

ICL Pathway Horizon OPS Reports and Receipts - Pathway Horizon Office Platform Service Ref: SD/DES/005
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Document Title: Horizon OPS Reports and Receipts - Pathway Horizon Office Platform Service

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Abstract: The document lists all the reports and receipts that are generated by the Pathway Horizon Office Platform Service. It includes the definition of the structure of each report and receipt, and samples of all reports and receipts.

Document Status: APPROVED

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O. Document Control

O.1. Document History

Version	Date	Reason for Issue	Associated CP/PinICL
0.1	05/09/97	First version.	
0.2	09/10/97	Second version. BES Nil Receipts (nominated and foreign) added. Example of Card Batch Report added. Note added to BES PUNs Retained Reports - they are now obsolete.	
0.3	10/10/97	Third version - examples added.	
0.5	13/10/97	1c version for baselining. EPOSS Reports and Receipts removed.	
1.0	16/10/97	Baseline version for 1c.	
1.1	21/11/97	First draft for Release 2 for internal review and to capture further information.	
2.0	17/02/97	This document has been administratively baselined in order to bring the document under formal change control.	
2.1	30/03/98	Issue containing Receipts and Reports Catalogue and BES and OBCS reports and receipts for Horizon Review.	
2.2	9/4/98	Issue adding APS receipts and reports for Horizon Review.	
2.3	6/5/98	EPOSS Reports and Receipts added for Horizon Review.	
2.4	8/6/98	Issued for Baselining and Formal Review.	
2.5	10/8/98	Issued for Baselining and Formal Review.	
3.0	20/11/98	Issued incorporating comments from Formal Review. Baselined within ICL Pathway.	
3.1	25/3/99	Revised to incorporate changes specified in the following CPs:	1736, 1796, 1810, 1837

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3.2	8/4/99	Internal. Revised to incorporate verbal comments from Horizon dated 6/4/99.	
4.0	8/4/99	Issued.	
5.0	25/5/99	Re-issued after removal of BES material.	
5.1	1/7/99	Issued for approval, incorporating comments from POCL dated 22/6/99 and 25/6/99.	
6.0	6/7/99	Issued for approval.	
6.1	10/8/99	The Caveats from 6.0 applied. Issued for review.	2128, 2129, 2197, 2198, 2223, 2247
6.2	26/11/99	Comments from review of 6.1 incorporated.	
7.0	06/12/99	Issued for approval.	
7.1	13/12/99	APS Smart cards added.	2043
7.2	17/3/00	Comments, CCNs, PinICLs, and CPs incorporated.	See list in <i>Changes in this version.</i>
7.3	31/3/00	Comments from Horizon and ICL Pathway internal review of V7.2.	
7.4	17/5/00	Comments from Horizon and ICL Pathway internal review of V7.3.	See list in <i>Changes in this version.</i>
8.0	8/8/2000	Issued for approval.	

0.2. Approval Authorities

Name	Position	Signature	Date
Terry Austin	Development Director		
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0.3. Associated Documents

Reference	Version	Date	Title	Source
CR/FSP/004	4.0	30/09/97	Service Architecture Design Document	Pathway
CS/PRO/0016	2.0	09/01/98	Release 1c - Order Book Control Service: Processes and Procedures	Pathway
ECCO+/FCD/o10	Release 3.2, Issue 1	-	ECCO+ Input/Output Catalogue	
-	-	-	Table of reports and receipts from PDS	Horizon
SD/IFS/001	0.1	16/12/97	Ithica Printer Interface Specification: High Level Design - Release 2.	Pathway

0.4. Abbreviations/Definitions

Abbreviation	Definition
APS	Automated Payment Service
BA	Benefits Agency
BP	Balance Period
BES	Benefit Encashment Service
CAP	Cash Account Period
CRU	Cash Remittance Unit
CMS	Card Management Service
DSS	Department of Social Security
EPOSS	Electronic Point Of Sale Service
FAD	Financial Accounts Division
ID	Identity
NINO	National Insurance Number
NSI	National Sensitivity Indicator
OBCS	Order Book Control Service

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PAN	Primary Account Number
PAS	Payment Authorisation Service
PLU	Product Look Up
PUN	Pick Up Notice
SU	Stock Unit

0.5. Changes Expected

Changes
<ol style="list-style-type: none">1. The next version will include LFS reports.2. APS Date and time formats will be changed to be consistent with those in EOPSS.3. The 'Purpose' sections will be revised to be more accurate descriptions.4. Section 7.9, Counter Daily National Savings Deposits, will have the example improved to show the sequence more fully.5. Section 7.25, Counter Weekly Transfer Summary, the example will be revised to show transfers in matching transfers out.

*0.6. Changes made**Changes in this version*

Version 8.0 incorporates CCN 669a, CP2593, which summarises all the changes from V7.0 to V8.0 that affect the document alone.

Changes in version 7.4

The changes resulting from the following have been incorporated:

The three User event logs (originally sections 7.72, 7.73, and 7.74) are now moved to section 7.65, as sub-sections to the Event Log.

Changes in response to comments are summarised in the following table:

Section	Change
6.2.5	The positions of the Ref and Token fields are made to consistently reflect the actual receipts.
7.5.4	Reference to CSR+ has been removed.
7.7.4	Reference to CSR+ has been removed.

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7.6.3	Reference to the number of transactions removed from the Office copy descriptions.
7.7.4.3	Added 'or less' to statement about 14 character account numbers.
7.19	Typo corrected.
7.64	Transaction ID changed to match actual output.
7.64	Description of session and transaction IDs added.
7.67	Later version of Trial Cash Account page 1 added.
10.1	Explanation of equivalent typefaces and specified typefaces added.
10.2	Explanation of equivalent typefaces and specified typefaces added.
6.1	Generic receipt changed to match actual printed receipts, consistently throughout section 6.
6.1	'and Footer' added to table heading.
6.1	Indicators
6.1	'or blank' added to Welsh header description.
6.12	'or blank' added to Welsh header description.
6.12	'or blank' added to Welsh footer description.
4.4.1	Added a note stating that previewing reports allows procedures to continue.
6.1	Note added explaining use of checksums and referencing PPD.
6.12	Note added explaining use of checksums and referencing PPD.
6.12	Purpose, Frequency and Sequence sections added to 6.12-6.15.
7.3.5	Revised example to match live data.
7.9.4	Example has been revised to show sequence more clearly.
7.10.4	Example has been revised to show sequence more clearly.
7.25.5	Example has been revised to show grouping more clearly.
7.36	Arithmetic in example corrected.
7.40	Populated example added.
7.43	Populated example added.
7.46	Spelling corrected.
7.50	The sequence is updated to say alphabetic by Product Medium Name.
7.58	Statement about reprints for BPs within CAPs added.

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7.62	Erroneous 'Transfer total' entry removed.
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Minor changes to the position of text on reports arising from testing have been highlighted, and will be detailed in CP/CCN.

*Changes in Version 7.3***CCNs and CPs Incorporated**

CCN 573: CP 2303 (Girobank PDR Reports – Suppression of Reversal Transactions [CP2296])

CCN 574: CP 2305 (Girobank PDR Reports – Reporting Of Cash Account Period – CP for CR Po139 [CP 2300])

CCN 575: CP 2304 (Girobank PDR Reports – Removal Of The 'By User' Report Printing Options [CP2297])

CCN 577: CP 2293 (Remove Signature and Date Stamp Features from Stock Unit Balance Snapshot Report)

CCN 580a: CP 2313 (Introduce A Cash Account Format For Financial Year 2000/2001).

CCN 583: CP 2355 (CP2356) (Introduce Two New Girobank PDR Forms)

CP 2043 (Addition of APS Smart Card Customer Receipts).

PinICLs Incorporated

31249, 31251, 31252, 31254, 31257, 31258, 31261, 31262, 31267, 31278, 31284, 31286, 31288, 31298, 31371, 31373, 31451, 33280, 36330, 36331, 36600, 36785, 36810, 36878, 36895, 36909, 36926, 36973, 37419, 38657, 38693.

PinICL	Report	Change
31246	CD NS Dep	End of Report position corrected
31247	CD NS Wdl	End of Report position corrected
31249	CD Cheque Listing	End of Report position corrected Remove blank line before total line.
31251	CD OB Cheques to DPC	End of Report position corrected
31252	7.17 CW Green Giro	End of Report position corrected
31254	7.19.CW POs Paid	Correct the Product names (PO Paid) and the spacing of 'Price'. Add a colon after 'Sub Total'

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<i>PinICL</i>	<i>Report</i>	<i>Change</i>
		Correct alignment of line 2.
31257	7.15 CW DVLA 10	End of Report position corrected
31258	7.16 CW DVLA 11	End of Report position corrected
31261	7.21 CW Rem In	Change example to have a line of hyphens as in the report.
31262	7.22 CW Rem Out	End of Report position corrected
31267	7.78 Revalued Prod List	Correct the date in the 'From' column to have 4-digit year.
31278	7.3.CD Cash on Hand	Add 'Volume' column to heading.
31284	7.36 Office Balance Snapshot	Add a blank line after line 13. Remove TV licences. Add blank line after 'Payments' Add entry for 'Rem Out Data Cen'
31286	7.57 SU Balance	Remove Colour TV Licences Underline Total Stock and MOP, as in report. Add blank line before Balance b/fwd Remove blank line before Total Transfers In Add line for Reval Up before Total Receipts Remove blank line before Transfers Out. Add entry for Rem Out Data Cen. Add line for Reval Down before Total Stock and MOP.
31288	7.38, 7.54 Counters Revenue (+ reprint)	Remove the entry for Bus Pas commission from the list of reference data.
31298	7.61.Remittance Out Slip	Heading changed to PRODUCT, Title add Remittance mode eg (Supply Division) to title, this slips Office
31371	6.16 APS Txn Listing	Correct the date format to dd/mm/yy hh:mm Correct the report title to be APS Transaction List.
31373	APS Receipts (all)	Change document to match receipts in having Token type and Entry on the same

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<i>PinICL</i>	<i>Report</i>	<i>Change</i>
		line.
31451	7.8 CD Giro Wdl Office Copy	Correct the alignment of the word 'Value' in the heading.
33280	CD BT Bills CD Cheques Listing CD Nat Savings Deposits CD Nat Savings Withdrawals CD Rent Schemes CD UK Passports CD Travel Schemes CD DVLA 10 CD DVLA 11	End of Report position corrected
36330	7. 48 OW Transfer Reconciliation	End of Report position corrected Remove blank line after headings
36331	7.49 OW Unreconciled Tsfrs	Correct the example to show 2-digit BP Correct the number of hyphens to match report.
36600	7.59 SU Balance Snapshot	Add line under the figure for 'Total MOP' to match report. Change the text for 'Total Transfers In' and 'Transfers Out' to Transfer In' and 'Transfer Out'. Add entries for 'Reval Up' and 'Reval Down'. Remove Date stamp and signatures sections. Add lines for Rem In AD and Rem Out AD. Remove the 'o' form the Transfer Out line.
36785	7.75 CD OB Cheques to DPC	Change the signs on the fee to be -ve, whereas the Value is still +ve.
36810	7.19 CW Postal Order Paid	Insert a line space between the product price heading and the TXN/VOLUME/VALUE line.
36878	7.17 OW Green/Violet Girochques	Correct the title to say Girocheques.
36895	7. 37 OW Cash Flow	Change the report header to show the User rather than the SU.

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<i>PinICL</i>	<i>Report</i>	<i>Change</i>
36909	7. 43OW Redeemed Stamps	Left justify the block of text containing the office code, week no., date and time on the top right of the report.
36926	7.38 OW Counters Revenue	Make the column heading '£' is not line up with the values Correct the spelling Stationery (line 16) Change Gift Wrap to Giftwrap (line 26)
36973	7.71 Stamp Declaration	The example is updated to show the latest Product names for stamps. A line space will be added after the headings
37419	7.41 OW P2311MA(b)	The document is changed to show the report title centred. The *** End of Report *** line will be removed from the example in SD/DES/005 V7.2 (Agreed with Horizon 18/2/2000).
38657	6.16 APS Transaction Listing	Changed the frequency to say 'Daily' which matches the menu position of this report's button.
38693	6.13 APS Smart Card Receipt SPM	Add explanatory note that the Refi field for this card can be up to 3 characters, but does not print any leading zeroes. That is a value of 5 prints as '5'.

Changes in Version 7.1

1. Details of the APS Smartcard receipts have been added to section 6.
2. **Sections 7.53, Cash Account Reprint**
7.54, Counters Revenue Reprint
7.55, P&A P2311MA Reprint
7.56, Redeemed Savings Stamps Reprint
7.58, Stock Unit Balance Reprint:

The following definition of what reprint reports are available has been added:
 'Any of the three previous CAPs can be requested.'

3. The Girobank Deposits and Withdrawal Reports are removed from the list of 'By User' reports in section 4.8.

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*Changes in Version 7.0***1. Section 6.2.1, APS Customer Receipt Magnetic Card**

Amended to say that this is the APS customer receipt.

2. Section 6.3.1, APS Office Copy Receipt Magnetic Card

Amended to say that this is the office copy of the APS customer receipt.

3. Section 6.4.1, APS Customer Receipt Bar Code

Amended to say that this is the APS customer receipt.

4. Section 6.5.1, APS Office Copy Receipt Bar Code

Amended to say that this is the office copy of the APS customer receipt.

5. Section 6.6.1, APS Customer Receipt Manual

Amended to say that this is the APS customer receipt.

6. Section 6.7.1, APS Office Copy Receipt Manual

Amended to say that this is the office copy of the APS customer receipt.

7. Section 6.8.1, APS Customer Receipt Reversal

Amended to say that this is the APS customer receipt.

8. Section 6.9.1, APS Office Copy Receipt Reversal

Amended to say that this is the office copy of the APS customer receipt.

9. Section 6.10.1, APS Recovery Office Copy Receipt

Amended to say that this is the APS customer receipt.

10. Section 6.11.1, APS Fallback Recovery Office Copy Receipt

Amended to say that this is the office copy of the APS customer receipt.

11. Section 6.12.1, APS Transaction Listing

Corrected typo.

12. Section 7.16.5, Counter Weekly DVLA V10 (CSR)

Amended report header to read "Office Copy".

13. Section 7.16.7.5, Counter Weekly DVLA V10 (CSR+)

Amended report header to read "Office Copy".

14. Section 7.20, Counter Weekly Miscellaneous Transactions

The second paragraph from the caveat has been inserted.

In the example, changed the signs so that 2601 become positive (Redemptions) and 2600 become negative (Losses)

Removed duplicate entries in 7.20.6 for Level 1 node Local Schemes 430, and Level 2 node Personal Banking 2550.

15. Section 7.27, Counter Weekly Transfers Out

The 'Transfer Mode' line has been removed.

16. Section 7.36.5, Office Balance Snapshot

Amended report header to read "Office Copy".

17. Section 7.37.5, Office Weekly Cash Flow

Amended report header to read "Office Copy".

18. Section 7.38.1, Office Weekly Counters Revenue Schedule

Amended to read that this is a client report.

19. Section 7.43.1, Office Weekly Redeemed Savings Stamp Summary

Amended to read that this is a client report.

20. Section 7.45.5, Office Weekly Remittances Out (P)

Amended the example to show a fee for every postal order.

21. Section 7.47.5, Office Weekly Suspense Account

Amended the second page of the report show "Page 2"

Amended the example to show values in the hundreds rather than thousands and change the example to show a negative value total that results in a positive value in the C/Fwd column when adjusted by the brought forward value!

22. Section 7.53.1, Cash Account Report Reprint

Amended to read that this report has a dual purpose - office and client

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23. Section 7.54, Office Weekly Counters Revenue Schedule Reprint

Amended to read that this is a client report

Amended the example to show the CA week number of the reprint in the 'Reprint for' message.

24. Section 7.56, Office Weekly Redeemed Savings Stamps Summary Reprint

Amended to read that this is a client report

Amended the example to show the CA week number of the reprint in the 'Reprint for' message.

25. Section 7.57.4, Stock Unit Balance Report

Amended to explain that Level 1, 2 and 3 nodes appear in numerical order, in the same way as the Products do. A summary line (L1, L2, L3) follows the list of Products

Insert "Total Stock & MoP" above "Net Discrepancies".

26. Section 7.58.4, Stock Unit Balance Report Reprint

Inserted "Total Stock & MoP" after Reval Down

27. Section 7.59.4, Stock Unit Balance Snapshot

Amended to explain that Level 1, 2 and 3 nodes appear in numerical order, in the same way as the Products do. A summary line (L1, L2, L3) follows the list of Products

Insert "Total Stock & MoP" above "Net Discrepancies".

28. Section 7.66.1, Cash Account Report

Amended to read that this report has a dual purpose - office and client

29. Section 7.68, Revaluation Slip

Amended "Slips" to read "Slip".

Section 7.68.1, Amended to make the statement singular rather than plural!

30. Section 7.70.5, Declaration Stock on Hand

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Amended the example report to show a fee for every postal order, and to show first class stamp presenting ahead of postal orders

31. **Section 7.71.5, Declaration Stamps on Hand**

Amended example of report to show 311 x 02p = £6.22.

32. **Section 7.77.5, Counter Daily Council Tax**

Amended report header to read "Office Copy".

33. **Section 7.78.2, Revalued Product List**

Amended "they" to read "the".

34. **Section 7.79, Office Weekly Pensions and Allowances**

Amended to say that the report is dual purpose and mandatory.

Corrected the total for P&A 6.

35. **Section 11, Compliancy Matrix**

Added a note to 6.9, to say that at 'Live' an EPOSS receipt is issued for an APS Reversal, with the customer receiving an APS receipt. At CI4 an APS Reversal Office Copy receipt will be provided.

Amended the compliancy matrix to show that 7.20 and 7.58 are for CSR.

Changes in version V6.1

Changes resulting from the caveats to CCN391c have been incorporated:

1. **General:** A new section has been added to each report, titled 'Purpose' which states whether the report is for the Office, for the Client, or for another destination.

This section, in identifying whether reports are for the office or the client, will enable the correct implementation of the rules in section 4.7.4 that define when zeroes are printed.

2. In the section *Changes in version 6.0, General*, the existing item 4 has been replaced with the following:
'4. The titles of reports represented in this document will be changed to include 'Office Copy' or 'Client Copy' as appropriate.'
3. **Section 4.3, Reversals:** The following sentence has been added at the end of the paragraph:

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The volume of any price within a group will be shown net of reversals.

4. **Section 4.4.1:**

The wording in the first sentence has been changed to say 'balance period or CAP' rather than 'accounting period'.

A note has been added stating at what point in the Stock Balance process the message informing the clerk of outstanding summaries appears.

The first sentence in the third paragraph has been changed to read "Similarly, those office reports identified as mandatory must be taken before the office can be rolled over to the next Cash Account Period."

The second sentence in the third paragraph has been changed to read:

'However, the system will allow the user to proceed without printing the report.'

The third sentence in the third paragraph has been changed to read:

'Such reports can be previewed and subsequently taken as reprints, in order to capture all the transactions.'

5. In section 4.6.3 *Training Mode Reports* the words 'across the back of' have been deleted and replaced with the word 'in the background of'.
6. **Section 4.7.3:** The following sentence has been added after the first sentence:

'Where the net value of summary is negative as a result of a reversal, the total will be shown as negative.'

7. **Section 4.8:**

The following Counter Daily reports have been added to the list of By User reports: OB Cheques to CRU, OB Cheques to DPC, Council Tax. Correct the title of 'Bus Tokens' to 'Travel Schemes in the list.

A new section has been added to 4.8 listing the other reports available by User:

- 7.3 Counter Daily Cash on Hand
- 7.21 Counter Weekly Remittances In
- 7.22 Counter Weekly Remittances Out
- 7.23 Counter Weekly Remittances Summary
- 7.25 Counter Weekly Transfer Summary
- 7.26 Counter Weekly Transfers In
- 7.27 Counter Weekly Transfers Out

8. **Section 4.9:** A list has been added of those reports that require stock unit cut-off to be taken before the office report is populated. They are:

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Office Daily Giro reports, NS reports, BT Bills and UKPA reports and Office Weekly Green/Violet Giros and POs Encashed reports.

9. **Section 7.1.3:** An entry has been added in the table for the generic footer line '*** END OF REPORT ***'
10. **Section 7.3.3:** The order in 'Sequence' has been changed to say ascending, rather than descending.
11. **Sections 7.6.3, 7.8.3:** These reports have been changed to be defined as Automatic, rather than Mandatory.
12. **Sections 7.7.4, 7.8.4:** The wording '... reversals are excluded.' has been changed to say '... reversals are netted out and are not included in the count.'
13. **Section 7.9, Counter Daily National Savings Deposits**
7.10, Counter Daily National Savings Withdrawals
7.13, Counter Daily UK Passports

The following change has been made to the wording of the *Sequence* section in the above reports:

Remove 'Chronological order'; replace with 'Product Order'.

14. **Sections 7.12 and 7.77.**
The document has been amended to reflect that the reports are not mandatory, and remove reference to a Change Request.
15. **Section 7.14:** The words 'within accounting node' have been added after 'Chronological'.
16. **Section 7.17:** The sentence that states that there is a limit of 250 transactions has been removed.
17. **Sections 7.21 and 7.22:**
The examples (7.21.5, 7.22.5) have been amended to remove the section summarising by remittance nodes.
The date in the generic header has been corrected to reflect the date of the session.
Sections 7.21.7, 7.22.7 have been amended to read:
'The report title will be changed at CSR+.'
18. **Section 7.25, Counter Weekly Transfer Summary:** the Sequence has been changed to say 'Session totals only'.
19. **Section 7.43, Office Weekly Redeemed Savings Stamps Summary:**

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A note has been added in the 'Contents' column in the layout definition table to say that line 14 is populated by the total from line 44.

The references to quantity have been removed from the layout definition table.

20. Section 7.46, Office Weekly Sales Report

The second sentence in the second paragraph of section 7.46.2 *Notes*: 'It shows all the transactions carried out in Serve Customer mode.' Has been deleted, and replaced with:

'It shows all the transactions carried out in Bulk Input and Serve Customer modes, net of reversals.'

21. Section 7.47, Office Weekly Suspense Account Report

In the last sentence of the second paragraph of section 7.47.2 *Notes*, the word 'added' has been replaced with the word 'applied'.

A note has been added saying that this report is mandatory if there is a value in a B/Fwd field or there are transactions to report.

The description of the sequence has been changed to say:

'Within Cash Account line, the sequence is:

- 1 Product
- 2 SU
- 3 Chronological Order of Entry'

22. Section 7.53, Cash Account Report Reprint

In section 7.53.4, *Layout and Example Content- 1999/2000 Version*, the sentence 'This report is under development and will be included here when complete.' has been deleted and the example shown in the document replaced with the correct 1999/2000 format example of the front page, as attached to this CCN.

23. Section 7.54, Office Weekly Counters Revenue Schedule Reprint 7.55, Office Weekly Redeemed Savings Stamps Summary Reprint 7.56, Office Weekly P&A P2311MA Reprint

In the *CSR+ Changes* section of 7.55.7, the words ', subject to a Change Request being submitted by POCL and agreed' have been removed.

The *CSR+ Changes* section of each of the above reports has been changed to include the suppression of the current CAP field for the reprint reports.

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24. **Sections 7.57, 7.59:** The 'Sequence' section of these report descriptions has been enhanced to describe in which order products are listed (within accounting node).

25. **Section 7.70, Declaration: Stock on Hand**

Section 7.70.3: In the third item, the words 'required for' have been changed to 'available from'.

In section 7.70.4 *Sequence*, the sentence has been deleted and replaced with 'The report is an editable pick list of products within accounting node.'

26. **Section 7.71, Declaration: Stamps on Hand**

In section 7.71.3 *Notes*, the second paragraph has been deleted and replaced with 'It is mandatory that a declaration is made for each stock unit, for each balance period, in order to balance the stock unit.'

27. **Declaration Reports, 7.70, 7.71:** A new column showing the quantity has been added to these two reports.

28. **Section 7.75 Daily OB Cheques to DPC:** A 'Total Dispatched' field has been added at CSR+, as for Daily OB Cheques to CRU report.

29. **Section 7.79:** A new Office Weekly summary of summaries style report has been added for CSR+: 7.79 Office Weekly Pensions and Allowances.

30. **Section 11, Compliancy Matrix**

The 'CR' against 7.12, 7.21, 7.22, 7.77 has been deleted.

A tick has been added against 7.20 Counter Weekly Miscellaneous (Unsummarised) Transactions in the CSR+ column.

The tick against 7.58, Stock Unit Balance Report Reprint in the KPR column has been deleted.

The tick against 7.66 Cash Account Report in the CSR+ column has been deleted.

Changes in version V6.0

General

1. Removed FAD code from Session IDs; changed headings on reports dealing with product items to say TXN. (Transfer reports need no change Session is correct.)
2. A reference has been added to section 4 referring to the Horizon OPS Menu Hierarchy for details of access controls.

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3. All reports are noted as being either mandatory or optional.
4. The titles of reports represented in this document will be changed to include 'Office Copy' or 'Client Copy' as appropriate.
5. Note has been added to Office Daily Giro reports, NS reports, BT Bills and UKPA reports and Office Weekly Green/Violet Giros and POs Encashed reports explaining the need to perform a cut-off at stock unit level first in order to populate them.
6. A note has been added to section 4 explaining how Office reprints can be used if the Final Office report is not taken.
7. Section 4.6.3 has been added describing how Training reports are labelled.
8. Section 4.7.4: Added words: 'except Milk Tokens on Green Giro reports' to first bullet. Add words 'except client facing reports' to second bullet. Move first para starting 'Client facing. . .' to follow bullet list.

EPOSS

1. The Office Balance report and reprint, and the Cash Account Snapshot report have been removed in accordance with CP 2015 and CP 2018.
2. Ensure that all instances say time date.
3. Section 7.3.3: Note added about reports from shared and individual stock units.
4. The KPR wording added to the document by way of explanation of the issue needing resolution.
5. Sections 7.5, 7.6, 7.7, 7.8: The following explanation has been added: Reference data specifies the limit, which is 14, and the system prompts for a new client slip after 14 entries. After all client slips are printed, the office copy is printed as a single long report.
6. Sections 7.5, 7.6: Girobank zero value fees are specified to be printed as '0.00'.
7. Sections 7.5, 7.6, 7.7, 7.8: The Girobank have specified Courier 10 to be used for the main line entries.
8. Frequency, notes and sequence are specified for 7.6.
9. Frequency, notes and sequence are specified for 7.8.
The account number field length has been corrected to 14 characters.
10. Section 7.11: A note has been added explaining that this report is only used in Northern Ireland. A new field showing the net value of Value less fee has been added.
The definition of 'Session' has been moved to the top of the list.
11. Section 7.12: The Sequence has been updated to be order of entry within Product.

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The layout of the report has been updated.

This report is shown as being Mandatory subject to a CR.

12. Section 7.15: SESSION has been changed to 'Txn id'.
A 'TOTAL' field similar to the SUMMARY TOTAL has been added between lines 33 and 35 on the illustration.
A revised layout for CSR+ is added.
13. Section 7.16: A 'TOTAL' field similar to the SUMMARY TOTAL has been added between lines 21 and 23 on the illustration.
A revised layout for CSR+ is added.
14. Section 7.17: The note: 'The report is wrapped around the Giro vouchers and sent to client' has been removed.
15. Section 7.18: Notes have been enhanced by explaining how reversals are handled, e.g. net out within group/price, including when there is no netting to perform.
16. Section 7.19: The report has been amended to show the value of stamps as a separate field on the SUMMARY TOTAL line.
Line 59 - amended to read £0.21.
The report definition Summary Total line has been amended to match the actual report.
17. Section 7.20: The KPR wording has been added to explain that in lieu of this report the two new reports, Council Tax and TV Licences, were introduced.
18. Section 7.21: Report title changed to 'Weekly Remittances In'
Sequence - item 3 has been removed.
A summary total section has been added to the report for CSR+.
19. The date/time format has been changed to Time/Date.
20. Section 7.22: Sequence - item 3 has been removed.
Report title changed to 'Weekly Remittances Out'.
A summary total section has been added to the report for CSR+
The date/time format has been changed to Time/Date.
21. Section 7.23: Report title changed to 'Weekly Remittances Summary'.
22. Section 7.24: Added 2 other Level 2 accounting nodes at the end - one for Stamps, one for Stationery.
23. Section 7.25: The MODE column has been removed.
'STOCK' removed from headings to read as TRANSFER IN or TRANSFER OUT respectively.
24. Section 7.26: The MODE column has been removed.
Column headers have been added, i.e. VOLUME, VALUE.

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25. Section 7.30: Fees total has been corrected.
The sequence in the example has been corrected.
A description of cut=offs has been added.
26. Section 7.34: Updated Sequence to specify that the report is for Remittances IN by source.
The heading amended to say 'Mode' rather than Source/Destination.
Added VALUE to sequence list.
Example changed to show unique session numbers.
27. Section 7.35: The heading amended to say 'Mode' rather than Source/Destination.
Added VALUE to sequence list.
Updated Sequence to specify that the report is sorted by remittance mode.
28. Section 7.37: Report title changed to read 'Weekly Cash Flow'.
Removed FAD code from report.
Sunday value made the same as the Saturday value.
Amended 'CRU' to read 'Cash Centre' and 'Counter Remittance Unit' to read 'Cash Centre'.
29. Section 7.39: Report title changed to read - 'Green/Violet Girocheques'.
30. Section 7.40: Changed document to agree with print in having six lines for the address.
31. Section 7.41: Replaced line 11 text with the following:
'Place bundles in the envelope Misc 551 or Misc 552 as appropriate for weekly despatch to DSS Lisahally. Each till roll listing should be placed neatly in front of the orders to which they relate. Each group of paid orders should be secured with an elastic band. Staples, paperclips or sellotape should not be used. Place this report in front of the whole batch of paid orders so that the office of payment can be clearly identified. Secure with an elastic band.'
32. Section 7.42: Added a 'Total Value' column for face value + stamps.
33. Section 7.43: 'Total No. Of Envelopes' field has been removed.
34. Section 7.44: Removed the column of mode abbreviations, and changed the heading to start with a column called Mode, instead of Source / Destination.
Added 'Total Value' to the Sequence.
The heading amended to say 'Mode' rather than Source/Destination.
Product order has been explained further.
35. Section 7.45: Removed the column of mode abbreviations, and changed the heading to start with a column called Mode, instead of Source / Destination.
Added 'Total Value' to the Sequence.
Removed the column of mode abbreviations, and changed the heading to start with a column called Mode, instead of Source / Destination.

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Replaced 'Date' with 'Product' in 7.46.3.

Product order has been explained further.

36. Section 7.46: Frequency changed to 'Ad hoc'.
A note has been added that all transactions in Serve Customer mode are reported.
37. Section 7.47: A note has been added describing the logic of B/Fwd and C/Fwd.
38. Section 7.48: Frequency changed to 'Ad hoc'.
39. Section 7.57: The description of Dormant SU, Trial and Final reports has been improved.
40. Section 7.59: Frequency changed to 'Ad hoc'.
41. Section 7.60: Removed all declaration text and date stamp box.
42. Section 7.61: Removed all declaration text and date stamp box.
Removed the line saying 'Rem Out Other PO' and changed Total to 53517.77.
43. Section 7.62: Removed all declaration text and date stamp box.
44. Section 7.64: The note about filing locally has been removed.
Details of filter criteria have been added.
The layout has been updated to match the report.
45. Section 7.65: The numbering of the CAPs and Stock units has been amended.
A list of events has been added.
46. Section 7.66: A note has been added to the Frequency and Sequence sections.
47. Section 7.68: The wording has been amended to say 'up' and 'down'; the 'Price' column has been explained.
48. Section 7.69: The Frequency section has been updated.
Notes has been amended to say the activity is mandatory rather than the report.
The sequence has been amended.
49. Section 7.70: Notes has been amended to say the activity is mandatory rather than the report.
The sequence has been amended.
The Reference Data section has been updated.
50. Section 7.71: The Frequency has been updated.
Notes has been amended to say the activity is mandatory rather than the report.
The sequence has been amended.
51. Section 7.72: The report header has been added.
A note has been added explaining how to report on all users.
The note about accounting nodes has been deleted.

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- 52. Section 7.73: The note about accounting nodes has been deleted.
- 53. Section 7.74: A note has been added explaining how to report on all users.
- 54. Section 7.75: The values in the example layout have been revised.
- 55. Section 7.77: The sequence has been amended.
- 56. Section 7.78: The explanation of this report has been amended.

Changes in version V5.0

The reports and receipts associated with BES have been removed.

Changes in version V4.0

All comments received on V3.1 are incorporated in this version. They were minor in nature, spelling corrections, cosmetic changes to example layouts, and consistency changes to tables of fields. The Reference Data Accounting Node mappings have been updated.

Changes in version V3.1

The salient changes are summarised below.

General

- 1. The length of the Session ID field has been corrected, to accommodate the transaction component increasing in length from 5 to 8 characters.
- 2. The length of the user name field has been revised to 6 characters.
- 3. Two new sections have been added:
 - 4. Section 12 Giro Slip Dimensions
 - 5. Section 13 Compliancy Matrix
- 6. The sizes of fields such as Product Name have been corrected where necessary.
- 7. The definition of Sequence has been corrected where necessary.

BES

For all BES reports and receipts, the NINO shown is the abbreviated version, which is the six numerical characters only.

Section 5.3 BES Daily Encashments: The date for which the report is run is now shown beneath the title. Also a note has been added explaining why the NINO is not printed.

Section 5.4 Daily Summary of Encashment Receipts Recovered: The title and heading have been transposed to be consistent with 5.3.

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Section 5.5 BES Weekly Encashments: An explanation of the relation of the CAP and the transactions listed is given.

Section 5.7 Card Batch Audit Report: The purpose of the report has been clarified. 'End of Report' line has been added.

Section 5.8 Card Location Report: The purpose of the report has been clarified, and the 'Cardholder' field removed.

Section 6.9, BES Encashment Receipt for Signing Agents has been added.

Section 6.12, 6.13 Nil Receipts: The role of cardholder and Temporary Token holder is clarified. In the Welsh version a spelling error is corrected.

APS

Section 8.1 General layout: The definitions of the Client Name and the Scheme name have been revised. (CP 1718.)

EPOSS

1. The following new reports have been provided:

Office Copies of the Counter Daily Giro Deposits and Withdrawals

Counter Daily TV Licences (CP 1810)

Counter Daily Council Tax Schemes (CP 1810)

Office Weekly Unreconciled Transfers – this replaces the Transfer Totals report

Product Change Listing – this is appended to the revised Products List

Revalued Products Warning List

2. The receipts that record revaluations that have been carried out are identified as Revaluation Up Slip and Revaluation Down Slip.
3. The Counter Daily OB Cheques report is now presented as two completely separate report – OB Cheques CRU, and OB Cheques DPC.
4. The layouts of the following reports have been revised:
 - 9.12 Counter Daily Rent Schemes
 - 9.13 Counter Daily UK Passports
 - 9.14 Counter Daily Travel Schemes
 - 9.15 Counter Daily DVLA V10
 - 9.16 Counter Daily DVLA V11
 - 9.19 Counter Weekly POs Paid
 - 9.21 Counter Weekly Rems In
 - 9.22 Counter Weekly Rems Out

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- 9.23 Counter Weekly Remittances Summary
 - 9.25 Counter Weekly Transfers Summary
 - 9.26 Counter Weekly Transfers In
 - 9.27 Counter Weekly Transfers Out
 - 9.29 Office Daily UKPA
 - 9.51 Office Weekly Transfer Reconciliation
 - 9.53 Product Listing
 - 9.64 Remittance In Slip
 - 9.65 Remittance Out Slip
 - 9.66 Transfer In Slip
 - 9.67 Transfer Out Slip
 - 9.68 Transaction Log
 - 9.69 Event Log
5. Section 9.3 Counter Daily Cash on Hand: The day for which the report is taken is shown if the report is prompted for after the end of the day.
 6. Section 9.5 Counter Daily Giro Deposits: The explanation of reversals has been clarified; the entry for Green Giros Reference Data has been removed.
 7. Sections 9.5, 9.7 Counter Daily Giro Slips: There is an additional field showing the CAP, BP and SU.
 8. Section 9.10 Counter - Daily National Savings Withdrawals: New Level 1 Accounting nodes added.
 9. Section 9.16 Counter Weekly DVLA VII: The Reference Data Accounting Node has been corrected to 147.
 10. Section 9.18 Counter Weekly P&A: Pension transactions have been added to the example.
 11. Section 9.20 Counter Weekly Unsummarised Transactions: A note has been added that this is not available in CSR.
 12. Section 9.24 Counter Weekly Stock on Hand: The entries for TV Licence Fee and TV Mono have been removed.
 13. Section 9.28 Office Daily BT Bills: A note has been added explaining that the dates shown are those of the cut-offs.
 14. Section 9.36 Office Balance Report: The second line in the header now has just the time, date, and CAP.
 15. Section 9.37 Office Snapshot: The second line in the header now has just the time, date, and CAP.

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16. Section 9.41 Office Weekly Counters Revenue Schedule: CP 1796 removed the table box lines. Changes from CP1837 (CR40a) are detailed, and the general layout reverts to that published in V2.3 of this document.
17. Section 9.43 Office Weekly P&A P2311MA: Changes from CP1837 (CR40a) are detailed.
18. Section 9.46 Office Weekly Redeemed Savings Stamps Summary: Changes from CP1837 (CR40a) are detailed, and the general layout reverts to that published in V2.3 of this document.
19. Section 9.47 Office Weekly Remittances In (P): Added Level 2 3003; Product name changed to be middle name, 16 characters.
20. Section 9.48 Office Weekly Remittances Out (P): Added Level 2 3003; Product name changed to be middle name, 16 characters.
21. Section 9.51 Office Weekly Transfer Reconciliation: The explanation has been amended to include reversed transfers.
22. Sections 9.54, 9.55 Customer Receipt and Duplicate: The definition has been amended to clarify that the wording changes according to whether the customer owes the Post Office or vice versa.
23. Section 9.73 Revalued Product List: Added column for Price (ie Face Value). Changed title to Revaluation Session Slips, and revised to reflect the layout and definition of the two slips, one for upward revaluations and the other for downward revaluations.

*Changes in version V3.0**General*

1. In response to Horizon CR Coo66, CP 1445 (CCN323) the title has been changed from "BA/POCL Reports and Receipts" to "Horizon OPS Reports and Receipts".
2. The words: 'Accounting node' have been added to distinguish them from counter nodes.
3. English, and Welsh and English, headers and footers are shown for all receipts.
4. Section 4.1.1.3: Changed to have straight quotes as the symbol for inches.
5. Section 4.2: Note added describing how Duplicate receipts are identified.
6. Section 4.4.1: Note added to say that office reports are mandatory for production of the cash account.
7. Section 4.4.2: Note added to say that cut-off is automatic for all transactions in a stock unit when a roll-over (CAP or BP) is performed.

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8. The words 'Chronological order' are used as the standard term for describing the reporting transactions in the order in which they occur.
9. A note has been added to section 4 to say that there reports that must be taken in order to get a stock balance, unless there have not been any transactions, in which case the null report is not required.
10. Definition of 'session' has been added to Section 4.
11. A note has been added to section 4 describing which reports are available as 'By User' and how they differ from the normal report.
12. A note has been inserted in Section 4 saying that while office reports can be taken at anytime, they wont be populated unless SU cut-off reports have been taken.
13. A note has been added to section 4 describing a total of totals field used in summary of summaries reports - the following reports are accordingly modified:

APS Transaction Listing

- 9.33 Office Weekly BT Bills
 - 9.36 Office Weekly Green Giros
 - 9.37 Office Weekly Giro Deposits
 - 9.38 Office Weekly Giro Withdrawals
 - 9.39 Office Weekly National Savings Deposits
 - 9.40 Office Weekly National Savings Withdrawals
 - 9.41 Remittances In/Day
 - 9.45 Office Weekly POs Encashed
 - 9.47 Office Weekly Remittances In/Product
 - 9.48 Office Weekly Remittances Out/Product
14. The following reports have been moved from Office Weekly to Office Daily; this matches the Office Daily menu:
 - 9.33 Office Weekly BT Bills
 - 9.37 Office Weekly Giro Deposits
 - 9.38 Office Weekly Giro Withdrawals
 - 9.39 Office Weekly National Savings Deposits
 - 9.40 Office Weekly National Savings Withdrawals
 - 9.41 Remittances In/Day
 - 9.42 Remittances Out/Day

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BES/OBCS

1. The table in section 3 has been annotated with the section references to the reports and receipts, and the list of relevant requirements updated. The annotations identify those items that have been agreed as not required.
2. Section 4.4.2 The definition of 'cut-off' has been revised.
3. Section 4.6 Section 4.1.3 has been moved to become 4.6.1.
4. Section 4.7 A note has been added:

[DN: This section will be updated once agreement between ICL Pathway and Horizon on this issue.]

5. Section 4.7.3 The section has been restructured so that it is clear that it covers training as well. A table shows which of the heading messages appear in which position on the two language versions.

In the BES section, the variable messages are included.

6. Section 5.1 The words 'or expired' have been added.
7. Section 5.1.2 A reference to the appropriate PPD has been added.
8. Section 5.1.4 The word 'customer' has been changed to 'cardholder' on the report and the definition.

The following note has been added. 'Cards that are past their expiry date are not included, but those that have not been collected within the specified period are.'

9. Section 5.2. A reference to the appropriate PPD has been added.
10. Section 5.3 The 2nd paragraph has been removed.
11. Section 5.3.1 The frequency has been changed to 'As required'.
12. Section 5.3.2 The final note has been reworded.
13. Section 5.4 The 2nd paragraph has been removed.
14. Section 5.4.1 The frequency has been changed to 'As required'.
15. Section 5.5.1 The section has been revised.
16. Section 5.5.2 Note 1 has been changed to say 'Optional'.
17. Section 5.6.1 This section has been amended to read 'As required'.
18. Section 5.7 A note has been added saying that this report can be used when for example reconciliation of a batch has been interrupted, since it shows the status of each card in the batch -notably those that have not been reconciled. If the status of all the cards in a batch was 'In transit' this would highlight that a batch had not yet been reconciled.

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19. Section 5.7.2 The first sentence has been removed.

20. Section 5.7.4 The examples have been reduced to just one.

A note has been added saying that 'In transit' denotes that delivery is imminent.

21. Section 5.8 The following words have been added:

'It can be used after an unexpected event to verify which cards have been activated, and which are yet to be issued, and so should still be in the outlet. The frequency has been changed to 'As required'.

The word 'customer' is changed to 'cardholder' on the report and the definition.

The following statuses have been removed: in-transit, impounded, unserviceable, stopped, missing, surplus and duplicate.

22. Section 6.5 The paragraph has been reworded to make it clear that the report is similar to the Card Impound Receipt, but with a different title.

23. Section 6.6 The paragraph has been reworded to make it clear that the report is similar to the Card Impound Receipt, but with a different title.

24. Section 6.7.4 Definitions have been added for: description, amount, due date, total sum, and continuation receipt information.

The dates have been changed to be at weekly intervals.

Messages have been added.

25. Section 6.8.4 Definitions have been added for: description, amount, due date, total sum, and continuation receipt information.

26. Section 6.9.4 The example has been changed to be the same preprinted slip as in the English example

The truncated statements in the examples of receipts used have been fixed.

Definitions have been added for: description, amount, due date, total sum, and continuation receipt information.

27. Section 6.10 The word 'slip' has been added at the end of the 2nd sentence.

28. Section 6.10.4 Definitions have been added for: description, amount, due date, total sum, and continuation receipt information.

The example has been changed to be the same pre-printed slip as in the English example.

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29. Sections 6.11 and 6.12 A note has been added explaining the availability of nil receipts.
30. Section 7.1.2 The section has been changed to say 'Optional'.
31. Section 9.18.2 The section has been revised to say that this report is optional, and to explain the date on the report.

The final paragraph has been removed.

32. Section 9.31.4 The example has been revised.

APS

1. Abbreviation of CAP has been corrected.
2. Welsh information has been included.
3. Section 4 The term 'mandatory' has been redefined to reflect that receipts are produced automatically by APS.
4. Section 4.7.1 The time used is Local time.
5. All receipts: Frequency has been changed to read: 'Per APS transaction within a customer session.'
6. All receipts: The following has been added to Sequence: 'Customer receipt followed by office copy.'
7. All Copy receipts: The word 'Office' has been added before Copy in heading.
8. Section 8.3 The header of receipt has been changed so that Post Office Counters Ltd is at the top, above the Office Name and FAD.
9. Section 8 Title has been changed to 'Automated Payment Service'.
10. Section 8.1 The generic layout includes all variations.
The Post Code of Post Office has been added as last line of address
Change field name of BP to *bp*
Duplicate has been added to table
11. Section 8.3 The Post Office address has been added. A note has been added to say that the date shown is that of the original transaction.
12. Section 8.10 The title has been changed to APS Recovery Office Copy Receipt.

The first paragraph has been replaced with:

'Recovery procedures are followed after a period of manual operation due to the unavailability of the Automated APS. Any transactions that have been recorded by hand, and so have no APS numbers, must be entered when the system is restored. The recovery receipt is then associated with its matching hand-written receipt.'

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'RECOVERY' has been replaced with 'FALLBACK'.

'Thankyou' has been removed.

13. A new receipt 'APS Crash Recovery Office Copy Receipt' has been added
14. Section 8.11 The table and layout have been made consistent.

EPOSS

1. Section 9.1: The second table has been removed.
2. Section 9.2: The term 'Product Id' has replaced 'item id'; the word 'Unit' has been inserted after Stock; a note has been added to say that there is no limit on the number of transactions.
3. Section 9.3: Add a note to say that the User and Declaration Ids are shown for reports from a Shared Stock Unit only, those from an ISU have nothing; and that the sequence is descending.

Add to Note that the values are totals of each denomination, and that the Total is thus a Total of totals.

4. Section 9.4: The reference is defined as the Transaction Id, and the summary is also 'totalled by volume and value'.
5. Section 9.5: An explanation of how the number of transactions per pre-printed slip is controlled, and how the office copies are produced. The sequence has been corrected, as has the diagram showing the print positions.
6. Section 9.7: The sequence has been inserted.
7. Section 9.11: A note has been added saying that transactions are also totalled by volume, value and value of fees.
8. Section 9.15: The sequence has been corrected.
9. Section 9.16: The sequence has been corrected.
10. Section 9.17: The sequence has been corrected, and the accounting nodes specified.
11. Section 9.21: The sequence has been corrected.
12. Section 9.22: The sequence has been corrected, and the example corrected to have valid Destination.
13. Section 9.23: The sequence has been corrected, and the layout of the report adjusted for clarity.
14. Section 9.24: The explanation has been corrected to say that the report is not a cut-off report, and the sequence corrected.
15. Section 9.27: The sequence has been corrected.

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16. Section 9.29: The sequence has been corrected.
17. Section 9.30: The title has been changed, and the sequence has been corrected.
18. Section 9.31: The explanation of the report has been improved.
19. Section 9.33: The sequence has been corrected.
20. Section 9.34: The sequence has been corrected.
21. Section 9.35: The explanation has been improved, and the accounting nodes specified.
22. Section 9.37, 9.38, 9.39, 9.40: The sequence has been corrected.
23. Section 9.41: The sequence has been corrected.
24. Section 9.46: The explanation of the report has been improved.
25. Section 9.49: The sequence has been corrected.
26. Section 9.49: The explanation of the report has been improved.
27. Section 9.50: The report explanation has been improved, the sequence corrected and the accounting nodes specified.
28. Section 9.54: The word 'Customer' has been added to the section title, and the example corrected.
29. Section 9.55: A note has been added to say when and how often the duplicates can be taken.
30. Section 9.56: The report has been amended to say that it is a reprint.
31. Section 9.57: A note has been added to say that it is a replica of the previous counters revenue schedule produced, and the example corrected to match 9.35.
32. Section 9.58: A note has been added to say that it is a replica of the previous office balance report produced.
33. Section 9.59: The sequence has been corrected, and a note has been added to say that it is a replica of the previous P&A P2311MA produced.
34. Section 9.60: The sequence has been corrected.
35. Section 9.61: The explanation of the report has been improved, and a reference added to the version of this report that is produced automatically when an inactive stock unit is rolled over.
36. Section 9.62: A note has been added to say that it is a replica of the previous SU balance report.
37. Section 9.63: The frequency has been corrected.

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- 38. Section 9.64, 9.65: A note has been added to say that it is automatically produced on completion of the remittance session.
- 39. Section 9.67: A note has been added to say that it is automatically produced on completion of the transfer session, and is not optional.
- 40. Section 9.68, 9.69: The frequency, and the sequence have been corrected.
- 41. Section 9.70: The explanation of the report has been improved.
- 42. Section 9.72: The frequency has been corrected and the format of the report changed.
- 43. Section 9.73: The explanation of the report has been improved.
- 44. Section 9.74: The explanation of the report has been improved.
- 45. Section 9.75: The explanation of the report has been improved.
- 46. Section 9.73, 9.74, 9.75: A note has been added to say that these reports are part of the stock balancing process.
- 47. Section 9.77: The explanation of the report has been improved.

Changes in version V2.5

- 1. The format of the BES Daily Cards Impounded and Daily PUNs Impounded reports have been revised, and sections 5 and 6 have been merged because the following BES reports have been removed as no longer required:

- Daily Cards Withdrawn
- Daily Card Counterfeits
- Daily Card Frauds
- Daily Temporary Tokens Impounded
- Daily Temporary Token Counterfeits
- Daily Temporary Token Frauds
- Weekly Cards Impounded
- Weekly Cards Withdrawn
- Weekly Card Counterfeits
- Weekly Card Frauds
- Weekly PUNs Impounded
- Weekly Temporary Tokens Impounded
- Weekly Temporary Token Counterfeits
- Weekly Temporary Token Frauds

- 2. The following reports have been added to the document:

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Office Weekly - Summary of BES Payments and Tokens Issued

Office Weekly - BES Receipts Batch Control Voucher

3. The Reference Data Accounting node populating each report is supplied. (Where this information is not yet known it will be supplied in a future version.)
4. The following notes have been added to Section 4:
 - Using print preview to work around printer problems with mandatory reports
 - Definition of the terms Mandatory and Cut-off
 - Conventions for the size of amount fields - entry and total; volume fields, and the use of trailing minus sign
 - How reversal transactions are represented
5. All reports have been revised to show consistently the correct use of the trailing minus sign.
6. Office details have been added to APS Customer Receipts.
7. Office copies of both Counter Daily Giro Deposits and Withdrawals, printed on the counter (tally roll) printer, have been added. It is intended that each Giro slip and its copy will be printed before the next slip is printed.
8. A note has been added to Counter Daily Giro Deposits saying the Account numbers have a maximum size of 9 characters.
9. The title of Counter Weekly Bus Tokens has changed to Counter Weekly Tickets and Travel, and Milk Tokens have been removed from it.
10. Counter Weekly Green/Violet Girocheques: The report has changed to show Volume and Value rather than Reference and Value; and a note has been added stating that the maximum number of entries is 250.
11. Counter Weekly Remittances In and Out reports: The length of the Product name has been corrected to 16 characters (from 13); and the date has been corrected to show the year as four digits (Year 2000 compliance).
12. Counter Weekly Rent Schemes: The field 'Session label' has been corrected to 'Transaction ID'.
13. Counter Weekly Transfer Summary: The explanation of the fields has been revised to clarify that source and destination stock units are shown.
14. Counter Weekly Transfers In and Transfers Out: The sequence of items on these reports has been corrected.
15. Office Balance report: The term 'Total Discrepancy' has been changed to 'Nett Discrepancy'.
16. Office Weekly Cash Flow: Monday has been added to the report.

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17. Office Weekly Counters Revenue: The layout of this report has been revised to reflect the current version.
18. Office Weekly Remittances In and Out: The explanation of the fields has been revised to clarify that the report provides a weekly total, and summary by source.
19. Office Weekly P2311 MA: The explanation has been revised to reflect that this report is not sent with the foils; and the report is not grouped by value.
20. Office Weekly Redeemed Stamps: This report has been revised to reflect the current version.
21. Office Weekly Remittances In (P) and Out (P): The explanations have been revised to clarify that items are in session number order.
22. Transaction Log: The transaction ID has been added.

Changes in previous versions

1. Welsh and English versions are included for all BES receipts.
2. The order in which the receipts and reports are listed has been changed to reflect their logical grouping.
3. The section 'Report Number' has been removed throughout the document because it provided no useful information.
4. The PUN has been removed in response to comments, on the grounds that it does not belong in this document. Accordingly the section numbering following the PUN section have been re-numbered.
5. Sections 7.1.5 (PUNs Impounded) and 7.3.5 (Cards Impounded) have both been revised to conform to section 4.1.1.6 of reference [2]. The specific change is to add 'Customer name' to the receipt, and for 7.1.5 to change 'PUN ID' to 'Card details'.
6. For the BES Receipts and Authority to Pay, the following fields have been corrected:
7. Cardholder name, Agent Name, Beneficiary or Payee name: 27 characters (alphabetic)
8. NINO: 2 (alphabetic), 6 (numeric)
9. The Clerk ID has been removed from all receipts. CP 1163 requested its removal from the BES receipts and for consistency this has been extended to all instances. A CP will be raised to document this action.
10. The two reports of 'Unsummarised Transactions', sections 10.6 and 10.17 have been removed, as they are not required.
11. The Weekly Unsummarised Report has been re-instated, it was removed in error.

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12. The Daily and Weekly Summary of BES Encashments have been revised.
 13. The layouts of the BES Daily reports have been revised to consistently include totals fields.
 14. The layouts of the BES Weekly reports have been revised to consistently include the card (or token) ID fields, rather than the Reason for Impound field.
 15. The following reports have moved from Office Daily to Office Weekly:
 - BT Bills (10.31)
 - National Savings Deposits (10.35)
 - National Savings Withdrawals (10.36)
 - Remittances In (10.37)
 - Remittances Out (10.38)

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0.7. Changes Forecast

1. The next version of this document will contain any errors that are identified by PinICL, and any omissions that are identified by CR (Horizon) or CP (ICL Pathway).
2. OBCS Stop List: Changes to this are being considered by Horizon and may require changes to the layout and specification.
3. There are a number of reports listed at reference [6] for which no cross-references have been identified. These transactions are reported in Miscellaneous Transactions report, section 7.20.

Horizon No	Title	Requirement
50	Mobile Phones	Not specified as required, therefore not provided in this document.
33	CARRS	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
37	Meals on Wheels	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
55	Sun Alliance	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
56	Sunrise	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
63	Quantum	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
64, 65	Rod Licensing	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
66	Travel Insurance	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
67	Bureau de Change	Not specified as required. Reported in Miscellaneous Transactions, 7.20.
80	National Lottery	Not specified as required. Reported in Miscellaneous Transactions, 7.20.

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1. Introduction

This document represents the target for Reports and Receipts produced at the counter for the Horizon System.

The document represents the definition of all the reports and receipts produced by the Horizon Office Platform System. It includes examples of each report and receipt.

It has been produced to allow Pathway and the Horizon to agree the following:

- the format of all styles of receipts within POCL including: VAT receipts; non-VAT receipts; the bi-lingual English/Welsh headers and footers; and duplicate receipts marked as such (R693)
- the format of: the daily report at outlet level; the summarisation of daily and weekly transaction vouchers at stock unit level; client daily summaries, including Girobank daily summaries, bi-lingual English/Welsh versions of receipts, duplicate receipts that are marked as such, Girobank and Postmaster Daily Record summaries, client stock unit and outlet level reports, report previews (R696)
- the plain paper summaries produced by EPOSS to provide contingency cover during and after roll out (R834)
- the various formatted outputs from EPOSS produced at each outlet including but not limited to the Cash Account and the Cash Flow Report (R818-2, R818-4)
- the format of the Outlet Balance Report with POCL (R808)

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2. *Scope*

Only those reports produced by the counter applications are included in this document. Reports produced by software at the correspondence servers or from the Horizon Host Systems are excluded.

Each report and receipt is described in a separate section within which are the following section headings:

Frequency: ad hoc, daily, weekly

Notes

Sequence: order of printed information

Layout and example content: fields, position, contents

Note: The actual text in reports may vary from the examples shown. For example, the Product Names can change.

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3. Catalogue of Reports and Receipts

The following table identifies those reports and receipts that were included in the list provided by the Horizon for which references have been identified in Schedule A15, and the SADD, and the ECCO+ Catalogue (references [2] and [5]).

Those reports and receipts for which no cross-references have been identified are listed in the Changes Forecast section as candidates for inclusion in later versions of this document.

Horizon No	Title	Section	Req'mnt	SADD	ECCO
1	APS Customer Receipt	6.1, 6.4, 6.6, 6.8, 6.12, 6.13, 6.14, 6.15	551, 693	4.1.2.7	3.2.2, 3.17.2, 3.21.2, 3.25.2
2	APS User Copy Receipt	6.1, 6.4, 6.6, 6.8	551	4.1.2.7	3.2.2
3, 4	APS Transaction Listing	6.12			3.7.2, 3.18.2
5	APS Recovery/Re-input	6.10, 6.11			3.18.2, 3.19.2
32	OBCS Stop List	5.1	899	4.1.4.2.2	
33	CARRS	7.20			
34	Council Tax	7.77			
37	Meals on Wheels	7.20			
38, 39	Counters Revenue	7.38			4.13.2
40	MVL - V10	7.15			3.12.2
41	MVL - V11	7.16			3.12.2
55	Sun Alliance	7.20			
56	Sunrise	7.20			
57, 58	Telephone Bills	7.2, 7.28			3.12.2
59, 60	TV Licensing	7.76			
63	Quantum	7.20			
64, 65	Rod Licensing	7.20			

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Horizon No	Title	Section	Req'mnt	SADD	ECCO
66	Travel Insurance	7.20			
67	Bureau de Change	7.20			
68	Other Receipts	7.20			3.17.2
71	Revaluation - session receipt	7.68			3.6.2
72, 73, 74, 75	Non Accounting Data	7.66	838	4.1.3.3.4.2	4.12.2
76, 77	Saving Stamps Redeemed	7.43, 7.56			4.13.2
80	National Lottery	7.20			
81	Other Payments	7.20			4.13.2, 4.13.2
82, 83, 84, 85	Pensions , Allowances	7.18, 7.40, 7.41, 7.55			3.12.2, 4.13.2
86, 87	Postal Orders Encashed	7.19, 7.42			3.12.2, 4.13.2
88	Other Bank Cheques - CRU and DPC	7.11			3.12.2
90	Dormant Roll - SU report	7.57			4.5.2
91	Stock Unit Balance	7.57, 7.58		4.1.3.3.2.8.1	
92	Stock Unit Balance - snapshot	7.59		4.1.3.3.2.8.1	
93, 94	Declaration - cash	7.69		4.1.3.3.2.8.2	3.8.2
95	Declaration - stamps	7.71		4.1.3.3.2.8.2	3.8.2
96	Declaration - stock	7.70		4.1.3.3.2.8.2	3.8.2
97	EPOSS session receipt	7.51	551, 693	4.1.3.1.19	3.3.2
98	EPOSS session receipt - duplicate	7.52	693	4.1.3.1.20	

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Horizon No	Title	Section	Req'mnt	SADD	ECCO
99, 100	Event log	7.65			3.14.2, 4.31.2
101, 102	Transaction log	7.64			3.7.2, 4.10.2
103	Transfer In - session receipt	7.62		4.1.3.3.2.6. 3	3.13.2
104	Transfer Out - session receipt	7.63		4.1.3.3.2.6. 2	3.13.2
105	Transfer In - Totals	7.26		4.1.3.3.2.6. 3	3.13.2
106	Transfer Out - Totals	7.27		4.1.3.3.2.6. 2	3.13.2
107	Transfer Totals	7.25, 7.49			4.7.2
108	Transfer Reconciliations	7.48			4.7.2
109	Remittance In - session receipt	7.60		4.1.3.3.2.7. 1	
110	Remittance Out - session receipt	7.61		4.1.3.3.2.7. 2	
111	Remittance In - detail	7.21		4.1.3.3.2.7. 1	3.13.2
112	Remittance Out - detail	7.22		4.1.3.3.2.7. 2	3.13.2
113	Remittance Out-Totals	7.23		4.1.3.3.2.7. 2	3.13.2
114	Remittance In - Totals	7.23		4.1.3.3.2.7. 1	3.13.2
115, 117	Remittance In	7.44			4.7.2
116, 118	Remittance Out	7.45			4.7.2
119	Office Balance - snapshot	7.36	808	4.1.3.3.4.1	3.11.2, 4.8.2
121	Cash Account	7.66	819, 834	4.1.3.3.4	4.9.2
122	Reference Data -	7.50			4.25.2,

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Horizon No	Title	Section	Req'mnt	SADD	ECCO
	listing				4.44.2
123	Sales Report	7.46			4.16.2
124	Reference Data - update	7.50			4.25.2, 4.44.2
125	ONCH - office	7.37	814	4.1.3.3.2.8.3	3.9.2, 4.14.2
126	Adjust Value Stock/MoPs	On screen display.			3.6.2
17	User Events	7.74			
18	User History	7.72			
19	User Summary	7.73			
35	Rent Schemes	7.12			
42, 43, 44, 45, 46	Postmasters Daily Record - Deposits Counter Daily Giro Deposits	7.5, 7.6, 7.30			
47, 48, 49	Postmasters Daily Record - Withdrawals Counter Daily Giro Withdrawals	7.7, 7.8, 7.31			
51, 52	National Savings - Deposits	7.9, 7.32			
53, 54	National Savings - Withdrawals	7.10, 7.33			
61, 62	UKPA Passports	7.13, 7.29			
36	Travel Schemes Tickets and Travel	7.14			
69, 70	Suspense Account	7.47			
78, 79	Green/Violet Girocheques	7.17, 7.39			
89	Cheque List	7.4			

4. General

4.1 Printers

4.1.1 Counter Printer

The counter printer is used to print receipts and reports on a tear-off paper roll. The maximum line length is 42 character positions.

4.1.1.1 Headers and footers

The headers and footers are included in the main sections.

4.1.1.2 Printer Characteristics

Version 2.13 of the counter printer firmware contains a modified version of Code Page 850 which contains all the accented characters required in Welsh.

The characteristics defined (in reference [7]) are as follow:

Characteristic	Setting
Font	IBM/Epson
Zero	Unslashed
Line pitch	8 lpi
Character pitch	17.1 cpi

4.1.1.3 Counter Printer Tear-Off

The distance from the top of a pre-printed form is 0.06".

The distance from the tear-off position to the first printed line on the till roll is 0.07".

The minimum distance is 0.625" between the last printed line and either:

- The bottom of a pre-printed slip
- The tear-off position on the till roll

4.1.1 Office Printer

Office printers use A4 sheets with a maximum line length of 80 characters. The font is Courier, 15cpi.

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4.2 Duplicate Receipts

Duplicate receipts are marked with the word 'Duplicate' and as many as are needed can be taken immediately after the original receipt.

4.3 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.

4.4 Definition of Terms

4.4.1 Mandatory

The term mandatory is used for reports that must be taken in order for a Stock Unit Balance to be completed and rolled over to the next balance period or CAP. If there are outstanding mandatory reports, the stock unit will not be able to be balanced and to roll-over to the next period. 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 pre-viewing 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, it will display a list of all the outstanding summaries with those that are mandatory clearly identified.

Similarly, those Office reports identified as mandatory must be taken before the office can be rolled over to the next Cash Account Period. However, the system will allow the user to proceed without printing the report. Such reports can be previewed and subsequently taken as reprints, in order to capture all the transactions.

4.1.1.4 APS Receipts

Note that APS receipts are produced automatically as part of the transaction. Thus the term 'mandatory' when applied to APS has this meaning.

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4.4.2 *Cut-off*

Stock Units

The term cut-off means that the clerk must touch the Cut-off button after taking 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.

Cut-off is automatic for all transactions in a stock unit when a roll-over (CAP or BP) is performed. Otherwise the clerk must touch the cut-off button.

Office

The following Office reports are not populated until the Stock unit cut-off reports are taken:

Office Daily: Giro Deposits, Giro Withdrawals, NS Deposits, NS Withdrawals, BT Bills, UKPA.

Office Weekly: Green/Violet Giros, POs Encashed.

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

4.4.3 *Time on Reports and Receipts*

All times shown on reports and receipts are *local* time.

4.4.4 *Customer*

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

4.5 *Field Alignment*

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

4.6 *Preview Facility*

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

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

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4.6.1 Dealing with Mandatory Reports when there are Printer Problems

If a clerk has to produce a mandatory report, but the printer is not working, the clerk can proceed by using the preview facility (transcribing any necessary information) and taking the printed report later when the printer is working.

4.6.2 Times in Reports and Receipts

Please note that the time printed on reports or receipts are *local times*. That is they are either GMT or BST, as appropriate.

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4.6.3 Training Mode Reports

There are ways in which training reports are labelled as such, depending on the type of report:

- Giro slips have 'Training' printed in a repeating diagonal pattern across the slip
- Tally roll reports have 'Training' printed at the top of the report
- A4 reports have 'Training' printed in a repeating diagonal pattern in the background of the report

4.6.4 Training Mode Receipts

These receipts all have the following printed in the centre at the top, for both English and English and Welsh versions:

** Training Mode **

4.7 Conventions for Amounts, Volumes, and Signs

4.7.1 Amounts

The standard field sizes for amounts are as follow:

for a transaction entry the maximum is 9,999,999.99-
for a summary or total entry the maximum is 99,999,999.99-
for a summary of summaries (total of totals) the maximum is
999,999,999.99-

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

There is no currency symbol on any APS or EPOSS report or receipt.

4.7.2 Volumes

The standard field size for a volume (a quantity) is 99,999.

4.7.3 Signs

Signs (negative) are 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. The exception is that negative sign is always used on customer receipts.

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4.7.4 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' – except for Milk Tokens on Green Giro reports
- 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.

For the Cash Account zeroes are suppressed apart from entries in Table 12, which must print as '0.00' for values, and '0' for volumes.

4.8 By User Reports

The following reports are available from the By User button:

- BT Bills
- APS Transactions
- OB Cheques
- Cheques Listing
- P+A Weekly
- Green Giro
- POs Paid
- DVLA10
- DVLA11
- UKPA
- National Savings Deposits
- National Savings Withdrawals
- Rent Schemes
- Travel Schemes
- Council Tax Schemes
- OB Cheque to CRU
- OB Cheque to DPC

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The reports all have the same layouts as the normal counter report, but with addition of the words 'By User' and the user name to the report title. For example, the By User BT Bills report title is:

By User BT Bills: CLERK1

In addition to the list above, the following reports are available by User:

- Counter Daily Cash on Hand
- Counter Weekly Remittances In
- Counter Weekly Remittances Out
- Counter Weekly Remittances Summary
- Counter Weekly Transfer Summary
- Counter Weekly Transfers In
- Counter Weekly Transfers Out

4.9 Office Reports

Office reports can be taken at any time during the week. However, those listed below rely on the stock unit cut-off reports being taken in order to populate the office report:

- Office Daily Giro Deposits
- Office Daily Giro Withdrawals
- Office Daily NS Deposits
- Office Daily NS Withdrawals
- Office Daily BT Bills
- Office Daily UKPA
- Office Weekly Green/Violet Giros
- Office Weekly POs Encashed

4.10 Access to Reports

The Horizon OPS Menu Hierarchy – Release 2, SD/SPE/016 details the controls on accessing functions, including reports, in the *Access Control Diagram*.

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4.11 Representing Products in Examples

Product names are driven by POCL 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.

4.12 Session and Transaction IDs

Both session and transaction ids have a format of:

n-nnnnnn-n

The last segment is usually a single digit, but can be three digits. This suffix changes for each transaction. The middle segment is the same for all transactions within the same session.

Receipts show the session id which always ends in '-1'.

Transaction ids are the same format, but do not necessarily follow on in sequence from the session id.

Both session and transaction ids are unique.

Transaction ids are shown in the Transaction Log report – the session id is not, even when it is used to specify for which session transactions are reported.

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5. Order Book Control Service

5.1 System Stop List Report

5.1.1 Purpose

The System Stop List notes the stops and recalls for bar-coded order books.

5.1.2 Frequency

This report is printed at the close of business each Wednesday. It must be stored, and referred to in the event of fallback, as per the *Counter Operations Manual*.

5.1.3 Notes

Optional.

5.1.4 Sequence

Customer Reference Number.

5.1.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	[current time/date]			
02	OFFICE CODE [fadcode]			
03	OBCS Stop List			
04				
05				
06	CRN	Issue No.	CPP Type	Date
07	NW806088C	01	151 Stop	
08				
09	NW806088C	11	151 Recall	29-Sep-1997
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.

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Field Name	Character Position	Line Number	Contents
CRN	1-10	07 and after	Customer Reference Number: NINO, Child Benefit, Family Credit Temporary Number are each grouped separately
Issue No.	16-18	07 and after	Book Issue Number
CPP	23-26	07 and after	Common Payment Package
Type	27-33	07 and after	Type: Stop or Recall

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6. Automated Payment Service (APS)

6.1 APS Receipts Layout for Magnetic Card and Bar Code

Note: The Welsh header and footer apply, but are omitted for clarity in subsequent examples. When issued from a Welsh office, the receipts will have both Welsh and English text; when from an English office they will only have the English text.

		1	2	3	4
		123456789012345678901234567890123456789012			
01	01	Cownteri Swyddfa'r Post Cyf.			
02	02	Post Office Counters Ltd			
03	03				
04	04	dd/mm/yyyy hh:mm CAP:ca BP:ba SU:sun			
05	05	00000000000000000000000000000000 FAD: ffffffff			
06	06	address 1			
07	07	address 2			
08	08	address 3			
09	09	Postcode			
10	10	message 1			
11	11	message 2			
12	12	message 3			
01	13	Checksum: xxxxx			
02	14	APS No: ccssss			
03	15	Client: 11111111111111111111111111111111			
04	16	Scheme: eeeeeeeeeeeeeeeeeeeeeeeeeee Svc: vvvv			
05	17	Token Type: tttttttt Entry: nnn			
06	18	Ref: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn			
07	19	Amount: £999999.99s ppppppppppppppppppppp			
08	20				
01	21	Nid Derbynnneb TAW yw hon			
02	22	This is not a VAT receipt			
03	23	-----			
04	24				
05	25				
		1	2	3	4
		123456789012345678901234567890123456789012			

The receipt as shown above has three sections:

Lines 01 - 12 are the header section.

Lines 13 - 20 are the body section.

Lines 21 - 25 are the footer section.

The numbers to the extreme left are line numbers relative to the start of each section in the report definition.

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Header and Footer

Field	Field value Character Position	Relative Line No.	Line No.	Content
Welsh Header		01	01	Cownteri Swyddfa'r Post Cyf., or blank
Header		02	02	Post Office Counters Ltd
Date	1-17	04	04	Date and time: dd/mm/yyyy hh:mm
CAP	26-27	04	04	Current CAP ca
BP	33-34	04	04	Current Balance Period ba
SU	40-42	04	04	Stock unit sun
Office Name	1-29	05	05	Post Office name, 29 characters: oooooooooooooooooooooooooooo
FAD	36-42	05	05	Office (FAD) code: ffffff
address 1,2,3		06 - 08	06 - 08	Post Office address address1, 2, 3.
postcode		09	09	Post Office post code: fffffff
message 1	12	10	10	Blank or REVERSAL
message 2	12	11	11	blank or *** Office Copy - Retain ***
message 3	12	12	12	blank or DUPLICATE
Footer (Welsh)		02	25+n	Nid Derbynnneb TAW yw hon or blank
Footer (English)		03	26+n	This is not a VAT receipt

The header section is common to all smart card receipts.

Body

Field	Field value Character Position	Relative line No.	Line No.	Content
Checksum	11-15	01	13	5 character composite checksum value. ¹ (xxxxx)
APS No	9-14	02	14	6 digit APS identifier, system generated in the form <i>ccssss</i> , where <i>cc</i> is the counter id, and <i>ssss</i> is the AP transaction sequence number. ¹
Client name	9-38	03	15	30 character client account name, from Token Reference Data (POCL), <CN> field: 11111111111111111111111111111111

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[illegible]

Notes:

1. The values in these fields will contribute to the composite checksum and will be checked, on input by the clerk, against the checksum.
2. The use of the checksum in recovery situations is described in the CSR+ APS PPD. The checksum allows the validation of the data input during the recovery.

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6.2 APS Customer Receipt - Magnetic Card

6.2.1 Purpose

This is the APS customer receipt for the session.

6.2.2 Frequency

Per APS transaction within a customer session.

6.2.3 Notes

Issued for each transaction, a Copy receipt is also issued automatically.

Mandatory.

6.2.4 Sequence

Chronological order of entry. The customer receipt is printed first, then the office copy receipt.

6.2.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office	FAD: 123456X		
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10				
11				
12				
13	Checksum: 90628			
14	APS No: 010059			
15	Client: NORWEB			
16	Scheme: Norweb - Budget		Svc: 0	
17	Token Type: MC		Entry: 2	
18	Ref: 6331801325647009138			
19	Amount: 5.00		Cash	
20				
21				
22				
23	Nid Derbynnneb TAW yw hon			
24	This is not a VAT receipt			
25	-----			
26				

1	2	3	4
---	---	---	---

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123456789012345678901234567890123456789012

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6.3 APS Office Copy Receipt - Magnetic Card

6.3.1 Purpose

This is the office copy of the APS customer receipt for the session.

6.3.2 Frequency

Per APS transaction within a customer session.

6.3.3 Notes

The Copy receipt is issued automatically with the Customer receipt.

6.3.4 Sequence

Chronological order of entry.

The customer receipt is printed first, then the office copy receipt.

6.3.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office	FAD: 123456X		
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10				
11	*** Office Copy - Retain ***			
12				
13	Checksum: 90628			
14	APS No: 010059			
15	Client: NORWEB			
16	Scheme: Norweb - Budget		Svc: 0	
17	Token Type: MC		Entry: 2	
18	Ref: 6331801325647009138			
19	Amount: 5.00		Cash	
20				
21				
22				
23	Nid Derbynnneb TAW yw hon			
24	This is not a VAT receipt			
25	-----			
26				
27				

1	2	3	4
---	---	---	---

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123456789012345678901234567890123456789012

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6.4 APS Customer Receipt - Bar Code

6.4.1 Purpose

This is the APS customer receipt for the session.

6.4.2 Frequency

Per APS transaction within a customer session.

6.4.3 Notes

Issued for each transaction, a Copy receipt is also issued automatically.
Mandatory.

6.4.4 Sequence

Chronological order of entry.

The customer receipt is printed first, then the office copy receipt.

6.4.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office	FAD: 123456X		
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10				
11				
12				
13	Checksum: 90628			
14	APS No: 010060			
15	Client: Eastern Electricity			
16	Scheme: EE MthBill	Svc: 8		
17	Token Type: BC	Entry: 0		
18	Ref: 6331801325647009138			
19	Amount: 98.76	Cash		
20				
21				
22				
23	Nid Derbynnneb TAW yw hon			
24	This is not a VAT receipt			
25	-----			
26				

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1 2 3 4
123456789012345678901234567890123456789012

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6.5 APS Office Copy Receipt - Bar Code

6.5.1 Purpose

This is the office copy of the APS customer receipt for the session.

6.5.2 Frequency

Per APS transaction within a customer session.

6.5.3 Notes

The Copy receipt is issued automatically with the Customer receipt.

6.5.4 Sequence

Chronological order of entry.

The customer receipt is printed first, then the office copy receipt.

6.5.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office	FAD: 123456X		
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10				
11	*** Office Copy - Retain ***			
12				
13	Checksum: 90628			
14	APS No: 010060			
15	Client: Eastern Electricity			
16	Scheme: EE MthBill		Svc:	8
17	Token Type: BC		Entry:	0
18	Ref: 6331801325647009138			
19	Amount: 98.76 Cash			
20				
21				
22				
23	Nid Derbynnneb TAW yw hon			
24	This is not a VAT receipt			
25	-----			
26				
	1	2	3	4
	123456789012345678901234567890123456789012			

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6.6 APS Customer Receipt – Manual

6.6.1 Purpose

This is the APS customer receipt for the session.

6.6.2 Frequency

Per APS transaction within a customer session.

6.6.3 Notes

Transaction details are entered manually if there are problems using the two forms of automatic entry: Card reader or Bar Code scanning. The receipt is issued for each transaction, a Copy receipt is also issued automatically.

6.6.4 Sequence

Chronological order of entry. The customer receipt is printed first, then the office copy receipt.

6.6.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office		FAD: 123456X	
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10				
11				
12				
13	Checksum: 90628			
14	APS No: 010058			
15	Client: Eastern Electricity			
16	Scheme: EE MthBill		Svc: 8	
17	Token Type: BC		Entry: 1	
18	Ref: 6331801325640003333			
19	Amount: 5.00		Cash	
20				
21				
22				
23	Nid Derbynnneb TAW yw hon			
24	This is not a VAT receipt			
25	-----			
26				

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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.

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6.7 APS Office Copy Receipt – Manual

6.7.1 Purpose

This is the office copy of the APS customer receipt for the session.

6.7.2 Frequency

Per APS transaction within a customer session.

6.7.3 Notes

Manual entry is used if there are problems using the two forms of automatic entry: Card reader or Bar Code scanning. The Copy receipt is issued automatically with the Customer receipt.

6.7.4 Sequence

N/A

6.7.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office	FAD: 123456X		
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10				
11	*** Office Copy - Retain ***			
12				
13	Checksum: 90628			
14	APS No: 010058			
15	Client: Eastern Electricity			
16	Scheme: EE MthBill		Svc: 8	
17	Token Type: BC		Entry: 1	
18	Ref: 6331801325640003333			
19	Amount: 5.00		Cash	
20				
21				
22				
23	Nid Derbynnneb TAW yw hon			
24	This is not a VAT receipt			
25	-----			
26				

	1	2	3	4
	123456789012345678901234567890123456789012			

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6.8 APS Customer Receipt - Reversal

6.8.1 Purpose

This is the APS customer receipt for the session.

6.8.2 Frequency

Per APS transaction within a customer session.

6.8.3 Notes

Issued for each reversal transaction.

6.8.4 Sequence

Chronological order of entry. The customer receipt is printed first, then the office copy receipt.

6.8.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office	FAD: 123456X		
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10	REVERSAL			
11				
12				
13	Checksum: 90628			
14	APS No: 010058010057			
15	Client: Eastern Electricity			
16	Scheme: EE MthBill	Svc: 8		
17	Token Type: BC	Entry: 1		
18	Ref: 6331801325640003333			
19	Amount: 5.00- Cash			
20				
21				
22				
23	Nid Derbynnneb TAW yw hon			
24	This is not a VAT receipt			
25	-----			

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26	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.

6.9 APS Office Copy Receipt – Reversal

6.9.1 Purpose

This is the office copy of the APS customer receipt for the session.

6.9.2 Frequency

Per APS transaction within a customer session.

6.9.3 Notes

Issued for each reversal transaction.

6.9.4 Sequence

Chronological order of entry. The customer receipt is printed first, then the office copy receipt.

6.9.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office	FAD: 123456X		
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10	REVERSAL			
11	*** Office Copy - Retain ***			
12				
13	Checksum: 90628			
14	APS No: 010058010057			
15	Client: Eastern Electricity			
16	Scheme: EE MthBill	Svc: 8		
17	Token Type: BC	Entry: 1		
18	Ref: 6331801325640003333			
19	Amount: 5.00-	Cash		
20				
21				

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22	
23	Nid Derbynnneb TAW yw hon
24	This is not a VAT receipt
25	-----
26	
27	

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.

6.10 APS Recovery Office Copy Receipt

6.10.1 Purpose

This is the office copy of the APS receipt for the session.

6.10.2 Frequency

Ad hoc.

6.10.3 Notes

Recovery procedures are followed after a period of manual operation due to the unavailability of the automated APS. Any transactions that have been recorded by hand, and so have no APS transaction IDs, must be entered when the system is restored. The recovery receipt is then associated with its matching hand written receipt. This receipt is for the clerk, not for the customer.

6.10.4 Sequence

Chronological order of entry.

6.10.5 Example content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03				
04	23/09/1998 10:47	CAP:02	BP:01	SU:SH1
05	Feltham Post Office		FAD: 123456X	
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	TW1 3DD			
10	RECOVERY			
11	*** Office Copy - Retain ***			
12				
13	Checksum: 90628			
14	APS No: 010056			

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```

15 Client: Eastern Electricity
16 Scheme: EE MthBill           Svc: 8
17 Token Type: BC              Entry: 1
18 Ref: 6331801325640003333
19 Amount: 5.00 Cash
20
21
22
23 Nid Derbynneb TAW yw hon
24 This is not a VAT receipt
25 -----
26

```

```

          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.

6.11 APS Fallback Recovery Office Copy Receipt

6.11.1 Purpose

This is the office copy of the APS receipt for the session.

6.11.2 Frequency

Ad hoc.

6.11.3 Notes

This receipt is produced when transactions have been previously entered onto the system, but lost through a system crash, are re-entered when the system is restored. The transaction date is that of the original transaction.

This receipt is for the clerk, not for the customer.

6.11.4 Sequence

Chronological order of entry.

6.11.5 Example content

```

          1          2          3          4
123456789012345678901234567890123456789012
01 Cownteri Swyddfa'r Post Cyf.
02 Post Office Counters Ltd
03
04 23/09/1998 10:47 CAP:02 BP:01 SU:SH1
05 Feltham Post Office FAD: 123456X
06 1, The Walkway
07 Kings Parade
08 Feltham
09 TW1 3DD

```

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```

10          RECOVERY
11      *** Office Copy - Retain ***
12
13      Checksum: 90628
14      APS No: 010056
15      Client: Eastern Electricity
16      Scheme: EE MthBill          Svc: 8
17      Token Type: BC              Entry: 1
18      Ref: 6331801325640003333
19      Amount: 5.00    Cash
20
21      . . .
23          Nid Derbynneb TAW yw hon
24          This is not a VAT receipt
25      -----
26

```

1 2 3 4
12345678901234567890123456789012

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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Header and Footer

Field	Field value Character Position	Relative Line No.	Line No.	Content
Welsh Header		02	01	Cownteri Swyddfa'r Post Cyf., or blank
Header		02	02	Post Office Counters Ltd
Date	1-17	04	04	Date and time: dd/mm/yyyy hh:mm
CAP	26-27	04	04	Current CAP
BP	33-34	04	04	Current Balance Period ba
SU	40-42	04	04	Stock unit sun
Office Name	1-29	05	05	Post Office name, 29 characters: oooooooooooooooooooooooooooo
FAD	36-42	05	05	Office (FAD) code: ffffff
address 1,2,3		06 - 08	06 - 08	Post Office address: address1, 2, 3.
postcode		09	09	Post Office post code: fffffff
message 1	12	10	10	Blank or REVERSAL
message 2	12	11	11	blank or *** Office Copy - Retain ***
message 3	12	12	12	blank or DUPLICATE
Footer (Welsh)		02	25+n	Nid Derbynnneb TAW yw hon, or blank
Footer (English)		03	26+n	This is not a VAT receipt

The header section is common to all smart card receipts.

Body

Field	Field value Character Position	Relative Line No.	Line No.	Content
Checksum	11-42	01	14	This field contains the composite checksum value for the receipt. ⁴ xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
APS No	9-14	02	15	6 digit APS identifier, system generated in the form <i>ccssss</i> , where <i>cc</i> is the counter id, and <i>ssss</i> is the AP transaction sequence number. ⁴
Client name	9-38	03	16	30 character client account name, from Token Reference Data (POCL), <CN> field. 11111111111111111111111111111111
Scheme	9-32	04	17	The first 24 characters of the

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				scheme name from Token Reference Data (POCL), <TN> field. eeeeeeeeeeeeeeeeeeee
Token Type	13-20	05	18	8 character token type: MC for magnetic card; BC for bar code; QM for Quantum; WC for Watercard, SPM for Simple Payment Module. ⁴
Entry	40-42	05	18	Entry: 3 character code for method of entry: 3 = smart card
Ref1	7-26	06	19	Up to 20 character card client Id from the smart card. ^{1&4} nnnnnnnnnnnnnnnnnnnn
Ref2	7-36	07	20	Up to 30 character customer reference from smart card. ^{2&4} qqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq
Amount	9-18	08	20	8 digit amount, entered manually, with the format: 999999.99 which is the credit added to the smart card. ⁴
Mop	23-42	08	21	20 character method of payment: Cash Cheque
SC1 - SCn	card specific	09-10+n	22-23+n	Card-specific entries. ^{3&4}

Notes:

1. Ref1 will contain the Client ID. This is used along with the token type indirectly to match against the validation object to identify the token.
2. Ref2 will contain the customer reference.
3. SC1 - SCn will be definable by the specific card. Both the values and the field names will be definable.
4. The values in these fields will contribute to the composite checksum and will be checked, on input by the clerk, against the checksum.
5. The use of the checksum in recovery situations is described in the CSR+ APS PPD. The checksum allows the validation of the data input during the recovery.
6. Each smart card has separate limits on the amount, and these are imposed during validation when the amount is input by the clerk. So, although theoretically, the amount on the receipts is the same for all including smart, the software imposes checks which would prevent this theoretical limit being used for the currently supported smart cards.

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6.13 Specific receipt for SPM

6.13.1 Purpose

This is the APS customer receipt for the session.

6.13.2 Frequency

Per APS transaction within a customer session.

6.13.3 Notes

Issued for each transaction, a Copy receipt is also issued automatically.
Mandatory.

6.13.4 Sequence

Chronological order of entry. The customer receipt is printed first, then the office copy receipt.

6.13.5 Example content

Note: The Welsh header and footer apply, but are omitted for clarity.

		1	2	3	4
		123456789012345678901234567890123456789012			
01	01				
02	02				
03	03				
04	04				
05	05				
06	06				
07	07				
08	08				
09	09				
10	10				
11	11				
12	12				
01	13				
02	14				
03	15				
04	16				
05	17				
06	18				
07	19				
08	20				
09	21				
10	22				
01	23				
02	24				
03	25				

Post Office Counters Ltd
dd/mm/yyyy hh:mm CAP:ca BP:ba SU:sun
00000000000000000000000000000000 FAD: fffffff
address 1
address 2
address 3
Postcode
Message 1
Message 2
Message 3
Checksum: xxxxxxxxxx
APS No: ccssss
Client: 11111111111111111111111111111111
Scheme: eeeeeeeeeeeeeeeeeeeeeeeeeee
Token Type: tttttttt Entry: nnn
Ref1: nnn
Ref2: qqqqqqqqqqqqqq
Amount: 999999.99 ppppppppppppppppppppp
Meter Number: mmmmmmmmmmmmmmmmmmmmm
Volume on Card: gggg Region: rrr
This is not a VAT receipt

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04	26	-----
05	27	
		1 2 3 4
		12345678901234567890123456789012

The receipt as shown above has three sections:

Lines 01 - 12 are the header section.

Lines 13 - 22 are the body section.

Lines 23 - 27 are the footer section.

The numbers to the extreme left are line numbers relative to the start of each section in the report definition.

The heavy shaded area is the SPM-specific area of the receipt body.

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Notes:

1. Ref1 will contain the Client ID. This is used along with the token type indirectly to match against the validation object to identify the token.
2. Ref2 will contain the customer reference.
3. The values in these fields will contribute to the composite checksum and will be checked, on input by the clerk, against the checksum.
3. The use of the checksum in recovery situations is described in the CSR+ APS PPD. The checksum allows the validation of the data input during the recovery.

6.13.6 SPM Example Receipt

Post Office Counters Ltd.	
11/04/1999 12:00	CAP:01 BP:01 SU:US1
Kidsgrove Post Office	FAD: 123456X
1, The Walkway	
High Street	
Kidsgrove	
ST7 1AB	
*** Office Copy - Retain ***	
Checksum: 2631788903	
APS No: 010001	
Client: Classical Gas Company Ltd	
Scheme: Gas for all	
Token Type: SPM	Entry: 3
Ref1: 5	
Ref2: 9876543210123	
Amount: 15.75	Cash
Meter Number: 9988776655443	
Volume on Card: 1200	Region: 123
This is not a VAT receipt	

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

6.14 Specific receipt for WaterCard

6.14.1 Purpose

This is the APS customer receipt for the session.

6.14.2 Frequency

Per APS transaction within a customer session.

6.14.3 Notes

Mandatory. Issued for each transaction, a Copy receipt is also issued automatically.

6.14.4 Sequence

Chronological order of entry. The customer receipt is printed first, then the office copy receipt.

6.14.5 Example content

Note: The Welsh header and footer apply, but are omitted for clarity.

	1	2	3	4
	123456789012345678901234567890123456789012			
01	01			
02	02			
03	03			
04	04			
05	05			
06	06			
07	07			
08	08			
09	09			
10	10			
11	11			
12	12			
01	13			
02	14			
03	15			
04	16			
05	17			
06	18			
07	19			
08	20			
09	21			
10	22			
01	23			
02	24			
03	25			

Post Office Counters Ltd

dd/mm/yyyy hh:mm CAP:ca BP:ba SU:sun
00000000000000000000000000000000 FAD: fffffff
address 1
address 2
address 3
Postcode
message 1
message 2
message 3
Checksum: xxxxxxxxx
APS No: ccssss
Client: 11111111111111111111111111111111
Scheme: eeeeeeeeeeeeeeeeeeeeeee
Token Type: tttttttt Entry: nnn
Ref1: nnnn
Ref2: qqqqqqqqqqqqqqqqqq
Amount: 9999.99 pppppppppppppppppppp
Meter Number: mmmmmmmmm
Credit on Card: 9999.99

This is not a VAT receipt

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04	26	-----
05	27	
		1 2 3 4
		12345678901234567890123456789012

The receipt as shown above has three sections:

Lines 01 - 12 are the header section.

Lines 13 - 22 are the body section.

Lines 23 - 27 are the footer section.

The numbers to the extreme left are line numbers relative to the start of each section in the report definition.

The heavy shaded area is the WaterCard-specific area of the receipt body.

Body

Field	Field value Character Position	Relative line No.	Line No.	Content
Checksum	11-19	01	13	9 character composite checksum value. ³ xxxxxxxxx
APS No	9-14	02	14	6 digit APS identifier, system generated in the form <i>ccssss</i> , where <i>cc</i> is the counter id, and <i>ssss</i> is the AP transaction sequence number. ³
Client name	9-38	03	15	30 character client account name, from Token Reference Data (POCL), <CN> field. 1111111111111111111111111111111111
Scheme	9-32	04	16	The first 24 characters of the scheme name from Token Reference Data (POCL), <TN> field. eeeeeeeeeeeeeeeeeeeeeeeeeeee
Token Type	14-15	05	17	WC. ³
Entry	40-42	05	17	3 character code for method of entry: 3 = smart card
Ref1	7-10	06	18	4 character Card Client ID from smart card. ^{1&3} nnnn
Ref2	7-22	07	19	16 character customer reference number from smart card. ^{2&3} pppppppppppppppppppppp
Amount	9-16	08	20	6 digit amount, entered manually, with the format: 9999.99 which is the credit added to the smart card. ³
Mop	23-42	08	20	20 character method of payment: Cash

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				Cheque
Meter Number	15-22	09	21	8 character meter identifier from smart card. ³ mmmmmmmm
Credit on Card	17-23	10	21	6 digit amount with the format: 9999.99 which is the total credit now held on the smart card. ³

Notes:

1. Ref1 will contain the Client ID. This is used along with the token type indirectly to match against the validation object to identify the token.
2. Ref2 will contain the customer reference.
3. The values in these fields will contribute to the composite checksum and will be checked, on input by the clerk, against the checksum.
4. The use of the checksum in recovery situations is described in the CSR+ APS PPD. The checksum allows the validation of the data input during the recovery.

6.14.6 Watercard Example Receipt

```

Post Office Counters Ltd.

12/04/1999 12:00    CAP:01  BP:01  SU:US1
Kidsgrove Post Office    FAD: 123456X
1, The Walkway
High Street
Kidsgrove
ST7 1AB

*** Office Copy - Retain ***

Checksum: 864543012
APS No: 010002
Client: Kalahari Water Ltd
Scheme: Domestic Budget
Token Type: WC                      Entry: 3
Ref1: 9876
Ref2: 9876540123456789
Amount: 10.50    Cash
Meter Number: 88888888
Credit on Card: 50.90

This is not a VAT receipt
-----

```

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

6.15 Specific receipt for Quantum

6.15.1 Purpose

This is the APS customer receipt for the session.

6.15.2 Frequency

Per APS transaction within a customer session.

6.15.3 Notes

Issued for each transaction, a Copy receipt is also issued automatically.
Mandatory.

6.15.4 Sequence

Chronological order of entry. The customer receipt is printed first, then the office copy receipt.

6.15.5 Example content

Note: The Welsh header and footer apply, but are omitted for clarity.

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

		1	2	3	4
		1234567890123456789012345678901234567890123456789012			
01	01				
02	02				
03	03				
04	04				
05	05				
06	06				
07	07				
08	08				
09	09				
10	10				
11	11				
12	12				
01	13				
02	14				
03	15				
04	16				
05	17				
06	18				
07	19				
08	20				
09	21				
10	22				

```
Post Office Counters Ltd
dd/mm/yyyy hh:mm CAP:ca BP:ba SU:sun
00000000000000000000000000000000 FAD: ffffffff
address 1
address 2
address 3
Postcode
message 1
message 2
message 3
Checksum: xxxxxxxxxxxx
APS No: ccssss
Client: 11111111111111111111111111111111
Scheme: eeeeeeeeeeeeeeeeeeeeeeeeeeeeeee
Token Type: tttttttt Entry: nnn
Ref1: nnnn
Ref2: qqqqqqqqqqqqqqqqqqqqqqqqqqqqq
Amount: 999999.99 pppppppppppppppppppppp
Timestamp: gggggggggggg Region: rr
Credit on Card: 9999.00
```


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11	23	<div style="border: 1px solid black; padding: 10px; text-align: center;"> This is not a VAT receipt ----- 1 2 3 4 123456789012345678901234567890123456789012 </div>
01	24	
02	25	
03	26	
04	27	
05	28	

The receipt as shown above has three sections:

Lines 01 - 12 are the header section.

Lines 13 - 23 are the body section.

Lines 24 - 28 are the footer section.

The numbers to the extreme left are line numbers relative to the start of each section in the report definition.

The heavy shaded area is the Quantum-specific area of the receipt body.

Body

Field	Field value Character Position	Relative line No.	Line No.	Content
Checksum	11-21	01	13	10 character composite checksum value. ³ xxxxxxxxxxxx
APS No	9-14	02	14	6 digit APS identifier, system generated in the form <i>ccssss</i> , where <i>cc</i> is the counter id, and <i>ssss</i> is the AP transaction sequence number. ³
Client name	9-38	03	15	30 character client account name, from Token Reference Data (POCL), <CN> field. 1111111111111111111111111111111111
Scheme	9-32	04	16	The first 24 characters of the scheme name from Token Reference Data (POCL), <TN> field. eeeeeeeeeeeeeeeeeeeeeeeeeeee
Token Type	13-14	05	17	QM. ³
Entry	40-42	05	17	3 character code for method of entry: 3 = smart card
Ref1	7-10	06	18	4 character Card Client ID. ^{1&3} nnnn
Ref2	7-27	07	19	21 character customer reference from smart card. ^{2&3} qqqqqqqqqqqqqqqqqqqqqqqq
Amount	9-17	08	20	8 digit amount, entered

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				manually, with the format: 999999.99 which is the credit added to the smart card. ³
Mop	23-42	08	20	20 character method of payment: Cash Cheque
Timestamp	12-23	10	21	12 character timestamp with the format: YYMMDDHHMMSS plus checksum. ³
Region	41-42	10	21	2 character region identifier from smart card. ³ rr
Credit on Card	17-24	11	22	6 digit amount with the format: 9999.00 which is the total credit now held on the smart card (whole pounds only). ³

Notes:

1. Ref1 will contain the Client ID. This is used along with the token type indirectly to match against the validation object to identify the token.
2. Ref2 will contain the customer reference.
3. The values in these fields will contribute to the composite checksum and will be checked, on input by the clerk, against the checksum.
4. The use of the checksum in recovery situations is described in the CSR+ APS PPD. The checksum allows the validation of the data input during the recovery.

6.15.6 Quantum Example Receipt

Post Office Counters Ltd.	
13/04/1999 12:00	CAP:01 BP:01 SU:US1
Kidsgrove Post Office	FAD: 123456X
1, The Walkway	
High Street	
Kidsgrove	
ST7 1AB	
*** Office Copy - Retain ***	
Checksum: 5678021453	
APS No: 010003	
Client: The Power Company	
Scheme: Economical Gas	
Token Type: QM	Entry: 3
Ref1: 0001	
Ref2: ABCD1234567890123456F	
Amount: 30.00	Cash
Timestamp: 990413115925	Region: 13

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123456789012345678901234567890123456789012

Lines 08 to 14 are repeated as necessary.

The listing is composed of the following regions:

The first four lines (01-04) are the Counter Header

The next three lines (05-07) are the APS Date Grouping Header

The next three lines (08-14) are the APS Transaction List Detail

The next line (15) is the APS Date Grouping Footer, repeated as necessary

The last two lines are the Counter Footer

Field Name	Character Position	Line Number	Contents
oooooooooooooooooooo	1-29	01	Post Office name, 29 characters
fffffff	36-42	01	Office (FAD) code
dd/mm/yyyy hh:mm	1-16	02	Date and time
ca	26-27	02	Current CAP
bp	33-34	02	Current Balance Period
sun	40-42	02	Stock unit
dd/mm/yyyy	19-28	05	Transaction date
vvvvvvvvvv	1-24	08	Service name: Name of the Service, 24 characters
ccssss	1-6	09	APS No: 6 digit APS identifier, system generated in the form, where cc is the counter id, and ssss is the AP transaction sequence number.
ppppppppp	3-26	10	Product reference number, 24 digits: pppppppppppppppp
tt	29-30	10	Token type: MC for magnetic card, BC for Bar code
9999999.99s	32-42	10	Sale value of transaction
dd/mm/yyyy	16-25	15	Transaction date
99999999.99s	31-42	15	Total value of transactions

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 004038	
02	23/09/1998 10:47	CAP:03	BP:01	SU:SU1
03	APS Transaction List			
04				
05	Transaction Date: 23/03/1998			
06	CLIENT:			
07	S/N	REFERENCE	TYPE	VALUE
08	Yorkshire Water Pay Card			
10	010001			
11	6331622167529008090	MC		6.00
12	E. Elec Budget Warmth			
13	010002			

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14	6331591294667240409	MC	6.00	
15	E. Elec Budget Warmth			
16	010002			
17	6331591294667240409	MC	6.00-	
18	TOTAL FOR 23/09/1998		6.00	
19				
20	*** END OF REPORT ***			
21				

1 2 3 4

12345678901234567890123456789012

Reversal

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

6.16.6 Reference Data

Level 2:AUTOMATED PAYMENTS@3026 (DRN:5077)

Level 1:AP Others@1110

Level 1:AP Tokens@1130

Level 1:APTs@1135

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7. EPOSS

EPOSS produces receipts with headers and footers in both English and Welsh, but these are not included here, for reasons of clarity.

In the tables of field definitions, the line numbers refer to the overall line position. Thus, where a section of a report is repeated in an actual receipt, the line numbers of such sections and subsequent ones will vary.

7.1 Generic Headers and Footers

7.1.1 Generic Till Roll

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Office Name		FAD: <i>fad</i>	
02	Time and date		CAP: <i>ca</i> BP: <i>bp</i> SU: <i>sun</i>	
03	Report Title			
04	Body of report			
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

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7.1.2 Generic Counter Header and Footer (Roll)

Field Name	Character Position	Line Number	Contents
Office Name	1-29	01	Post Office name
fad	36-42	01	Office (FAD) code
Time and date	1-16	02	Date and time: hh:mm dd/mm/yyyy
ca	26-27	02	Current CAP
bp	33-34	02	Current Balance Period
sun	40-42	02	Stock unit
Report Title	1-42	03	Title of report For By User reports this is prefixed with 'By User' and has the user's id as a suffix. (See section 4.8.)
Counter Footer	10-30	Last	*** END OF REPORT ***

7.1.3 Generic Office Header and Footer (A4)

Field Name	Character Position	Length	Line Number	Contents
Office Header				
Office Code	39-45	7	01	
Office Name	1-29	29	01	
Page No	79-80	2	01	
CAP	79-80	2	02	
Time and Date	1-16	16	02	
Report Title	1-80	80	03	
Footer	30-50		Last	*** END OF REPORT ***

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7.2 Counter - Daily BT Bill

7.2.1 Purpose

This is an office report and must be retained for two years.

7.2.2 Frequency

Daily.

7.2.3 Notes

Mandatory for Stock Unit balancing but null report is not required.

Cut-off.

Also available by User for a Shared Stock Unit only.

There is no limit on the number of items listed.

7.2.4 Sequence

Chronological order of entry, totals in accounting node/Product ID order.

7.2.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:42 17/01/1998	CAP:01 BP:01 SU:SH1		
03	BT Bills - Office Copy			
04				
05	TXN	CUSTOMER ACCOUNT	VALUE	
06	1-14991	134135215	35.00	
07	1-14991	123487345	96.00	
08	1-14994	189346865	75.00	
09	1-14994	134576998	121.00	
10	1-14997	134234589	45.00	
11	1-14997	123476352	56.00	
12	1-14997	423976352	49.00	
13	1-14999	235106598	129.00	
14	1-14999	235476324	135.00	
15	TOTALS:	VOLUME	VALUE	
16	BT Bill Pymnt	9	741.00	
17				
18				
19	SUMMARY TOTAL:	9	741.00	
20				
21	*** END OF REPORT ***			
22				

	1	2	3	4
	123456789012345678901234567890123456789012			

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Field Name	Character Position	Length	Line Number	Contents
BT Bills - Daily Transaction				Repeated as necessary
BT Bill Daily Value	31-41	11	06	
BT Bill Daily Account No	15-26	12	06	
BT Bill Daily Transaction	1-11	11	06	
BT Bills Daily Totals				
Volume	21-27	9	16	
Product Name	6-20	15	16	
Value	30-41	12	16	
BT Bills Summary Totals			19	
BT Bills Daily Total	30-41	12	19	
BT Bills Daily TotVol	20-28	9	19	

7.2.6 Reference Data

Level 2:TELEPHONE RECEIPTS@100 (DRN:5050)

7.3 Counter - Daily Cash on Hand

7.3.1 Purpose

This is an office report and must be retained for two years.

7.3.2 Frequency

Daily.

7.3.3 Notes

Populates Office Weekly Cash Flow Report.

One declaration must be made each day.

Filed locally.

The User Id and Declaration Id are only shown for shared stock units; individual stock units have no ids displayed.

The amounts are all totals for the relevant denomination, the total is thus a total of these totals.

7.3.4 Sequence

By ascending item value.

7.3.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Cash on Hand (Friday)- Office Copy			
04				
05	-----			
06	USER : USER1		DECLARATION ID : A7	
07	-----			
08	DESCRIPTION	VOLUME	AMOUNT	
09				
10	1p Coin		150.00	
11	2p Coin		150.00	
12	5p-Coin		150.00	
13	10p Coin		200.00	
14	20p Coin		300 00	
15	50p - Coin		150.00	
16	£1 - coin		200.00	
17	£2 coin		200.00	
18	£5 Coin		200.00	
19	£1 note		200.00	
20	£5 note		500.00	

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21	£10 - note	500.00
22	£20 note	500.00
23	£50 note	800.00
24	£100 note	800.00
25		-----
26	TOTAL:	5000.00
27		
28	*** END OF REPORT ***	
29		

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.

Field Name	Character Position	Length	Line Number	Contents
Day of Week	14-24	11	03	Day of week to which the data applies
Declaration User + Declaration ID				Only for shared Stock Units
Declaration ID	41-42	2	06	Alpha-numeric
USER	8-13	6	06	
Cash on Hand Detail				Repeated as necessary
Amount	31-41	11	10	
Volume (Not used)				
Description	2-14	13	10	
Cash on Hand Footer				
Total	30-41	12	26	

7.3.6 Reference Data

Level 2:CASH@2800

Level 1:@

Product:660:£1 - Coin

Product:659:£1 Banknote

Product:657:£10 - Banknote

Product:356:£100 - Banknote

Product:357:£2 coin

Product:656:£20 Banknote

Product:658:£5 Banknote

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Product:2343:£5 Coin

Product:655:£50 Banknote

Product:2190:10p Coin

Product:662:1p Coin

Product:2191:20p Coin

Product:663:2p Coin

Product:661:50p - Coin

Product:2189:5p - Coin

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7.4 Counter - Daily Cheques Listing

7.4.1 Purpose

This is an office report and must be retained for two years.

7.4.2 Frequency

Daily.

7.4.3 Notes

Cut-off.

Optional.

Also available by User for a Shared Stock Unit only.

7.4.4 Sequence

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

7.4.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Cheques Listing - Office Copy			
04				
05	TXN	VOLUME	VALUE	
06	1-59452-2	1	5.00	
07	1-59452-5	1	6.00	
08		-----	-----	
09	TOTAL:	2	11.00	
10				
11				
12	*** END OF REPORT ***			
13				
14				

	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.

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Field Name	Character Position	Length	Line Number	Contents
Cheques Listing				
Value	30-41	12	05	Repeated as necessary
Volume	18-29	12	05	
Product Name	1-16	16	05	
Cheques Listing Transaction				
Value	31-41	11	06	Repeated as necessary
Transaction ID	2-12	11	06	
Volume	22-29	8	06	
Cheques Listing Total				
Value	30-41	12	10	
Volume	21-28	8	10	

7.4.6 Reference Data

Level 1:Cheques@1002 (DRN:5095)

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7.5 Counter - Daily Giro Deposits

7.5.1 Purpose

This is a client report.

7.5.2 Frequency

Daily.

7.5.3 Original Forms

7.5.3.1 Notes

Mandatory for stock balancing but null reports not required.

Cut-off.

Reference Data specifies the number of entries that print, the limit is 14. If there are more than 14 entries, a new client slip is prompted for, and printed. When all the client slips are printed, the Office Copy is printed on the counter printer till roll as a single report.

Zero value fees are printed as '0.00'.

The dimensions of the pre-printed slip stationery are given in Section 10.

Courier 10 is used for the main line entries. (The lengthways printing has been changed from 8pt to 15pt.)

In offices performing an extended CAP (2/3 week cash account) the logical Accounting Week number will report in box 'D' on the client report form except where the logical Accounting Week number is greater than the balancing Accounting Week number of the stock unit.'

7.5.3.2 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.

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7.5.3.3 Layout and Example Content

The diagram shows the layout of the 'Girobank Daily Record of Deposits' form. It includes the following labeled fields:

- A**: ACCOUNT NUMBER (a large box on the left)
- B**: CASH VALUE (a box below the account number)
- C**: FEE (a box to the right of the cash value)
- D**: Cash A/c Week No. (a small box below the account number)
- E**: PO. Code (a box below the cash A/c week no.)
- F**: Total Value (a large box at the bottom right)
- G**: Total Fee (a box to the right of the total value)
- H**: Date of despatch (a box to the right of the total value)
- I**: Total number of transactions (a box to the right of the date of despatch)
- J**: G4631 R4/95 (a box at the top right)

Below the main form area, there is a line with the text 'Please do NOT write or mark below this line' and a barcode-like string: 16699302 A7560000000 56 X.

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

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

Field Name	Character Position	Length	Print Position	Print Direction
Account Number	13-21	9	A	Across
Cash Value	24-34	11	B	Across
Fee	37-40	5	C	Across
Total Number of Transactions	39-40	2	I	Across
Date	31-40	10	H	Across
CAP or Logical CAP (2/3 cash accounting only).	4-5	2	D	Along
FAD Code	8-14	7	E	Along
Total Value	17-28	12	F	Along
Total Fee	31-35	5	G	Along
SU CAP BP		9	J	Across

7.5.4 Revised Forms

7.5.4.1 Notes

Mandatory for stock balancing but null reports not required.

Cut-off.

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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. When all the client slips are printed, the Office Copy is printed on the counter printer till roll as a single report.

Zero value fees are printed as '0.00'.

The dimensions of the pre-printed slip stationery are given in Section 10.

The typefaces are detailed in section 10.

In offices performing an extended CAP (2/3 week cash account) the logical Accounting Week number will report in box 'D' on the client report form except where the logical Accounting Week number is greater than the balancing Accounting Week number of the stock unit.'

For Girobank PDR reports

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 POCL Reference Data) for a withdrawal, or 9 characters (specified in POCL Reference Data) for a deposit.

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 POCL 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.

7.5.4.2 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.

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7.5.4.3 Layout and Example Content

Girobank **Horizon Daily Record of Deposits**

		A	B	C
		CASH ACCOUNT NO.	CASH VALUE	FEE
D	E	49	123456X	10018999.99
Please check quality of print is not less than 90%				
TOTAL VALUE		19.40		
TOTAL FEE		XXXX RXXX		
F		G		
P.O. CODE		Date of despatch		
A756000000 56 X		24/02/00		
Total number of transactions		SU1:49:01		

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

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

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Field Name	Character Position	Length	Print Position	Print Direction
Account Number	13-21	9	A	Across
Cash Value	24-34	11	B	Across
Fee	37-40	5	C	Across
Total Number of Transactions	39-40	2	I	Across
Date	31-40	10	H	Across
CAP or Logical CAP (2/3 cash accounting only).	4-5	2	D	Along
FAD Code	8-14	7	E	Along
Total Value	17-28	12	F	Along
Total Fee	31-35	5	G	Along
SU CAP BP		9	J	Across

7.5.5 Reference Data

Level 2:GIRODEPTRNCSHR9/92D@22

Level 2:GIRO DEPS/TRANSCASH@20

Level 2:GIRO NON CASH ITEMS@25

Level 2:GIRO TRANSCASH FEES@32

7.6 Counter - Daily Giro Deposits: Office Copy

The information printed on the pre-printed form described above is also printed on the counter printer till roll and retained as the office copy.

7.6.1 Purpose

This is an office report and must be retained for two years.

7.6.2 Frequency

Daily.

7.6.3 Notes

The copy is produced automatically after the client slips are completed. Cut-off. The pre-printed client slip is mandatory for stock balancing but null reports not required.

When all the client slips are printed, the Office Copy is printed on the counter printer till roll as a single report.

Zero value fees are printed as '0.00'.

The dimensions of the pre-printed slip stationery are given in Section 10.

7.6.4 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.

7.6.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Giro Deposits - Office Copy			
04				
05	ACCOUNT NUMBER		VALUE	FEE
06	999999999		9999999.99	99.99
07	999999999		9999999.99	99.99
08	999999999		9999999.99	99.99
09				
10	TOTALS:	VOLUME	VALUE	FEE
11		totvol	totval	tfee

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7.7 Counter - Daily Giro Withdrawals

7.7.1 Purpose

This is a client report.

7.7.2 Frequency

Daily.

7.7.3 Original Forms

7.7.3.1 Notes

Mandatory for stock balancing but null reports not required.

Cut-off.

Reference Data specifies the number of entries that print, the limit is 14. If there are more than 14 entries, a new client slip is prompted for, and printed. When all the client slips are printed, the Office Copy is printed on the counter printer till roll as a single report.

Zero value fees are printed as '0.00'.

The dimensions of the pre-printed slip stationery are given in Section 10.

In offices performing an extended CAP (2/3 week cash account) the logical Accounting Week number will report in box 'D' on the client report form except where the logical Accounting Week number is greater than the balancing Accounting Week number of the stock unit.'

7.7.3.2 Sequence

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

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7.7.3.3 Layout and Example Content

✚ Girobank Daily Record of Withdrawals

ACCOUNT NUMBER (A) **CASH VALUE** (B)

Total number of transactions (G) **Date of dispatch** (F) **G4632 R4/95** (H)

Cash A/c Week No. (C) **PO. Code** (D) **Total Value** (E)

Please do NOT write or mark below this line

12201028 A7580000000 58 X

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

Field Name	Character Position	Length	Print Position	Print Direction
Account Number	13-26	14	A	Across
Cash Value	31-41	11	B	Across
Total Number of Transactions	39-40	2	G	Across
Date	31-40	10	F	Across
CAP or Logical CAP (2/3 cash accounting only).	4-5	2	C	Across
FAD Code	8-14	7	D	Along
Total Value	24-45	12	E	Along
SU: CAP: BP:		11	H	Across

7.7.4 Revised Forms

7.7.4.1 Notes

Mandatory for stock balancing but null reports not required.

Cut-off.

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. When all

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the client slips are printed, the Office Copy is printed on the counter printer till roll as a single report.

The dimensions of the pre-printed slip stationery are given in Section 10. The typefaces are also detailed in section 10.

In offices performing an extended CAP (2/3 week cash account) the logical Accounting Week number will report in box 'D' on the client report form except where the logical Accounting Week number is greater than the balancing Accounting Week number of the stock unit.'

For Girobank PDR reports

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 POCL Reference Data) for a withdrawal, or 9 characters (specified in POCL Reference Data) for a deposit.

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 POCL 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.

7.7.4.2 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.

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

Field Name	Character Position	Length	Print Position	Print Direction
Account Number	13-26	15*	A	Across
Cash Value	31-41	11	B	Across
Total Number of Transactions	39-40	2	G	Across
Date	31-40	10	F	Across
CAP or Logical CAP (2/3 cash accounting only).	4-5	2	C	Across
FAD Code	8-14	7	D	Along
Total Value	24-45	12	E	Along
SU: CAP: BP:		11	H	Across

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* There is one instance of a 15 character Account number, all the rest are 14 characters or less.

7.7.5 Reference Data

Level 2:GIRO WITHDRAWALS@70

Level 2:GIROWITHDRWL R9/92D@71

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7.8 Counter - Daily Giro Withdrawals: Office Copy

The information printed on the pre-printed form described above is also printed on the counter printer till roll and retained as the office copy.

7.8.1 Purpose

This is an office report and must be retained for two years.

7.8.2 Frequency

Daily.

7.8.3 Notes

The copy is produced automatically after the client slips are completed. Cut-off. The pre-printed client slip is mandatory for stock balancing but null reports not required.

When all the client slips are printed, the Office Copy is printed on the counter printer till roll as a single report.

The dimensions of the pre-printed slip stationery are given in Section 10.

7.8.4 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.

7.8.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Giro Withdrawal - Office Copy			
04				
05	ACCOUNT NUMBER		VALUE	
06	999999999		9999999.99	
07	999999999		9999999.99	
08	999999999		9999999.99	
09				
10	TOTALS:	VOLUME	VALUE	
11		totvol	totval	
12	*** END OF REPORT ***			

1 2 3 4

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123456789012345678901234567890123456789012

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

Field Name	Character Position	Length	Line Number
Account Number	1-14	14	06
Cash Value	30-41	11	06
Total Number of Transactions	26-27	2	11
Time and Date	1-16	16	02
Cash Account Period	26-27	2	02
Balance Period	33-34	2	02
Stock Unit	40-42	3	02
FAD Code	36-42	7	01
Total Value	28-40	12	11

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7.9 Counter - Daily National Savings Deposits

7.9.1 Purpose

This is an office report.

7.9.2 Frequency

Daily.

7.9.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off. Filed locally, also available by User for a Shared Stock Unit only.

7.9.4 Sequence

1. Product type
2. Summarised by Product, within accounting node

7.9.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office			FAD: 123456X
02	08:33 08/05/2000	CAP:06	BP:01	SU:SH1
03	NS Deposits - Office Copy			
04				
05	TXN	PRODUCT	VOLUME	VALUE
06	1-58476-2			
07		Ord A/C Dep	1	150.00
08	1-58476-3			
09		Invac Dep	1	250.00
10	1-58476-4			
11		Capital Bond	1	500.00
12	1-58484-2			
13		NS chld b/us bnd	1	150.00
14	1-58476-5			
15		Ord a/c Intl dep	1	150.00
16	1-58476-6			
17		Invac Intl dep	1	150.00
18				
19	TOTALS:		VOLUME	VALUE
20		Ord A/C Dep	1	150.00
21		Invac Dep	1	250.00
22		Capital Bond	1	500.00
23		NS chld b/us bnd	1	150.00
24		Ord a/c Intl dep	1	150.00
25		Invac Intl dep	1	150.00
26				
27	SUMMARY TOTAL:		6	1350.00

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```
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.

Field Name	Character Position	Length	Line Number	Contents
NS Deposits Transaction				
Client Summary Transaction	1-11	11	06	
Client Summary Product	9-24	16	07	
Client Summary Value	32-42	11	07	
Client Summary Volume	25-30	6	07	
NS Deposits Sub Total				
Client Summary Sub Total				
Product Name	5-20	16	20	
Volume	25-30	6	20	
Value	31-42	12	20	
NS Deposits Total				
Qty Total	25-30	7	27	
Client Summary Total	31-42	12	27	

7.9.6 Reference Data

Level 2: NS DEPOSITS@110 (DRN:5050)

Level 1:@125

Level 1:@127

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.10 Counter - Daily National Savings Withdrawals

7.10.1 Purpose

This is an office report.

7.10.2 Frequency

Daily.

7.10.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off. Filed locally. Also available by User for a Shared Stock Unit only.

7.10.4 Sequence

1. Product type
2. Summarised by Product, within accounting node

7.10.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office			FAD: 123456X
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	NS Withdrawals - Office Copy			
04				
05	TXN	PRODUCT	VOLUME	VALUE
06	1-58484-5			
07		Ord a/c wdrawl	1	100.00
08	1-58484-3			
09		Reg a/c wdrawl	1	100.00
10	1-58476-2			
11		Invac wdrawl	1	100.00
12	1-58356-6			
13		Cash Warrant	1	100.00
14	1-58484-7			
15		Ord special wdl	1	100.00
16				
17	TOTALS:		VOLUME	VALUE
18		Ord a/c wdrawl	1	100.00
19		Reg a/c wdrawl	1	100.00
20		Invac wdrawl	1	100.00
21		Cash Warrant	1	100.00
22		Ord special wdl	1	100.00
23				
24	SUMMARY TOTAL:		5	550.00
25				
26	*** END OF REPORT ***			

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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.

Field Name	Character Position	Length	Line Number	Contents
NS Deposits Transaction				
Client Summary Transaction	1-11	11	06	
Client Summary Product	9-24	16	07	
Client Summary Value	32-42	11	07	
Client Summary Volume	25-30	6	07	
NS Deposits Sub Total				
Client Summary Sub Total				
Product Name	5-20	16	18	
Volume	25-30	6	18	
Value	31-42	12	18	
NS Deposits Total				
Qty Total	25-30	7	24	
Client Summary Total	31-42	12	24	

7.10.6 Reference Data

Level 2: NS WITHDRAWALS/PAYMENTS@120

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Version: 8.0

COMMERCIAL IN CONFIDENCE Date: 08/08/2000

7.11 Counter - Daily OB Cheques - CRU

7.11.1 Purpose

This is an office report.

7.11.2 Frequency

Daily.

7.11.3 Notes

Used in Northern Ireland only.

Cut-off.

Filed locally.

Also available by User for a Shared Stock Unit only.

7.11.4 Sequence

1. Chronological order of entry
2. Totalled by Volume, Value, and Value of Fees

7.11.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	OB Cheques - CRU - Office Copy			
04				
05	TXN	VOLUME	VALUE	FEE
06	1-49948-2			
07		1	50.00	5.00
08	1-49956-4			
09		1	50.00	5.00
10				
11	TOTALS	-----	-----	-----
12		2	100.00	10.00
13				
14	TOTAL VALUE LESS FEES:			90.00
15				
16	*** END OF REPORT ***			
17				
18				

	1	2	3	4
	123456789012345678901234567890123456789012			

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Field Name	Character Position	Length	Line Number	Contents
Daily Transaction	1-11	11	06	Repeat as needed
OB Daily Fee	31-41	11	07	
OB Daily Value	17-27	11	07	
OB Daily Volume	9-16	8	07	
Daily Totals				
OB Daily Total Fee	30-41	11	12	
OB Daily Total	17-27	12	12	
OB Daily Total Volume	9-16	8	12	
Total Value less Fees	24-35	12	14	

7.11.6 Reference Data

Level 2: MOP @ 1000

Level 1: Non Chec OB Cheques @ 1006

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.12 Counter - Daily Rent Schemes

7.12.1 Purpose

This is an office report.

7.12.2 Frequency

Daily.

7.12.3 Notes

Cut-off; also available by User for a Shared Stock Unit only.

7.12.4 Sequence

Chronological order of entry within Product.

7.12.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU: S1
03	Rent Schemes - Office Copy			
04				
05	Rent Voucher A			
06	TXN	VOLUME	VALUE	
07	1-17654-1		10.00	
08	1-17655-3		20.00	
09				
10	TOTALS:	VOLUME	VALUE	
11	Rent Voucher A	2	30.00	
12				
13	Rent Voucher B			
14	TXN	VOLUME	VALUE	
15	1-17654-2		10.00	
16	1-17655-9		10.00	
17				
18	TOTALS:	VOLUME	VALUE	
19	Rent Voucher B	2	20.00	
20				
21	Rent Voucher C			
22	TXN	VOLUME	VALUE	
23	1-17654-4		15.00	
24	1-17655-11		25.00	
25				
26	TOTALS:	VOLUME	VALUE	
27	Rent Voucher C	2	40.00	
28				
29	TOTALS:	VOLUME	VALUE	
30	Rent Voucher A	2	30.00	

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Date: 08/08/2000

31	Rent Voucher B	2	20.00
32	Rent Voucher C	2	40.00
33		-----	-----
34			
35	SUMMARY TOTAL	6	90.00
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.

Field Name	Character Position	Length	Line Number	Contents
Rent Summary Header Product Name	1-16	16	05, 13, 21	Repeated as necessary
Rent Summary Transaction Transaction ID	3-18	11	07	Repeated as necessary
Volume	22-29	8	07	
Value	31-41	11	07	
Product Total				
Total Volume	22-29	8	11	Repeated as necessary
Total Value	30-41	12	11	
Rent Summary Product Summary Body				
Product	3-18	16	30	
Total Volume	22-29	8	30	
Total Value	30-41	12	30	

7.12.6 Reference Data

Level 2:RENT TRASCASH@21

Level 2:RENT CARDS/VOUCHER@60

Level 2:RENTS@2440 (DRN:5075)

7.13 Counter - Daily UK Passports

7.13.1 Purpose

This is an office report.

7.13.2 Frequency

Daily.

7.13.3 Notes

Mandatory.

Cut-off.

Also available by User for a Shared Stock Unit only.

7.13.4 Sequence

1. Product type
2. Sub-totals in Product ID within accounting node order

7.13.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU: S2
03	UKPA - Office Copy			
04				
05	TXN	PRODUCT	VOLUME	VALUE
06	2-6861-16			
07		Ukpa adult A/B	1	28.00
08	2-6861-17			
09		Ukpa Child A/C	1	15.00
10	2-6861-20			
11		UkPA extension	1	0.00
12	2-6861-18			
13		Ukpa A/B+	1	38.00
14	2-6861-19			
15		Ukpa acc charge	1	3.20
16	2-6861-16			
17		Ukpa acc charge	1	3.20
18	2-6861-18			
19		Ukpa acc charge	1	3.20
20	2-6861-20			
21		Ukpa acc charge	1	3.20
22				
23	TOTALS:		VOLUME	VALUE
24		Ukpa adult A/B	1	28.00
25		Ukpa Child A/C	1	15.00

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26	UkPA extension	1	0.00
27	Ukpa A/B+	1	38.00
28	Sub Total:	4	81.00
29	Ukpa acc charge	4	12.80
30	Sub Total	4	12.80
31	-----		
32	SUMMARY TOTAL:	8	93.80
33			
34			
35	*** 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.

Field Name	Character Position	Length	Line Number	Contents
UKPA Summary Transaction	1-11	11	06	
Product (Medium name)	9-23	16	07	
Volume	24-29	6	07	
Value	31-41	11	07	
UKPA Summary Body Summary				
Product (Medium name)	5-19	16	24	
Total Volume	22-29	8	24	
Total Value	30-41	12	24	

7.13.6 Reference Data

Level 2:UKPA PASSPORTS@355

Level 1: 1845

Level 1: 1846

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Date: 08/08/2000

7.14 Counter - Weekly Travel Schemes

7.14.1 Purpose

This is an office report.

7.14.2 Frequency

Weekly.

7.14.3 Notes

Optional. Cut-off; also available by User for a Shared Stock Unit only.

7.14.4 Sequence

1. Chronological order of entry within accounting node.
2. Sub-totals in Product ID within accounting node order

7.14.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:42 17/01/1998	CAP:01 BP:01 SU:SH1		
03	Travel Schemes - Office Copy			
04				
05	Aberdeen CCC Cd			
06	Bus Tkt			
07	TXN	VOLUME	VALUE	
08	1-76576-4	1	5.00	
09	Product Sub Total	1	5.00	
10	-----			
11	Client Sub Total	1	5.00	
12	-----			
13				
14	Ashford BC			
15	Bus Pass			
16	TXN	VOLUME	VALUE	
17	1-76589-3	1	17.50	
18	Product Sub Total	1	17.50	
19	-----			
20	Client Sub Total	1	17.50	
21	-----			
22				
23		VOLUME	VALUE	
24	SUMMARY TOTAL	2	22.50	
25				
26	*** END OF REPORT ***			
27				

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123456789012345678901234567890123456789012

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

Field Name	Character Position	Length	Line Number	Contents
Travel Summary Header				
Client Name	1-16	16	05, 14	Repeated as necessary
Product Name	1-16	16	06, 15	
Travel Summary Transaction				
Transaction ID	3-18	16	08	Repeated as necessary
Volume	22-29	8	08	
Value	31-41	11	08	
Travel Summary Product				
Summy Body				Repeated as necessary
Product Sub Volume	22-29	8	09	
Product Sub Total Value	30-41	12	09	
Travel Summary Client				
Summy Body				Repeated as necessary
Client Sub Total Volume	22-29	8	11	
Client Sub Total Value	30-41	12	11	

7.14.6 Reference Data

Level 2:BUS TICKETS ETC@140

Level 2:TRAVEL@2500 (DRN:5075)

7.15 Counter - Weekly DVLA V10

7.15.1 Purpose

This is an office report.

7.15.2 Frequency

Weekly.

7.15.3 Notes

Optional.

Filed locally.

Cut-off.

Also available by User for a Shared Stock Unit only.

7.15.4 Sequence

1. Totals for each item price within product, in ascending Product ID/price order.
2. Sub-groups totalled, and these sub-totals then totalled.

7.15.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	DVLA V10 - Office Copy			
04				
05	V10 Issued			
06	MVL V10			
07	PRICE	VOLUME	VALUE	
08	66.66	1	66.66	
09		-----	-----	
10	Total MVL V10	1	66.66	
11				
12	MVL V10/V62			
13	PRICE	VOLUME	VALUE	
14	75.00	1	75.00	
15		-----	-----	
16	Total MVL V10/V62	1	75.00	
17				
18	Group Total	2	141.66	
19				
20	V10 Issued Post			
21	MVLP V10			
22	PRICE	VOLUME	VALUE	

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23	90.00	1	90.00
24		-----	-----
25	Total MVLP V10	1	90.00
26			
27	MVLP V10/V62		
28	PRICE	VOLUME	VALUE
29	90.00	1	90.00
30		-----	-----
31	Total MVLP V10/V62	1	90.00
32			
33	Group Total	2	180.00
34			
35		=====	=====
36	TOTAL DVLA V10	4	321.66
37			
38	TOTALS:	VOLUME	VALUE
39	V10 Issued		
40	MVL V10	1	66.66
41	MVL V10/V62	1	75.00
42	Sub Total:	2	141.66
43	V10 Issued Post		
44	MVLP V10	1	90.00
45	MVLP V10/V62	1	90.00
46	Sub Total:	2	180.00
47			
48	SUMMARY TOTAL:	4	321.66
49			
50	*** 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.

Field Name	Character Position	Length	Line Number	Contents
Client Summary Generic Group Header Group	1-26	26	05, 20	
Client Summary Generic Product Header Product	1-16	16	06, 12, 21, 27	
Client Summary Generic Price Breakdown Detail Value	31-41	11	08, 14, 23, 29	
Volume	22-29	8	08, 14, 23, 29	
Price	6-16	11	08, 14, 23, 29	

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Field Name	Character Position	Length	Line Number	Contents
Client Summary Generic Product Footer Total value	31-41	11	10, 16, 25, 31	
Total Volume	22-29	8	10, 16, 25, 31	
Product Name	7-18	12	10, 16, 25, 31	
Group Summary Volume	22-29	8	18, 33	
Value	31-41	11	18, 33	
Total				
Total Volume	22-29	8	36	
Total Value	31-41	11	36	
Client Summary Generic Product Breakdown SubGroup Subgroup	1-24	24	39, 43	
Client Summary Generic Product Breakdown Detail Volume	22-29	8	40, 41, 44, 45	
Value	31-41	11	40, 41, 44, 45	
Product	5-16	12	40, 41, 44, 45	
Client Summary Gen Prod Bkdn SG Ftr				
Subtotal	31-41	11	42, 46	
Subvolume	22-29	8	42, 46	
Client Summary Gen Prod Bkdn Footer				
Total Price	30-41	12	48	
Total Volume	21-29	9	48	

7.15.6 Reference Data

Level 2:DVLA MVL V10@145

DRN:5000

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COMMERCIAL IN CONFIDENCE Date: 08/08/2000

7.16 Counter - Weekly DVLA V11

7.16.1 Purpose

This is an office report.

7.16.2 Frequency

Weekly.

7.16.3 Notes

Optional.

Filed locally.

Cut-off.

Also available by User for a Shared Stock Unit only.

7.16.4 Sequence

1. Totals for each item price within product, in ascending Product ID/price order.
2. Sub-groups totalled, and these sub-totals then totalled.

7.16.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	DVLA V11 - Office Copy			
04				
05	V11 Issued			
06	MVL V11			
07	PRICE	VOLUME	VALUE	
08	66.66	1	66.66	
09		-----	-----	
10	Total MVL V11	1	66.66	
11				
12	Group Total	1	66.66	
13				
14	V11 Issued Post			
15	MVLP V11			
16	PRICE	VOLUME	VALUE	
17	90.00	1	90.00	
18		-----	-----	
19	Total MVLP V11	1	90.00	
20				
21	Group Total	1	90.00	
22				

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23		=====	=====
24	TOTAL DVLA V11	2	156.66
25			
26			
27	TOTALS:	VOLUME	VALUE
28	V11 Issued		
29	MVL V11	1	66.66
30	Sub Total:	1	66.66
31	V11 Issued Post		
32	MVLP V11	1	90.00
33	Sub Total:	1	90.00
34			
35	SUMMARY TOTAL:	2	156.66
36			
37	*** END OF REPORT ***		

1 2 3 4
12345678901234567890123456789012

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

Field Name	Character Position	Length	Line Number	Contents
Client Summary Generic Group Header Group	1-26	26	05, 14	
Client Summary Generic Product Header Product	1-16	16	06, 15	
Client Summary Generic Price Breakdown Detail Value	31-41	11	08, 17	
Volume	22-29	8	08, 17	
Price	6-16	11	08, 17	
Client Summary Generic Product Footer Total value	31-41	11	10, 19	
Total Volume	22-29	8	10, 19	
Product Name	7-18	12	10, 19	
Group Summary Volume	22-29	8	12, 21	
Value	31-41	11	12, 21	
Total Total Volume	22-29	8	24	
Total Value	31-41	11	24	
Client Summary Generic Product Breakdown SubGroup Subgroup	1-24	24	28, 31	

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Field Name	Character Position	Length	Line Number	Contents
Client Summary Generic Product Breakdown Detail Volume	22-29	8	28, 31	
Value	31-41	11	28, 31	
Product	5-16	12	28, 31	
Client Summary Gen Prod Bkdn SG Ftr				
Subtotal	31-41	11	30, 33	
Subvolume	22-29	8	30, 33	
Client Summary Gen Prod Bkdn Footer				
Total Price	30-41	12	35	
Total Volume	21-29	9	34	

7.16.6 Reference Data

Level 2:DVLA MVL V11@147

DRN:5000

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.17 Counter - Weekly Green/Violet Girocs

7.17.1 Purpose

This is a client report.

7.17.2 Frequency

Weekly.

7.17.3 Notes

Mandatory for stock balancing but null reports not required.

Cut-off.

Also available by User for a Shared Stock Unit only.

7.17.4 Sequence

1. Chronological order of entry
2. Client summary by volume and value of each level 1 accounting nodes

7.17.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Green / Violet Girocheques - Client Copy			
04				
05	Green Girocheques			
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	1-18056-4	1		
11	1-18057-9	5		
12				
13	TOTALS:	VOLUME	VALUE	
14	Green Girocheques	3	65.00	
15	Milk Tokens	6		
16	*** END OF REPORT ***			

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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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Product Header				
Product Name	1-12	12	05	
Transaction				
Value	31-41	11	07	
Volume	22-29	8	07	
Transaction ID	3-18	11	07	
Product Summary Body				
Product Name	3-18	16	14	
Total Volume	22-29	8	14	
Total Value	30-41	12	14	
Milk Tokens				
Milk Tokens Volume	22-29	8	10	

7.17.6 Reference Data

Level 2:GREEN/VIOLET GIROCHEQUES@2041

Level 1:

Violet Giro 1853

Green Giro 560

Violet Giro Milk Tokens 1857

Green Giro Milk Tokens 1855

7.18 Counter - Weekly P&A

7.18.1 Purpose

This is a client report.

7.18.2 Frequency

Weekly.

7.18.3 Notes

Mandatory for stock balancing but null reports not required.

Sent with the foils to the client.

Cut-off.

Also available by User for a Shared Stock Unit only.

Reversals are netted out within group/price.

Any reversals that are without netting out are shown as negative entries, and negative sub-totals.

7.18.4 Sequence

1. Totals for each item price within product, in ascending Product ID/price order.
2. Sub-groups totalled, and these sub-totals then totalled. Note that the total (of sub-totals) does not include Milk Tokens.

7.18.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	20:35 16/04/1997	CAP:01	BP:01	SU:AAA
03	P and A - Client Copy			
04				
05	Allowances			
06	MOD army gp 1			
07		PRICE	VOLUME	VALUE
08		40.00	1	40.00
09		-----	-----	-----
10	Total	MOD army gp 1	1	40.00
11				
12	MOD navy gp 2			
13		PRICE	VOLUME	VALUE
14		30.00	6	180.00
15		-----	-----	-----

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16	Total	MOD navy gp 2	6	180.00
17				
18	MOD RAF gp 3			
19		PRICE	VOLUME	VALUE
20		60.00	3	180.00
21			-----	-----
22	Total	MOD RAF gp 3	3	180.00
23				
24	P&A 5 Child Ben			
25		PRICE	VOLUME	VALUE
26		20.00	1	20.00
27			-----	-----
28	Total	P&A 5 Child	1	20.00
29				
30	P&A 6 War Pens			
31		PRICE	VOLUME	VALUE
32		40.00	3	120.00
33		50.00	1	50.00
34			-----	-----
35	Total	P&A 6 War Pens	4	170.00
36				
37	P&A 7 Disability			
38		PRICE	VOLUME	VALUE
39		25.00	1	25.00
40			-----	-----
41	Total	P&A 7 Disability	1	25.00
42				
43	Pensions			
44	P&A 11 inc spt			
45		PRICE	VOLUME	VALUE
46		15.00	2	30.00
47			-----	-----
48	Total	P&A 11 inc spt	2	30.00
49				
50	P&A 12 ind injy			
51		PRICE	VOLUME	VALUE
52		10.00	1	10.00
53			-----	-----
54	Total	P&A 12 ind injy	1	10.00
55				
56	P&A 13 ret pens			
57		PRICE	VOLUME	VALUE
58		25.00	1	25.00
59			-----	-----
60	Total	P&A 13 ret pens	1	25.00
61				
62	P & A Milk tkn			
63		PRICE	VOLUME	VALUE
64			5	0.00
65			-----	-----
66	Total	P & A milk tkn	5	0.00
67				
68	TOTALS:		VOLUME	VALUE
69				
70	Allowances			
71		Army Allow	1	40.00
72		Navy Allow	6	180.00

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73	RAF Allow	3	180.00
74	P & A 5	1	20.00
75	P & A 6	4	170.00
76	P & A 7	1	25.00
77	Sub Total:	16	615.00
78	Pensions		
79	P & A 11	2	30.00
80	P & A 12	1	10.00
81	P & A 13	1	25.00
82	Sub Total	4	65.00
83	Milk Tokens P & A		
84	P & A Mlk	5	0.00
85	Sub Total:	5	0.00
86			
87	SUMMARY TOTAL:	20	680.00
88			
89	*** END OF REPORT ***		
93			

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.

Field Name	Character Position	Length	Line Number	Contents
Client Summary Generic Group Header Group	1-26	26	06, 12, 18 etc.	
Client Summary Generic Price Breakdown Detail				Repeated as necessary
Value	31-41	11	08	
Volume	20-27	8	08	
Price	7-17	11	08	
Client Summary Generic Product Footer				Repeated as necessary
Total value	31-41	11	10	
Total Volume	20-27	8	10	
Product Name	7-18	12	10	
Client Summary Generic Product Breakdown Detail				Repeated as necessary
Volume	20-27	8	71	
Value	31-41	11	71	
Product	7-18	12	71	
Client Summary Gen Prod Bkdn SG Ftr				
Subtotal	31-41	11	77	
Subvolume	20-27	8	77	

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Field Name	Character Position	Length	Line Number	Contents
Client Summary Gen Prod Bkdn Footer				
Total Price	30-41	12	87	
Total Volume	19-27	9	87	

7.18.6 Reference Data

PENSIONS&ALLOWANCES@495 (DRN:5000)

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7.19 Counter - Weekly POs Paid

7.19.1 Purpose

This is a client report.

7.19.2 Frequency

Weekly.

7.19.3 Notes

Cut-off.

Optional.

Also available by User for a Shared Stock Unit only.

7.19.4 Sequence

1. Chronological order of entry.
2. Postal Orders listed by product in ascending value order, with summary total.

7.19.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Felthan Post Office		FAD: 123456X	
02	09:11 09/02/2000	CAP:01	BP:81	SU: S2
03	Postal Orders Paid - Client Copy			
04				
05	Product Name: PO batch paid			
06	Price: 14.00			
07				
08	TXN	VOLUME	VALUE	STAMPS
09	2-6861-1	1	14.00	0.15
10	Sub Total:	1	14.00	0.15
11				
12	Price: 27.00			
13				
14	TXN	VOLUME	VALUE	STAMPS
15	2-6861-2	1	27.00	0.27
16	2-6861-3	5	135.00	1.40
17	Sub Total:	6	162.00	1.67
18	-----			
19				
20	Sub Total Postal Order Batch Paid			
21		7	176.00	1.82
22				
23	Product Name: PO Paid			

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24	Price:	5.00		
25				
26	TXN	VOLUME	VALUE	STAMPS
27	2-6861-2	1	5.00	0.05
28	2-6862-4	17	85.00	2.55
29	Sub Total:	18	90.00	2.60
30	-----			
31				
32	Price:	14.00		
33				
34	TXN	VOLUME	VALUE	STAMPS
35	2-6861-8	1	14.00	0.15
36	2-6861-8	7	98.00	1.19
37	2-6868-1	4	56.00	0.68
38	2-6869-1	12	168.00	1.44
39	Sub Total:	24	336.00	3.46
40	-----			
41				
42	Price:	21.00		
43				
44	TXN	VOLUME	VALUE	STAMPS
45	2-6867-3	1	21.00	0.23
46	Sub Total:	1	21.00	0.23
47	-----			
48				
49	Price:	81.00		
50				
51	TXN	VOLUME	VALUE	STAMPS
52	2-6861-2	1	81.00	0.66
53	2-6865-4	9	729.00	5.94
54	Sub Total:	10	810.00	6.60
55	-----			
56				
57	Sub Total Postal Order Cashed Ord			
58	53	1257.00		12.89
59	-----			
60				
61	Product Name: PO - Lost Fees			
62	Price:	0.21		
63				
64	TXN	VOLUME	VALUE	STAMPS
65	2-6861-1	1	0.21	
66	2-6864-2	5	1.05	
67	Sub Total:	6	1.26	
68	-----			
69	Price:	0.23		
70				
71	TXN	VOLUME	VALUE	STAMPS
72	2-6861-1	1	0.23	
73	2-6862-2	1	0.23	
74	Sub Total:	2	0.46	
75	-----			
76				
77	Sub Total PO Fees - Adjustment			
78	8	1.72		
79				
80	SUMMARY FOR POSTAL ORDERS PAID			

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81	TOTAL VOLUME	TOTAL VALUE	STAMPS
82	68	1434.72	14.71
83			
84			
85	*** 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.

Field Name	Character Position	Length	Line Number	Contents
PO Product Group				
Product Name	15-30	16	05, 23, 61 etc	
Product Unit Price	8-14	7	06, 12, 24, 32 etc	
Transaction				
Transaction	1-11	11	09, 15 etc	
Value	17-27	11	09, 15 etc	
Stamps	33-41	8	09, 15 etc	
Volume	7-14	8	09, 15 etc	
Sub Totals for Price				
Sub Total Stamps	33-41	8	10	
Sub Total	17-27	11	10	
Sub Volume	7-14	8	10	
Sub Totals by Product				
PO Paid Wk Summy Stamps	33-41	8	20	
PO Paid Wk Summy Volume	7-14	8	20	
PO Paid Wk Summy Value	17-27	11	20	
Product Grp Product	11-26	16	20	
PO Paid Weekly Summary Totals				
PO Paid Wk Total Volume	7-14	8	82	
PO Paid Wk Total Value	20-30	11	82	
PO Paid Wk Total Stamps	33-41	8	82	

7.19.6 Reference Data

Level 2:POSTAL ORDERS PAID@530 (DRN: 5056)

7.20 Counter - Weekly Miscellaneous Transactions

7.20.1 Purpose

This is an office report.

7.20.2 Frequency

Weekly.

7.20.3 Notes

Cut-off.

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).

7.20.4 Sequence

By Product, within Level 1 Group, within Level 2 Super-group; in transaction order (chronological order) within Product.

Products, Level 1 and Level 2 Accounting Nodes are in Accounting Node number order.

7.20.5 Layout and Example Content

Note: The text shown below in *italics* is included to aid explanation, it is NOT intended to appear on the report.

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:42 17/01/1998	CAP:01 BP:01 SU:SH1		
03	Miscellaneous Transactions - Office Copy			
04				
05	OTHER PAYMENTS (L2 575 Super Group 1)			
06	Miscellaneous (L1 580 Group X)			
07	Coop Pers Chq (Product A 471)			
08	TXN	VOLUME	VALUE	
09	1-15678-3	5	50.00	
10	1-15679-2	4	40.00	
11	1-15680-4	3	30.00	
12	1-15681-5	2	20.00	
13				
14	Product total	14	140.00	

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15			
16	Giro Change at Counter (Product B 196)		
17	TXN	VOLUME	VALUE
18	1-15678-2	5	50.00
19	1-15679-5	4	40.00
20	1-15680-7	3	30.00
21	1-15681-6	2	20.00
22			
23	Product total	14	140.00
24			
25	UKPA Refunds (L1 585 Group Y)		
26	UKPA Charge Refund (Product C 2758)		
28	TXN	VOLUME	VALUE
29	1-15678-7	5	50.00
30	1-15679-4	4	40.00
31	1-15680-8	3	30.00
32	1-15681-3	2	20.00
33			
34	Product total	14	140.00
35			
36	UKPA Fee Refund (Product D 2758)		
37	TXN	VOLUME	VALUE
38	1-15678-3	5	50.00
39	1-15679-3	4	40.00
40	1-15680-5	3	30.00
41	1-15681-3	2	20.00
42			
43	Product total	14	140.00
44			
45	Travel Insurance (L1 1810 Group Z)		
46	Cont Mot Ins Refund (Product E 830)		
47	TXN	VOLUME	VALUE
48	1-15678-3	5	50.00
49	1-15679-8	4	40.00
50	1-15680-9	3	30.00
51	1-15681-2	2	20.00
53			
54	Product total	14	140.00
55			
56	Travel Ins Refund (Product F 198)		
57	TXN	VOLUME	VALUE
58	1-15678-2	5	50.00
59	1-15679-9	4	40.00
60	1-15680-8	3	30.00
61	1-15681-7	2	20.00
62			
63	Product total	14	140.00
64			
65	Winter Sports Refund (Product G 832)		
66	TXN	VOLUME	VALUE
67	1-15678-2	5	50.00
68	1-15679-2	4	40.00
69	1-15680-8	3	30.00
70	1-15681-6	2	20.00
71			
72	Product total	14	140.00
73			

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74	TOTALS		
75		VOLUME	VALUE
67	Coop Pers Chq	14	140.00
68	Giro Change	14	140.00
69	Miscellaneous	28	280.00
70			
71	UKPA Charge Refund	14	140.00
72	UKPA Fee Refund	14	140.00
73	UKPA Refunds	28	280.00
74			
75	Cont Mot Ins Refund	14	140.00
76	Travel Ins Refund	14	140.00
77	Winter Sports Refund	14	140.00
78	Travel Insurance	42	420.00
79			
80	OTHER PAYMENTS	98	980.00
81			
82			
83	UNCLAIMED PAYMENTS (<i>Super Group 2 L2 740</i>)		
84	(<i>L1 Group W</i>)		
85	Burg/Rob Loss (<i>Product H 2600</i>)		
86	TXN	VOLUME	VALUE
87	1-15678-9	5	50.00
88	1-15679-6	4	40.00
89	1-15680-3	3	30.00
90	1-15681-5	2	20.00
91			
92	Product total	14	140.00
93			
94	Redeem Burg/Loss U/P (<i>Product J 2601</i>)		
95	TXN	VOLUME	VALUE
96	1-15678-2	5	50.00-
97	1-15679-6	4	40.00-
98	1-15680-8	3	30.00-
99	1-15681-3	2	20.00-
100			
101	Product total	14	140.00-
102			
103	TOTALS		
105		VOLUME	VALUE
106	Burg/Rob Loss	14	140.00
107	Redeem Burg/Loss U/P	14	140.00-
108	Group W	28	0.00
109			
110	UNCLAIMED PAYMENTS	28	0.00
111			
112			
113	Bureau de Change - Out (<i>L2 2520 Super Group</i>)		
114	PO For Exch Out (<i>L1 610 Group V</i>)		
115	PO For Exch Out (<i>Product K 218</i>)		
116	TXN	VOLUME	VALUE
117	1-15678-3	5	50.00
118	1-15679-8	4	40.00
119	1-15680-6	3	30.00
120	1-15681-3	2	20.00
121			
122	Product total	14	140.00

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```
123
124 Trav Chq to 1st Rate (L1 1835 Group U)
125 Travellers Chq Purch (Product L 767)
126 TXN                VOLUME      VALUE
127 1-15678-3          5          50.00
128 1-15679-6          4          40.00
129 1-15680-8          3          30.00
130 1-15681-7          2          20.00
131
132 Product total      14          140.00
133
134 B de C Credit Card (L1 1838 Group T)
135 B de C Credit Card (Product M 195)
136 TXN                VOLUME      VALUE
137 1-15678-8          1          50.00
138 1-15679-2          1          40.00
139 1-15680-6          1          30.00
140 1-15681-9          1          20.00
141
142 Product total      4          140.00
143
144 TOTALS
145                VOLUME      VALUE
146 PO For Exch Out    14          140.00
147 Po For Exch Out    14          140.00
148
149 Travellers Chq Purch 14          140.00
150 Trav Chq to 1st Rate 14          140.00
151
152 B de C Credit Card   14          140.00
153 B De C Credit Card   14          140.00
154
155 BUREAU DE CHANGE - OUT 32          420.00
156
157
158 *** 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.

Field Name	Character Position	Length	Line Number	Contents
Miscellaneous Transaction				
Transaction ID	1-11	11	09	Repeated as needed
Volume	21-28	8	09	
Value	31-41	11	09	
Miscellaneous Txn Product				
Sub Totals				Repeated as needed
Volume	20-28	9	14 and 67	
Value	30-41	12	14 and 67	

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Field Name	Character Position	Length	Line Number	Contents
Miscellaneous Txn Group (L1) Totals				Repeated as needed
Volume	20-28	9	69	
Value	30-41	12	69	
Miscellaneous Txn Super Group (L2) Total				Repeated as needed
Volume	20-28	9	80	
Value	30-41	12	80	
Miscellaneous Txn Headings				
Level 2 Title	1-?	?	05 and 80	Repeated as needed
Level 1 Title	1-?	?	06 and 69	
Product Name	1-12	12	07 and 67	

Lines 5-80 repeat for each Level 2
 Lines 6-23 repeat for each Level 1
 Lines 7-14 repeat for each Product

7.20.6 Reference Data

Level 4 Total Receipts@3013

Level 3 Receipts@3006

Level 2:CARRS - PARCELS@75

Level 1:Parcels@90

Level 2:COUNTERS REVENUE@185

Level 1:Charact Merchandise@190

Level 1:Packaging Materials@200

Level 1:Personal Stationery@210

Level 1:Plastic Items@230

Level 1:Glues & Adhesives@240

Level 1:Stationery Sundries@250

Level 1:Postshop Zero Rate@260

Level 1:Postshop Standard@270

Level 1:Pers Address Labels@290

Level 1:Other Misc Exempt@300

Level 1:Other Misc Zero@310

Level 1:Other Misc Standard@320

Level 1:Books@334

Level 1:Postcards@1717

Level 1:Greetings Cards@1720

Level 1:Commercial Stationery@1725

Level 1:Calendars@1730

Level 1:Giftwrap & Stationery@1740

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Level 2:OTHER RECEIPTS@375
Level 1:Miscellaneous@380
Level 1:Photos on Licences@390
Level 1:Lottery Games@410
Level 1:Local Schemes@430
Level 1:Giro Error Notice receipt@435
Level 1:Uprating@450
Level 1:Elec Charge - Client's Kit@1100
Level 1:Electric Key - Client's Kit@1101
Level 1:Water Charging - Client's Kit@1102
Level 1:Loan To Post Office@1105
Level 1:MVL Temp First Licence@1106
Level 1:Moneygram Send@1820
Level 1:POCL Error Notice Receip@1915
Level 2:UNCHARGED RECEIPTS@490
Level 1:Miscellaneous@
Level 2:MEALS ON WHEELS@2415
Level 2:TRAVEL INSURANCE@2460
Level 2:SUNRISE LETTERS@2470
Level 1:Letters@80
Level 1:Franking Machine@1080
Level 2:QUANTUM@2485
Level 1:B Gas card Recharging@1790
Level 2:ROD LICENCES@2490
Level 2:TABLE 10G@2493
Level 2:BUREAU DE CHANGE - IN@2510
Level 1:PO Foreign Exch In@440
Level 1:Corp Bure de Ch - Purchase@1825
Level 1:B De Change - Comm@1826
Level 1:B De Chge- Revalue Up@1827
Level 1:Travellers Cheque Sales@1828
Level 1:Travel Cheque Commission@1829
Level 1:PO Fgn Xch - Pre Order@1830
Level 2:PERSONAL BANKING@2550
Level 1:Co-op Personal Chq Dep@1905
Level 1:Co-op Personal Cash Dep@1910
Level 1:Lloyds Personal Cash Dep@1920
Level 1:Lloyds Personal Cash Dep@1925

Level 4 Total Payments@3016
Level 3 Payments@3005

Level 2:DEBIT CARDS@72
Level 2:SAVING STAMPS REDEEMED@535
Level 1:Three Valleys WASS Redm@1940

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Level 1:Essex+Suffolk WASS Redm@1943
Level 1:NW Water WASS Redm@1946
Level 1:Anglian Water WASS redm@1949
Level 1:BT Telephone Stamp Redm@1953
Level 1:BBC TV Licence Stamp Rdm@1956
Level 1:Southern Elec Stamp Redm@1968
Level 1:Eastern Elec Stamp Redee@1974
Level 1:Seeboard Stamps Redmd@1977
Level 1:Vehicle Licence Stmp Rdm@1980
Level 1:B Gas Stamp Redeemed@1983
Level 1:SOUTH WALES ELECTRICITY@2433
Level 1:SOUTH WEST ELECTRICITY@2434
Level 2:TV REFUND / BLIND@545
Level 2:OTHER PAYMENTS@575
Level 1:Miscellaneous@580
Level 1:Giro Error Notice payment@583
Level 1:UKPA refunds@585
Level 1:Downrating@600
Level 1:Local Rent Sch - Contra@1220
Level 1:ATM@1800
Level 1:Travel Insurance@1810
Level 1:International Money Orders@1814
Level 1:Moneygram Receive@1818
Level 1:Co-op Cash Cheques@1900
Level 2:UNCLAIMED PAYMENTS@740
Level 2:NATIONAL LOTTERY PRIZES@2031
Level 2:BUREAU DE CHANGE - OUT@2520
Level 1:PO Foreign Exch Out@610
Level 1:Travellers Chq To 1st Rate@1835
Level 1:B De Change - Corp sales@1836
Level 1:B De Change - Revalue Dn@1837
Level 1:B de C Credit Card@1838
Level 2:LITTLEWOODS PRIZES@2670

Level 4 @7000
Level 3 @7001
Level 2:Parcel Traffic@2495

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7.21 Counter - Weekly Remittances In

7.21.1 Purpose

This is an office report.

7.21.2 Frequency

Weekly.

7.21.3 Notes

Remittance details shown.

Optional.

Also available by User for a Shared Stock Unit only.

7.21.4 Sequence

1. Chronological order of entry
2. Grouped by session number.

A session is defined in Section 4.

7.21.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:42 17/01/1998	CAP:01 BP:01 SU:SH1		
03	Weekly Remittances In - Office Copy			
04				
05	SESSION: 1-15578-1			
06	DATE:10:44 17/01/1998			
07	SOURCE:Rem In Supp Div			
08				
09	PRODUCT	VOLUME	VALUE	
10	BT PC 20	100	200.00	
11	BT PC 50	100	500.00	
12	BT PC 100	10	100.00	
13	BT PC 200	10	200.00	
14	PO 50p	25	12.50	
15	PO £2	25	50.00	
16	PO £5	25	125.00	
17	PO £8	25	200.00	
18	PO £15	25	375.00	
19	PO £20	25	500.00	
20	PO Fee 50p	25	6.25	
21	PO Fee £2	25	11.00	
22	PO Fee £5	25	14.50	
23	PO Fee £8	25	16.50	

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24	PO Fee £15	25	20.00
25	PO Fee £20	25	21.25
26	SouthernElec	100	100.00
27	Gas Stamp £1	300	300.00
28	Comcoin	100	100.00
29	Game Red	10	60.00
30	Lwood S/Card	1000	1000.00
31	Game Green	10	40.00
32	Reg Plus PL2	100	490.00
33	Game Blue	10	40.00
34	Bus 1 Stock	500	2500.00
35	Game Occas	10	20.00
36	Game Dealers	10	40.00
37	Game Keeper	10	40.00
38	Col TV Fee	10	865.00
39	Mono TV Fee	10	285.00
40	FDE	100	26.00
41	Pres Pack	100	1500.00
42	SwftPkC3Euro	100	499.00
43	1st Class	10000	2600.00
44	2nd Class	10000	2000.00
45	Post Stamp	3201	2260.00
46	Stamp Spl 1st	100	26.00
47	Stamp Spl 2nd	100	20.00
48	A/Pack Euro	100	249.00
49	SwiftpackLqe	100	400.00
50	Voucher	1	300.00
51	Stpbk 1stx10	10	26.00
52	Stpbk 2nd x4	10	8.00
53	Stbkvend £1	100	100.00
54	D/Whsle Stmp	200	316.00
55	MVL Stmp	500	2500.00
56	Gas Token	300	300.00
57	TV Stamp	1000	1000.00
58	Water Stamp	500	1000.00
59	Env 2ndClass	100	38.00
60	Env 1stClass	100	46.00
61	IntRepCoupon	100	60.00
62	Registrd RG1	100	360.00
63	Home Help A	25	37.50
64	Home Help B	25	60.00
65	Home Help C	25	87.50
66	Home Help D	25	143.75
67	BT Stamp £2	1000	2000.00
68	-----		
69	TOTAL	30722	26303.50
70			
71			
72	SESSION: 1-15639-1		
73	DATE:11:18 17/01/98		
74	SOURCE:Rem In Other Pos		
75			
76	PRODUCT	VOLUME	VALUE
77	Cash	1	5000.00
78	BT PC 20	10	20.00
79	BT PC 50	10	50.00
80	BT PC 100	2	20.00

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81	BT PC 200	2	40.00
82	PO 50p	3	1.50
83	PO £2	3	6.00
84	PO £5	3	15.00
85	PO £8	3	24.00
86	PO £15	3	45.00
87	PO £20	3	60.00
88	PO Fee 50p	3	0.75
89	PO Fee £2	3	1.32
90	PO Fee £5	3	1.74
91	PO Fee £8	3	1.98
92	PO Fee £15	3	2.48
93	PO Fee £20	3	2.55
94	SouthernElec	10	10.00
95	Gas Stamp £1	30	30.00
96	Comcoin	10	20.00
97	Game Red	2	12.00
98	Lwood S/Card	100	100.00
99	Game Green	2	8.00
100	Reg Plus PL2	10	49.00
101	Game Blue	2	8.00
102	Bus 1 Stock	50	250.00
103	Home Help C	3	10.50
104	Home Help D	3	17.25
105	BT Stamp £2	100	200.00
106	-----		
107	TOTAL	22096	15579.54
108			
109	*** END OF REPORT ***		
110			

1 2 3 4
12345678901234567890123456789012

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

Field Name	Character Position	Length	Line Number	Contents
Stock Receipt Details				Repeated as Necessary
Stock Transaction	5-15	11	05	eg 72 and 73
Stock Date	38-42	5	06	
Stock Recpt Detls Time	29-36	10	06	
Stock Source	8-23	16	07	
Stock Transaction				Repeated as Necessary
Stock Product	1-16	16	09	eg 76
Stock Quantity	20-27	8	09	
Stock Value	29-39	11	09	
Stock Total				Repeated as Necessary
Stock Total	28-39	12	69	eg 106
Stock Quantity	20-27	8	69	

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7.21.6 Reference Data

Level 3:Remittance In Detail@3028 (DRN:5060)

Level 2:Rem In Supp Div@3031

Level 2:Rem In Other Pos@3037

Level 2:REM IN DATA CEN@3041

Level 2:Rem In Client@3045

7.22 Counter - Weekly Remittances Out

7.22.1 Purpose

This is an office report.

7.22.2 Frequency

Weekly.

7.22.3 Notes

Remittance details shown.

Optional.

Also available by User for a Shared Stock Unit only.

7.22.4 Sequence

1. Chronological order of entry
2. Grouped by Session.

7.22.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office	FAD: 123456X		
02	11:42 29/01/1998	CAP:01 BP:01 SU:SH1		
03	Weekly Remittances Out - Office Copy			
04				
05	SESSION: 1-16165-1			
06	DATE:15:48 28/01/1998			
07	DESTINATION: Rem Out Supp Div			
08				
09	PRODUCT	VOLUME	VALUE	
10	PO 50p	12	6.00	
11	PO £2	12	24.00	
12	PO £5	12	60.00	
13	PO £8	12	90.00	
14	PO £15	12	180.00	
15	PO £20	12	240.00	
16	PO Fee 50p	12	3.00	
17	PO Fee £2	12	5.28	
18	PO Fee £5	12	6.96	
19	PO Fee £8	12	7.92	
20	PO Fee £15	12	9.60	
21	PO Fee £20	12	10.28	
22	SouthernElec	50	50.00	
23	Gas Stamp £1	150	150.00	
24	Bus 1 Stock	250	1250.00	
25	Col TV Fee	5	432.50	

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26	Mono TV Fee	5	142.50
27	MVL Stamp	250	1250.00
28	Gas Token	150	150.00
29	TV Stamp	500	500.00
30	Home Help A	12	18.00
31	Home Help B	12	33.00
32	Home Help C	12	42.00
33	Home Help D	12	69.00
34	BT Stamp £2	500	1000.00
35	-----		
36	TOTAL	2052	5730.04
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.

Field Name	Character Position	Length	Line Number	Contents
Stock Return Details				
Stock Transaction	5-15	11	05	
Stock Date	29-36	10	06	
Stock Recpt Detls Time	38-42	5	06	
Stock Destination	8-23	16	07	
Stock Transaction				
Stock Product	1-16	16	09	
Stock Quantity	20-27	8	09	
Stock Value	29-39	11	09	
Stock Total				
Stock Total	28-39	12	36	
Stock Quantity	20-27	8	36	

7.22.6 Reference Data

Level 3:Remittance Out Detail@3029 (DRN:5060)

Level 2:Rem Out Supp Div@3030

Level 2:Rem Out Other Pos@3038

Level 2:Rem Out Data Cen@3042

Level 2:Rem Out Client@3046

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Date: 08/08/2000

7.23 Counter - Weekly Remittances Summary

7.23.1 Purpose

This is an office report.

7.23.2 Frequency

Weekly.

7.23.3 Notes

Filed locally.

Optional.

Also available by User for a Shared Stock Unit only.

Remittance session totals shown.

7.23.4 Sequence

Session totals in chronological order of entry.

7.23.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	21:36 17/11/1998	CAP:03	BP:01	SU: S2
03	Weekly Remittances Summary - Office Copy			
04				
05	REMS IN ALL SOURCES			
06	Rem In Supp Div			
07				
08	SESSION	MODE	DATE	TIME
09	2-6780-1			
10		RISD	12-Nov	13:29
11	Rem In Supp Div			1040.00
12	Total:			1040.00
13				
14				
15	Rem In Other POs			
16				
17	SESSION	MODE	DATE	TIME
18	2-6788-1			
19		RIOP	12-Nov	13:30
20	Rem In Other POs			1010.00
21	Total:			1010.00
22				
23				

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```

24 REMS IN ALL SOURCES -----
25     Total:                      2050.00
26 -----
27
28 REMS OUT ALL DESTINATIONS
29 Rem Out Supply Div
30 SESSION    MODE    DATE    TIME    VALUE
31 2-6796-1
32             ROSD    12-Nov 15:56    46.08
33 Rem Out Supply Div -----
34     Total:                      46.00
35 -----
36
37 Rem Out Client
38 SESSION    MODE    DATE    TIME    VALUE
39 2-6827-1
40             ROCL    12-Nov 15:56    30.00
41 Rem Out Client -----
42     Total:                      30.00
43 -----
44
45 REMS OUT ALL DESTINATIONS -----
46     Total:                      76.00
47 -----

```

*** 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.

Field Name	Character Position	Length	Line Number	Contents
Remittance Source/Dest.				
Level 3 Heading	1-24	24	05/26	Repeated as necessary
Level 2 Heading	1-24	24	06/27	
Summary Remittances In				
Summary Transaction	1-11	11	09	Repeated as necessary
Summary Mode	13-16	4	10	
Summary Date	19-24	6	10	
Summary Time	26-30	5	10	
Summary Value	32-42	11	10	
Summary Source Sub Total				
Source Sub Total	31-42	12	12	Repeated as necessary
Summary Total All Sources				
Summary Total for All Sources	29-40	12	25	Repeated as necessary

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Summary Remittances Out	1-11	11	31	Repeated
Summary Transaction	13-16	4	32	as
Summary Mode	19-24	6	32	necessary
Summary Date	26-30	5	32	
Summary Time	32-42	11	32	
Summary Value				
Summary Dest.Sub Total				Repeated
Destination Sub Total	29-40	12	34	as
				necessary
Summary Total All				Repeated
Sources				as
Summary Total for All	29-40	12	46	necessary
Destinations				

7.23.6 Reference Data

Level 3: REM IN ALL SOURCES@ 902

Level 2:REM IN SUPP DIV@904

Level 2:REM IN OTHER POS@905

Level 2:REM IN DATA CEN@906

Level 2:REM IN CLIENT@907

LEVEL 2:REM IN SSO @908

Level 3:REM OUT ALL DESTINATIONS@903

Level 2:REM OUT SUPP DIV@909

Level 2:REM OUT OTHER POS@910

Level 2:REM OUT DATA CEN@911

Level 2:REM OUT CLIENT@912

Level 2:REM OUT SSO @913

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7.24 Counter - Weekly Stock on Hand

7.24.1 Purpose

This is an office report.

7.24.2 Frequency

Weekly.

7.24.3 Notes

Optional.

7.24.4 Sequence

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

7.24.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:12 16/01/1998	CAP:01	BP:01	SU:SH1
03	Stock On Hand - Office Copy			
04				
05	VALUE STOCK & MOP	VOLUME		VALUE
06				
07	Cash			4293.11
08	CASH			4293.11
09	Cheque			4032.79
10	CHEQUES			4032.79
11	Giro Txfers			47.97
12	GIRO TRANSFERS			47.97
13	Voucher			320.00
14	VOUCHERS			320.00
15	MOP			8693.87
16	Comcoin			200.00
17	COIN SETS			200.00
18	Game Red	2		12.00
19	Game Occas	2		4.00
20	Game Dealers	2		8.00
21	GAME LICENCES			32.00
22	Col TV Fee	1		86.50
23	COLOUR			86.50
24	TV FEE			86.50
25	FDE	100		26.00
26	Pres Pack			1500.00
27	PHILATELIC ITEMS			1526.00
28	1st Class	18488		4806.88
29	2nd Class	18489		3697.88
30	POSTAGE	36977		8504.76

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31	Reg Plus PL2	100	400.00
32	SwftPkC3Euro	97	484.03
33	SwiftpackLqe	100	400.00
34	Env 2ndClass		38.00
35	Env 1stClass		45.40
36	IntRepCoupon		57.60
37	Registrd RG1	98	352.80
38	MISCELLANEOUS		1777.83
39		-----	
40	TOTAL STOCK & MOP		9999.99
41			
42	***END OF REPORT***		
43			
	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.

Field Name	Character Position	Length	Line Number	Contents
Bal MOP Product Line				
Quantity	20-27	8	07	
Value	29-39	11	07	
Product Name	3-18	16	07	
Bal MoP SubGroup Line				
Subtotal	29-39	11	08	
SubGroup	2-26	25	08	
Bal MoP Group Line				
Group	1-25	25	15	
Grouptotal	29-39	11	15	
Bal Stock Product Line				
Product Name	3-18	16	16	
Quantity	20-27	8	16	
Value	29-39	11	16	
Bal Stock SubGroup Line				
Subtotal	29-39	11	17	
SubGroup	2-26	25	17	
Bal Stock Group Line				
Grouptotal	29-39	11	24	
Group	1-25	25	24	
Stock Unit Value Total				
Stock Unit Total	28-39	12	41	

7.24.6 Reference Data

Level 3:MOP @3003

Level 2:MOP @1000

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Level 3:Value Stock@3007
Level 2:COIN SETS@2010
Level 2:FGN CURRENCY STERLING EQ@2015
Level 2:GAME LICENCES@2020
Level 2:BBC TV LICENCE STAMP@2033
Level 2:PHILATELIC ITEMS@2050
Level 2:POSTAGE@2055
Level 2:DW STAMP BOOKS@2089
Level 2:NON POSTAGE STAMPS@2095
Level 2:HEMOCARE@2101
Level 2:PHONE CARDS@2115
Level 2:PREPAY VOUCHERS@2135
Level 2:PAY AS YOU TALK@2145
Level 2:POSTAL ORDERS@2195
Level 1:Face Value@2200
Level 1:Fees@2210
Level 2:COMM COIN LOOSE #5@2214
Level 2:VALUE STOCK OTHER@2235
Level 2:BT SAVINGS STAMP £2@2600
Level 2:BT SAVINGS STAMP £5@2601
Level 2:BRITISH GAS SAVINGS STAMP@2605
Level 2:EASTERN ELECTRICITY SAVINGS STAMP@2610
Level 2:NORWEB SAVINGS STAMPS@2615
Level 2:SEEBOARD SAVINGS STAMP@2625
Level 2:SOUTHERN ELECTRIC SAVINGS STAMP@2630
Level 2:WATER AUTHORITY@2635
Level 2:NAT LOT INSTANT WIN GAM@2650
Level 2:LITTLEWOOD SCRATCHIES@2660
Level 2:OPEN VAL POS ORD - FIFE@2920

7.25 Counter - Weekly Transfer Summary

7.25.1 Purpose

This is an office report.

7.25.2 Frequency

Weekly.

7.25.3 Notes

Optional.

Transfers In shows the Source Stock Unit; Transfers Out shows the Destination Stock Unit.

Filed locally. Also available by User for a Shared Stock Unit only.

7.25.4 Sequence

1. Listed in chronological order.
2. Session totals only.

7.25.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office			FAD: 123456X
02	11:42 17/01/2000	CAP:01	BP:01	SU:SH1
03	Transfers Summary - Office Copy			
04				
05	TRANSFERS IN			
06	SESSION	SRC	DEST	DATE TIME VALUE
07	1-58498-1			
08		SH3	SH1	17-Jan 11:36 58.00
09	1-58512-1			
10		SU1	SH1	17-Jan 11:37 9.00
11	1-58290-1			
12		SH2	SH1	17-Jan 10:55 16.95
13				-----
14	TOTAL:			83.95
15				
16	TRANSFERS OUT			
17	SESSION	SRC	DEST	DATE TIME VALUE
18	1-58551-1			
19		SH1	SH4	17-Jan 11:38 48.00-
20	1-58565-1			
21		SH1	SU2	17-Jan 11:40 22.20-
22	1-58585-1			
23		SH1	SH3	17-Jan 11:45 4.11-

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```

24 1-58599-1
25          SH1 SH2 17-Jan 11:50          24.00-
26                                     -----
27 TOTAL:                                98.31-
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.

Field Name	Character Position	Length	Line Number	Contents
Stock Tsfr Summy Tnsctn In				
Stock Transfer Mode	2-3	2	07	Removed
Stock Tsfr Summy Session	6-23	18	07	at CSR+
Stock Tsfr Summy Source SU	12-14	3	08	Source SU
Stock Tsfr Summy Dest'n SU	16-18	3	08	Repeated
Stock Tsfr Summy Date	20-25	6	08	as
Stock Tsfr Summy Time	27-31	5	08	necessary
Stock Tsfr Summy Value	32-42	11	08	
Stock Transfer Total In				
Stock Tsfr Summy Total	29-41	12	14	
Stock Tsfr Summy Tnsctn Out				
Stock Transfer Mode	2-3	2	14	Removed
Stock Tsfr Summy Session	6-23	18	18	at CSR+
Stock Tsfr Summy Source SU	12-14	3	19	Dest'n SU
Stock Tsfr Summy Dest'n SU	16-18	3	19	Repeated
Stock Tsfr Summy Date	20-25	6	19	as
Stock Tsfr Summy Time	27-31	5	19	necessary
Stock Tsfr Summy Value	32-42	11	19	
Stock Transfer Out Total				
Stock Tsfr Summy Total	29-41	12	27	

7.25.6 Reference Data

Root Node:3021 (DRN:5054)

7.25.7 CSR+ Changes

The report title will be changed at CSR+.

The Mode column will be removed at CSR+.

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7.26 Counter - Weekly Transfers In

7.26.1 Purpose

This is an office report.

7.26.2 Frequency

Weekly.

7.26.3 Notes

Optional.

Filed locally. Also available by User for a Shared Stock Unit only.

7.26.4 Sequence

1. Chronological order of entry
2. Grouped by session, then by product.

7.26.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Transfers In - Office Copy			
04				
05	DATE:17/01/1998 10:44			
06				
07	SESSION ID: 1-1557-1			
08	SOURCE SU:S2	DEST SU:SHI		
09				
10	PRODUCT	VOLUME	VALUE	
11	Cash	1	600.00	
12	BT phone card £5	10	50.00	
13	Comm coin £5	20	100.00	
14	Hme care stmp	1	3.00	
15	BT £3 phone card	10	30.00	
16	-----			
17	TOTAL	42	783.00	
18				
19	*** END OF REPORT ***			
20				

	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.

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Field Name	Character Position	Length	Line Number	Contents
Stock Transfer Details				
Session ID	6-23	18	07	
Transfer Date	27-36	10	05	
Transfer Time	38-42	5	05	
Source Stock Unit ID	11-13	3	08	
Destination Stock Unit ID	24-26	3	08	
Stock Transfer Transaction				
Product	1-16	16	10	Repeated as necessary
Quantity	21-28	8	10	
Value	30-40	11	10	
Stock Transfer Total				
Total	30-40	12	20	
Quantity	21-28	8	20	

7.26.6 Reference Data

Root Node 3033, DRN 5094

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7.27 Counter - Weekly Transfers Out

7.27.1 Purpose

This is an office report.

7.27.2 Frequency

Weekly.

7.27.3 Notes

Optional.

Filed locally. Also available by User for a Shared Stock Unit only.

7.27.4 Sequence

1. Grouped by Session
2. Product

7.27.5 Layout and Example Content

```

      1         2         3         4
123456789012345678901234567890123456789012
01 Feltham Post Office FAD: 123456X
02 11:42 17/01/1998 CAP:01 BP:01 SU:SH1
03 Transfers Out - Office Copy
04
05 DATE:17/01/1998 10:44
06
07 SESSION ID: 1-15578-1
08 SOURCE SU:SH1 DEST SU:S1
09
10 PRODUCT VOLUME VALUE
11 Cash 1 600.00
12 BT phone card £5 10 50.00
13 Comm coin £5 20 100.00
14 Hme care stmp 1 3.00
15 BT £3 phone card 10 30.00
16 -----
17 TOTAL 42 783.00
21
22
23 *** END OF REPORT ***
      1         2         3         4
12345678901234567890123456789012
```

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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Field Name	Character Position	Length	Line Number	Contents
Stock Transfer Details				
Session ID	6-16	11	07	
Transfer Date	27-36	10	05	
Transfer Time	38-42	5	05	
Source Stock Unit ID	11-13	3	08	
Destination Stock Unit ID	24-26	3	08	
Stock Transfer Transaction				Repeated
Stock Product	1-16	16	10	as
Stock Quantity	21-28	8	10	necessary
Stock Value	30-40	11	10	
Stock Transfer Total				
Stock Total	29-40	12	16	
Stock Quantity	21-28	8	16	

7.27.6 Reference Data

Root Node: 3034 DRN: 5092

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7.28 Office - Daily BT Bills

7.28.1 Purpose

This is an office report.

7.28.2 Frequency

Daily or Weekly (see note in Section 4 about Office reports).

7.28.3 Notes

Cut-off.

Optional.

Summary of all Stock Unit cut-off reports.

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

The date and time listed on the report show when the cut-off was taken.

Filed locally.

7.28.4 Sequence

1. Stock unit and user
2. Balance period

7.28.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X			Page 1	
02	11:07 17/01/1998						CAP 01	
03	BT Bill Summaries - Office Copy							
04								
05	SU /BP	DATE	TIME	VOLUME	VALUE			
06								
07	SH1/01	13/01/1998	09:45	2	345.89			
08	SH1/01	14/01/1998	11:21	3	234.56			
09	SU3/02	16/01/1998	10:56	1	123.45			
10					-----	-----		
11	OFFICE TOTALS:			6	703.90			
12								
13	*** END OF REPORT ***							
	1	2	3	4	5	6	7	
	1234567890123456789012345678901234567890123456789012345678901234567890							

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Field Name	Character Position	Length	Line Number	Contents
Summ of Summs Weekly Detail				
BP	5-6	2	06	
Weekly Sum Value	49-60	12	06	
Weekly Sum Volume	40-47	8	06	
Weekly Sum Time	35-39	5	06	
Weekly Sum Date	24-33	10	06	
Weekly Sum SU	1-3	3	06	
Summ of Summs Totals				
Weekly Sum Total	48-60	13	11	
Weekly Sum Tot Vol	39-47	9	11	

7.28.6 Reference Data

Level 2:TELEPHONE RECEIPTS@100

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Date: 08/08/2000

7.29 Office - Daily UKPA

7.29.1 Purpose

This is an office report.

7.29.2 Frequency

Daily.

7.29.3 Notes

Cut-off.

Optional.

Summary of all Stock Unit cut-off reports.

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

7.29.4 Sequence

Chronological within Balance Period, within Stock Unit.

7.29.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X			Page 1	
02	02:07 18/11/1998						CAP 01	
03	UKPA - Office Copy							
04								
05	SU /BP	DATE	TIME	VOLUME	VALUE	FEES		
06	IN1/01	10/11/1998	10:28	40	630.00	128.00		
07	SH1/01	17/11/1998	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	
	1234567890123456789012345678901234567890123456789012345678901234567890							

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Summ of Summs Weekly Detail BP	5-6	2	06	
Weekly Sum Value	49-60	12	06	
Weekly Sum Volume	40-47	8	06	
Weekly Sum Time	34-38	5	06	
Weekly Sum Date	22-31	10	06	
Weekly Sum SU	1-3	3	06	
Weekly Sum Fees	66-73	8	06	
Summ of Summs Totals				
Weekly Sum Total	48-60	13	09	
Weekly Sum Tot Vol	40-47	8	09	

7.29.6 Reference Data

Level 2:UKPA PASSPORTS@355 (DRN:5050)

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Date: 08/08/2000

7.30 Office - Daily Giro Deposits

7.30.1 Purpose

This is an office report.

7.30.2 Frequency

Daily or Weekly (see note in Section 4 about Office reports).

7.30.3 Notes

Cut-off.

Optional.

This is a summary of daily cut-offs.

This report will not be populated until a stock unit cut-off has been taken. It is a cut-off of cut-offs and is reset to zero until the Stock unit cut-off is taken.

7.30.4 Sequence

Chronological order within Balance Period, within Stock Unit.

7.30.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X			Page 1	
02	11:07 18/11/1998						CAP 01	
03	Giro Dep Summaries - Office Copy							
04								
05	SU /BP	DATE	TIME	VOLUME	VALUE	FEES		
06	IN1/01	09/11/1998	10:22	2	200.00	3.00		
07	SH1/01	10/11/1998	10:16	6	750.00	9.00		
08	SH1/01	17/11/1998	21:30	10	1000.00	27.00		
09					-----	-----	-----	
10	OFFICE TOTALS:			18	1950.00	39.00		
11								
12	*** END OF REPORT ***							
	1	2	3	4	5	6	7	
	1234567890123456789012345678901234567890123456789012345678901234567890							

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Summ of Summs Weekly Detail BP	5-6	2	06	
Weekly Sum Value	49-60	12	06	
Weekly Sum Volume	40-47	8	06	
Weekly Sum Time	33-37	5	06	
Weekly Sum Date	22-31	10	06	
Weekly Sum SU	1-3	3	06	
Weekly Sum Fees	69-73	5	06	
Summ of Summs Totals				
Weekly Sum Total Value	48-60	13	09	
Weekly Sum Total Vol	40-47	8	09	
Weekly Sum Total Fees	69-73	5	09	

7.30.6 Reference Data

Level 2:GIRO DEPS/TRANSCASH@20

Level 2:GIRO NON CASH ITEMS@25

Level 2:GIRO TRANSCASH FEES@32

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Date: 08/08/2000

7.31 Office - Daily Giro Withdrawals

7.31.1 Purpose

This is an office report.

7.31.2 Frequency

Daily or Weekly (see note in Section 4 about Office reports).

7.31.3 Notes

Cut-off.

Optional.

This is a summary of daily cut-offs.

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

7.31.4 Sequence

Chronological order within Balance Period, within Stock Unit.

7.31.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X			Page 1	
02	11:07 17/01/1998						CAP 01	
03	Giro W/D Summaries - Office Copy							
04								
05	SU /BP	DATE	TIME	VOLUME	VALUE			
06								
07	SH1/01	13/01/1998	09:45	2	345.89			
08	SH1/01	14/01/1998	11:21	3	234.56			
09	SU3/02	16/01/1998	10:56	1	123.45			
10					-----	-----		
11	OFFICE TOTALS:			6	703.90			
12								
13	*** END OF REPORT ***							
	1	2	3	4	5	6	7	
	1234567890123456789012345678901234567890123456789012345678901234567890							

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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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Summ of Summs Weekly Detail BP	5-6	2	06	
Weekly Sum Value	51-62	12	06	
Weekly Sum Volume	40-47	8	06	
Weekly Sum Time	35-39	5	06	
Weekly Sum Date	24-33	10	06	
Weekly Sum SU	1-3	3	06	
Summ of Summs Totals				
Weekly Sum Total	50-62	13	11	
Weekly Sum Tot Vol	40-47	8	11	

7.31.6 Reference Data

Level 2:GIRO WITHDRAWALS@70

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Summ of Summs Weekly Detail				
BP	5-6	2	07	
Weekly Sum Value	51-62	12	07	
Weekly Sum Volume	40-47	8	07	
Weekly Sum Time	35-39	5	07	
Weekly Sum Date	24-33	10	07	
Weekly Sum SU	1-3	3	07	
Summ of Summs Totals				
Weekly Sum Total	50-62	13	11	
Weekly Sum Tot Vol	40-47	8	11	

7.32.6 Reference Data

Level 2: NS DEPOSITS@110 (DRN:5050)

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Summ of Summs Weekly Detail BP	5-6	2	07	
Weekly Sum Value	51-62	12	07	
Weekly Sum Volume	40-47	8	07	
Weekly Sum Time	35-39	5	07	
Weekly Sum Date	24-33	10	07	
Weekly Sum SU	1-3	3	07	
Summ of Summs Totals				
Weekly Sum Total	50-62	13	11	
Weekly Sum Tot Vol	40-47	8	11	

7.33.6 Reference Data

Level 2: NS WITHDRAWALS/PAYMENTS@120

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7.34 Office - Daily Remittances In

7.34.1 Purpose

This is an office report.

7.34.2 Frequency

Daily or Weekly (see note in Section 4 about Office reports).

7.34.3 Notes

Filed locally.

Optional.

Totals of all remittances entered on the system.

7.34.4 Sequence

1. Remittances mode
2. Date
3. SU/BP
4. Transaction ID
5. Value

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7.34.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X				Page 1	
02	11:07 17/01/1998						CAP 01	
03			Remittances In by Day - Office Copy					
04								
05	MODE		DATE	SU/BP	SESSION	TOTAL VALUE		
06	Rem In Supp Div		28/01/1998	SH1/01	1-15570-1	26303.50		
07	Rem In Supp Div		28/01/1998	SH1/01	1-15573-1	23000.00		
08	Rem In Supp Div		28/01/1998	SH2/01	1-15580-1	36000.50		
09			28/01/1998	TOTALS:		85304.00		
10								
11	Rem In Supp Div		29/01/1998	SH1/01	1-15583-1	6303.50		
13	Rem In Supp Div		29/01/1998	SH2/01	1-15585-1	6000.50		
14			29/01/1998	TOTALS:		14303.50		
15	Rem In Supp Div		TOTALS:			97607.50		
16								
17	Rem In Other POs		28/01/1998	SU1/01	1-15630-1	15579.50		
18	Rem In Other POs		28/01/1998	SU1/01	1-15631-1	17579.00		
19	Rem In Other POs		28/01/1998	SU1/01	1-15632-1	15779.50		
21	Rem In Other POs		28/01/1998	SH4/01	1-15650-1	13579.50		
22			28/01/1998	TOTALS:		82096.50		
23	Rem In Other POs		TOTALS:			62517.50		
24								
25								
29								
30			*** END OF REPORT ***					

	1	2	3	4	5	6	7	8
	01234567890123456789012345678901234567890123456789012345678901234567890							

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

Field Name	Character Position	Length	Line Number	Contents
Remittances Transaction Source	1-16	16	06	Repeated as necessary
Date	27-36	10	06	
SU	39-41	3	06	
BP	43-44	2	06	
Transaction Value	47-57	11	06	
	58-69	12	06	
Remittances Transaction Total				Repeated as necessary
Total Date	27-36	10	09, 14, 22	
Total Value	54-66	13	09, 14, 22	
Remittances Source Total				Repeated as necessary
Remittances Source	1-24	24	15, 23	
Remittances Total	54-66	13	15, 23	

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7.34.6 Reference Data

Level 3: REM IN ALL SOURCES@ 902

Level 2:REM IN SUPP DIV@904

Level 2:REM IN OTHER POS@905

Level 2:REM IN DATA CEN@906

Level 2:REM IN CLIENT@907

Level 2:REM IN SSO @908

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7.35 Office - Daily Remittances Out

7.35.1 Purpose

This is an office report.

7.35.2 Frequency

Daily or Weekly (see note in Section 4 about Office reports).

7.35.3 Notes

Optional.

Filed locally. Totals of all remittances entered on the system.

7.35.4 Sequence

1. Remittance mode
2. Date
3. SU/BP
4. Transaction ID
5. Value

7.35.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X			Page 1	
02	11:10 17/01/1998						CAP 01	
03	Remittances Out by Day - Office Copy							
04								
05	MODE		DATE	SU/BP	SESSION	TOTAL VALUE		
06	Rem Out Supp Div		28/01/1998	SH1/01	1-16165-1	5735.96		
07	Rem Out Supp Div		28/01/1998	SH1/01	1-16196-1	2704.20		
08			28/01/1998	TOTALS:		8520.16		
09	Rem Out Supp Div		TOTALS:			8520.16		
10								
11	Rem Out Other Pos		28/01/1998	SH1/01	1-16236-1	9778.45		
12	Rem Out Other Pos		28/01/1998	SH1/01	1-16305-1	3573.05		
13			28/01/1998	TOTALS:		13351.50		
14	Rem Out Other Pos		TOTALS:			13351.50		
15								
16	Rem Out Client		28/01/1998	SH1/01	1-16312-1	50.00		
17			28/01/1998	TOTALS:		50.00		
18	Rem Out Client		TOTALS:			50.00		
19								
20	*** END OF REPORT ***							
	1	2	3	4	5	6	7	8

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

Field Name	Character Position	Length	Line Number	Contents
Remittances Transaction Destination	1-16	16	06	
Date	27-36	10	06	
SU1	39-41	3	06	
BP	43-44	2	06	
Transaction	47-57	11	06	
Value	58-69	12	06	
Remittances Transaction Total				
Total Date	27-36	10	08	
Total Value	54-66	13	08	
Remittances Destination Total				
Remittances Source	1-24	24	09	
Remittances Total	54-66	13	09	

7.35.6 Reference Data

Level 3:REM OUT ALL DESTINATIONS@903

Level 2:REM OUT SUPP DIV@909

Level 2:REM OUT OTHER POS@910

Level 2:REM OUT DATA CEN@911

Level 2:REM OUT CLIENT@912

Level 2:REM OUT SSO @913

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7.36 Office Balance Snapshot

7.36.1 Purpose

This is an office report and is not required after the office has been balanced.

7.36.2 Frequency

Weekly.

7.36.3 Notes

Optional.

7.36.4 Sequence

The report has the following sections:

Discrepancies Detail

Value Stock and MoP

Total Stock and MoP

Receipts

Transfers In

Remittances In

Revaluations Up

Total Receipts

Payments

Transfers Out

Remittances Out

Revaluations Down

Net Discrepancies

Total Payments

Balance C/Fwd

The arithmetic is:

Receipts + Balance B/Fwd = Total Receipts

Payments + Stock + Net Discrepancies = Total Payments

Stock + Net Discrepancies = Balance C/Fwd

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

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Within each 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.

7.36.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:09 01/10/1998		CAP:01	
03	Office Snapshot - Office Copy			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER		57.50	*
07	*Discrepancy SHORT		0.00	*
08	*		-----*	
09	*Nett Discrepancy		57.50	*
10	*		-----*	
11	*****			
12				
13	VALUE STOCK & MOP	VOLUME	VALUE	
14				
15	Cash		4293.11	
16	CASH		4293.11	
17	Cheque		4032.79	
18	CHEQUE		4032.79	
19	Giro Txfer		47.97	
20	GIRO TRANSFERS		47.97	
21	MOP		8373.87	
22	Comcoin		200.00	
23	COIN SETS		200.00	
24	Game Red	2	12.00	
25	Game Occas	2	4.00	
26	Game Dealers	2	8.00	
27	Game Keeper	2	8.00	
28	GAME LICENCES		32.00	
29	FDE	100	26.00	
30	Pres Pack		1500.00	
31	PHILATELIC ITEMS		1526.00	
32	Reg Plus PL2	100	490.00	
33	SwftPkc3Euro	97	484.00	
34	1st Class	18488	4806.88	
35	2nd Class	15489	3697.80	
36	SwiftpackLge	100	400.00	
37	Env 2ndClass		38.00	
38	Env 1stClass		45.40	
39	IntRepCoupon	96	57.60	
40	D/Whsle Stmp		3.16	
41	Gas Token	149	149.00	
42	NatLotInstnt		495.00	
43	MISCELLANEOUS		10666.84	
44	VALUE STOCK OTHER		0.00	
45			-----	
46	TOTAL STOCK & MOP		20798.71	

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47			-----
48			
49			
50			
51			
52	RECEIPTS	VOLUME	VALUE
53			
54	Balance B/Fwd		21172.45
55			
56	Transcash	1	50.00
57	GIRO DEPS/TRANSCASH		50.00
58	D/post inland	1	25.00
59	Parcels		25.00
60	CARRS - PARCELS		25.00
61	BT bill pymnt	1	86.32
62	TELEPHONE RECEIPTS		86.32
63	NS ord dep ac	1	200.00
64	NS DEPOSITS		200.00
65	MVL v10	1	155.00
66	V10 Issued		155.00
67	DVLA MVL V10		155.00
68	Moneygram send	1	90.00
69	Moneygram Send		90.00
70	OTHER RECEIPTS		621.32
71			
72	Rem In Supp Div		303.50
73	Rem In In Other Pos		579.54
74	Rem In Client		100.00
75	Rem In ADC		0.00
76	REMITTANCES IN		983.04
77			
78	Reval Up		0.00
79			-----
80	TOTAL RECEIPTS		22761.81
81			-----
82			
83	PAYMENTS	VOLUME	VALUE
84			
85	OB chq to DPC	1	99.00
86	Cheque		99.00
87	COB cheque fee	1	5.00-
88	Fee		5.00-
89	OTHER BANKS CHEQUES		94.00
90	Giro w/drwl	2	100.00
91	GIRO WITHDRAWALS		100.00
92	Debit Card	1	50.00
93	DEBIT CARDS		50.00
94	NS ord w/drwl ac	1	150.00
95	NS Withdrawals		150.00
96	NS WITHDRAWALS/PAYMENTS		150.00
97	C/dian money ord	1	80.00
98	International Money Orders		80.00
99	Moneygram rec	1	300.00
100	Moneygram Receive		300.00
101	Co-op csh cheque	2	200.00
102	Co-op Cash Cheques		200.00
103	OTHER PAYMENTS		580.00

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104	Rem Out Supp Div	520.10
105	Rem Out Other Pos	351.50
106	Rem Out Client	50.00
107	Rem Out Data Cen	10.00
108	Rem Out ADC	0.00
109	REMITTANCES OUT	931.60
110		
111	Reval Down	0.00
112		
113	Total Stock & MoP	20798.71
114		
115	Nett Discrepancies	57.50
116		
117		-----
118	TOTAL PAYMENTS	22761.81
119		-----
120		
121	Transfers In	0.00
122		
123	Transfers Out	0.00
124		
125	Balance C/Fwd	20798.71
126		
127	*** 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.

Field Name	Character Position	Length	Line Number	Contents
Stock Unit Value Total				
Stock Unit Total	28-39	12	125	
Stock Unit Receipt Title				
Stock Unit Balance B/Fwd	29-39	11	54	
Stock Unit Transfers In				
Stock Unit Qty	20-27	8	121	
Stock Unit Value	29-39	11	121	
Stock Unit Receipt Total				
Stock Unit Total	28-39	12	83	
Stock Unit Transfers Out				
Stock Unit Qty	20-27	8	123	
Stock Unit Value	29-39	11	123	
Bal Payments Total				
Stock Unit Total	28-39	12	118	
Bal MoP Product Line				
Qty	20-27	8	15	
Value	29-39	11	15	
Product Name	3-17	15	15	

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Field Name	Character Position	Length	Line Number	Contents
Bal MoP SubGroup Line			16	
SubTotal	29-39	11		
SubGroup	2-26	25		
Bal MoP Group Line			23	
Group	1-25	25		
Group Total	29-39	11		
Bal Stock Product Line			25	
Qty	20-27	8	(Various)	
Value	29-39	11		
Product Name	3-17	15		
Bal Stock SubGroup Line			29	
SubTotal	29-39	11	(Various)	
SubGroup	2-26	25		
Bal Stock Group Line			31	
Group	1-25	25	(Various)	
Group Total	29-39	11		
Bal Receipts Product Line			58	
Qty	20-27	8	(Various)	
Value	29-39	11		
Product Name	3-17	15		
Bal Receipts SubGroup Line			59	
SubTotal	29-39	11	(Various)	
SubGroup	2-26	25		
Bal Receipts Group Line			60	
Group	1-25	25	(Various)	
Group Total	29-39	11		
Bal Payments Group Line			89	
Group	1-25	25	(Various)	
Group Total	29-39	11		
Stock Unit Rems In			72	
Stock Unit Source	3-26	24	et seq	
Stock Unit Value	29-39	11		
Stock Unit Rems Out			104	
Stock Unit Source	3-26	24	et seq	
Stock Unit Value	29-39	11		
Bal Discrepancies Detail				
Discrepancies Net	29-39	11	09	
Short Value	29-39	11	07	
Over Value	29-39	11	06	
Bal Discrepancy Summary				
Nett Discrepancies	29-39	11	115	
Total Stock and MoP	29-39	11	113	

7.36.6 Reference Data

Balance@3017

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Pathway Horizon Office Platform
Service

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.37 Office - Weekly Cash Flow

7.37.1 Purpose

This is an office report.

7.37.2 Frequency

Weekly.

7.37.3 Notes

Populated from Counter Daily Enter Cash on Hand.

If a declaration is not made for a particular day, the value of the cash on hand at the end of business will be carried forward from the previous day. This is shown for Tuesday and Wednesday in the example below, and also for Saturday and Sunday.

7.37.4 Sequence

By day.

7.37.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office			
02	11:42 17/01/1998	CAP:01	User:USR001	
03	Weekly Cash Flow - Office Copy			
04				
05	In Strictest Confidence - Weekly Return			
06	Total cash on hand at close of business			
07				
08	1. Thursday	11111.11		
09	2. Friday	22222.22		
10	3. Saturday	33333.33		
11	4. Sunday	33333.33		
12	5. Monday	11111.11		
13	6. Tuesday	12345.50		
14	7. Wednesday	12345.50		
15				
16	To be sent after close of business on			
17	Wednesday to the Cashier at your local			
18	Cash Centre.			
19	Completed by:			
20				
21	Date:			
22	For Cash Centre use:			
23	Input by:		Date:	
24				

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*** END OF REPORT ***

1 2 3 4

12345678901234567890123456789012

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

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

Field Name	Character Position	Length	Line Number	Contents
O'night Cash Holdings Details				
O'nt Cash Hold Value Thursday	23-34	12	08	
O'nt Cash Hold Value Friday	23-34	12	09	
O'nt Cash Hold Value Saturday	23-34	12	10	
O'nt Cash Hold Value Sunday	23-34	12	11	
O'nt Cash Hold Value Monday	23-34	12	12	
O'nt Cash Hold Value Tuesday	23-34	12	13	
O'nt Cash Hold Value Wednesday	23-34	12	14	

7.37.6 Reference Data

Root Node:4001 (DRN:5081)

7.38 Office - Weekly Counters Revenue Schedule

7.38.1 Purpose

This is a client report.

7.38.2

7.38.3 Frequency

Weekly.

7.38.4 Notes

Sent to Chesterfield.

Mandatory.

Summary of all products entered into the system during the CAP.

The following are printed in bold face:

- FAD code
- Cash Account line code (eg 69, 73, 65)
- All input characters, except the 'Total carried to Cash Account line 068' value

7.38.5 Sequence

Product total within accounting node.

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.38.6 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Counters Revenue Schedule							
02								
03								
04	OFFICE NAME: 1, The Walkway				OFFICE CODE: 123456X			
05	ADDRESS: Kings Parade				C/A WEEK NO:			
06	Middle of Town				WEEK ENDING: 16/01/1998			
07	Feltham				TIME: 16/01/1998 11:43			
08								
09								
10								
11								
12	Line				Line Code	£	p	
13								
14	Browser Unit - Character Merchandise				001	0.00		
15	Browser Unit - Packaging Materials				002	0.00		
16	Browser Unit - Stationery Sundries/Writing Instr.				003	0.00		
17	Browser Unit - Personal Stationery				004	0.00		
18	Browser Unit - Commercial Stationery				005	0.00		
19	Browser Unit - Misc. Plastic Items				006	2.62		
20	Browser Unit - Glues and Adhesives				007	0.00		
21	Browser Unit - Books and Publications - Zero VAT				017	0.00		
22	Browser Unit - Greetings Cards - Every Day				019	6.23		
23	Browser Unit - Greetings Cards - Seasonal				024	19.57		
24	Browser Unit - Postcards				022	6.23		
25	Browser Unit - Calendars				023	6.23		
26	Browser Unit - Giftwrap & Social Stationery				010	15.32		
27	POSTSHOP/COLLECTIONS-Retail Income- Zero Rate VAT				008	0.00		
28					025	0.00		
29	POSTSHOP/COLLECTIONS-Retail Income- Std Rate VAT				009	0.00		
30	Personal address labels (SCOTLAND ONLY)				011	0.00		
31	Other miscellaneous income - Exempt VAT				012	0.00		
32	Other miscellaneous income - Zero Rate VAT				013	0.00		
33	Other miscellaneous income - Standard Rate VAT				014	0.00		
34					015	0.00		
35	Commissions from Local schemes				016	0.00		
36					018	0.00		
37	Total carried to Cash Account line 068					56.20		
38	Browser Unit % LOSS at Period end stock take				020	Tot		
39	Browser Unit % GAIN at Period end stock take				021	Tot		
40								
41	Certified in accordance with PIL5, B0011, C0011						+-	++
42								
43	Signature -----							
44								
45	Rank -----							
46								
47	Examined in TP -----							
48	P4088MA						+-	++
49	Retention Period 3 Years							
	1	2	3	4	5	6	7	
	01234567890123456789012345678901234567890123456789012345678901234567890							

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Date: 08/08/2000

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

Field Name	Character Position	Length	Line Number	Contents
Counters Revenue Counters Rev Schedule	67-77	11	14 onwards	

7.38.7 Reference Data

Level 2:COUNTERS REVENUE@185 (DRN:5050)

Level 1:Charact Merchandise@190

Level 1:Packaging Materials@200

Level 1:Personal Stationery@210

Level 1:Writing Paper/Env@220

Level 1:Plastic Items@230

Level 1:Glues & Adhesives@240

Level 1:Stationery Sundries@250

Level 1:Postshop Zero Rate@260

Level 1:Postshop Standard@270

Level 1:Revenue 010@280

Level 1:Pers Address Labels@290

Level 1:Other Misc Exempt@300

Level 1:Other Misc Zero@310

Level 1:Other Misc Standard@320

Level 1:Commission Local@332

Level 1:Books@334

Level 1:Revenue 018@336

Level 1:Cards & Calendars@338

Level 1:Postcards@1717

Level 1:Greetings Cards@1720

Level 1:Commercial Stationery@1725

Level 1:Calendars@1730

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Date: 08/08/2000

Level 1 Giftwrap & Stationery@1740

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.39 Office - Weekly Green/Violet Giro

7.39.1 Purpose

This is an office report.

7.39.2 Frequency

Weekly.

7.39.3 Notes

Cut-off.

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.

7.39.4 Sequence

1. Stock unit
2. Balance period
3. Date
4. Time

7.39.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X				Page 1
02	11:10 19/11/1998							CAP 01
03				Green/Violet Girocheques - Office Copy				
04								
05	SU /BP	DATE	TIME	VOLUME	VALUE	MILK	TOKENS	
06	SH1/01	17/11/1998	21:33	3	805.54		1	
07								
08				-----	-----		-----	
09	OFFICE TOTALS:			3	805.54		1	
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.

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Office Detail				
Green/Violet Giro Value	51-62	12	06	
Green/Violet Giro BP	5-6	2	06	
Green/Violet Giro Volume	40-47	8	06	
Green/Violet Giro Time	34-38	5	06	
Green/Violet Giro Milk Tokens	66-75	8	06	
Green/Violet Giro Date	22-31	10	06	
Green/Violet Giro SU	1-3	3	06	
Office Total				
Green/Violet Giro Total Tokens	66-73	8	09	
Green/Violet Giro Tot Vol	40-47	8	09	
Green/Violet Giro Total	50-62	13	09	

7.39.6 Reference Data

Level 2:GREEN/VIOLET GIROCHEQUES@2041

DRN:5050

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.40 Office - Weekly P&A P2311MA

7.40.1 Purpose

This is a client report.

7.40.2 Frequency

Weekly.

7.40.3 Notes

Mandatory.

All input characters are printed in bold face:

- FAD code
- Group numbers
- Number of Orders
- Total Amount values for each Group

7.40.4 Sequence

Grouped by Product

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.40.5 Layout and Example Content

1

2

3

4

5

6

7

8

1234567890123456789012345678901234567890123456789012345678901234567890

01

02

03

04

05

06

07

08

09

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

PENSIONS AND ALLOWANCES

OFFICE NAME: Feltham Post Office

ADDRESS: 1, The Walkway

Kings Parade

Middle of town

Feltham

Middlesex

TW1

OFFICE CODE: 123456X

C/A WEEK NO: 01

WEEK ENDING: 01/01/1997

TIME: 31/12/1996 11:26

This summary should be despatched with the CASH ACCOUNT.

GROUP

NUMBER OF ORDERS

TOTAL AMOUNT

NO

FP57/PS7

PENSIONS

ALLOWANCES

£

p

MOD.ARM

1

1

40.00

MOD Ind Injy

2

6

180.00

MOD.AIR

3

3

180.00

4

0

0.00

Child/One Parent

5

1

20.00

War Pension

6

4

170.00

Dis Living All

7

1

25.00

Family Credit

8

0

0.00

D.O.H

9

0

0.00

Pension/Inc Supp

10

0

0.00

Income Support

11

2

30.00

Ind Inj/Death Ben

12

1

10.00

Ret Pension/All

13

1

25.00

Sickness Ben/All

14

0

0.00

RESERVED

15

0

0.00

FOR

16

0

0.00

FUTURE

17

0

0.00

USE

18

0

0.00

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

54	TOTALS:	0	4	16	680.00
55					
56	MILK TOKENS:	5			
57				+-	-+
58					
59					
60					
61				
62	SIGNATURE.....				
63			OFFICE SUMMARY P2311MA		
64					
65					
66				+-	-+
67			*** END OF REPORT ***		

1 2 3 4 5 6 7

0123456789012345678901234567890123456789012345678901234567890

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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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
P2311MA Body				
Product Name (POCL Ref Data)	3-18	16	18, 22, etc	
Pen Allow Volume 1	55-62	8	18	
Pen Allow Value 1	68-78	11	18	
Pen Allow Volume 2	55-62	8	20	
Pen Allow Value 2	68-78	11	20	
Pen Allow Volume 3	55-62	8	22	
Pen Allow Value 3	68-78	11	22	
Pen Allow Volume 4	55-62	8	24	
Pen Allow Value 4	68-78	11	24	
Pen Allow Volume 5	55-62	8	26	
Pen Allow Value 5	68-78	11	26	
Pen Allow Volume 6	55-62	8	28	
Pen Allow Value 6	68-78	11	28	
Pen Allow Volume 7	55-62	8	30	
Pen Allow Value 7	68-78	11	30	
Pen Allow Volume 8	55-62	8	32	
Pen Allow Value 8	68-78	11	32	
Pen Allow Volume 9	31-38	8	34	
Pen Allow Value 9	68-78	11	34	
Pen Allow Volume 10	43-50	8	36	
Pen Allow Value 10	68-78	11	36	
Pen Allow Volume 11	43-50	8	38	
Pen Allow Value 11	68-78	11	38	
Pen Allow Volume 12	43-50	8	40	
Pen Allow Value 12	68-78	11	40	
Pen Allow Volume 13	43-50	8	42	
Pen Allow Value 13	68-78	11	42	
Pen Allow Volume 14	43-50	8	44	
Pen Allow Value 14	68-78	11	44	
Pen Allow Volume 15	43-50	8	46	
Pen Allow Value 15	68-78	11	46	
Pen Allow Volume 16	43-50	8	48	
Pen Allow Value 16	68-78	11	48	
Pen Allow Volume 17	43-50	8	50	
Pen Allow Value 17	68-78	11	50	
Pen Allow Volume 18	43-50	8	52	
Pen Allow Value 18	68-78	11	52	
Pen Allow Total	68-78	11	54	
Pen Allow Milk	31-38	8	54	
Pen Allow Tot Vol1	31-38	8	56	
Pen Allow Tot Vol2	43-50	8	56	
Pen Allow Tot Vol3	55-62	8	58	

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
P2311MA Header				
Pen Allow CA	70-71	2	06	
Pen Allow Post Code	14-21	8	09	
Pen Allow Address 1	14-43	30	05	
Pen Allow Address 2	14-43	30	06	
Pen Allow Address 3	14-43	30	07	
Pen Allow Address 4	14-53	30	08	
Pen Allow Address 5	14-53	30	09	
Pen Allow Address 6	14-53	30	10	
Pen Allow Office	14-53	40	04	
Pen Allow Date	70-79	10	08	
Pen Allow FAD	70-76	7	04	
Pen Allow Date Time	63-76	14	10	

7.40.6 Reference Data

PENSIONS&ALLOWANCES@495 (DRN:5050)

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.41 Office - Weekly P2311MA (B)

7.41.1 Purpose

This is a client report.

7.41.2 Frequency

Weekly.

7.41.3 Notes

Mandatory.

Header only.

Sent to client.

7.41.4 Sequence

N/A

7.41.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	P2311MA (b)							
02								
03								
04	OFFICE NAME: Feltham Post Office				OFFICE CODE: 123456X			
05	ADDRESS: 1, The Walkway							
06	Kings Parade				C/A WEEK NO: 00			
07	Middle of town							
08					WEEK ENDING: 01/01/1997			
09								
10	TW1				TIME: 11:37			
11								
12	Place bundles in the envelope Misc 551 or Misc 552 as appropriate for weekly							
13	despatch to DSS Lisahally. Each till roll listing should be placed neatly in							
14	front of the orders to which they relate. Each group of paid orders should be							
15	secured with an elastic band. Staples, paperclips or sellotape should not be							
16	used. Place this report in front of the whole batch of paid orders so that the							
17	office of payment can be clearly identified. Secure with an elastic band.							
18								
19								
	1	2	3	4	5	6	7	
	1234567890123456789012345678901234567890123456789012345678901234567890							

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Field Name	Character Position	Length	Line Numbe r	Contents
P2311MA (b) Body				
Pen Allow CA	70-71	2	06	
Pen Allow Post Code	14-21	8	09	
Pen Allow Address 1	14-43	30	05	
Pen Allow Address 2	14-43	30	06	
Pen Allow Address 3	14-43	30	07	
Pen Allow Office	14-53	40	04	
Pen Allow Date	70-79	10	08	
Pen Allow FAD	70-76	7	04	
Pen Allow Date Time	63-76	14	10	

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7.42 Office - Weekly POs Encashed

7.42.1 Purpose

This is an office report.

7.42.2 Frequency

Weekly.

7.42.3 Notes

Cut-off.

Optional.

Summary of all cut-off reports.

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

Filed locally.

7.42.4 Sequence

Chronological order within Balance Period, within Stock Unit.

7.42.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	12345678901234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X			Page 1	
02	11:07 18/11/1998						CAP 01	
03								
04	PO Encashed - Office Copy							
05								
06	SU/BP	DATE	TIME	VOLUME	FACE VALUE	STAMPS	TOTAL VALUE	
07	SH1/01	17/11/1998	11:33	4	35.40	3.60	39.00	
08	IN1/01	17/11/1998	12.20	4	280.00	16.00	296.00	
09				-----	-----	-----	-----	
10	OFFICE TOTALS:			8	315.40	19.60	335.00	
11								
12	*** END OF REPORT ***							
13								
	1	2	3	4	5	6	7	
	012345678901234567890123456789012345678901234567890123456789012345678901234567890							

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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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
PO Encash Transaction				Repeated as needed
PO BP	4-5	2	07	
PO Face Value	44-55	12	07	
PO Volume	34-41	8	07	
PO Time	29-33	5	07	
PO Date	17-26	10	07	
PO SU	1-3	3	07	
PO Stamps	60-67	8	07	
Total Value	69-80	12	07	
PO Encash Totals				
PO Total Stamps	60-67	8	10	
PO Total Volume	34-41	8	10	
PO Total Face Value	43-55	13	10	
Total Value	68-80	13	10	

7.42.6 Reference Data

Level 2:POSTAL ORDERS PAID@530

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Service

Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.43 Office - Weekly Redeemed Savings Stamps Summary

7.43.1 Purpose

This is a client report.

7.43.2 Frequency

Weekly.

7.43.3 Notes

Mandatory.

Sent to Chesterfield.

Totals of all products for the outlet.

The following are printed in bold face:

- FAD code
- Cash Account line code (eg 69, 73, 65)
- All input characters, except the Total value

7.43.4 Sequence

Office totals for each product.

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.43.5 Layout and Example Content

1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890							
01	Redeemed Savings Stamps Summary						
02	OFFICE NAME: Feltham Post Office				OFFICE CODE: 123456X		
03	ADDRESS: 1, The Walkway						
04	Kings Parade				C/A WEEK NO: 08		
05	Middle of town						
06	Feltham				WEEK ENDING: 17/05/2000		
07	Middlesex						
08	TW1				TIME: 16/05/2000 11:37		
09							
10	STAMP DESCRIPTION	No. of.	Cash account	Total Value			
11		Envs	Line Code	£ p			
12			[1]				
13	Motor Vehicle	0	69	25.00			
14	Television	0	73	350.00			
15	Water Authority	0	65	550.00			
16	Telephone	0	61	300.00			
17	British Gas	0	05	250.00			
18	SEEBoard Electricity	0	70	100.00			
19	Eastern Electricity	0	78	0.00			
20	Southern Electricity	0	79	150.00			
21	SWALEC Electricity	0	25	150.00			
22	South West Electricity	0	81	150.00			
23							
24							
25							
26	Total No. of Envelopes						
27							
28	This summary must be securely attached to the outside of the relative envelope(s) with office identification and date details visible.						
29	The total value shown against each stamp type must agree with relative entry in the Cash Account.						
30	Each category of stamps must be enveloped separately, sealed with the correct label and despatched weekly.						
31	The number of envelopes must be shown.						
32	For use in TP	Datestamp					
33	1.	<div style="border: 1px solid black; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center;">Branch Manager/Postmaster's Signature</div>					
34	2.						
35	3.						
36							
37							
38	The total value of each type of stamp must be entered against the appropriate line	Breakdown of Water Authority SS Redemptions					
						£	p
39		Anglian Water Authority *				150.00	
40	* Water Authority Savings	Essex & Suffolk Water Authority *				100.00	
41	Stamps can only be accepted	Three Valleys Water Authority *				150.00	
42	for the payment/part payment	North West Water Authority *				150.00	
43	of these water authority						
44	bills.						
45	Total to be carried to line 3 above	Total				550.00	
46							
47	*** END OF REPORT ***						

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PathwayHorizon OPS Reports and Receipts -
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1 2 3 4 5 6 7
1234567890123456789012345678901234567890123456789012345678901234567890

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

Field Name	Character Position	Length	Line Number	Contents
Redeemed Savings Stamps Header				
Title	1-80	80	01	
Office FAD Code	70-76	7	02	
Office Name	14-53	38	02	
Address1	14-43	29	03	
Address2	14-43	29	04	
Address3	14-43	29	05	
CAP	70-71	2	04	
Date	70-79	10	06	Week
Post Code	15-23	9	08	ending
Time and Date	63-76	16	08	
Redeemed Savings Stamps Details				
Value1	69-79	11	13	
Value2	69-79	11	14	
Value3	69-79	11	15	The Water
Value4	69-79	11	16	Authority
Value5	69-79	11	17	total in
Value6	69-79	11	18	line 15
Value7	69-79	11	19	is
Value8	69-79	11	20	populated
Value9	69-79	11	21	from line
Value10	69-79	11	22	45
Water Authority Stamps Breakdown				
Water Authority Sub Total		11	39 - 42	
Water Authority Total		12	45	See above

7.43.6 Reference Data

Level 2:SAVING STAMPS REDEEMED@535 (DRN:5050)

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.44 Office - Weekly Remittances In (P)

7.44.1 Purpose

This is an office report.

7.44.2 Frequency

Weekly.

7.44.3 Notes

Optional.

Filed locally.

7.44.4 Sequence

1. Remittance mode
2. Product - alphabetic within accounting node
3. Stock unit
4. Balance period
5. Session number
6. Total Value

7.44.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X				Page 1	
02	11:07 17/01/1998						CAP 01	
03								
04	Remittances In by Product - Office Copy							
05								
06	MODE	PRODUCT	SU/BP	SESSION	TOTAL VALUE			
07	Rem In Supp Div	BT PC 20	SH1/01	1-15570-1	200.00			
08			TOTALS:		200.00			
09	Rem In Supp Div	BT PC 50	SH1/01	1-15572-1	500.00			
10			TOTALS:		500.00			
11	Rem In Supp Div	BT PC 100	SH1/01	1-15573-1	100.00			
12			TOTALS:		100.00			
13	Rem In Supp Div	BT PC 200	SH1/01	1-15575-1	200.00			
14			TOTALS:		200.00			
15	Rem In Supp Div	PO 50p	SH1/01	1-15577-1	12.50			
16			TOTALS:		12.50			
17	Rem In Supp Div	PO £2	SH1/01	1-15578-1	50.00			
18			TOTALS:		50.00			
19	Rem In Supp Div	PO £5	SH1/01	1-15579-1	125.00			

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```

20                                TOTALS:                                125.00
21 Rem In Supp Div   PO £8                SH1/01  1-15580-1          200.00
22                                TOTALS:                                200.00
23 Rem In Supp Div   PO £15               SH1/01  1-15582-1          375.00
24                                TOTALS:                                375.00
25 Rem In Supp Div   PO £20               SH1/01  1-15585-1          500.00
26                                TOTALS:                                500.00
27 Rem In Supp Div   PO Fee 50p           SH1/01  1-15589-1           6.25
28                                TOTALS:                                6.25
29 Rem In Supp Div   PO Fee £2            SH1/01  1-15590-1          11.00
30                                TOTALS:                                11.00
31 Rem In Supp Div                                TOTALS:          2279.75
32
33 Rem In Other POs   BT PC 20             SH1/01  1-15670-1          200.00
34 Rem In Other POs   BT PC 20             SU1/01  1-15672-1          200.00
35 Rem In Other POs   BT PC 20             SU1/01  1-15675-1          200.00
36 Rem In Other POs   BT PC 20             SU1/01  1-15676-1          200.00
37 Rem In Other POs   BT PC 20             SU2/01  1-15578-1          100.00
38                                TOTALS:                                900.00
39 Rem In Other POs   BT PC 50             SH1/01  1-15771-1          400.00
40 Rem In Other POs   BT PC 50             SU1/01  1-15773-1          400.00
41 Rem In Other POs   BT PC 50             SU1/01  1-15774-1          400.00
42 Rem In Other POs   BT PC 50             SU1/01  1-15777-1          400.00
43 Rem In Other POs   BT PC 50             SU2/01  1-15579-1          200.00
44                                TOTALS:                                1800.00
45 Rem In Other POs                                TOTALS:          2700.00
46
47 TOTAL                                                    4979.75
48
49
50                                *** END OF REPORT ***

```

1 2 3 4 5 6 7
01234567890123456789012345678901234567890123456789012345678901234567890

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

Field Name	Character Position	Length	Line Number	Contents
Remittances Total, per Source				
Remittances Mode	1-24	24		Line below last transaction
Remittances Total	54-64	11		
Remittances Product Transaction Mode	1-24	24	07	Repeated as needed
Product	19-35	16	07	
SU	37-39	3	07	
BP	41-42	2	07	
Transaction	44-54	11	07	
Value	56-67	11	07	
Remittances Product Transaction Total				Repeated as needed
Total Value (per Product)	55-67	12	08	

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Field Name	Character Position	Length	Line Number	Contents
Remittances Grand Total (per Week)				Line below
Remittances Total	54-67	13	47	last transaction

7.44.6 Reference Data

Level 3: REM IN ALL SOURCES@ 902

Level 2:REM IN SUPP DIV@904

Level 2:REM IN OTHER POS@905

Level 2:REM IN DATA CEN@906

Level 2:REM IN CLIENT@907

Level 2:REM IN SSO @908

ICL
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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.45 Office - Weekly Remittances Out (P)

7.45.1 Purpose

This is an office report.

7.45.2 Frequency

Weekly.

7.45.3 Notes

Optional.

Filed locally.

7.45.4 Sequence

1. Remittance mode
2. Product – alphabetic within accounting node
3. Stock unit
4. Balance period
5. Session number
6. Total Value.

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7.45.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	12345678901234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X					Page 1
02	11:07 17/01/1998							CAP 01
03								
04			Remittances Out by Product - Office Copy					
05								
06	MODE	PRODUCT	SU/BP	SESSION		TOTAL VALUE		
07	Rem Out Supp Div	BT PC 20	SH1/01	1-15570-1		200.00		
08			TOTALS:			200.00		
09	Rem Out Supp Div	BT PC 50	SH1/01	1-15572-1		500.00		
10			TOTALS:			500.00		
11	Rem Out Supp Div	BT PC 100	SH1/01	1-15573-1		100.00		
12			TOTALS:			100.00		
13	Rem Out Supp Div	BT PC 200	SH1/01	1-15575-1		200.00		
14			TOTALS:			200.00		
15	Rem Out Supp Div	PO 50p	SH1/01	1-15577-1		12.50		
16			TOTALS:			12.50		
17	Rem Out Supp Div	PO £2	SH1/01	1-15578-1		50.00		
18			TOTALS:			50.00		
19	Rem Out Supp Div	PO £5	SH1/01	1-15579-1		125.00		
20			TOTALS:			125.00		
21	Rem Out Supp Div	PO £8	SH1/01	1-15580-1		200.00		
22			TOTALS:			200.00		
23	Rem Out Supp Div	PO Fee 50p	SH1/01	1-15589-1		6.25		
24			TOTALS:			6.25		
25	Rem Out Supp Div	PO Fee £2	SH1/01	1-15590-1		11.25		
26			TOTALS:			11.25		
27	Rem Out Supp Div	PO Fee £5	SH1/01	1-15590-1		16.25		
28			TOTALS:			16.25		
29	Rem Out Supp Div	PO Fee £8	SH1/01	1-15590-1		20.00		
30			TOTALS:			20.00		
31	Rem Out Supp Div		TOTALS:			1441.25		
32								
33	Rem Out Other POs	BT PC 20	SH1/01	1-15670-1		200.00		
34	Rem Out Other POs	BT PC 20	SU1/01	1-15672-1		200.00		
35	Rem Out Other POs	BT PC 20	SU1/01	1-15675-1		200.00		
36	Rem Out Other POs	BT PC 20	SU1/01	1-15676-1		200.00		
37	Rem Out Other POs	BT PC 20	SU2/01	1-15578-1		100.00		
38			TOTALS:			900.00		
39	Rem Out Other POs	BT PC 50	SH1/01	1-15771-1		400.00		
40	Rem Out Other POs	BT PC 50	SU1/01	1-15773-1		400.00		
41	Rem Out Other POs	BT PC 50	SU1/01	1-15774-1		400.00		
42	Rem Out Other POs	BT PC 50	SU1/01	1-15777-1		400.00		
43	Rem Out Other POs	BT PC 50	SU2/01	1-15579-1		200.00		
44			TOTALS:			1800.00		
45	Rem Out Other POs		TOTALS:			2700.00		
46								
47	TOTAL:					4141.25		
48								
49			*** END OF REPORT ***					
	1	2	3	4	5	6	7	
	012345678901234567890123456789012345678901234567890123456789012345678901234567890							

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

Field Name	Character Position	Length	Line Number	Contents
Remittances Total, per Source				
Remittances Mode	1-24	24		Line below
Remittances Total	54-64	11		last transaction
Remittances Product Transaction				
Mode	1-24	24	07	Repeated as
Product	19-35	16	07	needed
SU	37-39	3	07	
BP	41-42	2	07	
Transaction	44-54	11	07	
Value	56-67	11	07	
Remittances Product Transaction				
Total				Repeated as
Total Value (per Product)	55-67	12	08	needed
Remittances Grand Total (per Week)				
Remittances Total	54-67	13	47	Line below last transaction

7.45.6 Reference Data

Level 3:REM OUT ALL DESTINATIONS@903

Level 2:REM OUT SUPP DIV@909

Level 2:REM OUT OTHER POS@910

Level 2:REM OUT DATA CEN@911

Level 2:REM OUT CLIENT@912

Level 2:REM OUT SSO @913

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COMMERCIAL IN CONFIDENCE Date: 08/08/2000

7.46 Office - Weekly Sales Report

7.46.1 Purpose

This is an office report.

7.46.2 Frequency

Ad hoc.

7.46.3 Notes

Optional.

This report covers the current CAP. It shows all the transactions carried out in Bulk Input and Serve Customer mode, net of reversals.

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

7.46.4 Sequence

In Group order, and Product within Sub-group, Sub-group within Group.

7.46.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Sales Report - Office Copy			
04				
05		VOLUME	VALUE	
06	Cash		293.11	
07	CASH		293.11	
08	Cheque		3432.79	
09	CHEQUES		3432.79	
10	Giro Txfer		47.97	
11	GIRO TRANSFERS		47.97	
12	Voucher		20.00	
13	VOUCHERS		20.00	
14	MOP		3793.87	
15	Game Green	5	20.00	
16	Game Blue	5	20.00	
17	GAME LICENCES		40.00	
18	Col TV Fee	1	86.50	
19	COLOUR		86.50	
20	TV FEE		86.50	
21	Mono TV Fee	3	85.50	
22	MONO		85.50	
23	SwftPkC3Euro	3	14.97	
24	1st Class	12	3.12	
25	2nd Class	11	2.20	

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Date: 08/08/2000

26	Post Stamp		30.00
27	Env 1stClass		0.60
28	IntRepCoupon	4	2.40
29	Registrd RG1	2	7.28
30	POSTAGE STAMPS ETC		60.49
31	Stbkvnd f1	2	2.00
32	STAMP BOOKS-VENDING		2.00
33	Stpbk 1stx10	6	15.60
34	STAMP BOOKS-OTHER		15.60
35	POSTAGE		78.09
36	Gas Stamp f1	20	20.00
37	Active Life		12.00
38	MVL Stamp	5	25.00
39	TV Stamp	19	19.00
40	Water Stamp		2.00
41	BT Stamp f2	5	10.00
42	MISCELLANEOUS		79.00
43	Home Help A		16.50
44	Home Help D		25.00
45	HOME HELP/CARE STPS		41.50
46	NON POSTAGE STAMPS		120.50
47	OTHER PAYMENTS AA		2927.78
48	PO FgnEx Out	1	150.00
49	PO Foreign Exch Out		150.00
50	BurChnge Pay	1	27.00
51	BUREAU DE CHANGE OUT		27.00
52	Lwood Prize	1	100.00
53	NatLot Prize	1	10.00
54	LOTTERY PAYMENTS		110.00
55	OTHER PAYMENTS		3354.78
56			
57	*** END OF REPORT ***		
58			

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.

Field Name	Character Position	Length	Line Number	Contents
Bal MOP Product Line				Repeated as needed
Quantity	20-27	8	06	
Value	29-39	11	06	
Product Name	3-17	15	06	
IFPrice	2	1	06	
Bal MoP SubGroup Line				Repeated as needed
Subtotal	29-39	11	07	
SubGroup	2-26	25	07	
Bal MoP Group Line				Repeated as needed
Group	1-25	25	14	
Grouptotal	29-39	11	14	

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Field Name	Character Position	Length	Line Number	Contents
Bal Stock Product Line				Repeated as needed
IFPrice	2	1	15	
Product Name	3-17	15	15	
Quantity	20-27	8	15	
Value	29-39	11	15	
Bal Stock Sub Group Line				Repeated as needed
Sub total	29-39	11	19	
Sub Group	1-25	25	19	
Bal Stock Group Line				Repeated as needed
Grouptotal	29-39	11	20	
Group	1-25	25	20	
Bal Receipts Product Line				Repeated as needed
Value	29-39	11	44	
Quantity	20-27	8	44	
Product Name	3-17	15	44	
Bal Receipts Subgroup Line				Repeated as needed
Subtotal	29-39	11	45	
Subgroup	2-26	25	45	
Bal Receipts Group Line				Repeated as needed
Group	1-25	25	46	
Group Total	29-39	11	46	
Bal Payments Product Line				Repeated as needed
Quantity	20-27	8	53	
Value	29-39	11	53	
ProductNo	1	1	53	
Product Name	3-17	15	53	
Bal Payment Subgroup Line				Repeated as needed
Subtotal	29-39	11	54	
Subgroup	2-26	25	54	
Bal Payments Group Line				Repeated as needed
Group	1-25	25	55	
Group Total	29-39	11	55	

7.46.6 Reference Data

Root Node: 3017 (DRN:5050)

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.47 Office - Weekly Suspense Account

7.47.1 Purpose

This is an office report and must be retained for two years.

7.47.2 Frequency

Weekly.

7.47.3 Notes

Manadatory, 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 UP/UR tables during the CAP. These transactions are applied to the B/Fwd figure to derive the C/Fwd figure that is taken forward to the next CAP.

Filed locally.

7.47.4 Sequence

This report shows the suspense items. Within each Cash Account line, the sequence is:

1Product

2 SU

3 Chronological Order of Entry

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Date: 08/08/2000

67	Cash Shortages A				
68					
69	SI1 05/04/99 Loss to suspense	1	180.00		
70	SI1 05/04/99 Redemption of Shortages	1	90.00-		
71					
72	TOTAL	2	90.00	880.00	970.00
73					
74	Cash Shortages B				
75					
76					
77	TOTAL	0	0.00	0.00	0.00
78					
79	Cash Shortages C				
80					
81					
82	TOTAL	0	0.00	0.00	0.00
83					
84	Cash Shortages D				

	1	2	3	4	5	6	7	8	9
	12345678901234567890123456789012345678901234567890123456789012345								
85	Feltham Post Office			FAD 123456X					Page 2
86	13:42:39 05/04/1999								CAP 05
87				Suspense Account - Office Copy					
88									
89	WARNING - Check the C/Fwd column for negative values. If present refer to the								
90	Horizon User Guide for instructions on how to proceed								
91									
92	SU	Date	Product	Volume	Value	B/Fwd		C/Fwd	
93									
94									
95	TOTAL			0	0.00	0.00		0.00	
96									
97	Prepurchases								
98									
99	SI1 05/04/99 Prepurchase			1	100.00				
100	SI1 05/04/99 Prepurchase Redemption			1	1.00-				
101									
102	TOTAL			2	99.00	110.00		209.00	
103									
104	Cash Surpluses not yet adjusted A								
105									
106	SI1 05/04/99 Surplus to Suspense			1	200.00				
107	SI1 05/04/99 Redemption of Surplus			1	2.00-				
108									
109	TOTAL			2	198.00	220.00		418.00	
110									
111	Cash Surpluses not yet adjusted B								
112									
113	SI1 05/04/99 Gain B to UR			1	300.00				
114	SI1 05/04/99 Gain B redeemed			1	3.00-				
115									
116	TOTAL			2	297.00	3300.00		3597.00	
117									
118	Surpluses in Rems etc								
119									
120	SI1 05/04/99 Rem Discrepancy Surplus			1	400.00				
121	SI1 05/04/99 Rem Discrep Surp Redeem			1	4.00-				
122									
123	TOTAL			2	396.00	440.00		836.00	
124									
125	Migration UR								
126									
127	SI1 05/04/99 Migration-UR-In			1	500.00				
128	SI1 05/04/99 Migration-UR-Out			1	5.00-				
129									
130	TOTAL			2	495.00	0.00		495.00	
131									
132	*** END OF REPORT ***								

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Date: 08/08/2000

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

Field Name	Character Position	Length	Line Number	Contents
Transactions				
Group	1-36	36	10	Repeated as needed
SU	3-5	3	12	
Date	7-14	8	12	
Product	16-39	24	12	
Volume	41-47	7	12	
Value	52-63	14	12	
B/Fwd	66-78	14	12	
C/Fwd	81-93	14	12	
Totals				
Total Value	52-63	14	16	Repeated as needed
Total B/Fwd	66-78	14	16	
Total C/Fwd	81-93	14	16	

7.47.6 Reference Data

Root Node:3017 (DRN: 5083)

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.48 Office - Weekly Transfer Reconciliation

7.48.1 Purpose

This is an office report.

7.48.2

7.48.3 Frequency

Ad hoc.

7.48.4 Notes

Optional.

7.48.5 Sequence

1. Unreconciled and reversed transfers, by Session ID within SU; then reconciled transfers
2. Session ID within SU.

7.48.6 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012							
01	Feltham Post Office			FAD 123456X			Page 1	
02	23:56 19/04/1997						CAP 02	
03	Transfer Reconciliation - Office Copy							
04	SESSION ID	SRC DST BP	DATE	TIME	MODE	VALUE		
05	1-20364-1	CCC AAA 02	19-Apr	22:55	TO	34.35-		
06	UNRECONCILED Transfer Value:					34.35-		
07						-----		
08	UNRECONCILED Transfer Value CCC to AAA					34.35-		
09						-----		
10								
11	SESSION ID	SRC DST BP	DATE	TIME	MODE	VALUE		
12	1-19285-1	CCC BBE 01	08-Apr	20:38	TO	60.00-		
13	1-19296-1	CCC BBB 01	08-Apr	20:39	ER	60.00		
14	Transfer RECONCILED							
15						-----		
16	UNRECONCILED Transfer Value for CCC:					34.35-		
17						-----		
18								
19								
20	*** END OF REPORT ***							
21								
	1	2	3	4	5	6	7	

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1234567890123456789012345678901234567890123456789012345678901234567890

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

Field Name	Character Position	Length	Line Number	Contents
Report title	30-66	37	03	
Transfer Recon Header CAP	81-82	2	02	
Unreconciled Transfers				
Session ID	1-11	11	05	
Dest SU	16-18	3	05	
Source SU	20-22	3	05	
BP	24-25	2	05	
Date	28-33	6	05	
Time	35-39	11	05	
Mode	41-42	2	05	
Value	52-62	11	05	
Total Unreconciled	52-62	11	06	
Total Unreconciled For SU	51-62	12	08	
Reconciled Transfers				
Session ID	1-11	11	12, 13	
Dest SU	16-18	3	12, 13	
Source SU	20-22	3	12, 13	
BP	24-25	2	12, 13	
Date	28-33	6	12, 13	
Time	35-39	11	12, 13	
Mode	41-42	2	12, 13	
Value	52-62	11	12, 13	
Total Unreconciled	52-62	11	14	
Nett Transfer Reconciliation				
Trsfr Reconciliation Nett Total	52-62	11	16	

7.48.7 Reference Data

Root Node:3021 (DRN:5078)

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.49 Office - Weekly Unreconciled Transfers

7.49.1 Purpose

This is an office report.

7.49.2 Frequency

Weekly

7.49.3 Notes

Optional.

7.49.4 Sequence

Source Stock Unit then Session.

7.49.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office			FAD 123456X				Page 1
02	0:13 25/04/1997							CAP 01
03				Unreconciled Transfers - Office Copy				
04								
05	SESSION ID	SRC DST BP	DATE	TIME	MODE			VALUE
06	1-15627-1	SI1 SI2 01	24-Apr	23:11	TO			0.46
07	UNRECONCILED	Transfer Value:						0.46
08								-----
09	UNRECONCILED	Transfer Value SI1 to SI2						0.46
10								-----
11								-----
12	UNRECONCILED	Transfer Value for SI1						0.46
13								-----
14				***	END OF REPORT	***		
15								
16								
17								
18								
19								

	1	2	3	4	5	6	7
	1234567890123456789012345678901234567890123456789012345678901234567890						

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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Field Name	Character Position	Length	Line Number	Contents
Unreconciled Transfers Header CAP	81-82	2	02	
Unreconciled Transfers				
Session ID	1-11	11	06	
Dest SU	16-18	3	06	
Source SU	20-22	3	06	
Date	28-33	6	06	
Time	35-39	5	06	
Mode	41-42	2	06	
Value	52-62	11	06	
Total Unreconciled	52-62	11	07	
Total Unreconciled For SU	51-62	12	09	
Nett Transfer Reconciliation				
Trsfr Reconciliation Nett Total	52-62	11	12	

7.49.6 Reference Data

Root Node:3021 (DRN:5088)

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 COMMERCIAL IN CONFIDENCE Date: 08/08/2000

7.50 Product Listing, Product Change Listing

7.50.1 Purpose

This is an office report.

7.50.2 Frequency

Ad hoc.

7.50.3 Notes

Optional.

This report is in two parts: The first is a listing of all the products available, showing their version, unit price and the date from which the price or availability is effective. The second is a list of changes to products, or new products. New products are shown with no 'old' values.

7.50.4 Sequence

Alphabetic order of Product Medium name.

7.50.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	PRODUCT LISTING - Office Copy			
04				
05	Product	Version	Unit Price	From
06				
07	63p stmp	13	0.63	01/01/2000
08	64p stmp	13	0.64	01/01/2000
09	65p stmp	13	0.65	01/01/2000
10	6p stmp	13	0.06	01/01/2000
11	7p stmp	13	0.07	01/01/2000
12	8p stmp	13	0.08	01/01/2000
13	A/gram Pict Pk	13	2.99	01/01/2000
14	A/gram pck	13	2.05	01/01/2000
15	A/gram pict	13	0.45	01/01/2000
16	A/gram sngle	13	0.37	01/01/2000
17	A/gramPictPk2	13	2.50	01/01/2000
18	AA	13	0.00	01/01/2000
19	ABC ctax	17	0.00	01/01/2000
20	AP smart input	13	0.00	01/01/2000
21	ATD L & O	13	0.00	01/01/2000
22	ATM w/drwl 2	11	0.00	01/01/2000
23	ATM w/drwl 21	11	0.00	01/01/2000
24	Aberdeenshire	11	0.00	01/01/2000

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Date: 08/08/2000

25	Aberdeenshire	11	0.00	01/01/2000
26	Active life sub	13	0.00	01/01/2000
27	Air/crd single	20	1.30	01/01/2000
28	Air/pk Tar 500g	13	5.99	01/01/2000
29	Air/pk Tul 500g	13	3.99	01/01/2000
30	Amber Valley	15	0.00	01/01/2000
31	Amerada bill	11	0.00	01/01/2000
32	Anchor trust	13	0.00	01/01/2000
33	Ang water rdm	13	0.00	01/01/2000
34	Anglia Housing	11	0.00	01/01/2000
35	Anglia water	13	0.00	01/01/2000
36	.etc			

01 Feltham Post Office FAD: 123456X
02 11:42 17/01/1998 CAP:01 BP:01 SU:SH1
03 PRODUCT CHANGE LISTING - Office Copy

04	Product	Version	From
05	Hme care stmp	27	03/07/2000

06
07
08
09 Changes:
10
11 Item: ShortName
12 Old Value:
13 New Value: HC Stamp
14
15 Item: LongName
16 Old Value:
17 New Value: Dudley HC Stmp
18
19 Item: ReceiptName
20 Old Value:
21 New Value: Hme care stmp
22
23 Item: MinimumValue
24 Old Value:
25 New Value: 1.35
26
27 Item: MaximumQuantity
28 Old Value:
29 New Value: 0
30
31 Item: UnitPrice
32 Old Value:
33 New Value: 1.35
34
35 Item: MultipleValue
36 Old Value:
37 New Value: 1.35

40
41 *** END OF REPORT ***
42
43

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

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.

Field Name	Character Position	Length	Line Number	Contents
Product List:				
Product Name	1-18	16	01	Repeated as needed
Version	21-22	2	onwards	Version no.
Unit Price	27-33	7		
From Date	35-44	10		
Product Change List:				
Product Details				
Product Name	1-16	16	07	Repeated as needed
Version	25-26	2		
Unit Price	27-33	7		
From Date	28-37	10		
Product Change List:				
Change Details				Repeated for each of:
Item	8-31	24	11	Short Name
Old Value	8-31	24	12	Long Name
New Value	8-31	24	13	Receipt Name
				Minimum Value
				Maximum Quantity
				Unit Price
				Multiple Value

7.50.6 Reference Data

Root Node: 3017 (DRN:5087)

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Service

Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.51 Customer Receipt

7.51.1 Purpose

This is the customer record of the session.

7.51.2 Frequency

Ad hoc.

7.51.3 Notes

A receipt is only available for the last completed transaction.

7.51.4 Sequence

Receipts and Payments in chronological order, then MoP.

7.51.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03	Eich Derbynneb			
04	Your Receipt			
05	Feltham Post Office			
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	POSTCODE			
10	VAT REG No. 243 1700 02			
11	Mon 19 Jan 1998 18:54			
12	SESSION : 1-6774-1			
13				
14				
15				
16	Stmp bk 1st x 10			
17	1 @ 2.60			2.60
18	Stmp bk 2nd x 10			
19	20 @ 2.00			40.00
20	Stmp bk 1st x 10			
21	1 @ 2.60			2.60
22	Stmp bk spcl x10			
23	1 @ 2.60			2.60
24	Stmpbk cartoon			
25	1 @ 2.60			2.60
26	PO £6			
27	2 @ 6.00			12.00
28	PO fee £6			
29	2 @ 0.65			1.30
30	Colour TV lic			

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Service

Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

31	1	@	97.50	97.50
32				
33	TOTAL DUE TO POST OFFICE			161.20
34				
35	Cheque	FROM CUSTOMER		161.20
36	BALANCE			00.00
37				
38				
39				
40	Dio!ch Yn Fawr			
41	Thank You			
42				

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.

Field Name	Character Position	Length	Line Number	Contents
EPOSS Session Receipt Header				
Node1	23-24	2	12	
Recpt Hdr2	1-42	42	02	
Recpt Hdr3	1-42	42	03	
Recpt Hdr4	1-42	42	04	
Office Name	1-30	30	05	
Office Addr2	1-20	20	07	
Office Addr1	1-20	20	06	
Office Addr3	1-20	20	08	
POSTCODE	1-20	20	09	
Date and Time	9-21	22	11	
Duplicate Indicator	1-42	42	14	
CAP	19-20	2	12	
BP	21-22	2	12	
Recpt Hdr1	1-42	42	01	
Session	25-35	11	12	
Non-MoP Product				
Value	29-40	12	17	
Unit Price	10-18	9	17	
Product	1-16	16	16	
Qty	1-5	5	17	
Non-MoP Footer				
Non MOP Balance	14-24	11	31	
Non MOP Total	29-40	12	31	
MoP Detail				
MoP Name	1-12	12	35	Eg Cash
MoP Values	29-40	12		
MoP Sessn Effect	14-26	13	33, 35	TO or FROM, PO, CUSTOMER

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
EPOSS Session Receipt Footer				
Recpt Footer4	1-42	42		
Recpt Footer1	1-42	42		
Recpt Footer3	1-42	42		
Recpt Footer2	1-42	42		

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.52 Duplicate Receipt

7.52.1 Purpose

This is a copy of the customer record of the session.

7.52.2 Frequency

Ad hoc.

7.52.3 Notes

Replica of last receipt issued. Any number may be taken, all say 'Duplicate'.

7.52.4 Sequence

Receipts and Payments in chronological order, then MoP.

7.52.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Cownteri Swyddfa'r Post Cyf.			
02	Post Office Counters Ltd			
03	Eich Derbynneb			
04	Your Receipt			
05	Feltham Post Office			
06	1, The Walkway			
07	Kings Parade			
08	Feltham			
09	POSTCODE			
10	VAT REG No. 243 1700 02			
11	Mon 19 Jan 1998 18:54			
12	SESSION : 1-15427-1			
13				
14	DUPLICATE			
15				
16	Stmp bk 1st x 10			
17	1	@	2.60	2.60
18	Stmp bk 2nd x 10			
19	20	@	2.00	40.00
20	Stmp bk 1st x 10			
21	1	@	2.60	2.60
22	Stmp bk spcl x10			
23	1	@	2.60	2.60
24	Stmpbk cartoon			
25	1	@	2.60	2.60
26	PO £6			
27	2	@	6.00	12.00
28	PO fee £6			
29	2	@	0.65	1.30
30	Colour TV lic			

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Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

31	1	@	97.50	97.50
32				
33	TOTAL DUE TO POST OFFICE			161.20
34				
35	Cheque	FROM CUSTOMER		161.20
36	BALANCE			00.00
37				
38				
39				
40	Diolch Yn Fawr			
41	Thank You			
42				

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.

Field Name	Character Position	Length	Line Number	Contents
EPOSS Session Receipt Header				
Node1	23-24	2	12	
Recpt Hdr2	1-42	42	02	
Recpt Hdr3	1-42	42	03	
Recpt Hdr4	1-42	42	04	
Office Name	1-30	30	05	
Office Addr2	1-20	20	07	
Office Addr1	1-20	20	06	
Office Addr3	1-20	20	08	
POSTCODE	1-20	20	09	
Date and Time	9-21	22	11	
Duplicate Indicator	1-42	42	14	
CAP	19-20	2	12	
BP	21-22	2	12	
Recpt Hdr1	1-42	42	01	
Session	25-35	11	12	
Non-MoP Product				
Value	29-40	12	17	
Unit Price	10-18	9	17	
Product	1-16	16	16	
Qty	1-5	5	17	
Non-MoP Footer				
Non MOP Balance	14-24	11	31	
Non MOP Total	29-40	12	31	
MoP Detail				
MoP Name	1-12	12	35	Eg Cash
MoP Values	29-40	12		
MoP Sessn Effect	14-26	13	33, 35	TO or FROM, PO, CUSTOMER

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
EPOSS Session Receipt Footer				
Recpt Footer4	1-42	42		
Recpt Footer1	1-42	42		
Recpt Footer3	1-42	42		
Recpt Footer2	1-42	42		

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Date: 08/08/2000

7.53 Cash Account Report Reprint

7.53.1 Purpose

This is a dual-purpose report, both office and client. It must be kept for six years by the office.

7.53.2 Frequency

Ad hoc.

7.53.3 Notes

Optional.

This is identical to the Report itself, except for the title, which specifies the CAP for which the reprint has been requested. Any of the three previous CAPs can be requested.

7.53.4 Sequence

The report is in sequential page order.

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Date: 08/08/2000

7.53.5 Layout and Example Content – 1999/2000 Version

OFFICE NAME: Feltham Post Office

ADDRESS: 1, The Walkway
Kings Parade
Middle of town
Feltham
TW1

TELEPHONE: GRO

OFFICE CODE: 123456X

DATE STAMP:



30

TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT

SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____

EXAMINED IN TP: _____

TABLE 2 UNCLAIMED PAYMENTS

50	E	P	Date
26	RD Cheques	A...	
27	RD Cheques	B...	
28	RD Cheques	C...	
29			
30	Vouchers		
31	Shortages in Rems. etc.		
32	Burglary etc. losses		
33	POCL Cheques - nursing homes etc.		
34			
35	Migration		
36			
37			
38			

TABLE 2(a) AUTHORISED CASH SHORTAGES

50			
46	Cash Shortages	A...	
47	... previously reported	B...	
48	... but not	C...	
49	... yet adjusted	D...	

TABLE 3 UNCHARGED RECEIPTS

50			
60			
61			
62			
63	Prepurchase		
64	Cash Surplus not adj.	A	
65	Cash Surplus not adj.	B	
66	Surplus in Rems etc.		
67			
68	Migration		
71			
72			

DISCREPANCIES TABLE

07		
01	Surplus Table 5 Total	
02	Shortage Table 5 Total	

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Date: 08/08/2000

7.54 Counters Revenue Reprint

7.54.1 Purpose

This is a client report.

7.54.2 Frequency

Ad hoc.

7.54.3 Notes

Optional.

Sent to Chesterfield.

Replica of previous Counters Revenue Schedule produced. It is generated anew from the data and so is identical in content. Any of the three previous CAPs can be requested.

The following are printed in bold face:

- FAD code
- Cash Account line code (eg 69, 73, 65)
- All input characters, except the 'Total carried to Cash Account line 068' value

7.54.4 Sequence

1. Chronological order of entry
2. Product

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Date: 08/08/2000

7.54.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Counters Revenue Schedule							
02								
03								
04	OFFICE NAME: 1, The Walkway				OFFICE CODE: 123456X			
05	ADDRESS: Kings Parade				C/A WEEK NO:			
06	Middle of Town				WEEK ENDING: Reprint msg			
07	Feltham				TIME: 16/01/1998 11:43			
08								
09								
10								
11								
12	Line				Line Code	£		p
13								
14	Browser Unit - Character Merchandise				001	0.00		
15	Browser Unit - Packaging Materials				002	0.00		
16	Browser Unit - Stationery Sundries/Writing Instr.				003	0.00		
17	Browser Unit - Personal Stationery				004	0.00		
18	Browser Unit - Commercial Stationery				005	0.00		
19	Browser Unit - Misc. Plastic Items				006	2.62		
20	Browser Unit - Glues and Adhesives				007	0.00		
21	Browser Unit - Books and Publications - Zero VAT				017	0.00		
22	Browser Unit - Greetings Cards - Every Day				019	6.23		
23	Browser Unit - Greetings Cards - Seasonal				024	19.57		
24	Browser Unit - Postcards				022	6.23		
25	Browser Unit - Calendars				023	6.23		
26	Browser Unit - Giftwrap & Social Stationery				010	15.32		
27	POSTSHOP/COLLECTIONS-Retail Income- Zero Rate VAT				008	0.00		
28					025	0.00		
29	POSTSHOP/COLLECTIONS-Retail Income- Std Rate VAT				009	0.00		
30	Personal address labels (SCOTLAND ONLY)				011	0.00		
31	Other miscellaneous income - Exempt VAT				012	0.00		
32	Other miscellaneous income - Zero Rate VAT				013	0.00		
33	Other miscellaneous income - Standard Rate VAT				014	0.00		
34					015	0.00		
35	Commissions from Local schemes				016	0.00		
36					018	0.00		
37	Total carried to Cash Account line 068					56.20		
38	Browser Unit % LOSS at Period end stock take				020	Tot		
39	Browser Unit % GAIN at Period end stock take				021	Tot		
40								
41	Certified in accordance with PIL5, B0011, C0011						+-	+-
42								
43	Signature -----							
44								
45	Rank -----							
46								
47	Examined in TP -----							
48							+-	+-
49	Retention Period 3 Years							
	1	2	3	4	5	6	7	
	01234567890123456789012345678901234567890123456789012345678901234567890							

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

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

Field Name	Character Position	Length	Line Number	Contents
Counters Revenue Counters Rev Schedule Reprint msg	67-77 67-90	11 24	14 onwards 08	'Reprint for CAP 02'

7.54.6 Reference Data

Level 2: COUNTERS REVENUE@185

ICL
Pathway

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Service

Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.55 Office Weekly - P&A P2311MA Reprint

7.55.1 Purpose

This is a client report.

7.55.2 Frequency

Ad hoc.

7.55.3 Notes

Optional.

Replica of previous P&A P2311MA report produced. Any of the three previous CAPs can be requested.

Sent with foils.

All input characters are printed in bold face:

- FAD code
- Group numbers
- Number of Orders
- Total Amount values for each Group

7.55.4 Sequence

Grouped by Product.

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Pathway Horizon Office Platform
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Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.55.5 Layout and Example Content

1

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1234567890123456789012345678901234567890123456789012345678901234567890

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PENSIONS AND ALLOWANCES

OFFICE NAME: Feltham Post Office

ADDRESS: 1, The Walkway

Kings Parade

Middle of town

Feltham

Middlesex

TW1

OFFICE CODE: 123456X

C/A WEEK NO: 01

WEEK ENDING: Reprint msg

TIME: 31/12/1996 11:26

This summary should be despatched with the CASH ACCOUNT.

GROUP

NUMBER OF ORDERS

TOTAL AMOUNT

NO

FP57/PS7

PENSIONS

ALLOWANCES

£

p

MOD.ARMV

1

1

40.00

MOD Ind Injy

2

6

180.00

MOD.AIR

3

3

180.00

4

0

0.00

Child/One Parent

5

1

20.00

War Pension

6

4

170.00

Dis Living All

7

1

25.00

Family Credit

8

0

0.00

D.O.H

9

0

0.00

Pension/Inc Supp

10

0

0.00

Income Support

11

2

30.00

Ind Inj/Death Ben

12

1

10.00

Ret Pension/All

13

1

25.00

Sickness Ben/All

14

0

0.00

RESERVED

15

0

0.00

FOR

16

0

0.00

FUTURE

17

0

0.00

USE

18

0

0.00

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Service

Ref: SD/DES/005

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

54	TOTALS:	0	4	16	680.00
55					
56	MILK TOKENS:	5			
57				+-	-+
58					
59					
60					
61				
62	SIGNATURE.....				
63			OFFICE SUMMARY P2311MA		
64					
65					
66				+-	-+
67	*** END OF REPORT ***				

1 2 3 4 5 6 7
0123456789012345678901234567890123456789012345678901234567890

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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Field Name	Character Position	Length	Line Number	Contents
P2311MA Body				
Product Name (POCL Ref Data)	55-62	8	18	Repeated
Pen Allow Volume 1	68-78	11	18	
Pen Allow Value 1	55-62	8	18	
Pen Allow Volume 2	68-78	11	20	
Pen Allow Value 2	55-62	8	20	
Pen Allow Volume 3	68-78	11	22	
Pen Allow Value 3	55-62	8	22	
Pen Allow Volume 4	68-78	11	24	
Pen Allow Value 4	55-62	8	24	
Pen Allow Volume 5	68-78	11	26	
Pen Allow Value 5	55-62	8	26	
Pen Allow Volume 6	68-78	11	28	
Pen Allow Value 6	55-62	8	28	
Pen Allow Volume 7	68-78	11	30	
Pen Allow Value 7	55-62	8	30	
Pen Allow Volume 8	68-78	11	32	
Pen Allow Value 8	31-38	8	32	
Pen Allow Volume 9	68-78	11	34	
Pen Allow Value 9	43-50	8	34	
Pen Allow Volume 10	68-78	11	36	
Pen Allow Value 10	43-50	8	36	
Pen Allow Volume 11	68-78	11	38	
Pen Allow Value 11	43-50	8	38	
Pen Allow Volume 12	68-78	11	40	
Pen Allow Value 12	43-50	8	40	
Pen Allow Volume 13	68-78	11	42	
Pen Allow Value 13	43-50	8	42	
Pen Allow Volume 14	68-78	11	44	
Pen Allow Value 14	43-50	8	44	
Pen Allow Volume 15	68-78	11	46	
Pen Allow Value 15	43-50	8	46	
Pen Allow Volume 16	68-78	11	48	
Pen Allow Value 16	43-50	8	48	
Pen Allow Volume 17	68-78	11	50	
Pen Allow Value 17	43-50	8	50	
Pen Allow Volume 18	68-78	11	52	
Pen Allow Value 18	68-78	11	52	
Pen Allow Tot Vol1	31-38	8	54	
Pen Allow Tot Vol2	43-50	8	54	
Pen Allow Tot Vol3	55-62	8	54	
Pen Allow Total Value	68-78	12	54	
Pen Allow Milk Token Total	31-38	8	56	

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
P2311MA Header				
Pen Allow CA	70-71	2	06	Supress current CAP for reprint
Pen Allow Post Code	14-21	8	09	
Reprint msg	67-90	24	09	'Reprint for CAP 02'
Pen Allow Address 1	14-43	30	05	
Pen Allow Address 2	14-43	30	06	
Pen Allow Address 3	14-43	30	07	
Pen Allow Office	14-53	40	04	
Pen Allow Date	70-79	10	08	
Pen Allow FAD	70-76	7	04	
Pen Allow Date Time	63-76	14	10	

7.55.6 Reference Data

PENSIONS&ALLOWANCES@495 (DRN:5050)

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.56 Office Weekly - Redeemed Savings Stamps Summary Reprint

7.56.1 Purpose

This is a client report.

7.56.2 Frequency

Ad hoc.

7.56.3 Notes

Mandatory.

Sent to Chesterfield.

Totals of all products for the outlet. Any of the three previous CAPs can be requested.

The following are printed in bold face:

- FAD code
- Cash Account line code (eg 69, 73, 65)
- All input characters, except the Total value

7.56.4 Sequence

Office totals for each product.

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.56.5 Layout and Example Content

1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890							
01	Redeemed Savings Stamps Summary						
02	OFFICE NAME: Feltham Post Office				OFFICE CODE: 123456X		
03	ADDRESS: 1, The Walkway				C/A WEEK NO: Reprint msg		
04	Kings Parade						
05	Middle of town				WEEK ENDING: 17/05/2000		
06	Feltham						
07	Middlesex				TIME: 17/05/2000 11:37		
08	TW1						
09							
10	STAMP DESCRIPTION	No. of.	Cash account	Total Value			
11		Envs	Line Code	£ p			
12			[1]				
13	Motor Vehicle	0	69	25.00			
14	Television	0	73	350.00			
15	Water Authority	0	65	550.00			
16	Telephone	0	61	300.00			
17	British Gas	0	05	250.00			
18	SEEBoard Electricity	0	70	100.00			
19	Eastern Electricity	0	78	0.00			
20	Southern Electricity	0	79	150.00			
21	SWALEC Electricity	0	25	150.00			
22	South West Electricity	0	81	150.00			
23							
24							
25							
26	Total No. of Envelopes						
27							
28	This summary must be securely attached to the outside of the relative envelope(s) with office identification and date details visible.						
29	The total value shown against each stamp type must agree with relative entry in the Cash Account.						
30	Each category of stamps must be enveloped separately, sealed with the correct label and despatched weekly.						
31	The number of envelopes must be shown.						
32	For use in TP	Datestamp					
33	1.	<div style="border: 1px solid black; width: 100px; height: 50px; display: inline-block;"></div> Branch Manager/Postmaster's Signature					
34	2.						
35	3.						
36							
37							
38	The total value of each type of stamp must be entered against the appropriate line	Breakdown of Water Authority SS Redemptions					
						£	p
39		Anglian Water Authority *				150.00	
40	* Water Authority Savings	Essex & Suffolk Water Authority *				100.00	
41	Stamps can only be accepted	Three Valleys Water Authority *				150.00	
42	for the payment/part payment	North West Water Authority *				150.00	
43	of these water authority						
44	bills.						
45	Total to be carried to line 3 above	Total				550.00	
46							
47	*** END OF REPORT ***						

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1	2	3	4	5	6	7
12345678901234567890123456789012345678901234567890123456789012345678901234567890						

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Field Name	Character Position	Length	Line Number	Contents
Redeemed Savings Stamps Header				
Title	1-80	80	01	
Office FAD Code	70-76	7	02	
Office Name	14-53	38	02	
Address1	14-43	29	03	
Address2	14-43	29	04	
Address3	14-43	29	05	
CAP	70-71	2	04	
Date	70-79	10	06	Week
Post Code	15-23	9	08	ending
Time and Date	63-76	16	08	
Redeemed Savings Stamps Details				
Value1	69-79	11	13	
Value2	69-79	11	14	
Value3	69-79	11	15	The Water
Value4	69-79	11	16	Authority
Value5	69-79	11	17	total in
Value6	69-79	11	18	line 15
Value7	69-79	11	19	is
Value8	69-79	11	20	populated
Value9	69-79	11	21	from line
Value10	69-79	11	22	45
Water Authority Stamps Breakdown				
Water Authority Sub Total		11	39 - 42	
Water Authority Total		12	45	See above

7.56.6 Reference Data

Level 2:SAVING STAMPS REDEEMED@535

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.57 Stock Unit Balance Report

7.57.1 Purpose

This is an office report and must be retained for two years.

7.57.2 Frequency

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

7.57.3 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/CAP.

For an active stock unit, a 'Trial Balance report' is printed when the report is first selected; after the Trial Balance is agreed, the report is selected again and 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 normal stock unit balance report is produced but titled 'Trial Balance Report'. The brought forward and carried forward will have values, as will any discrepancies and stock values, all of which are rolled forward. As there are no transactions, other values will be zero.

7.57.4 Sequence

The report has the following sections:

Discrepancies Detail

Value Stock and MoP

Total Stock and MoP

Receipts

Transfers In

Remittances In

Revaluations Up

Total Receipts

Payments

Transfers Out

Remittances Out

Revaluations Down

Total Stock and MoP

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Net Discrepancies

Total Payments

Balance C/Fwd

The arithmetic is:

*Receipts + Balance B/Fwd = Total Receipts**Payments + Stock + Net Discrepancies = Total Payments**Stock + Net Discrepancies = Balance C/Fwd*

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

Within each 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.

Level 1, 2 and 3 nodes are also in numerical order, and each such summary line follows the list of Products that it summarises.

7.57.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Trial Balance - Office Copy			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER		4643.96	*
07	*Discrepancy SHORT		506.84	*
08	*		-----	*
09	*Nett discrepancy		4137.12	*
10	*		-----	*
11	*****			
12				
13	VALUE STOCK & MOP	VOLUME	VALUE	
14				
15	Cash		4293.11	
16	CASH		4293.11	
17	Cheque		4032.79	
18	CHEQUES		4032.79	
19	Giro Txfer		47.97	
20	GIRO TRANSFERS		47.97	
21	Voucher		320.00	
22	VOUCHERS		320.00	
23	MOP		8693.87	
24	Comcoin		200.00	
25	COIN SETS		200.00	
26	Game Red	2	12.00	
27	Game Occas	2	4.00	
28	Game Dealers	2	8.00	
29	Game Keeper	2	8.00	

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30	GAME LICENCES	2	32.00
31	FDE	100	26.00
32	Pres Pack		1500.00
33	D/Whsle Stmp		3.16
34	Gas Token	149	149.00
35	NatLotInstnt		495.50
36	MISCELLANEOUS		647.66
37	Bus 1 Stock		1225.00
38	STOCK SHELL 2-085		1225.00
39	VALUE STOCK OTHER		1872.66
40			-----
41	TOTAL STOCK & MOP		14283.69
42			-----
43			
44			
45			
46			
47	RECEIPTS	VOLUME	VALUE
48			
49	Balance B/Fwd		0.00
50			
51	Transcash	1	50.00
52	PO Foreign Exch In		500.00
53	OTHER RECEIPTS		6441.30
54	Transfers In		0.00
55			
56			
57	Rem In Supp Div		26303.50
58	Rem In Other Pos		15579.54
59	Rem In Client		100.00
60	Rem In ADC		0.00
61	REMITTANCES IN		41893.04
62			
63	Reval up		0.00
64			-----
65	TOTAL RECEIPTS		48439.34
66			-----
67			
68	PAYMENTS	VOLUME	VALUE
69			
70	OB chq to DPC	1	99.00
71	Cheque		99.00
72	COB chque fee	1	5.00-
73	Fee		5.00-
74	OTHER BANKS CHEQUES		94.00
	NatLot Prize	1	10.00
75	NatLot Prize	1	10.00
76	LOTTERY PAYMENTS		160.00
77	OTHER PAYMENTS		3484.78
78	Transfers Out		0.00
79			
80	Rem Out Supp Div		8520.16
81	Rem Out Other Pos		13351.50
82	Rem Out Client		50.00
83	Rem Out Data Cen		10.00
84	Rem Out ADC		0.00
85	REMITTANCES OUT		21931.66

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Date: 08/08/2000

```
86
87 Reval down                      0.00
88
89 Total Stock & MoP              14283.69
90
91 Nett Discrepancies             4137.12-
92
93 -----
94 TOTAL PAYMENTS                 39954.13
95 -----
96
97 Balance C/Fwd                  14283.69
98
99 EXAMINATION
100 Drawer examined and cash and stock found
101 as shown in this summary
102
103                               Datestamp
104                               +-----+
105 Signature.....              |      |
106                               |      |
107                               |      |
108 Time.....                  AM/PM +-----+
109
110
111 TRANSFER
112 Cash and stock in this summary have been
113 transferred to me
114
115                               Datestamp
116                               +-----+
117                               |      |
118 Signature.....              |      |
119                               |      |
120 Time.....                  .AM/PM +-----+
121
122
123 *** END OF REPORT ***
124
```

1 2 3 4
12345678901234567890123456789012

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

Field Name	Character Position	Length	Line Number	Contents
Stock Unit Value Total				
Stock Unit Total	28-39	12	94	
Stock Unit Receipt Title				
Stock Unit Balance B/Fwd	29-39	11	49	

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Field Name	Character Position	Length	Line Number	Contents
Stock Unit Transfers In				
Stock Unit Qty	20-27	8	56	
Stock Unit Value	29-39	11	56	
Stock Unit Rem In				
Total Rems	18	1	63	
Stock Unit Receipt Total				
Stock Unit Total	28-39	12	67	
Stock Unit Transfers Out				
Stock Unit Qty	20-27	8	75	
Stock Unit Value	29-39	11	75	
Stock Unit Rems Out				
Total Rems	18	1	82	
Bal Payments Total				
Stock Unit Total	28-39	12	91	
Bal MoP Product Line				
Qty	20-27	8	15	
Value	29-39	11	15	
Product Name	3-17	15	15	
Bal MoP SubGroup Line			16	
SubTotal	29-39	11		
SubGroup	2-26	25		
Bal MoP Group Line			23	
Group	1-25	25		
Group Total	29-39	11		
Bal Stock Product Line			26	
Qty	20-27	8	(Various)	
Value	29-39	11		
Product Name	3-17	15		
Bal Stock SubGroup Line			30	
SubTotal	29-39	11	(Various)	
SubGroup	2-26	25		
Bal Stock Group Line			36	
Group	1-25	25	(Various)	
Group Total	29-39	11		
Bal Receipts Product Line			53	
Qty	20-27	8	(Various)	
Value	29-39	11		
Product Name	3-17	15		
Bal Receipts SubGroup Line			54	
SubTotal	29-39	11	(Various)	
SubGroup	2-26	25		
Bal Receipts Group Line			55	
Group	1-25	25	(Various)	
Group Total	29-39	11		
Bal Payments Group Line			74	
Group	1-25	25	(Various)	
Group Total	29-39	11		
Stock Unit Rems In			59	
Stock Unit Source	3-26	24	et seq	
Stock Unit Value	29-39	11		
Stock Unit Rems Out			77	
Stock Unit Source	3-26	24	et seq	
Stock Unit Value	29-39	11		

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Field Name	Character Position	Length	Line Number	Contents
Bal Discrepancies Detail				
Discrepancies Nett	29-39	11	09	
Short Value	29-39	11	07	
Over Value	29-39	11	06	
Bal Discrepancy Summary				
Nett Discrepancies	29-39	11	88	
Total Stock and MoP	29-39	11	86	

7.57.6 Reference Data

Balance@3017

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Date: 08/08/2000

7.58 Stock Unit Balance Report Reprint

7.58.1 Purpose

This is an office report and must be retained for two years.

7.58.2 Frequency

Ad-hoc.

7.58.3 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 at the close of the BP/CAP.

Any of the three previous CAPs can be requested, this includes all BPs within those CAPs, for any SU in the office.

7.58.4 Sequence

The report has the following sections:

Discrepancies Detail

Value Stock and MoP

Total Stock and MoP

Receipts

Transfers In

Remittances In

Revaluations Up

Total Receipts

Payments

Transfers Out

Remittances Out

Revaluations Down

Total Stock and MoP

Net Discrepancies

Total Payments

Balance C/Fwd

The arithmetic is:

Receipts + Balance B/Fwd = Total Receipts

Payments + Stock + Net Discrepancies = Total Payments

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Stock + Net Discrepancies = Balance C/Fwd

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

Within each 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.

Level 1, 2 and 3 nodes are also in numerical order, and each such summary line follows the list of Products that it summarises.

7.58.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Balance Report Reprint - Office Copy			
04	For SU:SU3 CAP:52 BP:03			
05				
06	*****Discrepancies in this Account*****			
07	*Discrepancy OVER		4643.96	*
08	*Discrepancy SHORT		506.84	*
09	*		-----	*
10	*Nett discrepancy		4137.12	*
11	*		-----	*
12	*****			
13				
14	VALUE STOCK & MOP	VOLUME	VALUE	
15				
16	Cash		4293.11	
17	CASH		4293.11	
18	Cheque		4032.79	
19	CHEQUES		4032.79	
20	Giro Txfer		47.97	
21	GIRO TRANSFERS		47.97	
22	Voucher		320.00	
23	VOUCHERS		320.00	
24	MOP		8693.87	
25	Comcoin		200.00	
26	COIN SETS		200.00	
27	Game Red	2	12.00	
28	Game Occas	2	4.00	
29	Game Dealers	2	8.00	
30	Game Keeper	2	8.00	
31	GAME LICENCES	2	32.00	
32	FDE	100	26.00	
33	Pres Pack		1500.00	
34	D/Whsle Stmp		3.16	
35	Gas Token	149	149.00	
36	NatLotInstnt		495.50	
37	MISCELLANEOUS		647.66	

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38	Bus 1 Stock		1225.00
39	STOCK SHELL 2-085		1225.00
40	VALUE STOCK OTHER		1872.66
41			-----
42	TOTAL STOCK & MOP		14283.69
43			-----
44			
45			
46			
47			
48	RECEIPTS	VOLUME	VALUE
49			
50	Balance B/Fwd		0.00
51			
52	Transcash	1	50.00
53	PO Foreign Exch In		500.00
54	OTHER RECEIPTS		6441.30
55	Transfers In		0.00
56			
57			
58	Rem In Supp Div		26303.50
59	Rem In Other Pos		15579.54
60	Rem In Client		100.00
61	Rem In ADC		0.00
62	REMITTANCES IN		41893.04
63			
64	Reval up		0.00
65			-----
66	TOTAL RECEIPTS		48439.34
67			-----
68			
69	PAYMENTS	VOLUME	VALUE
70			
71	OB chq to DPC	1	99.00
72	Cheque		99.00
73	COB chque fee	1	5.00-
74	Fee		5.00-
	NatLot Prize	1	10.00
75	OTHER BANKS CHEQUES		94.00
76	LOTTERY PAYMENTS		160.00
77	OTHER PAYMENTS		3484.78
78	Transfers Out		0.00
79			
80	Rem Out Supp Div		8520.16
81	Rem Out Other Pos		13351.50
82	Rem Out Client		50.00
83	Rem Out Data Cen		10.00
84	Rem Out ADC		0.00
85	REMITTANCES OUT		21931.66
86			
87	Reval down		0.00
88			
89	Total Stock & MoP		14283.69
90			
91	Nett Discrepancies		4137.12-
92			
93			-----

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Date: 08/08/2000

94	TOTAL PAYMENTS	39954.13
95		-----
96		
97	Balance C/Fwd	14283.69
98		
99		
100	*** END OF REPORT ***	
101		

1 2 3 4
12345678901234567890123456789012

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

As shown in the layout above, the following fields are added to the Stock Unit Balance Report for the Reprint version, in Line 04:

Field Name	Character Position	Length	Line Number	Contents
Reprint Details				
Reprint SU	8-10	3	04	
Reprint CAP	17-18	3	04	
Reprint BP	24-25	2	04	

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7.59 Stock Unit Balance Snapshot

7.59.1 Purpose

This is an office report.

7.59.2 Frequency

Ad hoc.

7.59.3 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.

7.59.4 Sequence

The report has the following sections:

Discrepancies Detail

Value Stock and MoP

Total Stock and MoP

Receipts

Transfers In

Remittances In

Revaluations Up

Total Receipts

Payments

Transfers Out

Remittances Out

Revaluations Down

Total Stock and MoP

Net Discrepancies

Total Payments

Balance C/Fwd

The arithmetic is:

Receipts + Balance B/Fwd = Total Receipts

Payments + Stock + Net Discrepancies = Total Payments

Stock + Net Discrepancies = Balance C/Fwd

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

Within each 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.

Level 1, 2 and 3 nodes are also in numerical order, and each such summary line follows the list of Products that it summarises.

7.59.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Balance Snapshot - Office Copy			
04				
05	*****Discrepancies in this Account*****			
06	*Discrepancy OVER		4643.96	*
07	*Discrepancy SHORT		506.84	*
08	*		-----	*
09	*Nett discrepancy		4137.12	*
10	*		-----	*
11	*****			
12				
13	VALUE STOCK & MOP	VOLUME	VALUE	
14				
15	Cash		4293.11	
16	CASH		4293.11	
17	Cheque		4032.79	
18	CHEQUES		4032.79	
19	Giro Txfer		47.97	
20	GIRO TRANSFERS		47.97	
21	Voucher		320.00	
22	VOUCHERS		320.00	
23	MOP		8693.87	
24	Comcoin		200.00	
25	COIN SETS		200.00	
26	Game Red	2	12.00	
27	Game Occas	2	4.00	
28	Game Dealers	2	8.00	
29	Game Keeper	2	8.00	
30	GAME LICENCES	2	32.00	
31	FDE	100	26.00	
32	Pres Pack		1500.00	
33	D/Whsle Stmp		3.16	
34	Gas Token	149	149.00	
35	NatLotInstnt		495.50	
36	MISCELLANEOUS		647.66	
37	Bus 1 Stock		1225.00	
38	STOCK SHELL 2-085		1225.00	
39	VALUE STOCK OTHER		1872.66	
40			-----	
41	TOTAL STOCK & MOP		14283.69	
42			-----	

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43			
44			
45			
46			
47	RECEIPTS	VOLUME	VALUE
48			
49	Balance B/Fwd		0.00
50			
51	Transcash	1	50.00
52	PO Foreign Exch In		500.00
53	OTHER RECEIPTS		6441.30
54	Transfers In		0.00
55			
56			
57	Rem In Supp Div		26303.50
58	Rem In Other Pos		15579.54
59	Rem In Client		100.00
60	Rem In ADC		0.00
61	REMITTANCES IN		41893.04
62			
63	Reval up		0.00
64			-----
65	TOTAL RECEIPTS		48884.34
66			-----
67			
68	PAYMENTS	VOLUME	VALUE
69			
70	OB chq to DPC	1	99.00
71	Cheque		99.00
72	COB cheque fee	1	5.00-
73	Fee		5.00-
74	OTHER BANKS CHEQUES		94.00
75	NatLot Prize	1	10.00
76	LOTTERY PAYMENTS		160.00
77	OTHER PAYMENTS		3484.78
78	Transfers Out		0.00
79			
80	Rem Out Supp Div		8520.16
81	Rem Out Other Pos		13351.50
82	Rem Out Client		50.00
83	Rem Out Data Cen		10.00
84	Rem Out ADC		0.00
85	REMITTANCES OUT		21931.66
86			
87	Reval down		0.00
88			
89	Total Stock & MoP		14283.69
90			
91	Nett Discrepancies		4137.12-
92			
93			-----
94	TOTAL PAYMENTS		39954.13
95			-----
96			
97	Balance C/Fwd		14283.69
98			
99			

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100	*** END OF REPORT ***											
101												
102												
	1	2	3	4								
	123456789012345678901234567890123456789012											

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7.60 Remittance In Slip

7.60.1 Purpose

This is an office report and must be retained for two years.

7.60.2 Frequency

Automatically produced on completion of a remittance session.

7.60.3 Notes

Mandatory.

Details of the session.

Filed locally.

7.60.4 Sequence

Listed by Product in order of entry.

7.60.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Remittance In Slip (Supply Division)			
04	Office Copy			
05				
06	SESSION	1-159447-1		
07				
08	PRODUCT	VOLUME	VALUE	
09	Cash	1	800.00	
10	Cheque	1	600.00	
11	Voucher	1	500.00	
12	BBC TV Stamp £1	1	1.00	
13	2nd Class Stamp	400	80.00	
14	1st Class Stamp	1500	390.00	
15	BT £5 Card	350	1750.00	
16	-----			
17	SESSION TOTAL		19121.00	
18				
19				
20	*** 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.

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Field Name	Character Position	Length	Line Number	Contents
Rem Slip Transaction				
Qty	24-29	6	09	Repeated as necessary
Product Name	2-17	16	09	
Transfer Value	31-41	11	09	
Rem Slip Detail				
Source	21-41	21	03	
Session ID	12-22	11	056	
Rem Slip Total				
Transfer Total	30-41	12	17	

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7.61 Remittance Out Slip

7.61.1 Purpose

This is an office report and must be retained for two years.

7.61.2 Frequency

Automatically produced on completion of a remittance session.

7.61.3 Notes

Mandatory.

Details of the session.

Filed locally.

7.61.4 Sequence

Listed by Product in order of entry.

7.61.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Remittance Out Slip (Other POs)			
04	Office Copy			
05				
06	SESSION: 1-156466-1			
07				
08	PRODUCT	VOLUME	VALUE	
09	Cash	1	7777.77	
10	Cheque	1	28800.00	
11	1st Class Stamp	5600	1300.00	
12	Stp Book 1stx10	6800	15600.00	
13	Stp Book 2ndx10	20	40.00	
14				-----
15	SESSION TOTAL		53517.77	
16				
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.

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Field Name	Character Position	Length	Line Number	Contents
Rem Slip Transaction				
Qty	24-29	6	09	
Product Name	2-17	16	09	
Transfer Value	31-41	11	09	
Rem Slip Detail				
Destination	22-42	21	03	
Session ID	12-22	11	06	
Rem Slip Total				
Transfer Total	30-41	12	15	

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Date: 08/08/2000

7.62 Transfers In Slip

7.62.1 Purpose

This is an office report.

7.62.2 Frequency

Produced on completion of a transfer session.

7.62.3 Notes

Mandatory.

Details of the session. This can be taken before confirming the transfer, and used as a checklist.

Filed locally.

7.62.4 Sequence

Chronological order of entry.

7.62.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Transfer In Slip - Office Copy			
04				
05	SESSION: 1-21284-1			
06	Source SU:AAA	Dest SU:SH1		
07				
08	PRODUCT	VOLUME	VALUE	
09	2nd Class	599	100.00	
10	1st Class	699	156.00	
11	Cash	1	600.00	
12	Col TV Fee	125	10012.50	
13	Mono TV Fee	22	627.00	
14	BT PC 20	50	100.00	
15	BT PC 50	60	300.00	
16	BT PC 100	80	800.00	
17	Game Blue	112	448.00	
18	-----			
19	SESSION TOTAL		13943.50	
20				
21				
22	*** END OF REPORT ***			

	1	2	3	4
	123456789012345678901234567890123456789012			

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Field Name	Character Position	Length	Line Number	Contents
Transfer Rem Slip Detail				
Sessn ID	10-20	11	05	
Source SU	12-14	3	06	
Dest SU	26-29	3	06	
Transfer Rem Slip Transaction				
Product Name	5-20	16	08	
Qty	24-29	6	08	
Transfer Value	31-41	11	08	
Transfer Rem Slip Total				
Transfer Total	30-41	12	19	

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7.63 Transfer Out Slip

7.63.1 Purpose

This is an office report and must be retained for two years.

7.63.2 Frequency

Automatically produced on completion of a transfer session.

7.63.3 Notes

Mandatory.

Details of the session.

7.63.4 Sequence

Chronological order of entry.

7.63.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Transfer Out Slip - Office Copy			
04				
05	SESSION: 1-21284-1			
06	Source SU:SH1	Dest SU:SH1		
07				
08	PRODUCT	VOLUME	VALUE	
09	Cash	1	70000.00	
10	Cheque	1	500.00	
11	2nd Class	500	100.00	
12	1st Class	900	234.00	
13	PO 50p	555	277.50	
14	PO Fee 50p	555	138.75	
15	PO £1	111	111.00	
16	PO Fee £1	111	27.75	
17	PO £2	111	222.00	
18	PO Fee £2	111	48.84	
19	PO £3	1111	3333.00	
20	PO Fee £3	1111	488.84	
21	PO £4	1111	4444.00	
22	PO Fee £4	1111	488.84	
23	PO £5	1111	5555.00	
24	PO Fee £5	1111	644.38	
25	PO £6	111	666.00	
26	PO Fee £6	111	64.38	
27	PO £6	1	6.00	
28	PO Fee £6	1	0.58	

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```

29 PO £7 1111 7777.00
30 PO Fee £7 1111 644.38
31 PO £8 1111 8888.00
32 PO Fee £8 1111 733.26
33 PO £9 1 9.00
34 PO Fee £9 1 0.66
35 PO £9 1 9.00
36 PO Fee £9 1 0.66
37 PO £9 1 9.00
38 PO Fee £9 1 0.66
39 PO £10 111 1110.00
40 PO Fee £10 111 73.26
41 PO £10 1111 11110.00
42 PO Fee £10 1111 733.26
43 PO £15 111 1665.00
44 PO Fee £15 111 88.80
45 PO £20 1111 22220.00
46 PO Fee £20 1111 944.35
47 -----
48 SESSION TOTAL 142636.77
49
50 Transfer:
51 Cash and stock in this summary
52 have been transferred to me
53
54 Datestamp
55 +-----+
56 Signature . . . . .
57 .
58 .
59 Time . . . . .AM/PM +-----+
60
61
62
63 *** END OF REPORT ***
64

```

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.

Field Name	Character Position	Length	Line Number	Contents
Transfer Rem Slip Detail				
Session	10-20	11	05	
Source SU	12-14	3	06	
Dest SU	26-28	3	06	
Transfer Rem Slip Transaction				
Product Name	2-17	16	09	
Qty	20-25	6	09	
Transfer Value	27-37	11	09	

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Transfer Rem Slip Total				
Transfer Total	26-37	12	48	

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7.64 Transaction Log

7.64.1 Purpose

This is an office report.

7.64.2 Frequency

Ad hoc.

7.64.3 Notes

Optional.

Both session and transaction ids have a format of:

n-nnnnnn-n

The last segment is usually a single digit, but can be three digits. This suffix changes for each transaction. The middle segment is the same for all transactions within the same session.

Receipts show the session id which always ends in '-1'.

Transaction ids are the same format, but do not necessarily follow on in sequence from the session id.

Both session and transaction ids are unique.

Transaction ids are shown in the Transaction Log report – the session id is not, even when it is used to specify for which session transactions are reported.

7.64.4 Sequence

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

SU, CAP, User, Date From, Date To, Value From, Value To, Mode, Session ID, Node ID.

7.64.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 123456X	
02	12:42 17/01/1998	CAP:52	BP:01	SU:SH1
03	Transaction Log - Office Copy			
04				
05				
06	USER	TRANSACTION REF	SU	CAP BP
07	DATE	TIME		
08	MODE PRODUCT	VOLUME		VALUE
09	CLERK1	1-23458-2		

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```
10 17/01/1998 12:10
11 RISD 1st Class Stamp      500      130.00
12 -----
13
14 CLERK01      1-23458-4
15 17/01/1998 12:12
16   TO Hme Care Stmp        50      100.00
17 -----
18
19 CLERK01      1-23458-7
20 17/01/1998 12:12
21   TO Game green           50      200.00
22 -----
23
24
25
26 *** 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.

Field Name	Character Position	Length	Line Number	Contents
Transaction Log Transaction				
Transaction User	1-6	6	09	
Transaction	14-24	11	09	
SU	31-33	3	09	
CAP	35-36	2	09	
BP	39-40	2	09	
Time	12-16	5	10	
Date	1-10	10	10	
Mode	1-4	4	11	
Product	6-21	16	11	
Value	30-40	11	11	
Volume	23-28	6	11	

7.64.6 Reference Data

Root Node: 3017 (DRN:5090)

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7.65 Event Log

7.65.1 Purpose

This is an office report.

7.65.2 Frequency

Ad hoc.

7.65.3 Notes

Optional.

Filed locally.

7.65.4 Sequence

Chronological order of entry, against filter criteria set by user (Date to, Date from, SU, CAP, and User).

7.65.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 0040389	
02	11:42 23/01/1998	CAP:02	BP:01	SU:SH1
03	Event Log: Stock Unit - Office Copy			
04				
05				
06				
07	SU USER	CAP BP NODE		
08	DATE AND TIME	EVENT TITLE		
09	EVENT DESCRIPTION			
10				
11	SH1 MANAG1	01	01	01
12	22/01/1998 11:45 SU Created			
13	Individual SU SU2 created			
14	-----			
15				
16	SH1 MANAG1	01	01	01
17	22/01/1998 16:48 SU Created			
18	Shared SU SH3 created			
19	-----			
20				
21	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

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Field Name	Character Position	Length	Line Number	Contents
Event Log Transaction				
SU	1-12	12	11	
User	13-29	16	11	
CAP	31-32	2	11	
BP	35-36	2	11	
Node ID	39-40	2	11	
Event Log Date	1-10	10	12	
Event Log Title	18-19	2	12	
Event Log Time	12-16	5	12	
Event Log Detail	1-42	42	13	

7.65.6 Reference Data

Root Node:3108

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7.65.7 Events and Selection Criteria for Types of Event Logs

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

EventID	EventTitle	All Events	Balancing	SU Balancing	Reports	Confirm Reports	Reports Produced	User/SU	Stock Unit	User	User Maintenance	User to SU	Access Control	User Summary	User Events	User History
3	Inactive Rollover Failed	✓	✓													
4	Inactive SU Rollover	✓	✓													
5	Rollover Abandoned	✓	✓	✓												
6	Rollover Complete	✓	✓	✓												
7	User attached	✓						✓				✓				
9	SU Created	✓						✓	✓							
10	SU Deleted	✓						✓	✓							
12	Logon Completed	✓								✓			✓			
13	Logoff Completed	✓								✓			✓			
14	Office Balance Failed	✓	✓													
18	Delete SU failed	✓						✓								
19	Delete SU failed	✓						✓								
20	Delete SU failed	✓						✓								
21	Declaration Complete	✓	✓	✓												
22	Declaration Abandoned	✓	✓	✓												
23	Declaration Complete with Discrepancy	✓	✓	✓												
24	Position Locked	✓								✓			✓			
25	Position Unlocked	✓								✓			✓			
26	Unlock Failed	✓								✓			✓			
27	Forced Logoff	✓								✓			✓			
28	Report Confirmed	✓			✓	✓										

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EventID	EventTitle	All Events	Balancing	SU Balancing	Reports	Confirm Reports	Reports Produced	User/SU	Stock Unit	User	User Maintenanc	User to SU	Access Control	User Summary	User Events	User History
29	Report Printed	✓			✓		✓									
30	Report Previewed	✓			✓		✓									
31	Inactive Rollover Failed	✓	✓													
32	Discrep Committed	✓	✓	✓												
33	Balance Checks Failed	✓	✓	✓												
34	Balance Checks Failed	✓	✓	✓												
35	Revaluation abandoned	✓	✓	✓												
40	Cash Acc Created	✓	✓													
41	Office CAP rolled	✓	✓													
42	Office CAP Roll Abandoned	✓	✓													
44	Office Balance Failed	✓	✓													
45	SU Balancing	✓	✓	✓												
46	Delete SU failed	✓						✓								
52	1 week CA	✓	✓													
53	2 week CA	✓	✓													
54	3 week CA	✓	✓													

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

Selection Criteria	All Events	Balancing	SU Balancing	Reports	Confirm Reports	Reports Produced	User/SU	Stock Unit	User	User Maintenance	User to SU	Access Control	User Summary	User Events	User History
Date From	✓	✓		✓			✓	✓	✓			✓		✓	✓
Date To	✓	✓		✓			✓	✓	✓			✓			
SU			✓		✓	✓									
CAP			✓		✓	✓					✓				
Username														✓	✓

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7.65.8 User History Report

7.65.8.1 Purpose

This is an office report.

7.65.8.2 Frequency

As required.

7.65.8.3 Notes

Optional.

7.65.8.4 Sequence

Chronological order, against criteria set by user (user and start date).

To include all users, leave the user field blank.

The following Events are reported on this report:

- Add User
- Delete User
- Add User to Role
- Riposte
- Delete User from Role
- Change Password
- Change User Role
- Enable/Disable User
- Force Password Change
- Change Full Name

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7.65.8.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	16:44.33	15/10/1997		
02	OFFICE CODE	323457		
03				
04		USER HISTORY - Office Copy		
05				
06				
07				
08	User History for	USER2		
09				
10	11:00:26	09-Oct-1997	323457/1/554	
11	Changed by	USER1		
12		Deleted from group	AUDITOR	
13				
14	11:00:31	09-Oct-1997	323457/1/555	
15	Changed by	USER1		
16		Deleted from group	MANAGERS	
17				
18	11:00:33	09-Oct-1997	323457/1/556	
19	Changed by	USER1		
20		Deleted from group	SUPERVISORS	
21				
22	11:00:42	09-Oct-1997	323457/1/559	
23	Changed by	USER1		
24		Added to group	CLERK	
25				
26	11:00:44	09-Oct-1977	323457/1/560	
27	Changed by	USER1		
28		Deleted from group	ENGINEER	
29				
30	11:01:30	09-Oct-1997	323457/1/563	
31	Changed by	USER1		
32		Password Changed		
33		'Must Change Password' set		
34				
35	User History for	USER3		
36				
37	11:45:56	09-Oct-1997	323457/1/569	
38		Password Changed		
39				
40	11:52:01	09-Oct-1997	323457/1/578	
41		Changed by	USER1	
42		Added to group	CLERK	
43				
44		*** END OF REPORT ***		
45				

	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.

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Field Name	Character Position	Length	Line Number	Contents
User History Header Username (Changed)	18-23	6	01	Name of the user being changed.
Detail Time Date Office details	1-8 10-20 22-34	8 11 13	04 04 04	In the form: ffffff/p/ttt where ffffff is the FAD code p is the counter position; ttt is the transaction number
Message 1 Username (Changing)	1-11 12-17	11 6	05 05	'Changed by' Name of the user making the changes.
Message 2	3-20	18	06	'Added to' 'Deleted from' 'Password changed'
Message 3	3-27	25	07	Optional additional line, eg: 'Must change password' set'

Lines 04, 05, 06, 07, are repeated for each event within a username.

Lines 01-09 are repeated for each username.

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7.65.9 User Summary Report

7.65.9.1 Purpose

This is an office report.

7.65.9.2 Frequency

As required.

7.65.9.3 Notes

Optional.

Details of all users who have access to the system.

7.65.9.4 Sequence

Users listed in alphabetic order.

7.65.9.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	16:44.33	15/10/1997		
02				
03	OFFICE CODE	323457		
04				
05		USER SUMMARY - Office Copy		
06	USER	ACCESS LEVEL		
07	AUDIT1	AUDIT		
08	AUDIT2	AUDIT		
09	AUDIT3	AUDIT		
10	AUDIT4	AUDIT		
11	AUDIT5	AUDIT		
12	AUDIT6	AUDIT		
13	AUDIT7	AUDIT		
30	USER01	CLERK		
31	USER02	CLERK		
32	MNGR01	MANAGER		
33				
34	Number of Users:		10	
35				
36				
37		*** END OF REPORT ***		
38				

	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.

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Field Name	Character Position	Length	Line Number	Contents
User Summary Header				
Time	1-8	8	01	
Date	10-20	11	01	
FAD Code	13-19	7	02	
Heading	16-27	12	05	USER SUMMARY
Username	1-6	6	08-n	
Total	40-41	2	n + 2	Total of users

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7.65.10 User Events Report

7.65.10.1 Purpose

This is an office report.

7.65.10.2 Frequency

As required.

7.65.10.3 Notes

Optional.

To include all users, leave the user field blank.

The following Events are reported in this report:

Logon

Logout

Failed Logon

Forced Logout

Failed Logon (During Temporary Timeout

7.65.10.4 Sequence

Chronological order, against criteria set by user (user and start date).

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7.65.10.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	16:44:09	15/19/1997		
02	OFFICE CODE	323457		
03				
04	USER LOGON/LOGOUT HISTORY - Office Copy			
05				
06	SET001	08-Oct-1997	13:29:29	
07	Logout			
08	USER01	08-Oct-1997	13:29:39	
09	Failed Logon			
10	SETUP0	09-Oct-1997	09:26:28	
11	Failed Logon			
12	SETUP0	09-Oct-1997	09:26:42	
13	Failed Logon			
14	USER02	09-Oct-1997	10:58:28	
15	Failed Logon			
16	USER02	09-Oct-1997	10:59:32	
17	Logout			
18	USER03	09-Oct-1997	11:45:18	
19	Failed Logon			
20	USER03	09-Oct-1997	12:22:23	
21	Logout			
22	TOM001	13-Oct-1997	09:59:27	
23	Failed Logon			
24	USER01	13-Oct-1997	09:59:46	
25	Failed Logon			
26	TOM001	13-Oct-1997	10:03:01	
27	Failed Logon			
28	TOM002	13-Oct-1997	10:03:08	
29	Failed Logon			
30	TOM002	13-Oct-1997	10:06:33	
31	Logout			
32	USER01	13-Oct-1997	13:25:97	
33	Logout			
34	USER01	15-Oct-1997	12:07:09	
35	Logon			
36	USER01	15-Oct-1997	15:34:41	
37	Logout			
38	USER01	15-Oct-1997	15:35:03	
39	Logon			
40	USER01	15-Oct-1997	15:37:09	
41	Logout			
42	GRAEME	15-Oct-1997	15:37:29	
43	Failed Logon			
44	GRAEME	15-Oct-1997	15:37:33	
45	Logon			
46	GRAEME	15-Oct-1997	15:40:27	
47	Logout			
48	USER01	15-Oct-1997	15.40:58	
49	Logon			
52	***	END OF REPORT	***	
53				

	1	2	3	4
	123456789012345678901234567890123456789012			

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

Field Name	Character Position	Length	Line Number	Contents
User Summary Header				
Time	1-8	8	01	Time and date of report
Date	10-20	11	01	hh:mm:ss
FAD Code	13-19	7	02	dd/mm/yyyy ffffff
Heading	16-39	24	05	USER LOGON/LOGOUT HISTORY
Username	1-6	6	06	
Date and time of user event	23-42	20	06	hh:mm:ss dd-mmm-yyyy
Message	3-14	12	07	Logon Logout Failed logon

Lines 06-08 repeat in chronological order for each username.

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7.66 Cash Account Report

7.66.1 Purpose

This is a dual-purpose report, both office and client. It must be kept for six years by the office.

7.66.2 Frequency

Weekly, unless the user has selected a two or a three week cash account roll.

7.66.3 Notes

This report is mandatory, and two copies are produced automatically on completion of the cash account.

The initial, trial, version has 'Trial' printed after the title, see section 7.67. If necessary, the trial can be exited in order to rebalance. Once committed to the final version, then the two copies are printed. The final version is as shown in the example below, and has 'Final' printed on it.

In the event of a printer failure, it is possible to 'take' the report by viewing the preview, which will allow the roll-over to a new CAP. The report can then be printed later.

Null values are suppressed unless in Table 12 in which case '0.00' is printed for values, and 'o' for volumes.

7.66.4 Sequence

The report is in sequential page order.

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7.66.5 Layout and Example Content – 1999/2000 Version

OFFICE NAME:	Les Ong	1999/2000	Week No	10
ADDRESS:	1, The Walkway Kings Parade Middle of town Feltham TW1	HORIZON Cash Account (Final)		
TELEPHONE:	GRO	Week Ended: 09/06/1999		
OFFICE CODE:	123456X	30		
DATE STAMP:		TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT		
		SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____		
		EXAMINED IN TP: _____		
TABLE 2 UNCLAIMED PAYMENTS				
50	£ p	Date		
26 600.00	RD Cheques A...		
27		RD Cheques B...		
28		RD Cheques C...		
29				
30		Vouchers		
31		Shortages in Reims etc.		
32		Burglary etc. losses		
33		FOCL Cheques - nursing homes etc.		
34				
35		Miscellaneous		
36				
37				
38				
TABLE 2(a) AUTHORISED CASH SHORTAGES				
50				
46 250.00	Cash Shortages A...		
47		...previously reported B...		
48		...but not C...		
49		...yet adjusted D...		
TABLE 3 UNCHARGED RECEIPTS				
50				
60				
61				
62				
63 505.00	Prepurchase A...		
64		Cash Surplus not adj. B...		
65		Cash Surplus not adj. C...		
66		Surplus in Reims etc.		
67				
68		Miscellaneous		
71				
72				
DISCREPANCIES TABLE				
07				
01		Surplus Tables 5 Totals		
02 5,970.00	Shortage Tables 6 Totals		

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TABLE 5(b) STOCK IN HAND BREAKDOWN

SO	£ p	Postage
11		First Class Stamps
12		Second Class Stamps
01	30.00	Other Postage Items
02		Stamp Books Vending
10		Stamp Books Other
13		Self adhesive 1st
15		Self adhesive 2nd
		Postal Order Fees
03		Band 1
04		Band 2
14		Band 3
16		Band 4
19		Band 5
21		Band 6

OFR

TABLE 10(g) NUMBER OF TRANSACTIONS

91		
72		E111 Certificates
79		CB chips from CAEC
78		
82		Dialbank M Order
81		Residential Delivery
73		Datalog 1012
65		Datalog 2448
66		Data International
71		Comp Fee Parcels Low
83		Medium cover
75		Comp Fee Parcels High
80		Contract Pds Info
67		Contract Pds Info
76		Special Dly Items
88		
74		Registered Mail
87		Registered Mail
85		Swiss - Registered
89		Swiss - Registered
94		Swiss
90		RAE Express 0800 1200
84		
77		Disc White Packs
91		Postman's Pouches
68		SCRs
69		
92		Comet Vouchers
93		
70		
63		
64		
57		
58		
59		
60		
61		
62		

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TABLE 5 CASH, STOCK ETC. IN HAND

20	£ p	
50		Cash
51	3,000.00	Cheques
52		Fgn Cntr - Stg Exp
53		Client Liens
54		Philatelic Items
57	30.00	Postage stamps
99		Disc White Stamps
64		
83		EO BT Phone Cards
55		ES and E10 BT Phone Cards
56		Home Mail/Date Slip
64		
77		Post Face Value
68		Fees - Postal order
69		
10		Printer's Diana 65 Comm Coin
81		Other 65 Comm Coins
67		
66		
58		Vehicle Lic. Stamps
60		TV Lic. Stamps
61		Water Authy. Stamps
75		BT Stamps 62
85		BT Stamps 65
11		B. Gas Usage Stamps
78		SEEEKed Sup. Stps
82		E.Electric Sup. Stps
86		Southern Elec. Stps
91		
89		
79		
05		Libreworks 20Cards
01		Open Value Postal Orders File
13		E20 One 2 One Prepay
17		E10 One 2 One Prepay
18		E10 Orange Prepay
19		E0 Orange Prepay
24		
25		E5 Vodafone Prepay
20		E15 Vodafone Prepay
26		
27		
28		
29		
30		
31		
06		
07		Gift Vouchers
08		
02		E10 Cellnet Prepay
03		E20 Cellnet Prepay
04		
09		
16		
22		E10 BT Global Cards
23		E20 BT Global Cards
15		Nat Lottery Instant
71	600.00	Unclaimed payments
14	250.00	Unclaimed (20)
	3,880.00	Table 5 Sub Total
74	505.00	Less uncharged receipts
	3,375.00	TABLE 5 TOTAL

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Page: 3 Office code: 123456X Week No: 10 Week Ending: 09/06/1999			
RECEIPTS			
30	Numbers	00	£ p
	01		Balance Brought Forw
	02		PGUL E&N Week Notes
	20		Polisolic Upgrading
	05		DMS Deposits/Ents
	04		PO File Upgrading
	08		Telephone Rentals
11			
18			
15			
	11		Giro Impayments
	12		Girobank transaction fees
09			
39			Giro Card Recharging
10			Rod Licences Sales
	06		Temp First Licences
	15		Elect. Key Recharge
	10		Postage Licensing
	22		V10 Motor Vehicle
19			V11 Lic Renew Fees
20			
	58		DMA Process on - Fees
	84		... Licences - Accept Charge
	03		Disc. Whole Upgrading
	75		Travel Insurance
	59		Local Schemes
23			
80			
	85		
	73		
	09		AP/Fees, Bank
29			
30			
	99		Cheque/Prize Payments
	30		National Lottery/Games
	81		InstantWin Activation
41			Moneygram Send
26			Bus de Change - Comm
	86		Bus de Change - Retail
	70		Trav Cheques Sales
69			Corporate purchase
89			Pre-Order Fgn Exchange
94			
87			
99			Water Recharging
84			Active Life Suits
58			
82			Royal & Sun Alliance
48			
78			TV Licence Fees
95			
17			
	14		
	98		Roadside Map/Lit Cards
	66		CARPS - Parcels
	93		UKPA Passport Fees
	95		UKPA PGCC - Charges
	46		Franking - Surplus
90			Other Letters - Surplus
91			Rems from Other Offices
	68		Couriers new Sched
	39		Loan to PO (Not BQ)
	40		Final Account Surplus
	24		Game Lics from SSO
	25		Postage
	28		Discount Whole Ops
	72		
	55		
	54		
	26		E3 BT Phone Cards
Cont...			
RECEIPTS (Cont)			
30	Numbers	00	£ p
	27		E5 & E10 BT Phone Cards
	52		Home Help/Care Sols
	48		
	34		Postal Face value
	21		Order Fees
	82		
	18		Process Diane E5 Comm Conn
	33		Other E5 Comm Conn
	47		
	32		
	38		Vehicle Lic. Stamps
	35		TV Lic. Sigs. Sigs
	37		Water Authy. Stamps
	44		BT Stamps E2
	56		BT Stamps E3
	83		R. Gas Sigs Stamps
	53		SELEBoard Sigs Sigs
	61		ELEBoard Sigs Sigs
	62		Southern Elec. Sigs
	63		
	67		
	49		
	90		Ellenwoods StCards
OFR			
01			£ p
	11		Open Value PO File
	20		E20 One 2 One Prepay
	21		E10 One 2 One Prepay
	17		E15 Orange Prepay
	18		E5 Orange Prepay
	24		
	25		E5 Vodafone Prepay
	19		E15 Vodafone Prepay
	26		
	27		
	05		
	06		
	28		
	29		
	31		
	32		Gift Vouchers
	33		
	12		E10 Colinet Prepay
	13		E20 Colinet Prepay
	14		
	15		
	16		
	22		E10 BT Global Cards
	23		E20 BT Global Cards
	40		Geo ERM EFTA no MK NoL
24			
25			
27			
28			
36			
03			
04			
	61		Giro Schemes
RECEIPTS TOTAL			
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Page: 5 Office code: 129456X Week No: 10 Week Ending: 09/06/1999

TABLE 6 REMITTANCES FROM OTHER POST OFFICES

60	P
34	Cash
35	Cheques/Vouchers
36	Post Car Day Equiv
37	Game Licenses
38	Philatelic Items
39	First Class Stamps
40	Second Class Stamp
41	Other Postage Items
42	Stamp books Vending
43	Stamp Books Other
44	Self-adhesive 1st
45	Self-adhesive 2nd
46	Disc. Whole Stamps
47	
48	
49	
50	63 BT Phone Cards
51	65 & 66 BT Phone Cards
52	Home Help/Care Sips
53	
54	POs Face Value
55	Band 1 Fees
56	Band 2 Fees
57	Band 3 Fees
58	Band 4 Fees
59	Band 5 Fees
60	Band 6 Fees
61	
62	Princess Diana 65 Comm Coin
63	Other 65 Comm Coins
64	
65	
66	
67	Vehicle Lic. Stamps
68	TV Lic. Sips Stamps
69	Water Authy Stamps
70	BT Stamps 62
71	BT Stamps 65
72	3 Gas Svpt Stamps
73	SEEBond Svgt. Sips
74	E- Electric Svgt. Sips
75	Southern Elec. Sips
76	
77	
78	
79	
80	
81	Littlewoods SCards
82	Open Value PG (P/F)
83	£20 One 2 One Prepay
84	£10 One 2 One Prepay
85	£15 Orange Prepay
86	£5 Orange Prepay
87	
88	£5 Vodafone Prepay
89	£15 Vodafone Prepay
90	
91	
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Ref: SD/DES/005

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Page: 4 Office code: 123456X Week No: 10 Week Ending: 09/06/1999

PAYMENTS

40	Numbers	10	£ p
		56	Loan W08SPSCMGPCD
		57	PCKL E/N Week No:8
		62	DNS Water/Fys, L/Ns
30		30	Monobites TV Refunds
04		66	a Pensions and
11			a Allowances
12			nt Paid
31		31	Family Tax Credit
06		68	a Postal Orders
15			b Paid
07		71	Green Giro Cheques
17			nt
29		84	Giro Outpayments
08		72	Travel Insur refund
		11	Net Lst Incl DEACT
		16	AB Nat Lst Prices
25		83	SWALEC Cashed Cheques
67		37	
		20	Littlewoods Prices
80		18	
		42	Cheques to CHEC
		52	Postal Order Downrate
		10	Auto Pay/Pens bank
		12	Philasair Downrating
18		44	Canadian Money Orders
		43	Postage Downrating
19		46	Encashed O/E Cheques
		45	Disc What Spas Downr
21		60	
79		01	Debit Cards
81		04	Benefit Encashment
24			nt
83		06	
		77	Stock Returns to GEO
62		96	Moneygram Receipts
41		32	
		50	Bur de Change-Nexus
		97	TCo to First Rate
02		21	Corporate Sales
		13	PO Fgn Exchanges Out
		82	REMs to Other Pos
55		55	Overp Business Crg Cashed
		69	MVL Stamps Redeemed
		73	TV Lic Svcs Redeemed
		65	Water Authy SS reedm
		61	BT Stamps Redm.
		05	Gas Stamps Redeemed
		70	SEE Board Elec Sp Redm
		78	Eastern Elec Sp Redm
		79	Southern
		25	SWALEC
		81	SWER
		24	MORWER Elec Redm
		94	UK Passports Fee - Refund
		80	UK Passports Charge - Refd
		95	International Reply Coupons
		26	Vouchers sent to TP
		27	Promotional Vouchers
28		28	
		29	Giro ENR B/Tsk re WK No:...
35		33	
36		35	

Cont...

PAYMENTS (Contd)

40	Numbers	10	£ p
32		34	
39		40	
		98	ATM Withdraws
		67	Giro Contra Schemes
40		41	
		86	Final Account-Deficiency
		85	Balance due to Print Office
			9,345.00
			9,345.00 PAYMENTS TOTAL

OFR OFR

TABLE 12 PARCEL TRAFFIC

90	Numbers	90	£ p
86	0	87	0.00 INLAND Stamped
88	0	89	0.00 Meter Po
92	0	93	0.00 INTER Stamped
94	0	95	0.00 Meter Po

OFR OFR

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Page: 6 Office code: 123456X Week No: 10 Week Ending: 09/06/1999

TABLE 8 STOCK RETURNS TO SUPP DIV/CHESTERFIELD

70	£	p
36	Game Licences	
03	Philatelic Items	
15	First Class Stamps	
16	Second Class Stamps	
07	Other Postage Items	
08	Stamp Books Vending	
09	Stamp Books Other	
32	Self-adhesive 1st	
33	Self-adhesive 2nd	
52	Disc. White Stamps	
47		
55		
05	ES BT Phone Cards	
06	ES & E10 BT Phone Cards	
28	Home Help/Care Sips	
22		
04	Pos Face Value	
19	Band 1 Fees	
20	Band 2 Fees	
18	Band 3 Fees	
40	Band 4 Fees	
41	Band 5 Fees	
42	Band 6 Fees	
74		
37	Princess Diana ES Comm Coin	
60	Other ES Comm Coins	
34		
70		
10	Vehicle Lic Stamps	
12	TV Lic Svcs Stamps	
13	Water Authy Stamps	
17	BT Stamps E2	
73	BT Stamps E5	
48	B. Gas Svcs Stamps	
25	SEEBoard Svcs Sips	
90	E. Electric Svcs Sips	
38	Southern Elec. Sips	
83		
82		
80		
53	Littlenwoods S/Cards	
01	Open Value Postal Orders File	
66	E20 One 2 One Prepay	
67	E10 One 2 One Prepay	
61	E15 Orange Prepay	
62	E5 Orange Prepay	
35		
39	E5 Vodafone Prepay	
31	E15 Vodafone Prepay	
43		
44		
45		
46		
49		
50		
26		
27	Gift Vouchers	
29		
02	E10 Colinet Prepay	
11	E20 Colinet Prepay	
14		
64		
65		
56	E10 BT Global Cards	
57	E20 BT Global Cards	
63	Nat. Lottery Instant	
OFR		

TABLE 9 REMS TO OTHER POST OFFICES

80	£	p
01	Cash	
02	Cheques/Vouchers	
43	For Curr Sig Equip	
34	Game Licences	
03	Philatelic Items	
28	First Class Stamps	
29	Second Class Stamps	
06	Other Postage Items	
07	Stamp Books Vending	
08	Stamp Books Other	
49	Self-adhesive 1st	
50	Self-adhesive 2nd	
51	Disc. White Stamps	
40		
46		
04	ES BT Phone Cards	
05	ES & E10 BT Phone Cards	
27	Home help/Care Sips	
21		
17	Pos Face Value	
18	Band 1 Fees	
19	Band 2 Fees	
15	Band 3 Fees	
10	Band 4 Fees	
14	Band 5 Fees	
25	Band 6 Fees	
75		
35	Princess Diana ES Comm Coin	
58	Other ES Comm Coins	
33		
68		
09	Vehicle Lic. Stamps	
11	T.V. Lic Svcs Sips	
12	Water Authy Stamps	
16	BT Stamps E2	
44	BT Stamps E5	
41	B. Gas Svcs Stamps	
24	SEEBoard Svcs Sips	
76	E. Electric Svcs Sips	
36	Southern Elec. Sips	
73		
83		
82	Littlenwoods S/Cards	
48	Open Value PO (File)	
31	E20 One 2 One Prepay	
42	E10 One 2 One Prepay	
59	E15 Orange Prepay	
60	E5 Orange Prepay	
61		
47	E5 Vodafone Prepay	
52	E15 Vodafone Prepay	
62		
53		
54		
55		
56		
57		
66		
26	Gift Vouchers	
37		
38	E10 Colinet Prepay	
32	E20 Colinet Prepay	
13		
39		
63	E10 BT Global Cards	
64	E20 BT Global Cards	
45	Nat Lottery Instant	
65		
74		
OFR		

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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7.66.6 Layout and Example Content – 2000/2001 Version

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Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Page: 1 Office code: 3345114 Week No: 27 Week Ending: 27/09/2000		Date: 24/09/2000 Time: 10:40	
OFFICE NAME: Whitehall		2000/2001 HORIZON Cash Account (Final)	
ADDRESS: 344 Whitehall Road Whitehall Bristol BS5 7BW		Week No 27	
TELEPHONE: 080		Week Ended: 27/09/2000	
OFFICE CODE: 334 511 4		30	
DATE STAMP: <div style="border: 1px solid black; width: 60px; height: 40px; margin-top: 5px;"></div>		TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT	
SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____			
EXAMINED IN TP: _____			
TABLE 2 UNCLAIMED PAYMENTS			
50	£ p	Date	
26		RD Cheques A	
27		RD Cheques B	
28		RD Cheques C	
29			
30		Vouchers	
31		Shortages In REMS etc	
32		Burglary etc Losses	
33		POCL Chq pension homes	
34			
35	100.00	Migration	
36			
37			
38			
TABLE 2(a) AUTHORISED CASH SHORTAGES			
50			
46	15.00	Cash Shortages A	
47	10.00	Cash Shortages B	
48		Cash Shortages C	
49		Cash Shortages D	
TABLE 3 UNCHARGED RECEIPTS			
50			
60			
61			
62			
63		Pre-purchase	
64	30.00	Cash Surplus A	
65		Cash Surplus B	
66		Surpluses in Rems etc	
67			
68	160.00	Migration	
71			
72			
DISCREPANCIES TABLE			
07			
01	30.00	Surplus	
02	25.00	Shortage	

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Date: 08/08/2000

Page: 2 Office code: 3345114 Week No: 27 Week Ending: 27/09/2000		Date: 24/09/2000 Time: 10:40	
TABLE 5(b) STOCK IN HAND BREAKDOWN		TABLE 5 CASH, STOCK ETC. IN HAND	
50	£ p Postage	20	£ p
11	1st Class Stps	502,351.91 Cash
12	2nd Class Stps	51403.50 Cheques
01	Other Postage Items	52	Fgn Curr Start Equiv
02	Stp Bks Vending	53	Game Licences
10	Stp Bks Other		
13	Self Ad Stps 1st Class	54	Philatelic Items
15	Self Ad Stps 2nd Class	57	Postage Stps
	Postal Order Fees	99	Disc Whale Stps
		84	
03	Band 1	83	
04	Band 2	55	£3 BT Phone Cards
14	Band 3	56	£5 & £10 Phone Cards
16	Band 4	64	Home Help / Care Stps
19	Band 5	77	
21	Band 6	68	PO Face Value
		69	PO Fees
OFR		10	
TABLE 10(g) NUMBER OF TRANSACTIONS		81	QM £5 Comm Coin
		67	Other £5 Comm Coin
91		76	
727 E111 Certificates	66	
79	OB Chqs	58	Vehicle Lic Stps
78	NS ISA Cash Cross Warr	60	TV Lic Stps
82	Citibank M Order	61	Water Authy Stps
81	Residential Delivery	75	£2 BT Stps
73	Parcelforce by 9 & 10	85	£5 BT Stps
65	Parcelforce 24/48	11	B Gas Svgs Stps
66	Internet Datapost	78	SEEBord Svgs Stps
71	Low Cover	82	
83	Medium Cover	86	
75	High Cover	91	
80	Contract Parcels Inland	89	
67	Contract Parcels Internat	79	British Gas Smartcards
76	Special Delivery Items	05	Littlewoods S/Cs
88		01	Open Value PO File
74	Internet Registered	13	£20 One 2 One Prepay
87	Internet Recorded	17	£10 One 2 One Prepay
85	Swiftair + Registered	18	£15 Orange Prepay
89	Swiftair + Recorded	19	£5 Orange Prepay
94	Swiftair	24	
90	Parcelforce by noon	25	£5 Vodafone Prepay
84		20	£15 Vodafone Prepay
77	Disc Whale Packs	26	£25 Vodafone Prepay
91	Postmans Pouches	27	
681 SORN	28	
69	BGas Recon/Discon	29	£10 Virgin Prepay
92	Camebot Vouchers	30	£20 Virgin Prepay
93		31	
70		06	
633,301 Pre Order Buy Back	07	
64		08	
57	Home Shop Ret	02	£10 BT Calnet Prepay
58		03	£20 BT Calnet Prepay
59		04	
60		09	
61		16	
62		22	£10 BT Global Cards
86		23	£20 BT Global Cards
95		15	Nat Lott Instant
		71100.00 Unclaimed Payments
		1425.00 Cash Shortages (2a)
		2,880.41 Sub Total
		74190.00 Less Uncharged Receipts
OFR		722,690.41 TABLE 5 TOTAL
		OFR	

Date: 08/08/2000

COMMERCIAL IN CONFIDENCE

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Page: 4 Office code: 3345114 Week No: 27 Week Ending: 27/09/2000

Date: 24/09/2000 Time: 10:41

PAYMENTS

PAYMENTS (Contd)

40	Numbers	10	£ p	40	Numbers	10	£ p
		56	Loan Wdl (SPSO/MSPSO)	32	34		
		57	POCL CL E/N Wk No(s)	39	40		
301	3027.50		98		ATM Withdrawals
		6267.00		67		Giro Rent Bal Entry
046	66271.87	40	41		
116				86		Final Account Deficiency
126				852,685.41	Balance Due to Post Office
31		31					
061	68110.99		OFR		
161				11		£ p
071	7133.00				
172				20		Phil D/R Mig
29		84			21		P. Orders D/R Mig
081	7215.00		22		Postage D/R Mig
		11126.00		23		DW Stps D/R Mig
		16					
		4926.00		3,664.77	PAYMENTS TOTAL
25		83		OFR	OFR		
67		37					
		2010.00				
80		18					
		42					
		52					
		1022.00				
		12					
181	445.00				
		43					
191	4645.00				
		45					
21		60					
791	0123.00				
81		04					
24		36					
83		06					
		77					
621	962.00				
41		32					
		5032.00				
		9724.00				
021	2128.00				
		1330.00				
		82					
55		55					
		695.00				
		736.00				
		6510.00				
		617.00				
		058.00				
		709.00				
		7910.00				
		2511.00				
		8112.00				
15		78					
		24					
		942.00				
		801.00				
		95					
		26					
		27					
28		28					
		29					
35		33					
36		35					
			Unpaid Cheques to TP				

Cont

TABLE 12 PARCEL TRAFFIC

90	Numbers	90	£ p
860	870.00
880	890.00
920	930.00
940	950.00
			Inland Meter Posted
			Inland Meter Posted
			Inland Meter Posted
			Inland Meter Posted
OFR	OFR		

Date: 08/08/2000

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Date: 08/08/2000

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Date: 24/09/2000 Time: 10:41

TABLE 8 STOCK RETURNS TO SUPP DIV/CHESTERFIELD

TABLE 9 REMS TO OTHER POST OFFICES

70	£ p	80	£ p
36	Game Licences	01	Cash
03	Philatelic Items	02	Cheques
15	1st Class Stps	43	Fgn Curr Sterl Equiv
16	2nd Class Stps	34	Game Licences
07	Other Postage Items	03	Philatelic Items
08	Stamp Bks Vending	28	1st Class Stps
09	Stamp Bks Other	29	2nd Class Stps
32	Self Ad Stps 1st Class	06	Other Postage Items
33	Self Ad Stps 2nd Class	07	Stamp Bks Vending
52	Disc Whole Stps	08	Stamp Bks Other
47		49	Self Ad Stps 1st Class
55		50	Self Ad Stps 2nd Class
05	£3 BT Cards	51	Disc Whole Stps
06	£5 & £10 BT Cards	40	
28	Home Help / Care Stps	46	
22		04	£3 BT Cards
04	PO Face Value	05	£5 & £10 BT Cards
19	PO Fee Band 1	27	Home Help / Care Stps
20	PO Fee Band 2	21	
18	PO Fee Band 3	17	PO Face Value
40	PO Fee Band 4	18	PO Fee Band 1
41	PO Fee Band 5	19	PO Fee Band 2
42	PO Fee Band 6	15	PO Fee Band 3
74		10	PO Fee Band 4
37	QM £5 Comm Coin	14	PO Fee Band 5
60	Other £5 Comm Coin	25	PO Fee Band 6
34		75	
70		35	QM £5 Comm Coin
10	Vehicle Lic Stps	58	Other £5 Comm Coin
12	TV Lic Svg Stps	33	
13	Water Authy Stps	68	
17	£2 BT Stamps	09	Vehicle Lic Stps
73	£5 BT Stamps	11	TV Lic Svg Stps
48	B Gas Svg Stps	12	Water Authy Stps
25	SEEBoard Svg Stps	16	£2 BT Stamps
90		44	£5 BT Stamps
38		41	B Gas Svg Stps
83		24	SEEBoard Svg Stps
82		76	
80	British Gas Smartboards	36	
53	Littlewoods S/C	73	
01	Open Value PO Fife	83	British Gas Smartboards
66	£20 One 2 One Prepay	82	Littlewoods S/C
67	£10 One 2 One Prepay	48	Open Value PO Fife
61	£15 Orange Prepay	31	£20 One 2 One Prepay
62	£5 Orange Prepay	42	£10 One 2 One Prepay
35		59	£15 Orange Prepay
39	£5 Vodafone Prepay	60	£5 Orange Prepay
31	£15 Vodafone Prepay	61	
43	£25 Vodafone Prepay	47	£5 Vodafone Prepay
44		52	£15 Vodafone Prepay
45		62	£25 Vodafone Prepay
46	£10 Virgin Prepay	53	
49	£20 Virgin Prepay	54	
50		55	£10 Virgin Prepay
26		56	£20 Virgin Prepay
27		57	
29		66	
02	£10 BTCellnet Prepay	26	
11	£20 BTCellnet Prepay	37	
14		38	
64		32	£10 BTCellnet Prepay
65		13	£20 BTCellnet Prepay
56	£10 Global Cards	39	
57	£20 Global Cards	63	
63	Nat Lott Instant Win	64	
		45	£10 BT Global Cards
		65	£20 BT Global Cards
		74	Nat Lott Instant Win
OFR			
		OFR	

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Tables 2, 2(a), 3 SV Line Description	36-49 51-66	14 16		Repeated as needed Value Item description
Tables 5(b), 10(g), 5 Qty SV Line Description	10-28 56-69 34-50 71-87	10 14 17 17		Repeated as needed Quantity Value Item description Item description
Receipts (P) Qty SV Line Description	6-15 57-66 20-33 71-80 35-51 86-102	10 10 14 14 17 17		Repeated as needed Quantity Quantity Value Value Item description Item description
Payments (P) Qty SV Line Description	6-15 57-66 20-33 71-80 35-51 86-102	10 10 14 14 17 17		Repeated as needed Quantity Quantity Value Value Item description Item description
Table 8, 9, 10(f) Qty SV Line Description	57-66 20-33 71-80 35-51 86-102	10 14 14 17 17		Repeated as needed Quantity Value Value Item description Item description
Table 6, 6(a) Qty SV Line Description	6-15 57-66 20-33 71-80 35-51 86-102	10 10 14 14 17 17		Repeated as needed Quantity Quantity Value Value Item description Item description

7.66.7 Reference Data

Root Node 6999

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Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.67 Cash Account Trial

7.67.1 2001/2002

Page: 1 Office code: 123456X Week No: 07 Week Ending: 09/05/2001 Date: 07/05/2001 Time: 17:45	
OFFICE NAME: Feltham Post Office	2001/2002 Week No 07
ADDRESS: 1, The Walkway Kings Parade Middle of town Feltham TW1	HORIZON Cash Account (Trial)
TELEPHONE: GRO	Week Ended: 09/05/2001
OFFICE CODE: 123 456 X	30
DATE STAMP:	TO BE SIGNED BEFORE DESPATCH OF CASH ACCOUNT
	SUBPOSTMASTER/FRANCHISEE/BRANCH MANAGER: _____
	EXAMINED IN TP: _____
TABLE 2 UNCLAIMED PAYMENTS	
50	E P Date
25 9.99 RD Cheques A
27	RD Cheques B
28	RD Cheques C
29	
30	Vouchers
31	Shortages in REMS etc
32	Burglary etc Losses
33	POCL Chq pension homes
34	
35	Migration
36	
37	
38	
TABLE 2(a) AUTHORISED CASH SHORTAGES	
50	
46 8.07 Cash Shortages A
47	Cash Shortages B
48	Cash Shortages C
49	Cash Shortages D
TABLE 3 UNCHARGED RECEIPTS	
50	
60	
61	
62	
63	Pre-purchase
64	Cash Surplus A
65	Cash Surplus B
66 0.14 Surpluses in Rems etc
67	
68	Migration
71	
72	
DISCREPANCIES TABLE	
07	
01 17.82 Surplus
02	Shortage

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.68 Revaluation Session Slip

7.68.1 Purpose

This is an office report and must be retained for two years.

7.68.2 Frequency

Automatic at the end of each product revaluation session.

7.68.3 Notes

Separate slips are printed for revaluations up, and for revaluations down. Both are shown below.

The 'Price' column lists the difference between old value, and the new one.

7.68.4 Sequence

Product totals in Product Id order within accounting node.

7.68.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	Revaluation Up Slip - Office Copy			
04				
05				
06				
07				
08	SESSION 1-59442-1			
09				
10	PRODUCT	VOLUME	PRICE	VALUE
11	2nd Class Stamp	400	0.05	20.00
12	1st Class Stamp	1600	0.05	80.00
13				
14	-----			
15	SESSION TOTAL			100.00
16				
17				
18	*** END OF REPORT ***			
	1	2	3	4
	123456789012345678901234567890123456789012			

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Date: 08/08/2000

```

      1      2      3      4
123456789012345678901234567890123456789012
01 Feltham Post Office FAD: 123456X
02 11:42 17/01/1998 CAP:01 BP:01 SU:SH1
03 Revaluation Down Slip - Office Copy
04
05
06
07
08 SESSION 1-59444-1
09
10 PRODUCT VOLUME PRICE VALUE
11 2nd Class Stamp 200 0.05 10.00
12 1st Class Stamp 300 0.05 15.00
13
14 -----
15 SESSION TOTAL 25.00
16
17
18 *** END OF REPORT ***
      1      2      3      4
123456789012345678901234567890123456789012
```

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

Field Name	Character Position	Length	Line Number	Contents
Transaction				
Volume	17-24	8	11	
Product Name	1-16	16	11	
Price	25-31	7	11	
Value	32-42	11	11	
Detail				
Session ID	9-19	11	08	
Total				
Total	31-42	12	15	

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.69 Declaration: Cash on Hand

7.69.1 Purpose

This is an office report and must be retained for two years.

7.69.2 Frequency

Weekly, at a minimum - 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 user id.

7.69.3 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.

7.69.4 Sequence

The report is an editable pick list with fixed order of coins and notes

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Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.69.5 Layout and Example Content

```

      1      2      3      4
123456789012345678901234567890123456789012
01 Chelsea PO                      FAD: 0040389
02 23:42 23/01/1998      CAP:52  BP:01  SU:SH1
03 Declared Cash - Office Copy
04
05 -----
06 USER : CLERK1          DECLARATION ID : 11
07 -----
08 DESCRIPTION              VOLUME          AMOUNT
09
10 £100 note                200.00
11 £50 note                 100.00
12 £20 note                 40.00
13 £10 - note              100.00
14 £5 note                  50.00
15 £2 coin                  20.00
16 £1 - coin                100.00
17 50p - Coin               50.00
18 20p Coin                 20.00
19 10p Coin                 10.00
20 5p-Coin                  50.00
21 2p Coin                  20.00
24 1p Coin                  10.00
25 -----
26 TOTAL:                    770.00
27
28 *** END OF REPORT ***
29
      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.

Field Name	Character Position	Length	Line Number	Contents
Declaration User and ID	8-13	6	06	
Declaration ID	41-42	2	06	
Detail				
Description	2-14	13	10	
Amount	31-41	11	10	
Footer				
Total	31-42	12	26	

7.69.6 Reference Data

Level 2:Cash@2800

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Level 1:@

Product:660:£1 - Coin

Product:659:£1 Banknote

Product:657:£10 - Banknote

Product:356:£100 - Banknote

Product:357:£2 coin

Product:656:£20 Banknote

Product:658:£5 Banknote

Product:2343:£5 Coin

Product:655:£50 Banknote

Product:2190:10p Coin

Product:662:1p Coin

Product:2191:20p Coin

Product:663:2p Coin

Product:661:50p - Coin

Product:2189:5p - Coin

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.70 Declaration: Stock on Hand

7.70.1 Purpose

This is an office report and must be retained for two years.

7.70.2 Frequency

Weekly, at a minimum - this report is 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 user id.

7.70.3 Notes

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

The amount is the total of each item.

7.70.4 Sequence

The report is an editable pick list of products within accounting node

7.70.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 0040389	
02	23:42 23/01/1998	CAP:52	BP:01	SU:SH1
03	Stock on Hand - Office Copy			
04				
05	-----			
06	USER : CLERK1	DECLARATION ID : 11		
07	-----			
08	DESCRIPTION	VOLUME	AMOUNT	
09				
10	1st Class [£0.26]	427	111.02	
11	2nd Class [£0.19]	453	86.07	
12	BT £5 PC [£5.00]	50	250.00	
13	PO £5 [£5.00]	50	250.00	
14	PO Fee £5 [£5.00]		32.50	
15	PO £6 [£6.00]	10	60.00	
16	PO Fee £6 [£6.00]		6.50	
17	PO £7 [£7.00]	10	70.00	
18	PO Fee £7 [£7.00]		6.50	
19	PO £9 [£9.00]	20	180.00	
20	PO Fee £9 [£9.00]		16.00	
21	-----			
22	TOTAL:	1020	1068.59	
23				
24	*** END OF REPORT ***			

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

25 | _____ |

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.

Field Name	Character Position	Length	Line Number	Contents
Declaration User and ID	8-13	6	06	
User	41-42	2	06	
Declaration ID				
Detail				
Description	1-18	18	10	
Volume	20-27	8	10	
Amount	31-41	11	10	
Footer				
Total	31-42	12	22	

7.70.6 Reference Data

Level 4:Value Stock And MOPs@3008 (DRN: 5050)

Level 3:Value Stock@3007

Level 2:FGN CURRENCY STERLING EQ@2015

Level 2:GAME LICENCES@2020

Level 2:BBC TV LICENCE STAMP@2033

Level 2:PHILATELIC ITEMS@2050

Level 1:First Class Stamps@1704

Level 1:Second Class Stamps@1706

Level 1:Other Postage Items@1707

Level 1:Second Class S/A Stmps@1709

Level 1:First Class S/A Stmps@1710

Level 1:Special Stamps@2070

Level 1:Stamp Books - Vending@2080

Level 1:Stamp Books - Other@2090

Level 2:DW STAMP BOOKS@2089

Level 2:HEMOCARE@2101

Level 2:PHONE CARDS@2115

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Service

Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Level 2:ONE 2 ONE@2135
Level 2:VODAFONE@2145
Level 2:ORANGE@2155
Level 2:CELLNET@2160
Level 2:POSTAL ORDERS@2195
Level 2:COMM COIN LOOSE £5@2214
Level 2:BT SAVINGS STAMP £2@2600
Level 2:BT SAVINGS STAMP £5@2601
Level 2:BRITISH GAS SAVINGS STAMP@2605
Level 2:EASTERN ELECTRICITY SS@2610
Level 2:SEEBOARD SAVINGS STAMP@2625
Level 2:SOUTHERN ELECTRIC SS@2630
Level 2:WATER AUTHORITY@2635
Level 2:NAT LOT INSTANT WIN GAM@2650
Level 2:LITTLEWOOD SCRATCHIES@2660
Level 2:OPEN VAL POS ORD - FIFE@2920

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Service

Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.71 Declaration: Stamps on Hand

7.71.1 Purpose

This is an office report and must be retained for two years.

7.71.2 Frequency

Weekly, at a minimum - 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 user id.

7.71.3 Notes

Optional

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.

7.71.4 Sequence

The report is an editable pick list with fixed ordering of stamps

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.71.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Chelsea PO		FAD: 0040389	
02	23:42 23/01/1998	CAP:52	BP:01	SU:SH1
03	Stamps on Hand - Office Copy			
04				
05	-----			
06	USER : CLERK1		DECLARATION ID : 11	
07	-----			
08	DESCRIPTION	VOLUME	AMOUNT	
09				
10	1p Stamp	454	4.54	
11	2p Stamp	311	6.22	
12	4p Stamp	204	8.16	
13	5p Stamp	210	10.50	
14	6p Stamp	206	12.48	
15	10p Stamp	224	22.40	
16	30p Stamp	200	66.60	
17	31p Stamp	222	62.00	
18	37p Stamp	200	74.00	
19	39p Stamp	200	78.00	
20	43p Stamp	200	86.00	
21	50p Stamp	200	110.00	
22	63p Stamp	220	63.00	
24	£ 1 Stamp	100	214.00	
25	£ 1.50 stp	214	300.00	
26	£ 2 Stamp	200	410.00	
27	£ 3 Stamp	205	300.00	
28	£ 5 Stamp	100	500.00	
29				
30			-----	
31	TOTAL:	4193	2430.50	
32				
33				
34	*** END OF REPORT ***			
35				
36				

	1	2	3	4
	123456789012345678901234567890123456789012			

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Declaration User and ID	8-13	6	06	
Declaration ID	41-42	2	06	
Detail				
Description	1-18	18	10	
Volume	20-27	8	10	
Amount	31-41	11	10	
Footer				
Total	31-42	12	12	

7.71.6 Reference Data

Level 2:POSTAGE@2055

Level 1:Postage Stamps@1702

ICL Pathway Horizon OPS Reports and Receipts - Pathway Horizon Office Platform Service Ref: SD/DES/005

Version: 8.0

COMMERCIAL IN CONFIDENCE Date: 08/08/2000

7.72 Counter - Daily OB Cheques DPC

7.72.1 Purpose

This is an office report.

7.72.2

7.72.3 Frequency

Daily.

7.72.4 Notes

Cut-off.

Optional.

Filed locally.

Also available by User for a Shared Stock Unit only.

7.72.5 Sequence

1. Chronological order of entry
2. Totalled by Volume, Value, and Value of Fees

7.72.6 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	OB Cheques - DPC - Office Copy			
04				
05	TXN	VOLUME	VALUE	FEE
06	1-14994-2			
07		1	50.00	5.00-
08	1-14995-4			
09		1	50.00	5.00-
10				
11	TOTALS	-----	-----	-----
12		2	100.00	10.00-
13				
14	TOTAL VALUE LESS FEES:			90.00
15				
16	*** END OF REPORT ***			
17				

	1	2	3	4
	123456789012345678901234567890123456789012			

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

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

Field Name	Character Position	Length	Line Number	Contents
Daily Transaction				
OB Daily Fee	29-41	13	07	
OB Daily Value	17-27	11	07	
OB Daily Volume	9-16	8	07	
Transaction	1-11	11	06	
Daily Totals				
OB Daily Total Fee	29-41	13	12	
OB Daily Total	17-27	11	12	
OB Daily Total Volume	7-14	8	12	
Value	24-36	12	14	

7.72.7 Reference Data

Level 2:OTHER BANKS CHEQUES@10 (DRN:5056)

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COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.73 Counter - Daily TV Licences

7.73.1 Purpose

This is an office report.

7.73.2 Frequency

Daily.

7.73.3 Notes

Mandatory.

Cut-off.

Also available by User for a Shared Stock Unit only.

7.73.4 Sequence

1. Chronological order of entry, within product
2. Sub-totals in Product ID within accounting node order

7.73.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU:SH1
03	TV Licences - Office Copy			
04				
05	TXN	PRODUCT	VOLUME	VALUE
06	1-00551-3			
07		Mono TV Lic	1	32.50
08	1-00551-4			
09		Colour TV Lic	1	97.50
10				
11	TOTALS:		VOLUME	VALUE
12		Mono TV Lic	1	32.50
13		Sub Total:	1	32.50
14		Colour TV Lic	1	97.50
15		Sub Total:	1	97.50
16			-----	-----
17	SUMMARY TOTAL:		2	130.00
18				
19		*** END OF REPORT ***		
20				
21				

	1	2	3	4
	123456789012345678901234567890123456789012			

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Date: 08/08/2000

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

Field Name	Character Position	Length	Line Number	Contents
TV Licences Summary				
Transaction				
Transaction ID	1-8	8	06	
Product	9-23	15	07	
Volume	24-29	6	07	
Value	31-41	11	07	
TV Licence Summary				
Body				
Product	5-19	15	12	
Total Volume	22-29	8	12	
Total Value	30-41	12	12	
TV Licence Summary				
SubTotal				
Total Volume	22-29	8	13, 15	
Total Value	30-41	12	13, 15	
TV Licence Summary				
Total				
Total Volume	22-29	8	17	
Total Value	30-41	12	17	

7.73.6 Reference Data

Level 2:TV Licences@2032

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.74 Counter – Daily Council Tax

7.74.1 Purpose

This is an office report.

7.74.2 Frequency

Daily.

7.74.3 Notes

Cut-off; also available by User for a Shared Stock Unit only.

7.74.4 Sequence

Chronological order of entry within product, then sub-totals in accounting
node/Product ID order

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Date: 08/08/2000

7.74.5 Layout and Example Content

	1	2	3	4
	123456789012345678901234567890123456789012			
01	Feltham Post Office		FAD: 123456X	
02	11:42 17/01/1998	CAP:01	BP:01	SU: S1
03	Council Tax Schemes - Office Copy			
04				
05	Council Tax Card A			
06	TXN	VOLUME		VALUE
07	1-17654-1			10.00
08	1-17655-1			20.00
09	1-17656-1			30.00
10				
11	TOTALS:	VOLUME		VALUE
12	Cncl Tax Card A	3		60.00
13				
14	Council Tax Card B			
15	TXN	VOLUME		VALUE
16	1-17657-1			40.00
17	1-17658-1			50.00
18				
19	TOTALS:	VOLUME		VALUE
20	Cncl Tax Card B	2		90.00
21				
22	Council Tax Voucher A			
23	TXN	VOLUME		VALUE
24	1-17659-1			60.00
25	1-17660-1			70.00
26	1-17661-1			80.00
27				
28	TOTALS:	VOLUME		VALUE
29	Cncl Tax Voucher A	3		210.00
30				
31	SUMMARY TOTAL	8		360.00
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.

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Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Council Tax Summary Header				
Group Node Name	1-24	24	05	
Council Tax Summary Transaction				
Transaction ID	3-18	16	07	
Volume	22-29	8	07	
Value	31-41	11	07	
Council Tax Summary Product Summary Body				
Product Name	3-18	16	20	
Total Volume	22-29	8	20	
Total Value	30-41	12	20	
Council Tax Summary Total Volume	22-29	8	31	
Total Value	30-41	12	31	

7.74.6 Reference Data

Level 1: CnclTax Card A@1200

Level 1: CnclTax Card B@1201

Level 1: CnclTax Card C@1202

Level 1: CnclTax Card D@1203

Level 1: CnclTax Voucher A@1210

Level 1: CnclTax Voucher B@1211

Level 1: CnclTax Voucher C@1212

Level 1: CnclTax Voucher D@1213

Level 2:CNCL TAX CARDS/VCHRS@2410

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.75 Revalued Product List

7.75.1 Purpose

This is an office report.

7.75.2 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.

7.75.3 Notes

Optional.

New products will have no 'Old Price'.

7.75.4 Sequence

Changes in Product ID within accounting node order

7.75.5 Layout and Example Content

```

      1         2         3         4
123456789012345678901234567890123456789012
01 11:03:48 30/03/2000
02 OFFICE CODE 123456X
03
04
05 REVALUED PRODUCTS LIST - Office Copy
06
07 Product      Old Price  New Price  From
08
09 Air/crd pck           4.45 31/03/2000
10 Air/crd single        1.09 31/03/2000
11 Reg del env rg2       4.00 31/03/2000
12
    *** 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.

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

Field Name	Character Position	Length	Line Number	Contents
Product Hanges Detail				
Product Name	1-16	16	09	Repeated as necessary
Old Price	18-25	7	09	
New Price	28-35	7	09	
From Date	38-45	11	09	

7.76 Office - Weekly Pensions and Allowances

7.76.1 Purpose

This is a dual-purpose report, both office and client.

7.76.2 Frequency

Weekly.

7.76.3 Notes

Cut-off. Mandatory. Summary of all Stock Unit cut-off reports. This report will not be populated until a stock unit cut-off has been taken.

7.76.4 Sequence

Product

Stock unit

Balance period

Session

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Version: 8.0

COMMERCIAL IN CONFIDENCE

Date: 08/08/2000

7.76.5 Layout and Example Content

	1	2	3	4	5	6	7	8
	1234567890123456789012345678901234567890123456789012345678901234567890							
01	Feltham Post Office		FAD 123456X				Page 1	
02	11:10 19/11/1998						CAP 01	
03			Pensions and Allowances - Office Copy					
04								
05	PRODUCT	SU/BP		VOLUME		VALUE		
06	Army Allow	SH1/01		3		120.00		
07	Army Allow	SH1/01		2		80.00		
08	Army Allow	SH2/01		1		40.00		
09				-----		-----		
10	TOTAL Army Allow			6		240.00		
11								
12	Navy Allow	SH1/01		3		120.00		
13	Navy Allow	SH1/01		2		80.00		
14	Navy Allow	SH2/01		1		40.00		
15				-----		-----		
16	TOTAL Navy Allow			6		240.00		
17								
18	RAF Allow	SH1/01		3		180.00		
19	RAF Allow	SH1/01		3		180.00		
20	RAF Allow	SH1/01		3		180.00		
21	RAF Allow	SH1/01		3		180.00		
22				-----		-----		
23	TOTAL RAF Allow			12		720.00		
24								
25	P & A 5	SH1/01		1		20.00		
26	P & A 5	SH1/01		1		20.00		
27	P & A 5	SH1/01		1		20.00		
28	P & A 5	SH1/01		1		20.00		
29				-----		-----		
30	TOTAL P & A 5			4		80.00		
31								
32	P & A 6	SH1/01		4		160.00		
33	P & A 6	SH1/01		4		160.00		
34	P & A 6	SH1/01		4		160.00		
35	P & A 6	SH1/01		4		160.00		
36				-----		-----		
37	TOTAL P & A 6			16		640.00		
38	+++++							
39	TOTAL ALLOWANCES			44		1920.00		
40								
41	P & A 11	SH1/01		1		20.00		
42	P & A 11	SH1/01		1		20.00		
43	P & A 11	SH1/01		1		20.00		
44	P & A 11	SH1/01		1		20.00		
45				-----		-----		
46	TOTAL P & A 11			4		80.00		
47								
48	P & A 12	SH1/01		1		20.00		
49	P & A 12	SH1/01		1		20.00		
50	P & A 12	SH1/01		1		20.00		
51	P & A 12	SH1/01		1		20.00		
52				-----		-----		
53	TOTAL P & A 12			4		80.00		

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8. Reports vs Accounting Nodes

This table relates reports to the accounting nodes that populate them.

Report Title	Section	Accounting Nodes	Number
APS Transaction List	6.16	Level 2:AUTOMATED PAYMENTS (DRN:5077) Level 1:AP Others 1110 Level 1:AP Smart Watercard 1120 Level 1:AP Smart Quantum 1123 Level 1:AP Smart SPM 1126 Level 1:AP Tokens 1130 Level 1:APTs 1135	3026
CD BT Bills	7.2	Level 2:TELEPHONE RECEIPTS (DRN:5050)	100
CD Cheques Listing	7.4	Level 1:Cheques (DRN:5095)	1002
CD Giro Deposits	7.5	Level 2:GIRODEPTRNCshr9/92D	22
CD Giro Deposits	7.5	Level 2:GIRO DEPS/TRANSCASH	20
CD Giro Deposits	7.5	Level 2:GIRO NON CASH ITEMS	25
CD Giro Deposits	7.5	Level 2:GIRO TRANSCASH FEES	32
CD Giro Deposits	7.5	Level 2:GREEN GIROCHEQUES (DRN:5075)	555
CD Giro Withdrawals	7.7	Level 2:GIRO WITHDRAWALS	70
CD Giro Withdrawals	7.7	Level 2:GIROWITHDRWL R9/92D	71
CD NS Deposits	7.9	Level 2:NS DEPOSITS (DRN:5050) Level 1: 125 Level 1: 127	110
CD NS Withdrawals	7.10	Level 2:NS WITHDRAWALS/PAYMENTS	120
CD OB Cheques CRU	7.11	Level 2:MOP Level 1: 1006	1000
CD OB Cheques DPC	7.72	Level 2:OTHER BANKS CHEQUES (DRN:5056)	10
CD Rent Schemes	7.12	Level 2:RENT TRANSCASH	21
CD Rent Schemes	7.12	Level 2:RENT CARDS/VOUCHER	60
CD Rent Schemes	7.12	Level 2:RENTS (DRN:5075)	2440
CD UKPA Passports	7.13	Level 2:UKPA PASSPORTS Level 1:1845 Level 1:1846	355
CD Travel Schemes	7.14	Level 2:BUS TICKETS ETC	140
CD Travel Schemes	7.14	Level 2:TRAVEL (DRN:5075)	2500
CD TV Licences	7.73	Level 2:TV Licences	2032
CD Council Tax Schemes	7.74	Level 2:CNCL TAX CARDS/VCHRS Level 1: CnclTax Card A@1200 Level 1: CnclTax Card B@1201	2410

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Report Title	Section	Accounting Nodes	Number
		Level 1: CnclTax Card C@1202 Level 1: CnclTax Card D@1203 Level 1: CnclTax Voucher A@1210 Level 1: CnclTax Voucher B@1211 Level 1: CnclTax Voucher C@1212 Level 1: CnclTax Voucher D@1213	
CW DVLA 10	7.15	Level 2:DVLA MVL V10 DRN:5000	145
CW DVLA 11	7.16	Level 2:DVLA MVL V11 DRN:5000	350
CW Green/Violet Giros	7.17	Level 2:GREEN/VIOLET GIROCHEQUES Level 1: Violet Giro 1853 Green Giro 560 Violet Giro Milk Tokens 1857 Green Giro Milk Tokens 1855	2041
CW PA	7.18	PENSIONS&ALLOWANCES (DRN:5000)	495
CW POs Paid	7.19	Level 2:POSTAL ORDERS PAID (DRN:5056)	530
CW Miscellaneous Transactions	7.20	Level 4 Total Receipts Level 3 Receipts@3006 Level 2:CARRS - PARCELS@75 Level 1:Parcels@90 Level 2:COUNTERS REVENUE@185 Level 1:Charact Merchandise@190 Level 1:Packaging Materials@200 Level 1:Personal Stationery@210 Level 1:Plastic Items@230 Level 1:Glues & Adhesives@240 Level 1:Stationery Sundries@250 Level 1:Postshop Zero Rate@260 Level 1:Postshop Standard@270 Level 1:Pers Address Labels@290 Level 1:Other Misc Exempt@300 Level 1:Other Misc Zero@310 Level 1:Other Misc Standard@320 Level 1:Books@334 Level 1:Postcards@1717 Level 1:Greetings Cards@1720 Level 1:Commercial Stationery@1725 Level 1:Calendars@1730 Level 1:Videos@1740 Level 2:OTHER RECEIPTS@375 Level 1:Miscellaneous@380 Level 1:Photos on Licences@390 Level 1:Lottery Games@410 Level 1:GROUP DD@420 Level 1:Local Schemes@430	3013

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Report Title	Section	Accounting Nodes	Number
		Level 1:Local Schemes@430 Level 1:Giro Error Notice receipt@435 Level 1:Uprating@450 Level 1:Elec Charge - Client's Kit@1100 Level 1:Electric Key - Client's Kit@1101 Level 1:Water Charging - Client's Kit@1102 Level 1:Loan To Post Office@1105 Level 1:MVL Temp First Licence@1106 Level 1:Moneygram Send@1820 Level 1:POCL Error Notice Receipt@1915 Level 2:UNCHARGED RECEIPTS@490 Level 1:Miscellaneous@ Level 2:MEALS ON WHEELS@2415 Level 2:SUN ALLIANCE@2450 Level 1:Life Plus@1091 Level 1:Bill Payment@1092 Level 2:TRAVEL INSURANCE@2460 Level 2:SUNRISE LETTERS@2470 Level 1:Letters@80 Level 1:Franking Machine@1080 Level 2:QUANTUM@2485 Level 1:B Gas card Recharging@1790 Level 2:ROD LICENCES@2490 Level 2:TABLE 10G@2493 Level 2:BUREAU DE CHANGE - IN@2510 Level 1:PO Foreign Exch In@440 Level 1:Corp Bure de Ch - Purchase@1825 Level 1:B De Change - Comm@1826 Level 1:B De Chge- Revalue Up@1827 Level 1:Travellers Cheque Sales@1828 Level 1:Travel Cheque Commission@1829 Level 1:PO Fgn Xch - Pre Order@1830 Level 2:PERSONAL BANKING@2550 Level 1:Co-op Personal Chq Dep@1905 Level 1:Co-op Personal Cash Dep@1910 Level 1:Lloyds Personal Cash Dep@1920 Level 1:Lloyds Personal Cash Dep@1925 Level 2:PERSONAL BANKING@2550 Level 1:Co-op Personal Chq Dep@1905 Level 1:Co-op Personal Cash Dep@1910 Level 1:Lloyds Personal Cash Dep@1920 Level 1:Lloyds Personal Chq Dep@1925	
CW Miscellaneous Transactions	7.20	Level 4 Total Payments Level 3 Payments@3005 Level 2:DEBIT CARDS@72 Level 2:SAVING STAMPS REDEEMED@535 Level 1:Three Valleys WASS Redm@1940 Level 1:Essex+Suffolk WASS Redm@1943 Level 1:NW Water WASS Redm@1946 Level 1:Anglian Water WASS redm@1949 Level 1:BT Telephone Stamp Redm@1953	3016

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Report Title	Section	Accounting Nodes	Number
		Level 1:BBC TV Licence Stamp Rdm@1956 Level 1:Southern Elec Stamp Redm@1968 Level 1:Eastern Elec Stamp Redee@1974 Level 1:Seeboard Stamps Redmd@1977 Level 1:Vehicle Licence Stmp Rdm@1980 Level 1:B Gas Stamp Redeemed@1983 Level 1:SOUTH WALES ELECTRICITY@2433 Level 1:SOUTH WEST ELECTRICITY@2434 Level 2:SAVING STAMPS OLD@537 Level 1:Miscellaneous@540 Level 2:TV REFUND / BLIND@545 Level 2:OTHER PAYMENTS@575 Level 1:Miscellaneous@580 Level 1:Giro Error Notice payment@583 Level 1:UKPA refunds@585 Level 1:Migrn Lott Tkt Act'ted@595 Level 1:Migrn Lott Tkt Deactivate@597 Level 1:Downrating@600 Level 1:Local Rent Sch - Contra@1220 Level 1:ATM@1800 Level 1:Travel Insurance@1810 Level 1:International Money Orders@1814 Level 1:Moneygram Receive@1818 Level 1:Co-op Cash Cheques@1900 Level 2:UNCLAIMED PAYMENTS@740 Level 2:NATIONAL LOTTERY PRIZES@2031 Level 2:BUREAU DE CHANGE - OUT@2520 Level 1:PO Foreign Exch Out@610 Level 1:Travellers Chq To 1st Rate@1835 Level 1:B De Change - Corp sales@1836 Level 1:B De Change - Revalue Dn@1837 Level 1:B de C Credit Card@1838 Level 2:LITTLEWOODS PRIZES@2670	
CW Miscellaneous Transactions	7.20	Level 4 Level 3 @7001 Level 2:Parcel Traffic@2495	7000
CW Remittances In	7.21	Level 3:REM IN ALL SOURCES 902 Level 2:REM IN SUPP DIV 904 Level 2:REM IN OTHER POS 905 Level 2:REM IN DATA CEN 906 Level 2:REM IN CLIENT 907 Level 2: REM IN SSO 908	902
CW Remittances Out	7.22	Level 3:REM OUT ALL DESTINATIONS 903 Level 2:REM OUT SUPP DIV 909 Level 2:REM OUT OTHER POS 910 Level 2:REM OUT DATA CEN 911 Level 2:REM OUT CLIENT 912 Level 2:REM OUT SSO 913	903
CW Rems Summary	7.23	Level 4:STOCK RECEIPTS/RETURNS	901

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Report Title	Section	Accounting Nodes	Number
		Level 3:REM IN ALL SOURCES 902 Level 2:REM IN SUPP DIV 904 Level 2:REM IN OTHER POS 905 Level 2:REM IN DATA CEN 906 Level 2:REM IN CLIENT 907 Level 2: REM IN SSO 908 Level 3:REM OUT ALL DESTINATIONS 903 Level 2:REM OUT SUPP DIV 909 Level 2:REM OUT OTHER POS 910 Level 2:REM OUT DATA CEN 911 Level 2:REM OUT CLIENT 912 Level 2:REM OUT SSO 913	
CW Stock on Hand	7.24	Level 3: MOP Level 3: VALUE STOCK	3003 3007
CW Transfer Summary	7.25	(DRN:5054)	3021
CW Transfers In	7.26	DRN 5094	3033
CW Transfers Out	7.27	DRN: 5092	3034
OD BT Bills	7.28	Level 2:TELEPHONE RECEIPTS	100
OD UKPA	7.29	Level 2:UKPA PASSPORTS (DRN:5050)	355
OD Giro Deposits	7.30	Level 2:GIRODEPTRNCshr9/92D	22
OD Giro Deposits	7.30	Level 2:GIRO NON CASH ITEMS	25
OD Giro Deposits	7.30	Level 2:GIRO DEPS TRANCASH	20
OD Giro Deposits	7.30	Level 2:GIRO TRANCASH FEES	32
OD Giro Withdrawals	7.31	Level 2:GIRO WITHDRAWALS	70
OD NS Deposits	7.32	Level 2:NS DEPOSITS 110 (DRN:5050)	
OD NS Withdrawals	7.33	Level 2:NS WITHDRAWALS/PAYMENTS	120
OD Remittances In	7.34	Level 3:REM IN ALL SOURCES 902 Level 2:REM IN SUPP DIV 904 Level 2:REM IN OTHER POS 905 Level 2:REM IN DATA CEN 906 Level 2:REM IN CLIENT 907 Level 2: REM IN SSO 908	902
OD Remittances Out	7.35	Level 3:REM OUT ALL DESTINATIONS 903 Level 2:REM OUT SUPP DIV 909 Level 2:REM OUT OTHER POS 910 Level 2:REM OUT DATA CEN 911 Level 2:REM OUT CLIENT 912 Level 2:REM OUT SSO 913	903
Office Balance Snapshot	7.36	Balance	3017
OW Cash Flow	7.37	(DRN:5081)	4001
OW Counters Revenue Schedule	7.38	Level 2:COUNTERS REVENUE (DRN:5050) Level 1:Charact Merchandise 190 Level 1:Packaging Materials 200 Level 1:Personal Stationery 210	185

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Report Title	Section	Accounting Nodes	Number
		Level 1:Writing Paper/Env 220 Level 1:Plastic Items 230 Level 1:Glues & Adhesives 240 Level 1:Stationery Sundries 250 Level 1:Postshop Zero Rate 260 Level 1:Postshop Standard 270 Level 1:Revenue 010 280 Level 1:Pers Address Labels 290 Level 1:Other Misc Exempt 300 Level 1:Other Misc Zero 310 Level 1:Other Misc Standard 320 Level 1:Commission Local 332 Level 1:Books 334 Level 1:Revenue 018 336 Level 1:Cards & Calendars 338 Level 1:Postcards 1717 Level 1:Greetings Cards 1720 Level 1:Commercial Stationery 1725 Level 1:Calendars 1730 Level 1:Giftwrap & Stationery 1740	
OW Green/Violet Giros	7.39	Level 2:GREEN/VIOLET GIROCHEQUES DRN:5050	2041
OW P&A M2311A	7.40	PENSIONS&ALLOWANCES (DRN:5050)	495
OW P&A M2311A (B)	7.41	N/A	
OW POs Encashed	7.42	Level 2:POSTAL ORDERS PAID	530
OW Redeemed Savings Stamps Summary	7.43	Level 2:SAVING STAMPS REDEEMED (DRN:5050)	535
OW Remittances In P	7.44	Level 3:Remittance In Detail Level 2:Rem In Supp Div 3031 Level 2:Rem In Other Pos 3037 Level 2:REM IN DATA CEN 3041 Level 2:Rem In Client 3045 Level 2:Rem In 3003	3028
OW Remittances Out P	7.45	Level 3:Remittance Out Detail (DRN:5055) Level 2:Rem Out Supp Div 3030 Level 2:Rem Out Other Pos 3038 Level 2:Rem Out Data Cen 3042 Level 2:Rem Out Client 3046	3029
OW Sales Report	7.46	(DRN:5050)	3017
OW Suspense Account	7.47	(DRN: 5083)	3017
OW Transfer Reconciliation	7.48	(DRN:5078)	3021
OW Unreconciled Transfers	7.49	(DRN:5088)	3021
OW Pensions & Allowances	7.76	PENSIONS&ALLOWANCES (DRN:5050)	495

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Report Title	Section	Accounting Nodes	Number
Product Listing	7.50	(DRN:5087)	3017
Customer Receipt	7.51	N/A	
Duplicate Receipt	7.52	N/A	
Cash Account Report Reprint	7.53		6999
Counters Revenue Reprint	7.54	Level 2:COUNTERS REVENUE	185
OW P&A Reprint	7.55	PENSIONS&ALLOWANCES	495
OW Redeemed Stamps Reprint	7.56	Level 2:SAVING STAMPS REDEEMED	535
Stock Unit Balance Report	7.57	Balance	3017
Stock Unit Balance Reprint	7.58	Balance	3017
Stock Unit Balance Snapshot	7.59	Balance	3017
Remittances In Slip	7.60	N/A	
Remittances Out Slip	7.61	N/A	
Transfers In	7.62	N/A	
Transfers Out	7.63	N/A	
Transaction Log	7.64	(DRN:5090)	3017
Event Log	7.65		3108
Cash Account Report	7.66		6999
Cash Account Trial	7.67		6999
Revaluation Session Slips	7.68	N/A	
Declaration: Cash on Hand	7.69	N/A	
Declaration: Stock on Hand	7.70	Level 4:Value Stock And MOPs (DRN: 5050) Level 3:Value Stock@3007 Level 2:FGN CURRENCY STERLING EQ@2015 Level 2:GAME LICENCES@2020 Level 2:BBC TV LICENCE STAMP@2033 Level 2:PHILATELIC ITEMS@2050 Level 2:DW STAMP BOOKS@2089 Level 2:HEMOCARE@2101 Level 2:PHONE CARDS@2115 Level 2:ONE 2 ONE@2135 Level 2:VODAFONE@2145 Level 2:ORANGE@2155 Level 2:CELLNET@2160	3008

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Report Title	Section	Accounting Nodes	Number
		Level 2:POSTAL ORDERS@2195 Level 2:COMM COIN LOOSE £5@2214 Level 2:BT SAVINGS STAMP £2@2600 Level 2:BT SAVINGS STAMP £5@2601 Level 2:BRITISH GAS SAVINGS STAMP@2605 Level 2:EASTERN ELECTRICITY SS@2610 Level 2:SEEBOARD SAVINGS STAMP@2625 Level 2:SOUTHERN ELECTRIC SS@2630 Level 2:WATER AUTHORITY@2635 Level 2:NAT LOT INSTANT WIN GAM@2650 Level 2:LITTLEWOOD SCRATCHIES@2660 Level 2:OPEN VAL POS ORD - FIFE@2920	
Declaration: Stamps on Hand	7.71	Level 2:POSTAGE@2055 Level 1:Postage Stamps@1702	2055
User History	7.65.8	N/A	
User Summary	7.65.9	N/A	
User Events	7.65.10	N/A	
Revalued Product Warning List	7.75	N/A	

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9. Accounting Nodes vs Reports

This table relates Accounting node Ids to the reports they populate, using the highest level of accounting node that is specified for each report.

Accounting Node Id	Accounting Node Name	Section	Report Title
	N/A	7.24	CW Stock on Hand
	N/A	7.41	OW P&A M2311A (B)
	N/A	7.51	Customer Receipt
	N/A	7.52	Duplicate Receipt
	N/A	7.60	Remittances In Slip
	N/A	7.61	Remittances Out Slip
	N/A	7.62	Transfers In
	N/A	7.63	Transfers Out
	N/A	7.68	Revaluation Session Slips
	N/A	7.69	Declaration: Cash on Hand
	N/A	7.70	Declaration: Stock on Hand
	N/A	7.71	Declaration: Stamps on Hand
	N/A	7.65.8	User History
	N/A	7.65.9	User Summary
	N/A	7.65.10	User Events
	N/A	7.73	Revaued Products Warning List
10	Level 2:OTHER BANKS CHEQUES (DRN:5056)	7.72	CD OB Cheques DPC
20	Level 2:GIRO DEPS/TRANSCASH	7.5	CD Giro Deposits
20	Level 2:GIRO DEPS/TRANSCASH	7.30	OD Giro Deposits
21	Level 2:RENT TRANSCASH	7.12	CD Rent Schemes
22	Level 2:GIRODEPTRNCshr9/92D	7.5	CD Giro Deposits
22	Level 2:GIRODEPTRNCshr9/92D	7.30	OD Giro Deposits
25	Level 2:GIRO NON CASH ITEMS	7.30	OD Giro Deposits
25	Level 2:GIRO NON CASH ITEMS	7.5	CD Giro Deposits
32	Level 2:GIRO TRANSCASH FEES	7.5	CD Giro Deposits
32	Level 2:GIRO TRANSCASH FEES	7.30	OD Giro Deposits
60	Level 2:RENT CARDS/VOUCHER	7.12	CD Rent Schemes
70	Level 2:GIRO WITHDRAWALS	7.7	CD Giro Withdrawals
70	Level 2:GIRO WITHDRAWALS	7.31	OD Giro Withdrawals
71	Level 2:GIROWITHDRWL R9/92D	7.7	CD Giro Withdrawals

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Accounting Node Id	Accounting Node Name	Section	Report Title
72	Level 2:DEBIT CARDS	7.20	CW Miscellaneous Transactions
75	Level 2:CARRS – PARCELS	7.20	CW Miscellaneous Transactions
80	Level 1:Letters	7.20	CW Miscellaneous Transactions
90	Level 1:Parcels	7.20	CW Miscellaneous Transactions
100	Level 2:TELEPHONE RECEIPTS (DRN:5050)	7.2	CD BT Bills
100	Level 2:TELEPHONE RECEIPTS	7.28	OD BT Bills
110	Level 2:NS DEPOSITS (DRN:5050)	7.32	OD NS Deps
110	Level 2:NS DEPOSITS (DRN:5050)	7.9	CD NS Deposits
120	Level 2:NS WITHDRAWALS/PAYMENTS	7.10	CD NS Withdrawals
120	Level 2:NS WITHDRAWALS/PAYMENTS	7.33	OD NS Withdrawals
125	Level 1:	7.9	CD NS Withdrawals
127	Level 1:	7.9	CD NS Withdrawals
140	Level 2:BUS TICKETS ETC	7.14	CD Travel Schemes
145	Level 2:DVLA MVL V10 DRN:5000	7.15	CW DVLA 10
185	Level 2:COUNTERS REVENUE	7.20	CW Miscellaneous Transactions
185	Level 2:COUNTERS REVENUE (DRN:5050) Level 1:Charact Merchandise 190 Level 1:Packaging Materials 200 Level 1:Personal Stationery 210 Level 1:Writing Paper/Env 220 Level 1:Plastic Items 230 Level 1:Glues & Adhesives 240 Level 1:Stationery Sundries 250 Level 1:Postshop Zero Rate 260 Level 1:Postshop Standard 270 Level 1:Revenue 010 280 Level 1:Pers Address Labels 290 Level 1:Other Misc Exempt 300 Level 1:Other Misc Zero 310 Level 1:Other Misc Standard 320 Level 1:Commission Local 332 Level 1:Books 334 Level 1:Revenue 018 336 Level 1:Cards & Calendars 338 Level 1:Postcards 1717 Level 1:Greetings Cards 1720 Level 1:Commercial Stationery 1725 Level 1:Calendars 1730 Level 1:Giftwrap & Stationery 1740	7.38	OW Counters Revenue Schedule
185	Level 2:COUNTERS REVENUE	7.54	Counters Revenue Reprint

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Accounting Node Id	Accounting Node Name	Section	Report Title
190	Level 1:Charact Merchandise	7.20	CW Miscellaneous Transactions
200	Level 1:Packaging Materials	7.20	CW Miscellaneous Transactions
210	Level 1:Personal Stationery	7.20	CW Miscellaneous Transactions
230	Level 1:Plastic Items	7.20	CW Miscellaneous Transactions
240	Level 1:Glues & Adhesives	7.20	CW Miscellaneous Transactions
250	Level 1:Stationery Sundries	7.20	CW Miscellaneous Transactions
260	Level 1:Postshop Zero Rate	7.20	CW Miscellaneous Transactions
270	Level 1:Postshop Standard	7.20	CW Miscellaneous Transactions
290	Level 1:Pers Address Labels	7.20	CW Miscellaneous Transactions
300	Level 1:Other Misc Exempt	7.20	CW Miscellaneous Transactions
310	Level 1:Other Misc Zero	7.20	CW Miscellaneous Transactions
320	Level 1:Other Misc Standard	7.20	CW Miscellaneous Transactions
334	Level 1:Books	7.20	CW Miscellaneous Transactions
350	Level 2:DVLA MVL V11 DRN:5000	7.16	CW DVLA 11
355	Level 2:UKPA PASSPORTS Level 1:1845 Level 1:1846	7.13	CD UKPA Passports
355	Level 2:UKPA PASSPORTS (DRN:5050)	7.29	OD UKPA
375	Level 2:OTHER RECEIPTS	7.20	CW Miscellaneous Transactions
380	Level 1:Miscellaneous	7.20	CW Miscellaneous Transactions
390	Level 1:Photos on Licences	7.20	CW Miscellaneous Transactions
410	Level 1:Lottery Games	7.20	CW Miscellaneous Transactions
420	Level 1:GROUP DD	7.20	CW Miscellaneous Transactions
430	Level 1:Local Schemes	7.20	CW Miscellaneous Transactions
430	Level 1:Local Schemes	7.20	CW Miscellaneous Transactions
435	Level 1:Giro Error Notice receipt	7.20	CW Miscellaneous Transactions
440	Level 1:PO Foreign Exch In	7.20	CW Miscellaneous Transactions
450	Level 1:Uprating	7.20	CW Miscellaneous Transactions
490	Level 2:UNCHARGED RECEIPTS Level 1:Miscellaneous	7.20	CW Miscellaneous Transactions
495	PENSIONS&ALLOWANCES (DRN:5000)	7.18	CW PA
495	PENSIONS&ALLOWANCES (DRN:5050)	7.40	OW P&A M2311A
495	PENSIONS&ALLOWANCES	7.55	OW P&A Reprint
495	PENSIONS&ALLOWANCES	7.76	OW Pensions & Allowances

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Accounting Node Id	Accounting Node Name	Section	Report Title
	(DRN:5050)		
530	Level 2:POSTAL ORDERS PAID (DRN:5056)	7.19	CW POs Paid
530	Level 2:POSTAL ORDERS PAID	7.42	OW POs Encashed
535	Level 2:SAVING STAMPS REDEEMED	7.20	CW Miscellaneous Transactions
535	Level 2:SAVING STAMPS REDEEMED (DRN:5050)	7.43	OW Redeemed Savings Stamps Summary
535	Level 2:SAVING STAMPS REDEEMED	7.56	OW Redeemed Savings Stamps Summary Reprint
537	Level 2:SAVING STAMPS OLD	7.20	CW Miscellaneous Transactions
540	Level 1:Miscellaneous	7.20	CW Miscellaneous Transactions
545	Level 2:TV REFUND / BLIND	7.20	CW Miscellaneous Transactions
555	Level 2:GREEN GIROCHEQUES (DRN:5075)	7.5	CD Giro Deposits
575	Level 2:OTHER PAYMENTS	7.20	CW Miscellaneous Transactions
580	Level 1:Miscellaneous	7.20	CW Miscellaneous Transactions
583	Level 1:Giro Error Notice payment	7.20	CW Miscellaneous Transactions
585	Level 1:UKPA refunds	7.20	CW Miscellaneous Transactions
595	Level 1:Migrn Lott Tkt Act'ted	7.20	CW Miscellaneous Transactions
597	Level 1:Migrn Lott Tkt Deactivate	7.20	CW Miscellaneous Transactions
600	Level 1:Downrating	7.20	CW Miscellaneous Transactions
610	Level 1:PO Foreign Exch Out	7.20	CW Miscellaneous Transactions
740	Level 2:UNCLAIMED PAYMENTS	7.20	CW Miscellaneous Transactions
901	Level 4:STOCK RECEIPTS/RETURNS Level 3:REM IN ALL SOURCES 902 Level 2:REM IN SUPP DIV 904 Level 2:REM IN OTHER POS 905 Level 2:REM IN DATA CEN 906 Level 2:REM IN CLIENT 907 Level 2: REM IN SSO 908 Level 3:REM OUT ALL DESTINATIONS 903 Level 2:REM OUT SUPP DIV 909 Level 2:REM OUT OTHER POS 910 Level 2:REM OUT DATA CEN 911 Level 2:REM OUT CLIENT 912 Level 2:REM OUT SSO 913	7.23	CW Remittances Summary
902	Level 3:REM IN ALL SOURCES 902 Level 2:REM IN SUPP DIV 904 Level 2:REM IN OTHER POS 905 Level 2:REM IN DATA CEN 906 Level 2:REM IN CLIENT 907	7.34	OD Remittances In

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Accounting Node Id	Accounting Node Name	Section	Report Title
	Level 2: REM IN SSO 908		
903	Level 3:REM OUT ALL DESTINATIONS 903 Level 2:REM OUT SUPP DIV 909 Level 2:REM OUT OTHER POS 910 Level 2:REM OUT DATA CEN 911 Level 2:REM OUT CLIENT 912 Level 2:REM OUT SSO 913	7.35	OD Remittances Out
1000	Level 2:MOP Level 1: 1006	7.11	CD OB Cheques CRU
1002	Level 1:Cheques (DRN:5095)	7.4	CD Cheques Listing
1080	Level 1:Franking Machine	7.20	CW Miscellaneous Transactions
1091	Level 1:Life Plus	7.20	CW Miscellaneous Transactions
1092	Level 1:Bill Payment	7.20	CW Miscellaneous Transactions
1100	Level 1:Elec Charge – Client's Kit	7.20	CW Miscellaneous Transactions
1101	Level 1:Electric Key – Client's Kit	7.20	CW Miscellaneous Transactions
1102	Level 1:Water Charging - Client's Kit	7.20	CW Miscellaneous Transactions
1105	Level 1:Loan To Post Office	7.20	CW Miscellaneous Transactions
1106	Level 1:MVL Temp First Licence	7.20	CW Miscellaneous Transactions
1220	Level 1:Local Rent Sch - Contra	7.20	CW Miscellaneous Transactions
1717	Level 1:Postcards	7.20	CW Miscellaneous Transactions
1720	Level 1:Greetings Cards	7.20	CW Miscellaneous Transactions
1725	Level 1:Commercial Stationery	7.20	CW Miscellaneous Transactions
1730	Level 1:Calendars	7.20	CW Miscellaneous Transactions
1740	Level 1:Giftwrap & Stationery	7.20	CW Miscellaneous Transactions
1790	Level 1:B Gas card Recharging	7.20	CW Miscellaneous Transactions
1800	Level 1:ATM	7.20	CW Miscellaneous Transactions
1810	Level 1:Travel Insurance	7.20	CW Miscellaneous Transactions
1814	Level 1:International Money Orders	7.20	CW Miscellaneous Transactions
1818	Level 1:Moneygram Receive	7.20	CW Miscellaneous Transactions
1820	Level 1:Moneygram Send	7.20	CW Miscellaneous Transactions
1825	Level 1:Corp Bure de Ch – Purchase	7.20	CW Miscellaneous Transactions
1826	Level 1:B De Change - Comm	7.20	CW Miscellaneous Transactions
1827	Level 1:B De Chge- Revalue Up	7.20	CW Miscellaneous Transactions
1828	Level 1:Travellers Cheque Sales	7.20	CW Miscellaneous Transactions
1829	Level 1:Travel Cheque Commission	7.20	CW Miscellaneous Transactions
1830	Level 1:PO Fgn Xch – Pre Order	7.20	CW Miscellaneous Transactions
1835	Level 1:Travellers Chq To 1st Rate	7.20	CW Miscellaneous Transactions

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Accounting Node Id	Accounting Node Name	Section	Report Title
1836	Level 1:B De Change - Corp sales	7.20	CW Miscellaneous Transactions
1837	Level 1:B De Change - Revalue Dn	7.20	CW Miscellaneous Transactions
1838	Level 1:B de C Credit Card	7.20	CW Miscellaneous Transactions
1900	Level 1:Co-op Cash Cheques	7.20	CW Miscellaneous Transactions
1905	Level 1:Co-op Personal Chq Dep	7.20	CW Miscellaneous Transactions
1905	Level 1:Co-op Personal Chq Dep	7.20	CW Miscellaneous Transactions
1910	Level 1:Co-op Personal Cash Dep	7.20	CW Miscellaneous Transactions
1910	Level 1:Co-op Personal Cash Dep	7.20	CW Miscellaneous Transactions
1915	Level 1:POCL Error Notice Receipt	7.20	CW Miscellaneous Transactions
1920	Level 1:Lloyds Personal Cash Dep	7.20	CW Miscellaneous Transactions
1920	Level 1:Lloyds Personal Cash Dep	7.20	CW Miscellaneous Transactions
1925	Level 1:Lloyds Personal Cash Dep	7.20	CW Miscellaneous Transactions
1925	Level 1:Lloyds Personal Chq Dep	7.20	CW Miscellaneous Transactions
1940	Level 1:Three Valleys WASS Redm	7.20	CW Miscellaneous Transactions
1943	Level 1:Essex+Suffolk WASS Redm	7.20	CW Miscellaneous Transactions
1946	Level 1:NW Water WASS Redm	7.20	CW Miscellaneous Transactions
1949	Level 1:Anglian Water WASS redm	7.20	CW Miscellaneous Transactions
1953	Level 1:BT Telephone Stamp Redm	7.20	CW Miscellaneous Transactions
1956	Level 1:BBC TV Licence Stamp Rdm	7.20	CW Miscellaneous Transactions
1968	Level 1:Southern Elec Stamp Redm	7.20	CW Miscellaneous Transactions
1974	Level 1:Eastern Elec Stamp Redee	7.20	CW Miscellaneous Transactions
1977	Level 1:Seaboard Stamps Redmd	7.20	CW Miscellaneous Transactions
1980	Level 1:Vehicle Licence Stmp Rdm	7.20	CW Miscellaneous Transactions
1983	Level 1:B Gas Stamp Redeemed	7.20	CW Miscellaneous Transactions
2015	Level 2:FGN CURRENCY STERLING EQ@2015	7.70	Declaration Stock on Hand
2020	Level 2:GAME LICENCES@2020	7.70	Declaration: Stock on Hand
2031	Level 2:NATIONAL LOTTERY PRIZES	7.20	CW Miscellaneous Transactions
2032	Level 2:TV Licences@2032	7.76	CD TV Licences
2033	Level 2:BBC TV LICENCE STAMP@2033	7.70	
2041	Level 2:GREEN/VIOLET GIROCHEQUES Level 1: Violet Giro 1853 Green Giro 560 Violet Giro Milk Tokens 1857 Green Giro Milk Tokens 1855	7.17	CW Green/Violet Giros
2041	Level 2:GREEN/VIOLET	7.39	OW Green/Violet Giros

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Accounting Node Id	Accounting Node Name	Section	Report Title
	GIROCHEQUES DRN:5050		
2050	Level 2:PHILATELIC ITEMS@2050	7.70	Declaration Stock on Hand
2055	Level 2: POSTAGE	7.71	Declaration Stamps on Hand
2089	Level 2:DW STAMP BOOKS	7.70	Declaration Stock on Hand
2101	Level 2:HEMOCARE@2101	7.70	Declaration Stock on Hand
2115	Level 2:PHONE CARDS@2115	7.70	Declaration Stock on Hand
2135	Level 2:ONE 2 ONE@2135	7.70	Declaration Stock on Hand
2145	Level 2:VODAFONE@2145	7.70	Declaration Stock on Hand
2155	Level 2:ORANGE@2155	7.70	Declaration Stock on Hand
2160	Level 2:CELLNET@2160	7.70	Declaration Stock on Hand
2195	Level 2:POSTAL ORDERS@2195	7.70	Declaration Stock on Hand
2214	Level 2:COMM COIN LOOSE £5@2214	7.70	Declaration Stock on Hand
2410	Level 2:CNCL TAX CARDS/VCHRS Level 1: CnclTax Card A@1200 Level 1: CnclTax Card B@1201 Level 1: CnclTax Card C@1202 Level 1: CnclTax Card D@1203 Level 1: CnclTax Voucher A@1210 Level 1: CnclTax Voucher B@1211 Level 1: CnclTax Voucher C@1212 Level 1: CnclTax Voucher D@1213	7.74	CD Council Tax Schemes
2415	Level 2:MEALS ON WHEELS	7.20	CW Miscellaneous Transactions
2433	Level 1:SOUTH WALES ELECTRICITY	7.20	CW Miscellaneous Transactions
2434	Level 1:SOUTH WEST ELECTRICITY	7.20	CW Miscellaneous Transactions
2440	Level 2:RENTS (DRN:5075)	7.12	CD Rent Schemes
2450	Level 2:SUN ALLIANCE	7.20	CW Miscellaneous Transactions
2460	Level 2:TRAVEL INSURANCE	7.20	CW Miscellaneous Transactions
2470	Level 2:SUNRISE LETTERS	7.20	CW Miscellaneous Transactions
2485	Level 2:QUANTUM	7.20	CW Miscellaneous Transactions
2490	Level 2:ROD LICENCES	7.20	CW Miscellaneous Transactions
2493	Level 2:TABLE 10G	7.20	CW Miscellaneous Transactions
2495	Level 2:Parcel Traffic	7.20	CW Miscellaneous Transactions
2500	Level 2:TRAVEL (DRN:5075)	7.14	CD Travel Schemes
2510	Level 2:BUREAU DE CHANGE - IN	7.20	CW Miscellaneous Transactions
2520	Level 2:BUREAU DE CHANGE - OUT	7.20	CW Miscellaneous Transactions
2550	Level 2:PERSONAL BANKING	7.20	CW Miscellaneous Transactions

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Accounting Node Id	Accounting Node Name	Section	Report Title
2550	Level 2:PERSONAL BANKING	7.20	CW Miscellaneous Transactions
2600	Level 2:BT SAVINGS STAMP £2@2600	7.70	Declaration Stock on Hand
2601	Level 2:BT SAVINGS STAMP £5@2601	7.70	Declaration Stock on Hand
2605	Level 2:BRITISH GAS SAVINGS STAMP@2605	7.70	Declaration Stock on Hand
2610	Level 2:EASTERN ELECTRICITY SS@2610	7.70	Declaration Stock on Hand
2625	Level 2:SEEBOARD SAVINGS STAMP@2625	7.70	Declaration Stock on Hand
2630	Level 2:SOUTHERN ELECTRIC SS@2630	7.70	Declaration Stock on Hand
2635	Level 2:WATER AUTHORITY@2635	7.70	Declaration Stock on Hand
2650	Level 2:NAT LOT INSTANT WIN GAM@2650	7.70	Declaration Stock on Hand
2660	Level 2:LITTLEWOOD SCRATCHIES@2660	7.70	Declaration Stock on Hand
2670	Level 2:LITTLEWOODS PRIZES	7.20	CW Miscellaneous Transactions
2920	Level 2:OPEN VAL POS ORD - FIFE@2920	7.70	Declaration Stock on Hand
3003	Level 2:Rem In@3003	7.44	OW Remittances In by Product
3003	Level 3: MOP	7.24	CW Stock on Hand
3006	Level 3 Receipts	7.20	CW Miscellaneous Transactions
3005	Level 3 Payments	7.20	CW Miscellaneous Transactions
3007	Level 3: VALUE STOCK	7.24	CW Stock on Hand
3008	Level 4:Value Stock And MOPs (DRN: 5050)	7.70	Declaration: Stock on Hand
3013	Level 4 Total Receipts	7.20	CW Miscellaneous Transactions
3016	Level 4 Total Payments	7.20	CW Miscellaneous Transactions
3017	Balance	7.57	Stock Unit Balance Report
3017	Balance	7.58	Stock Unit Balance Reprint
3017	Balance	7.59	Stock Unit Balance Snapshot
3017	Balance	7.30	Office Balance Snapshot
3017	(DRN:5050)	7.46	OW Sales Report
3017	(DRN: 5083)	7.47	OW Suspense Account
3017	(DRN:5087)	7.50	Product List, Product Change List
3017	(DRN:5090)	7.64	Transaction Log
3021	(DRN:5054)	7.25	CW Transfers Summary
3021	(DRN:5078)	7.48	OW Transfer Reconciliation

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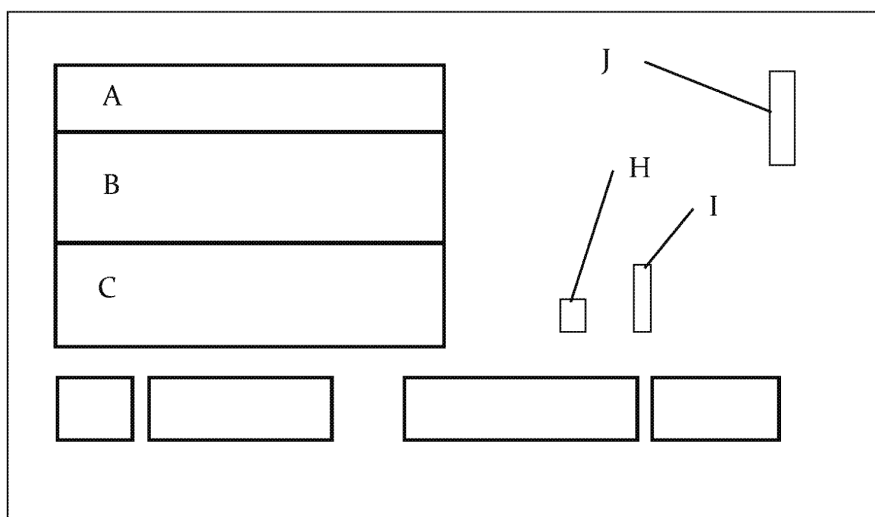
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Accounting Node Id	Accounting Node Name	Section	Report Title
3021	(DRN:5088)	7.49	OW Unreconciled Transfers
3026	Level 2:AUTOMATED PAYMENTS (DRN:5077) Level 1:AP Others 1110 Level 1:AP Smart Watercard 1120 Level 1:AP Smart Quantum 1123 Level 1:AP Smart SPM 1126 Level 1:AP Tokens 1130 Level 1:APTs 1135	6.16	APS Transaction List
3028	Level 3:Remittance In Detail (DRN:5060) Level 2:Rem In Supp Div 3031 Level 2:Rem In Other Pos 3037 Level 2:REM IN DATA CEN 3041 Level 2:Rem In Client 3045	7.21	CW Remittances In
3028	Level 3:Remittance In Detail Level 2:Rem In Supp Div 3031 Level 2:Rem In Other Pos 3037 Level 2:REM IN DATA CEN 3041 Level 2:Rem In Client 3045	7.44	OW Remittances In P
3029	Level 3:Remittance Out Detail (DRN:5060) Level 2:Rem Out Supp Div 3030 Level 2:Rem Out Other Pos 3038 Level 2:Rem Out Data Cen 3042 Level 2:Rem Out Client 3046	7.22	CW Remittances Out
3029	Level 3:Remittance Out Detail (DRN:5055) Level 2:Rem Out Supp Div 3030 Level 2:Rem Out Other Pos 3038 Level 2:Rem Out Data Cen 3042 Level 2:Rem Out Client 3046	7.45	OW Remittances Out P
3033	DRN 5094	7.26	CW Transfers In
3034	DRN: 5092	7.27	CW Transfers Out
3108	N/A	7.65	Event Log
4001	(DRN:5081)	7.37	OW Cash Flow
6999		7.53	Cash Account Report Reprint
6999		7.66	Cash Account Report
6999		7.67	Cash Account Trial
7000	Level 4	7.20	CW Miscellaneous Transactions
7001	Level 3	7.20	CW Miscellaneous Transactions

10. Dimensions of Giro Slips

The specifications below show the measurements of the new PDR forms, introduced by CCN 580a.

10.1 Counter Daily Giro Deposits



The dimensions in the table below are in mm.

Top Indent mm	End Top Indent mm	Right Indent mm	End Right Indent mm	Field Width mm	Field Width chars	Field Lengt h mm	Contents	Typeface
11	121	14	22	8	5	110	FEE	Courier New 11pt
11	121	25	44	19	11	110	CASH VALUE	Courier New 11pt
11	121	47	64	17	9	110	ACCOUNT NO	Courier New 11pt
10	17	73	76	3	2	7	CASH A/C WEEK NO	OCRB 15pt
29	55	73	76	3	7	26	PO CODE	OCRB 15pt
77	118	73	77	4	12	41	TOTAL VALUE	OCRB 15pt
133	151	73	77	4	5	18	TOTAL FEE	OCRB 15pt

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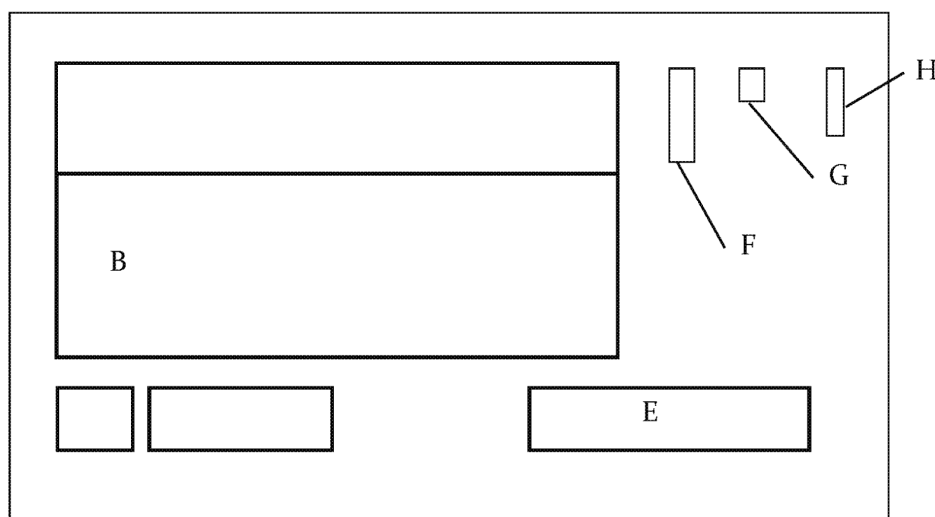
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126	130	15	18	3	2	4	Total no. of transactions	Default printer font upt
138	142	15	26	11	10	4	Date of despatch	Default printer font upt
145	149	15	30	15	9	4	SU:CAP:BP	Default printer font upt

10.2 Counter Daily Giro Withdrawals

The dimensions in the table below are in mm.

<i>Start Top Indent mm</i>	<i>End Top Indent mm</i>	<i>Start Right Indent mm</i>	<i>End Right Indent mm</i>	<i>Field Width mm</i>	<i>Field Width chars</i>	<i>Field Length mm</i>	<i>Contents</i>	<i>Typeface</i>
11	121	16	33	17	11	110	CASH VALUE	Courier New 11pt
11	121	36	65	29	15	110	ACCOUNT NO	Courier New 11pt
10	18	73	77	4	2	8	CASH A/C WEEK NO	OCRB 15pt
33	59	73	77	4	7	26	PO CODE	OCRB 15pt
114	151	73	77	4	12	37	TOTAL VALUE	OCRB 15pt
126	130	15	18	3	2	4	Total no. of transactions	Default printer font upt

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137	141	15	25	10	10	4	Date of despatch	Default printer font 11pt
145	149	15	30	15	9	4	SU:CAP:BP	Default printer font 11pt

10.3 Typefaces on Revised PDR Reports

When the PDR reports are printed on the tally printer, the characters are enlarged slightly from the size specified in the system parameters.

In the tables below, the **Typeface** column shows the typeface as specified to the system. The **Equivalent as Printed** column shows the nearest equivalent typeface to the resulting printed

10.3.1 Counter Daily Giro Withdrawals

<i>Contents</i>	<i>Typeface</i>	<i>Equivalent as Printed</i>
CASH VALUE	Courier New 11pt	Courier New 13pt
ACCOUNT NO	Courier New 11pt	Courier New 13pt
CASH A/C WEEK NO	OCR B 15pt	Courier New 17pt
PO CODE	OCR B 15pt	Courier New 17pt
TOTAL VALUE	OCR B 15pt	Courier New 17pt
Total no. of transactions	Default printer font 11pt	Courier New 13pt
Date of despatch	Default printer font 11pt	Courier New 13pt
SU:CAP:BP	Default printer font 11pt	Courier New 13pt

10.3.2 Counter Daily Giro Deposits

<i>Contents</i>	<i>Typeface</i>	<i>Equivalent as Printed</i>
FEE	Courier New 11pt	Courier New 13pt
CASH VALUE	Courier New 11pt	Courier New 13pt
ACCOUNT NO	Courier New 11pt	Courier New 13pt
CASH A/C WEEK NO	OCR B 15pt	Courier New 17pt
PO CODE	OCR B 15pt	Courier New 17pt
TOTAL VALUE	OCR B 15pt	Courier New 17pt
TOTAL FEE	OCR B 15pt	Courier New 17pt

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Total no. of transactions	Default printer font 11pt	Courier New 13pt
Date of despatch	Default printer font 11pt	Courier New 13pt
SU:CAP:BP	Default printer font 11pt	Courier New 13pt

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11. *Compliancy Matrix*

Section	Report Name	CSR	KPR	CSR+
5.1	OBCS System Stop List Report	✓		
6.2	APS Customer Receipt - Magnetic Card	✓		
6.3	APS Office Copy Receipt - Magnetic Card	✓		
6.4	APS Customer Receipt - Bar Code	✓		
6.5	APS Office Copy Receipt - Bar Code	✓		
6.6	APS Customer Receipt - Manual	✓		
6.7	APS Office Copy Receipt - Manual	✓		
6.8	APS Customer Receipt - Reversal	✓		
6.9	APS Office Copy Receipt - Reversal	✓		✓ Initially this is provided as an EPOSS Session receipt, at CSR+ an APS receipt will be printed.
6.10	APS Recovery Office Copy Receipt	✓		
6.11	APS Fallback Recovery Office Copy Receipt	✓		
6.12	APS Generic SmartCard Receipt			✓
6.13	APS Specific SPM Receipt			✓

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Section	Report Name	CSR	KPR	CSR+
6.14	APS Specific WaterCard Receipt			✓
6.15	APS Specific Quantum Receipt			✓
6.16	APS Transaction Listing	✓		
7.2	Counter - Daily BT Bills	✓		✓ Change to title; heading
7.3	Counter - Daily Cash on Hand	✓		
7.4	Counter - Daily Cheques Listing	✓		✓ Change to title; heading
7.5	Counter - Daily Giro Deposits	✓	✓	
7.6	Counter - Daily Giro Deposits: Office Copy	✓		
7.7	Counter - Daily Giro Withdrawals	✓		
7.8	Counter - Daily Giro Withdrawals: Office Copy	✓		
7.9	Counter - Daily National Savings Deposits	✓		✓ Change to title; heading
7.10	Counter - Daily National Savings Withdrawals	✓		✓ Change to title; heading
7.11	Counter - Daily OB Cheques CRU	✓		✓ Change to title; add 'Value less Fees'
7.12	Counter - Daily Rent Schemes	✓		✓ Change to title; heading
7.13	Counter - Daily UK Passports	✓		✓ Change to title; heading
7.14	Counter - Weekly Travel Schemes	✓		✓ Change to title; heading

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Section	Report Name	CSR	KPR	CSR+
7.15	Counter - Weekly DVLA V10	✓		✓ Change to title; revise layout
7.16	Counter - Weekly DVLA V11	✓		✓ Change to title; revise layout
7.17	Counter - Weekly Green/Violet Giros	✓		✓ Change to title; heading
7.18	Counter - Weekly P&A	✓		
7.19	Counter - Weekly POs Paid	✓		✓ Change to title; heading
7.20	Counter - Weekly Miscellaneous Transactions	✓		Report to be implemented
7.21	Counter - Weekly Remittances In	✓		✓ Change to title
7.22	Counter - Weekly Remittances Out	✓		✓ Change to title
7.23	Counter - Weekly Remittances Summary	✓		
7.24	Counter - Weekly Stock on Hand	✓		
7.25	Counter - Weekly Transfer Summary	✓		✓ Change to title; heading
7.26	Counter - Weekly Transfers In	✓		✓ Change to title, add heading
7.27	Counter - Weekly Transfers Out	✓		✓ Change to title, add heading
7.28	Office - Daily BT Bills	✓		
7.29	Office - Daily UKPA	✓		
7.30	Office - Daily Giro Deposits	✓		

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Section	Report Name	CSR	KPR	CSR+
7.31	Office - Daily Giro Withdrawals	✓		
7.32	Office - Daily National Savings Deposits	✓		
7.33	Office - Daily National Savings Withdrawals	✓		
7.34	Office - Daily Remittances In	✓		✓ Change to title, heading
7.35	Office - Daily Remittances Out	✓		✓ Change to title, heading
7.36	Office Balance Snapshot	✓		
7.37	Office - Weekly Cash Flow (ONCH)	✓		✓ Change to title; change text
7.38	Office - Weekly Counters Revenue	✓		
7.39	Office - Weekly Green/Violet GIROS	✓		
7.40	Office - Weekly P&A P2311MA	✓		
7.41	Office - Weekly P2311MA (B)	✓		✓ Change to title; heading
7.42	Office - Weekly POs Encashed	✓		✓ Change to title; add 'Total Value'
7.43	Office - Weekly Redeemed Stamps	✓		✓ Remove Total field
7.44	Office - Weekly Remittances In (P)	✓		✓ Change to title; heading, remove column
7.45	Office - Weekly Remittances Out (P)	✓		✓ Change to title; heading, remove column
7.46	Office - Weekly Sales Report	✓		

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Section	Report Name	CSR	KPR	CSR+
7.47	Office - Weekly Suspense Account	✓		
7.48	Office - Weekly Transfer Reconciliation	✓		
7.49	Office - Weekly Transfer Totals	✓		
7.50	Product Listing	✓		
7.51	Customer Receipt	✓		
7.52	Duplicate Receipt	✓		
7.53	Cash Account Report Reprint	✓		
7.54	Counters Revenue Reprint	✓		✓ Suppress current CAP for reprint
7.55	Office Weekly - P&A P2311MA Reprint	✓		✓ Suppress current CAP for reprint
7.56	Office Weekly - Redeemed Stamps Reprint	✓		✓ Suppress current CAP for reprint
7.57	Stock Unit Balance Report	✓		
7.58	Stock Unit Balance Report Reprint	✓		Implement report
7.59	Stock Unit Balance Snapshot	✓		
7.60	Remittance In Slip	✓		✓ Change to title; text
7.61	Remittance Out Slip	✓		✓ Change to title; text
7.62	Transfers In Slip	✓		✓ Change to title; text

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Section	Report Name	CSR	KPR	CSR+
7.63	Transfer Out Slip	✓		
7.64	Transaction Log	✓		
7.65	Event Log	✓		
7.66	Cash Account Report	✓		
7.67	Cash Account Trial	✓		
7.68	Revaluation Session Slips	✓		
7.69	Declaration: Cash on Hand	✓		
7.70	Declaration: Stock on Hand	✓		
7.71	Declaration: Stamps on Hand	✓		
7.65.8	User History Report	✓		
7.65.9	User Summary Report	✓		✓ Change to title; add 'Access Level' column
7.65.10	User Login/Logout History	✓		
7.72	Counter – Daily OB Cheques DPC	✓		✓ Change to title; heading
7.73	Counter – Daily TV Licences	✓		✓ Change to title; heading
7.74	Counter – Daily Council Tax Schemes	✓		✓ The Value Less Fees field will be added
7.75	Revalued Product Warning List	✓		✓ Change to title; heading

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Section	Report Name	CSR	KPR	CSR+
7.76	Office - Weekly Pensions & Allowances			✓ New Report for CSR+