

AUDIT RECORD QUERY (ARQ)

Originator:	Dave Posnett Post Office Ltd Investigation Team Casework Manager PO Box 1, CROYDON, CR9 1WN			Date:	05 th December 2007
Tel:	GRO				
Witness Statement required (Yes or No as applicable)				NO	ARQ Ref No: 0708/476 APOP Ref. No: 0708/Not applicable
Branch Name:	Orsett	Code:	137026	Date Range:	01/05/07-05/05/07
Standard Format Requirements (Not required for APOP requests):	<p>A report of all transactions and events (including inactivity logout and logon/log off information) for the office including remittances received, transfers between stock units and error notices. Information to be provided in Excel 97 format with each category in a separate column.</p> <p>Column headers as follows – ID, User ID, Stock unit, date, time, Session & transaction ID, Mode type - i.e. Serve Customer, Reversal, Rem In etc, Product number, quantity, Amount £p, entry method.</p> <p>Also where applicable dependant on date range, please specify whether an OBCS (& state) of scan accompanied the transaction.</p>				
Additional Requirements					YES/NO
APOP Voucher information is required for voucher number(s):					NO
Analysis of HSH call logs (detail period if different from above date range). Period:					NO
Confirmation that there are no reported system malfunctions during the date range period.					NO
Barcode information for all remittance pouches (inward & outward) during the period.					NO
Barcode and car licence details for all DVLA related transactions.					NO
PAN or equivalent identifier (i.e. credit / debit card details).					NO
Other (Provide details): .					NO
Signed:	VIA E MAIL – <i>Dave Posnett</i>				