem In Client	Instant £2	SH1/01	1-15570		9	50.00	
07			TOTALS:			9	0.00	
08								
09	Rem In Client		TOTALS:				0.00	
10								
11	Rem In Auto Dist	Cash	SH1/01	1-15771		1	400.00	
12	Rem In Auto Dist	Cash	SU1/01	1-15773		1	400.00	
13	Rem In Auto Dist	Cash	SU1/01	1-15774		1	400.00	
14	Rem In Auto Dist	Cash	SU1/01	1-15777		1	400.00	
15	Rem In Auto Dist	Cash	SU2/01	1-15579		1	200.00	
16			TOTALS:			5	1800.00	
17								
18	Rem In Auto Dist	Australia Dollar	C13/01	1-34456		2000	1350.00	
19			TOTALS:			2000	1350.00	
20								
21	Rem In Auto Dist	Euro TChq	C13/01	1-34456		340	0.00	
22			TOTALS:			340	0.00	
23								
24	Rem In Auto Dist	VfnVchr£15	C13/01	1-34456		10	0.00	
25			TOTALS:			10	0.00	
26								
27	Rem In Auto Dist	T-Mob £10	C13/01	1-34456		10	0.00	
28			TOTALS:			10	0.00	
29								
30	Rem In Auto Dist	Sell TChq	C13/01	1-34456		2	0.00	
31			TOTALS:			2	0.00	
32								
33	Rem In Auto Dist		TOTALS:				3150.00	
34								
35	TOTAL:						3150.00	
36								
37			*** END OF REPORT ***					
	1234567890123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.





### 5.2.6.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Remittances Product Transaction:	06			Repeated as necessary.
Mode		01-20	20	
Product		22-37	16	
SU		39-42	3	
BP		43-44	2	
Session		46-54	9	
Volume		57-67	11	
Value		70-80	11	Zero for stock held by volume.
Remittances Product Session Total:	07			Repeated as necessary.
Total Volume (per Product)		56-67	12	
Total Value (per Product)		69-80	12	
Remittances Total, per Source:	09			Line below last transaction.
Remittances Mode		01-24	24	
Remittances Total Value		69-80	12	
Remittances Grand Total (per period):	35			Line below last transaction.
Remittances Total Value		68-80	13	

### 5.2.6.7 Accounting Nodes

Level 3:REM IN ALL SOURCES@902

Level 2:REM IN CLIENT@907

Level 2:Rem In Auto Dist@921





## 5.2.7 Office Weekly Remittances Out (by product)

### 5.2.7.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It allows in-office reconciliation of remittance sessions entered on to the Horizon system. It is a single report and not part of a Report Group.

### 5.2.7.2 Frequency

Weekly.

### 5.2.7.3 Notes

Portrait. Optional.

Filed locally.

Non-value stock is shown in the same way as value stock.

Multiple transactions of a single product within a session aggregate.

### 5.2.7.4 Sequence

- Remittance mode in Level 2 Accounting Node sequence.
- Product in ascending Product ID sequence.
- Stock unit.
- Balance period.
- Session ID.



## 5.2.7.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X					Page 1
02	11:07 17/01/2009							TP 10
03		Remittances Out by Product - Office Copy						
04								
05	MODE	PRODUCT	SU/BP	SESSION		VOLUME	TOTAL	VALUE
06	Rem Out Auto Dist	1st Class	S4/01	1-34592		1		0.00
07	Rem Out Auto Dist	1st Class	S4/01	1-34614		1-		0.00
08			TOTALS:			0		0.00
09								
10	Rem Out Auto Dist	SplDel C4	S4/01	1-34614		1		0.00
11			TOTALS:			1		0.00
12								
13	Rem Out Auto Dist	Game Red	S4/01	1-34592		1		0.00
14			TOTALS:			1		0.00
15								
16	Rem Out Auto Dist	Game Green	S4/01	1-34592		1		0.00
17			TOTALS:			1		0.00
18								
19	Rem Out Auto Dist	Euro 300g	S4/01	1-34614		1		0.00
20			TOTALS:			1		0.00
21								
22	Rem Out Auto Dist	2nd Class	S4/01	1-34592		1		0.00
23	Rem Out Auto Dist	2nd Class	S4/01	1-34614		3		0.00
24			TOTALS:			4		0.00
25								
26	Rem Out Auto Dist		TOTALS:					0.00
27								
28	TOTAL:							0.00
29								
30			*** END OF REPORT ***					
	1234567890123456789012345678901234567890123456789012345678901234567890							

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**5.2.7.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Remittances Product Transaction: Mode Product SU BP Session Volume Value	06	01-20 22-37 39-42 43-44 46-54 57-67 70-80	20 16 3 2 9 11 11	Repeated as necessary.      Zero for stock held by volume.
Remittances Product Session Total: Total Volume (per Product) Total Value (per Product)	07	56-67 69-80	12 12	Repeated as necessary.
Remittances Total, per Source:  Remittances Mode Remittances Total Value	09	01-24 69-80	24 12	Line below last transaction.
Remittances Grand Total (per period):  Remittances Total Value	35	68-80	13	Line below last transaction.

**5.2.7.7 Accounting Nodes**

Level 3:REM OUT ALL DESTINATIONS@903

Level 2:REM OUT DATA CEN@911

Level 2:REM OUT CLIENT@912

Level 2:Rem Out Auto Dist@922



## 5.2.8 Office Weekly Transfer Reconciliation

### 5.2.8.1 Description

This is an office-wide report (i.e. it reports on all stock units) that is printed on the A4 back office printer in portrait format. It records reconciled and unreconciled transfer sessions in the TP. It is a single report and not part of a Report Group.

### 5.2.8.2 Frequency

As required.

### 5.2.8.3 Notes

Portrait. Optional.

### 5.2.8.4 Sequence

The report is printed in alphabetical order of source stock unit name, in Session ID sequence within alphabetical order of destination stock unit name.

There are subtotals for unreconciled transfers for each source stock unit /destination stock unit /session ID. There is also a subtotal for each source stock unit/destination stock unit and a total for each source stock unit/all destination stock units.

In the example in section 5.2.8.5 the blocks of data in lines 05-26, 28-36 and 38-47 are in the following sequence:

*Unreconciled Transfers from stock unit A to stock unit B in session ID order (with transfer details and unreconciled transfer value)*

*Reconciled Transfers from stock unit A to stock unit B in session ID order (with transfer details)*

*Subtotal (unreconciled transfer value from A to B)*

*Unreconciled Transfers from stock unit A to stock unit C in session ID order (with transfer details and unreconciled transfer value)*

*Reconciled Transfers from stock unit A to stock unit C in session ID order (with transfer details)*

*Subtotal (unreconciled transfer value from A to C)*

*Subtotal (unreconciled transfer value from A for all destination stock units)*

Note that there may be one or more destination stock units for each source stock unit (and one or more session IDs within that which may be reconciled or unreconciled).

Note that there may be one or more destination stock units for each source stock unit (and one or more transaction IDs within that), and that for each source stock unit there may or may not also be reconciled transfers.

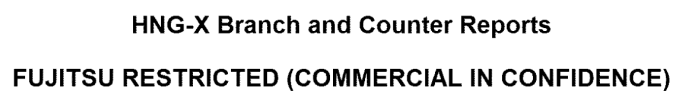




## 5.2.8.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X				Page 1
02	23:56 19/04/2008							TP 01
03	Transfer Reconciliation - Office Copy							
04								
05	SESSION ID	SRC	DST	BP	DATE	TIME	MODE	VALUE
06	1-7124	AA	BB	04	06-Jun	11:24	TO	0.00
07	UNRECONCILED Transfer Value:							0.00
08								
09	1-7133	AA	BB	04	06-Jun	11:25	TO	0.00
10	1-7200	AA	BB	04	06-Jun	11:28	TI	0.00
11	Transfer RECONCILED							
12								
13								-----
14	UNRECONCILED Transfer Value AA to BB							0.00
15								-----
16								
17	SESSION ID	SRC	DST	BP	DATE	TIME	MODE	VALUE
18	1-7145	AA	CC	04	06-Jun	11:25	TO	0.00
19	UNRECONCILED Transfer Value:							0.00
20								
21	1-7157	AA	CC	04	06-Jun	11:25	TO	0.00
22	UNRECONCILED Transfer Value:							0.00
23								
24								-----
25	UNRECONCILED Transfer Value AA to CC							0.00
26								-----
27								
28								-----
29	UNRECONCILED Transfer Value for AA							0.00
30								-----
31								
32	SESSION ID	SRC	DST	BP	DATE	TIME	MODE	VALUE
33	1-7752	BB	RR	04	28-May	13:11	TO	600.00-
34	UNRECONCILED Transfer Value:							600.00-
35								
36								-----
37	UNRECONCILED Transfer Value BB to RR							600.00-
38								-----
39								
40								-----
41	UNRECONCILED Transfer Value for BB							600.00-
42								-----
43								
44	SESSION ID	SRC	DST	BP	DATE	TIME	MODE	VALUE
45	1-7171	GG	GIJ	01	06-Jun	11:27	TO	0.00
46	UNRECONCILED Transfer Value:							0.00
47								
48	1-7184	GG	GIJ	01	06-Jun	11:27	TO	0.00
49	UNRECONCILED Transfer Value:							0.00



[illegible]

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.



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**5.2.8.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Unreconciled Transfers:				
Session ID	06	01-11	11	Line 6 repeated as necessary.
Source SU	06	16-18	3	
Dest SU	06	20-22	3	
BP	06	24-25	2	
Date	06	28-33	6	
Time	06	35-39	5	
Mode	06	41-42	2	
Value	06	52-62	11	
Total Unreconciled	07	52-62	11	Zero for stock held by volume Total for this source/destination session
Blank line	08			
Reconciled Transfers:				Repeated as necessary.
Transfer Out:				
Session ID	09	01-11	11	Zero for stock held by volume
Source SU	09	16-18	3	
Dest SU	09	20-22	3	
BP	09	24-25	2	
Date	09	28-33	6	
Time	09	35-39	5	
Mode	09	41-42	2	
Value	09	52-62	11	
Transfer In:				
Session ID	10	01-11	11	Zero for stock held by volume
Source SU	10	16-18	3	
Dest SU	10	20-22	3	
BP	10	24-25	2	
Date	10	28-33	6	
Time	10	35-39	5	
Mode	10	41-42	2	
Value	10	52-62	11	
Transfer RECONCILED	11	03-21	19	
Blank line	12			
Total Unreconciled For SU to SU	14	52-62	11	Total for this source/ this destination/ all sessions
Total Unreconciled For SU	29	52-62	11	Total for this source/all destinations/ all sessions



## 5.2.9 Office Weekly Sales Report

### 5.2.9.1 Description

This is an office report that is printed on the counter printer. It records transactions performed, by product, and is used for statistical analysis of business. It is a single report and not part of a Report Group.

### 5.2.9.2 Frequency

As required.

### 5.2.9.3 Notes

Optional.

If no date range is selected the report will include all data within the current Office Trading Period from the start of the Trading Period up to the present time.

If a date range has been selected, the report will include all data (ignoring the current Office Trading Period) from the EOD of the day before the specified Start Date. If the End Date is before today then data is included up to the EOD of the End Date. If the End Date is today's date then data is included up to the present time. Today's date may be used in either or both of Start Date and End Date.

This report shows all the transactions carried out in Serve Customer modes. It also reflects Existing and New Reversals of such transactions.

The Volume field is not printed for Travellers Cheques.

The cash amount in this report is the net result of the cash transactions.

### 5.2.9.4 Sequence

Group order: 3003 Methods Of Payment, 3007 Value Stock, 3006 Receipts, 3005 Payments.

Within Group: Product within numerical Sub-Group, where Sub-Group is equivalent to Level 1 and Group is equivalent to Level 2.



## 5.2.9.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/07/2008	TP:04	BP:03	SU:SH1
03	Report from dd/mm/yyyy to dd/mm/yyyy			
04	Sales Report - Office Copy			
05				
06		VOLUME		VALUE
07	Cash			1070.56
08	CASH			1070.56
09	Cheque			3432.79
10	CHEQUES			3432.79
11	MOP			4503.35
12	Postage stmp			25.31
13	Other Postage Items			25.31
14	POSTAGE			25.31
15	A&L Pers Cash Dep	1		34.44
16	Bus dep 1t f60	1		59.99
17	GIRO DEPS/TRANSCASH			94.43
18	Euro 48	1		31.20
19	Parcels			31.20
20	CARRS - PARCELS			31.20
21	RM LC Open fee	1		1.00
22	Undel Priority	1		0.00
23	CUSTOMER COLLECT FEES			1.00
24	DVLA Premium Service			0.00
25	Overseas Bus 1M	1		13.15
26	Redirection			13.15
27	Nat lot game	1		7772.00
28	Nat lot chq bal	1		218.00
29	Lottery Games			7990.00
30	OTHER RECEIPTS			8003.15
31	Coarse one day	1		3.00
32	Coarse full	1		23.00
33	ROD LICENCES			
34	Bus Tkt	2		100.00
35	WYPTE			100.00
36	TRAVEL			100.00
37	Cahoot cash dep	1		200.00
38	Cahoot			200.00
39	PERSONAL BANKING CASH DEPOSITS			200.00
40	TV Licensing	6		726.00
41	AP Others			726.00
42	AUTOMATED PAYMENTS			
43	Post Label S	2		3.25
44	Post Label P	1		5.71
45	Post Label SD9	1		12.75
46	Postage Label Prints	2		21.71
47	POSTAGE LABEL			21.71
48	Lwood lotto f2	1		2.00
49	LITTLEWOOD SCRATCHIES			2.00
50	Asylum Seeker Smartcards			0.00
51	HOME OFFICE			





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52	Cash Warrant	1	2500.00
53	NS & I WITHDRAWALS/PAYMENTS		2500.00
54	MVL stmp rdm	15	75.00
55	Vehicle Licence Stmp Rdm		75.00
56	SAVING STAMPS REDEEMED		75.00
57	TRM ATM	1	4350.00
58	SELF FILL ATM		4350.00
59	Nat lot cash pze	1	20.00
60	Nat lot chq pze	1	218.00
61	NATIONAL LOTTERY PRIZES		238.00
62	Green giro		997.24
63	Green GiroCheques		997.24
64	GREEN/VIOLET GIROCHEQUES		997.24
65			
66	*** END OF REPORT ***		

1 2 3 4  
123456789012345678901234567890123456789012

**The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.**

### 5.2.9.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Date Range	03	04-39	36	Start and End Dates of selected date range (optional).
Bal MoP Product Line: Product Name Quantity Value	09	03-18 20-27 32-42	16 8 11	Repeated as necessary.
Bal MoP SubGroup Line: SubGroup Subtotal	10	02-26 32-42	25 11	Repeated as necessary.
Bal MoP Group Line: Group Grouptotal	11	01-25 32-42	25 11	Repeated as necessary.
Bal Receipts Product Line: Product Name Quantity Value	12	03-18 20-27 32-42	16 8 11	Repeated as necessary.  Blank for TChqs.
Bal Receipts Sub Group Line: Sub Group Sub total	13	01-25 32-42	25 11	Repeated as necessary.
Bal Receipts Group Line: Group Grouptotal	14	01-25 32-42	25 11	Repeated as necessary.
Bal Payments Product Line: Product Name Quantity Value	54	03-18 20-27 32-42	16 8 11	Repeated as necessary.  Blank for TChqs.



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Bal Payment Subgroup Line: Subgroup Subtotal	55	02-26 29-39	25 11	Repeated as necessary.
Bal Payments Group Line: Group Group Total	56	01-25 32-42	25 11	Repeated as necessary.

**5.2.9.7 Accounting Nodes**

Root Node: 3017



## 5.2.10 Office Weekly Postmaster Remuneration Report

### 5.2.10.1 Description

This is an office report. It utilises date range criteria and is required on an ad-hoc basis to support investigation procedures and accounting queries, and to provide management information. It is a single report and not part of a Report Group.

### 5.2.10.2 Frequency

Monthly.

### 5.2.10.3 Notes

Portrait. Optional.

Not limited to a TP. Filed locally.

Produced for a specified date range. Transactions are shown from the start of the 'From' date (i.e. after the previous day's EOD marker) to the EOD marker of the 'To' date (but see the table below the example). Lines with zero totals are suppressed.

### 5.2.10.4 Sequence

- Wage Group.
- Wage Type.



## 5.2.10.5 Layout and Example Content

	1	2	3	4	5	6	7	8	9
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012345								
01	Feltham Post Office			FAD 123456X				Page 1	
02	13:42 06/07/2008							TP 01	
03				Report from 01/06/2008 to 30/06/2008					
04				Remuneration Report - Office Copy					
05									
06									
07									
08							Value	Volume	
09	0001 FOCUS-FINANCIAL SERVICES								
10	1001 Instant Saver					125000.50		125	
11	1002 Guaranteed Equity Bond					5000.00		10	
12	1005 Cash Withdrawal					350.00		9	
13	1006 Bureau (excluding Pre-Order)					12250.00		12	
14	1007 Bureau (Pre-Order)					9500.00		15	
15	1008 Travellers Cheques					500.00		1	
16	1010 Travel Insurance					975.50		16	
17									
18	0002 FOCUS-TELEPHONY								
19	1012 Homephone					0.00		5	
20									
21	0003 FOCUS-POSTAL SERVICES								
22	1050 Special Delivery by 9am - acceptance					0.00		28	
23	1051 Special Delivery by 9am - postage					0.00		94	
24	1052 Special Delivery by 1pm- acceptance					0.00		15	
25	1053 Special Delivery by 9am - acceptance					0.00		75	
26									
27	0004 STANDARD-FINANCIAL SERVICES								
28	2003 DWP Orders Green/Violet					52150.20		180	
29	2004 A&L Girochange Value					12500.00		4	
30	2009 Link card Dep. And Withdrawals					950.00		15	
31	2017 NS&I Dep & Withdrawals					-100.00		1	
32									
33									
34									
35				*** END OF REPORT ***					
	1	2	3	4	5	6	7	8	9
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012345								

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

## 5.2.10.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Date Range	03	31-66	36	Start and End Dates of selected date range. If the 'To' date is the current date and EOD has not yet been run, transactions up to current time are listed and 'Now' shown as the 'To' date.

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Wage Type Group	09			Repeated as necessary. Reprinted on page throw.
Wage Type Group Code		01-04	4	
Wage Type Group Description		06-55	50	
Wage Type	10			Repeated as necessary.
Wage Type Code		03-06	4	
Wage Type Description		08-57	50	



#### 5.2.11.1 Description

### 5.2.11.2 Frequency

As required.

### 5.2.11.3 Notes

Portrait. Optional.

On each line, either "Amt Owed to Operator" or "Amt Due to POL" is zero.

#### 5.2.11.4 Sequence

Rows are in chronological order of Date.

#### 5.2.11.5 Layout and Example Content

DATE	OPERATOR CASH-IN	CASH TXNS	OPERATOR CASH-OUT	AMT OWED TO OPERATOR	AMT DUE TO POL
20/03/2011	5000.00	4450.00	250.00	300.00	0.00
21/03/2011	5000.00	11140.00	250.00	0.00	6390.00
22/03/2011	0.00	6000.00	0.00	0.00	6000.00
23/03/2011	0.00	500.00-	0.00	500.00	0.00
OFFICE					
TOTALS:	10000.00	21090.00	500.00	800.00	12390.00
Net Movement				0.00	11590.00

Disclaimer: The Cash Operating Figures derived For Settlement are based on the Trading position and cash movements at the time of when the report was produced.





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23 Note: Actual credits and debits are not included in this report and the  
 24 details  
 25 on this report are indicative and subject to internal Finance systems.  
 26  
 27 \*\*\* Retain this report with any associated Statements for 2 years \*\*\*  
 28  
 29 \*\*\* END OF REPORT \*\*\*

1 2 3 4 5 6 7

8  
 12345678901234567890123456789012345678901234567890123456789012345678  
 90

**The data shown in the example is illustrative only –  
 the exact text can change, and so differ from that in the example.**

### 5.2.11.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
PO Name	1	1 – 24	24	From Branch Reference Data
FAD Code	1	39 - 45	7	From Branch Reference Data
Page number	1	79 - 80	2	Allow for pagination
Date and Time	2	1 - 16	16	Timestamp (in Local time) that report is generated
TP	2	79 - 80	2	Current Branch TP
Start Date	5	35 - 44	10	First date reported on
End Date	5	49 - 58	10	Last date reported on
Trading Date	10	1 - 10	10	Trading date being summarised on this line
Operator Cash In	10	14 - 23	10	Total of Txns for Cash Product for the Trading Date in mode RI CL (negative), with the sign then changed (to make it positive).
Cash Txns	10	27 - 36	10	Total of Txns for Cash Product for the Trading Date in all modes (positive if the net cash movement is in to the branch), with the sign then changed (making it negative if the net cash movement is out of the Branch)
Operator Cash Out	10	40 - 49	10	Total of Txns for Cash Product for the Trading Date in mode RO CL (positive).
Amount Owed to Operator	10	53 - 62	10	If Operator Cash In - Cash Txns - Operator Cash Out is positive, then this will be that calculated value. Otherwise it will be zero
Amount due to POL	10	66 - 75	10	If Operator Cash In - Cash Txns - Operator Cash Out is negative, then this will be that calculated value (but shown as positive). Otherwise it will be zero
Totals	15			These will be the corresponding totals from the lines above

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Net Movement	17			<p>This will contain a figure in either column <i>Amount Owed to Operator</i> or <i>Amount due to POL</i> reflecting the Net movement over the period.</p> <p>If the total Amount Owed to Operator – the total Amount Due to POL is positive then this the Net Amount Owed to Operator will be that calculated value, and the Net Amount due to POL will be blank.</p> <p>Otherwise, the Net Amount Owed to Operator will be blank, and the Net Amount due to POL will be that calculated value (but shown positive).</p>
--------------	----	--	--	---



## 6 Stock Unit Declaration Reports

This section describes the following reports:

- 6.1 Declaration: Cash on Hand
- 6.2 Declaration: Stamps on Hand
- 6.3 Declaration: Stock on Hand
- 6.4 Declaration: Foreign Currency
- 6.5 Declaration: Travellers Cheques Unsold

### 6.1 Declaration: Cash on Hand

#### 6.1.1 Description

This is an office report that is printed on the counter printer, and must be retained. It is mandatory that a declaration is made for each stock unit, for each balance period, in order to balance the stock units.

#### 6.1.2 Frequency

Daily – cash is declared daily for cash monitoring and replenishment.

The declaration can be made as many times as needed during the balance period, the system uses the last declaration for each declaration id.

#### 6.1.3 Notes

It is mandatory that a declaration is made for each stock unit, for each balance period, in order to balance the stock units.

Filed locally.

The user and declaration ids only appear on reports from shared stock units.

The amount is the total declared of each item.

Note that volumes are neither entered nor displayed on this report.

The totals for cash denominations are also used in the production of office totals for reports to SAP ADS.

#### 6.1.4 Sequence

The report is produced using an editable list with fixed order of coins and notes.



## 6.1.5 Layout and Example Content

```

1      2      3      4
123456789012345678901234567890123456789012
01 Chelsea PO                                FAD: 0040389
02 23:42 23/01/2008          TP:10  BP:01  SU:SH1
03 Declared Cash - Office Copy
04
05 -----
06 USER : EPR001                DECLARATION ID : 11
07 -----
08 DESCRIPTION                  VOLUME          AMOUNT
09
10 £100 note  [£100.00]                200.00
11 £50 note   [£50.00]                 100.00
12 £20 note   [£20.00]                  40.00
13 £10 note   [£10.00]                 100.00
14 £5 note    [£5.00]                   50.00
15 £1 note    [£1.00]                    1.00
16 £5 coin    [£5.00]                   20.00
17 £2 coin    [£2.00]                   20.00
18 £1 coin    [£1.00]                  100.00
19 50p coin   [£0.50]                   50.00
20 20p coin   [£0.20]                   20.00
21 10p coin   [£0.10]                   10.00
22 5p coin    [£0.05]                   50.00
23 2p coin    [£0.02]                   20.00
24 1p coin    [£0.01]                   10.00
25 ATM Notes  [£10.00]                 300.00
26 Unusable Note [£0.00]                 10.00
27 Unusable Coin [£0.00]                 10.00
28 -----
29 TOTAL                                1111.00
30
31 *** END OF REPORT ***
123456789012345678901234567890123456789012

```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 6.1.1.1 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Declaration User and ID:	06			
User		08-13	6	
Declaration ID		41-42	2	
Detail:	10			
Description		02-21	20	
Amount		31-41	11	
Footer:	27			
Total		31-42	12	



---

## 6.2 Declaration: Stamps on Hand

### 6.2.1 Description

This is an office report that is printed on the counter printer, and must be retained. It is mandatory that a declaration is made for each stock unit, for each balance period, in order to balance the stock units.

### 6.2.2 Frequency

Whenever the stock unit is rolled over – this report is part of the stock unit balancing process.

The declaration can be made as many times as needed during the balance period, the system uses the last declaration for each declaration id.

### 6.2.3 Notes

It is mandatory that a declaration is made for each stock unit, for each balance period, in order to balance the stock units.

Filed locally.

The user and declaration ids only appear on reports from shared stock units.

The amount is the total of each item.

### 6.2.4 Sequence

The report is produced using an editable list with fixed ordering of stamps.





## 6.2.5 Layout and Example Content

```

1      2      3      4
123456789012345678901234567890123456789012
01 Chelsea PO FAD: 0040389
02 23:42 23/01/2008 TP:10 BP:01 SU:SH1
03 Stamps on Hand - Office Copy
04 -----
05 -----
06 USER : EPR001 DECLARATION ID : 11
07 -----
08 DESCRIPTION VOLUME AMOUNT
09 -----
10 1p Stamp 454
11 2p Stamp 311
12 4p Stamp 204
13 5p Stamp 210
14 7p Stamp 208
15 9p Stamp 224
16 10p Stamp 224
17 20p Stamp 222
18 35p Stamp 200
19 39p Stamp 200
20 40p Stamp 200
21 50p Stamp 200
22 68p Stamp 100
23 £1 Stamp 214
24 £1.50 stp 200
25 £2 Stamp 205
26 £3 Stamp 100
27 £5 Stamp 100
28 -----
29 TOTAL 3776 0.00
30
31 *** END OF REPORT ***
1      2      3      4
123456789012345678901234567890123456789012

```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

## 6.2.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Declaration User and ID:	06			
User		08-13	6	
Declaration ID		41-42	2	
Detail:	10			Repeated as necessary.
Description		01-18	18	
Volume		21-28	8	
Amount		31-41	11	
Footer:	29			
Total		31-42	12	



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## 6.3 Declaration: Stock on Hand

### 6.3.1 Description

This is an office report that is printed on the counter printer, and must be retained. It is an optional record of stock in hand.

### 6.3.2 Frequency

Monthly, at a minimum – this report is optionally part of the shared stock unit balancing process.

The declaration can be made as many times as needed during the balance period, the system uses the last declaration for each declaration id.

### 6.3.3 Notes

Optional. This report is only available from shared stock units. Filed locally.

For value stock and MoP, the amount is the total value of each type of item (item value x volume).

### 6.3.4 Sequence

The report is produced using an editable list of products within accounting node.



### 6.3.5 Layout and Example Content

```

123456789012345678901234567890123456789012
01 Chelsea PO FAD: 0040389
02 23:42 23/01/2008 TP:10 BP:01 SU:SH1
03 Stock on Hand - Office Copy
04 -----
05
06 USER : EPR001 DECLARATION ID : 11
07 -----
08 DESCRIPTION VOLUME AMOUNT
09
10 Cheque [£0.00] 50.00
11 POL Cheque [£0.00] 50.00
12 Bureau IRL [£0.00] 2000.00
13 Game Blue [£4.00] 8 32.00
14 Game Occas [£4.00] 8 32.00
15 PostLabels [£0.00] 60 0.00
16 Pres Pack [£0.00] 5.00
17 Album [£49.95] 5 249.75
18 Mini Sheet [£3.24] 5 16.20
19 Mini YrPck [£16.50] 7 115.50
20 Pres Pack [£3.95] 6 23.70
21 Pres Pack [£4.05] 5 20.25
22 Lwoodlot£2 [£2.00] 10 20.00
23 -----
24 TOTAL 2620.40
25
26 *** END OF REPORT ***
123456789012345678901234567890123456789012

```

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 6.3.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Declaration User and ID: User Declaration ID	06	08-13 41-42	6 2	
Detail: Description Volume Amount	10	01-18 21-28 31-41	18 8 11	Repeated as necessary.
Footer: Total	24	31-42	12	



---

## 6.4 Declaration: Foreign Currency

### 6.4.1 Description

This is an office report that is printed on the counter printer and must be retained. It is mandatory that a declaration is made for each stock unit that holds currency, for each balance period, in order to balance the stock units.

### 6.4.2 Frequency

Whenever the stock unit is rolled over – this report is part of the stock unit balancing process.

The declaration can be made as many times as needed during the balance period, the system uses the last declaration for each declaration id.

### 6.4.3 Notes

It is mandatory that a declaration is made for each stock unit, for each balance period, in order to balance the stock units.

Filed locally.

The user and declaration ids only appear on reports from shared stock units.

The volume is the total in the appropriate currency.

### 6.4.4 Sequence

The report is produced using an editable list with fixed ordering of currency.





### 6.4.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 0040389	
02	23:42 23/01/2008	TP:10	BP:01	SU:SH1
03	Foreign Currency - Office Copy			
04	-----			
05	-----			
06	USER : EPR001	DECLARATION ID : 11		
07	-----			
08	DESCRIPTION	VOLUME		
09				
10	Euro	300		
11	US Dollar	1550		
12				
13	*** END OF REPORT ***			

	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 6.4.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Declaration User and ID: User Declaration ID	06	08-13 41-42	6 2	Only present for shared stock units
Detail: Description Volume	10	02-17 27-41	16 15	Repeated as necessary.



## 6.5 Declaration: Travellers Cheques Unsold

### 6.5.1 Description

This is an office report that is printed on the counter printer and must be retained. It is mandatory that a declaration is made for each stock unit that holds travellers cheques, for each balance period, in order to balance the stock units.

### 6.5.2 Frequency

Whenever the stock unit is rolled over – this report is part of the stock unit balancing process.

The declaration can be made as many times as needed during the balance period, the system uses the last declaration for each declaration id.

### 6.5.3 Notes

It is mandatory that a declaration is made for each stock unit, for each balance period, in order to balance the stock units.

Filed locally.

The user and declaration ids only appear on reports from shared stock units.

The volume is the total in the appropriate currency.

### 6.5.4 Sequence

The report is produced using an editable list with a fixed ordering.

### 6.5.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 0040389	
02	23:49 23/01/2008	TP:10	BP:01	SU:SH1
03	TC's UnSold - Office Copy - Office Copy			
04				
05	-----			
06	USER : EPR001	DECLARATION ID : 11		
07	-----			
08	DESCRIPTION		VOLUME	
09				
10	Australia TChq		12	
11	Euro TChq		16	
12	Swiss TChq		20	
13	USA TChq		100	
14				
15	*** END OF REPORT ***			

	1	2	3	4
	123456789012345678901234567890123456789012			



The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 6.1.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Declaration User and ID: User Declaration ID	06	08-13 41-42	6 2	Only present for shared stock units
Detail: Description Volume	10	02-17 27-41	16 15	Repeated as necessary.



## 7 Other Reports

In addition to the single reports that are included in sections 5.2 - 5.6, a number of reports are available on an individual basis to support various processes, and to provide specific required information; these reports fall into four main categories:

- Stock Unit Balancing
  - Stock Unit Balance Snapshot
  - Stock Unit Balance Report
- Office Balance Snapshot
- Branch Trading Statement
- Engineer Tests
  - Counter Printer Test
  - Slip Printer Test
  - Office Printer Test
  - PIN Pad Installation
  - PIN Pad Test
- Enquiries
  - Transaction Log
  - Event Log



---

## 7.1 Stock Unit Balancing Reports

The following Stock Unit Balancing reports are available:

- 7.1.1 *Stock Unit Balance: Snapshot*
- 7.1.2 *Stock Unit Balance: Report & Reprint*

The format of these three reports is the same.





## 7.1.1 Stock Unit Balance: Snapshot

### 7.1.1.1 Description

This is an office report that is printed on the counter printer, and is not required after the office has been balanced. It provides a snapshot of stock levels and receipts and payment transactions as known to the Horizon system.

### 7.1.1.2 Frequency

As required.

### 7.1.1.3 Notes

Optional.

Summary of all transactions performed in the stock unit and the totals by product of the cash in hand and the stock in hand. Stock held by volume is shown separately from value items and MoPs.

### 7.1.1.4 Sequence

The report has the following sections:

#### Discrepancies Detail

#### Value Items and MoP

Total Value Items and MoP

#### Receipts

Transfers In

Remittances In

Discrepancy Over Transferred

Discrepancy Short Resolved

Total Receipts

#### Payments

Transfers Out

Remittances Out

Discrepancy Short Transferred

Discrepancy Over Resolved

Total Value Items and MoP

Nett Discrepancies

Total Payments

Balance C/Fwd

#### Stock Volumes

Balance by volume of all stock items held by volume

The arithmetic is:

*Receipts + Balance B/Fwd = Total Receipts*

*Payments + Value Items + Net Discrepancies = Total Payments*



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*Value Items + Net Discrepancies = Balance C/Fwd.*

Transfers, remittances and Bureau revaluations are included in the respective Receipts and Payments totals.

Within the VALUE ITEMS & MOP section, Products are listed in Product order (PLU number), within Sub-group within Group, where Sub-group is equivalent to Level 1 and Group is equivalent to Level 2.

Within the STOCK VOLUME section, Products are grouped by Sub-group within Group, but are not printed in any particular order. The Sub-group and Group headings are suppressed.

### 7.1.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 0691305	
02	11:42 17/07/2008	TP:07	BP:01	SU:SH1
03	Balance Snapshot - Office Copy			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER		0.00	*
07	*Discrepancy SHORT		0.00	*
08	*		-----*	
09	*Nett discrepancy		0.00	*
10	*		-----*	
11	*****			
12	VALUE ITEMS & MOP	VOLUME		VALUE
13				
14	Cash			8331.08
15	Cash			8331.08
16	Cheque			16.00
17	Cheques			16.00
18	MOP			8347.08
19	US Dollar			230.96
20	Arentina Peso			113.56
21	Fgn curr sterl			344.52
22	BUREAU DE CHANGE			344.52
23	Postage stmp			533.70
24	Other Postage Items			533.70
25	POSTAGE			533.70
26			-----	
27	TOTAL VALUE ITEMS & MOP			9225.30
28			-----	
29				
30				
31				
32				
33	RECEIPTS	VOLUME		VALUE
34				
35	Balance B/Fwd			9365.61
36				
37	Parcel by 10am	2		69.98
38	GlobalP	11		826.89
39	Parcels			896.87
40	CARRS - PARCELS			896.87
41	MPSSml Pkt	151		454.30



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42	GDD Successful	9	0.00
43	MPSSpecial 9	1	12.00
44	RM TRANSACTIONS		466.30
45	MPSGlobalP	11	790.89
46	Pcl ECmp GlobalP	11	36.00
47	MPSPcl 10	2	69.98
48	Pcl ECmp Pcl 10	2	0.00
49	PF TRANSATCIONS		896.87
50	RM LC Inward	1	0.00
51	RM Lcl Collect	1	0.50
52	PF CD Inward	2	0.00
53	PF Conv Del.	1	0.00
54	PF Conv Del+Fee	1	1.00
55	CUSTOMER COLLECT FEES		1.50
56	TC Buy Margin	1	87.30
57	Bureau de Change Margins		87.30
58	Curr Revalue Up	3	283.10
59	B De Chge- Revalue Up		283.10
60	BUREAU DE CHANGE - IN		370.40
61	Valid Full Pass	1	0.00
62	EDD Lookup	4	0.00
63	MVL Discs Recvd	5	0.00
64	Lost Single MVL	2	0.00
65	AP Others		0.00
66	AUTOMATED PAYMENTS		0.00
67	First Day Env	5-	1.50-
68	Stamp Card	2-	0.80-
69	PHILATELIC ITEMS		2.30-
70	1st class stmp	2	0.72
71	1st class Large	1	0.52
72	First Class Stamps		1.24
73	2nd class stmp	1	0.27
74	2nd class Large	1	0.42
75	Second Class Stamps		0.69
76	1st Large x 4	1	2.08
77	2nd Large x 4	1	1.68
78	Stamp Books - Misc		3.76
79	POSTAGE		5.69
80	PO Holidaycrd £10	6	60.00
81	PO Branded Call Cards		60.00
82	PHONE CARDS		60.00
83	MVL Discs	22	0.00
84	MVL DISCS		0.00
85	Transfers In		791.87
86			
87			
88	Rem In Client		0.00
89	Rem In Auto Dist		4950.00
90	REMITTANCES IN		4950.00
91			
92	Discrepancy OVER Transferred		0.00
93			
94	Discrepancy SHORT Resolved		0.00
95			-----





HNG-X Branch and Counter Reports  
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96	TOTAL RECEIPTS	17518.21
97		-----
98		
99	PAYMENTS	VOLUME VALUE
100		
101	Retail stmp rdm	1 25.00
102	Post Office Saving Stamps Rdm	25.00
103	SAVING STAMPS REDEEMED	25.00
104	Cash In Pouches	1 200.00
105	Cash In Pouches	1- 200.00-
106	UNCLAIMED PAYMENTS	0.00
107	USA TChq	1047.62
108	Travellers Cheque Purchases	1047.62
109	BUREAU DE CHANGE - OUT	1047.62
110	BofIre Cash wdrl	1 35.00
111	Bank of Ireland Withdrawals	35.00
112	NB CASH WITHDRAWAL WITH PIN	35.00
113	Visa Credit	1 0.63
114	CREDIT CARD ONLINE PAYMENTS	0.63
115	MBal Item RM	152 466.30
116	RM SUMMARY	466.30
117	MBal Item Pforce	13 896.87
118	PF SUMMARY	896.87
119	Transfers Out	5105.49
120		
121	Rem Out Data Cen	16.00
122	Rem Out Client	0.00
123	Rem Out Auto Dist	700.00
124	REMITTANCES OUT	716.00
125		
126	Discrepancy SHORT Transferred	0.00
127		
128	Discrepancy OVER Resolved	0.00
129		
130	Total Stock & MoP	9225.30
131		
132	Nett discrepancies	0.00
133		
134		-----
135	TOTAL PAYMENTS	17518.21
136		-----
137		
138	Balance C/Fwd	9225.30
139		
140		
141		
142	STOCK VOLUMES	VOLUME
143		
144	Euro TChq	200
145	First Day Env	5
146	Stamp Card	5
147	1st class stmp	178
148	1st class Large	177
149	Roll 2nd x 500	10



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150	2nd class Large	80
151	SAS bk 2nd x 6	10
152	SAS bk 2nd x 12	11
153	SAS bk 1st x 6	10
154	1st Large x 4	9
155	PO Phonecard £10	9
156	PO Holidaycard £10	10
157	Postal Orders	20
158	MVL Discs	913
159	Saving Stamp £5	20
160	*** END OF REPORT ***	

1                      2                      3                      4  
 123456789012345678901234567890123456789012

**The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.**

### 7.1.1.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Report title	03	1-36	37	Text: "Balance Snapshot – Office Copy", "Trial Balance – Office Copy" or "Final Balance – Office Copy"
Reprint Details: Reprint SU Reprint Time Reprint Date	04	08-10 13-17 19-28	3 5 10	For reprints only: stock unit, time and date
Bal Discrepancies Detail: Over Value Short Value Discrepancies Nett	06 07 09	29-39 29-39 29-39	11 11 11	
Bal MoP Product Line: Product Name Qty Value	14	03-18 20-27 29-39	16 8 11	Repeated as necessary.
Bal MoP SubGroup Line: SubGroup SubTotal	15	02-26 29-39	25 11	Repeated as necessary.
Bal MoP Group Line: Group Group Total	18	01-25 29-39	25 11	
Bal Value Items Product Line: Product Name Qty Value	19	03-18 20-27 29-39	16 8 11	Repeated as necessary.
Bal Value Items SubGroup Line: SubGroup SubTotal	21	02-26 29-39	25 11	Repeated as necessary.
Bal Value Items Group Line: Group Group Total	22	01-25 29-39	25 11	Repeated as necessary.





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Value Items and MOP Total	27	29-39	11	
Stock Unit Balance B/Fwd	35	29-39	11	
Bal Receipts Product Line:	37			Repeated as necessary.
Product Name		02-17	16	Qty is suppressed for
Qty		20-27	8	Travellers Cheques Sales.
Value		29-39	11	
Bal Receipts SubGroup Line:	39			Repeated as necessary.
SubTotal		29-39	11	
SubGroup		02-26	25	
Bal Receipts Group Line:	40			Repeated as necessary.
Group		01-25	25	
Group Total		29-39	11	
Stock Unit Transfers In:	85			
Stock Unit Qty		20-27	8	
Stock Unit Value		29-39	11	
Stock Unit Rems In:	88-89			
Stock Unit Source		03-26	24	
Stock Unit Value		29-39	11	
Stock Unit Rem In:	90			
Total Rems		29-39	11	
Discrepancy Over Transferred	92			
Value		29-39	11	
Discrepancy Short Resolved	94			
Value		29-39	11	
Stock Unit Receipt Total:	96			
Stock Unit Total		28-39	12	
Bal Payments Product Line:	101			Repeated as necessary.
Product Name		03-18	16	Qty is suppressed for
Qty		20-27	8	Travellers Cheques
Value		29-39	11	Purchases, Rem Out of
				currency to pouches and
				Despatch of currency in
				pouches.
Bal Payments SubGroup Line:	102			Repeated as necessary.
SubGroup		01-25	25	
SubTotal		29-39	11	
Bal Payments Group Line:	103			Repeated as necessary.
Group		01-25	25	
Group Total		29-39	11	
Stock Unit Transfers Out:	119			
Stock Unit Qty		20-27	8	
Stock Unit Value		29-39	11	
Stock Unit Rems Out:	121-123			
Stock Unit Source		03-26	24	
Stock Unit Value		29-39	11	
Stock Unit Rems Out:	124			
Total Rems		29-39	11	
Bal Discrepancy Summary:				
Discrepancy Short Transferred	126	29-39	11	
Discrepancy Over Resolved	127	29-39	11	
Stock and MOP Total:	130			
Stock Unit Total		28-39	12	
Nett Discrepancies:	132			
Stock Unit Total		28-39	12	

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Bal Payments Total:	135			
Stock Unit Total		28-39	12	
Balance Carried Forward	138	28-39	12	
Stock Volumes	144			
Product Name		03-18	16	Repeated as necessary
Qty		21-34	14	



## 7.1.2 Stock Unit Balance: Report & Reprint

### 7.1.2.1 Description

This is an office report that is printed on the counter printer, and must be retained. Summary of all transactions performed in the stock unit and the totals by product of the cash in hand and the stock in hand at the close of the BP/TP.

### 7.1.2.2 Frequency

One per balance period; thus can be more than one in any TP.

### 7.1.2.3 Notes

Mandatory.

Summary of all transactions performed in the stock unit and the totals by product of the cash in hand and the stock in hand at the close of the BP/TP.

Stock held by volume is shown separately from value items and MoPs.

For an active stock unit, a 'Trial Balance' is printed when the report is first selected; when Rollover is selected the second print, titled 'Final Balance', is printed.

For a dormant stock unit, this report is produced automatically when the inactive stock unit is rolled over, by selecting 'Inactive SU Rollover' from the Office Balance menu. The TP, BP and SU printed in the header are those of the dormant stock unit being rolled over, not of the stock unit performing the rollover. The normal stock unit balance report is produced but titled 'Final Balance'. The brought forward and carried forward will have values, as will any stock values, all of which are rolled forward. As there are no transactions, other values will be zero.

Discrepancies are cleared to zero as part of the TP rollover process (by posting to Local Suspense).

### 7.1.2.4 Sequence

See section 7.1.1.4

### 7.1.2.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 0691305		
02	11:42 17/07/2008	TP:07 BP:01 SU:SH1		
03	Balance Report Reprint - Office Copy			
04	For SU:SH1 TP:01 BP:01			
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER	0.00	*	
07	*Discrepancy SHORT	0.00	*	
08	*	-----	*	
09	*Nett discrepancy	0.00	*	
10	*	-----	*	
11	*****			
12	VALUE ITEMS & MOP	VOLUME	VALUE	
13				



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14	Cash		8331.08
15	Cash		8331.08
16	Cheque		16.00
17	Cheques		16.00
18	MOP		8347.08
19	US Dollar		232.36
20	Arentina Peso		395.25
21	Fgn curr sterl		627.61
22	BUREAU DE CHANGE		627.61
23	Postage stmp		533.70
24	Other Postage Items		533.70
25	POSTAGE		533.70
26			
27	TOTAL VALUE ITEMS & MOP		9508.39
28			
29			
30			
31			
32			
33	RECEIPTS	VOLUME	VALUE
34			
35	Balance B/Fwd		9365.61
36			
37	Parcel by 10am	2	69.98
38	GlobalP	11	826.89
39	Parcels		896.87
40	CARRS - PARCELS		896.87
41	MPSSml Pkt	151	454.30
42	GDD Successful	9	0.00
42	MPSSpecial 9	1	12.00
44	RM TRANSACTIONS		466.30
45	MPSGlobalIP	11	790.89
46	Pcl ECmp GlobalP	11	36.00
47	MPSPcl 10	2	69.98
48	Pcl ECmp Pcl 10	2	0.00
49	PF TRANSATCIONS		896.87
50	RM LC Inward	1	0.00
51	PF CD Inward	2	0.00
52	CUSTOMER COLLECT FEES		0.00
53	TC Buy Margin	1	87.30
54	Bureau de Change Margins		87.30
55	Curr Revalue Up	2	283.09
56	B De Chge- Revalue Up		283.09
57	BUREAU DE CHANGE - IN		370.39
58	Valid Full Pass	1	0.00
59	EDD Lookup	4	0.00
60	MVL Discs Recvd	5	0.00
61	Lost Single MVL	2	0.00
62	AP Others		0.00
63	AUTOMATED PAYMENTS		0.00
64	First Day Env	5-	1.50-
65	Stamp Card	2-	0.80-
66	PHILATELIC ITEMS		2.30-
67	1st class stmp	2	0.72
68	1st class Large	1	0.52





HNG-X Branch and Counter Reports  
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69	First Class Stamps		1.24
70	2nd class stmp	1	0.27
71	2nd class Large	1	0.42
72	Second Class Stamps		0.69
73	1st Large x 4	1	2.08
74	2nd Large x 4	1	1.68
75	Stamp Books - Misc		3.76
76	POSTAGE		5.69
77	PO Holidaycrd £10	6	60.00
78	PO Branded Call Cards		60.00
79	PHONE CARDS		60.00
80	MVL Discs	22	0.00
81	MVL DISCS		0.00
82	Transfers In		791.87
83			
84			
85	Rem In Client		0.00
86	Rem In Auto Dist		4950.00
87	REMITTANCES IN		4950.00
88			
89	Discrepancy OVER Transferred		0.00
90			
91	Discrepancy SHORT Resolved		0.00
92			-----
93	TOTAL RECEIPTS		17801.30
94			-----
95			
96	PAYMENTS	VOLUME	VALUE
97			
98	Retail stmp rdm	1	25.00
99	Post Office Saving Stamps Rdm		25.00
100	SAVING STAMPS REDEEMED		25.00
101	Cash In Pouches	1	200.00
102	Cash In Pouches	1-	200.00-
103	UNCLAIMED PAYMENTS		0.00
104	USA TChq		1047.62
105	Travellers Cheque Purchases		1047.62
106	BUREAU DE CHANGE - OUT		1047.62
107	BofIre Cash wdrl	1	35.00
108	Bank of Ireland Withdrawals		35.00
109	NB CASH WITHDRAWAL WITH PIN		35.00
110	Visa Credit	1	0.63
111	CREDIT CARD ONLINE PAYMENTS		0.63
112	MBal Item RM	152	466.30
113	RM SUMMARY		466.30
114	MBal Item Pforce	13	896.87
115	PF SUMMARY		896.87
116	Transfers Out		5105.49
117			
118	Rem Out Data Cen		16.00
119	Rem Out Client		0.00
120	Rem Out Auto Dist		700.00
121	REMITTANCES OUT		716.00
122			
123	Discrepancy SHORT Transferred		0.00





124		
125	Discrepancy OVER Resolved	0.00
126		
127	Total Stock & MoP	9508.39
128		
129	Nett discrepancies	0.00
130		
131		-----
132	TOTAL PAYMENTS	17801.30
133		-----
134		
135	Balance C/Fwd	9508.39
136		
137		
138		
139	STOCK VOLUMES	VOLUME
140		
141	Euro TChq	200
142	First Day Env	5
143	Stamp Card	5
144	1st class stmp	178
145	1st class Large	177
146	Roll 2nd x 500	10
147	2nd class Large	80
148	SAS bk 2nd x 6	10
149	SAS bk 2nd x 12	11
150	SAS bk 1st x 6	10
151	1st Large x 4	9
152	PO Phonecard £10	9
153	PO Holidaycrd £10	10
154	Postal Orders	20
155	MVL Discs	913
156	Saving Stamp £5	20
157		
158	EXAMINATION	
159	Drawer examined and cash and stock found	
160	as shown in this summary	
161		Datestamp
162		+-----+
163	Signature . . . . .	. .
164		. .
165		. .
166	Time . . . . . AM/PM	+-----+
167		
168	TRANSFER	
169	Cash and stock in this summary have been	
170	transferred to me	
171		Datestamp
172		+-----+
173	Signature . . . . .	. .
174		. .
175		. .
176	Time . . . . . AM/PM	+-----+
177		
178	*** END OF REPORT ***	



**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



1                      2                      3                      4  
 123456789012345678901234567890123456789012

### 7.1.2.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Report title	03	1-36	37	Text: "Balance Snapshot – Office Copy", "Trial Balance – Office Copy", "Final Balance – Office Copy" or "Balance Report Reprint – Office Copy"
Reprint Details: Reprint SU Reprint TP Reprint BP	04	08-10 15-16 21-22	3 2 2	For reprints only: stock unit, trading period and balance period of original report
Bal Discrepancies Detail: Over Value Short Value Discrepancies Nett	06 07 09	29-39 29-39 29-39	11 11 11	
Bal MoP Product Line: Product Name Qty Value	14	03-18 20-27 29-39	16 8 11	Repeated as necessary.
Bal MoP SubGroup Line: SubGroup SubTotal	15	02-26 29-39	25 11	Repeated as necessary.
Bal MoP Group Line: Group Group Total	18	01-25 29-39	25 11	
Bal Value Items Product Line: Product Name Qty Value	19	03-18 20-27 29-39	16 8 11	Repeated as necessary.
Bal Value Items SubGroup Line: SubGroup SubTotal	21	02-26 29-39	25 11	Repeated as necessary.
Bal Value Items Group Line: Group Group Total	22	01-25 29-39	25 11	Repeated as necessary.
Value Items and MOP Total	27	29-39	11	
Stock Unit Balance B/Fwd	35	29-39	11	
Bal Receipts Product Line: Product Name Qty Value	37	02-17 20-27 29-39	16 8 11	Repeated as necessary. Qty is suppressed for Travellers Cheques Sales.
Bal Receipts SubGroup Line: SubTotal SubGroup	39	29-39 02-26	11 25	Repeated as necessary.
Bal Receipts Group Line: Group Group Total	40	01-25 29-39	25 11	Repeated as necessary.



**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



Stock Unit Transfers In: Stock Unit Qty Stock Unit Value	82	20-27 29-39	8 11	
Stock Unit Rems In: Stock Unit Source Stock Unit Value	85-86	03-26 29-39	24 11	
Stock Unit Rem In: Total Rems	87	29-39	11	
Discrepancy Over Transferred Value	89	29-39	11	
Discrepancy Short Resolved Value	91	29-39	11	
Stock Unit Receipt Total: Stock Unit Total	93	28-39	12	
Bal Payments Product Line: Product Name Qty Value	98	03-18 20-27 29-39	16 8 11	Repeated as necessary. Qty is suppressed for Travellers Cheques Purchases, Rem Out of currency to pouches and Despatch of currency in pouches.
Bal Payments SubGroup Line: SubGroup SubTotal	99	01-25 29-39	25 11	Repeated as necessary.
Bal Payments Group Line: Group Group Total	100	01-25 29-39	25 11	Repeated as necessary.
Stock Unit Transfers Out: Stock Unit Qty Stock Unit Value	116	20-27 29-39	8 11	
Stock Unit Rems Out: Stock Unit Source Stock Unit Value	118-120	03-26 29-39	24 11	
Stock Unit Rems Out: Total Rems	121	29-39	11	
Bal Discrepancy Summary: Discrepancy Short Transferred Discrepancy Over Resolved	123 125	29-39 29-39	11 11	
Stock and MOP Total: Stock Unit Total	127	28-39	12	
Nett Discrepancies: Stock Unit Total	129	28-39	12	
Bal Payments Total: Stock Unit Total	132	28-39	12	
Balance Carried Forward	135	28-39	12	
Stock Volumes Product Name Qty	141	03-18 21-34	16 14	Repeated as necessary
Declarations	158-178			



## 7.2 Office Balance Snapshot

### 7.2.1 Description

This is an office report that is printed on the counter printer, and is not required after the office has been balanced. It provides a snapshot of stock levels and receipts and payment transactions as known to the Horizon system.

### 7.2.2 Frequency

As required.

### 7.2.3 Notes

Optional.

### 7.2.4 Sequence

The report has the following sections:

#### Discrepancies Detail

#### Value Items and MoP

Total Value Items and MoP

#### Receipts

Balance B/Fwd

Sales Receipts

Remittances In

Discrepancy Over Transferred

Discrepancy Short Resolved

Total Receipts

#### Payments

Remittances Out

Discrepancy Short Transferred

Discrepancy Over Resolved

Total Value Items and MOP

Nett Discrepancies

Total Payments

Transfers In

Transfers Out

#### Balance C/Fwd

#### Stock Volumes

Balance by volume of all stock items held by volume

The arithmetic is:

*Receipts + Balance B/Fwd = Total Receipts*

*Payments + Value Items + Net Discrepancies = Total Payments*





# HNG-X Branch and Counter Reports

## FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



*Value Items + Net Discrepancies = Balance C/Fwd*

Remittances are included in the respective Receipts and Payments totals. Transfers in and out are included in the balance carried forward.

Within the VALUE ITEMS & MOP section, Products are listed in Product order (PLU number), within Sub-group within Group, where Sub-group is equivalent to Level 1 and Group is equivalent to Level 2.

Within the STOCK VOLUME section, Products are listed in Product order (PLU number) within Sub-group within Group, but the Sub-group and Group headings are suppressed.

## 7.2.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:59 17/01/2008		TP:10	
03	Office Balance - Office Copy			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER		0.00	*
07	*Discrepancy SHORT		0.00	*
08	*		-----*	
09	*Nett discrepancy		0.00	*
10	*		-----*	
11	*****			
12				
13	VALUE ITEMS & MOP	VOLUME	VALUE	
14				
15	Cash		21591.25	
16	Cash		21591.25	
17	Cheque		16.00	
18	Cheques		16.00	
19	MOP		21607.25	
20	US Dollar		251.41	
21	Arentina Peso		481.70	
22	Fgn curr sterl		733.11	
23	BUREAU DE CHANGE		733.11	
24	Postage stmp		533.70	
25	Other Postage Items		533.70	
26	POSTAGE		533.70	
27			-----	
28	TOTAL VALUE ITEMS & MOP		22874.06	
29			-----	
30				
31				
32				
33				
34	RECEIPTS	VOLUME	VALUE	
35				
36	Balance B/Fwd		18416.15	
37				
38	Parcel by 10am	2	69.98	
39	GlobalP	11	826.89	
40	Parcels		896.87	





HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



41	CARRS - PARCELS		896.87
42	MPSSml Pkt	151	454.30
43	MPSSpecial 9	1	12.00
44	GDD Successful	9	0.00
45	RM TRANSACTIONS		466.30
46	MPSPcl 10	2	69.98
47	MPSGlobalP	11	790.89
48	Pcl ECmp Pcl 10	2	0.00
49	Pcl ECmp GlobalP	11	36.00
50	PF TRANSATCIONS		896.87
51	RM LC Inward	1	0.00
52	RM Lcl Collect	1	0.50
53	PF CD Inward	2	0.00
54	PF Conv Del.	1	0.00
55	PF Conv Del+Fee	1	1.00
56	CUSTOMER COLLECT FEES		1.50
57	TC Buy Margin	1	87.30
58	Bureau de Change Margins		87.30
59	Curr Revalue Up	3	283.10
60	B De Chge- Revalue Up		283.10
61	BUREAU DE CHANGE - IN		370.40
62	Valid Full Pass	1	0.00
63	EDD Lookup	4	0.00
64	MVL Discs Recvd	5	0.00
65	Lost Single MVL	2	0.00
66	AP Others		0.00
67	AUTOMATED PAYMENTS		0.00
68	First Day Env	5-	1.50-
69	Stamp Card	2-	0.80-
70	PHILATELIC ITEMS		2.30-
71	1st class stmp	2	0.72
72	1st class Large	1	0.52
73	First Class Stamps		1.24
74	2nd class stmp	1	0.27
75	2nd class Large	1	0.42
76	Second Class Stamps		0.69
77	1st Large x 4	1	2.08
78	2nd Large x 4	1	1.68
79	Stamp Books - Misc		3.76
80	POSTAGE		5.69
81	PO Holidaycrd £10	6	60.00
82	PO Branded Call Cards		60.00
83	PHONE CARDS		60.00
84	MVL Discs	22	0.00
85	MVL DISCS		0.00
86			
87	Rem In Client		0.00
88	Rem In Auto Dist		4950.00
89	REMITTANCES IN		4950.00
90			
91	Discrepancy OVER Transferred		0.00
92			
93	Discrepancy SHORT Resolved		0.00
94			



HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



95			
96	TOTAL RECEIPTS		26061.48
97			
98			
99	PAYMENTS	VOLUME	VALUE
100			
101	Retail stmp rdm	1	25.00
102	Post Office Saving Stamps Rdm		25.00
103	SAVING STAMPS REDEEMED		25.00
104	Cash In Pouches	1	200.00
105	Cash In Pouches	1-	200.00-
106	UNCLAIMED PAYMENTS		0.00
107	USA TChq		1047.62
108	Travellers Cheque Purchases		1047.62
109	BUREAU DE CHANGE - OUT		1047.62
110	BofIre Cash wdrl	1	35.00
111	Bank of Ireland Withdrawals		35.00
112	NB CASH WITHDRAWAL WITH PIN		35.00
113	Visa Credit	1	0.63
114	CREDIT CARD ONLINE PAYMENTS		0.63
115	MBal Item RM	152	466.30
116	RM SUMMARY		466.30
117	MBal Item Pforce	13	896.87
118	PF SUMMARY		896.87
119	Rem Out Data Cen		16.00
120	Rem Out Client		0.00
121	Rem Out Auto Dist		700.00
122	REMITTANCES OUT		716.00
123			
124	Discrepancy SHORT Transferred		0.00
125			
126	Discrepancy OVER Resolved		0.00
127			
128	Total VALUE ITEMS & MoP		22874.06
129			
130	Nett discrepancies		0.00
131			
132	TOTAL PAYMENTS		26061.48
133			
134			
135	Transfers In		5897.36
136			
137	Transfers Out		5897.36
138			
139	Balance C/Fwd		22874.06
140			
141			
142			
143	STOCK VOLUMES	VOLUME	
144			
145	Euro TChq	200	
146	First Day Env	5	
147	Stamp Card	5	
148	1st class stmp	198	



**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



149	1st class Large	199
150	Roll 2nd x 500	10
151	2nd class Large	99
152	SAS bk 2nd x 6	10
153	SAS bk 2nd x 12	11
154	SAS bk 1st x 6	10
155	1st Large x 4	9
156	PO Phonecard £10	9
157	PO Holidaycrd £10	10
158	MVL Discs	1019
159	Saving Stamp £5	20
160	*** END OF REPORT ***	
	1	2
	3	4
	123456789012345678901234567890123456789012	

**The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.**

## 7.2.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Bal Discrepancies Detail:				
Over Value	06	29-39	11	
Short Value	07	29-39	11	
Discrepancies Nett	09	29-39	11	
Cash Adjustments:				
Cash Adjustments Nett	14	29-39	11	
Bal MoP Product Line:	15			Repeated as necessary.
Product Name		03-18	16	
Qty		20-27	8	
Value		29-39	11	
Bal MoP SubGroup Line:	16			Repeated as necessary.
SubGroup		02-26	25	
SubTotal		29-39	11	
Bal MoP Group Line:	19			
Group		01-25	25	
Group Total		29-39	11	
Bal Value Items Product Line:	20			Repeated as necessary.
Product Name		03-18	8	
Qty		20-27	11	
Value		29-39	16	
Bal Value Items SubGroup Line:	22			Repeated as necessary.
SubTotal		29-39	11	
SubGroup		02-26	25	
Bal Value Items Group Line:	23			Repeated as necessary.
SubTotal		29-39	11	
Group		02-26	25	
Bal Value Items & MOP:	28			
Total		29-39	11	
Office Receipts Title:	36			
Office Balance B/Fwd		29-39	11	





**HNG-X Branch and Counter Reports**  
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Bal Receipts Product Line: Qty Value Product Name	38	20-27 29-39 03-18	8 11 16	Repeated as necessary. Qty is suppressed for Travellers Cheques Sales.
Bal Receipts SubGroup Line: SubTotal SubGroup	40	29-39 02-26	11 25	Repeated as necessary.
Bal Receipts Group Line: Total Group	41	29-39 02-26	11 25	Repeated as necessary.
Rems In: Source Value	87-88	03-26 29-39	24 11	
Rems In: Total Rems	89	29-39	11	
Discrepancy Over Transferred	91	29-39	11	
Discrepancy Short Resolved	93	29-39	11	
Receipts: Total	96	28-39	12	
Payments Product Line: Product Name Qty Value	101	03-18 20-27 29-39	8 11 16	Repeated as necessary. Qty is suppressed for Travellers Cheques Purchases, Rem Out of currency to pouches and Despatch of currency in pouches.
Payments SubGroup Line: SubGroup SubTotal	102	02-26 29-39	25 11	Repeated as necessary.
Payments Group Line: Group Group Total	103	01-25 29-39	25 11	Repeated as necessary.
Bal Discrepancy Summary: Discrepancy Short Transferred Discrepancy Over Resolved	124 126	29-39 29-39	11 11	
Value Items and MOP Total	128	28-39	11	
Discrepancies Total	130	28-39	11	
Bal Payments: Total	132	28-39	12	
Transfers In: Qty Value	135	20-27 29-39	8 11	
Transfers Out: Qty Value	137	20-27 29-39	8 11	
Balance Carried Forward	139	28-39	12	
Volume Stock : Product Name Qty	145	03-18 21-34	16 14	



## 7.3 Branch Trading Statement

### 7.3.1 Description

This is an office report and must be retained. It provides the trading position for the branch for the whole trading period.

### 7.3.2 Frequency

Automatically produced on branch rollover into a new trading period.

### 7.3.3 Notes

The report is printed in landscape format and consists of two parts:

- **Summary:** This part contains data based on the details recorded when each stock unit is rolled over into the next trading period. A column is shown for each operational stock unit within the branch and also the suspense account. The first column provides a branch total and is obtained by summing the values in the row, including the suspense column. If there are more than four operational stock units, then additional pages are printed containing the extra stock unit details only (i.e. the branch and suspense totals are not repeated).
- **Stock Holdings:** This part consists of volume figures that are calculated by summing stock items volumes held across all stock units within the branch. The last page includes a footer comprising the number of transaction corrections applied during the period and a declaration for the branch manager to sign.

Because stock units may roll over on different days it is possible for consecutive Branch Trading Statements to overlap: for example, one report might show dates 11/03/2008 to 11/04/2008 and the next report might show dates 08/04/2008 to 10/05/2008.

The report title depends upon the circumstance in which the report is produced, as follows:

- For a trial statement, line 3 contains:  
'Trial Branch Trading Statement - Office Copy From dd/mm/yyyy To dd/mm/yyyy'
- For a final statement, line 3 contains:  
'Final Branch Trading Statement - Office Copy From dd/mm/yyyy To dd/mm/yyyy'
- For a reprint of the final statement, in addition to the line 3 title, line 2 contains the text:  
'(Reprint for hh:mm dd/mm/yyyy)'.

Filed locally.

### 7.3.4 Sequence

- **Summary:** Stock units appear across the page(s) in alphanumeric sequence. On the first page, a column for the branch total and a column for suspense items precede these. The manager's stock unit can appear in any position.
- **Stock Holdings:** The sequence of stock items is the same as that used for generating the stock holding sections of the stock unit balance reports.





### 7.3.5 Layout and Example Content – Branch Trading Statement: Summary

[illegible]



**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**





## HNG-X Branch and Counter Reports

**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



**Layout and Example Content – Branch Trading Statement: Summary** *(continued)*

[illegible]

Lines 06-33 are related to figures that are used to calculate the trading position; lines 35-43 provide management information.

### Layout of subsequent summary pages

Note: The layout of subsequent summary pages for branches with more than four counters is as follows:

[illegible]

and so on.





### 7.3.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Report Heading:</b>				Repeated for all pages. Defined as a variable to accommodate both Trial and Final Reports
Branch Name	01	01-30	30	
FAD	01	65-77	7	
Page Number	01	139-140	2	
Time	02	01-05	5	Time data was fetched from the data centre. For reprints, current time (not time of original report).
Date	02	07-16	10	Date data was fetched from the data centre. For reprints, current date (not date of original report).
TP	02	139-140	2	Trading period number. For reprints, this is the TP of the original report.
Reprint message (only applicable to reprinted final reports)	02	20-49	30	'(Reprint for <i>hh:mm dd/mm/yyyy</i> )': time and date of original report.
From Date	03	84-93	10	Date when the first stock unit rolled over from the preceding trading period.
To Date	03	98-117	10	Date when the last stock unit rolled over into the next trading period.
<b>Stock Unit Headings:</b>				As many as necessary.
	05	83-88,* 100-106, 117-122, 134-140	6	'SU <i>sun</i> ' right-aligned, where <i>sun</i> is a stock unit identifier in alphanumeric order.
<b>Brought Forward Figures:</b>				
Cash on Hand B Fwd: Branch Total	06	43-56	14	Matches corresponding data item in line 27 on previous Branch Trading Statement.
Cash on Hand B Fwd: Stock Unit	06	83-88,* 100-106, 117-122, 134-140	14	Matches corresponding data item in line 27 on previous Branch Trading Statement. Value derived from opening figures node 1001 accumulation
All Currencies Awaiting Collection B Fwd: Branch Total	07	43-56	14	Matches corresponding data item in line 28 on previous Branch Trading Statement.
All Currencies Awaiting Collection B Fwd: Suspense	07	59-72	14	Matches corresponding data item in line 28 on previous Branch Trading Statement.



**HNG-X Branch and Counter Reports**  
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Suspense B Fwd: Branch Total	08	43-56	14	Total of all suspense products (except cash in pouches). Matches corresponding data item in line 29 on previous Branch Trading Statement.
Suspense B Fwd: Suspense	08	59-72	14	Matches corresponding data item in line 29 on previous Branch Trading Statement.
Other MOP B Fwd: Branch Total	09	43-56	14	Matches corresponding data item in line 30 on previous Branch Trading Statement.
Other MOP B Fwd: Stock Unit	09	83-88,* 100-106, 117-122, 134-140	14	Matches corresponding data item in line 30 on previous Branch Trading Statement. Value derived from opening figures node 3003 accumulation, minus opening figures node 1001 value.
ForEx B Fwd: Branch Total	10	43-56	14	Matches corresponding data item in line 31 on previous Branch Trading Statement.
ForEx B Fwd: Stock Unit	10	83-88,* 100-106, 117-122, 134-140	14	Matches corresponding data item in line 31 on previous Branch Trading Statement. Value derived from Opening Figures node 2016 accumulation.
Other Postage B Fwd: Branch Total	11	43-56	14	Matches corresponding data item in line 32 on previous Branch Trading Statement.
Other Postage B Fwd: Stock Unit	11	83-88,* 100-106, 117-122, 134-140	14	Matches corresponding data item in line 32 on previous Branch Trading Statement. Value derived from opening figures node 3007 accumulation, minus opening figures node 2016 value.
<b>Receipts</b>				
Remittance In Total: Branch Total	13	43-56	14	Total of individual values in <b>Remittance In Total: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Remittance In Total: Stock Unit	13	83-88,* 100-106, 117-122, 134-140	14	Total cash, cheques, stamps, foreign exchange and other Value Stock remmed in during the trading period. Corresponds to the <b>REMITTANCES IN</b> total on the SU Final Balance report. Value derived from non-inventory figures accumulation of node 3028.





HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



All Currency Rems from SUs: Branch Total	14	43-56	14	Same as <b>Cash Rems from SUs: Suspense</b> column (line 23)
All Currency Rems from SUs: Suspense column	14	59-72	14	The sum of cash transferred into pouches pending despatch from the branch over the period. Corresponds to the <b>CASH REMS MOVED TO SUSPENSE</b> total on the Suspense Account. Value derived from non-inventory movements within the TP of Product 5610.
Gains to/from Suspense: Branch Total	15	43-56	14	Total of individual values in <b>Gains to/from Suspense: Suspense column</b> and <b>Gains to/from Suspense: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Gains to/from Suspense: Suspense column	15	59-72	14	Total of all <u>losses</u> transferred from stock units to suspense during period. Normally negative: positive values show a cumulative gain (as a result of clearances). Calculated as the sum of all SU column entries (see line 22).
Gains to/from Suspense: Stock Unit	15	83-88,* 100-106, 117-122, 134-140	14	Total net value of gains transferred into suspense from the stock unit. Corresponds to the <b>GAINS TO/FROM SUSPENSE</b> (Uncharged Receipts) total on the SU Final Balance report. Value derived from Non Inventory movements within the TP under node 490.
All Currency Pouches Despatched: Branch Total	16	43-56	14	Total of individual values in cash pouches despatched from stock unit from columns 73-86, 91-104, 109-122, and 127-140 (same as line 21).
All Currency Pouches Despatched: Stock Unit	16	83-88,* 100-106, 117-122, 134-140	14	Total value of cash in pouches despatched from the stock unit within the Trading Period. Value derived from Non-inventory movements within TP of Product 6509
Transfers In from other SUs: Branch Total	17	43-56	14	Total of individual values in <b>Transfers In from other SUs: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.



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Transfers In from other SUs: Stock Unit	17	83-88,* 100-106, 117-122, 134-140	14	Transfers of cash, cheques, stamps, foreign currency and other Value Stock from other stock units. Corresponds to the <b>Transfers In</b> Total on the SU Final Balance report. Value derived from Non- inventory figures accumulation of node 3010.
Other Receipts: Branch Total	18	43-56	14	Total of individual values in <b>Other Receipts: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Other Receipts: Stock Unit	18	83-88,* 100-106, 117-122, 134-140	14	Total value of goods and services that have been sold during the trading period regardless of method of payment used. Also includes any banking deposits. Reversals are included with the appropriate sign. Also includes stock adjustments (at loss value). Corresponds to <b>TOTAL</b> <b>RECEIPTS</b> on the SU Final Balance report less the total of the following fields on the Branch Trading Statement: <b>Remittances In Total</b> (line 13) <b>Gains to/from Suspense</b> (line 15) <b>Cash Pouches Despatched</b> (line 16) <b>Transfers in from other SUs</b> (line 17) <b>Balance B/Fwd</b> (lines 6, 9, 10, 11). Value derived from non- inventory figures accumulation of node 3013, minus 490.
<b>Payments:</b>				
Remittances Out Total: Branch Total	20	43-56	14	Total of individual values in <b>Remittances Out Total: Stock</b> <b>Unit</b> from columns 73-86*, 91- 104, 109-122, and 127-140.
Remittances Out Total: Stock Unit	20	83-88,* 100-106, 117-122, 134-140	14	Total cash, cheques, stamps, foreign exchange and other Value Stock remmed out during the TP. Corresponds to the <b>REMITTANCES OUT</b> total on the SU Final Balance report. Value derived from non- inventory figures accumulation of node 3029.



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All Currency Pouches Despatched via SUs: Branch Total	21	43-56	14	Same as <b>Cash collected from Branch: Suspense Column.</b>
All Currency Pouches Despatched via SUs: Suspense Column	21	59-72	14	The sum of cash collected from the branch over the period. Corresponds to the total of <b>Cash in Pouches</b> during the trading period on the Office Weekly Suspense Account. Value derived from non-inventory movements within the TP of Product 6509.
Losses to/from Suspense: Branch Total	22	43-56	14	Total of individual values in <b>Losses to/from Suspense: Suspense column</b> and <b>Losses to/from Suspense: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Losses to/from Suspense: Suspense Column	22	59-72	14	Total of all gains transferred from stock units to suspense during period. Normally negative: positive values show a cumulative loss (as a result of clearances). Calculated as the sum of all SU column entries (see line 15).
Losses to/from Suspense: Stock Unit	22	83-88,* 100-106, 117-122, 134-140	14	Total net value of losses transferred to suspense from the stock unit. Corresponds to <b>LOSSES TO/FROM SUSPENSE</b> (Unclaimed Payments) total on the SU Final Balance report. Value derived from non-inventory movements within the TP under node 740, minus Product 5610 and 6509 movements.
All Currency Rems to Suspense: Branch Total	23	43-56	14	Total of individual values in Cash Rems to Suspense: stock unit from columns 73-86*, 91-104, 109-122, 127-140 (same as line 14).
All Currency Rems to Suspense: Stock Unit	23	83-88,* 100-106, 117-122, 134-140	14	Total value of cash transferred into pouches from the stock unit during the Trading Period. Derived from Non-inventory movements within the TP of Product 5610.
Transfers Out to other SUs: Branch Total	24	43-56	14	Total of individual values in <b>Transfers Out to other SUs: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.



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Transfers Out to other SUs - Stock Unit	24	83-88,* 100-106, 117-122, 134-140	14	Transfers of cash, cheques, stamps, foreign currency and other Value Stock to other stock units. Corresponds to the <b>Transfers Out</b> total on the SU Final Balance report. Value derived from non-inventory figures accumulation of node 3014.
Other Payments: Branch Total	25	43-56	14	Total of individual values in <b>Payments Value Total: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Other Payments: Stock Unit	25	83-88,* 100-106, 117-122, 134-140	14	Total value of payments made to customers and also the value of cash withdrawals and the use of debit cards and savings stamps as methods of payment. Corresponds to <b>TOTAL PAYMENTS</b> total on the SU Final Balance report less the total of the following fields on the Branch Trading Statement: <b>Remittances Out Total</b> (line 20) <b>Losses to/from Suspense</b> (line 22) <b>Cash Rems to Suspense</b> (line 23) <b>Transfers out to other stock units</b> (line 24) <b>AND</b> less the total of the following fields on the final SU Balance Report: <b>Total VALUE ITEMS &amp; MOP</b> (i.e. line 33 below) <b>Nett discrepancies (zero).</b>
<b>Carried Forward Figures:</b>				
Cash on Hand C Fwd: Branch Total	27	43-56	14	Total of individual values in <b>Cash on Hand C Fwd: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Cash on Hand C Fwd: Stock Unit	27	83-88,* 100-106, 117-122, 134-140	14	Value of Cash held within the stock unit. Corresponds to the <b>CASH</b> total on the SU Final Balance report. Value derived from Opening Figures node 1001 accumulation.
All Currencies Awaiting Collection C Fwd: Branch Total	28	43-56	14	Total of cash in pouches packed but not yet collected at time of Trading Statement production. Corresponds to the <b>C/Fwd for Cash in Pouches</b> total on the Suspense Account Report.



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All Currencies Awaiting Collection C Fwd: Suspense column	28	59-72	14	Same as <b>Cash Awaiting Collection C Fwd: Branch Total</b> . Sum of lines 7 and 14, minus line 21.
Suspense C Fwd: Branch Total	29	43-56	14	Cumulative C Fwd suspense amount for all items in suspense at the end of the period. Negative amounts represent losses.
Suspense C Fwd: Suspense column	29	59-72	14	Same as <b>Suspense C Fwd: Branch Total</b> . Same as <b>Suspense B Fwd: Suspense column</b> plus <b>Gains to/from Suspense: Suspense column</b> less <b>Losses to/from Suspense: Suspense Column</b> . Sum of lines 8 and 15, minus line 22.
Other MOP C Fwd: Branch Total	30	43-56	14	Total of individual values in <b>Other MOP CFwd: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Other MOP C Fwd: Stock Unit	30	83-88,* 100-106, 117-122, 134-140	14	Value of other methods of payment held within the stock unit. Corresponds to the following fields on the SU Final Balance report: <b>MOP</b> less <b>CASH</b> . Value derived from Opening Figures node 3003 accumulation less node 1001.
ForEx CFwd: Branch Total	31	43-56	14	Total of individual values in <b>Forex CFwd: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
ForEx CFwd - Stock Unit	31	83-88,* 100-106, 117-122, 134-140	14	Value of foreign currency held within the stock unit. Corresponds to <b>FRGN CURRENCY EQUIV</b> total on the SU Final Balance report. Value derived from Opening Figures node 2016 accumulation.
Other Postage C Fwd: Branch Total	32	43-56	14	Total of individual values in <b>Other Postage C Fwd: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.

<sup>1</sup> The definition of this field is different from the definition of the 'Other Postage' total on the SU Final Balance report so the values could be different. The derivation of both fields is controlled by reference data.





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Other Postage C Fwd <sup>1</sup> : Stock Unit	32	83-88,* 100-106, 117-122, 134-140	14	Value of Other Postage held within the stock unit. Also includes other stock held by value. Corresponds to the following fields on the SU Final Balance report: <b>TOTAL VALUE ITEMS &amp; MOP</b> less the total of: <b>FRGN CURRENCY EQUIV MOP (i.e. CASH /CHEQUES).</b> Value derived from Opening Figures node 3007 accumulation, less node 2016.
Total C Fwd: Branch Total	33	43-56	14	Total of individual values in <b>Total C Fwd: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Total C Fwd: Suspense Column	33	59-72	14	Total of suspense column values in <b>Suspense C Fwd: Suspense column</b> and <b>Cash Awaiting Collection C Fwd: Suspense column</b> . Sum of lines 28-29 directly above.
Total C Fwd: Stock Unit	33	83-88,* 100-106, 117-122, 134-140	14	Sum of lines 27 and 30-32 directly above.
<b>Trading Position:</b>				
Trading Position (+/-): Branch Total	35	43-56	14	Total of individual values in <b>Trading Position (+/-): Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Trading Position (+/-): Stock Unit	35	83-88,* 100-106, 117-122, 134-140	14	This shows the discrepancies in each stock unit immediately prior to rollover. (It doesn't show any amounts to be made good.) Total of lines (6 to 18) on the Branch Trading Statement minus total of lines (20 to 32). This should always be zero.
<b>Local Suspense:</b>				
Discrepancy OVER Transferred: Branch Total	37	43-56	14	Total of individual values in <b>Discrepancy OVER Transferred: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.

<sup>1</sup> The definition of this field is different from the definition of the 'Other Postage' total on the SU Final Balance report so the values could be different. The derivation of both fields is controlled by reference data.



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Discrepancy OVER Transferred: Stock Unit	37	83-88,* 100-106, 117-122, 134-140	14	A gain posted to Local Suspense when a stock unit rolls over into a new Trading Period. Corresponds to <b>Discrepancy OVER Transferred</b> from the SU Final Balance report. Value derived from Non Inventory Opening Figures for node 963.
Discrepancy SHORT Transferred: Branch Total	38	43-56	14	Total of individual values in <b>Discrepancy SHORT Transferred: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Discrepancy SHORT Transferred: Stock Unit	38	83-88,* 100-106, 117-122, 134-140	14	A loss posted to Local Suspense when the stock unit rolls over into a new trading period. Corresponds to <b>Discrepancy SHORT Transferred</b> from the SU Final Balance report. Value derived from Non Inventory Opening Figures for node 965.
Discrepancy OVER Resolved: Branch Total	39	43-56	14	Total of individual values in <b>Discrepancy OVER Resolved: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Discrepancy OVER Resolved: Stock Unit	39	83-88,* 100-106, 117-122, 134-140	14	A gain cleared from Local Suspense when the last stock unit rolls over into a new trading period. Corresponds to <b>Discrepancy OVER Resolved</b> from the SU Final Balance report. Value derived from Non Inventory Opening Figures for node 964.
Discrepancy SHORT Resolved: Branch Total	40	43-56	14	Total of individual values in <b>Discrepancy SHORT Resolved: Stock Unit</b> from columns 73-86*, 91-104, 109-122, and 127-140.
Discrepancy SHORT Resolved: Stock Unit	40	83-88,* 100-106, 117-122, 134-140	14	A loss cleared from Local Suspense when the last stock unit rolls over into a new trading period. Corresponds to <b>Discrepancy SHORT Resolved</b> from the SU Final Balance report. Value derived from Non Inventory Opening Figures for node 966.

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<b>Branch adjustments:</b>				
Total Branch adjustments: Branch Total	42	43-56	14	Total of individual values in <b>Total Branch adjustments:</b> <b>Stock Unit</b> from columns 73- 86*, 91-104, 109-122, and 127- 140.
Total Branch adjustments: Stock Unit	42	83-88,* 100-106, 117-122, 134-140	14	Total of lines (39 and 42) on the Branch Trading Statement minus total of lines (40 and 43).

\* The number of stock unit columns depends on the number of stock units within the branch. There is room for up to four on the first page and six on subsequent pages. The character positions shown in the above table are those available for the stock unit columns on the first page. On subsequent pages, the stock unit columns are as follows:

- Stock Unit Headings: 51-56, 67-72, 84-89, 101-106, 118-123, 135-140
- Stock Unit Details: 43-56, 59-72, 76-89, 93-106, 110-123, 127-140



### 7.3.7 Layout and Example Content – Branch Trading Statement: Stock Holdings

The stock holdings part of the statement follows on from the summary part. It consists of pages in the following format, containing stock items listed down the first column until line 38 then moved down the next column and so on (i.e. a maximum of 90 (three columns of 30) on a page).

[illegible]

	1234567890123456	12345678901234	1234567890123456	12345678901234	1234567890123456	12345678901234
01	Feltham Post Office		FAD 123456X			Page
02	2 11:42 08/04/2008 01					TP
03			Trial Branch Trading Statement - Office Copy From 11/03/2008 To 07/04/2008			
04						
05			Stock Holdings at End of Period			
06						
07	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME	DESCRIPTION	VOLUME
08						
09	Game occ	20	SAS bk 2nd x 12	203	Saving Stamp £5	202
10	MVL temp 1st	45	SAS bk 1st x 6	187	O2 Top-Up £10	38
11	1st class stmp	453	Postcard SBks x4	400	O2 Top-Up £15	38
12	2nd class stmp	321	Lambeth HCS	210	O2 Top-Up £20	38
13	Airsure World	50	Haringey HCS	149	Virgin Air £5	4
14	Airsure Europe	2	PO Olympic£5	230	Virgin Air £10	29
15	Int Sign Euro	97	PO Olympic£10	563	Virgin Air £20	17
16	SplDel SD1	120	Virgin £5	200	Asda £5 Voucher	106
17	SplDel SD2	183	Virgin £10	321	Asda £10 Voucher	54
18	SplDel SD3	77	T-Mobile £5	76	Asda £15 Voucher	7
19	SplDel by 9.00am	100	3 £10 Voucher	87	Asda £20 Voucher	3
20	Airsure World	63	3 £15 Voucher	45	Instants £1	43
21	Airsure Europe	7	3 £20 Voucher	87	Instants £5	76
22	S/a 2ndx100	87	3 £25 Voucher	113		
23						
24	Transaction Corrections	4				
25						





26	
27	I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.
28	
29	
30	
31	Signature:
32	
33	*** END OF REPORT ***

[illegible]

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.

On the final page, a footer is printed after the last stock holding line.





### 7.3.8 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
<b>Report Heading:</b>				Repeated for all pages.
Header	01-03			As Summary part (see 7.3.5).
Title	05	55-85	31	'Stock Holdings at End of Period' (centred).
<b>Detail:</b>				
Description	09-38	06-21, 56-71 106-121	16	Stock product description, left-aligned
Volume	09-38	24-37, 74-87, 124-137	14	Total volume of stock held across all stock units, right-aligned. Calculated by adding up all the volumes of stock reported on the individual final stock unit balance reports.
<b>Footer:</b>				Only printed on last page.
Number of Transaction Corrections	31	26-35	10	Total number of transaction corrections applied during the trading period.
Declaration	34	01-138	138	'I certify that the content of this balancing and trading statement is an accurate reflection of the cash and stock on hand at this branch.'
Space for Signature	38	25-34	10	'Signature:'



## 7.4 Enquiries

The following reports are available for specific enquiries:

- 7.4.1 *Transaction Log*
- 7.4.2 *Event Log*

### 7.4.1 Transaction Log

#### 7.4.1.1 Description

This is an office report that is printed on the counter printer. It is a multipurpose record used to identify the reference of a transaction that is a candidate for reversal or a general enquiry.

#### 7.4.1.2 Frequency

As required.

#### 7.4.1.3 Notes

Optional.

A search by Node ID reports on transactions committed on that node.

#### 7.4.1.4 Sequence

Chronological order of entry, against the following filter criteria set by the user:

SU, TP, User, Product/MoP, Date From, Date To, Time From, Time To, Value From, Value To, Mode, Session ID, Node ID.



## 7.4.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 123456X	
02	12:42 17/01/2008	TP:10	BP:01	SU:SH1
03	Transaction Log - Office Copy			
04				
05	USER	TRANSACTION REF	SU	TP BP
06	DATE	TIME		
07	MODE	PRODUCT	VOLUME	VALUE
08				
09	EPR001	1-34414-1	SH1 10	02
10	17/01/2008 12:10			
11	RIAD Colombia Peso			1000.00
12			18225000	
13	-----			
14				
15	EPR001	1-34418-1	SH1 10	02
16	17/01/2008 12:10			
17	SC NS&I Cash Dep		1-	55.00-
18	-----			
19				
20	EPR001	1-34418-2	SH1 10	02
21	17/01/2008 12:10			
22	SC Cash		1	75.00
23	-----			
24				
25	EPR001	1-34423-3	SH1 10	02
26	17/01/2008 12:10			
27	RIAD 1st class stmp		1000	0.00
28	-----			
29				
30	EPR001	1-34423-4	SH1 10	02
31	17/01/2008 12:10			
32	RIAD 2nd class stmp		1-	0.00
33	-----			
34				
35	EPR001	1-34423-5	SH1 10	02
36	17/01/2008 12:10			
37	RIAD Roll 2nd x 500		9999999-	9999999.99-
38	-----			
39				
40	EPR001	1-34423-6	SH1 10	02
41	17/01/2008 12:10			
42	RIAD PO phonecard £10			9999999.99-
42	999999999-			
43	-----			
44				
45	*** END OF REPORT ***			

	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

**7.4.1.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Transaction Log Transaction:				Repeated as necessary.
Transaction User	09	01-06	6	
Transaction	09	14-22	9	
SU	09	31-33	3	
TP	09	35-36	2	
BP	09	39-40	2	
Date	10	01-10	10	
Time	10	12-16	5	
Mode	11	01-04	4	
Product	11	06-21	16	
Volume	11	23-30	8	Blank if more than 7 digits (8th position is sign)
Value	11	32-42	11	Zero for stock held by volume
Quantity	12	02-11	10	This line for BdeC txns only. Printed for quantities that exceed 7 digits. Up to 7 digits, the field is printed in the Volume field on line 11 (8th position is sign).

**7.4.1.7 Accounting Nodes**

Root Node: 3017



## 7.4.2 Event Log

### 7.4.2.1 Description

This is an office report that is printed on the counter printer. It is a multi-purpose record for general enquiry purposes, or to trace a specific system activity.

### 7.4.2.2 Frequency

As required.

### 7.4.2.3 Notes

Optional. Filed locally.

For those options that allow TP as a criterion, the user is able to select from a list of the available TPs and TP-BP combinations.

Events are filtered by the criteria set by user (Date to, Date from, SU, TP/BP, and User).

### 7.4.2.4 Sequence

Chronological order of entry. The User Events report is ordered by user, then chronological order of entry. The User History report is ordered by the user being changed, then chronological order of entry.





### 7.4.2.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 0040389	
02	11:42 23/01/2008	TP:10	BP:01	SU:SH1
03	Event Log: Stock Unit - Office Copy			
04				
05				
06	SU USER	TP BP	NODE	
07	DATE AND TIME	EVENT TITLE		
08	EVENT DESCRIPTION			
09				
10	SH1 EPR001	10	01	01
11	22/01/2008 11:45 SU Created			
12	Individual SU SU2 created			
13				
14				
15	SH1 EPR001	10	01	01
16	22/01/2008 16:48 SU Created			
17	Shared SU SH3 created			
18				
19				
20	*** END OF REPORT ***			

	1	2	3	4
	123456789012345678901234567890123456789012			

The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

### 7.4.2.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Event Log Transaction:				
SU	10	01-03	3	
User	10	05-10	6	
TP	10	21-22	2	
BP	10	24-25	2	
Node ID	10	27-28	2	
Event Log Date	11	01-10	10	
Event Log Title	11	18-42	25	
Event Log Time	11	12-16	5	
Event Log Detail	12	01-42	42	Wraps to the next line as necessary on a word boundary.



### 7.4.2.7 Events and Selection Criteria for Types of Event Logs

This table shows which Event types are printed on each type of Event Log.

**Key:**

Y= yes – event type is printed

Event ID	Event Title	Stock Unit	SU Balancing	All Users	Specific User	History	Users & Stock Units	Stock Unit Attachments	Access Control	All Events	Balancing	Confirmation Reports	Reports Produced	Viewed or Printed Reports
4	Inactive SU Rollover									Y	Y			
5	SU Rollover Abandoned		Y							Y	Y			
6	SU Rollover Complete		Y							Y	Y			
7	User attached						Y	Y		Y				
9	SU Created	Y					Y			Y				
10	SU Deleted	Y					Y			Y				
12	Logon Completed			Y	Y				Y	Y				
13	Logoff Completed			Y	Y				Y	Y				
14	Office Balance Failed									Y	Y			
17	SU Revaluation Completed		Y							Y	Y			
18	Delete SU failed						Y			Y				
21	Declaration Complete		Y							Y	Y			
23	Declaration Complete with Discrepancy		Y							Y	Y			
24	Position Locked			Y	Y				Y	Y				
25	Position Unlocked			Y	Y				Y	Y				
26	Unlock Failed			Y	Y				Y	Y				
27	Forced Inactivity Timeout Log Off			Y	Y				Y	Y				



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28	Report Confirmed/ Cut off									Y		Y		Y
29	Report Printed									Y			Y	Y
30	Report Previewed									Y			Y	Y
32	Discrep Committed		Y							Y	Y			
33	Balance Checks Failed		Y							Y	Y			
62	Outstanding TC Prompted									Y			Y	Y
63	Variance Check		Y							Y	Y			
64	Variance Check Discrepancy		Y							Y	Y			
65	Trading Statement Created									Y	Y			
66	Branch TP Rolled									Y	Y			
67	Branch TP Roll Abandoned									Y	Y			
101	Failed Logon				Y									
102	Forced Log Off			Y	Y				Y	Y				
103	Add User					Y								
104	Delete User					Y								
105	Modify User Role					Y								
106	Modify User Options					Y								
107	Change Own Password					Y								
108	Change Another's Password					Y								
109	Forced Password Change					Y								
110	Change Password - Fail					Y								
111	Recovery Completed									Y				
112	Recovery Completed with Exceptions									Y				
115	Inconsistent TP/BP on SU rollover		Y							Y	Y			
116	Receipts/Payment mismatch		Y							Y	Y			



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117	Non-zero trading position									Y	Y			
118	No Recovery Required									Y				
119	Second Log On			Y					Y	Y				
120	Recovery Failed									Y				

The table below shows the selection criteria available for each type of Event log.

Selection Criteria	Stock Unit	SU Balancing	All Users	Specific User	History	Users & Stock Units	Stock Unit Attachments	Access Control	All Events	Balancing	Confirm Reports	Reports Produced	Viewed or Printed Reports
Date From	Y		Y	Y	Y	Y		Y	Y	Y			Y
Date To	Y		Y			Y		Y	Y	Y			Y
SU		Y									Y	Y	
TP/TP-BP		Y					Y				Y	Y	
User				Y	Y								



## 7.4.3 User Summary Report

### 7.4.3.1 Description

This is an office report that is printed on the counter printer. It is a multipurpose record for general enquiry purposes, or to trace a specific system activity.

### 7.4.3.2 Frequency

As required.

### 7.4.3.3 Notes

Optional.

Details of all users who have access to the system.

### 7.4.3.4 Sequence

Users listed in alphabetic order.

### 7.4.3.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	16:44	15/10/2008		
02	OFFICE CODE	0323457		
03				
04				
05	USER SUMMARY	- Office Copy		
06				
07				
08	USER	ACCESS LEVEL		
09	*ENGR1	ENGINEER		
10	BROWNA	MANAGERS		
11	CTR001	CLERK		
12	CTR002	MANAGERS		
13	CTR004	MANAGERS		
14	ZAUD03	AUDITOR		
15	ZAUD04	AUDITOR		
16	ZAUD05	AUDITOR		
17	ZAUD99	AUDITOR E		
18	ZSUP01	SUPPORT		
19				
20	Number of Users:			10
21				
22				
23				
24	***	END OF REPORT	***	

	1	2	3	4
	123456789012345678901234567890123456789012			





The data shown in the example is illustrative only –  
the exact text can change, and so differ from that in the example.

#### 7.4.3.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
User Summary Header:				
Time	01	01-08	8	<i>hh:mm</i> ) Time and date
Date	01	10-20	11	<i>dd/mm/yyyy</i> ) of report.
FAD Code	02	13-19	7	<i>ffffff</i>
Heading	05	11-36	26	'USER SUMMARY – Office Copy'
User Summary Details:	09			
Username		01-06	6	Repeated as necessary. A leading asterisk denotes a global user.
Access Level		14-22	9	
Total	20	40-41	2	Total of users.



## 7.5 Messages and Notifications

### 7.5.1 Description

Messages and notifications received in the branch can be displayed and printed on the counter printer.

### 7.5.2 Frequency

As required.

### 7.5.3 Notes

Messages are available to be viewed or printed until they are automatically deleted from the branch once the retention period has expired.

### 7.5.4 Sequence

Memos are presented in a list containing all non-expired memos ordered by Unread, most recent first, followed by Read most recent.

### 7.5.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	<startPrint>			
02	Date: 03 Oct 2008			
03	Title: POSTAL PRICES			
04				
05	This is a further reminder that prices of			
06	first and second class postal services			
07	will be changing at midnight.			
08+				
09	<endPrint>			
10				
	1	2	3	4
	123456789012345678901234567890123456789012			

### 7.5.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Delimiter	01	01-12	12	<startPrint>
Date:	02	01-05	5	Label
<DATE>	02	07-17	11	Date the message was created
Title:	03	01-06	6	Label
<TITLE>	03	01		Message title

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	04			Blank line
Message	05	01-42		Message – as many lines as required
	08			Blank line
Delimiter				<endPrint>



---

## 7.6 Engineer Reports

This section describes the reports that can be produced from hardware tests.

- 7.6.1 *Counter Printer Test*
- 7.6.2 *Slip Printer Test*
- 7.6.3 *Office Printer Test*
- 7.6.4 *PIN Pad Installation*
- 7.6.5 *PIN Pad Test*



## 7.6.1 Counter Printer Test

### 7.6.1.1 Description

This report can be invoked to test the functioning of the counter printer's tally roll printer component.

### 7.6.1.2 Frequency

As required.

### 7.6.1.3 Notes

The report's data is produced automatically.

### 7.6.1.4 Sequence

N/A

### 7.6.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	<div>Test Receipt Title</div> <div>Test: test data</div> <div>Test title: more test data</div> <div>Date - Time: 01/09/08 - 13:15</div> <div>Post Office FAD: 015010</div> <div>test message</div>			
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
	1	2	3	4
	123456789012345678901234567890123456789012			



**7.6.1.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Report Title	02	07-24	18	'Test Receipt Title'
Blank	03-05			
Label 1	06	01-05	5	'Test:'
Test text		17-25	9	'test data'
Label 2	07	01-11	11	'Test title:'
Test text		17-30	14	'more test data'
Blank	08			
Label 3	09	01-12	12	'Date - Time:'
Date/Time		18-33	16	'dd/mm/yy – hh:mm'
Label 4	10	01-16	16	'Post Office FAD:'
FAD code		18-23	6	1 <sup>st</sup> six characters of the branch's office code
Test text	11	01-12	12	'test message'
Blank	12-14			



## 7.6.2 Slip Printer Test

### 7.6.2.1 Description

This report can be invoked to test the functioning of the counter printer's slip printer component.

### 7.6.2.2 Frequency

As required.

### 7.6.2.3 Notes

The report's data is produced automatically.

### 7.6.2.4 Sequence

N/A

### 7.6.2.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	<div>Test Receipt Title</div> <div>Test: test data</div> <div>Test title: more test data</div> <div>Date - Time: 01/09/08 - 13:15</div> <div>Post Office FAD: 015010</div> <div>test message</div>			
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
	1	2	3	4
	123456789012345678901234567890123456789012			

Refer to section 4.1.6.7 for details of the slip printer's font sizes.

### 7.6.2.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Report Title	02	12-29	18	'Test Receipt Title'
Blank	03-05			
Label 1	06	05-09	5	'Test:'
Test text	06	23-31	9	'test data'
Label 2	07	05-15	11	'Test title:'
Test text	07	23-36	14	'more test data'

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Blank	08			
Label 3	09	05-16	12	'Date - Time:'
Date/Time	09	23-38	16	'dd/mm/yy – hh:mm'
Label 4	10	05-20	16	'Post Office FAD:'
FAD code	10	23-28	6	1 <sup>st</sup> six characters of the branch's office code
Test text	11	05-16	12	'test message'
Blank	12-14			



## 7.6.3 Office Printer Test

### 7.6.3.1 Description

This report can be invoked to test the functioning of the back office printer.

### 7.6.3.2 Frequency

As required.

### 7.6.3.3 Notes

The report's data is produced automatically.

### 7.6.3.4 Sequence

N/A

### 7.6.3.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
01	*****							
02	*****							
03	*****							
04								
05	01/09/2008 13:04 ENGINEER PRINTER TEST							
06								
07	Printer name: BackOffice							
08	Printer Port: LPT1:							
09								
10	*****							
11	*****							
12	*****							
13								
	1	2	3	4	5	6	7	8
	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890

**7.6.3.6 Definition**

Field Name	Line No.	Character Positions	Length	Contents/Notes
Delimiter	01-03	01-42	42	Asterisks
Blank	04			
Date/Time	05	01-16	16	'dd/mm/ccyy – hh:mm'
Report title	05	20-40	21	'ENGINEER PRINTER TEST'
Label 1	07	01-13	13	'Printer name:'
Printer name	07	15-24	10	
Label 2	08	01-13	13	'Printer port:'
Printer port	08	15-19	5	
Delimiter	10-12	01-42	42	Asterisks
Blank	13			





## 7.6.4 PIN Pad Installation

### 7.6.4.1 Description

This report can be invoked to test a newly installed PIN pad.

### 7.6.4.2 Frequency

As required.

### 7.6.4.3 Notes

Two copies of this report are printed, one to be retained in the office.

### 7.6.4.4 Sequence

N/A

### 7.6.4.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	PIN PAD INSTALLATION			
02				
03				
04				
05	01/09/08 13:22	TP:04	BP:03	SU:SKW
06	Trafalgar Square	FAD: 015010X		
07	24/28 William IV Street			
08	London			
09	Greater London			
10	WC2N 4DL			
11				
12	*** Office Copy - Retain ***			
13	PIN Pad Installation Successful			
14				
15				
16				
17	Counter:	02		
18	Model:	HFT117		
19	Serial Number:	0000000003000119		
20	Open Application:	F046080000012		
21	SEC Application:	FL-14111051383		
22				
23				
24				
25				
26	This is not a VAT receipt			
27				

	1	2	3	4
	123456789012345678901234567890123456789012			



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### 7.6.4.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Report Title	02	11-30	20	'PIN PAD INSTALLATION'
Blank	03-04			
Date	05	01-14	14	Date and time: <i>dd/mm/yy hh:mm</i>
TP	05	23-27	6	Current 'TP: <i>tp</i> '
BP	05	30-34	5	Current Balance Period: 'BP: <i>bp</i> '
SU	05	37-42	6	Stock unit: 'SU: <i>sun</i> '
Branch Name	06	01-30	30	Branch name, up to 30 characters: ( <i>ooo...</i> )
FAD	06	31-42	12	Branch (FAD) code: 'FAD: <i>ffffff</i> '
Address 1,2,3	07-09	01-40	40	Branch address: a variable number of lines up to a maximum of five.
Postcode	10	01-08	8	Branch postcode: appears in a <i>pppp ppp</i> format
Retention message	12	08-35	28	Copy 1: blank Copy 2: '*** Office Copy – Retain ***'
Success message	13	06-36		'PIN Pad Installation Successful'
Blank	14-16			
Label 1	17	01-08	8	'Counter:'
	17	41-42	2	Node ID
Label 2	18	01-06	6	'Model:'
	18	30-42	13	model id
Label 3	19	01-14	14	'Serial Number:'
	19	27-42	16	serial no
Label 4	20	01-17	17	'Open Application:'
	20	30-42	13	Application ID
Label 5	21	01-16	16	'SEC Application:'
	21	29-42	14	SEC application ID
Blank	22-25			
Message	26	09-33	25	'This is not a VAT receipt'



## 7.6.5 PIN Pad Test

### 7.6.5.1 Description

This report can be invoked to test a PIN pad.

### 7.6.5.2 Frequency

As required.

### 7.6.5.3 Notes

Two copies of this report are printed, one to be retained in the office.

### 7.6.5.4 Sequence

N/A

### 7.6.5.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	PIN PAD TEST			
02				
03				
04				
05	01/09/08 13:22	TP:04	BP:03	SU:SKW
06	Trafalgar Square	FAD: 015010X		
07	24/28 William IV Street			
08	London			
09	Greater London			
10	WC2N 4DL			
11				
12	*** Office Copy - Retain ***			
13	PIN Pad Test Successful			
14				
15				
16				
17	Counter:	02		
18	Model:	HFT117		
19	Serial Number:	0000000003000119		
20	Open Application:	F046080000012		
21	SEC Application:	FL-14111051383		
22				
23				
24				
25				
26	This is not a VAT receipt			
27				

	1	2	3	4
	123456789012345678901234567890123456789012			



### 7.6.5.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Report Title	02	11-30	20	'PIN PAD TEST'
Blank	03-04			
Date	05	01-14	14	Date and time: <i>dd/mm/yy hh:mm</i>
TP	05	23-27	6	Current 'TP: <i>tp</i> '
BP	05	30-34	5	Current Balance Period: 'BP: <i>bp</i> '
SU	05	37-42	6	Stock unit: 'SU: <i>sun</i> '
Branch Name	06	01-30	30	Branch name, up to 30 characters: ( <i>ooo...</i> )
FAD	06	31-42	12	Branch (FAD) code: 'FAD: <i>ffffff</i> '
Address 1,2,3	07-09	01-40	40	Branch address: a variable number of lines up to a maximum of five.
Postcode	10	01-08	8	Branch postcode: appears in a <i>pppp ppp</i> format
Retention message	12	08-35	28	Copy 1: blank Copy 2: '*** Office Copy – Retain ***'
Success message	13	11-33	23	'PIN Pad Test Successful'
Blank	14-16			
Label 1	17	01-08	8	'Counter:'
	17	41-42	2	Node ID
Label 2	18	01-06	6	'Model:'
	18	30-42	13	model id
Label 3	19	01-14	14	'Serial Number:'
	19	27-42	16	serial no
Label 4	20	01-17	17	'Open Application:'
	20	30-42	13	Application ID
Label 5	21	01-16	16	'SEC Application:'
	21	29-42	14	SEC application ID
Blank	22-25			
Message	26	09-33	25	'This is not a VAT receipt'

### 7.6.6



## 7.6.7 PIN Pad Card Reader Test

### 7.6.7.1 Description

This report can be invoked to test a PIN pad card reader.

### 7.6.7.2 Frequency

As required.

### 7.6.7.3 Notes

### 7.6.7.4 Sequence

N/A

### 7.6.7.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	PIN Pad CardReader Test			
02				
03				
04				
05	01/09/09 13:22	TP:04	BP:03	SU:SKW
06	Trafalgar Square	FAD: 015010X		
07	24/28 William IV Street			
08	London			
09	Greater London			
10	WC2N 4DL			
11				
12	PIN Pad CardReader Test Successful			
13				
14				
15				
16	Counter:	02		
17	Model:	HFT117		
18	Serial Number:	0000000003000119		
19	Open Application:	F046080000012		
20	SEC Application:	FL-14111051383		
21				
22				
23				
24				
25	This is not a VAT receipt			
26				

	1	2	3	4
	123456789012345678901234567890123456789012			





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### 7.1.1.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Report Title	02	09-42	34	'PIN Pad CardReader Test'
Blank	03-04			
Date	05	01-14	14	Date and time: <i>dd/mm/yy hh:mm</i>
TP	05	23-27	6	Current 'TP: <i>tp</i> '
BP	05	30-34	5	Current Balance Period: 'BP: <i>bp</i> '
SU	05	37-42	6	Stock unit: 'SU: <i>sun</i> '
Branch Name	06	01-30	30	Branch name, up to 30 characters: ( <i>ooo...</i> )
FAD	06	31-42	12	Branch (FAD) code: 'FAD: <i>ffffff</i> '
Address 1,2,3	07-09	01-40	40	Branch address: a variable number of lines up to a maximum of five.
Postcode	10	01-08	8	Branch postcode: appears in a <i>pppp ppp</i> format
Success message	12	09-42	23	'PIN Pad CardReader Test Successful'
Blank	13-15			
Label 1	16	01-08	8	'Counter:'
	16	41-42	2	Node ID
Label 2	17	01-06	6	'Model:'
	17	30-42	13	model id
Label 3	18	01-14	14	'Serial Number:'
	18	27-42	16	serial no
Label 4	19	01-17	17	'Open Application:'
	19	30-42	13	Application ID
Label 5	20	01-16	16	'SEC Application:'
	20	29-42	14	SEC application ID
Blank	21-24			
Message	25	09-33	25	'This is not a VAT receipt'



## 8 Migration to Horizon Online

### 8.1 Pre-Migration Report

#### 8.1.1 Description

The Pre-Migration report is initially run on Horizon, and prints an office snapshot with Foreign Currency details. This report can be re-generated on HNG-X using data provided by Horizon.

#### 8.1.2 Frequency

Immediately preceding migration to Horizon Online.

#### 8.1.3 Notes

Mandatory for migration to Horizon Online. It can be reprinted.

Note that on line 2 of this report and any reprints of it, TP is the Branch TP, not the Stock Unit TP/BP.

#### 8.1.4 Sequence

The report has the following sections:

##### **Discrepancies Detail**

##### **Value Items and MoP**

Total Value Items and MoP

##### **Receipts**

Balance B/Fwd

Sales Receipts

Remittances In

Discrepancy Over Transferred

Discrepancy Short Resolved

Total Receipts

##### **Payments**

Remittances Out

Discrepancy Short Transferred

Discrepancy Over Resolved

Total Value Items and MOP

Nett Discrepancies

Total Payments

Transfers In

Transfers Out

##### **Balance C/Fwd**

##### **Stock Volumes**

Balance by volume of all stock items held by volume

##### **Foreign Currency**

The arithmetic is:

$$\text{Receipts} + \text{Balance B/Fwd} = \text{Total Receipts}$$



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*Payments + Value Items + Net Discrepancies = Total Payments*

*Value Items + Net Discrepancies = Balance C/Fwd*

Remittances are included in the respective Receipts and Payments totals. Transfers in and out are not included in the balance carried forward.

Within the VALUE ITEMS & MOP section, main RECEIPTS section, and main PAYMENTS section, products are listed in product order (PLU number), within Sub-group within Group, where Sub-group is equivalent to Level 1 and Group is equivalent to Level 2.

Within the STOCK VOLUME section, products are listed in Product order (PLU number), within Sub-group within Group, but the Sub-group and Group headings are suppressed.

Within the Foreign Currency section, products are listed in Product order (PLU number), within Sub-group equivalent to Level 1.

### 8.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:59 17/01/2008		TP:10	
03	Horizon Final Position Report			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER	0.00	*	
07	*Discrepancy SHORT	0.00	*	
08	*	-----*		
09	*Nett discrepancy	0.00	*	
10	*	-----*		
11	*Excess Cash Removed	0.00	*	
12	*Cash Shortage Made Good	0.00	*	
13	*	-----*		
14	*Nett Cash Adjustment	0.00	*	
15	*	-----*		
16	*****			
17				
18	VALUE ITEMS & MOP	VOLUME	VALUE	
19				
20	Cash		21591.25	
21	Cash		21591.25	
22	Cheque		16.00	
23	Cheques		16.00	
24	MOP		21607.25	
25	US Dollar		251.41	
26	Arentina Peso		481.70	
27	Fgn curr sterl		733.11	
28	BUREAU DE CHANGE		733.11	
29	Postage stmp		533.70	
30	Other Postage Items		533.70	
31	POSTAGE		533.70	
32		-----		
33	TOTAL VALUE ITEMS & MOP		22874.06	
34		-----		
35				
36				



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37			
38			
39	RECEIPTS	VOLUME	VALUE
40			
41	Balance B/Fwd		18416.15
42			
43	Parcel by 10am	2	69.98
44	GlobalP	11	826.89
45	Parcels		896.87
46	CARRS - PARCELS		896.87
47	MPSSml Pkt	151	454.30
48	MPSSpecial 9	1	12.00
49	GDD Successful	9	0.00
50	RM TRANSACTIONS		466.30
51	MPSPcl 10	2	69.98
52	MPSGlobalP	11	790.89
53	Pcl ECmp Pcl 10	2	0.00
54	Pcl ECmp GlobalP	11	36.00
55	PF TRANSATCIONS		896.87
56	RM LC Inward	1	0.00
57	RM Lcl Collect	1	0.50
58	PF CD Inward	2	0.00
59	PF Conv Del.	1	0.00
60	PF Conv Del+Fee	1	1.00
61	CUSTOMER COLLECT FEES		1.50
62	TC Buy Margin	1	87.30
63	Bureau de Change Margins		87.30
64	Curr Revalue Up	3	283.10
65	B De Chge- Revalue Up		283.10
66	BUREAU DE CHANGE - IN		370.40
67	Valid Full Pass	1	0.00
68	EDD Lookup	4	0.00
69	MVL Discs Recvd	5	0.00
70	Lost Single MVL	2	0.00
71	AP Others		0.00
72	AUTOMATED PAYMENTS		0.00
73	First Day Env	5-	1.50-
74	Stamp Card	2-	0.80-
75	PHILATELIC ITEMS		2.30-
76	1st class stmp	2	0.72
77	1st class Large	1	0.52
78	First Class Stamps		1.24
79	2nd class stmp	1	0.27
80	2nd class Large	1	0.42
81	Second Class Stamps		0.69
82	1st Large x 4	1	2.08
83	2nd Large x 4	1	1.68
84	Stamp Books - Misc		3.76
85	POSTAGE		5.69
86	PO Holidaycrd £10	6	60.00
87	PO Branded Call Cards		60.00
88	PHONE CARDS		60.00
89	MVL Discs	22	0.00
90	MVL DISCS		0.00





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91			
92	Rem In Client		0.00
93	Rem In Auto Dist		4950.00
94	REMITTANCES IN		4950.00
95			
96	Discrepancy OVER Transferred		0.00
97	Discrepancy SHORT Resolved		0.00
98			
99	Reval Up		0.00
100		-----	
101	TOTAL RECEIPTS		26061.48
102		-----	
103			
104	PAYMENTS	VOLUME	VALUE
105			
106	Retail stmp rdm	1	25.00
107	Post Office Saving Stamps Rdm		25.00
108	SAVING STAMPS REDEEMED		25.00
109	Cash In Pouches	1	200.00
110	Cash In Pouches	1-	200.00-
111	UNCLAIMED PAYMENTS		0.00
112	BofIre Cash wdrl	1	35.00
113	Bank of Ireland Withdrawals		35.00
114	NB CASH WITHDRAWAL WITH PIN		35.00
115	Visa Credit	1	0.63
116	CREDIT CARD ONLINE PAYMENTS		0.63
117	MBal Item RM	152	466.30
118	RM SUMMARY		466.30
119	MBal Item Pforce	13	896.87
120	PF SUMMARY		896.87
121	Rem Out Data Cen		16.00
122	Rem Out Client		0.00
123	Rem Out Auto Dist		700.00
124	REMITTANCES OUT		716.00
125			
126	Discrepancy SHORT Transferred		0.00
127	Discrepancy OVER Resolved		0.00
128			
129	Reval Down		0.00
130			
131	Total VALUE ITEMS & MoP		22874.06
132			
133	Nett discrepancies		0.00
134			
135		-----	
136	TOTAL PAYMENTS		26061.48
137		-----	
138			
139	Transfers In		5897.36
140			
141	Transfers Out		5897.36
142			
143	Balance C/Fwd		22874.06
144			





145		
146		
147	STOCK VOLUMES	VOLUME
148		
149	Euro TChq	200
150	First Day Env	5
151	Stamp Card	5
152	1st class stmp	198
153	1st class Large	199
154	Roll 2nd x 500	10
155	2nd class Large	99
156	SAS bk 2nd x 6	10
157	SAS bk 2nd x 12	11
158	SAS bk 1st x 6	10
159	1st Large x 4	9
160	PO Phonecard £10	9
161	PO Holidaycrd £10	10
162	MVL Discs	1019
163	Saving Stamp £5	20
164		
165		
166	CURRENCY NAME	CURRENCY
167		AMOUNT
168		
169	Canada Dollar	375
170	Euro	1500600
171	US Dollar	9993
172	Fgn Currency Sterling Equ	
173		
174		
175		
176	CERTIFICATE to be completed	
177	by SubPostMaster or Branch Manager	
178		
179		Datestamp
180		+-----+
181	Signature . . . . .	. . . . .
182		. . . . .
183		. . . . .
184	Time . . . . .	.AM/PM +-----+
185		
186	File this report with your next Branch	
187	Trading Statement and retain for 6 years.	
188		
189	*** END OF REPORT ***	
	1	2
	3	4
	123456789012345678901234567890123456789012	

The data shown in the example is illustrative only – the exact text can change, and so differ from that in the example.



**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



### 8.1.6 Definition

Field Name	Line No.	Character Positions	Length	Contents/Notes
Bal Discrepancies Detail:				
Over Value	06	29-39	11	
Short Value	07	29-39	11	
Discrepancies Nett	09	29-39	11	
Cash Adjustments:				
Excess Cash Removed	11	29-39	11	
Cash Shortage Made Good	12	29-39	11	
Cash Adjustments Nett	14	29-39	11	
Bal MoP Product Line:	20			Repeated as necessary.
Product Name		03-18	16	
Qty		20-27	8	
Value		29-39	11	
Bal MoP SubGroup Line:	21			Repeated as necessary.
SubGroup		02-26	25	
SubTotal		29-39	11	
Bal MoP Group Line:	24			
Group		01-25	25	
Group Total		29-39	11	
Bal Value Items Product Line:	25			Repeated as necessary.
Product Name		03-18	8	
Qty		20-27	11	
Value		29-39	16	
Bal Value Items Group Line:	27			Repeated as necessary.
SubTotal		29-39	11	
SubGroup		02-26	25	
Bal Value Items & MOP:	28			
Total		29-39	11	
Office Receipts Title:	41			
Office Balance B/Fwd		29-39	11	
Bal Receipts Product Line:	43			Repeated as necessary.
Qty		20-27	8	
Value		29-39	11	
Product Name		03-18	16	
Bal Receipts SubGroup Line:	45			Repeated as necessary.
SubTotal		29-39	11	
SubGroup		02-26	25	
Bal Receipts Group Line:	46			Repeated as necessary.
Total		29-39	11	
Group		02-26	25	
Rems In:	92-93			
Source		03-26	24	
Value		29-39	11	
Rems In:	94			
Total Rems		29-39	11	
Discrepancy Over Transferred	96	29-39	11	
Discrepancy Short Resolved	97	29-39	11	
Reval Up	99	29-39	11	
Receipts:	101			
Total		28-39	12	



**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



Payments Product Line: Qty Value Product Name	106	20-27 29-39 03-18	8 11 16	Repeated as necessary.
Payments SubGroup Line: SubTotal SubGroup	107	29-39 02-26	11 25	Repeated as necessary.
Payments Group Line: Group Group Total	108	01-25 29-39	25 11	Repeated as necessary.
Rems Out: Target Value	124-126	03-26 29-39	24 11	
Rems Out: Total	127	28-39	12	
Bal Discrepancy Summary: Discrepancy Short Transferred Discrepancy Over Resolved	129 130	29-39 29-39	11 11	
Reval Down	132			
Value Items and MOP Total	134	28-39	11	
Discrepancies Total	136	28-39	11	
Bal Payments: Total	139	28-39	12	
Transfers In: Qty Value	142	20-27 29-39	8 11	
Transfers Out: Qty Value	144	20-27 29-39	8 11	
Balance Carried Forward	146	28-39	12	
Volume Stock : Product Name Qty	152	03-18 21-34	16 14	
Currency Name Currency Amount	169	03-18 27-41	16 15	Only present if applicable: repeated as necessary. Product receipt name. Quantity in the appropriate currency.
Holding Type: Holding Name	172	01-25 31-41	25 11	Level 1 node name. Only present if there is preceding detail for this holding type.



## 8.2 Post-Migration and Comparison Report

### 8.2.1 Description

The Post-Migration report is run on first logon to HNG-X and prints the same information as the Pre-Migration report, together with any differences.

### 8.2.2 Frequency

Immediately following successful migration to Horizon Online.

### 8.2.3 Notes

Mandatory following migration to Horizon Online. It can be rerun.

Note that on line 2 of this report and any reprints of it, TP is the Branch TP, not the Stock Unit TP/BP.

### 8.2.4 Sequence

The report is produced automatically immediately after the completion of migration.

For the sequence of sections within the report see section 8.1.4.

### 8.2.5 Layout and Example Content

#### 8.2.5.1 Post-Migration report (no differences)

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:59 17/01/2008		TP:10	
03	Horizon Online Opening Position Report			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER		0.00	*
07	*Discrepancy SHORT		0.00	*
08	*		-----	*
09	*Nett discrepancy		0.00	*
10	*		-----	*
11	*Excess Cash Removed		0.00	*
12	*Cash Shortage Made Good		0.00	*
13	*		-----	*
14	*Nett Cash Adjustment		0.00	*
15	*		-----	*
16	*****			
17				
18	VALUE ITEMS & MOP	VOLUME	VALUE	
19				
20	Cash		21591.25	
21	Cash		21591.25	
22	Cheque		16.00	
23	Cheques		16.00	
24	MOP		21607.25	
25	US Dollar		251.41	





HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



26	Arentina Peso		481.70
27	Fgn curr sterl		733.11
28	BUREAU DE CHANGE		733.11
29	Postage stmp		533.70
30	Other Postage Items		533.70
31	POSTAGE		533.70
32			-----
33	TOTAL VALUE ITEMS & MOP		22874.06
34			-----
35			
36			
37			
38			
39	RECEIPTS	VOLUME	VALUE
40			
41	Balance B/Fwd		18416.15
42			
43	Parcel by 10am	2	69.98
44	GlobalP	11	826.89
45	Parcels		896.87
46	CARRS - PARCELS		896.87
47	MPSSml Pkt	151	454.30
48	MPSSpecial 9	1	12.00
49	GDD Successful	9	0.00
50	RM TRANSACTIONS		466.30
51	MPSPcl 10	2	69.98
52	MPSGlobalP	11	790.89
53	Pcl ECmp Pcl 10	2	0.00
54	Pcl ECmp GlobalP	11	36.00
55	PF TRANSATCIONS		896.87
56	RM LC Inward	1	0.00
57	RM Lcl Collect	1	0.50
58	PF CD Inward	2	0.00
59	PF Conv Del.	1	0.00
60	PF Conv Del+Fee	1	1.00
61	CUSTOMER COLLECT FEES		1.50
62	TC Buy Margin	1	87.30
63	Bureau de Change Margins		87.30
64	Curr Revalue Up	3	283.10
65	B De Chge- Revalue Up		283.10
66	BUREAU DE CHANGE - IN		370.40
67	Valid Full Pass	1	0.00
68	EDD Lookup	4	0.00
69	MVL Discs Recvd	5	0.00
70	Lost Single MVL	2	0.00
71	AP Others		0.00
72	AUTOMATED PAYMENTS		0.00
73	First Day Env	5-	1.50-
74	Stamp Card	2-	0.80-
75	PHILATELIC ITEMS		2.30-
76	1st class stmp	2	0.72
77	1st class Large	1	0.52
78	First Class Stamps		1.24
79	2nd class stmp	1	0.27





HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



80	2nd class Large	1	0.42
81	Second Class Stamps		0.69
82	1st Large x 4	1	2.08
83	2nd Large x 4	1	1.68
84	Stamp Books - Misc		3.76
85	POSTAGE		5.69
86	PO Holidaycrd £10	6	60.00
87	PO Branded Call Cards		60.00
88	PHONE CARDS		60.00
89	MVL Discs	22	0.00
90	MVL DISCS		0.00
91			
92	Rem In Client		0.00
93	Rem In Auto Dist		4950.00
94	REMITTANCES IN		4950.00
95			
96	Discrepancy OVER Transferred		0.00
97	Discrepancy SHORT Resolved		0.00
98			
99	Reval Up		0.00
100		-----	
101	TOTAL RECEIPTS		26061.48
102		-----	
103			
104	PAYMENTS	VOLUME	VALUE
105			
106	Retail stmp rdm	1	25.00
107	Post Office Saving Stamps Rdm		25.00
108	SAVING STAMPS REDEEMED		25.00
109	Cash In Pouches	1	200.00
110	Cash In Pouches	1-	200.00-
111	UNCLAIMED PAYMENTS		0.00
112	USA TChq	1	1047.62
113	Travellers Cheque Purchases		1047.62
114	BUREAU DE CHANGE - OUT		1047.62
115	BofIre Cash wdrl	1	35.00
116	Bank of Ireland Withdrawals		35.00
117	NB CASH WITHDRAWAL WITH PIN		35.00
118	Visa Credit	1	0.63
119	CREDIT CARD ONLINE PAYMENTS		0.63
120	MBal Item RM	152	466.30
121	RM SUMMARY		466.30
122	MBal Item Pforce	13	896.87
123	PF SUMMARY		896.87
124	Rem Out Data Cen		16.00
125	Rem Out Client		0.00
126	Rem Out Auto Dist		700.00
127	REMITTANCES OUT		716.00
128			
129	Discrepancy SHORT Transferred		0.00
130	Discrepancy OVER Resolved		0.00
131			
132	Reval Down		0.00
133			

HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)

134	Total VALUE ITEMS & MoP	22874.06
135		
136	Nett discrepancies	0.00
137		
138		-----
139	TOTAL PAYMENTS	26061.48
140		-----
141		
142	Transfers In	5897.36
143		
144	Transfers Out	5897.36
145		
146	Balance C/Fwd	22874.06
147		
148		
149		
150	STOCK VOLUMES	VOLUME
151		
152	Euro TChq	200
153	First Day Env	5
154	Stamp Card	5
155	1st class stmp	198
156	1st class Large	199
157	Roll 2nd x 500	10
158	2nd class Large	99
159	SAS bk 2nd x 6	10
160	SAS bk 2nd x 12	11
161	SAS bk 1st x 6	10
162	1st Large x 4	9
163	PO Phonecard £10	9
164	PO Holidaycrd £10	10
165	MVL Discs	1019
166	Saving Stamp £5	20
167		
168		
169	CURRENCY NAME	CURRENCY
170		AMOUNT
171		
172	Canada Dollar	375
173	Euro	1500600
174	US Dollar	9993
175	Fgn Currency Sterling Equ	
176		
177		
178		
179	CERTIFICATE to be completed	
180	by SubPostMaster or Branch Manager	
181		
182		Datestamp
183		+-----+
184	Signature . . . . .	.
185		.
186		.
187	Time . . . . .AM/PM	+-----+
188		







HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



### 8.2.5.4 Post-Migration report – (with differences)

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:59 17/01/2008		TP:10	
03	Horizon Online Opening Position Report			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER		0.00	*
07	*Discrepancy SHORT		0.00	*
08	*		-----	*
09	*Nett discrepancy		0.00	*
10	*		-----	*
11	*Excess Cash Removed		0.00	*
12	*Cash Shortage Made Good		0.00	*
13	*		-----	*
14	*Nett Cash Adjustment		0.00	*
15	*		-----	*
16	*****			
17				
18	VALUE ITEMS & MOP	VOLUME		VALUE
19				
20	Cash			21591.25
21	Cash			21591.25
22	Cheque			16.00
23	Cheques			16.00
24	MOP			21607.25
25	US Dollar			251.41
26	Arentina Peso			481.70
27	Egn curr sterl			733.11
28	BUREAU DE CHANGE			733.11
29	Postage stmp			533.70
30	Other Postage Items			533.70
31	POSTAGE			533.70
32				-----
33	TOTAL VALUE ITEMS & MOP			22874.06
34				-----
35				
36				
37				
38				
39	RECEIPTS	VOLUME		VALUE
40				
41	Balance B/Fwd			18416.15
42				
43	Parcel by 10am	2		69.98
44	GlobalP	11		826.89
45	Parcels			896.87
46	CARRS - PARCELS			896.87
47	MPSSml Pkt	151		454.30
48	MPSSpecial 9	1		12.00
49	GDD Successful	9		0.00



HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



50	RM TRANSACTIONS		466.30
51	MPSPcl 10	2	69.98
52	MPSGlobalP	11	790.89
53	Pcl ECmp Pcl 10	2	0.00
54	Pcl ECmp GlobalP	11	36.00
55	PF TRANSATCIONS		896.87
56	RM LC Inward	1	0.00
57	RM Lcl Collect	1	0.50
58	PF CD Inward	2	0.00
59	PF Conv Del.	1	0.00
60	PF Conv Del+Fee	1	1.00
61	CUSTOMER COLLECT FEES		1.50
62	TC Buy Margin	1	87.30
63	Bureau de Change Margins		87.30
64	Curr Revalue Up	3	283.10
65	B De Chge- Revalue Up		283.10
66	BUREAU DE CHANGE - IN		370.40
67	Valid Full Pass	1	0.00
68	EDD Lookup	4	0.00
69	MVL Discs Recvd	5	0.00
70	Lost Single MVL	2	0.00
71	AP Others		0.00
72	AUTOMATED PAYMENTS		0.00
73	First Day Env	5-	1.50-
74	Stamp Card	2-	0.80-
75	PHILATELIC ITEMS		2.30-
76	1st class stmp	2	0.72
77	1st class Large	1	0.52
78	First Class Stamps		1.24
79	2nd class stmp	1	0.27
80	2nd class Large	1	0.42
81	Second Class Stamps		0.69
82	1st Large x 4	1	2.08
83	2nd Large x 4	1	1.68
84	Stamp Books - Misc		3.76
85	POSTAGE		5.69
86	PO Holidaycrd £10	6	60.00
87	PO Branded Call Cards		60.00
88	PHONE CARDS		60.00
89	MVL Discs	22	0.00
90	MVL DISCS		0.00
91			
92	Rem In Client		0.00
93	Rem In Auto Dist		4950.00
94	REMITTANCES IN		4950.00
95			
96	Discrepancy OVER Transferred		0.00
97	Discrepancy SHORT Resolved		0.00
98			
99	Reval Up		0.00
100		-----	
101	TOTAL RECEIPTS		26061.48
102		-----	
103			





HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



104	PAYMENTS	VOLUME	VALUE
105			
106	Retail stmp rdm	1	25.00
107	Post Office Saving Stamps Rdm		25.00
108	SAVING STAMPS REDEEMED		25.00
109	Cash In Pouches	1	200.00
110	Cash In Pouches	1-	200.00-
111	UNCLAIMED PAYMENTS		0.00
112	USA TChq	1	1047.62
113	Travellers Cheque Purchases		1047.62
114	BUREAU DE CHANGE - OUT		1047.62
115	BofIre Cash wdrl	1	35.00
116	Bank of Ireland Withdrawals		35.00
117	NB CASH WITHDRAWAL WITH PIN		35.00
118	Visa Credit	1	0.63
119	CREDIT CARD ONLINE PAYMENTS		0.63
120	MBal Item RM	152	466.30
121	RM SUMMARY		466.30
122	MBal Item Pforce	13	896.87
123	PF SUMMARY		896.87
124	Rem Out Data Cen		16.00
125	Rem Out Client		0.00
126	Rem Out Auto Dist		700.00
127	REMITTANCES OUT		716.00
128			
129	Discrepancy SHORT Transferred		0.00
130	Discrepancy OVER Resolved		0.00
131			
132	Reval Down		0.00
133			
134	Total VALUE ITEMS & MoP		22874.06
135			
136	Nett discrepancies		0.00
137			
138		-----	
139	TOTAL PAYMENTS		26061.48
140		-----	
141			
142	Transfers In		5897.36
143			
144	Transfers Out		5897.36
145			
146	Balance C/Fwd		22874.06
147			
148			
149			
150	STOCK VOLUMES	VOLUME	
151			
152	Euro TChq	200	
153	First Day Env	5	
154	Stamp Card	5	
155	1st class stmp	198	
156	1st class Large	199	
157	Roll 2nd x 500	10	



HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



158	2nd class Large	99
159	SAS bk 2nd x 6	10
160	SAS bk 2nd x 12	11
161	SAS bk 1st x 6	10
162	1st Large x 4	9
163	PO Phonecard £10	9
164	PO Holidaycard £10	10
165	MVL Discs	1019
166	Saving Stamp £5	20
167		
168		
169	CURRENCY NAME	CURRENCY
170		AMOUNT
171		
172	Canada Dollar	375
173	Euro	1500600
174	US Dollar	9993
175	Fgn Currency Sterling Equ	
176	Euro TChq	550
177	UK TChq	500
178	USA TChq	200
179	Travellers Cheques (Sell)	
180		
181	*** END OF REPORT ***	
	1 2 3 4	
	123456789012345678901234567890123456789012	

### 8.2.5.5 Definition

The definition of fields is the same as for the Pre-Migration report in section 8.1.6.

The report is immediately followed by the hard-coded report shown below.

### 8.2.5.6 Comparison Report (with differences)

**Note:** this is an example of the format and layout only. As many example lines of data as possible have been included, so the report does not show a consistent or realistic set of figures.

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	12:00 18/01/2008	TP:01		
03	Horizon Online Comparison Report			
04				
05	The following differences have been found:			
06				
07	Discrepancies in this Account			
08	< Discrepancy OVER	10.00		
09	> Discrepancy OVER	20.00		
10	< Discrepancy SHORT	0.00		
11	> Discrepancy SHORT	5.00		
12	< Nett Discrepancy	10.00		
13	> Nett Discrepancy	15.00		
14				





HNG-X Branch and Counter Reports  
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



15	VALUE ITEMS & MOP	VOLUME	VALUE
16	< Cash		100.00
17	> Cash		101.00
18	< Cash		100.00
19	> Cash		101.00
20	> Cheque		10.00
21	> Cheques		10.00
22	< MOP		100.00
23	> MOP		111.00
24	< Postage stmp		533.70
25	> Postage stmp		533.75
26	< Other Postage Items		533.70
27	> Other Postage Items		533.75
28	< POSTAGE		533.70
29	> POSTAGE		533.75
30	< TOTAL VALUE ITEMS & MOP		100.00
31	> TOTAL VALUE ITEMS & MOP		111.00
32			
33	RECEIPTS	VOLUME	VALUE
34	< Balance B/Fwd		1000.00
35	> Balance B/Fwd		2000.00
36	< PO Ord Paid		2.60
37	< Postal Order Cashed Ord		2.60
38	< POSTAL ORDERS PAID		2.60
39	< Rem In Client		10.00
40	> Rem In Auto Dist		9.00
41	< REMITTANCES IN		100.00
42	> REMITTANCES IN		99.00
43	< Discrepancy OVER Transferred		10.00
44	> Discrepancy OVER Transferred		5.00
45	< Discrepancy SHORT Resolved		100.00
46	< TOTAL RECEIPTS		854.60
47	> TOTAL RECEIPTS		800.00
48			
49	PAYMENTS	VOLUME	VALUE
50			
51	< Retail stmp rdm	1	25.00
52	< Post Office Saving Stamps Rdm		25.00
53	< SAVING STAMPS REDEEMED		25.00
54	< NatLot Prize	2	20.00
55	> NatLot Prize	3	30.00
56	< LOTTERY PAYMENTS		20.00
57	> LOTTERY PAYMENTS		30.00
58	< Rem Out Client		10.00
59	> Rem Out Client		9.00
60	< REMITTANCES OUT		10.00
61	> REMITTANCES OUT		9.00
62	< Discrepancy SHORT Transferred		10.00
63	> Discrepancy OVER Resolved		5.00
64	< Discrepancy OVER Resolved		100.00
65	< TOTAL PAYMENTS		854.60
66	> TOTAL PAYMENTS		800.00
67	< Transfers In		5.00
68	< Transfers Out		800.00
69	< Transfers Out		800.01

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**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



Bal Discrepancies Detail:				
Over Value	08	31-41	11	
Short Value	10	31-41	11	
Discrepancies Nett	12	31-41	11	
Bal MoP Product Line:	16			Repeated as necessary.
Product Name		05-18	14	
Qty		20-27	8	
Value		29-39	11	
Bal MoP SubGroup Line:	18			Repeated as necessary.
SubGroup		04-27	24	
SubTotal		29-39	11	
Bal MoP Group Line:	22			
Group		03-26	25	
Group Total		29-39	11	
Bal Value Items Product Line:	24			Repeated as necessary.
Product Name		05-18	14	
Qty		20-27	8	
Value		29-39	11	
Bal Value Items SubGroup Line:	26			Repeated as necessary.
SubTotal		29-39	11	
SubGroup		02-26	25	
Bal Value Items Group Line:	28			Repeated as necessary.
SubTotal		29-39	11	
Group		02-26	25	
TOTAL VALUE ITEMS & MOP	29			
		29-39	11	
Balance B/Fwd	34	29-39	11	Repeated as necessary.
Bal Receipts Product Line:	36			Repeated as necessary.
Qty		20-27	8	
Value		29-39	11	
Product Name		05-18	14	
Bal Receipts SubGroup Line:	37			Repeated as necessary.
SubTotal		29-39	11	
SubGroup		04-27	24	
Bal Receipts Group Line:	38			Repeated as necessary.
Total		29-39	11	
Group		03-26	24	
Rems In:	41			
Total Rems		29-39	11	
Discrepancy Over Transferred	43	29-39	11	
Discrepancy Short Resolved	45	29-39	11	
Receipts:	46			
Total		28-39	12	
Payments Product Line:	51			Repeated as necessary.
Product Name		03-18	14	
Qty		20-27	8	
Value		29-39	11	
Payments SubGroup Line:	52			Repeated as necessary.
SubGroup		04-27	24	
SubTotal		29-39	11	
Payments Group Line:	53			Repeated as necessary.
Group		01-25	25	
Group Total		29-39	11	
Remittances Out	60	29-39	11	





**HNG-X Branch and Counter Reports**  
**FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)**



Discrepancy Short Transferred	62	29-39 29-39	11 11	
Discrepancy Over Resolved	63	29-39 29-39	11 11	
Total Payments	65	28-39	11	
Transfers In: Qty Value	67	20-27 29-39	8 11	
Transfers Out: Qty Value	68	20-27 29-39	8 11	
Balance Carried Forward	70	28-39	12	
Volume Stock : Product Name Qty	74	03-18 21-34	16 14	
Currency Name Currency Amount	80	05-18 27-41	14 15	Only present if applicable: repeated as necessary. Product receipt name. Quantity in the appropriate currency.