Vouchers Migration

1. Introduction

The IMPACT Release 3 Conceptual Design identifies the following requirement regarding vouchers

1. Generic vouchers to be removed from Horizon where possible

   This covers Vouchers to TP and Vouchers to CRU. There is no intention to remove vouchers such as "promotional vouchers" as these are a valid method of payment.

Analysis has been carried out as to the complexity of these changes from a Horizon viewpoint and Fujitsu have confirmed that most of these changes could be carried out via an OBC change earlier than the Release 3 of Impact.

2. Recommendation

Vouchers to TP is removed via OBC process prior to S80. Must be between April 20th and May 20th.

Reference data implications have been considered and the subsequent effect on CBDB. In order to mitigate the effects the products will be mapped to the same cash account line as the current "vouchers to TP" line. This will ensure that it is reported in the same way on the cash account at the Branch.

It is confirmed that this will have no impact on the current POL MIS or OpTip system

The implication of the above recommendation still needs to be considered by the Business Change team and once agreement reached passed to business as usual to implement.

Vouchers to/from CRU is removed via OBC process at point 55

Vouchers to/from CRU removed at point 55 and non core product to be introduced for Northern Ireland only. This is due to current way that DMB's "write off" their balancing losses/gains.

3. Overview of analysis

3.1 Vouchers to TP

In order to simplify branch processes and remove unnecessary paperwork from both branch and CACM analysis has been undertaken to ascertain how to account for items which are currently reported via Vouchers to TP. Post S80 this will remove the need for the branch to complete the manual vouchers form (P5365) and for this to be keyed into DPU.

Items identified are as follows :-

Stamps for Official Postage

Postshop items for Official Usage

Spoilt Postage Label – Royal Mail

Parcelforce

Special Delivery

Underpaid

The above will be separate items on the MOP screen mapped to the current cash account line

Goodwill

Local purchases

Stamp Vending Machine Losses

RL Authorised Write-Off

Petty Cash Voucher – only available until S80

Robbery and Burglary clearance – cash – only available until S80

Robbery and Burglary clearance – stock – only available until S80

Robbery and Burglary clearance – vouchers – only available until S80

Sub-Postmaster Shortages/Repayment of Shortages – only available until S80

Obsolete stock not claimed on Horizon – only available until S80

The above will be separate items on the Housekeeping screen with a new parent product of local expenditure and will be mapped to the current cash account line.

Whilst this will have no impact in CACM prior to S80 the branch will be able to complete their weekly voucher form more easily as they will record each item individually on Horizon and then summarise to the manual form. Post S80 the items listed as only available until S80 should be removed once Transaction Corrections are live.

3.2   **Vouchers to/from CRU**

In order to simplify branch processes and remove unnecessary paperwork from both branch and cash centres analysis has been undertaken to ascertain how to account for items which are currently reported via Vouchers to/from CRU. Once all branches are live on S80 and branch trading is enlivened the requirement for vouchers to CRU will be removed.

Items identified are as follows :-

Ulster Saving Bank warrants

Redeemed postal orders (Belfast City Branch only)

Ulster Savings Bank Warrants – these are warrants that have been paid out by the branch and, in effect, should be accounted for in the same way as a cheque which has been received for services. The entries in Horizon should be :-

Cr   Cash

Dr   USB warrant to Cash Centre (new product required)

Redeemed postal orders – these are postal orders brought to the DMB in Belfast by other banks. They are recorded on Horizon as being paid however no cash is paid out over the counter. The settlement is made by the cash centre. The accounting at present is as though the branch has then received a remittance of cash from the cash centre in order to balance Horizon. The entries in Horizon should be :-

At point of acceptance

Dr   Redeemed Postal Orders

Cr   Redeemed Postal Orders to Cash Centre (new product required)