

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

Document Title: Impact Release 3 – Declaration, Correction and Revaluation
User Interface
Document Type: User Interface Design Proposal
Release: S80
Abstract: This document presents a description of the changes to the
dialogue, activity flows, screen flows, reports and receipts to be
developed for the Horizon Counter Application as a result of the
introduction of Impact Release 3

Document Status: ~~DRAFT~~APPROVED

Originator & Dept: Pete Jobson – Development Unit

Contributors:

Internal Distribution: Fujitsu Services Document Management, Reviewers

External Distribution: Reviewers

Approval Authorities:

Name	Position	Signature	Date
Gareth Jenkins	Fujitsu Services		

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012

User Interface Design Proposal Version: ~~0.31.0~~

COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

0.0 Document Control

0.1 Document History

Version No.	Date	Reason for Issue	Associated CP/PinICL
0.1	27 th May 2004	First official draft for formal comments	
0.2	23 rd June 2004	Updated following comments on version 0.1	
<u>0.3</u>	<u>31st Aug 2004</u>	<u>Updated following comments on version 0.2</u>	
<u>1.0</u>	<u>9th Sept 2004</u>	<u>Updated following comments on version 0.3</u>	

Formatted

Formatted

0.2 Review Details

Review Comments by :	30th June 2004 <u>N/A</u>
Review Comments to :	<i>Originator</i>

Mandatory Review Authority	Name
Fujitsu Services	Gareth Jenkins, Walter Wright, Helen Pharoah, Trish Morris, Neil Gormley, Phil Hemingway, Phil Orton, <u>Martin Nixon, Linda Miller</u>
Post Office Ltd	Karen Hillsden ... <u>GRO</u> Ben Gilderslev ... <u>GRO</u> John Dutton ... <u>GRO</u> Alan Orpe ... <u>GRO</u>
Optional Review / Issued for Information	
	Janusz Hollender, Matt Arris, Roger Donato, Chris Bailey, Dave Johns, Trevor Leahy, Duncan MacDonald

(*) = Reviewers that returned comments

0.3 Associated Documents

Reference	Version	Title	Source
EA/CDE/002		IMPACT - Branch Trading Reporting, Management and Control and Transaction Management	POL
EA/DPR/004		Impact Release 3 Design Proposal	Fujitsu Services

Fujitsu Services **Impact Release 3 – Declaration, Correction and Revaluation User Interface** Ref: EA/IFS/012

User Interface Design Proposal Version: ~~0.31.0~~

COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
 ~~September 2004~~

Formatted

Reference	Version	Title	Source
EA/IFS/011		Impact Release 3 – Report Production User Interface	Fujitsu Services
EA/IFS/013		Impact Release 3 – Balancing and Trading Statement Production User Interface	Fujitsu Services
SD/DES/005		Horizon OPS Reports and Receipts – Post Office Account Horizon Office Platform Service	Fujitsu Services
SD/DOC/009		Horizon OPS Desktop Messages and Help Text	Fujitsu Services
SD/SPE/022	222	Horizon OPS Menu Hierarchy: Changes Supplement for SD/SPE/016 v33.0	Fujitsu Services
SD/SPE/016	34.0	Horizon OPS Menu Hierarchy	Fujitsu Services
TBASU/STR/007		Impact Programme S80 Migration Strategy	Fujitsu Services POL
EA/IFS/002		AIS Transaction Correction Interface	Prism Alliance

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

0.4 Definition of Terms

Term	Definition
Branch	A Post Office or any other location where Post Office Ltd (whether directly or by means of agents) transacts business with customers.
Button	Icon on the Riposte Desktop that can be selected by the user via the touch-screen or equivalent keyboard function key to invoke a particular action.
Clerk	Any person who serves customers at a Counter Position in a Post Office.
Counter	A serving position in a Post Office, where a Customer transacts business with a Counter Clerk. Within this document, the term 'Counter' also refers to a personal computing device used within the Horizon system for the purposes of Branch Back-office functionality.
Counter Application	An application resident within the counter processor that contains the business logic controlling the dialogue with the Clerk.

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

Term	Definition
Horizon	The service implemented by Fujitsu Services for Post Office Ltd
Mode	Environment within the Riposte Desktop where a transaction is processed.
Office Receipt	The transaction receipt retained in the Outlet.
Receipt	A printed record of the transaction at the office. Both office and customer receipts may be produced.
Reference Data	A set of agreed parameters and relationships controlling the operation of Post Office Ltd Services.
Transaction	A recorded and auditable instance of business activity, involving service provision or stock movement across organisational or service boundaries.
User Interface	The dialogue between the Post Office Clerk and the Horizon platform in the Post Office.

0.5 Abbreviations

Abbreviation	Definition
CBDB	Counters Business DataBase. Post Office Limited's current Accounting Systems
<u>CRM</u>	<u>Credit Note</u>
DP	Design Proposal
MOP	Method of Payment

0.6 Changes in this Version

Version	Changes
<u>0.1.02</u>	Various changes following comments on version 0.34. <u>These changes are highlighted using Word™ change tracking. Changes to screen pictures are not change-marked.</u>

0.7 Changes Expected

Changes
<ul style="list-style-type: none">• <u>Change to section 2.1.1.3 following clarification of requirement and appropriate change control.</u>• <u>Change to section 3.3.6.2 following clarification of requirement and appropriate change</u>

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} September 2004

Formatted

- ~~control:~~
- Change to section 4.3.5 to include a Debit Card option following appropriate change control. This will probably be implemented at release S90

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: 0-31.0
COMMERCIAL IN-CONFIDENCE Date: 31-August-04th
September 2004

Formatted

0.8 Table of Contents

1.0	INTRODUCTION.....	7
1.1	Report Production	7
1.2	Declaration, Correction and Revaluation	7
1.3	Balancing and Trading Statement Production	8
1.4	Scope.....	8
1.4.1	DP Cross Reference	8
1.4.2	Migration Points	9
1.5	Structure of this document	9
2.0	GRAPHICAL USER INTERFACE DESIGN.....	10
2.1	Overview	10
2.1.1	Stock Processing	10
2.1.1.1	Remittances and Transfers	10
2.1.1.2	Stock Revaluation	10
2.1.1.3	Merging Value and Non-Value Stock	11
2.1.2	Changes to Cash/Stock Declarations and Variance Handling	12
2.1.2.1	Changes to Cash Declarations	12
2.1.2.2	Check for Variances	12
2.1.2.3	Cash Variance Report	12
2.1.2.4	Cash Variance Processing	13
2.1.2.5	Stock Declarations and Variances	13
2.1.2.6	Cash Declaration Check	13
2.1.3	Processing Transaction Corrections	14
2.1.3.1	Transaction Correction Check	14
2.1.3.2	Selecting and Processing Transaction Corrections	14
2.1.3.3	Reporting on Transaction Corrections	15
2.1.4	Conventions used within the dialogue flowcharts	16
2.2	Check For Variances	17
2.3	Make Good Variances	19
2.4	Select and Process Transaction Corrections	20
3.0	REPORTS AND RECEIPTS	21
3.1	Counter Daily Revaluation Slip	21
3.2	Non-Value Stock Reports	21
3.3	Cash Variance Report	21
3.3.1	Purpose	21
3.3.2	Frequency.....	21
3.3.3	Notes	21
3.3.4	Sequence	22
3.3.5	Layout and Example Content	23
3.3.6	Description	27
3.3.6.1	General	27
3.3.6.2	Reporting Period	27
3.3.6.3	Variances, Derived and Declared Figures and SU Breakdowns Declarations	28
3.3.6.4	Known Discrepancies	28
3.3.6.5	Adjustments to physical cash on hand	28
3.3.6.6	Transaction Corrections	28
3.3.6.7	Missing Declarations ('x')	28
3.3.6.8	Pagination	29

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

3.4	Transaction Corrections Reports.....	30
3.4.1	Purpose	30
3.4.2	Frequency.....	30
3.4.3	Notes.....	30
3.4.4	Sequence	30
3.4.5	Outstanding Transaction Corrections Layout.....	31
3.4.6	Processed Transaction Corrections Layout.....	33
3.4.7	Transaction Corrections Additional Information	35
3.4.8	Pagination	35
4.0	SCREEN LAYOUTS	36
4.1	Stock Processing	36
4.1.1	Screen 19 – Revaluations Reminder	36
4.2	Cash and Stock Declarations	38
4.2.1	Screen 1 – Shared SU Cash Declaration Report	38
4.2.2	Screen 2 – Individual SU Advice.....	39
4.2.3	Screen 3 – List SU Declarations	40
4.2.4	Screen 4 – No Declarations Advice	41
4.2.5	Screen 5 – No Variance Message	42
4.2.6	Screen 6 – Advice Variance.....	43
4.2.7	Screen 7 – Display Variance.....	44
4.2.8	Screen 8 – Variance Report Dialogue.....	45
4.2.9	Screen 9 – Variance Report Reprint Dialogue	46
4.2.10	Screen 10 – Enter Amount Made Good or Removed	47
4.2.11	Screen 10a – Identify Shared SU Declaration	48
4.2.12	Screen 11 – Previous Make Good Advice.....	49
4.2.13	Screen 12 – Cash Declaration Check	50
4.3	Transaction Corrections	52
4.3.1	Screen 13 – Transaction Correction Check.....	52
4.3.2	Screen 14 – List Transaction Corrections	53
4.3.3	Screen 15 – No Outstanding Transaction Corrections	54
4.3.4	Screen 16 – Display Transaction Correction	55
4.3.5	Screen 16b – Display Transaction Correction Options.....	57
4.3.6	Screen 16a – Display Locked Message.....	58
4.3.7	Screen 17 – Invalid Transaction Correction.....	59
4.3.8	Screen 18 – Transaction Correction Report Criteria.....	60

Fujitsu Services **Impact Release 3 – Declaration, Correction and
Revaluation User Interface** Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: 31-August-04^{9th}
September 2004

Formatted

1.0 Introduction

This document is one of a set of three documents that describe the changes to the Horizon User Interfaces resulting from the introduction of Impact Release 3 at the Post Office counter (at BI3 S80). Each of the three documents covers a distinct set of requirements that are documented in the high-level process models within the Conceptual Design EA/CDE/002.

Each process within the requirements document is depicted by a reference beginning with the letter 'A'. The requirements that have an impact on the Graphical User Interface, Reports or Receipts are documented below:

1.1 Report Production

This is covered in EA/IFS/011 - Impact Release 3 - Report Production User Interface which covers the following topics:

- A4.1.2.2 Produce Periodic Summaries
Changes to the production of the office summary reports (with cut-offs). New reports, removed reports and changes to report selection criteria.
- A4.1.2.3 Produce Sales Report to Assist Remuneration Check
New functionality around the entry and validation of reporting criteria.
- A4.1.2.6 Produce Other Horizon Reports
Changes to report layouts as a result of changes to the management of Stock and changes associated with the menu hierarchy in regard to additional and removed reports.
- A4.1.7.1.3 Review Stock Held Across Branch
Changes incurred to the Office Snapshot Report
- Report Reprints – (Identified in section 20.19 within EA/CDE/002)

1.2 Declaration, Correction and Revaluation

This is covered by this particular document and covers the following topics:

- A4.1.5.1 Receive Automated Message
Changes to the Logon process related to the presence of outstanding Transaction Corrections.
- A4.1.5.2 Handle Transactions Corrections
Selection and processing of Transaction Corrections.
- A4.1.6.1 Compare Generated with Actual Cash Held for Stock Unit
Cash Declarations and Cash Variance Identification for both Individual and Shared Stock Units.
- A4.1.6.2 Create Variance Report
Menu, Dialogue and Report format for the Cash Variance Report.
- A4.1.6.3 Make Good or Hold Any Cash Variance & A4.1.7.4 Make Good any Outstanding Variances
Menu items and dialogues associated with the recognition and resolution of Cash Variances.
- A4.1.7.8 Stock Revaluation (Stamps)
Messages for user when revaluations are approaching.

1.3 Balancing and Trading Statement Production

This is covered in EA/IFS/013 - Impact Release 3 - Balancing and Trading Statement Production User Interface which covers the following topics:

Formatted

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: 0-31.0
COMMERCIAL IN-CONFIDENCE Date: 31-August-04^{9th}
September 2004

Formatted

- A4.1.7.2 Produce Trial Balance & 4.1.7.5 Produce Final Balance
Dialogue for order and content of warnings around new roll-over constraints. This will include all changes associated with both Individual and Shared Stock Unit period rollovers as well as changes to the Office Rollover process.
- A4.1.7.6 Produce and Confirm Trading Statement.
The report layout of the of the new Trading Statement and dialogues associated to the rollover confirmation

1.4 Scope

This document describes the changes to the flow of activities, screen displays and prompts, and report/receipt layouts at the counter a result of the introduction of Impact Release 3. This document shall limit that description to those items listed under section 1.2 above.

The primary purpose of the flow charts in this document is to define the User Interface, and in some cases, to define the sequence of screens displayed. They are not intended to be definitive statements of the low-level design of the counter application.

This is a delta document that only describes changes incurred as a result of the implementation of Impact Release 3. This document does not intend to narrate any part of the system that exists at Release S75 and which remains unchanged as a result of Impact Release 3.

This document covers all aspects of the timeliness of change to the User Interfaces as a result of the necessity to migrate the counter functionality across more than one migration boundary.

It is felt that standard dialogues that show progress (for example: 'Print in progress') or show failure of peripherals would simply confuse the readability of this document. Therefore, not all of the possible error or exception conditions are shown or described within the diagrams and dialogues within this document.

1.4.1 DP Cross Reference

The scope of this document can be further defined by cross-reference to the Impact Release 3 Design Proposal EA/DPR/004. This document covers the following sections of the Design Proposal:

DP Section	UIDP Section	Section Heading	Description
2.5.1.1.2.1	2.1.1.1	Remittances and Transfers	
2.5.1.1.2.3	2.1.1.2 and 4.1	Stock Revaluation	Messages for user when revaluations are approaching
2.5.1.2	2.1.2, 2.2, 2.3, 3.3 and 4.2	Changes to Cash/Stock Declarations and Handling Variances	
2.5.1.6.1	2.1.2.6 and 4.2.13	ONCH Run for Yesterday	Cash Declaration Check
2.5.1.6.3	2.1.3.1 and	Outstanding	Check for outstanding Transactions

Fujitsu Services **Impact Release 3 – Declaration, Correction and
Revaluation User Interface** Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
 September 2004

Formatted

	<u>4.3.1</u>	<u>Transaction Corrections</u>	<u>at Logon</u>
<u>2.5.1.7</u>	<u>2.4, 3.4 and 4.3</u>	<u>Process Transaction Correction</u>	<u>Includes Transaction Correction Reports</u>

1.4.2 Migration Points

The migration to the new dialogues at Release S80 will occur at three points.

- ❑ The first point occurs when the counter software and associated reference data is distributed and made available to the Branches. With reference to TBA, this migration point is referred to as 'Point 20'.
- ❑ The second point occurs when the final cash account is produced for the CBDB accounting system and will have an effect on the Menu Hierarchy as well as incurring some changes to the number and type of suspense products. With reference to TBA, this migration point is referred to as 'Point 30'.
- ❑ The third point occurs when the final cash account occurs at the Branch and this phase incurs the majority of the changes described within this document. With reference to TBA, this migration point is referred to as 'Point 50'.

1.5 Structure of this document

This document is structured as follows:

Section 2 provides the list of new or changed User Interfaces that are within the scope of this document. Where the dialogue involves more than one Screen (alternatively known as 'Form' or 'Tablet'), then there is a top-level flow chart that depicts the interactions and routes between the Screens.

Section 3 provides the layout of the Office and Customer Receipts and Reports that are new or have changed and are within the scope of this document.

Section 4 shows the Screen layouts for any Screens that are new or have been impacted by the changes within the scope of this document.

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

2.0 Graphical User Interface Design

The transaction flows in this section describe the points at which screens are displayed to the Clerk. Although automated processes are shown within the diagrams, they are for clarity only and do not attempt to fully or accurately show the underlying logic of transaction processing. The Screens are used to inform and prompt the Clerk at appropriate steps in the process of each transaction.

2.1 Overview

This document describes the User Interfaces that are required to support Declaration, Correction and Revaluation. In summary, this includes:

- ☐ Stock Revaluation
- ☐ Cash Declaration and Cash Variance Check
- ☐ Cash Variance Report
- ☐ Stock Declaration (No change)
- ☐ Cash Declaration Logon Reminder
- ☐ Transaction Corrections Logon Reminder
- ☐ Process Transaction Corrections
- ☐ Transaction Corrections Report

2.1.1 Stock Processing

This section covers the changes necessary to support the processing of stock by volume rather than by value. It also describes the impact of merging the distinction between value and non-value stock. All changes to the stock processing described in this section will be implemented at migration Point 50.

2.1.1.1 Remittances and Transfers

The S75 stock remittances and transfers functions generally require volumes to be entered for stock movements. However, the existing system is capable of handling remittances by value or by volume. No change is therefore required to the User Interface mechanisms.

2.1.1.2 Stock Revaluation

The stock revaluation function is no longer required since stock will be handled by volume rather than by value. However, the existing mechanism of alerting the postmaster of imminent product revaluations will be retained. This mechanism informs the user of revaluations at logon, the message that appears will be modified as described in section 4.1.1.

The mechanism by which stock revaluations were invoked is via the menu hierarchy (Transactions/Reval-Up, Transactions/Reval-Down). These menu items will be removed as shown SD/SPE/022 in section 'TRAN L2/S1 Transactions'.

The Counter Daily Revaluation Slip will also be no longer required. This will be removed (Refer to Section 3.1).

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: 0-31.0
COMMERCIAL IN-CONFIDENCE Date: 31-August-04th
September 2004

Formatted

Note: removal of the stock revaluation will deny access to the revaluation of Exceptional Products (EA/DPR/004 section 2.5.1.1.2.4) and these products will therefore have no mechanism for revaluation.

Refer to EA/DPR/004 section 2.5.1.1.2.3.

2.1.1.3 Merging Value and Non-Value Stock

It is expected that non-value stock will be changed, via reference data, to appear as value/volume stock. Alternatively, the non-value stock will be retired as a stock-type product. However, the requirements for how non-value stock will be processed is not fully defined in either EA/CDE/002 or EA/DPR/004. There are two options considered in this document:

1. If non-value stock is retired as a stock product, then no stock processing will be required within the system and it will be removed.
2. If non-value stock is to be converted to value/volume stock, then the non-value stock processing will be retired and new menu items will be required to enable these products to be remitted in/out and transferred out.

Since there are no specific requirements then it is assumed that all Non-value stock processing functionality will be removed. This involves the removal of the following:

Menu items:

F4/F11 – Non-value stock Declaration (refer to SD/SPE/022 section ‘SBAL L2/S4 Stock Balancing’)
F8/F2 – Confirm Non-Value Stock (refer to SD/SPE/022 section ‘OBAL L2/S6 Office Balancing’)
F1/F3/F5/F3/F16 – Remit-Out ADC Non-Value Stock (refer to SD/SPE/022 section ‘TXFR/REMS L5/S21 Stock’)

Rollover Checks:

Since Non-Value stock will no longer be managed by the Horizon system, the checks for completed Non-Value stock declarations at Stock Unit rollover will be removed.

Reporting:

All Non-Value Stock Reports will be removed (refer to section 3.2)

Note: Changes are likely to this section of the document following clarification of requirement and appropriate change control.

Refer to EA/DPR/004 section 2.5.1.1.3

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} September 2004

Formatted

2.1.2 Changes to Cash/Stock Declarations and Variance Handling

This section covers the requirements for the removal of the daily Overnight Cash Holding (ONCH) declaration and the replacement of this with a daily cash declaration and daily cash variance report. It also describes the new functions for the processing of cash variances.

This section covers all changes to the User Interface as a result of implementing the design stated in section 2.5.1.2 of EA/DPR/004. All of the changes described within this section will be implemented at migration Point 20.

2.1.2.1 Changes to Cash Declarations

The requirement for Overnight Cash holdings on a daily basis will be replaced by the requirement to make Cash Declarations on a daily basis. The dialogues for both these processes are the same, however the underlying functionality is different. The existing ONCH declaration button will therefore be replaced with the Cash Declaration button (refer to SD/SPE/022 section 'REPS L3/S8 Counter Daily').

It is not expected that the word 'Discrepancy' be changed to 'Variance' within the Cash Declaration process.

~~The only change to the Cash declaration process is during~~For a Shared Stock Unit declaration, ~~A~~a new button will appear on the Report Dialogue that appears at the end of the declaration process that will allow the user to proceed directly to the 'Check For Variances' function described in section 2.1.2.2. The new screen design is shown in section 4.2.1

Where an amount has been Made Good or Excess Cash has been removed from a Stock Unit (or from a Declaration Id in the case of Shared Stock Units) since the last declaration, then the net amount Made Good/Removed will be presented to the user. This will be presented on the declarations screen that is used to enter the denominational amounts of cash. The amount Made Good or Removed will be presented in the denominational picklist heading. This heading reads 'Declare Cash on Hand' at S75, this will be changed as follows:

If an amount has been made good since the last declaration the title will read:

Declare Cash (£xxxxx.xx Made Good)

If excess cash has been removed since the last declaration the title will read:

Declare Cash (£xxxxx.xx Removed)

If no adjustment has been made to the declared amount then the title will read:

Declare Cash

In a shared stock unit where a new declaration is being made, or in an individual stock unit where this is the first declaration, then the title will read:

Declare Cash

Refer to EA/DPR/004 section 2.5.1.2.1

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

2.1.2.2 Check for Variances

This is a new function that will be available to Shared Stock Units and will be invoked from a new button 'Cash Variance' on the Stock Balancing menu (refer to SD/SPE/022 section 'SBAL L2/S4 Stock Balancing') or from the Report Dialogue as described above.

The new process will act in a similar manner to the existing Stock Unit balancing function and will present a list of all cash declarations made within the current Stock Unit. Acceptance of the list will cause the system to check the sum of the declared cash values with the system calculated Stock Unit cash value. The user is then informed whether there is a variance and, if so, the value (+/-) of the variance. Refer to section 2.2 for a description of the dialogue flows.

This new function may also be invoked from the Cash Declarations report dialogue (refer to 2.1.2.1)

Refer to EA/DPR/004 section 2.5.1.2.1.1

2.1.2.3 Cash Variance Report

A new report will be available that will show all declarations made by each Stock Unit and any variances that exist between the declared value and the system-calculated value.

The new report will be invoked by an additional button on the Office Daily reporting menu (refer to SD/SPE/022 section 'REPS L3/S9 Office Daily'). The report will show the data for the current trading month and week. Refer to section 3.3 for report layout and description.

A re-print function will be made available that will allow re-prints of previous trading month/weeks. The reprint will be invoked from the Report Reprint Menu (SD/SPE/022 section 'REPS L3/S11 Reprints' and section 4.2.9)

Refer to EA/DPR/004 section 2.5.1.2.2.

2.1.2.4 Cash Variance Processing

If a variance exists within any Stock Unit, amendments can be made by either adding cash to the till or by removing cash from the till until the value of the till and the system-calculated figures are in agreement.

There is a requirement that these activities are logged within the system and two new functions will be provided to either Make Good a Loss or Remove Excess Cash. These functions will be invoked by menu buttons on the stock balancing menu described in SD/SPE/022 section 'SBAL L2/S4 Stock Balancing'.

The user interface is defined in more detail in sections 2.3, 4.2.10 and 4.2.12.

Refer to EA/DPR/004 section 2.5.1.2.3.

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0-31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-049 th September 2004

Formatted

2.1.2.5 Stock Declarations and Variances

The existing mechanism for stock declaration and adjustment will be retained. Although most stock will now be handled by volume rather than by value this has no impact on the mechanisms by which declarations and adjustments are performed.

Also, although the optional 'Loss Price' may be used when adjusting stock levels, the user interface is not visibly different to the existing system. However the price displayed alongside a product will be the Loss Price rather than the Sale Price (if the product reference data has a loss price specified against it).

Refer to EA/DPR/004 section 2.5.1.2.4.

2.1.2.6 Cash Declaration Check

The S75 counter performs a check at Logon that the ONCH declaration for the current Stock Unit has been performed for the previous Trading Day. If the ONCH declaration had not been performed for the previous Trading Date, a message will be displayed to inform the clerk that an ONCH declaration must be made and the clerk is forced into the ONCH Declare Cash dialogue.

At S80, the ONCH declaration is removed and replaced by Cash Declarations. At Logon, a check will be made to determine whether a Cash Declaration has been performed for the previous Trading Day. If the Cash Declaration had not been performed for the previous Trading Date, a message will be displayed to inform the clerk that a Cash Declaration is outstanding. This dialogue will force a Cash Declaration to be made in the same manner as the ONCH declaration.

Since the logical sequence of the Logon process has not changed (the Cash Declaration reminder has simply replaced the ONCH reminder), then this document will constrain itself to the description of the reminder screen only and will not re-describe the full logon process (see section 4.2.13).

This process will change during migration Point 20.

Refer to EA/DPR/004 section 2.5.1.6.1.

2.1.3 Processing Transaction Corrections

This section covers the requirements for the display, selection, processing and reporting of automated Transaction Corrections. All of the dialogues within this section are only applicable to those Roles who can do an Office Balance (ie Manager, Supervisor, Migrate, Auditor and Auditor - Emergency Manager). This will be controlled using normal Menu Security functionality and reference data.

This section covers all changes to the User Interface as a result of implementing the design stated in section 2.5.1.6.3 and 2.5.1.7 of EA/DPR/004.

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

2.1.3.1 Transaction Correction Check

At Logon, a new check will be made to determine whether there are any outstanding Transaction Corrections. This new check will be performed after the check for Cash Declarations described in section 2.1.2.6 and will be the last check to be made as part of the Logon process.

If there are outstanding Transaction Corrections a message will be displayed to inform the Postmaster that one or more Transaction Corrections are outstanding. This dialogue will allow the Postmaster to choose whether to process the Corrections now or will allow the Postmaster to continue with the Logon process. This check will only be made for users of role Manager or Supervisor.

Since this new dialogue is simply an additional check within an existing process, then this document will constrain itself to the description of the reminder screen only and will not re-describe the full logon process (see section 4.3.1)

This check will be implemented as part of migration Point 50.

Refer to EA/DPR/004 section 2.5.1.6.1.

2.1.3.2 Selecting and Processing Transaction Corrections

A new dialogue will be introduced to process automated Transaction Corrections that are distributed to Branches by the new financial system. The dialogue will be invoked as a result of Transaction Corrections being outstanding at the point of user logon or by touching the appropriate menu button (SD/SPE/022 section 'HKPG L3/S5 Housekeeping').

A list of all outstanding transaction corrections will be presented to the user. A transaction correction may then be selected and the detail of the correction may then be viewed. Within the transaction correction detail screen, a number of options will be made available for the user to choose from in order to action the transaction correction. In certain circumstances, a further options screen will be presented (see section 4.3.5). In addition, a cancel button will be available should the user decide not to process the transaction correction at this time. Refer to section 2.4 for a diagram of the process flow and sections 4.3.4 and 4.3.5 for screen layouts and descriptions.

Refer to EA/DPR/004 section 2.5.1.7.1 and 2.5.1.7.2.

2.1.3.3 Reporting on Transaction Corrections

Two new buttons will be available on the main reporting menu that will invoke the transaction corrections reports (refer to SD/SPE/022 section 'REPS L2/S2 Reports'). One of the buttons will be used to invoke the Outstanding Transaction Corrections report and the other will be used to invoke the Processed Transaction Corrections report. Each will invoke a dialogue that will request the start and end dates to define the scope of the report (refer to 4.3.8)

Formatted

2.1.4 Conventions used within the dialogue flowcharts

The flowcharts within this document use the conventions described below.



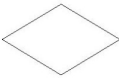





Symbol	Description
	Terminator Indicates the start or completion of a process flow
	Process Represents a processing function.
	Decision Represents a decision or switching function in a flowchart. This may represent either a system or manual decision.
	Display Represents displayed data, such as data, display panels and prompts on a monitor screen.
	Multiple Process Container Represents a common set of processes and displays that are described in detail within another section of the document
	Document Represents readable data, such as printed output. Where it is a print, the standard options around print failure come into play and as a last resort, print preview will be used to allow a manual transcription of the print.
	Off-Page Connector Represents a flow of information that is continued on a separate page.
	Solid lines indicate communication between the elements of the flowchart. The arrow indicates the direction of the communication.

Figure 1: Flow chart conventions used in this document

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

2.2 Check For Variances

Pre conditions

There should not be any other transaction in progress since the check for variances relies on no trading being performed between declarations and the check for variance function. However the system

- will not check/prohibit a swapped session on this terminal
- will not check/prohibit anyone else who is logged in and attached to this SU
- will not check for any activity since most recent declarations

It should be made clear that, in the above circumstances, the variance may not be accurate if there are transactions in the Stock Unit on a till after it has made a declaration.

Post conditions

None

Description

This session is invoked by either a menu button (refer to SD/SPE/022 section 'SBAL L2/S4 Stock Balancing') or from the Shared Stock Unit cash declarations report dialogue (refer to 4.2.1).

Fujitsu Services

Impact Release 3 – Declaration, Correction and
Revaluation User Interface

Ref: EA/IFS/012

User Interface Design Proposal

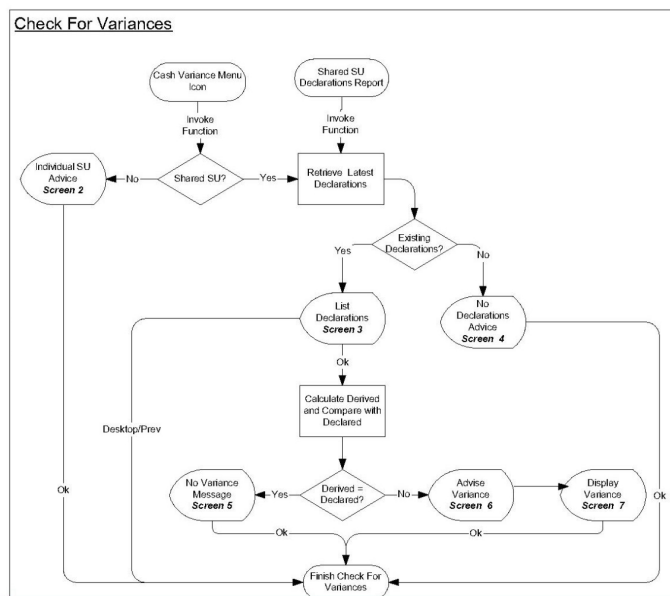
Version: 0.31.0

COMMERCIAL IN-CONFIDENCE

Date: 31-August-04th
September 2004

Formatted

Formatted



The retrieve latest declarations function will retrieve the last declaration for each till id within the SU regardless of when it was made. This is the current functionality for the Discrepancies function.

The dialogue flowchart does not show 'in-progress' screens. The final deliverable will display a "checking for discrepancies" message after screen 3 before showing 5 or 6. This message is displayed temporarily during the calculation of the discrepancy.

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

2.3 Make Good Variances

Pre conditions

None

Post conditions

Update complete, or Update cancelled.

Description

If a cash variance is reported for any individual Stock Unit, the clerk may opt to either Make Good by adding money to the Till or to remove the Excess Cash. Two new buttons allow one of either of these options to be declared and recorded (SD/SPE/022 section ‘SBAL L2/S4 Stock Balancing’). If either one or other of these buttons is chosen more than once since the last declaration, then a warning will be given that cash variance has already been processed.

Fujitsu Services

Impact Release 3 – Declaration, Correction and
Revaluation User Interface

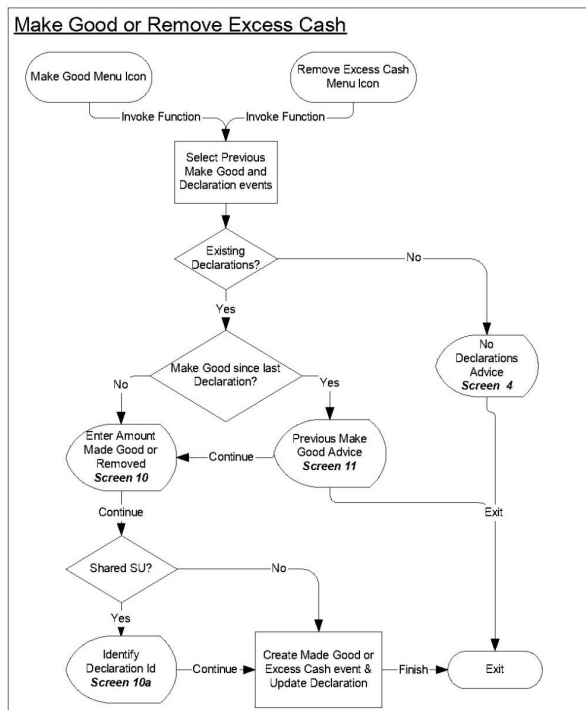
Ref: EA/IFS/012

User Interface Design Proposal
COMMERCIAL IN-CONFIDENCE

Version: 0.31.0

Date: 31-August-04th
September 2004

Formatted



Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012

User Interface Design Proposal Version: 0.31.0

COMMERCIAL IN-CONFIDENCE Date: 31-August-04^{9th}
September 2004

Formatted

2.4 Select and Process Transaction Corrections

Pre conditions

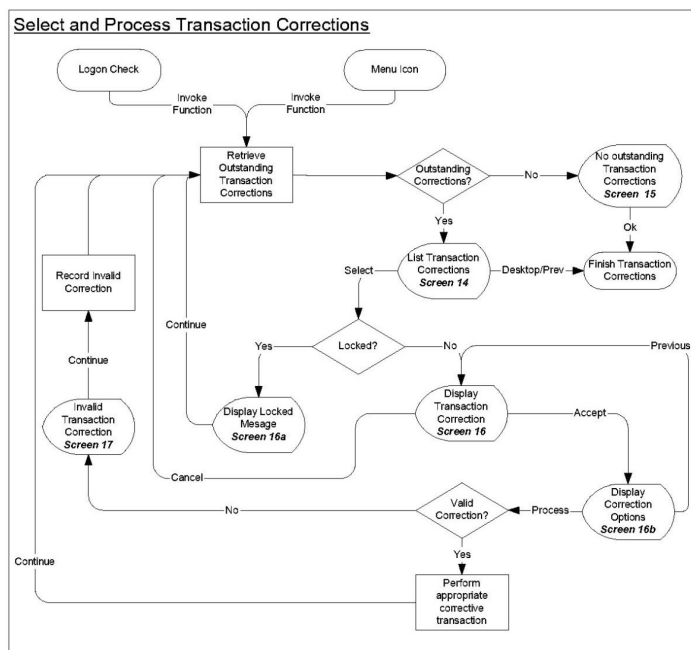
None

Post conditions

Transaction complete, or Transaction cancelled.

Description

This function is invoked from either the logon check or by touching the relevant menu button. A list of outstanding transaction corrections is presented to the user from which one may be selected for detailed display and processing. Up to three options may be presented to the user depending on the type of transaction correction. A further option will allow the user to exit without processing the correction. Refer to the individual screens described in section 4.3 for further details.



Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0-31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-049 th September 2004

Formatted

3.0 Reports and Receipts

This section depicts the layout of the Reports and Receipts following the introduction of requirements introduced by the Impact Release 3 Conceptual design (Fujitsu reference EA/CDE/002) and constrained to the functionality described in section 1.2.

It should be noted that the examples below attempt to reflect the final formats of the Reports and Receipts although changes to layouts depicted below may or may not be incurred by other influences or requirement changes. The definitive statement of Report and Receipt layout is documented in SD/DES/005.

3.1 Counter Daily Revaluation Slip

Since stock is to be treated by Volume, the mechanisms for revaluation and the reporting of revaluations is no longer required. This report will be removed at migration Point 50.

Note: This assumption may be incorrect if some stock products still require revaluations

3.2 Non-Value Stock Reports

Since Non-Value Stock will no longer be managed by the Horizon system, the following Non-Value Stock reports will be removed.

- ☐ Non-Value Declaration for Shared SU
- ☐ Non-Value Declaration for Individual SU
- ☐ Non-Value Confirmation Report

These reports will be removed at migration Point 50.

3.3 Cash Variance Report

3.3.1 Purpose

This is an office report and provides a comparison between declared values of cash with the derived values of cash across all stock units within the Branch. The total value of adjustments within the branch and number of transaction corrections made complement the figures to provide an office-wide picture of the Branch cash position.

3.3.2 Frequency

Manually invoked on a daily basis from the Office Daily menu (Refer to SD/SPE/022 section 'REPS L3/S9 Office Daily'). Reports may be re-printed for previous weeks by using the Report Reprint menu button (Refer to SD/SPE/022 section 'REPS L3/S11 Reprints')

3.3.3 Notes

Optional

Details of the cash declarations made within each Stock Unit across a period.

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

Filed locally.

3.3.4 Sequence

Listed in Stock Unit alphabetical sequence within each portion of the report that has stock unit content.

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0-31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

Field Name	Line No.	Character Positions	Length	Contents/Notes
Heading Section				
Reprint Indicator	03	93-132	39	Shown only for report re-prints
Days	05	32-41 45-54 58-67 71-80 84-93 97-106 110-119 123-132	10	Showing the day descriptions above the respective dates
Dates	06	32-41 45-54 58-67 71-80 84-93 97-106 110-119 123-132	10	Showing the date related to the declarations

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0-31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

Field Name	Line No.	Character Positions	Length	Contents/Notes
Cash Variances, Derived Figures and Declared Figures Section				
SU	08-24	1-19	19	Text 'SU ' followed by the Stock Unit Id followed by the word '(Shared)' or '(Individual)' depending on the stock unit type
Variance	08-24	31-42 44-55 57-68 70-81 83-94 96-107 109-120 122-133	12	Showing the variances, declared and derived values for each stock unit, by day, across an eight-day period.
Total	08-24	As for Variance	12	Daily total for all stock units
SU Breakdowns				
SU	26-32	1-6	6	Text 'SU ' followed by the Stock Unit Id
Declaration	27-32	1-11	11	Text 'Decl. ID ' followed by the declaration Id
Declared Values	27-32	31-42 44-55 57-68 70-81 83-94 96-107 109-120 122-133	12	Showing the declared value for each declaration within a shared stock unit, by day, across an eight-day period.

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

Field Name	Line No.	Character Positions	Length	Contents/Notes
Known Discrepancies and Adjustments Values	34-37	31-42 44-55 57-68 70-81 83-94 96-107 109-120 122-133	12	Showing the Discrepancy and Adjustment value, by day, across an eight-day period.
Transaction Corrections Values	39-40	31-42 44-55 57-68 70-81 83-94 96-107 109-120 122-133	12	Showing the quantity of Transaction Corrections processed, by day, across an eight-day period.

3.3.6 Description

3.3.6.1 General

Negative values will be depicted by the use of a '-' symbol as a suffix to the number. Ie: 456.78-.

3.3.6.2 Reporting Period

The report shows up to eight days of data. The first and last date-column of the report will always be a Wednesday with the first column showing the Brought Forward figures from the previous week.

The report does not attempt to align to a Trading Period. The report simply shows the cash declared, derived and variances for the current week (or previous weeks for re-prints).

The report will not show any data for the current day since the calculation of the figures is performed by the End of Day processing.

Note: This is likely to change following a request from POL that the report shows the current cash position. A CR may be raised to change this

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0-31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-049 th September 2004

Formatted

3.3.6.3 Variances, Derived and Declared Figures and SU Breakdowns Declarations

The Cash Variance for any day is the difference between the Derived and Declared figures for each Stock Unit.

The derived figures represent the system-calculated cash total at the time the declaration was made. The time of declaration for a Shared Stock Unit is assumed to be the time when the Check for Variances process was performed. If trading has occurred between the time the declaration has been made and the time the Check for Variance function is executed, then it is expected that there will be a variance between the declared and the derived figures.

The declared figures are the values declared on the day, or are the values declared on the previous day if the stock unit was not logged-on in the day. For Shared Stock Units, the declared figures are the sum of the declarations of the individual Declaration Ids (tills).

The SU Breakdown section shows the individual Declaration Ids within each of the Shared Stock Units.

Declarations made as part of the log-on process (including those done by an associated Check for Variances function) will be recorded as having taken place “yesterday”.

3.3.6.4 Known Discrepancies

Two lines show the total values of the ‘Local’ Suspense Account and the sum of the total values for all ‘Other’ suspense accounts.

3.3.6.5 Adjustments to physical cash on hand

This section shows the total values of all adjustments made on the day. Adjustments are the nett values recorded as ‘Made Good’ or ‘Excess Cash’ as described in section 2.1.2.4.

3.3.6.6 Transaction Corrections

This section reports on the number of Transaction Corrections that have been processed on each day of the report and the number of Transaction Corrections Outstanding on each day of the report.

3.3.6.7 Missing Declarations (‘x’)

Where a stock unit has not logged-on on a Trading Date then the figures for the previous day are used today (or ‘x’ where the previous day shows ‘x’).

An ‘x’ will be shown in a cell of the report if a declaration has not yet been completed for the Stock Unit on the day in question.

For Shared Stock Units, an ‘x’ will be shown against each Declaration Id for which a declaration has not been made on the day (in the SU Breakdowns section). When the Check for Variances function has been run, then the most recent previous declarations will be brought forward for those tills that have not yet declared and therefore no ‘x’ will be shown against that Stock Unit. Also, an ‘x’ will appear on the Variance, Derived and Declared sections of the report until the Check for Variances function has been performed for the

Fujitsu Services

Impact Release 3 – Declaration, Correction and
Revaluation User Interface

User Interface Design Proposal

COMMERCIAL IN-CONFIDENCE

Ref: EA/IFS/012

Version: ~~0.31.0~~

Date: ~~31-August-04~~^{9th}
September 2004

Formatted

shared stock unit for that day. If the Check for Variances function is not executed on any day, then the report will always show ‘x’ against the Variance, Derived and Declared sections of the report for that day.

An ‘x’ will be shown on any ‘Total’ line where there is an ‘x’ present in the column immediately above it.

3.3.6.8 **Pagination**

No special pagination rules will be enforced except that a new page will occur once all lines have been used on the previous page. There are no obvious rules for pagination since the number of stock units per Branch will vary as will the ratio of shared:individual stock units and the number of clerks per shared stock unit.

Following a page-feed, the heading section will be repeated in full

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

3.4 Transaction Corrections Reports

3.4.1 Purpose

There are two transaction correction reports. One shows those transaction corrections that are still outstanding and the other shows those transaction corrections that have been processed. They both show transaction corrections that were received between the two dates specified within the report criteria.

3.4.2 Frequency

Ad-hoc

3.4.3 Notes

Details of the transaction correction.

No need to retain.

3.4.4 Sequence

Listed by order of receipt from POL Financial System.

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0-31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

Field Name	Line No.	Character Positions	Length	Contents/Notes
Date Received	08	1-8	8	
Reference	08	10-28	19	The reference number is prefixed by the iteration flag that will either be 'N' (new) or 'E' (evidence provided)
Affected Product	08	30-53	24	Product Long Name
Credit/Invoice	08	57-59	3	Indicates credit note or invoice CRM=Credit note.
Amount	08	62-73	12	INV=Invoice
Quantity	08	75-82	8	£s and Pence
Client Reference	08	84- 98 ⁹⁹	16	
Allowed Options	08	101- 143 ¹⁴⁴	14	
Description	10-11	20-145	126	This will contain up to 3 options that are described below. The maximum number of characters within the description will be 500.

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0-31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

Field Name	Line No.	Character Positions	Length	Contents/Notes
Date Received	08	1-8	8	
Date Processed	08	10-1 8 ⁷	8	
Outcome	08	20-33	14	This describes the mode in which the correction was transacted and will be one of the allowed Options described below.
Reference	08	35-53	19	The reference number is prefixed by the iteration flag that will either be 'N' (new) or 'E' (evidence provided)
Credit/Invoice	08	56-58	3	Values of CRM=Credit note or ₂ INV= Invoice
Affected Product	08	63-78	16	Product Medium Name
Settlement Product	08	80-95	16	Product Medium Name
Amount	08	97-108	12	£s and pence
Quantity	08	110-117	8	
Client Reference	08	119-134	16	
Description	10-11	20-145	126	The maximum number of characters within the description will be 500.

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: 0-31.0
COMMERCIAL IN-CONFIDENCE Date: 31-August-04^{9th}
September 2004

Formatted

3.4.7 Transaction Corrections Additional Information

The Allowed Options on the Outstanding report refer to the possible choices that the clerk may have when attempting to process a transaction correction. The Outcome on the Processed report refers to the actual choice made by the clerk when the correction was processed. These fields on the report may have one of the following values:

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	Send To P&L
AN	Assign to Nominee	Assign To HO
SW	Stock Write On/Off	Stock WO

In addition, if the Transaction Correction failed due to the constraints applied during processing (due to inconsistent reference data for example), then the Outcome text would be shown as 'Txn Error'. The settlement product would, in this case, be blank.

Both reports show both Amount and Quantity fields. Each transaction correction will have either an amount or a quantity (but not both). Zero amount or quantity will therefore be suppressed and shown as spaces.

The description will word-wrap if longer than 126 characters and will wrap on a space character or a hyphen. Vertical bar characters '|' in the text will be treated as line-feed characters.

The headings will be repeated in full at the start of each page.

3.4.8 Pagination

No special pagination rules will be enforced except that a new page will occur once all lines have been used on the previous page. There are no obvious rules for pagination since the number of lines of text accompanying each transaction correction may vary widely.

Following a page-feed, the heading section will be repeated in full.

Formatted

4.0 Screen Layouts

This section depicts the new screens introduced as a result of release S80 and also describes the changes to existing screens.

Where new buttons are introduced, new icons may be introduced at the discretion of Fujitsu Services.

4.1 Stock Processing

4.1.1 Screen 19 – Revaluations Reminder



This is an existing screen that appears during the logon process. The text of the message originally read:

Please remember to ensure that stock volumes and values are declared correctly, and that all transfers and remittances of affected products are carried out, before Revaluation takes place later this week.

Since stock will be handled by volume, then the reference to Value stock and to the transfer and remittance processes is now irrelevant and the new message will read as shown.

MSG232	Revaluation Reminder	OK
	Please remember to ensure that stock volumes are declared correctly before Revaluation takes place later this week	Touch this button to continue.

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

(If the text is changing then we need a new message number and a test in the code to display the correct one depending on migration point).

Formatted

4.2 Cash and Stock Declarations

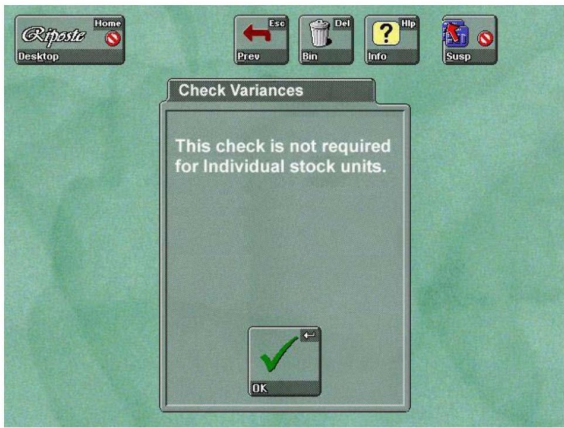
4.2.1 Screen 1 – Shared SU Cash Declaration Report



A new button will appear on the report dialogue that appears following a shared Stock Unit cash declaration. This button will allow the user to proceed directly to the ‘Check For Variances’ function described in section 2.1.2.2.

Formatted

4.2.2 Screen 2 – Individual SU Advice

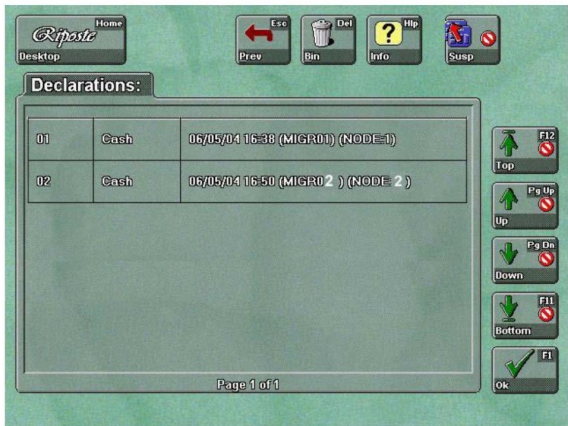


This screen appears if an Individual Stock Unit attempts to invoke the Check For Variances function.

MSGxxx	Check Variances This check is not required for Individual stock units.	OK Touch this button to continue.
--------	---	--------------------------------------

Formatted

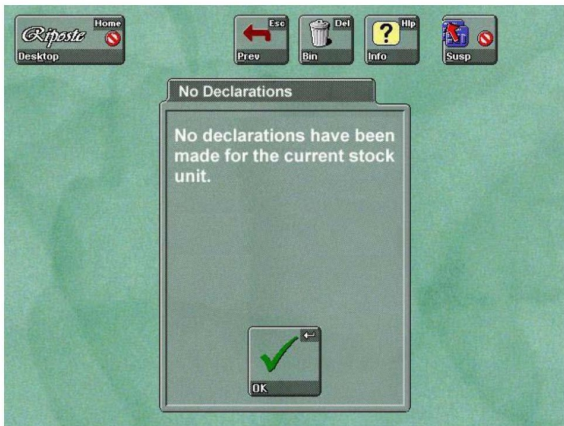
4.2.3 Screen 3 – List SU Declarations



This screen presents the latest declarations made for the current Shared Stock Unit. The list can be inspected to ensure that it is complete and that declarations have been made in a timely manner. Following inspection of the list, the clerk may exit by touching the ‘Prev’ or ‘Desktop’ buttons or may continue with the Check for Variances function by touching the ‘OK’ button.

Formatted

4.2.4 Screen 4 – No Declarations Advice

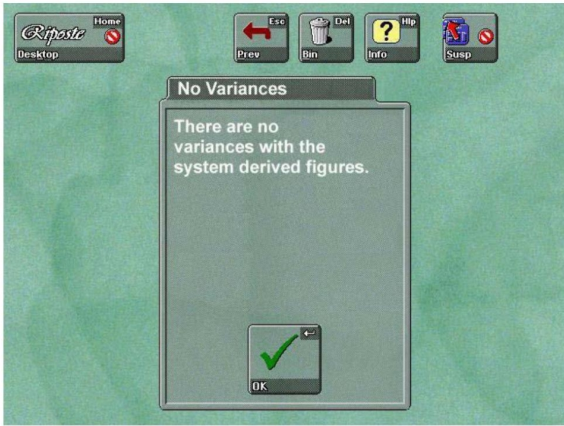


If no declarations have been made in the current Stock Unit then the above screen will be displayed. This screen may be reached either during the check for variances function or during the Make Good or Remove Excess Cash function. Touching Ok will exit the Check for Variances function.

MSGxxx	No Declarations No declarations have been made for the current stock unit.	OK Touch this button to continue.
--------	---	--------------------------------------

Formatted

4.2.5 Screen 5 – No Variance Message

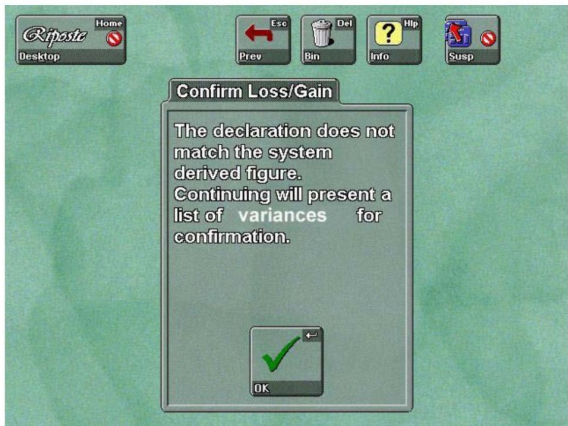


If there is no variance between the declared cash position and the derived cash balance for this stock unit then the clerk is presented with the above screen. Touching Ok will exit the Check for Variances function.

MSGxxx	No Variances There are no variances with the system derived figures.	OK Touch this button to continue.
--------	---	--------------------------------------

Formatted

4.2.6 Screen 6 – Advise Variance

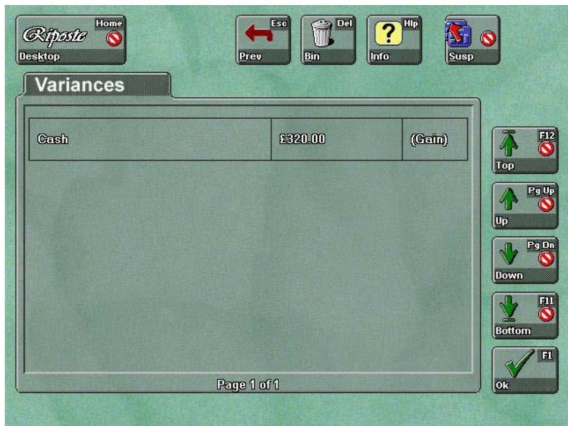


If there is a variance between the declared cash position and the derived cash balance for this stock unit then the clerk is presented with the above screen. Touching Ok will present the Clerk with the variance amount.

MSGxxx	Confirm Loss/Gain The declaration does not match the system derived figure. Continuing will present a list of variances for confirmation.	OK Touch this button to continue.
--------	--	--------------------------------------

Formatted

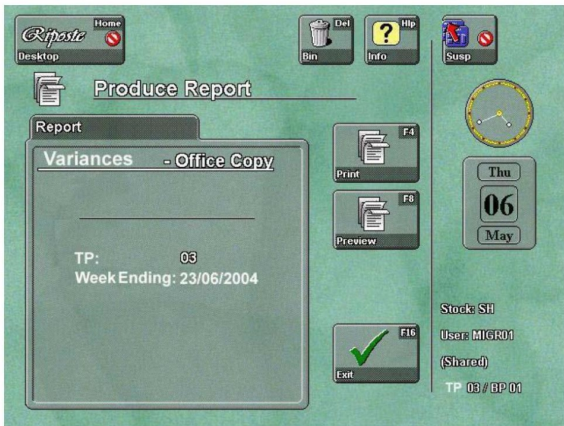
4.2.7 Screen 7 – Display Variance



Once the Clerk has acknowledged that a variance exists, they will be presented with the variance amount.

Formatted

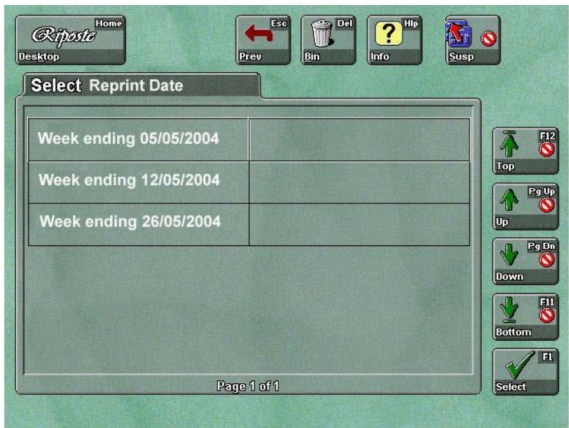
4.2.8 Screen 8 – Variance Report Dialogue



The variances report is invoked from the Office Daily reporting menu. The clerk will be presented with the normal reporting dialogue as shown above.

Formatted

4.2.9 Screen 9 – Variance Report Reprint Dialogue



The variances reprint report is invoked from a sub-menu of the report reprints menu (see SD/SPE/022 section ‘REPS L3/S11 Reprints’). The sub-menu is a standard feature of report reprints and this example will have the following three buttons:

- Select Reprint Date
- Allows selection of the date from which the report is to start. In steady-state, five prior dates will be displayed for selection corresponding to the Wednesday of the five prior weeks.
- Display
- Displays the criteria entered
- Continue
- Displays the report dialogue as shown in section 4.2.8.

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

4.2.10 Screen 10 – Enter Amount Made Good or Removed



This screen is presented following selection of the menu buttons to 'Make Good' or 'Remove Excess Cash'. A value to be added or removed from the Stock Unit must be entered.

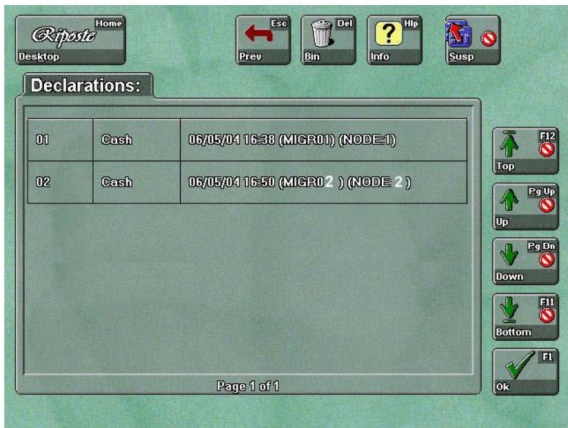
The heading at the top of the right-hand tablet will be one of:

- ☐ Remove Excess Cash
- ☐ Make Good Cash

This is determined by which menu button invoked the process.

Formatted

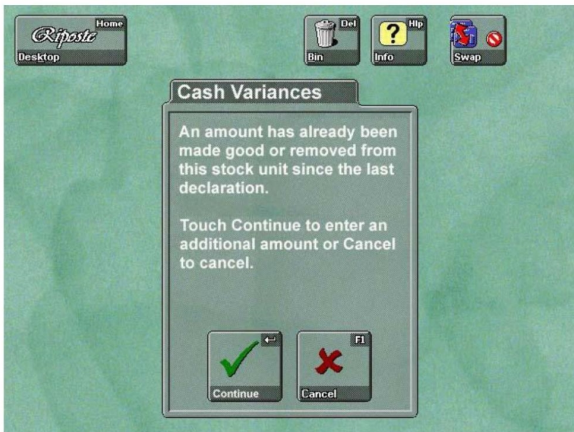
4.2.11Screen 10a – Identify Shared SU Declaration



This screen is presented following entry of the amount made good or excess removed from a Shared Stock Unit. The declaration Id (Till number) that is being adjusted must be identified by touching the relevant declaration id and touching Ok.

Formatted

4.2.12Screen 11 – Previous Make Good Advice



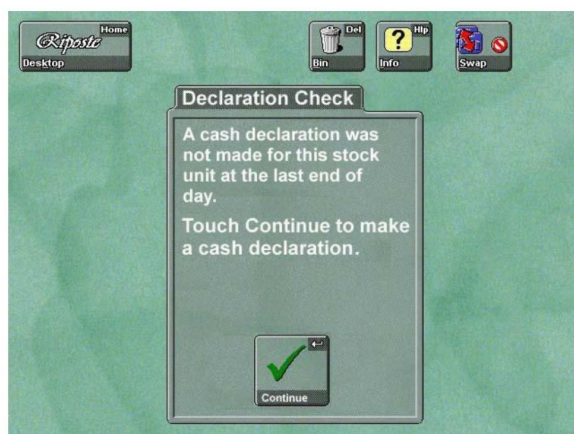
This screen is presented if the clerk attempts to Make Good or Remove Excess Cash more than once since the last declaration. Touching the Continue button will provide the option to continue to enter an additional amount. Touching the Cancel button will cancel the activity and return the Clerk to the menu.

MSGxxx	Cash Variances An amount has already been made good or removed from this stock unit since the last declaration. Touch Continue to enter an additional amount or Cancel to cancel.	Continue Touch this button to continue. Cancel Touch this button to cancel.
--------	--	--

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0.31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 ^{9th} <u>September 2004</u>

Formatted

4.2.13 Screen 12 – Cash Declaration Check



This screen is presented if the clerk logs-on and a cash declaration has not yet been performed for the previous trading date. The screen will be presented during the logon process. Touching Continue will continue with the cash declaration process

On logon, a check is made to see whether any Cash declarations were made for the current Stock Unit "yesterday".

Provided at least one such Cash declaration was made (for the current Stock Unit), the logon is allowed to continue. If no Cash declarations were made, then the user is forced to make a declaration as part of the logon sequence.

Note that it is not sensible / possible to check if such a declaration was made at the current counter or by the current user. There is no knowledge within Horizon as to which user / counter uses any given Till Id when making a declaration.

No check is made that the Check Variances function has been run the previous day, only that at least one user has made a Cash Declaration for the current stock unit.

If no user has made a Cash Declaration for this Stock Unit "yesterday" then the user will be prompted at logon to make one immediately.

There is now no option to bypass this declaration.

In particular, this has the following implications:

Fujitsu Services Impact Release 3 – Declaration, Correction and Revaluation User Interface Ref: EA/IFS/012

User Interface Design Proposal
COMMERCIAL IN-CONFIDENCE

Version: ~~0.31.0~~
Date: ~~31-August-04~~^{9th}
 ~~September 2004~~

Formatted

Once any user has logged on to the shared stock unit and made a Cash Declaration for "yesterday", all subsequent users of the same Stock Unit will not be prompted to make a cash Declaration.

Any attempt to invoke the Check Variances function will check the variance against the most recent declarations and record the variance as a figure for 'Today'.

MSGxxx	Declaration Check	Continue
	A cash declaration was not made for this stock unit at the last end of day. Touch Continue to make a cash declaration.	Touch this button to continue.

The existing ONCH declaration reminder reads as follows:

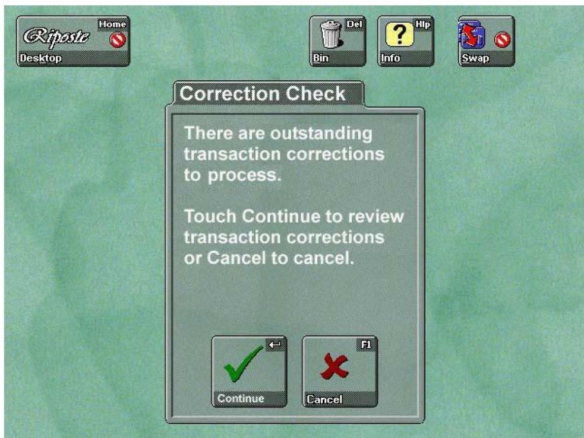
Declaration Outstanding	Ok
The overnight cash holding declaration for this stock unit was not entered. Please enter it now	Touch this button to continue.

It is not proposed that this wording is used in the above dialogue

Formatted

4.3 Transaction Corrections

4.3.1 Screen 13 – Transaction Correction Check



This screen is presented if the Postmaster logs-on (strictly any user with a Role of Supervisor or Manager) and there are outstanding Transaction Corrections to be applied. Touching Continue will continue with the selection and processing of Transaction Corrections (see section 4.3.2). Touching Cancel will ignore the warning and continue with the Logon process.

MSGxxx	Correction Check There are outstanding transaction corrections to process. Touch Continue to review transaction corrections or Cancel to cancel.	Continue Touch this button to continue. Cancel Touch this button to cancel.
--------	--	--

Formatted

4.3.2 Screen 14 – List Transaction Corrections



All outstanding Transaction Corrections will be listed on this screen in the order of date received followed by Transaction Correction reference. The data shown on each line of the screen is as follows:

- ❑ Transaction Correction reference preceded by 'N' (new) or 'E' (evidence provided).
- ❑ Date when transaction correction was made available to the data centre
- ❑ Product description of transaction correction article

Any line on the screen may be selected and the detail of the transaction correction may be viewed by then touching the OK button.

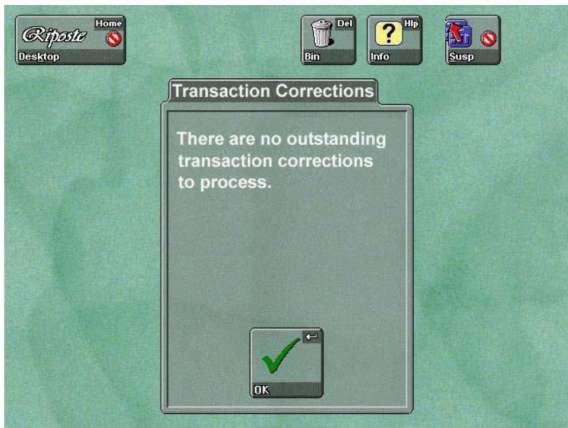
Use of the 'Prev' Button:

When this dialogue is reached following the logon prompt, the 'Prev' button will cause the logon process to resume.

When this dialogue is reached from the housekeeping menu, the 'Prev' button will always return to the housekeeping menu

Formatted

4.3.3 Screen 15 – No Outstanding Transaction Corrections



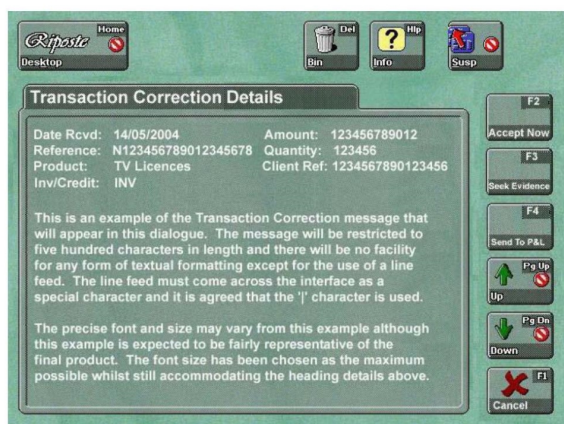
The above is shown if there are no outstanding transaction corrections to process.

MSGxxx	Transaction Corrections	OK
	There are no outstanding transaction corrections to process.	Touch this button to continue

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: 0.31.0
COMMERCIAL IN-CONFIDENCE Date: 31-August-04th
September 2004

Formatted

4.3.4 Screen 16 – Display Transaction Correction



The above screen is displayed following the selection of a single transaction from the transaction corrections selection screen.

The details of the transaction correction are shown in the left-hand tablet. If there are a significant number of paragraphs in the textual description of the correction then the text will extend beyond the bottom of the screen. In this case, the 'Up' and 'Down' buttons on the right-hand side of the screen will not show the no-entry signs and will be used to page the screen up or down.

Either the Amount or Quantity will contain a value for any one Transaction Correction. There will be no instances when both will be non-zero or both will be zero. If the Amount is zero then it will not be displayed and if Quantity is zero it will also not be displayed. Amount will be shown in pounds and pence.

Above the Up/Down buttons are up-to three other buttons that are optionally presented depending on the mode of the transaction correction. Refer to EA/IFS/002 for a full definition of the mode combinations allowed.

Mode Allowed ID	Mode	Button Text
MG	Make Good	Accept Now
HD	Plead Hardship	Accept Now
EV	Request Evidence	Seek Evidence
WO	Write Off	Send To P&L
AN	Assign to Nominee	Assign To HO

Fujitsu Services Impact Release 3 – Declaration, Correction and
Revaluation User Interface Ref: EA/IFS/012
User Interface Design Proposal Version: ~~0.31.0~~
COMMERCIAL IN-CONFIDENCE Date: ~~31-August-04~~^{9th}
September 2004

Formatted

SW	Stock Write On/Off	Stock WO
----	--------------------	----------

The different modes allowed in each transaction correction circumstance will be recorded on the transaction correction message and is fully documented in EA/IFS/002. If the button text does not fit on the buttons shown in the example, then the right is reserved to enlarge the buttons or to abbreviate the button text.

If either the modes MG or HD are present on the Transaction Correction, then the button 'Accept Now' will be displayed. This button will lead to the screen described in section 4.3.5. All other buttons will transact the Transaction Correction immediately without any further prompt.

The Cancel button will be used if the postmaster wishes to defer processing until another time.

"Date Rcvd" is the Riposte message date. This will normally be the day after it was generated in POL FS.

Fujitsu Services	Impact Release 3 – Declaration, Correction and Revaluation User Interface	Ref:	EA/IFS/012
	User Interface Design Proposal	Version:	0-31.0
	COMMERCIAL IN-CONFIDENCE	Date:	31-August-04 th September 2004

Formatted

4.3.5 Screen 16b – Display Transaction Correction Options



This screen displays further transaction correction options for 'Other Branches' transaction correction modes of 'Make Good' or 'Plead Hardship'. The screen is invoked by pressing the 'Accept Now' button on the screen shown in section 4.3.4. The screen operates as a pick-list whereby the user selects the option required followed by touching the 'Ok' button. The 'Prev' key can be used if the user wishes to defer making any choice.

The following options are available:

Mode 'Make Good'

There is an option to Make Good with the product that is recorded against the Instruction of the Transaction Correction. The product Long Name will be displayed against the text 'Make Good:'

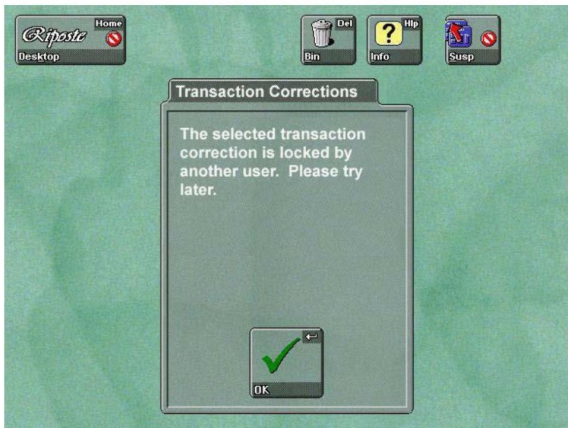
If the accounting sense of the transaction is an Invoice (TCINV) and the product indicated by the Instruction on the Transaction Correction is product 1 (Cash) then there will be an additional option given to make good by using a Cheque.

Mode 'Plead Hardship'

If the Transaction Correction has mode 'Plead Hardship', then the option will be given to 'Settle Centrally'

Formatted

4.3.6 Screen 16a – Display Locked Message

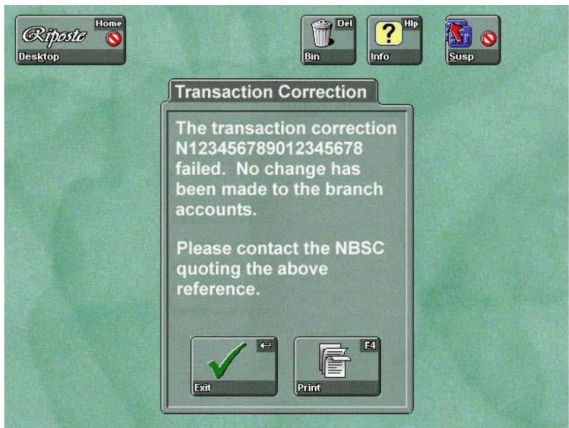


The above screen is displayed following the selection of a single transaction from the transaction corrections selection screen and having determined that the transaction correction is being viewed or processed by another user.

MSGxxx	Transaction Corrections The selected transaction correction is locked by another user. Please try later.	OK Touch this button to continue.
--------	---	--------------------------------------

Formatted

4.3.7 Screen 17 – Invalid Transaction Correction



The above is shown if the attempt to process a transaction correction fails due to discrepancies between the validation of a transaction at the counter and the values held within the transaction correction message.

MSGxxx	Transaction Correction Transaction Correction %1 failed. No change has been made to the Branch accounts. Please contact the NBSC quoting the above reference. %1 = Iteration Flag+TC Reference	Exit Touch this button to continue. Print Touch this button to print this error message
--------	---	--

Formatted

4.3.8 Screen 18 – Transaction Correction Report Criteria

The screenshot shows a software interface titled 'Riposte' with a 'Home' button. Below the title bar are four icons: 'Prev', 'Bin', 'Info', and 'Susp'. The main window is divided into two panes. The left pane, titled 'Date', contains a date input field with slashes and a numeric keypad. The right pane, titled 'Report Criteria', contains two text prompts: 'Please enter a date in the format dd/mm/yy' followed by 'Date From' and another 'Please enter a date in the format dd/mm/yy' followed by 'Date To'. A red 'X' is visible next to the 'Date From' input field, and a green checkmark is visible next to the 'Date To' input field.

The above dialogue allows entry of the start and end date for the transaction corrections report. Standard date validation ensures that future dates are not allowed and also ensures that the 'from' date is not greater than the 'to' date.