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Document Title:	IMPACT Release 3 Design Proposal
Document Type:	Design Proposal
Release	S80
Abstract:	This document is the Design Proposal for the Horizon aspects of Release Three of IMPACT (was known as End-to-End Re-architecting Release 2).
Document Status:	Approved
Originator & Department:	Gareth I Jenkins (Tel: GRO - RASD
Contributors:	

Approval Authorities

Name	Position	Signature	Date
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Chapter 0 - Document Control

0.1 DOCUMENT HISTORY

Version	Date	Reason for Issue	Associated CP/ PinICL Nos.
0.1	16/03/2004	First Draft issued for comment.	None
0.2	08/04/2004	Second Draft issued for comment.	None
0.3	29/04/2004	Third Draft issued for comment.	None
1.0	30/04/2004	Baselined version	None

0.2 REVIEW DETAILS

Review Comments by:	~~30/04/04~~
Review Comments to:	Originator

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(*) = Reviewers that returned comments

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0.3 ASSOCIATED DOCUMENTS

Reference	Doc	Vers-ion	Date	Title	Source
[CDBT]	EA/CDE/002	1.0		Branch Trading Reporting, Management and Control and Transaction Management Conceptual Design	Post Office Ltd / POA
[CDBTCR1]				Changes to [CDBT][1]	POA
[CDIAG]	tbs			Counter Dialogues for Impact R3 (to be produced, so title may change)	POA
[CDPOLFS]	BD/CDE/008	0.3		PO Ltd Financial Systems Release 3 Conceptual Design	Post Office Ltd / Prism
[CDPROG]	AccCM-PCD CR/CDE/006	3.2		Accounting & Cash Management Programme-Release 1 - Conceptual Design	Post Office Ltd
[CTRHLD]	tbs			Impact R3 Counter HLD	POA
[CTSAIS]	EA/IFS/005	0.1		Horizon to POL Client Transmission Summaries AIS	POA
[DRSHLD]	NB/HLD/003			DRS Host HLD	POA
[DWhHLD]	tbs			Data Warehouse HLD	POA
[E2EBRS]	BD/BRD/017	0.1	21/02/03	Business Requirements - End to End Re-Architecting Post Office Product, Branch, Client, Cash and Stock Processes & Systems Feasibility Study	Post Office Ltd
[EDSAIS]	EA/IFS/004	0.1	22/03/04	CAPO – Horizon Accounts Activated AIS	POA
[HRSAPAIS]	tbs	1.5		HR SAP 4.6B Interface Documentation[2]	Prism
[HRSAPAIS1]	EA/HR/001	0.01	14/04/04	Horizon To SAP Human Resources System - Pivot Interface Specification	Prism
[HRSAPAIS2]	EA/HR/001!	0.01	14/04/04	Horizon To SAP Human Resources System - Pivot 2 Interface Specification	Prism
[LFSHLD]	LFS/DES/003			LFS Host HLD	POA
[MENU]	SD/SPE/016	32.0		Horizon OPS Menu Hierarchy	POA
[MIGOVW]	tbs			Impact R3 Migration Overview (to be produced by Fujitsu, so title may change)	POA
[MISAIS]	EA/IFS/006	0.1		Horizon to POL Data Warehouse AIS	POA
[POLFSAIS]	EA/IFS/003	0.2[3]		POL FS AIS	Prism
[POLTIS]	TI/IFS/008			Horizon to Post Office Technical Interface Specification	POA
~~[RDDSHLD]~~	~~tbs~~			~~RDDS HLD~~	~~POA~~
[RDMCHLD]	RD/DES/056			Reference Data End to End High Level Design for S80 (Impact, Track & Trace, +1 Sales)	POA
[RDMOD]	tbs			Reference Data Model for S80 (to be produced by Fujitsu, so title may change)	POA

1 *This isn't a stand-alone document but is an Annexe to the CT associated that is being produced based on this DP*

2 *This defines the current interface from CBDB to HR SAP.*

3 *NB we are aware of changes that are required from this baselined document. These are clearly indicated where relevant.*

4 *NB this is the current interface. We have not received a version for the S80 changes yet. It is assumed to be a later version of the same document.*

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[RDRV]	RDP/TEC/951 RD/CSD/002	2.3[4]	12/01/04	Reference Data Rules and Values	Post Office Ltd
[RDSAIS]	RDP/AIS/014 BF/IFS/010	5.2a [5]	05/07/02	Application Interface Specification Reference Data to Pathway	Post Office Ltd
[RDTPSAIS]	tbs			Reference Data to TPS AIS (to be produced by Fujitsu, so title may change)	POA
[RIPCNT]	TD/SPE/010			Riposte 6 Message Server Configuration for Counters	POA
[RIPCS]	TD/SPE/009			Riposte 6 Message Server Configuration for Correspondence Servers	POA
[RIPDC]	TD/SPE/011			Riposte 6 Message Server Configuration for Riposte "Clients"	POA
[REPREC]	SD/DES/005			Horizon OPS Reports & Receipts.	POA
[S15]				Schedule 15 of the Contract - Service Levels and Remedies	Post Office Ltd
[SAPADSAIS]	PSO/IND/E2E/ SOL/016 BP/DES/030	1.0[6]		SAP ADS to POL FS Application Interface Specification	Prism
[SAPDP]	tbs			DP for Impact R3 SAP Hosting (to be produced by Fujitsu, so title may change)	POA
[SLA]	SPR/MT/007 CS/SLA/002	1.0		Service Level Targets for Horizon Services	Post Office Ltd
~~[STYLE]~~	~~SD/STD/001~~	~~10.0~~		~~Horizon Office Platform Service Style Guide~~	~~POA~~
[TCAIS]	EA/IFS/002	1.3[7]	23/03/04	POL Finance Systems to TMS / Horizon Transactional Corrections Interface Specification	Prism
[TIPAIS]	TI/IFS/001	7.0		Pathway to TIP Application Interface Specification	Post Office Ltd
[TPSAGTHLD]	tbs			TPS Agent HLD	POA
[TPSMAP]	AD/DES/047			Agent to TPS Mapping Table	POA
[TPSHLD]	tbs			TPS Host HLD	POA
[VOLS]	PA/PER/033	2.0		Horizon Capacity Management and Business Volumes	POA

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

0.4 ABBREVIATIONS & DEFINITIONS

0.4.1 Abbreviations

Abbreviation	Definition
Acks	Acknowledgments

4 *NB this is the current interface. We have not received a version for the S80 changes yet. It is assumed to be a later version of the same document.*

5 *NB this is the current interface. We have not received a version for the S80 changes yet. It is assumed to be a later version of the same document.*

6 *NB Version 1.0 is the S60 interface. We have not received a version for the S80 changes yet. It is assumed to be a later version of the same document.*

7 *NB we are aware of changes that are required from this baselined document. These are clearly indicated where relevant.*

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ADC	Advanced Distribution Centre: Used as an abbreviation on the Horizon desktop for Remittances to and from SAP ADS
AIS	Application Interface Specification
APS	Automated Payments Service. The subsystem that handles the acceptance of automated payments on behalf of Post Office clients and passes details of those payments directly to the clients.
ARL	Additional Remedy Level
C112	The version of the Banking or Debit Card confirmation message picked up by the TPS harvester for summarisation to POL FS made available to the DRS system for Reconciliation.
C12	The version of the Banking or Debit Card confirmation message harvested in real-time to the DRS system for Reconciliation.
CAP	Cash Account Period
CAPO	Card Account for Post Office. The special Bank Account provided by Post Office for Benefit Payments.
CBDB	Counters Business DataBase. Post Office Limited's current Accounting Systems
CCD	Contract Controlled Document
CD	Conceptual Design
CT	Commercial Terms
CTS	Client Transmission Summaries
CTT	Counter Transaction Timings
DIT	Direct Interface Test
DP	Design Proposal
DRS	Data Reconciliation Service. A system used to reconcile the on-line transactions between the Financial Institutions and Horizon
DWh	Data Warehouse
E2E	End to End testing where testing is carried out by POL of the full business processes
EDS	The company which Post Office Ltd's cheque processing is outsourced to
EOD	End of Day
FAD	Financial Accounts Division (FAD Code)
FTMS	File Transfer Management Service
HLD	High Level Design
HR SAP	The SAP System used by Royal mail Group's Human Resources to pay sub-postmasters
ITU	Integration and Testing Unit (within Fujitsu Services Post Office Account)
LDT	Liquidated Damage Threshold
LFS	Logistics Feeder Service
LPO	Local Persistent Object
MI	Management Information
MIS	Management Information System
NB103	A Report produced from the DRS reconciling Banking and Debit Card Trasnactions against the Cash Account Period they were carried out in.
NBE	Network Banking Engine
NRDS	New Reference Data System (a replacement from RDS)
OBCS	Order Book Control Service
OLA	Operational Level Agreement
~~OMDB~~	~~Operational Management Database~~
ONCH	Overnight Cash Holding
~~OPS~~	~~Office Platform Service~~
OPTIP	Operational TIP
PO Ltd	Post Office Ltd
POA	Post Office Account
POL	Post Office Ltd
POL FS	Post Office Ltd's Financial System
RDDS	Reference Data Distribution Service
RDMC	Reference Data Management Centre
RDS	Reference Data System
Rem	Remitance
RMG	Royal Mail Group
S80	System Release 80. A Horizon Release.
SAP	An industry standard accounting system
SAP ADS	SAP Advanced Distribution System
SLA	Service Level Agreement
SLT	Service Level Target

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SU	Stock Unit
TC	Transaction Correction
TIP	Transactional Information Processing
TIS	Technical Interface Specification
TMS	Transaction Management System
TPS	Transaction Processing System

0.4.2 Definitions

The following terms, when capitalised as here, have specific meanings as indicated.

Term	Definition
Account	An account within POL FS into which Transactions or Summaries are posted. The mapping of Horizon Products and the modes in which they are transacted onto POL FS accounts will be defined in Reference Data.
Agent	A component of the Horizon architecture which links Host Systems to Riposte. Note that it is used in other documents to refer to a person working in a Branch, however in this document it is purely used to refer to the Horizon System component
AP Clients	Post Office Ltd's Clients for the Automated Payment Service
Article	A term used in SAP to represent a Product
Article Mode	A concept in the mapping of products and Modes to Articles
Balancing	The process by which a clerk ensures that all the cash and stock for which they are responsible is correct.
Branch	The term used for any Post Office wither operated directly by POL or on their behalf by a sub-postmaster. In the past the term Outlet was used (but I hope I've avoided it in this document!)
Branch Manager	The person responsible for the operation of a Post Office Branch
Branch Trading Statement	A report providing a summary of what has happened within a Branch during a Trading Period
Card Account	The special Bank Account provided by Post Office for Benefit Payments.
Cash Account	The mechanism by which a Postmaster currently reports their liability to POL
Cash Centre	A place where cash is prepared to delivery for Branches (and non-POL destinations) and to which cash is returned. Their cash is managed through SAP ADS.
Clerk	A person working in a Branch who uses Horizon
Counter	The terminal used by a clerk when interacting with Horizon. Note that there are also "back office" counters in some larger branches which are purely for administrative functions.
Data Centre	The Central Systems run by Fujitsu Services in their Data Centres of Bootle and Wigan.
Data Warehouse	A System used to hold data for long term analysis
Desktop	The software that provides the interface to Horizon for a Clerk
E-Pay	A company which acts as an agent for Electronic Top ups on behalf of all the mobile phone operators.
End of Day	End of Day is defined as taking place 30 mins after the scheduled closing time (in Reference Data) for a Branch or 19:00 whichever is earlier. Horizon has a mechanism whereby background processes can be triggered to operate in the Branch at the End of Day time, for example to trigger the harvesting of that day's transactions.
Error Notice	A manual mechanism by which the Central Post Office Ltd accounting functions can request corrections are made to branch accounts following various errors. This is to be replaced by *Transaction Corrections*.
FAD Code	Unique identifier for a Branch
Financial Institution	An independent organisation providing Financial services (usually Banking or Debit Card)
Harvester	A software Agent that transfers data from Riposte to a Host System
Horizon	That part of Post Office Ltd's System developed and operated by Fujitsu Services

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Host	A component of the Horizon architecture that supports databases and database processing
Huthwaite	The location of Post Office Ltd's Data Centre
Impact	The programme within Post Office Ltd which is making change to Improve the accounting processes.
Loader	A software Agent that transfers data from a Host System to Riposte
Logon	The mechanism by with a user connects to the counter and identifies themselves.
Maestro	The Job Scheduling software used within Horizon
Mails	The SmartPost application used to aid clerks in calculating the postage required for any item and printing labels for affixing to the items
Messagestore	The storage mechanism used by Riposte
Mode	Identifies the business functions under which a counter transaction is being carried out.
Outlet	No longer used. This term has now been replaced by *Branch*.
Persistent Object	A technique used within Riposte for holding data indefinitely rather than transiently
Postmaster	The person responsible for a Branch. (Used interchangeably with *Branch Manager*.)
Prism	The organisation who supply and operate Post Office Ltd's back-end systems
Prism Alliance	The organisation that is responsible for the development, operation and support of Royal Mail Group's central systems including those of Post Office Ltd.
Product	Something that is transacted at a counter. Products may be Stock products or Service products.
Quantum	A Smart Card used to top up Gas meters.
Reference Data	A mechanism by which parameter values are held outside code in such a way that they can be easily updated through defined processes
Remittance	The receipt or despatch of some item of Stock in a Branch
Replenishment Delivery	An electronic flow indicating the amount of cash to be delivered to a Branch
Riposte	A product from Escher Group Ltd that provides a messaging middleware for communication between Branches and the Horizon Data Centre
Rollover	The means by which a Stock Unit moves from one Trading (or Balance) Period to another
Soft Launch	A mechanism that allows functionality to be activated independently of Software installation at Branches
Stock Unit	A means of accounting within a Branch
Streamline	A company which acts as a Merchant Acquirer processing Debit card Transactions on behalf of other Financial Institutions.
Sub-File	That part of a file of data that holds the data associated with a single Branch's trading on a single Trading Date
Summarisation	This is the process of taking the information from a set of transactions and producing a summary total of the overall net effect of such transactions. For Release 1, this summarisation will be simply to add up the Sale Value of all relevant Transactions with due regard to the arithmetic sign.
Supervisor	A role within a Branch with special privileges
Suspense Account	A means by which cash discrepancies can be accounted for with a branch outside of any Stock Unit.
Tertiary Mapping	A new form of mapping used for Stock products to enable them to appear correctly on the various counter reports.
Tivoli	The Systems Management Software used within Horizon
Trading Day	The accounting day within a Branch. It is defined to end 30 minutes after the scheduled Branch closing time or 19:00 whichever is earlier. Any transactions that take place after the end of the Trading Day are considered to be part of the following Trading Day.
Transaction	This represents an EPOSSTransaction written to the Riposte message store. The sum of the sale values of all Transactions within a Customer Session will always be zero thus enabling normal double entry book-keeping to be carried out.
Transaction Correction	An automated mechanism by which the Central Post Office Ltd accounting functions can request corrections are made to branch accounts following various errors. This replaces *Error Notices*.

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Watercard	A Smart Card used to top up Water meters.

0.5 CHANGES IN THIS VERSION

0.5.1 Changes in Version 1.0

Changes from version 0.3b to 1.0 are marked in green (like this).

0.5.2 Changes in Version 0.3

This is called 0.3c to allow for informal circulation. The formal issue will be 0.3

This supersedes various informal issues 0.3a through to 0.3b.

Version 0.3b has been put into PVCS as version 0.3 without further change.

Changes from version 0.2 to version 0.3a are marked in red (like this) with significant deletions in ~~red strikeout (like this)~~. Changes from 0.3a to 0.3b are in violet (like this).

Note that in some places where a section has had major changes I've not preserved the original text to make the new description more readable. Such sections are clearly marked.

Changes are primarily:

- The expansion of sections which were previously TBS
- Resolution of issues highlighted in version 0.2
- Alignment with the design that was costed for the CT.

Version 0.3 is being sent on a limited circulation and it is expected that it will be updated to version 1.0 for baselining shortly.

0.5.3 Changes in Version 0.2

This supersedes various informal issues 0.2a through to 0.2d.

Changes from version 0.1 to version 0.2a are marked in red (like this) with significant deletions in ~~red strikeout (like this)~~. Changes from 0.2a to 0.2b are in violet (like this). Changes from version 0.2b to 0.2c are marked in green (like this). Changes from version 0.2c to 0.2d are marked in brown (like this). Changes from version 0.2d are marked in dark teal (like this).

Note that in some places where a section has had major changes I've not preserved the original text to make the new description more readable. Such sections are clearly marked.

Since most of the document has changed significantly, no attempt has been made to summarise the areas of change here.

0.5.4 Changes in Version 0.1

~~*This is called 0.1d to allow for informal circulation. The formal issue will be 0.1*~~

This supersedes various informal issues 0.1a through to 0.1c.

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None. This is the first version.

0.6 CHANGES EXPECTED

0.6.1 Outstanding Design Issues

A number of areas of in the document require clarification. These are marked in yellow, turquoise or green highlight in this working draft (as indicated):

- Yellow highlight indicates further investigation required within Fujitsu Services or significant bits of text to be produced
- Turquoise highlight indicates that [CDBT] needs to be updated to reflect what is stated
- Green Highlight indicates a clarification of requirements is needed from Post Office Limited.

Wherever possible a working assumption is recorded.

> *There are also a number of minor comments that require resolving that are made in a distinctive style like this.*

I've split such outstanding issues into three lists:

- Issues to be resolved by Post Office Ltd

  This has been further split into:

  - Items that require clarification

    These issues are now all closed.

  - Items where the CD needs updating to reflect agreed clarifications

    These are now formally defined in [CDBTCR1] and a compliance matrix has been included in section 8.3.

- Issues to be resolved within Fujitsu Services
- Issues in previous versions of this DP which are now resolved (noting their resolution). Such issues will be removed in the next issue of this DP.

Section	Issue	Action	On	Date

Table 1 – Outstanding Issues on Post Office Ltd

Section	Issue	Action	On	Date

Table 2 –Issues requiring updates to [CDBT]

Section	Issue	Action	On	Date
0.3	Ref and title needed for various docs	Need feedback from Dev Unlikely to be available for a while.	Dev	
2.5.1.3.1	Pete has a simpler solution	Need to discuss this with POL to see if acceptable	GIJ	
2.5.2.1	Is there an impact on RDT?		DMcD	

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2.5.2.12	Need to extend AIS to allow us to reject records that fail Ref Data validation.	Draft AIS changes	GIJ	
3.2.3.2	Need to add SAPADS to MIS Interface into [MISAIS].	Ignore for now since out of scope	TH	
3.2.5	AIS needed (EDS)	Fujitsu is authoring this. Ignore for now since out of scope.	TH	
4.2	Need to confirm approach	Clarification from Dev (Mark Ascott) This may go away! Assume that it will.	GIJ	
5.5.1.3	Should this be OLA rather than SLA?		BR	
5.5.1.5	Should this be OLA rather than SLA?		BR	

Table 3 – Outstanding Issues on Fujitsu Services POA

The following table is here to provide an audit of issues resolved since version 0.2 and the various intermediate versions of this DP. It will be removed at the next issue.

Section	Issue	Action	On	Date
0.3	Are all these docs needed?	Some now removed.	~~GIJ~~	
0.4	Needs updating and bringing in line	Done	~~GIJ~~	
1.4	Needs updating and bringing in line	Left as is	~~GIJ~~	
1.6	Anything else to add?	Need feedback from Bob Done	~~BG~~	
2.2	Update diagram to change HR SAP to SAP HR	Diagram was correct	~~GIJ~~	
2.5.1.1.1	Risk of lost data through mis-operation	GIJ to produce proposal as to what we could do and send to POL Doc produced and sent to POL 20/4. Doc updated to cover this scenario	~~DP~~	
2.5.1.1.1	Risk of lost data through mis-operation	GIJ to produce proposal as to what we could do and send to POL Doc produced and circulated within Fujitsu Proposal now included.	~~GIJ~~	
2.5.1.1.1.2	Is DefaultMessageExpiry 42 or 43?	Done	~~Dev~~	
2.5.1.1.1.3	Need feedback from proposed experiments	HLD	~~WW~~	
2.5.1.1.1.4	No specific Requirement to Protect against lost data at system start in [CDBT]	BT115	~~PB~~	
2.5.1.1.1.4	Is there a problem for the spare?	HLD	~~Dev / KM~~	
2.5.1.1.2.1	Are there any implications on validation of fixed price products?	Will be taken into account	~~Walter Wright~~	

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2.5.1.1.2.1	Can we move mappings to NRDS?	Assume we can do this unless we hear by Thursday. Flag to indicate Stock items. I've sent Daniel an email on this. I will assume that this can be handled as part of the ongoing Ref Data AIS discussions.	~~DP~~	
2.5.1.1.2.1	What will happen to Rem Settlement Transactions?	We will still write them, but with zero value	~~Walter Wright~~	
2.5.1.1.3 2.6.3.3	No specific Requirement to Merge Value and Non-Value Stock in [CDBT]	BT055	~~DP~~	
2.5.1.1.3	How do we take on previous non-value stock as Value stock?	DP says adjustments Now have follow ups. Doc produced on this and sent to POL 20/4. Assumed out of scope.	~~DP~~	
2.5.1.1.3	I'm preparing a separate note on non-value stock for discussion with POL and inclusion here later.	Doc produced and circulated within Fujitsu Done	~~GIJ~~	
2.5.1.1.3	I need feedback on this from Dev	Removed	~~WW~~	
2.5.1.1.3	I need to tidy this up	Removed	~~GIJ~~	
2.5.1.1.3.1	Dev to confirm by experimentation.	HLD	~~MMcC~~	
2.5.1.1.3.1	Are there migration issues?	HLD	~~Dev~~	
2.5.1.1.4	No specific Requirement to rationalise suspense accounts in [CDBT]	BT102	~~PB~~	
2.5.1.1.4	No specific Requirement to introduce local suspense accounts in [CDBT]	BT102	~~PB~~	
2.5.1.1.4	No specific Requirement to remove error notices in [CDBT]	BT103	~~PB~~	
2.5.1.1.4.1	A number of detailed clarifications required	~~DP: Ben – could we also keep a couple of spares GIJ: What does this mean?~~ Need some specific clarifications. Main issue now is Migration accounts. Also need to consider the new Housekeeping Products (though perhaps as part of Counter Dialogues). Dave to Check with Ann Clerk Assume still needed H/K Txns for Counter dialogues Closed	~~DP~~ ~~BG~~	
2.5.1.1.6	Migration issues	Section 2.6.3.7 added	~~Dev~~	
2.5.1.1.6	Proposal is that Settlement Products are provided by nRDS	POL to confirm that this is OK Assume "yes" Now in 8.4	~~DP~~	
2.5.1.2.1	No specific Requirement to change cash declarations in [CDBT]	BT104	~~PB~~	
2.5.1.2.1.1	Needs updating following changed requirement	Done	~~GIJ~~	

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2.5.1.2.1.1	Confirm no report required as part of this.	Dave to confirm Confirmed.	~~DP~~	
2.5.1.2.1.1	No specific Requirement to introduce Check for Variances Function in [CDBT]	BT105	~~PB~~	
2.5.1.2.1.2	Is "Declaration Abandoned" ever generated (and if so why)?	Clarification from Dev Trivial question Clarified.	~~Walter Wright~~	
2.5.1.2.1.2	Sort out impact of Events changes.	Clarification from Dev Simple question Clarified.	~~PJ~~	
2.5.1.2.1.3	When should these be logically deleted?	Clarification from Dev Simple question Clarified	~~WW~~	
2.5.1.2.2	Should report include "today"?	For now assume not, but there may be a CR for this in the future. Now in 8.4		
2.5.1.2.2	Is variance report Manager Supervisor only?	Assume it is generally available POL to confirm. Agreed.	~~DP~~	
2.5.1.2.2	Confirm assumptions about handling deleted / created stock Units in historical variance reports.	Dave to consider Assumptions not acceptable. Proposal re-worked.	~~DP~~	
2.5.1.2.2	Needs updating to handle Deleted and New Stock Units.	Done	~~GIJ~~	
2.5.1.2.2.1	No specific Requirement reprint Cash Variance Report in [CDBT]	Change to BT060	~~PB~~	
2.5.1.2.3	Need to clarify exact requirements of the variance report.	Ben to feedback Phil is discussing this with Dave / Ben (CD inconsistent) (email from Phil to Dave 19/4) Further feedback from Ben needed Not an issue if Variance Report is only up to "yesterday" as stated in [CDBT]. Closed	~~BG~~ ~~PB~~	
2.5.1.2.4	When do we get rid of vouchers?	Assume at point C	~~GIJ~~	
2.5.1.2.4	Are there any implications on validation of fixed price products?	No	~~Walter Wright~~	
2.5.1.2.5	No specific Requirement to remove Non-Value Stock Declarations in [CDBT]	BT106	~~PB~~	
2.5.1.3	I need to tidy this up	Done	~~GIJ~~	
2.5.1.3.4	No specific Requirement to add Counter Weekly Redeemed Savings Stamps Report in [CDBT]	BT107 Report Defns added to CD	~~PB~~	
2.5.1.3.5	I need to provide something here.	Done	~~GIJ~~	
2.5.1.3.7.2	How useful are Remittance / Transfer summaries with Stock by Volume changes?	Ben ~~Dave~~ to consider Initial feedback received, but needs further consideration Reports should remain "as is"	~~DP~~ ~~BG~~	
2.5.1.3.7.2	If these are still required and we are basing it in settlement products what do we do?	Now have settlement products, however need guidance from POL.	~~PJ~~	

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2.5.1.3.7.3	Confirm that this can be done as proposed	Confirmed.	~~PJ~~	
2.5.1.3.8	Dev to confirm correctness of proposal	Confirmed.	~~WW~~	
2.5.1.3.9	No specific Requirement to remove these reports in [CDBT]	Covered by BT057 This isn't a Fujitsu Requirement! Requirement changed to include Fujitsu	~~PB~~	
2.5.1.3.10	No specific Requirement to change these weekly reports in [CDBT]	BT116	~~PB~~	
2.5.1.4.1	Need to consider migration aspects somewhere.	Done in 2.6.3.2.	~~GIJ~~	
2.5.1.4.1.1	Tidy this up	Done	~~GIJ~~	
2.5.1.4.1.3	Stock Remittances / Transfers will be excluded from the SU Balance report since they are zero value. Is that what you want?	Ben to consider Initial feedback received, but needs further consideration Assumed OK. Now in 8.4	~~DP~~ ~~BG~~	
2.5.1.4.1.3	Dev to confirm this is correct	Confirmed	~~WW~~	
2.5.1.4.1.4	Dev to confirm this is correct	Confirmed	~~WW~~	
2.5.1.4.2	Is there a need for an "Interim" Branch Trading Report?	No		
2.5.1.4.2	We assume all the Branch Trading report is printed in standard fonts and nothing fancy.	POL to confirm OK Now in 8.4	~~DP~~	
2.5.1.5.2	Need to complete this.	Done	~~GIJ~~	
2.5.1.5.3	Dev to provide feedback	Clarified	~~WW~~	
2.5.1.5.4	Need to confirm assumption that BLOBs are no longer required	HLD can cover this.	~~Dev~~	
2.5.1.5.5	Need to complete this.	Done	~~GIJ~~	
2.5.1.5.5	Guidance on how we continue to maintain "Derived Cash"	Leave Type C Ref Data as is.	~~PJ~~	
2.5.1.5.5	I need to sort out a few issues here.	To be covered in 2.5.1.1.6	~~GIJ~~	
2.5.1.5.6	What process do we have for reporting to POL branches that are "falling off the cliff"?	POL to consider No costs for this have been included. BT051	~~DP~~	
2.5.1.6.3	Should the Logon Prompt go directly to the "Process Transaction Correction" function? CD has no explicit requirement for this.	Yes CD to be clarified. Added to BT024	~~PB~~	
2.5.1.7.1	Do these Options clash with existing Modes? Dev to confirm	No	~~PJ~~	
2.5.1.7.1	Some modes may need special configuring	HLD detail	~~PJ~~	
2.5.1.7.1	Need to understand settlement implications on non-value TCs	Clarification from Dev Simple Questions Closed	~~PJ~~	
2.5.1.7.1	Conf call on Tuesday implies change to AIS and hence requirement. How is this to be handled?	Updated AIS version 1.4 due Now received. However it doesn't cover the scenario of swapping O2 for Vodaphone phone cards. Now in 8.4	~~DP~~	
2.5.1.7.2	Do these Values clash with existing Values? Dev to confirm	No	~~PJ~~	

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2.5.1.7.2	Is there a sensible "start marker" to use for this? Perhaps it is best to go to start of Message store?	Start of Message Store	~~PJ~~	
2.5.2.1	TBS	Depends on completing Ref Data Analysis and production of an AIS Done	~~DMcD~~	
2.5.2.2	Conf call on Tuesday implies may still need Stock info to SAP ADS (though I suspect Karen mis-understood what it does)	It is assumed that Karen has miss-understood what this flow is and so we should assume no change here (ie the weekly stock info goes) Dave to confirm with Karen that this is OK. Assume OK. Karen has confirmed this.	~~DP~~	
2.5.2.3 2.5.2.13.5 3.2.3 4.2	Requirements unclear (need AIS) (SAP ADS Transactions) Suggestion it may be dropped?	We should do no more work in this area on the basis that this will probably be dropped. Now in 8.4	TG	
2.5.2.3	No specific Requirement to support SAP ADS Transactions in [CDBT]	BT108 Now in 8.4	PB	
2.5.2.4	No specific Requirement to add events in [CDBT]	BT110	~~PB~~	
2.5.2.4	How do we handle settlement transactions? This will involve NRDS and MIS as well as Horizon	Separate note produced on this and circulated 20/4 Closed	~~DP~~	
2.5.2.4	Can OPTIP handle the new events, or do we need to filter them until OPTIP feed is turned off?	Assume that we suppress them	~~DP~~	
2.5.2.4	Does MIS need "Number of Outstanding TCs as part of the event?	Yes		
2.5.2.4	Need to update following new version of [TCAIS]	Done	~~GIJ~~	
2.5.2.4	A number of detailed questions regarding what exactly we can pass to MIS and OpTIP.	Done	~~GIJ~~	
2.5.2.5	We're concerned that implications of removing NB103 not fully thought through.	POL to confirm OK Assumption is that it is OK. Closed.	~~DP~~	
2.5.2.5	Need to complete this. Input needed from Dev	Completed	~~Sud~~	
2.5.2.7	How do we recognise Settlement Transactions?	Leave to HLD	~~Sud~~	
2.5.2.8	How do we handle Transactions that fail to be Harvested to TPS?	Clarification from Dev Clarified	~~Sud~~	
2.5.2.8	Need to complete this.	Clarification from Dev Detailed input needed Completed	~~GIJ~~	
2.5.2.8.2	Need to complete this.		~~GIJ~~	
2.5.2.8.2	Is it acceptable to hold back POL FS subfiles in error cases? NB they may have gone to MIS.	POL to confirm Now in 8.4		
2.5.2.8.2	Is it acceptable to hold back POL FS subfiles in error cases? NB they may have gone to MIS.	OK – check with Philip. Checked OK	~~GIJ~~	
2.5.2.8.2	Is there a problem with take on of opening figures from MiMAN?	HLD	~~GIJ / PJ~~	
2.5.2.8.3	Need to complete this.	Completed	~~GIJ / PJ~~	

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2.5.2.9 3.2.5 4.5	Is this still in scope? (CAPO data feed from EDS)	We should do no more work in this area on the basis that this will probably be dropped. Now in 8.4	~~TG~~	
2.5.2.9	No specific Requirement to support CAPO data feed from EDS in [CDBT]	BT111 Now in 8.4	~~PB~~	
2.5.2.10	Assuming we go for the "complex approach" need guidance as to the need to move to the simple approach later. Should that be included in the costs?	Cost with caveats (Separate email sent to Nigel Stone on these issues) Closed	~~DP NS~~	
2.5.2.10	Assuming we go for the "complex approach" What about branches that change from feed 1 to feed 2 during a month?	Cost with caveats Closed	~~DP NS~~	
2.5.2.10	Is there an issue with Ref Data for closed branches being removed?	No	~~DMcD~~	
2.5.2.10	No specific Requirement to support HR SAP in [CDBT]	BT112 Assumed 2 months in arrears and 2 files Have not done 2 costings	~~PB~~	
2.5.2.11	Need to complete this.	Done	~~GIJ~~	
2.5.2.12	No specific Requirement to support Transaction Corrections in [CDBT]	BT113	~~PB~~	
2.5.2.12	Need to consider Validation process	Clarification from Dev Detailed input needed Done in Host	~~GIJ~~	
2.5.2.13	What do we do with this?	Clarification from Dev Detailed input needed Provided	~~PJ~~	
2.5.2.13	How do we find out when POL FS has loaded the data?	N/A	~~NF~~	
2.5.2.14	Need to update 2.6 to align with this.	Done	~~GIJ~~	
2.6.1	No specific Requirement to support Migration in [CDBT]	BT114	~~PB~~	
2.6.2	Need to complete this.	Done	~~GIJ~~	
2.6.2	Is there a migration problem with timing of LFS Stock feed?	Now sorted.	~~PJ~~	
2.6.2 2.6.3.1.1	Can TCs be delayed until Branch switches to Branch Trading?	POL to consider Now in 8.4	~~DP~~	
2.6.2	Is there a requirement to look at old NB103's after CBDB switch off?	POL to consider Now in 8.4	DP	
2.6.3.1.1	Timing of permissions change on Housekeeping menu. Simplest is to do this at a single time across the estate independently of the other changes. Is that OK?	GIJ to provide a migration proposal to include this (still outstanding) GIJ to document as working assumptions Suggest a fixed date is chosen Now in 8.4		
2.6.3.1.1	Input for CAP controlled Soft launch	Complete / ref to HLD	~~PJ (TBS)~~	
2.6.3.1.2	Do we need to support a pilot for POL FS take on?	Will come out of Migration review (see BT114)	~~PB~~	
2.6.3.1.2	Need to complete this.	Done	~~GIJ~~	
~~2.5.1.4.1~~ ~~2.6.3.1.2~~ 2.6.3.2	Need to explore migration requirements for adjusting B fwd / C fwd positions on SU Balance reports (and Branch Trading?)	GIJ to provide a migration proposal to include this Assume nothing special done here. Now in 8.4		

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2.6.3.2	Process to lock counter to prevent further activity needs defining.	Done	~~GIJ~~	
2.6.3.2	Do we need "double roll"?	No	~~GIJ~~	
2.6.3.3	Assumption is that moving non-value stock to value stock will be outside scope of Impact since no specific requirements. Probably handled as OBC.	Migrate in Post E. Cost is part of Impact. Out of scope	~~GIJ~~	
2.6.3.6	Transactions between last CAP roll over and end of Trading day will be excluded / double counted	Can we do better? Now in 8.4	~~GIJ~~	
3.2.1	Need to complete this.	Depends on completing Ref Data Analysis and production of an AIS Closed	~~DMcD~~	
3.2.2	AIS to be formalised (TCs)	In particular we are expecting some further changes from the baselined version 1.3 Version 1.4 now received, but 1.3 is still the baseline for the CT		
3.2.4	AIS to be formalised (POL FS)	In particular we are expecting some further changes from the baselined version 0.2 0.3 now received, but 0.2 is still the baseline for the CT		
3.2.6	AIS needed (HR SAP)	Received 19/4 Closed		
3.2.6	How much in arrears is this interface? (HR SAP)	Assume 2 months Closed		
3.2.6	Need to formalise the assumptions made	Now in 8.4	GIJ	
3.2.7	Need to formalise the assumptions made	Now in 8.4	GIJ	
3.2.7.1	Need to complete this.	Done	~~GIJ~~	
3.2.7.2	Can we extend Quantity feed to support ForEx correctly?	Raise at MIS Interface workshop on 22/4 Agreed	~~DP~~	
3.2.7.3	Need to complete this.	Done	~~PJ~~	
3.3.2	Detailed info needed	Completed	~~PJ~~	
3.4.1	Need to complete (Summary Store).	HLD	~~GIJ / PJ TBS~~	
3.4.2	Object Naming	HLD? Completed	~~WW~~	
3.4.2	Detailed sizing of Persistent Object needed	HLD	~~WW~~	
3.5	Need to complete this.	Clarification from Dev Need AIS Done	~~DMcD TBS~~	
3.5	Extend NRDS to provide Primary and Tertiary mappings.	Now in 8.4		
4.2	Need NF Reqs (SAP ADS Transactions)	We should do no more work in this area on the basis that this will probably be dropped. Assume out of scope.	~~TG~~	
4.4	Need SLA Info (POL FS)	Done		
4.4	How do we detect Data loaded successfully in POL FS	We need to raise a CR to the AIS No longer required.	~~GIJ~~	

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4.5	Need NF Reqs (EDS)	Done		
4.5	Confirm date of delivery	Done		
4.6	Need to define where the file is to be delivered	FTMS Remote Gateway at Huthwaite	~~DP~~	
4.6	How early can file be delivered?	Email sent to Nigel 15/4/04 Closed	~~NS~~	
4.6	How do we handle missing data?	Email sent to Nigel 15/4/04 Closed	~~NS~~	
4.6	How do we run this once per month	Maestro calls it every day	~~PJ / AS~~	
4.7	SLA situation to be resolved.	Covered elsewhere.		
5.5	Need SLA Info	POL to agree with Fujitsu proposal (note sent 20/4) Now included	~~TG~~	
5.3	Is [STYLE] still relevant?	No	GIJ / AH	
5.5	Need SLA Info	Separate proposal circulated. To be included when agreed. Done	~~GIJ~~	
6.2.1	Is this complete?	ITU to provide Yes	~~ITU~~	
6.2.2	Need to update this	Done	~~GIJ~~	
6.3.4	What is needed here?	ITU to provide Done	~~ITU~~	
7.2	Need to complete this.	Done	~~GIJ~~	
8.2: BT006	Should be removed since it is the same as BT007	Agreed	~~PB~~	
8.2: BT030	Should be removed since it is the same as BT009	Agreed	~~PB~~	
8.2 BT059	Need to find this in doc	Done	~~GIJ~~	

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Chapter 1 - Introduction

1.1 PRIVACY AND CONFIDENTIALITY

1.1.1 Accuracy

Fujitsu Services endeavours to ensure that the information contained in this document is correct but, whilst every effort is made to ensure the accuracy of such information, it accepts no liability for any loss (however caused) sustained as a result of any error or omission in the same.

1.1.2 Copyright

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1.2 SCOPE OF THE DOCUMENT

1.2.1 Scope

[CDPROG] identified a number of areas for the business proposition of the Impact programme of which only some will be achieved by the completion of this project. The business proposition section of [CDPROG] is copied below.

- Interface of data to RMG financial systems (including for data passed to HR-SAP)
- Management of PO Ltd Bank Accounts (though this is not a “front end” issue and so is not covered here)
- Capture, Validation, Verification and Correction of client transaction data from any channel where applicable
- Provision of validated client transaction data to internal and external recipients (though some of this is done via POL FS and MI)
- Responding to client/branch enquiries concerning transaction data (Enquiries to allow response)
- Accounting at branches
- Branch control
- Recovering debt from branches, clients etc (inc non-transaction) debt

This Design Proposal documents the solution design for the Fujitsu Services components of Impact Release 3.

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The Design Proposal has been produced in parallel with the Conceptual Design. The Conceptual Design (ie requirements) for the overall Impact Programme is defined in [CDPROG]. The detailed requirements for the projects that make up Release 3 are described in two separate Conceptual Design documents [CDBT] covering the Branch perspective and [CDPOLFS] covering the Central perspective.

This Design Proposal is only addressing those requirements defined in [CDBT]. Any requirements on Fujitsu associated with the Hosting of POL FS (covered in [CDPOLFS]) will be covered in a separate Design Proposal [SAPDP].

Any requirements on Fujitsu Services that are not fully met by this Design Proposal are listed in section 1.6.1.

If the Fujitsu Services Commercial Terms for the Solution Build and Test and Implementation Phases is accepted by Post Office Ltd then the solution delivered by Fujitsu Services will be based on the outline design defined in this Design Proposal.

1.2.2 Timescales and Phasing

The design contained in this Design Proposal does not link IMPACT Release 3 to a particular Horizon release. The release will be determined by the Joint Demand Planning Forum.

However the expectation is that it will be included in S80.

1.2.3 Potential for Change

There are no specific requirements to allow for future change, however the use of Reference Data where possible provides a good basis for minimising the developments required in future to accommodate changes.

It is understood that the data feed to HR SAP (see section 3.2.6) is likely to be simplified in the future and although that change is out of scope, the design should take this into account.

1.2.4 Requirements Out of Scope

A number of the Business Processes described in [CDBT] are outside the scope of this DP. These are listed in Table 5:

Business Process	Comment
Perform Transaction Checks – Periodic	This will be handled by the Post Office MIS system
Summarise Cash Centre Transactions	This will be handled by SAP ADS as at present

Table 5 – Out of Scope Processes

In addition Section 21 (Appendix C) of [CDBT] identifies a number of changes based on Schedule 12 savings. These are considered to be outside the scope of this DP.

1.3 REQUIREMENTS OVERVIEW

The detailed requirements for Release 3 are described in [CDBT].

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Some requirements are also defined in [CDPROG], however since these are not currently aligned with those in [CDBT], they have been ignored in this Design Proposal.

Chapter 8 provides a formal compliance statement against each requirement in [CDBT] with references to where in this document the way in which the requirement is to be met is described.

1.4 DOCUMENT SUMMARY

This document describes the proposed design for Impact Release 3. In particular it describes:

- Verification
- Other Data Capture
- Produce Reports
- Daily Trading
- Produce Branch Accounts
- Stock Control
- Discrepancy Management
- Transaction Management

1.5 OTHER AFFECTED DOCUMENTS

A number of High Level Design and interface documents are being produced from this Design Proposal:

- [CTRHLD] which covers all aspects of the counter changes and general overview
- [TPSHLD] which covers those aspects to be included in the TPS Host
- ~~[RDDSHLD] which covers those aspects to be included in the Reference Data Distribution Host~~
- [RDMCHLD] which covers those aspects to be included in the Reference Data Management Host
- [RDMOD] which defines the changes to the Reference Data Model for S80
- [RDTPSAIS] which defines the interface between RDMC / RDDS and the TPS Host
- [LFSHLD] which covers those aspects to be included in the LFS Host (minor changes only)
- [DRSHLD] which covers those aspects to be included in the DRS Host
- [DWhHLD] which covers those aspects to be included in the POA Data Warehouse
- [TPSAGTHLD] which covers those aspects to be included in the TPS Agent

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- [TPSMAP] which covers the mappings between the TPS Harvester and TPS Host interface tables.
- [MIGOVW] which provides an overview of all the migration aspects

In addition, the detailed interaction between the clerk and the system will be described in [CDIAG]

The following CCDs will need to be updated as a result of the changes described in this Design Proposal:

- [REPREC] to define the new receipt layouts
- [VOLS] to include information on the volumes associated with the new data flows
- [MENU] to update the Menu hierarchy

1.6 DEPENDENCIES ON POST OFFICE LTD

The following are dependencies on Post Office Ltd:

- That a CR is raised on [CDBT] to make the clarifications identified in [CDBTCR1] ~~Table 2 in section 0.6.1~~.
- That the following AISs and TISs are finalised and agreed according to the development timetable assumed by the Commercial Terms and that any changes to the interface requirements contained in the baselined AISs/TISs will be introduced under Change Control ~~without introducing further changes. These AISs and TISs are~~:
  - [CTSAIS] (Interface to Post Office Ltd of Client Transmission Summaries)
  - [EDSAIS] (Interface from EDS of Card Account Activations)[8]
  - [HRSAPAIS] (Interface to HR SAP)
  - [HRSAPAIS1] (Interface to HR SAP)
  - [HRSAPAIS2] (Interface to HR SAP)
  - [MISAIS] (Interface to Post Office Ltd MIS System)
  - [POLFSAIS] (Interface to POL FS)
  - [RDSAIS] (Interface from nRDS)
  - [SAPADSAIS] (Interface from SAP ADS for Transactions and Summaries)[9]
  - [TCAIS] (Interface from POL FS for Transaction Corrections)
  - [POLTIS] (Technical Interface to Post Office Ltd)
- Confirmation that there is not a requirement to support the following AISs. If the decision is that support for these AISs is required then the requirement will be handled under Change Control
  - [EDSAIS] (Interface from EDS of Card Account Activations)

8 *Currently assumed out of scope.*

9 *Currently assumed out of scope.*

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- [SAPADSAIS] (Interface from SAP ADS for Transactions and Summaries)

1.1.1 Exceptions

The following requirements have been excluded from this DP:

- The requirements outlined in Section 21, Appendix C, of [CDBT] have been excluded from this Design Proposal. In particular this means that requirement [BT059] is not fully met.
- Some aspects of controlling non-value stock are excluded since the detailed requirements are not clear. This is discussed further in section 2.5.1.1.3.

1.1.1.1 Training

It is assumed that training will be provided by Post Office Ltd.

No specific training facilities are to be provided by Fujitsu Services.

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Chapter 2 - Solution Outline Design

2.1 GENERAL

This chapter provides a definition of the solution being proposed. This is done in the following ways:

- An overview of the full Impact Release 3 solution is presented including a breakdown of the components for which Fujitsu Services are responsible
- Changes to the components for which Fujitsu Services are responsible are then described in more detail, enabling the High Level Designs for these components to be produced
- Issues to do with Migration and initial start up are covered separately

Interfaces between components (both Internal to Fujitsu Services and External to or from other service providers) are described in Chapter 3.

2.2 OVERVIEW OF IMPACT RELEASE 3 COMPONENTS

Figure 1 shows the overall scope of Release 3 of Impact and the components and interfaces involved.

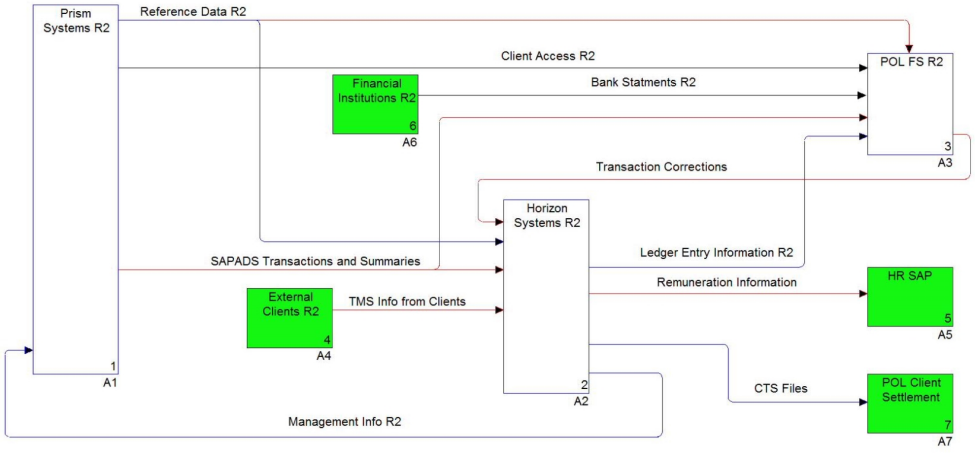


Figure 1 – IMPACT Release 3 Components

For simplicity I've left out the interfaces which are unaffected by Impact. In particular the interfaces to and from AP Clients and the on-line and reconciliation interfaces with 3rd parties such as the NBE and Streamline.

The interfaces (which are described summarised in Table 6 below and described in Chapter 3) are colour coded to highlight changes:

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- Black lines represent existing interfaces that are unchanged
- Blue lines represent existing interfaces that are modified
- Red lines represent new interfaces

Interface Name	From	To	Ref	AIS	TIS	Comment
Reference Data	POL	Horizon	3.2.1	[RDSAIS]	[POLTIS]	
Client Access						Out of Scope
Bank Statements						Out of Scope
Transaction Corrections	POL FS	Horizon	3.2.2	[TCAIS]		Internal to Fujitsu
SAP ADS Transactions and Summaries	POL	Horizon & POL FS	3.2.3	[SAPADSAIS]	[POLTIS]	
Ledger Entry Information	Horizon	POL FS	3.2.4	[POLFSAIS]		Internal to Fujitsu
TMS Info from Clients	POL	Horizon	3.2.5	[EDSAIS]	[POLTIS]	
Remuneration Information	Horizon	POL	3.2.6	[HRSAPAIS] [HRSAPAIS1] [HRSAPAIS2]	[POLTIS]	
Management Info	Horizon	POL	3.2.7	[MISAIS]	[POLTIS]	
CTS File	Horizon	POL	3.2.8	[CTSAIS]	[POLTIS]	

Table 6 – External Interfaces

It should be noted that some of the components are external to the overall system. These are shown as green boxes in the diagram.

Some of the components / data flows have a suffix of "R2". This has been done purely to avoid duplicating objects names within Systems Architect. These suffixes should be ignored and have not been included in the text in this document.

The components are:

- Prism Systems

  This represents the systems provided and operated by the Prism Alliance. The main components relevant to Fujitsu are:

  - Terminals for user access to POL FS (and other systems)
  - SAP ADS
  - MIS
  - Reference Data System

- Horizon Systems

  This represents the systems developed and operated by the Fujitsu Services. This is expanded further in section 2.2.1.

- POL FS

  This represents the new Financial System which will replace CBDB. It is being developed by Prism, but will be operated by Fujitsu Services.

  Its design is outside the scope of this document.

- External Clients

  It is understood that there are some interfaces with external clients from legacy systems that will need to be supported by TMS.

  The only one that is now in scope is a feed of data from EDS concerning enlivened Card Accounts.

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- HR SAP

  This is a system run by RMG to pay Postmasters. It is fed by summaries of value and volume of a subset of transactions, which are the basis of the Postmaster's pay.

- POL Client Settlement

  This represents that part of the Post Office's central systems which receives the CTS file each day.

- Financial Institutions

  This represents the various external Financial Institutions which will need to provide input to POL FS. These are outside the scope of this document.

2.2.1 Breakdown of Horizon Systems

Figure 2 provides a breakdown of the Horizon Systems and the interfaces between them. For simplicity the agents have been omitted from the diagram. Changes to agents will be covered as part of the description of the corresponding Host Systems.

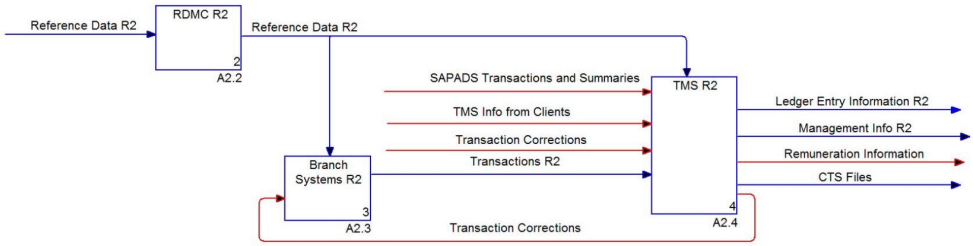


Figure 2 – Horizon Systems

The components are:

- RDMC

  This is the existing Horizon RDMC.

  Changes are described in section 2.5.2.1.

- Branch Systems

  These are the existing Horizon Counters. This is expanded further in section 2.2.2.

- Transaction Management

  This is the new Horizon Data Centre functionality. This is expanded further in section 2.2.3.

2.2.2 Breakdown of Branch Systems

Figure 3 provides a breakdown of the Branch Systems and the interfaces between the

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components.

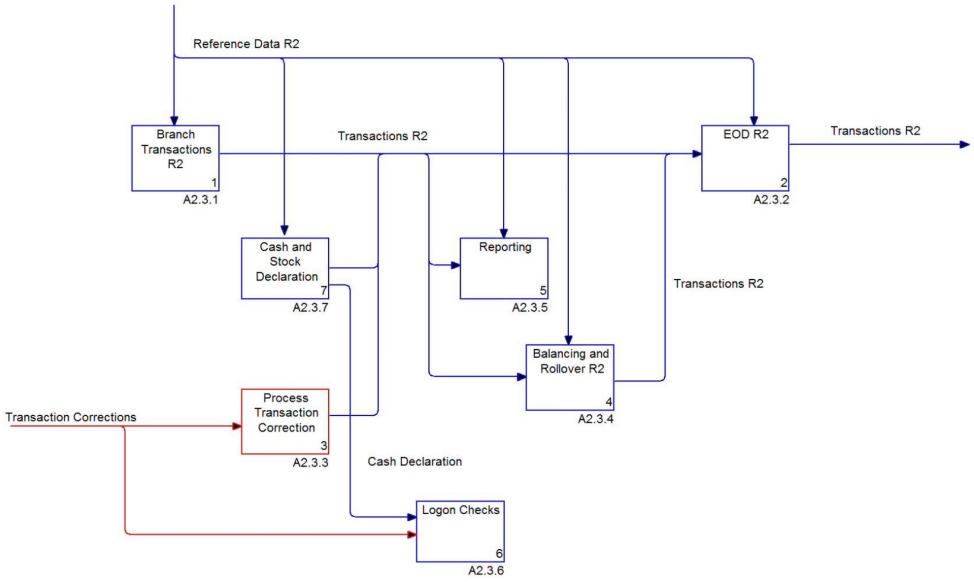


Figure 3 – Branch Systems

The components are:

- Branch Transactions

  This is the normal handling of *Transactions* within the Branch (ie the main counter functionality).

  Changes are described in section 2.5.1.1.

- Cash and Stock Declaration

  There are requirements to change the declaration processes.

  Changes are described in section 2.5.1.2.

- Reporting

  Changes are required to the various daily and weekly reports being produced to support the new branch processes.

  Changes are described in section 2.5.1.3.

- Balancing and Rollover

  These processes require changes to move from a Cash Account process to producing a Branch Trading Statement.

  Changes are described in section 2.5.1.4.

- EOD

  This is the existing system initiated End of Day process which takes place in the background.

  Changes are described in section 2.5.1.5.

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- Logon Checks

  Some changes are required to some of the existing checks and new checks are being introduced.

  Changes are described in section 2.5.1.6.

- Process Transaction Correction

  This is new functionality and is described in section 2.5.1.7.

2.2.3 Breakdown of TMS

Figure 4 provides a breakdown of TMS components and the interfaces between them.

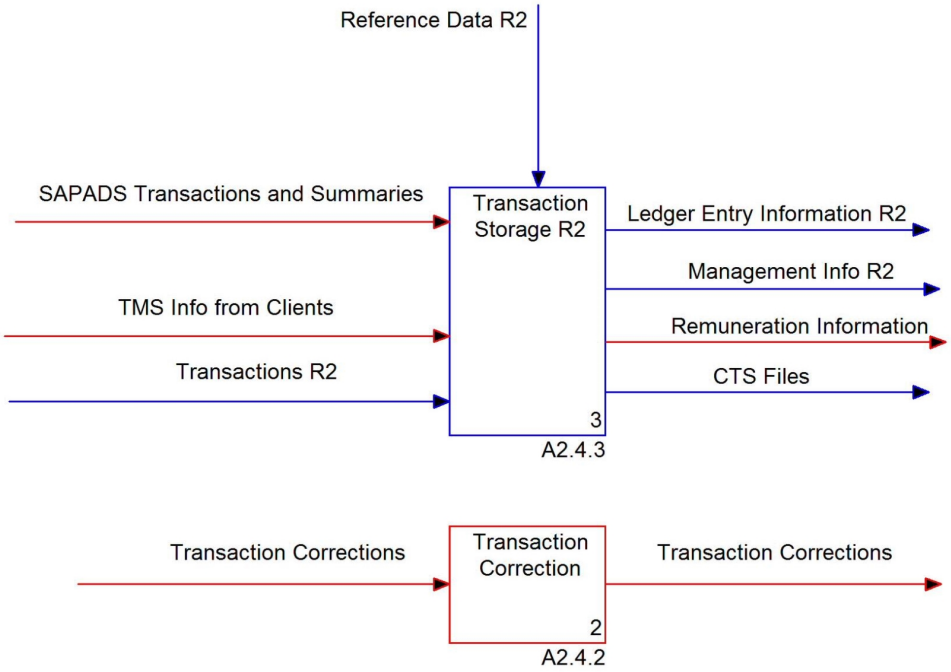


Figure 4 – TMS

The components are:

- LFS

  Since the changes to LFS are the removal of functionality rather than the introduction of new functions, then it is omitted from the diagram

  Changes are described in section 2.5.2.2.

- Transaction Storage

  This is basically the functionality carried out by the current Host Systems (TPS, DRS, APS, OBCS and the Data Warehouse) as modified to meet the Impact requirements. This is expanded further in section 2.2.4.

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- Transaction Correction

  This is a new function to pass through *Transaction Corrections* from POL FS to the Branches.

  It is described in section 2.5.2.12.

2.2.4 Breakdown of Transaction Storage

Figure 5 provides a breakdown of *Transaction Storage* components and the interfaces between them.

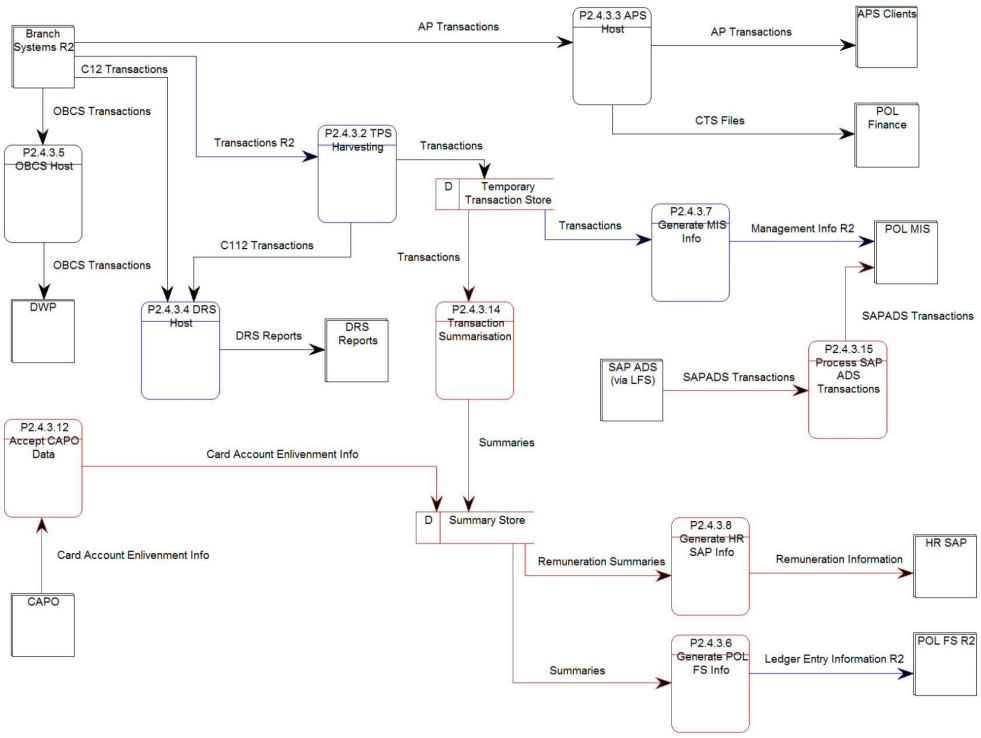


Figure 5 – Transaction Storage

The components are:

- Process SAP ADS Transactions

  This is a new function within the Horizon Data Centre. It's purpose is to support the processing of the *SAP ADS Transactions and Summaries* information flow and pass the data onto the MIS system.

  Changes are described in section 2.5.2.3.

- TPS Harvesting

  This will become the prime mechanism for extracting Transactions from Branches into the central data stores for passing onto the other Systems.

  Changes are described in section 2.5.2.4.

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- OBCS Host

  This system will be unchanged. It is expected to die as Order Books are phased out, however this may not be until after S80.

- DRS Host

  All existing interfaces to Reconciliation Clients (eg NBE, Streamline and E-Pay) will continue to be supported (but have been excluded for simplicity).

  The main change is to support the removal of the CAP on the C112 records and the removal of the NB103 reports.

  Changes are described in section 2.5.2.5.

- APS Host

  All existing interfaces from AP Clients (eg Quantum and Watercard) will continue to be supported (but have been excluded for simplicity).

  Changes are described in section 2.5.2.6.

- Generate MIS Info

  This will take the detailed Transactions from Branches and pass them across to the MIS System.

  Changes are described in section 2.5.2.7.

- Transaction Summarisation

  This is a new component which is responsible for summarising transactions on a daily basis so that the appropriate summaries can be made available to other systems.

  This is described in section 2.5.2.8.

- Accept CAPO Data

  This is a new component which processes a file received once a month from EDS and is used to feed HR SAP with details of new CAPO accounts activated.

  This is described in section 2.5.2.9.

- Generate HR SAP Info

  This will take the Transaction Summaries and pass them over to HR SAP.

  Changes are described in section 2.5.2.10.

- Generate POL FS Info

  This will take the Transaction Summaries and pass them over to POL FS.

  Changes are described in section 2.5.2.11.

In addition, there will need to be some interim changes to the current TPS Host processing during the migration phases before we get to the full target functionality. These changes are described in section 2.5.2.14.

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2.3 MAJOR NEW END TO END CONCEPTS

The purpose of this section is to provide an end-to-end description of new components that have an effect on multiple components of the proposed solution.

2.3.1 Transaction Corrections

This is a new set of business processes to enable corrections to be made to the Branch accounts as a result of various central investigations. The purpose of this new process is to replace the existing Error Notice functionality.

In summary the process works as follows:

- The central accounting function decides that it is necessary to make some adjustment to the Branch accounts
- A Transaction Correction is defined which will carry out the necessary changes (ie the central user will define an amount to be transacted for a given Product in a given Branch and a corresponding settlement Product which will normally be Cash or a defined Suspense Product).

  The Transaction Correction will also define a list of possible actions that the Branch Manager can take and also text to be presented to the Branch Manager informing him / her of the affect of carrying out any of these actions.
- A daily file of such Transaction Corrections is generated from POL FS and passed to Horizon overnight
- Horizon host systems need to receive this file and send messages using Riposte to the specified Branches with details of the Transaction Correction. This will use normal Bulk Loader technology including the use of Acks from the Branch to acknowledge successful receipt of the Transaction Correction which can be reported on as with any other in-bound file delivery. (See section 2.5.2.12 for more details.)
- In order to alert Branch Management of the receipt of Transition Corrections a new check is included at Logon for roles MANAGER and SUPERVISOR as to whether there are any Outstanding Transaction Corrections and if so the user is informed of the number currently outstanding and given the option of processing them. (See section 2.5.1.6 for more details.)
- A new Transaction Correction Button is provided to enable the Branch Manager / Supervisor to view and process Outstanding Transaction Corrections. (See section 2.5.1.7 for more details)
- The result of processing a Transaction Correction will normally be the creation of the specified Transactions, which will be returned to POL FS as part of the normal flow of Summarised Transaction data at the end of the Trading Day on which the Transaction Correction was processed at the Branch.
- An additional check is made as part of the Branch Balancing Process to ensure that there are no Outstanding Transaction Corrections. This ensures that Transaction Corrections cannot be ignored indefinitely. (See section 2.5.1.4.1 for more details.)

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As far as the processing of Transaction Corrections is concerned, the Host functionality is very similar to that for Replenishment Deliveries (introduced at Impact Release 1), in that a single message is written to Riposte for the appropriate Branch for each Transaction Correction.

When a Transaction Correction is processed, a message is written at the Branch, thus enabling a Branch to scan all Transaction Corrections and any Transaction Correction Processed messages, and thus easily identify any that are Outstanding. This is the same as the logic currently used to handle LFS messages.

In order to keep things simple at the Branch, it is proposed that Transaction Corrections include the <WAIndex.LFSFlag:> attribute with new values for Transaction Corrections and Processed Transaction Corrections. (See section 3.3.2.)

2.4 UNCHANGED PROCESSES

A number of the Business Processes described in [CDBT] require no functional change. These are listed in Table 7:

Business Process	Comment
Perform Range Checks -Transaction ... Validate Data Captured	
Automated Reconciliation	
Produce Daily Summaries	
Produce Periodic Summaries	
Verify Summaries	
~~REM out and~~ Despatch Redeemed Dockets~~/Vouchers~~	
Produce Other Horizon Reports	
Input Non Accounting Data	
Input Bulk Data	
Input Additional Client Data	
~~Rem In/Out Stock~~	
~~Stock Revaluation (Stamps)~~	
Investigate Balance Discrepancies	
Roll Over Inactive Stock Units	

Table 7 – Unchanged Processes

2.5 CHANGED COMPONENTS

2.5.1 Counter Components

2.5.1.1 Branch Transactions

There are a number of aspects to this:

- Extending Transaction Retention
- Stock to be handled by Volume rather than by Value
- Merging of Value and Non-Value Stock
- Changes to Suspense Products
- Change APS to use EPOSS Core
- Settlement Transactions

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These are discussed further below.

2.5.1.1.1 Extending Transaction Retention

> *This is a new requirement and wasn't included in the March 2003 costings.*
>
> *It doesn't directly support a Business function, but more the non-functional requirements and the move to a monthly reporting period.*

The move from a one week Cash Account period to a monthly Trading Period means that transactional data will need to be retained in the branch for a minimum of 42 days rather than the current 35 days. [BT049, BT050]

> *POL would prefer longer, but 42 days is thought to be the best we can offer without upgrading the Correspondence Server Disk storage. Disk storage at the counter is considered not to be an issue.*

There are a number of aspects to this:

- Changes to Riposte configuration parameters and the migration implications
- Changes to applications in the way that they specify the Expiry of Riposte messages
- Analysis of "unnecessary messages" and their removal
- Protection against lost data at system start
- Protection against lost data at EOD (see section 2.5.1.5.6)

Some of these topics are covered elsewhere in the DP (as indicated), the remaining ones are covered in the following subsections.

2.5.1.1.1.1 Riposte Configuration Parameters

The Riposte configuration is documented in three separate documents:

- Counters [RIPCNT]
- Correspondence Servers [RIPCS]
- Other platforms [RIPDC]

These documents will be updated to reflect the detailed configuration changes following detailed design. The main change is to MaxMessageExpiry to allow messages to be retained for longer, however there are some messages whose retention could be reduced in the branch given that we are committed to recover any non-polled branch by Day J. Feedback suggests that this is probably too risky so MinMessageExpiry will remain at 34 days.

Riposte is currently configured as follows:

Platform	Config Param	Current Value	New Value
Correspondence Server & Clients	MinMessageExpiry	10	10
Counter	MinMessageExpiry	34	34[10]
Correspondence Server & Clients	MaxMessageExpiry	37	50
Counter	MaxMessageExpiry	37	50
Correspondence Server & Clients	DefaultMessageExpiry	36	43
Counter	DefaultMessageExpiry	36	43

10 *Ie it is unchanged*

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Table 8 – Riposte Configuration Changes

Making these changes will require some other Riposte Configuration parameters to be changed in line, however the details will be covered in the Riposte Configuration documents [RIPCNT], [RIPCS] and [RIPDC] rather than here.

2.5.1.1.1.2 *Changes to the Expiry of Riposte messages*

The main EPOSS messages are explicitly written with an Expiry value of 35 days. These need to be changed to 42 days. This value should be defined in a Type C Reference Data Object, thus allowing the exact value to be easily tuned in future.

In some cases we may decide to just change the Expiry to the default value.

This will be defined in the counter HLD.

2.5.1.1.1.3 *Analysis of "unnecessary messages" and their removal*

A quick analysis of a live counter shows the following Expiry Values

Expiry Value	Number of Messages	Message Types	Comment
34	5831	Persistent Objects [R1], [Recov]	Could well have lower values which are overridden by MinMessageExpiry
35	18950	EPOSS Transactions etc	Must be explicitly set.
36	8716	LPOs EOD Reconciliation LFS	Probably defaulted
Total	33497		

Table 9 – Expiry Value Analysis

It would be useful to carry out two separate exercises:

These need to be scheduled during April. *Email sent to Mark Scardifield to get this resourced.* *Feedback from this will be handled though the HLD.*

- Set the Riposte Configuration values as specified in Table 8 and run a counter with a complete mixture of transactions and look to see what the Expiry values become for various types of message. Need to consider any that do not have a value of 34, 35 or 43, since that would mean that these are being explicitly set to that value
- Analysis of those messages with a current Expiry value of 35 or 36 to see if it can be sensibly changed. Specific types of message that could be considered for reducing the Expiry value are:
  - LPOs
  - Some LFS Messages (ie those containing <WAIndex:>)
  - Print messages
  - EOD Reconciliation messages (though many of these are likely to be removed)

The output of this analysis will be a series of proposals for further changes to the Expiry Values of specific messages which should then be included with those changes identified in section 2.5.1.1.1.2.

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2.5.1.1.1.4 *Protection against lost data at system start*

One of the major risks associated with increasing the Trading Period to 4 or 5 weeks is that there is a significantly reduced margin for error should a branch not change its Trading Period at the correct time. Currently there is a one week Cash Account Period (which exceptionally can be extended to 3 weeks) and data is retained for 35 days, thus having a minimum safety factor of 2 weeks and a normal safety factor of 4 weeks before data relevant to the current trading period is lost. With the revised 4 / 5 week Trading Period and 42 days Transaction Retention, the safety factor has been reduced to 2 weeks normally and only one week if there is a 5 week Trading Period.

Given the way in which the counter is currently engineered means that all local reporting will fail and the ability to carry forward data into a new period will fail if the data recorded at the start of a period is no longer available, then it is essential that measures are introduced to ensure that the chances of losing data associated with the current Trading Period are minimised. It is expected that there may still be some obscure circumstances under which the data is lost, and the only option in such cases will be to Temporarily Close the branch and reopen it as a "new branch" as is currently done for long term temporary closures. Such a closure must be for a minimum of 15 days currently and no work is being done to reduce that as part of Impact R3.

The main measure to be undertaken to protect against data Loss is a set of checks at End Of Day. These are described in section 2.5.1.5.6. However these checks do not protect against the case where all the counters in a Branch are switched off for a period, thus preventing the EOD checks to be carried out. A simple mechanism to handle this scenario is to carry out a check as part of the initial counter load sequence, namely how long has the counter been switched off. If this is more than a day (24 hours), then the assumption should be that the data on counter my be vulnerable and so the Riposte Configuration parameter DisableArchiving must be set to 1 (through the registry) before starting the Riposte Service. The EOD checks will ensure that this is reset back to 0 once it is safe to do so. [BT115]

Consideration is required as to whether there is a problem with implementing such a check on a spare. For this check to be of use it must take place before Riposte is first loaded. It may be sufficient that the code that carries out such a check is defined as an "immediate" fix.

This can be addressed in the HLDs.

This bit of code is owned by Karen Morley's team in ITU.

2.5.1.1.2 Stock to be handled by Volume rather than by Value

This is a new requirement and wasn't included in the March 2003 costings.

It doesn't directly support a Business process.

This has a number of implications: [BT056]

- Stock Remittance / Transfer
- Stock Declaration / Adjustment (see section 2.5.1.2.4)
- Stock Sales
- Stock Unit Balancing (see section 2.5.1.4.1)
- Stock Reporting (see section 2.5.1.3.7)

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- Stock Revaluation
- Exceptional Products

Some of these topics are covered elsewhere in the DP (as indicated), the remaining ones are covered in the following subsections.

2.5.1.1.2.1 *Stock Remittance / Transfer*

This supports part of the Business Process Rem In/Out Stock.

In general, Stock Remittances and Transfers are carried out by volume. There are some exceptions to this and these are discussed in section 2.5.1.1.2.4. However when the remittances / transfer transactions are recorded, then the stock values are recorded. This should be changed such that a value of zero is recorded.

This may require changes to the Transaction validation function for Fixed priced products.

A new flag will be required in product Reference Data to identify a stock Product as being handled by Volume rather than by Value and this should be used for controlling this change. (See also section 3.5.)

This in turn means that when the Remittance / Transfer session completes, there will be a net value of zero on the stack, and so strictly there would be no need for a settlement transaction. However, a zero-value settlement transaction will be recorded since some reporting is against the settlement product.

A consequence of this is that there will be no value for the overall Remittance / Transfer session and so this will mean that the Remittance / Transfer reports will change. This is covered further in section 2.5.1.3.7.

2.5.1.1.2.2 *Stock Sales*

A concept of *Tertiary Mappings* is introduced for stock products (see section 2.5.1.4.1.3) in order to support the production of the Stock Unit Balance Report. All Transactions (both stock and non-stock) will need to include these *Tertiary Mappings* where they exist in addition to the current *Primary / Secondary Mappings*.

This is a change to EPOSSCore and so is not specific to stock.

2.5.1.1.2.3 *Stock Revaluation*

This supports part of the Business Process Stock Revaluation (Stamps).

A consequence of holding stock by volume rather than by value (and the business reason for doing it) is that revaluation is no longer required as a branch accounting function. However the current mechanism of reporting imminent product revaluations is still required to ensure that stock levels are adjusted correctly prior to the revaluation and that staff are fully aware of the new prices. [BT046] However the functionality to support revaluation of Stock Levels will no longer be required and so can be removed. (ie the button will become invisible at the appropriate point in migration)

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2.5.1.1.2.4 *Exceptional Products*

"Other Stamps" have a special problem since they can't easily be managed by Volume. Therefore they will continue to be managed by Value and so still appear as part of the Stock Unit Balance (together with Cash, Cheques and Foreign Currency)

In particular any Non Value Indicator stamps (in particular the 38p Europe stamp) should be removed from the list of "other stamps" and appear as a separate menu item. This will enable them to be held by volume and thus avoid any future revaluation. Note that there is a requirement on Post Office Ltd ([BT047]) to make this change.

This should be a simple Type A Reference Data change.

Table 14 (in section 2.5.1.2.4) identifies other products that are likely to present a similar problem. All these products should continue to be managed by Value and so have their mapping set appropriately and appear in reports as at present.

2.5.1.1.3 Merging of Value and Non-Value Stock

This is a new requirement and wasn't included in the March 2003 costings.

It doesn't directly support a Business function.

There are a number of requirements in terms of how Stock is to be handled in future. [BT055]

No changes are currently proposed in this area other than removing the non-value stock functions.

They can best be summarised as removing the distinction between Value and Non-Value stock.

Currently, the only purpose of Horizon taking note of non-value stock is for the weekly stock report to SAP ADS. This is being removed (see section 2.5.1.5).

Having done that, any current non-value stock products can be "retired" in the normal way and removed from the system. Since it is understood that the weekly stock report is not actually used by SAP ADS, there is no need to wait until the interface is removed before starting to remove non-value stock from the system.

Previous text in this section has been removed without marking it as such.

Further analysis is required by Post Office Ltd as to what should happen to these non-value stock products. The following are the options:

- Do Nothing
- Change the transactions that are currently undertaken which use the non-value stock to become Value Stock transactions.
- Reengineer the transactions to better exploit Horizon functionality

Since there are no specific requirements on this in [CDBT], our current costings assume that Post Office Ltd will choose "do nothing" in all cases.

Prod Group Id	Group Name	Number	Comments
3297	MVL Discs	34	Need special consideration
3298	Milk Tokens	1	Will become uncontrolled
3299	Travel Schemes	379	Ref Data Change
3300	Local Authority Vchr	20	Ref Data Change
3301	Other Tokens	16	Need special consideration

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3302	NRA Rods	6	Need special consideration
3304	N. Lott. Chqs	1	Need special consideration NB we were looking at re-engineering this product

Table 10 – Categories of Non-Value Stock

My system has 4702 Pre Pack Currency instead of N Lott Chqs.

Table 10 identifies the various types of non-value stock in the current system. The following subsections consider each one in turn.

2.5.1.1.3.1 *Travel Schemes and Local Authority Vouchers*

These can be converted into controlled stock fairly simply. They are currently defined as a single product which is used both for the non-value stock declaration and for the transaction of the item within the Serve Customer menu. The following is required for these products.

Note that these changes should not be done on Live until after the cash account has been removed (ie after point E in the migration strategy). This will mean that there is no need to worry about the impact on cash account mappings.

Dev to confirm the following please – preferably by carrying out a controlled experiment.

Results will be fed back to POL and may result in further CRs.

- New buttons are added to the Rem In / Out from ADC and Transfer Out menus to support Remitting these products in / out and transferring them between Stock Units. These buttons should use the same pick lists as are currently used on the Serve Customer menus for these products.
- RDS generates a new version of the Reference Data such that the product is defined as a Stock Item with any necessary changes to the product mappings so that it is reported correctly.

  The product will also need to be included in the Stock Adjustment and Stock Declarations lists.

I believe that these are based on the Primary mappings so this may well require the Primary mappings for the product to change. Since these will become Stock Products, then they will also require Tertiary mappings.

Will that cause any migration issues?

Results will be fed back to POL and may result in further CRs.

- Following the change of Reference Data, the next time the Stock Unit is balanced, then the user will find that the system generated Stock Position will not match reality. This should be rectified by making a Stock Adjustment (or in a shared Stock unit it could be done by making a Stock Declaration on each drawer and accepting any discrepancy that results). This will result in the systems generated position being brought in line with the amount present.

  Note that to avoid this resulting in a corresponding cash discrepancy it will be necessary to ensure that all such products have a zero "loss price" (at least until this adjustment has been carried out).

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Need to check if these adjustments will cause any problems for POL FS. I would assume that they won't since there will have been no "opening figures" for these products.

- If required it should then be OK to change the "loss price" to a non-zero value ~~if required~~.

2.5.1.1.3.2 MVL Disks

MVL Disks are currently sold by the AP application and detailed investigations are required to decide what can be done.

Here there are currently different stock products for each expiry date. Changing the DVLA application to take this into account is considered to be outside the scope of Impact, so it is assumed that it is sufficient to mange the stock of MVLs at the generic level. Currently there is no link between DVLA Transactions and an explicit month's tax disk.

Ie it is sufficient to know that a branch has 70 tax discs and not know that there are 10 for each month from September 2004 to March 2005.

2.5.1.1.3.3 Other Tokens

It isn't currently clear what these products are used for. They seem to be all Electricity tokens of some sort, but it isn't clear how they are used. They are assumed to be related to AP Transactions. Detailed investigations are required to decide what can be done.

2.5.1.1.3.4 NRA Rods

Looking at these products there appear to be separate service products for a single stock product (eg a Salmon licence can be sold as a number of different products depending who it is sold to and for what period of time). There is little that can be done here without Product re-engineering.

2.5.1.1.3.5 N. Lott. Chqs

This has been discussed as a potential product for re-engineering and it is proposed that it is left uncontrolled until such re-engineering takes place.

2.5.1.1.4 Changes to Suspense Products

This is a new requirement and wasn't included in the March 2003 costings.

This supports part of the Business Process Make Good or Declare any Outstanding Losses.

There are currently a number of Products and Buttons that relate to the Suspense account. For each line on the suspense account there are 2 associated products:

- One to post the item to the Suspense Account
- One to clear the item from the Suspense Account

Most of these are invoked by Buttons or picklists on or below the Housekeeping menu. The following changes are required:

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- All of the Suspense Account Products are to be restricted to those Roles who can do an Office Balance (ie Manager, Supervisor, Migrate, Auditor and Auditor - Emergency Manager). [~~BT040,~~ BT040a]

  This will be controlled using normal Menu Security functionality on the Housekeeping menu.

- The list of Suspense Account products needs to be rationalised. Some additional products are required and some existing products may no longer be required. In particular some of the products may become non-core. [BT102]

  The detailed requirements are to be addressed as part of Counter Dialogues.

  Note that Products cannot be removed if there is still a balance associated with them. This means that in practice it is unlikely that any Suspense products will actually be removed, however the buttons that enable the Suspense products to be used will be removed. Business processes will then ensure that Transaction Corrections are used to clear out the balance from these Suspense products.

- Need to introduce a new "Local Suspense Account". This is also linked to the Stock Unit Balancing Process (see section 2.5.1.4.1). [BT102]

- The buttons that allow Error Notices to be cleared and Vouchers to be processed need to be removed, since in the future this will be achieved using Transaction Corrections. [BT103]

  ~~*My expectation is that*~~ *This can all be implemented via Reference Data Changes.*

2.5.1.1.4.1 *Current Suspense Products*

Table 11 shows the products currently transacted as part of the Housekeeping menu:

Product Number	Product Name	Comment
111	NS & I E/N dep	To be withdrawn (handled by TCs in future)
173	NS & I E/N wdrwl	To be withdrawn (handled by TCs in future)
221	Loss A reedemed	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2858	Loss B redeemed	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2859	Loss C redeemed	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2860	Loss D redeemed	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
829	Gain A redeemed	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2864	Gain B redeemed	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2541	Giro EN rcpt	To be withdrawn (handled by TCs in future)
2542	Giro EN pay	To be withdrawn (handled by TCs in future)
106	POL E/N Rec	To be withdrawn (handled by TCs in future)
162	POL E/N Pay	To be withdrawn (handled by TCs in future)
144	Prepurchase	
211	PrepurchseRdm	
146	Gain A to UR	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2862	Gain B to UR	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
223	Loss A to Table 2a	To be withdrawn, however it needs to remain until Suspense account reduced to zero.

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2855	Loss B to Table 2a	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2856	Loss C to Table 2a	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2857	Loss D to Table 2a	To be withdrawn, however it needs to remain until Suspense account reduced to zero.
2655	Migrate-UR-Out	To be withdrawn? Probably not. Assume these are still needed.
2657	Migrate-UP-Out	To be withdrawn? Probably not. Assume these are still needed.
2654	Migrate-UR-In	To be withdrawn? Probably not. Assume these are still needed.
2656	Migrate-UP-In	To be withdrawn? Probably not. Assume these are still needed.
2600	Bur/rob loss u/p	
2601	Rdm Rob loss	
247	Loan to PO	
248	LoantoPOwdrn	
2164	Rem Surplus	
2165	Rdm rem shrtge	
2167	Rem shortage	
2168	Rdm rem surplus	
2177	FinalA/c surplus	
2178	Final acc def	
2530	Unpaid Cheque A to UP	
2846	Unpaid Cheque B to UP	~~Do we need 3 of these? Suggest that~~ This one should be withdrawn. However it needs to remain until Suspense account reduced to zero.
2847	Unpaid Cheque C to UP	~~Do we need 3 of these? Suggest that~~ This one should be withdrawn. However it needs to remain until Suspense account reduced to zero.
2531	Unpaid Chq A Redeemed	
2851	Unpaid Chq B Redeemed	~~Do we need 3 of these? Suggest that~~ This one should be withdrawn. However it needs to remain until Suspense account reduced to zero.
2852	Unpaid Chq C Redeemed	~~Do we need 3 of these? Suggest that~~ This one should be withdrawn. However it needs to remain until Suspense account reduced to zero.
2528	Voucher to U/P	
2529	Rdm voucher	
2849	POL chq to up	
2848	POL chq up out	

Table 11 – Current Suspense Products

Also need to define additional Housekeeping Transactions required. Specifically need transactions to handle write-offs for things like local postage.

These will be agreed as part of the Counter Dialogues discussions.

2.5.1.1.5 Change APS to use EPOSS Core

The APS application needs to be changed to call EPOSS Core thus enabling it to pick up other changes associated with Stock Products and Tertiary mappings.

2.5.1.1.6 Settlement Transactions

Currently, we have a number of "special products" with Product Ids in the range 10,000 to 13,000 which are managed by Fujitsu and do not come from POL as Type A Reference Data.

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Historically these products are of no interest to POL and in particular are not passed to OPTIP. In general this is achieved by suppressing such products in either the TPS Harvester or in the TPS Host.

However with the introduction of Impact, some of these products are relevant to POL FS, namely the Remittance Settlement products for Cash and ForEx. At Impact R1 these are picked up at the branch as part of the EOD Summarisation process and harvested as part of the POL FS feed into the TPS Harvester. However at Impact R3, since summarisation of transactions for POL FS is done in TPS, all such transactions will need to be harvested otherwise the data passed to POL FS may not balance and data will be lost.

The following table shows the types of products affected with approximate numbers:

Product Numbers	Category	Comment
10639 & 10990	Revaluations	These appear to be historic and can no longer be transacted.
11212 & 11213	Revaluations	Currently used for revaluations. Since revaluations are to be removed, it is proposed that these settlement products remain until revaluations are no longer required.
11101	Adjustment	This relates to staff discounts and has never been turned-on in live. Since the system has moved-on since implementation, then I would suggest that it would be risky to turn this functionality on without rechecking the code (Ie: would require a CP). Therefore suggest this product is removed.
11200 & 11201	Transfers	Settlement Products for Transfers between Stock Units
11202 – 11211; 11215 & 11216 plus others at S60	Rems	Settlement Products for various modes of Remittance NB some are no longer used (Modes now redundant)
11214	Parcel Traffic	Settlement Product for Parcel Traffic sessions
11217 - 11299	Rems	New Settlement products introduced at S60 or later
11300 - 11401	Scales	No longer used
11999 - 12002	BES	No longer used

Table 12 – Current Settlement Products

There are two approaches to this:

- That we continue using the existing settlement products, but ensure that they are harvested to TPS so that they can be used for Transaction Summarisation, but are suppressed in the feed to OPTIP. We would need to consider separately whether or not they should be passed to POL MIS.
- That we pass control of these products back to nRDS since they need to be aware of those used for summarisation to POL FS. This will probably result in them having new Product Ids (presumably in the 5000 or 6000 range), which in turn will require changes to some of the Type C Ref Data to use the new products.

It has been agreed within Fujitsu that we take the second approach, however this has still to be discussed with the POL Reference Data team. In particular, transactions involving such products must not be sent to MIS and so the product Reference Data needs to identify such products to enable them to be easily suppressed by the TPS Host system.

Assumption recorded in section 8.4

The proposed approach is to request that nRDS delivers replacements for the Settlement Products that we expect to be used and we then withdraw the 1xxxx

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equivalent products following migration. There are migration issues and these are discussed in section 2.6.3.7.

For the remaining products it is safest to leave them alone, and continue to suppress them on Harvesting. This means that if they are ever transacted, they will result in an error which will easily be detected in the POL FS Summarisation function.

2.5.1.2 Changes to Cash / Stock declarations and handling of variances

This is a new requirement and wasn't included in the March 2003 costings.

Again, there are a number of aspects to this:

- Changes to Cash Declarations
- Reporting of Cash Variances
- Processing of Cash Variances
- Stock Declarations and Variances
- Non-Value Stock Declarations

These are discussed further below.

2.5.1.2.1 Changes to Cash Declarations

This supports the Business Process Compare Generated with Actual Cash Held for Stock Unit.

Currently there are separate functions for a Cash Declaration (on the Stock Balancing menu) and ONCH Declaration (on the reporting menu). Both have similar dialogues with the branch office staff' and record similar information within the message store. It is required that the ONCH declaration be removed. [BT104]

For ease of transition, the Cash Declaration Button will also be placed on the Reporting menu.

The dialogue of the Cash Declaration function will be basically unchanged.

In order to support subsequent reporting, details of cash declarations made need to be held in a set of Persistent Objects similar to those currently used to hold details of ONCH Declarations. These are described in section 2.5.1.2.1.3. The denominational level information will continue to be maintained in Declaration messages. The current Variance Persistent Object will identify the latest Declaration that has been made.

For an Unshared Stock Unit, any difference between the declared figure and the systems generated figure will be presented to the user and will be recorded (as a discrepancy – but now to be called a variance) as part of the Declaration event.

For a Shared Stock Unit, a new function, *Check for Variances*, is required to check for Cash Variances across all declarations within the stock unit. This is described in section 2.5.1.2.1.1.

In addition, an extra button is added into the "Produce Report" screen at the end of a Cash Declaration in a Shared Stock Unit, giving the user the option of going straight into this new "Check for Variances" function. [BT026]

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2.5.1.2.1.1 *Check for Variances Function*

The *Check for Variances* function will present a list of declarations for that stock unit ~~at~~ with different Declaration Ids and then compare the total declared position against the system derived figure and again any differences will be recorded (as a variance) as part of the appropriate event. [BT105]

The rules for picking those Declarations Ids to be presented as part of the Check Variances function are the same as ~~different from~~ those currently used by the Stock Unit Balance Process. The processing required is:

~~1) If the *Check for Variances* function has been invoked as part of the logon process on a Thursday morning, then the *relevant week* is *last week*, otherwise it is *this week*.~~

~~2) If the *Check for Variances* function has been invoked as part of the logon process then the *relevant day* is *yesterday*, otherwise it is *today*.~~

~~3) Find all Variance Persistent Objects associated with a Declaration Id for the relevant week for this Stock Unit~~

4) Find the latest Variance Persistent Objects for each Declaration Id that has been used within the current Stock Unit

5) Find the last ~~If there is a~~ *Declared Value* ~~for *today*~~ in the Persistent Object, and include it in the list to be displayed.

6) For each Declaration Id being displayed need to include the following:

- User
- Time of Declaration

7) The user has the option of abandoning the function if they are not happy with the list presented. This can be achieved by use of the *Prev* or *Home* buttons. There is no need to explicitly request confirmation. The list will be displayed as a picklist (as for the current list displayed as part of SU Balancing)

8) If the user selects *Continue*, the current stock unit derived position is calculated and compared with the sum of the declarations selected.

9) If they match, then a *Shared Stock Unit Variance Check Complete* event is written; the Stock Unit Variance Persistent Object is updated; and the function exits having confirmed to the user that there is no variance

10) If they do not match, then a *Shared Stock Unit Variance Check Complete with Discrepancy* event is written; the Stock Unit Variance Persistent Object is updated; and the function exits having informed the user that there is a variance and what it is

Note that there is no requirement to produce a report at this stage. All the relevant information can be found on the Variance Report.

It should be noted, that no attempt will be made to check or to take into account any transactions that may have taken place between the times the various declarations were made and the time that the Variance is calculated.

This is no different from the current "Discrepancies" function.

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Two new events are required for this:

- Shared Stock Unit Variance Check Complete
- Shared Stock Unit Variance Check Complete with Discrepancy

Note that if other users attached to the Stock Unit have continued trading since they made their Declarations, then the Variance that is calculated is likely to be incorrect. No attempt should be made to compensate for this. It is the responsibility of the Branch staff to ensure that no such trading takes place. This is why a list of when the last Cash Declarations were made for each declaration Id is required to assist in monitoring this.

This function can optionally be selected at the end of the Cash Declaration process, so that the branch office staff can move into it directly if they know that all Cash Declarations have already been made for that Stock Unit.

2.5.1.2.1.2 *Declaration Events*

In order to simplify subsequent processing of Variances, then it is necessary to change the way in which the Declaration event is recorded.

There are 3 events currently associated with Declaration:

- Declaration Complete (Event Id 21)

  This is used when a declaration has completed with no discrepancy or where it is not possible to check if there is a discrepancy (eg in a Shared SU)

  In this case the event message includes information about the value that was declared

- Declaration Abandoned (Event Id 22)

  I've tried to generate this event and have failed. I suspect it can't happen.

  It is now confirmed that although the code supports the generation of this event, it is not possible to get to this bit of code. It can be ignored as far as this DP is concerned.

- Declaration Complete with Discrepancy (Event Id 23)

  This is used when a declaration has completed and it has been detected that there is a discrepancy from the systems derived figure.

  In this case the event message includes information about the value that was declared and the amount of the discrepancy

In addition two new events have been identified above:

- Shared Stock Unit Variance Check Complete (Event Id 63)
- Shared Stock Unit Variance Check Complete with Discrepancy (Event Id 64)

These new events will need to be defined in Type C Reference Data. Also a new mechanism will need to be introduced to indicate that the shared stock unit declarations have been completed.

2.5.1.2.1.3 *Variance Persistent Objects*

In order to support the production of the Variance report (defined in section 2.5.1.2.2) the following Persistent Objects are required:

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- One for each week for each Stock Unit (shared or unshared)
- One for each week for each Declaration Id in each Shared Stock Unit
- One for each week for the Office

Old Persistent Objects should be logically deleted when they are no longer of use in a similar way to that currently done with the ONCH_*ww*_*SS* Persistent Objects, however rather than removing the Persistent Objects, when they are no longer required, their content should be removed and a "logically deleted" flag should be included in the Persistent Object. This will avoid any problem with the Riposte mechanisms for removing Deleted Persistent Objects. This logical deletion should not take place until at least 5 weeks after the end of the week for which the Persistent Object was created.

Each Persistent Object should contain a composite attribute for each day of the week starting with Thursday, with the attribute name being the weekday name. Any declaration made the following day as part of the logon check will be held under *yesterday's* composite attribute. Unlike the current ONCH Persistent Objects there is no concept of *carry forward* declarations, so it will only be necessary to update a single Persistent Object.

The content of the Variance Persistent Objects is defined in section 3.4.2

2.5.1.2.2 Reporting of Cash Variances

This supports the Business Process Create Variance Report ... Compare Generated with Actual Cash Held Across Branch.

A report is required to show the variances for all Stock Units in the branch and also indicate when the last declaration was done for each Stock Unit.

This is a new Office Daily Report which is generally available.

It is assumed that a new button is added into the Reports Menu at some appropriate place (probably as an Office Daily Report)

The processing when the button is touched is as follows: [BT009]

1) The normal "Produce Report" screen is displayed

2) The Report tablet will include "Trading Period" and the current week

3) A list of Stock Units is obtained

> *Presumably by enumerating the StockUnits collection.*
>
> *However the Default Stock Unit should be omitted from the Stock Units being reported on.*

4) All the Stock Unit Variance Persistent Objects for this week are found (of all types)

5) If this isn't the first week of a Trading Period, then all the Stock Unit Variance Persistent Objects for last week are also found to populate the *Carried Forward* column of the report

6) The report can then be built up as follows:

> *Perhaps this is too detailed for a DP, however I've included it since it is my way of clarifying my understanding of the requirement.*

   a) Standard Heading

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Details to be defined as part of Counter Dialogues discussion.

b) *Days in Trading Period* line: use the Reference Data Trading Period calendar to identify the day numbers within the current trading period. If this isn't the first week of the trading period, then need to include the last day of the previous week in the first column. If it is the first week of the trading period, then ~~need~~ the first column should be included. But left blank with no heading.

c) *Dates* line: the calendar dates for these days need to be included here.

d) For each column, the data used to populate it is found from the appropriate Stock Unit Variances Persistent Object. Data is included in all columns within the period of the report up to and including *yesterday*. The remaining columns should be left blank. The day for which data is to be included in a column is selected as follows:

POL may want this to include "today", but that will be handled by a CR.

Assume only up to yesterday for now.

Assumption recorded in section 8.4

i) If there is an entry in the Stock Unit Variances Persistent Object for the given day, then use the data from that entry

ii) If there is no entry for the day, check the Office Variances Persistent Object for the given day and see if this Stock Unit is included in the list of Stock Units not logged on today.

iii) If the stock Unit was not logged on, go back through previous days in the Office Variances Persistent Object until the last day that the Stock Unit was logged on and pick up the values from that days' information in the Stock Unit Variances Persistent Object

iv) Otherwise put an "x" in the relevant data fields

e) *Cash Variances* section: For each Stock Unit create a separate line with the value of the Variance for the given day (or "x" if no data for the given day).

f) *Cash Variances* total: If any of the values for the stock units for that day are "x", then the total should be "x", otherwise it should be the sum of the Variances for all stock units.

g) *Derived Figures* section: For each Stock Unit create a separate line with the value of the Derived Figure obtained by adding the Variance to the Declared Figure for the given day (or "x" if no data for the given day).

h) *Derived Figures* total: If any of the values for the stock units for that day are "x", then the total should be "x", otherwise it should be the sum of the Derived Figures for all stock units.

i) *Declared Figures* section: For each Stock Unit create a separate line with the value of the Declared Cash for the given day (or "x" if no data for the given day).

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j) *Declared Figures* total: If any of the values for the stock units for that day are "x", then the total should be "x", otherwise it should be the sum of the Declared Figures for all stock units.

k) *Stock Unit Breakdowns* section: For each Shared Stock Unit create a separate line for each separate Declaration Id with the value of the Declared Cash for the given day (or "x" if no data for the given day). In this case the data will be taken from the Declaration Id Variances Persistent Object for the appropriate Stock Unit

l) The remaining rows in the report are obtained from the corresponding attributes of the Office Variances Persistent Object for the given day.

It should be noted, that immediately after migrating to the Impact R3 functionality, there will be a very limited history of Variance Persistent Objects. Any data that is required by the report, which is not available in the Variance Persistent Objects, should be treated as if no declarations were made on that day and "x"s output.

Special handling is required for Stock Units that have been Created or Deleted during the time covered by the report. The rules are as follows:

- Reporting for these Stock Units should be as above for the periods when the Stock Units were in existence
- For those periods when the Stock Units were not in existence, then the various columns should have a value of "n/a" rather than "x", and the Stock Units should be ignored in terms of deciding if totals should be included.

2.5.1.2.2.1 *Reprints of the Cash Variance Report*

This report is produced from the raw data in a similar manner to the production of the Cash Variance report as described above. The difference is that the date range for which the report is to be produced is defined as part of the reprint mechanism and the Variance Persistent Objects for that period are used rather than those for the current week. [BT060a]

2.5.1.2.3 Processing of Cash Variances

This supports the Business Process Make Good, Hold or Declare Any Cash Variance.

The Cash Declaration process may result in Variances being identified between the Declared Cash values and the System Generated values. Such variances can either be:

- Held (ie ignored for now in the expectation that they will resolve themselves)
- Made Good (ie the physical cash will be adjusted to match the System Generated figure)
- Recording the variance as a Discrepancy (ie the System Generated figure will be adjusted to match the physical cash by creating a transaction which is balanced against the Discrepancy product)

  This is current functionality and will continue to be invoked only as part of the Stock Unit balancing process. This is covered further in section 2.5.1.4.1.

Making good a loss (or removing excess cash), has no actual affect on the system generated figures since what is being done is adjusting the actual cash holding to

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reflect what the system thinks it to be. This can be thought of as making an update to the last Cash Declaration recorded in the system.

There is also a requirement to make any such event explicitly visible, so that if an issue subsequently comes to light there is some evidence that there had been a variance within the system. [BT032]

Therefore two new "buttons" are introduced:

- Make good a loss
- Remove excess cash

The Counter Dialogues will decide where these buttons will be added to the system. These buttons will be available for any clerk to record the "making good" event. Such "make good" events will be recorded in the audit trail and will also be passed through to MIS.

Invoking either button will result in a screen being presented to the user inviting them to enter the amount to be made good (or removed). No attempt is made to calculate or verify this amount is to be made, since it is assumed that trading has taken place since the last Declaration.

The Variance report may help the User in working out how much (s)he needs to Make Good.

Two separate events will be defined:

- Make good a loss (Event Id 59)
- Remove excess cash (Event Id 58)

These events will be classified as Balancing Events and SU Balancing Events and will contain a Parameter <P1:> containing the amount of cash Made Good / Removed. This amount will always be held as a positive amount – the different events will allow the effect to be deduced when reporting on the amounts.

The relevant event is written to record the fact that the Stock Unit's cash position has been corrected.

In addition, the last cash declaration for the Stock Unit would be updated (for an unshared Stock Unit the user will be asked to chose which Declaration should be updated). [BT032]

An implication of this is that if a cash shortage is made good at end of day after the Cash Declaration has been done for that day, then a Variance Report for that day will show the variance, but the report for the following day should not show a variance (unless further errors are introduced). I believe that that is what is required.

Note that this scenario is not possible since Variance reports cannot be produced for "today".

Need to handle the case where no declaration has yet been made. However this is unlikely to happen in practice since:

- *a declaration should be made each day*
- *a declaration would probably have been made to enable a variance to be identified and thus for the clerk to decide that there is something to make good*

Any subsequent attempt to update the declaration will make it clear that there is an amount "made good" (or removed) from the Declaration. However if a subsequent Declaration is made, it is assumed that the cash declared at that time is correct and the

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record of the amount made good (or removed) will not be carried forward in the Declaration.

Totals of all amounts made good or removed within the current Balance Period will be reported on the Balance Report (see section 2.5.1.4.1).

2.5.1.2.4 Stock Declarations and Variances

This supports the Business Process Local Stock Check Stock Held for Stock Unit.

There are currently two mechanisms supported for managing Stock levels and adjusting them:

- Stock Adjustments

  This mechanism presents the clerk with a list of all Stock items (apart from cash and "other stamps"), together with the system derived stock levels.

  The user can then page through the list of products and amend the volume of any products to match those actually held. When the Finish button is pressed a "Stock Adjustment" transaction is created for each stock item whose level has been changed based on the Sale Price and a balancing transaction of cash in each case.

- Stock Declarations

  This mechanism is only available in a Shared Stock Unit. The clerk is presented with a list of all previous Stock Declarations made, together with their Declaration Ids and timestamps in this current Balance Period (or CAP?). They can then select one of these declarations to update or alternatively decide to make a new declaration from scratch.

  They are then presented with a list of all Stock items (apart from cash and "other stamps") and are invited to make a "blind declaration". If it is a new declaration, then they are required to enter a Declaration Id.

  Subsequent use of the Discrepancies function or running a Trial Balance will then compare the total Declarations for the Stock Unit with the System Derived figures and highlight any discrepancies that are identified. If this check is done as part of the Trial Balance process, then the discrepancies must be accepted, which will result in a Discrepancy transaction being created for each stock item whose level is identified as being in error based on the Sale Price and a balancing transaction of the Discrepancy product in each case.

Both of these mechanisms need to be retained, however rather than using the Sale Price when recording the Adjustment or Discrepancy transaction, a separate "loss price" should be used. This "loss price" will optionally be supplied as part of the Product Reference Data. Should no "loss price" be defined in Reference Data, then the Sale Price should be used. [BT036]

This has a number of implications:

- Changes are required to Product Reference data to include an optional "loss price" for those products where it is different from the sale price. This is discussed further in section 3.5.

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- The Pick lists displayed by the Stock Adjustment and Stock Declaration functions, include the Sale Price in brackets after the Product Name. This should be replaced by the "loss price" (if specified).
- When the Adjustment or Discrepancy is recorded as a Transaction, then the price used should be the "loss price".

  Note that any validation associated with Fixed Price products need to take into account that the loss price may well differ from the Sale Price.

Currently Methods of Payments such as Cheques and Vouchers are also presented in these lists.

In fact my system has 15 additional items in the Adjust Stock menu compared with the Declare Stock menu (344 and 359 respectively, so it's a bit hard to compare them easily!).

Table 13 shows those items on the current Stock Adjustments menu that represent "Methods of Payment" rather than actual stock products:

Product Number	Product Name	Comment
2	Cheque	
2642	Citibank Money Order	
4	Voucher to CRU	Presumably we're getting rid of this Assumed to be at stage C in migration so this will no longer be valid when the changes to Stock take place.
5	Unpaid Cheque	
231	Encashed OB Cheq to CRU	
278	POL Cheque	

Table 13 – Method of Payment Products

These products should continue to be adjusted by value by the Stock Adjustments function.

Table 14 shows those items on the current Stock Adjustments menu that are adjusted by Value rather than by Volume:

Product Number	Product Name	Comment
15	Philatelic Items Other	
17	Presentation Pack	
5456	Prestige Stamp Books	
5457	Mini Sheets	
21	Other Stamps Ordinary	we were already aware of this one
28	Other Postage Stationery	
27	Other Stamp Special	
43	Stamp Book Other	
45	Disct Whsle Stamp Books	
2649	Migration Only Item-HCS	

Table 14 – Stock Products currently adjusted by Value

These products should continue to be handled by value in all cases.

2.5.1.2.5 Non-Value Stock Declarations

This is a new requirement and wasn't included in the March 2003 costings.

It doesn't directly support a Business function.

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Since the intention is to remove non-value stock as a concept any processing of non-value stock will need to be removed. (See also section 2.5.1.1.3) [BT106]

2.5.1.3 Reporting

These are new requirements and weren't included in the March 2003 costings.

There are a number of aspects to this:

- Remuneration Reporting
- Office Snapshot Report
- Suspense Account Report
- Counter Weekly Redeemed Savings Stamps Report
- APS Transactions Report
- Variance Reporting (see section 2.5.1.2.2)
- Stock Unit Balance Reports (see section 2.5.1.4.1)
- Branch Trading Reports (see section 2.5.1.4.2)
- Reporting on Transaction Corrections (see section 2.5.1.7.3)
- Event Log
- Other reports affected by changes to Stock Processing
- Reprints of Reports
- Reports to be removed
- Weekly Reports

Some of these are discussed elsewhere in this DP (as referenced); the remainder are discussed further below.

The move from a weekly cash account to a monthly Branch Trading cycle means that there will up to be 5 times as much data to scan when preparing a report, and some reports will be much bigger. However there are no requirements to improve the reporting mechanisms, and so increased report production times are acceptable. [BT001]

Currently all reports have references to CAP within their headers. Changes will be required to change this to either a Trading Period identifier or a Trading Period date Range.

Detail to be agreed as part of Counter Dialogues discussions.

2.5.1.3.1 Remuneration Reporting

This supports the Business Process Produce Sales Report to Assist Remuneration Check.

The requirements are to be met by making a change to the way in which the current Sales Report is produced.

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Currently, the Sales Report reports on all relevant transactions since the start of the current Cash Account period.

The requirement is to include an additional dialogue at the start of the process asking the clerk to input a Start Date and an End Date.

The dialogue will be formally defined in [CDIAG], however it will have the following characteristics: [BT016]

1) A new button is added to the "Produce Report" screen called "Define Date range"

2) The Report tablet will include "Trading Period" rather than "Office CAP"

3) If no Date range is selected then the current behaviour will continue (ie from the start of the current Trading Period up until the present time)

4) If "Define Date range" is selected, then the clerk is invited to select firstly a Start Date and then an End Date. These are both to be specified as normal calendar dates (dd/mm/yy?). The following validation is required:

   a) End Date is no later than "yesterday" and EOD has been run for that day.

   b) Start Date is less than or equal to End Date

   c) Start Date is not less than xx days before "today"

I need to define xx, but it will probably be 42 days. This value needs to be defined as a parameter in POA Reference Data so that we can adjust it simply if required.

Alternatively can do this validation by walking the chain of EOD Markers and ensuring that the EOD Marker for the day before Start Date is found. However a fixed limit is probably an easier check.

5) The scan for the Transactions to build the report should be modified so that if a Date Range is specified, then the start point for the transactions is defined as the EOD marker for the Trading day before Start Date, and the end point for the transactions is defined as the EOD marker for the Trading day of End Date. These EOD markers can be found by following the chain of EOD Markers from the Current EOD Object.

The above appears to be quite complex and requires customisation of the reporting mechanisms. Please refer to the existing desktop report function 'Reports/Events/Reports' (F2, F7, F5) as an example of what we currently provide for reporting by date range.

2.5.1.3.2 Office Snapshot Report

This supports the Business Process Review Stock Held Across Branch.

This report is similar in layout to the Stock Unit Balance report, however covers all transactions for all Stock Units, rather than being restricted to a single Stock Unit.

It is proposed that its scope is unchanged, however the actual report layout will be changed in line with the changes being made to the Stock Unit Balance report as defined in section 2.5.1.4.1.3. [BT037]

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2.5.1.3.3 Suspense Account Report

This report needs to take into account the changes to the Suspense Products (described in section 2.5.1.1.4) and also the introduction of the "Local Suspense Account". [BT039]

It has been agreed that this report will continue to be available to all users (ie no additional security needs to be added).

However to avoid the report growing too much and to enable old Suspense Accounts to be "retired", some additional flexibility is required in the way the report is produced. Currently all possible Suspense Accounts are reported on in the Suspense Account Report. In future only those Suspense accounts which have either a Balance or a movement during the Trading Period should be included. All Suspense products with zero balance and no movements in the period should be suppresses when the report is printed.

2.5.1.3.4 Counter Weekly Redeemed Savings Stamps Report

This is a new report. [BT107]

It should become a mandatory report with a cut-off and must be produced if any savings stamps have been redeemed. It should include a total of all transactions which involve redeemed trading stamps since the last cut-off. These can be identified by having a Level 2 accounting node of 535.

2.5.1.3.5 APS Transactions Report

This report is currently produced based on all Transactions that are found under the APS Node in the accounting hierarchy. Given the need to introduce Stock Products for AP Transactions, then the report should be changed to report on all Transactions which have been written with <Application:APS>.

2.5.1.3.6 Event Log

No changes are required to the reports as such, however there will be additional events introduced which will need to be categorised appropriately to appear on the various subsets of events.

This should be purely a Reference Data change to the *Events* Collection.

2.5.1.3.7 Other reports affected by changes to Stock Processing

The changes to Stock Processing, particularly those requiring stock to be held by Volume rather than by Value (see section 2.5.1.1.2) require a number of reports to be changed so that stock values are no longer reported. [BT056]

I've also seen some example reports where a stock item only has a value and no volume – clearly we will need to ensure that this doesn't cause any problems. Hopefully it is just bad examples in [REPREC]. However there are some products listed in Table 14 (section 2.5.1.2.4) which need special consideration.

This is expected to be primarily a change to the report definitions in GlobalObjects.dat rather than actual code changes.

The following table lists the reports that are affected and where the required changes are specified:

Report Classification	Report Name	Change defined
EPOSS Balancing Reports		
	Declaration: Stock on Hand	See section 2.5.1.3.7.3
	Stock Unit Balance: Snapshot	See section 2.5.1.4.1.3
	Stock Unit Balance: Report	See section 2.5.1.4.1.3
	Stock Unit Balance: Reprint	See section 2.5.1.4.1.3
	Office Balance Snapshot	See section 2.5.1.4.1.3
EPOSS Counter Weekly Reports		
	Counter Weekly Remittances In	See section 2.5.1.3.7.1
	Counter Weekly Remittances Out	See section 2.5.1.3.7.1
	Counter Weekly Remittances Summary	See section 2.5.1.3.7.2
	Counter Weekly Stock on Hand	See section 2.5.1.3.7.3
	Counter Weekly Transfer Summary	See section 2.5.1.3.7.2
	Counter Weekly Transfers In	See section 2.5.1.3.7.1
	Counter Weekly Transfers Out	See section 2.5.1.3.7.1
	Counter Weekly Travel Schemes	No change required.
EPOSS Office Daily Reports		
	Office Daily Remittances In	See section 2.5.1.3.7.2
	Office Daily Remittances Out	See section 2.5.1.3.7.2
	Office Daily Revalued Product List	No change required.
EPOSS Office Weekly Reports		
	Office Weekly Remittances In (P)	See section 2.5.1.3.7.1
	Office Weekly Remittances Out (P)	See section 2.5.1.3.7.1
	Office Weekly Suspense Account	See section 2.5.1.3.3
	Office Weekly Transfer Reconciliation	See section 2.5.1.3.7.2
	Office Weekly Unreconciled Transfers	See section 2.5.1.3.7.2
EPOSS Receipts and Slips		
	Remittance In Slip	See section 2.5.1.3.7.1
	Remittance Out Slip	See section 2.5.1.3.7.1
	Transfer In Slip	See section 2.5.1.3.7.1
	Transfer Out Slip	See section 2.5.1.3.7.1
LFS Reports and Receipts		
	Return Advice Note	See section 2.5.1.3.7.1

Table 15 – Reports affected by Stock Changes

2.5.1.3.7.1 *Remittance and Transfer Reports*

The report layouts should remain unchanged, however any stock remittances will be at zero value, thus resulting in the value column usually being zero in such cases.

Since there will be some cases (eg cash), where the value is non-zero, the actual report layout will not change. In particular zero values will still be output in the report rather than being suppressed.

2.5.1.3.7.2 *Remittance and Transfer Summaries*

The report layouts should remain unchanged, however any stock remittances will be at zero value, thus resulting in the value column usually being zero in such cases.

2.5.1.3.7.3 *Other Reports*

These need to be considered individually:

- Declaration: Stock on Hand

  The value column should be remain in the report layout to support stock that is still handled by Value, however the value should be suppressed for those products handled by Volume (rather than included as zero). The total at the bottom should be removed.

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- Counter Weekly Stock on Hand

  This report needs to be restructured to provide a list of all stock items as held in the stock on hand section of the Stock Unit Balance report (see section 2.5.1.4.1.3).

  Again, the value column should be remain in the report layout to support stock that is still handled by Value and MOP products, however the value should be suppressed for those products handled by Volume (rather than included as zero). The total at the bottom should be removed.

  This restructuring can ~~probably~~ be achieved by using the Tertiary mappings described in section 2.5.1.4.1.3.

2.5.1.3.8 Reprints of Reports

Currently a number of reports are defined as being capable of being reprinted.

Report Name	Comment
Stock Unit Balance: Reprint	
Cash Account: Reprint	Requirement carried forward to Branch Trading report
Office Weekly Counters Revenue Schedule: Reprint	This report is no longer required so the reprint can also be removed.
Office Weekly Inland Revenue Tax Credits P5589: Reprint	
Office Weekly P&A P2311MA: Reprint	
Office Weekly Redeemed Savings Stamps Summary: Reprint	
Track and Trace Manifest: Reprint	

Table 16 – Reports that can be reprinted

It is also required that the new Variances report will need to be reprinted. Since the requirements for this are somewhat different to other reports this is considered as part of the Variance report in section 2.5.1.2.2. [~~BT060,~~ BT060a]

The current mechanism for this is that each time one of these re-printable reports is produced, then the start and end markers used for producing the report are stored and the reprint is achieved by rescanning the transactions using those markers. This means that reprints can be done for those CAPs that are still "in scope".

I believe that "in scope" means the last 3 CAPs, however I'm not sure what happens with multi-week CAPs. I suspect it is the last 3 CAP numbers which means that the Transactions must be there even with a multi-week CAP.

The move to 4 / 5 week Trading Periods makes the Reprint function more complex.

Different reports are affected in different ways:

- Office Weekly Counters Revenue Schedule: Reprint

  Since the original report is to be removed, then there is no need for a reprint.

- Track and Trace Manifest: Reprint

  The current functionality is purely to reprint the last report produced, so no change is required.

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- Office Weekly Inland Revenue Tax Credits P5589: Reprint
- Office Weekly P&A P2311MA: Reprint
- Office Weekly Redeemed Savings Stamps Summary: Reprint
- Variance Report Reprint (new)

  All of these will continue to be weekly reports, however they will be identified by the Date Range for which they were produced rather than by the CAP of the week for which they apply.

  The requirement is to be able to reprint all those reports for which the data is still available, ie the last 5 reports. Therefore, no changes are required to the way in which the reprints are produced other than by identifying past reports by a date range rather than a CAP.

- Stock Unit Balance: Reprint
- Branch Trading Report: Reprint

  Here, the requirement is to be able to reprint the last report that has been produced for each Stock Unit /Office (excluding any interim Stock Unit Balance Period reports). This will be achieved by ensuring that all data required to reprint the report is stored as a BLOB within the messagestore at the time that the report is originally run. New reprint functionality is then required to take the data from this BLOB and regenerate the report based on that data. Since only the last report requires to be reprinted, it is sufficient to maintain the last report data as a Persistent Object which is overwritten each time a new report is produced.

2.5.1.3.9 Reports proposed to be removed

The following reports are considered no longer necessary as a result of the changes introduced by Impact (or other changes) and so will to be removed. [BT057]

Report Name	Comment
Counter Weekly DVLA V10	
Counter Weekly DVLA V11	
Office Weekly Counters Revenue Schedule	And the ability to reprint it
Declaration and Confirmation – Non-Value Stock	[BT063]
Counter Daily Cash on Hand	There is a separate report for Cash Declaration which is nearly identical It is just the Cash Declaration report that we need to retain
Office Weekly Cash Flow	This is replaced by the Variance report
Counter Daily Revaluation Session Slip	

Table 17 – Reports to be removed

2.5.1.3.10 Weekly Reports

There are a number of Weekly Reports within Horizon. The move to a monthly Trading Period means that all these reports need to be reviewed as to what affect this might have on them. The underlying principle is that current weekly reports will remain weekly and will be driven by a normal calendar (typically start of business on Thursday to close of business the following Wednesday). Reports will either be mandatory or non-mandatory. Mandatory reports will be produced weekly by reference to the calendar. Non-mandatory reports will be produced by the same means

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but if not printed will accumulate data during the trading period until they are printed and will be forced to be printed at trading period end.

No support is required from Horizon to manage conformance to any of the above other than the following:

- Existing mechanisms for forcing reports to be produced prior to Stock Unit / Office rollover will be maintained
- Any necessary changes to ensure that reports can be cut-off on a weekly basis where required such that subsequent weekly reports only report from the last cut-off rather than for the full Trading Period to date are needed.

Table 18 lists all the current weekly report and highlights those that need to be considered further.

Report Name	Comment	Action Required
EPOSS Counter Weekly Reports		
Counter Weekly DVLA V10		Report to be removed
Counter Weekly DVLA V11		Report to be removed
Counter Weekly Green/Violet Giros	Cut off	None
Counter Weekly Inland Revenue Tax Credits	Cut off	None
Counter Weekly Miscellaneous Transactions	Cut off	None
Counter Weekly P&A	Cut off	None
Counter Weekly Pos Paid	Cut off	None
Counter Weekly Remittances In	No cut off Should be Period based	None
Counter Weekly Remittances Out	No cut off Should be Period based	None
Counter Weekly Remittances Summary	No cut off Should be Period based	None
Counter Weekly Stock on Hand	No cut off This is a snapshot, so cut off is irrelevant	None
Counter Weekly Transfer Summary	No cut off Should be Period based	None
Counter Weekly Transfers In	No cut off Should be Period based	None
Counter Weekly Transfers Out	No cut off Should be Period based	None
Counter Weekly Travel Schemes	Cut off	None
EPOSS Office Weekly Reports		
Office Weekly Cash Flow		Report to be removed
Office Weekly Counters Revenue Schedule		Report to be removed
Office Weekly Counters Revenue Schedule: Reprint		Report to be removed
Office Weekly Green/Violet Giros	Cut off	None
Office Weekly Inland Revenue Tax Credits	No cut off	See Below
Office Weekly Inland Revenue Tax Credits P5589	No cut off	See Below
Office Weekly Inland Revenue Tax Credits P5589: Reprint		See section 2.5.1.3.8
Office Weekly P&A P2311MA	No cut off	See Below
Office Weekly P&A P2311MA: Reprint		See section 2.5.1.3.8
Office Weekly P2311MA (B)	No cut off This has no data!	None
Office Weekly Pensions and Allowances	No cut off	See Below
Office Weekly POs Encashed	Cut off	None
Office Weekly Postage Labels	No cut off Should be Period based	None
Office Weekly Redeemed Savings Stamps Summary	No cut off Needs to be redesigned.	See Below

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Office Weekly Redeemed Savings Stamps Summary: Reprint		See section 2.5.1.3.8
Office Weekly Remittances In (P)	No cut off Should be Period based	None
Office Weekly Remittances Out (P)	No cut off Should be Period based	None
Office Weekly Sales Report	No cut off In future will be Date based	None
Office Weekly Suspense Account	No cut off Should be Period based	None
Office Weekly Transfer Reconciliation	No cut off Should be Period based	None
Office Weekly Unreconciled Transfers	No cut off Should be Period based	None
Other Weekly Reports		
Foreign Currency Holdings	Snapshot at any time	None

Table 18 – Current Weekly Reports

The following changes are required:

- Office Weekly Inland Revenue Tax Credits
  Office Weekly Inland Revenue Tax Credits P5589
  Office Weekly P&A P2311MA
  Office Weekly Pensions and Allowances
  Office Weekly Redeemed Savings Stamps Summary

  All of these reports need to change such that a cut-off is taken and the next report will only look at the Stock Unit reports (ie Counter Weekly) produced since the last time the summary report was cut-off. This is a new type of cut-off functionality. Note that an implicit cut-off will occur when the branch is moved to a new Trading Period. [BT116]

Note that there is currently no Counter Weekly Redeemed Savings Stamps report, however one is being introduced for S80. See section 2.5.1.3.4.

2.5.1.4 Balancing and Rollover

There are a number of aspects to this:

- Changes to Rollover processing
- Branch Trading Reports
- Remove Extended CAPs

These are discussed further below.

2.5.1.4.1 Changes to Rollover processing

The March 2003 costings assumed no change to this process and so no costs were defined in this area.

This supports the Business Processes Produce Trial Balance and Produce Final Balance.

In general, the Stock Unit Balancing process will be very similar to that which is currently in place. The following highlights the changes: [BT038]

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The following are the main areas for change:

- Checking that a Stock Unit is balanced before allowing a Trial Balance to be produced
- Handling Discrepancies prior to Rolling over
- Producing the Trial Balance / Final Balance report
- Rolling over the data into the next Trading Period

The migration implications are covered separately in section 2.6.3.2.

These are discussed below.

2.5.1.4.1.1 *Checking that a Stock Unit is balanced*

Some additional checks are required at this point:

- For all Stock Units (including the last)
  - ~~Check that there are no dockets held within the stock unit~~

    ~~In order to support this we will need a definition of which products are associated are classified as "dockets", and for each such product will need to find the latest cut-off for that product and ensure that there have been no transactions against that product in this SU since the cut-off.~~

    ~~Identification of docket products and matching them to cut-off reports should be done using Reference Data. See section 3.5.~~
  - If this is a rollover into a new Trading Period (as opposed to a Balance period), any Discrepancies will be moved to the Local Suspense account

    This involves creating a Transaction to bring the balance of the Discrepancies products to zero and create a matching transaction against the Local Suspense Account product.

    A new Mode will be introduced for such Transactions and the corresponding Local Suspense Account Products can be identified as the balancing products for this Mode, depending on whether it is a Positive or Negative Discrepancy that is being transacted. Two Local Suspense Account Products (one for positive and one for negative transactions) are required since they need to be reported on in different parts of the accounting hierarchy. ~~Only a single Local Suspense Account product is required, and it should be allowed to have either a positive or negative value.~~

> *A single mode is sufficient if we use the S60 feature of having separate balancing products for a given transacted product since we already have separate products for Positive and Negative Discrepancies.*
>
> *I'll leave the detail to the HLD.*
>
> *We should not require a new mode. The discrepancies are held as Discrepancy Up and down products. S60 code can transact these products in housekeeping mode and settle to either of the new Suspense products.*

- On the Final Stock Unit to be rolled over within the Branch
  - Check that there are no Outstanding Transaction Corrections within the Branch

    This check is similar to the one carried out at logon (see section 2.5.1.6).

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- If this is a rollover into a new Trading Period (as opposed to a Balance period), need to ensure that there are no Discrepancies within the Stock Unit and that Local Suspense account has been cleared.

2.5.1.4.1.2 *Handling Discrepancies prior to Rolling over*

At the point where the user decides whether the rollover is to a new Trading Period or to a new Balance Period within the current Trading Period, and additional check is required.

If the rollover is to a new Trading Period, then any Nett Discrepancy needs to be transferred from the Stock Unit to the Branch's Local Suspense Account. This is done by generating a pair of transactions such that the cumulative value of the Discrepancy products for that SU becomes zero and this transaction is balanced by a transaction against the Local Suspense Account product.

A consequence of this is that the Final Balance Report will differ from the Trial Balance report.

2.5.1.4.1.3 *Producing the Trial Balance / Final Balance report*

The actual Stock Unit Balance report that is produced (both for Trial and Final Balances) will be amended as follows: [BT007]

The following are the areas in which changes are required:

- Header

  Standard report header changes to remove CAP from the Header are required here.

- Discrepancies Section

  After the existing Discrepancy details, there is a need to add in the new lines for the "Cash Made Good" and "Excess Cash removed" events. This information should be obtained from the events recorded at the time (see section 2.5.1.2.3). A total is also required. [BT032]

- Balance Section

  Since Stock is to be held by volume rather than value, then stock holdings should be removed from this section.

  This is to be achieved by including a new set of mappings on all stock product Reference Data and included in all Stock Transactions known as *Tertiary Mappings*. These *Tertiary Mappings* will be in addition to the existing mappings included on the Transactions.

  If a Transaction has a *Tertiary Mapping*, then it is ignored when constructing this section of the table. This will result in only those Inventory products with no *Tertiary Mappings* (eg cash, cheques, other stamps or Foreign Exchange) being included in this section of the Balance Report.

- Receipts Section

  All stock movements will need to be included in the receipts section.

  If an Item has a Tertiary mapping then this should be used instead of its Primary mapping when building up this part of the report.

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In addition a further line will be required for Local Suspense Transfers. This can be achieved by defining appropriate *Primary Mappings* for this product.

Revaluation Up transactions will no longer occur, so the "Reval Up" line should be suppressed if it is zero.

It should be noted that since stock Remittances will have zero value, then they will be excluded from the Remittance part of this section. The same also applies to Stock Transfers.

Is this OK? Do they need including elsewhere?
Assumed OK.
Assumption recorded in section 8.4

- Payments Section

  If an Item has a Tertiary mapping then this should be used instead of its Primary mapping when building up this part of the report.

  A new line will be required for Local Suspense Transfers. This can be achieved by defining appropriate *Primary Mappings* for this product.

  Revaluation Down transactions will no longer occur, so the "Reval Down" line should be suppressed if it is zero.

  It should be noted that since stock Remittances will have zero value, then they will be excluded from the Remittance part of this section. The same also applies to Stock Transfers.

Is this OK? Do they need including elsewhere?
Assumed OK.
Assumption recorded in section 8.4

- Stock Section

  This is a new section. Its purpose is to provide the current balance (by volume) of all stock items that are held by volume. This can be done by selecting all stock items (including the opening balance for the period) that have tertiary mappings, but building the report based on the primary mappings. Such a figure will take into account all Remittances and Transfers.

In order to support the revised reprinting functionality, the data used to build up the report needs to be stored as a BLOB so that the report can be re-printed without the original transactions being present.

2.5.1.4.1.4 *Rolling over the data into the next Trading Period*

The current rollover process generates a large amount of data from the Stock Unit Balance report for use as an opening position for the new trading period. In the future, less data needs to be generated. The following defines what data needs to be generated following the Stock Unit Rollover:

- Opening Balances of all Inventory Products. This includes

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- Stock (this should just be a volume with a zero value other than those exceptional products covered in section 2.5.1.1.2.4)

  Any such item that has a Tertiary mapping should include a "dummy" Tertiary mapping to ensure that it is handled correctly on the Balance Reports.

- Cash and near cash (eg cheques and ForEx)
- Suspense products

This data is currently written to the messagestore as part of the SU Rollover process and, other than holding the carried forward stock with zero value (if there are Tertiary Mappings present), no further changes are required.

- Summary Information from the Balance Report to support the Branch Trading Statement.

  This data will be held in a Persistent Object as described in section 3.4.3.

2.5.1.4.2 Branch Trading Reports

This is the replacement for the Cash Account report.

This supports the Business Process Produce and Confirm Trading Statement.

[BT008, BT032, BT041, BT043]

It is assumed that the existing Office Rollover button will trigger this report instead of the current Cash Account Report.

This can be confirmed as part of the Counter Dialogues discussions.

The processing when the button is touched is as follows:

1) The normal "Produce Report" screen is displayed

2) The Report tablet will include "Trading Period" and the current week

3) All the current checks made prior to allowing a Trial Cash Account to be produced are made except that the check for non-value stock can be removed. [BT063]

Are there any other checks that need to change?

4) The report can then be built up as follows:

Perhaps this is too detailed for a DP, however I've included it since it is my way of clarifying my understanding of the requirement.

Assume all lines printed in standard font and nothing clever.

Assumption recorded in section 8.4

a) Standard Heading

Details to be defined as part of Counter Dialogues discussion.

b) The data in each column is based on the details recorded when each Stock Unit rolled over into the next trading period. The last column provides an Office Total and is obtained by summing the values in the

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row. If there are too many Stock Units to fit on a single page, then additional pages are required. Each page will repeat the Row headings, however there is no need for subtotals to be carried forward from one page to the next – the last column of the last page will contain the Office totals.

c) The data in each row can be obtained from the data stored as part of each Stock Unit's rollover process (see section 3.4.3)

d) The Trading Position and Balance Carried Forward lines should be calculated by summing the lines above (taking into account "logical" signs). Note that the Balance Carried Forward figure must be zero (otherwise an error has occurred).

Do I need to be more specific about the calculation?

What should happen if the Balance Carried Forward is non-zero? I suggest we do what is currently done with an unbalanced Cash Account Report.

In order to support the revised reprinting functionality, the data used to build up the report needs to be stored as a BLOB so that the report can be re-printed without the original transactions being present.

2.5.1.4.3 Remove Extended CAPs

The Office Balancing Menu currently has a button to allow Cash Accounts to be extended to 2 or 3 weeks.

This button should be removed, thus removing this functionality since it no longer makes sense with Branch Trading Statements. [BT045]

2.5.1.5 EOD

There are a number of aspects to this:

- Removal of LFS Weekly Stock Reporting functions
- POL FS Summarisation at counter
- Maintenance of Office Variances Persistent Object
- LFS EOD functionality changes to handle changes in Cash Declarations
- Simplification of EPOSS Reconciliation
- Protection against lost data

The current APS EOD Reconciliation function will remain unchanged. [BT059]

These are discussed in the following sub-sections.

2.5.1.5.1 Removal of LFS Weekly Stock Reporting functions

The current LFS Weekly Stock Reporting functions which are run on Wednesday, Thursday and Friday, should be removed from the Counter Applications Schedule since they are no longer required. [BT058]

It is proposed that the code is left in the counter rather than actually being removed.

Strictly not part of EOD, but that's as good a place to mention it as any other.

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In theory it could be done tomorrow, but we need to understand what constraints there might be from testing as to when it is removed. The actual removal is a change to the Reference Data that controls the CAS.

2.5.1.5.2 POL FS Summarisation at counter

This functionality was introduced as part of Impact Release 1 at S60. With the move to Transaction Summarisation at the Data Centre (see section 2.5.2.8), this functionality will no longer be required other than perhaps to calculate the Carried Forward cash position for the SAP ADS ONCH data flow. It is proposed that the simplified EOD reconciliation process (described in section 2.5.1.5.5) takes over the maintenance of this Carried Forward cash position, thus allowing this function to be removed once migration is complete.

This means that this function will no longer be required once migration is complete.

Therefore no changes will be made here and the Reference Data that invokes this function will be removed at the appropriate migration stage (see section 2.6.2).

2.5.1.5.3 Maintenance of Office Variances Persistent Object

In order to support the Variance Report (described in section 2.5.1.2.2) a new function is required as part of EOD processing to calculate information for the report.

This function will assemble the data needed for that day's portion of the Office Persistent Object.

The information that needs to be assembled and the way in which it is calculated is:

- Suspense

Is there an appropriate accounting node (or pair of nodes) that will enable data Server to calculate this easily?

WW: I don't think there is. The suspense nodes are spread throughout the accounting hierarchy, not conveniently under a single node or even a node pair. There is a collection, SuspenseGroups which defines what goes onto the Suspense Account report in terms of EPOSSProduct pairs. This may be sufficient for our purposes. If not, it might be possible to extend this collection to include the appropriate EPOSSNodes as well.

This level of detail can be sorted out in the HLD.

- Local Suspense

This can presumably be done in a similar way to Suspense. It is probably OK to treat Local Suspense in the same way as Suspense for most purposes.

This level of detail can be sorted out in the HLD.

- Adjustments

  This is calculated by scanning all events from yesterday's EOD Marker and accumulating the net value of all Cash Made Good and Excess Cash Removed events (Ids 59 & 58).

- Transaction Corrections Processed

  This is calculated by scanning all Transaction Completion Complete messages events from yesterday's EOD Marker.

- Transaction Corrections Outstanding

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This is calculated using the same logic as defined in Section 2.5.1.7.2.

- Stock Units not logged on Today

How is this done? Presumably can be done by checking all the SU Objects and building up an appropriate list. *Or perhaps not transacted.* *This level of detail can be sorted out in the HLD.*

2.5.1.5.4 LFS EOD functionality changes to handle changes in Cash Declarations

Since significant changes are required to this code and the current code has maintenance problems (due to being written in C rather than VB like the rest of the counter code), it is proposed that this functionality is re-written in VB allowing the old code to be retired.

The function will need to carry out the following:

- Examine the various Variance Persistent Objects (described in section 3.4.2) and their associated Declaration messages to build up the Declared cash Position for that day.

I won't attempt to specify this logic but will leave it to the HLD.

- Write the data in the ONCH message as at present. It should be noted that the number of denominations of cash means that this data will always fit into a single Riposte message so the logic in the existing code to handle the storage of excessive data in a BLOB is not required

Need to check that I've got my sums right in this. *This can be resolved in HLD work*

[BT029]

2.5.1.5.5 Simplification of EPOSS Reconciliation

The current EPOSS Reconciliation function runs each day as part of the EOD set of tasks. At present this is a fairly complex set of tasks, however once the cash account has been removed, then it should be possible to simplify it significantly to a simple check that all Transactions have been successfully harvested.

It is proposed that this is achieved by providing a new function that merely calculates the Daily Transaction Totals. The code for this can be extracted from the current function into a new function. Whilst it is scanning through the transactions to do this it can also maintain the Daily Cash Movement figure that is required by the LFS EOD functionality.

We may need to make some changes to the way in which the Daily Transaction Totals is calculated to address the issue of "Settlement Transactions". *However assuming we take the approach of changing to use normal Product Ids for Settlement Transactions as discussed in section 2.5.1.1.6, no changes should be needed here (other than perhaps removing any special code that excludes them at present).*

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NB the current POL FS Summarisation functionality relies on the summarisation mappings in the Cash transactions to operate correctly. Need to consider how we do this in future. It is proposed that we leave the Type C Ref data that does this in place.

Therefore no changes will be made to the current function and the Reference Data that invokes this function will be removed and replaced by Reference Data to invoke the new function at the appropriate migration stage (see section 2.6.2). [BT059]

In order to support migration from the old EOD functions to the new EOD function, the new function need to be implemented in such a way that it will run after the old ones (if there is a possibility that they are both run on a given day) and that when it runs that it checks to see if the old ones have done the work already and if so to do nothing.

2.5.1.5.6 Protection against lost data

This is a new EOD Check that is required to protect against the potential loss of data as discussed earlier in section 2.5.1.1.1.4. [BT115]

This check needs to be run on all counters every night as part of the EOD process. However it is not important when in the EOD sequence it is actually run.

A check is required on the following:

- How many days ago was the Branch rolled over into the current Trading Period?
- For each stock Unit in the Branch that is still current (ie not Deleted), how many days ago was it last rolled over into a new Trading Period?

The Largest number of days detected from these checks needs to be calculated and this number needs to be compared against a configurable parameter (configurable via Type C Reference data to allow tuning – the proposed value is 38 days).

If the number of days exceeds the threshold, then the Riposte configuration parameter DisableArchiving needs to be checked and if it is currently set to 0 it should be set to 1. Regardless of whether the parameter is changed an Error Event should be raised to alert SMC.

If the number of days does not exceed the threshold, then the Riposte configuration parameter DisableArchiving needs to be checked and if it is currently set to 1 it should be reset to 0. There is no need to record an error event in this case.

Simon has suggested that we may need to do some work to produce a report on these events to pass to POL. This is excluded from the current costs. [BT051]

2.5.1.6 Logon Checks

This is a new requirement and wasn't included in the March 2003 costings.

There are a number of aspects to this:

- ONCH run for "yesterday"
- Stock Unit in correct Trading Period
- Outstanding Transaction Corrections

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These are discussed in the following sub-sections.

2.5.1.6.1 ONCH run for "yesterday"

The checks currently carried out as part of the logon process that an ONCH declaration was made the previous day, should be amended to check that a Cash Declaration was made the previous day. If no cash declaration was made the previous day, the user will be invited to make a declaration at that time, but may decline to do so (this is different from the current ONCH check at log on since at present there is no option to decline). [BT028]

2.5.1.6.2 Stock Unit in correct Trading Period

The existing check that a Stock Unit is running in the correct Cash Account Period (based on the Cash Account Weeks Reference Data), needs to be modified such that the check is based on the Trading Period (based on the Trading Period Calendar).

In order to spread the workload at the centre, different branches will operate to different Trading Period Calendars and each Branch's "Outlet Reference Data" will indicate what Calendar it should operate to. [BT044] See also section 3.5.

2.5.1.6.3 Outstanding Transaction Corrections

This supports the Business Process Receive Automated Message.

In order to inform the Postmaster that a Transaction Correction has arrived in the branch for processing, and additional check is required on logon for any user with a Role of *Manager* or *Supervisor* (actual list of Roles to be defined in Reference Data see section 3.5), to see if there are any unprocessed Transaction Corrections. [~~BT024,~~ BT024a] How this is done is described in Section 2.5.1.7.2. If there are the user should be prompted about their existence and given the option to invoke the *Process Transaction Correction* function immediately. Such a check should take place after all other existing checks.

An event needs to be recorded when a user is prompted. Section 20.15 of [CDBT] defines how the event should be categorised. This is a new event with Identifier 62 and needs to include a parameter indicating the number of Outstanding Transaction Corrections.

2.5.1.7 Process Transaction Correction

> *The March 2003 costings for this assumed that a centrally generated memo view was sufficient and so no counter functionality was required. Any counter work is therefore in addition to the March 2003 costings.*

This supports the Business Process Handle Transaction Corrections.

There are a number of aspects to this:

- Actual Processing of the Transaction Corrections
- Selecting Transaction Corrections
- Reporting on Transaction Corrections

These are discussed in the following sub-sections.

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2.5.1.7.1 Actual Processing of the Transaction Corrections

This is new functionality to automate the processing of Transaction Corrections (a replacement for Error Notices). It is only available to those Roles who can do an Office Balance (ie Manager, Supervisor, Migrate, Auditor and Auditor - Emergency Manager). This will be controlled using normal Menu Security functionality.

This function will be activated by a new button on Horizon or as part of the logon process (see section 2.5.1.6). [BT025]

The Counter Dialogues will decide where the button will be added to the system.

> *I suggest it is somewhere under the Housekeeping menu, thus ensuring it has the correct access permissions.*

When the function is invoked, the user will be presented with a list of outstanding Transaction Corrections. Section 2.5.1.7.2 describes how Outstanding Transaction corrections are found.

The list should be a picklist with the Transaction Corrections ordered based on Date and Time generated. If multiple Transaction Corrections have the same Date and Time generated, then they are further ordered based on the TC Reference field.

> *TC Reference is a concatenation of Iteration flag and Reference Id.*

The user can then select a Transaction Correction from the list and process it.

Once a Transaction Correction has been selected for processing the system needs to ensure that no other user is able to select that Transaction Correction for processing.

> *Not sure how to do this, but it is no different from preventing multiple users from producing a Cash Account at the same time.*
>
> *NB if it is simpler to lock out users from all TC processing rather than just locking out an individual TC, then this is acceptable.*
>
> *This detail can be sorted out in the HLD.*

The user will be shown what effect the Transaction Correction will have on their branch position by displaying the Text field associated with the Transaction Correction and will be invited to select one of up to 3 options associated with the Transaction Correction (as specified in the Allowed Modes field).

[TCAIS] defines the interface in detail and in particular defines the 6 options that can be presented to the user (though for any one Transaction Correction a maximum of 3 are available). Each of these Options is required to correspond to a new Settlement Mode to simplify the passing of the data back to POL FS through the normal Summarisation interface.

> *None of these options clash with existing Modes. However, some of these new modes will need to be configured to act such that a Settlement product is not required when transacting (eg when transacting MG).*

Section 3.3.2 defines how the Transaction Correction is to be held as Attribute Grammar.

Depending on the mode selected the Transaction Correction will be processed as follows:

- Mode MG (Make Good)

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The Transaction Correction will define the Product to be transacted (<Data.Article:>) and the accounting sense (<Data.AccountingSense:>), and also the Product against which the Transaction Correction should be settled (<Data.Instruction:>).

- Modes HD (Plead Hardship), WO (Wrote Off) or AN (Assign to Nominee)

  The Transaction Correction will define the Product to be transacted (<Data.Article:>) and the accounting sense (<Data.AccountingSense:>). Settlement will be against a fixed settlement product for the selected mode.

  This fixed product would be defined in the normal ModeParameters Type C Reference Data.

- Mode EV (Request Evidence)

  In the case of Mode EV two transactions are written against the article Product, one positive and one negative, thus having a null effect on the Branch accounts. However both transactions will be passed to POL FS so that they can tell that this has happened.

- Mode SW (Stock Write On / Off)

  In this case there will just be a single transaction (with Quantity and no value) against the Article product (<Data.Article:>). Since it has no value, then there is nothing to settle.

In all cases the transactions that are generated by this process (including any settlement transactions) need to include the TC Reference (<Data.Ref:>) and the additional data field (<Data:AddRef:>) so that it can be passed to POL FS.

These should be put into two new attributes under <EPOSSTransaction.BlackBoxData:> called *Ref* and *AddRef*.

~~In order to simplify Harvesting this should be written to the <EPOSSTransaction.BlackBoxData.PouchId:> attribute.~~

Note that there are potential requirements to handle adjustments to both value and volume. In this case we will need to use the loss price if available for the products.

Need further guidance on the precise requirements here.

Assumed out of scope.

Assumption recorded in section 8.4

When the Transaction Correction is processed a Transaction Correction Processed message should be written as part of the same Riposte Transaction, thus enabling reports to understand the outcome of the Transaction Correction and to ensure that it is not reprocessed.

It will also be possible to abandon the Transaction Correction ~~by use of the Prev or Home button~~. Should the Transaction Correction be abandoned, then there will be no impact on the system and the Transaction Correction will still appear in the list of outstanding Transaction Corrections and may be processed by a suitably empowered user at a later time. However any locks applied to prevent other users processing the Transaction Correction will need to be removed.

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Should the user select one of the options associated with the Transaction Correction, then the underlying Transactions defined in the Transaction Correction will be applied in the Stock Unit in which the user is currently assigned.

Should any of the associated Transactions fail validation for whatever reason, a suitable message will be displayed to the user providing them with information to raise a Help Desk call. The Transaction Correction will then be marked as having been processed, though no underlying transactions will actually be performed.

A consequence of this is that a new method needs to be made available by EPOSS Core, such that it is possible to pass it a Transaction and to decide whether or not it is valid. If it is decided it is valid, then any subsequent request to write that Transaction would always succeed.

This is necessary since at present any problems with the parameters would result in prompts to the user about "miss-typed transactions".

2.5.1.7.2 Selecting Transaction Corrections

Section 3.3.2 describes how a Transaction Correction is stored within the messagestore. Transaction Corrections can be easily identified by having a <WAIndex.LFSFlag:TC> attribute and a <Data.TCId:> attribute containing the unique Transaction Correction Reference defined by POL FS.

A simple scan of the messagestore looking for all such messages will identify all Transaction Corrections that have been received in the branch. ~~The start of Trading Period Marker can be used to limit this search, since all Transaction Corrections must be processed before a Branch can rollover into a new Trading Period.~~

> *I suggest that the whole store is searched. It would help if the query is as refined as possible to search on <WAIndex.LFSFlag:TC><Application:TC>, and only for the Correspondence server Nodes.*
>
> *This can be defined in the HLD.*

Once a Transaction Correction has been processed (as described in section 2.5.1.7.1), then a Transaction Correction Processed message is written containing the <WAIndex.LFSFlag:TP> attribute.

This mechanism then enables all Outstanding Transaction Corrections to be easily identified as being those with a <WAIndex.LFSFlag:TC> message and no corresponding <WAIndex.LFSFlag:TP> message for any given Transaction Correction Reference.

Similarly all those Transaction Correction References with both a <WAIndex.LFSFlag:TC> message and a corresponding <WAIndex.LFSFlag:TP> message identify those Transaction Corrections that have been processed.

2.5.1.7.3 Reporting on Transaction Corrections

Two new reports are required to provide information about Transaction Corrections. These are: [BT065]

- Outstanding Transaction Corrections Report
- Processed Transaction Corrections Report

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Section 20.3 in Appendix B of [CDBT] defines the structure of these reports which are both similar. Detailed definition of the report layouts will be defined as part of the High Level Design phase in [CDIAG].

The principle difference between the two reports is in selecting which Transaction Corrections are to be reported on. This is described in section 2.5.1.7.2.

2.5.2 Host Components

2.5.2.1 RDMC

The main changes here are to support the new Reference Data that will be received from POL as Type A Reference Data. This will be defined in [RDSAIS].

In addition there will be a Check function provided which will ensure the integrity of the summarisation Reference Data. In particular it will need to ensure that all Product / Mode combinations have a defined mapping onto an Article. If this isn't the case, then there is a risk that when the transactions from a branch are summarised that they will not balance to zero.

This may be a bit too simplistic. I'll leave it to the HLD to be more precise.

For example, I would expect any Transfers to be excluded and so the Transfer In / Out modes may need to be explicitly excluded from the checks.

Is there an impact on RDT?

2.5.2.2 LFS

Nothing was included in the March 2003 costings in this area.

The weekly Stock Reporting functionality can be removed. This affects both the LFS Agent and the LFS Host. Since the information is currently unused, it might as well be removed as soon as LFS is upgraded at the Data Centre. [BT058]

This will be a change to the LFS Host only. The LFS Harvester will be left alone thus it will continue to harvest any Stock-on-hand data that is generated by the counter.

2.5.2.3 Process SAP ADS Transactions

This is a new requirement and wasn't included in the March 2003 costings.

POL are now considering dropping this requirement.

Working assumption is that we should do no further work on this interface until advised otherwise by POL.

Assumption recorded in section 8.4

[BT108]

This functionality will be done within the TPS Host system.

This supports part of the Business Processes Deliver Data to External Systems.

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At Impact R1, SAP ADS sends summaries of its Transactions directly to POL FS, however for R3, there is a requirement for SAP ADS Transactions to be included in the POL Data Warehouse, and so such Transactions will need to pass through TMS.

At this stage it isn't very clear as to exactly what is required.

The current assumption is that SAP ADS will provide a single file each night, containing a mixture of Summarised and Transactional Data which is passed to both POL FS and TMS. POL FS will load the data in a similar way to that in which it processes the file at Impact Release 1.

TMS will have a new function which will process the file and extract any Transactional Data and load it into a file for passing to MIS. The format of the file is described in section 3.2.3.2.

2.5.2.4 TPS Harvesting

This supports the Business Processes Scan Transaction for Day.

A few changes have been identified as being required here:

- Additional event information is required for MIS. Therefore the details of which events are to be harvested and how they are to be transformed needs to be refined.

  The following additional events are required [BT110]:

ID	Ti	Comment
55	Trading Statement Created	
56	Trading Statement Period rolled	
57	Trading Statement Period Roll Abandoned	
58	Excess Cash Removed	Parameter required indicating amount
59	Cash Shortage Made Good	Parameter required indicating amount
60	Cash Variance Report Previewed	
61	Cash Variance Report Printed	
62	Outstanding Transaction Correction Reminder Displayed	Parameter required indicating number of Transaction Corrections Outstanding ~~Is this required?~~

Table 19 – Additional EPOSS Events to be harvested

  Note that additional Product Ids will need to be provided by Post Office Ltd onto which these Event Ids should be mapped by the agent. These Product Ids will be formally defined in [MISAIS] once they have been allocated by the Post Office Reference Data team.

- In order to support the generation of individual Transactions for POL FS, it is necessary to pick up the various Reference attributes if they are present.

  Reference attributes will be present on Remittance Balancing transactions (in Attribute <EPOSSTransaction.BlackBoxData.PouchId:>) and also for Transaction Corrections (in Attributes <EPOSSTransaction.BlackBoxData.Ref:> and <EPOSSTransaction.BlackBoxData.AddRef:>).

  Two new columns will be required in the EPOSSTransaction interface tables, Ref and AddRef into which these are harvested. If it is present, <EPOSSTransaction.BlackBoxData.PouchId:> will be harvested into the Ref column.

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Note that both attributes should never be present and it is acceptable to use the existing harvester technique of mapping both attributes to the same variable on this basis.

- ~~Since POL FS requires some of the "Balancing Transactions" that are introduced at the counter, but are currently suppressed by the TPS harvester, we need to start passing such Transactions through.~~
- Currently, the mode under which a Transaction is carried out is mapped by the Harvester from a mnemonic to a numeric value to conform to the OPTIP interface. It has been agreed that for the POL FS interface we will use the mnemonic values, so we will need to add a new column into all the relevant TPS Interface tables to include the mnemonic mode value.

  The numeric value is still required by the OPTIP interface and will also continue to be used by MIS.
- The TPS Harvester currently has a fairly complex mechanism by which it calculates the CAP and BP of a Transaction based on the rollover markers that delineate when the CAP and BP change for any Stock Unit. This mechanism will need to be retained while data is still being passed to OPTIP, however once the branches are no longer operating on CAPs, it will no longer be sensible to report on this.

  Therefore, it is proposed that an additional check is included in the TPS Harvester. When the Stock Unit Object is retrieved in order to calculate the CAP and BP a check is made as to whether that Stock Unit is currently operating in *Cash Account* or a *Branch Trading Period* mode (see section 2.6.3.2). If the Stock Unit is operating in a *Branch Trading Period* mode no further attempt should be made to calculate CAP or BP and values of zero should be input into the TPS Interface tables. Note that if no Stock Unit Persistent Object is found (for example because it has been deleted since the transaction took place), then again values of zero should be returned. If TPS is in the early stages of migration, then this will result in the Transaction being handled as an Exception, but that is no different to what happens at present.

2.5.2.5 DRS Host

The following changes are needed here:

- Remove reporting based on CAP (eg NB103) [BT062]

Dev are concerned that POL haven't thought through the full implications on this on the Pol Reconciliation processes.

- Remove the NB103 drilldown functionality on the DRS Workstation

Potentially this should be done some time later since this is used to look at historic reports.

See also section 2.6.2

- In a number of the NB102 reports the CAP column will be blank.

  The specific sections are 2, 3, 4, 5, 8, 9, 10 & 11.

  No change will be made to these reports for Impact R3.

We should look at removing this column in a future release, but leave it there for Impact R3.

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- The DRS function that copies in data from TPS Host about Cash Account Delivery to POL needs to stop doing that. Note that the function cannot be removed altogether since it also copies in data on non-polled offices and it is assumed that this is still required.

Other than that the reconciliation process remains unchanged. [BT059]

2.5.2.6 APS Host

I'm not aware of any changes needed here now.

This supports part of the Business Processes Deliver Data to External Systems.

In particular the reconciliation process remains unchanged. [BT059]

2.5.2.7 Generate MIS Info

This functionality will be done within the TPS Host system.

This supports part of the Business Processes Deliver Data to External Systems.

This process takes the transactions and events from the Temporary Transaction Store and passes them to POL MIS in a file as described in section 3.2.7. [BT043]

This process will be similar to the current process that produces the Transaction Files for OPTIP, however the file format has changed as described in section 3.2.7. One further change is that Settlement Transactions are not to be passed through to MIS.

Need to decide exactly how settlement transactions are to be identified. My working assumption is that this can be done based on Ref Data available to TPS Host. However if there is a need to include a new flag from the counter, then there will be knock-on effects on the TPS Harvester and EPOSS Core.

This detail can be sorted out in the HLD.

PJ: Does this include Cash, Cheques etc? or just Automatically settled products (112?? Range). If this is to include just the auto-settle products then these have an <ASP:> attribute that could be harvested.

2.5.2.8 Transaction Summarisation

This functionality will be done within the TPS Host system.

This supports the Business Processes Accumulate Transactions for Summarisation.

Currently this is being done at the Branch and the summaries are harvested into TPS for passing onto POL FS.

There is no specific requirement on Fujitsu to make the changes in this area. This is because we have chosen to do this as it makes the overall system simpler.

However what is now proposed is a new Summarisation function at the Data Centre that will run as part of the normal overnight processing after the day's data has been harvested.

Summarisation is a three-stage process:

- Initial Summarisation of Product and Mode

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- Summarisation for POL FS
- Summarisation for HR SAP

These are discussed further below.

2.5.2.8.1 Initial Summarisation of Product and Mode

All Transactions are summarised by Product / Mode combinations such that for each Branch and Trading Day there is a single Summary Record for each combination of Product / Mode that has taken place during the Trading Day.

2.5.2.8.2 Summarisation for POL FS

A further set of summarisation, based on Reference Data, then maps the Product / Mode summaries for each Branch / Trading Day onto the data to be passed to the relevant POL FS Accounts (based on Articles).

The rules for Summarisation are as follows:

1) For each set of Transactions that have been summarised by Horizon Product and Mode they can be further summarised as follows:
   a) Reference Data will define the *Article* associated with the given Horizon Product.
   b) This *Article* will have associated one or mode *Article Modes* corresponding to the Horizon Mode under which the Product was transacted.
   c) If there is a single *Article Mode* for all Modes, then that *Article Mode* is used to accumulate the details for all the transactions for that Horizon Product
   d) If there are a number of different *Article Modes* for different Modes, then the appropriate one is used to accumulate the details for all the transactions for that Horizon Product carried out in the appropriate Mode
2) If the *Article Mode* is described as being "non-summarised", then the underlying transactions need to be extracted together with the required References and held instead of the summary. Such transactions should be held in the summary store as if they are summaries.
3) A number of attributes are associated with the Article Mode and these will need to be passed to POL F~~G~~S with the associated Summary.

A potential problem is that some transactions will have failed Harvesting and will subsequently be passed through when they are repaired. ~~Such Transactions will have missed the Summarisation Process, so we need to decide what to do with them. In particular, such Transactions may well have caused the original summarisation to "not balance".~~

Recent analysis shows a number of causes:

- *Post Office doesn't roll over for several weeks and so TPS Harvester generates a zero CAP / BP*
- *Delete Stock Unit results in a zero CAP / BP*
- *BdC problem where Reference Data allows a currency to be transacted, but First rate doesn't provide a spot rate for that currency.*

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In all these cases the transactions would be OK as far as Summarisation is concerned. It is proposed that these constraints are removed (see section 2.5.2.14). However Summarisation will need to allow for potential errors.

The current frequency of such problems is about once per week so they can be handled manually by the SSC.

In order to handle the case where Transactions are known to be missing (ie they have failed harvesting), then there is no point in attempting to produce a sub-file for passing to POL FS since it will be incomplete. Such cases can be detected by examining the TPS Harvester Exceptions tables. Should any Transactions be in these tables, the summaries should be held back for processing on a subsequent day when the exceptions have been processed. A mechanism is required to take the corrected exceptions and add them into the appropriate summaries.

A check is also required that all the data in a sub-file has a net value of zero. Should this not be the case, then an exception needs to be raised and the summaries held back until a correcting transaction is generated to enable the sub-file to balance correctly.

In theory this can't happen, however in practice there could be bugs in the system or perhaps even Reference Data errors that will cause this to occur. Therefore we need to allow for it.

We don't want to repeat the mistakes we made with the original TPS processing where we assumed that such errors couldn't happen!

James has confirmed that this holding back of sub-files is unlikely to give us SLA problems.

Also need POL to consider if this is acceptable. They also need to be aware that in such cases the majority of the transactions from those branches will have been passed to MIS and so MIS will not be exactly in step with POL FS.

Assumed OK.

Assumption recorded in section 8.4

Are there any special considerations when opening a new branch in terms of the opening figures?

This will need to be addresses as part of HLD work.

2.5.2.8.3 Summarisation for HR SAP

A separate set of summarisation, again based on Reference Data, maps the Product / Mode summaries for each Branch / Trading Day onto the data required for HR SAP based on CTT Numbers. Note that not all Branches are required for HR SAP summarisation (though it may be simpler to summarise for all branches and discard those not required when the interface is built for HR SAP each month, since the numbers of branches not required are fairly low - it is the Directly Managed Branches of which there are about 600).

It is proposed that sets of summarisations are held for each branch for each target Pay Period (as defined in Reference Data). Each day, the intermediate summaries (described in section 2.5.2.8.1) are added into the set of summaries for the appropriate Pay Period based on the Trading Date for which the transactions making up the summaries took place. Note that for some CTT numbers (specifically Lottery

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transactions), the summaries will need to be added into an earlier Pay Period than others. This will be defined as part of the mapping Reference Data.

Any corrected Transactions (following Harvesting exceptions) also need to be added into the appropriate set of summaries based on their Trading Date.

Note that once a set of summaries has been sent to HR SAP, they will be marked as such and any attempt to add further data into those summaries should result in an exception being generated for manual investigation. This should only happen if a branch has been non-polled for a significant period and so should be very rare.

PJ: I was assuming that any late polled txns (after the summaries have been sent) are summarised into the next period.

2.5.2.9 Accept CAPO Data

POL are now considering dropping this requirement.

Working assumption is that we should do no further work on this interface until advised otherwise by POL.

Assumption recorded in section 8.4

This functionality will be done within the TPS Host system.

This is a new process that takes the file from EDS and loads the data into the Summarisation store such that the information can be merged in with the data being sent to HR SAP each month. [BT111]

The file is received once a month and there is about 2 weeks before the data is required for the HR SAP file generation process.

It is assumed that Reference Data will provide a mapping from an entry in the file to a single "CTT number" (see section 3.5).

2.5.2.10 Generate HR SAP Info

This functionality will be done within the TPS Host system. [BT112]

This supports part of the Business Processes Deliver Data to External Systems.

Currently, Postmasters pay is calculated based on the work that they did 2 months ago other than for Lottery Transactions, where it is based on the work done in the previous month. In order to support this, data about transactions undertaken during a pay period are passed to HR SAP each month to support a run of the payroll system. An added complication is that for those branches where the contract is with a separate organisation (such as Tescos) rather than an individual, the data has to be made available to HR SAP in a separate file for a separate payroll run.

POL are planning to simplify this such that all Postmasters / multiples will be paid based on the previous months trading data. However it is not yet agreed when this might happen, so we have designed the summarisation and file generation mechanisms to support the current interface. ~~need to provide two alternate designs for these two scenarios.~~

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The summarisation process (including any complexities associated with accounting for Lottery transactions "early") is described in section 2.5.2.8.3. This process is purely concerned with the ability to generate the two separate files each month to contain the data for the relevant branches.

A single file generation process is required, however a parameter will be required indicating whether it is to produce the files for the "multiples" (as defined in [HRSAPAIS1]) or the file for the bulk of the branches (as defined in [HRSAPAIS2]).

This parameter will also control which branches should be included in the selection of summarisation data. The identification of Branches into these two categories (or as not required for HR SAP) will be done through Reference Data.

There is no requirement to consider the case of a branch changing its categorisation during a month. In order to detect the situation where data comes from branches after the data has been sent to HR SAP, the process should mark all summaries that have been sent to HR SAP thus enabling the summarisation process to raise an exception in this case. All data should be sent even if a branch has been closed.

It is assumed that this doesn't give us a problem in terms of Reference Data having removed a closed branch. In particular the branch would be marked as 'Closed' rather than being physically removed.

- ~~Complex Approach~~

~~*Rules for switching outlets from feed 2 to feed 1. Mid month?*~~

~~*Requirement to manage the switch to the simple approach.*~~

~~*Need to understand what is required should some data not be available from the branch for the summarisation period at the time the file is produced for HR SAP (this could happen with long term non-polling if the file delivery to HR SAP is within 20 days of the end of the summarisation period). Nigel Stone to investigate current CBDB approach.*~~

~~*Assumption is that this is not an issue since this is well after "Day J" and we already have to retrieve all data by then.*~~

- ~~Simplified Approach~~

~~A single file is required to be generated once per month to include summarisations of certain transactions (as defined in Reference Data) for the majority of branches (the exact branches to be included / excluded as defined in Reference Data).~~

~~*Given the Reference Data for Summarisation and the branches to include and also the AIS defining the File format, there isn't much more to say!*~~

~~It will require summaries of a subset of Transactions over a month.~~

2.5.2.11 Generate POL FS Info

There is no specific requirement on Fujitsu to make the changes in this area. This is because we have chosen to do this as it makes the overall system simpler.

This functionality will be done within the TPS Host system.

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This supports part of the Business Processes Deliver Data to External Systems.

A set of files is required to be generated each night for passing to POL FS. The structure of the file is basically the same as for S60, however the detailed record formats have changed. Instead of building up the summaries at the counter and passing them straight through to the file generation function, the summarisation will now take place at the Data Centre. Some transactions (as defined in Ref Data) will still need to be passed through "un-summarised". All records for a single Branch / Trading Day should have a net value of zero. This needs to be checked as part of the file generation process and exceptions should be raised if that isn't the case.

In order to support SLA Monitoring, information needs to be passed to the POA Data Warehouse defining which Subfiles have been delivered to POL FS and the number of Transactions associated with these sub-files. The calculation of the number of transactions is already being made for the flow to MIS, and there is no need to re-calculate this. Any differences (eg due to exceptions) can be ignored.

2.5.2.12 Transaction Correction

This functionality will be done within the TPS Host system.

This component takes the file produced each night by POL FS of Transaction Corrections and passes them on to the specified Branch. [BT113]

This is a standard File Load and Distribute process very similar to that used for Planned Orders and Replenishment Deliveries.

In addition to loading the data some mapping is required based on Reference Data (see section 3.5).

This mapping will be used to convert the Article and Instruction fields of the Transaction Correction into the corresponding Horizon Products.

~~Do~~ We need to reject records where we fail to do this mapping.~~?~~ Currently the AIS has no validation rules on these fields (since I originally planned to do this mapping at the counter).

I need to feed this back as a AIS comment.

Need to define detailed mappings from File to Interface tables to Attribute Grammar sometime / somewhere. However I see this as part of the HLD rather than the DP.

In addition the Allowed Modes field needs to be mapped through to the list of actual modes that are allowed to simplify the branch processing.

2.5.2.13 POA Data Warehouse

There is no specific requirement on Fujitsu to make the changes in this area. However there are requirements for us to measure and monitor various SLA and this work is in support of this.

The POA Data Warehouse will need to be aware of all file deliveries that we need to monitor. Each interface needs to be considered separately in the following subsections:

- POL FS File Delivery
- MIS File Delivery
- CTS File Delivery

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- HR SAP File Delivery
- SAPADS to MIS File Delivery
- Transaction Corrections File Delivery

2.5.2.13.1 POL FS File Delivery

What is needed here is to report on how many transactions that were harvested into TPS and aggregated to create the individual sub-files that have been successfully passed to POL FS each day in time for loading.

In order to measure the delivery, TPS must provide the Data Warehouse with a file of records in the following format:

Field Name	Value	Description
Source	TPS	The source of the SLA
Dest	PFS	The destination (ie: POL FS)
C_Date	The Creation date (EOD Date) of the sub-file	
D_Date	The delivery date/time of successful delivery of the sub-file	
Records	The number of originating transaction records that were aggregated to generate the sub-file	
FAD_Code	The FAD Code of the sub-file	

Table 20 – POL FS File Delivery Information

In order that this information can be compiled, TPS must record the number of individual transaction records that have been aggregated to create each sub-file. In addition, an acknowledgement file must be generated by TPS that confirms the date/time that each sub-file was delivered to POL FS. This file must be in the following format:

Field Name	Value	Description
C_Date	The Creation date (EOD Date) of the sub-file	
D_Date	The delivery date/time of successful delivery of the sub-file	
FAD_Code	The FAD Code of the sub-file	

Table 21 – POL FS File Receipt Information

The Acknowledgement file will be loaded into TPS and joined with the data that has recorded the number of originating transactions in each sub-file and the resultant data will be written to the existing (TIP) MIS SLA file that is presented to the Data Warehouse.

The only changes to the Data Warehouse should be the addition of Meta Data that defines the new SOURCE and DEST along with the target SLA times to be measured for Days A through J.

2.5.2.13.2 MIS File Delivery

The MIS file delivery measurement will act in exactly the same manner as the existing TIP File delivery measurement. No changes to the mechanism are expected.

2.5.2.13.3 CTS File Delivery

It is assumed that there will be no measurement of the delivery of CTS Files

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2.5.2.13.4 HR SAP File Delivery

It is assumed that

- The data must be made available to HR SAP on a specific date/time of the month
- That there are 2 completely separate measures for each of the two files that must be delivered.
- That timely delivery of a file to HR SAP is sufficient to meet the SLA 100% even if the file does not contain content for all branches
- That the CAPO data for each file delivery must have been received at least 24 hours before the delivery of any file required by HR SAP

If the CAPO interface is withdrawn then this dependency can be withdrawn.

The TPS System will send each of the files to the HR SAP system and the successful receipt of an acknowledgement from the remote FTMS Gateway will indicate the measure of successful delivery.

TPS will send the following information to the MIS system in the existing MIS SLA delivery file:

Field Name	Value	Description
Source	TPS	The source of the SLA
Dest	HRS1 or HRS2	The destination (ie: HR SAP) HRS1 is the file delivered to support Braches held under a separate contract (ie: Tescos) HRS2 is the file delivered to support normal Braches
C_Date	00:00 on the Thursday before the weekend of the pay run	However, if the receipt of information from CAPO is later than this time, then this date will be the date/time of receipt of file from CAPO.*11*
D_Date	The delivery date/time of successful delivery of the HR SAP File	
Records	The number of originating transaction records	This will always be '1' since we are measuring the file rather than the contents
FAD_Code	The FAD Code of the sub-file	NULL. FAD Code is not relevant

Table 22 – HR SAP File Delivery Information

New meta data will be required in the Data Warehouse that measures successful delivery as being within 24:00 hours + 21:30 hours of the C_date.

The Data Warehouse will need to be updated to accept NULL FAD Codes.

2.5.2.13.5 SAPADS to MIS File Delivery

POL are now considering dropping this requirement. If so this section will be deleted.

POL to confirm.

Working assumption is that we should do no further work on this interface until advised otherwise by POL.

Assumption recorded in section 8.4

It is assumed that the measure will be on successful delivery of the entire SAPADS File to MIS

11 Will be removed if no CAPO flow.

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In order to measure the delivery, TPS must provide the Data Warehouse with a file of records in the following format:

Field Name	Value	Description
Source	TPS	The source of the SLA
Dest	MIS	The destination (ie: MIS)
C_Date	The receipt date/time of the SAPADS File	Date/Time it arrived on the local FTMS Gateway
D_Date	The delivery date/time of successful delivery of SAPADS File	Date/Time of the acknowledgement received back from the remote MIS FTMS Gateway
Records	The number of originating transaction records	This will always be '1' since we are measuring the file rather than the contents
FAD_Code	The FAD Code of the sub-file	NULL. FAD Code is not relevant

Table 23 – SAP ADS MIS File Delivery Information

The MIS SAPADS SLA Acknowledgement file will be loaded into TPS and joined with the data that recorded the file receipt from SAP ADS and a resultant record will be written to the existing (TIP) MIS SLA file that is presented to the Data Warehouse.

The only changes to the Data Warehouse should be the addition of Meta Data that defines the new SOURCE and DEST along with the target SLA times to be measured for Days A through J and the cut-off time for File Receipt from SAP ADS.

2.5.2.13.6 Transaction Corrections File Delivery

The existing mechanism for writing acknowledgement requests to the counter following the delivery of inbound data will be used to measure the delivery of Transaction Corrections. The acknowledgement agent will then harvest confirmation of receipt of the data into OMDB and this information will be transferred to the Data Warehouse where the performance will be reported. No changes are required to this existing mechanism.

The TPS system will present the following metrics to the Agent Loader process in order to facilitate the measurement:

Item	Description
Metric	This defines the type of data being loaded (Ie: Transaction Corrections). The value for this will be 'T001'
Receipt_Date	This is the date/time that the data was made available to TPS.

Table 24 – Transaction Correction Metrics

The only changes to the Data Warehouse should be the addition of Meta Data that defines the new METRIC and RECEIPT_DATE cut-off time along with the target SLA times to be measured for Days A through J.

2.5.2.14 TPS Host

A number of changes are required here:

- Since the Transactions for dummy settlement products will now be harvested in order to support the POL FS Information flow, then it will be necessary to explicitly suppress this data on the flow to OpTIP.
- The new events being harvested by the TPS Harvester (see Table 19 in section 2.5.2.4) must not be passed through to OPTIP. Therefore the process that

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generates the file for OPTIP needs to suppress those events should they be harvested.

- The Settlement Transactions that are now being harvested into TPS need to be suppressed on the flow to OPTIP. This is also a requirement on the MIS feed and is discussed in section 2.5.2.7.
- In order to reduce the number of TPS Harvester Exceptions, which will result in failures to deliver data to POL FS, a review is required of the constraints on the TPS Harvester Interface tables, thus allowing some Transactions that are currently handled as exceptions through to the main TPS system for processing.

  It is proposed that the following constraints are removed at point D in the migration process (see also section 2.6):

  - That CAP and BP are greater than zero

Further constraints that can be relaxed may be identified as more detailed design progresses. These will be captured in the HLD.

It will not be possible to relax all constraints on the TPS Harvester interface tables, so this means that the Transaction Summarisation Function will need to be able to handle such cases (see also section 2.5.2.8). Since the current failure rate is very low (about 1 per week), it is proposed that this change to the constraints is done as part of the switching of the interface from OPTIP to POL MIS thus avoiding the need to filter out such transactions from the flow to OPTIP.

This has the effect of potentially increasing the number of failures in transaction summarisation during the period when data is being sent to POL FS and to OPTIP, however given the expected frequency at which such problem occur, this should be OK operationally.

See also section 2.6.3.1.2

- TPS is involved in a number of reconciliation processes. In general, these should continue as they are [BT059]. Specifically:
  - The APS Transactions should be generated as at present for passing to the APS reconciliation system
  - The checks on the Branch Reconciliation Totals generated at EOD should continue

  However the calculation of the "mini cash account" to reconcile against the Branch's Cash Account summaries should be stopped once the feed to OPTIP is removed. In particular the data from the branch will no longer to be available at this point (or soon afterwards).

Note that the current interface of Bureau transactions to FRTS remains unchanged.

2.6 MIGRATION CONSIDERATIONS

The requirements for migration require further work. This section has made a number of assumptions as to how it will work. Should these assumptions be incorrect, then CRs will be raised when a full migration design has been agreed.

There are a number of assumption in this section which are recorded in section 8.4

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2.6.1 Migration Overview

Migration will occur over a period of time. The key phases are:

- Data Centre Migration (Phase A)
- Counter Software Upgrade (Phase B)
- Running the Final Counter Cash Account for CBDB (Phase C)
- Switch of TMS feed of Transactions from OPTIP to MIS (Phase D)
- Upgrade of Counter processes to operate Branch Trading Statement (Phase E)

[BT114]

These are described in more detail below.

2.6.1.1 Data Centre Migration

This will be the normal upgrade process that takes place over a single weekend. It will ensure that all the Data Centre Systems are able to support the new functionality, while also retaining support for the existing functionality, prior to it being switched off.

Once this migration has taken place, it will be possible to receive the additional Reference Data required to support the new functionality from NRDS and to distribute it as required.

2.6.1.2 Counter Software Upgrade

This will follow the normal pattern for a Software rollout and include some initial trial Branches to ensure that the process runs smoothly, prior to rolling the software out to the full estate. Some of the new functionality will become active as soon as the Branch is upgraded, while other functions will be controlled by a Soft Launch mechanism and so be activated at a later time.

2.6.1.3 Running the Final Counter Cash Account for CBDB

It is a requirement of the POL FS designers that the switch over of the accounts from CBDB to POL FS occurs at a single point in time, which coincides with a POL Month End. [BT003] A specific Cash Account Week will be identified such that once that Cash Account has been produced, all subsequent transactions will be summarised and passed to POL FS. In addition a special migration flow of data will be required to pass the Closing figures from that Cash Account through to POL FS as Opening Figures for the corresponding accounts.

POL will be required to ensure that all Branches generate this Cash Account on time ~~(ie need to prevent 2 / 3 week Cash Accounts at that time)~~. This will ensure that we have a clean cutover.

Other than that, this should be invisible to Branch staff.

Not completely true since some of the changes associated with Suspense and Housekeeping also occur at this point.

As far as the Data Centre is concerned, this is the point at which the new Impact Release 3 data is first sent to POL FS. It is expected that the interface will be switched

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from the Impact Release 1 format to the new Impact Release 3 format a few days prior to this rather than at point A.

There may need to be an earlier pilot of a small number of branch's data to a test POL FS. Should such a pilot be supported, then there will need to be a period of a few days between ending the pilot and switching to the new interface to POL FS. The design will only support such a pilot while we are passing Live Data to the Live POL FS using the Impact R1 interface.

We have only provided for supporting the pilot in our development costs. No operational or test support has been included since the migration strategy is not clear.

Assumption recorded in section 8.4

2.6.1.4 Switch of TMS feed of Transactions from OPTIP to MIS

Once all Cash Account data from the final cash account has been successfully passed to OPTIP, the Transactional flow to OPTIP can be discontinued and replaced by the new flow to MIS.

This should be invisible to Branch staff.

2.6.1.5 Upgrade of Counter processes to operate Branch Trading Statement

At some later time the branches need to switch to using the new processes. This can be done by different branches at different times, thus allowing a pilot to be supported. However the changes in process at any branch need to occur immediately after rolling over into a new Cash Account Period.

This will be achieved by introducing a new type of "Soft Launch" which will be triggered as part of the rollover process to a specified Cash Account Period.

2.6.2 Mapping of Changes to Migration Phases

Table 25 shows at which phase of migration each aspect of the functional changes described in section 2.5 will change. The phases are described in section 2.6.1 above.

Functional Change	Migration Phase	Comment
Extending Transaction Retention	A / B	
Stock to be handled by Volume rather than by Value	E	
Merging of Value and Non-Value Stock	Post E	See section 2.6.3.3
Changes to Suspense Products	C	Also Error Notices and Vouchers are to be disabled at this point There are also some new Housekeeping functions to be introduced at the same time.
Change APS to use EPOSS Core	B	
Settlement Transactions	A - C	This is a ref data change and so needs to happen at a fixed time. It should be OK to do this at any time between A and C and shouldn't require the counter to be at S80.
Changes to Cash Declarations	B	
Reporting of Cash Variances	B	
Processing of Cash Variances	E	
Stock Declarations and Variances	E	
Non-Value Stock Declarations	E	This is removing functionality
Remuneration Reporting	B	
Office Snapshot Report	E	

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Suspense Account Report	B	
Counter Weekly Redeemed Savings Stamps Report	E	
APS Transactions Report	B	
Event Log	B	Though some new events will not be generated until point E
Other reports affected by changes to Stock Processing	E	
Reprints of Reports	E	
Reports proposed to be removed	E	Some may go at B
Weekly Reports	E	May be able to do it at B
Changes to Rollover processing	E	
Branch Trading Reports	E	
Remove Extended CAPs	B	
Removal of LFS Weekly Stock Reporting functions	A - C	This is a ref data change and so needs to happen at a fixed time. It should be OK to do this at any time between A and C and shouldn't require the counter to be at S80.
POL FS Summarisation at Counter	Post D	This functionality can be removed by End-Dating the Reference data that invokes this function through CAS at any time between points D and E
Maintenance of Office Variances Persistent Object	B	
LFS EOD functionality changes to handle changes in Cash Declarations	B	
Simplification of EPOSS Reconciliation	Post D	This functionality can be removed by End-Dating the Reference Data that invokes this function through CAS and introducing the Reference Data to invoke the replacement function at the same time at any time between points D and E
Protection against lost data	B	
Logon Checks: ONCH run for "yesterday"	B	
Logon Checks: Stock Unit in correct Trading Period	E	
Logon Checks: Outstanding Transaction Corrections	B	
Process Transaction Correction	~~C~~ E	~~Or maybe B since this will be harmless if there aren't any~~ This has to occur at point E otherwise it will be expensive to make the changes to support TCs on a CAP report Assume this is OK
Reporting on Transaction Corrections	B	
RDMC	A	
LFS	D	Needs to be done later to ensure that no data is still coming through from the Branches. In particular it must be after "Removal of LFS Weekly Stock Reporting functions"
Process SAP ADS Transactions	D	
TPS Harvesting	A	
DRS Host	~~A~~ D	~~Though changes to NB103 may have to take place later~~ Changes to the DRS workstation may need to be delayed. POL to consider this. Assumption is that this can be done at the same time.
APS Host	N/A	
Generate MIS Info	D	
Transaction Summarisation	C	
Accept CAPO Data	Post D	
Generate HR SAP Info	Post D	

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Generate POL FS Info	C	
Transaction Correction	C	
POA Data Warehouse	A	
TPS Host	~~N/A~~ A and D	The main changes take place at point A, however some of the changes to the constraints on the Harvester Interface tables should be left until point D.

Table 25 – Migration of Functions

2.6.3 Specific Migration Developments

As can be seen from Table 25, a number of migration activities need to take place other than as part of the normal Software introduction changes.

These are:

- Process the final cash account for CBDB
- Upgrade of Counter processes to operate Branch Trading Statement
- Merging of Non-Value and Value Stock
- Switch of TMS feed of Transactions from OPTIP to MIS
- Accept CAPO Data
- Generate HR SAP Info
- Support of nRDS supported Settlement Products
- Support for Quiescent Rollover

These are described further below.

2.6.3.1 Process the final cash account for CBDB

There are two aspects to this:

- Branch
- Horizon Data Centre

These are discussed in the following subsections.

2.6.3.1.1 Branch

In general this phase should have minimal impact on the branch processes. However there are some changes required to the menu structures at this point. These changes will be triggered by a new type of Soft Launch which is invoked as a result of the Branch rolling over into a specified CAP number defined in the Soft Launch Reference Data. It is expected that the same CAP will trigger this change across the full estate.

This CAP will be flagged as requiring a quiescent rollover (see section 2.6.3.8). This will ensure that the soft launch functionality is triggered correctly.

Further details will be in the HLD.

It is expected that the same CAP will trigger this change across the full estate.

The changes that need to happen at this point are:

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- The Permissions should be changed on the Housekeeping menu to restrict access to Managers / Supervisors etc.

> *This is a global Reference Data change and it would be simplest to do this at a fixed time across the estate.*
>
> *I need to check with POL to see if there is a point at which we can do this independently of the rest of the migration activities. Provided branch staff are expecting this then there should be no problem, since it is anticipated that only Managers / Supervisors should be attempting to use this functionality anyway.*
>
> *I suggest we pick a date when most branches have moved to S80, but prior to point C. NB it shouldn't matter if there are still some branches on S75.*
>
> *POL to confirm.*
>
> *Assumed OK.*

- The existing Error Notice, Cash Shortage / Surplus and Vouchers buttons should be removed from the Housekeeping Menus since these functions are no longer to be used.
- ~~The Transaction Corrections function should become available on the Housekeeping Menu~~
- Buttons to support the new "local write off" products should become available on the Housekeeping Menu (see section 2.5.1.1.4.1)

2.6.3.1.2 Horizon Data Centre

The Transaction Summarisation function needs to be activated at this point and in particular it needs to generate "opening balances" for the various new POL FS accounts.

> *Need to consider the changes required to support moving of ForEx to individual currencies.*
>
> *May have cases where txns go to POL FS prior to the opening balances. Philip Godden has confirmed that this is OK.*
>
> *Due to still having the full TPS Harvester constraints until migration point D, there will be an increased likelihood of Summarisation failures during this early period.*
>
> *Assumed to be acceptable.*

2.6.3.2 Upgrade of Counter processes to operate Branch Trading Statement

This is ~~the~~ where the main changes occur at the Branch. Again it is triggered by a Soft launch product linked to a given CAP. It is expected that in this case, different branches will migrate at different CAPs.

The process is expected to operate as follows:

- Each Stock Unit will rollover into a new "CAP" following the pre-S80 processes.

  As part of this rollover a new flag needs to be included in the Stock Unit Persistent Object to indicate that this Stock Unit is now operating in *Branch Trading Period* mode rather than *Cash Account* mode. This flag is needed so that other processes such as the TPS Harvester can tell in which mode this Stock unit is operating.

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This CAP will be flagged as requiring a quiescent rollover (see section 2.6.3.8). This will ensure that the soft launch functionality is triggered correctly.

- ~~Each SU will then immediately rollover into the first Trading Period~~

  ~~This is a special one-off migration function. The purpose is to convert the Opening figures etc into the form expected by the new processes.~~

  ~~This will also generate a new-style Stock Unit Balance Report showing what the Carried Forward Balance will be (ie without the Stock Values), so as to match with the report that would have been produced with the new processes.~~

Assume nothing special is done here.

- When all Stock Units have rolled over in this way (including inactive Stock Units), the Office can then be rolled over into the new CAP and produce the final Cash Account Report.
- From this point onwards, all reports will be in their new format and any functionality identified as "Phase E" in Table 25 will be made available. In particular the buttons used to invoke the non-value stock functions will be removed.

2.6.3.3 Merging of Non-Value and Value Stock

This can be seen as a product introduction / change process. It is not expected that any changes in functionality are required, however there will be changes to Reference Data. Further analysis may be required on a product by product basis to sort out the exact consequences.

This should be handled as an OBC change once all branches are operating on the new processes. Any changes other than those handled through the normal OBC process are currently out of scope. [BT055]

This is discussed in section 2.5.1.1.3 and there are some outstanding issues to be resolved before I can consider this further. *Assumed out of scope.*

2.6.3.4 Switch of TMS feed of Transactions from OPTIP to MIS

This should be a simple change to the Maestro schedule to stop generating the TIP stream and to start generating the MIS and CTS data feed.

The process to take the SAP ADS Transaction file and process it for passing to MIS should be turned on at the same time.

2.6.3.5 Accept CAPO Data

This should be a simple change to the Maestro schedule to start searching for this file.

2.6.3.6 Generate HR SAP Info

This should be a simple change to the Maestro schedule to start producing this file.

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There will potentially be a gap between the last Cash Account roll over and the first Trading Period.

POL would like us to do something better.

However that is currently considered to be out of scope.

2.6.3.7 Support of nRDS supported Settlement Products

There is probably no migration development required here as such, however there is a need to identify exactly how this migration is to take place.

The current state is that we have Type C Reference Data that defines the current Settlement Products with appropriate Product Mappings. We also have Product Mode Reference Data that identifies the Settlement Products.

Moving to Type A Reference data may give us problems in that the existing Type C Reference Data will be using a particular suffix, and we need to ensure that the new Type A Reference Data will use an appropriate suffix and not clash and we have a mechanism to end date the old Reference data and start-date the new reference Data smoothly. There should be no need to co-ordinate this in terms of CAPs since both products should have identical mapping s and so will be treated identically.

Details to be defined in HLD.

2.6.3.8 Support for Quiescent Rollover

A new technique is introduced, that of a "quiescent rollover". What this means is that once a Stock Unit has rolled over into a specified CAP, no further work can be carried out in that Stock Unit until the entire Branch has rolled into the new CAP (or Trading Period).

It is proposed that this will operate as follows:

- The CAP for which this rollover is to apply is defined in Reference Data.

Details to be defined in HLD.

- Once a Stock Unit rolls over into the target CAP the user is taken to a new screen that will provide a limited number of functions (NB the functions will only be included if the user's role has permission to use it normally):
  - Rollover to a new CAP
  - Switch to another Stock Unit
  - Logout
  - Check to see if the Rollover to the new CAP is complete.

  The latter is a new function, and if it is selected and it is found that the rollover **is not** complete, then it informs the user and returns to the screen defined above.

  If it is found that the rollover **is** complete, then it invokes the Soft Launch function which will update all the menus to the new target mechanisms (as is normally done

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at Desktop start) and then display the top level menu and allow the user to continue working as normal.

- Similar checks are required at Logon and Stock Unit Attach, namely is the Stock Unit to which the user will Attach / Logon in a different CAP from the System and if so is it the "critical CAP". If so the user will be taken to the menu defined above.

There may be a hole to be plugged when Counter 1 has rolled the branch and then a user logs on counter 2. How do we ensure that the menus are updated unless we check for Soft Launch on all logons?

I'll leave that for the HLD to sort out.

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Chapter 3 - Data Model

3.1 GENERAL

Figure 1 shows the interfaces between Horizon and other components involved in Impact Release 3 and the breakdowns in Figure 2 to Figure 5 show the interfaces between the components of Horizon. Figure 5 also shows some data stores. These Interfaces and Data stores represent the Data Model. They can be divided into External interfaces, Internal interfaces and Data stores:

- External Interfaces

  These are described in section 3.2

  - Reference Data (section 3.2.1)
  - Client Access (out of scope)
  - Bank Statements (out of scope)
  - Transaction Corrections (section 3.2.2)
  - SAP ADS Transactions and Summaries (section 3.2.3)
  - Ledger Entry Information (section 3.2.4)
  - TMS Info from Clients (section 3.2.5)
  - ~~TMS Info to Clients (section)~~
  - Remuneration Information (section 3.2.6)
  - Management Info (section 3.2.7)
  - CTS File (section 3.2.8)
- Internal Interfaces

  These are described in section 3.3

  - RDMC to Branch: Reference Data (interface unchanged – see section 3.5 for details of content changes)
  - RDMC to TMS: Reference Data (interface unchanged – see section 3.5 for details of content changes)
  - Branch to TMS: Transactions (section 3.3.1)
  - TMS to Branch: Transaction Corrections (section 3.3.2)
  - Within Branch: Transactions (section 3.3.3)
- Data Stores
  - Summary Store (section 3.4.1)
  - Variance Persistent Objects (section 3.4.2)

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- Stock Unit Summary for Branch Trading Report (section 3.4.3)

Finally section 3.5 describes the dependencies on Reference Data.

3.2 EXTERNAL INTERFACES

3.2.1 Reference Data

Changes will be required to [RDSAIS] to include the changes to Reference Data described in section 3.5.

3.2.2 Transaction Corrections

This is a new data flow from POL FS to Horizon giving details of Error Notices that are to be distributed to the branches to be actioned.

The interface will be an overnight file from POL FS containing all the Error Notices to be distributed for that day. Feedback will be provided to POL FS via transactions in the normal *Ledger Entry Information* ~~*R2*~~ flow (see section 3.2.4).

The interface is formally defined in [TCAIS].

Initial draft available.
The information is probably sufficient to cost the work required to support it.

3.2.3 SAP ADS Transactions and Summaries

POL are now considering dropping these interfaces.
POL to confirm.
Working assumption is that we should do no further work on this interface until advised otherwise by POL.
Assumption recorded in section 8.4

The prime purpose of this flow is for SAP ADS to report Ledger Entry Information to POL FS, however it also contain details of SAP ADS transactions which need to be included in the flow to MIS.

Figure 5 has shown this as two separate interfaces:

- The interface from SAP ADS to TMS
- The interface from TMS to MIS

These are discussed separately below.

3.2.3.1 The interface from SAP ADS to TMS

The interface is formally defined in [SAPADSAIS].

But not yet!

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For R1 this flow was direct from SAP ADS to POL FS and only contained the summarised data.

It has now been agreed that any summaries for which MIS requires detailed transactional level data will be broken down and the file will contain all the detailed transactions rather than the summaries. The additional volume of data to be loaded into POL FS will be negligible compared with the data generated by the branches each day.

In the absence of an AIS, the following assumptions are made:

- It is assumed that there is a simple mechanism to separate out the Transactional data to be passed to MIS from the non-transactional data that TMS can ignore. It is assumed that this differentiation is determined by Record Types in the file with Record Type filtering criteria defined by Reference Data.

  The S80 SAP ADS – POLFS interface will be based on the S60 interface. Client transactions (e.g. giro change) need to be captured at the individual level. The detail records will have a Client Id and probably Transaction Time added, but will otherwise be the same as the S60 AIS.

  The SAP ADS data is likely to be very simple – an initial view is:

  - Transaction Date
  - Transaction Time?
  - Cash Centre (FAD)
  - Client
  - Product/Service
  - Amount
  - Quantity

3.2.3.2 The interface from TMS to MIS

This is based on the interface to MIS for Horizon Transactions defined in [MISAIS] and will also be documented in [MISAIS].

But not yet!

Until we see [SAPADSAIS] I don't think it is sensible to try and progress this.

The following is probably sufficient for costing purposes but not for taking the design any further.

In the absence of an AIS, the following assumptions are made:

- It is assumed that the mapping of records from the form received to the form being passed to MIS is trivial.

3.2.4 Ledger Entry Information

This is primarily an expansion of the summarised financial information being passed to POL FS at R1 to cover all Horizon products rather than just cash and near cash products.

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The interface is formally defined in the AIS [POLFSAIS].

Initial draft available. *The information is probably sufficient to cost the work required to support it.*

3.2.5 TMS Info from Clients

POL are now considering dropping this interface. *POL to confirm.* *Working assumption is that we should do no further work on this interface until advised otherwise by POL.* *Assumption recorded in section 8.4*

Currently a single flow of data from EDS concerning CAPO accounts activated in order to feed Postmaster Remuneration.

The interface is formally defined in the AIS [EDSAIS].

The information is probably sufficient to cost the work required to support it.

In the absence of an AIS, the following assumptions are made:

- It is assumed that validation will be restricted to file format and that the FAD is known to Horizon.

The AIS doesn't actually say this. It should!

3.2.6 Remuneration Information

This is the interface to HR SAP and is formally defined in [HRSAPAIS1] and [HRSAPAIS2] which are based on [HRSAPAIS].

Although these AISs are now available, they do not form part of the contractual baseline. *These Assumptions need to be included in the CT.* *Assumption recorded in section 8.4*

In the absence of an AIS, the following assumptions are made:

- ~~It is assumed~~ That data will be provided one or two months in arrears as specified in the summarisation Reference Data ~~and that this is the case from when this interface is first used~~.
- Two separate interfaces will be used:
  - An initial feed for "multiples" (about 250 branches)
  - A full feed for other sub-post offices (about 16,000 branches)

  Reference Data will be used to identify in which feed the data for a branch is to be included. Note that some branches (Directly Managed Branches) are not included in either feed.

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- There is no requirement to migrate a branch from one feed to the other.
- That any migration to the target situation of data being passed across as a single feed, 1 month in arrears is out of scope of Impact S80 and will be handled by a separate CR, though the design should take into account the fact that this is likely to be required in future.
- It is assumed that a Calendar will be provided via Reference Data defining the cut-off dates for summarisation and also the dates at which files will be sent to HR SAP.
- ~~It is assumed that Reference Data will define which Branches are to be ignored for this interface (ie Directly Managed Branches).~~
- It is assumed that the mapping of products to CTTs will be provided by Reference Data. This mapping will also indicate whether the summary is to be passed to HR SAP one or two months in arrears.
- It is assumed that it is acceptable to use the Reference Data currently available at the Data Centre at the time the Transaction is available for summarisation is to be used for Summarisation and that there is no requirement to maintain historical mapping data associated with the time that the transaction was actually carried out should that be differed (eg following non-polling)
- It is assumed that not all transactions will be mapped to a CTT, and so no checking is required regarding transactions that are not mapped to any CTT number as part of the summarisation process.

Although there are two separate AISs ([HRSAPAIS1] and [HRSAPAIS2]), the file format is identical in both cases. The differences are purely in terms of the file naming and the identification fields in the file headers records.

There is a header record which provides control totals for checking the integrity of the file.

This is followed by a series of detail records. There is one detail record for each product sold by in a branch in a specified month. For each record there is either a Volume (i.e. the total number of transactions for a product), a Value (i.e. the total value of the transactions for a product), or in some cases both.

The file structure is Comma Separated Variable (CSV), ie each field value is separated by a comma and each field is of variable length.

I've removed the remainder of this section which is now included in ([HRSAPAIS1] and [HRSAPAIS2]. For clarity I've removed it altogether rather than marking it in strikeout.

Payroll period should come from the Reference Data Calendar (see section 3.5). The rest should be straightforward.

3.2.7 Management Info

The starting point for this is the current OPTIP AIS and is formally defined in [TIPAIS]. A new AIS will be produced defining this interface [MISAIS].

Need to spell out the changes.

Assumption recorded in section 8.4

The information is probably sufficient to cost the work required to support it.

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Fujitsu have now been asked to produce this. For now I've included proposed changes to the current interface it below. One we have a draft AIS, it can be removed from here.

There are a number of aspects to the changes required:

- Changes due to removal of the Cash Account
- Additional Transactional Information
- Additional Event Information

These are discussed further below.

3.2.7.1 Changes due to removal of the Cash Account

The CAP and BP fields will be retained, however the values will be null once the branch has moved from Cash Account to Trading Period (point E in the migration – see section 2.6).

3.2.7.2 Additional Transactional Information

There are a number of the more recent "specialised" transactions where all that is passed to OPTIP is the basic EPOSS Transactional Data. Sections D6, D7 and D8 of [MISAIS] define the additional data required.

It has also been agreed that the Quantity field can be extended to accommodate Bureau Quantities rather than having to hold it as an additional field.

3.2.7.3 Additional Event Information

Section D10.2 of [MISAIS] identifies some additional events that are to be passed through to MIS. This is also defined in Table 19.

3.2.8 CTS Files

The starting point for this is the current OPTIP AIS and is formally defined in [TIPAIS]. A new AIS has been produced defining this interface [CTSAIS].

The CTS file is currently delivered as part of the current OPTIP set of files as a separate file. The file itself will remain unchanged.

3.3 INTERNAL INTERFACES

3.3.1 Branch to TMS: Transactions

This is the current flow of data to the TPS Harvester.

It may need some minor changes.

3.3.2 TMS to Branch: Transaction Corrections

This is a new data flow.

The following is a suggested form for the Transaction Correction in Attribute Grammar:

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```
<Application:TC>
<WAIndex:
   <LFSFlag:TC>
>
<Data:
   <TranType:TransactionCorrection>
   <Ref:>                          // Reference ID in [TCAIS]
   <Iter:>                         // Iteration Flag in [TCAIS]
   <Article:>                      // Article in [TCAIS] (but converted to a Horizon
                                   Product)
   <Instruction:>                  // Instruction in [TCAIS] (but converted to a Horizon
                                   Product)
   <AccountingSense:>              // Mapped from Label Identifier in [TCAIS]
   <Value:>                        // Error Value in [TCAIS]
   <Qty:>                          // Error Quantity in [TCAIS]
   <Modes:                         // Derived from Allowed Modes in [TCAIS]
      <1:>                         // The actual Modes (of which there can be up to 3)
      <2:>
      <3:>
   >
   <Text:>                         // Message in [TCAIS]
>
```

The Transaction Correction can be uniquely identified by concatenating <Data.Iter:> and <Data.Ref:>.

The following defines a completed Transaction Correction:

```
<Application:TC>
<WAIndex:
   <LFSFlag:TP>
>
<Data:
   <TranType:CompletedTC>
   <Ref:>                          // Reference ID in [TCAIS]
   <Iter:>                         // Iteration Flag in [TCAIS]
   <Action:>                       // The Mode selected
>
```

May also need a pointer to the actual Transaction.

Detailed design of the reporting aspects should be able to decide if this is needed.

3.3.3 Within Branch: Transactions

This is the current recording of EPOSS Transactions.

3.4 DATA STORES

3.4.1 Summary Store

This will be defined in the HLD.

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3.4.2 Variance Persistent Objects

As described in section 2.5.1.2.1.3 a set of Variance Persistent Objects are introduced.

Three types of Variance Persistent Objects are required:

- Stock Unit Variance Persistent Objects
- Declaration Variance Persistent Objects (for each Declaration Id in each Shared Stock Unit)
- Office Variance Persistent Objects

Their structure is described in the following sections.

The Persistent Objects should be held in a Collection called 'Variance_*ww*' where *ww* represents the week for which the Data is being held.

Each Persistent Object should contain a composite attribute for each day of the week starting with Thursday, with the attribute name being the weekday name.

> *I've not done any sizing to check to see if all this data can be held in a single Persistent Object within the 2K Riposte limit. If it doesn't fit we need to consider how to address that issue.*
>
> *This can be resolved as part of HLD work.*

Any declaration made the following day as part of the logon check will be held under *yesterday's* composite attribute. Unlike the current ONCH Persistent Objects there is no concept of *carry forward* declarations, so it will only be necessary to update a single Persistent Object.

3.4.2.1 Stock Unit Variance Persistent Objects

The ObjectName of this Persistent Object will be "*SS*" (where *SS* is the Stock Unit Name).

The following information needs to be held:

- Date / Time Declaration was made
- User making declaration

> *For a Shared Stock Unit, the two attributes above represent the User carrying out the "check for variances" function.*

- Declaration Id

  For an Unshared Stock Unit the Declaration Id that will enable the messages that provide the latest Declaration to be identified.

  Omitted for a Shared Stock Unit

- Declared Value

  For a shared stock unit, this is the sum of all the individual *Declared Values* from the individual Declaration Id Persistent Objects

  For an unshared stock unit it is the actual declared value

- Variance

  Ie the difference between the Declared Value and the Derived value.

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There is no need to hold the Derived value explicitly since this can be calculated from the Declared Value and the Variance.

3.4.2.2 Declaration Variance Persistent Objects

The ObjectName of this Persistent Object will be "*SS_dd*" (where *SS* is the Stock Unit Name and *dd* is the Declaration Id).

The following information needs to be held:

- Date / Time Declaration was made
- User making declaration
- Declaration Id

  The Declaration Id that will enable the messages that provide the latest Declaration to be identified.
- Declared Value

3.4.2.3 Office Variance Persistent Objects

The ObjectName of this Persistent Object will be "Office".

The following information needs to be held:

These all need to be calculated at EOD. See section 2.5.1.5

- Suspense

  This is the nett movement into and out of the Suspense accounts (excluding Local Suspense) during the day.
- Local Suspense

  This is the nett movement into and out of the Local Suspense account during the day.
- Adjustments

  This is the nett amount Made Good (or excess cash removed) during the day.
- Transaction Corrections Processed

  The number (not value) of Transaction Corrections processed during the day.
- Transaction Corrections Outstanding

  The number (not value) of Transaction Corrections outstanding at the end of the day.
- Stock Units not logged on Today

  This is a list of all current SUs that have not been logged on today. This enables information from previous days to be carried forward in the Variance reports.

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3.4.3 Stock Unit Summary for Branch Trading Report

Following a Stock Unit Rollover, a Persistent Object needs to be written containing Summary Information from the Balance Report to support the Branch Trading Statement. This will be held in a Persistent Object in a Collection called "SUSummary" with an ObjectName of "*SS*" (where *SS* is the Stock Unit Name).

The Data to be included is:

- Carried Forward Figures for:
  - Cash
  - Other MOP
  - Other Stamps
  - ForEx

Also need Brought Forward Figures, but presumably they can be obtained by picking the Carried Forward figures up from the previous Trading Period Rollover.

- Total for Trading Period of:
  - Receipts value Total (excluding the following 6 items)
  - Remittance In (Cash) Total
  - Remittance In (Other Stamps) Total
  - Remittance In (ForEx) Total
  - Transfers In from Suspense
  - Transfers In from other SUs
  - Transfers In from Local Suspense
  - Payments value Total (excluding the following 6 items)
  - Remittances Out (Cash) Total
  - Remittance Out (Other Stamps) Total
  - Remittance Out (ForEx) Total
  - Transfers Out to Suspense
  - Transfers Out to other SUs
  - Transfers Out to Local Suspense
  - Transaction Corrections Accepted

This isn't currently part of the Balance Report, but is part of the BTS.

  - Nett Cash Adjustment

3.5 REFERENCE DATA CHANGES

The following identifies the areas in which Reference Data will need to change. The details will be covered in [RDMCHLD] ~~or [RDDSHLD]~~.

- Support of "Stock by Value"
  - Tertiary Mappings

Can extend this further to get NRDS to provide the Primary and Tertiary mappings.

Assumption recorded in section 8.4

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- Include "Settlement Products" as part of normal Type A Ref Data.

> *Assumption recorded in section 8.4*
>
> *Need to consider what knock on effects there are on their use with Product Modes etc.*

- Inclusion of optional "loss price" on Product Reference Data for stock products.
- Roles to be prompted at logon when there are Outstanding TCs
- Ref Data to support Summarisation for POL FS and also mapping Articles to Products for TCs
- Ref Data to support Summarisation for HR SAP including list of relevant branches and identification of CTT number to be used for CAPO data.
- Ref Data to support Identification of Transaction Data from the SAP ADS feed
- Various Calendars
  - Branch Trading Periods and allocation of branches to their calendar
  - HR SAP Periods
  - HR SAP Delivery dates
- Introduce Local Suspense Account Product
- Introduce a number of new Modes
- RDS to provide mapping info as Type A Ref Data
- Soft Launch Reference Data, and in particular the ability to link a soft launch to a given CAP.

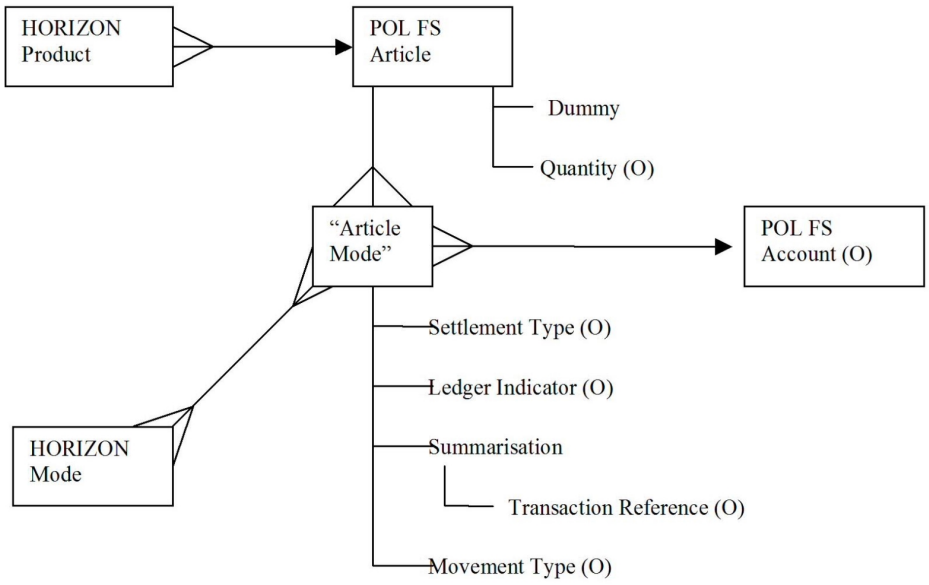


Figure 6 – Ref Data Model for Articles

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Chapter 4 - Environmental Constraints

4.1 GENERAL

This chapter is concerned with the Technical (as opposed to Application) Interfaces.

Information is also included about the operational schedule, SLAs and Volumes associated with the interfaces, which although included in the AISs is more relevant to this part of the document.

There are a number of aspects to this:

- Technical Interface from SAP ADS
- Technical Interface from NRDS
- Technical Interfaces to and from POL FS
- Technical Interface from EDS
- Technical Interface to HR SAP
- Technical Interface to MIS
- Technical Interface to CTS

These are described further in the following subsections.

Since all of these interfaces are bulk file transmissions and most are from the Horizon Data Centre to Huthwaite, then they will be formally defined in an update to [POLTIS].

Assume this is the only TIS needed.

Assumption recorded in section 8.4

4.2 TECHNICAL INTERFACE FROM SAP ADS

POL are now considering dropping the requirement for TMS to process this.

POL to confirm.

Working assumption is that we should do no further work on this interface until advised otherwise by POL.

Assumption recorded in section 8.4

There is one interface affected:

- SAP ADS Transactions and Summaries

This is a new file that will be transmitted from SAP ADS for processing by both POL FS and by TMS, together with appropriate error files being returned if necessary.

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This will use the existing technical interface defined in [POLTIS], which is based on the use of FTMS for transmitting files to and from Huthwaite.

One issue with this interface is that the file is required by two separate systems within the Fujitsu Data Centre:

- TMS
- POL FS

There are two approaches that can be taken:

- SAP ADS treats this as two completely separate interfaces and so provides two copies of the file in the appropriate Transmission directories on the Remote FTMS Server
- SAP ADS places a single file on the Remote FTMS server, and we manage the delivery of the file to both destinations

In either case, both systems will be validating the file independently, and so there will potentially be two separate flows of error files being returned to SAP ADS.

My preferred approach is to have a single file delivered by SAP ADS which is then delivered (via FTMS) to TMS. The file is then copied onto an appropriate share on the POL FS Host. Error files are returned using FTMS to two separate directories on the remote FTMS service (depending on whether they were originated from TMS or from POL FS).

Need to confirm with Nial / Mark Ascott / Andy Scott that this approach is viable.

This issue is irrelevant if we don't have to support this flow.

In the absence of an AIS, the following assumptions are made:

- Approx Daily File Size: Assumed to be small.

To be determined 19/3 (Nigel Stone/Philip Godden).

NS: Philip is working with the SAP ADS team to get the volumes of these client transactions (it is likely to be small compared with rems – I will chase again on Monday).

- Proposed Operational Schedule

  Currently the file is delivered overnight from SAP ADS to POL FS and is made available by 04:00.

  Delivery is 7 days per week 365 days per year.
- It is assumed that this is a point-to-point interface between SAP ADS and TMS with no dependence on POL FS verification of content.
- It is assumed that there are no SLAs associated with this interface
- These files need to be audited on receipt

4.3 TECHNICAL INTERFACE FROM NRDS

The existing technical interface will remain unchanged.

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4.4 TECHNICAL INTERFACES TO AND FROM POL FS

The technical interface that was introduced as part of Impact Release 1 will remain unchanged.

However the volume of data will be increased significantly (since now all transactions are summarised rather than just cash and near-cash movements) and there is a need to measure delivery times to support SLA measurement (see section 5.5).

~~In the absence of an AIS, the following assumptions are made:~~

- ~~It is assumed that comparable SLAs to those that currently apply to the OpTip interface are to apply once the OpTip interface is decommissioned. In particular it is assumed that they are no harder to meet than the current SLAs. The detailed wording of the SLAs will need to change since they are currently based on numbers of Transactions, which is no longer relevant.~~
- These files need to be audited on despatch

4.5 TECHNICAL INTERFACE FROM EDS

POL are now considering dropping this interface.

POL to confirm.

Working assumption is that we should do no further work on this interface until advised otherwise by POL.

Assumption recorded in section 8.4

This is a new interface.

It is understood that an amount of manual processing is currently done within Huthwaite to transfer this file to the appropriate place.

It is assumed that this file will be delivered to a new directory on the Remote FTMS server at Huthwaite and will be picked up when required by the host system.

Since this file is due on the 3rd day of each calendar month, then a Maestro schedule will pick this file up on the 4th of each month and process it.

There is no rush to process it or sort out any errors since the data is not used until after the 15th.

In the absence of an AIS, the following assumptions are made:

- It is assumed that a single file will be received on the 3rd of each calendar month and that this file will be made available on the FTMS Gateway at Huthwaite so that Horizon can pick it up and process it.
- It is assumed that any error handling on the file will be manual (ie any failure in processing the file will require human intervention and the process for loading the "fixed" file can be repeated on another day).
- Approx Monthly File Size: Current spec states 3mb, but likely to be significantly less

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- Proposed Operational Schedule

  Not likely to be significant since if file arrives on 3rd and details needed about 20th we have plenty of time to process it.

  If the file is not received, need an alert operations staff that the file has not been delivered to invoke process to "get" file – assume this gives sufficient leeway in processing

- There are no SLAs associated with this interface
- These files need to be audited on receipt

4.6 TECHNICAL INTERFACE TO HR SAP

This is a new interface.

It is assumed that we will ~~can either~~ send this file to the remote FTMS Server at Huthwaite ~~or pass it to EDG~~.

~~In the absence of an AIS,~~ The following assumptions are made:

- Approx Monthly File Size

  0.9mb for the first interface (company franchises) and ~~40mb~~ 30mb for the main interface

- Proposed Operational Schedule

  Each month there will be two separate "pay runs":

  - At the beginning of the month to cover the "multiples"
  - At the middle of the month to cover the bulk of the branches

  Each "pay run" will take place over a weekend. The exact dates for these pay runs and the range of Trading Days to be included in each pay run will be defined in a Reference Data Calendar (see section 3.5). Data delivery should be by 21.30 on the Friday preceding the pay run. Data must not be delivered more than a week before hand. Therefore, to provide operational flexibility and opportunity to sort out any unexpected problems it is proposed that the file is generated and sent on the day before the required delivery date (ie the Thursday).

  For simplicity, this task will be scheduled to be invoked each day, and the first check that is made is whether there is anything to be run. If not it will exit with a response indicating that there was no work to do, thus allowing Maestro to by-pass the remaining work associated with delivering the file.

- See section 5.5 for SLA requirements. ~~There will be an SLA on successful delivery of 100% of available data being delivered by 21:30 on the relevant Fridays.~~
- These files need to be audited on despatch

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4.7 TECHNICAL INTERFACE TO MIS

There are two aspects to this interface:

- Delivery of Horizon Transactions to MIS
- Delivery of Cash Centre Transactions to MIS

Working assumption is that we should do no further work on this interface until advised otherwise by POL.

Both will involve the delivery of files, however they will be available at different times, so two separate deliveries will be required each night.

This is a new interface, however it is effectively the equivalent of the current OPTIP Interface as defined in [POLTIS].

It is assumed that we will send these files to the remote FTMS Server at Huthwaite.

In the absence of an AIS, the following assumptions are made:

- Approx Daily File Size is assumed to be the same as for the current AIS.
- Proposed Operational Schedule
  - Horizon Transactions

    These will be passed as soon as they are available and should be with MIS at a similar time to them being passed to OPTIP now (normally before midnight)
  - SAP ADS Transactions

    These will be passed as soon as they are available, however since these are not received until 04:00, this will be much later than the Horizon Transactions.
- See section 5.5 for SLA requirements
- ~~What SLAs are there associated with this interface?~~

  ~~Assume that no SLA is now required in that the SLA should move to the POL FS interface.~~

  ~~However the system should be designed so as to deliver the files containing Horizon transactions to MIS as soon as they are available and to measure conformance to a target delivery time of 03:00.~~

  ~~The files containing Cash Centre Transactions should also be passed across as soon as it is available and conformance to a target delivery time of 05:00 (provided the data is received from SAP ADS by 04:00) should be measured.~~
- These files need to be audited on despatch

4.8 TECHNICAL INTERFACE TO CTS

This is a new interface, however it is effectively the equivalent of the current OPTIP Interface as defined in [POLTIS].

It is assumed that we will send this file to the remote FTMS Server at Huthwaite.

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In the absence of an AIS, the following assumptions are made:

- Approx Daily File Size: Assumed to be the same as for the current AIS.
- Proposed Operational Schedule

  This will continue to be passed across as soon as it is available (usually before midnight).
- There are no SLAs associated with this interface
- These files need to be audited on despatch

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Chapter 5 - Non-Functional Requirements

5.1 GENERAL

These can be broken down into a number of areas:

- Availability
- Usability
- Volumetrics
- Service Level Objectives
- Security

These are discussed in the following sections.

5.2 AVAILABILITY

None of the changes proposed will impact on the current systems availability and any changes should be made in line with current practice, thus ensuring that systems availability is not impacted.

5.2.1 Resilience

No special considerations are required for Resilience. Existing mechanisms within the Host systems and agents will provide the necessary Resilience.

5.3 USABILITY

The changed counter processes will conform to the existing systems ~~guide [STYLE]~~ and any text displayed to the clerk must be agreed with Post Office Ltd.

5.4 VOLUMETRICS

Volumetrics will be described in the relevant AISs. [VOLS] will be updated to include the volumes associated with the new interfaces.

A key change here is the increased data retention period at the counter and the Correspondence Server and also the implications of handling Stock sales as two linked transactions rather than one (see section 2.5.1.1.2)

5.5 SERVICE LEVEL OBJECTIVES

There are a number of aspects to SLAs:

- New / Changed SLAs
- SLAs being removed

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- Unchanged SLAs
- Migration Implications

These are discussed in the following sections.

5.5.1 SLA Changes

Section 11.3 of [CDBT] says the following about Service levels:

- LFS – remains unchanged
- TMS - POL-FS – to be consistent with that being developed for S60
- Transaction Correction – to be like Planned Orders – 95% by 08.00 and 100% by 24.00 – both Day A
- TMS – MIS (SAP ADS data) – by 05.00
- TMS – MIS (Horizon data) – by 03.00
- TMS – HRSAP 100% by 21.30 on Friday preceding weekend of pay run
- TMS (CTS file) – no SLA

Each of these statements is discussed separately in the following subsections.

NB there is no SLT on the receipt of the file from EDS.

5.5.1.1 LFS

Stated Requirement: remains unchanged.

Proposal: We accept this.

There are no changes to the LFS interfaces (other than the removal of the weekly Stock on hand files – see section 5.5.2), so no changes are needed here.

5.5.1.2 TMS - POL-FS

Stated Requirement: to be consistent with that being developed for S60.

For S60 there is no SLA on this interface and no measures are in place.

[CDPOLFS], however, says that the requirement is for Horizon to deliver the files to POL FS by 03:00. We've now received guidance from Post Office Ltd that we should take this as being the SLA.

Proposal: That we accept an SLT similar to that for the current OPTIP delivery namely:

- 96% of Transactions to be delivered to POL FS by 03:00 on Day B
- 97% of Transactions to be delivered to POL FS by 03:00 on Day C
- 98% of Transactions to be delivered to POL FS by 03:00 on Day D
- 100% of Transactions to be delivered to POL FS by 03:00 on Day J

LDT is the same as SLT and ARL is 98% of Transactions to be delivered to POL FS by 03:00 on Day D.

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5.5.1.3 Transaction Correction

Stated Requirement: to be like Planned Orders – 95% by 08.00 and 100% by 24.00 – both Day A.

This was based on the old contract. The new contract (December 2002) has changed this as below.

However, the current SLT for Planned Orders reads:

Provided data delivered by 06:00 from SAP ADS:

- 90% by 08:00 on Day A
- 96% by 12:00 (noon) on Day A

There is no LDT and ARL is 95% by 12:00 (noon) on Day A.

Therefore the requirement as stated is self-contradictory.

Proposal: That we accept a similar contractual SLT to that for Planned Orders rather than that quoted in the CD.

Should this be an OLA rather than an SLT?

5.5.1.4 TMS – MIS (SAP ADS data)

Note that the requirement for this interface may be dropped.

Stated Requirement: by 05.00.

Proposal: That we accept an SLT as follows:

That the file containing Transactional Data for MIS is delivered to the Huthwaite remote gateway by 07:00 each day, provided that the corresponding data has been received from SAP ADS by 04:00 that day.

The SLT is achieved provided that we fail to meet this delivery no more than 4 times within a year. NB failures to meet this target on a Sunday or Bank Holiday will not count towards this.

There should be no LDT or ARL.

Alternatively we could support an OLA of 05:00 with no SLT or penalties.

5.5.1.5 TMS – MIS (Horizon data)

Stated Requirement: by 03.00.

Proposal: That we accept an SLT similar to that for the current OPTIP delivery namely:

- 96% of Transactions to be delivered to MIS by 03:00 on Day B
- 97% of Transactions to be delivered to MIS by 03:00 on Day C
- 98% of Transactions to be delivered to MIS by 03:00 on Day D
- 100% of Transactions to be delivered to MIS by 03:00 on Day J

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However in this case there is no LDT. The ARL is 98% of Transactions to be delivered to MIS by 03:00 on Day D.

Alternatively we should just support an OLA of 03:00 for this with no SLT or penalties.

5.5.1.6 TMS – HR SAP

Stated Requirement: 100% by 21.30 on Friday preceding weekend of pay run.

Given that the Friday that we need to load this data is beyond Day J for any of the relevant data, then I don't see any problem with this.

Proposal: That we accept an SLT as follows:

That the file containing data for HR SAP is delivered to the Huthwaite remote gateway by 21:30 on Friday preceding weekend of pay run, provided that the date has been notified at least 2 weeks in advance.

CAPO data will only be included in this file provided it has been received by the Monday prior to the Friday on which the data is to be delivered.

There should be no LDT but the ARL should be the same as the SLT.

5.5.1.7 TMS (CTS file)

Stated Requirement: no SLA.

Proposal: We accept this.

5.5.2 SLAs to be removed

The following interfaces are removed as part of the introduction of Impact R3 and so the associated SLAs need to be removed:

- LFS Weekly Stock on Hand feed is being removed
- OPTIP Feed is removed
- Network Banking Report NB 103

5.5.3 Unchanged SLAs

The following interfaces are unaffected by the introduction of Impact R3 and so the associated SLAs are unchanged:

- Reference Data Delivery
- Delivery of Data to AP Clients
- Delivery of Network Banking Reports (other than NB103 which is being removed)
- Delivery of Data to FRTS

5.5.4 Migration Implications

The SLA changes will take places at different times during the migration.

Section 2.6.1 defines the various migration stages.

The following table shows how the SLA changes fit in with this migration timetable:

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Interface	Phase	Comment
TMS - POL-FS	C	Since first day will include a special migration run may not want to have an SLT on it. Also may not want an SLT on both this and OpTIP so could postpone until D
Transaction Correction	C	NB Counter won't process them until Point E.
TMS – MIS (SAP ADS data)	D	
TMS – MIS (Horizon data)	D	
TMS – HR SAP	Post E	May not start for a month or two.
LFS Weekly Stock on Hand	A	This interface is not currently used and so the SLT should stop asap
OPTIP Feed	D	
Network Banking Report NB 103	C	

Table 26 – Migration of SLAs

5.6 SECURITY

None of the changes proposed will impact on the current systems security and any changes should be made in line with current practice, thus ensuring that systems security is not impacted.

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Chapter 6 - Testing and Acceptance

6.1 GENERAL

Each element of the new solution will be tested independently based on their interface specifications. Testing up to the service boundary between Fujitsu Services and Post Office domain is assumed on the basis of DIT testing at the boundary.

[CDBT] specifies that an End to End test will also be required.

A Test Strategy will be produced defining in detail the testing that will be carried out at the various stages. The results of tests will be made available to Post Office Ltd as described in that Test Strategy.

6.2 PRODUCT TESTING

6.2.1 Test Stages

The following test stages will be applied to each component:

- Unit Testing - module testing
- Link test – testing the interaction between modules
- Product Introduction Test (PIT)
- Direct Interface Test (DIT) tests new or amended interfaces to internal or external systems

  In particular a number of DIT tests are required:

  I've excluded any SAP Hosting interfaces

  - Interface from NRDS to Horizon (Reference Data)
  - Interface from TMS to POL FS (Summarised Transactions)
  - Interface from POL FS to TMS (Transaction Corrections)
  - Interface from SAP ADS to TMS (Cash Centre Transactions)
  - Interface from TMS to MIS (Horizon and Cash Centre Transactions)
  - Interface from EDS to TMS (Cash Account Enlivenments)
  - Interface from TMS to HR SAP (Postmaster Remuneration Data)
  - Interface from TMS to POL (DRS Reports and CTS Reports)
- Business Integration Test (BIT) to prove the business integration of the various components of the system on a live-like infrastructure
- Release Test (RT)

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This also includes Migration Testing

- Live Support Test (LST)

  Note that LST does not include a POL FS system and so will not test any interfaces to POL FS.

In addition there will be support for the Post Office End-to-End Testing. This will include the use of a POL FS system and so can be used for any required testing of the interface to POL FS.

6.2.2 Test Environments

No specific test environments or test harnesses are required. Since the new external interfaces are Bulk File interfaces all that is required is the generation of these files ~~*Replenishment Delivery* Files~~ and the checking of the revised ~~*ONCH*~~ files that are transmitted ~~and new *Ledger Entry Information* files~~.

6.3 ASPECTS TO BE TESTED

The following sub-sections are provided as input to the Test Strategy and are aligned with the requirements of the Test Strategy.

Note that there will be a number of non-functional tests being carried out for the Hosting of POL FS, however those are all outside the scope of this DP.

6.3.1 Business functionality

The Business Functionality is described in Chapter 2. All new Business Functionality as described there will need to be explicitly tested.

Existing functionality needs to be regression tested to show that it hasn't been changed and that the service provided has not been degraded. [BT002]

6.3.2 Performance

The following needs to be considered for Performance Testing:

- Impact on overall Counter Performance, in particular the effect of the increase from a 1 week CAP to a monthly Trading period and the corresponding increase in message store sizes on the time for report production
- The time taken to summarise the transactions with the TPS Host prior to delivery to POL FS
- The time taken to produce the monthly files for HR SAP
- Ability to deliver the various data flows within their targets

Note that it should be assumed that all counters will have been upgraded to 256Mb of memory prior to the rollout of S80.

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6.3.3 Volume

The main effect of Volumes is on the ability to summarise the Transactions prior to delivery to POL FS. In addition need to consider the implications of the longer Data Retention period on the counter and Correspondence Server ~~and also the implications of having two linked transactions for each stock sale rather than the current one~~.

The volume of data to be passed to MIS will be similar to that currently passed to OPTIP.

6.3.4 Integrity

This cover auditing of the interfaces that are subject to DIT.

6.3.5 Resilience

There is no specific resilience testing required.

6.3.6 Recoverability (including backup and recovery, including disaster recovery)

There is no specific recoverability testing required.

6.3.7 Networking

There is no specific network testing required.

6.3.8 Security

There is no specific security testing required.

6.3.9 Supportability

There is no specific supportability testing required.

6.3.10 Manageability (system management)

There is no specific manageability testing required.

6.3.11 Migration

Migration is described in section 2.6. The migration requirements are fairly complex and particular attention needs paying to testing the various migration scenarios, and in particular the ability to migrate from the final cash account to the first Branch Trading period while still providing valid data. The soft launch of the various features will be tested as part of this test phase.

6.4 ACCEPTANCE

[CDBT] specifies some acceptance criteria and the way in which they will be accepted against each requirement. The focus of acceptance testing will be on ensuring that all

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these acceptance criteria are met other than in those cases where there are agreed exceptions.

6.1.1 Live Pilot

There are no explicit requirements for a Live Pilot, however there are requirements to support Soft Launch for some aspects of the functionality (see section 2.6), which will enable a Live Pilot to be supported.

It should be assumed that a Live Pilot will be required in line with best practice on other releases.

6.1.2 Capacity Modelling

The changes introduced here will have an impact on the overall system capacity. ~~However they are expected to be~~ Testing will demonstrate that the changes can accommodated within the current headroom in the system.

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Chapter 7 - Mapping of Processes to Components

7.1 GENERAL

[CDBT] describes the requirement in terms of a number of processes. This DP describes systems components that are intended to support those processes. The following table shows the relationships between the Processes and Systems components.

7.2 MAIN BUSINESS PROCESSES

Process Name	SA Ref	DP Section	Comment
Local Verification			
Perform Transaction Checks – Periodic	A4.1.1.1	1.2.4	Process out of scope
Perform Range Checks -Transaction ... Validate Data Captured	A4.1.1.2	2.4	No changes required
Automated Reconciliation	A4.1.1.3	2.4	No changes required
Produce Reports and Information			
Produce Daily Summaries	A4.1.2.1	2.4	No changes required
Produce Periodic Summaries	A4.1.2.2	2.4	No changes required
Produce Sales Report to Assist Remuneration Check	A4.1.2.3	2.5.1.3.1	
Verify Summaries	A4.1.2.4	2.4	No changes required
~~REM out and~~ Despatch Redeemed Dockets~~/Vouchers~~	A4.1.2.5	2.4	No changes required
Produce Other Horizon Reports	A4.1.2.6	2.4	No changes required
Other Data Capture			
Input Non Accounting Data	A4.1.3.1	2.4	No changes required
Input Bulk Data	A4.1.3.2	2.4	No changes required
Input Additional Client Data	A4.1.3.3	2.4	No changes required
Discrepancy Management			
Receive Automated Message	A4.1.5.1	2.5.1.6.3	
Handle Transaction Corrections	A4.1.5.2	2.5.1.7	
Compare Generated with Actual Cash Position			
Compare Generated with Actual Cash Held for Stock Unit	A4.1.6.1	2.5.1.2.1	
Create Variance Report ... Compare Generated with Actual Cash Held Across Branch	A4.1.6.2	2.5.1.2.2	
Make Good, Hold or Declare Any Cash Variance	A4.1.6.3	2.5.1.2.3	
Stock Checking and Declaring			
Rem In/Out Stock	A4.1.7.1.1	2.5.1.1.2.1	~~No Change?~~
Local Stock Check Stock Held for Stock Unit	A4.1.7.1.2	2.5.1.2.4	
Review Stock Held Across Branch	A4.1.7.1.3	2.5.1.3.2	
Produce Branch Accounts			
Produce Trial Balance	A4.1.7.2	2.5.1.4.1	
Investigate Balance Discrepancies	A4.1.7.3	2.4	No changes required
Make Good or Declare any Outstanding Losses	A4.1.7.4	2.5.1.1.4	

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Produce Final Balance	A4.1.7.5	2.5.1.4.1	
Produce and Confirm Trading Statement	A4.1.7.6	2.5.1.4.2	
Roll Over Inactive Stock Units	A4.1.7.7	2.4	No changes required
Stock Revaluation ~~(Stamps)~~	A4.1.7.8	~~2.4~~ 2.5.1.1.2.3	~~No Change?~~
Summarise Transaction Data			
Scan Transaction for Day	A4.3.1	2.5.2.4	
Accumulate Transactions for Summarisation	A4.3.2	2.5.2.8	
Summarise Cash Centre Transactions	A4.3.3	1.2.4	Assume that this is done by SAP ADS
Deliver Data to External Systems	none	2.5.2.3 2.5.2.6 2.5.2.7 2.5.2.10 2.5.2.11	

Table 27 – Mapping of Business Processes to DP Sections

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Chapter 8 - Compliance Matrices

8.1 GENERAL

The purpose of this chapter is to list all the formal Requirements identified in [CDBT] and [CDPROG] that are identified as being on Fujitsu Services together with compliance statements and references to where in this document the meeting of the requirement is described. Details of acceptance criteria are also included.

I've ignored [CDPROG] since it isn't yet aligned with [CDBT].

NB it does have some high level requirements which may need to be added in here.

POL have categorised the various requirements with acceptance mechanisms. I've included the mechanism to be used in the following section. Table 28 contains the key.

Id	Description	Meaning
DR	Document review	Requirements that cannot be objectively verified by a test of the Work Package solution may be satisfied by PO undertaking a Document Review. The outcome of any such review will be documented by PO in the Document Review report.
DW	Design Walkthrough	Requirements may be satisfied by PO evidencing a Design Walkthrough of the Fujitsu Services Design as specified in the Design Proposal. The outcome of any such design walkthrough will be documented by PO in the Design Walkthrough report.
FST	Fujitsu Services Test	Tests that are run and managed by Fujitsu Services for the purpose of verifying that a Fujitsu Services Work Package satisfies the Work Package Acceptance Criteria. Fujitsu Services shall produce a test report presenting the results of the tests. The assessment of the results of these tests will be by inspection carried out by Fujitsu Services or jointly with PO, in conjunction with the Acceptance Criteria.
POT	Post Office E2E Test	Tests that are run and managed by PO (which in terms of the scope of this document), are for the purpose of verifying in terms of the E2E solution, Acceptance Criteria have been met. PO shall provide appropriate evidence to FS, if any non-compliances are identified.
M	Monitoring	PO shall specify any requirement beyond the level of support that Fujitsu Services are required to provide under normal operational practice (such as a report etc). Typically the duration of this requirement may be of the order of one month and no greater than 3 months, but in any event to be agreed in advance between PO and FS.
SOF	Statement of fact	Where the solution to a Requirement is self-evident and does not lend itself to formal proving.
SOO	Statement of obligation	Relates to requirements that represent either: • An existing Fujitsu Services obligation or • Agreed additional Fujitsu Services obligation (to be recorded subsequently as an amendment to the contract clauses, schedules, or contract controlled documents)

Table 28 – Acceptance Mechanisms

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8.2 COMPLIANCE MATRIX

Req ID	Description	FS Comp	X Ref	Acc Rule	Comment
BT001	Production of a balance report for a stock unit must be possible to be produced within 5 times the current production time for a stock unit with a busy transaction profile, long trading statement period	Yes	2.5.1.3	FST	
BT002	Functionality not specifically identified to be changed within this document must not be affected to degrade the existing service provided by the Horizon system.	Yes	6.3.1	FST	
BT003	Migration to POL-FS must occur at the end of a financial period.	Yes	2.6.1.3	SOF	
~~BT006~~	~~A new trial balance report will be produced, the content and format of which will be as specified in Appendix B of [CDBT]~~			~~FST~~	~~To be removed since it is covered by BT007~~
BT007	The content and format of trial and final balance reports will be altered as specified in Appendix B of [CDBT]	Yes	2.5.1.4.1	FST	
BT008	A new trading statement report will be produced, the content and format of which will be as specified in Appendix B of [CDBT]	Yes	2.5.1.4.2	FST	
BT009	A new variances report will be produced, the content and format of which will be as specified in Section 20.2 in Appendix B of [CDBT]	Yes	2.5.1.2.2	FST	~~Also see BT030 which is basically the same~~
BT016	Functionality to allow entry of date range on the of Sales Report to be produced will be implemented within Horizon, the system will verify that a valid date range has been entered, If invalid it will allow re-entry, if valid it will produce the existing sales report but with data covering the specified data range.	Yes	2.5.1.3.1	FST	
BT024	A user with the appropriate role will be informed, at log on, that there are outstanding Transaction Corrections awaiting processing, whenever there are any.	Yes	2.5.1.6.3	FST	This has been rewritten as [BT024a]

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BT025	There will be a button for Transaction Correction Management within the menu hierarchy which is only accessible by users with the appropriate role. This will provide the user with a list of the unprocessed Transaction Corrections, displayed in date/time order. Having selected the Transaction Correction to process, the system will display text making clear what will happen when they select any of the options presented, the user should be able to print the details of the transaction correction at this point in order to consider its implications before invoking it. For each Transaction Correction the user will have up to three options – Each option, when selected, will perform an identified set of transactions, defined within the Transaction Correction. (this may include an option to Do Nothing (requesting further investigation).	Yes	2.5.1.7	FST	
BT026	At the end of performing a cash declaration, in a shared stock unit, the system will enter, if the user chooses to, the cash discrepancies function to support the identification of any variance.	Yes	2.5.1.2.1	FST	
BT028	Reminders for ONCH function to be performed at log on if not performed previous day will be removed and, instead, the system will remind users to perform cash declaration function if it has not been performed on the previous day, but this may be declined.	Yes	2.5.1.6	FST	
BT029	When the cash declaration has been made the figures for denominational split will be passed to SAP-ADS as if an ONCH declaration had been performed.	Yes	2.5.1.5.4	FST	
~~BT030~~	~~A new function will be made available to provide the variance report to the defined content and format~~			~~FST~~	~~Same as BT009 To be removed.~~
BT032	A new function for recording a "make good" action will be made available this will allow the user to enter the amount made good. It will record the amount made good, making a new declaration for cash by altering the previous declaration by the amount made good. Amounts made good will be reported on variance reports, balance reports and trading statements.	Yes	2.5.1.2.3 2.5.1.2.2 2.5.1.4.1 2.5.1.4.2	FST	
BT036	Adjustments in stock (whether identified via adjustments or stock declarations) should be adjusted at the adjustment price whenever defined in reference data.	Yes	2.5.1.2.4	FST	
BT037	Report will be redefined without stock values as defined in section 20.7 in Appendix B of [CDBT]	Yes	2.5.1.3.2	FST	

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BT038	A new check is to be introduced after producing the Trial Balance (ie when the "rollover" button is pressed prior to producing the Final Balance). This check will act as follows: 1. If it isn't the last Stock Unit to rollover, the clerk will be advised that the Discrepancy is to be posted to a "local adjustments" account. They have the option of accepting or rejecting this action. a. Should they accept it, then a pair of transactions will be generated resulting in the Discrepancy being reduced to zero and a corresponding amount being put into a "local adjustments product". b. Should they reject it, then the rollover is aborted and the clerk is free to do whatever they wish to balance the Stock Unit and will then need to balance the Stock Unit again at a later time. c. The "local adjustment" is not associated with any Stock Unit (as with a Suspense account). Items can be added to it by any clerk, but only as part of the Balancing Process. Managers / Supervisors will be able to move items from it into cash in their SU to be Made Good. 2. If this is the last Stock Unit to Rollover an additional check will be performed to ensure that the net total of transactions, within the Trading Period, in the "local adjustment" account has a net value of zero. 3. If this is the last Stock Unit to Rollover, then the user will be informed if the Stock Unit has a Discrepancy and that this must be resolved before the last Stock Unit can be rolled over. Local Adjustment will behave in a similar way to existing Suspense Account items, namely the values will not be associated with any Stock Unit, but is considered as part of the overall Branch balance.	Yes	2.5.1.4.1	FST	
BT039	There is an existing report that shows the state of all suspense accounts and all Transactions associated with the suspense accounts during the Trading Period, indicating which Stock Unit carried out the Transaction. It is proposed that Local Adjustment transactions are included in this report as with any other Suspense transactions	Yes	2.5.1.3.3	FST	

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BT040	Horizon should be changed such that only Supervisors and Managers (etc) will be allowed to carry out Suspense Transactions. The only exception to this will be the automatic posting of Discrepancies to Local Adjustment.	Yes	2.5.1.1.4	FST	This has been rewritten as [BT040a]
BT041	The user will select the appropriate function which will display the Trial Trading Statement (as per outlined report) and this may be printed. When the user is content to confirm the position he will be presented with a textual message which describes the liability and responsibility which the postmaster is accepting. If the postmaster accepts this the system will record this action, print the Final Trading Statement and commit an event which identifies that the agent has produced the Trading Statement and accepted liability for the trading position.	Yes	2.5.1.4.2	FST	
BT043	The confirmation event will be made available to the data warehouse to enable monitoring of who has and who hasn't done a trading statement. The "confirmation transaction" will not contain the constituent parts that make up the trading position.	Yes	2.5.1.4.2 2.5.2.7	FST	
BT044	A facility for different branches to operate on a different (four weekly) branch trading calendar, will be implemented, which branch is operating to which calendar is to be defined by reference data.	Yes	2.5.1.6.2	FST	
BT045	The current functionality for extending accounting periods should be removed. The Horizon system should continue to remind users to roll-over the accounting period if they logon to a SU in the wrong Trading Period according to the calendar.	Yes	2.5.1.4.3	FST	
BT046	Revaluation functionality to be redefined such that the user is reminded, for a series of days, at logon of an upcoming revaluation (defined by Reference Data). The reminder will suggest that the branch manager checks stock and makes any adjustments prior to the price change	Yes	2.5.1.1.2	FST	
BT049	The data retention period will be increased such that all trading data is available within the Branch for a minimum of 42 days.	Yes	2.5.1.1.1	FST	
BT050	The data retention period will be increased such that all trading data is available at the data centre for a minimum of 42 days.	Yes	2.5.1.1.1	FST	
BT056	All stock items will be monitored throughout the Horizon system by volume and not by value.	Yes	2.5.1.1.2	DR FST	
BT058	The existing Weekly Stock Holding feed to SAP-ADS will be removed	Yes	2.5.1.5.1 2.5.2.2	POT	

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BT059	There is a requirement to continue ensuring reconciliation between data flows which remain within the Fujitsu domain and ensuring that control totals are applied to any external interface to allow detection of file corruption. All these reconciliations should take advantage of the simplified process described in Section 21, Appendix C, of [CDBT]	Partly	1.6.1 2.5.1.5 2.5.1.5.5 2.5.2.5 2.5.2.6 2.5.2.14	DR	~~I need to add this one in~~ Note that the changes in Section 21, Appendix C, of [CDBT] are out of scope.
BT060	It is required that only reports that have previously been printed can be reprinted; and that the reprint reports are identified by date and time previously printed. The following particular requirements are identified for report re-prints: • For Stock Unit Balance Reports and Branch Trading Statements, the requirement is to be able to produce reprints for all reports for Period N up until the rollover from Period N+1 to Period N+2 • There is no need to reprint the Office Weekly Counters Revenue Schedule, since the original report has been removed • For the following reports: Office Weekly Inland Revenue Tax Credits P5589 Office Weekly P&A P2311MA Office Weekly Redeemed Savings Stamps Variance Report (new) • The requirement is that each of these is a weekly report and it is sufficient to be able to reprint any of these for which the data is still available (ie the last 5 reports). In particular, this will ensure that all such reports for the current Branch Trading Period can be reprinted if required. • The Track and Trace Manifest, currently allows reprint of the last report produced. My understanding is that such a report is normally produced daily, so no special consideration is required in terms of long term storage of the data for this report. • No other reports require reprints.	Yes	2.5.1.3.8	FST	This has been rewritten as [BT060a]
BT062	The NB103 DRS reconciliation reports will be eliminated.	Yes	2.5.2.5	DR	
BT063	The consolidated stock unit non-value stock report is no longer required and can be removed. The check to ensure that the consolidated stock unit non-value stock report is produced as part of end of period processing will also be removed.	Yes	2.5.1.3.9 2.5.1.4.2	DR FST	
BT065	A new Transaction Corrections report will be produced, the content and format of which will be as specified in Section 20.3 in Appendix B of [CDBT]	Yes	2.5.1.7.3	FST	

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Table 29 – Compliance Matrix

8.3 ADDITIONAL REQUIREMENT

A number of further requirements have been documented following the baselining of [CDBT]. These have been agreed with POL and are recorded here.

Req ID	Description	FS Comp	X Ref	Acc Rule	Comment
BT006					This requirement has now been removed.
BT024a	A user with the appropriate role will be informed, at log on, that there are outstanding Transaction Corrections awaiting processing, whenever there are any. The dialogue informing the user of this will include a button allowing access to the "Process Transaction Correction" function.	Yes	2.5.1.6.3	FST	Last sentence added.
BT030					This requirement has now been removed.
BT040a	Horizon should be changed such that only those Roles that can do an Office Balance (ie Manager, Supervisor, Migrate, Auditor and Auditor - Emergency Manager) will be allowed to carry out Suspense Transactions. The only exception to this will be the automatic posting of Discrepancies to Local Adjustment.	Yes	2.5.1.1.4	FST	Roles clarified
BT051	Process for recovery situations when the Branch is nearing, or has exceeded, 42 days since it produced the last Branch Trading Statement will be defined.	Yes	2.5.1.5.6	DR	There is now a requirement on Fujitsu to support this Post Office Ltd requirement. However there is no requirement on Fujitsu to make any specific changes.

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BT055	There is a requirement to control all items of stock. This will be achieved through reference data by defining as controlled products those products which are currently non-value products POL will review all non-value items and identify requirements for redefining them as controlled stock items. A document of the findings of the review of non-value stock items will be produced and reviewed to ensure that it identifies those which are to be reclassified as controlled items and that they will be controlled accurately by this redefinition and that for any products which cannot be controlled in this way, requirements for bringing them under control will be identified, documented and managed through the change request mechanism. Existing processes for transferring, testing and implementing new reference data to the Horizon counter will be used to make any identified changes. Existing Change Request processes will be applied to new requirements identified.	Yes	2.5.1.1.3 2.6.3.3	DR	There is now a requirement on Fujitsu to support this Post Office Ltd requirement. However there is no requirement on Fujitsu to make any specific changes.
BT057	The following reports are no longer required and will be removed from the Horizon system: • Counter Weekly DVLA V10 • Counter Weekly DVLA V11 • Office Weekly Counters Revenue Schedule • Declaration and Confirmation – Non-Value Stock • Counter Daily Cash on Hand (there is a separate report for Cash Declaration which is nearly identical, and it is just the cash Declaration report that we need to retain) • Office Weekly Cash Flow(this is replaced by the Variance report) • Cash Account Trial • Cash Account Final	Yes	2.5.1.3.9	FST	

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BT060a	It is required that only reports that have previously been printed can be reprinted; and that the reprint reports are identified by date and time previously printed. The following particular requirements are identified for report re-prints: ▪ For Stock Unit Balance Reports and Branch Trading Statements, the requirement is to be able reprint the last report of each type generated. ▪ There is no need to reprint the Office Weekly Counters Revenue Schedule, since the original report has been removed ▪ For the Cash Variance report the date range for which the report is to be produced will be defined as part of the reprint request mechanism. The report will be produced from data stored during the requested period. ▪ For the following reports: Office Weekly Inland Revenue Tax Credits P5589 Office Weekly P&A P2311MA Office Weekly Redeemed Savings Stamps Variance Report (new) The requirement is that each of these is a weekly report and it is sufficient to be able to reprint any of these for which the data is still available (ie the last 5 reports). In particular, this will ensure that all such reports for the current Branch Trading Period can be reprinted if required. ▪ The Track and Trace Manifest, currently allows reprint of the last report produced. Since this report is normally produced daily, no special consideration is required in terms of long term storage of the data for this report. ▪ No other reports require reprints.	Yes	2.5.1.2.2.1 2.5.1.3.8	FST	
~~BT101~~	~~TBS~~				~~Something about making non-value stock value stock.~~
BT102	Horizon will be changed such that the menu hierarchy reflects changes made in the suspense products and allows users to access the new products.	Yes	2.5.1.1.4	FST	
BT103	The buttons that allow Error Notices to be cleared and Vouchers to be processed will be removed, since in the future this will be achieved using Transaction Corrections.	Yes	2.5.1.1.4	FST	
BT104	The current ONCH button will access the common declare cash functionality	Yes	2.5.1.2.1	FST	

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BT105	There will be a new Check for Variances function in the menu hierarchy for shared stock units which will provide the current functionality to sum up part cash declarations (only), using the current algorithms for summing cash declarations in shared stock units, and calculate any variance from the stock unit derived cash position.	Yes	2.5.1.2.1.1	FST	~~Needs rewriting~~
BT106	The buttons for making declarations and confirmation of non-value stock items will be removed from the menu hierarchy.	Yes	2.5.1.2.5	FST	
BT107	A new Counter Weekly Redeemed Savings Stamps mandatory report is required with similar content to the Office Weekly Redeemed Savings Stamps Summary.	Yes	2.5.1.3.4	FST	Reports defined in [CDBTCR1]
BT108	A daily feed of transaction details and summaries will be accepted from SAP-ADS for passing to POL-FS and the MIS	No	2.5.2.3	FST POT	Considered top be out of scope.
~~BT109~~	~~Since the AP Harvester is to be removed, then all AP attributes will now need to be harvested by the TPS Harvester. In addition any logic associated with checking Digital signatures and acknowledging Smart card transactions will also need to be moved.~~ ~~Isn't this part of Simplification Works, in Appendix C? Do they need separate requirements?~~			~~??~~	~~No. AP Harvester is no longer being removed. Need to come back to this one.~~
BT110	Horizon will store data for the following events and forward the data to the POL Data Warehouse system; ▪ Trading Statement Created ▪ Trading Statement Period rolled ▪ Trading Statement Period Roll Abandoned ▪ Excess Cash Removed ▪ Cash Shortage Made Good ▪ Cash Variance Report Previewed ▪ Cash Variance Report Printed ▪ Outstanding Transaction Correction Reminder Displayed	Yes	2.5.2.4	FST	
BT111	A file of CAPO data from EDS will be received, the data will be loaded into TMS such that the information can be merged in with the data being sent to HR SAP each month.	No	2.5.2.9	FST POT	Considered top be out of scope.
BT112	Transaction Data must be summarised and generated into files of information to provide base data for the payroll calculations within HR-SAP. This will follow the existing rules currently used by CBDB.	Yes	2.5.2.10	FST POT	~~Needs rewriting~~
BT113	The nightly file of transaction corrections will be loaded and distributed to the appropriate branch systems for local handling.	Yes	2.5.2.12	FST	

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BT114	Migration at S80 will be complex and will require the full end to end participation in determining the exact detail. Each migration step must be specified in detail to ensure integrity of data and processes throughout the migration period.	Yes	2.6.1	DR	There is a requirement on Fujitsu to support this Post Office Ltd requirement. However there is no requirement on Fujitsu to make any specific changes.
BT115	In circumstances where the Branch Trading Statement is not produced within the data retention period, the Horizon system should attempt to retain the data for the entire period, subject to hardware limitations and constraints.	Yes	2.5.1.1.1.4 2.5.1.5.6	FST	
BT116	The production of the reports below needs to change such that a cut-off is taken and the next report will only look at the Stock Unit reports (ie Counter Weekly) produced since the last time the summary report was cut-off. An implicit cut-off will occur when the branch is moved to a new Trading Period. • Office Weekly Inland Revenue Tax Credits • Office Weekly Inland Revenue Tax Credits P5589 • Office Weekly P&A P2311MA • Office Weekly Pensions and Allowances • Office Weekly Redeemed Savings Stamps Summary	Yes	2.5.1.3.10	FST	

Table 30 – Additional Requirements Compliance Matrix

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8.4 OTHER ASSUMPTIONS

During the development of the DP and the costing exercise a number of cases have been identified where [CDBT] was not clear and so assumptions have been made to enable as design to be produced. These are:

DP X Ref	Assumption	Comment
2.5.1.1.6 3.5	NRDS to provide Settlement Products and Primary and Tertiary Mappings to Horizon via Type A interface	
2.5.1.2.2	Variance Report only produces data up to and including "yesterday"	It is understood that there may also be a requirement to include some of today's data. However the detailed requirements have not yet been confirmed so this will be processed as a CR once agreed.
2.5.1.4.1.3	Stock Remittances / Transfers will be excluded from the SU Balance report since they are zero value.	
2.5.1.4.2	We assume all the Branch Trading report is printed in single normal font.	
2.5.1.7.1	Note that there are potential requirements to handle adjustments to both value and volume using Transaction Corrections (eg correcting an Orange 'phone card transaction to an O2 'phone card transaction. In this case we will need to use the loss price if available for the products. The requirement to handle both value and volume adjustments using Transaction Corrections is not addressed by the proposed Fujitsu solution.	There may be a future CR to bring such adjustments back into scope.
2.5.2.3 2.5.2.13.5 3.2.3 4.2 8.3: BT108	Requirement to process SAP ADS Transactions is out of scope	
2.5.2.8.2	In situations where Horizon detects an error in a POL FS subfile, the sub-file will not be forwarded to POL FS until the error has been investigated and corrected within Horizon. NB In such cases, the underlying transactions may already have been forwarded to MIS.	There is an increased likelihood of this during the period between migration points C and D.
2.5.2.9 3.2.5 4.5 8.3: BT111	Requirement to process CAPO Transactions is out of scope	
2.6	The following assumptions are made about migration: • It is acceptable to prohibit further processing in a Stock Unit that has rolled into a new CAP until the Branch is rolled over into the new CAP for the two special rollovers, ie the final CAP to CBDB and the final CAP prior to switching to Branch Trading Processes (points C and E in the migration process). In both these cases, any attempt to logon or attach to a stock unit in the new CAP will result in all buttons being inhibited other than those that will support CAP Rollover; Attachment to a new SU; and Logout.	

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	• Following the final CAP rollover for CBDB, changes will be made to the housekeeping menu to support changed Suspense accounts; prevention of Error Notice and Voucher processing; and introduction of new Housekeeping functions to replace vouchers. • Restricting the Housekeeping menus as specified in requirement [BT040a] will happen at a specified date prior to the final CAP for CBDB being rolled over at all branches (ie it will not be co-ordinated to a CAP rollover). In particular this change will take place at the same time in all branches and will not be available for piloting. • Transactions Corrections will not be able to be processed until the branch is operating in Branch Trading Mode (ie point E in the migration process). Transactions Corrections received earlier than point E will ~~still~~ be retained and can be processed after point E until 42 days after they were delivered by POL FS. • It must be possible to support a pilot "POL FS" for selected branches in parallel with normal "S60" operation of the live POL FS. Such a pilot can then be stopped and a "proper" migration supported. The term pilot is taken to mean the provision of data from selected branches to a test instance of POL FS whilst continuing to provide an operational feed to CBDB. On completion of the pilot, it is assumed that the data in the POL FS test instance will be discarded. • The flow to POL FS will conform to the S60 AIS until we first pass through the S80 Data (i.e. Point C in the migration process). Therefore late data from branches that are still operating at S60 will then pass the data through the S80 interface (but include a Balancing account) • There may be circumstances under which S80 Transactions from Horizon get passed to POL FS prior to the Opening Balances. • ForEx will continue to be handled as a single account within POL FS • The CD has not identified the requirement for any special reports that need to be created to support branch migration. In particular, the opening Balance from the first "new" Stock Unit Balance will not match the Closing Balance of the last "old" balance (though business processes can be defined to allow the two to be manually reconciled)	It is understood that a CR will be raised if a Pilot is to be operated, at which time operating, infrastructure and test rig costs will be assessed, i.e. costs for Pilot operation are not covered by this CT. It is understood that a CR is likely to be raised to change this. It is understood that a CR is likely to be raised to change this.

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	• Pending completion of POL requirement analysis to define specific requirements, it has not been possible to address any changes that may be necessary to handle migration non-value stock products to value stock products. • The feed to OPTIP will be switched to MIS at a given point after POL FS is operational (expected to be approximately 10 days following point A in the migration process). It is understood that there is no requirement for no parallel running. • Branch transactions conducted following completion of the final CAP and the commencement of the next trading day (i.e. at the switch from CBDB to POL FS may be excluded / double counted in the summaries prepared for HR SAP ~~is concerned~~. • There is no requirement to look at old NB103's after CBDB switch off	It is understood that POL procedures will attempt to mitigate this risk. Detailed design work will also attempt to reduce the probability of this happening.

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3.2.6	The following assumptions are made about the interface to HR SAP: • That data will be provided one or two months in arrears as specified in the summarisation Reference Data. • Two separate interfaces will be used: ○ An initial feed for "multiples" (about 250 branches) ○ A full feed for other sub-post offices (about 16,000 branches) Reference Data will be used to identify in which feed the data for a branch is to be included. Note that some branches (Directly Managed Branches) are not included in either feed. • There is no requirement to migrate a branch from one feed to the other. • There is not a requirement to provide support for migration to a target position where data is passed across as a single feed, 1 month in arrears. Any such requirement and will be handled by a separate CR, though the design should, where practical, take into account the fact that this is likely to be required in future. • It is assumed that a Calendar will be provided via Reference Data defining the cut-off dates for summarisation and also the dates by which files will be sent to HR SAP. • It is assumed that the mapping of products / modes to CTTs will be provided by Reference Data. This mapping will also indicate whether the summary is to be passed to HR SAP one or two months in arrears. • ~~It is assumed that it is acceptable to use~~ The Reference Data ~~currently~~ available at the Data Centre at the time of the Summarisation Process will be used for Branch Transaction ~~is available for~~ summarisation. It is assumed ~~to be used for summarisation and~~ that there is no requirement to maintain historical mapping data associating reference data that was current at the time that the transaction was actually carried out should that be different from that at the point of summarisation (eg following non-polling) • It is assumed that not all transactions will be mapped to a CTT, and so no checking / reporting is required to detect transactions that are not mapped to any CTT number as part of the summarisation process.	Once the AIS has been baselined, the impact on the solution design will be assessed and any changes in the assumed requirement will be addressed by CR.

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3.2.7	The following assumptions are made about the interface to MIS: • The CAP and BP fields will be retained, however the values will be null once the branch has moved from Cash Account to Trading Period (point E in the migration). • There are a number of the more recent "specialised" transactions where all that is passed to OPTIP is the basic EPOSS Transactional Data. Sections D6, D7 and D8 of [MISAIS] define the additional data required. • It has been agreed that the Quantity field can be extended to accommodate Bureau Quantities rather than having to hold it as an additional field. • Section D10.2 of [MISAIS] identifies some additional events that are to be passed through to MIS. This is also defined in Table 19.	Once the AIS has been baselined, the impact on the solution design will be assessed and any changes in the assumed requirement will be addressed by CR.
4.1	It is assumed that all the interfaces are either to POL FS (hosted by Fujitsu) or to a single Gateway system in Huthwaite and so covered by a single TIS ([POLTIS])	
8.2: BT006	Will be removed as a duplicate	
8.2: BT030	Will be removed as a duplicate	
8.2: BT059	Requirement BT059 is only partially covered. In particular the reference to Appendix C of [CDBT] (which is out of scope) is excluded.	
8.3	All the changed requirements identified in this section are assumed to be applied to [CDBT] and are consequently considered to be part of the requirement.	
8.3: BT108	The Transaction Interface from SAPADS to support the MIS data is out of scope	
8.3: BT111	The data flow from EDS for CAPO Enlivenments is out of scope	

Table 31 – Assumptions