

POH-4088D

HORIZON

Balancing using the Horizon System

TRAINING WORKBOOK 10

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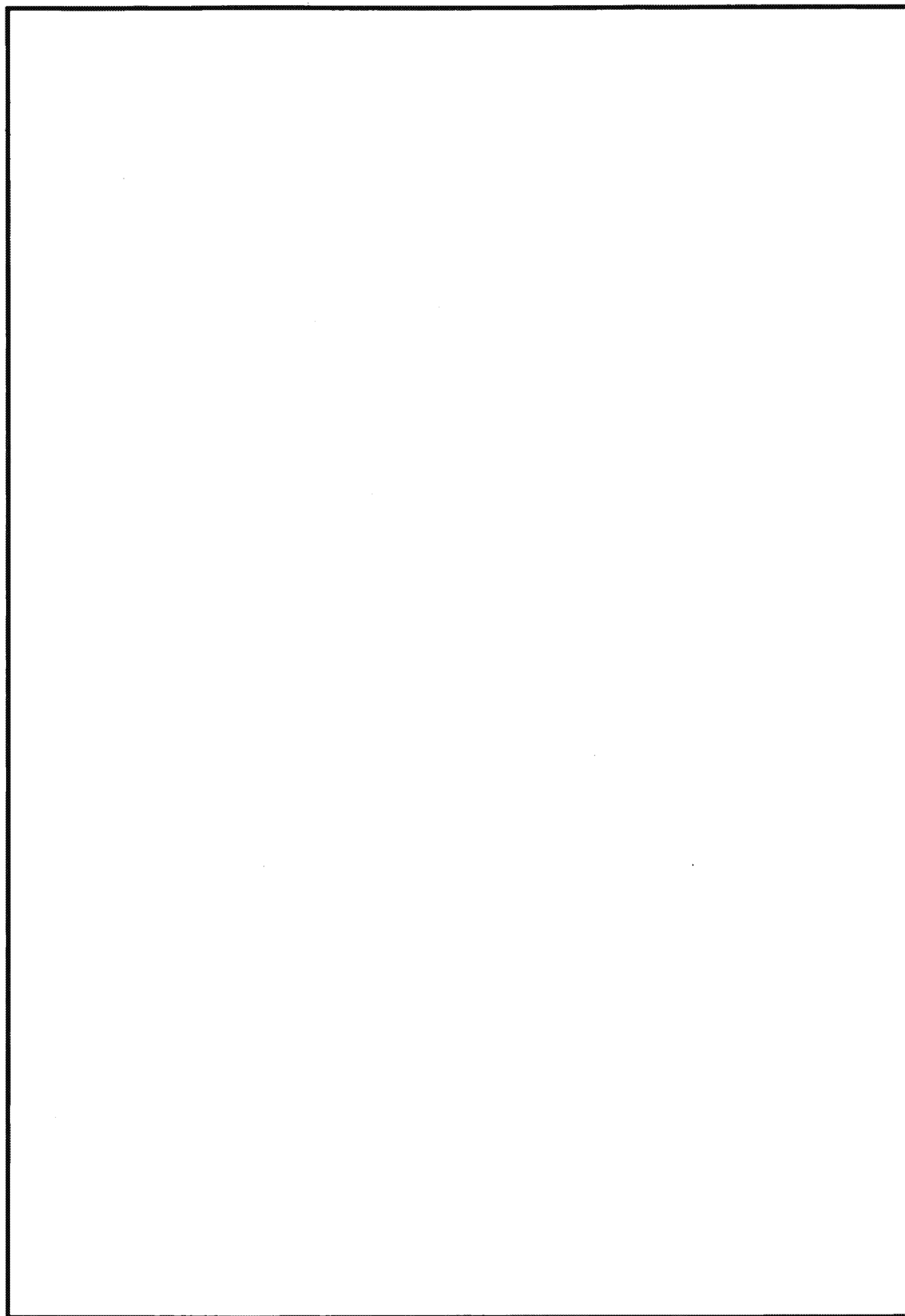
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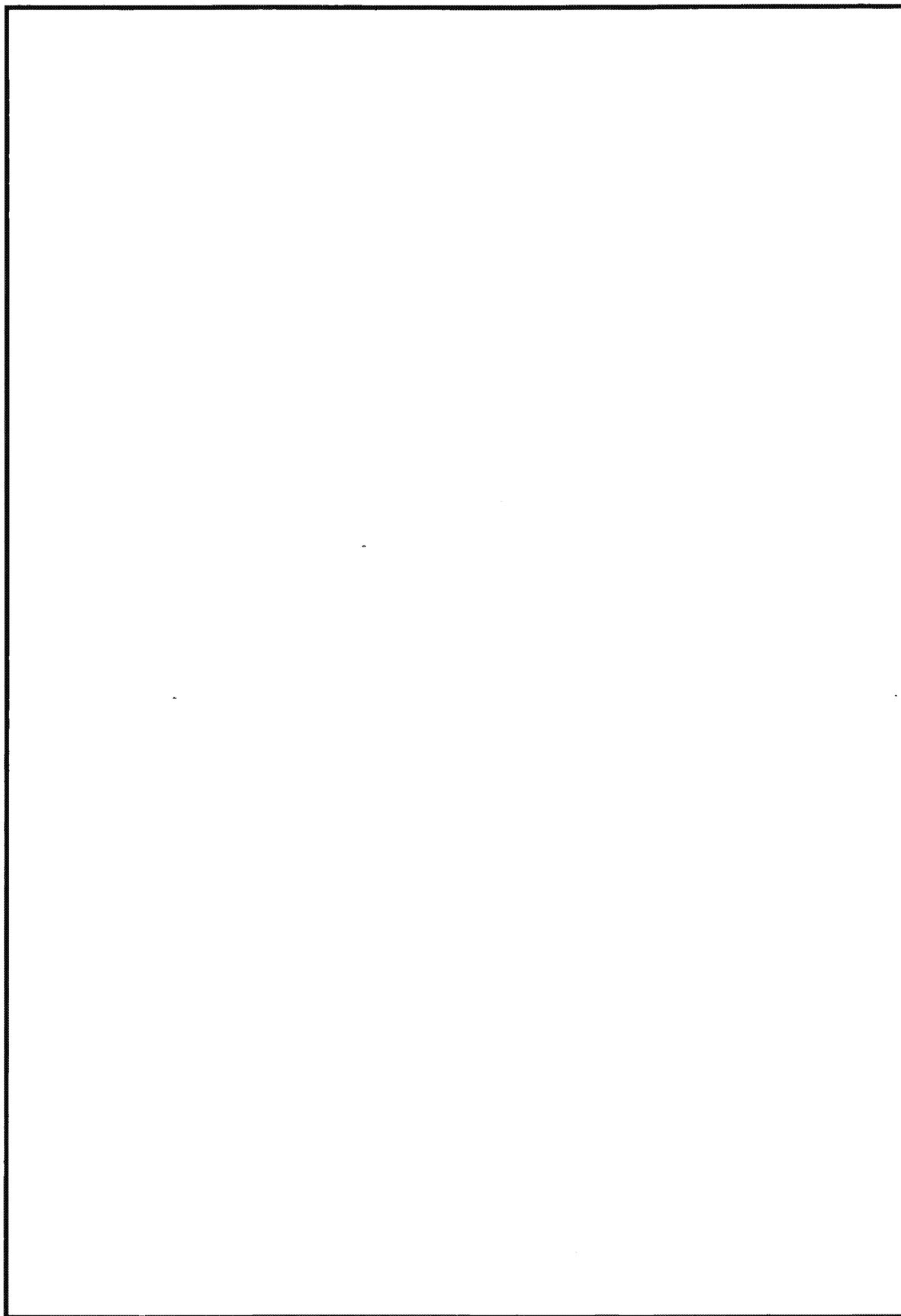
The Horizon Training Manual is made up of the following 10 Workbooks:

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|--------------------|---|
| Workbook 1 | Introduction to the Horizon System |
| Workbook 2 | EPOSS 1 Electronic Point Of Sale Service |
| Workbook 3 | EPOSS 2 Electronic Point Of Sale Service |
| Workbook 4 | EPOSS 3 Scales |
| Workbook 5 | OBCS Order Book Control Service |
| Workbook 6 | APS Automated Payment Service |
| Workbook 7 | Functions |
| Workbook 8 | Help & Basic Maintenance |
| Workbook 9 | Office Administration |
| Workbook 10 | Balancing using the Horizon System |



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**BALANCING USING THE
HORIZON SYSTEM**

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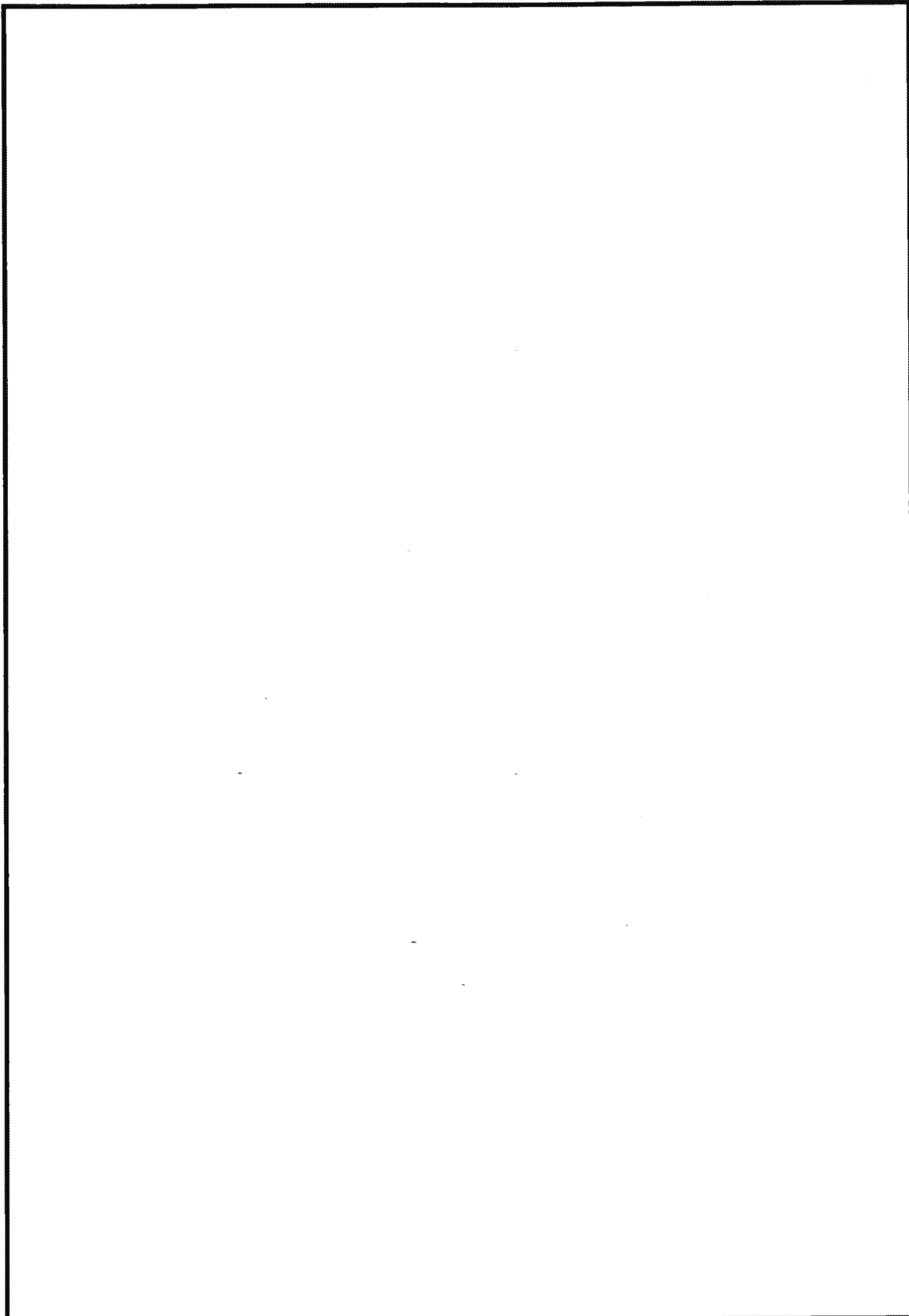
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HORIZON SYSTEM**BALANCING USING THE
HORIZON SYSTEM****OBJECTIVES & INTRODUCTION****Objectives:**

By the end of this Workbook you will be able to:

1. Produce Counter Daily, Counter Weekly and Office reports.
2. Complete the End of Day procedure.
3. Use the Transactions Log to find and reverse errors in the Stock Unit balance.
4. Post items to the Suspense Account
5. Declare Stock Unit holdings of Stock, Stamps and Cash.
6. Produce a Stock Unit Balance report.
7. Create a Correction Stock Unit to hold discrepancies in the office found after the SU Balance has been completed.
8. Produce the Office Cash Account report.

Introduction:

This Workbook describes the actions and procedures needed when balancing the Horizon system. Whilst it is fair to say that no two outlets will necessarily carry out the balancing procedure in exactly the same way, this Workbook will follow a logical progression that will conclude with the Cash Account Report being produced for the outlet by the Horizon system.

The Workbook is divided into three sections. Section 1 describes the actions required to complete Daily and Weekly reports and perform the client cut-offs as required. Section 2 describes the actions that must take place to achieve a Stock Unit balance. Section 3 describes the actions that need to be carried out to produce the office Cash Account report.

Note:

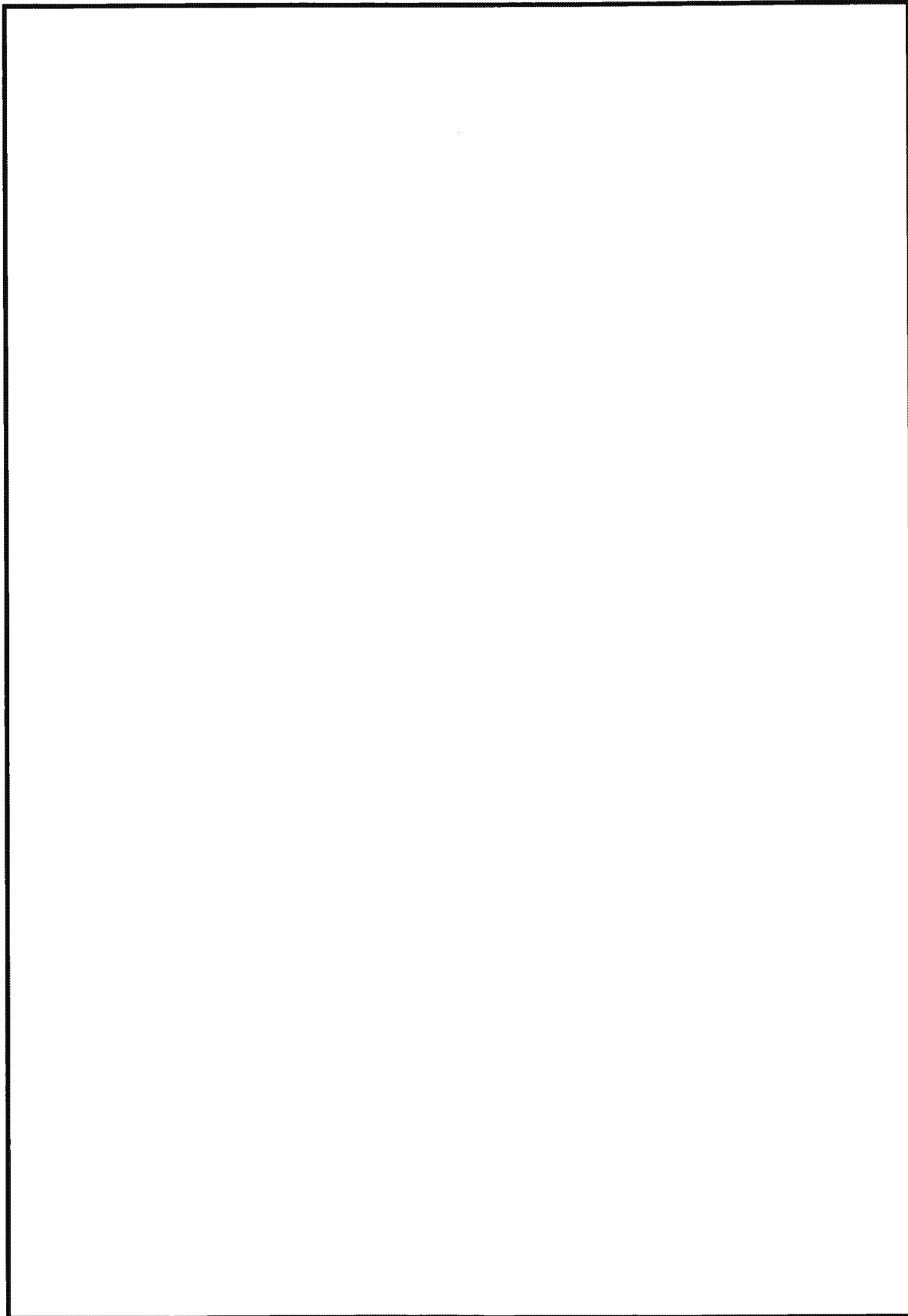
If you are practising these procedures in the office, the Horizon system must be placed in Training Mode by the manager.

It would not be practical to cover every possible balancing scenario which could be encountered on the Horizon system. If you need further help, or if a specific example is not covered in the balancing Workbook you should consult the *Horizon System User Guide*.

At the end of each Workbook there is an activity sheet which allows you to practise the transactions covered in the Workbook. If you are not sure of the answer to a question, simply re-read the relevant section of the Workbook and try again.

Note:

The Workbooks provide values against a number of products and services that are correct at the time of going to press. This information is subject to change and you should refer to the appropriate POCL transaction documentation for up to date price information.



HORIZON SYSTEM
Stock Unit balancing overview**Balancing using the Horizon System****Ref: PATH/43/002**
Date: 13/12/99
Issue: 3.0

The production of the Cash Account, using the Horizon system, requires you to follow a series of steps, starting with balancing each Stock Unit in the post office. Once all Stock Units are balanced, then the Cash Account can be produced. A breakdown of the Stock Unit balance procedure is shown on pages 8 & 9.

The Horizon system is capable of producing various reports. They can be accessed at any time, although a number of them **must** be produced during the Stock Unit balance, otherwise the process cannot be completed.

The types of Stock Unit used in your post office dictate some of the actions you perform to carry out the balancing procedure. The declarations used for an Individual Stock Unit are slightly different from those of a Shared Stock Unit.

This Workbook describes the basic balancing procedure and highlights the differences between balancing a Shared and Individual Stock Unit, such that the Stock Unit can be rolled over into the next CAP (Cash Account Period) or the next BP (Balance Period).

Note:

Cash Account Period (CAP) denotes which accounting week you are in during the current financial year.

Balance Period (BP) can be a portion of a CAP. During periods of high turnover there may be two Balance Periods during a single Cash Account Period.

Reports are re-produced where required in this Workbook. They are used as examples to describe the procedure. The types of reports required will be dependant on the business carried out in your outlet during the last Cash Account Period.

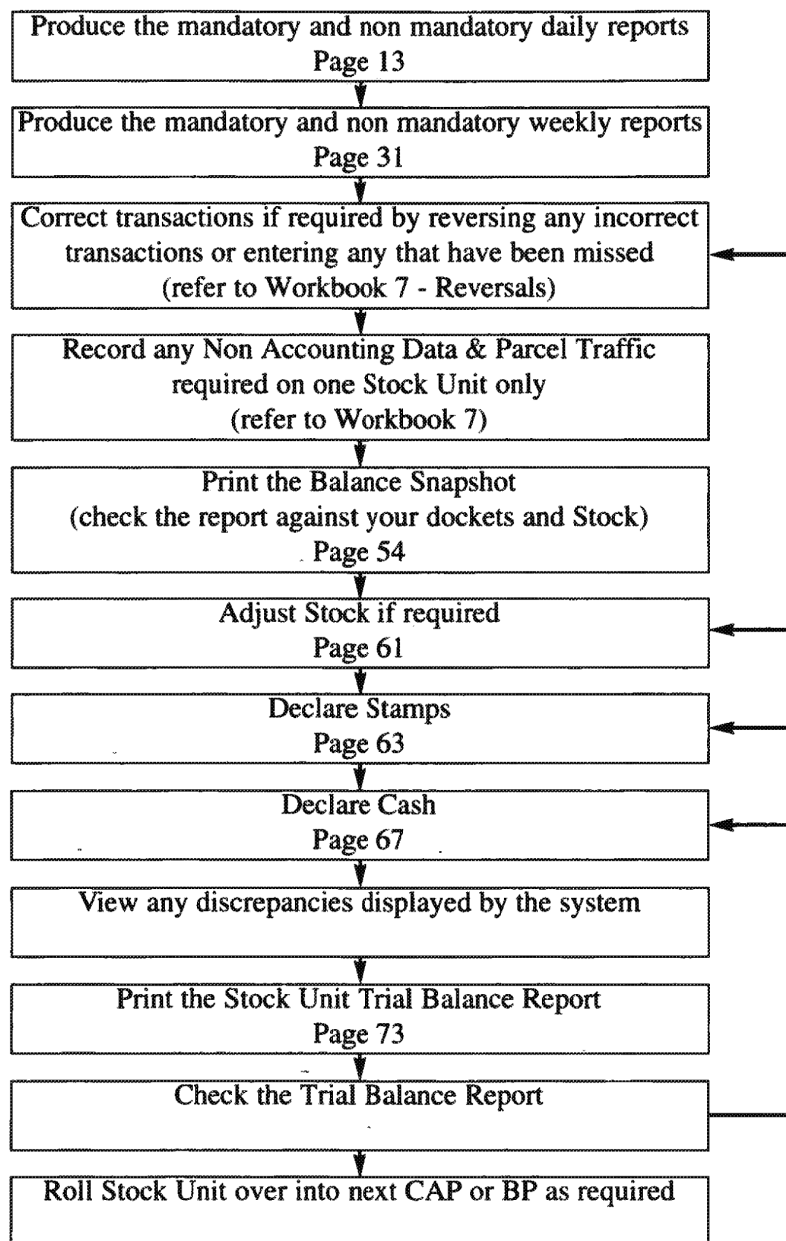
From time to time there may be a discrepancy between the Horizon system derived figures and the actual holdings of Stock, Stamps and Cash. This Workbook describes adjustments and the functions available to help locate the source of the discrepancy. In a training environment it would be impractical to cover every individual problem which may occur when balancing. If further assistance is required to cure a balancing problem, you should refer to the *Horizon System User Guide* and thereafter your POCL Regional Helpline.

Note:

The Horizon System Helpdesk should be used ONLY for Horizon system procedural problems or equipment defects.

Horizon system Individual Stock Unit balance procedure breakdown

Individual Stock Unit

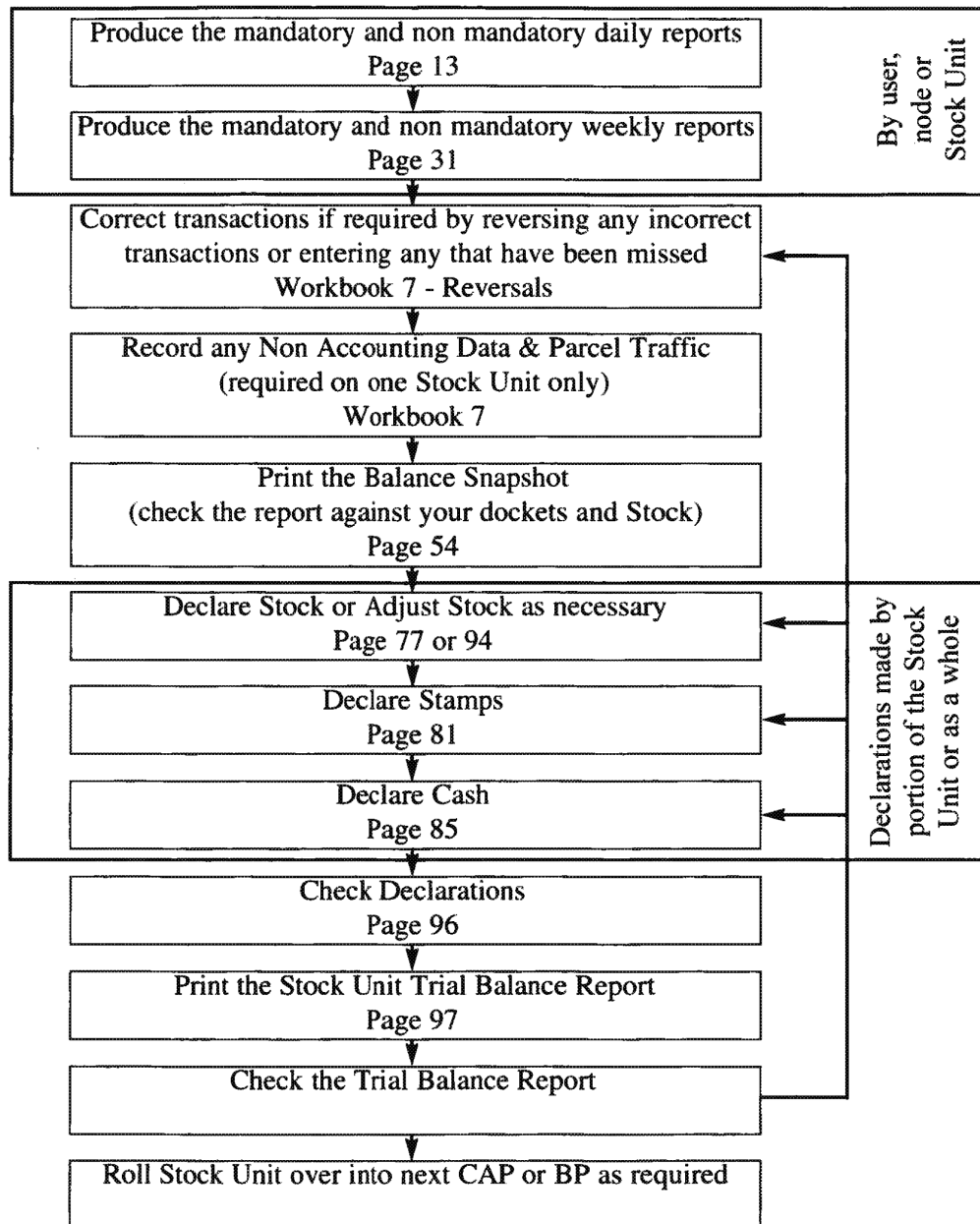


Note:

The procedure can be stopped at any time during the steps above, to investigate and correct any errors that may arise.

Horizon system Shared Stock Unit balance process breakdown

Shared Stock Unit



Note:

The procedure can be stopped at any time during the steps above, to investigate and correct any errors that may arise.

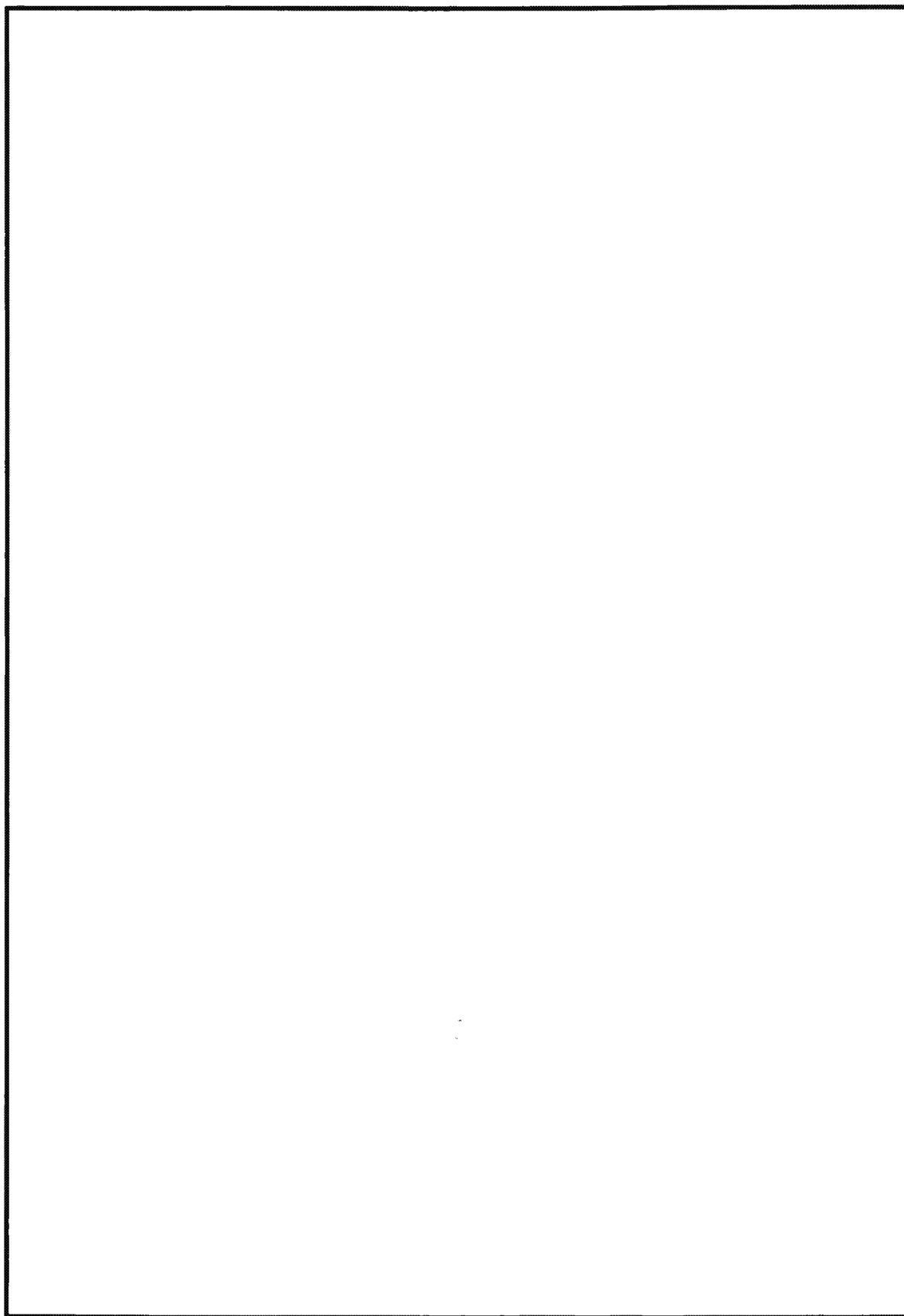
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Issue: 3.0



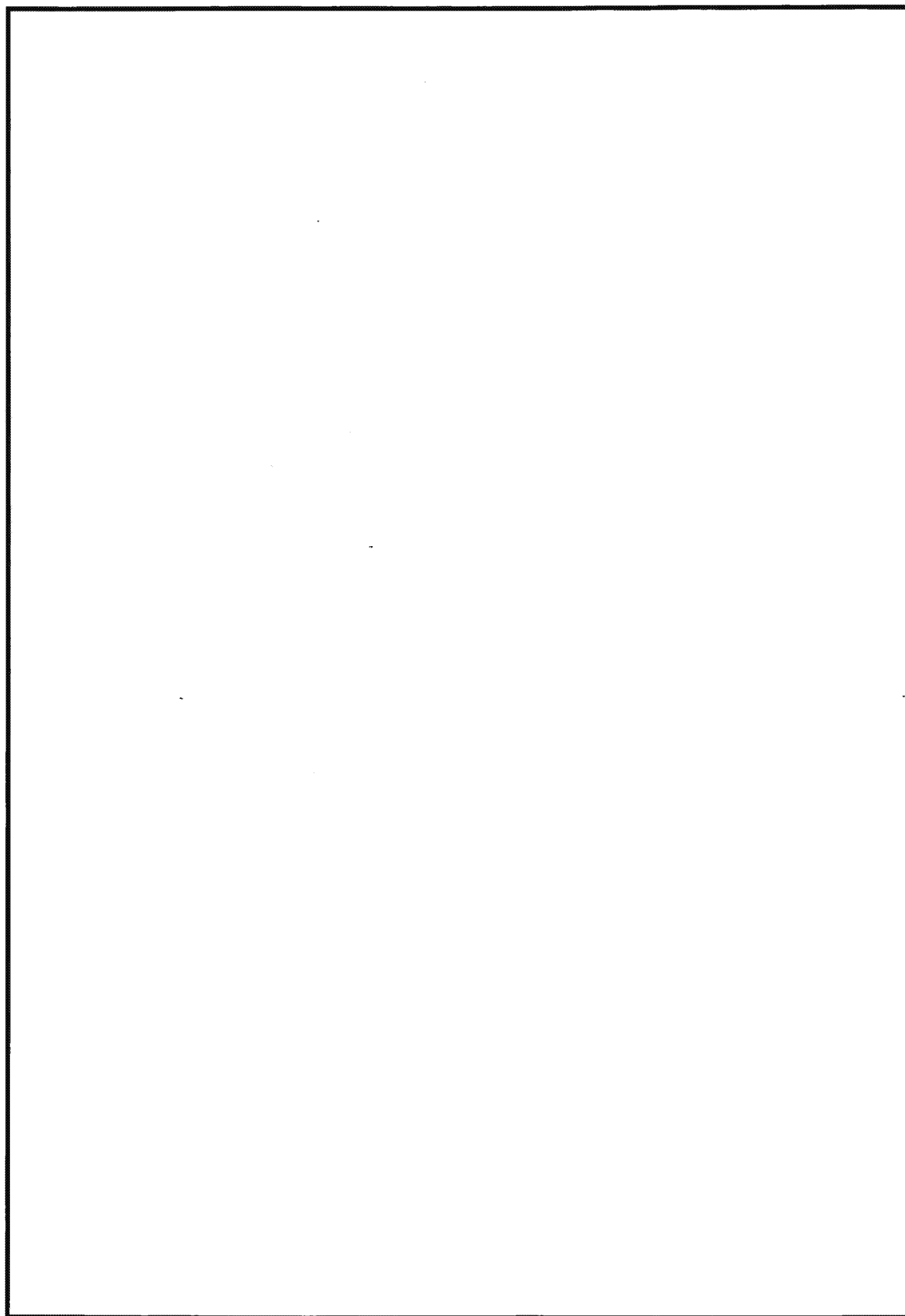
HORIZON SYSTEM

SECTION 1 - HORIZON SYSTEM REPORTS

INTRODUCTION

Introduction:

This section describes the actions and procedures required to produce system-generated reports. There are a number of different types of reports that can be produced from the system, these are for information only but they can help to locate an error or mistake carried out on the system. The Counter Daily and Weekly reports are required to be produced to reconcile the work carried out in the post office during the day or accounting week. The End of Day process is also described.



All Horizon system reports are accessed initially from the Reports icon on the Desktop menu. The first type of report used in the balancing procedure is the Counter Daily report.

In the following example, you will produce a BT Bills report. The procedure for the production of other Counter Daily reports, eg GiroBank and National Savings, is the same, with the exception of the Cheques Listing report.

Note:

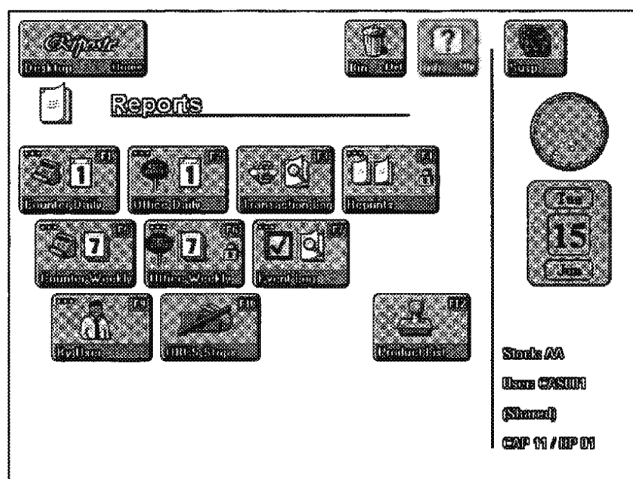
The nature of the business conducted throughout the day will determine which daily reports are required.

From the Desktop menu:

1. **Touch** the Reports icon,



or **Press** F2 on the keyboard.

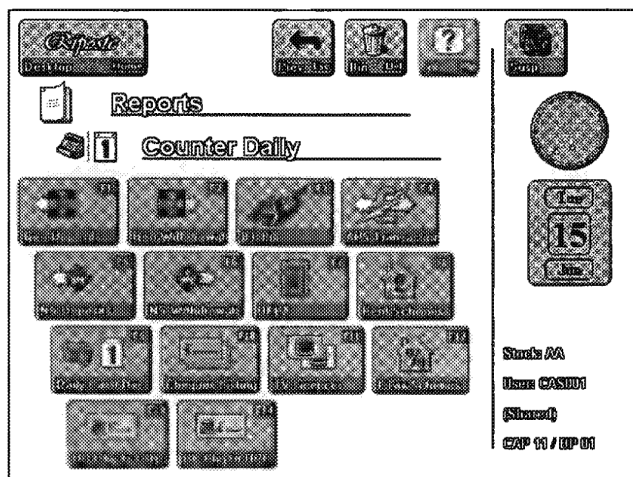


The Reports menu is displayed. There is an icon for Counter Daily reports.

2. **Touch** the Counter Daily icon,



or **Press** F1 on the keyboard.



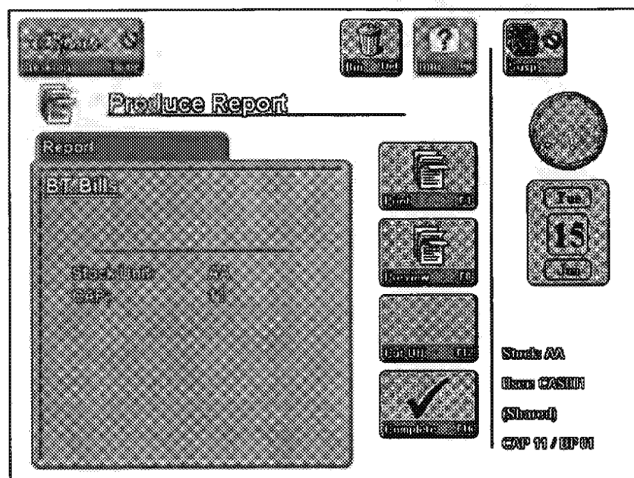
The Counter Daily reports menu is displayed. All the reports accessed from this menu group can be printed on the counter printer or previewed on the screen.

In this example you are going to produce a BT Bills report.

3. **Touch** the BT Bills icon,



or **Press** F3 on the keyboard.



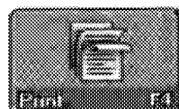
The Produce Report screen is displayed. The Report tab gives information about the Stock Unit and Cash Account Period (CAP).

To the right of the Report tab there are four icons which, if selected, will allow you to:

1. Print (F4) the report.
2. Preview (F8) the report on screen.
3. Perform the Cut Off (F12) for the client.
4. Complete (F16) the process, which will take you back to the Reports menu.

In this example you require a printed report.

4. **Touch** the Print icon,



or **Press** F4 on the keyboard.

Screen messages will be displayed for a few seconds informing you that the report is being prepared and then printed. The report will be produced from the counter printer.

Name of Office
Time, Date
CAP, BP
Stock Unit

Feltham Post Office FAD: 123456X
17:35 15/06/1999 CAP:01 BP:01 SU:AA
BT Bills

FAD
Code

Session No. &
Customer
account nos.

SESSN	CUSTOMER ACCOUNT	VALUE
1-13294	823907853	16.78
1-13329	540365854	42.34
1-13363	123456789	200.00
1-13412	624127899	62.10
1-13587	354189867	48.24

Amount
paid

TOTALS:	VOLUME	VALUE
BT bill Pymt	5	369.46
SUMMARY TOTAL:	5	369.46

Total
of all
payments

*** END OF REPORT ***

The report, reproduced overleaf, shows a number of BT Bill payments totalling £369.46 for Stock Unit AA. The report details the Customer Account numbers and the total volume of transactions carried out. You can take a report at any time.

At this point you would now reconcile the details on the report. If you find an error has occurred as part of a transaction a Reversal can be carried out using the session number. An example of this procedure is shown on page 17. (Workbook 7 also details how Reversals are carried out).

If you wish to mark the end of the transactions for your cut off, you can do so by activating the Cut-Off icon (F12).

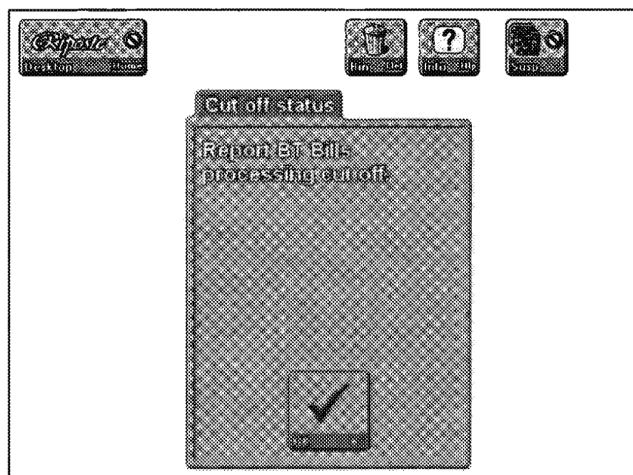
Note:

Activating the cut off icon will reset the report totals to zero.

5. **Touch** the Cut-Off icon,



or **Press** F12 on the keyboard.



The Cut off status screen is displayed which informs you that the cut off for the BT Bills report is being processed.

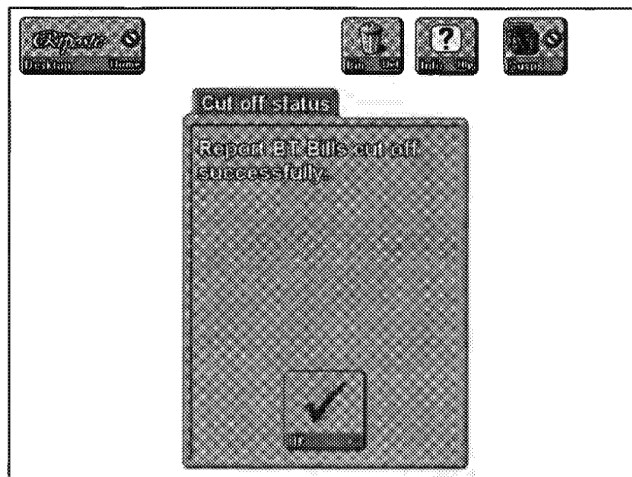
Note:

If the Cut-Off icon is activated before the report has been printed or previewed the 'Not yet Output' information message is displayed confirming that the report has yet to be printed or previewed. **Touch** the OK green tick icon, or **Press** ENTER and then print or preview the report.

6. **Touch** the OK green tick icon,



or **Press** ENTER on the keyboard.



The Cut off status screen now indicates that the BT Bills report has been cut off successfully.

The report can now be dispatched in accordance with current POCL procedures.

7. **Touch** the OK green tick icon,



or **Press** ENTER on the keyboard.

The Horizon system returns to the Produce Report screen. If no further actions are required:

8. **Touch** the Complete green tick icon,



or **Press** F16 on the keyboard.

The Horizon system returns to the Counter Daily Reports menu.

Well done!

You have produced a BT Bills system report and performed the Cut-Off procedure for the client using the Horizon system.

In the previous example, a BT Bills report was produced. If, during your reconciliation of the details on the report, (prior to activating the client cut off), you notice that the details of one of the original transactions had been entered incorrectly, then the error needs to be rectified before the cut-off is carried out.

In this example the customer's original BT bill payment should have been for £20.00 but during the transaction on the Horizon system an extra zero was added to the amount. The BT Bills report produced has indicated that the payment was entered as £200.00. If this transaction is not corrected a discrepancy of £180.00 will occur when the Stock Unit is balanced. In this case, the correction can be made by reversing the BT bill payment for £200.00 and completing a second BT bill payment for the correct amount of £20.00.

The report itemises all the BT bill payments made since the last time the cut-off procedure was carried out. Note that the Session Number for each transaction appears on the left-hand side of the Customer Account number. This is required to reverse the original transaction, which is classed as an Existing Reversal.

The Reversal will start from the Desktop menu:

1. **Touch** the Transactions icon, or **Press** F1 on the keyboard

2. **Touch** the Reversals icon,



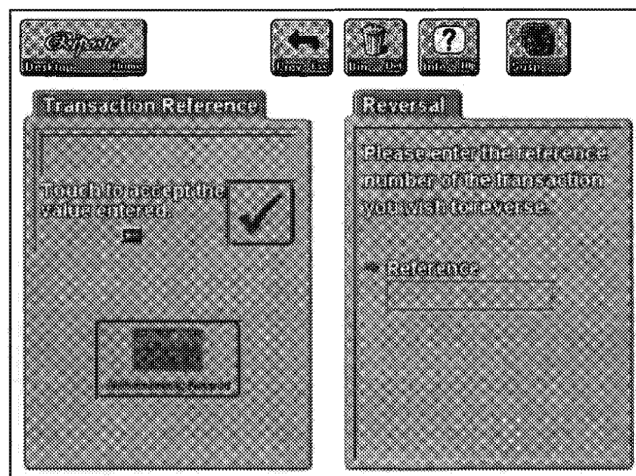
or **Press** F5 on the keyboard.

The Reversals menu is displayed.

3. **Touch** the Existing icon,



or **Press** F1 on the keyboard.



The Transaction Reference screen is displayed. The system prompts you to enter the Transaction Reference number (session number) obtained from the report.

The reference number is on the left of the Customer Account number and is in the format 1-23456.

4. **Type** the Transaction Reference (session) number from the report.

Check the reference number entered is correct before continuing.

5. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

The Horizon system will now search for the original transaction. If it can be reversed the Horizon system creates another transaction in the stack to the value of -£200.00 to offset the original BT bill payment.

If the original transaction cannot be found the Horizon system will display a message to that effect.

6. **Touch** the Finish icon, or **Press** ENTER on the keyboard.

The Settlement screen is displayed. You should select the method of payment used by the customer in the original transaction, ie Cash or Cheque. The Counter Daily Cheques Listing report can be used to confirm whether a cheque had been used as the original method of payment, refer to page 19.

In this example the original transaction was completed with a Cash payment by the customer.

7. **Touch** the Cash icon, or **Press** F1 on the keyboard.

A Reversal receipt is now produced on the counter printer. The original BT bill payment has now been reversed.

Note:

The customer's original BT Bill must now be completed for the correct amount of £20.00.

From the Serve Customer menu, you would now complete a BT Bill payment for £20.00 (cash) using the Customer Account number obtained from the original BT Bills report.

On completion, the BT Bills report must then be reprinted and the client cut-off performed. Refer to the procedure on page 13.

Well done!

You have completed an Existing Reversal from a counter report using the Horizon system.

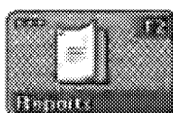
The final Counter Daily report that should be produced is the Cheques Listing report. This is the exception to the procedure described on page 13.

At the end of the day the Cheques Listing report should be printed (or previewed) and the cheques reconciled against it. Once you are happy with the information on the report the procedure can be completed. The cheques can then be dispatched to the Data Processing Centre in accordance with current POCL procedures. However, on the Horizon system, the dispatch of the cheques is classed as a Remittance Out of the post office. Once the cheques have been remitted out of the post office the Cheques Listing report can be produced again and the cut-off applied at that point.

In the following example, the Cheques Listing report will be produced, the cheques remitted out of the post office (dispatched), and the report taken a second time. Then the cut-off will be activated.

From the Desktop menu.

1. **Touch** the Reports icon,



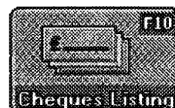
or **Press** F2 on the keyboard.

2. **Touch** the Counter Daily icon,



or **Press** F1 on the keyboard.

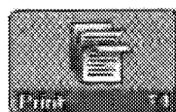
3. **Touch** the Cheques Listing icon,



or **Press** F10 on the keyboard.

After a short delay, the Produce Report screen is displayed. The report can be printed on the counter printer or previewed on screen.

4. **Touch** the Print icon,



or **Press** F4 on the keyboard.

```
Feltham Post Office      FAD: 123456X
17:48 15/06/1999 CAP:01 BP:01 SU:AA
Cheques Listing

SESSN      VOLUME      VALUE
1-13295           1        16.78
1-13330           1        42.34
1-13389           1       101.00
1-13413           1        62.10
1-13488           1       101.00
1-13531           1       155.00

TOTAL                6       478.22
```

*** END OF REPORT ***

The Cheques Listing report, reproduced overleaf, shows a total of 6 cheques totalling £478.22, accepted during the day. Once these cheques have been physically reconciled with the report, they can be dispatched to the Data Processing Centre. This procedure must be completed as a Remittance Out of the post office on the Horizon system.

There is no requirement to activate the cut off at this point.

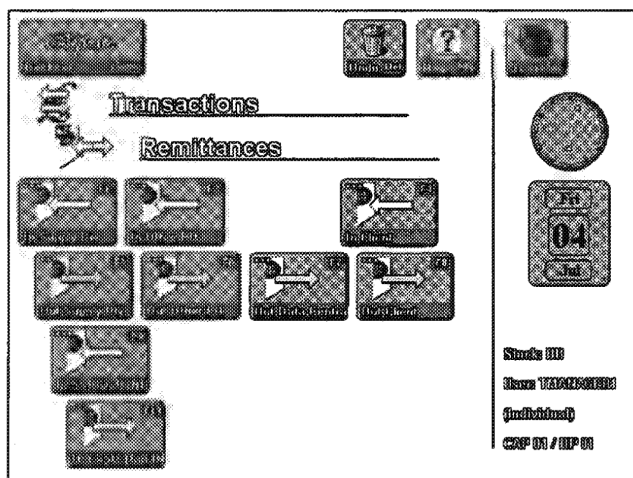
5. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

The system returns to the Counter Daily Reports menu.

6. **Touch** the Riposte Desktop icon, or **Press** HOME on the keyboard.

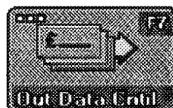
7. **Touch** the Transactions icon, or **Press** F1 on the keyboard.

8. **Touch** the Remittances icon, or **Press** F3 on the keyboard.

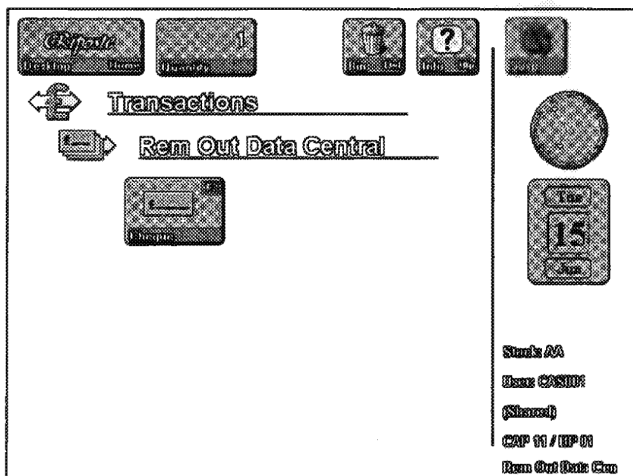


The Remittances menu is displayed. There is an icon for Remitting (dispatching) Cheques to the Data Processing Centre.

9. **Touch** the Out Data Cntrl icon,



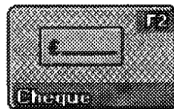
or **Press** F7 on the keyboard.



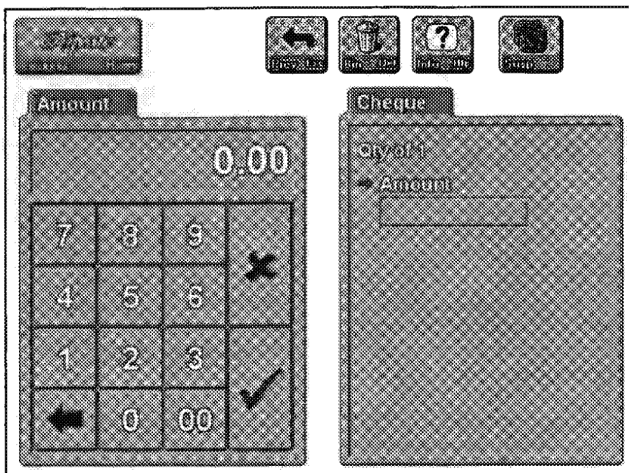
The Rem Out Data Central menu is displayed.

Only cheques can be remitted out of the post office to the Data Processing Centre.

10. **Touch** the Cheque icon,



or **Press** F2 on the keyboard.



The Amount screen is displayed. The system prompts you to enter the total amount of cheques to be remitted out of the post office.

In this example the total amount of cheques is £478.22 (obtained from the Cheques Listing report).

11. **Type** the amount of cheques to be remitted out of the office.

Check the amount entered is correct before continuing.

12. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

The cheques now appear in the stack and the remittance can be completed.

13. **Touch** the Finish icon, or **Press** ENTER on the keyboard.

A Remittance Out slip (Data Centre) receipt is produced on the counter printer. The slip must be signed, datestamped and retained in the drawer. The cheques can now be dispatched in accordance with current POCL procedures.

The Cheques Listing report can now be produced a second time and the cut off procedure activated.

14. **Touch** the Riposte Desktop icon, or **Press** HOME on the keyboard.

15. **Touch** the Reports icon, or **Press** F2 on the keyboard.

16. **Touch** the Counter Daily icon, or **Press** F1 on the keyboard.

17. **Touch** the Cheques Listing icon, or **Press** F10 on the keyboard.

18. **Touch** the Print icon, or **Press** F4 on the keyboard.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 1: Counter Daily Cheques Listing report, continued

Date: 13/12/99

Issue: 3.0

Feltham Post Office FAD: 123456X
17:48 15/06/1999 CAP:01 BP:01 SU:AA
Cheques Listing

SESSN	VOLUME	VALUE
1-13295	1	16.78
1-13330	1	42.34
1-13389	1	101.00
1-13413	1	62.10
1-13488	1	101.00
1-13531	1	155.00
1-13574	1 -	478.22 -

TOTAL 5 0.00

*** END OF REPORT ***

The Cheques Listing report now includes the Remittance Out of the post office. Therefore the total is now zero. The system report can now be cleared completely by activating the Cut-Off icon which will reset the system report.

19. **Touch** the Cut-Off icon, or **Press** F12 on the keyboard.

The Cut off status information box is displayed.

20. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

The Cut off status information box is displayed informing you that the Report Cheques Listing cut off successfully.

21. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

The Horizon system returns to the Produce Report screen.

22. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

The Horizon system returns to the Counter Daily reports menu.

Well done!

You have completed the Cheques Listing report procedure on the Horizon system.

Section 1: Declare the Overnight Cash Holding (ONCH) in a Shared Stock Unit

Date: 13/12/99

Issue: 3.0

At the end of the working day, you must declare the Over Night Cash Holding (ONCH). This declaration can be made from the Counter Daily reports menu. It is a **mandatory** report.

If the declaration is made in an Individual Stock Unit the system will compare the declaration against the system-derived cash figure. If there is a difference then Horizon system will inform you of the discrepancy.

If the declaration is made in a Shared Stock Unit, then the system will prompt you to enter the declaration identity number for the portion of the Stock Unit that has been declared. The cash can be declared as one total figure, or a series of declarations corresponding to the number of portions into which the Stock Unit has been divided. The system will then add all declarations together to arrive at the ONCH for the Shared Stock Unit.

In the following example you are attached to and using, a Shared Stock Unit. You have counted the cash held in the whole of the Stock Unit and wish to declare the following figures:

Coins 1p	£6.42
Coins 2p	£12.26
Coins 5p	£28.15
Coins 10p	£85.10
Coins 20p	£124.00
Coins 50p	£150.50
Coins £1	£450.00
Coins £2	£340.00
Notes £5	£2560.00
Notes £10	£3520.00
Notes £20	£2120.00
Notes £50	£400.00
Notes £100	£200.00
<hr/> Total	<hr/> £9996.43

From the Desktop menu.

1. **Touch** the Reports icon, or **Press** F2 on the keyboard.

The Reports menu is displayed. The ONCH declaration can be made from the Counter Daily menu.

2. **Touch** the Counter Daily icon, or **Press** F1 on the keyboard.

HORIZON SYSTEM

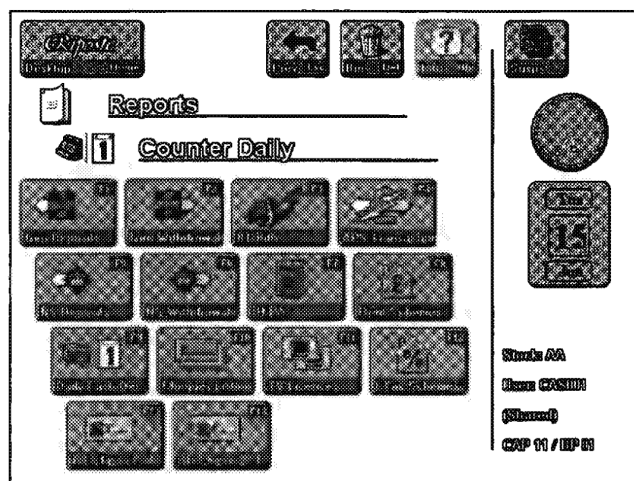
Balancing using the Horizon System

Ref: PATH/43/002

Section 1: Declare the Overnight Cash Holding (ONCH) in a Shared Stock Unit, continued

Date: 13/12/99

Issue: 3.0



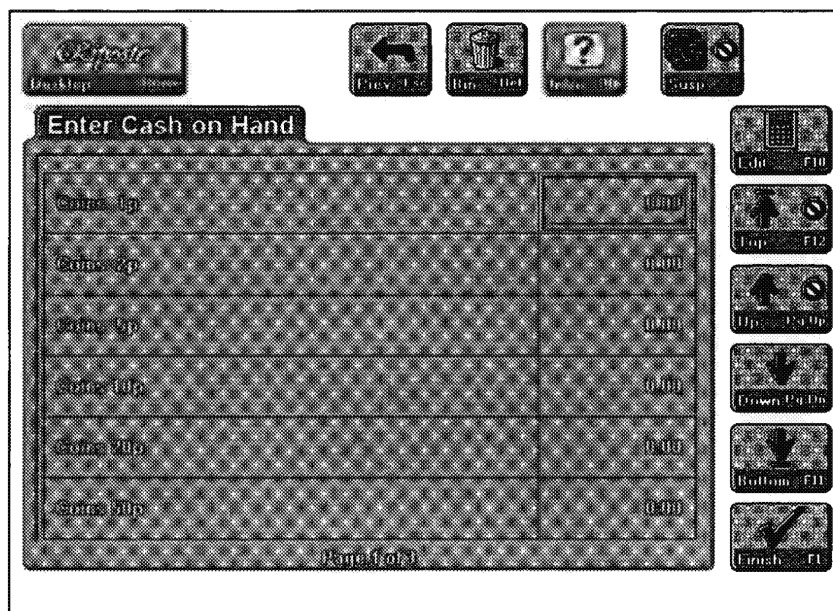
The Counter Daily Reports menu is displayed. The Daily Cash Decl icon will allow you to declare the Over Night Cash Holding (ONCH).

In this example you are going to declare the cash listed earlier.

3. **Touch** the Daily Cash Dec icon,



or **Press** F9 on the keyboard.



The Enter Cash on Hand screen is displayed, allowing you to enter the cash held, by denomination. The system is waiting for you to enter the cash held in 1p coinage. You can enter the cash held, using the keyboard, or activating the Edit icon (F10 on the keyboard) will allow you to enter the figures using the touch screen.

Section 1: Declare the Overnight Cash Holding (ONCH) in a Shared Stock Unit, continued

Date: 13/12/99

Issue: 3.0

4. **Type** the cash declarations listed on page 23, check the amount entered, and **Press** ENTER on the keyboard after each entry. (The Edit icon can also be used: a number keypad appears on screen allowing you to enter the cash declarations).

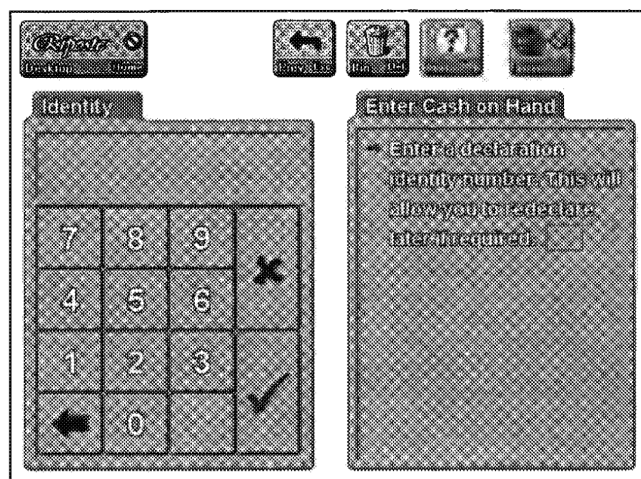
Note:

If an incorrect multiple is entered, eg £26.10 of 50p coins, the Horizon system will display an error message. Acknowledge the message and re-enter the correct amount.

5. **Touch** the Finish green tick icon,



or **Press** F1 on the keyboard.



Because the declaration was made in a Shared Stock Unit, the Identity screen is displayed.

The system prompts you to enter a declaration identity number.

In this example you will use the declaration identity number 10.

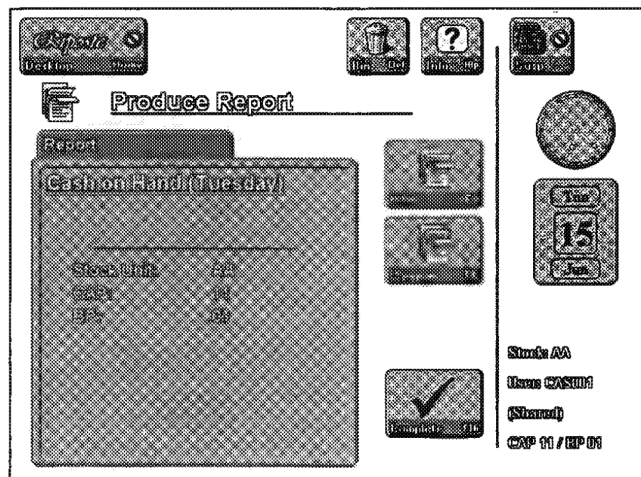
Note:

If the Stock Unit has been divided into a number of portions, the same procedure can be carried out by everyone having a portion of the Stock Unit's cash holding. However each person making a declaration must do so using a different declaration identity number.

6. **Type** 10

Check the identity number entered is correct before continuing.

7. **Touch** the green tick icon, or **Press** ENTER on the keyboard.



The Produce Report screen is displayed. At this point, a report can be produced on the counter printer or previewed on screen.

HORIZON SYSTEM

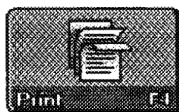
Balancing using the Horizon System

Ref: PATH/43/002

Section 1: Declare the Overnight Cash Holding (ONCH) in a
Shared Stock Unit, continued

Date: 13/12/99

Issue: 3.0

8. **Touch** the Print icon,or **Press** F4 on the keyboard.

The Cash on Hand report is now printed on the counter printer.

Feltham Post Office FAD: 123456X	
18:07 17/06/1999 CAP:11 BP:01 SU:AA	
Cash on Hand (Tuesday)	
USER : CAS001 Declaration ID : 10	
DESCRIPTION	AMOUNT
Coins 1p	6.42
Coins 2p	12.26
Coins 5p	28.15
Coins 10p	85.10
Coins 20p	124.00
Coins 50p	150.50
Coins £1	450.00
Coins £2	340.00
Notes £5	2560.00
Notes £10	3520.00
Notes £20	2120.00
Notes £50	400.00
Notes £100	200.00
TOTAL:	9996.43
*** END OF REPORT ***	

Details of the cash
declarations madeTotal cash on
hand9. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.**Note:****The procedure for the ONCH declaration in an Individual Stock Unit is described on page 27.****Well done!****You have completed the Overnight Cash Holding declaration in a Shared Stock Unit.**

Section 1: Declare the Overnight Cash Holding (ONCH) in an Individual Stock Unit

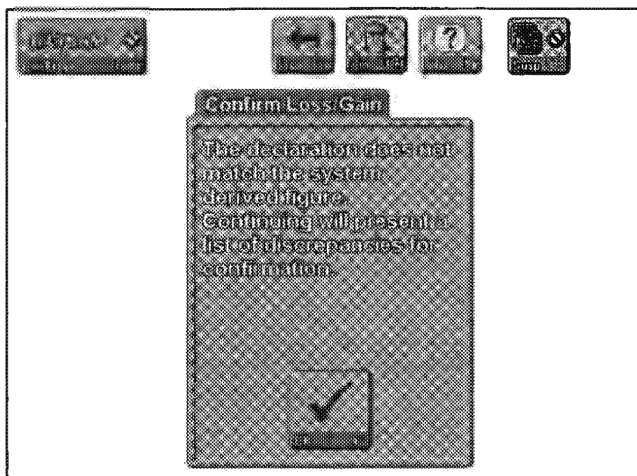
Date: 13/12/99

Issue: 3.0

The procedure for declaring the ONCH in an Individual Stock Unit is similar to the process for a Shared Stock Unit (described on pages 23 - 26).

In the following example the differences between the two procedures will be highlighted:

1. **Carry out** steps 1 - 5 on pages 23 - 25 using the cash figures on page 23.



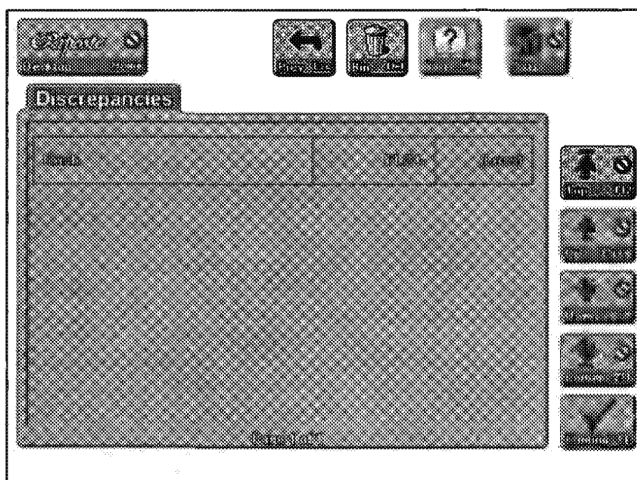
The Confirm Loss/Gain screen will be displayed at this point **IF** a discrepancy has been found between the cash declaration entered and the system-derived figure.

Touching the OK green tick icon, **Pressing** ENTER will reveal the size of the discrepancy.

Note:

If the cash declaration matched the system derived figure then the Produce Report screen is displayed. Complete the ONCH declaration from step 9 on page 26.

2. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.



The Discrepancies screen is displayed indicating the size of the loss or gain.

Touching the Confirm green tick icon, or **Pressing** F1 will acknowledge the discrepancy.

If you are not happy to accept this as the ONCH for your Stock Unit, you can recount the cash on hand and redeclare the ONCH. This will overwrite any previous declarations.

3. **Touch** the Confirm green tick icon, or **Press** F1 on the keyboard.

The Produce Report screen is displayed and the Cash on Hand declaration can be printed again on the counter printer or previewed on screen.

4. **Carry out** steps 8 - 9 on page 26.

Well done!

You have completed the Overnight Cash Holding declaration in an Individual Stock Unit.

The final type of Daily report that can be used in the balancing procedure is the Office Daily report. These reports are similar to the Counter Daily reports, but summarise the total of all transactions carried out in the post office.

Note:

These reports are office specific and for internal use only. They are not to be dispatched to the client. They can be produced at any time, from ANY counter position in the post office. The report will be produced on the A4 report printer.

These reports are initially accessed from the Desktop menu:

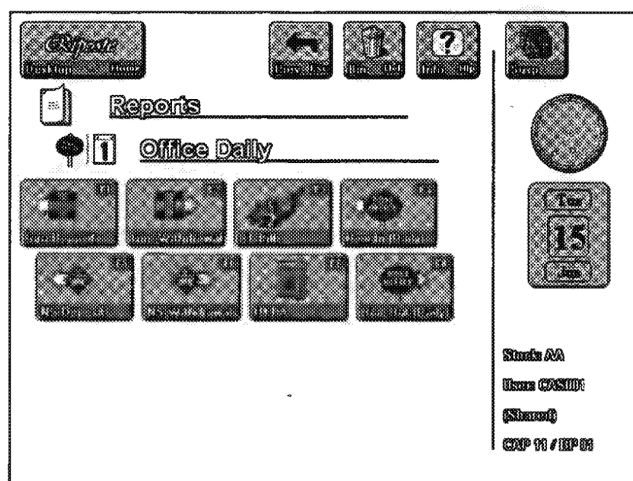
1. **Touch** the Reports icon, or **Press** F2 on the keyboard.

The Reports menu is displayed and there is an icon for Office Daily reports.

2. **Touch** the Office Daily icon,



or **Press** F2 on the keyboard.



The Office Daily menu is displayed. The reports available are similar to the Counter Dailies.

In the following example a BT Bills report will be produced.

3. **Touch** the BT Bills icon,



or **Press** F3 on the keyboard.

HORIZON SYSTEM

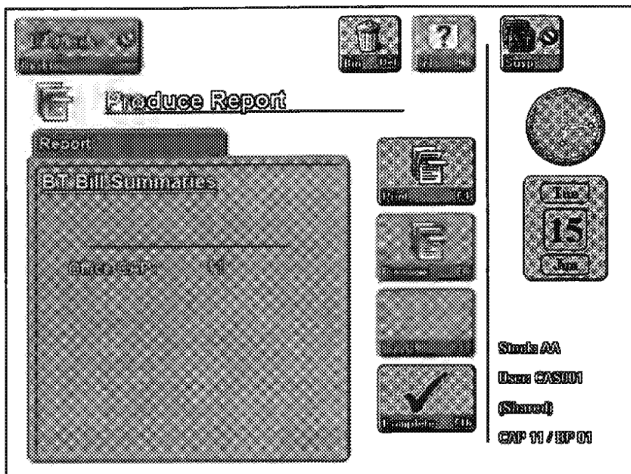
Balancing using the Horizon System

Ref: PATH/43/002

Section 1: Office Daily reports, continued

Date: 13/12/99

Issue: 3.0



The Produce Report screen is displayed. The Report tab gives information about the Office CAP.

In this example you are going to print the client report.

4. **Touch** the Print icon, or **Press** F4 on the keyboard.

Screen messages will be displayed for a few seconds informing you that the report is being prepared and then printed. The report will be produced from the A4 report printer.

Feltham Post Office		FAD: 123456X		Page 1	
18:15 15/06/1999				CAP:11	
BT Bills Summaries					
USER	SU	TIME	DATE	VOL	VALUE
CAS001	AA	09:19	15/06/99	1	16.78
CAS001	AA	10:01	15/06/99	1	42.34
CAS001	AA	10:30	15/06/99	1	£200.00
CAS001	AA	11:28	15/06/99	1	62.10
CAS001	AA	12:18	15/06/99	1	48.24
CAS001	AA	12:49	15/06/99	1	£200.00-
CAS001	AA	12:52	15/06/99	1	£20.00
OFFICE TOTALS				7	£189.46
*** END OF REPORT ***					

Details of all transactions carried out (including the Reversal)

The screen display returns to the Produce Report screen.

5. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have produced an Office Daily BT Bills report using the Horizon system.

Section 1: End of Day procedure on the Horizon system

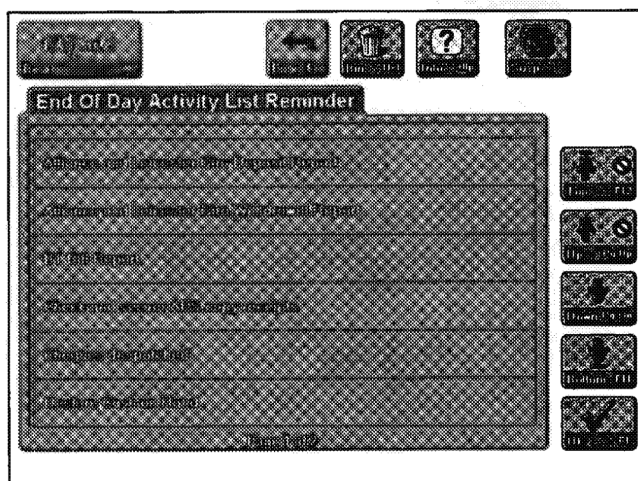
Once all the required daily reports have been produced and the client cut-offs completed where necessary, the End of Day procedure must be activated on the Horizon system. This will mark the end of the business day.

This procedure starts from the Desktop menu:

1. **Touch** the End of Day icon,



or **Press** F6 on the keyboard.

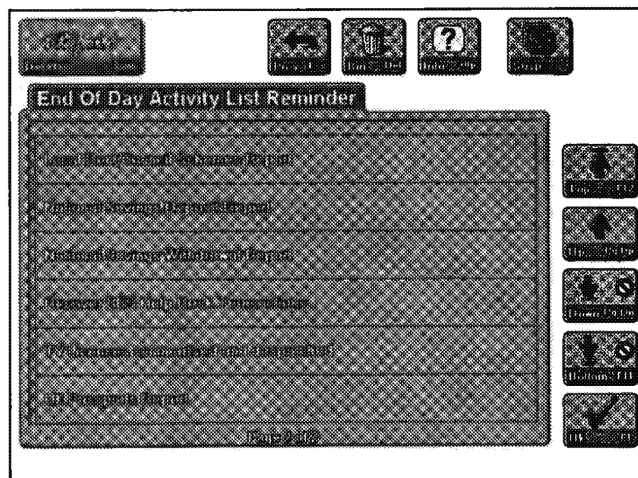


The End Of Day Activity List Reminder screen is displayed. The system displays a list of reports and activities that must be completed (if required) in the post office at the end of the day.

You will notice that the screen displayed is page 1 of 2.

To view the second page of activities:

2. **Touch** the Down green arrow icon, or **Press** PAGE DOWN on the keyboard.



Page 2 of the End Of Day Activity List Reminder screen is displayed.

3. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.

The system returns to the Desktop menu. If there are any activities that you have not yet completed they should be carried out now.

Well done!

You have completed the End of Day procedure on the Horizon system.

The Counter Daily and Office Daily reports summarise on a daily basis, the work undertaken at the counter and in the post office as a whole. However, there are other reports that need to be produced at the end of the accounting week. These are called Counter Weekly and Office Weekly Reports.

In the following example a P and A (Pensions and Allowances) Weekly report will be produced.

Note:

Although the P & A is a weekly report, it can be produced at any time during the week. The report can then be summarised and cut-off by the user whenever required.

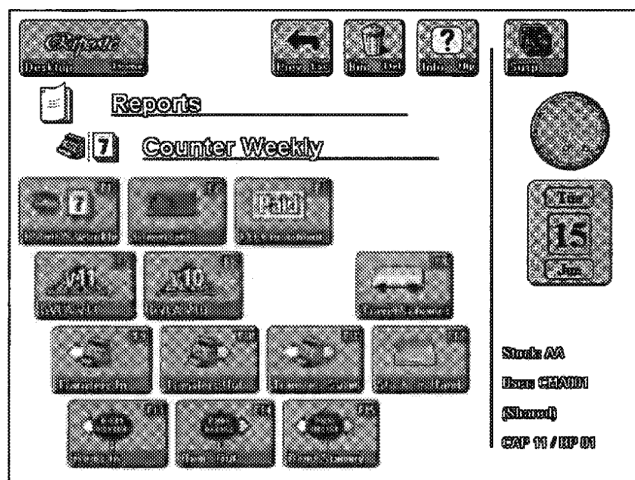
From the Desktop menu:

1. **Touch** the Reports icon, or **Press** F2 on the keyboard.

2. **Touch** the Counter Weekly icon,



or **Press** F5 on the keyboard.



The Counter Weekly menu is displayed. A number of different reports can be produced.

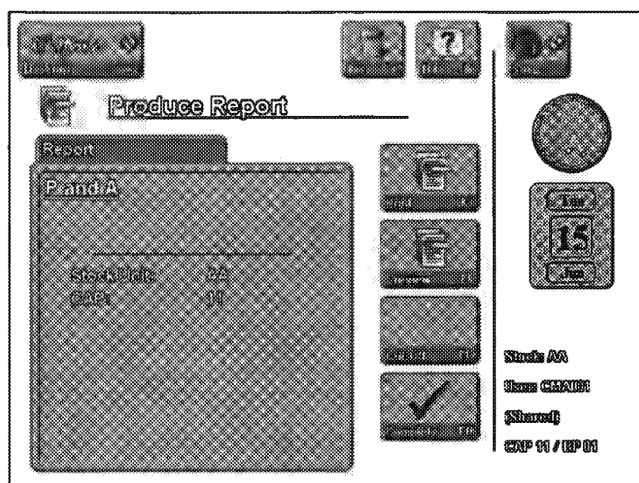
The nature of the business conducted in your outlet during the accounting week will determine which reports are required.

In this example a P & A Report is required.

3. **Touch** the P and A Weekly icon,



or **Press** F1 on the keyboard.

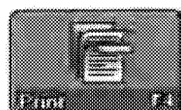


The Produce Report screen is displayed for the P and A report.

The screen is similar to the Produce Report screens for the Counter and Office Daily reports. The report can be previewed on screen or printed on the counter printer.

To print the report:

4. **Touch** the Print icon,



or **Press** F4 on the keyboard.

Screen messages will be displayed for a few seconds informing you that the report is being prepared and then printed. The report will be produced from the counter printer and summarises all Pensions and Allowances paid during the current Cash Account Period or since the report was last cut-off.

Feltham Post Office		FAD: 123456X
17:45 15/06/1997		CAP:11 BP:01 SU:AA
P and A		
Allowances		
P&A 5 chd ben		
PRICE	VOLUME	VALUE
22.50	12	270.00
27.50	23	632.50
33.25	4	133.00
-----		-----
Total P&A 13 ret pens		1035.50
Pensions		
P&A 13 ret pens		
PRICE	VOLUME	VALUE
36.50	2	73.00
108.00	3	324.00
-----		-----
Total P&A 13 ret pens		397.00
TOTALS:		Volume
		Value
Allowances		
Child Benefit	39	1035.50
Sub Total:	39	1035.50
Pensions		
P&A 13	5	397.00
Sub Total:	5	397.00
SUMMARY TOTAL:		44
		1432.50
*** END OF REPORT ***		

Details of all
OBCS foil
encashments

Summary of
ALL Pensions
and Allowances
paid

The report reproduced overleaf shows an example of the Pensions and Allowances Weekly Report. It details each Pension or Allowance Group and summarises by volume and total, the total number of all the benefits paid. Once you have reconciled the report with the foils the cut-off can be applied to reset the system total.

You can produce a report at any time during the accounting week to check the total of benefits paid. It is also possible to carry out the reconciliation of the P&A transactions and apply the cut-off at the end of each day. However the foils and accompanying report must be dispatched only once, (at the end of the accounting week) in accordance with current POCL procedures.

To apply the cut-off:

5. **Touch** the Cut-Off icon,



or **Press** F12 on the keyboard.

The Cut off information screen is displayed which informs you that the system is processing the cut off.

6. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

The Cut off information screen is displayed again informing you that the Report P & A cut off was successful.

7. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

8. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

The Horizon system returns to the Counter Weekly menu.

Well done!

You have produced a system report for Pension and Allowance Weekly Summary and performed the cut-off procedure using the Horizon system.

The reports produced so far have all been for a counter position or the post office as a whole. It is also possible to produce reports by user, so that a user, who may have served at numerous counter positions in the office, can obtain an accurate report of their work.

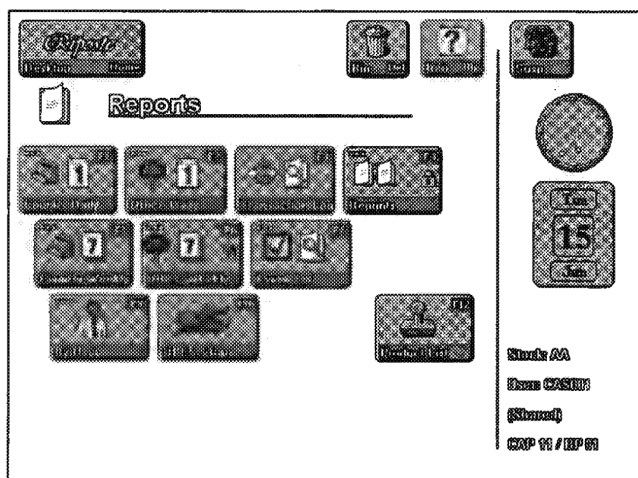
Note:

The By User reports can only be produced once any user in the post office has printed or previewed the report and activated the cut-off from the Counter Daily or Counter Weekly reports menu.

In the following example, an APS Transactions report will be produced for the user CAS001.

From the Desktop menu:

1. **Touch** the Reports icon, or **Press** F2 on the keyboard.

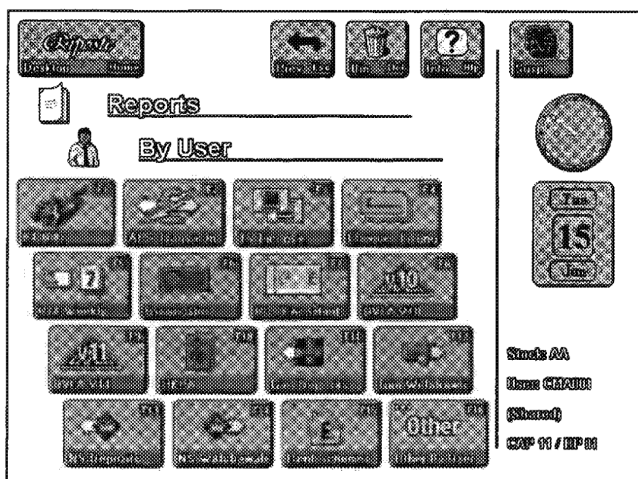


The Reports menu is displayed. There is an icon for reports By User.

2. **Touch** the By User icon,



or **Press** F9 on the keyboard.



The By User menu is displayed, showing the different reports available.

In this example you are going to produce an APS Transactions report.

3. **Touch** the APS Transactn icon,



or **Press** F2 on the keyboard.

HORIZON SYSTEM

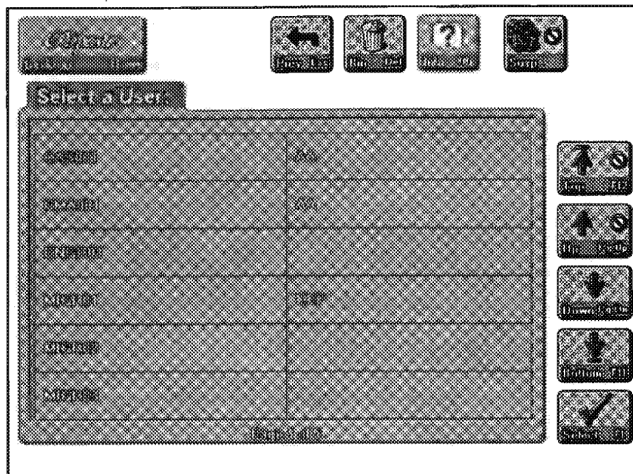
Balancing using the Horizon System

Ref: PATH/43/002

Section 1: Reports by user, continued

Date: 13/12/99

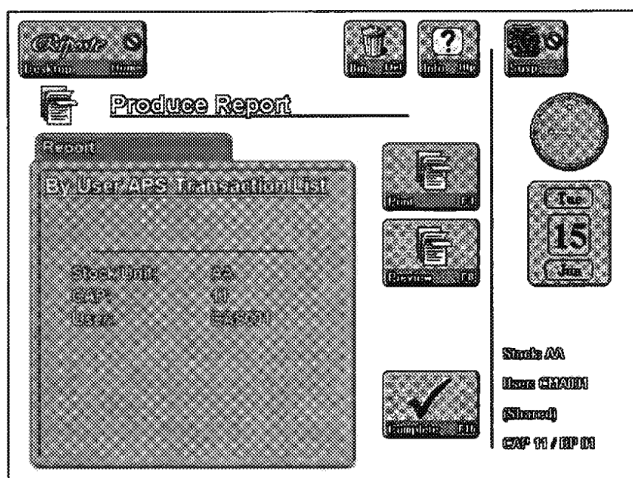
Issue: 3.0



The Select a User screen is displayed. Select the user that the report will refer to.

In this example the user required is CAS001.

4. **Select** the User by touching the line to highlight the User in yellow.
5. **Touch** the Select green tick icon, or **Press** F1 on the keyboard.



The Produce Report screen is displayed.

6. **Touch** the Print icon, or **Press** F4 on the keyboard.

Screen messages will be displayed for a few seconds informing you that the report is being prepared and then printed. The report will be produced from the counter printer and will be in the same format as the Counter Daily report shown on page 14.

7. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have produced a By User APS Transaction List report using the Horizon system.

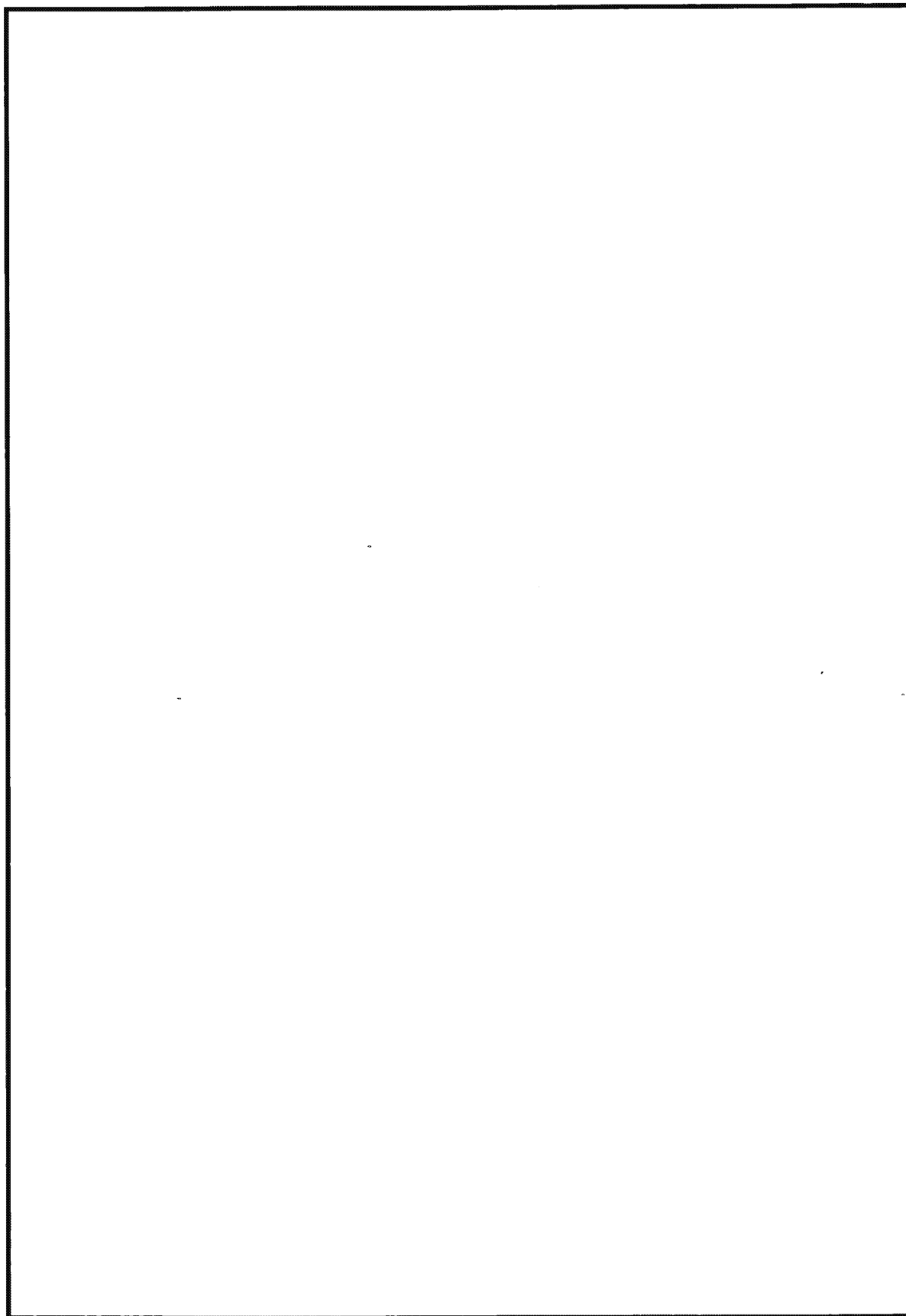
HORIZON SYSTEM

Balancing using the Horizon System

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Date: 13/12/99

Issue: 3.0



**Activity Sheet 1 Workbook 10**

If there are any questions you are unable to answer, read Workbook 10 Section 1 again. All the questions are practical and require you to use the Horizon system.

Note:

If you are completing these exercises in the post office, ensure that the Horizon system is in Training Mode.

1. Produce a Counter Daily Giro Deposits report.

2. Declare the following ONCH:

Coins 1p	£15.00
Coins 2p	£20.00
Coins 5p	£35.00
Coins 10p	£80.00
Coins 20p	£150.00
Coins 50p	£200.00
Coins £1	£450.00
Coins £2	£350.00
Notes £5	£2500.00
Notes £10	£3200.00
Notes £20	£2800.00
Notes £50	£100.00
Notes £100	£100.00

3. Produce an Office Daily NS Deposits report.

4. Produce a Counter Weekly Green Giro report.

5. Produce a BT Bills report for any user (other than yourself).

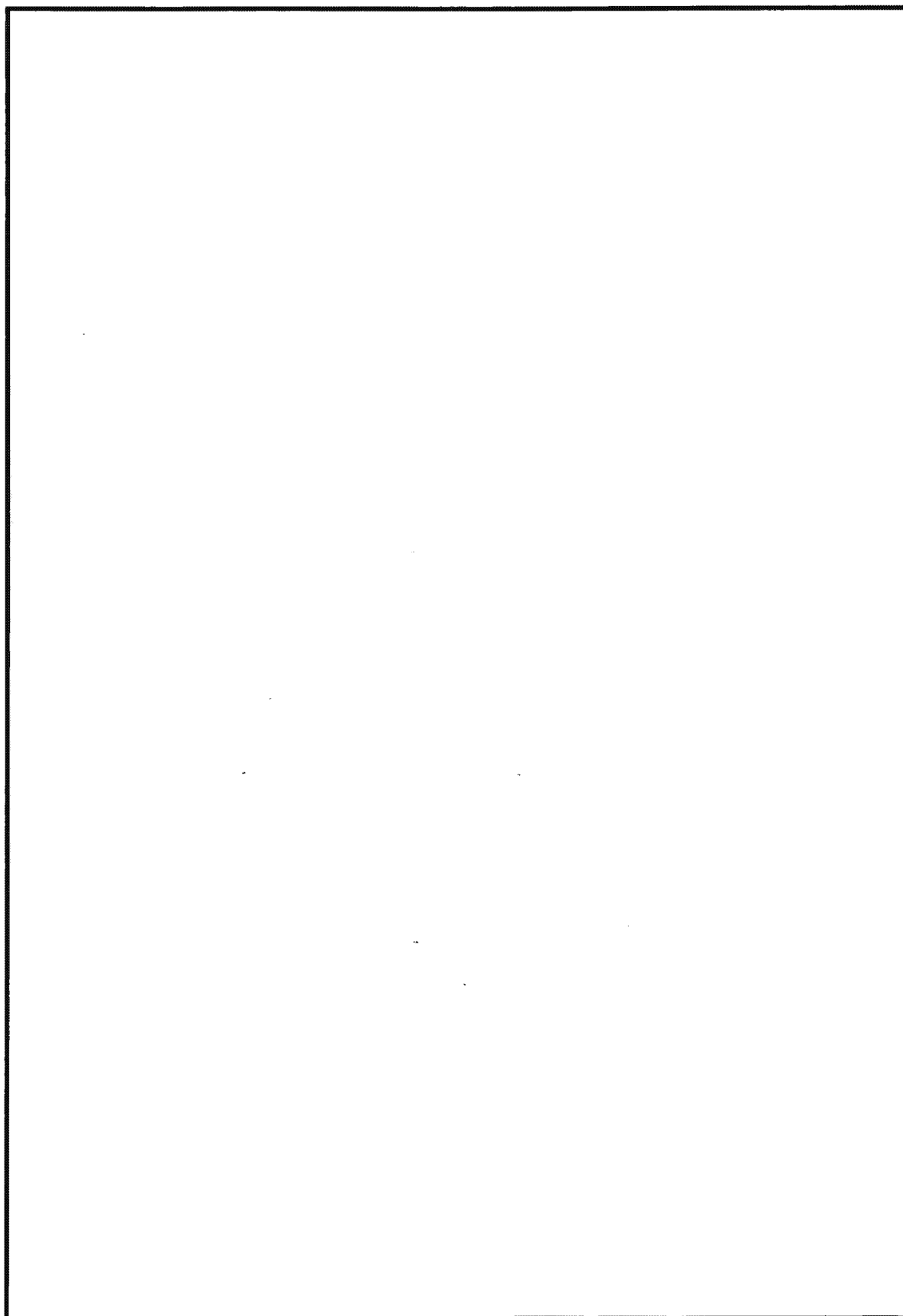
HORIZON SYSTEM

Balancing using the Horizon System

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Issue: 3.0



HORIZON SYSTEM

SECTION 2 - STOCK UNIT BALANCING

INTRODUCTION

Introduction:

This section describes the actions and procedures required to balance a Stock Unit. The Balance procedure for both Individual and Shared Stock Units is described on pages 8 and 9.

It is worth pointing out that no two Stock Units will necessarily require the same preparation work.

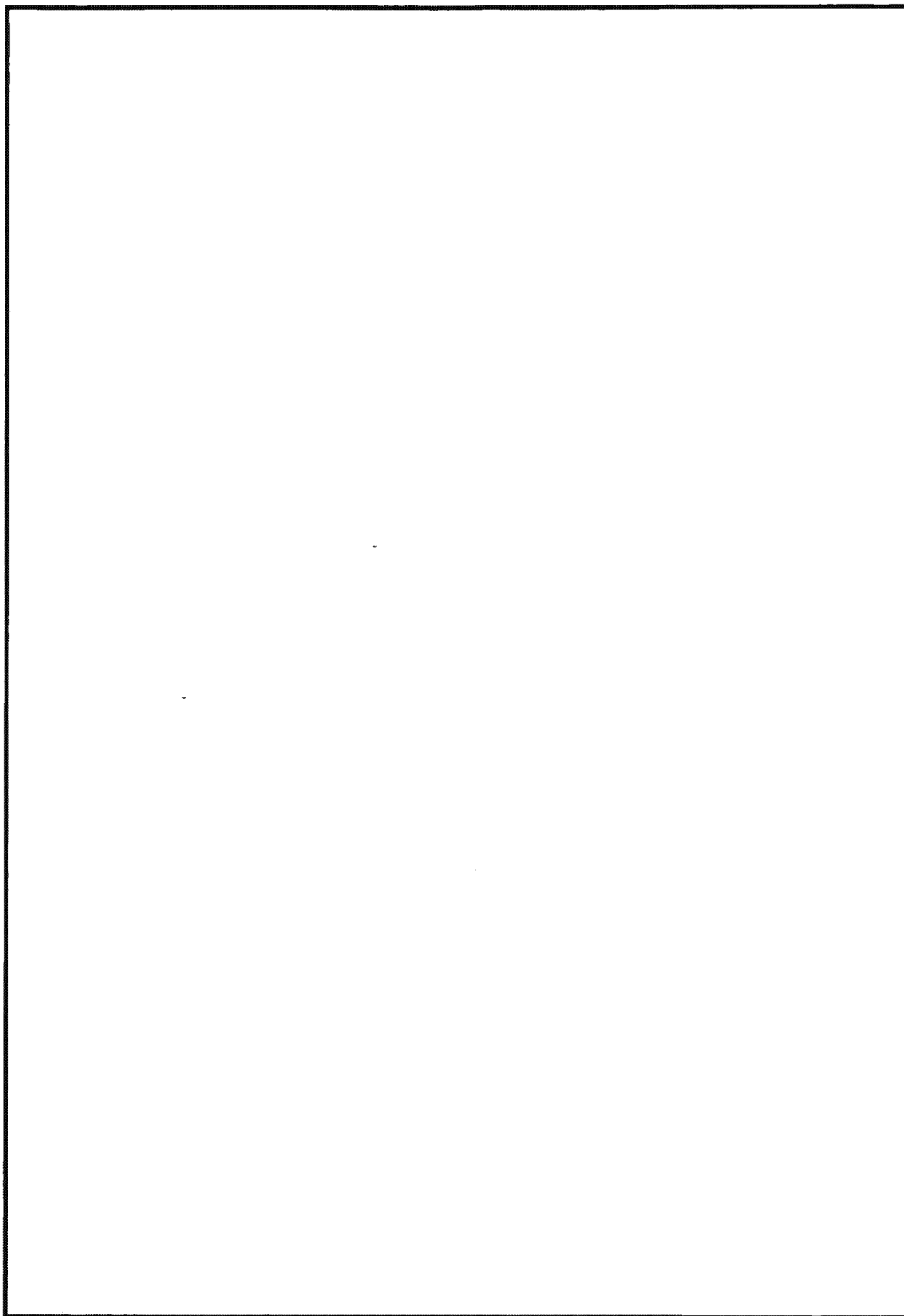
HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Date: 13/12/99

Issue: 3.0



Once the Counter and Office Daily and Weekly reports have been taken, it is always worthwhile carrying out the Check Summaries procedure. The system will check to ensure that all required system reports have been carried out and a message displayed indicating that:

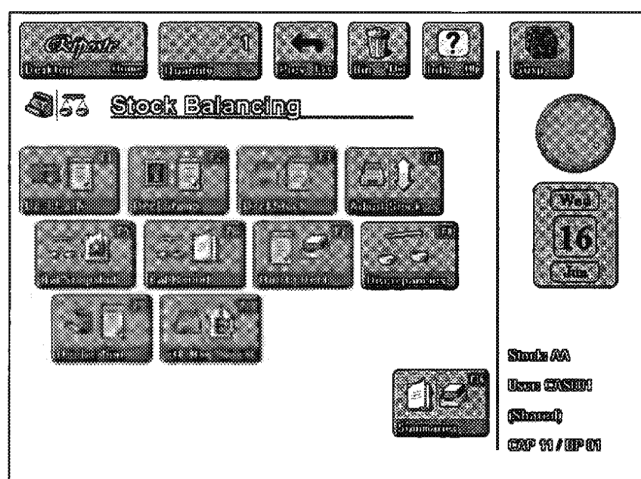
- There are no Outstanding Summaries (reports) that will stop the Stock Unit balance procedure.
- or
- There are Summaries (reports) still to be produced. It will also indicate whether the reports are mandatory ie they **MUST** be taken before the Stock Unit can be balanced.

This procedure starts from the Desktop menu:

1. **Touch** the Stock Balancing icon,



or **Press** F4 on the keyboard.



The Stock Balancing menu is displayed.

There are various icons that will directly affect the stock, including a Summaries icon.

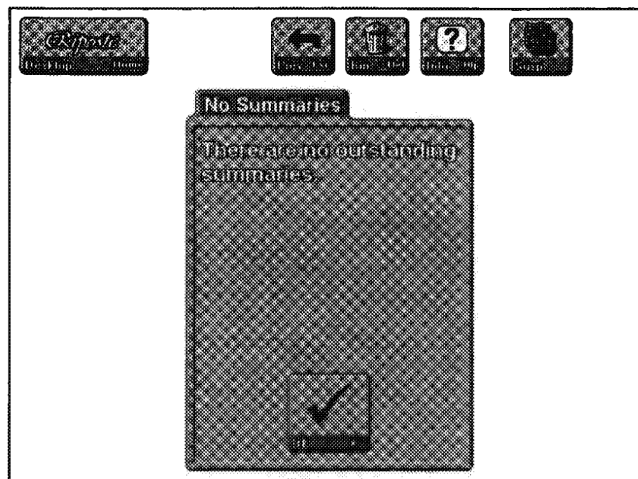
2. **Touch** the Summaries icon,



or **Press** F16 on the keyboard.

The Horizon system will now check whether if all the Summaries (reports) have been produced, and provide a screen message as already indicated above.

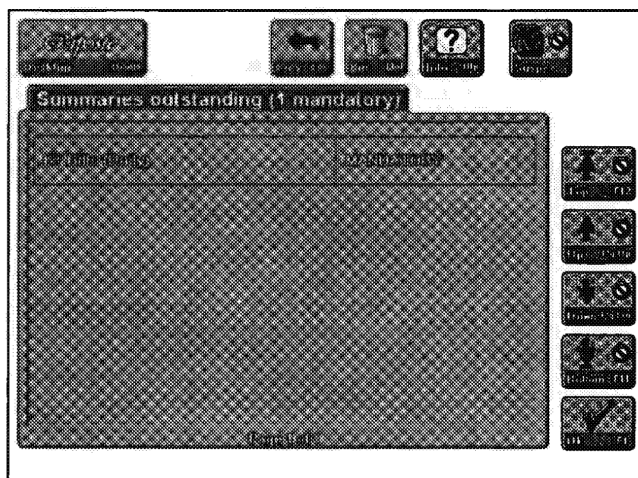
The examples on the next page show the two likely messages.



In this example the Horizon system has found that there are no outstanding summaries that need to be produced.

The OK green tick icon at the bottom of the screen will allow you to return to the Stock Balancing menu.

3. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.



If the Horizon system finds that there are outstanding summaries that need to be produced, the screen will indicate which reports have still to be produced.

Note:

The system will indicate only if there are any mandatory reports to be produced.

4. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.

Well done!

You have completed the Check Summaries procedure using the Horizon system.

Occasionally an error notice may be generated by a client or by POCL. The post office will be notified of it and the actions to be taken to correct the error. The Horizon system allows you to process error notices from the Housekeeping menu. All error notices require a value entry.

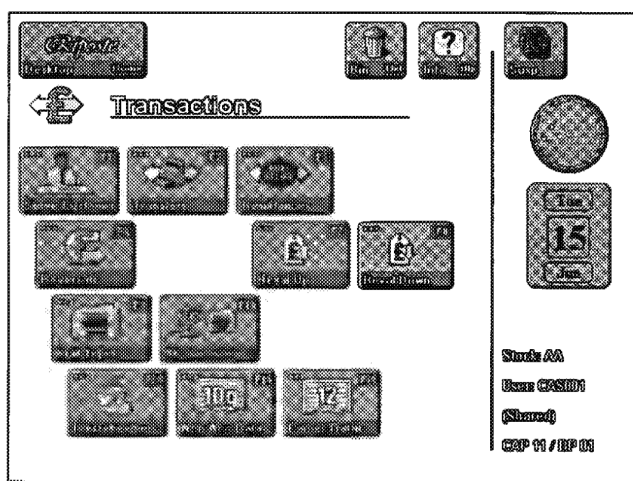
Note:

The processing of an error notice will affect the Daily report for some products eg NS. Error notices must be processed as soon as they are received.

In the following example, an error notice has been received from National Savings. The notification informs the outlet manager that a National Savings Error Notice Deposit must be recorded for £50.00.

From the Desktop menu:

1. **Touch** the Transactions icon, or **Press** F1 on the keyboard.

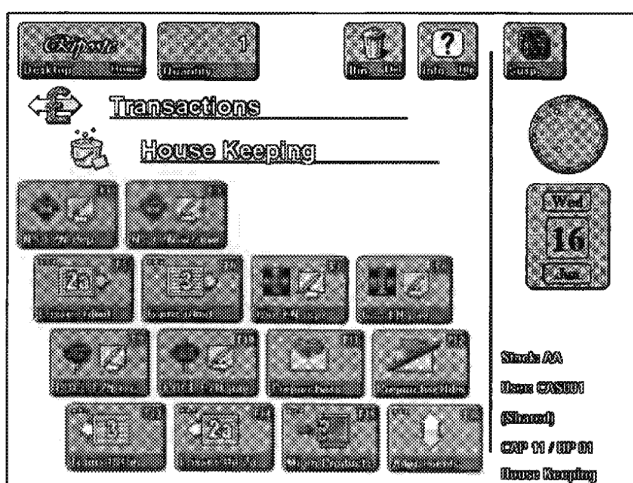


The Transactions menu is displayed, showing an icon for Housekeeping.

2. **Touch** the Housekeeping icon,



or **Press** F13 on the keyboard.



The House Keeping menu is displayed. There are various icons for the different types of error notices you may receive.

There are two icons for National Savings error notices:

NS E/N dep and NS E/N w/drwl.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Process an error notice, continued

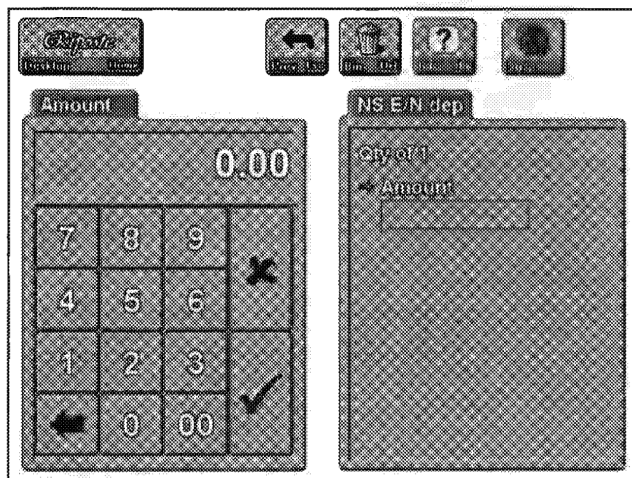
Date: 13/12/99

Issue: 3.0

3. **Touch** the NS E/N dep icon,



or **Press** F3 on the keyboard.



The Amount screen is displayed. Enter the amount from the error notice.

In this example the amount is £50.00.

4. **Type** £50.00

Check the amount entered is correct before continuing.

5. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

The error notice is now registered in the stack.

6. **Touch** the Finish icon, or **Press** ENTER on the keyboard.

Note:

When the Finish icon is activated, the system creates a balancing transaction against Cash (this will therefore inflate or deflate the Cash on hand by the amount of the error notice).

To return to the Desktop menu:

7. **Touch** the Riposte Desktop icon, or **Press** HOME on the keyboard.

Well Done!

You have processed a National Savings Deposit Error Notice.

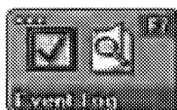
From time to time you may need to access the Horizon system Event Logs to find out additional information about something that has been carried out on the system at an earlier date or time.

In the following example you will produce an Event Log report that lists ALL events that have happened today.

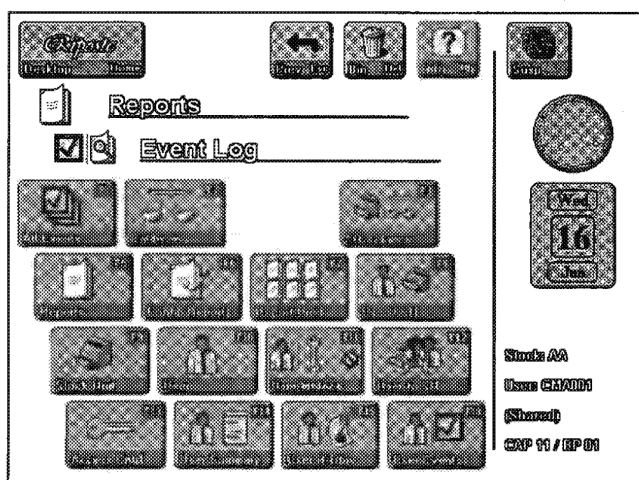
From the Desktop menu:

1. **Touch** the Reports icon, or **Press** F2 on the keyboard.

2. **Touch** the Event Log icon,

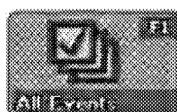


- or **Press** F7 on the keyboard.

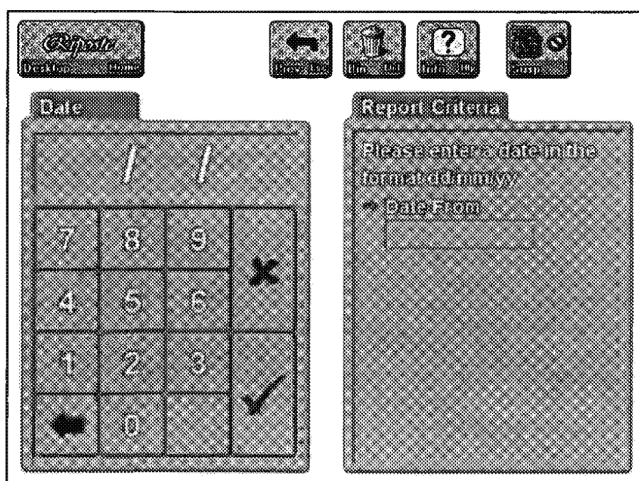


The Event Log menu is displayed.

3. **Touch** the All Events icon,



- or **Press** F1 on the keyboard.



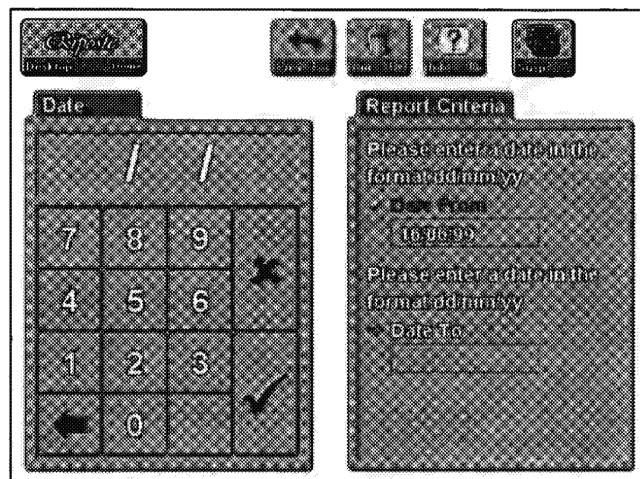
The Date screen is displayed. The system prompts you to enter the start date of the events required. The date must be entered in the format dd/mm/yy.

In this example, today's date is the 16/06/99.

4. **Type** 16/06/99

Check the date entered is correct before continuing.

5. **Touch** the green tick icon, or **Press** ENTER on the keyboard.



The Date screen is again displayed. The system is now prompting you to enter the end date of the event log search.

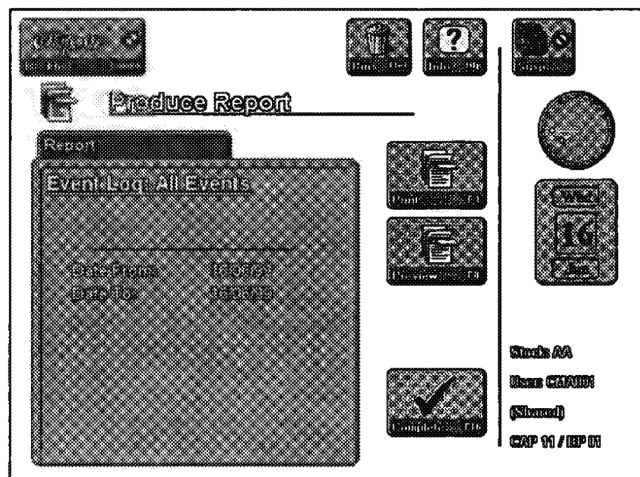
In this example the end date will also be today. The report will therefore list all events that have happened today.

For this example today's date is the 16/06/99.

6. **Type** 16/06/99

Check the date entered is correct before continuing.

7. **Touch** the green tick icon, or **Press** ENTER on the keyboard.



The Produce Report screen is displayed offering you the choice of previewing the report on screen or printing the report on the counter printer.

8. **Touch** the Print icon, or **Press** F4 on the keyboard.

The report will now be printed on the counter printer. An example of the information contained in the report is shown overleaf.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Event Log All Events, continued

Date: 13/12/99

Issue: 3.0

Feltham Post Office FAD: 123456X
19:32 16/06/1999 CAP:11 BP:01 SU:AA
Event Log: All Events

SU USER CAP BP NODE
DATE & TIME EVENT TITLE
EVENT DESCRIPTION

AA CAS001 11 01 01
16/06/97 08:55 Logon completed
User CAS001 logged on

AA CAS001 11 01 01
16/06/97 13:05 Logout completed
User CAS001 logged off

AA CAS001 11 01 01
16/06/97 13:55 Logon completed
User CAS001 logged on

AA CAS001 11 01 01
16/06/97 17:35 Report Printed
Report BT Bill Summaries

AA CAS001 11 01 01
16/06/97 17:41 Report Printed
Report APS Transactions

*** END OF REPORT ***

9. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

The screen will now return to the Event Log menu.

Well done!

You have produced an Event Log showing all events that have happened today on the Horizon system.

Section 2: Transaction Log search

Date: 13/12/99

Issue: 3.0

Occasionally a transaction may be carried out in the post office and at a later time, you need to locate the original transaction. A log of each transaction is kept on the Horizon system for the previous 30 days plus the current accounting week. This log is obviously very large, so options can be set to reduce the size of the report.

In the following example, you wish to search the Transaction Log to find a BT Bill payment carried out by the user CAS001, using Stock Unit AA on the 16/06/97 for approximately. £45.00.

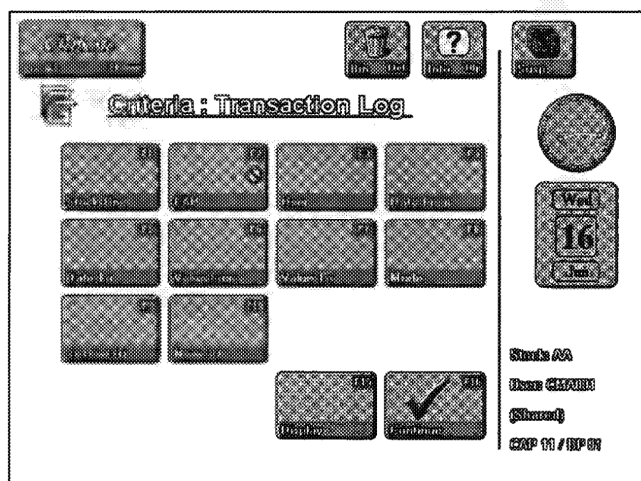
From the Desktop menu:

1. **Touch** the Reports icon, or **Press** F2 on the keyboard.

2. **Touch** the Transaction Log icon,



or **Press** F3 on the keyboard.



The Criteria: Transaction Log screen is displayed. The icons here can be used to set criteria to help reduce the size of the Transaction Log search.

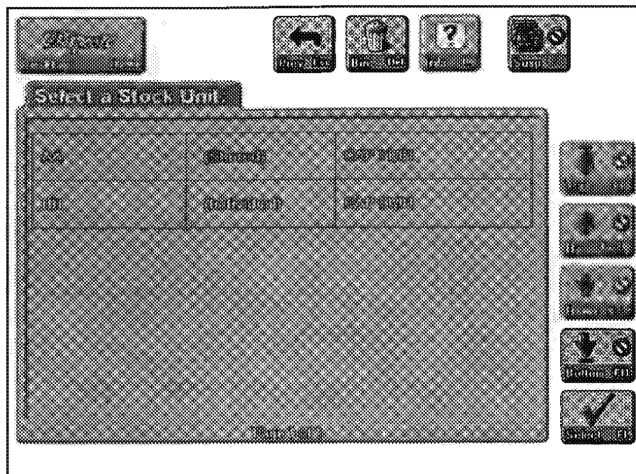
In this example the following criteria will be set:

Stock Unit	AA
User	CAS001
Date From	Today (16/06/97)
Date To	Today (16/06/97)
Value From	£40.00 receipt (minimum value of the original transaction)
Value To	£50.00 receipt (maximum value of the original transaction)

4. **Touch** the Stock Unit icon,



or **Press** F1 on the keyboard.



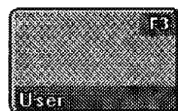
The Select a Stock Unit screen is displayed, allowing you to select the Stock Unit in which the original transaction took place.

5. **Select** Stock Unit AA.

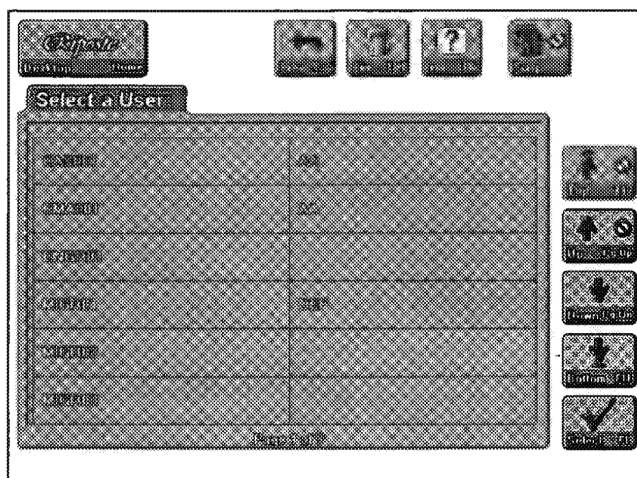
6. **Touch** the Select green tick icon, or **Press** F1 on the keyboard.

The system returns to the Criteria: Transaction Log screen. Note the Stock Unit icon now has a green border and a no entry sign, indicating that the Stock Unit has been set and cannot be changed for this search.

7. **Touch** the User icon,



or **Press** F3 on the keyboard.



The Select a User screen is displayed, allowing you to select the user who completed the original transaction.

8. **Select** the user CAS001.

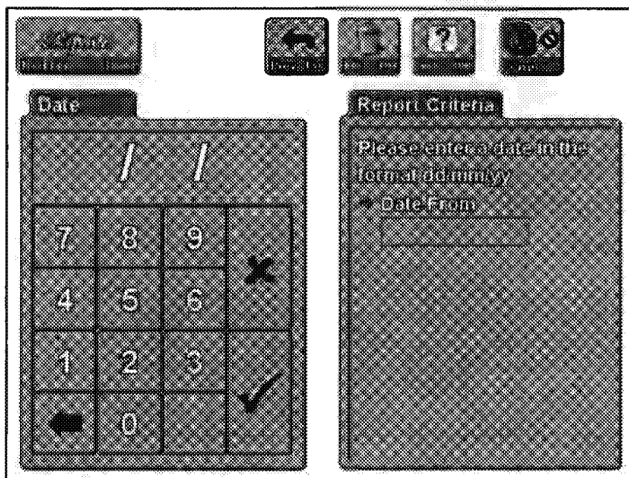
9. **Touch** the Select green tick icon, or **Press** F1 on the keyboard.

The system returns to the Criteria: Transaction Log screen. The User icon also has a green border.

10. **Touch** the Date From icon,



or **Press** F4 on the keyboard.



The Date screen is displayed, allowing you to set the start date of the search.

11. **Type** the start date of the search.

Check the date entered is correct before continuing.

12. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

The system returns to the Criteria: Transaction Log screen.

13. **Touch** the Date To icon,



or **Press** F5 on the keyboard.

The Date screen is displayed, allowing you to set the finish date for the search.

14. **Type** the finish date of the search.

Check the date entered is correct before continuing

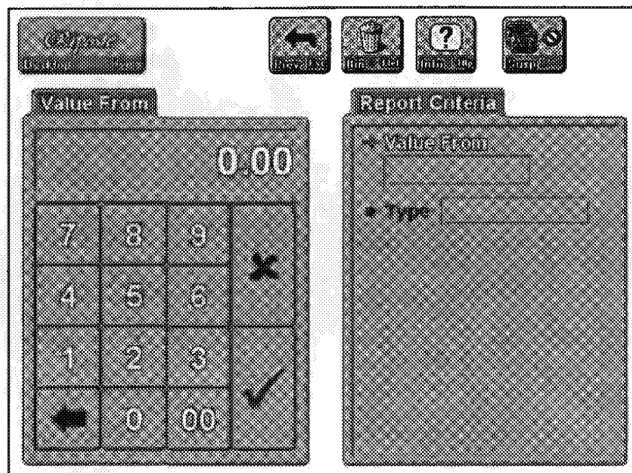
15. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

The system returns to the Criteria: Transaction Log screen.

16. **Touch** the Value From icon,



or **Press** F6 on the keyboard.

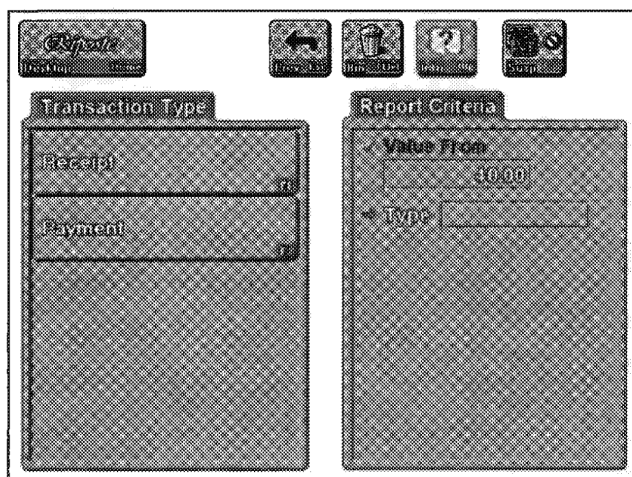


The Value From screen is displayed.
You can now set the minimum value of the original transaction.

17. **Type** £40.00

Check the amount entered is correct before continuing.

18. **Touch** the green tick icon, or **Press** ENTER on the keyboard.



The Transaction Type screen is displayed.

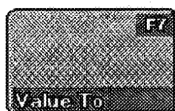
The system prompts you to select what type of transaction was originally carried out ie was it a receipt (payment from the customer) or a payment (to the customer)?

In this example the transaction was a receipt.

19. **Touch** the Receipt icon, or **Press** F1 on the keyboard.

The system returns to the Criteria: Transaction Log screen.

20. **Touch** the Value To icon,



or **Press** F7 on the keyboard.

21. **Type** £50.00

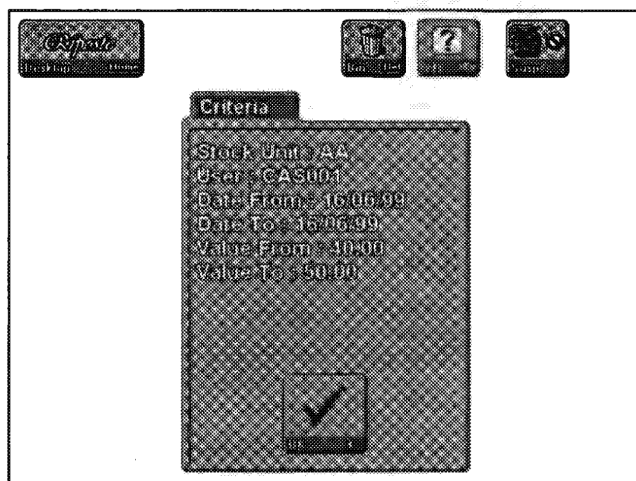
Check the amount entered is correct before continuing.

22. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

23. **Touch** the Receipt icon, or **Press** F1 on the keyboard.

The system returns to the Criteria Transaction Log screen. All the criteria required have now been entered. If you want to check the criteria set, activate the Display icon.

24. **Touch** the Display icon,  or **Press** F15 on the keyboard.

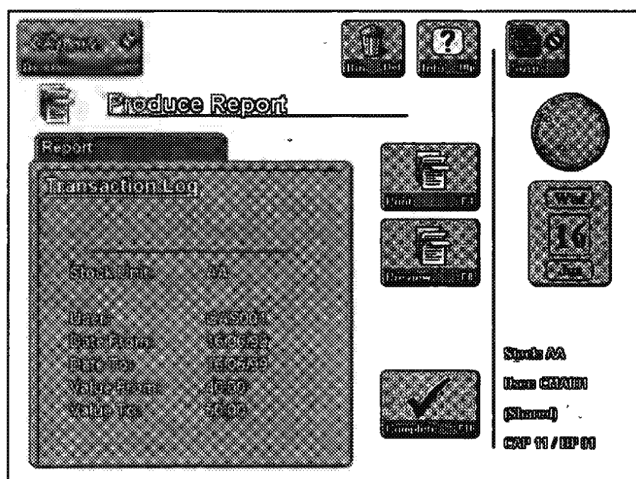


The Criteria screen is displayed, showing the criteria set for the transaction log search.

25. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

The Criteria: Transaction Log screen reappears. To start the search:

26. **Touch** the Continue green tick icon, or **Press** F16 on the keyboard.



The Produce Report screen is displayed. The results of the search can either be previewed on screen, or printed on the counter printer.

27. **Touch** the Print icon, or **Press** F4 on the keyboard.

The search results are now printed. An example of the Transaction Log report is shown overleaf.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Transaction Log search, continued

Date: 13/12/99

Issue: 3.0

Feltham Post Office		FAD: 123456X	
18:43 16/06/1999		CAP:11 BP:01 SU:AA	
Transaction Log			
USER	TRANS REF	SU	CAP BP
DATE	TIME		
MODE	PRODUCT	VOLUME	VALUE
CAS001	1-14613	AA	11 01
16/06/99	09:37		
SC	Giro csh dep	1	41.78
CAS001	1-14636	AA	11 01
16/06/99	10:47		
SC	Postage stmp	1	45.00
CAS001	1-14657	AA	11 01
16/06/99	12:07		
SC	Giro csh dep	1	50.00
CAS001	1-14681	AA	11 01
16/06/99	14:51		
SC	BT bill pymt	1	45.71
TOTALS: COUNT		VOLUME	VALUE
		4	182.49
*** END OF REPORT ***			

User Name,
Date and time
transaction was
carried out.

BT bill
payment carried
out from the
Serve Customer
(SC) menu.

Transaction
Reference Number
required to carry
out a Reversal

Transaction
amount.

The report identifies all transactions carried out in Stock Unit AA by CAS001 today (16th June 1999), where the amount paid by the customer was between £40.00 and £50.00. In this example, four payments have matched the criteria set, one of which was a BT Bill payment.

28. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have searched the Transaction Log, by entering certain criteria, to find a transaction carried out earlier on the Horizon system.

Section 2: Produce a Balance Snapshot for the Stock Unit

Date: 13/12/99

Issue: 3.0

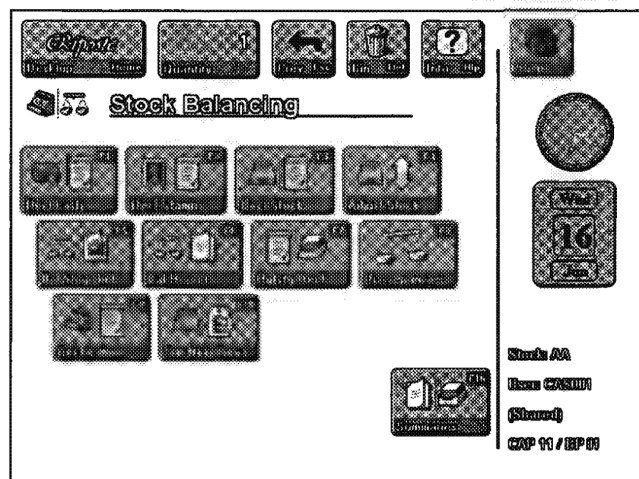
The first step in the balance process is the production of the Daily and Weekly reports. Once these have been produced then a Balance Snapshot can be printed and used to check against your vouchers and dockets. It can also be used as a guide when you make a physical check of all the stock held in the Stock Unit. A Balance Snapshot can be produced at ANY time during the accounting week.

From the Desktop menu:

1. **Touch** the Stock Balancing icon,



or **Press** F4 on the keyboard.

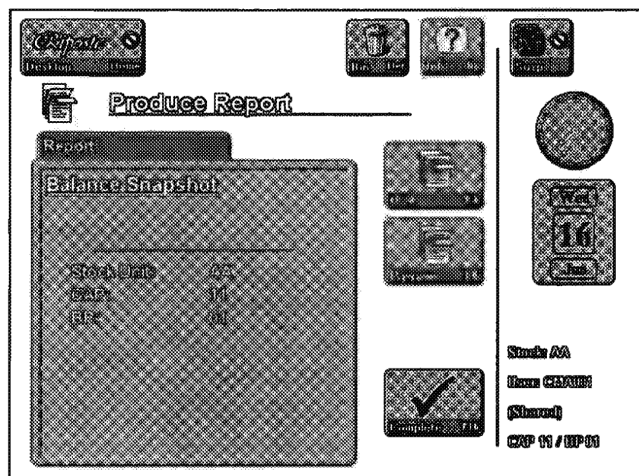


The Stock Balancing menu is displayed. There is an icon for a Balance Snapshot.

2. **Touch** the Bal Snapshot icon,



or **Press** F5 on the keyboard.



The Produce Report screen is displayed.

3. **Touch** the Print icon, or **Press** F4 on the keyboard.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Produce a Balance Snapshot for the Stock Unit, continued

Date: 13/12/99

Issue: 3.0

A screen message will be displayed, showing the report is being produced and then printed. The Balance Snapshot is printed on the counter printer. The report below shows the start of a typical Balance Snapshot report.

Feltham Post Office			FAD: 123456X
18:21 16/06/1999			CAP:11 BP:01 SU:AA
Balance Snapshot			
Discrepancies in this Account			
*Discrepancy OVER			0.00 *
*Discrepancy UNDER			-4.27 *
*Total discrepancy			-4.27 *

Value Stock & MOP	Volume	Value	
Cash		27040.52	
Cash		27040.52	
MOP		27040.52	
Mono TV Fee	470	14335.00	
Mono		14335.00	
Colour TV Fee	468	42822.00	
Colour		42822.00	
TV FEE		57157.00	
BBC TV Stmp £1	120	120.00	
BBC TV Licence Stmp		120.00	
Phil Other		25.76	
First Day Cov	10	2.70	
Pres Pack		35.00	
RM Stamp Card	10	2.30	
PHILATELIC ITEMS		65.76	
1st Class Stamp	1438	402.64	
etc etc etc			

A Snapshot view of any Discrepancies Over or Under (accepted the previous week)

Balance Snapshot Volume and Value details

The above Balance Snapshot represents approximately 20% of a typical report. The type of business undertaken and the size of your outlet will have a large bearing on the stock held and therefore the size of the report.

4. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

The Horizon system returns to the Stock Balancing menu.

Well done!

You have produced a Balance Snapshot report for your Stock Unit.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Move Vouchers (or Unclaimed Payments) into the
Suspense Account

Date: 13/12/99

Issue: 3.0

The Suspense Account has been created to account for stock or cash that cannot be allocated to transactions of specific products or stock whose value cannot be entered into accounts proper until a later date. These items are more commonly referred to as Unclaimed Payments or Uncharged Receipts and appear in Tables 2, 2A and 3 on the Cash Account report.

To enable the Stock Unit to balance, these items must be moved into the Suspense Account to allow the items to be carried forward between CAPs. On completion of the Stock Unit roll over, the items must be reclaimed from the Suspense Account, as this process is not carried out automatically. If the items are not cleared before the next rollover, the procedure must be repeated.

In the following example a voucher for £1.04 was accepted as a method of payment. If the vouchers are still present when the Stock Unit is balanced, they must be moved into the Suspense Account to allow the Stock Unit to balance.

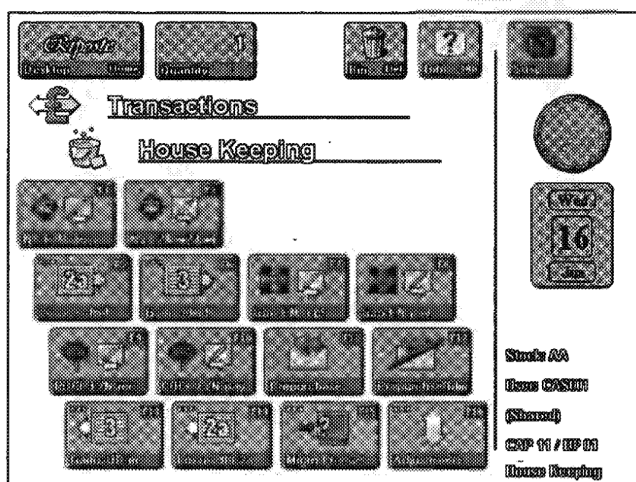
From the Desktop:

1. **Touch** the Transactions icon, or **Press** F1 on the keyboard.

2. **Touch** the Housekeeping icon,

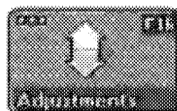


or **Press** F13 on the keyboard.



The House Keeping menu is displayed.
There is an icon for Adjustments.

3. **Touch** the Adjustments icon,



or **Press** F16 on the keyboard.

HORIZON SYSTEM

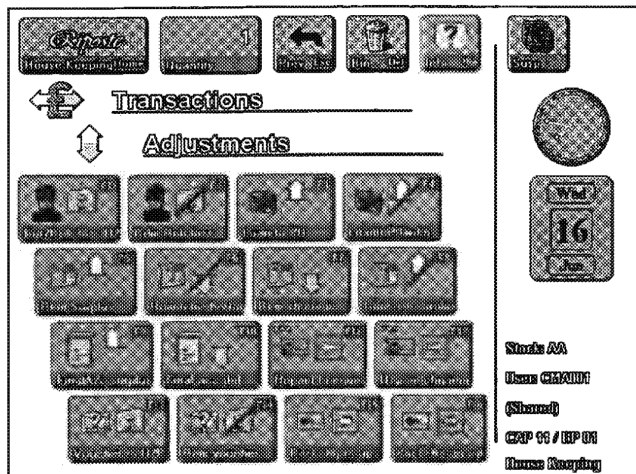
Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Move Vouchers (or Unclaimed Payments) into the
Suspense Account, continued

Date: 13/12/99

Issue: 3.0

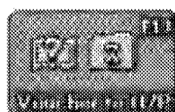


The Adjustments menu is displayed. There are various icons that allow you to make adjustments to the Stock Unit.

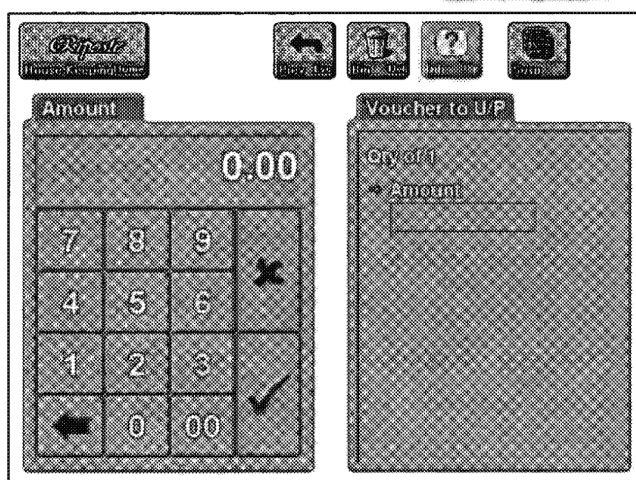
Voucher to U/P is used to move vouchers into the Suspense Account.

Rdm voucher is used to reclaim the vouchers from the Suspense Account.

4. **Touch** the Voucher to U/P icon,



or **Press** F13 on the keyboard.



The Amount screen is displayed. You can now enter the amount of vouchers to be posted to the Suspense Account.

5. **Type** £1.04

Check the amount entered is correct before continuing.

6. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

The vouchers are now placed in the stack. If there are any other items that need to be moved into the Suspense Account, the same procedure should be followed.

7. **Touch** the Finish icon, or **Press** ENTER on the keyboard.

Note:

When the Finish icon is activated, the system creates a balancing transaction against Cash (this will therefore inflate or deflate the Cash on hand by the amount of the Voucher).

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

**Section 2: Move Vouchers (or Unclaimed Payments) into the
Suspense Account, continued**

Date: 13/12/99

Issue: 3.0

8. *Touch* the Riposte Desktop icon, or *Press* HOME on the keyboard.

Note:

Once the vouchers have been moved into the Suspense Account, you MUST carry out a stock adjustment to set the value of vouchers held in the Stock Unit to zero. This adjustment will automatically record a balancing transaction against Cash which will offset the Cash adjustment recorded when the Finish icon was activated after the Voucher was moved into the Suspense Account.

Well done!

You have successfully moved vouchers into the Suspense Account.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Reclaim Vouchers (or Unclaimed Payments) from the
Suspense Account

Date: 13/12/99

Issue: 3.0

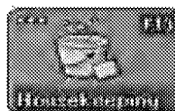
Once the Stock Unit has rolled over into the next CAP, any items that were moved into the Suspense Account, ie vouchers and unpaid (R/D) cheques, MUST be reclaimed in the next CAP and replaced in their original Stock Unit.

The following example shows the procedure for reclaiming the £1.04 of Vouchers (Unclaimed Payments) moved into the Suspense Account in the last example.

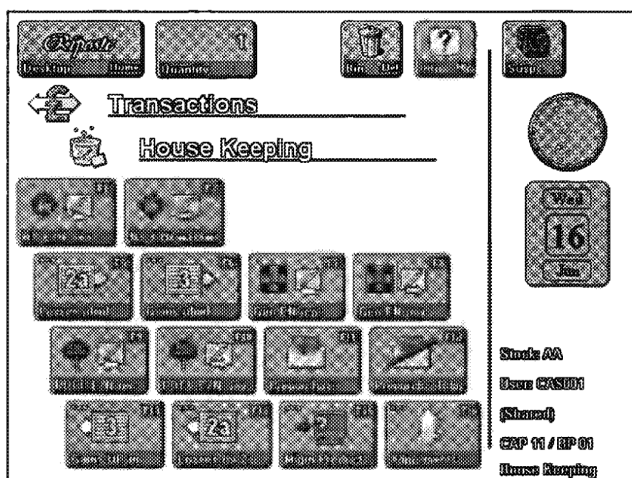
From the Desktop:

1. **Touch** the Transactions icon, or **Press** F1 on the keyboard.

2. **Touch** the Housekeeping icon,



or **Press** F13 on the keyboard.

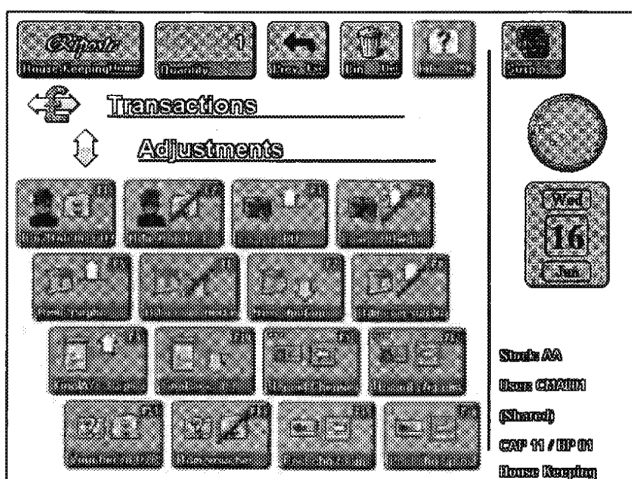


The House Keeping menu is displayed. There are various icons for registering error notices as well as an icon for Adjustments.

3. **Touch** the Adjustments icon,



or **Press** F16 on the keyboard.



The Adjustments menu is displayed. There are various icons that allow you to make adjustments to the Stock Unit.

Voucher to U/P is used to move vouchers into the Suspense Account.

Rdm voucher is used to reclaim the vouchers from the Suspense Account.

HORIZON SYSTEM

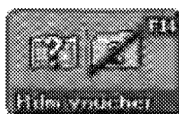
Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Reclaim Vouchers (or Unclaimed Payments) from the
Suspense Account, continued

Date: 13/12/99

Issue: 3.0

4. **Touch** the Rdm voucher icon,or **Press** F11 on the keyboard.

The Amount screen is displayed. You can now enter the total amount of the vouchers to be reclaimed from the Suspense Account.

5. **Type** £1.04**Check** the amount entered is correct before continuing.6. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

The vouchers are now placed in the stack. If there were any other items to reclaim from the Suspense Account, the same procedure would be followed.

7. **Touch** the Finish icon, or **Press** ENTER on the keyboard.**Note:**

When the Finish icon is activated, the system creates a balancing transaction against Cash (this will therefore inflate or deflate the Cash on hand by the amount of the Voucher).

To return to the Desktop menu.

8. **Touch** the Riposte Desktop icon, or **Press** HOME on the keyboard.**Note:**

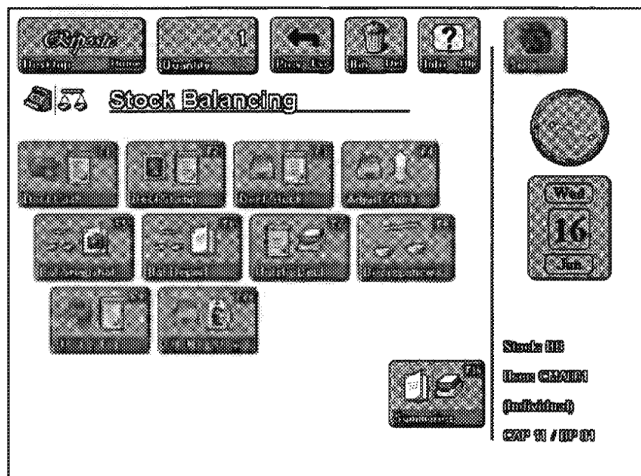
Once the vouchers have been reclaimed from the Suspense Account, you **MUST** carry out a stock adjustment (to set the value of vouchers held in the Stock Unit to the value reclaimed from the Suspense Account) or some other transaction (eg a Remittance Out) to account for the value of the Vouchers.

Well done!**You have reclaimed the Vouchers (or Unclaimed Payments) from the Suspense Account.**

The first step in the balance process is to adjust the stock on hand. A physical check of all stock held (including First and Second Class stamps) must be carried out and compared to the system-derived figures, this can be done using the Balance Snapshot printed earlier. Any discrepancies found can then be amended on the Balance Snapshot and the stock can be adjusted on the Horizon system to reflect the actual stock held.

From the Desktop:

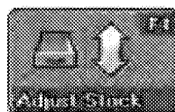
1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.



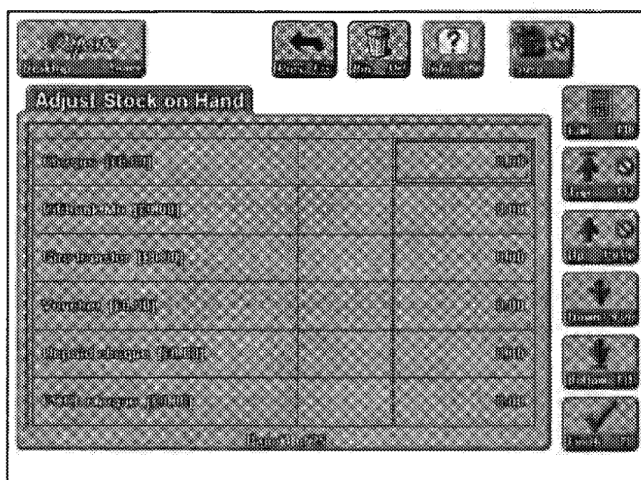
The Stock Balancing menu is displayed. There are two icons for the declaration of Stamps and Cash that can be used with Individual Stock Units.

The stock held in an Individual Stock Unit must be adjusted to reflect the actual quantities held.

2. **Touch** the Adjust Stock icon,



or **Press** F4 on the keyboard.



The system will now display a message saying that a Stock on Hand list is being prepared.

After a short delay, the Adjust Stock on Hand menu is displayed. The quantity/totals of each stock item can now be compared with the system figures and adjusted (if required) to reflect the actual stock held.

3. **Compare** the stock on hand against the system and **Adjust** as necessary.

In the example shown below, the stock check has revealed that you are holding a quantity of 4845 x First Class stamps. The Horizon system is indicating that you should have 4846 x 1st class stamps. Therefore you must adjust the quantity on the system to reflect the actual quantity held.

Stock Item	Quantity	Unit
First Class Stamp	4845	Stamp
Second Class Stamp	1000	Stamp
Third Class Stamp	500	Stamp
Fourth Class Stamp	200	Stamp
Fifth Class Stamp	100	Stamp
Sixth Class Stamp	50	Stamp

The Adjust Stock on Hand screen is displayed.

To adjust the quantity of First Class stamps, you must highlight the First Class stamps line and then enter the actual quantity held.

4. **Type** the actual quantity of First Class stamps held.

Check the quantity held is correct before continuing.

5. **Press** ENTER on the keyboard, or **Touch** the green tick icon (if using the touchpad).

The system will automatically move to the next stock item on the list. On completion of all stock adjustments:

6. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

Note:

When the Finish icon is activated, the system records a balancing transaction against Cash for each item adjusted.

The system will now commit the list and then return to the Stock Balancing menu.

Well done!

You have adjusted the stock on hand in your Individual Stock Unit.

Section 2: Declare Stamps (Individual Stock Unit)

Date: 13/12/99

Issue: 3.0

With the stock now adjusted to reflect the actual stock held, the two declarations for stamps and cash can be made. The first of these will be the declaration of all postage stamps (by volume), with the exception of First and Second Class stamps (these are classed as stock and were adjusted as part of the stock, refer to page 61). At this point you would count the quantity of all the postage stamps held in the Stock Unit. Once you have completed this, you can declare the stamps on the Horizon system.

Note:

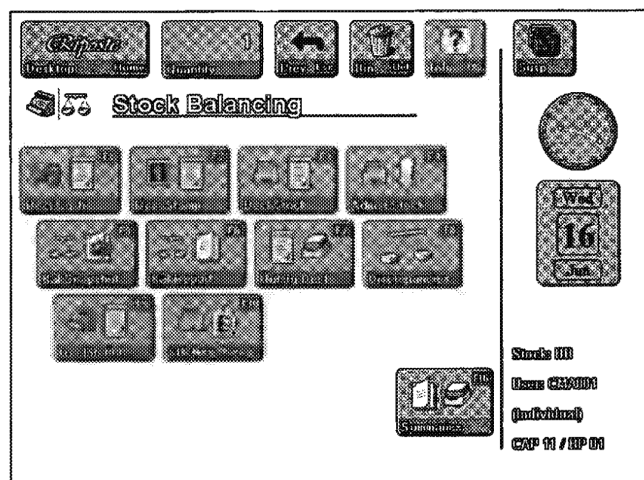
The Cash declaration MUST be made last, as the adjustment of stock and the declaration of stamps will automatically adjust the cash figure.

In the following example you have counted the volume of stamps held in the Stock Unit and wish to declare the following total:

1p stamps	179	39p stamps	42
2p stamps	185	43p stamps	115
4p stamps	109	44p stamps	95
5p stamps	110	50p stamps	86
6p stamps	88	63p stamps	78
7p stamps	74	64 p stamps	59
10p stamps	93	£1.00 stamps	97
20p stamps	112	£1.50 stamps	82
30p stamps	79	£2.00 stamps	103
31p stamps	64	£3.00 stamps	84
37p stamps	72	£5.00 stamps	73
38p stamps	58		

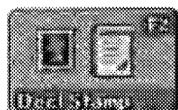
From the Desktop:

1. **Touch** the Stock Balancing icon, or **Press F4** on the keyboard.



The Stock Balancing menu is displayed. There are two icons for the declaration of Stamps and Cash that can be used with Individual Stock Units.

2. **Touch** the Decl Stamp icon, or **Press F2** on the keyboard.



The Declare Stamps on Hand screen is displayed. The volume (quantity) of each value stamp held can now be declared.

3. **Type** in the volume (quantity) of 1p stamps held.

Check the quantity entered is correct before continuing.

4. **Press** ENTER on the keyboard, or **Touch** the green tick icon (if you are using the touchpad).

5. **Repeat** steps 3 and 4 for all stamps held in the Stock Unit, listed on page 63.

6. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

The Confirm Loss/Gain screen will be displayed if the total value of all postage stamps (excluding First and Second Class) disagrees with the system derived total. The message displayed indicates that a discrepancy exists.

Continuing will present a list of discrepancies for confirmation.

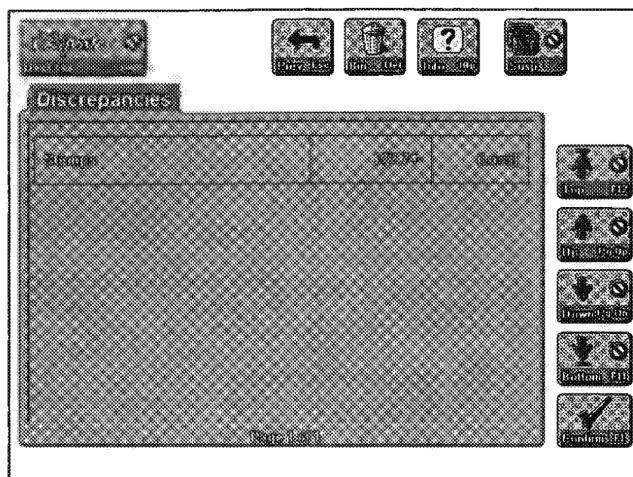
Note:

If there is no loss or gain associated with the declaration, the system goes to the Produce Report screen. Follow the instructions from step 9.

Note:

Any discrepancy identified during this process will result in a loss or gain transaction being recorded by the system. The total of all the loss and gain transactions will be shown separately at the top of the Trial and Final Balance reports. The NET value of the discrepancies will be shown in the Payments Table of the Cash Account Report.

7. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.



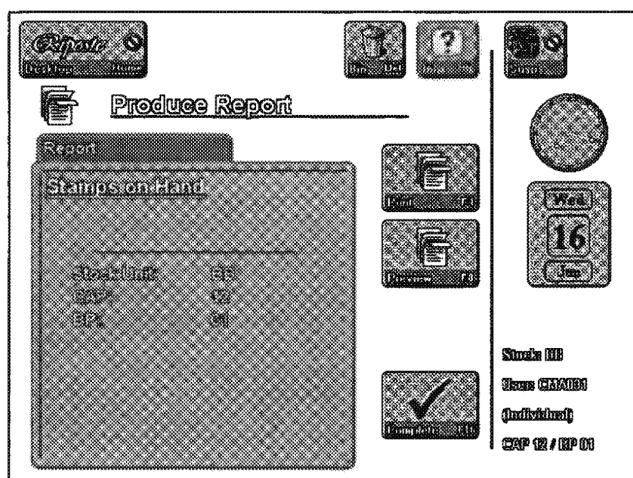
The Discrepancies screen will indicate the size of the discrepancy.

At this stage you must acknowledge the discrepancy by **Touching** the Confirm green tick icon.

Note:

If you are not happy to accept the discrepancy the process must be completed. You can then investigate the cause of the discrepancy and re-declare the stamps held.

8. **Touch** the Confirm green tick icon, or **Press** F1 on the keyboard.



The Produce Report screen is displayed.

It is always worth printing a report so that it can be used to help investigate possible discrepancies.

9. **Touch** the Print icon, or **Press** F4 on the keyboard.

The report will now be produced from the counter printer and will look similar to the one overleaf.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Declare Stamps (Individual Stock Unit), continued

Date: 13/12/99

Issue: 3.0

Feltham Post Office FAD: 123456X
18:52 16/06/1999 CAP:11 BP:01 SU:BB
Stamps on Hand

DESCRIPTION	AMOUNT
1p	1.78
2p	3.70
4p	4.36
5p	5.25
6p	5.28
7p	5.18
10p	9.30
20p	22.40
30p	23.70
31p	19.84
37p	26.64
38p	22.04
39p	94.38
43p	49.45
44p	41.80
50p	42.50
63p	49.14
64p	37.76
£1.00	97.00
£1.50	123.00
£2.00	206.00
£3.00	252.00
£5.00	365.00
TOTAL:	1507.50

*** END OF REPORT ***

8. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Note:

If you want to re-declare the stamps on hand, refer to page 71.

Well done!

You have declared the (non First and Second class) postage stamps held in your Individual Stock Unit.

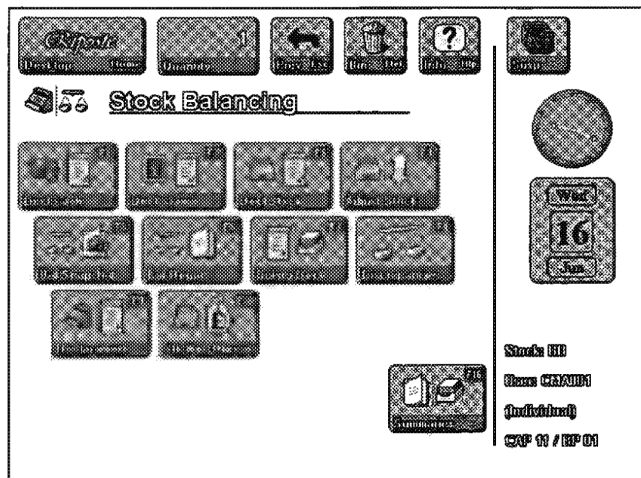
The final stage of the declaration process is to declare the Cash on Hand. This MUST be declared last, as the declarations of stamps and stock will automatically adjust the cash figure, any adjustments or discrepancies are accepted eg if a declaration reduces the number of stamps you hold, your cash will be credited accordingly.

In the following example you have counted, and wish to declare the following Cash on Hand:

Coins 1p	£14.43
Coins 2p	£22.26
Coins 5p	£40.15
Coins 10p	£85.10
Coins 20p	£94.00
Coins 50p	£150.50
Coins £1	£453.00
Coins £2	£340.00
Notes £5	£2560.00
Notes £10	£3520.00
Notes £20	£2120.00
Notes £50	£400.00
Notes £100	£200.00

From the Desktop:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.



The Stock Balancing menu is displayed. There are two icons for the declaration of Stamps and Cash that can be used with Individual Stock Units.

2. **Touch** the Decl Cash icon,



or **Press** F1 on the keyboard.

The Declare Cash on Hand menu is displayed. The procedure for declaring the Cash on Hand is similar to the Daily Cash Declaration function.

3. **Type** the cash declarations listed on page 67, **Check** the amount entered and **Press** ENTER on the keyboard after each entry.

Note:

If an incorrect multiple is entered eg £26.10 of 50p coins, the Horizon system will display an error message. Acknowledge the message and re-enter the correct amount.

On completion of all the cash declarations:

4. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

The Confirm Loss/Gain screen will be displayed if the total value of all the cash disagrees with the system derived total. The message displayed indicates that a discrepancy exists.

Continuing will present a list of discrepancies for confirmation.

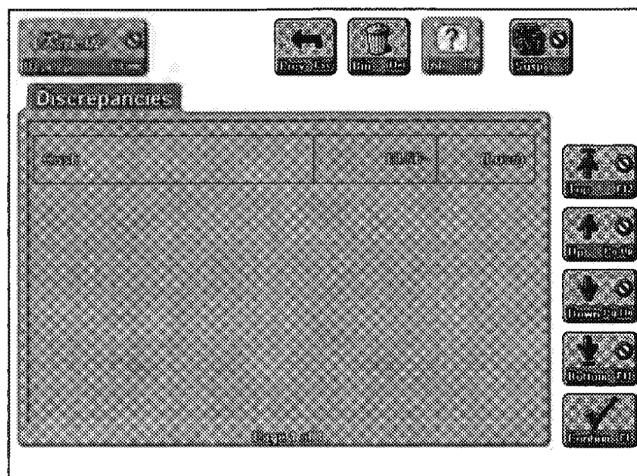
Note:

If there is no loss or gain associated with the declaration, the system goes to the Produce Report screen. Follow the instructions from step 7.

5. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

Note:

Any discrepancy identified during this process will result in a loss or gain transaction being recorded by the system. The total of all the loss and gain transactions will be shown separately at the top of the Trial and Final Balance reports. The NETvalue of the discrepancies will be shown in the Payments Table of the Cash Account Report.



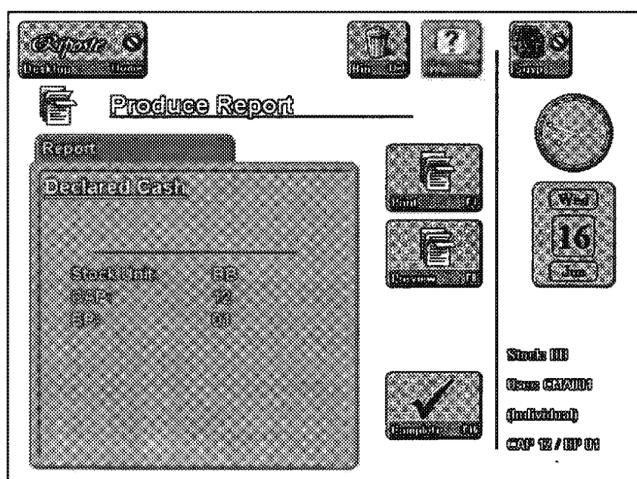
The Discrepancies screen will indicate the size of the discrepancy.

At this stage you must acknowledge the discrepancy by touching the Confirm green tick icon.

Note:

If you are not happy to accept the discrepancy, the procedure must be completed. You can then investigate the cause of the discrepancy and redeclare the cash held.

6. **Touch** the Confirm green tick icon, or **Press** F1 on the keyboard.



The Produce Report screen is displayed giving you the choice of producing a report on the printer or previewing one on screen.

7. **Touch** the Print icon, or **Press** F4 on the keyboard.

The report will now be produced from the counter printer and will look similar to the one shown overleaf.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Declare Cash (Individual Stock Unit), continued

Date: 13/12/99

Issue: 3.0

Feltham Post Office FAD: 123456X
19:05 16/06/1999 CAP:11 BP:01 SU:BB
Declared Cash

DESCRIPTION	AMOUNT
Coins 1p	14.43
Coins 2p	22.26
Coins 5p	40.15
Coins 10p	85.10
Coins 20p	94.00
Coins 50p	150.50
Coins £1	453.00
Coins £2	340.00
Notes £5	2560.00
Notes £10	3520.00
Notes £20	2120.00
Notes £50	400.00
Notes £100	200.00
TOTAL:	9999.44

- *** END OF REPORT ***

8. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Note:

If you want to re-declare the Cash On Hand, refer to page 71.

Well done!

You have declared the cash held in your Stock Unit.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Re-declare Stamps or Cash on Hand (Individual Stock Unit)

Date: 13/12/99

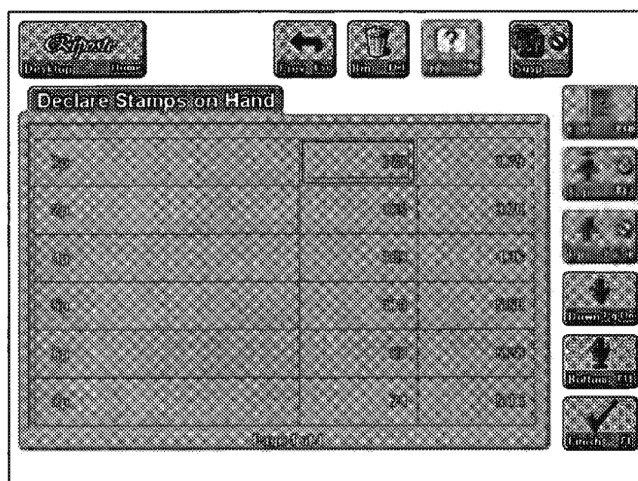
Issue: 3.0

During the declaration of the Stamps on Hand or the Cash on Hand, you may view a discrepancy on the system that you are not happy to accept. If this is the case, once the declaration has been completed, you can investigate the discrepancy. If you then find that the stamps or cash were declared incorrectly, they can be re-declared. The Horizon system will remember the volume or values of the stamps or cash previously declared, allowing you to overwrite the existing declaration on the system.

In the following example the stamps declared earlier were incorrect. You have re-counted the stamps in the Stock Unit and found that a sheet of 39p stamps were not included in the original declaration. Therefore the total of 39p stamps need to be increased to 242.

From the Desktop menu:

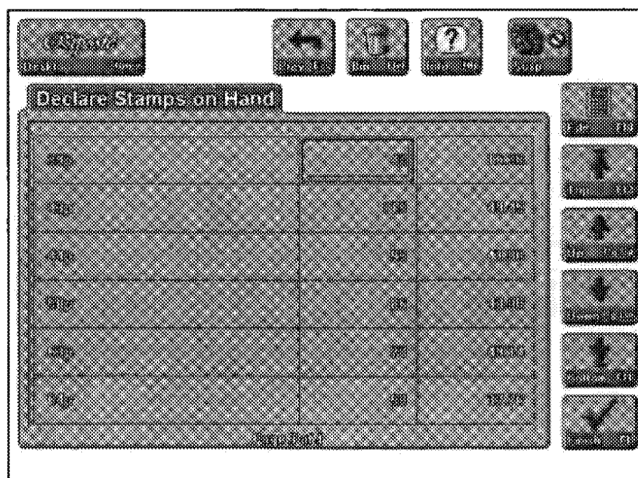
1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.
2. **Touch** the Decl Stamps icon, or **Press** F2 on the keyboard.



The Declare Stamps on Hand screen is displayed. The stamps declared earlier can be seen on screen.

To edit the 39p stamps declared, you must move to page 3 of the list.

3. **Touch** the Down green arrow icon twice, or **Press** PAGE DOWN twice on the keyboard.



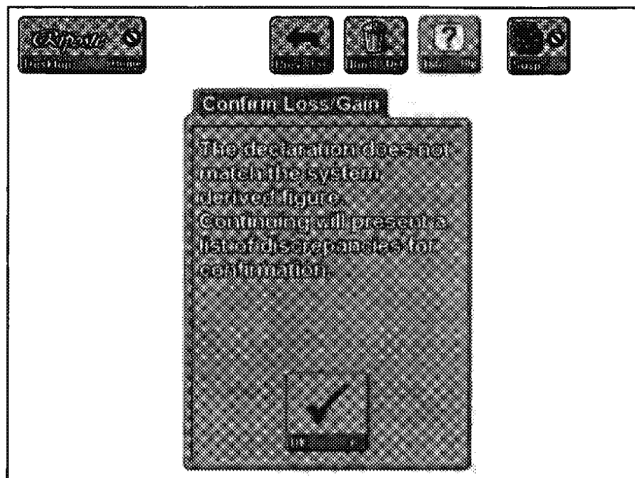
The 39p stamps declared earlier can now be overwritten with the correct quantity held.

4. **Select** the correct stamp value to be edited by **Touching** the stamp value on screen, or **Pressing** the ENTER key until the correct stamp value is highlighted.

Section 2: Re-declare Stamps or Cash on Hand (Individual Stock Unit), continued

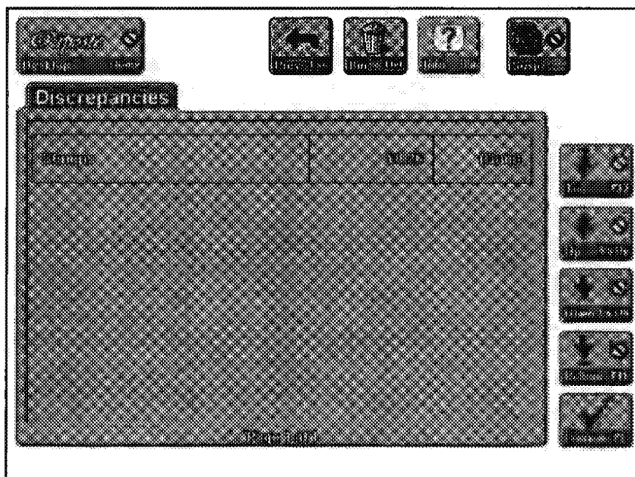
5. **Type** 242 (the actual quantity of 39p stamps held).

6. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.



The Confirm Loss/Gain screen will be displayed if the system still indicates that a discrepancy exists.

7. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.



The Discrepancies screen will indicate the size of the discrepancy.

In this example the discrepancy has reduced from a £77.74 loss to a gain of £0.26. This corresponds to the increase of 200 x 39 p stamps (£78).

If you still wish to investigate the discrepancy, then the same procedure can be carried out.

8. **Touch** the Confirm green tick icon, or **Press** F1 on the keyboard.

The Produce Report screen is displayed.

9. **Touch** the Print icon, or **Press** F4 on the keyboard.

The report will be produced from the counter printer and reflects the additional 200 x 39p stamps.

10. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have re-declared the stamps held in your Stock Unit.

**Section 2: Produce a Balance Report (Individual Stock Unit) and
roll over the Stock Unit**

Date: 13/12/99

Issue: 3.0

With all the declarations having been made and the discrepancies accepted, you are now ready to produce a Trial Balance report for the Stock Unit.

From the Desktop menu:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

2. **Touch** the Bal Report icon,  or **Press** F6 on the keyboard.

The system will now perform various checks automatically. For example:

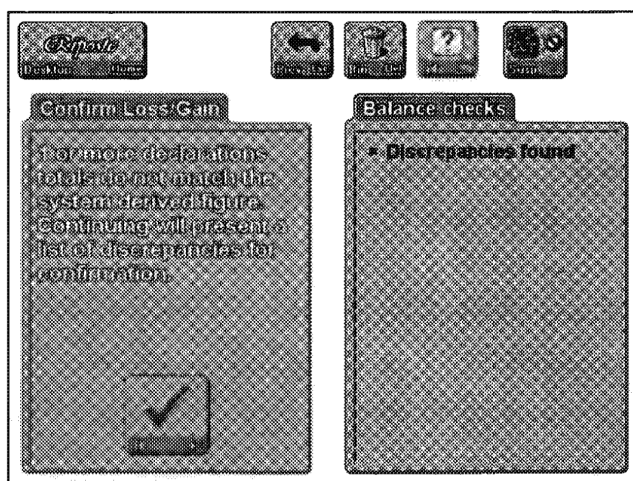
- Have all Daily/Weekly summaries been taken? If not the Horizon system lists all those reports not yet produced.

- Are there any negative stock items in the Stock Unit? This would generally indicate a Remittance In or a Transfer In that had not been completed on the system.

Are there any RD Cheques, POCL Cheques or Vouchers in the Stock Unit? These should be moved into the Suspense Account and the item adjusted to zero in the Stock Unit.

- Are there any discrepancies in the Stock Unit?

In this example all summaries have been taken and there were no negative stock items or RD Cheques, POCL Cheques or Vouchers in the Stock Unit. However the system has found a minor discrepancy which had been accepted earlier.



The Confirm Loss/Gain screen is displayed. The system informs you that 1 or more declarations do not match the system derived figures.

3. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

HORIZON SYSTEM

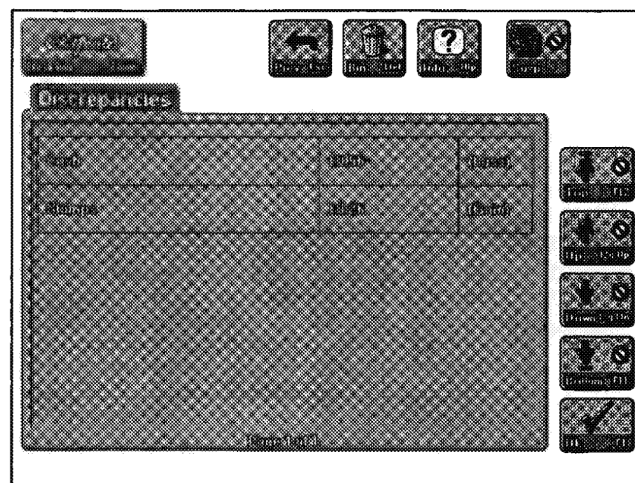
Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Produce a Balance Report (Individual Stock Unit) and
roll over the Stock Unit, continued

Date: 13/12/99

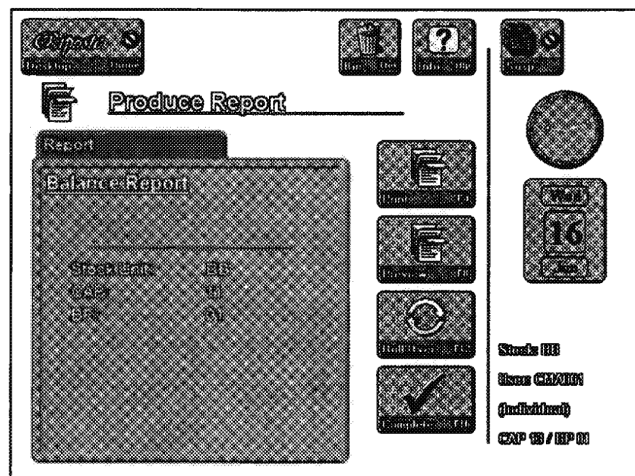
Issue: 3.0



The Discrepancies list is displayed. If you have made a series of different stamps and cash declarations, the discrepancies shown may not reflect the actual state of the Stock Unit. In which case the Trial Balance report should be produced, this will then show the actual state of the Stock Unit.

In this example, you will accept the minor discrepancies indicated.

4. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.



The system will now commit the discrepancies and after a short delay, the Produce Report screen is displayed.

Before the Stock Unit can be rolled over into the next CAP or BP, the report must either be printed or previewed on screen.

Note:

Cash Account Period (CAP) denotes which accounting week you are in during the current financial year.

Balance Period (BP) a portion of a CAP. In periods of high turnover there maybe two balance periods during a single Cash Account Period.

5. **Touch** the Print icon, or **Press** F4 on the keyboard.

The Trial Balance Report will be printed on the counter printer.

You must check the entries on the report to ensure that you are happy with it.

If you are unhappy with the figures on the report, you can activate the Complete icon (F16) and then adjust the stock holdings and re-declare the Stamps and Cash from the Stock Balancing menu.

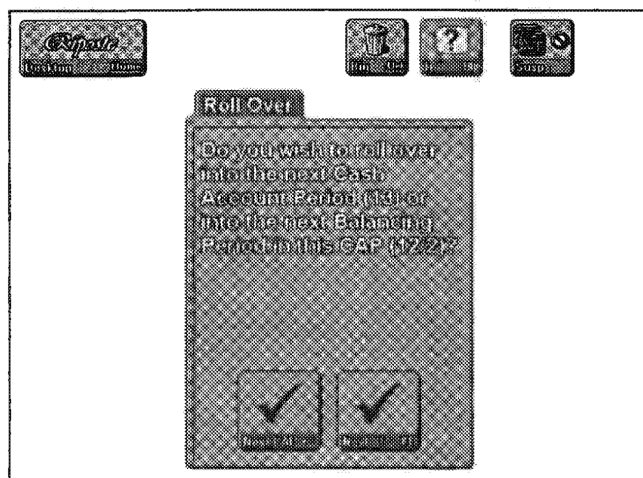
**Section 2: Produce a Balance Report (Individual Stock Unit) and
roll over the Stock Unit, continued**

In this example, you are happy with the report and wish to roll the Stock Unit over into the next Cash Account Period.

6. **Touch** the Roll Over icon,



or **Press** F12 on the keyboard.



The system will now ask whether you wish to roll over the Stock Unit into the next CAP or the next BP.

In this example you are required to roll over the Stock Unit into the next CAP.

7. **Touch** the Next CAP icon,



or **Press** ENTER on the keyboard.

The system will now carry out various checks and procedures that are required to roll over the Stock Unit into the next Cash Account Period.

This will take a short period of time, at the end of which the Final Balance Report will be produced on the counter printer.

This must be signed and datestamped and retained in the office.

Well done!

You have balanced and rolled over an Individual Stock Unit into the next CAP.

With a Shared Stock Unit the declaration process is slightly different from that of the Individual Stock Unit. With the flexibility that the Shared Stock Unit offers ie a number of individuals using the same stock at the same time, a Shared Stock Unit can be balanced in one of two ways:

- The Stamps and Cash can be declared in one go, similar to the Individual Stock Unit, with a single Declaration Identity number. The stock can be adjusted rather than declared.
- The Stock, Stamps and Cash can be declared in several portions ie the contents of the safe (or bulk) can be declared early in the day, with the stock and cash in use at the counter declared as each counter position is withdrawn. Each portion of Stock, Stamps and Cash must be declared with a different Declaration Identity number.

If the first method is to be used a Balance Snapshot can again be used in the balance process to help in the physical check of all stock held in the Stock Unit. A stock adjustment can then be carried out on the system to ensure that the system reflects the actual contents of the Stock Unit.

The main advantage of the second method is that the balance process can be started during quiet periods of the day. The contents of the safe (bulk) may be declared early in the day with a Declaration Identity number unique to the safe, for example 10. The counter may be operating with two small portions of stock and cash. One of these may be withdrawn in mid-afternoon and the Stock, Stamps and Cash declared with a different Declaration Identity number, for example 11. This would then leave only a small proportion of Stock, Stamps and Cash to be declared at close of business with a different Declaration Identity number, for example 12. When the Balance Report is ready to be produced the system will then add together the declarations for Stock, Stamps and Cash ie the stamps declared with the identity numbers 10 + 11 + 12 would equal the Stock Unit holdings of Stock, Stamps and Cash.

A mixture of the two methods can also be employed, with a single adjustment of stock carried out at the close of business, with the Stamps and Cash declared, (with different Declaration Identity numbers), at various points throughout the day.

Section 2: Declare Stock (Shared Stock Unit)

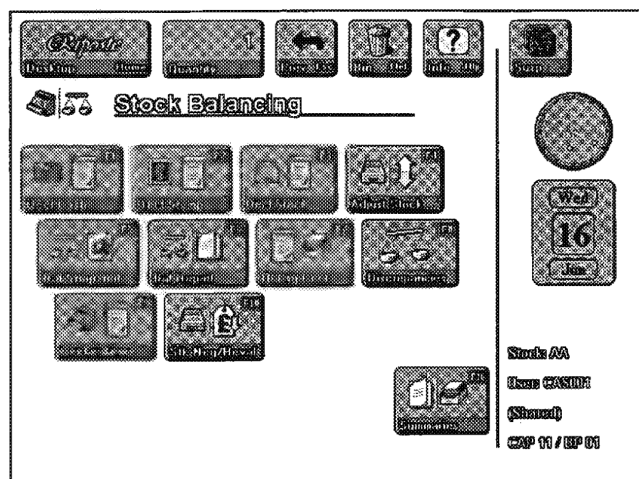
In the following example the contents of the safe (bulk) will be declared using the Declaration Identity number 10. Later in the day the declarations for other portions of the Stock Unit would be made with different Declaration Identity numbers.

Note:

If you prefer to carry out a stock adjustment refer to page 94.

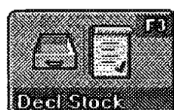
From the Desktop:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

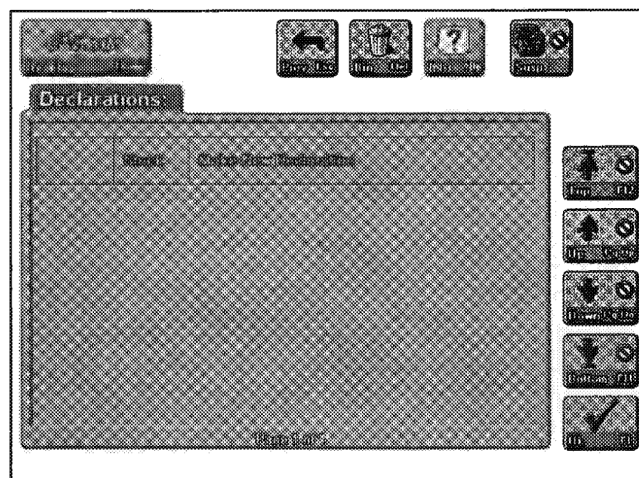


The Stock Balancing menu is displayed. There are various icons for the declaration of Stamps, Stock and Cash for the Stock Unit.

2. **Touch** the Decl Stock icon,



or **Press** F3 on the keyboard.



The Declarations picklist is displayed.
The system indicates that no other
declarations have yet been made for this
Stock Unit.

Once other declarations have been made they can be edited by selecting the declaration from the picklist. Refer to page 92.

In this example a new declaration will be made.

3. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.

The system will now display a message saying that the Stock on Hand list is being prepared.

After a short delay, the Declare Stock on Hand menu is displayed. The quantity and totals of each stock item held in this portion of the Stock Unit can now be declared on the system.

4. **Using** the Top, Bottom, Up and Down green arrow icons, **Select** in turn the product held in this portion of the Stock Unit.

5. **Type** the Quantity or value of the product held.

Check the quantity entered is correct before continuing.

6. **Press** ENTER on the keyboard to move on to the next entry.

Repeat the process above for each item of stock held in this portion of the Stock Unit.

On completion:

7. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

The Identity screen is displayed. At this point you must enter the Declaration Identity number for this portion of the Stock Unit.

In this example the Declaration Identity number is 10.

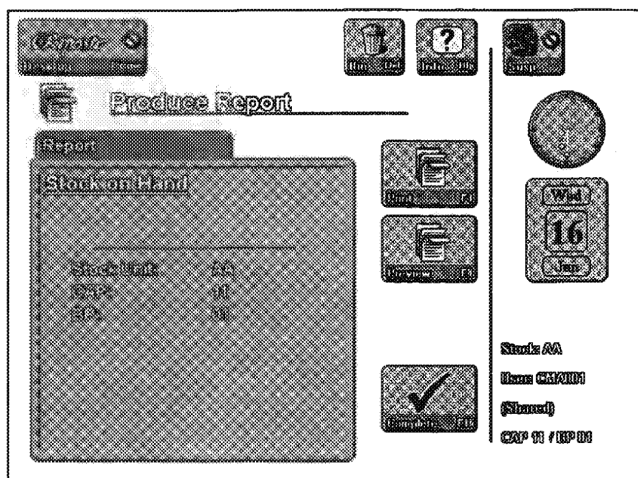
Note:

If the Stock Unit has been divided into several portions, then the Stock on Hand in each portion of the Stock Unit MUST be declared with a different Declaration Identity number.

8. **Type** the identity number 10.

Check the identity number entered is correct before continuing.

9. **Touch** the green tick icon, or **Press** ENTER on the keyboard.



After a short delay, the Produce Report screen is displayed.

In this example a printed report is required.

10. **Touch** the Print icon, or **Press** F4 on the keyboard.

The report will now be produced from the counter printer. The figures that appear on the report will correspond to the products declared. The report will look similar to the one shown below.

Feltham Post Office FAD: 123456X 18:36 16/06/1999 CAP:11 BP:01 SU:AA Stock on Hand	
User: CAS001 Declaration ID: 10	
DESCRIPTION	AMOUNT
Game blue	4.00
Game dealers	4.00
Game green	4.00
Game keepers	4.00
TV stmp £2	50.00
TV stmp £5	125.00
1st class stmp	260.00
2nd class stmp	190.00
A/gram pict pck	5.98
A/gram sngle	3.96
Bus air/pck 300g	5.98
Bus air/pck 500g	7.00
Int rep coupon	5.40
S/pck C4 euro	9.98
TOTAL:	679.30
*** END OF REPORT ***	

11. ***Touch*** the Complete green tick icon, or ***Press*** F16 on the keyboard.

Note:

This procedure would then be duplicated for each portion of the Stock Unit with a different Declaration Identity number.

Well done!

You have declared the stock held in this portion of the Shared Stock Unit.

In the previous example the contents of the safe (bulk) was declared early in the day with the Declaration Identity number 10. Any stamps or cash held in the safe can also be declared at the same time.

In the following example you have counted the stamps in the safe and wish to declare the following, against the identifier 10:

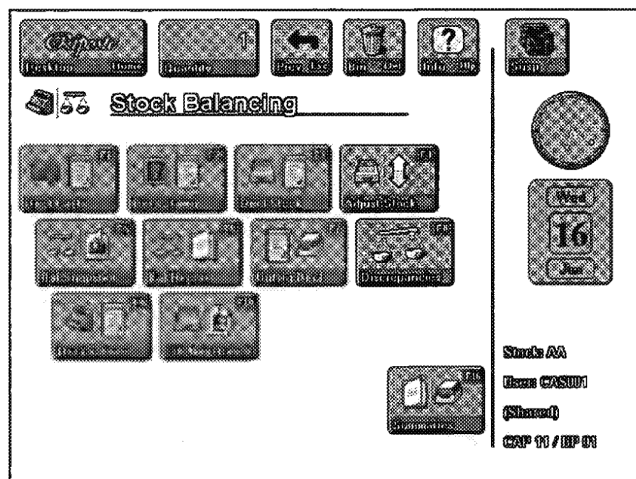
1p stamps	84	39p stamps	150
2p stamps	74	43p stamps	73
4p stamps	96	44p stamps	67
5p stamps	93	50p stamps	98
6p stamps	81	63p stamps	89
7p stamps	54	64 p stamps	71
10p stamps	113	£1.00 stamps	77
20p stamps	132	£1.50 stamps	62
30p stamps	79	£2.00 stamps	90
31p stamps	84	£3.00 stamps	120
37p stamps	62	£5.00 stamps	100
38p stamps	53		

Note:

First and second class stamps are treated as stock items.

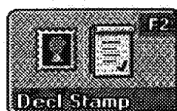
From the Desktop:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

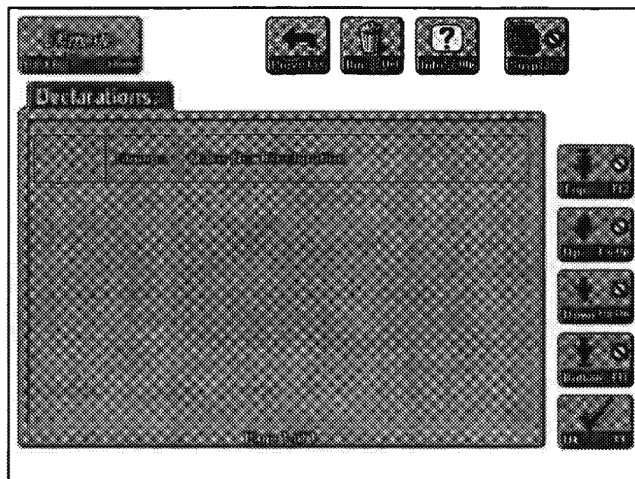


The Stock Balancing menu is displayed. There are various icons for the declaration of stamps, stock and cash for the Stock Unit.

2. **Touch** the Decl Stamp icon,



or **Press** F2 on the keyboard.

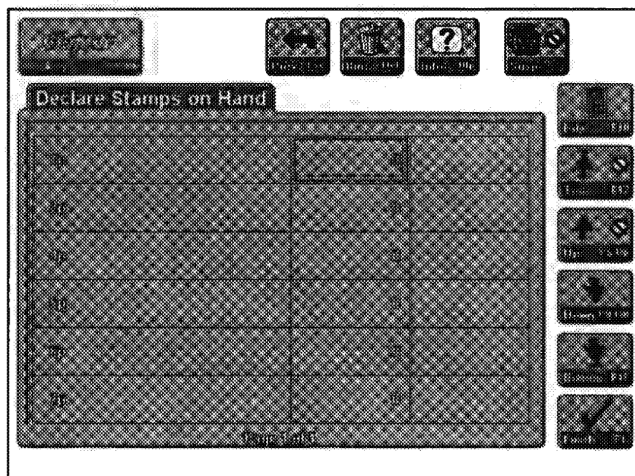


The Declarations picklist is displayed. The system indicates that no other declarations have yet been made for this Stock Unit.

Once other declarations have been made they can be edited by selecting the declaration from the picklist. Refer to page 92.

In this example a new declaration will be made.

3. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.



The Declare Stamps on Hand screen is displayed. The total value of each of the stamps held can now be declared.

4. **Type** the quantities of stamps held, listed on page 81, check the quantity entered and **Press** ENTER on the keyboard after each entry. (The Edit icon can also be used, a number keypad then appears on screen allowing you to enter the cash declarations).

On completion:

5. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

HORIZON SYSTEM

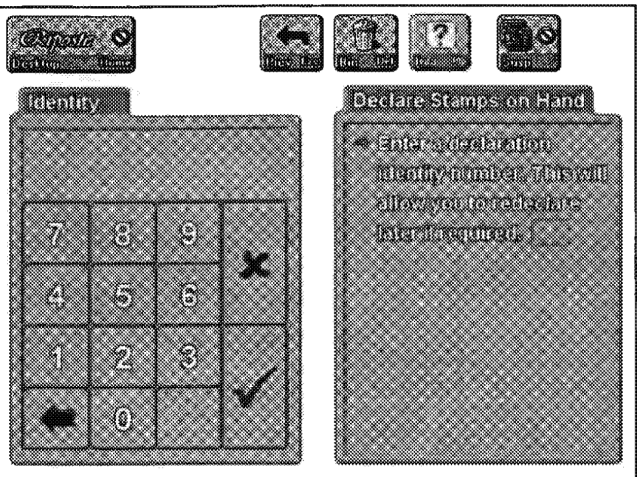
Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Declare Stamps (Shared Stock Unit), continued

Date: 13/12/99

Issue: 3.0



The Identity screen is displayed. At this point you must enter a declaration identity number.

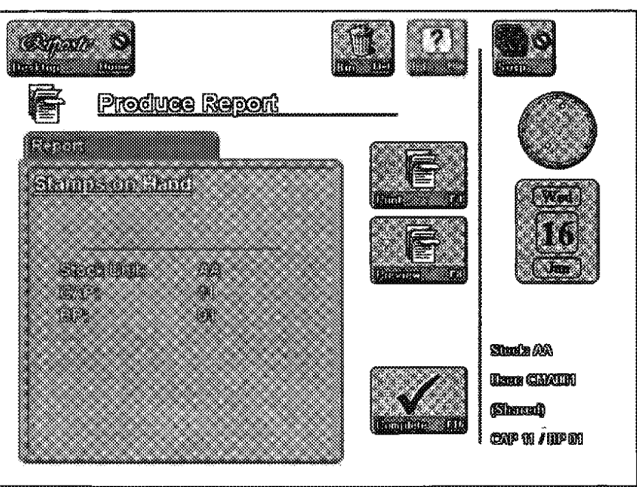
In this example the Declaration Identity number is 10.

Note:
If the Stock Unit has been divided into several portions, the stamps on hand in each portion of the Stock Unit **MUST** be declared with a different Declaration Identity number.

6. **Type** the Declaration Identity number 10

Check the identity number entered is correct before continuing.

7. **Touch** the green tick icon, or **Press** ENTER on the keyboard.



After a short delay, the Produce Report screen is displayed.

In this example a printed report is required.

8. **Touch** the Print icon, or **Press** F4 on the keyboard.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Declare Stamps (Shared Stock Unit), continued

Date: 13/12/99

Issue: 3.0

The report will now be produced from the counter printer and will look similar to the one shown below.

Feltham Post Office FAD: 123456X 18:26 17/06/1999 CAP:11 BP:01 SU:AA Stamps on Hand	
User: CAS001	Declaration ID: 10
DESCRIPTION	AMOUNT
1p	0.84
2p	1.48
4p	3.84
5p	4.65
6p	4.86
7p	3.78
10p	11.30
20p	26.40
30p	23.70
31p	26.04
37p	22.94
38p	20.14
39p	58.50
43p	31.39
44p	29.48
50p	49.00
63p	56.07
64p	45.44
£1.00	77.00
£1.50	93.00
£2.00	180.00
£3.00	360.00
£5.00	500.00
TOTAL:	1629.85
*** END OF REPORT ***	

9. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have declared the postage stamps held in this portion of the Shared Stock Unit.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Declare Cash (Shared Stock Unit)

Date: 13/12/99

Issue: 3.0

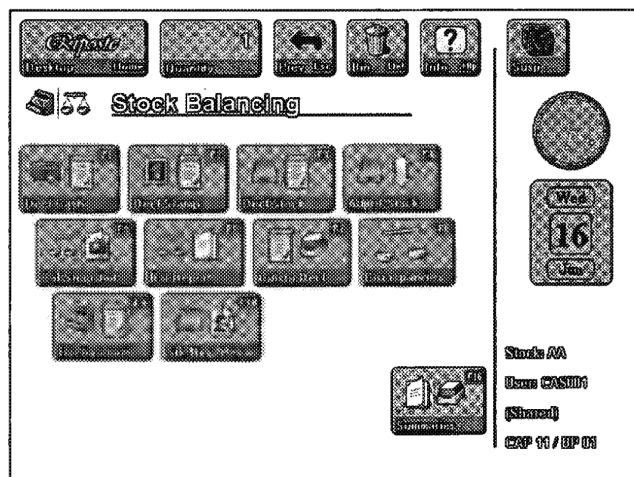
In the previous two examples, the stock and stamps in the safe (bulk) have been declared early in the day with the Declaration Identity number 10. The cash held in the safe will now also be declared.

In the following example you have counted, and wish to declare the following cash on hand in:

Coins 1p	£5.00
Coins 2p	£10.00
Coins 5p	£20.00
Coins 10p	£45.00
Coins 20p	£50.00
Coins 50p	£100.00
Coins £1	£250.00
Coins £2	£200.00
Notes £5	£1500.00
Notes £10	£3500.00
Notes £20	£2000.00
Notes £50	£500.00
Notes £100	£100.00

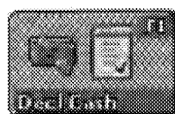
From the Desktop:

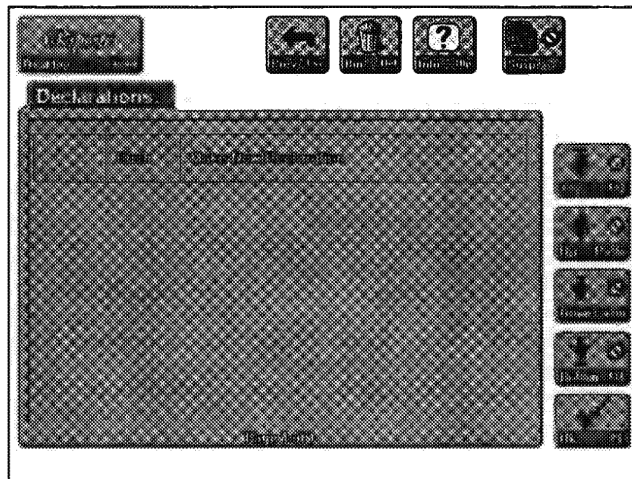
1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.



The Stock Balancing menu is displayed. There are various icons for the declaration of Stamps, Stock and Cash for the Stock Unit.

2. **Touch** the Decl Cash icon, or **Press** F1 on the keyboard.



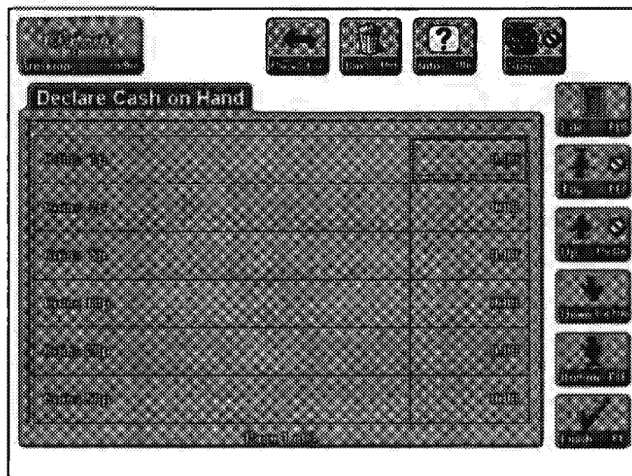


The Declarations picklist is displayed. The system indicates that no other declarations have yet been made for this Stock Unit.

Once other declarations have been made they can be edited by selecting the declaration from the picklist. Refer to page 92.

In this example a new declaration will be made.

3. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.



The Declare Cash on Hand menu is displayed.

4. **Type** the cash declarations listed on page 85, check the amount entered and **Press** ENTER on the keyboard after each entry.

Note:

If an incorrect multiple is entered eg £26.10 of 50p coins, the Horizon system will display an error message. Acknowledge the message and re-enter the correct amount.

On completion:

5. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

The Identity screen is displayed. At this point you must enter a declaration identity number.

In this example the Declaration Identity number is 10.

Note:

If the Stock Unit has been divided into several portions, the Cash on Hand in each portion of the Stock Unit MUST be declared with a different identity number.

6. **Type** the Declaration Identity number 10.

Check the identity number entered is correct before continuing.

7. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

After a short delay, the Produce Report screen is displayed.

In this example a printed report is required.

8. **Touch** the Print icon, or **Press** F4 on the keyboard.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Declare Cash (Shared Stock Unit), continued

Date: 13/12/99

Issue: 3.0

The report will now be produced from the counter printer and will look similar to the one shown below.

Feltham Post Office FAD: 123456X	
18:52 16/06/1999 CAP:11 BP:01 SU:AA	
Declared Cash	
<hr/>	
User: CAS001	Declaration ID: 10
<hr/>	
DESCRIPTION	AMOUNT
Coins 1p	5.00
Coins 2p	10.00
Coins 5p	20.00
Coins 10p	45.00
Coins 20p	50.00
Coins 50p	110.00
Coins £1	250.00
Coins £2	200.00
Notes £5	1500.00
Notes £10	3500.00
Notes £20	2000.00
Notes £50	500.00
Notes £100	100.00

TOTAL:	8280.00
*** END OF REPORT ***	

9. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have declared the cash held in your portion of the Stock Unit.

In the three previous examples the contents of the safe were declared early in the day against the Declaration Identity number 10. One of the two counter positions has now been withdrawn from serving the customer. The contents of the Stock, Stamps and Cash can now be declared, this time with the Declaration Identity number 11.

In the following example you have counted the cash in this portion of the Stock Unit and will declare the cash against the Declaration Identity number 11:

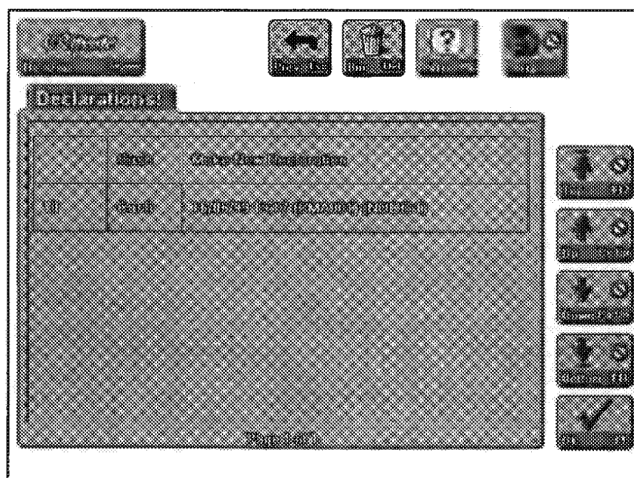
Coins 1p	£2.41
Coins 2p	£3.58
Coins 5p	£8.45
Coins 10p	£14.40
Coins 20p	£26.20
Coins 50p	£34.50
Coins £1	£88.00
Coins £2	£66.00
Notes £5	£875.00
Notes £10	£1320.00
Notes £20	£1460.00
Notes £50	£200.00
Notes £100	£100.00

From the Desktop:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

The Stock Balancing menu is displayed.

2. **Touch** the Decl Cash icon, or **Press** F1 on the keyboard.



The Declarations picklist is displayed. The system indicates that one other declaration has been made with the Declaration Identity number 10.

Once other declarations have been made they can be edited by selecting the declaration from the picklist. Refer to page 92.

In this example a new declaration will be made.

3. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.

The Declare Cash on Hand menu is displayed. The process for declaring the Cash on Hand is similar to the Daily Cash Declaration function.

4. **Type** in the cash declarations listed on page 89, check the amount entered and **Press** ENTER on the keyboard after each entry.

Note:

If an incorrect multiple is entered e.g. £26.10 of 50p coins, the Horizon system will display an error message. Acknowledge the message and reenter the correct amount.

On completion:

5. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

The Identity screen is displayed. At this point you must enter a declaration identity number.

In this example the Declaration Identity number is 11.

6. **Type** the Declaration Identity number 11

Check the identity number entered is correct before continuing.

7. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

After a short delay, the Produce Report screen is displayed.

In this example a printed report is required.

7. *Touch* the Print icon, or *Press* F4 on the keyboard.
8. *Touch* the Complete green tick icon, or *Press* F16 on the keyboard.

Well done!

You have made a second declaration of the cash held in this portion of the Shared Stock Unit.

Section 2: Edit a Shared Stock Unit declaration

Date: 13/12/99

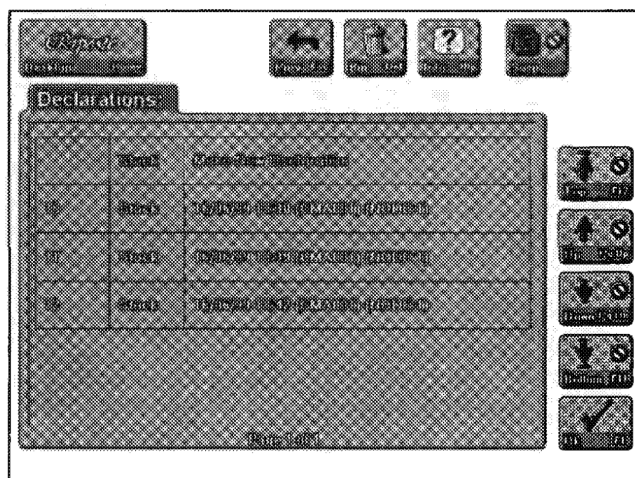
Issue: 3.0

Occasionally you may need to edit a previous declaration made in a Shared Stock Unit. This may happen if you have declared the contents of the safe earlier and you now wish to remove some stock from the safe so that it can be sold at the counter. It may also be the result of an incorrect declaration and after investigating a discrepancy, you may be required to edit a previous declaration.

In the following example the stock declaration made against the identity number 11 will be edited to amend a previous declaration of First Class stamps.

From the Desktop:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.
2. **Touch** the Decl Stock icon, or **Press** F3 on the keyboard.



The Declarations menu is displayed. The system indicates which stock declarations have already been made and offers you the option of making a New Declaration.

In this example the declaration made earlier with the Declaration Identity number 11 will be edited.

3. **Select** the Declaration Identity number 11
4. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.



After a short delay the Stock on Hand menu is displayed with the previous declarations made against Declaration Identity number 11.

5. **Select** the item to be edited and **Type** the quantity or value of the product.

This automatically overwrites the previous quantity or value and substitutes the new one.

On completion of all changes:

5. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

The system displays the Produce Report screen.

6. **Touch** the Print icon, or **Press** F4 on the keyboard.

7. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have successfully edited a Shared Stock Unit declaration.

If you prefer, you can make an adjustment of stock in a Shared Stock Unit. The process for doing so is identical to that described on pages 61 - 62 for an Individual Stock Unit.

A physical check of all stock held (including First and Second Class stamps) must be carried out and compared to the system-derived figures. This can be done using the Balance Snapshot. Any discrepancies found can then be amended on the Balance Snapshot and the stock can be adjusted on the Horizon system to reflect the actual stock held.

From the Desktop:

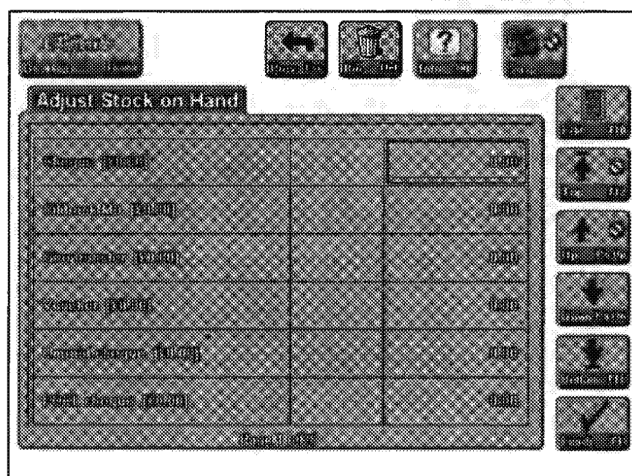
1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

The Stock Balancing menu is displayed.

2. **Touch** the Adjust Stock icon,



or **Press** F4 on the keyboard.



The system will now display a message saying that a Stock on Hand list is being prepared.

After a short delay, the Adjust Stock on Hand menu is displayed. The quantity/totals of each stock item can now be compared with the system figures and adjusted (if required) to reflect the actual stock held.

3. **Compare** the stock on hand against the system and **Adjust** as necessary.

The Adjust Stock on Hand screen is displayed.

4. **Type** the actual quantity of First Class stamps held.

Check the quantity held is correct before continuing.

5. **Press** ENTER on the keyboard, or **Touch** the green tick icon (if using the touchpad).

The system will automatically move to the next stock item on the list. On completion of all stock adjustments:

6. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

Note:

When the Finish icon is activated, the system records a balancing transaction against Cash for each item adjusted.

The system will now commit the list and then return to the Stock Balancing menu.

Well done!

You have adjusted the Stock on Hand in a Shared Stock Unit.

Before you produce a Balance Report for the Stock Unit, you should check that all portions of the Stock Unit have been declared, ie there is a declaration of Stamps, Stock and Cash for each portion of the Stock Unit. This is especially useful if a number of staff have a responsibility for declaring the portion of the Stock Unit they are using. You can then check to ensure that they have made their declarations before the Stock Unit is balanced.

Note:

The declaration of stock is not mandatory, it may be carried out as an adjustment.

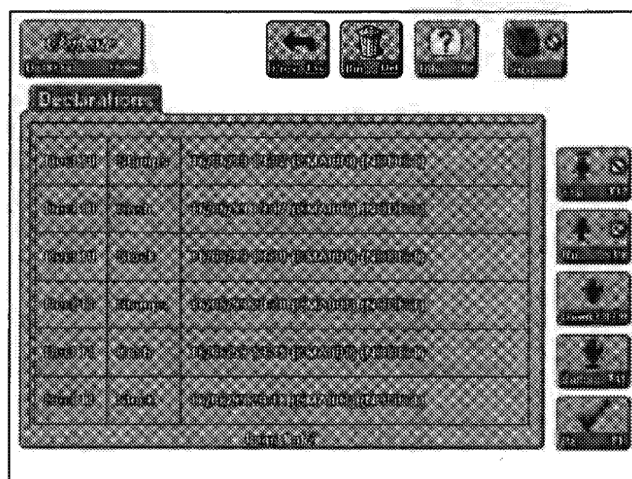
From the Desktop:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

2. **Touch** the Declarations icon,



or **Press** F9 on the keyboard.



After a short delay, the Declarations screen is displayed. All the declarations made for Stamps, Stock and Cash, for this Shared Stock Unit are listed.

The details indicate who made the declarations, when they were made and on which system in the post office (node) they were made.

3. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.

Well done!

You have checked the declarations made so far in this Stock Unit.

Section 2: Produce a Balance Report (Shared Stock Unit) and roll over the Stock Unit

Date: 13/12/99

Issue: 3.0

With all the necessary declarations made, you are now ready to produce a Balance report for the Stock Unit.

Note:

ALL other users attached to the Shared Stock Unit MUST be logged off.

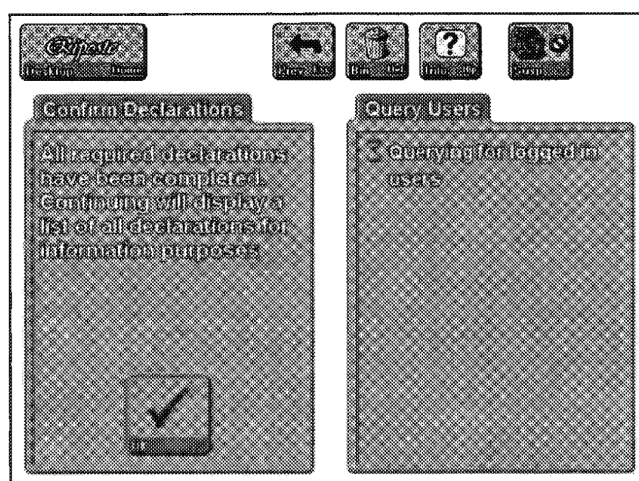
From the Desktop menu:

1. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

2. **Touch** the Bal Report icon,



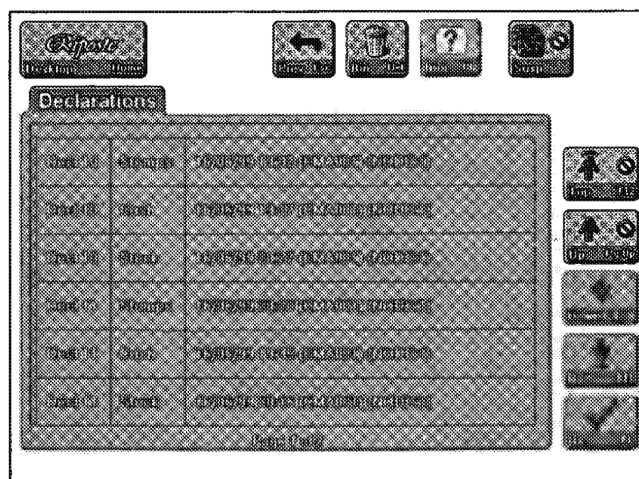
- or **Press** F6 on the keyboard.



The Confirm Declarations screen is displayed. The system is checking to ensure that all other users attached to the Shared Stock Unit are logged off.

You are also informed that all required declarations have been completed and continuing will list them for information.

3. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.



The Declarations screen is displayed showing the declarations made so far for Stamps, Stock and Cash.

The details indicate who made the declarations, when they were made and on which system in the post office (node) they were made.

HORIZON SYSTEM

Balancing using the Horizon System

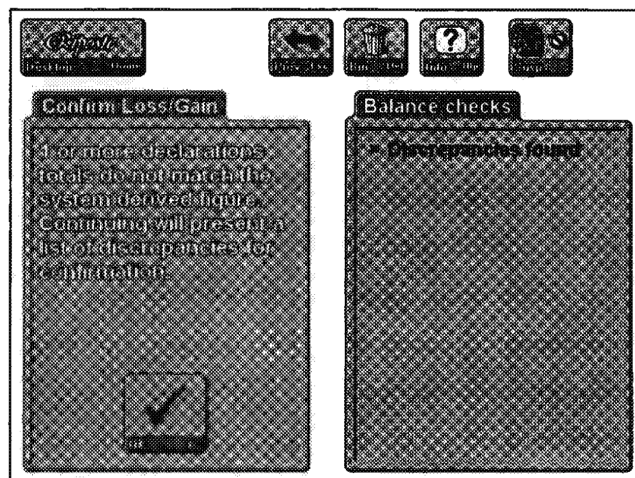
Ref: PATH/43/002

Section 2: Produce a Balance Report (Shared Stock Unit) and roll over the Stock Unit, continued

Date: 13/12/99

Issue: 3.0

4. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.

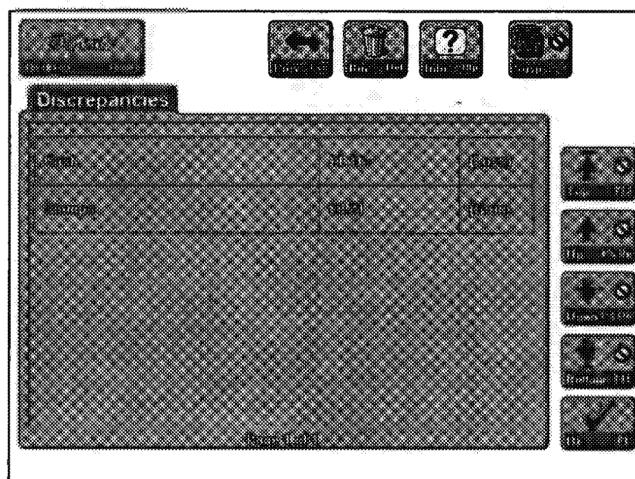


The system will now check to see if, based on the declarations, there are any discrepancies in the Stock Unit.

If any discrepancies are found, the Confirm Loss/Gain screen is displayed. The system indicates that discrepancies have been found. Continuing will present a list of them for confirmation.

If there are NO discrepancies, the Produce Report screen is displayed, (continue the procedure from step 7).

5. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.



The Discrepancies are now listed.

At this point you can accept the discrepancies and produce the Balance Report, by activating the OK green tick icon.

However if you do not wish to accept the discrepancies then you can activate the Riposte icon and redeclare Stamps, stock or Cash as appropriate.

Note:

The discrepancies are recorded as loss or gain transaction and the total of each is shown at the top of the Trial and Final Balance reports. The NET value of the discrepancies will be shown in the Payments Table of the Cash Account Report.

6. **Touch** the OK green tick icon, or **Press** F1 on the keyboard.

HORIZON SYSTEM

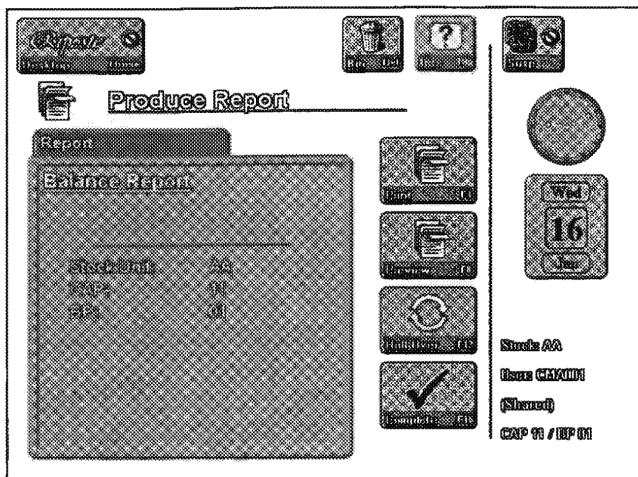
Balancing using the Horizon System

Ref: PATH/43/002

Section 2: Produce a Balance Report (Shared Stock Unit) and roll over the Stock Unit, continued

Date: 13/12/99

Issue: 3.0



The system will now commit the discrepancies and after a short delay, the Produce Report screen is displayed.

Before the Stock Unit can be rolled over into the next CAP or BP, the report must be either printed or previewed on screen.

7. **Touch** the Print icon, or **Press** F4 on the keyboard.

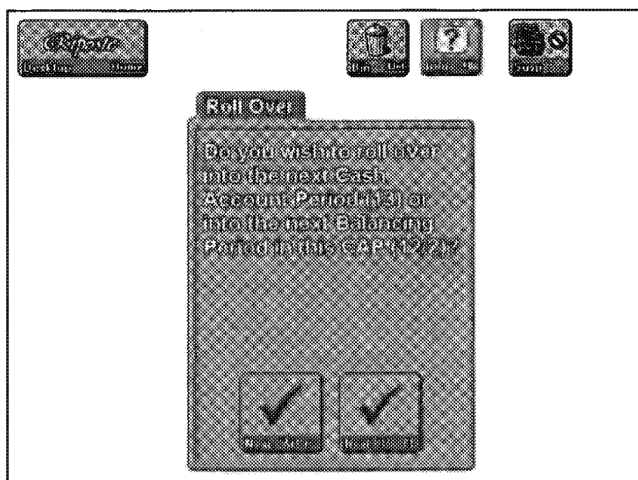
The Trial Balance Report will be printed on the counter printer. You should now check the entries on the report to ensure that you are happy with it. Even after producing the report, you can still re-declare Stamps, Stock and Cash by activating the Complete icon.

In this example, you are going to roll over the Stock Unit into the next CAP.

8. **Touch** the Roll Over icon,



or **Press** F3 on the keyboard.



The system will now ask you whether you wish to roll over the Stock Unit into the next CAP or the next BP.

9. **Touch** the Next CAP icon, or **Press** ENTER on the keyboard.

The system will now carry out the various checks and procedures that are required to roll over the Stock Unit into the next Cash Account Period. This will take a short period of time and the Final Balance Report will be produced on the counter printer.

Well done!

You have produced a Balance Report and rolled over the Stock Unit.

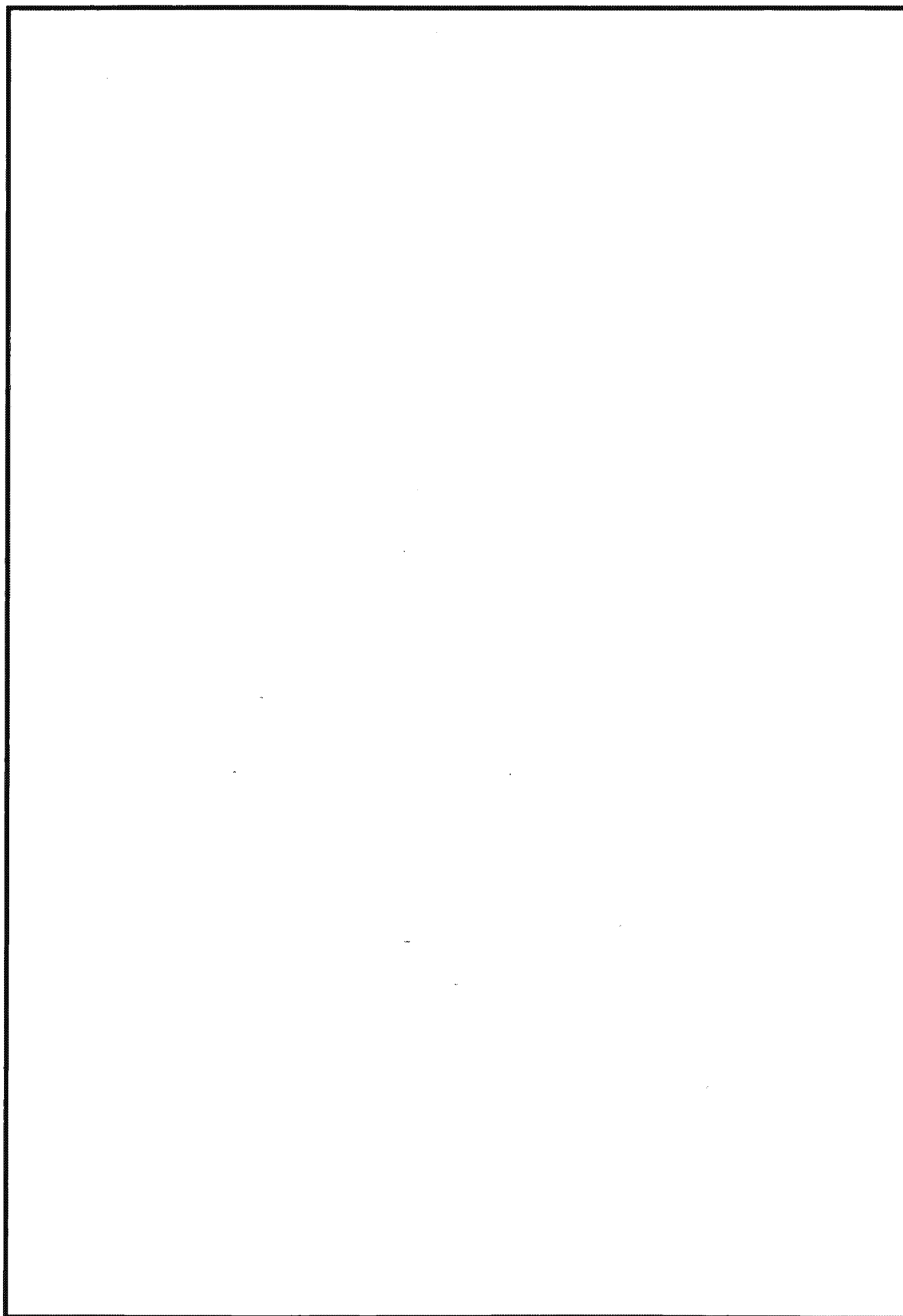
HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Date: 13/12/99

Issue: 3.0



**Activity Sheet 2 Workbook 10**

If there are any questions you are unsure of, read Workbook 10 Section 2 again. All of the questions are practical and require you to use the Horizon system.

Note:

If you are completing these exercises in the post office, ensure that the Horizon system is in Training Mode.

1. Produce a Balance Snapshot report for Stock Unit BB.
2. You have received the following error notice, National Savings Withdrawal, Amount £45.00. Process it.
3. Declare the following stamps for Stock Unit BB:

1p stamps	£1.78	39p stamps	£32.76
2p stamps	£3.64	43p stamps	£40.42
4p stamps	£4.36	50p stamps	£53.50
5p stamps	£5.25	63p stamps	£45.36
6p stamps	£5.34	£1.00 stamps	£87.00
10p stamps	£8.90	£1.50 stamps	£180.00
30p stamps	£23.10	£2.00 stamps	£432.00
31p stamps	£13.02	£3.00 stamps	£420.00
37p stamps	£23.31	£5.00 stamps	£490.00

4. Adjust the First Class stamps holding on Stock Unit BB to 1500.
5. Declare the following Cash for Stock Unit BB:

Coins 1p	£15.00	Notes £5	£2500.00
Coins 2p	£20.00	Notes £10	£3200.00
Coins 5p	£35.00	Notes £20	£2800.00
Coins 10p	£80.00	Notes £50	£100.00
Coins 20p	£150.00	Notes £100	£100.00
Coins 50p	£200.00		
Coins £1	£450.00		
Coins £2	£350.00		

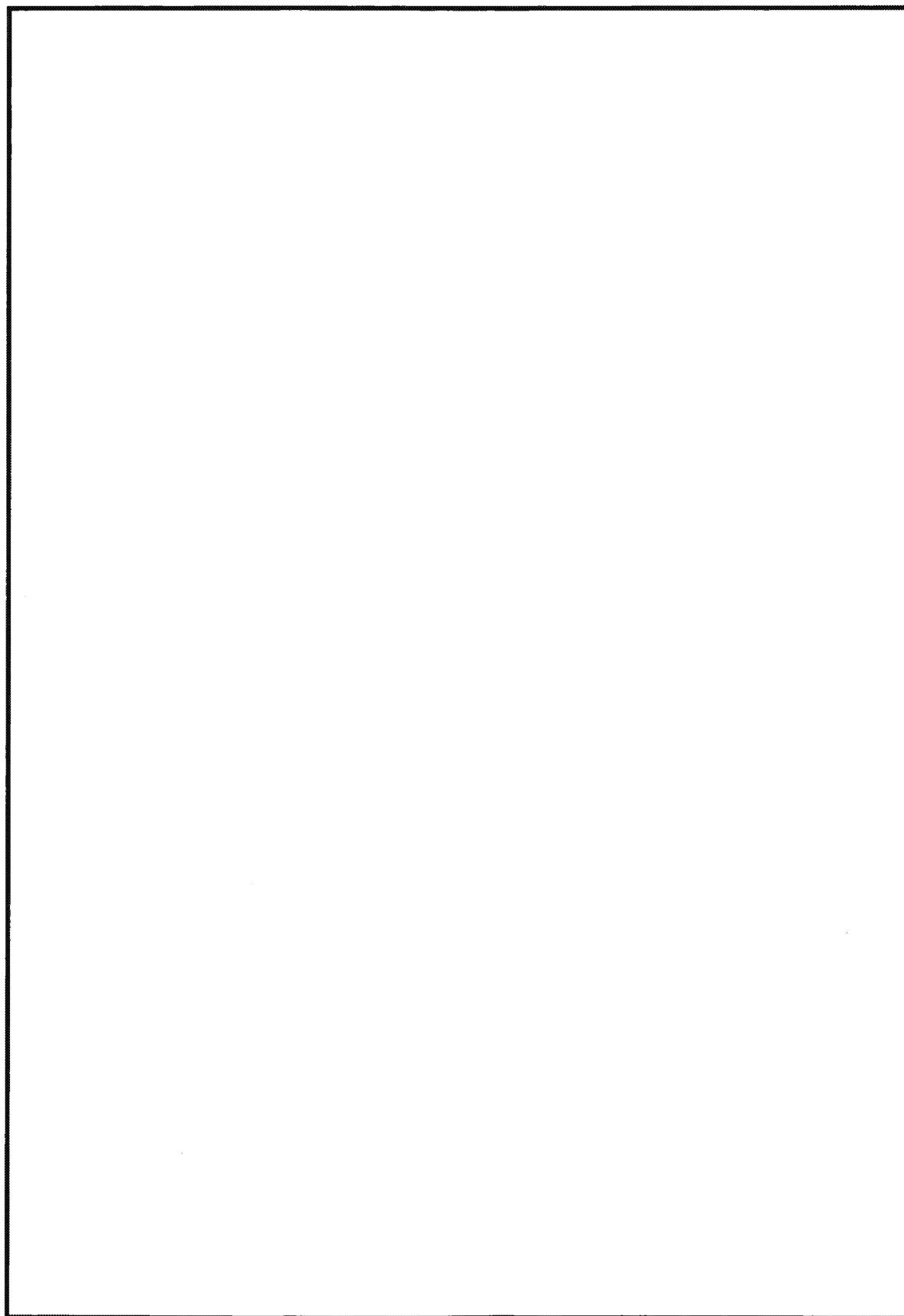
HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Date: 13/12/99

Issue: 3.0



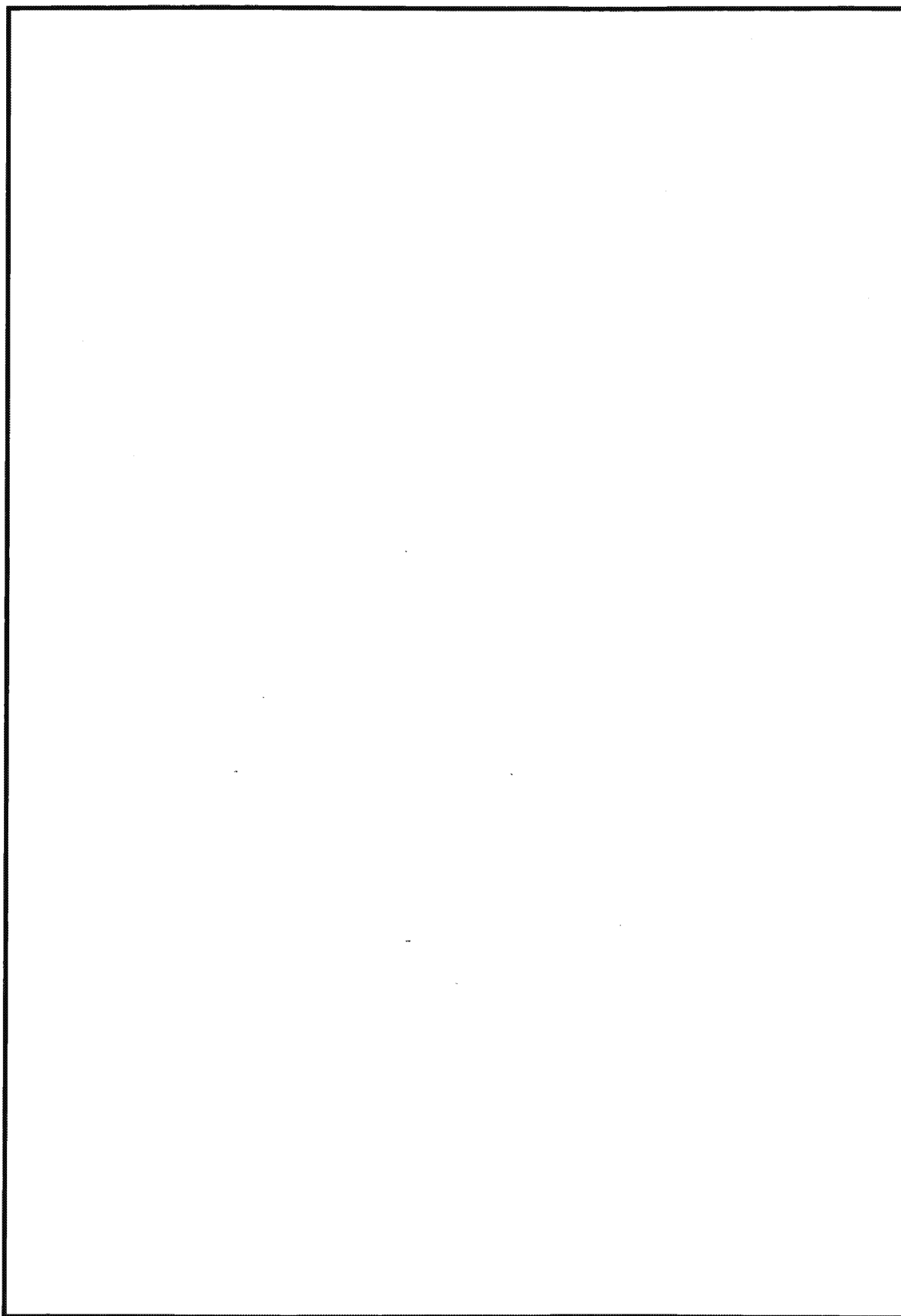
HORIZON SYSTEM

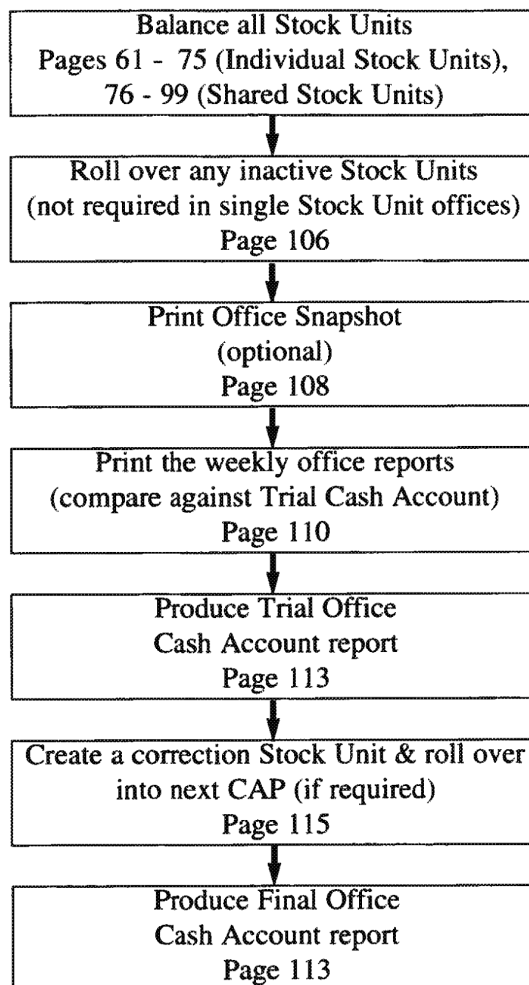
SECTION 3 - CASH ACCOUNT REPORT

INTRODUCTION

Introduction:

This section describes the actions and procedures required to produce the office Cash Account report. This element of the procedure is rather procedural, as the Stock Unit balance is the critical element of the office balance. The system will use the figures from the Stock Unit balances to prepare the office Cash Account report.



Cash Account procedure breakdown

Once the Stock Units in the office have been balanced, the Cash Account can be produced. The procedure above shows the steps that need to be taken to produce the Cash Account. The examples shown in section 3 of this Workbook detail how each step is carried out. If further information is required refer to the *Horizon System User Guide*.

**Section 3: Roll over Inactive Stock Units into the next Cash
Account Period**

Date: 13/12/99

Issue: 3.0

Occasionally during the Stock Unit and office Balance procedure, you may be required to roll over a Stock Unit that has not been used at all during the current accounting week. Since these Stock Units have remained inactive since the last balance, they can be rolled over using the previous week's balance figures.

Note:

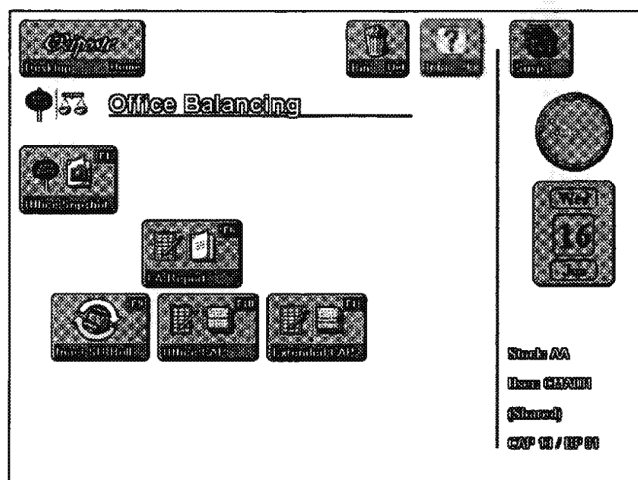
Before the roll over can take place, you must ensure that no-one is attached to the Stock Unit or the roll over will fail.

From the Desktop menu:

1. **Touch** the Office Balancing icon,



or **Press** F8 on the keyboard.

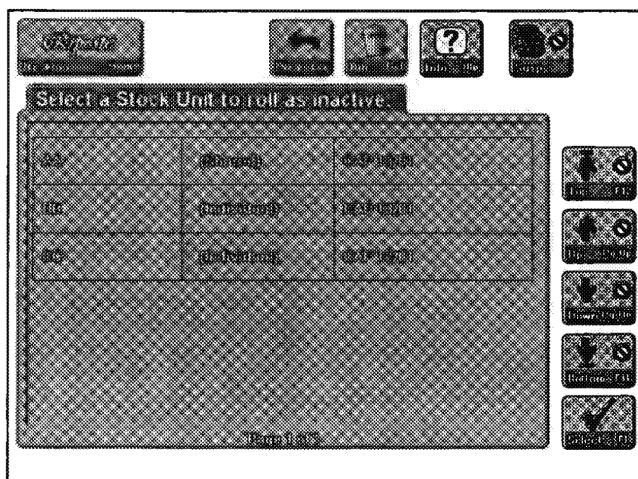


The Office Balancing menu is displayed. There is also an icon for rolling over an Inactive Stock Unit.

2. **Touch** the Inact SU Roll icon,



or **Press** F9 on the keyboard.



The Select a Stock Unit to roll as inactive screen is displayed. The system prompts you to select the Inactive Stock Unit that will be rolled over.

In this example Stock Unit CC has not been used during the current accounting week, so it can be rolled over as an Inactive Stock Unit.

**Section 3: Roll over Inactive Stock Units into the next Cash
Account Period, continued**

3. *Select* Stock Unit CC.

4. *Touch* the Select green tick icon, or *Press* F1 on the keyboard.

The Horizon system will check to ensure there are no users currently attached to the Stock Unit. If no-one is attached to Stock Unit CC, the screen will now indicate that the Stock Unit is rolling over.

Once the system has completed the roll over procedure, the system returns to the Office Balancing menu.

Well done!

You have rolled over an Inactive Stock Unit using the Horizon system.

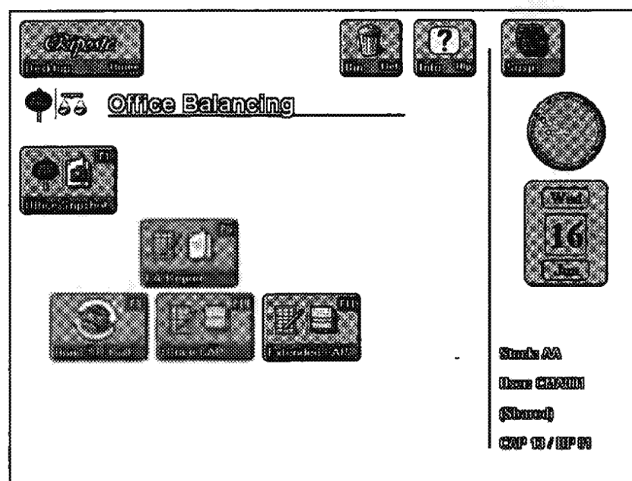
Once all Stock Units in the post office have been successfully rolled over into the next Cash Account Period, the Office Snapshot Report can be produced. It can be used to check against the office weekly reports, although the Trial Cash Account can also be used for this purpose. This is an optional report.

From the Desktop menu:

1. **Touch** the Office Balancing icon,



or **Press** F8 on the keyboard.

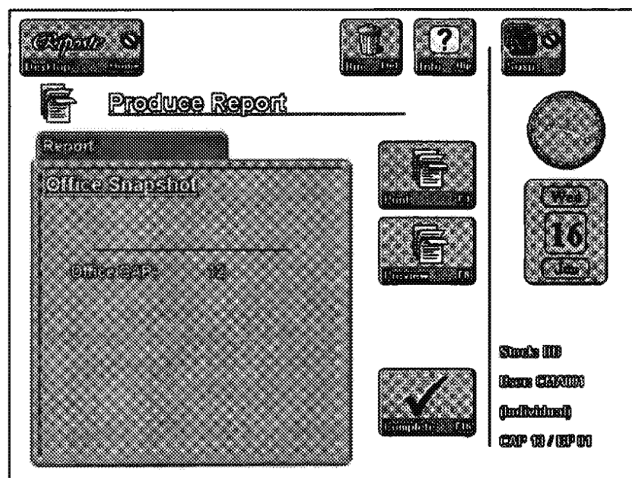


The Office Balancing menu is displayed. There is an icon for producing an Office Snapshot Report.

2. **Touch** the Office Snpshot icon,



or **Press** F1 on the keyboard.



The system will now prepare the Office Snapshot Report. After a delay, the Produce Report screen is displayed. The options available are similar to all other Produce Report screens.

In this example a printed copy of the Snapshot is required.

3. **Touch** the Print icon, or **Press** F4 on the keyboard.

The Office Snapshot Report will now be printed on the counter printer. The report totals the Stock Unit holdings of Stamps, Stock and Cash for ALL Stock Units in the office. The Snapshot below shows the start of a typical Office Snapshot.

Feltham Post Office	FAD: 123456X
18:37 16/06/1999	CAP:11
Office Snapshot	
Discrepancies in this Account	
*Discrepancy OVER	7.81 *
*Discrepancy UNDER	2.16 *

*Total discrepancy	5.65 *

Value Stock & MOP Volume Value	
Cash	61440.52
Cash	61440.52
Cheque	0.00
Cheque	0.00
OB Cheque to CRU	15.76
Non Chec OB Cheques	15.76
MOP	61455.28
Mono TV Fee	470 14335.00
Mono	14335.00
Colour TV Fee	468 42822.00
Colour	42822.00
TV FEE	57157.00
BBC TV Stmp £1	360 360.00
BBC TV Licence Stmp	360.00
Phil Other	45.76
First Day Cov	30 8.10
Pres Pack	35.00
RM Stamp Card	15 3.45
PHILATELIC ITEMS	92.31
1st Class Stamp	3612 939.12
etc etc etc	

4. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

Well done!

You have produced an Office Snapshot Report using the Horizon system.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 3: Office Weekly reports

Date: 13/12/99

Issue: 3.0

Once all the Stock Units have been balanced and rolled over into the next Cash Account Period, the Office Weekly reports can be produced.

In this example the P&A P2311MA Report will be produced (on the A4 report printer).

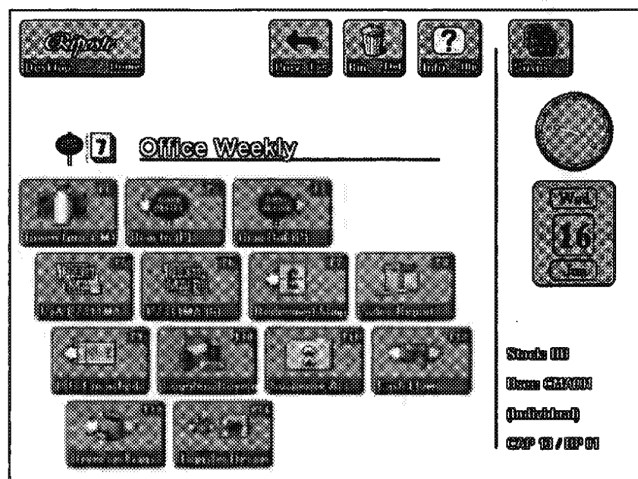
From the Desktop menu:

1. **Touch** the Reports icon, or **Press** F2 on the keyboard.

2. **Touch** the Office Weekly icon,



- or **Press** F6 on the keyboard.



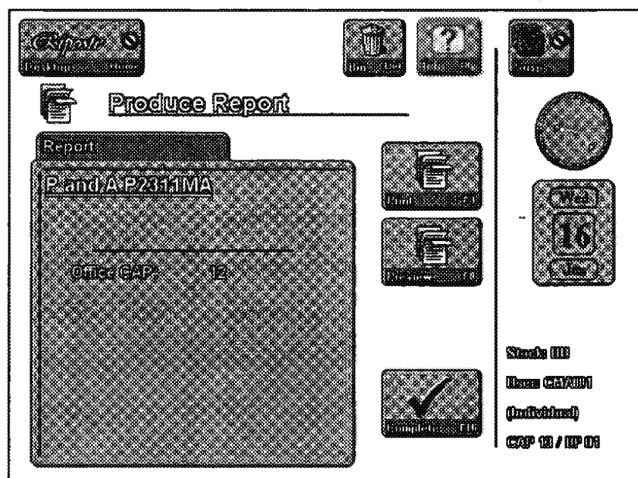
The Office Weekly Reports menu is displayed.

The nature of the business conducted in the outlet during the accounting week will determine which reports are required.

3. **Touch** the P+A P2311MA icon,



- or **Press** F5 on the keyboard.



The Produce Report screen is displayed for the Report.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 3: Office Weekly reports, continued

Date: 13/12/99

Issue: 3.0

4. **Touch** the Print icon, or **Press** F4 on the keyboard.

Screen messages will be displayed for a few seconds, informing you that the report is being prepared and then printed. The report will be produced on the A4 report printer. The report reproduced below shows the Pension and Allowance benefits paid during the current Cash Account Period. It details each P&A group and summarises the total number of benefits paid by volume and total.

PENSIONS AND ALLOWANCES				
OFFICE NAME: Feltham Post Office		OFFICE CODE: 123456X		
ADDRESS:		C/A WEEK NO: 11		
		WEEK ENDING: 16/06/1999		
		TIME: 19.30		
This summary should be dispatched with the CASH ACCOUNT.				
	GROUP	NUMBER OF ORDERS		TOTAL AMOUNT
	NO	FP57/PS57	PENSIONS ALLOWANCES	£ p
MOD ARMY	1		3	125.00
MOD Ind Injy	2		0	0.00
MOD AIR	3		3	270.00
	4		0	0.00
Child/One Parent	5		76	1456.75
War Pension	6		12	457.00
Dis Living All	7		0	0.00
Family Credit	8		85	2657.00
D.O.H.	9	0		0.00
Pension/Inc Supp	10		231	8942.90
Income Support	11		121	3519.00
Ind Inj/Death Benefit	12		8	1034.00
Ret Pension/All	13		65	1372.05
	14		12	983.00
Reserved	15		0	0.00
For	16		0	0.00
Future	17		0	0.00
Use	18		0	0.00
TOTALS:		0	437 179	20816.70
MILK TOKENS:		57		
SIGNATURE.....				
OFFICE SUMMARY P2311MA				

Section 3: Office Weekly reports, continued

5. ***Touch*** the Complete green tick icon, or ***Press*** F16 on the keyboard.

The Horizon system returns to the Office Weekly Reports menu.

Well done!

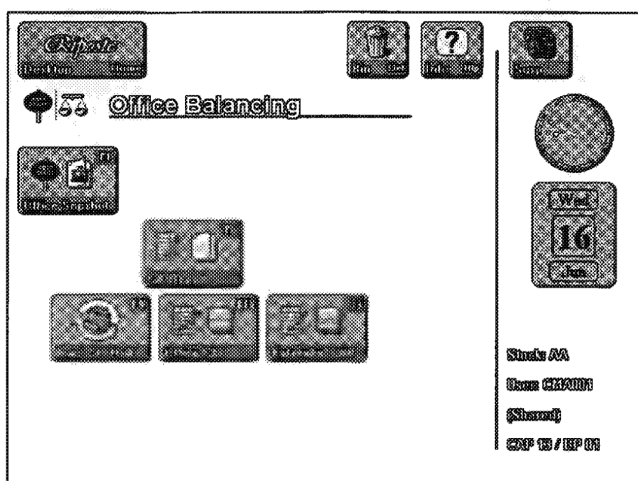
You have produced an Office Weekly report.

Once the Office Weekly reports have been produced, the Trial Cash Account can be taken.
From the Desktop menu:

1. **Touch** the Office Balancing icon,



or **Press** F8 on the keyboard.

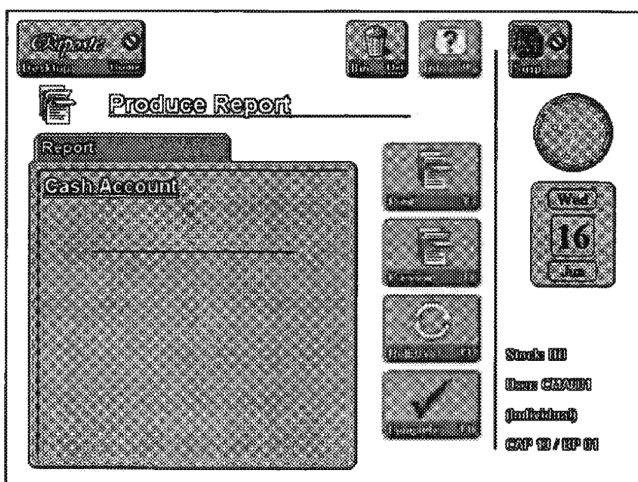


The Office Balancing menu is displayed.

2. **Touch** the CA Report icon,



or **Press** F6 on the keyboard.



The system will now prepare the office cash account. After a delay, the Produce Report screen will be displayed.

3. **Touch** the Print icon, or **Press** F4 on the keyboard.

The Trial Cash Account report will now be printed on the A4 report printer. The system will then return to the Produce Report screen.

The Office Weekly reports must be checked against the Trial Cash Account. If you are happy to accept the report the Roll Over icon can be activated and the office will roll over into the next Cash Account Period.

If during this check procedure you find a transaction that has not been carried out on the Horizon system then a Correction Stock Unit can be created, refer to the procedure on page 115. Once the Correction Stock Unit has been balanced and rolled over into the next Cash Account Period, the Trial Cash Account must be re-produced.

4. **Touch** the Roll Over icon,  or **Press** F3 on the keyboard.



The Confirm Rollover screen is displayed. The Warning message prompts you to check that all Office Accounting activities have taken place.

Continuing will result in the office rolling over into the next Cash Account Period and the final Cash Account report being produced.

5. **Touch** the Confirm green tick icon, or **Press** ENTER on the keyboard.

After a short delay, 2 copies of the Final Cash Account report are produced from the A4 printer. Both must be signed and datestamped, one is retained in the post office for 6 years, the second is forwarded to Chesterfield.

Well Done!

You have produced the Office Cash Account report.

Section 3: Create a Correction Stock Unit to hold errors in the Office Balance

During the Office Balance procedure, a member of staff may have rolled over their Stock Unit having accepted a discrepancy. If the discrepancy is found after the Stock Unit is rolled over (but before the Cash Account is produced), the Stock Unit cannot be amended, as the figures have been accepted by the Horizon system. Since this discrepancy has been found, a new Stock Unit can be created to hold the discrepancy so that it can be accounted for in the office Cash Account, thereby allowing the office to balance. The discrepancy can then be transferred back into the original Stock Unit on completion of the Cash Account.

If a correction Stock Unit is created in this way, the outlet manager must make a written note of when and why the Stock Unit was created. The creation of a correction Stock Unit is exactly the same as the creation of an Individual or Shared Stock Unit described in Workbook 9.

In the following example, a Green Giro has been paid out to the customer but not carried out on the system. The cash was taken out of the Stock Unit causing a discrepancy of £50 at the end of the week. The Stock Unit was balanced and rolled over into the next CAP with the discrepancy, however the mistake has now been noticed. A Correction Stock Unit will now be created so that the Giro will be registered with the Horizon system, creating a positive discrepancy to offset the original one.

From the Desktop menu:

1. **Touch** the Administration icon, or **Press** F7 on the keyboard.
2. **Touch** the Stock Unit icon, or **Press** F1 on the keyboard.
3. **Touch** the Create icon, or **Press** F1 on the keyboard.

In this example an Individual Stock Unit will be created to carry out the Giro transaction. Correction Stock Units should always be created with an identifier at the opposite end of the alphabet, to avoid confusion. In this example **ZZZ** will be used.

4. **Type** **ZZZ**
5. **Touch** the green tick icon, or **Press** ENTER on the keyboard.
6. **Touch** the Individual icon, or **Press** F2 on the keyboard.

A message will now appear indicating that the Stock Unit has been successfully created.

7. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

The Stock Unit has now been created. However, before the transaction can be carried out, you must attach yourself to it.

8. **Touch** the Attach icon, or **Press** F3 on the keyboard.
9. **Touch** Stock Unit **ZZZ**.
10. **Touch** the Select green tick icon, or **Press** F1 on the keyboard.

HORIZON SYSTEM

Balancing using the Horizon System

Ref: PATH/43/002

Section 3: Create a Correction Stock Unit to hold errors in the Office Balance, continued

Date: 13/12/99

Issue: 3.0

The Select a User to attach to Stock Unit ZZZ screen is displayed.

11. **Select** your user name from the picklist.

12. **Touch** the Select green tick icon, or **Press** F1 on the keyboard.

The Attached OK screen is displayed, indicating that you are now attached to Stock Unit ZZZ.

13. **Touch** the OK green tick icon, or **Press** ENTER on the keyboard.

14. **Touch** the Riposte Desktop icon, or **Press** HOME on the keyboard.

The transaction can now be completed in Stock Unit ZZZ.

15. **Touch** the Transactions icon, or **Press** F1 on the keyboard.

16. **Touch** the Serve Customer icon, or **Press** F1 on the keyboard.

17. **Touch** the Green giro icon, or **Press** F12 on the keyboard.

18. **Type** £50.00

Check the amount is correct before continuing.

19. **Touch** the green tick icon, or **Press** ENTER on the keyboard.

20. **Touch** the Cash icon, or **Press** F15 on the keyboard.

21. **Touch** the Riposte Desktop icon, or **Press** HOME on the keyboard.

The Green Giro has now been completed on the Horizon system. The Stock Unit must now be balanced. The Green Giros Weekly Report can be produced.

22. **Produce** the Green Giros Counter Weekly report and apply the cut-off.

The correction Stock Unit can now be balanced. There is no stock or cash in the Stock Unit. However a declaration of stamps and cash is required.

23. **Touch** the Stock Balancing icon, or **Press** F4 on the keyboard.

24. **Touch** the Decl Stamp icon, or **Press** F2 on the keyboard.

25. **Touch** the Finish green tick icon, or **Press** F1 on the keyboard.

26. **Touch** the Complete green tick icon, or **Press** F16 on the keyboard.

27. **Touch** the Decl Cash icon, or **Press** F1 on the keyboard.

**Section 3: Create a Correction Stock Unit to hold errors in the
Office Balance, continued**

28. *Touch* the Finish green tick icon, or *Press* F1 on the keyboard.

The Confirm Loss/Gain screen is displayed.

29. *Touch* the OK green tick icon, or *Press* ENTER on the keyboard.

The Discrepancies screen is displayed.

30. *Touch* the Confirm green tick icon, or *Press* F1 on the keyboard.

31. *Touch* the Complete green tick icon, or *Press* F16 on the keyboard.

32. *Touch* the Bal Report icon, or *Press* F6 on the keyboard.

The Confirm Loss/Gain screen is displayed.

33. *Touch* the OK green tick icon, or *Press* ENTER on the keyboard.

The Discrepancies screen is displayed.

34. *Touch* the Confirm green tick icon, or *Press* F1 on the keyboard.

35. *Touch* the Print icon, or *Press* F4 on the keyboard.

36. *Touch* the Rollover icon, or *Press* F12 on the keyboard.

37. *Touch* the Next CAP green tick icon, or *Press* ENTER on the keyboard.

The Final Balance report for the Correction Stock Unit will be printed on the counter printer.
This completes the process for correcting the office balance.

The Trial and Final Cash Account must now be reproduced (refer to page 113 - 114).

Once the office has rolled over into the next Cash Account Period, £50 cash can be transferred from the Stock Unit with the discrepancy into Stock Unit ZZZ. This will cancel the original discrepancy, Stock Unit ZZZ can then be balanced and deleted.

Well Done!

You have created and balanced a Correction Stock Unit to hold errors found in the Office Balance using the Horizon system.