

**FUJITSU SERVICES POST OFFICE ACCOUNT**

**EVIDENCE TO SHOW THAT THE CLEVELLEY POST OFFICE HAD A 'CLEAN START' ON 10<sup>TH</sup> FEBRUARY 2000**

Prior to a Post Office commencing live operations on Horizon a process of migrating Post Office data onto the system has to take place. This migration process includes the instantiation of Stock Units and Cash Accounts and the establishment of an agreed starting balance.

As part of the handover from migration to live Post Masters are obliged to confirm their acceptance that all of the above has taken place.

The image beneath is that acceptance by Mrs J. Wolstenholme that these activities had taken place and she was prepared to accept the system for live use.

**Horizon Migration Acceptance Form - Manual**

Please complete the following details:

Name of Post Office: CLEVELLEY S. PAB Code: 153405.

Name of HPSO (print name in capitals): DAVID N. CUMBERLAND.

Name of OM (print name in capitals): JULIE WOLSTENHOLME

Date: 9/2/00 Time: 10:30 pm

The HPSO should complete the following table with the stock unit names and types that have been migrated in the outlet. For example Shared (S) or Individual (I) stock unit types.

Stock Unit Name	Stock Unit Type	Stock Unit Name	Stock Unit Type	Stock Unit Name	Stock Unit Type
<u>PPA</u>	<u>SHARED</u>				

**Acceptance Statements**  
The HPSO and OM should sign the statements below in order for acceptance of the outlet to be achieved.

I agree two copies of a manual balance have been produced and signed. One copy has been left with the OM and one copy taken by the HPSO.	Signature of HPSO	<b>GRO</b>
	Signature of OM	
I agree the stock units detailed above were created on the Horizon system and the stock unit type specified correctly.	Signature of HPSO	
	Signature of OM	
I agree a Horizon stock unit report was produced for each stock unit detailed above, and it was verified correctly against the manual stock unit balances.	Signature of HPSO	
	Signature of OM	
I agree a Horizon stock unit snapshot was produced for each stock unit detailed above, and it was verified correctly against the manual stock unit balance.	Signature of HPSO	
	Signature of OM	
I agree a Horizon suspense account report was produced and verified correctly against the suspense account data.	Signature of HPSO	
	Signature of OM	
I agree a Horizon office snapshot was produced, and it was verified correctly against the manual office balance.	Signature of HPSO	
	Signature of OM	
I agree the required users specified by the OM were created on the Horizon system.	Signature of HPSO	
	Signature of OM	

Did the system derived Office Balances Brought Forward value and the figure entered by the HPSO agree? YES/NO YES

Version: Jan 2000

DELETED - ZSET61/MGA/2/3/4